

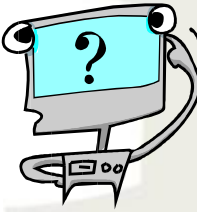


▶ IS YOUR DATA REALLY SAFE? MAGNASTORE

ISSUE 3 | VOLUME 10 | YEAR 2010

*premier*

# Document Management



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## Is Your Data Really Safe?



Laserfiche is an excellent archival product and as I suspect you know is on its 3<sup>rd</sup> DOD5015.2 certification. However, just how secure is your data. Can it be modified even though the Laserfiche volume is in the Read-Only mode? Can you without error stand before the judge and say “Yes your honor, this is an original”? The answer is no you cannot! There are at least two ways your data can be changed and neither is a deficiency of Laserfiche. 1) Anyone with proper knowledge and access rights can go in the back end and modify a tiff image or any other image for that matter. It’s a matter of know-how. I do not want to imply that there are any unscrupulous people working at your facility, I am just pointing out a fact. 2) A runaway workflow and get into the wrong part of your disc drive and delete a lot of images before you realized it happened. Not too long ago, we saw over 100K images wiped out due to this malady. Part of this is because the workflow client usually has admin rights.

How do you protect yourself especially if you come under the umbrella of SOX, HIPAA, DOD or some other compliance regulations? One way is to use a product called **Magnastore** by ElFresko Technologies. We have tested this product with Laserfiche and it works very well. What **Magnastore** does is turn an partition of any disc into a WORM drive (Write Once Read many). It does away with the expensive Magneto Optical and UDO cartridges and jukeboxes. It will take any IDE or SATA hard drive and make it into a WORM drive. With the volume set to Permanent, Laserfiche will recognize this media and write it once and then never update it again. More importantly, the WORM media prevents ANYONE or any process (like workflow) from deleting or modifying your archival information. And one of the great benefits of the **Magnastore** product is it has a built in audit trail, so you can see most any action that occurred to that disc partition. Want more information? Call us today at 256 532-1991x201 or email us at [sales@stgp.com](mailto:sales@stgp.com).

## Laserfiche Q2 Special \$2500 fee is Waived!

Want to be leaner and meaner as a company and automate more of your processes? For the second quarter Laserfiche is running a special to encourage LF users to upgrade to Avante. Why would you want to do this? 1) Workflow is free as a part of Avante and would cost you either \$5K or \$15K with the United product. The new version 8 workflow is infinitely easier to work with and can even call outside processes. This is the way to really begin automating your business processes. 2) Audit Trail, a product that is required if you are to be considered compliant, is far less expensive with Avante as is WebAccess. Is this upgrade for everyone? Not necessarily, but about 95% of our customers can benefit from the Avante upgrade. To sweeten the pot, Laserfiche is waiving the minimum \$2500 fee to upgrade. There are some guidelines that must be followed, but the main one is that your LSAP can be no less than what it is now. Want to know more. Call us for a quote today?

## Tech Tip: Protecting Exported Content

Laserfiche 8 enables you to secure information from unauthorized users by password-protecting content exported or e-mailed as a PDF or a Zip file. For example, if you want to send a PDF to someone outside your organization and ensure that no one else can access it, you can give the PDF a password. That way, if it falls into the wrong hands, the unauthorized user will not be able to open it. Let's also say you want to Zip a variety of files into one Zip file and upload it to an FTP site for a specific client to download. To ensure that no one else has access to this Zip file, you can password-protect it so that unauthorized users cannot open it even if they download it.

**Tech Tip: Protecting Exported Content Continued in Next Column**



### To password-protect a PDF on export:

Select **Options** from the **Tools** menu.

1. In the **Options** dialog under **Export**, select **Images**.
2. Ensure the **Convert annotations to PDF annotations (Required to password protect PDF files)** option is selected and click **OK**.
3. Select the document you want to export, click **File**, point to **Export**, and select **Images**. In the **Export Images** dialog, select PDF in the **Save as type** option. The **Password** option will become available. Select where you want to save the exported document, enter a password, and click **Save**.

### To password protect a PDF exported via e-mail:

1. Select **Options** from the **Tools** menu.
2. In the **Options** dialog under **Export**, select **Images**.
3. Ensure the **Convert annotations to PDF annotations (Required to password protect PDF files)** option is selected.
4. Right-click on the document you want to send and select **Send Document in E-mail**.
5. In the **Selected Attachments** dialog, select PDF next to the **Images will be sent in this format** option and the **Password for attached files** option will become available. Enter a password and click **Create E-mail**.

### To password protect a Zip file exported via e-mail:

1. Select **Options** from the **Tools** menu.
2. In the **Options** dialog under **Export**, select **E-mail**.
3. Ensure the **Combine attachments into one zip file** option is selected.
4. Select the documents you want included in the zip file, right-click, and select **Send Document(s) in E-mail**. In the **Selected Attachments** dialog, enter the password for the Zip file in the **Password for attached files** option and click **Create E-mail**.

**Note:** The **Convert annotations to PDF annotations (Required to password protect PDF files)** option has to be selected because it directs the Laserfiche Client to use PDF Exporter, which allows for PDFs to be password-protected.

**Note:** The option to password-protect PDFs is also available in Web Access. For more information, see the [Exporting Images topic in the Web Access Help Files](#).