

ECS Newsletter

"Your Source for Document Management News"

JULY 2008

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Volume VI, Issue VII



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New Release Info for Version 8.0.1

Events - ECS 6th Annual Customer
Conference September 10-12, 2008 in
Lake Tahoe!

Spotlight on Surety Data
Authentication

Tech Tips - Version 8 new features

On Demand Videos - See a demo when
you want!

July Webinars – Best Practices,
Product Demos

Where can I learn more about Laserfiche 8 and meet other users?

Join us at our 3rd Quarter User Groups

**Santa Clara County
Office of Education**

Thursday July 17th

To view more info online click [Here](#)

**Laserfiche Headquarters
In Long Beach**

Tuesday July 22nd









To view more info online click [Here](#)

These events are offered with no charge to our customers. Connect with other Laserfiche users and learn new solutions for your Laserfiche system. Our user groups introduce our customers to each other and to the latest technologies.

[Register by emailing sales@ecsimaging.com](mailto:sales@ecsimaging.com)

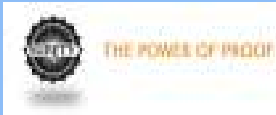
When should we upgrade to version 8?

We are expecting a new update to version 8 (8.0.1) to be released at the end of this month. Once we have this in hand and tested, we will be able to move our customers forward to version 8. Please let your ECS Imaging account manager know if you are interested in moving forward on version 8 soon. We know each customer environment is different and we would like to discuss implementation strategy, scheduling and consideration of the following for you:

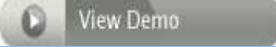
-  Potential for a test environment first
-  Ensure that there is sufficient Hardware resources
-  Back ups of your environment
-  Turn off the ability to modify/add documents for X days
-  ECS to run the database through the migration at our site before delivery
-  ECS on site to uninstall version 7 and install version 8
-  Train on the differences between 7.x and 8
-  Go Live

ECS Imaging
Account Managers

[Debbi Richards](#)
[Bob McCowan](#)
[Pete Herschelman](#)
[Rod Simon](#)
[Barry Weinstein](#)
[Ed Althof](#)
[Tim McGrath](#)



[CLICK TO VIEW QUICK DEMO](#)



For more info please contact your ECS Account Manager.

Surety is one of ECS' newest business partners. ECS now 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.

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

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.

AbsoluteProof is the only available time-stamping method that offers long-lasting protection, provides objective proof of record integrity independent of a company's people, processes and systems, and is compliant with both domestic and international standards.

The Business Risk

Businesses have always faced the challenge of handling and safeguarding information, but corporate scandals, electronic access to consumer and patient information, new regulatory mandates and the changes to the Federal Rules of Civil Procedure are placing your electronic records at greater legal and regulatory risk.

The courts are making judgments on the side of prudent and rigorous electronic record authentication. Any retained electronic business record can be used as evidence against you in the course of litigation, audits and regulatory investigations. Currently there is no single standard for the use and retention of electronic records. But, given the increasing pressure to ensure that electronic records are managed in a prudent and compliant manner, you should take steps to proactively preserve the authenticity and evidentiary strength of your electronic records today.

ECS Imaging's 6th ANNUAL CUSTOMER CONFERENCE



Classes and rooms are filling up fast.

Special Room rate \$99/night
Tues-Thurs night.
Fri/Sat rate \$189
Book by July 15th.

Tahoe Area links:
[Harrah's Lake Tahoe](#)

[Tahoe Visitors Page](#)

[Map and Info](#)

[Photos from previous conferences](#)

[Shuttle info from Reno - Lake Tahoe](#)

Shuttle from Sacramento airport will be provided by ECS Imaging, Inc.

Please let us know as soon as possible if you plan to attend.

Version 8 Enlightenment

Harrah's Lake Tahoe, September 10-12th!
Special Room rate \$99/night Tues-Thurs

Register by July 15th and receive a Free Improv ticket for Thursday night!!

Wednesday 10th Laserfiche Institute Training 8:30 - 4:30 pm
Basic User 8 Training

Thursday 11th & Friday 12th ECS Annual Conference 8:00 - 5:00 pm
Accenting Version 8 Customer Best Practices Industry Experts Consulting

Friday 12th Laserfiche Institute Training 8:30 - 4:30 pm
Advanced 8 Training

Register Today through ECS! Classes and rooms are filling up fast.

Just fill out this short registration form to signup

Early bird registrants before July 15th will receive a free improv ticket and be guaranteed the reduced room rate of \$99/night.

Just 15 spots left on Wed and Friday for hands on training
For payment questions and signup call (951)787-8768 x107 or [email us](#).

[Click to view more information on Conference and Institute Training Classes](#)

Webinars

TOP

[Wednesday, July 09, 2008](#)
[10:00 AM PST](#)

[Wednesday, July 23, 2008](#)
[10:00 AM PST](#)

[Register](#)

Agenda Creation and Management

Simplify Agenda Creation, Management And Distribution For Local Government 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.

	<p>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.</p>
<p>Wednesday, July 09, 2008 9:00 AM PST</p> <p>Wednesday, July 16, 2008 9:00 AM PST</p> <p>Wednesday, July 23, 2008 9:00 AM PST</p> <p>Register</p>	<p>Document Management 101</p> <p>Learn how digital document management helps you find files faster, reduce storage space costs and improve information security.</p>
<p>Thursday, July 03, 2008 9:00 AM PST</p> <p>Register</p>	<p>Best Practices in Local Government: Capture, Store and Retrieve</p> <p>Learn how to balance the demands of capturing records with the need to retrieve information quickly for internal and public requests.</p>
<p>Wednesday, July 02, 2008 10:00 AM PST</p> <p>Wednesday, July 16, 2008 10:00 AM PST</p> <p>Wednesday, July 30, 2008 10:00 AM PST</p> <p>Register</p>	<p>Document Management 101 For Law Enforcement Agencies Get the Laserfiche Edge - Share Information to Ensure Public Safety</p> <p>Learn how document management puts the right information in the right hands to help ensure public and officer safety, respond faster to emergencies and lower operating costs.</p> <p>Also, please join us for the other Webinar in our Law Enforcement series: Get the Laserfiche Edge - Share Information to Ensure Public Safety.</p>
<p>Thursday, July 25, 2008 11:00 AM PST</p> <p>Thursday, July 31, 2008 11:00 AM PST</p> <p>Thursday, August 7, 2008 11:00 AM PST</p> <p>Register</p>	<p>18 Minutes to More Intelligent Searching</p> <p>How much time do you waste each day trying to find the information you need? In just 18 minutes, learn how a digital document management system will help you recover this lost time—and make you far more productive</p>
<p>On Demand Videos TOP</p>	

[Kofax VRS Video](#)

[fi-5650C Product Video](#)

[fi-5750C Product Video](#)

[fi-5900C Product Video](#)

Fujitsu Scanners and Kofax VRS Product Videos

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



5650c



5750c



5900c

Arx Digital Signatures



Digital Signatures for Document Management

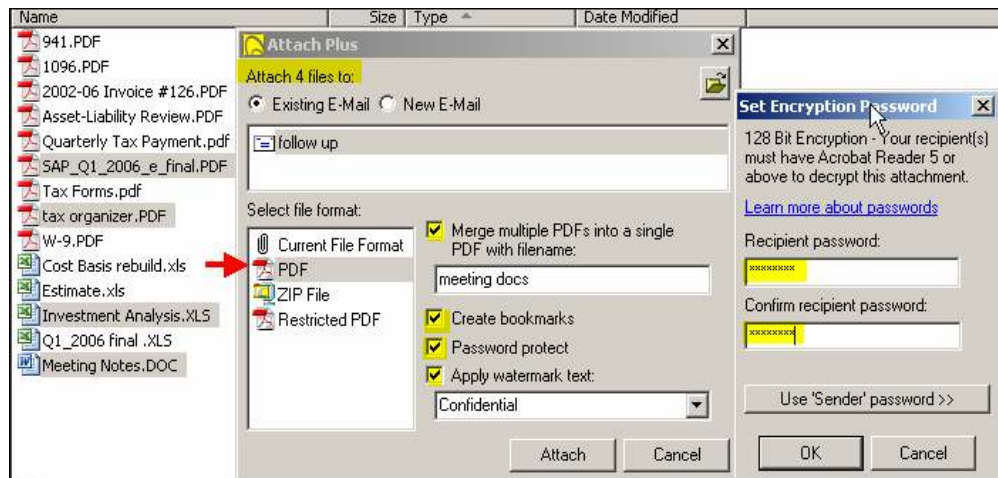
Learn now from industry experts in a fifteen minute web seminar. Learn how to Reduce operational costs, Expedite Approvals, Comply with regulations and much more! See how CoSign can pay for itself in as little as 30 days!

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, created Bookmarked PDFs with multiple documents, convert docs to PDF, Watermark documents and it can be used within Laserfiche or outside.



Tech Tips

TOP



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

[Integrators Toolkit 8](#)

[Workflow 8- Using the Starting Rules and Routing Decision Activities](#)

[Exporting Documents in PDF Format](#)



We encourage you to take advantage of the resources available 24 hours a day on this

Support Site.



Current Versions on 8

- Client-Server
- Snapshot
- Email
- Workflow
- Audit Trail
- Records Manager
- Web Access

Current Versions on 7

- 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

Integrator's Toolkit 8

Will the 7.2 API work with Laserfiche 8? The Laserfiche 7.2 API, LFSO 7.2, is compatible with the Laserfiche 8 Server. This is because new versions of the Laserfiche Server retain client-side backwards compatibility, which ensures that customers' current Toolkit applications are compatible with the Laserfiche 8 Server, just like our own client and other modules. If you want to use the new Laserfiche 8 functionality with an integration, Toolkit 8.0 will be released in Q3.

Workflow 8 - Using the Starting Rules and Routing Decision activities

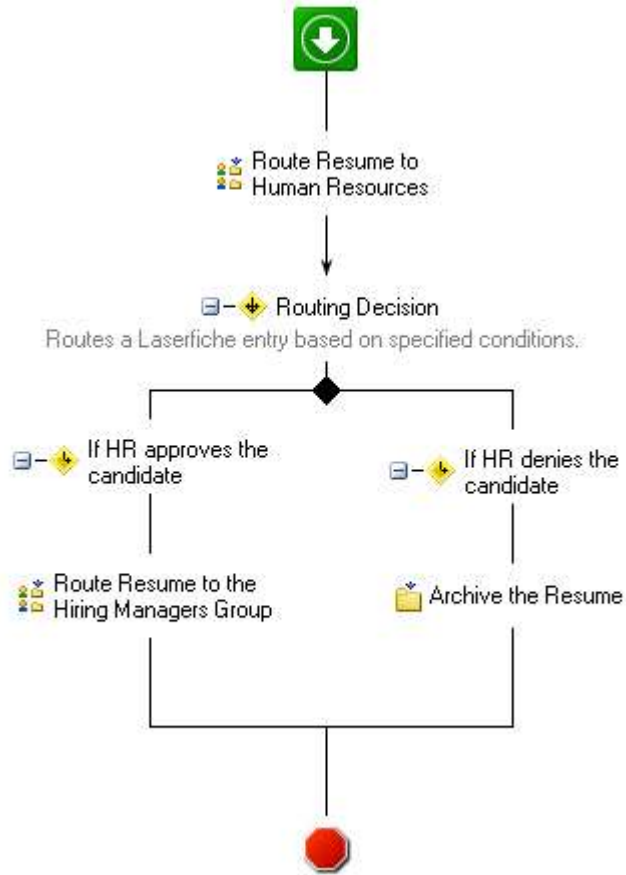
Workflow 8 enables you to define conditions that must be satisfied before a workflow will be triggered. These conditions are called **starting rules**. Starting rules offer a great deal of flexibility, given that they can take advantage of a wide variety of operators and logic types.

When creating a starting rule, you define which events will trigger the workflow. For example, you might trigger a workflow whenever an entry is created, moved, copied, changed or deleted. Next, you define starting conditions to filter out inappropriate events. For example, you might only allow a workflow to be triggered if the starting entry contains at least 10 pages. Other Starting Rule Features:

- Some conditions can use regular expressions.
- Conditions can evaluate who initiated the starting event.
- Conditions can evaluate metadata, such as field values, templates and tags.
- You can drag and drop conditions in the Condition Editor.

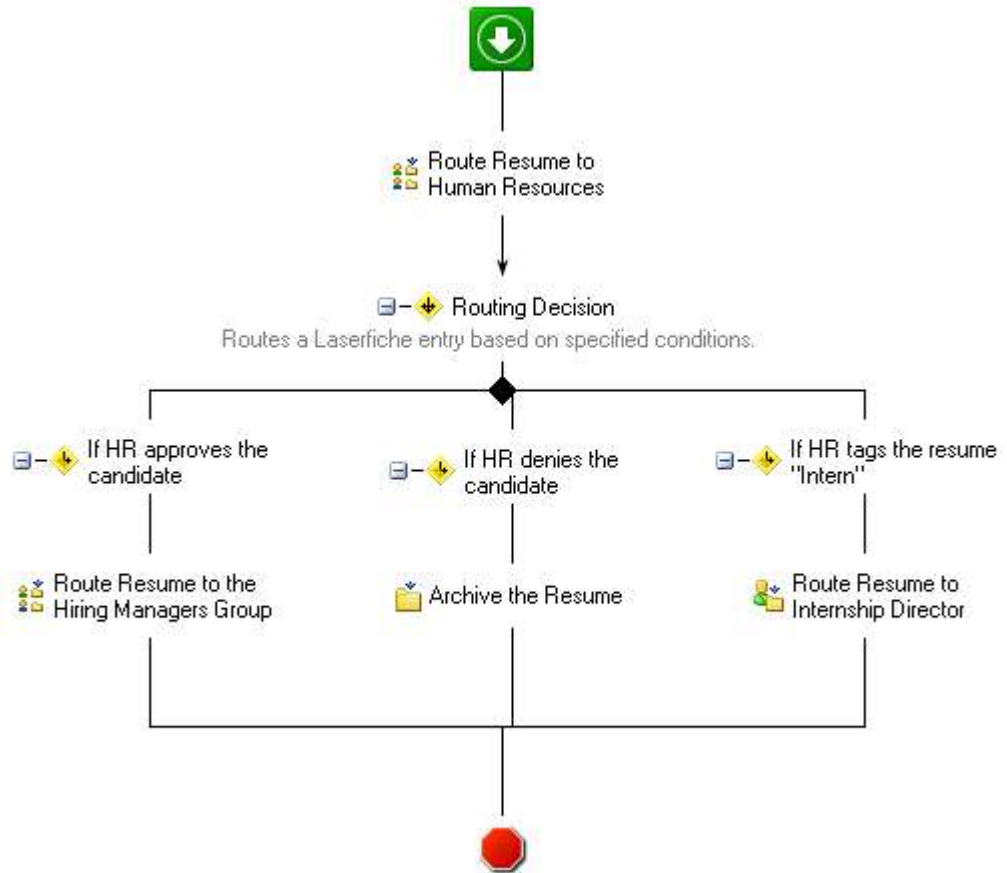
The **Routing Decision** activity routes a Laserfiche entry based on specified conditions. You can specify different routes for different situations, and you can define each situation using a different branch. After adding a Routing Decision activity to your workflow, you can add activities to each of its branches.

For example, a workflow is built to route an organization's incoming resumes. If the human resources department approves a resume, the Routing Decision activity routes it to all members of the hiring managers group. If HR denies the resume, it is archived in a repository folder. In this scenario, the Routing Decision activity identifies a resume as accepted by HR if the **promising candidate** tag is added to the document. Denied resumes are identified using the **archive** tag.



Branches

The Routing Decision activity can contain multiple branches. Each branch uses a different routing condition and defines a different route for an entry.



The Routing Decision activity is just one example of Workflow 8's flexibility. Because it enables a workflow to make a routing decision on your behalf—based on conditions you define—this activity opens up a wide range of opportunities.

Exporting Documents in PDF Format

Laserfiche 8 provides you with many export options, including new options for exporting PDFs. When exporting a document containing Laserfiche annotations as a PDF, you now have the option to convert the annotations to PDF annotations. This gives users the ability to manipulate the annotations in Adobe® Acrobat®. For instance, if you add a sticky note to a Laserfiche document and export it as a PDF, when it's opened in Adobe, that sticky note will not be burned into the image, so you will be able to move it around, resize it and modify its text.



Click screenshot for a larger view.

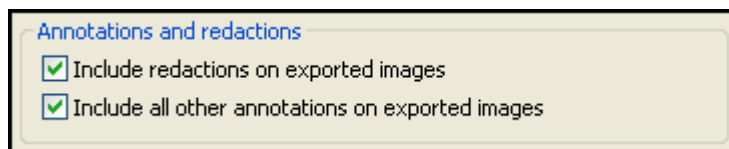
Note: You must have a full copy of Adobe Acrobat to modify PDFs. PDFs and annotations cannot be modified with Adobe Reader.

Redactions are handled differently than other annotations: they are subject to Laserfiche security settings and will never be converted into PDF annotations. Instead, they will

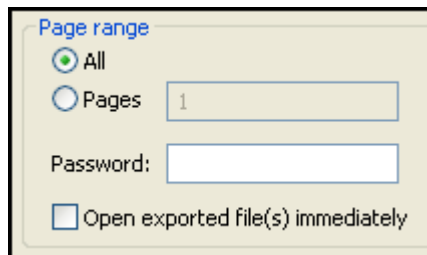
always be burned into the PDF.

- Users with the See Through Redaction right have a choice of including redactions, by checking the **Include redactions on exported images check box** (selected under Tools > Options > Export > Images). If that option is selected, redacted information will never be visible; redactions will be burned into the PDF automatically.
- Users exporting to PDF who do not have the See Through Redaction right do not have the option to not include redactions. Redactions will be burned in to the PDF automatically.

To include all annotations except redactions on exported PDFs, the **Include all other annotations on exported images** check box must be selected under Tools > Options > Export > Images.



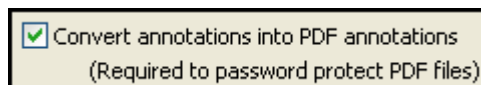
You also have the ability to password-protect documents exported as PDFs. This is a quick and easy way to protect your exported PDFs from unauthorized viewers. After enabling this option, type the desired password in the Export Images dialog box after selecting File > Export > Images. When the document is exported and opened, Adobe Acrobat will prompt for that password.



Annotation conversion and PDF password protection are controlled by the same option: **Convert annotations into PDF annotations (Required to password protect PDF files)**.

To enable annotation PDF conversion and PDF password protection:

1. Click Tools on the menu bar and select Options from the drop-down menu.
2. In the Options dialog box, select Export, then Images.
3. In the File format options section, select the **Convert annotations into PDF annotations (Required to password protect PDF files)** check box.



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[Tips](#)

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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, PeopleSoft, Digital Recorder Importer
- Turn-key Implementations

Our Business Partners

Software



Document Management Software

Integrations



Agenda Manager Integration



ESRI Integrations



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



Court Case Management Integration



Check Scanning & Remittance processing
Integration

WORM media &

Compliance



WORM Tape Solution



THE POWER OF PROOF

Sealed Data Authentication

Kofax Product Suite


A DICOM GROUP COMPANY
Ascent & Advanced Forms Processing



Virtual ReScan



Adobe
LiveCycle Barcoded Forms



Fax Server Solution

Scanners



Elite Channel Partner



Premier Partner



E-size Map Scanners

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