

# ECS Newsletter

*"Your Source for Document Management News"*

SEPTEMBER 2008

Inside this Issue

Volume VI, Issue VIII



[View Newsletter online](#)

News

Spotlight

Events

Webinars

On Demand Videos

Tech Tips

About ECS

Web Home

**Tahoe Area links:**  
[Harrah's Lake Tahoe](#)  
[Tahoe Visitors Page](#)  
[Map and Info](#)

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

[Photos from previous conferences](#)

**News - ECS 6<sup>th</sup> Annual Customer Conference September 10-12, 2008**  
**Last chance, register now!**

**Events- ECS Annual Conference Thursday Schedule**

**Spotlight – ECS Imaging Milestone with Riverside County TLMA**  
[Spotlight](#)

**Tech Tips - Version 8 new features**

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

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

## Version 8 Enlightenment

**ECS Annual Customer Conference - Free to ECS Customers**  
**Harrah's Lake Tahoe on Thursday, September 11, 2008**  
*Last Chance for Special Room rate \$99/night*

**Register Today while space is available!**

**Come to learn the latest in Document Management!**  
**Laserfiche Version 7 and 8 Training Available**

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

**Classes and rooms are almost full!**

**Last chance for rooms at the special rate of \$99/book by September 8th. Let us know how many you will need so we can arrange for availability.**

**Register Today - Email us at [sales@ecsimaging.com](mailto:sales@ecsimaging.com)**

**Just 7 spots left for hands on training on Wed and Friday**  
For questions and signup call (951)787-8768 x107 or [email us](#)

### Spotlight

TOP

NOMINATED BY  
LASERFICHE

ECS Imaging

**ECS SEES THEIR LATEST ENTERPRISE SALE**



buildings to scan with LF Import Agent and Quick Field Agent to automatically process most of their documents, ECS will also be integrating Laserfiche with their ESRI GIS. TLMA will use Web Access and WebLink to make the Laserfiche solution fully available across the three offices and in the field.

ECS and Laserfiche were chosen over a number of firms with enterprise solutions experience, including the companies that once dominated that sector of the market.

Events

TOP

**Technology Expo  
All Day**

All these Solutions and resources under same roof!



**Thursday Conference Schedule**

Click [Here](#) to Download PDF

Sept. 11th	Main Ballroom Sand Harbor II	Sand Harbor III	Tahoe A
8:00 am	Registration Breakfast <i>Tech Expo All Day</i>		
8:40 am	Introductions Laserfiche 8 Benefits		
10:15 am	Morning Break		
10:30 am	ESRI Integration with Laserfiche & Other ECS Integrations	Surety Legal Authentication & Xerox Scanner Solutions	Laserfiche Quick Fields: Zone OCR, Bar Code, Real Time Lookup & Pattern Matching
11:30 am	Using Laserfiche Integrator's Toolkit	Arx Digital Signatures	Customer Study Human Resources
12:00 pm	Lunch with Industry Experts		
1:30 pm	Paper-less Agenda Management & Granicus Minutes	Laserfiche 8 New Template Fields and Searching	Sharepoint Integration with Laserfiche Web Access
2:15 pm	Afternoon Break		
2:45 pm	Doing Back ups for Laserfiche and SQL	Laserfiche 8 Scanning and VRS 4.2 customizing & Fujitsu Scanners	How to setup Workflow 8
3:30 pm	RTL Check Scanning & Remittance Peladon ICR Foms	Laserfiche Workflow 8 and Import Agent	Laserfiche 8 Administration Console and 8 Audit Trail
4:30 pm	Hosted Cocktail Hour & Grand Prizes		

9:00pm Improv Comedy Club. Please let us know if you plan to attend so we can add you to our group seating. (\$30/seat)

**Friday Sept. 12th: Free Consulting Day**

Free 2 Hour Boat Cruise to Emerald Bay. Boat cruise is complimentary for customers who have purchased a Visioneer or Fujitsu scanner or warranty through ECS in 2008.

Webinars

TOP

### [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

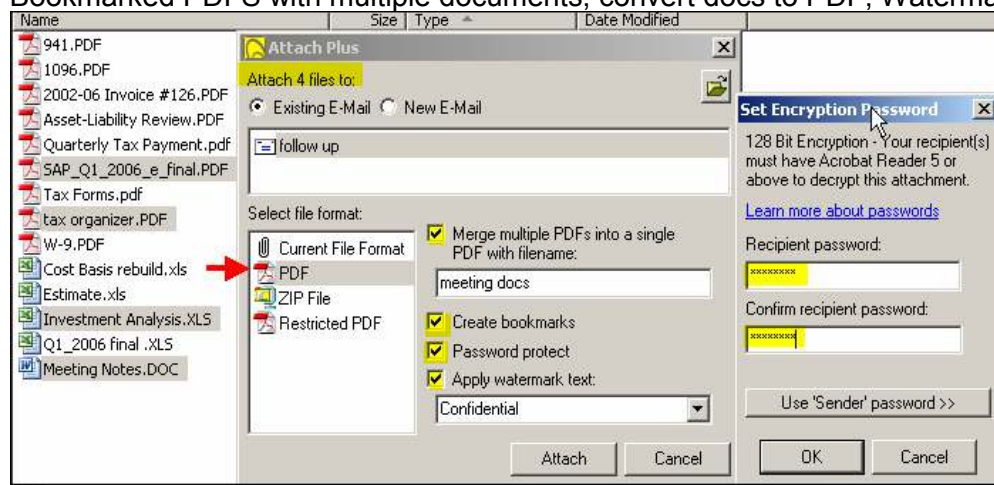
Learn now from industry experts in a fifteen minute web seminar. Learn how to Reduce operational costs, Expedite Approvals, Comply with regulations and much more! See how CoSign can pay for itself in as little as 30 days!



[View Video](#)

### Attach Plus

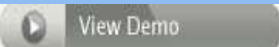
Attach Plus is a very inexpensive product with a lot of functionality. For as little as \$49/user one time cost, you can encrypt and password protect emails, create Bookmarked PDFs with multiple documents, convert docs to PDF, Watermark



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



[Ensuring all of your documents are full text searchable](#)

[Web Access 8: New Preview Pane and Thumbnail Enhancements](#)

[Server-Wide Outlook Import Settings in Laserfiche 8](#)

[Assigning Default Volumes to Folders](#)

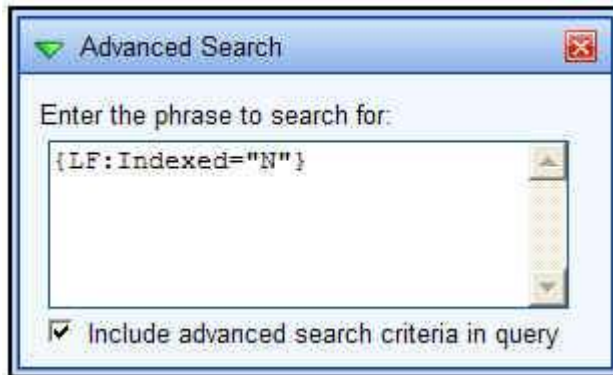
After running the search:

1. Select all returned documents and right-click them.
2. Select **Generate Searchable Text**.
3. In the **Generate Searchable Text dialog box**, select **OCR/Extract Text**.
4. Click **OK**.

### Finding Documents that Have Not Been Indexed

This search finds all documents that have not been indexed

```
{LF:Indexed="N"}
```



After running the search:

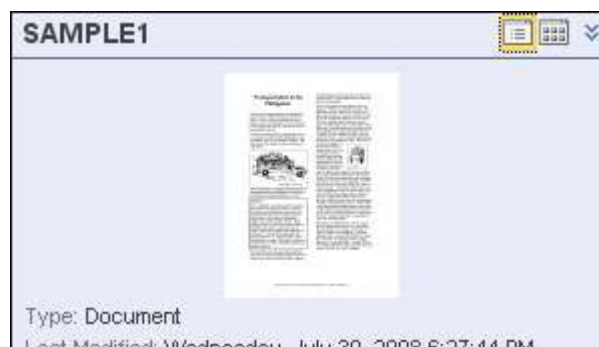
1. Select all returned documents and right-click on them.
2. Select **Generate Searchable Text**.
3. In the **Generate Searchable Text dialog box**, select **Index entire document**.
4. Click **OK**.

**Tip:** If either search finds a large number of documents, we recommend you perform the batch OCR/text extraction and/or indexing during non-peak hours.

**Tip:** Electronic documents that do not contain text in their native format, such as audio or video files, may be returned by one or more of these searches. It is not necessary to extract text from or index these files.

### Web Access 8: New Preview Pane and Thumbnail Enhancements

Web Access 8 offers a new Preview Pane in the Folder Browser that gives you more information about an entry. By default, this pane is located in the bottom left corner of the Folder Browser under the Folder Tree. When an entry is selected, this pane will display the entry's type (document or folder), when it was last modified, its size, author, and full path. This makes it easy to quickly view information about an entry without navigating to the entry's properties dialog box. In addition, if you have a document selected, it will display a thumbnail of the first page of the document. This helps users see what document they are working with without having to open it.



using the Clear button in the Outlook Import settings dialog. This will clear the individual settings configured by users and cannot be undone. However, it does not prevent those users from customizing the settings in the future—it simply resets everyone to the general default.

To configure default Outlook Import settings:

- Start the Laserfiche Administration Console and log in as a user with the Manage Repository Configuration privilege.
- In the console tree, expand the desired Laserfiche Server item.
- Select the desired Laserfiche repository.
- Expand the Repository Options node.
- Select the Settings node.
- From the Action menu, select Properties. The Settings dialog box will appear.
- Select the Outlook Import tab and make changes to the specified properties. See the Administration Console help file for information on the properties you can set.

### Assigning Default Volumes to Folders

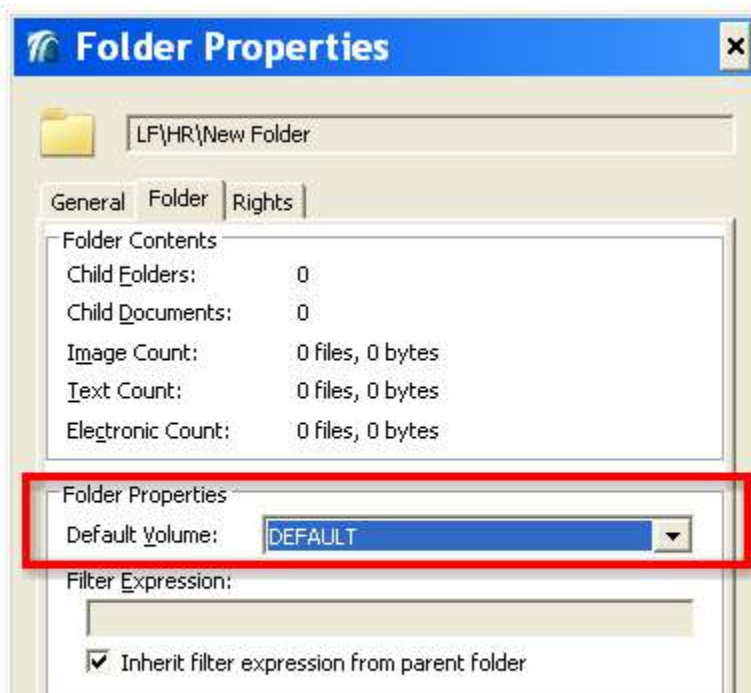
In the Laserfiche 8 Client, you can assign a default volume to a folder. This ensures that all documents scanned, imported, or created inside a folder are stored on a specific volume.

For example, the following folders exist under the root of an organization's repository. Each folder represents the top-most folder for a department in the organization.



The administrator of this repository has created three volumes, one for each department. To ensure that files are stored on the correct volume (e.g., to ensure that Sales documents are stored on the Sales volume), the administrator has defined a default volume for each department's folder.

To define a folder's default volume, right-click the folder and select Properties. In the Folder tab, select a volume from the drop-down list.





**CYBERNETICS**  
WORM Tape Solution

This newsletter is emailed exclusively to ECS Imaging, Inc. customers only.  
If you do not wish to receive an email copy, just reply to this email to let us know.  
We also post a copy on our website [http://www.ecsimaging.com/news\\_newsletters.php](http://www.ecsimaging.com/news_newsletters.php).