

TSSERR

Tompkins Shared Services Electronic Records Repository

June 26, 2013 (9:30 AM to 11:30 AM)

- 1) Structure of Group**
 - a) Group Agreement and By-Laws Approval
- 2) Status of Current Project**
 - a) Where we are in the project and what we have done
 - b) Demo of Laserfiche repositories
 - c) Microfilm conversion vs scanning vs digital imports
 - d) Number of licenses – annual maintenance costs and support
- 3) Best Practices - How to:**
 - a) Search
 - b) Email
 - c) Use templates
 - d) Scan
 - e) OCR
 - f) Decide on folder structures
 - g) Use Transparent Records Management
 - h) Use Quickfields
 - i) Use of Workflows
 - j) E-Forms
- 4) Demo of Laserfiche Workflows**
- 5) Next Steps – Where do we go from here:**
- 6) Keeping Local Level Decisions Local**
 - a) FOIL
 - b) Security levels
 - c) Public records portals
- 7) Future Training**
 - a) Hiring General Code to train
 - b) Using the Help Desk
 - c) Laserfiche site for support
- 8) Scanner Specs**
- 9) Bunker & Other Collaboration Ideas**
 - a) Permitting software
 - b) Bunker