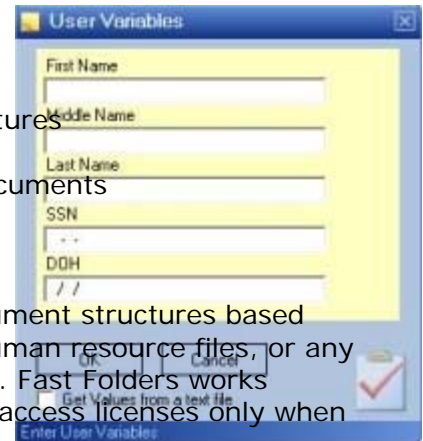


Fast Folders – Automate the Creation of Folders and Indexing in Laserfiche

Features:

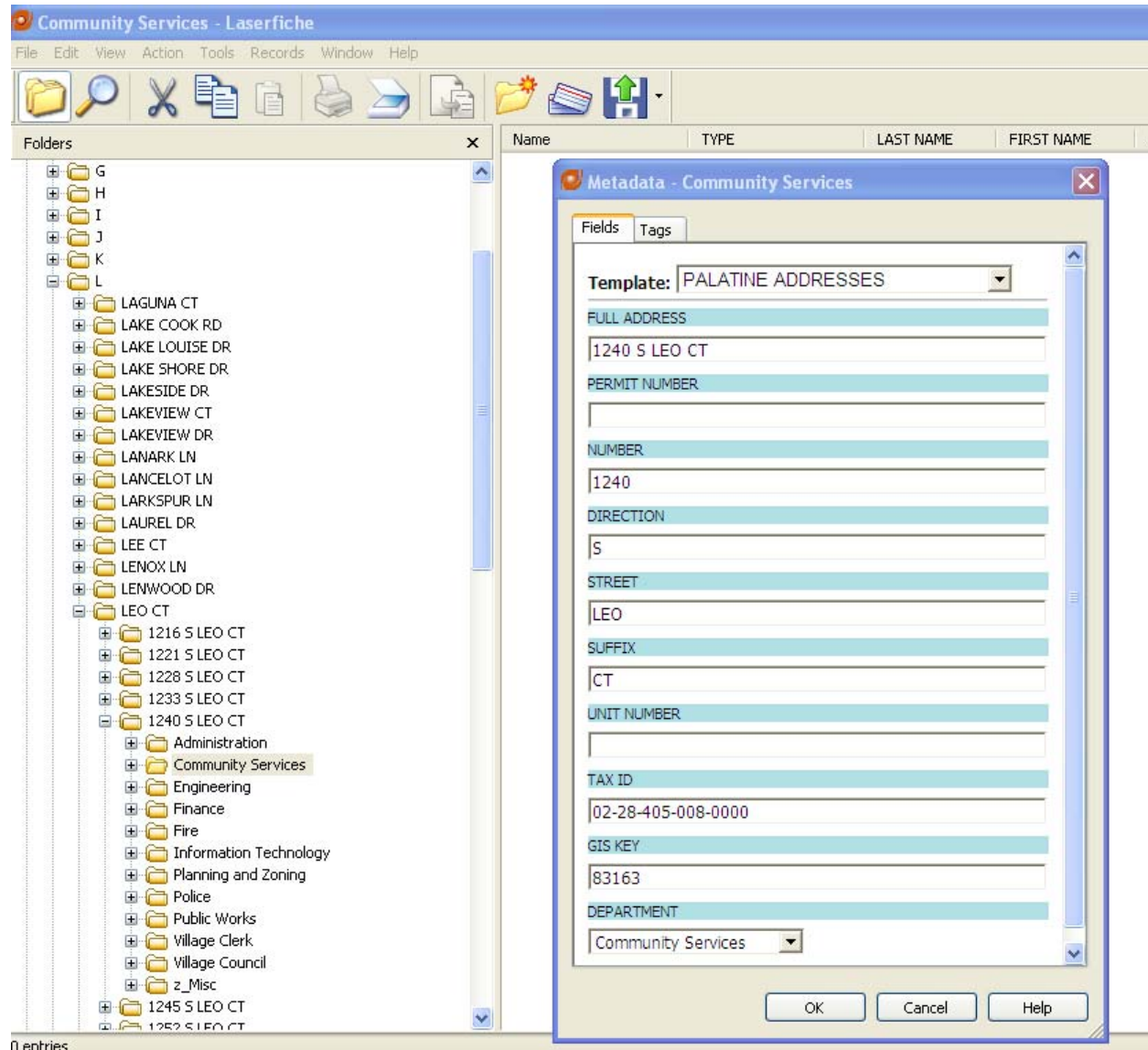
- » Graphical interface for generating folder and document structures
- » Simple user input window includes formatted data input
- » Automatically populates document templates while adding documents
- » Automated database entry



Fast Folders facilitates building simple to complex Laserfiche document structures based upon user inputs. Quickly build patient charts, invoice records, human resource files, or any sort of related documents and folders with the click of one button. Fast Folders works independently of the Laserfiche client interface and utilizes client access licenses only when documents and folders are being generated.

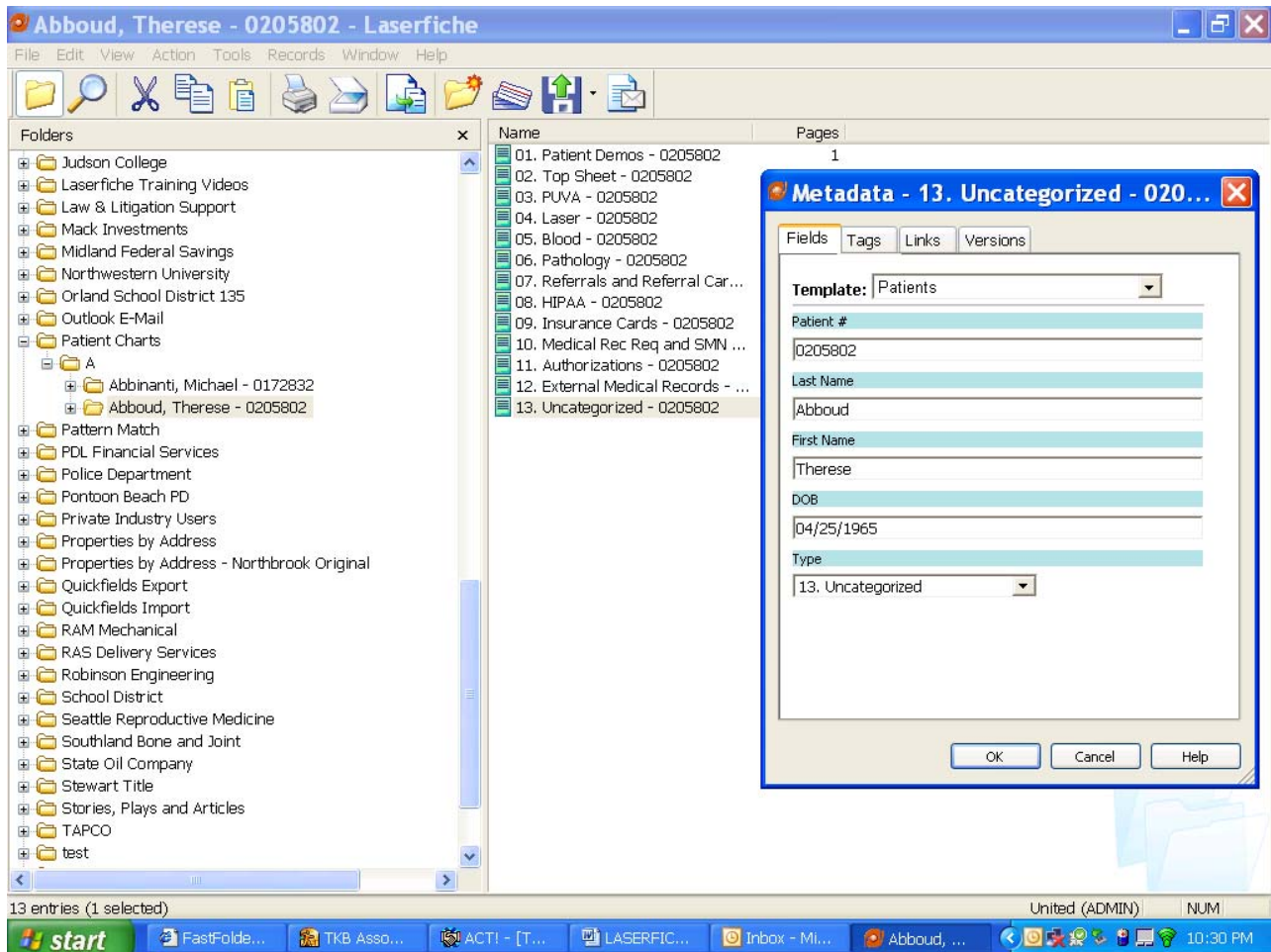
Fast Folders is composed of two applications; the Builder and the Client. Together these allow a smooth building of folder structures combined with associated templates within Laserfiche. The Fast Folders Builder, builds profiles that are outlines of what the data is to look like within the template and the folder structure. The Fast Folder Client uses the profile to then transpose your data in to that format with the surrounding folder structure. There are two options for entering data: Manually, for each individual item, or through importing a TXT or CSV file, which is usually the output of a larger database.

Fast Folders Sample Illustrations:



The example above illustrates Fast Folders automatically creating:

- The "Addresses" folder
- First Letter of the Street Name Subfolder
- Sub Folder consisting of the "Street Name"
- Sub Folders for each Full Address
- Sub Folder for each Department and populating the template fields



The example above illustrates Fast Folders automatically creating:

- The "Patient Charts" folder
- First Letter of the Last Name Subfolder "A"
- Folder consisting of the "last name, first name – patient number"
- Thirteen documents by "Type" and populating the template fields