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The Document Imaging module allows you to convert paper documents into electronic image documents, or import existing electronic images into OnBase. The majority of this manual describes Document Imaging in the OnBase Client. Document Imaging is also available when using the OnBase Web Client.

The Document Imaging module provides several indexing methods, some of which improve the speed and accuracy of indexing. Index values can be entered manually, automatically filled via bar code, or automatically filled using an AutoFill Keyword Set.

The Document Imaging module imports documents using one of the following methods:

- Scanning
- Sweeping
- Scanning from disk

**Scanning** allows you to scan paper documents and convert the captured images into electronic image documents. The Document Imaging module can use any TWAIN, Kofax™, or ISIS -compliant scanner.

**Sweeping** allows you to import, individually or in large quantities, existing electronic files into OnBase without using a scanner.

**Scanning from disk** is similar to sweeping. Scanning from disk allows you to import existing digital images into OnBase. Scanning from disk provides the additional ability to perform image enhancements and read bar codes.

Documents are scanned or swept, individually or in large batches, into configurable scan queues. In these scan queues, documents are indexed and can, depending on your licensing, undergo additional processing before being archived in OnBase.

OnBase’s unique client/server architecture allows you to scan documents from one or more scanning workstations, index the documents on one or more indexing workstations in another location, and archive the documents from a workstation in yet another location.
Note: When sweeping in the OnBase Web Client, you are limited to only importing image files.

The Document Imaging module provides several indexing methods, some of which improve the speed and accuracy of indexing. Index values can be entered manually, automatically filled via bar code, or automatically filled using an AutoFill Keyword Set.

APPLICATIONS

Source documents are scanned into queues as black and white, gray scale or color documents. Prior to scanning, users assign a scan format to a scan queue. Scan formats are user-configurable and contain information about the scanner, document, file format and image processing. These formats retain specific settings for different types of source documents, making scanning faster and easier. After selecting a scan format, a user scans documents into the scan queue to be indexed.

Indexing documents is accomplished in different ways. OnBase supports bar code recognition using the Hyland Barcode Recognition for OnBase or Kofax software/hardware, which enables automatic indexing. OnBase also allows users to manually index each document after it has been scanned. Groups of documents can be indexed into OnBase through the process of batch indexing.

After indexing, you can OCR or archive documents, depending on options configured for that scan queue.

Archived documents can be viewed, printed, and faxed from the OnBase Client. While viewing image documents, OnBase can zoom, rotate, invert, sharpen, size, copy, save, change page order, e-mail, and append annotations. OnBase allows users to “grab” a page from one document and copy it into another document. The unique architecture enables OnBase’s powerful cross-reference, which is the ability to double-click an image and automatically retrieve/view all related information whether it is text, image, or application documents.

OnBase Document Imaging benefits any business that deals with paper documents that need to be stored for online access or permanent archival. Many such companies have large storage areas for documents, such as file rooms, storage vaults or off-site warehouses. Most source document images come into a company from external sources or customers. The documents usually need to be stored for research, legal, or customer service needs. OnBase Document Imaging eliminates the need for large storage areas and provides long-term, easily accessible, document storage.
In order to provide a wide range of scanning functionality beyond the robust functionality offered within the existing OnBase Document Imaging module, OnBase also provides seamless integrations with such forms products as Kofax Ascent Capture, OCR for AnyDoc, Cardiff TeleForm, ReadSoft Eyes & Hands, and Captiva Input Accel. These integrations enable customers to use best-of-breed technologies in order to effectively and accurately capture information within their organizations and develop a solution that best fits their requirements.

**LICENSING**

Each Document Imaging installation requires different licensing depending on how it is used. Consult the information below for the licenses required for your solution.

Check your current licensing status by selecting **Utils | Product Licenses** from the OnBase Configuration module.

**Document Imaging in the OnBase Client Module**

A valid Client license is required for each workstation that will perform Document Imaging.

**Tip:** While Document Imaging may be used with any valid Client license, it is considered a best practice that it be used in conjunction with a Workstation Client license.

In addition, one of the following Document Imaging licenses is required for each workstation that will perform Document Imaging.

**Production Document Imaging**

**Note:** A Workstation Client license is provided with every Production Document Imaging license purchased.

- Production Document Imaging (Kofax or TWAIN)

**Note:** Kofax solutions require purchase of Kofax software or hardware.

- Production Document Imaging (ISIS)
- Production Document Imaging (TWAIN)
Desktop Document Imaging

Note: When considering a Desktop Document Imaging license, it is considered a best practice to evaluate your expected scanning volume and to select the proper licensing in accordance with your usage needs.

Desktop Document Imaging licenses are available in the following usage levels:

- Less than or equal to 15 scanned pages per minute
- Less than or equal to 30 scanned pages per minute
- Less than or equal to 200 scanned pages per hour
- Unlimited usage

Document Imaging in the OnBase Web Client

In addition to a valid Client and a Web Server license, a Web Scanning Named User license is required to use Document Imaging in the OnBase Web Client.

Document Imaging in the Unity Client

To use Document Imaging for the Unity Client, your OnBase solution must be licensed for the Unity Client Server and each scanning workstation must have a valid Client license (a Workstation Client license is recommended) and one of the following Document Imaging licenses.

- Desktop Document Imaging (Unlimited usage only)
- Production Document Imaging (TWAIN)
- Production Document Imaging (Kofax or TWAIN)
- Production Document Imaging (ISIS or TWAIN)
**Tip:** As of OnBase 11.0.0, Document Imaging for the Unity Client supports only medium-volume scanning. It is recommended that you allocate a Desktop Document Imaging license, not a Production Document Imaging license, for each Unity Client scanning workstation in order to maximize your scanning volume.

**Optional Licenses**

Your Document Imaging solution can be enhanced with additional functionality if used in conjunction with one or more of these licenses:

- Batch OCR Workstation License
- Ad-Hoc Document OCR
- Image Segment Archiver
- Bar Code Recognition Server
WEB CLIENT USAGE

SCANNING, INDEXING, AND UPLOADING DOCUMENTS IN THE WEB CLIENT

The Web Client scanning function is designed for low-volume use with a TWAIN-compliant scanning device.

**Note:** In the Web Client, you can only scan one document at a time.

Paper documents are scanned or image files are imported from disk to create electronic image documents. These documents are then indexed and uploaded into OnBase.

**Note:** Documents that are scanned or swept in the Web Client are automatically converted to TIFF images. TIFF is the preferred file format for storing images in OnBase.
Scanning a Document

To create an electronic image document by scanning a paper document:

1. Select Document from the Context drop-down select list.
2. Select Scan a Document from the Document mode drop-down select list. The Scanning window, including the Scanning toolbar, is displayed.

3. Load the first page of the document into the scanner.

Note: When using an Automatic Document Feed (ADF) scanner, each page of a document must be scanned individually.

4. Click the Scan button on the Scanning toolbar.

Note: In order to scan documents in the OnBase Web Client, a user needs to be named a Web Scanning Named User. For more information, see Naming a User a ‘Web Scanning Named User’ on page 431.
5. Depending on your configuration, you may be prompted to specify the scanner you are using to scan the document:
   - If you are prompted, select the scanner to use and click **OK**.
   - If you are not prompted, a default scanner has been selected for you and scanning automatically begins.

   For more information on selecting a default scanner, see Specifying a Default Scanner on page 11.

   The document is scanned and displayed in the **Scanning** window.

   **Note:** Depending on the type of scanner you are using and your configuration, the scanner software may display a dialog box allowing you to adjust the capture settings before the document is scanned. See your scanner documentation for a description of these settings.

6. Scan the remaining pages of the document. After scanning, an electronic image of the page is displayed along with thumbnails of all of the scanned pages.

   Use the **First Page, Previous Page, Next Page**, and **Last Page** toolbar buttons in the **Scanning** toolbar to view individual pages.

**Scanning Toolbar**

The Scanning toolbar provides the ability to change the viewing characteristics of the displayed image, as well as to delete pages from the current document.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Scan]</td>
<td>Scans the current page loaded in the scanner.</td>
</tr>
<tr>
<td>![Sweep]</td>
<td>Opens a browse window to select an image file for import from disk.</td>
</tr>
<tr>
<td>![Options]</td>
<td>Click to display the <strong>Scan Options</strong> dialog box. The options in the <strong>Scan Options</strong> dialog box allow you to specify a default scanner. See Specifying a Default Scanner on page 11 for more information.</td>
</tr>
<tr>
<td>![First Page]</td>
<td>Displays the first page of the document.</td>
</tr>
<tr>
<td>![Previous Page]</td>
<td>Displays the previous page of a multi-page document.</td>
</tr>
</tbody>
</table>
### Option | Description
--- | ---
Next Page | Displays the next page of a multi-page document.
Last Page | Displays the last page of a multi-page document.
Actual Size | Displays the document in its actual size.
Fit Window | Resizes the document to fit the width of the window.
Fit Width | Resizes the window to fit the width of the document.
Zoom In | Magnifies the image of the document.
Zoom Out | Decreases the size of the document image.
Rotate Right | Rotates the image 90 degrees to the right.
Rotate Left | Rotates the image 90 degrees to the left.
Rotate 180 Degrees | Rotates the image 180 degrees.
Delete Image | Deletes the displayed image.
Delete All Images | Deletes all scanned images.

**Re-ordering Scanned Pages**
You can re-order scanned pages by right-clicking a thumbnail and dragging it until a red line appears where you want the page to be repositioned.

**Clearing the Scanning Window**

To clear the Keyword Panel of any selected values (e.g., the assigned Document Type, Keyword Values, etc.), click the **Reset** button.

**Specifying a Default Scanner**

The **Scan Options** dialog box allows you to select a default scanner so you are not repeatedly prompted to select one each time a document is scanned. To display the **Scan Options** dialog box, click the **Options** button in the Scanning Toolbar.
To select a default scanner, click Select Scanner. Once a default scanner is selected, it is listed in the Current Scanner field.

Additionally, you may deselect the Show scanner settings before scan check box (this option is selected by default).

When the Show scanner settings before scan check box is selected, the scanner’s capture settings (i.e., the TWAIN user interface) is displayed before a document is scanned. By deselecting this option, you are preventing this dialog box from being displayed.

**Sweeping**

You can sweep existing electronic image files into OnBase from their existing location on disk.

To sweep a document into OnBase:

1. Click the Sweep button.
2. Browse to the file and click Open. The image is displayed in the Scanning window.
3. Use the Scanning toolbar to change the viewing characteristics of the displayed image, as well as to delete pages from the current document. For more information on the Scanning toolbar, see Scanning Toolbar on page 9.

**Indexing a Document**

When you are finished scanning or sweeping a document, you can add Keyword Values to the document.
To index the document:

1. From the Keyword Panel, select the Document Type Group and the Document Type of the document using the **Document Type Group** and **Document Types** drop-downs.

   ![Document Type Group and Document Types drop-downs](image)

   The **File Type** field is automatically populated with the default file format for the Document Type and the Keyword Types associated with the Document Type are displayed.
2. If you need to change the default file format for the document, use the drop-down arrow to select a new file format for the **File Type** field.

3. In the **Document Date** field, enter the Document Date for the document. Or, you may click the **Calendar** button to browse to the date.
4. Enter Keyword Values in each of the Keyword Type fields.
   a. If a Keyword Type Data Set is configured for that Keyword Type, you will be able to select a Keyword Value by using the drop-down arrow.
   b. If an AutoFill Keyword Set is associated with the selected Document Type, enter a value for the primary Keyword Type and press Tab (if the primary Keyword Type is the last field in the Keyword Panel, press Shift+Tab). The secondary values from the Keyword Set are automatically entered into the corresponding fields. If more than one AutoFill Keyword Set has the same primary keyword value, multiple AutoFill Keyword Sets are displayed in the Select Keyset -- Web Page Dialog dialog box after the primary keyword value is entered.

Depending on how your system is configured, you may be allowed to choose one or more of the AutoFill Keyword Sets. If you are permitted to select only one set, the values of your selected set are displayed in the indexing fields. If you are permitted to select multiple AutoFill Keyword Sets, the document is indexed with values from all selected AutoFill Keyword Sets. Values not common to all sets are displayed at the end of the keyword fields. For example, if two loan documents have the same values for loan number, last name, and address, but a different value for first name, then the additional first name value is displayed in the last keyword entry field.

c. Depending on your system configuration and/or the other modules licensed, one or more Keyword Type fields may be displayed as read-only and/or existing Keyword Values may be displayed as masked values.

5. To clear all Keyword Type fields, click the Clear Keywords button in the Keyword Panel.
Adding an Instance of an Existing Keyword Type

When you are indexing a document, you can add an instance of the same Keyword Type as one that already exists. With the Web Client, you can add Keywords in any of the following situations:

- When you are uploading a document and indexing it for the first time in the Scan a Document panel
- When you are reviewing a document's existing Keywords in the Add / Modify Keyword dialog box
- When you are re-indexing a document in the Re-Index dialog box.

Caution: If you are re-indexing a Document associated with a Keyword Type Group (KTG) or Multi-Instance Keyword Type Group (MITKG) filled by an AutoFill Keyword Set to another Document Type associated with the same KTG or MITKG filled by an AutoFill Keyword Set, the AutoFill Keyword Set may unexpectedly re-populate secondary Keyword Values once the Document Type is changed.

For more information on re-indexing, see the OnBase Web Client module Help.

To add an instance of an existing Keyword Type:

1. Double-click the Keyword Type name, or click either the name or the field and press F6. Another instance of the Keyword Type field is added.

   Note: If the Keyword type belongs to a Keyword type group, you can add another field only if that group is a Multi-Instance Keyword Type Group. Double-clicking the name for a Keyword type that belongs to a Multi-Instance Keyword Type Group adds another instance of the entire group.

2. In the new field, enter a Keyword Value for the Keyword type.
3. Repeat steps 1 and 2 to provide as many values as you need for the same Keyword Type.

Deleting an Additional Instance of a Keyword Type

To delete an existing instance of a Keyword Type:

- Clear the Keyword Type field.
- Upload the document.

The system will not save an additional instance of a Keyword Type that has no value.
Note: This does not apply to the initial instance of the Keyword Type.

Uploading Documents

To upload a document into OnBase, click the **Upload** button in the Keyword Panel.

When the upload is complete, the message *Your file has been successfully uploaded!* is displayed and the information in the **Scanning** window is cleared.

Note: Document Types can be configured to require that Keyword values be entered before documents can be uploaded. Keyword Types that require values are displayed in red.

INDEXING BATCHES OF DOCUMENTS USING THE WEB CLIENT

Web Client users can index batches of documents that have already been added to scan queues via Document Imaging in the OnBase Client module, Document Import Processor, Disconnected Scanning, etc. These documents reside in a scan queue that is accessible through the Web Server. Your system administrator determines which documents you can access.

Note: The ability to index batches of documents is not related to the Scanning, Indexing, and Uploading Documents in the Web Client functionality previously described, nor does it provide the ability to add or move pages of documents that exist in the batch.
Indexing Controls For Scanned Batches

An Indexing panel like the one shown below is displayed during indexing. The documents to index are displayed in a separate Document Viewer window.
The following controls are available when you index a batch:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a Queue</td>
<td>The <strong>Select a Queue</strong> drop-down list allows you to select the queue(s) that you plan to index. When you select a queue, the batches in that queue are listed to the right. To index a batch, first select it and then right-click and choose <strong>Index Documents</strong>.</td>
</tr>
<tr>
<td>Document Type</td>
<td>The <strong>Document Type</strong> drop-down list allows you to choose the Document Type for the current image. You must select a Document Type from the drop-down before continuing, unless the selected batch has been configured to have a Default Document Type. Users may override the default or previous value to select a different Document Type. Depending on the queue’s configuration, a document may receive the Document Type of the document that was indexed before it as its Default Document Type. When a Document Type is selected, the lower part of the panel populates with the Keyword Values assigned to that Document Type.</td>
</tr>
<tr>
<td>Document Date</td>
<td>Enter the date you want to associate with the document you are indexing in the <strong>Document Date</strong> field. This date is used in the <strong>Document Retrieval</strong> dialog box and other dialog boxes to find the document by date. Click the <strong>calendar</strong> to the right of the <strong>Document Date</strong> field for a selection calendar.</td>
</tr>
<tr>
<td>Keywords</td>
<td>Once the Document Type has been selected, the Keyword Types (names and fields) for that document are displayed. If an ellipsis ( . . . ) follows the Keyword Type field, drop-down selections are available.</td>
</tr>
</tbody>
</table>
Note: To enter multiple values for the same Keyword Type, double-click the Keyword Type name to create another Keyword Type field. This option is not available if the Document Type that the document is being indexed into is associated with a Keyword Type Group, unless it is a Multi-Instance Keyword Type Group.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lock</td>
<td>The lock next to the Document Type field, the Document Date field, and each of the Keyword Type fields allows you to lock that field’s current value so that it cannot be changed. When the current page is indexed, the locked field holds the value from the previous document. If the Document Type is changed using the Document Type drop-down list, and if a locked Keyword Type field is associated with the new Document Type, the value remains in the Keyword Type field in the new Document Type. To change the value in a locked field, click the lock again and type a new value. Note: If a Primary Keyword Value for an AutoFill Keyword Set is locked/unlocked, the Secondary Keyword Values will also be locked/unlocked. Note: When using Keyword Value locks, there can be undesired results when changing the Document Type. A different Document Type may share the same Keyword Types, but the Keyword Values can be stored on the second Document Type in a different Keyword Type storage structure. When switching between Keyword Type structures (e.g., a Document Type assigned a Multi-Instance Keyword Type Group (MIKTG) to a Document Type not assigned a MIKTG, and back again,) this may result in the Multi-Instance Keyword Type Group Values being re-ordered in the Indexing panel. This is expected behavior since the alteration of the method of storage from a MIKTG to regular Keyword Type fields cannot retain the relationship information between the values originally imposed with the MIKTG. For this reason, switching between Keyword Type structures is not recommended. Note: When you lock the Document Date field, the locked date is saved on the user’s workstation and persists until the cookie storing the date is deleted or the date is unlocked.</td>
</tr>
</tbody>
</table>
Indexing Toolbar Options

The indexing toolbar is located along the bottom of the Indexing panel.
The indexing toolbar contains the buttons necessary to navigate among the documents within the batch and to manage the indexing process:

*Note:* In the table, the term 'unindexed document' means any document that was not indexed before you began indexing the current batch or before you last clicked the Index Documents button.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="First Document" /></td>
<td>The <strong>First Document</strong> button displays the first unindexed document in the batch, if it is not already being displayed.</td>
</tr>
<tr>
<td><img src="image" alt="Previous Document" /></td>
<td>The <strong>Previous Document</strong> button displays the previous unindexed document in the batch, if it is not already being displayed.</td>
</tr>
<tr>
<td><img src="image" alt="Next Document" /></td>
<td>The <strong>Next Document</strong> button displays the first page of the next unindexed document in the batch, if there is one.</td>
</tr>
<tr>
<td><img src="image" alt="Last Document" /></td>
<td>The <strong>Last Document</strong> button displays the first page of the last unindexed document in the batch you are indexing.</td>
</tr>
<tr>
<td><img src="image" alt="Index Documents" /></td>
<td>The <strong>Index Documents</strong> button saves all indexing information provided during the current indexing session, or since the last time indexing information was saved. All documents indexed to this point will no longer be available for indexing by this method.</td>
</tr>
<tr>
<td><img src="image" alt="Append Pages" /></td>
<td>The <strong>Append Pages</strong> button appends the current document to the last, previously-indexed document. This option is available only when indexing image documents.</td>
</tr>
</tbody>
</table>
The **Create New Document** button creates a new document from the currently displayed page in the document. For example, if you had a 5-page document, you could elect to create a new document from pages 3-5. To create a new document during indexing, select the page you wish to be the start of your new document (page 3) and click the **Create New Document** button.

**Note:** You cannot create a new document beginning with the first page of the current document.

Depending on your system configuration, you may be prompted with the **Create New Document** dialog box. Select the **Document Type** for the new document and enter the appropriate Keyword Values for the new document and select **OK**. If the **Create New Document** dialog box is not displayed, the newly-created document is displayed for indexing and the document from which it is created is moved to the end of the batch for indexing purposes.

**Note:** Unlike the OnBase Client module, the OnBase Web Client offers no method to create a new document by specifying a page range of an existing document during indexing.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>The <strong>Delete Page</strong> button deletes the currently-displayed page from the selected document.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>The <strong>Delete Document</strong> button deletes the current document.</td>
</tr>
</tbody>
</table>

**Note:** Depending on your scan queue configuration, you may or may not be able to a delete the current document.
The **Undo** button allows you to cancel your last deletion or append operation. To cancel an append, click the **Undo** button immediately after clicking the **Append Pages** button. The Undo option is not available once a new document has been indexed or navigated through.

**Note:** If you delete the last document in a batch, or append the last document, you receive the following message: *You have indexed all documents in the batch and your last action(s) may be undone. Click stop or choose a new batch to complete the indexing process for this batch.*

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>The <strong>Clear Keywords</strong> button clears the Keyword Values from their fields. Locked fields are not cleared.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>The <strong>Stop Indexing</strong> button closes the open document, re-displays the list of batches, and discards any indexing information provided since the last time indexing information was saved. All Keyword Value information is removed from the <strong>Indexing</strong> panel and the <strong>Document Type</strong> field is cleared. The same queue remains selected in the <strong>Indexing</strong> panel, but the batch is de-selected in the list.</td>
</tr>
</tbody>
</table>
Initiating Indexing

1. Select **Indexing** from the mode drop-down select list.

   The **Indexing** panel is displayed. Indexing begins in the **Awaiting Index** batch status queue, where the documents are placed when they are first brought into the system. Once any documents in a batch have been indexed, the whole batch is moved to the **Index in Progress** batch status queue. Once all the documents have been indexed, the batch is committed, or imported into the system.

   Double-blind indexing allows an additional indexer to re-enter index values as a verification step to prevent errors during manual indexing. If your system is configured for double-blind indexing, then there are two additional batch status queues, **Secondary Awaiting Index** and **Secondary Index in Progress**. These queues hold documents that will be re-indexed by the second indexer.

2. Using the **Select a Queue** drop-down, select one of the following batch status queues:
   - **Awaiting Index**. Contains batches with only unindexed documents.
   - **Index in Progress**. Contains batches with some indexed documents and some unindexed documents. These batches have been imported and partially indexed, but are not yet committed.

   All the batches with the selected batch status queue are listed. Each listing includes the following information:
   - The name of the queue where the batch is currently located
   - The batch number assigned to the batch
   - The name of the batch (initially defaults to the date the batch was brought into the system and the user name of the user who imported them, but may have been changed by the user)
   - The date and time that the batch was created
3. To see more information about a batch, double-click it. The Select Document window is displayed, listing each of the documents in the batch. Each document listing includes the following information:

- The Document Type
- The primary document identifier for the specific document within the type
- The Keyword Types assigned to the Document Type
- Any Keyword Values which have been provided for the listed Keyword Types

**Note:** Any document which has not yet been at least partially indexed is listed simply as Unindexed Document.

4. To view a document, double-click its listing. It is displayed in the Select Document window, below the list of documents residing in the batch.

**Note:** A document cannot be indexed when it is opened this way.

When you are finished viewing and/or editing a document, you can view another document in the batch by selecting its listing. When you are finished examining the documents, close the Select Document window or minimize it by clicking anywhere outside of it.

5. From the list of batches in the selected batch status queue, right-click on the batch you want to index and select Index Documents.

This retrieves the batch and opens the Document Viewer, which displays the first unindexed document in the batch. Choosing Index Documents also expands the indexing status option selected in Step 2 to show the batch name of the batch to be indexed, and makes two of the navigation buttons in the indexing toolbar available.
6. In the **Document Type** field, select the Document Type for the document.

This makes the **Document Date** field available for editing, and displays the fields for the Keyword Types associated with the selected Document Type.

The lock icon next to the **Document Type** field, the **Document Date** field, and each of the Keyword Type fields allows you to lock that field’s current value so that it cannot be changed. When the current page is indexed, the locked field holds the value from the previous document.

If the Document Type is changed using the **Document Type** drop-down list, and if a locked Keyword Type field is associated with the new Document Type, the value remains in the Keyword Type field in the new Document Type. To change the value in a locked field, click the lock again and type a new value.

**Note:** If a Primary Keyword Value for an AutoFill Keyword Set is locked/unlocked, the Secondary Keyword Values will also be locked/unlocked.

**Note:** When using Keyword Value locks, there can be undesired results when changing the Document Type. A different Document Type may share the same Keyword Types, but the Keyword Values can be stored on the second Document Type in a different Keyword Type storage structure. When switching between Keyword Type structures (e.g., a Document Type assigned a Multi-Instance Keyword Type Group (MIKTG) to a Document Type not assigned a MIKTG, and back again,) this may result in the Multi-Instance Keyword Type Group Values being re-ordered in the Indexing panel. This is expected behavior since the alteration of the method of storage from a MIKTG to regular Keyword Type fields cannot retain the relationship information between the values originally imposed with the MIKTG. For this reason, switching between Keyword Type structures is not recommended.

When you lock the **Document Date** field, the locked date is saved on the user’s workstation and persists until the cookie storing the date is deleted or the date is unlocked.

**Note:** Steps 7 through 9c are optional. Only enter as much information as you wish.

7. To change the default Document Date, either edit the date manually in the **Document Date** field, or click the adjacent icon and select a different date from the resulting calendar. A Document Date must be in the format **mm/dd/yyyy**. You can omit leading 0s (zeroes) in the day or month, but you must include all four digits in the year.
8. Insert or edit Keyword Values as desired.
   a. If an AutoFill Keyword Set is associated with the selected Document Type, enter a value for the Primary Keyword Type and press Tab (if the Primary Keyword Type is the last field in the Keyword Panel, press Shift+Tab). The Secondary Keyword Values from the Keyword Set are automatically entered into the corresponding fields.
   b. If more than one AutoFill Keyword Set has the same Primary Keyword Value, multiple AutoFill Keyword Sets are displayed in the Select Keyset dialog box after the Primary Keyword Value is entered.
   c. Depending on how your system is configured, you may be allowed to choose one or more of the AutoFill Keyword Sets. If you are permitted to select only one set, the values of your selected set are displayed in the indexing fields. If you are permitted to select multiple AutoFill Keyword Sets, the document is indexed with values from all selected AutoFill Keyword Sets. Values not common to all sets are displayed at the end of the Keyword Type fields. For example, if two loan documents have the same values for loan number, last name, and address, but a different value for first name, then the additional first name value is displayed in the last Keyword Type field.
   d. Depending on your system configuration and/or the other modules licensed, one or more Keyword Type fields may be displayed as read-only and/or existing Keyword Values may be displayed as masked values.
9. When you are satisfied with the indexing information, click the Next Document button in the indexing toolbar. This adds your indexing information to the document, and opens the next unindexed document in the batch.

The system automatically skips all previously indexed documents throughout this procedure. For example, if you index a batch with 30 documents, but only the 14th and 22nd documents have not yet been indexed, those two will be the only documents in the batch that you can access using this method. While you have the 14th document open, therefore, only the Next Document button and the Last Document button are available for navigation, and they both take you to the 22nd document. Conversely, while you have the 22nd document open, only the Previous Document button and the First Document button are available for navigation, and they both take you to the 14th document.

Tip: The action specification pane keeps the same indexing information until you select a new Document Type. This can speed up the indexing of a batch when some of its documents have the same Document Type and perhaps the same values for some Keyword Types.

Note: Repeat Steps 7 and 8 to index the remaining documents in the batch.

10. When you have finished indexing the batch, click the Index Documents button in the indexing toolbar. The system saves the batch to the queue that you retrieved them from.

You can also click the Index Documents button when you want to take a break, or whenever there is any other reason to save the indexing you have done so far. However, saving your indexing always saves the batch, so you will need to start over again from Step 2.

Note: When the batch is saved, the system may change its indexing status. For instance, if you index a few of the documents in an Awaiting Index batch and then save the batch, the system changes its status to Index In Progress.

Deleting Batches
To delete a batch, right click on one or more batches and choose **Purge Selected**. Deleting all documents in a batch in the **Awaiting Index** queue will also delete the batch.

**Note:** Depending on your rights/privileges, you may or may not be able to delete a batch.

---

**Double-Blind Indexing**

Your Web Client may be configured to use double-blind indexing to help eliminate indexing errors. In double-blind indexing, one user (the primary indexer) indexes documents in any batch whose status is either **Awaiting Index** or **Index in Progress**. When the primary indexer finishes indexing the batch, its status changes to either **Secondary Awaiting Index** or **Secondary Index in Progress**. Later, another user (the secondary indexer) independently indexes the same batch, providing Keyword Values without any knowledge of those provided by the primary indexer. Whenever the secondary indexer instructs the system to index a document, the system compares the new Keyword Values with the existing ones, and notifies the secondary indexer of any discrepancies. The secondary indexer can resolve the discrepancies.

**Note:** To change the batch status to either **Secondary Awaiting Index** or **Secondary Index in Progress**, the primary indexer must index the entire batch.

**Note:** The secondary indexer cannot change the Document Type or the Document Date.

Double-blind indexing can identify two kinds of discrepancies:

- Different values for the same Keyword Type (e.g., **Ulysses Grannt** vs. **Ulysses Grant**)
- Different numbers of values for the same Keyword Type (e.g., **Ulysses Grant** vs. both **Ulysses Grant** and **Robert Lee**)  

Normally, the secondary indexer should click the **Index Documents** button after indexing each document, so that the document is still open for reference.
The following example shows what the discrepancy notification looks like if one of the Keyword Values is different:

![Discrepancy Notification](image)

The secondary indexer can click **Cancel** to return to the Indexing panel and edit Keyword Values manually and then resubmit the document. Alternatively, the secondary indexer can select one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Change the value to:</strong></td>
<td>Changes the value to match the value entered by the primary indexer.</td>
</tr>
<tr>
<td><strong>Enter a new value:</strong></td>
<td>Changes the Keyword Value to the one specified in the adjacent field. The main use for this option is to add a value when the secondary indexer enters fewer values for a Keyword Type than the primary indexer did. However, it can also be used to enter a new value, different from anything entered before. Therefore, it should be used with special care.</td>
</tr>
<tr>
<td><strong>Clear the value you entered</strong></td>
<td>Clears the Keyword Value entered by the secondary indexer. This option is mainly for use when the secondary indexer enters more values for a Keyword Type than the primary indexer did. It is unavailable when the secondary indexer has not provided a value for the particular instance of the Keyword Type.</td>
</tr>
</tbody>
</table>
A separate **Indexing** dialog box is displayed for each discrepancy.

As soon as the last discrepancy is resolved, the document is automatically imported into the system. The Document Viewer is closed and the Keyword Type fields in the **Indexing** panel are cleared.

### Double-Blind Indexing with Multi-Instance Keyword Type Groups

Your system can be set up to perform double-blind indexing of documents with Multi-Instance Keyword Type Groups. When a discrepancy occurs in indexing such a document, the system displays a dialog box that lists all of the Keyword Values entered by the primary indexer next to all of the Keyword Values entered by the secondary indexer. This not only enables the secondary indexer can compare all values at the same time, but also makes it much easier to identify the relationships among Keyword Types.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave your values how they are and accept the discrepancy</td>
<td>Overwrites the Keyword Value entered by the primary indexer with the value entered by the secondary indexer.</td>
</tr>
</tbody>
</table>
OVERVIEW

Document Imaging in the Unity Client is similar to a Desktop Document Imaging solution in the OnBase Client in that it allows you to perform medium-volume, TWAIN-based, batch scanning or sweeping. However, Document Imaging has much more to offer; it combines the best features of several OnBase imaging modules.

Some of the key benefits of Document Imaging in the Unity Client:

- **Scanning Capabilities Within the State-Of-Art Unity Client Interface.** Users can scan/sweep and index batches of documents from within the modern and familiar Unity Client interface. There’s no need to switch applications or platforms when scanning/sweeping and performing other tasks in OnBase.

- **Full Functionality & Remote Access to OnBase.** Document Imaging for the Unity Client allows you to scan/sweep and index batches of documents from a remote workstation with no ODBC connection to the OnBase database. Documents are immediately made available within OnBase; no upload or local document storage is required. This is unlike OnBase Disconnected Scanning, which offers production, high-volume scanning, but requires documents to be uploaded periodically from the scanning workstation to OnBase.

And, unlike the Web Client’s Web Scanning feature, Document Imaging for Unity is fully-featured batch scanning solution, not an ad-hoc scan and import utility.

OnBase Imaging Modules

The following comparison illustrates the differences and similarities among several OnBase imaging modules. This list is not comprehensive; for more information, contact your solution provider.

<table>
<thead>
<tr>
<th></th>
<th>Client Document Imaging</th>
<th>Web Scanning</th>
<th>Unity Document Imaging</th>
<th>Disconnected Scanning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scanning Volume</strong></td>
<td>High</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td><strong>Supports Batch Scanning</strong></td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### Getting Started

Prior to scanning/sweeping and indexing batches in the Unity Client using Document Imaging, you must ensure that you belong to a User Group with the proper rights and privileges to scan and index documents and you have the proper Document Imaging license available.

Unlike Document Imaging in the OnBase Client, you do not need to manually register the Document Imaging license on the scanning workstation; the Unity Client will automatically register the appropriate license on the workstation.

For more information on User Group rights, contact your system administrator. For more information on licensing, see Licensing on page 3.

### Launching the Unity Client

The Unity Client can be opened by double-clicking the Unity Client executable or a desktop shortcut to it.

Depending on your deployment, you can access it by entering the URL path to the deployment application or by clicking the shortcut to it, if one has been created. When the module is deployed and activated, you are prompted for your logon credentials. After the application has been deployed the first time, it can also be accessed from the Windows Start | All Programs | Hyland menu.

---

* * Using Web Scanning, one file can be swept at a time; an entire folder cannot be swept into OnBase.
** * Batches scanned in Document Imaging for the Unity Client and Disconnected Scanning can undergo further processing on a Client Document Imaging workstation.

<table>
<thead>
<tr>
<th>Allows Sweeping Documents into OnBase</th>
<th>Client Document Imaging</th>
<th>Web Scanning</th>
<th>Unity Document Imaging</th>
<th>Disconnected Scanning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yes</strong></td>
<td><strong>Yes</strong></td>
<td><strong>Yes</strong></td>
<td><strong>Yes</strong></td>
<td><strong>Yes</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scan Formats Supported</th>
<th>TWAIN, Kofax, &amp; ISIS</th>
<th>TWAIN Only</th>
<th>Currently, TWAIN only</th>
<th>TWAIN, Kofax, &amp; ISIS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Bar Code Recognition at the Time of Scanning</th>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
<th><strong>No</strong></th>
<th><strong>Yes</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Supports Additional Processing (e.g., Automated Indexing, Full-Page OCR, PDF Conversion)</th>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
<th><strong>Not Currently</strong></th>
<th><strong>No</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Client</th>
<th>Document Imaging</th>
<th>Web</th>
<th>Scanning</th>
<th>Unity</th>
<th>Document Imaging</th>
<th>Disconnected</th>
<th>Scanning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yes</strong></td>
<td><strong>Yes</strong></td>
<td><strong>Yes</strong></td>
<td><strong>Yes</strong></td>
<td><strong>Yes</strong></td>
<td><strong>Yes</strong></td>
<td><strong>Yes</strong></td>
<td><strong>Yes</strong></td>
</tr>
</tbody>
</table>
When the Unity Client is installed by deploying the installation package to your machine using the URL or UNC path provided to you:

1. Launch the deployment package by opening the URL or UNC path to the `UnityClient<package>.application` file, where `<package>` is the name of your specific deployment package.

2. If the *Publisher cannot be verified* dialog box is displayed, confirm that the *Name* is *Hyland Unity Client* and the *From* matches the path and file name you were provided.

3. Click *Install*.

4. The Unity Client is installed. After installation, the logon dialog box is displayed.

**Note:** When the installation package is modified by your system administrator, you are prompted to install a new version of the Unity Client.

### Logging On

After you launch the module, the following dialog box is displayed:

1. Enter the required information:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Dropdown" /></td>
<td>Select the data source to connect to from the drop-down list.</td>
</tr>
<tr>
<td><img src="image.png" alt="Password" /></td>
<td>Note: This field is displayed only when multiple data sources are available.</td>
</tr>
</tbody>
</table>
2. Depending on your configuration and the module being used, the **Remember me on this computer** check box may be displayed. Selecting this check box stores your log on credentials. The OnBase user name and password you provide will be used for subsequent log on attempts.

**Note:** If you store your log on credentials using the **Remember me on this computer** check box, clicking the Application button and selecting **Log Out** clears these stored credentials. You will be required to provide your OnBase user name and password the next time you log on.

3. Click **Login** to log on, or click **Cancel** to close the dialog without logging on.

4. If the Application Server that you are connecting to is initializing, the following message is displayed until the Application Server is ready:

   ![Application Server is initializing...](image)

5. Depending on your configuration, you may have to accept the End User License Agreement before successfully logging on.

**The Unity Client Window**
The OnBase Unity Client window has three primary regions:

<table>
<thead>
<tr>
<th>Region</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Layout</strong></td>
<td>Each screen in the OnBase Unity Client is a layout. Default layouts are included with the OnBase Unity Client.</td>
</tr>
<tr>
<td><strong>Ribbon</strong></td>
<td>The contextual ribbon displays available user actions based on the currently displayed layout. A ribbon is displayed by clicking the corresponding tab. Each ribbon is divided into ribbon groups. In the above screen shot, the <strong>Home</strong> tab is displayed. This tab is available after logging on. The <strong>Home</strong> tab is divided into ribbon groups. Ribbon groups are categories of user actions. <strong>Note:</strong> You can minimize the ribbon by right-clicking the ribbon and selecting <strong>Minimize the Ribbon.</strong> After minimizing the ribbon, you can maximize it by right-clicking and selecting this same option.</td>
</tr>
<tr>
<td><strong>Task Pane</strong></td>
<td>The task pane is displayed dynamically, based on a user action. For example, clicking the <strong>Keywords</strong> button displays the <strong>Add/Modify Keywords</strong> pane. Typically, the task pane is used to display some information that can be referenced briefly and then closed. It is also used for tasks such as adding documents to an envelope, displaying a document’s keywords, notes, and cross references, or managing Favorites and query history.</td>
</tr>
</tbody>
</table>
The Document Imaging buttons (i.e., **Batch Indexing** and **Batch Scanning**) are located in the **Imaging** ribbon group.

![Image of batch indexing and scanning buttons](image)

### BATCH SCANNING

You can scan/sweep batches of documents into OnBase from the Unity Client. Once batches have been scanned/swept into OnBase, they can be indexed using the Document Imaging for the Unity Client’s batch indexing feature or using the OnBase Client or Web Client’s batch indexing feature.

**Note:** As of OnBase 11.0.0, Document Imaging for the Unity Client can be used to perform medium volume, TWAIN scanning and document sweeping; non-TWAIN scanning is not currently supported. For a comparison of Document Imaging for the Unity Client to other OnBase imaging modules and solutions, see OnBase Imaging Modules on page 33.
Tip: Ad-hoc, single document scanning is also available within the Unity Client outside of the Batch Scanning feature. For more information, see the Unity Client documentation.

The Batch Scanning Layout

The **Batch Scanning** layout is displayed by clicking the **Batch Scanning** button in the Imaging ribbon group.

The **Scanning** pane and the **Available Scan Queues** pane are displayed. The provide an overview of the scanning/sweeping options available to you.

Once you select a scan queue and scan a batch, the **Documents** pane and Document Viewer are displayed.
When sweeping a batch, only the **Documents** pane, not the Document Viewer, is displayed.
The Scanning Pane

The Scanning pane contains all of the options necessary to pre-index and scan/sweep a batch. It is located on the left side of the Batch Scanning layout.

The Scanning pane consists of three unique sections:

- **The Scan Options Panel.** See The Scan Options Panel on page 42.
- **The Keyword Panel.** See The Keyword Panel on page 45.
- **The Scanning Toolbar.** See The Scanning Toolbar on page 47.
THE SCAN OPTIONS PANEL

The Scan Options panel contains the Scan Format and scan mode options for the batch being scanned/swept.
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scan Format</strong></td>
<td>The <strong>Scan Format</strong> drop-down select list allows you to select the scan format used to scan the batch. The default scan format for the selected scan queue is automatically selected. For more information on scan formats, including information on how to create them, see Creating a Scan Format on page 133.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This option is not used when sweeping documents into OnBase.</td>
</tr>
</tbody>
</table>
The **Scan Mode** radio button allows you to select the scan mode used to scan/sweep the batch.

- **No Index**. No default Document Type or Keyword data is manually assigned to the batch before it is scanned/swept. After scanning/sweeping, the batch is routed for manual indexing where a Document Type and Keyword Values can be assigned to its documents.

- **Pre Index**. Default Document Type and Keyword data is specified before the batch is scanned/swept. These predefined values are applied to each document in the batch, though they can be modified later.

  When scanning/sweeping in Pre Index mode, you must select a Document Type for the batch.

  Once the batch is scanned/swept, the batch is routed for additional manual indexing.

- **Full Index**. Default Document Type and Keyword data is specified before the batch is scanned/swept. These predefined values are applied to each document in the batch, though they can be modified later.

  Unlike batches scanned/swept in Pre-Index mode, batches scanned or swept in Full Index mode are treated as complete, fully-indexed documents and are not routed for manual indexing.

**Tip**: Full Index mode is typically used when documents are indexed via an automatic process (e.g., bar code processing, Automated Indexing, etc.)

**Note**: Batches that are to undergo document separation in the OnBase Client (i.e., batches that are routed to the **Awaiting Document Separation** batch status queue) must be scanned/swept in Pre Index or Full Index mode.
### The Keyword Panel

**Note:** The Keyword panel is only used when scanning/sweeping in Pre Index or Full Index mode.

When scanning/sweeping in Pre Index or Full Index mode, you are able to select a Document Type and enter Keyword Values for the documents in the batch before it is scanned/swept into OnBase.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type</td>
<td>Note: This option is only enabled when your scan mode has been set to <strong>Pre Index</strong> or <strong>Full Index</strong>.</td>
</tr>
<tr>
<td></td>
<td>The <strong>Document Type</strong> drop-down select list allows you to select the Document Type that the documents in the batch are assigned to by default.</td>
</tr>
<tr>
<td></td>
<td>Only Document Types assigned to the selected scan queue are available in the <strong>Document Type</strong> drop-down select list.</td>
</tr>
<tr>
<td>Document Date</td>
<td>The <strong>Document Date</strong> is the date used when a user attempts to retrieve a document by date.</td>
</tr>
<tr>
<td></td>
<td>By default, the Document Date is set as the date when the document is indexed (i.e., the value in the Document Date field is ignored during scanning/sweeping).</td>
</tr>
<tr>
<td></td>
<td>However, depending on your scan queue configuration, the documents in the batch can be assigned a Document Date prior to indexing (e.g., the date the document was scanned/swept or a date that was manually entered in the <strong>Document Date</strong> field before the batch is scanned/swept).</td>
</tr>
<tr>
<td></td>
<td>For more information on how the Document Date is set for the batches you scan or sweep, contact your administrator.</td>
</tr>
</tbody>
</table>
The Keyword panel is populated with the Keyword fields associated with the selected Document Type once the Document Type is selected from the **Document Type** drop-down select list.

Each Keyword field consists of a Keyword Type label and a Keyword Value field. By default, a Keyword field is displayed for all Keyword Types assigned to the selected Document Type (some Keyword Types may be hidden or require additional privileges in order to be visible or editable).

**Note:** Depending on your configuration, not all Keyword Types assigned to the document that you have rights to view may be displayed in the Keyword panel. For more information, see Configuring the Keyword Panel for Batch Indexing on page 146.
THE SCANNING TOOLBAR

The Scanning toolbar contains the **Scan** and **Switch View** buttons.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scan</td>
<td>The <strong>Scan</strong> button is used to initiate scanning.</td>
</tr>
<tr>
<td>Sweep</td>
<td>The <strong>Sweep</strong> button is used to initiate sweeping.</td>
</tr>
</tbody>
</table>
The Available Scan Queues Pane

The Available Scan Queues pane displays a list of the scan queues available to you to scan/sweep a batch. It is located on the right side of the Batch Scanning layout.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switch View</td>
<td>The Switch View button is used to toggle between displaying the Document Viewer and the Available Scan Queues pane. This allows you to alternate between viewing the documents in the last batch that was scanned/swept and the ability to scan/sweep another batch. For more information on viewing documents from the previous batch, see Viewing a Document from the Last Batch on page 69.</td>
</tr>
</tbody>
</table>

All scan queues that you are available to you (i.e., all scan queues that you have rights to view and scan queues that have been configured to display via scan queue filtering) are listed in the Available Scan Queues list.

To group the scan queues by a column in the Available Scan Queues pane (i.e., scan queue name, default scan format), click the bar above the columns and drag the column header into the grouping area.
The Documents Pane

The **Documents** pane displays a list of all of the documents residing in the previously-scanned/swept batch. It is displayed below the **Indexing** pane on the left side of the **Batch Scanning** layout after a batch is scanned/swept.

![Documents Pane](image)

**Note:** System documents, such as the batch’s Verification Report, are not listed in the **Documents** pane after the batch is scanned/swept.

Right-click on the selected document to display a limited number of right-click menu options (e.g., **Show/Hide Notes**, **Redactions**, **Send to**, etc.).
Double-click on a document in the Documents pane to display it in the Document Viewer.
The Document Viewer

The Document Viewer displays the selected document.

The document's name, its number of pages, and a graphic that indicates if the document can be edited or if it is read-only are displayed in the header.

If the document consists of multiple pages, thumbnail images representing each page of the document are displayed along the edge of the Document Viewer. Select a thumbnail to display that page in detail in the Document Viewer.
Once a document is displayed, you can use the right-click menu or select the Unity Client’s **Document** or **Image** tabs to display additional options that can be used to view or modify the document.

### Scanning a Batch

Scanning is initiated from the **Batch Scanning** layout. To scan a batch:

1. From the Unity Client, click the **Batch Scanning** button in the Imaging ribbon group. The **Batch Scanning** layout is displayed.

By default, the **Scanning** pane and the **Available Scan Queues** pane are displayed.
2. From the **Available Scan Queues** pane, select the scan queue that you would like to use to scan the batch.

3. From the **Indexing** pane, select the scan format you would like to use to scan the batch. The batch’s default scan format is selected by default.

**Note:** For more information on scan formats, including information on creating scan formats and setting a default scan format for a scan queue, see Creating a Scan Format on page 133.

4. Specify the scan mode of the batch to be scanned/swept by selecting either the **No Index**, **Pre Index**, or **Full Index** radio button.

   - **No Index.** No default Document Type or Keyword data is manually assigned to the documents in the batch before they are scanned or swept. After scanning/sweeping, the batch is routed for manual indexing where Document Types and Keyword Values can be assigned to the documents.

   - **Pre Index.** Default Document Type and Keyword data is specified before the batch is scanned/swept. These pre-defined values are applied to each document in the batch, though they can be modified later. When scanning in Pre Index mode, you must select a Document Type for the batch. Once the batch is scanned/swept, the batch is routed for additional manual indexing.

   - **Full Index.** Default Document Type and Keyword data is specified before the batch is scanned/swept. These pre-defined values are applied to each document in the batch, though they can be modified later. When scanning/sweeping in Full Index mode, you must select a Document Type for the batch. Unlike batches scanned/swept in Pre-Index mode, batches scanned or swept in Full Index mode are treated as complete, fully-indexed documents and are not routed for manual indexing.

**Tip:** Full Index mode is typically used when documents are indexed via an automatic process (e.g., bar code processing, Automated Indexing, etc.)

**Note:** Batches that are to undergo document separation in the OnBase Client (i.e., batches that are routed to the **Awaiting Document Separation** batch status queue) must be scanned/swept in Pre Index or Full Index mode.
5. **If you are pre-indexing documents (i.e., you are scanning or sweeping in Pre Index or Full Index scan mode):** Proceed to Step 5a

**If you are not pre-indexing documents (i.e., you are scanning or sweeping in No Index scan mode):** Proceed to Step 6

a. Using the **Document Type** drop-down select list, select the Document Type that the documents in the batch are assigned to by default. Only Document Types assigned to the selected scan queue are available in the **Document Type** drop-down select list.

   **Note:** You are required to select a Document Type when pre-indexing documents.

b. Depending on the selected scan queue’s configuration, you may be able to enter a Document Date for the documents in the batch in the **Document Date** field. By default, the Document Date is set as the date when the document is indexed (i.e., the value in the Document Date field is ignored during scanning/sweeping). The Document Date may also be automatically set as the date the batch was scanned/swept (this requires no user interaction).

For more information on how the Document Date is set for the batches you scan or sweep, contact your administrator.
c. Once a Document Type is selected in the **Document Type** drop-down select list, the Keyword panel is populated with the Keyword fields associated with the selected Document Type.

Using the Keyword fields, enter any Keyword Values that you would like to apply to all documents in the batch.

Click the **Lock** button next to a Keyword field to lock that Keyword Value so it is carried over to subsequent batches (provided that those batches are being pre-indexed with a Document Type that is associated with that Keyword Type). Once a Keyword Value is locked, the Keyword field is disabled and the Keyword Value cannot be changed until it is unlocked (i.e., the **Lock** button is clicked again).
Some additional information about locking Keyword Values while pre-indexing:

- You can enter and lock Keyword Values while pre-indexing a batch before scanning/sweeping. These locked Keyword Values are maintained for any additional batches that are scanned or swept until the **Scanning** pane is reset (e.g., a different scan queue is selected, the **Batch Scanning** layout is closed, etc.).

- If you pre-index a batch using a Multi-Instance Keyword Type Group and one or more of the Keyword Values within the Multi-Instance Keyword Type Group are locked and others are not, then when a document in the batch is indexed, two instances of the Multi-Instance Keyword Type Group are added to the document: one containing only the Keyword Values that had been locked during pre-indexing and one containing all of the Keyword Values that had been entered during pre-indexing.

At any time, to clear all Keyword Values from the Keyword panel, click the **Clear Keywords** button in the Keyword panel’s header.

6. Ensure that the pages are loaded in the scanner, and click **Scan** in the Scanning toolbar or select **Scan** from the right-click menu.
7. Depending on the scan queue’s configuration, you may be prompted to enter a name for the batch you are scanning.

![Batch Name dialog box]

By default, the auto-name string configured for the selected scan queue is displayed. To give the batch a different name, enter the name in the Batch Name field and click OK.

8. Depending on the selected scan format’s configuration, the TWAIN user interface may be displayed. Select or modify any scanner options and click Scan.

The pages in the batch are scanned.

9. Once scanning is complete, the Scanning complete dialog box is displayed. The total number of pages scanned into the batch is displayed near the top of the dialog box.

![Scanning complete dialog box]
10. From the **Scanning complete** dialog box, select the next action you would like to take for the current batch.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scan More Pages</td>
<td>Click to scan additional pages into the batch. Depending on the scan queue’s configuration, the pages is scanned as a page of an existing document in the batch or as a new document in the batch. Once the new document is scanned, the <strong>Total number of pages scanned count</strong> is updated.</td>
</tr>
<tr>
<td>New Document</td>
<td>Click to scan a new document into the batch. Once the new document is scanned, the <strong>Total number of pages scanned count</strong> is updated.</td>
</tr>
<tr>
<td>Change Format</td>
<td>Click to select a different scan format to use when scanning additional pages or documents into the batch. For example, a batch containing both color and bi-tonal (black and white) documents may require two different scan formats. Once a new scan format is selected, depending on its settings, the pages that are subsequently scanned into the batch may be appended to the current document or they may be scanned as a new document.</td>
</tr>
<tr>
<td>Discard Pages</td>
<td>Click to delete all pages in this batch. Once all pages have been deleted, the empty batch is purged and the <strong>Scanning complete</strong> dialog box is closed.</td>
</tr>
<tr>
<td>Done</td>
<td>Click <strong>Done</strong> to close the batch once scanning is complete. The <strong>Scanning complete</strong> dialog box is closed and the focus is returned to the <strong>Batch Scanning</strong> layout.</td>
</tr>
<tr>
<td>Delete Last Page</td>
<td>Click to delete the last scanned page. Once the page is deleted, the <strong>Total number of pages scanned</strong> count is updated and you are prompted to rescan the page. <strong>Tip:</strong> This option is helpful when scanning is interrupted due to a paper jam.</td>
</tr>
</tbody>
</table>
Once the batch has been scanned, it is closed, it is automatically routed to the scan queue’s first configured batch status queue and you are returned to the Batch Scanning layout. From here, you can:

- **Scan or Sweep Another Batch.** See Scanning a Batch on page 52 and/or Sweeping a Batch on page 59.
- **View the Documents in the Previous Batch.** See Viewing a Document from the Last Batch on page 69.
- **Exit the Batch Scanning Layout to Perform Other Tasks (e.g., indexing the last-scanned batch).**

### Sweeping a Batch

Sweeping is a way to import files available to the scanning workstation into OnBase via a scan queue. Unlike scanning, sweeping allows you to import both image and non-image documents into OnBase.

If sweeping is performed on a workstation registered for a Desktop Document Imaging license, the sweep process is not limited to any usage (i.e., page per minute) limitations that are imposed for scanning documents.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete Last Document</td>
<td>Click to delete the last scanned document. Once the page is deleted, the <strong>Total number of pages scanned</strong> count is updated and you are prompted to rescan the document. <strong>Tip:</strong> This option is helpful when scanning is interrupted due to a paper jam.</td>
</tr>
</tbody>
</table>
Sweeping is initiated from the **Batch Scanning** layout. To sweep a batch:

1. From the Unity Client, click the **Batch Scanning** button in the Imaging ribbon group. The **Batch Scanning** layout is displayed.

![Batch Scanning Layout](image)

By default, the **Scanning** pane and the **Available Scan Queues** pane are displayed.

2. From the **Available Scan Queues** pane, select the scan queue that you would like to use to sweep the batch.
3. Specify the scan mode of the batch to be scanned/swept by selecting either the **No Index**, **Pre Index**, or **Full Index** radio button.

- **No Index.** No default Document Type or Keyword data is manually assigned to the documents in the batch before they are scanned or swept. After scanning/sweeping, the batch is routed for manual indexing where Document Types and Keyword Values can be assigned to the documents.

- **Pre Index.** Default Document Type and Keyword data is specified before the batch is scanned/swept. These pre-defined values are applied to each document in the batch, though they can be modified later.
  
  When scanning in Pre Index mode, you must select a Document Type for the batch. Once the batch is scanned/swept, the batch is routed for additional manual indexing.

- **Full Index.** Default Document Type and Keyword data is specified before the batch is scanned/swept. These pre-defined values are applied to each document in the batch, though they can be modified later.
  
  When scanning/sweeping in Full Index mode, you must select a Document Type for the batch.
  
  Unlike batches scanned/swept in Pre-Index mode, batches scanned or swept in Full Index mode are treated as complete, fully-indexed documents and are not routed for manual indexing.

**Tip:** Full Index mode is typically used when documents are indexed via an automatic process (e.g., bar code processing, Automated Indexing, etc.)

**Note:** Batches that are to undergo document separation in the OnBase Client (i.e., batches that are routed to the **Awaiting Document Separation** batch status queue) must be scanned/swept in Pre Index or Full Index mode.
4. **If you are pre-indexing documents (i.e., you are scanning or sweeping in Pre Index or Full Index scan mode):** Proceed to Step 5a

   **If you are not pre-indexing documents (i.e., you are scanning or sweeping in No Index scan mode):** Proceed to Step 6

   a. Using the **Document Type** drop-down select list, select the Document Type that the documents in the batch are assigned to by default. Only Document Types assigned to the selected scan queue are available in the **Document Type** drop-down select list.

   **Note:** You are required to select a Document Type when pre-indexing documents.

   b. Depending on the selected scan queue’s configuration, you may be able to enter a Document Date for the documents in the batch in the **Document Date** field. By default, the Document Date is set as the date when the document is indexed (i.e., the value in the Document Date field is ignored during scanning/sweeping). The Document Date may also be automatically set as the date the batch was scanned/swept (this requires no user interaction). For more information on how the Document Date is set for the batches you scan or sweep, contact your administrator.
c. Once a Document Type is selected in the **Document Type** drop-down select list, the Keyword panel is populated with the Keyword fields associated with the selected Document Type.

Using the Keyword fields, enter any Keyword Values that you would like to apply to all documents in the batch.

Click the **Lock** button next to a Keyword field to lock that Keyword Value so it is carried over to subsequent batches (provided that those batches are being pre-indexed with a Document Type that is associated with that Keyword Type). Once a Keyword Value is locked, the Keyword field is disabled and the Keyword Value cannot be changed until it is unlocked (i.e., the **Lock** button is clicked again).
Some additional information about locking Keyword Values while pre-indexing:

- You can enter and lock Keyword Values while pre-indexing a batch before scanning/sweeping. These locked Keyword Values are maintained for any additional batches that are scanned or swept until the **Scanning** pane is reset (e.g., a different scan queue is selected, the **Batch Scanning** layout is closed, etc.).

- If you pre-index a batch using a Multi-Instance Keyword Type Group and one or more of the Keyword Values within the Multi-Instance Keyword Type Group are locked and others are not, then when a document in the batch is indexed, two instances of the Multi-Instance Keyword Type Group are added to the document: one containing only the Keyword Values that had been locked during pre-indexing and one containing all of the Keyword Values that had been entered during pre-indexing.

At any time, to clear all Keyword Values from the Keyword panel, click the **Clear Keywords** button in the Keyword panel’s header.
5. Click **Sweep** in the Scanning toolbar or select **Sweep Directory** from the right-click menu. The **Sweep Options** dialog box is displayed.

   - To sweep the contents of a folder into OnBase (i.e., all files in the folder are imported as a batch of the scan queue), click **Sweep Directory**.
     For more information, see Sweeping a Folder into OnBase on page 65.
   - To sweep an individual file into OnBase (i.e., only the selected file is imported as a batch of the scan queue), click **Import File**.
     For more information, see Sweeping a File into OnBase on page 68.

**Sweeping a Folder into OnBase**

1. Once you have clicked **Sweep Directory** from the **Sweep Options** dialog box, the **Sweep Directory** dialog box is displayed.
2. Enter the path to the folder to be swept into OnBase in the **Sweep Directory** field or click **Browse** to navigate to the folder. File paths and UNC paths are both valid, but FTP locations cannot be swept.

Depending on your scan queue configuration, a default location may be specified.

**Note:** By default, OnBase sweeps the file with the shortest file name into the system first, and then proceeds alphabetically/numerically. For example, if the folder contains files named `1.tif`, `2.tif`, and `10.tif`, the document with the shortest file name is swept in first (`1.tif`), followed by the files that are displayed next alphabetically or numerically (`2.tif` and then `10.tif`). However, your solution may be configured to scan files in a different order. For more information, contact your solution provider.

3. Select the **Delete Files After Sweep** check box if you would like to delete the original files from the folder after they are swept into OnBase.

Depending on your scan queue configuration, this option may be automatically selected.

4. Select the **Sweep Images Only** check box if you would like to sweep only image files from the specified location into OnBase. All non-image files are ignored.

5. Use the Image Orientation options if you would like to automatically change the orientation of image files being swept into OnBase when they are viewed.

**Note:** The image files are saved in the Disk Group using their original orientation, but they are automatically rotated or flipped by the Document Viewer when viewed.
**Note:** These options are ignored for non-image files that are swept into OnBase.

<table>
<thead>
<tr>
<th>Rotation Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Rotation</td>
<td>When this option is selected, the images that are swept into OnBase are not rotated when displayed. This option is selected by default.</td>
</tr>
<tr>
<td>Rotate Left 90 Degrees</td>
<td>When this option is selected, the images are automatically rotated 90 degrees to the left when displayed.</td>
</tr>
<tr>
<td>Rotate Right 90 Degrees</td>
<td>When this option is selected, the images are automatically rotated 90 degrees to the right when displayed.</td>
</tr>
<tr>
<td>Rotate 180 Degrees</td>
<td>When this option is selected, the images are automatically rotated 180 degrees when displayed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flip Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flip Vertically</td>
<td>Select this option to flip the image from top to bottom, producing a mirror image of the image when it is viewed.</td>
</tr>
<tr>
<td><strong>Tip:</strong> This option can be used on its own or in conjunction with the Flip Horizontally option.</td>
<td></td>
</tr>
<tr>
<td>Flip Horizontally</td>
<td>Select this option to flip the image from left-to-right, producing a mirror image of the image when it is viewed.</td>
</tr>
<tr>
<td><strong>Tip:</strong> This option can be used on its own or in conjunction with the Flip Vertically option.</td>
<td></td>
</tr>
</tbody>
</table>
6. Depending on the scan queue’s configuration, you may be prompted to enter a name for the batch you are sweeping.

![Batch Name:](image)

By default, the auto-name string configured for the selected scan queue is displayed. To give the batch a different name, enter the name in the **Batch Name** field and click **OK**. The files are swept into OnBase.

7. Once the batch has been swept into OnBase, it is closed, it is automatically routed to the scan queue’s first configured batch status queue, and you are returned to the **Batch Scanning** layout. From here, you can:

- **Scan or Sweep Another Batch**. See Scanning a Batch on page 52 and/or Sweeping a Batch on page 59.

- **View the Documents in the Previous Batch**. See Viewing a Document from the Last Batch on page 69.

- **Exit the Batch Scanning Layout to Perform Other Tasks (e.g., indexing the last-scanned batch)**.

**Sweeping a File into OnBase**

1. Once you have clicked **Import File** from the **Sweep Options** dialog box, the **Open** dialog box is displayed. Browse to the file you want to sweep into OnBase, select it, and click **Open**.

2. A confirmation message is displayed. Click **OK**.
3. Depending on the scan queue’s configuration, you may be prompted to enter a name for the batch you are sweeping.

![Batch Name dialog](image)

By default, the auto-name string configured for the selected scan queue is displayed. To give the batch a different name, enter the name in the **Batch Name** field and click **OK**.

The file is swept into OnBase.

4. Once the batch has been swept into OnBase, it is closed, it is automatically routed to the scan queue’s first configured batch status queue, and you are returned to the **Batch Scanning** layout. From here, you can:

- **Scan or Sweep Another Batch.** See Scanning a Batch on page 52 and/or Sweeping a Batch on page 59.

- **View the Documents in the Previous Batch.** See Viewing a Document from the Last Batch on page 69.

- **Exit the Batch Scanning Layout to Perform Other Tasks (e.g., indexing the last-scanned batch).**

**Viewing a Document from the Last Batch**

After you’ve scanned or swept a batch, you can view the documents in that batch from the **Batch Scanning** layout.

Documents can only be viewed from within the Batch Scanning layout until you begin to scan or sweep the next batch. Once you begin to scan/sweep a new batch, the documents from the previous batch can only be viewed from within the **Batch Indexing** layout. For information on viewing documents from the **Batch Indexing** layout, see Viewing Documents in a Batch on page 96.
To view a document from the Batch Scanning layout:

1. Once the batch has been scanned or swept and you have clicked **Done** in the **Scanning Complete** dialog box, the batch is closed and you are returned to the **Batch Scanning** layout.

   The **Documents** pane, listing all documents in the previous batch, and the Document Viewer are displayed.
2. Select the document to be viewed from the **Documents** pane. It is displayed in the Document Viewer.

![Batch Scanning interface](image)

The document’s name, its number of pages, and a graphic that indicates if the document can be edited or if it is read-only are displayed in the header.

If the document consists of multiple pages, thumbnail images representing each page of the document are displayed along the edge of the Document Viewer. Select a thumbnail to display that page in detail in the Document Viewer.

Once a document is displayed, you can use the right-click menu or select the Unity Client’s **Document** or **Image** tabs to display additional options that can be used to view or modify the document.
3. Once you are finished viewing the currently-displayed document:
   • To view another document from the previously-scanned batch, select it in the Documents pane.
   • To scan or sweep a new batch, click Switch View. The Documents pane is hidden and the Document Viewer is replaced by the Available Scan Queues pane, allowing you to select a scan queue and scan a new batch.

**BATCH INDEXING**

Batches of documents that have been scanned, swept, or otherwise imported into an OnBase scan queue can be indexed in the Unity Client.

A batch does not have to be scanned or swept in the Unity Client in order to be indexed in the Unity Client; any batch associated with a scan queue that you have rights to can be indexed in the Unity Client.

**The Batch Indexing Layout**

The Batch Indexing layout is displayed by clicking the Batch Indexing button in the Imaging ribbon group.
The **Batch Indexing** tab is automatically selected, and the **Filter by Status** task pane and the **Scan Queue** pane are automatically displayed. They provide an overview of the indexing information available to you.

As you drill down into the batches and documents to be indexed, the **Batches** pane, the **Documents** pane, the **Document Viewer**, and the **Indexing** pane are eventually displayed.

**The Filter by Status Task Pane**

The **Filter by Status** task pane provides you with an overview of the batch status queues available to you and the number of batches that currently reside in each.
Each batch status queue is represented by a button. However, depending on your licensed modules and your scan queue configuration, not all buttons may be displayed.

<table>
<thead>
<tr>
<th>Batch Status Queue</th>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awaiting Image Processing</td>
<td><img src="image" alt="Awaiting Image Processing" /></td>
<td>This batch status queue contains batches that are queued to undergo a pre-configured image process. <strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, image processing cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td>Awaiting QA Image Quality Review</td>
<td><img src="image" alt="Awaiting QA Image Quality Review" /></td>
<td>This batch status queue contains batches that are queued to undergo the QA Image Quality review process. The QA Image Quality review process ensures that the scanned documents meet quality standards before they are indexed. <strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, the QA Image Quality review process cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td>Awaiting Rescan</td>
<td><img src="image" alt="Awaiting Rescan" /></td>
<td>This batch status queue contains batches that have undergone the QA Image Quality review process or the QA Review process and contain one or more documents that must be rescanned. <strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, the QA Image Quality review process and the QA Review process cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
</tbody>
</table>
## Batch Status Queue

<table>
<thead>
<tr>
<th>Batch Status Queue</th>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Awaiting Barcode Process</strong></td>
<td>![Barcode]</td>
<td>This batch status queue contains batches that are queued to undergo batch bar code processing on a single workstation via the Barcode Recognition Server. <strong>Tip:</strong> Batch bar code processing via the Barcode Recognition Server requires additional licensing. For more information on batch bar code processing, see the Bar Code Process documentation. <strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, bar code processing cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td><strong>Awaiting Document Separation</strong></td>
<td>![Document Separation]</td>
<td>This batch status queue contains batches that are queued for manual document separation. When a batch undergoes document separation, each document within the batch can be separated into multiple documents. <strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, document separation cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td><strong>Awaiting Automated Indexing</strong></td>
<td>![Indexing]</td>
<td>This batch status queue contains batches that are queued for Automated Indexing. <strong>Tip:</strong> Automated Indexing requires additional licensing. For more information on Automated Indexing, see the Automated Indexing documentation. <strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, Automated Indexing cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
</tbody>
</table>
### Batch Status Queue

<table>
<thead>
<tr>
<th>Batch Status Queue</th>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Awaiting Ad-Hoc Automated Indexing</strong></td>
<td>![Question Mark]</td>
<td>This batch status queue contains documents that have been queued for ad-hoc Automated Indexing. Each document is treated as an individual batch within the Ad-Hoc Automated Indexing batch status queue.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Tip:</strong> Automated Indexing requires additional licensing. For more information on Automated Indexing, see the Automated Indexing documentation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, Automated Indexing cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td><strong>Awaiting Intelligent Automated Indexing</strong></td>
<td>![Clock]</td>
<td>This batch status queue contains batches that are queued for Intelligent Automated Indexing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Tip:</strong> Intelligent Automated Indexing requires additional licensing. For more information on Intelligent Automated Indexing, see the Intelligent Automated Indexing documentation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, Intelligent Automated Indexing cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td><strong>Awaiting Index</strong></td>
<td>![Warning]</td>
<td>This batch status queue contains batches that are ready to be indexed. For more information on indexing a batch, see Indexing a Batch on page 102.</td>
</tr>
<tr>
<td><strong>Index in Progress</strong></td>
<td>![Warning]</td>
<td>This batch status queue contains batches that are partially indexed. For more information on indexing a batch, see Indexing a Batch on page 102.</td>
</tr>
</tbody>
</table>
### Batch Status Queue

<table>
<thead>
<tr>
<th>Batch Status Queue</th>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awaiting Double-Blind Index</td>
<td><img src="icon-info.png" alt="Info" /></td>
<td>This batch status queue contains batches that have been configured for double-blind indexing and are awaiting secondary indexing by another indexing user.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, double-blind indexing cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td>Double-Blind Index in Progress</td>
<td><img src="icon-info.png" alt="Info" /></td>
<td>This batch status queue contains batches that have been configured for double-blind indexing and are currently undergoing secondary indexing by another indexing user.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, double-blind indexing cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td>Awaiting QA Review</td>
<td><img src="icon-info.png" alt="Info" /></td>
<td>This batch status queue contains batches that are queued to undergo the QA Review process. The QA Review process ensures that the scanned documents meet quality standards and the accuracy of Keyword Values applied during indexing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, the QA Review process cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td>Batch Status Queue</td>
<td>Button</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>QA Review in Progress</td>
<td>![Image](221x536 to 243x556)</td>
<td>This batch status queue contains batches that have been configured for the QA Review process and are currently being reviewed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, the QA Review process cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td>Awaiting Manager Resolution</td>
<td>![Image](221x418 to 242x438)</td>
<td>This batch status queue contains batches that have undergone the QA Review process and have been routed to a manager to make a decision about the quality of the documents in the batch.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, the QA Review process cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td>Awaiting QA Reindex</td>
<td>![Image](221x289 to 242x309)</td>
<td>This batch status queue contains batches that have undergone the QA Review process and contain one or more documents that must be reindexed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, the QA Review process cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td>QA Reindex in Progress</td>
<td>![Image](221x171 to 242x191)</td>
<td>This batch status queue contains batches that have undergone the QA Review process and are currently being reindexed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, the QA Review process cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td>Batch Status Queue</td>
<td>Button</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Awaiting Reindex</td>
<td></td>
<td>This batch status queue contains batches that have been queued for reindexing. For more information, see Reindexing a Batch on page 117.</td>
</tr>
<tr>
<td>Reindex in Progress</td>
<td></td>
<td>This batch status queue contains batches that are currently being reindexed. For more information, see Reindexing a Batch on page 117.</td>
</tr>
<tr>
<td>Awaiting Full-Page OCR</td>
<td></td>
<td>This batch status queue contains batches that have been queued for full-page OCR processing and are awaiting processing.</td>
</tr>
<tr>
<td>Note:</td>
<td></td>
<td>Full-page OCR processing requires additional licensing. For more information on full-page OCR processing, see the Batch OCR documentation.</td>
</tr>
<tr>
<td>Note:</td>
<td></td>
<td>While this batch status queue is displayed and documents residing within these batches can be viewed, full-page OCR processing cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td>Failed Full-Page OCR</td>
<td></td>
<td>This batch status queue contains batches that have failed full-page OCR processing and are awaiting examination and/or re-processing.</td>
</tr>
<tr>
<td>Tip:</td>
<td></td>
<td>Full-page OCR processing requires additional licensing. For more information on full-page OCR processing, see the Batch OCR documentation.</td>
</tr>
<tr>
<td>Note:</td>
<td></td>
<td>While this batch status queue is displayed and documents residing within these batches can be viewed, full-page OCR processing cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td>Batch Status Queue</td>
<td>Button</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Awaiting Ad-Hoc OCR</td>
<td></td>
<td>This batch status queue contains batches that have been queued for ad-hoc OCR processing and are awaiting processing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Tip:</strong> Full-page OCR processing requires additional licensing. For more information on full-page OCR processing, see the Batch OCR documentation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, full-page OCR processing cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td>Awaiting PDF Conversion</td>
<td></td>
<td>This batch status queue contains batches that have been queued for PDF conversion and are awaiting processing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, PDF conversion cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td>Awaiting Custom Process</td>
<td></td>
<td>This batch status queue contains batches that are queued to undergo a pre-configured custom process.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, custom processing cannot be performed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
<tr>
<td>Awaiting Commit</td>
<td></td>
<td>This batch status queue contains batches that have been processed and are awaiting verification before they are committed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> While this batch status queue is displayed and documents residing within these batches can be viewed, batches cannot be committed in Document Imaging for the Unity Client in OnBase 11.0.0.</td>
</tr>
</tbody>
</table>
Click one of the batch status queue buttons in the **Filter by Status** task pane to clear the **Scan Queue** pane and display the **Batches** pane. The **Batches** pane lists all batches residing in the selected batch status queue.

### Batch Status Queue

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Committed</strong></td>
<td>This batch status queue contains batches that have been verified and submitted to OnBase as valid documents.</td>
</tr>
</tbody>
</table>
The Scan Queue Pane

The **Scan Queue** pane displays a list of all scan queues that are available to you (i.e., scan queues that you have rights to view and scan queues that have been configured to display via scan queue filtering). The **Scan Queue** pane is displayed below the **Filter by Status** task pane.

The total number of scan queues available to you is displayed in the header.
Double-click on a scan queue to display the Batches pane. The Batches pane lists all batches associated with that scan queue.

### The Batches Pane

The Batches pane displays a list of all batches associated with the selected scan queue or the selected batch status queue. It is displayed below the Filter by Status task pane in place of the Scan Queue pane.
The **Batch Status Queue** pane can be displayed in two different ways:

- **From the Scan Queue Pane.** When a user double-clicks a scan queue in the **Scan Queue** pane, the **Batches** pane is displayed. It lists all batches associated with the selected scan queue.

### ScanQueue: AP - Packing Slips(101), Number of Batches: 18

<table>
<thead>
<tr>
<th>Batch #</th>
<th>Batch Name</th>
<th>Scan Date</th>
<th>Status</th>
<th>Total Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>136</td>
<td>2011-04-15 - MANAGER</td>
<td>4/15/2011 5:45 PM</td>
<td>Index In Progress</td>
<td>1</td>
</tr>
<tr>
<td>137</td>
<td>2011-04-15 - MANAGER</td>
<td>4/15/2011 5:46 PM</td>
<td>Waiting Index</td>
<td>1</td>
</tr>
<tr>
<td>141</td>
<td>2011-04-15 - MANAGER</td>
<td>4/10/2011 12:50 PM</td>
<td>Waiting Index</td>
<td>1</td>
</tr>
<tr>
<td>143</td>
<td>2011-04-15 - MANAGER</td>
<td>4/18/2011 12:59 PM</td>
<td>Waiting Index</td>
<td>1</td>
</tr>
<tr>
<td>144</td>
<td>2011-04-15 - MANAGER</td>
<td>4/10/2011 1:00 PM</td>
<td>Waiting Index</td>
<td>1</td>
</tr>
<tr>
<td>145</td>
<td>2011-04-15 - MANAGER</td>
<td>4/10/2011 1:02 PM</td>
<td>Waiting Index</td>
<td>1</td>
</tr>
<tr>
<td>146</td>
<td>2011-04-15 - MANAGER</td>
<td>4/18/2011 1:04 PM</td>
<td>Waiting Index</td>
<td>1</td>
</tr>
<tr>
<td>147</td>
<td>2011-04-15 - MANAGER</td>
<td>4/18/2011 1:05 PM</td>
<td>Waiting Index</td>
<td>1</td>
</tr>
</tbody>
</table>
The name of the selected scan queue, its scan queue number, and the number of batches associated with the scan queue are displayed in the header.

- **From the Filter by Status Task Pane.** When a batch status queue is selected in the **Filter by Status** task pane, the **Batches** pane is displayed. It lists all batches residing in the selected batch status queue.

```
<table>
<thead>
<tr>
<th>Scan Queue</th>
<th>Batch #</th>
<th>Batch Name</th>
<th>Scan Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP - Packing Slips</td>
<td>142</td>
<td>2011-04-10 - MANAGER</td>
<td>4/18/2011 12:56 PM</td>
</tr>
<tr>
<td>AP - Packing Slips</td>
<td>144</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 1:00 PM</td>
</tr>
<tr>
<td>AP - Packing Slips</td>
<td>145</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 1:02 PM</td>
</tr>
<tr>
<td>AP - Packing Slips</td>
<td>146</td>
<td>2011-04-10 - MANAGER</td>
<td>4/18/2011 1:04 PM</td>
</tr>
<tr>
<td>AP - Packing Slips</td>
<td>147</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 1:05 PM</td>
</tr>
</tbody>
</table>
```

The name of the selected batch status queue and the number of batches residing in the batch status queue are displayed in the header.

To group the batches by a column in the **Batches** pane (e.g., **Scan Date**, **Total Documents**, **# to be Indexed**, **Status**, etc.), click the bar above the columns and drag the column header into the grouping area.

From the **Batches** pane, double-click on a batch to display the **Documents** pane below the **Batches** pane. The **Documents** pane lists all documents residing in the selected batch.

```
Number of Documents: 3

Documents
[1] AP - Invoices - 05/10/2011
[1] AP - Invoices - 05/10/2011
[1] AP - Invoices - 05/10/2011
```

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The Documents Pane

The **Documents** pane displays a list of all documents residing in the selected batch. The **Documents** pane is displayed below the **Batches** pane once a batch is selected.

![Image of Documents Pane](image)

**Note:** System documents, such as the batch’s Verification Report, are not listed in the **Documents** pane during indexing. If a batch is viewed outside of the indexing process, system documents are listed. For more information, see Viewing Documents in a Batch on page 96.

The number of documents residing in the batch is displayed in the header.

**Note:** The names of the documents listed in the **Documents** pane are not updated during the indexing process. For example: when indexing a batch, a document may be listed in the **Documents** pane as **Unindexed Document**. Once the document is indexed, it has an auto-name string applied to it; however, **Documents** pane continues to list the document as **Unindexed Document**, not as its auto-name string, until the **Documents** pane is refreshed (e.g., you stop and then re-start indexing the batch, you exit and re-enter the **Batch Indexing** layout, etc.).
Double-click on a document in the Documents pane to display it in the Document Viewer.
The Document Viewer

The Document Viewer displays the selected document so its information can be viewed for indexing. The Document Viewer is displayed on the right side of the Batch Indexing layout.

The document’s name, its number of pages, and a graphic that indicates if the document can be edited or if it is read-only are displayed in the header.

If the document consists of multiple pages, thumbnail images representing each page of the document are displayed along the edge of the Document Viewer. Select a thumbnail to display that page in detail in the Document Viewer.
Once a document is displayed, you can use the right-click menu or select the Unity Client's Document or Image tabs to display additional options that can be used to view or modify the document.

**The Indexing Pane**

The Indexing pane is displayed when a batch is opened for indexing. It contains all of the options needed to navigate and index the documents in the batch.

The Indexing pane is displayed below the Filter by Status task pane and above the Documents pane (where the Scan Queue and Batches panes would be displayed). The Indexing pane consists of three unique sections:

- **The Document Type Panel.** See The Document Type Panel on page 90.
- **The Keyword Panel.** See The Keyword Panel on page 91.
- **The Indexing Toolbar.** See The Indexing Toolbar on page 93.
THE DOCUMENT TYPE PANEL

The Document Type panel contains the Document Type options for the document being indexed.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type</td>
<td>The Document Type drop-down select list allows you to select the Document Type that the currently-displayed document will be assigned to.</td>
</tr>
<tr>
<td></td>
<td>Only Document Types assigned to the scan queue are available in the Document Type drop-down select list.</td>
</tr>
</tbody>
</table>
The Keyword panel contains the Keyword fields for the document being indexed. The Keyword panel is not populated until a Document Type has been selected in the Document Type drop-down select list.

**THE KEYWORD PANEL**

The Keyword panel contains the Keyword fields for the document being indexed. The Keyword panel is not populated until a Document Type has been selected in the Document Type drop-down select list.
Each Keyword field consists of a Keyword Type label and a Keyword Value field. By default, a Keyword field is displayed for all Keyword Types assigned to the selected Document Type (some Keyword Types may be hidden or require additional privileges in order to be visible or editable).

**Note:** Depending on your configuration, not all Keyword Types assigned to the document that you have rights to view may be displayed in the Keyword panel. For more information, see Configuring the Keyword Panel for Batch Indexing on page 146.
THE INDEXING TOOLBAR

The Indexing toolbar contains all of the options necessary to mark documents as indexed and navigate the documents in the batch.

<table>
<thead>
<tr>
<th>Button Name</th>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Index</td>
<td><img src="image" alt="Index Button" /></td>
<td>The Index button allows you to mark the current document as indexed. All indexing information entered for the document is saved and the document is no longer available for indexing (though it can be re-indexed).</td>
</tr>
<tr>
<td>Button Name</td>
<td>Button</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>--------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| Append      | ![Append](image) | The **Append** button allows you to append the current document to the end of the previously-indexed document. If you select to append the last document in a batch to the previous document, you are prompted to review the action.  
  - If you click **Yes**, you must click **Undo** to undo the previous action.  
  - If you click **No**, the batch is marked as indexed and routed to the next batch status queue. You are no longer able to undo the action.  
  **Note:** This button is only available when indexing an image document. |
| Scan        | ![Scan](image) | The **Scan** button allows you to scan additional pages into the current document. |
| Undo        | ![Undo](image) | The **Undo** button allows you to undo the indexing task (i.e., append document, delete page, delete document, or skip document) that was performed for the previous document. If you perform an undoable action on the last document in the batch, you are prompted to review the action.  
  - If you click **Yes**, you must click **Undo** to undo the previous action.  
  - If you click **No**, the batch is marked as indexed and routed to the next batch status queue. You are no longer able to undo the action.  
  **Note:** The **Create New Document** feature cannot be undone.  
  **Note:** Marking a document as indexed cannot be undone. Once you mark a document as indexed (i.e., click the **Index** button), the history of actions that can be undone is cleared. |
<table>
<thead>
<tr>
<th>Button Name</th>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Document</td>
<td><img src="image" alt="First Document" /></td>
<td>The <strong>First Document</strong> button allows you to select the first unindexed document in the batch. The first page of this document is displayed in the Document Viewer.</td>
</tr>
<tr>
<td>Previous Document</td>
<td><img src="image" alt="Previous Document" /></td>
<td>The <strong>Previous Document</strong> button allows you to select the previous unindexed document in the batch. The first page of this document is displayed in the Document Viewer.</td>
</tr>
<tr>
<td>Next Document</td>
<td><img src="image" alt="Next Document" /></td>
<td>The <strong>Next Document</strong> button allows you to select the next unindexed document in the batch. The first page of this document is displayed in the Document Viewer.</td>
</tr>
<tr>
<td>Last Document</td>
<td><img src="image" alt="Last Document" /></td>
<td>The <strong>Last Document</strong> button allows you to select the last unindexed document in the batch. The first page of this document is displayed in the Document Viewer.</td>
</tr>
<tr>
<td>Delete Page</td>
<td><img src="image" alt="Delete Page" /></td>
<td>The <strong>Delete Page</strong> button allows you to delete the currently-displayed page from the selected document. If you delete all pages from a document, the document is deleted from the batch.</td>
</tr>
</tbody>
</table>
| Delete Document  | ![Delete Document](image) | The **Delete Document** button allows you to delete the selected document from the batch. If you delete all documents from the batch, the batch is deleted. If you select to delete the last document in a batch, you are prompted to review the action.  
  • If you click **Yes**, you must click **Undo** to undo the previous action.  
  • If you click **No**, the batch is marked as indexed and routed to the next batch status queue. You are no longer able to undo the action. |
Viewing Documents in a Batch

You can view the documents in a batch outside of the indexing process. Documents are displayed in the Document Viewer; however, the Indexing pane is not displayed and unindexed documents cannot be indexed.

When a batch is viewed outside of the indexing process, system documents, such as the batch’s Verification Report, are listed in the Documents pane.

<table>
<thead>
<tr>
<th>Button Name</th>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skip Document</td>
<td><img src="image" alt="Skip Document" /></td>
<td>The <strong>Skip Document</strong> button allows you to skip the currently-selected document during indexing. The next unindexed document in the batch is selected and the skipped document is no longer available for indexing. If you select to skip the last document in a batch, you are prompted to review the action. • If you click <strong>Yes</strong>, you must click <strong>Undo</strong> to undo the previous action. • If you click <strong>No</strong>, the batch is marked as indexed and routed to the next batch status queue. You are no longer able to undo the action.</td>
</tr>
<tr>
<td>Create New Document</td>
<td><img src="image" alt="Create New Document" /></td>
<td>The <strong>Create New Document</strong> button allows you to create a new document from the pages of an existing document. For more information, see Creating a New Document from an Existing Document on page 115.</td>
</tr>
</tbody>
</table>
To view documents in a batch:

1. From the Unity Client, click the **Batch Indexing** button in the **Imaging** ribbon group. The **Batch Indexing** layout is displayed.

By default, the **Filter by Status** task pane and the **Scan Queue** pane are displayed in the **Batch Indexing** layout.
2. Navigate to the batch containing the document(s) you want to view. A batch can be selected in one of the following ways:

- **By the Scan Queue.** In the **Scan Queue** pane, double-click the scan queue that the batch is associated with. The **Scan Queue** pane is cleared and the **Batches** pane is displayed.

- **By the Batch Status Queue (e.g., Awaiting Index, Index in Progress).** In the **Filter by Status** task pane, click the **Awaiting Index** or **Index in Progress** button (depending on where the batch resides). The **Scan Queue** pane is cleared and the **Batches** pane is displayed.
<table>
<thead>
<tr>
<th>Scan Queue</th>
<th>Batch #</th>
<th>Batch Name</th>
<th>Scan Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP - Packing Slips</td>
<td>142</td>
<td>2011-04-10 - MANAGER</td>
<td>4/18/2011 12:56 PM</td>
</tr>
<tr>
<td>AP - Packing Slips</td>
<td>144</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 1:00 PM</td>
</tr>
<tr>
<td>AP - Packing Slips</td>
<td>145</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 1:02 PM</td>
</tr>
<tr>
<td>AP - Packing Slips</td>
<td>146</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 1:04 PM</td>
</tr>
<tr>
<td>AP - Packing Slips</td>
<td>147</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 1:05 PM</td>
</tr>
</tbody>
</table>
3. From the **Batches** pane, double-click the batch containing the document(s) you want to view.

The **Documents** pane, containing a list of all documents in the selected batch, is displayed below the **Batches** pane.

```
<table>
<thead>
<tr>
<th>Scan Queue</th>
<th>Batch #</th>
<th>Batch Name</th>
<th>Scan Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP - Packing Slips</td>
<td>150</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 1:10 PM</td>
</tr>
<tr>
<td>AP - Packing Slips</td>
<td>152</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 1:12 PM</td>
</tr>
<tr>
<td>AP - Vendor Invoices</td>
<td>157</td>
<td>2011-05-10 - SCANNER</td>
<td>5/10/2011 1:06 PM</td>
</tr>
</tbody>
</table>
```

**Number of Documents: 3**

4. From the **Documents** pane, double-click the document you wish to view. The document is opened in the Document Viewer.

   Note that, unlike the indexing process, the **Batches** pane is displayed instead of the **Indexing** pane.

   The document’s name, its number of pages, and a graphic that indicates if the document can be edited or if it is read-only are displayed in the header.

   If the document consists of multiple pages, thumbnail images representing each page of the document are displayed along the edge of the Document Viewer. Select a thumbnail to display that page in detail in the Document Viewer.
Once a document is displayed, you can use the right-click menu or select the Unity Client’s **Document** or **Image** tabs to display additional options that can be used to view or modify the document.

5. To view another document:
   - To view another document from the same batch, select it in the **Documents** pane.
   - To view documents from a different batch already displayed in the **Batches** pane, select the batch from the **Batches** pane and then select the document from the **Documents** pane.
   - To select a batch from a different batch status queue, click the batch status queue’s button in the **Filter by Status** task pane and repeat Steps 2-4.
   - To select a batch from a different scan queue, click the **Browse Scan Queues** button in the **Browse** ribbon group and repeat Steps 2-4.

**Indexing a Batch**

Indexing can be initiated in two ways:

- **By the Scan Queue.** You can review all batches associated with a scan queue and select the batch you would like to index.
- **By the Batch Status Queue.** You can review all batches currently residing in the **Awaiting Index** or **Index in Progress** batch status queue and select the batch you would like to index.
To index a batch:

1. From the Unity Client, click the **Batch Indexing** button in the **Imaging** ribbon group. The **Batch Indexing** layout is displayed.

By default, the **Filter by Status** task pane and the **Scan Queue** pane are displayed.
2. Select the batch to be indexed. A batch can be selected in one of the following ways:

   **By the Scan Queue:**

   a. In the **Scan Queue** pane, double-click the scan queue that the batch you would like to index is associated with. The **Scan Queue** pane is cleared and the **Batches** pane is displayed.

   ![Scan Queue](image)

   **ScanQueue: AP - Packing Slips (101), Number of Batches: 18**
b. Select the batch to be indexed.

**By the Batch Status Queue (e.g., Awaiting Index, Index in Progress):**

a. In the Filter by Status task pane, click the Awaiting Index or Index in Progress button (depending on where the batch you would like to index resides). The Scan Queue pane is cleared and the Batches pane is displayed.

<table>
<thead>
<tr>
<th>Scan Queue</th>
<th>Batch #</th>
<th>Batch Name</th>
<th>Scan Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP - Packing Slips</td>
<td>142</td>
<td>2011-04-10 - MANAGER</td>
<td>4/16/2011 12:56 PM</td>
</tr>
<tr>
<td>AP - Packing Slips</td>
<td>144</td>
<td>2011-04-18 - MANAGER</td>
<td>4/16/2011 1:00 PM</td>
</tr>
<tr>
<td>AP - Packing Slips</td>
<td>145</td>
<td>2011-04-18 - MANAGER</td>
<td>4/16/2011 1:02 PM</td>
</tr>
<tr>
<td>AP - Packing Slips</td>
<td>146</td>
<td>2011-04-18 - MANAGER</td>
<td>4/16/2011 1:04 PM</td>
</tr>
<tr>
<td>AP - Packing Slips</td>
<td>147</td>
<td>2011-04-18 - MANAGER</td>
<td>4/16/2011 1:05 PM</td>
</tr>
<tr>
<td>AP - Packing Slips</td>
<td>149</td>
<td>2011-04-18 - MANAGER</td>
<td>4/16/2011 1:07 PM</td>
</tr>
</tbody>
</table>

b. Select the batch to be indexed.

3. With the batch to be indexed selected, click the Start Indexing button in the Indexing ribbon group or right-click and select Index Documents.
Note: Once you open a batch for indexing, it is locked and cannot be accessed by other users attempting to index, process, or purge the documents it contains.

The **Batches** pane is cleared, the **Indexing** and **Documents** panes are displayed, and the first page of the first unindexed document in the selected batch is displayed in the Document Viewer.

Note: System documents, such as the batch’s Verification Report, are not listed in the **Documents** pane during indexing. However, they are listed in the **Documents** pane and can be viewed in the Document Viewer when viewing documents in a batch outside of the indexing process. For more information, see Viewing Documents in a Batch on page 96.

If the selected document consists of multiple pages, each page is represented as a thumbnail image along the edge of the Document Viewer. Select a thumbnail image to display that page in detail in the Document Viewer.

- To delete the currently-displayed page from the current document, click the Delete Page button in the Indexing pane.

- To create a new document from the pages of the current document, ensure that the first page of the document-to-be-created is displayed in the Document Viewer and click the Create New Document button in the Indexing pane.

For more information on creating a new document from a document in the batch, see Creating a New Document from an Existing Document on page 115.

5. Using the Document Type drop-down select list, select the Document Type that you would like to assign the current document to. Depending on the scan queue’s configuration, a Document Type may have been selected by default.

**Tip:** Depending on your scan queue’s configuration, you may be able to select the scan queue by typing-ahead the first few characters of the scan queue’s name.

Once a Document Type has been selected, the Keyword panel is populated with the Keywords assigned to the selected Document Type. Each Keyword consists of a Keyword Type label and a Keyword Value field.

Depending on your Document Type configuration, some Keywords may be required (Required Keywords are displayed in red) or masked and/or marked as read-only (Read-Only Keywords are displayed, but are not available for editing unless you have the proper privilege).

**Note:** Depending on your configuration, not all Keyword Types assigned to the document that you have rights to view may be displayed in the Keyword panel. For more information, see Configuring the Keyword Panel for Batch Indexing on page 146.

6. In the Document Date field, enter the Document Date for the current document or click the field’s drop-down arrow to select it from the calendar. By default, today’s date is selected.
Tip: The **Document Date** is the date used when a user attempts to retrieve a document by date.

7. In the Keyword panel, enter the document’s Keyword Values into the Keyword fields. Use the mouse or press **Tab** to navigate between Keyword fields.

Depending on your scan queue’s configuration, the **Enter** key may not be used, it may be configured to allow you to navigate between Keyword fields, or it may be configured to trigger the completion of indexing.

Some things to consider when entering Keyword Values for documents:
- **Keyword Data Sets**
If a Keyword Data Set is configured for the Keyword Type, you may be able to select a Keyword Value from a pre-populated list by clicking the drop-down arrow in the Keyword field.

- **Cascading Data Sets**

If two or more Keyword fields contain drop-down arrows and are ordered in way to show a hierarchical parent/child relationship, the Keyword Types may be part of a Cascading Data Set. In a Cascading Data Set, the Keyword Values available in a child Keyword Type’s drop-down select list depend on the parent’s Keyword Value. For example:

The **State**, **County**, and **City** Keyword Types are configured as a Cascading Data Set. Once you have selected **Ohio** as your **State** Keyword Value, the **County** Keyword’s drop-down select list is populated with a list of the 88 counties in Ohio. And once you have selected **Cuyahoga** as your **County** Keyword Value, the **City** Keyword’s drop-down select list is populated with a list of the cities in Cuyahoga county (e.g., **Cleveland**, **Westlake**, **Shaker Heights**, **North Olmsted**, **Lakewood**, etc.).

Keyword Types that are part of a Cascading Data Set are displayed in the order of their parent/child relationship in the Keyword panel because they are related and are meant to be used in conjunction with one another. When indexing or re-indexing documents, you must select Keyword Values in the order of their parent/child relationship; if you attempt to select a Keyword Value for a child Keyword prior to selecting a Keyword Value for a parent Keyword (e.g., selecting a **City** Keyword Value before selecting a **County** or **State** Keyword Value), the child Keyword field’s drop-down select list is empty because OnBase does not know which values to put in the list.

A child Keyword Value is not automatically corrected or updated if its parent Keyword Value is modified. Using the previous example, if a user selects **Ohio** as the **State** Keyword Value, **Cuyahoga** as the **County** Keyword Value, and **Cleveland** as the **City** Keyword Value, but then changes the **State** Keyword Value to **Nebraska**, the selected **County** and **City** Keyword Values will remain.

**Note:** You cannot add additional instances of Keyword fields that are part of a Cascading Data Set. However, Cascading Data Sets can be used with Multi-Instance Keyword Type Groups to add multiple instances of the Keyword associated with the Cascading Data Set to the document as long as the scan queue is configured to allow multiple instances of Multi-Instance Keyword Type Groups to documents.

- **AutoFill Keyword Sets**
If an AutoFill Keyword Set is assigned to the selected Document Type, you can expand the AutoFill Keyword Set by entering a value for the Primary Keyword Type and pressing Tab (or Shift+Tab if the primary Keyword Value is the last Keyword field listed in the Keyword panel) or clicking another Keyword Value field.

If multiple instances of the AutoFill Keyword Set have the same primary Keyword Value, the **Select Keyset** dialog box is displayed. This allows you to select the instance of the AutoFill Keyword Set that you would like to apply to the document.

Depending on your configuration, you may only be able to select one instance or you may be able to select multiple instances of the AutoFill Keyword Set.

- If you are able to only select one instance, the Keyword Values belonging to the selected instance are applied to the Keyword panel.

- If you are able to select multiple instances, all Keyword Values belonging to the selected instances are applied to the Keyword panel. Keyword Values not common to all instances are displayed at the bottom of the Keyword panel; for example, if two instances have the same Keyword Values for **Loan Number**, **Last Name**, and **Address**, but a different Keyword Value for **First Name**, then the additional **First Name** value is displayed last in the Keyword panel.

**Reverse AutoFill Keyword Set Lookup**

Reverse AutoFill Keyword Set Lookup is not currently available for Document Imaging in the Unity Client.

**Keyword Locks**
Clicking the Lock button next to a Keyword field allows you to lock that Keyword Value so it is carried over to subsequent documents (provided that those documents belong to the same Document Type or a Document Type that is associated with that Keyword Type). Once a Keyword Value is locked, the Keyword field is disabled and the Keyword Value cannot be changed until it is unlocked (i.e., the Lock button is clicked again).

Some additional information about locked Keyword Values:

- If the Keyword has a Data Set or Cascading Data Set configured for it, the drop-down arrow is hidden when the Keyword field is locked.

- If you are pressing Tab or Enter to navigate among Keyword fields in the Keyword panel, locked Keyword fields are skipped and the focus is set to the next, unlocked Keyword field.

- A locked Keyword Value has the ability to “skip” documents in the batch that are indexed or re-indexed as Document Types not associated with that Keyword Type. The locked Keyword Value is applied to the next document in the batch that associated with its Keyword Type.

- Keyword locks created for one batch are not “carried over” to the next batch that is indexed or re-indexed.

For example: You locked 9-Second Foods as the Vendor Name Keyword Value while indexing Batch #101. Once that batch is indexed and routed to the next batch status queue, 9-Second Foods will no longer be locked as the Vendor Name Keyword Value; when you index Batch #102, 9-Second Foods will not be set and locked as the Vendor Name Keyword Value.

- Keyword locks are not “carried over” when a new scan queue is selected.

- Keyword locks placed on a document/batch in one batch status queue (e.g., Awaiting Index, Awaiting Re-Index) are not maintained once the document/batch is routed to the next batch status queue (e.g., Index in Progress, Re-Index in Progress); the Keyword Values that were locked for that document/batch are no longer locked.

- Locking the primary Keyword Value of an AutoFill Keyword Set will trigger the AutoFill Keyword Set to expand. Once the secondary Keyword Values are populated, they are locked.

- If a primary Keyword Value of an AutoFill Keyword Set is locked/unlocked, the secondary Keyword Values are also locked/unlocked.

- During indexing or re-indexing, if a locked Keyword Value is part of a Multi-Instance Keyword Type Group and you switch to a Document Type associated with
the same Multi-Instance Keyword Type Group, but the second Document Type has a default Keyword Value configured for the Keyword Type that has a locked Keyword Value, then the default Keyword Value will NOT replace the locked Keyword Value, nor will any other default Keyword Values configured for Keyword Types that are part of the Multi-Instance Keyword Type Group be populated upon switching Document Types.

However, if the locked Keyword Value is blank, a second instance of the Multi-Instance Keyword Type Group is added to the document: the initial instance contains the locked, blank Keyword Value and the second instance contains the unlocked, default Keyword Value.

If multiple locked Keyword Values are part of the Multi-Instance Keyword Type Group, all locked Keyword Values must be blank in order to add a second instance of the Multi-Instance Keyword Type Group to the document when switching Document Types as described above. If one or more of the locked Keyword Values is not blank, then none of the default Keyword Values configured for Keyword Types associated with the Multi-Instance Keyword Type Group are populated upon selecting the second Document Type.

- If a locked Keyword Value is part of a Multi-Instance Keyword Type Group, and your scan queue is configured to carry over Keyword Values and overwrite any pre-existing Keyword Values for the current document (e.g., values entered during pre-indexing) from the preceding document when switching between Document Types during indexing or re-indexing, then two instances of the Multi-Instance Keyword Type Group are created: one with only the locked Keyword Values and one with all Keyword Values (all Keyword Values will be unlocked).

- When using Keyword Value locks, there can be undesired results when changing Document Types. Two Document Types may share the same Keyword Type(s), but their Keyword Values can be stored in different Keyword Type structures (e.g., individual Keywords, Keyword Type Groups, Multi-Instance Keyword Type Groups, etc.).

When a user changes Document Types (and, knowingly or unknowingly, changes Keyword Type structures), Keyword Values may be re-ordered; this is of special concern when one or both of the Document Types is associated with a Multi-Instance Keyword Type Group because the identified relationships among Keyword Values can be lost. For example:

When indexing an invoice document, you entered Keyword Values for the invoiced items (Item #, Description, Price Per Unit), locked them, and then switched the Document Type from **AP - Invoices** to **AP - Packing Slips** and then back to **AP - Invoices**. The Keyword Values you entered are part of a Multi-Instance Keyword
Type Group for the **AP - Invoices** Document Type, but not the **AP - Packing Slips** Document Type.

When the Keyword Values were entered for the **AP - Invoices** Document Type, their relationship to one another was identified by the Multi-Instance Keyword Type Group (e.g., the **Item #**, **Description**, and **Price Per Unit** values were correctly grouped together), but once the document’s Document Type was changed, this relationship information was discarded. When the document’s Document Type was changed again to **AP - Invoices**, the relationship among the Keyword Values could not be determined and they were re-ordered in the Keyword panel (e.g., the **Item #** was associated with the wrong **Description**, the **Description** was associated with the wrong **Price Per Unit**, etc.).

**Caution:** For this reason, switching between Keyword Type structures is NOT recommended.

At any time, to clear all Keyword Values from the Keyword panel, click the **Clear Keywords** button in the Keyword panel’s header.

![Keywords Panel](image)

**Note:** Be aware that Keyword Values added to documents during indexing are not reflected in the document’s Document History.
8. Once all Keyword Values have been entered for the current document, click **Index**. The document is marked as indexed; a check mark is displayed next to it in the **Documents** pane and it can no longer be viewed in the Document Viewer.

![Number of Documents: 3](image)

**Note:** Marking a document as indexed cannot be undone by clicking the **Undo** button.

**Tip:** An indexed document can be viewed in the Document Viewer outside of the indexing process. See Viewing Documents in a Batch on page 96 for more information.


- To index this document, repeat Steps 5-8 for the selected document.
- To skip this document and display the next unindexed document in the batch, click the **Skip Document** button in the **Indexing** pane.
- To append the current document to the previously-indexed document, click **Append** in the **Indexing** pane.
- To delete the current document, click the **Delete Document** button in the **Indexing** pane.
10. Once all documents in the batch have been indexed, the batch is routed to the next batch status queue configured for the scan queue.

The **Filter by Status** task pane is updated with the batch’s new batch status queue. The **Indexing** pane, **Documents** pane, and Document Viewer are cleared from the **Batch Indexing** Layout and the **Scan Queue** pane is displayed.

### Creating a New Document from an Existing Document

If the current document consists of multiple pages, you can create new documents from its pages.

**Note:** The **Create New Document** feature cannot be undone by clicking the **Undo** button in the Indexing panel.
To create a new document:

1. With the multi-page document selected, click the thumbnail of the page that is to be the first page of the newly-created document. This page is displayed in detail in the Document Viewer.

In the example above, the selected document is the first of three documents in the batch. It consists of six pages, and Page 3 is displayed in the Document Viewer.
2. Click the **Create New Document** button in the **Indexing** pane.

The new document is created. It consists of the currently displayed page and all subsequent pages of the original document. The newly-created document is now the currently-selected document and it is added to the current batch after the document it was created from.

Continuing the example from above, the newly-created document, consisting of Pages 3-6 of the original document, is added as the second document in the batch. It is now the selected document and its first page (Page 3 of the original document) is displayed in the Document Viewer.

The original document, now consisting of only Pages 1 and 2, remains as the first document in the batch. The remaining documents in the batch are unaffected.

**Reindexing a Batch**

Depending on the scan queue’s configuration, some batches may be routed for re-indexing.
Re-indexing can be initiated in two ways:

- **By the Scan Queue.** You can review all batches associated with a scan queue and select the batch that requires re-indexing.

- **By the Batch Status Queue.** You can review all batches currently residing in the **Awaiting Re-Index** or **Re-Index in Progress** batch status queue and select the batch you would like to index.

To reindex a batch:

1. From the Unity Client, click the **Batch Indexing** button in the **Imaging** ribbon group. The **Batch Indexing** layout is displayed.

By default, the **Filter by Status** task pane and the **Scan Queue** pane are displayed.
2. Select the batch to be re-indexed. A batch can be selected in one of the following ways:

   **By the Scan Queue:**

   a. In the **Scan Queue** pane, double-click the scan queue that the batch you would like to re-index is associated with. The **Scan Queue** pane is cleared and the **Batches** pane is displayed.

<table>
<thead>
<tr>
<th>Batch #</th>
<th>Batch Name</th>
<th>Scan Date</th>
<th>Status</th>
<th>Total Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>136</td>
<td>2011-04-15 - MANAGER</td>
<td>4/15/2011 5:45 PM</td>
<td>Index In Progress</td>
<td>1</td>
</tr>
<tr>
<td>137</td>
<td>2011-04-15 - MANAGER</td>
<td>4/15/2011 5:46 PM</td>
<td>Awaking Index</td>
<td>1</td>
</tr>
<tr>
<td>139</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 12:55 PM</td>
<td>Awaking Index</td>
<td>1</td>
</tr>
<tr>
<td>140</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 12:55 PM</td>
<td>Awaking Index</td>
<td>1</td>
</tr>
<tr>
<td>141</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 12:56 PM</td>
<td>Awaking Index</td>
<td>1</td>
</tr>
<tr>
<td>142</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 12:57 PM</td>
<td>Awaking Index</td>
<td>1</td>
</tr>
<tr>
<td>143</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 12:58 PM</td>
<td>Awaking Index</td>
<td>1</td>
</tr>
<tr>
<td>144</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 12:59 PM</td>
<td>Awaking Index</td>
<td>1</td>
</tr>
<tr>
<td>145</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 1:00 PM</td>
<td>Awaking Index</td>
<td>1</td>
</tr>
<tr>
<td>146</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 1:01 PM</td>
<td>Awaking Index</td>
<td>1</td>
</tr>
<tr>
<td>147</td>
<td>2011-04-18 - MANAGER</td>
<td>4/18/2011 1:02 PM</td>
<td>Awaking Index</td>
<td>1</td>
</tr>
</tbody>
</table>
b. Select the batch to be re-indexed.

By the Batch Status Queue (e.g., Awaiting Re-Index, Re-Index in Progress):

a. In the Filter by Status task pane, click the Awaiting Re-Index or Re-Index in Progress button (depending on where the batch you would like to re-index resides). The Scan Queue pane is cleared and the Batches pane is displayed.

<table>
<thead>
<tr>
<th>Scan Queue</th>
<th>Batch #</th>
<th>Batch Name</th>
<th>Scan Date</th>
</tr>
</thead>
</table>

b. Select the batch to be re-indexed.

3. With the batch to be re-indexed selected, right-click and select Re-Index.
**Note:** Once you open a batch for re-indexing, it is locked and cannot be accessed by other users attempting to index, process, or purge the documents it contains.

The **Batches** pane is cleared, the **Indexing** and **Documents** panes are displayed, and the first page of the first document in the selected batch is displayed in the Document Viewer.

Any Keyword Values that have already been applied to the document are displayed in their associated Keyword fields in the **Indexing** pane.
Note: System documents, such as the batch’s Verification Report, are not listed in the Documents pane during re-indexing. However, they are listed in the Documents pane and can be viewed in the Document Viewer when viewing documents in a batch outside of the re-indexing process. For more information, see Viewing Documents in a Batch on page 96.


If the selected document consists of multiple pages, each page is represented as a thumbnail image along the edge of the Document Viewer. Select a thumbnail image to display that page in detail in the Document Viewer.

- To delete the currently-displayed page from the current document, click the Delete Page button in the Indexing pane.

- To create a new document from the pages of the current document, ensure that the first page of the document-to-be-created is displayed in the Document Viewer and click the Create New Document button in the Indexing pane.

For more information on creating a new document from a document in the batch, see Creating a New Document from an Existing Document on page 115.

5. If you would like to change the Document Type assigned to the currently-displayed document, use the Document Type drop-down select list to select a new Document Type.

Tip: Depending on your scan queue’s configuration, you may be able to select the scan queue by typing-ahead the first few characters of the scan queue’s name.

If a new Document Type is selected, the Keyword panel is reset; the Keyword fields associated with the previously-selected Document Type are cleared and the Keyword fields associated with the newly-selected Document Type are displayed. Any unlocked Keyword Values associated with the previously-selected Document Type are cleared, even if the same Keyword Type is assigned to the newly-selected Document Type.

Depending on your Document Type configuration, some Keywords may be required (Required Keywords are displayed in red) or masked and/or marked as read-only (Read-Only Keywords are displayed, but are not available for editing unless you have the proper privilege).

Note: Depending on your configuration, not all Keyword Types assigned to the document that you have rights to view may be displayed in the Keyword panel. For more information, see Configuring the Keyword Panel for Batch Indexing on page 146.
6. If you would like to change the Document Date assigned to the currently-displayed document, use the Document Date field to enter the new Document Date or click the field’s drop-down arrow to select it from the calendar.

**Tip:** The Document Date is the date used when a user attempts to retrieve a document by date.

7. From the Keyword panel, enter any new Keyword Values for the document or modify any of the document’s existing Keyword Values using the Keyword fields. Use the mouse or press Tab to navigate between Keyword fields.

Depending on your scan queue’s configuration, the Enter key may not be used, it may be configured to allow you to navigate between Keyword fields, or it may be configured to trigger the completion of re-indexing.

Some things to consider when entering Keyword Values for documents:

- **Keyword Data Sets**
If a Keyword Data Set is configured for the Keyword Type, you may be able to select a Keyword Value from a pre-populated list by clicking the drop-down arrow in the Keyword field.

- **Cascading Data Sets**

If two or more Keyword fields contain drop-down arrows and are ordered in way to show a hierarchical parent/child relationship, the Keyword Types may be part of a Cascading Data Set. In a Cascading Data Set, the Keyword Values available in a child Keyword Type’s drop-down select list depend on the parent’s Keyword Value. For example:

The **State**, **County**, and **City** Keyword Types are configured as a Cascading Data Set. Once you have selected **Ohio** as your **State** Keyword Value, the **County** Keyword’s drop-down select list is populated with a list of the 88 counties in Ohio. And once you have selected **Cuyahoga** as your **County** Keyword Value, the **City** Keyword’s drop-down select list is populated with a list of the cities in Cuyahoga county (e.g., **Cleveland**, **Westlake**, **Shaker Heights**, **North Olmsted**, **Lakewood**, etc.).

Keyword Types that are part of a Cascading Data Set are displayed in the order of their parent/child relationship in the Keyword panel because they are related and are meant to be used in conjunction with one another. When indexing or re-indexing documents, you must select Keyword Values in the order of their parent/child relationship; if you attempt to select a Keyword Value for a child Keyword prior to selecting a Keyword Value for a parent Keyword (e.g., selecting a **City** Keyword Value before selecting a **County** or **State** Keyword Value), the child Keyword field’s drop-down select list is empty because OnBase does not know which values to put in the list.

A child Keyword Value is not automatically corrected or updated if its parent Keyword Value is modified. Using the previous example, if a user selects Ohio as the **State** Keyword Value, **Cuyahoga** as the **County** Keyword Value, and **Cleveland** as the **City** Keyword Value, but then changes the **State** Keyword Value to **Nebraska**, the selected **County** and **City** Keyword Values will remain.

**Note:** You cannot add additional instances of Keyword fields that are part of a Cascading Data Set. However, Cascading Data Sets can be used with Multi-Instance Keyword Type Groups to add multiple instances of the Keyword associated with the Cascading Data Set to the document as long as the scan queue is configured to allow multiple instances of Multi-Instance Keyword Type Groups to documents.

- **AutoFill Keyword Sets**
If an AutoFill Keyword Set is assigned to the selected Document Type, you can expand the AutoFill Keyword Set by entering a value for the Primary Keyword Type and pressing Tab (or Shift+Tab if the primary Keyword Value is the last Keyword field listed in the Keyword panel) or clicking another Keyword Value field.

If multiple instances of the AutoFill Keyword Set have the same primary Keyword Value, the Select Keyset dialog box is displayed. This allows you to select the instance of the AutoFill Keyword Set that you would like to apply to the document.

Depending on your configuration, you may only be able to select one instance or you may be able to select multiple instances of the AutoFill Keyword Set.

- If you are able to only select one instance, the Keyword Values belonging to the selected instance are applied to the Keyword panel.

- If you are able to select multiple instances, all Keyword Values belonging to the selected instances are applied to the Keyword panel. Keyword Values not common to all instances are displayed at the bottom of the Keyword panel; for example, if two instances have the same Keyword Values for Loan Number, Last Name, and Address, but a different Keyword Value for First Name, then the additional First Name value is displayed last in the Keyword panel.

- **Reverse AutoFill Keyword Set Lookup**
  Reverse AutoFill Keyword Set Lookup is not currently available for Document Imaging in the Unity Client.

- **Keyword Locks**
Clicking the **Lock** button next to a Keyword field allows you to lock that Keyword Value so it is carried over to subsequent documents (provided that those documents belong to the same Document Type or a Document Type that is associated with that Keyword Type). Once a Keyword Value is locked, the Keyword field is disabled and the Keyword Value cannot be changed until it is unlocked (i.e., the **Lock** button is clicked again).

Some additional information about locked Keyword Values:

- If the Keyword has a Data Set or Cascading Data Set configured for it, the drop-down arrow is hidden when the Keyword field is locked.

- If you are pressing **Tab** or **Enter** to navigate among Keyword fields in the Keyword panel, locked Keyword fields are skipped and the focus is set to the next, unlocked Keyword field.

- A locked Keyword Value has the ability to “skip” documents in the batch that are indexed or re-indexed as Document Types not associated with that Keyword Type. The locked Keyword Value is applied to the next document in the batch that associated with its Keyword Type.

- Keyword locks created for one batch are not “carried over” to the next batch that is indexed or re-indexed.

  For example: You locked *9-Second Foods* as the **Vendor Name** Keyword Value while indexing Batch #101. Once that batch is indexed and routed to the next batch status queue, *9-Second Foods* will no longer be locked as the **Vendor Name** Keyword Value; when you index Batch #102, 9-Second Foods will not be set and locked as the **Vendor Name** Keyword Value.

- Keyword locks are not “carried over” when a new scan queue is selected.

- Keyword locks placed on a document/batch in one batch status queue (e.g., **Awaiting Index**, **Awaiting Re-Index**) are not maintained once the document/batch is routed to the next batch status queue (e.g., **Index in Progress**, **Re-Index in Progress**); the Keyword Values that were locked for that document/batch are no longer locked.

- Locking the primary Keyword Value of an AutoFill Keyword Set will trigger the AutoFill Keyword Set to expand. Once the secondary Keyword Values are populated, they are locked.

- If a primary Keyword Value of an AutoFill Keyword Set is locked/unlocked, the secondary Keyword Values are also locked/unlocked.

- During indexing or re-indexing, if a locked Keyword Value is part of a Multi-Instance Keyword Type Group and you switch to a Document Type associated with
the same Multi-Instance Keyword Type Group, but the second Document Type has a default Keyword Value configured for the Keyword Type that has a locked Keyword Value, then the default Keyword Value will NOT replace the locked Keyword Value, nor will any other default Keyword Values configured for Keyword Types that are part of the Multi-Instance Keyword Type Group be populated upon switching Document Types.

However, if the locked Keyword Value is blank, a second instance of the Multi-Instance Keyword Type Group is added to the document: the initial instance contains the locked, blank Keyword Value and the second instance contains the unlocked, default Keyword Value.

If multiple locked Keyword Values are part of the Multi-Instance Keyword Type Group, all locked Keyword Values must to be blank in order to add a second instance of the Multi-Instance Keyword Type Group to the document when switching Document Types as described above. If one or more of the locked Keyword Values is not blank, then none of the default Keyword Values configured for Keyword Types associated with the Multi-Instance Keyword Type Group are populated upon selecting the second Document Type.

- If a locked Keyword Value is part of a Multi-Instance Keyword Type Group, and your scan queue is configured to carry over Keyword Values and overwrite any pre-existing Keyword Values for the current document (e.g., values entered during pre-indexing) from the preceding document when switching between Document Types during indexing or re-indexing, then two instances of the Multi-Instance Keyword Type Group are created: one with only the locked Keyword Values and one with all Keyword Values (all Keyword Values will be unlocked).

- When using Keyword Value locks, there can be undesired results when changing Document Types. Two Document Types may share the same Keyword Type(s), but their Keyword Values can be stored in different Keyword Type structures (e.g., individual Keywords, Keyword Type Groups, Multi-Instance Keyword Type Groups, etc.).

When a user changes Document Types (and, knowingly or unknowingly, changes Keyword Type structures), Keyword Values may be re-ordered; this is of special concern when one or both of the Document Types is associated with a Multi-Instance Keyword Type Group because the identified relationships among Keyword Values can be lost. For example:

When indexing an invoice document, you entered Keyword Values for the invoiced items (**Item #, Description, Price Per Unit**), locked them, and then switched the Document Type from **AP - Invoices** to **AP - Packing Slips** and then back to **AP - Invoices**. The Keyword Values you entered are part of a Multi-Instance Keyword
Type Group for the **AP - Invoices** Document Type, but not the **AP - Packing Slips** Document Type.

When the Keyword Values were entered for the **AP - Invoices** Document Type, their relationship to one another was identified by the Multi-Instance Keyword Type Group (e.g., the **Item #**, **Description**, and **Price Per Unit** values were correctly grouped together), but once the document's Document Type was changed, this relationship information was discarded. When the document's Document Type was changed again to **AP - Invoices**, the relationship among the Keyword Values could not be determined and they were re-ordered in the Keyword panel (e.g., the **Item #** was associated with the wrong **Description**, the **Description** was associated with the wrong **Price Per Unit**, etc.).

**Caution:** For this reason, switching between Keyword Type structures is NOT recommended.

At any time, to clear all Keyword Values from the Keyword panel, click the **Clear Keywords** button in the Keyword panel’s header.

![Keywords](image)

**Note:** Be aware that Keyword Values that are modified or added to documents during re-indexing are not reflected in the document’s Document History.
8. Once all indexing information has been entered for the current document, click **Index**. The document is marked as re-indexed; a check mark is displayed next to it in the **Documents** pane and it can no longer be viewed in the Document Viewer.

![Number of Documents: 3](image)

**Note:** Marking a document as re-indexed cannot be undone by clicking the **Undo** button.

**Tip:** A re-indexed document can be viewed in the Document Viewer outside of the indexing process. See Viewing Documents in a Batch on page 96 for more information.


- To re-index this document, repeat Steps 5-8 for the selected document.
- To skip this document and display the next document in the batch, click the **Skip Document** button in the **Indexing** pane.
- To append the current document to the previously-indexed document, click **Append** in the **Indexing** pane.
- To delete the current document, click the **Delete Document** button in the **Indexing** pane.
10. Once all documents in the batch have been re-indexed, the batch is routed to the next batch status queue configured for the scan queue.

The Filter by Status task pane is updated with the batch’s new batch status queue. The Indexing pane, Documents pane, and Document Viewer are cleared from the Batch Indexing Layout and the Scan Queue pane is displayed.

ADMINISTRATION

You can perform Document Imaging administration tasks within the Unity Client. These tasks require no additional User Group rights or privileges.

Some administrative tasks affect only batch scanning, some affect only batch indexing, and some affect both.
Batch Scanning

There are four Batch Scanning administration tasks:

- **Filtering Scan Queues.** This task allows you to configure a scan queue to be displayed or hidden for the current user on this workstation.
  For more information, see Filtering Scan Queues for Batch Scanning on page 131.

- **Configuring the Keyword Panel for Pre-Indexing.** This task allows you to specify which Keyword fields are displayed in the Keyword panel for each scan queue/Document Type combination.
  For more information, see Configuring the Keyword Panel for Pre-Indexing on page 131.

- **Managing Scan Formats.** This task allows you to create or modify scan formats and assign a default scan format to a scan queue.
  For more information, see Managing Scan Formats on page 132.

- **Selecting a Scan Source.** This task allows you to assign a scanner to the selected scan format. When this scan format is used, the selected scanner is used to scan batches.
  For more information, see Selecting a Scan Source on page 142.

**Filtering Scan Queues for Batch Scanning**

You can filter the scan queues that are displayed in the Batch Scanning layout to only display the scan queues that are relevant to your work.

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**Note:** Depending on your configuration, there may be scan queues that you do not have rights to view. This administration task has no effect on those scan queues; it only allows you to hide or display those scan queues that you have rights to.

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**Note:** The same scan queue filtering that is applied to Batch Scanning is also applied to Batch Indexing. When configuring scan queue filtering, ensure that all desired scan queues are being displayed in Batch Scanning and Batch Indexing.

For information on how to configure scan queue filtering, see Filtering Scan Queues for Batch Indexing on page 144.

**Configuring the Keyword Panel for Pre-Indexing**

You can specify which Keyword fields assigned to a selected Document Type are displayed in the Keyword panel when pre-indexing a document.
The custom Keyword panel you configure is dependent on the Document Type/scan queue combination it is configured for; a Keyword field may be displayed for a Document Type in one scan queue but it also may be hidden for the same Document Type in a different scan queue.

**Note:** The same custom Keyword panel is displayed when pre-indexing a document and indexing a document. When configuring a custom Keyword panel, ensure that all desired Keyword fields are being displayed in pre-indexing and in indexing.

For information on how to configure Keyword filtering to display a custom Keyword panel, see Configuring the Keyword Panel for Batch Indexing on page 146.

**Managing Scan Formats**

A scan format contains information about the scanner settings, size of documents, and file compression for the scanned documents. Scan formats are stored in the OnBase database; however, they are only available to the workstations that they were created on.
CREATING A SCAN FORMAT

To create a scan format:

1. In the Batch Scanning layout, select a scan queue in the Available Scan Queues pane. It does not matter which scan queue you select; the scan format that you create will be available to all scan queues from this workstation.

2. Right-click in the Batch Scanning layout and select Scan Format Setup. The Scan Format Setup dialog box is displayed.

3. Enter a name for the scan format.

4. Select a scanning method by selecting its associated radio button.

**Note:** The Kofax, ISIS, WIA Scanner, and WIA Camera radio buttons are not currently available. Only TWAIN scanning can be performed in Document Imaging for the Unity Client in OnBase 11.0.0.
5. Click **Create**. You are prompted to select an imaging device.

6. Select the imaging device and click **OK**.

   The **Scanner Setup** and **Document Setup** dialog boxes are automatically displayed in succession. For information on the options in these dialog boxes, see Scanner Setup on page 136 and Document Setup on page 137.

   **Note:** When modifying an existing scan format, the **Scanner Setup** and **Document Setup** dialog boxes are not displayed automatically. They must be accessed by clicking the associated buttons on the **Scan Format Setup** dialog box.

7. Once all options have been configured for the scan format, click **Exit** to return to the **Batch Scanning** layout.
MODIFYING A SCAN FORMAT

To modify an existing scan format:

1. In the Batch Scanning layout, select a scan queue in the Available Scan Queues pane. It does not matter which scan queue you select; you will be able to modify any scan format available to this workstation.

2. Right-click in the Batch Scanning layout and select Scan Format Setup. The Scan Format Setup dialog box is displayed.

3. Select the scan format to be modified and perform one or more of the following:
   - To modify the scan method associated with the scan format, select the radio button associated with the scan method you wish to assign to the scan format.

**Note:** The Kofax, ISIS, WIA Scanner, and WIA Camera radio buttons are not currently available. Only TWAIN scanning can be performed in Document Imaging for the Unity Client in OnBase 11.0.0.

   - To modify the Scanner Setup options, click Scanner Setup. For more information, see Scanner Setup on page 136.
• To modify the Document Setup options, click **Document Setup**. For more information, see Document Setup on page 137.

4. Once all options have been configured for the scan format, click **Exit** to return to the **Batch Scanning** layout.

**Scanner Setup**

Scanner-specific configuration options are available under the **Scanner Setup** button. The user interface and the configuration options that are displayed depend on the type of scanner being used.

Caution:  Do not change these options unless you fully understand the implications of the new values you are setting or are advised by a technical support representative.

To set any scanner-specific configuration options:

1. Click the **Scanner Setup** button. The **Select Scanner Source** dialog box is displayed.

2. Set the configuration options as needed for your Document Imaging solution. A few tips about the options that might be displayed:

   • It is considered a best practice to scan all documents as bi-tonal (black and white) images, unless your business specifically requires that they be scanned in grayscale or color. Bi-tonal images require far less disk space and will load faster than grayscale or color images.

Note: If you are storing grayscale or color images and the bit setting is too low, colors available are substituted for the actual colors in the scanned image, resulting in scanned pages that do not look exactly like the originals.

   • It is considered a best practice to always set scanning resolution settings to a squared value (i.e., 100x100, 200x200, 300x300 dpi). It is not recommended that an unsquared value be used for a scanning resolution (i.e., 100x200, 200x300 dpi).

   • It is considered a best practice that you take several factors (i.e., disk space requirements, document loading times and the appearance of the image document) into consideration when setting the resolution of your image documents during scanning. As the resolution of an image file increases, the image is displayed more clearly, but the amount of disk space required for that image and the time it takes the document to load increase substantially.
Unless your business specifically requires scanning images at a high resolution, most documents should be scanned at 200 dpi; 300 dpi should be used for image documents that will undergo OCR or bar code processing.

If poor bar code recognition or OCR results are reported at 300 dpi, the resolution of the documents should be increased incrementally until acceptable results are achieved.

**Document Setup**

The **Document Setup** dialog box contains options that allow you to set document and page rotation options for the documents being scanned in the batch.
To set the Document Setup options for the scan format:

1. Click the **Document Setup** button. The **Document Setup** dialog box is displayed.

![Document Setup dialog box]

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One Document</strong></td>
<td>Select this option to assign all pages in the batch to the same document. When enabled, this option is overridden by the <strong>Blank Page Separation</strong>, <strong>Patch Code Separation</strong>, and <strong>Barcode Separation</strong> options if the scan queue is configured to use them.</td>
</tr>
<tr>
<td><strong>Break on new file (scan from disk)</strong></td>
<td>This option is intended for use with Scan from Disk operations. Scan from Disk is not currently available for Document Imaging for the Unity Client.</td>
</tr>
<tr>
<td>Setting</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Multiple Documents</td>
<td>Select this option to assign the pages in the batch to multiple documents. When this option is selected, the <strong>Pages per document</strong> and <strong>Adjust for Duplex</strong> options are enabled.</td>
</tr>
<tr>
<td><strong>Pages per document</strong></td>
<td><strong>Note:</strong> This option is enabled when the <strong>Multiple Documents</strong> radio button is selected.</td>
</tr>
<tr>
<td></td>
<td>Enter (or use the &lt;&lt; or &gt;&gt;) buttons to select the number of pages that are assigned to each document in the batch.</td>
</tr>
<tr>
<td></td>
<td>The <strong>Pages per document</strong> value should be set to the actual number of pages per document or, if documents in the batch are of different lengths, the lowest common multiple of the number of pages per document.</td>
</tr>
<tr>
<td><strong>Adjust for Duplex</strong></td>
<td><strong>Note:</strong> This option is enabled when the <strong>Multiple Documents</strong> radio button is selected.</td>
</tr>
<tr>
<td></td>
<td>Select this option to ensure that both sides of a dual-sided document are saved to the same document when using duplex or duplex-emulating scanning.</td>
</tr>
<tr>
<td></td>
<td>For example, if a dual-sided page is scanned and, according to the <strong>Pages per document setting</strong>, the back of the page should be used to create a new document, then the <strong>Adjust for Duplex</strong> setting forces the back page to be appended to the first document instead of being used as the first page of the second document, even if the number of pages per document then exceeds the <strong>Pages per document setting</strong>.</td>
</tr>
<tr>
<td><strong>Invert Colors</strong></td>
<td>Select this option to invert the image (e.g., black pixels are converted to white pixels and white pixels are converted to black pixels) after scanning.</td>
</tr>
<tr>
<td><strong>Show TWAIN interface when scanning</strong></td>
<td>Select this option to display the TWAIN scanner user interface each time a scan is performed.</td>
</tr>
</tbody>
</table>
2. Set the Document Setup options for the scan format as needed.
3. When finished, click **OK**.

**SPECIFYING A DEFAULT SCAN FORMAT FOR A SCAN QUEUE**

You can specify a default scan format for a scan queue so that each time this scan queue is selected, the Scan Format drop-down is populated with its default scan format.

To specify a default scan format for a scan queue:

1. In the **Batch Scanning** layout, select the scan queue you would like to assign the default scan format to from the **Available Scan Queues** pane.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rotation</strong></td>
<td>Select the radio button that describes how documents should automatically be rotated when displayed during scanning and indexing</td>
</tr>
<tr>
<td></td>
<td>• <strong>No Rotation</strong>. Pages are not rotated.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Rotate Left 90 degrees</strong>. Pages are rotated 90 degrees to the left.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Rotate Right 90 degrees</strong>. Pages are rotated 90 degrees to the right.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Rotate 180 degrees</strong>. Pages are rotated 180 degrees.</td>
</tr>
</tbody>
</table>
2. Right-click in the **Batch Scanning** layout and select **Scan Format Setup**. The **Scan Format Setup** dialog box is displayed.

![Scan Format Setup dialog box]

3. Select the scan format that you would like to assign as the default scan format for the selected scan queue.
4. Click **Exit**. The *Scan Format Setup* dialog box is closed and you are returned to the *Batch Scanning* layout.

Note that the scan queue’s default scan format is now listed in the *Available Scan Queues* pane and, when the scan queue is selected, the default scan format is automatically selected in the *Scan Format* drop-down select list.

---

### Selecting a Scan Source

Once you specified a default scan format for the selected scan queue, you can specify a default scan source to be used by that scan queue. This scan source can be used to override the scan format’s default scan source.

To specify a default scan source for the selected scan format:

1. In the *Batch Scanning* layout, select the scan queue you would like to select the scan source for from the *Available Scan Queues* pane.
2. Right-click in the **Batch Scanning** layout and select **Select Scan Source**. You are prompted to select an imaging device from a list of devices available to the workstation:

![Image showing the selection of an imaging device]

3. Select an imaging device from the list.
4. Click **OK**. You are returned to the **Batch Scanning** layout.

**Batch Indexing**

Batch Indexing administration tasks are initiated by the buttons in the **Configuration** ribbon group in the **Batch Indexing** layout.

![Image showing the Configuration ribbon group in the Batch Indexing layout]

**Filter by Status**

Number of ScanQueues: 4

<table>
<thead>
<tr>
<th>Scan Queue</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AP - Packing Slips</td>
<td>[0]</td>
</tr>
<tr>
<td>AP - Sales Reports</td>
<td>[8]</td>
</tr>
<tr>
<td>AP - Vendor Invoices</td>
<td>[5]</td>
</tr>
<tr>
<td>AR - Invoices</td>
<td>[1]</td>
</tr>
</tbody>
</table>

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There are two Batch Indexing administration tasks:

- **Filtering Scan Queues.** This task allows you to configure a scan queue (and its associated batches) to be displayed or hidden for the current user on this workstation. For more information, see Filtering Scan Queues for Batch Indexing on page 144.

- **Configuring the Keyword Panel.** This task allows you to specify which Keyword fields are displayed in the Keyword panel for each scan queue/Document Type combination. For more information, see Configuring the Keyword Panel for Batch Indexing on page 146.

**Filtering Scan Queues for Batch Indexing**

You can filter the scan queues that are displayed in order to show only the scan queues and batches that are relevant to your work.

**Note:** Depending on your configuration, there may be scan queue that you do not have rights to view. This administration task has no effect on those scan queues; it only allows you to hide or display those scan queues that you have rights to.

**Note:** The same scan queue filtering that is applied to Batch Indexing is also applied to Batch Scanning. When configuring scan queue filtering, ensure that all desired scan queues are being displayed in both Batch Indexing and Batch Scanning.
To filter scan queues:

1. From the Batch Indexing layout, click the Filter Scan Queues button in the Configuration ribbon group.

The Is Displayed column is displayed in the Scan Queue pane.
2. Ensure that the **Is Displayed** check box is selected for the scan queues that you would like to be available to you in the Unity Client on this workstation. The **Is Displayed** check box is selected for all scan queues, including any newly-created scan queues, by default.

De-select the **Is Displayed** check box for the scan queues that you would like to be hidden from you in the Unity client on this workstation.

- To select the **Is Displayed** check box for all scan queues you have rights to, click the **Select All** button in the **Configuration** ribbon group.
- To deselect the **Is Displayed** check box for all scan queues you have rights to, click the **Clear All** button in the **Configuration** ribbon group.

**Note:** When no scan queues are selected, all scan queues will be displayed by default.

3. Click the **Save** button in the Configuration ribbon group.

A confirmation message is displayed, and the **Scan Queue** pane and **Filter by Status** task panes are updated to reflect the scan queues (and their associated batches) that have been displayed or hidden.

**Configuring the Keyword Panel for Batch Indexing**

You can specify which Keyword fields assigned to a selected Document Type are displayed in the Keyword panel when indexing or pre-indexing a document. This allows you to show only those Keyword fields that are relevant to your work and to hide Keyword fields that are not relevant to pre-indexing or indexing (e.g., Status Keywords used for Workflow, any Keywords with default values that do not need to be changed, Keywords that have been configured to be read-only, etc.).

The custom Keyword panel you configure allows you to show/hide Keyword fields at a granular level and is dependent on the Document Type/scan queue combination it is configured for; a Keyword field may be displayed for a Document Type in one scan queue but it also may be hidden for the same Document Type in a different scan queue.

**Note:** The same custom Keyword panel is displayed when pre-indexing a document and indexing a document. When configuring a custom Keyword panel, ensure that the all desired Keyword fields are being showed in pre-indexing and in indexing.
To configure the Keyword panel:

1. From the Batch Indexing layout, click the Configure Keyword Panel button in the Configuration ribbon group.

The Configure Keyword Panel dialog box is displayed.
2. Using the **Scan Queue** drop-down select list, select the scan queue that you would like to configure.

**Note:** Only scan queues that you have rights to and that you have configured to be displayed in the Unity Client (see Filtering Scan Queues for Batch Indexing on page 144 for more information) are available to be selected in the **Scan Queue** drop-down select list.

3. Once a scan queue is selected, the **Document Type** drop-down select list is populated with the Document Types assigned to the selected scan queue. Using the **Document Type** drop-down select list, select the Document Type that you would like to configure the Keyword panel for.

Depending on your configuration, a default Document Type may be assigned to the scan queue; in this case, the scan queue's default Document Type is automatically selected in the **Document Type** drop-down select list.
Tip: Remember that you are configuring the Keyword panel for only this scan queue/Document type pairing. If you would like to configure the Keyword panel for the same Document Type when it is associated with another scan queue, you will need to complete that task separately.

Once the Document Type is selected, the Original Keyword Panel and New Keyword Panel lists are populated with the Keyword fields for the selected Document Type. By default, all Keyword fields are listed in the Original Keyword Panel list.
4. To configure a Keyword field to be displayed in the Keyword panel, it must be moved to the New Keyword Panel list.
   - To move a Keyword field from the Original Keyword Panel list to the New Keyword Panel list, double-click it.
   - To move all Keyword fields from the Original Keyword Panel list to the New Keyword Panel list, click the **Move All Keywords from the Original Keyword to the New Keyword Panel** button.
5. To configure a Keyword field to NOT be displayed in the Keyword panel, it must be moved to the Original Keyword Panel list.

- To move a Keyword field from the New Keyword Panel list to the Original Keyword Panel list, double-click it.
- To move all Keyword fields from the New Keyword Panel list to the Original Keyword Panel list, click the **Move All Keywords from the New Keyword Panel to the Original Keyword Panel** button.

**Caution:** After adding or removing Keyword Types or Keyword Type Groups from a Document Type for which a customized Keyword panel has already been created, ensure that the Keyword panel continues to display all of the correct Keyword fields. Adding or removing (or especially removing and then re-adding) a Keyword Type or Keyword Type Group to a Document Type may cause your customized Keyword panel to display Keyword fields that were previously configured to be hidden or to hide Keyword fields that were previously configured to be displayed.

6. Once you have configured the Keyword panel, click **Save**. A confirmation message is displayed.
Log Into the Client
Document Imaging takes place in the Client application. The first step is to log into the Client as a member of a user group that can perform Document Imaging.

Registering the Workstation

Selecting a License to Register
Scanning workstations in a production environment need to be registered with at least one of the following Production Document Imaging licenses:

- Production Document Imaging (ISIS)
- Production Document Imaging (Kofax or TWAIN)
- Production Document Imaging (TWAIN)

If purchased, all Production Document Imaging licenses can be simultaneously registered on a workstation.

When one or more Production Document Imaging licenses are registered, Desktop Document Imaging licenses cannot be registered.

Low volume, TWAIN-only desktop scanning solutions need to be registered with one of the following licenses:

- Desktop Document Imaging (15 ppm max)
- Desktop Document Imaging (30 ppm max)
- Desktop Document Imaging (200 pph max)
- Desktop Document Imaging (Unlimited)

The page limitation for each of these licenses is controlled by scanner speed, rather than by counting the pages. For example, a 30 ppm license will slow the scanner to the point where 30 pages per minute can be scanned. This is done by adding wait time in between pages; therefore, a scanner may be slower than expected.

Registering one Desktop Document Imaging license prevents the registration of any other Production or Desktop Document Imaging license.
Registering the License on the Workstation

Document Imaging does not need to be registered on indexing workstations. To register the workstation, in the Client program, select **Admin | User Management | Workstation Registration**.

The left side of the screen lists workstations logged into OnBase. The current workstation is listed at the top of the left side with an asterisk. The right side displays products registered to the selected workstation.

If the workstation is not registered for the appropriate product, click the drop-down arrow under the **Products Registered** section and select the appropriate option. If the appropriate option is not available, it may be registered to another workstation. Highlight each one and check the Products Registered list until the appropriate product is found, highlight its name in the list and click the **Revoke** button. Then, highlight the current workstation and register it for the appropriate product.

If the appropriate product does not appear in the drop down and it is not registered to any workstation, it is possible that an error has occurred. Remember, if a scan queue can be configured, the database should be licensed.

**Note:** Typically processing workstations should be registered as **Client Named** instead of **Client Concurrent**. This ensures that the processing workstation can always obtain access.
Open the Document Imaging Window

There are several ways to open the Document Imaging window:

- Select the **Scan/Index** option from the **Processing** menu.
- Click the **Scan/Index** toolbar button.
- Right-click on an open document and select **Scan More Pages**.
- Click **User | User Options** and select the **Startup** tab. Select the **Scan** check box to configure the Document Imaging window to open automatically when you log into OnBase. If **Iconized** is selected, the window will open in a minimized state.

To resize components of the Document Imaging window, click and drag the splitter bars. The OnBase Client module retains the size and location of the Document Imaging window across sessions of OnBase for each user on a particular workstation.

The left displays the scan queues and queue statuses, while the right side lists the items created in that state. Depending on the status of imaging batches and licensed products, your Document Imaging system may display one or more of the following batch status queues.
The Indexing Status Window displays messages regarding scanning and indexing activity. Depending on your system configuration, this information may also be written to a log file. Contact your solution provider for more information.

**Note:** If documents are swept into the system, no entry is made to the log.

<table>
<thead>
<tr>
<th>Queue List Window Entry</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scan Queues</td>
<td>Lists scan queues to which the user has rights.</td>
</tr>
<tr>
<td>Awaiting Image Processing</td>
<td>This queue contains batches of images that will undergo automatic modification or enhancement.</td>
</tr>
<tr>
<td>Awaiting QA Image Quality Review</td>
<td>This queue contains batches that will undergo the QA Image Quality review process to ensure that the documents meet quality standards.</td>
</tr>
<tr>
<td>Awaiting QA Rescan</td>
<td>This queue contains batches where one or more documents in the batch will be rescanned because of image quality issues.</td>
</tr>
<tr>
<td>Awaiting Barcode Processing</td>
<td>This queue allows batches of documents to undergo bar code processing on one processing workstation.</td>
</tr>
<tr>
<td>Awaiting Intelligent Automated Index</td>
<td>This queue contains batches that are awaiting Intelligent Automated Indexing. This process is initiated automatically. For more information, see the Intelligent Automated Indexing documentation.</td>
</tr>
<tr>
<td>Awaiting Automated Index</td>
<td>This queue allows you to perform Automated Indexing on batches of documents. For more information, see the Automated Indexing documentation.</td>
</tr>
<tr>
<td>Awaiting Scan Queue Sorting</td>
<td>This queue contains batches that will undergo scan queue sorting. Documents in these batches may be re-assigned to other scan queues and/or batch status queues based on their Document Types or Keyword Values.</td>
</tr>
<tr>
<td>Awaiting Index</td>
<td>This queue contains batches that are ready to be indexed.</td>
</tr>
<tr>
<td>Index in Progress</td>
<td>This queue contains batches that are partially indexed.</td>
</tr>
<tr>
<td>Secondary Awaiting Index</td>
<td>This queue contains batches configured for double-blind indexing that are awaiting secondary indexing by another user.</td>
</tr>
<tr>
<td>Queue List Window Entry</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Secondary Index in Progress</td>
<td>This queue contains batches configured for double-blind indexing that are undergoing secondary indexing by another user.</td>
</tr>
<tr>
<td>Incomplete Disconnected Scan</td>
<td>This queue contains batches that were partially-uploaded from the Disconnected Scanning module. If an error occurs or network connectivity is lost while a batch is being uploaded from Disconnected Scanning, some documents in the batch may be successfully uploaded to OnBase while others may remain on the Disconnected Scanning workstation. The documents that were successfully uploaded reside in a batch in the <strong>Incomplete Disconnected Scanning</strong> queue. For more information, see the Disconnected Scanning documentation.</td>
</tr>
<tr>
<td>Awaiting Reindex</td>
<td>Contains batches that can have changes made to Keyword Values and/or Document Types. The same user who performed the original indexing can make these changes.</td>
</tr>
<tr>
<td>Reindex in progress</td>
<td>Contains batches that are not completely re-indexed.</td>
</tr>
<tr>
<td>Awaiting Custom Process</td>
<td>Contains batches of documents that a custom process is scheduled to modify or use.</td>
</tr>
<tr>
<td>Awaiting Commit</td>
<td>Contains batches that are completely processed and awaiting verification.</td>
</tr>
<tr>
<td>Failed Automatic OCR</td>
<td>Contains batches that have not completed the OCR process successfully.</td>
</tr>
<tr>
<td>Committed</td>
<td>Contains batches that have been verified and submitted to the system as valid documents.</td>
</tr>
<tr>
<td>Incomplete Commit</td>
<td>Contains batches that have begun the commit phase but have not completed it. After fixing the issue, the batches should be re-committed.</td>
</tr>
</tbody>
</table>
Right-Click Menus

Within the Queue List Window

Right-clicking within the Queue List Window in the Working window displays options for refreshing the information in the Working window.

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refresh</td>
<td>Select to update the Document Imaging window with up-to-date information about scan queues and batch status queues.</td>
</tr>
<tr>
<td>Automatic Refresh</td>
<td>Select to automatically update the Document Imaging window with up-to-date information about scan queues and batch status queues every 30 seconds.</td>
</tr>
</tbody>
</table>

Within a Scan Queue

Right-clicking on a scan queue batch or blank area in the Working window (when a scan queue is selected on the left side of the screen) displays menu options for capturing document images. Right-click on a blank area in the Working window for options that are not batch specific. Right-click on the batch name for options that are batch-specific. For example, selecting Scan from Disk from a blank area will scan documents into a new batch. Selecting Scan from Disk when a batch is selected will scan images into an existing batch. These options are described in the following table.

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scan</td>
<td>Scans documents into OnBase from the scanner’s feed tray.</td>
</tr>
<tr>
<td>Scan From Disk</td>
<td>Prompts the user to browse to a file on a removable, network or local disk. The selected file is imported into OnBase.</td>
</tr>
<tr>
<td>Note: This option is only available with Kofax.</td>
<td></td>
</tr>
<tr>
<td>Sweep Directory</td>
<td>Prompts the user to browse to a folder on a removable, network or local disk. The selected files are imported into OnBase.</td>
</tr>
<tr>
<td>Index Batch</td>
<td>Begins indexing of batches that are in the Awaiting Index state. This option is an alternative to indexing from the Awaiting Index batch status queue, which displays all queues to which the user has rights. This alternative eliminates the need to scroll through multiple scan queues in the Awaiting Index batch status queue, which is particularly helpful when a user has access to a large number of scan queues.</td>
</tr>
<tr>
<td>Menu Option</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Schedule Sweep</td>
<td>Allows users to specify times and days for sweeping files.</td>
</tr>
<tr>
<td>Schedule Scan From Disk</td>
<td>Allows users to specify time and days for scanning from disk to occur.</td>
</tr>
<tr>
<td>Schedule Commit</td>
<td>Allows a user to specify times and days for batches in <strong>Awaiting Commit</strong> to be committed.</td>
</tr>
<tr>
<td>Schedule OCR</td>
<td>Allows a user to pre-designate times and days for OCRing documents.</td>
</tr>
<tr>
<td>Schedule PDF Conversion</td>
<td>Allows a user to pre-designate times and days for PDF conversion.</td>
</tr>
<tr>
<td>Scan Format Setup</td>
<td>Allows a user to specify settings for the scanner, documents and file compression.</td>
</tr>
<tr>
<td>Select Scan Source</td>
<td>Allows a user to select the scanner that will be used for scanning.</td>
</tr>
<tr>
<td>View Documents</td>
<td>Opens the batch displaying its list of documents. Double-click a document to display it in the viewer.</td>
</tr>
<tr>
<td>Show Batch Summary</td>
<td>Opens the Batch Summary Report for the selected batch, which gives information about the current batch status, number of indexed and unindexed documents, and the time and date of actions performed in the batch.</td>
</tr>
<tr>
<td>Clear Selected</td>
<td>De-selects the highlighted item.</td>
</tr>
<tr>
<td>Perform Image Segment Archive</td>
<td>Initiates Image Segment Archive mode for the batch.</td>
</tr>
<tr>
<td>Skip Image Segment Archive</td>
<td>Skips Image Segment Archive mode for the batch. Documents proceed to the next configured queue</td>
</tr>
<tr>
<td>Refresh</td>
<td>Reloads the <strong>Document Imaging</strong> window with updated information.</td>
</tr>
</tbody>
</table>

### Within a Batch Status Queue

The availability of options in the right-click menu is dependent on your configuration, user rights, and product licensing.
**Note:** Based on your system configuration, some of these options may be completed by double-clicking on the batch name within the batch status queue.

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Commit Selected</strong></td>
<td>Copies the data to the removable and mass storage copies of the disk group and flags the database record as committed. If multiple batches are committed at the same time and an error occurs when committing one of the batches, the commit process will continue to commit subsequent batches. <strong>Note:</strong> You must select this option from the right-click menu, even if your system is configured to perform work on batches by double-clicking the batch name within the batch status queue.</td>
</tr>
<tr>
<td><strong>Index Documents</strong></td>
<td>Displays the documents in the viewer and activates the <strong>Indexing</strong> dialog box. Indexers enter Document Types and keyword values for the documents. <strong>Note:</strong> If a user is working within this batch, it is locked to other users attempting to index or purge it.</td>
</tr>
<tr>
<td><strong>Perform Document Separation</strong></td>
<td>This option is available in the <strong>Awaiting Document Separation</strong> queue. Enables the user to separate pages of a batch into documents. The <strong>Document Separation Queue</strong> Batch Processing Option must be enabled.</td>
</tr>
<tr>
<td><strong>Skip Document Separation</strong></td>
<td>This option is enabled in the <strong>Awaiting Document Separation</strong> queue. Moves the selected batch to the <strong>Awaiting Index</strong> queue.</td>
</tr>
<tr>
<td><strong>OCR Batch/Attach Text</strong></td>
<td>The OCR engine reads the text and creates a report version of each image in the batch and saves it as a rendition. The <strong>OCR Batches</strong> Batch Processing Option must be enabled.</td>
</tr>
<tr>
<td>Menu Option</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Extract Index Information</td>
<td>Creates a comma delimited text file with keyword values from the document.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If there are multiple keyword values for one keyword type, using the <strong>F6</strong> function, only the first value listed will be extracted.</td>
</tr>
<tr>
<td>Locate Batch</td>
<td>Allows you to find a batch within the batch status queue by searching by a text string. The string can appear in any of the descriptions of the batch (e.g., <strong>Batch #</strong>, <strong>Batch Name</strong>, <strong>Scan Date - Time</strong>, etc.) The first batch associated with the string is displayed. Click <strong>Find</strong> again to find the next batch associated with the string.</td>
</tr>
<tr>
<td>Compress/Archive Selected</td>
<td>Removes non-retrieval document information from the database. When selected, the user is prompted with a confirmation message. Archived documents are retrieved under **File</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> See your system administrator if you do not have the <strong>Retrieve Archived Documents</strong> menu selection.</td>
</tr>
<tr>
<td>Redate Batch</td>
<td>Allows a user to apply a new date to the batch.</td>
</tr>
<tr>
<td>Rename Batch</td>
<td>Allows a user to rename the batch. Enter the new batch name and click <strong>OK</strong> to confirm.</td>
</tr>
<tr>
<td>Refresh Batch Status</td>
<td>Reloads current batch information to the <strong>Working</strong> window.</td>
</tr>
<tr>
<td>Perform Custom Process</td>
<td>Processes code contained in the <strong>mzBatchProcess.dll</strong>.</td>
</tr>
<tr>
<td>Create List Report</td>
<td>Generates a text report with keyword information and processing time of each of the documents in the batch.</td>
</tr>
<tr>
<td>Create Keyword List</td>
<td>Generates a list of keywords from each of the documents in the batch and writes it to the text file specified.</td>
</tr>
<tr>
<td>Show Batch Summary</td>
<td>Opens the Batch Summary Report for the selected batch, which gives information about the current batch status, number of indexed and unindexed documents, and the time and date of actions performed in the batch.</td>
</tr>
<tr>
<td>Change Scan Queue</td>
<td>Allows a user to change the scan queue to which the batch is assigned.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This does not change the disk group in which the documents are stored.</td>
</tr>
</tbody>
</table>
### Opening a Scan Queue

To open a scan queue, select **Scan Queues:** in the Queue List window. All scan queues configured for your OnBase are displayed in the Working window.

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Script</td>
<td>Displays a list of scripts to which the user has rights. Double-clicking the script’s name causes it to execute.</td>
</tr>
<tr>
<td>View Documents</td>
<td>Displays a list of the documents in the batch.</td>
</tr>
<tr>
<td>Export Selected</td>
<td>Displays the <strong>Export</strong> dialog box for writing batches of documents to CD.</td>
</tr>
<tr>
<td>Clear Selected</td>
<td>Deselects any batches that have been selected.</td>
</tr>
<tr>
<td>Select Batch Range</td>
<td>Allows a user to select a range of batches that appear in the <strong>right-hand window</strong>. To select a range, enter the batch numbers in the <strong>To</strong> and <strong>From</strong> fields.</td>
</tr>
<tr>
<td>Purge Selected</td>
<td>Deletes highlighted batches.</td>
</tr>
<tr>
<td>Refresh</td>
<td>Reloads updated information to the display.</td>
</tr>
</tbody>
</table>

**Note:** If a user is working within this batch, it is locked to other users attempting to index or purge it.
To filter the list of scan queues displayed in the Working window, enter all or part of a scan queue’s name in the Filter field above the Working window.

Once you have navigated to the desired scan queue, open it by double-clicking it in the Working window.

All batches associated with that scan queue are displayed in the Working window and some scan queue configuration options (e.g., scan format selection, scan source selection, scheduled sweep or scan from disk processes, etc.) are available from the right-click menu.

**Scan Formats**

A scan format contains information about the scanner settings, size of documents, and file compression for the scanned documents.

Each scan format is saved in a scan format .INI file. The .INI files are named using the following conventions:

- **Kofax**: kf<InstallID><FormatID>.ini
- **ISIS**: <InstallID>isis<FormatID>.ini
- **TWAIN**: <InstallID>twn<FormatID>.ini

A scan format’s .INI file is created when a user configures settings for the scan format by clicking the Scanner Setup button in the Scan Format Setup dialog box.

On workstations running Windows XP, these files are stored, by default, in the C:\Documents and Settings\All Users\Application Data\Hyland Software folder. On workstations running later versions of Windows, these files are stored, by default, in the C:\ProgramData\Hyland Software folder. Depending on your solution, these files may be stored in a different location.

**Note:** Scan Formats are associated with the workstation on which they were created, and cannot be copied or moved to another workstation just by copying or moving their associated INI files. For more information on importing or exporting Scan Formats, see Importing/Exporting a Scan Format on page 185.
To create a scan format:

1. In the Document Imaging window, right-click in the Working window within an open queue and select **Scan Format Setup**.

   ![Image of Scan Format Setup dialog box]

2. Enter a name for the scan format in the edit field on the **Scan Format Setup** dialog box, choose Kofax, Twain or ISIS, depending on the type of scanner driver in use, and click **Create**.

   The **Scanner Setup**, **Document Setup** and **File Format Setup** dialog boxes are displayed in succession.

   **Note:** When modifying an existing scan format, the **Scanner Setup**, **Document Setup** and **File Format Setup** dialog boxes are not displayed automatically. They must be accessed by clicking the associated buttons on the **Scan Format Setup** dialog box.

   **Note:** **Image Processing** is available only for Kofax scanning formats. See your Kofax documentation for a description of Image Processing options.
Scanner Setup

Scanner-specific configuration options are available under the **Scanner Setup** button. The user interface and the configuration options that are displayed depend on the type of scanner being used.

**Caution:** Do not change these options unless you fully understand the implications of the new values you are setting or are advised by a technical support representative.

To set any scanner-specific configuration options:

1. Click the **Scanner Setup** button. The **Select Scanner Source** dialog box is displayed.
2. Set the configuration options as needed for your Document Imaging solution. A few tips about the options that might be displayed:
   - It is considered a best practice to scan all documents as bi-tonal (black and white) images, unless your business specifically requires that they be scanned in grayscale or color. Bi-tonal images require far less disk space and will load faster than grayscale or color images.
   - It is considered a best practice to always set scanning resolution settings to a squared value (i.e., 100x100, 200x200, 300x300 dpi). It is not recommended that an unsquared value be used for a scanning resolution (i.e., 100x200, 200x300 dpi).
   - It is considered a best practice that you take several factors (i.e., disk space requirements, document loading times and the appearance of the image document) into consideration when setting the resolution of your image documents during scanning. As the resolution of an image file increases, the image is displayed more clearly, but the amount of disk space required for that image and the time it takes the document to load increase substantially.

   Unless your business specifically requires scanning images at a high resolution, most documents should be scanned at 200 dpi; 300 dpi should be used for image documents that will undergo OCR or bar code processing.

   If poor bar code recognition or OCR results are reported at 300 dpi, the resolution of the documents should be increased incrementally until acceptable results are achieved.
3. Click **Properties**. The **Source Properties** dialog box is displayed.
4. Kofax ImageControls screen is available only when using the Kofax software. These properties are applied to the image before reaching OnBase, which is before the Scan Format settings and Process Options take effect.

<table>
<thead>
<tr>
<th>Source Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front/Back Picking Rectangle</td>
<td>The picking rectangle defines an area on the page to be scanned. Defining this area saves storage space by eliminating unnecessary image data. When scanning in duplex mode, you can define two different areas for the front and back pages of your document. <strong>Top:</strong> Specifies the location of the top of the rectangle, relative to the top of the original image. <strong>Left:</strong> Specifies the location of the left side of the rectangle, relative to the left side of the original image. <strong>Width:</strong> Specifies the width of the picking rectangle. <strong>Height:</strong> Specifies the height of the picking rectangle.</td>
</tr>
</tbody>
</table>
### Document Setup

The **Document Setup** button allows you to set document and page rotation options for the documents being scanned.

<table>
<thead>
<tr>
<th>Source Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front/Back Rotation</td>
<td>Specifies the number of degrees clockwise to rotate the image before saving to disk. These properties can be set differently for front and back sides of pages when scanning in duplex mode. The image is stored on disk in this orientation because the image is rotated by the Kofax engine before it is archived into the system.</td>
</tr>
<tr>
<td>Front/Back Delete Blank Page Threshold</td>
<td>Specifies the compressed file size that will be used to determine if the image is a blank page or not. This is similar to the blank page threshold in the scan queue process settings, but only one of these two methods should be used at a time, do not configure both for the same scan queue.</td>
</tr>
<tr>
<td>Prescan (cache)</td>
<td>Specifies the number of images temporarily stored on the Kofax hardware accelerator. This allows for continuous scanning until the cache is full.</td>
</tr>
<tr>
<td><strong>Note:</strong> The size of the cache is limited by the amount of memory on the Kofax accelerator.</td>
<td></td>
</tr>
<tr>
<td>Page Timeout (secs)</td>
<td>Specifies the number of seconds the scanner waits to receive a page in the document feeder.</td>
</tr>
</tbody>
</table>
**KOFAX & ISIS DOCUMENT SETUP**

To access the Document Setup options:

1. Select a Kofax or ISIS scan format in the **Scan Format Name** list.
2. Click **Document Setup**. The **Document Setup** dialog box is displayed.
## Setting Description

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duplex Emulation</td>
<td>Scanners that support duplex scanning can scan double-sided documents without operator intervention. Duplex emulation allows a non-duplexing scanner to simulate a duplexing scanner, but requires operator intervention to flip the documents after the front pages are scanned. Select this check box to scan duplex documents with an Automatic Document Feed (ADF) scanner that does not support duplex scanning. When this option is selected, the front pages of a stack of documents are scanned first. When scanning is completed, a message displays and instructs you to flip the documents (in order) to scan the backside. The system places the backside of each page after the front side, so that the entire document is in order. If the <strong>Duplex Emulation</strong> check box is not selected, the backsides of scanned documents would appear in order, after the last front-side that was scanned.</td>
</tr>
<tr>
<td>One Document</td>
<td>Select this option when all pages scanned belong to a single document, until the user performing the scanning indicates otherwise. This option is overridden by the <strong>Blank Page Separation</strong>, <strong>Patch Code Separation</strong>, and <strong>Barcode Separation</strong> options, if the scan queue is so configured.</td>
</tr>
<tr>
<td>Break on new file (scan from disk)</td>
<td>Used with <strong>One Document</strong> setting for scan from disk operations. When this option is selected, each file in the directory will be brought in as one single document. When used in conjunction with Document Type barcodes, the file will break according to the barcode, regardless of this setting. If some of the documents in the batch have no barcodes, the setting will apply and each file will break into a new document.</td>
</tr>
<tr>
<td>Multiple Documents</td>
<td>Select this option when the pages scanned result in more than one document. Activates the <strong>Add pages that match</strong> check box.</td>
</tr>
<tr>
<td>Setting</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Pages per document</td>
<td>Used with the Multiple Documents setting. Enter the number of pages per document. Use the &lt;&lt; and &gt;&gt; buttons to decrease or increase this number.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This number is equal to the actual number of pages per document or the lowest common multiple of the number of pages per document.</td>
</tr>
<tr>
<td>Adjust for Duplex</td>
<td>Used with the Multiple Documents setting. Selecting this check box ensures that both sides of a dual-sided document are saved to the same document when using duplex or duplex-emulating scanning. For example, if a dual-sided page is scanned and, according to the Pages per document setting, the back of the page should be used to create a new document, then the Adjust for Duplex setting forces the back page to be appended to the first document instead of being used as the first page of the second document, even if the number of pages per document then exceeds the Pages per document setting.</td>
</tr>
<tr>
<td>Add pages that match</td>
<td>Indicates that consecutive pages with barcodes that identify the same Document Type and keyword values are considered part of the same document during the scanning process.</td>
</tr>
<tr>
<td>No Rotation</td>
<td>Pages are not rotated during scanning or display.</td>
</tr>
<tr>
<td>Rotate Left 90 degrees</td>
<td>Pages are rotated one turn to the left during scanning. This rotation is limited to the display during scanning process.</td>
</tr>
<tr>
<td>Rotate Right 90 degrees</td>
<td>Pages are rotated one turn to the right during scanning. This rotation is limited to the display during scanning process.</td>
</tr>
<tr>
<td>Rotate 180 degrees</td>
<td>Pages are rotated two turns during scanning. This rotation is limited to the display during the scanning process.</td>
</tr>
</tbody>
</table>

**Note:** The rotation settings are limited to how the images are displayed when viewed in OnBase; the images are stored in the Disk Group using the orientation they had when they were scanned. However, when rotation is set at the scanner level (e.g., in the TWAIN user interface) the rotated images are saved in the Disk Group.
**TWAIN DOCUMENT SETUP**

To access the Document Setup options:

1. Select a TWAIN scan format in the *Scan Format Name* list.
2. Click **Document Setup**. The **Document Setup** dialog box is displayed.
<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
</table>
| Duplex Emulation            | Scanners that support duplex scanning can scan double-sided documents without operator intervention.  
                              | Duplex emulation allows a non-duplexing scanner to simulate a duplexing scanner, but requires operator intervention to flip the documents after the front pages are scanned.  
                              | Select this check box to scan duplex documents with an Automatic Document Feed (ADF) scanner that does not support duplex scanning.  
                              | When this option is selected, the front pages of a stack of documents are scanned first. When scanning is completed, a message displays and instructs you to flip the documents (in order) to scan the backside. The system places the backside of each page after the front side, so that the entire document is in order.  
                              | If the Duplex Emulation check box is not selected, the backsides of scanned documents would appear in order, after the last front-side that was scanned.                                                                                                                                               |
| One Document                | Select this option when all pages scanned belong to a single document, until the user performing the scanning indicates otherwise. This option is overridden by the Blank Page Separation, Patch Code Separation, and Barcode Separation options, if the scan queue is so configured.  |
| Break on new file (scan from disk) | Used with One Document setting for scan from disk operations. When this option is selected, each file in the directory will be brought in as one single document.  
                              | When used in conjunction with Document Type barcodes, the file will break according to the barcode, regardless of this setting. If some of the documents in the batch have no barcodes, the setting will apply and each file will break into a new document.                                                                                     |
| Multiple Documents          | Select this option when the pages scanned result in more than one document.  
<pre><code>                          | Activates the Add pages that match check box.                                                                                                                                                                                                                                      |
</code></pre>
<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pages per document</td>
<td>Used with the <strong>Multiple Documents</strong> setting. Enter the number of pages per document. Use the <code>&lt;&lt;</code> and <code>&gt;&gt;</code> buttons to decrease or increase this number.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This number is equal to the actual number of pages per document or the lowest common multiple of the number of pages per document.</td>
</tr>
<tr>
<td>Adjust for Duplex</td>
<td>Used with the <strong>Multiple Documents</strong> setting. Selecting this check box ensures that both sides of a dual-sided document are saved to the same document when using duplex or duplex-emulating scanning. For example, if a dual-sided page is scanned and, according to the <strong>Pages per document setting</strong>, the back of the page should be used to create a new document, then the <strong>Adjust for Duplex</strong> setting forces the back page to be appended to the first document instead of being used as the first page of the second document, even if the number of pages per document then exceeds the <strong>Pages per document setting</strong>.</td>
</tr>
<tr>
<td>Add pages that match</td>
<td>Indicates that consecutive pages with barcodes that identify the same Document Type and keyword values are considered part of the same document during the scanning process.</td>
</tr>
<tr>
<td>No Rotation</td>
<td>Pages are not rotated during scanning or display.</td>
</tr>
<tr>
<td>Rotate Left 90 degrees</td>
<td>Pages are rotated one turn to the left during scanning. This rotation is limited to the display during scanning process.</td>
</tr>
<tr>
<td>Rotate Right 90 degrees</td>
<td>Pages are rotated one turn to the right during scanning. This rotation is limited to the display during scanning process.</td>
</tr>
<tr>
<td>Rotate 180 degrees</td>
<td>Pages are rotated two turns during scanning. This rotation is limited to the display during the scanning process.</td>
</tr>
<tr>
<td>Show TWAIN interface when scanning</td>
<td>Select this check box to display the TWAIN scanner user interface each time a scan is performed.</td>
</tr>
</tbody>
</table>
Note: The rotation settings are limited to how the images are displayed when viewed in OnBase; the images are stored in the Disk Group using the orientation they had when they were scanned. However, when rotation is set at the scanner level (e.g., in the TWAIN user interface) the rotated images are saved in the Disk Group.

### File Format Setup

The **File Format Setup** button allows you to select attributes for the stored image, such as file type, compression type, and other image attributes. OnBase supports a wide variety of image file formats as well as several compression types.
**Tip:** TIFF is the preferred file format for storing images in OnBase. Whenever possible, it is considered a best practice to store image documents as bi-tonal (black and white) TIFF-Group IV files. If you need to store documents as color or grayscale images, it is considered a best practice to store them as JPEG files.

### KOFAX FILE FORMAT SETUP

The **Storage Properties** dialog box allows you to specify the type of file you want the scanner to generate to save the images as they are scanned. To configure storage properties for scanners using Kofax software:

1. Select a Kofax scan format in the **Scan Format Name** list.
2. Click **File Format Setup**. The **Storage Properties** dialog box displays.

![Storage Properties Dialog Box](image)

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File Type</strong></td>
<td>Select the type of file format for the pages scanned with this format.</td>
</tr>
<tr>
<td><strong>Note:</strong> Scanning to the <strong>PDF</strong> file type is not supported by OnBase Document Imaging. Image documents can be converted to PDF documents by a batch process in the <strong>Awaiting PDF Conversion</strong> batch status queue prior to being committed. Contact your system administrator for more information.</td>
<td></td>
</tr>
<tr>
<td><strong>Compression</strong></td>
<td>Choose the type of compression to use with the file type selected.</td>
</tr>
<tr>
<td><strong>Note:</strong> This affects the size of the files that are generated, and could affect overall image quality.</td>
<td></td>
</tr>
</tbody>
</table>
TWAIN FILE FORMAT SETUP

The Twain File Format Setup dialog box allows you to specify what type of image file format you want the system to use when storing scanned images with this scan format.

![Twain File Format Setup Dialog Box]

**Note:** This dialog box will only be displayed if the Twain option is selected when the scan format is created.

To configure the image file format to use when using the selected scan format:

1. From the Scan Format Setup dialog box, select the scan format in the Scan Format Name list and click File Format Setup.
2. Select a file format from the Default File Format drop-down. You can override the file format selected during the actual scanning process, but this format will be used if no other selection is made during scanning.
3. Click Save.

**Tip:** If you are using a TWAIN scanner with VRS (a technology that can identify color and bitonal images within the same batch), set your Default File Format drop-down to TIFF - Group IV. Color images will be stored in OnBase as TIFF - LZW files and bitonal images will be stored as TIFF - Group IV files.

**Note:** Prior to OnBase 7.3.0, the Twain File Format Setup dialog box contained Image Attribute configuration options. These options are now controlled by your scanner; click Scanner Setup in the Scan Format Setup dialog box to configure the Image Attributes for the selected Scan Format.

For more information see Scan Formats on page 163.

**Image Processing**
You can set up special image processing options when using a Kofax scanner driver. These options allow you to enhance images as they are scanned, to make them clearer. For further information on these settings, refer to your Kofax ImageControls documentation.

**Note:** Enabling these options increases capture time.

**BORDER REMOVAL**

**Border Removal** changes black border area on scanned image (occurs during the scanning process on certain scanners) to white.

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable</td>
<td>Activates black border removal, which changes black pixels to white, keeping the original document dimensions.</td>
</tr>
<tr>
<td>Crop</td>
<td>Removes black pixels from the image border, reducing the size of the image by the amount of border removed.</td>
</tr>
</tbody>
</table>
**DESHADE**

*Deshade* eliminates gray or shaded areas (groups of speckles) from an image without affecting the text in those areas. Removes green bar from scanned reports.

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Noise Gap</td>
<td>Specifies the maximum number of consecutive white pixels that are considered part of the border. If the number of white pixels encountered in the border is greater than the number specified in this field, the system treats the area as the edge of the page and stops the border removal process.</td>
</tr>
</tbody>
</table>

**DESKEW**

*Deskew* straightens and scales misaligned images, which improves readability and OCR accuracy. The image needs horizontal and/or vertical flow for successful deskewing.

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable</td>
<td>Activates detection of shaded areas.</td>
</tr>
<tr>
<td>Enable</td>
<td>Activates removal of shaded areas based on the configured parameters.</td>
</tr>
<tr>
<td>Minimum Width of Area</td>
<td>Defines the minimum width of the shaded area to remove.</td>
</tr>
<tr>
<td>Minimum Height of Area</td>
<td>Defines the minimum height of the shaded area to remove.</td>
</tr>
<tr>
<td>Maximum Speckle Width</td>
<td>Defines the width of an individual speckle in the shaded area.</td>
</tr>
<tr>
<td>Maximum Speckle Height</td>
<td>Defines the height of an individual speckle in the shaded area.</td>
</tr>
<tr>
<td>Speckle Width Compensation</td>
<td>Defines a number of pixels to add to the Maximum Speckle Width to detect variable speckle sizes.</td>
</tr>
<tr>
<td>Speckle Height Compensation</td>
<td>Defines a number of pixels to add to the Maximum Speckle Height to detect variable speckle sizes.</td>
</tr>
</tbody>
</table>
**Despeckling**

Despeckling removes groups of black pixels (commonly called background noise) from an image.

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Angle</td>
<td>Defines the minimum angle, from the vertical axis, to correct. The valid range is from 0.1 to 12.0 degrees. Higher degrees of correction increase processing time and scales the original image.</td>
</tr>
<tr>
<td>Maximum Angle</td>
<td>Defines the maximum angle, from the vertical axis, to correct. The valid range is from 0.1 to 12.0 degrees. Higher degrees of correction increase processing time and scales the original image.</td>
</tr>
</tbody>
</table>

**Edge Enhancement**

Edge enhancement displays the Image Filter Properties dialog box, which provides options for smoothing the edges of characters and lines to improve readability. You can select one or more of the following filters to apply to an image simultaneously.

<table>
<thead>
<tr>
<th>Properties</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable</td>
<td>Activates the despeckle process.</td>
</tr>
<tr>
<td>Height</td>
<td>Determines the maximum height of unwanted speckles.</td>
</tr>
<tr>
<td>Width</td>
<td>Determines the maximum width of unwanted speckles.</td>
</tr>
<tr>
<td>Filter</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Character Smoothing</strong></td>
<td>Useful for improving readability for OCR by changing pixel (px) colors on the edges of lines or characters to match surrounding pixels.</td>
</tr>
<tr>
<td><strong>Thinning Filter</strong></td>
<td>Thins lines and characters by changing black pixels to white, (depending on their proximity to other white pixels). In some cases it removes background shading or speckling. Designed for use on images or characters that are ballooned or blended together.</td>
</tr>
<tr>
<td><strong>Thicken Filter</strong></td>
<td>Thickens lines and characters by changing white pixels to black, (depending on their proximity to other black pixels). In some cases it exaggerates background shading and speckling.</td>
</tr>
<tr>
<td><strong>Smooth and Clean</strong></td>
<td>Smooths characters/may remove lines. Changes black pixels to white if they are not part of a 2 x 2 (or greater) block of black pixels. Combine with the <strong>Deshading, Despeckling</strong>, and <strong>Line Removal</strong> options for best results.</td>
</tr>
<tr>
<td><strong>Fill Line Breaks</strong></td>
<td>Fills and smooths lines by changing black pixels to white if they are not part of a 2 x 2 block of white pixels. May merge horizontal and/or vertical lines, depending on their proximity to each other.</td>
</tr>
<tr>
<td><strong>Smooth, Clean + preserve h&amp;v lines</strong></td>
<td>Similar to <strong>Smooth and Clean</strong>, but preserves horizontal and vertical lines.</td>
</tr>
<tr>
<td><strong>Fill Line Breaks + preserve h&amp;v lines</strong></td>
<td>Similar to <strong>Fill Line Breaks</strong>, but preserves horizontal and vertical lines. Best used for images with parallel lines that are close together.</td>
</tr>
</tbody>
</table>
STREAK REMOVAL

**Streak Removal** eliminates marks that are on the original document or created during the scanning process.

<table>
<thead>
<tr>
<th>Filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Thicken Filter</td>
<td>Thickens lines and characters, to a lesser degree than <strong>Thicken Filter</strong>. Should only be used after deshading and despeckling have taken place. Designed for improving dot matrix printing and facsimiles.</td>
</tr>
<tr>
<td>Outline</td>
<td>Preserves only the outer edge of the line, character or image.</td>
</tr>
</tbody>
</table>

**Property** | **Description**
--- | ---
Enable | Activates the streak removal process.
Streak Width | Determines the maximum width of the streak to remove.
**LINE REMOVAL**

**Line Removal** eliminates horizontal and vertical lines as well as repairing characters affected by line removal.

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Horizontal</strong></td>
<td></td>
</tr>
<tr>
<td>Enable</td>
<td>Activates the horizontal line removal process.</td>
</tr>
<tr>
<td>Minimum Length (pixels)</td>
<td>Defines the minimum horizontal line length to remove.</td>
</tr>
<tr>
<td>Maximum Height (pixels)</td>
<td>Defines the maximum horizontal line thickness to remove.</td>
</tr>
<tr>
<td>Maximum Break (pixels)</td>
<td>Defines the maximum number of consecutive white pixels that are considered part of a horizontal line.</td>
</tr>
<tr>
<td>Edge Clean Factor (pixels)</td>
<td>Defines the number of pixels to clean up after removing a horizontal line.</td>
</tr>
</tbody>
</table>
### ENDORSEMENT

**ENDORSER**

**Endorser** imprints a text string on each document in a batch as it is scanned. This option is not available for scanning from disk or sweeping. Furthermore, this feature is not available for gray scale scanning or with scanning hardware that returns compressed data. The scanning workstation must be equipped with Kofax Adrenaline hardware and the scanner must be equipped with an endorser to use this option. Endorsing prints only on the front side of pages in a duplex scanning process.

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Horizontal Character</strong></td>
<td></td>
</tr>
<tr>
<td>Reconstructor</td>
<td></td>
</tr>
<tr>
<td>Enable</td>
<td>Activates the horizontal character repair process.</td>
</tr>
<tr>
<td>Minimum Repair Height</td>
<td>Defines the minimum horizontal character height to reconstruct.</td>
</tr>
<tr>
<td>Maximum Repair Width</td>
<td>Defines the maximum horizontal character width to reconstruct.</td>
</tr>
<tr>
<td><strong>Vertical</strong></td>
<td></td>
</tr>
<tr>
<td>Enable</td>
<td>Activates the vertical line removal process.</td>
</tr>
<tr>
<td>Minimum Height</td>
<td>Defines the minimum vertical line length to remove.</td>
</tr>
<tr>
<td>Maximum Width</td>
<td>Defines the maximum vertical line thickness to remove.</td>
</tr>
<tr>
<td>Maximum Break</td>
<td>Defines the maximum number of consecutive white pixels that are considered part of a vertical line.</td>
</tr>
<tr>
<td>Edge Clean Factor</td>
<td>Defines the number of pixels to clean up after removing the vertical line.</td>
</tr>
<tr>
<td><strong>Vertical Character</strong></td>
<td></td>
</tr>
<tr>
<td>Reconstructor</td>
<td></td>
</tr>
<tr>
<td>Enable</td>
<td>Activates the vertical character repair process.</td>
</tr>
<tr>
<td>Minimum Repair Height</td>
<td>Defines the minimum vertical character height to reconstruct.</td>
</tr>
<tr>
<td>Maximum Repair Width</td>
<td>Defines the maximum vertical character width to reconstruct.</td>
</tr>
</tbody>
</table>
### Automatic Endorser/Annotation Properties

#### Electronic Annotation
- **EnableAutomatic Annotation**
  - **Activates the annotation feature.**

#### Mechanical Endorser
- **EnableAutomatic Endorser**
  - **Activates the endorser feature.**

#### Text Definition
- **Prefix:** `<Batch #>`

- **Top (pixel):** 150

- **Left (pixel):** 0

#### Font Setting
- **Type:** Small

- **Orientation:** Vert, 90 rotation

### Item Description

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electronic Annotation</strong></td>
<td>Enable Automatic Annotation</td>
</tr>
<tr>
<td><strong>Mechanical Endorser</strong></td>
<td>Enable Automatic Endorser</td>
</tr>
<tr>
<td><strong>Text Definition</strong></td>
<td><strong>Prefix</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Top</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Left</strong></td>
</tr>
</tbody>
</table>
Importing/Exporting a Scan Format

Scan Formats can be exported from and/or imported into a workstation by a user with the Document Imaging Administrative Processing Privilege. Scan Formats, once exported, are stored in a .SFX file.

**Note:** Scan formats exported from a Disconnected Scanning workstation cannot be used with Document Imaging. Likewise, scan formats exported from a Document Imaging workstation cannot be used with Disconnected Scanning. Only scan formats from another Document Imaging workstation can be imported into a Document Imaging workstation.
**IMPORTING A SCAN FORMAT**

To import a Scan Format into a scanning workstation:

1. In the Document Imaging window, right-click in the **Working** window within an open scan queue and select **Scan Format Setup**. The **Scan Format Setup** dialog box is displayed.

2. Click **Import Formats**.

**Note:** The **Import Formats** button is displayed only to users belonging to a User Group with the **Document Imaging** Administrative Processing Privilege.
3. Browse to an exported Scan Format (.sfx) file and click **Open**. The **Select format(s) to import** dialog box is displayed.

Any Scan Formats that have the same name as a Scan Format already existing on the current workstation and any Scan Formats associated with scan technologies (i.e., Kofax, TWAIN, ISIS) not registered on the current workstation will be skipped and not displayed in the **Select format(s) to import** dialog box.

![Select format(s) to import dialog box]

4. Select the check box next to each Scan Format you would like to import and click **OK**. The selected Scan Formats are now available to the current scanning workstation.

**EXPORTING A SCAN FORMAT**

**Note:** A scan format’s .INI file must be created prior to exporting the scan format. For more information on scan format .INI files, see Scan Formats on page 163.
To export a Scan Format from a scanning workstation:

1. In the Document Imaging window, right-click in the Working window within an open scan queue and select Scan Format Setup. The Scan Format Setup dialog box is displayed.

2. Click Export Formats.

**Note:** The Import Formats button is displayed only to users belonging to a User Group with the Document Imaging Administrative Processing Privilege.
3. Browse to the location on the scanning workstation where you would like to save the exported Scan Format(s), enter a file name and click **Save**. The **Select format(s) for export** dialog box is displayed.

![Select format(s) for export dialog box](image)

4. Select the check box next to each Scan Format you would like to export and click **OK**. The selected Scan Formats are exported to the file.

   If one or more Scan Formats are invalid (e.g., the INI file related to the Scan Formats are missing or the database records are incorrect), then those Scan Formats will not be exported, although any other selected Scan Formats will still be exported. Any selected Scan Formats that could not be exported will be listed after the export process is complete.

**Specify a Scan Mode**

After selecting a scan queue, Scan Mode options can be selected in the **Indexing** dialog box:

<table>
<thead>
<tr>
<th>Index Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No Index</strong></td>
<td>Select to perform manual indexing after documents have been scanned into the system. This option cannot be used if bar codes are to be read from the documents that are being scanned.</td>
</tr>
<tr>
<td>Index Option</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Pre-Index</td>
<td>Activates the <strong>Document Type</strong> drop-down list so that users can specify the Document Type of the scanned or imported documents. Once a Document Type is selected, users may enter Keyword Values to be applied to each document scanned in the batch, although this is not required. <strong>Note:</strong> Users are required to specify a Document Type for each document. When scanning is complete, the documents are sent to the <strong>Awaiting Index</strong> batch status queue where indexing can be completed. <strong>Tip:</strong> Select Pre-Index if bar code processing is used only to assign a Document Type or if bar code processing or AutoFill Keyword Sets are used to only partially index documents.</td>
</tr>
<tr>
<td>Full Index</td>
<td>Full Index functions the same as Pre-Index, except that batches that are scanned as Full Index skip the <strong>Awaiting Index</strong> batch status queue. <strong>Tip:</strong> Select Full Index if bar code processing or AutoFill Keyword Sets are used to fully index documents.</td>
</tr>
</tbody>
</table>

**Note:** **Pre-Index** or **Full Index** must be used when using the **Awaiting Document Separation** batch status queue.

**Bringing Images into a Scan Queue**

Right-click the open scan queue and choose **Scan**, **Scan From Disk** or **Sweep Directory** to bring documents into OnBase.

**Note:** The number of documents that are scanned or swept into a batch should be considered to ensure that the disk size required by the batch is available in the current disk volume.

**Scan**

1. Right-click and select **Scan** and OnBase prompts you for a batch name.

**Note:** If batches are configured for auto-naming, this dialog box will not display.
2. Click **OK**. The paper feeds through the scanner.

**Note:** If the scan format is configured for **Duplex Emulation**, once scanning has completed, the system prompts you to turn the pages over and feed the back side of the pages through the scanner.

When scanning is complete, the **Scanning Complete** dialog is displayed.

![Scanning Complete Dialog](image)

The number of pages that were scanned is displayed at the top of the dialog box (e.g., **Total number of pages scanned=1**).
3. From the **Scanning Complete** dialog box, click the button associated with the next action you would like to take.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scan More Pages</strong></td>
<td>Click to scan additional images into the batch. Depending on the scan queue settings, the image is scanned as a page of an existing document in the batch or as a new document in the batch. Once the new pages are scanned, the <strong>Total number of pages scanned</strong> count is updated.</td>
</tr>
<tr>
<td><strong>New Document</strong></td>
<td>Click to scan a new document into the batch. Once the new document is scanned, the <strong>Total number of pages scanned</strong> count is updated.</td>
</tr>
<tr>
<td><strong>New Document Type</strong></td>
<td>Click to scan a new document into the batch using a different Document Type. Using the drop-down select list, select the Document Type that the document you are scanning into the batch belongs to and then click <strong>New Document Type</strong>. The document is scanned into the batch and the <strong>Total number of pages scanned</strong> count is updated.</td>
</tr>
<tr>
<td><strong>Change Format</strong></td>
<td>Click to select an alternate scan format for the batch or document. For example, documents containing both black and white pages and color pages may require two separate formats.</td>
</tr>
<tr>
<td><strong>Discard Pages</strong></td>
<td>Click to delete the current batch. All pages scanned as part of this batch are deleted.</td>
</tr>
<tr>
<td><strong>Done</strong></td>
<td>Click to close the scanning session. The <strong>Scanning Complete</strong> dialog box is closed and the focus is returned to the <strong>Document Imaging</strong> window.</td>
</tr>
</tbody>
</table>
4. When this process is complete, all the scanned pages are organized into documents. The complete batch appears in one of the *Awaiting* (Index, OCR, Document Separation, Commit) queues, depending on the configured *Scan Format* and *Scan Queue* options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete Last Page</td>
<td>Click to delete the last scanned page. Click <strong>Retry</strong> to re-scan the last page or click <strong>Cancel</strong> to cancel the scanning operation.</td>
</tr>
<tr>
<td></td>
<td><strong>Tip:</strong> This option is helpful when scanning ends due to a paper jam.</td>
</tr>
<tr>
<td></td>
<td>Once the page is deleted, the <strong>Total number of pages scanned</strong> count is updated.ian.</td>
</tr>
<tr>
<td>Delete Last Document</td>
<td>Click to delete the last scanned document. Click <strong>Retry</strong> to re-scan the last document or click <strong>Cancel</strong> to cancel the scanning operation.</td>
</tr>
<tr>
<td></td>
<td><strong>Tip:</strong> This option is helpful when scanning ends due to a paper jam.</td>
</tr>
<tr>
<td></td>
<td>Once the document is deleted, the <strong>Total number of pages scanned</strong> count is updated.ian.</td>
</tr>
</tbody>
</table>

**Scan From Disk**

The **Scan From Disk** right-click option can also be used to bring documents into OnBase. In this case, the TIFF, BMP, or JPEG image files are located in a directory and do not need to be physically scanned. This option requires Kofax ImageControls or Kofax Software Virtual ReScan (SVRS) with the Adrenaline Image Processing Engine (AIPE).

**Note:** The ability to bring .bmp image files into OnBase using the scan from disk feature is dependent on the hardware and software in use.
Note: LZW compression for TIFF images is not supported by Kofax for scan from disk. When scanning from disk, TIFF images need to be compressed with CCIT Group IV compression.

1. Similar to the Scan option, if you do not have the batches configured for auto-naming, enter a batch name and click OK. By default, the batch name will be the date and user name.

2. Browse to the directory where the files are located and double-click on one of the files in the directory.
Note: By default, OnBase scans from disk the file with the shortest file name into the system first, and then proceeds alphabetically/numerically. For example, if the folder includes files named 1.tif, 2.tif, and 10.tif, the document with the shortest file name is scanned from disk first (1.tif), followed by the files that are displayed next alphabetically or numerically (2.tif and then 10.tif). However, your solution may be configured to scan files in a different order. For more information, contact your solution provider.

3. When the scan from disk is complete, the Scanning Complete dialog is displayed. Choose from the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scan More Pages</td>
<td>Allows you to scan additional images into the previous batch. Depending on the scan queue settings, the image is scanned as a page of an existing document in the batch or as a new document in the batch. The Open dialog box is displayed, allowing you to locate the additional images to scan from disk.</td>
</tr>
<tr>
<td>New Document</td>
<td>Create a new document within batch</td>
</tr>
<tr>
<td>New Document Type</td>
<td>Create a new document with specific document type</td>
</tr>
<tr>
<td>Change Format</td>
<td>Modify the current scan format before continuing</td>
</tr>
<tr>
<td>Discard Pages</td>
<td>Discard scanned pages</td>
</tr>
<tr>
<td>Done</td>
<td>Scanning complete</td>
</tr>
<tr>
<td>Delete Last Page</td>
<td>Delete the last page and continue</td>
</tr>
<tr>
<td>Delete Last Document</td>
<td>Delete the last document and continue</td>
</tr>
</tbody>
</table>
The **Scan from Disk** process can also be scheduled to take place automatically during off-peak hours.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Document</td>
<td>Allows you to scan a new document into the batch. The <strong>Open</strong> dialog box is displayed, allowing you to locate the additional images to scan from disk.</td>
</tr>
<tr>
<td>New Document Type</td>
<td>Click to scan from disk a new document into the batch using a different Document Type. Using the drop-down select list, select the Document Type that the document you are scanning from disk into the batch belongs to and then click <strong>New Document Type</strong>. The document is scanned from disk into the batch and the <strong>Total number of pages scanned</strong> count is updated. <strong>Note:</strong> If the batch is configured for bar code processing and the new document scanned from disk into the batch contains a Document Type bar code value, then the Document Type assigned to the document using the <strong>New Document Type</strong> drop-down is overridden by the bar code value.</td>
</tr>
<tr>
<td>Change Format</td>
<td>Allows you to select an alternate scan format for the batch or document. For example, documents containing both black and white pages and color pages may require two separate formats.</td>
</tr>
<tr>
<td>Discard Pages</td>
<td>Deletes scanned documents.</td>
</tr>
<tr>
<td>Done</td>
<td>Ends the scanning session. Once scanning is complete, the focus is returned to the Document Imaging window.</td>
</tr>
<tr>
<td>Delete Last Page</td>
<td>Deletes the last page and continues. Click <strong>Retry</strong> to re-scan the last document or click <strong>Cancel</strong> to cancel the scanning operation.</td>
</tr>
<tr>
<td></td>
<td><strong>Tip:</strong> This option is helpful when scanning ends due to a paper jam.</td>
</tr>
<tr>
<td>Delete Last Document</td>
<td>Deletes the last document and continues. Click <strong>Retry</strong> to re-scan the last document or click <strong>Cancel</strong> to cancel the scanning operation.</td>
</tr>
<tr>
<td></td>
<td><strong>Tip:</strong> This option is helpful when scanning ends due to a paper jam.</td>
</tr>
</tbody>
</table>

**Scheduled Scan from Disk Processes**

The **Scan from Disk** process can also be scheduled to take place automatically during off-peak hours.
In the case where a scheduled **Scan from Disk** process encounters files it cannot process or if the destination disk groups are not available, these files would not be imported into OnBase, but would instead be moved to the **ERROR_FILES** subfolder within the folder in which the images that were scanned from disk were originally held.

**Note:** When scheduling a scan from disk process, you must ensure that the scan format is selected for the scan queue associated with the process; otherwise the image files are moved to the **ERROR_FILES** folder and no batch is created (i.e., the scheduled scan from disk process fails).

New files added to the **ERROR_FILES** folder are prevented from overwriting files with the same file name already in the folder; each time a new file using an existing file name is added, a number is appended to its file extension. For example, if a file named *Test.tif* currently exists in the **ERROR_FILES** folder, and another file named *Test.tif* is added to the folder, the newer file would be re-named *Test.tif_1*.

For more information on scheduling a Scan from Disk process, see Scheduling on page 477.

**Sweeping Documents**

Sweeping is a way to import files you already have in a folder into OnBase via a scan queue. Unlike scanning, a sweep process can import image or non-image files into OnBase. The imported files are copied to the disk group associated with the scan queue (unless the Document Type is configured to documents elsewhere).

If sweeping is performed on a workstation registered for a Desktop Document Imaging license, the sweep processes are not limited to the same usage (pages per minute) limitations that are imposed on scan or scan from disk processes.

To sweep images from a directory:

1. In the **Working** window, double-click the scan queue to receive the images.
2. Then right-click in the **Working** window and select **Sweep Directory** from the menu. The **Import/Sweep** dialog box displays.
3. Click **Import File** to sweep one file into OnBase. A batch containing only one document will be created for this document, but the **Sweep Path Dialog** dialog box is not displayed and none of the options displayed within it (i.e., image orientation, Document Type selection) are available.

Click **Sweep Directory** to sweep the contents of an entire folder into OnBase. The **Sweep Path** dialog box is displayed.

![Sweep Path Dialog](image)

4. Click **Browse** to navigate to the directory location or enter the name of the directory in the **Enter Directory to Sweep** edit field. The default sweep directory is set in the **Process Options** dialog box of scan queue configuration. The maximum field length is 66 characters.

Local directories, as well as UNC paths, are valid locations for initiating a sweep, but a directory sweep cannot be initiated from an FTP location.

**Note:** By default, OnBase sweeps the file with the shortest file name into the system first, and then proceeds alphabetically/numerically. For example, if the folder includes files named **1.tif**, **2.tif**, and **10.tif**, the document with the shortest file name is swept in first (**1.tif**), followed by the files that are displayed next alphabetically or numerically (**2.tif** and then **10.tif**). However, your solution may be configured to scan files in a different order. For more information, contact your solution provider.
5. Select a Document Type from the drop-down list if you wish to provide a default Document Type to be used during indexing. This value can be overridden during indexing. Select <None> if you do not want to specify a default Document Type.

6. Select the **Delete Files After Sweep** check box to delete the original files after they are swept.

   Depending on your scan queue configuration, this option may automatically be selected.

7. Select **Sweep Images Only** to exclude all non-image files from your sweep.

   **Note:** The **Sweep** functionality does not keep keywords. For example, if you sweep in files using pre-indexing or full indexing, the keywords that have been input will be deleted after the sweep.

---

**Scheduling Document Sweeps**

The **Sweep** functionality can also be scheduled to take place automatically, such as during off-peak hours.

Some notes about scheduled sweep processes:

- In the case where a scheduled **Sweep** cannot access the destination Disk Groups, the documents are not imported into OnBase. Instead, they are moved to the **ERROR_FILES** subfolder of the folder in which they originally resided.

  New files added to the **ERROR_FILES** folder are prevented from overwriting files with the same file name already in the folder; each time a new file using an existing file name is added, a number is appended to its file extension. For example, if a file named **Document1.tif** currently exists in the **ERROR_FILES** folder, and another file named **Document1.tif** is added to the folder, the newer file would be re-named **Document1.tif_1**.

- A scheduled sweep process has no way of identifying corrupted files or unrecognized file formats, and these files may be imported into the system. An error message is returned when a user attempts to index these files, but they are not moved to the **ERROR_FILES** folder.

- If a scheduled sweep process is polling a folder for documents to sweep into OnBase, but the documents have not yet been completely written to the folder (i.e., the documents are still being saved/copied to the folder when the scheduled sweep process attempts to bring them into OnBase), you can configure the Scheduler to use the **Files Idle For at Least 1 Minute** processing option to ensure the files are ready to be swept into OnBase.

For more information on scheduling a Sweep process, see Scheduling on page 477.
SWEEPING DOCUMENTS USING WINDOWS AUTOPLAY

Depending on your system configuration, Windows Autoplay can be used to sweep a large number of documents into OnBase quickly and easily from an external source, such as a digital camera or a data CD.

**Note:** Not all Windows Autoplay actions offer the Archive Documents using OnBase Document Imaging option. For more information on adding the option to a specific Autoplay event, contact your solution provider.

In order to sweep documents into OnBase using Windows Autoplay, you must have a scan queue configured to accept documents this way. For information on configuring a scan queue to be an Autoplay target, see Integrations on page 377.

If you do not have rights to such a scan queue, the OnBase Client module attempts to import the files using the Import Document dialog box. For more information about using the Import Document dialog box, see the OnBase Client module Help.

**Note:** Having rights to a scan queue configured to accept documents swept in by Windows Autoplay prevents you from being able to import documents using Autoplay and the Import Document dialog box.

To sweep documents into an OnBase scan queue from an external source using Windows Autoplay:

1. Trigger Windows Autoplay by inserting removable media or connecting an external device, such as a digital camera, to your system. Select the Archive Documents using OnBase Document Imaging option from the Autoplay dialog box.
2. All documents stored in the external device are swept into a scan batch of the configured scan queue. If you have access rights to more than one scan queue that has been configured as a target, then the Document Imaging module will select the queue that is displayed first alphabetically.

Once the sweep is complete, a confirmation message is displayed and the batch will move to the next batch status queue (e.g. Awaiting Index).

**Note:** Document Imaging will attempt to determine the imported files’ file formats based on their file extensions.
3. Depending on your system’s configuration, the files on the source device may or may not be deleted. For more information on automatically deleting files or folders that have been swept into OnBase from the source device, see Capture on page 337.

**IMAGE ORIENTATION**

The **Image Orientation** section of the dialog box allows you to rotate the files as they are brought into the system. The image files that are copied to the scan queue’s disk group are saved in the unrotated orientation, and a database entry is made to indicate that the document will be rotated when viewed. The table below explains the settings:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotate 90 Left</td>
<td>Rotates the image so the right side of the image becomes the top.</td>
</tr>
<tr>
<td>Rotate 90 Right</td>
<td>Rotates the image so the left side of the image becomes the top.</td>
</tr>
<tr>
<td>Rotate 180</td>
<td>Rotates the image so that the bottom becomes the top.</td>
</tr>
</tbody>
</table>

The right side of the **Image Orientation** section specifies whether you want to flip the image. Flipping an image will make what is currently one side of the image the other side, producing a mirror image of the original file. You will notice that the flip settings are independent of each other, meaning that you can flip one way, both ways, or not at all. As with rotation, these settings are not applied to the image as it is saved on disk, they are only applied at view time within the Client.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flip X</td>
<td>Flips the image horizontally.</td>
</tr>
<tr>
<td>Flip Y</td>
<td>Flips the image vertically.</td>
</tr>
</tbody>
</table>

4. Click **OK** to continue the sweep process.

5. Enter a batch name and click **OK**. By default, the batch name will be the date and user name.

**Importing Documents**

The **Import File** option on the **Import/Sweep** dialog box (step 2 above), allows you to bring a single file, as opposed to all the image files in a directory, into a scan queue.
To import a single file from a directory:

1. Click **Import File** on the **Import/Sweep** dialog box. A standard browsing dialog box displays.

2. Navigate to the file. Double-click it or highlight it in the list and click **Open**. You can also type the name of the file in the **File Name** text box and click **Open**.

3. A status bar displays as the process completes. When finished, the batch appears in the **Awaiting** (Index, OCR, Document Separation, Commit) queues, depending on the configured **Scan Format** and **Scan Queue** options.

### Batch Status Queues

Once batches of images are scanned, each batch passes through any number of configured batch status queues where work is completed on each image in the batch either automatically by the system or manually by a user. For example, a batch might be configured to be sent to the **Awaiting Full-Page OCR** queue where software is used to convert image documents to text documents. Or a batch might be passed to the **Awaiting QA Image Quality Review** queue where a user would review each scanned image for quality control purposes.

Work is performed on batches residing in batch status queues by right-clicking in the queue and selecting the option pertinent to that queue (i.e. **Perform Image Processing** in the **Awaiting Image Processing** queue.) Depending on your system configuration, work may be performed by double-clicking on the batch inside the batch status queue instead of using the right-click menu.

Additionally, some actions can be taken on the batches displayed in the Working window. Based on your User Group rights, batches can be redated, renamed, purged, etc. For more information on the right-click menu options available within the batch status queues, see **Within a Batch Status Queue** on page 159.

---

**Note:** The batch status queues displayed in the Document Imaging window and the different queues that your scanned batches are routed to depend on your system’s configuration and other products that your system may or may not be licensed and registered for. For more information, contact your system administrator or your solution provider.

---

**Awaiting Image Processing Queue**

After scanning, images may be transitioned to the **Awaiting Image Processing** queue where images undergo automatic processing to modify or enhance the document stored in OnBase.
**Note:** Depending on your system configuration, images may or may not be routed to the **Awaiting Image Processing** queue. See your system administrator for more information.

Image processing can be configured to take place automatically on the scanning workstation or on another workstation running the OnBase Client module with a special command line switch.

Image processing can also be configured to take place manually. To perform image processing manually on a batch residing in the **Awaiting Image Processing** queue, right-click on the batch and select **Perform Image Processing**.

After the image processing is complete, the batch moves to the next configured batch status queue.

**Awaiting Document Separation Queue**

After scanning, batches configured to use document separation move into the **Awaiting Document Separation** queue, where they can be separated into multiple documents.

To begin document separation, right-click on a batch in the **Awaiting Document Separation** queue and select **Perform Document Separation**.

Depending on your scan queue configuration, document separation can take place in the simplified Document Slicer interface or in the more advanced Document Separation window.

**Using the Document Slicer**
The Document Slicer is a simplified document separation interface that is displayed in the Document Imaging window. It allows you to separate pages of an image document into multiple documents.

The upper pane of the **Document Separation** window displays thumbnail representations of the document or documents in the queue. The lower pane displays thumbnails of each page of the original document. Double-click on the thumbnail to enlarge the view.

Initially (before any separation has occurred), the upper pane displays a thumbnail of the first page of the document. The number of documents in the queue is displayed above the thumbnail and the range of pages composing the document is displayed directly below the thumbnail.

In the example above, the nine-page document has not yet been separated. Note that the upper pane shows that there is 1 document in the queue, composed of pages 1 through 9. After document separation begins, a thumbnail of the first page of each new document is displayed in the upper pane.
For example, if you elected to slice the document after page five, two thumbnails would display in the upper pane, one representing a new document composed of pages 1-5 and a second representing a new document composed of pages 6-9, and the Document Count above the first thumbnail would increase from 1 to 2.

Depending on your scan queue configuration, any Keyword Values added to the document prior to the separation process may or may not be kept by the document(s) separated from the original document.

You can separate documents in one of two ways:

- In the lower pane, indicate the separation point in a document by clicking the small buttons between pages.
- In the upper pane, double-click on the document thumbnail. Click the left and right arrows (located on the left and right of the display window) or the left and right arrow keys on your keyboard to scroll through the document. Click the Start New Document button at the bottom of the display window (or the keyboard space bar) to designate the current page as the first page of a new document. Click Esc to close.
Click the **Save to Database** button (described below), to save changes to the document. Once the **Save to Database** button is clicked, these changes cannot be undone.

**CREATING A NEW DOCUMENT FROM THE DOCUMENT SLICER**

Newly separated documents can be copied to create new documents in the Document Separation window.

To copy a document from the Document Separation window:

1. Use the mouse to hover over one of the documents in the upper pane. The Copy Document option will be displayed.
2. Click on the Copy Document option. The Copy Collated Document... dialog box will be displayed.

**Note:** The Copy Collated Document... dialog box can also be displayed for the selected document (the document with the page numbers highlighted in blue) by pressing the F7 key.

3. Enter the number of copies to be created in the Copy Collated Document... dialog box. Click OK.
   
   Each document that has been copied will display a **+(Number of copies in addition to the original)** after the page range below the thumbnail of the first page.

4. Separate and create as many copies as needed.
5. Click **Save to Database** to add the new documents to the batch. The newly-created copies appear after the associated original document in the batch.

**Caution:** Once the **Save to Database** button is clicked, these actions cannot be undone.

**DOCUMENT SLICER TOOLBAR**

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Save to Database" /></td>
<td>The <strong>Save to Database</strong> button saves the images into OnBase as displayed in the Document Separation window, then closes the window.</td>
</tr>
</tbody>
</table>

**Note:** Pressing the shortcut keys **ALT + D** will also perform this functionality.
USING THE DOCUMENT SEPARATION WINDOW

Advanced Document Separation is an extended, more robust version of the Document Splitter. Unlike the Document Imaging’s standard document splitter, Document Imaging can be used to re-order pages in a document.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Break All" /></td>
<td>The <strong>Break All</strong> button separates all documents in the Document Separation window into individual documents.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Remove All Breaks" /></td>
<td>The <strong>Remove All Breaks</strong> button eliminates any separations made between document pages.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Set Thumbnail Sizes" /></td>
<td>The <strong>Set Thumbnail Sizes</strong> button displays the <strong>Thumbnail Sizes</strong> dialog box. This dialog box allows width and height to be configured for both normal thumbnails and zoomed thumbnails.</td>
</tr>
</tbody>
</table>

**Note:** For both types of thumbnails, the **Height** setting is read-only and dependent upon the user-configured **Width** setting.
To separate documents using the Advanced Document Separation interface:

1. Once the Document Separation process is initiated, the Advanced Document separation interface is displayed in the Working window.

   ![Advanced Document Separation Interface](image)

   Each individual page of all of the selected documents is displayed as a thumbnail image. If the document contains more pages than the number of thumbnails that can be displayed in the window, the number of pages remaining in the document is displayed in the window.

   To see a page in greater detail, hold the pointer over it to zoom in on it.

2. You can take the following actions on each thumbnail image:

   - To copy a single page, select the page and click the **Copy Page** toolbar button or the **Copy Current Page** right-click menu option.
To copy multiple pages, select the pages and click the **Copy Selected** toolbar button or the **Copy Selected Pages** right-click menu option.

To copy an entire document, select the document and click the **Copy Document** toolbar button or **Copy Current Document** right-click menu option.

- Delete a page or pages from the document by double-clicking it; by clicking the **Toggle Delete** (for a single selected page) or **Toggle Delete Selected** (for multiple pages) toolbar buttons; or by clicking the **Delete Current Page** (for a single page) or **Delete Selected Pages** (for multiple pages) right-click menu options.

To delete the selected document, click the **Delete Document** toolbar button or the **Delete Current Document** right-click menu option.

Pages marked to be deleted are displayed with a red X through them.
To return pages to the document, double-click the thumbnail again, click the **Toggle Delete** toolbar button or select the **Delete Selected Pages** right-click menu option.

The red X will be removed from the pages.

3. Create a new document or modify an existing document displayed in the Document Separation window in one or more of the following ways:

   - Drag-and-drop thumbnails within existing documents to re-order pages in a document or to move pages to a different document. A blue bar shows the location in the document where the page will be placed. Drag and drop the image(s) into a new row to create a new document.
If the document consists of too many pages to be displayed at once in the Separation Workspace, you may drag and drop thumbnails in the Holding Area temporarily to hold the images while you navigate to another part of the document.

**Note:** Depending on your configuration, the Holding Area may or may not be displayed.

- Double-click between two thumbnail images to separate the document into two documents at that point. All pages located before the location you double-clicked remain part of the original document. All pages located after the location you double-clicked now compose a new document.
• Place the marker, a red asterisk (*), between two thumbnail images and click the **Break/Unbreak** toolbar button or the **Break/Unbreak Current Position** right-click menu option.

All pages located before the marker remain part of the original document. All pages located after the marker now compose a new document.

If the marker is located at the end of the current document, clicking the **Break/Unbreak** toolbar button or the **Break/Unbreak Current Position** right-click menu option appends the next document to the end of the current document. If the current document is the last document in the Document Separation window, then nothing is appended to the current document.

Any thumbnail images you move to a new row comprise a new document. Each row of thumbnail images represents a unique document.

Depending on your scan queue configuration, any Keyword Values added to the document prior to the separation process may or may not be kept by the document(s) separated from the original document.

4. Repeat steps 2 and 3 to create as many documents as needed.

5. When all pages in the batch have been assigned to the correct documents, click **Save and Close**.

6. A confirmation dialog box is displayed, warning you that the changes to the document(s) cannot be undone. Click **Yes** to continue, or click **No** to return to the Advanced Document Imaging for Document Imaging interface in the Working window.

7. A message is displayed asking you if you would like to move the batch to the next assigned batch status queue. Click **Yes** to move the batch, or click **No** to cancel the Document Imaging process and return to the Document Imaging window.
**Note:** If you click **No**, none of the document splits that were created will be saved. The batch remains in the **Awaiting Document Separation** batch status queue and you will need to start the separation process all over again.

**Awaiting QA Image Quality Review Queue**

Before indexing, images may be transitioned to the **Awaiting QA Image Quality Review** queue where images are reviewed by a user and can be marked as needing to be re-scanned. This queue is part of the QA Image Quality Process, an optional quality assurance measure that ensures that scanned images meet standards for image quality.

**Note:** Depending on your system configuration, images may or may not take part in the QA Image Quality Process or be routed to the **Awaiting QA Image Quality Review** queue. See your System Administrator for more information.

The queue presents the scanned pages in an open-book layout:
In this window, you can opt to immediately re-scan pages using a keyboard command or mark them to be re-scanned later. The QA Review Routing Options dialog box contains the options used in the Awaiting QA Image Quality Review queue.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next</td>
<td>Moves the focus to the next page.</td>
</tr>
<tr>
<td>Rescan Page</td>
<td>Marks the current page for re-scanning.</td>
</tr>
</tbody>
</table>

**Note:** You can also mark a page for re-scanning by double-clicking on it.
The following options are available:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Scrolling</td>
<td>Allows you to scroll through the image of each page of each document in the batch at a user-defined rate, between 1 and 20 seconds per page. By default, <strong>Automatic Scrolling</strong> is paused, and the default rate of scrolling is 5 seconds between pages. Use the <strong>Play</strong> button to turn the scrolling off and on. All normal options in the QA Review Routing dialog box are still active when Automatic Scrolling is enabled. <strong>Note:</strong> The F2 key also toggles Automatic Scrolling off and on.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Function</th>
<th>Keystroke/Mouse Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scroll Right</td>
<td>Down arrow, Page Down, Tab key, or right mouse single click</td>
</tr>
<tr>
<td>Scroll Left</td>
<td>Up arrow or Page Up key</td>
</tr>
<tr>
<td>Move focus to image page on left</td>
<td>Left arrow key</td>
</tr>
<tr>
<td>Move focus to image page on right</td>
<td>Right arrow key</td>
</tr>
<tr>
<td>Toggle the “Needs Rescan” attribute to the page currently in focus</td>
<td>Space or Enter key</td>
</tr>
<tr>
<td>Immediately rescan the page currently in focus</td>
<td>R key</td>
</tr>
<tr>
<td>Set focus to page</td>
<td>Left mouse single click</td>
</tr>
</tbody>
</table>

**Note:** Scrolling in either direction moves the display only one page, even though two pages are always displayed.

When the last page has been examined, a message is displayed asking if you are finished with the batch. If this is the case, a second message is displayed asking if the next available batch should be opened for review.
**Awaiting QA Rescan Queue**

All documents marked as needing to be re-scanned as part of either the QA Image Quality Process (see Awaiting QA Image Quality Review Queue) or the QA Review Process, another optional quality assurance measure that ensures that scanned images and Keyword Values meet standards of quality and accuracy (see Awaiting QA Review Queue), are transitioned to the **Awaiting QA Rescan** queue.

Here, a user is given the ability to re-scan the image to improve the scan quality. All images in the batch are displayed in the **Working** window, and those that have not been marked as needing to be re-scanned are grayed-out. The next image slated to be re-scanned is selected.

**Note:** Depending on your system configuration, images may or may not be routed to the **Awaiting QA Rescan** queue and documents may or may not be evaluated by the QA Image Quality and/or the QA Review Processes. See your System Administrator for more information.
The following options are available in this queue:

<table>
<thead>
<tr>
<th>Function</th>
<th>Keystroke/Mouse Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move focus to next page marked as needing to be re-scanned</td>
<td>Space bar or right mouse double click</td>
</tr>
<tr>
<td>Begin rescan operation from the page currently in focus</td>
<td>Enter key</td>
</tr>
<tr>
<td>Move the focus position</td>
<td>Up, down, left, or right arrow key as appropriate</td>
</tr>
<tr>
<td>Scroll screen up</td>
<td>Page up key</td>
</tr>
<tr>
<td>Scroll screen down</td>
<td>Page down key or right mouse single click</td>
</tr>
<tr>
<td>Change size and delay time of displayed thumbnails</td>
<td>S key</td>
</tr>
<tr>
<td></td>
<td>This keystroke displays the Thumbnail Sizes dialog box</td>
</tr>
<tr>
<td></td>
<td>Adjust the size of the thumbnails using the Width text field. The Height field will automatically adjust.</td>
</tr>
<tr>
<td></td>
<td>Adjust the time it takes to display the zoomed thumbnail in the Delay field. The default delay is 2 seconds, although times as fast as 0.1 seconds can be specified. Specified times that are faster than 0.1 seconds will default to 2 seconds.</td>
</tr>
<tr>
<td>Move batch out of this queue and into next</td>
<td>ESC key</td>
</tr>
<tr>
<td>(WITHOUT re-scanning all marked pages)</td>
<td></td>
</tr>
<tr>
<td>Set focus to clicked page</td>
<td>Left mouse click</td>
</tr>
<tr>
<td>Begin rescan operation from clicked page</td>
<td>Left mouse double-click</td>
</tr>
</tbody>
</table>

**Note:** A message is displayed asking for confirmation if the clicked page is not marked as needing to be re-scanned.
Once all of the marked pages have been re-scanned, a message is displayed asking if the batch should be routed to the next queue. If so, the batch is transitioned into normal scan processing (i.e. the **Awaiting Document Separation** queue, the **Awaiting Index** queue, the **Awaiting Full-Page OCR** queue) or to one of the following QA queues:

- **Awaiting QA Image Quality Review.** A batch that was evaluated as part of the QA Image Quality Process may be routed back to the Awaiting Image Quality Review queue to again be reviewed for quality control purposes. For more information, see Awaiting QA Image Quality Review Queue.

- **Awaiting QA Review.** If the batch is part of the QA Review Process, it may be routed back to the Awaiting QA Review batch status queue so that the re-scanned pages can undergo QA review. For more information, see Awaiting QA Review.

- **Awaiting QA Reindex.** If the batch is part of the QA Review Process, it may next be routed to the Awaiting QA Reindex queue if pages were marked as needing reindexed as part of the same process. For more information, see Awaiting QA Reindex.

A second message is then displayed asking if the next available batch should be opened in the queue.

### Awaiting Barcode Processing Queue

Batches of documents may be transitioned to the **Awaiting Barcode Processing** queue so that centralized Bar Code Processing can be performed on the documents within the batch.

Some notes about performing batch bar code processing via the Barcode Recognition Server:

- Depending on your scan queue configuration, scanned batches may or may not be routed to the **Awaiting Barcode Processing** queue. See your System Administrator for more information.

- While the method or type of scanning driver that was used to create the batch to be processed is does not matter, be aware that the processing workstation performing the bar code processing must have the Hyland Barcode Recognition for OnBase software or Kofax hardware or software installed.
If both Kofax hardware/software and the Hyland Barcode Recognition for OnBase software are installed on the processing workstation, preference is given to the Hyland Barcode Recognition for OnBase software.

- If you are indexing documents using separate bar code sheets and you are sweeping or scanning batches from disk, be aware of the file names used by the documents and the bar code sheets. By default, OnBase sweeps/scans from disk the file with the shortest file name into the system first, and then proceeds alphabetically/numerically (your solution may be configured to scan files in a different order; for more information, contact your solution provider).

  If you are not cognizant of your file names, documents may be indexed incorrectly (i.e., the wrong bar code sheet may be imported before a document) or they may not be indexed at all (i.e., the document is imported before the bar code sheet so no indexing values are applied).

All batches residing in the **Awaiting Barcode Processing** batch status queue are displayed in the Working window.
Depending on your system configuration, batches residing in the **Awaiting Barcode Processing** batch status queue may be automatically processed, or, to manually begin processing the batch:

1. Select the batch to be processed from the **Working** window.
2. Right-click and select **Perform Barcode Processing**.

![Perform Barcode Processing Menu]
**Note:** If a user belongs to a User Group with the **Document Imaging** Administrative Processing Privilege Product Right, he/she can select the **Skip Barcode Processing** right-click option to route the batch to the next configured batch status queue without having it undergo batch bar code processing.

Once processing is initiated, no further user intervention is required. A status bar is displayed to show the progress of the Bar Code Process.

When the processing is complete, the batch proceeds to the next configured batch status queue.

**Awaiting Scan Queue Sorting**

Batches associated with scan queues configured for scan queue sorting are routed to the **Awaiting Scan Queue Sorting** batch status queue. Here, documents in the batch can be reassigned to different scan queues and/or batch status queues based on their Document Types or Keyword Values.

Batches are routed to the **Awaiting Scan Queue Sorting** batch status queue prior to undergoing any manual indexing (in the **Awaiting Index** batch status queue), but after undergoing any automatic indexing (e.g., bar code processing, Automated Indexing, Intelligent Automated Indexing).

**Note:** Depending on your scan queue configuration, batches may or may not be routed to the **Awaiting Scan Queue Sorting** batch status queue in order to undergo scan queue sorting. See your system administrator for more information.
All batches residing in the **Awaiting Scan Queue Sorting** batch status queue are displayed in the Working window.

![Image of Document Imaging OnBase 11.0.0 interface]

Depending on your system configuration, batches residing in the Awaiting Scan Queue Sorting batch status queue may be automatically processed, or they may require a user to initiate the process manually.

To manually initiate a scan queue sorting process, select the batch to be processed in the Working window. Right-click and select **Perform Scan Queue Sorting**.

**Note:** If the user belongs to a User Group with the **Document Imaging** Administrative Processing Privilege Product Right, he/she can select the **Skip Scan Queue Sorting** right-click option to route the batch to the next configured batch status queue without having it undergo scan queue sorting.

Once the process is initiated, no further user action is required. A status bar is displayed to show the progress of the scan queue sorting process.

When the process is complete:

- If any documents remain in the batch, the batch is routed to the next configured batch status queue for the scan queue.
If no documents remain in the batch, the batch is automatically deleted.

- Documents that were routed out of the batch now reside in newly-created batches in the specified scan queues and/or batch status queues.

**Awaiting Index/Index in Progress Queues**

Once the documents have been brought into the system (and possibly separated and/or reviewed), they need to be indexed.

To begin indexing:

1. Select one or more scanned batches from the **Awaiting Index** or **Index in Progress** batch status queue.

**Note:** If a user is working within this batch, it is locked to other users attempting to index or purge it.
2. Highlight the batch and click the **Index Documents** option from the right-click menu.

The **Indexing** dialog box in the **Document Imaging** window becomes active and the first document in the batch displays in the **Working** window.

![Vendor Invoice](image)

**Note:** If Documents opened with an external viewer (i.e. OLE documents) are swept into OnBase, a message is displayed in the Working window directing the user to the external viewer. These documents remain open until they are manually closed by the user.

The Status Bar shows you what page of the document you are looking at, how many pages total there are in the document, how many documents you have left to index in the batch, and how many documents there are total in the batch.
3. Select a Document Type from the **Document Type** drop-down.

![Image of OnBase 11.0.0 Document Imaging interface]

**Note:** If the Document Types have been configured as **Alphabetical** for the scan queue, you can also select the Document Type by typing in the first few letters of its name. Consult your system administrator for more information.
4. Once the Document Type has been selected for a scanned page, the Keyword Types for that document are displayed.

- A drop-down list may be displayed after a Keyword Value field if it is associated with an alphanumeric or numeric Keyword Type that is configured to use a Keyword Data Set and if the **Keyword Select List** check box is selected on the **General** tab of the **User Options** dialog box.

Click the drop-down arrow to display a list with available Keyword Values for that Keyword Type that can be selected. Depending on the Keyword Type configuration, you may be forced to select a value from the drop-down list or you may be able to enter a new value.

- If two or more of the Document Type's available Keyword Types contain drop-down lists and are ordered in such a way as to show a hierarchical parent/child relationship, the Keyword Types may be part of a Cascading Data Set. A Cascading Data Set filters Keyword Values available in the drop-down list based on a parent/child Keyword relationship.

For example, a Document Type contains a Cascading Data Set that includes **State**, **County**, and **City** Keyword Types. **State** is the parent, or root, Keyword Type in the Cascading Data Set. **County** is a child to **State**, and **City** is a child to **County**. The values available in the child drop-down list depend on the value selected for its parent Keyword Value; selecting a Keyword Value from the parent drop-down list filters the available Keyword Values from the subsequent child drop-down list.

Keyword Types that are part of a Cascading Data Set are displayed in the order of their parent/child relationship in the **Indexing** dialog box because they are related and are meant to be used in conjunction with one another. When indexing documents, you must select values for Keyword Types in the order of their parent/child relationship. To use a Cascading Data Set, click the down arrow button next to the parent Keyword Type, and select a value from the list. Once a value is selected, click the down arrow button next to the first child Keyword Type. The values available in the list are dependent on the value selected for the parent Keyword Type. In the previous example, the drop-down list for the **County** Keyword Type is empty until a **State** value has been selected. The drop-down list for the **City** Keyword Type is empty until a **County** value has been selected.

Child Keyword Values are not automatically corrected after modifying the parent Keyword Value. Using the previous example, if a user selects **State**, **County**, and **City** Keyword Values and then modifies the **State** Keyword Value so that the previously-selected **County** and **City** Keyword Values are no longer child values of the new **State** Keyword Value, the selected **County** and **City** Keyword Values will remain.
**Note:** You cannot add additional instances of Keyword Types that are part of a Cascading Data Set. However, Cascading Data Sets can be used with Multi-Instance Keyword Type Groups to add multiple instances of the Keyword Types associated with the Cascading Data Set to the document as long as the scan queue is configured to allow multiple instances of Multi-Instance Keyword Type Groups to documents.

- Required keywords display in red, and must be entered to index a document. Read-only Keywords are displayed but are unavailable for editing unless you have the proper privilege.

- Depending on your system configuration and/or the other modules licensed, one or more Keyword Type fields may be displayed as read-only and/or existing Keyword Values may be displayed as masked values.

5. Enter a value for each Keyword Type in the corresponding field.

- By default, you can use the Tab or Enter keys to navigate to the next indexing field. Depending on how your system administrator has configured your system, the Enter key may also have no effect or it may trigger the completion of indexing, as if you had pushed the Index button as described below.

- If an AutoFill Keyword Set is associated with the selected Document Type, after you enter a value for the primary Keyword Type, the remaining values from the Keyword Set are automatically entered into the corresponding Keyword Fields.
Depending on how your system is configured, you may be allowed to choose one or more of the AutoFill Keyword Sets. If you are permitted to select only one set, the values of your selected set are displayed in the indexing fields. If you are permitted to select multiple AutoFill Keyword Sets, the document is indexed with values from all selected AutoFill Keyword Sets. Values not common to all sets are displayed at the end of the keyword fields. For example, if two loan documents have the same values for loan number, last name, and address, but a different value for first name, then the additional first name value is displayed in the last keyword entry field.

- Reverse lookup items may be configured for your system when using AutoFill Keyword Sets. Reverse lookup items allow you to use secondary keywords to search for an AutoFill Keyword Set during indexing. This is useful when the primary keyword of the AutoFill Keyword Set is not known. When reverse lookup items have been configured for a scan queue, a drop-down select list displays next to the Document Date field. To use a reverse lookup item:
  a. In the Indexing dialog box, select a Document Type from the drop-down. The AutoFill Lookup drop-down is displayed.
  b. Select the appropriate reverse lookup item from the drop-down select list. The items will have been configured with descriptive names.
  c. As soon as the item has been selected, the Search dialog box displays. Enter any known keywords for the document and click Search.
  d. The Results dialog box will display a list of AutoFill Keyword Sets that match the entered criteria. By default, the results are displayed in ascending order based on the value of the first Keyword Type. Select another Keyword Type column to sort by those Keyword Values and/or click Default Sort Descending check box to change the default sort behavior.

Search functionality can be configured for the reverse lookup item. If search functionality has been configured for the item, a search text field will display on the Results dialog box. This dialog box allows you to filter the search results to more efficiently pick the correct AutoFill Keyword Set. Although any keywords can be configured as search criteria, the standard is in the format of last name,first name. For example, to search a set of AutoFill Keyword Sets for Sarah Smith, search for Smith,S.

Note: Depending on how the reverse lookup item was configured, dialog box titles will replace Search and Results, above.

e. Select the appropriate AutoFill Keyword Set and populate the Indexing panel with one of the action buttons configured at the bottom of the Results dialog box.
**Note:** One or two buttons can display. These buttons are configured per reverse lookup item.

6. To clear all Keyword Values you have entered for a document, click **Clear Keys**. Clicking **Clear Keys** does not clear locked Keyword Values.

   To clear an entire instance of a Multi-Instance Keyword Type Group, select a Keyword Value in the group and press **Ctrl+Del**. All Keyword Values in the instance of the Multi-Instance Keyword Type Group are deleted, and the instance of the MIKTG is removed from the document.
7. The Lock button next to each of the Keyword Value fields allows you to lock the Keyword Value entered in the text box so that it cannot be changed for the current document or any document in the current batch while the batch resides in the current batch status queue.

To unlock a Keyword Value, click the Lock button again.

More about Keyword Locking:

- Keyword locks placed on a document/batch in one batch status queue are not maintained once the document and/or batch is routed to the next batch status queue; the Keyword Values that were locked for that document/batch are no longer locked.

- Keyword locks created for one batch during indexing are not maintained for the next batch that is indexed.

For example: You locked 9-Second Foods as the Vendor Name Keyword Value while indexing Batch #101 in the AP-Invoices scan queue. Once that batch is indexed and routed to the next batch status queue, 9-Second Foods will no longer be locked as the Vendor Name Keyword Value; when you index Batch #102, 9-Second Foods will not be set and locked as the Vendor Name Keyword Value.

- Keyword locks are not “carried over” when a new scan queue is selected.

- When scanning a batch in Pre-Index or Full Index mode, you can enter and lock Keyword Values. These locked Keyword Values are maintained for any additional batches that are scanned until the Indexing dialog box is reset (e.g., a different scan queue is selected, the Document Imaging window is closed, etc.).

- If a value entered in the Keyword Value field is configured to be the primary Keyword of an AutoFill Keyword Set, locking the Keyword Value will trigger the AutoFill Keyword Set. Once the secondary values are filled, they also are locked.

- After the AutoFill Keyword Set has expanded, locking/unlocking the primary Keyword Value will lock/unlock all secondary values.

- When pre-indexing documents, if a Multi-Instance Keyword Type Group is used and one or more of the Keyword Values within the Multi-Instance Keyword Type Group are locked and others are not, when indexing the batch two instances of the Multi-Instance Keyword Type Group are added to the document: one containing only the Keyword Values that had been locked during pre-indexing and one containing all of the Keyword Values that had been entered during pre-indexing.

- If a locked Keyword Value is part of a Multi-Instance Keyword Type Group and
you switch to a Document Type associated with the same Multi-Instance Keyword Type Group, but the second Document Type has a default Keyword Value configured for the Keyword Type that has a locked Keyword Value, then the default Keyword Value will NOT replace the locked Keyword Value, nor will any other default Keyword Values configured for Keyword Types that are part of the Multi-Instance Keyword Type Group be populated upon switching Document Types.

However, if the locked Keyword Value is blank, a second instance of the Multi-Instance Keyword Type Group is added to the document: the initial instance contains the locked, blank Keyword Value and the second instance contains the unlocked, default Keyword Value.

If multiple locked Keyword Values are part of the Multi-Instance Keyword Type Group, all locked Keyword Value must to be blank in order to add a second instance of the Multi-Instance Keyword Type Group to the document when switching Document Types as described above. If one or more of the locked Keyword Values is not blank, then none of the default Keyword Values configured for Keyword Types associated with the Multi-Instance Keyword Type Group are populated upon selecting the second Document Type.

- If a locked Keyword Value is part of a Multi-Instance Keyword Type Group, and your scan queue is configured to carry over Keyword Values and overwrite any pre-existing Keyword Values for the current document (e.g., values entered during pre-indexing) from the preceding document when switching between Document Types during indexing, then two instances of the Multi-Instance Keyword Type Group are created: one with only the locked Keyword Values and one with all Keyword Values (but all values will be unlocked).

- When a Keyword Type is locked, the focus of the Indexing dialog box will skip the locked keyword and move to the next available Keyword Type when indexing.

- If the Document Type is changed using the Document Type drop-down list and the Keyword Type of the locked Keyword Value is associated with the newly-selected Document Type, the locked Keyword Value is applied to the document.

- Additionally, a locked Keyword Value has the ability to “skip” documents in the batch that are indexed as Document Types not associated with that Keyword Type. The locked value will be displayed for the next document in the batch that is indexed as a Document Type associated with the Keyword Type.

**Note:** When using keyword locks, there can be undesired results when changing the Document Type. A different Document Type may share the same Keyword Types, but the keywords can be stored on the second Document Type in a different keyword storage structure. When switching between keyword structures (e.g., a Document Type assigned a
Multi-Instance Keyword Type Group (MIKTG) to a Document Type not assigned a MIKTG, and back again,) this may result in the Multi-Instance Keyword Type Group values being re-ordered in the **Indexing** panel. This is expected behavior since the alteration of the method of storage from a MIKTG to regular keyword tables cannot retain the relationship information between the values originally imposed with the MIKTG. For this reason, switching between keyword structures is not recommended.

**Caution:** When using keyword locks, there can be undesired results when changing the Document Type. A different Document Type may share the same Keyword Types, but the keywords can be stored on the second Document Type in a different keyword storage structure. When switching between keyword structures (e.g., a document type assigned a Multi-Instance Keyword Type Group (MIKTG) to a document type not assigned a MIKTG,) this may result in lost, locked keyword values. If the user does not notice that the keyword values have been removed from the keyword interface, indexing could result in these values not being added to the document. When assigning Document Types to the scan queues, be aware of situations that may involve switching between keyword structures during the indexing of scanned documents. Avoid this situation, especially if you are using keyword locks. Switching between keyword structures is not recommended. This applies to versions 4.3.9 through 6.2 of the OnBase software.

8. The Document Date is the date used by the system to refer to the document. This date is used during searches limited by date. The document date is assigned to a document during import.
To adjust the date, click the Calendar icon next to the date keyword’s text field. The Calendar dialog displays. Click the arrow keys to move the calendar back and forth by month. Click on a date to select it.

![Calendar dialog](image)

Depending on how your system is configured, your Document Date may have a custom label such as Date Invoiced or Shipment Date.

**Note:** The Calendar icon is also available for keywords configured as dates.

**Note:** Keywords added during the index process will not be reflected in the document’s Document History.

9. To append the image to the previous document, click Append. To scan additional images to be appended to this document, click Scan.

10. When the Document Type and Document Date have been selected and all Keyword Values have been entered for the document, click Index to complete the indexing of that document and to display the next document in the Working window.

**Secondary Awaiting Index/Secondary Index in Progress**

Batches associated with scan queues that are configured to use double-blind indexing are routed to the Secondary Awaiting Index batch status queue after undergoing initial indexing in the Awaiting Index or Index in Progress batch status queues.

**Note:** Depending on your scan queue configuration, batches may or may not be configured to be routed to the Secondary Awaiting Index or Secondary Index in Progress batch status queues.
Here, the batches are indexed, for a second time, by a second user. This user does not have access to see the Keyword Values entered by the user who indexed the batch initially. These two sets of Keyword Values are compared to one another, and if a discrepancy is identified, the secondary user is prompted to correct it.

**PERFORMING SECONDARY INDEXING**

Secondary indexing is performed identically to the indexing the batch undergoes in the *Awaiting Index* or *Index in Progress* batch status queues. The *Secondary Awaiting Index* and the Secondary Index in Progress batch status queues are nearly identically to the *Awaiting Index* and *Index in Progress* batch status queues (with the exception of needing to resolve indexing discrepancies).

See Awaiting Index/Index in Progress Queues on page 223 for information on indexing batches.

**RESOLVING INDEXING DISCREPANCIES**

If the user performing secondary indexing enters a Keyword Value that differs from the Keyword Value entered by the user who indexed the batch initially, the secondary indexing user is prompted to resolve this discrepancy.

Once the user performing secondary indexing clicks **Index**, OnBase compares the Keyword Values entered for the document during primary indexing and secondary indexing. If a discrepancy exists, the **Keyword Discrepancy** dialog box is displayed.
With the document still displayed in the Working window, the Keyword Values entered by the initial indexer and the secondary indexer are both displayed in the **Keyword Discrepancy** dialog box. Here, the secondary indexer has the opportunity to review the document and decide to:

- Accept the Keyword Value entered by the initial indexer (by selecting the **Original indexer’s value** radio button).
- Accept the Keyword Value entered by the secondary indexer (by selecting the **Your index value** radio button).
- Discard both Keyword Values and enter a new Keyword Value (by selecting the **New value** radio button and entering a new value in its associated field.

**Note:** If a document associated with encrypted Keyword Values is undergoing secondary indexing and the user performing secondary indexing does not belong to a User Group with the **Access Security Masked Keywords** privilege, the user performing secondary indexing will not be asked to resolve any discrepancies between encrypted Keyword Values (i.e., the Keyword Value entered by the primary indexer is automatically accepted).

Once the Keyword Discrepancy has been resolved, click **OK** to assign the Keyword Value to the document and close the **Keyword Discrepancy** dialog box.

If another discrepancy is detected for the selected document, the **Keyword Discrepancy** dialog box is again displayed. If no further discrepancies are detected, the next document in the batch is displayed for secondary indexing in the Working window.

**Awaiting QA Review/QA Review in Progress Queues**

After indexing, images may be transitioned to the **Awaiting QA Review** queue. Here, batches are held until they undergo QA review. During QA review, images and Keyword Values are reviewed by a user and the images can be marked as needing to be re-scanned or re-indexed. These queues are part of the QA Review Process, an optional quality assurance measure that ensures that scanned images and Keyword Values meet standards of quality and accuracy.

**Note:** Depending on your system configuration, images may or may not be routed through the QA Review Process or to the **Awaiting QA Review** or **QA Review in Progress** queues. See your System Administrator for more information.
Once a user begins performing QA review on a batch, the batch is routed to the **QA Review in Progress** batch status queue. During QA review, each image is presented in the **Working** window:

From this batch status queue, you can examine the document and follow several courses of action, including:

- Accept the document as it is.
- Mark the entire document or individual pages within the document to be re-scanned.
- Mark the document to be re-indexed.
- Send the document to the **Awaiting Manager Resolution** queue.
By default, if a QA Review Process is interrupted, the next time the batch is accessed, documents that were previously marked as OK will not be displayed again; only documents that were skipped or had not yet been reviewed will be displayed. Depending on your configuration, however, if a QA Review Process is interrupted, you may need to restart the process from the beginning.

Similarly, if a batch is routed to another QA batch status queue and then back to **Awaiting QA Review** batch status queue, when the batch is re-reviewed, only documents that had pages rescanned, were rescanned entirely or were reindexed are displayed for review.

The **QA Review** window, located below the **Indexing** window, contains all of the review options available during the QA Review Process.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OK</strong></td>
<td>The document is correct, move on to next</td>
</tr>
<tr>
<td></td>
<td>Marks the current document as being scanned and indexed correctly and moves the focus to the next document.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> You may also press the <strong>Space Bar</strong> to mark the current document as OK and move the focus to the next document.</td>
</tr>
<tr>
<td><strong>Next</strong></td>
<td>Move on to next document</td>
</tr>
<tr>
<td><strong>Rescan Entire</strong></td>
<td>The entire document needs to be rescanned</td>
</tr>
<tr>
<td><strong>Rescan Page</strong></td>
<td>The current page needs to be rescanned</td>
</tr>
<tr>
<td><strong>Re-Index</strong></td>
<td>The document needs to be re-indexed</td>
</tr>
<tr>
<td><strong>Manager</strong></td>
<td>Send to Manager Resolution Queue</td>
</tr>
</tbody>
</table>

**Automatic Scrolling**
- Paused: delay = 5
The following keyboard and mouse options are available while images are displayed in the **Working** window:

<table>
<thead>
<tr>
<th>Function</th>
<th>Keystroke/Mouse Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move focus to the next page</td>
<td><strong>CTRL + Page Down</strong> or click on the appropriate thumbnail.</td>
</tr>
<tr>
<td>Move focus to the previous page</td>
<td><strong>CTRL + Page Up</strong> or click on the appropriate thumbnail.</td>
</tr>
</tbody>
</table>

In addition, options in the **Indexing** window may be enabled. See Indexing Buttons on page 259 for a list of potential options and their functions.
Once all pages have been examined, a message is displayed asking if you want to route the batch to the next queue.

- Click **Yes** to route the batch to the next batch status queue. Depending on the actions taken in the **QA Review in Progress** queue, either the next configured batch status queue for the scan queue or one of the following queues:
  - **Awaiting QA Rescan.** If one or more documents or pages of a document were marked as needing to be re-scanned, the batch is sent to this queue. Pages marked as needing to be re-scanned are selected and presented to the user in the order in which they were originally scanned. For more information, see **Awaiting QA Rescan Queue**.
  - **Awaiting QA Reindex.** If one or more documents were marked by the user as needing to be re-indexed, the batch is sent to this queue. Only documents marked as needing to be re-indexed are presented to the user, and they are presented in the order in which they were marked for re-indexing in the Awaiting QA Review queue. For more information, see **Awaiting QA Reindex Queue**.
  - **Awaiting Manager Resolution.** If one or more Documents were marked by the user as needing managerial resolution, the batch is sent to this queue. Only documents that require managerial control or oversight should be sent for examination in this queue. For more information, see **Awaiting Manager Resolution Queue**.
- Click **No** to leave the batch in place. A message is displayed asking if you would like to reset the QA status of the batch and review the documents again.
- Click **Yes** to reset the QA status of the batch. The batch remains in the **QA Review in Progress** batch status queue and all documents in the batch are once again available for QA review, as if the batch was never reviewed previously.
- Click **No** to leave the batch’s QA status in place. The batch remains in the **QA Review in Progress** queue, but the documents are no longer available for QA Review. Attempting to review the batch displays a message asking if you would like to route the batch to the next batch status queue.

### Awaiting QA Reindex Queue

After passing through the **Awaiting QA Review** queue, images may be transitioned to the **Awaiting QA Reindex** queue as part of the QA Review Process if Keyword Values associated with the document during the indexing process need to be added, removed or corrected.
Note: Depending on your system configuration, images may or may not be routed through the QA Review Process or to the Awaiting QA Reindex queue. See your System Administrator for more information.

The queue looks much the same as the Awaiting Index queue, except that the Document Type has been selected from the drop-down and Keyword Values are present in the Indexing dialog box.
The options available in this queue are all contained in the **Indexing** dialog box, and are the same as the options that were used in the **Awaiting Indexing** and **Index in Progress** queues.

The Documents that were marked for re-indexing are displayed in the **Working** window in the order in which they were marked for re-indexing in the **Awaiting QA Review** queue. Use the controls contained in the **Indexing** dialog box to correct the Keyword Values on the document.

For more information on indexing and the indexing controls, see Awaiting Index/Index in Progress Queues.

After all of the selected images have been re-indexed, the batch is routed out of the QA Review Process and is transitioned into normal scan processing.

**Awaiting Manager Resolution Queue**

The purpose of the **Awaiting Manager Resolution** queue is to provide managerial control over certain documents; batches may be transitioned from the **Awaiting QA Review** queue to the **Awaiting Manager Resolution** queue as part of the QA Review Process.

For example, if two users disagree about the quality of a batch of documents, that batch could be passed to the Awaiting Manager Resolution queue to allow management to make the final decision about the batch.

A few notes about the **Awaiting Manager Resolution** batch status queue:
• If at least one document in a batch is marked as needing Manager Resolution, all documents in the batch will be visible in the **Awaiting Manager Resolution** batch status queue. This is unlike most other batch status queues; in most batch status queues, only the documents requiring work in the batch status queue are visible when the batch is routed to that batch status queue.

• Because the Awaiting Manager Resolution queue is meant to be used by management, only users with the **Scanning Administration Right** are able to see and access this queue.

• Depending on your system configuration, images may or may not be routed through the QA Review Process or to the **Awaiting Manager Resolution** queue. See your System Administrator for more information.

The queue looks much the same as the **Awaiting QA Review** queue. Each image is presented in the **Working** window:
The controls are located in the **Manager Resolution** window, below the **Indexing** dialog box:

![Manager Resolution window](image)

Notice that the controls are very similar to the controls of the **Awaiting QA Review** queue, except for the absence of the **Manager** button and the **Automatic Scrolling** slider bar.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>Marks the document as being scanned and indexed correctly.</td>
</tr>
<tr>
<td>Next</td>
<td>Moves the focus to the next document.</td>
</tr>
<tr>
<td>Rescan Entire</td>
<td>Marks every page in the document as needing to be re-scanned.</td>
</tr>
<tr>
<td>Rescan Page</td>
<td>Marks the current page for re-scanning.</td>
</tr>
<tr>
<td>Re-Index</td>
<td>Marks the selected document as needing to be re-indexed.</td>
</tr>
</tbody>
</table>

Each image that was marked for review in the **Awaiting Manager Resolution** queue is displayed in the **Working** window. Using the controls in the **Awaiting Manager Resolution** window, mark each image appropriately.

In addition, options in the **Indexing** window may be enabled. See Indexing Buttons on page 259 for a list potential options and their functions.

When the last image has been examined, a message is displayed asking if you want to route the batch to the next queue. If this is the case, depending on the action(s) that were taken, the batch is routed out of the QA Review Process and transitioned into normal scan processing or back to one of the earlier queues:

- **Awaiting QA Rescan**
- **Awaiting QA Reindex**
**Awaiting Reindex/Reindex in Progress Queue**

Documents contained within batches in the **Awaiting Reindex** batch status queue can have their Document Types modified and Keyword Values modified, added, or removed. Reindexing documents in the **Awaiting Reindex** batch status queue can be used as a quality assurance measure to help ensure indexing accuracy.

**Note:** Depending on your system configuration, batches may or may not be routed through the **Awaiting Reindex** batch status queue. See your System Administrator for more information.

This batch status queue looks much the same as the **Awaiting Index** or **Awaiting QA Reindex** batch status queue.
To skip the reindexing and send the batch onto the next configured batch status queue, right-click on the batch and select **Skip Re-Index**. To reindex a batch of documents, right-click on the batch and select **Re-Index documents**.

![Right-click menu options](image)

**Note:** The **Re-Index documents** and **Skip Re-Index** right-click menu options are also available in the Re-Index in Progress batch status queue to resume re-indexing on a batch or to cancel re-indexing, respectively.
Once reindexing begins, the batch is moved to the **Re-Index in Progress** batch status queue. Here, the first document in the batch is displayed in the Document Viewer.

**Note:** Once a batch is opened in either the **Awaiting Reindex** or the **Re-Index in Progress** batch status queues, the batch is locked and cannot be accessed by other users.

Use the controls in the Indexing dialog box to modify any Keyword Values and Document Type information for the displayed document. For more information on the Indexing dialog box, see Awaiting Index/Index in Progress Queues on page 223.

Once the currently displayed document has been re-indexed, click **Index**. The next document in the batch is displayed in the Document Viewer.

Once all documents in the batch have been re-indexed, the batch automatically moves to the next batch status queue.
**Awaiting Custom Process Queue**

Before moving to the **Awaiting Commit** batch status queue, images may be transitioned to the **Awaiting Custom Process** queue where custom processes, such as executing a VB script, are performed on the documents in the batch or others, such as calling out to a Web Service, are performed using data from the documents in the batch.

**Note:** Depending on your system configuration, images may or may not be routed to the **Awaiting Custom Process** queue. See your system administrator for more information.

Custom processing can only take place on a workstation running the OnBase Client module with a special command line switch. Workstations operating without this command line switch are not able to see the **Awaiting Custom Process** queue or the batches residing within it.

**Tip:** It is considered a best practice that custom processing be performing only on dedicated processing workstations, not on user workstations.

Custom processing on a batch residing in the **Awaiting Custom Process** queue is performed automatically at scheduled intervals. The **Scan/Indexing Processing Log** window is displayed automatically and cannot be closed, only minimized, on workstations able to perform custom processing. This window displays information on all custom processing actions that have taken place during the current OnBase session.

The batch remains in the **Awaiting Custom Process** queue until custom processing on all documents within that batch is complete or a user skips custom processing that batch by right-clicking on the batch and selecting **Skip Custom Process**.

After the custom processing is complete, the batch moves to the **Awaiting Commit** queue.

**Shortcut Keys**

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + Tab</td>
<td>Shifts focus between the Indexing dialog and the image viewer. This allows you to quickly review documents during the indexing process.</td>
</tr>
<tr>
<td>F7</td>
<td>Reveals ALT options in the menu bar.</td>
</tr>
<tr>
<td>F8</td>
<td>Closes the open dialog box.</td>
</tr>
</tbody>
</table>
The following shortcut keys are available during indexing:

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALT + F</td>
<td>Brings the last window or dialog box used to the front of all open windows.</td>
</tr>
<tr>
<td>ALT + T</td>
<td>Closes the program.</td>
</tr>
<tr>
<td>Alt + D</td>
<td>Shifts focus to the Document Date.</td>
</tr>
<tr>
<td>Ctrl+Del</td>
<td>When the focus is set to a Keyword Value that is part of a Multi-Instance Keyword Type Group, the entire instance of the Multi-Instance Keyword Type Group is deleted.</td>
</tr>
</tbody>
</table>

The following shortcut keys are available when the focus is in the image viewer:

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + G</td>
<td>Opens the Go to Page dialog box.</td>
</tr>
<tr>
<td>Ctrl + Home</td>
<td>Navigates to the beginning of the document.</td>
</tr>
<tr>
<td>Ctrl + End</td>
<td>Navigates to the end of the document.</td>
</tr>
<tr>
<td>Ctrl + Right Arrow</td>
<td>Rotates image right.</td>
</tr>
<tr>
<td>Ctrl + Left Arrow</td>
<td>Rotates image left.</td>
</tr>
</tbody>
</table>

Depending on your scan queue configuration, the following shortcut keys may be available for documents displayed in the Working window. When available, these shortcut keys do not require the focus to be on the Working window, but they do require NumLock to be on and that you use the numeric keypad.

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + 6 (Right Arrow)</td>
<td>Pan right across the image</td>
</tr>
<tr>
<td>Ctrl + 4 (Left Arrow)</td>
<td>Pan left across the image</td>
</tr>
<tr>
<td>Ctrl + 8 (Up Arrow)</td>
<td>Pan up the image</td>
</tr>
<tr>
<td>Ctrl + 2 (Down Arrow)</td>
<td>Pan down the image</td>
</tr>
<tr>
<td>Ctrl + 7</td>
<td>Opens the Go to Page dialog box</td>
</tr>
</tbody>
</table>
Deleting and Reordering Pages

The **Delete/Reorder Pages** option provides you with the ability to remove or reorder the pages of a document while displaying all pages in thumbnail view.

1. Retrieve and open an image document and right-click on it.
2. Select **Delete / Reorder Pages** and a new window displays that shows the thumbnail view of all pages in the document. Each page is numbered.

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + Plus Sign</td>
<td>Zooms in on the image</td>
</tr>
<tr>
<td>Ctrl + Minus Sign</td>
<td>Zooms out on the image</td>
</tr>
</tbody>
</table>

**Shortcut Action**
Note: If the window cannot display the thumbnail images of all pages in the document, a holding area is created on the right side of the window to hold thumbnails you are working with while you scroll to other locations in the document.

Note: In most cases, read-only documents cannot be deleted or reordered. However, if a read-only document resides in the Awaiting Scan Queue and has the Scan Mode of No Index or Pre-Index, the **Delete/Reorder Pages** option is enabled.

**Delete/Reorder Pages Toolbar**
The following toolbar buttons are available:

<table>
<thead>
<tr>
<th>Toolbar Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Save changes and close</strong> - Saves changes and returns to the open image document.</td>
<td></td>
</tr>
<tr>
<td>Caution: You cannot recover deleted pages after clicking this button.</td>
<td></td>
</tr>
<tr>
<td><strong>Cancel changes</strong> - Undoes changes made to the document.</td>
<td></td>
</tr>
<tr>
<td>Note: You cannot cancel a command to delete pages after you click the <strong>Save changes and close</strong> button.</td>
<td></td>
</tr>
<tr>
<td><strong>Delete all</strong> - Selects and marks all pages for deletion.</td>
<td></td>
</tr>
<tr>
<td>Note: Although the <strong>Delete All</strong> button selects all pages in a document for deletion, the system will not permit deleting an entire document from this view. The <strong>Delete All</strong> button allows you to select all the pages for deletion, then deselect those to keep. To delete the entire document, use the <strong>Document Retrieval</strong> dialog box Trash Can.</td>
<td></td>
</tr>
<tr>
<td><strong>Undelete all</strong> - Undeletes all pages marked for deletion and deselects all pages.</td>
<td></td>
</tr>
<tr>
<td><strong>Delete selected</strong> - Marks the selected pages for deletion.</td>
<td></td>
</tr>
<tr>
<td><strong>Select all</strong> - Selects all pages.</td>
<td></td>
</tr>
<tr>
<td><strong>Rotate selected 90° left</strong> - Rotates the selected page(s) 90° to the left.</td>
<td></td>
</tr>
<tr>
<td><strong>Rotate selected 90° right</strong> - Rotates the selected page(s) 90° to the right.</td>
<td></td>
</tr>
</tbody>
</table>
If the Delete/Reorder Pages window cannot display all of a document’s pages simultaneously, a holding area displays on the right side of the window. You can click and drag pages to the holding area to keep the pages visible as you scroll through the rest of the document.

You can use the holding area as you reorder, delete, and rotate pages. If you delete or rotate a page that is displayed in the holding area, the change is reflected in both the holding area and the main display area.

For information about using the holding area to reorder pages, see Moving Pages in a Larger Document on page 173.
Delete a Page or Pages

There are two ways to delete a page of a current image document:

- Double-click a thumbnail to select the page for deletion (a red X indicates it is selected for deletion.) Repeat for every page you wish to delete. If your document has many pages, you can also select the **Delete All** button to select all pages and then deselect the ones you want to keep by double-clicking the thumbnail(s).

**Note:** Although the **Delete All** button selects all pages in a document for deletion, the system will not permit deleting an entire document from this view. You must delete documents by sending them to the Trash Can.
Click the **Save Changes and Close** button. The system prompts **Are you sure you want to save changes to this document?** Click **Yes** to accept changes.

- Right-click and drag the desired thumbnail to the system desktop, as shown in this example. The system prompts **Do you wish to create a new document from this page?** Select **No**.
If working with a multi-page document, the system prompts you with **Are you sure you wish to delete this page?** When working with a single page document, the system prompts you with **Deleting this page will delete the entire document, continue?** Select **Yes** to delete the page.

**Caution:** Ensure you are satisfied with changes before clicking the **Save Changes and Close** button. Once you have deleted pages and accepted them by clicking the **Save changes and close** button, you cannot recover them.

---

**Reorder Pages**

From an open image document, right-click in the viewer window (not the thumbnail window) and select **Delete/Reorder Pages** from the right-click menu. The **Delete/Reorder Pages** window displays a thumbnail view of all pages in the document. Each page is numbered for easy identification.

**MOVING PAGES IN A SMALLER DOCUMENT**

This method works best with smaller documents with low page counts.

Right-click on the thumbnail you wish to move and drag it to a new position within the thumbnail window. The document page number changes to reflect the new page position, relative to the other thumbnails.
MOVING PAGES IN A LARGER DOCUMENT

Either of the following methods is recommended when moving pages in large documents with high page counts.

- Right-click in the main document window (not the thumbnail window) or on the status bar on the page you wish to move and select **Navigate | Set Page Number**. Enter the new page number for the selected page.

- To see all pages in the document at once, right-click in the main window (not the thumbnail window) and select **Delete/Reorder Pages** from the right-click menu. The **Delete/Reorder Pages** window displays a thumbnail view of all pages in the document. Each page is numbered for easy identification.

  Click on a thumbnail to select the page you wish to move (a blue highlight indicates it is selected). Drag it to the desired position in the document and drop it. Notice that the thumbnail retains its original number in the new order - it will retain this number until you save the change.

  Click the **Save Changes and Close** button or type **Alt + D** to accept changes. The thumbnails will re-number according to their new order.

- If you cannot see all pages in the document in the **Delete/Reorder Pages** window, you can click and drag the page(s) you want to move to the holding area. Scroll through the document to the new position for the page(s). Click and drag the page(s) from the holding area to the new position. Notice that the thumbnail retains its original number in the new order - it will retain this number until you save the change.

  Click the **Save Changes and Close** button or type **Alt + D** to accept changes. The thumbnails will renumber according to their new order.

**Rotate Pages**

1. From an open image document, right-click in the viewer window (not the thumbnail window) and select **Delete/Reorder Pages** from the right-click menu. The **Delete/Reorder Pages** window displays a thumbnail view of all pages in the document.

2. Click on the thumbnail(s) to select the page(s) to rotate (a blue highlight indicates it is selected).
3. Click either the **Rotate 90° left** button or the **Rotate 90° right** button.

4. Repeat for all pages you wish to rotate, then click the **Save changes and close** button or type **Alt + D** to accept changes.
Rubber Band

You can zoom in on a portion of an image document and print, save, or create a new document from the selected area by using the Rubber Band feature.

1. Press and hold the Ctrl key on the keyboard and click on the document.
2. With the Ctrl key pressed, click and hold the left mouse button while dragging on the area that you wish to select. When you have the desired area selected, release the mouse button and a menu displays the following options.

<table>
<thead>
<tr>
<th>Rubber Band Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print Selected</strong></td>
<td>Prints the selected portion of the document to a local printer. When you select this, the following message displays: <strong>Do you want to zoom region resized to Fit the printed page width?</strong></td>
</tr>
<tr>
<td></td>
<td>• Select Yes to resize the selected area to fit the width of the printed page.</td>
</tr>
<tr>
<td></td>
<td>• Select No to print the selected area in its true size.</td>
</tr>
<tr>
<td></td>
<td>• Select Cancel to exit without printing.</td>
</tr>
<tr>
<td><strong>Zoom In</strong></td>
<td>Magnifies the view of the document</td>
</tr>
<tr>
<td><strong>Copy Image to Clipboard</strong></td>
<td>Copies the rubber-banded area to the clipboard.</td>
</tr>
<tr>
<td><strong>Copy Selection to Window</strong></td>
<td>Copies the rubber-banded area to a window. This window can be repositioned and remains open, even after the document has been closed or you move to a different page in the document.</td>
</tr>
<tr>
<td></td>
<td>To move the window, right-click on the new window and select <strong>Arrange</strong> or **Arrange All</td>
</tr>
<tr>
<td><strong>Save Selection as</strong></td>
<td>This option allows you to save the rubber-banded area as a new document outside of OnBase. Once selected, the <strong>Save As</strong> dialog box is displayed.</td>
</tr>
</tbody>
</table>

**Note:** You can save the entire image as an image file by opening the image and clicking **Save As** from the **File** menu.

From the **Save As** dialog box, browse to the location where you would like the newly-created document to be saved. Enter a name for the new document in the **File Name** field, select the file format of the new document in the **Save as type** field and click **Save**.

Depending on the file format selected, you may be able to select dithering options for the document. Dithering is used to create additional colors and shades from an existing palette by interspersing pixels of different colors. For more information on dithering, see your Solution Provider.
Indexing Buttons

<table>
<thead>
<tr>
<th>Option</th>
<th>Shortcut Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create New Document</td>
<td>ALT-X ALT-I</td>
<td>Creates a new document from the image contained in the rubber-banded area. After selecting this option, the Create new document from image snippet window appears. Select the Document Type, File Type, Document Date and Keyword values to associate with the new document. Click Import to import the document, Clear to remove the currently displayed values, or Exit to escape without importing.</td>
</tr>
<tr>
<td>Index</td>
<td>ALT-X ALT-I</td>
<td>Saves the page currently displayed in the Working window, as a document of the type selected in the Document Type drop-down list, with the keyword values entered in the Keywords section. The next scanned page is displayed in the Working window allowing you to alter the settings before indexing, if necessary.</td>
</tr>
<tr>
<td>Append</td>
<td>ALT-P</td>
<td>Click if the page displayed in the Working window is a continuation of the previous document. This option makes the displayed page the next page in the last document that was indexed.</td>
</tr>
<tr>
<td>Clear Keys</td>
<td>ALT-Y</td>
<td>Empties the keyword text boxes. Locked fields are not cleared.</td>
</tr>
<tr>
<td>Scan</td>
<td>ALT-S</td>
<td>During the indexing process, this allows you to scan more pages into the current document. Outside the indexing process, clicking Scan allows you to start a new batch or scan more pages into an existing batch.</td>
</tr>
<tr>
<td>Jump</td>
<td>Ctrl + J</td>
<td>During the indexing process, this allows you to jump to a specific unindexed document in the batch without indexing the currently displayed document.</td>
</tr>
</tbody>
</table>

Note: If there are no unindexed documents in the batch other than the current document, this functionality will not be available.

Indexing Toolbar

The Indexing Dialog Toolbar is located at the bottom of the Document Imaging window, below the Index, Append, Clear Keys and Scan buttons.
The First Document button takes you to the first unindexed document in the batch you are currently indexing. Until you advance through the batch using the Next Document or Last Document options, the First Document option will not be available. Alt+1 is the shortcut.

The Previous Document button takes you to the previous document that has not been indexed. Like the First Document button, this option is available only if the Next Document or Last Document options are clicked. Alt+V is the shortcut.

The Next Document button takes you to the first page of the next unindexed document in the batch. Alt+N is the shortcut.

The Last Document button takes you to the first page of the last document in the batch you are indexing. Alt+L is the shortcut.

The Delete Page button discards the page of the current document represented by the image in Working window. This is useful for eliminating separator pages or blank sheets that are scanned into the system. Alt+G is the shortcut.

The Delete Document button deletes the current unindexed document from the batch. Delete Page removes the page being viewed; this option removes all of the pages that make up the current document. Alt+C is the shortcut.

The Skip Document button displays the next unindexed document. You will not be able to index the document you were viewing until you reopen the batch in the Index in Progress queue. Alt+K is the shortcut.

The Create New Document (Alt+R) button creates a new document from the currently displayed scanned document. For example, if you had a 5-page document, you could elect to create a new document from pages 3-5. To create a new document during indexing, select the page you wish to be the start of your new document (page 3) and click the Create New Document button.
If your system administrator has enabled the **Advanced Create New Document** functionality, you will be prompted with the **Create new document from existing** dialog box. Select the **Document Type** for the new document and specify the range of pages to include in the new document. Enter the appropriate Keyword values for the new document and select **OK**. Select **Delete copied pages from original document** to delete the selected pages from your original document.

If your system administrator has not enabled the **Advanced Create New Document** functionality, your new document will begin with the currently selected page and end with the last page of the existing document. These pages are removed from the original document.

Once a new document is created, it is inserted as the next document in the batch. The current document (i.e., the document the new document was created from) remains displayed for indexing in the Working window; once it is indexed, the newly-created document is displayed for indexing, then the next document in the batch, etc.

The **Stop Indexing** button takes you out of the batch you were indexing and returns you to the list of batches in that batch status queue. Any images that were not indexed remain unindexed and move to the **Indexing in Progress** queue. **Alt+Q** is the shortcut.

The final stop for batches is the **Awaiting Commit** queue. At this point, the documents have been indexed in the database and the files are being stored in the first mass storage (uncommitted) copy. End users can retrieve the documents in OnBase if they have rights to the Document Types and if they have network read access to the files.

If the users do not have rights to specific Document Types, they can view the hit list of documents in the batch but they cannot open the document. An insufficient privileges error message is displayed when a user does not have rights to the Document Type.

### Scanning More Pages into a Document

It may be necessary to scan pages into a document residing in a batch that is awaiting further action in a batch status queue or that is waiting to be committed.
**Scanning Additional Pages into a Document from the Batch View**

To scan pages into a document from the batch view:

1. From the Queue List Window, select the batch status queue and open the batch containing the document that is to have additional pages scanned to it resides.

2. Double-click the batch and open the document that is to have additional pages scanned to it. The document is displayed in the Document Viewer.
3. Right-click on the document in the Document Viewer and select **Scan More Pages**.

4. A message is displayed asking you to select the scan queue associated with the document and the scan format to use before scanning additional pages. Click **OK**.

**Note:** Depending on your scan queue configuration, the system may or may not ask you to specify a scan queue.

The focus is changed to the Document Imaging window.
5. In the Queue List Window, click **Scan Queues** and select the Scan Queue associated with the document. The document is displayed in the Document Viewer and the indexing information for the document is displayed in the **Indexing** dialog box.
6. Click **Scan**. The **Scan More Pages** dialog box is displayed.

![Scan More Pages Dialog]

7. Select the correct radio button to indicate where the scanned pages should be placed in the document and click **OK**.

Depending on your scan queue configuration, this location may already be selected and you may or may not be able to change it.
8. The pages are scanned. Once scanning is complete, the **Scanning Complete** dialog box is displayed.

![Scanning Complete dialog box](image)

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scan More Pages</strong></td>
<td>Allows you to scan additional images into the previous batch. Depending on the scan queue settings, the image is scanned as a page of an existing document in the batch or as a new document in the batch.</td>
</tr>
<tr>
<td><strong>Change Format</strong></td>
<td>Allows you to scan a new document into the batch.</td>
</tr>
<tr>
<td><strong>Discard Pages</strong></td>
<td>Deletes scanned documents.</td>
</tr>
<tr>
<td><strong>Done</strong></td>
<td>Ends the scanning session.</td>
</tr>
</tbody>
</table>

*Note:* If the **Automatic Scan More Queue** option is enabled during configuration, the system will not ask you to specify a scan queue. The **Scan More Pages Default Location** option is used to automatically place the additional documents.

Once scanning is complete, the focus is returned to the Document Imaging window.
蛀牙 Additional Pages into an Open Document

Additional pages can also be scanned and added to a document when the document is open and displayed in the Document Viewer.

To scan pages to an open document:

1. With the document open in the Document Viewer, right-click and select Scan More Pages.... The Document Imaging window is displayed.

2. A message is displayed asking you to select the scan queue associated with the document and the scan format to use before scanning additional pages. Click OK.

**Note:** Depending on your scan queue configuration, the system may or may not ask you to specify a scan queue.
3. In the Queue List Window, click **Scan Queues** and select the Scan Queue associated with the document. The document is displayed in the Document Viewer and the indexing information for the document is displayed in the **Indexing** dialog box.
4. Click **Scan**. The **Scan More Pages** dialog box is displayed.

![Scan more pages dialog box]

5. Select the correct radio button to indicate where the scanned pages should be placed in the document and click **OK**.

Depending on your scan queue configuration, this location may already be selected and you may or may not be able to change it.
6. The pages are scanned. Once scanning is complete, the **Scanning Complete** dialog box is displayed.

![Scanning Complete dialog box]

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scan More Pages</strong></td>
<td>Allows you to scan additional images into the previous batch. Depending on the scan queue settings, the image is scanned as a page of an existing document in the batch or as a new document in the batch.</td>
</tr>
<tr>
<td><strong>Change Format</strong></td>
<td>Allows you to scan a new document into the batch.</td>
</tr>
<tr>
<td><strong>Discard Pages</strong></td>
<td>Deletes scanned documents.</td>
</tr>
<tr>
<td><strong>Done</strong></td>
<td>Ends the scanning session. Once scanning is complete, depending on your system configuration, the focus is returned either to the Document Search Results list or to the open document.</td>
</tr>
</tbody>
</table>

**Note:** If the **Automatic Scan More Queue** option is enabled during configuration, the system will not ask you to specify a scan queue. The **Scan More Pages Default Location** option is used to automatically place the additional documents.
Creating a Document

In most cases new documents are created by importing them. In addition to importing documents, you can create new documents from an existing document or from a thumbnail. The newly created document will be of the same file type as the original document.

The new document created can be become a revision of an existing selected document or an entirely new document.

**Note:** A revisable document will not have its initial revision created until it has been indexed. Prior to indexing, all changes to the document will not create a new revision.
Creating a New Document from an Existing Document

1. To create a new image document from an existing one, right-click on a document from the Documents Search Results list, right-click on an open document, or right-click on a document's status bar, and select Send To | Create New Document.

The Create new document from existing dialog displays:

2. Select the Document Type Group for the new document.
3. Select the Document Type for the new document.
4. In the **Create from Pages field**, specify the page(s) to include in the new document.
   - To specify a range of pages, type the start page-end page. (For example, pages 4-6)
   - To specify multiple pages that are not within a range, use commas to separate the pages. (For example, pages 1, 3, 5-12)

5. Select **Initiate Workflow** to add this new document to Workflow.

**Note:** This check box is only available when licensed for Workflow and the Document Type is part of an existing Life cycle.

6. The **Document Date** field allows you to assign a date to the new document. Often, this is the date the document was created or received.

7. If you are working with an image document, you can select the **Delete copied pages from original document** option to delete the selected pages from your original document.

8. Keyword Values are inherited from the original document. Click **Clear Keywords** and re-index the new document if necessary.

9. Click **OK** to create the new document. The new document is automatically displayed.

**Creating a New Document from Thumbnails**

**CREATING A NEW DOCUMENT FROM A SINGLE PAGE**

1. From the open image document, right-click and select **Thumbnails**, or select **Document | Thumbnails** from the main menu bar.

2. To create a new document from the current page, drag the desired thumbnail to the system desktop, as shown in this example. The system prompts you with **Do you wish to create a new document from this page?**

3. Select **Yes** to create a new document. The new document is stored in the same document type as the original document.

4. After creating the new document, you can choose to delete the original page or allow it to remain in the system. If you create a document from a multi-page original, you are prompted with **Are you sure you wish to delete this page?**

5. Select **Yes** to delete the page or **No** to retain it. If you are creating a document from a single-page document, you are prompted with **Deleting this page will delete the entire document, continue?**

6. Select **Yes** to delete the original document. Select **No** to retain it.
CREATING A NEW DOCUMENT FROM A RANGE OF PAGES

1. Display the thumbnails for an open image document by right-clicking and selecting **Thumbnails** or by selecting **Document | Thumbnails** from the main menu bar.

2. Right-click on an empty area of the thumbnail display bar. The cursor changes from an arrow to a document with a hook through it.

3. Drag the cursor to the desktop. A message asking if you would like to create a new document from this page is displayed.

Click **Yes** to create a new document from that image.
4. The **Create new document from existing** dialog is displayed.

5. Select the **Document Type** for the new document.

6. In the **Create from Pages** field, specify the page(s) to include in the new document.
   
   To specify a range of pages, type the start page-end page. (For example, pages 4-6)

   To specify multiple pages that are not within a range, use commas to separate the pages.
   (For example, pages 1, 3, 5)

7. Select **Delete copied pages from original document** to delete the selected pages from your original document.
8. Click **OK** to create the new document. The new document is automatically displayed.
Using the Rubber Band

You can zoom in on a portion of an image document and print, save or create a new document from the zoomed in area using the rubber band feature.

1. Press and hold the Ctrl key on the keyboard, and click on the document.
2. With the Ctrl key still pressed, click and hold the left mouse button while dragging the area on the document that you wish to select. When you have the desired area selected, release the mouse button and a menu displays with several options. This works for both images and text documents.
<table>
<thead>
<tr>
<th>Rubber Band Options</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Print Selected**       | Sends the selected portion of the document to a local printer. After the **Print** dialog box is displayed, a message asking, "Do you want the zoom region resized to fit the printed page width?" is displayed.  
  • Select **Yes** to resize the selected area to the fit the width of the printed page.  
  • Select **No** to print the selected area in its true size.  
  • Select **Cancel** to exit without printing.                                                                                                                                 |
| **Zoom In**              | Magnifies the view of a document.                                                                                                                                                                         |
| **Copy Text to Clipboard** | Copies the rubber-banded text to the clipboard.                                                                                                                                                        |
| **Copy Image to Clipboard** | Copies the rubber-banded area to the clipboard.                                                                                                                                                        |
| **Copy Selection to Window** | Copies the rubber-banded area to a window. This window can be repositioned and remains open, even after the document has been closed or you move to a different page in the document.  
To move the window, right-click on the new window and select **Arrange** or **Arrange All | Top, Left, Right**, or **Bottom**. |
The **Image Segment Archiver** queue allows you to create new documents from segments of existing documents. Additionally, the Image Segment Archiver allows you to designate top and bottom margins on an original document, which transfer to newly created document(s) as headers and footers.

To begin image segment archival, right-click on a batch in the **Image Segment Archiver** queue and select **Perform Image Segment Archival**.

### Image Segment Archiver Toolbar

<table>
<thead>
<tr>
<th>Rubber Band Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Save Selection as</strong></td>
<td>Lets you save the rubber-banded area in the current file format or another image file format. Enter a path and file name for your new image document. Select a file type from the list of available types. The <strong>Save As</strong> dialog box displays. Some file formats allow you to select dithering options. Dithering is used to create additional colors and shades from an existing palette by interspersing pixels of different colors. On a monochrome display, areas of gray are created by varying the proportion of black and white pixels. In color displays, colors and textures are created by varying the proportions of existing colors. <strong>Note:</strong> You can save the entire image as an image file by opening the image and clicking <strong>Save As</strong> from the <strong>File</strong> menu. The <strong>All</strong> button will be selected in the <strong>Save Range</strong> area. Type in the file name and directory paths for the new image file you want to create. From the <strong>Save File as Type</strong>, select the format that the image will be saved as from the drop-down list. If the drive to which you are saving the copied image file has not been mapped, you can click the <strong>Network</strong> button and map the drive. Select the drive to be mapped from the <strong>Drive</strong> drop-down list. From the <strong>Path</strong> drop-down list, select the name of the drive that you want the drive to be on your computer. Click <strong>OK</strong>.</td>
</tr>
<tr>
<td><strong>Create New Document</strong></td>
<td>Creates a new document from the image contained in the rubber-banded area. After selecting this option, the <strong>Create new document from image snippet</strong> window appears. Select the <strong>Document Type</strong>, <strong>File Type</strong>, <strong>Document Date</strong> and <strong>Keyword Values</strong> to associate with the new document. Click <strong>Import</strong> to import the document, <strong>Clear</strong> to remove the currently displayed values, or <strong>Exit</strong> to escape without importing.</td>
</tr>
</tbody>
</table>

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The Previous item button displays the previous item in the batch.

The Next item button displays the next document in the batch.

The Zoom In button magnifies the view of a document.

The Zoom Out button displays the document page at a decreased size, which displays a greater area of the document at one time.

The Margins button displays the Header and Footer settings dialog box which allows you to specify margins (an area of the document to appear as a margin on all newly created documents) and designate pages from the original document to include on the front and back of each new document. See the Margins section below.

The Continuous Segmentation Mode button allows you to define multiple segments of a document for archival. When Continuous Segmentation is in effect, left clicking defines the end of each new document. For example, you could left click twice on a document to separate it into thirds.

The Segment Entire Page button saves the entire page as a document snippet and advances to the next page. If the current page is the last page of the document, you are advanced to the first page of the next document.

The Finish batch – leave in queue button saves margins and newly created documents and closes the current document. You can return to the batch and continue the line item separation process at any time.

The Finish batch – advance to next queue button saves margins and newly created documents and closes the current document. The batch moves to the next queue.

Margins

A margin is a section of the document that appears on all newly created documents. These margins are created as headers and footers.

To create a margin:

1. Right-click and drag a box to enclose the lines that you want to include in the header.
2. Release the mouse button. The selected area is highlighted in purple.
3. Or, click the Margins button and enter the distance, in inches, for the header and/or footer.
4. Click **OK** and the area is highlighted in purple.

The **Include _ Pages from start of document** and **Include _ Pages from end of document** entries allow you to specify how many pages from the front and back of the current document to include as the front and back of pages of each newly created document. For example, you may wish to include the front page of the current document and the last page of the current document as the front and last page of each new document that results from segmentation.

### Creating New Documents from Image Snippets

To create a new document from an image snippet:

1. Left-click and drag a box to define the area of a new document.
2. Release the mouse button. The selected segment is displayed highlighted in yellow.
3. The **Create new document from image snippet** dialog box is displayed. Select a Document Type, file type, document date and keyword values to apply to the new document. If the **Create new document from image snippet** dialog box does not display, your system administrator has defined a default Document Type and documents are automatically saved to that Document Type.
4. Click **Import**.
5. The selected image area appears highlighted in yellow in the original document.
6. You can follow these steps to create as many documents as you want. When finished click the **Finish batch – leave in queue icon**, to save your work and leave the documents in the Image Segment Archiver queue. If you are completely finished with the batch, click the **Finish batch – advance to the next queue** button.

#### Note:
When a batch that has been through the Image Segment Archiver displays in the **Awaiting Commit** queue, you will see the original number of documents.

### Scheduling Scanning Processes

Several Document Imaging processes, including sweeping, scanning from disk, performing Automated Indexing or Full-Page OCR, converting to PDF and committing documents, can be scheduled to be performed automatically.

#### Note:
When scheduling a sweep process, you can only sweep the scan queue’s configured Default Directory.
Note: Automatic processes such as Auto OCR, Commit, and PDF are only initiated when handling batch activity (indexing, scanning, etc.) in the OnBase Client. If batch activity is taking place outside the OnBase Client, and automation is needed, the desired processes must be scheduled to occur on a workstation running the OnBase Client. This does not apply to the Auto-Foldering and Auto-Naming options, as they take place on a document level rather than based on batch activity.

If multiple batches are committed, if an error occurs in any of the batches, the commit process continues to commit subsequent batches.

For information on configuring a scheduled process or the rights necessary to configure or run a scheduled process, see Scheduling on page 477.

Transaction Log

By default, Document Creation entries are not placed in the Transaction Log for documents that are scanned, swept, or created via the Document Slicer. In order to create Document Creation entries in the Transaction Log for these documents, the scan queue must be configured to record these actions.

In most cases, when a document is deleted, a Deleted Document action is recorded in the transaction log.

When indexing a document that has been scanned, scanned from disk, or swept into OnBase, by default, the primary indexing process (i.e., the initial indexing of the document, such as from the Awaiting Index or Index in Progress batch status queue) is not recorded in the Transaction Log or in the document’s Document History. However, any Keyword Value additions or modifications that are made during indexing can be recorded in the Transaction Log by selecting the Log Keyword Modification process option for the scan queue.

When a scanned document is deleted before it has been fully indexed, a Purged Unindexed Document action is recorded in the transaction log. For example, a document can be deleted before being fully indexed when an operator clicks the Delete Document key during indexing, deletes the document by dragging-and dropping the document to the system desktop, or right-clicks and selects Delete from a Document Search Results hit-list.

This allows you to differentiate between those documents that have been deleted from the system and those that have been deleted before they become part of your document set.

Documents are considered fully indexed when they have been scanned using Full Index, or have passed through all configured indexing queues.
ADMINISTRATION

Make sure batches are committed regularly

While documents are in the **Awaiting Commit** queue, they only exist in the first mass storage copy of the disk group. Because of this, if the mass storage copy has a drive failure and a backup is not available, the data is lost.

**Tip:** It is considered a best practice to regularly commit batches of documents imported via Document Imaging. The interval between commits should be set to something meaningful (i.e., once per day, once per week, once per month) that falls in line with your business needs.

Every OnBase solution has a limit to the number of batches that can exist in the **Awaiting Commit** queue. Once this limit is met, no new processing is allowed. This limit is set by your system administrator, and, if necessary, can be overridden at the scan queue level.

When documents are committed, the data is copied to any secondary mass storage and removable copies assigned to the disk group. Each document is also updated in the database to modify its status as committed.

After a batch has been committed, it appears in the **Committed** queue. This queue maintains all the scanned batches in the system. This will never “fill up.” It simply displays the status of the batches.

Monitor the Index in Progress or Incomplete Commit queues

A batch is not sent to **Awaiting Commit** until all of the documents in that batch are indexed.

**Index in Progress** contains partially indexed batches. Complete indexing by right-clicking the batch in this queue and selecting **Index Documents**.

**Incomplete Commit** contains batches that have not completed the committing process. In most cases, the secondary mass storage or removable copies were either unavailable or inappropriate. This could be a network security issue, or potentially, the workstation could have been shut down prior to completing the commit step. After the cause of the error has been determined and addressed, these batches are re-committed by highlighting, right-clicking, and selecting **Commit Selected**.
Tip: It is considered a best practice to monitor the Index in Progress and Incomplete Commit batch status queues to ensure your Document Imaging solution is running smoothly and to identify any potential bottlenecks before they become a problem.

**Validate Keywords and Pages**

It is important to look at the actual documents and review their keywords.

Tip: It is considered a best practice to review scanned documents and assigned Keyword Values on a regular basis to ensure that all documents imported via Document Imaging are meeting scanning and indexing quality standards. How often documents and Keyword Values are reviewed depends on the volume of documents being scanned and indexed and the resources of your organization.

Tip: There are a number of indexing options (i.e., Required Keyword, Keyword Data Sets, AutoFill Keyword Sets, etc.) that can help ensure that documents imported via Document Imaging are indexed correctly. See the Client documentation for more information.

1. View and modify keywords by either right-clicking on the document in the hit list or by right-clicking on an open document and selecting the **Keywords** option.

2. The **Add/Modify Keywords** dialog box displays. Check the keywords. If they do not exist or are not accurate, enter the correct value in the appropriate text field and click **Save**.
3. The document can be re-indexed as an entirely different Document Type with the appropriate keywords. Date keywords can be changed via the Calendar icon.
To adjust the date, click the **Calendar** icon next to the date keyword’s text field. The **Calendar** dialog displays. Click the arrow keys to move the calendar back and forth by month. Click on a date to select it.

![Calendar Dialog](image)

Depending on how your system is configured, your Document Date may have a custom label such as Date Invoiced or Shipment Date.

**Note:** The **Calendar** icon is also available for keywords configured as dates.

4. To re-index a document, open the document from the **Awaiting Commit, Committed** queue or the **Document Retrieval** screen and select **Re-Index** from the **File** menu.
5. The **Re-Index Document** dialog box displays. Select the appropriate Document Type from the drop-down list, enter the appropriate keyword values and click **Re-Index** to save the changes.

**Caution:** If you are re-indexing a Document associated with a Keyword Type Group (KTG) or Multi-Instance Keyword Type Group (MITKG) filled by an AutoFill Keyword Set to another Document Type associated with the same KTG or MITKG filled by an AutoFill Keyword Set, the AutoFill Keyword Set may unexpectedly re-populate secondary Keyword Values once the Document Type is changed.
For more information, see Considerations for Re-Indexing or Add/Modify Keywords in the OnBase Client module Help.

6. If thumbnails are enabled, the pages of a document can be re-sequenced by right-clicking and dragging the pages into the desired order.
7. Pages of a document can also be used to begin a new document. This is done by right-clicking and dragging the thumbnail to the OnBase desktop.

8. To enable thumbnails while viewing a document, right-click and select the **Thumbnails** option or select **Document** \| **Thumbnails** within the **Client** program. A check mark next to the thumbnail option displays if the option is enabled.

### Run Scan Reports

Scanning reports provide information on the batches and/or documents scanned, including information on the number of documents and pages brought into the system, processing time, user actions and scan queue and batch status queue information.

Scanning reports are accessed through the OnBase Client module. They are stored as documents of the **SYS-Scan Reports** Document Type.

**Note:** The Document Imaging Administrative Processing Privilege allows a user to run scan reports on any queue, regardless if that user has rights to the queue.

1. To run scan reports for all scan queues, select **Admin** \| **Scanning Reports** \| **Generate Report(s)**.

2. A scanning report generates a report of the activities of all the scan queues, based on a specific date or batch range. Select a date range and/or batch range.

3. Click **Create Report** to view the report of all scan queues for the specified date or batch ranges.
Note: The **Total processing time** listed in the report indicates the amount of time between the creation of the batch and when the batch is committed. If you are viewing a scan report for a batch that is not yet committed, this information may change each time the report is run.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scanning summary by batch</td>
<td>Gives information by batch including the batch name and number, total number of documents and pages brought into system, processing time, and actions completed by users within the batch.</td>
</tr>
<tr>
<td>User summary by date</td>
<td>Gives statistics of actions performed for each user and gives statistic totals for all users. Users may select to run this report for specific scan queues by selecting one or more queues from the <strong>Scan Queues</strong> list box. Click on a queue to select it. Click the queue again to de-select.</td>
</tr>
<tr>
<td>Scan queue summary</td>
<td>Reports the number of batches in each scan queue that exist in each of the status queues (Awaiting Index, Index in Progress, etc.).</td>
</tr>
<tr>
<td>Batch date summary</td>
<td>Gives information pertaining to actions performed in a batch. The details include the date and time of action, the workstation that the action was performed on, the user who performed the actions, and the number of documents and pages brought into the system.</td>
</tr>
<tr>
<td>Document Type summary</td>
<td>Gives information concerning how many documents exist within each Document Type within each batch.</td>
</tr>
</tbody>
</table>

Note: Users may select to run this report for specific scan queues by selecting one or more queues from the **Scan Queues** list box. Click on a queue to select it. Click the queue again to de-select.
Run Configuration Reports

Configuration reports detail the exact setup of items in the system. With this information, troubleshooting and communication with support are greatly improved.

These reports are stored in OnBase, providing a historical record of the system’s structure.

1. To run configuration reports, in the Configuration module, select the Report menu.

**Note:** Run configuration reports after any new disk groups, Document Type groups, Document Types or keywords are configured in the system for a new scan process.
2. Clicking any of the menu options runs the configuration report for that item. **Run All Reports** runs each report on the menu. Reports are stored in OnBase as **SYS Configuration Reports** and can be retrieved in the Client.

<table>
<thead>
<tr>
<th>Product Licenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disk Groups</td>
</tr>
<tr>
<td>Document Type Groups</td>
</tr>
<tr>
<td>Keyword Types</td>
</tr>
<tr>
<td>Document Types</td>
</tr>
<tr>
<td>Custom Queries</td>
</tr>
<tr>
<td>Scan Queues / Bar Codes</td>
</tr>
<tr>
<td>Print Formats</td>
</tr>
<tr>
<td>Statement Types</td>
</tr>
<tr>
<td>Document Distribution</td>
</tr>
<tr>
<td>Basic Exception Reports</td>
</tr>
<tr>
<td>Advanced Exception Reports</td>
</tr>
<tr>
<td>Terminal Emulation</td>
</tr>
<tr>
<td>User Groups / Rights</td>
</tr>
<tr>
<td><strong>COLD Processes</strong></td>
</tr>
<tr>
<td>Document Import</td>
</tr>
<tr>
<td>Check Processing</td>
</tr>
<tr>
<td><strong>Run All Reports</strong></td>
</tr>
</tbody>
</table>

**MAINTENANCE**

- An authorized dealer should service the scanner regularly.
- Delete unused Scan Queues or Scan Formats.
- Make sure batches in the **Awaiting Index, Failed OCR**, or **Incomplete Commit** queues are addressed.

**Viewing Keywords**

1. Double-clicking on the batch displays all the documents for that batch. Double-click on a document to open it.

2. Verify the keyword values by right-clicking the document from a hit list or inside the document and selecting **Keywords**.
**Committing**

Once the batch has been validated, it can be committed.

1. Click the **Awaiting Commit** queue to display batches in this status. Highlight the batch, right-click, and select **Commit Selected**.
2. When a batch is committed, it moves to the **Committed** queue. This queue maintains all batches that are in the system. To purge a committed batch, right-click on the batch name and select **Purge Selected**. To delete individual documents, select them in a document search results list and select **Delete Selected**.

If multiple batches are committed, if an error occurs in any of the batches, the commit process continues to commit subsequent batches.

Batches in **Awaiting Commit** must be committed or purged. Failure to do so may compromise the system integrity. When a commit takes place, the data files are copied to other disk group copies. If the commit does not occur, the data may only exist in a single location. Also, prior to upgrading, all batches must be committed.

**Purging**

If the scanning process was not successful, purge the batch, modify the scan format and rescan the documents.

**Tip:** It is considered a best practice to regularly purge batches of unacceptable documents to avoid bad, or even duplicates, of documents to remain in your OnBase solution.

1. To purge a batch, click the queue containing the batch.
2. Highlight the batch name, right-click, and select **Purge | Purge Selected**. This option removes the data files from the disk group and all database entries for the documents in the batch.

**Note:** If one user is working within this batch, it is locked to other users attempting to index or purge it.
SYSTEM INTERACTION

Application Enabler

Application Enabler can be used to obtain indexing values from a line-of-business application when scanning and indexing documents.

When using Document Imaging in the OnBase Client, Application Enabler can be configured to scrape Keyword Values from the line-of-business application, as well as to automatically identify the Document Type of the document being indexed based on the scrape.

When scanning in the OnBase Web Client, Application Enabler can be configured to scrape Keyword Values from the line-of-business application. However, Application Enabler cannot be configured to determine the Document Type of the scanned document based on the scrape.

Additionally, documents imported into OnBase via Document Imaging can be viewed from a third-party line of business application via Application Enabler. Application Enabler can be configured to map values displayed in the line-of-business application to OnBase Keyword Values; when values are displayed in the line-of-business application that match the Keyword Values of a document stored in OnBase, a user can trigger an event to display the document.

For example, when looking at a customer’s account screen in the line-of-business application, a user can double-click the account number and retrieve all invoices indexed with that account number.

CAD Services

The CAD Services module can utilize the sweep functionality within the Document Imaging module. The workstation sweeping the documents must have Spicer controls installed. When sweeping CAD documents into the system, OnBase automatically associates parent and child documents if they are in the same batch.

CSC PAPERS

The CSC Group’s Patient and Provider Electronic Record System (PAPERS) has the ability to export documents to OnBase Document Imaging for additional processing and archival. Once imported, the PAPERS documents are treated as a batch associated with an OnBase scan queue, and the PAPERS batch information is stored as a Keyword Value for documents in the batch.

Additionally, documents scanned, indexed, and/or processed in OnBase can be exported via a scan queue custom process (i.e., Export to PAPERS) in a format that allows the documents and their indexing data to be imported and used by your PAPERS solution.
For more information, see your PAPERS documentation or contact your PAPERS solution provider.

**Data Mining**

If Document Imaging documents have been OCRed, they can be used with Monarch to provide data mining. Include the format of the report, graphs, charts, and the information that should be extracted from the report in Monarch. From OnBase, a group of documents can be highlighted, and from the right-click menu, sent to Monarch. This allows multiple documents to be mined at a single time. This option is only functional with ASCII text documents.

**Digital Signature**

Imaging documents can have a digital signature applied to them by a user. This signature can only be applied by the specific user and verifies that the actual data file itself has not been modified since the user applied the digital signature.

**Document Distribution**

Imaging documents can be included as secondary documents in a Document Distribution process. This process distributes the complete primary document with all supporting documents via e-mail, fax, web, or publishing.

**Document Retention**

Imaging documents are treated like other documents within the Document Retention module. Items may be removed from the system based on static or dynamic criteria. This removal process deletes all information about the document from the system.
Encrypted Keywords

If Document Imaging is being used to assign documents to a Document Type associated with Encrypted Keywords, then the users’ ability to index documents and view Encrypted Keyword Values depends on the configuration of the User Group(s) that they have been assigned to and if the Encrypted Keyword Type has been configured to use Keyword Type Masking.

- If a user belongs to a User Group configured to have the Access Security Masked Keywords privilege, then, regardless of if the Encrypted Keyword Type is configured to use Keyword Type Masking, the user is able to index documents with Encrypted Keyword Values and view all Encrypted Keyword Values associated with a document.

- If a user does not belong to a User Group configured to have the Access Security Masked Keywords privilege, then:
  - If the Encrypted Keyword Type is not configured to use Keyword Type Masking. The user is able to index documents with Encrypted Keywords and view Encrypted Keyword Values associated with a document.
  - If the Encrypted Keyword Type is configured to use Keyword Type Masking. The user is not able to add Keyword Values to Encrypted Keyword Types or view Encrypted Keyword Values (these Keyword Values are displayed as read-only and with the security mask applied).

Note: If a document associated with encrypted Keyword Values is undergoing secondary indexing and the user performing secondary indexing does not belong to a User Group with the Access Security Masked Keywords privilege, the user performing secondary indexing will not be asked to resolve any discrepancies between encrypted Keyword Values (i.e., the Keyword Value entered by the primary indexer is automatically accepted).

Exception Reports

Imaging documents can be used with exception reports. This process can verify that each Imaging document of a specific type has related document(s) in the system. Imaging documents can be the related documents for which the system searches, based on a primary document. This module can also determine matching documents based on keyword criteria.

Exporting / Publishing

Imaging documents can be part of an export or publishing format. When used with Document Exporting or Document Publishing, Imaging data is added to the copy created. These documents can then be imported into another OnBase system, in the case of Exporting, or retrieved via the run-time Client, in the case of Publishing.
Hershey Systems Singularity

Documents scanned, indexed, and/or processed in OnBase can be exported via a scan queue custom process (i.e., Export to Singularity) in a format that allows the documents and their indexing data to be imported and used by your Singularity solution.

For more information, see the Transcript Capture documentation.

Host Enabler

Using Host Enabler, users can screen scrape information from the host screen to index documents during indexing.

HL7 Module

When your OnBase solution is properly configured to send HL7 messages, you can configure a scan queue to automatically generate an HL7 message when a document is scanned and indexed via the selected scan queue. This message can be captured by other systems for their own purposes (e.g., patient administration, payment posting, etc.).

For more information, see the HL7 Module documentation.

Image Statements

Document Imaging documents can be used as secondary documents in an Image Statement process. These documents are matched to a primary document and printed with it according to the statement format.

Integration for PFU TimeStamp Service

Documents in a scan queue can have TimeStamps automatically applied to them when they are committed. This provides indisputable proof that the documents existed in OnBase at a certain date and time.

Medical Records

The Medical Records Management Solution, HL7, and Signature Deficiencies for Epic modules can allow users to scan documents directly into OnBase charts. If Master Patient Index (MPI) lookup is available, then indexers can look up a patient’s medical chart and order information and use it to index medical documents. Indexers also can use Chart Search to resolve documents to charts during indexing, and scan operators can use Chart Search to scan more pages to chart documents.
For more information, see the following topics:

- Indexing Documents with Chart and Order Information on page 297
- Resolving Documents to Charts Using Chart Search on page 302
- Scanning More Pages Using Chart Search on page 303

**Indexing Documents with Chart and Order Information**

Some Document Types may offer MPI lookup, which allows you to use patient chart and order information to index medical records. During indexing, you can look up a patient’s record in OnBase by entering the patient’s name or MPI. From that record, you can access the patient’s charts and any orders linked to those charts. Selecting a chart automatically pulls values from the chart into the indexing window, and selecting an order automatically pulls values from both the order and its associated chart.

**Note:** When configured, MPI lookup is available only for medical record Document Types.

1. To look up patient account and order information, select a medical record Document Type from the **Document Type** drop-down select list.
2. Click the button provided by your system administrator for MPI lookup. This button is displayed next to the **Document Date** field. If a drop-down list is displayed instead of a button, select the option provided for MPI lookup.
The lookup window is displayed.

3. In the fields provided, type any known values for the patient associated with the document you are indexing. Available fields may vary depending on your system’s setup.
Tip: OnBase automatically performs a wildcard search for any records whose values begin with the values you entered. For example, if you enter 12 for the Master Patient Index, OnBase retrieves all patients whose Master Patient Index begins with 12. You do not have to append wildcards to the values you enter.

4. Click **Search**. The results list displays any patient records matching your criteria.

5. Select the patient’s record.
6. Click **Show Patient Charts**. The results list displays all active charts associated with the patient. If the patient has no active charts, a message is displayed.

7. Select the appropriate chart for the document you are indexing. The patient’s demographic information is displayed above the list.

8. Do one of the following:
   - To index the document with information only from the patient’s chart, click **Select Chart**. The chart values are populated for the document’s chart-related Keyword Types. Skip to step 11.
   - To look up orders associated with the patient’s chart, click **Show Chart Orders**. If there are any orders associated with the chart, they are displayed in the results list. Otherwise, a message indicates that no orders are available for the chart.
   - To go back to the list of patient records, click **Back**.

**Note:** Depending on your system’s settings, double-clicking a chart may perform the same function as either the **Select Chart** or **Show Chart Orders** button.
9. If you looked up orders associated with the chart, select one or more orders related to the document you are indexing. To select multiple orders, press CTRL or SHIFT as you click.

10. Click the Select Order(s) button to populate the document’s Keyword Types with both chart and order values.

11. Review the Keyword values and modify them as needed.

**Note:** If you selected multiple orders and the document’s Keyword Types are in a Keyword Type Group that cannot be duplicated, values are populated for only one of the orders.

**Note:** Values for the Sex Keyword Type may vary depending on whether the Keyword Type is numeric or alphanumeric. For numeric Keyword Types, values may be 1 (male) or 2 (female). For alphanumeric Keyword Types, values may be male or female, M or F (depending on the number of characters allowed). If the patient sex is unknown, the OnBase Client translates this into male.

12. Click Index.
Resolving Documents to Charts Using Chart Search

When a document is indexed into a Medical Records Document Type, OnBase uses the Keyword Values and required Chart Data Fields to assign the document to a chart. If a matching chart cannot be found, the document is sent to Chartless Documents by default. Scan queues can be configured to display a Chart Search dialog box during indexing if a document cannot be matched to a chart automatically. From this dialog box, indexers can manually assign a document to its chart, or they can click Cancel to send the document to Chartless Documents.

1. To display the Chart Search dialog box, click the Chart Search button.

2. In the search fields provided, type any known values for the patient’s chart.

3. Click Chart Search. Matching charts are displayed in the upper-right pane.

4. To display information about a chart, select it. OnBase displays the patient’s information in the Demographics pane. A preview of the Keyword Values associated with the chart is displayed in the Document Keywords pane.

5. Double-click the chart you want to assign the document to. The Keyword Values from the chart are automatically populated in the indexing panel.

6. Add any Keyword Values as needed.

7. Click Index to assign the document to the chart.
Note: If the document hasn’t been associated with a chart, then the Chart Search dialog box is displayed when you click Index. If you do not assign the document to a chart, then the document will be sent to Chartless Documents.

Note: If document is added to a chart that has already begun the deficiency resolution process, the document may be marked as loose.

Scanning More Pages Using Chart Search

On registered workstations, scan operators with Chart Search privileges can scan more pages to a document retrieved through Chart Search in the OnBase Client. When the document is displayed in the chart viewer, the scan operator can right-click and select Scan More Pages. The Document Imaging window is displayed. The scan operator can then open a scan queue, select a scan format, and click Scan to scan additional pages. When scanning is complete, the Document Imaging window is minimized and the document is updated in the chart viewer.

OCR

The Batch OCR module can be used with Document Imaging to perform full-page OCR on batches of image documents.

The scan queue can be configured to perform full-page OCR processing on batches after indexing by selecting the Full-Page OCR Queue option in the Assign Process Options for <Scan Queue Name> dialog box in the Configuration module.

Tip: While full-page OCR capabilities are available for bi-tonal (i.e., black and white), color, or grayscale images, OCR processing is most accurate when performed on bi-tonal images.

Print Distribution

Imaging documents can be scheduled to print based upon print distribution criteria.

Release of Information

The Medical Records Release of Information module lets indexers perform the following tasks:

- Add documents to Release of Information (ROI) requests.
- Acknowledge payment for ROI requests.
- Choose the delivery method for paid requests.
For more information, see the Medical Records Management Solution or Medical Records Release of Information help files.

Security

There are many levels of security required for Document Imaging.

- The first is network security. The imaging workstation must have write access to the first mass storage location. If the documents in a batch will be retrieved, OnBase Retrieve/View privileges are required.

- The second is OnBase security. In order to purge a batch, OnBase delete privileges are required. These privileges are granted in Configuration. Point to the Users menu, select User Groups/Rights, highlight the appropriate user group name in the list and click Privileges.

The ability to delete documents from a batch or pages from a document during indexing is, by default, granted to all users, but can be restricted to only users with the proper rights/privileges at the scan queue level.

- Additionally, the scanning workstation will need read/write/delete access to the temporary parse path and the temporary report path for the process to complete successfully. These paths are specified on the Startup tab of the Workstation Options dialog box. Point to the User menu and select the Workstation Options submenu in the Client.

- The indexing workstation requires read access to the first mass storage location.

- The committing workstation requires read/write access to secondary mass storage and removable storage locations.

- OnBase security has several levels, depending on the function of the user. To scan and commit batches, users must belong to a user group that has the Scan option selected. This is found in Configuration, Users | User Groups/Rights, by clicking on the Product Rights button.

- To purge a batch, the user must belong to a group that has additional Administrative Processing Privileges for Document Imaging. This is found in Configuration, Users | User Groups/Rights, by clicking on the Product Rights button.

- To view documents in a batch, users need rights to Document Types and Retrieve/View privileges to the Document Types.
To assign Document Types, point to the User menu in Configuration, select User Groups/Rights and click the Document Types button. To add all types of a particular Document Type Group simultaneously, click the name under the Document Type Groups list and click Add>>. If you want to add individual Document Types, select them in the Document Types list and click Add>>.

- To view documents in the Awaiting Manager Resolution queue, users must have Administrative Processing Privileges for Document Imaging. This is found in Configuration, Users | User Groups/Rights, by clicking on the Product Rights button.

**Virtual Print Driver**

The Document Imaging module can be used in conjunction with the Virtual Print Driver. Documents that are captured as TIFF images by the Virtual Print Driver can be stored in a spool directory and swept into the system from a scan queue. The swept images are placed in the Awaiting queue that has been configured for the scan queue.

In addition, a Virtual Print Driver license will allow you to configure scan queues to automatically convert batches of non-image documents to images in the Awaiting Image Processing batch status queue.

**Web Server**

Imaging documents can be retrieved via a web browser using OnBase’s Web Client. Most documents are sent to the viewer as TIF images. Image documents have many of the same options such as keyword viewing, re-indexing, e-mailing and printing.

**Workflow**

**Adding Documents to Workflow**

Documents brought into the system via Document Imaging can be added to a workflow. Entry into the workflow process occurs upon committing or indexing the batch, depending on your system’s configuration. The Initiate Workflow options on the Batch Processing tab of the Assign Process Options for <Scan Queue> control if and when documents enter a Workflow.

**Note:** Document Types that are not assigned to a life cycle are not affected.

**Scan More Pages Via Workflow Action**

You can configure an ad-hoc Workflow task allowing you to scan additional or replace existing pages in a document.
**Note:** This functionality is available only when you are using Workflow (either the Classic Workflow interface or the Core-Based Workflow interface) in the OnBase Client. It is not available when using Workflow in other interfaces (e.g., Unity Workflow, Web Client Workflow, etc.)

When a user performs this ad-hoc task while viewing a document, a basic **Scan More Pages** interface is displayed. This interface allows you to scan additional pages into the document or replace existing pages in the document with newly-scanned pages. Users can also determine where in the document the newly-scanned pages should be placed.

When the user is done scanning pages, the first of the newly-added or newly-replaced pages is displayed in the **Scan More Pages** window. The document’s page tree displays all pages added to the document highlighted in green and all pages that replaced previously-existing pages highlighted in blue.

In order to perform the ad-hoc task, a scanning license must be registered on the workstation. All common scanner types are supported, and a TWAIN, ISIS, or Kofax scan format can be used, based upon the workstation's registration.

When configuring this ad-hoc task, the task must be assigned the **SYS - Run Script** action type and it must be used with a VB script configured to run on the client workstation. A sample script is shown below:

```vbscript
Sub Main35
    dim app
    set app = CreateObject ("OnBase.Application")
    dim Doc
    Call App.ScanMorePagesInterface (Doc.Handle)
    set Doc = Nothing
    set App = Nothing
end sub
```

**Note:** The VB script must be set to run on the OnBase Client workstation, not on the server (when using the Core-Based Workflow in the OnBase Client).

For more information on the **SYS - Run Script** Workflow action, see the Workflow documentation.
Scan Queue Configuration

In order to bring documents into OnBase using Document Imaging, you must create a scan queue. There are several items that should be created before creating a scan queue:

- **Disk Group**
  A disk group is a logical storage area for documents and data. Only one disk group can be assigned to a scan queue.

- **Document Types**
  Documents imported using the Document Imaging module must be associated with a Document Type. During Indexing, a Document Date indexing field appears by default. You may choose to custom label this date in order to provide more specific information for the indexer. For example, **Document Date** could be replaced by **Invoice Date** or **Delivery Date**. This Document Date Label (Indexing Only) field in the Document Type Settings.

- **Keywords**
  The keyword types that will be used to index the documents must be created and assigned to the appropriate Document Types.
To create a scan queue:

1. From the OnBase Configuration module, click **Import | Scan Queues**. The **Scan Queue Configuration** dialog box is displayed.

2. Enter the name of the scan queue in the field below the Queue Name list. The scan queue’s name must not exceed 100 characters.
   
   If you are using a language format that allows for double-byte characters (e.g., Chinese, Japanese, or Korean) the scan queue’s name must not exceed 50 double-byte characters.
3. Click **Create**. A number of dialog boxes are displayed automatically.

   a. If you have rights to any existing scan queues, the **Copy Scan Queue Settings** dialog box is displayed.

   ![Copy Scan Queue Settings dialog box](image)

   Select an existing scan queue to copy all of its current settings (e.g., the assigned Disk Group, the assigned User Groups, the assigned Document Types, all of the assigned Process Settings, etc.) to the new scan queue.

   To create a new scan queue from scratch, select `<None>`.

   b. Click **OK**.

   c. The **Settings** dialog box is displayed, allowing you to assign a Disk Group to the scan queue. For more information, see Settings on page 310.

   d. The **User Group** dialog box is displayed, allowing you to give User Groups rights to the scan queue. For more information, see User Group on page 312.

4. Once the scan queue has been created, it is added to the Queue Name list in the **Scan Queue Configuration** dialog box. To configure it, ensure it is selected in the Queue Name list and click one of the following buttons:

   - **Settings**. Click this button to select the disk group associated with the scan queue. A Disk Group was assigned to the scan queue when it was created, but it can be modified at any time. Only one Disk Group can be selected per scan queue. For more information, see Settings on page 310.

   - **User Group**. Click this button to assign User Groups rights to the scan queue. One or more User Groups were assigned to the scan queue when it was created, but additional User Groups can be granted rights to the scan queue, or rights to the scan queue can be taken away from a User Group, at any time. For more information, see User Group on page 312.

   - **Icon**. Click this button to assign an icon to the scan queue.
For more information, see Icon on page 313.

- **Document Types.** Click this button to assign Document Types to a scan queue. Only Documents Types assigned to the scan queue can be selected when indexing documents scanned via the scan queue.
  For more information, see Document Types on page 313.

- **Process Options.** Click this button to display the configuration options that control the behavior of the scan queue once documents are scanned into it.
  For more information, see Process Options on page 315.

- **Scan Format.** This button is used to configure Master Scan Formats, and does not contain options for scan queue configuration.
  For more information, see Master Scan Formats on page 414.

**Settings**

Assign a Disk Group to the scan queue by clicking the **Settings** button. The **Scan Queue Settings** dialog box is displayed.

![Scan Queue Settings](image)

The Disk Group drop-down is displayed on the **Scan Queue Settings** dialog box. All disk groups that have been configured for OnBase are listed in the **Disk Group** drop-down.
Select the disk group to be assigned to the scan queue from the **Disk Group** drop-down.
All documents that are added to OnBase via the scan queue are stored in, and referenced from, the scan queue’s disk groups, unless the **Indexing Migrates File** option is selected for a Document Type.
If this option is selected for a Document Type, documents belonging to this Document Type that are imported via this scan queue are stored in the scan queue’s Disk Group only until the documents are indexed. At this point, the documents are migrated to the Document Types’ Disk Group(s).
Note: The Delay Disk Group Migration Until Batch Commit Batch Processing option can also be used in tandem with the Indexing Migrates File option to delay Disk Group migration until the batch the document resides in is committed, instead of when the documents are indexed.

Once a Disk Group is selected, click Save to save your selection and return to the Scan Queue Configuration dialog box.

A few things to think about when assigning a Disk Group to a Scan Queue:

- If your Document Imaging solution stores scanned documents in the Disk Group associated with the scan queue until the batch is indexed or committed, it is considered a best practice to use a 1:1:1 ratio for scan stations, scan queues and disk groups. By associating each scan station with its own, unique scan queue and that scan queue with its own, unique disk group, you are ensuring that users will not be locked out of the disk groups to which they are scanning by other users.

- It is considered a best practice for the number of documents to be scanned as part of the batch be considered to ensure the size of the scanned batch does not exceed available space in the disk group volume. Once a scan process has begun, OnBase will not promote a disk group volume; if the size of the batch exceeds the available space in the volume, the volume will be larger than expected and may not able to be stored on the disk or sent to other media (i.e., CDs, DVDs).
**User Group**

Give one or more User Groups rights to the scan queue by clicking the **User Group** button. The **Assign Scan Queue to User Group** dialog box is displayed.

To give a User Group rights to the scan queue, select it from the Available User Groups list and click **Add>>**. The selected User Group is moved to the Selected User Groups list.

To remove rights to the scan queue from a User Group, select it from the Selected User Groups list and click **<<Remove**. The selected User Group is moved to the Available User Groups list.

Once the correct User Groups have rights to the scan queue, click **Close**.
**Icon**

Assign an icon to the scan queue by clicking the **Icon** button. The **Icons for <Scan Queue Name>** dialog box is displayed.

![Icons for AP - Packing Slips](image)

**Note:** In order to assign an icon to a scan queue, you must have loaded icons and bitmaps into OnBase. For more information, see the System Administration documentation.

Use the **Icon** drop-down to select an icon for the scan queue. A preview of the icon is displayed in its associated window.

Use the **Small Icon** drop-down to select a small icon for the scan queue. A preview of the small icon is displayed in its associated window.

Click **Save** to confirm your selection.

**Document Types**

The scan queue's Document Types are those Document Types that will be available for selection during indexing of documents that are brought into OnBase via this scan queue.
**Tip:** It is considered a best practice to carefully consider the design of your scan queues to ensure each is associated with a specific, limited set of Document Types. In most circumstances, “general” scan queues used as a catch-all for all Document Types should not be created, and System Document Types should not be assigned to scan queues.

**Note:** Users expected to use Document Imaging to scan documents into OnBase must have rights to all Document Types associated with the scan queues to which they have been assigned.

To assign the Document Types for a scan queue:

1. Select the scan queue and click the **Document Types** button.
2. Select the Document Types that will be assigned to this scan queue on the left, and click **Add>>**.
   - To remove a Document Type from this scan queue, select the name of the Document Type in the Selected list and click **<<Remove**.
3. The order in which Document Types are listed is the order in which they are displayed for selection during indexing. To reposition a Document Type, select it and Click **Move Up** and **Move Down** to reposition the Document Type order. Click **Alphabetical** to arrange the list in alphabetical order.

**Note:** When Document Types are alphabetized, symbols come before letters. For example, in a list, Document Type AB-C would come before Document Type ABC.

**Note:** If you used the **Alphabetical** button to sort the Document Types assigned to a Scan Queue and you later add a Document Type to the Scan Queue, the newly-added Document Type is added to the end of the list of selected Document Types. A confirmation message will be displayed if you try to exit the **Assign Document Types for <Scan Queue Name>** dialog box without clicking **Alphabetical** to re-sort of the selected Document Types.
Tip: When multiple Document Types are configured for a scan queue, you can select a Document Type by typing the first few letters of the Document Type’s name if you have used the Alphabetical button to arrange the Document Types alphabetically.

4. Click Close when finished.

Process Options
The Process Options for a scan queue allow you to configure the behavior of the scan queue as documents are scanned and indexed into OnBase.
To set the process options for a scan queue:

1. Select the scan queue and click on the **Process Options** button to display the Assign Process Options for <scan queue> dialog box.

2. Select the tab that contains the options to be configured for the scan queue. These options are described in the subsections of text below, that describe the settings for each tab.

When finished, click **Save**.
**Batch Processing**

The **Batch Processing** tab of the **Assign Process Options for <scan queue>** dialog box contains the configuration settings that affect system behavior when processing batches, and determine how the scanned pages will be organized prior to bringing them into the document management system. These options also allow you to specify more advanced scanning options such as OCR and PDF data conversion and the direction of the scanned pages to a folder for storage.

<table>
<thead>
<tr>
<th>Batch Processing Option</th>
<th>Description</th>
</tr>
</thead>
</table>
| Separate Barcode Processing Queue        | Documents are sent to the **Awaiting Barcode Processing** queue. Batches of documents uploaded through multiple scanning stations or through Disconnected Scanning can utilize barcode processing on one processing workstation. Batches residing in the **Awaiting Barcode Processing** queue can be automatically processed by a workstation running the `-SCANAUTOBARCODE` command line switch. **Note:** Since no physical scanning is taking place, concepts applied to duplex scanning will not be applied. **Note:** File name Keywords do not work with batches sent through this queue. **Note:** The workstation processing the batches residing in the **Awaiting Barcode Processing** queue requires a Bar Code Recognition Server license and either Kofax hardware/software or the Hyland Barcode Recognition for OnBase software. If both Kofax controls and the Hyland Barcode Recognition for OnBase software are installed on the workstation, preference is given to the Hyland Barcode Recognition for OnBase software. For more information, see the Bar Code Processing documentation.
<table>
<thead>
<tr>
<th>Batch Processing Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Separation Queue</td>
<td>Select this option to have batches sent to the <strong>Awaiting Document Separation</strong> batch status queue. Batches of documents can be divided using the “document slicer” interface.</td>
</tr>
<tr>
<td></td>
<td>Select the <strong>Show Existing Document Separations</strong> check box to display any existing separations on the scanned documents for reference.</td>
</tr>
<tr>
<td></td>
<td>Select the <strong>Clear Keywords on Document Separation</strong> check box to clear Keyword Values from documents created from another document via the <strong>Awaiting Document Separation</strong> batch status queue. The Keyword Values will remain associated with the original document.</td>
</tr>
<tr>
<td></td>
<td>This functionality is available for both the standard and advanced Document Separation interfaces.</td>
</tr>
<tr>
<td></td>
<td>Select the <strong>Advance Mode</strong> check box to use the advanced Document Separation window for separating documents instead of the simpler “document slicer” interface.</td>
</tr>
</tbody>
</table>

**Caution:** The **Skip Index After Separation** check box previously displayed here has been removed. If your scan queue was configured to use this option, the same effect can be obtained by configuring your scan queue to default to **Full-Index** mode.

For information on configuring scan queues used for scanning, scanning from disk, or sweeping (Unity Client only) to default to Full-Index mode, see Default Document Type on page 326. For information on configuring scan queues used to sweep documents into the system to default to Full-Index mode (OnBase Client only), see Full-Index Documents on page 341.
Automated Index Processing Queue

Select this option to route batches to the **Awaiting Automated Index** batch status queue. Here batches of documents undergo Automatic Indexing to extract text-based indexing information, such as Document Type identifiers and Keyword Values, directly from the image.

**Note:** Automated Indexing is a separately licensed functionality. The workstation performing Automated Indexing requires an Automated Indexing license. For more information, see the Automated Indexing documentation.

Once the **Automated Index Processing Queue** check box is selected, the **Automatic Automated Index Processing** check box is enabled. Select this option if you would like batches to automatically undergo Automated Indexing as soon as the batch enters the **Awaiting Automated Indexing** batch status queue.

<table>
<thead>
<tr>
<th>Batch Processing Option</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Automated Index Processing Queue</td>
<td>Select this option to route batches to the <strong>Awaiting Automated Index</strong> batch status queue. Here batches of documents undergo Automatic Indexing to extract text-based indexing information, such as Document Type identifiers and Keyword Values, directly from the image. <strong>Note:</strong> Automated Indexing is a separately licensed functionality. The workstation performing Automated Indexing requires an Automated Indexing license. For more information, see the Automated Indexing documentation. Once the <strong>Automated Index Processing Queue</strong> check box is selected, the <strong>Automatic Automated Index Processing</strong> check box is enabled. Select this option if you would like batches to automatically undergo Automated Indexing as soon as the batch enters the <strong>Awaiting Automated Indexing</strong> batch status queue.</td>
</tr>
</tbody>
</table>
Intelligent Automated Indexing is a separately-licensed functionality. In order to perform Intelligent Automated Indexing, an Intelligent Automated Indexing license must be registered on an OnBase Client workstation. For more information, see the Intelligent Automated Indexing documentation.

<table>
<thead>
<tr>
<th>Batch Processing Option</th>
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</thead>
<tbody>
<tr>
<td>Select this option to route batches to the</td>
<td>Select this option to route batches to the <strong>Intelligent Automated Index</strong> batch status queue. Here batches will automatically undergo Intelligent Automated Indexing to identify and assign indexing information to the documents in the batch.</td>
</tr>
<tr>
<td><strong>Intelligent Automated Index Processing Queue</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Once the **Intelligent Automated Index Processing Queue** check box is selected, the **Automatic Document Separation During Processing** check box is enabled. Select this option if you would like the Intelligent Automated Indexing engine to perform additional processing on the batch to identify and separate the pages in the batch into multiple documents, belonging to one or more Document Types. If the **Automatic Document Separation During Processing** check box is not selected, then the Intelligent Automated Indexing engine will not attempt to identify individual documents within the batch; it assume that whatever measures that have previously been taken to identify and separate the pages in the batch into documents are correct. The first page of each document in the batch is processed to identify the Document Type the document belongs to.

**Caution:** Selecting the **Automatic Document Separation During Processing** check box may significantly increase the time and system resources needed to perform Intelligent Automated Indexing on a batch of documents.
Double-Blind Indexing Queue

After indexing, documents move to **Secondary Awaiting Index** queue where documents can be re-indexed. In many cases, a second user re-indexes documents.

Double-blind indexing allows an additional indexer to re-enter index values as a verification step to prevent errors during manual indexing. Unlike re-indexing (described with the Document Imaging Batch Processing Options), the values entered during the initial are not displayed during re-indexing. In the event that the first and second indexers enter different values, the second indexer is prompted to select the correct value for the keyword.

This option also activates a **Secondary In Progress** queue for batches that do not complete the re-index process for any reason.

**Note:** Keyword Types can be excluded from Double Blind Indexing. See the Keywords topic in the Configuration module manual for more information.

<table>
<thead>
<tr>
<th>Batch Processing Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double-Blind Indexing Queue</td>
<td>After indexing, documents move to <strong>Secondary Awaiting Index</strong> queue where documents can be re-indexed. In many cases, a second user re-indexes documents. Double-blind indexing allows an additional indexer to re-enter index values as a verification step to prevent errors during manual indexing. Unlike re-indexing (described with the Document Imaging Batch Processing Options), the values entered during the initial are not displayed during re-indexing. In the event that the first and second indexers enter different values, the second indexer is prompted to select the correct value for the keyword. This option also activates a <strong>Secondary In Progress</strong> queue for batches that do not complete the re-index process for any reason. <strong>Note:</strong> Keyword Types can be excluded from Double Blind Indexing. See the Keywords topic in the Configuration module manual for more information.</td>
</tr>
</tbody>
</table>
If this option is enabled, after indexing, documents move to the **Awaiting reindex** queue where they can be re-indexed. Re-indexing can be used as a quality assurance measure to help ensure indexing accuracy.

If **Confirm Batch Exit from Reindex/Keep Documents Available** is enabled, a prompt appears when the last document is reindexed. This allows the user to determine if the batch should transition out of the reindex queue. The **Keep Documents Available** portion of this option keeps all of the documents available to other users while the batch is in this state, but this means that the user must reindex the entire batch in one session. The batch normally transitions to the **Reindexing in Progress** queue if it does not complete the reindex process for any reason.

If **Confirm Batch Exit from Reindex/Keep Documents Available** is not enabled, a **Reindex in progress** queue is activated for batches that do not complete the re-index process for any reason. (Provided the **Confirm batch exit from reindex/keep docs available** option is not configured).

This option differs from **Double-blind indexing** in the following ways:

- The initial index values display in the keyword edit fields during re-indexing.
- The Document Type may be changed during re-indexing.

<table>
<thead>
<tr>
<th>Batch Processing Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Reindex Queue</td>
<td>If this option is enabled, after indexing, documents move to the <strong>Awaiting reindex</strong> queue where they can be re-indexed. Re-indexing can be used as a quality assurance measure to help ensure indexing accuracy. If <strong>Confirm Batch Exit from Reindex/Keep Documents Available</strong> is enabled, a prompt appears when the last document is reindexed. This allows the user to determine if the batch should transition out of the reindex queue. The <strong>Keep Documents Available</strong> portion of this option keeps all of the documents available to other users while the batch is in this state, but this means that the user must reindex the entire batch in one session. The batch normally transitions to the <strong>Reindexing in Progress</strong> queue if it does not complete the reindex process for any reason. If <strong>Confirm Batch Exit from Reindex/Keep Documents Available</strong> is not enabled, a <strong>Reindex in progress</strong> queue is activated for batches that do not complete the re-index process for any reason. (Provided the <strong>Confirm batch exit from reindex/keep docs available</strong> option is not configured). This option differs from <strong>Double-blind indexing</strong> in the following ways: - The initial index values display in the keyword edit fields during re-indexing. - The Document Type may be changed during re-indexing.</td>
</tr>
<tr>
<td>Batch Processing Option</td>
<td>Description</td>
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</tr>
</tbody>
</table>
| Full-Page OCR Queue          | If **Full-Page OCR Queue** is enabled, document batches proceed to the **Awaiting Full-Page OCR** queue after indexing.  
**Note:** You must be properly licensed for OCR in order to use OCR options. Documents that are OCRed must belong to Document Types that have an OCR Format assigned to them and are configured to allow renditions.  
**Respect Lines per Page** is used during OCR to ensure that the text rendition has the same number of pages as the source image document.  
When a document goes through the OCR process, if the number of lines of text on a page exceeds the Document Type’s **Lines per page** setting (defined during Document Type configuration), the excess lines are not placed on the next page of the text document; they are displayed in the right margin of the current page. This ensures a one-to-one correspondence between information stored on the page of the image and text documents.  
If this option is not selected, text documents adhere to the **Lines per page** setting, pushing the excess lines of text to the next page of the text document  
If **Auto OCR Batches** is enabled, document batches are automatically OCRed after indexing. Successful batches are then moved to the **Awaiting Commit** queue, unsuccessful batches are moved to the **Failed Automatic OCR** queue.  
**Note:** Batches residing in the **Awaiting Full-Page OCR** queue can be automatically processed by a workstation running the -SCANAUTOOCR command line switch without having **Auto OCR Batches** selected. |
### Batch Processing Option

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-Page OCR Queue</strong></td>
</tr>
</tbody>
</table>

**Note:** Automatic processes, such as Auto OCR Batches, Auto Commit Batches, and Auto PDF Conversion, are only initiated when batch activity (indexing, scanning, etc.) is performed in the OnBase Client module. If batch activity is taking place outside the OnBase Client, and automation is needed, the desired processes must be performed on a workstation running the OnBase Client module with one or more Auto-Processing Command Line switch(es) or they must be scheduled to occur on a workstation running the OnBase Client module. This does not apply to the Auto-Foldering and Auto-Naming options, as they take place on a document level rather than based on batch activity.
<table>
<thead>
<tr>
<th>Batch Processing Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image Segment Archiver</td>
<td>After indexing, the document is sent to the Image Segment Archiver queue, where areas of current documents can be selected and saved as new documents. This option is available only if the database is licensed for the Image Segment Archiver.</td>
</tr>
</tbody>
</table>

**Single Document Mode - Only During Indexing:**
Activates the Popup Image Segment Archiver option. When this option is selected, the Image Segment Archiver button is activated during indexing in the Awaiting Index and Index in Progress batch status queues. This button allows you to segment documents “on the fly”, rather than sending an entire batch of documents to the Image Segment Archiver queue.

**Send to Queue:** Specify the Document Imaging queue (if any) to which document are sent after image segment archival. This allows you to index the resulting documents in batches.

**Document Type:** Specify a Document Type for new documents created with the Image Segment Archiver. This option saves time if you are certain of the destination Document Type. If you do not specify a Document Type, users are prompted for the Document Type and Keyword values after each document segment is defined.

**Continuous Page Slicing Mode** activates the Continuous Segmentation Mode button in the Image Segment Archiver.
The Default Document Type drop-down select list allows you to select a default Document Type for documents scanned, scanned from disk or swept using this scan queue.

When a default Document Type is specified, OnBase defaults to Full-Index scan mode. If the Default to Pre-Index Scan Mode check box is selected, OnBase will default to Pre-Index scan mode instead of Full Index scan mode.

**Note:** When sweeping in the OnBase Client (not the Unity Client) and a default Document Type is selected, OnBase defaults to Pre-Index scan mode, not Full Index scan mode. To select Full Index scan mode, select the Full-Index Documents option on the Capture tab of the Assign Process Options for <Scan Queue Name> dialog box.

Any selection you make from this list can be changed in the Document Imaging window during indexing.

Additionally, you can select a default Document Type prior to scanning a batch (as long as you are scanning in Pre-Index or Full Index scan mode).

**Tip:** When possible, it is considered a best practice to set a default Document Type for each scan queue using the Default Document Type drop-down to increase the speed and accuracy of indexing.

If a user changes the Document Type during indexing, the new Document Type is applied to all documents in that scan queue for all subsequent scanned batches, until the Document Imaging window is closed.

**Note:** When there are multiple Document Types configured for a scan queue, the Web Client will not respect the Default Document Type.
<table>
<thead>
<tr>
<th>Batch Processing Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF Conversion Queue</td>
<td>This option routes batches of documents to an <strong>Awaiting PDF Conversion</strong> queue immediately before the batch enters the <strong>Awaiting Commit</strong> queue. Here, users can create PDF renditions of scanned documents.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> To use this option, your Document Type(s) must be configured to allow multiple renditions.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This process creates image-only PDFs. Batch OCR can create searchable PDFs from the image-only PDFs.</td>
</tr>
<tr>
<td></td>
<td><strong>Auto PDF Conversion:</strong> When this option is selected, batches are automatically processed upon entering the <strong>Awaiting PDF Conversion</strong> queue and then are routed to the <strong>Awaiting Commit</strong> queue.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Batches residing in the <strong>Awaiting PDF Conversion</strong> queue can be automatically processed by a workstation running the <strong>-SCANAUTOPDF</strong> command line switch without having <strong>Auto PDF Conversion</strong> selected.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Automatic processes, such as <strong>Auto OCR Batches</strong>, <strong>Auto Commit Batches</strong>, and <strong>Auto PDF Conversion</strong>, are only initiated when batch activity (indexing, scanning, etc.) is performed in the OnBase Client module. If batch activity is taking place outside the OnBase Client, and automation is needed, the desired processes must be performed on a workstation running the OnBase Client module with one or more Auto-Processing Command Line switch(es) or they must be scheduled to occur on a workstation running the OnBase Client module. This does not apply to the Auto-Foldering and Auto-Naming options, as they take place on a document level rather than based on batch activity</td>
</tr>
<tr>
<td>Batch Processing Option</td>
<td>Description</td>
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<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Log Document Create Actions</td>
<td>When selected, this option creates Document Creation entries in the Transaction Log for documents that are scanned, swept or created via the document slicer if they were created for a batch that belongs to the configured scan queue. By default, this option is not selected.</td>
</tr>
<tr>
<td>Log Keyword Modifications</td>
<td>Select this option to log all Keyword Value additions, modifications, etc. during indexing (i.e., in any of the indexing/reindexing batch status queues). If this option is not selected, Keyword Value modifications are not logged until the document is indexed.</td>
</tr>
<tr>
<td><strong>Note:</strong> When this option is selected, the indexing process may be slightly slower.</td>
<td></td>
</tr>
<tr>
<td>Auto-Perform Image Processing</td>
<td>Automatically performs configured Image Processing tasks on batches upon arrival in the <strong>Awaiting Image Processing</strong> batch status queue. For more information on configuring Image Processing tasks, see Image Processing on page 382.</td>
</tr>
</tbody>
</table>
Auto Commit Batches

Automatically commits batches to the disk group after all pages in the batch are indexed. This option prevents batches from accumulating in a scan queue. However, it also prevents the committing workstation from continuing to scan until the commit process is complete. Another drawback is that batches that are automatically committed cannot go through a validation process.

Note: Batches residing in the Awaiting Commit queue can be automatically processed by a workstation running the -SCANAUTOCOMMIT command line switch without having Auto Commit Batches selected.

Note: Automatic processes, such as Auto OCR Batches, Auto Commit Batches, and Auto PDF Conversion, are only initiated when batch activity (indexing, scanning, etc.) is performed in the OnBase Client module.

If batch activity is taking place outside the OnBase Client, and automation is needed, the desired processes must be performed on a workstation running the OnBase Client module with one or more Auto-Processing Command Line switch(es) or they must be scheduled to occur on a workstation running the OnBase Client module.

This does not apply to the Auto-Foldering and Auto-Naming options, as they take place on a document level rather than based on batch activity.

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</tr>
</thead>
<tbody>
<tr>
<td>Auto Commit Batches</td>
<td>Automatically commits batches to the disk group after all pages in the batch are indexed. This option prevents batches from accumulating in a scan queue. However, it also prevents the committing workstation from continuing to scan until the commit process is complete. Another drawback is that batches that are automatically committed cannot go through a validation process.</td>
</tr>
</tbody>
</table>

Note: Batches residing in the Awaiting Commit queue can be automatically processed by a workstation running the -SCANAUTOCOMMIT command line switch without having Auto Commit Batches selected.

Note: Automatic processes, such as Auto OCR Batches, Auto Commit Batches, and Auto PDF Conversion, are only initiated when batch activity (indexing, scanning, etc.) is performed in the OnBase Client module.

If batch activity is taking place outside the OnBase Client, and automation is needed, the desired processes must be performed on a workstation running the OnBase Client module with one or more Auto-Processing Command Line switch(es) or they must be scheduled to occur on a workstation running the OnBase Client module.

This does not apply to the Auto-Foldering and Auto-Naming options, as they take place on a document level rather than based on batch activity.
### Auto-Name Batches

If selected, users are not prompted for a batch name during scanning. Instead, the Auto-Name string configured for the scan queue is automatically applied to the batch. If no Auto-Name string has been configured for the scan queue, the User Name of the scanning operator and the date will be used as the batch name.

**Tip:** It is considered a best practice to select this option, especially in high-volume scanning operations, to increase the speed of the scanning/sweeping process. See Auto-Name on page 333 for more information.

### Auto-Folder Documents

Automatically creates folders for documents that are scanned into Document Types configured to trigger Auto-Foldering. Auto-Foldering occurs after documents are indexed. New folders are not created if a matching folder already exists.

If this option is not selected, but a document satisfies the dynamic folder criteria for an existing dynamic folder, then the document will be automatically added to that folder. Documents must be manually added to static folders, unless the **Auto-Folder Documents** option is selected and the static folder is configured for Auto-Foldering.
### Batch Processing Option  | Description
--- | ---
Delay Disk Group Migration Until Batch Commit | **Note:** In order to use this feature, the **Indexing Migrates File** option must be selected for the Document Types associated with the scan queue.

This option works in conjunction with the **Indexing Migrates File** Document Type setting, migrating the documents from the scan queue’s Disk Group to the Document Types’ Disk Group(s) when the batch is committed, rather than when the documents are indexed.

**Tip:** This option is often selected when Distributed Disk Services (DDS) is used for archiving documents.

If any document in the batch is open when the batch is committed, the entire batch is moved to the **Incomplete Commit** queue.

**Note:** If selected, this option is ignored if remote scanning modules (e.g., Disconnected Scanning, Front Office Scanning, Express Scanning) are used to scan documents into the scan queue, and the documents are indexed prior to being uploaded to OnBase.

**Caution:** When the API is used with custom code to archive revision pages into the disk group, it automatically uses the disk group assigned to the Document Type.

Perform Custom Step | Activates the **Perform Custom Process** right-click menu choice, available on batches in the **Awaiting Commit** queue. This allows customized processing for documents scanned into OnBase. This option executes the custom code contained in **mzBatchProcess.dll**. This file can be placed in the same directory as the OnBase executables, OnBase directory, or any other directory specified in the **Path** variable in Environment Variables.

The **Auto Run after Scan** option triggers the custom step automatically, immediately after the batch is scanned.
<table>
<thead>
<tr>
<th>Batch Processing Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Image Thumbnails on Commit</td>
<td>Select this option to create a small thumbnail image of the first page of all image documents in a batch and archive them as a rendition to the original. When such a document is displayed in the thumbnail hitlist, OnBase will first attempt to load the small thumbnail image instead of the full size image. If there is no thumbnail image available, the original image will display.</td>
</tr>
<tr>
<td>Exclude Queue from Disconnected Scanning</td>
<td>Select this option to exclude this queue from view in the Disconnected Scanning client. This setting overrides scan queue user group rights. Users who have the appropriate rights will still be able to view this queue in the Client.</td>
</tr>
<tr>
<td>Double-Click Initiates Queue Operation</td>
<td>Select this option to enable users to double-click on a batch name within the batch status queue to perform the work associated with that batch status queue on the batch. Users may also still use the associated right-click menu command. For example, if this option is selected, a user could double-click on a batch inside the <strong>Awaiting Index</strong> queue instead of using the <strong>Index Documents</strong> right-click menu option.</td>
</tr>
<tr>
<td><strong>Note:</strong> This option does not include the Commit Selected right-click menu option from within the <strong>Awaiting Commit</strong> batch status queue.</td>
<td></td>
</tr>
<tr>
<td>Initiate Workflow</td>
<td>If scanned documents are associated with a Workflow, you can choose to have them enter the Workflow During Commit or During Indexing. Documents enter the initial queue of the life cycle that is configured for the Document Type. Choosing to initiate Workflow during indexing lessens the time necessary to commit large batches, but choosing to initiate Workflow during commit ensures that all pages have been appended and keyword modifications have been made before system work takes place in Workflow. You can also elect not to initiate Workflow at all. Requires purchase of the Workflow module.</td>
</tr>
</tbody>
</table>
The Auto-Name tab allows you to configure names for batches scanned via the selected scan queue using static text and/or variables containing information specific to each batch.

<table>
<thead>
<tr>
<th>Batch Processing Option</th>
<th>Description</th>
</tr>
</thead>
</table>
| Override Maximum Uncommitted Batches (This Scan Queue Only)       | This option overrides the global **Maximum Uncommitted Batches** setting, allowing you to set the maximum number of uncommitted batches higher for specific queues.  
   The global **Maximum Uncommitted Batches** setting sets the maximum number of uncommitted batches allowed in a database. If the maximum number of uncommitted batches is reached, no more batches will be permitted to be processed into OnBase.  
   The global Maximum setting can be accessed in the Configuration module by selecting **Import | Process Setting**.                                                                 |
**Tip:** It is considered a best practice to select the **Auto-Name Batches** batch processing option, especially in high-volume scanning operations, to increase the speed of the scanning/sweeping process.

**Note:** The Auto-Name field is limited to 150 characters. However, the OnBase Client module can display up to 200 characters for a batch name.
## Symbols Used

The **Auto-Name** field contains the string of text and variables used to generate the auto-name string for the batch. Variable values are added to the auto-name string by adding the variables list in the **Symbols Used** section to the **Auto-Name** field. The variables can be added manually or by clicking their associated buttons on the right.

<table>
<thead>
<tr>
<th>Button</th>
<th>Symbol</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Created</td>
<td>%D</td>
<td>The date that the batch was scanned/created.</td>
</tr>
<tr>
<td>Scan Queue Name</td>
<td>%N</td>
<td>The name of the scan queue the batch is associated with.</td>
</tr>
<tr>
<td>User Name</td>
<td>%U</td>
<td>OnBase user name of the user who scanned/created the batch.</td>
</tr>
<tr>
<td>Real User Name</td>
<td>%R</td>
<td>The real name of the user who scanned/created the batch.</td>
</tr>
<tr>
<td>Batch Number</td>
<td>%#</td>
<td>The batch’s internal identification number.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The batch identification number is automatically generated by OnBase when the batch is scanned/created.</td>
</tr>
<tr>
<td>Creator Workstation Name</td>
<td>%W</td>
<td>The name of the scanning workstation that the batch originated from (i.e., the workstation used to scan/create the batch).</td>
</tr>
<tr>
<td>Keywords</td>
<td>%K</td>
<td>Keyword Values associated with the scan queue’s Default Document Type or the Document Type selected for the batch prior to scanning. See Keyword Type below for more information.</td>
</tr>
<tr>
<td>Remote Batch Number</td>
<td>%#2</td>
<td>The local batch number assigned to a batch of documents in the Disconnected Scanning client is stored in OnBase as the remote batch number. For batch identification purposes, a local batch number is assigned to a batch while documents are scanned and indexed in the Disconnected Scanning client. Upon uploading the batch to OnBase, the local batch number is replaced by an OnBase internal batch number. However, the local batch number can be retained and displayed in the batch’s auto-name string even after the batch is uploaded to OnBase.</td>
</tr>
</tbody>
</table>
Keyword Values can be added to the Auto-Name string of a batch to help identify the batch.

In order for Keyword Values to be displayed as part of a batch’s Auto-Name string, the Keyword Values must be entered prior to scanning or scanning from disk (i.e. documents in the batch must be scanned in Pre-Index mode and Keyword Values must be entered for the documents in the batch prior to scanning).

If your solution is configured to use bar code processing at the time of scanning or via the Awaiting Barcode Processing batch status queue, then auto-name strings configured to use Keyword Values filled by bar codes will contain blank spaces where the Keyword Types are configured to be displayed. Once the documents or the batch undergoes bar code processing, Keyword Values will replace these spaces in the auto-name string if the Auto-Name Batches option is selected on the Batch Processing tab of the Assign Process Options for <Scan Queue Name> dialog box. See Batch Processing on page 6 for more information on this option.

**Note:** Keyword Values cannot be added to the Auto-Name string of batches that are swept into OnBase or imported into OnBase from the other scan/capture modules (e.g., Integration for the Fujitsu fi-6000 Network Scanner, the Integration for Sharp MFP, the Integration for Kofax Capture) unless Keyword Values are assigned to documents in this batch via the Awaiting Barcode Processing batch status queue as described above.
The Keyword Types available to be displayed in the Auto-Name string are associated with the scan queue’s Default Document Type or the Document Type selected for the batch prior to scanning.

To add a Keyword Type to a batch’s Auto-Name string, select a **Keyword Type** from the **Keyword Type** drop-down list, and it is added to the **AutoName String** field in the location where your cursor is positioned.

If you have multiple values for a Keyword Type, you can add multiple Keyword Values to the auto-name string. Type the number of Keyword Values that you would like to add to the auto-name string in the **Repeat** field, select the Keyword Type from the **Keyword Type** field and the values of the Keyword Type are displayed as many times as specified in the auto-name string.

**CAPTURE**

The Capture Process Options affect the way in which documents are scanned and initially brought into OnBase. These options include scanner-specific settings such as endorsing, and also allow for settings that determine how pages are separated into documents, as well how additional pages are scanned into the document. Bar code processing is also configured at this dialog box, as well as sweeping and scanning from disk.

Some of the options on this tab (e.g., Bar Code Processing (at the time of scanning), the Page Separation options, etc.) apply only to scanning and scanning from disk, not to sweeping documents into OnBase. However, in many cases, the same functionality is available for sweeping, but requires additional configuration or licensing. For example:

- Documents that are swept into OnBase can undergo Bar Code Processing via a batch process if your solution is licensed for the Barcode Recognition Server.
- The Page Separation options (Blank Threshold (Bytes), Separate on Blank Page, Discard Blank Page) cannot be used to configure blank pages as separators for documents that have been swept into OnBase. However, a Separate Documents on Blank Pages Image Process process can be configured for scan queues that are used to sweep documents into OnBase to separate documents.
The **Capture** tab of the **Assign Process Options for <scan queue>** dialog box accesses these options.
### Capture Options

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Default Sweep/Scan from Disk Directory</strong></td>
</tr>
<tr>
<td>This directory path will be used as the default when performing either a sweep or scan from disk function in the Client or Disconnected Scanning. This directory path saved in this field automatically displays in the Client Sweep Path dialog box, prior to sweeping/scanning from disk. Enter the name of the directory in the Default Directory edit field. You can also click <strong>Browse</strong>, to navigate to the directory location.</td>
</tr>
<tr>
<td><strong>Note:</strong> The directory path has a limit of 255 characters. If using Kofax software, the limit is 126 characters.</td>
</tr>
<tr>
<td><strong>Include Sub-folders</strong></td>
</tr>
<tr>
<td>When sweeping a directory or scanning from disk, if any subfolders exist in the specified directory, the image files within those subfolders will be swept or scanned into OnBase.</td>
</tr>
<tr>
<td><strong>Delete Disk Files</strong></td>
</tr>
<tr>
<td>When this option is selected, files are deleted after they are swept or scanned from disk into the selected scan queue.</td>
</tr>
<tr>
<td><strong>Tip:</strong> This option is especially useful to prevent scanning or sweeping of duplicate files when using scheduled sweep or scan from disk processes.</td>
</tr>
<tr>
<td>The setting configured for this check box is automatically set for the Delete Files After Sweep option in the Client Sweep Path dialog box, prior to sweeping/scanning from disk.</td>
</tr>
<tr>
<td><strong>Note:</strong> In the event of an error during the sweep process that prevents all documents from being successfully included in the sweep batch, the batch is cancelled and no files are deleted from the sweep location.</td>
</tr>
<tr>
<td>If an error occurs during the sweep process that prevents some (but not all) documents from being successfully included in the sweep batch, successfully imported documents are included in the batch and swept files are deleted from the sweep location. Documents that were not successfully included in the sweep batch are not deleted from the sweep location.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Note: The directory path has a limit of 255 characters. If using Kofax software, the limit is 126 characters.</th>
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</thead>
<tbody>
<tr>
<td><strong>Include Sub-folders</strong></td>
</tr>
<tr>
<td>When sweeping a directory or scanning from disk, if any subfolders exist in the specified directory, the image files within those subfolders will be swept or scanned into OnBase.</td>
</tr>
<tr>
<td><strong>Delete Disk Files</strong></td>
</tr>
<tr>
<td>When this option is selected, files are deleted after they are swept or scanned from disk into the selected scan queue.</td>
</tr>
<tr>
<td><strong>Tip:</strong> This option is especially useful to prevent scanning or sweeping of duplicate files when using scheduled sweep or scan from disk processes.</td>
</tr>
<tr>
<td>The setting configured for this check box is automatically set for the Delete Files After Sweep option in the Client Sweep Path dialog box, prior to sweeping/scanning from disk.</td>
</tr>
<tr>
<td><strong>Note:</strong> In the event of an error during the sweep process that prevents all documents from being successfully included in the sweep batch, the batch is cancelled and no files are deleted from the sweep location.</td>
</tr>
<tr>
<td>If an error occurs during the sweep process that prevents some (but not all) documents from being successfully included in the sweep batch, successfully imported documents are included in the batch and swept files are deleted from the sweep location. Documents that were not successfully included in the sweep batch are not deleted from the sweep location.</td>
</tr>
</tbody>
</table>
## Delete Folders

When selected, the sweep or scan from disk process will delete any now-empty folder(s) from which it read.

It will not delete folders that are not empty or folders from which it did not import any documents, unless that folder appears under a folder that did contain documents that were swept or scanned into the system and the both folders are now empty.

**Note:** This option becomes available only after **Delete Disk Files** is selected.

## Check all Page Resolutions

Ensures that the correct DPI settings for each page of a multipage TIFF image are registered. If the subsequent pages of a multipage TIFF could have different DPI settings than the first, this option should be enabled. If disabled, the DPI settings of the first page are read and applied to all pages within the files.

## Images Only

If this option is enabled, all non-image files in the sweep directory/subdirectories will be excluded.

The setting configured for this check box is automatically set for the **Sweep Images Only** option in the Client **Sweep Path** dialog box, prior to sweeping/scanning from disk.

## One Document Per Folder

Select this option when sweeping to combine all images residing in the folder into a single image document. Non-image documents residing in the same folder remain separate documents. If **Include Subfolders** is selected, images residing in a sub folder are combined into a separate, single image document.

This option is helpful when working with multifunction devices that write images to a folder structure.

**Note:** This option will be grayed out unless **Include Sub-Folders** is selected.

## Break Batches by Second Level Folder

This option can be used in conjunction with the **One Document Per Folder** option to create a new batch for each subfolder under the root sweep path. All documents in 2nd level folders and below are swept into a batch. The batch is named the same as the folder.

Files in the root folder are ignored. Only documents in folders from the 2nd and down are swept.
<table>
<thead>
<tr>
<th>Capture Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Index Documents</td>
<td>Note: This option applies only to sweeping documents in the OnBase Client. It is not applicable to sweeping documents in the Unity Client; documents swept in the Unity Client will default to Full Index scan mode when a Default Document Type is specified for the scan queue on the Batch Processing tab of the Assign Process Options for &lt;Scan Queue Name&gt; dialog box. To sweep a document in Pre-Index mode in the Unity Client, ensure that the Default to Pre-Index Scan Mode check box is selected on the Batch Processing tab of the Assign Process Options for &lt;Scan Queue Name&gt; dialog box. If this option is enabled, documents that are swept into OnBase are marked as fully-indexed, regardless of the scan mode setting. The batches will skip the indexing batch status queues (i.e., Awaiting Index, Index in Progress) and will be routed, depending on the scan queue configuration, to the QA Image Quality, QA Review or Awaiting Commit batch status queues, unless documents in the batch are associated with Required Keyword Types that have not yet been filled. In this case, the documents are routed to an indexing batch status queue before continuing to their next configured batch status queue (i.e. QA Image Quality, QA Review or Awaiting Commit). Tip: This option is typically enabled when bar codes or AutoFill Keyword Sets are used to automate the indexing process, and documents do not need to be indexed manually.</td>
</tr>
<tr>
<td>Scan From Disk Options</td>
<td>Allow Scan More Pages from Disk: When a user selects Scan More Pages to add pages to an existing document, this option allows the user to elect to scan additional pages from disk. The user is prompted to select either Scan from Disk or Scanner as the scan source.</td>
</tr>
</tbody>
</table>
The Bar Code Process drop-down list allows you to associate a bar code process with the scan queue. OnBase uses bar codes found during scanning to determine the document's type and keyword values. By having the interpretation of the bar codes associated with the bar code process, you can configure multiple ways of interpreting bar codes for the same Document Type. You can then assign each of the bar code processes to different scan queues.

If a bar code process is not used, select the **None** from this drop-down list.

**Note:** If a bar code process is assigned to the scan queue that is configured to identify Document Types or load Keyword Values from bar codes, then patch codes are not recognized for documents that are scanned via this scan queue.

**Note:** The following option does not refer to the Folders functionality within OnBase.

The Clear Keywords for Folder option is used with bar code processing (i.e., when the Document Type and Keyword Values are identified from bar codes found on the scanned pages). When this option is enabled, the Keyword Values from the first page are carried over to subsequent pages until another Keyword (not Document Date) bar code is found.

When a new Keyword bar code is found, all existing Keyword Values are cleared and the new Keyword Value is applied to subsequent pages, regardless of Document Type, until another Keyword bar code is detected.

**Caution:** When this option is used, Keyword Values are cleared as soon as a new Keyword bar code is identified. Be aware that if your document contains multiple pages and a Keyword bar code is present on one of the later pages in the document, any Keyword Values assigned to that document before that Keyword bar code was recognized are cleared and will not be assigned to the document.

**Note:** If the Keep Common Keywords option is selected for the scan queue, the existing Keywords are not cleared; the new Keyword Values are appended to the existing Keyword Values.

<table>
<thead>
<tr>
<th>Capture Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcode Process</td>
<td>The Bar Code Process drop-down list allows you to associate a bar code process with the scan queue. OnBase uses bar codes found during scanning to determine the document's type and keyword values. By having the interpretation of the bar codes associated with the bar code process, you can configure multiple ways of interpreting bar codes for the same Document Type. You can then assign each of the bar code processes to different scan queues. If a bar code process is not used, select the <strong>None</strong> from this drop-down list. <strong>Note:</strong> If a bar code process is assigned to the scan queue that is configured to identify Document Types or load Keyword Values from bar codes, then patch codes are not recognized for documents that are scanned via this scan queue. <strong>Note:</strong> The following option does not refer to the Folders functionality within OnBase. The Clear Keywords for Folder option is used with bar code processing (i.e., when the Document Type and Keyword Values are identified from bar codes found on the scanned pages). When this option is enabled, the Keyword Values from the first page are carried over to subsequent pages until another Keyword (not Document Date) bar code is found. When a new Keyword bar code is found, all existing Keyword Values are cleared and the new Keyword Value is applied to subsequent pages, regardless of Document Type, until another Keyword bar code is detected. <strong>Caution:</strong> When this option is used, Keyword Values are cleared as soon as a new Keyword bar code is identified. Be aware that if your document contains multiple pages and a Keyword bar code is present on one of the later pages in the document, any Keyword Values assigned to that document before that Keyword bar code was recognized are cleared and will not be assigned to the document. <strong>Note:</strong> If the Keep Common Keywords option is selected for the scan queue, the existing Keywords are not cleared; the new Keyword Values are appended to the existing Keyword Values.</td>
</tr>
<tr>
<td>Capture Options</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| **Audible Barcode Feedback**: If selected, the PC used during scanning will produce an audible sound to signify a barcode event. This feature is particularly helpful when determining if barcodes are being correctly read in high-volume scanning environments. System asterisk sound: Document Type barcode or script barcode recognized. System default sound: Regular keyword or document date barcode recognized. System exclamation sound: Barcode not recognized. **Revert to Initial Document Type if No Document Type Bar Code Processed**: When selected, when a new document is started that does not have a Document Type barcode on it (e.g., a document is created when triggered by a patch code or blank page), the scan process assigns the Document Type that was initially set by the user during indexing. When this option is not selected, if a new document is started and it does not have a Document Type barcode, the document inherits the Document Type of the last Document Type barcode that was read. **Prevent Manual Index Selection of Default Document Type**: When selected, the user is prevented from selecting the default Document Type specified for the scan queue (see Batch Processing on page 317 for more information on specifying a default Document Type for a scan queue) as a document’s Document Type when a document is being manually indexed. If documents are scanned as **Full Index**, if no default Document Type is specified for the scan queue, or if the default Document Type is specified for a document automatically (e.g., via a bar code process, Automated Indexing, Intelligent Automated Indexings.), then the scan queue’s default Document Type may be specified for the document. If the **Prevent Manual Index Selection of Default Document Type** check box is not selected, the scan queue’s default Document Type can be specified can be specified for the document regardless of how the document is indexed. **Tip**: This option is useful when a “dummy” Document Type is used to bring documents into a scan queue where they are then classified into other Document Types to prevent documents from accidentally being archived into the dummy Document Type.
<table>
<thead>
<tr>
<th>Capture Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stop Scanner on Consecutive Bar Code Separator Sheets:</strong></td>
<td>When this option is selected, an error message is displayed if two consecutive bar code sheets are scanned.</td>
</tr>
<tr>
<td><strong>Tip:</strong> This option is used to prevent a document from being indexed with the Keyword Value(s) from the previous document if that previous document is missing from the batch (i.e., two bar code sheets are consecutively placed in the batch because the document associated with the first bar code sheet is missing).</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> Depending on your scanner hardware, the scanner may stop scanning when the error message is displayed. If the scanner stops, the batch is discarded. If the scanner does not stop, the batch is saved and must be manually discarded.</td>
<td></td>
</tr>
</tbody>
</table>
These options specify how pages with matching bar code values (i.e., Document Type identifiers and/or Keyword Values) are stored after they are scanned.

- If the **No Append** radio button is selected, pages with the same bar code values as existing pages or documents are not appended to the existing pages or documents.

- If the **Append Page Only** radio button is selected, pages with the same bar code values as existing pages or documents are appended to the existing pages or documents.

- If the **Append Entire Document** radio button is selected, documents with the same bar code values as existing documents are appended to the existing documents.

By default, if the **Append Page Only** or **Append Entire Document** options are selected, the page/document being scanned can be matched to another page/document in the batch or any document stored in OnBase.

Select the **Only Match in Same Batch** check box to limit the page/document being scanned to be matched only to another page/document in the batch (i.e., the page/document being scanned will not be matched to existing documents in OnBase).

By default, when a newly-scanned page/document is matched to an existing document, it is appended to the end of the existing document. To add the newly-scanned page/document to the beginning of the existing document, select the **Append new page(s) to beginning** check box.

**Note:** If **Append Page Only** or **Append Entire Document** is selected, and the scanned page/document is matched to an existing OnBase document, the appended pages are always added to the existing document. Even if your OnBase solution is licensed for EDMS and the Document Type is configured to be revisionable, a new revision of the document is not created when a page/document is appended to it.
<table>
<thead>
<tr>
<th>Capture Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misc Options</td>
<td><strong>Invert Images</strong>: Checking this option forces all images to be inverted before they are archived into OnBase. Use this option if the images being scanned or swept are inverted (white on black) and you want the stored images to be corrected (black on white).</td>
</tr>
<tr>
<td></td>
<td><strong>Reset Scan Format After Scan</strong>: If the user selects a new scan format before scanning a batch, this option causes the format to return to the initial scan format after the batch scanning is complete.</td>
</tr>
<tr>
<td></td>
<td><strong>Use Document Type File Format</strong>: If selected, documents that have been scanned or swept into OnBase use the Default File Format associated with the Document Type, rather than using the OnBase image format and associated internal image viewer. For example, a Document Type can be configured to use a custom file format to view images in a third-party, art program. Selecting this option will display images (during indexing and during retrieval) in the art program. This option can only be used when the Document Type has been selected before indexing.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: If the Document Type has been configured to use an image file format as its default, non-image files cannot be displayed.</td>
</tr>
<tr>
<td></td>
<td><strong>Support DDS Disk Groups</strong>: If selected, Document Imaging will support the use of a DDS (distributed disk services) uncommitted mass storage disk group copy. A DDS disk group is a disk group that eliminates the need to use a UNC path when configuring the disk group.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: The <strong>Sweep</strong> function will always support DDS disk groups regardless of this setting.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: Using this setting adds extra steps to the scan process, resulting in a slower process.</td>
</tr>
<tr>
<td>Capture Options</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Blank Threshold</td>
<td>The file size, in bytes, of what is considered to be a blank page. If an unindexed page has a file size below the <strong>Blank Threshold</strong> value, the page is treated as a blank page. A value of <strong>1500</strong> to <strong>2500</strong> bytes is considered normal for this setting. This setting is used with the <strong>Separate on Blank Page</strong> and <strong>Discard Blank Page</strong> options. Scanned pages should be similar in size when using this option. <strong>Tip:</strong> It is considered a best practice that the Blank Threshold value be set to <strong>2500</strong> bytes or the size of the largest image file created when ten blank pages are scanned.</td>
</tr>
<tr>
<td>Separate on Blank Page</td>
<td>Begins a new document when a blank page is detected. The document is separated before the blank page. The blank page becomes the first page of the subsequent document, unless <strong>Discard Blank Page</strong> is also selected.</td>
</tr>
<tr>
<td>Discard Blank Page</td>
<td>Prevents scanned pages with a file size smaller than the <strong>Blank Threshold</strong> value from being stored in OnBase. This helps to save disk space.                                                                                  <strong>Tip:</strong> It is considered a best practice to select the <strong>Discard Blank Page</strong> setting unless your business needs require that blank pages that are scanned be kept as part of a document.</td>
</tr>
<tr>
<td>Separate on Patch Code Page</td>
<td>Begins a new document when a patch code is recognized. This option is useful when separating documents that may contain blank pages. For example, when scanning a multi-page document in duplex mode, a blank side of a page does not necessarily indicate the end of the document. OnBase recognizes all patch code types. OnBase begins a new document regardless of the type of patch code encountered. <strong>Note:</strong> If a bar code process is assigned to the scan queue that is configured to identify Document Types or load Keyword Values from bar codes, then patch codes are not recognized.</td>
</tr>
<tr>
<td>Capture Options</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Discard Patch Code Page</td>
<td>Prevents the page with the recognized patch code on it from being stored in OnBase.</td>
</tr>
<tr>
<td><strong>Note:</strong> If a bar code process is assigned to the scan queue that is configured to identify Document Types or load Keyword Values from bar codes, then patch codes are not recognized.</td>
<td></td>
</tr>
<tr>
<td>Discard Back of Patch Code Page</td>
<td>Prevents the back of pages with patch codes from being stored in OnBase.</td>
</tr>
<tr>
<td><strong>Note:</strong> If a bar code process is assigned to the scan queue that is configured to identify Document Types or load Keyword Values from bar codes, then patch codes are not recognized.</td>
<td></td>
</tr>
<tr>
<td>Exclude Types</td>
<td>Click to specify patch code types that are excluded from being executed.</td>
</tr>
<tr>
<td><strong>Note:</strong> Patch code type exclusions are recognized only when using Kofax bar code recognition hardware or software. They are not recognized when scanning using the Hyland Barcode Recognition for OnBase software.</td>
<td></td>
</tr>
<tr>
<td>Automatic Scan More Queue</td>
<td>Automatically selects this scan queue when the Scan More Pages right-click option is selected. If this option is set on multiple scan queues that the user has rights to, the Client will choose the first queue (alphabetically, by scan queue name) as the queue for scanning more pages.</td>
</tr>
<tr>
<td>Scan More Pages Default Location</td>
<td>Sets the default location for pages scanned using the Scan More Pages right-click option on open documents. Options include Start of Document, Before Selected Page, After Selected Page and End of Document. This default can be overridden at the time of scanning. Select the Always Show Dialog button to always view the dialog box that asks where in the document to add the additional scanned pages. When using the Automatic Scan More Queue option, the system will automatically use the default location selected here unless the Always Show Dialog option is selected.</td>
</tr>
</tbody>
</table>
## Auto Endorse Pages

Select this check box if you would like to endorse scanned pages to distinguish them from pages that have not yet been scanned.

**Note:** In order to use this functionality, you must be using a Kofax or ISIS scan format.

If you are using an ISIS scan format, the scanned pages are stamped with the batch number of the batch being scanned, the date the batch was scanned and the user name of the user scanning the batch.

If you are using a Kofax scan format, the scanned pages are stamped with the batch number of the batch being scanned, the date the batch was scanned and a Kofax-configured suffix.

You can also configure a VB script to alter the text string that is stamped on the scanned pages. For more information, see the Automation API documentation.

## Auto Kodak Imprinter

This option only works for Kodak scanner imprinters. Using this option in a scan queue (with a Kofax Scan Format) requires entry of a Julian date at the time of scan. The Kodak scanner imprints the year, Julian date, batch number and sequence number on each page in that batch.

In the Client module, use the **File | Open | Retrieve by Imprinter Code** menu option to retrieve documents by any of these fields.

The **Extended Numbering System** option enables an additional level of separation for use with Kodak scanner imprinters.
INDEXING

The **Indexing** tab on the Process Options screen allows you to grant or deny access to indexing functions for the scan queue, and provide functionality specific to the keyword availability and values that can be used to process scanned documents.

![Assign Process Options for AP - Vendor Invoices](image)

**AppEnabler Options**
- Clear Keywords
- Replace Keywords
- Auto Index Documents
- Resolve Document Type
- Active Keywords Only
- Cancel Context Skips Document
- Prevent Autilfill Expansion

**Revision Control Options**
- Check for Previous Revisions
- Force Revision Prompt

**Indexing Permissions**
- Disable Append Page
- Disable Clear Keywords
- Set Keywords Read-Only
- Disable Keyword Locks
- Only Batches from Same Workstation
- Secure Unindexed Document Delete

**Indexing Focus**
- First Unlocked Keyword
- First Keyword Regardless of Locks
- Document Date
- Document Type
- TAB Cycles Through Suspect Keywords

**Main Enter Key**
- No Action
- Index Document
- Tab to Next Field

**Numeric Enter Key**
- No Action
- Index Document
- Tab to Next Field
## Indexing Options

<table>
<thead>
<tr>
<th>Indexing Options</th>
<th>Description</th>
</tr>
</thead>
</table>
| Keep Keywords        | When this option is selected, the Keyword Values from the previously-indexed document are retained and applied to the current document if both documents are of the same Document Type and the documents are scanned or swept in **No Index** scan mode.  
If neither this option or the **Keep Common Keywords** option is selected, or if the Document Type of the current document is changed, the **Indexing** dialog box is reset and all Keyword Values carried over from previous document(s) are lost.                                                                                                                                                                                                                       |
<p>|                      | <strong>Note:</strong> To keep Keywords Values for the current document when its Document Type is changed, you can use the <strong>Keep When Indexing/Document Type Change</strong> option.                                                                                                                                                                                                                   |
|                      | <strong>Tip:</strong> It is considered a best practice to select the <strong>Keep Keywords</strong> and/or the <strong>Keep Common Keywords</strong> options to allow Keyword Values common to documents in a batch to be carried over from one document to the next to increase the speed and accuracy of indexing.                                                                                                                                                                                 |
|                      | <strong>Note:</strong> Although the <strong>Pre-Index</strong> or <strong>Full Index</strong> scan mode allows you to retain the Document Type value between documents, they reset the <strong>Indexing</strong> dialog box, causing the Keyword Values carried over from previous documents to be lost.                                                                                                                                                                                                                           |
|                      | Keyword Values can be kept across batches; the Keyword Values from the last document of a batch are retained on the first document of the next batch, provided that the same Document Type is used for both documents and both batches are from the same scan queue.                                                                                                                                                                                                 |</p>
<table>
<thead>
<tr>
<th>Indexing Options</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Keep Keywords (cont.)</td>
<td><strong>Note:</strong> Default Keyword Values are not carried over from one document to the next; the Default Keyword Values are applied to each document once the Document Type is selected. However, Default Keyword Values can be manually overwritten by a user, and, once modified, these values will be carried over to the next document. These modified values will not be overwritten by a Default Keyword Value unless the <strong>Indexing</strong> dialog box is reset (i.e., the Document Type is changed and then changed back to the original Document Type).</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If using a bar code to apply a <strong>Document Date</strong> value to a document, that value is carried forward from one document to another until another bar code changes the value.</td>
</tr>
<tr>
<td></td>
<td><strong>Tip:</strong> This option is useful if you are scanning a group of documents and the first document contains a barcode identifying Keyword Value(s) applicable to the other documents in the batch.</td>
</tr>
</tbody>
</table>
### Indexing Options

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Keep When Indexing/Document Type Change</td>
<td>When this option is selected, Keyword Values that have been entered for the current document during indexing or pre-indexing are retained when the document's Document Type is changed during indexing (provided that the new Document Type is associated with the same Keyword Types). If this option is not selected, all Keyword Values assigned to the document (added during pre-indexing or indexing) are lost when a document’s Document Type is changed during indexing because the Indexing dialog box is reset. For example: Before scanning a batch of invoices, you pre-index the batch to assign the documents to the AP-Invoices Document Type and to have a Vendor Name Keyword Value of Computers R Us. During indexing, you realize that one of the documents in a batch should be assigned to the AP-Packing Slips Document Type instead of AP-Invoices; because the Keep When Indexing/Document Type Change option is selected for the scan queue, the Vendor Name Keyword Value (Computers R Us) remains assigned to the document after the Document Type is changed.</td>
</tr>
<tr>
<td>Note: Because this option affects only Keyword Values for the currently-displayed document, it can be used in conjunction with, or independently of, the Keep Keywords or Keep Common Keywords options (which affect Keyword Values across all documents in the batch).</td>
<td></td>
</tr>
</tbody>
</table>
### Keep Common Keywords

When this option is selected, the Keyword Values from the previous document are retained and applied to the current document. This is similar to the Keep Keywords option, except documents do not need to be the same Document Type for Keyword Values to carry over.

**Tip:** It is considered a best practice to select the Keep Keywords and/or the Keep Common Keywords options to allow Keyword Values common to documents in a batch to be carried over from one document to the next to increase the speed and accuracy of indexing.

**Note:** The Keep Common Keywords option overrides the Keep Keywords option when both options are selected.

Documents must be scanned/swept in No Index scan mode unless the Across pre-index documents option is selected.

If neither this option or the Keep Keywords option is selected, or if the Document Type of the current document is changed, the Indexing dialog box is reset and all Keyword Values carried over from previous document(s) are lost.

**Note:** To keep Keywords Values for the current document when its Document Type is changed, you can use the Keep When Indexing/Document Type Change option.

Keyword Values can only be carried over when the current documents use the same Keyword configuration (i.e. Multi-Instance Keyword Type Groups, Keyword Type Groups) as the previous document.

Keyword Values will be kept across batches; the Keyword Values from the last document of a batch are retained on the first document of the next batch, provided both batches are from the same scan queue.

<table>
<thead>
<tr>
<th>Indexing Options</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Keep Common Keywords</td>
<td>When this option is selected, the Keyword Values from the previous document are retained and applied to the current document. This is similar to the Keep Keywords option, except documents do not need to be the same Document Type for Keyword Values to carry over. <strong>Tip:</strong> It is considered a best practice to select the Keep Keywords and/or the Keep Common Keywords options to allow Keyword Values common to documents in a batch to be carried over from one document to the next to increase the speed and accuracy of indexing. <strong>Note:</strong> The Keep Common Keywords option overrides the Keep Keywords option when both options are selected. Documents must be scanned/swept in No Index scan mode unless the Across pre-index documents option is selected. If neither this option or the Keep Keywords option is selected, or if the Document Type of the current document is changed, the Indexing dialog box is reset and all Keyword Values carried over from previous document(s) are lost. <strong>Note:</strong> To keep Keywords Values for the current document when its Document Type is changed, you can use the Keep When Indexing/Document Type Change option. Keyword Values can only be carried over when the current documents use the same Keyword configuration (i.e. Multi-Instance Keyword Type Groups, Keyword Type Groups) as the previous document. Keyword Values will be kept across batches; the Keyword Values from the last document of a batch are retained on the first document of the next batch, provided both batches are from the same scan queue.</td>
</tr>
<tr>
<td>Indexing Options</td>
<td>Description</td>
</tr>
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<td>------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Keep Common Keywords (cont.)</td>
<td><strong>Note:</strong> If using a barcode to apply a <strong>Document Date</strong> value to a document, that value is carried forward from one document to another until another barcode changes the value.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Default Keyword Values are not carried over from one document to the next; the Default Keyword Values are applied to each document once the Document Type is selected. However, Default Keyword Values can be manually overwritten by a user, and, once modified, these values will be carried over to the next document. These modified values will not be overwritten by a Default Keyword Value unless the <strong>Indexing</strong> dialog box is reset (i.e., the Document Type is changed and then changed back to the original Document Type).</td>
</tr>
<tr>
<td></td>
<td>The <strong>Across pre-index documents</strong> option enables you to use the <strong>Keep Common Keywords</strong> functionality when scanning/sweeping in <strong>Pre-Index</strong> scan mode.</td>
</tr>
<tr>
<td></td>
<td>By default, if OnBase attempts to carry over a Keyword Value from a previous document to a document that already is associated with a Keyword Value for the Keyword Type, an additional instance of the Keyword Type is added to the current document and both Keyword Values are displayed.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Multiple instances of the same Keyword Value cannot be added to the document if the Document Type is configured to use a Keyword Type Group. In this case, the Keyword Value entered during pre-indexing would be overwritten by the Keyword Value that was carried over from the previous document, much as if the <strong>Replace existing keywords</strong> option was selected.</td>
</tr>
<tr>
<td>Indexing Options</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Keep Common Keywords (cont.)</td>
<td>Select <strong>Replace existing keywords</strong> if you would like the carried-over Keyword Value to replace the existing Keyword Value for the Keyword Type on the current document instead of adding an additional instance of the Keyword Type to the current document.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If <strong>Replace existing keywords</strong> is not selected, then <strong>Keep Common Keywords</strong> causes both Keyword Values to carry over to the next document in the batch if the document is associated with the Keyword Type.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If the <strong>Replace Common Keywords</strong> option is selected and Keyword Values part of a Multi-Instance Keyword Type Group used by both Document Types are locked, then switching between Document Types will cause two instances of the Multi-Instance Keyword Type Group to be created: one with only the locked Keyword Values and the other all Keyword Values, but all values are unlocked.</td>
</tr>
<tr>
<td>F6/Ctrl+T - Add Keyword</td>
<td>When enabled, pressing <strong>F6</strong> or <strong>Ctrl+T</strong> during indexing (when the cursor is positioned in a keyword type field) causes a duplicate keyword type field to appear in the <strong>Indexing</strong> dialog box.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The keyword values entered in each keyword type field must be unique.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> You cannot add additional instances of Keyword Types that are part of a Cascading Data Set.</td>
</tr>
<tr>
<td>Store Keyword Data Set</td>
<td>Automatically adds new keywords from the document to the AutoFill Keyword Set. Adding keywords in this way is much faster than manual import.</td>
</tr>
</tbody>
</table>
## Indexing Options

<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disable AutoFill Keyword Set for Document Re-Index Queue</td>
<td>Disables the AutoFill Keyword functionality during re-indexing. This allows users to change index values during re-indexing without invoking a change in related keyword values.</td>
</tr>
<tr>
<td>Keep Zoom Region</td>
<td>When using the Rubber Band feature to zoom in on a region of an image, the same zoom region is kept on subsequent pages during indexing. This is particularly useful for manual indexing, if the keyword is in the same location on each page.</td>
</tr>
<tr>
<td>Tip: It is considered a best practice to select the <strong>Keep Zoom Region</strong> option to keep the Document Viewer’s focus on the same section of each image in the batch. This will increase the speed and accuracy of indexing by repeatedly displaying the section of the document the user needs to view for indexing.</td>
<td>This option is disabled during the sweeping of non-image documents.</td>
</tr>
<tr>
<td>Confirm Index</td>
<td>Causes the user to be prompted to confirm that each document should be indexed. Confirmation may help reduce indexing errors, but adds time to the indexing process.</td>
</tr>
<tr>
<td>Confirm Append</td>
<td>Causes the user to be prompted to confirm that the chosen document should be appended. Confirmation may help reduce indexing errors, but adds time to the indexing process.</td>
</tr>
<tr>
<td>Indexing Options</td>
<td>Description</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
| Auto Save Image Rotation    | Automatically saves any image rotation made during indexing. When this option is selected and a document is rotated during indexing, the image is saved in OnBase with that rotation setting.  
If this option is not selected, you can manually save a document with the indexing rotation by right-clicking on the document and selecting Save Rotation or by using the Save Rotation Client toolbar button.  
**Note:** This rotation option affects image display only. To change image orientation for OCR, in the Client module, set the Scan Format | Document Setup | Rotation option.  
**Note:** When the Auto Save Image Rotation scan queue option is not selected, but the Rotate Auto-Save user option is selected, image rotations will be saved automatically. In this instance, the user option overrides the scan queue option. |
Advanced ‘Create New Document’ functionality

This option provides users with additional options when the **Start a New Document with this page** button option is used during indexing.

When the **Advanced Create New Document** option is selected, the user is prompted for the page range of the new document, the Document Type, and whether or not to delete the copied pages from the original document.

The newly-created document is then added as the next document in the current batch (e.g., if the newly-created document was created from the third document in the batch, the new document is added as the fourth document in the batch).

**Note:** Unlike indexing in the OnBase Client module, the OnBase Web Client does not support the ability to select a page range when creating a document from an existing document. Whether this option is selected or not, a new document is created from the page selected through the last page of the document.

If this option is not enabled, a new document is made when the **Start a New Document with this page** button is clicked and no specifications can be made by the user concerning the new document.

The new document begins with the currently selected page and ends with the last page of the existing document. These pages are removed from the original document.

**Note:** In the Web Client, a new document cannot be created from the first page of a document.
<table>
<thead>
<tr>
<th>Indexing Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Index Validation</td>
<td>Executes an external dll (PreIndexValidation.dll) prior to providing indexing fields for a user. When the user clicks the index button, OnBase calls the PreIndexValidation.dll with information about the document and its keywords. The DLL code returns a response to OnBase, instructing it to either archive the document as it is or not to archive the document. It is the responsibility of the DLL code to display any error messages to the user if it does not allow the index to complete.</td>
</tr>
<tr>
<td>Post-Index Validation</td>
<td>Executes an external dll (IndexValidation.dll) to determine if the keyword is present and valid. When the user clicks the index button, the documents are archived to the database and OnBase then calls the IndexValidation.dll with information about the document and its keywords. The DLL code returns a response to OnBase, instructing it to either archive the document as it is or not to archive the document. It is the responsibility of the DLL code to display any error messages to the user if it does not allow the index to complete.</td>
</tr>
<tr>
<td>Force Document Type Selection</td>
<td>Forces users to select the Document Type each time a document is indexed, rather than keeping the previously used Document Type as a default. Tip: This option helps reduce errors and is particularly helpful if multiple Document Types have the same Keyword Types, making it easy for an operator to forget to choose the correct Document Type during indexing. This option affects only initial indexing and does not apply to the Double Blind Indexing or Document Reindex queues. Note: This option cannot be used in conjunction with the Keep Keywords or Keep Common Keywords indexing options.</td>
</tr>
<tr>
<td>Indexing Options</td>
<td>Description</td>
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</tr>
<tr>
<td>Allow Numeric Keypad Pan and Zoom</td>
<td>Enables the numeric keypad pan and zoom functions during indexing. For a list of shortcut keys available when this option is selected, see Shortcut Keys on page 247.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> For this option to function correctly, Num Lock must be turned on.</td>
</tr>
<tr>
<td>Append to Existing Documents Matched on Keyword(s)</td>
<td><strong>Note:</strong> This option works only with image documents.</td>
</tr>
<tr>
<td></td>
<td>Select this check box to search OnBase for existing documents that are have the same Keyword Values and Document Type as the document being indexed or re-indexed as part of the QA Review Process (e.g., documents in the <strong>Awaiting Index, Index in Progress, Awaiting QA Review, QA Review in Progress, Awaiting QA Re-Index</strong> or <strong>QA Re-Index in Progress</strong> batch status queues). If one match is found, the new document is appended to the existing document or (if your OnBase solution is licensed for EDMS and the Document Type is configured to be revisionable) a new revision of the document is created. If there is no match or more than one existing document is a match, the document being archived is treated as a new document. <strong>Note:</strong> When using a remote scanning application, such as Disconnected Scanning, with a scan queue configured for the <strong>Append to Existing Documents Matched on Keyword(s)</strong> option, the newly-scanned document is appended to the existing document upon the batch being uploaded to OnBase. Once selected, the <strong>Use Uniqueness Keyword Types Only</strong>, <strong>Visually Verify Append Target (Interactive Indexing Only)</strong>, and <strong>Append New Pages to Beginning of Target Document</strong> check boxes are enabled.</td>
</tr>
<tr>
<td>Indexing Options</td>
<td>Description</td>
</tr>
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</tr>
<tr>
<td>Use Uniqueness Keyword Types Only</td>
<td><strong>Note:</strong> This option is used in conjunction with, and is only enabled when, the <strong>Append to Existing Documents Matched on Keyword(s)</strong> option is selected. The <strong>Use Uniqueness Keyword Types Only</strong>, <strong>Visually Verify Append Target (Interactive Indexing Only)</strong>, and <strong>Append New Pages to Beginning of Target Document</strong> options can be used in conjunction with one another. This option is used to further refine the <strong>Append to Existing Documents Matched on Keyword(s)</strong> option. Like the <strong>Append to Existing Documents Matched on Keyword(s)</strong> option, if one match is found, the new document is appended to the existing document. If there is no match or more than one existing document is a match, the document being archived is treated as a new document. Select the <strong>Use Uniqueness Keyword Types Only</strong> check box to search for only the Keyword Value(s) that is/are used to determine the uniqueness of new documents for that Document Type (i.e. Keyword Types that have been marked as UNQ on the <strong>Keyword Options</strong> dialog box for the Document Type).</td>
</tr>
<tr>
<td>Indexing Options</td>
<td>Description</td>
</tr>
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</tr>
<tr>
<td>Visually Verify Append Target (Interactive Indexing Only)</td>
<td>Note: This option is used in conjunction with, and is only enabled when, the Append to Existing Documents Matched on Keyword(s) option is selected. The Use Uniqueness Keyword Types Only, Visually Verify Append Target (Interactive Indexing Only), and Append New Pages to Beginning of Target Document options can be used in conjunction with one another. This option is used to further refine the Append to Existing Documents Matched on Keyword(s) option. Like the Append to Existing Documents Matched on Keyword(s) option, if one match is found, the new document is appended to the existing document. If there is no match or more than one existing document is a match, the document being archived is treated as a new document. Select the Visually Verify Append Target (Interactive Indexing Only) check box to force the user to confirm that the document being indexed should be appended to the existing OnBase document with matching Keyword Values. An image of the existing document stored is displayed for reference. Note: The Visually Verify Append Target (Interactive Indexing Only) option is not available for non-interactive indexing processes, such as documents fully indexed by Automated Indexing, or for Disconnected Scanning.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Append New Pages to Beginning of Target Document</td>
<td><strong>Note:</strong> This option is used in conjunction with, and is only enabled when, the <strong>Append to Existing Documents Matched on Keyword(s)</strong> option is selected. The <strong>Use Uniqueness Keyword Types Only</strong>, <strong>Visually Verify Append Target (Interactive Indexing Only)</strong>, and <strong>Append New Pages to Beginning of Target Document</strong> options can be used in conjunction with one another. This option is used to further refine the <strong>Append to Existing Documents Matched on Keyword(s)</strong> option. Like the <strong>Append to Existing Documents Matched on Keyword(s)</strong> option, if one match is found, the new document is appended to the existing document. If there is no match or more than one existing document is a match, the document being archived is treated as a new document. Select the <strong>Append New Pages to Beginning of Target Document</strong> option to add the pages from the new document to the beginning of the existing document. If this option is not selected, the new document is appended to the end of the existing document. <strong>Note:</strong> If the <strong>Append New Pages to Beginning of Target Document</strong> option is used in conjunction with the <strong>Visually Verify Append Target (Interactive Indexing Only)</strong> option, then users are prompted to decide if they want to append the new document to the beginning or override the scan queue setting and append the document to the end of the existing document.</td>
</tr>
<tr>
<td>Indexing Options</td>
<td>Description</td>
</tr>
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</tbody>
</table>
| Disable Floating Image Snippets Above Keywords | **Note:** This option, although enabled, can be used only in conjunction with the Automated Indexing and Intelligent Automated Indexing modules.  

By default, when performing index verification and a user selects a Keyword Type field that has been filled with a value from an Automated Indexing/Intelligent Automated Indexing process, an image of the Keyword Value identified by the engine is displayed above the Keyword Type field by default. Select this check box to disable this image from being displayed. |
| Disable Automatic Keyword Value Zoom to Image Zone | **Note:** This option, although enabled, can be used only in conjunction with the Automated Indexing and Intelligent Automated Indexing modules.  

By default, when performing index verification and a user selects a Keyword Type field that has been filled with a value from an Automated Indexing/Intelligent Automated Indexing process, the Working window zooms in on the area of the document that the value containing the value. Select this check box to disable automatic keyword value zooming. |
### Date Options

The **Maintain User Specified Document Date Always** option sets a user-entered value for the **Document Date** when scanning or indexing documents.

This applies at the batch level when scanning, and the document level when indexing.

If this option is not enabled, the **Document Date** field is populated by the current date at the time of scanning or indexing, even if you have supplied a different value for the field.

The **Initialize Date Entry Field to Document Date while Indexing** option sets the initial value of the **Document Date** field to the date the document was scanned, swept, scanned from disk or DIPed into OnBase.

The **Initialize Date Entry Field to Document Date while Indexing** option can also be used to set a date specified by a bar code value read at the time of scanning as the Document Date.

If this option is not selected, the initial value of the **Document Date** is the date the document is indexed.

<table>
<thead>
<tr>
<th>Indexing Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Options</td>
<td>The <strong>Maintain User Specified Document Date Always</strong> option sets a user-entered value for the <strong>Document Date</strong> when scanning or indexing documents. This applies at the batch level when scanning, and the document level when indexing. If this option is not enabled, the <strong>Document Date</strong> field is populated by the current date at the time of scanning or indexing, even if you have supplied a different value for the field. The <strong>Initialize Date Entry Field to Document Date while Indexing</strong> option sets the initial value of the <strong>Document Date</strong> field to the date the document was scanned, swept, scanned from disk or DIPed into OnBase. The <strong>Initialize Date Entry Field to Document Date while Indexing</strong> option can also be used to set a date specified by a bar code value read at the time of scanning as the Document Date. If this option is not selected, the initial value of the <strong>Document Date</strong> is the date the document is indexed.</td>
</tr>
</tbody>
</table>
Disconnected Scanning

The options in this section control how batches scanned via Disconnected Scanning are indexed in the Disconnected Scanning client.

- Select the **Do not allow Disconnected Indexing** radio button to prevent Disconnected Scanning users from being able to index batches scanned via this scan queue.

- Select the **Require Disconnected Indexing Prior to Upload** to prevent Disconnected Scanning users from uploading batches scanned via this scan queue that have not been indexed (i.e., the batches resides in the **Awaiting Index** or **Index in Progress** batch status queues).

- Select the **No Disconnected Indexing Restrictions** radio button to not impose any indexing restrictions on batches scanned via this scan queue in the Disconnected Scanning client.

Select the **Segregate Batches by User** check box to prevent a user from viewing, indexing, deleting, uploading and/or scheduling uploads of batches scanned via this scan queue that the user did not scan, scan from disk or sweep into the system himself/herself.

**Note:** A user who is part of a user group that has been assigned the **Document Imaging Administrative Processing** Product Right is able to view, index, delete, upload or schedule an upload of any batch regardless of the **Segregate Batches by User** setting, as long as the user has rights to the scan queue.

<table>
<thead>
<tr>
<th>Indexing Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Disconnected Scanning</strong></td>
<td>The options in this section control how batches scanned via Disconnected Scanning are indexed in the Disconnected Scanning client.</td>
</tr>
</tbody>
</table>

- Select the **Do not allow Disconnected Indexing** radio button to prevent Disconnected Scanning users from being able to index batches scanned via this scan queue.

- Select the **Require Disconnected Indexing Prior to Upload** to prevent Disconnected Scanning users from uploading batches scanned via this scan queue that have not been indexed (i.e., the batches resides in the **Awaiting Index** or **Index in Progress** batch status queues).

- Select the **No Disconnected Indexing Restrictions** radio button to not impose any indexing restrictions on batches scanned via this scan queue in the Disconnected Scanning client.

Select the **Segregate Batches by User** check box to prevent a user from viewing, indexing, deleting, uploading and/or scheduling uploads of batches scanned via this scan queue that the user did not scan, scan from disk or sweep into the system himself/herself.

**Note:** A user who is part of a user group that has been assigned the **Document Imaging Administrative Processing** Product Right is able to view, index, delete, upload or schedule an upload of any batch regardless of the **Segregate Batches by User** setting, as long as the user has rights to the scan queue.
If you use the Application Enabler module, the AppEnabler options allow you to specify the behavior of the Document Imaging window and enabled application during OnBase Client indexing.

The Application Enabler module allows you to use OnBase Client indexing to index documents by “screen scraping.” When you double-click on the enabled application, values are “scraped” (copied) from the enabled application and used to populate the corresponding keyword fields in the Document Imaging window. See the Application Enabler reference guide for more information.

The AppEnabler options include:

**Note:** If neither the **Clear Keywords** or **Replace Keywords** option is selected, existing keyword values in the Document Imaging window are retained and new values are added during screen scraping. Multiple keyword type fields and values are displayed in the Document Imaging window.

<table>
<thead>
<tr>
<th>Indexing Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AppEnabler Options</strong></td>
<td>If you use the Application Enabler module, the AppEnabler options allow you to specify the behavior of the Document Imaging window and enabled application during OnBase Client indexing. The Application Enabler module allows you to use OnBase Client indexing to index documents by “screen scraping.” When you double-click on the enabled application, values are “scraped” (copied) from the enabled application and used to populate the corresponding keyword fields in the Document Imaging window. See the Application Enabler reference guide for more information. The AppEnabler options include: <strong>Note:</strong> If neither the <strong>Clear Keywords</strong> or <strong>Replace Keywords</strong> option is selected, existing keyword values in the Document Imaging window are retained and new values are added during screen scraping. Multiple keyword type fields and values are displayed in the Document Imaging window.</td>
</tr>
</tbody>
</table>

**Clear Keywords** - Clears all existing keyword values from the Keyword fields in the Document Imaging window when screen scraping is initiated.

If a blank value resides in an enabled application field, the corresponding keyword value is left blank in the Document Imaging window.

Keyword values can be manually entered.

**Replace Keywords** - Replaces existing keyword values in the Document Imaging window with values scraped from the enabled application.
<table>
<thead>
<tr>
<th>Indexing Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AppEnabler Options (cont.)</strong></td>
<td>If the <strong>Clear Keywords</strong> option is not selected, all <strong>Keyword</strong> fields in</td>
</tr>
<tr>
<td></td>
<td>the Document Imaging window that are not associated with values in the</td>
</tr>
<tr>
<td></td>
<td>enabled application are not changed or cleared.</td>
</tr>
<tr>
<td></td>
<td><strong>Auto Index Documents</strong> - During screen scraping, values are scraped from</td>
</tr>
<tr>
<td></td>
<td>the enabled application to the <strong>Keyword</strong> fields in the Document Imaging</td>
</tr>
<tr>
<td></td>
<td>window, and indexing is automatically executed. Index values cannot be</td>
</tr>
<tr>
<td></td>
<td>adjusted manually.</td>
</tr>
<tr>
<td></td>
<td><strong>Resolve Document Type</strong> - If an enabled application is configured for</td>
</tr>
<tr>
<td></td>
<td>more than one <strong>Document Type</strong> (that uses the same associated keyword</td>
</tr>
<tr>
<td></td>
<td>types) users must select the <strong>Document Type</strong> into which the document</td>
</tr>
<tr>
<td></td>
<td>should be indexed.</td>
</tr>
<tr>
<td></td>
<td><strong>Active Keywords Only</strong> - If enabled, the only keyword values that will be</td>
</tr>
<tr>
<td></td>
<td>populated are those from the keyword type(s) associated with the hot spot</td>
</tr>
<tr>
<td></td>
<td>that is activated by the user.</td>
</tr>
<tr>
<td></td>
<td><strong>Cancel Context Skips Document</strong> - If enabled, any mouse or keyboard event</td>
</tr>
<tr>
<td></td>
<td>configured with the <strong>Thick Client - Cancel</strong> filter will cause the current</td>
</tr>
<tr>
<td></td>
<td>document in the batch to be skipped, and display the next document.</td>
</tr>
<tr>
<td></td>
<td><strong>Prevent Autofill Expansion</strong> - If enabled and one or more of the scraped</td>
</tr>
<tr>
<td></td>
<td><strong>Keyword Values</strong> is the primary Keyword Value of an AutoFill Keyword Set,</td>
</tr>
<tr>
<td></td>
<td>the secondary Keyword Values associated with that AutoFill Keyword Set are</td>
</tr>
<tr>
<td></td>
<td>not automatically filled.</td>
</tr>
</tbody>
</table>
By default, scanned documents are treated by OnBase as new documents that are unrelated to existing system documents.

The EDM Services module allows you to create document revisions. If you are licensed for the EDM Services module, the **Revision Control Options** allow you to control how OnBase treats scanned documents when revisions are possible.

The Revision Control options are:

**Check for Previous Revisions** - This option causes OnBase to check for existing versions of the document being indexed. OnBase recognizes documents with the same Document Type and keyword values as potential revisions or renditions.

If an existing document is found, the revision settings associated with the Document Type control the revision prompt behavior. For example, if a document with the same Document Type and Keyword Values is found, and the Document Type Revision Settings are **Always assume new version and Force comment**, upon indexing, the document is assumed to be a revision and the user must enter a revision comment.

**Note:** When a document indexed via Automated Indexing is determined to be a revision of an existing document and a revision comment is required for its Document Type, a revision comment is automatically generated indicating that the revision was identified via Automated Indexing.

If more than one existing document of the same Document Type with matching Keyword Values is found, the user is prompted to select the existing document to use.

<table>
<thead>
<tr>
<th>Indexing Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision Control Options</td>
<td>By default, scanned documents are treated by OnBase as new documents that are unrelated to existing system documents. The EDM Services module allows you to create document revisions. If you are licensed for the EDM Services module, the <strong>Revision Control Options</strong> allow you to control how OnBase treats scanned documents when revisions are possible. The Revision Control options are: <strong>Check for Previous Revisions</strong> - This option causes OnBase to check for existing versions of the document being indexed. OnBase recognizes documents with the same Document Type and keyword values as potential revisions or renditions. If an existing document is found, the revision settings associated with the Document Type control the revision prompt behavior. For example, if a document with the same Document Type and Keyword Values is found, and the Document Type Revision Settings are <strong>Always assume new version and Force comment</strong>, upon indexing, the document is assumed to be a revision and the user must enter a revision comment. <strong>Note:</strong> When a document indexed via Automated Indexing is determined to be a revision of an existing document and a revision comment is required for its Document Type, a revision comment is automatically generated indicating that the revision was identified via Automated Indexing. If more than one existing document of the same Document Type with matching Keyword Values is found, the user is prompted to select the existing document to use.</td>
</tr>
</tbody>
</table>
## Revision Control Options (Continued)

<table>
<thead>
<tr>
<th>Indexing Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> When used in conjunction with Automated Indexing or Disconnected Scanning and more than one existing document of the same Document Type with matching Keyword Values is found, the new document is routed to the <em>Awaiting Index</em> or <em>Index in Progress</em> queue, even though a Document Type has been selected for it and Keyword Values have been applied to it, where it can be reviewed and assigned as a revision of an existing document. If the file is saved as a revision or rendition, that file is removed from the batch and is no longer treated as an individual document. If all files are removed from the batch, the batch will be deleted. <strong>Force Revision Prompt</strong> - If a revision is detected during indexing, OnBase automatically displays the revision prompt, regardless of the revision settings associated with the Document Type. This setting prevents unwanted duplication of documents. <strong>Note:</strong> The <strong>Force Revision Prompt</strong> setting is ignored when documents are indexed via Automated Indexing.</td>
<td></td>
</tr>
</tbody>
</table>
### Indexing Options

<table>
<thead>
<tr>
<th>Indexing Options</th>
<th>Description</th>
</tr>
</thead>
</table>
| Indexing Permissions | The Indexing Permissions options on the Process Options screen allow you to grant or deny access to indexing functions for the scan queue.  
**Disable Append Page** disables the **Append** button on the **Indexing** dialog box, which prevents the user from adding the current page to the previous document. Prevents unintentional merging of documents.  
**Disable Clear Keywords** disables the **Clear Keys** button on the **Indexing** dialog box. During indexing, the **Clear Keys** button clears all keyword values currently in the keyword fields. Disable clear keywords is often used to prevent the clearing of keywords read from a bar code.  
**Set Keywords Read-Only** disables the ability to modify or delete keywords during indexing. Keywords that are already associated with the document are displayed, but cannot be altered.  
**Disable Keyword Locks** disables the ability to lock keywords during indexing. Selecting this option prevents users from incorrectly locking keywords so they cannot be changed. Users will be required to enter a value for every keyword when manually indexing.  
**Only Batches From Same Workstation** allows batches to be seen and indexed only on the workstation used to scan them. The batches are not visible from any other workstation and they are not added to the count for the batch status queue the batch currently resides in on any workstation except for the workstation used to scan them.  
The batches will also be visible in the following queues on the scanning workstation:  
• Awaiting QA Image Quality Review  
• Document Separation  
• Index in Progress |
## Indexing Options

<table>
<thead>
<tr>
<th>Indexing Permissions (cont.)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> Depending on your configuration, not all of these queues may be enabled.</td>
<td>Once the batches have passed the initial indexing, they will be visible and accessible on all workstations. This option is useful for scanning systems that scan into local disk groups before committing batches.</td>
</tr>
<tr>
<td><strong>Note:</strong> Batches that are scanned through Disconnected Scanning or the API will not respect this setting.</td>
<td></td>
</tr>
</tbody>
</table>
| **Secure Unindexed Document Delete**, when selected, requires a user to have one of the following in order to delete an unindexed document:  
  - The **Document Imaging** Administrative Processing Privilege  
  - The **Delete Document Type** privilege (if the unindexed document has been assigned to a Document Type).  
  - The **Purge Scanned Batches** User Group privilege. | When this check box is not selected, an unindexed document can be deleted by a user regardless of their privileges/rights during indexing. |
| **Note:** By default, this check box is not selected. | |
| **Tip:** This option only controls deleting an entire document; users with rights to index documents in the **Document Imaging** interface can delete pages from unindexed documents not assigned to a Document Type at any time. If the documents are unindexed but have been assigned to a Document Type, users are able to delete pages if they have rights to delete or modify documents belonging to the Document Type. |
These options allow keyboard focus to be set to a particular field after indexing. Focus may be set to:

- **First Unlocked Keyword**: Sets the focus to the first unlocked Keyword field on the Document.
- **First Keyword Regardless of Locks**: Sets the focus to the first Keyword field on the Document, whether it is locked or not.
- **Document Date**: Sets the focus to the Document Date field.
- **Document Type**: Sets the focus to the Document Type field.

**Note**: In order for the focus to be set to the **Indexing** dialog box when indexing PDF documents, the document must load in the Document Imaging window before the focus is set.
<table>
<thead>
<tr>
<th>Indexing Options</th>
<th>Description</th>
</tr>
</thead>
</table>
| TAB Cycles Through Suspect Keywords          | **Note:** The **TAB Cycles Through Suspect Keywords** check box, although enabled, can be used only with the Automated Indexing and Intelligent Automated Indexing modules.  

By default, if a user presses the **Tab** key when a Keyword Value is selected in the **Indexing** dialog box, the next Keyword Value is selected.  

Select the **TAB Cycles Through Suspect Keywords** check box to press the **Tab** key to navigate to the next suspect Keyword Value in the **Indexing** dialog box (i.e., non-suspect Keyword Values are skipped). You may navigate between all Keyword Values in the **Indexing** dialog box (suspect or non-suspect) by pressing the **Up Arrow** or **Down Arrow** keys.  

**Note:** If the **TAB Cycles Through Suspect Keywords** check box and the **Tab to Next Field** radio button is selected in either the Main Enter Key or the Numeric Enter Key section, then pressing the **Enter** key will select the next suspect Keyword Value in the **Indexing** dialog box (i.e., non-suspect Keyword Values are skipped).
These options provide control over the behavior of the Main and Numeric Enter keys:

- **No Action**: The Enter key has no effect.
- **Index Document**: Index values that have been entered are saved (as if the user pushed the Index button).
- **Tab to Next Field**: The cursor is moved to the next indexing field.

**Tip:** It is considered a best practice to select the **Index Document** radio button in the Numeric Enter Key section to increase the speed of indexing.

**Note:** If the **TAB Cycles Through Suspect Keywords** check box and the **Tab to Next Field** radio button is selected in either the Main Enter Key or the Numeric Enter Key section, then pressing the Enter key will select the next suspect Keyword Value in the **Indexing** dialog box (i.e., non-suspect Keyword Values are skipped).
INTEGRATIONS

The Integrations tab of the Assign Process Options for <scan queue> dialog box contains two specialized capturing and indexing options and various options related to other licensed OnBase modules.
The **Integrations** tab of the **Assign Process Options for <scan queue>** dialog box contains these options:

- **Send Unindexed Batches to ‘Awaiting External Index’ Queue.** Select this option if an interface other than the default Indexing interface will be used to index the scanned batches. This option involves a specialized integration using VB scripts and is implementation-specific. For more information, contact your Solution Provider or Reseller.

- **Windows Autoplay Archival Queue.** Select this check box to make the scan queue a target for Windows Autoplay. If this check box is selected, Windows Autoplay will import all available documents from removable media or an external device in a single batch, rather than using the **Import Document** dialog box to bring in the documents one at a time. For more information on using Windows Autoplay to import documents into OnBase using a scan queue, see Sweeping Documents Using Windows Autoplay on page 200.

Depending on additional solutions you may be licensed for, different options will display in the **Integrations** tab. Consult the documentation for those solutions for more information.

**QA**

The configuration options available on the **QA** tab of the **Assign Process Options for <Scan Queue>** allow users to perform quality control checks on documents that have been scanned and indexed using the OnBase Document Imaging module. There are two QA Processes available:

- **QA Image Quality Process.** This process allows a user to examine the quality of the scanned images before they are indexed.

- **QA Review Process.** This process allows a user to examine the quality of the scanned images and the accuracy of Keyword Values after indexing is complete.

**Note:** Both the **QA Image Quality Process** and its associated queues and the **QA Review Process** and its associated queues are only available in the OnBase Client module.

The **QA Image Quality Process** takes place before indexing and the **QA Review Process** takes place after indexing; each adds one or more extra steps to the scan process. Each process may be configured to run independently of, or in conjunction with, the other.

Both processes depend on the **Trust Level** assigned in the **Assigned Process Options for <Scan Queue>** dialog box. For more information, see Trust Level.
The QA tab of the **Assign Process Options for <scan queue>** dialog box accesses these options.

<table>
<thead>
<tr>
<th>QA Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use QA Image Quality Process</td>
<td>Select this option to assign a certain percentage of documents to the <strong>Awaiting QA Image Quality Review</strong> queue before indexing. This percentage is determined by the Trust Level. Use of this option enables users to review images for scan quality.</td>
</tr>
<tr>
<td>QA Options</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Reverify Rescanned Images         | If this option is selected, a batch that was marked to be re-scanned in **Awaiting QA Image Quality Review** queue is returned to that queue after being re-scanned.  
If this option is not selected, a batch that was marked to be re-scanned in **Awaiting QA Image Quality Review** is transitioned into normal scan processing after being re-scanned. |
| Use QA Review Process             | If this option is selected, documents will be routed to the **Awaiting QA Review** queue after indexing. In the **Awaiting QA Review** queue, the user has the opportunity to correct documents that need to be re-scanned or re-indexed. The user may also mark these documents for later correction. Doing this will route the documents to the **QA Awaiting Re-index** and/or **QA Awaiting Rescan** queues. |
| No Manager Resolution Queue       | Select the **No Manager Resolution Queue** option if users should NOT be able to route documents scanned via the current scan queue to the **Awaiting Manager Resolution** batch status queue.  
For more information on the **Awaiting Manager Resolution queue**, see Awaiting Manager Resolution Queue on page 241.  
**Note:** Only users with the Scanning Administration Right will be able to see and access the **Awaiting Manager Resolution** queue. |
| Do Not Maintain Document Position | Select the **Do Not Maintain Document Position** check box if you would like interrupted QA Review Processes to be restarted from the beginning when the process is resumed.  
If the **Do Not Maintain Document Position** check box is not selected, documents that have been reviewed are not displayed again. Only documents that were skipped or had not yet been reviewed are displayed as part of the QA Review Process when an interrupted process is resumed.  
By default, the **Do Not Maintain Document Position** check box is not selected. |
The Trust Level is a measure of trust in a user’s ability to scan/index documents correctly that determines if batches are routed for QA review. It is a numeric value between 0 and 100; the higher the Trust Level score, the greater amount of trust you have in the user.

The same Trust Level applies to both the QA Review and the QA Image Quality Process.

A random number is generated for each batch that is scanned. If the random number is greater than the Trust Level, the batch is routed to a QA review batch status queue. If the random number is less than the Trust Level, the batch is routed to the next batch status queue configured for the scan queue.

A Trust Level value of 0 routes all documents to the **Awaiting QA Review** or **Awaiting QA Image Quality Review** queues. A Trust Level value of 100 routes all documents past the QA review queues to the scan queue’s next configured batch status queue.

A Trust Level can be configured at three levels, and is respected in the following order:

- Per User per Scan Queue
- Per User
- Per Scan Queue

For example: a scan queue’s Trust Level is set to 31 but a user’s Trust Level is set to 45. When this user scans using this scan queue, the Trust Level is set to 45 because the user’s Trust Level takes precedence over the scan queue’s Trust Level.

If no Trust Level is specified, it is automatically set to 100.

- **To Specify a Trust Level per User per Scan Queue.** Click **Override Trust by User** to display the **Override Trust Level by User** dialog box. Each user (not User Group) with rights to the scan queue is displayed in the User List. Select a user and enter his/her Trust Level when using this scan queue in the **New Trust Level** field. To set one trust level for all users for the scan queue, enter the Trust Level Value in the **New Trust Level** field and click **Set All Users to Current**. When finished, click **Ok**.

- **To Specify a Trust Level per User.** See Setting a User’s Quality Assurance Trust Level on page 428.

- **To Specify a Trust Level for the Scan Queue.** Enter the Trust Level value (0-100) in the **Trust Level** field.

<table>
<thead>
<tr>
<th>QA Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trust Level</td>
<td>The Trust Level is a measure of trust in a user’s ability to scan/index documents correctly that determines if batches are routed for QA review. It is a numeric value between 0 and 100; the higher the Trust Level score, the greater amount of trust you have in the user. The same Trust Level applies to both the QA Review and the QA Image Quality Process. A random number is generated for each batch that is scanned. If the random number is greater than the Trust Level, the batch is routed to a QA review batch status queue. If the random number is less than the Trust Level, the batch is routed to the next batch status queue configured for the scan queue. A Trust Level value of 0 routes all documents to the <strong>Awaiting QA Review</strong> or <strong>Awaiting QA Image Quality Review</strong> queues. A Trust Level value of 100 routes all documents past the QA review queues to the scan queue’s next configured batch status queue. A Trust Level can be configured at three levels, and is respected in the following order: • Per User per Scan Queue • Per User • Per Scan Queue For example: a scan queue’s Trust Level is set to 31 but a user’s Trust Level is set to 45. When this user scans using this scan queue, the Trust Level is set to 45 because the user’s Trust Level takes precedence over the scan queue’s Trust Level. If no Trust Level is specified, it is automatically set to 100. • <strong>To Specify a Trust Level per User per Scan Queue.</strong> Click <strong>Override Trust by User</strong> to display the <strong>Override Trust Level by User</strong> dialog box. Each user (not User Group) with rights to the scan queue is displayed in the User List. Select a user and enter his/her Trust Level when using this scan queue in the <strong>New Trust Level</strong> field. To set one trust level for all users for the scan queue, enter the Trust Level Value in the <strong>New Trust Level</strong> field and click <strong>Set All Users to Current</strong>. When finished, click <strong>Ok</strong>. • <strong>To Specify a Trust Level per User.</strong> See Setting a User’s Quality Assurance Trust Level on page 428. • <strong>To Specify a Trust Level for the Scan Queue.</strong> Enter the Trust Level value (0-100) in the <strong>Trust Level</strong> field.</td>
</tr>
</tbody>
</table>
**IMAGE PROCESSING**

The configuration options available on the **Image Processing** tab of the **Assign Process Options for <Scan Queue>** dialog box allow users to configure a number of different image enhancements and modifications to automatically be performed on all documents in a batch. The modified or enhanced documents can be saved as a new Document Type, a revision of the original document (if your system is licensed for EDM Services) or it can replace the original document.
When a scan queue is configured to use image processing, batches of documents scanned into that queue are sent to the **Awaiting Image Processing** batch status queue immediately after scanning. Batches of documents reside here until image processing is complete and the batch is moved on to the next batch status queue.

Once a batch has moved into the **Awaiting Image Processing** batch status queue, image processing can be completed in one of three ways:

- A workstation running the OnBase Client module can be configured to poll the **Awaiting Image Processing** queue and automatically process any batches found within it.

  **Note:** This workstation must be using the OnBase Client module in conjunction with the `-SCANAUTOIMAGEPROCESS` command line switch.

- The workstation where scanning is taking place can be configured to immediately perform configured Image Processing tasks.

  **Note:** This requires that the **Auto-Perform Image Processing** check box to be selected on the **Batch Processing** tab of the **Assign Process Options for <Scan Queue>** dialog box. See Batch Processing on page 317 for more information.

- The user can manually select one or more batches in the **Awaiting Image Processing** queue and click the **Perform Image Processing** right-click menu option.

To configure the image processing to be performed on images brought into a scan queue:

1. Select the **Perform Image Processing** check box.
2. Select a process to perform on the images in the scan queue from the **Process Type** drop-down.
   
   For more information on each Process Type, see the sections devoted to each Process Type below.
3. Enter a name for this process in the **Process Name** field and click **Add**. The newly-configured process is added to the **Image Processing Operations** list.
4. A dialog box with configuration options is displayed. Use the options displayed in the dialog box to configure the process and click **Save**.

   For more information on the configuration options for each Process Type, see the section devoted to each Process Type below.
5. If multiple Image Processing Operations have been configured, select an operation from the **Image Processing Operation** list and use the **Move Up** or **Move Down** buttons to set the order in which the operations are performed.

To delete an Image Processing Operation, select the operation from the **Image Processing Operation** list and click **Delete**.

6. Click **Save**.

### Configuration Options for the Annotate Images Process

The Annotate Images process automatically applies an annotation to each image in the batch. For example, documents scanned into the system could have the Document Date value burned onto the image.

The **Image Annotate Process: <Process Name>** dialog box contains the options needed to configure the Annotate Images process. A VB script is required to provide information about the documents from (i.e. Keyword Values) and the annotation to be applied to the image (i.e. the Keyword Type to be applied to the document). These VB scripts are created and configured in the OnBase Configuration module; for more information on creating and configuring VB scripts, see the OnBase Configuration module Help.
Tip: A sample VB script that can be used for the Annotate Images process is included below:

![Image Annotate Process: Test Annotate Images](image)

<table>
<thead>
<tr>
<th><strong>Image Annotate Process: &lt;Process Name&gt; Configuration Options</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File Format</strong></td>
<td>Allows you to select the file format of the document that is created once the annotation is applied to the original document. Select <code>&lt;Retain existing format&gt;</code> to alter the original document or create a revision of the original document (if licensed for EDM Services).</td>
</tr>
<tr>
<td><strong>VB Script</strong></td>
<td>Allows you to select the VB script that provides information about the image and the annotation.</td>
</tr>
</tbody>
</table>

This sample script demonstrates how to burn the Document Date onto the top of the first page of each document in the batch using a 12-point Arial font:

```vbnet
Sub AnnotateMain

    Dim burntext


    AnnotateCtrl.FontName = “Arial”

End Sub
```
AnnotateCtrl.FontSize = 12

Call AnnotateCtrl.AnnotatePage (1, 10, 10, burntext)

End Sub

Configuration Options for the Auto-Detect Orientation/Rotate Document Pages Process

**Note:** In order for the Auto-Detect Orientation/Rotate Document Pages image process to be available, your OnBase solution must be licensed for either Batch OCR or Automated Indexing. In order to perform the Auto-Detect Orientation/Rotate Document Pages image process, the processing workstation must have the Hyland OCR Engine for OnBase installed and be registered for Batch OCR or Automated Indexing.

The Auto-Detect Orientation/Rotate Document Pages process automatically detects when pages have been scanned upside-down or sideways and corrects them so that they are displayed at the correct orientation.

In order for a workstation to perform an Auto-Detect Orientation/Rotate Document Pages image process on a batch, the workstation must have the Hyland OCR Engine for OnBase installed and it must be registered for either Batch OCR or Batch Automated Indexing. For more information on the licensing and system requirements for an OCR workstation, see either the Batch OCR or Automated Indexing documentation.

Once an Auto-Detect Orientation/Rotate Document Pages process has been created and added to the Image Processing Operations list, it requires no further configuration. The orientation detection and auto-rotation is performed automatically by the OCR engine.

Configuration Options for the Batch Splitter Process

The Batch Splitter process automatically separates a batch into multiple batches. Rules for splitting the batch can be created based on either:

- A pre-determined number of documents (e.g., create a new batch for every five documents)
- A Keyword Value common to documents in the batch (e.g., all documents with an Account Number of 123 should be placed into one batch, all documents with an Account Number of 456 should be placed into another batch, etc.).
Once a batch is split, any additional image processes configured to take place after the batch splitting process are performed on the original batch and it is routed to the next batch status queue configured for the scan queue.

The newly-created batches remain in the **Awaiting Image Processing** batch status queue, where they undergo all image processes configured for the scan queue the next time the **Awaiting Image Processing** batch status queue is polled or the batches are manually processed, before they are routed to the next batch status queue configured for the scan queue.

The **Batch Splitter Process: <Process Name>** dialog box contains the options necessary to configure a Batch Splitter process.

To configure the batch to be split based on the number of documents in the original batch, select the **Specific number of documents** radio button and enter the number of documents that compose the new batches (e.g., enter 5 if a new batch is to be created for every five documents in the original batch).

To configure the batch to be split based on Keyword Values common to documents in the original batch, select the **Common keyword value** radio button and select the Keyword Type from the associated drop-down that is to be evaluated when creating new batches (e.g., select the **Account Number** Keyword Type to place all documents with a common **Account Number** Keyword Values in the same batch - one batch for documents with an **Account Number** of 123, another batch for documents with an **Account Number** of 456, etc.).

When finished, click **Save**.
Configuration Options for the Color Dropout Process

The Color Dropout process automatically detects a specified range of colors on each document in the batch and replaces all color values that fall within that range with either black or white.

**Tip:** A color dropout process may be useful for color image documents that undergo additional processing (e.g., bar code processing, Automated Indexing or Full-Page OCR processing) where it is recommended that the images being processed be bi-tonal (i.e., black and white).

The range of colors to be removed from the document is specified by two *Composite* colors—-one representing the low end of the range of colors to be replaced and another representing the high end of the range of colors to be replaced. Each of these *Composite* colors is comprised of differing values of red, green and blue.
The **Color Dropout Process: <Process Name>** dialog box contains the options needed to configure the Color Dropout process.

![Color Dropout Process: Test Color Dropout](image)

<table>
<thead>
<tr>
<th><strong>Color Dropout Process: &lt;Process Name&gt; Configuration Options</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
</table>
| **File format** | Allows you to select the file format of the document that is created once the **Composite** colors are removed from the original document.  
Select **Retain existing format** to alter the original document or create a revision of the original document (if licensed for EDM Services). |
| **Red** | Enter a range of numbers in the **Low** and **High** fields to determine the amount of red existing in the **Composite** colors. |
| **Green** | Enter a range of numbers in the **Low** and **High** fields to determine the amount of green existing in the **Composite** colors. |
Configuration Options for the Convert Documents to Image File Format Process

**Note:** This option requires the Virtual Print Driver. If your solution is not licensed for the Virtual Print Driver, this option is not displayed in the drop-down.

The Convert Documents to Image File Format process allows you to automatically convert batches of non-image documents that have been imported via a scan queue to image documents.

**Note:** In order to convert PDF documents to image documents, you must have a PDF viewer (e.g., Adobe Reader) installed on the workstation.
The **Convert Documents to Image File Format: <Process Name>** dialog box contains the options needed to configure the Convert Document to Image File Format process.

![Convert Documents to Image File Format: AP - Invoices](image)

<table>
<thead>
<tr>
<th>Convert Documents to Image File Format: &lt;Process Name&gt; Configuration Options</th>
<th>Description</th>
</tr>
</thead>
</table>
| **File format** | From the drop-down containing all configured OnBase file formats, select the file format to be used for the document once it is converted. In most cases, you should select **Image File Format**. You may also select a custom-created image file format.  

**Note:** The conversion process is only able to convert to image file formats. Attempting to convert documents to non-image file formats (i.e., PDF) will cause the conversion process to fail. |
| **Virtual Print Driver** | Using the drop-down, select the print queue that is mapped to the Virtual Print Driver. |
Configuration Options for the Convert to Monochrome Process

The Convert to Monochrome process automatically converts all documents in the batch from color or grayscale images to bi-tonal (black and white) images. Several different dithering processes are available to convert the documents from color or grayscale to bi-tonal images; each is based on a different mathematical algorithm that is beyond the scope of this manual.

<table>
<thead>
<tr>
<th>Convert Documents to Image File Format: &lt;Process Name&gt; Configuration Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete original rendition pages after convert operation</td>
<td>Select this check box to delete the non-image document after it is converted to an image document. If this check box is not selected, the image document that is created is saved as a rendition of the original non-image document.</td>
</tr>
</tbody>
</table>

**Note:** In order to save the image as a rendition on the non-image document, the selected Document Type must be configured to allow multiple renditions. See the System Administration documentation for more information on configuring Document Types.

| Print Operation Timeout (Seconds) | Enter the number of seconds that will be allowed for a conversion to be completed before the conversion process times out. By default, this number is set to **30**. If a conversion process times out, the document is not converted to an image and the process moves onto the next document in the batch. The documents that have not been converted to images will remain in the batch in their original file formats. |
The **Convert to Monochrome Process: <Process Name>** dialog box contains the options needed to configure the Convert to Monochrome process.

### Convert to Monochrome: <Process Name> Configuration Options

<table>
<thead>
<tr>
<th>Configuration Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File format</strong></td>
<td>Allows you to select the file format of the document that is created once the original document is converted to a bi-tonal image. Select <strong>&lt;Retain existing format&gt;</strong> to alter the original document or create a revision of the original document (if licensed for EDM Services).</td>
</tr>
<tr>
<td><strong>Bayer monochrome</strong></td>
<td>Selects the Bayer monochrome process to create the bi-tonal image.</td>
</tr>
<tr>
<td><strong>Error diffusion monochrome</strong></td>
<td>Selects the error diffusion process to create the bi-tonal image.</td>
</tr>
<tr>
<td><strong>Halftone matrix monochrome</strong></td>
<td>Selects the halftone matrix monochrome process to create the bi-tonal image.</td>
</tr>
</tbody>
</table>
Configuration Options for the Convert to Single Page TIFF File Per Page Process

The Convert to Single Page TIFF File Per Page Process automatically converts all documents in the batch that are stored as multi-page TIFFs to single-page-per-file TIFF images. Despite the change to its file structure, the document remains the same when accessed or viewed in OnBase.

Once the image process is complete, the original multi-page TIFF file(s) are deleted from the Disk Group.

**For example:**
You scan a five-page document into a batch that is stored as a multi-page TIFF file, so only one file is actually saved to the Disk Group. Once the batch undergoes the Convert to Single Page TIFF File Per Page process, each page of the document is stored as an individual TIFF file in the Disk Group and the multi-page TIFF file is deleted.

**Note:** If your solution is licensed for EDM Services and the Document Type is configured to allow revisions, the multi-page TIFF file is not deleted from the Disk Group. Instead, a new, identical revision of the document is created once the Convert to Single Page TIFF File Per Page process is complete (the first revision consists of the multi-page TIFF file and the second revision consists of the multiple single-page TIFF files).

Once the Convert to Single Page TIFF File Per Page process has been created and added to the Image Processing Operations list, it requires no further configuration. The files are automatically created by OnBase.
Configuration Options for the Image Enhancement Process

The Image Enhancement process offers several automatic image corrections and enhancements, most of which are designed to correct errors caused by scanning or to increase the quality of a scanned image.

The **Image Enhancement Process: <Process Name>** dialog box contains the options needed to configure the Image Enhancement process.

<table>
<thead>
<tr>
<th>File format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>&lt;Retain existing format&gt;</em></td>
<td>Allows you to select the file format of the document that is created once the original image is enhanced. Select <em>&lt;Retain existing format&gt;</em> to alter the original document or create a revision of the original document (if licensed for EDM Services).</td>
</tr>
<tr>
<td>Image Enhancement Process: &lt;Process Name&gt; Configuration Options</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| **Auto-rotate**                                              | Allows you to automatically rotate a scanned image.  
The image is rotated clockwise the number of degrees specified in the *Degrees Clockwise* field. The *Degrees Clockwise* field is displayed once the **Auto-rotate** radio button is selected.  
If you enter 0 in the *Degrees Clockwise* field, OnBase will automatically determine the number of degrees the document is to be rotated. |
| **Auto-deskew**                                              | Allows you to have the system determine if a scanned image needs to be deskewed and to automatically deskew the image, if necessary. |
| **Auto-crop borders**                                        | Allows you to crop the image by the number of pixels specified in the *Margin* field. The *Margin* field is displayed once the **Auto-crop borders** radio button is selected. |
| **Invert**                                                   | Allows you to reverse the colors in the image.  
For example, all white pixels in the document are converted to black and all black pixels are converted to white. |
| **Equalize**                                                 | Allows you to perform a histogram equalization. This improves the dynamic range of 8- or 16-bit grayscale images by remapping pixels based on a probability algorithm. |
| **Sharpen**                                                  | Allows you to sharpen or blur an image based on the value entered in the *Sharpness* field. The higher the value in the *Sharpness* field is, the sharper the image is. The *Sharpness* field is displayed once the **Sharpen** radio button is selected. |
| Image Enhancement Process: Description |
|---------------------------------------|----------------------------------|
| Despeckle                             | Allows you to remove noise, or speckles that sometimes are displayed in a scanned image due to poor image quality or dirt or dust on a scanner’s surface. The amount of noise removed from an image is based on the value entered in the **Quality factor** field. The **Quality factor** field is displayed once the **Despeckle** radio button is selected.

The smaller the value is in the **Quality factor** field, the smaller the minimum area of noise could possibly be. For example, if the **Quality factor** value is 1, then an area of 1 pixel is determined to be the minimum size of an area of noise. If the **Quality factor** is larger, then the minimum size of an area of noise is also larger.

**Tip:** Setting the value in the **Quality Factor** field too small could lead to small or detailed sections of the documents being removed during the despeckling process. Setting the value in the **Quality Factor** field too large could lead to large areas of noise obscuring areas of the documents.

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| Adjust contrast                        | Allows you to adjust the contrast and brightness of the image based on values entered in the **Contrast, Brightness** field. The higher the values are in the **Contrast, Brightness** field, the higher the contrast and brightness of the image is. The **Contrast, Brightness** field is displayed once the **Adjust contrast** radio button is selected.

**Note:** If the **Adjust contrast** radio button is selected, values for both contrast and brightness must be entered.

**Tip:** The **Brightness** value has no effect for bi-tonal images (such as Group III or Group IV TIFF images) because pixels in those images must be either black or white. However, the **Contrast** value can be adjusted to increase/decrease the pixel saturation in “dark areas” or the pixel erosion in “light” areas, but this is just a perceived effect. There are still only black or white pixels composing the image.
Configuration Options for the Separate Documents on Blank Pages Process

The Separate Documents on Blank Pages process offers the ability to separate documents in the batch based on the presence of a blank page. The blank page threshold can be specified at the image process level, allowing some processes to have higher or lower blank page thresholds than others.

Once a blank page is detected, it can be kept as the last page of the preceding document or it can be automatically deleted.

The **Separate on Blank Page Process: <Process Name>** dialog box contains the options needed to configure the Separate Documents on Blank Pages process.

<table>
<thead>
<tr>
<th>&lt;Process Name&gt; Configuration Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File format</strong></td>
<td>The File format drop-down is not enabled for the Separate Documents on Blank Pages process.</td>
</tr>
</tbody>
</table>
### Compressed file size threshold (bytes)

Allows you to enter the blank page threshold (in bytes) to determine whether or not a page is blank.

- If the size of the page (in bytes) is less than the value entered in the **Compressed file size threshold (bytes)** field, the page is determined to be blank.
- If the size of the page (in bytes) exceeds the value entered in the **Compressed file size threshold (bytes)** field, the page is determined not to be blank.

A value of 1500-2500 bytes is considered normal for this setting.

**Tip:** It is considered a best practice that this setting be set to 2500 bytes or the size of the largest image file created when ten blank pages are scanned.

### Delete blank pages

Select this check box to automatically delete pages that are determined to be blank.

If this check box is not selected, the blank page is kept as the last page in the preceding document and a new document is begun with the next page in the batch.

**Note:** If this check box is selected and all pages in the document are determined to be blank, then the document is deleted from the batch.

### No document separation

**Note:** The **No document separation** check box is enabled once the **Delete blank page** check box is selected.

Select this check box to prevent OnBase from performing document separation based on the location of the deleted blank page.

**Tip:** Selecting this option allows you to delete blank pages from the batch without having to perform document separation.
CUSTOM PROCESSING

The configuration options available on the **Custom Processing** tab of the **Assign Process Options for <Scan Queue>** dialog box allow users to automatically perform custom processes, such as executing a VB script, on the documents in the batch prior to being committed to OnBase. Custom processes, such as calling out to a Web Service, may also be performed using data from the documents in the batch.
If a scan queue is configured to allow custom processing, images brought into that scan queue pass into the **Awaiting Custom Process** batch status queue prior to moving into the **Awaiting Commit** batch status queue. In order to view this batch status queue or perform work on documents residing in this queue, a workstation must be running the OnBase Client with the `-SCANAUTOCUSTOMPROCESS` command line switch. Batches do not leave the **Awaiting Custom Process** queue until the processing workstation has finished running the custom process(es) configured to run on that queue.

**Tip:** It is considered a best practice that custom processing be performing only on dedicated processing workstations, not on user workstations.

In order to configure custom processing to be performed on a scan queue:

1. Select the **Perform Custom Processing** check box to enable the **Custom Process Operations**.
2. Select a process to perform on the images in the **Awaiting Custom Processing** queue from the **Process Type** drop-down.

**Note:** Depending on other modules your system may be licensed to use, options other than those discussed here may be listed in the drop-down. For more information those options, see the Help specific to the module.

3. Enter a name for this process in the **Process Name** field and click **Add**. The newly-configured process is added to the **Custom Process Operations** list.
4. A dialog box with configuration options specific to the Process Type selected from the **Process Type** drop-down is displayed. Use the options displayed in the dialog box to configure the process and click **Save**.

   For more information on the configuration options for each Process Type, see the section devoted to each Process Type below.

**Note:** The Process Type configuration dialog boxes can be displayed at any time by double-clicking a Custom Processing Operation in the **Custom Processing Operations** list or by selecting a Custom Processing Operation in the **Custom Processing Operations** list and clicking **Modify**
5. If multiple Custom Process Operations have been configured, select an operation from the Custom Process Operations list and use the Move Up or Move Down buttons to set the order in which the operations are performed.

To delete a Custom Process Operation, select the operation from the Custom Process Operation list and click Delete.

6. Click Save.

Configuring an Execute VB Script Process

The Execute VB Script process automatically triggers a VB script to be executed on all documents residing in a batch. Depending on the requirements and the needs of the VB Script in question, it can be executed on each document individually or on the batch as a whole. These VB scripts are created and configured in the OnBase Configuration module; for more information on creating and configuring VB scripts, see the OnBase Configuration module Help.

The VB Script Process: <Process Name> dialog box contains the options needed to the Execute VB Script process.

<table>
<thead>
<tr>
<th>VB Script Process: &lt;Process Name&gt; Configuration Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VB Script</td>
<td>Select a VB Script to automatically run on the documents residing in the Awaiting Custom Processing batch status queue.</td>
</tr>
<tr>
<td>Process Documents Separately</td>
<td>Select this radio button to process each image in the batch separately.</td>
</tr>
<tr>
<td>Process Entire Batch</td>
<td>Select this radio button to process all images in the batch at once.</td>
</tr>
</tbody>
</table>
Configuring an Execute Web Service Process

The Execute Web Service process automatically sends information about the documents in the batch to a Web Service for further processing or for use in an external application.

If the call to the Web Service fails due to invalid configuration information, network errors or server errors, the batch remains in the **Awaiting Custom Processing** batch status queue and OnBase re-attempts to connect to the Web Service. If the call is successful, regardless of the return value sent by the Web Service, the batch is routed to the **Awaiting Commit** batch status queue.

A VB Script may be used to validate or manipulate the data associated with the documents residing in this batch or to modify the Web Service call itself. If no VB script is specified, the data is sent and the call to the Web Service is made in the default format. These VB scripts are created and configured in the OnBase Configuration module; for more information on creating and configuring VB scripts, see the OnBase Configuration module Help.

Depending on user need, the Execute Web Service process can be configured to make a separate call to the Web Service for each document in the batch or it can send data from the entire batch to the Web Service.
The **Web Service Process: <Process Name>** dialog box contains the options needed to configure an Execute Web Service process.

![Web Service Process: Test Execute a Web Service](image)

<table>
<thead>
<tr>
<th><strong>Web Service Process: &lt;Scan Queue&gt; Configuration Options</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Service</strong></td>
<td>Allows you to enter the address of the Web Service that is to receive information about the documents in this batch.</td>
</tr>
<tr>
<td><strong>VB Script for Data Validation/Manipulation</strong></td>
<td>Allows you to select a VB Script to customize the call to the Web Service or to format the data being sent to the Web Service.</td>
</tr>
<tr>
<td><strong>Process Documents Separately</strong></td>
<td>Select this radio button to process each document in the batch separately.</td>
</tr>
<tr>
<td><strong>Process Entire Batch</strong></td>
<td>Select this radio button to process all documents in the batch at once.</td>
</tr>
</tbody>
</table>

**Export to PAPERS**

The Export to PAPERS process is used to export data to another application, the CSC Group’s Patient and Provider Electronic Record System (PAPERS).

For more information, see your PAPERS documentation or contact your PAPERS solution provider.
Export to Singularity/Auto-Import Process
The Export to Singularity/Auto-Import process is used to export documents and their indexing information to a Singuarity solution. It is intended to be used with an OnBase Transcript Capture solution.

For more information, see the Transcript Capture documentation.

Export to Singularity/Manual-Import Process
The Export to Singularity/Manual-Import process is used to export documents and their indexing information to a Singuarity solution. It is intended to be used with an OnBase Transcript Capture solution.

For more information, see the Transcript Capture documentation.

Export/Scanning Services
The Export/Scanning Services process is used to export documents and their indexing information for use by an external system. It is intended to be used only by the CSC Group’s Scanning Services department.

Update Document Availability
The Update Document Availability process is reserved for future functionality.

Scan Queue Sorting
Prior to manual indexing, documents in a batch can be reorganized or reassigned from one batch to another batch in another batch status queue, or even another scan queue.

This reassignment is based upon the Document Type the document was assigned to or Keyword Values that were assigned to the document during any of the automatica indexing processes (e.g., Automated Indexing, Bar Code Processing, etc.), but not manual indexing.
The sorting options are displayed on the Scan Queue Sorting tab of the **Assign Process Options for <Scan Queue Name>** dialog box.

To enable scan queue sorting, and route batches scanned via the scan queue to the Awaiting Scan Queue Sorting batch status queue:

1. Select the **Perform Scan Queue Sort Processing** check box. The remaining options displayed on the tab are enabled.

2. Configure the first sorting operation. These are the criteria used by OnBase to determine which scan queue and/or batch status queue a document should be moved to if all of the rules assigned to the operation prove to be true. Multiple sorting operations can be configured to route documents to different locations.

3. To configure a sorting operation:
   a. Enter a name for the sorting operation in the **Process Name** field.
   b. Using the **Scan Queue Target** drop-down, select the scan queue the document the document is to be reassigned to.
c. Using the **Batch Status Queue** drop-down, select the batch status queue the document is to be reassigned to.

![Batch Status Queue](image)

- **A.** Document Type: Packing Slip
- **B.** AP - Packing Slips
- **C.** Index in Progress

d. Click **Add**. The **Modify Scan Queue Sort Item** dialog box is displayed.

![Modify Scan Queue Sort Item](image)

In the **Modify Scan Queue Sort Item** dialog box, you can specify the rules used to determine if a document should be routed to the scan queue and batch status queue specified for this sort operation.

These rules are based on the Document Type a document is assigned to or on Keyword Values that have been assigned to the document. You may configure as many rules as you like for a single sort operation.

**Note:** Be aware, though, that in order for a document to be routed via the sort operation, it must satisfy all of the rules configured for the sort operation.
Using the **Document Type** drop-down, create a Document Type rule by selecting a Document Type. To specify unindexed documents, select **Unindexed Document**. To not evaluate a document by its Document Type, select **<Any>**. For example, if you selected the **AP - Checks** Document Type from the **Document Type** drop-down, then all documents in the batch that have already been identified as belonging to the **AP - Checks** Document Type satisfy this rule. All documents that do not belong to the **AP - Check Document Type** would not satisfy this rule, and therefore could not be reassigned by this sort operation.

If you would like to use a Keyword Value assigned to the document as a rule, use the **Keyword Type** drop-down to select the Keyword Type to be used.

Using the **Operator** drop-down, select the operator, equals (\(=\)) or does not equal (\(<>\)) to be used.

In the **Keyword Value** field, enter the Keyword Value to be used. For example, to route all packing slips from the vendor **R.B. Hayes** to a separate scan queue, select **AP - Packing Slips** from the **Document Type** drop-down, **Vendor** from the **Keyword Type** drop-down, Equals (\(=\)) from the **Operator** drop-down, and you would enter **R.B. Hayes** in the **Keyword Value** field.

Click **Add**. The rule is added to the list.
j. Repeat Step E through Step I for each rule you would like to configure as part of this sort operation. The document being evaluated must satisfy all rules (the Document Type rule and/or all Keyword Value rules) in order for the document to be routed as specified by the sort operation.

k. To remove a rule, select it from the list and click **Delete**.

l. When finished, click **Save**. The sort operation is added to the Configured Sort Operations list.

4. Repeat Step A through Step L for each sort operation you would like to configure.

5. Each document in the batch is evaluated against sort operations based upon their order in the Configured Sort Options list. As soon as a document satisfies all the rules configured for a sort operation, it is routed as specified by the operation.
   
   - To change the position of a sort operation in the Configured Sort Operations list, select an operation and click either the **Move Up** or **Move Down** button.
   
   - To delete an operation, select it in the Configured Sort Operations list and click **Delete**.
6. It is possible that all documents in batch are routed to other scan queues or batch status queues based upon the sort operations you have configured. In this case, you would be left with batches consisting only of the scanning process’s Verification Report.

To avoid this, select the **Send System Documents (Verification Reports) to Trash Can When No Other Documents Remain in Original Batch** to delete the Verification Report (and therefore the batch) when the Verification Report is the only remaining document in the batch.

7. When finished, click **Save**.

**PROCESSING QUEUE WARNING LEVELS**

The options on the Processing Queue Warning Levels tab allow you to configure automatic e-mail notifications if a specified number of batches associated with the scan queue reside in a batch status queue.

![Assign Process Options for AP - Packing Slips](image)

**Note:** In order to send the warning level e-mail notifications, External Mail Services must be configured for your OnBase solution. See the Client or System Administration documentation for more information.
The notifications are dependent on the number of batches associated with the configured scan queue residing in the batch status queue, not the total number of batches (of all scan queues) that reside in the batch status queue.

For example, you might configure a notification to be sent when 10 batches associated with the AP - Invoices scan queue reside in the Awaiting Index batch status queue. However, if only eight batches associated with the AP - Invoices scan queue reside in the Awaiting Index batch status queue, no notifications would be sent regardless of the total number of batches residing in that queue.

Once an warning notification is sent, another notification is not sent as long as the number of batches remains above the configured threshold. If the number of batches was to fall below the threshold and then rise above it again, another notification would be sent.

To configure automatic warning level notifications:

1. From the Processing Queue Warning Levels tab of the Assign Process Options for <Scan Queue Name> dialog box, double-click on the batch status queue that you would like to configure warning level notifications for. The <Batch Status Queue Name> dialog box is displayed.

2. In the Batch Count Warning Level field, enter the number of batches that must reside in the queue in order for the warning level notification e-mail to be sent.

3. In the Notification Recipient E-Mail Address field, enter the e-mail address that the warning level e-mail notification is to be sent to.

4. Only one e-mail address can be entered in this field, but it can be a group e-mail address (e.g., GRP-Administrators).
5. Click **OK**. The `<Batch Status Queue Name>` dialog box is closed and the configured notification is displayed on the Processing Queue Warning Levels tab.

6. Repeat Steps 1-5 for each batch status queue you would like to configure a warning level notification for.

7. When finished, click **Save**.

Once all warning level notification have been configured, you must run an OnBase Client workstation with the **-SCANAUTONOTIFY** command line switch in order for the workstation to poll the batch status queues and send out the warning level notification(s).

If the OnBase Client is not running, or is not running with this command line switch, the batch status queues are not polled and no warning level notifications are sent.
**Tip:** If warning level notifications are configured for more than one scan queue, not just more than one batch status queue, it may be useful to use the `-SCANAUTOQUEUE` command line switch in combination with this feature to limit the scan queues that the polling workstation will poll.

---

**REVERSE AUTOFILL KEYSETS**

**Note:** Beginning in OnBase 10.0, Reverse Keyset Lookups are available for all indexing/re-indexing completed in the OnBase Client, not just from within Document Imaging. The configuration options that were formerly located on the Reverse Keyset Lookup tab of the Assign Process Options for `<Scan Queue>` dialog box can now be accessed by clicking **Keyword | Reverse AutoFill Keyword Sets** in the OnBase Configuration module.

For security purposes, a Reverse AutoFill Keyset Lookup can be configured, at the Reverse AutoFill Keyset Lookup level, to be excluded from being available (for all scan queues) when indexing batches of documents.

However, you may want to make a Reverse AutoFill Keyset Lookup available when indexing batches in some scan queues, but not in others. In this case, it is possible to configure Reverse AutoFill Keyset Lookups to be available for indexing at the scan queue level.

**Note:** In order to include or exclude a Reverse AutoFill Keyset Lookup at the scan queue level, the Reverse AutoFill Keyset Lookup must first be configured, at the Reverse AutoFill Keyset Lookup level, to be available for scanning/indexing. See the AutoFill Keyword Set documentation for more information.
The options on the Reverse AutoFill Keysets tab allow you to exclude one or more Reverse AutoFill Keyset Lookups from being displayed in the Indexing dialog box when indexing batches associated with the selected scan queue.

To exclude a Reverse AutoFill Keyset Lookup from being displayed for this scan queue, double-click it in the Available list or select it in the Available list and click **Exclude >>**. The selected Reverse AutoFill Keyset Lookup is moved to the Excluded list.

To allow an excluded Reverse AutoFill Keyset Lookup to be displayed for this scan queue, double-click it in the Excluded list or select it in the Excluded list and click **<<Unexclude**. The selected Reverse AutoFill Keyset Lookup is moved to the Available list.

**Master Scan Formats**

You can create one or more master scan formats that will automatically be copied and made available to each of your scanning workstations.
Once the master scan formats have been copied to a scanning workstation, the workstation will not try to import them again unless the UNC path or name of the .SFX file containing the scan formats is changed in the OnBase Configuration module or if you have configured your solution to force scanning workstations to re-import the scan formats the next time a user logs onto OnBase.

Scanning workstations will only import scan formats that they are registered to perform (i.e., workstations not registered for a Production Document Imaging (Kofax or TWAIN) license will not import Kofax scan formats even if they are made available to it), and scanning workstations will not import a scan format with the same name as an existing scan format on that workstation.
To create master scan formats for your OnBase solution:

1. On one scanning workstation, create each scan format that you would like to use as a master scan format, and export them to a UNC path available to all scanning workstations used by your OnBase solution. For information on creating an exporting scan formats, see Scan Formats on page 163.

2. Log onto the OnBase Configuration module and click Import | Scan Queues. The Scan Queue Configuration dialog box is displayed.
3. Click **Scan Format**. The **Scan Format Automatic Import** dialog box is displayed.

![Scan Format Automatic Import dialog box]

4. Enter the UNC path to the folder containing the master scan format .SFX file in the **Automatic import file** field, or click Browse to navigate to the file.

**Note:** The name of the .sfx file must be included in the UNC path in order for the scan formats to be copied to the scanning workstations.

5. To force each scanning workstation to download the master scan format .sfx file the next time a user logs on, click the **Force all workstations to reimport this scan format file** button.

   If you change your mind, and do not want to force users to download the master scan format .sfx file the next time they log on, click the **Force all workstations to reimport this scan format file** button again.

**Note:** Clicking the **Force all workstations to reimport this scan format file** button will force the master scan formats to be downloaded only once (i.e., the next time a user logs onto that scanning workstation). It will not force users to download the master scan format every time they log on in the future. If you decide to change a master scan format in the future and want to force users to download the new version, you must click the **Force all workstations to reimport this scan format file** button again or change the name of the master scan format .sfx file and update the UNC path to ensure that every scanning workstation receives the updated scan format.

6. Click **OK** to save the configuration and close the **Scan Format Automatic Import** dialog box. The next time a user logs onto OnBase from a scanning workstation, the master scan format file is automatically copied to the workstation and the scan formats are automatically imported into OnBase and are available to all configured scan queues.
Global Client Settings

The Global Client Settings affect general aspects of the Client operation. The options listed below have a specific effect on OnBase Document Imaging.

These settings are accessible on the Processing tab of the Global Client Settings dialog box. To access this dialog box, from the Configuration module, select Users | Global Client Settings.

- **User-specified range for committed batch display queries.**
  This option allows you to limit the number of batches that are displayed in the committed queue. This reduces the time spent waiting for batches to display and is particularly helpful when a large number of batches have been committed.

- **Do not adjust batch date when re-dating documents within a batch.**
  This option allows you to keep a batch date static while re-dating documents in the batch. This option allows the user to re-date documents in a batch while still being able to search by the original date the batch came into the system.

  OnBase automatically retains the last selected range after opening a committed batch and then directly returning to the committed batch list. However, if the user goes to another status queue and then returns, the committed batch range selection dialog appears, but retains the last range entered rather than automatically returning to the default.

- **Create single files in document separation queue.**

**Note:** Beginning in OnBase 11.0, this option has been deprecated and is no longer available.
Beginning in OnBase 11.0, all documents that undergo Document Separation are automatically stored as single-page TIFF files (i.e., each page is stored as an individual TIFF file) in the Disk Group, regardless of if the original document consisted of single- or multi-page TIFF Files in the Disk Group and/or if the original document was separated by the Document Slicer or the Advanced Document Separation interface.

For more information on how a Document Separation process affects the files in your Disk Group, see Managing Separated Documents in the Disk Group on page 433.

Implementing External Validation Routines

Keyword Validation

Individual keyword types may be set to use external validation. This means that when the user tabs off of this keyword in a keyword entry dialog such as the add/remove keywords dialog or the indexing dialog in Document Imaging, the Client will attempt to load an external DLL and call into a function that resides in the DLL.

This functionality is activated by selecting the External Validation check box in the Keyword Type Settings dialog box in the Configuration module.

The Client will pass to this function the current Document Type name and number, keyword type name and number and value of the keyword.

The DLL function can then do whatever type of processing is necessary for the application and return one of three possible answers to the Client. It can allow the value to remain unchanged (in other words, the specified value is valid), it may tell the Client to blank the keyword, or it may provide a new value for the keyword.

- The DLL must be named KeywordValidation.DLL and must exist in the search path.
- The exported function must be declared as follows (Microsoft C/C++):

```c
int __stdcall ValidateKeyword
(char* szDocTypeName, long lDocTypeNumber,
 char* szKeyTypeName, long lKeyTypeNumber,
 char* szInputString, char** pszOutputString)
```

Note: The last parameter is a double char pointer; this allows the function to return a string value to the Client.
• The return values are as follows:

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 (zero)</td>
<td>The Client should blank the keyword and maintain the input focus on it.</td>
</tr>
<tr>
<td>1</td>
<td>The user specified keyword is OK and the Client should not change it.</td>
</tr>
<tr>
<td>2</td>
<td>The DLL function is returning a new value (in pszOutputString) for the keyword and the Client should use the new value instead.</td>
</tr>
</tbody>
</table>

Note: It is the responsibility of the DLL function to allocate memory for the pszOutputString character buffer.

**Pre-Index Validation**

In the scanning interface, the Client allows for two external exits after the user clicks Index on a document. The first exit point, called Pre-index validation, occurs before the document and its new keywords are archived into OnBase. The DLL function is provided with information about the document and a list of the keyword types/values that are about to be assigned to the document. The function can then do any necessary processing to decide if indexing should continue. The function cannot modify the keyword values; only the user can do this (however, the Keyword Validation exit point, as described above, can be used for this.)

The DLL must be named PreIndexValidation.DLL and must exist in the search path.

The exported function must be declared as follows (Microsoft C/C++):

```c
int __stdcall PreIndexDocument (int scanqueuenum, int doctypenum,
                                 CString doctypename, int numkeys, _CExtKeyword* keywords)
```

The _CExtKeyword type is declared as follows:

```c
struct _CExtKeyword
{
    CString keytype;
    long keytypenum;
    CString keyvalue;
}
```
The scanqueuenum, doctypenum and doctypename arguments contain data exactly as their names imply. The numkeys argument is the number of _CextKeyword structures pointed to by the keywords argument. The return values are as follows:

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 (zero)</td>
<td>The document should not be indexed as is; instead, the Client should return to keyword entry mode.</td>
</tr>
<tr>
<td>1</td>
<td>The document is fine as is and the Client should index it. This functionality is activated by selecting the <strong>Pre-index Validation</strong> check box in the <strong>Batch Processing Options</strong> section of the <strong>Assign Process Options for [scan queue name]</strong> dialog box in the Configuration module.</td>
</tr>
</tbody>
</table>

**External Validation**

Whereas the pre-index validation occurs before the document is archived into OnBase, external validation code launches after document archival is complete and before the Client interface moves to the next document in the batch. The indexing process does not proceed to the next document until the DLL function returns to the Client code.

The DLL must be named IndexValidation.DLL and must exist in the search path.

The exported function must be declared as follows:

```c
int __stdcall PostIndexDocument (long lScanQueue, long lItemNum)
```

The function returns a value to the Client, but it is ignored. This functionality is activated by selecting the **External Validation** check box in the **Batch Processing Options** section of the **Assign Process Options for [scan queue name]** dialog box in the Configuration module.

**User Groups & Rights**

**Note:** The following information is specific to Document Imaging only, and is not intended to be a comprehensive guide for configuring User Group Rights. For more information on configuring User Groups Rights, see the System Administration documentation.

Prior to using Document Imaging, a user must belong to a User Group that has been properly configured.

User Groups are configured in the **User Groups & Rights** dialog box. The **User Groups & Rights** dialog box is displayed by clicking **Users | User Groups/Rights** the OnBase Configuration module.
The following User Group configuration information is related to Document Imaging:

**Document Types**

In order to index documents as specific Document Types, as well as view the documents that have been processed into the OnBase system, the user group must have rights to the Document Types. Click on the **Document Types** button. Highlight the Document Types or groups on the left and click **Add>>** to select.

**Note:** Users expected to use Document Imaging to scan documents into OnBase must have rights to all Document Types associated with the scan queues to which they have been assigned. If, for security reasons, users cannot be given rights to all Document Types associated with a scan queue to which they have been assigned, then separate scan queues must be created.

In order to view the Verification Report created for each scanned batch, a user must belong to a User Group with rights to the **SYS-Verification Reports** Document Type.
Indexing Limits

Indexing limits restrict a user's ability to enter Keyword Values for specified Keyword Types during indexing (i.e., when using OnBase Document Imaging).

1. In the OnBase Configuration module, click Users | User Groups/Rights.
2. Select the User Group to assign indexing limits to.
3. Click Indexing Limits. The Index Limit for Group: <User Group Name> dialog box is displayed.

4. To configure an indexing limit for a Keyword Type, select the Keyword Type from the Keyword Types drop-down on the left.
5. In the Values field, enter a Keyword Value that a user may enter for the selected Keyword Type (i.e., an equal condition for the Keyword Type).
6. Click Select. The Indexing Limit (the selected Keyword Type and allowed Keyword Value) is added to the Keyword Types/Values list.
7. Repeat Steps 4-6 for each indexing limit you want to create.
8. To delete an indexing limit, select it from the Keyword Types/Values list and click Deselect.
9. Once all indexing limits have been configured for this User Group, click **Close**.

**Note:** Indexing limits are not recommended for floating points.

**Note:** In numeric fields, a digit with a leading zero is considered different from a digit without a leading zero. For example, 9 is different from 09. In order to allow a user to enter 09 into a numeric field, 09 must be set as the allowable Keyword Value for the indexing limit.

**Privileges**

The following privileges are associated with Document Imaging. Click **Privileges** to access these options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Index Scanned Documents</strong></td>
<td>Allows users to perform batch indexing tasks for batches associated with scan queues that the user has rights to.</td>
</tr>
<tr>
<td><strong>Commit Scanned Batches</strong></td>
<td>Allows user to commit batches of documents that have been scanned into OnBase.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This option is enabled automatically for users with the Document Imaging Administrative Privilege.</td>
</tr>
<tr>
<td><strong>Purge Scanned Batches</strong></td>
<td>Allows the user to purge batches of uncommitted documents that have been scanned into OnBase.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This option is enabled automatically for users with the Document Imaging Administrative Privilege.</td>
</tr>
<tr>
<td><strong>Purge Committed Scanned Batches</strong></td>
<td>Allows the user to purge committed batches of documents scanned into OnBase.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This option is enabled automatically for users with the Document Imaging Administrative Privilege.</td>
</tr>
</tbody>
</table>
Log Privileges

In order to create scanning reports, the user must be given the correct log privileges. To give a user log privileges, select the User Group from the User Group Name list and click Log Privileges. Select the View check box next to Scanning Log to give users permission to view scanning log information. Select the Purge check box next to Scanning Log to give users permission to purge scanning log information.

**Note:** In order to create scanning reports, users must also have rights to the Scan Registered Processing Product. For more information, see Product Rights on page 428.

Scan Queues

If user groups require access to scan queues, they can be added in the Configuration module. Click the Scan Queues button, select the scan queue(s) to which the group must have access and click Add>>.

**Note:** If, for security reasons, users cannot be given rights to all Document Types associated with a scan queue to which they have been assigned, then separate scan queues must be created.
**OVERRIDING RIGHTS TO SPECIFIC QUEUES**

By default, all documents that have been scanned in are available for viewing through the scanning interface, regardless of document rights outside that interface. This allows users who may not have rights to view documents at all the ability to view them after scanning, indexing, and/or committing them. This default can be overridden on the user group level by selecting the **Override Processing Queues** button in the **Assigning Scan Queues for [user group] Group** dialog box. The **Processing Queue Override Configuration** dialog box displays:
Each Process Queue listed has two corresponding settings: Visible and Override. The Visible setting indicates whether the queue is visible to the particular user group. The Override setting indicates whether other user groups’ settings have been overridden by this group’s configured settings. Double-click on any Process Queue to display the Modify Processing Queue Exclusion dialog box:

The Visible to User Group radio button is selected by default. This button enables the queue display for the selected user group. If the queue should not be displayed for the selected user group, select the Not Visible to User Group radio button.

Some users may be members of more than one user group. For example, a user may be in the hypothetical SCANNERS user group, which has rights to do scanning and indexing. The SCANNERS user group may have the Committed queue configured as not visible. However, the user may also be in another user group, ANALYSTS, which has rights to view the committed documents. The user who is in both groups needs to view the Committed queue, but the settings configured for the SCANNERS user group restrict the Committed queue. When this is the case, select the Override All Other User Groups check box. This will override the settings of all other groups to which the user belongs. In the case of multiple overrides being set, a Visible override will take precedence over a Not Visible override.

Note: If no overrides are set for any given Process Queue, and a user group belongs to multiple user groups which have different visibility settings, then visible takes precedence over not visible.

Note: In order for these settings to have meaning, a user group must have rights to scan queues in the first place.
**Product Rights**

User Groups that require Document Imaging functionality such as configuring scan queues and formats, the ability to create scanning reports, and scanning/sweeping documents, must first have the appropriate product rights.

1. Highlight the user group name, click the **Product Rights** button and select the **Client** and **Scan** check boxes under **Registered Processing Products**.

2. To allow user groups to view scanning reports at the batch level, commit scanned batches, purge committed and uncommitted scanned batches, and move scanned batches from one scan queue to another, select the **Document Imaging** option listed under **Administrative Processing Privileges**.

3. To allow users to schedule file sweeps, scans from disk, OCR operations, PDF conversions or batch commit operations, select the **Scheduler** option.

**Configuration Rights**

To grant users access to the **Scan Queues** and **Bar Code Process** options of the **Import** menu in the Configuration module, select the user group name, click the **Configuration Rights** button and select the **Scanning Configuration** check box on the **Products** tab.

**Setting a User’s Quality Assurance Trust Level**

The Trust Level is a measure of trust in a user’s ability to scan/index documents correctly that determines if batches are routed for QA review when the scan queue is configured to use either the QA Review or QA Image Quality processes. It is a numeric value between 0 and 100; the higher the Trust Level score, the greater amount of trust you have in the user.

The same Trust Level score applies to both the QA Review and the QA Image Quality Process.

A random number is generated for each batch that is scanned. If the random number is greater than the Trust Level, the batch is routed to a QA review batch status queue. If the random number is less than the Trust Level, the batch is routed to the next batch status queue configured for the scan queue.

A Trust Level value of 0 routes all documents to the **Awaiting QA Review** or **Awaiting QA Image Quality Review** queues. A Trust Level value of 100 routes all documents past the QA review queues to the scan queue’s next configured batch status queue.

A Trust Level can be configured at three levels, and is respected in the following order:

- Per User per Scan Queue
- Per User
- Per Scan Queue
For example: a scan queue’s Trust Level is set to 31 but a user’s Trust Level is set to 45. When this user scans using this scan queue, the Trust Level is set to 45 because the user’s Trust Level takes precedence over the scan queue’s Trust Level.

If no Trust Level is specified, it is automatically set to 100.
To set a Trust Level for an individual user:

1. In the OnBase Configuration module, select **Users | User Names/Passwords**.
2. Select the user name of the user that will be scanning in the OnBase Web Client from the **User Name** list and click **Settings**.

The **User Settings** dialog box is displayed:
3. Enter the user’s Trust Level value in the **Quality Assurance Trust Level** field.

4. Click **Save**.

For information on configuring a Trust Level at the User per Scan Queue or Scan Queue level, see QA on page 378.

**Naming a User a ‘Web Scanning Named User’**

To grant a user the ability to scan documents in the OnBase Web Client, the user needs to be named a Web Scanning Named User, as well as having the **Web Client** and **Scan** Product Rights and the **Create** Privilege (or the **Create** Document Type Override Privilege for each Document Type they will be scanning documents to).
To name a user a Web Scanning Named User:

1. In the OnBase Configuration module, select Users | User Names/Passwords.
2. Select the user name of the user that will be scanning in the OnBase Web Client from the User Name list and click Settings.

The User Settings dialog box is displayed:
3. Select **Web Scanning Named User** in the **Named User Licenses** section.
4. Click **Save**. The selected user is now a Web Scanning Named User and will be able to scan documents using the OnBase Web Client.

**Using Bar Code Processing with Document Imaging**
A bar code process allows OnBase to use bar codes to provide indexing information, such as Keyword Values and Document Types, for documents residing in a scan queue. For information on creating and configuring a bar code process for use with Document Imaging, see the Bar Code Process documentation.

**Using Self-Configuring Bar Codes**
Self-configuring bar codes are created in the OnBase Bar Code Generator module or other third-party software. Once bar codes have been created and printed using the Bar Code Generator module, those bar codes can be used in conjunction with the Document Imaging and Disconnected Scanning modules to index documents automatically.

For information on setting up a self-configuring bar code process, see the Bar Code Process documentation or the Client or Configuration module Help.

To add a self-configuring bar code processes to a scan queue:

1. From the Configuration module, click **Import | Scan Queues**.
2. Select the appropriate scan queue and click **Process Options**.
3. Select `<self-configured process>` from the **Bar Code Process** drop-down under the **Capture** tab.
4. Click **Save**.

**Managing Separated Documents in the Disk Group**
If your Document Imaging solution is configured to allow users to separate image documents into multiple, new documents via a Document Separation process in the **Awaiting Document Separation** batch status queue (using either the Document Slicer or the Advanced Document Separation interface), you should be aware of how the newly-created documents are stored in the Disk Group.

**If The Original Document Is Stored as a Multi-Page TIFF File**
Regardless of the how the document is separated (via the Document Slicer or the Advanced Document Separation interface), the multi-page TIFF file is deleted from the Disk Group, and each page of the original document is saved in the Disk Group as a single-page TIFF image.
For example:
A four-page document (Document A) is stored in the Disk Group. It consists of one
multi-page TIFF file (1.tif) containing each of the document’s four pages.
Document A is separated into two new documents, Document B and Document C:

- Document B consists of the first two pages taken from Document A.
  It is stored in the Disk Group as two new single-page TIFF files (2.tif and 3.tif),
  where 2.tif is the first page of Document A and 3.tif is the second page of
  Document A.

- Document C consists of the last two pages taken from Document A.
  It is stored in the Disk Group as two new single-page TIFF files (4.tif and 5.tif),
  where 4.tif is the third page of Document A and 5.tif is the fourth page of
  Document A.

Once Documents B and C are created, the original multi-page TIFF file in the Disk
Group (1.tif) is deleted.

**Note:** If you delete pages from the original document when performing Document
Separation, the unused (i.e., deleted) pages are not saved as single-page TIFF files in the Disk
Group. Pages can only be deleted from the original document when performing Document
Separation via the Advanced Document Separation interface; if using the Document Slicer, all
pages of the original document must be used when separating it into new documents.

If The Original Document Is Stored as Single-Page TIFF Files:

**The Document Is Separated via the Document Slicer**

Although the original document is separated into multiple new documents, the files in the
Disk Group remain unchanged.

For example:
A four-page document (Document A) is stored in the Disk Group. It consists of four sin-
gle-page TIFF files (1.tif, 2.tif, 3.tif, and 4.tif), with each file representing one page of the
document.
Document A is separated into two new documents, Document B and Document C:

- Document B consists of the first two pages taken from Document A (1.tif and
  2.tif).

- Document C consists of the last two pages taken from Document A (3.tif and 4.tif).

Once Documents B and C are created, the files in the Disk Group remain unchanged,
even though Document A no longer exists.
When viewing Document B, users have no access to the files that compose Document C, and when viewing Document C, users have no access to the files that compose Document B.

**THE DOCUMENT IS SEPARATED VIA THE ADVANCED DOCUMENT SEPARATION INTERFACE**

The original single-page TIFF files in the Disk Group are deleted and replaced by copies of the original files.

For example:

A four-page document (Document A) is stored in the Disk Group. It consists of four single-page TIFF files (1.tif, 2.tif, 3.tif, and 4.tif), with each file representing one page of the document.

Document A is separated into two new documents, Document B and Document C:

- Document B consists of the first two pages taken from Document A.
  It is stored in the Disk Group as two new single-page TIFF files (5.tif and 6.tif), where 5.tif is an exact copy of 1.tif (the first page of Document A) and 6.tif is an exact copy of 2.tif (the second page of Document A).
- Document C consists of the last two pages taken from Document A.
  It is stored in the Disk Group as two new single-page TIFF files (7.tif and 8.tif), where 7.tif is an exact copy of 3.tif (the third page of Document A) and 8.tif is an exact copy of 4.tif (the fourth page of Document A).

Once Documents B and C are created, the original single-page TIFF files in the Disk Group (1.tif, 2.tif, 3.tif, and 4.tif) are deleted.

When viewing Document B, users have no access to the files that compose Document C, and when viewing Document C, users have no access to the files that compose Document B.

**Note:** If you delete pages from the original document when performing Document Separation, the unused (i.e., deleted) pages are not copied and saved as new files in the Disk Group.
INSTALLATION

REQUIREMENTS

If you are using Document Imaging in the Web Client, refer to the Web Server help files or Web Server Reference Guide for current Web Server requirements.

Software

To use the Image Processing option when configuring a scan format, install and configure Kofax Image Controls or Kofax Software Virtual ReScan (SVRS) with the Adrenaline Image Processing Engine (AIPE).

Client Module Supported Operating Systems

- Windows XP SP3 or later service pack
- Windows Server 2003 SP2 or later service pack
- Windows Vista SP1 or later service pack
- Windows Server 2008 SP1 or later service pack
- Windows Server 2008 R2 RTM or later service pack
- Windows 7 RTM or later service pack

Note: As of release 7.2, OnBase no longer supports the use of the Windows® NT 4.0 and Windows® 98 operating systems. Microsoft retired its support of Windows NT 4.0 on January 1, 2005 and Windows® 98 on July 11, 2006. Microsoft no longer offers technical support or security updates for these operating systems.
**Note:** As of release 10.0.0, OnBase no longer supports the use of the Windows 2000 Professional Edition and Windows 2000 Server operating systems. Microsoft’s extended support for these operating systems was retired on July 13, 2010. Microsoft will no longer offer technical support or security updates for these operating systems after that date. Additionally, these operating systems do not support Microsoft .NET Framework 4.0, which is an OnBase requirement as of version 10.0.0. If you are using either Windows 2000 operating system, you should not upgrade to OnBase 11.0.0 until you have upgraded to a Windows operating system supported by OnBase.

**Operating System Requirements**

The above Client module supported operating systems require both:

- Microsoft .NET Framework 4.0 (Client Profile)
- Microsoft Visual C++ 2010 Redistributable Package (x86)

**Note:** The Microsoft Visual C++ 2010 Redistributable Package (x86) is installed using the `vcredist_x86.exe` delivered with OnBase.

**Databases Supported**

The following tables list the databases supported in OnBase 11.0.0.
### Microsoft SQL Server

<table>
<thead>
<tr>
<th>Microsoft SQL Server</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft SQL Server™ 2000 (SP4 recommended)</td>
<td>Microsoft SQL Server 2000 and 2005 must be running in compatibility mode 7 or greater. Running in compatibility mode 6.5 or lower will result in errors during the upgrade process.</td>
</tr>
<tr>
<td>Microsoft SQL Server 2005 (SP2 or later recommended)</td>
<td>SQL Server 2005 drivers must be upgraded to the Feature Pack for Microsoft SQL Server 2005 - December 2008 or a later feature pack.</td>
</tr>
<tr>
<td>Microsoft SQL Server 2008 (RTM, SP1, SP2; SP2 recommended)</td>
<td></td>
</tr>
<tr>
<td>Microsoft SQL Server 2008 R2 (RTM, SP1; SP1 recommended)</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** On January 11, 2011 Microsoft discontinued technical support for Microsoft SQL Server 7.0. As of release 11.0.0, Hyland Software no longer supports SQL Server 7.0.

**Note:** You must ensure that your SQL Server database client software version matches or exceeds the database server version. For example, if your database server is SQL Server 2005, verify that the database client is SQL Server 2005 (or later). Running a previous client version, such as SQL Server 2000, will result in system instability and memory issues. For instructions on determining your server and client versions, see Database Client / Server Version Compatibility on page 440.

### Oracle

**Note:** If you are using an Oracle database, it is strongly recommended that you have a certified Oracle Database Administrator on staff.

<table>
<thead>
<tr>
<th>Oracle</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle v 8.0.5.0 or later</td>
<td>Oracle version 8.0.5.0 can be used, but it is not recommended due to potential memory leaks. If Oracle 8.0.5.0 is used, a third-party ODBC driver is recommended.</td>
</tr>
<tr>
<td>Oracle 8i: 8.1.7.7 or later</td>
<td>ODBC drivers should be 8.1.7 or later. 8.1.6.x drivers have known issues and are not supported.</td>
</tr>
</tbody>
</table>
Due to critical issues that have been reported to Hyland Software, Hyland Software strongly recommends that:

- your database client software version matches or exceeds the database server version and
- you are running the most recent version of the database client.

This will help to reduce compatibility issues and minimize troubleshooting time when issues do occur.
Your database administrator can determine the database server version and identify the most-recent version of the database client software. The ODBC driver number indicates which version of the database client software you are using. For example, if your database server software is Oracle 10 Release 2, verify that the Oracle Client software is Oracle 10 Release 2 (or later). The same is true of SQL databases. For example, if your database server is SQL Server 2005, verify that the database client is SQL Server 2005 (or later).

To check your database client version, perform the following steps from the workstation or server where the ODBC connection is configured:

1. Open your ODBC Data Source Administrator, and click on the Drivers tab.
2. Select the driver you are using to connect to your OnBase database.
   - If your database server software is Oracle 10 Release 2, the version number should appear as 10.2.[#.#.#] (or later), where 10.2 is the version number and [#.#.#] represents the service pack.
   - If your database server software is SQL Server 2005, the version number should appear as 2005.[##.####.##] (or later), where 2005 is the version number and [##.####.##] represents the service pack.

The above descriptions are examples of two commonly used database version numbering schemes. Ensure that the supported database you use adheres to the database client/server recommendation.

**Database/File Servers**

Server requirements are site-specific. Database/file servers should be dedicated purpose servers; i.e., not used as a domain controller, e-mail server, print server, proxy server, etc. Network and disk I/O hardware should be optimized for performance and redundancy. Multiple network interface cards on servers are often required to minimize network bottlenecks.

**Hardware**

**Client Retrieval Workstation Hardware Requirements**

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Minimum</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU</td>
<td>1 GHz</td>
<td>2 GHz or faster</td>
</tr>
</tbody>
</table>
### Memory (RAM)

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>512 MB</td>
<td>1 GB or greater (2 GB or greater for Windows Vista and later versions of Windows)</td>
</tr>
</tbody>
</table>

### Free Hard Disk Space

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 MB</td>
<td>500 MB</td>
</tr>
</tbody>
</table>

### Screen Resolution

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1024 x 768 (1280 x 800)</td>
<td>1280 x 1024 (1440 x 900 widescreen)</td>
</tr>
</tbody>
</table>

**Note:** Using a lower resolution may result in a loss of functionality.

---

### Scanning Workstation Hardware Requirements

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Minimum</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CPU</strong></td>
<td>1 GHz</td>
<td>2 GHz or faster</td>
</tr>
<tr>
<td><strong>Memory (RAM)</strong></td>
<td>512 MB</td>
<td>1 GB or greater (2 GB or greater for Windows Vista and later versions of Windows)</td>
</tr>
<tr>
<td><strong>Free Hard Disk Space</strong></td>
<td>1 GB for the system files and software</td>
<td></td>
</tr>
<tr>
<td><strong>Screen Resolution</strong></td>
<td>1024 x 768 (1280 x 800)</td>
<td>1280 x 1024 (1440 x 900 widescreen)</td>
</tr>
<tr>
<td><strong>Scanner</strong></td>
<td>TWAIN compliant</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Using a lower resolution may result in a loss of functionality.

---

### About Virtual Environments

Hyland Software develops, tests, and supports the OnBase suite of products on specific Operating Systems, not specific hardware configurations. When OnBase is operated in a virtual environment (such as Citrix, VMware, Hyper-V, or Windows Remote Desktop) there may be limitations or subtle differences imposed by the environment. The customer and the virtual environment vendor are responsible for any interactions or issues that arise at the Hardware or Operating System layer as a result of their use of a virtual environment.
When it appears that an OnBase performance-related issue is either caused by (or is unique to) the virtual environment, organizations may be asked to validate that the issue occurs in a non-virtual environment. Hyland Software will make this request if there is reason to believe that the virtual environment is a contributing factor to the issue.

Each OnBase site is unique. Hyland Software depends on the customers who deploy OnBase in virtual environments to do so only after careful design and adequate planning (that takes into account the workloads of your organization), and in accordance with recommendations provided by the virtual environment’s vendor. As with any implementation, Hyland Software strongly recommends that any customer deploying an OnBase solution in a virtual environment thoroughly test the solution before putting it into production.


### 64-Bit Support Statement

The OnBase suite of products is tested on 64-bit systems and is capable of being deployed on 64-bit systems using the Windows 32-bit on Windows 64-bit Emulator (WOW64) layer. However, OnBase modules that integrate with third-party applications may not be able to be used with the 64-bit versions of these applications. For these modules, only the 32-bit versions of these third-party applications are currently supported by the OnBase integrations. Consult the module-specific requirements section in each module reference guide for complete requirements details.

Supported database versions that are deployed on a 64-bit database server are also supported. For more information, contact your solution provider.

### Licensing

See Licensing on page 3 for licensing requirements.

### Pre-Installation

Before registering a workstation for Document Imaging, test your scanner outside of OnBase to ensure that it is functioning and has been installed and configured correctly and to ensure that your OnBase solution has been properly installed and configured.
**Tip:** It is considered a best practice for each Document Imaging workstation to be a dedicated scanning workstation for Document Imaging to ensure the maximum performance of your OnBase solution. Your scanning workstation should not double as a process server (i.e., Workflow server, Scheduling server, etc.).

If your solution is licensed for either Production Document Imaging (TWAIN) or Production Document Imaging (ISIS), it is considered a best practice to install the Hyland Barcode Recognition for OnBase software, even if your solution does not require bar code processing, so that some additional software tools are installed.

**Sweeping**

No third-party software is required for document sweeping.

**Scanning**

To scan without the use of Image Processing or Scan From Disk, TWAIN scanners can be used. Install the appropriate scanner using the manufacturer’s instructions.

**Image Processing and Scanning from Disk**

In order to perform Image Processing (Border Removal, Dithering, Line Enhancement, etc.) or Scan from disk, you must install one of the following:

- **Adrenaline Software.** The Adrenaline Image Processing Engine software can be purchased separately (without the purchase of a Kofax SCSI board). When software performs the image processing, processing speeds are slower than those performed by Kofax hardware.

- **Kofax Adrenaline 650i, 850, or 1700 accelerator board.** If using hardware, the SCSI card performs image processing, resulting in faster image processing. The Adrenaline Capture Engine software is delivered with your Adrenaline accelerator board. Install the appropriate Kofax scanner using the manufacturer’s instructions.

**Bar Code and Patch Code Processing**

To use bar codes to identify Document Types and/or index keywords or use patch codes to identify document separators, your solution must be registered for Production Document Imaging. If you are performing centralized bar code processing via a Barcode Recognition Server license, no Production Document Imaging license is required.
In addition, you must install an additional program, the Hyland Barcode Recognition for OnBase software, to perform bar code processing or patch code recognition within OnBase using a TWAIN or ISIS scanner. Kofax hardware or software may be used to perform bar code processing within OnBase using a Kofax scanner.

For more information, see the Bar Code Process documentation.

**INSTALLATION**

No additional installation is required for the Document Imaging module.

**COMMAND LINE SWITCHES**

The `-SCHED` switch is required if the workstation will be performing scheduled sweeps, OCR or commit operations.

The `-SCDUMP` switch is used to write the information displayed in the Indexing Status window to a log file. This log file, `scandump.txt`, is saved to the same directory where your system executable is stored.

**Auto-Processing Switches**

Running the OnBase Client module with one or more of the following switches allows the workstation to automatically process batches in specific batch status queues. By default, batches from all scan queues are processed as long they reside in the batch status queue, but you can configure the processing workstation to process only batches from specified scan queues.

A timer is used to poll the batch status queues affected by these switches to search for new batches to process. By default, this timer is set to 300 seconds (5 minutes), but this value can be changed by modifying the `AutoProcessDelay` value in the `onbase32.ini` file.

For more information on this setting, see the information on the `AutoProcessDelay` setting in the [INI Settings](#) section below.

**-SCANAUTOBARCODE**

This switch is required if the workstation is to poll the `Awaiting Barcode Processing` queue and automatically process batches of documents found within it.
**-SCANAUTOCOMMIT**

When this switch is used, the workstation will poll the **Awaiting Commit** queue and automatically process batches of documents found within it.

**-SCANAUTOCUSTOMPROCESS**

This switch is required if the workstation is to perform any custom processing on batches of documents found in the **Awaiting Custom Process** batch status queue.

**Note:** This batch status queue, and any batches residing within it, are not visible to users on workstations running the OnBase Client module without this switch.

**-SCANAUTOIMAGEPROCESS**

When this switch is used, the workstation will poll the **Awaiting Image Processing** queue and automatically process batches of documents found within it.

**-SCANAUTOINDEX**

When this switch is used, the workstation will poll the **Awaiting Automated Indexing** queue and automatically process batches of documents found within it.

**-SCANAUTONOTIFY**

This switch is required if you have configured warning level notifications to be sent when the number of batches associated with a scan queue reaches a predefined threshold in a specified batch status queue. The OnBase Client workstation running with this switch will poll the batch status queues to determine if any warning level notifications are needed and sends those notifications via e-mail.

Your OnBase solution must be configured to use External Mail Services in order to use this feature.

**-SCANAUTOOCR**

This switch is required if the workstation is to poll the **Awaiting Full-Page OCR** queue and automatically process batches of documents found within it.

**-SCANAUTOPDF**

This switch is required if the workstation is to poll the **Awaiting PDF Conversion** queue and automatically process batches of documents found within it.
**-SCANAUTOSORT**

This switch is required if the workstation is to automatically poll the **Awaiting Scan Queue Sorting** batch status queue and automatically process the batches that are found within it.

**-SCANAUTOQUEUE**

This switch is used in combination with any of the auto-processing command line switches to direct the processing workstation to only automatically process batches from a specific scan queue. The scan queue(s) to be processed are identified by their Scan Queue Number.

For example, to automatically perform OCR processing on batches scanned using scan queue #101, you would add the following switches, in this order, to the Client module’s shortcut:

-SCANAUTOOCR -SCANAUTOQUEUE:101

Multiple scan queues can be specified by separating the Scan Queue Numbers by a comma (i.e., -SCANAUTOQUEUE:101,102,103).

**Tip:** The Scan Queue Number of a scan queue is displayed when the scan queue is selected in the **Scan Queue Configuration** dialog box (click **Import | Scan Queues** from the OnBase Configuration module).

**INI Settings**

The following INI settings relate to the Document Imaging module.
**System**

The [System] section contains the following settings.

<table>
<thead>
<tr>
<th>INI Setting Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| AutoplayContexts | This option, located in the [System] section of the onbase32.ini file, allows custom Windows Autoplay events to be hooked by OnBase.

Certain standard Windows Autoplay events are hard-coded and are automatically hooked by Document Imaging; this option allows other Autoplay events, such as those created by the installation of new hardware, to include the Archive Documents using OnBase Document Imaging and the Archive Documents using OnBase Client option.

More than one custom event can be listed in the AutoplayContexts setting by using commas to separate each event, as long as the AutoplayContexts setting does not exceed 255 characters.

**Note:** Custom Autoplay events not completely specified within the 255 character limit will not contain the Archive Documents using OnBase Document Imaging or Archive Documents using OnBase Client options.

**Note:** For more information on Autoplay events, see your Windows documentation.
**Scan**

The [Scan] section contains the following settings.

<table>
<thead>
<tr>
<th>INI Setting Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AutoProcessDelay</strong></td>
<td>The value sets the number of seconds allowed to pass between each polling of batch status queues when one or more auto-processing command line switches, such as -SCANAUTOBARCODE or -SCANAUTOOCR is used. By default, this setting is set to 300.</td>
</tr>
<tr>
<td><strong>ForceTwainUI</strong></td>
<td>Beginning in OnBase 11.0, this option has been deprecated. The ability to show/hide the TWAIN user interface is now solely controlled at the scan format level by the Show TWAIN interface when scanning Document Setup option. For more information, see TWAIN Document Setup on page 171.</td>
</tr>
</tbody>
</table>
### INI Setting Name | Description
--- | ---
**PatchIgnore** | Defines which type of patch codes (if any) to exclude from patch code detection.

**Note:** This setting must be manually added to the INI file.

**Note:** This setting requires Kofax software to function.

The following values apply to the **PatchIgnore** setting:
- 0: The default setting. A value of 0 indicates that no patch codes should be ignored.
- 0x01: Type 3 patch codes ignored
- 0x02: Type 2 patch codes ignored
- 0x04: Type T patch codes ignored
- 0x08: Type 1 patch codes ignored
- 0x10: Type 4 patch codes ignored
- 0x20: Type 6 patch codes ignored

These settings can be combined using binary math to exclude multiple types of patch codes. For example, if the setting is 0x05, both Type 3 and Type T patch codes would be ignored.

**TwainJPEGQuality** | Defines the quality setting of images that are scanned with a TWAIN scanner and saved in JPEG format.

A higher value provides greater compression strength and less image quality.

A lower value provides less compression but higher image quality. Valid range is 0 to 100.

**DontSetFocusAfterIndex** | A value of 1 means that the focus is set to the first unlocked keyword in the list for the next document.

Value of 0 means that when a document is indexed, the input focus is not automatically set back to the first unlocked keyword.
<table>
<thead>
<tr>
<th>INI Setting Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| RefreshFailedBatches  | A value of 1 for this setting means that the tree view of scan queues and batches in the upper left corner will automatically update to display any failed OCR or commit status batches.  
A value of zero means that these statuses will not display until the next time the Document Imaging interface is opened. This setting improves the speed of the interface. |
<p>| FilenameCacheSize     | This setting defaults to zero, which indicates that no filename caching is performed. If set to a value other than zero, a group of filenames (the size of the group being the value of the setting) will be appropriated from the database prior to starting a batch scan. This means that a database query will not be performed after each page is scanned, but instead will be performed at intervals as needed while scanning. This can allow the scan operation to run faster, but can also be wasteful if the group size is set much higher than the number of pages scanned in the average batch because once a group of filenames is allocated, it can only be used for the batch to which it was assigned. |
| ForceSettingsReload   | Causes OnBase to force Kofax to reload scanner settings each time a scan operation begins. This option is helpful when using scanner models that do not automatically refresh settings properly. |
| UseThreadedArchive    | If this setting is set to 0, only single thread archive is performed. If the workstation that is being used to scan or index is a multi-processor machine, it may be advantageous to set this setting to 1, then set the ArchiveThreads INI setting to the number of processors available on the workstation. This will allow multiple archive operations to execute simultaneously, one on each processor. |</p>
<table>
<thead>
<tr>
<th>INI Setting Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DontDisplayScanmoreMB</td>
<td>If this setting is set to 0 (default), the 'out of paper' dialog box is displayed to the user when the scanner runs out of paper. If this setting is set to 1, the dialog is not displayed and a batch is automatically ended and saved when the scanner runs out of paper.</td>
</tr>
<tr>
<td>CheckScanFromDisk</td>
<td>Setting this option forces the scan from disk operation to verify that the images it is trying to import are valid image files and stored in supported compression formats. This slows down the scan from disk process time, but prevents errors that may occur if the files that are being imported are not valid image types.</td>
</tr>
<tr>
<td>MinoltaPS700</td>
<td>When used with the ISIS scanning, the Minolta PS7000 continuously scans, requiring the user to close OnBase in order to replenish the scanner. Setting this option to 1 when using a Minolta PS7000 with ISIS scanning instructs the client not to use compression when retrieving data from the scanner and to treat the scanner as a flatbed, requiring the user to click a button to scan additional pages. This resolves the issue with the scanner.</td>
</tr>
</tbody>
</table>
### Patchleft

The **Patchleft** setting speeds the process of identifying and reading patch codes. Patch codes can be used to identify page breaks or to suppress the storage of pages marked with patch codes. Patch code-related options can be chosen during configuration of the Document Imaging Page Separation Options. See the Document Imaging Page Separations related topic.

The **Patchleft** .ini setting identifies the horizontal position of the left edge of patch codes, relative to the left side of the document, measured in hundredths of an inch. For example, 1.5 inches = patchleft=150. The patchleft setting is optional.

OnBase can read patch codes when the default value 0 is identified.

### SweepFullIndex

This option allows you to mark all documents swept into OnBase as fully-indexed.

Setting this option to **1** (*SweepFullIndex=1*) marks swept batches as fully indexed and will be route them passed the indexing batch status queues to the next configured batch status queue configured for the scan queue.

By default, this option is set to **0** (*SweepFullIndex=0*). This ensures that the swept batches are routed through the indexing batch status queues.

<table>
<thead>
<tr>
<th>INI Setting Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patchleft</td>
<td>The <strong>Patchleft</strong> setting speeds the process of identifying and reading patch codes. Patch codes can be used to identify page breaks or to suppress the storage of pages marked with patch codes. Patch code-related options can be chosen during configuration of the Document Imaging Page Separation Options. See the Document Imaging Page Separations related topic. The <strong>Patchleft</strong> .ini setting identifies the horizontal position of the left edge of patch codes, relative to the left side of the document, measured in hundredths of an inch. For example, 1.5 inches = patchleft=150. The patchleft setting is optional. OnBase can read patch codes when the default value 0 is identified.</td>
</tr>
<tr>
<td>SweepFullIndex</td>
<td>This option allows you to mark all documents swept into OnBase as fully-indexed. Setting this option to <strong>1</strong> (<em>SweepFullIndex=1</em>) marks swept batches as fully indexed and will be route them passed the indexing batch status queues to the next configured batch status queue configured for the scan queue. By default, this option is set to <strong>0</strong> (<em>SweepFullIndex=0</em>). This ensures that the swept batches are routed through the indexing batch status queues.</td>
</tr>
<tr>
<td>INI Setting Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>AutoCloseTwain</strong></td>
<td>This option allows you to force a TWAIN scanner to close the scan session after scanning is complete and leave the scanner in an idle, open state.</td>
</tr>
<tr>
<td></td>
<td>By default, this option is set to 1. The TWAIN scanner is not forced to close the scan session.</td>
</tr>
<tr>
<td></td>
<td>Set this option to 0 to force the TWAIN scanner to close the scan session.</td>
</tr>
<tr>
<td></td>
<td><strong>Tip:</strong> This setting is useful for scanners that have problems closing a scan session on their own.</td>
</tr>
<tr>
<td><strong>IndexFocusDelayforPDF</strong></td>
<td>This option, located in the [Scan] section of the onbase32.ini file, sets the amount of time (measured in hundredths of a second) that OnBase waits after a PDF document is loaded during indexing before setting the focus to the Indexing dialog box.</td>
</tr>
<tr>
<td></td>
<td>By default, IndexFocusDelayforPDF is set to 0 (IndexFocusDelayforPDF=0), allowing the focus to be set to the PDF instead of the Indexing dialog box.</td>
</tr>
<tr>
<td><strong>ForceKofaxReset</strong></td>
<td>This option, when set to 1, forces Kofax to fully reset the scanner when OnBase attempts to reserve it.</td>
</tr>
<tr>
<td></td>
<td>By default, this option is set to 0, and Kofax only fully resets the scanner when it determines that a full reset is necessary.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> ForceKofaxReset should only be set to 1 to resolve an issue where the OnBase Client becomes unresponsive when a user, while configuring a Kofax scan format, clicks the Image Processing button in the Scan Format Setup dialog box.</td>
</tr>
</tbody>
</table>
Document Slicer

The [Document Slicer] section contains the following settings.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>MaxCacheEntries</td>
<td>Sets the maximum number of page images that will be kept in memory at one time. Adjust this number to a lower setting if memory issues are preventing all the images from being displayed.</td>
</tr>
<tr>
<td>ScaleImages</td>
<td>Scales large images to a thumbnail size in memory. Set this option to 1 to enable image scaling. 0 is the default setting, which will not scale images.</td>
</tr>
</tbody>
</table>

**Note:** Images will still be displayed as thumbnails regardless of this setting. This setting prevents unnecessary memory usage by scaling the image down in the actual memory, not just in the display.

**Note:** Thumbnail images that are expanded and resized to a larger size may appear fuzzy. This is due to the compression necessary to create the thumbnails.

INI File

INI files (initialization files) are plain-text files that contain configuration information. These files are used by Windows and Windows-based applications to save and access information about your preferences and operating environment. OnBase uses an initialization file named onbase32.ini. If a user does not have rights to access the onbase32.ini file, that user will be unable to use the Client or Configuration modules.

The onbase32.ini file is primarily used to store settings specified in the Client or Configuration module. For example, when a user selects a default data source in the OnBase Client’s Workstation Options dialog box, this selection is saved to the onbase32.ini file. The onbase32.ini file is also used to make modifications to OnBase modules that cannot be made through the module’s interface.

Previous File Location/File Name

Every version of the OnBase Client prior to 8.2.0 used an INI file named OnBase.ini. In OnBase 8.2.0 and subsequent versions, the INI file was moved to a new location to be consistent with changes Microsoft has made to Windows. Since the location has changed, the name of the file has also been changed to alleviate some confusion between the needs of OnBase 8.2.0 and installations of older executables. The new file name is onbase32.ini.
**Location**

The table below shows the default location of the onbase32.ini for supported operating systems.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Default Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows XP</td>
<td>C:\Documents and Settings\All Users\Application Data\Hyland Software</td>
</tr>
<tr>
<td>Windows Server 2003</td>
<td>C:\Documents and Settings\All Users\Application Data\Hyland Software</td>
</tr>
<tr>
<td>Windows Vista</td>
<td>C:\ProgramData\Hyland Software</td>
</tr>
<tr>
<td>Windows Server 2008</td>
<td>C:\ProgramData\Hyland Software</td>
</tr>
<tr>
<td>Windows Server 2008 R2</td>
<td>C:\ProgramData\Hyland Software</td>
</tr>
<tr>
<td>Windows 7</td>
<td>C:\ProgramData\Hyland Software</td>
</tr>
</tbody>
</table>

**Note:** To maintain backwards compatibility with previous versions of OnBase, OnBase will check the workstation’s **C:\Windows** folder for the OnBase INI file if it is not found in the folder specified above. If the OnBase INI file is found in the **C:\Windows** folder, OnBase will copy the file to the new location. The previously-existing version of the OnBase INI file will remain in the **C:\Windows** folder, but will no longer be used by OnBase.

Your onbase32.ini file may reside in a different location, if that location is specified by the following command line switch on the OnBase Client shortcut target.

**-INIFILE= "full path\filename"**, where **full path** and **filename** are replaced by the specific path and file name.

If this command line switch is not used and you move or rename your onbase32.ini file, OnBase will recreate the file in the default folder and ignore the newly created file.

**INI Considerations in a Citrix and Microsoft Windows Remote Desktop Environment**

In Remote Desktop environments, a remote session is established in which the user is running applications that are not installed locally. This presents a challenge when an application, such as OnBase, requires a user-specific INI file to establish unique settings. In a Remote Desktop environment, you must ensure that each user has a single, unique INI file to make sure any user-specific settings are consistent for that user.
**Note:** The default location of the OnBase INI file is not unique in a Remote Desktop environment.

To ensure that the INI file is accessible by OnBase and unique to each user in a Remote Desktop environment, the `-INIFILE` command line switch must be applied to the OnBase Client shortcut and be set to a unique location for the INI file.

**Note:** Additional details regarding the deployment of OnBase in a remote desktop environment is discussed in detail in the *Citrix and Microsoft Windows Remote Desktop Environment Deployment Guide*, available from your first line of support.

**Editing the INI File**

Users with the Configuration Product Right can open the onbase32.ini file from the OnBase Client by selecting Admin | Utilities | Edit INI File. When multiple onbase32.ini files exist, opening the onbase32.ini file from the OnBase Client ensures that a user is editing the correct onbase32.ini file instance. In most cases, this will be the onbase32.ini file residing in the default directory described above. If an alternate location for the onbase32.ini file is specified by the `-INIFILE` command line switch, the file in the specified location will be opened.

**BACKUP/RECOVERY**

**Backup**

**Configuration**

Document Imaging scan queues Process Options are stored in the OnBase database. A proper backup of the database will contain all Document Imaging scan queue information and Process Options.

Regularly document the system’s folder structure to ensure path information for barcode processing, scan from disk and sweeping directories is accurate and up-to-date.

**Registry Settings**

No registry settings apply to Document Imaging.
**External Files**

It is important to commit documents to the system as quickly and as regularly as possible. All documents that have not yet been committed, including those residing in the *Awaiting Commit* batch status queue, exist solely in the first mass storage copy of the diskgroup. If the first mass storage copy suffers a drive failure, any uncommitted information is lost.

Back up your onbase32.ini file. Note the location of the file.

You will need to backup your workstation scan formats. Each scan format is stored as an INI file and is named using the following naming convention:

- **Kofax**. kf<InstallID><FormatID>.ini
- **ISIS**. <InstallID>isis<FormatID>.ini
- **TWAIN**. <InstallID>twn<FormatID>.ini

On workstations running Windows XP, these .ini files are stored, by default, in the C:\Documents and Settings\All Users\Application Data\Hyland Software folder. On workstations running Windows Vista, these .ini files are stored, by default, in the C:\ProgramData\Hyland Software folder. Depending on your system configuration, these files may be stored in a different location.

**Module-Related .INI Options**

Use the following chart to track the current settings of all related .INI settings for Document Imaging.

**Note:** For more information on each of these settings, see INI File on page 455.

<table>
<thead>
<tr>
<th>Section</th>
<th>Setting</th>
<th>Current Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>System</td>
<td>AutoplayContexts</td>
<td></td>
</tr>
<tr>
<td>Scan</td>
<td>AutoProcessDelay</td>
<td></td>
</tr>
<tr>
<td>Scan</td>
<td>PatchIgnore</td>
<td></td>
</tr>
<tr>
<td>Scan</td>
<td>TwainJPEGQuality</td>
<td></td>
</tr>
<tr>
<td>Scan</td>
<td>DontSetFocusAfterIndex</td>
<td></td>
</tr>
<tr>
<td>Scan</td>
<td>RefreshFailedBatches</td>
<td></td>
</tr>
<tr>
<td>Scan</td>
<td>FilenameCacheSize</td>
<td></td>
</tr>
<tr>
<td>Scan</td>
<td>ForceSettingsReload</td>
<td></td>
</tr>
</tbody>
</table>
Additional Steps

REPORTS

Run a **Scan Queues/Bar Codes** Configuration Report regularly from the OnBase Configuration module (**Report | Scan Queues/Bar Codes**).

This report details the exact configuration of the scan queues used in OnBase. This information can be used to re-create scan queues and the Document Imaging **Process Options** if the database cannot be recovered or restored.

Additionally, **Scan Queues/Bar Codes** Configuration Reports are stored in OnBase, so a historical record of OnBase’s structure is easily and reliably accessed.

Recovery

**Configuration**

All Document Imaging scan queues and **Process Options** are stored in the OnBase database. Restoring the database will restore any Document Imaging scan queues and **Process Options**.

Restore the system’s folder structure exactly as it previously existed to ensure the correct path information is used for barcode processing, scan from disk and sweeping directories.

**Registry Settings**

No registry settings apply to Document Imaging.
**External Files**

Restore all workstation scan formats, stored as individual INI files, to the correct directory. On workstations running Windows XP, these .ini files are stored in the `C:\Documents and Settings\All Users\Application Data\Hyland Software` folder. On workstations running Windows Vista, these .ini files are stored in the `C:\ProgramData\Hyland Software` folder.

Committed documents are copied to the secondary mass storage and removable copies of the disk group; these documents can be restored to the first mass storage copy from one of these copies.

All documents that are not committed exist solely in the first mass storage copy of the diskgroup. If the first mass storage copy suffers a drive failure, any uncommitted information is lost.

**Module-Related .INI Options**

The onbase32.ini file can be restored from the backup if the recovery machine is intended to be used for exactly the same purpose as the original machine. If this machine will be used for other modules, you may need to recover only the listed .INI settings from the table above.

On workstations running Windows XP, the onbase32.ini file is stored in the `C:\Documents and Settings\All Users\Application Data\Hyland Software` folder. On workstations running Windows Vista, the onbase32.ini file is stored in the `C:\ProgramData\Hyland Software` folder.

**Registration**

Migrate the registration of Document Imaging from the original workstation to this workstation. The registration may need to be revoked from the original machine and then added to the recovery machine.

**Additional Steps**

**DRIVERS**

If necessary, re-install all Kofax, ISIS and TWAIN drivers.

**REPORTS**

Run a Scan Queues/Bar Codes Configuration Report from the OnBase Configuration module after the recovery operation is complete. Compare this Scan Queues/Bar Codes Configuration Report to the last Scan Queues/Bar Codes Configuration Report created to ensure that all Document Imaging settings have been correctly restored.
TROUBLESHOOTING

General

The first troubleshooting step that should be taken in almost all situations is to test the scanner outside of OnBase to ensure that it has been correctly installed and configured.

To log scanning information for troubleshooting purposes, use the -SCDUMP command line switch with the OnBase Client executable on your scanning workstation. This switch is used to write the information displayed in the Indexing Status window to a log file, scandump.txt, stored in the same location as your system executable.

Licensing

You should be aware that registering one Desktop Document Imaging license on a workstation will prevent you from registering any other Document Imaging licenses, Desktop or Production, on that workstation.

Multiple Production Document Imaging licenses (e.g., Production Document Imaging (ISIS), Production Document Imaging (TWAIN) and Production Document Imaging (Kofax or TWAIN)), however, can be registered on the same workstation.

Error Messages

Error 20099 - Error Writing Data SetAction WriteINI

Or

The following error has been detected by Kofax Image Controls:
ERROR 20099 - Error Writing Data while processing page 1 of the batch.
The image may not have been properly saved in the disk group. It may be necessary to purge or rescan this batch after the problem has been corrected.

This error is displayed because the user does not have the correct permissions on the scanning workstation. Ensure the user has Read/Write privileges to both the workstation’s System folder (C:\Windows\System32 on 32-bit systems or C:\Windows\SysWow64 on 64-bit systems) and the Disk Group location being accessed by the scan queue.

If this error still exists after granting appropriate permissions, ensure there is enough free disk space remaining in order to store the scanned document or batch.

Can’t load KVIEWO CX.

This error occurs when a workstation that does not have the proper Kofax software or hardware selects the Kofax option of a scan format.
**TWAIN Drive**
*A general fault of the MSG_OPENDS response. (Internally)*
*There has been a sharing violation. Twain source may be in use. (Code: DS50171)*

This error occurs when Document Imaging attempts to use a TWAIN driver and finds it already in use by another module or application. Wait until that module or application has finished scanning and unlocks the driver, or ensure that no module or application currently has the TWAIN driver window open (accessible by clicking **Scanner Setup** on the **Scan Format Setup** dialog box).

**Critical Platter Management Error**
*Unable to create ID File. Function -> AddToIdFile. (3): -1, 0 76.73.65.67.16.*

Or

*Unable to access destination diskgroup, please contact system administrator*

These errors occur when the scanning user has insufficient permissions necessary for the Disk Groups to which the documents are being scanned. The scanning user needs the **Write/Modify** permission to the directories where the documents will reside in order to create the scanned images.

**Bar Code Issues**

The following tips may assist with general Bar Code Process troubleshooting from within Document Imaging. For additional information, see the Bar Code Process documentation.

- A bar code process must be selected for a Scan Queue.
- **Pre-index** or **Full Index** must be selected before scanning.
- If using Document Type recognition, double-check the spelling of the Document Type name.
- If using Kofax bar code recognition software, test the bar codes in VCDemo to ensure values are correctly identified and read.
- Bar code recognition at the time of scanning can be used with a Scan from Disk process. Batch bar code processing can be performed in conjunction with a scanning, scan from disk or sweep process on a workstation licensed for the Barcode Recognition Server.
- Slow bar code processing may be caused by:
  - Too many barcodes on one page
  - More than one search direction selected
- Bar code recognition software has difficulty understanding the compression format of color images. Bi-tonal (black and white) bar codes should be used whenever possible.
• Bar codes printed by the OnBase Virtual Print Driver can be used with the OnBase Document Imaging module. By default, however, the Virtual Print Driver is set to print in color. Ensure that the Virtual Print Driver is set to print bi-tonally when printing documents containing bar codes.

• When using self-configured bar code sheets and Kofax bar code recognition hardware or software, be aware that Kofax sporadically has an issue reading the \%SELFCONFIG\% string that identifies a self-configured bar code sheet.

To resolve this issue, generate self-configured bar code sheets using the string OBSELFCONFIG instead of \%SELFCONFIG\%.

Kofax Issues

The following information may assist when using Document Imaging with Kofax hardware or software. For additional information, see the Kofax documentation.

Kofax INI Errors

Kofax.INI read errors may be displayed when attempting to scan. To resolve these errors, re-create the affected scan formats and delete the Kofax INIs from the workstation.

Image Processing

Occasionally, the OnBase Client may become unresponsive when a user configures a Kofax scan format and clicks the Image Processing button in the Scan Format Setup dialog box.

If your solution is affected by this, set the ForceKofaxReset setting to 1 (ForceKofaxReset=1) in the onbase32.ini file to force Kofax to fully reset the scanner when OnBase attempts to reserve it.

Scan from Disk Producing Unexpected Results

Using a Kofax Scan Format to Scan from Disk may produce unexpected results if the scan format's configuration options were never displayed. Displaying the scan format's configuration options allows Kofax to create its internal settings file; without this file, unexpected results may be returned when using the scan format to Scan from Disk.

Beginning in OnBase 9.3, the scan format's configuration dialog boxes (e.g., the Scanner Setup, the Document Setup and the File Format Setup dialog boxes) are automatically displayed when creating a new scan format.

When modifying an existing Kofax scan format, or when creating a new scan format in version of OnBase prior to 9.3, you must manually display the scan format's configuration dialog boxes by clicking the associated buttons on the Scan Format Setup dialog box to ensure that the Kofax internal settings file is created.
Scan from Disk Order

By default, OnBase scans from disk the file with the shortest file name into the system first, and then proceeds alphabetically/numerically. However, the order in which the files are scanned from disk can be modified using VB scripting and the Scan Queue - Process Input File List VB Script Hook. For more information, see the System Administration documentation.

Kofax Errors

Occasionally, when attempting to scan using OnBase Document Imaging with a Kofax scan format, a Kofax error message may be displayed. These errors are unrelated to OnBase; more information about them can be found by contacting your Kofax solution provider.

1. Error 20451 - Your product license does not include Image Processing. Please select another source. SetAction Reserve

For more information on this error, including possible resolutions, see http://knowledgebase.kofax.com/faqsearch/results.aspx?QAID=2150

Problems with Blank Pages and Thresholds

Scan the blank page in, get the properties and get the file size. Set accordingly.
Check the image processing options for sometimes these may increase/decrease the file threshold.
If blank pages are being deleted and you have not configured OnBase to do this, check the Kofax threshold settings and remove them.

PDF Does Not Generate

When using ScanSoft 12.0, ensure that your OCR path (a subfolder of the folder containing your main executable files) is listed as a system variable in your Environment Variables.

Sweep

IMG files cannot be swept into the system, they must be brought in by Scan from Disk.
In order for a sweep to be scheduled, the -SWREQ switch is needed on the client shortcut.
Sweep cannot be polled.
Sweep cannot read barcodes, however documents that have been swept into the system can undergo bar code processing via the Awaiting Barcode Processing batch status queue.
Custom Autoplay events must be listed in the AutoplayContexts setting of the onbase32.ini file in order to include the Archive Documents using OnBase Document Imaging option.
In order to store documents’ file names as Keyword Values when sweeping them into OnBase, the Keyword Type must have the **Processing File Name Keyword** option selected in the **Keyword Type Settings** dialog box (see the System Administration documentation for more information) and the scan queue being used to sweep the documents into OnBase must be configured to sweep documents in **Pre-Index** or **Full-Index** scan mode.

In order to automatically populate Keyword Values with Structured Storage properties for Microsoft Excel, Word, and Power Point documents when sweeping them into OnBase, the Document Type being used must be properly configured for property mapping (see the System Administration documentation for more information) and the scan queue being used to sweep the documents into OnBase must be configured to sweep documents in **Pre-Index** or **Full-Index** scan mode.

By default, OnBase sweeps the file with the shortest file name into the system first, and then proceeds alphabetically/numerically. However, the order in which the files are swept can be modified using VB scripting and the **Scan Queue - Process Input File List** VB Script Hook. For more information, see the System Administration documentation.

### Scheduled Sweeping or Scanning

When performing scheduled sweeping or scanning as a service, it is recommended that you also run the OnBase Service Monitor as a diagnostic tool.

### Problems Viewing Scanned Documents

If the image is skewed try setting the `checkresolution` to 1 in the `onbase32.ini`.

If the document cannot be viewed in OnBase, make sure the proper version of the Snowbound imaging library .dll file is in the OnBase directory. No other versions of the snowbound library should be on your workstation.

**Tip:** It is considered a best practice to ensure that the Snowbound Imaging DLL used by your system is the same Snowbound Imaging DLL that was distributed with your version and build of OnBase. These DLLs are not always forward or backward-compatible with other versions of OnBase.

### Scan Formats Are No Longer Displayed in the Scan Format Drop-Down

Revoking a workstation's Document Imaging license or licenses causes the associated Scan Formats to be hidden from the **Scan Format** drop-down until the workstation is re-registered for Document Imaging.
Revoking a Desktop Document Imaging license hides all TWAIN Scan Formats from the Scan Format drop-down on that workstation. Revoking one or more Production Document Imaging licenses hides the associated Kofax or ISIS Scan Formats, but all TWAIN formats remain available in the Scan Format drop-down on the workstation.

Revoking all Document Imaging licenses from a workstation hides all Scan Formats on that workstation until it is re-registered for Document Imaging.

**Note:** Scan Formats associated with licenses that have been revoked from a workstation may still be visible in the Scan Format Setup dialog box, but attempting to select these formats without changing their scanning method (TWAIN, Kofax or ISIS) to an available method causes an error message to be displayed.

**Note:** Registering a workstation for Document Imaging with the Document Imaging window open may prevent available Scan Formats from displaying in the Scan Format drop-down. Un-registering a workstation for Document Imaging with the Document Imaging window open may allow unavailable Scan Formats to be visible in the Scan Format drop-down, but attempting to select these formats causes an error message to be displayed.

Selecting an available Scan Format from the Scan Format Setup dialog box causes the drop-down to correctly re-populate.

**Focus Not Set to the Indexing Dialog Box when Indexing PDF Documents**

When indexing documents, OnBase sets its focus on the Indexing dialog box so that users can easily and quickly index documents once they are loaded in the Document Imaging window. However, if a PDF document is loaded in the Document Imaging window, the focus is changed from the Indexing dialog box to document.

In order to save users the inconvenience of returning the focus to the Indexing dialog box for each PDF document that is indexed, OnBase can be configured to wait until the PDF has loaded to set its focus to the Indexing dialog box.

The amount of time (measured in hundredths of a second) that OnBase waits after the PDF document begins loading before setting its focus to the Indexing dialog box is controlled by the IndexFocusDelayforPDF attribute in the onbase32.ini file.

For example, if the IndexFocusDelayforPDF attribute is set to 50 (IndexFocusDelayforPDF=50), OnBase will wait 0.5 seconds after the PDF begins loading before setting its focus to the Indexing dialog box.

By default, OnBase is configured to allow the focus to be set to the PDF document (IndexFocusDelayforPDF=0).
Tip: Setting `IndexFocusDelayforPDF` to 100 (`IndexFocusDelayforPDF=100`) should allow enough time for most PDF documents to load. If you are working with especially large PDF files, you may need to set this to a higher value.

Full Index Documents Are Sent to the Awaiting Index Queue

If a batch is swept or scanned Full Index and the batch is still being routed to the Awaiting Index batch status queue, ensure that there are no System Document Types assigned to the scan queue. System Document Types will cause the batch to automatically be assigned to the Awaiting Index batch status queue.

Disk Group Issues

The following information may be helpful when attempting to troubleshoot issues with Document Imaging and OnBase Disk Groups.

Appended Pages Are Stored Separately From The Target Document

When scanning additional pages to a document using the Scan More Pages option, the newly-added pages are designed to be stored in the Disk Group and volume currently configured for the Document Type, not necessarily the same Disk Group and volume that the other pages of the document are stored in.

If the document the additional pages are being scanned to does not have a Document Type assigned to it (i.e., it is unindexed) or if the Document Type’s assigned Disk Group is an import or foreign-type Disk Group, then the additional pages will be stored in the target Document’s Disk Group location.

If pages are appended to existing documents based on Keyword Values, the newly-appended pages are automatically migrated to the Document Type’s Disk Group.

Re-Scanned Documents Not Deleted From Disk Group

If documents are re-scanned as part of the QA Review process, the original document is deleted from the Disk Group unless:

- It is stored on read-only media.
- It is part of a file that contains images used in other OnBase documents (i.e., it is part of a multi-page TIFF file).
Creating New Documents From A Document During Indexing

Depending on your business process, you might find it necessary to create a new document from the pages of existing document during indexing. This can be accomplished in two different ways, but take note that the behavior of the new document is different depending on how it is created.

- **If the Document was Created Using the Create New Document Indexing Toolbar Button.** See Indexing Toolbar on page 259 for more information on this option.
  
  The newly-created document is added to the batch immediately following the document it was created from (i.e., if the new document was created from the third document in a batch, it is added as the fourth document).

  The document that the new document was created from remains in the Working window for indexing. Once it is indexed, the newly-created document is displayed in the Working window for indexing; once it is indexed, the next document in the batch is displayed, etc. Once the entire batch is indexed, the batch (including the newly-created document) is routed to the next batch status queue.
  
  This behavior is the same regardless of if you are using the standard or Advanced Create New Document functionality.

- **If the Document was Created Using the Send to | Create New Document Right-Click Option.** See Creating a New Document from an Existing Document on page 272 for more information on this option.
  
  The newly-created document is opened in its own window, and you are given the opportunity to index the remaining documents in the batch (including the document the new document was created from).

  The batch (including the newly-created document) is routed to the Index in Progress batch status queue where the newly-created document can be indexed.

  Additionally, ensure that you and your users are aware of the following behaviors when creating a new document using the Send to | Create New Document option during indexing:

  - The newly-created document may be assigned to a Document Type not associated with the current scan queue; however, if it is indexed in Index in Progress batch status queue after it is created, it can only be indexed using a Document Type that is associated with the scan queue.

  - If any default Keyword Values are configured for the Document Types associated with the scan queue, the default Keyword Value is not assigned to a document created via the Send to | Create New Document option.
The default Keyword Value is only assigned to the document when the document is assigned to a Document Type during indexing (e.g., when the document is being indexed as part of the batch in the **Awaiting Indexing** or **Index in Progress** batch status queues).

**Note:** Be aware that regardless of however the new document is created (via the **Create New Document** indexing toolbar button or the **Send to | Create New Document** right-click option), the newly-created document is saved in its assigned Document Type’s Disk Group, not the scan queue’s assigned Disk Group, unless the Disk Group assigned to the Document Type is not available. If the Document Type’s Disk Group is unavailable, then the newly-created document will be saved in the scan queue’s assigned Disk Group.

### Information Lost When Documents Appended to Other Documents

I am indexing a batch of image documents using a scan queue configured to merge documents that share Keyword Values for unique-document-identifying-Keyword Types into a single document (i.e., the scan queue is configured to use the Append to Existing Document Matched on Keyword(s) and the Use Uniqueness Keyword Types only options). When this occurs, only the Keyword Values associated with the “target” document (the existing document that the newly-scanned/swept images are being appended to) are retained; **Keyword Values associated with the newly-scanned/swept documents being appended to the existing documents are lost.**

When image documents are merged into a single document due to matching Keyword Values for unique-document-identifying Keyword Types, the target document (i.e., the pre-existing document already archived in OnBase or previously scanned in the current batch that the newly-scanned/swept images are being appended to) becomes the “parent” document and the documents that are appended to it cease to exist as independent documents. All of the information (Keyword Values, history, revisions/renditions, etc.) associated with the newly-scanned/swept documents that are being appended to the target document is lost.

Only the Keyword Values assigned to the “parent” document is retained.

I am indexing a batch of image documents that have previous renditions stored in OnBase. When the image documents are indexed, some of them share bar code values/Keyword Values and are merged into a single document (i.e., the scan queue is configured to use either the Unique Bar Code Keyword Match or the Append to Existing Document Matched on Keyword(s) options). When this occurs, the non-image rendition is saved for only the “target” document (i.e., the document that the newly-scanned/swept documents are being appended to).

Multiple renditions of non-image documents cannot be merged into a single document.
When the image documents are merged into a single document, either due to matching Keyword Values or matching bar code values, the target document (i.e., the pre-existing document already archived in OnBase or previously scanned in the current batch that the newly-scanned/swept images are being appended to) becomes the “parent” document and the documents that are appended to it as the subsequent pages cease to exist as independent documents. Their renditions, Keyword Values, and histories are lost.

Only the renditions and the history associated with the “parent” document are retained.

**CONTACTING SUPPORT**

When contacting your solution provider, please provide the following information:

- The OnBase module where the issue was encountered.
- The OnBase version and build (Example: 11.0.0.571) and/or the Core Services version and build (Example: 11.0.0.6).
- The type and version of the connected database, such as Microsoft SQL Server 2008 or Oracle 11g, and any Service Packs that have been installed.
- The operating system that the workstation is running on, such as Windows XP or Windows Server 2008, and any Service Packs that have been installed. Check the supported operating systems for this module to ensure that the operating system is supported.
- The name and version of any application related to the issue.
- The version of Internet Explorer, and any Service Packs that have been installed, if applicable.
- A complete description of the problem, including actions leading up to the issue.
- Screenshots of any error messages.

Supplied with the above information, your solution provider can better assist you in correcting the issue.

Additionally, it would be helpful to have the following information pertaining to your Document Imaging solution ready:

**Scanning Documents**

- The types of Document Imaging licenses you are using (e.g., Production or Desktop)
- The type of scan formats you are using (i.e., Kofax, TWAIN or ISIS)
• The version of Kofax Image Controls are you using
• If you are having an issue with Bar Code Processing, can the bar codes be read correctly in VCDemo (Kofax users) or is the bar code information being correctly identified in the Status window (Hyland Barcode Recognition for OnBase users)
• Have you recently made any configuration changes to your scan queues or scan formats?

**Viewing Documents**

• Can the documents be opened in an external viewer?
• Checking the document’s attributes, what is the document’s compression?
• Can the image be exported to Technical Support for further analysis?
PROCESS TUNING PARAMETERS

Process Tuning Parameters

Adjust the Process Tuning parameters, found in the OnBase Client by selecting Processing | Process Tuning. A user must be granted administrative processing privileges for at least one of the processors in order to access this screen.

Lock Disk Group During Processing

The Lock Disk Group During Processing check box can help speed up processing when there are many checks or files to be stored to the Disk Group. When the Disk Group is locked, it is not necessary for the process to check for space on the drive before each save operation. This will increase the speed of processing. This option should only be selected when the process can be given exclusive access to the Disk Group drive, locking out other access to the Disk Group while the process is running. If more than one Disk Group is configured to use the same physical drive for uncommitted documents, use this option with extreme caution.
If a user is running a process and has locked the Disk Group, and another user attempts to run a process to import documents into the locked Disk Group, a **Waiting for Lock** message is displayed on the second user’s workstation until the first process is complete and the lock has been removed.

**Document Handle Block Size**

A document handle is a unique identifier for a document. By default, this setting is set to 1, which indicates that each time a process creates a new document, a new document handle is retrieved from the database. Setting the block size to a higher number will cause a group of document handles to be retrieved from the database, reducing the number of times that the database must be queried for document handles.

The disadvantage of retrieving document handles in blocks is that each time a process finishes, any unused document handles will be wasted. Fortunately, a total of over four billion document handles are available. Depending on the number of documents created by a process, setting the **Document Handle Block** Size to 10 or 100 can speed up the process. The range of values is 1 - 1000.

**System File Name Block Size**

File names are unique names that are assigned to files when they are saved to a Disk Group. A portion of the file name is a number that keeps incrementing by 1 for each file. This parameter permits a block of filenames to be passed to the process so that a query to the database is not needed for each file saved to disk. Setting this parameter to 10 can speed up a process that writes many files to disk. The range of values is 1 - 1000.

**Keyword Block Size**

The **Keyword Block Size** option controls the number of unique identifiers that will be reserved for adding in new Keyword Types to specific keyword tables being used within the process. This can be used within a process that is importing a large quantity of new Keyword Types in order to increase the performance of the import process. By default, unique identifiers are retrieved from the database one by one (i.e. one itemnum at a time). When the **Keyword Block Size** option is adjusted, the query can retrieve several unique identifiers at one time. These numbers are cached in memory in the software, which will reduce the number of queries against the database when performing import processing.

**Caution:** The query will always retrieve the amount of unique identifiers specified by the **Keyword Block Size** option. If the query only needs 1 unique identifier but the **Keyword Block Size** option is set to 100, 99 unique identifiers will be wasted and cannot be reused.
**Keyset Block Size**

The **Keyset Block Size** option controls the number of unique identifiers that will be reserved for adding in new AutoFill Keyword Sets to specific keyword set tables being used within the process. This can be used within a process that is importing a large quantity of new AutoFill Keyword Sets in order to increase the performance of the import process. By default, unique identifiers are retrieved from the database one by one (i.e. one itemnum at a time). When the **Keyset Block Size** option is adjusted, the query can retrieve several unique identifiers at one time. These numbers are cached in memory in the software, which will reduce the number of queries against the database when performing import processing.

**Caution:** The query will always retrieve the amount of unique identifiers specified by the **Keyset Block Size** option. If the query only needs 1 unique identifier but the **Keyset Block Size** option is set to 100, 99 unique identifiers will be wasted and cannot be reused.

---

**Checks Per File**

The **Checks Per File** option applies only to check or remittance processing. This parameter controls how many check images are written to a file before the file is closed and a new file is opened for writing. The benefit of this feature is the reduction in the number of files stored to disk for check images. Files created this way are not compatible with standard TIFF viewers since the images are concatenated together into the file. The default value of 32 is the optimal value for check processing and should not be changed.

**Status Window Update Interval**

The **Status Window Update Interval** parameter controls the frequency of updates to the status bar while a process is running. When the interval is set to 1, the status bar will be updated each time a new document is created. If the update interval is set to 10, the status bar will be updated after 10 new documents have been created.

This parameter should be set so that updates occur no more than once per second - ideally, this should be set so that updates occur about every 5 seconds. For example, if the process is creating 10 documents per second, the **Status Window Update Interval** should be set to 5 or greater. Updating the status bar is a time consuming process, so increasing the update interval can significantly increase the speed of a process. The range of values is 10 - 3000.
SCHEDULING

SCHEDULING OVERVIEW

Processing incurs a large drain on your OnBase solution’s resources. Scheduling processing for off-hours is an automated way to conserve system resources. Processing can be accelerated if the process is run from the database server.

Note: Purging documents from Document Maintenance can also be scheduled. For more information, see the System Administration documentation.

Two types of processing activities may be scheduled with the Scheduler: a Process Format or a Process Job.

- A Process Format is used in processing modules and in scanning modules to specify how OnBase processes data being imported into OnBase. A Process Format is, basically, one individually-configured process.

- A Process Job is one or more Process Formats that have been configured to run sequentially. A Process Job does not have to consist exclusively of a single type of Process Format; it can contain multiple Process Formats from any module that allows scheduling.

Note: Process Formats created from Document Imaging sweep or scan from disk processes cannot be included in a Process Job.

CONFIGURING & USING THE SCHEDULER

Requirements for Configuring/Running a Scheduled Process

To configure a scheduled process, either a Process Format or a Process Job, a user must belong to a user group with the Client and Scheduler product rights, and he/she must have rights to use the appropriate processing module. A scheduled process can be configured on any OnBase Client workstation, not just the processing workstation or a workstation running with the -SCHED command line switch.
To run a scheduled process, OnBase must be running with the `-SCHED` or `-SCHEDINST` command line switch on the processing workstation in order for the scheduled process to be executed at the configured time. The user account logged onto OnBase at this time needs only the **Client** product right in order for the process to be performed.

### Using the `-SCHED` and `-SCHEDINST` Switches

This section explains the difference between the `-SCHED` and `-SCHEDINST` command line switches.

**-SCHED**

Some process formats or jobs can be scheduled to run automatically. The `-SCHED` switch causes the Client to queue these scheduled process formats and jobs for later processing; if the machine running the OnBase Client in Scheduler mode (i.e., running the OnBase Client with the `-SCHED` command line switch applied) is also the processing workstation, then the process formats or jobs will run at their scheduled times.

In order for the scheduled process format or job to be run, OnBase must be running in Scheduler mode on the processing workstation. If OnBase is not running, or if OnBase is not running in Scheduler mode, then the scheduled processes will not run.

A process format or job can be scheduled from any OnBase Client workstation by a user with the proper rights.

**-SCHEDINST**

The `-SCHEDINST` command line switch is very similar to the basic `-SCHED` switch. When you apply the `-SCHEDINST` switch to a Client shortcut, you can specify that the selected instance of the OnBase Client should only process jobs assigned to that Client instance’s specific instance name.

The format of the switch is `-SCHEDINST="MyProcName"`, where MyProcName is the name of a specific processing instance. The OnBase Client that this switch is applied to will be unable to process any scheduled jobs that are not configured with a **Specific Processing Instance** of MyProcName.

A process format or job can be scheduled from any OnBase Client workstation by a user with the proper rights.

### Verifying the Scheduler is Running

To verify that the Scheduler is running on the processing workstation, click **Window | Polling Status Information** in the OnBase Client.
**Note:** The `-SCHED` or `-SCHEDINST` command line switch must be applied to the Client shortcut to use this option.

The **Polling Status Information** window is displayed. Information about scheduled processes is displayed in it as the process is run. If this window exists, the Scheduler is running.

Another way to verify the Scheduler is running is to select **Window | System Status**. Both **Process Server Mode** and **Scheduler Mode** will be displayed as **YES**.

### Running Multiple Scheduled Processes

**Tip:** Attempting to run more than one process job or format at once in the same session will result in a dramatic drop in all processing speeds. It is recommended to run a single automated process at a time.

If multiple jobs are configured, they can be performed sequentially in one OnBase Client session on the same workstation. Multiple sessions of the OnBase Client can be run simultaneously on one workstation to process these jobs in parallel; these sessions will coordinate processing tasks to ensure that each job is processed and that a job is not processed more than once.
In order to process jobs in parallel on multiple sessions of the OnBase Client, each session must be OnBase version 8.3.0.552 or later. If any one of the sessions is running an earlier version of OnBase, then none of the other sessions will perform any processing while it is processing.

**Tip:** It is recommended that all sessions use at least OnBase 8.3.0.552 or later if you plan on processing jobs in parallel using multiple session of the OnBase Client.

### Scheduled Process Configuration Reports

A user belonging to a user group with the proper rights can run a Scheduled Processes Configuration Report.

This report provides information on all of the scheduled processes (process formats and process jobs) that have been scheduled to run. It is organized by processing workstation, and displays a weekly, monthly and end-of-month schedule, with jobs listed in order by starting time. Once run, this report is stored in OnBase as a document belonging to the SYS Configuration Reports Document Type.

**Tip:** It is considered a best practice to run a new Scheduled Process configuration report each time a new process (process format or process job) is scheduled. With the information stored in this report, troubleshooting and communications with Technical Support are greatly improved. Additionally, Configuration Reports are stored in OnBase, so there is a historical record of the structure of your OnBase solution.

For more information on Configuration Reports, including the Scheduled Processes Configuration Report, see the System Administration documentation.

### Working With Process Formats

A Process Format is used in processing modules and in scanning modules to specify how OnBase processes data being imported into OnBase. A Process Format is, basically, one individually-configured process.

**Creating a Scheduled Process Format**

You can add a format to the Scheduler from its process queue by selecting the process format and selecting a scheduling option from the right-click menu.

For example:
In the OnBase Client, click **Processing | Scan/Index**. The **Document Imaging** window is displayed.

Double-click a process format you would like to add to the Scheduler. A list of available batches is displayed.
Select the batch you want to schedule, then right-click and select **Schedule Sweep, Schedule Scan From Disk,** or **Schedule Commit.**
The **Process Scheduling** window is displayed.

A new Process Format is added to the **Scheduled Items** box. It is automatically selected. By default, all scheduled Process Formats (e.g., COLD Process Formats, DIP Process Formats, etc.) are displayed in the **Scheduled Items** box when scheduling a new Process Format. For information on viewing only the Process Formats for the currently-selected process type, see Viewing Scheduled Processes on page 492.

**SCHEDULE CONFIGURATION**
The first options that must be configured for the scheduled process are the Schedule Configuration options on the Schedule Configuration tab. This tab is displayed by default.

1. In the Name field, enter a name for the scheduled process.
2. Using the Processing Workstation drop-down, select the workstation that will be used to run the scheduled process.

**Note:** This workstation will need to be running with the `-SCHED` or `-SCHEDINST` command line switch in order to run the scheduled process.

3. If you always want the scheduled process to be run from a specific instance of the OnBase Client, select the Specific Processing Instance, then enter the name of the instance in the Specific Processing Instance text field.

**Note:** If you select the Specific Processing Instance option but leave the Specific Processing Instance text field blank, the scheduled process can be run from any instance of the OnBase Client.

4. Using the Schedule Template drop-down, select one of the schedule templates for the process or select `<Custom Schedule>` to manually configure the schedule for this process.

**Note:** For information on creating a Custom Schedule or Schedule Template, see below.

5. Select how often you would like the scheduled process to run by selecting one of the Processing Frequency radio buttons.
   - **Once then Suspend.** The scheduled item will be processed once, then the scheduled process is suspended.
   - **Once per Day.** The scheduled item will be processed once per day.

**Note:** If the scheduled item is modified, the process may be run again on the same day.

   - **Once every "" Minutes.** The scheduled item is processed in the interval (measured in minutes) entered in the field. The maximum number of minutes that can be entered is 99999.

6. When you are finished setting the Schedule Configuration options, click Apply.
Calendar

The calendar is used to select the day(s) on which a scheduled process should be run.

**Note:** The calendar is displayed based on your Workstation Regional Settings and the OnBase language DLL that you are using.

To change the view of the calendar, click the calendar heading (in the example above, **Weekly**) to display a menu. Select one of the following options to display a different calendar for configuration:

- **Weekly.** Allows you to configure a process to run on a certain day of the week (i.e., Thursday).
- **Monthly.** Allows you to configure a process to run monthly, on a particular date (i.e., the 1st and 15th of the month).
- **Monthly (Day-Relative).** Allows you to configure a process to run on a relative day of the month (i.e., the first Saturday of the month, the 2nd Wednesday of the month).
- **Annual.** Allows you to configure a process to run on a certain day of the year (i.e., June 30).
- **Full Calendar.** Allows you to configure a process to run on specified days of specified years (e.g., August 10, 2011 and/or July 17, 2012).

To select days that you would like to run a scheduled process, double-click the day on the calendar. The selected day is circled.

**Note:** In the example above, two days are selected but **Sunday** is the currently-selected day.

To deselect a day, double-click it.

**Default Daily Schedule**
The **Default Daily Schedule** tab allows you to configure the processing configuration for all days that do not have a **Selected Day** tab configuration.

The drop-down select list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time that you want your job or format to process. If you select **Specific Time**, a **Time** box is displayed. Select the time you want the job or format to be processed.

**Tip:** Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

**Selected Day**
The **Selected Day** tab allows you to specify settings for the selected day that differ from the settings specified in the **Default Daily Schedule** tab. In order for the **Selected Day** tab to be enabled, you must click a day to select it and you must select the **Override default settings** check box.

The drop-down select list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time that you want your job or format to process. If you select **Specific Time**, a **Time** box is displayed. Select the time when you want the job or format to be processed.

**Tip:** Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.
**PROCESSING OPTIONS**

After the Schedule Options are configured on the Schedule Configuration tab, you must configure the Processing Options.

1. From the **Process Scheduling** window, click the **Processing Options** tab to display the Processing Options.

   ![Process Scheduling Window](image)

   If you are scheduling a Full-Page OCR or an Automated Indexing process, the following options are displayed on the **Processing Options** tab.
### Processing Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Text OCR</td>
<td>OCR for text content</td>
</tr>
<tr>
<td>Automated Index</td>
<td>OCR for text content</td>
</tr>
<tr>
<td>Process Ad Hoc OCR Docs</td>
<td>OCR for ad hoc documents</td>
</tr>
</tbody>
</table>

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2. Set the following Processing Options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing Precondition</td>
<td>The <strong>Processing Precondition</strong> options allow you to specify the conditions that must be met before processing can begin.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> These options are not available for scheduled PDF conversions, Automated Indexing processes, Full-Text OCR processes or scheduled commits.</td>
</tr>
<tr>
<td></td>
<td>• <strong>None.</strong> If this option is selected, no processing precondition is necessary.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Files Idle For at Least 1 Minute.</strong> Select to indicate that processing must begin after the file indicated in the <strong>Default File Name</strong> of the processing format has been idle for at least one minute.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Require Specific Semaphore.</strong> Select to indicate that processing must begin after a trigger file is detected. The trigger file can be any file type/size/label and can be written to any location on the network. OnBase will only begin processing the processing file indicated in the <strong>Default File Name</strong> of the process format after the trigger file has been detected. How processing is triggered (definition of the file location and/or time variable) is defined by a semaphore. A semaphore is a technique for coordinating or synchronizing polling activity. A maximum of 255 characters can be entered in this field.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Require Same File in a .\POLL Folder.</strong> Select to indicate that processing must begin after a POLL file has been written to a specifically-configured POLL folder. The POLL file must appear in a folder labeled <strong>POLL</strong>, and the POLL folder must be created as a subfolder of the <strong>Default Directory</strong> of the process format. The name of the POLL file must be exactly identical to the name of the file to be processed. The value in the <strong>Default File Name</strong> field will be used to locate the POLL file. When OnBase locates the POLL file, the processor will attempt to process any file with that same name in the <strong>Default Directory</strong>. For example: The <strong>Default File Name</strong> is <em>\txt</em>, and the <strong>Default Directory</strong> is C:\ProcessFiles. The file to be processed is stored in this directory. For this example, the file is named pf11x74.txt. The POLL file should be placed in C:\ProcessFiles\POLL, and named exactly the same as the process file (pf11x74.txt). OnBase will search C:\ProcessFiles\POLL for a file that matches the <strong>Default File Name</strong> of <em>\txt</em>. Upon finding the pf11x74.txt file, the processor will return to the C:\ProcessFiles directory and search for the file named pf11x74.txt. This is the file that will be processed.</td>
</tr>
</tbody>
</table>
The Read-Only File Post-Processing options allow you to specify how files marked as read-only are processed.

**Note:** These options are not available for scheduled PDF conversions, Automated Indexing processes, Full-Text OCR processes or scheduled commits.

- **Leave in Source Directory.** Select to leave processed read-only files in the folder they originated in.
- **Move to .\PROCESSED Directory.** Select to move all processed files, regardless of read-only status, to an OnBase-generated PROCESSED folder located in the same folder the read-only files were originally in.
- **Delete.** Select to delete the read-only files from the folder they originated in.

**Note:** The **Delete** option is not available for Scheduled Sweeps or Scan from Disk processes.

The Miscellaneous Options options allow you to specify special scheduling options. Not all options are available for all processes.

**Note:** These options are not available for scheduled PDF conversions, Automated Indexing processes, Full-Page OCR processes or scheduled commits.

- **One Batch per File.** Select to process each file as one batch when multiple files are being processed at once.
- **Report if No Files Found.** Select to create a Verification Report if no files are found when a scheduled format or job is run.

**Note:** The **Report if No Files Found** option is only available when the **None** radio button is selected for the **Processing Precondition**. It is not available for Scheduled Sweeps or Scheduled Scan from Disk processing.

- **Document Type.** Use the drop-down to select the Document Type of processed documents.

**Note:** The **Document Type** drop-down is available only for scheduled sweep processes.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read-Only File Post-Processing</td>
<td>The Read-Only File Post-Processing options allow you to specify how files marked as read-only are processed.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> These options are not available for scheduled PDF conversions, Automated Indexing processes, Full-Text OCR processes or scheduled commits.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Leave in Source Directory.</strong> Select to leave processed read-only files in the folder they originated in.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Move to .\PROCESSED Directory.</strong> Select to move all processed files, regardless of read-only status, to an OnBase-generated PROCESSED folder located in the same folder the read-only files were originally in.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Delete.</strong> Select to delete the read-only files from the folder they originated in.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The <strong>Delete</strong> option is not available for Scheduled Sweeps or Scan from Disk processes.</td>
</tr>
<tr>
<td>Miscellaneous Options</td>
<td>The Miscellaneous Options options allow you to specify special scheduling options. Not all options are available for all processes.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> These options are not available for scheduled PDF conversions, Automated Indexing processes, Full-Page OCR processes or scheduled commits.</td>
</tr>
<tr>
<td></td>
<td>• <strong>One Batch per File.</strong> Select to process each file as one batch when multiple files are being processed at once.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Report if No Files Found.</strong> Select to create a Verification Report if no files are found when a scheduled format or job is run.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The <strong>Report if No Files Found</strong> option is only available when the <strong>None</strong> radio button is selected for the <strong>Processing Precondition</strong>. It is not available for Scheduled Sweeps or Scheduled Scan from Disk processing.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Document Type.</strong> Use the drop-down to select the Document Type of processed documents.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The <strong>Document Type</strong> drop-down is available only for scheduled sweep processes.</td>
</tr>
</tbody>
</table>
3. When you are finished configuring the Process Options, click **Apply**.

### Viewing Scheduled Processes

By default, only scheduled process formats and jobs of the currently-selected process type will be displayed in the **Process Scheduling** window. To view scheduled process formats and jobs of all process types, deselect the **Hide other process types** check box.

To open the **Process Scheduling** window, perform one of the following actions:

- Click **Processing | Scheduler | Schedule Management**.
- Open the **Scheduled Processes** queue and double-click on a scheduled process.
- Right-click on a process format in its process queue and select **Schedule Format**.
- Right-click in the **Working** window when a scan queue is selected in the Document Imaging interface and select **Schedule Sweep** or, depending on the type of scan format you are using, **Schedule Scan from Disk**.

**Note:** Additional Product Rights are required to view a scheduled purge process. For more information, see the System Administration documentation.

### Modifying a Scheduled Process Format

Once a scheduled process has been created, it can be modified as needed.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OCR Options</strong></td>
<td>The <strong>OCR Options</strong> options allow you to specify the configuration options for a scheduled Automated Indexing or Full-Text OCR process.</td>
</tr>
<tr>
<td><strong>Note:</strong> These options are only available when scheduling an Automated Indexing or Full-Page OCR process.</td>
<td></td>
</tr>
<tr>
<td><strong>Full-Text OCR</strong></td>
<td>Select this radio button if you are scheduling a Full-Text OCR process.</td>
</tr>
<tr>
<td><strong>Automated Indexing</strong></td>
<td>Select this radio button if you are scheduling an Automated Indexing process.</td>
</tr>
<tr>
<td><strong>Process Ad Hoc OCR Documents</strong></td>
<td>Select this radio button if you would like to perform Automated Indexing or Full-Text OCR on documents in the ad-hoc batch status queues (i.e., <strong>Awaiting Ad Hoc Automated Index</strong> or <strong>Awaiting Ad Hoc OCR</strong>).</td>
</tr>
</tbody>
</table>
To modify an existing scheduled process:

1. Open the **Process Scheduling** window from the OnBase Client by clicking **Processing | Scheduler | Schedule Management**.
2. Select the process to be modified from the **Scheduled Items** box.
3. Modify the settings on the **Schedule Configuration** and **Process Options** tabs as needed.
   
   For more information on the options on these tabs, see **Schedule Configuration** on page 483 and **Processing Options** on page 488.
4. Once you have finished modifying the scheduled process, click **Apply**.

**Deleting a Scheduled Process Format**

**Caution:** If you delete a process format or process job that is scheduled, it will be deleted from the list of scheduled jobs.

Scheduled processes can be deleted from the **Process Scheduling** window.

1. Open the **Process Scheduling** window from the OnBase Client by clicking **Processing | Scheduler | Schedule Management**.
2. Select the scheduled process you would like to delete from the **Scheduled Items** box and click **Remove**.
3. Click **Apply**.
Running/Suspending a Scheduled Process Format

From the Process Scheduling window, a scheduled process can be run immediately or it can be suspended.

1. Open the Process Scheduling window from the OnBase Client by clicking Processing | Scheduler | Schedule Management.

2. Select a scheduled process from the Scheduled Items box.

   - To run the process now, click Run Now. The process is run the next time the processing workstation is polled.
   - To suspend the process, click Suspend. To resume a suspended process, click Resume.

   An icon is displayed next to each scheduled process in the Scheduled Items box that indicates its status.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Run Now]</td>
<td>Run Now - Indicates that the user has clicked the Run Now button to cause the process to execute now instead of waiting for its scheduled time to run.</td>
</tr>
<tr>
<td>![Suspend]</td>
<td>Suspend - Indicates a suspended process. The process will not run until a user selects it and clicks Resume.</td>
</tr>
<tr>
<td>![Active]</td>
<td>Active - Indicates an active scheduled process. An active process may be waiting to run or it may have already run at its scheduled time.</td>
</tr>
<tr>
<td>![Error]</td>
<td>Error - Indicates a process with a configuration error.</td>
</tr>
</tbody>
</table>

3. Click Apply.

Working With Process Jobs

A Process Job is one or more Process Formats that have been configured to run sequentially. A Process Job does not have to consist exclusively of a single type of Process Format; it can contain multiple Process Formats from any module that allows scheduling.
A few notes about Process Jobs:

- Process formats must be created before they can be added to a job.
- AutoFill Keyword Import Processors can be scheduled from any Process Job Queue.
- Process Formats created from Document Imaging sweep or scan from disk processes cannot be included in a Process Job.

### Creating a Job

You can add a job to the Scheduler from a process queue (i.e., the COLD Queue, the EDI Queue, etc.). To create a job:

1. From the OnBase Client, click Processing | Process Jobs. The Process Jobs window is displayed. Right-click on the window and select Create New Job.
   
   Or, from the process queue, select Process Job and right-click in the Process Jobs window and select Create New Job. The Create Batch Process Job dialog box is displayed.

2. Enter a name for the job in the Process Job field and click Apply. The job is added to the process queue and is listed in the Process Jobs window.
**Note:** The process name must be 75 characters or fewer.

**Configuring a Job**

To configure a job:

1. From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Configure Job**.

Or, select the job to be configured from the **Process Jobs** window in the process queue, right-click and select **Configure Job**.

The **Process Job Configuration** window is displayed.

2. Configure a process format to add to the job:
<table>
<thead>
<tr>
<th>Process Job Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Format</td>
<td>Select the process format to be incorporated in the process job. All available process formats are listed.</td>
</tr>
<tr>
<td>Alternate Path</td>
<td>Enter an alternate path to the data to be processed (i.e., the Default Directory) to use instead of the Default Directory configured for the selected process format. If an alternate path is not specified, the process format’s Default Directory is used.</td>
</tr>
<tr>
<td>Alternate Filename</td>
<td>Enter an alternate file name for the data to be processed (i.e., the Default File Name) to use instead of the Default File Name configured for the selected process format. If an alternate file name is not specified, the process format’s Default File Name is used.</td>
</tr>
<tr>
<td>Alternate Disk Group</td>
<td>Enter an alternate Disk Group to store the data being processed instead of the Disk Group configured for the selected process format. If an alternate Disk Group is not specified, the process format’s default Disk Group is used.</td>
</tr>
<tr>
<td>Language Conversion</td>
<td>Used to specify a language conversion if the source data file was created using a different ASCII code page. If a language conversion is not specified, the process format’s Language Conversion setting is respected.</td>
</tr>
<tr>
<td>Store Document Indices</td>
<td>Select this option to store the processed documents in the database, along with their Keyword Values and document name. This option is enabled by default.</td>
</tr>
<tr>
<td>Store Document Data Files</td>
<td>Select this option to move the data file to the configured Disk Group after the process is complete. This option is enabled by default.</td>
</tr>
<tr>
<td>Store Import File</td>
<td>Select to store a copy of the index file used to import documents into OnBase for archive purposes.</td>
</tr>
<tr>
<td>Create Auto Folder</td>
<td>Select to provide the ability to Auto-Folder documents upon processing. See the Folders documentation for additional information regarding Auto-Foldering. Note: Not all processors offer the ability to Auto-Folder documents upon processing. See the configuration section of the Automated Indexing documentation for more information.</td>
</tr>
</tbody>
</table>
3. Click **Add**.

4. Repeat Step 2 for each process format that you would like to add to the job.

   Process jobs are run in the order in which they display on the screen. Re-sequence a job by selecting it and clicking the **Up** or **Down** buttons.

5. Once you’ve added all process formats to the job, click **Close**.

**Scheduling a Job**

Once you have created and configured a job, you must schedule it in order for it to automatically run. A job is scheduled in almost the same way that a process format is scheduled.

To schedule a job, you must first open the **Process Scheduling** window. To open it:

- From a process queue, select **Process Job** and then select the job to be scheduled in the **Process Jobs** window. Right-click and select **Schedule Job**.
- From the OnBase Client, click **Processing** | **Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Schedule Job**.

**SCHEDULE CONFIGURATION**
The first options that must be configured for the scheduled job are the Schedule Configuration options on the **Schedule Configuration** tab. This tab is displayed by default.

1. In the **Name** field, enter a name for the scheduled process.
2. Using the **Processing Workstation** drop-down, select the workstation that will be used to run the scheduled job.

**Note:** This workstation will need to be running with the `-SCHED` or `-SCHEDINST` command line switch in order to run the scheduled job.

3. Using the **Schedule Template** drop-down, select a schedule template for the process or select `<Custom Schedule>` to manually configure the schedule for this process.

**Note:** For information on creating a schedule template, see below.

To create a custom schedule, you will need to use the **Calendar** to select the day(s) you would like the scheduled job to run on and then you will need to specify the time the scheduled job will run using the **Default Daily Schedule** and/or **Selected Day** tabs. For more information, see those sections below.

4. Select how often you would like the scheduled job to run by selecting one of the **Processing Frequency** radio buttons.
   - **Once then Suspend.** The scheduled item will be processed once, then the scheduled process is suspended.
   - **Once per Day.** The scheduled item be processed once per day.

**Note:** If the scheduled item is modified, the process may be run again on the same day.

   - **Once every "" Minutes.** The scheduled item is processed in the interval (measured in minutes) entered in the field. The maximum number of minutes that can be entered is 99999.

5. When you are finished setting the Schedule Configuration options, click **Apply.**

**Calendar**

The calendar is used to select the day(s) on which a scheduled job should be run.

**Note:** The calendar is displayed based on your Workstation Regional Settings and the OnBase language DLL that you are using.
To change the view of the calendar, click the calendar heading (in the example above, **Weekly**) to display a menu. Select one of the following options to display a different calendar for configuration:

- **Weekly**. Allows you to configure a job to run on a certain day of the week (i.e., Thursday).
- **Monthly**. Allows you to configure a job to run monthly, on a particular date (i.e., the 1st and 15th of the month).
- **Monthly** (Day-Relative). Allows you to configure a job to run on a relative day of the month (i.e., the first Saturday of the month, the 2nd Wednesday of the month).
- **Annual**. Allows you to configure a job to run on a certain day of the year (i.e., June 30).
- **Full Calendar**. Allows you to configure a process to run on specified days of specified years (e.g., August 10, 2011 and/or July 17, 2012).

To select days that you would like to run a scheduled job, double-click the day on the calendar. The selected day is circled.

Once a day is selected, right-click on the calendar to display the currently-selected date in detail.

**Note:** In the example above, two days are selected but **Sunday** is the currently-selected day.

To deselect a day, double-click it.

**Default Daily Schedule**
The Default Daily Schedule tab allows you to configure the processing configuration for all days that do not have a Selected Day tab configuration.

The drop-down select list allows you to select Time Range or Specific Time. If you select Time Range, a Start Time box and an End Time box are displayed. Define the range of time that you want your job or format to process. If you select Specific Time, a Time box is displayed. Select the time you want the job or format to be processed.

Tip: Specifying a Time Range and using the Once Per Day option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

Selected Day
The **Selected Day** tab allows you to specify settings for the selected day that differ from the settings specified in the **Default Daily Schedule** tab. In order for the **Selected Day** tab to be enabled, you must click a day to select it and you must select the **Override default settings** check box.

The drop-down select list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time that you want your job or format to process. If you select **Specific Time**, a **Time** box is displayed. Select the time when you want the job or format to be processed.

**Tip:** Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.
PROCESSING OPTIONS

After the Schedule Options are configured on the Schedule Configuration tab, you must configure the Processing Options.

1. From the Process Scheduling window, click the Processing Options tab to display the Processing Options.
2. Set the following Processing Options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing Precondition</td>
<td>The <strong>Processing Precondition</strong> options allow you to specify the conditions that must be met before processing can begin.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> These options are not available for scheduled PDF conversions, Automated Indexing processes, Full-Text OCR processes or scheduled commits.</td>
</tr>
<tr>
<td></td>
<td>• <strong>None.</strong> If this option is selected, no processing precondition is necessary.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Files Idle For at Least 1 Minute.</strong> Select to indicate that processing must begin after the file indicated in the Default File Name of the processing format has been idle for at least one minute.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Require Specific Semaphore.</strong> Select to indicate that processing must begin after a trigger file is detected. The trigger file can be any file type/size/label and can be written to any location on the network. OnBase will only begin processing the processing file indicated in the Default File Name of the process format after the trigger file has been detected. How processing is triggered (definition of the file location and/or time variable) is defined by a semaphore. A semaphore is a technique for coordinating or synchronizing polling activity. A maximum of 255 characters can be entered in this field.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Require Same File in a .\POLL Folder.</strong> Select to indicate that processing must begin after a POLL file has been written to a specifically-configured POLL folder. The POLL file must appear in a folder labeled POLL, and the POLL folder must be created as a subfolder of the Default Directory of the process format. The name of the POLL file must be exactly identical to the name of the file to be processed. The value in the Default File Name field will be used to locate the POLL file. When OnBase locates the POLL file, the processor will attempt to process any file with that same name in the Default Directory. For example: The Default File Name is *.txt, and the Default Directory is C:\ProcessFiles. The file to be processed is stored in this directory. For this example, the file is named pf11x74.txt. The POLL file should be placed in C:\ProcessFiles\POLL, and named exactly the same as the process file (pf11x74.txt). OnBase will search C:\ProcessFiles\POLL for a file that matches the Default File Name of *.txt. Upon finding the pf11x74.txt file, the processor will return to the C:\ProcessFiles directory and search for the file named pf11x74.txt. This is the file that will be processed.</td>
</tr>
</tbody>
</table>
3. When you are finished configuring the Process Options, click **Apply**.

**Viewing a Job**

All scheduled process formats and jobs can be viewed in the **Process Scheduling** window. By default, the **Hide other process types** check box is enabled, so only the selected process type’s process formats or process jobs are displayed.

To open the **Process Scheduling** window:

- Click **Processing | Scheduler | Schedule Management** from the OnBase Client.
- From a process queue, select **Process Job** and then select a job in the **Process Jobs** window. Double-click on the job to display the process formats that compose it.
- From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed.

**Modifying a Job**

To modify an existing job:

From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Configure Job**.

Or, select the job to be modified from the **Process Jobs** window in the process queue, right-click and select **Configure Job**.

The **Process Job Configuration** dialog is displayed.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Read-Only File Post-Processing</strong></td>
<td>The <strong>Read-Only File Post-Processing</strong> options allow you to specify how files marked as read-only are processed.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Leave in Source Directory</strong>. Select to leave processed read-only files in the folder they originated in.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Move to .\PROCESSED Directory</strong>. Select to move all processed files, regardless of read-only status, to an OnBase-generated <strong>PROCESSED</strong> folder located in the same folder the read-only files were originally in.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Delete</strong>. Select to delete the read-only files from the folder they originated in.</td>
</tr>
<tr>
<td><strong>Miscellaneous Options</strong></td>
<td>The <strong>Miscellaneous Options</strong> options allow you to specify special scheduling options. Not all options are available for all processes.</td>
</tr>
<tr>
<td></td>
<td>- <strong>One Batch per File</strong>. Select to process each file as one batch when multiple files are being processed at once.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Report if No Files Found</strong>. Select to create a Verification Report if no files are found when a scheduled job is run.</td>
</tr>
</tbody>
</table>
Note: For more information on configuring a process job, see Configuring a Job on page 496 and Scheduling a Job on page 498.

**RENAME A JOB**

To rename an existing job:

1. From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Rename Job**.

   Or, select the job to be modified from the **Process Jobs** window in the process queue, right-click and select **Rename Job**.

   The **Rename Process Job** dialog box is displayed.

2. Enter the new name for the job and click **OK**.

**DELETING A JOB**

Caution: If you delete a process format or process job that is scheduled, it will be deleted from the list of scheduled jobs.

To delete an existing job:

1. From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Delete Job**.

   Or, select the job to be modified from the **Process Jobs** window in the process queue, right-click and select **Delete Job**.

   A confirmation message is displayed.

2. Click **OK**. The job is deleted.
Running/Suspending a Job

From the Process Scheduling window, a job can be run immediately or it can be suspended.

1. Open the Process Scheduling window from the OnBase Client by clicking Processing | Scheduler | Schedule Management.
2. Select a job from the Scheduled Items box.
   - To run the job now, click Run Now. The job is run the next time the processing workstation is polled.
   - To suspend the job, click Suspend. To resume a suspended job, click Resume.

An icon is displayed next to each scheduled job in the Scheduled Items box that indicates its status.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>Run Now - Indicates that the user has clicked the Run Now button to cause the job to execute now instead of waiting for its scheduled time to run.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Suspend - Indicates a suspended job. The job will not run until a user selects it and clicks Resume.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Active - Indicates an active scheduled job. An active job may be waiting to run or it may have already run at its scheduled time.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Error - Indicates a job with a configuration error.</td>
</tr>
</tbody>
</table>

3. Click Apply.

A job can also be run immediately from the process format queue or the Process Jobs window.


Or, from a process queue, select Process Job and then select the job to be run in the Process Jobs window. Right-click in the Process Jobs window and select Process Job.

Creating Schedule Templates
**CREATING SCHEDULE TEMPLATES**

A schedule template is used to create a processing schedule. These schedules can be used by multiple scheduled processes without having to be re-configured each time they are used.

**Note:** Any user with the Client and Scheduler product rights can create a schedule template. Once created, a schedule template is available to all users with Client and Scheduler product rights.

To create a schedule template:

1. From the OnBase Client, click **Processing | Scheduler | Schedule Templates**. The **Schedule Templates** window is displayed.

2. Enter a name for the new template and click **Create**.

**Note:** The maximum number of characters that can be used for a name is 80.
3. Configure the appropriate options. See the sub-sections below for more information on using the calendar, **Default Daily Schedule**, and **Selected Day** options under the **Template Configuration** area.

4. Once all Template Configuration options have been set, click **OK**.

To edit an existing template, select it from **Schedule Templates** list and select the **Unlock** check box. Once you have finished modifying it, click **OK**.

**Calendar**

The calendar is used to select the day(s) on which a scheduled process should be run.

**Note:** The calendar is displayed based on your Workstation Regional Settings and the OnBase language DLL that you are using.

To change the view of the calendar, click the calendar heading (in the example above, **Weekly**) to display a menu. Select one of the following options to display a different calendar for configuration:

- **Weekly.** Allows you to configure a process to run on a certain day of the week (i.e., Thursday).

- **Monthly.** Allows you to configure a process to run monthly, on a particular date (i.e., the 1st and 15th of the month).

- **Monthly (Day-Relative).** Allows you to configure a process to run on a relative day of the month (i.e., the first Saturday of the month, the 2nd Wednesday of the month).

- **Annual.** Allows you to configure a process to run on a certain day of the year (i.e., June 30).

- **Full Calendar.** Allows you to configure a process to run on specified days of specified years (e.g., August 10, 2011 and/or July 17, 2012).
To select days that you would like to run a scheduled process, double-click the day on the calendar. The selected day is circled.

![Weekly Calendar]

**Note:** In the example above, two days are selected but **Sunday** is the currently-selected day.

To deselect a day, double-click it.

**Default Daily Schedule**

The **Default Daily Schedule** tab allows you to configure the processing configuration for all days that do not have a **Selected Day** tab configuration.
The drop-down select list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time that you want your job or format to process. If you select **Specific Time**, a **Time** box is displayed. Select the time when you want the job or format to be processed.

**Tip**: Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

### Selected Day

The **Selected Day** tab allows you to specify settings for the selected day that differ from the settings specified in the **Default Daily Schedule** tab. In order for the **Selected Day** tab to be enabled, you must click a day to select it and you must select the **Override default settings** check box.

The drop-down select list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time that you want your job or format to process. If you select **Specific Time**, a **Time** box is displayed. Select the time when you want the job or format to be processed.
**Tip:** Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.
The following are considered to be best practices for OnBase Document Imaging:

**Usage**

It is recommended that the following best practice information be supplied to users who will be scanning and indexing documents via Document Imaging.

**Batch Planning**

It is considered a best practice for the number of documents to be scanned as part of the batch be considered to ensure the size of the scanned batch does not exceed available space in the disk group volume. Once a scan process has begun, OnBase will not promote a disk group volume; if the size of the batch exceeds the available space in the volume, the volume will be larger than expected and may not able to be stored on the disk or sent to other media (i.e., CDs, DVDs).

**System Administration & Maintenance**

The following best practices are concerned with the administration and maintenance of your Document Imaging solution.

- It is considered a best practice to regularly commit batches of documents imported via Document Imaging. The interval between commits should be set to something meaningful (i.e., once per day, once per week, once per month) that falls in line with your business needs.

- It is considered a best practice to monitor the Index in Progress and Incomplete Commit batch status queues to ensure your Document Imaging solution is running smoothly and to identify any potential bottlenecks before they become a problem.
• It is considered a best practice to review scanned documents and assigned Keyword Values on a regular basis to ensure that all documents imported via Document Imaging are meeting scanning and indexing quality standards. How often documents and Keyword Values are reviewed depends on the volume of documents being scanned and indexed and the resources of your organization.

• It is considered a best practice to regularly purge batches of unacceptable documents to avoid bad, or even duplicates, of documents to remain in your OnBase solution.

**CONFIGURATION**

It is recommended that the following best practice information be considered before configuring your Document Imaging solution.

**Disk Groups**

If your Document Imaging solution stores scanned documents in the Disk Group associated with the scan queue until the batch is indexed or committed, it is considered a best practice to use a 1:1:1 ratio for scan stations, scan queues and disk groups. By associating each scan station with its own, unique scan queue and that scan queue with its own, unique disk group, you are ensuring that users will not be locked out of the disk groups to which they are scanning by other users.

**User Groups & Rights**

Users expected to use Document Imaging to scan documents into OnBase must have rights to all Document Types associated with the scan queues to which they have been assigned. If, for security reasons, users cannot be given rights to all Document Types associated with a scan queue to which they have been assigned, then separate scan queues must be created.

**Scan Queue Configuration**

It is recommended that the following information should be considered before you create or modify a scan queue.

**Document Types**

It is considered a best practice to carefully consider the design of your scan queues to ensure each is associated with a specific, limited set of Document Types. In most circumstances, “general” scan queues used as a catch-all for all Document Types should not be created, and System Document Types should not be assigned to scan queues.
**Batch Processing**

It is considered a best practice to set a default Document Type for each scan queue using the **Default Document Type** drop-down to increase the speed and accuracy of indexing.

**Auto-Name**

It is considered a best practice to select the **Auto-Name Batches** batch processing option, especially in high-volume scanning operations, to increase the speed of the scanning/sweeping process.

**Capture**

- It is considered a best practice to select the **Discard Blank Page** setting unless your business needs require that blank pages that are scanned be kept as part of a document.
- It is considered a best practice that the Blank Threshold value be set to **2500** bytes or the size of the largest image file created when ten blank pages are scanned.

**Indexing**

- It is considered a best practice to select the **Keep Keywords** and/or the **Keep Common Keywords** options to allow Keyword Values common to documents in a batch to be carried over from one document to the next to increase the speed and accuracy of indexing.
- It is considered a best practice to select the **Keep Zoom Region** option to keep the Document Viewer's focus on the same section of each image in the batch. This will increase the speed and accuracy of indexing by repeatedly displaying the section of the document the user needs to view for indexing.
- It is considered a best practice to select the **Index Document** radio button in the Numeric Enter Key section to increase the speed of indexing.

**Image Processing**

- When configuring a Separate Document on Blank Pages image process, it is considered a best practice that the **Compressed file size threshold (bytes)** setting be set to 2500 bytes or the size of the largest image file created when ten blank pages are scanned.

**Custom Processing**

It is considered a best practice that custom processing be performing only on dedicated processing workstations, not on user workstations.
Scan Format Configuration

Although scan formats are created in the OnBase Client module, they should be carefully planned and created by a system administrator prior to the Document Imaging solution being put into a production environment.

- It is considered a best practice to scan all documents as bi-tonal (black and white) images, unless your business specifically requires that they be scanned in grayscale or color. Bi-tonal images require far less disk space and will load faster than grayscale or color images.

- It is considered a best practice to always set scanning resolution settings to a squared value (i.e., 100x100, 200x200, 300x300 dpi). It is not recommended that an unsquared value be used for a scanning resolution (i.e., 100x200, 200x300 dpi).

- It is considered a best practice that you take several factors (i.e., disk space requirements, document loading times and the appearance of the image document) into consideration when setting the resolution of your image documents during scanning. As the resolution of an image file increases, the image is displayed more clearly, but the amount of disk space required for that image and the time it takes the document to load increase substantially.

Unless your business specifically requires scanning images at a high resolution, most documents should be scanned at 200 dpi; 300 dpi should be used for image documents that will undergo OCR or bar code processing.

If poor bar code recognition or OCR results are reported at 300 dpi, the resolution of the documents should be increased incrementally until acceptable results are achieved.

- TIFF is the preferred file format for storing images in OnBase. Whenever possible, it is considered a best practice to store image documents as bi-tonal (black and white) TIFF-Group IV files. If you need to store documents as color or grayscale images, it is considered a best practice to store them as JPEG files.

Installation

It is recommended that the following best practice information be considered before implementing a Document Imaging solution.

Licensing

Document Imaging in the OnBase Client

- While Document Imaging may be used with any valid Client license, it is considered a best practice that it be used in conjunction with a Workstation Client license.
When considering a Desktop Document Imaging license, it is considered a best practice to evaluate your expected scanning volume and to select the proper licensing in accordance with your usage needs.

**DOCUMENT IMAGING IN THE UNITY CLIENT**

As of OnBase 11.0.0, Document Imaging for the Unity Client supports only medium-volume scanning. It is recommended that you allocate a Desktop Document Imaging license, not a Production Document Imaging license, for each Unity Client scanning workstation in order to maximize your scanning volume.

**Pre-Installation**

**HARDWARE**

Before registering a workstation for Document Imaging, test your scanner outside of OnBase to ensure that it is functioning and has been installed and configured correctly and to ensure that your OnBase solution has been properly installed and configured.

It is considered a best practice for each Document Imaging workstation to be a dedicated scanning workstation for Document Imaging to ensure the maximum performance of your OnBase solution. Your scanning workstation should not double as a process server (i.e., Workflow server, Scheduling server, etc.).

**SOFTWARE**

If your solution is licensed for either Production Document Imaging (TWAIN) or Production Document Imaging (ISIS), it is considered a best practice to install the Hyland Barcode Recognition for OnBase software, even if your solution does not require bar code processing, so that some additional software tools are installed.

It is considered a best practice to ensure that the Snowbound Imaging DLL used by your system is the same Snowbound Imaging DLL that was distributed with your version and build of OnBase. These DLLS are not always forward or backward-compatible with other versions of OnBase.