

ECS Newsletter

"Your Source for Document Management News"

August 2009
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Volume VII Issue VIII



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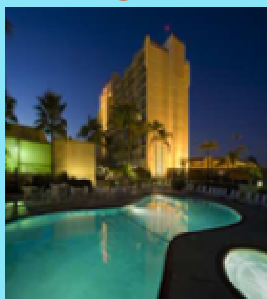
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*Your ECS Imaging
Account Managers*

[Debbi Bodewin](#)

[Bob McCowan](#)

[Pete Herschelman](#)

[Rod Simon](#)

[Barry Weinstein](#)

[Ed Althof](#)

[Tim McGrath](#)

[Steve Walter](#)

**News – ECS 7th Annual Customer
Conference registration open!**

Spotlight – Salter Labs

About ECS and Product Demos

**Events – 3rd Quarter User Group,
ECS 2nd Quarter Award Luncheon**

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

**August Webinars – Podcasts,
Best Practices, Product Demos**

ECS' 7th Annual Customer Conference ***October 15-16th, 2009*** **at the Hilton Irvine/OC Airport**

**Confirmed guest speaker - Judy Price, CMC
from the Town of Truckee!**

Opportunity to earn **IIMC credits** by attending. Judy is speaking on
Records Management and Retention Schedules both days.

This 2-Day Conference is **Free** to all ECS Customers. With
tight budgets this year, that is great news you can receive
quality training at **no charge!**

[Link to 2-Day Schedule of Classes \(tentative\)](#)

Industry experts for consulting and training will be onsite both days.
Learn the Latest Solutions to compliment and optimize your

Laserfiche System. Don't miss out
on this year's conference.

Thursday, October 15, 2009

8:00am-5:00pm

**Breakfast, Lunch, Guest
Speakers, Case Studies and
Tech Expo**

3 Tracks of Classes All Day!



Friday, October 16, 2009

8:00am-4:00pm

Continental Breakfast

One-on-One Consulting and

We provide our customers this valuable
resource in appreciation of their
continuous business and loyalty. Our
annual conference focuses on new
Laserfiche products, 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](#)

Spotlight

TOP

NOMINATED BY
STEVE WALTER



Innovation and Growth with Laserfiche

Since 1976, Salter Labs® has positioned itself to approach the hospital and home care markets with products reflecting both innovation and exceptional quality. From the designer's desk to the loading dock Salter people are satisfied with nothing less than excellence in the products they offer. They truly believe that Quality Care Begins with Quality Products.

This commitment has led to a new facility and the latest in high tech manufacturing equipment, all focused on keeping pace with the increased demand for products that not only excel in quality, but are unique in design characteristics.

At Salter, products are engineered to fit better and to last longer, while keeping a keen eye on helping contain the ever-rising cost of health care. They do it through creative design and use of superior quality and longer lasting materials.

It's not surprising, then, that Salter Labs has been a long standing and loyal user of Laserfiche document imaging and management software as well as a valued customer of ECS Imaging for more than 12 years. The excellent security and back up provided within Laserfiche allows Research and Development the peace of mind knowing their documents such as patent files and engineering drawings are safely stored and yet accessible with the click of a mouse.

The Marketing department keeps track of the many articles written about and by Salter Labs in the field of sleep apnea and oxygen delivery systems. Laserfiche is credited with giving them a competitive advantage by the ability to quickly access articles from magazines and journals based on key word searches, such as an author's name.

Salter Labs has recently expanded their system, migrated to version 8 and is looking at adding Laserfiche Quick Fields to process scanned images more efficiently into their system. ECS Imaging looks forward to working together with Salter Labs as they continue to innovate and grow.

Events

TOP

Where Can I Learn More About Laserfiche and Meet Other Users?

ECS' 3rd Quarter User Group Meeting

Join us and your fellow Laserfiche users to get more out of your Laserfiche system, see new innovative solutions and connect with other users just like you.

Location: City of El Cerrito

Tuesday, August 25, 2009 8:30am-2:30pm

User Group Agenda	
Automating Your Business Processes	
8:30am - 9:00am	Continental Breakfast and Check-in
9:00am - 9:30am	City of El Cerrito Usage of Laserfiche
9:30am - 10:15am	Version 8.1 Overview-New Features
10:15am - 10:30am	Break
10:30am - 11:00am	Weblink 8 Customizations & Web Access

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

(Click [here](#) for PDF)

ECS 2nd Quarter Award Luncheon

This employee is being recognized for all of his hard work and outstanding service to ECS Customers



Tech of the Quarter - [Conrad Dubois](#)

(Click [Here](#) To View more photos of our ECS mid-year luncheon)

Webinars

TOP



Document Management 101

Tuesday, August 4,
10:00 AM PST

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

Tuesday, August 11,
10:00 AM PST

Tuesday, August 18,
10:00 AM PST

Tuesday, August 25,
10:00 AM 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, August 4,
8:00 AM PST

[Register](#)

Thursday, August 20,
1:00 PM PST

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.

[Register](#)

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
- Quick Fields
- Avante/ Rio Named User system

Coming Soon

- Agenda Manager & Processor
- Import Agent

Find Out What Your Error Codes Mean	Protected and Private Annotations	Agenda Manager Delegate Approval	Getting Ready for Version 8
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Find Out What Your Error Codes Mean

Laserfiche product help files contain detailed information about error messages generated by the Laserfiche Server and Client. Each error message is accompanied by a description, possible causes, and/or solutions.

The error message help file is “LfMsg8.chm,” which can be found at C:\Program Files\Common Files\Laserfiche\Documentation on any machine with the Laserfiche Server or Client installed. This help file is also what will appear if you click **Help** from any error dialog box.

Error Code Range	Origin of Error
0700-1299	LFSO
2500-2599	Common dialogs between Laserfiche products
5100-6999	Laserfiche Client
7000-7999	Laserfiche Server 7
9000-10099*	Laserfiche Server 8

** If you are using the Laserfiche 7 Client with the Laserfiche 8 Server, error codes in the 7000-7999 range will be returned from the Laserfiche 8 Server.*

Protected and Private Annotations

Laserfiche 8.0 introduced two new ways to protect your annotations: making them protected and making them private. A protected annotation is an annotation that can only be modified by its creator or the document’s owner – other users can view the annotation (assuming they have the See Annotations right for the document the annotation is a part of), but they cannot make any changes to it. A private annotation is an annotation that can only be viewed by the person who created it. No other users will be able to see the annotation at all.

You can either set an annotation as protected or private on an annotation-by-annotation basis, through an individual annotation’s properties, or, in Laserfiche 8.1, you can set a default status for annotations. In the Client, open the **Options** menu and choose **View**. In the Default Annotation Type option, select **Normal**, **Private** or **Protected**. All new annotations that you create will default to whichever type you select, although you can also modify their settings individually.

For example, you might want to protect an annotation if you don’t want its data to be accidentally modified. If you create a text box with a reference number, and you want to make sure that the reference number always remains on the image and isn’t deleted or accidentally changed, you could protect that annotation. Then only you and the document’s owner would be able to modify it. A private annotation, however, is most useful for content that is sensitive, or irrelevant to other users. If you want to use sticky notes to make reference notes to yourself, but you don’t want to clutter up the page (or the annotation search results) for other users, you could set those annotations as private. They would then only be displayed to you.

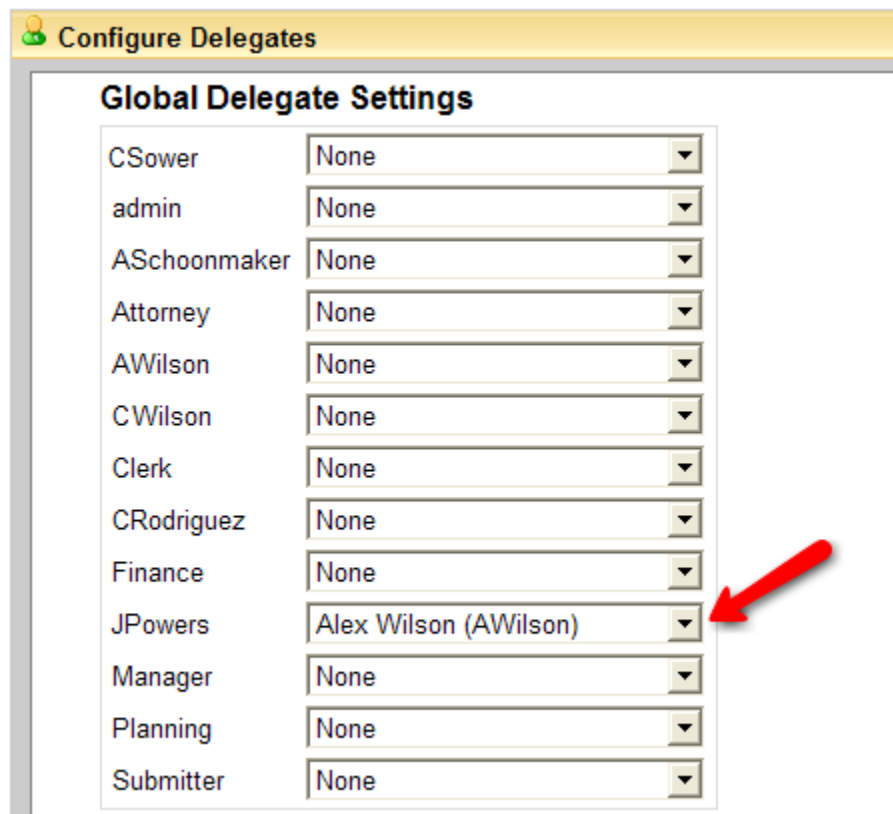
Agenda Manager Delegate Approval

Laserfiche Agenda Manager streamlines and automates the creation of meeting agendas. Staff members propose agenda items using a Web form, and proposed items, along with accompanying reports or other files, are routed to reviewers based on an approval workflow you create.

New in Agenda Manager 8 is the ability to assign delegates to approvers—to allow a user to review a submitted agenda item on behalf of another user. To do so, assign User B as a delegate to User A. User B will receive all e-mail notifications that User A is

configured to receive. When User B approves an item, the agenda item's history will denote that the item was approved by User A's delegate, User B. Administrators can configure delegates for other users or users can configure their own delegates.

- **Note:** Assigning a delegate to a user does not prohibit the original user from reviewing submitted items as he/she normally would. In addition, the original user will be CCed on all notification e-mails sent to the delegate.



The screenshot shows a window titled "Configure Delegates" with a sub-section "Global Delegate Settings". It contains a list of users and their assigned delegates. A red arrow points to the "JPowers" entry, which is assigned "Alex Wilson (AWilson)".

User	Delegate
CSower	None
admin	None
ASchoonmaker	None
Attorney	None
AWilson	None
CWilson	None
Clerk	None
CRodriguez	None
Finance	None
JPowers	Alex Wilson (AWilson)
Manager	None
Planning	None
Submitter	None

For example, Sally will be on vacation for the next month. Instead of temporarily removing Sally from the approval workflows she is a part of, the administrator assigns Jack as Sally's delegate for all of her meeting types. When an agenda item is submitted to Sally, both Jack and Sally will receive the e-mail notification. Since Sally is on vacation, Jack can follow the link in the e-mail and review the item on Sally's behalf.

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 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

[Top of Tech Tips](#)

Our Business Partners and on Demand Videos

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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



Free 15-minute webinar

Digital Signatures



Email & Data Encryption



View Demo

Sealed & Time Stamped Data Authentication



Court Case Management Integration



SharePoint and Office Integrated

Scanning Technologies



Kofax Virtual ReScan Software



Elite Channel Partner



product videos click [HERE](#)
Premier Partner



E-size/Map Scanners



Advanced Capture Solution
ICR & Forms Processing



Check Scanning & Remittance processing
Integration

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