Standalone Quick Fields Sessions

The LaserVM includes short Quick Fields sessions that you can run to demonstrate specific functionality.

# Barcodes

This session uses a barcode on a delivery receipt to lookup information about a delivery.

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| --- | --- | --- |
| Step | Action | Points |
|  | Launch **Quick** **Fields** |  |
|  | Run Delivery Receipts SessionClick Scan | * Explain how information is drawn from the barcode and placed into metadata
 |
|  | Click *Store All Documents* | Delivery Receipts are stored in \Operations\Shipping\Completed Orders |

# Laserfiche Capture Engine

This session scans documents that are already inside the Laserfiche repository. In this case, we’re processing W-9s that vendors have sent us from the Vendor Onboarding process.

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| --- | --- | --- |
| Step | Action | Points |
| 1. | Launch **Quick** **Fields** |  |
| 2. | Run Redact W-9s SessionClick Scan | * Document is redacted and metadata information is kept from the document in Laserfiche
 |
| 3. | Click *Store All Documents* | Delivery Receipts are stored in \Operations\Shipping\Completed Orders |