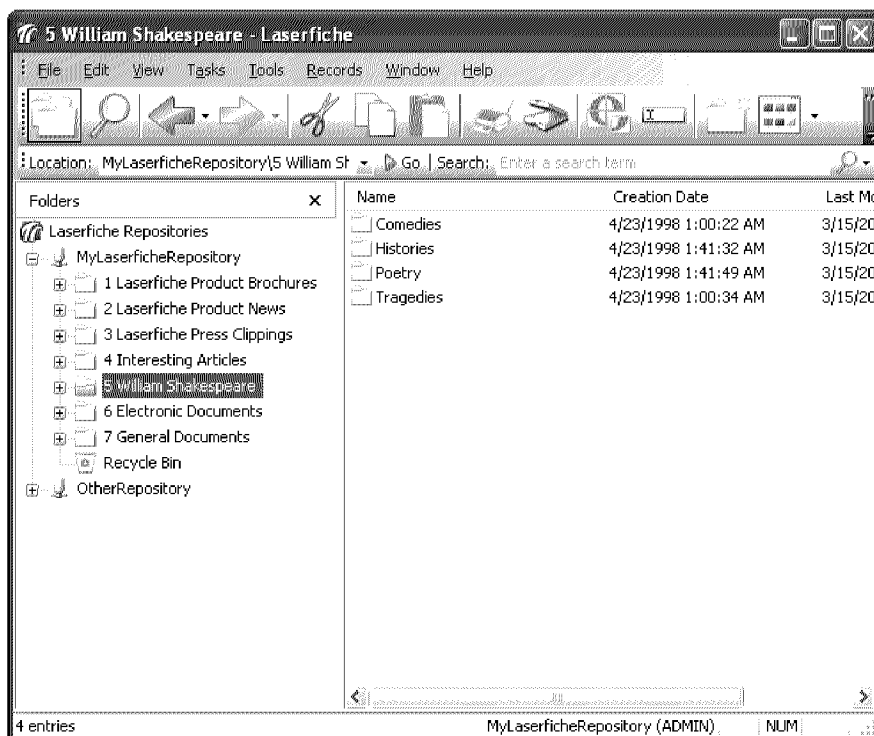# What is Laserfiche?

Laserfiche is a content management system that enables you to store, organize, and access your organization's information digitally. You have complete control over what type of information is stored, how long it is kept, and who can view the information. For example, you can store PDF documents, Microsoft Office documents, audio and video files, and much more. Laserfiche also allows you to create, modify, and delete content.

For example, a city can use Laserfiche to store and organize public records. Not only that, they can find a record quickly by searching the record's text or metadata (additional information added to a record, like the date it was created or scanned into Laserfiche). Large physical filing cabinets full of folders and paper are no longer needed, eliminating unnecessary paper and saving you space and time.

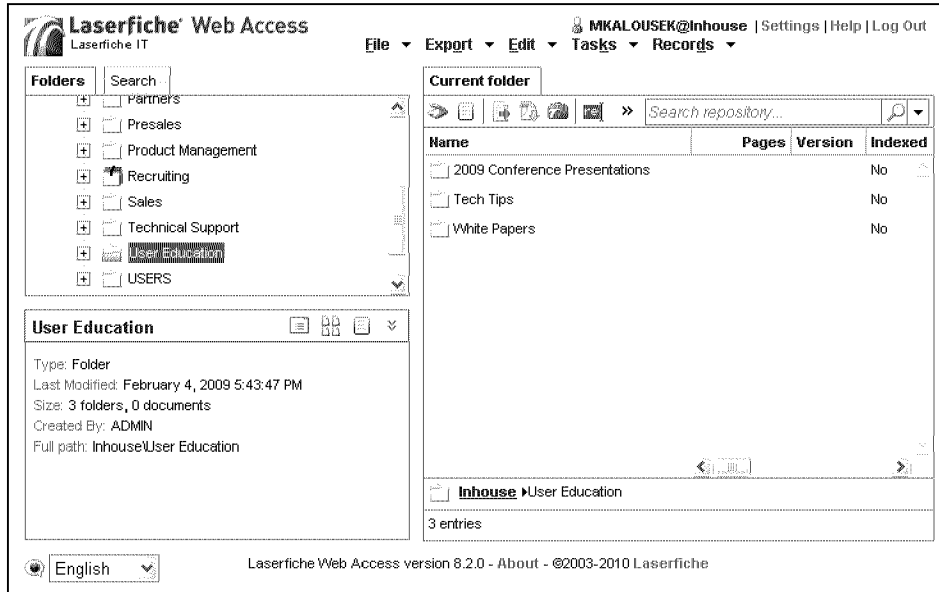There are different ways to view this information, depending on the type of access you need.

Laserfiche Client

The Laserfiche Client is a local Windows application installed on each machine that needs access to Laserfiche. This application gives you full control of all your information. You can view your documents, add metadata to them, secure them, print them, etc.

Web Access

Web Access is a Web application that provides the ability to access a Laserfiche repository using a Web browser. You can also use the Laserfiche Mobile app to view your repository via a mobile device.

WebLink

WebLink is a user-friendly public portal application providing read-only Internet access to documents. It can be configured to match the visual style of your existing Web site as well as display searches and links that quickly guide users to what they are looking for.