Module 5 -- Administration and Basic Document Capture

Administration and Basic Document Capture

- Administration Module
- Online Help
- Batch class setup
- Processing queues
- Separation and form identification
- Document class setup
- Form type setup
- Export connector setup
- Batch class publishing
- Scan module
- Creating and processing a batch

Accessing the Administration Module

The Administration module is accessed from the Kofax Capture program group.
All setup for a Kofax Capture-based solution is done in the Administration module. This is where all aspects of the Kofax Capture solution are defined: levels of definition, index fields, separation methodology, image cleanup and extraction, database validation, scripting...
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Customizing the Interface
- Right mouse click on the Kofax Button to expose view options

Kofax Button
- Left mouse click on the Kofax Button to expose the menu items

Changing Color Scheme and Language
- Left mouse click on [Options] to change the color scheme and language
Selecting a Language

Select a language from the dropdown and click [OK]. The <Windows display language> option selects the OS Language. If an OS Language Pack/ Multilingual User Interface is installed and the regional settings are configured it will use the configured settings.

GUI is Localized

Following a system reboot, all Kofax Capture product screens and all Help files will reflect the selected language.

Administration – Home Tab

Copy and paste, Batch class actions, Document class actions, Folder class actions, Form type actions, Scan controls, Rename, remove, delete, and change properties of objects.
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Administration – Insert Tab
- Create or insert objects (batch class, document class, folder class, form type, or field type)
- Create zones

Administration – View Tab
- Set grayscale viewing of images in the Administration module for enhanced clarity
- Show or hide Definitions Panel or Status Bar and lock panels in place or restore panel defaults
- View and zoom controls
- Zoom settings for documents and zones
- Zoom and settings for viewing documents is also available from the zoom group

Administration – Tools Tab
- User Tracking and User Profiles
- Accessing profiles (KCNS only)
- Registration tools for custom components
- Create and access custom recognition scripts
- Define cleanup and compression profiles
- Reserve batch separation patch codes and define separation profiles
- Define field type macro scripts
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Administrations -- Scan Settings Tab
- Add a scanner
- Deskew sample pages
- Select a scan source
- Select and load scan profiles
- Save or delete scan profiles
- Reset currently selected scan source properties
- Edit scan source settings

Accessing Help and About
- Clicking the F1 key from anywhere within Kofax Capture will also launch context-sensitive Help.

Online Help
- A text search function is available.
- Topics can be easily searched.
Create a Batch Class

Create a new batch class in one of four methods:
1) Click on the New Batch Class icon in the Quick Access Tool Bar
2) Select “Create Batch Class...” from the Kofax Button
3) Click on “Batch Class” icon on the Insert panel
4) Right mouse click in the Definitions Panel | Batch tab and select “New Batch Class...”

Create Batch Class – General Tab

Type in the batch class name and optional description.

Priorities range from 1 – 10. 1 is the highest priority, and 10 is the lowest. Priorities determine the order in which batches are automatically processed through the unattended queues.

The “Image folder” is the default location for single-page, Group IV compressed TIFF files for batches in progress.

Queues Tab

Move queues from the Available Queues panel to the Selected Queues panel with the [Add] button.
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Accessing Scan Properties

- Select the Scan queue to give it focus, then click on [Properties]

Scan Properties

- Select capture mode
- Select a profile from the drop down list to define permanent scan-time image cleanup
- Scanner Support connects and uses features built into certain makes and models of scanners
- To review, create, or modify a profile, select [Edit]

Endorsing

- Text may be added to the endorsement string
- Choose "Values" to select System Values for Prefix text
- When using a pre-ccd scanner, "Endorsing enabled" will duplicate the endorsement on the scanned image
- For post-ccd scanners, "Annotation enabled" must be checked to add the endorsement to the scanned image
- Counters may also be supported.

Endorsing: Imprinting each page with a unique identifier (such as a customer case file) as each page goes through the scanner.

*ccd = charge-coupled device: Device inside the scanner that reads the dots on the page and converts them into pixels.
**Endorsing Details**

- The following questions need to be answered when considering endorsing:
  - Does the scanner have the capabilities to do endorsing or imprinting?
  - Is the endorsement printer unit pre or post-CCD?
  - Is the endorsement printer unit intelligent?
  - Is the endorsement printer unit movable?
  - Is the endorsement printer font re-sizeable?
  - Does the scanner have an intelligent counter?

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**Adding the Export Queue**

Move the Export queue into the workflow by selecting and clicking [Add].

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**Accessing Export Properties**

Select the Export queue to give it focus, then click on (Properties).
Using the Batch Export Timing feature, batches may be exported on an Immediate or Timed basis, allowing batches to be exported during periods of low network traffic to lessen the impact of batch export on the network.

Export Batch Timing

Select a Priority Level for Timed Batches. Timing of batch export is based on the priority level, affecting batches at and below that level.

Setting Export Properties

If selected, then all batch processing is terminated whenever there is an error and the entire batch is marked as un-exported.

File names option uses the original file name not the unique name assigned by Kofax.
Let’s look at a definition of “Separation” and “Form Identification”

Kofax Capture offers six separation methods. Five provide fully automated separation and are easy to setup. Each method can be further customized to fit separation and form identification requirements.

The first five represent “scan time” separation methods, meaning the batch must be separated by the time it is closed in the Scan module. Kofax page recognition accomplishes separation in the Recognition module.

Separation Defined

• Separation sets the boundaries of a document and determines when a new document is created within the batch.

When a batch is scanned or otherwise captured, it is brought into the system as discrete images.

By the conclusion of processing within the Kofax Capture workflow, all images must become part of a document – no orphaned images are allowed in the batch.

• Document #1
• Document #2
• Document #3

Form Identification (Classification) Defined

• Form Identification (Classification) is the process of matching each separated document with a form type in the batch class.

• With Kofax Capture, a variety of techniques are available to identify forms including: page-level recognition, separator sheets, or form ID zones. (We will learn more about these methods in this course.)

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Separation & Classification in the Kofax Capture Workflow

Unprocessed Batch

Document Separation

Separated Documents

Form Identification

Separated and Classified Documents (no orphaned images are allowed)

Setting the Separation Method

For our first batch class, we'll choose the "Kofax manual" Separation and Form Identification profile. We'll examine other methods of document separation later in this course.

Click [OK] when batch class settings are complete.

Accessing the Batch Class Properties

To view or change the properties of a batch class once it has been created, right mouse click on the batch class and select [Properties] or click on the Properties icon in the Home tab in the ribbon.
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Create a Document Class

Create a new document class in one of four methods:
1) Click on the New Document Class icon in the Quick Access Tool Bar
2) Right mouse click in the Definitions Panel | Document tab and select “New Document Class…”
3) Click on “Document Class” icon on the Insert panel
4) Right mouse click a batch class and select “New Document Class…”

Create Document Class – General Tab

Assign a Name and optional Description.
Click [OK] when the document class settings are complete.

Create a Form Type

Remember, every document class must have at least one form type.
Create a new form type in one of three methods:
1) Click on the New Form Type icon in the Quick Access Tool Bar
2) Click on “Form Type” icon on the Insert panel
3) Right mouse click the document class and select “New Form Type…”
Form Type Properties

- Assign a Name and optional Description.

Click [OK] when the form type settings are complete.

Setting Up Export

- As part of the batch class/document class configuration, determining and configuring What will be exported, Where it will be exported, and in What Format the data and documents will be output and saved is required.

- These settings are defined in export connectors which appear as document class attributes.

- Export connectors have two components:
  - A user interface available in the Administration module where the export settings are made, and...
  - A runtime component that runs when the Export module processes the batch at the conclusion of the Kofax Capture workflow, exporting the documents and data based on the settings.

Export Connector Setup

From the Batch tab, right mouse-click on the document class and select [Export Connectors...] from the context menu or from the “Export Connectors” icon on the Home panel.

REMEMBER: Export connectors are only visible and configurable when the document class is connected to a batch class.
Selecting an Export Connector

Available export connectors are listed in the left panel. Add the desired connector to the Assigned Export Connectors panel with the [Add] button.

Default Storage Folder Location

Set the storage folder where the files are to be stored. A default path is provided:

ServerPath\Kofax\Capture\Export\{Batch Class Name}\{Document Class Name}\{Document ID}

Give the export connector a name.

Index Storage Location and File Name

Specify the path and filename for exporting the data (if different from the default storage location).
Advanced Settings – Image Format

Select the desired file format/compression format combination to use for the image output. The images are automatically stored in the selected format when exported.

Save the Export Connector Setup

Click [OK] to save the settings. NOTE: If the export directories or files don’t already exist on the system, Kofax Capture will create them at runtime during the export process.

Reviewing or Changing an Export Connector

Export connectors can be viewed or modified by selecting the export connector in the Assigned Export Connectors panel and clicking [Setup].
Final Step – Publishing the Batch Class

- At the conclusion of the batch class setup, one final step is required before this batch class can be used in production to process batches: publishing.

- Publishing saves batch class definitions and enables users to begin creating batches based on the batch class.

Publishing a Batch Class

Publish a batch class in one of three methods:
1) Click on “Publish Batch Class...” from the Kofax Button
2) Click on “Publish” from the Home panel
3) Right mouse click the batch class and select “Publish”

Publishing Options

“Validate” examines the integrity of the batch class and reports warnings and errors.

“Publish” does an on-the-fly validation and then continues to publish...as long as there are no errors.

“Disable” pulls a batch class offline. It becomes unpublished.
The last published date will be associated with the batch class.

Published batch classes are indicated with a blue checkmark.

Applying Batch Class Settings

- Warnings are advisory in nature.
- Errors are more serious and will prevent completion of the publishing event.
- Changes to batch classes will only go into effect in batches created after the instant in time the batch class was last published.
- Batches in-process will not be affected by the changes. Exception is the Batch Class Update feature. (We'll discuss how to activate this feature later in this course.)

Production: The Scan Queue

When the batch class has been published and ready for use in production, the Administration module may be closed.

The first step in production is to open the Scan queue from the Kofax Capture program group.
Scan Queue

- Right mouse click on the Kofax Button to expose view options

Scan – Kofax Button

- Left mouse click on the Kofax Button to expose the menu items
- Left mouse click on (Options) to expose scan module options

Scan Queue – Home Tab

- Create a batch
- Batch editing
- View mode
- Document manipulation
- Filing options
- Scan controls
- Image rotation
- Rescan
- and VRS
- OCLater
- setup
- QCLater
- setup
- QCLater
- setup
Scan Queue – Insert Tab
- Create new page, document, or folder

Scan Queue – View Tab
- Filter batches for viewing
- Image display options
- View or hide panels, lock panels or restore panel defaults
- Zoom and view options
- Zoom and view options as well as document navigation is also available below

Scan Queue – Scan Settings Tab
- Reset currently selected scan source properties
- Add a scanner
- Edit scan source settings
- Remaining scan volume
- Select and load scan profiles
- Save or delete scan profiles
- Activate unattended scan mode and duplex on simplex scanners
Scan Queue – Enhanced Status Bar

Folder navigation buttons, Document navigation buttons, Page navigation buttons, Single or multi-page view toggle buttons, Image fit buttons, Zoom factor slider

Creating a Batch

When the Scan module is open, the operator will be prompted to create a batch.

Optionally, the Scan operator can create a new batch in one of three ways:

1. Click on the Create Batch icon in the Quick Access Tool Bar
2. Select “Create Batch” from the Kofax Button
3. Click on “Create Batch” icon on the Home tab

Selecting a Batch Class and Entering the Batch Info

A batch class is selected from the dropdown list of published batch classes and a batch is created. By default, each new batch is identified by system date and time which may be replaced with a unique batch name by the operator.

Click [OK] or [Scan] to create the batch and begin the capture process
Scanning/Importing the Batch

- To initiate scanning or importing, use the Scan Page or Scan Batch icon.

- Pages are scanned and appear in the View panel.
  The batch appears in the Batch Contents panel as well.

Document Separation

- Right mouse click on an image, then select [Create Document].

- Because Kofax Capture will not allow any orphaned images (images not part of a document), and because “Kofax Manual” was selected as the separation method for this batch class, the scanner operator must manually separate the images into documents.

Closing the Batch

- Close the batch when scanning is complete.

- Pages can be manually dragged and dropped to move them from one document to another or to rearrange their order within a document.
Running the Export Module

The final step in production is to run the Export module from the Kofax Capture program group.

REMEMBER: Since Export is an unattended queue, it can also be setup as a Windows service set to run automatically at computer startup.

Export Function

From the Export module, the data and documents are archived.

Demonstration

Introduction to the Administration module, creating a batch class, using the Scan module, processing a batch
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Lab

• Setting up a batch class in the Administration module
• Using the Scan module
• Processing a batch using Kofax Capture

Refer to the Kofax Capture 10 Lab and Reference Guide