Audit Trail™

Track User Activity for Security and Productivity

▸ Maintain constant vigilance over archives
▸ Demonstrate compliance

▸ Monitor productivity levels
▸ Enable flexible report generation

Protecting Your Organization

Regulatory penalties. Lost business. Litigation. Business record keeping is a high-stakes endeavor.

Information is one of your organization's most important assets and, increasingly, one of the most regulated. To guarantee the integrity of information assets, protect business relationships and ensure regulatory compliance, organizations must secure business records, along with the personal data of their employees and customers, against unauthorized access.

Monitoring repository usage is vital to achieving these goals. Laserfiche Audit Trail enables precise tracking of user activity in the Laserfiche repository. Whether the need is to maintain the security of sensitive documents, track staff productivity or monitor records for compliance, Audit Trail provides managers and executives with the right information.

Improving Security, Compliance and Productivity

Data loss is often caused by someone with legitimate access to an organization's system and frequently goes undetected until it is too late to contain financial losses. With non-stop monitoring of server activity, Audit Trail is a key component of Laserfiche system security. System administrators identify usage anomalies more quickly, leading to faster resolution of problems.

Regulations concerning the protection and release of personal information continue to proliferate—HIPAA, Sarbanes-Oxley, USA PATRIOT Act, Gramm-Leach-Bliley, FERPA. Audit Trail delivers up-to-date details of user activity to demonstrate adherence to established security and retention procedures. With easy-to-generate reports, Audit Trail expedites the process of producing reports for administrators and regulatory authorities. Audit Trail minimizes the cost of compliance and facilitates transparency requirements.

Audit Trail tracks document-related activity to enable better assessment of business processes. Organizations isolate peak hours of repository usage, identify bottlenecks and maintain performance comparisons for different departments. Accountability and productivity rise, and quality improves.

Audit Trail Highlights

▸ Precise round-the-clock tracking of document usage

▸ Instant display of itemized audit log

▸ Searches by title, location, first visited, last visited, expiration and visit count

▸ Detailed monitoring of staff productivity

▸ Real-time event recording

▸ Selective reporting and queries

▸ File security accessible only to the system administrator

Audit Trail for Laserfiche 7

Three editions of Audit Trail are available to monitor the Laserfiche repository according to the needs of diverse organizations.

Starter

The Starter Edition logs actions in the document repository.

- Track who accesses and modifies which documents.
- Generate reports on the life cycle of documents for compliance audits.
- Save frequently viewed reports.
- Simplify the creation of reports with the Report Wizard.

Standard

The Standard Edition delivers more detailed reporting and configuration options. This edition is suited to organizations with a significant amount of repository activity. In addition to providing all the functionality of the Starter Edition, Standard Edition allows you to:

- Monitor both successful and failed actions, such as attempts to modify documents.
- Fine-tune auditing to record the actions of individual users.
- Log changes to user groups.

Advanced

The Advanced Edition meets the needs of organizations operating in demanding regulatory environments. In addition to the functionality of Starter and Standard Editions, Advanced Audit Trail records changes in security settings so that management and system administrators can monitor system activity from all angles.

- Track who assigns which rights to which users.
- Maintain records of searches performed in the Laserfiche repository.
- Require users to submit reasons for printing, e-mailing and exporting documents.
- Enforce the application of Watermarks containing the name of the user responsible for printing, or other information.
- Monitor attempts to change passwords.

About Laserfiche Solutions

Laserfiche Audit Trail is a security and tracking module of the Laserfiche document management product suite. Laserfiche provides dependable digital archival, fast retrieval and efficient distribution solutions for over 21,000 public- and private-sector organizations around the world. Contact your authorized Laserfiche reseller for more information.

The Next Step

Please call (800) 985-8533 or e-mail info@laserfiche.com to request your free demo CD.