



PERSONNEL COMMITTEE MEETING AGENDA

Tuesday, June 14, 2016

9:00 a.m.

Afton City Hall

3033 St. Croix Trail South

1. **CALL TO ORDER**

2. **BUSINESS**

A. Workload Planning and Management

i. Office Operation and Workload

1. Laserfiche

a. Document management/paperless office

b. Process management and tracking (workflow)

c. Presentation to City Council

3. **ADJOURNMENT**

A quorum of the City Council or Other Commissions may be present to receive information.

Ron Moore

From: Kim Swanson Linner
Sent: Tuesday, June 07, 2016 12:12 PM
To: Ron Moore
Cc: mayor; ward3
Subject: FW: Laserfiche Quote

Here is the Laserfiche Quote. The account manager is also setting up a webinar interactive demonstration for Deb and me.

Let me know if you need anything else to make the presentation to Council on June 21.

Kim Swanson Linner
City Clerk

City of Afton
3033 St. Croix Trail S.
P.O. Box 219
Afton, MN 55001

(651) 436-5090
Fax: (651) 436-1453

City Hall office hours:
Monday – Thursday
9:00 a.m. – 4:00 p.m.

City website: www.ci.afton.mn.us

From: Andrew Leininger [mailto:andrewl@citiesdigital.com]
Sent: Tuesday, June 07, 2016 11:32 AM
To: Kim Swanson Linner <cityclerk@ci.afton.mn.us>
Subject: Laserfiche Quote

Good morning Kim,

I've put together a Laserfiche Avante quote for you, and you can find it below. It includes three users, and the Laserfiche Server based on free SQL Express. You will also see that I've attached the "Gold – Advanced Service Package." In this package, you will receive 40 hours of dedicated help from Cities Digital consultants to train your staff, build your Laserfiche repository and develop your Workflows.



2000 O'Neil Rd., Suite 150
Hudson, WI 54016

Quote

Date:	Quote Number :	Revision:
6/7/2016	QUO-05383-S3J6	0

Prepared For:

City of Afton
3033 St. Croix Trail S
P.O. Box 219
Afton, MN 55001-0219

Contact:

Phone: (855) 714-2800
Fax: 866-592-7343
Sales@CitiesDigital.com
www.CitiesDigital.com

Product	Product ID	Quantity	Unit Price	Ext Amount
ONETIME Software Cost				
Laserfiche Avante Full Named User with Web Access, Mobile, Snapshot and Email	MNF16	3	\$600.00	\$1,800.00
Laserfiche Avante SQL Express Server with Workflow	MSE10	1	\$1,500.00	\$1,500.00
Recommended Professional Services				
Gold - Advanced Service Package (40hrs for Installation, Training, Configuration and Project Management)	CD6000	1	\$6,400.00	\$6,400.00
Annual Maintenance: Support and Upgrades				
Laserfiche Avante Full Named User with Web Access, Mobile, Snapshot and Email Annual Maintenance	MNF16B	3	\$120.00	\$360.00
Laserfiche Avante SQL Express Server Annual Maintenance	MSE10B	1	\$300.00	\$300.00
Subtotal				\$10,360.00
Freight				\$0.00
Tax				\$738.15
TOTAL				\$11,098.15

All sales are final, VPCI and Cities Digital do not accept returns of software and all sales are final. If your product is damaged we will replace it within 30 days of purchase at no charge. Prices are subject to change.

You also requested to be able to see Workflow in action – below is a link to a demonstration of Workflow. Let me know if that gives you a good idea of how it works; if you so decide, we can set up a live demonstration for the near future as well.

<https://www.youtube.com/watch?v=04z1Ebho5kc> – the demonstration begins at 9:45, after some very good information on how Workflow functions.

Let me know your thoughts, and if there’s anything else you’d like me to look into for you!

My best regards,

Andrew Leininger | Account Manager
Direct 651.714.2800 115 | Andrew@citiesdigital.com

Laserfiche Avante™

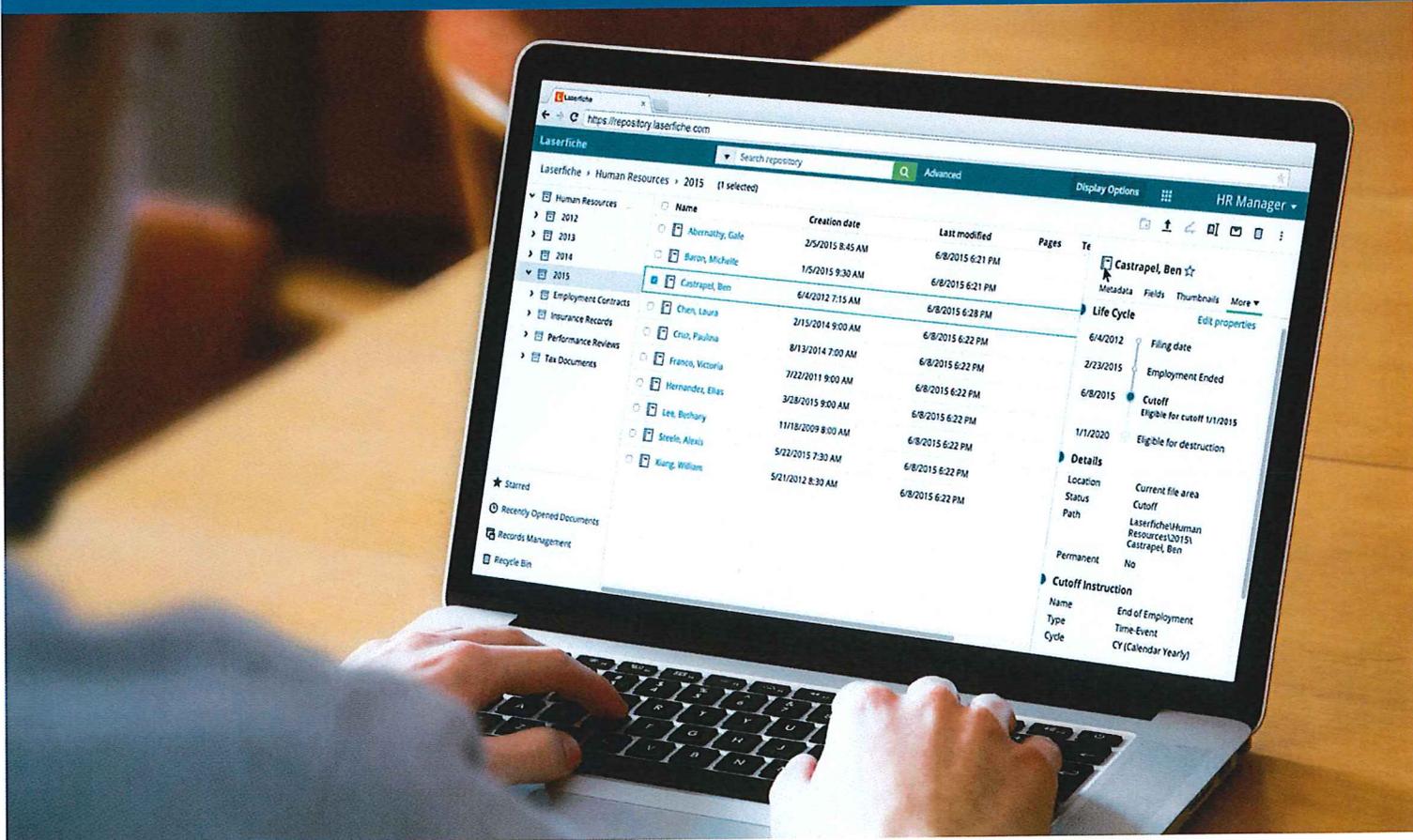
Drive your organization forward with:
Document Imaging • Content Management • Business Process Management

A Flexible, Proven Approach to Information Management

Today, successful organizations need more than document management. They need to optimize the decision-making process by getting the right content—whether paper or electronic, audio or video, photograph or e-mail—into the right hands at the right time.

Laserfiche Avante empowers your organization to operate more efficiently, effectively and profitably by:

- **Managing all organizational content** throughout its life cycle
- **Facilitating compliance** with robust security and auditing features
- **Integrating seamlessly** with the applications employees use every day
- **Streamlining operations** by automating manual, repetitive processes
- **Decreasing overhead costs** of paper storage, office space and staff



The Laserfiche Avante Advantage



CAPTURE

Pull the information you need from:

- Paper documents and forms
- Electronic documents and forms
- Faxes
- E-mails
- Third-party databases and applications



SECURE

Protect information with comprehensive security features such as:

- DoD 5015.2- and VERS-certified records management
- Digital signatures
- Role-based authorization
- Access control
- Security watermarks and audit trails



SEARCH & RETRIEVE

Instantly locate content from your desktop, laptop or mobile device using:

- Preconfigured searches
- Property/metadata search
- Full text search
- Advanced search
- Quick Search toolbar



AUTOMATE

Automate resource-intensive processes to save time and money:

- Auto-name and auto-file documents
- Route a document to a specific user
- Send an e-mail
- Instruct users on next steps in the process
- Exchange information with other business-critical applications



INTEGRATE

Connect Laserfiche with applications like:

- Customer Relationship Management (CRM)
- Enterprise Resource Planning (ERP)
- Geographic Information Systems (GIS)

Out-of-the-Box Functionality

Named user licenses include everything you need to get started.

L **Centralize management of multiple types of information**, including digitized paper documents, electronic documents, e-mail and A/V files. Servers are sold individually and support industry-standard Microsoft® and Oracle® database platforms.

H **Give users intuitive, instant access to information.** Users each have their own connection through the Laserfiche Client, so they are always able to access their information.

⚙ **Promote constant productivity** with Laserfiche Workflow's rules-based routing, e-mail notification and activity monitoring.

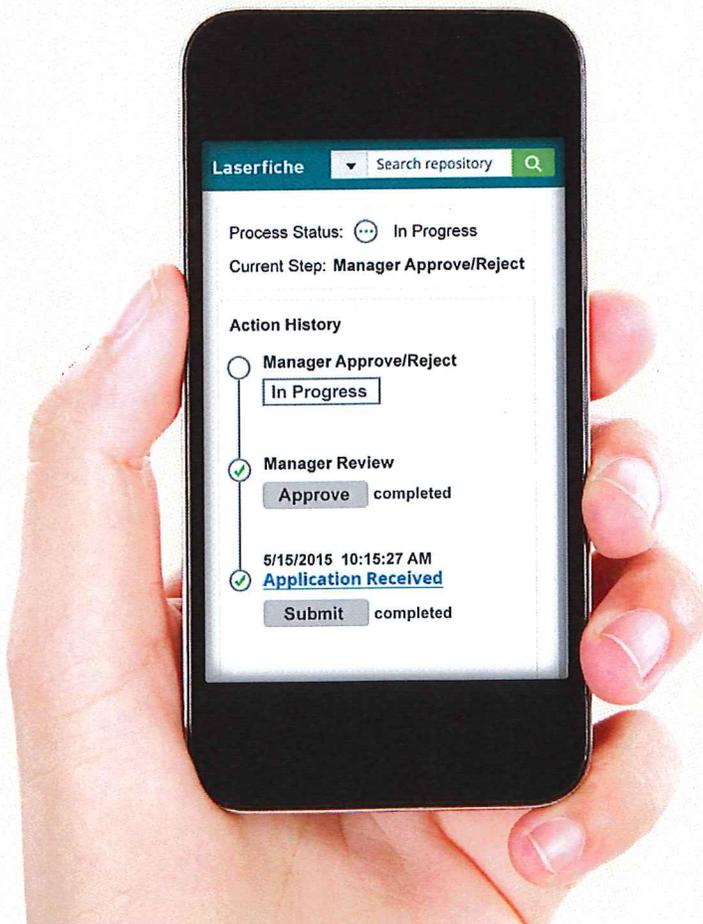
> **Add paper documents to your Laserfiche repository** with an intuitive scanning interface.

> **Create archival TIFF images of electronic documents**, including PDFs, without repetitive printing and scanning.

🔒 **Protect your information** with robust security features.

➡ **Provide authorized users** with access to your documents from laptops, web browsers, smartphones and tablets.

📱 **Capture, view and approve documents** inside your Laserfiche repository while on the go.



Expand Beyond the Basics

Add new features and functionality to your Laserfiche system as your needs change.

 **Laserfiche Records Management Edition™** fully integrates DoD 5015.2-certified records management with your Laserfiche Avante system.

 **Laserfiche Audit Trail™** tracks user actions to ensure information security and simplify regulatory compliance.

 **Laserfiche Quick Fields™** provides high-volume document capture and processing tools.

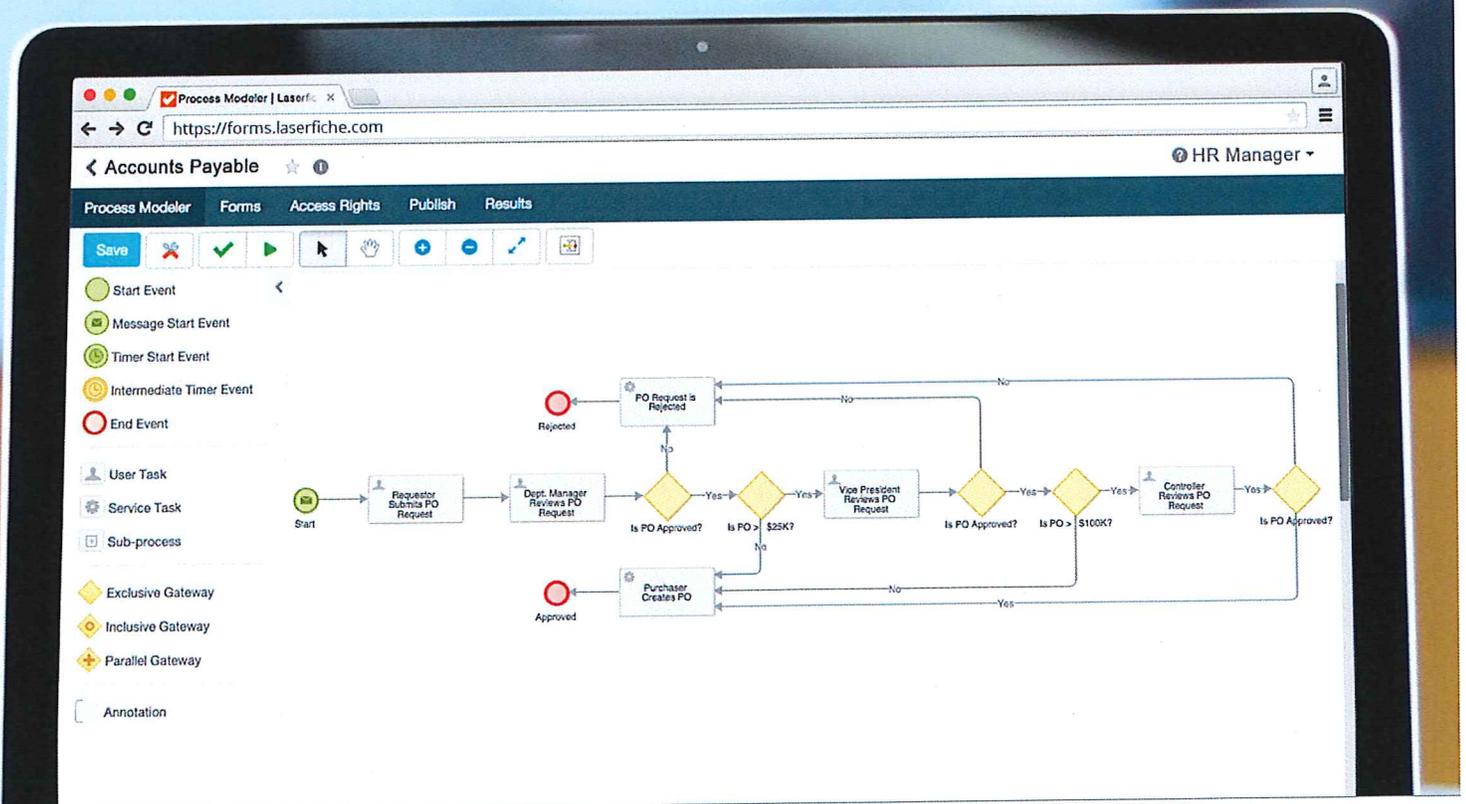
 **Laserfiche Forms™** ensures that appropriate action on submitted forms is taken quickly with user-defined approval processes and task lists.

 **Laserfiche WebLink™** offers a read-only public web portal with secure, one-touch document publishing.

 **Laserfiche Plus™** archives documents on CDs, DVDs, USB drives or external hard drives in self-contained repositories that include built-in viewers and search engines.

 **Laserfiche Agenda Manager™** automates agenda processes from item submission through publication of the final document.

 **Laserfiche Digital Signatures** automatically signs and validates documents as they are created, reviewed and archived without leaving the Laserfiche environment.



Protect the Value of Your Laserfiche Investment

Technology represents one of the most significant investments you make in your organization's success.

The Laserfiche Software Assurance Plan (LSAP) helps you take the guesswork out of budgeting by bundling everything you need to maintain your Laserfiche system into a simple annual payment. It ensures that you have every resource you need to meet technical challenges and expand your Laserfiche infrastructure, including:

- **Rapid-response technical support.** Your Laserfiche reseller will promptly troubleshoot and resolve any issues that arise—before they impact operations or affect staff productivity.
- **Online support resources.** Your staff receives access to the Laserfiche Support Site, where they'll find detailed technical information that helps them optimize system performance and maximize uptime.
- **The latest hotfixes, updates and patches.** These critical items ensure that your Laserfiche system continues to operate efficiently and securely.
- **New releases.** You'll make sure your system stays current, as new releases of your licensed products are included at no additional charge.
- **An easy path to growth.** We're committed to continuously improving and expanding the Laserfiche product line. And as we do, you can credit 100% of the purchase price of your current Laserfiche software toward any new product line purchases.

Solution Exchange

How Loudoun County Integrated Laserfiche with Numerous Applications

Contributed by: Jakub Jedrejczak, Enterprise Imaging Team Manager, Loudoun County, VA

Laserfiche is integrated with 19 different systems at Loudoun County, VA—both large and small. Here are a few of our different integrations.

Laserfiche Fax Solution

The Family Service department provides services such as food stamps to eligible people in the county. In order to be eligible for services, citizens must provide proof to the city, which in turn faxes it to the county. This is equivalent to some 200 pieces of paper faxed every day. In order to eliminate all the paper faxes, we integrated Laserfiche with AutoStore.

Founded in 1757, Loudoun County, VA, is a growing, dynamic county with a population of 310,000. The

Concrete examples of how other Laserfiche users have optimized their systems offer inspiration and step-by-step advice.

Simple Workflow: Deadline with Email Reminders

Video tutorials provide hands-on instruction on how to use Laserfiche most effectively.

Laserfiche Answers

Browse Topics

Newest

Run: Nashed user assignments & credits licensed limit

Admin console changed to 9.2.x - Named users

Administration, Version 9, Laserfiche

A community of Laserfiche staff, users and resellers can be crowdsourced for Laserfiche best practices and innovative solutions.



Join the Laserfiche community

Want to learn more?

Explore Laserfiche Avante's functionality, discover industry solutions and get customer perspectives at:

laserfiche.com/avante



About Laserfiche

Based in Long Beach, CA, Laserfiche uses its Run Smarter® philosophy to create simple and elegant enterprise content management (ECM) solutions. Since 1987, more than 35,000 organizations worldwide have used Laserfiche® enterprise content management (ECM) software to streamline document and business process management (e.g., accounts payable, case management, third party and contract management, and records management).

The Laserfiche ECM system is designed to give IT managers central control over their information infrastructure, including standards, security and auditing, while still offering business units the flexibility to react quickly to changing conditions. The Laserfiche product suite supports Microsoft® SQL and Oracle® platforms.

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