

ECS NewsFlash

your source for document management

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We have a dedicated support staff to respond just to you. So, the next time you want to contact ECS for support call or email our dedicated staff at [951-787-8768 x 105](tel:951-787-8768) or Support@ecsimaging.com. This is the fastest way to have your problems and concerns responded to.

[Scott Allbert receives AIIM's 2007 Distinguished Service Award!](#)

ECS account manager, Scott Allbert, has been selected for AIIM's 2007 Distinguished Service Award. Scott's contribution to the ECM industry, AIIM and his local chapter is admirable and deserving of wide recognition. We congratulate Scott for his hard work and dedication to ECS Imaging, the San Diego AIIM Chapter, and the document imaging industry.

[Agenda Processor Special – Ending Soon](#)

We really love our products, and we really want you to have more.

And sometimes we just can't hold back.



Try the new Agenda Processor **risk-free for 30 days** and **save 40%** off the retail price. See how Agenda Processor can help to deliver agendas that take less time to prepare, approve and publish—using fewer resources.

Benefits

Package Includes:

- Minimize paper-based preparation
- Keep the style and structure of your current agenda
- Reclaim valuable time
- Simplify collation & distribution
- Reduce copying & paper costs
- Expedited approval process
- Software
- Installation
- Training
- 1 year Software Updates
- Phone Support

Turnkey Solution \$5,995!
Deal Ends March 30, 2007

WebAccess Special – Expires Soon

ECS is offering customers **five free full users** when they purchase Web Access, a retail savings of **\$2,750**. We encourage you to take advantage to expand your Laserfiche system. With Web Access, you can deploy Laserfiche to additional departments and staff without needing to install software on each workstation. Users have virtually the same capabilities via WebAccess as the Laserfiche Full Client software.

Deals End March 30, 2007

K-12 Voucher Program

Here are two useful websites for the K-12 Voucher Program. The general funding for this program resulted from a Settlement Agreement between California consumers and a large technology corporation (Microsoft). Eligible schools may use vouchers to purchase hardware, software (Laserfiche), technical support, and professional development.

Useful links:

<http://www.cde.ca.gov/ls/et/st/etv.asp> - This is the CA Dept of Education site that gives the overview of the Program, including background information, FAQ's, applications, etc.

<http://www.edtechk12vp.com/product.aspx> - This is the website for Claims Administration. This administration is handled outside of the CA Dept of Education and Microsoft. It's an independent 3rd party that governs the claims administration process. This is the organization that you would call to determine if our products and services would be eligible for reimbursement (as I told you, they do not allow vendors to contact them).

Introducing TOPCALL Fax Server Solution Now available through ECS



With integrated TOPCALL solutions, incoming faxes are compressed, stored and forwarded more quickly to the right recipients in the company, whether it is a person, a fax machine or a multi-functional peripheral (MFP). No more faxes are lost, need to be scanned or remain in the machine for hours.

Some of the many benefits of our TOPCALL solution include:

- IT Consolidation – one stop for hardware, software and service
- Compliance - Logs and tracks everything for chain of custody, SOX
- Integrations - Laserfiche, SAP, Peoplesoft, Siebel, Oracle, Exchange, Lotus Notes, GroupWise. Incoming faxes can be sent directly to and from Laserfiche and any of these integrated apps.
- Reduction in Transmission costs – transmit fax over IP, SMS and Voice while consolidating from multiple sites.
- Reliable transmission and reporting tools for accurate performance analysis.
- Outgoing faxes can be sent to any recipient, any system, individually or as a mass mailing directly from the mailbox, a fax machine or an MFP via Least Cost Routing.

Seamlessly integrate the “island solution” [fax](#) into your digital infrastructure.

Electronic digital signatures

We are looking for feedback from you, our customer, for your interest in implementing a certified digital signature solution? Some of the benefits include:

- Significant reduction in costs with immediate ROI - paper handling, copying, faxing, shipping, rescanning...
- Expediting business processes
- Increased security and minimized risks
- Meeting regulatory compliance
- Improved workflow and increased productivity

Please let us know if you are interested and we will work with you on an integrated solution. Contact Sales@ecsimaging.com for more information.

Spotlight

[TOP](#)

Santa Ana Unified School District Goes District Wide with Laserfiche

Santa Ana USD is the largest school district in Orange County with 58,832 students. This district has a long history with ECS Imaging going back to 1996 in Human Resources and 1997 for Student Records. The philosophy of the Associate Superintendent of Business Services is to not store the paper anymore, but to scan it. Both the Purchasing and IT directors have been instrumental in expanding Laserfiche throughout the district offices.

Human Resources

The human resources department has over 4,200 employee files to scan and maintain. We converted approximately 31 Gigabytes of data on optical disks from the original system to Laserfiche 7 in 2005. ECS also helped get them caught up with some of the back

log by scanning 128,000 pages in 32 boxes that year.

Payroll

ECS scans over 10,000 payroll time sheets cards annually. We populate the index values in Laserfiche from their Oracle financial system.

Student Records



In 1997, this department was archiving to microfilm, which over the years had begun to fail. It was about time to either replace the expensive equipment or determine another method of storage.

Over several years they had investigated a number of alternatives for document storage. The imaging solution presented by ECS Imaging, Inc. was the most responsive to the departments needs. It provided for the ability to convert paper documents to electronic imaging, and have the capability of emailing and sending copies to the graduates or other schools. Laserfiche was able to handle the volume of documents that were anticipated in the immediate future and to handle the volumes required for future needs. About 65 gigabytes of data on 26 opticals were converted from their original Laserfiche system to version 7 in 2005.

To help with the mountain of paper, ECS has helped with the back file each year by scanning it for them at our headquarters in Riverside. The Student Records department is also moving in September of this year, so the paper needs to be converted to Laserfiche and shredded by then. In house they use 2, 5650c Fujitsu Scanners with Kofax VRS.



157,000 in 45 boxes we scanned in 2005
105,426 in 25 boxes were scanned first half of 2006
45,746 in 12 boxes were scanned second half of 2006
455,000 pages left to be scanned in 2007!

For Intra-district and Inter-district transfer forms they scan in with 2, Xerox 252 desktop scanners.

Expulsions department

The department that handles suspensions and expulsions for the district is required to report to the State statistics about the students that are being suspended and expelled. Previously this was all done manually by adding up all the stats. The new improved process gives the schools the ability to fill out the suspension forms electronically and the district office automatically gets the reports and stats needed from the forms.

The forms are distributed via the SAUSD's website to the school sites. Persons tasked with completing the form use Adobe Reader 7.0 or greater to fill in the necessary information, which will automatically be encoded into a barcode at the bottom of the form, print out the form for signatures and return it to the district office for final processing.

The district office expulsions department scans the forms with Kofax Ascent Capture which automatically populates the index fields in the Laserfiche template and places an image of the form in a folder in Laserfiche.

For reporting they use a Microsoft Access front end to access a menu for the selection of the various reports. Each of the reports has their own button.

- "Suspensions by School – Monthly" Report
- "Suspensions by School – Yearly" Report
- "Special Ed – Yearly" Report
- "Report by Charge – Detail" Report
- "Report by Charge" Report

These screenshots show some of the data that is collected from the suspension form, automatically placed in the 2-D barcode and extracted electronically.

The Kofax Ascent and Adobe Lifecycle technology is extracting the data from the check boxed fields (OMR-optical mark recognition), text fill-in fields and the drop down lists that are on this form.

LEP ETHNICITY
Special Education
 No RSP SDC
 * If Yes, Notify Sp. Ed. Dept.
 Sec. 504: No

Last Name: _____ First: _____ Sex: M F O Curr. Grade: _____ Date of Birth: _____
 School: _____ Cycle: _____ Today's Date: _____ Incident Date: _____
 Parent / Guardian: _____ Home Phone: (111) _____
 Address: _____, Santa Ana, CA 92701 Work Phone: (111) _____

Parent / Guardian Notification
 Your son/daughter has been suspended on _____ for _____ beginning on _____ for a violation of the Education Code 54800 paragraphs indicated below. He/she may return to school on _____ including this suspension, the total number of days which your son/daughter has been suspended is _____ this year. The specific cause of this suspension is: _____

SUSPENSION may be imposed only when "other means of correction fail to bring about proper conduct; however, a pupil may be suspended upon a first offense for any of the reasons enumerated in EC-54800, paragraphs (A), (B), (C), or (4), or if the pupil's presence causes a danger to persons or property, or threatens to disrupt the instructional process."

<input type="checkbox"/> (a) Caused, attempted to cause, or threatened to cause physical injury to another.	<input type="checkbox"/> (2) Engaged in sexual harassment. (Grades 6-12 only)
<input type="checkbox"/> (b) (1) Willfully used force or violence upon another person, except in self-defense.	<input type="checkbox"/> (4) Harassment, threat, intimidation. (Grades 4-12 only)
<input type="checkbox"/> (b) (1) Possessed, sold, furnished firearms.	<input type="checkbox"/> (5) Committed an obscene act or engaged in obscene conduct.
<input type="checkbox"/> (b) (1) Possessed, sold, furnished a weapon, dangerous object, explosives.	<input type="checkbox"/> (6) Possessed, offered, or attempted to sell drug paraphernalia.
<input type="checkbox"/> (b) (1) Possessed, used, sold, or under the influence of any controlled substance (e.g. marijuana, cocaine, alcohol, tobacco) (e.g. gun, pipe).	<input type="checkbox"/> (7) Disrupted school activities or willfully defied valid authority.
<input type="checkbox"/> (c) Offered, arranged, or negotiated to sell drugs, alcohol, etc., and then sold or delivered such sale controlled substance.	<input type="checkbox"/> (8) Knowingly received stolen school or private property.
<input type="checkbox"/> (d) Caused or attempted to cause damage to school or private property.	<input type="checkbox"/> (9) Possessed or attempted to possess a controlled substance.
<input type="checkbox"/> (e) Stole or attempted to steal school or private property.	<input type="checkbox"/> (10) Committed or attempted to commit a sexual assault as defined by PC 261 or sexual battery (PC 261.4)
<input type="checkbox"/> (f) Possessed or used tobacco or tobacco products.	<input type="checkbox"/> (11) Harassment, threatened or intimidated a student who is a companion witness in a school disciplinary proceeding for the purpose of other providing that student from being a witness or testifying against that student by being a witness.
	<input type="checkbox"/> (12) Engaged in hate crimes. (Grades 6-12 only)
	<input type="checkbox"/> (13) Made threats against school officials and/or property.

Superintendent's office

ECS scanned and OCRd10 years of the districts Board minutes

archive so the staff can search on any word or phrase in those files using Laserfiche's search engine. The Board is also implementing the Laserfiche Agenda Manager to streamline the preparation of the board packets. The departments and the Asst. Director of Instructional Technology for the District have been trained so she can assist with questions that may arise and provide additional training to new staff.

Risk Management

Retrieves many of the documents scanned in by the Human Resources and Payroll departments. The Director of Risk Management has decided to utilize existing resources from their 'Return to Work Program' to assist in scanning documents for their department and others in the district. There will be 2 stations setup in the district where temporary employees returning to work can gain experience scanning and transition back into the work place.

Facilities and Construction

They manage maps for 68 schools with at least 50 for each creating the need for over 3,400 maps needing to be scanned. Starting in January 2007, ECS has started scanning these maps and will also need to scan 250,000 images in 100 boxes of regular size pages.

Bilingual Ed and Special Ed

Coming on board in spring 2007.

Events

TOP

Would you like ECS to host a User Group and free training session at your site?

Just let your Sales Rep know.

ECS 1st Quarter User Groups

City of Union City - Northern CA

Thursday, March 22, 2007

8:30 a.m. – 2:30 p.m.

[New City Sports Center](#) (map)

31224 Union City Blvd
Union City, CA 94587



* *At each of our user groups we will give away one ticket to the Laserfiche Institute Training for August 22 (\$350 value).*

To register: Send your contact information with the event in the subject line to Sales@ecsimaging.com.

ECS 5th Annual Customer Conference



Mission Inn in Riverside, CA

**A National Historic Landmark
August 22-24, 2007**

August 22: Laserfiche Institute Training Course

- All day event
- \$350 per seat

August 23: ECS **Free** Annual Conference

- Training: 8:00 – 4:30 p.m.
- Cocktail Hour: 4:30 – 5:30 p.m.

August 24: Activities sponsored include: Historic Mission Inn Tour, Museum, Spa Massage and Golf Outing

Save the date. The 5th ECS Annual Customers Conference will be August 23rd. Enjoy a free all day event to learn and network with our partners and customers in the document imaging industry. We will be offering a Laserfiche Institute Training course on the 22nd. End your stay at the conference with a tour of the historic Mission Inn hotel on the 24th. More details will be sent to you as soon as they are available.

Register today!

Send your contact information to Sales@ecsimaging.com

* Early bird registrants will receive a free gift at the conference.

Upcoming Trade Shows we will be exhibiting at:

March 25-27	CISOA & RP	California Community College Chief Information Systems
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March 26-28	Tech ED	TechEd 2007
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April 11-12	CCAC	CA City Clerks
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April 13-14	CASBO	CASBO Annual Conference
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Webinars

TOP

Agenda Manager

Laserfiche Agenda Manager is an agenda automation tool that simplifies processes from item submission through publication of the final document. An easily supported, Web-browser-based solution helps you work faster, manage agendas for multiple meetings, and consume fewer resources to create your agendas.

Thu., Mar. 22, 2007
(9:00 a.m. Pacific)

Wed., Mar. 28, 2007
(9:00 a.m. Pacific)

[Register](#)

Best Practices in Local Government

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

Wed., Mar. 28, 2007
(11:00 a.m. Pacific)

and public requests.

[Register](#)

Cut Costs, Accelerate Collections, and Speed Up the Transition to Electronic Medical Records

Learn why document management is a painless first step to enterprise-wide electronic records. Streamline patient, billing and back-office records operations while ensuring HIPAA compliance.

Tue., Mar. 27, 2007
(10:00 a.m. Pacific)

[Register](#)

Ideal Large Format Map 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

1. Thu., Mar. 22, 2007
(1:00 p.m. Pacific)

2. Tue., Mar. 20, 2007
(8:00 a.m. Pacific)

3. Wed., Mar. 21, 2007
(11:00 a.m. Pacific)

4. Tue., Mar. 27, 2007
(8:00 a.m. Pacific)

[Register](#)



Current Versions

- Client-Server 7.2.1
- Plus 7.2
- WebAccess 7.2.1
- 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

Enhancing Performance: Search

Search Types

Certain search types take longer than others. Within Folder search is a slow search type, so if you can narrow your search results without using this search, it may speed up your search results. Some search types require the server to perform calculations on the fly, which can slow down searching. These search types are the Has Pages search and the following Records Management searches: Vital Record, Cutoff and Disposition.

Fuzzy Search

Fuzzy searches are useful for helping users account for typos, or when they are unsure how a search term should be spelled. However, when you set the fuzzy search criteria, use the lowest percentage of the word or number of letters possible. As you increase the 'fuzziness' of the search, the time to run the searches, the number of results and the time needed to display the results all increase. This results both in slow performance and in many irrelevant results being returned.

Re-Indexing Search Index Files.

Full-text search uses search index files to locate documents. These search index files can fragment, just like your computer's hard drive. Re-indexing the repository will recreate these files and reduce search slowness due to fragmentation. The frequency with which you need to do this depends partly on the size of your repository and your scan or import volume. Re-indexing every month or two is sufficient for most installations, although very high-volume repositories may benefit from biweekly or even weekly re-indexing. You can re-index at off-peak hours to reduce the server load.

Enhancing Performance: Column Display

Certain columns in Laserfiche take more time to load and display in the folder browser than others. This is particularly noticeable in folders that contain many documents. Tailoring your column display to show the information you need but to exclude information you don't need can cause these folders to open more quickly, especially if you can exclude those columns that take a long time to load.

Most columns that you can choose to display load relatively quickly, because the values are drawn directly from the SQL database. However, certain values are not stored and must be calculated whenever they are needed. Calculating these values can slow down the column display. Some of the columns with the highest potential for slowing performance are listed below:

OCRed Pages. The number of pages must be calculated for each document. As the number of pages increases, this process may become slow.

Page Count. As with OCRed pages, this will slow as the number of pages increases.

Linked. This will slow as the number of links in your repository increases.

Version. This will slow as the number of versions in your repository increases.

Advanced URL Linking in WebLink 7.0.5

Laserfiche WebLink provides several options for direct linking. You can create a link that will point directly to a particular document or folder, or even to a particular page in a document; you can create a link that will automatically open the specified document as a PDF will automatically open the specified document as a PDF or in its native format, if that format differs; you can even create a link that will point directly to a search window.

These links are useful for sending users to a particular item. For instance, if you store city council meeting minutes in your repository, and you wanted to reference a specific item on your web page, you could create a link directly to that set of meeting minutes in Laserfiche. Users who wanted to read the background information on the item could then just click the link and go there directly rather than navigating to or searching for the document themselves. You could even point users directly to the page that contained the relevant item.

Enhancing Performance: SQL Server and Laserfiche Server

The Laserfiche Server and your DBMS (Oracle or Microsoft SQL Server) can both be resource-intensive. This is particularly true if your Laserfiche Server installation has a high level of activity for instance, many users connected and working at the same time, a high scan volume, frequent briefcase import or volume attaching, frequent audit reports, etc. If your Laserfiche Server and DBMS are on the same computer, the two services will compete for memory. This can in turn result in performance problems.

It is therefore recommended that you install your Laserfiche Server and DBMS on different computers. If you have already installed your Laserfiche Server and DBMS on the same computer, and want to make this change for instance, if you are beginning to run into performance issues you can move either your Laserfiche Server or your DBMS.

Contact Info

877.790.1600

Web: www.ecsimaging.com

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sales@ecsimaging.com

Tech Support:

support@ecsimaging.com

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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: Case # Folder Generator, Mug Shot Capture, Six-Pack Creator
- ECS Integration Library Tool
- Popular Integrations: ESRI, Permits Plus, CRW, H.T.E., Navision, Eden, Munis, Oracle, DataTel, Digital Recorder Importer
- Fax Server Solutions

Our Partners

Software



Document Management Software

Integrations



Agenda Manager Integration



ESRI Integrations



Court Case Management Integration



Check Scanning & Remittance processing Integration

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

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