WELCOME!
Texas A&M Laserfiche Community Connect

Hosted by
Texas A&M Information Technology, Laserfiche and SMARTfiles

Presented by Judith H. Lewis, MS, PMP
Sr. IT Manager, Computing & Information Services
Project Manager, Texas A&M IT Laserfiche Shared Service
April 4, 2013
# Laserfiche Community Connect Day: Agenda

## MINI-CONFERENCE AGENDA

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Speaker(s)</th>
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</thead>
<tbody>
<tr>
<td>8:30 am - 9:00 am</td>
<td>Meet Your Community &amp; Coffee</td>
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<td>9:00 am - 9:30 am</td>
<td>Welcome &amp; Shared Service Information</td>
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<td>John Gonzales</td>
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<td>BREAK</td>
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<td>Streamlining your Business Process with Laserfiche</td>
<td>Elizabeth Cunningham</td>
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<td>Laserfiche Training &amp; CPP Program</td>
<td>Andrew Kamar</td>
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<td>User Discussion &amp; Recognition Session</td>
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<td>LUNCH &amp; DOOR PRIZES</td>
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<td>Build a Laserfiche Workflow with Quick Fields</td>
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Lunch, refreshments and door prizes are provided by Laserfiche and SMARTFLIX.
Enterprise Content Management (ECM) as a Shared Service

Judith Lewis

History
- Several document imaging systems on campus
- Campus Document Management Committee (2009)

Vision
- Making institutional information secure and useful

Goals
- Avoid software/hardware purchases at department level
- Reduce costs by eliminating redundant systems
- Enhance ability to share documents and workflows
Benefits of a Shared Service ECM

Judith Lewis
The Laserfiche Shared Service

- Laserfiche chosen as preferred provider by Document Management Committee (2010)
- President Loftin endorses committee recommendations (July, 2010)
- CIS chosen to provide centralized Laserfiche support (2010)
- Texas A&M AgriLife moves to Laserfiche shared service (2010)
- ECM Project Manager chosen (2011)
- Steering Committee convened (Nov, 2011)

Current status

- Laserfiche Master Agreement signed (September 26, 2012)
- Advantageous price point
- Convenient start up
- Strategic partnership with SMARTfiles
- TAMU Laserfiche website
- Laserfiche Fundamentals classes through Employee and Organization Development (EOD)
- Rio in production
- Laserfiche Community of Practice
What are communities of practice?

- “Communities of practice are groups of people who share a concern or passion for something they do and learn how to do it better as they interact regularly.”
  --Etienne Wenger

Characteristics

- The domain: identity defined by shared domain of interest
- The community: in pursuing their interest, members help each other to learn
- The practice: members are practitioners who develop a shared practice (tips/tricks)

Goals

- “Communities of practice provided a new approach, which focused on people and on the social structures that enable them to learn with and from each other.”

http://www.ewenger.com/theory/
Training Opportunities

- Video Library (Training Videos tab at [http://laserfiche.tamu.edu](http://laserfiche.tamu.edu)) (login required)
- Laserfiche Fundamentals class through Employee and Organizational Development (EOD)
- Laserfiche Local Administrator class through Computing and Information Services (CIS)
- College Station Laserfiche Training Day
  - Laserfiche technical speaker
  - 1-3 days
  - Annual commitment
- Local Laserfiche Community of Practice
  - Community Connect April 4, 2013
- Training by special arrangement
- Laserfiche Annual Conference
Website for Texas A&M Laserfiche

Laserfiche Shared Service

Texas A&M IT Laserfiche Discovery Session
Find out how Texas A&M IT Laserfiche can save your organization time and money, while giving you peace of mind!

Session Full
Tuesday, March 5
9:30 - 11:00 a.m.
General Services Complex, Room 2605
750 Agronomy Road

Sign Up for Next Session
Tuesday, April 2
9:30 - 11:00 a.m.
General Services Complex, Room 101A
750 Agronomy Road

Email Laserfiche-registration@tamu.edu to RSVP.

Laserfiche Fundamentals Training Classes
Hands-on, classroom-based training
Offered by Employee and Organizational Development. Learn more...

Texas A&M IT Laserfiche Wins Run Smarter Award
Laserfiche awarded the Run Smarter Award. Education category to the Texas A&M IT Laserfiche Shared Service. Read more...

Laserfiche is the preferred vendor for Texas A&M University's enterprise document management implementation and is offered to The Texas A&M University System as a shared service. Laserfiche captures paper and electronic documents and provides document storage, retrieval, security, and archiving.

The IT Solutions and Support group of Computing & Information Services, a department of Texas A&M Information Technology, provides central support for Laserfiche. Please contact ITSS at 979.847.4877 or laserfiche@tamu.edu.
Laserfiche User Videos

Laserfiche® End User Training

SMARTfiles
P. O. Box 4103
Bryan, Texas 77805-4103
(979) 778-8380
voleski@smartfiles.us
www.smartfiles.us

Narrated by Lisa Durham

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Laserfiche Annual Technical Conference

Empower 2014, January, 2014 in Anaheim, CA

- Use of Metadata
- Use of Workflow
- Use of Records Management Edition
- Use of API Toolkit
- Use of Mobile
- Business Process Management

Watch for Empower 2014 details:
Thank you for your interest in Laserfiche.

Contact Information:

Texas A&M Information Technology
Computing and Information Services
Laserfiche Enterprise Shared Service
Judith H. Lewis, MS, PMP
Project Manager
laserfiche@tamu.edu
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Community Connect

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