



## **New Laserfiche eFile Utility**

**Automatically import and archive email in Laserfiche**

At last you can have this new amazing utility that can save your hours each month. This versatile utility has many uses. It can be used to monitor a mail box and automatically archive emails and attachments into a Laserfiche repository. It makes sure you protect important information that is sent to an email address and that it is archived in Laserfiche where it can easily be searched and retrieved.

Also, this utility allows filing of your documents into Laserfiche simply by emailing to a special email address on your mail server. You can eliminate the need for expensive scanners, high speed network connectors, and even the need for a PC to enter documents into Laserfiche. This is especially helpful for remote offices, personnel that work from home, and traveling employees.

Business costs are also significantly reduced when you eliminate the need for most of your paper files, file cabinets, storage space, filing time, and retrieval time. In addition, this solution offers your off-site employees the advantage to easily store their records, which allows them to work more productively.

Your documents are stored in Laserfiche where they can be secured, backed up, and retrieved by anyone on your network that has been given the rights to do so.

### **Why store your documents using our eFile solution?**

- **Increased productivity, allowing your employees to store documents in Laserfiche by email**
- **Archive all emails sent to a particular email box**
- **Remote users can easily store documents in Laserfiche using an inexpensive scanner such as an all-in-one printer**
- **Design import rules to process only the messages you want**
- **Fast and simple implementation**
- **Automatically Imports extracted attachments, the entire original message, or both**
- **Ease of sharing information**
- **Compatible with any mail server via IMAP4 (POP3 is coming soon)**
- **Can be configured to dynamically organize imported documents to a specified Laserfiche folder structure and filename**
- **Transfer messages securely over SSL or from servers on non-standard ports**

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