Capture

Capture Administrator's Guide

Release 5.0

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About this Manual

This manual accompanies Release 4.1 of FileNet Capture Professional.

Who Should Read This Manual?

This manual is primarily intended for Capture administrators. It is organized as follows:

"Part I - Capture Concepts" includes information on planning your Capture system, and describes various fundamental Capture concepts such as repositories, document classes, settings, templates, and capture paths.

"Part II - Capture Components" provides information on the individual Capture components, including configuration instructions and suggestions for optimizing performance.

"Part III - Capture Features" includes chapters that describe how you can use various Capture features within a Capture system. Included are chapters on use of bar codes, patch codes, and filtering, as well as descriptions of the user interface and the viewer.

"Part IV - Capture Maintenance and Troubleshooting" provides information on backup and restore procedures, as well as troubleshooting and performance suggestions.

Release Notes

The Release Notes contain important information about Capture. Updates to the Release Notes are posted periodically at:

http://www.FileNet.com

Navigate to the Customer Center area, and login to Customer Service & Support. Access the information in the Release Information area for the Capture product.

Related Documents

For related information about the operation of the FileNet system, Microsoft Windows, and the supported scanners, refer to the following documentation:

FileNet Image Services System Documentation

- *Image Services Installation and Configuration Procedures for Windows Server*

- *Images Services System Administrator's Handbook*

- *Images Services Administrator's Companion for Windows Server*

Windows Documentation

For information about Windows installation, configuration, and operation, see the documentation supplied by Microsoft with your Windows software. Also refer to the *Microsoft Windows Hardware Compatibility List* when selecting workstation hardware.

Scanner Documentation

Refer to the documentation supplied with your scanner for specific information about configuration and operation.

FileNet Training

FileNet provides various forms of instruction. Please visit the Global Learning Services in FileNet's Service and Support area at

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Part I - Capture Concepts

1
Overview

Overview of Capture

Use Capture Professional to add digital and paper-based documents to the FileNet system. You can add virtually any document type. A typical FileNet Capture system includes:

Capture

Capture acquires images and files, assembles them into documents, indexes them for later retrieval, and sends them to the server. Capture works together with several other products:

Server

The Image Services (IS) or Content Services (CS) server or Content Engine (CE) object store is used to store documents permanently for review. Documents can also be stored on optical media.

IDM Desktop

The IDM Desktop or Web client programs display documents from an IS or CS server after they have been committed to the server or library.

Capture most frequently processes paper pages and photographs, electronic files, and faxes. Paper pages and photographs are scanned and digitized. Electronic files are imported in the original format from a network or local folder.

The processing steps in Capture are controlled by separate components. Core components include:

- Scan or File Import for image acquisition

- Assembly to group pages into documents

- Index to add properties to documents for later retrieval

- Commit to transfer documents to the server for storage

Components that provide additional functionality, but are not required, include:

- DocProcessing

- Image Verify

- Index Verify (for IS systems only)

- Event Activator

- Blank Page Detection

- PrintFax

- Viewer

- Full-text and Zonal OCR

- Record Activator

- Merge

Each Capture component is configured separately. Components can be configured by the Capture operators as they use the system, or they can be configured by the system administrator and saved in a settings collection. (See Chapter 6, "Settings Collections," on page 68.)

You can create as many settings collections as required by the different documents you process. For example, you may need one settings collection to process medical forms that are submitted on colored paper, and another, with different scan settings, to process dental forms on white paper. If you have different models of scanners, you may use the same settings collection for each scanner type, or you may use one settings collection for all scanners. If you change the scanner type on an existing batch, Capture attempts to use settings for the new scanner that are the most compatible with the settings you selected for the previous scanner. If there are any settings that cannot be reconciled, Capture displays a message so that you can make manual adjustments, if needed.

Settings collections are associated with a document class, which is a profile used to group similar documents. (See Chapter 4, "Document Classes," on page 55.) The server uses the document class to specify index fields or properties. Capture uses the document class to specify security, indexing and committal information. A document class in Capture may have several settings collections associated with it.

Automation

You can automate the document capture process by creating a capture path, listing the Capture components you use in the order that you use them. (See Chapter 7, "Capture Paths," on page 103.) You may want to create several capture paths for the different documents you pro-

cess. For example, you can create a capture path for the documents you scan, and another for the documents you import.

A capture path can be used with different settings collections. For example, if your medical and dental forms are processed using the same procedure, you can use the same capture path, but use a different settings collection created for each form. Capture uses templates to associate a capture path with the appropriate settings collections. (See Chapter 11, "Templates," on page 243.) The template for your forms would list the capture path and all the settings collections that can be used with it.

Processing Flow

Capture is designed to process similar documents together in groups called batches. (See Chapter 5, "Batches," on page 65.) When you create a batch, you must select a template. The template determines the capture path, if one has been created, and the list of available settings collections.

Once you have created the batch, select the batch and use the Scan or File Import component to fill it with pages. Use the Assembly component to assemble the pages into documents, the Index component to add the information that will allow you to search for each document once it has been stored, and the Commit component to send the documents to the server. Or, if you have a capture path, start the capture path and it will automatically start the next step as each step is completed.

You can change the settings for the batch by selecting the batch and configuring the component you want to change. These changes will apply only to the batch you selected, and not to the settings collection assigned to the batch.

To configure a settings collection, you can use the Settings Wizard or select the settings collection and configure the component you want to change. These changes will apply to all new batches created with the settings collection, but will not apply to existing batches with the settings collection.

Capture provides additional functionality that can be added to this process, such as an Image Verify component that permits review of images. Much of the processing can be automated, such as dividing pages into documents or adding index values, to create a much more sophisticated system. Processing can be distributed between several workstations, permitting a dedicated scan workstation, for instance, or workstations without scanners that are used exclusively for indexing. The following chapter will help you plan your Capture system.

Capture Objects

Within Capture, the term "objects" is used to refer to the various items that an operator may process or use. Objects include batches, folders, documents and pages. Some Capture objects, such as settings collections and capture paths have special purposes, explained in subsequent chapters of this book.

2

Planning a Capture System

Overview of Planning a Capture System

Careful planning will insure smooth and efficient configuration of your Capture system. As you plan your system you may need to gather information from your Image Services, Content Services, or Content Engine system administrator, analyze your scanning requirements, and consider the settings collections and templates you will require. Once you have configured and tested your Capture system, you can consider automating the work through capture paths and distributed processing.

Coordinate with the System Administrator

You should gather the information in the next sections from the Image Services, Content Services, or Content Engine system administrator.

For Content Services and Content Engine systems:

Item	Where and When Used
Doc Classes	Configuring settings collections
Custom Properties	Configuring the Index component

For Image Services:

Item	Where and When Used
Doc classes report	Configuring Settings Collections
Index Report	Configuring the Index component
User and Group Security Reports for Capture Administrators and Users	Confirming that users and groups have security permissions appropriate to the tasks they perform.
List of IS Servers with Bes Cache Size of Each	Configuring the Capture Manager Determining the maximum number of batches that can be processed during a processing cycle.
List of IS Servers with Page Cache Size of Each	Configuring the Commit component Determining the maximum number of pages that can be kept in cache during a processing cycle.
List of Fax Servers	Configuring third-party inbound fax components, if used
List of Print Servers	Configuring PrintFax

Analyze your Scanning Requirements

Consider the documents you will be scanning. Each kind of document with a different document class will require a separate settings collection. In addition, documents with different processing requirements, for instance, colored paper or photographs, will require different settings even if the document class is the same.

You may want to use the provided worksheets in making notes for the settings collections you will create. See for worksheets for creating a settings collection.

Blank worksheets are provided in <u>Chapter 40, "Worksheets," on page 682</u>.

Analyze the Work Flow

Examine the work that your operators perform every day to define a set of specific tasks that they perform in the same order. It is from this list of tasks that you develop capture paths.

You may find that your document capture process has more than one set of procedures. Define as many discrete work processes as necessary to accommodate all your document capture requirements.

Example   At an insurance company, mail clerks separate incoming mail into batches of similar documents, such as claim forms, new policy applications, information change request forms, and so on. The mail clerks place patch codes on document and batch separator sheets. These forms go to the scan operators to be scanned into the Capture system. Scan operators configure their scanner's controls to produce the best possible image, create a batch, and scan documents into the batch. Image verification operators verify that the images are satisfactory, and mark unacceptable documents for rescan. Rescan operators rescan marked images. Assembly operators perform document assembly, and then pass the batch of documents to an index operator who indexes (or adds properties to) them. When processing is complete, a Capture operator or administrator with appropriate server security commits them to storage media (also know as adding the documents to a library). Each task performed on the batch is a discrete step.

Work Flow Analysis Worksheet

The next example demonstrates a work flow to scan, verify images, rescan, enhance images, assemble, index, index verify, and commit batches.

Task	Performed By	Component
Open incoming mail	mail clerk	n/a
Sort mail into batches, place patch codes on document and batch separators	mail clerk	n/a
Scan batches	scan operator	Scan
Verify images, mark bad images for rescan	verify operator	Image Verify
Rescan images	rescan operator	Scan
Correct / Enhance images	Enhancement operator	DocProcessing
Patch code detection	software (automatic)	DocProcessing
Assemble images into documents and batches	Assembly operator	Assembly
Index batches (IS) or add properties (CS or CE)	index operator	Index
Verify indexing (IS only)	index operator	Index Verify
Commit or add to library	system administrator	Commit

For a blank copy of this worksheet, see .

Capture Naming Conventions

Naming conventions help to organize Capture processing. If your company has certain naming conventions in place, use or reflect them in the Capture system. You may have to create new naming conventions for Capture-specific objects, such as repository sessions, templates, settings collections, and capture paths.

The following table shows the maximum number of characters allowed for different object names and repositories:

	Repository Type		
Object Type	**IS**	**Local**	**CS and CE**
Root	64	64	64
Folder	60	64	64
Batch	18	64	64
Document	200	64	64
Page*	180	64	64
*The page name length also includes the MIME-type string for the page image data. The longer the MIME-type string, the shorter the page name must be.			

Note that settings, capture paths, and templates are considered "batches" and as such, must be named in accordance with the naming restrictions and guidelines for all other batches. See also "Naming Guidelines for Different Repositories" on page 53 for more information.

Design Your Settings Collections and Templates

Use the settings collection and template worksheets in the Worksheets chapter and the information from the previous two steps to design your

settings collections and templates. A template can associate several settings collections with a single capture path, so you may want to think ahead to your work flow automation in determining the templates you need to create. For more information, see "Settings Collections" on page 68, and "Templates" on page 243.

Refer to the chapter on each individual component for a complete description of the component and instructions to configure it. Use the worksheets provided in each of the components chapters to plan the configuration of the components used in each settings collection.

Create the Settings Collections and Templates and Configure the Capture Components

Create the settings collections and templates by following the worksheets you prepared in the previous step. Configure the components in each settings collection by following the component worksheets.

For more information, see "Settings Collections" on page 68, "Templates" on page 243, and the individual components chapters as necessary for complete instructions.

Test Your Settings Collections

Create a test batch of typical documents for each of your settings collections, and run the batch through all the required components. Make any necessary adjustments to the settings collections.

Design Capture Paths and Distributed Processing

Use the capture path worksheet in the Worksheets chapter and the information from step 3 ("Analyze the Work Flow" on page 36) to design

the capture paths required by your business processes. Consider your distributed processing requirements and complete any necessary distributed processing worksheets. For more information, see "Capture Paths" on page 103, and "Distributed Processing" on page 618.

Create Capture Paths

Create the capture paths and configure distributed processing by following the worksheets you prepared in the previous step. For more information, see "Capture Paths" on page 103.

Test Your Capture Automation

Create a test batch of typical documents for each of your capture paths, and run each capture path. Make any necessary adjustments to the capture path, or settings collections.

3
Repositories

Overview of Repositories

A repository is a storage location where the acquired files (from the Scan or File Import component, for example) are processed and held until they are committed to the library. Each repository is a database that holds batches temporarily during processing. In Capture systems, documents and files are ultimately committed to an Image Services page cache and/or optical media, a Content Services library, or a Content Engine object store (also called a library). Once the documents are committed, they are removed from the Capture repository.

The type of repository that you use is determined in part by the type of library that you will ultimately be committing the documents to. You may also have an Offline Image Services repository for workstations that are not always connected to a library, or you may have a shared repository so multiple users can access the same batches in a Content Services or Offline Image Services system. Capture supports the following repository types:

Image Services Repository
A Capture Image Services repository is an Image Services Batch Entry Service (BES) connected to Capture by a network. For more information, see .

Local Repository

A Local repository is a database that resides on a Capture workstation. For more information, see "Local Repositories" on page 45.

Offline Image Services Repository

An Offline Image Services repository is a database on the workstation that provides the same functionality as an Image Services repository, with the exception of the final (Phase 2) committal. An Offline Image Services repository is associated with a remote Image Services server. For the final commit phase, the workstation connects to the remote library. For more information see "Offline Image Services Repositories" on page 47.

Content Services Repository

A Content Services repository is a database associated with a Content Services library. For more information see "Content Services Repositories" on page 46.

Shared Content Services Repository

A Shared Content Services repository is a database on a SQL Server accessible via a network connection to multiple Capture workstations. A Shared Content Services repository allows multiple users to access the same folders, batches and documents. For more information see "Shared Content Services Repositories" on page 49.

Shared Offline Image Services Repository

The Shared Offline Image Services repository is a database on a SQL Server, accessible via a network connection to multiple Capture workstations. With a Shared Offline Image Services repository, you can distribute processing to multiple workstations on a local network, up to the final Phase 2 committal. For the final committal, the workstation establishes the connection with the remote Image Services library and com-

mits the batches. For more information see "Shared Offline Image Services Repositories" on page 49.

Content Engine Repository
A Content Engine (CE) repository is a database associated with a Content Engine library. For more information see "Content Engine Repositories" on page 50.

Shared Content Engine Repository
A Shared Content Engine (CE) repository is a database on a SQL Server, accessible via a network connection to multiple Capture workstations. For more information see "Shared Content Engine Repositories" on page 51.

Repository Structure

Repositories have a flexible hierarchical structure. You can create as many levels in the hierarchy as necessary to reflect the way you work.

Within a repository, you can create batches and folders.

Batch
A batch is an object that holds documents and pages. Pages are created by scan, file import, or inbound fax processing. Documents are created by Assembly. The contents of a batch are processed by Capture as a group, and must use the same settings collection. After Capture commits the batch, the batch no longer exists. Batches are required only in the repository hierarchy. See "Batches" on page 65 for more information.

Folder
A folder is an object that can hold other folders or batches. Folders cannot directly hold documents or pages. Folders are not required, but

are strongly recommended to organize batches and improve Capture's performance.

Repository Sessions

A repository session is one specific instance of an operator logging in to a repository.

A repository session starts when an operator logs on to a repository. If you configured a repository on the workstation with a default user name and password in Capture Manager, then the operator is automatically logged on to the repository when the Capture application starts. The repository session ends when the operator logs off, or the Capture application terminates.

For more information about repository sessions, see . For more information about organization, domain, and services, see the *IS System Administrator's Handbook*.

Image Services Repositories

An Image Services repository is a central storage location for processing objects that must be accessible to multiple workstations. Anyone logged in to the IS library with the proper access rights can access the Image Services repository and the batches stored there. When processing batches in an Image Services repository, you are logged in and connected by a network to one or more FileNet IS libraries.

Batch Entry Services (BES) software manages the placement of batches, documents, and pages in a database, as well as the use of document classes. During batch processing, images and files are kept in a temporary location called a BES cache. After documents are committed, they are migrated to storage media.

In a given Image Services repository, each batch, folder, settings collection, template, and capture path must have a unique name. Though they are different object types, you cannot use the same name for a batch and a folder. Document and page names must be unique within the parent object, but can be used multiple times in the repository. For example, the name Document 1 is reused many times. (See also "Capture Naming Conventions" on page 38.)

Object names can be the same when on different repositories. However, unique object names prevent name collisions when copying between Image Services and local repositories. For more information about copying objects, see "Moving Batches From a Local Repository to Another Repository" on page 52 and "Naming Guidelines for Different Repositories" on page 53.

In Capture, you can select any of the repositories shown in the Capture Tree View. The list of repositories shown in the Tree View is configured by Capture Manager. For more information about Capture Manager, see "Capture Manager" on page 546.

For more detailed information on Image Services, see the *IS System Administrators Handbook, Cache Organization* section.

Local Repositories

A Local repository is a storage location for processing batches that need only be accessible to a single, local workstation. Only the operator logged in to the local workstation can access the objects stored in the Local repository.

You might want to process batches on the Local repository if your IS, CS or CE repository is not available and users cannot log on. The Lo-

cal repository can also be used for backup purposes, or to hold a copy of a batch for troubleshooting purposes.

When processing batches on a Local repository you are working in a database on the local workstation.

Considerations for Local repository processing include:

- The Local repository is not accessible to other users.

- The Local repository cannot access information about document classes. Batches processed on a Local repository must be moved to the IS, CS or CE repository for indexing, index verification and committal, as these processes depend on document class information. For more information on document classes, see "Document Classes" on page 55.

- You cannot share the Local repository. If you need to use a shared repository, refer to "Shared Content Services Repositories" or "Shared Offline Image Services Repositories" for more information.

Content Services Repositories

The Content Services repository uses an Access database and is connected to a Content Services library.

The Content Services repository is not a shared repository, and batches are stored locally on the workstation until they are added to the Content Services library through the commit process. Doc class information is also stored locally on the workstation, however Capture requires a connection between the Content Services library and the workstation.

Offline Image Services Repositories

An Offline Image Services repository allows users who are not always connected to the Image Services library to use Capture as if it were actively connected. This feature is especially useful for sites where the connection to the Image Services library is expensive or unreliable. The actual time that the workstation needs to be connected to the server is minimized.

An Offline Image Services repository is associated with a single Image Services library from which it copies the doc class definitions. The doc class information from the IS library is used to formulate the settings, templates, and capture paths on the Offline Image Services repository.

With an Offline Image Services repository, Capture operators can perform all operations except the final commit phase, just as they would if they were connected to an Image Services library. The Offline Image Services repository supports all of the doc classes, settings collections, templates, and capture paths that are available for the associated Image Services library.

Note   An Offline Image Services repository allows the commit process to take place at a pre-scheduled time. Because use of an Offline Image Services repository is related to use of the commit component, you should also refer to the section titled for important information.

When a batch processed on the Offline Image Services repository is ready to be committed, the operator runs the Commit component just as if the workstation were attached to the Image Services library. The difference is that the batch is placed in a committal queue (a special folder in the Offline Image Services repository) and held there until a

connection with the actual Image Services library is made. When the connection is available, the batch is committed just as if it were being processed from an online repository.

Thus, the committal process actually takes place in two distinct phases. In Phase 1, the indexed batch is placed in a special folder (assuming it meets preliminary validation criteria) where it waits for final committal. In Phase 2, after a successful connection to the IS is made, the batch is again validated and either passed to the Image Services library for committal, or rejected. If the batch is rejected, it is returned to its original location and flagged with an error.

Configuration Considerations for Offline Image Services Repositories

When you add an Offline Image Services repository, you must specify an Image Services library that will be associated with the Offline repository. Because the doc class definitions on the Offline Image Services repository must match those being used on the Image Services library, it is important that you update the doc class definitions appropriately. See for more information.

Capture validates each batch before it can proceed to Phase 2 committal on the Image Services library to insure that there are no conflicts between the doc class information used during indexing and recent changes to the doc class definitions on the Image Services library.

Because changes to the doc class information on the Image Services library can cause Capture batches to fail indexing, such changes should be kept to a minimum. Batches that fail the validation process (or fail to commit) are returned to their original location within the Offline Image Services repository. To avoid the problem, always commit all batches before you make changes to a doc class on the Image Ser-

vices library. After you have made your changes, download the up-dated doc class information through Capture Manager.

Shared Content Services Repositories

A Shared Content Services repository uses a SQL database and re-quires the installation of, and attachment to, a SQL Server. Refer to the *Capture Installation Guide* for instructions on configuring the SQL Server database for use with Capture. Folders and batches are stored and processed in this shared database.

With a Shared Content Services repository, an operator on one work-station can view and access batches and folders created by users on other workstations. For example, one workstation can be dedicated to creating batches and scanning pages, while other workstations can perform assembly or indexing tasks.

With a Shared Content Services repository, each workstation connects to the shared database.

The doc class definitions for doc classes on the Content Services li-brary are stored on the Shared Content Services repository. The Cap-ture administrator updates the doc class definitions when the first Capture workstation connects to the Shared Content Services reposi-tory through Capture Manager. These doc class definition are then available to all other workstations connected to the Shared Content Services repository.

Shared Offline Image Services Repositories

A Shared Offline Image Services repository uses a SQL database and requires the installation of, and attachment to, a SQL Server. Refer to the *Capture Installation Guide* for instructions on configuring the SQL

Server database for use with Capture. Folders and batches are stored and processed in this shared database.

A Shared Offline Image Services repository allows multiple Capture workstations to share an Offline Image Services repository. Refer to for information on the features and use of an Offline Image Services repository.

The Shared Offline Image Services repository is associated with the IS library, and uses a copy of the doc class definitions that it obtains from the IS library. The Shared Offline Image Services repository only needs to establish a connection with the IS library for the following operations:

- To update the doc class definitions on the Shared Offline Image Services repository.

- To perform a Phase 2 committal to the remote Image Services library.

For information on using a Shared Offline Image Services repository with the Commit component, see .

Content Engine Repositories

The Content Engine repository uses a database associated with a Content Engine library.

The Content Engine repository is not a shared repository, and batches are stored locally on the workstation until they are added to the Content Engine library through the commit process. Doc class information

is also stored locally on the workstation, however Capture requires a connection between the Content Engine library and the workstation.

If you require a repository that can be accessed from multiple workstations, you should consider using a Shared Content Engine repository. See "Shared Content Engine Repositories" for more information.

Shared Content Engine Repositories

A Shared Content Engine repository uses a SQL database and requires the installation of, and attachment to, a SQL Server. Refer to the *Capture Installation Guide* for instructions on configuring the SQL Server database for use with Capture. Folders and batches are stored and processed in this shared database.

With a Shared Content Engine repository, an operator on one workstation can view and access batches and folders created by users on other workstations because each workstation connects to the shared database. For example, one workstation can be dedicated to creating batches and scanning pages, while other workstations can perform assembly or indexing tasks. A user at an Assembly workstation can see how many batches have completed the scan phase and are ready for assembly.

With a Shared Content Engine repository, each workstation connects to the shared database.

A copy of the doc class definitions for the doc classes on the Content Engine library are stored on the Shared Content Engine repository. The Capture administrator updates the doc class definitions when the first Capture workstation is connected to the Shared CE repository through Capture Manager. These doc class definition are then available to all other workstations connected to the Shared CE repository.

Moving Objects (Pages, Batches, Documents) From One Repository to Another

Moving Individual Pages and Documents

You can move, copy and paste individual pages and documents from any repository to any other repository. Note that any indexing information associated with the document is lost when it is moved to another repository.

Moving Batches Between Repositories

You can move, copy and paste batches between repositories with the following considerations:

- Move, copy and paste is allowed only if the source and target repositories have the same document class. The document classes must have exactly the same name (including capitalization).

- If the batch was already indexed on the source repository, the index values will be lost and the batch must be reindexed on the new (target) repository.

- You can move a batch from any repository to the Local repository with no restrictions. Note that any existing indexing information will be lost.

Moving Batches From a Local Repository to Another Repository

When you move a batch from a Local repository to another repository, the name of the settings collection, template and capture path used to

create the batch moves with the batch. The same settings collection, template and capture path must exist on the other (destination) repository for the batch copied from the Local repository to remain usable.

To ensure that the settings collections, templates and capture paths are available on each Local repository, copy the Config folder from the source repository to the Local repository for each workstation in your system.

Naming Guidelines for Different Repositories

Folder, batch, settings collection, template, and capture path names must be globally unique on an Image Services repository, an Offline repository, and on a Shared Offline repository.

For Content Services, Content Engine, and Local repositories, names do not have to be globally unique, but must be unique within a parent folder.

While unique object names are not required in some situations, (the Local repository, for example) using unique names avoids name collisions when moving batches between repositories. Object names can be the same when on different repositories. See also .

If you are moving batches from one repository to another, keep in mind the different name length restrictions for different repositories. The following table shows the maximum number of characters allowed for different object names and repositories:

	Repository Type		
Object Type	**IS**	**Local**	**CS or CE**
Root	64	64	64
Folder	60	64	64
Batch	18	64	64
Document	200	64	64
Page*	180	64	64
*The page name length also includes the MIME-type string for the page image data. The longer the MIME-type string, the shorter the maximum page name must be. (MIME type strings are usually less than 20 characters.)			

4
Document Classes

Overview of Document Classes

A document class is a profile created and stored on the Image Services, Content Services, or Content Engine server that defines how batches are processed and documents stored. The server administrator creates a document class for each type of document using the Database Maintenance application. Document classes define security permissions, document and batch size, index fields and acceptable values, document storage, and other parameters. Document classes cannot be deleted, and changes to existing document classes should be kept to a minimum.

Remote repositories have full access to all the document classes on a given server. To use a document class in Capture, you build a settings collection that specifies the desired document class. Then, you link the settings collection to a template. The operator selects a template and settings collection when they create a batch.

A local repository cannot access document class information on the remote repository. If you want to create batches on the Local repository that will later be used on another Image Services, Content Services, or Content Engine repository, you must copy the Config folder from the remote repository to the Local repository. Then, use one of the templates copied from the remote repository to create a new batch on the Local repository. The batch must be moved back to the remote repository for indexing and committal. For more information, see "Moving Ob-

jects (Pages, Batches, Documents) From One Repository to Another" on page 52.

The Capture components use document class settings as default values. However, if a Capture component has been configured to a different value than that defined in the document class, the component setting takes precedence and is used for batch processing.

Example   The migration delay time can be defined in both an Image Services document class and in the Capture Commit component. If the migration delay time configured in the Commit component is different from that configured in the document class, the batch uses the value configured in the Commit component. For more information, see "Overrides to Document Class - IS Systems, Only" on page 61.

Image Services Document Class Reports

Several reports from an Images Services server can be helpful in configuring Capture settings collections.

Document Class Report
The IS Document Class Report describes document classes on the IS, and is helpful in creating settings collections. For more information, see "Document Class Report" on page 57.

User Indexes Report
The User Indexes Report gives detailed information about the index fields used by each document class, and is useful in configuring the Index component. For more information, see "User Indexes Report" on page 58.

Document Class Report

The next example shows a Document Class Report from an Image Services server. The fields typically of interest to the Capture administrator include Class Name, Indexes, Required, Batch Total, and Verify. Capture does not use the Auto Indexing field from the IS document class. Some configuration options from the document class can be overridden by the settings collections in Capture. For more information, see "Overrides to Document Class - IS Systems, Only" on page 61.

```
Class Name     : Med_Claim        WorkFlo System       :
Pages/Document : 1                 WorkFlo Queue        :
Batch Size     : 50                Retention Disposition: DELETE
No. of Indexes : 4                 Retention Base       : CLOSING DATE
Cluster Index  :                   Retention Offset     : 12
Disk Family    : SingleSlot        Enable Cataloging    : YES
Migrate to O.D.: YES               Migration Delay      : NO
Description    : Medical Claim -- Short Form


Indexes         Required     Batch Total      Verify     Auto Indexing
-------         --------     -----------      ------     -------------
Date_yyyymmdd      X
Claim_Number       X
Name_Last
Name_First
```

User Indexes Report

The next example shows a single entry in an IS User Indexes Report, including common entries for a date type index field. The name of the index, Date_yyddd, is also shown in the Document Class Report on the previous page.

The fields typically of interest to the Capture administrator include Name, and Index Type.

```
Name          : Date_yyyymmdd       Column Name : A63
Index Type    : DATE                Mask        :
Retrieval Key : NO                  Menu Name   :
Upper Case    : NO                  Maximum Size:
Description   : Day of Year Date
```

Obtaining Document Class Reports for Image Services

To configure settings collections, obtain the following information from the IS system administrator:

- A list of the document class names to use in Capture.

- Printed copies or files of the Document Class Report and the User Indexes Report. The *IS System Administrator's Handbook* describes these reports and how to create them.

Document Classes and Settings Collections

In Capture, each batch is assigned a document class through the settings collection selected when the batch is created. The document class defines the indexing requirements, among other things.

When a document class is changed after it is in use in a Capture settings collection, undesirable behavior can result. The settings collection and its associated indexing information is based on the old version of the document class, but new batches that are created with the settings collection get the revised indexing information. The indexing settings will probably be wrong as a result.

You can avoid potential settings collection and document class mismatch problems by following the guidelines below. The document class items are under the control of the library's system administrator.

- Before changing any document classes or settings collections, complete processing of any batches in the repository. Do not allow new batches to be created until the changes are completed and tested.

- Keep the document classes as stable as possible.

- Create new settings collections for any changed document class.

- Delete any settings collections based on the old document class versions.

- Delete templates based on the obsolete settings collections.

- Do not create new batches based on the obsolete settings collections.

Index Options From the Document Class

The table below defines the effect of certain document class configurations in Capture. The server controls the index settings shown in the table; they cannot be changed in Capture.

Field	Effect in Capture
Required	An index field defined as Required in the document class must be indexed in Capture. An index value must be entered into the field.
Batch Totals (IS only)	The IS controls all batch total configuration. In Capture, batch totals can be enabled for a batch, and statistics can be generated after the batch has been indexed.
Index Verify (IS only)	An index field defined as Index Verify in the document class must be verified by a Capture operator.
Autoindexing	The configuration of this field on the server has no effect on Capture automatic indexing.
Default Value (CS only)	If a default value is configured on the CS server, it will be used by Capture.

To make changes to these document class options, you must request that the server administrator make the desired change.

Overrides to Document Class - IS Systems, Only

Note	The following applies only to IS (Image Services) systems.

Some IS document class configuration options overlap with Capture Assembly and Commit component configuration options. Capture can use the values as they are specified in the document class, or the values can be changed when configuring a settings collection or batch.

When a Capture batch with overridden values is committed, the IS software accepts the documents and uses the values set by Capture. There is no conflict because the IS software does not check values.

Capture can use or override the IS configuration options shown in the next table. The table shows the equivalent settings for each option.

Capture Component	Capture Configuration Options	IS Document Class Options
Assembly	Force Document To Contain The Number Of Pages radio button	Pages/Document: F (Fixed)
	Pages Per Document field	Untitled field to hold number of pages
	Each Document Contains A Variable Number Of Pages radio button	Pages/Document: V (Variable)
Commit	Commit With Migration radio button (checked, enables Delay By field)	Migrate To O.D.: YES
	Commit Without Migration radio button	Migrate To O.D.: NO
	Delay By field: number of minutes to delay	Migration Delay: YES Hours: number of hours to delay Days: number of days to delay
	Delay By field: grayed (Commit With Migration NOT checked)	Migration Delay: NO

The Capture and document class values used may be:

•   Changed in Capture for a settings collection. (Changed values will be used for all batches with the settings collection.)

•   Changed in Capture for a specific batch. (Changed values will be used for the single batch only.)

For more information about document class overrides, see "Settings Collection Overrides to Document Class" on page 70.

For more information about assembly and commit, see "Assembly" on page 145, and "Committing Documents" on page 260.

Special Document Classes

When you are using an Image Services (IS) library or a Content Services (CS) library, templates and capture paths use the "Indexless" doc class when the batch (template or capture path) is created. When you are using a Content Engine (CE) library templates and capture paths use the "Document" doc class.

For both the "Indexless" and the "Document" doc class, the security must be set so that a user creating a template or capture path can access it.

A default document class of "Indexless" is used to create a template on IS and CS libraries. A default document class of "Document" is used create a template on CE libraries.

Note   When Capture is installed for the first time, the System Administrator for the associated library may need to add either the Indexless or Document doc class before Capture can be used.

Updating Doc Class Definitions Through Capture Manager

Periodically you may need to update the doc class definitions on a workstation. This ensures that the doc class definitions on the Capture repository on the workstation match the definitions on the library. (Updating doc class definitions is particularly important if you are using an offline repository type, such as an Offline Image Services repository.)

Note   Use the Update Doc Class Definitions function (from within Capture Manager) *only* when workstations are idle and no processing is taking place. If users are attempting to Index while the doc classes are being updated, errors may occur.

You can update the doc class definitions for your repository in different ways, as follows:

- After you add a new repository through Capture Manager, ensure that the Update Doc Class Definitions Now check box is checked, then click OK.

- To update for a repository that has already been added, edit the repository through Capture Manager, make sure the Update Doc Class Definitions Now check box is checked, then click OK. (Don't click Cancel, even if the option was already selected.)

- If you are using the BkgCommit application to perform the Phase 2 committal, use the -m command line option to update the doc class definitions when the connection to the remote repository is made.

- If you perform Phase 2 committal by running BkgCommit interactively, the doc class definitions are always updated automatically.

The Update Doc Class Definitions Now option is located on the Add Repository dialog box in Capture Manager, as shown below.
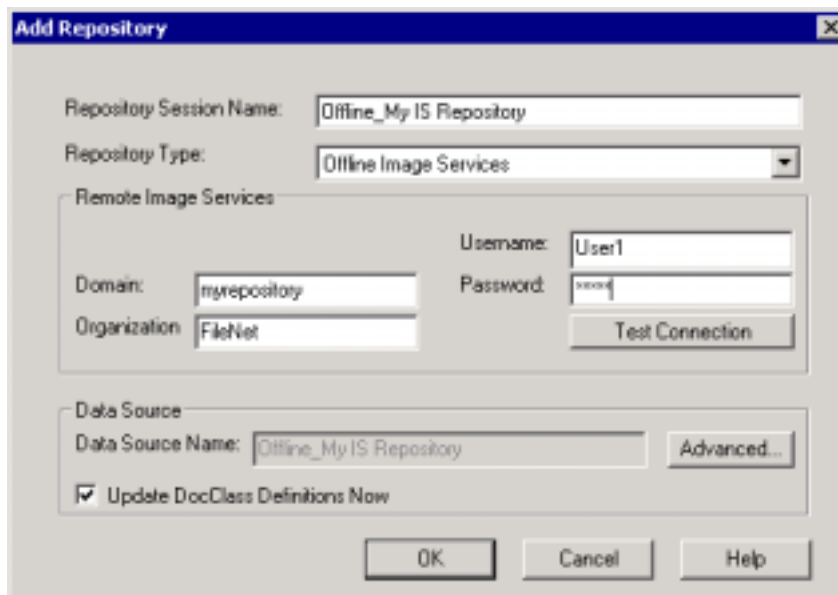
You must be logged in as an Administrator on the local machine to run Capture Manager. See "Updating Doc Class Definitions" on page 283 for more information on automatically updating during committal.

5
Batches

Overview of Batches

A batch is an object that holds documents and pages. Pages are created by scan, file import, or inbound fax processing. Documents are created by assembly processing. The contents of a batch are processed by Capture as a group, and must use the same settings collection. After Capture commits the batch, the batch no longer exists.

In general, you create batches of similar items such as insurance claim forms, employment applications, or credit reports.

All documents in a batch must have the following characteristics in common:

- They belong to the same document class

- They have the same indexing requirements

- They will be committed and migrated to storage on the FileNet system as a group

To create a batch, you must select a template. The template determines the capture path, if one has been created, and the list of available settings collections.

Once you have created the batch, select the batch and use the Scan, File Import or an inbound fax component to fill it with pages. Use the

Assembly component to assemble the pages into documents, the Index component to add the information that will allow you to search for each document once it has been stored, and the Commit component to send the documents to the server. Or, if you have a capture path, start the capture path and it will automatically start the next step as each step is completed.

You can change the settings for the batch by selecting the batch and configuring the component you want to change. These changes will apply only to the batch you selected, and not to the settings collection assigned to the batch.

You do not have to scan all documents in a batch at the same time. You can scan documents belonging to the same batch during different scan sessions, even at different Capture stations.

Batch Size

You should limit the size of a batch to less than 50 pages of similar documents, to ensure the batch is manageable for both the operator and the system. If necessary, however, you can use larger batches.

The maximum number of pages per batch is 5000. The maximum number of pages per document is 1000. You can distribute them in different ways, for example, you could have 5000 documents with 1 page per document, or 5 documents with 1000 pages per document.

Batch Names

Batch names must be unique within an Image Services repository, an Offline repository, and on a Shared Offline repository. For other reposi-

tories (Local, Content Services, and Content Engine) batch names must be unique within a parent folder.

Tip	If you use unique names at all times, you will avoid name collisions when objects are copied from one repository to another.

Refer to for more information.

If you use autonaming when you create new batches, batch names will be assigned a unique number, prefaced with the letter "b." Each number will be higher than the number used for previous batches. However, because of the way batch names are generated and the fact that other users may also be autonaming batches, the numbers used on a specific workstation may or may not be contiguous. Some numbers in the sequence may be skipped.

6
Settings Collections

Overview of Settings Collections

Capture components can be configured by the Capture operators as they use the system, or they can be configured by the system administrator and saved in a settings collection.

You can create as many settings collections as required by the different documents you process. For example, you may need one settings collection to process medical forms that are submitted on colored paper, and another, with different scan settings, to process dental forms on white paper. If you have different models of scanners, you may want to configure a different settings collection for each scanner so that you can individually configure the features that are unique to each scanner. Multiple users can use the same settings collection. Settings collections are stored with capture paths and templates in the Config folder of a repository.

Settings collections are associated with a document class, which is a profile used to group similar documents. (See Chapter 4, "Document Classes," on page 55.) Some Capture components receive default configuration values from the document class, or from values in the settings collection. A document class in Capture may have several settings collections associated with it.

You can automate the document capture process by creating a capture path listing the Capture components you use in the order that you use

them. (See Chapter 7, "Capture Paths," on page 103.) A capture path can be used with different settings collections. For example, if your medical and dental forms are processed using the same procedure, you can use the same capture path, but use a different settings collection optimized for each type of form.

Capture uses templates to associate a capture path with the appropriate settings collections. (See Chapter 11, "Templates," on page 243.)The template for your forms would list the capture path and all the settings collections that can be used with it.

Settings Collections in the Local Repository

Settings collections stored on the remote (Image Services, Content Services, or Content Engine) repository can be copied and used in the local repository, along with the contents of the other configuration folders.

Settings Collection Wizard

The Settings Wizard is a Capture function that guides you through creating a settings collection. You can use the Settings Wizard to create a new settings collection, on its own or by copying and changing an existing settings collection. You can also use the Wizard to edit an existing settings collection.

Settings Collections and Document Class

Document classes are designed and created on the Image Services, Content Services, or Content Engine server. In Capture, each batch is assigned a document class through the settings collection selected when the batch is created. The document class defines the indexing requirements, among other things.

For more information about document classes, see .

Settings Collection Overrides to Document Class

Some document class configuration options overlap with the Capture Assembly and Commit component configuration. Capture can use the values in the document class, or the values can be changed when configuring a settings collection or batch.

When a Capture batch with overridden values is committed, the server software accepts the documents and uses the values set by Capture. There is no conflict, because the changes do not affect the server.

Capture can use or override the server configuration options shown in the next table. The table shows the equivalent settings for each option.

Capture Component	Capture Options	Server Options
Assembly	Force Document To Contain The Number Of Pages radio button	Pages/Document: F (Fixed)
	Pages Per Document field	Untitled field to hold number of pages
	Each Document Contains A Variable Number Of Pages radio button	Pages/Document: V (Variable)
Commit (Image Services servers, only)	Commit With Migration radio button (checked, enables Delay By field)	Migrate To O.D.: YES
	Commit Without Migration radio button	Migrate To O.D.: NO
	Delay By field: number of minutes to delay	Migration Delay: YES Hours: number of hours to delay Days: number of days to delay
	Delay By field: grayed (Commit With Migration NOT checked)	Migration Delay: NO

Configuring Components in a Settings Collection

You can configure most, but not all, components in a settings collection with the Settings Wizard. You cannot configure the Index, Index Verify or Event Activator components through the wizard; use the non wizard procedure under .

The list of components displayed in the Settings Wizard is controlled by the components shown in the Capture Manager component list. For more information about Capture Manager, see .

Component List

Settings collections define the configuration of the following Capture components:

	Component	**Chapter / Section**
Key Components	Scan	"Scan" on page 140
	Assembly	"Assembly" on page 145
	Index (not in wizard list)	"Index" on page 161
	Commit	"Committing Documents" on page 260
Scan Alternatives	File Import	"File Import" on page 299
	Third-party fax component and Fax Entry	"Fax Entry" on page 554
Image Enhancement	DocProcessing	"Image Enhancement" on page 426
Verification	Image Verify	"Image Verify" on page 321
	Index Verify (not in wizard list)	"Index Verify" on page 323
Automation	Event Activator (not in wizard list)	"Event Activator" on page 441
Other	Blank Page Detection	"Blank Page Detection" on page 512
	PrintFax	"PrintFax" on page 617
	Viewer	"The Viewer" on page 416
	Zonal OCR	"Zonal and Full Text OCR" on page 334
	Full-Text OCR	
	Record Activator	"Record Activator" on page 335

You can change the component settings for a settings collection or a batch.

Settings Collection
When you change the component settings of a settings collection in the Config/Settings folder of the repository, all new batches using that settings collection will be processed with the changed settings.

Batch
When you change the component settings of a batch in the repository, only that batch will be processed with the changed settings.

Note If you select a batch and select Edit/Settings from the main menu bar, you will change the settings collection. To change settings for a batch only, select the batch and select Tools/Configure/ and the Capture component you wish to change.

Operators can change Capture component settings on their individual workstations and apply these changes to a specific batch. The changed settings travel with the batch. The changes do not apply to the settings collection that the operator originally opened. Operators with system administrator rights cannot change settings collections. Only the Capture administrator can edit the settings collection in the repository. All batches subsequently made from the edited settings collection will reflect the changes.

Sample Pages

A sample page contains examples of object properties used to configure a settings collection. Often, the properties desired from a sample page are bar code types or values. You can include a sample page in a settings collection by scanning, importing a file, or receiving a fax.

Sample pages are stored in a settings collection folder. A settings collection can contain more than one sample page.

You can use sample pages to provide properties for the following components:

Index

Event Activator

Blank Page Detection

Forms ID

Records Activator

Once the settings collection has registered the properties, the sample pages are no longer required. You may want to keep the sample pages with the settings collection to make changing the settings collection easier. If the sample pages are removed, you must scan or import a new sample page and run Event Activator, if required, to obtain the properties for the changes to the settings collection.

Procedures

Creating a Settings Collection

To configure a new settings collection, you need to know the information in the following worksheet:

Configuration Item	Example Value
Repository Name	Taos
Create New Settings Collection / Edit Existing Settings Collection	Create New *selected*
Name of New Settings Collection / Name of Existing Settings Collection	Med_Claim_st
Based on Existing Settings Collection	*not used in this example*
Document Class Name	Med_Claim
Components to Configure	*list the components you must configure*
Sample Page	*not used in this example*

For a blank copy of this worksheet, see . For configuration worksheets for the individual components, see .

For more information about the components in the list, see and .

1 Select File, New, Settings from the main menu bar.

This starts the Settings Wizard. This first screen in the wizard explains the function of the wizard.

Click Next

FileNet Capture Settings Wizard ☒

This wizard will guide you through the creation of Settings Collections.

A Settings Collection holds the operating parameters necessary to process one kind of document.

< Back   ▶ Next >   Cancel

2 Click the Next button to display the next screen.

3 Select the repository where you want to save the settings collection and click Next. For more information, see Chapter 3, "Repositories," on page 41.

Select the repository from the list box →

Click Next →

FileNet Capture Settings Wizard

Select the Repository in which the Settings Collection is to be stored:

ntcasper

< Back   Next >   Cancel

4 Select the Define a New Settings Collection option.

5 Type a name for the settings collection in the Define New Settings Collection Name field and click the Next button. (See "Capture Naming Conventions" on page 38 for more information.)
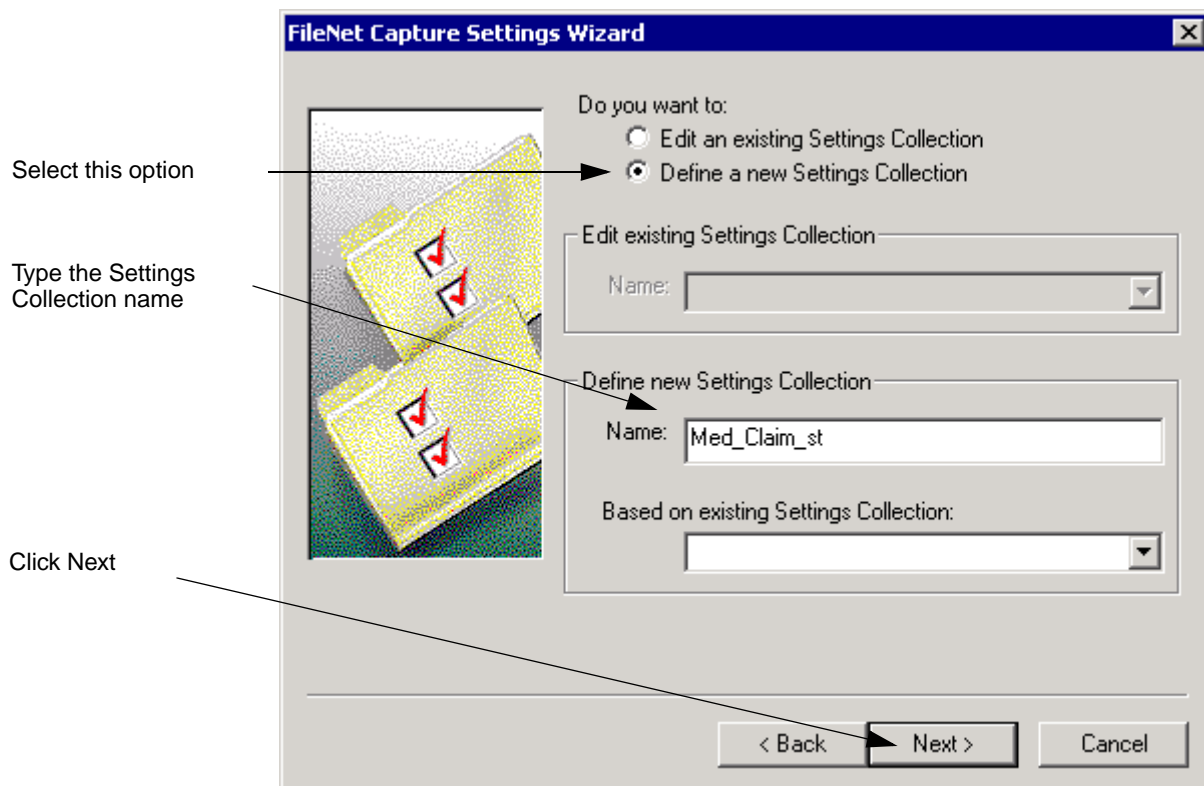
Select this option →

Type the Settings Collection name

Click Next

6 Select a document class to use with this settings collection and click the Next button. For more information, see Chapter 4, "Document Classes," on page 55.

Select or type the Document Class name

Click Next

FileNet Capture Settings Wizard

Please select the DocClass that is to be associated with Med_Claim_st

DocClass:

Claim_Medical

< Back   Next >   Cancel

7 Select a component to configure, click the Configure button, and configure the component. Continue this process for all the required components. Click the Next button when you are done.

See the individual component chapters for more information on configuring the components. (The actual list of components displayed depends on which components are installed for the workstation. Your list may vary from the one shown.)

Select a component

Click the Configure button

When you're done, click Next.

FileNet Capture Settings Wizard

Components:

Assembly
Blank Page Detection
Commit
DocProcessing
File Import
Image Verify
PrintFax
Scan
Viewer

Configure

Component function:

Assembles scanned pages into batches and documents.

Select each Component and configure it for
Med_Claim_st

< Back   Next >   Cancel
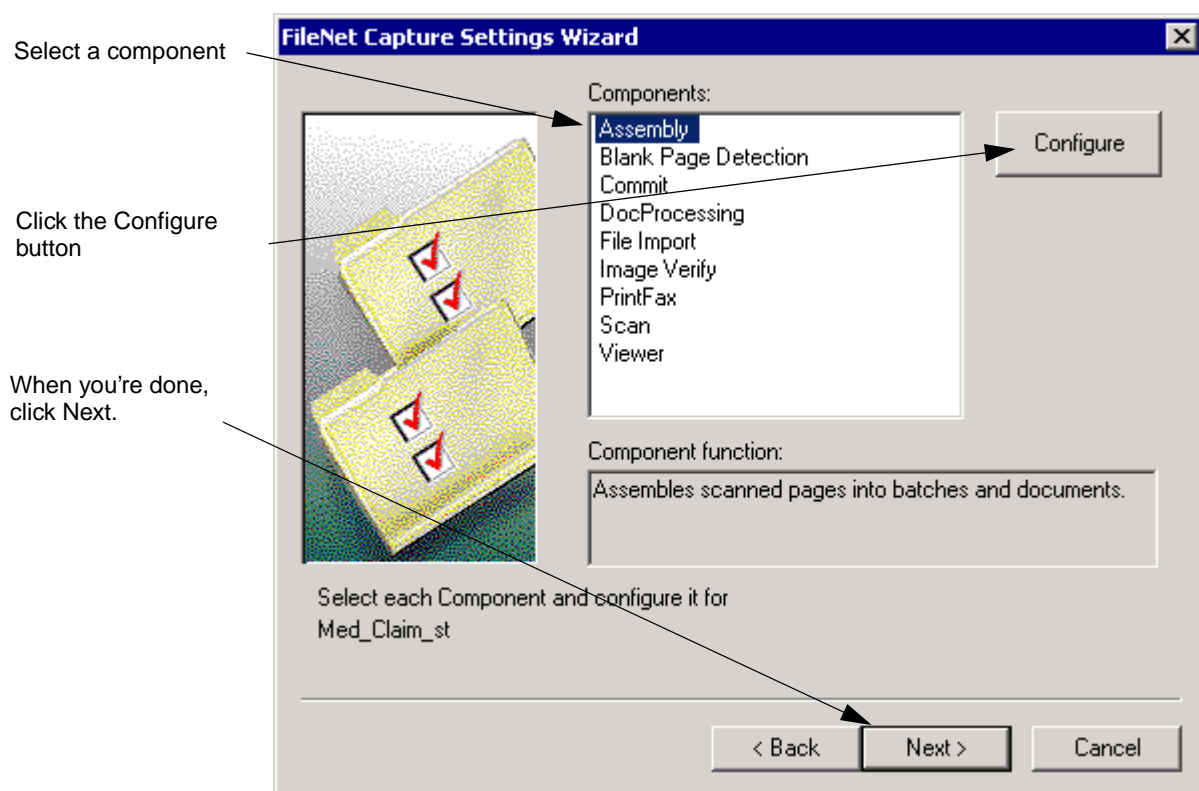
8 When the final screen appears, click the Finish button.

Click Finish

Creating a Settings Collection From an Existing One

To configure a new settings collection based on an existing one, you need to know the information in the following worksheets:

Configuration Item	Example Value
Repository Name	Taos
Create New Settings Collection / Edit Existing Settings Collection	Create New *selected*
Name of New Settings Collection / Name of Existing Settings Collection	Med_Claim_st
Based on Existing Settings Collection	Den_Claim_st
Document Class Name	Med_Claim
Components to Configure	*list the components you must configure*
Sample Page	*not used in this example*

For a blank copy of this worksheet, see "Settings Collection Worksheet 1" on page 684. For configuration worksheets for the individual components, see Chapter 40, "Worksheets," on page 682.

For more information about the components in the list, see "Configuring Components in a Settings Collection" on page 71 and "Component List" on page 72.

1   Select File, New, Settings from the main menu bar.

This starts the Settings Wizard. This first screen in the wizard explains the function of the wizard.

Click Next

2   Click the Next button to display the next screen.

3 Select the repository where you want to save the settings collection and click Next. For more information, see Chapter 3, "Repositories," on page 41.

Select the repository from the list box

Click Next

FileNet Capture Settings Wizard

Select the Repository in which the Settings Collection is to be stored:

ntcasper

< Back   Next >   Cancel

4 Select the Define a New Settings Collection option.

5 Type a name for the settings collection in the Define New Settings Collection Name field. (See "Capture Naming Conventions" on page 38 for more information.)

6 Select a settings collection to use as a base for this settings collection in the Based On Existing Settings Collection field and click the Next button.

Select this option

Type the Settings Collection name

Select the name of the Settings Collection to use as a base

Click Next

7 Select a document class to use with this settings collection and click the Next button. For more information, see Chapter 4, "Document Classes," on page 55.

Select or type the Document Class name

Click Next

8 Select a component to configure, click the Configure button, and configure the component. Continue this process for all the required components. Click the Next button when you are done.

See the individual component chapters for more information on configuring the components. (The actual list of components displayed depends on which components are installed for the workstation. Your list may vary from the one shown.)

Select a component

Click the Configure button

When you're done, click Next.

FileNet Capture Settings Wizard

Components:

Assembly
Blank Page Detection
Commit
DocProcessing
File Import
Image Verify
PrintFax
Scan
Viewer

Configure

Component function:

Assembles scanned pages into batches and documents.

Select each Component and configure it for
Med_Claim_st

< Back   Next >   Cancel
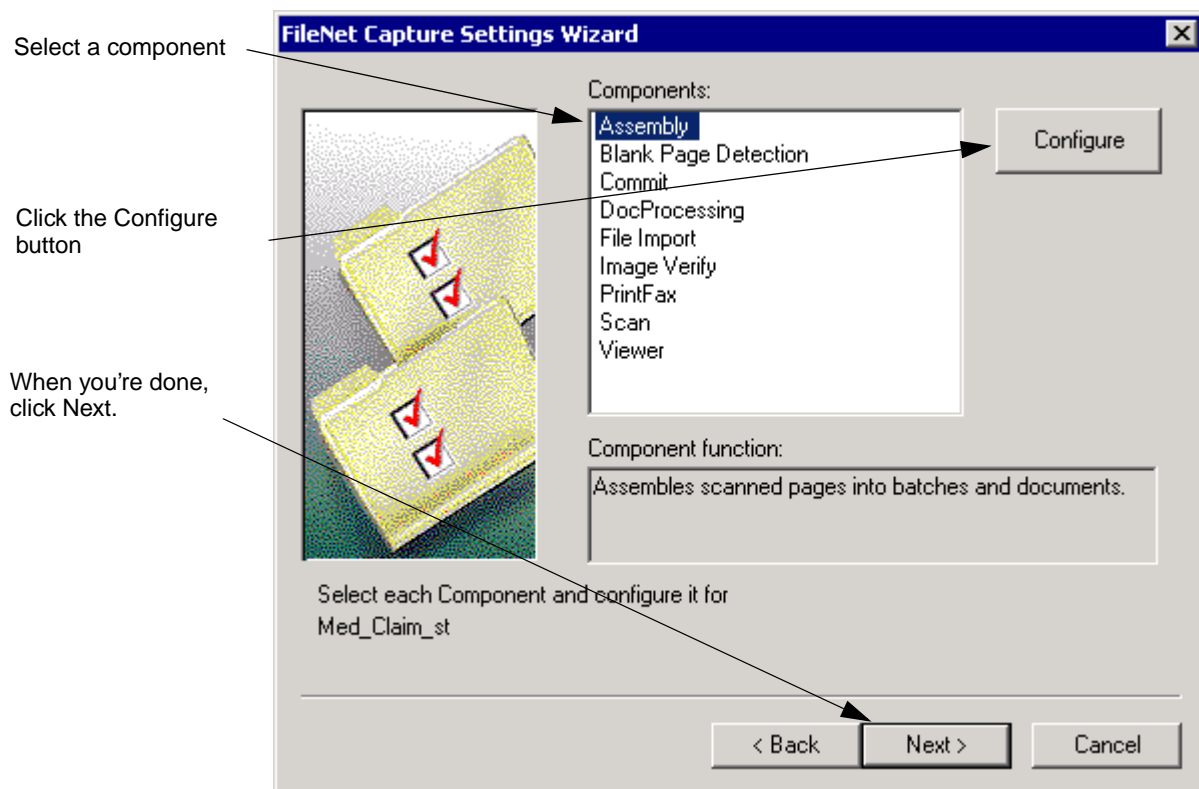
9 When the final screen appears, click the Finish button.

Click Finish

Editing a Settings Collection — Wizard Method 1

To edit an existing settings collection using the Settings Wizard, you need to know the information in the following worksheets:

Configuration Item	Example Value
Repository Name	Taos
Create New Settings Collection / Edit Existing Settings Collection	Edit Existing *selected*
Name of New Settings Collection / Name of Existing Settings Collection	Med_Claim_st
Based on Existing Settings Collection	*not used in this example*
Document Class Name	Med_Claim
Components to Configure	*list the components you must configure*
Sample Page	*not used in this example*

For a blank copy of this worksheet, see "Settings Collection Worksheet 1" on page 684. For configuration worksheets for the individual components, see Chapter 40, "Worksheets," on page 682.

For more information about the components in the list, see "Configuring Components in a Settings Collection" on page 71 and "Component List" on page 72.

1 Select File, New, Settings from the main menu bar.

This starts the Settings Wizard. This first screen in the wizard explains the function of the wizard.

Click Next

2 Click the Next button to display the next screen.

3 Select the repository containing the settings collection and click the Next button.

Select the repository from the list box →

Click Next
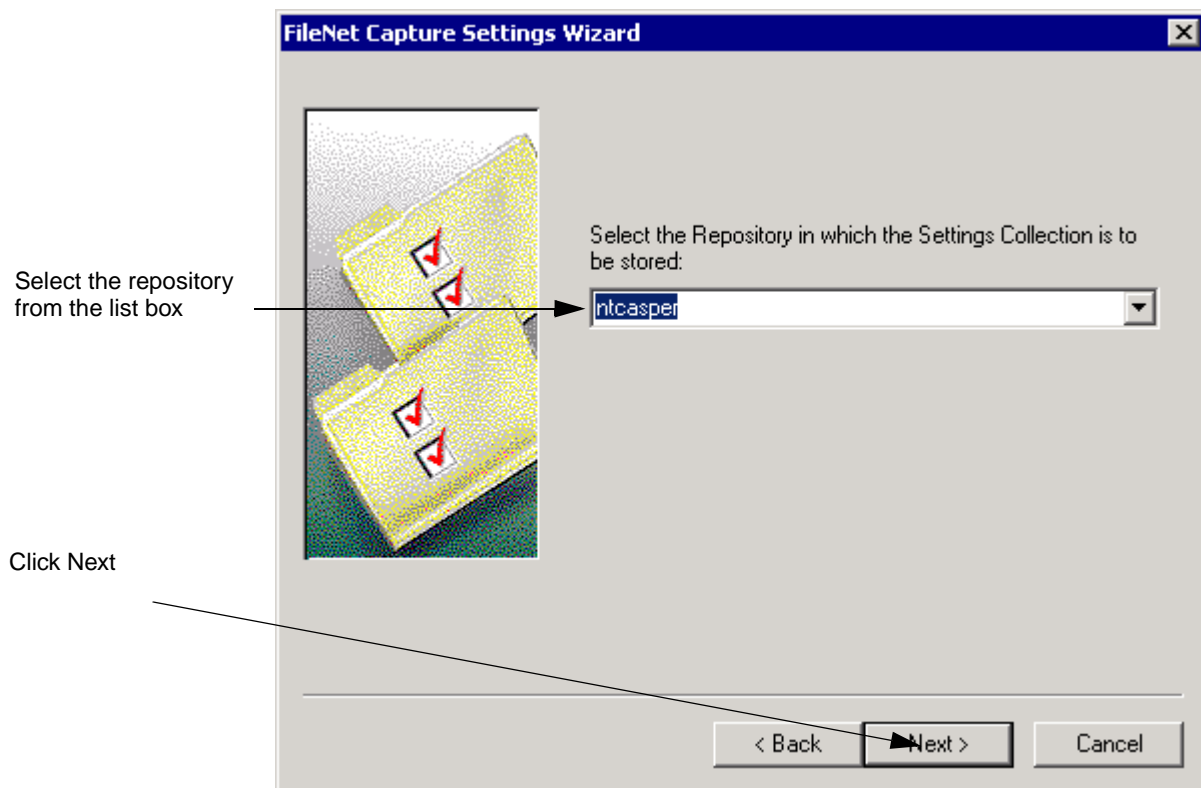
4 Select the Edit an Existing Settings Collection option.

5 Type or select the name of the settings collection in the Edit Existing Settings Collection Name field and click the Next button.

Select this option

Type or select the Settings Collection name

Click Next
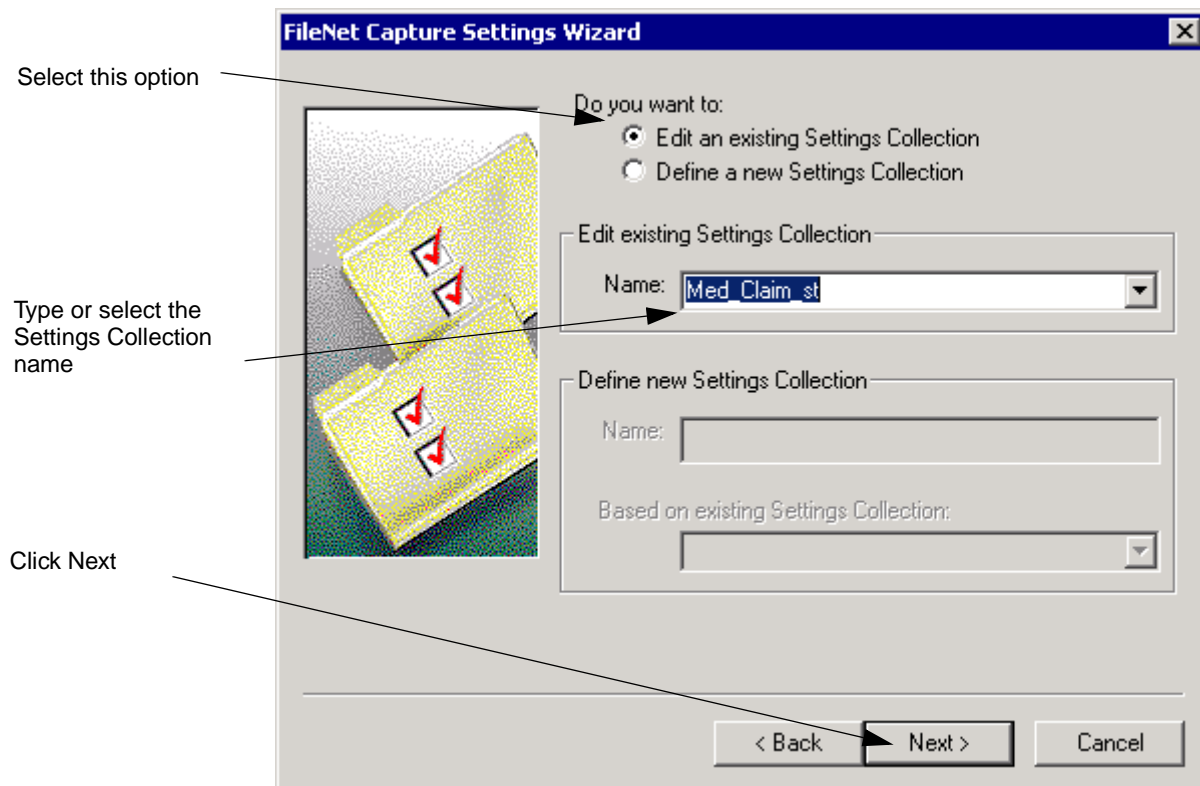
6   Change the document class, if necessary, and click the Next button.

Select or type the
Document Class
name

Click Next

FileNet Capture Settings Wizard

Please select the DocClass that is to be associated with
Med_Claim_st

DocClass:

Claim_Medical

< Back   Next >   Cancel
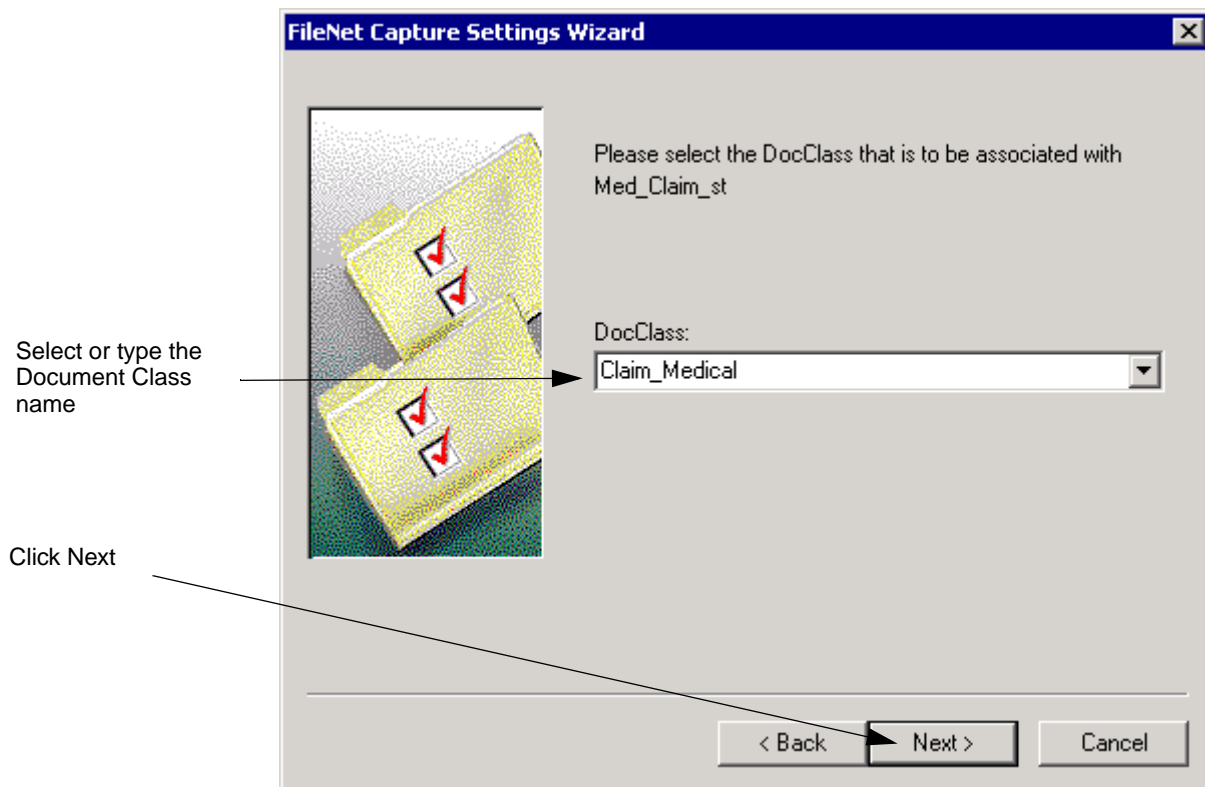
7 Select a component that you want to change, click the Configure button, and configure the component. Continue this process for all the required components. Click the Next button when you are done.

See the individual component chapters for more information on configuring the components. (The actual list of components displayed depends on which components are installed for the workstation. Your list may vary from the one shown.)

Select a component

Click the Configure
button

When you're done,
click Next.

FileNet Capture Settings Wizard

Components:

Assembly
Blank Page Detection
Commit
DocProcessing
File Import
Image Verify
PrintFax
Scan
Viewer

Configure

Component function:

Assembles scanned pages into batches and documents.

Select each Component and configure it for
Med_Claim_st

< Back   Next >   Cancel

8 When the final screen appears, click the Finish button.

Click Finish

From this point forward, all batches created from this settings collection use the component settings you just configured.

Editing a Settings Collection — Wizard Method 2

You can also edit a settings collection by selecting the settings collection and selecting Edit/Settings from the main menu bar. You need to know the information on the following worksheets:

Configuration Item	Example Value
Repository Name	Taos
Create New Settings Collection / Edit Existing Settings Collection	Edit Existing *selected*
Name of New Settings Collection / Name of Existing Settings Collection	Med_Claim_st
Based on Existing Settings Collection	*not used in this example*
Document Class Name	Med_Claim
Components to Configure	*list the components you must configure*
Sample Page	*not used in this example*

For a blank copy of this worksheet, see "Settings Collection Worksheet 1" on page 684. For configuration worksheets for the individual components, see Chapter 40, "Worksheets," on page 682.

1 Select the settings collection to edit in the Config/Settings folder using the Capture Tree View.

Select the settings collection in the Capture Tree View
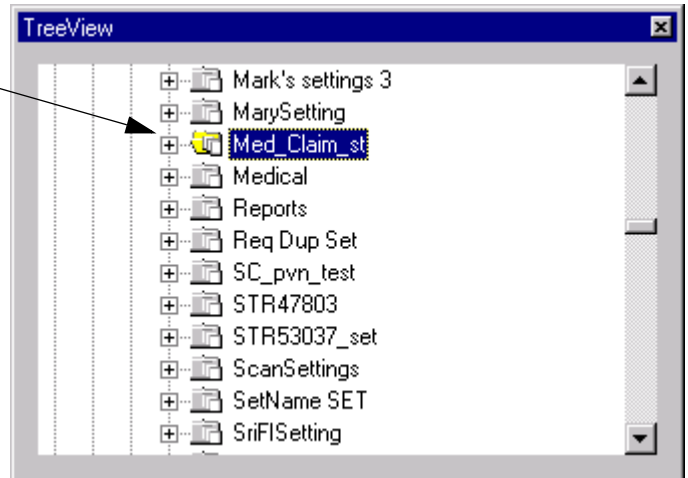
2 Select Edit, Settings from the main menu bar.

This starts the Settings Wizard.

3 Change the document class to use with this settings collection, if necessary, and click the Next button.

Select or type the
Document Class
name

Click Next

FileNet Capture Settings Wizard

Please select the DocClass that is to be associated with
Med_Claim_st

DocClass:

Claim_Medical

< Back   Next >   Cancel
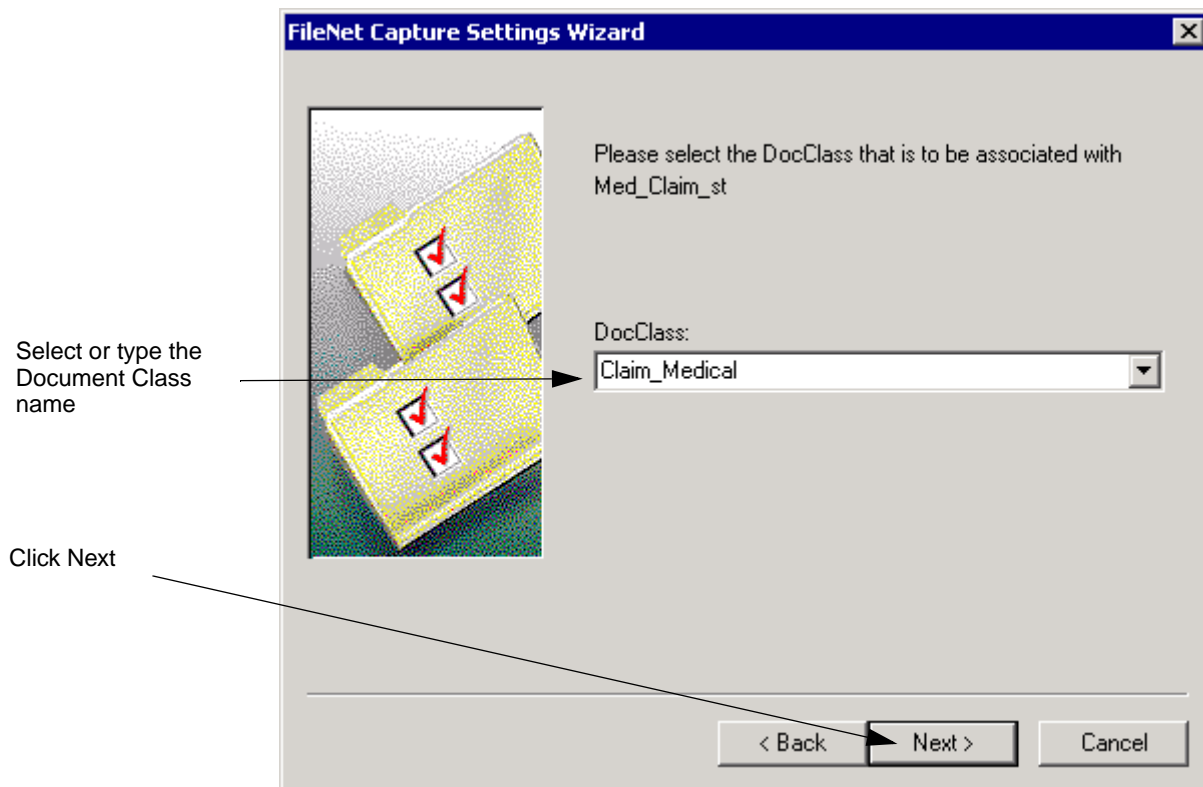
4 Select a component you want to change, click the Configure button, and configure the component. Continue this process for all the required components. Click the Next button when you are done.

See the individual component chapters for more information on configuring the components. (The actual list of components displayed depends on which components are installed for the workstation. Your list may vary from the one shown.)

Select a component

Click the Configure button

When you're done, click Next.

FileNet Capture Settings Wizard

Components:

Assembly
Blank Page Detection
Commit
DocProcessing
File Import
Image Verify
PrintFax
Scan
Viewer

Configure

Component function:

Assembles scanned pages into batches and documents.

Select each Component and configure it for Med_Claim_st

< Back   Next >   Cancel
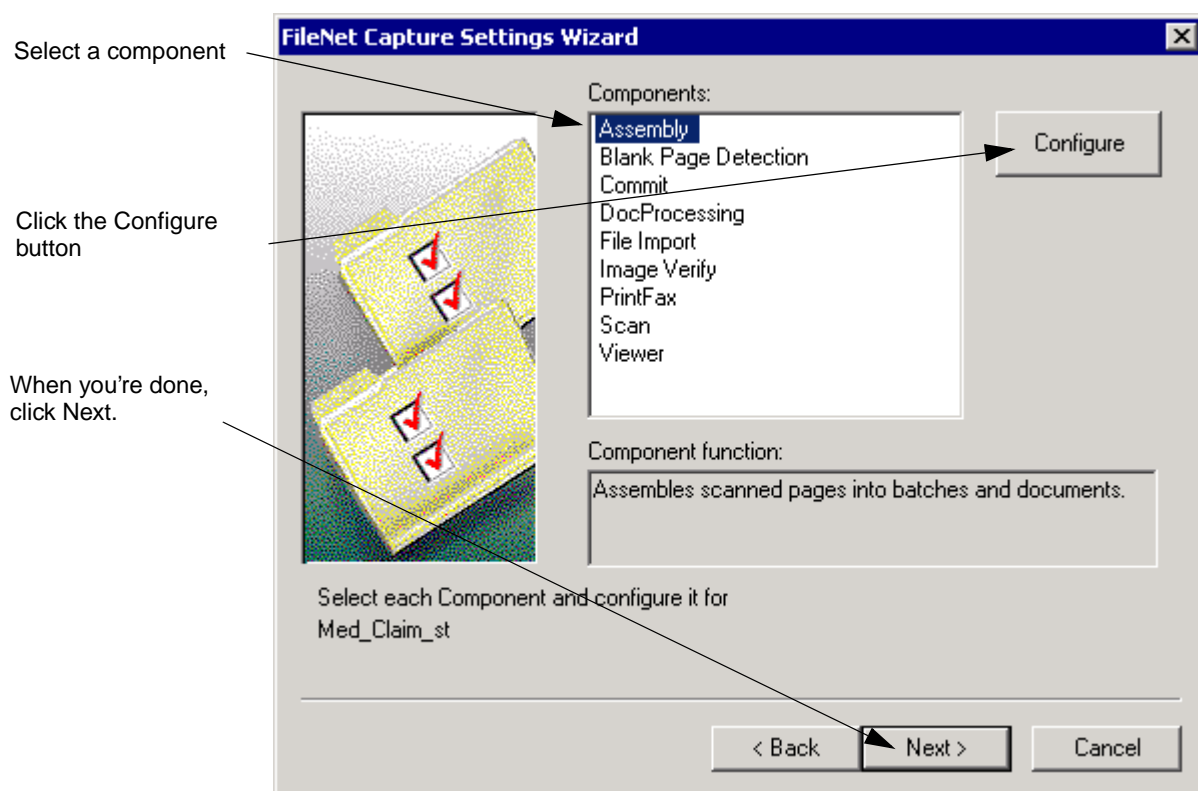
5 When the final screen appears, click the Finish button.

Click Finish

From this point forward, all batches created from this settings collection use the component settings you just configured.

Editing a Settings Collection — Non-wizard Method

You must use this method to configure Index, Index Verify and Event Activator. The other components can be configured using the Settings Wizard.

To edit a settings collection without using the Settings Wizard, you need to know the following information:

Configuration Item	Example Value
Repository Name	Taos
Create New Settings Collection / Edit Existing Settings Collection	*not used in this example*
Name of New Settings Collection / Name of Existing Settings Collection	Med_Claim_st
Based on Existing Settings Collection	*not used in this example*
IS Document Class Name	*not used in this example*
Components to Change	*list the components you must configure*
Sample Page	*not used in this example*

For a blank copy of this worksheet, see "Settings Collection Worksheet 1" on page 684. For configuration worksheets for the individual components, see Chapter 40, "Worksheets," on page 682.

1 Select the settings collection to edit in the Config/Settings folder using the Capture Tree View, for example, select Med_Claim_st.

Select the settings collection in the Capture Tree View
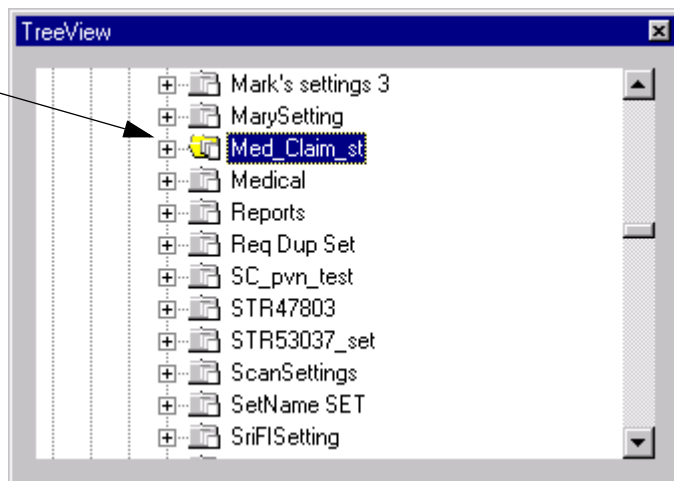
Select Tools, Configure, and the first component you want to configure from the main menu bar. For example, select Assembly. This action starts the component settings dialog boxes for the component you selected.

See the individual component chapters for more information on configuring the components.

2 Configure the component settings as needed and click the OK button when done.

3 Repeat steps 2 and 3 for the components you want to configure. From this point forward, all batches created from this settings collection use the component settings you just configured.

7
Capture Paths

Overview of Capture Paths

You automate the document capture process by creating a capture path, listing the Capture components you use in the order that you use them. The capture path specifies the processes, and the order in which they are performed. For example, a capture path might instruct the system to first scan the pages, then display them for image verification, then assemble them for subsequent indexing. The specifics of each step, such as the scan resolution and which pages to display for image verification, are controlled by the settings collection. (See "Settings Collections" on page 68 for more information.)

Capture runs the capture path and passes a batch of work automatically to the appropriate components for processing as defined in the capture path. All your Capture operators have to do is respond to prompts from the capture path.

You will probably require several capture paths for the different documents you process. For example, you can create a capture path for the documents you scan, and another for the documents you import. Multiple users can use the same capture path, so if you scan only one type of document you need define only one capture path. Capture paths are stored with settings collections and templates in the Config folder of a repository.

Capture paths run on operators' workstations. All Capture components used in a capture path must be installed on the operator's workstation.

Capture Paths in the Local Repository

Capture paths stored on the remote repository can be copied and used from the local repository, along with the contents of the other configuration folders. Because the local repository cannot support indexing or committal, capture paths run on the local repository cannot include index, index verify, or commit components.

Capture Path Wizard

The Capture Path Wizard guides you through creating a capture path. Use the Capture Path Wizard to create new capture paths and edit existing capture paths.

Configuring Components for a Capture Path

You can include only Capture components in the capture path. You cannot specify single options within Capture components. For example, to deskew scanned images as part of your capture path, you cannot specify Deskew as a component. You must specify the parent Capture component, which is Scan or DocProcessing, and configure that component to enable Deskew. You can include a single Capture component multiple times within a capture path.

The following table lists the components that can be used in a capture path as well as any special considerations for each component.

Component	Notes
Scan	The continuous scanning feature cannot be used in a capture path.
	The Rescan feature cannot be used in a capture path.
	Use Scan Ahead only when the step in the capture path after scanning is also an automated process, such as DocProcessing or automated Assembly. Disable Scan Ahead when the step in the capture path is a manual process, such as Image Verify. For more information, see "Allow Scan Ahead" on page 141.
	You can configure the Scan component to scan one page at a time, then wait for the operator to accept, reject, or mark the scanned image for rescan before scanning the next page. See the Capture Professional Online Help for complete instructions.
File Import	
Blank Page Detection	
Doc Processing	Includes the following post-scan functions:
	Bar Code: Performs bar code detection and recognition tasks.
	Patch Code: Performs patch code detection and recognition tasks.
	Forms ID: Matches pages against predefined sample forms to quickly identify form document types.
	Image Enhancement: Provides enhancement features like despeckle, deskew, and streak removal.

Component	Notes
Image Verify	When you use Image Verify, consider the following: • If an operator marks a page as Reject, Image Verify turns the scanner on, flushing the scanner's buffer of any pages it may contain. This can cause problems if you have the Scan Ahead feature in the Scan component enabled to maximize throughput. • You can configure the Scan component to scan one page at a time, then wait for the operator to accept, reject, or mark the scanned image for rescan before scanning the next page. See the Capture Professional online help for complete instructions. • Image verification may be performed either at the scanning station, or at another station that can access the same repository. To use Image Verify on a separate workstation, you must have the Scan component installed and a scanner attached to the station to rescan pages at that workstation. • In distributed processing, when a batch completes image verification with all pages accepted, the other stations polling for batches in the next phase will see the batch. If one or more pages in a batch are rejected or marked for rescan, the batch will be marked as In Error. A supervisor or rescan station can see the batch by polling for batches with a Next Phase of Index, Commit, or Rescan and a Status of Error. For more information about Image Verify, see "Image Verify" on page 321.

Component	Notes
Event Activator	If you use the Event Activator to switch to a different settings collection, note that all the settings collections you switch to within one capture path after the batch is created must use the same document class. Note also that the change in settings collections does not affect any component in the capture path that comes before the Event Activator. For more information about Event Activator, see "Event Activator" on page 441.
Assembly	Assembly differs from the other Capture components in that it doesn't pass pages on as it receives them, but holds them until it can assemble them into documents and batches. Until it assembles and releases these pages, it produces an Empty output that must be looped back to the Scan or Import component to send the next page to Assembly. If the capture path does not loop back to the Scan for another page, Scan will drop any pages it has buffered when the capture path terminates, resulting in a one-page batch. Remember to include this loop in your capture paths.
Index	
Index Verify	The Index Verify component is not available for CS or CE repositories.
Merge	You must assemble the documents before you can use the Merge component.
Full Text OCR	You must assemble the documents before you can use the Full Text OCR component.
Zonal OCR	
Record Activator	The Record Activator component is available for CE repositories only.

Component	Notes
Viewer	The viewer is rarely used in a capture path.
Commit	

Sample Capture Paths

Capture comes with sample capture paths. You can use these capture paths if they fit your processing requirements, or you can copy them and edit them for your environment.

The sample capture paths have no settings collections or templates associated with them, so you must create the settings collections, then configure the templates that associate the capture paths and settings collections.

These capture paths are installed automatically in the local repository. They reside in the Config/CapturePaths folder. Remember that the local repository cannot support indexing or committal, so if you want to use sample capture paths that include index, index verify, or commit components, you must copy them to an IS, CS, CE or offline repository. Save the associated settings collections you create in the Config/Settings folder and the associated templates in the Config/Templates folder. For more information, see "Capture Paths in the Local Repository" on page 104.

Work Flow Examples

This section provides two examples of mapping components to tasks in your work flow to plan a capture path.

Work Flow Example 1

The following example demonstrates a work flow in which the scan operator scans, verifies images, and performs image enhancement and document assembly. An index operator indexes and commits batches.

The table lists the tasks that are performed manually at the facility, and shows the Capture components that can be used to automate the process. Note that while most operations can be automated with Capture, some of the preparation must still be performed manually.

Task	Performed By:	Component
Open incoming mail	mail clerks	N/A
Sort mail into batches, Place patch codes on document and batch separators	mail clerks	N/A
Scan batches	scan operator	Scan
Patch code detection	software (automatic)	Scan
Verify images/rescan if necessary	scan operator	Image Verify Scan
Correct/Enhance images	scan operator	DocProcessing
Assemble pages into documents and batches	scan operator	Event Activator Assembly
Index batches	index operator	Index
Verify indexing	index operator	Index Verify
Commit to IS	index operator	Commit

Work Flow Example 2

This example involves more workers performing more specialized tasks. In this example, the image enhancement and rescanning might be performed on specialized workstations.

Task	Performed By:	Component
Open incoming mail	mail clerks	N/A
Sort mail into batches, Place patch codes on document and batch separators	mail clerks	N/A
Scan batches	scan operator	Scan
Patch code detection	software	Scan or DocProcessing
Assemble images into documents and batches	scan operator	Event Activator Assembly
Verify images, mark bad images for rescan	verify operator	Image Verify
Rescan images	verify operator	Scan
Correct/Enhance images	enhancement operator	DocProcessing
Index batches	index operator	Index
Verify indexing	index operator	Index Verify
Commit to IS	system administrator	Commit

Capture Path Guidelines

Plan the work flow of a capture path before you create it in the system. You must have a clear idea of all the processing steps the capture path will include before you start the Capture Path Wizard.

Note Do not edit a capture path containing components that are not installed on your system.

Capture paths should contain more than one component

Capture paths describe a **sequence** of processing steps that a batch will undergo. If you need only one component, it is easier to start that component manually from the native interface than to use a capture path.

The sequence of events must be logical

Capture paths process a batch in the order in which the components are linked together. This order must make logical sense. The Wizard checks for proper syntax of a capture path to insure that the outputs are connected to inputs. It does not check the logical order of the components.

Review the individual chapters for each component to determine whether there are any dependencies. For example, if you are using the Full Text OCR component in a capture path, you must use the Assembly component first to assemble the documents before you can run Full Text OCR.

The Event Activator is an integral part of the Assembly process

To use the Assembly component to automatically assemble pages into documents, batches, and folders using bar codes or patch codes, you must formulate rules in the Event Activator. These rules direct Assembly to separate, identify and assemble the stream of pages. Event Activator rules define the criteria for deciding where documents, batches, and folders begin and end within the page stream. The Event Activator must precede Assembly in the capture path in those cases.

Scan and File Import have special requirements

Scan and File Import bring images into the document capture environment. When they run outside of a capture path, they handle groups of images together as a batch. For example, in ad hoc mode Scan scans all the pages in the hopper and places them in a batch.

When Scan or File Import run as part of a capture path, they handle each image individually. Scan, for example, scans a piece of paper, places the resulting image in a batch, then makes that image available for processing by the next component. The image is processed by the other components in the capture path until it reaches Assembly. Assembly processes the image, based on information provided by the Event Activator, then holds the image, since it doesn't have a complete document yet. The capture path loops back to Scan, and gets another image for processing. If the capture path does not loop back to Scan for another image, Scan will drop any images it has buffered when the capture path terminates, resulting in a one-image batch.

File Import also passes one image at a time to the next component in a capture path.

Because of this image-based interdependency, Scan or File Import must run on the same machine as the Event Activator and Assembly.

Your scan operator must perform assembly before work can pass to a different station for more processing.

Using the Capture Path Layout Interface

You compose a capture path on two screens in the Capture Path Wizard. The first screen, shown below, lists the Capture components installed on your workstation. Use it to select the components you want to add to the capture path. (If a component does not appear in the **Available Components** list, you must install it on your system.)
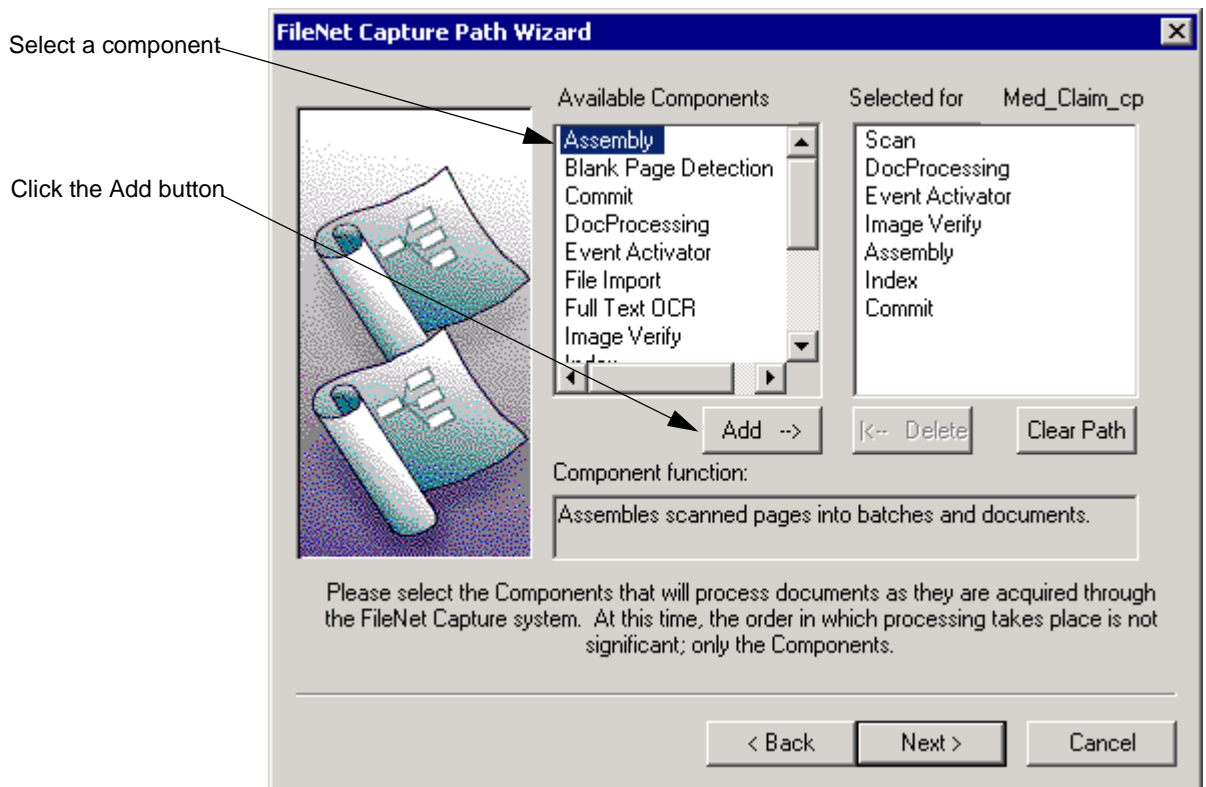
When you select a component in the **Available Components** list box, the description of the component appears in the **Component function** field. Click **Add** to add the component to the capture path you are creating. The name of the component will appear in the **Selected for <capture path name>** list box.

You can select all the required components for your capture path from this dialog box, or you can select them from the graphical layout dialog box that follows. If you select all the components from this dialog box, select them in the order you want them to appear in the capture path. (Components will appear in the flow diagram on the following screen in the order you select them.) You can select a component more than once.

You can delete a component from the selected list by selecting the component and clicking **Delete**. To remove all the components from the selected list, click **Clear Path**.

If you find it easier to create a capture path from the graphical layout dialog box, select the first component to appear in your capture path and click **Next**. You must select at least one component. The system displays the following dialog box.
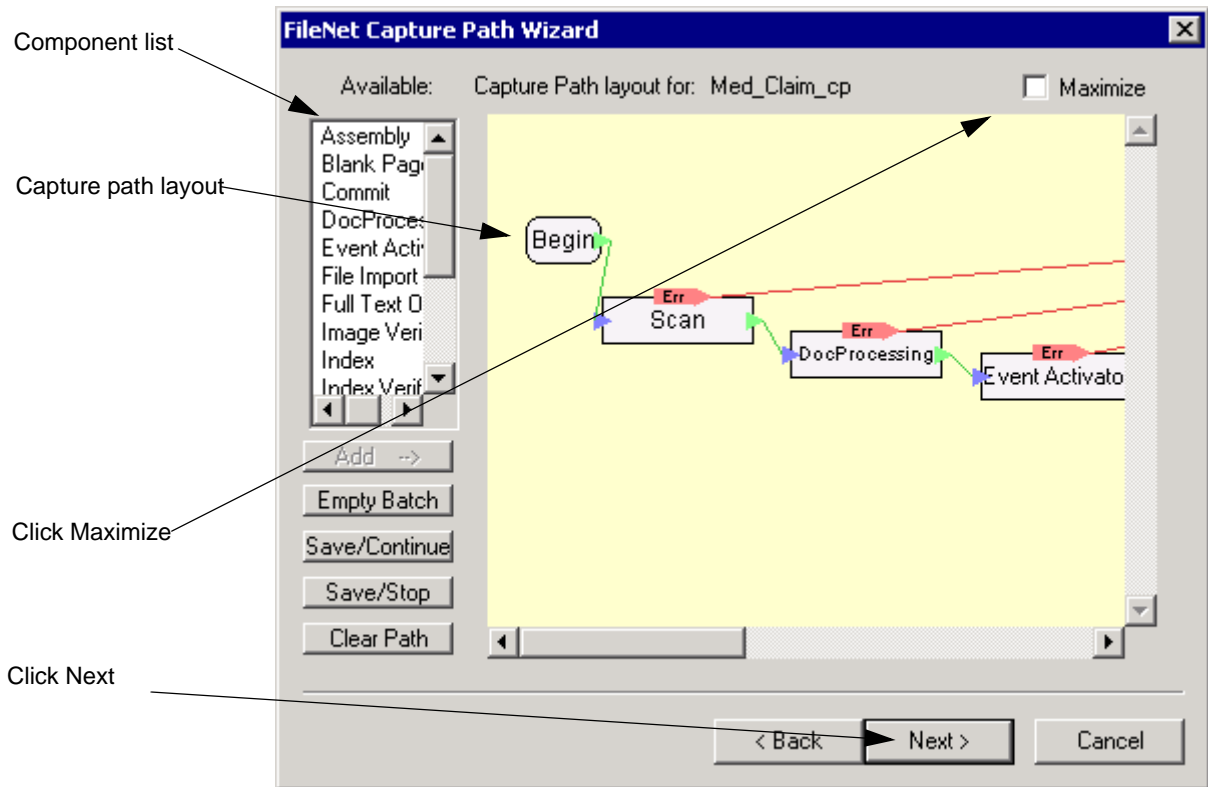
The Capture Path layout field contains Begin, End and Error icons, plus icons that represent Capture components you added in the previous dialog box. Each component has an entry point and an exit point. You must link each exit point to an entry point on another component.

Links between components are represented as green lines. Each component is automatically linked to the Error icon by red lines. You do not have to edit these error links. The red square is used to mark exits that

are not yet connected to something. These are error conditions. When you hook up an unconnected output, the red square goes away.
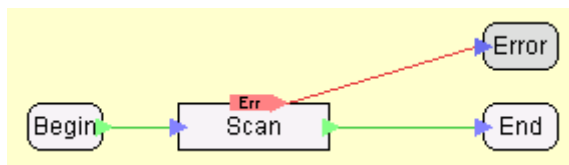
Some components have more than one exit point, as there can be more than one result. Secondary exit points are marked with a green triangle, just like primary exit points.

For example, Image Verify has an Accept exit point (labeled OK) and a Reject exit point. If a page is accepted, the capture path routes it to the next step in the capture path. However, you must determine what to do if the page is rejected. You may want to link the Reject exit point back to the Scan component's entry point.

Similarly, Assembly has an OK exit point and an Empty exit point. The Empty exit point must be linked back to the Scan component, or the capture path will terminate processing with a one-image batch.

Add Button

Select the component from the list on the left, then click the Add button. The component appears in the graphical composition area.

Save/Continue and Save/Stop Buttons

Use the Save/Continue and Save/Stop buttons to push work back to the repository. The Save/Stop control stops capture path execution and returns the batch to the repository so it can be picked up by another

station. The Save/Continue control returns work to the repository, then loops back to a Capture component defined earlier in the capture path. Note that the Save/Continue transaction requires that you link the Empty output to the Capture component with which you want to resume processing. The initial batch will be used again for processing.

Empty Batch Button

The Empty Batch button places a component in the capture path that removes all the contents from a batch and sets the next phase to Begin. It is used for error recovery.

Clear Path Button

The Clear Path button clears the graphic composition area of all icons except Begin, End, and Error.

Out of Order Components

If components are not in the correct order, you must reorder them and manually link their entry and exit points. Similarly, if a component has a secondary exit point, you must manually link the secondary point to an appropriate component's entry point. Note that simply reordering components does not determine their execution sequence. Links from each component's entry and exit points determine execution sequence.

To reorder components

Click on the component you want to move. Hold down the mouse button and drag the component to a new location within the lineup.

To manually link components

Move the cursor over a component's exit point until the cursor changes to a double ended arrow. Press and hold the mouse button, then drag the double ended arrow cursor to the entry point of the next component. Release the mouse button to complete the connection. To test that the link was successful, drag the component out of the lineup and check that the green line links the correct entry and exit points.

Note   The component list and component layout screens in the Wizard can show different components in their lists. Remember that you cannot add a component to a capture path unless it is installed on the workstation.

Component List
The component list screen shows the components actually installed on the workstation.

Component Layout
The component layout screen lists all the components available in Capture.

Procedures

Creating a Capture Path

To configure a new capture path, you need to know the information in the following worksheets:

Configuration Item	Example Value
IS Repository Name	ntDallas
Create a New Capture Path / Edit Existing Capture Path	Create New *selected*
Name of New Capture Path / Name of Existing Capture Path	Med_Claim_cp
Based on Existing Capture Path	*not used in this example*
Components to Include	*fill in list of components*

For a blank copy of this worksheet, see .

Order	Component
1	Scan
2	DocProcessing
3	ImageVerify
4	Assembly
5	Index
6	Commit

For a blank copy of this worksheet, see .

1 Select File, New, Capture Path in the main menu bar.

2 The first screen in the Wizard explains its function. Click the **Next** button to move to the next screen.

Click Next

3 Select the repository where you want to save the capture path and click **Next**. For more information, see "Repositories" on page 41.

Select the repository ────────→

Click Next ────────→

FileNet Capture Path Wizard

Select the Repository in which the Capture Path is to be stored:

ntcasper

< Back   Next >   Cancel
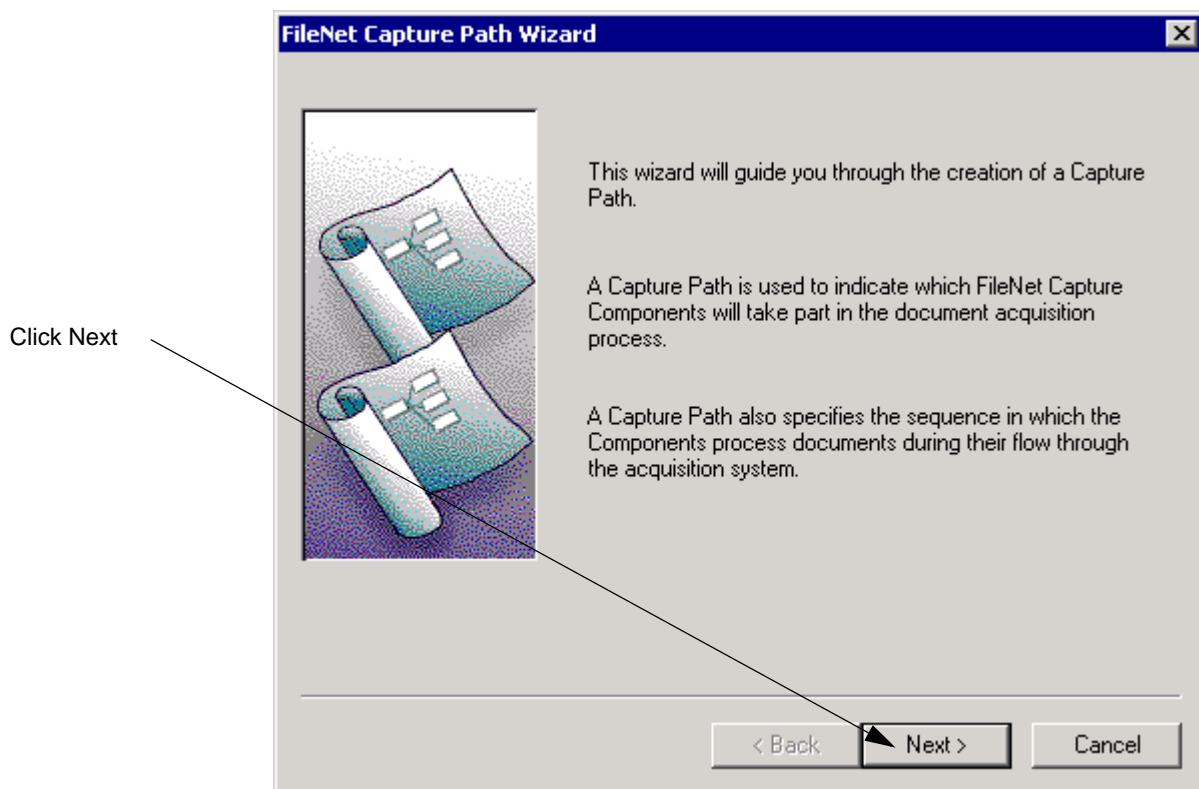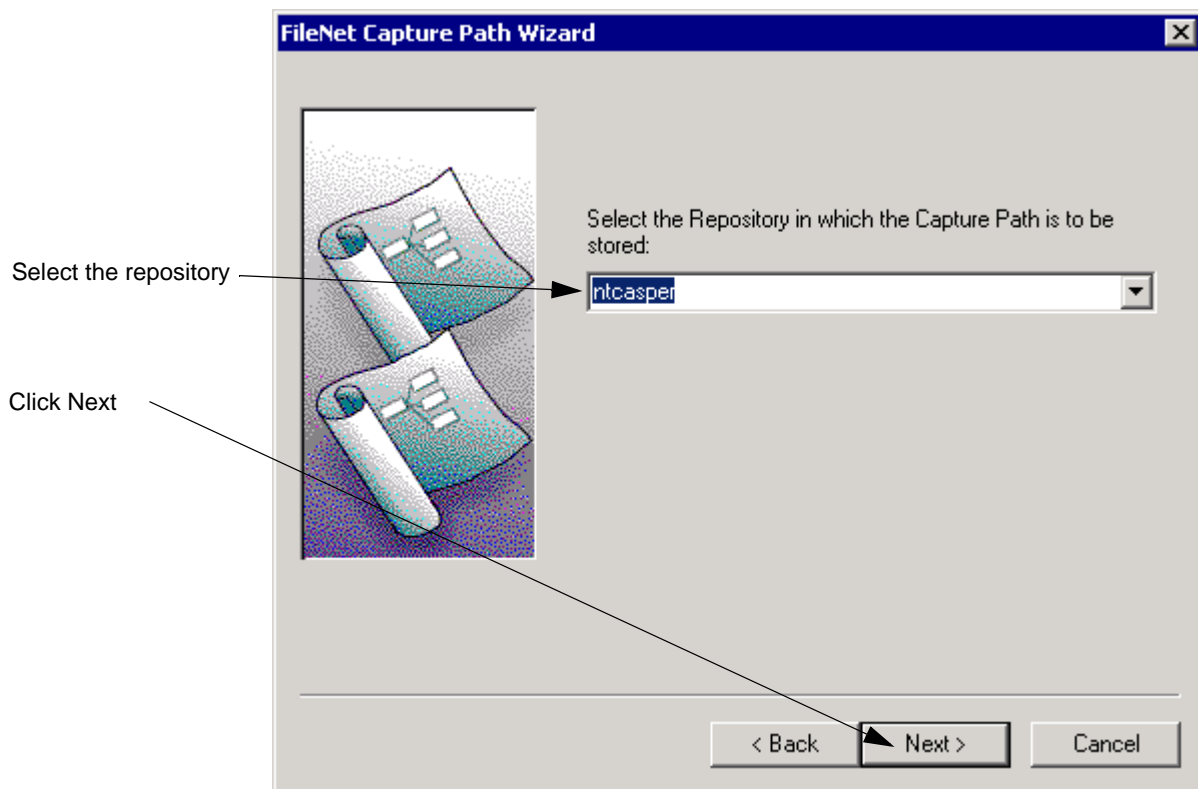
4 Click on the **Define New Capture Path** option.

5 Type a name for the capture path in the Define New Capture Path **Name** field, and click the **Next** button.

Select this option

Type the capture path name

Click Next

FileNet Capture Path Wizard

Do you want to:
- ○ Edit an existing Capture Path
- ● Define a new Capture Path

Edit existing Capture Path

Name:

Define new Capture Path

Name:

Med_Claim_cp

Based on existing definition:

< Back   Next >   Cancel
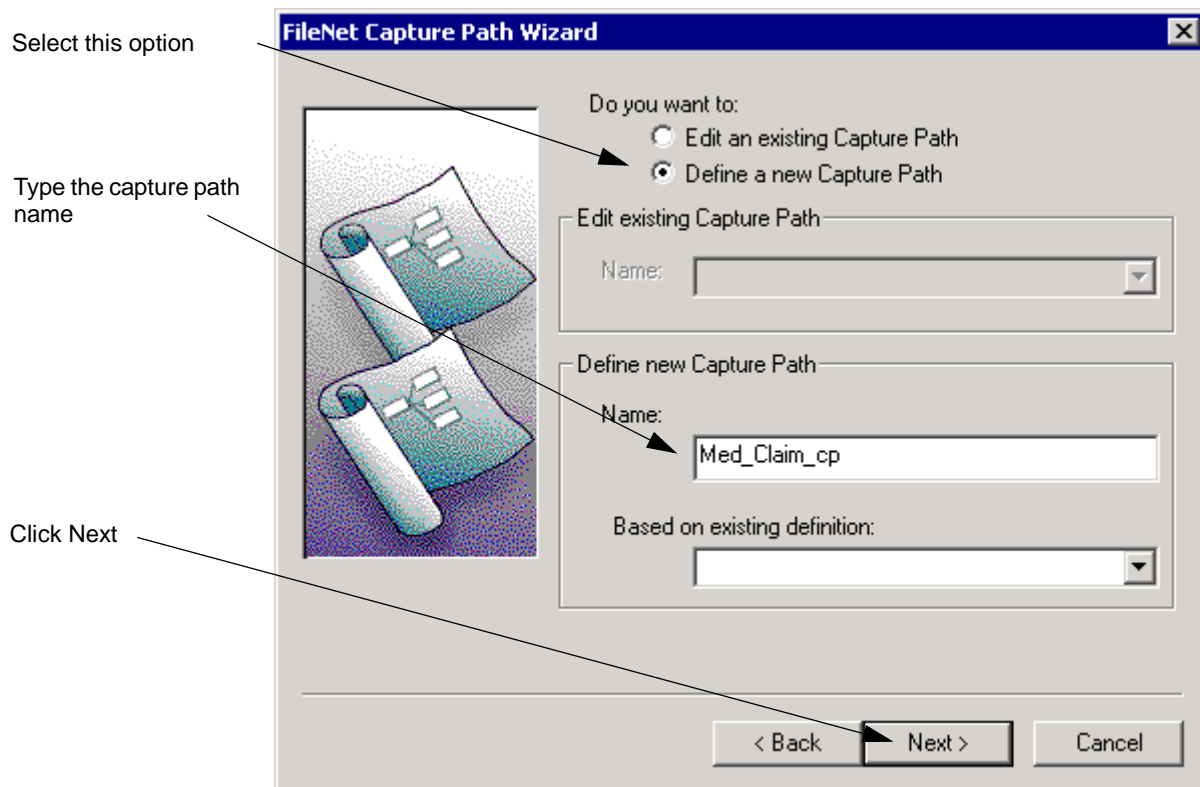
6 Select a Capture component and click the **Add** button. Repeat this step for all the components you want to use. Select the components in the order they will be used in the capture path. You must select at least one Capture component. Click the **Next** button when done.

Tip Add one component to the list and click the **Next** button so you can compose the capture path graphically in the next dialog box.

Select a component

Click the Add button

Click Next

FileNet Capture Path Wizard		

Available Components

Selected for   Med_Claim_cp

Assembly
Blank Page Detection
Commit
DocProcessing
Event Activator
File Import
Full Text OCR
Image Verify

Scan
DocProcessing
Event Activator
Image Verify
Assembly
Index
Commit

Add --> |<-- Delete   Clear Path

Component function:

Assembles scanned pages into batches and documents.

Please select the Components that will process documents as they are acquired through the FileNet Capture system. At this time, the order in which processing takes place is not significant; only the Components.

< Back   Next >   Cancel

7 By clicking and dragging, order and link the components. You can also add any components you missed in the previous dialog box. Click the **Next** button when done.

Tip Click the **Maximize** button to enlarge the capture path map.

Component list

Capture path layout

Click Next

The Wizard evaluates the capture path.

If every exit point in the capture path connects to an entry point, the Wizard approves the capture path and the final screen displays.

If the message "The capture path is incomplete or contains errors...." displays, see .

8 Click the **Finish** button.

Click Finish

FileNet Capture Path Wizard

The Capture Path has been defined and is ready to be written into the Repository.

The Capture Path will be saved as:

Med_Claim_cp

< Back   Finish   Cancel
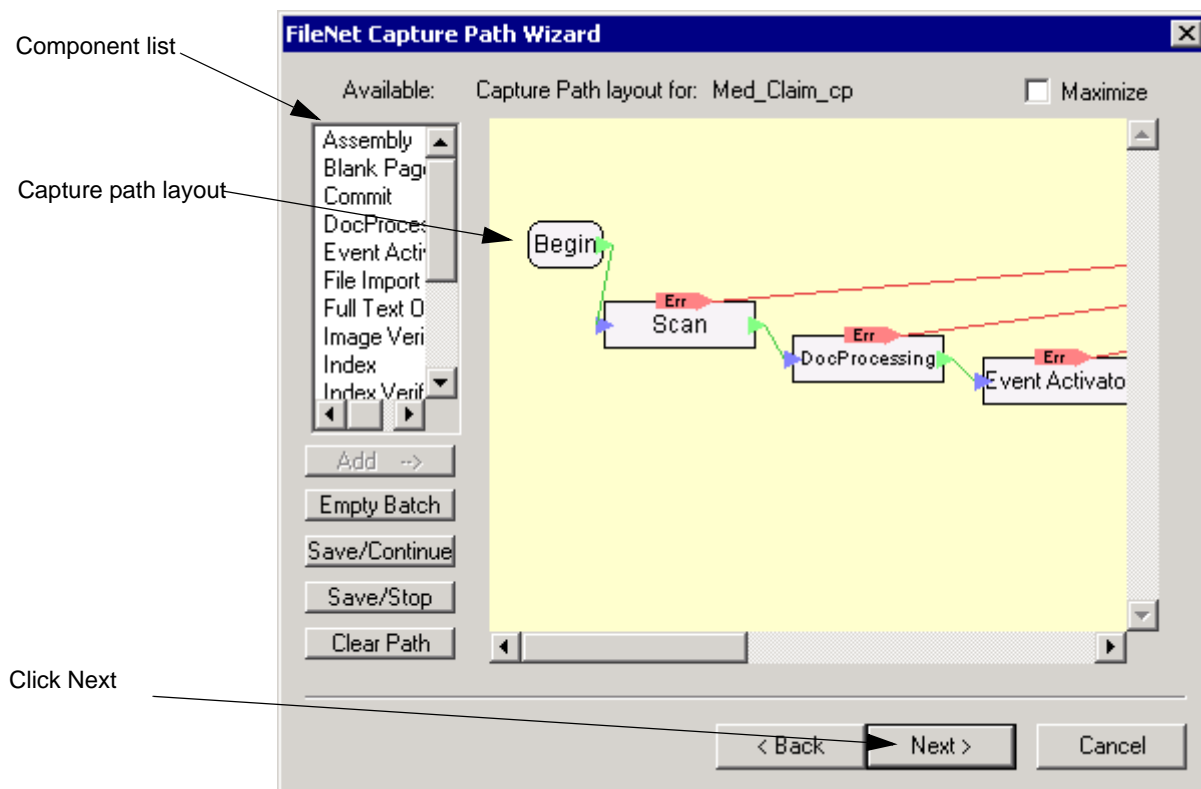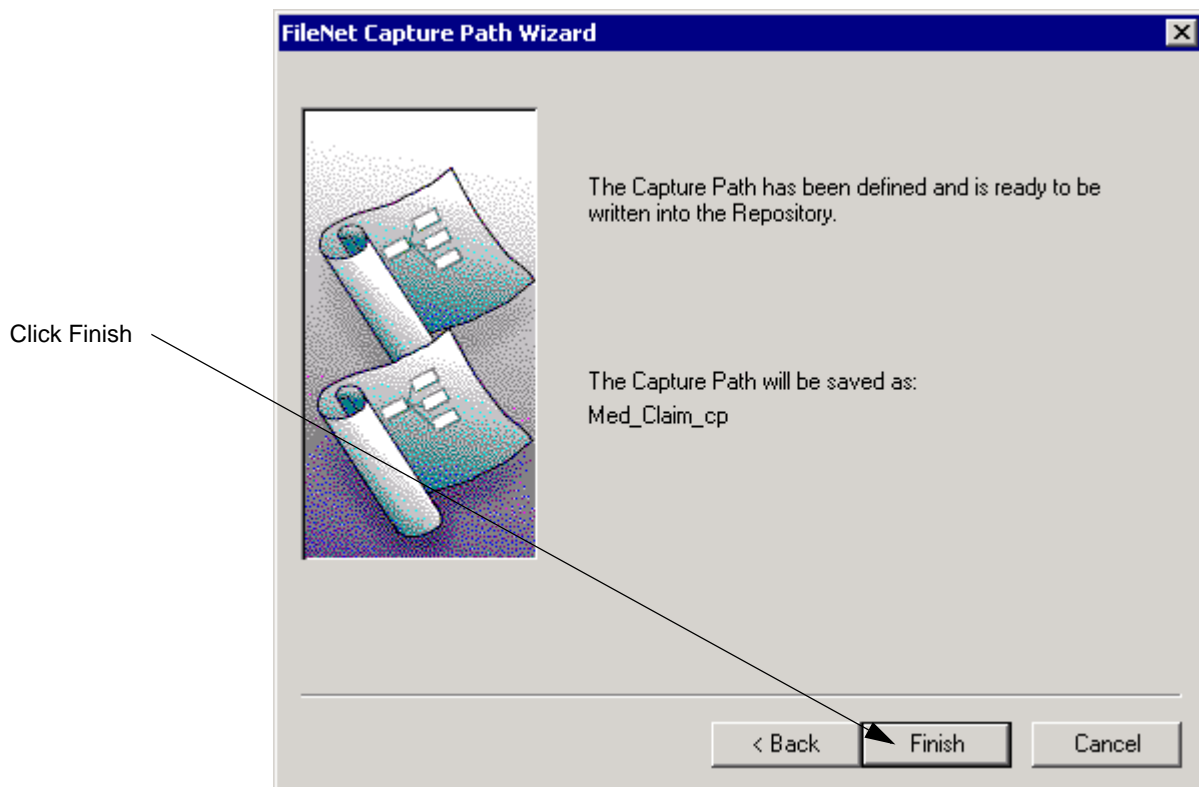
Creating a Capture Path From an Existing One

To configure a new capture path based on an existing one, you need to know the information in the following worksheets:

Configuration Item	Example Value
IS Repository Name	ntDallas
Create a New Capture Path / Edit Existing Capture Path	Create New *selected*
Name of New Capture Path / Name of Existing Capture Path	Med_Claim_cp
Based on Existing Capture Path	Den_Claim_cp
Components to Include	*fill in list of components*

For a blank copy of this worksheet, see .

Order	Component
1	Scan
2	DocProcessing
3	ImageVerify
4	Assembly
5	Index
6	Commit

For a blank copy of this worksheet, see .

1 Select File, New, Capture Path in the menu bar.

2 The Capture Path Wizard opening screen displays.
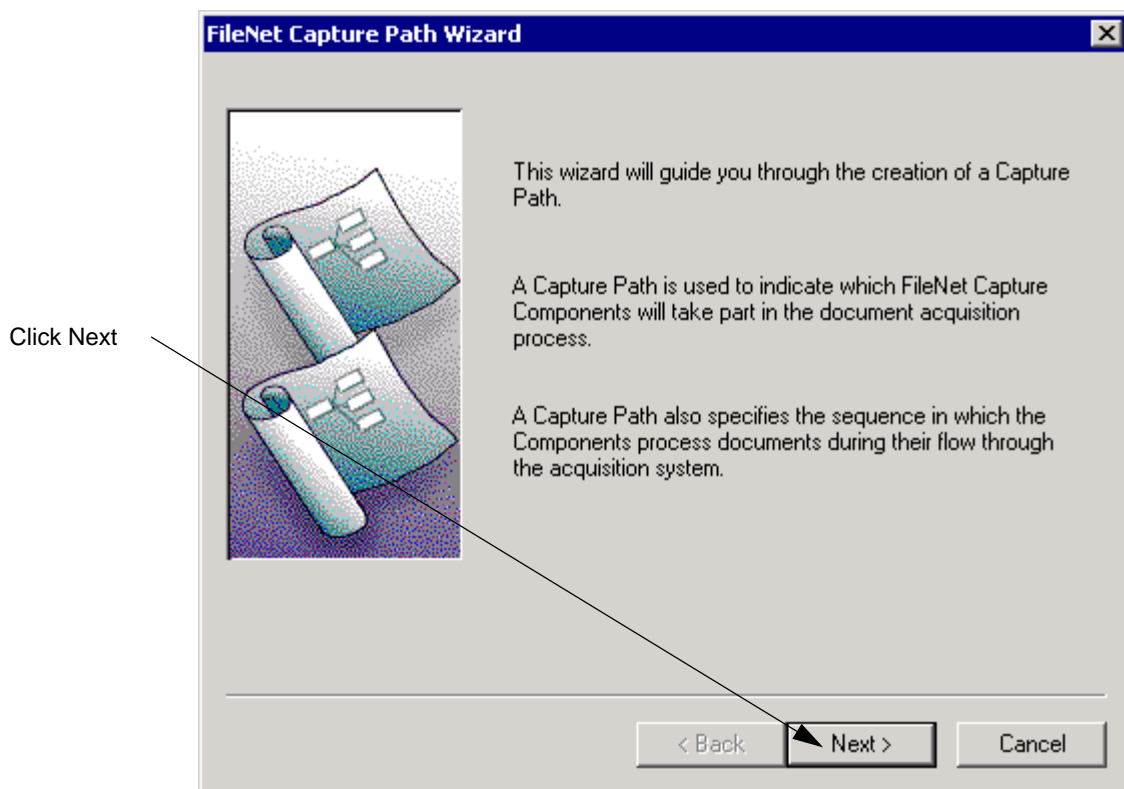
Click Next

FileNet Capture Path Wizard

This wizard will guide you through the creation of a Capture Path.

A Capture Path is used to indicate which FileNet Capture Components will take part in the document acquisition process.

A Capture Path also specifies the sequence in which the Components process documents during their flow through the acquisition system.

< Back   Next >   Cancel

3 Select the repository where you want to save the capture path and click **Next**. For more information, see "Repositories" on page 41.

Select the repository ————

Click Next ————
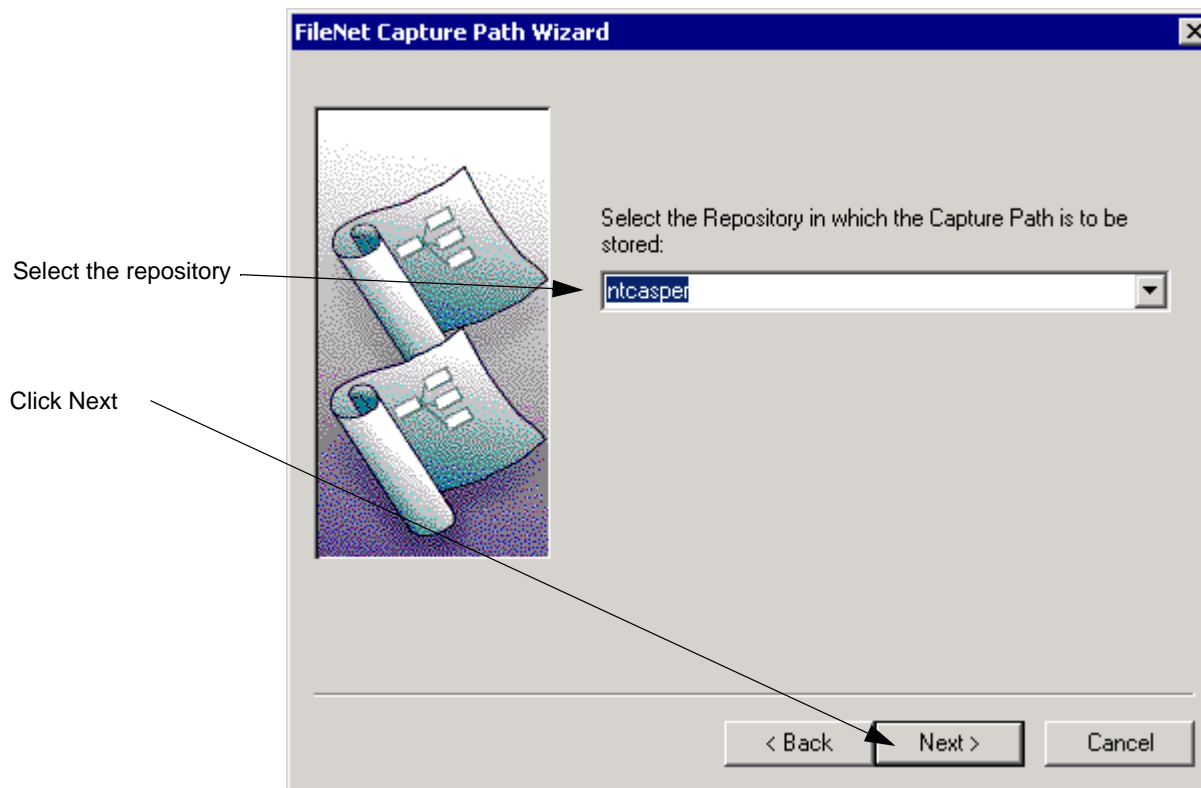
4 Select the **Define a New Capture Path** option.

5 Type a name for the capture path in the Define New Capture Path **Name** field.

6 Select a capture path to use as a base for this capture path in the **Based On Existing Definition** field, and click the **Next** button.

Select this option

Type the capture path name

Select the capture path to use as a base.

Click Next

7 Edit the capture path. You can Add a component, Delete a component and Clear all components in the capture path. Click the **Next** button when done.

Tip Click the **Next** button so you can compose the capture path graphically in the next dialog box.

Select a component

Click the Add, Delete, or Clear Path button

Click Next

FileNet Capture Path Wizard

Available Components   Selected for   Dental_Claim_cp

Available Components:
- Assembly
- Blank Page Detection
- Commit
- DocProcessing
- Event Activator
- File Import
- Full Text OCR
- Image Verify
- Index

Selected for:
- Assembly
- Image Verify
- DocProcessing
- Commit
- Index
- Event Activator
- Scan

Add --> |<-- Delete   Clear Path

Component function:

Please select the Components that will process documents as they are acquired through the FileNet Capture system. At this time, the order in which processing takes place is not significant; only the Components.

< Back   Next >   Cancel

8 By clicking and dragging, order and link the components. You can also add or delete any components as required. Click the **Next** button when done.

Tip Click the **Maximize** button to enlarge the capture path map.

Component list

Capture path layout

Click Next
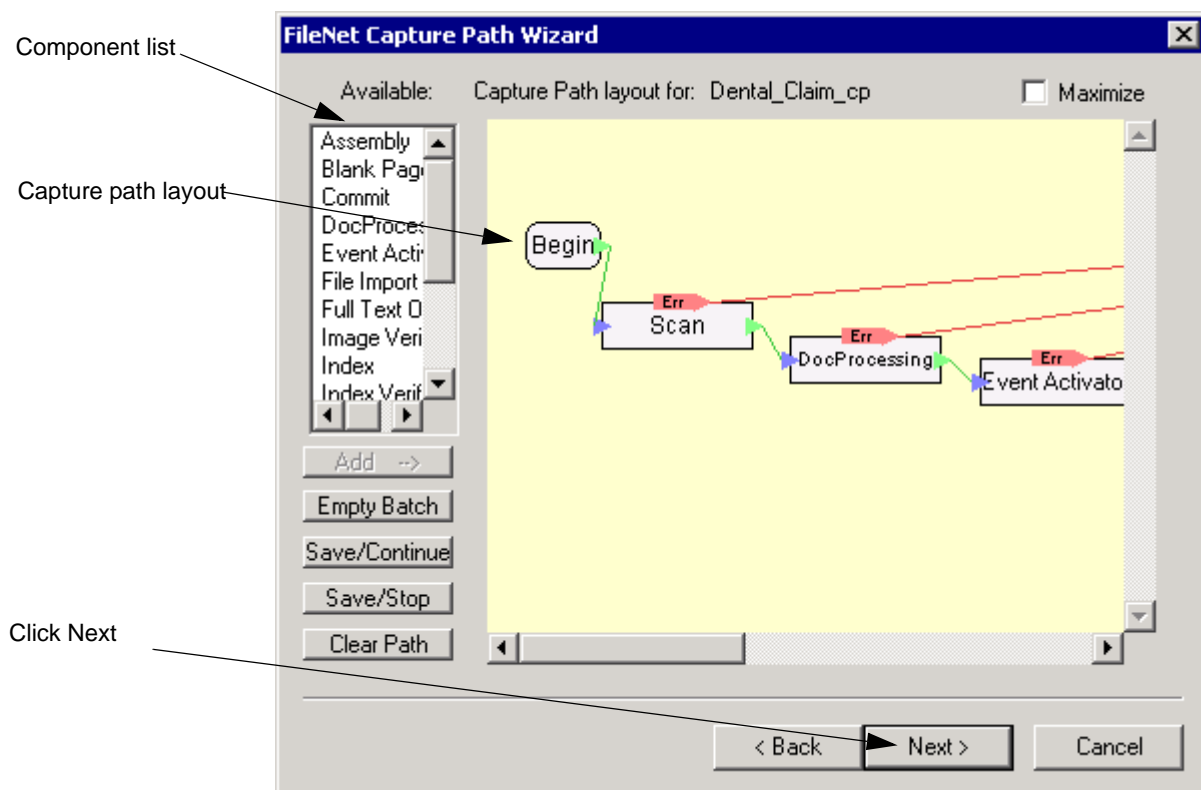
The Wizard evaluates the capture path.

If every exit point in the capture path connects to an entry point, the Wizard approves the capture path and the final screen displays.

If the message "The capture path is incomplete or contains errors...." displays, see "To manually link components" on page 118.

9   Click the **Finish** button.

Click Finish

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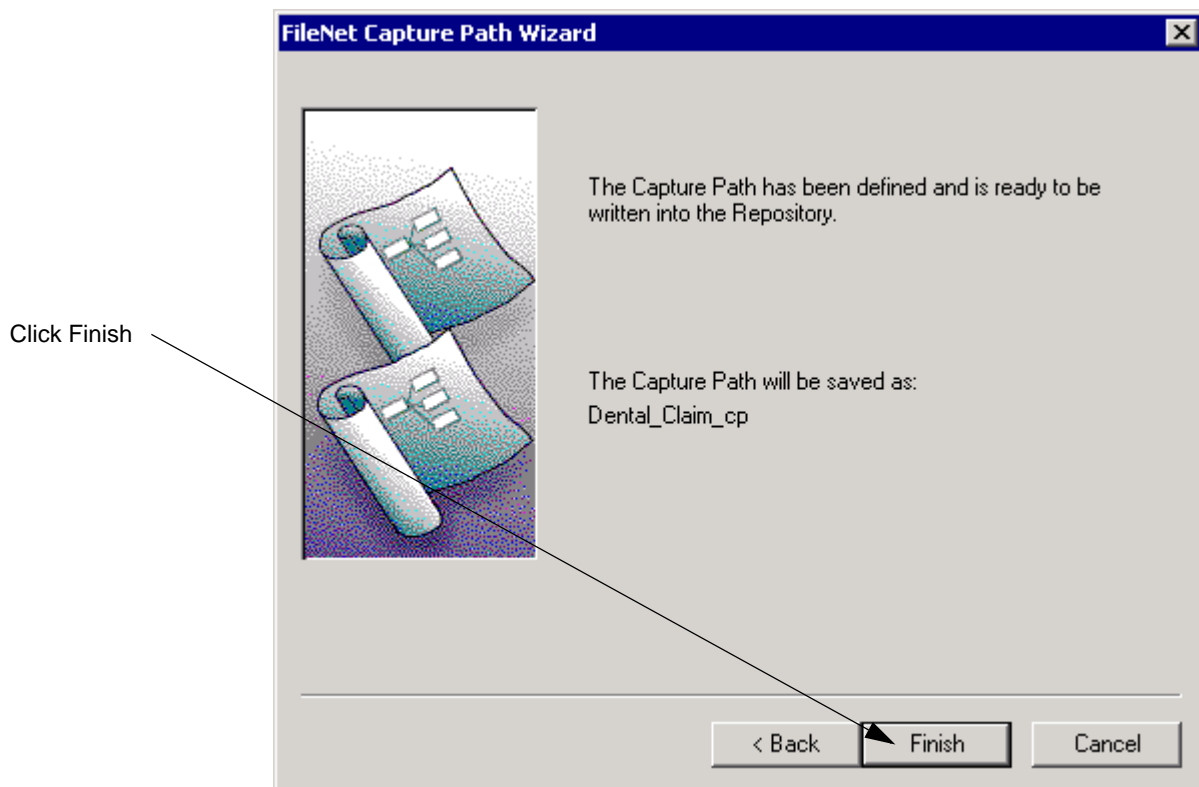
Edit an Existing Capture Path

To change a capture path, you need to know the information in the following worksheets:

Configuration Item	Example Value
IS Repository Name	ntDallas
Create a New Capture Path / Edit Existing Capture Path	Edit Existing *selected*
Name of New Capture Path / Name of Existing Capture Path	Med_Claim_cp
Based on Existing Capture Path	*not used in this example*
Components to Include	*fill in list of components*

For a blank copy of this worksheet, see .

Order	Component
1	Scan
2	DocProcessing
3	ImageVerify
4	Assembly
5	Index
6	Commit

For a blank copy of this worksheet, see .

1 Select the capture path to edit in the Config/CapturePaths folder using the Capture Tree View, for example, select Med_Claim_cp.

Select the capture path in the Capture Tree View

```
TreeView                                    ×
      ⊞ ▢ MaryPath                          ▲
      ⊞ ▢ MaryandJean
      ⊞ ▢ Med_Claim_cp
      ⊞ ▢ NewScan
      ⊞ ▢ Rene CP
      ⊞ ▢ RonSamplePath
      ⊞ ▢ STR53037_CP
      ⊞ ▢ ScanPath
      ⊞ ▢ SteveN_Path
      ⊞ ▢ THPrinfax_CP
      ⊞ ▢ Tori Path
      ⊞ ▢ Tori_CP                           ▼
```
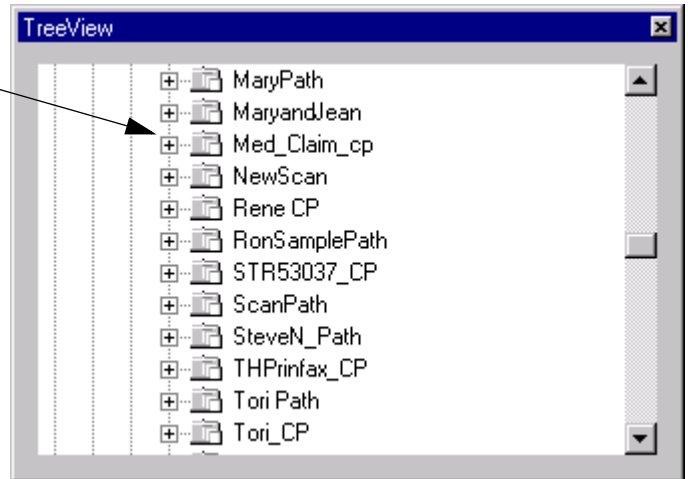
2 Select Edit, Capture Path in the main menu bar to open the Edit menu. Edit the capture path. You can Add a component, Delete a component and Clear all components in the capture path. Click the **Next** button when done.

Tip Click the **Next** button so you can compose the capture path graphically in the next dialog box.

Select a component

Click the Add, Delete, or Clear Path button

Click Next

FileNet Capture Path Wizard

Available Components   Selected for   Med_Claim_cp

Available Components	Selected for Med_Claim_cp
Assembly	Scan
Blank Page Detection	DocProcessing
Commit	Event Activator
DocProcessing	Image Verify
Event Activator	Assembly
File Import	Index
Full Text OCR	Commit
Image Verify	

Add -->   <-- Delete   Clear Path

Component function:

Assembles scanned pages into batches and documents.

Please select the Components that will process documents as they are acquired through the FileNet Capture system. At this time, the order in which processing takes place is not significant; only the Components.

< Back   Next >   Cancel

3 By clicking and dragging, reorder and relink the components. Add or delete components as needed. Click the **Next** button when done.

Tip Click the **Maximize** button to enlarge the capture path map.

Component list

Capture path layout

Click Next

The Wizard evaluates the capture path.

If every exit point in the capture path connects to an entry point, the Wizard approves the capture path and the final screen displays.

If the message "The capture path is incomplete or contains errors..." displays, see .

4   Click the **Finish** button.

Click Finish

FileNet Capture Path Wizard

The Capture Path has been defined and is ready to be written into the Repository.

The Capture Path will be saved as:
Med_Claim_cp

< Back   Finish   Cancel
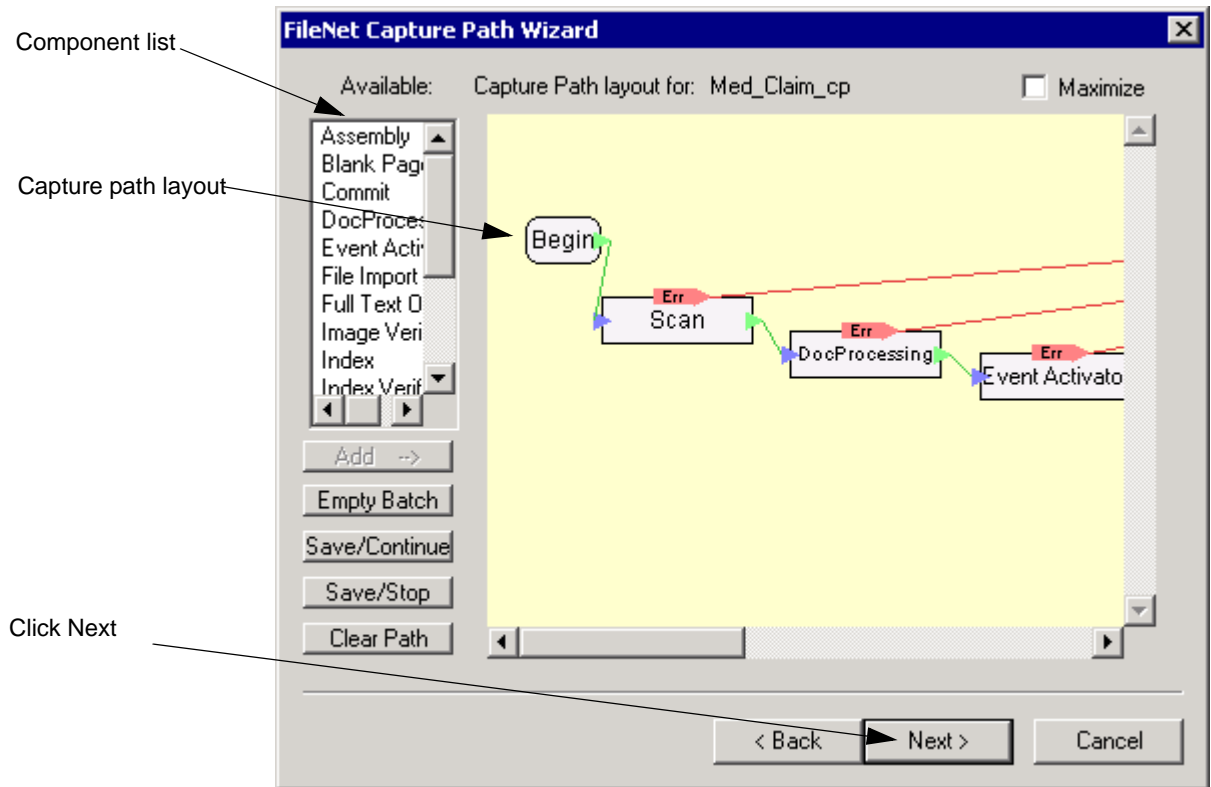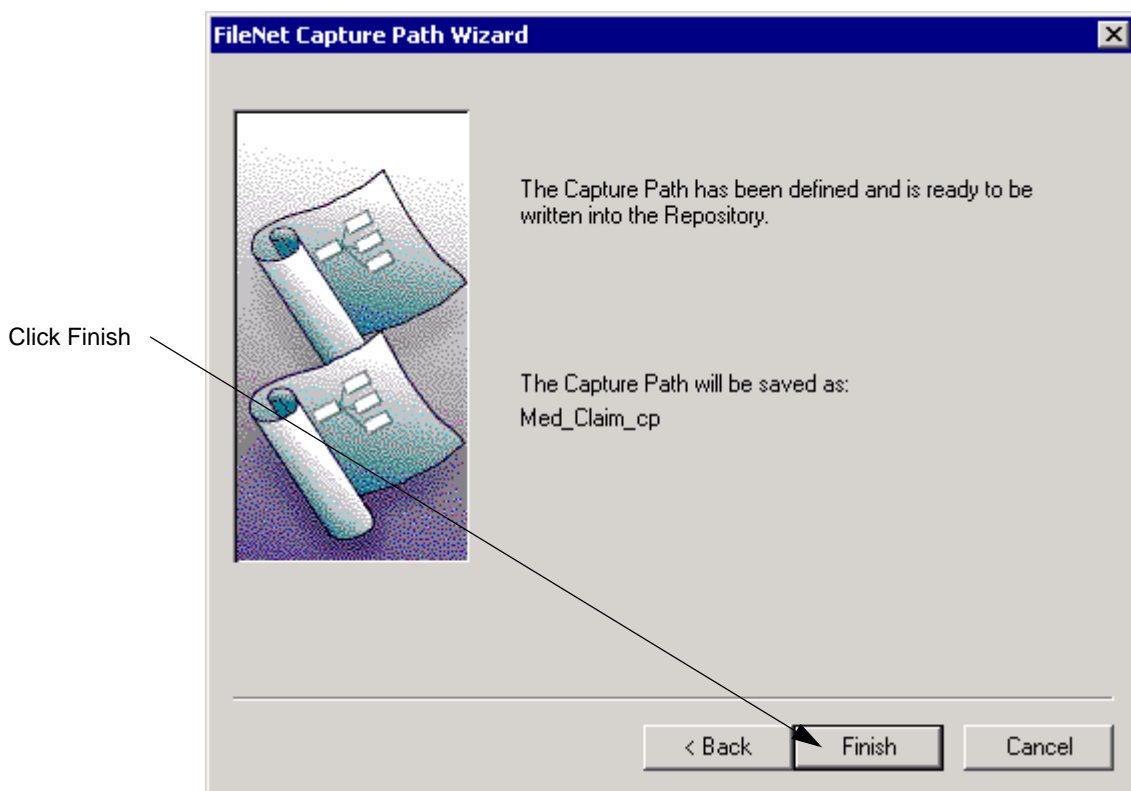
Correcting an Invalid Capture Path

If any entry and exit points in a capture path are unlinked, you will see the following message:

> The capture path is incomplete or contains errors. Please be sure that every output connector (green arrow) is connected to an input connector (blue arrow) on a subsequent component. Output connectors that are not hooked up are marked with a red flag. Please be sure that every input connector (blue arrow) is connected to an output connector (green arrow) on a previous component.

To correct this problem, verify that all exit points are connected to entry points.

After you correct the capture path, click the **Next** button to have the Wizard re-evaluate it.

Running a Capture Path

Users start a capture path from the Tools menu by selecting Start, then selecting the Capture Path command. Once a capture path has been started, the user may use the Abort Capture Patch command from the Tools menu to cancel the operation. The Finish Capture Path command continues execution of the capture path.

Part II - Capture Components

8
Scan

Overview of Scanning

Scanning is the process of passing a paper page through an optical scanner and digitizing the resulting image. Capture can receive images from a variety of flat bed and automatic-feed scanners and can store the images in several different formats, including black-and-white only or color. Using the various image enhancement options of Capture, you can modify the images so that the image will be clearer or text on it more readable when it is later retrieved.

Scanning is one of the methods by which information is entered into the Capture system. The others are by importing files and receiving faxes.

Note The options and features available to you depend on the type of scanner installed, and the interface board being used. This chapter provides only a general discussion of some of the features available. See the Capture Professional online help for more detailed information about scanning options.

Scanning Options

The following sections provide information on some of the scanning options provided by Capture.

Allow Scan Ahead

The Scan Ahead option uses a buffer to store pages as they are scanned and before they are transferred to the Capture repository. When Scan Ahead is enabled, scanner page throughput can be improved because the scanner can scan pages faster than the pages can be transferred to the repository. When this feature is disabled, there is more control over the scanning process.

Depending upon the scanner's capabilities, this feature can be: always enabled, always disabled, or enabled and disabled. The appearance of the Allow Scan Ahead option on the Scan Properties dialog box indicates the status of this feature.

Scan Ahead Feature	Appearance of Scan Ahead Option
Always enabled (buffer is always used)	Grayed and checkbox is selected
Always disabled (buffer cannot be used)	Grayed and checkbox is cleared
Can be enabled or disabled (buffer can be used or not used)	Active and checkbox can be selected or cleared

The scan ahead buffer is a software buffer created on the hard drive of the workstation. Some scanners use a hardware buffer to store pages for a similar purpose. For example, some Kodak scanners have buffers in the scanner, and some Kofax boards buffer pages in a device cache.

The number of pages that can be stored in the Kofax buffer is configured through the Device Cache option in the Kofax software.

Use Scan Ahead only when the step in the work flow after scanning is also an automated process. For example, enable Scan Ahead when the process after Scan is DocProcessing or automated Assembly. In such a work flow, running DocProcessing or Assembly on a separate workstation can significantly speed throughput.

Disable Scan Ahead when the step in the work flow after scanning is a manual process. For example, disable Scan Ahead when the process after Scan is Image Verify, and you want to verify every page and rescan bad pages.

Retain Buffered Pages When Performing Abort

Use this feature to control the retention or deletion of pages in the scan ahead buffer when Scan processing is stopped by the operator. This feature is used with Allow Scan Ahead and can only be configured when Allow Scan Ahead is enabled.

Select this option to keep any pages that might be in the scan ahead buffer when the operator stops scanning. Pages remaining in the buffer will be sent to the repository.

Clear this option to delete the pages in the scan ahead buffer. No pages from the buffer will be sent to the repository.

Recovering from an error or other stoppage is the same with either option. The operator checks the last page shown in the Capture Tree View or List View, checks that the correct batch is selected, loads the scanner feeder with the remainder of the batch starting with the first unscanned page, and resumes scanning.

For very high speed scanners with large buffers, having the operator count back in the batch to the last unscanned page is not practical. There can be far too many pages. In such a case, have the operator delete the existing pages from the batch, restack the batch to its original form, and scan the batch again from the beginning.

For more information about Allow Scan Ahead, see .

Event Notification

Use event notification to cause a beep or other sound when Capture detects a patch code or bar code at scan time. Operators can know by the sound that the software detected a patch code or a bar code.

Tip Use different sounds for bar codes and patch codes so operators can know the type of optical code detected.

These options are also helpful when configuring a settings collection or troubleshooting. Some Capture administrators disable the Beep option when done creating the settings collection.

This feature is most appropriate for low- and mid-volume scanners that don't use the Capture scan ahead buffer. Using event notification is not recommended for high-volume scanners, and when the scan ahead buffer is enabled. In these cases, confusion can result because the beep and the reading of the code are not synchronized. The beep can occur several seconds after the page is scanned. Using a hardware notification beep feature, if your scanner has such a feature, is preferred to the Capture software notification beep feature.

Patch Code Notification

Select the Beep option and a sound from the list to cause the PC speaker to beep when the software detects a patch code.

Select None to disable patch code beep.

Bar Code Notification

Select the Beep option and a sound from the list to cause the PC speaker to beep when the software detects a bar code.

Select None to disable bar code beep.

Kofax and Long Pages

The number of features you can configure to run at scan time is limited by the amount of memory on the Kofax board as well as the typical page size. Factors that may affect the amount of memory needed include page size, scan mode (simplex or duplex), DPI, color depth, bar code recognition, patch code recognition, rotation and deskew.

Kofax board memory limitations are most often noticed when the Kofax tool kit is configured for a large or long page size (11 x 17 inches or larger) and bar code, patch code, or deskew is enabled. Using these features together can cause Scan to fail to run and return several different Kofax error messages.

For troubleshooting information, see .

9
Assembly

Overview of Assembly

Document Assembly is the process of sorting, organizing, and grouping pages into documents for subsequent indexing and committal. Pages can be scanned images, imported files, or inbound fax documents. Pages can be assembled into documents in several ways:

- Cutting and pasting or dragging and dropping pages to form a document. This is called manual assembly, and is usually done by a Capture operator. For more information about manual assembly, see "Manual Assembly" on page 152.

- Selecting a single batch and configuring the Assembly component, and then running the Assembly component to assemble the pages into documents. The configuration applies to only the selected batch. This is called ad hoc assembly of a single batch.

- Selecting a settings collection in the Config folder and configuring the Assembly component. This is usually done by the Capture administrator. Later, a Capture operator runs the Assembly component to assembly the pages into documents. The configuration applies to all batches created using that settings collection. This is called ad hoc assembly.

- Selecting a settings collection that uses a capture path. This is similar to ad hoc assembly just above, with the addition that the Capture administrator specifies the processing work flow using a

capture path. For more information about capture paths, see "Capture Paths" on page 103.

The focus of this chapter is configuring the Assembly component of a settings collection.

Usually, a batch is assembled only once, and assembled in only one way: manually, ad hoc, or capture path. Sometimes a batch may need to be assembled again. For more information, see "Reassembly" on page 153.

Assembly Component Options

You can configure the Assembly component to assemble pages by the following methods:

Fixed Page Count
Assemble the pages into documents containing a specific number of pages. This is also called forced page count assembly. For more information, see "Fixed Page Count Assembly" on page 148.

Variable Page Count
Assemble the pages into documents containing a variable number of pages using separators. This method requires configuration of the Event Activator. For more information, see "Variable Page Count Assembly" on page 149.

Specified Page Count with Verification
Assemble the pages into documents containing a specified number of pages using separators, and verify that each document contains the specified number of pages. This method requires configuration of the Event Activator. For more information, see "Specified Page Count Assembly with Verification" on page 150.

Choose the assembly method based on the type of documents in the batch and the structure and requirements of your repository. The batch and document structure created by the Assembly component can be changed by an operator manually reassembling the batch. For more information about how to prevent manual assembly, see "Controlling Manual Assembly" on page 153.

Batch Size

In general, you should configure the Assembly component to create batches of less than 50 pages. Creating batches of fewer than 50 pages makes the batches easier to manage for both the operator and the system. If necessary, however, you can use larger batches.

The maximum number of pages per batch is 5000. The maximum number of pages per document is 1000. You can distribute them in different ways, for example, you could have 5000 documents with 1 page per document, or 5 documents with 1000 pages per document.

Object	Maximum Pages
Batch	5000
Document	1000

How Assembly Fits in the Capture Work Flow

Assembly is done after pages have been scanned, imported or faxed in, and before the documents are indexed. The Index component cannot process batches that have not been assembled into documents. Committal is done after the documents have been indexed.

Complete all assembly processing before beginning index processing. Although, manual assembly can be done after documents have been

indexed, index values can be lost if the assembly is not done properly. For more information, see "Manual Assembly" on page 152 and "Reassembly" on page 153.

Fixed Page Count Assembly

Use fixed page count assembly when the assembled documents will always contain the same number of pages. The maximum number of pages per document is 1000.

Example A batch contains two-sided medical claim forms. In configuring the Assembly component, you select the Force Document to Contain the Number of Pages option, and set the value in the Pages per Document field to 2.

The Assembly component organizes the pages into 2-page documents that represent the front and back of the form.

The value in the Pages per Document field is automatically filled when defaults for images and documents are defined for the document class on the server.

In fixed page count assembly:

- Any pages remaining at the end of the batch are assembled into a document that may have fewer pages than the other documents.

- The pages are assembled into documents in the order they appear in the batch.

The batch and document structure created by the Assembly component can be changed by an operator manually reassembling the batch.

To prevent manual assembly, see "Controlling Manual Assembly" on page 153.

Variable Page Count Assembly

Use variable page count assembly when the assembled documents will contain differing numbers of page. The maximum number of pages per document is 1000.

Example   A batch contains several accident claim form packages that vary from 5 to 9 pages. Each package is separated by a page containing only a patch code 1. In configuring the Assembly component, you select the Each Document Contains a Variable Number of Pages option, and configure the Event Activator to create a new document when it encounters a patch code 1.

The Assembly component organizes the pages into documents of varying page counts, starting a new document each time it encounters a patch code 1. The pages representing the separator sheets can be kept or discarded based on an option in the Event Activator configuration.

Patch codes are often used as separators. However, any property available to the Event Activator can be used as the trigger for separation. For more information about separators, see "Separators" on page 151.

The batch and document structure created by the Assembly component can be changed by an operator manually reassembling the batch. To prevent manual assembly, see "Controlling Manual Assembly" on page 153.

Specified Page Count Assembly with Verification

Use specified page count assembly with page count verification when the assembled documents will contain the same number of pages, and you want to verify that each document contains the correct number of pages. The maximum number of pages per document is 1000.

Example   A batch contains several accident claim form packages of 10 pages each. Each package is separated by a page containing only a patch code 1. In configuring the Assembly component, you select the "Verify Document Contains the Expected Number of Pages" option, set the value in the Pages Per Document field to 10, and configure the Event Activator to create a new document when it encounters a patch code 1.

The Assembly component organizes the pages into 10-page documents. The assembly process checks each document and displays an error message when it encounters any document that contains more or fewer pages than 10.

The value in the Pages per Document field is automatically filled when defaults for images and documents are defined for the document class on the server.

Patch codes are often used as separators. However, any property available to the Event Activator can be used as the trigger for separation. For more information about separators, see .

The batch and document structure created by the Assembly component can be changed by an operator manually reassembling the batch. For more information about how to prevent manual assembly, see .

Separators

Any property available to the Event Activator can be used as a trigger for separation. Each type of separator has its advantages. The items used most often for separating objects are:

Patch Codes

Patch codes are often used to separate objects. Since they are large and simple optical devices, patch codes have the advantage of being easier to read if the code is not a perfect reproduction or is skewed or dirty.

Bar Codes

Bar codes are also frequently used to separate objects. Because they are smaller and more complex than patch codes, bar codes are slightly less reliable than patch codes. Prepare the bar codes properly (clean codes, no skew, proper placement) to ensure similar reliability to patch codes. Also, a bar code's primary purpose in the Capture context is to contain information for automatic indexing.

Some items used less often to separate objects are blank pages and the Kodak image address.

It does not matter what separator is used, if the batch does not contain separators (or the separators are not detected correctly) all of the pages in the batch will be assembled into one document.

While documents are the most common objects to separate, you can also separate pages into folders and batches.

For more information about automatically separating objects, see .

Manual Assembly

When necessary, operators can manually assemble documents by dragging and dropping, or cutting and pasting objects within the Tree View or List View. Objects are pages, batches, and folders. Manual assembly is also called drag-and-drop assembly.

Manual assembly does not check for a fixed page separation specified by the settings collection or other separation methods.

Manual assembly is not allowed when the workstation is in Polling mode or while the workstation is running a component or capture path.

Manual assembly can be disabled. For more information about controlling manual assembly, see "Controlling Manual Assembly" on page 153.

Usually, a batch is assembled only once, and assembled in only one way: manually, ad hoc, capture path. Sometimes a batch may need to be assembled again. For more information, see "Reassembly" on page 153.

Caution   When moving indexed documents from one batch to another, make sure that both batches use the same settings collection. Also, check that the component settings of both batches are the same. Index values can be lost when the settings collections or component settings are not both the same. Index values are lost when moving documents between repositories. The lost values cannot be recovered. The batch must be reindexed to fill the index fields again. Batches containing empty required fields should not be committed.

For detailed information about manual assembly, see the Capture Professional online help.

Controlling Manual Assembly

You can enable or disable manual document assembly in the Tree View and/or List View. By default, operators can perform drag-and-drop document assembly in the Tree View and List View.

Disabling manual document assembly in the Tree View or List View tab has no effect on the Assembly component. Even though manual document assembly is disabled, the Assembly component can still assemble documents. For more information, see "Allow Cut/Copy/Paste/Delete/Drag/Drop" on page 388.

Reassembly

You can reassemble documents using manual assembly or the Assembly component. No matter which method you choose, reassembly overwrites previous document separations. Each time you run the Assembly component on a batch, it ignores the previous document separations and assembles the pages in the batch according to the current configuration settings.

When you reassemble a document or batch using document separators generated either through Image Verification attributes, or using the Event Activator, the previous assembly separations are likely to be lost. This is because assembly based on document separation attributes will override the assembly separations.

Caution   Do not run the Assembly component on batches or documents after indexing has been done. Running Assembly removes the index values from the documents. The lost values cannot be recovered. The batch must be reindexed to fill the index fields again. Batches containing empty required fields should not be committed.

Assembly is usually run at the batch level. For example, an operator selects a batch and runs assembly on that batch, and documents are created within that batch. A folder object should not be selected when you run assembly.

If you manually reassemble a batch with a page rejected during image verification, Capture deletes the rejected page at assembly.

The batch and document structure created by the Assembly component can be changed by an operator manually reassembling the batch. For more information about how to prevent manual override of assembly, see "Controlling Manual Assembly" on page 153.

Assembly Overrides to IS Document Class

Some IS document class options overlap with Commit component configuration options. Capture can use the values specified in the document class, or the values can be changed for a settings collection or batch. Capture can use or override the IS configuration options shown in the next table.

Capture Options	IS Options
Force Document To Contain The Number Of Pages radio button	Pages/Document: F (Fixed)
Pages Per Document field	Untitled field to hold number of pages
Each Document Contains A Variable Number Of Pages radio button	Pages/Document: V (Variable)

For more information about overrides, see "Settings Collection Overrides to Document Class" on page 70.

Configure Fixed Page Count Assembly

To configure Assembly for fixed page document assembly, you need to know the following information:

Configuration Item	Example Value
Repository Name	Taos
Settings Collection Name	Med_Claim
Assembly Method	Force document to contain the number of pages *selected*
Pages per Document	2

For a blank copy of this worksheet, see <u>"Assembly Worksheet" on page 687</u>.

1 Select the repository.

2 Select the settings collection you want to configure in the Config \ Settings folder using the Capture Tree View or List View.

3 Click Tools, Configure, Assembly in the main menu bar to display the Assembly Properties dialog box.

4   Select the Force Document To Contain The Number Of Pages option.
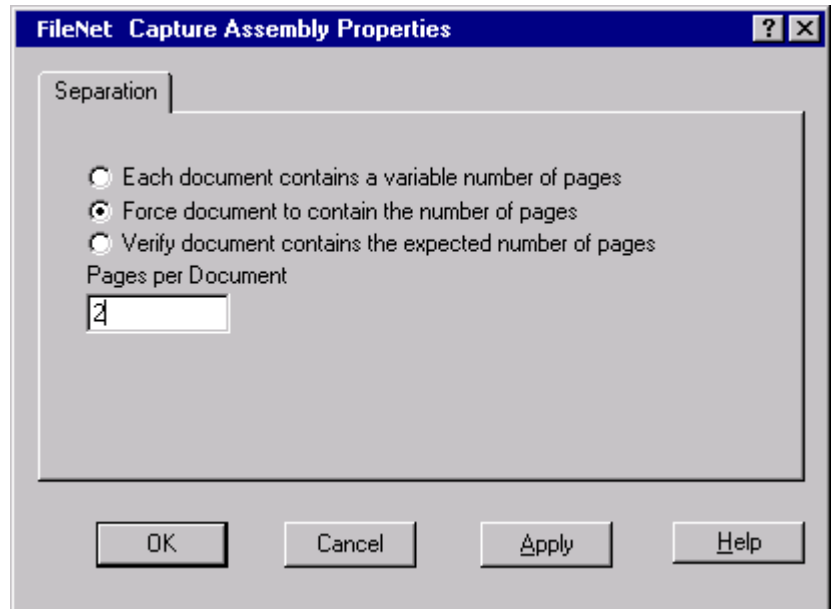
5   Type the number of pages each document must contain in the Pages Per Document field. The range is 1 to 1000. The maximum number of pages per document is 1000.

6   Click the OK button to save the changes and close the Assembly Properties dialog box.

Configure Variable Page Count Assembly

To configure Assembly for variable page document assembly, you need to know the following information:

Configuration Item	Example Value
Repository Name	Taos
Settings Collection Name	Acc_Claim
Assembly Method	Each document contains a variable number of pages *selected*
Pages per Document	*not used in this example*

For a blank copy of this worksheet, see <u>"Assembly Worksheet" on page 687</u>.

Also, you must configure the Event Activator to create a new object, usually a document, when a separator is encountered. For more information about creating objects automatically, see <u>"Event Activator" on page 441</u>.

1 Select the repository.

2 Select the settings collection you want to configure in the Config \ Settings folder using the Capture Tree View or List View.

3 Click Tools, Configure, Assembly in the main menu bar to display the Assembly Properties dialog box.

4 Select the Each Document Contains A Variable Number Of Pages option.
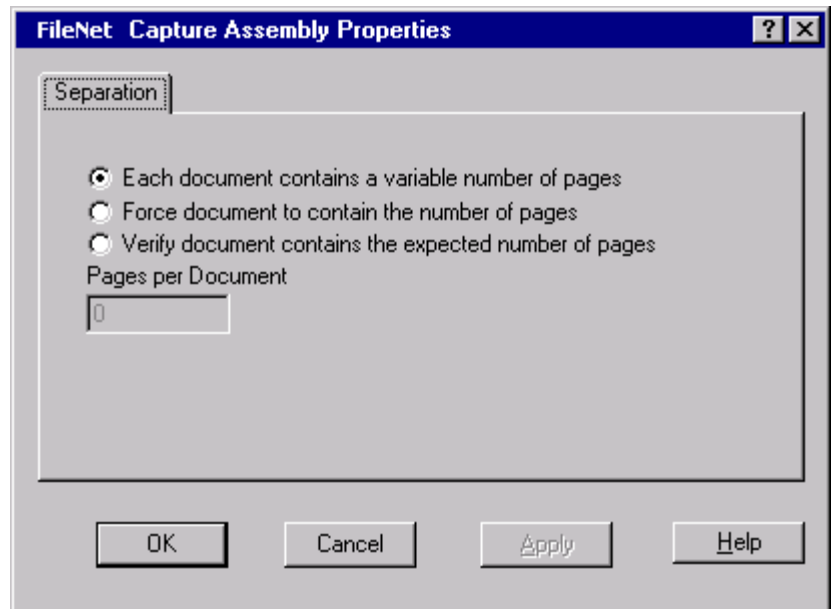
5   Click the OK button to save the changes and close the Assembly Properties dialog box.

Configure Specified Page Count Assembly with Verification

To configure Assembly for variable page document assembly with page count verification, you need to know the following information:

Configuration Item	Example Value
Repository Name	Taos
Settings Collection Name	Acc_Claim
Assembly Method	Verify document contains the expected number of pages *selected*
Pages per Document	10

For a blank copy of this worksheet, see .

Also, you must configure the Event Activator to create a new object, usually a document, when a separator is encountered. For more information about creating objects automatically, see .

1 Select the repository.

2 Select the settings collection you want to configure in the Config \ Settings folder using the Capture Tree View or List View.

3 Click Tools, Configure, Assembly in the main menu bar to display the Assembly Properties dialog box.

4 Select the Verify Document Contains The Expected Number Of Pages option.
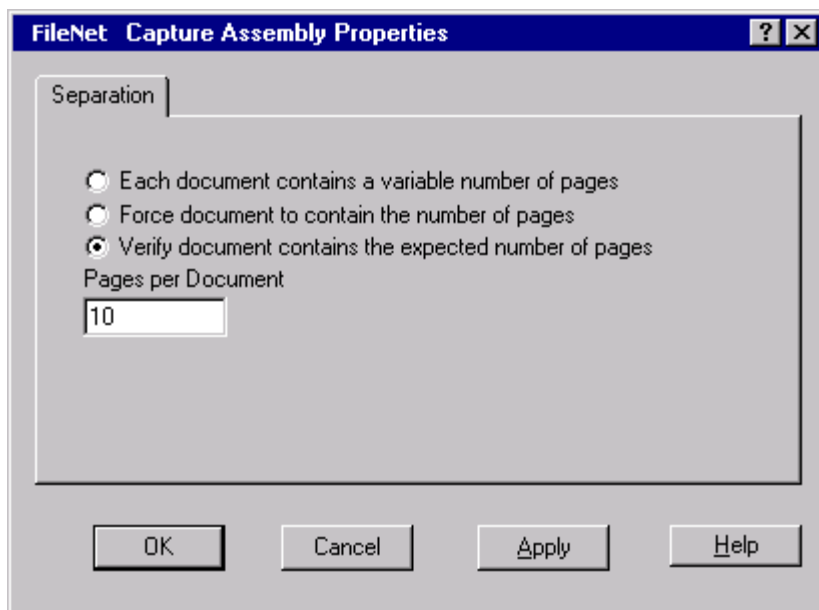
```
┌─────────────────────────────────────────────────────────────┐
│ FileNet  Capture Assembly Properties                  [?][X] │
├─────────────────────────────────────────────────────────────┤
│  ┌──────────┐                                                 │
│  │Separation│                                                 │
│  └──────────┴──────────────────────────────────────────────┐ │
│  │                                                          │ │
│  │                                                          │ │
│  │    ○ Each document contains a variable number of pages   │ │
│  │    ○ Force document to contain the number of pages       │ │
│  │    ⦿ Verify document contains the expected number of pages│ │
│  │    Pages per Document                                    │ │
│  │    ┌──────────────────┐                                  │ │
│  │    │10                │                                  │ │
│  │    └──────────────────┘                                  │ │
│  │                                                          │ │
│  │                                                          │ │
│  └──────────────────────────────────────────────────────────┘ │
│                                                                 │
│   ┌─────────┐   ┌─────────┐   ┌─────────┐   ┌─────────┐        │
│   │   OK    │   │ Cancel  │   │  Apply  │   │  Help   │        │
│   └─────────┘   └─────────┘   └─────────┘   └─────────┘        │
└─────────────────────────────────────────────────────────────┘
```

5   Type the number of pages each document must contain in the Pages Per Document field. The range is 1 to 1000. The maximum number of pages per document is 1000.

6   Click the OK button to save the changes and close the Assembly Properties dialog box.

10
Index

Overview of Indexing

Indexing is the process of adding properties to a document so that it is easier to locate and retrieve after it is committed. Examples of index values include account numbers, names, and social security numbers. Index values can be added to documents in several ways:

- Index values can be entered manually by an index operator.

- Index values may be automatically added from bar codes or index files (see).

A settings collection can be configured to receive index values manually, automatically, or both.

The index fields available for a document are determined by the document class. A document must be assigned to a document class that has index fields to be indexed in Capture. After indexing, the index values can be viewed, printed, or saved to a file (see).

Note Some options are only available if you are using a specific library type (Images Services, Content Services, or Content Engine). These are identified in the following sections.

How Index Fits in the Capture Work Flow

Index is generally used between the assembly step, and before merge (if merge is required) and committal.

Before you can index documents, you must scan, import or fax the pages into Capture, then assemble the pages into documents. After indexing, you may need to merge the documents, depending on the type of library you are using. (The Merge component combines files of the same file type into a single, multiple-page file, and is used primarily for CS or CE systems.) Then the documents are ready to be committed to the IS, CS, or CE library.

Caution   Do not run the Assembly component on batches or documents after indexing has been done. Running Assembly removes the index values from the documents. The batch must be reindexed before it can be committed.

Example Procedures

This chapter provides a number of example procedures that you can use to configure various aspects of the Index component. Step-by-Step procedures include how to do the following:

- Configure the Display Order of Index Fields

- Configure General Options and Display Preferences

- Configure General Properties of an Index Field

- Configure an Input Mask

- Configure an Index Field for Autoindexing

- [Configure Range Validation](#)

- [Configure Menu Validation](#)

- [Configure a Currency Field](#)

- [Configure Automatic Indexing from Bar Codes or Index Files](#)

Index Component Configuration

As a Capture Administrator, you must configure the Index component so that the index fields from the library are displayed properly to indexing operators, and the fields accept the correct type of input.

Refer to the following sections for specific information on each of the dialog boxes used to configure the Index component:

Suggestions for Operator Usability

There are a number of ways to configure document display for indexing. Configuration options for enhancing usability are described in the following sections:

- To customize the way the indexing user interface is displayed to the indexing operator, see "Index Control Properties: Display Preferences Tab Options" on page 183.

- To configure keyboard shortcuts for the operator, see "Index Control Properties: Index Shortcuts Options" on page 188.

- To specify how an indexing operator will scroll through pages of a document during indexing, see "Displaying Pages While Indexing" on page 210.

- To learn how to automatically obtain index values from bar codes or other attributes of a document, see "Auto Indexing" on page 207.

- Suggestions for customizing the way operators specify the century when they enter two-digit years in dates are provided in "Date Field Data Entry Considerations" on page 203.

Relationship Between Index Fields and Input Masks

Input masks can be configured in Capture to control how an operator enters index values. They are often used to set a specific format for a field (such as a date) or to limit the values allowed. In addition, they should be configured to match any output or display masks that might exist on workstations used for retrieval and display. For information on input masks and how they are related to various field types, see "Index Field Types and Input Masks" on page 192.

Index Control Properties: General Tab Options

Options on the General tab apply to the settings collection and how it, and all the index fields in it, are processed by the Index component. By contrast, most index configuration options apply to a single index field.
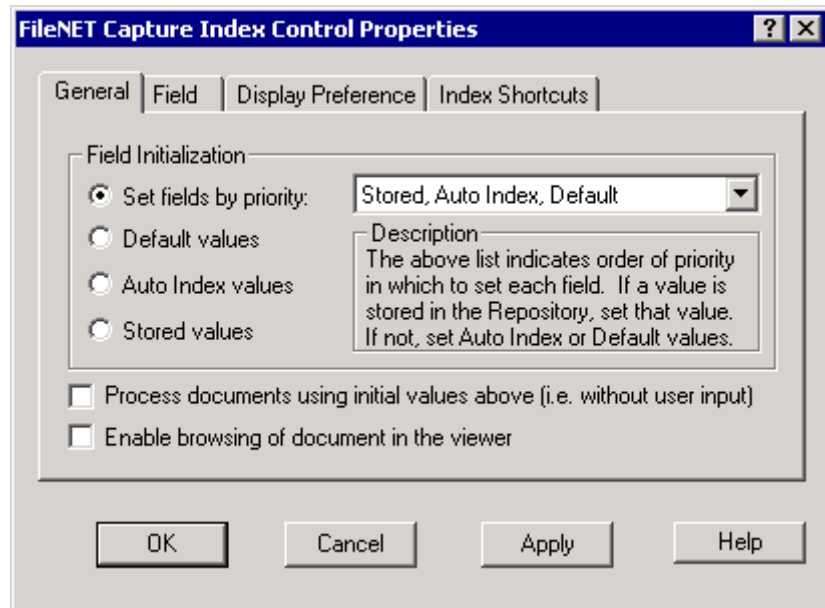
Field Initialization Options

The Field Initialization options specify the source of the values to fill the index fields the first time a batch is indexed. The options are: Set Fields By Priority, Default, Autoindex, and Stored.

Set Fields By Priority

Fill the index field with values by the selected priority. Priority applies to all index fields in the settings collection. When you select a priority, the first item in the list is used first, the second item is used when there is no first item, and the third item is used only when the first two are not present.

For example, if you select "Stored, Autoindex, Default," stored values are used to fill the index fields, if stored values exist. If there are no stored values, autoindex values are used to fill the index fields. When there are no stored or autoindex values, default values are used.

Default, Auto Index, or Stored Values

You can specify a type of value to be used for the initial value of each field. The options are described in the following table:

Default	Use default values to fill a document's index fields the first time the document is indexed. You specify a Default value on the Default Field Value field on the Field Properties dialog.
Auto Index	Use Auto Index values to fill the document's index fields the first time the document is indexed. The Auto Index Value comes from the values collected during autoindex processing.
Stored	Use stored values to fill a document's index fields the first time the document is indexed. Typically, when the Stored Values option is selected, the index fields are blank the first time a document is opened for indexing. The Stored Values option shows the values input during the first index session when the batch is being reindexed. Values are stored when index processing completes successfully. The Stored value comes from the repository.

Process Documents Using Initial Values Above (i.e., Without User Input)

Use this option to process the documents in the batch using the values that are already in the index fields. Usually, the initial values come from bar codes or index files. This option is used when all fields in a document will be automatically indexed.

When this option is selected, the index operator cannot change any index values in the fields. The Index component runs and automatically indexes all fields configured for automatic indexing.

Enable Browsing of Document in the Viewer

Use Enable Browsing of Document in the Viewer to allow the index operator to browse forward and backward through all pages of the document being indexed.

Index Control Properties: Field Tab Options

The Field tab displays a list of the index fields configured on the document class for the batch or setting that you are configuring. This tab allows you to configure options for each available index field, and to set the order in which the index fields will be displayed to the indexing operator.
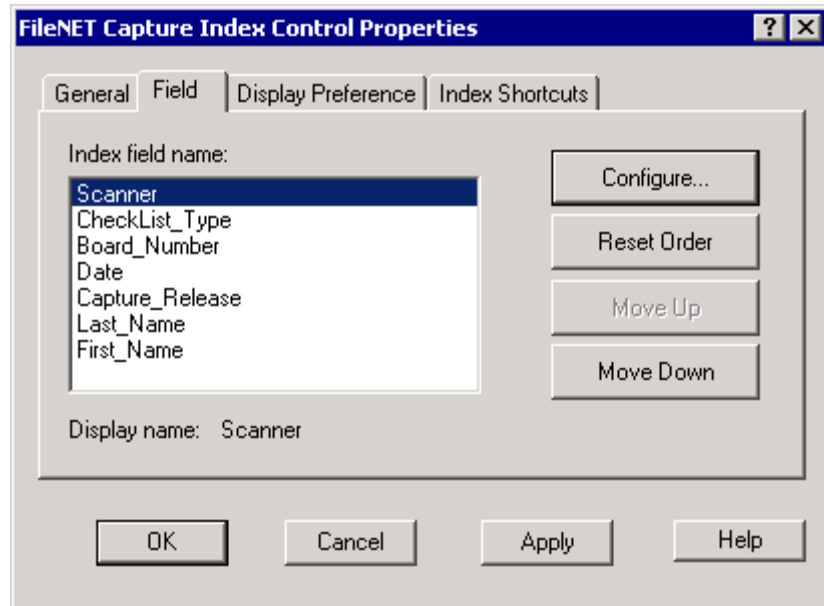
Field Order

When an operator indexes a document, the index fields will display in the same order as they appear in the Index Field Name list. Use the Move Up and Move Down buttons to change a field's position in the list. Reset the field names to the original position with the Reset Order button.

To configure the options for an index field, select an index field from the list of names, then click the Configure button to display the options. The available options are described below.

Field Properties - General Tab Options
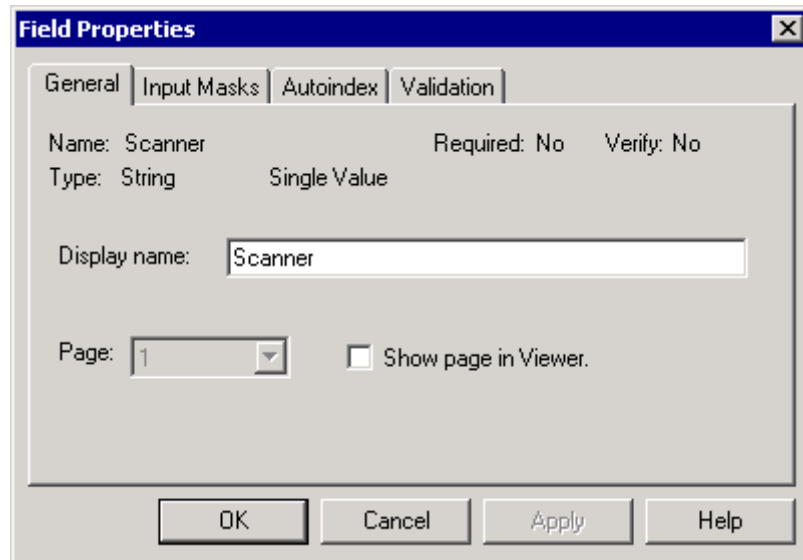
Display Name

The name you want to display to the index operator when indexing. For example, if an index field has a title of NAME_LAST you may want to change the name to a more meaningful title such as Client Last Name. If the name from the document class is acceptable, you don't need to change it.

Page

> The page to display to an index operator when indexing the selected index field. Entries can include: 1, 2, 3, and so on, BATSEP, DOCSEP. The Page field is used with Show Page In Viewer, and is only active when Show Page in Viewer is selected, and a sample page is in the settings collection. For more information about sample pages, see "Procedures" on page 75.

Show Page In Viewer

> Select Show Page in Viewer to display the page specified by the Page option in the viewer. When Show Page In Viewer is cleared, the first page of the batch or document is displayed until indexing is done. A sample page must be in the settings collection for this field to be active. For more information about sample pages, see "Procedures" on page 75.

Field Properties - Input Masks Tab Options

> An index mask defines the acceptable formats for the index values entered during manual or automatic indexing.
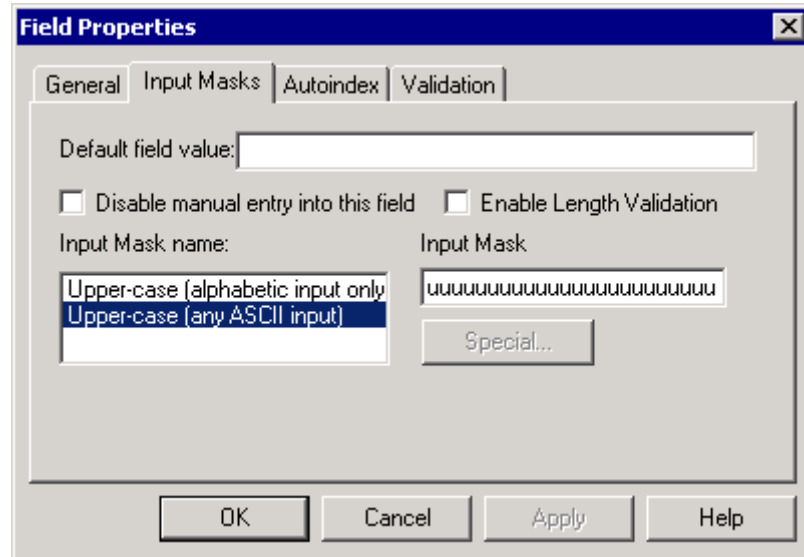
For information about the relationship between input masks and the various index field types (string, numeric, and so on), see "Index Fields and Input Masks" on page 192.

Default Field Value

The default value you want to use for a field (that is, the value that appears in the index field when the index operator starts indexing the document). An operator can change this value during indexing, if necessary.

Disable Manual Entry Into This Field

If you do not want the index operator to be able to enter index values in the field, select this box. The index field will show the text contained in

the field, but will not accept input. This option is often used for fields that are configured for automatic indexing.

Note that this field is not available in Index Verify.

Enable Length Validation

Use Enable Length Validation to enable length checking for the index field. When this option is selected, the values entered by the index operator must match the length specified in the input mask. For example, a numeric mask of ###-##-#### has 12 characters, so the index operator must type 12 characters before the operator can move to the next index field.

Input Mask Name

The Input Mask Name shows a short description of the input mask available for use with the Input Field Name.

Select the mask from the Input Mask Name list. The format of the input mask displays in the Input Mask field.

Selecting a special numeric mask activates the Special button. Special numeric masks are only available on Image Services and Content Engine libraries. See also "Special Masks (IS and CE only)".

Input Mask

The Input Mask field shows the input mask associated with the Input Mask Name selected.

Special Masks (IS and CE only)

The Special button displays the Special Numeric Properties dialog box. See also "Special Numeric Options (IS and CE Only)" on page 200.

Note   The Special button is active when a special numeric mask is selected for a numeric or string field.

Century (IS and CE Only)

The options for Century are Current or Specify.

• Select Current to use the current century prefix based on the system date of the workstation.

• Use Specify to configure the century prefix that will display to an index operator. The range of values is 1600 to 2200.

You can use a four-digit year format or a two-digit year format:

• When you are using a four-digit format, the Century section is grayed out and not functional.

• When you are using a two-digit format, Century provides century prefixes for two-digit year date masks only.

For more information about Century, see "Date Fields" on page 201.

Note   Content Services systems support only 4-digit year formats, so century specification options are not applicable.

Input Mask Currency Options (IS Only)

Use the Special button to access the following options for Currency masks.

Monetary Symbol	Enter the monetary symbol used with the selected index field.
Thousands Delimiter	Enter the thousands delimiter used with the selected index field.
Separator Character	Enter the character used to separate dollars from cents.
Leading Pad Character	Enter the characters to use to left pad numbers that require padding.
Enable Leading Zero Before Separator	Select this option to use leading zeros before the separator.
Enable Separator Line During Input	Select this option to use a separator line during input.
Sign Format - Positive Number	Select the format for positive numbers for this index field.
Format - Negative Number	The format for negative numbers for this index field.
Max Digits - Before Separator	Select the maximum number of digits before the separator for this index field using the arrow buttons.
Max Digits - After Separator	The maximum number of digits after the separator for this index field. Click the up arrow to increase the value. Click the down arrow to decrease the value.
Accept Zero Value When Field is Required	Select this option to allow the index operator to enter a zero value in the selected index field, even though the field is required.

Note   See also the sections titled "Numeric Field Input Masks" on page 198 and "Special Numeric Options (IS and CE Only)" on page 200 for additional information on input mask configuration.

Field Properties - Autoindex Tab Options

The options on this tab control how Capture can obtain index values from a document automatically. The options are described below. See also "Auto Indexing" on page 207 for examples.

Field Properties ☒

General | Input Masks | Autoindex | Validation |

Page: 1 ▼

Source Group: Image ▼

Source Name: Creation Time ▼

Substring 0 ⬆⬇ Substring Length: 1 ⬆⬇

Autoindex string: Append Autoindex String

[   ]

OK | Cancel | Apply | Help
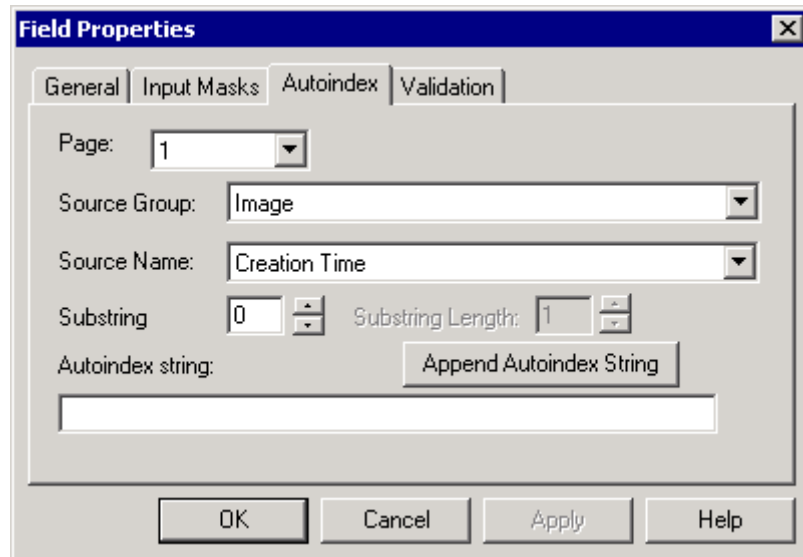
Page

Use Page to select the page number to search for the automatic index-ing values. Bar codes are often used for automatically adding index values.

Select a page number or name from the list. Possible entries include: 1, 2, 3, and so on, BATSEP, DOCSEP. (Note that you must also run Event Activator to enable separator pages, such as BATSEP and DOCSEP.) Page works together with the following: Source Group,

Source Name, Substring, Substring Length and Autoindex String
(through the Append Autoindex String button).

A sample page must be present in the settings collection for this field to
be active. For more information about sample pages, see "Procedures"
on page 75.

Source Group

Use Source Group to select group properties for building the Autoindex
String. Group is the leftmost column under Properties on a given
page's Attribute tab.

A sample page must be present in the settings collection for this field to
be active. For more information about sample pages, "Procedures" on
page 75.

Source Name

Use Name Group to select name properties for building the Autoindex
String. Name is the middle column under Properties on a given page's
Attribute tab.

A sample page must be present in the settings collection for this field to
be active. For more information about sample pages, see "Procedures"
on page 75.

Substring

Use Substring to specify the starting character of the substring to use
for automatic indexing. For example, a bar code you want to automati-
cally index has the text string SSN#379-78-3244. You want automatic
indexing to ignore the first 4 characters, SSN#, and autoindex only the

number itself. You would set the Substring Start field to 5, which is the start of the number you want to automatically put into the index field. This field is used with Substring Length below. Substring Start uses a starting offset of 1, not zero.

A sample page must be present in the settings collection for this field to be active. For more information about sample pages, see "Procedures" on page 75.

Substring Length

Use Substring Length to specify the length of the substring to use for automatic indexing. The maximum length of an index substring is 239 characters. For example, a bar code you want to automatically index has the text string SSN#379-78-3244. As specified in Substring Start, the automatic index function starts with the fifth character in the string, which is the number 3, the first character of the Social Security Number that you want to autoindex. Substring Length indicates how many characters autoindex should collect. In this example you would set Substring Length to 11. That is because 11 is the total number of characters in the string, the 9 digits of the Social Security Number plus the 2 hyphens used as separators. This field is used with Substring Start above. Substring Start using a starting offset of 1, not zero.

A sample page must be present in the settings collection for this field to be active. For more information about sample pages, see "Procedures" on page 75.

Autoindex String

Use this field with Page, Source Group, Source Name and the Append Autoindex String button to build autoindex strings. You can edit the strings you create in this field.

Click the Append Autoindex String button to copy the page, highlighted attributes from the Source Attribute Group and Source Attribute Name fields to the Autoindex String field, and build autoindex strings. For example, when you select a page, a name or group property, and click Append Autoindex String, the group or name you highlighted is copied to the Autoindex String field. Continue selecting page, group and name properties, and clicking the Append Autoindex String button until you have built the desired autoindex string.

To remove an attribute or property from the Autoindex String field, select the item you want to remove and press the Delete key.

Field Properties - Validation Tab Options

Enable

Select Enable to activate the Range Validation and Menu Validation (IS and CE Only) options. When Enable is selected, you can select and configure Range Validation or Menu Validation, and this validation feature will be active during indexing.

When Enable is cleared, you cannot configure range or menu validation, and neither of these features will be available during indexing.

Range Validation

Select Range Validation to check that a given property entry be:

- At least a minimum value

- At most a maximum value

- Within minimum and maximum values

You must select Enable to configure the Range Validation options. Only one type of validation can be performed for a given index field. When you select Range Validation, the minimum and maximum options are available, and the Menu Range list and options are disabled. Selecting a value option opens its text entry field for input.

Note For Content Engine (CE) libraries, if the range of values is completely defined on the library (both a minimum and maximum are configured) then Menu Validation is always disabled within Capture.

Minimum Value
To specify a minimum value for a property field, select Minimum Value and type the minimum value in the text entry field.

Maximum Value

To specify a maximum value for a property field, select Maximum Value and type the maximum value in the text entry field.

Range of Values

To specify a range of values for a property field, select Minimum Value and Maximum Value, then type the minimum and maximum values in the respective text entry fields.

When the index operator clicks either the Apply or OK button, and the index field is configured for range validation, Capture checks the data entered based on field type:

- For numeric fields, the value entered is checked to see if it is a valid numeric value.

- For string fields, the value is checked to see if it matches the mask specified in the Input Masks tab.

- For date fields, the date is checked to see if it matches the mask specified in Input Masks tab.

When the index operator types a value that is greater than or less than the range specified, an error message appears, and the value must be re-entered.

Menu Validation (IS and CE Only)

Use menu validation to define a list of values for an index field. When an index field on Capture is configured for menu validation, the index operator must select the values for that field from the provided list. You define menus using Menu Validation on the Validation tab.

Select Enable to configure Menu Validation.

When you specify menu validation for an index field, unlike a menu field type, Capture does not indicate a menu field type in the Type field on the General tab of the Field Properties dialog box. A field defined for menu validation shows the actual type of the field. For example, a string field displays the value STRING in the Type field.

To verify that an index field will use a menu created using the Menu Validation options, check that Enable is selected, and Menu Validation is selected and configured on the Index Field Properties Validation tab.

Only one type of validation can be performed for a given property field. When you select Menu Validation, Range Validation options are disabled.

The columns in the Menu Range list are Display Value and Stored Value. The displayed value shows in the menu. The stored value is stored in the index database.

To build a list of entries, use the Add, Modify, or Delete buttons.

When indexing a field, the index operator can select from the list or type an entry from the list. The function is similar to a menu field. The index operator can type the display value. The software checks the displayed values to make sure there are no duplicates, and that the values are not longer than the maximum field length. Also, if the field is defined as all uppercase, the values are made uppercase.

Capture supports menu validation on IS and CE libraries, which has similar function and effect to menu type fields. The key difference is that menu validation is configured using the Capture settings collection. No library configuration changes are required to use Capture menu validation.

Notes
- If a specific property field is associated with a choice list on the Content Engine library, Menu Validation is disabled and the Validation tab is grayed out. If the property field is not associated with a choice list, Menu Validation is available.

- If the menus for the specific property field are set up on an Image Services library, Menu Validation can still be set on Capture to override the IS library settings.

Display Value

Select an entry in this field. Once you select an entry, you can insert, modify, or delete the entry. The entries in the Display Value column are shown to the index operator.

Stored Value

The entries in the Stored Value column are stored in the index database.

Index Control Properties: Display Preferences Tab Options
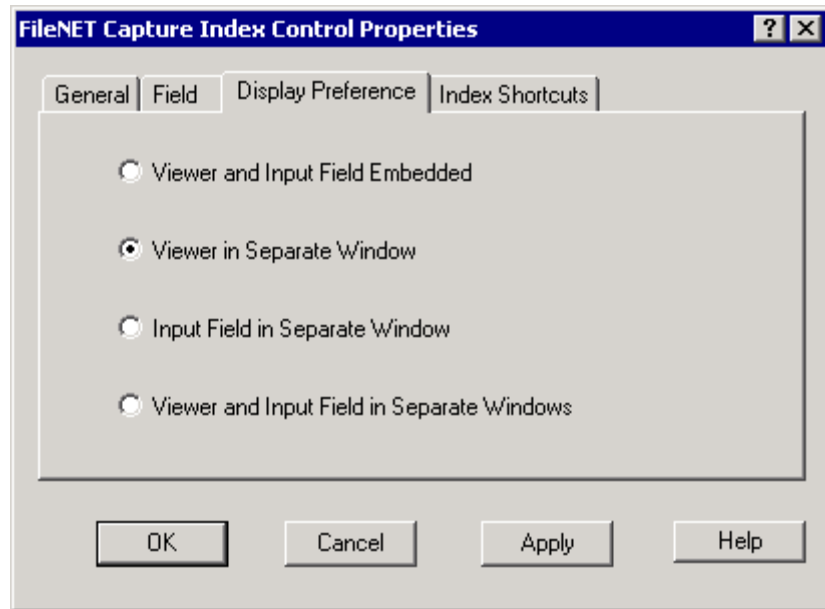
Capture displays the index viewer and index fields of a workstation in one of four ways, as shown in the following illustrations:

Viewer and Input Field Embedded

Viewer

Index Fields

Viewer in Separate Window

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Input Field in Separate Window

Viewer

Index Fields
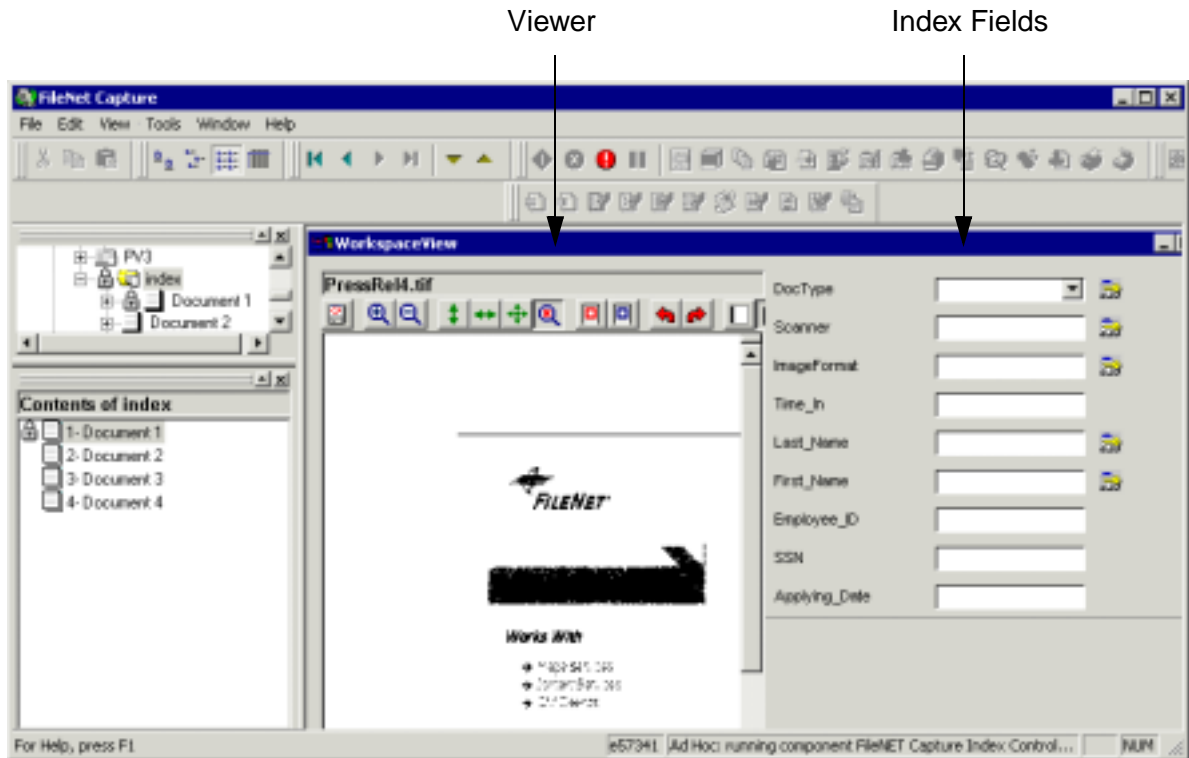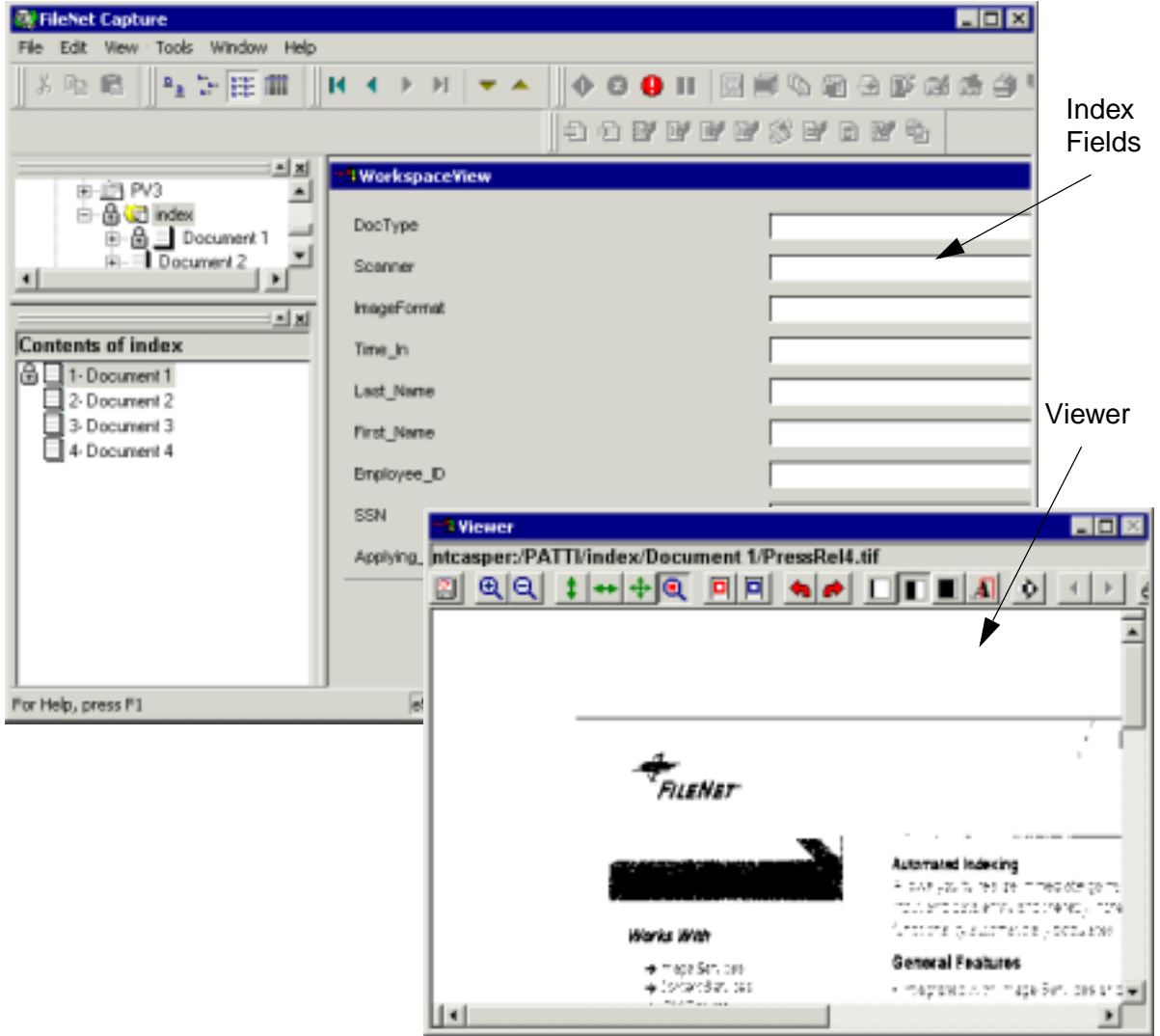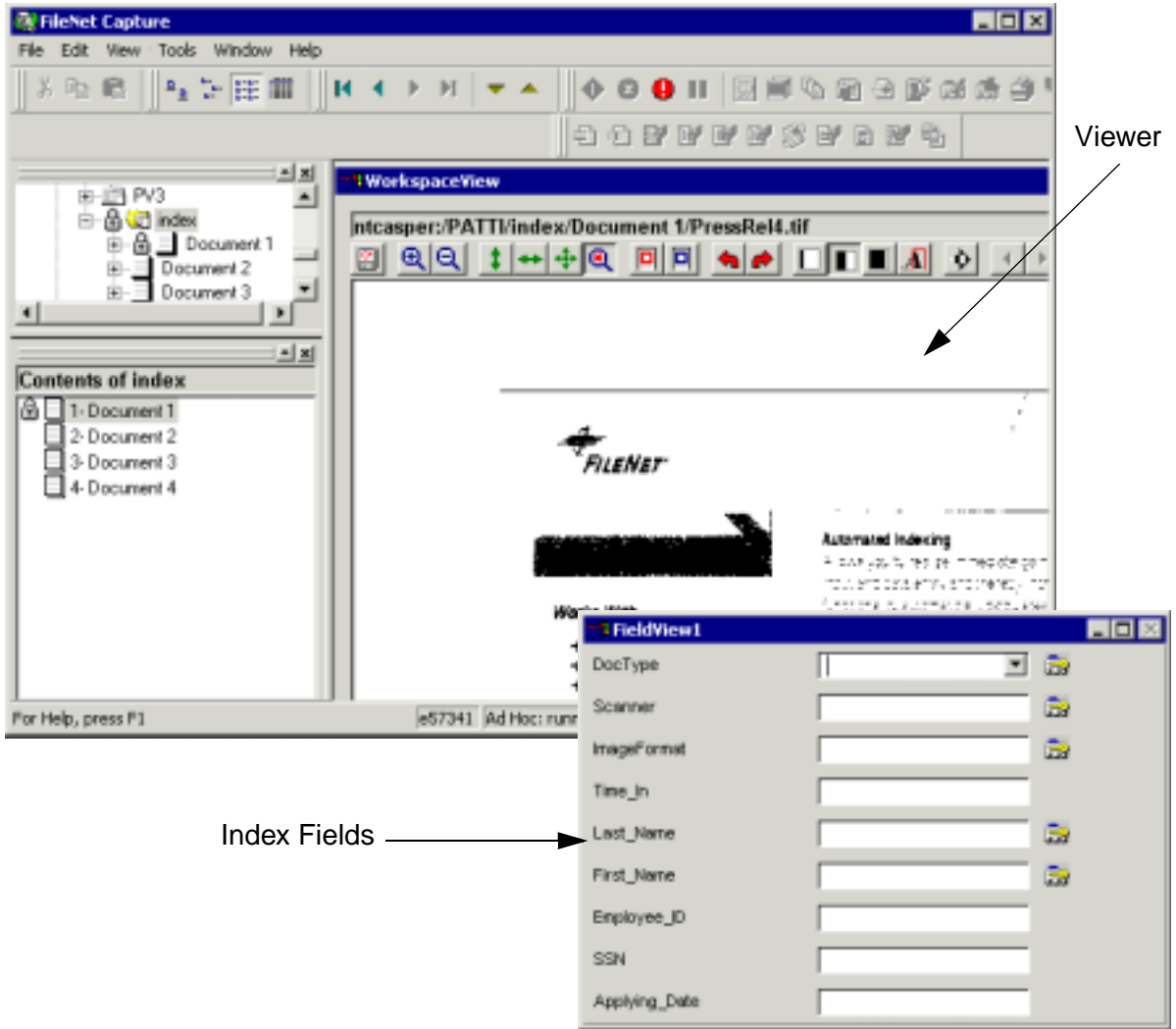
Viewer and Input Field in Separate Windows
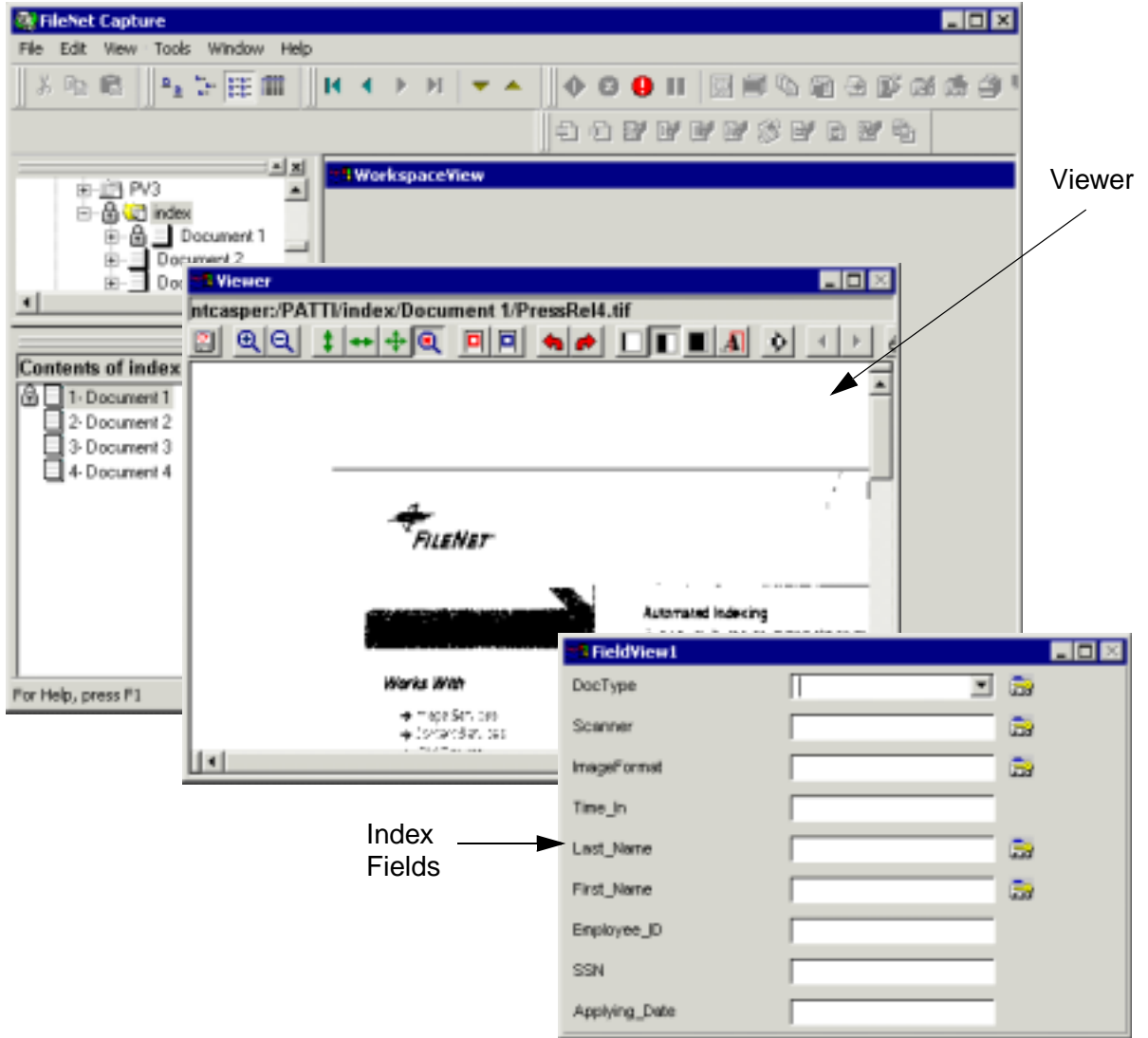
Index Control Properties: Index Shortcuts Options

Capture provides keyboard shortcuts to speed up indexing for operators. You can customize the shortcuts assigned to each task.
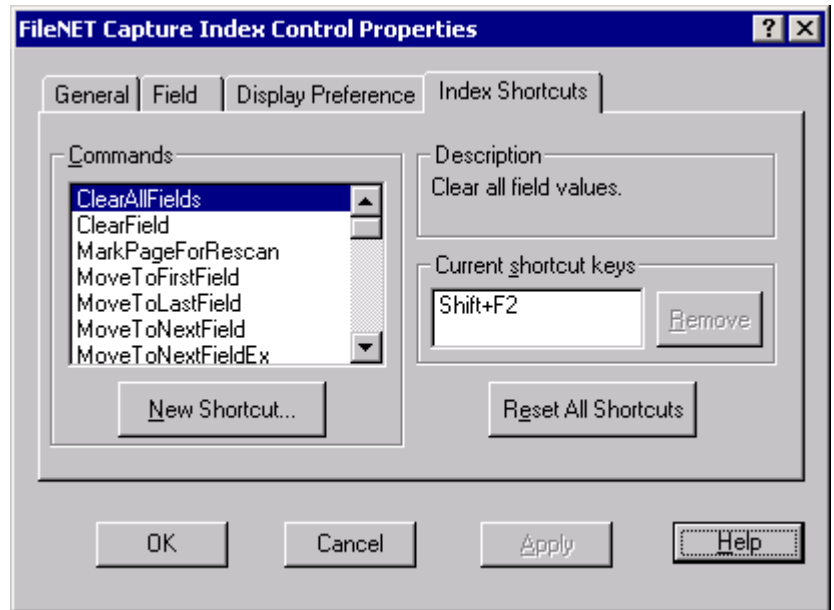
Available commands appear in the Commands list in alphabetical order. When you select a command from the list, the shortcut key or keys that activate the command appear in the Current shortcut keys field, and a brief description of what the command does appears in the Description field.

You can add new shortcuts, remove shortcuts, and reset all shortcuts back to the defaults.

- To remove a shortcut, select the command from the list then click the Remove button to remove the shortcut assignment.

- To add a new shortcut, select the command from the list, then click the New Shortcut button to display the Assign New Shortcut dialog box. Press the keys you want to assign to the command, and then click the OK button.

Command selected

Command: ClearAllFields

OK

Cancel

Enter new keystrokes that activate the command

Press new shortcut key for above command:

None

Storage of Index Shortcut Options

Index shortcuts are saved on the workstation in the Windows registry, and by Windows logon name. Changes to index shortcuts must be configured for each Windows logon name on a workstation.

Default Index Shortcuts

The following shortcuts are defaults in Capture.

Function	Command	Shortcut
Clear all field values	ClearAllFields	Shift + F2
Clear current field value	ClearField	F2
Move to first index field	MoveToFirstField	Ctrl + Home
Move to last index field	MoveToLastField	Ctrl + End
Move to next index field	MoveToNextField	Down or Tab
Move to next index field but process document on the last field	MoveToNextFieldEx	Enter
Move to previous index field	MoveToPreviousField	Shift + Tab or Up
Move to the next document in the list view	NextDocument	F3
Move to the next document in the list view that has not been indexed	NextDocumentEx	Ctrl + F3
Move to the previous document in the list view	PreviousDocument	Shift + F3
Move to the previous document in the list view that has not been indexed	PreviousDocumentEx	Ctrl + Shift + F3
Process the document using the current index values	ProcessDocument	Shift + Enter
Set all date fields to today's date	SetAllDateFieldsToCurrent	Ctrl + Shift + D
Set all fields by priority (that is, "stored," "auto-index," or "default")	SetAllFieldsByPriority	Shift + F10
Set all fields to autoindex values	SetAllFieldsToAutoindex	Shift + F8
Set all fields to their default values	SetAllFieldsToDefaults	Shift + F7
Set all fields to their initial values	SetAllFieldsToInitial	Shift + F6
Set all fields to their previous validated values	SetAllFieldsToPrevious	Shift + F4

Function	Command	Shortcut
Set all fields to the same values entered on the last processed document	SetAllFieldsToSameAsLast	Shift + F5
Set all fields to values stored in the Repository	SetAllFieldsToStored	Shift + F9
Set current century	SetCurrentCentury	Ctrl + Shift + C
Set current field by priority (that is, "stored," "autoindex," or "default")	SetFieldByPriority	F10
Set current field to the autoindex value	SetFieldToAutoindex	F8
Set current field to today's date	SetFieldToCurrentDate	Ctrl + D
Set current field to the default value	SetFieldToDefault	F7
Set current field to the initial value	SetFieldToInitial	F6
Set current field to the previous validated value	SetFieldToPrevious	F4
Set current field to the same value entered on the last processed document	SetFieldToSameAsLast	F5
Set field to the value stored in the Repository	SetFieldToStored	F9

Index Fields and Input Masks

The library (IS, CS, or CE) provides index fields to Capture. The index fields are created and defined on the library when the library administrator creates the document class. The table below shows the available field types.

Field Type	Description	For more information, see
String	String type fields store identifying names, or numbers or number and letter sequences. String values also store any index entries that do not fit into any other category.	"String Fields" on page 195
Numeric	Numeric type fields store numbers or monetary amounts.	"Numeric Fields" on page 197
Date	Date type fields store date information only.	"Date Fields" on page 201
Menu	Menu type fields contain a list of possible entries.	"Menu Fields" on page 205
Boolean (CE only)	A field type that can be only True or False. A field is defined as Boolean on the CE library.	"Boolean Fields (CE Only)" on page 206

Index Field Types and Input Masks

Input masks, which are configured in Capture, can make the job of typing index values easier by defining the required format for the entry. Index field types and input mask options are closely related. The available input masks are determined by the type of index field.

String and numeric fields can use a number of common masks as well as special numeric options or custom masks. Date fields can use only

date input masks. Menu fields from the library do not use masks. In Capture, menu fields can be defined using the Menu Validation options.

The next table shows the relationship between the field type and available Capture input masks.

Field Type	Capture Input Mask	For Input Mask Information, See
String	String	"String Field Input Masks" on page 196
	Special Numeric	"Special Numeric Options (IS and CE Only)" on page 200
	Custom	"Custom Input Masks" on page 205
Numeric	Numeric	"String Field Input Masks" on page 196
	Special Numeric	"Special Numeric Options (IS and CE Only)" on page 200
	Custom	"Custom Input Masks" on page 205
Date	Date	"Date Field Input Masks" on page 201
Menu	N/A	"Menu Fields" on page 205

Capture input masks should be configured to match the output masks that are defined on the library. The User Index report contains information about the output masks defined on the library. For more information, see "User Indexes Report" on page 58.

Also, it is helpful to know how the output masks on viewing or retrieval stations will be configured so you can coordinate library output masks with Capture input masks.

Maximum Length of an Input Mask

The maximum length of an input mask is determined by the index Maximum Size field on the library. A Capture input mask can be the same number or fewer characters than the maximum defined on the library.

For most input masks, the Capture Input Mask field is disabled, however the following can be edited:

• Uppercase Alphanumeric

• Uppercase ASCII

• Custom

Only certain characters can be used in input masks that can be edited. For more information, see "Input Mask Syntax" on page 205.

The next table shows the relationship between the library's Maximum Size field and an editable Capture input mask.The table shows the mask for the input mask named Uppercase ASCII.

Library Maximum Size	Capture Input Mask	Mask Size	Comment
10	uuuuuu	6	OK. Library size is greater than the mask size.

Library Maximum Size	Capture Input Mask	Mask Size	Comment
10	uuuuuuuuuu	10	OK. Library size and mask size are equal.
6	uuuuuuuuuu	10	Error. Library size is less than the mask size. Configuration of the index field cannot be saved.

Note   If an output mask is defined in the document class, the Capture input mask must match the output mask.

Before configuring index fields in Capture, make sure that the index mask on the library allows you to apply the desired index mask in Capture. In most cases you cannot change index settings on the library once they have been configured.

Note   If you limit your masks to uppercase within the IS, you will not see low-ercase masks within Capture. When configuring the masks on the library, ensure compatibility with your Capture requirements. For example, if the index properties for an index created by Xapex (on the IS) has "Convert to Upper Case Letters" set to "YES," then only the two upper-case character index masks will be available within the Capture Index component. If it is set to "NO," all input masks will be available. For further information, refer to the Xapex documentation.

String Fields

String fields store identifying letters or letter and number sequences (such as names and account numbers). They can also store other val-ues that do not fit cleanly into the other field type categories, such as

part numbers. Generally, the values in a string field cannot be used in calculations.

Suggestion   Use the string type index field for any value that will not be used in subsequent calculations. Use a numeric type index field only if you need to store the value as a specific number for later calculations. For example, use the string type index field for phone number fields, social security numbers, or other identifying numbers.

There is more flexibility and less processing overhead associated with string fields than with numeric fields.

A string type field can contain from 1 to 239 characters.

You cannot run batch totals on a string even if all of the characters in the string are numerals.

String Field Input Masks

String input masks are often used for customer names, city names, state abbreviations, social security numbers, telephone numbers, time, and zip codes.

You can apply a Capture input mask only to an index field that was already defined as a String type index field on the library. The Input Mask field is a display only field, and the mask cannot be changed here. String input masks cannot be used for calculations.

Input Mask Name and Input Mask (Strings)

Input Mask Name	Input Mask	Display Example
Upper-case (any alphanumeric input only)	freeform letters and/or numbers (numbers and letters only)	3565 HARBOR BOULEVARD
Upper-case (any ASCII input)	freeform ASCII characters (includes numbers, letters, and special characters)	CAPTURE@FILENET.COM
Age	###	59
Default STRING Input Mask	&&&&&&&&&	Costa Mesa
Phone Number	###-####	966-3400
Phone Number 2 (w/ Area Code)	###-###-####	714-966-3400
Phone Number 3 (w/ Area Code)	(###)###-####	(714)966-3400
Social Security Number	###-##-####	579-46-2134
State (Abbr.)	UU	CA
Time (12 hour clock)	##:##	10:42 AM
Time (24 hour clock)	##:##	22:57
Zip Code	#####	92626
Zip Code + 4	#####-####	92626-4739

Numeric Fields

Numeric field types store numbers, such as a count of items or monetary amounts. Numeric field types are often defined with special numeric properties. Numeric properties can be used in many types of calculations.

Note   We recommend you use string index fields for any value that will not be used in subsequent calculations. Use a numeric type index field if you need to store the value as a specific number for later calculations. For example, use a string index field for phone numbers, social security numbers or other identifying numbers.

A numeric index value can, when input, have a maximum of 30 characters. On output, it can also contain commas, a plus or minus sign, and a dollar sign, depending upon the output mask of the displaying workstation and program. At input, a plus or minus sign can be used only at the beginning of a number.

Values entered in a numeric field will be available for use in calculations. You can run batch totals only on a numeric field.

Numeric Field Input Masks

Numeric fields can be configured with the numeric input masks in the input mask list.

You can apply a Capture numeric input mask only to an index field that was already defined as a Numeric type index field on the library. For the provided input masks, the Input Mask field is a display only field, and the mask cannot be changed here. Numeric input masks can be used for calculations.

Input Mask Name and Input Mask (Numeric)

Input Mask Name	Input Mask	Display Example
Age	###	59
Default NUMERIC	#########	123456789
Default Input Mask	FFFFFFFFFFFFFFFFFFFFFF	
Phone Number	###-####	966-3400
Phone Number 2 (w/ Area Code)	###-###-####	714-966-3400
Phone Number 3 (w/ Area Code)	(###)###-####	(714)966-3400
Social Security Number	###-##-####	579-46-2134
State (Abbr.)	UU	CA
Time (12 hour clock)	##:##	10:42 AM
Time (24 hour clock)	##:##	22:57
Zip Code	#####	92626
Zip Code + 4	#####-####	92626-4739

Special Numeric Options (IS and CE Only)

Special numeric masks are most often defined for fields that contain monetary values. These options are usually used with numeric fields. They can also be applied to string fields but this is not recommended. Special numeric options are only available with certain index masks, including Special Numeric and Currency. The use of most of the number and monetary symbols are workstation and locale dependent. All configurations apply to the index field selected.

Option	Description	Selection	Example
Monetary Symbol	The monetary symbol to use.	$ (dollar sign)	$ 100
Thousands Delimiter	The thousands delimiter to use.	, (comma)	$ 1,000
Separator Character	The character to separate dollars from cents.	. (period)	$ 100.00
Leading Pad Character	The characters to use when left padding numbers.	*(blanks)*	*(blanks)*
Enable Leading Zero Before Separator	Use leading zeros before the separator.	*selected*	$ 00123
Enable Separator Line During Input	Use a separator line during input.	*selected*	
Positive Number	The format for positive numbers.	$ 1	$ 400
Negative Number	The format for negative numbers.	($1)	($400)
Before Separator	The maximum number of digits before the separator.	5	$ 12,345
After Separator	The maximum number of digits after the separator.	2	$ 100.12
Accept Zero Value When Field Is Required	When selected, the index operator can type a zero value in the selected field, even though the field is required.	*selected*	$ 0

Date Fields

Date field types can only be used for certain kinds of calculations.

Note Content Services libraries support only 4-digit year formats. Two-digit years are converted to a 4-digit format.

Date Field Input Masks

Date input masks include common American and European date formats; all the formats supported by the Windows operating system. In addition, a Julian date format is available.

You can apply a Capture date input mask only to an index field that was already defined as a Date type index field on the library. For the provided input masks, the Input Mask field is a display only field, and the mask cannot be changed here. Date input masks can only be used for certain kinds of calculations.

The dates in the list on a given computer are operating system and locale dependent. Some common formats are shown below.

Input Mask Name and Input Mask

Input Mask Name	Input Mask	Example
dd-MMM-yy	##-ULL-##	11-Oct-98
MM/dd/yy	##/##/##	10/11/98
MM/dd/yyyy	##/##/####	10/11/1998
yy/MM/dd	##/##/##	98/10/11
yyddd	#####	98284
yyyy/MM/dd	####/##/##	1998/10/11

Current Century (IS and CE Only)

The Current Century field provides century prefixes for 2-digit year dates. The Current Century field is required for 2-digit year date masks and disabled for 4-digit year date masks.

Use the Current Century (IS and CE Only)

To use the current century, select Current Century. When selected, a 2-digit date mask uses the current century prefix based on the system date of the workstation. For example, between the years 1900 and 1999, the century prefix is 19. From the year 2000 to the year 2099, the prefix is 20. The current century automatically changes from 1900 to 2000 when the system date changes to 1 January 2000. When checked, the current century is always used, and Capture ignores any values in the specified century field.

Specify a Century (IS and CE Only)

To use a specific century, clear Current Century and select a century from the list. When Current Century is cleared and a century value selected in the specified century field, Capture uses the specified century prefix. For dates between 1900 and 1999, configure this field with the

4-digit century 1900. The Capture Index component displays and uses the 2-digit century prefix 19 in the input mask. For dates between 2000 and 2099, configure this field with the 4-digit century 2000. The Capture Index component displays and uses the 2-digit century prefix 20 in the input mask.

Change Century When Indexing (IS and CE Only)

At index run time, to change a previously defined century in an index entry field, place the cursor in the date field and press Ctrl - Shift + C to open the Change Century dialog box. Select the desired 4-digit century (1900, 2000) from the list and click OK. The Capture Index component displays and uses the 2-digit century prefix (19, 20) in the input mask.

Date Field Data Entry Considerations

Date Fields and Century Compliance (IS and CE Only)

For date masks with two-digit year fields, the Index component prefixes the century to the date mask. The index operator can see the century in the index entry field at index time. For example, the Capture administrator specifies the date mask as mm/dd/yy, and the Current Century field as 1900. The index field uses the date mask mm/dd/19yy at index run time. The index operator types the two-digit month, day, and year. As the index operator types, the Index component enters the digits for month, day, skips over the century digits, and enters the year. The index operator cannot backspace to edit the century portion of the year.

If the index operator wants to use a different century than is specified, the index operator can press a keyboard shortcut (Ctrl - Shift + C). This action opens the Change Century dialog box where the index operator can select the desired century.

The Ctrl - Shift + C shortcut and Change Century dialog box are available only on a date field where a valid date has been entered. The Change Century dialog box is not available for any other kind of field. Neither is it available if a date has not been entered, since there is no date to change. In the Change Century dialog box, the focus is placed initially on the list box, so the index operator does not need to use the mouse.

Date Index Fields in the Same Century (IS and CE Only)

For date index fields that will always be in a given century, you can use a two-digit year mask (YY). You must configure the appropriate century. The mask displays the appropriate century in the input mask. For example, mm/dd/19yy.

Date Index Fields in Different Centuries (IS and CE Only)

For date index fields that may be in different centuries, such as birth dates, you should use a four-digit year mask (YYYY). The ISO standard four-digit year mask, yyyy/mm/dd, will always be available regardless of locale.

If you prefer to use a two-digit year mask to speed data entry, then the index operator will need to use the Change Century dialog box whenever the desired century is different from the displayed century. The Change Century dialog box is opened with the Ctrl - Shift + C keyboard shortcut.

Date Index Fields and Reindexing (IS and CE Only)

When the index operator is re-indexing a document that has an already-indexed Date field with a value, such as 1999, then that century (1900) is retained even with a two-digit year mask and a current cen-

tury of 2000. For example, a normal century mask of mm/dd/20yy will display as 12/25/1999 if that is the already-indexed date value. The index operator cannot backspace to edit the century portion of the year. However, the index operator can press the Ctrl - Shift + C keyboard shortcut to change the century.

Menu Fields

Input Masks are not supported for Menu type index fields. In Capture, you cannot make changes to the menu items. Changes must be made on the library.

For more information, see .

Custom Input Masks

Use custom input masks when none of the provided input masks match the format of the index value you want to enter.

Custom input masks can be used with String and Numeric type fields. When Custom is selected, the Input Mask field is active, and you can type the mask characters you want.

Input Mask Syntax

Char.	Function	Comment
#	Digit placeholder	Field accepts 0 to 9
&	Character placeholder	Field accepts any ASCII character
A	Alphanumeric placeholder	Field accepts a to Z and 0 to 9

Char.	Function	Comment
?	Alphabetic placeholder	Field accepts a to Z
U	Forces upper-case letter	Field accepts only A to Z input
L	Forces lower-case letter	Field accepts only a to z input
u	Forces upper-case letter	Field accepts any ASCII input, including some special characters
l	Forces lower-case letter	Field accepts any ASCII input, including some special characters
F	Floating point placeholder	+, -, 0 to 9, '.'
\	Use next character as a literal	Used to insert one of the above as a literal character. Use \\ to insert a literal backslash
literal	A character that displays as is in the input mask. Any character except the special characters listed above.	The special characters above are not literals and will not display as is.

Note   Literal characters are stripped when a document is committed to the library.

Boolean Fields (CE Only)

Boolean field types store only True or False. You can apply a Capture Boolean input mask only to an index field that is defined as a Boolean type field on the Content Engine (CE) library.

An input mask is not required for a Boolean field, but you can configure a default value.

Auto Indexing

Auto indexing is the process of acquiring index information directly during the capture process and placing it in the index database, eliminating manual index entry. You may not be able to automatically collect values for every index field of every document class you wish to store in the index database.

Any property available to the Index component can be used in automatic indexing. Bar codes, Zonal OCR data, or external index files (FNA files) are the primary sources of text string values for automatically adding index values. The key properties obtained from the sample pages are:

Source	Property
Bar code	Barcode.Text[0-63].value
FNA file	UserDefined.Value1-32.value
Zonal OCR	UserDefined.OCRValue[n].value

Kodak image address properties are another source for automatic indexing values.

If you can put a value into the object properties of a document, that value can be automatically indexed.

Index Field Order and Index Value Order

The order of the bar codes on the page or lines in the index file is taken directly from the order in the source page or file. Design the source pages or files to contain the values in the same order as the document class index field order. Employing the same order in the source as in

the document class helps eliminate mismatches between the entry field and the values.

The relationship of bar codes on a paper page to the index fields in a document class might be:

Bar Code Order	Index Field Order
Bar Code 1	Index Entry Field A
Bar Code 2	Index Entry Field B
Bar Code 3	Index Entry Field C

Or, the relationship of text lines in an index file to index fields in a document class might be:

Line Order	Index Field Order
Line 1	Index Entry Field A
Line 2	Index Entry Field B
Line 3	Index Entry Field C

When the fields are aligned as in the examples above, the value from the source can be automatically entered into each index field in its proper turn. The next example shows values and index fields properly matched.

Bar Code / Line Value	Index Field Name	Index Field Value
Smith	Last Name	Smith
Lawn	First Name	Lawn
1234567	Account number	1234567

However, if a bar code or other attribute value is missing from the source page or file, subsequent values will be put into the wrong field. The next example shows what happens when the second bar code is missing.

Bar Code Value	Index Field Name	Index Field Value
Smith	Last Name	Smith
1234567	First Name	1234567
	Account number	

Mixing Automatic and Manual Indexing Methods

You can mix automatic and manual index methods in the configuration of a settings collection. You may want to group automatic and manual index fields together to simplify keyboard input.

Dates and Automatic Indexing

Date fields obtained from bar codes or index files are stored as strings. When bar codes or index files are used for automatic indexing, the date mask format of the bar code or index file must be the same as the format in the date field. So, when preparing bar codes or index files for automatic indexing, use bar code or index file date formats that are supported by Capture and use a four-digit year format.

If a two-digit year format is used in a bar code or index file, the century selected for the date field applies to the date. This is true whether the century is the default current century or a specified century.

For more information about date fields and the century fields, see and .

Displaying Pages While Indexing

There are several ways you can configure pages to display in the viewer when an operator is indexing.

Browsing Only

Use Enable Browsing of Document in the Viewer when you do not know which page contains the data to be indexed. This option (on the General tab) enables browsing of the document in the viewer when indexing. The index operator can browse through the pages of a document to find the data to put in an index entry field.

Specified Page Only

When you know which page contains the index data, use the Page and Show Page In Viewer options. This method eliminates the need to load the whole document into the viewer. As the index operator tabs to the index field, the specified page displays in the viewer. When the page is displayed, the user cannot browse to another page using the viewer controls.

Browsing and Specified Page

When both Enable Browsing of Document in the Viewer and Show Page In Viewer are used, the first page of the document is loaded and displayed in the viewer. The operator can also browse the document. You can configure a specific page to display for a particular index entry field so that when the operator tabs to the field, the specified page displays in the viewer.
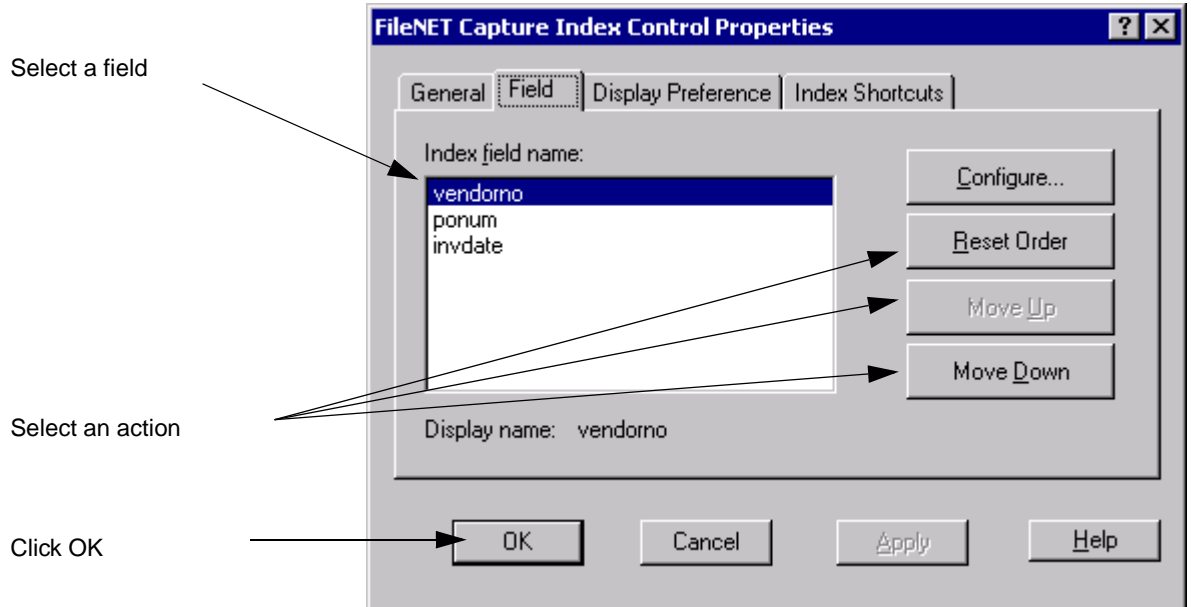
Configure the Display Order of Index Fields

To configure the display order of the index fields, it helps to know the following information:

Configuration Item	Value
Repository Name	Taos
Settings Collection Name	Med_Claim_st
Index Field Order	vendorno
	ponum
	invdate

For a blank copy of this worksheet, see .

1 Select the repository and settings collection you want to configure from the Config \ Settings folder.

2 Click Tools, Configure, Index, Field, in the main menu bar to display the Index Control Properties dialog box.

Select a field

FileNET Capture Index Control Properties   ? ✕

General | Field | Display Preference | Index Shortcuts |

Index field name:

vendorno
ponum
invdate

Configure...

Reset Order

Move Up

Move Down

Select an action

Display name: vendorno

Click OK

OK   Cancel   Apply   Help

3 Select an action:

- To move the index name up one line in the list, select an index field, and then click the Move Up button. Click the button as many times as needed to place the index name in the desired position.

- To move the index name down one line in the list, select an index field, and then click the Move Down button. Click the button as many times as needed to place the index name in the desired position.

- To return the index names to this session's original positions, click the Reset Order button.
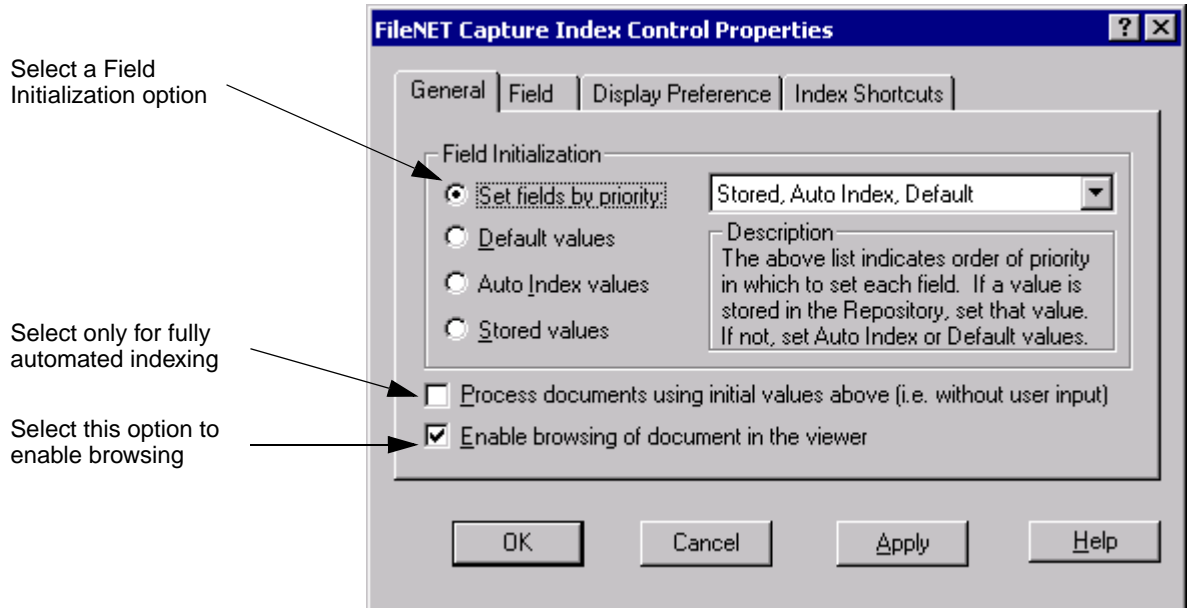
4 Click OK.

Configure General Options and Display Preferences

To configure the Index component General and Display Preference tabs, you need to know:

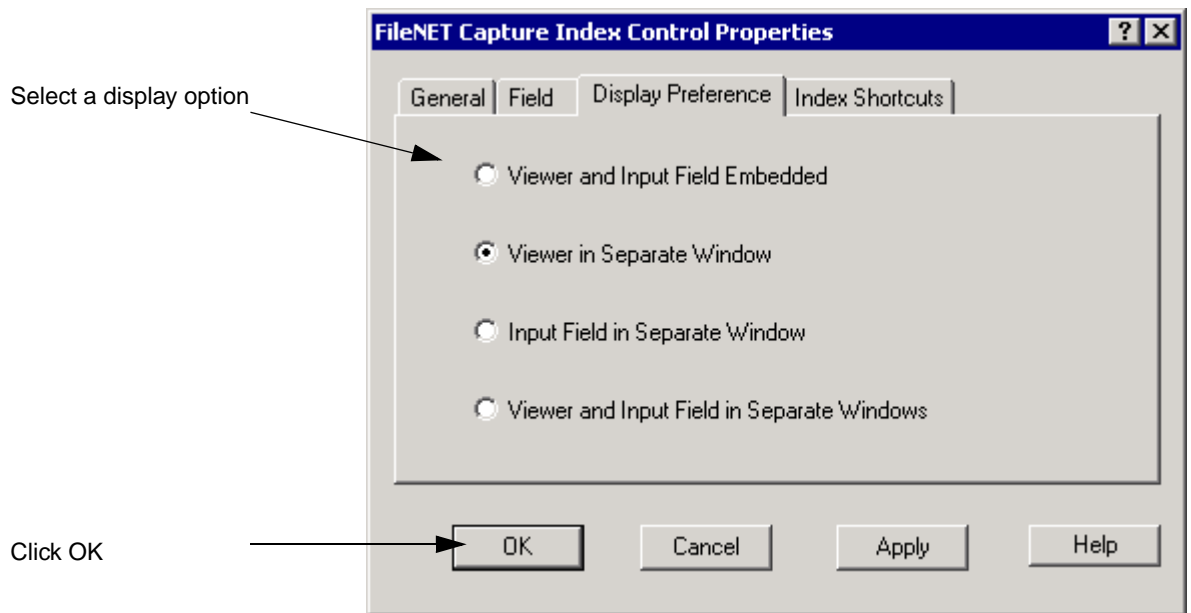| Configuration Item	Example Value
Repository Name	Taos
Settings Collection Name	Med_Claim_st
Field Initialization	Set Fields By Priority *selected*
Process Documents Using Initial Values Above (I.E., Without User Input)	*cleared*
Enable Browsing Of The Document In The Viewer	*selected*
Display Preference Option	Viewer And Input Field Embedded *selected*

For a blank copy of this worksheet, see .

1 Select the repository and settings collection you want to configure from the Config \ Settings folder.

2 Click Tools, Configure, Index in the main menu bar to display the Index Properties, General dialog box.

Select a Field Initialization option

Select only for fully automated indexing

Select this option to enable browsing

FileNET Capture Index Control Properties [? X]

General | Field | Display Preference | Index Shortcuts |

─ Field Initialization ────────────────────────────
  ⦿ Set fields by priority   [Stored, Auto Index, Default ▼]
  ○ Default values
  ○ Auto Index values   ┌ Description ──────────────────
  ○ Stored values   │ The above list indicates order of priority
                              │ in which to set each field. If a value is
                              │ stored in the Repository, set that value.
                              │ If not, set Auto Index or Default values.

  ☐ Process documents using initial values above (i.e. without user input)
  ☑ Enable browsing of document in the viewer

  [OK]   [Cancel]   [Apply]   [Help]

3 Select a Field Initialization option. For more information, see "Set Fields By Priority" on page 166, and "Default, Auto Index, or Stored Values" on page 166.

4 If you are doing fully automated indexing, select Process Documents Using Initial Values Above. For more information, see "Process Documents Using Initial Values Above (i.e., Without User Input)" on page 167.

5 Select Enable Browsing Of Document In The Viewer. For more information, see "Enable Browsing of Document in the Viewer" on page 167.

6 Select the Display Preferences tab, select a display preference, and click OK. For more information, see "Index Control Properties: Display Preferences Tab Options" on page 183.
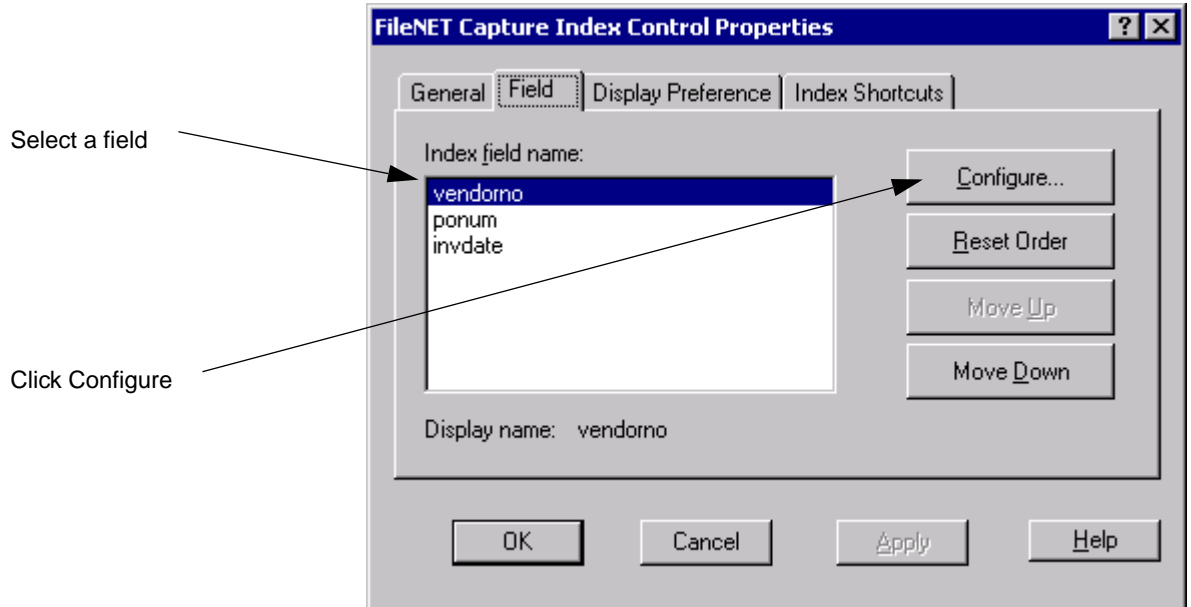
Select a display option

FileNET Capture Index Control Properties [?] [X]

General | Field | Display Preference | Index Shortcuts |

○ Viewer and Input Field Embedded

◉ Viewer in Separate Window

○ Input Field in Separate Window

○ Viewer and Input Field in Separate Windows

Click OK

[OK]   [Cancel]   [Apply]   [Help]

Configure General Properties of an Index Field

To configure the Index component Field Properties, General tab, you need to know:

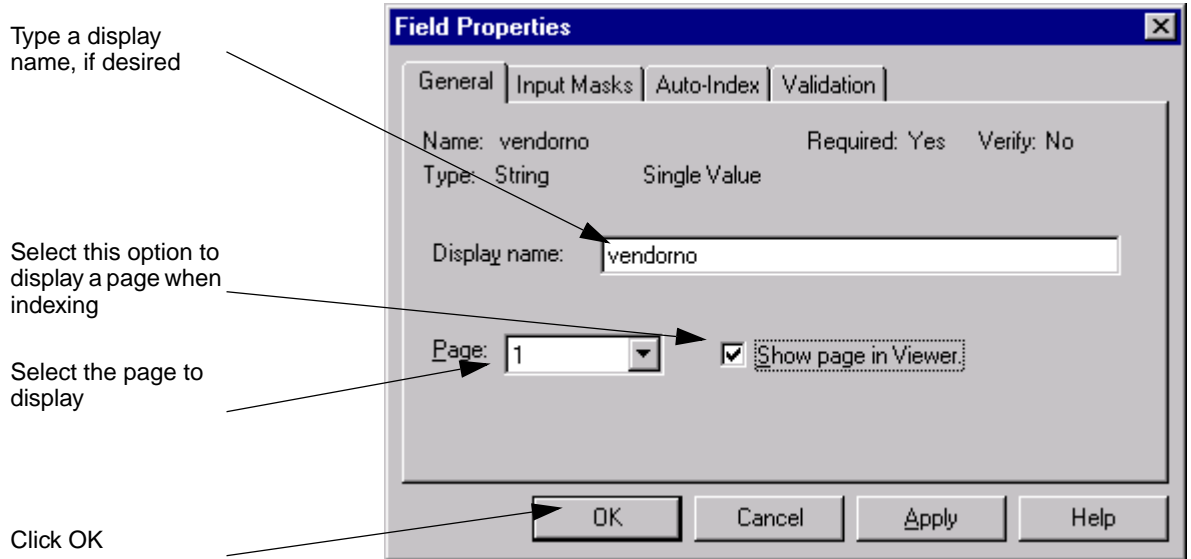| Configuration Item	Example Value
Repository Name	Taos
Settings Collection Name	Med_Claim_st
Index Field Type	String
Index Field Name	Name_Last
Display Name	Client Last Name
Page	1
Show Page In Viewer	*selected*

For a blank copy of this worksheet, see .

1 Select the repository and settings collection you want to configure from the Config \ Settings folder.

2 Click Tools, Configure, Index, Field, in the main menu bar to display the Index Control Properties dialog box.

Select a field

Click Configure

FileNET Capture Index Control Properties

General | Field | Display Preference | Index Shortcuts |

Index field name:

vendorno
ponum
invdate

Configure...

Reset Order

Move Up

Move Down

Display name: vendorno

OK   Cancel   Apply   Help

3 Select the field you want to configure and click the Configure button to display the Field Properties, General tab.

Type a display
name, if desired

Select this option to
display a page when
indexing

Select the page to
display

Click OK

Field Properties ✕

General | Input Masks | Auto-Index | Validation |

Name: vendorno   Required: Yes   Verify: No
Type: String   Single Value

Display name: vendorno

Page: 1   ▼   ☑ Show page in Viewer.

OK   Cancel   Apply   Help

4 If you want the title of the index field to display a name different from the document class index name, type a display name. For more information, see "Display Name" on page 169.

5 Select Show Page In Viewer to display a page when indexing. Used with the Page field. For more information, see "Show Page In Viewer" on page 170.

6 Select the page containing the index value in the Page field. Used with the previous field. For more information, see "Page" on page 170.

7 Click OK.
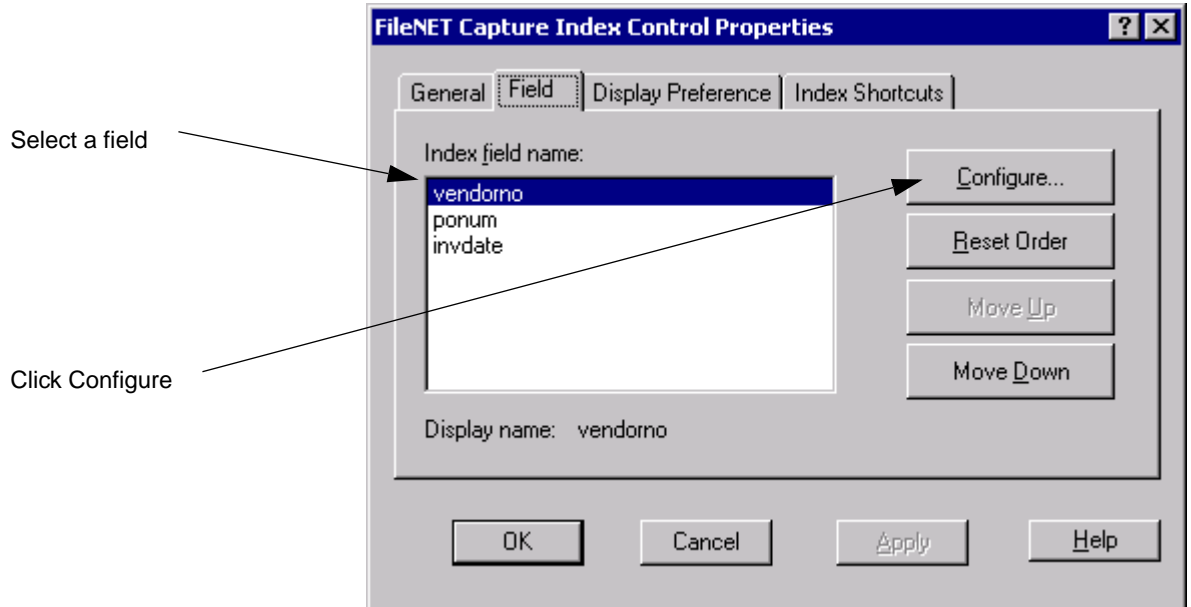
Configure an Input Mask

To configure the Index component Field Properties, Input Masks tab, you need to know:

Configuration Item	Example Value
Repository Name	Taos
Settings Collection Name	Med_Claim_st
Index Field Type	String
Index Field Name	Name_Last
Default Field Value	*not used in this example*
Disable Manual Entry into this Field	*cleared*
Enable Length Validation	*not used in this example*
Input Mask Name	Upper-case (any ASCII input)
Input Mask	uuuuuuuuuu

For a blank copy of this worksheet, see "Input Mask Worksheet" on page 691.

1 Select the repository and settings collection you want to configure from the Config \ Settings folder.

2 Click Tools, Configure, Index, Field, in the main menu bar to display the Index Control Properties dialog box.

Select a field

Click Configure

FileNET Capture Index Control Properties

General | Field | Display Preference | Index Shortcuts

Index field name:

vendorno
ponum
invdate

Configure...

Reset Order

Move Up

Move Down

Display name: vendorno

OK | Cancel | Apply | Help

3 Select the field you want to configure and click the Configure button to display the Field Properties, then select the Input Masks tab.

Type the default field value, if desired

Select only if automatically indexing the field

Select to enable length validation

Select the mask

Click OK

Field Properties ✕

General | Input Masks | Auto-Index | Range Validation |

Default field value: [   ]

☐ Disable manual entry into this field   ☐ Enable Length Validation

Input Mask name: Input Mask

Upper-case (alphabetic input only)   [uuuuuuuuuu]
Upper-case (any ASCII input)

Special...

[OK]   Cancel   Apply   Help

4 Type a default value in the Default Field Value field, if you wish. See also "Default Field Value" on page 171.

5 If you do not want an index operator to change the autoindexed value, select Disable Manual Entry Into This Field. See also "Disable Manual Entry Into This Field" on page 171.

6 To check the length of the value that was input by the index operator, select Enable Length Validation. See also "Enable Length Validation" on page 172.

7 Select the input mask from the Input Mask Name field. The choices vary based on type of index field. See also "Input Mask Name" on page 172. Click OK.

Configure Range Validation

To configure the Index component for range validation, you need to know:
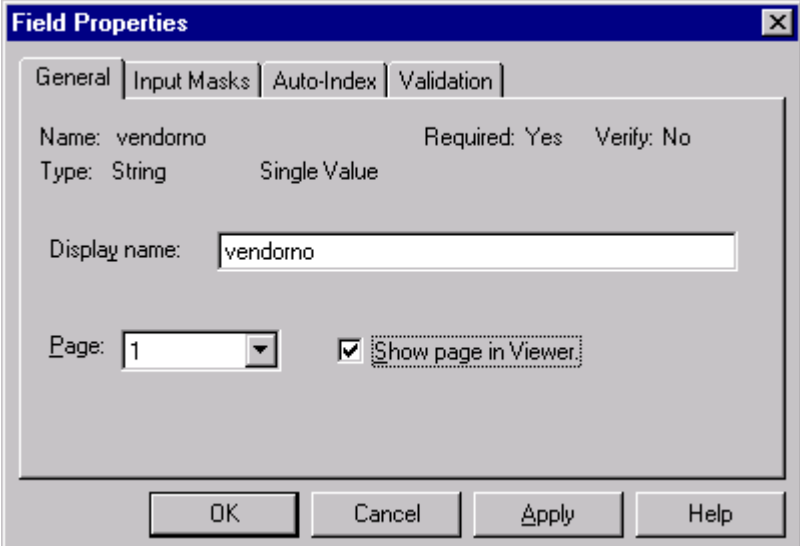
Configuration Item	Example Value
Repository Name	Taos
Settings Collection Name	Med_Claim_st
Index Field Type	Numeric
Index Field Name	Amount
Enable	*selected*
Range Validation	*selected*
Minimum Value	100
Maximum Value	500
Menu Validation	*not used in this example*
Menu Validation Values	*not used in this example*

For a blank copy of this worksheet, see "Range Validation Worksheet" on page 693.

1 Select the repository and settings collection you want to configure from the Config \ Settings folder.

2 Click Tools, Configure, Index, Field, in the main menu bar to display the Index Control Properties dialog box.

Select a field

Click Configure

FileNET Capture Index Control Properties   ? ✕

General | Field | Display Preference | Index Shortcuts

Index field name:

vendorno
ponum
invdate

Configure...

Reset Order

Move Up

Move Down

Display name: vendorno

OK   Cancel   Apply   Help

3 Select the field you want to configure and click the Configure button to display the Field Properties, General tab.

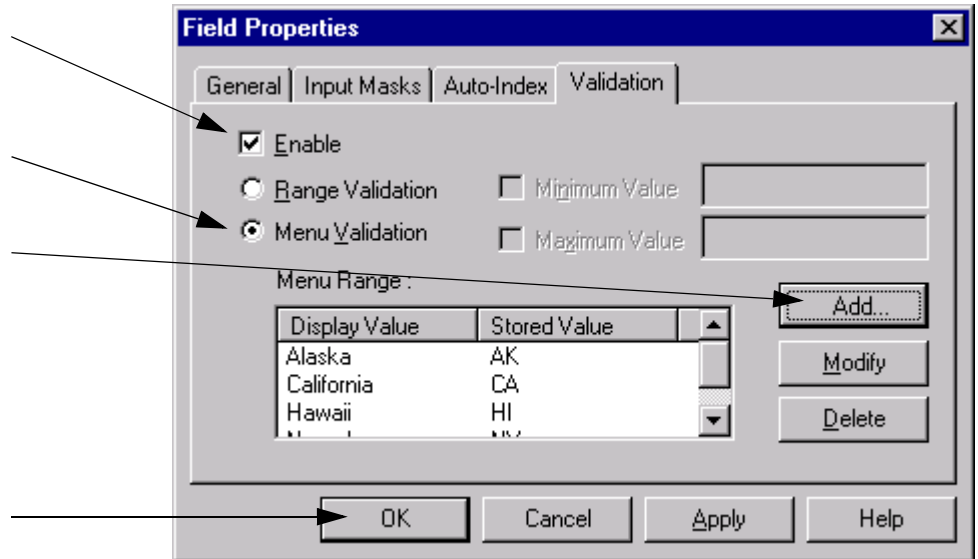| Field Properties				✕
General	Input Masks	Auto-Index	Validation	

Name: vendorno   Required: Yes   Verify: No
Type: String   Single Value

Display name: vendorno

Page: 1   ☑ Show page in Viewer.

OK   Cancel   Apply   Help

4 Select the Validation tab.

Select Enable

Select Range
Validation

Select Minimum
Value and type the
minimum value

Select Maximum
Value and type the
maximum value

Click OK

Field Properties   ⊠

General | Input Masks | Auto-Index | Validation |

☑ Enable

○ Range Validation   ☑ Minimum Value ▸ 100

○ Menu Validation   ☑ Maximum Value ▸ 500

Menu Range :

Display Value	Stored Value	
		Insert
		Modify
		Delete

OK | Cancel | Apply | Help

5 Select Enable. See also "Enable" on page 179.

6 Select Range Validation. See also "Range Validation" on page 179.

7 Select Minimum Value and type the minimum value in the field.

8 Select Maximum Value and type the maximum value in the field.

9 Click OK.

Configure Menu Validation

To configure the Index component for menu validation, you need to know the information in the following worksheets:

Configuration Item	Example Value
Repository Name	Taos
Settings Collection Name	Med_Claim_st
Index Field Type	String
Index Field Name	State
Enable	*selected*
Range Validation	*not used in this example*
Minimum Value	*not used in this example*
Maximum Value	*not used in this example*
Menu Validation	*selected*
Menu Validation Values	*Fill in worksheet*

For a blank copy of this worksheet, see .

Display Value Example	Stored Value Example
Alaska	AK
California	CA
Hawaii	HI
Nevada	NV
Oregon	OR
Washington	WA

For a blank copy of this worksheet, see .

1 Select the repository and settings collection you want to configure from the Config \ Settings folder.

2 Click Tools, Configure, Index, Field, in the main menu bar to display the Index Control Properties dialog box.
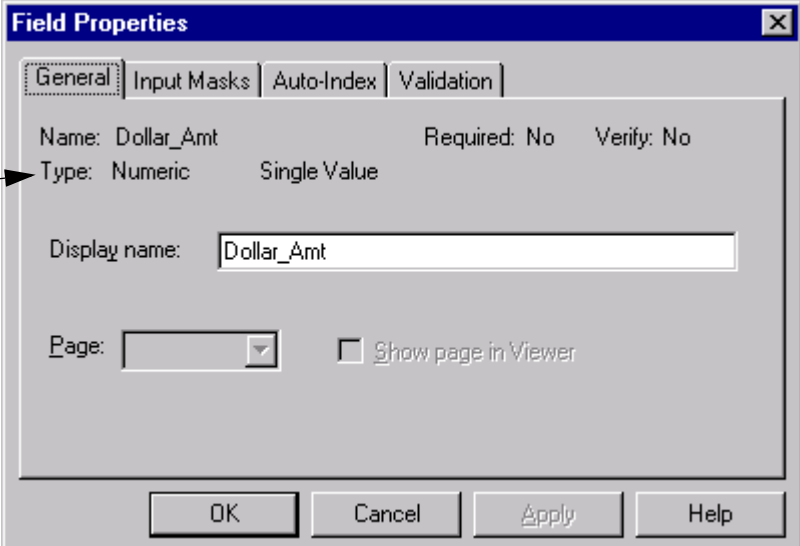
```
FileNET Capture Index Control Properties                    ? X

  General  Field   Display Preference  Index Shortcuts

     Index field name:
                                                      Configure...
      vendorno
      ponum                                           Reset Order
      invdate
                                                       Move Up

                                                      Move Down

     Display name:  vendorno


        OK          Cancel          Apply          Help
```

Select a field ⟶

Click Configure ⟶

3 Select the field you want to configure and click the Configure button to
display the Field Properties, General tab.

4 Select the Validation tab.

5 Select Enable. See also .

6 Select Menu Validation.

Select Enable

Select Menu
Validation

Click Add

Click OK

Field Properties ✕

General | Input Masks | Auto-Index | Validation |

☑ Enable

○ Range Validation   ☐ Minimum Value [   ]

◉ Menu Validation   ☐ Maximum Value [   ]

Menu Range :

Display Value	Stored Value	
Alaska	AK	
California	CA	
Hawaii	HI	

[Add...]
[Modify]
[Delete]

[OK] [Cancel] [Apply] [Help]

7 Click the Add button to display the Add Menu Item dialog box. See also
.

Type Display Value and Stored Value
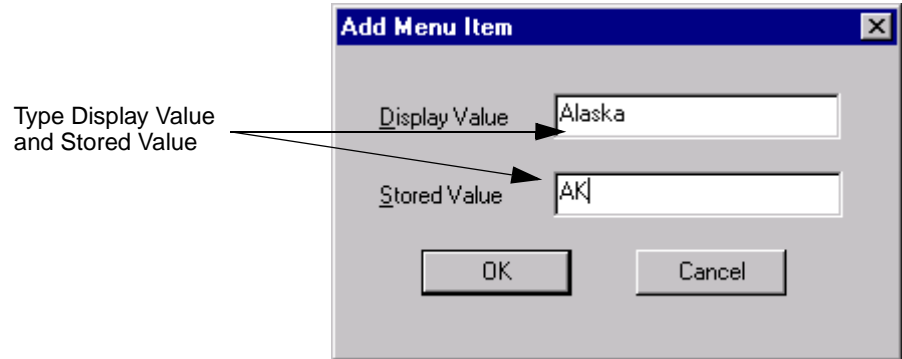
8   Click OK to return to the Validation tab.

9   Click OK to exit the Index Field Properties dialog box.

Configure a Currency Field

To configure a numeric index field for currency or other special numeric options, for each index field you need to know:

Configuration Item	Example Value
Repository Name	Taos
Settings Collection Name	Med_Claim_st
Index Field Name	Amount
Type	Numeric
Display Name	Amount
Input Mask Name	Currency
Monetary Symbol	$

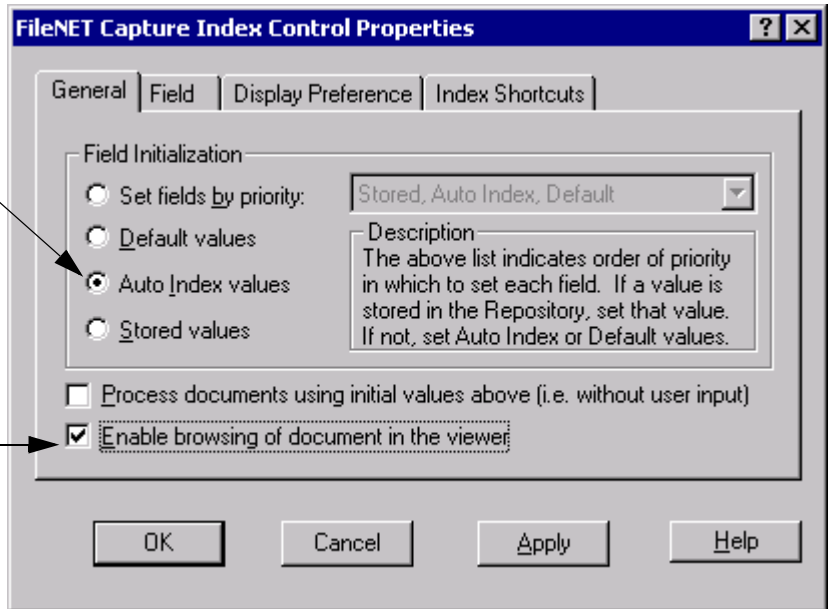| Configuration Item	Example Value
Thousands Delimiter	,
Separator Character	.
Leading Pad Character	*blank*
Enable Leading Zero Before Separator	*selected*
Enable Separator Line During Input	*selected*
Sign Format — Positive Number	$1
Sign Format — Negative Number	($1)
Max Digits — Before Separator	12
Max Digits — After Separator	2

For a blank copy of this worksheet, see <u>"Currency Index Field Work-
sheet" on page 696</u>.

1 Select the repository and settings collection you want to configure from
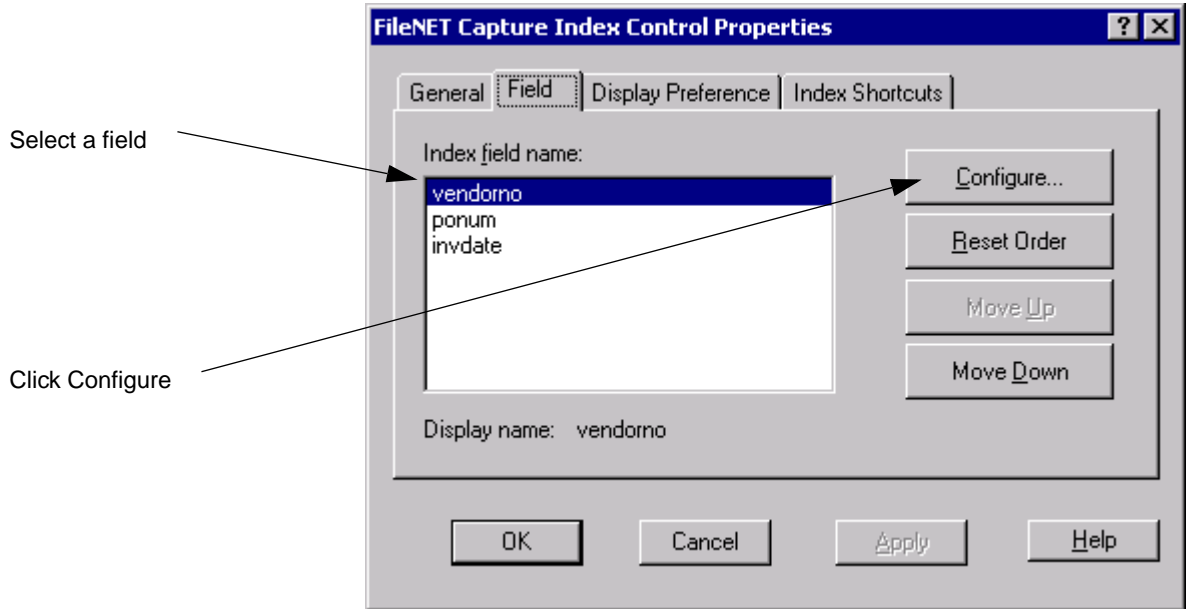the Config \ Settings folder.

2 Click Tools, Configure, Index, Field, in the main menu bar to display the
Index Control Properties dialog box.

Select a numeric
field

Click Configure
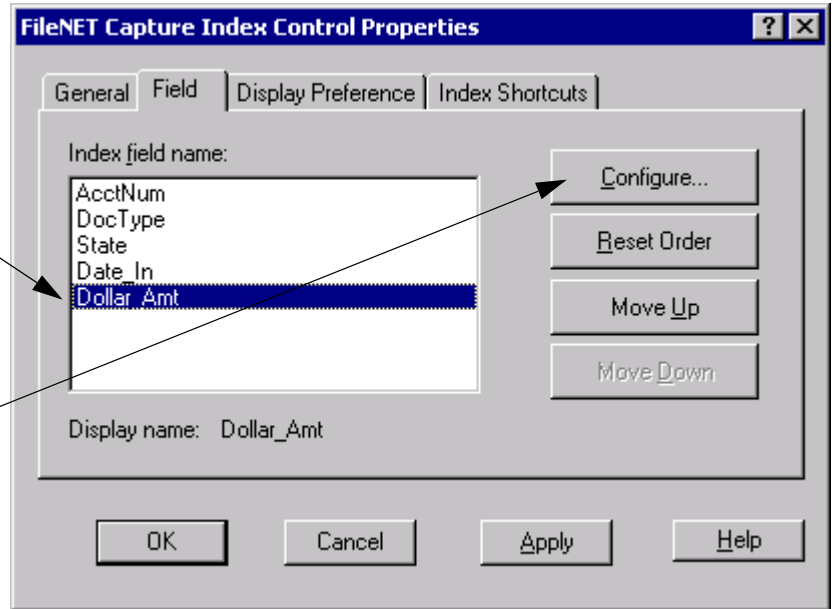
3 Select the field you want to configure and click the Configure button to display the Field Properties, General tab.

Type is Numeric

Field Properties

General | Input Masks | Auto-Index | Validation

Name: Dollar_Amt   Required: No   Verify: No
Type: Numeric   Single Value

Display name: [Dollar_Amt]

Page: [▼]   □ Show page in Viewer

[OK]   [Cancel]   [Apply]   [Help]

4 Select the Input Masks tab.

Select Currency
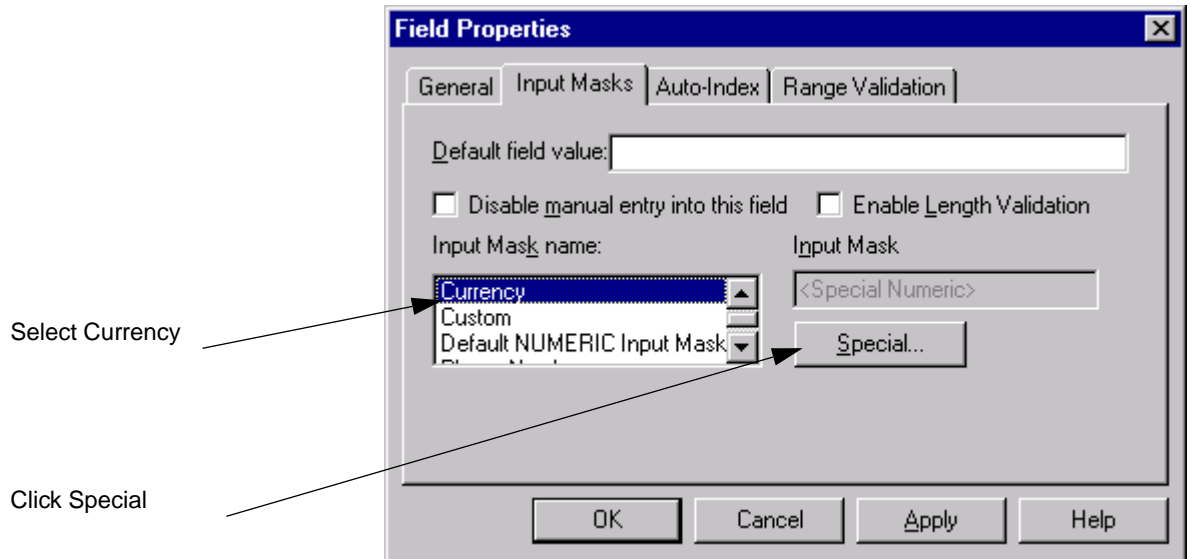
Click Special

5 Select the Currency input mask from the Input Mask Name field, and click Special to display the Special Numeric Properties dialog box. For more information, see "Input Mask Name" on page 172.

6 Configure the fields for the desired type of currency. For more information, see "Input Mask Currency Options (IS Only)" on page 174.

Special Numeric Properties

Display name: Dollar_Amt
Input Mask name: Currency

OK
Cancel
Help

Numeric Format

Monetary symbol: $
Thousands delimiter: ,
Separator character: .
Leading pad character:
☑ Enable leading zero before separator
☑ Enable separator line during input

Sign Format

Positive number: $1
Negative number: ($1)

Max Digits

Before separator: 12
After separator: 2

☐ Accept zero value when field is required

Reset Defaults

Reset Defaults
Click this button to return to the values that were present when you began the session.

7 Click OK.

Configure an Index Field for Autoindexing

To configure the Index component Field Properties, Autoindex tab, you need to know:

Configuration Item	Example Value
Repository Name	Taos
Settings Collection Name	Med_Claim_st
Index Field Type	String
Index Field Name	Name_Last
Page	1
Source Group	Barcode
Source Name	Text[0]
Substring	*not used in this example*
Substring Length	*not used in this example*
Autoindex String	<1.Barcode.Text[0]>

For a blank copy of this worksheet, see "Automatic Index Worksheet" on page 692.

1 Select the repository and settings collection you want to configure from the Config \ Settings folder.

2 Click Tools, Configure, Index, in the main menu bar to display the Index Control Properties dialog box.

Select only for fully automated indexing – otherwise leave this option unselected.

FileNET Capture Index Control Properties ? ×

General | Field | Display Preference | Index Shortcuts |

Field Initialization

○ Set fields by priority: Stored, Auto Index, Default ▼

○ Default values   ┌─ Description ──────────────────────
                     │ The above list indicates order of priority
● Auto Index values │ in which to set each field. If a value is
                     │ stored in the Repository, set that value.
○ Stored values   │ If not, set Auto Index or Default values.

☐ Process documents using initial values above (i.e. without user input)

Select this option to enable browsing

☑ Enable browsing of document in the viewer

[OK]   [Cancel]   [Apply]   [Help]

3 Select the Field tab.

Select a field

Click Configure

FileNET Capture Index Control Properties

General | Field | Display Preference | Index Shortcuts

Index field name:

vendorno
ponum
invdate

Configure...

Reset Order

Move Up

Move Down

Display name: vendorno

OK   Cancel   Apply   Help

4 Select the field you want to configure and click the Configure button to display the Field Properties, General tab.

5 Select the Autoindex tab.

Select the page

Select the Source
Group

Select the Source
Name

Click Append
Autoindex String

Click OK

Field Properties   ⊠

General | Input Masks | Auto-Index | Range Validation |

Page: [1   ▼]

Source Group: [Barcode   ▼]

Source Name: [Text[0]   ▼]

Substring   [0 ⬍]   Substring Length: [1 ⬍]

Auto Index string: [Append Auto Index String]

[<1.Barcode.Text[0]>   ]

[OK   ]   [Cancel]   [Apply]   [Help]

6 Select the page number in the Page field. See also "Page" on page 175.

7 Select the source of the index information in the Source Group field. For example, Barcode or UserDefined. See also "Source Group" on page 176.

8 Select the source of the index information in the Source Name field. For example, Text[0] or Value1. See also "Source Name" on page 176.

9 Click the Append Autoindex String to put the index information into the Autoindex String field. For example, <1.Barcode.Text[0]>. See also "Autoindex String" on page 177. Click OK.

Configure Automatic Indexing from Bar Codes or Index Files

1   Select the repository and settings collection you want to configure from the Config \ Settings folder. The settings collection must contain at least one sample page with an example of the bar code(s) you will be using.

2   Obtain document properties for automatic indexing. For more information, see "Obtaining Properties for Automatic Indexing" on page 439.

3   Configure the Scan or File Import component, as needed for your application. Refer to the Capture Professional online help for scan information. See "File Import" on page 299, "External Index Files" on page 306 and the next few sections on this topic, and "Configure File Import to Import Files with Index Files" on page 316 for information on using the File Import component.

4   Configure the Indexing component for automatic indexing. For more information, see "Auto Indexing" on page 207, "Field Properties - Autoindex Tab Options" on page 175, and "Configure an Index Field for Autoindexing" on page 236.

Scanning a Sample Page for Index Values

To scan or import a sample page into a settings collection and detect the values using the DocProcessing component, you need to know the following information:

Configuration Item	Example Value
Paper Sample Page	*gather 1 or more*
Repository Name	Taos
Settings Collection Name	Med_Claim_st
Enable Detection	*selected*
Bar Code Type	3 of 9
Search Direction	Horizontal
Quality	Good

For a blank copy of this worksheet, see .

1   Select the settings collection to receive the sample page in the Config\Settings folder using the Capture Tree View.

2   Scan or import the sample pages containing bar codes similar to the ones you will use for the production documents.

3   Configure Capture DocProcessing to detect the desired bar codes on the sample page. For example, you might configure DocProcessing to enable detection for bar code type 3 of 9 in a horizontal search direction. For more information using DocProcessing to read bar codes, see .

4   Select Tools, Start, DocProcessing to start DocProcessing. For more information about using DocProcessing to read bar codes, see .

11
Templates

Overview of Templates

You can automate the document capture process by creating a capture path listing the Capture components you use in the order that you use them. (See Chapter 7, "Capture Paths," on page 103.) A capture path can be used with different settings collections. Capture uses templates to associate a capture path with the appropriate settings collections.

When a batch is created, the operator must choose the template to use. The template determines the available settings collections. If the work flow is automated, the template also determines the capture path.

You can create as many templates as required by the different capture paths you use. Operators doing ad hoc processing also use templates when they create batches, so you must also create generic templates for ad hoc use. Such templates need not specify a capture path. Templates are stored with settings collections and capture paths in the Config folder of a repository.

Templates in the Local Repository

Templates stored on the remote repository can be copied and used from the local repository, along with the contents of the other configuration folders.

Template Wizard

The Template Wizard is a Capture function that guides you through creating a template. You can use the Template Wizard to create a new template, on its own or by copying and changing an existing template. You can also use the Wizard edit an existing template.You must have a clear idea of what capture paths and settings collections you want to combine into templates before you start the wizard. Templates for ad hoc processing contain only settings collections.

Creating a New Template

To create a new template, you need to know the following information:

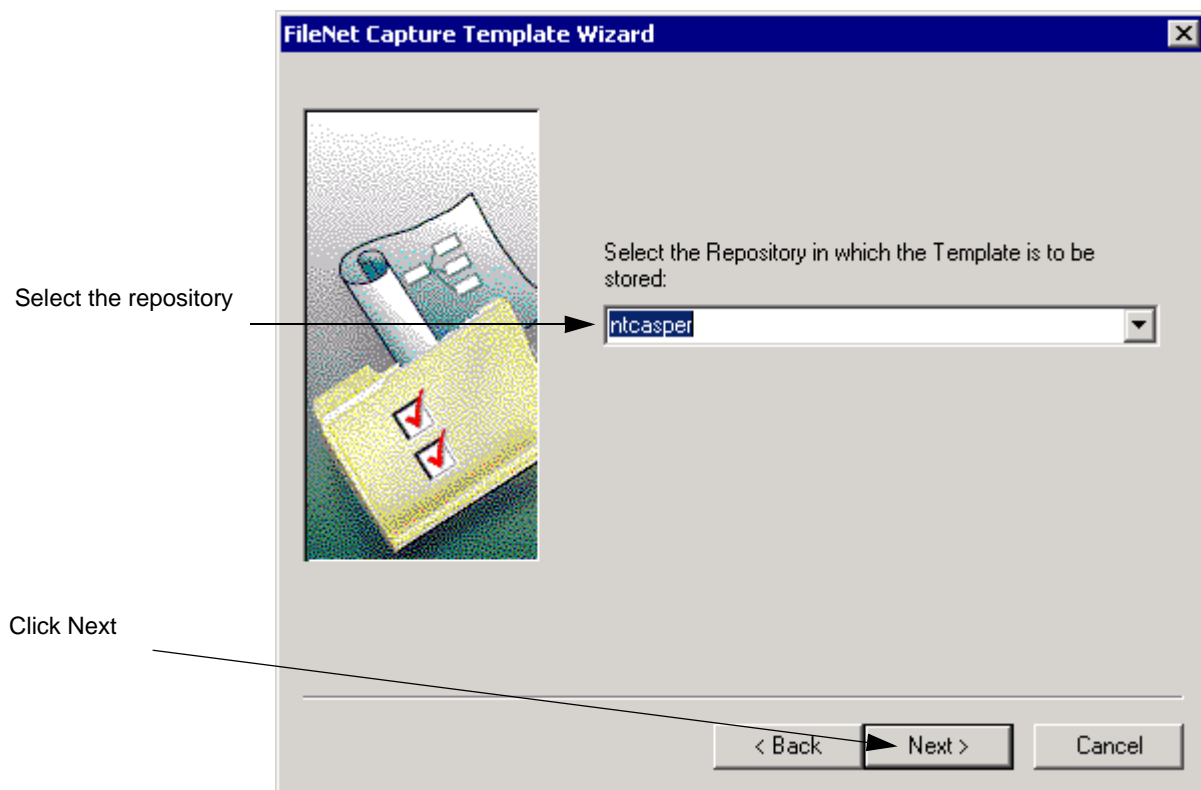| Configuration Item	Example Value
IS Repository Name	Taos
Create New Template / Edit Existing Template	Create New *selected*
Name of New Template / Name of Existing Template	Med_Claim_tp
Based on Existing Template	*not used in this example*
Settings Collection Name	Med_Claim_st
Default Settings Collection Name	*not used in this example*
Capture Path Name	*not used in this example*

For a blank copy of this worksheet, see "Template Worksheet" on page 686.

1   Select File, New, Template to start the Template Wizard.

2   The first screen on the wizard explains its function. Click the **Next** button to move to the next screen.
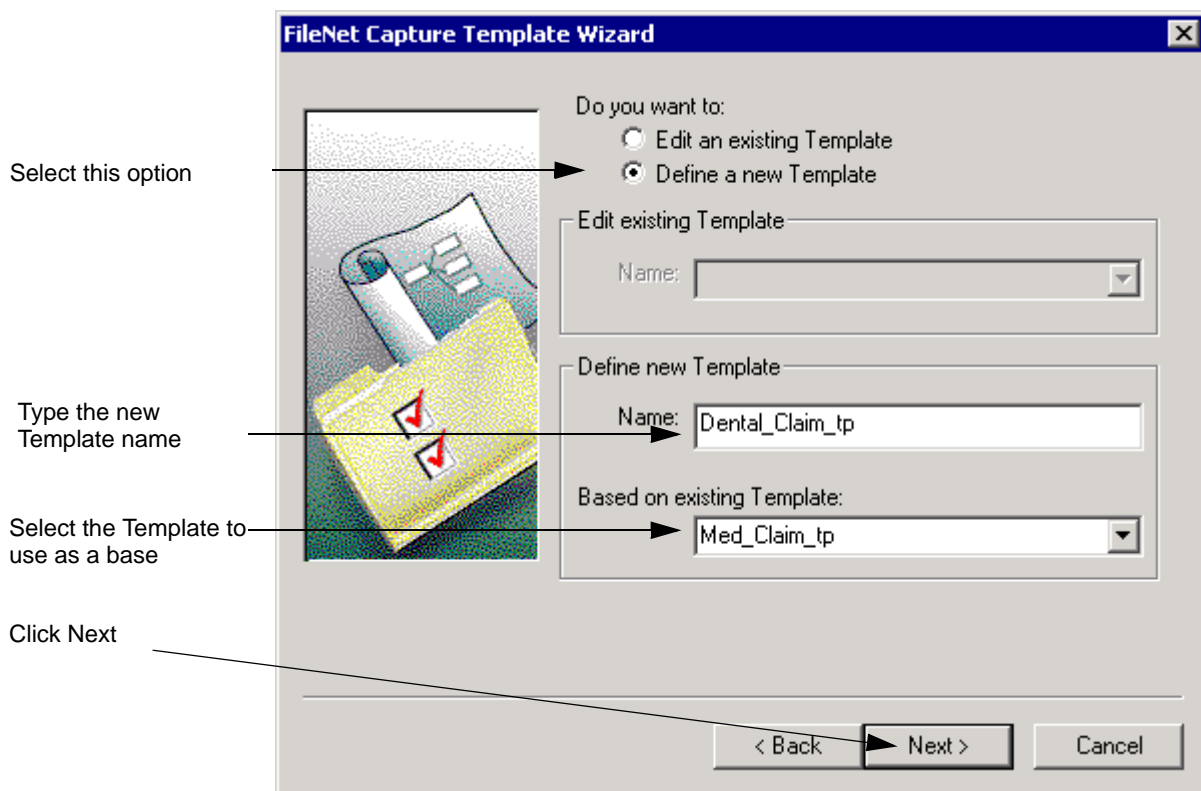

Click Next

3 Select the repository where you want to save the template, and click the **Next** button.
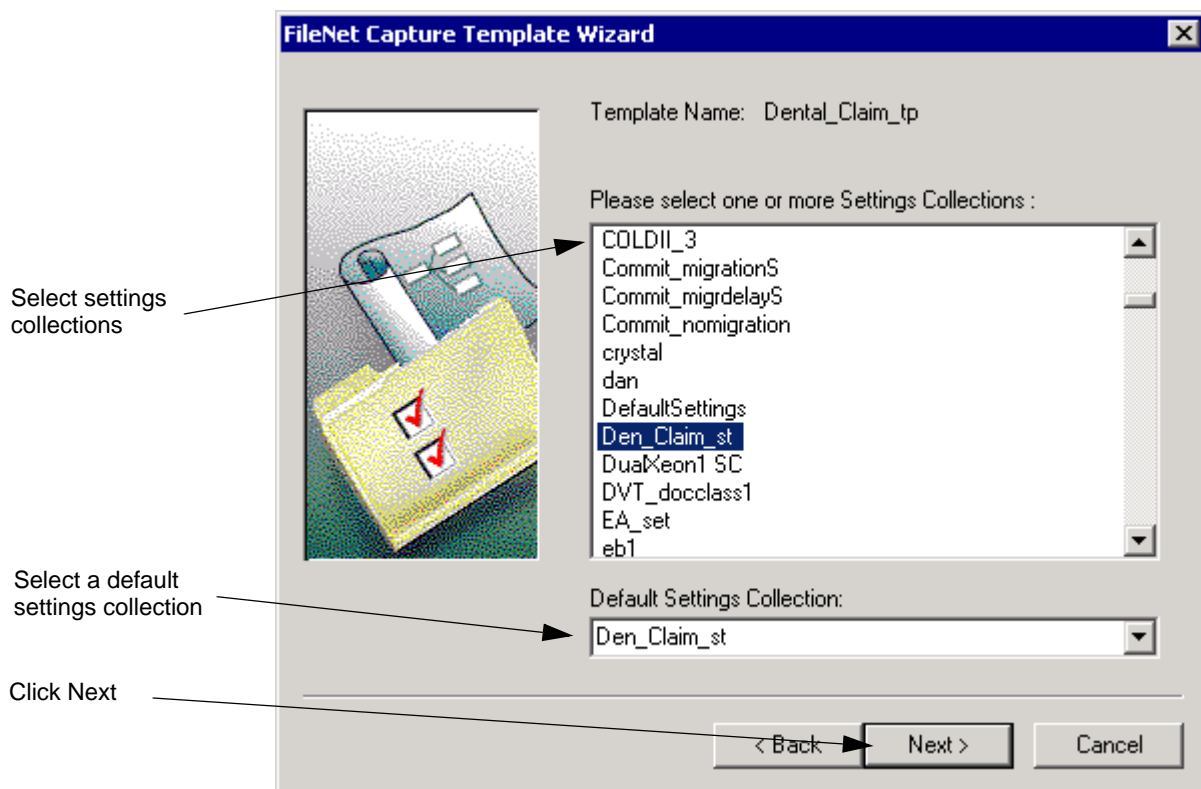
The name of a default repository displays on the screen. You can select a different repository from the list. If there is only one repository in your environment, you will not see this screen.

Select the repository

Click Next

4   Select the **Define A New Template** option.

5   Type a name for the template in the Define New Template **Name** field, and click the **Next** button.

Select this option →

Type the Template name →

Click Next →

Dialog contents:

FileNet Capture Template Wizard

Do you want to:
- ○ Edit an existing Template
- ⦿ Define a new Template

Edit existing Template
Name:

Define new Template
Name: Med_Claim_tp

Based on existing Template:

< Back   Next >   Cancel

6   Select the settings collections from the list in the **Settings Collections** field.

Select the settings collections

Select a default settings collection

Click Next

FileNet Capture Template Wizard

Template Name: Med_Claim_tp

Please select one or more Settings Collections :

JJ_INDEX
JJ_TWAIN_Setting
JLWSET
k3520_sc
k4500_sc
K4500_sc
L1_FAX
Lightning SC
mark_59099_set
Med_Claim_st
MSantiSC
MSantiSC - Scan

Default Settings Collection:
Med_Claim_st

< Back   Next >   Cancel
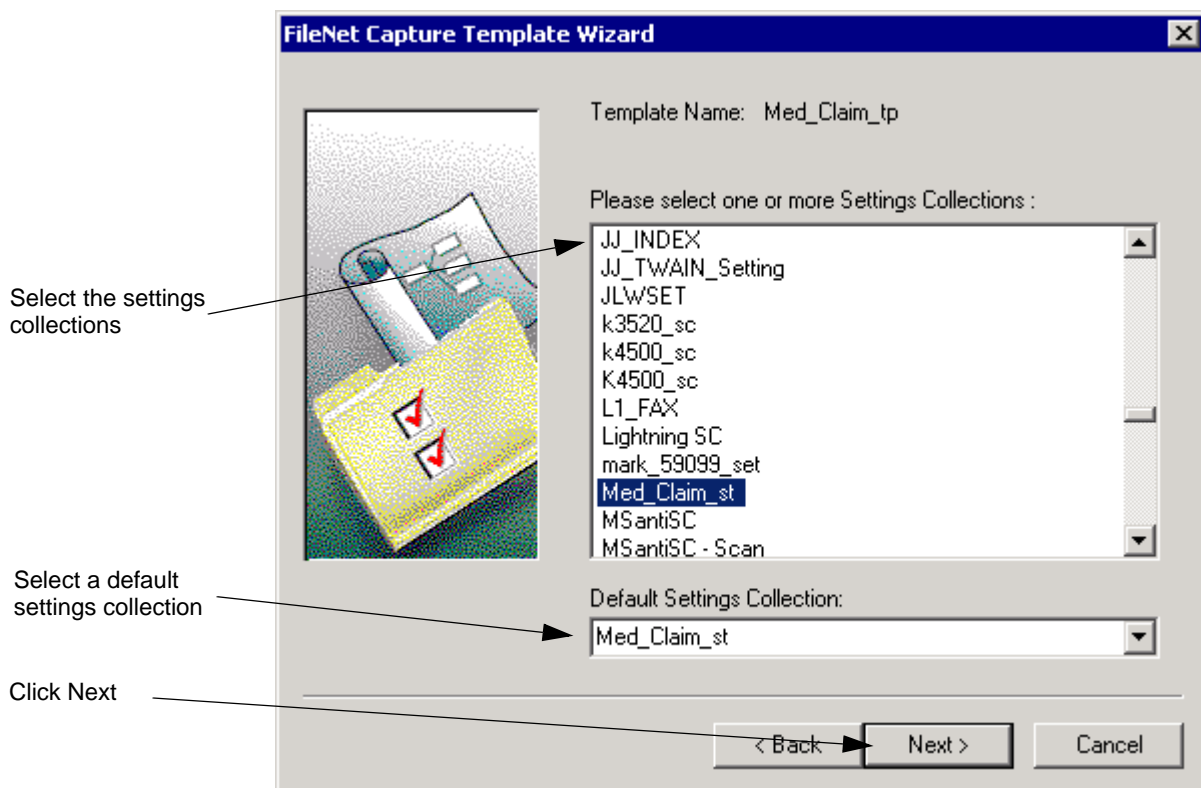
7   If you use a capture path with the template, you can multi-select to include more than one settings collection. When you select more than one settings collection, you must also select a settings collection in the **Default Settings Collection** field.

8   Click the **Next** button to move to the next screen.

9 If you are using a capture path, select the capture path you want to associate with this template, and click the **Next** button.

You do not need to select a capture path if you are creating a template for ad hoc processing.

Select a capture path

Click Next
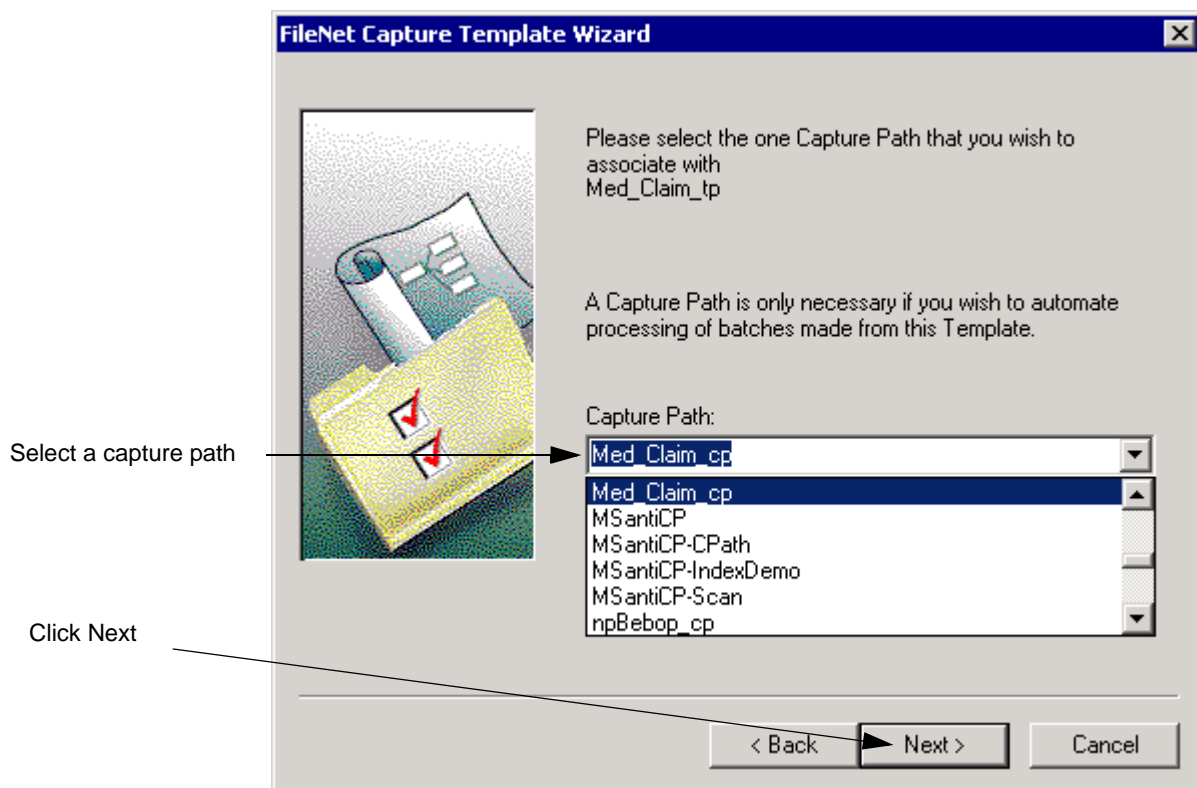
10 The final screen displays. Click the **Finish** button.
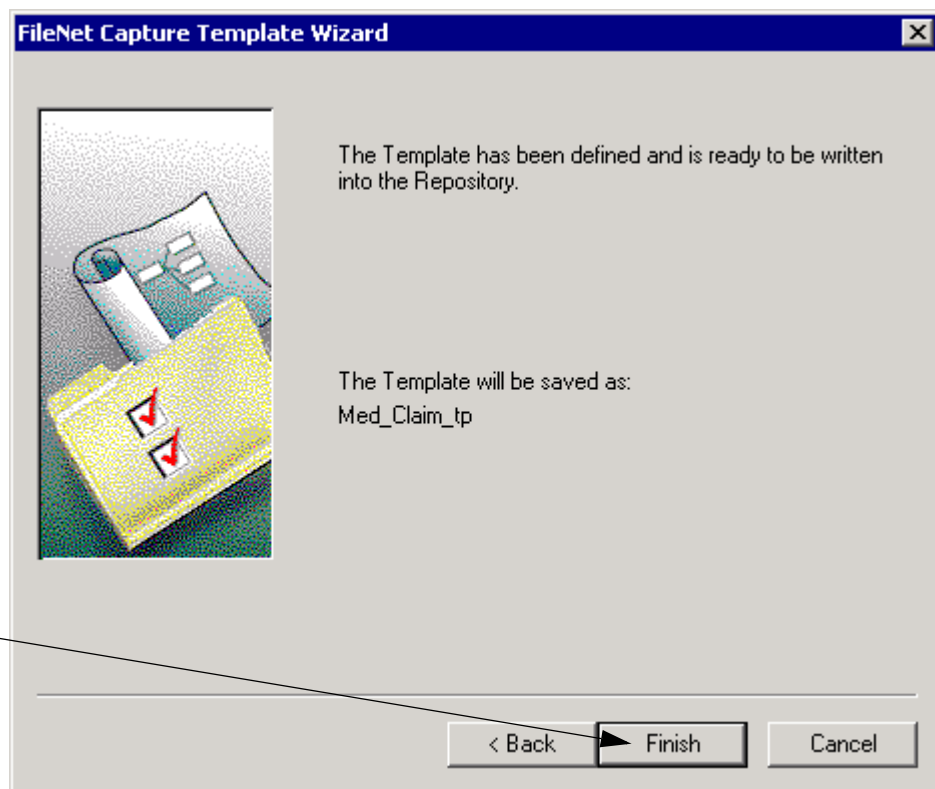
Click Finish

Create a New Template from an Existing Template

To create a new template by copying and changing an existing template, you need to know the following information:

Configuration Item	Example Value
IS Repository Name	Taos
Create New Template / Edit Existing Template	Create New *selected*
Name of New Template / Name of Existing Template	Med_Claim_tp
Based on Existing Template	Den_Claim_tp
Settings Collection Name	Med_Claim_st
Default Settings Collection Name	*not used in this example*
Capture Path Name	*not used in this example*

For a blank copy of this worksheet, see .

1   Select File, New, Template in the main menu bar to start the Template Wizard.

2   The first screen on the wizard explains its function. Click the **Next** button to move to the next screen.

Click Next

3 Select the repository where you want to save the template, and click the **Next** button.

The name of a default repository displays on the screen. You can select a different repository from the list. If there is only one repository in your environment, you will not see this screen.

Select the repository

Click Next

    4   Select the **Define A New Template** option.

    5   Type a name for the template in the Define New Template **Name** field.

    6   Select the template on which to base the new template from the Based On Existing Template **Name** field, and click the **Next** button.

Select this option

Type the new Template name

Select the Template to use as a base

Click Next

FileNet Capture Template Wizard

Do you want to:
- Edit an existing Template
- Define a new Template

Edit existing Template

Name:

Define new Template

Name: Dental_Claim_tp

Based on existing Template:

Med_Claim_tp

< Back   Next >   Cancel

7 Select the settings collections from the list in the **Settings Collections** field.

Select settings
collections

Select a default
settings collection

Click Next

FileNet Capture Template Wizard

Template Name: Dental_Claim_tp

Please select one or more Settings Collections :

COLDII_3
Commit_migrationS
Commit_migrdelayS
Commit_nomigration
crystal
dan
DefaultSettings
Den_Claim_st
DualXeon1 SC
DVT_docclass1
EA_set
eb1

Default Settings Collection:

Den_Claim_st

< Back   Next >   Cancel

8 If you will use a capture path with the template, you can use multi-select to include more than one settings collection. When you select more than one settings collection, you must also select a settings collection in the **Default Settings Collection** field.

9 Click the **Next** button to move to the next screen.

10 Select the capture path you want to associate with this template, and click the **Next** button.

You do not need to select a capture path if you are creating a template for ad hoc processing.

Select a capture path

Click Next
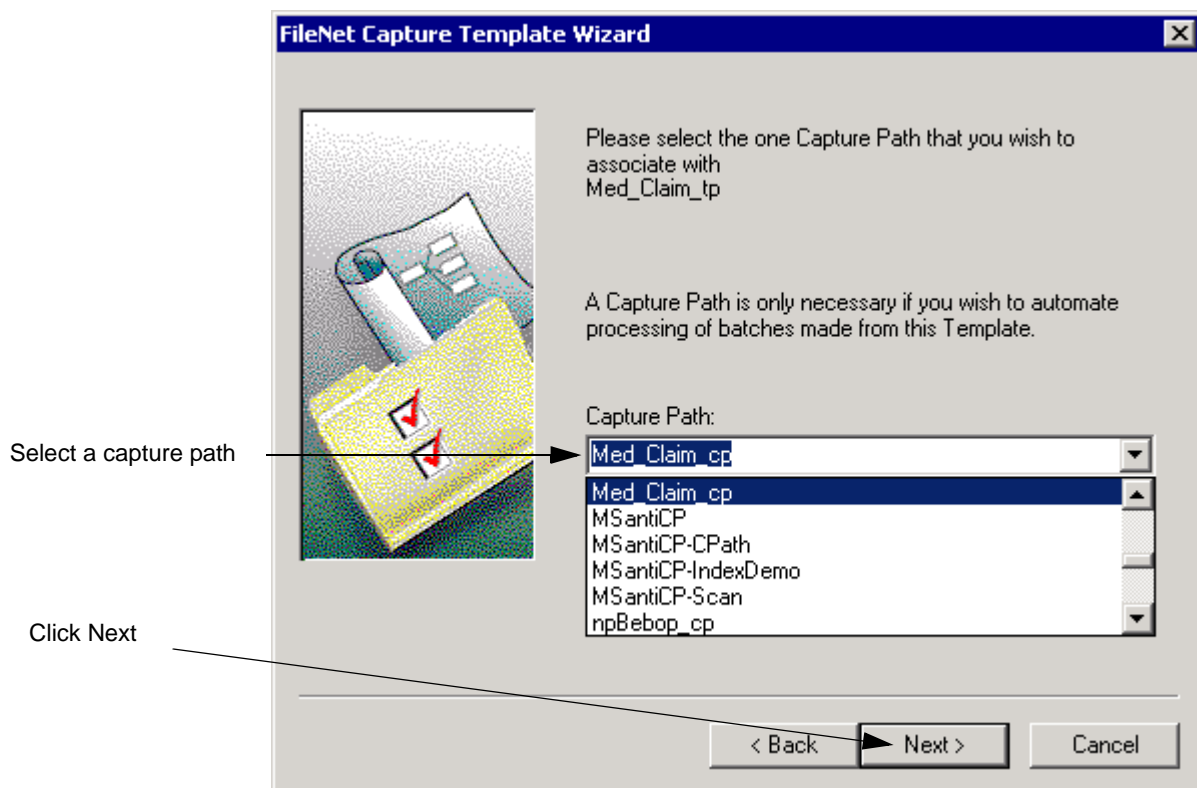
11 The final screen displays. Click the **Finish** button.
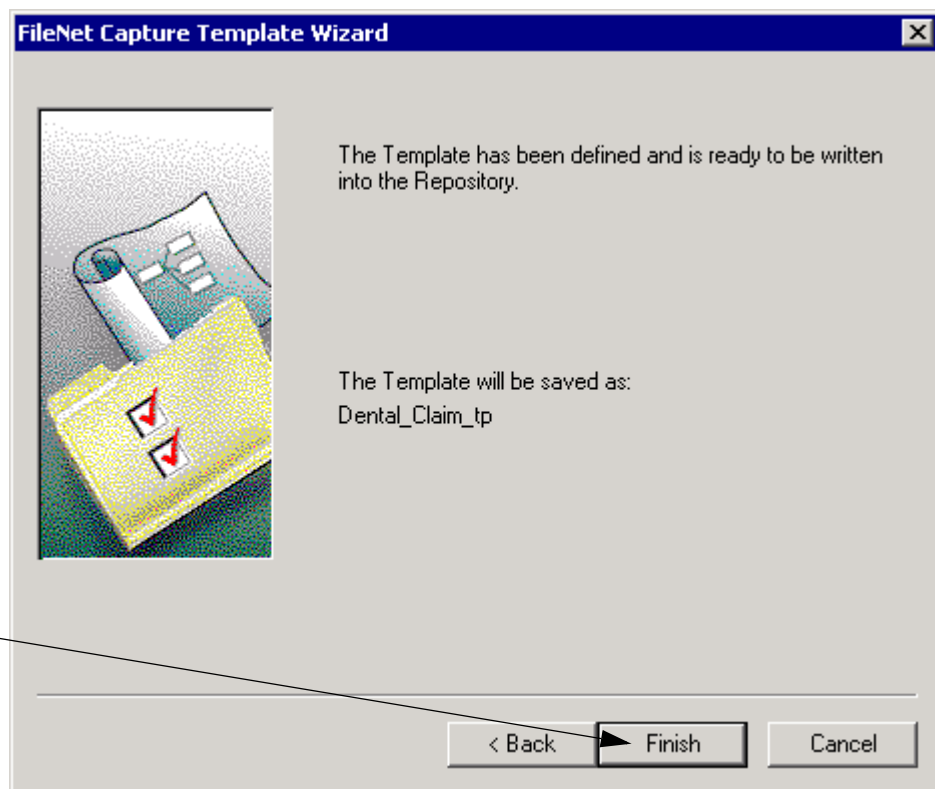
Click Finish

Edit a Template

To edit an existing template without the Template Wizard, follow these steps:

1 Select the template to edit in the Config/Templates folder using the Capture Tree View, for example, select Med_Claim_tp.

Select the template in the Capture Tree View
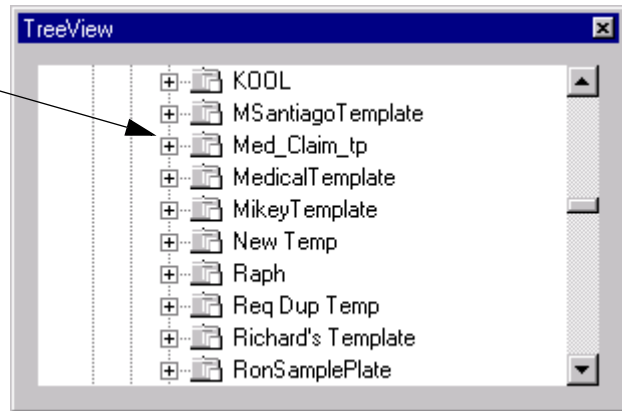
2 Select Edit, Template from the menu bar. This starts the wizard in edit mode. The screen that lets you select settings collections displays.

3 Select the settings collection you want to associate with the template. Settings collections that are included in the template are highlighted. You can select more than one settings collection for the template by using multi-select. The current default settings collection appears in the **Default Settings Collection** field.

4 Select the settings collection you want to use as the default from the **Default Settings Collection** field. You must designate one settings collection as the default collection to use when the capture path starts.

5   Click the **Next** button to move to the next screen.

6   If you use a capture path with the template, select the capture path you want to use in this template, and click the **Next** button.

You don't have to select a capture path if the template is for ad hoc processing.

7   The final screen displays. Click the **Finish** button.

12
Committing Documents

Overview of Commit

Commit is the process of entering the captured batches into the server or library for storage. This is the point where Capture interacts directly with the server or library. As a result, the options and features available for configuration depend on the type of server or library that you are using.

- If you are using Capture with an Image Services server, see "Committing Documents to an Image Services Server" on page 261 for more information.

- If you are using an offline repository, see "Using Commit with an Offline or Shared Offline Image Services Repository" on page 281 for more information.

- If you are using Capture with a Content Services library, see "Committing Documents to a Content Services Library" on page 292 for more information.

- If you are using Capture with a Content Engine library (object store), see "Committing Documents to a Content Engine Library" on page 296 for more information.

How Commit Fits in the Capture Work Flow

Commit is the last step done on the Capture station. After commit processing the batch is beyond the control of Capture, unless the batch has an error and is returned.

Batches cannot be committed unless all required fields are properly indexed. If there are no required index fields, you can commit the documents without first indexing them, however, users will have difficulty finding and retrieving documents that have no index keywords to use for retrieval.

Committing Documents to an Image Services Server

Committal is the process of moving documents from batch cache to page cache. Batch cache is temporary working storage where Capture processes batches. IDM Desktop retrieves documents from page cache for viewing and processing. Migration is the process of copying documents to a storage library, which is often an optical media server. Not all systems have a storage library.

Commit Component Options for Image Services Servers

You can configure the Commit component to commit documents using the following commit and migration options:

Commit With Migration
Move documents from batch cache to page cache. Then, move the documents to a storage library. For more information, see .

Commit With Migration and Delay
Move documents from batch cache to page cache. Then, after a

---

specified number of minutes pass, move the documents to a storage library. For more information, see "Commit With Migration and Delay" on page 266.

Commit Without Migration
Move documents from batch cache to page cache. Do not move the documents to a storage library. For more information, see "Commit Without Migration" on page 268.

Additionally, commit options must be used with a committal type. The committal types are:

Asynchronous
Place documents in a committal queue and release the workstation for other tasks. The documents are migrated whenever the IS is configured to clear the committal queue. For more information, see "Asynchronous Commit" on page 269.

Synchronous
Place documents in an in-progress queue and dedicate the workstation to this task. The workstation cannot be used for other processing until the documents are committed. For more information, see "Synchronous Commit" on page 270.

Optionally, you can commit documents to an additional page cache:

Alternate Page Cache
Migrate the documents to the default page cache and one additional page cache. For more information, see "Commit to Alternate Page Cache" on page 270.

Commit Processing Order

The processing order of commit and migration are:

1 The Capture station starts Commit processing.

2 The BES (batch cache) sends the documents to a processing queue. A batch configured for asynchronous committal goes to the committal queue. A batch configured for synchronous committal goes to the in-progress queue.

3 Batch services moves the documents from the batch cache to the page cache. Batch services also deletes the batch, which was the temporary container for processing the group of documents. From the page cache, documents can be retrieved for viewing and processing on IDM Desktop.

4 OSAR services migrates the documents from the page cache to the storage library. Not all systems have a storage library.

This flow is shown in the next examples.

There are other methods of configuring Commit on the IS server. For example, fast batch committal can also change the flow described above.

For more information about IS Commit configuration options, see the *IS System Administrator's Handbook*.

The next example shows a typical committal processing flow.

Committittal Process
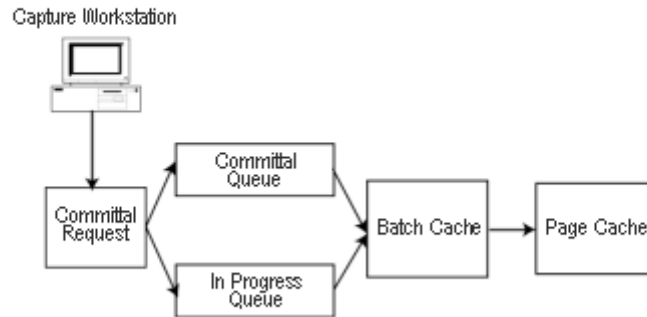
The next example shows the migration processing flow.

Migration Process
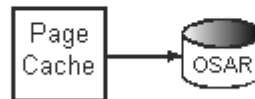
Commit Overrides to the IS Document Class

There are some IS document class configuration options that overlap with Commit component configuration options. Capture can use the values as they are specified in the document class, or the values can be changed when you configure a settings collection or batch. Capture can use or override the IS configuration options shown in the next table. The table shows the equivalent settings for each option.

Capture Options	IS Options
Commit With Migration option (enables Delay By field when selected)	Migrate To Optical Disk (O.D.): YES
Commit Without Migration option	Migrate To Optical Disk (O.D.): NO
Delay By field: number of minutes to delay	Migration Delay: YES Hours: number of hours to delay Days: number of days to delay
Delay By field: grayed (Commit With Migration NOT selected)	Migration Delay: NO

For more information about overrides, see .

Commit Options for Image Services Servers

The commit options are:

- Commit With Migration. For more information, see .

- Commit With Migration and Delay. For more information, see .

- Commit Without Migration. For more information, see .

Commit With Migration

Use Commit With Migration when you want to move documents from batch cache to page cache, then immediately move the documents to a storage library.

For systems with storage libraries, Commit With Migration is the preferred option.

Example   You work for a financial institution that has a FileNet system with an optical disk storage library.

You want to store documents on optical disk. You select the following options on the Commit Properties dialog box:

Commit Options: Commit With Migration
Committal Type: Asynchronous

For more information about Commit and Migration options, see the *IS System Administrator's Handbook*.

Commit With Migration and Delay

Use Commit With Migration and specify a time in the Delay By field when you want to:

- Move documents from batch cache to page cache.

- And then, move the documents to a storage library after a specified number of minutes pass.

For systems with storage libraries, Commit With Migration and delay can improve retrieval performance. By delaying the time that documents are written to optical disk, only retrievals are done during the business day. Retrieval is made faster by reducing disk swaps.

Retrieving documents from optical disk takes precedence over writing documents to optical disk. Usually, all writing to optical disk is done on a single disk. Retrieval, by contrast, could be from any optical disk in the storage library.

Example   Your company has a FileNet system with an optical disk storage library. During the normal business hours there are a high number of retrieval requests for documents on optical disk. You want to speed the document retrieval time during peak hours.

Select the following options on the Commit Properties dialog box:

Commit Options: Commit With Migration
Delay By: 480 *(8 hours)*
Committal Type: Asynchronous

The delay time is the number of minutes to wait before you move documents from page cache to a storage library. The maximum delay is 259200 minutes (180 days).

The delay does not affect how quickly the documents are available for retrieval. As soon as the documents are committed to the page cache, they can be retrieved by IDM Desktop. You cannot move or copy documents to storage media earlier than the time specified. If you change

the delay, that change does not affect documents already written to page cache with a different delay time.

For more information about Commit and Migration options, see the *IS System Administrator's Handbook*.

Commit Without Migration

Use Commit Without Migration when you want to move documents from batch cache to page cache but not move the documents to a storage library. This option is most often used when testing IS and Capture processing flow. Moving temporary test documents to optical disk would waste space meant for production documents. Only in rare cases would Capture administrator use the Commit Without Migration option.

Example   Your company has a FileNet system with an optical disk storage library. You want to test a new processing flow by committing some temporary documents, but do not want to waste optical disk space.

Select the following options on the Commit Properties dialog box:

Commit Option: Commit Without Migration
Committal Type: Asynchronous

For more information about Commit and Migration options, see the *IS System Administrator's Handbook*.

Commit Types for Image Services Servers

The commit types are:

- Asynchronous commit. For more information, see <u>"Asynchronous Commit" on page 269</u>.

- Synchronous commit. For more information, see <u>"Synchronous Commit" on page 270</u>.

Asynchronous Commit

Use Asynchronous committal when you want to place documents in a committal queue and release the workstation for other tasks. The documents are committed whenever the IS is configured to clear the committal queue.

In contrast, Synchronous committal places the documents into an in-progress queue, which has the effect of immediately committing the documents. The workstation is dedicated to committal until the task completes and cannot be used for other processing.

Example Your company wants to keep operator throughput at a high level. An operator is to begin work on the next batch as soon as the operator commits a batch.

Select the following options on the Commit Properties dialog box:

Commit Option: Commit With Migration
Committal Type: Asynchronous

Asynchronous Commit is appropriate in nearly all cases. Synchronous Commit is appropriate in some specific business cases. For information about Synchronous Commit, see <u>"Synchronous Commit" on page 270</u>.

Synchronous Commit

Use Synchronous committal when you want to place documents in an in-progress queue, which has the effect of immediately committing the documents. The workstation is dedicated to committal until the task completes and cannot be used for other processing. Synchronous committal is not often used because of this limitation. Use Synchronous committal when there is pressing need to have sure and immediate knowledge that a document has been committed to the page cache.

Example Your company wants operators to know with certainty whether a batch has committed successfully or failed to commit. High throughput is not an issue. The business case calls for operators to wait for the batch to complete committal so they know immediately if a batch fails committal. This means that they will have no need of a secondary process to find failed batches.

You select the following options on the Commit Properties dialog box:

Commit Option: Commit With Migration
Committal Type: Synchronous

Asynchronous Commit is appropriate in nearly all cases. For information about Asynchronous Commit, see .

Commit to Alternate Page Cache

Use an alternate page cache when you want to quickly retrieve documents from the page cache of a local server. Configuring an alternate page cache can improve retrieval performance by making a document

available in a nearby page cache, instead of retrieving it from a distant page cache or storage library.

Example Your company has a main office and main IS server in Los Angeles. A branch office is in San Francisco. Both servers are in the same domain. You want operators in San Francisco to retrieve documents from the local page cache in San Francisco as soon as the documents are committed in Los Angeles.

Configure the Commit component with the options:

Commit Options: Commit With Migration
Committal Type: Asynchronous Committal
Alternate Page Cache: page_cache2:ntBlue:FileNet

When an alternate cache is specified and commit processing completes, documents are moved to and can be retrieved from both the default page cache and one additional page cache. Only one alternate page cache can be defined. When the Alternate Page Cache field is left blank, Capture only commits documents to the default page cache.

Do not use the default cache name in the Alternate Page Cache field. The default page cache is often page_cache1, so in the example above you would not define page_cache1:ntBlue:FileNet as the alternate page cache. The default cache name is usually defined during the installation of Capture. The cache name must include the domain name and organization name. The next table shows the relationship between cache names and servers in the example.

Cache Name	Page Cache Type	Location / (Office Type)
page_cache1:ntBlue:FileNet	Default	Los Angeles (Main Office)
page_cache2:ntBlue:FileNet	Alternate	San Francisco (Branch Office)

The next example shows this concept graphically.
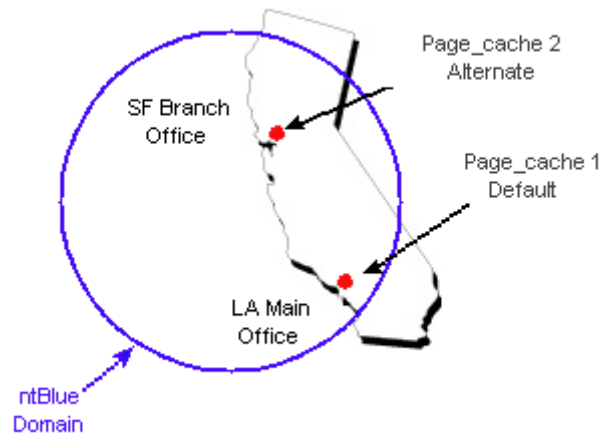
Configuring Commit With Migration

To configure for commit with migration, you need to know the following information:

Configuration Item	Example Value
IS Repository Name	Taos
Settings Collection Name	Med_Claim_st
Commit Options	Commit With Migration *selected*
Delay By *(time in minutes)*	0
Committal Type	Asynchronous
Alternate Page Cache	*not used in this example*

For a blank copy of this worksheet, see "Commit Worksheet" on page 697.

1 Select the repository session name from the Tree View.

2 Select the settings collection you want to configure in the Config \ Settings folder using Capture Tree View or List View.

3 Click Tools, Configure, Commit in the main menu bar to display the Commit Properties dialog box.

4 Select Commit With Migration. For more information, see "Commit Options for Image Services Servers" on page 265.

5 Select a Committal Type. For more information, see "Commit Types for Image Services Servers" on page 268.

6 Click the OK button to save the changes and close the Commit Proper-
ties dialog box.

Configuring Commit With Migration and Delay

To configure for commit with migration and delay, you need to know the following information:

Configuration Item	Example Value
IS Repository Name	Taos
Settings Collection Name	Med_Claim_st
Commit Options	Commit With Migration *selected*
Delay By *(time in minutes)*	480 *(8 hours)*
Committal Type	Asynchronous
Alternate Page Cache	*not used in this example*

For a blank copy of this worksheet, see <u>"Commit Worksheet" on page 697</u>.

1   Select the repository session name from the Tree View.

2   Select the settings collection you want to configure in the Config \ Settings folder using Capture Tree View or List View.

3   Click Tools, Configure, Commit in the main menu bar to display the Commit Properties dialog box.

4   Select Commit With Migration. For more information, see <u>"Commit Options for Image Services Servers" on page 265</u>.

5   Specify a Delay By time in minutes. For more information, see <u>"Commit With Migration and Delay" on page 266</u>.

6 Select a Committal Type. For more information, see "Commit Types for Image Services Servers" on page 268.
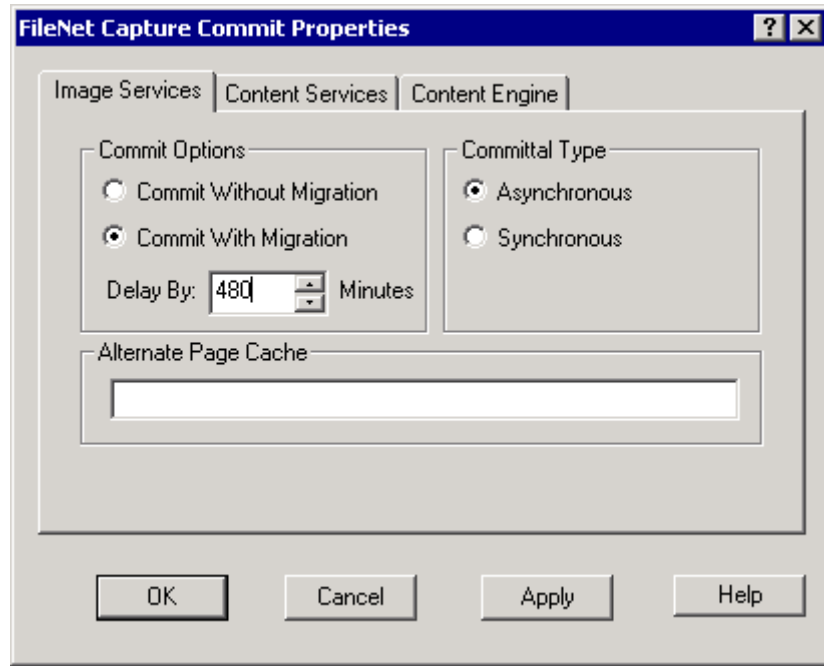
7 Click the OK button to save the changes and close the Commit Properties dialog box.

Configuring Commit Without Migration

To configure for commit without migration, you need to know the following information:

Configuration Item	Example Value
IS Repository Name	Taos
Settings Collection Name	Med_Claim_st
Commit Options	Commit Without Migration *selected*
Delay By *(time in minutes)*	0
Committal Type	Asynchronous
Alternate Page Cache	*not used in this example*

For a blank copy of this worksheet, see "Commit Worksheet" on page 697.

1 Select the repository session name from the Tree View.

2 Select the settings collection you want to configure in the Config \ Settings folder using Capture Tree View or List View.

3 Click Tools, Configure, Commit in the main menu bar to display the Commit Properties dialog box.

4 Select Commit Without Migration. For more information, see "Commit Options for Image Services Servers" on page 265.

5 Select a Committal Type. For more information, see "Commit Types for Image Services Servers" on page 268.

6 Click the OK button to save the changes and close the Commit Properties dialog box.

Configuring Commit to Alternate Page Cache

To configure for commit to an alternate page cache, you need to know the following information:

Configuration Item	Example Value
IS Repository Name	ntBlue
Settings Collection Name	Med_Claim_st
Commit Option	Commit With Migration *selected*
Delay By *(time in minutes)*	0
Committal Type	Asynchronous
Alternate Page Cache	page_cache2:nt-Blue:FileNet

For a blank copy of this worksheet, see "Commit Worksheet" on page 697.

1   Select the repository session name from the Tree View.

2   Select the settings collection you want to configure in the Config \ Settings folder using Capture Tree View or List View.

3   Click Tools, Configure, Commit in the main menu bar to display the Commit Properties dialog box.

4   Select Commit With Migration. For more information, see "Commit Options for Image Services Servers" on page 265.

5   Select a Committal Type. For more information, see "Commit Types for Image Services Servers" on page 268.

6 Type the name of the page cache you want to use for committal in the Alternate Page Cache field. For more information, see "Commit to Alternate Page Cache" on page 270.
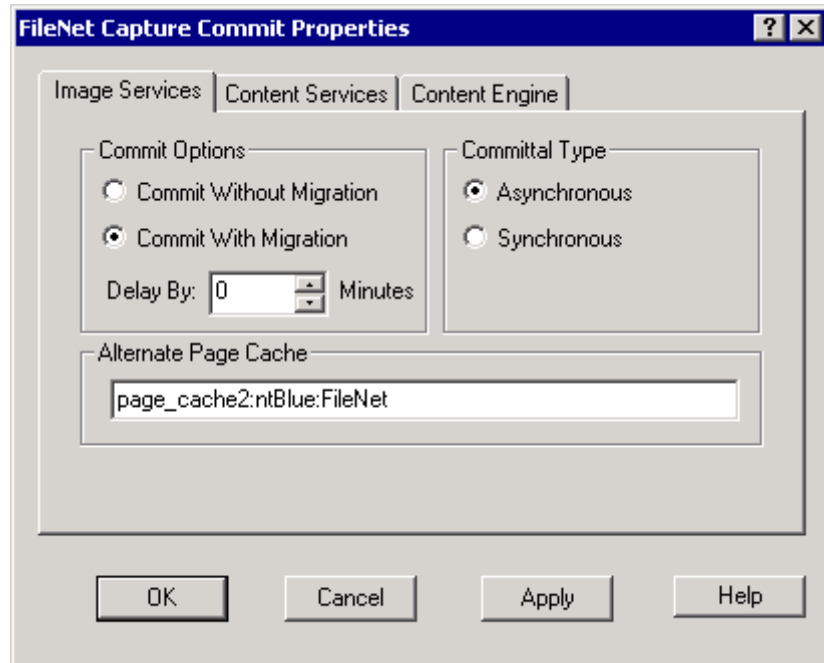
7 Click the OK button to save the changes and close the Commit Properties dialog box.

Using Commit with an Offline or Shared Offline Image Services Repository

Note   This section assumes that the Offline Image Services repository (or Shared Offline Image Services repository) has been configured properly and associated with an appropriate Image Services server. For information on how to configure your Offline Image Services repository, refer to the online help for Capture Manager.

An Offline Image Services repository allows users who are geographically distant from the actual IS server to use Capture as if it were actively connected to the IS server. With an Offline Image Services repository, Capture operators can scan, assemble, process and index batches just as they would if they were connected to an Image Services repository. The documents are queued for final committal to the remote IS at a later time.

When you use an Offline Image Services repository, the Capture workstation does not need to be logged in to the remote Image Services repository except when the final (Phase 2) committal actually takes place.

For more information on Offline Image Services repositories, see <u>"Offline Image Services Repositories" on page 47</u>. For more information on Shared Offline Image Services repositories, see <u>"Shared Offline Image Services Repositories" on page 49</u>.

The Committal Process

The committal process for an Offline Image Services repository takes place in two phases, described below.

Phase 1 Committal

Phase 1 occurs when you run the Capture Commit component on one or more batches. Capture performs a commit-ready validation check and any batch that fails this validation is marked with an error. Batches that are ready for committal are placed into a special folder ("Commit-Queue") that exists in the Offline Image Services Repository. This folder is hidden for all users except those belonging to the Windows Administrator group.

Phase 2 Committal

Phase 2 committal is when the actual committal of the batches contained in the CommitQueue folder occurs. All eligible batches are validated once again during Phase 2 committal. Phase 2 committal can be performed using either of two ways:

- You can use a Capture VB application, BkgCommit, to perform the actual committal of all batches contained in the CommitQueue folder. You can either use BkgCommit manually, or you can use the Windows scheduling tools to invoke it at a predetermined time. See for more information.

- You can use the Remote Commit command from the Edit menu to commit either all of the batches in the CommitQueue, or to commit a single batch. (This option is only available to administrators.) See for more information.

Any batches that fail to commit during Phase 2 are returned to their original location within the Offline Repository and marked with an error status.

Note that when you commit from an Offline Image Services repository, Capture uses fast batch committal to optimize network/WAN usage. Fast batch committal does not support clustering on the Image Services server. (Optical disk families are supported.) Refer to your Image Services *System Administrator's Handbook* (search for "fast batch") for more information on the implications of using fast batch committal.

Updating Doc Class Definitions

In order for batches from an Offline Image Services repository to be successfully committed to a remote Image Services server, the doc class definitions for the server and the repository must match at the time of the Phase 2 committal. See "Updating Doc Class Definitions Through Capture Manager" on page 63 for more information on updating doc class definitions.

Doc class definitions are automatically updated during Phase 2 committal as follows:

- If you are using the BkgCommit application to perform the Phase 2 committal, use the -m command line option to update the doc class definitions when the connection to the remote repository is made.

- If you perform Phase 2 committal by running BkgCommit interactively, the doc class definitions are always updated automatically.

Setup Considerations for Offline Image Services Repositories

You add and configure Offline Image Services repositories through Capture Manager, using the same methods you use for other repository types.

Associating the Offline Image Services Repository with an IS Server

When you establish an Offline Image Services repository, you must associate it with an Image Services server. (The remote Image Services server may or may not be configured as an active Image Services repository on the workstation. Generally it is not active.)

When you add the Offline Image Services repository, Capture Manager will attempt to make the connection with the remote server and load or update the doc class definitions. If you do not want to update the doc class definitions at the time you add the repository, you can clear the check box for the Update Doc Class Definitions option. Note that you must update the doc class definitions before the Offline Image Services repository is useful.

Note   In the case of a Shared Offline Image Services repository, the doc class definitions are not updated by default. This allows the Capture Administrator to choose the best time to perform the update rather than performing an update each time a new workstation is added to the shared repository. Enable the check box to update the doc class definitions as appropriate for your repository, server, and workstation configuration.

Below is an example of the Capture Manager configuration screen for adding an Offline Image Services repository.

Add Repository   ☒

Repository Session Name: Offline_My IS Repository

Repository Type: Offline Image Services   ▼

┌─ Remote Image Services ──────────────────────────────────────┐
│   Username: User1   │
│ Domain: myrepository   Password: *****   │
│ Organization FileNet   Test Connection │
└───┘

┌─ Data Source ──┐
│ Data Source Name: Offline_My IS Repository   Advanced... │
│ ☑ Update DocClass Definitions Now   │
└───┘

                        OK   Cancel   Help

By default, Capture will use the repository session name for the data source name if you are using a non-shared offline repository. (The data source name is used for the ODBC database.) The Advanced button allows you to change the data source name, and enter a user name and password for the database where the offline repository is stored.
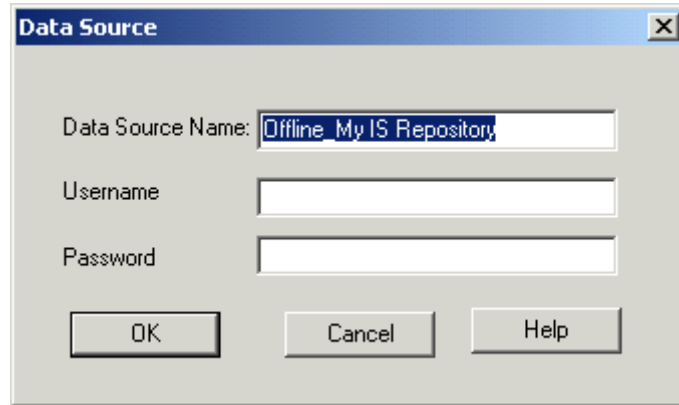
If you are adding a Shared Offline Image Services repository, you need to specify the Data Source parameters for the shared database. This database must be configured through ODBC Admin, and must be present before you add the Shared Offline repository in Capture Manager.

Administrator Procedures

You can execute the BkgCommit application or customize how you work with an Offline Image Services repository through Capture APIs. For information on customizing Capture, see the online help provided with the Capture Developer's Toolkit.

The BkgCommit Application

A Capture administrator can run the BkgCommit application to perform the Phase 2 committal of the batches in the CommitQueue. This application, BkgCommit, is located in the following folder:

[Default Drive]:\...\Program Files\FileNet\Capture\Programs

The BkgCommit application is designed to be used interactively or to be called by a Windows scheduler program such as the Windows "at" command. This allows BkgCommit to be started at a specific time of day in order to perform the Phase 2 background committals when WAN access is more readily available. See "Scheduling the Commit Process" for more information.

The command line specification for BkgCommit is:

BkgCommit.exe [-noui] [-l<logfile>] [-m] [<name1> <name2> … <nameN>]

where:

-noui(optional)	Specifies that no UI be displayed during background committal. This command line parameter is typically used when running BkgCommit using a scheduler. When /noui is not specified, a dialog is displayed (see below).
-l<logfile>(optional)	Specifies the path to text file to append logging info to.
-m(optional)	Download DocClass metadata from the Remote IS into the Offline Image Services repository. This download process will take place even if no Phase 2 committal occurs.
<nameX>(optional)	These are names of one or more Offline Image Services repositories to be processed. If no names are specified, BkgCommit will process each active Offline Image Services repository that is currently configured in Capture Manager and attempt to commit all batches in the CommitQueue folder of each.

When you use the -noui option, no user interface appears, and you will not see any error messages if the committal process is not successful.

When run interactively (i.e., "-noui" is not used), the BkgCommit application displays this dialog:
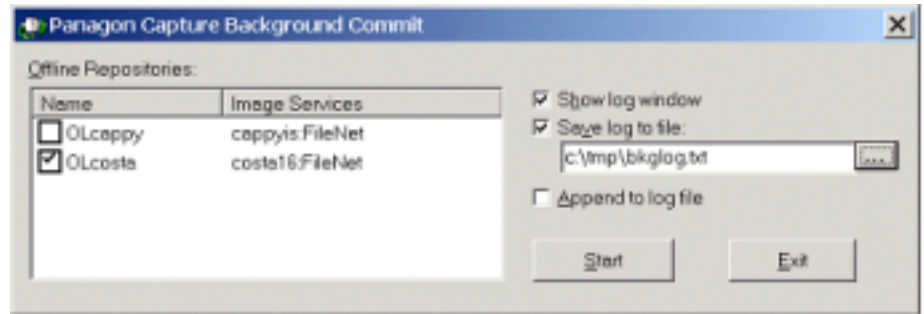
The available Offline Image Services repositories are displayed in the left-hand list box. Select the repositories to process by clicking the appropriate checkboxes. If "Show log window" is selected, then the OfflineRIL background committal screen displays the status of the committal.

- Use **Save log to file** to specify or browse for a destination logging file.

- Use **Append to log file** to append entries to an existing log file (rather than overwriting it).

The log file contains the same information as you would see in the display, such as when the connection to the remote repository was established, commit activity, and when the connection was terminated.

Scheduling the Commit Process

The BkgCommit application can be called by a Windows scheduler program such as the Windows "at" command. This allows BkgCommit to be started at a specific time of day in order to perform the Phase 2 background committals when network traffic is lighter. It can also be started from a Windows command prompt or via a desktop shortcut.

An example of using BkgCommit with the Windows "at" command:

at 22:30 /every:M,W,F BkgCommit.exe -noui -l"C:\tmp\bkg.log"

This command starts the BkgCommit application at 10:30 pm every Monday, Wednesday and Friday. For each configured Offline Image Services repository in turn, a logon connection will be established to the associated remote IS server. Any batches residing in the Offline Image Services repository's CommitQueue folder will be transferred to the default Page Cache of the remote IS and committed. The logon credentials used are those previously configured in Capture Manager. Any failed batches will be returned to their original location in the Offline Image Services repository and marked with an error. The logging information will be appended to the "C:\tmp\bkg.log" file.

Manually Starting and Monitoring the Phase 2 Commit Process

A Capture system administrator can manually start and monitor the progress of the Phase 2 or background committal for each offline repository. To do this, you must be logged on to Windows as an administrator, or have administrative group privileges. To start a Phase 2 committal for all batches in the CommitQueue, do the following:

1 Select the Offline Repository or the CommitQueue folder from Tree View.

---

2 Select the Remote Commit command from the Edit menu. This displays the Background Commit dialog box for your offline repository.
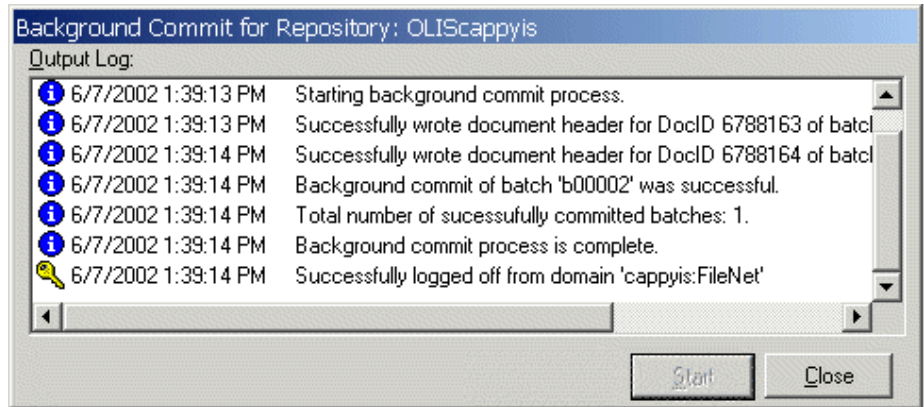
3 Click the Start button to start the Phase 2 committal. Once the process has begun, you can close the window at any time.

To start a Phase 2 committal for a single batch, do the following:

1 Select the batch from the CommitQueue folder in the repository.

2 Select the Remote Commit command from the Edit menu.

3 Click the Start button to start the Phase 2 committal. Once the process has begun, you can close the window at any time.

Phase 2 Committal on a Shared Offline Image Services Repository

Phase 2 committal validates all eligible batches once again.

User Procedures

In general, users do not need to do anything differently if they are using an Offline Image Services repository for committal. Users can create batches, scan and process documents just as they would for an online repository. When they run the Commit component (either from a capture path or in as hoc mode) documents will appear to commit as if they were connected to the repository directly. The Phase 2 commit operation is transparent to most users.

Error Handling and Checking During Commit

During Phase 1, the Commit component checks to see if the batches have been assembled and indexed successfully. When Phase 2 begins, Capture checks for several error conditions, including whether:

• The batch contains unassembled pages

• A document needing index verification has not been index verified

• A document is missing required index values

• An image marked for rescan has not been rescanned

• The batch totals do not match

If any of these error conditions exists (except unassembled pages in the batch and missing required index fields), a user with proper override privileges will be prompted to override the error and commit. If the user does not override the error, or does not have override privileges, the batch is marked with an error, and the batch is then set to the appropriate phase.

Committing Documents to a Content Services Library

Note   Some products, such as IDM Desktop, use terminology such as "add-ing documents to a library" to refer to the Capture process known as committal.
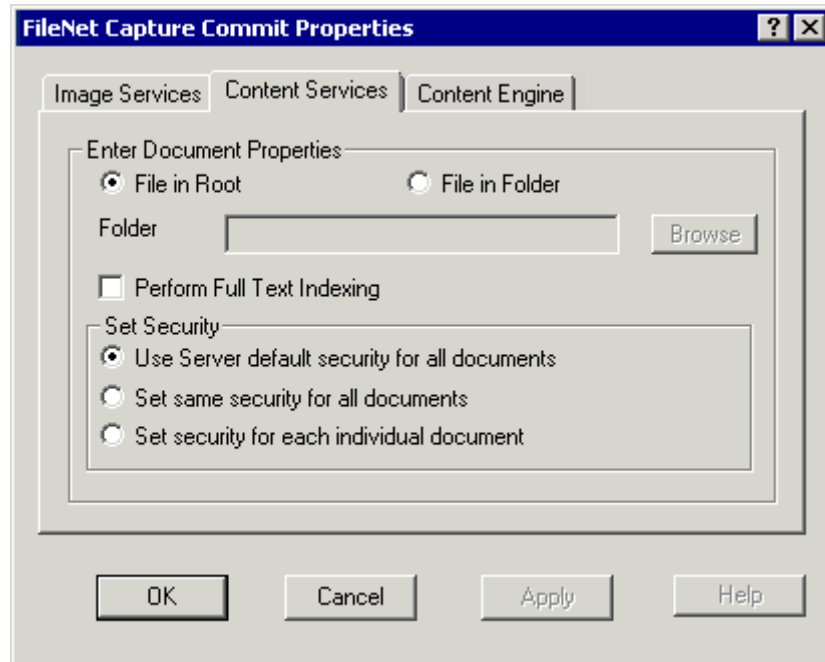
Commit Component Options for Content Services

The commit configuration options for Content Services are described below.

File in Root or File in Folder

Use File in Root to add documents to the root directory of the CS library, or use File in Folder to add them to a specific folder.

Note   If you select File in Root, you will not be able to browse for your document in the library. Use the IDM Find tool to retrieve the document.

If you select File in Folder, the path field and Browse button become active. You can specify a path to the folder by entering the path in the Folder field. If the folder does not exist on the CS library, the system creates it.

You can also use the Browse button to the right of the path field to display the Select Destination Folder dialog box and navigate to the folder you want.
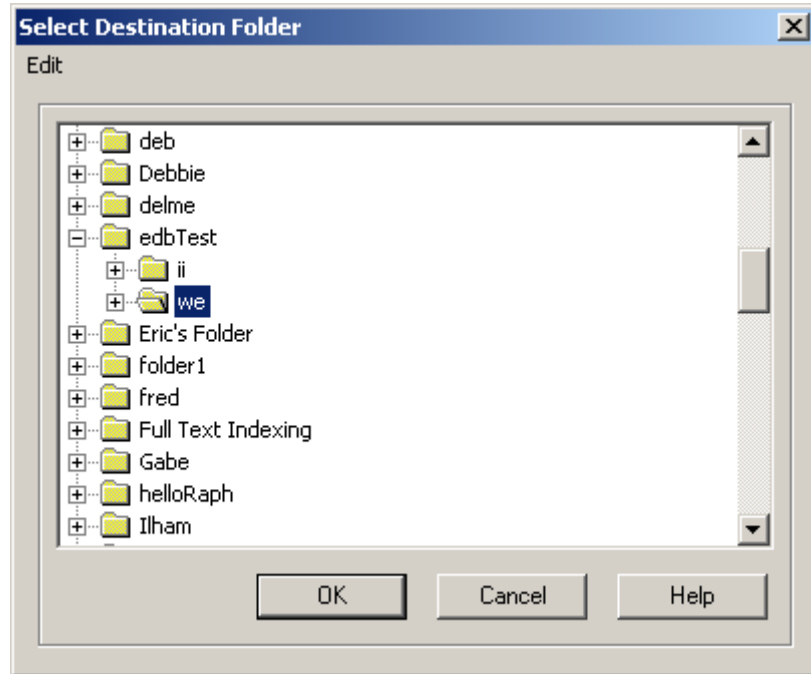
Performing Full Text indexing

> This option is used with files that contain textual data (as opposed to image data). This option is only valid if your CS library also has the Content Search Manager installed. (Consult the Content Services system administrator, if needed.)

> With the full-text indexing feature, you can index the entire text of PDF files or text documents. A user can then perform a search on any word in the documents. Full text indexing is available for libraries with a Content Search Manager installed. Although your Content Services library may be set to index every document, you must still select the Full Text Indexing check box within Capture to index your Capture documents.

Security Settings

The security settings allow you to determine how security is applied to documents as they are committed to the Content Services library.

Use Server default security for all documents sets the security for each document to whatever the default settings are for the CS Library.

Set same security for all documents prompts the operator to set the security as the commit phase begins. The same security settings are used for all of the documents in the batch.

Set security for each individual document allows the operator to specify the security for each individual document as it is committed.

Committing Documents to a Content Engine Library

```
FileNet Capture Commit Properties                              ? X

 Image Services | Content Services | Content Engine

  ┌ Enter Document Properties ──────────────────────────────┐
  │ ┌─☑ File in Folder ─────────────────────────────────┐  │
  │ │                                                      │  │
  │ │   Folder    /MERSTest                  Browse...   │  │
  │ │                                                      │  │
  │ │ ┌─ Set Security ──────────────────────────────────┐ │  │
  │ │ │  ⦿ Use server default security for all documents │ │  │
  │ │ │  ○ Set same security for all documents           │ │  │
  │ │ │  ○ Set security for each individual document     │ │  │
  │ │ └──────────────────────────────────────────────────┘ │  │
  │ └──────────────────────────────────────────────────────┘  │
  └──────────────────────────────────────────────────────────┘

        OK          Cancel          Apply          Help
```
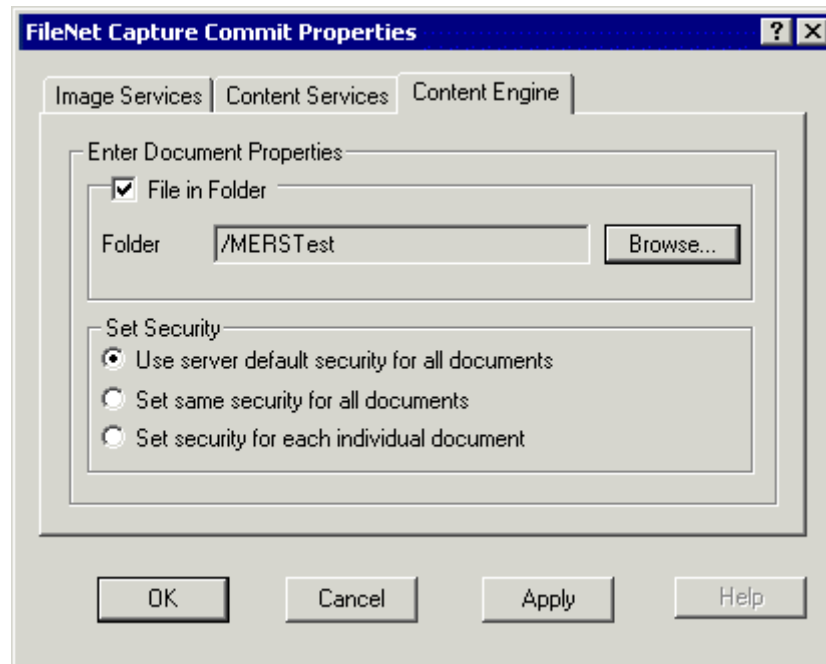
Commit Component Options for Content Engine

The commit configuration options for a Content Engine library are described below.

File in Folder

Use File in Folder to add your documents to a specific CE Object Store folder.

When you select File in Folder, the path field and Browse button become active.

You can use the Browse button to the right of the path field to display the Select Destination Folder dialog box and navigate to the folder you want.
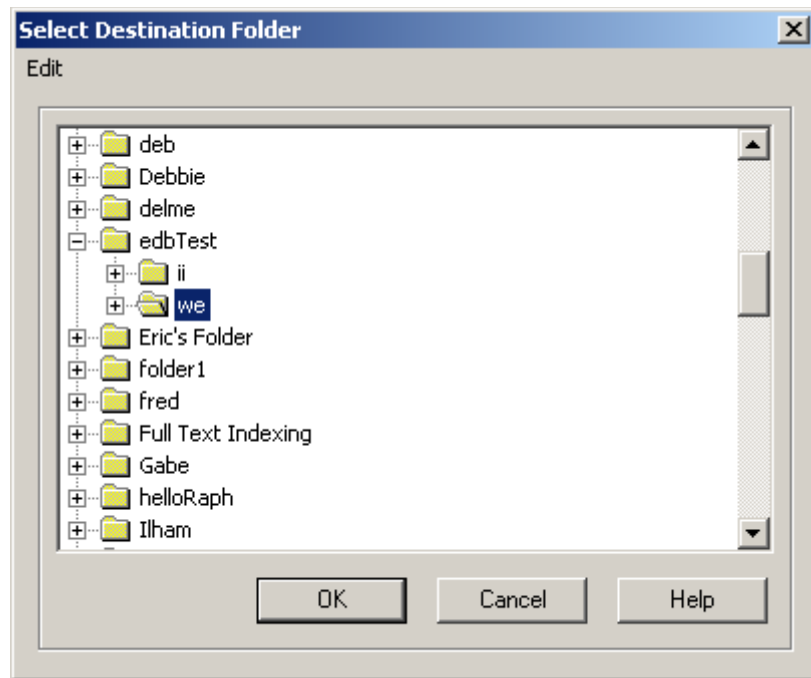
If you clear the File in Folder option, your documents will not be filed in any folder.

> **Note** If you do not select File In Folder, you will not be able to browse for your document in the Content Engine library. To retrieve the document, you will need to use the Workplace search function or look in the Un-filed Documents folder in the Enterprise Manager. (See your Content Engine documentation for details.)

Security Settings

The security settings allow you to determine how security is applied to documents as they are committed to the Content Services library.

Use Server default security for all documents sets the security for each document to whatever the default settings are for the CE Library.

Set same security for all documents prompts the operator to set the security as the commit phase begins. The same security settings are used for all of the documents in the batch.

Set security for each individual document allows the operator to specify the security for each individual document as it is committed.

13
File Import

Overview of File Import

File Import is used to bring various types of files into the FileNet system for processing and committal. Like Scan, File Import is a way to initially acquire a file for processing with Capture.

Note The File Import component does not import files that are marked with either the system or hidden attribute in Windows.

File Import Component Options

You can configure the File Import component to import files using the following options:

File Options

File Specification
Define the files you want to import. The File Specification field is used with the Path field. For more information, see "File Import Source Folder and File Names" on page 301.

Path
Define the path to the folder that contains the files you want to import.The Path field is used with the File Specification. For more information, see "File Import Source Folder and File Names" on page 301.

Index File Extension
Import files and index values from an index file. For more information, see "External Index Files" on page 306.

Automation Options

Delete After Importing
Delete imported files from the source folder. For more information, see "Automatically Deleting Files After Importing" on page 304.

Polling Interval
Check the source file on a specified interval. For more information, see "Automatically Polling for Files to Import" on page 304.

Conversion Options

Convert Multipage TIFF To Single Pages
Convert multipage TIFF files to multiple, single page TIFF files. For more information, see "Automatically Converting TIFF Files to Single Pages" on page 305.

Note	Capture supports color TIFF images.

File Import Configuration Examples

The following are examples of common File Import component configurations:

Import Files and Delete Source Files
Import files matching the specified name format from the defined source folder and delete imported files from the source folder. For

more information, see "Configure File Import with File Deletion" on page 313.

Import Files with Index Values
Import files and insert index values from an index file into the object properties of the file for automatic indexing. For more information, see "Configure File Import to Import Files with Index Files" on page 316.

Convert Multipage TIFF to Single Pages
Import files and convert any TIFF images that contain multiple pages into multiple, single page TIFF files. For more information, see "Configure File Import with Conversion to Single Pages" on page 318.

File Import Source Folder and File Names

Use the Path field and File Specification fields, on the File tab of the File Import Properties dialog box, to define the location and select the files to import. These fields are used together and are the foundation for the other configuration options. As a minimum, you must define these fields regardless of the other options you choose to use.

Source Folder

Use the Path field to specify the path to the folder that contains the files you want to import. Type the path information in the Path field or use the Browse button to open the folder.

Tip Map a drive letter to the import source folder, for example, S:\Import\Source. Mapping the source folder to a drive letter makes it easier to select the desired folder using the Browse button.

The source folder can be any folder you can access from your workstation. You can import files from a server folder, a local file, a floppy disk, or a CD-ROM.

Source File Names and Formats

Use the File Specification field to define the files you want to import.

Type one or more file names. Use a blank to separate multiple file names.

When browsing in the source folder, you can multiselect files.

Index file names are not defined in the File Specification field, but in the Index File Extension field. For more information about index files, see .

Wild Cards in File Names

Use the wild card character (asterisk — *) in a file name to import a range of files. For example, enter *.doc in the File Specification field to import all available document files; img*.tif to import TIFF files with a prefix of img; or *.* to import all files in the folder.

File Formats Supported

The File Import component can import any type of file. The File Import component does not convert files to a different format. However, installing on the importing workstation the application that creates a given type of file ensures that documents can be edited when retrieved by IDM Desktop.

The mime type of the file you are importing must be defined on your workstation in order for Capture to store the file with the proper extension.

Capture uses the Windows mime (content type) to store imported files with the correct extension. Some mime types are automatically defined

in Windows such as *.doc for MS Word files and *.xls for MS Excel files.

To be sure that your import files will be stored on your Repository with the proper mime type, install the application that creates the given type of file. For example, you would need to install Adobe Acrobat if you were importing a PDF file that had an extension of *.pdf.

Caution Before importing and committing production documents, test that imported documents can be retrieved and edited by their creating programs from within IDM Desktop or other retrieval method.

Microsoft Windows uses the file extension to identify files to the programs that create or can process them. When Capture commits a document, the file extension is removed and the information communicated by the extension is incorporated into the properties of the document.

File Name Sorting and File System Type

The file system of the source workstation determines the sort order of files. If the source workstation for file import uses the NTFS file system, files are sorted alphanumerically. If the source workstation for file import uses another file system (such as FAT), you can not directly control the sort order of the imported files. Consult Microsoft for information on sorting orders used in other file systems.

Automatically Deleting Files After Importing

Use the Delete File After Importing option, on the Automation tab of the File Import Properties dialog box, to delete the files from the source folder once the files have been imported to the Capture repository. Automatically deleting the files has several advantages:

- Prevents repeated imports of the same files.

- Keeps the source folder from becoming too large because files are added but never removed.

Tip When testing configuration of the File Import component, don't delete the files after the import. By leaving the files in the source folder you can test without refilling the source folder with test files every time you run File Import.

Automatically Polling for Files to Import

Use the Polling Interval option, on the Automation tab of the File Import Properties dialog box, when you want to check the source folder for files to import on a specified interval. The interval range is from 0 to 60 minutes. Selecting 0 (zero) disables file import polling.

When a polling interval is specified and the File Import component is started, Capture checks the source folder specified in the Path field for files that match the file name or names defined in the File Specification field once per polling interval (for example, once every 5 minutes). For more information about these fields, see .

The Polling Interval option is often used with the Delete File After Importing option. For more information, see "Automatically Deleting Files After Importing" on page 304.

When you use polling and delete files from the source folder, other applications can be configured to create files and route them to the source folder to be automatically imported into the Capture system.

Note To activate File Import polling, you must start the File Import component. When File Import polling is running, Capture is dedicated to File Import processing and cannot be used for other processing until the File Import process is stopped. File Import polling is not often used because of this limitation. Use File Import with polling only when a workstation is dedicated to File Import processing and will not be used for any other purpose.

Automatically Converting TIFF Files to Single Pages

Use the Convert Multipage TIFF To Single Pages option, on the Conversion tab of the File Import Properties dialog box, when you import TIFF files that contain more than a single page. Multipage TIFF files must be converted into single pages. Some software products may lose the information on the second and subsequent pages. Capture supports color TIFF images.

Image Services only supports single page TIFF files.

Caution File Import ignores private tags when it converts multipage TIFF files. Using this option will remove all private tags from the files. To keep the private tags, you must use a different method of dividing the multipage TIFF files.

External Index Files

An external index file is an ASCII text file that accompanies a data or image file that is to be imported. The primary purpose of index files is to provide values for use in automatically indexing imported files. Index files are the functional equivalent of bar codes used to hold index information for scanned documents.

Use the Index File Extension field, on the File tab of the File Import Properties dialog box, when you want to automatically include index values for the files being imported. Type the file extension in the Index File Extension field. Commonly used extensions include: fna, inx, idx, txt.

When the data file is imported, the values in the index file are added to the object properties of the data file. The data on each line of the index file corresponds to one of the Capture properties UserDefined Value1 through UserDefined Vaue32. These properties are used by the Index component to assign values to the index fields. The list of index fields is obtained from the IS document class.

Automatic indexing from index files requires the configuration of a settings collection for this purpose, including the configuration of certain automatic indexing features of the Index component. For more information about indexing, see "Index" on page 161.

External index files are typically prepared when the data or image files are prepared. Both file types, data and index, are placed together in the source folder for importing. File naming conventions and organization in the source folder can be used to coordinate the index information with the files to be imported. For more information, see "Common File Organization Methods" on page 311.

Structure of an Index File

The values are placed in the index file in the order that the values will be used to fill the index fields of the document class. The list of index fields and order of the fields is obtained from the IS document class. The index fields are defined when the document class is created.

An index file can contain a maximum of 32 lines, which can fill a maximum of 32 index fields. Index values and index fields must match on a one-to-one basis. For example, if the document class of the imported files have 4 index fields, the index files must contain 4 lines. A field that has no value must be filled by a blank line. The format of the values used in the index file must match the format used in the Capture input mask and the IS index field length must be as long or longer than the Capture input mask.

An index file might contain the following text:

Bainbridge
Kenneth
1234567
07/16/2000

Index Entry Fields and Index Files

The index fields display in the order defined in the document class. The order of the values in the index file must match the order of the index fields as defined in the document class.

For example, when the document class has the following index fields:

Field Order	Field Name
1	Name_Last
2	Name_First
3	Account_Number
4	Date_mmddyyyy
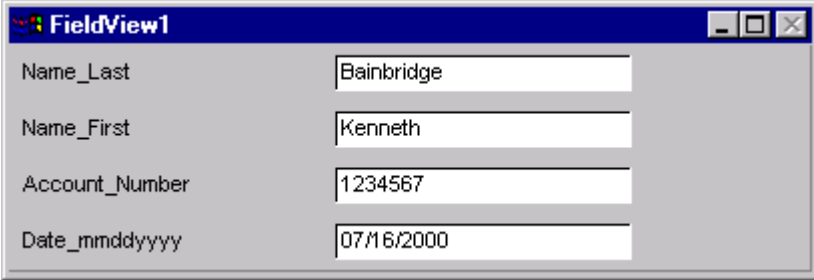
Then the index file might contain:

Line Number	Line Value
1	Bainbridge
2	Kenneth
3	1234567
4	07/16/2000

The table below correlates the order and names of the index fields, the line numbers and values in the external index file, and the index values in that file correlate as in the table below.

Field Order	Field Name	Line Number	Value
1	Name_Last	1	Bainbridge
2	Name_First	2	Kenneth
3	Account_Number	3	1234567
4	Date_mmddyyyy	4	07/16/2000

When the index component is properly configured and run, the result is:

Names and Organization of Data Files and Index Files

The data file and the index file must have the same base name, only the extension is different. The system associates the data file and the index file with each other using the file name. The system inserts the index information from the index file into the object properties of the data file that has a matching base name.

For example, at import time a TIFF file named imgAAA.tif would be accompanied by a file named imgAAA.fna. The FNA file would contain the indexing information for that TIFF because the TIFF has no way to store indexing information inside itself.

The next example shows an image file and the accompanying index file.

Note   Capture supports color TIFF images.
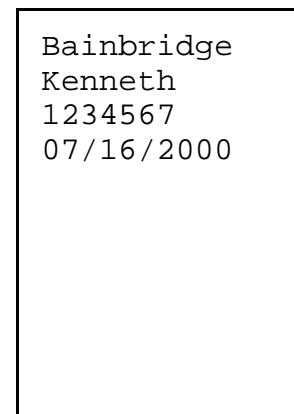
imgAAA.tif   imgAAA.fna

Common File Organization Methods

The next example shows an organization method using letters to give each file a unique name and to pair the data and index files.

File Name	File Type
imgAAA.fna	Index
imgAAA.tif	Data
imgAAB.fna	Index
imgAAB.tif	Data
imgAAC.fna	Index
imgAAC.tif	Data
and so on…	

The next example shows an organization method using numbers to give each file a unique name and to pair the data and index files. For proper sorting, always zero-fill the numbers.

File Name	File Type
img001.fna	Index
img001.tif	Data
img002.fna	Index
img002.tif	Data
img003.fna	Index
img003.tif	Data
and so on…	

The next example shows an organization method for multiple data files that will be assembled in to a single document, and only the first page of the document will be indexed. In this organization method there are more data files than there are index files.

For example, an index file contains the name, account number and date for an insurance claim, while the image files are several JPG files showing various views of accident damage to an automobile. In the example below, only img001.jpg and img005.jpg have index files.

File Name	File Type
img001.fna	Index
img001.jpg	Data
img002.jpg	Data
img003.jpg	Data
img004.jpg	Data
img005.fna	Index
img005.jpg	Data
and so on…	

This method requires the manual rearrangement of the files into appropriate documents, or the configuration of Event Activator to automatically put the files into appropriate documents.

For more information about working with batches, see the Capture online help. For more information about Event Activator, see .

Configure File Import with File Deletion

To configure File Import for importing files and deleting the imported files from the source folder, you need to know the following information:

Configuration Item	Example Value
Repository Name	Taos
Settings Collection Name	Med_Claim_st
File Specification	*.*
Path	S:\Import\Source
Index File Extension	*not used in this example*
Delete File After Importing	*selected*
Polling Interval	*not used in this example*
Convert Multipage TIFF to Single Pages	*not used in this example*

For a blank copy of this worksheet, see <u>"File Import Worksheet" on page 698</u>.

1 Select the repository from the Tree View.

2 Select the settings collection you want to configure in the Config \ Settings folder using the Capture Tree View or List View.

3   Click Tools, Configure, File Import in the main menu bar to display the Import Properties dialog box.
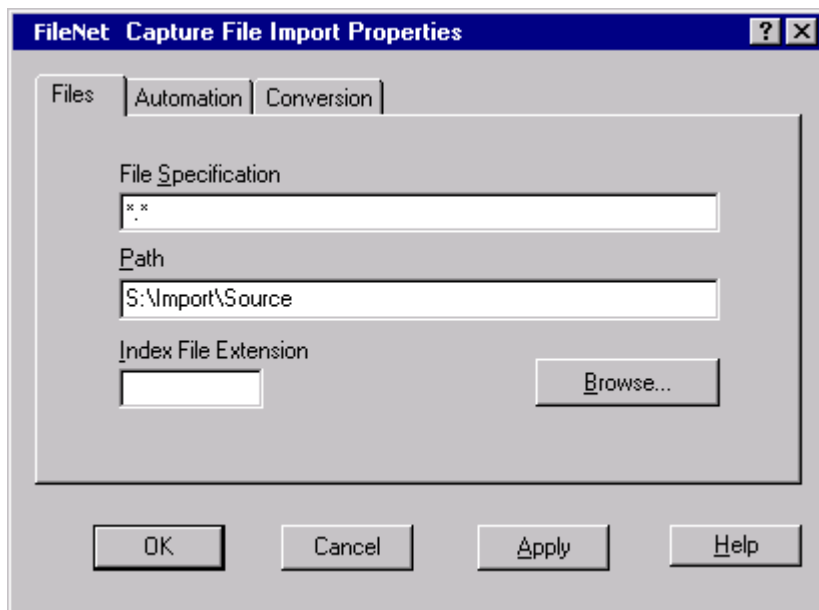
.

FileNet Capture File Import Properties	? ☒

Files | Automation | Conversion |

File Specification

`*.*`

Path

`S:\Import\Source`

Index File Extension

Browse...

OK | Cancel | Apply | Help

4   Type the name of the file or files you want to import in the File Specification field. See also "Source File Names and Formats" on page 302.

5   Type the path to the source folder in the Path field. You can use the Browse button to navigate to the folder. See also "File Import Source Folder and File Names" on page 301.

6   Click on the Automation tab so it has the focus.
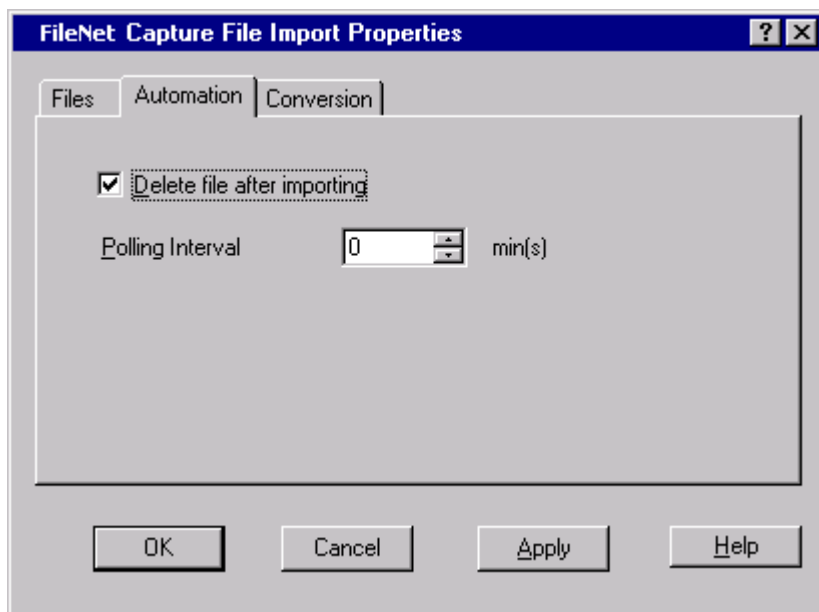
7   Select the Delete File After Importing option. See also "Automatically Deleting Files After Importing" on page 304.

8   Click the OK button to save the changes and close the File Import Properties dialog box.

This completes the configuration process. To begin importing files, click Tools, Start, File Import in the main menu bar.

Configure File Import to Import Files with Index Files

To configure File Import for importing files and index values, you need to know the following information:

Configuration Item	Example Value
Repository Name	Taos
Settings Collection Name	Med_Claim_st
File Specification	*.*
Path	S:\Import\Source
Index File Extension	fna
Delete File After Importing	*not used in this example*
Polling Interval	*not used in this example*
Convert Multipage TIFF to Single Pages	*not used in this example*

For a blank copy of this worksheet, see <u>"File Import Worksheet" on page 698</u>.

1   Select the repository session name from the Tree View.

2   Select the settings collection you want to configure in the Config \ Settings folder using the Capture Tree View or List View.

3   Click Tools, Configure, File Import in the main menu bar to display the File Import Properties dialog box.

.

FileNet Capture File Import Properties

Files | Automation | Conversion

File Specification

```
*.*
```

Path

```
S:\Import\Source
```

Index File Extension

```
fna
```

Browse...

OK   Cancel   Apply   Help

4 Type the name of the file or files you want to import in the File Specification field. See also "Source File Names and Formats" on page 302.

5 Type the path to the source folder in the Path field. You can use the Browse button to navigate to the folder. See also "File Import Source Folder and File Names" on page 301.

6 Type the file extension of the index file or files in the Index File Extension field. See also "External Index Files" on page 306.

7 Click the OK button to save the changes and close the File Import Properties dialog box. To begin importing files, click Tools, Start, File Import in the main menu bar.

Configure File Import with Conversion to Single Pages

To configure File Import for importing files and converting multipage TIFF files to single page files, you need to know the following information:

Configuration Item	Example Value
Repository Name	Taos
Settings Collection Name	Med_Claim_st
File Specification	*.*
Path	S:\Import\Source
Index File Extension	*not used in this example*
Delete File After Importing	*not used in this example*
Polling Interval	*not used in this example*
Convert Multipage TIFF to Single Pages	*selected*

For a blank copy of this worksheet, see <u>"File Import Worksheet" on page 698</u>.

1   Select the repository session name from the Tree View.

2   Select the settings collection you want to configure in the Config \ Settings folder using the Capture Tree View or List View.

3   Click Tools, Configure, File Import in the main menu bar to display the File Import Properties dialog box.

FileNet Capture File Import Properties

Files | Automation | Conversion

File Specification

`*.*`

Path

`S:\Import\Source`

Index File Extension

Browse...

OK   Cancel   Apply   Help
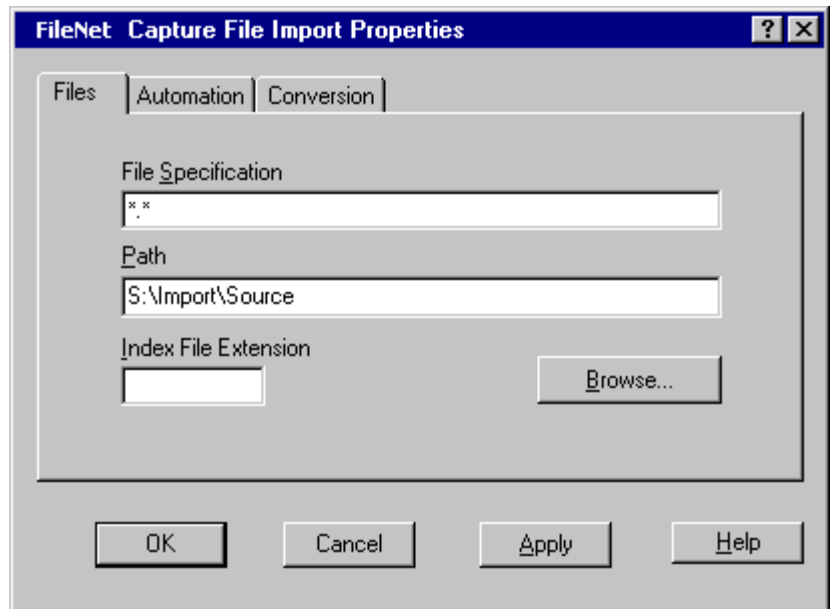
4 Type the name of the file or files you want to import in the File Specification field. See also "Source File Names and Formats" on page 302.

5 Type the path to the source folder in the Path field. You can use the Browse button to navigate to the folder. See also "File Import Source Folder and File Names" on page 301.

6   Click on the Conversion tab so it has the focus.

FileNet Capture File Import Properties	? X

Files | Automation | Conversion |

☑ Convert Multipage TIFF to Single Pages

| OK | Cancel | Apply | Help |
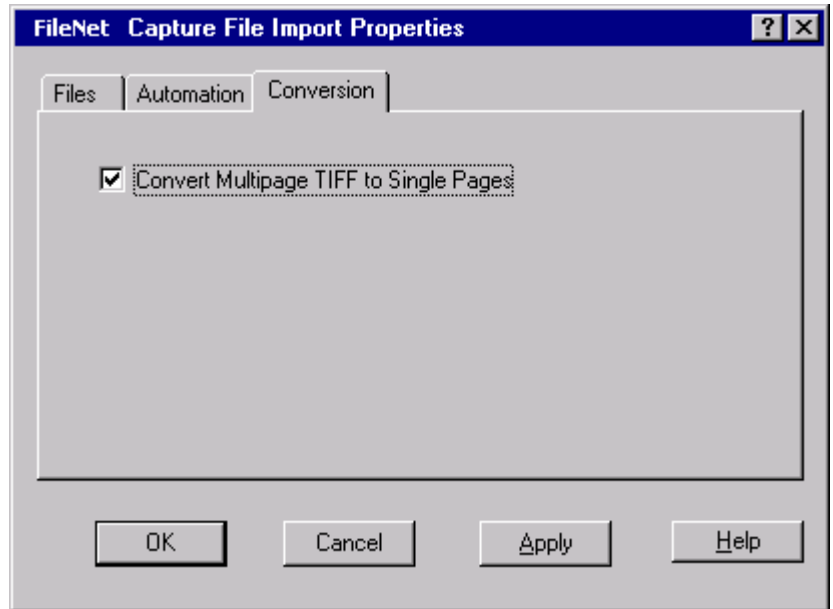
7   Select the Convert Multipage TIFF To Single Pages option to convert multipage TIFF files into single pages. See also .

8   Click the OK button to save the changes and close the File Import Properties dialog box.

This completes the configuration process. To begin importing files, click Tools, Start, File Import in the main menu bar.

14
Image Verify

Overview of Image Verify

The Image Verify component is used to display pages for an operator to verify. This is generally done before the assembly process, but may also be used to check assembled documents before they are committed. The operator can accept pages, reject them, or mark them for later rescan.

Image verification is used to display captured images for visual evaluation of image quality and page organization. Usually this verification is done before the assembly process, but can also be done before assembled documents are committed. As an operator views the pages the operator can manually reject pages (such as blank pages or separator sheets) and mark other pages for later rescan.

Image verification is often done at a station other than the scanning station. If you use the scanning station for high-volume scanning, you can increase throughput of documents by verifying images at a different workstation. An advantage of verifying images at the scanning station is that an operator can immediately rescan any poor quality images. In either case, the image verification process is the same.

You can use image verification to review each of the pages in the batch, or to perform a spot check on specific pages or types of pages in the batch. For example, you can choose to verify only document or batch separator sheets, or to only look for pages marked as blank. For

large batches, you can verify that all of the document separator sheets have been detected properly without having to view each page individually.

An operator can restart verification for a batch that was only partially verified. When reverifying, the process starts at the first unverified page. Should an operator try to reverify a batch for which image verification is complete, a message displays. At this point, the operator can choose to reverify the batch or not.

For more information about Image Verify, see the Capture Professional online help.

Image Verification Status

You can configure Capture to display image verification status to an operator when Image Verify is running. The status of the object being verified displays in the title bar of the viewer. An object's verification status can be: Not Verified, Accepted, Rejected, or Rescan Later. Image verification status only shows in the viewer title bar when Image Verify is running. The Viewer option Show Title Bar must be enabled for image verification status to display.

For more information, see , , and the Capture Professional online help.

15
Index Verify

Note The Index Verify component is only available when you are using Capture and an Image Services (IS) server. It is not supported for Content Services or Content Engine servers.

Overview of Index Verify

Index Verify is a way to double-check selected index entries before a document is committed. The Index Verify and Index components use the same list of fields from the IS document class. The IS document class specifies the index fields to be index verified. The IS document class is often configured so that index fields that are required to be indexed are also required to be index verified.

Normally, you would use Index Verify any time after a document has been indexed, but before it has been committed. However, you are not required to index the documents in an assembled batch before beginning index verification.

When Index Verify is run, the fields contain any values entered during the index process. Fields that must be index verified are blank and active for operator input. The operator can change the values but cannot see the previously entered values. Fields that do not need to be index verified display the values entered and cannot be changed.

The Index Verify icon identifies that the field beside it must be verified.

This icon mark is next to the active fields. The icon is the image of an index card and rubber stamp.

Since index verification is done at the document level, you cannot check that partial index verification of a batch has been done.

General Options

Enable Browsing of Document in the Viewer

Select Enable Browsing of Document in the Viewer to allow the index verification operator to browse forward and backward through all pages of the document being verified. The operator can only change values in the index fields configured for index verification in the IS document class.

This option does not control browsing at configuration time, only when the index verification operator is running index verification. Clear the option to disable browsing.

Field Options

The position of an index field name can be moved up or down. Also, after the positions of the fields have been changed, they can be reset to their original positions.

Tip To aid keyboard entry at index verification run time, put the fields to be verified at the top, and the fields that are not required for verification at the bottom. When the last field is typed and the index verification operator presses the Enter key, the page completes and the next page needing index verification displays.

The Index Field Name shows all index field names defined in the IS document class. It is in this field that you use the buttons below to configure the index field order for index verification:

Reset Order
Click the Reset Order button to return the index names to this session's original positions.

Move Up
Click the Move Up button to move the highlighted index name up one line in the list. You can click the button as many times as is needed to place the index name in the desired position.

Move Down
Click the Move Down button to move the highlighted index name down one line in the list. You can click the button as many times as is needed to place the index name in the desired position.

The index field name of the selected field as it will display to an index verification operator is shown in the Display Name field.

Display Preferences Options

You can configure Capture to display the index verification viewer and index verification fields in one of the ways shown in the next table. The links in the next table jump to the viewer layout for index display preferences. The layout is essentially the same between index and index verification, aside from differences in field highlighting.

Option	Description	Example
Viewer and Input Field Embedded	The viewer and index verification fields appear in the workspace view.	"Viewer and Input Field Embedded" on page 184
Viewer in Separate Window	The viewer is a separate window from the application, while the index verification fields remain in the workspace view.	"Viewer in Separate Window" on page 185
Input Field in Separate Window	The index verification fields appear in a separate window from the application, while the viewer remains in the workspace view.	"Input Field in Separate Window" on page 186
Viewer and Input Field in Separate Windows	The viewer and index verification fields appear in separate windows from the application.	"Viewer and Input Field in Separate Windows" on page 187

Index Shortcuts Options

Capture provides keyboard shortcuts for operators to speed up indexing and index verification. The default shortcuts address many tasks operators frequently perform. If the defaults don't meet your operators' needs, you or an operator can change them. The same shortcuts apply for both the Index and index Verify components.

For more information about index shortcuts, see "Index Control Properties: Index Shortcuts Options" on page 188.

Configure Index Verify

To configure Index Verify, you need to know the following information:

Configuration Item	Example Value
Repository Name	Taos
Settings Collection Name	Med_Claim_st
Enable Browsing of Document in the Viewer	*selected*
Index Field Order	*1.* vendorno
	2. ponum
	3. invdate
Display Preference	Viewer And Input Field Embedded *selected*

For a blank copy of this worksheet, see .

1   Select the repository from the Tree View.

2   Select the settings collection you want to configure in the Config \ Settings folder using the Capture Tree View or List View.

3   Select Tools, Configure, Index Verify from the menu bar. The Capture Index Verify Control Properties dialog displays.

4   Select Enable Browsing Of Document In The Viewer. See also <u>"Enable Browsing of Document in the Viewer" on page 324</u>.

Select this option

FileNet Capture Index Verify Control Properties   ? ✕

General │ Field │ Display Preference │

☑ Enable browsing of document in the viewer

| OK | Cancel | Apply | Help |
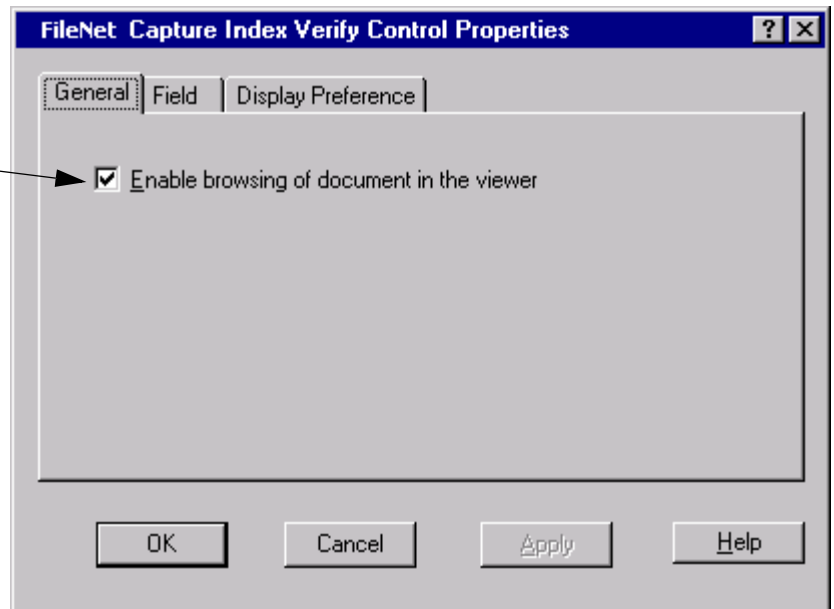
5 Configure the order of the index field names for index verification. See also "Field Options" on page 324.

Configure the field order using these buttons
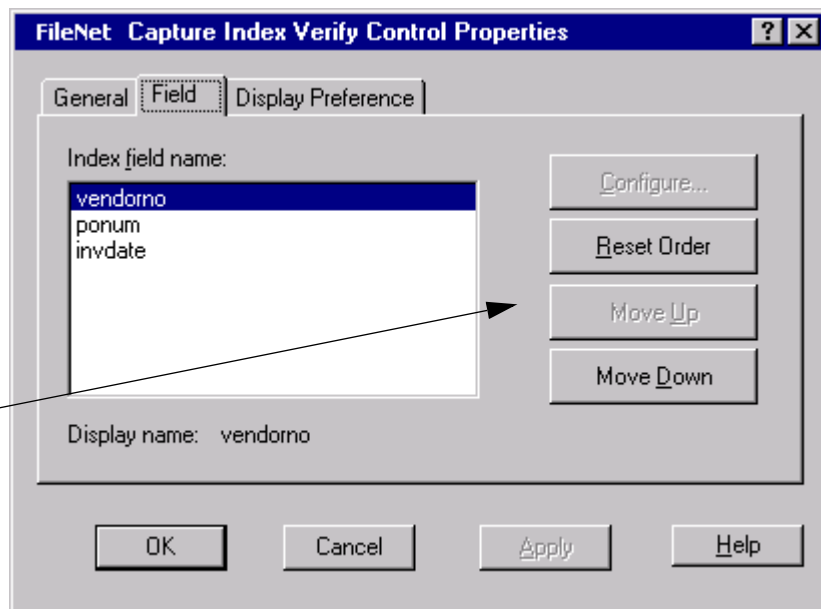
6 Configure the display preferences for index verify. See also "Display Preferences Options" on page 326.

Select a display preference

Click OK when done

FileNet Capture Index Verify Control Properties `? X`

General | Field | Display Preference |

- ⦿ Viewer and Input Field Embedded
- ⦾ Viewer in Separate Window
- ⦾ Input Field in Separate Window
- ⦾ Viewer and Input Field in Separate Windows

[OK] [Cancel] [Apply] [Help]
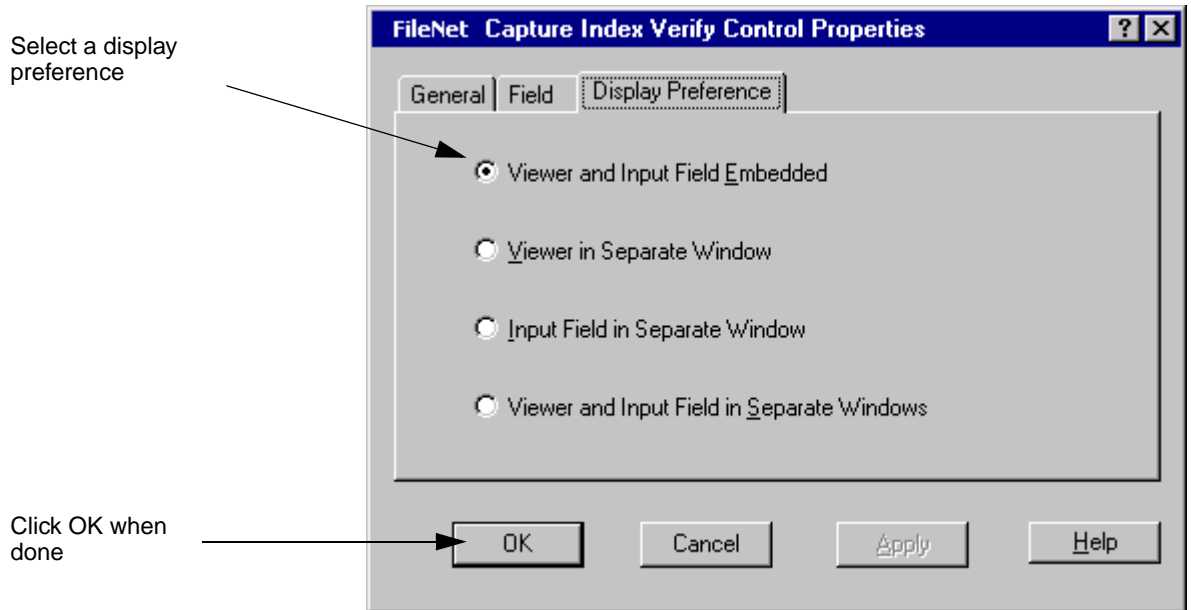
7 Click OK when done.

16
Merge

Overview of the Merge Component

In Capture, each scanned or imported page is, by default, a single file. The Merge component combines multiple individual image files of the same or compatible type into a single, multi-page file. Merge is used in Content Services and Content Engine environments since each document can contain only one file. The Merge component combines multiple files into a single file to satisfy this requirement for CS and CE systems.

If a document is made up of multiple files of the same file type, the Merge component combines all of the files in the document into a single file. The resulting file is of the same type (TIFF, JPEG, or PDF) as the original files. (See "Merging JPEG Files", below.)

The following guidelines apply when using the Merge component:

- You can use the Merge component in either ad hoc mode, or within a capture path.

- You must assemble a batch before you can run the Merge component on that batch.

- You can only merge the files within a document if the files are of the same file type, as follows:

    - All files are single-page PDFs,

- All files are single-page TIFFs,

- All files are JPEG format, or

- All files are either JPEGs or single-page TIFFs (see "Merging JPEG Files")

- When you merge files into a single file, Capture uses the name of the first file for the new merged file.

Merging JPEG Files

Because there is no multi-page JPEG format, JPEG files are embedded into a multi-page TIFF file by the Merge component. Because JPEG files are actually saved into TIFF files, you can merge a combination of JPEG and TIFF files into a single document.

Note   Capture supports color TIFF images.

Configuring the Merge Component

There are no configuration options for the Merge component. If you attempt to run Merge on an invalid set of files, an error will be returned.

Using the Merge Component in Ad Hoc Mode

1   Scan or import the pages into a batch. Make sure that the pages are of the same type as described earlier in this chapter.

2   Assemble the batch (see Chapter 9, "Assembly," on page 145).

3   Select an assembled batch, open the Tools menu, and select Run. Then click the Merge option.

Using the Merge Component in a Capture Path

You can use the Merge component within a capture path. The only requirement is that each batch must be assembled before it can be merged.

Viewing Multi-Page TIFF Files

When you display a Multi-page TIFF file in the viewer, only the first page appears. To scroll through the individual pages, use the navigation buttons on the far right of the viewer toolbar, or use the Multi-Page TIFF display commands in the Image menu from the main toolbar.

17
Zonal and Full Text OCR

Overview of the OCR Components

Capture supports two components that provide optical character recognition (OCR) functionality.

Zonal OCR is a standard feature for all Capture packages, and is designed to extract textual data from specific zones on an image. The text is stored as an attribute which you can then use to populate autoindex fields, or as you would any other Capture attribute.

Full Text OCR is an optional feature that can be used to extract all of the text data from an image. If you are using a Content Services library or Content Engine object store with Content Search Manager enabled, you can process your documents with the Full Text OCR component. This will allow you to use the full-text indexing feature when the documents are added to the library.

Zonal OCR

Zonal OCR can be performed on pages before or after they have been assembled. You can define the same zones for all pages in a document, or define unique zones for each page of a document. You can configure up to 200 OCR zones per document.

Note	Assembled batches will perform OCR for the specified pages relative to each document within the batch. Unassembled batches will behave as if the batch were one document.

After you process your document using Zonal OCR, the text from each OCR zone displays as a UserDefined page attribute called OCR-Value<##>. You can use a textual identifier in place of OCRValue<##>.

To specify a zone for OCR, you can either enter the coordinates (in pixels) or draw the rectangular region using the mouse. Zones are shown dynamically on the view of the page as you enter them.

Zonal OCR Results

The text obtained from each zone is stored as an attribute on the image. Each zone corresponds to one attribute. These attributes appear in the UserDefined group, and are named OCRValue01, OCRValue02, etc. Therefore, the text obtained from the zone identified as Zone:01 will be displayed as the attribute for OCRValue01, Zone:02 corresponds to OCRValue02, and so on. Alternatively, you can give each zone a meaningful textual name. For example, Zone:01 can appear as "Name", Zone:02 as "SSN", etc.

If no text is extracted for a given zone, the corresponding attribute is not displayed in the attribute list. In this case, the Zone IDs and value relationships for all zones are maintained.

To display the attributes for an image, select the image from the Tree View or List View, then use the Properties command from the File menu to display the properties of the image. Select the Attributes tab, then scroll through the list of attributes until the UserDefined group dis-

plays. The text in each zone is shown as the value for each of the Value attributes.

Full Text OCR

The options available for Full Text OCR are described in detail in the Capture online help. Refer to the online help for details on the configuration options available.

Note You can run the Full Text OCR component on assembled documents only.

The following sections provide information on how to optimize use of the Full Text OCR component.

Graphic Zones

You can specify up to 32 zones on a page that are treated as graphics and ignored by OCR processing. This feature is particularly useful if your pages contain graphics such as company logos in a letterhead, or signature areas that cannot be easily interpreted by the OCR software.

You can specify a graphic zone by either outlining the zone on a page in the viewer window, or by manually entering the coordinates.

Note Graphic zones apply to all pages of a batch or document.

You can speed up processing by specifying as many non-text areas as possible. In addition to actual graphics, such as photos or illustrations, the following should be designated as graphics:

• bar codes

- patch codes

- company logos and letterheads

- signature areas

Confidence Level and Verification

When the Full Text OCR component processes a word, it also determines how much confidence it has in the recognition of that word. This is referred to as the OCR confidence level.

The OCR confidence level is used in conjunction with OCR Verification. When an element is recognized with a confidence level above the OCR Confidence Threshold, Capture accepts the recognized text. If the element is recognized with a confidence level below the OCR Confidence Threshold and verification is enabled, the element is displayed for verification or correction by the operator.

You can adjust the OCR Confidence Threshold to meet your specific needs. A higher threshold will cause more elements to be displayed for verification, but may result in more accurate text. A lower threshold will speed up processing as more words will be automatically accepted, but may result in more inaccuracies. You will probably need to experiment with a number of typical documents and settings to get optimal results for the documents you process.

PDF File Output Options

When you process a document through Full Text OCR, the output file is a PDF file. When the document is committed, the original source file is discarded. You can store the resulting PDF output using one of the following options:

- **Normal** creates a searchable (text-based) PDF file. Any graphics that appeared in user-defined graphics zones are also preserved. Normal creates the smallest file size of all the options available to you.

- **Image Only** saves only an image of the document, contained within a PDF wrapper. Because the image is not converted to text, you cannot automatically index the document based on the content or do a full text search.

- **Image + Text** creates a file that stores both the original image and the text data extracted from the document. The image is maintained and used for display of the document, and the text can be searched and automatically indexed. The Image + Text option creates the largest file size of all the options available.

Suggestions for Maximizing Recognition

Successful recognition depends on the quality of the images that you are processing. If you can adjust or control how the documents you are scanning and processing are produced, you can increase the speed and accuracy of the OCR process.

Use Clean, Good Resolution Images

If your scanned images are clean, well resolved, and free of extraneous specks, your OCR processing will be more successful. You may find that using the various image enhancement options available through the Doc Processing component (despeckle, deskew, etc.) improve recognition and accuracy.

Black text on a white background will yield better results than colored text and/or colored backgrounds.

Use a Standard Font at a Moderate Size

OCR processing is most successful on scanned text that was originally created with a standard, easily readable font, such as Helvetica, Arial, Times or Courier. A font size of approximately 10 to 14 points generally yields the best results.

Suggested Image Formats

You can perform OCR on TIFF, color TIFF, JPEG, and BMP images.

If you are using JPEG images, they should be created using high-quality mode. Compression may cause problems for OCR recognition.

For best results, scan at 200 dpi, using 24-bit color mode or 8-bit gray scale mode. TIFF images scanned at 300 dpi and in black and white mode also work well. You should experiment with typical images and different settings to determine the best settings for your facility.

Using Zonal OCR With Forms

For best results, allow some white space around the OCR zone to reduce errors. Do not include vertical lines from boxes on forms in the OCR zone, as this may cause errors.

18
Record Activator

Overview

Records Manager (RM) is an add-on component of the FileNet P8 suite of products. Records management is responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records. An effective records management program allows companies to achieve critical legal and compliance obligations.

Record Activator is available with Capture Professional and declares records for FileNet P8 Records Manager. In order for Record Activator to work, your Capture Workstation must be logged into the Windows domain of the FileNet P8 Content Engine server.

Records Management

Records management helps organizations comply with a growing body of regulations set up to assure corporate accountability. Companies across all industries must demonstrate compliance, defend internal policies, and bear discovery costs during audits or legal inquiries. They must also fulfill these obligations in the face of overwhelming numbers of electronic documents and e-mail being generated.

In the absence of a Records Management system, it might become difficult to locate, interpret, and comply with the record keeping laws and regulations. This can result in severe fines, penalties, and other legal consequences. You may also encounter risks associated with litigation, confidentiality, and safety of critical and vital information if you do not maintain and manage records properly.

To ensure that the organizational information is accurate, complete, and easily accessible, you need to set up a reliable records management system. Otherwise, you may invest a significant amount of time in non-productive activities, such as manually locating information or searching for missing or misfiled records.Within the Capture environment, Record Activator translates the FileNet P8 record definition into metadata and attribute information, which is stored internally in a record profile. The record profile information is attached to each document. After the document is committed in Capture, a record is declared in the FileNet P8 system with the appropriate record information.

Use Record Activator to create record profiles, map record profiles to FileNet P8 document classes and define the rules that determine which record profile to apply to your documents.

Record Activator Interface to FileNet P8
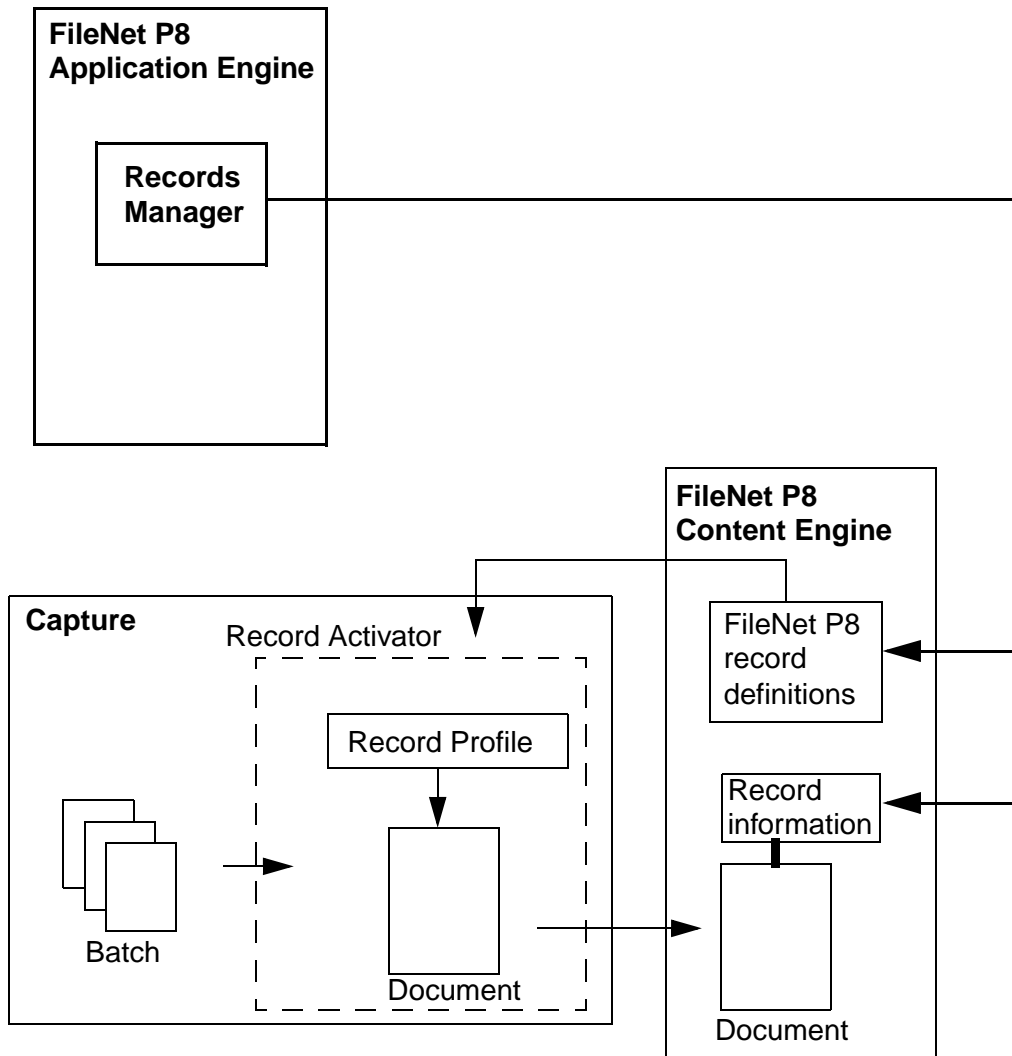
Setting Up Capture Record Activator

Perform the following tasks to set up and configure Record Activator on your FileNet P8 system.

- Verify that Records Manager is installed with your FileNet P8 system.

- Configure Record Activator. The following tasks are described in more detail in subsequent sections.

    - Create a record profile for each of the FileNet P8 record definitions.

    - Define the criterion that describes when a record profile will be applied to a document.

    - For each settings collection, select the rules to apply and the order in which to apply them.

    - Configure user interaction preferences for Record Activator at runtime.

    - Configure logging preferences for the Record Activator.

- Add the Record Activator component to your capture paths as necessary. The Record Activator must be run after the Assembly and Index components, and before Merge and Commit.

    - File Import/Scan

    - Assembly

    - Index

    - Record Activator

    - Merge

    - Commit

Creating a Record Profile

The set of characteristics that define a FileNet P8 record are:

- record class

- record type

- record classification

These are grouped together into a record profile. These entities are defined by the Record Management File Plan established within the FileNet P8 system. The File Plan is designed to meet the specific business rules and requirements of the customer.
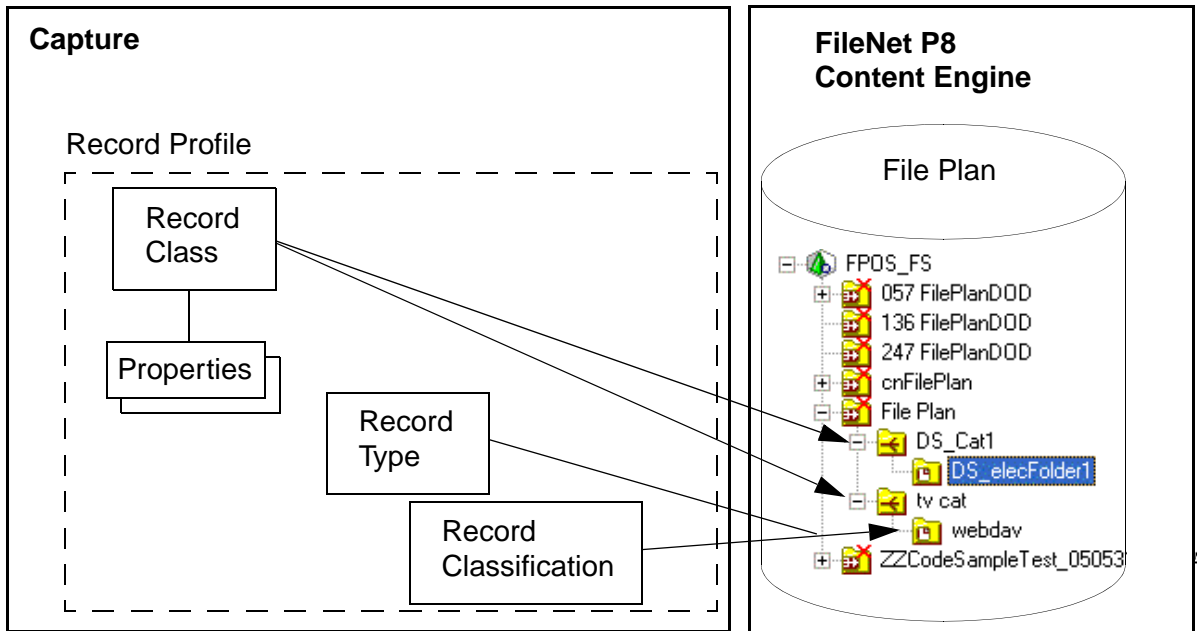
Metadata is stored in the record class as record properties. Examples of properties are subject, description and creator.

The record profile also contains the record type and record classification. The record type describes the record disposition. The record classification describes the record storage location within the Records Manager organization hierarchy.

To create a record profile, start by selecting a batch or settings collection in the Tree View.

Note   Record profile definitions are global to a repository and are available to all settings collections.

1 Select Tools > Configure > Record Activator. The FileNet Capture Record Activator Properties dialog box displays. Select the Rules tab.
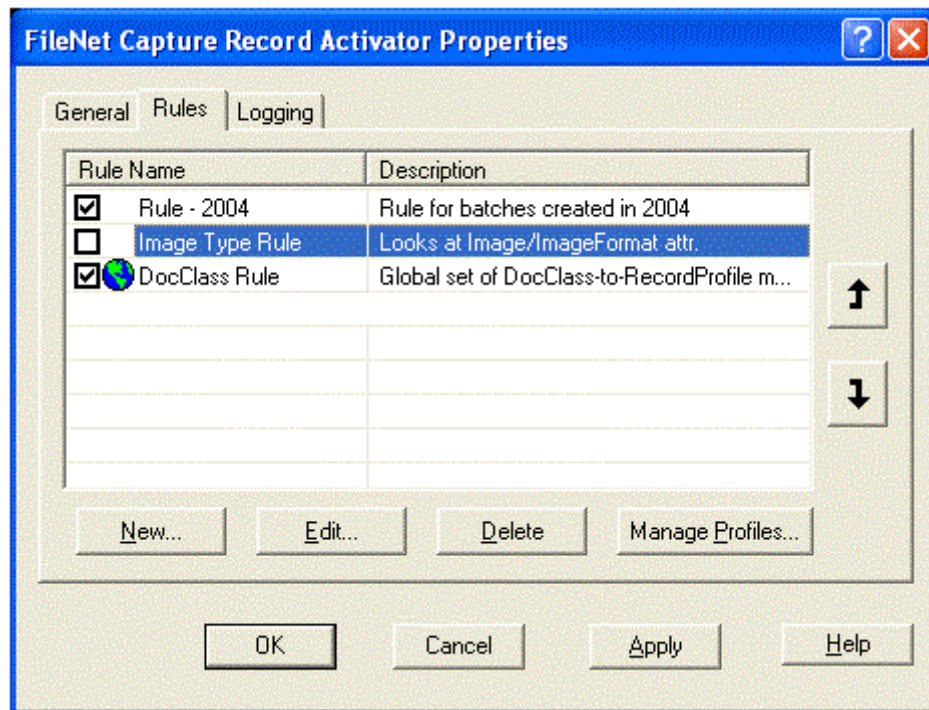
2   Click Manage Profiles. The Manage Record Profiles dialog box displays.
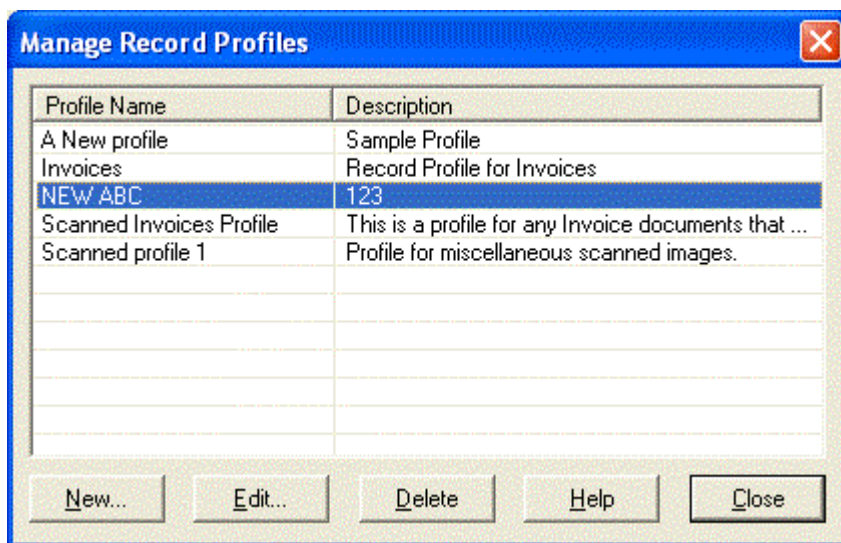
3   To create a new record profile, click New.

The New Record Profile dialog box displays.

4   In the Profile Description area, specify a Name and Description for the Record Profile.

5   In the Record Definition area, select a Record Class and Record Type.

The Transfer matching Document properties to new Record option defaults to unchecked. This instructs Record Activator to transfer property values from the document's record **only if they share the exact names**.

Selecting a Record Class

Conceptually, record classes are similar to document classes. Record classes are defined within the FileNet P8 Records Manager File Plan and provide a mechanism for classifying the record. Some examples are Electronic Record, Marker Record and Invoice Record. Record classes cannot be created or modified from within Capture.

1 In the New Record Profile dialog box, click Browse to display the Select Record Class dialog box containing a list of predefined record classes.

The FileNet P8 File Plan describes a comprehensive Records Management plan and may include categories of records or nodes that you cannot select. One example of an ineligible node is physical documents stored in a cabinet. The icons of these non-selectable catego-

ries are marked with a red **x**. There may, however, be subnodes that you can select beneath the ineligible categories. In this example, under the FilePlanObjectStore you cannot select Record or Marker, but you can select Scanned Record.

2   Select an eligible record class and click OK. The New Record Profile dialog box reappears with the Record Type and Record Classification(s) fields enabled.

Selecting a Record Type and Classification(s)

A record class is associated with a record type and one or more record classifications. After you select a Record Class and click OK, the New Record Profile dialog box appears with the Record Type and Record Classification fields enabled. The list of record types is determined by the record class you selected.

A record classification is the full path of a record's storage location within the Records Manager organization hierarchy. To select a record classification, click the Add button on the New Record Profile dialog box. The Select Record Classification dialog box displays. The list of record classifications is determined by the record class you selected.

Note   You can select more than one record classification.
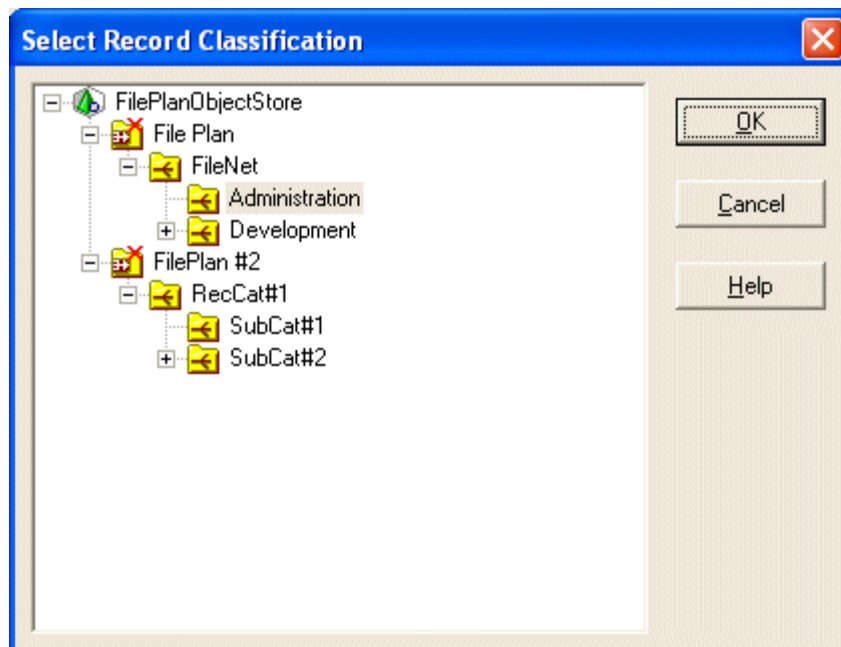
Configuring Record Activator Rules

A Record Activator rule defines when a record profile is applied to a document. Matching a document class to a record profile presents the simplest way to process documents. If all of your documents created with the same document class can use the same record profile, you may be able to meet your Records Manager requirements using the DocClass rule only. In some circumstances you may need to create a custom rule to match a document class to a record profile.

For example, if you have an invoice document class and all or most of your invoices can use the same record profile, you can map the invoice document class to the invoice record profile. If your international invoices must use a different record profile, you can create a custom rule to apply a different record profile to the international invoices only.

You can create two types of Record Activator rules.

- You can create DocClass rules. This maps a document class to a record profile. **See "Configuring Document Class Rules" on page 352.**

- You can also create custom rules which provide more flexibility for specifying which profile to apply to a particular document. **See "Creating Custom Record Activator Rules" on page 354.**

Configuring Document Class Rules

Using Capture, you can map document class properties to a specific record profile.

Note   The document classes are defined on the FileNet P8 Content Engine and the record profiles are defined within Record Activator.

1 Select Tools > Configure > Record Activator. The FileNet Capture Record Activator Properties dialog box displays. Select the Rules tab.

2 Select the DocClass Rule and click Edit.

The Edit DocClass Rule dialog box displays. This list maps document classes to record profiles. A specific document class can be listed only once, but the same record profile can be associated with multiple document classes. The list is sorted in ascending order based upon the DocClass column.
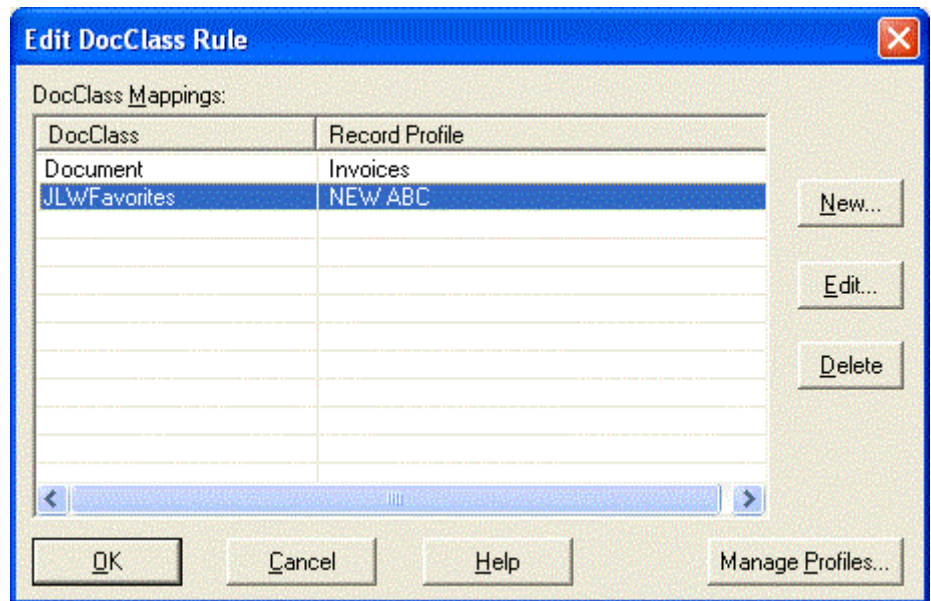
3 To create a new document class mapping, click New. The New Doc-Class Mapping dialog box displays.

The Select an available DocClass drop down list contains document classes that have not already been assigned a record profile mapping.
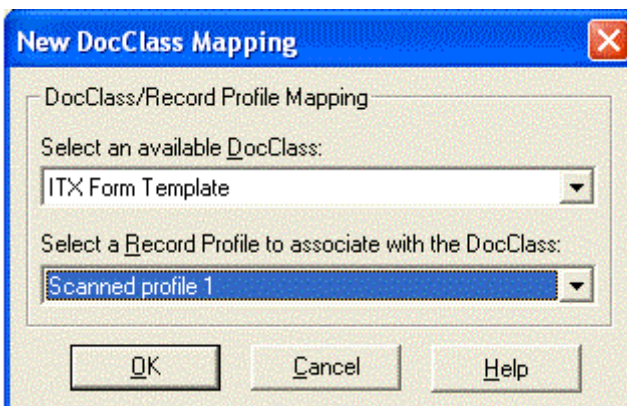
4 Create the mapping by selecting a document class and a record profile and click OK.

Creating Custom Record Activator Rules

This feature provides a high degree of flexibility in defining very specific criteria for matching a record profile to a document. Rules can be based on a batch, document or page property or value. Rules defined this way are associated with a settings collections and apply only to the settings collection in which they are configured. In addition, the rules require sample pages or a sample document to provide an example of the criteria for the rule to be invoked. For more information on sample pages see **"Sample Pages" on page 73**.

1 In the \Config\Settings folder, select the settings collection you want to configure.

2 Start by scanning or importing your sample pages and selecting them in the Tree View.

3 Select Tools > Configure > Record Activator. The FileNet Capture Record Activator Properties dialog box displays. Select the Rules tab.

4 To create a new rule, click New. A wizard steps you through the Create Record Activator rule process.

Enter the required name and an optional description.

5 Click Next to display the Rule Characteristic dialog box.

The Rule Characteristic dialog box defines the characteristics that Record Activator uses to determine which record profile is assigned to a document.

Defining the Characteristic to Trigger the Rule

In the Characteristic Definition section, identify the characteristic that invokes the rule.

1   For Source Object Type, click the appropriate radio button to select the object to which the characteristic belongs: Batch, Document or Page.
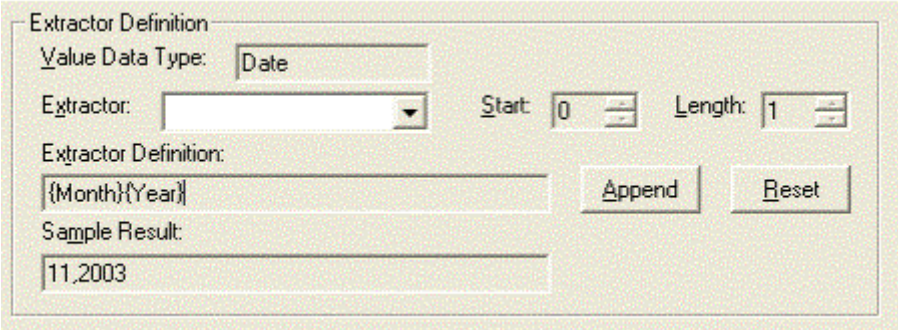
If you select Page, select the number of the page within the document on which the characteristic appears.

2   In the Characteristic Category field, select the kind of characteristic (Properties, Attributes, or Indices) from the drop-down list. The values available differ according to the Source Object type selected, as shown in the table below.

Source Object	Characteristic Category Options
Batch	Properties, Attributes
Document	Properties, Attributes, Indices
Page	Properties, Attributes

3   The Characteristic instances from sample field displays all the examples of the chosen category that appear on the sample source object. Select the one you want to use as the characteristic.

4   If necessary, use the Extractor Definition section to define a subset of the characteristic to use.

- For a textual data type, you can specify a substring. To define the substring position, enter a Start position other than 0 and specify a Length. The length includes the start position.

- Selecting a date type from the Extractor list enables the Append button. By selecting the Append button, the particular Extractor

value is appended to the contents of the read-only Extractor Definition text box.

The Sample Result text box is read-only and displays the result of applying the Extractor Definition to the sample characteristic. It is updated whenever the sample or any extractor definition item is modified.

5 Click Next on the Rule Characteristic dialog box to open the Rule Mapping dialog box. The rule characteristic you defined appears in the Rule Characteristic field.

Defining the Characteristic Condition

1 In the Define A New Mapping section, specify the condition of the characteristic and the record profile to be assigned when the condition is met. In this example, when the Rule Characteristic = "42Abc", the record profile "Invoices" is applied to the document.

2   In the Operator field, select the condition that must apply to the characteristic. The list of operators is dependent on the data type of the characteristic. The <default> operator does not require any specific condition, just the presence of the characteristic.

3   The fields that appear in the Define a New Mapping section are dependent on the data type of the characteristic and the choice of operator.

Note   If you choose the Between operator, you must enter the beginning and end of the range in two fields. This applies only to dates and numerics.

4   In the Record Profile field, select the record profile to assign to documents that meet the conditions you specified.

5   Click Add in the Define a New Mapping area to add the condition to the Current Mappings list.

6   Repeat these steps to create as many conditions as you need for a given characteristic.

Configuring Record Activator Rules for a Settings Collection

The Record Activator Rules dialog displays all the rules that have been created and are global to the repository. When Record Activator processes documents, it applies only rules that have been selected. In addition, rules are applied in the order they appear on the list. To configure the Rules tab to apply rules correctly, follow these steps:

1   In the \Config\Settings folder, select the settings collection you want to configure.

2   Select Tools > Configure > Record Activator. The FileNet Capture Record Activator Properties dialog box displays.

3   Click on the Rules tab.

- To apply a rule, select the check box next to the rule name.

- To change the order in which rules are applied, highlight a rule and click the up or down arrows to move the rule up or down in the list.

4   Click OK to save any changes and close the Record Activator Properties dialog box.

Specifying User Interface Preferences

On the Record Activator Properties dialog box, you can select user interface preferences.

1   Select Tools > Configure > Record Activator. The FileNet Capture Record Activator Properties dialog box displays.
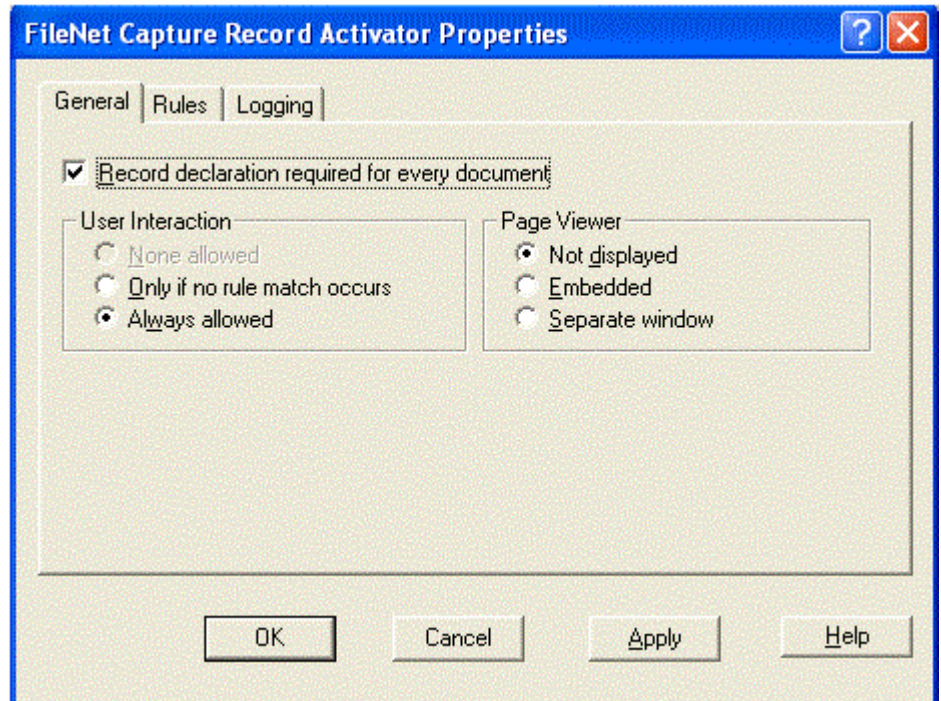
Use the General tab to specify Record Activator usage and viewing characteristics.

2   The Record declaration required for every document check box controls the behavior of the Record Activator at execute time. If checked,

this feature requires that a record profile be chosen for each document within a batch.

3 Select the appropriate radio button in the User Interaction area to specify the nature of the Record Activator user interface:

- None allowed - Disables user interaction. This option is not available if the Record declaration required for every document checkbox is selected.

- Only if no rule match occurs - Permits user interaction only for documents for which no record profile was automatically assigned.

- Always allowed - The user must review and accept or change automatic record profile assignments.

4 Select the appropriate radio button in the Page Viewer area to control the appearance of the Page Viewer, which displays the first page of each document for review during processing.

- Not displayed - The Page Viewer is not displayed.

- Embedded - The Record Activator is embedded within the main window.

- Separate window - The Record Activator displays in its own window.

Configuring Record Activator Logging

You can specify what Record Activator-related activity to log and when to log it.

1 Select Tools > Configure > Record Activator. The FileNet Capture Record Activator Properties dialog box displays.
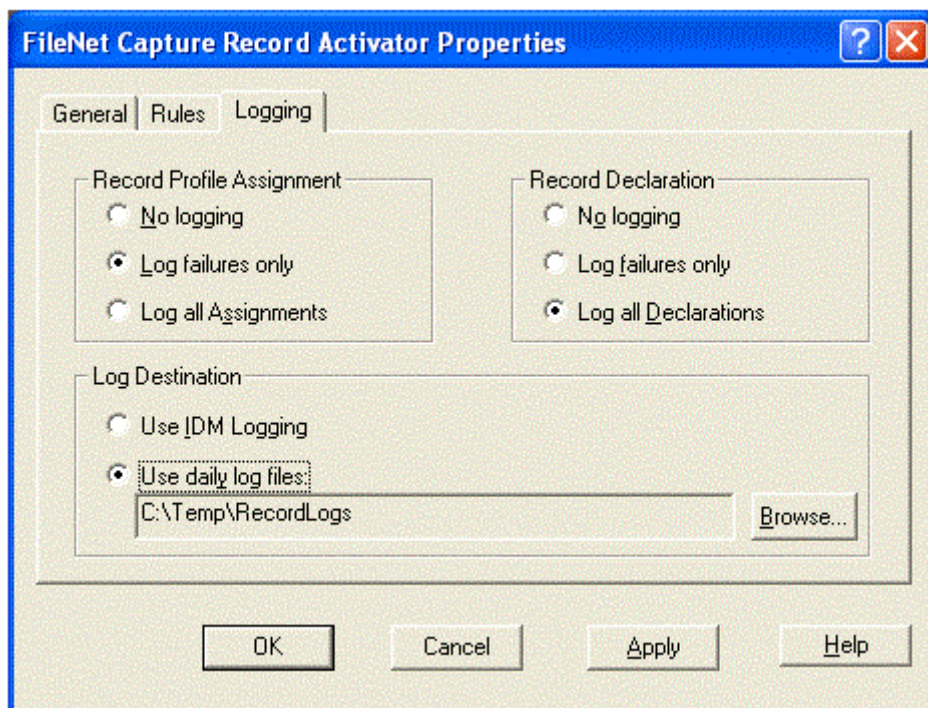
2 Select the Logging tab.

3 Select the appropriate radio button in the Record Profile Assignment area to specify the kind of activity to log during the Record Activator execute assignment process. Select from the following:

- No logging - No logging is performed.

- Log failures only - Only assignment failures are logged.

- Log all Assignments - Both assignment successes and failures are logged.

4   Select the appropriate radio button in the Record Declaration area to specify the kind of activity to log during the record declaration process (i.e., document committal). Select from the following:

   • No logging - No logging is performed.

   • Log failures only - Only declaration failures are logged.

   • Log all Declarations - Both declaration successes and failures are logged.

5   Select the appropriate radio button in the Log Destination area to specify the logging output destination:

   • IDM Logging - Log entries are passed to the FileNet IDM Trace facility already in use by Capture.

   • Daily log files - Log entries are appended to files whose names are based on the current date as follows: "YYYYMMDD.txt". You can select the log file destination folder by clicking Browse.

Configuring Trace for Record Activator

Capture can be configured to record processing activity in a log file, usually to troubleshoot software problems. You can use the FileNet IDM Trace facility to log system activity. The Trace facility must be configured before you can use it.

To configure the Trace Facility, follow the procedure in **"Troubleshooting Using the Trace Utility" on page 680**. At **Step c on page 681**, select RMUtils.dll. Do not select RecordActivator.ocx.

Running Capture Record Activator

Record Activator can be executed on a selected batch or as part of a capture path. Run Record Activator after Assembly and Indexing but before using the Merge component. The Record Activator may permit user interaction for no documents, for all documents it processes, or for only those documents for which no record profile was automatically assigned as specified in the Records Activator General tab. For more information see **"Configuring Record Activator Logging" on page 363**.

1 Run the Record Activator by selecting Tools > Start > Record Activator. A window similar to the following example displays:

Current Document:

ROS1:/JLW/Batch 58/Document 3

Select a Record Profile:

Profile Name	Description
A New profile	Sample Profile
Invoices	Record Profile for Invoices
NEW ABC	123
Scanned Invoices Profile	This is a profile for any Invoice documents that ...
Scanned profile 1	Profile for miscellaneous scanned images.

Apply Rules   Prev Doc   Next Doc   Help
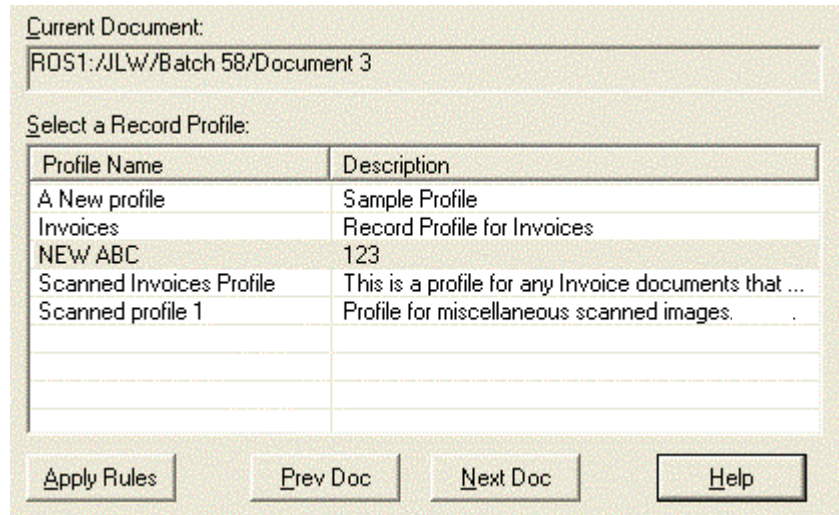
The Current Document field is read-only and displays the name of the current Capture document being processed by Record Activator.

2   When user interaction is permitted, you can select an alternate Record Profile for the current document. The Select a Record Profile list provides access to all available record profile definitions. When a document is first processed and a rule match occurs, the corresponding record profile is highlighted in this list.

3   To process the current document again, click Apply Rules. If any rule match occurs, the corresponding record profile is selected.

- To accept the currently selected profile and process the previous document, click Prev Doc.

- To accept the currently selected profile and display the next document, click Next Doc. If you are processing the last document in the batch, this button processes the first document in the next batch. If there are no more batches, the button changes to Finish.

19
Capture Components

Overview of Capture Components

Component settings, which are grouped in settings collections, are one of the configuration elements that control how Capture processes batches.

All the components used in Capture processing are separate ActiveX (OCX) controls rather than parts of a single application. For example, scanning, assembly, image verification, and indexing are each a separate component rather than being part of a single scan application.

The component settings can be configured by the Capture administrator when creating and defining a settings collection. The Capture administrator can configure the components within a settings collection by running the Settings Wizard or by selecting the settings collection in the Config/Settings folder and selecting Tools, Configure, and then selecting the component to configure. All batches created after settings are configured in this way will be processed using the new settings.

While you can configure most features in Capture using the Settings Wizard, several components or features cannot be configured using this wizard: the Event Activator, Index, Index Verify, Filter Options.

The component settings can also be modified when processing an individual batch. Component setting changes made to an individual batch affect only that batch.

For example, a scan operator may want to change the configuration of the Scan component to create a more readable image for a special document. If the operator has proper security permissions, the operator can open the Scan component configuration and change its settings. The changes are temporary; operators cannot save changes they make to components. This prevents an operator from accidentally altering configurations that a Capture administrator has set up for general use. For more information about how operators can change component settings, see the Capture Professional online help.

Polling and Filtering options are not configured in a settings collection. For more information about Polling and Filter options, see "Filtering Options" on page 521.

For more information about settings collections, see "Settings Collections" on page 68.

Scan

Performs scanning operations. Includes General, Stamper, Patch Code, and Advanced options.Other processing options are available through the Kofax or Pixel Translations tool kits. For more information, see "Scan" on page 140.

File Import

Imports external files into the document capture system. You can import any type of file. For more information, see "File Import" on page 299.

DocProcessing

Provides the post-scan functionality listed below.

Bar Code: Performs bar code detection and recognition tasks. For more information, see "Bar Codes" on page 497.

Patch Code: Performs patch code detection and recognition tasks. For more information, see "Patch Codes" on page 488.

Forms ID: Matches images against predefined master forms to quickly identify form document types. For more information, see the Capture Professional online help.

Image Enhancement: Provides enhancement features like despeckle, deskew, and streak removal. For more information, see "Image Enhancement" on page 426.

Blank Page Detection

Automatically detects and marks blank pages for later deletion during assembly. Blank page detection is often used with Image Verification. For more information, see "Blank Page Detection" on page 512.

Image Verify

Displays images for an operator to verify. The operator can accept images, reject them, or mark them for later rescan. The operator can also use the Image Verify Attributes feature to view the attributes each image carries and to change them if necessary. For more information, see "Image Verify" on page 321.

Event Activator

Automates events or actions within a capture path based on rules that you formulate. For example, you can configure Event Activator to detect a bar code on a page, start a new batch, and put subsequent doc-

uments into that new batch. For more information, see "Event Activator" on page 441.

Assembly

Sorts, organizes, and groups individual scanned or imported objects into documents for permanent storage. Depending on how you configure Capture, an operator can manually assemble documents by dragging, dropping, cutting, and pasting pages and batches within the Tree View, or you can configure this component to automatically assemble pages into documents, based on assembly criteria you specify. Assembly is a required process. For more information, see "Assembly" on page 145.

Index

Indexes documents before committal. The operator can manually index documents by typing index entries into index fields. You can configure this component to automatically enter certain information, often obtained from a bar code, into the appropriate index field. You can configure the Index component to use a mix of manual and automatic indexing. Batches must be assembled before they can be indexed. Index is a required process. For more information, see "Index" on page 161.

Index Verify

Verifies previously-entered index data. If a discrepancy is found, the operator can make a correction before documents are committed. For more information, see "Index Verify" on page 323.

Record Activator

Record Activator translates the FileNet P8 record definition into meta-data and attribute information, which is stored internally in a record profile. The record profile information is attached to each document. After the document is committed in Capture, a record is declared in the FileNet P8 system with the appropriate record information. For more information, see "Record Activator" on page 340.

Commit

Commits batches to a server for permanent storage. Commit is the last component used in Capture processing. When the Commit component finishes processing a batch, the batch is committed to page cache (for Image Services systems) or the Library (for Content Services and Content Engine systems). Commit is a required process. For more information, see "Committing Documents" on page 260.

Full Text OCR

Converts scanned pages (or areas of scanned pages) into editable text using Optical Character Recognition technology. The textual data is saved as PDF and retains the formatting and layout of the original document. For more information, see "Full Text OCR" on page 336.

Zonal OCR

Performs Optical Character Recognition on the data in one or more "zones" on a page. You designate one or more zones for OCR processing. The Zonal OCR component then extracts the text from each of these zones and stores it as an attribute for the image. For more information, see "Zonal OCR" on page 334.

Merge

> Combines multiple individual image files of the same or compatible type into a single, multi-page file. Merge is used in Content Services and Content Engine environments since each document in a CS or CE library can contain only one file. For more information, see "Merge" on page 331.

Viewer

> Displays pages in the Workspace view. While a page appears in the Viewer, you can zoom the Viewer in or out, rotate the page, invert its colors, and adjust the brightness and gray scale settings. Viewer is not a processing component, like those above. For more information, see "The User Interface" on page 380.

PrintFax

> Prints or faxes an uncommitted document from within the Capture Tree View. Capture cannot view committed documents. For more information, see "PrintFax" on page 617.

Creating Custom Components

> Capture is a collection of OCXs that are bound together by a capture application. The application program interface (API) is fully exposed via OLE automation, so you can write your own OCX controls with Visual C++, Visual Basic, and other tools and plug them into the Capture application. You can also create a custom container for the Capture and your proprietary controls.

Custom and third-party components can be used within a capture path, and if properly installed and registered via Capture Manager, they will appear in the Capture Path Wizard.

Custom components may add attributes to objects that can be used for subsequent processing.

For more information on creating custom controls see the Programming Reference online help. Also refer to the documentation provided with any third-party component for more information.

Part III - Capture Features

20
Batch Totals

Overview of Batch Totals

The Batch Totals feature can be used to keep a running total of the values entered for a specified field for every document in a batch. For example, if Sales Tax is configured as a batch totals index field, the system adds up the sales tax entered during indexing for each document in the batch. After the batch is indexed, the total value for that numeric index is compared to the predefined batch total. The batch total values can be viewed, printed, or saved to a file.

The index operator may or may not know that a numeric index field is configured to accumulate Batch Totals. The index operator simply indexes these numeric values the same way as any other index field. The IS accumulates the Actual Totals and compares them with the Expected Totals. If Expected and Actual Totals are not equal, Capture displays a warning to the index operator.

The following sections describe the steps required to set up and use batch totals.

Set Up Index and Document Class for Batch Totals on the IS Server

The IS system administrator must enable batch total verification when the index fields are configured for the document class. To do this, mark one or more numeric index fields for Batch Totals accumulation when defining the index fields for the document class.

Capture then adds up the values of these fields as they are indexed in each document of the given batch. This results in the Actual Total.

Set Up Capture Indexing For Batch Totals

The Capture administrator sets up indexing on the Capture station, to use the numeric field(s) set up on the IS to run batch totals.

When running Capture, the index operator indexes the numeric field values as any other field. The server accumulates the totals and compares the actual total with the expected total.

Define Expected Totals During Batch Creation

When batch totals are enabled for a doc class, a dialog box displays just after batch creation. The supervisor or operator creating batches enters the Expected Totals for each index field marked for Batch Totals.

Select an item from the Index Name column, edit the Expected Total, then click Set. Click OK to store the Expected Totals on the IS server. The Actual Totals will be calculated on the server as the batch is indexed.

Define Expected Totals After Batch Creation

To Define Expected Totals on a batch that already exists, do the following:

1 Select a Batch.

2 Select File, Properties.

3 Select Batch Totals property page.

4 Set or modify Expected Totals.

View Expected Totals and Actual Totals

To View Expected Totals and Actual Totals on a batch that has been indexed do the following:

1 Select a Batch.

2 Select File, Properties.

3 Select Batch Totals property page.

4 View Expected and Actual totals.

Tip You can also print the batch total values or save them to a file. For more information, see "The Batch Totals Tab" on page 436.

Committing Documents with Batch Totals Verification

The scenarios below happen only if the document class is marked for Batch Total verification:

- If the Expected total matches the Actual total, the commit proceeds normally.

- If the Expected total doesn't match the Actual total, Capture displays a warning.

- If the user continues past the warning, the commit proceeds. Note that some users may not have the security privileges needed to override a Batch Totals error. If the user does not continue past the warning, the batch is not committed.

21
The User Interface

Overview of the User Interface

The Capture native user interface is a collection of elements that you can configure. You can create a custom interface at each Capture station so your operators see only the controls and functions they need to do their jobs. The operators can also customize configuration settings at their own workstation.

The basic user interface contains the following parts:

- Toolbars

- Tree View

- List View

- Workspace View

- Viewer Component

- Status Bar

These parts are shown in the next example.

Standard Toolbar   List Toolbar   VCR Toolbar   Viewer and Viewer Toolbar

Tree View   List View   Workspace View   Status Bar
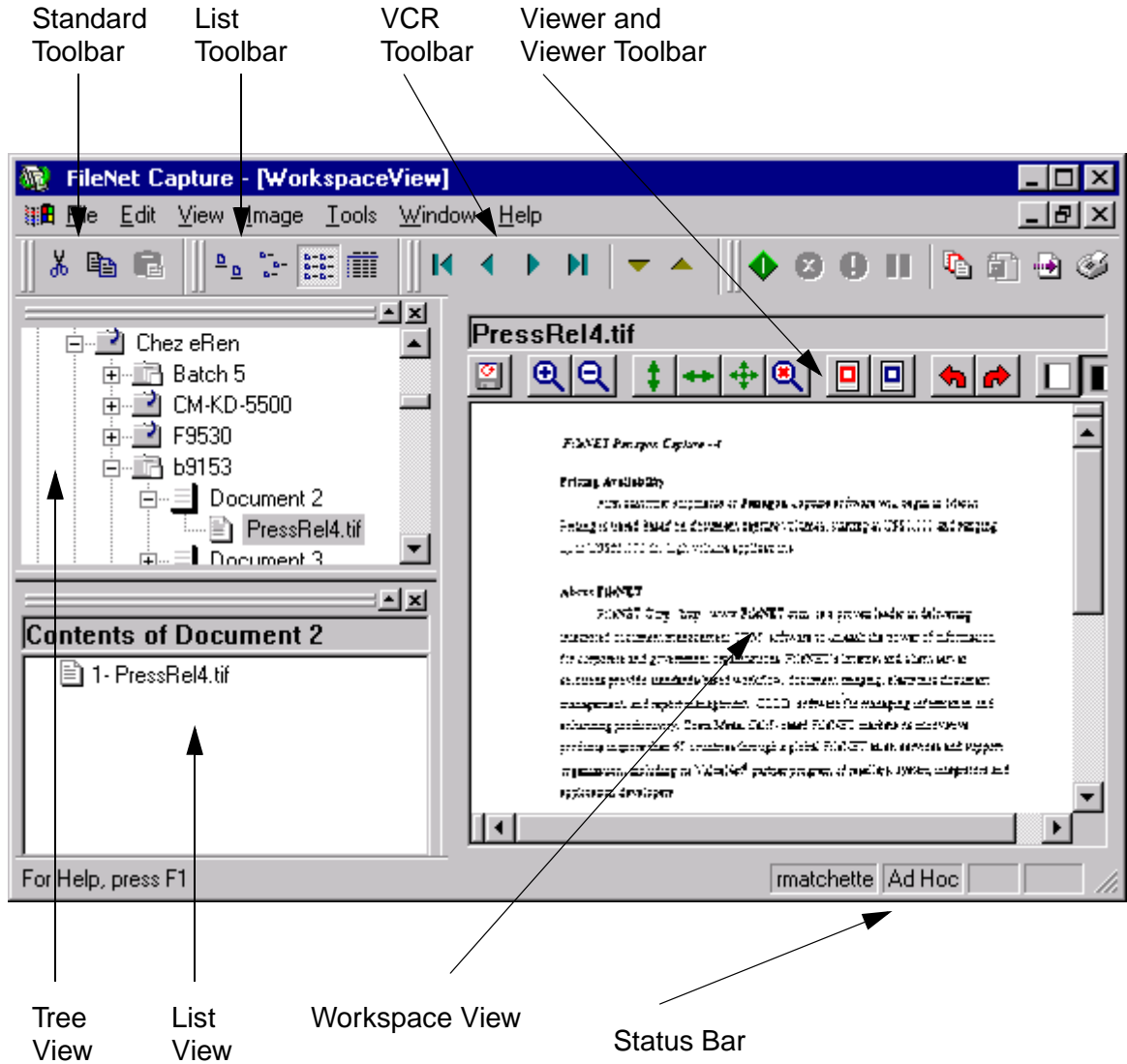
These parts are described below.

Toolbars

The Capture interface contains a number of toolbars. You can customize many of the toolbars and selectively display or hide them. There are several other toolbars. See also <u>"Toolbars and Tooltips" on page 399</u>.

Tooltips

A tool tip is a popup window that provides a description of a button. If you hold the cursor over a toolbar button, a popup window will open and display the name of the selected button. See also <u>"Toolbars and Tooltips" on page 399</u>.

Tree View

Displays the various repositories you can access from your workstation, along with the folders, batches, and documents they contain. See also <u>"Tree View Options" on page 386</u>.

List View

Displays the items contained in the object (folder, batch, or document) currently selected in the Tree View. See also <u>"List View Options" on page 391</u> and <u>"List View Columns Options" on page 396</u>.

Workspace View

A multipurpose view used by any active task on the workstation.

For example, when you scan a page or select a page from the List View, the Viewer component uses the Workspace view to display the page. When a page is displayed, the status bar at the top of the Workspace view lists the page's path and file name. When you are indexing a batch, the indexing component interface appears in the Workspace view.

Viewer Component

Displays scanned pages in the Workspace view. If you are using Image Verification to inspect captured pages, they will be displayed in the Viewer.

If you are not using Image Verification, you can select pages individually from the Tree or List View, and they will be displayed by the Viewer. This allows you to perform spot checks on the captured pages.

The Viewer has its own toolbar, which you can turn on or off. It also has a page navigator feature you can use to browse through all the pages in a batch. You can split the Viewer into four sections to see four versions of the same page simultaneously, and you can scroll each section independently.

The Viewer component is covered in detail in another chapter. For more information about the Viewer, see <u>"The Viewer" on page 416</u>.

Status Bar

A status bar displays at the bottom of the Capture window.

Information messages, such as prompts or brief explanations, display on the far left side of the status bar. The information may apply only to the selected menu or tool, or it may apply to the Capture system in general.

The status boxes on the right side of the status bar identify the Windows user name logged onto the workstation (not the FileNet logon name), whether the workstation is in Capture Path or Ad-Hoc mode, and the keyboard Caps Lock and Num Lock status.

Saving User Interface Options

User interface options can be configured by the Capture administrator, or an operator with proper access authority. User interface configuration options include:

- Showing or hiding the List View, Tree View, Workspace View, or status bar

- The appearance and behavior of the List View and Tree View

- The choice and configuration of toolbars

Each workstation stores the user interface options in its Windows registry. The user interface options are stored by the Windows logon name. User interface options can be configured for each Windows logon name on a workstation.

Controlling View Panes

The Capture administrator or operator can open and close the views and can control the types of access an operator has to the views.

Hiding or Showing Views

The Tree, List, and Workspace Views are typically open when you start Capture.

Use the options in the View menu to hide or show each individual view. Each view appears in the View menu. Click on a View to toggle it on or off. A view will show if a check mark appears next to it.

Use the Restore Defaults command in the Window menu to restore the arrangement of the panes and views to the default appearance.

Repository Options

The Capture administrator or an operator can configure the size of List View thumbnails, save thumbnails to the repository, and save thumbnails to a temporary image cache. The Capture administrator or an operator can choose to have Capture generate a checksum when an image is first scanned.

Note   An operator can override the Capture administrator's settings.

The use of thumbnail options can slow performance.

Thumbnail Height and Thumbnail Width

You can configure the size of thumbnail (large icon) image renditions that are saved to repositories. You set their width and height in pixels in the Repository tab of the Control Properties dialog box. The settings you make apply to all repositories the operator can access. The larger the thumbnail size, the more disk space required to store it.

Save Thumbnails to Repositories

Capture can display a Large Icon (thumbnail) style in the List View. By default, the software does not use stored thumbnails.

Render Thumbnail When Storing Pages

You have the option of creating thumbnail renditions as new images are created. These pre-rendered thumbnails are temporarily saved in an image cache on the workstation. Their existence in the image cache reduces the chance that thumbnails must be rendered when the List View is set to Large Icon style.

You must enable the Save Thumbnails to Repository option to save the pre-rendered thumbnails to the repository.

Checksum Pages Written

Capture can generate a checksum on each image after an image is scanned, after post-scan image enhancement, and after a rescan. This checksum is verified before an image is committed, to ensure that it has not been corrupted during processing. If the checksum can't be verified, the image is not committed. The checksum is not stored with the image.

Shortcuts Options

A shortcut provides a name to a folder located on the repository. You may need to add custom shortcuts if a third-party or custom application you are using does not set the shortcut information automatically. If so, you must know the shortcut name the application looks for as well as the location of the folder on the repository, because the name you use must match the name the application uses. You must enter the shortcut information separately for each workstation that uses the application.

You can add, edit and delete shortcuts. The syntax of a shortcut is <folder>/<folder>. You cannot edit or delete the predefined shortcut names in the LocalSettings, Capture Paths, Settings, or Templates shortcuts. The Capture software looks for these names explicitly.

Tree View Options

The system administrator or an operator can configure the hierarchy style used in the Tree View. The dimensional appearance of the panes,

the line and border styles used on the panes, and the style and alignment of the Tree View are also configurable. Other Tree View options include enabling drag and drop and multiple selection of objects, defining the kinds of objects that can be selected, and how object are shown when selected.

Note   An operator can override the Capture administrator's settings.

The Tree View and List View share several of the same configuration options.

Enabled

The Enabled option enables or disables access to the Tree View. Enabling or disabling access is done independently for the Tree View and List View. The List View tab also has the Enabled option.

Enabled selected
An operator can expand or collapse objects in the hierarchy.

Enabled cleared
An operator cannot do anything to the objects in the Tree View. An operator cannot even expand or collapse objects in the hierarchy.

Style

The Style option configures the appearance of the hierarchy that displays in the Tree View.

The hierarchy can display a text description of each component and an icon that represents each type of component. Lines can link component together to visually indicate their relationship to each other. If a component such as a folder or batch is collapsed, a plus sign can dis-

play to indicate that you can expand the component and view the items it contains. If a component is fully expanded, a minus sign can display to indicate that no further expansion is possible.

Border Style

The Border Style option controls the type of border that encloses the Tree View. The Tree View can have a thin line or be borderless. The List View also has this option. Often, the views are configured to have no border.

Line Style

The relationships between repositories, folders, batches, documents and pages are illustrated with lines in the Tree View.

If you selected a master style in the Style field that uses lines, you can choose one of two line styles. The Root Lines style shows the relationships between repositories as well as folders, batches, documents and pages within a repository. The Tree Lines style shows only the relationships between folders, batches, documents, and pages within a repository. Relationships between repositories are not delineated.

Appearance

The Appearance option configures how the Tree View looks. The Tree View can have a flat appearance or appear as if were in three dimensions.

Allow Cut/Copy/Paste/Delete/Drag/Drop

You can enable or disable the ability to cut/copy/paste/delete/drag/drop for the Tree View. Enabling or disabling the Allow Cut/Copy/Paste/De-

lete/Drag/Drop feature is done independently for Tree View and List View. The List View tab has this same option.

Allow Cut/Copy/Paste/Delete/Drag/Drop selected
Enables an operator to reorder items within the Tree View by cutting, pasting, dragging or dropping pages, documents, batches, or folders.

Allow Cut/Copy/Paste/Delete/Drag/Drop cleared
Prevents an operator from reordering items within the Tree View by cutting, pasting, dragging or dropping pages, documents, batches, or folders. When Allow Cut/Copy/Paste/Delete/Drag/Drop is disabled, operators cannot use the Tree View to assemble documents.

Allow Multiple Selection

The Allow Multiple Selection option controls whether operators can select multiple objects within the Tree View. When multiple selection is enabled, operators can hold down the Shift key and select several objects. Operators can only select multiple objects at the same hierarchical level. For example, if an operator first selects a batch, the operator can only select more batches.

Allow Multiple Selection selected
An operator can use the Shift key to select multiple objects in the Tree View.

Allow Multiple Selection cleared
An operator cannot select multiple objects in the Tree View.

Always Show Selection

The Always Show Selection option controls highlighting of a selected object in the Tree View.

Always Show Selection selected
A selected object will remain highlighted even when the focus moves to another view.

Always Show Selection cleared
A selected object will lose the highlight when the Tree View no longer has the focus.

Navigational Depth

The Navigational Depth option controls the level to which the Tree View can be expanded for viewing. For example, if you set the Navigational Depth field to the batch level, you cannot navigate to the documents in the batch or the pages in those documents.

The hierarchy expands and collapses at each level. A fully expanded level is marked with a minus (-), while an unexpanded level is marked with a plus (+). To expand or collapse a level, double click on the object name, or click the plus or minus symbol. Once you set the Navigational Depth field, you cannot navigate below that level in the TreeView.

Note   A + sign appear for all levels in the Tree View, whether or not there are contents in that level. If there are no contents in that level, as soon as you click the + sign, the + sign disappears and no expansion occurs.

Restricting the depth can improve performance. Capture uses less memory when fewer objects are loaded in the Tree View. For example, you may notice a performance improvement when you use a value of Batch instead of Document. However, when using a value of Batch, operators cannot expand the hierarchy to objects smaller than a batch. They cannot see documents or pages.

You can set the navigational depth to one of the following: Repository, Folder, Batch, Document, or Page

List View Options

The system administrator or an operator can configure the hierarchy used in the List View. The dimensional appearance of the panes, the line and border styles used on the panes, and the style and alignment of the List View are also configurable.

Note An operator can override the Capture administrator's settings.

Enabled

The Enabled option enables or disables access to the List View. Enabling or disabling access is done independently for the Tree View and List View. The Tree View tab also has the Enabled option.

Enabled selected
An operator can expand or collapse objects in the List View hierarchy.

Enabled cleared
An operator cannot do anything to the objects in the List View. An operator cannot even expand or collapse objects in the hierarchy.

View

The View option controls how objects appear in the List View. You can choose one of the following styles.

Large Icons

This option displays a thumbnail rendition of the page with a label below the thumbnail. (When batches and documents are displayed with this view option, the first page of the batch or document is displayed.)

Using this option has performance implications.

Small Icons

This option displays a small icon for each page, document, or batch.

List

Typically, objects are configured to appear in the List View in a List format, which displays a small icon that represents the object type, followed by the object's name.

Details

This option displays information about the object in a report format. The format can include up to seven columns of information. The columns can contain the object's name, the object's order (page 1, page 2, etc.), the name of the operator who created the object, the date the object was created, the processing phase the object is currently undergoing, the next processing phase it will undergo, and its current status.

The number of columns and type of data you see with this view is controlled by the settings in the List View Columns tab. See also <u>"List View Columns Options" on page 396</u>.

Border Style

The Border Style option controls the type of border that encloses the List View. The List View can have a thin line or be borderless. The Tree View also has this option.

Arrange

The Arrange option controls the alignment of objects in the List View. Within the List View, objects can align along the top edge (Auto Arrange Top), or along the left edge (Auto Arrange Left).

Appearance

The Appearance option configures how the List View looks. The List View can have a flat appearance or appear as if were in three dimensions.

Allow Cut/Copy/Paste/Delete/Drag/Drop

You can enable or disable the ability to cut/copy/paste/delete/drag/drop for the List View. Enabling or disabling the Allow Cut/Copy/Paste/Delete/Drag/Drop feature is done independently for Tree View and List View. The Tree View tab has this same option.

Allow Cut/Copy/Paste/Delete/Drag/Drop selected
Enables an operator to reorder items within the List View by cutting, pasting, dragging or dropping pages, documents, batches, or folders.

Allow Cut/Copy/Paste/Delete/Drag/Drop cleared
Prevents an operator from reordering items within the List View by cutting, pasting, dragging or dropping pages, documents, batches, or folders. When Allow Cut/Copy/Paste/Delete/Drag/Drop is disabled, operators cannot use the List View to assemble documents.

Allow Multiple Selection

The Allow Multiple Selection option controls whether operators can se-
lect multiple objects within the List View. When multiple selection is en-
abled, operators can hold down the Shift key and select several
objects. Operators can only select multiple objects at the same hierar-
chical level. For example, if an operator first selects a batch, the opera-
tor can only select more batches.

Allow Multiple Selection selected
An operator can use the Shift key to select multiple objects in the List
View.

Allow Multiple Selection cleared
An operator cannot select multiple objects in the List View.

Always Show Selection

The Always Show Selection option controls highlighting of a selected
object in the List View.

Always Show Selection selected
A selected object will remain highlighted even when the focus moves to
another view.

Always Show Selection cleared
A selected object will lose the highlight when the List View no longer
has the focus.

Hide Column Headers

The Hide Column Headers option controls whether column heads in
the List View are shown or hidden.

Hide Column Headers selected

Hides column headers when the Details option is selected for the List View.

Hide Column Headers cleared

Shows column headers.

Wrap Labels

The Wrap option controls whether object names in the List View are wrapped or displayed on a single line.

Wrap Labels selected

Wraps or truncates object names when the Details option is selected for the List View.

Wrap Labels cleared

Shows long object names on a single line.

Sort Delay

In the Details style of the List View, Capture automatically sorts the list according the column header criteria as each image is added during scanning. This can degrade performance for high-speed scanners. To delay sorting until an entire batch has been scanned, set the Sort Delay field higher than your page acquisition rate.

For example, if your scanner captures a page every 2 seconds, set the Sort Delay field to 5. Capture won't sort the images until 5 seconds have passed after the last image was scanned.

The range of this option is 0 to 30 seconds.

List View Columns Options

The List View Columns options are used with the Details view option for the List View. When the Details option is selected in the View option on the List View tab, you can customize the information that displays using the List View Columns options below. See also "List View Options" on page 391.

Number of Columns

The number of columns option controls how may columns display in the List View when the Details option is selected. See also "Details" on page 392.

Column 1 through 7

The Column 1 through 7 options control the column heading and the type of information that displays in the columns. The choices include: Name, Order, Creator, Create Date, Current Phase, Next Phase, and Status.

Auto Resize

The Auto Resize option controls whether the List View is to automatically resize to display all the columns, or require the operator to use the horizontal scroll bar to see columns beyond the size of the view window.

Routing Agent Options

The routing agent options control how Capture executes a capture path and how it handles batches that are busy or already processed.
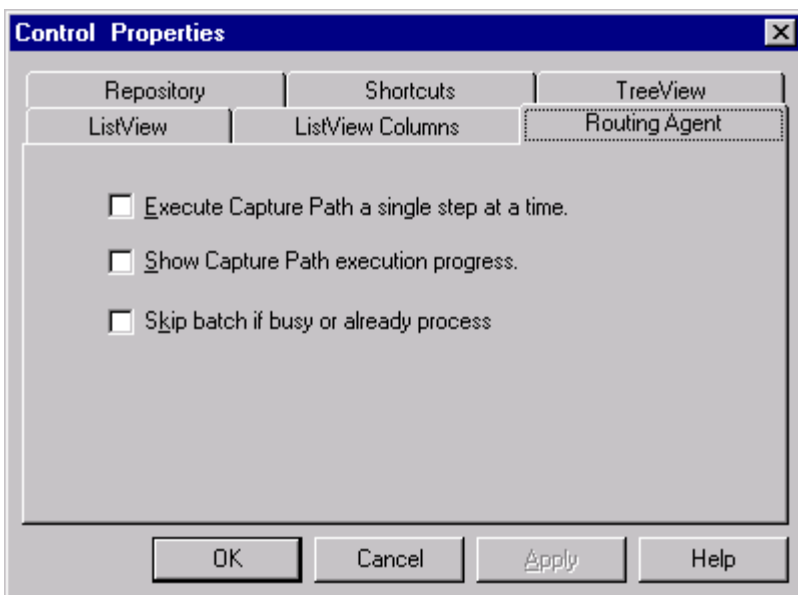
For more information about capture paths, see "Capture Paths" on page 103.

Execute Capture Path a Single Step at a Time

This option controls whether to run the capture path in sequence, or stop after each component is run.

Execute Capture Path a Single Step at a Time selected
The capture path pauses after each component has run, and displays a dialog box requesting user approval to run the next component.

Execute Capture Path a Single Step at a Time cleared
The capture path runs each component in sequence, without interruption.

Show Capture Path Execution Progress

This option controls whether or not to run the capture path with a separate window showing a graphic representation of the capture path as it runs.

Show Capture Path Execution Progress selected
Capture displays a graphic representation of the capture path layout in a separate window, with the active component highlighted as the capture path runs.

Show Capture Path Execution Progress cleared
Capture runs the capture path without graphic representation of the capture path's progress.

Skip Batch If Busy Or Already Processed

This option controls whether to select the first available batch, or present a message to the operator giving the choice to process the batch or not. Selecting this option can speed throughput in a distributed processing environment that employs filtering so operators can share work.

Skip Batch If Busy or Already Processed selected
Capture automatically skips batches that are busy or have already been processed and selects the first batch available for processing.

Skip Batch If Busy or Already Processed cleared
Capture attempts to process a batch even if the batch is busy or has already been processed. When it detects that the batch is busy or already processed, it displays a message to the operator giving the option to reprocess the batch or not.

For more information, see "Filtering Options" on page 521, "Distributed Processing" on page 618 and "Capture Paths" on page 103.

Toolbars and Tooltips

Capture provides a set of toolbars and the Capture administrator or operator can create custom toolbars as needed. The Capture administrator or operator can:

- Select which toolbars are on or off, specify which control buttons a toolbar displays, and rearrange the order of the displayed buttons. Not all toolbars remain off after a restart.

- Configure the toolbars to use either large or small buttons. Small buttons are used most often.

- Configure toolbars to display tooltips when the cursor is held over a toolbar button for a few seconds. A tool tip is a small a pop-up window that displays the name of the selected element.

For more information about toolbars and tooltips, see the Capture Professional online help. For an example procedure for configuring toolbars see "Configure Toolbars" on page 414.

Toolbars Available

The toolbars available can include:

Standard Toolbar

The Standard toolbar contains Cut, Copy, and Paste.

List (Navigator) Toolbar

The List toolbar selects how the information in the List View displays. The view options include large Icons, Small Icons, List and Details.

VCR Buttons Toolbar

Use the VCR Buttons toolbar to scroll through the objects in the List View. Click these buttons to jump to the beginning or end of a list, and to change levels within a list.

Tools Palette Toolbar

The Tools Palette toolbar icons launch individual components for the Viewer, Assembly, the Event Activator, Blank Page Detection, Image Import, Image Verification, Indexing, Index Verification, Scanning, and Committal.

This toolbar also provides icons used to Stop, Pause, or Abort a component or Capture Path.

This toolbar cannot be turned off permanently. It displays each time Capture starts. Buttons for the components actually installed on the workstation display in the toolbar. If a component is not installed, no button for it displays in the Tools Palette.

Blank Page Toolbar

The Blank Page toolbar buttons control the Blank Page statistical functions. Use these buttons to show or clear the Blank Page Statistics.

This toolbar displays only if the Blank Page component is installed on the workstation. If it is present, it cannot be turned off permanently. It displays each time Capture starts.

Scan Toolbar

The Scan toolbar buttons control scanning-related functions including bar code recognition, patch code recognition, image enhancement, and forms identification.

This toolbar displays only if the Scan component is installed on the workstation. If it is present, it cannot be turned off permanently. It displays each time Capture starts.

DocProcessing Toolbar

The DocProcessing toolbar buttons control document processing functions such as Bar Code detection and Image Enhancement options.

This toolbar displays only if the post-scan Doc Processing component is installed on the workstation.

Image Verify Toolbar

The Image Verification toolbar icons allow the operator to mark the status of images during the verification process. The operator clicks one of the toolbar buttons to flag an image as "accepted," "rejected," or "rescan."

Viewer Toolbar

The Viewer toolbar buttons change the appearance of the image in the Workspace Views, and step through pages in the batch.

Examples of Specific Use Stations

Examples of several specific use stations appear in this section, along with a description of the component group that must be installed for each type of station, and the way the Tree View and List View, and the toolbars should be configured to match the look of the examples. The specific use stations covered here are:

- Scan-only

- Scan and verify

- Image verify and assembly

- Index-only

Scan-Only Station

For a scan only station, you may want the user interface to look like the sample below. All toolbars that won't be used are turned off.

Components

A Scan-only station should include all of the components installed for a Capture scanning package. (The actual scan package you select will depend on your scanning volume and type of scanner you are using.)

Views

In the sample interface, the Tree View and List View and are on, while the Workspace pane is turned off. Since the operator at a scan-only station is not verifying or assembling pages, there is nothing the scan operator needs to see in the Workspace pane. All toolbars that won't be used are turned off.

Toolbars

The Standard toolbar is turned off. The Standard toolbar contains buttons for Copy, Cut, Paste, Print, and Help. A scan-only operator probably does not need access to these functions.

The List View toolbar is turned off. The operator has no need to see this toolbar because the List View has been set to display objects in a List format.

The VCR Buttons toolbar is turned off. Eliminating the VCR buttons helps to simplify the user interface. This toolbar provides controls that let an operator scroll through objects in the List View. The VCR Buttons toolbar also contains the Stop button, which stops the Scan component. There is also a Stop commend on the Tools menu. At some sites, you may want to leave the VCR Buttons toolbar enabled.

The Tools Palette toolbar is turned on. On a scan-only station, you would install only the Scan component and perhaps the Event Activator component, if it is needed by the operator's capture path. The Tools Palette toolbar shows buttons for components that are actually installed on the workstation, so no extraneous buttons appear to the operator.

The Blank Page toolbar does not show since the Blank Page component is not installed on this scan-only station. In this scenario, blank page detection would take place on an Assembly workstation.

Scan
Tools Palette

Tree View   List View   Status Bar
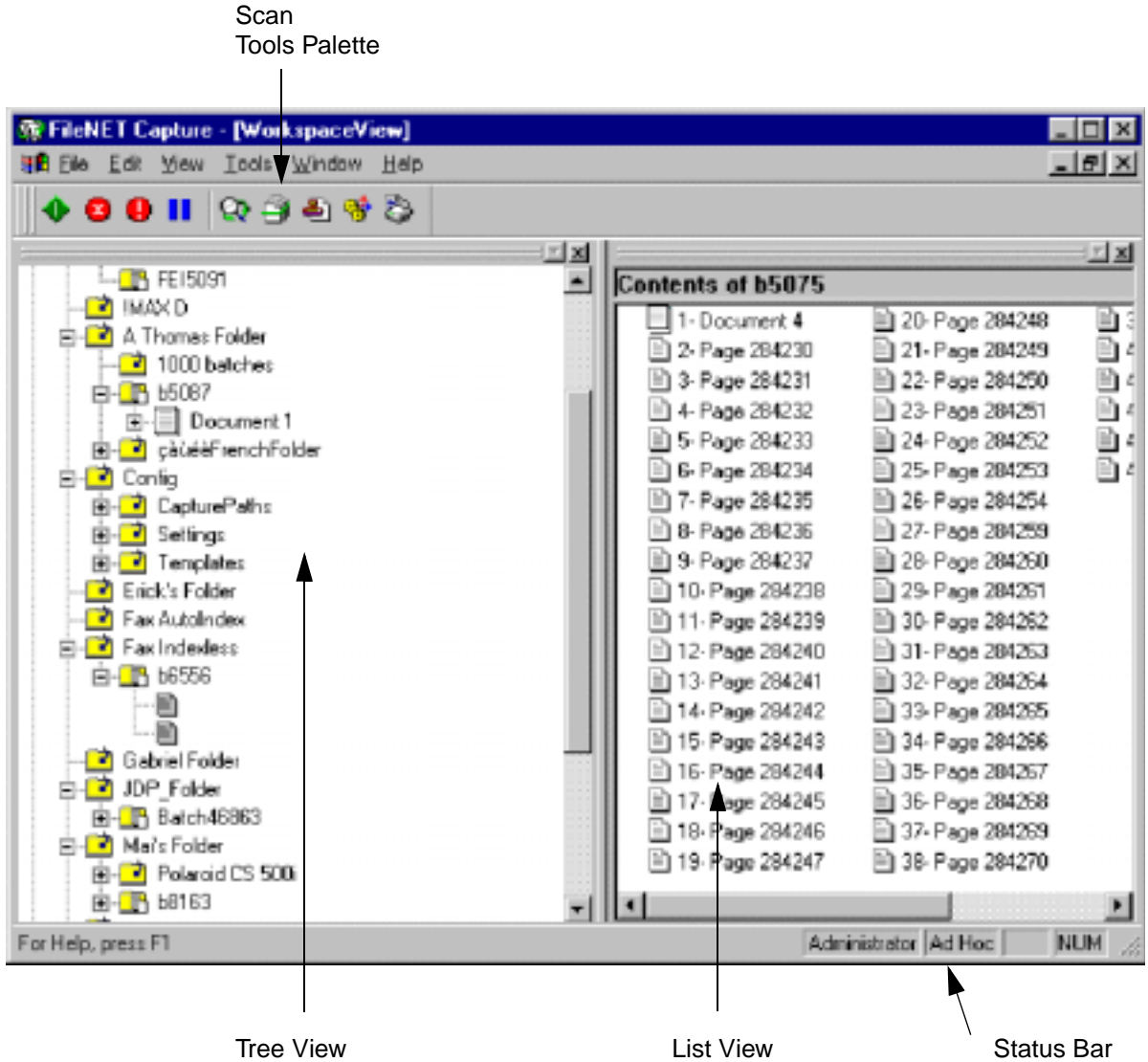
Scan and Verify Station

For a scan and image verify station, you may want the user interface to look like the sample below. Note in the example, because the image verify component is running, most toolbars and the buttons on them are grayed and inactive. All toolbars that won't be used are turned off.

Components

A scan and image verify station should include all of the components installed for a Capture scanning package. (The actual scan package you select will depend on your scanning volume and type of scanner you are using.)

Views

In the sample interface, the List and Tree Views are on, and the work-space pane is open to accommodate the Viewer. The List View is configured to display objects in a thumbnail format.

Toolbars

The Standard toolbar is turned off. The operator will seldom need to cut, copy or paste.

The List toolbar is turned off to simplify the interface.

The VCR Buttons toolbar is turned on so the user can use them to scroll through images.

The Blank Page toolbar is on.

The Tools Palette is turned on. It has buttons that start the components installed on the workstation. In the sample user interface, there are

buttons for the Viewer, Assembly, Image Verify, Event Activator, Scan, and Blank Page Detection.

The Viewer shows its standard toolbar. This can be turned off by configuring the Viewer component.The Image Verification toolbar appears in the Viewer when the Image Verify component starts.

VCR
Buttons

Tools
Palette

Blank Page
Toolbar

Viewer
Toolbar

Image
Verify
Toolbar

Tree
View

List
View

Viewer

Status
Bar
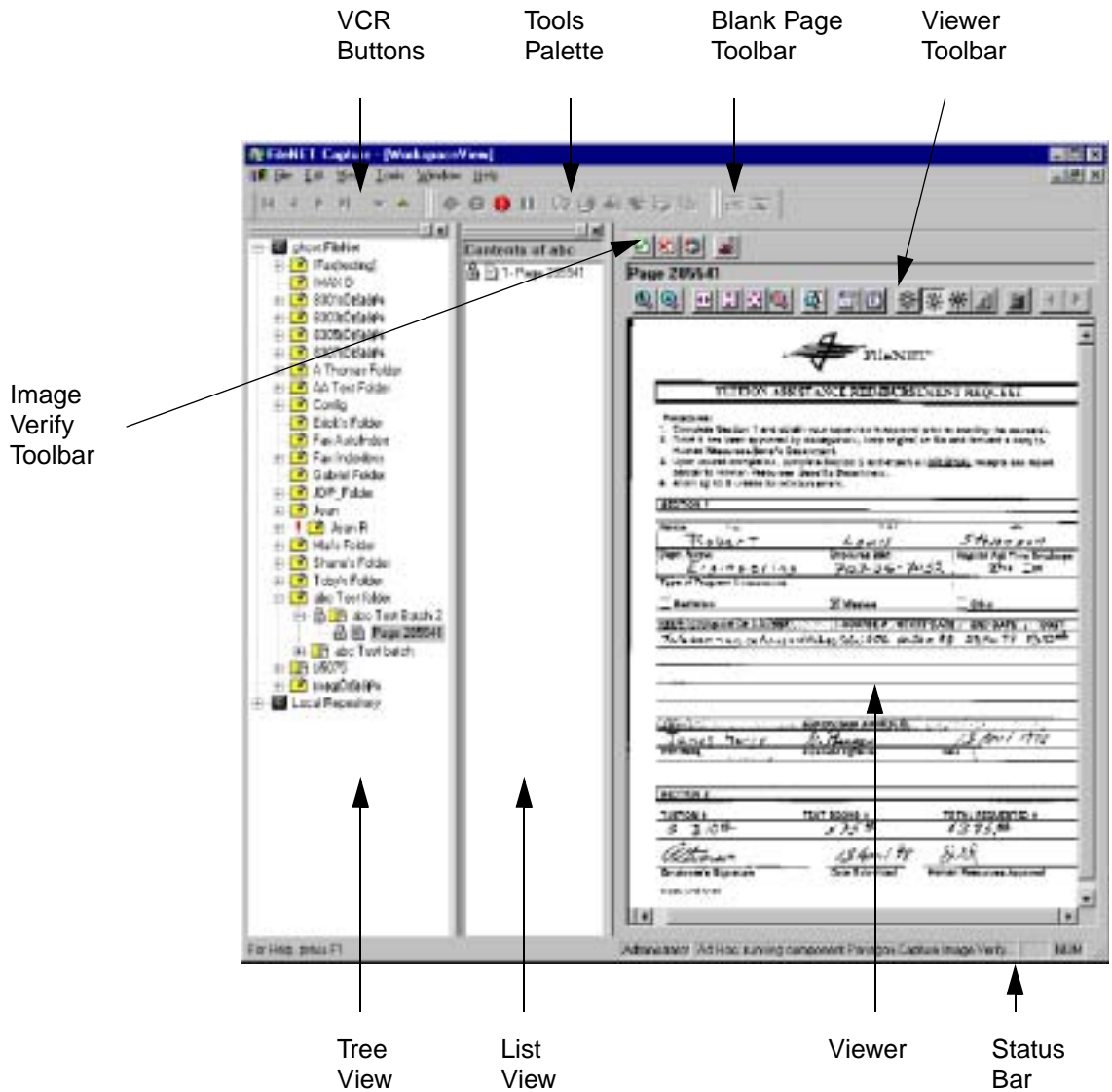
Image Verify and Assembly Station

For an image verify and assembly station, you may want the user interface to look like the sample below. Note in the example, because the image verify component is running, most toolbars and the buttons on them are grayed and inactive. The stop button is active. All toolbars that won't be used are turned off.

Components

An image verification and assembly station should include all of the components installed for a Capture Doc Entry package. (This assumes that scanning is not required for the workstation.)

Views

In the sample interface, the Tree View and List View are on, and the workspace pane is open to accommodate the Viewer.

Toolbars

The Standard toolbar is turned on to give the operator access to the copy, cut and paste tools.

The List View toolbar is turned on and is configured to display objects in thumbnail view.

The VCR Button toolbar is turned on so the operator can use the buttons to scroll through the images.

The Viewer and Image Verify toolbar come on when these components are active. The buttons for the Image Verify toolbar are: accept, delete, rescan, and image verify attributes.

The Tools Palette shows icons for all components installed on the system. In the sample user interface there are buttons for the viewer, assembly image verify, and event activator.

Note that the Scan component is not installed on this workstation, so there is no Scan toolbar.

Standard Toolbar

List View Toolbar

VCR Buttons

Image Verify Toolbar

Image Verify Tools Palette

Viewer Toolbar

Tree View

List View

Viewer

Status Bar
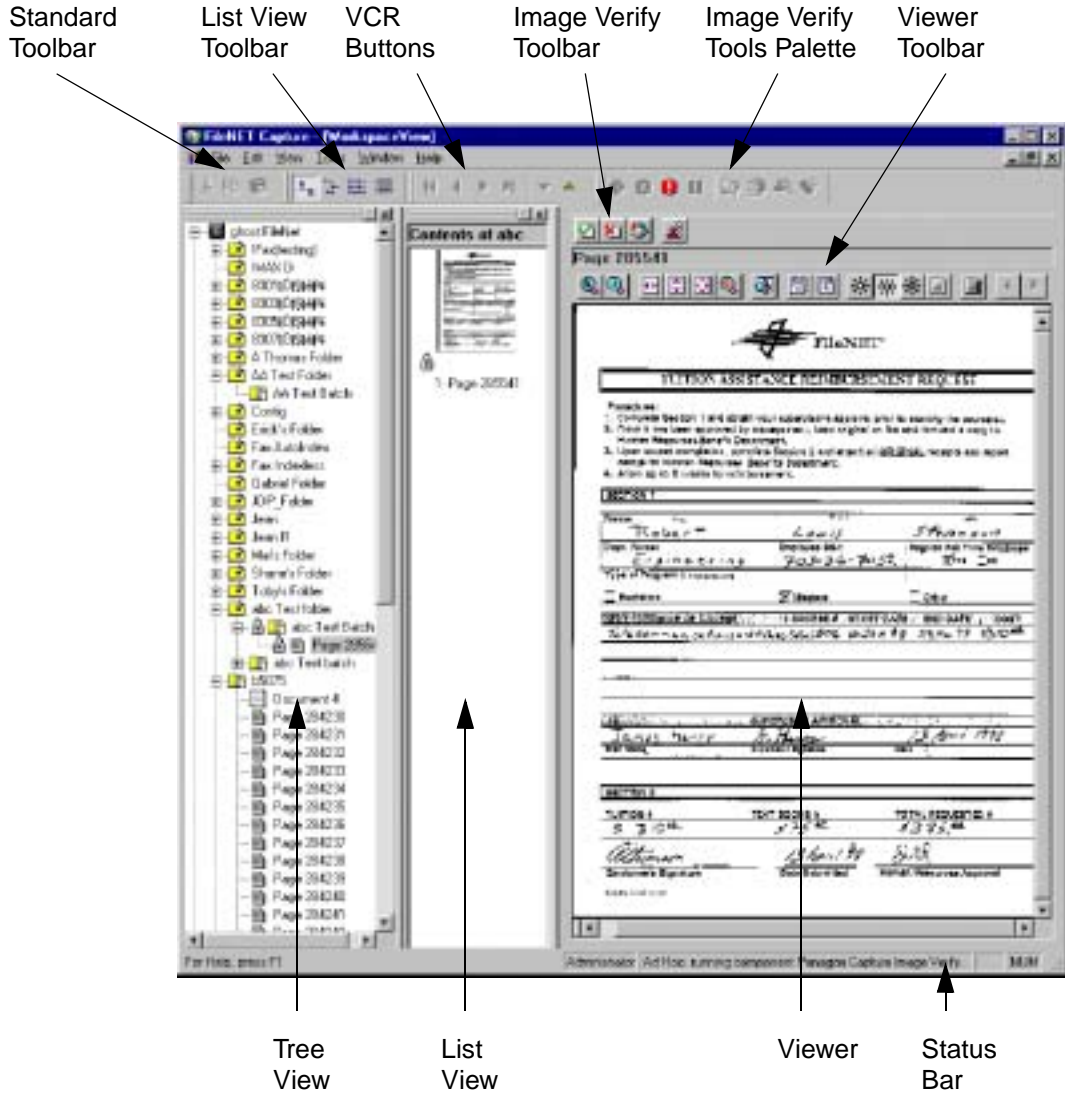
Index-Only Station

For an index only station, you may want the user interface to look like the sample below. Note in the example, because the index component is running, most toolbars and the buttons on them are grayed and inactive. The stop button is active. All toolbars that won't be used are turned off.

Index display preferences, the way the viewer and index input fields are displayed, is configured using the Index Control Properties dialog box, Display Preferences tab. For more information see, "Index Control Properties: Display Preferences Tab Options" on page 183.

Components

An indexing station should include all of the components installed for a Capture Doc Entry package. (This assumes that scanning is not required for the workstation.)

Views

In the sample interface, the List and Tree Views are on, and the workspace pane is open to accommodate the Viewer, which also displays the index fields.

Toolbars

The Standard toolbar is turned on to give the operator access to the copy, cut and paste tools.

The List View toolbar is turned on.

The VCR Buttons are on so the operator can use them to scroll through the images.

The Tools Palette is turned on. In the sample user interface there are buttons for the Viewer, Assembly, Image Verify, Event Activator, and Index components.

Note that the Scan component is not installed on this workstation, so there is no Scan toolbar.

Standard Toolbar | List Toolbar | VCR Toolbar | Viewer Toolbar | Index Tools Palette

Tree View | List View | Viewer | Status Bar | Index Entry Fields
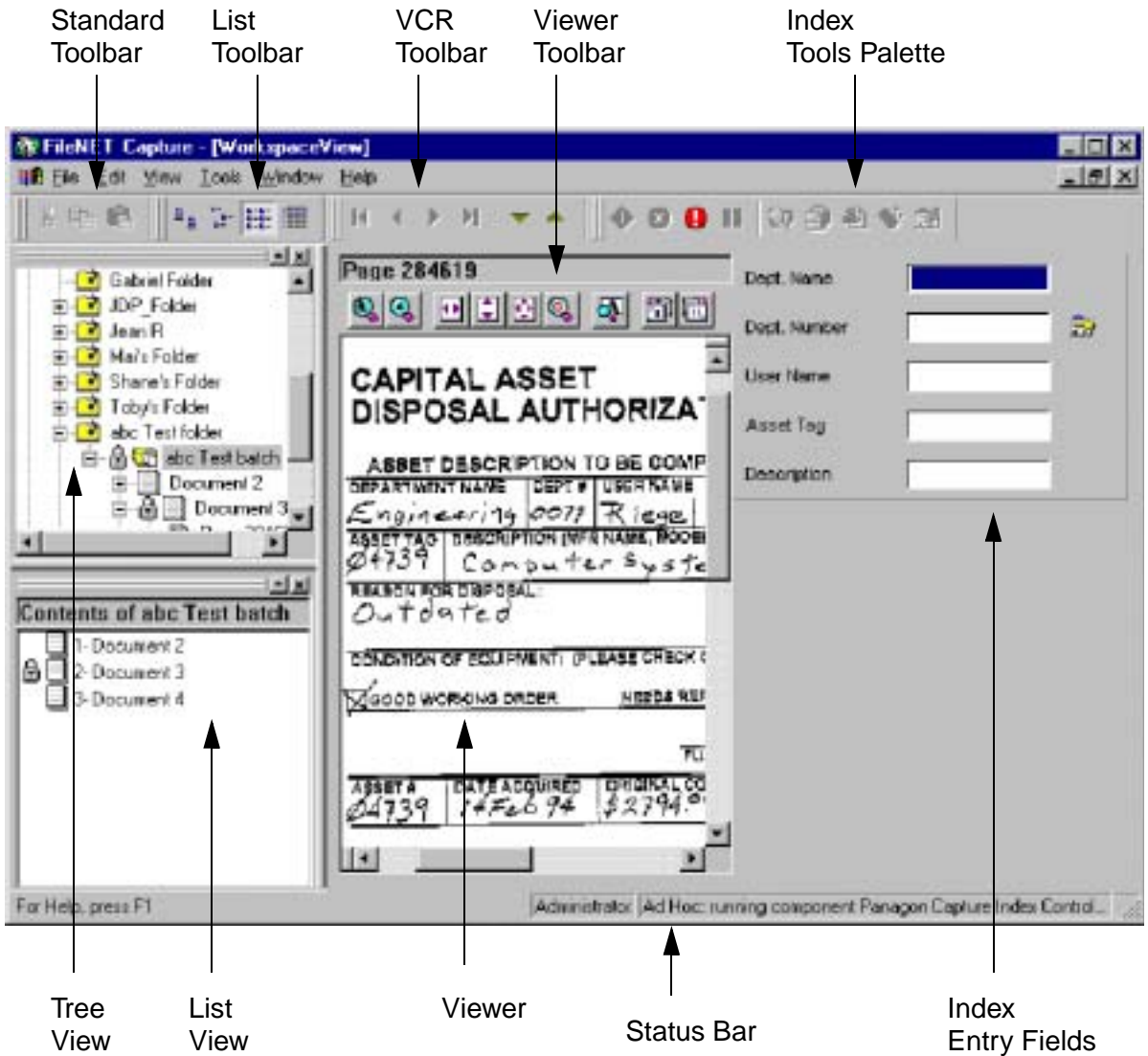
Configure Toolbars

The following procedure provides an example of how to configure tool-bars within Capture.

1 Select View, Toolbars, Toolbars.

Select the desired toolbars

Select Show Tooltips

Click New
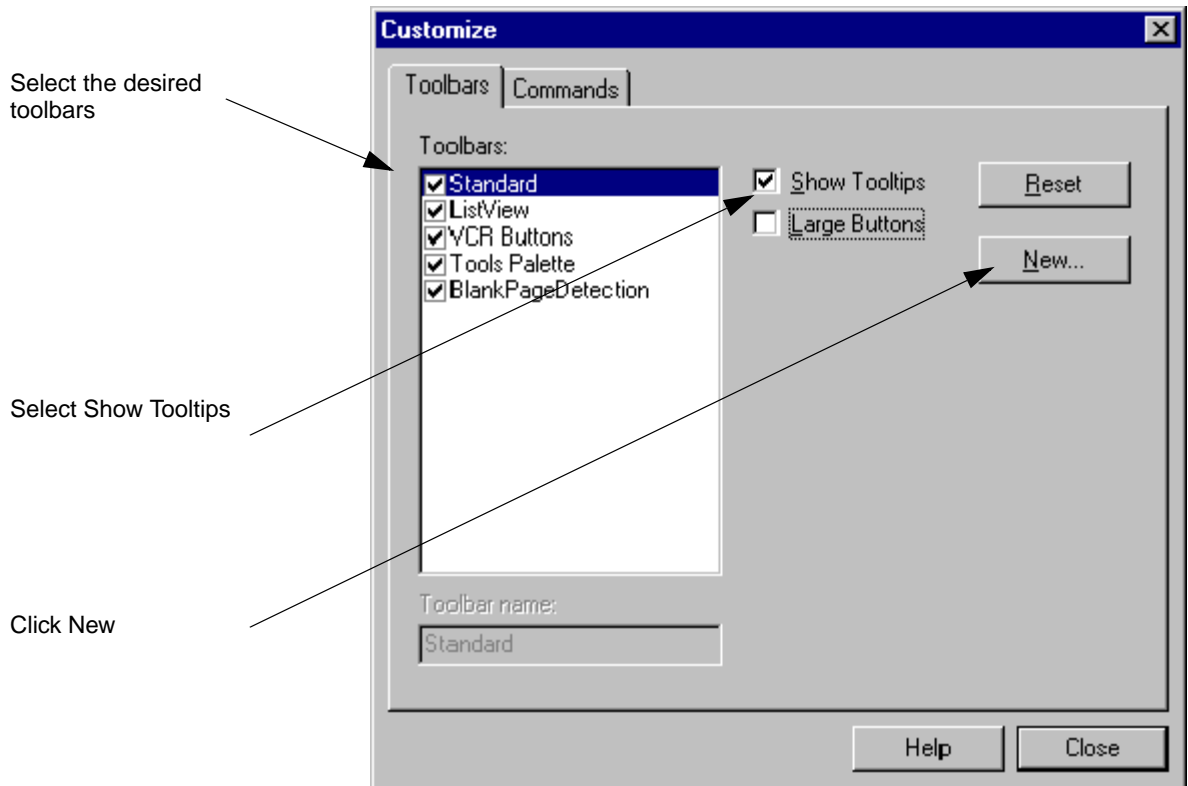
2 Select the desired toolbars. See also "Toolbars Available" on page 399.

3 Select Show Tooltips. See also "Toolbars and Tooltips" on page 399.

4 Click the New button and type the name of the new toolbar (for example, Custom) and click OK. Capture adds the toolbar to the list of toolbars.

Type the toolbar name

Click OK

New Toolbar

Toolbar name:

Custom

OK

Cancel

Help
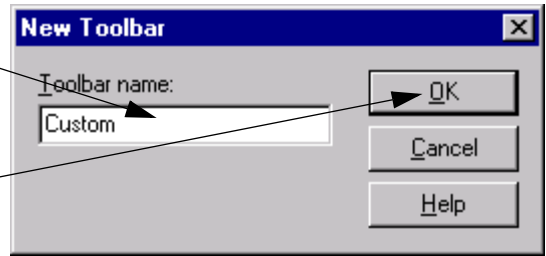
5 Locate the new toolbar and move it to a convenient location on the desktop. The new toolbar is a small dockable window on the desktop, often above and to the left of the Customize dialog box.

6 Click the Commands tab and select the Tools Palette option from the Categories list. From the Buttons group, drag and drop the desired buttons to the new toolbar.

Tip Drag and drop the buttons into the toolbar in the order that the operator will use them.

The new toolbar should resemble the one in the illustration below.

Custom

7 Drag and drop the new toolbar to the desired location. You can drag it in with the other Capture toolbars, or drag it to a convenient location on the Windows desktop.

8 Click the Close button to exit the Customize dialog box.

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The Viewer

Overview of the Viewer

The Viewer component displays pages in the Workspace view. While a page displays in the Viewer, an operator can zoom the view in or out, rotate the page, invert its colors, and adjust the brightness and gray scale settings. Changes to the display of an image in the Viewer component do not affect the arrangement of pixels in the image.

The Capture administrator can configure the Viewer component within a settings collection to cause all pages using that settings collection to be viewed in the same way. The configuration example below shows this method using default values. See, .

Often, the operator configures the Viewer component on the individual workstation. For more information about this method, see the Capture Professional online help.

Viewer Component Options

You can configure the Viewer component to display pages using the following options in the Viewer Properties dialog box:

General Options

Show Toolbar

Select this option to include the Viewer toolbar in the Viewer. The toolbar includes controls an operator can use to:

- Save the TIFF display orientation
- Zoom in or out on the image
- Resize or rotate the image
- Open or close a navigator window
- Open or close a magnifier window
- Rotate the current image, or all the pages in the batch
- Lighten or darken the image
- Display the image in shades of gray (gray scale)
- Invert the image colors
- Page through the images in a batch, or through multi-page TIFFs
- Print the image

Not all of options available in the toolbar are configurable through the Viewer component. For more information about the Viewer toolbar, see the Capture Professional online help.

Show Title Bar

Select this option to include a title bar in the Viewer. The title bar displays the repository name, folder name, batch name, and file name of the page displayed in the Viewer.

When Image Verify is run, the title bar also displays the verification status of the displayed object. An object's verification status can be: Not Verified, Accepted, Reject, or Rescan Later. Image verification status only shows in the viewer title bar when Image Verify is running.

Display Page and Document

Select this option to display the page and document number in the title bar for the document displayed in the Viewer. This information replaces the repository, folder, batch, and file names. You can only configure this option when you first select Show Title Bar.

Scroll Bars

This option controls the use of scroll bars in the Viewer. The scroll bar options let you hide the scroll bars, show only the vertical scroll bar, show only the horizontal scroll bar, or show both vertical and horizontal scroll bars.

Show Splitters

Pane splitters on the scroll bars let the operator split the Viewer into two panes, allowing the operator to see two versions of the page simultaneously. The splitter controls are small rectangles next to the top of the vertical scroll bar and to the left of the horizontal scroll bar.

Show Page Navigator

The Page Navigator buttons (on the Viewer toolbar) let the operator scroll forward and backward through the pages in the batch.

Viewer Settings

This option determines whether or not the viewer options (zoom, rotation, and brightness) will be reset when a new image from a different batch is displayed.

When you select **Change viewer settings for each batch**, the viewer will reset the viewer options each time an image from a new batch is displayed. Viewer options are reset to the options determined by the settings configured on the batch. (The viewer settings for a batch are determined by either the settings collection used when the batch is created, or by viewer configuration changes made on the batch itself.) If you adjust the viewer settings, the new settings are used for display of other images from the same batch, but will not persist if an image from another batch is displayed.

When you select **Maintain viewer settings until Doc Class changes,** the viewer uses the same settings to display each new image so long as the document class associated with the original batch remains the same. If you manually adjust the viewer settings, the new settings will persist until an image from a batch with a different document class is displayed.

For either setting, if you load a new image from the same batch that is already displayed in the viewer, the display options will not change.

Two examples follow to illustrate the difference between these options:

Example 1 Select **Change viewer settings for each batch**:

You load an image from Batch1, DocClass1 into the viewer. You change the zoom from 100% (the default for Batch1) to 200%.

If you load another image from Batch1 into the viewer, the zoom will remain at 200%.

Next, you load an image from Batch2, (also DocClass1) into the viewer. The viewer magnification reverts to 100%.

Example 2 Select **Maintain viewer settings until Doc Class changes**:

You load an image from Batch1, DocClass1 into the viewer. You change the zoom from 100% (the default for Batch1) to 200%.

If you load another image from Batch1 into the viewer, the zoom will remain at 200%.

Next, you load an image from Batch 2, (also DocClass1) into the viewer. The viewer magnification remains at 200% because the document class has not changed.

If you load an image from Batch3, based on DocClass2 (assuming Batch3 has a default zoom setting of 50%) the zoom magnification changes to 50%.

Scale or Zoom Options

Zoom By

Select this option to specify a magnification value. The image is scaled both horizontally and vertically by the value you select. For example, if you want the operators to see all images at 50% of their scanned size, set the Zoom By option to 50.

Stretch

Select this option to configure the Viewer to display images in a custom size. When you configure this option, you set horizontal and vertical stretch values. The image is resized according to the values you set. For example, to display an image which is 25% wider than its original scanned size, set the Horizontal Stretch value to 25.

Note The image will not retain its original proportions if the horizontal and vertical values are not identical.

Full Page

Fills the entire workspace view with the image. This is the most common display mode.

Page Width

Fills the entire width of the workspace view with the image.

Page Length

Fills the entire length of the workspace view with the image.

No Scaling

Turns off custom scaling and display images at the original size.

Image Options

Rotation

Controls the number of degrees to rotate an image when the operator displays it. You can choose to rotate the image 0, 90, 180, or 270 degrees. Note that the viewer cannot rotate some image formats, such as PDF.

Brightness

Control brightness using one of the selections below:

Normal
Displays the image as scanned, neither lightening nor darkening it.

Darker
Increases the contrast to optimize display of scanned black and white documents.

Lighter
Lightens the image and displays it with less contrast.

Enhance
Uses shades of grey when scaling an image (instead of black and white) to produce a more readable image.

Image

Reverses the black and white pixels in an image.

Configure Viewer

To configure the Viewer component, do the following:

1   Select the repository session name from the Tree View, then select a a settings collection in the Config \ Settings folder.

2   Select Tools, Configure, Viewer in the main menu bar to display the Viewer Properties dialog box, General tab.

Select Show Title Bar

Select Show Toolbar

Select Show Splitters

Select Show Page Navigator

Select Show Both Scroll Bars
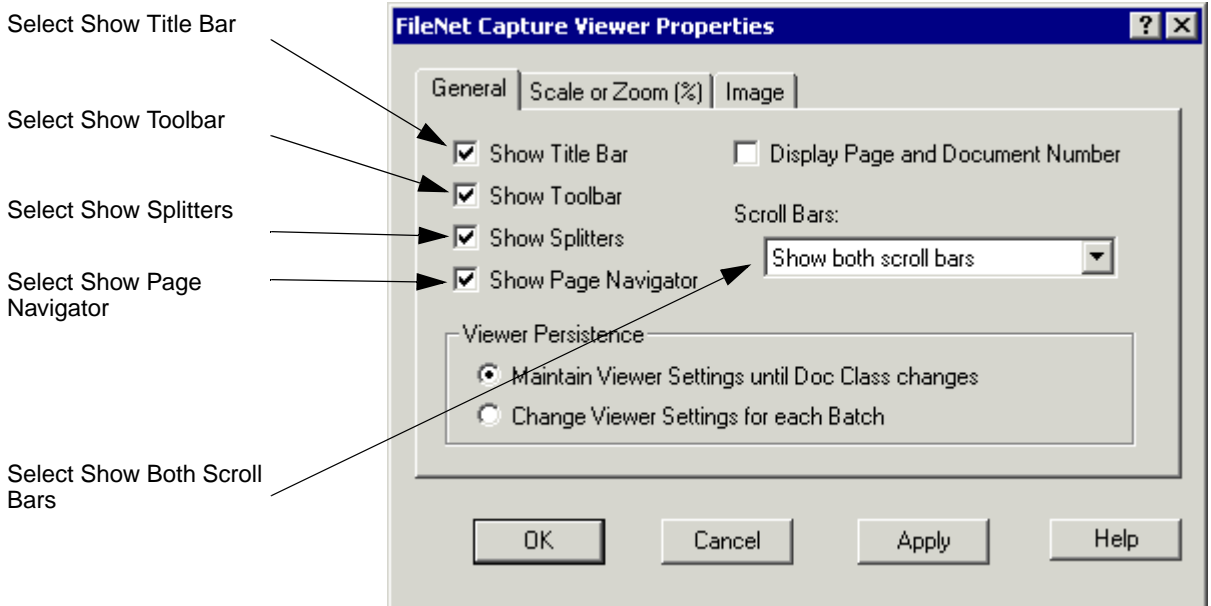
3   Select Show Title Bar to include the title bar in the Viewer. See also "Show Title Bar" on page 418.

4   Select Show Toolbar to include the toolbar in the Viewer. See also "Show Toolbar" on page 417.

5 Select Show Splitters to include the pane splitters in the Viewer. See also "Show Splitters" on page 418.

6 Select Show Page Navigator to include the navigator in the Viewer. See also "Show Page Navigator" on page 419.

7 Select Show Both Scroll Bars to include both the horizontal and vertical scroll bars in the Viewer. See also "Scroll Bars" on page 418.

8 Select the Viewer Persistence option that you want to use. See also "Viewer Settings" on page 419.

9 Click the Scale or Zoom tab to display the Viewer Properties dialog box, Scale or Zoom tab.

Select Zoom By and
select a percentage
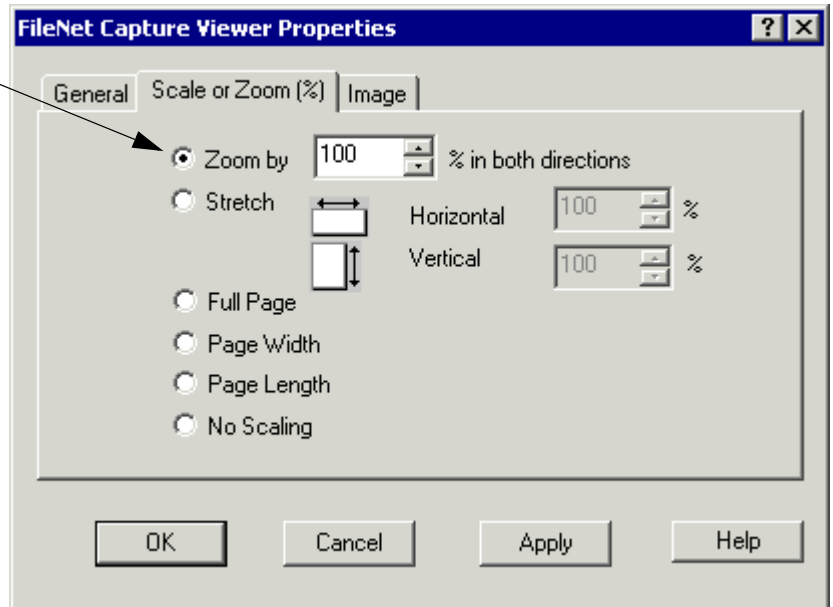
10 Select the Zoom By option and select a zoom percentage to display the page at that percentage in the Viewer. See also "Zoom By" on page 421.

11 Click the Image tab to display Image options.

Select a Rotation option

Select a Brightness option

Click OK

FileNet Capture Viewer Properties

General | Scale or Zoom (%) | Image

Rotation
- ● 0
- ○ 90
- ○ 180
- ○ 270

Brightness
- ● Normal
- ○ Darker
- ○ Lighter
- ○ Enhance

Image
- ☐ Invert

OK | Cancel | Apply | Help
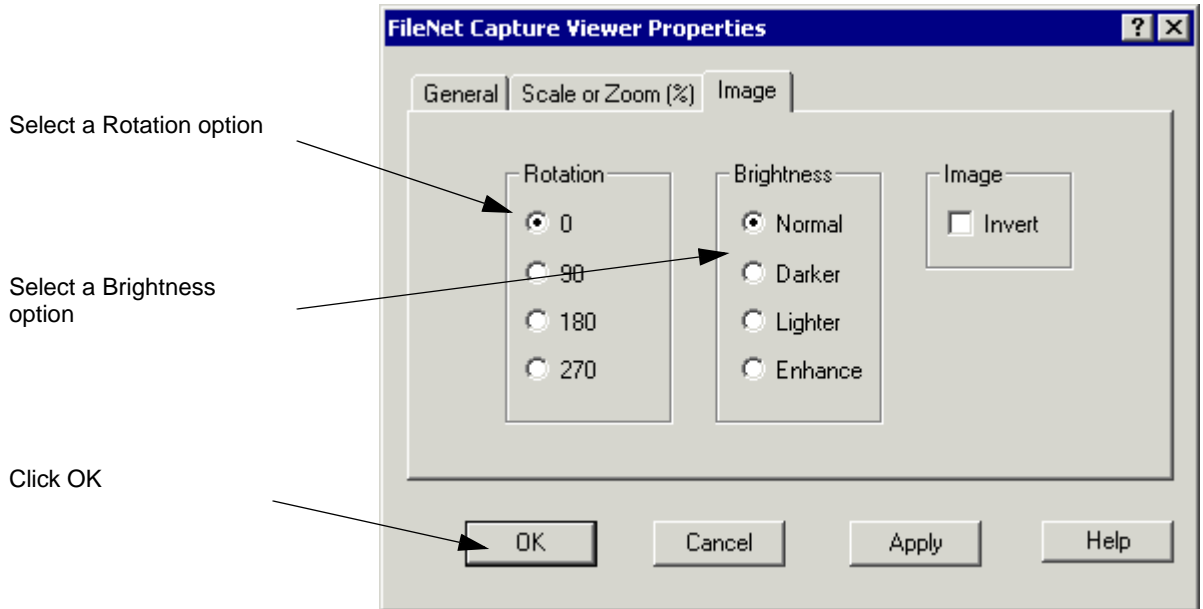
12 Select a Rotation option. These options control the degrees of rotation used to display a page in the Viewer. See also "Rotation" on page 422.

13 Select a Brightness option. These options control the brightness used to display a page in the Viewer. See also "Brightness" on page 422.

14 Click the OK button to save the changes and close the Viewer Properties dialog box.

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Image Enhancement

Overview of Image Enhancement

You can use image enhancement to improve the quality of your images. Image enhancement features include:

- Image Deskewing to correct for misfed originals

- Black Border Removal to correct for borders that appear when the original image is off-center or smaller than the scanning area

- Image Despeckling to remove "noise" or other specks

- Line and Streak Removal to correct for scratches on the scanner glass or other streaks on the scanned images

- Image Deshading to compensate for over or under-exposed scanning

The default settings for the image enhancement features are for typical images and should work without adjustment in most cases. If you make an adjustment, you should always process test images to determine the best settings.

For more information about image enhancement, see the Capture Professional online help.

Using Image Enhancement Features in a Capture Path

You can use the Doc Processing component within a capture path to apply the same image enhancement settings to all pages in a batch. When you do this, you configure the image enhancement features you want to use through the Doc Processing component.

For example, to deskew all images in a batch using a capture path, do the following:

1 Select the settings collection you want to configure in the Config \ Settings folder using the Capture Tree View or List View.

2 Click Tools, Configure, DocProcessing, then select Deskew. The Deskew Properties dialog box appears.

3 Configure the Deskew options, then continue with any other configuration setting changes.

4 Edit or create a capture path, and place the Doc Processing component in your capture path at the point where you wish to perform the Deskew operation.

This allows you to perform more than one image enhancement operation (deskew plus despeckle, for example) at the same point in a capture path, using only one instance of the Doc Processing component.

Using Image Enhancement Features in Ad Hoc Mode

When you want to perform an image enhancement operation in ad hoc mode, you can use either of two general methods:

- You can perform individual operations by selecting the feature from the run menu. (For example, you could configure Deskew, then select Run, Deskew from the menu.)

- You can configure the Doc Processing component for multiple operations, then run the Doc Processing component on the image to apply all of the configured operations.

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Object Properties

Overview of Object Properties

Each object repository, folder, batch, document, or page has a set of properties associated with it. When a component processes an object in Capture, a record of what was done is added to the properties of that object. The information collected in the properties of an object can be read and used. It is useful to view these properties when you are creating capture paths, event activator rules, or filtering options rules. Properties can also be used when programming Capture or trouble-shooting Capture processes.

Properties appear in the Properties dialog, which can contain the following tabs: Object, Attributes, Batch Totals, and Batch Index Values. The properties shown in these tabs can be printed or saved to a file by clicking the Print or Save As buttons. Also, you can copy selected text to the clipboard using the Ctrl + C keyboard command.

Attributes and Properties

When Capture creates an object or a Capture component processes an object, a record of what was done is kept in the attributes or properties of that object. An object can be a page, document, batch, or folder. The information collected in the attributes or properties of an object can be read and used.

The difference between attributes and properties is as follows:

- The *properties* of a object are something that every object has. For example, name, create date, modify date, owner, session, and so on. The attributes of an object vary depending on the object type and how the object is processed. For example, batches have a CurrentSettings attribute, but documents and folders don't.

- *Attributes* are values associated with settings such as dpi, paper size, and so on, or triggers such as bar codes or patch codes that can be used to trigger events or can be autoindexed. Attributes are associated at the page level rather than the higher levels of document, batch or folder.

Attributes are values which are specific to an object. Attributes can exist on folders, batches, documents and pages. For example, batches typically have a CurrentSettings attribute which references the settings object from which the a component will load its values. Scanned pages typically have attributes that include the type of scanner used, the paper size selected, the image format, and many other attributes about the scanned page.

Properties are values associated with an object type such as a folder, batch, document, or page. Properties are based on system-generated information, not information generated during scanning, by doc processing, or other components.

Attributes and Properties can be used in many different functions of Capture. For example:

- Image Verify uses attributes to filter pages to view. For example, show only pages with a blank page object property, or show only pages that contain a start of document object property.

- Event Activator processes the attributes on pages to add new attributes that will be used for assembly.

- Index uses attributes to automatically fill index fields.

Attributes and Properties can be viewed by selecting a page, batch or other object and then selecting menu bar item File, Properties. (You can also right-click on an object then select Properties from the context menu.)

The Object Tab

Below is a sample Object tab for a batch. Object tabs for other types of objects (folders, documents, and pages) have a similar appearance, although the actual fields differ slightly.

All the object's properties (the contents of all the tabs) can be printed or saved to a file by clicking the Print or Save As buttons when the Object tab is selected. Also, you can copy text from this tab to the clipboard by selecting text and pressing Ctrl + C.
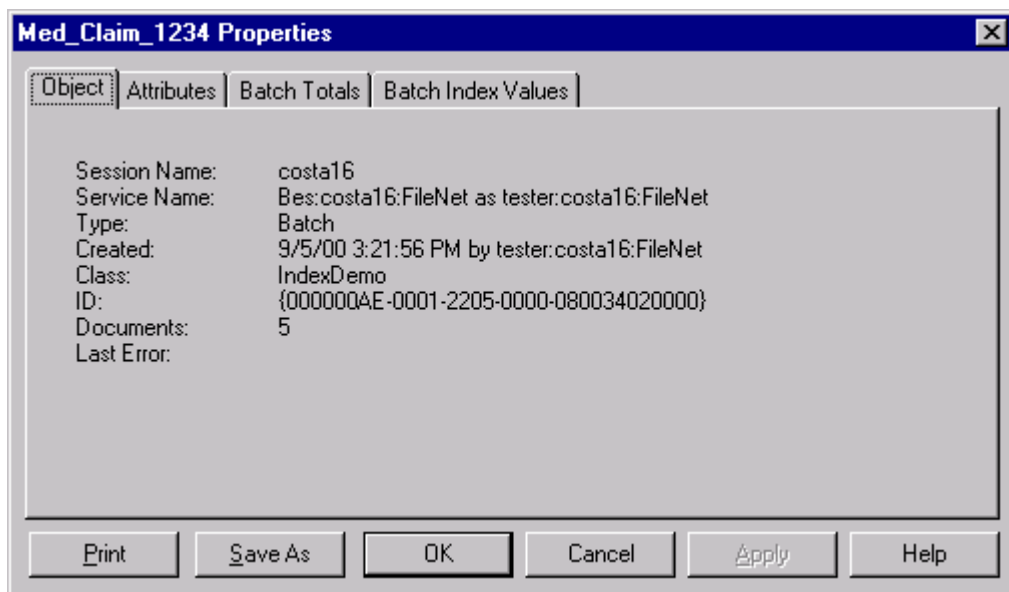
The Object tab provides the following information about an object:

Session Name	The name used to identify the repository session. Use Capture Manager to add, change, and remove session names.
Service Name	The name of the repository service that this session is currently connected to and the logon user name used for this service. For an IS server, it is the standard three-part name.
Type	The type of object you selected. The object can be a repository, a folder, a batch, a document, or a page.
Created	The date and time the object was created, along with the name of the user who created the object.

Class (batch or document objects)	The name of the document class associated with the object you selected. This field does not display on the Object tab for a folder.
ID	The unique internal identifier associated with the object.
Folders (repository objects)	The number of folders contained in the selected repository.
Batches (folder objects)	The number of batches contained in the selected folder. If the folder is empty, this field is not displayed.
Documents (batch objects)	The number of documents contained in the selected batch. If the batch is empty, this field is not displayed.
Pages (document objects)	The number of pages contained in the selected document. If the document is empty, this field is not displayed.
Components in Error	A list of components where an error occurred for the selected object, if the object is flagged with an error. Use this field for troubleshooting.
Last Error	A description of the last error to occur.

The Attributes Tab

The Attributes tab provides a list of all the attributes associated with the object you selected in the Tree or List View. The attributes are grouped by Capture function.

The contents of this tab can be printed or saved to a file by clicking the Print or Save As buttons. Also, you can copy text from this tab to the clipboard by selecting text and pressing Ctrl + C.
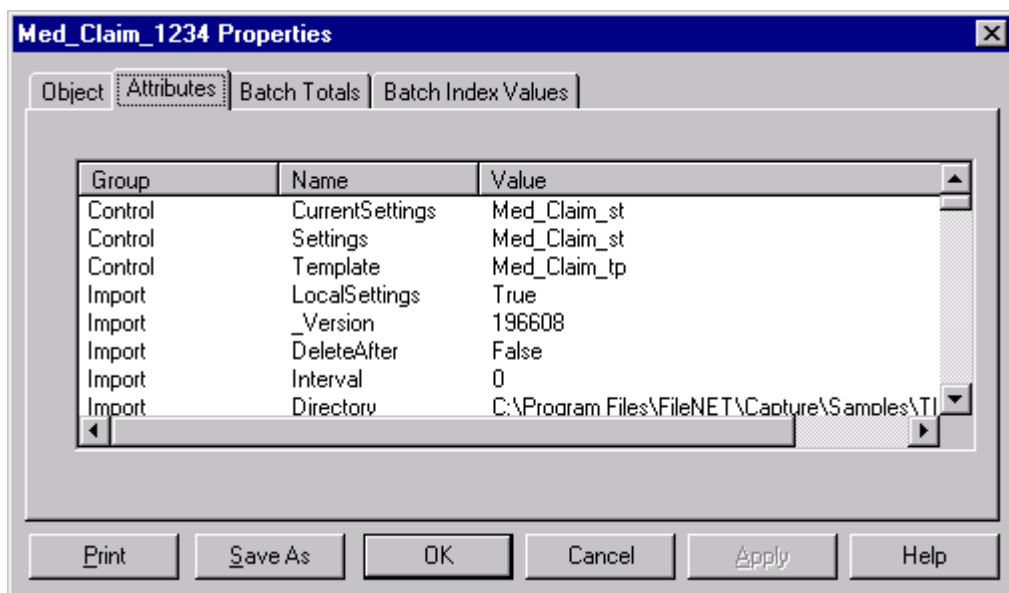
The list contains the following fields:

Group	Name of the Capture function to which the attribute belongs. For a scanned page, you see listings for the group named Kofax or Scan. Imported files have listings for the Image group.
Name	The attribute's name. This field does not list all the attributes of a function. It lists only those attributes that the object actually possesses. For example, the Scan component contains a patch code attribute. If a patch code was not detected on the object, the patch code attribute does not appear in the list.
Value	The current value of the attribute. For example, the Rotation attribute indicates the degree of rotation as none, 90°, 180°, 270°.

Note Releases prior to Capture 4.0 provided an attribute group called "Scan." Attributes created from scanners attached to Kofax boards are now placed in the Kofax group instead of the Scan group. Attributes created from an ISIS driver (or TWAIN device) are still placed in the "Scan" group.

See also .

The Batch Totals Tab

The Batch Totals page provides the Expected and Actual totals for the batch. Batch Total verification must be enabled by the Capture administrator through configuration of the Index component and during creation of the document class on the IS. See also .

This tab only displays when the selected object is a batch. If Batch Total verification was not configured for the object, then no data is displayed. If indexing has not been done for the batch, the tab displays with Actual Total values of zero (0).

The contents of this tab can be printed or saved to a file by clicking the Print or Save As buttons. Also, you can copy text from this tab to the clipboard by selecting text and pressing Ctrl + C.
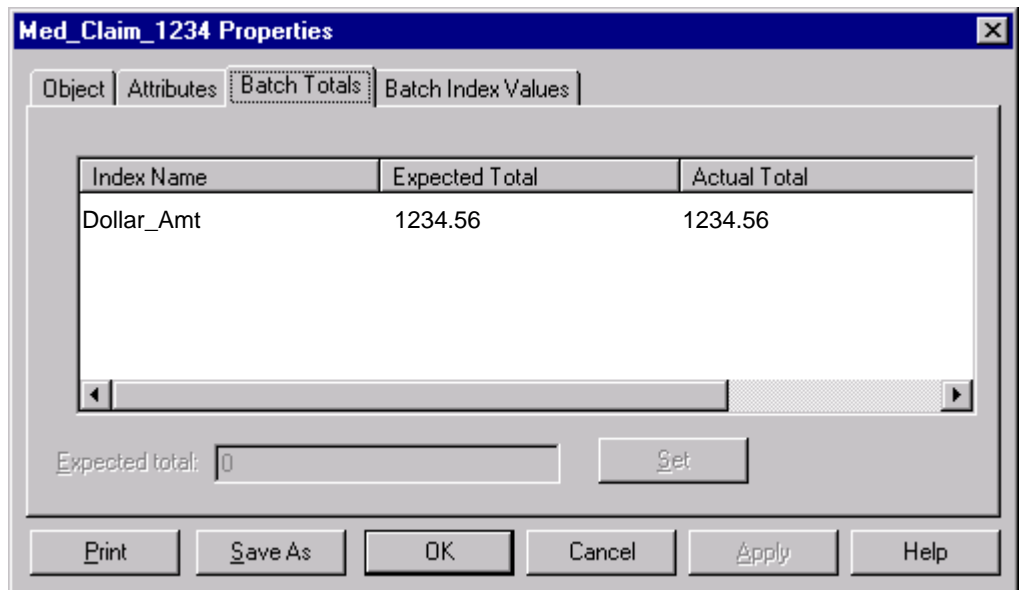
Batch Index Values Tab

The Batch Index Values page provides the document names, index field names and index values of the batch. This tab only displays when the selected object is a batch. If indexing has not been done for the batch, the tab displays without the index value properties. Batch Index Values can be used to facilitate manual index verification. See also "Index" on page 161.

The contents of this tab can be printed or saved to a file by clicking the Print or Save As buttons. Also, you can copy text from this tab to the clipboard by selecting text and pressing Ctrl + C.
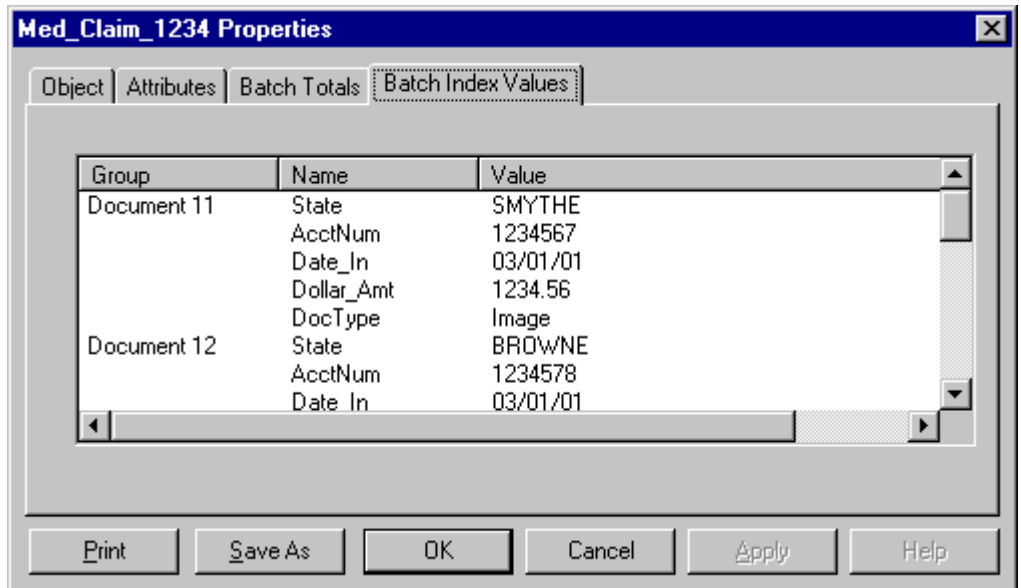
Viewing an Object's Properties

To view an object's properties:

1   Click on the object in the Tree or List View.

2   Click the right mouse button to invoke a context menu.

3   Click the Properties option in the context menu. This opens the Properties dialog box.

Obtaining Properties for Automatic Indexing

You will need to know the Group and Name assigned to a value to configure the index component for automatic indexing.

To Obtain Document Properties for Automatic indexing

1   Select the first sample page in the settings collection using Tree View or List View. The first page is the one at the top of the list of documents in the settings collection.

2   Select File, Properties.

For scanned pages, the property sheet that displays is titled:

Page <page number> Properties

For imported files, the property sheet that displays is titled:

<file name> Properties

3   Click the Attributes tab. The attributes of the document are shown in columns with the headings Group, Name, Value.

4   Scroll toward the bottom of the Group list. Entries such as those in the next examples mean that the bar codes or index files were processed.

For scanned pages, the properties should resemble those in the next example:

Group	Name	Value
Barcode	Text[0]	Baldwin
Barcode	Text[1]	Marjorie
Barcode	Text[2]	1234567

The Barcode Text[0] through Text[2] properties indicate the order of the bar code on the page and the value the bar code contained. For example, the first bar code on the page, Text[0], contained the value Baldwin. The range is Text[0] through Text[63].

For imported files, the properties should resemble those in the next example:

Group	Name	Value
UserDefined	Value1	Baldwin
UserDefined	Value2	Marjorie
UserDefined	Value3	1234567

The UserDefined Value1 through Value3 properties indicate the order of the text lines in the index file (FNA file) and the value the text line contained. For example, the first text line in the text file, Value1, contained the value Baldwin. The range is Value1 through Value32.

Tip Complete the worksheet containing the Group, Name, and Value properties. Such a table will help you when you configure the index component. For a blank copy of the worksheets above, see "Property Worksheet — Attributes" on page 700.

   5 Click OK to close the Properties dialog box.

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Event Activator

Overview of Event Activator

Event Activator is used to prepare documents for automated assembly. You configure Event Activator to look for a characteristic on a page, such as a patch code. This is called a "condition" or "trigger." Then you specify what you want to happen when the condition is detected. This is called the "action." An action can be starting a new folder, batch or document, naming a new batch or folder, or assigning a different settings collection to a newly created batch.

Event Activator sets attributes on the pages to designate things such as the start of document. Then, when the Assembly component processes the batch, it uses this attribute to start a new document.

For example, you could configure Event Activator to look for pages that contain a patch code 1 (condition) and then mark those pages as the start of a new document (action). Then, during assembly, a new document is started after each patch code 1.

The condition and action are combined in an Event Activator "rule." You use the Event Activator Rule Properties dialog box to configure rules. Event Activator rules are stored in settings collections. You can have an unlimited number rules for each settings collection. Event Activator processes rules in the order they appear in the list in the Rules tab.

For conditions other than patch codes, the settings collection must include a sample page with an example of what you are trying to detect (bar code, etc.) Without such a sample page, patch codes will be the only conditions you can use in Event Activator. When configuring, you select the sample page to show the triggering elements for the condition in the Rule Properties dialog box.

Note   Event Activator does not clear any previously written Event Activator rules from the properties of an object. Running Event Activator more than once on the same batch may produce unexpected results when the Assembly component is run.

How Event Activator Fits in the Capture Work Flow

The flow of work steps on a Capture workstation using Event Activator might include:

- Acquire pages using Scan or File Import for example

- Read patch codes using DocProcessing

- Mark pages for assembly using Event Activator

- Assemble pages into documents

- Index documents

- Commit documents

In this example, you use Event Activator after patch codes have been read, and before running Assembly.

Building an Event Activator Rule

The general steps to configure the Event Activator are:

Step 1 – Scan or Import Sample Pages. If you are using a condition or trigger other than a patch code, check that the settings collection has the sample page you want. If there is no sample page, or it does not contain the trigger, scan or import a sample page into the settings collection. For more information, see "Sample Pages" on page 445.

Step 2 – Configure the Event Activator. Clicking Tools, Configure, Event Activator opens the Rules tab. Here you can add, edit, or remove rules from the list of rules shown on the Rules tab. Clicking the Add or Edit buttons opens the Rule Properties dialog box where you define the rules. For more information, see "Event Activator Rules" on page 447.

Step 3 – Define the Rule Conditions. You define the Rule Condition using the Group, Name, Relationship, and Value fields of the Rule Properties dialog box. Examples of values that might fill these fields are, respectively: BarCode, PatchCodeDetected, Is Equal To, and Patch2. When Event Activator is run and encounters this condition, it marks the page for the action defined in the next step. For more information, see "Rule Condition (Trigger) Options" on page 450.

Step 4 – Define the Rule Action. The action consists of an Operation, such as separating or naming objects, and an Object, (folder, batch, or document) to separate or name. You can only assign a different settings collection to a batch. For more information, see "Rule Action Operations" on page 452.

You can define multiple conditions for a rule. When you have multiple conditions for a rule, all of the conditions must be met before the event action is triggered.

If you want more than one rule in the settings collection, repeat steps 2 through 5 for each rule you need to create.

Several common Event Activator configurations are shown in detailed procedures at the end of this chapter:

Trigger Types

Any property available to the Event Activator can be used to trigger an action. For triggers other than patch codes, the settings collection must include a sample page with the desired trigger. Each type of trigger has its advantages. The items used most often are:

Patch Codes
Patch codes are often used as triggers. Since they are large and simple optical devices, patch codes have the advantage of being easier to read if the code is not a perfect reproduction or is skewed or dirty. In Capture, a patch code's primary purpose is to separate objects.

Bar Codes
Bar codes are also frequently used as triggers. Because they are smaller and more complex than patch codes, bar codes are slightly less reliable than patch codes. Prepare the bar codes properly (clean codes, no skew, proper placement) to ensure similar reliability to patch

codes. Also, a bar code's primary purpose in the capture context is to contain information for automatic indexing.

Some items used less often as triggers are blank pages and the Kodak image address.

Tip	Avoid using the same trigger or condition for separation and automatic indexing. This guideline can be important when the trigger element is on a separator sheet that will be deleted during assembly. For example, use a patch code as a separator and a bar code to hold index information.

Sample Pages

When using anything other than a patch code as a trigger, you need to use a settings collection that has at least one sample page. The sample page must have the properties that you want to use in configuring Event Activator.

Properties of the sample page are used to configure the conditions in Event Activator. The types of triggers available from a sample page vary based on how the page was prepared and processed.

For more information about object properties, see "Object Properties" on page 429.

Scan or Import Sample Pages for Event Activator

Gather sample pages, files or faxes that represent the documents you will be using. If you are using bar codes, get sample pages that have the bar codes on them. If you're using pages with information on both sides, get a two-sided sample page.

Remember that to create a rule you must select object properties that result from scanning a page, importing a file, or receiving a fax. If the object properties don't exist on the sample, you won't be able to select them from the Event Activator dialog box. If you are using bar codes, you must enable and run bar code detection either through the Doc Processing component or through your scanner to ensure that the bar code information is detected.

Note   Sample pages are not required for rules using patch codes. The Event Activator has embedded patch code information.

   1   Select the settings collection to receive the sample page in the Config\Settings folder using the Capture Tree View.

   2   Scan or import the sample pages.

Event Activator Rules

Depending upon how you want to process batches, you might configure the settings collection with a single Event Activator rule or multiple rules. A single rule can also consist of multiple conditions. The examples below use a patch code to trigger the action.

The following example uses a patch code to separate pages into documents.

Example   A batch holds several pages separated by a patch code 2. Each document can vary from 5 to 9 pages. You want to automatically create a new document for each page containing a patch code 2. You configure the following Event Activator rule:

Start of Document=>
Barcode.PatchCodeDetected equals Patch2

When you run Event Activator, it marks each page containing a patch code 2 as the start of a document. If Assembly is configured for variable page assembly, Assembly will detect the start of document property and start a new document for each page with a patch 2. Subsequent pages are included in this document until the Assembly component encounters the next start of document property.

For a procedure to configure the rules in the last example, see .

Several rules may be used together. In the next example, two different patch codes are used to separate pages into batches and documents.

Example   Your scanning work uses patch 1 to separate batches and patch 2 to separate documents. Batches and documents vary in size. You configure the following Event Activator rules:

Start of Batch=>
Barcode.PatchCodeDetected equals Patch1
Start of Document=>
Barcode.PatchCodeDetected equals Patch2

When you run Event Activator, it marks each page containing a patch code 1 as the start of the batch, and marks each page containing a patch code 2 as the start of a document. Assembly then processes these properties starting a new batch or document accordingly.

In the next example, a patch code is used to create a batch, name the batch, and assign a settings collection to the batch.

Example   Your office processes dental, and medical insurance claims. You use patch codes to separate the types of claims. You want to automatically create a new batch to hold the different types of claims, give the batch a unique name that reflects the claim type, and change the settings collection and base document class to the one appropriate to the claim type.

The following Event Activator rules use a single patch code at the beginning of each batch:

Start of Batch=>
Barcode.PatchCodeDetected equals Patch1
Sets Batch Name to Den_Claims_<number>=>
Barcode.PatchCodeDetected equals Patch1
Sets the Setting Den_Claims_st=>
Barcode.PatchCodeDetected equals Patch1
Start of Batch=>
Barcode.PatchCodeDetected equals Patch2
Sets Batch Name to Med_Claims_<number>=>
Barcode.PatchCodeDetected equals Patch2
Sets the Setting Med_Claims_st=>
Barcode.PatchCodeDetected equals Patch2

The following Event Activator rules use two patch codes at the beginning of each batch, but fewer rules overall:

Start of Batch=>
Barcode.PatchCodeDetected equals PatchT
Sets Batch Name to Den_Claims_<number>=>
Barcode.PatchCodeDetected equals Patch1

Sets the Setting Den_Claims_st=>
Barcode.PatchCodeDetected equals Patch1
Sets Batch Name to Med_Claims_<number>=>
Barcode.PatchCodeDetected equals Patch2
Sets the Setting Med_Claims_st=>
Barcode.PatchCodeDetected equals Patch2

These examples produce the same results.

For a procedure to configure the rules in the last example, see .

Event Activator Rule Options

Rule Condition (Trigger) Options

You define the Rule Condition using the Group, Name, Relationship, and Value fields.

Group

The Group defines the type of trigger element. After you select the Group, you define the condition in more detail with the other attributes. Use the Barcode Group for both bar codes and patch codes.

Name

The Name defines the condition in more detail. For example, the Group option named Barcode has a Name option of PatchCodeDetected. The options available for Name depend on the Group selected.

Relationship

Relationship defines the condition that will trigger the event. It is used with Value to define when the condition has been met. You can choose one of the following items from the Relationship field:

Contains Any Value

Use this to perform an action whenever the condition or trigger element defined by Group and Name is detected, regardless of the value. For example, you would use this to trigger an action when any patch code is detected.

Is Equal To

Use this to perform an action when the condition or trigger defined by Group <u>and</u> Name is detected and equals the value. For example, you use this to trigger an action when Patch1 is detected.

Is Like

Use this to perform an action whenever the trigger or condition defined by Group and Name matches a string pattern defined in the Value field. For example, you use this to trigger an action when a bar code starting with the letters "Med" is detected.

See "Valid Regular Expressions" on page 487 for more information about defining these string patterns.

Changes Value

Use this to perform an action whenever the trigger or condition defined by Group and Name changes value. For example, you use this to trigger an action when fax channel 1 changes to fax channel 2.

Changes From Empty

Use this to perform an action whenever the trigger or condition defined by Group and Name receives a value for the first time. For example, you use this to trigger an action when the first bar code in a batch is detected.

Value

Value is used with the Group, Name and Relationship to specify when the action takes place. Use Value to specify the condition for triggering the action. Note that Value is not available for some Relationships.

Rule Action Operations

Rule Action options define what you want to happen when the condition is met. Event Activator marks the object (pages) in the batch according to the selected action. Another component — usually Assembly — then actually performs the action.

The following sections describe the different operations that you can perform when a rule condition is met.

Separating Objects

Use Separates Objects to start a new object (folder, batch, or document) when the condition is met. (Specify folder, batch or document with the Object options.)

When you select Separates Objects as the action, you specify the Object that you want to separate, the separation point, and whether or not to delete the separator pages. These options are described below.

Object

Objects defines what you want to separate. You can choose one of the following objects: Folder, Batch, or Document.

Separation Point-Start, End or Separator

Indicate how to make the separation by selecting one of the radio buttons. Use Start to mark the first page of the new object, or use End to mark the last page of each object. Use separator to mark the trigger page as a separator sheet. (Separator sheets are automatically marked for deletion.) You can choose one of the following: Start, End, or Separator.

Naming Objects in Capture

Use Sets the Name to assign a name to an object (folder, batch, or document) when the trigger is detected. (Specify folder, batch or document with the Object options.)

Note If you are using a rule to set the name of a batch or folder, you must precede the naming rule by another rule to create a new batch or new folder. That is, at least two rules are required to set the name of a batch or folder.

You specify the name that you want to assign using the Name field and the Field button, as described below. Object names in Capture are limited to a specific number of characters. See "Capture Naming Conventions" on page 38 for more information. If a name is longer, it will be truncated from the right. You may lose the unique name and will receive duplicate name messages. Consider using shorter names or putting the unique identifying information in the first part of the name.

Object

Objects defines what you want to name. You can choose one of the following objects: Folder, Batch, or Document.

Name Field and Field Button

Use the Name field to define the name of an object — document, batch, folder or a settings collection. You can enter a string of characters to use for the name, however this can only be used for one object since most object names must be unique. You can also leave the Name field blank to name the object automatically using the standard Capture naming conventions (b*nnn* or Batch1, for example).

You can also use the Name field and Field button together to create a unique name for each batch. The Name option defines the constant part of the name, for example, you might type Med_Claim_ in the Name field. The Field option lets you select from several unique variables to use with the value in the Name field. Variables can go before, after, or between constants.

Field Variables for Names: Clicking the Field button displays a list of variables for use in the Name field. These variables include: 12 Hour Time, 24 Hour Time, Date, Username, Unique Number, Trigger Attribute Value, and Attribute.

If the name creates a duplicate of an already existing batch name, Capture appends a number to the file name.

For more information about how Name and Field might be used, see the following example:

Example   You want to create a unique name for each batch of medical claims. Configure one rule to create new batches based on a trigger, such as detection of a patch code. Then create a second rule to name the new batch. Configure the Rule Action fields as follows to set the unique name of each new batch:

Set Operation to Sets The Name
Set Object to Batch
In Name type "Med_Claim_"
Select Unique Number from the Field list

The result will be the following text in the Name field:

Med_Claim_<number>

As each new batch is created, the batches display in the Tree View as:

Med_Claim_123456
Med_Claim_123457
Med_Claim_123458
and so on...

Assigning a Settings Collection to a Batch

Use Sets a Setting operation to assign a settings collection to the new batch when the specified rule condition is met. You specify the settings collection in the Name field. The settings collection name must exactly match the settings collection name on the repository.

Sets a Setting can only be used at the start of a batch. Because the Sets a Setting operation only applies to a new batch, you cannot specify a separation point.

Keep in mind the following when you are creating your match strings:

• You can use any ASCII character in your search string, except the valid regular expression characters.

• The search string will match any ASCII character, except the valid regular expression characters.

• You can combine the valid regular expressions. For example, f.* will match any string beginning with f.

Deleting Separator Pages

Depending on the selections made for the Rule Action, Separation Point (Start, End or Separator) and Object, you may be able to delete the separator pages automatically.

Delete Page Afterwards

To delete the object (usually a page), select Delete Afterwards. If you selected Separator as the separation point, then the deletion option is automatically selected.

Delete Back Page

If you are scanning in duplex mode and selected Delete Page Afterwards, check Delete Back Page check box to ensure that the back page of the separator is also deleted.

Configure Event Activator — Start New Document

To configure the Event Activator component to mark a page as the start of a new document, you need to know the following information:

Rule: Start a New Document	
Configuration Item	**Example Value**
Repository	Taos
Settings Collection	Med_Claim_st
Sample Page Name	*not used in this example*
Group	Barcode
Name	PatchCodeDetected
Relationship	Is Equal To
Value	Patch2
Operation	Separates Object
Separation Point	Start
Delete Afterwards	*not used in this example*
Object	Document
Name	*not used in this example*
Field	*not used in this example*
Name and Field String	*not used in this example*

For a blank copy of this worksheet, see .

1 Select the repository session name from the Tree View.

2 Select the settings collection you want to configure in the Config \ Settings folder using the Capture Tree View or List View.

3 Click Tools, Configure, Event Activator in the main menu bar to display the Event Activator Properties dialog box.

4   Click the Add button to display the Rule Properties dialog box.

5   Select Barcode in the Group field. See "Group" on page 450.

6   Select PatchCodeDetected in the Name field. See "Name" on page 450.

7   Select Is Equal To in the Relationship field. See "Relationship" on page 451.

8   Select Patch2 in the Value field. See "Value" on page 452.

9   Select Separates Objects in the Operation field. See "Rule Action Operations" on page 452 and "Separating Objects" on page 452.

10   Select Start. See <u>"Separation Point-Start, End or Separator" on page 453</u>.

11   Select Document in the Object field. See <u>"Object" on page 453</u>.

12   Select Delete Page Afterward if you want to remove separator sheets from the batch before committal. Select Delete Back Page if you are using a duplex scanner. See <u>"Deleting Separator Pages" on page 456</u>.

13   Click OK to display the new rule. Click OK to save the rule to the settings collection.

FileNet Capture Event Activator Properties

Rules

Start of Document (Delete Page after) =>
    Barcode.PatchCodeDetected equals Patch2

Add...   Edit...   Delete

OK   Cancel   Apply   Help
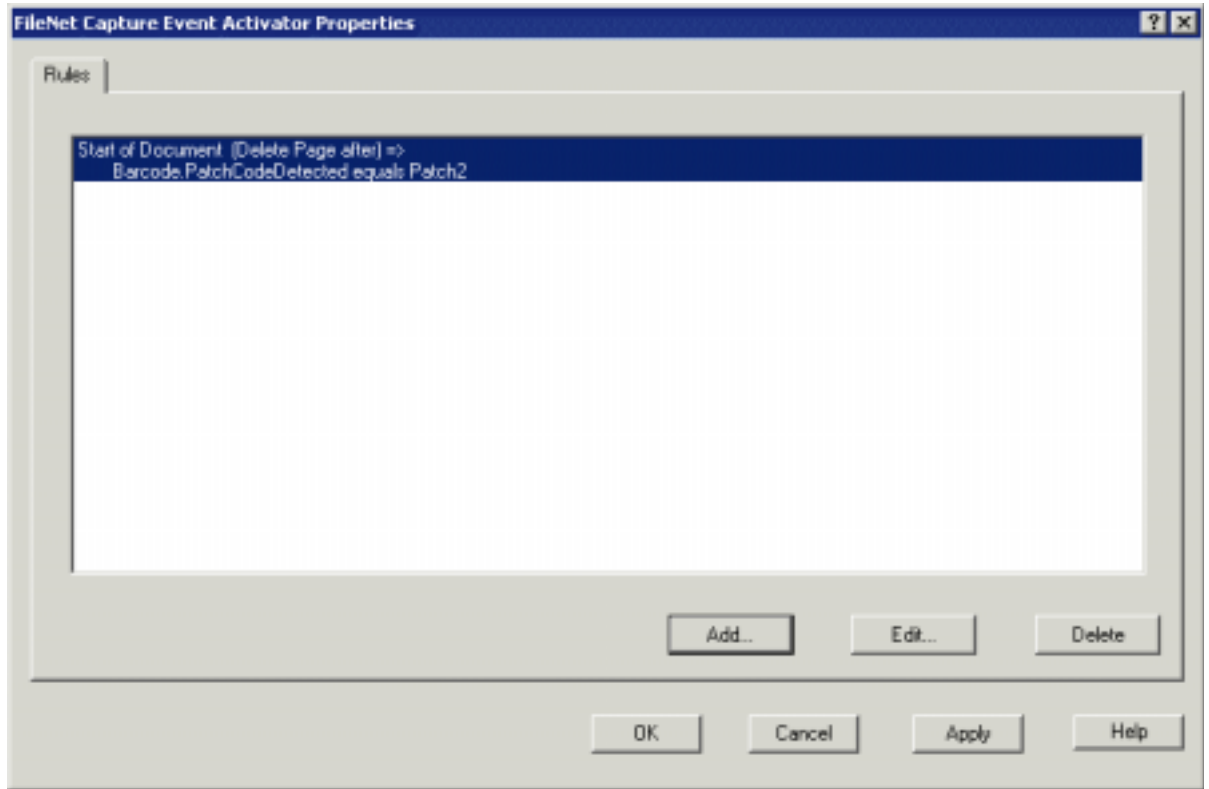
Configure Event Activator — Start a New Batch, and Start a New Document

To configure the Event Activator component to mark a page as the start of a new batch when a patch code 1 is detected and mark a page as the start of a new document when a patch code 2 is detected, you need to know the following information:

Rule: 1. Create a Batch	
Configuration Item	**Example Value**
Repository	Taos
Settings Collection	Med_Claim_st
Sample Page Name	*not used in this example*
Group	Barcode
Name	PatchCodeDetected
Relationship	Is Equal To
Value	Patch1
Operation	Separates Object
Separation Point	Start
Delete Afterwards	*not used in this example*
Object	Batch
Name	*not used in this example*
Field	*not used in this example*
Name and Field String	*not used in this example*

Rule: 2. Start a Document	
Configuration Item	**Example Value**
Repository	Taos
Settings Collection	Med_Claim_st
Sample Page Name	*not used in this example*
Group	Barcode
Name	PatchCodeDetected
Relationship	Is Equal To
Value	Patch2
Operation	Separates Object
Separation Point	Start
Delete Afterwards	*not used in this example*
Object	Document
Name	*not used in this example*
Field	*not used in this example*
Name and Field String	*not used in this example*

For a blank copy of these worksheets, see .

1 Select the repository session name from the Tree View.

2 Select the settings collection you want to configure in the Config \ Settings folder using the Capture Tree View or List View.

3 Click Tools, Configure, Event Activator in the main menu bar to display the Event Activator Properties dialog box.

4 Click the Add button to display the Rule Properties dialog box.

5 Select Barcode in the Group field. See "Group" on page 450.

6 Select PatchCodeDetected in the Name field. See "Name" on page 450.

7 Select Is Equal To in the Relationship field. See "Relationship" on page 451.

8 Select Patch1 in the Value field. See "Value" on page 452.

9 Select Separates Objects in the Operation field. See "Rule Action Operations" on page 452 and "Separating Objects" on page 452.

10 Select Start. See "Separation Point-Start, End or Separator" on page 453.

11 Select Batch in the Object field. See "Object" on page 453.

12 Click the OK button. The Rules tab displays the new rule.
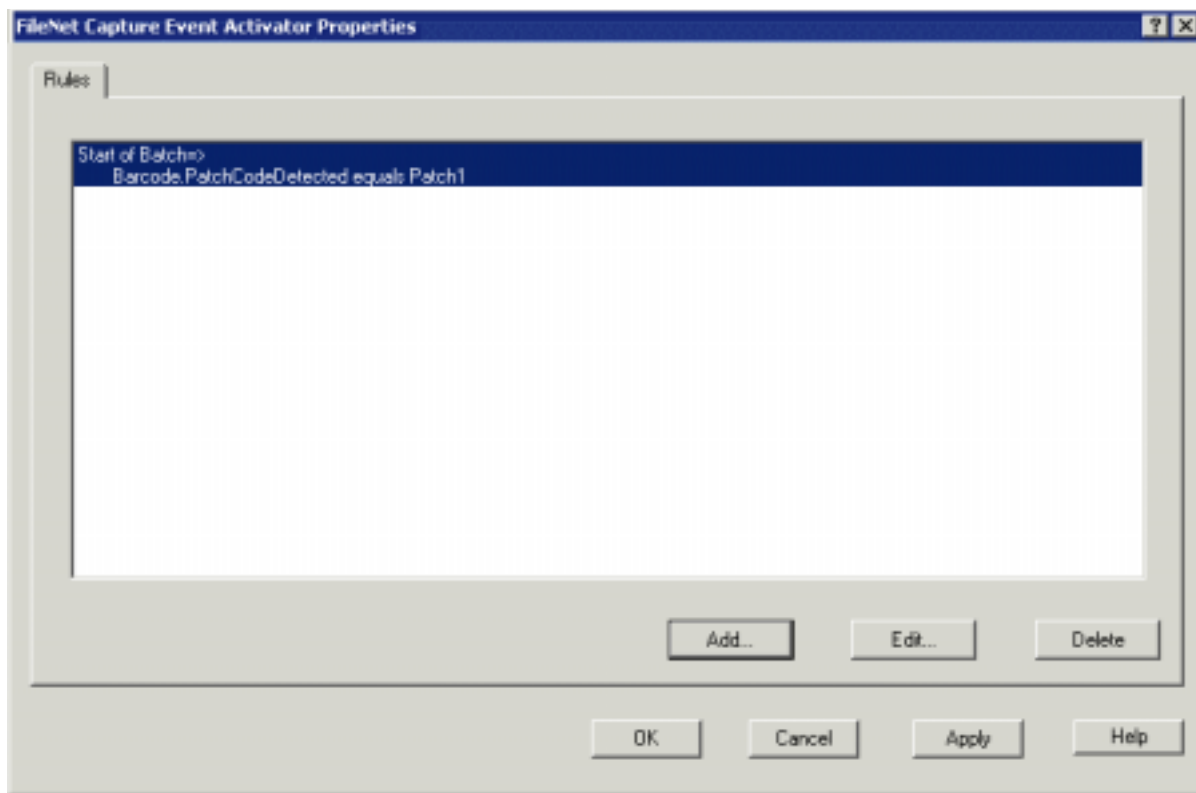
13 Build a second rule using the same values, except for the following:

- in Value select Patch2

- in Object select Document.

14 Click the OK button to create the second rule. The Rules tab displays both rules.
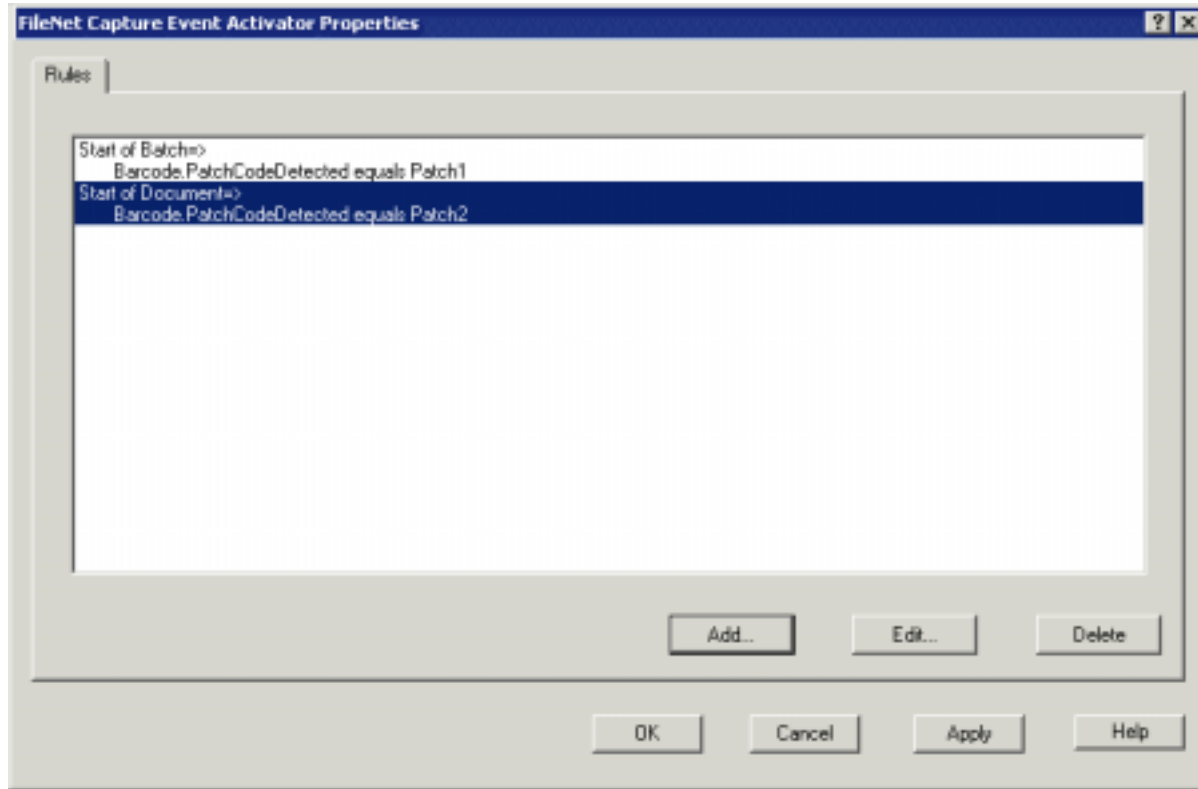
15 Click the OK button. Capture saves the changes to the settings collection, and updates the properties in the current session.

Configure Event Activator — Create a Batch, Name the Batch, and Assign Settings Collection

To configure the Event Activator component to mark a page as the start a new batch, rename the batch, and assign the batch to a new settings collection, you need to know the following information:

Rule: 1. Create a Batch	
Configuration Item	**Example Value**
Repository	Taos
Settings Collection	Den_Claim_st
Sample Page Name	*not used in this example*
Group	Barcode
Name	PatchCodeDetected
Relationship	Is Equal To
Value	Patch1
Operation	Separates Object
Separation Point	Start
Delete Afterwards	*not used in this example*
Object	Batch
Name	*not used in this example*
Field	*not used in this example*
Name and Field String	*not used in this example*

Rule: 2. Name the Batch	
Configuration Item	**Example Value**
Repository	Taos
Settings Collection	Den_Claim_st
Sample Page Name	*not used in this example*
Group	Barcode
Name	PatchCodeDetected
Relationship	Is Equal To
Value	Patch1
Operation	Sets the Name
Separation Point	*not used in this example*
Delete Afterwards	*not used in this example*
Object	Batch
Name	Den_Claim_
Field	Unique Number
Name and Field String	Den_Claim_<number>

Rule: 3. Assign a Settings Collections to the Batch	
Configuration Item	**Example Value**
Repository	Taos
Settings Collection	Den_Claim_st
Sample Page Name	*not used in this example*
Group	Barcode
Name	PatchCodeDetected
Relationship	Is Equal To
Value	Patch1
Operation	Sets a Setting
Separation Point	*not used in this example*
Delete Afterwards	*not used in this example*
Object	*not used in this example*
Name	Den_Claim_st
Field	*not used in this example*
Name and Field String	*not used in this example*

Rule: 4. Create a Batch	
Configuration Item	**Example Value**
Repository	Taos
Settings Collection	Den_Claim_st
Sample Page Name	*not used in this example*
Group	Barcode
Name	PatchCodeDetected
Relationship	Is Equal To
Value	Patch2
Operation	Separates Object
Separation Point	Start
Delete Afterwards	*not used in this example*
Object	Batch
Name	*not used in this example*
Field	*not used in this example*
Name and Field String	*not used in this example*

Rule: 5. Name the Batch	
Configuration Item	**Example Value**
Repository	Taos
Settings Collection	Den_Claim_st
Sample Page Name	*not used in this example*
Group	Barcode
Name	PatchCodeDetected
Relationship	Is Equal To
Value	Patch2
Operation	Sets the Name
Separation Point	*not used in this example*
Delete Afterwards	*not used in this example*
Object	Batch
Name	Med_Claim_
Field	Unique Number
Name and Field String	Med_Claim_<number>

Rule: 6. Assign a Settings Collections to the Batch	
Configuration Item	**Example Value**
Repository	Taos
Settings Collection	Den_Claim_st
Sample Page Name	*not used in this example*
Group	Barcode
Name	PatchCodeDetected
Relationship	Is Equal To
Value	Patch2
Operation	Sets a Setting
Separation Point	*not used in this example*
Delete Afterwards	*not used in this example*
Object	*not used in this example*
Name	Med_Claim_st
Field	*not used in this example*
Name and Field String	*not used in this example*

For a blank copy of these worksheets, see <u>"Event Activator Worksheet"</u> <u>on page 701</u>.

1 Select the repository session name from the Tree View.

2 Select the settings collection you want to configure in the Config \ Settings folder using the Capture Tree View or List View.

3 Click Tools, Configure, Event Activator in the main menu bar to display the Event Activator Properties dialog box.

4 Click the Add button to display the Rule Properties dialog box.

5 Select Barcode in the Group field. See "Group" on page 450.

6 Select PatchCodeDetected in the Name field. See "Name" on page 450.

7 Select Is Equal To in the Relationship field. See "Relationship" on page 451.

8 Select Patch1 in the Value field. See "Value" on page 452.

9 Select Separates Objects in the Operation Field. See "Rule Action Operations" on page 452 and "Separating Objects" on page 452.

10 Select Start. See "Separation Point-Start, End or Separator" on page 453.

11 Select Batch in the Object field. See "Object" on page 453.

12 Click the OK button to create the first rule. The Rules tab displays the new rule.
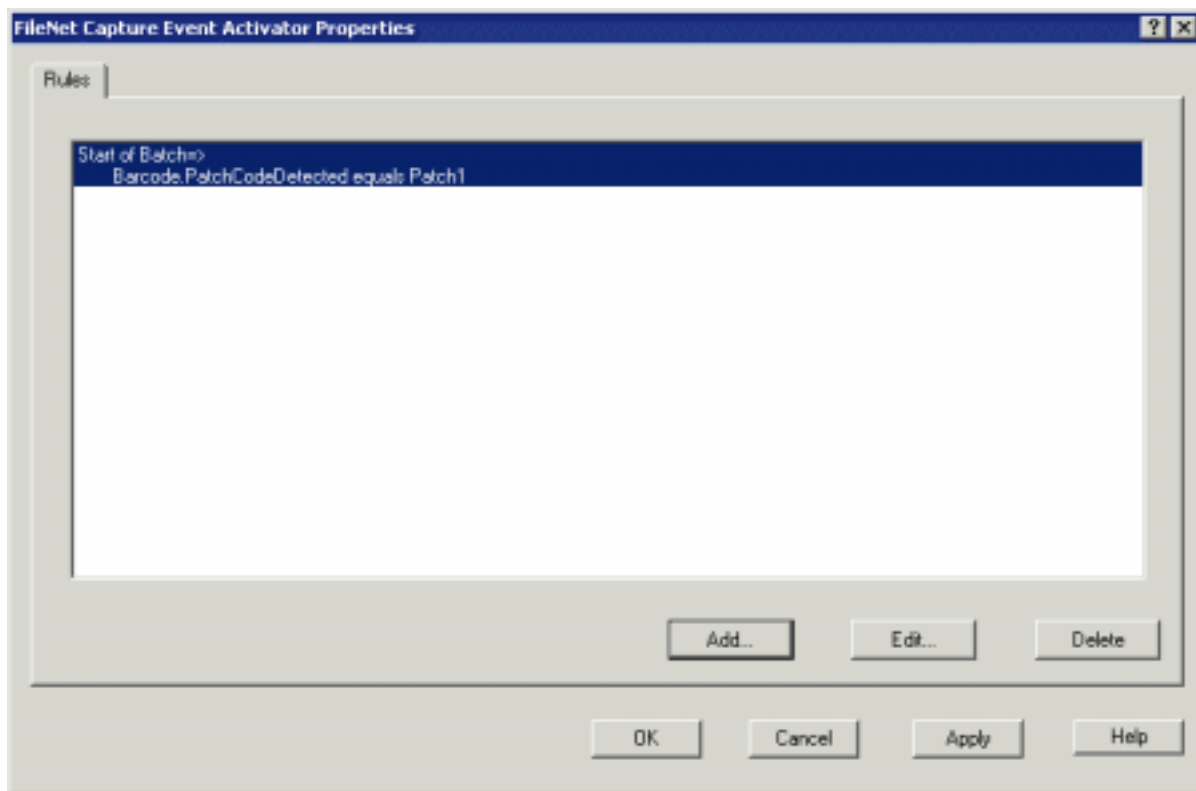
13 Repeat steps 4 through 12 to build the second rule using the same values as the first rule, except for the following:

- Select Sets the Name for the Operation

- Type "Den_Claim_" in the Name field

- Click the Field button and select Unique Number from the list of options

14 Repeat steps 4 through 12 to build the third rule using the same values as the first rule, except for the following:

- Select Sets a Setting for the Operation

- Type "Den_Claim_st" (the name of the settings collection) in the Name field

When you have finished building the rules for processing dental claims, the Rules tab should resemble the next example.
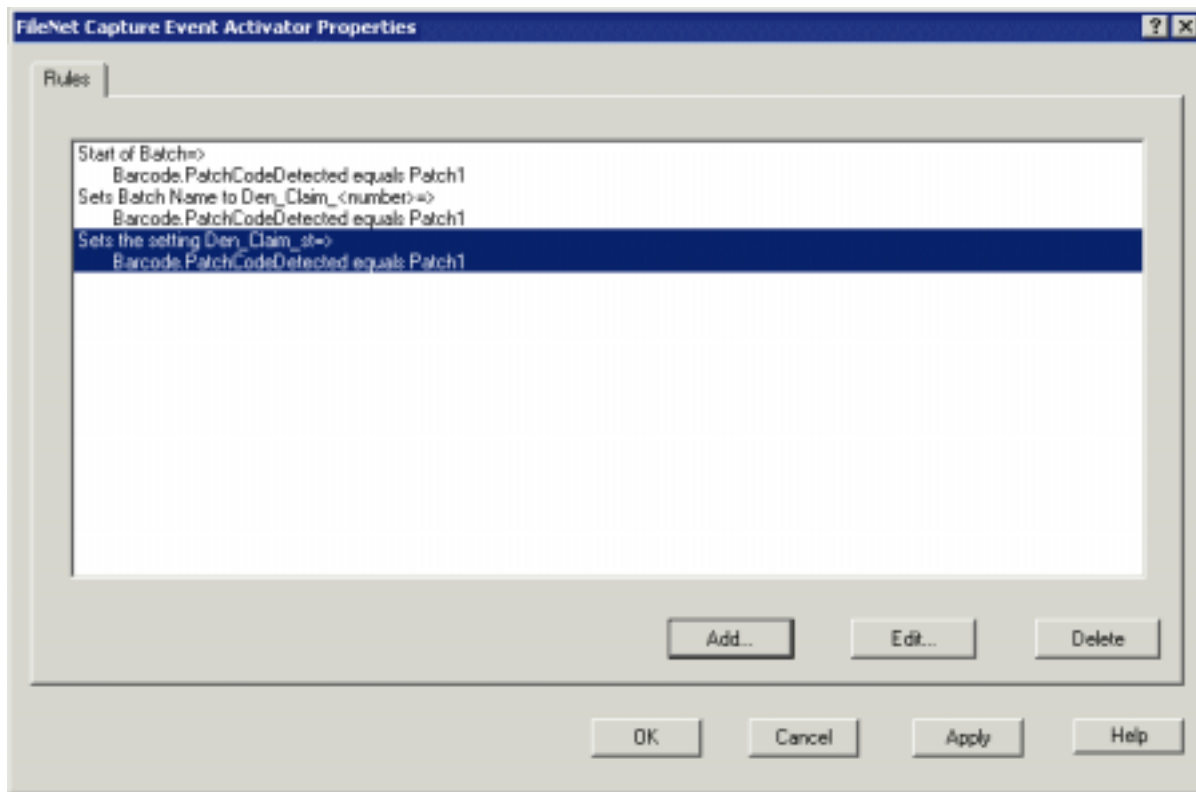
In the following steps you will build the rules for processing medical claims.

15 Repeat steps 4 through 12 to build the fourth rule using the same values as the first rule, except for the following:

- Select Patch 2 for the Value

16 Repeat steps 4 through 12 to build the fifth rule using the same values as the first rule, except for the following:

- Select Patch 2 for the Value

- Select Sets the Name for the Operation

- Type "Med_Claim_" in the Name field

- Click the Field button and select Unique Number from the list

17 Repeat steps 4 through 12 to build the sixth rule using the same values as the first rule, except for the following:

- Select Patch 2 for the Value

- Select Sets a Setting for the Operation

- Type "Med_Claim_st" (the name of the settings collection) in the Name field

When you have finished building the 6 rules, 3 rules for processing dental claims and 3 rules for processing medical claims, the Rules tab should resemble the next example.
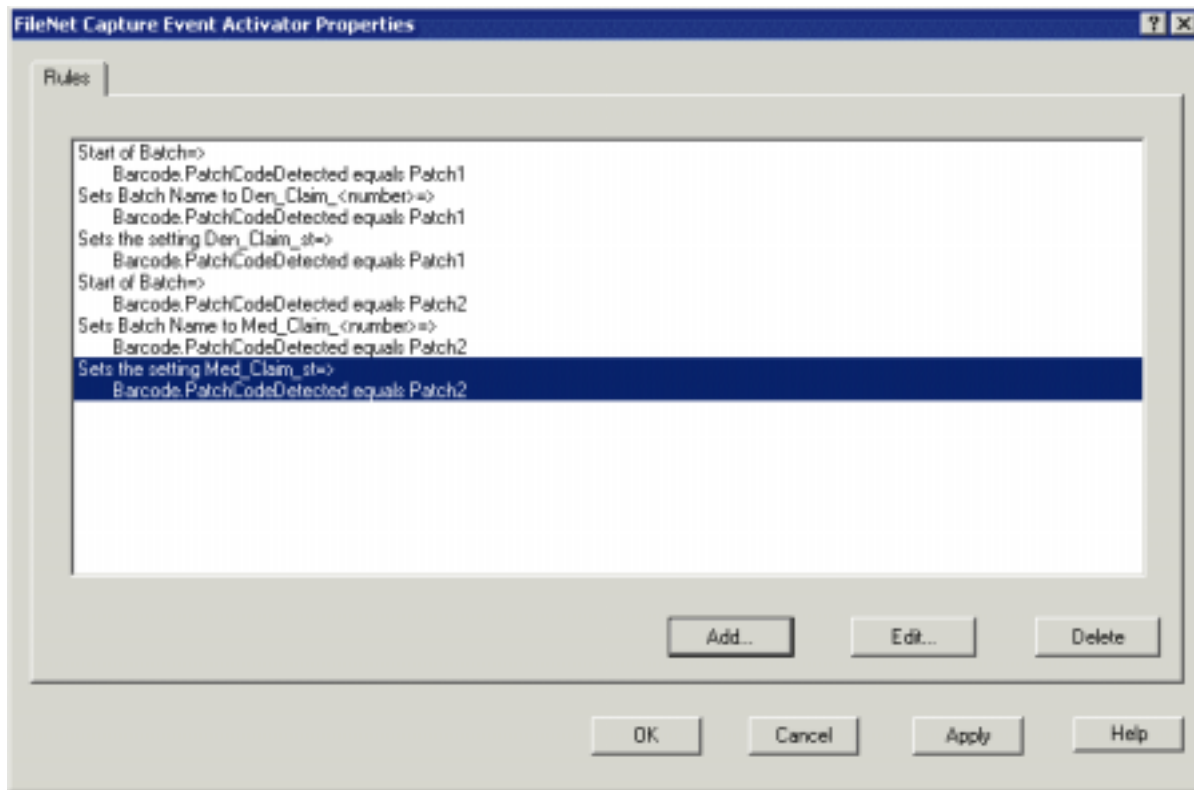
18 Click the OK button. Capture saves the changes to the settings collection, and updates the properties in the current session.

Scan or Import Sample Pages for Event Activator

Gather sample pages, files or faxes that represent the real documents you will be using. If you are using bar codes, get sample pages that have the bar codes on them. If you're using pages with information on both sides, get a two-sided sample page.

Remember that to create a rule you are going to select object properties that result from your scanning a page, importing a file, receiving a fax. If the object properties don't exist on the sample, you won't be able to select them while in the Event Activator dialog box.

Note   Sample pages are not needed for a rule using a patch code. The Event Activator has embedded patch code information.

For more information about sample pages, see .

1   Select the settings collection to receive the sample page in the Config\Settings folder using the Capture Tree View.

2   Scan or import the sample pages.

3   Use the Bar Code Detection option (through either Doc Processing or your scanner) to detect the bar codes on the sample pages.

4   Select the sample page in the settings collection using the Capture Tree View.

Note   If you select the settings collection, the desired page properties won't be available for configuring Event Activator. It is the page that contains the needed properties.

5 You can now begin to configure Event Activator.

When configuring Event activator, the only Group, Name, and Value properties available are those in the sample page you select from the Tree View.

If the properties you want to use are not available, click Cancel and select a different sample page. You may need to create a new sample page by scanning or importing a file to obtain the desired properties.

Valid Regular Expressions

The table below lists valid regular expressions for use with the Is Like condition. The expressions are used in matching attribute values. The matching strings are typed into the Value field, which is to the right of the Relationship field in the Rule Properties dialog.

Expression	Character	Purpose	Usage	Matches
.	Period	Match any single character.	auto.	autos, auto3, auto_
^	Caret	Match the beginning of a line.	^fire	firefly, fire fighter, fire in the sky
$	Dollar sign	Match the end of a line.	fire$	skyfire, hot fire, don't play with fire
+	Plus sign	Match one or more occurrences of the preceding character or expression.	f2+0	f20, f220, f2220
*	Asterisk	Match zero or more occurrences of the preceding character or expression.	f2*0	f0, f20, f220, f2220
\{*n*\}	Backslash and braces	Match *n* occurrences of the preceding character or expression. Whole numbers only.	f2\{3\}0	f2220
[]	Square braces	Match any one of the characters contained in the braces.	f[12]0	f10, f20
	Square braces and hyphen	Match any characters in the range separated by a hyphen (-) and contained in the braces.	f[1-4]0	f10, f20, f30, f40
	Square braces and caret	Match any characters except those contained in the braces when the first character is a caret (^). Note that both caret and hyphen are used in the example.	f[^2-9]0	f10, f00, fe0, f_0

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Patch Codes

Overview of Patch Codes

A patch code is a simple pattern of four horizontal bars that appear on a page and can be detected either at scan time by the Capture software. Patch codes can be placed on a document as a sticker, they can be pre-printed on documents or separate sheets, or can be included in an imported file.

Patch codes are normally used to separate documents, folders, or batches, or to trigger events in conjunction with the Capture Event Activator component. Capture can be configured to start a new folder, batch, or document when it detects a specific patch code. For example, you could configure Capture to mark any page with a PATCH1 as Start of Batch, and any page with a PATCH2 as Start of Document.

Capture can use the six common patch codes: Patch Type 1, 2, 3, 4, 6, and T. (There is no Patch Type 5.)

Types of Patch Code Recognition

You can use the optional Doc Processing software with Capture to detect patch codes. If you do not have the Doc Processing software installed, patch code recognition must be supported by either your scanner or scanner controller card.

The different methods available in Capture for patch code recognition are summarized below.

Patch Code Detection at Scan Time

Scan-time patch code recognition is configured through the Scan component. Once you have specified your scanner, use the Patch Code Detection option on the list of Extended Options to enable and configure patch code detection for your scanner.
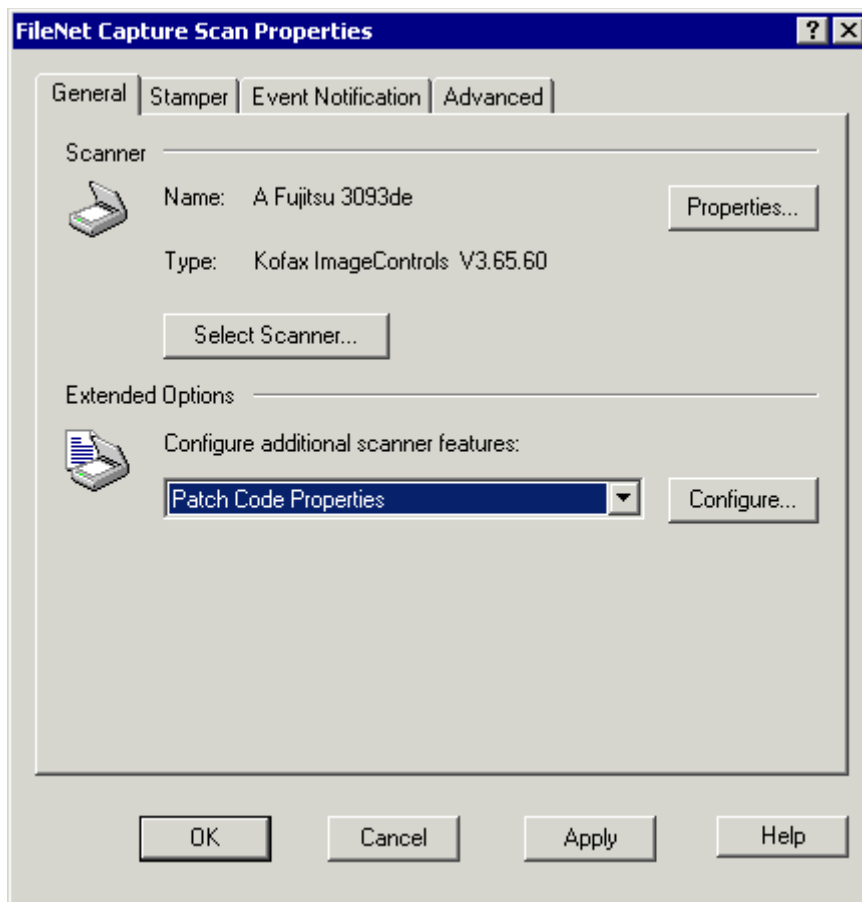
Click the Configure button to display the options for your equipment. For example, if you are using a scanner with an ISIS driver, you may see a screen similar to the following:
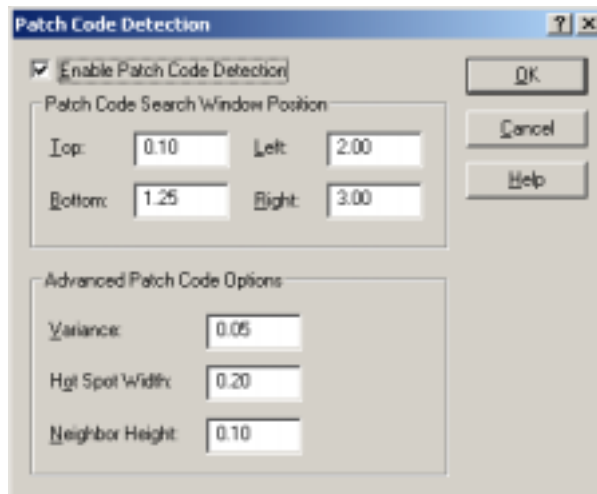
Specific options depend on the scanner and driver capabilities, and may vary for your equipment.

Post-Scan Detection through the DocProcessing Component

Patch code detection can also be enabled from within the DocProcessing component, assuming you have installed this option. Post-scan patch code detection is often used for imported images, or images that were scanned at another workstation. Post-scan patch code detection is configured through the DocProcessing component, and the images will be processed when you run the DocProcessing component.

Note that you must install the Advanced Doc Processing hardware key to enable some of the advanced features, such as the ability to detect patch codes on color or greyscale images.

Scanner Hardware (Including Kodak Scanners)

Some high-end Kodak scanners have an optional patch code reader. Patch codes detected by these readers are not directly passed to Capture, but instead change or increment the image address levels as specified by the Kodak mode setup program. The image address levels are passed into Capture, and can be used for indexing and/or to trigger events.

Other scanners have an optional hardware device that can be used to detect patch codes. If your scanner has the optional hardware device, you do not need to configure the Capture software for patch code detection. Refer to the documentation that came with your scanner for more information on hardware patch code readers.

Patch Code Characteristics

A patch code consists of four parallel black lines, two thick and two thin. The thick black lines are 0.20 inches tall. The thin black lines are 0.08 inches tall. The white spaces separating the lines are 0.08 inches tall. The patch code must be surrounded by 0.20 inches of white space on all sides.

When using hardware detection of patch codes, additional restrictions may apply. Consult the hardware documentation for additional details.

Patch codes are designed to be used primarily as triggers to cause specific actions to take place. Unlike bar codes, patch codes do not contain encoded information.

Patch Code Event Notification

You can configure Capture to beep when a patch code is detected at scan time. See also "Event Notification" on page 143.
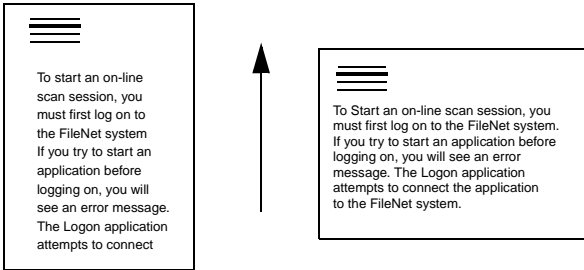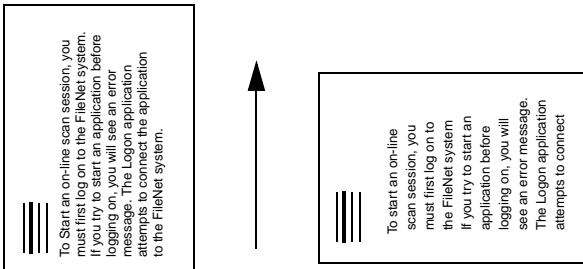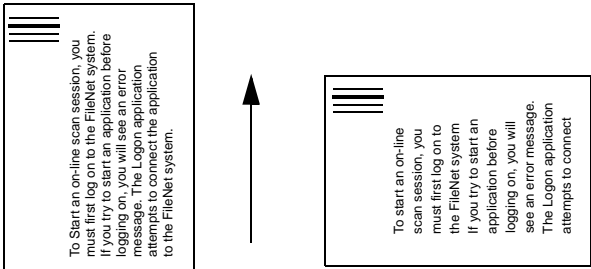
Patch Codes and Rotation

For a patch code to be detected, the patch code orientation on the page and the read direction of the scanner must be compatible. When the orientation of the patch code on the scanned page is not parallel to the leading edge of the paper, the image can be rotated to make it parallel.

Rotation can be done by the scanner or board hardware at scan time or by the DocProcessing component after scan time. Rotation done by hardware or DocProcessing is an actual permanent change to the stored image. Display rotation takes place in the viewer and does not change the stored image in any way.

For more information about rotation see the Rotation Overview topic in the Capture Professional online help.

The following table provides more details about how rotation and patch code orientation interact.

Rotation Type	Comments	Visual Example (Arrow represents scanner read direction.)
No rotation	If you do not rotate images, the patch code must be oriented parallel to the leading edge of the paper and to the page image.	
Scan time hardware rotation or post scan DocProcessing rotation	If you rotate the image at scan time, or after scan time using DocProcessing, the patch code must be oriented so that it is parallel after it is rotated. This example shows the orientation for 90 degree rotation. (This type of patch code orientation and rotation is not used for Kodak scanners.)	
Display rotation	If you rotate the image at display, the patch code must be oriented so that it is parallel to the leading edge of the paper. You can ignore the orientation of the image as it will be rotated when displayed.	

Patch Code Tips

Refer to "Appendix B – Patch Code Specifications" on page 735 for important specifications for each supported patch code type.

Patch Code Placement

Patch codes can appear on documents or on blank pages. The patch code should be placed near the top of the page. Normally, the patch code is placed so the lines, or bars, in the patch code are parallel to the leading edge of the paper to be scanned, and perpendicular to the scan direction. The correct orientation of the patch code depends upon your use of rotation, and the paper feed direction for your scanner.

Patch codes should be placed as follows:

- Parallel to the leading edge of the image.

- At least 0.20 inches from the leading edge of the image.

- Extend less than 3.75 inches from the leading edge of an image.

Use Full Width Patch Codes

Patch code detection software is often configured to search for patch code in a limited area of the page being scanned. If the patch code on the page is on the left side and only two inches long, and the reader or software is configured to search for patch codes at the right side of the page, the patch code will not be detected by the reader.

To increase the likelihood of patch code detection, use full page width patch codes whenever possible. A full page width patch code (also called an "edge-to-edge" patch code) is printed from the right edge of the paper to the left edge across the full width of the page.

Print Patch Codes on Top and Bottom of Separator Sheets

When printing edge-to-edge patch codes on separator sheets that will be reused, consider printing the patch codes on both the top and bottom of the page. That way, the patch codes are never upside down. The patch code closest to the paper's leading edge will be properly detected.

Print Sequential Numbers on Separator Sheets

Depending on how you do the batching of the physical pages, you might also consider including sequential numbers on the separator sheets. For example, if your site always uses batches of 50 documents, you might have sets of separators printed with the numbers 1 through 50. Then each set of separators is equal to a batch. This reduces the effort of preparing the documents since the preparer doesn't have to count out the number of documents in the batch.

Print Text Identifying the Separator Level on Separator Sheets

Words in large letters such as BATCH SEPARATOR can be printed in the middle of the page to identify the level of the separator sheet. Others sheets might be printed with DOCUMENT SEPARATOR and FOLDER SEPARATOR.

Use Longer Paper for Separator Sheets

Another way to make physical batching easier is to combine the suggestions above with printing the separator sheets on longer paper so the separator sheets can be easily removed after the pages have been scanned. For example, batches of 8.5" x 11" paper, use separators printed on 8.5" x 14" paper. After scanning, the longer sheets are easily seen and can be removed from the batch for reuse.

Use Colored Stock for Separator Sheets

Using colored paper for separator sheets can help scan operators identify the separator sheets. After the batch has been scanned, the sheets can be pulled from the paper batch for later reuse.

However, you should use only light colored paper stock for patch code separator sheets.

Reproducing Patch Codes

Start with high-quality patch code graphics and have them reproduced exactly, using black ink on white or very light paper. This will help assure software recognition of the patch codes. Avoid copying the patch codes, if possible. Some copy machines enlarge or reduce images or move them relative to the edges of the page. If you must use copies, always generate the copies from the original.

Patch Codes and Long Pages

Patch code detection is a relatively resource-intensive process. In some cases, attempting to read patch codes on large or long pages can cause the system to return various error messages if it runs out of resources. (This can also happen with bar code detection and/or deskew on large images.) This is particularly true when using some Kofax hardware processing boards with insufficient memory.

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Bar Codes

Overview of Bar Codes

Bar codes are used on a variety of different types of documents to encode information in a machine-readable form. Unlike patch codes, which are typically used to signal an event, such as the beginning or end of a document or folder, bar codes contain data such as account numbers, serial numbers, dates, or other information.

When Capture detects a bar code, the information contained in the bar code is read and decoded. The decoded information is then stored as an attribute of the image. This attribute is used by other Capture components for subsequent processes, such as indexing.

Example | Assume that the documents you process are encoded with a bar codes containing the customer name and number. If bar code detection is enabled, Capture reads the bar codes and extracts the name and number as each document is processed. The Index component (see Chapter 10, "Index," on page 161) uses the information contained in the attributes to automatically set index values for the customer name and number. This saves time for the index operator, and may improve accuracy.

The Capture Tech Note titled *Bar Code Usage and Tips* provides suggestions on how you can optimize a Capture system for detection of bar codes. This Tech Note also provides examples of the types of bar

codes supported by Capture, and important considerations for using them in a Capture system.

Types of Bar Code Recognition

Bar codes can be detected either at scan time, if you are using a scanner or controller card that supports bar code recognition, or as a post-scan processing step with the optional Doc Processing software. You enable and configure bar code detection in different ways depending on the type of scanner, scanner controller, and software options you have installed. The various methods for bar code usage in Capture are described below.

DocProcessing Component

You can use the Doc Processing component to detect bar codes if you have installed the optional DocProcessing package. DocProcessing bar code recognition is configured through the Bar Code tab of the DocProcessing component. Bar code recognition using DocProcessing is done as a separate step after scanning. For more information about the options and limits of this type of recognition, see the balance of this chapter, specifically .

The optional Advanced DocProcessing package provides the same features and support as the standard DocProcessing package, and is configured in the same way. Advanced DocProcessing also provides support for additional bar code types, including two-dimensional bar codes, and supports detection of bar codes on color and grey-scale images.

Kofax Hardware

Kofax hardware bar code recognition is configured as an extended option in the Scan component. Bar code recognition using the Kofax board is done at scan time. Note that the limits and options available for configuration depend on your interface board's capabilities. For more information, see the Kofax documentation provided with your scanner interface board.

Kodak Scanner Hardware

This method typically requires an optional Kodak hardware device and configuration of the scanner firmware by a Kodak representative. Once these items are installed and configured, Kodak hardware bar code recognition is configured through the scanner's control panel or Kodak Mode Set Up software. Bar code recognition using Kodak hardware bar code reader is done at scan time. For more information about the options and limits of this type of recognition, see the Kodak documentation for your scanner.

Special Considerations when Using Bar Code Detection

Bar Code Detection and Long Pages

Enabling bar code detection when Capture is configured to scan long pages can cause Scan to fail and return several different Kofax error messages. Using patch code detection or deskew with bar code detection can give a similar result. This problem happens more frequently if there is insufficient memory on the Kofax controller board. If you encounter this type of error, you may need to upgrade your controller board, or consider performing bar code detection on a different workstation, using the DocProcessing component.

Using Bar Codes that Include Special Characters

Some bar code formats allow the use of special or extended characters, including control characters, special symbols, and international characters. These characters may not be supported by all Capture components. In addition, some formatting characters, such as the line feed character, may be either ignored or translated to a different character when the data is displayed.

To ensure compatibility and readability of all data, use only the printable subset of ASCII characters in your bar codes. For example, the Index component can only handle printable ASCII characters. If an unprintable character is included in a string obtained from a bar code, the Index component will use only the characters in the string that precede the unprintable character, and will ignore the remaining characters.

If you are using the data contained within the bar code in subsequent Capture processing operations, you should ensure that all phases support all of the characters you are likely to encounter in a satisfactory manner.

Using Bar Codes that Contain Large Amounts of Data

Some bar code formats (especially two-dimensional bar codes) can accommodate large amounts of data. When you view the data extracted from the bar code and contained in an attribute, you may not be able to display all of the data easily. Use either the Save or Print button on the Attributes property page to extract the data for review.

If you are using the bar code data for subsequent automatic indexing, keep in mind that the length of the index field may be limited on the server.

Bar Code Dates

Bar code dates are always initially handled as strings. You can use string selection in the Index component of Capture to change a string date collected from a bar code into an actual date (that is, a date field against which computations can be performed).

To obtain dates from bar codes smoothly, do the following when you create bar codes:

• Match the date formats of the bar codes to the formats supported in Capture.

• Use a four-digit year format in the bar code to ensure that Capture picks up the correct century.

Bar Code Count Attribute

Under certain circumstances, you might want to configure Event Activator based on the number of bar codes found on a page. A bar code count attribute can be used for this purpose. When present, it is available in the Properties dialog and is set for an image after it has been scanned in with bar code detection enabled. For more information about attributes, see "Object Properties" on page 429.

Bar Code Event Notification

Capture can be configured to beep when a bar code is detected at scan time. The DocProcessing feature, Bar Code Beep, is similar. See also "Event Notification" on page 143 and "Beep" on page 504.

Bar Code Configuration Options

Detecting Bar Codes via Kofax Hardware

If you are using hardware bar code detection (that is, on a scanner or scanner interface card such as a Kofax Adrenaline 850 or 1700), the Scan component provides a Bar Code Properties option as one of the Extended Options. Select the Bar Code Properties option from General tab of the Scan component to display the configuration options for your specific board.

See also "General Information on Bar Code Options", below. Note that the properties available may differ, depending on the type of scanner or interface board. Refer also to your Kofax documentation.

Detecting Bar Codes with a Kodak Scanner

If you are using a Kodak scanner that provides integrated bar code detection, refer to your Kodak documentation for specific information on configuration and options.

Detecting Bar Codes with the DocProcessing Component

If you are using software bar code detection (via the optional Doc Processing component) the DocProcessing component contains the Bar Code tab, where bar code recognition is defined.

See also "General Information on Bar Code Options", below.

General Information on Bar Code Options

Enable Detection

Select the Enable Detection option to activate bar code detection. When the Enable Detection option is selected, you can select and configure the DocProcessing bar code options.

When the Enable option is cleared, you cannot configure DocProcessing bar code options, and bar codes will not be detected.

Verify Checksum

Select the Verify Checksum option to cause Capture to verify the checksum character of bar codes it detects. Not every bar code type can make use of this option. A given bar code type may have an optional checksum, a mandatory checksum, or no checksum.

Optional Checksum

Bar codes like Code 3 of 9, Interleaved 2 of 5, or Linear 2 of 5 have optional checksums. Select the Verify Checksum option when using one of these bar code types, and you want Capture to use the checksum character to validate the bar code. Selecting or clearing the Verify Checksum option only effects bar codes that use optional checksums.

Mandatory Checksum

Some bar codes, like Code 128 or EAN, have mandatory checksums. If this is the case, the bar code software always uses the checksum character to determine the validity of the bar code. Check summing is done automatically.

No Checksum

Not all bar codes have a checksum character. For example, neither Codabar nor Code 93 uses checksums. The Verify Checksum option has no effect.

Tip Using Verify Checksum may add to the processing overhead of reading bar codes with optional checksums. When accuracy of the bar code data is more important, select this option. When speed is more important, clear this option.

Beep

Select the Beep option to cause the PC speaker to beep when the software detects a bar code. This option is a helpful confirmation when configuring a settings collection or troubleshooting.

Clear the Beep option to disable it.

Ratio 2:1

Some bar code types support an optional ratio between the narrowest bar and the largest bar in the bar code. For these bar code types, the widths of the larger bars are multiples of the width of the narrowest bar. The ratio feature makes it easier to determine if an element on an image is a bar code or not.

2:1 ratio
The width of the largest element is 2 times larger than the narrowest element.

3:1 ratio
The width of the largest element is 3 times larger than the narrowest element.

For example, if the width of the narrowest bar is 0.020 inch, the width of the largest bars will be 0.040 inch (2:1 ratio) or 0.060 inch (3:1 ratio).

Note The 3:1 ratio option is not shown for some controller or software configuration dialogs. If this is the case for your system, select the 2:1 option to use a 2:1 ratio, or clear it to use the 3:1 ratio.

The 3:1 ratio produces optimal results and is the default for most cases. Bars can lose a pixel during the scan process, which makes the smaller 2:1 ratio harder to detect.

The Ratio 2:1 option and the Width option are used together. If you are using the Ratio 2:1 option, you must configure the Width parameter.

When you are using one of the following bar code types, you can choose between a 2:1 ratio or a 3:1 ratio.

Codabar
3 of 9
Code 93
2 of 5
Linear 2 of 5

Select the Ratio 2:1 option to use a 2:1 ratio. Clear the Ratio 2:1 option to use a 3:1 ratio.

Height

The value in the Height field and the Quality option are used together to determine how intensely to examine an area on an image.

The height of a bar code is the distance between the top of the bars and the bottom of the bars. Height is measured in hundredths of an inch. The minimum height is 0.15 inch and the maximum is 1.25 inches. The default value is 0.5 inch.

Width

The value in the Width field and the Ratio 2:1 option are used together to calculate the width of the largest bar code element. If the Ratio 2:1 option is cleared, you don't need to type a value in the bar code width field.

The width of a bar code is the physical thickness of the narrowest element in a bar code. It is measured in thousandths of an inch. The minimum width is 0.010 inch, and the maximum is 0.050 inch.

Most bar code widths fall within the following ranges:

0.010 to 0.013 inch at 200 DPI

0.014 to 0.018 inch at 300 DPI

Minimum Characters Per Bar Code

The value in the Minimum Characters Per Bar Code field defines the minimum number of characters that the scan software must find in a bar code before the bar code is considered valid. You can specify any length from a range of 0 to 64 characters. The default is 1.

If you use more than one type of bar code on your documents, type the minimum number of characters for the bar code that has the least number of characters. For example, if one bar code type has a minimum of 6 characters while another has a minimum of 10 characters, use a value of 6.

Maximum Bar Codes Per Page

The value in this field defines the maximum number of bar codes to process on a page. Once the defined number of bar codes is detected, Capture begins processing the next page. You can set this option for 1 to 64 bar codes per page.

If there are more than the specified maximum number of bar codes on a page, the additional bar codes will not be processed. For example, you configure the Maximum Bar Codes Per Page field as 5, but a page contains 10 bar codes, only the first 5 bar codes will be processed.

Tip Use the lowest possible value to improve processing speed. The greater the value, the longer the search.

Maximum Bar Codes Per Line

The value in the Maximum Bar Codes Per Line field defines the maximum number of bar codes that appear on the same line. For example, if you define this parameter as 3, and four bar codes are on the same line, only the first three bar codes are detected and decoded. Capture station software can process between 1 and 64 bar codes per line.

If bar codes are skewed, Capture cannot read more than one bar code per line. If you set the Deskew parameter to a value other than None, the scanner detects only one bar code per line.

Tip Use only one bar code per line to improve processing speed. The greater the value, the longer the search.

Bar Code Type

The Bar Code Type option defines the type of bar code to detect. You can select more that one type, but you should only select the types you actually use.

The bar code types available are displayed on the drop-down list.

Note Some two-dimensional bar code types are only available if you have purchased an advanced bar code support option. If you are using software bar code detection, support for these advanced bar codes is available through the optional Advanced Doc Processing package.

Some bar code types are mutually incompatible. You cannot use the following combinations:

- 2 of 5 and Linear 2 of 5

- UPC- A and UPC-EAN

- UPC-A and UPC-C

- Postnet and any other type

For more information about the individual bar code types, see the Tech Note titled *Bar Code Usage and Tips*.

Tip Use only one bar code type to improve processing speed. The more bar code types you select, the longer the search.

Search Direction

The Search Direction option defines the direction to search for bar codes on a page. Select the direction that matches the way bar codes are placed on the pages you scan. For example, bar codes are often placed on the page to be read horizontally, or left-to-right as a person would read text on a page. Horizontal is the option you would use in this instance.

For Kodak scanners, the bars in a bar code must be perpendicular to the leading edge of a page during scanning. If you have a landscape-oriented bar code, you must scan the page in a landscape orientation.

For other scanners, you can search for bar codes in more than one direction. The search directions are:

Horizontal: Read from left to right.

Vertical: Rotated 90 degrees clockwise from horizontal, read top to bottom.

Reverse Horizontal: Rotated 180 degrees clockwise from horizontal (upside down horizontal), read right to left.

Reverse Vertical: Rotated 270 degrees clockwise from horizontal, read bottom to top. (In other words, read top to bottom.)
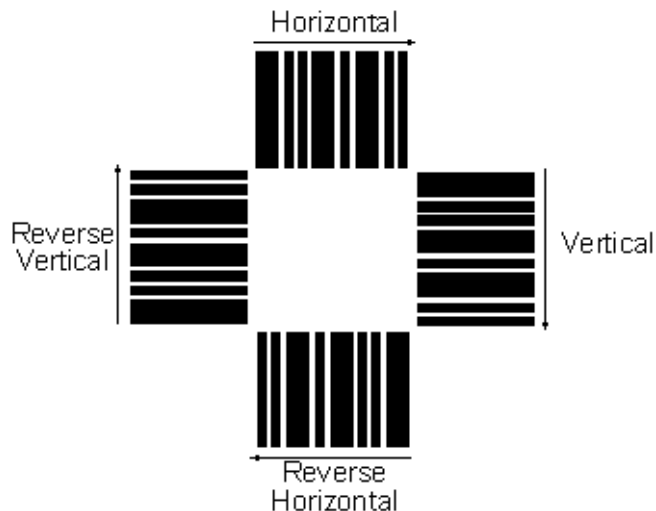
Tip   Use only one search direction to improve processing speed. The more search directions you select, the longer the search.

Quality

The Quality option indicates the condition of the bar code elements on an image. Some times the elements are crisp and well-defined, the black bars are clearly delineated, and the image has little noise (speckles or stains for instance). At other times, the elements are blurry, with bars that are too light or dark, or with significant noise around the bar code's elements. Poor quality bar codes can affect the accuracy of bar code detection and decoding.

You can specify the quality of bar codes being read. This setting is used with the Height parameter to determine how carefully to search an area on an image for a bar code.

Good: Use this option for bar codes that have smooth edges and little or no noise.

Normal or Poor: Use these options for bar codes that have jagged edges or are otherwise unclear.

Tip   Use the Good option whenever possible to improve processing speed. The Normal or Poor setting can cause the software to search intensively for elements that might be bar codes, which can adversely affect performance.

Scanner Adjustments

Adjusting your scanner can improve the detection of bar codes. Check your scanner manual for tips to improve quality. Changing the scanning resolution to a higher DPI may improve quality, but it will also increase the image size. Slight adjustments can make a significant difference.

28
Blank Page Detection

Overview of Blank Page Detection

You can configure Capture to automatically detect and remove blank pages from a batch. (Unnecessary blank pages can take up storage space when committed, and waste paper when printed.)

Capture provides the Blank Page Detection component to detect and flag blank pages within a batch. Pages that have been flagged as blank are deleted during assembly. You configure the component to identify blank images.

As an option, you can use Image Verify in conjunction with Blank Page Detection to display each page after it is scanned, and monitor whether it has been flagged correctly as blank or not. If a page is incorrectly marked, you can change the blank page attribute.

If you run Blank Page Detection on a batch you have already marked with Image Verify, Blank Page Detection will supercede the Image Verification flags.

Blank Page Characteristics

There is usually a significant difference between the amount of data detected from a blank page and a page which contains an image. Capture's Blank Page Detection component uses this difference to establish a threshold for blank pages.

When you scan a blank page, the resulting file is usually smaller than a normal image file. The file also compresses at a much greater ratio than an actual image. A blank page might have a 30 to 1 compression ratio while an image page might have a 10 to 1 compression ratio.

You can use these differences in size or compression ratio to configure Capture to mark any images that fall below a specific size or ratio threshold as blank. Ratio is more useful for batches of mixed paper sizes.

With Capture you can detect blank pages based on the size of the image file (**size** option) or the compression ratio of the image (**ratio** option). You may need to experiment with typical batches to determine which option offers the best performance for your images.

Using the Default Thresholds

Capture provides default threshold values for detection based on both the file size or the compression ratio. You can use these default values for many typical image types.

To use the default values, you only need to enable the Blank Page Detection component, then run the component on your batches after they are acquired.

If, however, you find that the defaults are not working well enough for the images that you process, you can adjust the thresholds based on your own samples. To do this, see .

Viewing the Blank Page Detection Flag

After you scan a batch of blank pages and run the Blank Page Detection component, you can view each image through the Image Verification component to see which images were flagged as blanks and which were not. Use the following procedure to do this:

1 Select a batch and then start the Image Verification component.

2 Open the Verify menu from the menu bar, and select Attributes to display the Image Verify Attributes dialog box. This dialog box shows which flags are enabled for each page or image in the batch.

3 For each image in the batch, examine whether or not the Blank check box is checked. If it is checked, that indicates that it was detected as a blank. Click the Accept button in Image Verification to advance through the images in the batch.

Viewing Blank Page Statistics

The software displays the average file size or compression ratio of blank pages in a statistics table. You can use the information from the statistics table as a guideline for adjusting or setting your own Blank Page threshold numbers. You can scan or import sample pages, run the Blank Page Detection component on the batch, then review the values in the statistics table to determine typical size or ratio values for the pages you used.

To display the statistics in the Blank Image Dropout Statistics table, select Tools, Start, Blank Page Detection, and select ShowStat from the submenu. You can clear the statistics by selecting Clear Stats from the same submenu.

Blank Page Detection Procedures

Perform these steps to define the blank page thresholds and use the Blank Page Detection component to flag blank pages in your batches.

Note   If you want to use the default values for the blank page thresholds, you may skip this procedure. However, we highly recommend testing some typical batches to determine whether the default values will work for your images.

Step 1: Collect a Set of Sample Blank Pages

The sample batch should contain 5 to 10 blank pages. Include a sample of every type of blank page that a scan operator is likely to process. Include "dirty" blank pages, pages with streaks, pages on colored paper, etc., if these are common in your batches.

The number of sample blanks you need depends on the types of images that you use, so you may need to experiment or adjust the values over time for best results.

Step 2: Create a Calibration Batch

1   Create a new batch on the repository.

2   Select the batch and then click Tools, Configure, Scan, and configure the Scan component for an ad hoc scanning session.

3   Adjust the scanner controls as necessary. Keep in mind that scanner settings such as brightness will have an effect on the size of the scanned image. You should also use the same scanner and settings that you will use for subsequent batches as many scanner settings may effect the size and compression ratio of the scanned pages.

4   Place the sheets in the scanner and start the Scan component.

Step 3: Configure and Run the Blank Page Detection Component

1   Select the new sample batch then click Tools, Configure, Blank Page Detection. Select Ratio if you are using the compression ratio or select Size if you are using size as the determining factor. Click OK.

2   Select Tools, Start, Blank Page Detection to start Blank Page Detection on the batch.

Step 4: Reviewing the Blank Page Dropout Statistics

1   Select Tools, Start, Blank Page Detection, Show Stat to display the Blank Image Dropout Statistics dialog box.

2   Examine the data in the table to see if your system detected the correct number of blank pages from your batch. The value in the # Blank Images column should be the same as the number of images you had in the batch. If all of the pages were correctly detected as blanks, then you can skip the next step and continue with calibration using data pages.

Step 5: Adjust the Thresholds, if Necessary

1   If some of the pages in the blank batch were not detected as blanks, you will need to adjust your threshold.

a   If you are using image size as a threshold, review the average blank size and last image size values shown on the table. Use a value slightly higher than the higher of those two values as a guideline for the next iteration.

b   If you are using compression ratio as a threshold, review the average blank ratio and last ratio values shown on the table. Use a value slightly lower than the lower of those two values as a guideline for the next iteration.

2   Clear the Blank Page Detection statistics by selection Tools, Start, Blank Page Detection, Clear Stats from the menu.

3   While still selecting the same batch, re-configure the Blank Page Detection component, as described in Step 3, above. Use the guideline value from the statistics table as a new value for the threshold.

4   Re-run the Blank Page Detection component on the batch of blank sample pages.

5   Review the results using the Blank Image Dropout Statistics table, as described in Step 4, above. Repeat the process until all of the blanks are detected correctly.

6   When you have successfully calibrated the batch for blank pages, clear the statistics (select Tools, Start, Blank Page Detection, and Clear Stats) and continue with the next step.

Step 6: Collect and Scan a Set of Sample Data Pages

1   Collect a set of pages that are typical for the batches that you process. You should include a number of pages with very little data on them, as well as a few with an average amount of data. The pages with little data are used to ensure that image pages are not being accidentally detected as blanks.

2   Scan these pages into the sample batch that you calibrated above for blank pages.

Step 7: Run the Blank Page Detection Component and Review the Results

1   Select Tools, Start, Blank Page Detection, then select Blank Page Detection.

2   When the component completes, display the Blank Image Dropout Statistics table (Tools, Start, Blank Page Detection, ShowStat) and examine the results. You should see that all of the blank pages from the previous steps were detected correctly, and each or your data pages should be counted as a non-blank page.

3   Refine the threshold values again, as needed. For example, if you are using image size for the threshold, and some of your data pages are being flagged as blanks, you will need to lower the size value.

Step 8: Make a Note of your Threshold Values

Make a note of the values that you determined with the above procedure, and use these values whenever you configure the Blank Page Detection component.

Note that you may have to adjust the values over time due to changes in the scanner or other factors. If you are using Blank Page Detection in an automated environment, periodically monitor the images to ensure that blank pages are being flagged correctly.

Configuring the Blank Page Detection Capture Component within a Settings Collection

Once you have determined the best threshold values for your images, make a note of the settings. You can then use these values to configure the Blank Page Detection component within the Settings wizard for all of your settings collections.

Use the following procedure to transfer the information you gathered to the Blank Page Detection component, and save the component's configuration in a settings collection.

To open the Blank Page Detection component and insert the blank page threshold data:

1   Select File, New, Settings from the main menu bar.

This starts the Settings Wizard. This first screen in the wizard explains the function of the wizard.

2   Select the repository where you want to save the settings collection and click the Next button.

3   Enter the necessary information to specify the name of the settings collection you want to create or edit. Click the Next button.

4   Select the Blank Page Detection component from the list of components that displays. Click the Configure button.

5   Enter your custom threshold values into the appropriate fields of the Blank Page Detection Properties dialog box. Then click the OK button in the dialog box.

6   Click the Next button in the Settings Wizard to bring up the completion screen.

7   Click the Finish button to save the changes you made to the settings collection and close the Settings Wizard.

Using Blank Page Detection for Duplex Images

When you scan in duplex (two-sided) mode, you do not need to do any special configuration if you can use the same threshold settings for all images, whether they are the front or the back side of a physical page.

However, in some instances it may be necessary to keep a specific side (usually the front) of a scanned page, even if it contains very little data. In these cases, you configure the Blank Page Detection component to look for blanks only on one side of the page.

Use the following guidelines to configure Blank Page Detection separately for front and back pages:

- To remove only blank back sides (that is, you always want to keep the front image of a duplex page), select only the Back option.

- To remove only blank front sides (that is, you always want to keep the back image of a duplex page), select only the Front option.

- To check for and remove blanks regardless of whether they are on the front or the back of a duplex image, select the Both option.

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Filtering Options

Overview of Filtering Options

Filtering is used to selectively retrieve a limited number of batches for processing by an operator or the system. You specify the filtering rules for selecting batches by configuring selection criteria in the Filter Options dialog box. When you run filtering, software on the workstation examines all batches available on a repository and retrieves only the batches that meet the filtering rules. The examination and batch selection is determined by one of two configuration options: Repository Filter or Polling.

Repository Filter

The Repository Filter is primarily used for manual processing of batches. See also "Filtering With the Repository Filter" on page 524.

Polling Filters

Polling filters retrieve batches from multiple repositories, check for new batches at a specified interval, and can be configured to start automatically when Capture starts. The primary purpose of Polling is automated processing of batches. See also "Filtering for Polling" on page 525.

Filtering can be done on all repository types. Note, however, that different repositories support different database types, therefore the filtering capabilities may be different. For example, you can filter based on doc-

ument class on an Image Services repository, but not on a Content Services repository.

For more information about the filtering options supported on each repository type, see "Property List" on page 534 and "And / Or Options" on page 538.

Note	When any form of filtering is used, only batches are returned to the workstation. The workstation operator will not be able to see any folder hierarchy that may be present on the repository. In addition, if a subsequent step creates new batches during polling or filtering, these new batches can only be created in the root of the repository. The operator must manually move the batch to a folder, if desired.

Comparison of Repository Filter and Polling

Repository Filter and Polling perform essentially the same function, by reducing the number of batches returned to the workstation for processing. The primary difference is that the Repository Filter returns batches for manual processing and Polling returns batches and automatically begins processing.

Use the Repository Filter when an operator selects repositories one at a time, manually refreshes for batches, and manually starts capture paths. Use Polling to automatically start capture paths and check one or more repositories at an interval specified by the Timer setting. You can use Repository Filter to manually test that rules retrieve the desired batches before configuring Polling to automate the process on multiple repositories. The next table compares the key features of the Repository Filter and Polling.

Repository Filter	Polling
The operator manually starts the capture path for a batch.	The system automatically starts the capture path for a batch.
The operator manually selects a single repository to filter. All configured repositories are eligible for filtering, but only one at a time can be selected for filtering.	The system automatically filters one or more repositories at a time. All configured repositories are eligible for filtering.
The operator manually refreshes the view to see new batches.	The system automatically checks repositories for new batches at the specified polling interval and refreshes the view.
Operator enables and disables filtering manually.	Polling begins automatically when Capture starts, if configured to do so.

See also .

Note   When you enable a Repository Filter or Polling on a repository, the folder structure disappears from the Tree View and List View. Only batches are displayed to the operator.

Filtering With the Repository Filter

The main use of the Repository Filter is to filter batches for manual processing by an operator. Another use is to manually test that rules retrieve the desired batches before automating the process using Polling.

Example You want an index operator to see only those batches that are ready to be indexed. To further limit the batches displayed, you also specify that the next phase is Index verify (assuming this is the next phase in the capture path) and you only want to see batches without errors. Select the repository and configure the Repository Filter rules below in the Filter Options dialog box:

Current Phase Is Equal to Index
AND Next Phase Is Equal To Index Verify
AND Status Is Equal To OK

Your Filter Options will look like this:

Property	Operator	Value	
Current Phase	Is Equal To	Index	AND
Next Phase	Is Equal To	Index Verify	AND
Status	Is Equal To	OK	

Filtering for Polling

The main use of Polling is to filter batches for automated processing in a distributed processing environment. Because fewer batches are retrieved by the workstation, polling can improve overall system performance. See also .

Example

You want an image verification operator to see only those batches ready for image verification on several repositories. Assume the capture path process after image verification is assembly.

Select the repository and set the Timer field in the Configure Polling dialog box to poll at 5 minute intervals. Configure the Polling Filter rules below in the Filter Options dialog box:

Current Phase Is Equal to ImageVerify
AND Next Phase Is Equal To Assembly
AND Status Is Equal To OK

Your Filter Options will look like this:

Property	Operator	Value	
Current Phase	Is Equal To	Image Verify	AND
Next Phase	Is Equal To	Assembly	AND
Status	Is Equal To	OK	

Note	While polling (or running a capture path) you cannot rescan. Rescan is only available in ad hoc mode.

Repository Filter and Polling Together

You can configure a workstation to use both the Repository Filter and Polling. Note that only one, either Repository Filter or Polling, can be run or configured at a time. On a workstation configured for both methods of filtering, while Polling is running:

• Filter Options rules configured for the Repository Filter are inactive

• Filter Options rules configured for Polling control the batches shown

When Polling is stopped:

• The Filter Options rules configured for the Repository Filter control the batches shown

See also "Filter Options and Multiple Repositories".

Filter Options and Multiple Repositories

Using Capture Manager, you can configure Capture to connect to more than one repository. You must configure the Polling or Filtering rules individually for each repository.

When using the Repository Filter with multiple repositories, the operator must select and refresh each repository individually to see new batches.

Storage of Filter Options Rules

Each workstation stores the Repository Filter and Polling filter rules in the Windows registry. The filter rules are stored by the Windows logon name.

Rules must be created for each user name that uses filtering on a workstation. Rules can be created by the Capture administrator or an operator with proper access authority. See also "Filter Options and Multiple Repositories" on page 526.

Renaming and Deleting Batches

When filtering options are running, operators cannot delete or rename batches. Deleting or renaming batches while filtering can cause the Folder and Batch tables to become unsynchronized.

Only administrators belonging to SysAdminG or CapAdminG security groups can rename or delete batches when filtering is running. Members of these groups are allowed to make such changes to correct the rare cases when batches are somehow removed or renamed in the IS server's Folder table but not in the Batch table. This capability in Capture provides an alternative to using the IS MKF_tools for Image Services repositories.

Skipping Busy Batches in a Capture Path

When running Polling filtering options in a distributed processing environment with capture paths, use the capture path option Skip Batch If Busy Or Already Processed. Using this option can speed throughput because operators are not shown batches that they cannot process. See also "Skip Batch If Busy Or Already Processed" on page 398.

Filtering and Processing Phases

The current phase and next phase properties for many components are set to the task currently being performed. That is, the next phase for the Scan component is Scan, the next phase for File Import is File Import, and so on. This may produce inaccurate results in a Filter Options rule selecting batches by next phase. The only components that have a different next phase are Assembly (next phase = Index), Index (next phase = Commit or Index Verify) and Index Verify (next phase = Commit). The next table shows this concept.

Current Phase	Next Phase Property	Next Processing Phase
Scan	Scan	Assembly
DocProcessing	DocProcessing	Assembly
Assembly	Index	Index
Index	Index Verify	Index Verify
Index Verify	Commit	Commit

The Batch Define phase value indicates that a batch has been created, but it does not yet contain any pages or documents. For all other phases, the value is a component name and indicates the component that corresponds to the current or next phase.

In a capture path, the next phase is set to the next step in the capture path.

Use several rules to limit the selections when defining Filter Options rules. The more rules you use the more likely you are to see only the desired batches.

Example   You want an index operator to see only those batches that are ready to be indexed. Assume the next process in the capture path after indexing is commit. You do not want the operator to see batches that have errors. You configure the rules below in the Filter Options dialog box:

Current Phase Is Equal to Index
AND Next Phase Is Equal To Commit
AND Status Is Equal To OK
Your Filter Options will look like this:

Property	Operator	Value	
Current Phase	Is Equal To	Index	AND
Next Phase	Is Equal To	Commit	AND
Status	Is Equal To	OK	

Filtering and IS Server Queues

Queues organize types of processing on the IS server. IS server process queues are listed as Value options of the Queue property.

Available values for Queues are summarized in the following table:

Value	Description
All	The batches in all queues: all batches in server process queues and all batches not in any queue. Not recommended for use in filter rules.
Committed	The batches in the Committed queue: those batches that have completed Capture asynchronous committal processing. This value can be useful in troubleshooting and correcting errors.
In Progress	The batches in the In Progress queue: those batches currently being processed by the server. Deleted and busy batches are held in this queue. This value can be useful in troubleshooting and correcting errors.
None	The batches not in any server process queue: usually, those batches available for processing in Capture. This value is recommended for use in Capture operator rules.
OCR	The OCR queue is not used in Capture. The OCR queue is included for compatibility with earlier products. Do not select this option.
Uncommitted	The batches in the Uncommitted queue: usually, those batches that have failed committal processing.

None

Capture operators usually want to filter for batches that are ready for processing in Capture. Batches in the server process queues are not ready for processing by Capture operators. Including the None value (the batch is not in any server queue) will filter for batches that are ready for processing in Capture.

Example   You want a Capture operator to see only those batches that are ready for processing in Capture. Select the repository, then configure the Repository Filter rule below in the Filter Options dialog box:

Queue Is Equal To None

Your Filter Options will look like this:

Property	Operator	Value	
Queue	Is Equal To	None	

Committed, In Progress, Uncommitted

Occasionally, the Capture administrator may want to filter for batches in the Committed, In Progress, or Uncommitted queues to troubleshoot problems and correct errors.

Example   The Capture administrator wants to see only those batches that have failed committal in order to correct the errors that caused the failure. Select the repository and configure the Repository Filter to include the rule below:

Queue Is Equal To Committed

Your Filter Options will look like this:

Property	Operator	Value	
Queue	Is Equal To	Committed	

OCR

OCR is included only for compatibility with earlier FileNet products and is not used by Capture.

All

Filtering based on All queues is not recommended as it typically returns extra batches and incurs unnecessary processing overhead to do so.

Filter Options Rules

You create Filter Options rules on each station individually. When you create rules, you configure:

Property
The Property defines the key item for the search. A property can be a creation date, the name of the person who created the batch, the batch's status, the batch's current phase or next phase property. See also "Property List" on page 534.

Operator
The Operator defines the condition by which the rule is evaluated. Operators include Is Equal To, Is Not Equal To, and Is Greater Than. Operator is not available for all properties. See also "Operator List" on page 535.

Value
The Value defines a subcategory of the Property option. The list of values includes all the Capture components (scan, assembly, index, commit, and so on). The Current Phase and Next Phase properties are often used with the Capture component values. See also "Value List" on page 535.

Sort By (IS Repositories, only)
Sort By defines how the batches are organized in the Tree View or List View. Batches can be sorted by name or creation date and time. See also "Sort By List (for IS Repositories only)" on page 538.

And / Or (Local, CS and CE Repositories, only)
The AND / OR option defines the relationship between filtering rules. See also "And / Or Options" on page 538.

Property List

The Property option is the key filtering item. The type of repository selected determines the available property options you can select. The next table shows the Property options.

Property	Description	Repository Type
Create Date	Date the batch was created. See "Create Date Values" on page 538.	CS, CE and Local repositories only
Current Phase	The phase a batch is ready for, in progress or most recently marked complete. See "Current Phase and Next Phase Values" on page 535.	CS, CE, IS, and Local repositories
Next Phase	The next phase in the batch's processing. See "Current Phase and Next Phase Values" on page 535.	CS, CE, IS, and Local repositories
Status	The batch's status. See "Status Values" on page 536.	CS, CE, IS, and Local repositories
Name	Name of the batch. See "Name Values" on page 536.	CS, CE, IS, and Local repositories
Document Class	The document class to which the batch belongs. See "Document Class Values" on page 536.	IS repositories only
Creator	Name of the operator who created the batch. See "Creator Values" on page 537.	CS, CE, IS, and Local repositories
Queue	The queue type in which the batch resides. See "Queue Values" on page 537.	IS repositories only
Max Objects Returned	The maximum number of batches to be returned for a specified filtering rule. See "Max Objects Returned Values" on page 537.	IS repositories only

Operator List

The Operator option defines the condition by which the rule is evaluated. Operator options are determined by the type of repository selected. Operator options can include those shown in the next table.

is equal to
is not equal to
is greater than
is less than
is greater than or equal to
is less than or equal to

Value List

The Value option defines a subcategory of the Property option. See also "Property List" on page 534.

Current Phase and Next Phase Values

For Current Phase and Next Phase property options, Value options include the names of specific components, and the Batch Define value. See also "Filtering and Processing Phases" on page 528.

Status Values

For the Status property, Value options can include the options shown in the next table.

Value	Description
Busy	The batch is in use by some other process. May also occur while the batch is being committed.
Error	Some error has occurred, usually as the result of a failed repository, server, or component operation.
Locked	The batch is locked because it is in use by another user or process.
OK	The batch is OK.

Name Values

For the Name property, select an Operator in the Operator field and enter a batch name in the Value field.

• The name must match the batch name exactly.

• Wild card characters cannot be used.

Enclose names with embedded spaces in quotes (e.g., "Med Claim").

Document Class Values

For the Document Class property, select a document class from the list. The list shows the document classes available on the repository currently selected. The Document Class property uses the following operators: Is Equal To, Is Not Equal To.

Creator Values

For the Creator property, enter the name of the operator who created the batch. The name must match exactly the operator's logon name. You cannot use wild card characters. Enclose names with embedded spaces in double quotes (for example, "B Smith"). The Creator property uses the following operators: Is Equal To, Is Not Equal To.

The Creator values are determined by the repository selected:

• For an IS, CS or CE repository, the Creator name value is the operator's logon name.

• For the Local repository, the Creator name value is the operator's Windows logon name.

Queue Values

For the Queue property, Value options include the IS server process queues. For more information about queues and the use of Queue values, see .

Max Objects Returned Values

For the Max Objects Returned property, enter the maximum number of batches you want to be returned for a specified filtering rule (values are 1 to 9999).

Repository Filter
Use a value of 1 when using Repository Filter (ad hoc), because an operator can only work on a single batch at a time.

Polling
The value should provide a balance between the system overhead to

retrieve batches, the number of batches to retrieve (Max Objects Re-
turned), the polling interval (set in the Timer field), and the number of
batches that an operator might be able to process within that interval.
Test various values to achieve such a balance.

Tip   A low value in the Max Objects Returned value field can improve per-
formance on slow WANs as fewer batches at a time are returned to the
Capture workstation.

Create Date Values

For the Create Date property, use the date you want to track. You can
use a dash (-), slash (/), or blank space as a delimiter.

Note   The Create Date property value is only available on the Local, Content
Services (CS), and Content Engine (CE) repositories.

Sort By List (for IS Repositories only)

The Sort By option defines the organization of the returned batches in
the Tree View or List View. Sort By is available for IS repositories, only.
Sort By values can include those shown in the next table.

Value	Description
Name	Sorts returned batches in alphanumeric order.
Create Date	Sorts returned batches by creation date.

And / Or Options

The AND / OR option defines the relationship between rules.

IS Repositories

An IS repository can use only AND statements between rules. When you insert multiple rules for an IS repository, the second and subsequent rules automatically are given an AND statement. The workstation retrieves only the batches that meet all of the rules.

Local, CS and CE Repositories

Local, Content Services (CS), and Content Engine (CE) repositories can use both AND and OR statements. You can create rules with compound conditions using the AND and OR radio buttons. You can specify two or more conditions that must be met with the AND button before a workstation accepts a batch for processing, or you can specify a range of conditions with the OR button.

Offline and Shared Offline Repositories

Offline and Shared Offline repositories can use only AND statements between rules. When you insert multiple rules, the second and subsequent rules automatically are given an AND statement. The workstation retrieves only the batches that meet all of the rules.

Configuring a Repository Filter to Poll for Batches

Use the following steps to configure a repository filter on one or more repositories.

1   Select a repository from the Tree View.

2   Select Edit from the main menu, then select Repository Filter from the list of options to display the Filter Options dialog box.

3   Configure the filtering criteria using the method explained in .

Stopping the Repository Filter Process

To stop the Repository Filter option:

1   Select Repository Filter from the Edit menu to display the Filter Options dialog box.

2   Clear the Enable Filter check box to stop the repository filter process.

Note   The filter rules are still present even though you disabled the filter. To re-activate the filter rules, select the Enable Filter check box again and the filter rules will be active.

Configuring Polling Filters to Poll for Batches

To configure the rules to be used for the polling filter, you need to know the following information:

Configuration Item	Example Value
Repository Name	ntTaos
Sort By *(IS repository only)*	Name (default)

Property Examples	Operator Examples	Value Examples	And / Or (Local or CS/CE Repository)
Current Phase	Is Equal To	Assembly	
Next Phase	Is Equal To	Index	AND
Status	Is Equal To	OK	AND

For a blank copy of these worksheets, see .

1   Open the Tools menu, select Start then select Polling to display the Configure Polling dialog box.

2   Select the check box for the first repository for which you want to con-figure polling.

3   Click Polling Filter to display the Filter Options dialog box.

4   Select the Enable Filter checkbox.

You can stop the filtering process, even when there are rules present, by clearing the Enable Filter check box. If you select the Enable Filter check box again, the rules are re-activated.

---

5 If using an Image Services repository, you can select the Sort By option in the Sort By field to control how batches are organized in the Tree View or List View. See also "Sort By List (for IS Repositories only)" on page 538.

6 Select the property you want to trigger your filtering rule from the drop-down list under Property. See also "Property List" on page 534.

7 Select an operator from the drop-down list under Operator. Your choices are determined by the property you selected. See also "Operator List" on page 535.

8 Select the value that defines the property of your rule from the drop-down list under Value. For some properties you must enter the appropriate value in an edit box. See also "Value List" on page 535.

9 If you are formulating a compound rule in a Local, CS or CE repository, select And or Or from the last list box on the rule line. You can make your selection only after formulating your next rule.

10 When all of your rules are formulated, click the OK button. The software checks the rules for syntax errors then closes the Filter Options dialog box.

Note The software does not check the rules for errors in logic. Thus, it is possible to construct illogical rules. Be certain to check the logic of your rules yourself.

Use the same process to configure rules for additional repositories, if necessary. You must configure the rules for each repository individually.

Starting Polling

1 Click Tools in the main menu bar, then select Start.

2 Click the Polling option in the Start menu to display the Configure Polling dialog box.

3 Use the repository sessions to select repositories.
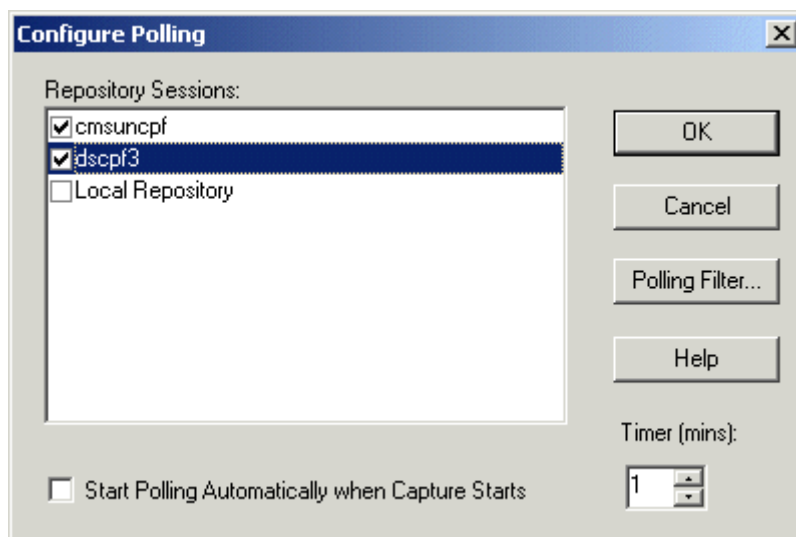
4 Check the Timer field and adjust the number of minutes between polls. (Note that the timer value cannot be zero.)

5 To start polling automatically when the Capture application starts, select Start Polling Automatically when Capture Starts.

6 Click the OK button. Capture starts Polling for batches based on the rules in the Polling Filter Options dialog box. For more information

about defining the filter options for polling, see "Configuring Polling Filters to Poll for Batches" on page 541.

Stopping Polling

There are different ways to disable or stop polling.

Method 1

Open the File menu and select Return to Ad Hoc Mode. This is the only option in the File menu when Polling is activated.

Method 2

Click the desired icon in the toolbar.

Icon	Purpose	Description
	Finish Polling	Select this option to finish capture path processing and then stop polling.
	Abort Polling	Select this option to stop polling immediately, without completing the capture path processing.
	Pause Polling	Select this option to temporarily stop capture path processing and polling. When polling is paused and message box appears. The message box informs you that polling is paused and contains a Resume Polling button. Click the Resume Polling button to continue capture path processing and resume polling.

Note   In earlier releases it was possible to temporarily suspend polling by entering zero for the timer value. This option is no longer supported.

Editing a Filter Options Rule

1   Access the Filter Options dialog box from Repository Filter or Polling. The way you access the Filter Options dialog box determines the filtering rules that will be affected.

Polling
Select Tools, select Start, select Start Polling, select a repository, select Polling Filter. The Filter Options dialog box displays. For detailed instructions, see "Configuring Polling Filters to Poll for Batches" on page 541.

Repository Filter
Select a repository, select Edit, select Repository Filter. The Filter Options dialog box displays. For detailed instructions, see "Configuring a Repository Filter to Poll for Batches" on page 540.

2   Select the rule you want to edit from the list.

3   Change the entries in the Property, Operator, Value, Sort By, and And / Or options as appropriate.

4   Click the Update button.

5   Click the OK button.

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Capture Manager

Overview of Capture Manager

Use Capture Manager to configure the following items for the workstation:

- Enable and disable collection of statistics in the Capture workstation statistics database. (See "Enabling or Disabling Statistics" on page 548.)

- Update doc class definitions for an offline repository. (See "Updating Doc Class Definitions Through Capture Manager" on page 63.)

- Add and configure repositories. (See "Adding and Configuring Repositories" on page 550.)

- Add or remove access to individual Capture components. (See "Disabling Components in the Components Group" on page 549.)

- Add your own custom Capture components and optional components from third-party developers. (See "Adding a Custom Capture Component" on page 553.)

Note   You must be logged in as an Administrator on the local machine to run Capture Manager. Close any other instances of Capture Professional or Capture Desktop before you open Capture Manager.

Capture Manager Window

The Capture Manager window is shown below. The following sections describe how to perform various tasks using Capture Manager. For additional information on specific procedures, display the Capture Manager help by clicking the Help button.
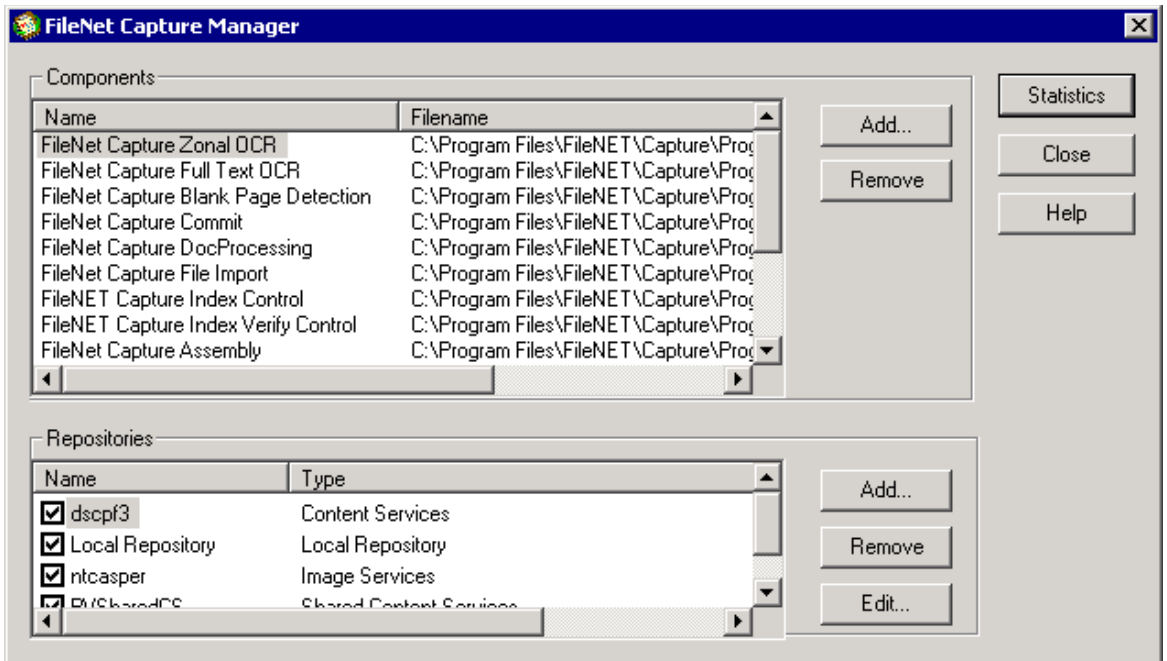
Enabling or Disabling Statistics

By default, Capture collects statistics on the batches processed by the workstation. You can turn this feature off, if you wish. You enable or disable collection of statistics as follows:

1   Click the **Statistics** button.

2   Clear the **Enable Statistics Collection** checkbox to disable statistics collection or check the option to collect statistics. Select **All Compo-**
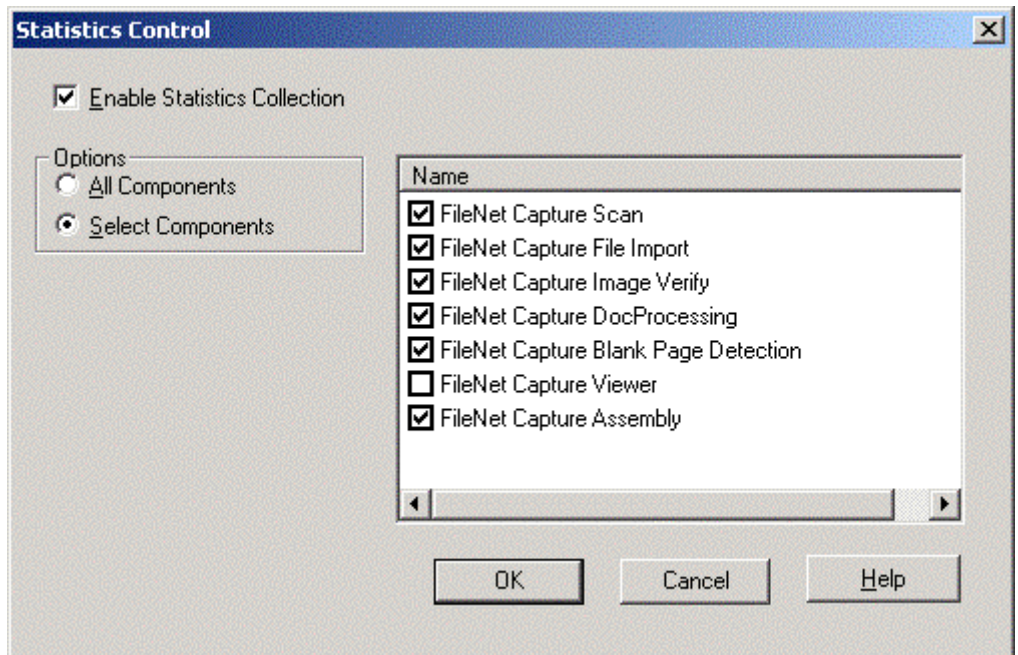
nents to collect statistics on all the components. To select specific components, click **Select Components** and select those components on the right.

Disabling statistics often improves performance and reduces consumption of hard disk space on the workstation.

Note You can obtain additional statistics from the IS library quick logs.

When statistics are collected, the statistics database must be managed on each workstation individually (unless you have configured a shared statistics database). The statistics database can grow very large if the database is not properly and regularly managed.

If you are collecting statistics for multiple workstations in a shared statistics database, you can selectively enable and disable the reporting from each workstation. In the case of a shared statistics database, the database must be maintained and managed on the server where the database resides.

For more information, see your database documentation.

Disabling Components in the Components Group

The Components group lists the Capture components currently installed and active on the workstation. Components installed through the setup program may be disabled through this dialog box.

To disable a component, select the component from the list then click the Remove button. The component is not deleted from the workstation, just removed from the component list. It will not display in the Capture application drop down component lists and cannot be used in Capture processing.

To restore access to a component that was removed, click the Add button on this dialog box, then select the component from the displayed list of available OCX files.

Adding and Configuring Repositories

The Repositories group lists the repository sessions defined for the workstation. (A repository session is one specific instance of an operator logging in to a repository.) Repository sessions can be temporarily disabled by clearing the check box to the left of the repository name in the list.

For information about naming conventions for repository session names, see "Repository Sessions" on page 44. For general information on repositories, see Chapter 3, "Repositories," on page 41.

To Add access to a repository, click the Add button to display the Add Repository dialog box. Enter a Repository Session Name and select the type of repository. The configuration options available will depend on the type of repository selected.
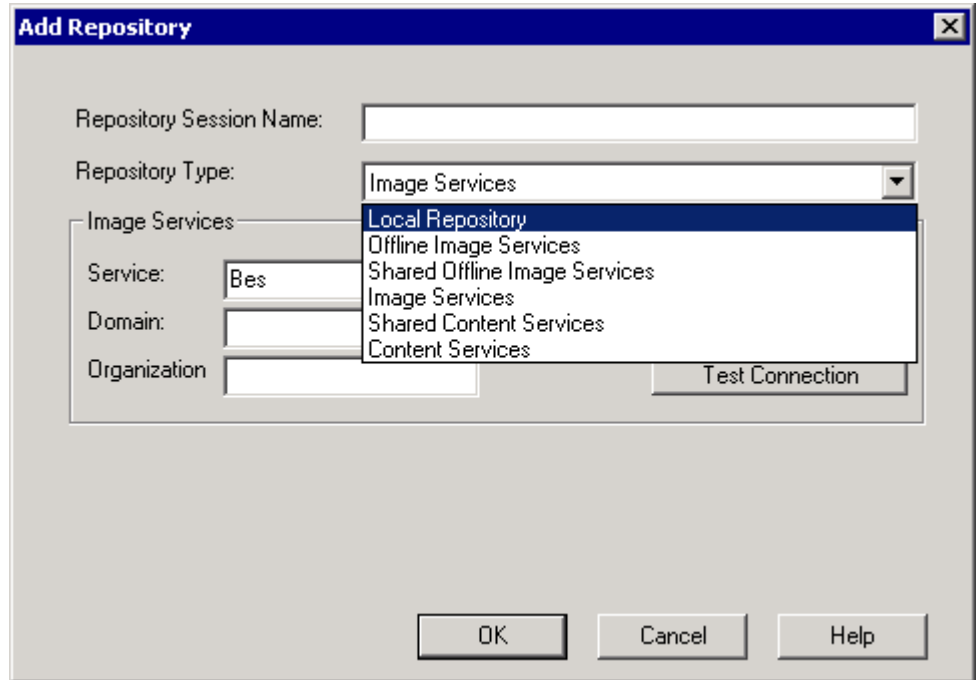
Click the Help button on the Add Repository dialog box for specific in-
formation.

To edit the settings for an existing repository, select the repository from
the Capture Manager screen, then click the Edit button. This displays
the Edit Repository dialog box. Note that the options displayed will dif-
fer depending on the type of repository you are editing.
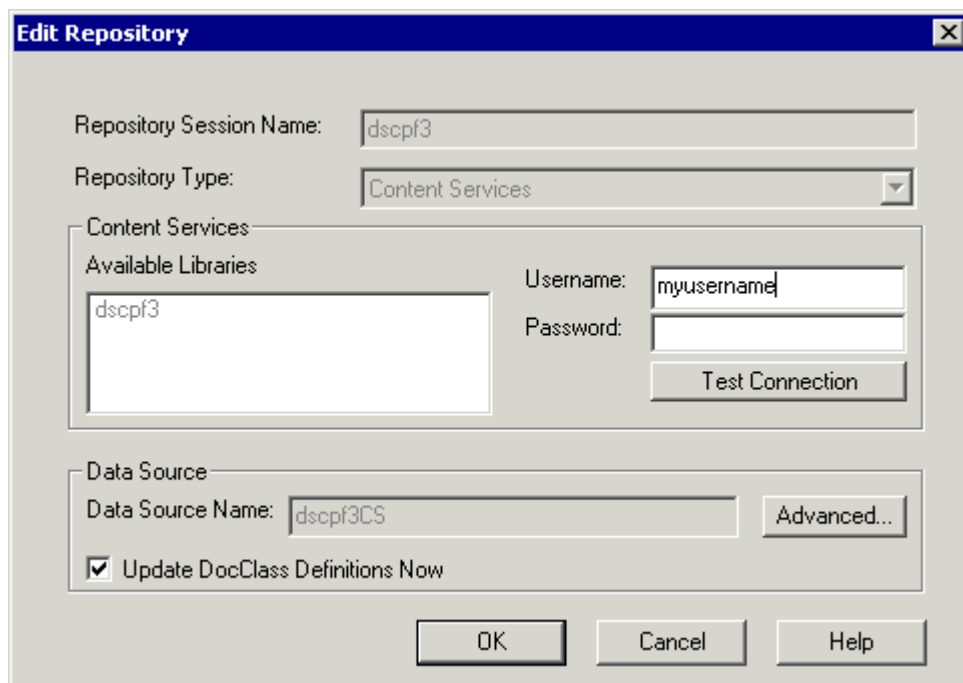
Click the Help button on the Edit Repository dialog box for specific information.

Once you have configured your repository, use the Test Connection button to make sure that the workstation can communicate with the library.

Adding a Custom Capture Component

Use the following procedure to add a custom Capture component to the workstation.

Note   The component (.ocx) must be installed on the workstation through the installation process for it to be available. If you are installing a third-party component, refer to the component's documentation for installation instructions.

1   Click the Add button in the Components area of the Capture Manager dialog box.

2   Select the OCX file that corresponds to the Capture component from the list and click the Open button.

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Fax Entry
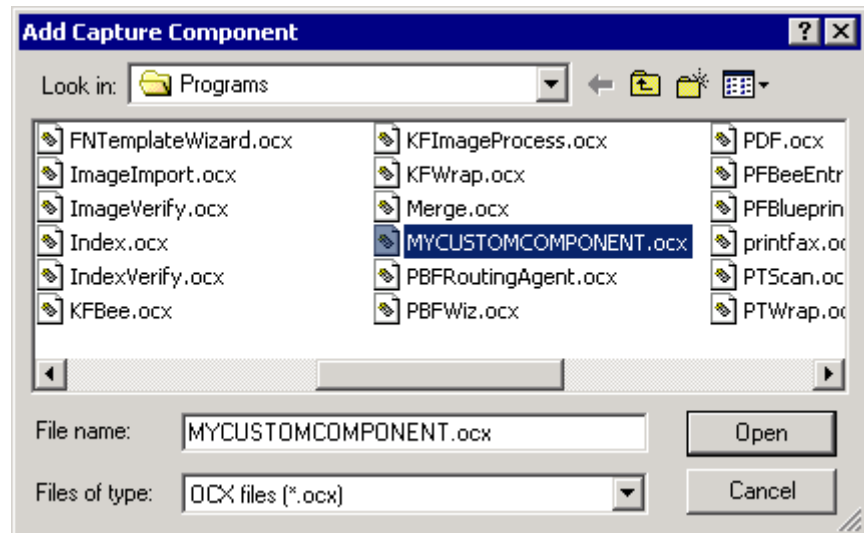
Overview of Fax Entry

Fax Entry processes the following types of data:

- Inbound faxes

- Imported files

- Journal logs

Each of these can be saved to a local or remote repository, backed up to a specified folder, or both saved and backed up.

A brief overview of processing follows:

Inbound Fax
Fax Entry accepts faxes from a remote location through a component or connector supplied by a third-party fax software vendor. Fax Entry can save the files to a local or remote repository or back them up to a local or network drive, or both save and back up.

File Import
Fax Entry processes all files it finds in a specified folder. Fax Entry can save the files to a local or remote repository or back them up to a local or network drive, or both save and back up.

Journal Log

Fax Entry creates a journal log, recording events that occur as inbound faxes/files are processed. The journal log can be converted to an ASCII text file, along with the binary log file, can be both saved and backed up. Fax Entry can save the files to a local or remote repository or back them up to a local or network drive, or both save and back up.

Activity Trace

You can activate an optional Activity Trace function within Fax Entry. The activity trace window shows the progress of Fax Entry transactions. Activity trace information displays in a window and is saved to a file. The default path and file name is \FaxEntry\Journal\FETrace.log.

Overview of Using the Fax Entry Window

Once you have configured Fax Entry to process faxes, files, or journal logs, you can use the Fax Entry window to view the status of these processes. The journal window displays entries in the journal log, and the activity trace window lists all activity in the Fax Entry system. The Fax Entry window can be configured to display only the information you want to review.

You can also use the Fax Entry window to manually process journal log entries (according to the settings on the Journal Log tab of the Options dialog box).

Use the Fax Entry window to:

- View inbound document status

- View and change the Fax Entry configuration options

- Trace inbound fax activities

Fax Entry Configuration Options

You can configure the Fax Entry application using the following options:

Inbound Fax Options

Enable Inbound Fax Processing

Enables / disables inbound fax processing. See also .

Batch Folder

Specifies the path to the inbound fax folder. See also .

Batch Template

Specifies the template to use for inbound fax batches. See also .

Batch Settings

Specifies the settings collection to use for inbound faxes. See also .

Configure

Opens the settings collection so changes can be made to certain components for fax processing. See also .

Batch Prefix

Specifies the prefix to use for inbound fax batches. See also .

Processing Options

Opens the Processing Options dialog box to configure additional pro-

cessing options for inbound fax batches. See also "Processing Options" on page 566.

File Import Options

Enable File Import Processing
Enables / disables file import processing. See also "Enable File Import Processing" on page 567.

Batch Folder
Specifies the path to the file import folder. See also "Batch Folder" on page 567.

Batch Template
Specifies the template to use for file import batches. See also "Batch Template" on page 567.

Batch Settings
Specifies the settings collection to use for imported files. See also "Batch Settings" on page 568.

Configure
Opens the settings collection so changes can be made to certain components for file import processing. See also "Configure" on page 568.

Batch Prefix
Specifies the prefix to use for file import batches. See also "Batch Prefix" on page 569.

Files per Request
Specifies the number of files to retrieve per each file import request. See also "Files Per Request" on page 569.

Processing Options

Opens the Processing Options dialog box to configure additional processing options for file import batches. See also "Processing Options" on page 569.

Journal Log Options

Enable Journal Log Processing

Enables or disables journal log processing. See also "Enable Journal Log Processing" on page 570.

Batch Folder

Specifies the path to the journal log folder. See also "Batch Folder" on page 570.

Batch Template

Specifies the template to use for journal log batches. See also "Batch Template" on page 571.

Batch Settings

Specifies the settings collection to use for journal logs. See also "Batch Settings" on page 571.

Configure

Opens the settings collection so changes can be made to certain components for journal log processing. See also "Configure" on page 571.

Batch Prefix

Specifies the prefix to use for journal log batches. See also "Batch Prefix" on page 572.

Process Interval

Specifies the length of time that must elapse before Fax Entry checks

for additional files. The interval begins after all journal log files have been processed. See also "Process Interval" on page 572.

Lines per Page
Specifies the number of lines to include on each page of the journal file. See also "Lines Per Page" on page 573.

Processing Options
Opens the Processing Options dialog box to configure additional processing options for file import batches. See also "Processing Options" on page 573

File Name
Specifies the path and file name of the most recent journal log file. See also "Journal File — File Name" on page 573.

Maximum Count
Specifies the number of journal records that can accumulate in the journal log file. See also "Maximum Count" on page 574.

Backup Options

Backup Directory
Specifies the path and file name to hold the Fax Entry backup file. See also "Backup Directory" on page 574.

Enable Automatic Backup Removal
Enables and disables automatic deletion of backup files after a specified number of days. See also "Enable Automatic Backup Removal" on page 575.

Remove After

Specifies the number of days to retain backup files before deleting them. See also "Remove After" on page 575.

System Configuration Options

House Cleaning Interval

Specifies the interval for automatic backup removal. See also "House Cleaning Interval" on page 575.

Temporary Directory

Specifies the path and file name of the Fax Entry temporary file. See also "Temporary Directory" on page 575.

Log Important Messages

Enables / disables logging of important messages. See also "Log Important Messages" on page 576.

File

Specifies that event messages be sent to a file. See also "File" on page 576.

File Name

Specifies the path and file name to hold event messages. See also "File Name" on page 576

Windows NT Event Log

Specifies that event messages be sent to the Windows NT Event Log. See also "Windows Event Log" on page 576.

Run Unattended (suppress messages)

Specifies that no messages be generated that halt processing and re-

quire operator intervention. See also .

Idle Time
Specifies hours of the day when Fax Entry is idle. This allows IS backup without shutting down Fax Entry. See also .

From
Specifies when idle time begins. See also .

To
Specifies when idle time ends. See also .

Activity Trace Options

Trace Detail Level
Specifies the Activity Trace detail level: Low, Medium, High. See also .

Trace Window Max Entries
Specifies the maximum number of entries for the trace window. See also .

Write Entries To File
Specifies that trace entries be sent to a file. See also .

Trace File Name
Specifies the path and file name to hold trace entries. See also

Processing Options

Processing Destination

Specifies the destination of processed batches: repository folder, backup folder, or both repository and backup folders. See also "Processing Destination" on page 579.

Before Event Activator

Specifies that DocProcessing be run before event activator. See also "Before Event Activator" on page 581.

After Assembly

Specifies that DocProcessing be run on the batch after assembly. See also "After Assembly" on page 581.

Batch Disposition — Leave Unassembled

Specifies that a batch will be left to be assembled at a later time either manually by an operator or by another process. See also "Batch Disposition — Leave Unassembled" on page 582.

Batch Disposition — Leave Unindexed

Specifies that a batch receive neither index or commit processing. See also "Batch Disposition — Leave Unindexed" on page 582.

Batch Disposition — Index, But Don't Commit

Specifies that a batch receive only index processing. See also "Batch Disposition — Index, But Don't Commit" on page 583.

Batch Disposition — Index And Commit

Specifies that a batch receive both index and commit processing. See also "Batch Disposition — Index And Commit" on page 583.

Processing Steps

Displays the steps configured by the above options. See also <u>"Processing Steps" on page 583</u>.

Fax Entry Configuration Examples

The following are examples of common Fax Entry application configurations:

Configure Inbound Fax
See also <u>"Configure Inbound Fax" on page 597</u>.

Configure File Import
See also <u>"Configure File Import" on page 600</u>.

Configure Journal Log
See also <u>"Configure Journal Log" on page 603</u>.

Configure Backup
See also <u>"Configure Backup" on page 606</u>.

Configure System Configuration
See also <u>"Configure System Configuration" on page 608</u>.

Configure Activity Trace
See also <u>"Configure Activity Trace" on page 611</u>.

Configure Processing Options
See also <u>"Configure Processing Options" on page 614</u>.

Configure Capture Components
See also <u>"Configure Capture Components" on page 616</u>.

Inbound Fax Options

Use the Inbound Fax options to enable inbound fax processing, and to specify the destination folder and associated settings.

Enable Inbound Fax Processing

Select this option to enable automatic processing of inbound faxes and activate the remaining fields on this tab.

Batch Folder

Type the name of the repository and folder in which inbound fax batches are created and stored. In the following example, Costa16:FileNet is the repository and Batches is the folder.

Costa16:FileNet/Batches

You can also click the Browse button to select a folder. The Select Folder dialog box opens. Select the repository and folder from the list box; then click OK.

To create a new folder, click New Folder. The system displays the New Folder dialog box. Type the name of the new folder and click OK. You can also right click on a folder to display a context menu for creating, renaming, or deleting a folder.

See also "Repositories" on page 41.

Batch Template

Use this field to specify the Capture template to use for inbound fax processing. The template determines the available settings collections.

The template must have previously been created in Capture Professional.

Click the arrow next to the field to display the list of templates residing in the repository specified in the Batch Folder field. Select the appropriate template.

See also "Templates" on page 243.

Batch Settings

This field specifies the Capture settings collection to use for inbound fax processing. The settings collection contains the configuration settings for the Capture components used to process faxes. It must have previously been created in Capture Professional.

Click the arrow next to the field to display the list of settings collections in the template specified in the Batch Template field. Select the appropriate settings collection.

See also "Settings Collections" on page 68.

Configure

Use the Configure button to open a dialog box where you can select certain Capture Professional components to change. The changes are applied to the settings collection shown in the Batch Settings field.

If you do not have the authority required to change the settings, the Configure button will be grayed out. The system displays the Inbound Fax Settings screen listing the Capture components in the selected settings collection.

See also "Capture Components" on page 368.

Batch Prefix

Use this field to specify a prefix that Fax Entry assigns to each batch of inbound fax files. The default prefix is FEI (Fax Entry Inbound). Fax Entry adds a unique number to the prefix. The resulting batch name follows the form <prefix><number>, for example, FEI123. The batch prefix helps you find inbound fax batches quickly in lists generated by the IS.

You can use a prefix value of up to 8 characters, but using fewer characters is preferable because it leaves more characters for the number.

Processing Options

You can configure additional processing options in the Inbound Fax Processing Options dialog box. Click the Processing Options button to open the Inbound Processing Options dialog box. The options include:

- Processing Destination

- Inclusion of the DocProcessing Step

- Batch Disposition

- Display of Processing Steps selected

See also .

File Import Options

Use the File Import options to configure Fax Entry to automatically process any files that reside in the local or network folder specified in the File Import component of Capture Professional.

Enable File Import Processing

Select this option to enable the automatic processing of imported files and activate the remaining fields on this tab.

Batch Folder

Type the name of the repository and folder in which imported file batches are created and stored. In the following example, Costa16:FileNet is the repository and Import is the folder.

Costa16:FileNet/Import

You can also click the Browse button to select a folder. The Select Folder dialog box opens. Select the repository and folder from the list box; then click OK.

To create a new folder, click New Folder. The system displays the New Folder dialog box. Type the name of the new folder and click OK. You can also right click on a folder to display a context menu for creating, renaming, or deleting a folder.

See also "Repositories" on page 41.

Batch Template

Use this field to specify the Capture template to use for processing imported files. The template determines the available settings collections. The template must have previously been created in Capture Professional.

Click the arrow next to the field to display the list of templates residing in the repository specified in the Batch Folder field. Select the appropriate template.

See also .

Batch Settings

Use this field to specify the Capture settings collection to use for processing imported files. The settings collection contains the configuration settings for the Capture components used to process imported files. It must have previously been created in Capture Professional.

Click the arrow next to the field to display the list of settings collections in the template specified in the Batch Template field. Select the appropriate settings collection.

Note In the Automation tab of the Capture File Import component, the Delete File After Importing option should be selected, or Fax Entry will import the same files repeatedly. You may want to use the File Import Settings box to review this component.

See also .

Configure

Use the Configure button to open a dialog box where you can select certain Capture Professional components to change. The changes are applied to the settings collection shown in the Batch Settings field.

If you do not have the authority required to change the settings, the Configure button will be grayed out. The system displays the File Import Settings screen listing the Capture components in the selected settings collection.

See also .

Batch Prefix

Use this field to specify a prefix that Fax Entry assigns to each batch of imported files. The default prefix is FEF (Fax Entry File). Fax Entry adds a unique number to the prefix. The resulting batch name follows the form <prefix><number>, for example, FEF123. The batch prefix helps you find imported file batches quickly in lists generated by the IS.

You can use a prefix value of up to 8 characters, but using fewer characters is preferable because it leaves more characters for the number.

Files Per Request

Fax Entry imports files in groups. Select the number of files to process during each polling interval. The default value is 10. The range is 1 through 1000 requests. Polling interval is specified in the File Import component of Capture Professional.

If you have additional configuration requirements, click the Processing Options button to display the File Import Processing Options dialog box.

Processing Options

You can configure additional processing options in the File Import Processing Options dialog box. Click the Processing Options button to open the File Import Processing Options dialog box. The options include:

• Processing Destination

• Inclusion of the DocProcessing Step

• Batch Disposition

- Display of Processing Steps selected

See also .

Journal Log Options

Use the Journal Log options to configure Fax Entry to automatically process the Fax Entry journal log file. The Journal log file contains the disposition of incoming data and collects one entry for each piece of data output.

Enable Journal Log Processing

Select this option to enable automatic processing of the Fax Entry journal log file and activate the remaining fields on this tab.

Batch Folder

Use this field to specify the repository and folder to hold the Fax Entry journal log files. Type the name of the repository and folder in which journal log files are created and stored. In the following example, Costa16:FileNet is the repository and Journal is the folder.

Costa16:FileNet/Journal

You can also click the Browse button to select a folder. The Select Folder dialog box opens. Select the repository and folder from the list box; then click OK.

To create a new folder, click New Folder. The system displays the New Folder dialog box. Type the name of the new folder and click OK. You can also right click on a folder to display a context menu for creating, renaming, or deleting a folder.

See also .

Batch Template

Use this field to specify the Capture template to use for journal log processing. The template determines the available settings collections. The template must have previously been created in Capture Professional.

Click the arrow next to the field to display the list of templates residing in the repository specified in the Batch Folder field. Select the appropriate template.

See also .

Batch Settings

Use this field to specify the Capture settings collection to use for journal log processing. The settings collection contains the configuration settings for the Capture components used to process journal logs. It must have previously been created in Capture Professional.

Click the arrow next to the field to display the list of settings collections in the template specified in the Batch Template field. Select the appropriate settings collection.

See also .

Configure

Use the Configure button to open a dialog box where you can select certain Capture Professional components to change. The changes are applied to the settings collection shown in the Batch Settings field.

If you do not have the authority required to change the settings, the Configure button will be grayed out. The system displays the Journal Log Settings screen listing the Capture components in the selected settings collection.

See also .

Batch Prefix

Use this field to specify a prefix that Fax Entry assigns to each batch of journal log files. The default prefix is FEJ (Fax Entry Journal). Fax Entry adds a unique number to the prefix. The resulting batch name follows the form <prefix><number>, for example, FEJ123. The batch prefix helps you find journal log file batches quickly in lists generated by the IS.

You can use a prefix value of up to 8 characters, but using fewer characters is preferable because it leaves more characters for the number.

Process Interval

Use this field to specify the length of time that must elapse before Fax Entry checks for additional journal log files. The interval begins after all journal log files have been processed. The default value is 10 minutes. To change the default, type a new value. The range is 10 - 3600 minutes (10 minutes to 60 hours).

Note If Fax Entry reaches the maximum number of records specified in the Maximum Count field before the processing interval has expired, it automatically processes the journal log so that no information is lost.

Lines Per Page

Use this field to specify the number of lines to include on each page of the journal file. The default is 40 lines. To change the default, enter a new value. The range is 10 through 200 lines. Note that this option is not available if you are using a Content Services, Shared Content Services, or Content Engine repository.

Processing Options

You can configure additional processing options in the Journal Log Processing Options dialog box. Click the Processing Options button to open the Journal Log Processing Options dialog box. The options include:

- Processing Destination

- Batch Disposition

- Display of Processing Steps selected

See also .

Journal File — File Name

This field specifies the path and file name of the most recent journal log file. The default is FaxEntry\Journal\FEJrn.log. To change the default, type a new file name and/or path. Or, you can browse to the desired file.

Note If you type or select an existing file name, the system displays a message box asking for confirmation that you wish to delete the existing file.

Maximum Count

Use this field to specify the number of journal records that can accumulate in the journal log file. When this number is reached, the oldest entry will be deleted when the newest entry is added. If you have enabled journal log processing, however, the file will be processed when the count reaches this number. The Fax Entry window is cleared and ribbon counters are reset to zero.

The default is 500 entries. To change the default, enter a new limit. The range is 100 to 5000 entries.

Note If journal log processing is not enabled, and you reduce the Maximum Count number, you may lose the oldest journal entries.

Backup Options

Use this tab to configure backup options for Fax Entry. If you have configured Fax Entry to back up files (i.e., if you set the Processing Destination field to Backup or Save to Repository and Backup for inbound faxes, imported files or journal logs), use this tab to set backup destination and maintenance options. If you have not configured Fax Entry to back up files, this tab will be inactive.

Backup Directory

Use this field to specify the path and folder name of the Fax Entry backup folder. The default folder is \FaxEntry\Backup. If you wish to change the default, type a new folder name and/or path. Or, you can browse to the folder.

Enable Automatic Backup Removal

Select this option to automatically delete backup files after the number of days specified in the Remove After field.

Remove After

The Remove After option specifies the number of days to retain backup files before deleting them. The default is 1 day. To change the default, type or select a different number. The range is 1-30 days.

System Configuration Options

Use this tab to configure general system options for Fax Entry.

House Cleaning Interval

Use this field to specify the interval for automatic backup removal (deletion). Type or select the frequency that Fax Entry will query the repositories and perform automatic backup removal as specified on the Backup tab. The default value is 60 minutes. The range is 1 through 60 minutes.

Temporary Directory

Use this field to specify the path and folder name of the Fax Entry temporary folder. This folder stores temporary files needed by Fax Entry. The default is FaxEntry\Temp.

If you cannot use the default, select the Browse button to choose another folder. The Select Directory dialog box opens. Select the drive and folder from the list boxes and click OK.

To create a new folder, type the path and folder name in the Directory field and click Create. The system adds the folder to the Tree view. Click OK to select the new folder.

Log Important Messages

Select this option to record important messages from the Activity Trace Window, and then select a destination (File or Event Log).

File

Select this button to send the messages to a specified file.

File Name

Use this field to specify the path and file name to hold event messages. The default is C:\FaxEntry\Journal\FEMsg.Log. To change the default, type a new file name and/or path.

You can also click the Browse button to choose or create a different file. The Select File dialog box opens. Select a file from the list box or type a file name in the File field. If you need to select a different folder, select the drive and folder from the list box and the Tree view.

To create a new folder, click the Create Dir button then enter the path and folder name in the Directory field and click Create. The system adds the folder to the Tree view. Click OK to select the new folder.

Windows Event Log

Select this option to send messages to the Windows Event Log.

Run Unattended (Suppress Messages)

Use this option to specify that no popup messages be generated. Popup messages halt Fax Entry processing and require operator intervention for processing to continue. This option must be selected for unattended fax processing. When running unattended fax processing, an error folder should be defined for the fax component you are using to store faxes that have encountered errors during processing.

Idle Time

Use this option to back up the IS without shutting down Fax Entry. Fax Entry becomes inactive between the time you specify in the From and To fields. After the specified time period, Fax Entry becomes active and again processes inbound faxes and files. The user can back up the IS during the time Fax Entry is idle, without shutting down the Fax Entry application. Idle Time is expressed in 24 hour, hh:mm format.

From

The hour of the current day when idle time begins, expressed in 24 hour, hh:mm format.

To

The hour of the following day when idle time ends, expressed in 24 hour, hh:mm format.

Activity Trace Options

The Activity Trace options configure an automatic trace of Fax Entry activities. Activity trace data is recorded in a specified file. You can de-

termine what type of activity to trace, as well as how much detail to record.

Note	The entries in this tab are retained only until the system is shut down.

Trace Detail Level

Select one of the following levels to specify the amount of trace detail recorded in the file. The default is Medium.

Low
Records error messages only.

Medium
Records error messages and information.

High
Records error messages and journal entry information, with additional steps and the status of each.

Trace Window Max Entries

This field specifies the maximum number of entries that can accumulate in the Activity Trace window. When the maximum is reached, the oldest entries are overwritten by new entries. This does not affect activity trace entries written to an activity trace file.

The default is 200 entries. The range is 100 through 999 entries.

Write Entries To File

Select this option to save data to the file specified in the Trace File Name field.

Note that trace data will continue to accumulate in this file until you disable this function. If you enable this function, you should periodically delete the file or archive it to prevent it from becoming too large.

Trace File Name

This field specifies the file to which you want to write trace data. The default is \FaxEntry\Journal\FETrace.log. To change the default, enter a new file name and/or path.

You can also click the Browse button to choose or create a different file. The Select File dialog box opens. Select a file from the list box or type a file name in the File field. If you need to select a different folder, select the drive and folder from the list box and the Tree view.

To create a new folder, click the Create Dir button. The Select Directory dialog box opens. Type the path and folder name in the Directory field and click Create. The system adds the folder to the Tree view. Click OK to select the new folder.

Processing Options

Use this dialog box to configure the destination and processing steps for inbound faxes, imported files, and journal logs.

Processing Destination

The Processing Destinations can be used for inbound faxes, imported files, and journal logs, and include:

- Save to Repository

- Backup

• Save to Repository and Backup

The basic process is the same, however, journal logs are converted from binary to ASCII before being saved to the repository or being backed up.

Note Journal log files are deleted from the Fax Entry workstation after processing.

Save to Repository

Use this option to save files (fax files, imported files, journal log files) to the designated repository and folder. The files are not backed up on a local or network drive. Fax Entry converts journal log files from binary to ASCII text before the files are saved.

When this option is selected, the fields on the Backup tab are disabled.

Backup

Use this option to back up files (fax files, imported files, journal log files) to the designated local or network drive. Fax Entry converts journal log files from binary to ASCII text before they are backed up. Both binary and ASCII files are backed up.

When the Backup option is selected, the Include DocProcessing Step and Batch Disposition fields are disabled.

Save to Repository and Backup

Use this option to both save and back up files (fax files, imported files, journal log files). Files are saved to the designated repository and folder, and are backed up to the designated local or network drive. Fax

Entry converts journal log files from binary to ASCII text before they are saved. Both binary and ASCII files are backed up.

Include DocProcessing Step

If DocProcessing is installed on your Capture system, you can include it in the processing for inbound faxes in either or both of the following places:

• Run DocProcessing Before Event Activator
• Run DocProcessing After Assembly

These options are enabled only if DocProcessing is installed. If it is not installed, the options are disabled. If DocProcessing is installed, neither, either, or both of the options can be checked.

Before Event Activator

Select this option to run DocProcessing before the Event Activator starts. Use this option to clean up images or for bar/patch code detection. DocProcessing can set attributes that are used by the Event Activator to decide where to make batch and document divisions.

For example, DocProcessing may detect a patch code on a page that indicates a certain document type. It would then set an attribute, indicating that the patch code was found. The Event Activator would note the patch code and, based on its rules, mark the page as start-of-batch. Assembly would then move the page(s) into a new batch.

After Assembly

Select this option to run DocProcessing after Assembly, even if Indexing and Committal will not be run. Use this option if the required pro-

cessing is applied only to a certain document type, such as when Assembly separates document types into different batches and assigns a settings collection to each.

For example, Assembly (with the help of the Event Activator and possibly DocProcessing) may move a particular document type into a separate batch. Assembly can assign a new settings collection to the batch.

Batch Disposition

Select one of the following options for the final state of batches created during processing. This field is active only if you have specified Save to Repository or Save to Repository and Backup in the Processing Destination field. The choices for batch disposition are:

- Leave Unassembled
- Leave Unindexed
- Index, But Don't Commit
- Index And Commit

Batch Disposition — Leave Unassembled

Pages within the batch are left unassembled. Select this option to allow the user or operator to split the incoming fax batch into multiple documents and discard any unwanted pages or cover sheets.

Batch Disposition — Leave Unindexed

Pages within the batch will be assembled according to the settings collection specified in the Batch Settings field. The batch will be sent through DocProcessing (if installed), Event Activator, and Assembly, but will not be indexed or committed. The Next Phase for the batch will be set to Index.

Batch Disposition — Index, But Don't Commit

Pages within the batch will be assembled according to the settings collection specified in the Batch Settings field and automatically indexed, if settings collection is configured for autoindexing. The batch will be sent through the Event Activator, Assembly, and Index, but will not be committed. The Next Phase for the batch will be set to Commit.

Batch Disposition — Index And Commit

Pages within the batch will be assembled according to the settings collection specified in the Batch Settings field; automatically indexed, if the settings collection is configured for autoindexing; and committed. The batch will be sent through the Event Activator, Assembly, Index, and Commit.

Processing Steps

This box lists the processing steps for inbound faxes, reflecting the selections you made in the Processing Destination, Include DocProcessing Step, and Batch Disposition fields. This list is provided for reference only.

Fax Entry Window

The Fax Entry window has several component, which are shown in the next illustration.

Menu Bar → | Processing Ribbons → | Activity Trace Window → | Journal Window → | Clock →

Status bar
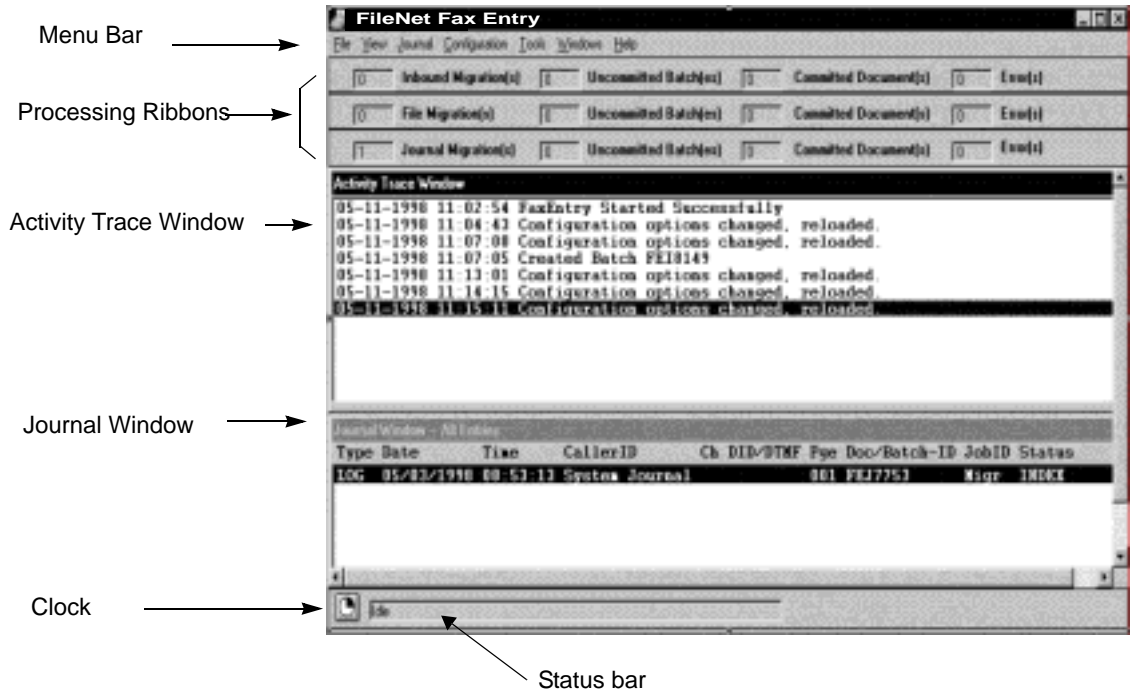
Note In this screen, all processing ribbons are displayed. You can toggle each ribbon on or off using the View menu. The ribbons display when enabled in the Configuration menu and do not display when disabled.

Fax Entry Window Components

For more information about each of the window components shown in the previous example, see:

"Menu Bar" on page 585

"Processing Ribbons" on page 588

"Activity Trace Window" on page 589

"Journal Window" on page 590

"Clock" on page 593

"Status Bar" on page 593

Menu Bar

The menu bar contains commands for performing various Fax Entry tasks. The next table shows the menus and commands.

Menu	Command	Description
File	Save Journal Log	Manually saves the journal log file to the repository. Overrides the Processing Interval configured under Journal Log in the Configure menu.
	Convert Journal to Text File	Converts the journal log from a binary file to an ASCII text file.
	Exit	Exits the Fax Entry application.

Menu	Command	Description
View	Journal Window	Displays or hides the journal window.
	Activity Trace	Displays or hides the activity trace window.
	Statistics	Shows Statistics options.
	Inbound Fax	Displays or hides the inbound fax processing status ribbon, if Inbound Fax Processing is enabled under Inbound Fax in the Configure menu.
	File Import	Displays or hides the imported file processing status ribbon, if File Import Processing is enabled under File Import in the Configure menu.
	Journal Log	Displays or hides the journal log processing status ribbon, if Journal Log Processing is enabled under Journal Log in the Configure menu.
Journal	Show Entries	Displays all processed inbound, file, and other fax entries in the Journal Window.
	All	Displays all processed fax, file and journal entries in the journal window.
	Inbound Fax	Displays only processed inbound faxes in the journal window.
	File Import	Displays only processed imported files in the journal window.
	Journal Log	Displays only processed journal log files in the journal window.
	Delete All Entries	Clears all entries from the journal window.
	Refresh Screen	Updates the screen with the latest contents of the journal file.

Menu	Command	Description
Configure	Inbound Fax	Displays the Inbound Fax tab of the Options dialog box.
	File Import	Displays the File Import tab of the Options dialog box.
	Journal Log	Displays the Journal Log tab of the Options dialog box.
	System	Displays the System Configuration tab of the Options dialog box.
	Trace	Displays the Activity Trace tab of the Options dialog box.
	Backups	Displays the Backup tab of the Options dialog box.
Windows	Cascade	Resizes and layers the journal and activity trace windows so that the title bar of each window is visible.
	Tile Horizontally	Resizes and arranges the journal and activity trace windows so they are side-by-side.
	Tile Vertically	Resizes and arranges the journal and activity trace windows so they are stacked vertically.
	Arrange Icons	Arranges the minimized journal and trace window icons.
Help		Displays online help.

Processing Ribbons

A processing status ribbon displays for each option enabled in the Configure menu and set to display in the View menu. Fax Entry displays up to three status ribbons.

Inbound Faxes Processed

Displays the total number of inbound faxes processed, the number uncommitted, and the number committed. If journal log processing is enabled, the count reflects the number since the journal log was last processed. If journal log processing is not enabled, the count represents the number since the last time you opened Fax Entry.

Imported Files Processed

Displays the total number of imported files processed, the number uncommitted, and the number committed. If journal log processing is enabled, the count reflects the number since the journal log was last processed. If journal log processing is not enabled, the count represents the number since the last time you opened Fax Entry.

Journal Logs Processed

Displays the total number of journal log files processed, the number not committed, and the number committed since the last time you opened Fax Entry.

You will find the documents that were not processed successfully (errors) in the error folder.

Activity Trace Window

Use the activity trace window to trace the progress of Fax Entry transactions. This window is configured through Activity Trace in the Configure menu and must be configured every time you start Fax Entry.

Entries appear in the following format:

mm-dd-yyyy hh:mm:ss <status message>

You can determine how much detail to record. The options are:

Low: Records significant errors.

Medium: Records significant errors and related information.

High: Records significant errors, journal entry information, with additional steps and the status of each.

Date   Time   Status Message
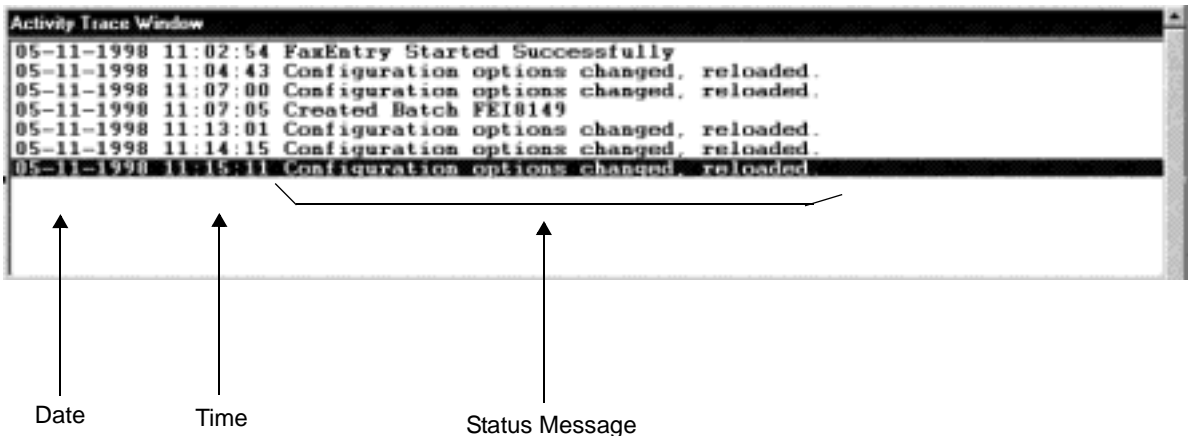
Journal Window

By default, the Journal Window automatically displays in the Fax Entry window. The Journal Window monitors all processed inbound faxes, files imported, and other fax entries.

Journal logs are circular in nature. According to the maximum number of entries set, the oldest entry will be deleted when capacity is reached and the newest entry is added. You can specify the maximum number of entries by setting the Max Journal Record Count option in the Journal Log Configuration dialog box. The entries are sequentially and chronologically ordered. The default is 500 entries. To change the default, enter a new limit. The range is 100 to 5000 entries. The next example shows a typical Journal Window.
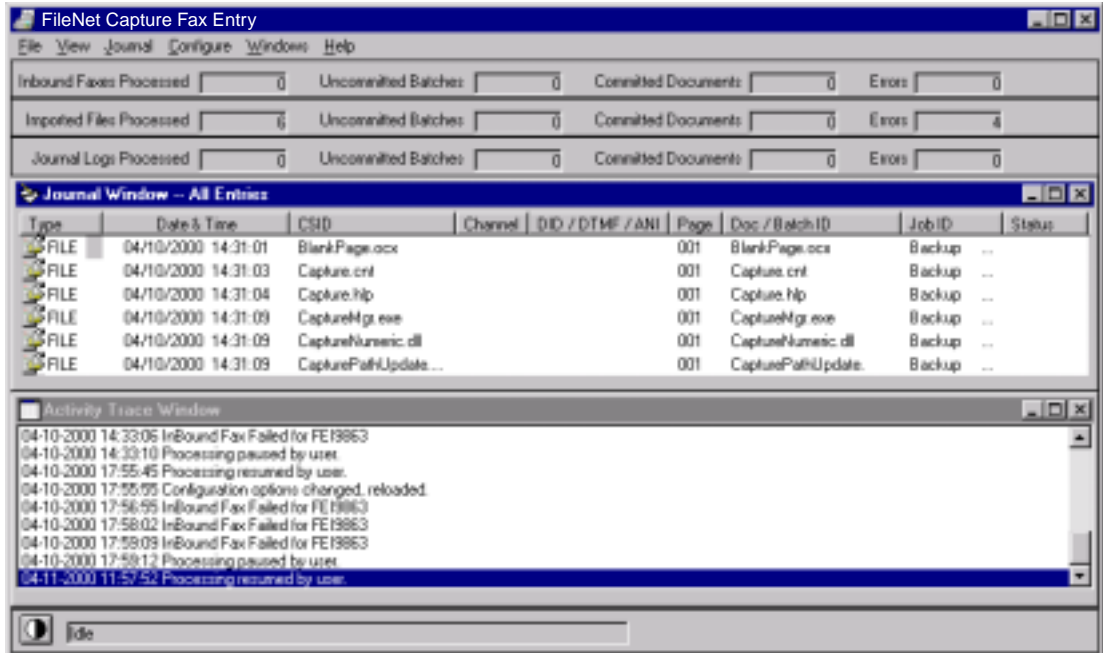
Journal Window Entries

The journal window displays entries in the journal log with the following column headers:

Type
The icon and label for the kind of entry:

Icon	Text	Description
	RECV	Inbound fax
	FILE	Imported file
	LOG	Journal log file

Date & Time
The date and time that the entry was processed.

CSID
The Customer Subscriber Identification number; i.e., the telephone number of the sending device.

Channel
The fax device port number that the call came in on.

DID/DTMF/ANI
If your equipment supports Dual Tone Multiple Frequency, the caller can enter a configurable number of digits (usually a four-digit extension). The Network Fax Server will use the data to route the fax to its

destination, route it to a document class, or use the data for indexing information.

Page
The number of pages in the request.

Doc/Batch ID
The IS-assigned document or batch identification number. If the entry was committed, the field displays a document ID. If it was not committed, the field displays the batch name.

Job ID
The Job ID of the batch.

Status
The processing status of the batch. The entries can be COMMIT, INDEX, ASSEMBLE, or ERROR.

COMMIT
The batch was successfully committed.

INDEX
The batch was indexed, but not yet committed.

ASSEMBLE
The batch is not yet indexed or committed.

ERROR
An error occurred during processing.

The journal window displays not more than the number of entries specified in the Maximum Count field. This field is under Journal Log in the Configure menu. When the maximum number is reached, the oldest entry is deleted by each new entry.

Clock

The cycling clock in the lower left corner of the Fax Entry window indicates that Fax Entry is processing. You can click on the clock to manually pause processing. The clock changes to a pause button.

When you manually pause processing by clicking the clock button, processing will remain paused until you resume by:

• Clicking the pause button.

• Clicking the Yes button on the Fax Entry "Processing Is Currently Paused. Would You Like to Resume?" message.

When you configure Fax Entry, processing is automatically paused. When you complete configuration, Fax Entry prompts you to resume processing with the "Processing Is Currently Paused. Would You Like to Resume?" message.

The next example shows the buttons.

Button	Status	Description
	Processing	Cycling clock
	Processing Paused	Pause button

Status Bar

The status bar at the bottom of the Fax Entry shows actions currently being performed.

Start / Exit Fax Entry

When you install Fax Entry software, you can move the Fax Entry icon located in the FileNet Capture program group to the Startup program group.

Start Fax Entry

Select Start, Programs, FileNet Capture Professional, Fax Entry to start Fax Entry.

Exit Fax Entry

Select the Exit option from the File menu to exit Fax Entry.

Display or Hide a Processing Status Ribbon

1 Select Statistics from the View menu. The menu lists the processing ribbons, with a check in front of the ones displayed.

2 Click the ribbon you want to display or hide.

Note Processing must be enabled in the Configure menu before the processing status ribbon can be displayed.

Display Journal Window Entries

Use the options in the Journal menu to choose the type of journal data you want to view in the window. Select Show Entries from the Journal menu and choose one of the following options:

All
Displays all processed fax, file, and journal entries in the journal window.

Inbound Fax
Displays only processed inbound faxes in the journal window.

File Import
Displays only processed imported files in the journal window.

Journal Log
Displays only processed journal log files in the journal window.

You can also select Delete All Entries from the Journal menu to clear all entries from the journal window, or Refresh Screen to update the screen with the latest contents of the journal file.

Display or Hide the Journal Window

Select Journal Window from the View menu. A check appears in front of the menu item and the window is displayed. Select the menu item again to clear the check and hide the window.

Display or Hide the Activity Trace Window

Select Activity Trace from the View menu. A check appears in front of the menu item and the window is displayed. Select the menu item again to clear the check and hide the window.

Convert the Journal to an ASCII File

The journal log file is automatically converted from a binary file to an ASCII text file before it is processed according to the options on the Journal Log tab of the Configure menu.

To create an ASCII file of the current, unprocessed journal log entries, select Convert Journal Log to Text File under the File menu. Fax Entry creates a text file with the date and time, and stores it in a file. The default file name is \FaxEntry\Temp.

Manually Process the Journal Log

To manually process journal log entries, select the Save Journal Log to Repository option in the File menu. Fax Entry saves the journal entries from the Journal Log file to the repository and folder designated in Journal Log under the Configure menu, and/or backs up files to a specified backup folder.

Manual processing overrides automatic journal log processing options you configured in Journal Log under the Configure menu.

Configure Inbound Fax

To configure the Fax Entry Inbound Fax, you need to know the following information:

Configuration Item	Example Value
IS Repository Name	Taos
Enable Inbound Fax Processing	selected
Batch Folder	Taos/Fax_Claims
Batch Template	Fax_Claims_tp
Batch Settings	Fax_Claims_st
Batch Prefix	FEI
Processing Options	*not used in this example*

For a blank copy of this worksheet, see .

1 Select Configure, Inbound Fax from the menu bar. The Inbound Fax tab displays.

Select Enable

Type or browse to the folder

Select the template name

Select the settings collection name

Type a batch prefix, if desired

Click OK

Options

Backup	System Configuration	Activity Trace
Inbound Fax	File Import	Journal Log

☑ Enable Inbound Fax Processing

Batch Folder: Taos:/FaxEntry/Inbound_Fax   Browse...

Batch Template: Fax_Claims_tp   ▼

Batch Settings: Fax_Claims_st   ▼   Configure...

Batch Prefix: FEI

Processing Options...

OK   Cancel   Help

2 Select the Enable Inbound Fax Processing option. See also "Enable Inbound Fax Processing" on page 564.

3 Type the batch folder name, or browse to the batch folder. See also "Batch Folder" on page 564.

4   Select the template name. See also "Batch Template" on page 564.

5   Select the settings collection name. See also "Batch Settings" on page 565.

6   If you are using a different batch prefix, type the new prefix in the Batch Prefix field. See also "Batch Prefix" on page 566.

7   If you are using processing options, click the Processing Options button. See also "Processing Options" on page 579 and "Configure Processing Options" on page 614.

8   Click OK.

Configure File Import

To configure the Fax Entry File Import, you need to know the following information:

Configuration Item	Example Value
IS Repository Name	Taos
Enable File Import Processing	*selected*
Batch Folder	Taos/Fax_Claims
Batch Template	Fax_Claims_tp
Batch Settings	Fax_Claims_st
Batch Prefix	FEF
Files/Request	10
Processing Options	*not used in this example*

For a blank copy of this worksheet, see .

1 Select Configure, File Import from the menu bar. The File Import tab displays.

Select Enable

Type or browse to the folder

Select the template name

Select the settings collection name

Type a batch prefix, if desired

Select or type the files per request, if desired

Click OK

Options

| Backup | System Configuration | Activity Trace |
| Inbound Fax | File Import | Journal Log |

☑ Enable File Import Processing

Batch Folder: Taos:/FaxEntry/File_Import   [Browse...]

Batch Template: Fax_Claims_tp ▼

Batch Settings: Fax_Claims_st ▼ [Configure...]

Batch Prefix: FEF   10 ⬍ Files/Request (1-20)

[Processing Options...]

Current Path:

[OK]   [Cancel]   [Help]

2 Select the Enable File Import Processing option. See also "Enable File Import Processing" on page 567.

3 Type the batch folder name, or browse to the batch folder. See also "Batch Folder" on page 567.

4 Select the template name. See also "Batch Template" on page 567.

5 Select the settings collection name. See also "Batch Settings" on page 568.

6 If you are using a different batch prefix, type the new prefix in the Batch Prefix field. See also "Batch Prefix" on page 566.

7 If you are using a different files per request value, select or type the new value in the Files/Request field. See also "Files Per Request" on page 569.

8 If you are using processing options, click the Processing Options button. See also "Processing Options" on page 579 and "Configure Processing Options" on page 614.

9 Click OK.

Configure Journal Log

To configure the Fax Entry Journal Log, you need to know the following information:

Configuration Item	Example Value
IS Repository Name	Taos
Enable Journal Log Processing	*selected*
Batch Folder	Taos/Fax_Claims
Batch Template	Journal_Log_tp
Batch Settings	Journal_Log_st
Batch Prefix	FEJ
Processing Interval	300
Lines/Page	40
Processing Options	*not used in this example*
Journal File — File Name	C:\FaxEntry\Journal\ FEJrn.log
Journal File — Maximum Count	500

For a blank copy of this worksheet, see .

1 Select Configure, Journal Log from the menu bar. The Journal Log tab displays.

Select Enable

Type or browse to the folder

Select the template name

Select the settings collection name

Type a batch prefix

Type a process interval

Type a lines per page value

Type or browse to the file

Type a maximum count

Click OK

Options ✕

| Backup | System Configuration | Activity Trace |
| Inbound Fax | File Import | Journal Log |

☑ Enable Journal Log Processing

Batch Folder: `Taos:/FaxEntry/Journal_Log`   Browse...

Batch Template: `Journal_Log_tp` ▼

Batch Settings: `Journal_Log_st` ▼   Configure...

Batch Prefix: `FEJ`

Process Interval `300`   10-3600 Minutes

Lines/Page `40`   10-200 Lines   Processing Options...

Journal File

File Name `C:\FaxEntry\Journal\FEJrn.log`   Browse...

Maximum Count `500`   100 - 5000 Entries

OK   Cancel   Help

2 Select the Enable Journal Log Processing option. See also "Enable Journal Log Processing" on page 570.

3 Type the batch folder name, or browse to the folder. See also "Batch Folder" on page 570.

4   Select the template name. See also "Batch Template" on page 571.

5   Select the settings collection name. See also "Batch Settings" on page 571.

6   Type a batch prefix in the Batch Prefix field. See also "Batch Prefix" on page 566.

7   Type a value in the Process Interval field. See also "Process Interval" on page 572.

8   Type a value in the Lines/Page field. See also "Lines Per Page" on page 573.

9   Type a file path and name in the File Name field. See also "Journal File — File Name" on page 573.

10 Type a value in the Maximum Count field. See also "Maximum Count" on page 574.

11 If you are using processing options, click the Processing Options button. See also "Processing Options" on page 579 and "Configure Processing Options" on page 614.

12 Click OK.

Configure Backup

To configure the Fax Entry Backup, you need to know the following information:

Configuration Item	Example Value
IS Repository Name	Taos
Processing Options: Backup / Save to Repository and Backup	*selected*
Backup Directory	C:\FaxEntry\backup
Enable Automatic Backup Removal	*selected*
Remove After *n* Days	1

For a blank copy of this worksheet, see "Fax Entry Backup Worksheet" on page 707.

1 Select Configure, Backups from the menu bar. The Backup tab displays.

Type or browse to the folder

Select the automatic backup removal option

Select or type the remove after value

Click OK
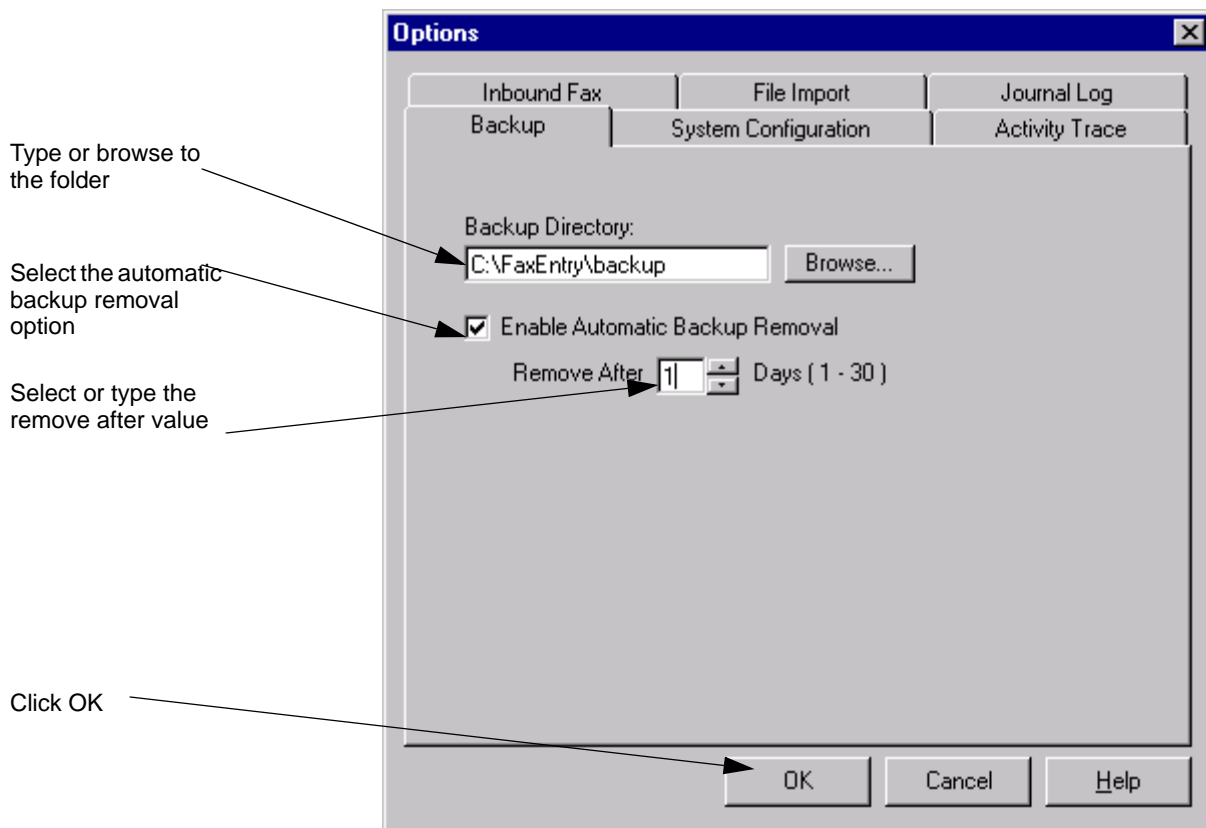
2 Type the backup folder name, or browse to the folder. See also "Backup Directory" on page 574.

3 Select the automatic backup removal option. See also "Enable Automatic Backup Removal" on page 575.

4 Type or select a remove after value. See also "Remove After" on page 575. Click OK.

Configure System Configuration

To configure the Fax Entry System Configuration, you need to know the following information:

Configuration Item	Example Value
IS Repository Name	Taos
House Cleaning Interval *n* Minutes	60
Temporary Directory	C:\FaxEntry\Temp
Log Important Messages To	*selected*
File	*selected*
File Name	C:\FaxEntry\Journal\ FEMsg.Log
Windows Event Log	*not used in this example*
Run Unattended	*selected*
Idle Time	*selected*
From *hh:mm* Of Current Day	23:00
To *hh:mm* Of Following Day	05:00

For a blank copy of this worksheet, see .

1 Select Configure, System Configuration from the menu bar. The System Configuration tab displays.

Select or type a house cleaning interval

Type or browse to the folder

Select Log Important Messages To

Select File

Type or browse to the folder

Select Run Unattended

Select Idle Time

Select a From time

Select a To time

Click OK

Options ☒

| Inbound Fax | File Import | Journal Log |
| Backup | System Configuration | Activity Trace |

House Cleaning Interval: `60` ⬍ Minutes (1-60)

Temporary Directory: `C:\FaxEntry\Temp`   Browse...

☑ Log Important Messages To
  ⦿ File: `C:\FaxEntry\Journal\FEMsg.Log`   Browse...
  ○ Windows NT Event Log
  ☑ Run Unattended (suppress messages)

☑ Idle Time (24 hour hh:mm)
  From: `23:00` ⬍ of current day
  To: `05:00` ⬍ of following day

OK   Cancel   Help

2 Select or type a house cleaning interval. See also "House Cleaning Interval" on page 575.

3 Type or browse to the temporary file folder. See also "Temporary Directory" on page 575.

4 Select the Log Important Messages To option. See also "Log Important Messages" on page 576.

5 Select the File option. See also "File" on page 576.

6 Type or browse to the message file. See also "File Name" on page 576.

7 Select the Run Unattended option. See also "Run Unattended (Suppress Messages)" on page 577.

8 Select the Idle Time option. See also "Idle Time" on page 577.

9 Select or type a from time. See also "From" on page 577.

10 Select or type a to time. See also "To" on page 577.

11 Click OK.

Configure Activity Trace

To configure the Fax Entry Activity Trace, you need to know the following information:

Configuration Item	Example Value
IS Repository Name	Taos
Trace Detail Level	Medium *selected*
Trace Window Max Entries	200
Write Entries To File	*selected*
Trace File Name	C:\FaxEntry\Journal\ FETrace.log

For a blank copy of this worksheet, see .

1 Select Configure, Activity Trace from the menu bar. The Activity Trace tab displays.

Select a detail level

Type a maximum entries value

Select Write Entries To File

Type or browse to the trace file

Click OK

Options

| Inbound Fax | File Import | Journal Log |
| Backup | System Configuration | Activity Trace |

Trace Detail Level
- ○ Low
- ● Medium
- ○ High

Trace Window Max Entries: 200 Entries (100-999)

☑ Write entries to file

Trace File Name: C:\FaxEntry\Journal\FETrace.Log Browse...

OK Cancel Help
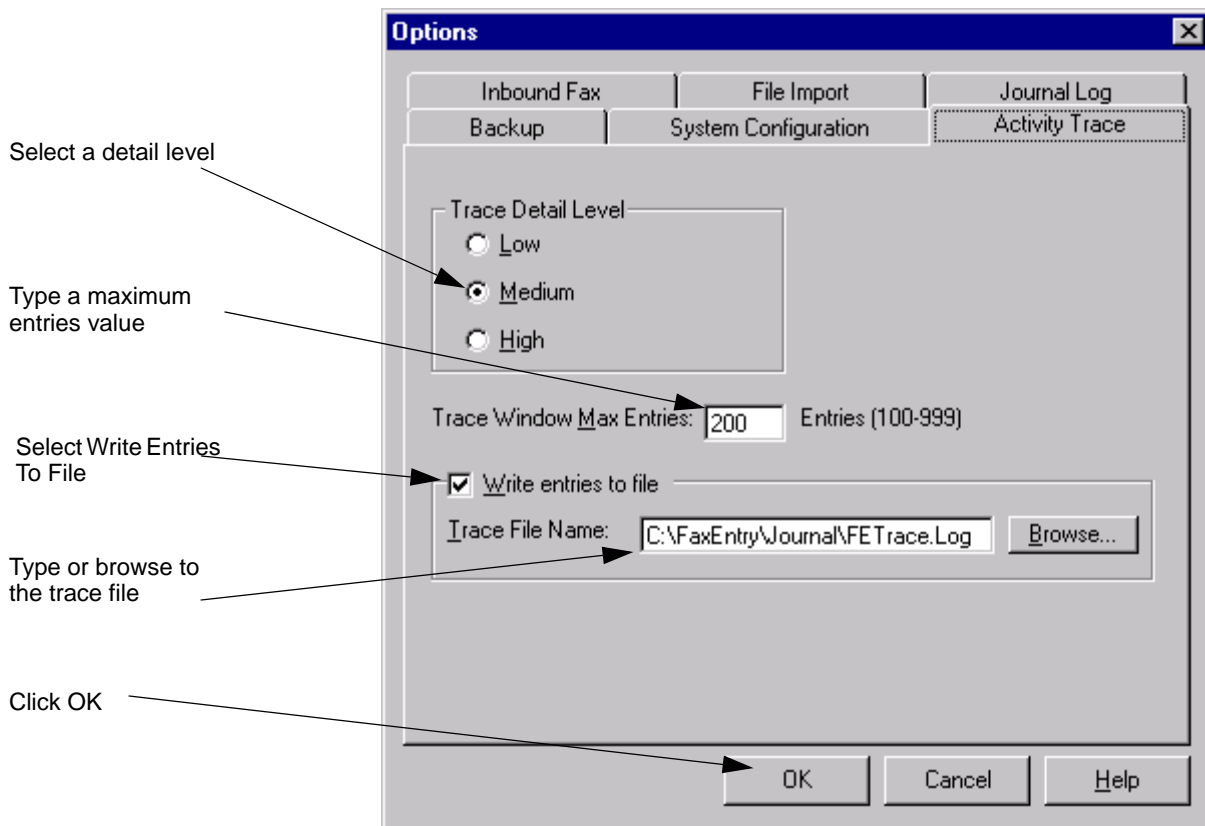
2 Select a trace detail level. See also "Trace Detail Level" on page 578.

3 Type a maximum entries value. See also "Trace Window Max Entries" on page 578.

4   Select the Write Entries To File option. See also "Write Entries To File" on page 578.

5   Type the name or browse to the trace file. See also "Trace File Name" on page 579.

6   Click OK.

Configure Processing Options

To configure the Fax Entry Processing Options, you need to know the following information:

Configuration Item	Example Value
IS Repository Name	Taos
Processing Type	Inbound Fax
Processing Destination	Save To Repository
DocProcessing Before Event Activator	*selected*
DocProcessing After Assembly	*cleared*
Batch Disposition	Leave Unindexed *selected*
Processing Steps	Fax
	DocProcessing
	Event Activator
	Assembly

For a blank copy of this worksheet, see .

1 Click the Processing Options button. This button is available on the Inbound Fax, File Import, and Journal Log tabs. The processing option for the tab selected displays.

Select a processing destination →

Select a DocProcessing step →

Select a batch disposition →

Inbound Fax Processing Options

Processing Destination:
Save to Repository

OK

Cancel

Help

Include DocProcessing Step
☑ Before Event Activator
☐ After Assembly

Batch Disposition
◉ Leave Unindexed
○ Index, but don't commit
○ Index and Commit

Processing Steps:
Fax
DocProcessing
Event Activator
Assembly

Click OK

2 Select a processing destination. See also "Processing Destination" on page 579.

3 Select where to include DocProcessing. See also "Include DocProcessing Step" on page 581.

4   Select a Batch Disposition option. See also "Batch Disposition" on page 582.

5   Click OK.

Configure Capture Components

1   Click the Configure button. The Components box opens.

2   Select the component you want to change and click the Configure button. The Properties dialog box for the selected component opens.

3   Change the component.

4   Repeat steps 2 and 3 for the components you want to change.

5   When you have configured all the components that require changes, click the Close button to return to the previous screen.

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PrintFax

Note   The PrintFax component is only available when you are using Capture and an Image Services (IS) repository. It is not supported for Content Services, Content Engine, Offline Image Services, Shared Offline Image Services or Shared Content Services repositories.

Overview of PrintFax

The PrintFax component is used to print or fax pages from the remote repository. By using IS Print services, Capture PrintFax can print to a FileNet printer or send pages to a fax machine. All the pages in a batch or document can be printed by selecting the desired object and selecting the print or fax option. PrintFax can print or fax TIFF and JPEG images.

IS Print services must be configured for printing or faxing. When there is a sufficient volume of print or fax jobs, each of these services is often configured on its own dedicated server.

For more information about PrintFax, see the Capture Professional online help.

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Distributed Processing

Overview of Distributed Processing

You can design your FileNet system so that different types of batch processing occurs on multiple workstations. You can configure Capture to perform distributed processing and to automatically route the batches between the workstations.

Routing

The Capture Routing Agent provides the basic service of sequencing a batch through all of the processing stages within Capture, and can distribute the processing across several workstations. You can also use a custom application to route batches between processes.

The Routing Agent moves batches from one processing stage to another according to the steps defined in the capture path. It is the Routing Agent component that provides the actual routing functions for a capture path. The capture path just provides the list and sequence of Capture processes. The Routing Agent moves a batch through Capture components in a single machine.

The Routing Agent also provides a method for distributing the processing between several workstations. It uses a polling mechanism to route the batches through a capture path for processing on several different workstations, where each workstation is typically dedicated to a performing a specific kind of processing.

If you set a workstation to poll for batches, the Routing Agent checks the specified repositories for batches in the processing phase that the workstation is configured to perform. When a batch meets the criteria for that workstation, the system locks the batch, transfers a copy of the batch to itself, and processes the batch according to the capture path until it either reaches a Save/Stop or Save/Continue or it reaches a function it can't perform. The workstation then sends the processed batch back to the repository. The step(s) the workstation performed are marked as completed and the batch is unlocked so the next step in its capture path can be performed.

Using the Capture Routing Agent

Capture has a Routing Agent that lets you perform different types of processing on batches from different workstations. For example, you can configure some stations as scan-only stations, while other stations perform image verification and assembly tasks. You may have some stations that are index-only stations, and other stations from which a supervisor verifies batches, then commits them to storage media.

Filtering Options

You can filter the batches operators see. This makes it easier for operators to find batches that they are supposed to process. With filtering or polling configured on each workstation, each operator can be presented with only the next batch requiring the processing that they can perform.

Each component in the capture path has a Next Phase property that can be used as a filtering criteria. When you use distributed processing, you configure the Repository Filter on each workstation to display

the type of batches to be processed on that workstation, then you set the workstation to poll the repositories for work.

For example, assume you have index operators who only need to see batches that are ready for indexing. You configure the filtering utility to look for batches with a Next Phase property of indexing, and turn on polling. When Capture finds a batch, it displays the batch in the index operator's Tree View, where the index operator can select it and type entries into the index fields. If there is more than one indexing station, the batch appears on all workstations with filtering set to the same criteria. The first index operator to select the batch locks it, so it cannot be accessed by another index operator.

See also "Filtering Options" on page 521.

Skipping Busy Batches

When running polling filtering options in a distributed processing environment with capture paths, use the option Skip Batch If Busy Or Already Processed. Using this option can speed throughput because operators are presented with the first batch available for processing.

See also "Skip Batch If Busy Or Already Processed" on page 398.

Determining the Next Phase

When you are using capture path, a component's next phase is determined by the next component in the capture path. For example, assume your capture path specifies a work flow of Scan, Assembly, Index, and Commit. In this case the next phase of the Scan component is Assembly. The next phase of the Assembly component is Index.

Components that are run in ad hoc mode (that is, outside of a capture path) have their Next Phase and Current Phase properties set to the same task they are currently performing. That is, the Next Phase property for the component for Scan is Scan, and the next phase for File Import is File Import. This may produce inaccurate results in a filtering rule searching for batches by their Next Phase property. The only components that have a next phase other than their own function in ad hoc mode are Assembly (next phase = Index), Index (next phase = Commit or Index Verify) and Index Verify (next phase = Commit).

Other Filtering Options

There are other filtering rules you can configure if you don't want to filter on a batch's next phase. For a complete list of filter properties, refer to "Property List" on page 534. See also "Filtering Options" on page 521 and "Repositories" on page 41.

Distributed Processing and Repositories

When a scan operator selects or creates a batch and starts a capture path, the capture path runs until it reaches a Save/Stop or Save/Continue control or encounters a component that is not available on the workstation. When all of the processing at that workstation is complete,

the batch, along with its capture path and settings collection, returns to the repository on which the batch originated.

If another subsequent operator picks up the batch for processing, information about its capture path and status travel with the batch. The operator does additional processing on the batch based on what the workstation is configured to do. When processing is done at this second station, the batch, along with its capture path and newly updated status, returns to its repository. This process continues until the batch is committed.

Within a capture path you can force a batch back to a repository by using a Routing Agent control command within your capture path. The two control commands are described below.

Save/Stop

The Save/Stop control stops execution of the capture path and returns the batch to the repository for other stations to find and complete.

For example, on an indexing station configured to filter for batches ready for indexing, an operator could select a batch from the Tree View and start the capture path. The capture path might have two steps in it — Index, and Save/Stop. Once indexing is finished, the Save/Stop command sends the indexed batch back to its repository, then stops the capture path.

Save/Continue

This control returns the batch to the repository, then loops back to a capture component defined earlier in the capture path.

For example, on a scan station, you might create a capture path that creates a new batch, performs scanning, image verification, and assembly, then sends the batch back to its repository and loops back to the batch creation step.

See also "Capture Paths" on page 103.

Planning the Work Flow

The following examples illustrate possible workstation and operator configurations for a distributed processing environment.

Example 1: Separate Scanning and Indexing Workstations

The example below illustrates how you might distribute processing between two workstations. The first workstation, the image acquisition workstation, is used for scanning, verification, and assembly. The assembled documents are then returned to the repository to be picked up by the second workstation, an indexing station.

The table below illustrates the components that would be installed and used on each workstation.

Workstation #/ Operator Name	Workstation Function	Components Needed
Workstation1 Phyllis Schwartz	Scan Station	Scan Image Verification Event Activator Assembly
Workstation 2 Anne de Beaumont	Index Station	Index Index Verify Commit

Example 2: Each Process on a Separate Workstation

In the example below, each step of the process is performed on a separate workstation. This is a distribution that might be used in a very large document processing operation.

The table below illustrates the components that would be installed and used on each workstation.

Workstation #/ Operator Name	Workstation Function	Components Needed
Workstation1 Thomas Bordeaux	Scan Station	Scan Event Activator Assembly
Workstation 2 Gwenna Llewellyn	Image Verification Station	Image Verify Scan
Workstation 3 Medb Renata	DocProcessing Station	DocProcessing
Workstation 4 Ian Gilchrest	Index Station	Index Index Verify
Workstation 5 David Morgan	Commit Station	Commit

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Security

Capture security differs depending on the type of repository you are using.

- See <u>"Overview of Security for IS Server Stations"</u> if you are using an Image Services repository.

- See <u>"Security Options on Content Services Stations" on page 638</u> if you are using a Content Services library.

- See <u>"Security Options on Content Engine Stations" on page 639</u> if you are using a Content Engine library.

Overview of Security for IS Server Stations

When you are working with an IS server, Capture security is derived directly from the IS. If you are not familiar with the way security is configured for your IS, consult with your IS administrator or refer to the Security chapter in the *IS System Administrator's Handbook*.

In particular, see the topics on document security and security groups in the *IS System Administrator's Handbook*. Document security defines access to a particular document class based on permissions given to users and groups. Security groups define the access authority of the members in the group.

- Security for Capture is controlled by security definitions on the IS server.

- Capture provides no features for controlling security.

- FileNet security is different from the operating system security.

- Security for ODBC repositories is managed by the database manager.

The IS-based document security and security groups control the items that Capture users can see, change, create, delete or run.

Each Capture page or document is based on a specific document class. The document class derives its security configuration from the IS. The IS security characteristics are applied to all objects based on that document class.

The IS document class security levels are:

APPEND/EXECUTE
Groups and users granted this level of security for a document class can delete pages, documents or folders and process or delete batches.

WRITE
Groups and users granted this level of security for a document class can change page, document, and batch attributes.

READ
Groups and users granted this level of security for a document class can retrieve, display and print pages, documents, and batches.

The IS administrator can configure the document class to use these permissions singly or in combination. For example, you could configure permissions as read only, write only, read and write, or read and write and append/execute.

Note   The "Indexless" doc class should have the following group security: Anyone:Anyone:Anyone. If you choose to give the "Indexless" doc class more restrictive security, make sure that the users that are creating batches are members of the same security group as the "Indexless" doc class.

Because Capture uses the Indexless doc class internally, you should not change the security settings for the Indexless doc class from the defaults.

Comparison of IS Security Groups for Capture Users

The IS security groups of interest to the Capture administrator are described in the following sections.

SysAdminG Group

The SysAdminG group is for users who administer the IS server. This group has control over Capture, as well, and can perform the same administrative duties as the CaptureAdminG group.

Members of this group can read, write, and append/execute all folders, batches, documents and pages on both the IS and the Capture systems. Refer to for details.

AuditG Group

The AuditG group is for users who monitor the system functions but who do not change configuration functions.

Note If you add AuditG to a user or group, the permissions of that user or group are reduced to the permissions of AuditG and that user or group cannot modify or create settings, templates, capture paths or batches.

Members of this group can read, but not write or append/execute, all folders, batches, documents and pages on the system. Refer to "Actions Permitted for Capture Security Groups" on page 630 for details.

CaptureAdminG Group

The CaptureAdminG group is for users who perform Capture administrative duties, and who are responsible for maintaining settings collections, templates and capture paths.

Note Members of the CaptureAdminG group have full access to all Capture functions. They do not, however, have any special privileges on the IS.

Members of this group can view, create, and modify the settings collections, capture paths, and templates in the Config folder, override locked and busy batches, and modify batches that have errors. Refer to "Actions Permitted for Capture Security Groups" on page 630 for details.

DE_ErrorOverrideG Group

The DE_ErrorOverrideG group is for users who override and correct batches that have errors at committal. Typically, supervisors are made members of this group so that they can remedy situations such as a batch totals discrepancy or other error that is preventing the batch from

being committed. Members of this group can override locked or busy batches and modify batches that have errors. Refer to "Actions Permitted for Capture Security Groups" on page 630 for details.

DE_BUSYOVERRIDEG Group

The DE_BUSYOVERRIDEG group is used for users who need to unlock batches that are locked or busy. Typically, supervisors are made members or this group. Refer to "Actions Permitted for Capture Security Groups" on page 630 for details.

CaptureNoDeleteG Group

The CaptureNoDeleteG group is for users who can delete individual pages and documents, but who cannot delete an entire batch.

Members of this group can view and modify the contents of batches, but they cannot delete the batch itself. This allows users access to the contents of a batch, but prevents them from accidentally deleting a batch that must remain available on the system. For example, if you have batches that are shared by other users, you can use this group to prevent users from deleting them without restricting their ability to modify the actual contents. Refer to "Actions Permitted for Capture Security Groups" on page 630 for details.

Creating and Assigning Security Groups

The SysAdminG and AuditG groups are automatically created when the IS server is installed. The other security groups used by Capture must be created and defined on the IS server by the IS administrator.

The IS system administrator adds specific users to these groups using the IS Application Executive. For details on how to add users to one of

these groups using the IS Application Executive, see the *IS System Administrator's Handbook.* For more information about IS security, see the Security chapter of the *IS System Administrator's Handbook*.

Actions Permitted for Capture Security Groups

The next table shows the actions available to members of the different security groups used by Capture.

Object	Permission	Security Group					
		SysAdminG	AuditG*	CaptureAdminG	DE_BUSYOVERRIDEG	DE_ErrorOverrideG	CaptureNoDeleteG
Settings Templates Capture paths	View	Yes	Yes	Yes	No	No	No
	Create or modify	Yes	No	DC	No	No	No
Folders	View	Yes	Yes	Yes	Yes	Yes	Yes
	Create or modify	Yes	Yes	Yes	Yes	Yes	Yes

Object	Permission	Security Group					
		SysAdminG	**AuditG***	**CaptureAdminG**	**DE_BUSYOVERRIDEG**	**DE_ErrorOverrideG**	**CaptureNoDeleteG**
Batches	View	Yes	Yes	DC	DC	DC	DC
	Create or modify	Yes	No	DC	DC	DC	DC
	Override error	Yes	No	DC	DC	DC	No
	Override busy	Yes	No	DC	DC	DC	No
	Delete Batch	Yes	No	Yes	Yes	Yes	No

DC = Depends on doc class security settings. You must have sufficient doc class access rights (READ) to see the batch. You will also need WRITE and APPEND/EXECUTE to create or to modify a batch.

* If you add AUDITG to a user or group the user or group cannot modify or create settings, templates, capture paths or batches.

Document class and group security work together to control access to the settings collections, locked or busy batches, or batches with errors. Consider configuring your system's security permissions so that only supervisors have control of Capture exception cases.

Only users belonging to SysAdminG or CaptureAdminG groups are able to create or modify settings collections, templates or capture paths. Members of the SysAdminG group always have permission to create or modify these objects. Members of CaptureAdminG can only modify these objects if they have document class permissions.

Members of the CaptureNoDeleteG group can delete pages and documents, but cannot delete an entire batch. Note that a member of this group should not be a member of either SysAdminG or CaptureAdminG, as these groups allow batch deletions.

Folders in Capture have no security controls.

Typical Capture Roles and the Security Groups

The next table lists the Capture security groups and the Capture users typically associated with each group.

Security Group	Job Title and Duties
SysAdminG	IS System Administrator Administers the IS system, including: setting up security, creating groups and adding users to groups, creating document classes, and indexes.
AuditG	External Auditor Views all parts of the Capture system, but cannot change or modify any objects.
CaptureAdminG	Capture Administrator Administers the Capture system, including: creating and modifying settings collections, templates, and capture paths; overriding and correcting batches in error; overriding busy batches.
DE_ErrorOverrideG	Department Supervisor Job duties include: overriding and correcting batches in error; overriding busy batches.
DE_BUSYOVERRIDEG	Department Supervisor Job duties include: overriding and correcting batches in error; overriding busy batches.
CaptureNoDeleteG	Capture Scan Operator Operates a Capture workstation using existing capture paths, templates, etc. May delete individual documents, but cannot delete batches.

Each security group is discussed in the following sections.

Locked and Busy Batch Override Privileges

When an operator processes a batch, the software locks the batch to prevent another user from opening it and making changes. This ensures that only one user at a time can access and modify a batch.

There may be times when a batch is locked or busy and the person who initiated the action to lock it is not available to complete the processing required to unlock the batch. In these circumstances, it may be necessary to override the locked batch so the batch can be deleted or processed further.

Depending upon IS administrative security permissions, users who are members of the following IS groups can override locked batches:

SysAdminG

CaptureAdminG

DE_ErrorOverrideG

DE_BUSYOVERRIDEG

Users can only override locked or busy batches if they belong to the SysAdminG, CaptureAdminG or DE_BUSYOVERRIDEG groups.

Changes to IS Security Profiles

When the IS administrator makes a change to a user's security setting, the change does not take effect until the user logs out and logs back in again. An example of such a change might be moving a user from one security group to another.

At some sites, multiple users share a single user ID. In this case, all users sharing the same ID must exit before the change can take effect.

Changes to Document Security

Complete all processing steps for all batches in the repository before making changes to the security configuration of a document class. The batches should be committed to the repository and no new batches should be added to the repository. All polling and automated features should be turned off while the changes are being made. Polling and automated features can be turned on once the changes have been completed and verified.

Making changes to document classes with batches in process on the repository can cause problems in processing or committing the documents. The document class of the batches in process and the document class on the repository will be out of synch.

Settings collections that use the changed document class must be rebuilt using the new document class. See also .

Password Expiration

When a user logs on to Capture, the Capture BESRIL checks the status of the user's password. With the password grace period and expiration correctly configured on the IS server, a user ID and password can be in one of several conditions:

Normal
The password is current (not in the warning period, at expiration or expired), and the logon proceeds.

In the Warning Period
The password is *N*-days away from expiring. (The IS name for this period is grace period.) When the user logs onto the IS, the system dis-

plays a message that shows the server name, date and time of expiration, and gives the user an opportunity to change the password. The date and time are formatted according to the client's locale. The message that displays is:

Your password expires on <date> at <time>. Do you wish to change it now?

The choices are Yes or No. Selecting Yes opens the Change Password dialog box. See "Change Password" on page 637.

At Expiration

This state exists when the user logs on for the first time after the end of the warning period. The user can logon successfully using the old password this ONE time. The following warning message is displayed:

Your password has expired. Please change your password or subsequent logon attempts will fail.

The choices are Yes or No. Selecting Yes opens the Change Password dialog box. See "Change Password" on page 637.

If the user selects No, chooses not to change the password, then all subsequent logons will fail since the account will have expired.

Expired

This state is the result of not changing the password when prompted to do so at expiration. When the password is in this state and the user tries to log on, the system displays the message:

The account has expired and is no longer valid.

At this point, the user must contact the IS system administrator and request that the user account be reinstated.

Change Password

The Change Password dialog has the following fields: Old password, New Password, and Confirm New Password. When the fields are filled and OK is clicked, the system checks for the following:

- The new password differs from the old password.

- The new password and confirmation password match.

- The new password meets any minimum character count restriction specified by the IS.

For steps to change the password, see .

Security Considerations for Offline Repositories

There is no Doc Class security enforcement during offline work. All users of an Offline Repository can work with batches from any DocClass defined on the associated Remote IS. DocClass security is enforced only during the Phase 2 commit process.

Security Options on Content Services Stations

For a Content Services repository, you control the security settings for committed CS documents from within the Commit component. Security options appear near the bottom of the Commit property page.

Select one of the following security settings:

Use Server default security for all documents sets the security for each document to whatever the default settings are for the CS Library.

Set same security for all documents prompts the operator to set the security as the commit phase begins. The same security settings are used for all of the documents in the batch.

Set security for each individual document allows the operator to specify the security for each individual document as it is committed.

Security Options on Content Engine Stations

Before you commit documents from within Capture to a Content Engine library, you should make sure that the library security is configured properly. Refer to the online help provided with your Content Engine server software, including the topics titled "Getting Started with FileNet P8 Platform Security" (in the ECM help) and "Security Policies" (In the Administration help) for important guidelines on setting up the security for the system.

For a Content Engine library, you control the security settings for committed CE documents from within the Commit component. Security options appear near the bottom of the Commit property page.

Select one of the following security settings:

Use Server default security for all documents sets the security for each document to whatever the default settings are for the CE Library.

Set same security for all documents prompts the operator to set the security as the commit phase begins. The same security settings are used for all of the documents in the batch.

Set security for each individual document allows the operator to specify the security for each individual document as it is committed.

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Reports and Statistics

Overview of Reports and Statistics

Capture provides you with pre-defined reports that measure productivity or track the location and status of batches, documents, and processes.

You can view a report in a report window, print it to a local printer, or save it to disk. If you save the report to disk, you can specify a file format. Capture supports a wide range of formats so you can easily integrate information into your database, spreadsheet, or text editor.

Generating Reports

Options on the File menu let you set up and generate reports.

Option	Description
Report Setup	Use this option to select the report you want to see and to control the report's destination, appearance, and format.
Report	Use this option to generate the report you have configured. The report will either display in the Report viewer, print on a printer, or be saved to a file, depending on the destination option you selected.

If you display the report in the Report Viewer, you will see the report in a subwindow. You can export the report to a file in the format of your choice, or you can print the report from the Report Viewer.

Report Types

Capture provides the following reports:

Report Name	Description
Batch Tracking - Components Completed Successfully	Report on all batches listing capture components that have completed successfully.
Batch Tracking - Components Pending Successful Completion	Report on all batches listing capture components that have not yet completed.
Batch Information	Report on general batch information.
Committed Documents	Report on documents that have been committed.
Running Counts	Report on running counts of document/page attributes: total pages, documents, batches, blank pages, scanned/rescanned pages.
Batch Cumulative Processing Time	Report on total processing time for each batch.

Configuring Report Generation

Perform these steps to generate a report:

Set Up the General Options

1   Click File, Report Setup in the menu bar. The Report Properties dialog box displays.

2   Select the report you want to generate from the **Report View** drop-down list box.

3   Some reports are available in either a detail or a summary format. The summary report is the default. If you want a detailed report instead, click on the **Detailed** radio button.

If the report you selected is not available in both formats, the radio buttons is grayed out.

4   Select the report destination in the **Destination** section. To view the report in a window, click on the **To Window** radio button. To send the report to your local printer, click the **To Printer** radio button. To export the report to a file, click on the **To File** radio button.

5   To refresh the information every time you generate a report, select the **Update** check box. If you clear the **Update** check box, the report information will remain static from the first time you configure the report.

Select Report Dates and Document Class

1   Click the Selection tab.

2   Choose one of the following options from the **Report Dates** (not available on the Committed Documents Report) list box:

All Dates
Month to Date
Year to Date
Last 7 days
Last Month
Last Year YTD
Custom Dates

If you select Custom Dates, enter a date range in the **From** and **To** fields.

3   If you are generating the Committed Documents report, select the document class(es) you want to include in the report. By default, the report includes all document classes. If you want to report activity for a single document class, click the **Selected Document Class** radio button, then type the document class name in the unlabeled field immediately below.

If the report is not available by document class, this option will not appear on the Selection tab.

Set Up the Layout

1   Click on the Layout tab and enter a title for your report in the **Report Title** field. If you don't specify a title, the name of the report is used. For example, when you generate a Batch Information Report, the report title will read Batch Information Report unless you specify an alternate title in this field.

2   Select the field you want to sort the report by in the **Sort By** drop down list box. Most report types have two or more sort fields.

3   Specify a sort order. By default, reports are sorted by the specified sort field in ascending order (first record to last). If you want to sort the report in descending order (last record to first) click the **Descending** radio button.

Note   The data will always be sorted by batch, first. Only information about the batch (operator, component, and start time, for example) may be selected as sorting options.

Print or Export the Report

Print the Report

1   Click on the Printer tab and specify the number of copies to print in the **Printer Copies** field.

2   Use the fields in the **Margins** section to format the report's top, bottom, left, and right margins. The units of measurement is twips. There are 1440 twips to one inch. For example, if you want your right and left margins to each be 2 inches wide, set the right and left margin fields to 2880 each.

3   If you are printing multiple copies, specify whether you want the copies collated or uncollated. By default, copies are collated. If you want them printed uncollated, click the **Uncollated** radio button. The **Default Collation button** uses the collation configuration for the printer.

Export the Report

1   Click on the Print to File tab and specify the file name in the **Print File Name** field. The report is saved under this name in the \FileNET\CAPTURE\REPORTS folder. You can also click on the Ellipsis button next to the field to open the Choose Output File dialog box and select a destination file.

2   Select the format in which you want the file exported from the **Print File Type** list box. Note that in some cases, using the **Text** option may cause some of the entries to be truncated.

3   If you are exporting the file in the Character Separated format, specify the character(s) you want inserted between values in the **Print File Char Sep Separator** field. You can enter up to 16 characters.

The **Print File Char Sep Separator** field can only be used when the Print File Type is specified as Character Separated.

4   Specify the number of lines to print on a single page in the **Print File Lines per Page** field. By default, 60 lines are printed before a page break.

Print File Lines Per Page can only be used when Print File Type is specified as Paginated Text.

Generate the Report

1 When you have all parameters configured as described in the sections above, click the **OK** button. This closes the Report Properties dialog box and saves the values you configured. The values are saved until you re-start the Capture application.

2 Click on the Report option in the File menu to generate the report. The report is handled according to the setting you made in the **Destination** field in the General tab. It either appears in a window, is printed, or is exported to a file.

Part IV - Capture Maintenance and Troubleshooting

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Backup and Restore Procedures

When you perform a maintenance procedure such as installing a new release of the software on your workstation or on your server, or perform a procedure on the IS server that modifies the transient database (such as bes_clean), you may want to back up the data stored in one or both of the repositories. The data you decide to back up depends on what you use each repository for, and how you want to use that data in the future. The following sections provide instructions for making a backup of the database that corresponds to each type of repository.

Backup Procedures for Capture Professional

Backing Up the Config Folder

Note for IS Server Users
Some operations and maintenance procedures that can be performed on the transient database of the IS server (such as bes_clean and init-trans) will delete everything in the Config folder. To preserve your configuration, back up your IS repository's Config folder to your local repository before executing the procedure or running the utility.

Coordinate with your IS server system administrator to make sure the Capture system administrator is aware of any server maintenance procedures that may impact the Capture data in the Config folder.

The following procedure preserves the settings collections, templates and capture paths data in the Config folder for an Image Services, Content Services or Content Engine repository.

Use this procedure whenever you are performing an upgrade or maintenance procedure on the server.

1   Back up the settings collections from the Config\Settings folder to your local repository.

   a   Select the Tools pull-down menu and choose Options and Tree View.

   b   Check the checkbox of the first option: Allow cut, copy, paste, delete, drag, drop.

   c   On the local repository, create a new folder for the copy of the repository. (Use an appropriate folder name such as [RepositoryName]\backup or similar so that you can identify it easily.)

   d   In the Tree View panel, select the Config folder from the repository. Choose the Edit pull-down menu and select Copy.

   e   In the Tree View panel of the Local repository, select the backup folder you just created. Choose the Edit pull-down menu and select Paste.

2   Execute the maintenance or upgrade procedure (such as bes_clean for Image Services) on the server at this time, if appropriate.

3   Restore the original Config folder by copying Config from the backup folder in your local repository back to the root folder on the repository, as follows:

a   In the Tree View panel of the Local repository, select the Config folder from the backup folder. Choose the Edit pull-down menu and select Copy.

b   In the Tree View panel of your Image Services, Content Services or Content Engine repository, select the Config folder then press the Delete key to remove it.

c   In the Tree View panel of the Image Services, Content Services or Content Engine repository, select the root folder (the repository name). Choose the Edit pull-down menu and select Paste.

The Config folder will be restored with the exception of indexing information in the settings collections which cannot be copied from one repository to another.

Backing Up the Local Repository

To make a backup copy of your Local repository's Config folder you can make a copy of the database file associated with the Local repository. Then, copy the archive copy to an appropriate backup location.

By default, the database file associated with the Local repository is named:

Local RIL.mdb

and located in *\ProgramFiles\FileNET\Capture\Repository*.

To restore, rename this file to the original name of Local RIL.mdb.

Backup Procedures for Capture Desktop

Your in-process batches and custom folders are stored in a database file located on your workstation. This database file also contains a link to the library on the CS server where customized settings are stored.

There is one database file for each library (repository) that you configured using IDM Configure. If you have any custom folders or pending batches that you want to back up, make a copy of the database file associated with each library.

By default, the database file associated with a CS library is named:

[LibraryName]CS.mdb

and the database file associated with a CE library is named:

[LibraryName].mdb

where [LibraryName] is the name of the library. The file is located in *\ProgramFiles\FileNET\Capture\Repository* folder on the workstation.

Note To verify the name of the database file, you can check the Data Source Name for each configured library through Capture Manager. For non-shared repositories, the database file name will be the same as the Data Source Name plus an extension of ".mdb."

To restore, rename the file to the original name.

When you restart the Capture Desktop application after installing a new version, you will be asked whether or not you want to use the previous repository (library) file. (You will get a separate prompt for each repository that you had configured for the previous installation.)

- If you choose Yes to use the existing repository, all of your custom folders, batches, and settings files should be retained.

- If you choose not to use the previous version, all customized folders, batches and settings files will be overwritten by a blank database file.

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Performance

Overview of Performance

You can enhance performance on both the Capture workstation and the server by tailoring the types and levels of features used. Using the performance tips below can help you to use Capture more efficiently, and improve performance.

You should also refer to the document titled "Capture Performance Recommendations," available on the FileNet web site (www.filenet.com), for additional information.

Install the Newest Fixes

Verify that you have all of the latest Capture fixes as well as all of the dependency fixes in WAL, the server and IDM Desktop. Check the CS&S pages on the FileNet web site (www.css.filenet.com) for the newest available downloads.

Note   You can display the software release version and patch level from the About box. To display the About box, select the Help option from the main menu, then click About.

Tune the IS Server

If you are using an IS server, you should have it tuned after system has been in use. Tuning is an iterative process. Production system usage generally turns out to be different than original estimates. Transient database activity with Capture is typically much higher than with Work-Force Desktop. Therefore, make sure to pay special attention to the transient database (buffer configuration, partition layout, RAID, etc.).

Here are some basic tuning guidelines specifically related to Capture usage:

- Put the transient_db on a separate magnetic disk / controller than the transient_rl

- Put cache on a separate magnetic disk / controller than the transient databases.

- Configure the Transient Buffer Pool Size on each applicable server to from 10,000 to 25,000.

- Configure the Document Buffer Count on each applicable server to: 1 per optical drive + 1 per scanner + 16

- Configure the Document Buffer Size to a value that is at least as large as 99% of your individual image sizes.

- Configure no more than 2 bes_commit processes on each BES server used for Capture.

Tune Application Usage and Design

Here are some application usage and design tuning suggestions:

- Minimize the number of folder and repository refreshes.

- Refresh at the batch level. Avoid refreshing at the folder or repository level. Refreshing at the batch level reduces the number of records you are reading from the IS server.

- Use Filtering to minimize the number of remote procedure calls (RPCs) to the server.

- Use the "Name Is Equal To" filter whenever possible. It is the fastest filter and is the most efficient filter for reducing the number of RPCs to the IS server.

- If you can't use the "Name Is Equal To" filter, use the "Is Equal To" operator with one or more of the following batch properties:

  Status - OK, Locked, Busy, Error
  Current Phase - Assembly, Index, Batch, Commit, etc.
  Next Phase - Assembly, Index, Batch, Commit, etc.

- Restrict the number of batches per folder to a minimum. You should try to keep the number of batches per folder to less than 100.

- Try to keep the number of pages per batch between 100 and 200 if possible.

- Avoid clicking on multiple folders. Each time you click on a folder, all of the batch information within that folder is loaded into memory and not released until you exit Capture. This means that if you click

on 5 folders with 500 batches in each folder, you've essentially loaded the information of 2500 batches in memory.

- Process your batches as soon as you create them. This will keep the number of batches to a minimum and reduce the overall work load on the IS and the workstation.

- Avoid using thumbnails in the List View. Each thumbnail uses additional memory on your workstation and can create additional traffic to the IS server.

- Avoid using the List View. Hiding the List View can improve performance by eliminating the need to update the objects it contains.

- Design your application without using the Tree View control. This option prevents users from clicking on unnecessary folders. If you use the Tree View, design your application to prevent users from clicking on folders they do not need. Clicking on the folder uses additional memory on your workstation and creates additional traffic to the server.

- Optimize the use of your scanner by performing software Doc Processing on a PC other than your scan station. If you perform software doc processing and scanning on the same station, more than half your time on the scan station will be spent in doc processing.

- Do not use Doc Processing options that you do not need. Each option adds additional steps to the processing of your documents. For example, if you are scanning documents with 3 of 9 horizontal bar codes you should select 3 of 9 horizontal bar code options and not every bar code option available through Capture.

- To make more effective use of your high-speed scanner, you should take advantage of the continuous scanning feature or scan large batches with document separators. Both of these options will increase your document scanning throughput by reducing the need to stop and restart scanning continually.

- Keep in mind that committing multi-page tiff files may reduce retrieval performance of committed documents since the entire file must be retrieved before a page can be displayed.

Check Hardware

Here are some basic hardware guidelines:

- Refer to the *Capture Installation Guide* for workstation hardware requirements. For best performance, install at least the recommended amount of memory, rather than the minimum requirement.

- Use multiple BES Application servers to handle very high volume document capture applications. Do not configure a single BES Application server to handle more than 15,000 image scans per hour. User-created Capture applications that make inefficient use of Batch Entry Services, such as those not following the Application Usage/Design guidelines given in this document, may need to deploy additional BES Application servers at lower page scan volumes.

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Other Maintenance Procedures

Updating Settings After Changing a Document Class

Caution   In general, it is better to make a new document class than to change
an existing one. When an existing document class is changed, prob-
lems can result with retrieval of previously committed documents, or
when a capture path or template uses the modified doc class to pro-
cess new documents.

If a document class is changed and it is not feasible to create a new
settings collection to use with the modified document class, use the fol-
lowing procedure to update the associated settings collections. Before
you begin you should determine which index fields were modified by
the Server Administrator when the document class was modified.

From a Capture Workstation, perform the following steps:

1   Select the setting that uses the document class from the Config/Set-
tings folder on the repository.

2   Click on Edit from the main menu, then click on Setting to display the
Settings Wizard.

3   Click on Next to step through the Wizard and then click Finish to exit.
Do not change any entries.

If a new field was added to the document class and no existing fields were changed, then the settings update is complete. However, if an existing field was changed (for example, the size was increased) you need to reconfigure the index for the changed field, as follows:

1 With the setting still selected, click on Tools from the main menu. Select Configure, and then click on Index.

2 Click on the Field tab.

3 Select the field that was modified.

4 Click on the Configure button.

5 Click on the Input Masks tab; verify the mask length; then click on OK.

6 Repeat this procedure for each modified field.

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Troubleshooting

Overview of Troubleshooting

This chapter covers the following:

- Possible causes of errors on objects.

- Errors that are related to specific components.

- General errors.

- Troubleshooting using the trace utility.

Note   You can display the software release version and patch level from the About box. To display the About box, select the Help option from the main menu, then click About.

Object Errors

Batch Contains Errors

If a batch is in error, a red exclamation mark (!) appears next to it in the Tree View. (If a page or document within a batch is in error, the entire batch is flagged with an error. Clearing the error on the page or document should clear the batch error in most cases.)

To determine the source of the error do the following:

1 Select the page, document or batch from the Tree View.

2 Right-click on the selection to display the context menu for the object.

3 Select the Properties command from the context menu.

The Object tab displays the last error encountered for the object, and the Phase (or component) which is in error.

Overriding Batches with Errors

Error checking on batches occurs only at commit time, and only a Capture administrator can override the errors.

When you commit a batch, the BES checks to see if:

- Index Verify has been run on a batch that has Index Verify marked on the doc class. If an index error is detected, and the Capture administrator does not override the error, Index Verify phase is flagged with an error. The user will have to run Index Verify to fix the errors.

- The batch totals match on a batch that has batch totals. If the Capture administrator overrides the message, the Index phase is marked with an error. The user will have to run Index to fix the errors.

- A page is marked for rescan or has errors caused by running Image Verify. If the Capture administrator does not override the error, the Image Verify phase is flagged with an error. The user will have to either rescan the pages or run Image Verify again to remove the errors.

If none of the above occur, the batch is checked to see if it has any other errors. If errors are found, a message displays. The Capture administrator can override these errors.

Cannot Delete Batch from Repository

You may be unable to delete a batch for the following reasons:

- You do not have the necessary privileges to delete batches. See also "Security" on page 625.

- The batch was not created with Capture. If a batch was created with another product, it may appear in the List View under certain filtering conditions. Such batches cannot be processed with Capture.

Batch Shows an Unexpected Next Phase

Batches being processed in ad hoc mode (that is, processed outside of a capture path) may display unexpected values for the Next Phase column. This is because in an ad hoc environment, Capture does not know what the operator intends to do next, since an operator could elect to use any available component.

Batch Does Not Reflect Component Settings Changes

When you select a batch and change the components settings, the changes apply only to the batch. The settings collection used to create the batch is not affected by such a change.

When you select a settings collection, the changes to the component settings apply to all batches created from that settings collection after the changes are saved.

When you have uncommitted batches in the repository and make changes to a settings collection, the batches created from the settings collection before the change will not show the recent changes.

When you make changes to a document class, you must update all settings collections that use that document class. If you do not update the settings collections, batches created from the settings collections that were built from the document class will likely be incorrect.

See also "Document Classes" on page 55 and "Settings Collections" on page 68.

Objects in a Batch Contain No Object Properties

Capture only writes the object properties when the batch is saved internally. If an error occurs before Capture saves the batch, such as an error that occurs before scanning is complete, no object properties are written to the object. This means that subsequent processes that rely on object properties will not work.

Document or Page Contains Errors

If a document or page is in error, a red exclamation mark (!) appears next to it in the Tree View. (If a page within a document is in error, the entire document is flagged with an error. Clearing the error on the page should clear the document error in most cases.)

To determine the source of the error do the following:

1   Select the page, or document from the Tree View.

2   Right-click on the selection to display the context menu for the object.

3   Select the Properties command from the context menu.

The Object tab displays the last error encountered for the object, and the Phase (or component) which is in error.

Cannot Run a Process that Ran on Another Workstation

Problem
A process was running on one Capture workstation without incident, but when you try to run it on a different workstation, it does not run properly.

Probable Cause
The component that is not working is not installed on the workstation.

Corrective Action
Check that desired Components are installed and install any missing components.

A quick way to check that a component is installed on a workstation is to click Tools, Configure. Then, look for the component in the list of components displayed.

Another way to check that a component is installed on a workstation is to click the Windows Start button, Programs, FileNet Capture, FileNet Capture Manager. Then, look in the component Name column for the component.

If the component is not present, add it using Capture Manager. See also .

Scan

Capture Page Size Setting Has No Effect On Page Size Scanned

Problem
Capture scanner settings have no effect on the page size setting. For example, the Capture scan component is configured for legal sized paper, but the scanner properly scans only letter-sized paper.

Probable Cause
The paper size configuration of the scanner hardware is different from the Capture software configuration.

Corrective Action
Check the setting for the page size on the scanner. Set both the scanner and Capture settings to the same value. Continue to check both scanner and Capture software when changes are made to either.

Error Message: A scanner has not been selected

This message appears when no scanner has been configured for this operation.

Select and Configure the Scanner

1   Select Tools, Configure, Scan, General from the menu bar.

2   Click the Select Scanner field to display the list and select the correct scanner from the list, and click the OK button.

(If you are not sure which scanner to select, consult your supervisor or Capture administrator.)

Paper Jam in Scanner

Refer to your scanner's Operating Manual for instructions on clearing paper jams.

To resume scanning, use one of the following procedures:

• Resume Batch scanning, starting with the jammed document

• Resume Batch scanning, starting with next document in sequence

• Clear the Batch and start over

Resume Batch, Starting with Jammed Document

To resume scanning, starting with the page that jammed:

1 Replace the document in the scanner's feeder. Replace and reorder other documents in the batch, as needed.

2 Make sure the correct batch and repository are selected.

3 If a page for the jammed page appears in the batch, delete it before you resume scanning to avoid duplication.

4 Click the Scan button on the toolbar.

Tip Use the thumbnail view of the captured document to determine whether or not the captured page is acceptable.

Resume Batch, Starting with Next Document

To resume scanning, starting with the page after the page that jammed:

1 Place the remaining documents from the batch in the scanner's feeder.

2 Make sure the correct batch and repository are selected.

3 Click the Scan button on the toolbar.

Tip Use the thumbnail view of the page to determine whether or not the captured page is acceptable.

Clear the Batch and Start Over

To rescan the entire batch, starting at the beginning:

1 Reassemble the documents from the entire batch and place them in the scanner's feeder tray.

2 Select the Batch from the Tree view.

3 Open the Edit menu.

4 Click the Clear command from the Edit menu to clear the contents of the batch. Make sure the batch is still selected.

5 Click the Scan icon.

Tip Use the thumbnail view of the page to determine whether or not the captured page is acceptable.

Errors Scanning Long Pages

When trying to scan large or long pages (11 x 17 inches or larger), scan processing fails and returns various Kofax error messages. These error messages can include:

20226 KGERR_BADROTATIONLONGSCANCOMBO
20227 KGERR_BADIMAGEPROCLONGSCANCOMBO

Probable Cause
The Kofax board does not have sufficient memory to process the features enabled.

Corrective Action
Add memory to the board, if possible, or reduce the memory usage and/or the number of features enabled.

Feature / Option	Method to Reduce Memory Use
Page size	Use a smaller page size
Scan mode	Use simplex
DPI	Use a lower DPI
Color depth	Use a lower color depth
Bar code recognition	Disable bar code recognition
Patch code recognition	Disable patch code recognition
Rotation	Disable rotation
Deskew	Disable deskew

See also .

File Import

Sort Order After File Import is Not Alphabetized

Microsoft operating systems govern the manner in which imported files are stored in your computer and displayed in the Capture Tree View. In Windows 2000 and Windows NT, you have the option of using NTFS (Microsoft's Windows NT File System) or the FAT (File Allocation Table) system. Each of these systems uses different rules in organizing files on your hard drive. Consequently, files are imported to your hard drive and displayed differently depending on which operating system the source computer for file import uses.

If you are importing files from a FAT (File Allocation Table) system workstation to Capture, they are imported in the order that they appear in the FAT. Consequently, you can not directly control the sort order of the imported files. Frequently the files imported from FAT are not in alphanumeric order. When using an NTFS workstation, imported files are in alphanumeric order. If the sort order of your imported files is critical to you, you should use the NTFS used in the Windows NT operating system.

Image Verify

Image Verify Buttons Disappear While Verifying Images

This can happen after you double-click on a page in the workspace viewer, or select a page in the Tree View or List View.

Corrective Action
Right mouse click in the workspace (where the viewer resides) and select the Image Verify menu option from the list. This action reactivates

the Image Verify control in the workspace. This method can be used with any control that has a user interface, such as Index or Index Verify.

Index

Index Fields Disappear While Indexing

This can happen after you double-click on a page in the workspace viewer, or select a page in the Tree View or List View.

Corrective Action
Right mouse click in the workspace (where the viewer resides) and select the Index control menu option from the list. This action reactivates the Index control in the workspace. This method can be used with any control that has a user interface, such as Image Verify or Index Verify.

Index Values Not Available After File Import

The index values from an index file may not be available from an imported file if the index files were not correctly specified in the File Specification and imported with the content files.

Corrective Action
Define the data files in the File Specification field and define the index file extension in the Index File Extension field. Save the corrected configuration and run File Import again.

Index Verify

Index Verify Fields Disappear While Verifying Index Values

This can happen after you double-click on a page in the workspace viewer, or select a page in the Tree View or List View.

Corrective Action
Right mouse click in the workspace (where the viewer resides) and select the Index Verify Control menu option from the list. This action reactivates the Index Verify Control in the workspace. This method can be used with any control that has a user interface, such as Image Verify or Index.

Capture Path

Capture Path Created on A Different Station Won't Run

You can create capture paths on one station, then use them on other stations. To do this, however, you must ensure that all of the components used in the capture path are installed on the station.

Ad Hoc Functions

Cannot Perform Ad Hoc Functions

If you cannot perform any ad hoc functions, it may be because the workstation is operating in capture path mode. When a capture path is running, most of the other functions available from the user interface are disabled.

When the workstation is in capture path mode, the words Capture Path appear in the status bar.

To Stop a capture path which is currently running, click the Stop button. (Note that this may cause serious errors on the batch if the Capture Path does not end gracefully.)

Templates

Template Properties Show Unexpected Values

You can use the Properties command from the context menu to display information about a template.

The Class shown for a template may not reflect the actual document class of the settings collection associated with the template. A default document class of Indexless (for IS and CS systems) or Document (for CE systems) is used for a template.

When you create a batch based on a template, you select one of the available settings collections which in turn sets the default document class for the batch.

User Interface

Toolbars or Buttons Do Not Appear

If a toolbar or icon button does not appear as expected on the Capture window, it is probably because the toolbar or button has been disabled by the system administrator. Refer to Turning Toolbars On or Off and related topics for more information.

DocProcessing

DocProcessing Does Not Run

A common reason that DocProcessing does not run on a batch is because a post-scan engine was not configured for the settings collection.

To correct this problem:

1   Select the settings collection you were trying to use.

2   Click Tools, Configure, DocProcessing.

3   Select the desired post-scan engine and click OK.

4   Create a new batch using the changed settings collection.

5   Run DocProcessing.

Running the component this time should have the desired effect.

For information about configuring DocProcessing options, see the Capture Professional online help.

DocProcessing Functions Have No Effect on Some Pages

Two possible causes of this are:

One or more pages is marked for Rescan or Reject

Post-scan DocProcessing functions will have no effect on pages marked with a Rescan or Reject attribute. To process a page marked with a Rescan or Reject flag, you must first remove the flag (using the

Image Verify Attributes Dialog Box) before you can proceed with
DocProcessing.

One or more pages is in a format not supported by the Doc Processing software

In general, Doc Processing functions can only be performed on bi-
tonal and color TIFF images. Doc Processing of JPEG and grayscale
images is not supported by many of the standard Doc Processing func-
tions.

If you are using certain Kofax controller boards or have installed the
Advanced Doc Processing option, you may be able to detect bar codes
and patch codes from JPEG and grayscale images. Refer to the docu-
mentation for your controller or Doc Processing option for specific sup-
port information.

Commit

Batch Fails to Commit

A batch can fail to commit for a variety of reasons. However, the most
important piece of information when recovering and trying to commit
the batch again is where the failure occurred. The commit can fail at
the Capture station, or at the IS server.

You can check to see on which component the error occurred. For in-
stance, if you did not index verify a batch that needed verification, the
batch would be marked with an error on the index verify phase. This al-
lows you to check the property on the batch to determine where the er-
ror occurred and which phase you need to run.

Commit Failed at the Capture Workstation

This type of failure is usually caused by missing required index fields in the batch you are trying to commit. This type of error causes a red exclamation mark to display next to the batch in the Tree View. The batch is not passed to the IS server.

Commit Failed at the IS Server

With this type of failure, the Capture station software finds no problems with the batch and sends the batch to the IS for committal. Once the batch is passed to the IS server it is beyond the control of the Capture station software and the batch object is removed from the Tree View. When the IS server cannot commit the batch, the IS server notifies the Capture station software of the error and the batch is flagged as Failed Committal. The time it takes for the scan station to be notified that a batch failed to commit varies. The time variance depends upon how the Capture station and the IS server are set up and networked.

Besides waiting for the IS server to notify the Capture station, you can also poll for batches that failed committal.

Committing the Batch Again

When the effort to commit a batch fails, an error message typically notifies you of the reason for the failure.

To Recommit a Batch that Failed Committal at the Capture Workstation

1   Select a batch to recommit.

2   Correct the reason that the batch failed to commit. For example, if the commit failed because of missing information, index the document again.

3   Select Tools.

4   Select Start.

5   Select Commit.

To Recommit a Batch that Failed Committal at the IS Server

1   Select the parent object (Folder, Repository, or other object) indicated by the Failed Committal message.

2   Select Edit.

3   Select Refresh. The failed batch should now show in the Tree View.

4   Correct the reason that the batch failed to commit.

5   Select Tools.

6   Select Start.

7   Select Commit.

8   Repeat steps 1 through 7, waiting or polling to find that the batch failed again, until the Commit succeeds.

Logon

Message — Logon Error: Your password expires on <server> at <date&time>. Do you wish to change it now?

Cause

IS security has detected that the IS password of the user ID receiving this message is nearing the expiration date.

Action

Change the IS password before the stated expiration.

To change the password:

1   Click Yes. The Change Password dialog box displays.

2   Type the old password in the Old Password field.

3   Type the new password in the New Password field.

4   Type the new password again in the Confirm New Password field.

5   Click OK to save the new password.

If the user fails to change the password before the end of the warning period (grace period), they will be unable to logon and will receive the message: The account has expired and is no longer valid. See also "Message — Logon Error: The account has expired and is no longer valid" on page 679 and "Password Expiration" on page 635.

Message — Logon Error: The account has expired and is no longer valid

Cause

The IS password for the user ID has expired.

Action

Change the password now. The first time this message displays, the user can use the old password one last time.

To change the password:

1   Click Yes. The Change Password dialog box displays.

2   Type the old password in the Old Password field.

3   Type the new password in the New Password field.

4   Type the new password again in the Confirm New Password field.

5   Click OK to save the new password.

Should the user fail to change their password, they will be unable to logon. The user must contact the IS System Administrator and request that the account be reinstated. See also <u>"Password Expiration" on page 635</u>.

Troubleshooting Using the Trace Utility

Capture provides a trace troubleshooting tool to log system activity for analysis. Use this tool to help find software defects. Developers can define customized categories of programs or modules for tracing, including OCXs, DLLs, and EXEs in the FileNet software, as well as those created using the Capture programmatic interface. Trace might also be used by FileNet Technical Support to help track down reported problems.

You must manually enable the Trace tool to record Trace data.

Enabling and Configuring Trace

You must enable and configure Trace if you want to use the data it can provide.

1   From the Windows Start menu, select Programs/FileNet Capture Professional/Trace to display the IDM Trace Configuration dialog box.

2   Select Enable Tracing to start logging data.

3   Select Write to System Debugger to write the trace records to the System Debugger, if necessary.

4   In the Program/Module categories to trace list box, select the function for which you need to trace activity. If the function does not appear on the list, click Add to display the Add dialog box.

   a   Enter the name of the function in the Category Name field.

   b   Enter a description of the function in the Description field.

c   Click Add to browse to the module associated with the function.
Navigate to Program Files/FileNET/Capture/Programs and select
the correct module.

d   Click Open to return to the Add dialog box and add the module to
the Modules list box.

e   Click OK to return to the IDM Trace Configuration dialog box and
add the module to the Program/Module categories to trace list.

5   The Event types to trace list box defaults to trace all types of events.
Clear the associated check box for any events you do not need to
trace.

6   Click OK to save your configuration.

Viewing Trace Data

The tool you use to view Trace data depends upon where you decided
to store log data.

Use the Log Viewer utility to view data stored in a database. To start
the Log Viewer utility, use the Windows Explorer to open the FN-
LOGVWR file. This file is located in the Program Files/FileNET/Cap-
ture/Programs directory.

Use the Microsoft-supplied program EVENTVWR.EXE to view data
stored data in the Windows Event log.

Use the LogSpy utility to view trace and audit data in real time, such as
report data that is not stored. To start LogSpy, use the Windows Ex-
plorer to open the FNLOGSPY file. It is located in the Program Files/
FileNET/Capture/Programs directory.

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Worksheets

Overview of Worksheets

The blank worksheets provided in this chapter are for your use. You can print them out and fill in the information for your site and configuration. The worksheets are generally presented in the order they appear in the book and in the order that they are needed during the procedures. Depending on how you plan to configure your site, you may need to complete several copies of a given worksheet.

Reviewing the worksheets before starting a configuration procedure can familiarize you with the information you will need.

Work Flow Analysis Worksheet

Task	Performed By	Component

For a completed example of this worksheet, see "Work Flow Analysis Worksheet" on page 37.

Settings Collection Worksheet 1

Configuration Item	Value
IS Repository Name	
Create New Settings Collection / Edit Existing Settings Collection	
Name of New Settings Collection / Name of Existing Settings Collection	
Based on Existing Settings Collection	
Document Class Name	
Components to Configure	
Sample Page	

For a completed example of this worksheet, see "Procedures" on page 75.

Scanning a Sample Page for Index Values — DocProcessing

Configuration Item	Value
Paper Sample Page	*gather 1 or more*
IS Repository Name	
Settings Collection Name	
Enable Detection	*selected*
Bar Code Type	
Search Direction	
Quality	

For a completed example of this worksheet, see .

Template Worksheet

Configuration Item	Value
IS Repository Name	
Create New Template / Edit Existing Template	
Name of New Template / Name of Existing Template	
Based on Existing Template	
Settings Collection Name	
Default Settings Collection Name	
Capture Path Name	

For a completed example of this worksheet, see .

Assembly Worksheet

Configuration Item	Value
IS Repository Name	
Settings Collection Name	
Assembly Method	
Pages per Document	

For a completed example of this worksheet, see "Configure Fixed Page Count Assembly" on page 155.

Index Name Display Order Worksheet

Configuration Item	Value
IS Repository Name	
Settings Collection Name	
Index Field Order	

For a completed example of this worksheet, see .

Index General Options and Display Preferences Worksheet

Configuration Item	Value
IS Repository Name	
Settings Collection Name	
Field Initialization	
Process Documents Using Initial Values Above (i.e., Without User Input)	
Enable Browsing Of The Document In The Viewer	
Display Preference Option	

For a completed example of this worksheet, see "Configure General Options and Display Preferences" on page 213.

General Index Field Worksheet

Configuration Item	Value
IS Repository Name	
Settings Collection Name	
IS Index Field Type	
Index Field Name	
Display Name	
Page	
Show Page In Viewer	

For a completed example of this worksheet, see "Configure General Properties of an Index Field" on page 216.

Input Mask Worksheet

Configuration Item	Value
IS Repository Name	
Settings Collection Name	
IS Index Field Type	
Index Field Name	
Default Field Value	
Disable Manual Entry into this Field	
Enable Length Validation	
Input Mask Name	
Input Mask	

For a completed example of this worksheet, see "Configure an Input Mask" on page 219.

Automatic Index Worksheet

Configuration Item	Value
IS Repository Name	
Settings Collection Name	
IS Index Field Type	
Index Field Name	
Page	
Source Group	
Source Name	
Substring	
Substring Length	
Autoindex String	

For a completed example of this worksheet, see .

Range Validation Worksheet

Configuration Item	Value
IS Repository Name	
Settings Collection Name	
IS Index Field Type	
Index Field Name	
Enable	*selected*
Range Validation	*selected*
Minimum Value	
Maximum Value	
Menu Validation	
Menu Validation Values	

For a completed example of this worksheet, see <u>"Configure Range Validation" on page 222</u>.

Menu Validation Worksheet 1

Configuration Item	Value
IS Repository Name	
Settings Collection Name	
IS Index Field Type	
Index Field Name	
Enable	*selected*
Range Validation	
Minimum Value	
Maximum Value	
Menu Validation	*selected*
Menu Validation Values	*Fill in worksheet*

For a completed example of this worksheet, see .

Menu Validation Worksheet 2

Display Value	Stored Value

For a completed example of this worksheet, see .

Currency Index Field Worksheet

Configuration Item	Value
IS Repository Name	
Settings Collection Name	
Index Field Name	
Type	
Display Name	
Input Mask Name	
Monetary Symbol	
Thousands Delimiter	
Separator Character	
Leading Pad Character	
Enable Leading Zero Before Separator	
Enable Separator Line During Input	
Sign Format — Positive Number	
Sign Format — Negative Number	
Max Digits — Before Separator	
Max Digits — After Separator	

For a completed example of this worksheet, see .

Commit Worksheet

Configuration Item	Value
IS Repository Name	
Settings Collection Name	
Commit Options	
Delay By *(time in minutes)*	
Committal Type	
Alternate Page Cache	

For a completed example of this worksheet, see "Configuring Commit With Migration" on page 273.

File Import Worksheet

Configuration Item	Value
IS Repository Name	
Settings Collection Name	
File Specification	
Path	
Index File Extension	
Delete File After Importing	
Polling Interval	
Convert Multipage TIFF to Single Pages	

For a completed example of this worksheet, see .

Index Verify Worksheet

Configuration Item	Value
IS Repository Name	
Settings Collection Name	
Enable Browsing of Document in the Viewer	
Index Field Order	
Display Preference	

For a completed example of this worksheet, see "Configure Index Verify" on page 327.

Property Worksheet — Attributes

Group	Name	Value

For a completed example of this worksheet, see "Obtaining Properties for Automatic Indexing" on page 439.

Event Activator Worksheet

Rule:	
Configuration Item	**Value**
Repository	
Settings Collection	
Sample Page Name	
Group	
Name	
Relationship	
Value	
Action	
Separation Point	
Delete Afterwards	
Object	
Name	
Field	
Name and Field String	

For a completed example of this worksheet, see "Configure Event Activator — Start New Document" on page 457.

Repository Filter Worksheets

For Local, CS and CE Repositories:

Configuration Item	Value
Repository Name	

Property	Operator	Value	And / Or

For a completed copy of these worksheets, see <u>"Configuring Polling Filters to Poll for Batches" on page 541</u>.

For IS Repositories:

Configuration Item	Example Value
Repository Name	
Sort By *(IS repository only)*	

Property	Operator	Value

For completed examples of these worksheets, see <u>"Configuring Polling Filters to Poll for Batches" on page 541</u>.

Fax Entry Inbound Fax Worksheet

Configuration Item	Value
IS Repository Name	
Enable Inbound Fax Processing	*selected*
Batch Folder	
Batch Template	
Batch Settings	
Batch Prefix	
Processing Options	

For a completed example of this worksheet, see .

Fax Entry File Import Worksheet

Configuration Item	Value
IS Repository Name	
Enable File Import Processing	*selected*
Batch Folder	
Batch Template	
Batch Settings	
Batch Prefix	
Files/Request	
Processing Options	

For a completed example of this worksheet, see .

Fax Entry Journal Log Worksheet

Configuration Item	Value
IS Repository Name	
Enable Journal Log Processing	*selected*
Batch Folder	
Batch Template	
Batch Settings	
Batch Prefix	
Processing Interval	
Lines/Page	
Processing Options	
Journal File — File Name	
Journal File — Maximum Count	

For a completed example of this worksheet, see "Configure Journal Log" on page 603.

Fax Entry Backup Worksheet

Configuration Item	Value
IS Repository Name	
Processing Options: Backup / Save to Repository and Backup	*selected*
Backup Directory	
Enable Automatic Backup Removal	
Remove After *n* Days	

For a completed example of this worksheet, see <u>"Configure Backup" on page 606</u>.

Fax Entry System Configuration Worksheet

Configuration Item	Value
IS Repository Name	
House Cleaning Interval *n* Minutes	
Temporary Directory	
Log Important Messages To	
File	
File Name	
Windows Event Log	
Idle Time	
From *hh:mm* Of Current Day	
To *hh:mm* Of Following Day	

For a completed example of this worksheet, see .

Fax Entry Activity Trace Worksheet

Configuration Item	Value
IS Repository Name	
Trace Detail Level	
Trace Window Max Entries	
Write Entries To File	
Trace File Name	

For a completed example of this worksheet, see .

Fax Entry Processing Options Worksheet

Configuration Item	Value
IS Repository Name	
Processing Type	
Processing Destination	
DocProcessing Before Event Activator	
DocProcessing After Assembly	
Batch Disposition	
Processing Steps	

For a completed example of this worksheet, see "Configure Processing Options" on page 614.

Capture Path Worksheet 1

Configuration Item	Value
IS Repository Name	
Create a New Capture Path / Edit Existing Capture Path	
Name of New Capture Path / Name of Existing Capture Path	
Based on Existing Capture Path	
Components to Include	

For a completed example of this worksheet, see "Using the Capture Path Layout Interface" on page 113.

Capture Path Worksheet 2

Order	Component

For a completed example of this worksheet, see .

Glossary

ageable storage
Document storage that maintains contents by "age," the length of time a document is kept. The IS page cache is ageable storage. The time a document can spend in the page cache is specified by the IS administrator. See also "page cache" on page 725.

assembly
The process of sorting, organizing, and grouping pages into folders, batches, and documents for subsequent indexing and committal. Pages can be scanned images, imported files, or inbound fax documents. Successful assembly is a prerequisite for indexing. Assembly can be done manually by an assembly operator, or automated by configuring the assembly component and the event activator component.

attribute
A unit of information that describes an object. In native Capture, object properties and object attributes are nearly synonymous. They are both used to describe a given object. For custom programmatic efforts in Capture however, there is a significant difference in how attributes or properties can be used. See also "property" on page 726.

automatic indexing
The automatic addition of index values to the properties of a document. When indexing is automated, bar codes can contain values for scanned documents, and external index files can contain values for imported document. See also "index" on page 721.

bar code
An optical code containing information encoded in widths of printed bars and spaces. The computer interprets the bars and spaces as alphanumeric or numeric data.

In Capture, bar codes are used with automatic indexing to optically acquire such information as account number, or date received, used for indexing. See also "automatic indexing" on page 713 and "index" on page 721.

batch
A set of one or more documents belonging to the same document class that are scanned, indexed, and committed together. A batch can be contained in a folder. The subordination is: Repository, Folder, Batch, Document, and Page. See also "folder" on page 720.

batch cache
Temporary working storage where Capture processes batches. See "cache" on page 714.

batch name
A string of characters (no spaces) identifying a batch in the Capture system. See "Naming Guidelines for Different Repositories" on page 53 for specific information on name restrictions.

batch totals
The total values of certain index fields in a batch. Batch totals can be calculated to check that the expected totals and actual totals match for the index fields in a batch. Batch totals are typically used for numeric or monetary fields. Expected totals are typed by the creator of the batch. Actual totals are entered by the index operator. This feature is configured by the Batch Totals definition on the IS.

cache
A temporary storage location for documents on their way to and from permanent storage. Cache is magnetic disk space. The IS administrator allocates portions of the cache storage to different cache types (referred to as logical caches). Capture does most of its processing in batch cache. Once a document is committed it moves to page cache. See, "batch cache" on page 714 and "page cache" on page 725.

Capture Manager

An administrative application that configures and controls the collection of statistics, Capture's connection to repositories, Capture repository session names, the registered components on the workstation. This program is used when the Capture application is started to determine the components to load and the repositories sessions to begin.

capture path map

A graphical presentation of the sequence of steps in a capture process.

capture path

An automated series of steps that is executed to move a batch through the selected Capture components.

capture path wizard

An automated process to select and connect the Capture components into a work flow. The capture path wizard creates the capture path, which is a VB script.

cataloging

Writing index information to the index database during committal.

client

Software running on a station in the system that invokes a service. The service runs on a server, which can be on another station or on the same station as the client.

committal

The process of moving a document from batch cache to page cache and making the document available for retrieval. Committal is the stage at which scanned pages, imported files, or faxes become documents. Committal is the last step in entering a document into the FileNet system. The index values are written to the index database and the storage media addresses to the permanent database.

component
A module, such as scan, index, verify, and so on, that performs a clearly defined operation leading to the completion of the overall job of document capture.

Capture application
The image, file, and inbound fax acquisition tool of the FileNet system. The Capture application is an OLE container written in C++ incorporating several OLE controls. An OLE container can be written in a variety of programming languages, including C++ and Visual Basic.

data object
Folders, batches, documents, or pages.

database
A collection of logically related records or files. The FileNet IS system uses two types of databases: a third-party relational database management subsystem (RDBMS) for index data and multi-keyed file (MKF) databases for document addresses and work in progress. The Capture local repository is an ODBC database.

Database Maintenance
The FileNet application used by the IS administrator to create and maintain indexes, among other server functions. Database Maintenance also provides reports on indexes, document classes, and media families.

date field
The field type that stores date information only.

declare
Term used by the Records Manager product to describe the process of creating a new record and associating it with some type of information (e.g., electronic document, email, external document, etc.).

dialog box
A popup window containing fields that require input from the user.

disposition schedule
Controls the retention and disposal of records.

distributed processing
A coordinated configuration of the Capture system on multiple workstations, each dedicated to a targeted business purpose.

document assembly
See "assembly" on page 713.

dockable
The capability for windows and toolbars to be moved and placed in different locations within the application user interface using drag and drop techniques. The placement can persist over the course of a single session or over multiple sessions.

DocProcessing
A component providing image enhancement, bar code and patch code recognition, and other features, for post-scan processing.

DocType
For IS only, the page type of a document. Values include IMAGE, FORM, TEXT, MIXED, or OTHER.

document
A set of image pages or other electronic files stored in a repository (library) and associated with a document ID and a set of properties. A document can be contained in a batch. The subordination is: Repository, Folder, Batch, Document, and Page. See also "batch" on page 714.

document class
Profiles stored on IS servers that provide index fields, access rights, committal information, and optical disk families. The document class forms the foundation of the settings collection. See also "settings collection" on page 730.

document ID
A unique number assigned to a document; specifically a GUID on the local repository. See also "GUID" on page 720.

document services
FileNet IS software that stores and retrieves documents on the storage library.

domain name
The second part of the NCH resource name. The domain name is the system name, which is determined by you and set up by your FileNet support representative at FileNet system configuration. The NCH resource is in the format object:domain:organization. In the example Mary1:Taos:FileNet, the domain name is Taos. See "NCH" on page 723.

Event Activator
A component used to read properties from objects and write properties to objects. Event activator is used before assembly processing. In event activator, one or more rules can be defined for the reading and writing of properties (attributes). One common use of event activator is to read a patch code property from a page object, and insert (write) to that page a start of document property. When the assembly component is run, assembly makes that page the start of a document.

event logs
Daily logs containing error messages and entries for activities occurring in the system. Use the Task Manager to review event logs for FileNet software.

external item

An object with properties that is not itself stored in the repository or storage library, typically a physical object such as a magnetic tape or a CD.

external index file

An ASCII text file that provides the index information for an imported file. When the file is imported the values in the index file are added to the imported file's object properties. The index file is not imported to the repository. The file being imported and the index file must have the same base name, only the extension is different, for example, img0003.tif and img0003.fna. FNA is a common index file extension.

File Import

A Capture process used to bring various types of files into the FileNet system for processing and committal. Like scan, file import is a way to initially acquire a file for processing with Capture.

File Plan

A specific organization of records based upon a hierarchy of record categories and record folders. Often specified by industry and governmental specifications and company business/functional organizational units.

field

In windows and dialog boxes, fields are unprotected areas where you can enter data.

filter (repository filter)

A process to selectively retrieve a limited number of batches to an operator. The Repository filter selects batches from only one repository at a time. You specify the filtering rules for selecting batches by configuring several selection criteria in the Filter Options dialog box. See also .

folder

A container most often used to hold one or more related batches. The subordination is: Repository, Folder, Batch, Document, and Page.

folder name

Any valid Windows folder name is allowed. Capture folder names should not exceed the following maximums:

- IS Repositories: 60 characters

- Local Repositories: 64 characters

- CS or CE Repositories: 64 characters

For any repository (library), a folder path and name cannot exceed 152 characters in all.

group

A group of one or more users. The system administrator creates user and group accounts. A user can belong to any number of groups. Membership in groups determines a user's access rights.

For IS users, a user's access rights determine what the user can do with folders, batches and documents.

group property (attribute)

The category to which a property (attribute) belongs. Typically, the group is the name of the component that owns the property, for example, ImageVerify or Index.

GUID

Globally Unique Identifier. A GUID is a unique number used to identify classes and interface types exposed by each component.

IS

FileNet's IDM Image Services, a set of servers and services providing a single document image database. The database includes a single index database, a single document locator database, and a collection of document images on storage media.

image

One side of a physical piece of paper.

image enhancement

Methods of improving image appearance after scanning. Capture image enhancement features including image deskewing, black border removal, image despeckling, line and streak removal, and image deshading. These features provide cleaner images and help reduce file sizes.

Image Verification

A process that displays captured images for evaluation. This is generally done before assembly, but may also be used to check assembled documents before they are committed. As an operator views the images they can manually reject images (such as blank pages or separator sheets) and mark unacceptable images for later rescan.

import

See "File Import" on page 719.

index

To add values to the object properties of a document. These values are used to find and retrieve the document after it is committed. Examples of index values include: an account number, a person's name, or a social security number. Index values are usually typed in manually by an index operator. Only a document belonging to a document class that has index fields can be indexed in Capture. See also "automatic indexing" on page 713.

index verification

A process to double-check selected index entries before a document is committed. The fields that are used for Index Verify are set up on the IS server at the same time that indexing for the document class is set up. Normally, index verification is done any time after a document has been indexed or autoindexed, but before it has been committed.

index database

An RDBMS database (Oracle or Microsoft SQL Server) that contains document and folder information.

indexing

A step in the Capture processes. See .

input mask

A template that displays elements such as dates and numbers in a particular format. For example, mm/dd/yyyy is a mask that tells the system to accept input of a date in the following format: 10/31/2000. Input masks are used with indexing to control the format of index values.

library

An IS, IDMDS or other integrated document management system.

List View

An OLE control used to display the contents of objects in the repository.

local repository

A repository that is based upon an ODBC compliant database, which may reside on a local workstation.

locked objects

Images not yet written to storage media are "locked" in cache and cannot be deleted.

mask

See "input mask" on page 722.

master document

See "sample document" on page 729.

magnetic disk

Usually an internal hard disk on your server system where the IS software, cache, databases, and so on are stored.

menu field

A field containing a list of possible entries. A menu field is one of four data types that can be defined in Database Maintenance on the IS. It contains a list of valid string values for an index field and is represented in the Index component as a drop down list box.

migration

The process of copying documents from page cache to a storage library, which is often an optical media server. Not all systems have a storage library.

MKF

Multi-Keyed File databases that include the transient data-base, the permanent database, the NCH database, and the security database.

name property (attribute)

The name of the property (attribute). An example name is Resolution or Image Height.

NCH

The network clearinghouse is an MKF database that keeps track of resources and their addresses. A resource (such as a user ID or a printer) is identified by a three-part name stored in the NCH database in the format object:domain:organization, for example, Mary1:Taos:FileNet. See also,

NIL

The path that an operation takes in the event that the component consumes all of the incoming work and puts nothing out. This connector is only used for certain components. For example, the NIL path is used for assembly, which consumes page after page, sending nothing out until it has a complete batch. Used in the capture path wizard. See, .

numeric field

A field type that stores numbers or monetary amounts.

object name

The first part of the FileNet system NCH resource name. Some objects have names predefined by the system. For example, DefaultIMS is the name used to access the index database. Your support representative configures names for your printers and tape drives. The NCH resource is in the format object:domain:organization. In the example Mary1:Taos:FileNet, the object is Mary1. See .

organization name

The third part of the NCH resource name (the default name is FileNET or FileNet). Xerox Corporation registers and distributes organization names. The NCH resource is in the format object:domain:organization. In the example Mary1:Taos:FileNet, the organization is FileNet. See .

ODBC

Open Data Base Connectivity. A Microsoft standard for interfacing to a variety of database products. Capture uses the ODBC interface in two areas: as a storage model for the local repository when processing off-line and, for the metrics/statistics database.

OSAR

Acronym for FileNet's proprietary Optical Storage and Retrieval unit. See also "storage library server" on page 730.

page

A file containing the image of a single side of a scanned paper page. In file import, a single file containing all the pages in the electronic document. In fax documents, each file typically contains a single fax page. The page object contains the properties of the file. The subordination is: Repository, Folder, Batch, Document, and Page.

page cache

Ageable storage where the IS system stores committed documents. IDM Desktop retrieves documents from page cache for viewing and processing. Page cache can act as permanent storage when you do not use optical storage media.

password

A combination of characters known only to a user and entered along with a user ID to gain access to the FileNet system. IS passwords can range in length from 6 to 16 characters, but only the first eight characters are checked. Your IS administrator can assign a password of eight characters maximum for logging on to an IS repository. In addition, all passwords are case-sensitive. If you do not have a password, leave the password field blank.

patch code

A simple pattern of four horizontal bars that can be applied to a page and detected by the Capture software. Patch codes can be placed on a document as a sticker, or they can be pre-printed on documents or separate sheets. Unlike bar codes, patch codes do not contain encoded information.

In Capture, patch codes are most often used to trigger the separation of pages into folders, batches, and documents. For example, you might configure the Capture software to mark a page containing a PATCH1 as Start

of Batch, and a page containing PATCH2 as Start of Document. See also .

permanent database

A database that stores the media location of each document entered into the system and contains tables for media surfaces, media families, and notes. See .

phase

A name for a batch processing step. A processing phase may in turn use one or more Capture components on a single workstation.

polling

A method to selectively retrieve a limited number of batches for automated processing. Polling filters batches from multiple repositories, checks for new batches at a specified interval, and automatically starts capture paths. You specify the filtering rules for selecting batches by configuring several selection criteria in the Filter Options dialog box.

property database/repository

Storage location for document and folder properties.

property

A unit of information pertaining to an object.

In native Capture, object properties and object attributes are nearly synonymous. They are both used to describe a given object. For custom programmatic efforts in Capture however, there is a significant difference in how attributes or properties can be used.

Properties usually convey parameters that a component uses to specify how a unit of work will be processed. Most Properties can be examined and changed by pulling up the property sheet of the component.

Some attributes are component processing parameters and will be loaded into the properties of a component. Other attributes are used to convey in-

formation about an object, such as "this is the start of the batch." Attributes can also be used to dynamically attach to the object additional information derived from the Capture process, for example, bar code or patch code information.

See also "attribute" on page 713.

RDBMS

Relational DataBase Management System. The RDBMS manages the index database and queue database. See also "database" on page 716.

Records Manager (RM)

The P8 Records Manager add-on product.

Record Activator

A step in the Capture process. See "Record Activator" on page 340.

record category

A container within a file plan that can contain records, sub-record categories or child record folders. A record category cannot contain both a sub category and a sub folder.

record class

The classification of a Records Manager record object. Analogous to a document class for document objects. Examples include "Electronic Record" and "Marker Record".

record classification

The full path of a record's storage location within the Records Manager organization hierarchy. It can include file plan, record category and record folder where applicable. A record can exists in more than one record classification.

record folder

A container within a file plan that can contain records. A record folder cannot contain either a sub record category nor a sub record folder.

record profile

Defines the complete set of characteristics needed to declare a specific record. These characteristics include record class, (optional) record type and record classification(s).

record type

Assigning a record type to a record assigns a disposition schedule to the record. This overrides any disposition schedule that the record inherited from its containing parent.

repository

A permanent storage location. The subordination shown in the Tree View is: Repository, Folder, Batch, Document, and Page.

repository filter

A process to selectively retrieve a limited number of batches to an operator. The Repository filter selects batches from only one repository at a time. You specify the filtering rules for selecting batches by configuring several selection criteria in the Filter Options dialog box. See also .

repository object

Any item contained within a repository used by Capture. For example, folder, batch, document, page, template, capture path, or settings. Repository object is often more informally called an object.

repository session

An alias for a repository name. Using a repository session name that is different from the repository name gives greater flexibility in organizing the Capture system. The repository session name is often used to identify the

location of the BES, for example, Los_Angeles. Use Capture Manager to add, change, and remove session names.

routing agent

A program which accepts a capture path and executes it. The routing agent, an OLE control, provides the functionality of accessing repository objects and feeding the objects to the program, and updating the contents of repository objects upon completion of the components processes. The program is a Microsoft Visual Basic for Applications (VBA) engine.

RPC

Remote procedure call, a process on one computer to make a request for service on another computer. RPC is the standard throughout the FileNet software for interstation communication.

sample document

One or more files stored under a settings collection in the Config folder that is used as a basis for determining the settings for individual components. For example, identifying a bar code or a patch code.

save continue

This function is used when the component is required to continue processing after completion of a batch. Normally, the component stops after completion of a batch. For example, a capture path including scanning and save continue would never terminate. Batches are continuously passed back to the repository so other workstations can retrieve work. Save continue is typically used when processing a seed batch that creates new batches. The save continue function makes the new batches available for other workstations while you continue to work on the seed batch. Save continue is used in the capture path wizard.

save stop

This function is used when a capture path is not completed on a single workstation. Save stop is used to move the batch back to the repository so other workstations can retrieve the work. Save stop is used in the capture path wizard.

services
> IS server software components.

settings collection
> A group of Capture component configurations tied together by a document class. Different settings collections with different component settings can be created.

settings wizard
> An automated process that steps the user through creating or editing a group of settings called a settings collection.

settings
> Adjustments to a Capture component, for example, scan resolution, and image enhancement value.

storage library
> The location where documents are permanently stored. The storage library is often a storage media jukebox, a unit that has a number of slots for containing storage media and a robotic arm that moves the media between slots, drives, and the input/output slot. Not all systems have a storage library.

storage library server
> In a system with two IS servers, the server that manages the storage libraries and includes cache storage as well as the related databases. A storage library server is sometimes referred to as an OSAR server. A system can have multiple storage library servers, each of which can manage up to eight libraries. In a system with multiple storage library servers, one serves as the document locator server that keeps track of the contents of all storage libraries.

string field

Field type that stores identifying names, or numbers or number and letter sequences. String values also store any index entries that do not fit into any other category.

Task Manager

An application that provides a graphical user interface for controlling and monitoring the FileNet software and other software.

template

An object that associates one or more settings collections and a capture path to be used for processing a given type of document. Note that the provision of multiple settings collections allows for the use of multiple document classes with a template.

template wizard

An automated process that steps the user through creating or editing a template.

tree

An OLE control used to display objects and their relationships in the repository.

user name

User identification to the FileNet system. An IS user name can contain a maximum of 19 characters. This name is assigned by the IS administrator, the person who controls access rights to the FileNet library. The IS user name is case sensitive. The Windows user name is used for some types of processing in Capture.

value

The actual value of the property identified by the group property and name property. For example, the value might be 200 for Group=Scan and Name=Resolution.

WorkSpace View

An OLE component server that displays selected objects contained within the repository.

Appendix A – Software License Agreement

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Appendix B – Patch Code Specifications

This section provides exact measurements for use in laying out patch codes. A patch that is laid out in accordance with these measurements will be recognizable by the software patch code detection option. Some of the patches are also suitable for use with the hardware patch code reader optionally available on Kodak Imagelink scanners.

When generating patch codes, adhere to these specifications. Otherwise the software may not be able to detect the patch codes.

Patch Type 1

Suitable for use only with software patch code detection.
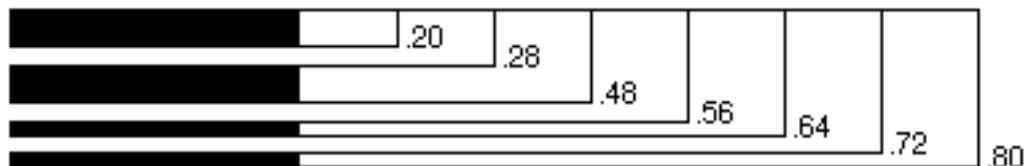
Patch Type 2

Suitable for use with both software and hardware patch code detection. The Kodak hardware interprets this patch as an instruction to assign image level 2 to the **current** image.

Patch Type 3

Suitable for use with both software and hardware patch code detection. The Kodak hardware interprets this patch as an instruction to assign image level 3 to the **current** image.
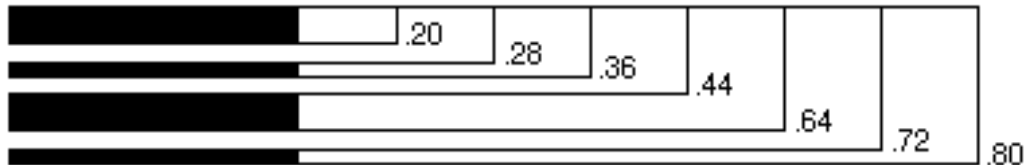
Patch Type 4

Suitable for use only with software patch code detection.
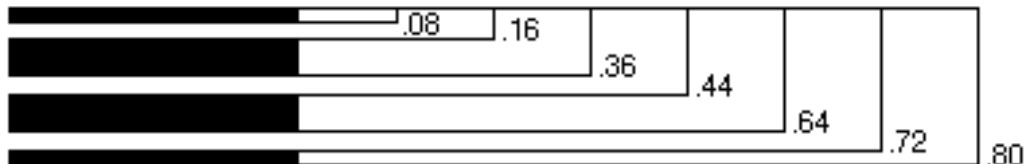
Patch Type 6

Patch type 6 is suitable for use only with software patch code detection.
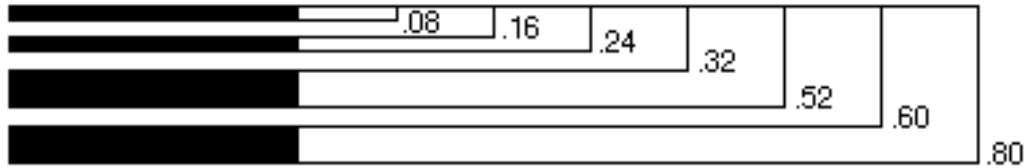
Patch Type T

Patch type T is suitable for use with both software and hardware patch code detection. The Kodak hardware interprets this patch as an instruction to assign a mode-configured image level to the **next** image to be scanned.

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