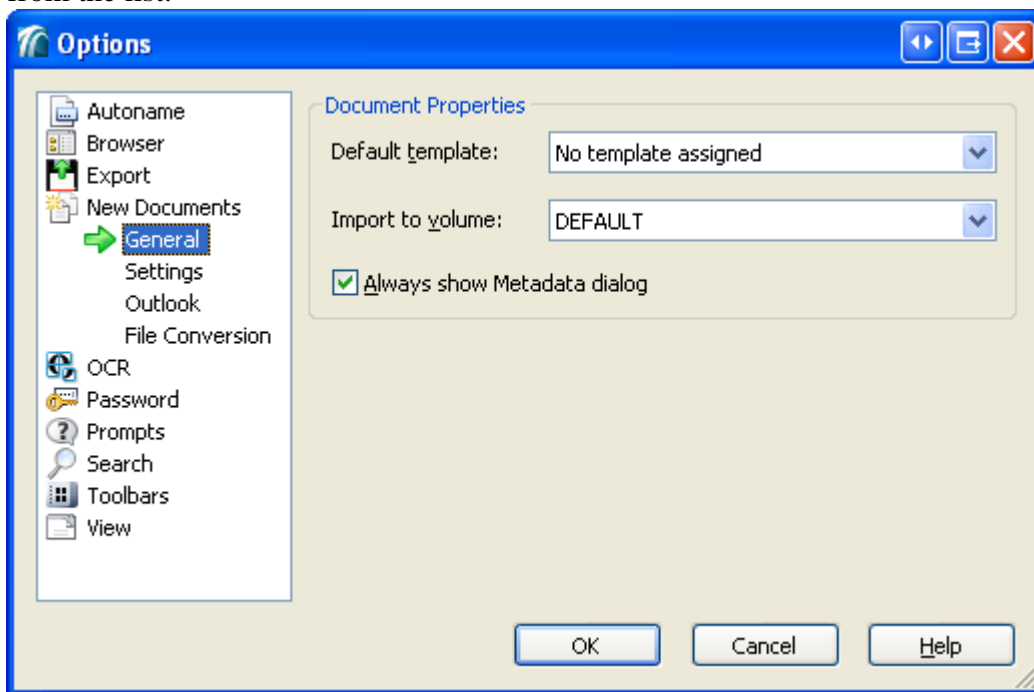


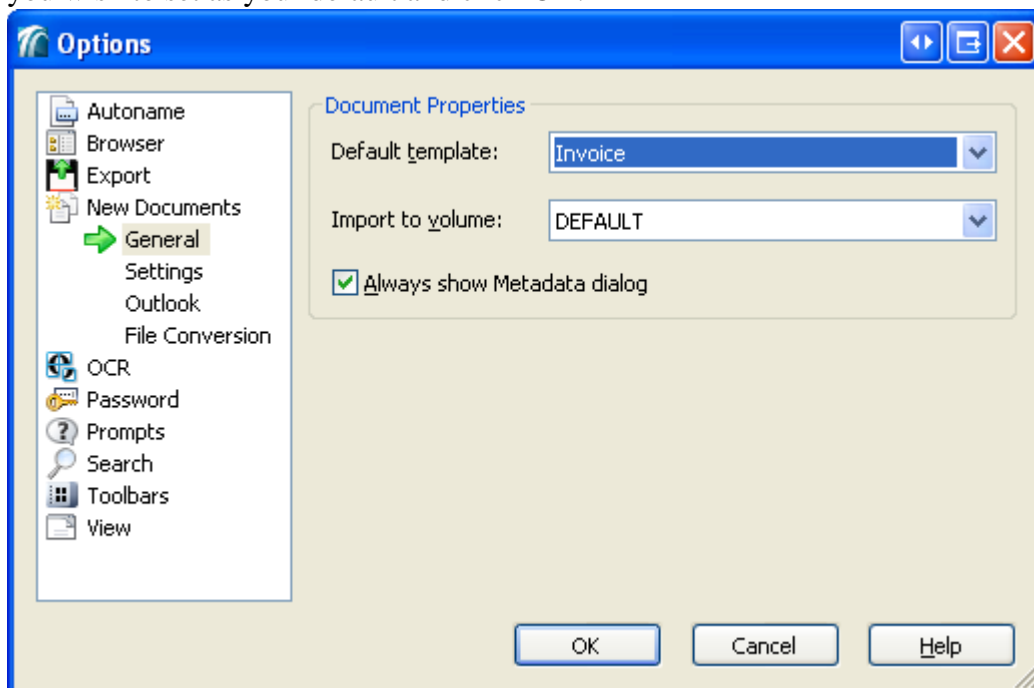
Document Naming Using Template Field Values in Laserfiche 8.2.1

Template field values can be used to name documents as they are entered into the AgriLife repository. This feature helps to eliminate repetitive data entry, as well as improve accuracy. It is most valuable to users who often work with the same type of document in Laserfiche. It must be setup on each user's workstation.

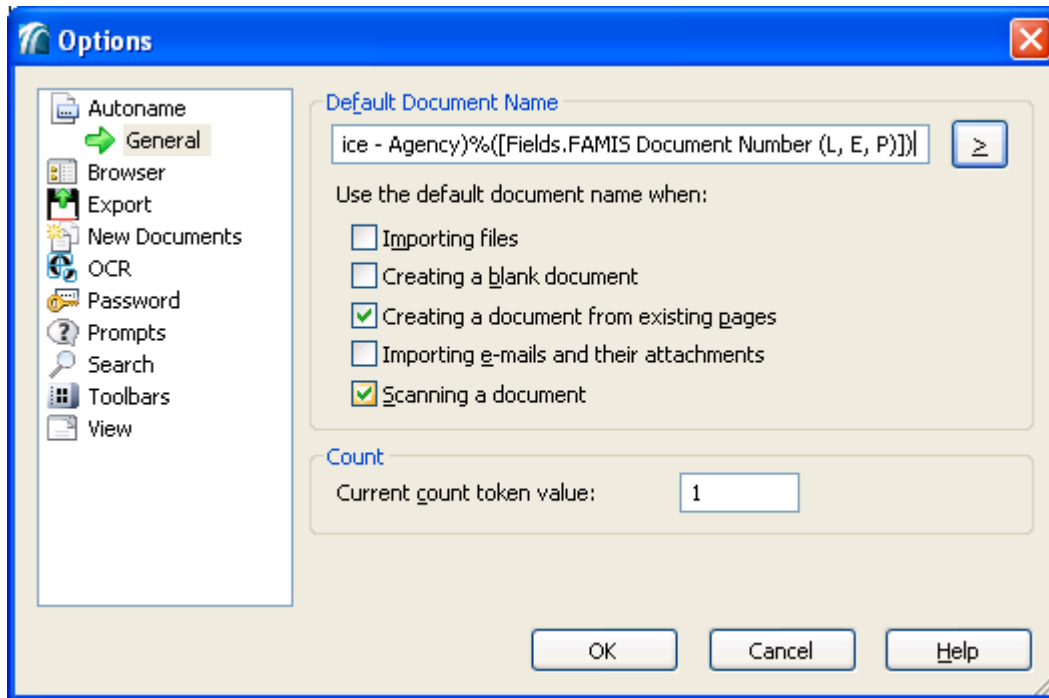
1. In the Laserfiche Client, go to Tools>Options, then select New Documents General from the list.



2. Click the down arrow at the end of the Default Template: line and select the template you wish to set as your default and click OK.



3. Go to Autaname on the Options dialog box and type "%(Fields.Invoice - Agency)%([Fields.FAMIS Document Number (L, E, P)])" exactly as it is written (no extra spaces, etc) into the spot for Default document name, then click OK.



Laserfiche will take the value entered into the template field "Invoice – Agency" and use it to replace the %(Fields.Invoice - Agency) portion of the autoname string. It will then take the value from the template field "FAMIS Document Number" and replace the %([Fields.FAMIS Document Number (L, E, P)]) portion of the Default Document Name string. Then when a user scans in a new invoice document, the information will need only be entered one time, in the template fields. The resulting document name, will be the two strings concatenated together in accordance with standard procedure for naming L Docs, etc.