



ECS Imaging, Inc.  
3720 Sunnyside Dr., Ste.  
200  
Riverside, CA 92506

877.790.1600  
tel: 951.787.8768  
fax: 951.787.0831

[www.ecsimaging.com](http://www.ecsimaging.com)  
[support@ecsimaging.com](mailto:support@ecsimaging.com)  
[sales@ecsimaging.com](mailto:sales@ecsimaging.com)

**THE LASERFICHE AUDIT TRAIL/RECORDS MANAGEMENT PROMOTION** available through June 30, 2005

-- **Get Starter Audit Trail free** with the purchase of the regularly priced Records Management Module. This opportunity is especially well-suited for customers and prospects with limited budgets, including small municipalities, and financial and medical practices.

-- **Get 50% off the price of the Records Management Module** with the purchase of Advanced Audit Trail. This is for larger organizations that would like comprehensive records management and document monitoring capabilities but do not currently need DoD 5015.2 certification.

-- **Get \$3,000 off the retail price** of the Records Management Edition. This is ideal for bids where DoD certification is a requirement.

**Upcoming Events**

**We look forward to seeing our customers at the following shows.**

|             |         |   |
|-------------|---------|---|
| April 11-12 | CASBO   | CA Association of School Business Officials   |
| April 14    | CAPIO   | CA Association of Public Information Officers |
| April 20-21 | CCAC    | CA City Clerk's Association                   |
| April 25-26 | CACCRAO | CA Community Colleges Registrars & Admissions |

**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 Servers &  
Scanners

**If your server is 3 or more years old it's time to look at replacing it. We can help with our turn-key solutions** to replace out of date equipment, servers, scanners, UDO's, Backups and other equipment.

[SuperMicro](#), [Enpower](#) and [DELL Servers](#)



**ECS Imaging, Inc. can now offer On-demand Microfilm converters to Images at cost effective pricing starting at \$2,650.**

Scan Microfilmed Documents Direct to Your Computer & Laserfiche!

- ü Scan positive and negative film
- ü USB for fast, simple PC connection
- ü E-mail, fax, network, and laser print right from your PC
- ü Drag-and-drop software for simple operation
- ü Save scans in all popular file formats including TIFF & PDF
- ü Non-rotation lens included

**Call ECS today for more information!**



Choice of one non-rotation lens, all scanning software, connecting cable, user manual, and film carrier (as ordered).

Will operate with Windows 2000 and XP and connects to your computer using the cable included with your purchase. Using the document management software (included) or Laserfiche you can e-mail, fax, network, and print all of your information stored on microfilm directly from your PC. Overall: 22"H x 17"W x 20"D.

## Spotlight

Each month we feature a customer story.

### “City of San Leandro and Police Department”

Nominated by:  
**Pete Herschel**



The City of San Leandro has long been a proponent of document imaging technology. Several years ago they installed the Legato/OTG software as a citywide document imaging system. That system was deployed in the Building Division of Community Development and the Police Department.

In 2003, the City issued a formal RFQ to explore new possibilities for their document imaging system. They selected ECS as the vendor that best met their needs from all the respondents. To see City Staff Report [click here](#).

The project scope included:

- **CONVERT the City’s existing Legato/OTG document imaging system to a Laserfiche citywide system** (approximately 1.5 million existing scanned images and related indexes were converted to Laserfiche images and templates for retrieval in the new Laserfiche document imaging system)
- **INSTALL a new dedicated document imaging server**
- **INTEGRATE the existing Canon DR-5020 scanners, which were already installed**
- **INSTALL a separate Laserfiche database for the Police Department**
- **POSSESS THE CAPABILITY TO INTEGRATE with the new CAD/RMS (Records Management System) in the Police Department**

The features and modules that the City selected included:

- **7 Full User licenses, 10 View Only licenses**
- **Weblink** for intranet and internet document publishing
- **Quick Fields, Zone OCR, and Real Time Look Up** for index and filing automation
- **Laserfiche Plus** for CD Publishing
- **E-Mail** to email documents directly from Laserfiche
- **Snapshot** for conversion of external documents to TIFF images (Word, Excel, etc.)

## ECS Partners





- **Laserfiche Integrator's Toolkit** to integrate existing applications with Laserfiche (the Building Division's permit system is now integrated with Laserfiche)

The Deputy City Clerk, Janice Gardner-Loster, has been the lead person for this important project and has been instrumental in coordinating the City departments for all phases of the project. *"I'm very pleased with how smooth the transition has been to Laserfiche, and I'm impressed with the ability of Laserfiche to accept the data from our previous databases. Laserfiche is also so easy to use that the City's end users, including volunteers, have quickly learned to scan and retrieve documents in the new system. It has been only a short time since the installation and implementation of Laserfiche, and the City is already expanding the system to both the Engineering Department and the City Clerk's Office!"*

### Laserfiche Product Center Tech Tips



[Laserfiche Support Site](#)  
*Free for all Laserfiche users with current LSAP.*

#### **Dragging and dropping folders and documents from one window to another**

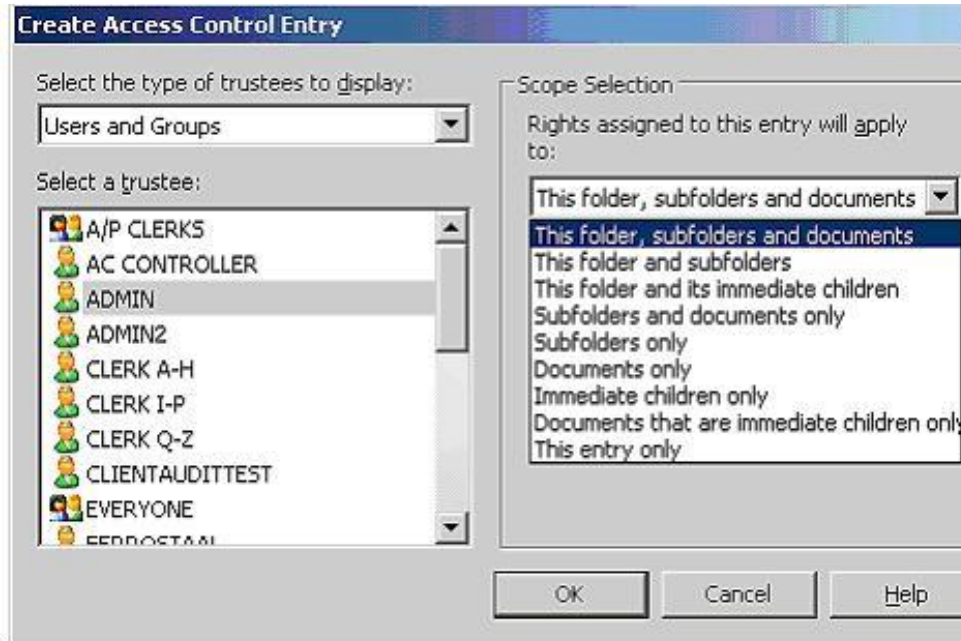
Users, with appropriate access rights, can open multiple windows of the Laserfiche Windows Client and then drag and drop folders and/or documents from one window to the other. Being able to have multiple windows of the same Laserfiche repository open and then drag and drop folders and/or documents (objects) from one Laserfiche folder to another facilitates ease of use.

Open the Laserfiche Windows Client and log into a Laserfiche repository. Press CTRL+SHIFT+B to open a new browser window. Take the target object and drag and drop it between windows. With the appropriate access rights, users can more effectively move folders and or documents within a Laserfiche repository.

#### **Using the scope tool to set access rights via an allow policy**

ACCESS RIGHTS FOR EACH USER OR GROUP on the folder or document level can be inherited down the folder structure in varying ways or not inherited at all. This is done by utilizing the scope tool whenever adding a new user or group. If applied appropriately, the scope tool will allow an administrator to strictly set up folder/document access rights via an allow policy rather than a deny policy. This means that permission to a document or folder can be denied to a user by simply not allowing the user rather than explicitly denying the user.

To access the Scope Selection option in the Laserfiche Client, click Tools and then Access Rights. Each time you add a new user or group, the following will be displayed. The drop-down list provides the varying inheritance options. Be sure that the present logged in user has the appropriate rights to be able to establish access rights.



### **E-mail archiving feature of the Laserfiche Windows client**

Laserfiche 7, in addition to scanning and importing documents created in typical Microsoft Office applications such as Word, users can now archive their Outlook e-mails. Furthermore, they also have the option to automatically populate the template fields with the e-mail attributes.

A common question asked is whether this feature requires specific e-mail servers such as Exchange. This is not the case as the feature is completely client-side and does not interface with the e-mail server. This feature currently requires the Outlook e-mail client installed on the workstation where they will be importing or dragging the e-mails from.

### **Web Access 7 lets you append or prepend images to existing documents**

WEB ACCESS 7 PROVIDES THE ABILITY TO IMPORT images, briefcases, and electronic documents, but also to append or prepend images to an existing document by simply dragging and dropping the images from Windows into the thumbnail view of the target document in Web Access. To do so, simply open the target document and display its thumbnail view. Then drag and drop images of interest into the target document's thumbnail window before or after the desired page. Utilization of this functionality requires installation of an ActiveX control. Note that Web Access allows you to drag images either from Windows Explorer or from the thumbnail view of another open Web Access document.

*This newsletter is emailed exclusively to ECS Imaging, Inc. customers only.*

*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).*