

Panagon Capture 3.1 Documentation

This document describes the Panagon Capture Documentation for release 3.1.

The Panagon Capture CD provides documentation for both the Capture Professional and Capture Desktop applications.

The Panagon Capture Toolkit CD provides documentation that describes how to customize the Capture Professional and Capture Desktop application.

Release Notes

Release Notes are located on the Capture software CD. In addition, current Release Notes are available through the worldwide web at:

<http://www.filenet.com>

Navigate to the Customer Service & Support area and enter your FileNET CSS web site user name and password to access the information.

Online Help Files

Online help files are available for both Capture Professional and Capture Desktop, and are installed automatically with the respective applications.

Online help for the Capture Fax Entry option is also installed if the Fax Inbound option is selected during installation.

Online help for the Capture Programmer's Toolkit provides reference information for components, controls, and objects.

Manuals and Technical Notes

For information about Panagon Capture, consult the appropriate document from the list on the following pages. To open a manual or technical note from the CD, click on the underlined title.

Note Some of the documents described below apply to both Capture Professional and Capture Desktop, while some documents are specific to only one product. When you select a document, make sure that it applies to the product you are using.

Panagon Capture Installation Documentation

Panagon Capture Installation Guide

Folder: Cap_Docs

File: InstallationGuide.pdf



Desktop and
Professional

Applies to Capture Professional and Capture Desktop.

Provides a list of system and hardware requirements and compatibility considerations for Capture workstations. Describes how to install Capture scanning and non-scanning workstations, and includes instructions for installing options such as Fax Entry, Doc Processing, and Adobe Capture. Describes how to configure the server to be compatible with Capture, and provides instructions for testing the installation.

Refer to this manual to do the following:

- Install Capture on a workstation

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- Test a Capture installation

Note If you are upgrading from an earlier version of Panagon Capture to Capture 3.1, it is important that you read the [*Upgrading to Capture 3.1 from a Previous Release*](#) document before you perform the upgrade.

Panagon Capture Desktop Installation Quick Reference

Folder: Cap_Docs/CapDsktp
File: QuickDT.pdf



Desktop only

Applies to Capture Desktop.

Provides a summary of the steps you must complete to install Capture Desktop.

Note that this is a Quick Reference designed for the system administrator or technician who is already familiar with the details of a Capture Installation.

Panagon Capture Professional Installation Quick Reference

Folder: Cap_Docs/CapPro
File: QuickPro.pdf



Professional only

Applies to Capture Professional.

Provides a summary of the steps you must complete to install Capture Professional.

Note that this is a Quick Reference designed for the system administrator or technician who is already familiar with the details of a Capture Installation.

Panagon Capture Reference Documentation

Upgrading to Capture 3.1 from a Previous Release

Folder: Cap_Docs/CapPro

File: 31Upgrade.pdf



Desktop and
Professional

Applies to Capture users converting from an earlier release of Capture.

Describes the major changes between previous versions of Capture and Capture 3.1. Includes instructions and detailed information for the following:

- What you need to know before you convert a workstation from a previous version of Capture to Capture 3.1.
- How to transition your existing templates and capture paths from the previous scan components to the new scan component.
- What you need to know about the new scan component.
- Other major new features of Capture 3.1.

For information on converting legacy scan applications to the new scan component, refer to the Panagon Capture Programmer's Toolkit Help.

Panagon Capture Professional Administrator's Guide

Folder: Cap_Docs/CapPro

File: CapAdmin.pdf



Professional only

Applies to Capture Professional.

Describes planning and configuration of the Capture system. Includes information on how to configure the individual Capture components to work together using settings collections, templates, and capture paths, and how to run Capture in a distributed processing environment.

Refer to this manual to do the following:

- Design your Capture environment
- Create settings collections by configuring Capture components, and create templates to group settings collections for a specific document class
- Automate workflow in the Capture environment by configuring and running capture paths
- Configure advanced scanning features such as Blank Page Detection
- Automate advanced indexing features, such as putting values directly into an index field from a bar code or external index file
- Automate separation of pages into documents, batches and folders by configuring and running Event Activator
- Monitor Capture system activity using several features that provide reports, statistics or totals
- Understand security in the capture environment

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- Manage the Capture Network environment. For example, manage access to the repositories on the IS using Capture Manager, configure polling for a workstation, or customize the user interface for a task-specific workstation.

Chapter 2, Planning a Capture System, outlines the planning procedure in a list of steps and links to the appropriate detailed chapters.

Panagon Capture Application Developer's Guide

Folder: ToolkitCD/Documentation/Manuals

File: DevGuide.pdf



Desktop and
Professional

Applies to Capture Professional and Capture Desktop.

Provides an overview of Panagon Capture functionality and architecture. This manual also presents a basic approach for users to write and customize their individual applications using Panagon Capture ActiveX Controls and Objects.

The guide is also available from the table of contents of the Toolkit help system.

Panagon Capture Desktop Application Overview

Folder: ToolkitCD/Documentation/Manuals

File: VBAppOvr.pdf



Desktop only

Applies to Capture Desktop.

Provides information for Visual Basic programmers who customize the Capture Desktop application. The overview summarizes the features and capabilities of the application. All application forms and modules are summarized.

Panagon Capture Online Help

Panagon Capture Professional Online Help

Folder: Cap_Docs/CapPro

File: Capture.hlp



Professional only

Help system is also provided on the workstation after Capture is installed.

Applies to Capture Professional.

This help file, which is automatically installed on every Capture Professional workstation, provides information for the Capture Professional user. The ad hoc procedures help you use Capture to scan, assemble, verify, index and commit documents manually. The automated function procedures describe how to configure and run Capture in an automated environment.

Access this online help either through the Help command on the application menu, or through the Help button on a dialog box. Context-sensitive help is provided for most dialog boxes.

Panagon Capture Desktop Online Help

Folder: Cap_Docs/CapDsktp

File: Capdesk.hlp



Desktop only

Help system is also provided on the workstation after Capture is installed.

Applies to Capture Desktop.

This help file, which is automatically installed on every Capture Desktop workstation, provides information for the Capture Desktop user.

Access this online help either through the Help command on the application menu, or through the Help button on a dialog box. Context-sensitive help is provided for most dialog boxes.

Panagon Capture Fax Entry Option Online Help

Folder*: ProgramFiles/FileNET/Capture/Programs

File: FaxEntry.hlp



Professional only

**folder located on the workstation after Fax Entry is installed.*

Applies to Capture Professional users who install the Capture Fax Entry option.

This help system provides information for the Fax Entry user. It describes how to configure and use the Fax Entry system.

Access this online help either through the help or the application menu, or through the Help button on a dialog box. Context-sensitive help is provided for most dialog boxes.

Panagon Capture Programmer's Toolkit Online Help



Desktop and
Professional

Applies to Capture Professional and Capture Desktop.

This help system provides reference information on the Panagon Capture components and controls. It includes a brief description of each control's basic functionality, along with a listing of its associated properties, methods, and events.

Access this online help on the Panagon Capture Toolkit CD under the Documentation directory.

Panagon Capture Professional Technical Notes



Professional only

The Panagon Capture Technical Notes listed below are designed primarily for Capture Professional users. Some of the basic techniques and principles described therein may also apply to Capture Desktop. However, specific usage examples for Capture Desktop are not included.

The following Technical Notes are located in the Cap_Docs/CapPro folder.

Capture Professional Getting Started Guide

TN_Start.pdf

Provides a brief tutorial for the first-time Capture Professional user. Introduces important concepts and terminology, and demonstrates how to scan and process an image.

Automatically Assigning Inbound Faxes to Document Classes

TN_AFax.pdf

Describes how to configure Panagon Capture to automatically assign an inbound fax to one of several document classes based on the fax channel ID. Includes targeted background information and a set of procedures with examples.

Automatic Indexing from Kodak Image Address

TN_Kodak.pdf

Describes how to configure Panagon Capture to automatically put a value from the Kodak image address into an index entry field. Includes

targeted background information and a set of procedures with examples.

Please note that the procedures included in this Technical Note were created with an earlier release of Panagon Capture. The appearance of some of the specific screens used for illustration has changed, but the fundamental procedure is the same.

Automatic Indexing of Create Time

TN_Time.pdf

Describes how to configure Panagon Capture to automatically put the create time value into an index entry field. Includes targeted background information and a set of procedures with examples.

Please note that the procedures included in this Technical Note were created with an earlier release of Panagon Capture. The appearance of some of the specific screens used for illustration has changed, but the fundamental procedure is the same.

Bar Code Usage and Tips

TN_Bar.pdf

Provides guidelines for using bar codes and optimizing bar codes read within the context of the Panagon Capture product.

Panagon Capture Desktop Technical Note



Desktop only

The following Technical Note is located in the Cap_Docs/CapDT folder.

Getting Started Guide

StartDT.pdf

Provides a brief tutorial for the first-time Capture Desktop user. Introduces important concepts and terminology, and demonstrates how to scan and process an image.