



ECS Imaging Newsletter

Helping Companies Go Paper-Less

April 2010

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Volume VIII Issue IV



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Go Green This Spring!

ECS has assisted our customers “Go Green” for over 20 years!

In the last 10 years, **ECS has scanned over 50 million pages** and converted Microfilm/Fiche and Aperture card images to help minimize paper, manual storage and filing. Not only do we continue to improve the ease at which our customers can find files and documents, but our business constitutes a **greener** methodology.

Your ECS Imaging Account Managers

- [Debbi Bodewin](#)
- [Bob McCowan](#)
- [Pete Herschelmann](#)
- [Rod Simon](#)
- [Barry Weinstein](#)
- [Tim McGrath](#)
- [Steve Walter](#)



Join us in welcoming the
Newest Member to our Team

Chad Rodriguez
ECS' New Technology Manager!

ECS has launched our new and improved website!
Come take a look! [Click Here](#)

Future of Document Imaging Proposed Legislation
Updated 2/25/10

We have received many concerns and questions in regards to this proposed legislation.

[Here's a link to the latest PDF](#)

Tiff will be included under the latest legislation proposed. Excerpts of interest:

Comment B3: Government Code section 12168.7 and regulation section 23020(d): Commenter

states Orange County's system qualifies as a "trusted system" under Government Code 12168.7 and expresses concern that the use of language "meet or exceed" in section 23020(d) would prevent the county from defining TIFF as a file format that "meets or exceeds" the security features of PDF/A and prevent the county from defining TIFF as a file format that "meets or exceeds" the security features of PDF/A and is a poison pill.

Accept in part/reject in part: The language in section 23080 has been changed **to allow the use of TIFF as a file format**. As a result, no changes are considered necessary for Section 23020(d).

The Los Angeles Mission

Doing more for the community, more efficiently with Laserfiche



The Los Angeles Mission is a nonprofit organization serving the homeless living on the streets of downtown's Skid Row for more than 70 years. The LA Mission has continued to witness an increase in the number of men, women, and children coming for help over the last few months. And that has resulted in more meals being served each day of the week, along with additional overnight accommodations and other vital services. At the same time the economy is impacting charitable giving, which means the Mission is doing more with less.



This was the problem faced by the Los Angeles Mission CFO, Steve Kennedy last year when he had a 40% cut back in his staff. Like many organizations dealing with a tough economy, he needed a way to run his operation more efficiently. As CFO, Steve also recognized the hidden costs of accounting inefficiencies.

When Steve saw the Laserfiche Accounts Payable demo, the benefits were immediately apparent. Under the old system, invoices would come in and were distributed manually to department heads for approval. It was easy for them to get lost, misrouted or forgotten under a pile of other papers. Today, they are scanned into Laserfiche and the Accounts Payable manager routes them using the built-in Workflow that comes with Laserfiche Avante. The department heads approve or deny the invoices where they are routed back to accounting to complete the process.

Even before the system was completely implemented, Steve Kennedy began discussing the possibilities of using Laserfiche in other departments, like Human Resources. One application that wasn't considered during the original evaluation was the ability to manage the huge amount of documents associated with grant compliance and the Federal Home Compliance program. Laserfiche has been a real blessing for this as well.





Please Join Our 2nd Quarter User Group!



Hosted at Madera County

Thursday, May 20th, 2010 8:30am to 4:00pm

[View Agenda Online](#)

Reserve Your Spot Today!

Send us your name, company, e-mail & phone.

Register Today [Online](#),

By E-mail: sales@ecsimging.com, or Phone: 951-787-8768 x112

ECS provides these **complimentary** events to continue to educate our clients on Laserfiche, provide opportunity to connect with other Laserfiche users, and to learn about the latest technologies available to enhance your system.

***We look forward to seeing you at your
Industry Conferences!***

CASBO - April 17th -18th in Sacramento

CCISDA – April 24th-27th in Monterey

CCAC – April 28th-29th in Ventura Beach

Please stop by the ECS Booth and say, Hello!

Webinars

TOP

Laserfiche
Run Smarter

Friday, April 2,
10:00 AM PST
[Register](#)

Thursday, April 8,
8:00 AM PST
[Register](#)

Thursday, April 15,
11:00 AM PST
[Register](#)



[Click Here](#)

To join our weekly
LincDoc Webinar
Wednesdays @
11am PST

ECM & BPM 101 Enhanced Capture Strategy Workflow Optimization: Accounts Payable Processing Focus

Introduction to understanding enterprise content management and business process management and facilitating the building blocks to develop an organizational strategy.

Records Management 101 For Local Government

Do you know how transparent records management can help you automate service delivery and manage information most effectively? In only thirty minutes, learn how other agencies have optimized the management of government services, records and information.

Supporting The Adoption Of Meaningful Use Technologies With Agile ECM

Enterprise content management for a healthcare organization expands beyond the boundaries of electronic medical records and other clinical systems. However, with "meaningful use" at the center of the health IT discussion, all projects, including ECM implementations, will be scrutinized for interoperability, scalability, and return on investment. An agile ECM solution with business process management tools allows organizations to satisfy all these requirements while leveraging the technology investment for other process and document intensive tasks. Join us to learn more about how enterprise content management helps to create the complete patient record while facilitating the work of administrative departments.

E-Forms Solution Integrated with Laserfiche

With LincWare you can skip the scan and paper process altogether!

Fillable e-forms solution is great to process forms such as permit applications, business licenses, enrollment applications and others electronically! E-forms works independently of Laserfiche yet also integrates with it, as well as your other databases. Most companies have a lot of forms and can save time by not having to re-enter data since the information on the forms can be transferred to a database and the images & data to Laserfiche. There are online demos every [Wednesday at 11am](#) or we can setup a custom demo with your forms.

Our Simple Solution:

With this solution we are providing an intuitive front end for processing complex forms, in a digital format to Laserfiche thus enhancing your document lifecycle management. And with the software's ability to automatically complete Laserfiche template field data when the form is filled out, it improves your efficiency and eliminates the need for you to scan paper forms into Laserfiche. The forms are automatically filed into Laserfiche at the time they are filled out.

Each LincDoc version simultaneously populates Laserfiche template fields and 3rd party databases upon the completion of any eForm or document, eliminating redundant entry, scanning and storage steps.

- Dramatically enhance efficiency by producing documents more quickly.
- Ensure homogeneity, correctness, and quality of documents via a fully audited and centralized repository.
- Allow inexperienced end users to create complex documents.
- Reduce errors and company risk by ensuring the right documents, paragraphs and data are included in generated documents.
- Lower manual labor costs and increase productivity by capturing and



Thursday, April 4,
1:00 PM PST

[Register](#)

Tuesday, April 20,
8:00 AM PST

[Register](#)

Tuesday, April 13,
8:00 AM PST

[Register](#)

Thursday, April 29,
1:00 PM PST

[Register](#)

Thursday, April 15,
1:00 PM PST

[Register](#)



Introduces a New
Scanner with Perfect
Page Technology
[Click here to learn more.](#)

disseminating the knowledge previously only held by your company's experts.

- Document automation and eForms software can make the information submittal and approval process a breeze.
- Provides organizations with the power to streamline entire departments driven by forms processes.
- Exceptionally rapid ROI and measurable green benefits!

LincDoc's document automation and eForms software can make the information submittal and approval process a breeze.

The Contex Family of Solutions

Feeling the effects of the downtrodden economy? Do you need to purchase new large format scanning and printing equipment but can't seem to find the resources or justify the cost? Want to learn how to make your business more effective and efficient using your current large format equipment? This webinar will show you how to "Breathe New Life Into Your Current Large Format Color Printer." It provides tips, tricks, and advice from industry experts that will allow customers to breathe easier while their business continues to generate revenue while increasing efficiencies and productivity.

Everything You Need For Large Format Scanning

Learn about imaging solutions that enhance your business – from the newest Contex scanning technology and scanning software to the best ways to manage and access your scanned drawings. This webinar provides useful suggestions for every large format industry and any large format document user.

Scan to Communicate - Fitting the XD2490 Into Your Office

Learn how the new XD2490 can improve your day-to-day business practices by:

- Capturing changes to plans and drawings fast and easily
- Scan small and large documents – up to A1/D-size
- Share changes instantly with one-touch email
- Make quality copies with built-in printer integration
- User-friendly and lightweight design

Introducing a NEW Kodak Scanner! Kodak i4200



100ppm and holds 100 pages in the feeder! This scanner also has Perfect Page technology. Please [Click here](#) for more information!

Watch a video about Perfect Page by [clicking here!](#)



Empower!

Visit the Laserfiche Support and User Information [Site](#)

Resources available 24 hours a day on this Support Site.

Laserfiche
Run Smarter

Version 8 Products

- Client-Server 8.1
- Snapshot
- Email
- Workflow
- Audit Trail
- Records Manager
- Web Access
- Plus
- Toolkit
- Weblink
- Quick Fields
- Agenda Manager & Processor
- Import Agent
- Avante/Rio Named User system

Working Efficiently with Laserfiche 8 Scanning

New Workflow Activity: End Workflow

New Workflow Activity: For Each Value

Laserfiche 8

Working Efficiently with Laserfiche 8 Scanning

Laserfiche 8 Scanning offers several features designed to help you scan documents into Laserfiche quickly and efficiently.

Open Laserfiche Scanning once. In Basic Scanning, you can store the current document and then continue scanning additional documents to the same destination. In Standard Scanning, you can scan multiple pages, revise how they are separated into documents, modify the metadata (including the folder path of the destination) individually for each document, and store them all at once.

Use keyboard shortcuts. For example, you can use keyboard shortcuts to navigate among pages and zoom or rotate; this will be faster than moving the mouse to each page and then to a toolbar button. When filling out metadata, you can press **Enter** to move to the next field. Lists of default keyboard shortcuts are available in the Laserfiche Scanning help file, along with instructions for creating custom keyboard shortcuts.

Create default settings and adjust them as necessary. For example, if most of the documents you are scanning are order forms, you could make the default document name *Order Form* and then add more information to the document names during revision, so they become *Coffee Order Form*, *Tea Order Form*, and so on. This way you only have to type the words that change from document to document, and avoid having to type the words that appear repeatedly. You can also use tokens to have data automatically inserted; for example, the `%(Date)` token will insert the current date according to the computer settings. If the information inserted by default is not relevant to a particular document, you can change it during revision.

In Standard Scanning, scan a batch of pages all at once and separate them into documents. Unless you need to change the image enhancements for each document, you don't need to separate the documents before scanning. Separating them in the Standard Scanning interface will often be more efficient. This can also be done with keyboard shortcuts.

New Workflow Activity: End Workflow

The recently released Laserfiche Workflow 8.0.1 includes a number of new and updated activities that extend the software's functionality, making it even more powerful and flexible. One of the new activities is **End Workflow**, which ends one or more workflows and allows you to specify both the termination status and reason.

Note: The End Workflow activity builds on the functionality of the Terminate Workflow activity. Both can be used to end workflows, but Terminate Workflow can only end the current workflow and the status will always be listed as **Terminated**. As a best practice,

we recommend using End Workflow, but for existing workflows, as well as instances where you don't need anything other than the workflow stopped with a status of **Terminated**, you can still use Terminate Workflow.

Real-World Scenario: The Problem

The Smith Corporation needs to automate the approval process for employee expense reports.

- For reports equal to or less than \$1,000, Workflow should route the document through an approval process that includes various people in human resources.
- For reports over \$1,000, Workflow should still route the document through the HR approval process, but it should also route the document through various people in accounting.
- If accounting rejects a report, both approval processes should end.

The Solution

As a best practice, the company should isolate the two approval processes into separate workflows (**HR Workflow** and **Accounting Workflow**), as this will make them easier to maintain and reuse.

- If a report is greater than \$1,000, the HR Workflow should invoke the Accounting Workflow. **Note:** When a workflow invokes another workflow, the first workflow is referred to as the **parent**.
- If accounting rejects a report, the Accounting Workflow should use the End Workflow activity to end both itself and its parent workflow.

Configuring End Workflow for This Scenario

1. Add End Workflow to the Accounting Workflow. Ensure the activity will only run if one or more users in the accounting department reject the document.
2. In the activity's Properties Pane, specify that End Workflow should end both the current workflow and the parent.
3. For workflows ended by this activity, specify what the status should be. This is the status that will be listed when a user searches for a workflow.
4. For workflows ended by this activity, specify what the reason should be. Just like status, this information will be listed when a user searches for a workflow.

New Workflow Activity: For Each Value

The recently released Laserfiche Workflow 8.0.1 includes a number of new and updated activities that extend the software's functionality, making it even more powerful and flexible. One of the new activities is For Each Value, which creates a workflow loop that is performed once for each value in a multi-value token, or once for each separate token passed to the activity.

Real-world Scenario: The Problem

The Big Money Corporation uses Laserfiche to process and archive claim documents. When a claim is scanned into the repository, Workflow should route it to multiple people. Due to the nature of the approval process, however, the list and number of approvers are different for each claim. How can For Each Value solve this problem?

The Solution

After evaluating different options, the company built the following workflow:

1. When someone scans or imports a claim into the repository, he/she populates a multi-value field named Route To. The names added to this field represent who Workflow should route the document to.
2. Using a Retrieve Field Value activity, Workflow retrieves the list of names from the Route To field as a multi-value token. **Note:** Since this is a multi-value field, the company configures Retrieve Field Value to retrieve ALL field values (this is not the default option).
3. The multi-value field is passed to For Each Value, which creates a loop that is performed once for each value in the token.

4. A Route Entry to User activity, which is inside of For Each Value, routes a shortcut to each person in the list, one at a time. In this scenario, Route Entry to User is configured to route based on the value of the %(ForEachValue_Current Value) token. Note: In order for all users to receive the shortcut at virtually the same time, no wait condition is set on Route Entry to User.
5. Each approver uses the shortcut to access the claim and make their decision. In this scenario, a separate workflow handles the steps involved after approval/rejection decisions are submitted.

Using For Each Value with a Custom Script

If you place a scripting activity inside of For Each Value, your custom script will be performed once for each value in multi-value token, or once for each separate token passed to the activity. For example, this workflow retrieves a list of stamp names from a multi-value field, and then adds each stamp to the document, one at a time.

About ECS

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Our Services

- Scanning Services
- Microfiche/Film/Aperture Card Conversions
- E-Forms
- Digital Signatures
- Hosted WebLink
- Custom Programs: Case# Generator, Mug Shot Capture, Six-Pack Creator, Barcode Coversheet Automation
- Custom Integrations: ESRI, Permits Plus, CRW, H.T.E., Navision, Eden, Munis, Oracle, DataTel, PeopleSoft, Digital Recorder Importer
- Turn-key Implementations

Our Business Partners

Software

Laserfiche
Run Smarter[®]

Document Management Software

Integrations With Laserfiche

LINCWARE
COMPOSE CONSTRUCT CONNECT

LincDoc eForms Creation & Automation

granicus

Agenda Manager Integration

GIS Technology, Inc.

ESRI Integrations

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