

ECS Newsletter

"Your Source for Document Management News"

AUGUST 2008

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Volume VI, Issue VIII



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ECS 1ST Annual Company BBQ and Pool Party

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

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On Demand Videos - See a demo when you want!

August Webinars – Best Practices, Product Demos

ECS' 1ST COMPANY BBQ AND POOL PARTY

ECS had our 1st Annual Company BBQ in July. Most of our Southern California employees and their families attended.

See more pictures click [here](#)

Click [here](#) to see pictures and videos from previous company events



**ECS Imaging
Account Managers**

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

Spotlight

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ECS USER GROUPS

ECS offers a variety of added value services to our customers



Here are a couple of customer comments we wanted to share.

I just wanted to thank you for inviting us to the Laserfiche meeting yesterday. As I was not here when Union City first began using Laserfiche, I missed the initial training. I enjoyed all the presentations yesterday and learned several things that will make my job easier. I think it's great that you host these informative events and I look forward to attending more in the future.- Marlene Soo Hoo, City of Union City

Click [here](#) to see pictures from this user group

The user group meeting was great. Thank you for inviting us.- Michael Washington, Los Angeles County Office of Education

Click [here](#) to see pictures from this user group

Events

[TOP](#)



Classes and rooms are filling up fast!

Tahoe Area links:

[Harrah's Lake Tahoe](#)
[Tahoe Visitors Page](#)
[Map and Info](#)

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

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

[Photos from previous conferences](#)

Version 8 Enlightenment
ECS Annual Customer Conference
September 11 and 12, 2008
Harrah's Resort Lake Tahoe

How to be at ECS' Annual Conference for FREE in Lake Tahoe!

ECS is offering the following for our customers loyalty.

2 Free Days Training & Consulting—Thursday & Friday

Thursday is all day of Laserfiche training, learning from other users and seeing a variety of integrated solutions. [Download tentative schedule](#)

Friday is one-on-one sessions with you and our ECS techs, Account Managers and Management. You decide what we will talk about and consult with you on. [Download schedule](#)

2 Free Hotel Nights — Wednesday & Thursday

Our customers can use 4 hours of their ECS support time to get these 2 nights free.

Free Boat Cruise with Breakfast or Lunch on Friday

Eligible for customers who have purchased a **Visioneer** or **Fujitsu** scanner through ECS anytime in 2008.

Register Today - Email us at sales@ecsimaging.com

We need your commitment by Aug 8th to guarantee our 2 free room nights offer. Additional rooms at the special rate of \$99/night are going fast. Let us know how many you will need so we can arrange for availability.


Sizzling Summer Special still available with this offer. More details on additional [training days](#) and [Conference info](#).

.Just 7 spots left for hands on training on Wed and Friday

<p>Thursday, August 07, 2008 11:00 AM PST</p> <p>Thursday, August 28, 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>Wednesday, August 6th, 2008 9:00 AM PST</p> <p>Wednesday, August 13th, 2008 9:00 AM PST</p> <p>Wednesday, August 20th, 2008 9:00 AM PST</p> <p>Wednesday, August 27th, 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, August 7th, 2008 9:00 AM PST</p> <p>Thursday, August 21st, 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>Thursday, August 14, 2008 1:00 AM PST</p> <p>Register</p>	<p>Working with Large Format Scanned Drawings</p> <p>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</p>
<p>Tuesday, August 5, 2008 8:00 AM PST</p> <p>Tuesday, August 26, 2008 8:00 AM PST</p> <p>Register</p>	<p>Everything You Need for Large Format Scanning</p> <p>Learn about imaging solutions that enhance your business - from the newest IDEAL/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.</p>


On Demand Videos TOP

[Kofax VRS Video](#)




[Fujitsu Scanners and Kofax VRS Product Videos](#)

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



5650c



5750c



5900c

[fi-5650C Product Video](#)

[fi-5750C Product Video](#)

[fi-5900C Product Video](#)

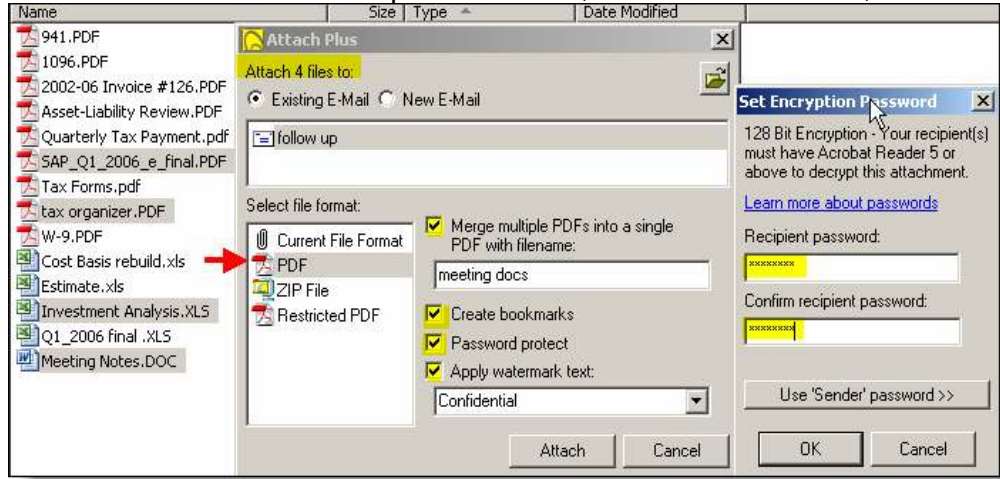
Arx Digital Signatures **Digital Signatures for Document Management**



[View Video](#)

Attach Plus

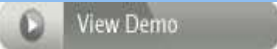
Attach Plus is a very inexpensive product with a lot of functionality. For as little as \$49/user one time cost, you can encrypt and password protect emails, create Bookmarked PDFs with multiple documents, convert docs to PDF, Watermark



documents and it can be used within Laserfiche or outside.



[CLICK TO VIEW QUICK DEMO](#)



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 once scanned.

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

Tech Tips

TOP



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

We encourage you to take advantage of the resources available 24 hours a day on this [Support Site](#).



[Current Versions on 8.0.1 Released 7/08](#)

- Client-Server
- Snapshot
- Email

[Starting Rules in Workflow 8](#)

[Dynamic routing in Workflow 8](#)

[Managing the Laserfiche 8.0.1 Search Catalog](#)

[Searching for Workflows](#)



Starting Rules in Workflow 8

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.

- 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

Starting Event(s): Entry created

If all of these conditions are true

- Entry : Type equals document
- Entry : Parent Name equals Accounting
- Document : Page Count is greater than or equal to 50

This starting rule allows your workflow to be triggered when a document that contains 50 pages or more is created in the Accounting folder.

Starting Event(s): Entry changed

If all of these conditions are true

- Entry : Type equals document
- Entry : Name contains Permit

This starting rule is broader. It allows your workflow to be triggered whenever a document is changed whose name contains the word "permit." In this scenario, a starting folder was not defined. A key difference between Workflow 7 and Workflow 8 is that you are no longer required to associate a workflow with a starting folder.

Starting Event(s): Entry created

If **all** of these conditions are true

- Entry : Type equals document

If **any** of these conditions are true

- Entry : Name contains Permit 5A
- Entry : Name contains Permit 11C
- Entry : Name contains Permit 7X

This starting rule uses either/or logic by assigning certain conditions to a group (grouped conditions are indented together). You can assign a separate "any" or "all" operator to each group. In this screenshot, the starting rule will be satisfied if the starting entry is a document whose name contains Permit 5A, 11C, or 7X.

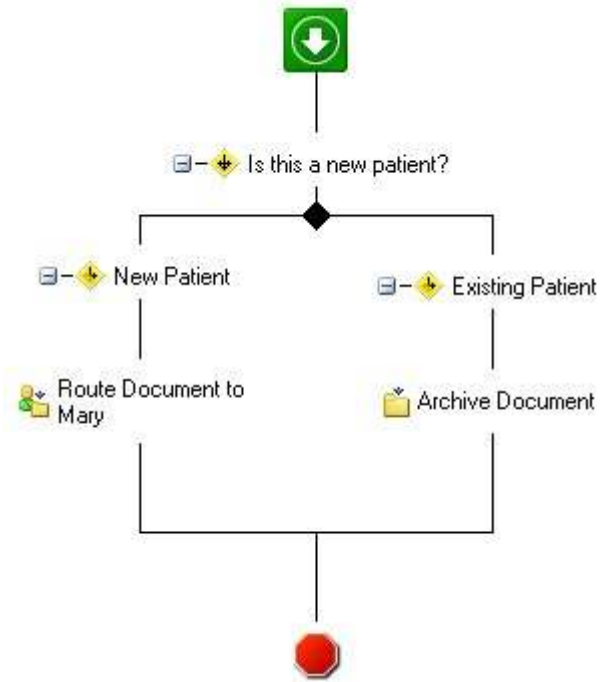
Dynamic Routing in Workflow 8

Workflow 8 enables you to route entries based on a variety of criteria, including field values, tokens and trustee properties.

Routing by Field Values

Workflow 8 can route entries differently based on the value of a field. For example, this workflow makes a routing decision based on the value of the Patient Status field.

- If the field value equals New Patient, the document is routed to Mary, the employee responsible for entering new patients into the system.
- If the field value equals Existing Patient, the document is archived.



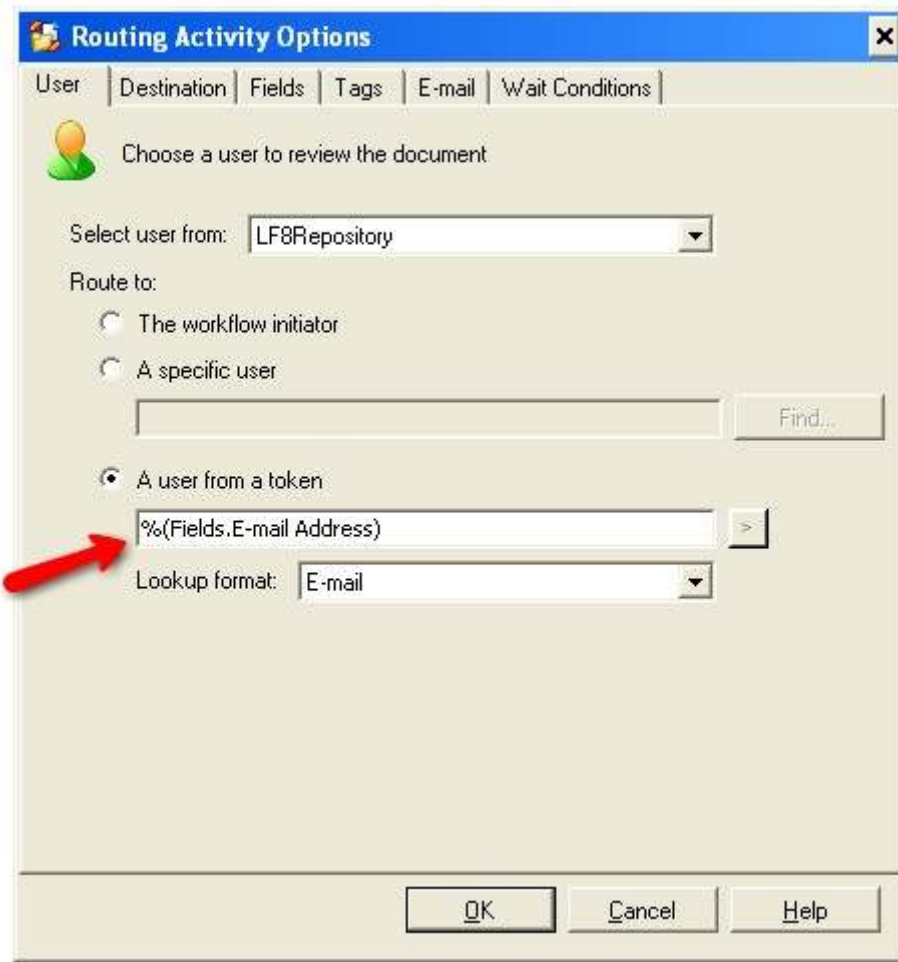
Routing By User/Group Properties

Workflow 8 can also decide where to route a document by matching the value of a token or field to a value associated with a specific user or group.

For example, suppose a workflow was built to route documents based on the value of the E-mail Address field. There are 10 possible users whom a document could be routed to. Within Workflow 8, each user has been assigned a specific e-mail address. Each user has also been assigned a working folder: a folder in the repository that Workflow 8 will use to route documents to the user in question.

When this workflow is performed, the system will decide where to route the document based on the value of the E-mail Address field. If the field value matches an e-mail address assigned to a user, the document will be routed to the user in question. For instance, if the E-mail Address field matches John.Doe@company.com, the document will be routed to John Doe's working folder.

Best of all, a single Workflow 8 activity—Route Entry to User—can handle all of the routing for this workflow. In other words, it is not necessary to create a separate branch for each potential user in this scenario. This screenshot shows how this activity should be configured.



Managing the Laserfiche 8.0.1 Search Catalog

The full-text search index catalog stores the indexing information for your repository. It is created when you create your repository and stored in the SEARCH8 folder of your repository directory. In some cases (for instance, if the Laserfiche Full-Text Search service is not running when the repository is created), your search catalog may not have been generated.

If this is the case, you can create it in the Administration Console. When you register a repository, you will have the option to attach an existing catalog. This saves you from having to reindex your repository whenever you need to unregister and relocate your repository.

The index catalog must be located on the same computer as the Laserfiche Server. If you are moving your Server to another computer, you can move the catalog folder to the new Server computer, and then attach it again. (The catalog will automatically be detached when you unregister your repository.)

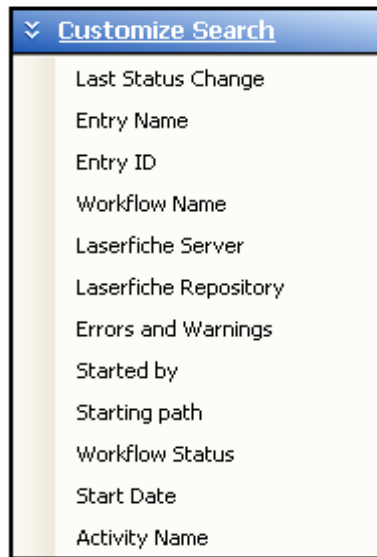
You can also delete your index catalog if you need to do so for troubleshooting purposes. You will need to re-create it and then reindex your entire repository for full-text searches to function.

In Laserfiche 8.0.1, you can manage your index catalog from the Administration Console. In your repository, right-click the Indexing node and select Properties. The index management options are available from the Properties dialog.

Warning: When your index catalog is detached or deleted, users will not be able to run full-text searches on your repository. If the index catalog was detached, you must attach it before these searches will function; it is not necessary to reindex in this case. If the catalog was deleted, you will need to create a new one, and then reindex your repository.

inside your repository. You are also able to track down what went wrong with a specific workflow and use this information to troubleshoot the problem.

You can choose from a wide variety of search types.



Sample search scenarios include workflows that:

- Match a specific name.
- Interacted with a particular document.
- Encountered an error or warning.
- Started or changed within a specified date range.
- Were started by a specific user.

For each workflow instance that matches your criteria, you can view:

- A step-by-step diagram of its performance.
- The entries it interacted with.
- The specific errors or warnings it may have encountered.

[Top of Tech Tips](#)

About ECS

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Our Services

Our Business Partners

Software



Document Management Software

Integrations



Agenda Manager Integration



ESRI Integrations



Kofax Product Suite



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Adobe
LiveCycle Barcoded Forms



Fax Server Solution

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



Court Case Management Integration



Check Scanning & Remittance processing
Integration

WORM media & Compliance



THE POWER OF PROOF

Sealed Data Authentication



WORM Tape Solution

Elite Channel Partner



Premier Partner



E-size Map Scanners

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