

# ECS Newsletter

Your Document Management Solution

FEBRUARY 2008

Inside this Issue

Volume VI, Issue II



[View Newsletter online](#)

Web Home

News

Spotlight

Events

Webinars

Tech Tips

About ECS

[Laserfiche Conference Recap](#)

[Spotlight on Riverside County Human Resources](#)

[Version 8 new features](#)

[February Webinars](#)

## 2008 Laserfiche Institute Conference and Winner's Circle

ECS Imaging Inc. continues to be the top reseller in California and in the top 5 worldwide!



Jim Pappas, CEO and Debbi Richards, VP Laserfiche, ECS Imaging, Inc.



Debbi Richards, Nien-Ling Wacker-CEO and Jim Pappas

## Congratulations to our customers Brown Metals and Hawaii County on winning the Laserfiche Run Smarter Award.

Two of the 6 awards given were to ECS Customers.



Justin Lasley  
[Browns Metals](#) (link to full story)



Martha Rodillas and Fatima Hicks  
[County of Hawaii](#) (link to full story)

NOMINATED BY  
DEBBI RICHARDS

**RIVERSIDE COUNTY**  
CALIFORNIA



Riverside County spans 7,200 square miles and is the 4th largest county in California. The County of Riverside is the area's largest employer with 15,600 permanent full-time employees and 1,850 temporary and per-diem employees. Over 400 employees work in the Human Resources department. The Human Resources (HR) department has the responsibility to protect the sensitive employee data and maintain the HIPAA, ANSI and other legislative compliance.

Human Resources has been using Laserfiche for 11 years. Recently they have enhanced their Laserfiche system which manages over 4 million documents equating to over 400GB of data. Last year they did a significant upgrade including converting from version 6 to 7.2.1, added efficient Laserfiche modules including Web Access, Workflow and Advanced Audit Trail. This upgrade purchase with ECS is a contract that is able to be piggy-backed by other government entities as well.

Last year Human Resources gained some benefits by centralizing scanning including:

- Work is getting done faster
- Managers don't need to worry it's not getting done
- Quality control is enhanced Eliminated previous problems
- 15,000 pages scanned in a day in 3 divisions

Departments currently using Laserfiche within HR:

1. Accounting
2. Employee Services Benefits/Retirement
3. Exclusive Care
4. Workers Compensation
5. TAP-Temporary Assistants Pool
6. Executive office/Admin

Coming onto Laserfiche in 2008:

1. Risk Management
2. Safety
3. Occupational Health Division



**Anjy Divine-RCHR, Debbi Richards**

To automate indexing HR uses Quick Fields to do a lookup to their PeopleSoft application to bring in the metadata to Laserfiche. They use automatic volume roll over now since they are scanning at such high volumes. They have also setup trash can folders for each department so users cannot delete at all. Users can only move items to the trash folder.

A big thanks to Anjy who shared her Laserfiche story at the Annual Institute Conference in January.



*Would you like to host a Quarterly User Group at your site?*  
 We provide free training and product information to your site. And a free lunch!  
 Let your sales rep know and we'll do all the rest.

**Webinars**

**TOP**

**Wed., Feb. 13, 2008**  
 9:00 a.m. Pacific  
**Wed., Feb. 20, 2008**  
 9:00 a.m. Pacific  
**Wed., Feb. 27, 2008**  
 9:00 a.m. Pacific

**Document Management 101**

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

[Register](#)



**Digital Signatures for Document Management**

Learn now from industry experts in a fifteen minute web seminar. Learn how to Reduce operational costs, Expedite Approvals, Comply with regulations and much more! See how CoSign can pay for itself in as little as 30 days!

[Register](#)

**Wed., Feb. 28, 2008**  
 11:00 a.m. Pacific

**Best Practices in Local Government: Capture, Store and Retrieve**

Learn how to balance the demands of capturing records with the need to retrieve information quickly for internal and public requests.

[Register](#)

**Thu., Feb. 14, 2008**  
 10:00 a.m. Pacific

**Document Management 101 for Law Enforcement Agencies**

Learn how Laserfiche document management software streamlines processes, strengthens security and increases effectiveness.

Also, please join us for the other Webinar in our Law Enforcement series: Get the Laserfiche Edge - Share Information to Ensure Public Safety.

[Register](#)

**Thu., Feb. 7, 2008**  
 9:00 a.m. Pacific  
**Wed., Feb. 20, 2008**  
 10:00 a.m. Pacific

**Simplify Agenda Creation, Management and Distribution with Laserfiche**

The complexity of preparing agendas often rivals the importance of the documents themselves. Laserfiche Agenda Manager simplifies every aspect of the agenda creation process, from the submission of proposed agenda items to the publication of the final agenda packet. Attend this Webinar to learn how this easily-implemented, Web-based solution promotes smarter agenda management throughout your organization—without disrupting the way you work

[Register](#)

**[Link to the various times and sessions](#)**

**Ideal Large Format Scanners**

1. Large Format Scanning Made Easy
2. Take Charge of Your Large Format Data with ArchiveCenter Document Management
3. Increase CAD and GIS Efficiency with WiselImage Intelligent Raster Editing
4. Take Charge of Your Large Format Data with ArchiveCenter Document Management

[Register](#)

**Tech Tips**

**TOP**



**Power Up and  
Get Connected.**

**Visit the Laserfiche  
Support and User  
Information Site**

*We encourage you to take  
advantage of the resources  
available 24 hours a day.*

### Current Versions

- Client-Server 7.2.1
- Plus 7.2
- WebAccess 7.2
- Quick Fields 7.1.2
- Agenda Manager 7.2
- Audit Trail 7.2
- Email (Mapi) 7.1
- Integrator's Toolkit 7.2
- Scan Connect 7.1
- Import Agent 7.0.2
- Integration Express-  
H.T.E 7.0
- Snapshot 7.0.3
- WebLink 7.0.5
- Workflow 7.0
- Toolkit 7.2.1



### **New integration features in Laserfiche 8™**

In the next several issues, we'll continue to preview new features in Laserfiche 8. Because this is a preview, note that the details and appearance of certain elements may change between now and the final release.

Laserfiche 8 includes several new features that can help you enhance your integrations and customizations. Two of these new features are described below:

#### **Real-Time Notifications and the Laserfiche Activity Log**

In Laserfiche 8, the Server can send out notifications of specific activities that occur in the repository, such as creating, deleting, moving, copying or modifying entries, and populating template fields. Your integrations can receive those notifications and act upon them, either to log the information or to perform an action in response. For instance, you could run an external database lookup on a field value whenever that value is changed. You could also set or modify a field value on a document when that document is moved into a particular folder. Real-Time Notifications enable you to work dynamically with your repository in real time with changes made to documents and folders.

The Activity Log serves as a limited "backup" of notifications, which can be reviewed in case of lost connection by the integration program or other gaps in notifications. The Activity Log maintains a temporary record of notifications sent by the Server. Because it is regularly trimmed and only records certain entry activities, it is not a replacement for Audit Trail™, but it complements the Real-Time Notification system.

#### **Field Updates**

Laserfiche 8 introduces several updates to fields, two of which are of special interest to integrators. First, Laserfiche 8 allows fields to be applied to documents independent of templates. This allows you to use integration-specific fields—which may be secured such that regular users cannot modify or even see them—while still allowing users to apply, remove and reassign templates to the documents in question. The field, applied separately from the template, would remain unchanged through user modifications, and can thus be monitored by the integration without concern for accidental removal.

Additionally, Laserfiche 8 introduces a new Data field type. The Data field type can contain a block of binary data that is uninterrupted by the Server or the Client but that can be used by integrations to launch an external application. For instance, you could use the Data field type to store binary information affiliated with a particular document within the document itself, and then pass it to an external application.

#### **Annotation security in Laserfiche 8**

Laserfiche 8 will introduce a couple of new ways in which annotations can be secured. Marking annotations as Private or Protected will give you the functionality you're looking for, without worrying about Entry Access Rights and document location. If an annotation is marked as Private, then no other user can see it. Only the person who creates the annotation can mark it as

Private.

Another feature available in Laserfiche 8 is the ability to mark an annotation as Protected. Only the annotation creator or the document's owner can mark an annotation as Protected. For annotations marked as Protected, everyone with the appropriate Entry Access Rights can see the annotations, but only the person who created the annotation or the document owner can edit it.

The image shows a 'Sticky Note Properties' dialog box with three tabs: 'Draw Properties', 'Metadata', and 'History'. The 'Metadata' tab is active. It contains several fields: 'Creator' (text box with 'ADMIN'), 'Date Created' (text box with '---'), 'Last Modified' (text box with '---'), and 'Comments' (text area with 'Private Sticky Note'). At the bottom, there are two checkboxes: the first is checked and labeled 'Annotation will only be visible to its creator', and the second is unchecked and labeled 'Annotation may only be modified by its creator or the document owner'. A red oval highlights the first checkbox. At the bottom right are 'OK', 'Cancel', and 'Help' buttons.

### Workflow 8™ Administration Console

**Workflow Statistics.** The Workflow Statistics node reports the number of individual workflows that are currently running. For instance, if you've created an Approval Route workflow, and if six documents are currently being routed by the Approval Route workflow, that will count as six workflows.

**Workflows.** The Workflows node reports the number of workflows that exist on the server, and the version number for each one. Each time the workflow is modified and re-published, its version number will increase.

**Workflow Types.** The Workflow Types node lists the workflow types. A workflow type is a template for future workflows. You can't set up rules for them directly, but you can use them as a basis for creating new workflows.

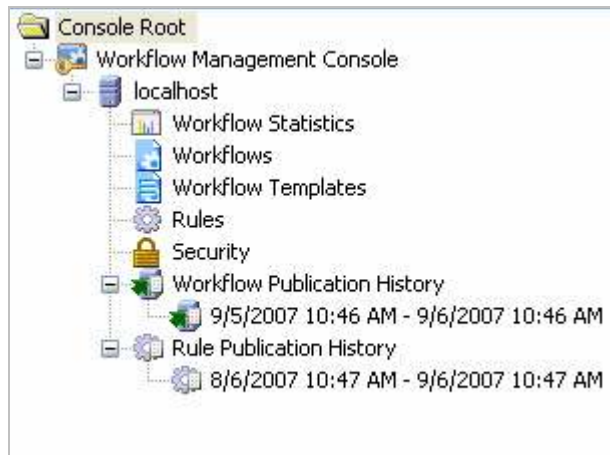
**Rules.** The Rules node lists the rules currently configured on the Workflow Server, the workflow each one is applied to, and their status.

**Security.** The Security node enables you to configure which Windows® domain account users can perform which tasks in Workflow 8. For instance, you could allow certain users to create and delete workflows, other users to modify them but not create or delete them, and still other users to only view workflows but not make any changes to them.

**Workflow Publication History.** The Workflow Publication History node enables you to run

searches to see when workflows and workflow types have been published, updated, or deleted, and by whom.

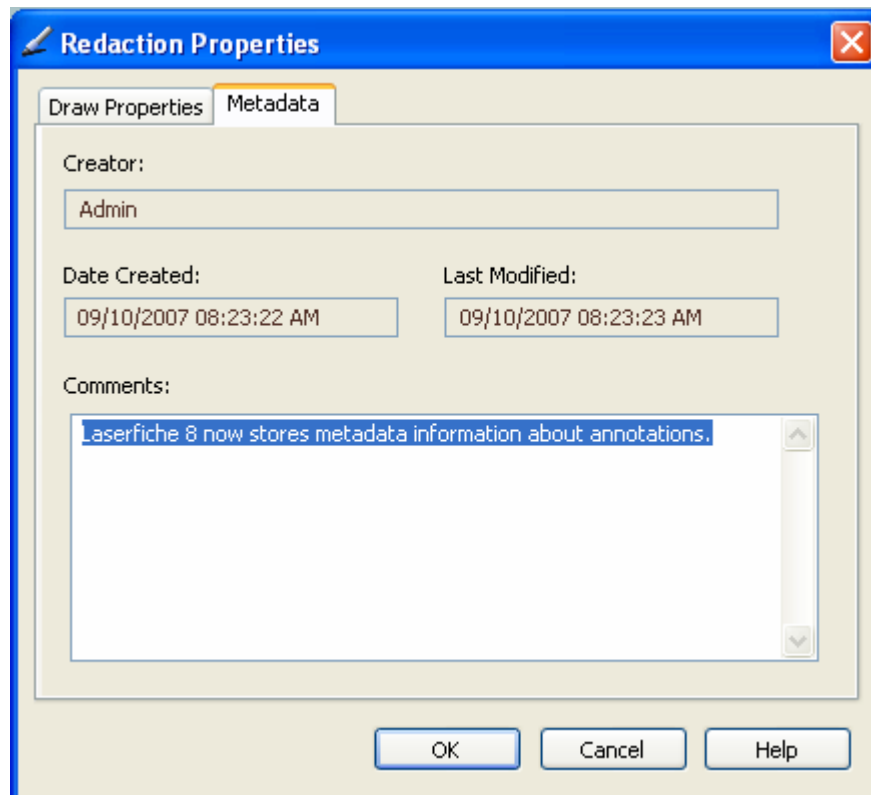
**Rule Publication History.** The Rule Publication History node enables you to run searches to see when rules have been created, updated or deleted, and by whom.



### Associating comments with annotations

Laserfiche 8 will provide a way to record why redacting certain areas of a document.

Many government agencies are subject to Freedom of Information laws and must provide justification for each redaction of information on a document. Laserfiche 8 will include expanded functionality with regard to annotations, including the ability to associate comments with each one. To add a comment, users simply right-click the annotation and select the Properties option. When the Properties window opens, they can enter their comment in the Comments field.



In the same window, users can also view metadata about an annotation, including Creator, Date Created and Last Modified.

**Contact Info**

**877.790.1600**

Web: [www.ecsimaging.com](http://www.ecsimaging.com)

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

Tel: 925.370.2456

**Our Services**

- Scanning Services
- Microfiche/Film/Aperture Card Conversions
- Hosted WebLink
- Custom Programs:
  - Automated Case# Generator, Custom Reports with SQL & Access, Mug Shot Capture, Six-Pack Creator
- Custom Integrations:
  - ESRI, Permits Plus, CRW, H.T.E., Navision, Eden, Munis, Oracle, DataTel, PeopleSoft, Digital Recorder Importer
- Fax Server Solutions
- WORM Archiving Solutions
- Advanced Capture Solutions
- Email Encryption 128-bit
- Digital Signatures
- Turn-key Implementations

**Our Industry Partners and Integrated Solutions**

**Document Management Software**



Document Management Software Suite

**Integrations**



ESRI Integrations



Arx Co-Sign Digital Signatures



CRM and 311 Systems Integrations



Court Case Management Integration



Check Scanning & Remittance processing Integration



Agenda Manager Integration

**Archiving**



UDO, WORM compatibility & Email Archiving Solutions

**Kofax Product Suite**



Ascent & Advanced Forms Processing



Virtual ReScan



Adobe LiveCycle Barcoded Forms



Fax Server Solution

**Scanners**



Elite Channel Partner



Premier Partner



E-size Map Scanners