

# ECS Newsletter

"Your Source for Document Management News"

JUNE 2009

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*Your ECS Imaging Account Managers*  
[Debbi Bodewin](#)  
[Bob McCowan](#)  
[Pete Herschelman](#)  
[Rod Simon](#)  
[Barry Weinstein](#)  
[Ed Althof](#)  
[Tim McGrath](#)  
[Steve Walter](#)

**On-time in 2009 Reward!**

***ECS Renewal Special all year!***

***All ECS customers who renew their Annual Contract with ECS in 2009 before the renewal date will receive 2 **FREE** hours Of support!***

**News – Summer Special, Run Smarter Awards, New Products**

**Spotlight – City of Lake Elsinore**

**On Demand Videos – See a demo when you want!**

**Events – 2<sup>nd</sup> Quarter User Groups June 4th, ECS 7<sup>th</sup> Annual Customer Conference, Outrigger Canoe Challenge**

**Tech Tips – New Versions Released, New Features**

**May Webinars – Best Practices, Product Demos**

## "Summer Savings Special"

***With the release of 8.1 now, Avante user licensing is available.***



This means you can get Workflow 8 for just **\$5,000** one-time cost when upgrading to the new Avante named user licensing. Once on this system, add Web Access for just **\$100 per user**. LSAPs apply

***Upgrading to Avante will add Workflow 8 to your user family.***

### Laserfiche Run Smarter Awards *Are you a winner?*

You can nominate yourself and your organization to win an award for optimizing and creatively using Laserfiche. Winners will receive a scholarship and three-night hotel accommodations, as well as a speaking slot at the 2010 Laserfiche Institute Training Conference in Los Angeles, CA

[Click here to nominate yourself](#) by July 31, 2009

### New Validation Packages for Quick Fields

To take advantage of these great new features, it's important to have data validation (Pattern Matching), which provides faster, more accurate processing – which, of course, makes for a happier solution. This is why we are packaging Pattern Matching with Bar Code, Zone OCR and Real Time Lookup in new Validation Packages, which will be available for Team, United and Avante systems starting July 1, 2009.

- **The Bar Code and Validation Package** includes Bar Code, 2D Bar Code and Pattern Matching, - a savings of **\$60**.
- **The Zone OCR and Validation Package** includes Zone OCR and Pattern Matching, - a savings of **\$40**.
- **The Real Time Lookup and Validation Package** includes Real Time Lookup and Pattern Matching, - a savings of **\$80**.

[Click here](#) to see new Quick Fields Features

**Spotlight**

TOP

NOMINATED BY  
BARRY WEINSTEIN



### LAKE ELSINORE GROWS LASERFICHE THROUGHOUT THE CITY

With the addition of the new City Clerk, Deborah Thomsen and her experience with Laserfiche, the Laserfiche system is moving and growing throughout other departments within the city. Laserfiche has been installed at the City of Lake Elsinore since February 2008 and was solely used in the City Clerks office where you could find minutes, agendas, ordinances and standard City Clerk documents in their Laserfiche repository.

Over the last eight weeks the City has determined to use the power of its Laserfiche product throughout the various departments within the city. Barry Weinstein the cities account manager has worked closely with the Planning, Engineering, and Building & Safety departments to develop the proper templates for each department. Working with the IT Staff Toby Soto and John Herrera we have implemented these departments. They now will be able to place their documents into Laserfiche for quick retrieval of important documents for its citizens.

The city is also using a variety of ways to get their documents into Laserfiche, from its brand new large format scanner, as well as its Multi-function device. The city also has small desktop scanners that it uses.

The clerk's office is reorganizing its documents under the guidance of Ms. Thomson and will soon be purchasing the Laserfiche Weblink product to provide its citizens easy access to important city information and documents from their own internet connections. The City was incorporated 2 centuries ago in 1888 and now has over 50,000 residents to serve.

The city of Lake Elsinore possesses a strong IT Department and a champion of the Laserfiche product in Debora Thomsen the new city clerk. With this combination and the power of Laserfiche the citizens of Lake Elsinore concerns for document integrity and document management are a thing of the past.

#### Events

TOP

Southern California  
Event

Hosted at  
City of  
Temecula

Northern California  
Event

Hosted at  
City of  
Cupertino

[Click here  
To Register](#)

## Join ECS at our 2<sup>nd</sup> Quarter User Groups

Thursday, June 4<sup>th</sup> 8:30am-2:30pm



**For One Winner at each location ECS will  
scan 10,000 images at no cost to the  
customer!**

*ECS can scan your documents into Laserfiche in our Northern  
and Southern CA offices.*

Thursday, June 4<sup>th</sup> 8:30am-2:30pm

### ECS User Group Agenda

8:30am-9:00am	Continental Breakfast and Check-in
9:00am-9:30am	City of Temecula usage of Laserfiche
9:30am-10:15am	Version 8.1 Overview-New Features
10:15am-10:30am	Break

10:30am-11:00am	Quick Fields and Workflow –Automate indexing, filing and notifications
11:00am-11:30am	Laserfiche SharePoint Integration
11:30am-12:00pm	Agenda Manager 8
12:00pm-1:00pm	Free Lunch Provided
1:00pm-2:30pm	Training on Topics of Interest Administration and User Level

Click for [More Conference Info and Registration](#)

## Announcing ECS' 7th Annual Customer Conference

### October 15-16th, 2009

**Free event for ECS Customers.**

Join ECS at the Hilton Irvine  
*Free shuttle from Orange County Airport*

**Learn the Latest Solutions to compliment and optimize your Laserfiche System. Industry experts will be onsite both days.**

We are thrilled to provide our customers these valuable resources for their continuous business and loyalty. Our annual conference focuses on new Laserfiche products, ECS integrations, and our industry partner solutions. The latest information is given at all levels at this annual event.



ECS and our partners value our customers and provide to our community of users these services. We feel honored to have you as a customer and want to show our appreciation in keeping you current with the records management industry. We thank you each year for the success and for the opportunity to provide a superior product and outstanding customer service.

Space is limited - [REGISTER ONLINE TODAY](#)



**Join the fun with ECS!**

**We challenge you! Come out for a fun day at the beach with the ECS Team!** Businesses and groups from around Southern California will be joining with experienced Imua steers people to test their stamina and spirit racing in a real outrigger Hawaiian canoe! Gather a team of your co-workers, family or friends and see how you fare amongst the competition. Teams of five (plus an Imua steersperson) will race in crews of Men, Women or Coed.

**14th Annual Imua Outrigger Canoe Club Corporate**

**Challenge**  
August 2, 2009 in  
Newport Beach

To see pictures  
from previous  
challenge

Portion of the  
proceeds benefit  
Hoag Hospital and  
Earth Resource  
Foundation

- Catered lunch and a commemorative T-shirt are included in registration fee.
- Awards ceremony and raffle with terrific prizes
- Hawaiian entertainment, live music, and additional fun and games for kids & adults.
- All participants will race at least twice on a 200-meter course

**Get more information or register today:**  
(949) 246-4067 or [www.imuaocc.com](http://www.imuaocc.com)

**Webinars**

[TOP](#)

**Laserfiche®**

Tuesday, June 2  
8:00 AM PST

[Register](#)

**Document Management 101**

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

Tuesday, June 16  
10:00 AM PST

[Register](#)

**Don't Wait - Simplify Your Back Office Today**

Learn how digital document management increases profitability, reduces compliance costs and helps improve customer satisfaction.

Thursday, June 18  
10:00 AM PST

[Register](#)

**Laserfiche For Local Government = ECM + BPM**

The days of content management as a siloed application have come to an end. Today, enterprise content management is a fundamental part of the information architecture within municipalities. Join us to learn this integrative approach.



Thursday, June 11  
1:00 PM PST

[Register](#)

**Working with Large Format Scanned Drawings**

Once you scan your large format drawings, what solutions and processes make it easy to edit, manage and collaborate? See a sampling of products that are applicable to nearly every large format industry and nearly any large format document. 20 minutes plus Q&A.

Tuesday, June 8  
8:00 AM PST

[Register](#)

**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. 20 minutes plus Q&A.

**On Demand Videos**

[TOP](#)

**Arx Digital Signatures**



Click [here](#) to see flash Demos

**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!

**Digital Signatures for Human Resource applications**

Learn how to leverage the benefits of a digital signature solution within a variety of industries, applications, business processes, and document management systems. Using a digital signature to sign an I-9 form by a Web Application.

Click [Here](#) To See HR Demo

## Attach Plus Email



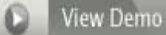
[View Video](#)

## Attach Plus

Attach Plus is a very inexpensive product with a lot of functionality. For as little as \$49/user one time cost, you can encrypt and password protect emails, create Bookmarked PDFs with multiple documents, convert docs to PDF, Watermark documents and it can be used within Laserfiche or outside.



[CLICK TO VIEW](#)



## Surety - Legally Authenticate Electronic Documents for as Little as \$50/User/Year

ECS offers this service to authenticate your Laserfiche data enabling you to prove that your electronic intellectual property, legal documents, financial records and/or contracts have never been altered or inadvertently tampered once scanned.

It takes skill to forge a paper signature but altering an electronic document, image or email takes nothing more than motive and a keystroke.

Companies of all sizes can use Surety's AbsoluteProof to safeguard important electronic business records against tampering and alteration to prove regulatory compliance, protect valuable intellectual property and ensure litigation readiness.

## Kofax VRS Video



[Check out the new fi-6010N flash tour!](#)

[fi-6770 Product Video](#)

[fi-6670 Product Video](#)

## Fujitsu Scanners and Kofax VRS Product Videos

Click on the picture below to be taken to the self running video.



6010



6770



6670

To view all **Fujitsu** product videos click [HERE](#)



Using a multifunction copier for scanning doesn't make much sense either.



FUJITSU

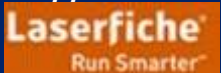
## Tech Tips

TOP



**Power Up and Get Connected.**  
Visit the Laserfiche Support and User Information [Site](#)

Resources available 24 hours a day on this [Support Site](#).



### [Current Products on 8](#)

- Client-Server 8.1
- Snapshot
- Email
- Workflow
- Audit Trail
- Records Manager
- Web Access
- Plus
- Toolkit
- Weblink

[Getting Ready for Version 8](#)

[Quick Fields 8 Released](#)

[Customizing WebLink with the WebLink 8 Designer – Part 1](#)

[Customizing WebLink with the WebLink 8 Designer – Part 2](#)



### 2<sup>nd</sup> Quarter Software Released:

- Version 8 for Weblink, Quick Fields & Agenda Manager-(beta).
- Version 8.1 for Client/Server

**We are testing these new releases for you and will be able to update your system as needed very soon.**

### Getting Ready for Version 8

At ECS we want the experience of the migration to version 8 to be painless to our customers. Upon notifying your Account Rep that you are interested in upgrading to version 8 ECS will provide a thorough analysis of the existing system to ensure the migration can be completed and with little surprises. A tech team will be assigned to your account for the pre-migration process and to review a checklist of items with your IT staff. Some of the items include:

- Identifying hardware and application minimum requirements
- Identifying read only volumes in Laserfiche
- Obtaining a copy of just the database to run through the migration at our offices beforehand
- Consulting on template fields with the new abilities in 8

Our intent of this pre-migration process is to provide a complete and successful

- Quick Fields
- Avante/ Rio Named User system

### Coming Soon

- Agenda Manager & Processor
- Import Agent

migration from the beginning. Here are a few of the hardware and application recommendations:

#### **Workstations**

- Windows XP SP2 or later
- 2 GB RAM or more on scan stations
- 1 GB RAM or more for other stations

#### **SQL**

- SQL 2005

#### **Server OS**

- Windows Server 2003 (Service Pack 1) or Windows Server 2008

### **Quick Fields 8 Released**

We're happy to announce that Laserfiche Quick Fields 8 is now available.

Quick Fields 8 is a completely new experience for the user. From a totally redesigned user interface to improved usability and new processes, Quick Fields 8 offers even more powerful data capture and processing – that's even easier to use.

With Quick Fields 8, you can quickly set up everything you need and get started right out of the box. Quick, Standard and Full Wizards are available for every process, providing exactly the right amount of help necessary for everyone from novice to experienced Quick Fields administrators. New tooltips offer users previews of "before" and "after" images for various process options. And a library of commonly used regular expressions helps simplify process configuration – making Quick Fields even simpler to customize.

Quick Fields 8 also features a revamped user interface, with movable panes, customizable toolbars and collapsible menus that offer users the ability to use screen real estate most effectively. And because users are working more and more frequently with electronic documents, many new processes are designed to work with extracted text, categorizing and assigning metadata from information in electronic documents.

Quick Fields 8 also includes the following enhancements:

- **Auto-Annotation:** automatically redacts, highlights, strikes through, or underlines words in a document by matching a pattern in the text.
- **Barcode enhancements:** Support for 2D barcodes and processing multiple barcode zones within a single process.
- **Customizing Tokens:** Parse and extract data from your tokens.
- **Identification Methods:** Quick Fields can now identify documents based on the page size dimensions or text identification.
- **Migration Utility:** The Quick Fields 8 Migration Utility can batch migrate your old sessions to work in Quick Fields 8, retaining virtually all of a session's settings.
- **Processing Stages:** Increase throughput when processing multiple document types with different processing stages.
- **Laserfiche Search:** The Laserfiche Capture Engine allows you to use Laserfiche's advanced search syntax to identify documents that should be retrieved.
- **Scripting Kit:** Create a custom process or use our scripting beta to run custom C# and VB.NET scripts during your Quick Fields sessions.
- **Template and Field Customizations:** You can configure the exact fields you need in the desired format to optimize processing and data entry speed.

You can see the new features from Quick Fields 8 in action on the [Support Site training video](#). Also, you can learn more about Quick Fields 8 in the [technical paper](#) which provides a brief overview of the many new features in Quick Fields 8.

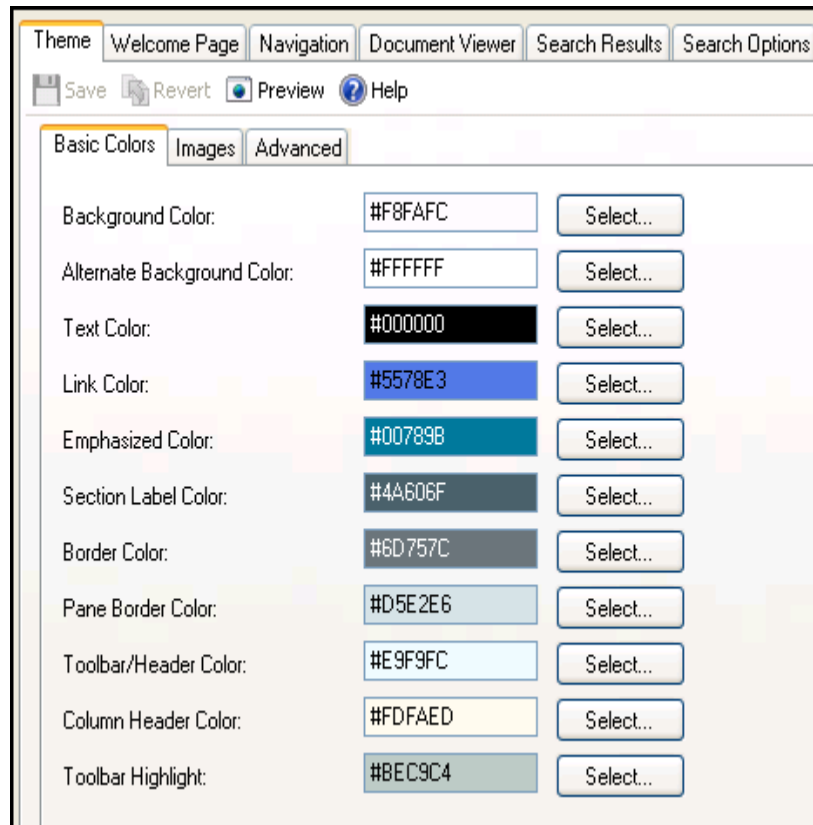
### **WebLink 8 Preview: Customizing WebLink with the WebLink 8 Designer – Part 1**

*This tech tip is a preview of unreleased software. The details and appearances of certain elements may change between now and the final release.*

WebLink 8 introduces the new WebLink 8 Designer which enables you to customize the look and feel of your WebLink site with an easy-to-use utility. You can customize the theme of your site, the Welcome Page, navigation buttons, the Document Viewer, how search results are displayed, and other search options without writing any code. This tech tip will be a preview of the Theme, Welcome Page, and Navigation tabs of this WebLink Designer. Next week we'll cover the Document Viewer, Search Results, and Search Options tabs.

#### **(a) Theme**

When first opening the utility, you will see the Theme tab where you can add new logos to and customize the basic colors of your WebLink site. You can customize further by changing each page to use different colors. For example, the text color on the Login Page can be blue while the text color in the Folder Browser can be green. Alternatively, you can customize all text of the Web site to be the same color.



The screenshot shows a web utility interface for configuring the theme. At the top, there are tabs for 'Theme', 'Welcome Page', 'Navigation', 'Document Viewer', 'Search Results', and 'Search Options'. Below these are buttons for 'Save', 'Revert', 'Preview', and 'Help'. The 'Basic Colors' tab is selected, showing a list of color settings with corresponding hex codes and 'Select...' buttons:

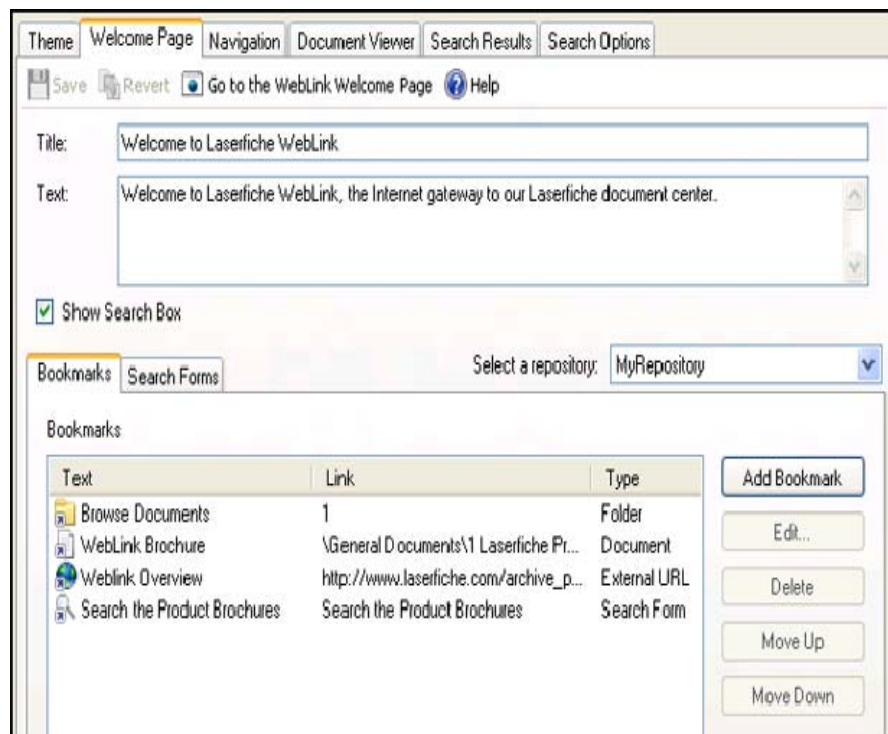
Property	Hex Code	Action
Background Color:	#F8FAFC	Select...
Alternate Background Color:	#FFFFFF	Select...
Text Color:	#000000	Select...
Link Color:	#5578E3	Select...
Emphasized Color:	#00789B	Select...
Section Label Color:	#4A606F	Select...
Border Color:	#6D757C	Select...
Pane Border Color:	#D5E2E6	Select...
Toolbar/Header Color:	#E9F9FC	Select...
Column Header Color:	#FDAED	Select...
Toolbar Highlight:	#BEC9C4	Select...



### (b) Welcome Page

The Welcome Page is the first page users will see when opening the WebLink Web site. The Welcome Page tab enables you to customize the title of the page that will be displayed in the Web browser and the text that introduces users to the WebLink site. You can choose whether or not you want to display the Quick Search, add Bookmarks, add Search Forms, or do a combination of these. For example, if you want users to be able to access a specific document via a single-click rather than searching the entire repository for it, add a bookmark linking to that specific document to the Welcome Page and remove the Quick Search. If you want users to perform a date and entry name search, create a custom search form with these search types included, link it to the Welcome Page, and remove the Quick Search.

### Bookmarks and a search form configured

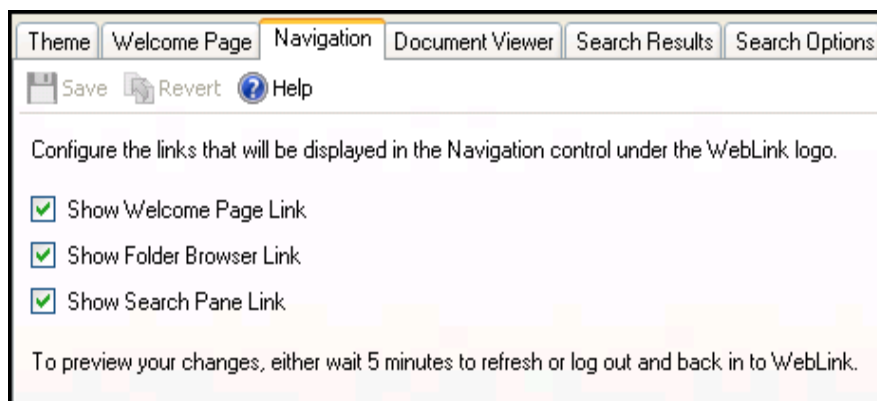


**Welcome page with the bookmarks and search form displayed**

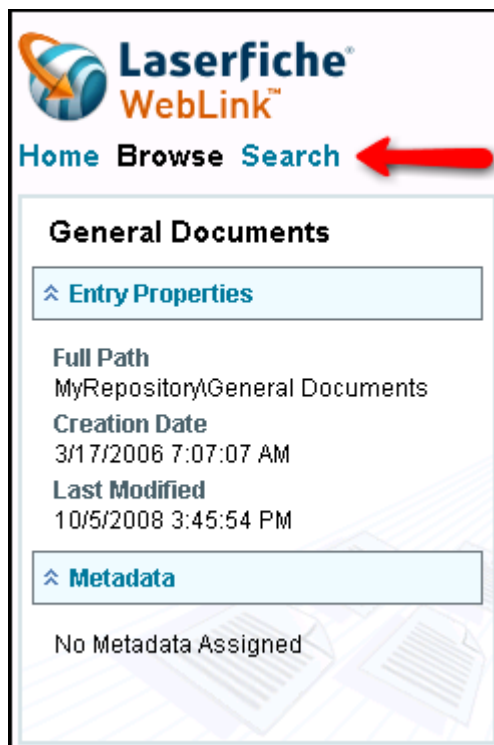
### (c) Navigation

You can customize whether you want links to the Welcome Page, the Folder Browser, and/or the Search Pane displayed below the WebLink logo. These links can help users navigate quickly to certain sections of your WebLink site.

**The Welcome Page, Folder Browser, and Search Pane links are configured in the Navigation tab.**



**The three links are displayed in WebLink.**



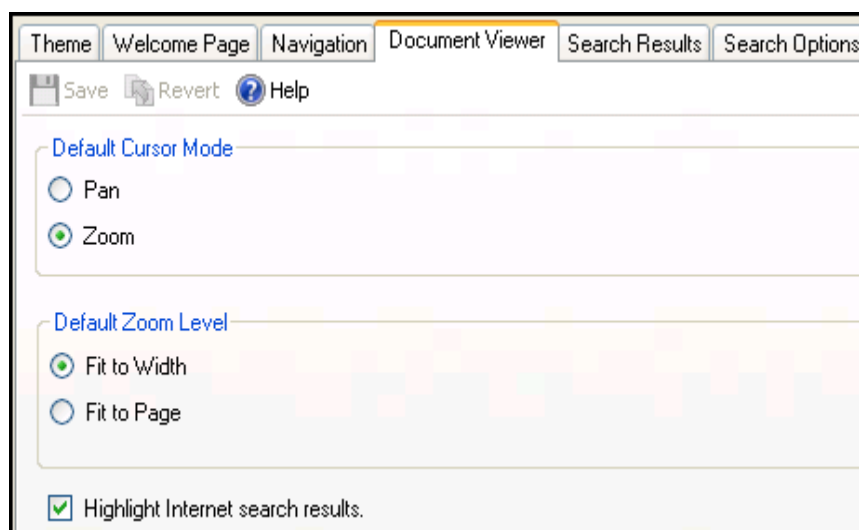
## WebLink 8 Preview: Customizing WebLink with the WebLink 8 Designer – Part 2

*This tech tip is a preview of unreleased software. The details and appearances of certain elements may change between now and the final release.*

WebLink 8 introduces the new WebLink 8 Designer, which enables you to customize the look and feel of your WebLink site with an easy-to-use utility. You can customize the theme of your site, the Welcome Page, navigation buttons, the Document Viewer, how search results are displayed, and other search options without writing any code. Last week's tech tip covered the Theme, Welcome Page, and Navigation tabs of this WebLink Designer. This tech tip will be a preview of the remaining tabs: Document Viewer, Search Results, and Search Options.

### Document Viewer

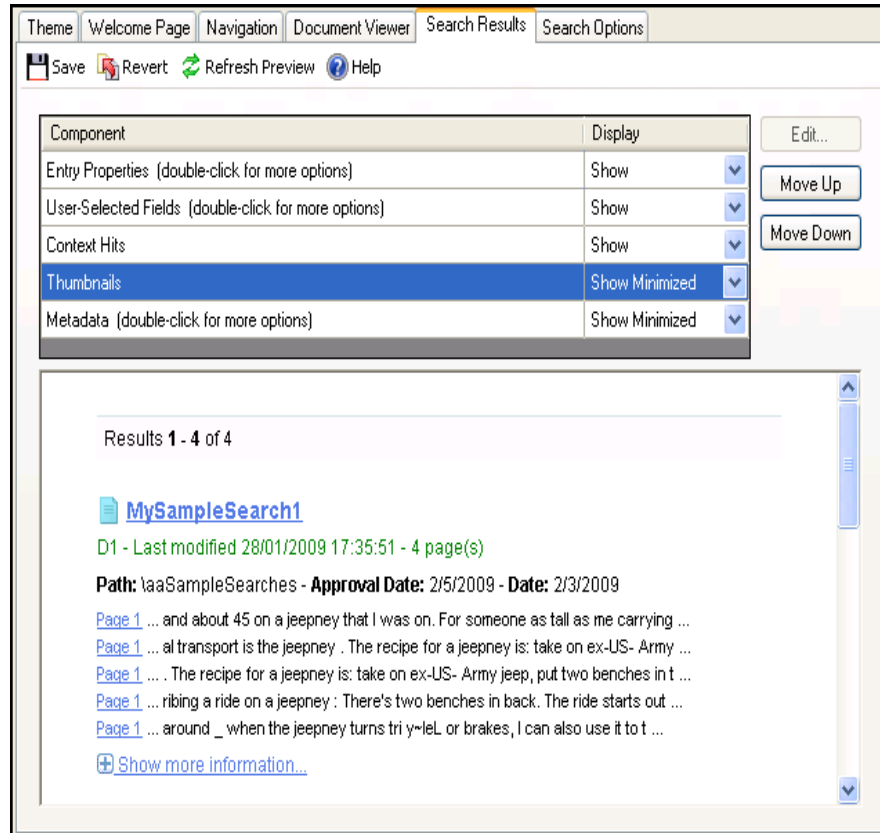
The Document Viewer tab enables you to customize the default cursor mode, the zoom level, and whether or not searching for documents in WebLink via the Internet will highlight the term you searched when opening the document from the search results. The cursor mode can be configured to either scroll through or zoom into pages when using the mouse scroll wheel and the default zoom level is how the document should be displayed in the Document Viewer when first opening it. You can view the entire document page or fit the width of the document to the width of the Document Viewer.



### Search Results

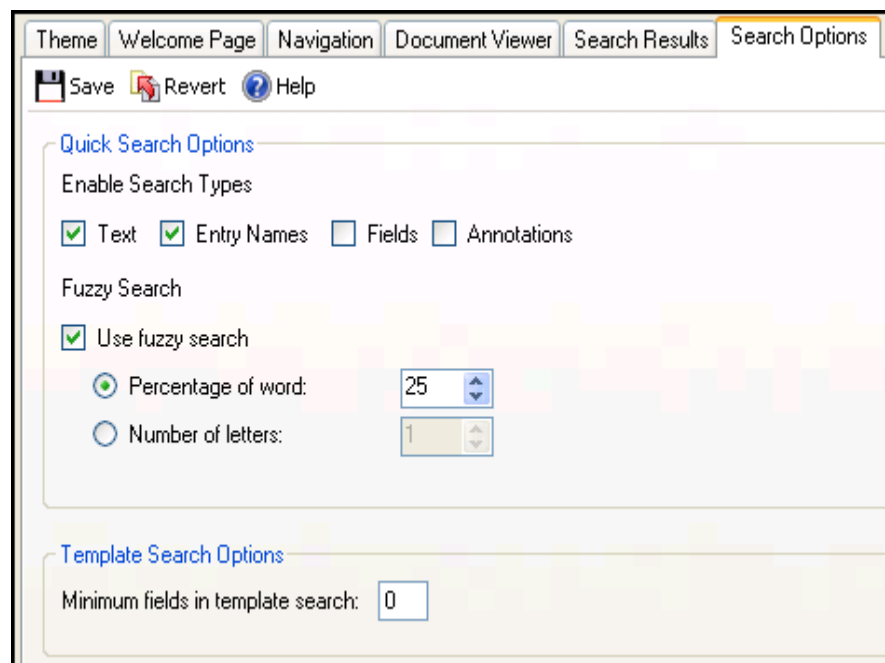
The manner in which search results are displayed when users perform searches can be customized. You can hide/display entry properties, user-selected fields, context hits, thumbnails, and/or metadata. For example, if the thumbnails are taking up too much space, you can hide them so users can't access them at all, or you can minimize them so users can expand and view them as needed. Changes made to the search results

can be displayed in the preview pane at the bottom of the Search Results tab. You can rearrange the different components of each result and configure additional options for entry properties and user-selected fields.



## Search Options

The Search Options tab enables you to configure the Quick Search to search text, entry names, fields, or annotations – or do a combination of these depending on how you want users searching for entries in WebLink. You also have the option to enable fuzzy searches which allow you to find all words or phrases that are similar to what you're searching for. Additionally, you can configure a minimum number of field values users must input when performing template searches, which forces users to make searches more specific. For example, this would be useful for repositories containing documents that are all assigned the same template. In that case, performing a template search with no field values will not only make the search slow, but will also return every document in your repository.



[Top of Tech Tips](#)

877.790.1600

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Tech Support:

[support@ecsimaging.com](mailto: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 94553

Tel: 925.370.2456

### Our Services

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

## Software



Document Management Software

## Laserfiche Integrations



Agenda Manager Integration



ESRI Integrations



Digital Signatures



Sensitive document?... Send it securely!  
Email & Data Encryption



THE POWER OF PROOF

Sealed & Time Stamped Data Authentication



Court Case Management Integration



Microsoft

SharePoint and Office Integrated

## Scanning

## Technologies



Kofax Virtual ReScan Software



Elite Channel Partner



Premier Partner

**Kodak**

Certified Solutions Partner



E-size/Map Scanners



Advanced Capture Solution  
ICR & Forms Processing



Check Scanning & Remittance  
processing Integration

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