

Accessing Laserfiche via the Web

1. Open Google Chrome or Windows Edge. **DO NOT** use Firefox.
2. Go to <https://it-lf-ecmweb.tamu.edu/laserfiche/browse.aspx?repo=TAMU-IT>
 - a. Select Repository: TAMUS-AgriLife

Repository

TAMUS-AgriLife

User name

Password

Sign In

Version 10.4 | © 2003-2019 Laserfiche

- b. Log in as normal. See examples of log in information below.

Examples of Username Login Types

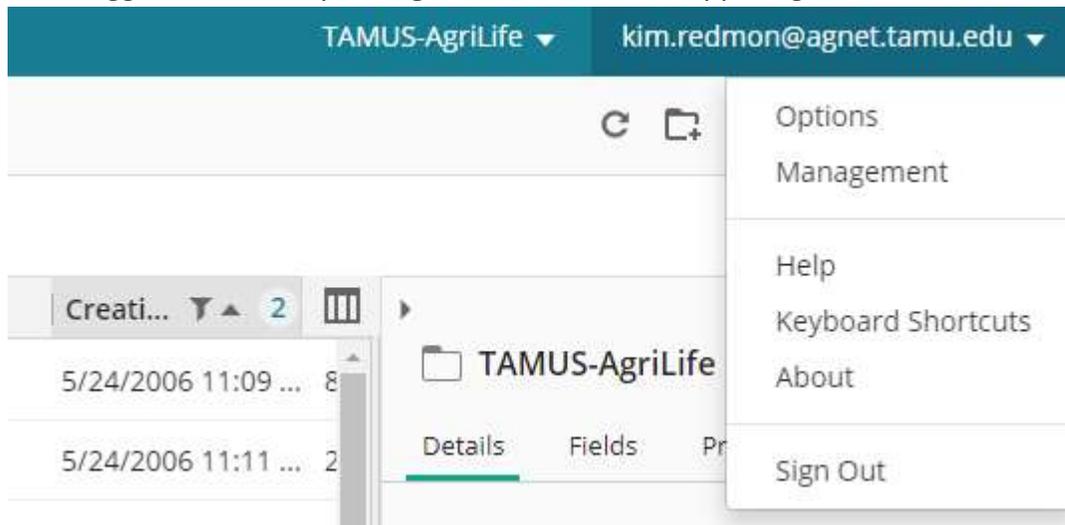
NETID@tamu.edu

AgnetID@agnet.tamu.edu

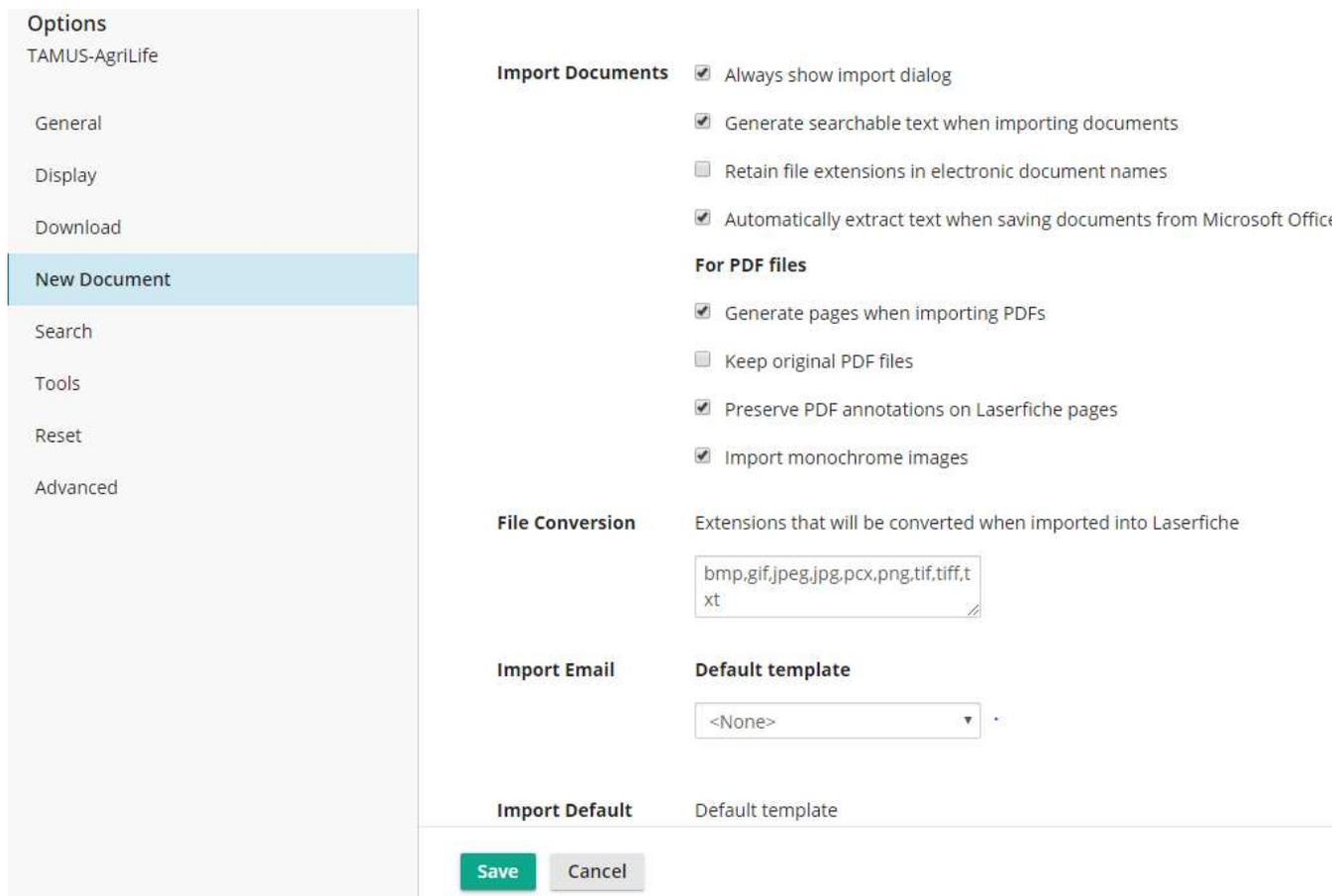
PVAMUID@pv.pvpanther.net

PVAMUID@pvamu.edu

- Once logged in, click on your **log in credential** in the upper right-hand corner.



- Click on **“Options”** then select **“New Document”**.



- Uncheck “Keep original PDF files”**. This will allow your images to import as .tiff.
- Click **“Save”**.

7. To return to your documents, select “**Go to Documents**” in the upper right-hand corner.



8. You should only have to set the “**Keep original PDF files**” once. If you experience PDFs being generated in Laserfiche instead of TIFFs, please repeat this process as outlined above.