

ECS Newsletter

"Your Source for Document Management News"

NOVEMBER 2008

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**Our latest addition to the
ECS family. Experienced
in
Document
Management since 1999.**

News – Laserfiche Q4 specials, Section 179 Tax Deduction

Events- Upcoming User Group and Events, Charity Events ECS Has Sponsored

Spotlight – City of Corona PD

Tech Tips –Getting Ready for Version 8, Version 8 New Features

On Demand Videos - See a demo when you want!

November Webinars – Best Practices, Product Demos

Laserfiche 4th Quarter Specials New Workflow Promotion Announced

From now until 12/31/08, Laserfiche is offering a new Workflow promotion.

This promotion includes:

- 10% off Workflow, a savings of \$1,500.
- 10% off all additional Workflow users, a savings of \$30 per user.

This new promotion gives you the perfect opportunity to move your Laserfiche systems from solely storage and retrieval to a true enterprise application.

Section 179 Deduction

Customers can buy Laserfiche and services before end of this year that qualifies under this legislation.

Section 179 Qualifying Property

Section 179 was designed with businesses in mind. That's why almost all types of "business equipment" qualify for the Section 179 deduction.

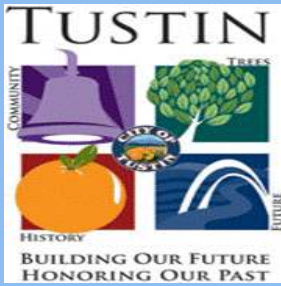
All businesses need equipment on an ongoing basis, be it machinery, computers, software, office furniture, vehicles, or other tangible goods. It's very likely that your business has purchased many of these goods during the past year, and will do so again and again. Section 179 is designed to make purchasing that equipment during this calendar year financially attractive.

Material goods that generally qualify for the Section 179 Deduction

Please keep in mind that to qualify for the Section 179 Deduction, the below equipment must be purchased and put into use between **January 1, 2008 and December 31, 2008.**

What is the Section 179 Deduction?

Most people think the Section 179 Deduction is some arcane or complicated tax



We also look forward to seeing our customers at these upcoming Conferences! Say hello at the ECS booth.

CETPA – Sacramento, Nov 20-21, 2008
Friday Nov. 20th ECS will be Speaking at this Event on the Utilization of Workflow with Sharepoint. 9:30am - Baker Room Level 3

ACWA – Long Beach, Dec 2-4, 2008

County Clerks and Election Officials – San Diego, Dec 1-2, 2008

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

Join us at our 4th Quarter User Group

The City of Tustin - Council Chambers

Thursday December 11th

Schedule 10:00am – 2:30pm ([map](#))

Preparing for upgrading to version 8

10:00am to 12:00pm	Laserfiche Version 8 Benefits for Laserfiche End Users
12:00pm to 12:45pm	Lunch Provided and giveaways
12:45pm To 2:30pm	Preparing for upgrading to version 8 for Laserfiche Administrators

This Meeting is to educate our clients on Laserfiche Version 8 for End Users and Preparing for upgrading to 8 for Administrators

User Groups 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.

When Registering Please Specify if You Will Be Attending Session 1, 2 Or Both - Lunch Will Be Provided For Everyone

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

Charity Events ECS Has Sponsored



ECS Sponsors Riverside County Regional Medical Center Foundation's Festival of Trees Fundraiser November 25-30, 2008

Riverside County Regional Medical Center Foundation's Festival of Trees is the only major fundraiser benefiting the Pediatric units at the hospital. Proceeds each year are used to purchase desperately needed and often life saving equipment for the children's units including the Neonatal Intensive Care Unit, the Child Abuse and Neglect Unit, and the Pediatric Intensive Care Unit.

To View More Information About This Event Click [Here](#)

[Thursday, Nov 13, 2008](#)
[10:00 am PST](#)

[Register](#)

Simplify Record-keeping, Cut Costs, And Speed Up The Transition To Electronic Medical Records

Learn why document management is a painless first step to enterprise-wide electronic records. Streamline patient, billing and back-office records operations while ensuring HIPAA compliance.

[Thursday, Nov 6, 2008](#)
[1:00 PM 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, Nov 18, 2008](#)
[8:00 AM PST](#)



[Register](#)

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.

On Demand Videos

[TOP](#)

Panasonic's New Scanners

[Click to View Demo](#)
[▶ View Demo](#)

[KV-S4065CW](#)

[KV-S4085CW](#)

ECS is now offering Panasonic's innovative new scanners which are tough and smart!



[Exclusive ToughFeed™ technology detects stapled documents before they can cause a problem.](#)

Arx Digital Signatures



Click [here](#) to see flash Demos

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!

Digital Signatures for Human Resource applications

Learn how to leverage the benefits of a digital signature solution within a variety of industries, applications, business processes, and document management systems. Using a digital signature to sign an I-9 form by a Web Application.

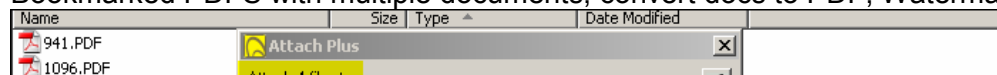
Click [Here](#) To See HR Demo



[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

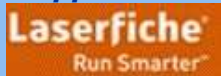


docum
ents



**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
8.0.1 Released 7/08

- 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

[Getting Ready
for Version 8](#)

[Publishing
Enhancements in
Plus 8.0](#)

[Web Access 8.0.1 to
Introduce Multiple
Login Methods](#)

[When One
Retention
Schedule Isn't
Enough](#)



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

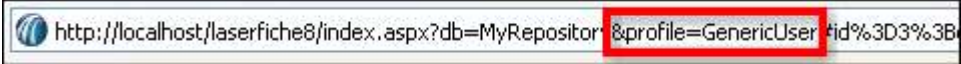
- Windows Server 2003 (Service Pack 1) or Windows Server 2008**

Publishing Enhancements in Plus 8.0

Laserfiche Plus 8.0 enhances repository publishing by allowing for “zero-touch” viewing of published repositories. In Plus 7.0 and before, someone viewing a published repository had to install Microsoft SQL Server: Desktop Edition to the computer they wanted to view the repository on. While this allowed for access to the documents and metadata, it made viewing the initial repository slower, required the viewing user to perform a short installation before launching the published repository, and left a ‘footprint’ of MSDE on the viewing computer.

In Plus 8.0, we no longer use MSDE for the published repository, eliminating the need to install it on the viewing computer. Instead, the published repository database uses SQLite.

SQLite allows us to present the repository just as effectively as we did in Plus 7 with MSDE, but without installing anything on the viewing computer. This speeds up the process of viewing the repository—it is no longer necessary to go through any installation before viewing—and leaves the viewing computer clean of new database engines.

The image shows a browser address bar with the URL: http://localhost/laserfiche8/index.aspx?db=MyRepository&profile=GenericUser#id%3D3%3B. The portion of the URL containing the user profile information is highlighted with a red rectangular box.

8. Copy that URL and send it to the outside organization. When they click it, they will automatically be logged into the repository without being prompted for a user name or password.

When One Retention Schedule Isn't Enough

Instead of always moving through their life-cycles in a perfectly linear order, external events often occur that change how a record should be dealt with. For example, in many cases criminal records for juveniles must be retained for X years, or until the juvenile turns 18. In this scenario, records have two possible retention schedules, depending on whether an external event (the juvenile's 18th birthday) takes place. A records management system must be flexible enough to take into account this type of either/or logic. Versions 7.2 or later of Laserfiche Records Management Edition (RME) are able to do just that.

When creating a retention schedule in the Laserfiche Administration console, select the Alternate Instructions tab, where you can define an external event and an alternate retention schedule (the alternate retention schedule must already be created).

The image shows a dialog box titled "New Retention Schedule" with three tabs: "General", "Instructions", and "Alternate Instructions". The "Alternate Instructions" tab is selected. The dialog contains the following text and controls:

During retention an external event can alter the records' schedule.

Enable alternate retention event

Event:

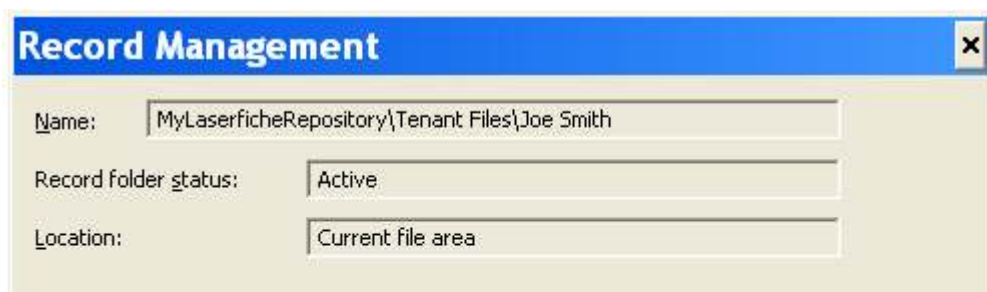
Retention schedule:

Buttons: OK, Cancel, Help

During a record's life-cycle, if you specify that an alternate event has taken place, Laserfiche will use the alternate retention schedule for the record in question.

To specify that an alternate event has taken place, select a record folder in the Laserfiche Client, select the Records drop-down item in the menu bar, and select Record Management. In the Record Management dialog box, select the Alt. Retention node, then click Set Event. Define a date for the event. This will trigger the alternate retention schedule to take effect.

Note: Setting an alternate event date changes a record's final disposition eligibility, but has no effect on a record's cutoff eligibility. You can define an alternate event date before a record is cutoff or after.

The image shows a dialog box titled "Record Management" with a close button (X) in the top right corner. The dialog contains the following text and controls:

Name:

Record folder status:

Location:

877.790.1600

Web: www.ecsimaging.com

Sales Inquiry:

sales@ecsimaging.com

Tech Support:

support@ecsimaging.com

Locations

Southern CA

3720 Sunnyside Dr. Ste.200

Riverside, CA 92506

Tel: 951.787.8768

Fax: 951.787.0831

Northern CA

4737 Imhoff Pl Unit 1B

Martinez, CA 94553

Tel: 925.370.2456

Our Services

- Scanning Services
- Microfiche/Film/Aperture Card Conversions
- Digital Signatures
- 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

Software



Document Management Software

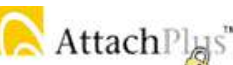
Laserfiche Integrations



Agenda Manager Integration



ESRI Integrations



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



Sealed Data Authentication



Court Case Management Integration

Scanning Technologies



Kofax Virtual ReScan Software



Elite Channel Partner



Premier Partner



E-size/Map Scanners



Advanced Capture Solution
ICR & Forms Processing



Check Scanning & Remittance
processing Integration

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