1. Introduction

Capsure Enterprise is a suite of programs enabling the capture, index, management and/or export of a variety of original documentation.

Capsure Enterprise comprises of three main modules:
- ➢ Capsure Manager
- ➢ Capsure Application
  - o View
  - o Scan
  - o Import
  - o Scan QA
  - o Index
  - o Index QA
- ➢ Export

Capsure Manager allows the user to create and configure:
- Security (access)
- Project groups
- Projects
- Index Criteria
- Exports

Ensure that all the software and

any purchased licenses are installed correctly, (See Installation Guide).

During the license installation the user will be prompted to set the Administrator's password, initially set to nothing. This login and password must be used when first configuring projects within Capsure Manager.

Capsure Manager controls the configuration and set up for projects used within the full suite of programs (see fig. 1.1)

Menu option < File > Log Off will allow the user to log off and a new user to log on without the necessity of closing Manager.

Menu option <Tools> ... gives the ability to run any of the Capsure software modules without leaving the Manager environment and will leave Manager running.
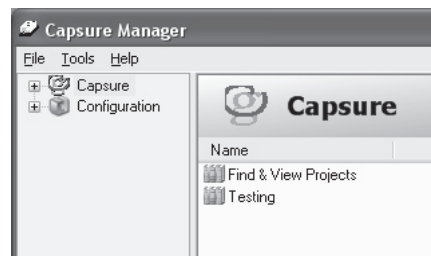

fig. 1.1 Initial Screen

2. Initial Setup

Login to Capsure Manager using the Administrator password to configure the software suite

2.1 Tools > Options

Options (Tools > Options - fig 2.1.1). The Options window iwill configure the basic setup for the Capsure Suite and is divided into four tabs.
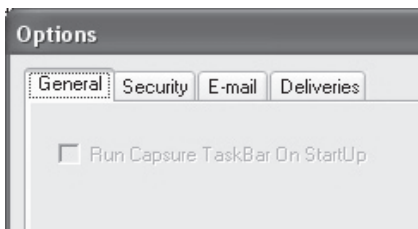
2.1.1 General

Not currently implemented (fig 2.1.1)

fig. 2.1.1 Tools > Options > General

2.1.2 Security

This will apply to all projects.
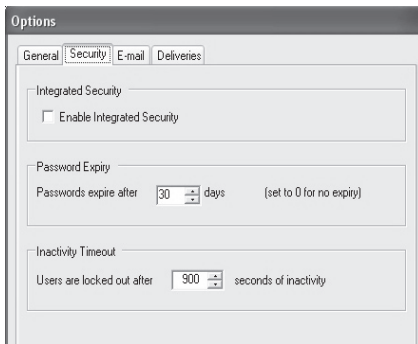
2.1.2.1 Integrated security

Setting the Integrated security option (see fig. 2.1.2) will set the user automatically to the MS Windows login.

NB: Security login should be set on a user by user basis if the station is be used by more than one user.

2.1.2.2 Password expiry

Unless a user is set with 'Password never expires' (section 3.2.1.1.1), the user will be required to reset their password every period set here.

fig. 2.1.2 Tools > Options > Security

fig. 2.1.3 Tools > Options > Email

fig. 2.1.4 Tools > Options > Deliveries

fig. 2.1.5 Delivery Listing

2.1.2.3 Inactivity Timeout

Each application will log out after a set period of inactivity. That period can be set (in seconds) here.

The default is 900 seconds (15 minutes).   This time-out will not be instigated during scanning, import-ing or exporting until the taask is completed.

2.1.3 Email

This tab (see fig. 2.1.3) is used to set up all default email settings including warnings and reminders.

Enter the required details select-ing the 'Use Outlook...' box if MS Outlook is to be the default option for email.

A test email can be sent to ensure that all the settings are correct.

2.1.4 Deliveries

This setup will act as the default style for all projects and is set on start up with the delivery name (see fig. 2.1.4). This default (see fig 2.1.5) would list deliveries as:
   - Delivery 1
   - Delivery 2 etc.

It can be set up to include any required information i.e. Date.

E.g. Delivery #Number# #Date#

NB This can be reset on a project basis using the Deliveries tab within Project configureation (see sect 6.2)
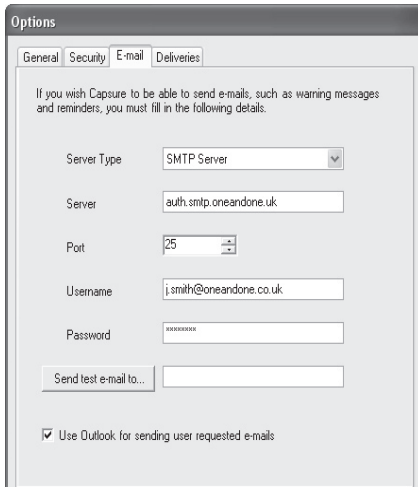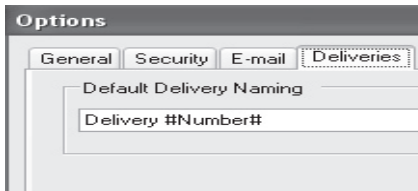
3
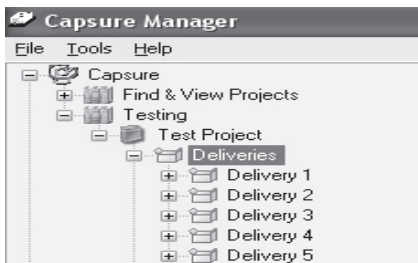
3 Configuration settings

This creates the environment within which Capsure will run(see fig 3):

3.1 Image Stores

fig. 3 Configuration options

An image store (see fig 3.1) must be created before any projects can be configured.

The capture process requires a specific area to store documents. There can be more than one image store, i.e. one for each project, or all images can be stored in the same location.

Name - is the title of the image store (e.g. *Project name* or *New Image Store)*

NB: It is good practice to use a meaningful or logical name.

Location - can either be local or any Shared drive on the network previously   created.

Server - Enter the Server name (can be found by viewing the Properties of My Computer on the required machine). The example shown here is server name = Image Server.

Share - Identify the Share by entering a previously created share name (the example shows the
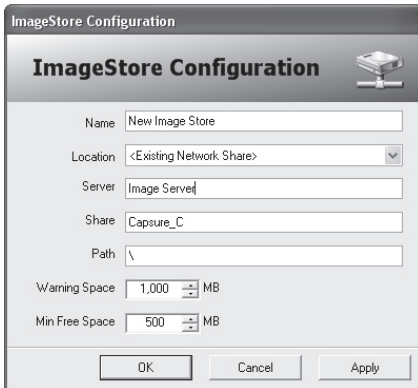

fig. 3.1 Image Store Settings

4

share name = Capsure_C)

Path - is the share at which the images will be stored. In the example, the path is set to \ (the share level).

NB – the images can be stored below the share level, in which case the path should be set to \sharename.

The example shows that the images will be stored on the Server called 'Image Server' on the network share 'Capsure_C' with no sub directory . (*server\share*)

Warning space - is a user definable point at which a warning message will be sent to the Administrator to notify that more storage will shortly be required

Min. Free Space - is a user definable point at which a warning message will be sent to the Administrator prompting for further storage space as no further images can be added at the current time.
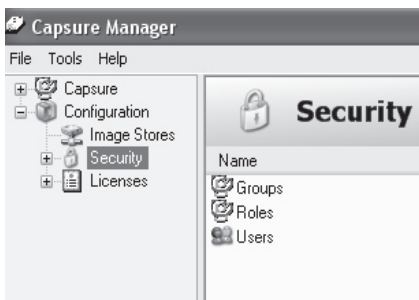
3.2 Security

This will allow the setting up of Users, Roles and Groups (see fig 3.2). There are over many individual security settings that can be set against either a user or a role.

These are divided into sections to simplify the selection of the correct setting . (see fig 3.2.0)

fig. 3.2 Security Options

fig. 3.2.0 Security Options

fig. 3.2.1 User configuration

Each section maybe be selected as a whole or selected as individual options.

3.2.1 Users

Users are the individual operators who will be working within Capsure / Find and View. These users can be allowed access to any or all of the options within Capsure / Find and View using the settings available within the Permissions tab.

Select Users and New User from the context menu. (see fig 3.2.2).

3.2.1.1 Details tab

The details required will define how the user accesses the software and what information is saved against the user name

A user can be either a Capsure User (i.e. more than one user can work on the same workstation) or a Windows User where the user is set to the Windows login.

The Username will appear on the login screen

The Users real name is used for administration purposes

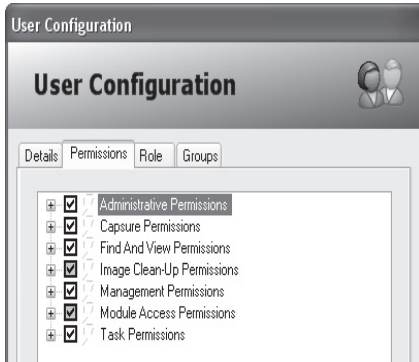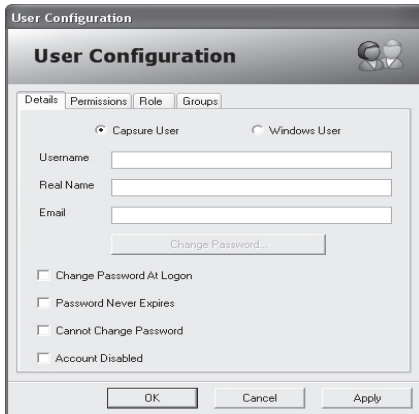The email address enables the user to send email from within the software.

6

3.2.1.1.1 Password settings

Once all settings are entered and accepted, the current user will be prompted to set the password for this new user.

Unless 'Password Never Expires' is set the password will expire according to the setup within <Tools><Options>Password Expiry (see section 2.1.2.2)

Permissions - can be set one by one for each individual user or by role. Setting up Roles ensures that all operators doing a similar task have the same permissions.(see section 4 - Security Permissions)

NB: using roles will allow changes to be made without the need to address every user.

Role - Open the tab and select the required Role. A user may be assigned more than one role.

Group - A user may be assigned a Group as well as a Role. This will limit the user access to Projects as well as tasks and operations. Open the tab and select the required Group. (See section 4 - Creating Projects)

3.2.2 Roles

'Roles' allow the administrator to configure the same permissions for users assigned identical tasks. There are a series of predefined roles i.e. a scanner operator which
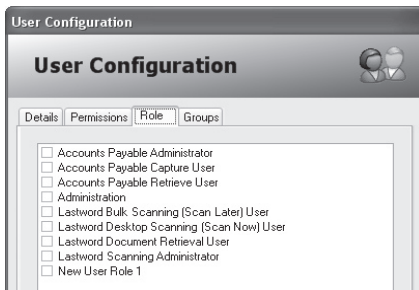

fig. 3.2.2 User Roles selection

7

gives access to the right permissions to scan but does not allow the user to handle any other task.

To create a Role, select New User Role from the context menu.

Use a logical name for the role i.e. Supervisor, and select Edit User Role from the context menu. Add the required permissions (see fig. 3.2.2) and click OK.

Any number of Roles can be created and edited at any time by the administrator or an authorised user.

3.2.3 Groups

Groups (see fig.3.2.3) are used to ensure that only selected users are allowed to access and work on specific projects. (see section 7 - Working with Projects)
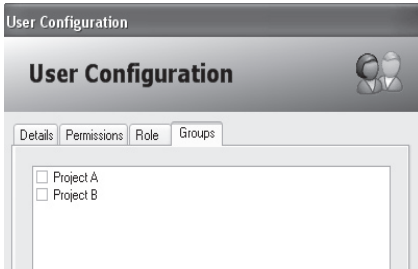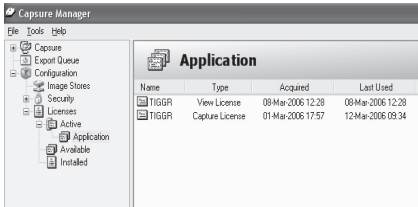
3.3 Licenses

All Capsure software is controlled by license. Selecting 'Licenses' will itemise what licenses are available, in use and on which workstations. (see fig 3.3)

fig. 3.2.3 Group selection

fig. 3.3 Licenses

8

4 Security Permissions

Security Permissions enable the administrator to set permitted activities for each User or Role.

This can be used to ensure that no untrained or unauthorised user can access anything for which they have not been trained or do not have security permission for.

4.1 Administration

These permissions are generally assigned to the Capsure Administrator i.e. setting up new users, roles and groups.

4.1.1 Administrator

The user is classed as an administrator allowing the performance of any task or action, and access to any information within Capsure overiding all other restrictions.

4.1.2 Archiving/UnArchiving

Removes the Deliveries, Consignments or Batches from the Capsure view and is used when the specified group is no longer required to be accessed (i.e. must be kept on the system but has been completed and exported).

The item within Capsure Manager is displayed in Grey. UnArchiving reverses this.

4.1.3 Break Locks

Will regain access to a Batch that was illegally closed by a user (i.e. the PC crashed whilst the batch was open).

4.1.4 Change Any Document Owner

Document owners within Find & View default to the scanner operator but may be changed at any time with this permission.

4.1.4 Create/Delete/Edit Image Stores

Projects may be set to all use the same store or individual stores. These can be created or edited but only deleted if not in use .

This directly affects where each project will store its images. It is therefore recommended that only the administrator is assigned this permission.

4.1.6 Create/Delete/Edit User Groups

Rather than assign users to individual projects, Groups can be created and users added to the groups. These groups can then be given access to set projects.

4.1.7 Create/Delete/Edit User Roles

Rather than assign permissions to individual users, generic roles can be created and the users assigned the Role.

Permission may be individually added to a user in addition to the assigned Role.

4.1.8 Create/Delete/Edit Users

Users should be individuals and not generic to ensure that full security is maintained and untrained users cannot access the wrong tasks or projects.

A full audit trail is logged by user.

4.1.9 Delete Any Document

This task is specific to Find and View and will allow the assigned user to over-ride any preset security assigned to a document.

It is recommended that only one user (supervisor) has this permission.

4.1.10 Edit Barcodes

This will allow the assigned user to scan and set up how bar-coded sheets should be interpreted. This applies to Find and View projects.

4.1.11 Manage Licenses

Managing licenses should only be assigned to the Administrator and will allow licenses to be added or re-assigned.

4.1.12 Modify Security

This gives permission to change security and access for any item (projects, deliveries etc.) the user has access to.

4.2 Basic Permissions

These are permissions common to both Capsure and Find and View.

4.2.1 Assess Images

Allows the user to categorise images as Good (accurate copy of the original), Bad (best scan of a poor original), Rescan or Delete.

This permission could be used during operator training to limit an operator to cleaning up the images but not do any assessment and would allow a trained operator to quickly evaluate their work.

4.2.2 Create Record

Allows the user to create new records in a document or batch. Required for both Scanning and Scan QA

4.2.3 Delete Record

Allows the user to delete records from batches and documents.

This is not the same as marking a record for deletion within Capsure Enterprise (see permission 4.2.7)

4.2.4 Edit Record

Allows the user to edit record information such as assessment outside of the Scan QA software.

4.2.5 Edit Images

Allows the user to edit the image by rescanning or replacing existing images.

Image clean-up capability is not affected by this permission.

4.2.6 Edit Index Data

Allows the user to edit the data outside of indexing (i.e. within Manager) and does not affect the user's ability to index.

4.2.7 Mark as Delete

Allows an indexer to re-assess a record as 'to be deleted' within the indexing module.

If the user is already permitted to assess images for scan QA then this permission is not required.

4.3 Capsure Permissions

These are permissions specific to Capsure and not applicable to Find and View.

Processing within Capsure is based around Deliveries, Consignments and Batches.

Batches may be a grouped set of documents (i.e. file folder).

Consignments may be a linked set of files (i.e. sales invoices).

Deliveries may be a specific physical storage area (i.e. filing cabinet or box).

4.3.1 Create/Delete/Edit Batches/Consignments/ Deliveries

Handling of Deliveries, Consignments and Batches can be restricted by user or role.

4.3.2 Fast Tracking

Deliveries, Consignments and Batches are presented to the operators of each task in order of creation.

Where necessary, specific tasks may be marked for immediate processing effectively giving the item the highest priority.

4.4 Find and View Permissions

These permissions are specific to Find and View and not applicable to Capsure.

Processing within Find and View is based around Documents (referred to via one set of index criteria).

4.4.1 Create/Delete/Edit Documents

This permission restricts the creation and/or changes to documents to qualified/authorised users ensuring the integrity of the document.

4.4.2 Create/Edit Email Profiles

Email profiles are used in Find & View Retrieve to pre-configure information to be sent when emailing, i.e. 'Send to' Address, Message, Subject etc.

4.4.3 Delete/Edit Live Documents

All documents are live unless Find & View's workflow is set to enforce a review cycle.

Once documents are Live they can be accessed by all authorised users but only changed by users with this permission.

4.4.4 Delete/Edit Review Documents

If the workflow is set to enforce a review cycle, changes to documents can be restricted the designated 'Reviewer'.

4.4.5 Offlining Documents

Allows the user to set a live Find & View document as off-line (not available for view).

4.4.6 Reproduce Documents

Allows the user to send documents via email or save to an external (outside Find & View) storage area.

4.4.7 Request Document Review

Allows resetting documents to Review status.

4.4.8 Review Documents

Enforces a review check before being released as Live.

4.4.9 Transfer Batches to Capsure

Batches exported to Find & View from Capsure are no longer available for editing within Capsure. This will allow the reversal of the export and allow the batches to be edited within Capsure.

4.5 Image Clean-up Permissions

These are permissions control what aspects of image clean up can be handled by an operator

4.5.1 AutoContrast Image

The image is held as grey scale until 'Accepted' allowing AutoContrast to be used to adjust the quality of the image without rescanning.

4.5.2 Crop Image

Allows the trimming of ragged or irregular borders by drawing a box around the section required to be retained.

4.5.3 Deskew Image

Allows skewed images to be corrected automatically if the software is able to define the borders of the image or manually by over-drawing a line on the image that is should be horizontal / vertical.

4.5.4 Despeckle Image

Allows the removal of smaller dots or clusters that should not be on the image.

4.5.5 Dilate Image

Allows the enhancement of a line or text that has become broken (dot matrix printing etc.)

4.5.6 Flip Image

Allows the mirroring of an image around a vertical line.

4.5.7 Mirror Image

Allows the mirroring of an image about an horizontal line.

4.5.8 Negate Image

Permits the user to reverse polarity within the image, i.e. black becomes white and white becomes black.

4.5.9 Rotate Image

Allows the rotation of an image by 90 or 180 degrees left or right.

4.5.10 Sharpen Image

Allows the user to adjust colour images and enhance the definition between colours.

4.6 Management Permissions

These permissions should be restricted to the project leader or manager as they set the criteria used for each project.

4.6.1 Access Configuration

Ensures that configuration settings (i.e. image storage area and licence management) cannot be accessed and/or changed by unauthorised users

4.6.2 Access Reporting

Gives access to the reporting modules, both Designer and Viewer

4.6.3 Access Security

Ensures that only authorised users can set operator security.

4.6.4 Add/Remove List Items

Allows list fields to be added to or deleted from during indexing.

4.6.5 Approve Spelling Queries

Gives the user the ability to accept or reject queried spelling (marked during indexing if a field is set for Spell check - see sect.7.1.2.1.6).

Accepted words are added to the designated custom dictionary.

14

4.6.6 Create/Delete Custom Dictionaries

Allows the user to create/delete a custom dictionary specific to a Project or Project group enabling words to be added that are not in the general dictionary of choice (i.e English(UK)).

4.6.7 Configure Export Checks

Allows the user to create, edit and remove Export checks (i.e. check all images have been QA'd)

4.6.8 Create Custom Strings

Allows the user to create custom strings, primarily used within the export set up.

4.6.9 Create/Delete/Edit Exports

Export settings can be adjusted at any time by authorised users only but will affect all exports from that time on.

4.6.10 Create/Delete/Edit Fields

Allows the operator to change field specifications and will affect the entry and exporting of the specific project.

4.6.11 Create/Delete/Edit Forms

Affects the setting up of forms recognition fields.

4.6.12 Create/Edit Paper Types

Allows the Creation or editing of Paper types used within Report Designer (see section   )

4.6.13 Create/Delete/Edit Project Groups

Allose Project Groups (see section 5) to be created,edited or deleted,

4.6.14 Create/Delete/Edit Projects

Allows the user to create or edit projects (see section 6) but will only allow the deletion of 'empty' projects i.e. projects containing no data

4.6.15 Create/Edit Reports

Allows the user to created and edit reports (i.e. Progress reports by user or task), see section.

4.6.16 Delete Any...

Will allow the user to delete batches, fields, projects even if not designated the project owner.

4.7 Module Access Permissions

Allowing access to specific modules can be used to ensure that operators can only access modules on which they have been trained.

4.7.1 Run Capsure Enterprise

Controls whether the user can open the Capsure module even though task permission may be set.

4.7.2 Run Export

Allows the specified user to send completed work for export (ready for user access or to upload to a further application).

4.7.3 Run Capsure Manager

Controls the ability of the user to open the Capsure Manager module even where other permission have been set..

4.7.4 Run Find and View Capture

Controls the ability of the user to access the Find and View Capture module.

4.7.5 Run Find and View Office

Controls the ability of the user to access to the Find and View Office module.

4.7.6 Run Find and View Office Config

Controls the ability of the user to access the Office configuratiion module, an administrative tool for setting users, image stores and emails settings within Find and View Office.

4.7.7 Run Find and View Retrieval

Controls the ability of the user to access the Find and View Retrieval module for the viewing and searching of documents held in Find and View.

4.7.8 Run Report Creator

Allows the user to access Report Designer to create specific reports (i.e. progress of work etc)

4.7.9 Run Report Viewer

Allows the user to access the viewer and therefore print out required paperwork, labels or reports.

16

4.8 Task Permissions

This limits the user to specific tasks and can be used to ensure that only trained and authorised operators handle each task.

4.8.1 Export Validation

Allows the user to initiate an export validation i.e. check that all the images and records are ready for export.

This permission alone will not allow the user to export data.

4.8.2 Exporting

Allows the user to start the export process for Capsure

4.8.3 Find and View Exports

Allows the user to set up exports specific to Find and View

4.8.4 Import Images

Allows previously created images to be imported. These can be any image format or even MS Word, Excel or PowerPoint.

4.8.5 Index QA

Allows the user to do second level indexing i.e. enter data again for comparison to a previous index entry thus enhancing the accuracy of data capture.

4.8.6 Indexing

Allows the user to enter the index data required.

4.8.7 Queue/Remove Export Jobs

Allows the user to set up and/or remove jobs from a queue awaiting export

4.8.8 Rescan QA

Allows the user to rescan images during QA. This can be set to off even though the user is allowed to Scan QA

4.8.9 Scan QA

Allows the user to assess and edit each image previously scanned or imported but does not allow the user to rescan without setting the Rescan QA (4.8.8).

4.8.10 Scanning

Allows the user to capture images via a scanner.

4.8.11 Standard Exports

Allows the user to access and initiate standard exports.

5 Project Groups

A Project Group denotes a source of documentation.

Example A - if capture is being handled within a bureau environment then a Project Group could be set as a company requiring a variety of documents captured.

Example B - if the capture is being handled within a company then a Project Group could be set as a department requiring several document types to be captured.

No permissions or rules can be applied to groups and is therefore simply used as a means of associating projects.
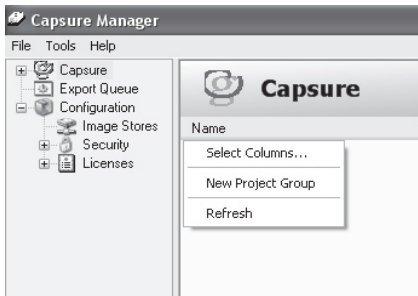
5.1 Select Columns

fig. 5.1 Create Project Group

Using the Select Columns will allow the display of additional information i.e. columns displaying Creation and Modified date.

5.2 New Project Group

Permission 4.6.13

Select Capture on the LH pane and open the context menu in the RH pane. (see fig 5.1)

From the context menu select <New Project Group> and enter a logical name (i.e. the company or department name)

5.3 Rename Project Group

Permission 4.6.13

Select a previously created Project Group and select 'Rename Project Group' from the context menu. The Project Group can now be renamed.

5.4 Remove Project Group

Permission 4.6.13

Selecting a previously created Project Group and opening the context menu will allow the Project Group to be removed, but only if the Project Group contains no images or documents.

These would have to be removed prior to removing the group. A warning message is displayed if live projects exist within the Group.

6 Projects

Projects denote documents with identical index criteria.

E.g. Company XYZ could be requiring two sets of documentation for capture
1. Contracts requiring details of Name, Address, Contract No. etc.
2. Sales Invoices requiring details of Name, Address, Invoice Number, Due date, Value etc.

Individual projects would need to be created; i.e. Contracts and Invoices.
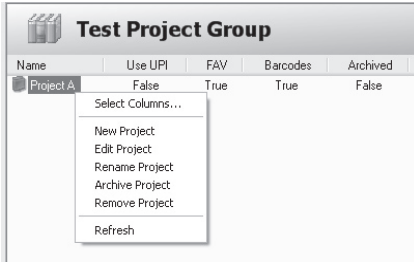
fig. 6.1.3 Project context menu

6.1 Options via context menu

A variety of options can be selected from the context menu (see fig. 6.1.1).
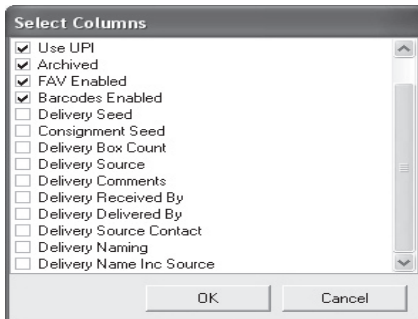
6.1.1 Select Columns

fig. 6.1.1 Project display columns

Using the Select Columns it is possible to display additional information i.e. Creation and Modified date (see fig. 6.1.2)

6.1.2 New Project

Permission 4.6.14

Select the correct Project Group and <New Project> from the context menu (see fig. 6.1.3). The Project Configuration screen will appear. See section 6.2

fig. 6.1.2 Create Project

20

6.1.3 Edit Project

Permission 4.6.14

Selecting Edit will display the existing Project configuration and allow changes to be made by an authorised user.

6.1.4 Renaming Project

Permission 4.6.14

Will allow a project to be renamed by an authorised user.

6.1.5 Archive Project

Permission 4.1.2

Projects can be Archived when they are no longer required to be accessed but need to be kept accessible until signed off.
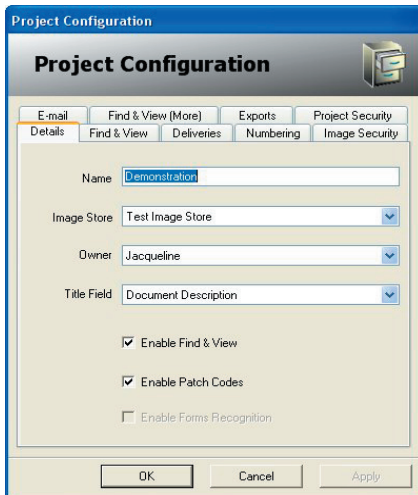
6.2 New Project

Selecting New project from the context menu will display the Project Configuration window (see fig. 6.2.0).

This allows the copnfiguration of all the setup unique to the project

6.2.1 Details Tab

The Details Tab (see fig. 6.2.0) allows the setting of the general data for a project.

fig. 6.2.0 Project confiuration

6.2.1.1 Project name

Set the project name as something relevant or logical, i.e. All contracts to be indexed with the same fields. could be handled in a project called Contracts.

6.2.1.2 Image Store

Select the image storage area from the drop down list box containing all previously created image stores.

6.2.1.3 Owner

Individual projects are owned by the user logged on at the time of creation as default but can be set to any user. Select the required user from the drop-down list box.

The Project Owner can edit details of that project even if they haven't been assigned the specific permission required.

6.2.1.4 Title Field

The title field is the indexed field data to be displayed in the Record Browser screen alongside the Document and page numbers.

The title field is selected from the list box containing all the index fields. This must therefore left blank initially.

Once the index fields have been created, 'Edit' the project and select the required field. If no field is selected, this column in the Record Browser will remain empty.

☐ Enable Find & View

☑ Enable Patch Codes

☐ Enable Forms Recognition

fig. 6.2.1 Project confiuration - details options

22
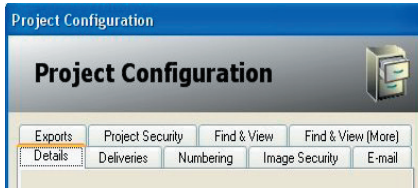
fig. 6.2.1.5 Project confiuration - including Find & View tabs
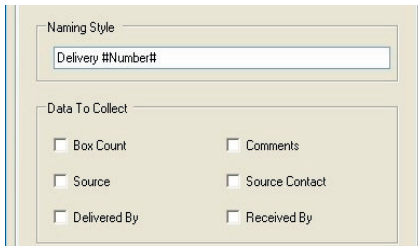
fig. 6.2.2.1 Project confiuration - Deliveries tab

6.2.1.5 Enable Find & View

This option must be selected if the Capsure Find & View search and retrieval software is to be used.

Once selected additional 'Find and View' tabs are displayed (see fig. 6.2.1.5)

6.2.1.6 Enable Patch codes

Enable Patch Codes on Scan is mainly used within Find & View to identify the beginning of each document.

The software license must also to include the ability to read barcodes.

6.2.1.7 Enable Forms Recognition

This is currently not implemented but is used when documents are identical in format and index data can be extracted using Optical Character Recognition (OCR).

The software license must also to include the ability to OCR.

6.2.2 Deliveries Tab

Select the Deliveries tab (see figure 6.2.2.1) to configure the naming and details required.

6.2.2.1 Naming Style

This will set the format of the Delivery Name. The default is configured in the initial setup (see section 2.1.4)

This can be Delivery followed by a number (sequentially rising by one for each new delivery within the Project)

The variable information is contained within # whilst the fixed information is entered as required.

In the example shown in fig. 6.3.1. the deliveries will be named

Delivery 1 (Financial Contracts)

where 1 is the next sequential number and Financial Contracts is the data entered into the Source box. The first delivery number is set within the Numbering tab (see section 6.2.3)

The delivery name can contain any of the following variables:
  - #Number#
  - #Date#
  - #DateTime#
  - #Time#
  - #Source#

Date, Time and Source are taken from the data collected at the time of creation of the delivery.

6.2.2.2 Data to collect

Additional data specific to each delivery can be collected when a delivery is created. (see fig. 6.2.2.2).

fig. 6.2.2.2 Project confiuration - Deliveries - addition data

In the example shown in fig. 6.2.2.1, the Source data will be collected at the delivery creation time and used as part of the delivery name.

This data can be displayed in the delivery listings within Manager by selecting the appropriate columns for display, see section 8.1.1.

6.2.3 Numbering Tab

This tab (see fig 6.2.3.1) allows the user to specify the first number to be used for both delivery and consignment and the structure of the UPI (Unique Page Identifier) if it is to be used.

6.2.3.1 Start number

The starting number for both Delivery and Consignment can be set by using the up/down arrow or entering the required number.

6.2.3.2 Use Unique Page Indentifiers (UPI)

This option allows for every document page/image to have been uniquely identified with a number prior to scanning (i.e by stamping or bar-coding).

The scanned image is then specifically linked to its original via this number and allows for the accurate location and identification of an original.

fig. 6.2.3.1 Project confiuration - Numbering tab

25
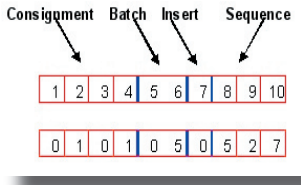
fig. 6.2.3.2 Project confiuration - UPI structure

The UPI can be up to 20 characters in length and made up of the consignment number (C), Batch number (B), Insert number (I) and Sequence number (S).

The insert number is used when originals are scanned and a page is missed. The insert number 1 signifies the first insert after the sequence number following (i.e. 1527 is immediately after 0527)

The structure of the UPI can be set using the mask as shown in the example in fig. 6.2.3.1. The example is made up of:
- 4 digit consignment number
- 2 digit batch number
- 1 digit to allow for inserts
- 3 digit sequence number

In the example shown in fig. 6.2.3.2 the
Consignment = 101
Batch = 5
Sequence = 527

6.2.4 Image Security tab

Image security (see fig 6.2.4.1) is not currently implemented but will allow for:
- checksum images
- encrypt images
- strong encryption
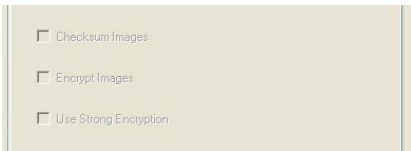
fig. 6.2.4.1 Project confiuration - Image Security tab

Checksum images ensures that, if an images is altered outside of the software, it will no longer be classed a valid image.
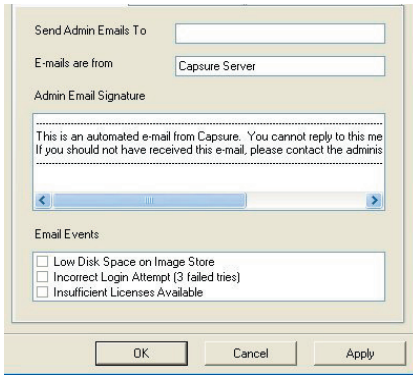
fig. 6.2.5.1 Project confiuration - Email tab
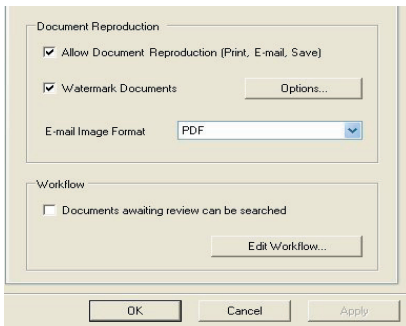
fig. 6.2.6.0.1 Project confiuration - Find & View tab
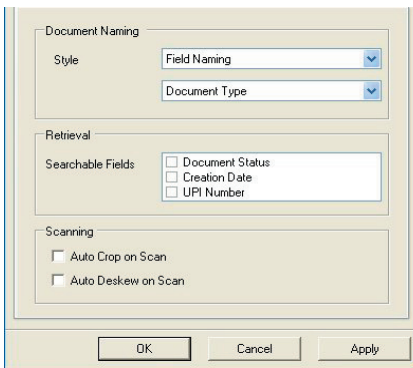
fig. 6.2.6.0.2 Project confiuration - Find & View (more) tab

Encrypt images will code the images such that an alternate software cannot be used to read the images. This can be important if image data is of a sensitive nature.

Strong encryption will give the greatest security of image data.

6.2.5 E-mail tab

The software can be set to send administrative emails notifying a designated operator/administrator that there is something requiring attention (see fig 6.2.5.1).

Enter the designated email address and select the events required to be notified.

The Admin Email Signature can be left as the default or adjusted to suit the specific environment.

6.2.6 Find & View tabs

These will only be displayed if 'Enable Find & View' has been selected on the Details tab.

The available settings control the workflow used within Find & View Capture and Retrieve (see fig. 6.2.6.0.1 & 6.2.6.0.2)

6.2.6.1 Allow document reproduction

Allows documents within this project to be viewed outside Find & View via print or email.

fig. 6.2.6.2 Project confiuration - Watermark options

fig. 6.2.6.4 Project confiuration - Find & View workflow

fig. 6.2.6.4.1 Project confiuration - Find & View workflow options

6.2.6.2 Watermark documents

Adds a watermark to the reporduced document (where document reproduction is allowed). This watermark can be configured using the watermark options window (see fig 6.2.6.2).

A sample of the selection is displayed to enable the user to approve the format of the watermark.

6.2.6.3 Email image format

Images can be emailed as multipage TIFF or PDF by selecting from the list of options.

6.2.6.4 Documents awaiting review can be searched

Selecting this option (see fig. 6.2.6.4 will allow an authorised user to locate any document within Find & View regardless of whether it has been released as 'Live'.

Workflow options are available by clicking the 'Edit Workflow' button (see fig. 6.2.6.4.1).

6.2.6.4.1 Workflow option - Pre-Review

Not currently implemented

fig. 6.2.6.4.2 Project confiuration -
Find & View workflow Review options

fig. 6.2.6.4.2.1 Project confiuration -
Find & View workflow Review options

fig. 6.2.6.4.2.2 Project confiuration -
Find & View workflow Review options

6.2.6.4.2 Workflow option - Review

To set the Review workflow the following items chan be selected, see fig. 6.2.6.4.2.

Review Mode allows the choice of
• Hierarchical (passed to the next reviewer only if accepted)
• Consensus (passed to all reviewers with majority voting to accept)
• Unanimous (passed to all reviewers and only accepted if all agree)

Notification Method can be set to flag the reviewer by:
• Systems Tray Notification (placing an icon in the systems tray only)
• Passive Notification (a post-it style note appears above the systems tray & enforcing no action)
• Passive & Systems Tray notification will use both methods

Reviewer Selection sets who are included in the workflow:
• Fixed Reviewers (set by selecting up to five users)
• Indexed Reviewers (reviewers taken from indexed data) see fig.6.2.6.4.2.1.
• Selected by List field (list items selected at indexing determine the reviewer. Any number of items can be set. Unselected list items go to the default) see fig.6.2.6.4.2.2

Not currently implemented

6.2.6.6 Document naming

fig. 6.2.6.6 Project confiuration - Document Naming options

Wherever documents are listed (i.e. in search results, awaiting review lists etc.) they are listed by document name which can be left as default (New Document (*date time) see fig.6.2.6.6a)* or set using the contents of an index field (see fig. 6.2.6.6.b).

If this option is selected all the available fields will be listed for selection.

If fields have not yet been created then a message will be displayed stating this. See section 'Working with a Project'

6.2.6.7 Searchable fields

This option is the selection of additional fields to be used in searching, i.e. Document Status and Document Date. These fields are populated automatically.

6.2.6.8 Scanning

This options will set up default auto crop and deskew on scanning. This can be overridden within the Scan module of Capsure Enter-

fig. 6.2.7.1 Project confiuration - Project Security

fig. 6.2.7.1 Project confiuration - Exports

prise.

6.2.7 Project Security

Security can be set against the project as well as against the images and the tasks.

If 'Inherit from the parent' is not selected then either groups or users can be Allowed/Disallowed access to the project. (see fig. 6.2.7.1)

When setting this read the selected options carefully to ensure that users that are expected to access the project are Allowed rather than barred.

6.2.8 Exports Tab

Workflow for exports can be set specifically to the project.

6.2.8.1 Archive Items on Export

The export setting default can be to archive the exported items automatically on completion of a successful export. Where more than one export type is to be run within a project, this should be set off.

6.2.8.2 Allow Export Queuing

Export can either be completed 'Now' or 'Queued'. Queuing is used where specific Plug ins are required which are installed on set PCs as in Optical Character Recognition.

fig. 7.0.1 Project set up

fig. 7.0.2 Field set up

fig. 7.1.0 Field configuration

All exports are listed in the Export Queue visible from Manager.

7 Working with a Project

Project setup is made up of five options
- Project Configuration
- Field Setup
- Dictionary & Spelling
- Deliveries
- Exporting

Before creating a delivery the index criteria must be set. (see fig 7.0.1)

Expand the required project until the option 'Fields' is visible (see fig 7.0.2).
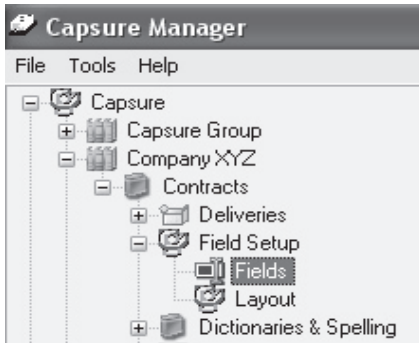
7.1 Field Setup

Permission 4.6.8

Highlight 'Fields', and select 'New Field' from the context menu to display the Field Configuration window. (see fig 7.1.0).

Configure each field as close to the client data specifications as possible, data entry will be more accurate and errors minimised.

Study the documents and the supplied specification thoroughly before setting up a test.

Any part of the field configuration can be changed but it is important to test and adjust the setup until

32

fig. 7.1.1 Field Tab

fig. 7.1.1.3 Field Type

the data entered accurately represents the documents and conforms exactly to the specification.

7.1.1 Field Tab

This tab sets the main criteria for the field**.**

7.1.1.1 Name
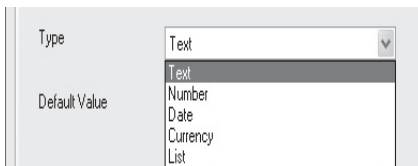
Enter a descriptive name for the field e.g. Contract Name if the client name on the contract is required.

7.1.1.2 Description

Adding a description can prompt the indexer on location of the data or rules to follow etc. This will appear as a floating prompt.

7.1.1.3 Type

Select the type of field required. (fig. 7.1.1.3)

7.1.1.3.1 Text

Text fields are generally used where the data is unstructured i.e. for name and/or description and may have Spell Checking set (see section 7.1.5)

7.1.1.3.2 List

List fields will present a drop down list box within the Index entry screen containing pre-entered choices .

33

7.1.1.3.3 Number

Number fields are used wherever a positive or negative quantity is be entered .

7.1.1.3.4 Currency

Currency fields will limit the entry to two or three digits after a decimal point.

7.1.1.3.5 Date

Date will only allow a valid entry to be made and is in the format dd/mm/yyyy.

7.1.1.4 Default

If a field cannot be blank then a default value can be set which will be applied as the indexer leaves the record.

7.1.1.5 Level

The data entry can apply to a group of documents or be unique to one. To apply the entry to a group, pull down the Level list box and select (see fig 7.1.1.5):

NB: Find & View projects cannot be assigned with Consignment or Batch fields.

In other projects, if Consignment or Batch is selected, ensure that the original documentation is split such that the selected group (Consign-

fig. 7.1.1.5 Field Level
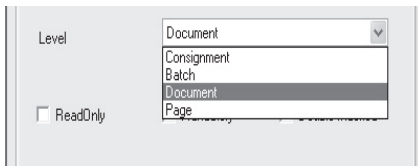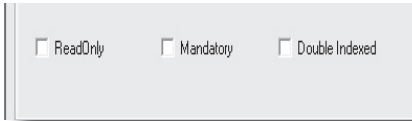
34

fig. 7.1.1.6 Field validation

fig. 7.1.2.1 Option Tab - Text

ment or Batch) will only require one data entry for this field.

7.1.1.6 Validation rules

Select the required setting (see fig 7.1.1.6):
> ReadOnly - used if data is collected via header sheets and must not be altered.
> Mandatory - a required entry
> Double Index - ensures accuracy for critical fields and adds an additional step, Index QA, to the work flow.

7.1.2 Option Tab

The Options tab is not present for the Date field type. This tab reflects the additianal options available based on the field type selected

7.1.2.1 Text Option

Where the field type is text the further options (see fig 7.1.2.1) are :

7.1.2.1.1 Length

The default is 50 characters. This should be set to a specific length if the data to be entered is a known length or has a fixed maximum to aid index accuracy

7.1.2.1.2 Virtual Length

If the original data to be entered in a field can be any length but the data to be exported cannot exceed a specific length, use the Virtual

35

fig. 7.1.2.1.2 Field length & virtual
length

Field length to enter all the original
data.

This data can then be abbreviated
according to the given specifica-
tions for the project. The field
background will change colour
when the expected maximum is
exceeded and will only revert when
the data is abbreviated to the set
maximum.

E.g: the title of a document is quite
verbose but would not make sense
with arbitrary abbreviations (comm.
for committee etc.). The full data
can be entered:-

*"The Formation of the joint investi-
gative committee for the Evaluation
of the Interview process" - 94 chars*

The maximum length is set to 40
characters (this may be dictated
by the document management
system).

It is visually easier for the indexer
to remove the unnecessary words
on the screen leaving the text to
read:

"*Formation committee re interview process*" - 40 chars

7.1.2.1.3 Allowed / Disallowed characters
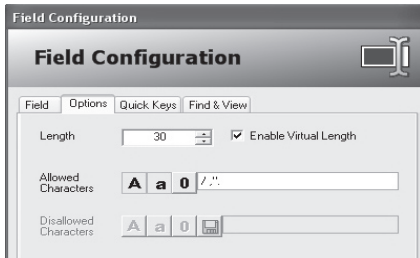
fig. 7.1.2.1.3.1 Allowed/Disallowed

These two options (see fig. 7.1.2.1.3.1) are mutually exclusive as setting Allowed characters will not permit a Disallowed selection.

Character restrictions	Allow/ Disallow	Setting
A-Z plus space	Allow	'A' and space in box
Any alpha plus special characters	Allow	'A' 'a' and enter required special characters in box
Any character except those illegal in a filename	Disallow	
Only numerics	Allow	0

Table 7.1.2.1.3.2 Illegal filename characters

See examples 1-4 shown in table 7.1.2.1.3.2

7.1.2.1.4 Filter

Filters can be set to ensure the correct use of capital letters.

Upper Case - converts alpha characters to upper case (e.g. 'aBcdeF' would be saved as 'ABCDEF')

Lower Case - converts alphabetic characters to lower case. The example would be saved as 'abcdef'.

Sentence Case - converts the 1st character of each word to upper case. e.g:

'A quick brown fox' would be saved as 'A Quick Brown Fox' which can

Symbol	Description	Usage and Example
^	Caret	Denotes the beginning of the expression
$	Dollar	Denotes the end of the expression
[ ]	Square Brackets	Placed either side of a range or group of characters i.e. [a-zA-Z]{1} means that this one character can be in the range a-z and A-Z
{n}	Braces with total number of characters to be matched	Placed either side of the quantity (n) that the mask refers to. i.e. [a-zA-Z]{3} means that three characters can only be in the range a-z or A-Z or [aeiou]{2} means that the first two characters can only be contained in the group 'aeiou'
{n,m}	Braces with maximum & minimum number of characters	As above but where n=minimum number of characters and m=maximum number of characters. i.e. [A-Z]{0,2} means that a character in the range A-Z may appear in either 0,1,2 characters
.	Full Stop	Denotes any character. i.e. [.]{5} means that any character may be in the next five character positions

Table 7.1.2.1.5 Characters used to create a mask

be useful when entering Names, Addresses or Company names.

7.1.2.1.5 Mask

A Mask is used to specifically format data i.e. 2 alpha character followed by 4 numerics and 1 alpha (e.g. AB4321X).

The mask would be created using charachters detailed in Table 7.1.2.1.5 and set as:

^[A-Z]{2}[0-9]{4}[A-Z]{1}$

This mask would ensure that the data entered matched the configu-

fig. 7.1.2.2 Options - number

fig. 7.1.2.3 Options - currency
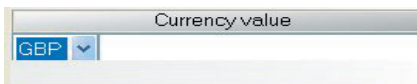
fig. 7.1.2.3.1 Index display of
multiple currency

ration 2 alpha character followed
by 4 numerics and 1 final alpha.

7.1.2.2 Number Option

Selecting the field type as number
allows further options (see fig
7.1.2.2) :
  - Allow negative numbers
  - Decimal Places
  - Minimum
  - Maximum

The defaults for the minimum and
maximum are initially shown and
can be adjusted by entering the re-
quired min/max or by setting using
the up/down arrows.

7.1.2.3 Currency Option

Selecting the field type as currency,
(see fig 7.1.2.3) allows further op-
tions

7.1.2.3.1 Allow Multiple Currencies

Each currency required must be
selected from the displayed list.
Any or all of the currencies may be
selected.

On completion, select the default
currency from the drop down list
box.

The index display will show a
combined field, a list of all selected

39

fig. 7.1.2.4.1 Options - list

currencies and an entry field for the value (see fig.7.1.2.3.1).

7.1.2.4 List Option

Selecting the field type List allows further options to be selected.

7.1.2.4.1 Parent Fields and Values

A list field can be either stand alone or be dependent upon a parent (see fig. 7.1.2.4.1).

A dependent list requires a pre-viously created and populated Parent Field. The items are then added against specific items selection from the parent field.

E.g. Parent field = department,

dependent list = employees within the specified department.

7.1.2.4.2 List Values

List values can be added one by one using Add, or Imported from a previously created source that has been saved as a delimited text file.

Importing list values can be used where the data is complex or long e.g. client names, email addresses, supplier names etc.

Values can be removed one by one, by ticking the required items

40

and selecting Remove, or the entire list emptied via Clear.

7.1.2.4.3 Can add/Remove list values
Permission 4.6.4

List values can be added or removed during the index process provided the indexer has been given security permissions to do so.

Useful where the list items are constantly changing i.e. new customers added, old suppliers removed etc..
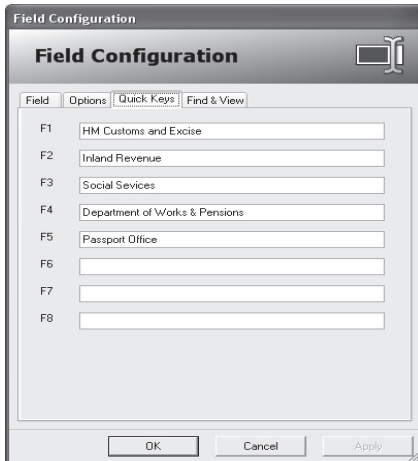
7.1.3 Quick Keys Tab

The Quick Keys tab is only available for text fields. (see fig. 7.1.3).

When phrases, names or words are repeated within text fields, typing errors can be minimised by assigning up to nine of the most common to function keys F1 - F10.

These function keys can be set differently for each text field.

Once assigned, the indexer can insert the phrase or word by selecting the correct function key during data entry in the appropriate field.

E.g. The index data should be 'A decision was reached by the Department of Works & Pensions......'

The indexer would only need to type 'A decision was reached by the' and then use the F4 key where 'Depart-

fig. 7.1.3 Quick Key Tab

fig. 7.1.4 Find & View Tab

fig. 7.1.5 Spelling tab

ment of Works & Pensions' has been assigned to F4.

7.1.4 Find & View Tab

Find & View tab (see fig. 7.1.4) is common to all the field types and defines whether the field will be:
- Searchable
- Displayed in search results
- Displayed in all Document lists

Find & View Retrieve can be used to located and display any document indexed and exported into F&V using any known data wherever that data field has been defined as searchable.
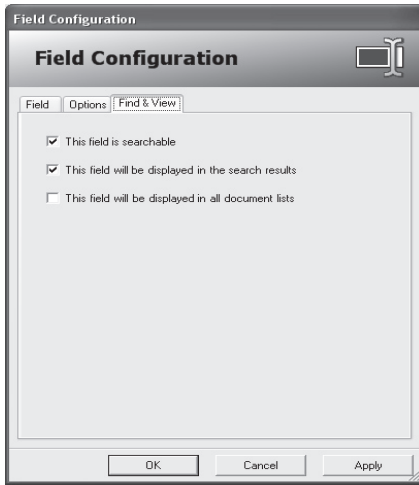
7.1.5 Spelling

The Spelling tab is only available for text fields. (see fig. 7.1.5).

Any text field can be set to be automatically spell checked by selecting the 'Spell Checked' option within the Spelling tab.

Select the language required for the dictionary from the drop down list box.

NB: There is both an English UK and US available
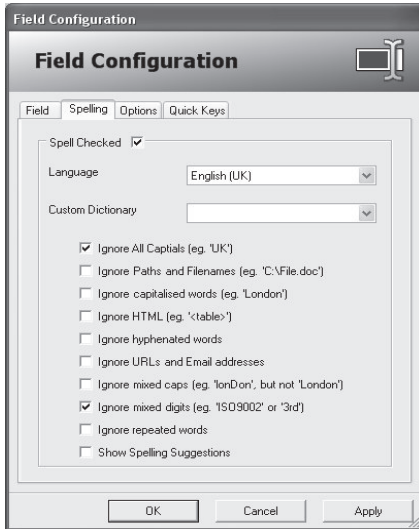
Select the previously created custom dictionary if words are to be added to the standard diction-ary. See section 7.4 Dictionaries & Spelling for details.

NB: If all the words should be found

42

in the selected standard dictionary then this is unnecessary.

From the list of options, select the most appropriate for the new field. This will ensure that unnecessary words do not have to be added to the dictionary (e.g. 17th, ISO2345 etc).

It will also minimise the number of times the indexer will have to 'Ignore' words and the Supervisor have to examine words added to the custom dictionaries before a batch can be exported.

It is important to understand the data to be entered into the specific field to minimise interaction from the operators.

7.2 Field Layout

When all the fields have been created they must be layed out in the sequence required for indexing. (see fig. 7.2.1).

NB If fields have been created but no Layout has been created, no fields will be visible within the index data pane.

This layout should match the order, as closely as possible, in which they will be found on the documents to be indexed.

It is not important to consider the required export order, only the se-

fig. 7.2.1 Field Layout selection
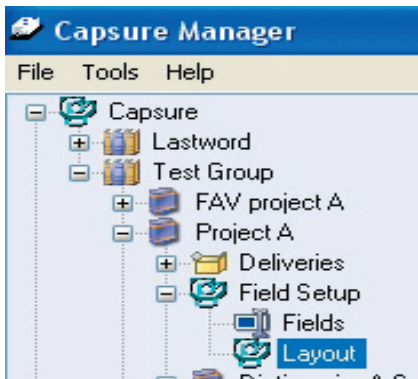
fig. 7.2.2 Field Layout

fig. 7.2.3 Field Layout

quence in which the data is displayed on the original and therefore indexed.

Indexers will enter data more efficiently if they are reading the document from top to bottom for index information rather than extracting it from random locations.

The fields are listed in the top left frame within the Layout window (see fig. 7.2.2). The field name is removed from the list as it is dragged and dropped onto the right hand frame.

The different colouring of the field entry box signify whether the data is entered once per Consignment, Batch or Document. .

Each field should be dragged and dropped onto the grid in the sequence the data is to be collected.

The field can be resized using the handles. Only text fields can be adjusted vertically to allow long textural input to be displayed.

All other fields can only be adjusted by width and should be lengthened sufficiently to enable all the field data to be displayed.

The grid represents 100% width of the index frame within the Index panel. Fields can be laid out next to each other or below each other (see fig. 7.2.3)

Figure 7.2.4 shows how the layout

shown in fig. 7.2.3. looks within the Index frame.

If there is sufficient room , place the fields one under another to give the indexer maximum display for each field.

The sequence of the fields can be altered at any time (provided the user has the correct permission) until the layout is satisfactory.

To delete fields from the layout, select the required field and click Delete. The field name will appear back in the top left hand frame.

NB. Warning - If the indexer comments that the entry sequence is incorrect, check the layout carefully. The entry sequence is determined by the order the fields are placed on the layout screen. Fields layed out side by side must be at the same level, if the higher of the two is to the right it will be before the left had field.

7.3 Bar Code & OCR setup

Barcodes and Patch codes (short barcodes specifically designed to be interpretted by scanners) can be preprinted onto sheets and used to pass instructions to the scanner or data to the index fields.

Select the barcode setup (see fig. 7.3.0.1) to bring up the barcode configuration screen. (see fig. 7.3.0.2)

Scan the pre-printed sheet and select Auto-Detect. The software

fig. 7.2.4 Field Layout within Index module

fig. 7.3.0.1 Barcode Setup
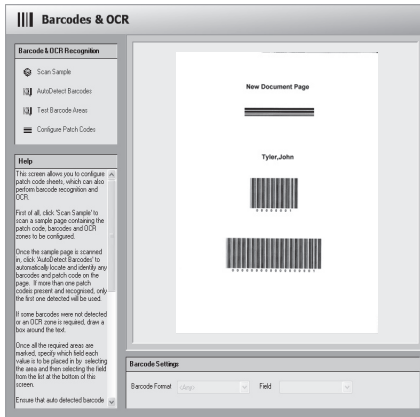
fig. 7.3.0.2 Barcode Configuration
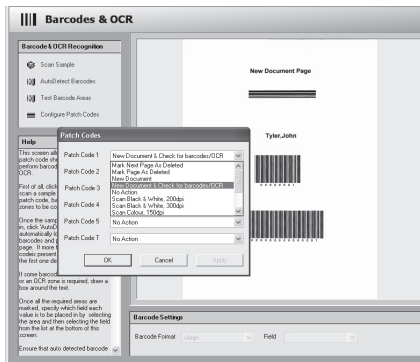
fig. 7.3.1 Patch code Configuration

will examine the sample page and outline any and all barcodes found. The sample used in fig. 7.3.3 is Patch Code 1 plus two ID numbers

Draw a box around any bar codes not detected,   If unrequired barcodes are detected, select and delete. This will remove the outline box placed around the extraeous barcode.

7.3.1 Configure Patch Codes

Select the required action from the drop down list box (see fig. 7.3.1).

7.3.1.1 Mark next page as deleted

Would not save the barcode sheet image or the image immediately following.

7.1.3.2 Mark page as deleted

Would not save the barcoded sheet. This sheet could be used to contain information required for the reconstruction of the documents and therefore not required as an image.

7.3.1.3 New Document

Would discard the Barcode sheet image and flag the next image as New Document.

7.3.1.4 New Document & check for Barcodes (OCR)

Would discard the barcode sheet,

flag a new document and place the information contained in the barcode(s) into the configured index field(s). (See section 7.3.2)

7.3.1.5 Scan B&W 200dpi

Would would discard the barcode sheet and switch the scanner setup to start scanning Black & White images at 200dpi.

7.3.1.6 Scan B&W 300dpi

Would would discard the barcode sheet and switch the scanner setup to start scanning Black & White images at 300dpi.

7.3.1.7 Scan Colour 150dpi

Would would discard the barcode sheet and switch the scanner setup to start scanning Colour images at 150dpi.

7.3.1.8 Scan Colour 200dpi

Would would discard the barcode sheet and switch the scanner setup to start scanning Colour images at 200dpi.

7.3.1.9 Scan Double sided

Would would discard the barcode sheet and switch the scanner setup to start scanning Double sided images.

7.3.1.10 Scan Greyscale 150dpi

Would would discard the barcode

sheet and switch the scanner setup to start scanning Greyscale images at 150dpi

7.3.1.11 Scan Greyscale 200dpi

Would would discard the barcode sheet and switch the scanner setup to start scanning Greyscale images at 200dpi.

7.3.1.12 Scan Single sided

Would would discard the barcode sheet and switch the scanner setup to start scanning Single sided images.

7.3.2 Barcode Settings

To designate the index fields, highlight the required barcode and select the destination index field from the 'Field' list box as shown in fig. 7.3.2.

Repeat this for all index barcodes on the scanned sample sheet and then use the <Test Barcode Area> to confirm that all the barcodes have been correctly recognised and acted upon.

Once the setup is completed the required action will take place every time a barcode sheet is encountered where the Project has been set with 'Enable Barcode &

OCR on Scan'

fig. 7.3.2 Assigning barcodes to index fields

fig. 7.4 Dictionaries & Spelling

7.4 Dictionaries & Spelling

Dictionaries and Spelling (see fig. 7.4) settings can be specific to project or even to a field. It is possible to set each field to have a separate custom dictionary and to be spell checked to a different language dictionary.

7.4.1 Custom Dictionaries

If any text field in a project is set to be spell checked then a custom dictionary must be created.

Select 'Custom' and then 'Create Custom Dictionary' from the context menu.

Custom dictionaries can be created for a project or a specific field or group of fields.

Give the custom dictionary a logical name (i.e. if by project then the dictionary could be called by the project name, if for a specific field then use the field name)

Once created it can be selected at the point of configuring the text field (see section 7.1.2.1.6).

7.4.2 Spelling Queries

During Indexing any field marked for Spell Checking containing a

word not in the dictionary will require the indexer to:

7.4.2.1. Change the spelling

This will simply allow a change to the spelling by selecting from a list or by making the correction and then selecting Change. This action will mark nothing in the dictionary pending list.

7.4.2.2. Ignore Once

This will add the word to the Pending list but will only allow the indexer to continue past this one instance of the spelling.

7.4.2.3. Ignore All

This will add the word to the Pending list for each and every instance of the word but not ask the indexer for confirmation each time.

7.4.3 Pending

Any field set up to be Spell Checked, will flag queries during Indexing, Ignore or Ignore All will add each and every instance of the word flagged to the Pending list (see fig.7.4 and 7.4.3).

Data cannot be Exported until these words have been authorised or rejected by the designated user.

All words are listed with their location, i.e. consignment, batch, docu-

fig. 7.4 Dictionaries & Spelling

fig. 7.4.3 Pending list

ment, page and the field in which the word is contained.

Any word displayed in this list can be:
- Approved
- Added to the dictionary
- Rejected

NB as soon as the original word is accessed again in indexing all current related rejects will be removed and the word reassessed.

7.4.3.1. Approve

Any word marked during indexing as 'Ignore' or 'Ignore All' can be assessed in Manager as Approved, removing it from the Spelling Pending Queries list.

This word will not be added to the dictionary and will be queried again if used in another batch.

7.4.3.2 Reject

Any word rejected at this stage will be added to the Rejected listing and should be followed up for investigation and correction before any export is attempted.

7.4.4. Editing the Custom Dictionary

This dictionary can be examinied and corrected at any time by selecting the specific custom dictionary and and word.

Use the context menu to make any necessary changes (see fig. 7.4.4).

7.4.4.1 Add Word

Any word can be added directly into the dictionary. Once entered, it is listed in edit mode to allow confirmation of the entry.

7.4.4.2 Import Words

A comma delimited text file can be imported to add required specialist words relevant to the specific project or project field.

7.4.4.3 Edit Word

Selecting edit word allows the user to correct a spelling error.

7.4.4.4 Remove Word

This will remove the word from the custom dictionary and if re-entered

fig. 7.4.4 Editing the custom dictionary

fig. 8.1 Deliveries context options
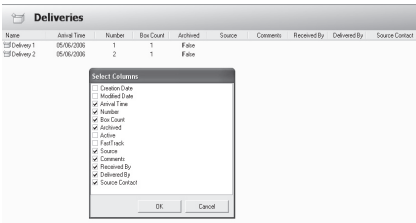
fig. 8.1.1 Deliveries column selection
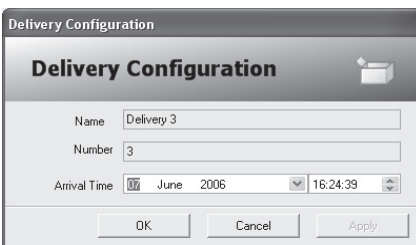
fig. 8.1.2.1 Deliveries configuration screen minimum details

in indexing will raise it as a spelling query.

8 Working with Deliveries

A Delivery is classed as one or more groups of documents for a single project, delivered at the same time, to the image processing area.

A number of Deliveries can be created in any one day, the details of which may be edited at any time.

8.1 Options via context menu

A number of options can be selected from the context menu (see fig.8.1)

8.1.1 Select Columns

The displayed columns can be selected using the context menu <Select Columns> (see fig. 8.1.1).

NB there is no necessity to display columns containing no data, i.e. the data was not set in Project creation to be collected.

8.1.2 New Delivery

Select the required project and <Deliveries>. Select <New Delivery> from the context menu to

fig. 8.1.2.2 Deliveries configuration screen maximum details

display the delivery configuration window (see fig. 8.1.2.1).

The default settings for delivery name, number, date and time are automatically entered but can be edited if required.

NB. For example; the delivery arrived late the previous day, the date can be adjusted to reflect this.

This entry screen can be set up within the project configuration to require a number of details to be entered (see section 6.3).

Figure 8.1.2.2 shows the maximum information that could be required.

8.1.3 Edit Delivery

Permissions 4.3.1

This option will re-display the Delivery configuration screen to enable any detail to be altered.

8.1.4 Remove Delivery

Permissions 4.3.1

This will allow a delivery to be removed providing that it contains no images.

A delivery containing images cannot be removed until all the contents of that delivery have been removed (i.e. all batches under that delivery).

8.1.5 Archive/UnArchive Delivery

Permissions 4.1.1

53

Fig. 8.1.5 - Delivery Status
Delivery 1 Archived

Fig. 8.1.6.1 - Delivery Status
Delivery 5 Fasttracked
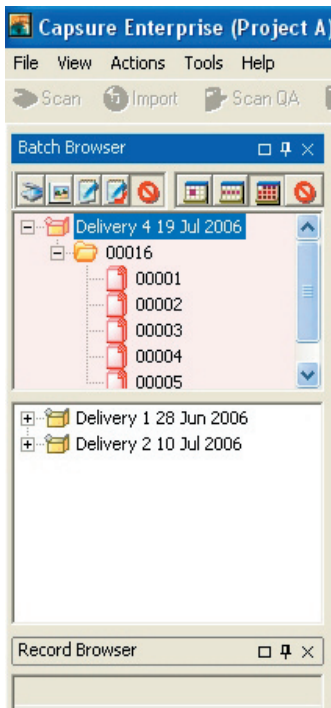
Fig. 8.1.6.2 - FastTrack display within Capsure

Archiving a delivery will keep the delivery on the system but remove it from the display in Capsure.

Archiving is used where a delivery may be required at a later date, but has been deemed completed and exported at the current time.

It is displayed within Capsure Manager in Light Grey (see fig. 8.1.5)

Archiving a Delivery will archive all Consignments and Batches contained within that Delivery.

UnArchiving reverses this procedure.

8.1.6 FastTrack/UnFastTrack Delivery

Permission 4.3.2

FastTracking is for urgently required work which should therefore be processed ahead of any other non-Fast Tracked work.

The delivery is displayed in a separate Batch Browser above the standard one within Capsure (see fig. 8.1.6.2) to bring it to the users attention for immediate processing.

It is displayed within Capsure Manager in Red (see fig. 8.1.6.1)

FastTracking a Delivery will fasttrack all Consignments and Batch-

es contained within that Delivery.

UnFastTracking will reverse this procedure.

8.1.7 Activate/Deactivate Delivery

Fig. 8.1.7 - Delivery Status
Delivery 3 Deactivated

Deactivate Delivery is used when processing has started on the delivery but cannot be continued for any reason.

For example, the documents are required elsewhere but will be returned at a later date to continue the process.

It is displayed within Capsure Manager in Meduium Grey (see fig. 8.1.7).

Deactivating a Delivery will deactivate all Consignments and Batches contained within that Delivery and will not be displayed within Capsure.

Reactivate Delivery reverses this procedure.

8.1.8 Print Report

Fig. 8.1.8 - Report Selection

Reports can be printed at any time from within Capsure Manager rather than having to open Report Viewer and select the required criteria.

Select the required report from the Report Selection screen (see fig. 8.1.8) which will show all previously created reports (see Reporting

55

Manual).

The report will be printed for all consignments and batches within the delivery.

9 Working with Consignments

A Consignment is a logical split of a delivery, for example
  - 1 box of a multi box delivery
  - 1 set of multi-volume files
  - A group of drawings of a similar size

A delivery may contain one or many consignments
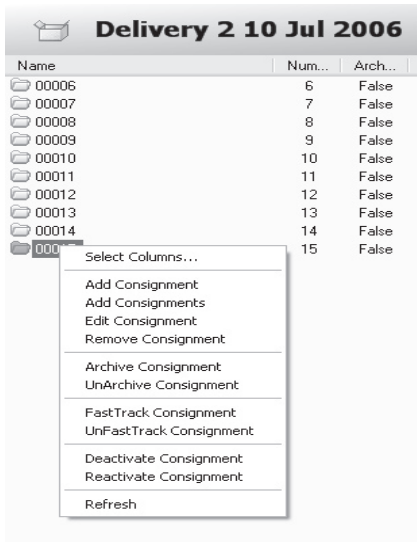
fig. 9.1 Consignment context menu options

9.1 Options via context menu

A number of options can be selected from the context menu (see fig.9.1)

9.1.1 Select Columns

The displayed columns can be selected using the context menu <Select Columns> (see fig. 9.1.1).

NB Only columns deemed of interest need be displayed, i.e. if the creation date for the consignment is the same creation date as the delivery..
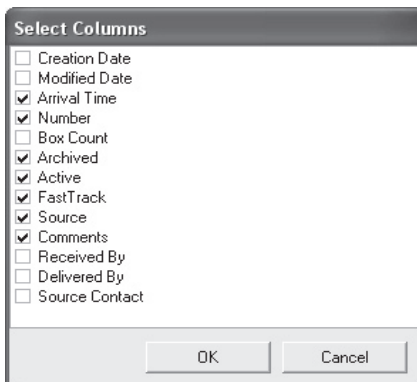
fig. 9.1.1 Consignment context menu options

9.1.2 Create new Consignment
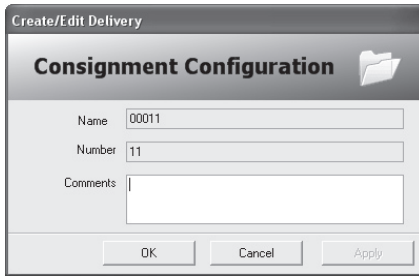
fig. 9.1.2.1 Consignment
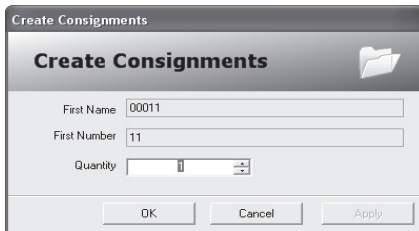
fig. 9.1.2.2 Add multiple consignments

Select the project and delivery. Select <Add Consignment(s)> from the context menu options (see fig.9.1.2.1 & 9.1.2.2).

Creating or Editing individual consignments will allow the user to add a comment (see fig. 9.1.2.1) whereas adding multiply consignments does not.

Comments can be added after adding multiple consignments by editing the individual consignments (see fig. 9.1.2.2).

9.1.3 Edit Consignment

Permission 4.3.4

This option will display the Consignment configuration screen to enable any detail to be altered.

9.1.4 Remove Consignment

Permissions 4.3.1

This will allow a consignment to be removed providing that it contains no images.

A consignment containing images cannot be removed until all the contents of that consignment have been removed.

 (i.e. all batches under that consignment).

9.1.5 Archive/UnArchive Consignment

Permission 4.3.1

Fig. 9.1.5 - Consignment Status
Consignment 11 Archived
Consignment 15 FastTracked

Fig. 9.1.6 - FastTracked consignment displayed in Capsure

Archiving is used to maintain a consignment on the system, i.e. will be required at a later date, but has been completed and exported at the current time.

Archiving a consignment will remove that consignment from the display in Capsure.

It is displayed within Capsure Manager in Light Grey (see fig. 9.1.5)

Archiving a Consignment will archive all Batches contained within that Consignment.

UnArchiving will reverse this procedure.
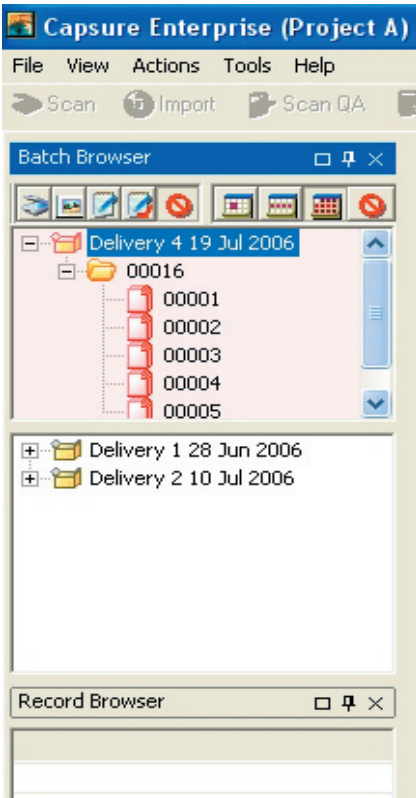
9.1.6 FastTrack/UnFastTrack Consignment

Permission 4.3.2

FastTracking is used when a consignment requires urgent processing.

The consignment is displayed in a separate Batch Browser above the standard one within Capsure to prompt immediate handling.

It is displayed within Capsure Manager in Red (see fig. 9.1.3)

FastTracking a Consignment will FastTrack all Batches contained within that Consignment.

UnFastTracking will reverse this procedure.

9.1.7 Activate/Deactivate Consignment

Fig. 9.1.7 - Consignment Status Consignment 13 De-Activated

Deactivate Consignment is used when processing has been started on the Consignment but must be halted for whatever reason.

For example, the documents are required elsewhere but will be returned at a later date to continue the processing.

It is displayed within Capsure Manager in Meduium Grey (see fig. 9.1.7).

Deactivating a Consignment will deactivate all Batches contained within that Consignment.

Reactivate Consignment reverses this procedure.

9.1.8 Print Report

Fig. 9.1.8 - Report Selection

Reports can be printed at any time from within Capsure Manager rather than having to open Report Viewer and select the required criteria.

Select the required report from the Report Selection screen (see fig. 9.1.8) which will show all previously created reports (see Reporting

Manual).

The report will be printed for all consignments and batches within the delivery.


fig. 10.1 Batch context options
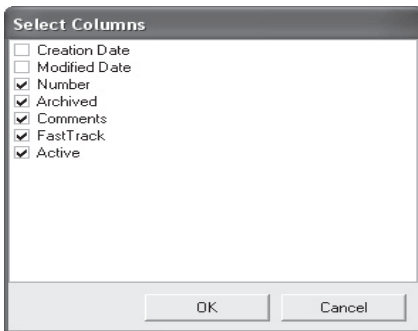
fig. 10.1.1 Batch column options

10 Working with Batches

Permission 4.3.1

A Batch is a logical split of a consignment, for example
- 1 file of a multi-volume set
- 1 folder from within a box

A batch may contain one or many documents.

10.1 Options via context menu

A number of options can be selected from the context menu (see fig. 10.1)

10.1.1 Select columns

The displayed columns can be selected using the context menu <Select Columns> (see fig. 10.1.1)

NB there is no necessity to display columns deemed of no interest, i.e. the creation date for the batch if this is the same creation date as the delivery.

10.1.2 Create new Batch
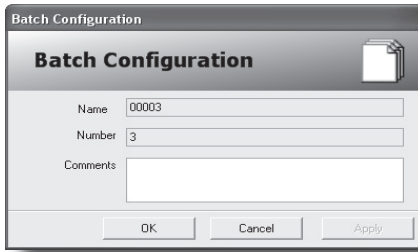
fig. 10.1.2.1 Add single batch
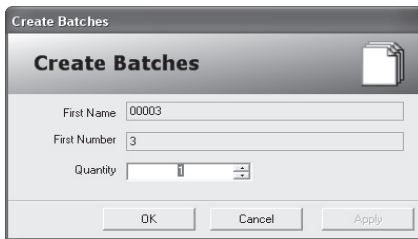
fig. 10.1.2.2 Add multiple batches

Select required project, delivery and consignment. Select <Add Batch(s)> from the context menu options (see fig.10.1.2.1 & 10.1.2.2).

Creating or Editing individual batches allows the user to add a comment unique to that batch (see fig. 10.1.2.1).

To add comments after adding multiple batches (see fig. 10.1.2.2) would require the individual batches to be Edited .

Batches may be selected and edited or marked via the context menu (see fig. 10.1.3).

10.1.3 Edit Batch

Permission 4.3.4

This will display the batch configuration screen as long as the user has permission to access batches.

10.1.4 Remove Batches

Permission 4.3.4

A batch containing images may only be removed by users with the correct permissions.

10.1.5 Archive/UnArchive Batches
Permission 4.3.1

Archiving is used where the batch is still required to be kept on the system i.e. will be required at a

later date, but has been completed and exported at the current time.

Archiving a batch will remove that batch from the display in Capsure .

Fig. 10.1.5 - Batch Status
Batch 3 Archived
Batch 7 Fasttracked

It is displayed within Capsure Manager in Light Grey (see fig. 10.1.5). UnArchiving will reverse this procedure.

10.1.6 FastTrack/UnFastTrack Batches

Permission 4.3.2

FastTracking is used when a batch requires immediate processing.

The batch is displayed in a separate Batch Browser above the standard one within Capsure to highlight this requirement.

It is displayed within Capsure Manager in Red (see fig.10.1.4)

UnFastTracking will reverse this procedure.

Fig. 10.1.7 - Batch Status
Batch 5 - De-activated

10.1.7 Activate/Deactivate Batch

Deactivate Batch is used when processing has been started on the Batch but must be halted for whatever reason.

For example, the documents are required elsewhere but will be returned at a later date to continue

Fig. 10.1.8 - Report Selection

10.1.8 Print Report

Reports can be printed at any time from within Capsure Manager rather than having to open Report Viewer and select the required criteria.

Select the required report from the Report Selection screen (see fig. 10.1.8) which will show all previously created reports (see Reporting Manual).

The report will be printed for all consignments and batches within the delivery.
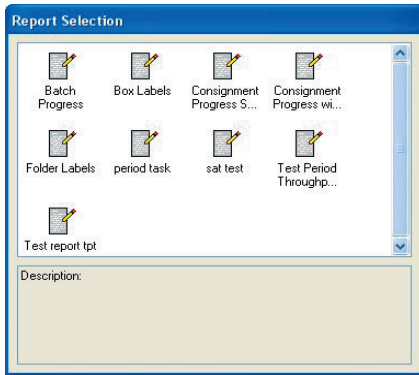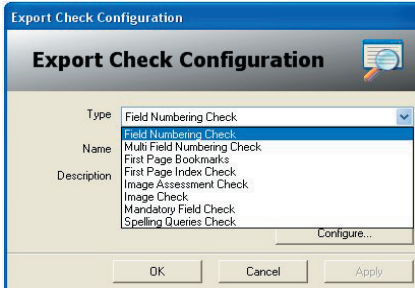
Fig.11.1 Export Check configuration screen

the process.

It is displayed within Capsure Manager in Meduium Grey (see fig. 10.1.7).

Re-activate Batch reverses this procedure.

11 Export Checks

Export checks are used to validate the data and images, ensuring that nothing should fail at the time of exporting.

11.1 Creating Export Checks

Select the Project Group and Project, Exporting, Export Checks and, from the context menu, <Add Check> to display the Export Check Configuration window (see Figure 11.1).

There are a number of checks that can be selected (see sections 11.1.1 - 11.1.8).

11.1.1 Field Numbering

Field numbering can be checked to ensure that a number at the beginning of the configured field either increments or remains the same from one document to the next.

The number can be in a variety of forms (e.g. '1', '1.1','1.1.1.1').

The separator can be any entered character (e.g. stop, hyphen, space, or any combination '1-1.1').

Selecting the Field Numbering Check from the list will display a further configuration screen (see Figure 11.1.1).

Select the field name to be checked from the list box. Ensure that the separator to be used is present in the <Allowed Separator> box.

Tick the required choices from the options.

11.1.1.1 Numbers must increment

This will not allow numbers to remain the same. Each indexed number in the configured field must be greater than the previous index.

For example - 1.1 can be followed by 1.3 but not by 1.1

11.1.1.2 Allow initial missing numbers

The first one or few records at the beginning of a batch need not have a number at the start of the index

data.

i.e. The first record may be '(Index)' followed by '01 General Documents'.

Once started, all following records must be numbered.

11.1.2 Multi Field Numbering

This check will ensure that a number at the beginning of the configured fields increments or remains the same from one document to the next (see Figure 11.1.2).

The Multi Field Numbering check will allow sub fields to be in sequence as well. For example, where three numbered fields are indexed

Doc. 1
   Category 1 = 01 General
   Category 2 = 1 Legal
   Category 3 = 1 XYZ

Doc. 2
   Category 1 = 01 General
   Category 2 = 1 Legal
   Category 3 = 2 ABC

This check will ensure that the combination of all three fields will increment i.e. doc 1 = 01.1.1 and doc 2 = 01.1.2.

Up to five fields can be linked in this way.

It is also possible to check that these combined 'Numbers must Increment' (see section 11.1.1.1) and 'Allow Initial Missing Numbers' (see section 11.1.1.2)

11.1.3 First Page Bookmark

This checks that every page bookmarked as a first page is indexed as a first page.

The bookmark may be as a result of a 'New Document' barcode used during scanning or by being a first page of an imported document

11.1.4 First page Index

This check ensures that the first page of a document or a batch is indexed. Missing indicies prevent it being defined as a document.

11.1.5 Image Assessment

This check ensures that every page is assessed as either Good, Bad or Deleted. Any other assessment (i.e. Rescan) will be reported.

11.1.6 Image

This ensures that a physical image exists for every page of the expected document(s).

11.1.7 Mandatory Field

This will check that all mandatory fields for all indexed pages have been filled in.

Whilst this is checked during indexing it may be possible for a hardware failure (i.e. unexpected power cut) to cause the check during indexing to fail

11.1.8 Spelling Queries

If fields have been set to be Spell checked, all the Spelling Queries (see section 7.4.2) must have been reviewed and accepted or rejected and replaced.

This will ensure that no pending or rejected spelling queries still exist for the exporting data.

11.1.9 Task Complete

All tasks must be marked off as completed by using Accept Task to close the individual modes.

Any batch closed with 'Stop Task' will cause this check to fail.

Fig.12.0.1 Export configuration screen
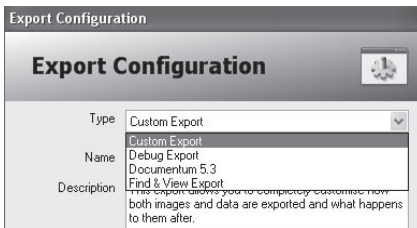
Fig.12.0.2 Select type of export

Fig.12.1.1 Setup selection screen

11.2 Running Export Checks

Export Validation runs through the Export Checks one by one and is initiated from the main Capsure module.

12 Export Set up

Exporting is the means to convert data and/or images into the required format.

Select 'Exports' from the required Project - Exporting, and <Add Export> from the context menu to display the Export Configuration window (see Figure 12.0.1).

Enter a logical name for the Export, i.e. Customer name or type of output - e.g. TIFF export.

Edit or replace the description to something meaningful (more than one export can be performed on the same data) e.g. 'This will export documents as multipage TIFF with index data per consignment'.

Select the type of export required (see section 12.1) and then select the <Configure> button to display the selection screen for exports.

Exports can be configured in a variety of ways (see fig. 12.0.2) but will only be saved when exiting the export set up via <OK>.

12.1 Type of export - Custom

Selecting Custom Export and <Configure> will display the setup selection screen (see fig. 12.1.1)

12.1.1 Folders

Fig.12.1.1.1 Folder setup screen

The folder structure for the exported images must be created before any formatting of the output can be configured.

Select Folders from the Custom Export selection screen to display the folder setup screen (see fig. 12.1.1.1).

Fig.12.1.1.2 Custom String

Enter the Root Export Path required. The default path will place the images under C:\Capsure Export. This may be set to any drive on the network and any path. The path will be created when the first export is run.

Select the first folder level 'Export' to structure the folders under the root export path.

Fig.12.1.1.3 New Custom String

Select <Add> to display the Select Custom String setup (see fig. 12.1.1.2). A folder name can be constructed from entered text, contents of index fields or standard data. Creating a Custom String allows any combination of elements to be used to create the folder name.

Select <New> to create a Custom String (see fig.12.1.1.3). Enter a logical name e.g. Project name, and right click in the String entry box following the instructions displayed to enter the elements required to make up the string.

Custom String

Fig.12.1.1.4 Element format

Holding the mouse cursor over an element will display the format set (see fig. 12.1.1.4).

Several levels of folders can be constructed. These levels can be edited or removed until everything is set up as required. (see fig.12.1.1.5).

Fig.12.1.1.5 Folder structure

In the example shown, the images will be exported to C:\Capsure Exports*Project name\Consignment number* where Project name and Consignment number will be inserted at the time of export.

Click <ok> to return to the Custom Export set up screen (fig.12.1.1).

12.1.2 Images

Fig.12.1.2 Image settings

Images can be exported as one of three formats if the required licenses are installed. See fig. 12.1.2

Each format has unique configuration settings.

12.1.2.1 Multi page TIFF

The location tab is common to all image and data formats and uses Custom Strings (see section 12.1.1 Folders).

Fig.12.1.2.1.1 Image settings

Ensure that the Folder location is set to the correct level using the down arrow to select from the available list, (see fig.12.1.2.1.1).
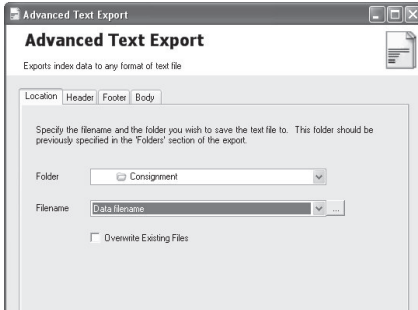
Click the browse button (...) to create a filename custom string for the documents.

Remember to add the extension to the name (i.e. Invoice number. tif where Invoice number is created from the index field for each document.

The Format and Advanced tabs are set to a default standard but can be edited if the end user requires a specific structure for the TIFF images. (see figs. 12.1.2.1.2 & 3)

12.1.2.2 Multipage PDF

The location tab is common to all image and data formats and uses Custom Strings (see section 12.1.1 Folders).

Ensure that the Folder location is set to the correct level using the down arrow to select from the available list, (see fig.12.1.2..1).

Click the browse button (...) to create a filename custom string for the documents.

Remember to add the extension to the name (i.e. Invoice number.pdf where Invoice number is created from the index field for each document.

Fig.12.1.2.1.2 Tiff format tab
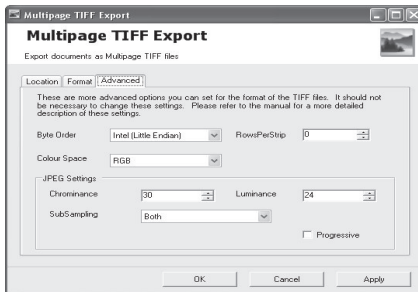
Fig.12.1.2.1.3 Tiff advanced tab
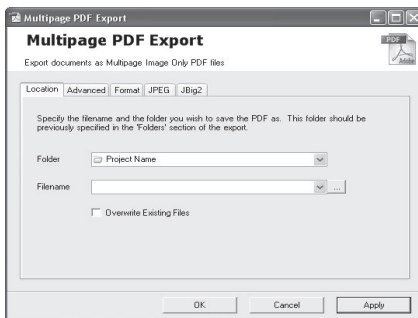
Fig.12.1.2.2.1 Tiff advanced tab

70
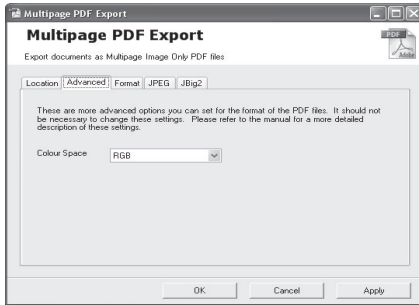
Fig.12.1.2.2.2 PDF advanced tab
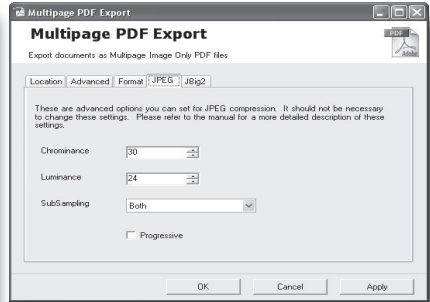
Fig.12.1.2.2.4 PDF JPEG tab
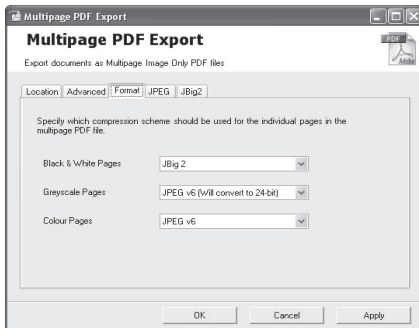
Fig.12.1.2.2.3 PDF Format tab

Fig.12.1.2.2.5 PDF JBig2 tab

The Format, Advanced, JPEG and JBig2 tabs are set to a default standard but can be edited if the end user requires a specific structure for the PDF images. (see figs. 12.1.2.2.2,3,4&5)

12.1.2.3 Abbyy 6 format

Abbyy6 format is used when the images are required to be OCRd (pass through Optical Character Recognition) to produce an image and/or text.

The location tab is common to all image and data formats and uses Custom Strings (see section 12.1.1 Folders).

Ensure that the Folder location is set to the correct level using the down arrow to select from the available list, (see fig.12.1.2.3.1).

Click the browse button (...) to create a filename custom string for the documents.

Remember to add the extension to the name (i.e. Invoice number.pdf where Invoice number is created from the index field for each document.

The Info tab (see fig 12.1.2.3.2) allows preset information to be stored in the image header. Using the Browse button (...) creates custom strings from available data.

The Image tab (see fig.12.1.2.3.3) will set the output image resolution (dots per inch) irrespective of

Fig.12.1.2.3.1 Abbyy6 Location tab
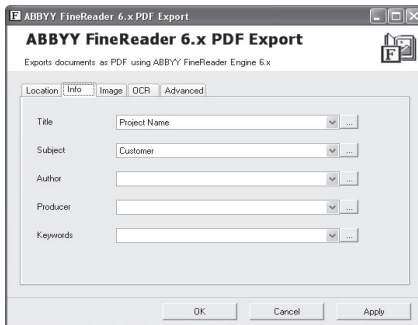
Fig.12.1.2.3.2 Abbyy6 Info tab

Fig.12.1.2.3.3 Abbyy6 Image tab
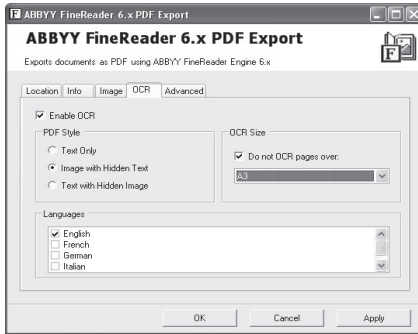
Fig.12.1.2.3.4 Abbyy6 OCR tab
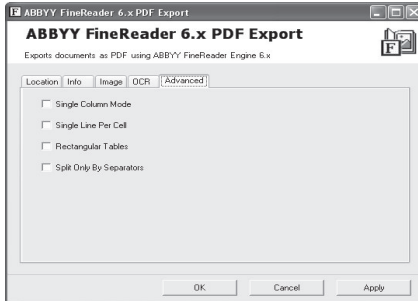
Fig.12.1.2.3.5 Abbyy6 Advanced tab

Fig.12.1.3 Data export

whether the scanned or imported images were variable dpi. It is sufficient for most purposes to set this to 200dpi.

No other settings on this tab need be set.

The OCR tab (see fig. 12.1.2.3.4) is the main configuration setup for OCR'd PDFs. Select the check box 'Enable OCR' and check the PDF style required.

Select the language(s) to be used.

The more languages used the slower the OCR processing.

If the documents contain plans and therefore little data that could be usefully OCRd, check the box 'Do not OCR pages over..' and select the size required (commonly set to A3)

The Advanced tab (see fig. 12.1.2.3.5) is set to a default standard but can be edited if the end user requires a specific structure for the PDF images.

12.1.3 Data

Select data and, from the list box, select <Advanced Text Export' (see fig. 12.1.3). Click the <Configure> button to display the four tabs.

The output of the data can be formatted in a variety of ways - see sections 12.1.3.5 - 12.1.3.8)

Fig.12.1.3.1 Data - location tab

Fig.12.1.3.2.1 Data - header tab
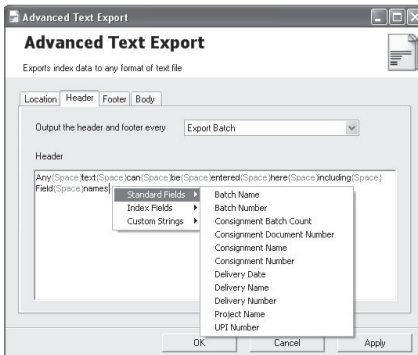
Fig.12.1.3.2.2 Data - header tab

12.1.3.1 Location tab

The location tab is common to all image and data formats and uses Custom Strings (see section 12.1.1 Folders).

Ensure that the Folder location is set to the correct level using the down arrow to select from the available list (see fig 12.1.3.1)

Click the browse button (...) to create a filename custom string for the documents.

Remember to add the extension to the name.

(i.e. Consignment number.txt)

12.1.3.2 Header tab

The header tab is used to add information before the main index data where required, either per Export Batch or per Document (see fig. 12.1.3.2.1).

The content of the header can be made up of:
- Any text
- Standard Fields
- Indexed Fields
- Custom Strings
- Special Characters

Special Characters are displayed as text to ensure that there is no confusion, i.e. Selecting Newline with the <Enter> key will display {Newline}, space will display {Space}, " will display {Dou-

Fig.12.1.3.3.1 Data - footer tab

bleQuotes} etc. (See fig.12.1.3.2.2)

Header data is required by some Document Management systems to ensure that the DM system knows what data to put in which field.

It can also be used as Column headers to text outputs into software such as MS Excel.

This data may be as simple or as complex as is required.

12.1.3.3 Footer tab

The Footer tab is used to add information after the main index data where required, either per Export Batch or per Document (see fig. 12.1.3.3.1).

The content of the footer can be made up of:
 - Any text
 - Standard Fields
 - Indexed Fields
 - Custom Strings
 - Special Characters

Special Characters are displayed as text to ensure that there is no ambiguity, i.e. Usingthe <Enter> key will display {Newline}, space will display {Space}, " will display {DoubleQuotes} etc.

Footer data is required by some Document Management systems to

Fig.12.1.3.4.1 Data - Body tab

Fig.12.1.3.5.1 Current Date format

Fig.12.1.3.5.1 Date format

ensure that the DM system knows where data for each document or group of documents finishes.

This data may be as simple or as complex as is required.

12.1.3.4 Body Tab

The Body tab is used to create the output text file containing the indexed information and can be either per Document, Page or Export Batch.

Data is most commonly required per document but could be unique per page.

The content of the body data (see example shown in fig. 12.1.3.4.1) can be made up of:
- Any text
- Standard Fields
- Indexed Fields
- Custom Strings
- Special Characters

Special Characters are displayed as text to ensure that there is no confusion, i.e. Selecting Newline with the <Enter> key will display {Newline}, space will display {Space}, " will display {DoubleQuotes} etc.

This data may be as simple or as complex as is required but must match the end user's specification, where provided, to enable the data and images to upload to their system.

Fig.12.1.3.6.1 Text format - Trimming

Fig.12.1.3.6.2 Text format - Justify

Fig.12.1.3.6.3 Text format - Replace

12.1.3.5 Formatting the date

Date fields are only entered in the format Day/Month/Year but can be output in a variety of ways.

Position the cursor over the date field to see the existing format (see fig. 12.1.3.5.1).

Select the date to be formatted to display the Custom String Format window. The example shown in fig.12.1.3.5.2 gives an idea of the flexibility of the formatting.

12.1.3.6 Formatting text

Textural data can be Trimmed (fig.12.1.3.6.1) Justified (fig.12.1.3.6.2) or have data replaced within it (see fig.12.1.3.5.3).

12.1.3.6.1 Trimming

Allows the user to extract sections of the data entered where required. This can be starting from the:
- beginning of the data
- end and counting backwards
- from a specific start point for a defined number of character

12.1.3.6.2 Justification & Padding

Data can be padded to a specific number of characters and justified left or right (inserting leading or trailing spaces).

12.1.3.6.3 Replaces

Fig.12.1.3.7.1 Number format
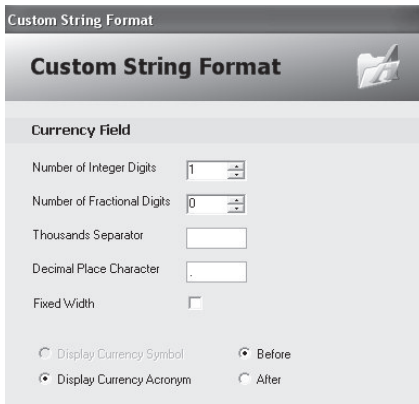
Fig.12.1.3.8.1 Currency format

If it text should be standardised, for example plc should always be displayed as lower case, all permutations can be set up to be replaced with the correct structure.

<Add> as many replacedments as are necessary to ensuring consistency of output. Any incorrect replacements may be selected and <Removed>.

12.1.3.7 Formatting Numbers

Numbers can be formatted to be fixed width (leading zeroes) and with a set number of digits before and after decimal places (see fig. 12.1.3.7.1)

12.1.3.8 Formatting Currency

Currency can be formatted in the same way as numbers (see section 12.1.3.7 Formatting numbers).

In addition to the number settings it is possible to export the currency acronym (see fig. 12.1.3.8.1). If exported; it can be placed before or after the data.

Index