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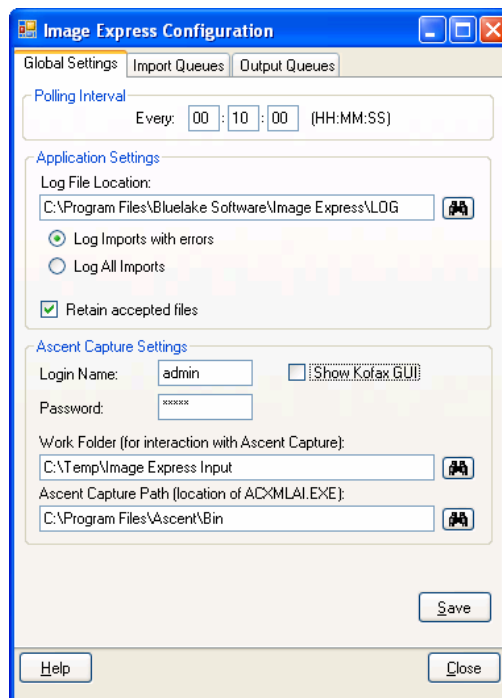
Bluelake Software - Image Express 2.0

Overview

Image Express™ is a utility for performing automated routing of TIFF and PDF documents from network folder locations into defined Kofax Ascent Capture Batch classes. It is particularly useful for routing documents from network-attached copiers and multifunction devices or electronic fax, for processing by Kofax Ascent Capture. It provides functionality that is similar to using Ascent Capture Collection Server, but without programming, and at far less cost.

The application runs as a Windows service, and has a configuration interface used for defining polling locations, polling interval, and mapping each polling location to a Kofax Ascent Capture Batch definition. In addition, there are a myriad of option settings that control the behavior of *Image Express™* as it deals with the polling and import process.

Image Express™ is available for demo download from www.bluelake.com. Licensing is on a per-processing station basis.



Setup and configuration instructions begin on the next page.

Please contact Bluelake Software at www.bluelake.com for further information or to purchase a permanent license.

Application Installation & Configuration:

To install, simply run the executable (ImageExpressNETInstall.EXE) available on CD or from the Products section of our website at www.bluelake.com.

After installation, configuration consists of specifying **Global Settings**, such as the polling interval and application log file settings, defining **Import Queues**, which include the polling location, and **Output Queues**, which map collected files to specified Ascent Capture Batch definitions.

The general setup sequence is as follows:

1. Configure Global settings on the *Global Settings* tab. This includes the polling interval, location of the application log file, relative location of the Kofax "Bin" directory, and login settings (if applicable) for Kofax Ascent Capture.
2. Configure at least one Output Queue on the *Output Queues* tab. An Output Queue designates how *Image Express™* will interact with an Ascent Capture Batch Definition. It provides for mapping all documents imported to a particular form type in Ascent, or having Ascent Capture recognition determine form type. An Output Queue may be referenced by more than one Import Queue. The polling locations themselves are configured within the Import Queues tab (next item).
3. Configure at least one Import Queue. An Import Queue specifies the actual windows network folder location that will be polled, and also provides additional Descriptive labels that can be forwarded to Kofax about the polling location. It also contains settings that limit the size of batches sent to Kofax, based on the Number of Files or the cumulative size of files accessed within each polling interval. An Import Queue also designates the Output Queue that will be used when sending files to Ascent Capture.

Licensing Requirements:

Image Express™ must be installed on a workstation or server that has an available Kofax Ascent Capture Full User license installed. In a standalone Kofax AC installation, *Image Express™* is installed on the standalone Kofax processing station. It can run concurrently with other Kofax Ascent Capture modules such as Recognition, Release, etc. Under the Kofax Ascent Capture framework, all Kofax AC modules running on a single machine can share a Full user license.

Other Requirements:

Image Express 2.0 requires the Microsoft .NET Framework 2.0. If it is not installed on the targeted workstation, a prompt will be provided during installation to download and install it.

Once installed and configured, Image Express 2.0 runs as a Windows Service. It will write startup and shutdown messages to the Application Event log, and will write processing messages to its own Log file.

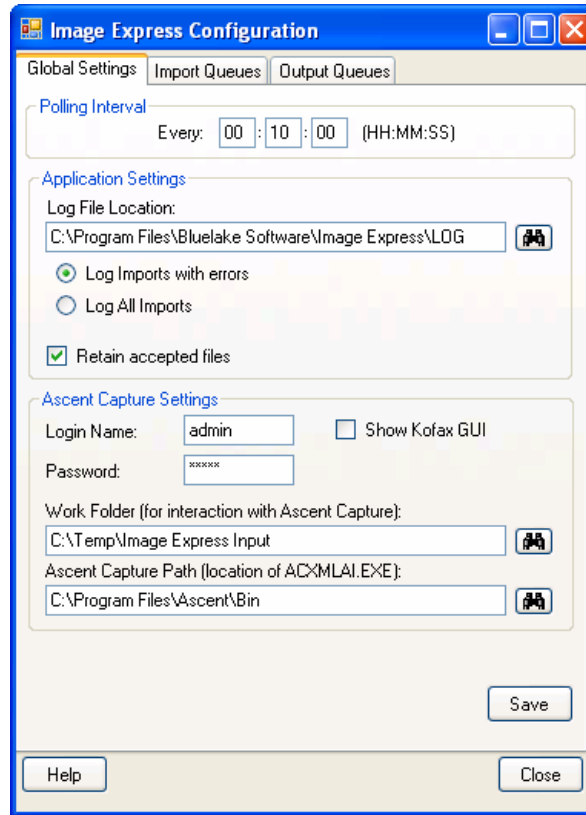
Notes:

Image Express.NET replaces the earlier *Image Express™* console application. Customers who are

current on support can receive the upgrade free of charge. Customers out of support can receive it by paying an upgrade fee.

Instructions for configuring each of the options begins on the next page.

Global Settings



The Global Settings tab establishes overall processing parameters for *Image Express™*, as follows:

Polling Interval

The polling interval is express in Hours, Minutes & Seconds in the form HH:MM:SS. The example above polls the folders specified in the Active profiles every 10 minutes. The polling interval should be set to a value which allows processing of the expected volume of files before the next polling interval, though there is handling within *Image Express™* to confirm that a prior polling interval's activities are completed before the next polling interval is initiated.

Application Settings

Log File Location:

Image Express™ writes startup and shutdown messages to the Windows Application Event log. In addition, *Image Express™* writes more detailed processing information to a separate text file. The default location of this file is in Program Files\Bluelake Software\Image Express 2.0\Log. You can opt to "Log Imports with Errors" (the default), or receive more verbose logging by selecting "Log All Imports".

The Application Event Log will contain a record of the Global Settings, Active Profiles and associated Output Queues defined at the time the application was started.

Retain Accepted Files:

By default, only files that encounter an error on Import into Kofax Ascent Capture are saved in a

REJECTED folder. Optionally, you can check the Retain Accepted Files option to have all files saved after import. Reasons for rejection include invalid image file formats, network issues in reaching a polling or output location, Kofax licensing issues, Kofax configuration problems, or issues with user profiles and security being enabled without providing login information to *Image Express™*.

Ascent Capture Settings

Login Name/Password:

If user profiles are enabled in Kofax Ascent Capture, a login name and password are required for *Image Express™* to login to Kofax. In addition, the user login specified for *Image Express™* must be granted rights to the Scan Queue as well as to the individual Kofax Batch Definitions referenced in any active Output Profiles.


Show Kofax GUI:

When processing, *Image Express™* invokes the Kofax Ascent Capture XML Import module. By default, the visible window that otherwise appears when the XML Import process is running is made invisible. Checking this option will make the XML Import window visible each time it is invoked by *Image Express™*.

** Recommendation: Display the Kofax XML Import GUI during initial configuration to confirm proper configuration.

Work Folder Location:


Image Express™ creates several processing folders beneath the specified Work Folder location. These folders are called ACCEPTED, REJECTED, IMPORT and CONTROL. The IMPORT and CONTROL folders are work folders used by the *Image Express™* process. The ACCEPTED and REJECTED folders contain processed files. The ACCEPTED folder will remain empty unless the Retain Accepted Files option under application settings is checked.

Click the  icon to browse to a mapped folder location, or manually provide a UNC path (see performance not below).

For best performance, specify a **Work Folder Location** that is on the same machine on which *Image Express™* is installed. This will minimize any extra bandwidth needed to copy image files to additional network locations.

Ascent Capture Path:

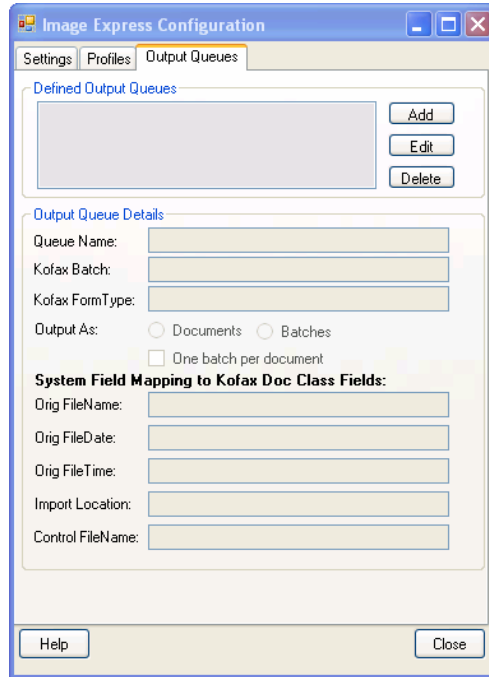
Image Express™ interacts with the Kofax Ascent Capture XML Import module (ACXMLAI.EXE). Depending on the type of Kofax installation (network or standalone) and the relative location of *Image Express™*, *Image Express™* needs to know the path to the ACXMLAI.EXE executable. In a standalone or server-based installation, the usual location would be Program Files\Ascent\Bin. In a networked installation where *Image Express™* is running on a separate machine from the server, the ACXMLAI.EXE file will be found in the ASCENTSV\Servlib\Bin folder.

Click the  icon to browse to a mapped folder location, or manually provide a UNC path in the case of a network install.

** Recommendation: To make sure the correct location is configured, check the Show Kofax GUI option during initial configuration and testing as noted previously.

Output Queues

An Output Queue references a Kofax Batch Definition, and establishes how *Image Express™* will interact with the Kofax Batch Definition. The Output Queues tab allows configuration of one or more Output Queues. At least one Output Queue must be defined to *Image Express™*.



To define an Output Queue, select the Output Queues tab and click “Add”.

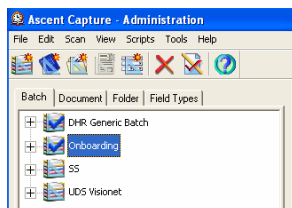
Output Queue Name:

Provide a descriptive Name for the Output Queue, keeping in mind an output queue could be used by more than one Import Queue (aka Polling Location), yet it is mapped to a particular Ascent Capture Batch Class. Therefore the name should be more reflective of the properties of the Ascent Capture Batch Class than the polling location to which it will later be assigned. Note - you could have multiple Output Queues referencing the same Kofax Batch definition. This would make sense if you were mapping between polling locations and specific Form Types in Kofax, or if you had different System Field mapping requirements -more on these concepts below.

For example purposes, we will call the first Output Queue “Inbound Faxes”.

Kofax Batch:

Provide the exact name of the Kofax Batch Definition, as it appears in the Kofax Administration Module “Batch” tab level as shown below. We will use “Onboarding” as an example:



Output Queue Details

Queue Name:

Kofax Batch:

Kofax FormType:

Output As: Documents Batches

One batch per document

Kofax Form Type and Output As options:

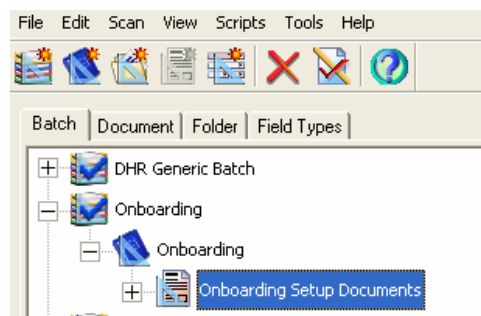
We will tackle the Output As option first:

When files are imported into Kofax Ascent Capture by *Image Express™*, they can be imported in two ways:

- 1) As Batches - Where identification of each document and form type will be determined by subsequent processing in Kofax Ascent Capture - i.e. by Recognition or Xtrata processing or manual identification in Quality Control;
- 2) As Documents - Where it is known that each individual file will resolve to a single document.

If "Documents" is selected, you may also specify a particular Form Type within Kofax Ascent Capture IF, by virtue of the polling location(s) (aka Profile(s)) to which this Output Queue is assigned, it is possible to state that every file will resolve to a single Form Type within Kofax Ascent Capture. If "Documents" is not selected, any Form Type provided will be ignored.

Note: The correct Form Type specification is as reflected at the Form Type level within the Kofax Administration Module, as shown highlighted below:



If "Documents" is selected and Form Type is left blank, Document separation will be provided before the files reach Kofax Ascent Capture, but identification of the Form Type will be left to Ascent Capture processing.

One Batch Per Document

If Output as Batches option is selected, checking the One Batch Per Document checkbox will render each individual file pulled from the polling location as a separate batch within Kofax.

System Field Mapping to Kofax Doc Class fields

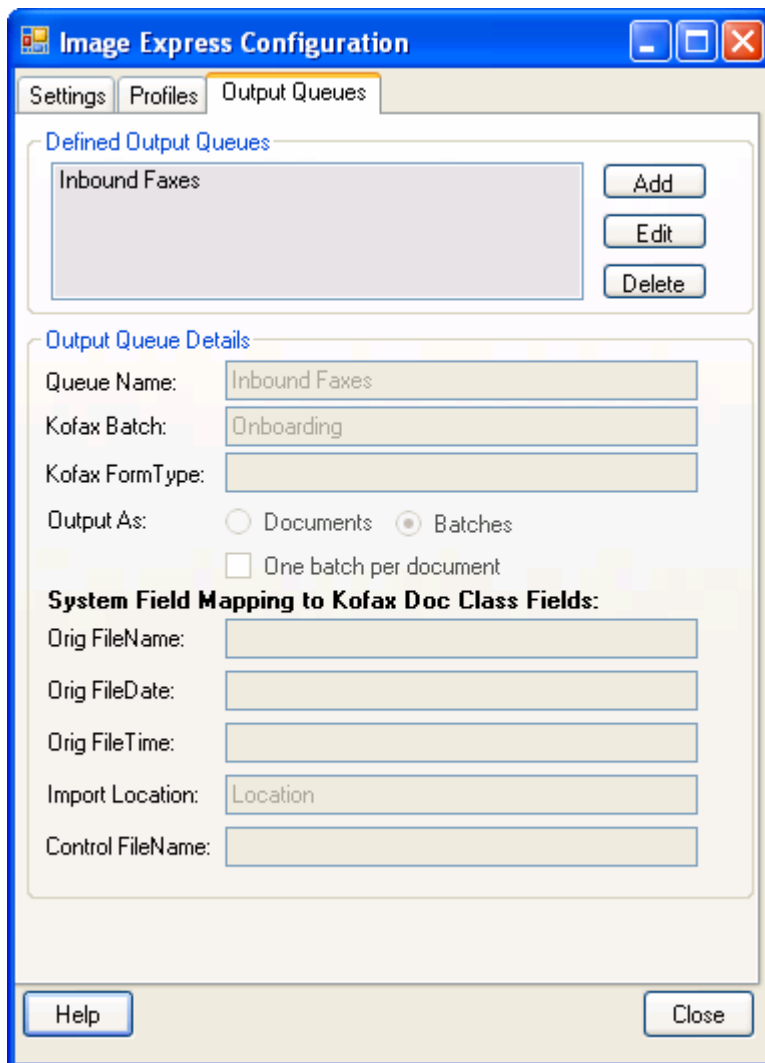
There are 5 "system" values available within *Image Express™* that can be assigned to Index Fields

that are defined at the Document Class level within Kofax Ascent Capture.

- Orig File Name: The name of the file as it existed in the polling location.
- Orig File Date: The date of the file as it existed in the polling location.
- Orig File Time: The time of the file as it existed in the polling location.
- Import Location: The "Location" value provided in the Profile definition.
- Control FileName: The name of the file as it was known to Kofax Ascent Capture.

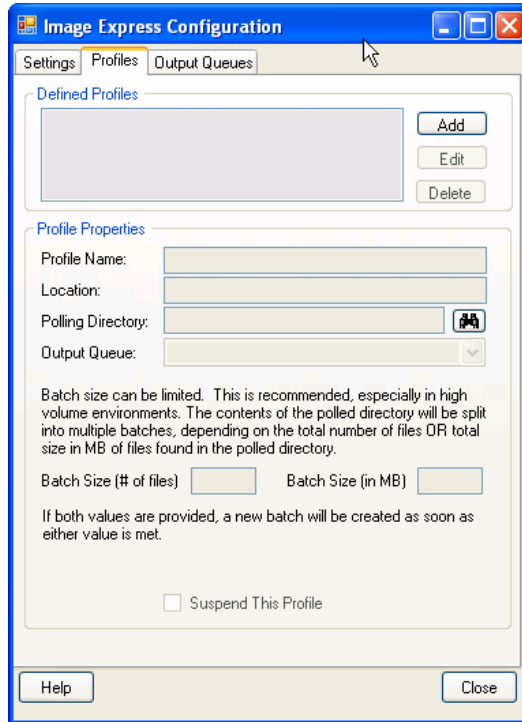
To assign any of these values, provide the EXACT index field name as it is defined in the Properties of the Document Class with Kofax Ascent Capture.

Be sure to select the "Save" button to save the current Output Queue. The completed definition might look like the following:



Import Queues

An Import Queue is essentially a windows network polling location, with additional attributes applied to it.



To define an Import Queue, select the Import Queues tab and click "Add".

Queue Name:

Provide a descriptive Name for the Profile, keeping in mind a Profile is closely tied to a polling location on the Windows network. For example purposes, we will call this first one "Fax & Copier Location 1".

Location:

Provide a descriptive name for the polling location - i.e. "Los Angeles Office". The Location value can be forwarded onto a Kofax Document Class Index field to provide additional referencing for processed documents (see Output Queues, System Field Mapping). This field is optional.

Polling Directory:

Provide the Windows network folder location associated with this Profile.

Click the  icon to browse to a mapped folder location, or manually provide a UNC path.

The account under which the *Image Express™* Service will run MUST have rights to access this folder on a Read Only basis. The default Service Log On account is LocalSystem. To change this account, go to Services, locate the *Bluelake Image Express™* service, select the Log On tab, and provide a domain user account with rights to this folder.

In addition, make sure this account also has the right to Log On as a Service. To do this, go to *Administrative Tools, Local Security Settings* and select Local Policies/User Rights Assignment. On the right pane, select the "Log On As a Service" item, right click, select Properties, and make sure the domain user account specified for Bluelake *Image Express™* is included in the list of users.

Output Queue:

Select a defined Output Queue to associate with this Profile.

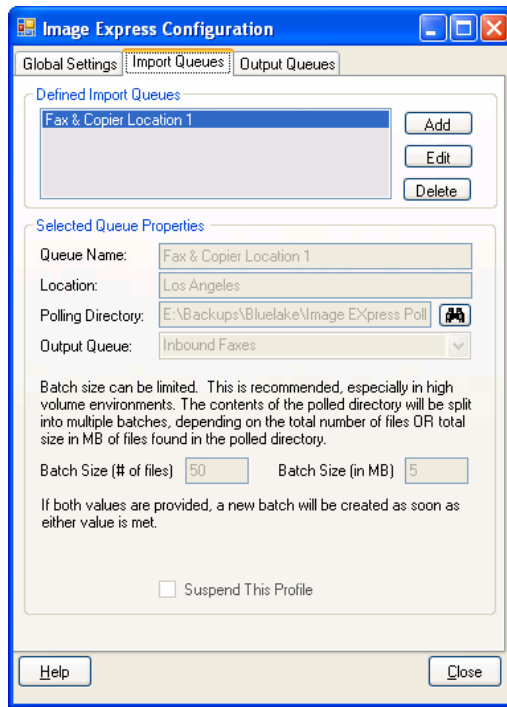
Batch Size (# of files) / Batch Size (in MB):

It is possible and in fact advisable to limit the size of batches forwarded to Kofax. There are two options for doing this - Based on the number of files per batch, OR based on the cumulative size of the files in MB. If both values are provided, whichever measure is met first will govern the cutoff for a particular batch. If no value is specified the system default is 50 files per batch.

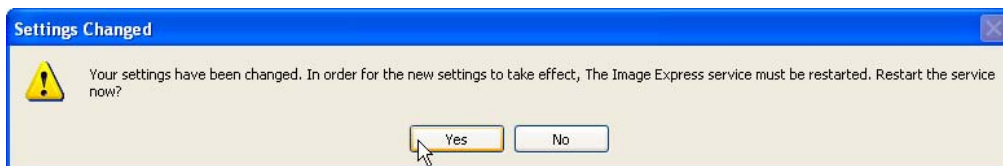
Suspend This Profile:

To stop processing based on a particular Profile, check this option. The Profile settings will be retained but the Profile itself will be rendered Inactive.

Be sure to select Save, to Save the current profile.



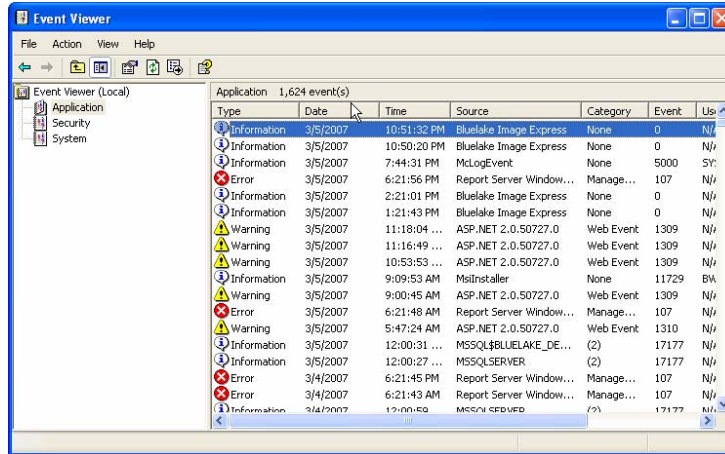
Press Close to Save All Configuration Settings. You will be prompted to confirm Restart of the Bluelake *Image Express™* service, to activate the service with the updated settings.



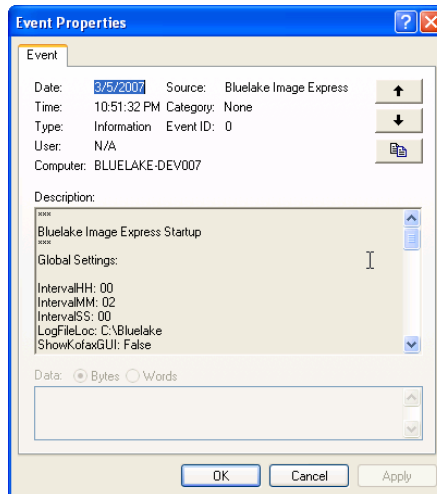
TROUBLESHOOTING

1. Confirm Service Settings:

After configuration of the service, is it a good idea to confirm the settings that appear in the Application Event log. To do this, go to Administrative Tools, Event Viewer, and double-click on the Application log. Locate the Bluelake *Image Express™* entry.



Double-click to view the log entries.



Review the Application Log entries to confirm the configuration of Global settings, at least 1 Profile, and at least one Output Queue.

Sample Application Log File Output:

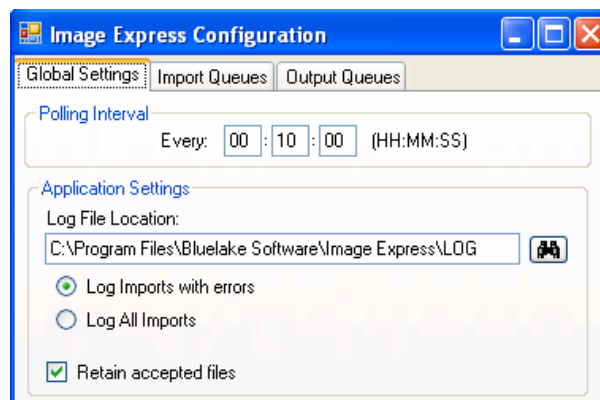
```
***
Bluelake Image Express Startup
***
Global Settings:
```

```
IntervalHH: 00
IntervalMM: 02
IntervalSS: 00
LogFileLoc: C:\Bluelake
ShowKofaxGUI: False
LogAll: False
SaveAcceptedFiles: False
SendFilesTo: C:\Bluelake
KofaxUID:
Password: *****
KofaxPath: C:\Program Files\Ascent\Bin
Application Startup: 3/5/2007 10:51:32 PM
Interval Type: Min Interval Amt: 5
Defined Profiles: 1
*** Profile Name: Fax & Copier Location 1
Profile Settings:
PollDir: \LASVC\d$\DocStore
Profile Name: Fax & Copier Location 1
Location Name: Los Angeles
Batch Limit - Files: 50
Batch Size Limit (MB): 5
Inactive: False
Output Queue: Inbound Faxes

*****
Defined Output Queues: 1
*****Queue Name: Inbound Faxes
Batch Class: Onboarding
Form Type:
OrigFileNameMapTo Field:
OrigFileDateMapTo Field:
OrigFileTimeMapTo Field:
ImportLocationMapTo Field: Location
ControlFileNameMapTo Field:
Output As: B
One Batch Per Document: False
```

2. Review Application Execution Logfile:

Locate the Application Execution logfile, called ImageExpress.Log, found in the location specified on the Global settings tab.



Most errors will be trapped within the contents of this log file.