



IT NEWS

March 1, 2016
Volume 1, Issue 3



Laserfiche

Scanning Solutions

This newsletter contains useful information and the history of *Laserfiche Scanning Solutions*.

The County currently uses Laserfiche, a powerful document management solution. With Laserfiche, these scanned documents are searchable and available to County employees both in house and in the field as well as the public through our website. These documents can be retrieved from anywhere and have reduced the need for storage space considerably.

Laserfiche was introduced to Valley County through a grant provided to the Valley County Sheriff's office around 2003. The Sheriff's office started scanning Daily Reports, Medical records and other documents to improve efficiency and make information quickly available. The Courts fully embraced this solution and have also worked hard to make documents available electronically. Between the Sheriff's office and the Courts, they have collectively scanned in over 5.2 million documents. The Sheriff's and County Clerk's office can now fully utilized and are benefitted from this solution.

At present; the Building Department is digitizing Building permits and plans; the Planning and Zoning has been scanning ROS and PLATS; the Records office has all contracts, agreements and financials documents scanned; and the Human Resource department is working on scanning personnel records in to this document management system.

The I.T. department has continued to support this initiative and has budgeted so that other offices and departments can move towards a fully digital workplace. Lastly, Julie Perkins the Counties S.A.I.N.T (Scanning Archive Indexing Technician) has been working hard on the latest expansions to Digitization. Julie has been attending training in Archival techniques and use (advanced use) of Laserfiche.

Thanks David

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Special points of interest:

- Check out our DID YOU KNOW boxes.
- If you'd like to submit information send us an email.

Next months issue will focus on Enterprise Data Collaboration



BENEFITS OF LASERFICHE

1. Laserfiche is user friendly! It is setup just like your Windows PC making it easy to learn, use, and manage.
2. It can be accessed from your desktop, mobile device, or by web.
3. Multiple users may access one Laserfiche account. Setup yourself or your staff with a Username or Password for access.
4. Laserfiche was designed with your security needs in mind. Scan and save your documents for user only or public use. The availability of your documents is completely up to you.
5. Laserfiche's detail auditing allows you to track individual updates as well as retention dates.
6. Storage space is not an issue when it comes to Laserfiche. The recommended capacity is 75GB per 1 million images, allowing each single page black and white image 300dpi.
7. With built-in records management tools you're archival or workflow processes are much more manageable.
8. There are multiple scanning and importing features available. Such as; manual scan, copy & paste, and drag & drop.
9. Sharing documents has never been easier! Email or print directly from your Laserfiche database.
10. Search for documents using Metadata or OCR. With Laserfiche you don't have to spend hours looking for documents. Simply search by information created in your document's "template." Or search by text.

Did you know?

As of July 2015 under the **Title 28, Chapter 50 Uniform Electronic Transactions ACT**, **Electronic records of "original" documents are considered legal originals.**

SCANNER LOCATION

All Xerox Copiers

Kip

Canon

Courts

Clerks

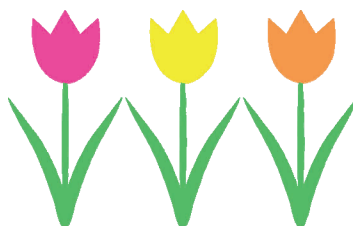
PA Office

Sheriffs



WHY DIGITIZE?

1. Space Savings
2. Disaster Proof/ Loss Prevention
3. Searchable & Sharable
4. Financial Savings
5. Time Management
6. Security



Did you know?

7.5% of all company paper documents end up completely lost.

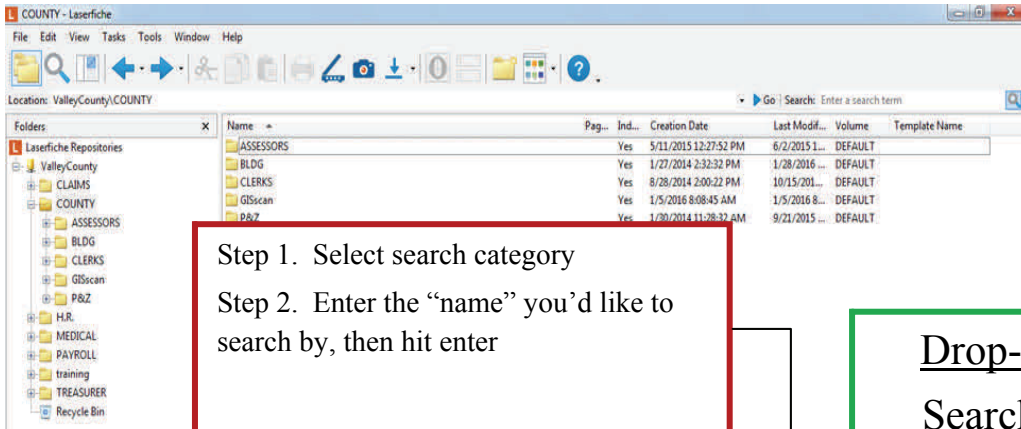
ACCESSING DOCUMENTS IN LASERFICHE

Accessing documents in Laserfiche is easy, and user friendly.

Using **QUICK SEARCH**

Did you know?

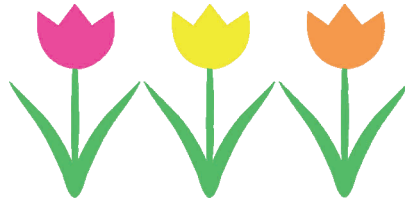
The average worker spends approx. 400 hours annually just looking for paper documents.



Step 1. Select search category
Step 2. Enter the "name" you'd like to search by, then hit enter

Drop-down Options:
Search Text
Search Entry Names
Search Fields
Search Annotations
Customize Search

Click the links for step by step instruction on **HOW TO** [Quick Search](#) and [Export files](#) in Laserfiche.



STAY ALERT!

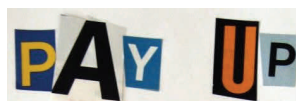
In light of recent attacks of Ransomware, It is imperative to always be on alert of suspicious emails and web links.

- DO NOT open attachments from unknown sources or from emails that appear to be from a legitimate source but are suspicious.
- Dangerous hyperlinks can be received via email or instant messengers, and the senders are likely to be people you trust, including your friends or colleagues. For this attack to be deployed, cybercriminals compromise their accounts and submit

bad links to as many people as possible.

- Some ransomware infections are delivered by visiting compromised web sites.... there is no way to determine which websites are infected or not. The safest way is to only use your county computer for county work.... do not shop/look for entertainment etc..

Click [HERE](#) to watch this months video.



What is Ransomware?

a type of malicious software designed to block access to a computer system until a sum of money is paid.

SECURITY is not complete without U.