Bluelake Document Copy Utility for Kofax

Overview

The Bluelake Document Copy utility for Kofax adds right-click menu options embedded within the Kofax Scan and Quality Control modules, to expedite manual batch separation processes. For instance, copying all or specified pages of a document to create new documents, and/or moving specified pages within documents to new documents.

A typical application is inbound fax processing, where the pages within the fax represent multiple documents, and a copy of the fax coversheet is needed on each of the resulting documents. Many Kofax capture processes that involve user intervention when splitting documents can leverage Bluelake Document Copy to save time and keystrokes.

The following right-click functions are supported:

- Copy the first page of the selected document to a new document of the same form type
- Copy and/or move specified pages to a new document (displays user dialog)
- Copy all or specified pages to one OR MORE documents (displays user dialog)
- Copy the currently selected page to a new document
- Combine all loose pages into a single document

System Requirements/Compatibility:

- Kofax versions through 11.x

Download and Installation:

A demo download of the application is available at our website at
https://www.bluelake.com/Home/DocumentCopyForKofax

After download, double-click on the exe file to invoke the install. The demo download provides a 15 day fully functional version of the product, which can be converted to a permanent copy by purchasing a license.

Pricing:

Qty 1	Qty 3	Qty 5	Qty 10	> 10
$495	$900	$1250	$2000	$200 each

For more information or to purchase licenses, please contact:

Bluelake Software, Inc.
www.bluelake.com
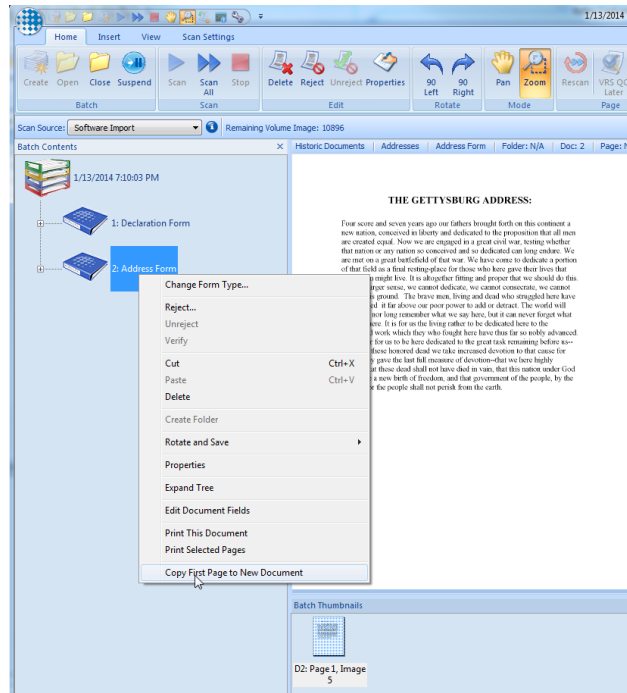Phone: (888) 374-2220 x201   Email: info@bluelake.com

Bluelake Document Copy Utility for Kofax - User Instructions
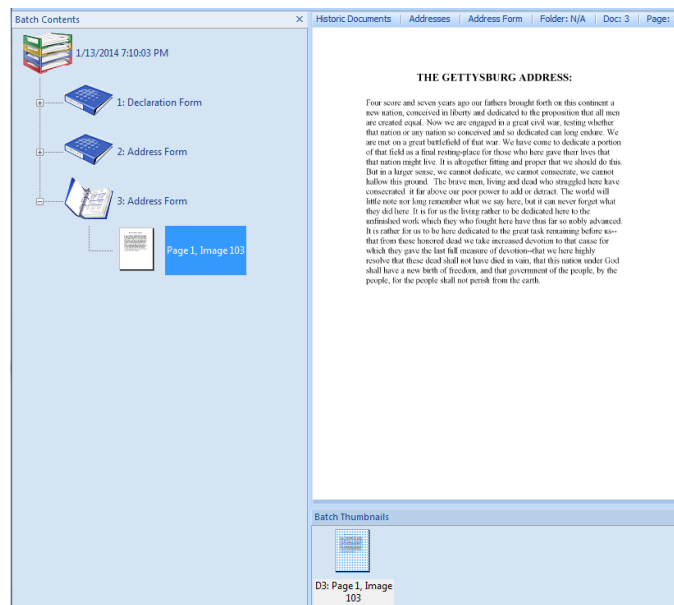
After installation, when opening the Kofax Scan or Quality Control Modules, new options will be visible when right clicking on a document, or when right clicking on pages within a document.

Copy First Page to New Document (*Scan* or *Quality Control* Module)

Right click on a defined document and select "Copy First Page to New Document" to create a new document with the first page of the current document copied to it.
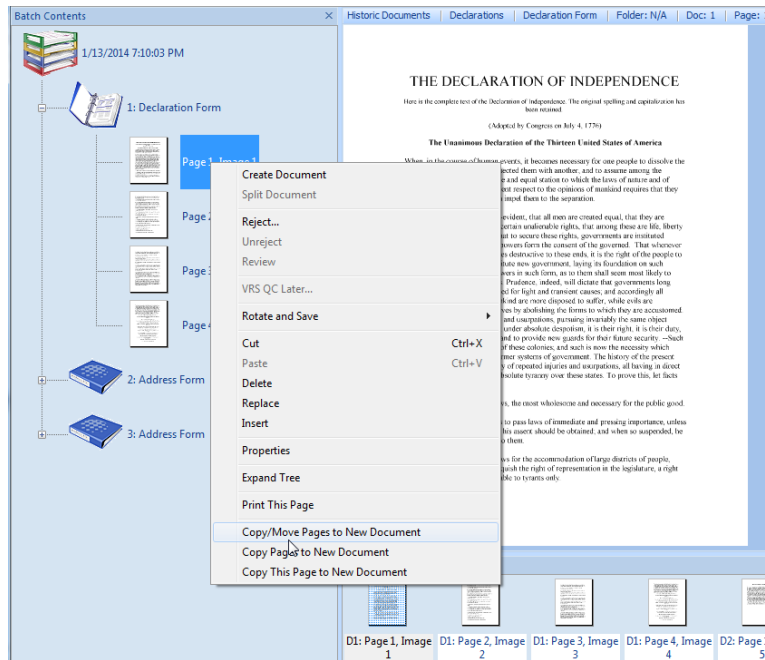

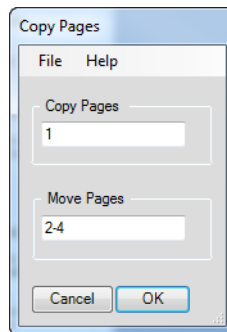The result of the operation is shown below:

Copy/Move specific pages to a new document (*Scan* or *Quality Control* Modules)

Right click on any page within a document and select "Copy/Move Pages to New Document", as shown below.
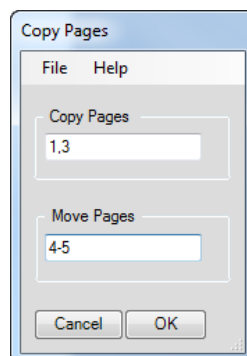

A window will appear requesting instructions for the pages to be copied or moved, as shown below.
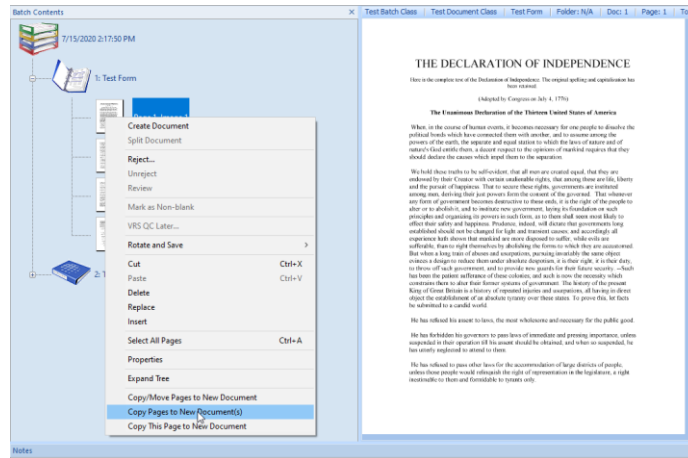

The default is set to copy the first Page and move all the remaining pages. To change the option, simply change the page numbers appearing in each text box, or remove an entry entirely to skip the operation.

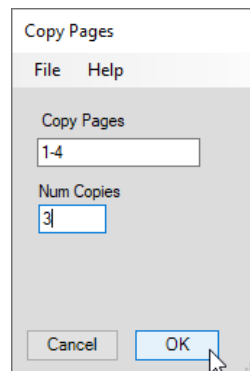Alternately, you could choose to copy pages 1 & 3 (1,3), and move page 4-5:

Copy Pages to new document(s) (*Scan* or *Quality Control* Modules)

Right click on a page within a document and select "Copy Pages to New Document", as shown below.
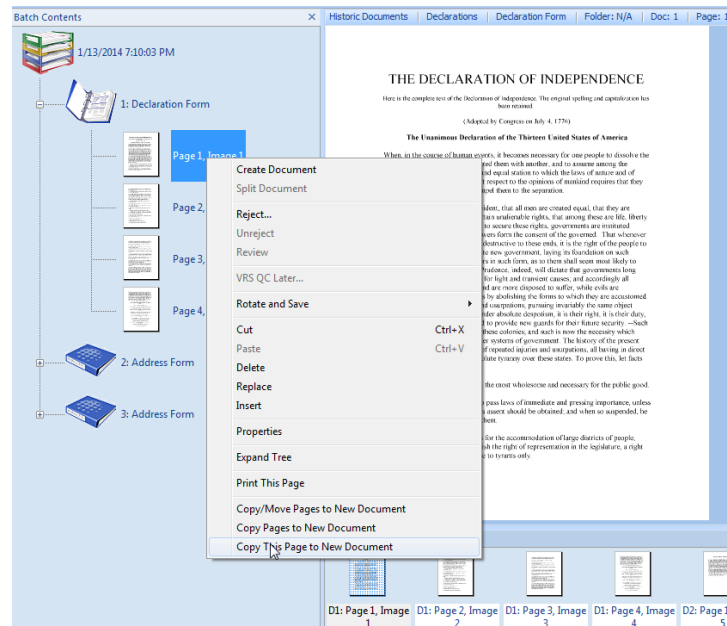

A window will appear requesting instructions for the pages to be copied, and the number of copies to make, as shown below.
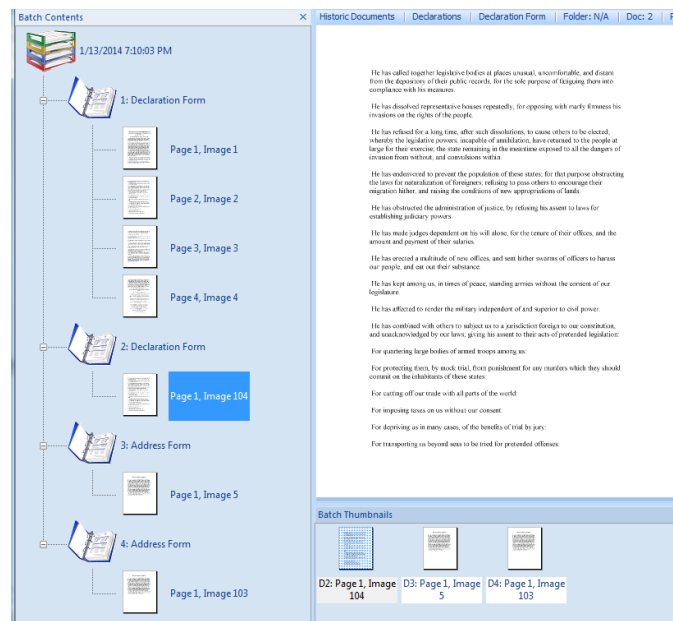

The default is to copy all pages of the document to 1 new document. To change the option, simply change the page numbers appearing in each text box, or remove an entry entirely to skip the operation.

Copy This Page to New Document (*Scan* or *Quality Control* Modules)

Right click on any page within a document and select "Copy this page to New Document", to create a new document of the currently selected form type, based on a copy of the currently selected page.
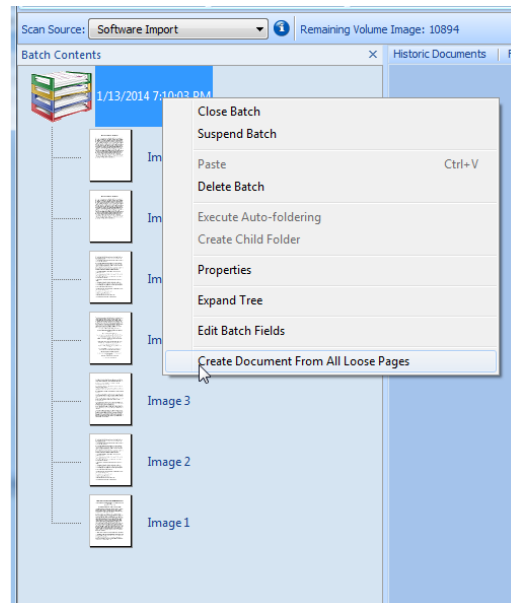

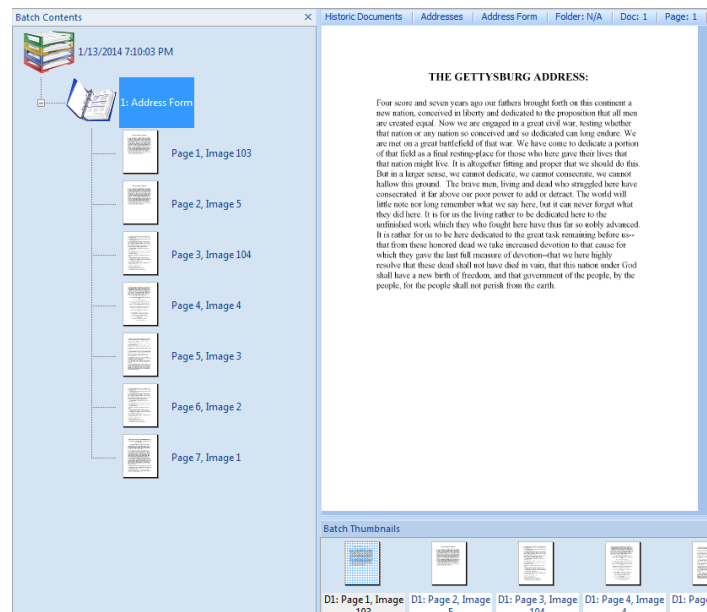The result of the operation is shown below:

Create Document from all Loose Pages (*Scan* or *Quality Control* Modules)

Right click on the root entry in the Scan Module and select "Create Document from All Loose Pages", to compile all loose pages into a single document. Thereafter, you will need to select the Form Type.

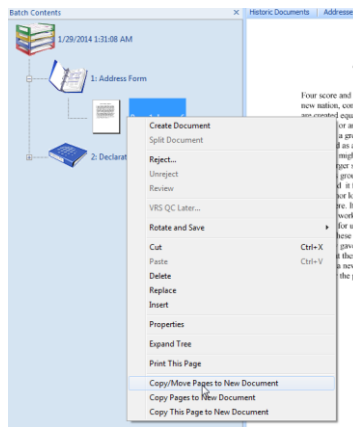The result of the operation is shown below:
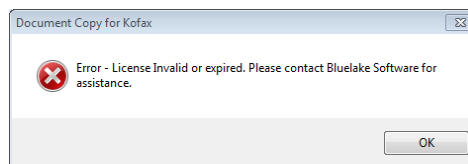
Product Licensing Instructions

When first installed, a temporary 14 day, 100 use license will be created for Document Copy. The license can be extended or converted to a permanent license with a license key. To extend the temporary license or to purchase a permanent license code, please contact Bluelake Software.

Activating a license key:

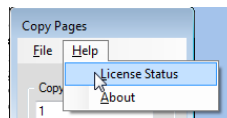To activate a license key, open a Batch in Batch Manager in one of the applicable Kofax modules – Scan, Quality Control, etc., and click to invoke one of the options:
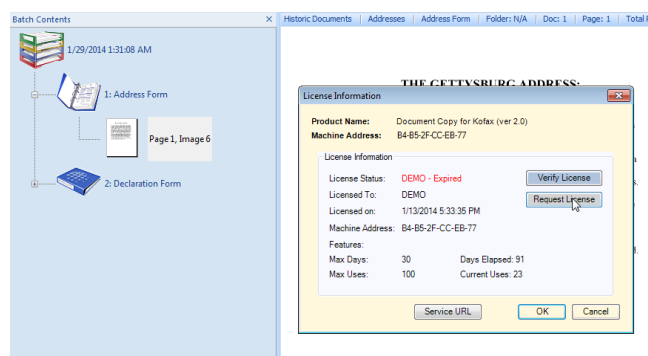

You might see the following message if the license has expired. Click OK to continue:
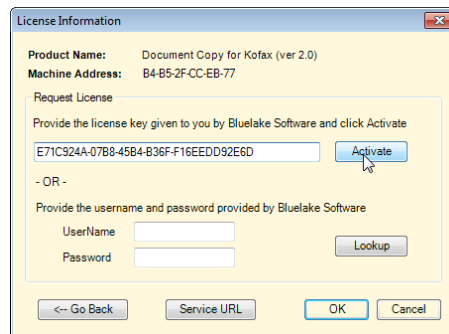

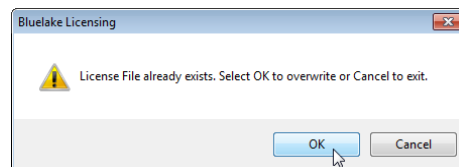Otherwise, from the resulting application window select *Help, License Status*.

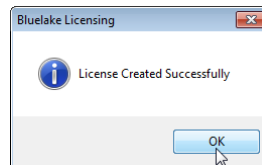On the License Information window click the **Request License** button

On the resulting License Activation window copy and paste the license key into the Activation box and click the Activate button:

License Information

Product Name: Document Copy for Kofax (ver 2.0)
Machine Address: B4-B5-2F-CC-EB-77

Request License

Provide the license key given to you by Bluelake Software and click Activate

E71C924A-07B8-45B4-B36F-F16EEDD92E6D   [Activate]

- OR -

Provide the username and password provided by Bluelake Software

UserName
Password   [Lookup]

[<-- Go Back]   [Service URL]   [OK]   [Cancel]

Select OK to overwrite the existing (expired or temp) license:

Bluelake Licensing

⚠ License File already exists. Select OK to overwrite or Cancel to exit.

[OK]   [Cancel]

The License Creation Successful message should be displayed – click OK to close:

Bluelake Licensing

ⓘ License Created Successfully

[OK]

Click OK to close the license window:

License Information

Product Name: Document Copy for Kofax (ver 2.0)
Machine Address: B4-B5-2F-CC-EB-77

License Information

License Status: Active   [Verify License]
Licensed To: Bluelake Software   [Request License]
Licensed on: 4/14/2014 9:34:05 PM
Machine Address: B4-B5-2F-CC-EB-77   [Remove License]
Features:
Max Days: 0
Max Uses: 0

[Service URL]   [OK]   [Cancel]