

February 2005



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**\* ECS Imaging is now a Certified  Reseller**  
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**Upcoming Events**

**Meeting in Long Beach**  
**February 17, 2005**  
[Schedule](#)  
[Driving directions.](#)

**Meeting in San Leandro**  
**March 2, 2005**  
[Map/Directions](#)

***ECS Quarterly User Group Meetings***  
**Discover fresh ideas on delivering services more efficiently.**  
*As part of our continuing service to our valuable customers we welcome you to these **Free** events.*

***Sign up today for March 2<sup>nd</sup> at the City of San Leandro.***

***Session includes:***

	Registration
	9:30am
10:00am	Begin Session
12:00pm	Complimentary Lunch
1:00pm-3:00pm	Version 7 Training
*Managing Retention Schedules using Records Management	
*Automating Processes using Quick Fields and Workflow	
*New Features in Laserfiche 7	
*User Requested Demos	
*Version 7 Training	

***Sign up today by [Email](#)***

## ECS Services

Digital Recorder Importer  
ECS Map Measuring Tool  
ECS Search Tool  
Mug Shot Capture  
Six-Pack Creator  
ESRI 2-way Integrations  
Integrations  
Conversions  
Scanning Services  
Hosted WebLink Services

**Call ECS today for more information!**

## Winter Specials Available on IDEAL/ Contex Scanners!

- Premier TX 36", Upgrade card increases scanner to 800 dpi,
- Scans 8.0 IPS (inches per second) in monochrome
- Scanner Stand with roller casters for portability
- IDEAL ScanOS scanner operating software
- Installation Video
- 30 Minutes Online Training
- Turnkey Price through March 31, 2005



• **\$14,250**

**If you need other features we offer the full scanner line. Email us today!**

**New 8<sup>th</sup> Generation of DELL Servers** available through ECS Imaging, Inc at your same Government Pricing.

## Spotlight

Each month we feature a customer story.

***"Fillmore USD"***

Nominated by:  
**David Chan**

## ***Laserfiche to the rescue at Fillmore Unified School District***

Special Education programs are taken very seriously under the guidance of Mary Williams, Special Education Specialist and Coordinator at Fillmore Unified School District in Fillmore, Ca.



It starts with personal attention to the unique needs of the challenged student in the classroom, combined with an ongoing partnership with the parent(s) to provide a supportive, nurturing environment for learning skills essential to independent living in addition to a formal academic curriculum.

Federal and State laws governing the implementation of special education programs require meticulous recordkeeping of both the efforts and the results of such programs, to quantify measurable achievements of the student each year and to document compliance with Federal and State laws.

Towards this end, the Special Education Department at Fillmore Unified keeps virtually all student records and correspondence with parents including but not limited to Invitation to Parents, Individualized Education Programs, and even notes from one on one parent-teacher conferences.

All this paperwork has taken up a large closet at Fillmore USD and then some (even after disposing of records prior to the 70s). The overflow from this paperwork has gotten to the point of creating a potential fire hazard for the school district not to mention an embarrassing eyesore. Finding a particular student's records has become more challenging with each passing year, even as the timeline for producing such records become ever more strict.

LaserFiche comes to the rescue! Mary Williams prudently squirreled away an emergency fund that she used to purchase a small LaserFiche Document Imaging software solution that allows her to store her closet full of documents onto a hard drive on a network server. Better yet, her staff can now retrieve a student's records by merely keying in the student identification number or the student's

## ECS Partners

Website links





name and date of birth. Audits to determine compliance with the myriad of Federal and State regulations governing special education programs are now opportunities to show off their recordkeeping efficiency.

A number of other departments at Fillmore Unified School District are watching with keen interest how LaserFiche is making a mountain of paperwork into a manageable molehill. The new fiscal year will ring in their opportunity to change the way they store and retrieve their pertinent documents.

## Laserfiche Product Center Tech Tips



[Laserfiche Support Site](#)

**E-mail notifications can be sent by Workflow to include a link to the routed document.** For Workflow users who have access to their documents through our Web products, the e-mail notifications can include links to the routed document. Clicking on the link will take the authorized user directly to the WebLink site, for example, and may ask them to authenticate to the Laserfiche archive. Once successfully authenticated, they are taken to the first page of the document.

**With WebAccess 7, privileged users can now administer** access rights via the Web. From Web Access, select the desired Edit Access folder or document, and then click Edit. This will bring up a Web page dialog box whereby the user can modify access rights. This dialog box has the same functions that are available in the Edit Access dialog box of the Laserfiche Windows Client. For example, to define a user or group's rights for the currently selected folder, click Add and select the desired Laserfiche user or group. Remember to select the proper scope for your access rights modification.

### **Running Laserfiche Administration Console as an MMC Snap-In**

With Laserfiche Administration Console running as a Microsoft Management Console (MMC) snap-in in Laserfiche 7, administrators can now run all their administrative tasks from a central location. They can monitor Laserfiche sessions from our Administration Console, query the database tables from SQL Server Enterprise Manager and run the Performance Monitor all at the same time.

**Remote-scanning with Laserfiche 7** is now included in the Quick Fields base product. Quick Fields allows you to schedule document deliveries to a repository when network traffic is at a minimal, typically during non-office hours.

### **Quick Fields 7.1 has been released and is available for order.**

This is a substantial release with significant new features. For handling digital photos of documents, the base Quick Fields product now includes Photo Capture and Photo Correction. Photo Capture allows photos to be processed very easily by simply plugging one's digital camera into a computer with a properly configured installation of Quick Fields. Photo Correction will take a picture of a document and correct problems like foreshortening and glare, turning the picture of the document into an image that looks very much as if it was produced by scanning, making it eye-readable and ready for OCR.

Laserfiche customers will benefit from the new Photo Capture and Photo Correction capabilities in Quick Fields 7.1. Quick Fields 7.1 can turn your digital camera into a scanner. New features in Laserfiche Quick Fields 7.1 include:

- Laserfiche Photo Capture, which imports images from a digital camera or a removable drive into your Laserfiche document management system.
- Laserfiche Photo Correction, a new image enhancement that adjusts the appearance of photos taken of a document so that they appear as if they were captured through a scanner.
- The ability to specify a default session, which will be automatically loaded when you open Quick Fields.

**The search functionality of Laserfiche offers numerous ways** to search for documents stored in the repository. In addition to the wide range of options available in the search interface for both the Laserfiche Windows Client and Laserfiche Web-based applications, users can also leverage Advanced Search Syntax for refining searches.

One useful advantage of Advanced Search Syntax is that it allows users to specify replacement characters for word searches or template searches. Since fuzzy word searches can yield a large number of results, when the user knows the alternative characters for a given search word or phrase, more refined results can be obtained. For example, a user searching for the proper name Kotter wherein the first character is suspect, could formulate the following search criteria: [KC]otter

Placing this search criteria in the Phrase search box under the Basic Text Search or in the Advanced Text Search box will yield documents containing the words “Cotter” or “Kotter”. Furthermore, character ranges are also supported wherein a search for the same proper name wherein the first character is any letter between C through I could be formulated as: [C-I]otter