

Laserfiche 8.1 New Features Quick Reference

White Paper

May 2009

Laserfiche®

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Laserfiche Client and Server 8.1 include many new features to help you manage your documents more efficiently and administer your repository in new and powerful ways. This white paper provides a brief overview of the important new features in Laserfiche 8.1.

Laserfiche Avante and Rio Features

The Laserfiche Server now includes support for the Laserfiche Avante licensing system. In addition, you can now grant Named User status to Laserfiche trustees. The Administration Console includes support for managing your Named User licenses.

Flexible Document Viewer Panes

The Document Viewer includes a new pane management system that adds a great deal of flexibility to the way you view documents. You can now have more than two columns of panes in the Document Viewer's Standard view, and you can collect those panes into tabbed groups or set panes to automatically hide themselves when not in use.

Recycle Bin Enhancements

The Laserfiche Recycle Bin now allows you to restore individual deleted pages, as well as electronic files deleted from electronic documents.

Preview Pane

The Preview Pane allows you to quickly view a document's images without opening the document in the Document Viewer. This read-only preview allows you to move between pages, see annotations, zoom, pan, and see document properties.

LDAP (Lightweight Directory Access Protocol) Integration

Laserfiche now allows you to add LDAP directory account users and groups directly to Laserfiche. Once they have been added and granted access, users will be able to log in to your repository using their LDAP credentials, without needing to remember an additional username and password. This simplifies trustee management for administrators, who only need to maintain one set of users and groups, rather than replicating their LDAP users and groups in Laserfiche.

PhotoDocs

Laserfiche PhotoDocs is a new capture solution included with the Laserfiche 8.1 Client that allows you to capture documents for your repository using a digital camera rather than a scanner. PhotoDocs contains advanced image

processing features that allow you to produce clean, usable OCR text from those camera images.

Annotation List Pane

The Annotation List Pane in the Document Viewer allows users to view the list of annotations in a document in a single consolidated list. They can also jump directly to particular annotations or modify or delete annotations directly from the list.

Embedded PDF Electronic File Pane

The Electronic File Pane allows you to view a PDF electronic document directly in the Document Viewer. This pane allows you to view and work with your PDF file just as you would in Adobe Viewer, but without opening the document separately in Adobe.

Links to Documents in E-Mails

The E-mail Plug-in now allows you to send a link to a file in your repository in e-mail, as an alternative to sending the entire file. This option is useful when pointing another user of the same repository to a document—they simply have to click the shortcut file to launch the Client and jump directly to the specified document.

SSL/TLS Support

Laserfiche now allows you to encrypt the connection between your Laserfiche Server and client applications using SSL or TLS.

Volume Compression, Encryption and Securing

Several new volume management tools intended for volume archiving, backup and transfer have been included with Laserfiche 8.1. Volume compression allows you to reduce the amount of space a volume takes up on the hard disk. Volume encryption and securing provide new tools to encrypt your volumes on the Windows file system, and to lock them such that a password is necessary to detach, export, or attach the volumes.

Repository Locking

Repository locking allows an administrator to temporarily prevent new connections to the repository. Only users with the Manage Connections privilege will be able to log in while the repository is locked. This ability is useful for repository maintenance, when users connecting to and modifying the repository might cause complications.

Customizable Quick Search

The Quick Search feature, introduced in Laserfiche 8.0, allows users to quickly perform common searches directly from the Folder Browser. In Laserfiche 8.1, we have expanded this feature, allowing you to add new search types to the quick search list that are useful for your specific needs.

Import and Export of Administrative Objects

Laserfiche now supports exporting your repository's trustees, metadata objects, or RM objects as an XML file. This file can later be re-imported into the same repository or a different repository.

Volume Auto Move

If you change a volume's path in the Administration Console, the Server now automatically handles moving the volume files to the new specified location.

Numeric Field Constraints

Now, in addition to creating constraints for character field types, you can create constraints for numeric fields (number fields, integer fields and long integer fields. You can specify a numeric range (such as "between ten and twenty" or "less than 999"), and users will not be allowed to save values that fall outside your constraints.

Client Undo

Most actions performed on entries in the Laserfiche Client—including moving, copying, renaming, and so on—can now be undone.

Polygon Annotation

A new annotation was added to Laserfiche 8.1: polygon annotation, which allows you to draw an irregular straight-sided shape on a page.

On-the-Fly Tag Creation

This new feature allows users with the **Manage Tags** privilege to create a new informational tag from within the Client's metadata dialog, without having to open the Admin Console.

Audit Trail Updates

Audit Trail has been improved with enhanced setup wizards and configuration pages, new audit events, and full Firefox 3 support.

Record Folder Copy and Paste

In Laserfiche 8.1, if you copy a record folder and paste it within a record series in the same repository, it will retain its records management information.

Drag & Drop Client Images

When you select part of an image in the Laserfiche Client, you can now drag and drop that selection into another application.

Modified Move Entry Rights

Moving an entry from one folder to another no longer requires the Delete right on the source folder. In Laserfiche 8.1, having the Modify Contents right on the source folder is sufficient for entry moving.

Activation on Installation

You can now activate your Laserfiche installation by providing an activation key rather than a license file. The activation process will generate the license file used by your Server.

WebDAV Redirector

WebDAV support has been upgraded to include support for the WebDAV redirector, which is more robust than Web Folders and allows you to use WebDAV access on Windows Vista. You can also set up your repository to be accessible from a mapped drive location using WebDAV. Users will be able to navigate to that mapped drive to save files directly to Laserfiche, or to work with files in Windows Explorer. WebDAV is supported with Laserfiche Rio and Avante.

OmniPage OCR Upgrade

Laserfiche 8.1 now uses OmniPage 16 for OCR. OmniPage 16 has more flexible options, including the ability to decide whether you want to optimize your OCR for speed, accuracy, or a balance of the two.

Records Management Updates

Laserfiche 8.1 has updated the Records Management support in two ways. First, you can now determine whether a record series code must be unique. If you enable this option, all record series must have codes and the codes must be unique; if you disable this option, record series may have duplicate or blank codes. Second, record folders that are copied and pasted within record series will retain most of their record properties.

Localization Updates

Support for localized version of the Laserfiche Client and Server has been expanded for version 8.1. Chinese, Japanese and Korean language support now includes linking text and images, thereby enabling search hits and linked text annotations. The Server now includes Hijri date support for both the Kuwaiti and Umm al-Qura algorithms. We have also streamlined our localization handling to allow us to produce language packs for more languages, more quickly and more consistently.



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