Laserfiche®

Run Smarter®

How Laserfiche® Works for Life Sciences Companies

Improve Operational Efficiency Enterprise-Wide

- Provide Both Departmental Flexibility and Enterprise Security
- Simplify Compliance with 21 CFR Part 11
- Automate and Simplify Paper-Based Work Processes
- Integrate Your Document Repository with Your Existing Applications

In order to accelerate time to market and facilitate compliance with FDA and other regulations, pharmaceutical, life sciences and biotech companies are turning to enterprise content management (ECM) systems to eliminate paper and improve operational efficiency. Laserfiche ECM solutions enable you to unify disparate sources of information, speed work processes and simplify compliance throughout your organization.

Manage All Your Information

With Laserfiche, you store scanned paper documents, mainframe reports, e-mails, Microsoft® Office® documents, photographs and PDFs in a central, secure repository. 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, and use blackout and whiteout redaction tools to secure sensitive information. Authorized users can instantly retrieve any document, which can be downloaded locally for users to review, or checked out to prevent revisions by other users.

And Laserfiche extends local control over filing and repository design to individual departments and offices, while still enabling IT to set and maintain top-level standards.

Manufacturing
- Contracts
- Shipping documents
- Change requests
- Bills of lading

Marketing
- Printed and digital advertisements
- Medical literature
- Promotional materials
- Web site content

Regulatory Affairs
- Product registrations
- Product submissions
- Product safety update reporting

Accounting
- Vendor agreements
- Invoices
- Purchase ordere
- Accounts payable documents

Clinical Development
- Data collection forms
- Case report forms
- Regulatory and ethical approvals
- Safety reporting documentation

Sales
- Prescribing patterns
- Research and journal articles
- Competitive information
- Contracts and sales policies

Research and Development
- Test assignments
- Stability studies
- Study protocols

Human Resources
- Employment applications
- Benefit elections
- Time sheets
- Expense reports

Address: 3545 Long Beach Blvd.
Long Beach, CA 90807

Website: www.laserfiche.com
E-mail: info@laserfiche.com

Toll Free: 1-800-985-8533
Tel: 1-562-988-1688

Meet Legal, Regulatory and Audit Requirements

Safeguard your sensitive information and ensure your information's integrity with Laserfiche's comprehensive security controls. Support for Microsoft Active Directory® provides secure, single sign-on access to your repository. Promote compliant record keeping and preserve the taxonomy of your records with Laserfiche Records Management Edition™, a fully-integrated DoD 5015.2-certified records management solution that provides transparent records management tools that don't interfere with your line of business. And maintain round-the-clock vigilance over user actions with Audit Trail™ functionality, which tracks all events and ties them back to clinical trials, individual orders and employees, meeting or exceeding 21 CFR Part 11 and other FDA requirements.

Support Digital Signatures

By eliminating printing paper forms for signature, it's possible to dramatically reduce operational costs and shorten processing cycle time. Through an integration with ARX CoSign, sponsors, sites, CROs, IRBs, laboratories and CMOs can digitally sign and seal documents from within Laserfiche. You can route documents for digital signature within your existing workflow processes, simplifying compliance with regulations calling for secure documentation. A signature record for every captured signature is embedded within the document, so anyone can seamlessly verify and retain proof of identity, intent and document integrity.

Streamline Complex Work Processes

With the fully-integrated Laserfiche Workflow™ business process management engine, you graphically model complex processes to eliminate bottlenecks, ensure constant productivity and accelerate business processes.

- Organize individual work processes for each lab, workgroup, department and office.
- Configure approval and routing for reviewing and approving specifications, analytical methods and study protocols.
- Speed time to market by providing users with efficient tools to replace manual tracking of registration data and submission activities.
- Expedite the production of marketing materials by routing approvals and controlling content with Check-In/Check-Out and document versioning.

Minimize Manual Processing

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

- Transfer files from network directories, fax servers and multi-function peripherals.
- Extract data to automatically create document names, populate template fields and sort and file documents.
- Retrieve data from your CRM application or ERP package to eliminate manual data entry.
- Run processing sessions without operator intervention, minimizing impact on your network and reducing labor costs.

Image-enable your existing applications

Quickly and cost-effectively integrate your existing applications—including CRM, submission tracking and LIMS—with your document repository. Laserfiche's open architecture and packaged integration tools speed image-enabling your existing applications—while minimizing the burden on your IT staff.

The Next Step: Please call **(800) 985-8533** or e-mail **info@laserfiche.com** for more information.