



▶ **IMPORT AGENT 8.1
RELEASED** 1

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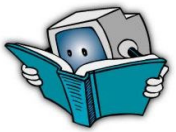
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▶ **NEW FEATURES IN
WORKFLOW 8.0.1** ...1

Document

Management



▶ **LASERFICHE TECH
TIP: OCR SPEED AND
ACCURACY** 1

system

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Import Agent 8.1 Released

Laserfiche is pleased to announce the release of Import Agent 8.1. Enhancements and fixes in this release include:

- Full Laserfiche 8 Support: Make use of Laserfiche 8 features such as multi-value fields and new tokens.
- Profile Disabling Option: Disable specific profiles instead of stopping the entire Import Agent service.
- Tag Comments: Specify a comment for assigned tags.

Create Multiple Text Pages: Configure Import Agent to create a new text page after a specific number of lines.

This release supports English, Arabic, Chinese, Spanish, French, Italian, Portuguese and Vietnamese.



What is Import Agent? Import Agent lets Laserfiche capture Windows documents on a scheduled basis. Import Agent can select documents from specific Windows folders and process them as it

brings them into the Laserfiche repository, including OCR processing, indexing, and template information. Import Agent can capture documents from a non-dedicated scan station such as a multi-function peripheral (generally a combination of printer, scanner, fax, copier or other similar functions) or from individual employees' network folders.

Ideal for:

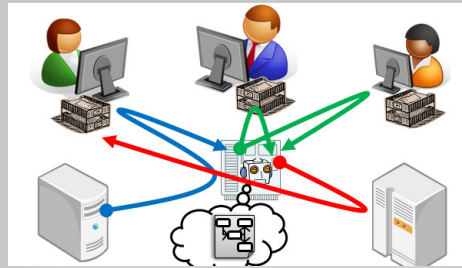
- Automatically capturing documents from the Windows file system
- Scheduled document capture and processing

Tech Tip: Coming Soon in Workflow 8.0.1

The next version of Laserfiche Workflow will include a number of new and updated activities that extend the software's functionality, making it even more powerful and flexible.

Note: Since this is a preview, note that the details and appearances of certain elements may change between now and the final release.

- **E-mail attachments.** When Workflow e-mails someone regarding a specific document or folder, give them easier access to the entry via an attachment. You can attach a Windows shortcut (.lfe) to the entry (which launches the desktop client), or send an image-based copy (e.g., attach a PDF, which can include redactions and other Laserfiche annotations). You can send specific documents or all the documents in a single folder. Multiple attachments can be zipped up, and you can define a maximum size limit.
- **For Each Value activity.** If you need to perform a series of actions once for every value in a multi-value field, you can use For Each Value. This new activity creates a loop that is performed once for each value in a multi-value token, or once for each separate token.



It works similarly to For Each Entry, using tokens instead of Laserfiche entries.

- **End Workflow activity.** Similar to Workflow 8.0's Terminate Workflow activity, End Workflow automatically terminates a workflow if certain situations arise. Unlike Terminate Workflow, however, this new activity can list the termination reason as Completed, instead of Error. In addition, it can end the current workflow, or any workflow that originally invoked the current workflow, or both.

- **Upgraded Deadline and Delay activities.** In Workflow 8.0, these activities allowed you to enforce a deadline and to delay a workflow, respectively. In Workflow 8.0.1, you

can use tokens to dynamically set the time period, instead of entering a static number. In addition, you can now set a hard time/date for the deadline/delay actions to take effect (e.g., on 1/25/10 at 8:00 AM).

After the initial 8.0.1 release, separate releases under the same version number will include support for Oracle and a Spanish beta. For information on the projected release date.

Tech Tip: OCR Speed and Accuracy

When performing OCR (Optical Character Recognition) in the Laserfiche product suite, you can choose from several settings for speed or accuracy. This allows you to select the option that best suits the documents you are working with.

In the Laserfiche 8 product suite, the OCR Optimization options are:

- **Speed:** Reduces the amount of time it takes to perform OCR. Generated text may be less accurate.
- **Balance/Standard (Recommended):** Neither optimum speed nor optimum accuracy, but a balance between the two.

Accuracy: Helps perform OCR on images that have low accuracy with the other settings. Processing time will also be increased.

The clearer the text on your documents, the more accurate the OCR is likely to be. Therefore, you may be able to use a faster OCR setting for documents with a high image quality and still get accurate results. Also, the fuzzy search setting in the Laserfiche Client can help you find documents even if the OCR is not 100% accurate. You can

test the various settings on your documents and determine which works best for your purposes.

NOTE: The version of the OmniPage OCR engine has changed for all Laserfiche products released at or after Client 8.1. The Balance/Standard option in the current version of the engine is equivalent to the Accuracy setting in products released from 7.2.1 to 8.0.x. Therefore, if you were having good results with OCR set to Accuracy in those versions, you may want to set it to Balance in Laserfiche 8.1.

To change the OCR Optimization setting in the Laserfiche 8.1 Client:

1. From the **Tools** menu, select **Options** and **OCR**.
2. For **Optimization priority**, select **Accuracy**, **Balance**, or **Speed**.

You can also access this setting by selecting **Options** from the **Generate Searchable Text** dialog box.

When working with Laserfiche Scanning or Quick Fields, you can set the optimization properties while configuring the OCR process.