

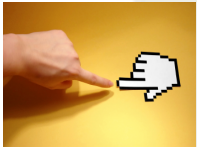


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ISSUE 7 | VOLUME 9 | YEAR 2009



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premier

Document Management

system

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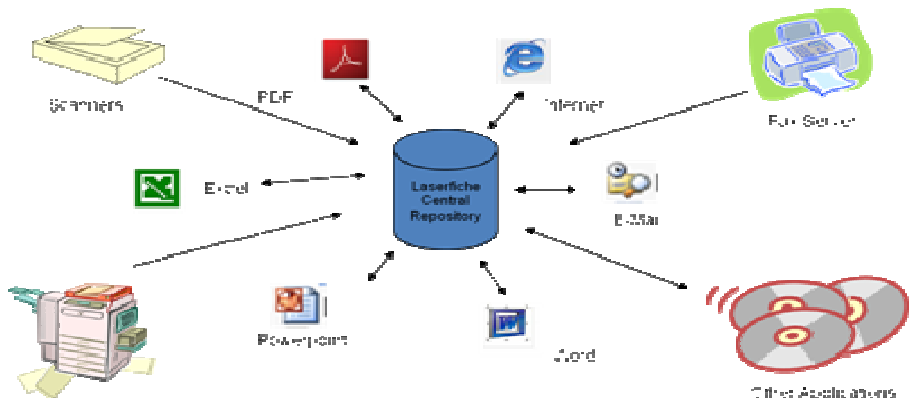


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Laserfiche -The Central Repository

Laserfiche is often purchased for one or two departments and sometimes never gets used outside of those departments. One of the most powerful and unrealized functions of Laserfiche is that it is an excellent central repository for all documents in your company. If your company manages projects of any size, think for a moment of the number of people that will eventually contribute and touch that project. Engineering, Contracts, Purchasing, Accounting, Sales to name a few and of course there is the project manager. Each project can have a wide array of documents within it such as scanned documents, drawing files, Word docs, e-mails, spreadsheets, presentations and so forth. When someone needs to review the history of a project and gather all the information perhaps for a summary to the client or potential client or for internal management, they often have to go to someone's workstation and get the files.

Viewing the diagram, you can see how easy it is to keep all documents in just one folder called XYZ Project and under it all documents relating to that project. Of course you can have additional folders under this one as needed, but now everyone who has the proper security rights can go to the project folder and look in one place at all pertinent documents. In addition, because LF has the check in/out features for electronic documents, anyone can update and modify a document without fear of someone else writing over the top of their work.



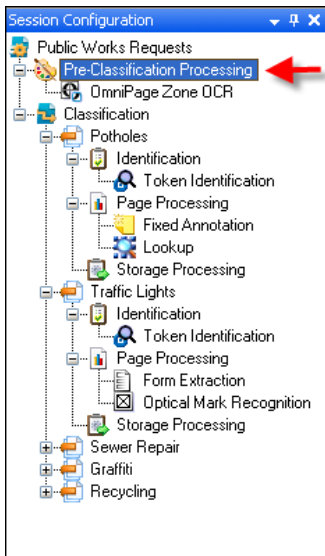
Tech Tip: Quick Fields 8 New Feature: New Stages of Processing

Quick Fields 8 includes multiple stages of processing to help you configure your sessions for maximum efficiency. With these new stages, you can avoid repeating the same steps or waiting for time-consuming processes to be completed.

The three stages are Pre-Classification Processing, Page Processing and Storage Processing.

Pre-Classification Processing

Processes configured in this stage run on every page of every document. It is particularly useful with multiple document classes.



Example: The City of Wonderland is processing public works requests that need to be handled quite differently, depending on the type of request. Each request has a code number in the upper right corner designating the request type. They configure the OmniPage Zone OCR process in the Pre-Classification Processing stage to read the code from each page at the beginning of the session. They then create a document class for each type of request and use the new Token Identification process in each document class to analyze the OmniPage

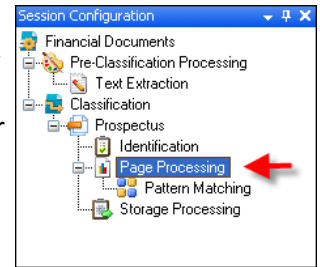
Zone OCR tokens and assign the documents to classes accordingly. The session will run much faster than if each document had to go through an OmniPage Zone OCR identification process for every document class until it was assigned.

Page Processing

Processes configured in this stage run on specified pages of documents that have been assigned to a class. This was formerly the only stage of processing in Quick Fields, and was previously known as Image Processing. The name has

been changed to reflect the increased support for electronic documents and page text in Quick Fields 8.

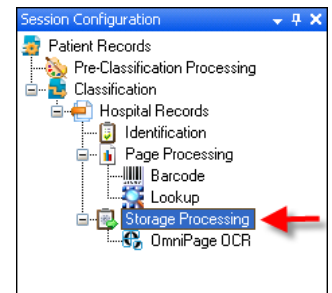
Example: B.N. Riche Financial Advisors sorts fund prospectuses, which are published as PDF documents. In Page Processing, they configure Pattern Matching to search the first page of each prospectus for information such as the type of fund and the date of the prospectus, and use tokens generated by the process to populate the folder paths and fields associated with the document.



Storage Processing

Processes in this stage also run on specified pages of documents that have been assigned to a class, but they are applied only when the documents are stored to Laserfiche. This can help you sort and scan documents much faster, since you can apply time-consuming processes such as Optical Character Recognition at scheduled storage times.

Example: The Phoenix Clinic is scanning its patients' hospital records from paper files. They want to generate text from them so the records can be full-text searchable in Laserfiche, but they do not need the text for any processes in Quick Fields. They configure OmniPage OCR in Storage Processing and schedule storage to take place at 1:00 a.m. when more resources are available.



Strategic thinking about where to place processes in your session can result in much more efficient and productive Quick Fields sessions, so it's always a good practice to consider the roles of the different phases and the interactions of different processes.

Relevant, Innovative Use of ECM

Innovating with technology is still a great idea. It just needs to be relevant and by relevant I mean it just might help you save money, or better yet, make some and keep you compliant. Don't let yourself get "over-softwared", use the tools you already have and if you are buying, buy the ones that are most flexible.

So, how to begin? Start with the mindset. Agility and standardization are king. How can you use ECM for collaboration and case management? Attend this Webinar. Sign up here:

<http://www.laserfiche.com/LFEvents/webinar/>

[WebinarRegistrationForm.aspx?webinarid=154](http://www.laserfiche.com/LFEvents/webinar/)

Collaborative Case Management for Government = ECM + BPM

Currently Scheduled:

Tuesday, July 28, 2009 10:00 AM PST

(Tuesday, July 28, 2009 5:00:00 PM UTC)

Thursday, July 30, 2009 2:00 PM PST

(Thursday, July 30, 2009 9:00:00 PM UTC)

Wednesday, August 05, 2009 10:00 AM PST

(Wednesday, August 05, 2009 5:00:00 PM UTC)

Thursday, August 13, 2009 2:00 PM PST