

ECS Newsletter

"Your Source for Document Management"

MARCH 2008

Inside this Issue

Volume VI, Issue III



[View Newsletter online](#)

[Web Home](#)

[News](#)

[Spotlight](#)

[Events](#)

[Webinars](#)

[Techtips](#)

[About ECS](#)

New Products and Specials

Spotlight

Version 8 new features

March Webinars



[The UDO Archive Appliance Express](#)

[Brings you true archival storage at your desktop!](#)

The UDO Archive Appliance Express was specifically designed to meet the professional archiving needs of small- and medium-sized businesses. Combining the performance and simplicity of Network Attached RAID Cache, it also provides the longevity and authenticity of UDO WORM media.

Don't waste time and money on solutions that are outdated! You can look like a hero by implementing the unique benefits of blue laser technology with real-time access to long-term storage.

[The Fujitsu fi-6140 scanner brings high performance and advanced features in a compact design.](#)

In addition to the *fi-6140* scanner being the smallest in its class, it is able to scan at impressive speeds. Furthermore, the Fujitsu *fi-6140* scanner conveniently includes everything in the box to get organizations up and scanning immediately! Features include: 60 pages per minute, 120 in duplex model, color, ultrasonic double-feed detection all for under \$2,000.



[Visioneer® And Laserfiche® Announce Certified Onetouch® Link](#)

Visioneer OneTouch® Link from Scanner to Laserfiche Document Management System. A link that allows users to scan documents from a Xerox® DocuMate® or Visioneer scanner directly into Laserfiche repositories with the touch of a single button. More info to follow soon.

[Buy a 3-Year Visioneer or Xerox DocuMate Warranty at the Price of a 2-Year Warranty!](#)

Maximize productivity and minimize costs with our service and support warranties. Take advantage of our special Warranty Promotion valid to March 31, 2008.

Spotlight

TOP

NOMINATED BY
ED ALTHOF



The City of Lynwood has been using Laserfiche for many years and in 2007 did an upgrade where ECS Imaging, Inc. was selected through their RFP process. ECS Imaging, Inc. has provided software, hardware and services in partnership with the City to help create a unique Laserfiche system unlike any other. ECS Imaging, Inc. created a custom front end to their Laserfiche Weblink system with Spanish and English buttons, making it accessible to the Spanish speaking community. As a result, community members will be able to easily find English public documents through the Internet.

The idea of the MYDOCSPOT public records website was created by Records Manager, Daniel A. Baker, IT Technician, Mike Ochoa, and Graphic Technician, Jamel Goodloe. Here's what Records Manager Daniel Baker has to say. "We collaborated to bring an innovative and easy to use type of website to the residents of Lynwood. One of our main goals was we wanted to be able to reach all ages, from the young to the elderly, with no computer experience, to be able to search. Most public document search engines might come off intimidating to members of the public, resulting in low or no searches. For this reason, our approach to searching for public documents would be user friendly and supported by a likeable personality. We envisioned the concept of "man's best friend", which led us to using a lovable friendly dog, named Spot, as our public records mascot. Just like a dog fetching a bone, Spot our mascot will be fetching our public records for our community."



[Click on this link to see the custom Weblink preview.](#)

Check out both the Browse and Search options which have been modified from the standard interface. My Dog Spot will be launched on the City's website very soon.

Security of documents is very important. The City of Lynwood has structured their system to insure proper access is allowed and restrictions are in place as needed. Again, here is how Mr. Baker describes his Laserfiche system.

The City of Lynwood's Enterprise Document Management System (EDMS)

- *3 Parts of EDMS*
 - (1) *Administrative*
 - (2) *City Staff*
 - (3) *Public (Mydocspot)*

Administrative (Admin Consol): in which only IT and the Records Manager are authorized to use to maintain the Laserfiche System.

City Staff: The second part is called Web Access*, which is our internal website for City staff only; staff can only search through the City Clerks folder, Finance

documents, furthermore the City's responsibility to provide excellent customer service

- *Increased volume of records:* the City has an immense amount of paper documents filling up our storages and offices, the system can help reduce paper records and improve the employee workplace.
- *Management:* it will help keep our immense amount of records organized; it will be very hard for us to lose a document once it has been imported into the system because only three people have the right to delete it.
- *Increased litigation:* the City will save the expense of responding to records discovery, employees will not have to dig through loads of paper documents, and give the attorney a CD.
- *It satisfies the ISO 15489 (International Records Management Standards):* provides detailed records management guidelines that are to be met by organizations and is actively being implemented across the world. Principles include: Classification of records, a storage plan, identifying existing and newly created records, coordinating the access and circulation of records within your organization, and executing a retention policy. Furthermore, it satisfies the California Public Records Act, allowing immediate access to public records files.
- *Technology advancement :* we are in a hi-tech era and we must keep up with society
- *Protection (most Important):* In case of a disaster, we have computer records that can be relied upon

Events

[TOP](#)



2nd Quarter locations will be announced soon.
We provide free Laserfiche training, product information and a free lunch!

Webinars

[TOP](#)

Wed., Mar. 12, 2008
9:00 a.m. Pacific
Wed., Mar. 19, 2008
9:00 a.m. Pacific
Wed., Mar. 26, 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., Mar. 20, 2008
10:00 a.m. Pacific

[Register](#)

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

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



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.

Folder filter expressions in Laserfiche 8™

Laserfiche 8 introduces several new security features that help you manage your security more flexibly. One of these new features is the ability to set folder filter expressions that allow you to determine dynamically which users can see which documents, based on criteria you specify. Folder filter expressions allow administrators to specify conditions that must be met before a user can see a particular document.

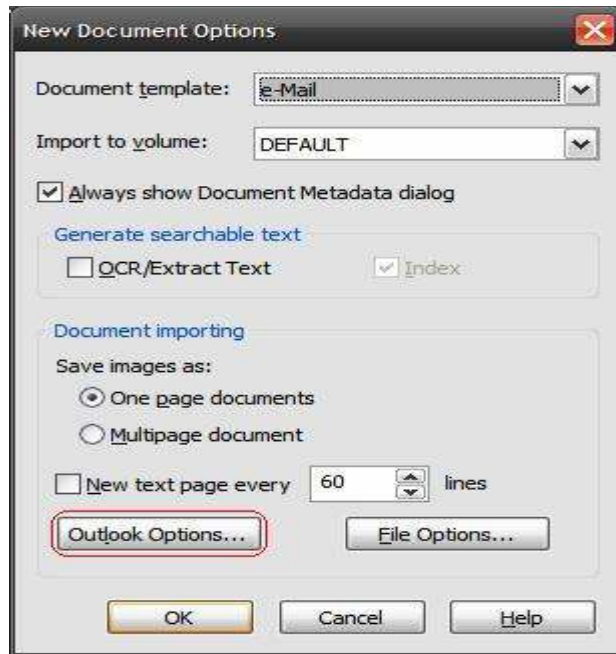
For example, an administrator could set up a folder filter expression that controlled access to documents depending on the value set in a template field. The administrator might create a list field containing the projects to which a document can belong. He or she could then write a folder filter expression specifying that only users in particular groups can see documents in particular projects. When a document is created or imported, the administrator could then set the field to the appropriate project. Users in the group or groups who should have access to the project will then be able to see the document, whereas users who are not in those groups would not have access to the document.

The administrator could use a folder filter expression to make these changes—without ever needing to move the document from its folder, and without needing to constantly change the security on the documents themselves. The folder filter expression would dynamically determine, based on the Status list field, which groups should have access to the documents. When the field is changed, the access changes automatically, without additional configuration.

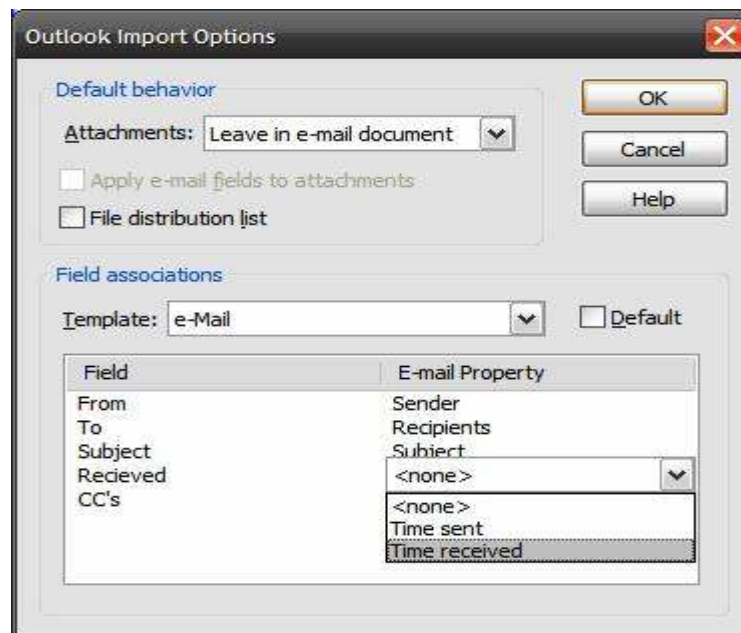
Folder filter expressions are created using advanced regular expression syntax. This offers a great deal of flexibility for administrators who are willing to learn the syntax.

Configuring Outlook® Import Options

When sending an e-mail to Laserfiche through Microsoft® Outlook® 2007 and assign it a template, the template fields may not populate with information from



Click the **Outlook Options** button to assign properties—such as Subject, Time Received and Sender—to your e-mail template’s fields. These fields will auto-populate every time you import an e-mail from Outlook into Laserfiche, whether you use the **Send to Laserfiche** function or drag and drop e-mails into the Laserfiche repository.

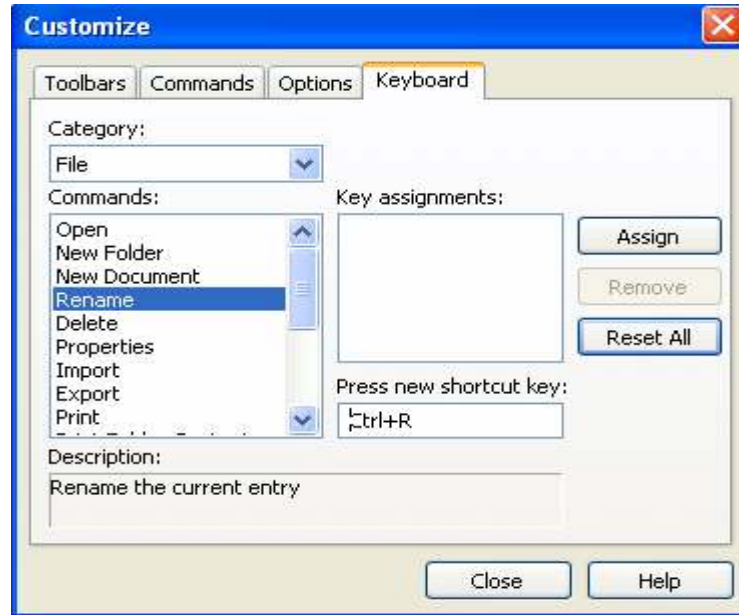


Customizing keyboard shortcuts

The Laserfiche 8 Client offers many new features, including the ability to customize keyboard shortcuts. Customizing keyboard shortcuts gives users the freedom to use any combination of keys they want in order to execute commands quickly. Users are not forced to use default key combinations.

For example, the key combination for the Highlight Annotation is CTRL + SHIFT + H. Users can change this to CTRL + H or some other key combination that might be more comfortable for them. By default, some commands have key combinations assigned to them, but these can be reassigned according to your preference.

another command, you will get a warning that the shortcut has already been assigned. You will then have the option to re-assign it to the new shortcut.



About ECS

TOP

Contact Info

877.790.1600

Web: www.ecsimaging.com

Sales Inquiry:

sales@ecsimaging.com

Tech Support:

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 Program Examples: Case# Generator, Mug Shot Capture, Six-Pack Creator
- ECS Integration Library Tool
- Custom Integrations

Our Partners

Software



Document Management Software

Integrations



Agenda Manager Integration



ESRI Integrations



Email & Data Encryption



Court Case Management Integration



Check Scanning & Remittance processing Integration

Kofax Product Suite

KOFAX
A DICOM GROUP COMPANY
Ascent & Advanced Forms Processing



Virtual ReScan



Adobe
LiveCycle Barcoded Forms



Fax Server Solution

Scanners



Elite Channel Partner

