

# ECS Newsletter

*"Your Source for Document Management News"*

JANUARY 2009

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*ECS Imaging  
Account Managers*

[Debbi Bodewin](#)  
[Bob McCowan](#)  
[Pete Herschelman](#)  
[Rod Simon](#)  
[Barry Weinstein](#)  
[Ed Althof](#)  
[Tim McGrath](#)  
[Steve Walter](#)

**News** – ECS Staff

**Events** - 1<sup>st</sup> Quarter User Groups

**Spotlight** - ECS Imaging 2008/09

**Tech Tips** - Version 8 New Features

**On Demand Videos** - See a demo when you want!

**January Webinars** - Best Practices, Product Demos

*From everyone at ECS Imaging...Happy New Year!*

*We wish you all a great 2009.*

***ECS had our annual end of year party in December***



*Jim Pappas-CEO, Debbi Bodewin-VP*



*Office Staff*



*Southern CA Tech Team*



*Your ECS Account Managers*

*To view all pictures from this event click [here](#)*

who previously worked for Laserfiche for 5 years.

- ✓ **ECS formed new strategic alliance partnerships with these companies**
  - [Surety](#) – A solution ensuring the authenticity and data integrity of electronic records
  - [Peladon](#) – To extract metadata from forms and specific solution to process college transcripts.
  - [Panasonic Scanners](#) – Versatile and affordable scanner line for production.
  
- ✓ **ECS supported our customers associations and conferences**
  - CCAC, CLEARs, CETPA, CACCRAO, CASBO, MISAC, CISOA, CSAC, CCISDA, Hawaii Corporation Counsel Conference, ACWA, Santa Clara County Office of Education Conference
  
- ✓ **ECS supported continuing education for our customers through our Quarterly User Groups**
  - 4 In Northern CA including the ECS Annual in Lake Tahoe
  - 4 in Southern CA
  
- ✓ **ECS attended Charity events to give back to our community**
  - Riverside City Charity Golf Tournament
  - Riverside County Regional Medical Center's Festival of Trees Benefit
  - Jefferson Transitional Programs in Riverside work assistance program

## Events

TOP



### **Join Us at Our 1<sup>ST</sup> Quarter User Groups Dates to Be Announced Soon**

User Groups are offered with no charge to our customers. Connect with other Laserfiche users and learn new solutions for your Laserfiche system. Our user groups introduce our customers to each other and to the latest technologies.

### **Join Us at the 2009 Laserfiche Institute Conference January 12-14, 2009 at The Hilton LAX, Los Angeles, Ca**

Get a head start on an even more successful year with the 2009 Laserfiche Institute Conference. Learn about the latest Laserfiche technology, including the Laserfiche 8 suite and Laserfiche Rio, our first enterprise content management system. Gain insights from seasoned experts and the staff who work with and support Laserfiche daily. And benefit from the expertise of the entire Laserfiche community.

***For More Information on This Event Click [Here](#)***

## Webinars

TOP

Wednesday, Jan 21,  
2009 10:00 AM PST

### **Document Management 101**

Wednesday, Jan 28,  
2009 8:00 AM PST

Learn how digital document management helps you find files faster, reduce storage space costs and improve information security.

[Register](#)

Wednesday, Jan 28,  
2009 1:00 PM PST

### **Save Time, Lower Costs And Do More Business With Laserfiche Intuition**

Learn how digital document management increases profitability, reduces compliance

Free  
15-minute webinar

Click [here](#) to see flash  
Demos

## Digital Signatures for Human Resource applications

Learn how to leverage the benefits of a digital signature solution within a variety of industries, applications, business processes, and document management systems. Using a digital signature to sign an I-9 form by a Web Application.

Click [Here](#) To See HR Demo

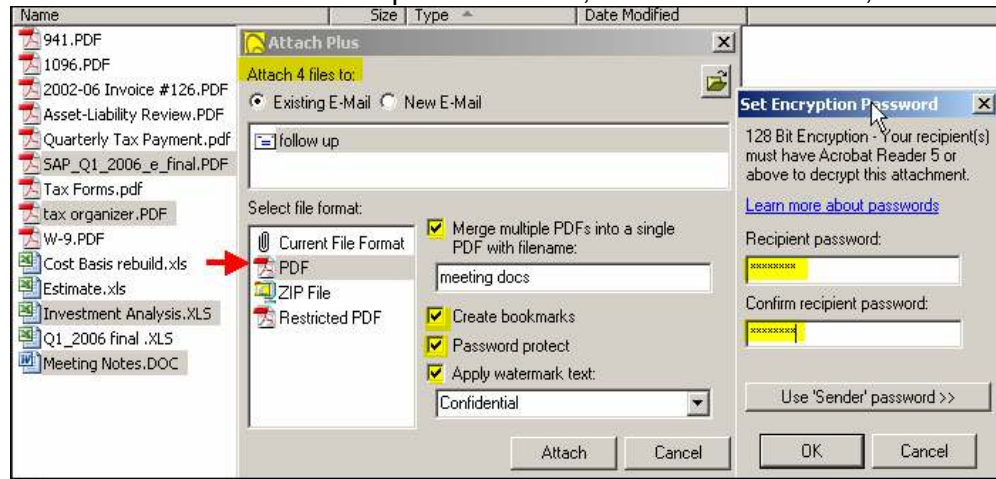
## Attach Plus Email



[View Video](#)

## Attach Plus

Attach Plus is a very inexpensive product with a lot of functionality. For as little as \$49/user one time cost, you can encrypt and password protect emails, create Bookmarked PDFs with multiple documents, convert docs to PDF, Watermark



documents and it can be used within Laserfiche or outside.



CLICK TO VIEW QUICK  
DEMO

[View Demo](#)

**Surety is one of ECS' newest business partners.** ECS now offers this service to authenticate your Laserfiche data enabling you to prove that your electronic intellectual property, legal documents, financial records and/or contracts have never been altered or inadvertently tampered once scanned.

### Legally Authenticate Electronic Documents for as Little as \$50/User/Year

It takes skill to forge a paper signature but altering an electronic document, image or email takes nothing more than motive and a keystroke.

Companies of all sizes can use Surety's AbsoluteProof to safeguard important electronic business records against tampering and alteration to prove regulatory compliance, protect valuable intellectual property and ensure litigation readiness

## Kofax VRS Video



[fi-6770 Product Video](#)

[fi-6670 Product Video](#)

## Fujitsu Scanners and Kofax VRS Product Videos

Click on the picture below to be taken to the self running video.



6770



6670

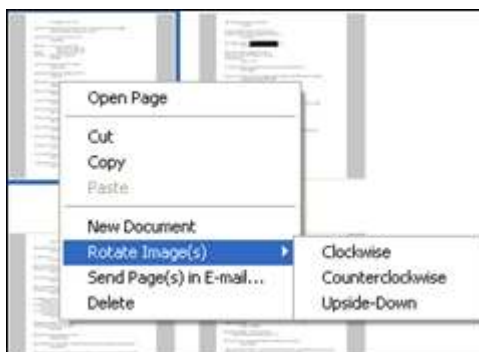
- Snapshot 7.0.3
- WebLink 7.0.5
- Workflow 7.0
- Toolkit 7.2.1

or organized incorrectly, or if you want to create a new document based on some components of an existing one.

Within a document, you can rotate, move, or copy pages.

**To rotate one or more pages:**

1. Select the page or pages in the Thumbnail Pane. To select more than one page at a time, hold down the CTRL or SHIFT key while selecting.
2. Right-click the pages and select **Rotate Image(s)**.
3. Choose **Clockwise**, **Counterclockwise**, or **Upside-Down**.



**To re-order pages within a document:**

1. Select the thumbnails of the pages.
2. Drag and drop them in the new location.

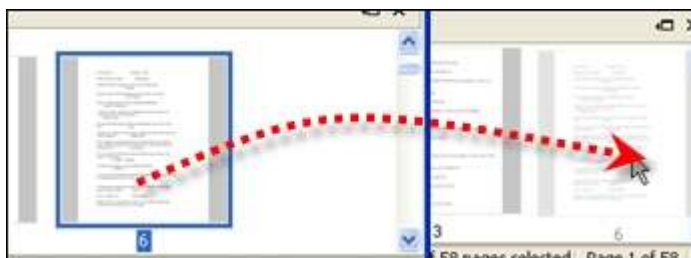
To create multiple copies of the same page within a document:

1. Right-click the thumbnails of the pages you want to copy and select **Copy**.
2. Right-click again where you want to copy them and select **Paste**.

You can also move or copy pages to another document.

**To move pages from one document to another existing document:**

1. Open both documents in separate Document Viewers.
2. Drag the pages from one Thumbnail Pane to the other.



**To copy pages from one document to another existing document:**

1. Select the page or pages, right-click, and select **Copy**.
2. In the other Document Viewer, right-click in the Thumbnail Pane where you want to place the pages, and select **Paste**.

**To split one document into multiple documents:**

1. Select the page or pages you want to move to a new document, right-click, and

## Switching between Tabs

When you have multiple tabs open in the Workflow Designer, you can quickly switch between them by pressing CTRL+TAB.

## Workflow Templates

Workflow templates can be used as shortcuts to building workflow definitions, saving you from having to create new workflow definitions from scratch for similar workflows. For more information, search the Workflow 8 help files for “Building a Workflow Template.”

## Quickly Adding Activities to Workflows

Instead of dragging an activity from the Toolbox Pane onto the Designer Pane, double-click the activity in the Toolbox Pane. The activity will be automatically added to the Designer Pane.

- **Note: The activity will be added to a different location depending on the activity you have selected in the Designer Pane.**

## Saving Searches

Similar to the Laserfiche Client, you can save a search performed in the Search Pane to use again later.

1. Once all desired search types have been added to the Search Pane and configured, select Search.
2. Name the search at the top of the Search Pane.
3. Click the disk icon.

## Searching For a Value in Any Field or Template

Fields in Laserfiche allow you to store a wide variety of information, and to categorize it in many different ways. You can create fields to store names and addresses, numerical codes, phone numbers, dates and times, and so on; you can also create templates to organize those fields and to categorize your documents. However, when retrieving that information, it may be difficult to remember which field or template you stored a piece of information in. Was the invoice code in the “Code Number” field, or the “Invoice” field? Is the document you want a “Purchase Order,” or an Invoice?

In Laserfiche 8, when you can't remember these details, you can bypass them entirely. You can use an advanced search to locate all documents with a particular string in a field – regardless of what template has been applied to them, and regardless of what field the string is in. You can also narrow down the search by either field or template.

For example, say a user wants to locate a document with the purchase order number “35401.” She isn't sure whether the purchase order number was in the “Code” field or the “Order” field, but she knows that the template was “Purchase Order.” She could use the following syntax to find the number “35401” anywhere in the “Purchase Order” template, regardless of the specific field.

```
{[Purchase Order]:[]=“35401”}
```

This would return documents with the value “35401” anywhere in the “Purchase Order” template, but would not return documents in other templates, even if they contained the value “35401.” This is useful for narrowing down the possibilities – even if this number is also present in a document in “Invoices” the user knows she isn't looking for an

**877.790.1600**

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Sales Inquiry:

[sales@ecsimaging.com](mailto:sales@ecsimaging.com)

Tech Support:

[support@ecsimaging.com](mailto:support@ecsimaging.com)

### Locations

#### Southern CA

3720 Sunnyside Dr. Ste.200

Riverside, CA 92506

Tel: 951.787.8768

Fax: 951.787.0831

#### Northern CA

4737 Imhoff Pl Unit 1B

Martinez, CA 94553

Tel: 925.370.2456

### Our Services

- Scanning Services
- Microfiche/Film/Aperture Card Conversions
- Digital Signatures
- Hosted WebLink
- Custom Programs: Case# Generator, Mug Shot Capture, Six-Pack Creator
- ECS Integration Library Tool
- Custom Integrations: ESRI, Permits Plus, CRW, H.T.E., Navision, Eden, Munis, Oracle, DataTel, PeopleSoft, Digital Recorder Importer
- Turn-key Implementations

## Software



Document Management Software

## Laserfiche Integrations



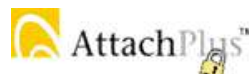
Agenda Manager Integration



ESRI Integrations



Digital Signatures



Sensitive document?... Send it securely!  
Email & Data Encryption



Sealed & Time Stamped Data Authentication



Court Case Management Integration

## Scanning Technologies



Kofax Virtual ReScan Software



Elite Channel Partner



Premier Partner



E-size/Map Scanners



Advanced Capture Solution  
ICR & Forms Processing



Check Scanning & Remittance  
processing Integration

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If you do not wish to receive an email copy, just reply to this email to let us know.  
We also post a copy on our website [http://www.ecsimaging.com/news\\_newsletters.php](http://www.ecsimaging.com/news_newsletters.php).