



Manage Your Company's Information Before It Manages You
What industries can benefit from Laserfiche products?

FINANCIAL SERVICES

Banks, Credit Unions, Independent Financial Planners, Broker-Dealers

Laserfiche solutions provide operational benefits that transform compliance from a cost center into an opportunity for achieving greater competitive advantage. Increase profitability, reclaim office space and simplify regulatory compliance. Laserfiche will speed up transactions, help you serve clients easier, squeeze out costs, support compliance mandates.

LOCAL & STATE GOVERNMENTS

- Clerk's Office**— Lighten the preparer's repetitive task load by eliminating much of the overhead associated with paper-based agenda management. WebLink, an e-government solution allows multiple departments remote access to budget information, public safety guidelines and other documents without increasing your staff's workload.
- Public Works**— Electronic document management systems have helped thousands of municipal governments increase efficiency, reduce costs, and enhance service delivery.
- Law Enforcement**— Laserfiche solutions help you meet these demands by getting the right information to the right people, while protecting it from unauthorized access and distribution.
- Schools and Districts**— Support student and staff achievement by reducing records costs, protection confidentiality and improving quality of service. Improve access to information, protect documents and records, and promote strategic planning.

INTERNAL MEDICAL BILLING

Hospitals, Medical Centers, Surgical Centers, Doctors Offices, Nursing Homes

Collect revenue faster, eliminate paper-intensive tasks, strengthen information security and support HIPPA compliance, deploy quickly for a fast return on investment. Eliminate the need to copy, transport and store physical documents, enable fast response to payer and patient inquiries, reduce processing delays using an automated, digital workflow.

THIRD-PARTY MEDICAL BILLING COMPANIES

Eliminate physical copying, batching and transportation of provider's source documents. Enable fast responses to payer and provider inquires with instant access to EOB information, check copies, correspondence and related documentation. Reduce processing delays using automated, digital workflow with comprehensive productivity assurance capabilities. Empower coders and promote employee retention with secure, online access for remote staff.

MANUFACTURERS, LAWYERS AND ANY INDUSTRY THAT GENERATES PAPERWORK

Laserfiche enables you to manage millions of records and retrieve the one you need in seconds. It is a pleasure to use, whether you are the person who needs the files, the records manager or the MIS manager. Lets you share documents with colleagues while protecting confidential information. Allows you to e-mail or fax files with the click of a mouse. Provides an easy way to share documents with other offices or take them on the road. Conforms to the way you work, rather than forcing you to change.

Call 203-265-1443 for more information about managing your company's documents.

TECH-TALK

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What's Inside

Learn How To Use Desktop Applications for Word, Excel, Outlook, Powerpoint, Publisher, Windows XP, Vista, and Laserfiche

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Authorized Reseller

FREE PAPER AUDIT

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Think Your Computer Tape Backup Is Keeping Your Data Safe?

Think again ...

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Luck is **NOT** a strategy when it comes to preventing network problems

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Looking to rent a training room to conduct your own training class?

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Discover Why Your Paper-Choked Office Is Eating Up 10% Or More Of Your Company Profits And What You Can Do About It Now



- Are you tired of lost or misplaced files?
- Do you sort through hundreds of records before finding the one that you need?
- Is your office space being taken up by bulky filing cabinets?
- Can your confidential files fall into the wrong hands or be destroyed by fire, flood, or accidental mishandling?
- Do you spend a substantial amount of money on all of the costs associated with printing, copying, filing and storing paper documents.

If you answered "Yes" to any of these questions, you can benefit from the Laserfiche document imaging products.

Call ASG to schedule your **FREE** paper audit. See page 4 for more details

ASG Discount Coupons

New Year Discount
 "Starting the New Year Off Right"
 Purchase 10 Hour Block of Time Labor Contract for \$1,000.00 and **Save \$200.00**
 Regular Price \$1,200.00

\$20.00 off Any New Desktop or Laptop System set up.
 Or **\$30.00 off** Any Computer Upgrade or Repair Service on Your Existing Computer
 In House Labor Only
 May not be combined with any other offer
 Coupon Expires 3/30/08

ASG's e-Tech Solutions Managed Services Program
Introductory Offer
1st Month Monitoring FREE
 With Minimum Purchase of 6 Months Monitoring Service.
 Coupon Expires 3/30/08

Meriden Chamber Members
\$75.00 OFF
On Site Computer Service
 Coupon Expires 3/30/08

SPECIAL DISCOUNT
ACER DESKTOP
 P4, 3.2 Ghz, 80GB Hard drive
 1 GB Ram, DVD/RW Drive, Windows XP Pro
\$499.00
 Offer good while supplies last.



Think Your Computer Tape Backup is Keeping Your Company's Data Safe from Loss or Corruption?

You Won't After Reading This ...

If you can't afford to go without your company's data for hours—possibly even days or weeks—and you are using a tape backup system, then I urge you to read on.

The Average Failure Rate of Disk and Tape Drives is 100%!

Incredible, isn't it? Most people don't realize that ALL tape drives fail at some point. But what's really dangerous is that most companies don't realize it happened until it's too late.

That's why thousands of businesses lost millions of dollars worth of data to disasters like fires, power outages, theft, equipment failures, and even simple human mistakes. In almost every case, these businesses had some type of backup system in place, but were horrified to find out it wasn't working when they needed it most.

As a Matter of Fact, You Have Probably Experienced These Problems With Your Tape Drive Already ...

Since every company is ultimately responsible for their own data, it is very important that you do every thing possible to ensure that your data is safe. Fortunately, there is a way to eliminate the risk and hassle of tape drive backups.

ASG Internet Vaulting Backup will allow you to safely upload your critical financial, client and data files right over the Internet every night to a secure, offsite data center. This means:

- ✓ Your files are automatically backed up every night right over the Internet. No more rotating and storing tapes—one more important item off your to-do list!
- ✓ Your data is safe from fires, floods, storms, viruses, hackers, and hardware malfunctions.
- ✓ You can back up ALL of your data and not be limited to the size of your tape drive.

Sill Think Your Data is Safe?

Our Free Data Security Analysis Will Reveal the Truth ...

Call today 203-265-1443 to schedule your Free Data Security Audit.

Tech Tip

DON'T LOSE YOUR KEYS!

We are not talking about your car keys! We're talking about the product license keys for the computer operating system software and software that you purchase. The product key is a string of random number that you need to type in to activate or enable the software program.

It is very important that you keep these keys for each of your software programs in a central secure location. Many times a software program has to be reinstalled and if you lost your product keys, your program disk is useless and you will have to spend \$\$\$ to purchase another program.

Each company is responsible for their own software disks as well as their own associated product license key. It is a good idea to also keep a separate log of all the product keys in a separate location. Only one or two people should be responsible for the program disks and a sign out sheet should be put in place.

Be proactive and gather your disks and product keys and keep them in a safe place!

WORD

EXCEL

OUTLOOK

POWER POINT

PUBLISHER

Learn New Skills and Increase Your Productivity In A One Day Course

WINDOWS

LASERFICHE

ASG Information Technologies offers our customers training on the Microsoft Windows and Office Products. We have a complete on-site training facility with eight workstations with an overhead projection system.

Improve Your Performance With Hands-On Instructor Led Training Classes

Classes are hands-on and may be customized to specific requirements of the end user.

Microsoft Windows & Office—\$150.00 Each Person Register 6 or more for \$99.00 Each Person

Learn How To Use Desktop Computing Applications like Word, Excel, Outlook, Power-Point, Publisher

Laserfiche Training—\$329.00 Each Person

Call 203-265-1443

Meriden Chamber Member Discount See Enclosed Flyer

Limited Time Coupon Offer—Expires 3/30/08

Looking For an Affordable Alternative to a High-Priced Rental Facility To Conduct Your Own Business Training Program?

ASG has a training facility available to rent for your training needs. We are conveniently located in the center of the state, minutes off of 91 and Merrit Parkway. Our training facility can accommodate 1-9 people with fully equipped workstations, 19" flat screen monitor, 4 shared scanners, high speed Internet access, video projection system and smart board.

If you would like more information, please call 203-265-1443.



Luck Is Not A Strategy ... Message from Robert Mitchell

Until recently, we've mostly delivered only reactive network repairs, support, and maintenance to our clients. Something stops working, you call us, and we come out and fix it. Up until now, this type of break-fix service has worked out okay and most of our clients have been 'lucky' to not experience a major disaster.

But we know there is a HUGE problem with this type of support and we wanted to make a change.

If you are a business that cannot function without access to the data and systems held on your network, then it is incredibly important that you don't turn a blind eye to proactively monitoring and maintaining your network, instead of reacting to problems as they occur.

Unlike other computer consultants who profit from the failures in your IT environment, the purpose of our **e-Tech Solutions Managed Services Program** is to PREVENT computer problems from escalating into unexpected downtime, interruptions in business, and financial loss.

You will gain incredible peace of mind. As a business owner, you already have enough to worry about. ASG Information Technologies' e-Tech Solutions program will monitor your network 24/7 which allows us to be proactive in maintaining your network.

If you run a business that cannot function without access to your data, then it is incredibly important to proactively monitor and maintain your network. Do not turn a blind eye and react to problems as they occur.

Call today to schedule your FREE 27-Point Network Problem Prevention Audit.