How Laserfiche® Works for Construction Companies

Build Better Business Processes From the Job Site to the Corporate Office

- Access All Your Information from Wherever You Are
- Improve Compliance with Industry- and Government-Mandated Regulations
- Safeguard Sensitive Information
- Automate Complex Business Processes

Reduce project costs, streamline work processes and accelerate project completion with the right technology. Laserfiche® digital document management solutions help construction companies worldwide make information both more accessible and more secure with fully integrated capture, distribution and business process management tools.

Improve Information Accessibility For Clients, Workers and Staff

Project files often contain a variety of documents, such as blueprints, wiring schematics, job-site Polaroids and hand-written notes, which makes finding a particular document laborious and time consuming.

Laserfiche document management solutions provide central, secure storage for documents in a variety of formats, including scanned paper documents, e-mails, E-sized drawings, photographs and PDFs. Assign templates to each file type to simplify document sorting, search and retrieval and ensure accurate metadata capture. Annotate documents stored in Laserfiche with stamps, sticky notes and freehand drawings, or use blackout and whiteout redaction to secure sensitive information.

From proposals, punch lists and materials requests to compliance reports, risk assessments and ISO specifications, staff have instant access to the files they need to communicate and collaborate quickly and effectively.

Provide Clients with Secure Access to Project Files

Give your customers confidence that projects are proceeding according to plan. With the Web Access™ thin client, your customers can quickly and securely view their project files and check the status of their projects from the work site, their home or the office—anywhere with an Internet connection. Clients receive user-specific, password-protected remote access to your Laserfiche repository, so you have the confidence of knowing they only have access to the files they need.

Access Information From the Job Site

Transporting massive amounts of paper among job sites, the corporate office and customers' offices for processing can lead to project delays. Instead of keeping your foreman and other workers waiting for information to arrive, provide instant access to the files they need right at the job site. Web Access enables staff to scan, search and retrieve documents from your Laserfiche repository—just like they would at the office—with nothing more than a laptop and Internet access.

Streamline Complex Work Processes

With Workflow™ functionality, you automate business processes so your staff spend less time handling paper and more time on revenue-generating activities. From contract submission and bid changes to project management and ISO specifications, you graphically model complex processes to eliminate bottlenecks, ensure constant productivity and accelerate project completion.

- Scan time cards, injury reports, designs or drawings at the job site and automatically route them to the appropriate personnel at the corporate office.

- Trigger workflow activities from a third-party application, such as your contact management system (CMS).

- Improve quality control with fully automated processes that save time and resources.

Improve Security and Compliance

Safeguard your sensitive information and balance access and security with Laserfiche's comprehensive security controls.

- Provide secure, single sign-on access to your repository with support for Microsoft Active Directory®.

- Promote compliant record keeping and preserve the taxonomy of your records with Laserfiche Records Management Edition™, a DoD 5015.2-certified records management solution that's fully integrated with the Laserfiche document management system.

- Maintain round-the-clock vigilance over user actions with Audit Trail™ functionality, which tracks all events and ties them back to individual project files and employees, so you maintain ISO standards throughout your organization.

With Laserfiche, you provide both internal and external auditors with the confidence that you're operating in compliance with industry and government regulations by providing access to requested information and the assurance that documents are authentic. Auditors and certification parties can easily monitor live and archived documents to ensure that you employ consistent business processes and quality control measures.

Minimize Manual Processing

Quick Fields™ capture and processing tools provide production-level document processing capability to further simplify manual processing.

- Sort and file documents without manual intervention.

- Transfer files from network directories, fax servers and multi-function peripherals.

- Import photographs directly from digital cameras.

- Extract data from bar codes and forms to automatically create document names, populate template fields and sort and file documents.