

Department of Land & Natural Resources

Bureau of Conveyances Information System

BCIS

ARCHIVERS USERS GUIDE

Kofax Scan Application

Batch Manager

Release

Quality Control

301381

TABLE OF CONTENTS

1 INTRODUCTION.....3

1.1 PURPOSE.....3

1.2 RELATED DOCUMENTS3

2 KOFAX ASCENT CAPTURE SCAN APPLICATION.....4

2.1 OVERVIEW.....4

2.2 BATCH PREPARATION AND BATCH COVER SHEETS.....4

2.3 ABOUT THE SCANNER.....5

2.4 STARTING THE SCAN APPLICATION.....5

2.5 SCANNING A BATCH OF DOCUMENTS.....6

 2.5.1 *Creating a Batch*.....6

 2.5.2 *Editing a Batch*.....7

 2.5.3 *Validating a Batch*.....9

 2.5.4 *Revalidating a Batch*.....10

 2.5.5 *Editing Barcode Values*.....11

 2.5.6 *Closing A Batch*.....13

3 OTHER ASCENT CAPTURE APPLICATIONS.....14

3.1 KOFAX BATCH MANAGER APPLICATION.....14

3.2 KOFAX RELEASE APPLICATION.....15

3.3 KOFAX QUALITY CONTROL APPLICATION (FOR HANDLING EXCEPTIONS).....16

1 Introduction

1.1 Purpose

This document is a guide for users who will be scanning documents as well as users who will be monitoring the Kofax Ascent Capture System.

Kofax Ascent Capture is a product that works with the Scanners to scan documents, read barcodes, validate documents, and then eventually store the documents in Content Manager so that they can be retrieved by BOC personnel.

The two Primary Applications are 'Scan' and 'Release'. Scan is the application used to scan documents into the Kofax database. Documents are not scanned directly into Content Manager, instead they are scanned into the Kofax Ascent Capture database on the \\BOCSV1 Windows 2000 server.

The 'Release' program runs on a server and takes the batches created by the Scan application and stores them to Content Manager. It also updates the WIPSCAN table and writes the stored images to a file server used by the Microfilm application.

Other applications include 'Batch Manager' and 'Quality Control'. Batch manager allows you to see which batches are in the database. Batches with errors from Release go to the Quality Control application.

1.2 Related Documents

The document is located in in \\bocsv1\d\$\BOC Customizations\Documentation\BOC Kofax Scan User Guide.doc

Other Useful Documents to review are:

- Fujitsu 4099D Scanner Users Manual
- Kofax Users Manual

301383

2 Kofax Ascent Capture Scan Application

2.1 Overview

Kofax Ascent Capture is a set of applications that are used to scan, validate, and store images. This section primarily discusses the Scan application.

2.2 Batch Preparation and Batch Cover Sheets

Batch Preparation is the most important step in the scan process. Doing a good job at batch preparation will make the scan process run smoother and will help ensure that all documents and pages are scanned correctly.

During batch preparation the following should be done:

- Remove Staples from Documents
- Place Barcode labels on documents
- Photocopy any poor quality pages

301384

2.3 About the Scanner

The power button is on the front of the scanner.

If the scanner gets an error (paper jam, etc) press the blue cancel button on the front of the scanner to clear the error.

There is a folder called 'Fujitsu 4099 Doc CD' on the desktop of the scan station. This contains various information about the scanner, including video files showing how to open and maintain the scanner. You can double click on the folder to view the contents.

2.4 Starting the Scan Application

Click on the 'Scan' icon on the desktop to start the Scan application. Also note that there is a folder on the desktop of Scan Station A called 'Fujitsu 4099 Doc CD' which is a copy of the documentation CD for the scanner.

301385

2.5 Scanning a Batch of Documents

First, load your paper in the scanner. The first page must have a barcode on it. Pages should be face up with the top of the page away from you.

2.5.1 Creating a Batch

If you haven't done so already, start the Kofax Scan application using the 'SCAN' icon on the desktop. The following window will be displayed. All you need to do is select your initials from the 'Scan Operator' list and press Scan. At that point, it will start scanning paper until it runs out of paper.

Create Batch

General | Totals | Scan

Batch class: BOC Document Priority: 5

Description: BOC Document

Name: 5/22/02 8:07:23 PM

Description:

Pages per document: 0 Documents per batch: 0 Pages per batch: 0

Batch Fields:

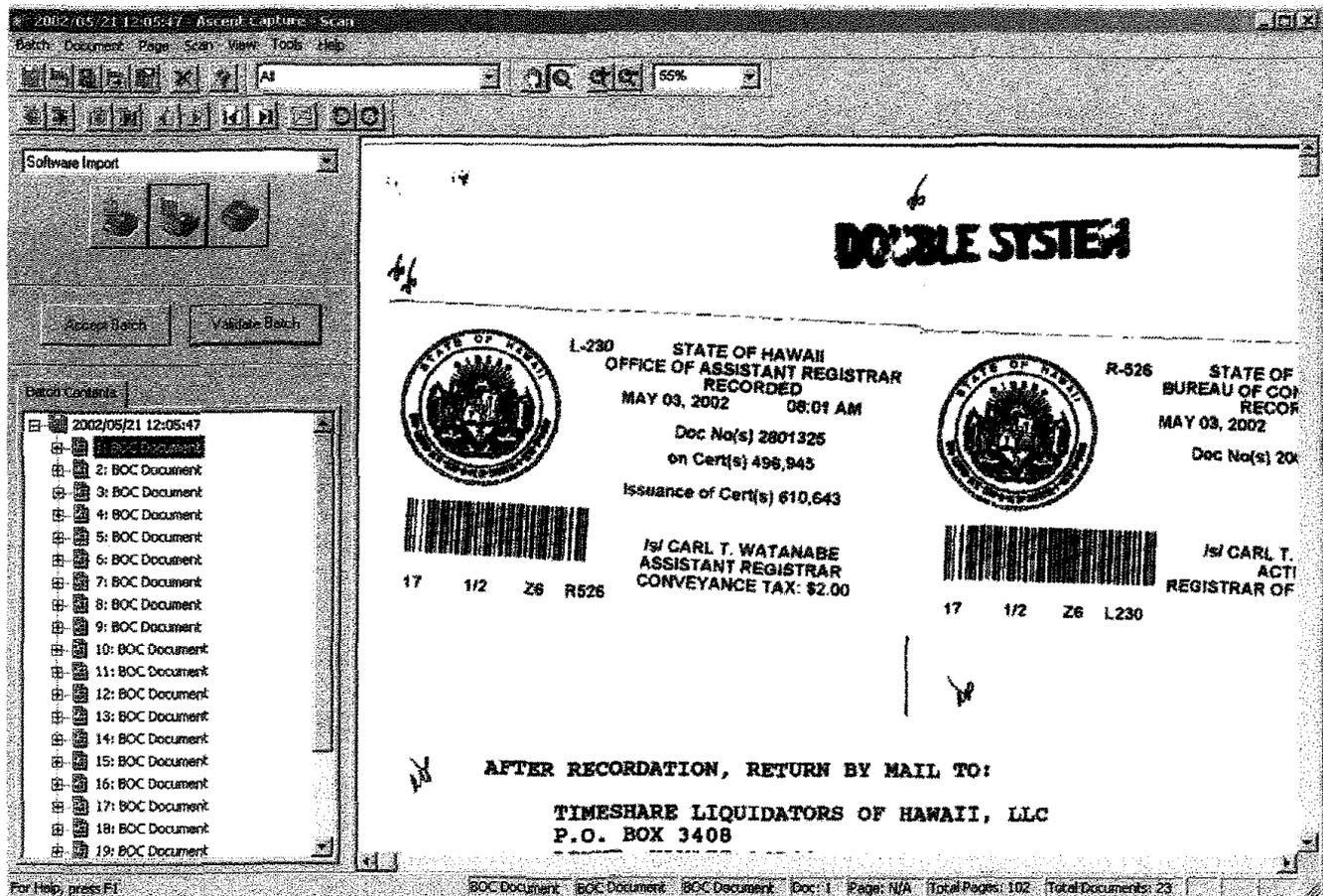
Scan Operator:

Scan OK Cancel Help

301386

2.5.2 Editing a Batch

After you scan the documents, you'll see something similar to this in the main window:



While you are viewing documents you can:

Use the **Page/Replace** menu to rescan a single page and replace the selected page.

Move pages with the mouse

Use the **Page/Split** Document button to force a page in the middle of a document to become the first page of a new document. You should only have to do this if the system does not recognize a barcode. If you find that you have to do this more than a few times a week, let your supervisor know.

You can also select two or more documents and use the '**Document/Combine**' menu to combine multiple documents into a single document containing the pages of all selected documents.

You can delete the entire batch, a document, or a page. There are many other options for the Scan application. Refer to the Kofax documentation for more details.

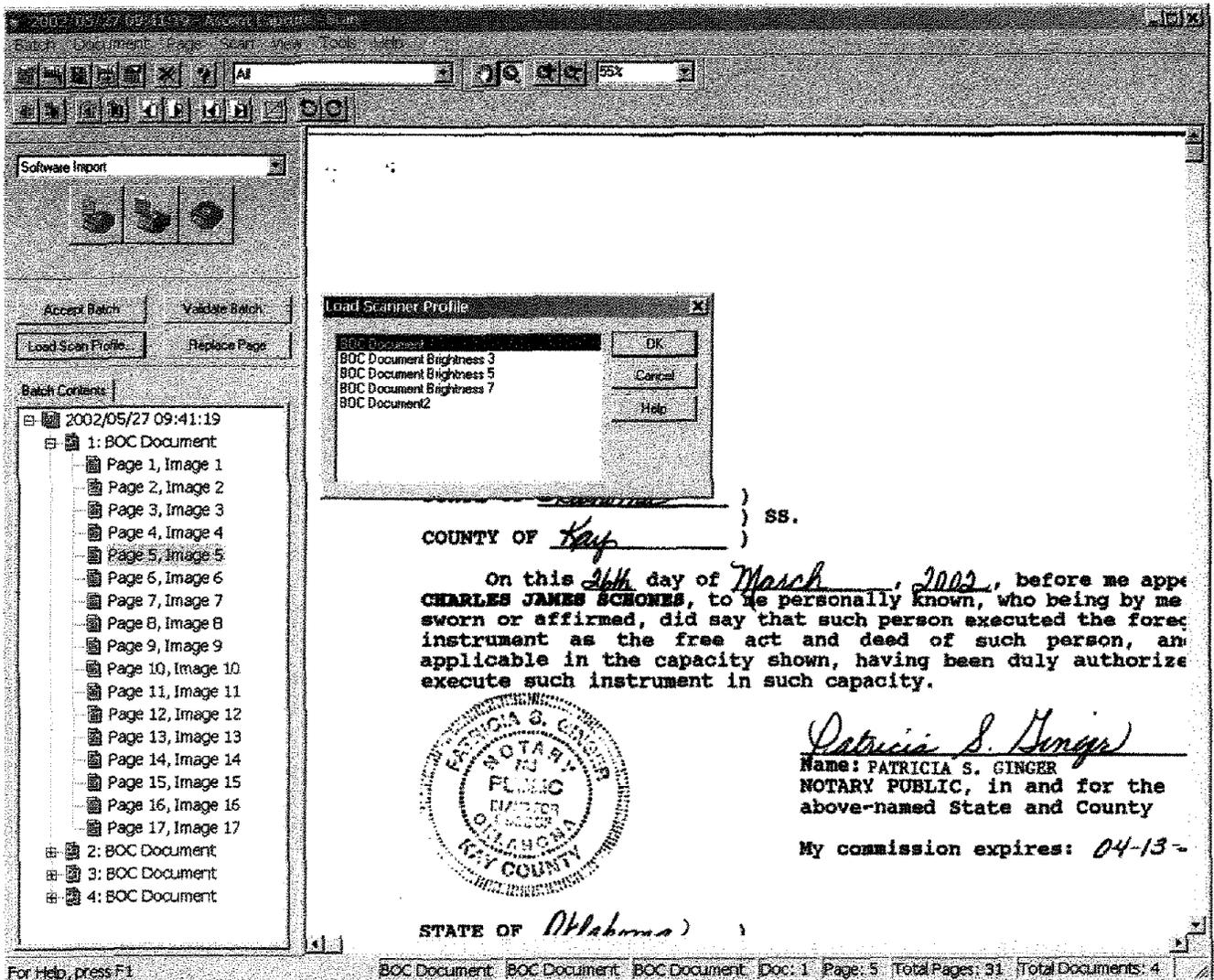
301387

There are two new buttons added to the left window.

Use the **Replace Page** button which executes the menu items Page / Replace, without having to navigate through the menu items. There must be a page selected first, or it will do nothing.

Use the **Load Scan Profile** which just executes the menu items Scan / Profiles, rather than having to run it from the Menu, and the various scanner profiles are displayed for you to pick from. This makes it easy to change the Brightness settings that are already set for the Users.

Note: The default scan profile, BOC Document, will always re-load when a new batch is created.



301388

2.5.3 Validating a Batch

After scanning the document, press the Validate Batch button. This will display a window containing a list of documents, the barcode values, and any validation errors as shown below

The screenshot shows the Archivers software interface. At the top, there is a menu bar (File, Edit, View, Tools, Help) and a toolbar. Below the toolbar is a 'Software Import' section with three icons and two buttons: 'Accept Batch' and 'Validate Batch'. To the right of the toolbar is a document scan area. The scan shows a document with a circular seal of the State of Illinois, the text 'R-1325 STATE OF ILLINOIS BUREAU OF COURT RECORDS MAY 06, 2002 Doc No(s) 201', a barcode, and the text 'w/ CARL T. ACT REGISTRAR OF'. Below the scan area are two radio buttons: 'LAND COURT SYSTEM' and 'REGULAR SYSTEM', with the latter being selected. At the bottom of the main window is a 'Batch Validation' window. This window contains a table with columns: 'Doc', 'LC Doc', 'RS Doc', 'Page Scanned', 'Page Entered', and 'Error Text'. The table lists 15 documents, all of which have an error message: 'Doc [ID] not found in WIPSCAN; Page counts do not match;'. Below the table are three buttons: 'Done', 'Revalidate', and 'Exit Barcode'. On the right side of the screen, there is a vertical sidebar with labels: 'Page', 'R', 'Ap', 'Y', '15', 'EV', 'LA', 'JS', 'y', and '1'.

| Doc | LC Doc | RS Doc | Page Scanned | Page Entered | Error Text |
|-----|-----------|-------------|--------------|--------------|---|
| 1 | L02601325 | | 16 | | Doc L02601325 not found in WIPSCAN; Page counts do not match; |
| 2 | | R2002076002 | 2 | | Doc R2002076002 not found in WIPSCAN; Page counts do not match; |
| 3 | | R2002076702 | 2 | | Doc R2002076702 not found in WIPSCAN; Page counts do not match; |
| 4 | | R2002076704 | 8 | | Doc R2002076704 not found in WIPSCAN; Page counts do not match; |
| 5 | | R2002076731 | 3 | | Doc R2002076731 not found in WIPSCAN; Page counts do not match; |
| 6 | | R2002076733 | 5 | | Doc R2002076733 not found in WIPSCAN; Page counts do not match; |
| 7 | | R2002076735 | 2 | | Doc R2002076735 not found in WIPSCAN; Page counts do not match; |
| 8 | | R2002076736 | 2 | | Doc R2002076736 not found in WIPSCAN; Page counts do not match; |
| 9 | | R2002076742 | 3 | | Doc R2002076742 not found in WIPSCAN; Page counts do not match; |
| 10 | | R2002076743 | 2 | | Doc R2002076743 not found in WIPSCAN; Page counts do not match; |
| 11 | | R2002076744 | 7 | | Doc R2002076744 not found in WIPSCAN; Page counts do not match; |
| 12 | | R2002076749 | 3 | | Doc R2002076749 not found in WIPSCAN; Page counts do not match; |
| 13 | | R2002076753 | 6 | | Doc R2002076753 not found in WIPSCAN; Page counts do not match; |
| 14 | | R2002079220 | 2 | | Doc R2002079220 not found in WIPSCAN; Page counts do not match; |
| 15 | | R2002079656 | 3 | | Doc R2002079656 not found in WIPSCAN; Page counts do not match; |

If you position the Batch Validation window toward the bottom of the screen, as you select different documents in the Batch Validation window the document will automatically be displayed in the scan application, making it easy to validate bar codes.

301389

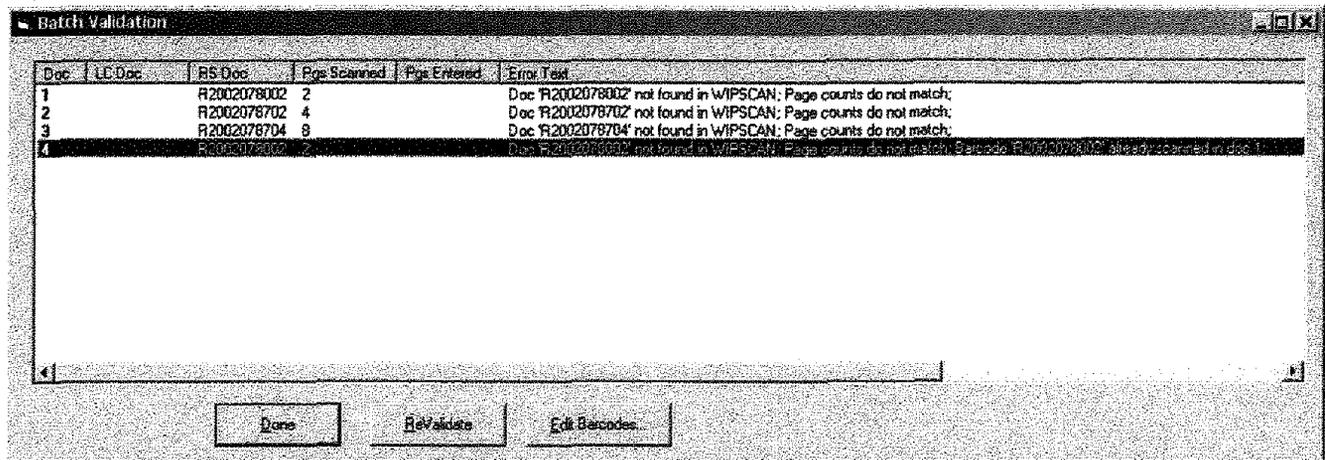
2.5.4 Revalidating a Batch.

The **'ReValidate'** button can be used to revalidate the documents if you change something outside of the Scan application to fix an error. The Scan application will only re-validate the documents if the contents of the batch change. For example, if you add, delete, or move a page or document.

There are some cases where you can make other changes that can fix Batch Validation errors. For example, if the Batch Validation window indicates that the batch was already scanned the problem may simply be that someone forgot to click the Rescan button in BCIS. You can open BCIS, press the Rescan button for the document, and then press the **'ReValidate'** button. The system will then re-validate the documents and that error should go away.

Note: If you press the **'Validate Batch'** button and the Batch Validation window shows up very quickly, that indicates that the Scan application is using the Batch Validation information from the last time it was validated. If the window is filled with the document list more slowly, then it is checking the barcode values and validating them again. Batch Close always re-validates a batch.

Also, there is an error message which indicates if a document is scanned twice within the same batch.



301390

2.5.5 Editing Barcode Values

The 'Edit Barcodes...' button allows you to manually enter barcode values for barcodes that could not be read by the system.



In the example above, document 1 is a Double System document. However, the Scan application only read one of the barcodes and thus gets a validation error. At this point you should first try to rescan the page with the barcode to see if the system can read it. If this does not work, then you can manually enter the barcode value using the 'Edit Barcodes' button on the 'Batch Validation' window.

When the window is displayed, any barcode values that were read will be pre-filled. You can then enter the barcode value that is missing. You can also edit the other barcode value, although this should normally not be required.

301391

When you are done press OK. The window will be closed and all of the documents will be re-validated.

Note: For Double System documents, both bar codes must be entered, and both bar codes will be validated against the Labels file. Consequently, if the document is not Labeled Double System, then only one label is allowed to be entered. This insures that the two labels document image go together in Content Manager.

301392

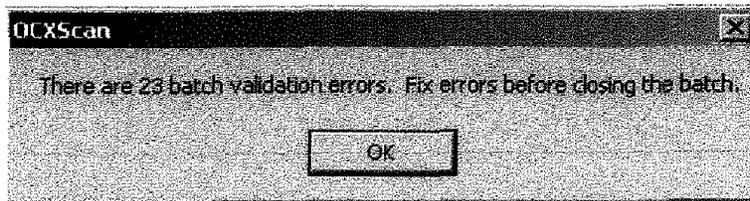
2.5.6 Closing A Batch

You can close a batch by pressing the 'Accept Batch' button on the Scan application, or by selecting the Batch/Close menu.

Before closing a batch all batch validation errors must be fixed.

If there is an error on a document that you can't fix, you will need to remove the paper document from the batch, and delete the document from the Scan application. You can then resolve the problem with the document and rescan it later, in another batch.

Note that Page Count mismatches are warnings and you will be allowed to close the batch if the page counts don't match. All other errors must be fixed before closing the batch. If there are other errors and you try to close the batch, you will get an error like the following:



2.6 Scan Log File

Many events from the Scan application are stored in the Scan log file. There is a file for each scanner located in `\\bocsvr1\e$\BOCFiles\LogFiles` directory. The log file is specified in the environment variable called `BOC_SCAN_LOG_FILENAME` on each Scan station. To check the value go to Control Panel / System /

301393

3 Other Ascent Capture Applications

3.1 Kofax Batch Manager Application

The Kofax Batch Manager application shows you a list of all batches that are in the Kofax database.

The window normally updates every minute, as long as it is the 'active' window with focus. If it does not look up to date, click the mouse on the window and select the View/Refresh button to get the latest list of batches.

It is normal to see one batch in the 'Scan' queue for each scanner. There may also be 3 or fewer batches in the 'Release' queue. In the example below, there is a batch in the 'Quality Control' queue which means that an error occurred in Release.

If you see extra batches in the 'Scan' queue they may be 'suspended' batches. You'll need to have a Scan operator open the batch and close it.

If you see more than a few batches in the 'Release' queue it could mean that the Release program on the server was not started or got an unexpected error.

If you see batches in the Quality Control queue, a user needs to open the batches, look at the errors, fix the errors, 'unreject' the documents, and close the batch. When the batch is closed, it will go back to the Release queue to be stored.

Since the batch is validated in Scan, Release should get errors only rarely or in case of server problems.

The screenshot shows a window titled "Ascent Capture - Batch Manager" with a toolbar and a table of batch information. The table has columns for Date, Document Type, Date, Queue, Status, Operator, and Count.

| Date | Document Type | Date | Queue | Status | Operator | Count |
|---------------------|---------------|---------|-----------------|-------------|----------|-------|
| 2002/05/20 14:44:31 | BOC Document | 5/20/02 | Quality Control | Error | KOFAX | 5 |
| 2002/05/18 14:43:57 | BOC Document | 5/18/02 | Scan | In Progress | A | 0 |
| 2002/05/21 09:22:57 | BOC Document | 5/21/02 | Scan | In Progress | A | 0 |

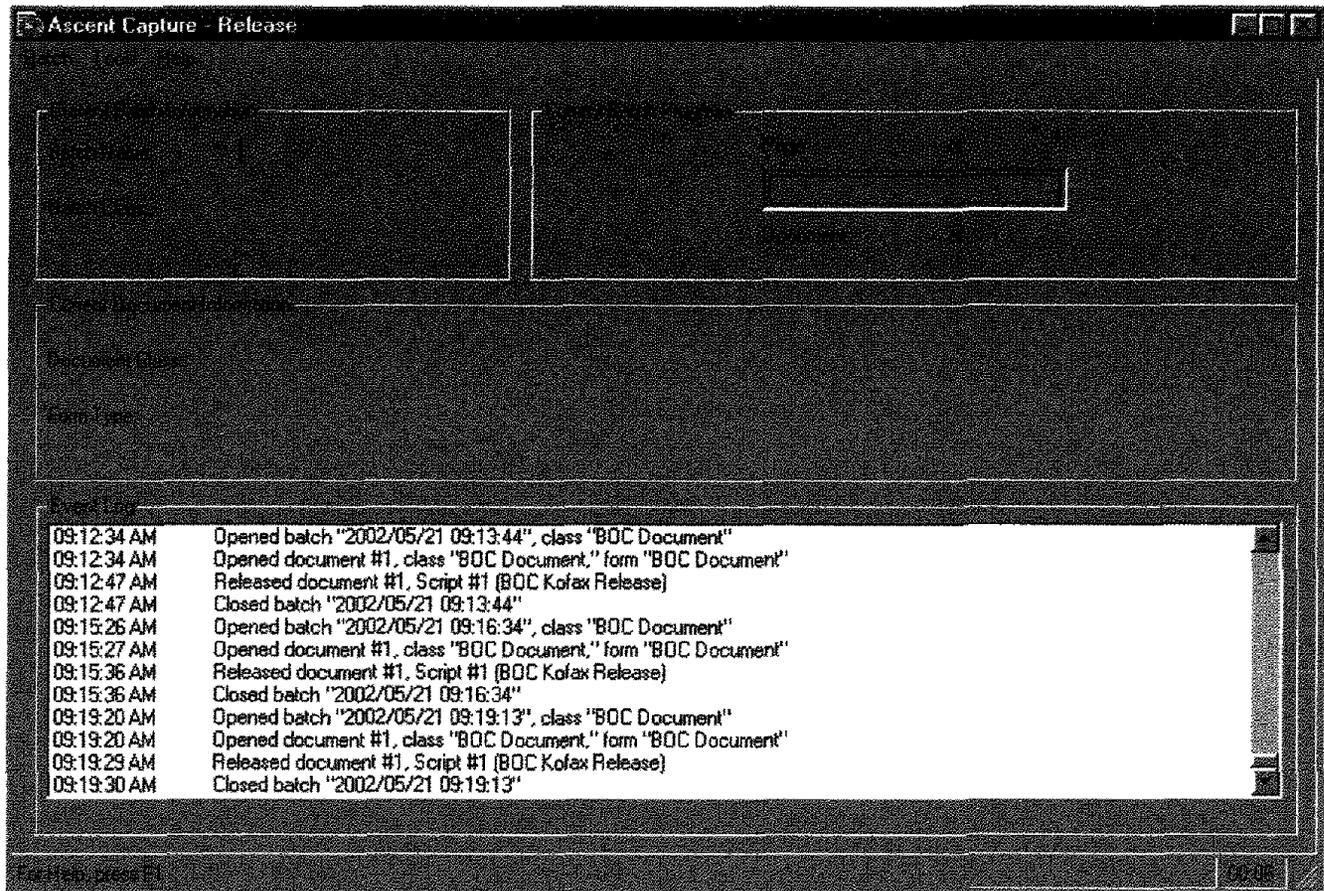
Note: There are only three workstations that can Process a Quality Control Error batch, Scan A, Scan B and KOFAX, the Release Server workstation

301394

3.2 Kofax Release Application

The Release Module runs on a Server and stores the document into Content Manager. It looks for new batches that have been closed by the scan application and 'releases' them (stores the to Content Manager). After they are stored to Content Manager, the batches are deleted from the Kofax database.

It may run as a Windows NT/2000 service with no user interface, or it can be run on the desktop. It looks like this:



The Release application does several things:

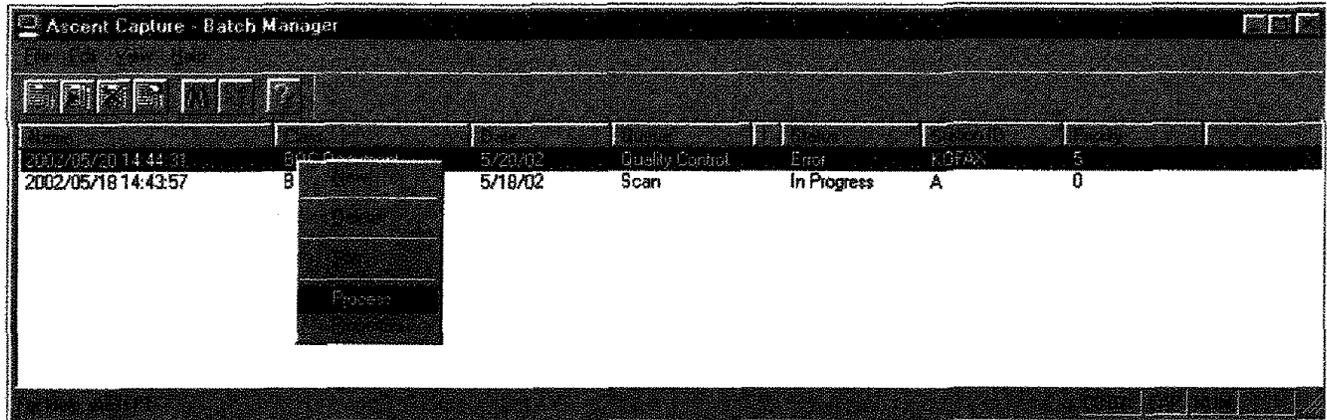
- 1) It validates all barcodes against the WIPSCAN table.
- 2) It stores the document to Content Manager.
- 3) It updates the Microfilm directories and rotates the image before copying it to the microfilm directory. It also determines whether or not a document is a Microfilm replacement document or not.

If Release gets an error, the batch is moved to the Quality Control Application which is described in the next section.

301395

3.3 Kofax Quality Control Application (for Handling Exceptions)

The Quality Control application is used to process documents that got errors in Release. You can open a document in Quality Control from Batch Manager by selecting the menu item below.

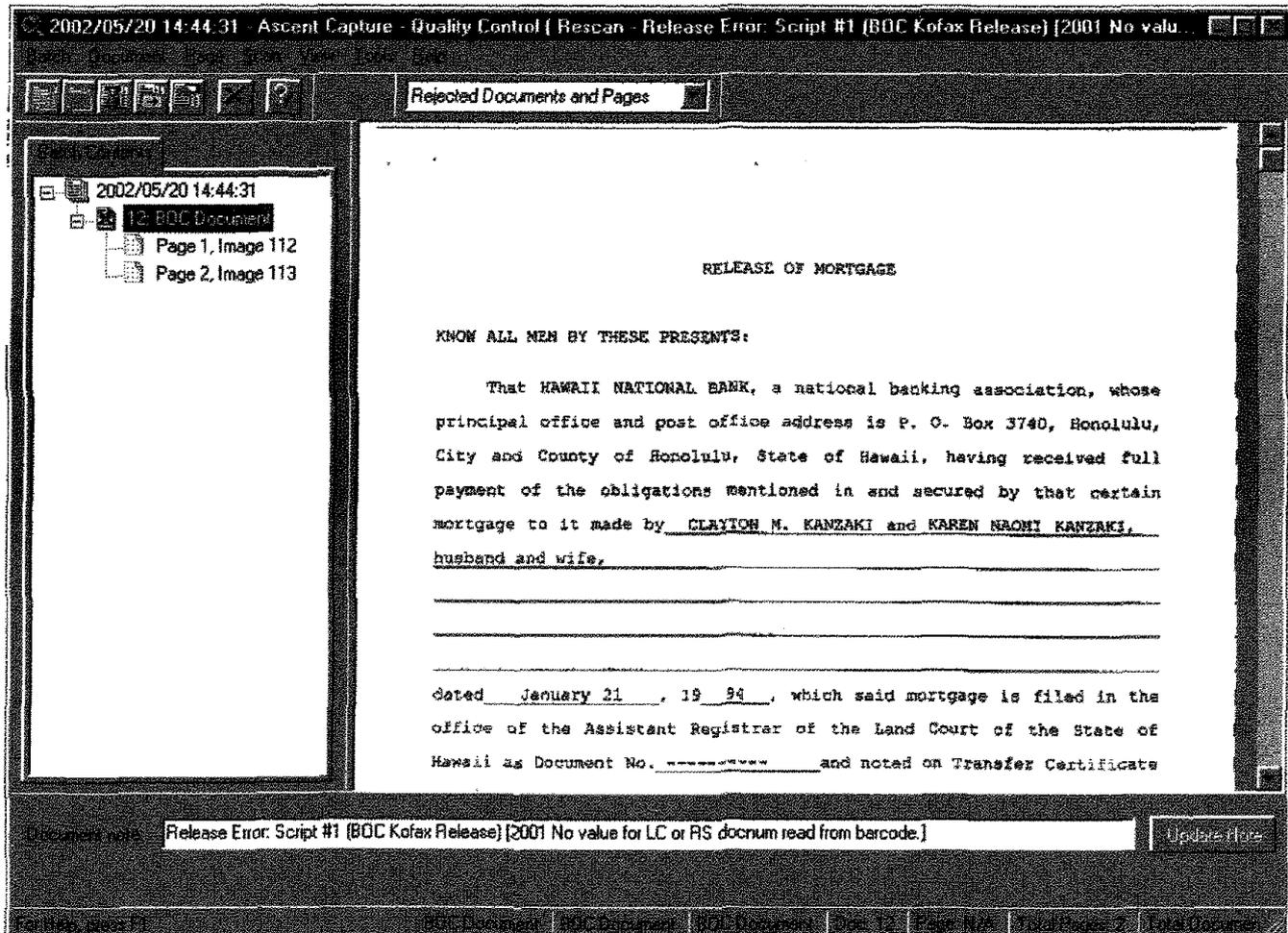


When you select the 'Process' menu it will open the batch in Quality Control.

If there are a large number of batches in Quality Control, it is faster to start the Quality Control application and process the batches from there because the Quality Control application doesn't have to be restarted for each batch that way.

301396

The Quality Control application looks like this:



The error text is displayed in the 'Document note' at the bottom of the screen. In this case, the release failed because there was no document number. It appears that this is the last two pages of another document.

Normally, you wouldn't see this type of error because the Scan application wouldn't allow it to be closed and go to the Release module.

If there were a system problem, you may get batches in QC. In that case, fix the system problem and simply select all docs in the batch and use the 'Document/Unreject' menu to un-reject the documents. Then, close the batch and the batch will go back to the Release module to be stored.

301397