Bluelake Software Merge/Archive Utility for Laserfiche

Overview and Instructions

Description:

The Bluelake Merge/Archive Utility for Laserfiche is a dual purpose tool for managing document versions within Laserfiche. The process of setting up Merge or Archive processes is simple, and once configured, individual Merge or Archive function definitions can be run as recurring tasks or on an ad hoc basis.

Merge Documents: Select documents to be merged based on common meta data values, and merge them in sequence based on the contents of a Laserfiche Template field or Document Create or Modified Dates.

 Add/Edit Definition	n	
Document Action:	Merge 👻	
Source Folder:	Client Documents	
Destination Folder:		
Destination Volume:		
Template Name	General	•
Select all the index fields that make the document unique	Document General-Type Category Addressee Date Abstract	T II
Doc Sequence field:	Create Date 👻	
Archive Date Field:	Create Date 👻	
Active:		
Cancel		Save

Archive/Move Documents: Select documents to be compared based on common meta data values, and determine the documents to archive based on the Create or Modified date of the document.

Document Action:	Archive -	
Source Folder:	Client Documents	
Destination Folder:	Client Documents - Archive	
Destination Volume:	ARCHIVE	
Template Name	General	•
Select all the index fields that make the document unique	Document General-Type Category Addressee Date Abstract	
Doc Sequence field	Create Date 👻	
Archive Date Field:	Create Date 👻	
Active:		

A demo download is available at <u>http://www.bluelake.com/Products</u> or for more information please contact us at (888) 374-2220 x201 or by email at <u>sales@bluelake.com</u>.