

# What's New in 10.1 Webinar

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<b>Webinar Date</b>	14 April 2016 (and 3 May 2016—upcoming)
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## Answer Sheet

### General

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**Q: When will Laserfiche 10.1 be released?**

**A:** Laserfiche 10.1 will be released by the end of April 2016.

### Laserfiche Business Process Library

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**Q: Is the Laserfiche Business Process Library available in Laserfiche Forms only or will it be available for Laserfiche Workflow as well?**

**A:** The initial release of the Laserfiche Business Process Library is available in Laserfiche Forms. Future releases will expand to include both Laserfiche Workflow and Laserfiche Forms.

**Q: Are there any additional ports that need to be opened on a firewall in order for an internal Laserfiche Forms server to make the call to Laserfiche for the new Laserfiche Business Process Library?**

**A:** The internal Laserfiche Forms server never makes a call to the Laserfiche Business Process Library. Everything is performed on the user side. If the user side has an internet connection, then the Laserfiche Business Process Library will automatically load. If the user side does not have an internet connection, then the local copy of the Laserfiche Business Process Library that is saved on the Laserfiche Forms server can be accessed.

**Q: Is the Laserfiche Business Process Library included with a Laserfiche Rio license?**

**A:** The Laserfiche Business Process Library is included with any Laserfiche Forms license, for both Laserfiche Avante and Laserfiche Rio.

**Q: When will the Laserfiche Business Process Library be available?**

**A:** Forty (40) business processes will be available as part of the full Laserfiche 10.1 release later this month. Additional processes will be available for download as they are finalized.

### Laserfiche Forms

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**Q: Will Laserfiche Forms 10.1 work with Laserfiche Server 10? Can we simply update Laserfiche Forms 10.1 without updating Laserfiche Server 10?**

**A:** Yes, Laserfiche Forms 10.1 will work with Laserfiche Server 10.

**Q:** Can MS Outlook be integrated with Laserfiche Forms so that fields are auto-filled by the content of the email? (Similar to the auto-email template action but with the ability to take the actual content of the email and populate a field in Forms). It would also be good to incorporate a user creation activity that allows someone to create a user or verify with email, fill out form 1, then have the ability to send that user a task so they can fill out a form 2 later.

**A:** Not at this time but we are looking into adding this to our backlog.

**Q:** Does Laserfiche 10.1 allow rows in a table to be sub-totaled? For example, a typical multi-line invoice or purchase order would require this function.

**A:** Yes, the new enhancements to calculations in Laserfiche Forms 10.1 natively support sub-totaling individual rows.

**Q:** Can the Laserfiche Forms 10.1 database perform custom queries, similar to Laserfiche Workflow?

**A:** No, not at this time.

## **Laserfiche (offline) Forms in Laserfiche App**

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**Q:** Can you fill in multiple forms and upload the batch once connected?

**A:** Yes, you can fill out as many forms as you want offline and upload all of them when re-connected.

**Q:** If you have an external data source linked to the form, will offline Laserfiche Forms cache the data from the external data source to be able to fill out that form offline? For example, can Laserfiche Forms performs a lookup to an SQL table and returns values?

**A:** External lookup rules are not supported in the initial release of offline Laserfiche Forms in the Laserfiche 10.1 app. The team is hard at work to include this functionality in a future version including:

- 1) Having offline lookup table on devices.
- 2) Synchronizing and updating tables on devices once connected.

**Q:** If a form has lookup fields and is filled out offline, do the lookup fields update once the form is uploaded?

**A:** Field rules are supported.

**Q:** Can you add a stamp as well as a signature to an offline form?

**A:** You cannot add stamps to offline forms, but you can add a signature using the signature field.

**Q:** How does offline Laserfiche Forms handle forms that have been updated since the form on the mobile device was downloaded when it tries to submit?

**A:** Laserfiche Forms will display the same error message that is currently displayed when you submit a form online while the form definition on the server has changed. When the new form is taken offline, the old version will be marked as depreciated. You will still be able to open and view the depreciated form if it has offline submissions associated with it. Currently, you can then use that information to fill out the updated version of the form. In a future release, we expect to do more with depreciated forms; but for now, it is recommended to schedule the maintenance and update accordingly.

- Q: In order to receive task notifications on your mobile device, will you need to be connected to the Laserfiche repository and logged into Laserfiche Mobile, keeping it running in the background?**
- A:** In order for your device to obtain notifications from the Laserfiche 10.1 app server and the Laserfiche Forms server, you will need to sign into Laserfiche Forms once from your app. The Laserfiche app needs to be running and connected to the app server, although it does not need to be specifically signed in to any given repository.
- Q: Where do you download the Windows version of the Laserfiche Mobile app for a Windows tablet?**
- A:** You can download the Windows app here:
- [Windows 10](#)
  - [Windows 8.1](#)
  - [Windows Phone 8.1](#)
- Q: Other than Laserfiche Mobile, is there a way to download a form to a PDF form for portability and then import it back into Laserfiche?**
- A:** Offline Forms is designed to serve this purpose.
- Q: Is the Laserfiche Mobile app an additional purchase?**
- A:** The Laserfiche Mobile app is included with Laserfiche Avante and Laserfiche Rio and can be downloaded from the iOS app store, Google Play and Windows App Store. To access the Laserfiche Forms functionality, Laserfiche Forms must be separately licensed.

## Laserfiche Web Access

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- Q: Does the Laserfiche Web Access PDF viewer require Acrobat Professional installed on the server?**
- A:** No. Native PDF viewing inside Laserfiche Web Access 10.1 uses standard web controls and does not interact with Adobe Reader or Acrobat at all.
- Q: To modify a document in Laserfiche Web Access, do you need to check out the MS Office document, make changes and check the document back in?**
- A:** Native viewing of MS Office documents directly within Laserfiche Web Access 10.1 is currently read-only to read or preview your document. Modification still requires checking out and working with the document through local installations of MS Office.
- Q: What is needed to view MS Office documents in Web Access?**
- A:** Viewing MS Office documents natively within Laserfiche Web Access 10.1 requires the installation of the Microsoft Office Web Apps server (also known as Online Office). Laserfiche Web Access relies on this server to 'decode' the Office document for viewing. This server needs to be installed within the organization to ensure that document security is retained. No local download of MS Office is required on either the Web Access server machine or the machine of the user connecting to Web Access. (Documentation on this will be available shortly).
- Q: Is the MS Office document viewer/import enhancements available only for Laserfiche Web Access, and not the desktop client?**
- A:** Correct, the MS Office viewer enhancements rely on external web service functionality that is only available through Laserfiche Web Access 10.1.

- Q:** In the demo, does copy text work only on TIF or will it work with PDFs and MS Office files? When copying text to metadata, does the document need to be OCRd? Can you copy and paste text directly from a page instead of from the text pane in the Laserfiche Client without having to go to the text of the document?
- A:** You can copy text directly from the document's image pane for TIF-imaged documents that have been OCRd. Text can also be directly copied from the PDF pane (if the PDF contains a text stream) and the MS Office viewer panes.
- Q:** When filling out fields in Laserfiche Web Access 10.1, do we have to set rights for users to add data to the fields?
- A:** As with all Laserfiche client applications, a user must have rights to edit the fields of a document in order to do so through Laserfiche Web Access 10.1.
- Q:** Is automatic check-in/out available in Laserfiche Web Access 10.1?
- A:** The initial release of Laserfiche Web Access 10 included support for automatic check-in/out. When opening an electronic document, the user is prompted to either check out (if they want to edit the form) or view as read-only. Choosing to check out will automatically check out the document. Documents accessed through the Microsoft Office Plugin will be automatically checked in when completed.

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## Quick Fields

- Q:** Any update on the release date for Laserfiche Quick Fields 10?
- A:** Laserfiche Quick Fields 10 will be released shortly after Laserfiche 10.1. The current projected date is in May 2016.

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## Laserfiche WebLink (Public Portal)

- Q:** Will the MS Office document viewer be available in the next release of Laserfiche WebLink?
- A:** This is something we hope to explore in the next release of Laserfiche WebLink, but we do not know if it will be possible at the moment due to network and Laserfiche security considerations. We're certainly hoping to be able to include this feature though.



**HAVE MORE  
QUESTIONS?**

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