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AUGUST 2007

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[ECS Annual Conference August 22-24th](#)
Filling up fast, register today!

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This is the event of the year that you don't want to miss!

August 22-24, 2007

Located at the Historical Mission Inn

[3649 Mission Inn Ave. Riverside, CA 92501](#)

Register Today while space is available!

Come to learn the latest in document management and complimentary technologies.

View schedule and additional information [click here](#)

Session Overviews confirmed for Thursday, August 23rd

- **Laserfiche 8 – Sneak Peaks** at new features & Version 8 Overview
Laserfiche Product Manager, Alex Wilson, will be showing the new features in the 8 client, admin console, server, Workflow and more! See enhancements and give your feedback on Full Text Search, Templates, Annotations, Recycle Bin, Real time notifications, new communication protocols and much more!
- **Kofax Automated Capture**, VRS and Document Exchange Solutions
- **Attach Plus Email Encryption** integrated with Laserfiche
- **Visioneer Scanners** - One Touch to Laserfiche, Kofax Capture, VRS & more
- **Fujitsu Scanners** – Full line of Scanners
- **Plasmon UDO WORM** Archive Appliance & Email Archiving Solutions
- **Arx Co-Sign Digital Signatures** integrated with Laserfiche
- **Guest Speaker from Best, Best & Krieger LLP** speaking during lunch on E-Discovery rules for Records
- **Surado CRM** – Citizen/Customer Response Management system integrated with Laserfiche
- **GIS Technology Inc.** - ESRI Integration with Laserfiche
- **Customer Case Studies** given by Customers
- Integration Solutions
- Our industry partner manufacturer reps onsite
- Fantastic giveaways, breakfast, lunch, snacks and much more!

Conference and Training Registration

To register for the conference: Send your contact information to Sales@ecsimaging.com. Let us know which days you will be attending and which **free Activity** you would like to attend on Friday. For schedule and additional information [click here](#).

Limited space and time to register for the Optional Laserfiche Institute

Training on Aug. 22nd and for our special hotel rates available.
Call Carly Kemp to register at (951) 787-8768 x107

CITY OF RANCHO CUCAMONGA
LaserFiche® Tidies Things Up In A Beautiful Hall of Records



About 130,000 people live in the city of Rancho Cucamonga, in the San Gabriel foothills, between Los Angeles and San Bernardino. As part of one of the fastest growing metropolitan areas, Rancho Cucamonga nonetheless remains one of the safest cities in the country and is a desirable place to live, work, and play.

The City's planned communities and award-winning architecture reflect on a community proud of its past and excited by its future. With over 20 parks and community facilities, and having highly rated schools, Rancho Cucamonga has much to offer its residents. Businesses too are finding Rancho Cucamonga is a great place to call their home.

The City Hall-three stories, red brick, octagonal with an imposing dome, set in a coronet of palm trees-is one of the most beautiful municipal buildings anywhere.

One City Hall employee noted, "We're gorgeous. I'm not kidding," she said, in a telephone interview. "People come in here and say, 'Oh my God, this is the Taj Mahal.'" But a while back, many of the people who came in search of municipal records-building permits, planning documents, and copies of deeds-were leaving again, more than a little disgruntled.

"It was basically an access problem. We'd been storing our records on microfilm and microfiche for quite a few years. People come in and asked to see something and of course it takes personnel time to go find it for them. And sometimes they couldn't find it."

"We sent all those documents out to be microfilmed, because we didn't have the equipment to do it here. One company was supposed to send us an index sheet of every different report that was on the film, and they never did... they just typed up a label. Different reports were all mixed together, different years-it was just horrible. The paper source documents had been destroyed, of course. And this was for about 40 rolls of microfilm."

The city issued a RFP, and then contracted to install a document imaging system based on Laserfiche. With the current system, the city no longer sends documents off-site to be microfilmed. Instead, a clerk feeds sheets of paper through a scanner, more than one sheet per second, and it makes a digital image and text file saved in an easy to use program. The software automatically recognizes and indexes every word in typed or printed documents.

Users can retrieve a document in seconds by typing any word or phrase. Maps, architectural drawings, and handwritten documents are given an alphanumeric tag which also brings instant retrieval.

To aid requesters of documents and records, several monitors are on counters off the main lobby with instruction sheets telling document seekers how to find what they're looking for, and how, for a small fee, to get a paper printout from the system. "But as far as people having access, it's on a much broader scale, and all self-service," she says. "You know, the hours that we wasted trying to find something-it was just ridiculous!"

Events

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**August
22-24th**

ECS' 5th Annual Customer Conference

**Located at the Historical Mission Inn
3649 Mission Inn Ave. Riverside, CA 92501**

Schedule and additional information [click here](#)

Webinars

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<p>Wed., Aug. 8, 2007 7:30 a.m. Pacific Wed., Aug. 22, 2007 7:30 a.m. Pacific Register</p> <p>Wed., Aug. 29, 2007 10:00 a.m. Pacific Register</p>	<p>Document Management 101 Learn how digital document management helps you find files faster, reduce storage space costs and improve information security.</p> <p>Document Management 101 for Law Enforcement Agencies Learn how Laserfiche document management software streamlines processes, strengthens security and increases effectiveness.</p>
<p>Tue., Aug. 21, 2007 11:00 a.m. Pacific Register</p>	<p>18 Minutes to more Intelligent Searching 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>Thu., Aug. 16, 2007 10:00 a.m. Pacific Register</p>	<p>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.</p>
<p>Wed., Aug. 15, 2007 9:00 a.m. Pacific Register</p>	<p>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.</p> <p>Please join us for the other Webinars in our Law Enforcement series as well: Document Management 101 for Law Enforcement Agencies; Laserfiche and Cardinal Tracking® BADGE SE; and Laserfiche and Cardinal Tracking® TickeTrak.</p>
<p>Wed., Sept 5, 2007 10:00 a.m. Pacific Register</p>	<p>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.</p>
<p>Link to the various times and sessions Register</p>	<p>Ideal Large Format Scanners</p> <ol style="list-style-type: none"> 1. Large Format Scanning Made Easy 2. Take Charge of Your Large Format Data with ArchiveCenter Document Management 3. Increase CAD and GIS Efficiency with WiselImage Intelligent Raster Editing 4. Take Charge of Your Large Format Data with ArchiveCenter Document Management

Tech Tips

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Current Versions

- 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



Version 8 New Features

For the next several weeks, we will be previewing new features in Laserfiche 8, many of which will be able to see hands-on in the upcoming beta. Because this is a preview, the details and appearance of certain elements may change between now and the final release. If you are interested in trying out the beta copy of version 8, please let us know.

Laserfiche 8 will feature several new types of annotations. These annotations will remain present on the document when it is printed and exported, allowing you to add information to a document and then print a copy of the marked document. As always, these annotations act as overlays; they do not modify the underlying document image, and can be added, modified, moved or removed. Some of the new annotation types include:

Text box: Text box annotations allow you to add comments directly to the page. Unlike sticky notes, these comments will remain on the page when you print the document or export it as a PDF.

Callout text: Callout text annotations are similar to text boxes, except that the box is attached to an arrow. You can use this arrow to point to the section of the image that the comment refers to.

CAESAR Antonius!

ANTONY Caesar?

CAESAR Let me have men about me that are fat;
Sleek-headed men and such as sleep o' nights;
Yond Cassius has a lean and hungry look;
He thinks too much: such men are dangerous.

ANTONY *Fear him not, Caesar: he's not dangerous.*

Here's the quote you were looking for.

Rectangle: Rectangle annotations draw a rectangle shape (or a rounded rectangle, or an oval) on the page. You can specify whether the rectangle should be filled with a color.

Line: Line annotations allow you to draw a straight line on the document. You will be able to customize the "head" and "tail" of the line, if, for instance, you want to draw an arrow connecting two paragraphs.

Freehand: Freehand annotations allow you to draw or write directly on an image; for instance, you might use this to circle sections of text, or to mark up a document manually. This allows you to "draw" anything on the document that you want.

Additionally, all graphical annotation types (including pre-existing annotation types) will now have opacity settings, so that you can control the extent to which they obscure the image. Most new annotations will also allow you to customize the annotation's color, line thickness and other visual settings. Finally, all annotations will allow you to include a searchable comment.

System Administrators

Previous versions of Laserfiche secured certain server administration processes in the Administration Console with a single system administrator password. It was necessary to log in with this password to perform actions such as repository creation, repository registration and license allocation. By contrast, Laserfiche 8 grants access to these server administration features by Windows® domain account. You can configure which Windows users or groups will be able to perform these actions; when those users log in, they will automatically be able to perform these actions, without needing to provide a password. This saves administrators from having to memorize an additional password. If you have many administrators, this is also more secure and convenient than distributing the administrative password to several people.

Using search to manage documents

Laserfiche's Search capability can be used to easily manage even very large and complicated repositories. Because most of the features that are available from the folder browser are also available from the search pane, you can use searches to apply changes to a selected subset of your documents all at once. In a sense, the search pane allows you to do targeted batch processing.

Additionally, you can save a search process and load it later. For instance, if you regularly wanted to OCR all documents that fit a certain specification, you could set the search parameters and then select the Save icon at the top of the Search pane. Input the desired search name. You will later be able to call up the search parameters by clicking on the Load icon at the top of the Search pane and selecting the search you want to run. Here are a few of the many ways that you can use this powerful function:

Manage Electronic Documents

Many customers like to use Laserfiche's Extract Text function to make their electronic documents searchable. Those with Snapshot installed may also want to Snapshot the documents, which will create an image of the document for further processing. You can use the Electronic Documents search from the Customize Search box to find all electronic documents, or you can specify a type of electronic document by extension. (For instance, to locate all .doc files, select Search for the following extensions and select doc.) By selecting some or all of the documents and choosing OCR/Extract Text/Index or Snapshot from the Action menu, you can process some or all of your electronic documents at once.

Find and OCR All Non-OCRed Documents

You can use the Has Pages search from the Customize Search box to locate all documents that have pages which have not been OCRed, or which have been only partially OCRed. You can then select all or some of the documents and choose OCR/Extract Text/Index to OCR and index them. This is a good way to keep your repository up to date for more effective text searching.

Export a File List

You can export a list of documents as a text file from the Search pane. For instance, if you wanted to generate a list of all of Shakespeare's tragedies, you could set up a Field

search with Shakespeare in the Author field and Tragedy in the Genre field. This would bring up all of the documents that fit those criteria. You could sort the documents to your liking using the information fields (for instance, you could put them in alphabetical order by name). Then, you could navigate to the File menu and select Export and then List Contents. This will allow you to export a comma-separated list of all the selected files. A comma-separated file list can be imported into any spreadsheet program for whatever purpose you might want.

WebLink: architecture and basic principles

From the point of view of a visitor to the WebLink™ Website, selecting a document in WebLink is much like opening any other link: you select the link to a file and the file opens. If the file is a Laserfiche document with TIFF files, it will open in a document viewer window; if the file is an electronic document, the user can elect to download it and open it in its native application.

The actual process is somewhat more complicated. When a document is selected at the WebLink Website, the Web browser sends a request for that document to the Internet Information Services (IIS) Web server that hosts the WebLink virtual directory. The Web server sends a request in turn to WebLink, which communicates with the Laserfiche server to get the requested document itself. The document is then sent to WebLink, which translates the document into an HTML Web page and sends the HTML to the browser. The document appears on the user's screen. From the user's point of view, this transaction occurs as if the link had led directly to the document. However, because documents are retrieved from the Laserfiche repository at the time the link is clicked, the document that is presented to the user will be the most up-to-date version possible; any recent changes to a document will be reflected in the page the user sees.

Because Laserfiche WebLink uses IIS as its HTTP server, IIS must be installed on the same machine as WebLink to run correctly. When WebLink is installed, a WebLink 7 virtual directory will be created in IIS. The WebLink installation will attempt to correctly configure IIS for use with WebLink, but in some situations, it may be necessary to check the configuration yourself, or to configure it manually to cope with unusual situations or changes. For more information on configuring IIS with WebLink, see the step-by-step guide, [Configuring Laserfiche Web Products with IIS](#).

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Integrations



Agenda Manager Integration



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