

ECS NewsFlash

your source for document management

Inside this Issue

APRIL/MAY 2007



www.ecsimaging.com

Volume V
Issue

Home

News

Spotlight

Events

Webinars

Tech Tips

About ECS

Sign up for ECS 5th Annual Customer Conference – August 22-24, 2007!

See how the **City of Cupertino** came about their Laserfiche system.

Take advantage of upcoming ECS user groups in Lake Elsinore USD and Tustin.

Why use **versions** in Laserfiche 7.2.



Mission Inn in Riverside, CA
August 22-24, 2007

www.ecsimaging.com/annual07.html

SAVE THE DATE. We're excited to announce our 5th consecutive Annual Customer Conference will be at the famous Mission Inn landmark this year. As the attendee turnout increases yearly, we're extending our conference this year to 3 days!

First, we're providing users with a chance to learn from the Laserfiche Institute Training on August 22nd. This is an optional training course held by the people from Laserfiche. Seating is limited to only 30 students so register soon!

The 23rd is our **complementary** conference showcasing the newest industry products, our integrations, and an opportunity to network with industry partners.

Finally, we're holding day for you to enjoy and relax. Below you can find various activities **complementary** of ECS. We want your stay at our conference to be memorable.

August 22: Optional Training Day

- 8:30 a.m. – 5:00 p.m.
- **\$350 per seat (seating is limited to 30 students)**

August 23: Complementary Conference Day

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

Sessions Overview

- Laserfiche 8 – General & Architectural Overview
- Kofax Document Exchange
- Attach Plus Email Encryption
- Visioneer One Touch Solutions
- ESRI
- And many more!

August 24: Complementary Activity Day

- Historic Mission Inn Tour
- Museum
- Kelly's Spa Massage
- Riverside Fairmount Golf Outing

Conference and Training Registration

To register for the conference:

Send your contact information to Sales@ecsimaging.com

*Early bird registrants will receive a free tour of the Mission Inn.

To register for Optional LF Institute Training:

- Call (951)787-8768 x 103

For special conference hotel rates:

- Call (951)787-8768 x 103

DEADLINES

June 30th – deadline for free tour

July 20th – deadline for conference hotel rates

Spotlight

[TOP](#)

City of Cupertino



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 Workshops

**1. [Lake Elsinore USD](#)
Tuesday, May 22, 2007
8:00 a.m. – 1:30 p.m.**

Conference Center
520 Chaney Street, Building 700
Lake Elsinore, CA 92530

**2. [City of Tustin](#)
Thursday, June 7, 2007
9:00 a.m. – 3:00 p.m.**

Council Chambers
300 Centennial Way
Tustin, CA 92780



* *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.

Webinars

[TOP](#)

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](#)

Tue., May. 8, 2007
(10:00 a.m. Pacific)

Wed., May. 30, 2007
(11:00 a.m. Pacific)

Thu., Jun. 14, 2007
(10:00 a.m. Pacific)

Content, Convergence and Collaboration – Laserfiche Document Management and GIS

Learn how to put your spatial data together with your document archive to achieve a higher degree of business effectiveness through a smart integration of GIS and document management.

[Register](#)

Wed., May. 30, 2007
(8:00 a.m. Pacific)

Wed., Jun. 13, 2007
(11:00 a.m. Pacific)

Get the Laserfiche Edge - Share Information to Ensure Public Safety

See how Laserfiche software integrates with CAD, RMS and GIS applications to create a secure digital network that gets the right information to the right people.

Wed., May. 9, 2007
(11:00 a.m. Pacific)

Wed., Jun. 27, 2007
(10:00 a.m. Pacific)

[Register](#)

Document Management 101 for Law Enforcement Agencies

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

Wed., Jun. 6, 2007
(11:00 a.m. Pacific)

[Register](#)

Tech Tips

[TOP](#)



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

Using versions in Laserfiche 7.2

Versions in Laserfiche allow you save modifications to a document as a new, related document. When you create a new version of a document – either by saving or importing a modified existing document as a new version or by linking one existing document to another – Laserfiche creates a version group. Both the original document and the new document are considered versions of the same document within that version group. Laserfiche keeps track of the date the new version was created, the user who created the version, and the optional comments that can be set when a new version is created or linked; you can use this information to help you track modifications to a document.

Why Use Versions?

- Prevent information loss. Creating a new version of a document does not overwrite existing versions of the document. It simply adds another document to the version group. The original document remains untouched. This allows you to review the previous version, or return to the older version if you decide not to keep the changes.
- Maintain different versions for different purposes. You may wish to keep different versions of a particular document for use in different circumstances. For instance, you might want to format a particular report differently to meet the requirements of different recipients. You could use a version group to create and keep track of different versions of the report.
- Ease of retrieval. Laserfiche 7.2.1 and up allow you to choose – in the Browse options and in the Versions search – to display only the most recent versions of documents. If you need to keep multiple revisions of a document – for reference purposes, or for compliance – you can use versions to display only the most recent by default, and therefore to make your folders and searches more manageable.

Using Security to Enforce Versioning Policy

You may decide that you want your users to always save changes to an electronic document as a new version rather than overwriting the

existing document. You can enforce this policy using Laserfiche entry access rights. Saving a document as a new version requires the Create Document right, and saving the changes to the existing document requires the Modify Contents right. Therefore, you can ensure that users will always save changes to electronic documents as new versions by denying the Modify Contents right for that document but allowing the Create Document right.

Copy a Selection from a Laserfiche Image

In Laserfiche 7.1 and later, you can copy all or part of a Laserfiche image file. This allows you to quickly copy a portion of an image into another document – for instance, to copy a piece of an image for review into an email, or to copy a section of text into a Word document directly from the image. Additionally, if the image has been OCR'd, any text that is associated with that section of the image can be copied as text into a text application.

When the copied selection is pasted into an application, that application will be able to automatically determine the format in which it should be pasted. For instance, if you paste into a graphics program such as Paint, the selection will paste as an image; if the selection has OCR'd text, and you paste it into a plain text editor such as Notepad, it will paste as text. You can also paste the selection into a template field or sticky note on the document, although there is nowhere in Laserfiche that can accept the copied image selection itself.

Many applications will allow you to paste as either format: Word will automatically paste as text, but if you go to the Edit menu and choose Paste Special, you can elect to paste it as a bitmap image. Additionally, if the selection has not been OCR'd, it will automatically paste into applications that support text and images (such as Word) as an image.

Furthermore, the selection will be pasted as whole words rather than leaving dangling letters where the selection cuts across a word. When part of a word is selected, the entire word will be copied if at least half of it is within the selection box. If less than half of the word is within the selection box, none of it will be copied.

To copy a selection from an image

1. Within the Laserfiche Client 7.1 or 7.1.1, select the file you wish to copy from. Open it by double-clicking or by selecting Open from the File menu. Note that the document must be OCR'd if you wish to be able to paste it as text.
2. Use the pointer to select a region of the image. Click and drag to draw a box around the area you wish to copy.
3. Copy the selection. You can do this by selecting Copy from the File menu, by right-clicking and choosing Copy, or by pressing CTRL-C.
4. Open the application in which you wish to paste the selection. Note that the selection cannot be pasted anywhere

within Laserfiche as an image, although text can be pasted into Laserfiche text files, template fields, sticky notes, or other text-based sections of the document.

5. Paste by pressing CTRL-V, or by selecting the Paste command within the application.

Tech Tip: Customizing a Laserfiche 7 Client Shortcut

You can customize the desktop shortcut to the Laserfiche Client 7 in several ways: to automatically select a repository, to automatically use Windows Authentication to log you in to a repository or to launch the Client as a Viewer. These customizations allow users to access their repository immediately, just by clicking an icon.

Customizations to the Laserfiche Client 7 shortcut use command line flags, which can be added to the Target option of the shortcut's properties dialog. To modify the option, right-click the shortcut to the Laserfiche Client and select Properties. Select the Shortcut tab. In the Target option, you will see a line similar to the following:

```
C:\Program Files\Laserfiche\Client\LF.exe
```

To customize the shortcut, you can modify the target with the following flags:

```
C:\Program Files\Laserfiche\Client\LF.exe -L"RepositoryName"
```

where RepositoryName is the name of the repository you want to automatically log in to. This flag automatically loads the repository in question and bring(s) up the login dialog.

```
C:\Program Files\Laserfiche\Client\LF.exe -L"RepositoryName" -U
```

This flag automatically loads the repository and attempt to log the current Windows user in to the repository using Windows Authentication, so you can use Windows Authentication to go straight into the repository just by clicking the icon.

```
C:\Program Files\Laserfiche\Client\LF.exe -L"RepositoryName" -U -V
```

This automatically logs you in using a read-only connection, and therefore using a read-only license. This feature was added in Laserfiche 7.2 and is effectively the same as selecting the Use a read-only connection box on the Client log in screen.

These shortcut modifications can be very convenient for users. Since most users work with only one repository, they can use this to bypass the repository selection screen, which is not relevant for them, and log straight in. Even users who do use multiple repositories may find it more convenient to create multiple icons and use them to log in directly to each repository rather than selecting from a list. Finally, users who sometimes want to use Laserfiche in a read-write context and other times in a read-only context can create a couple of shortcuts and use those to quickly access the repository in the manner they choose.

Search results in the Client or Web Access to only show the newest document version

To help with project collaboration there is a search option that will limit results to only the most recent version available in both the Laserfiche Client and Web Access. To do this, choose Version as the search type from the Customize Search drop-down list. One of the options is a checkbox for 'Limit search to latest versions' (screenshot below). With this selected, you can run a search on any other criteria and only have the latest version show up in search results. Please note that documents that have never been versioned will also appear in the results.



Performance Tips

Logging In

The Laserfiche Client may be slow to load your list of available repositories, due either to network issues or to a large number of repositories. If this is the case, you can turn off network scanning and simply attach your repository directly. In Laserfiche 7.2 and up, you can do so by right-clicking in the repository selection menu and selecting Scan Network for Repositories to clear the selection. You will then need to click the Attach button and manually provide the server and repository name. From then on, the Client will display this repository without scanning for others.

Columns in the Administration Console

As in the Laserfiche Client, you can choose which columns to display in the Laserfiche Administration Console. In this case, you would select the node you want to modify, and select Add/Remove Columns from the View menu. If you want to display no columns, you can do so by opening the View menu and changing the display type from Details to List.

This option is particularly useful in the Volumes node. When you view the Volumes node in Details format, it will attempt to perform the volume size calculation for each volume. If you have very large volumes, or hundreds of volumes, this can take a long time and result in significant delay in opening this node. Changing the display time to List resolves this problem.

Metadata

While metadata can make it easy for users to quickly locate documents they need, too many different metadata elements can both slow performance and make it difficult for users to determine which metadata item they should use. Whenever a list of metadata items is displayed – for instance, in the template selection list – the values must be retrieved from the server. If the number is very large (for instance, if there are hundreds of templates), this can be a very slow process. A smaller number of templates, tags and links will make the metadata dialogs load faster, and will also make searching faster and more efficient.

[About ECS](#)

[TOP](#)

[Contact Info](#)

[Our Partners](#)

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

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

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.