

TSSERR

Tompkins Shared Services Electronic Records Repository

October 23, 2013 (9:30 AM to 11:30 AM)

Establishment of Group

Group Agreement and By-Laws Approval

Status of Current Projects

Where

we are

Laserfiche repositories demo

Expansion of records set

General Code Introductions

Challenge Re-introductions

Best Practices - How to:

Search

Email

Templates

Scan

OCR

Decisions

re: folder structures and naming conventions

Transparent Records Management

Quickfields

Workflows

E-Forms – potential uses

Future Training Needs

General Code - identifying future

training needs

Using the Help Desk at General Code

Laserfiche site for support

Demo of Laserfiche Workflows

Tax map revisions and code enforcement workflow

Next Steps – Where do we go

from here:

Possible future grant ideas

2014 Workplan:

Policy and procedure

Help desk support

Annual license cost distribution

TSSERR website

Public search portal and common public records

sets

Collaboration Ideas

Citizen participation board tracking

Bunker