Laserfiche Key Concepts

Before you start using Laserfiche, learn the following key concepts.

Icon	Concept	Description
	Repository	A repository allows information to be organized an accessible from a central location. Your repository contains your documents, the folder structure in w they are contained, and additional information suc metadata, annotations, and security.
	Laserfiche	Laserfiche is a Windows application that allows yc store, organize, and access your organization's information. It consists of the Laserfiche Server, w hosts your information, and the Laserfiche client applications, which allow you to access and work that information.
	Folder	A folder aids the organization of your documents. Folders can contain Laserfiche imaged document electronic documents, shortcuts, and other folders
	Document	Laserfiche uses the term "document" to refer to ar imaged document or an electronic document.
	Imaged Document	When you create a document by scanning or impc pages into the repository, you create an imaged document. Imaged documents can contain search text and metadata, and they open in the Documen Viewer.
	Electronic Document	An electronic document is a Laserfiche document associated with an electronic file. An electronic file any non-image file that was created in an applicat other than Laserfiche. Electronic documents are usually viewed and modified using an external application. For example, a Word document stored Laserfiche can be viewed using Microsoft Word. A electronic document can also be opened in the Document Viewer. This allows you to view images text, and field data associated with it. If it is a PDF can also view the PDF file directly within Laserfiche. Laserfiche can associate text with an electronic document by retrieving it directly from th content of certain types of electronic files. You car generate image pages from PDFs in the Client, ar you can generate images and text of other electro document types with the help of Laserfiche Snapshot. By default, the icon for the Windows application associated with an electronic documer electronic file is displayed in the Folder Browser.
	Shortcut	A shortcut allows you to open an item from a locat other than where it is stored in the repository. Sho provide quick and convenient access to document while maintaining the manner in which your docun

		have been organized. In addition to folder shortcu you may also create shortcuts to documents and electronic documents. The shortcut icons will have arrow in the lower left hand corner.
	Scanning	Laserfiche Scanning is a Laserfiche component th allows you to scan paper documents into your repository.
	Search	You can perform searches to quickly locate entrie Laserfiche. In addition to full-text searches, you ca search for nearly any property on the document. Searches allow you to find and work with docume efficiently.
	Metadata	Metadata is a general term used to refer to inform associated with a document in Laserfiche. Metada consists of template and field data, tags, links, ver information, and digital signatures.
	Field	A field stores supplemental information on a docu or folder. Fields provide a quick overview of the cc or important identifying characteristics of a docum folder, and increase the entry's searchability. Ther several different types of fields designed for storin different kinds of information, such as text, dates c numbers. Fields are generally collected into templ for easy management, but can be applied to entrie their own.
	Template	A template is a collection of fields, which can be u to categorize a document for search and retrieval to quickly apply those fields to the document.
	Tag	A tag is a label applied to a document. A tag may purely informational (such as a "Review" tag), or it might be a security tag (such as "Classified") that restricts access to the document. A document with security tag can only be viewed by users who hav been granted that tag.
	Link	A link is a connection between multiple documents allows you to keep track of related items. There ar types of links: document relationships and link gro A document relationship connects two documents are associated in a particular way, such as "E-mail" and "Attachment." A link group is a collectio two or more documents that are all related in som way, such as all the documents related to a partic event.
	Version	Documents in the repository can be placed under version control. When a document is under versio control, changes to that document will be saved a versions within the document. You can then view changes to a document, keep track of edits, comp versions, or revert to another version.

	Digital Signature	A digital signature is a way of indicating that a document is authentic, has been signed by a parti person, and has not been modified since the signa was applied. Digital signatures will only be availab your repository if your Laserfiche Server is license them.
	Annotation	An annotation is additional information applied to a specific page of a document, such as a highlight, a sticky note, or a redaction.
	Text Generation	Text generation is the process of creating searcha text associated with a document. Text can be generated in one of two ways: by performing an O Character Recognition (OCR) process on an imag containing text, or by extracting text directly from a electronic document (such as a Word document fi
	Volume	Images, text, and electronic files in your repository stored on the hard drive in volumes. Whenever a r document is added to the repository, it will be stor one of your volumes.
	User	Laserfiche security revolves around users. Only Laserfiche users and trusted Windows and LDAP accounts can log in to a repository. Once a logs in, their rights will be limited to those that a Laserfiche administrator has granted to them.
	Group	A group is a collection of users who share a partic role or who will be performing similar actions in the repository. Groups facilitate security administratior allows a Laserfiche administrator to configure the security for a set of users, instead of having to configure security for each individual user.
	Briefcase	A briefcase is a file containing entries exported fro Laserfiche repository. Documents stored in a brief retain their images, text, electronic files, metadata annotations, and records management informatior folder stored in a briefcase will retain its structure, the manner in which documents were organized is preserved. A briefcase does not store the original security for documents and folders stored in it, so newly imported files may need to have their securi access adjusted.