



# ECS Imaging Newsletter

Helping Companies Go Paper-Less

May 2010  
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Volume VIII Issue V



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Account Managers*

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## *ECS Welcomes New Account Manager, Andrew Albers*



Andrew will be assisting our customers in Southern California. He's friendly, enthusiastic and knowledgeable about document management requirements. He is a great addition to the ECS Team!

## *ECS Customer – City of Lynwood Receives Visionary Award*



NOMINATED BY  
STEVE WALTERS

## *The City of Vernon and Police*



The City of Vernon, located in east Los Angeles County, is unlike almost every other city in California. With a resident population less than 100, it is the smallest incorporated city in Southern California. The majority of the city's land area is occupied by industrial facilities. Consisting almost entirely of warehouses and factories, the city's main industries are food service manufacturing, metalworking, and the manufacture of glass and plastic equipment.

One of the early adopters of Laserfiche back in 1997, the City of Vernon uses Laserfiche in multiple departments throughout the city. The City Clerk is using Laserfiche for archiving and retrieving agendas, minutes, and other official city documents. Finance helps manage their accounts payable process by scanning and routing invoices for approval, while the Police Department uses it for keeping track of police reports, incident reports, and other paper evidence.

The IT Manager, Andrei Yermakov, readily acknowledges they are pushing the limits of the concurrent user licenses with their existing system. For this reason, the named-user approach of the Laserfiche Avante software is very attractive. This would ensure each user has a dedicated license when they need it. Also, with the built-in workflow that comes with Laserfiche Avante, Andrei is looking forward to making the switch. While the original Laserfiche system has served the city well for some time, Andrei immediately recognized the benefits of the new version, including added efficiencies for his own department, as well as others.

### Events

TOP



### Please Join Our 2<sup>nd</sup> Quarter User Groups!



**Hosted at Madera County**

**Thursday, May 20<sup>th</sup>, 2010 8:30am to 4:00pm**

[View Agenda Online](#)

AND



**Hosted at City of Poway**

**Laserfiche®**  
Run Smarter™

Wednesday, May 5,  
10:00 AM PST  
[Register](#)

Thursday, May 13,  
8:00 AM PST  
[Register](#)

Wednesday, May 26,  
9:00 AM PST  
[Register](#)



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To join our weekly  
LincDoc Webinar  
Wednesdays @  
11am PST

### **Document Management 101**

Learn how digital document management helps you find files faster, reduce storage space costs and improve information security.

### **Document Management 101 For Local Government**

Join us for a free interactive Webinar, specially tailored to address the unique challenges of local government in the Western U.S., where you'll see how digital document management can help you improve efficiency across your organization. Don't miss this opportunity to learn how other government organizations have optimized the management of government business, records and information.

### **ECM + BPM =Contract Management**

Enterprise content management is an agile framework upon which organizations can build their most important business processes. Within organizations, contract management is a crucial process and critical component of compliance and enterprise risk management. Join us for this Webinar to learn how to manage the contract cycle using an ECM system. ECM+BPM =Contract Management is the latest in a series of Webinars designed to teach the participant how to engage your ECM framework in your delivery of shared services.

### **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 3<sup>rd</sup> 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 disseminating the knowledge previously only held by your company's experts.
- Document automation and eForms software can make the information submittal



**Empower!**

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

Resources available  
24 hours a day on  
this Support Site.

**Laserfiche®**  
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#### **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

<a href="#"><u>Laserfiche 8.1.2 Released</u></a>	<a href="#"><u>Include Annotations when Exporting Documents as PDFs</u></a>	<a href="#"><u>E-Mail Attachments in Workflow 8.0.1</u></a>	<a href="#"><u>Configuring Windows Authentication for Web Access 8.1</u></a>
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## **Laserfiche 8.1.2 Released**

Laserfiche is pleased to announce the release of Laserfiche 8.1.2, which includes the Laserfiche Server, Client, Scanning, Snapshot, PhotoDocs, Audit Trail and the Migration Utility. Laserfiche 8.1.2 is a maintenance release, offering bug fixes as well as performance enhancements.

The Laserfiche 8.1.2 release also contains the installations for the Laserfiche 8.1 language packs (Arabic, Chinese [Simplified and Traditional], French, Italian, Portuguese [Brazilian], Spanish, Turkish and Vietnamese). These language packs are the same installations that were previously available as individual releases. You do not need to reinstall the language packs if they are already installed.

### **Next Steps**

1. [View the list of changes for Laserfiche 8.1.2.](#)
2. [Read the release notes for Laserfiche 8.1.2.](#)
3. Contact ECS Imaging to upgrade to Laserfiche 8.1.2.
4. Visit [support.laserfiche.com](http://support.laserfiche.com) for white papers, videos, forums, Knowledge Base articles, and more.

## **Include Annotations when Exporting Documents as PDFs**

Laserfiche 8 allows you to include annotations when you export or e-mail a Laserfiche document as a PDF. This feature allows you to share annotations and associated information even with users who don't have access to your Laserfiche repository, while still leaving the images editable in Adobe Acrobat.

For instance, you might add an explanatory callout box to a report, and also highlight an important section of the report. If you then wanted to send the document, complete with the callout box and highlight, to a client who doesn't have access to your repository, you could do so by exporting the document as a PDF. The PDF would contain the annotations that you included, just as they would be included if you printed them to a TIFF image for export. However, when your client opens the report in Adobe Acrobat, he can work with the annotations natively. For instance, he could add another comment or question to your callout box and send it back to you, or he could choose to remove the annotations so that he can print a clean copy of the report.

To include annotations when exporting documents as PDFs, open the **Tools** menu and select **Options**. Expand **Export** and select **Images**. Make sure that **Include redactions on exported image** and **Include all other annotations on exported images** are selected. This will print the annotations to the exported document. To make sure that the annotations are converted and editable in Adobe Acrobat, also select **Convert annotations into PDF annotations**. The next time you export a document with annotations as a PDF, the annotations will be included and converted to PDF format.

**Note:** Editing a PDF requires a full version of Adobe Acrobat; PDF editing cannot be

their native format.

Workflow 8.0.1 offers many options for including attachments with e-mails. You can specify which document types will be included, how images will be exported, whether the entries will be compiled in a zip file, what the maximum attachment size should be, and more. For further information, see the [E-mail activity](#) section of the Workflow 8.0.1 help file.

## Configuring Windows Authentication for Web Access 8.1

*This week's Tech Tip walks you through the steps for setting up Windows authentication for Web Access.*

For administrators looking for ways to make using Web Access easier on users and administrators alike, one solution is Windows authentication, which allows users to log in to repositories using their Windows domain credentials. Windows authentication is especially useful for administrators because, rather than having to create and maintain new users and groups in Laserfiche, they can simply grant existing Windows users and groups access to their repositories. Moreover, Windows authentication is also more convenient for users, who will not have to remember additional passwords in order to log in to Web Access. In this week's Tech Tip, we'll walk you through the steps for setting up Windows authentication for Web Access.

### To configure Windows authentication settings for Web Access

1. Open the Web Access Configuration Page.
2. Under the **Repositories** section, select the repository you want to configure and click **Edit**.
3. Under **Connection Options**, select:
  - **Prompt for Laserfiche credentials** to allow users to enter their Windows credentials in the form *Domain\Username*. This option will still allow users to log in with Laserfiche and/or LDAP accounts.
  - **Prompt for Windows domain credentials** to allow users to enter their Windows credentials without having to specify the domain first. This option will NOT allow users to log in with Laserfiche and/or LDAP accounts.  
**Note:** After you have selected this option and clicked **Save**, the **Select a login domain** dialog will be displayed. Enter the domain users will log in to so they do not have to specify it at login. If no domain is specified, your **Connection Options** setting will default to **Prompt for Laserfiche credentials**.
  - **Auto-login using integrated Windows authentication** to allow users to be automatically logged in to the repository using the same Windows credentials used to log in to their computer or network.

4. After selecting your connection setting, configure Internet Information Services (IIS) for Windows authentication:

**Note:** The following settings are configured by default when you install Web Access 8.1 fresh. However, if you are upgrading from a prior version, or if you find Windows Authentication is not working, you may need to use the steps below to properly configure IIS.

- Open IIS and select the Web Access virtual directory. By default, it will be named **Laserfiche 8** and located under **Default Web Site** in the **Web Sites** folder.
- If you are using IIS 6:
- Right-click the **Laserfiche8** folder and select Properties.
- Select the **Directory Security** tab, and under **Anonymous access and authentication**, click **Edit**.
- In the **Authentication Method** dialog, select the **Anonymous access** checkbox if you are configuring for the **Prompt for Laserfiche credentials** or **Prompt for Windows domain credentials** connection options. Select the **Integrated Windows authentication** checkbox if you are configuring for the **Auto-login using integrated Windows authentication** option.
- If you are using IIS 7 or 7.5:
- Double-click **Authentication** in the center pane.
- In the **Authentication Configuration Pane**, enable **Anonymous**

**877.790.1600**

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[support@ecsimaging.com](mailto:support@ecsimaging.com)

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Tel: 951.787.8768

Fax: 951.787.0831

#### **Northern CA**

4737 Imhoff Pl Unit 1B

Martinez, CA 94553

Tel: 925.370.2456

### **Our Services**

- **Scanning Services**
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- **Custom Integrations: ESRI, Permits Plus, CRW, H.T.E., Navision, Eden, Munis, Oracle, DataTel, PeopleSoft, Digital Recorder Importer**
- **Turn-key Implementations**

### **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.**

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