



KYOCERA
DMConnect PRO

SET UP AND OPERATION GUIDE



HyPAS

DMConnect / DMConnect PRO

Version 2.1

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KYOCERA Document Solutions America, Inc.
Software Solutions Group
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1. DMConnect

1.1 Software

KYOCERA DMConnect is a workgroup document scanning application for Kyocera MFPs. DMConnect lets an organization craft document workflows to best suit their business needs. To accommodate the widest range of business workflow needs, DMConnect is packed with several high-quality image processing functions, sophisticated document routing capability and advanced integration capability with custom scripting.

There are three versions of the DMConnect HyPAS Application available, all with different functionalities:

DMConnect	Basic OCR capabilities
DMConnect Powered by OmniPage OCR	Uses OmniPage OCR for advanced OCR capabilities
DMConnect PRO Powered by Nuance	Includes OmniPage OCR, 2-D Barcode Recognition, and Forms Recognition

1.2 This Guide

This document describes the components, functions, installation requirements and setup steps required to deploy DMConnect all versions of DMConnect effectively.

1.3 What's New in DMConnect and DMConnect Pro 2.1

- New Printing Component. Allows printing of the document from within the workflow.
- Ability to show image thumbnails on MFP panel when scanning
- Ability to populate index data list type field with data from a database or Excel file
- Microsoft Excel no longer required to be installed on the server to lookup data in an Excel file
- Job Split component now accepts variable data for number of pages or size
- Eliminated the need to select an image file when using the Forms Recognition component
- Limits can now be set on the depth of folder browsing
- HyPAS application now accepts multiple server addresses to support redundancy
- More information is displayed in the Job Status Viewer
- Folders in the Folder Browse component now appear in sorted order
- Workflows will now appear in sorted order
- Database table names with spaces are now supported
- MySQL Bit (M) datatype is now supported

1.4 Document Management Systems

Document Management Systems (DMS) are a component of "Enterprise Content Management" (ECM) systems and are typically used to store and track documents for quick retrieval later.

DMConnect enables submitting paper documents into a DMS with the following steps:

1. Scans documents, collects information from the user at that MFP touch screen
2. Converts these to digital image files
3. Processes the images to extract additional information
4. Transforms images to a desired format
5. Delivers the images to the DMS in one of several methods.

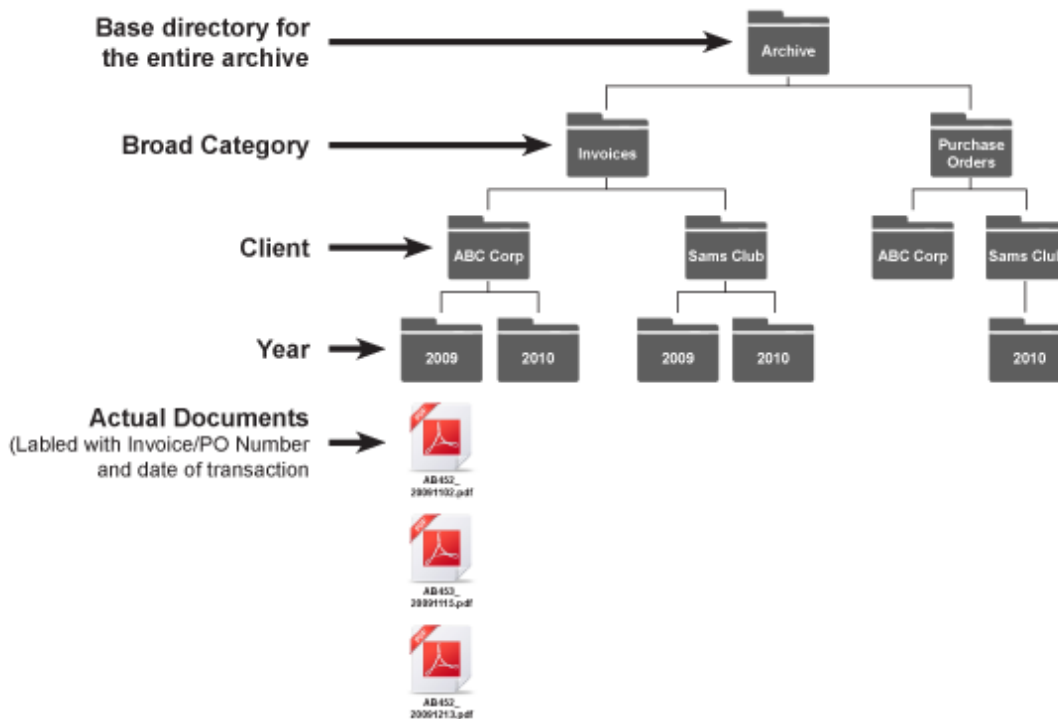
DMConnect itself does not store or handle retrieval of data; these are implemented by the DMS system.

Terms	Definition
<i>Index Data</i> (also, <i>Metadata</i>)	Information used to classify a document, with which the document can be uniquely identified, stored, and retrieved. DMConnect allows users to scan documents and key-in data at the operation panel of a Kyocera MFP.

1.4.1 Storing Documents in a Folder Structure

The simplest, yet very effective system of managing digital documents is to store them in a hierarchical directory structure. Directories and sub-directories are named after a business entity or date. In other words, the 'Index Data' is stored in folder names.

For example, a document directory structure to store invoice and purchase orders could be organized as shown below:



To locate a document, an operator would use Windows Explorer and navigate to the document by selecting the folders matching the document's index data.

Locating a document when only some index data is known is hard and may require searching many folders, inspecting individual files by their contents.

Directory structures are part of the operating system and the only cost is the physical storage drives and backup systems. But unless the directory structure is setup correctly and accessed properly, documents could be misfiled irrecoverably and the organization may incur heavy maintenance expenses.

DMConnect allows users to scan documents directly to such folder structures. DMConnect helps enforce strict document structure by automatically creating necessary folders and naming documents in the correct format.

1.4.2 Databases for Document Management

Several companies use popular Database software such as Microsoft SQL Server, Oracle or MySQL to handle their accounting and ERP needs. For example, a database could have records for each invoice and purchase order. These records can be extended to store a link to the scanned images.

Operators looking at a purchase order or invoice record can now access the corresponding scanned images with the click of a button. This allows extremely quick access to the scanned images.

With DMConnect, operators can enter index data at the panel to create database records and store a link to the image files.

An example of database records could be organized as:

InvoiceNo	Customer	Date Due	Amount	Terms	Image
AB452	ABC Corp	20091202	125.00	NET 30	AB452_20091102.pdf
AB453	ABC Corp	20091215	89.50	NET 30	AB453_20091115.pdf

1.4.3 Commercial Document Management Systems

Several software vendors provide industry specific document or content management systems that also integrate with other parts of the IT infrastructure. DMS systems vary in cost, function and industry vertical.

Features of typical DMS:

- Documents can be uploaded into the DMS in several ways
 - Through a client application installed on workstations
 - Using a web-application accessed through a browser
 - Import files from a 'hot-folder' or 'watch-folder'
 - Index data stored in XML file and images stored in TIFF/PDF files
 - Import files by updating database table

- Documents can be viewed in a hierarchical fashion using a browser such as IE or Firefox
- Operators can search for documents using one or more Index Data fields
- Some DMS supports full-text search: operators can locate a document by searching with keywords from the contents of the document.

DMConnect can deliver the scanned images and the index data to the DMS's 'hot-folder' or 'watch-folder' from where the DMS can import into its system. Alternately, DMConnect can update the DMS database tables to import scanned documents and index data.

Import to DMS through Watch Folder

Each DMS vendor defines the format in which they expect the index data and images to be submitted in.

DMConnect has the capability to store index data in almost any flat-file format. This allows for a seamless scan-to-DMS solution that allows users to scan and index data into the DMS directly from the MFP panel.

Import to DMS through Database (ODBC)

Each DMS vendor would define the values that need to be put into the database tables to successfully import a document.

DMConnect allows flexible method to update database columns with index data entered at the operation panel, thereby enabling a seamless scan-to-DMS solution.

1.5 System Design

1.5.1 Components

DMConnect is comprised of two Windows services that are configured to execute in the background automatically after server start up.

DMConnect Scan Service	Responsible for handling network communication with MFP, executing scanning and retrieving images.
DMConnect Job Processor Service	Responsible for coordinating image processing and delivery tasks.

Image Processing Modules

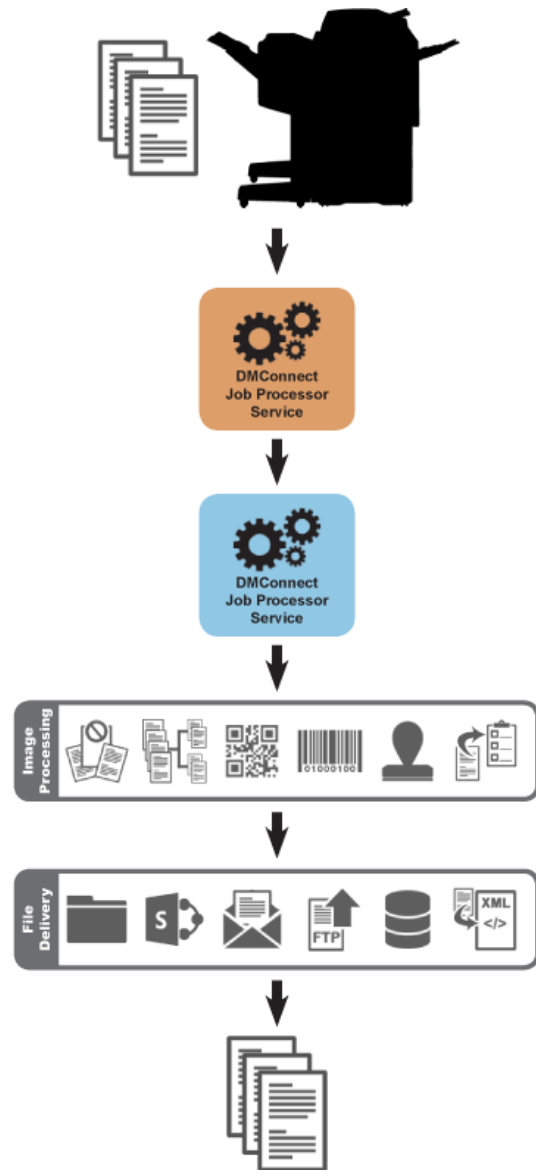
- Blank Page Detection
- Split Document
- 1D-Barcode Detection
- 2D-Barcode Detection
- Text Stamping
- OCR Module

File Delivery Modules

- Folder
- Email
- Database
- SharePoint
- FTP / SFTP / FTPS
- XML (FlatFile)

Data Flow

Each module processes tasks sequentially. Pending tasks are queued on the server's hard disk in folders designated to each individual module. Once a task is completed, the relevant files are moved to the next module's queue. Finally, after the files are delivered by one of the delivery modules, they are deleted. In case of errors, the files are moved to a designated "Failed" folder, where each individual task can be examined for failure. To retry processing, the files are simply moved back to the processing queue.

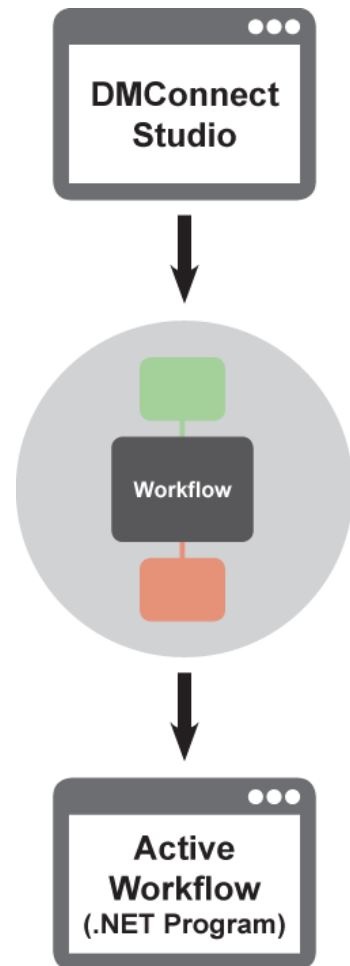


1.5.2 Active Workflow

Workflows are designed using the Workflow Studio application which provides a graphical user interface for designing workflows easily, with drag-and-drop gestures.

DMConnect Active Workflow technology transforms a workflow into a .NET program. This .NET program handles all image processing and routing tasks for document workflow.

This architecture leverages the full capability of the .NET framework from within the workflow. Using this capability, the workflow can be deeply integrated with the customer's core business processes.



2. System Requirements

Not all Windows Environments are supported and depending on a variety of factors, KYOCERA DMConnect may not be the ideal choice. Please read the following limitations and considerations carefully before deciding to implement KYOCERA DMConnect.

NOTE: If a client and/or server Operating System is no longer supported by the manufacturer Kyocera cannot guarantee operation and/or support of this software on that operating system.

2.1.1 Supported Client Operating Systems

Both the 32- and 64-bit platform version of the following operating systems are supported:

- Windows 7 Service Pack 1
- Windows 8
- Windows 8.1
- Windows 10
- Windows Server 2008
- Windows Server 2008 R2
- Windows Server 2012
- Windows Server 2012 R2
- Windows Server 2016

2.1.2 Minimum Hardware Requirements

To ensure proper functionality, please make sure your server meets or exceeds the following specifications:

- 2 GHz or faster processor
- 1 GB of RAM
- 5 GB of available hard disk space

2.1.3 Other Software Pre-requisites

- Microsoft .NET version 4.6.2 is required
- Integration with Following versions of SharePoint is supported:
 - Microsoft SharePoint foundation 2010
 - SharePoint Server 2010 Standard and Enterprise Edition
 - Microsoft SharePoint Foundation 2013
 - SharePoint Server 2013 Standard and Enterprise Edition
 - SharePoint Server 2016 Standard and Enterprise Edition
 - SharePoint Online (Microsoft Office 365)

NOTE: Using the DMConnect SharePoint access feature to access a SharePoint server may expend a Client Access License depending on server configuration.

2.1.4 Supported MFP Models

For a full list of support MFP models, please refer to the Solutions Compatibility Chart on KDACentral.com.

3. Installation

Installation of DMConnect consists of following applications.

3.1 Files Required

- | | |
|--|--|
| DMConnect | <ul style="list-style-type: none">○ DMConnect2_x_x.pkg○ DMConnectInstaller.msi○ Basic OCR Setup.msi (optional) |
| DMConnect
Powered by OmniPage | <ul style="list-style-type: none">○ DMConnect2_x_x powered by OmniPage.pkg○ DMConnectInstaller.msi○ OmniPage OCR Setup.msi |
| DMConnect PRO
Powered by Nuance | <ul style="list-style-type: none">○ DMConnect2_x_x_PRO.pkg○ DMConnectInstaller.msi○ OmniPage OCR Setup.msi |

3.2 Licensing

DMConnect PRO requires the purchase of a software license from an authorized KYOCERA or Copystar dealership.

Trial period: When the software is first installed, it starts a 90-day trial period (2 x 45-day trials) during which up to 2 workflows can be used for DMConnect PRO. This is intended to allow customers to try the application before purchase.

3.3 On-line License Activation

DMConnect uses the same activation method as the Card Authentication Kit, Teaching Assistant, Data Security Kit and the Document Guard Kit. Following the purchase of a license certificate, the Product ID Number is sent in an email message. You will need these items as well as the **MFP Serial Number** when you access the License Page from KDACentral.

You will be issued a unique Activation Key once you register your option. Print this page and input this Activation Key number on the panel of your **HyPAS-Enabled MFP or HyPAS-Capable MFP** to activate it.

Login to the License Key Service on KDACentral.com

What's Required:

- License Certificate
- Product ID Number
- MFP Serial Number

DMConnect Licensing Procedure

1. Enter the Product ID from the License Certificate, Click Next.

License Key Issue System

Enter Product ID >> Verify product >> Enter Machine No. >> Re-enter Machine No. >> Verify your entry >> Issue License Key >>

Language: English

Thank you for purchasing our product.
Follow the instructions here for issuing the license key.
Check the Machine No. on your machine and enter the number in the space provided in License Certificate in advance.
The number is shown on the rating plate attached on the machine in 10 alphanumeric characters after "Machine No."
For example: Machine No. ABC12X3567

Enter Product ID

Enter "Product ID" indicated on License Certificate and click Next.

Product ID . . .

Next

2. Your Product will be verified, Click Next.

License Key Issue System

Enter Product ID >> **Verify product** >> Enter Machine No. >> Re-enter Machine No. >> Verify your entry >> Issue License Key >>

Verify product

Your purchased product is as below.

Product Name	Printed Document Guard Kit (A)
Product ID	GC0S-22HB-4FC2-N2K3

If it is OK, click Next.

Back Next

3. Enter the MFP Serial Number, Click Next.

License Key Issue System

Enter Product ID >> Verify product >> **Enter Machine No.** >> Re-enter Machine No. >> Verify your entry >> Issue License Key >>

Enter Machine No.

Enter the machine No. that you have written in License Certificate.

Machine No. :

If it is OK, click Next.

Back Next

4. Re-enter the MFP Serial Number to confirm it, Click Next.

License Key Issue System

Enter Product ID >> Verify product >> Enter Machine No. >> **Re-enter Machine No.** >> Verify your entry >> Issue License Key >>

Re-enter Machine No.

Enter the machine No. again to confirm it.

Machine No. :

If it is OK, click Next.

[Back](#) [Next](#)

5. Your Information will be verified, Click Next.

License Key Issue System

Enter Product ID >> Verify product >> Enter Machine No. >> Re-enter Machine No. >> **Verify your entry** >> Issue License Key >>

Verify your entry

Verify your entry so far.

Product Name	Printed Document Guard Kit (A)
Product ID	GC0S-22HB-4FC2-N2K3
	SAMPLE
Machine No.	SPL8811406

If it is OK, click Next.
The license key will be issued.

[Back](#) [Next](#)

6. Your License Key is issued.

License Key Issue System

Enter Product ID >> Verify product >> Enter Machine No. >> Re-enter Machine No. >> Verify your entry >> **Issue License Key** >>

Issue License Key

The license key has issued.

Product Name	Printed Document Guard Kit (A)
Product ID	GC0S-22HB-4FC2-N2K3
	SAMPLE
Machine No.	SPL8811406
License Key	3171-6246-4236-9163-5966

Date of Issue : March 23, 2016 1:58:31 AM JST

Write the above license key in the space provided in License Certificate.
Print this screen and keep it in a safe place.

[Print](#) [Continue to issue other license key.](#)

Now, the issuing process is completed.

7. Print the Page and input the License Key number on the panel of your HyPAS-enabled MFP to activate your Device.

3.4 MFP Installation

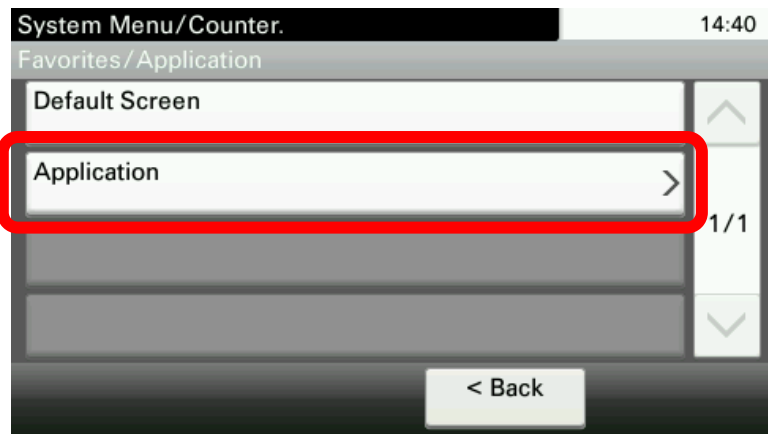
NOTE: Authorized KYOCERA or Copystar Service Technician required to perform these steps.

1. Ensure that the MFP is updated to the latest available firmware level.
2. MFP must be connected to a network port and link lights must be active.
3. MFP must have at least one empty application slot (under System Menu > Applications).

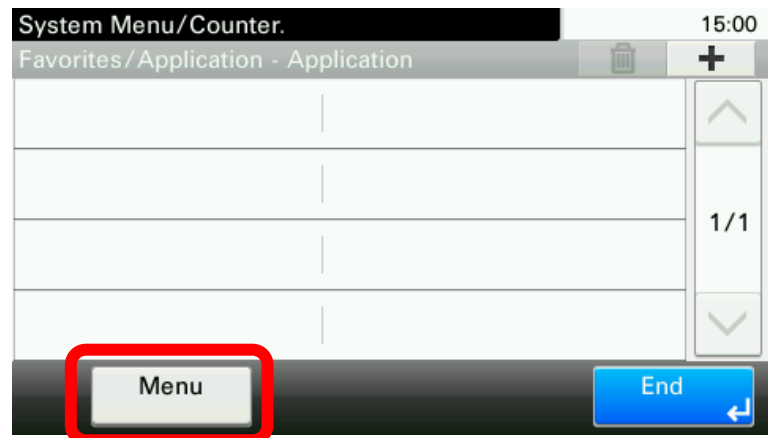
3.4.1 Installation on HyPAS-Capable MFPs (requires SD card)

1. Copy the .pkg file to the root of a clean USB flash drive.
2. At the MFP control panel, open System Menu/Counter > Favorites/ Application.
3. Log in as Administrator when prompted. The default login name is Admin and the default password is Admin (Note: Enter capital A when entering 'Admin' as both login name and password fields are case-sensitive).

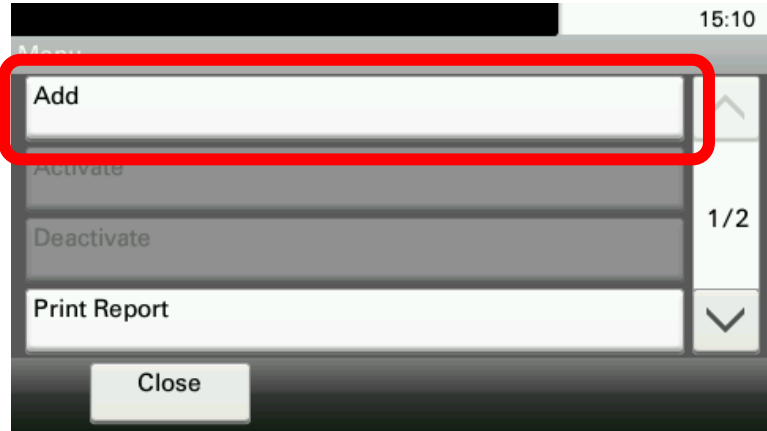
4. Press "Application" button.



5. Press "Menu" button.



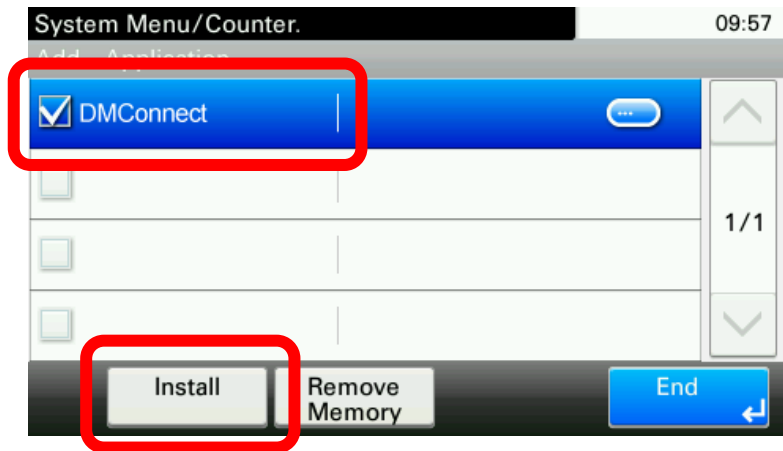
6. Press "Add" button.



7. Insert USB flash drive into the MFP.

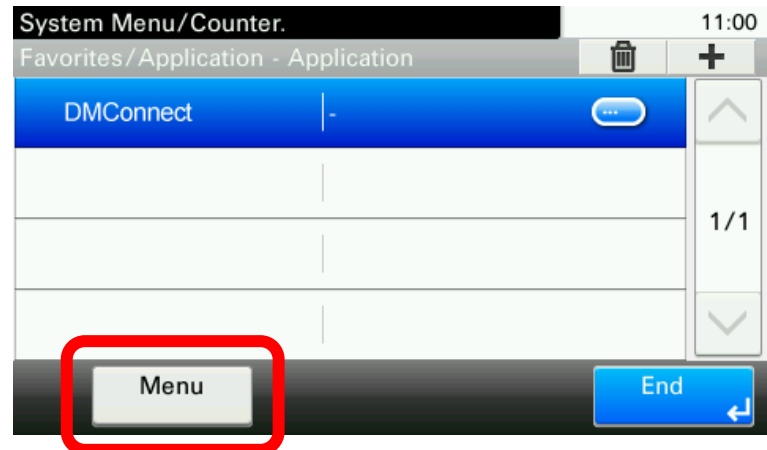
8. A list showing the application will appear.

9. Select DMConnect and press Install.

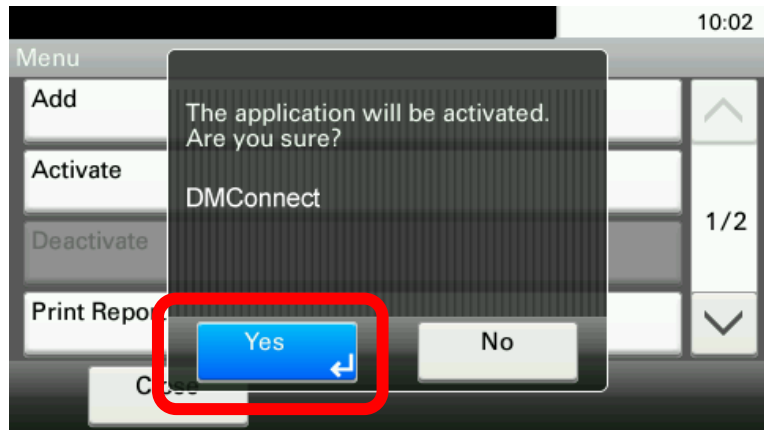


10. After installation, press "End" to return to the Applications screen.

11. Select DMConnect and press "Menu."



12. Press "Activate." The MFP will prompt for confirmation and press "Yes".



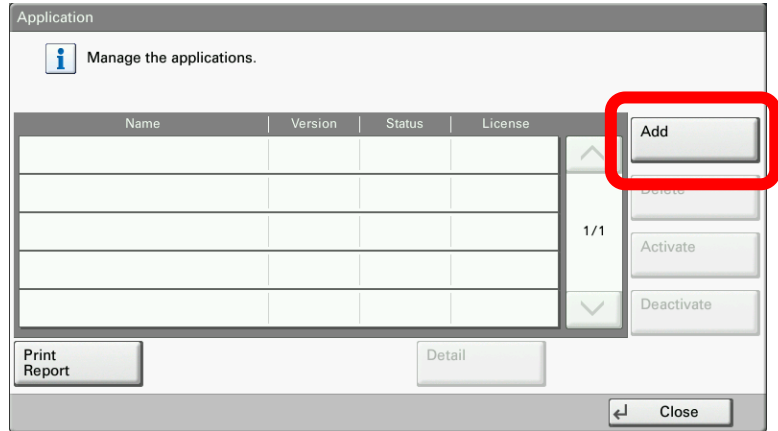
13. After DMConnect is activated successfully, it can be executed from the main Application screen (opened by pressing the Application key on the control panel).

3.4.2 Installation on HyPAS-Enabled MFPs

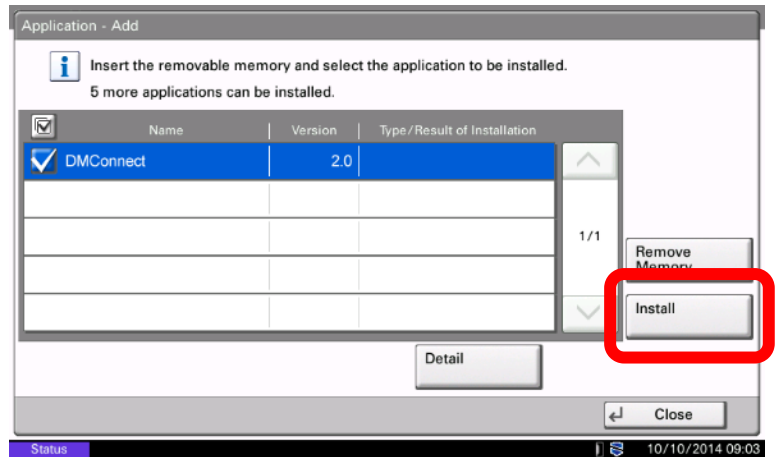
1. Copy DMConnectPRO.pkg files to the root of a clean USB flash drive.
2. At the MFP control panel, open System Menu > Applications.
3. Log in as Administrator when prompted. The default login name is Admin and the default password is Admin (Note: Enter capital A when entering 'Admin' as both login name and password fields are case-sensitive).

4. Press the "Add" button.

5. Insert USB flash drive into the MFP. A list showing the application will appear.



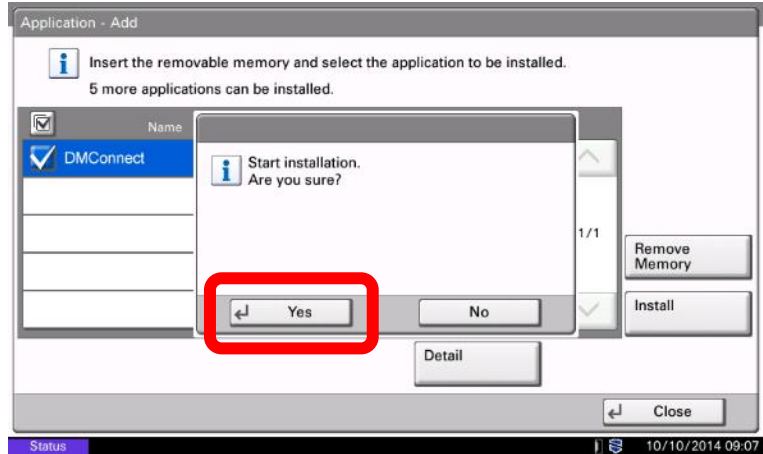
6. Select DMConnect and press "Install."



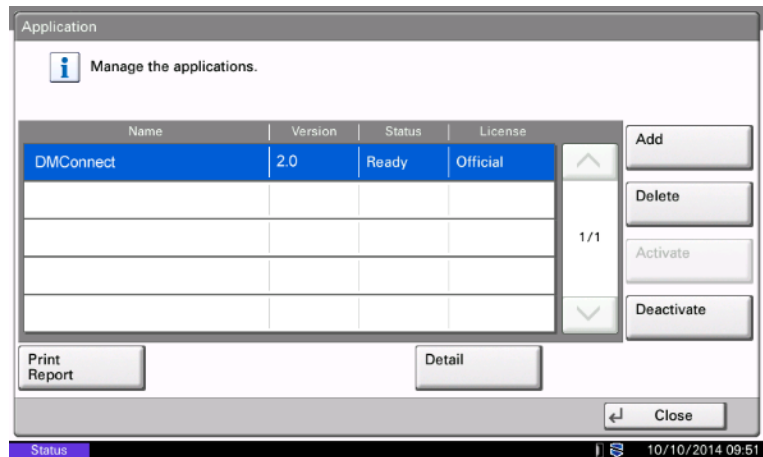
7. After installation, press "Close" to return to the Application screen.

8. Select DMConnect and press "Activate." MFP will prompt for a confirmation.

9. Press "Yes."



10. Check the status.



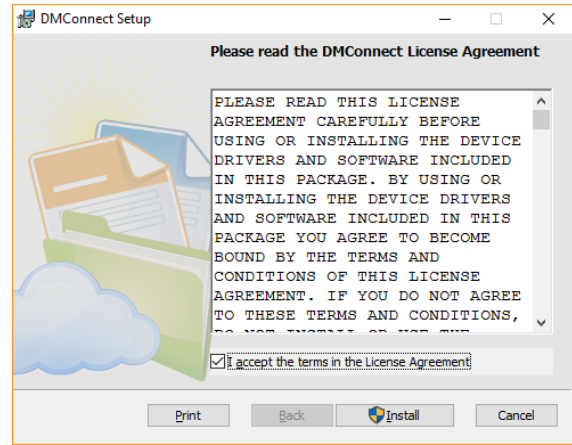
11. After DMConnect is activated successfully, it can be executed from the main Application screen (opened by pressing the Application key on the control panel).



3.5 DMConnect Server Installation

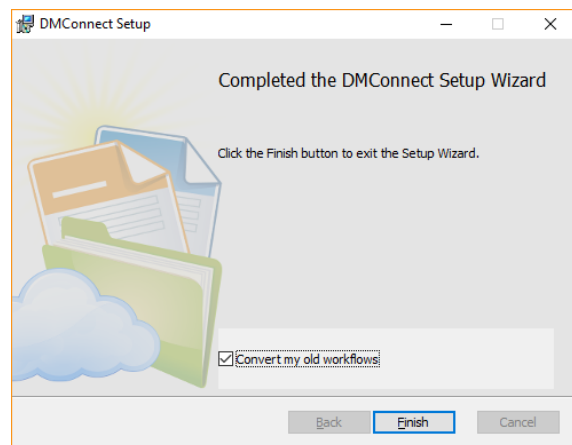
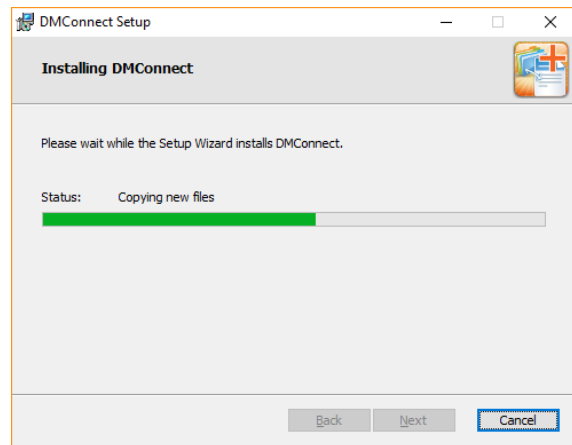
All versions of DMConnect (including DMConnect PRO) use the same server application. Depending on the package file version of DMConnect you are using, certain features may not be available.

1. Double click the DMConnect_2.0.msi file to begin installation.
2. Read the DMConnect license agreement and check the box next to *I accept the terms in the License Agreement* if you accept the license terms, then click the “Install” button.
3. The installer will install any necessary pre-requisites and files.



4. When the installer completes you can click the finish button to complete the installation process.

If you have existing workflows from another DMConnect installation, you can check the box next to “Covert my old workflow” to open the Workflow Converter.

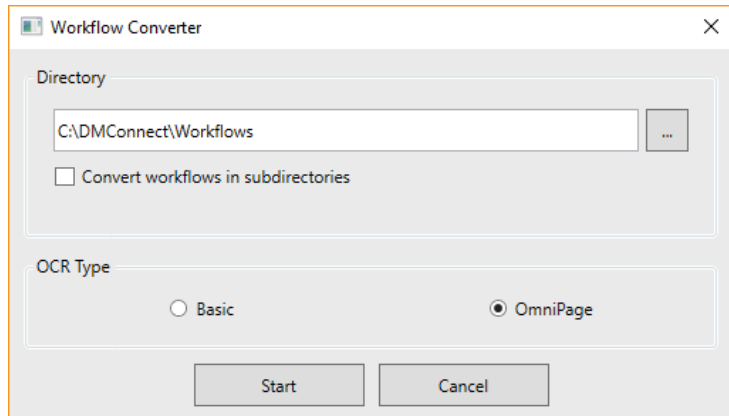


3.5.1 Workflow Converter

The Workflow Converter will attempt to automatically convert your old workflows to be compatible with DMConnect.

NOTE: Not all workflows will be able to be converted using the Workflow Converter tool. Workflows which use a script may not be able to be converted.

1. Under Directory, click the browse button or enter the path of your Workflows folder. The default path will be auto-populated.
2. Check the box next to “Convert workflows in subdirectories” if you have workflows inside other directories.
3. Choose which OCR type the workflows were designed to work with.
4. Click the Start button to begin.

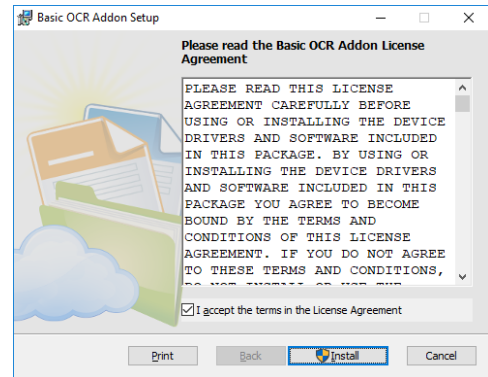


It is highly recommended to then open the converted workflows in DMConnect Studio and double check all settings to ensure proper functionality.

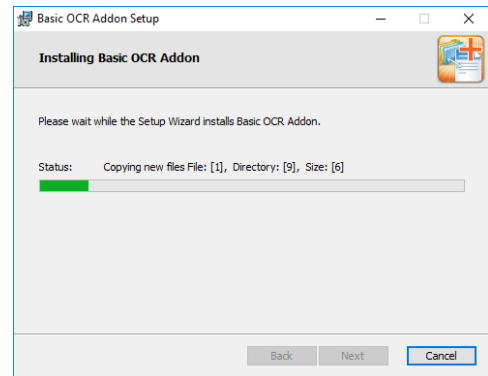
If a workflow was unable to be converted, recreate the workflow in DMConnect Studio and save as a new workflow.

3.6 Basic OCR Add-On Installation

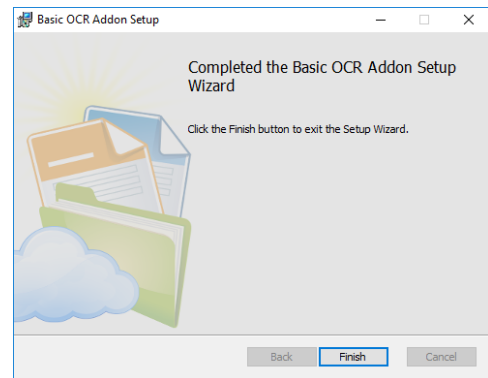
1. Double click the *Basic OCR Setup.msi* file to begin installation.
2. Read the Basic OCR Add-on license agreement and check the box next to “*I accept the terms in the License Agreement*” if you accept the license terms, then click the “Install” button.



3. The installer will install any necessary pre-requisites and files.



4. Click the “Finish” button to complete the installation.

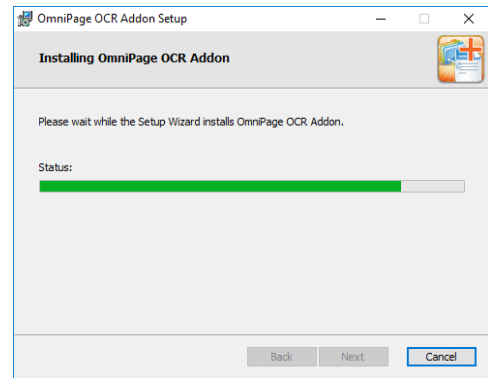


3.7 OmniPage OCR Add-On Installation

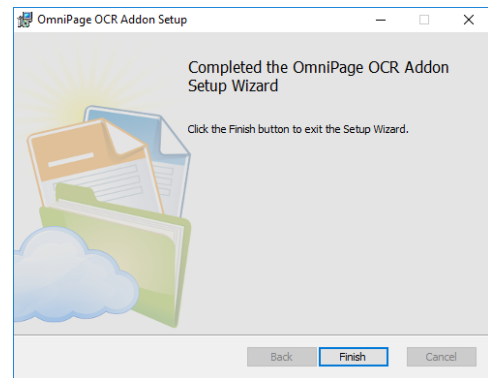
1. Double click the *OmniPage OCR Setup.msi* file to begin installation.
2. Read the OmniPage OCR Add-on license agreement and check the box next to “*I accept the terms in the License Agreement*” if you accept the license terms, then click the “Install” button.



3. The installer will install any necessary pre-requisites and files.



4. Click the “Finish” button to complete the installation.



3.8 Uninstalling DMConnect

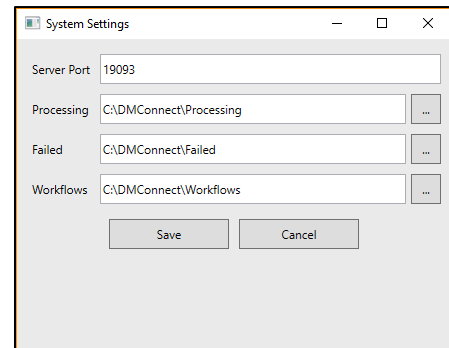
To uninstall DMConnect, navigate to *Windows Control Panel > Programs and Features*, find DMConnect in the list of installed applications, highlight DMConnect, then click the “Uninstall/Change” button. The DMConnect Uninstallation Wizard will begin to guide you through the rest of the uninstallation process.

4. Server Configuration

4.1 System Settings

DMConnect allows the modification of the service's following properties. There maybe company corporate policies that prevents the usage of the default folder locations and ports.

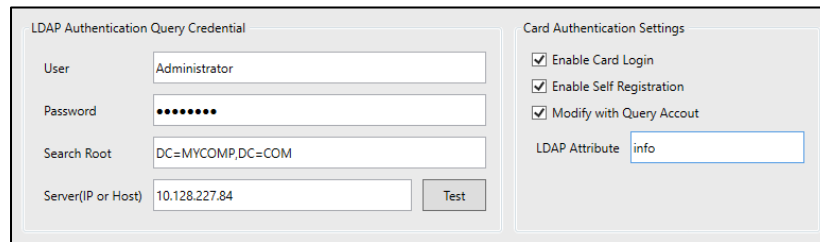
1. **Server Port:** The port used by DMConnect
2. **Processing:** Location for DMConnect to process the jobs
3. **Failed:** Location for DMConnect to put jobs that were not processed successfully.
4. **Workflows:** Location for DMConnect workflow files



4.2 Active Directory

DMConnect can be configured to use Active Directory to allow the following features

1. Workflow Restriction through Active Directory Login
 - a. Hide workflows from users who are not logged in
 - b. Restrict user's from proceeding in a workflow until they are logged in
2. Fetch current active directory user's information



4.2.1 Active Directory Configuration

To configure AD, populate the following information:

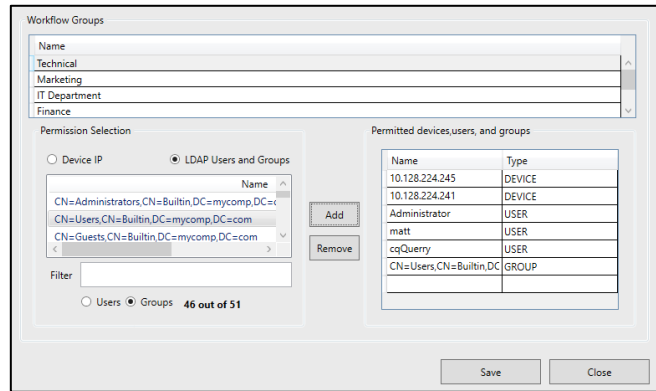
1. **User:** Enter the query sAMAccountName
2. **Password:** Enter the user's password
3. **Search Root:** this will limit the search to this DN
4. **Server (IP Address or Host name):** The domain controller IP Address or host name

4.2.2 Card Authentication Settings

1. **Enable Card Setting:** Enabling this will allow user to swipe their Prox card to login
2. **Enable Self Registration:** This will allow users to self-register their card and authentication information
3. **Modify with query account:** This will force DMConnect to use query account when modifying a user's account information
4. **LDAP Attribute:** AD attribute where the card ID is store.

4.3 Workflow Restriction

DMConnect can be configured to restrict access to certain workflows by configuring “Workflow Groups”. Restriction can be done at a User, Group or Device level.



Once the Workflow Groups have been configured, save restricted workflows into their respective locations. These will not be visible until user has logged in and has access to the workflow folder.

Public workflows are typically located at *C:\DMConnect\Workflows*.

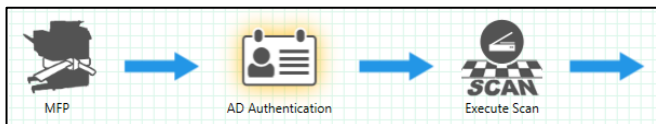
Restricted workflows are placed in *C:\DMConnect\Workflows\<Workflow Group>*.

Name	Date modified	Type	Size
Finance	1/10/2017 11:50 AM	File folder	
IT Department	1/10/2017 11:50 AM	File folder	
Marketing	1/10/2017 11:50 AM	File folder	
Technical	1/10/2017 11:50 AM	File folder	
Finance.wf	1/10/2017 10:57 AM	DMConnect workflow file	86 KB
IT Dept.wf	1/10/2017 10:57 AM	DMConnect workflow file	86 KB
Marketing.wf	1/10/2017 10:57 AM	DMConnect workflow file	86 KB
Patient Care.wf	1/10/2017 10:57 AM	DMConnect workflow file	86 KB

At the MFP screen, users will see the lock button on the lower right side. When they click on this button they will be taken to a login screen which will ask for their AD username and password.



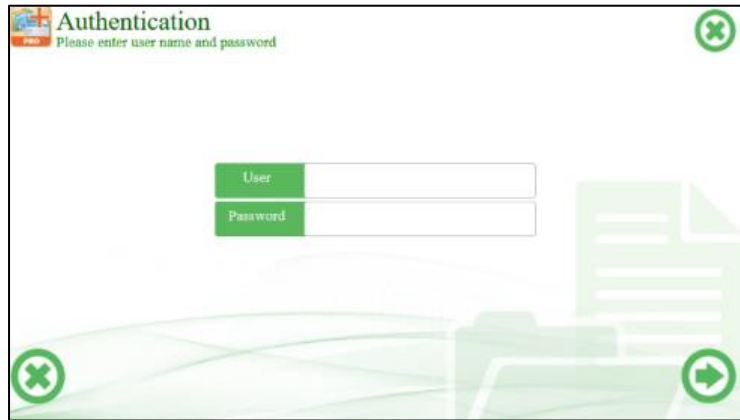
If you would like to keep a workflow public and restrict use only to logged in user, simply place an AD Authentication component at the very beginning of the workflow. This will force users to login before proceeding.



4.4 Authentication Methods

4.4.1 Manual Entry

Manual login screen will be shown if single sign on or card authentication are not configured. MFP user must enter their AD username and password to proceed.

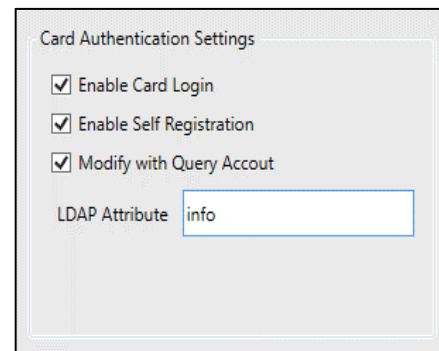


4.4.2 Card Login

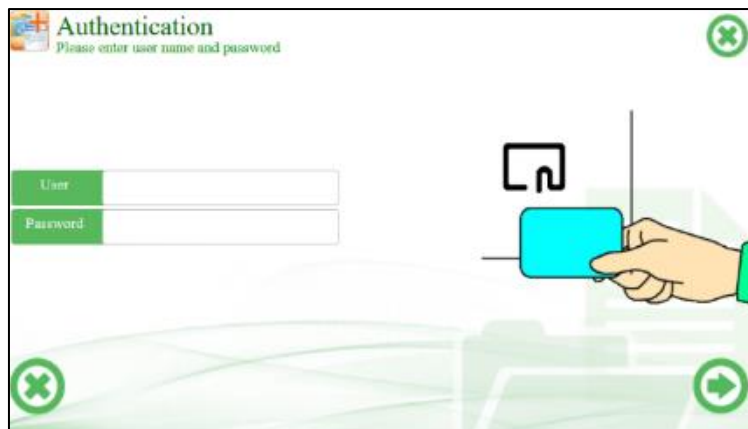
Enabling Card Login

There are 3 requirements to enable card login for DMConnect.

1. The checkbox "Enable Card Login" in Workflow permission screen must be enabled.
2. Card Authentication Kit must be enabled at the MFP.
3. Card Reader must be attached



When all three criterias are met, the following screen will be shown at the unlock workflows screen or for the AD Authentication login component.



Self-Registration or renew credentials

To self-register or renew user credentials, simply enter the user name and password then swipe your card. This will associate the user name and password the card number that was received.

NOTE: If user has issues with self-registration, check that “Enable Self Registration” is enabled and the user has permission to modify the LDAP Attribute. If they do not have permission and would like to keep the permission as is, use a query account with proper AD permissions to modify the attribute.

Using Card Login

To use card login, simply swipe the card near the proximity reader.

4.4.3 Single Sign On

Using CentraQ Pro, AccessLock, MFP Authentication

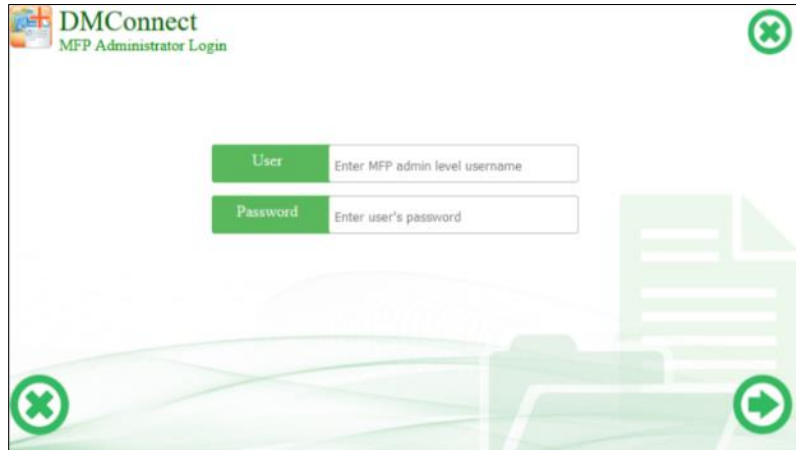
By using CentraQ Pro, AccessLock or MFP Authentication with DMConnect, the user experience is drastically improved by sharing authentication information between the different MFP locking mechanisms. This will allow DMConnect to automatically pull the current user information from MFP to login. User name and password entry will be skipped for both workflow unlock screen and the AD Authentication login screen.

5. MFP Configuration

Before the HyPAS application can be used, it must be configured to communicate with the DMConnect server PC. The first time DMConnect HyPAS application is run, it will prompt for the MFP's Administrator credentials then display the Configuration screen to enter the DMConnect server's IP address and port:

1. Enter the MFP Administrator Username and Password. Default MFP Administrator credentials are:

- **Username:** *Admin*
- **Password:** *Admin*




The screenshot shows the 'DMConnect MFP Administrator Login' screen. It features a green header with the DMConnect logo and title. Below the header, there are two input fields: 'User' with the placeholder text 'Enter MFP admin level username' and 'Password' with the placeholder text 'Enter user's password'. The background is a light green abstract design with a document icon on the right. There are green circular buttons with an 'X' in the top right and a right-pointing arrow in the bottom right, and a green circular button with an 'X' in the bottom left.

2. Enter the DMConnect server's Network Address and Port. The default port DMConnect uses is 19093. Multiple IP addresses separated by a semicolon (;) can be entered to provide redundancy in case of server failure.



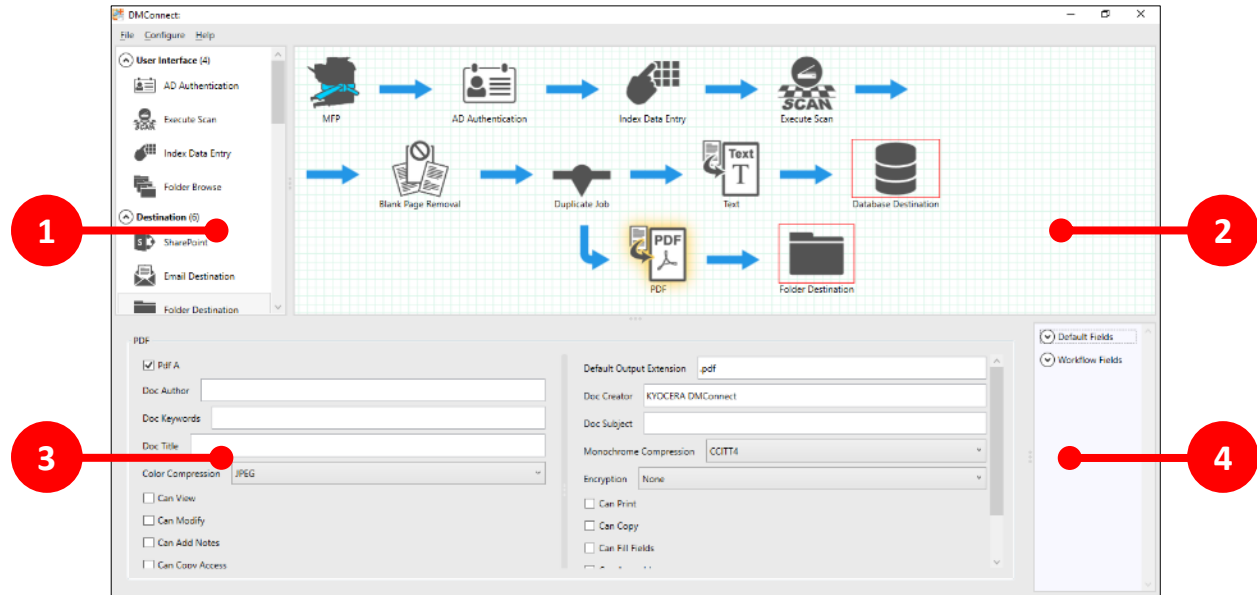
The screenshot shows the 'DMConnect Configuration' screen. It features a green header with the DMConnect logo and title. Below the header, there are two input fields: 'Address' with the placeholder text 'Enter server ip address' and 'Port' with the value '19093'. The background is a light green abstract design with a document icon on the right. There are green circular buttons with an 'X' in the top right and a right-pointing arrow in the bottom right, and a green circular button with an 'X' in the bottom left.

3. Click the Next () button to save the settings and attempt connection.

6. User Operation – DMConnect Studio

DMConnect Studio is a server application used to create, configure, and maintain workflows that are used in the DMConnect HyPAS application.

6.1 DMConnect Studio Layout



The DMConnect Studio application has been redesigned to provide a new visual workflow designer. The application screen can be broken down into four sections:

1. **Components List:** Lists all the components available to configure a workflow
2. **Workflow Canvas:** A visual representation of the workflow process
3. **Component Configuration Pane:** Will show component-specific configuration options
4. **Index data list:** Lists default index data values and workflow specific values

6.1.1 Components List Pane

The Components List Pane shows all components available to configure a workflow. The Components List Pane is organized into six categories. The following sections will briefly describe each category and each component in that category.

NOTE: Some components are only available with certain versions of the DMConnect HyPAS application.

Image Processing Components



1D- Barcode Recognition

Used to detect 1 dimensional barcodes and use its values to name a file or folder or as part of the metadata in an XML file or database. Barcode separator sheets can be detected and used to split the document into two or more sub-jobs.



Blank Page Removal

Used to split the scan job when a blank page is detected or simply remove the blank pages from a scan job.



Form Recognition

Used to detect when a form is being scan. The form is configured with zones where metadata will be and DMConnect will retrieve this metadata.

NOTE: Only available with DMConnect PRO Powered by Nuance



Split Document

Used to split one scan job into multiple jobs by a specified threshold of Pages or File Size.



Stamping

Used to “stamp” user-defined text on every document page. Can also be used with Bates Stamping.



2D-Barcode Recognition

Used to detect 2 dimensional barcodes and use its values to name a file or folder or as part of the metadata in an XML file or database. Barcode separator sheets can be detected and used to split the document into two or more sub-jobs.

NOTE: Only available with DMConnect PRO Powered by Nuance

File Format Conversion Components



Basic Searchable PDF

Produces a very basic searchable PDF (Basic OCR Add-On).



Microsoft Excel

Produces a Microsoft Excel file.

NOTE: Only available with DMConnect Powered by OmniPage or DMConnect PRO Powered by Nuance



PDF

Produces an image-only PDF file.



Searchable PDF

Produces an advanced searchable PDF

NOTE: Only available with DMConnect Powered by OmniPage or DMConnect PRO Powered by Nuance



Microsoft PowerPoint

Produces a Microsoft PowerPoint file
NOTE: Only available with DMConnect Powered by OmniPage or DMConnect PRO Powered by Nuance



Text

Produces a plain text file with no paragraph styling
NOTE: Only available with DMConnect Powered by OmniPage or DMConnect PRO Powered by Nuance



Microsoft Word

Produces a Microsoft Word file
NOTE: Only available with DMConnect Powered by OmniPage or DMConnect PRO Powered by Nuance



Microsoft XPS

Produces a XPS file
NOTE: Only available with DMConnect Powered by OmniPage or DMConnect PRO Powered by Nuance

Workflow Components



Workflow Branch

Used to branch an existing workflow for further processing



Notification

Used to configure an email notification when a scan job was successful or failed

Destination Components



FTP Destination

Used to send a document to an FTP or SFTP destination



Flat File Destination

Used to send a document to a local or network folder and generate a text file consisting of index data



Folder Destination

Used to send a document to a local or network folder



Database Destination

Used to send a document to a local or network folder and submit index data into a database



Email Destination

Used to send a document to an email destination



Microsoft SharePoint Destination

Used to upload a document to a Microsoft SharePoint server



Print Document

Used to Print the document

User Interface Components



Browse Folder

Allows the user to browse the folder structure at the panel



Index Data Entry

Allows the user to manually enter index data for a scan job



Execute Scan

Used to configure the basic scan settings, lock scan settings, configure default OCR settings, and/or show the scan settings on the panel when the workflow is executed.



AD Authentication

Active Directory user authentication for restricting access to workflows and applying user's information in the workflow.

Data Processing Components



Data Transform

Workflow metadata can be quickly transformed using this component.



Script

Advanced scripting allows executing custom programs as part of the document workflow.

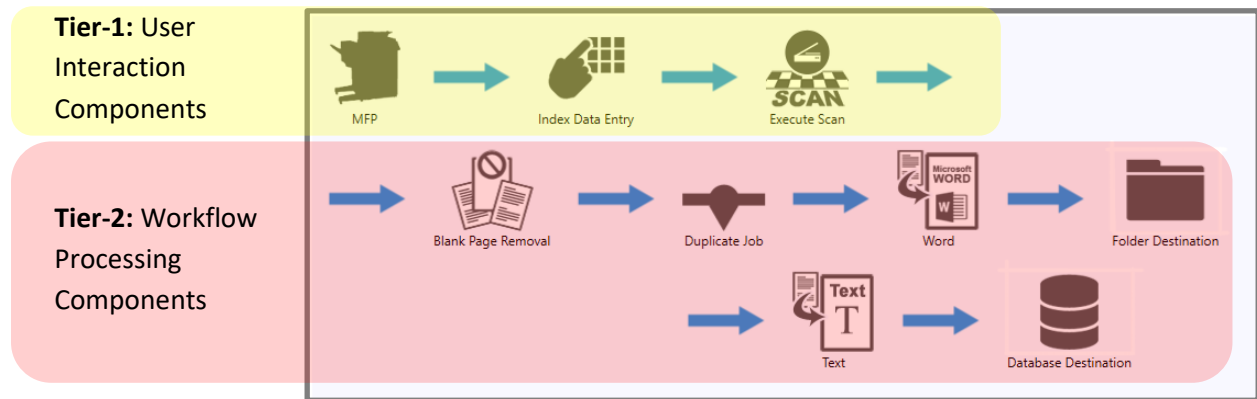


Data Lookup

Data from Excel files and databases can be retrieved and used within the workflow.

6.1.2 Workflow Canvas

The Workflow Canvas is where the workflow's components, operations, and order of execution is defined. The Workflow Canvas is broken up into two tiers:

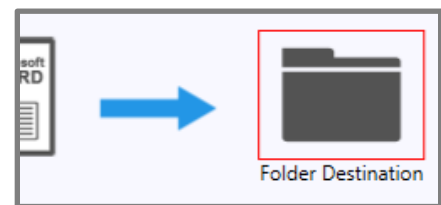


User-Interaction Components will display on the MFP panel when the workflow is executed. Workflow Processing Components are not displayed on the MFP panel and are executed after the “Scan Now” button is pressed on the MFP panel. Certain Tier-2 components may be placed in the Tier-1 section but Tier-1 components CAN NOT be placed in the Tier-2 section.

6.1.3 Component Configuration Pane

The Component Configuration Pane is used to configure each individual component currently in the workflow. Simply click on the component you wish to configure in the Workflow Canvas to display the component specific settings.

Certain components require configuration to function properly. These components will be outlined with a red box to indicate they need further configuration. Simply click on the component to display its configuration settings and enter values for the required fields also outlined with a red box.



6.1.4 Index Data List Pane

The Index Data List consists of two dropdown menus: Default Fields and Workflow Fields.

Default Fields

The Default Fields list contains a pre-defined set of variables that can be used throughout the workflow process. These variables do not change and will be included with every workflow.

Variables

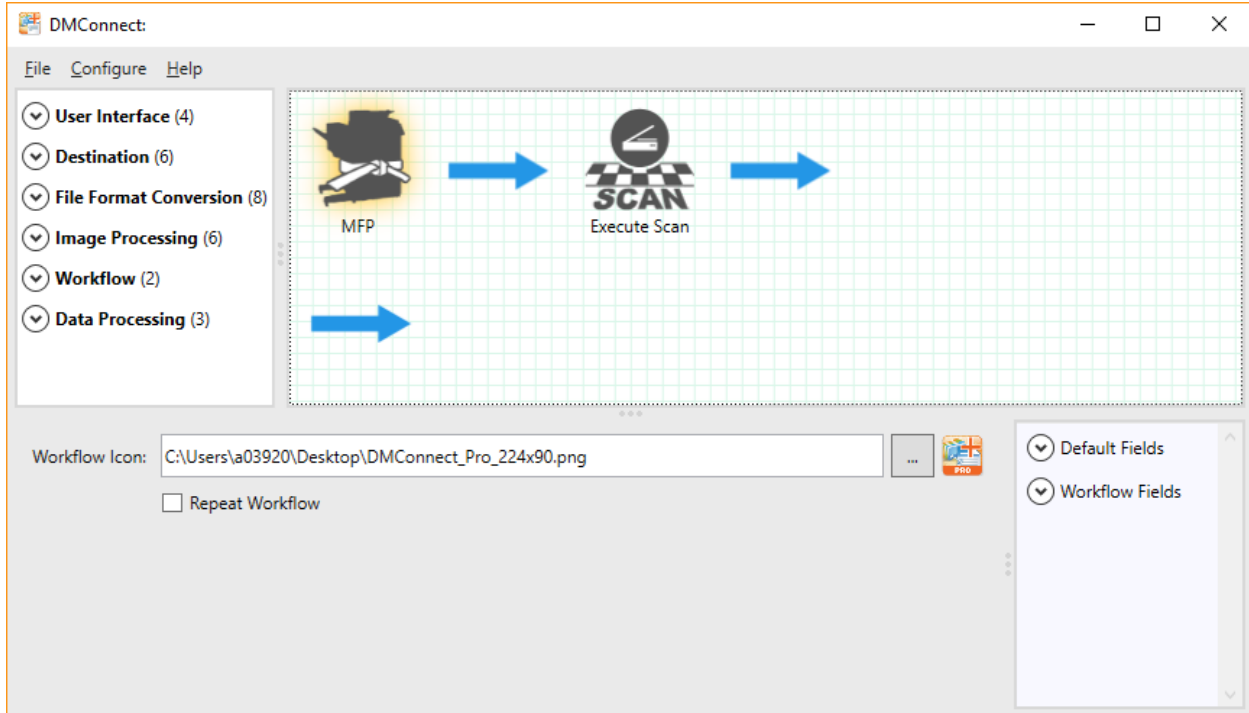
Today (MM-DD-YY)	Insert today's date in month-date-year format
Today (MM/DD/YYYY)	Insert today's date in month/date/year format. This is not suitable for file or folder names.
Timestamp	Timestamp is a long series of numbers composed from current date and time. Drag and drop to a file or folder name to make it unique to avoid unintended file overwrites.
RandomString	Insert a random sequence of characters. This is usually added to end of file or folder names to keep them unique and preventing file overwrites.
Image file path	Insert the full path of the scanned image file.
Image file name	Insert only the file name (without directory) of the scanned image file.
Image file type	Insert image file format: TIF or PDF.
Image file size	Insert image file size in bytes.
Page Count	Insert the number of pages in the scan job
Job Part Number	Sequence number for each split job
MFP IP address	Insert the IP address of the MFP from where the document was scanned.
MFP Serial No	Insert the Serial Number of the MFP from where the document was scanned.
MFP MAC address	Insert the MAC Address of the MFP from where the document was scanned.
MFP Model	Insert the Model Name of the MFP from where the document was scanned.
User Domain	Insert the Domain name of the user who scanned the document. The domain name would only be available if Access Lock authentication is enabled at the MFP. If MFP is set to Network authentication, this value would be 'Network'. If the MFP is set to Local authentication, this value would be 'MFP_Local'.
User Account	Insert the Account Name (ex. <i>jdoe</i>) of the user who scanned the document. This would be available only if authentication is enabled at the MFP.
User Name	Insert the Name (ex. <i>John Doe</i>) of the user who scanned the document. This would be available only if authentication is enabled at the MFP.
User Email	Insert the Email Address (ex. <i>jdoe@abc.com</i>) of the user who scanned the document. This would be available only if authentication is enabled at the MFP.
Bates Counter	Insert a sequential counter value. Counters are identified by name; change name for unique counter. Parameters: <code>\<name></code> , <code><starting value></code> , <code><increment></code> , <code><digits></code> .

Workflow Fields

The Workflow Fields list contains custom Index Data Fields and Barcode Fields that were created in either the Index Data Entry, 1D-Barcode, or 2D-Barcode components. Once a field or barcode has been created and configured it will appear in the Workflow Fields list and will be available for use throughout the workflow.

7. The MFP Component

The MFP Component is the first component in any workflow and is inserted into every workflow by default. Selecting the MFP Component allows you to configure a custom icon for the workflow and set the workflow to repeat after completing a scan.



The MFP Component also provides a visual representation of whether the workflow is configured to use the DMConnect, DMConnect Powered by OmniPage, or DMConnect PRO Powered by Nuance package files. This is indicated by the color of the “belt” around the MFP icon.



8. User Interface Components

8.1 AD Authentication Component

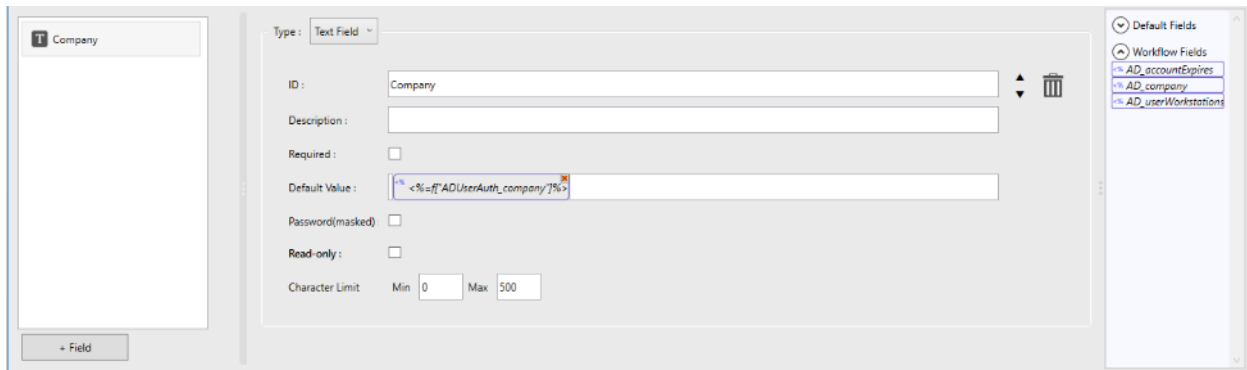
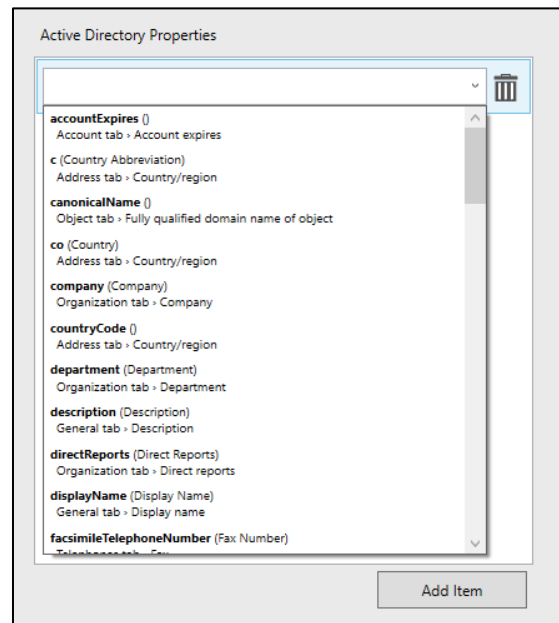
The AD (Active Directory) Authentication Component is used if you want to use the authenticated user's Active Directory property information in the workflow or simply force login before proceeding in a workflow.

NOTE: AD must be configured at the DMConnect server to use this component. Refer to 4.2

To use, simply click the "Add Item" button and select the property you wish to use from the dropdown list. If you want to use a custom Active Directory property, you can enter the property name in the list box instead of choosing a default property from the dropdown list. When a property is added to the list it will be selectable from the Workflow Fields drop list.

To remove a property, simply select the property you wish to remove and click the trash can icon.

After selecting the properties, you will be able to drag and drop that information into any textbox that accepts drag and drop. Notice on the right most column, "AD_" drag field corresponds with the properties configured in AD Authentication component.



8.2 Execute Scan Component

The Execute Scan Component is used to configure the default scan settings to be used during scanning and image processing. The left side of the pane is for configuring the basic scan settings. Certain settings can be “locked” to not allow the user to change them on the MFP and allow for scan uniformity. The right side of the pane is used for format specific settings. For more information on the format specific settings, please refer to the File Format Conversion component specific to the format.

The screenshot displays the configuration interface for the Execute Scan Component, divided into three main sections:

- Basic Scan Settings (Left):** Includes dropdown menus for File Format (PDF), Color Selection (Full Color), Resolution (300x300 dpi), Original Type (Photo / Text), Page Size (Auto), Duplex (Simplex), Original Orientation (Top Edge Top), and Scan Density (Normal). Below these are checkboxes for Force Scan Settings, Mixed Size, Continuous Scan, and Show Image Thumbnails. A Size dropdown is set to Small, and checkboxes for Pause to show thumbnails and Spool to disk are checked.
- Format Conversion Defaults (Top Center):** A dropdown menu set to PDF.
- Format Specific Settings (Right):** A section titled Pdf Options containing:
 - Input fields for Doc Author, Doc Keywords, and Doc Title.
 - A Color Compression dropdown set to JPEG.
 - Checkboxes for Can View, Can Modify, Can Add Notes, Can Copy Access, and Can Print Full.
 - An Owner Password input field.
 - Default Output Extension set to .pdf.
 - Doc Creator set to KYOCERA DMConnect.
 - Doc Subject input field.
 - Monochrome Compression dropdown set to CCITT4.
 - Encryption dropdown set to None.
 - Checkboxes for Can Print, Can Copy, Can Fill Fields, and Can Assemble.
 - User Password input field.

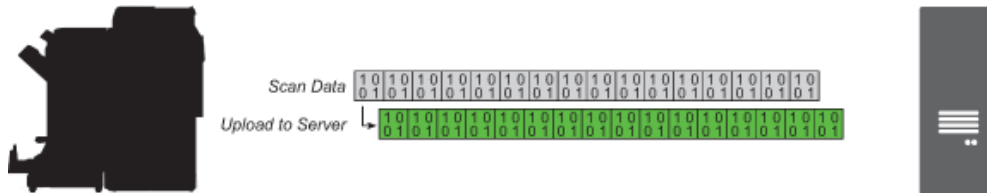
8.2.1 Default Scan Settings

- **File Format:** TIFF, PDF, Searchable PDF, Word, XPS, Excel, Text, PowerPoint (*lockable*)
- **Color Selection:** Monochrome, Grayscale, Full Color, Auto (Color/BW), Auto (Color/Grayscale (*lockable*))
- **Resolution:** 200x200-, 300x300-, 400x400-, 600x600-dpi (*lockable*)
- **Original Type:** Photo, Text, Photo/Text, for OCR (*lockable*)
- **Page Size:** Paper size. Use Auto for automatic paper size detection.
- **Duplex:** One-sided (OFF), Duplex (ON)
- **Original Orientation:** Top Edge Top, Top Edge Left
- **Scan Density:** Darkest -3, -2, -1, Normal, 1, 2, 3 Lightest
- **Force Scan Settings:** Check to display scan settings on the MFP panel every time the user is about to start a scan.
- **Mixed Size:** Check to allow for scanning documents with mixed sizes of paper.
NOTE: When Mixed Size is checked, you will be unable to scan from the glass of the MFP
- **Continuous Scan:** Check to allow for continuous scanning at the MFP
- **Show Image Thumbnails:** Check to enable showing thumbnails of the scanned pages on the MFP panels
 - **Pause to show thumbnails:** Check this to force the users to view and inspect the thumbnails and press a “Finish” button to complete the workflow.
 - **Spool to disk:**
 - Checked (slowest):** Thumbnails are produced as the scan data is captured. The scan data is then transmitted to the server after the thumbnail is produced.
 - Unchecked (fastest):** Data transmission to the server will occur as the scan data is captured. Thumbnail production will not slow the speed of transmission.*NOTE: Thumbnails are only available on large panel MFPs scanning in Monochrome at 200- or 300-dpi.*

The screenshot shows a settings panel with the following configuration:

- File Format: PDF
- Color Selection: Full Color
- Resolution: 300x300 dpi
- Original Type: Photo / Text
- Page Size: Auto
- Duplex: Simplex
- Original Orientation: Top Edge Top
- Scan Density: Normal
- Force Scan Settings
- Mixed Size
- Continuous Scan
- Show Image Thumbnails
- Pause to show thumbnails
- Spool to disk

Normal Operation



DMConnect will begin sending the scanned data to the server as it is received.

Spool to disk UNCHECKED



Thumbnails will be spooled to disk as the scan data comes in. The thumbnails are created and shown then the data will be uploaded to the server. This process takes more time as the data will not be uploaded until after the thumbnail image is spooled and generated.

Spool to Disk CHECKED



Thumbnails spool to disk alongside the upload of the data to the server. However, unless Pause to Show Thumbnails is also checked, the workflow will complete before all thumbnails are able to be shown on the MFP panel.

8.2.2 Locking Scan Settings

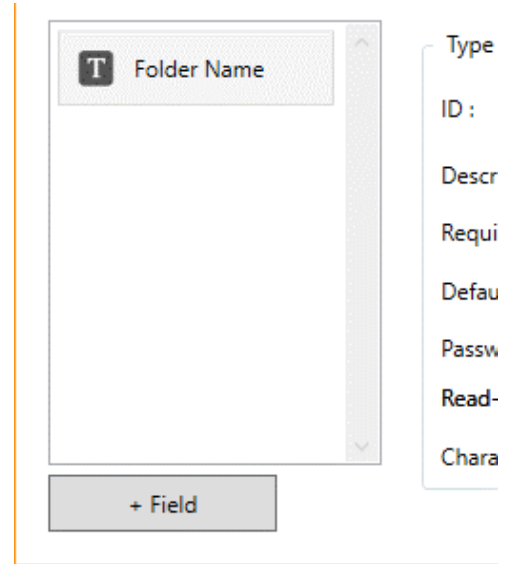
The File Format, Color Selection, Resolution, and Original Type Scan Settings can be locked to prevent users from changing these settings at the MFP panel and ensure scan uniformity. To lock a setting, simply click the lock icon next to the setting dropdown list. An open lock (🔓) icon indicates the setting is unlocked and can be changed at the MFP. A closed lock icon (🔒) indicates the settings is locked and will be grayed out and unavailable on the MFP panel.

8.3 Index Data Entry Component

As in previous versions of DMConnect, DMConnect Studio allows for creating custom Input Fields to receive information of the MFP user and apply that information throughout the workflow.

8.3.1 Index Data Fields

The Index Data Entry component contains a list box where index data fields can be created and configured. Every index data item in this list is configured only for this one instance of the Index Data Entry component and will show on one MFP screen. For multiple index data entry screens on the MFP panel, use multiple instances of the Index Data Entry component.



Text Field

Type: Text Field

ID: EmpName

Description:

Required:

Default Value:

Password(masked):

Read-only:

Character Limit Min 0 Max 500

ID Name identifying the index data field. The ID filed will appear on the MFP panel

Description Brief description of the field (optional). Question mark will appear on panel when entering the description, and description message box will appear when clicking it.

Required Default value for the Text field


Default Value Default value for the Text field

Password (masked) Check to make password field.

Read-only Check to make read-only field

Character Limit Set the maximum number of characters

Number Field Type

Type :	Number Field	
ID :	Sheets Used	▲ ▼ 
Description :	The number of sheets used	
Required :	<input checked="" type="checkbox"/>	
Default Value :	1	
Min	1	
Max	99	

- ID** Name identifying the index data field. The ID field will appear on the MFP panel
- Description** Brief description of the field (optional). Question mark will appear on panel when entering the description, and description message box will appear when clicking it.
- Required** Default value for the Text field
- Default Value** Default value for the Number field
- Min** Set the lowest number that may be used
- Max** Set the largest number that may be used

Date Field

Type: Date ▾

ID: ▲ ▼ 🗑️

Description:

Required:

Default Value: Current Date
 Select: 📅 15
 None

Format: Month First, Hyphen Separated, Short Format (mm-dd-yyyy) - ex. 06-15-2014 ▾

Min: 📅 15

Max: 📅 15

ID Name identifying the index data field. The ID field will appear on the MFP panel

Description Brief description of the field (optional). Question mark will appear on panel when entering the description, and description message box will appear when clicking it.

Required Default value for the Text field

Default Value Default date can be select from Current Date, specific date, or none

Format Date format can be select from the list, or can be entered manually

Min Set the earliest date that may be used

Max Set the latest date that may be used

List Type

ID Name identifying the index data field. The ID field will appear on the MFP panel

Description Brief description of the field (optional). Question mark will appear on panel when entering the description, and description message box will appear when clicking it.

Required Indicate whether a field is required or not

Use fixed list of values Provides a list input box where list items may be manually added to the list
(not pictured)

Lookup values from data source Allows for connecting to a data source (Excel sheet or Database) to populate the list

Multiple Selection Allows the user to select multiple items from the list

Allow user to enter new items Allows the user to enter new items that may not be included in the list
NOTE: Adding items to the list on the MFP panel will not add the item(s) to either the fixed list or the data source. Once the workflow is completed the added items will no longer display on the MFP panel.

Allow users to search the list Provides the user with a search dialog to manually enter text to search the list for. Useful when using large lists.

Basic Excel Lookup

For this example, a simple Excel sheet will be used consisting of two columns. Column A will have names and Column B will have their associated email addresses.

We want the user names in Column A to be displayed in the list but we want the email

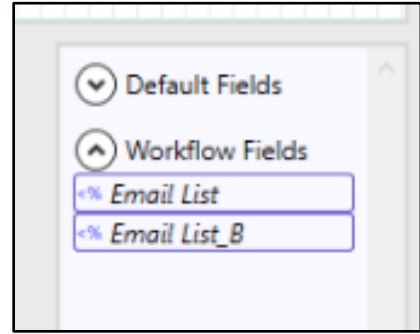
	A	B
1	Mike Speedman	m.speedman@email.com
2	Janet Smith	j.smith@email.com
3	Diane Polycom	d.polycom@email.com
4	Steve Scotch	s.scotch@email.com
5		

address in Column B to be used in the workflow. The following image shows the completed configuration of the List Data Field to accomplish this:

- c. The **Maximum Rows to Retrieve** is left at the default of 100.
- d. The **Data Source** is set to **Excel**.
- e. The desired **Excel file** is selected.
- f. Once the Excel file is selected all sheets in the file will be listed in the **Sheet Name** dropdown menu. We choose the Emails sheet.
- g. **Range** is left as the default blank which will use all available data in the sheet.
- h. Pressing the **Connect...** button will pull the data from the sheet and populate the configuration pane to the right. All columns in the Excel file that have data will be shown.
- i. Since we want to populate the list with names (Column A) we check **Display Value** next to Column Name A.
- j. We want to use the associated email addresses (Column B) in the workflow so we check **Use in Workflow** for Column Name B.

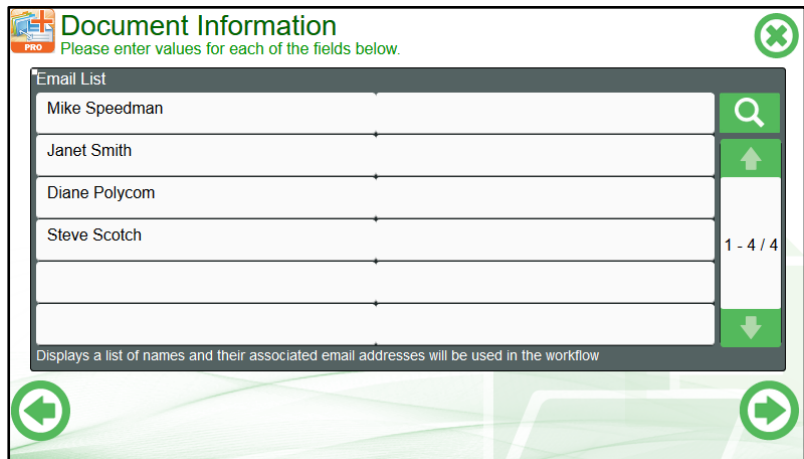
We will now have two new pieces of index data under the Workflow Fields dropdown that can be used throughout the workflow: *Email List* and *Email List_B*:

- *Email List* will the display value of what the user chose from the list (names).
- *Email List_B* will be the associated value of what the user chose from the list (email address). The “_B” indicates Column B from the Excel sheet. Since we did not check “Use in Workflow” for Column A we will not see a piece of index data associated with Column A.



NOTE: Index values will only display *after* selecting another component following this one.

Now when the workflow is used on the MFP, users will see the list of names populated by Column A of the Excel sheet.



Basic Database Lookup

For this example, a simple SQL 2014 database will be used. It consists of one table called *UserInfo* which has three (3) columns and four (4) rows of user data (pictured):

We will want to display the list as first name first and last name last. The associated email account will be used in the workflow but not displayed in the list. The following image shows the completed configuration of the List Data Field to accomplish this:

	FName	Lname	usrEmail
1	Dave	Miller	dmiller@email.com
2	Frank	White	fwhite@email.com
3	Janet	Francis	jfrancis@email.com
4	Stacie	Dasher	sdasher@emailc.om

Type: List

ID: UserEmail

Description:

Required:

Use fixed list of values Lookup values from data source

Maximum Rows To Retrieve: 100

Data Source

Excel Database

Database: UserInfo

User Name: Administrator

Password:

Type of Database: Microsoft SQL

Open

Database Table: UserInfo.dbo.[userInfo]

Connect...

Multiple selection Allow user to enter new items Allow users to search the list

Column Name	Display Value	Use in Workflow
FName	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lname	<input checked="" type="checkbox"/>	<input type="checkbox"/>
usrEmail	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Custom Display Format (drag-drop columns) [FName] [Lname]

Column Name	Operator	Value	Data Type	Comparison Option

+ Condition Help Test

1. The **Maximum Rows to Retrieve** is left at the default of 100.
2. The **Data Source** is set to **Database**.
3. The desired **Database** is selected.
4. A **User Name** and **Password** is used that has read access to the database since we're not writing to it.
5. Microsoft SQL is chosen as the **Type of Database**.
6. Pressing the **Open** button will create a connection to the database to pull the table information.
7. Upon a successful connection, the **Database Table** dropdown will now be populated with the tables under the UserInfo database. We choose the *userInfo* table.
8. Pressing the **Connect...** button will pull the data from the chose table (*userInfo*) and populate the configuration pane to the right. All columns in the *userInfo* table will be shown.

Maximum Rows To Retrieve: 100

Data Source

Excel Database

Database: UserInfo

User Name: Administrator

Password:

Type of Database: Microsoft SQL

Open

Database Table: UserInfo.dbo.[userInfo]

Connect...

9. Since want to populate the list as first name (FName) first and last name (Lname) last, we check **Display Value** next to the FName and Lname columns.
10. We want to use the associated email addresses (usrEmail) in the workflow so we check **Use in Workflow** for userEmail.
11. To display the user's names a first name first and last name last, we drag the FName column down to the **Custom Display Format** dialog, followed by a space, then drag and drop the Lname column.

Column Name	Display Value	Use in Workflow
FName	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lname	<input checked="" type="checkbox"/>	<input type="checkbox"/>
usrEmail	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Custom Display Format (drag-drop columns) [FName] [Lname]

Column Name	Operator	Value	Data Type	Comparison Option

+ Condition Help Test

We will now have two new pieces of index data under the Workflow Fields dropdown that can be used throughout the workflow:
EmpName and *EmpName_Email*:

- *EmpName* will be the display value of what the user chose from the list.
- *EmpName_Email* will be the associated value of what the user chose from the list (email address). The “_Email” indicates the *userEmail* Column database table. Since we did not check “Use in Workflow” for Column A we will not see a piece of index data associated with Column A.

▼ Default Fields

▲ Workflow Fields

<-% EmpName

<-% EmpName_Email

NOTE: Index values will only display after selecting another component following this one.

Now when the workflow is used on the MFP, users will see the list of names populated by a combination of the *FName* and *Lname* columns of the database table.

Document Information Please enter values for each of the fields below.

UserEmail	Search
Dave Miller	🔍
Frank White	⬆️
Janet Francis	⬆️
Stacie Dasher	⬆️
	⬆️
	⬆️

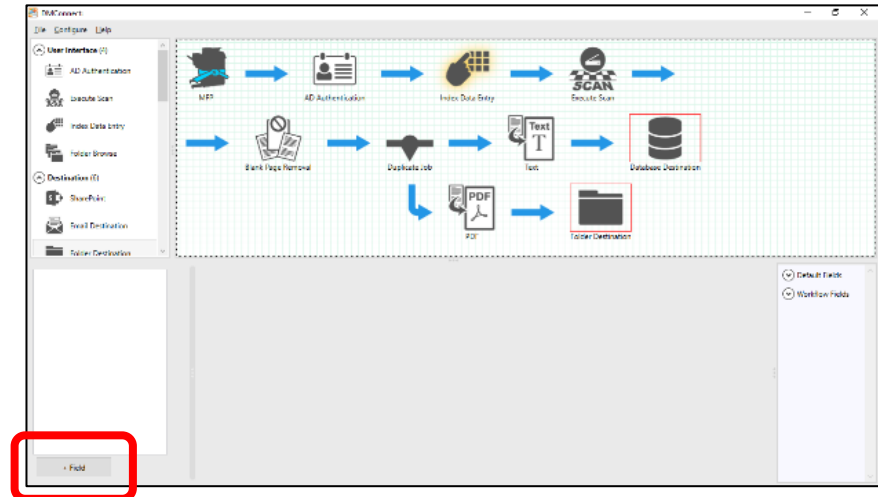
1 - 4 / 4

⬅️ ➡️

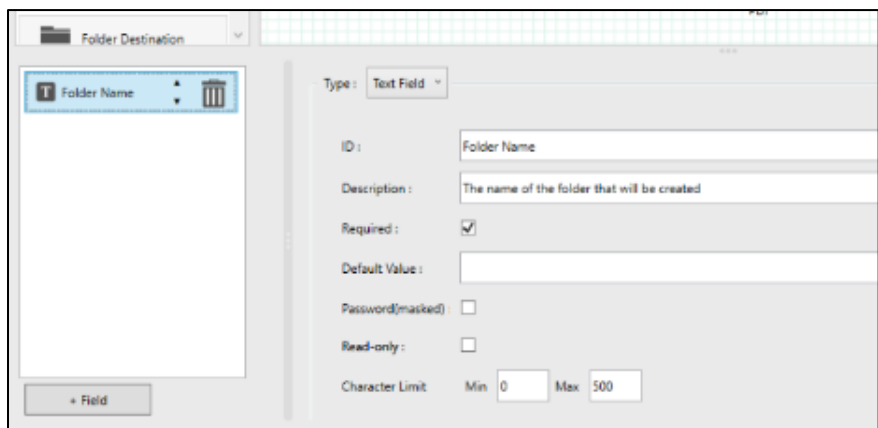
8.3.2 Using Custom Index Data Fields in a Workflow

1. Add an instance of the Index Data Entry Component to your workflow then select it to show the configuration options on the Component Configuration Pane

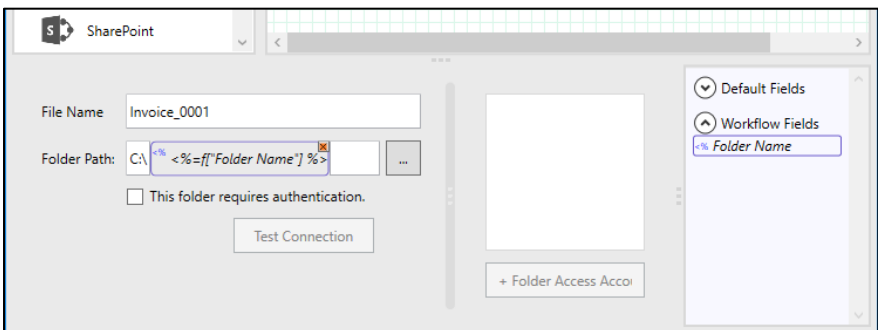
2. Click the “+ Field” button on the lower left-hand corner of the Component Configuration Pane to add a new Index Data Field.



3. Choose the type of field, give it a unique ID, and configure any other settings necessary. In our example, we will create a custom text field with an ID of *Folder Name*.



4. Select the Folder Destination Component and expand the Workflow Fields dropdown menu. We can now see our custom Text Field *Folder Name* is available for use.



Simply drag and drop the custom field onto the Folder Path text box. Now we just need to supply the prefix of C:\ and our scan job will be sent to a user-defined folder on the C: drive.

8.4 Folder Browse Component

The Folder Browse Component is used to allow a user at the MFP to traverse a folder structure and select a scan destination. If authentication is necessary to access the folder, a Folder Access Account can be configured.

The screenshot shows the configuration interface for the Folder Browse Component. On the left, there are several input fields and checkboxes: 'Id' is set to 'FolderBrowse', 'Root Directory' is 'C:\User\Desktop', 'Maximum folder depth' is '3', and two checkboxes are checked: 'Require user to select folder at depth set above' and 'This folder requires authentication.' A 'Test Connection' button is located below these fields. On the right, there is a blue panel for 'Authentication Type' with two radio buttons: 'Impersonation' (unselected) and 'Network Login' (selected). The 'Network Login' section includes fields for 'Domain', 'User Name', and 'Password'. A '+ Folder Access Account' button is located at the bottom right of the interface.

- Id:** Specify a name for the component which will be displayed on the MFP. This field can be any combination of text and the drag and drop variables.
- Root Directory:** Specify the beginning directory path.
- Maximum folder depth:** Specify the maximum amount and user can go into the folder structure. If left blank there will be no limit.
- Require user to select folder at depth set above:** Check to force the user to scan to the maximum folder depth. They will not be able to scan to any folders in-between the Root Directory and Maximum Folder Depth.
- This folder requires authentication:** Check if user credentials are required to access this folder. Please refer to the [Folder Access Settings Section](#) for more information regarding Folder Access accounts.

Once the Folder Browse Component has been configured, the ID will display in the Workflow Fields list as a piece of index data and can be used throughout the workflow.

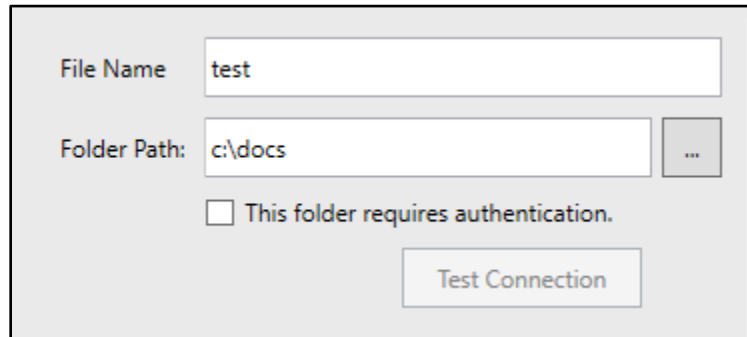
NOTE: The test connection button will only work if a valid folder path is provided. It will not work with a drag and drop field as its value.

9. Destination Components

A destination component defines where DMConnect will send the finished document. Every processing branch must end with a destination component. There are six different destinations to choose from.

9.1 Folder Destination

The Folder Destination is the most basic type of Destination Components. It will simply store the finished document(s) in a specified location. This folder location can be either local to the machine hosting DMConnect or a network folder.



The screenshot shows a configuration form for a Folder Destination. It includes a 'File Name' field with the value 'test', a 'Folder Path' field with the value 'c:\docs' and a browse button (...), a checkbox for 'This folder requires authentication.' which is currently unchecked, and a 'Test Connection' button.

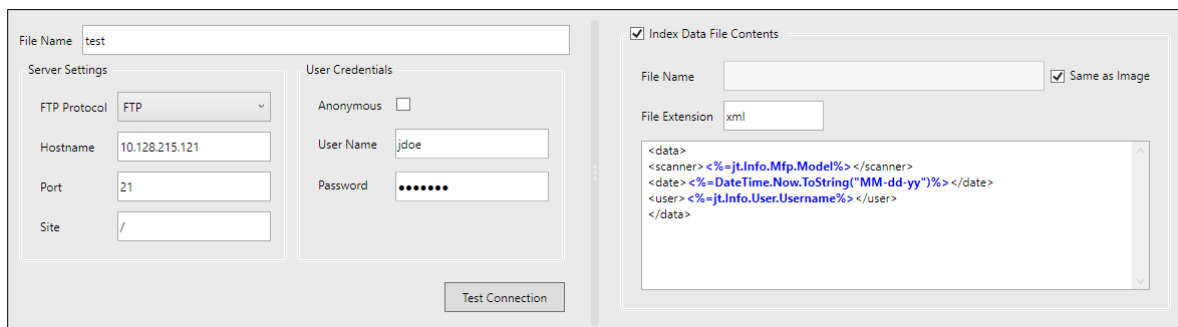
- File Name: Specify the name you would like the document to have. This field can be any combination of text and the drag and drop variables.
- Folder Path: Specify the path which you would like the document to be stored. This field can also contain drag and drop fields, but does not ensure that the value of those fields is valid.
- Check the box label "This folder requires authentication" if user credentials are required to access this folder. Please refer to [Folder Access Settings](#) section for more information.

Note: The test connection button will only work if a valid folder path is provided. It will not work with a drag and drop field as its value.

9.2 FTP Destination

The FTP Destination allows a document to be uploaded to a server using the File Transfer Protocol(FTP). DMConnect supports three different types of FTP servers: FTP, FTPES, and SFTP. The default Site is the home directory, or '/'.

Optionally, the FTP Destination component allows uploading an index data file that can be composed by dragging and dropping index data fields.



The screenshot shows a configuration form for an FTP Destination. It includes a 'File Name' field with the value 'test', a 'Server Settings' section with fields for 'FTP Protocol' (FTP), 'Hostname' (10.128.215.121), 'Port' (21), and 'Site' (/), a 'User Credentials' section with fields for 'Anonymous' (unchecked), 'User Name' (jdoe), and 'Password' (masked with dots), a 'Test Connection' button, a checked 'Index Data File Contents' section, a 'File Name' field with a 'Same as Image' checkbox, a 'File Extension' field with the value 'xml', and a text area containing XML code:

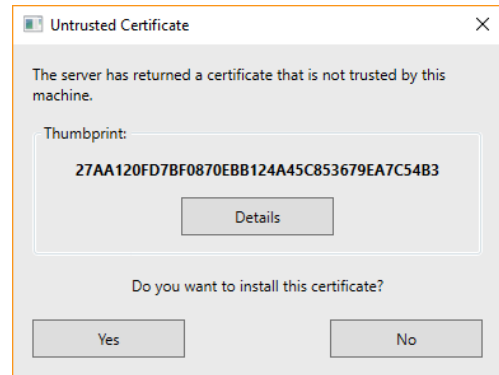
```
<data>
<scanner> <%=Jt.Info.Mfp.Model%> </scanner>
<date> <%=DateTime.Now.ToString("MM-dd-yy")%> </date>
<user> <%=Jt.Info.User.Username%> </user>
</data>
```

9.2.1 FTP

FTP is a protocol that sends files unencrypted over the network.

9.2.2 FTPES

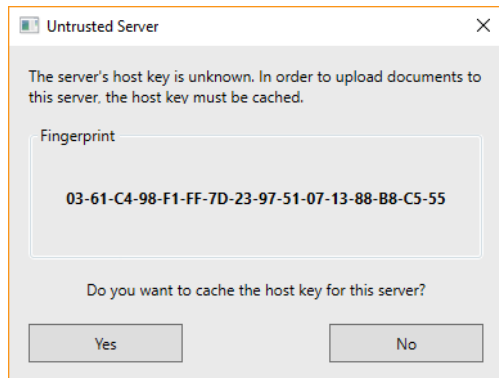
FTPES uses explicit TLS/SSL and requires the server running DMConnect to have a certificate stored in the Trusted Root. This can be done by testing the connection to the FTPES server in the DMConnect Studio. Upon successfully reaching the server, a window will pop up requesting permission to store the certificate. You can click on the “Details” button to view more information about the certificate.



9.2.3 SFTP

SFTP stand for SSH File Transfer Protocol. It is a protocol that sends files encrypted over the network by using the Secure Shell Protocol. This requires that a public key be cached in registry. To do this, simply hit “Test Connection” and upon success you will be prompted with a window asking you to accept the public key.

NOTE: To upload a document to an FTPES or SFTP server, you must first test the connection from the Studio to install the certificate or public key.

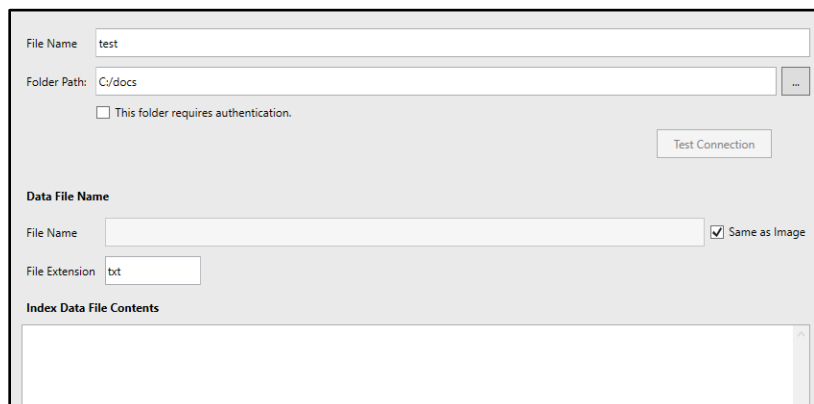


9.3 Flat File Destination

The Flat File Destination creates a text file of any given extension to be created alongside the document. This file can be anywhere from a basic text file to XML. The contents of the flat file are completely customizable and can include any metadata that needs to be included with the document.

Fields entered at the panel or generated from scripts can be dragged and dropped onto this window.

- a) File Name: Specify the name you would the document to have. This field can be any combination of text and the drag and drop variables.



- b) Folder Path: Specify the path which you would like the document and the flat file to be stored. This field can also contain drag and drop fields, but does not ensure that the value of those fields is valid.
- c) Check the box label “This folder requires authentication” if user credentials are required to access this folder. Select the Folder Access settings to use from the list on the right-hand side. Please refer to [Folder Access Settings](#) section for more information.
- d) Data File Name: Specify the naming pattern for the index data file and the contents of the index data file in the spaces provided
- e) Same as Image: Check this if the flat file should be the same as image
- f) File extension: Specify the file extension of flat file if the flat file image name is the same as the document.
- g) Index Data File Contents: Contents of output file composed by combining plain text and drag-drop index data.

9.4 Database Destination

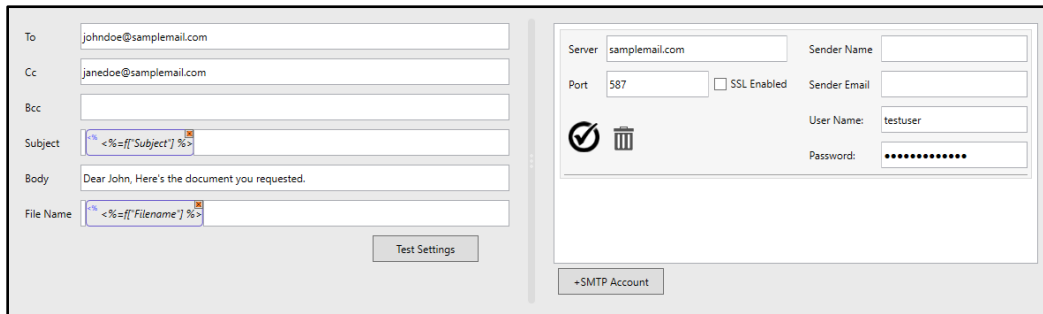
The Database Destination sends the finished document to a local or network folder location and inserts index data into an ODBC database.

- a) File Name: Specify the name you would like the document to have. This field can be any combination of text and the drag and drop variables.
- b) Folder Path: Specify the path which you would like the document and the flat file to be stored. This field can also contain drag and drop fields, but does not ensure that the value of those fields is valid.
- c) Check the box label “This folder requires authentication” if user credentials are required to access this folder. Please refer to [Folder Access Settings](#) section for more information.
- d) Data Source: Select the ODBC database from the drop down
- e) User Name & Password: Enter the database credentials and click “Open”
- f) Database Table: Select the table which you would like to insert data into
- g) Use Delimiter: Select the delimiter that your database requires for queries.
- h) Once the table is selected, the table columns will populate in the grid at the bottom of the screen. Here you can assign values to each column

Name	Type	Value
Sample1	System.String	<%=ff["Name"] %>
Sample2	System.String	<%=ff["Department"] %>
Sample3	System.DateTime	<%=ff["Input Date"] %>
Sample4	System.Decimal	<%=ff["Amount"] %>

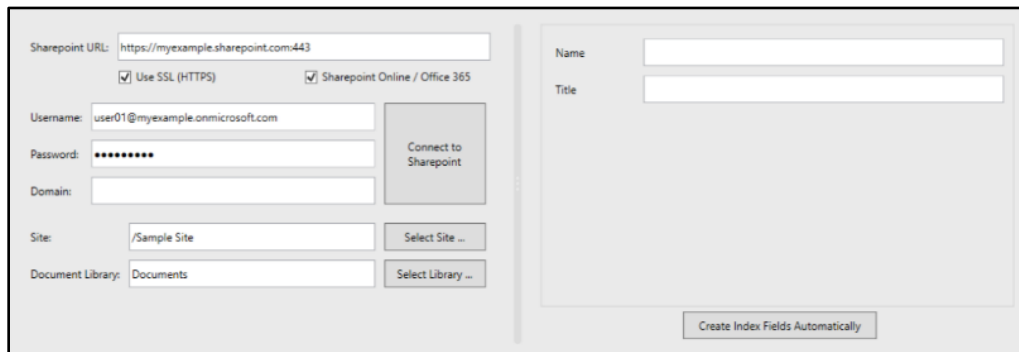
9.5 Email Destination

The Email Destination sends the finished document as an attachment in an email. Every field in Email destination can be either manually typed in, or a variable that is drag and dropped. Select the SMTP settings on the right-hand side that you would like to use to send the email. For more information about configuring SMTP settings, please refer to the [SMTP Settings section](#).



9.6 SharePoint Destination

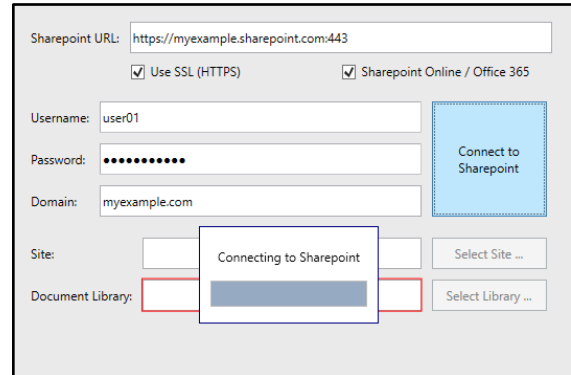
The SharePoint Destination uploads the finished document to a SharePoint server. DMConnect supports uploading to both locally hosted SharePoint servers and to SharePoint Online. Once connected to a SharePoint site and the site and document library is selected, the index data configured to the Document Library will be displayed in the pane to the right and you can automatically create Index Fields based on the Document Library's index data fields.



- **SharePoint URL:** The full URL of the SharePoint Site
- **Use SSL (HTTPS):** Check if the SharePoint server requires an SSL connection
NOTE: This option may be automatically checked if "https" is used in the SharePoint URL
- **SharePoint Online / Office 365:** Check if using a SharePoint Online site
NOTE: May be automatically checked if DMConnect detects the URL is for a SharePoint Online site
- **Username:** Username used to log in to SharePoint
- **Password:** Password associated with the username to log in to SharePoint
- **Domain:** The domain of the SharePoint Site
- **Site:** The default SharePoint site to connect to
- **Document Library:** Choose the document library to scan to
NOTE: Only the document libraries of the current SharePoint site will be displayed

9.6.1 SharePoint Destination Component Configuration Steps

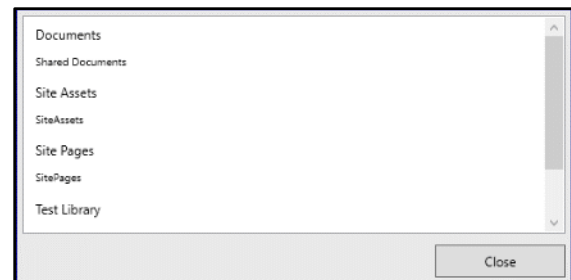
1. Enter the SharePoint server URL, Username, Password, and Domain fields. Click the “Connect to SharePoint” button. A small window will pop up indicating that the component is attempting a connection. If it makes a successful connection the “Select Site...” and “Select Library...” button will become active. If the connection is not successful, you will be displayed another pop up window indicating any issues in connection. Fix any issues and attempt to connect again. If connection fails again, please contact your SharePoint administrator.



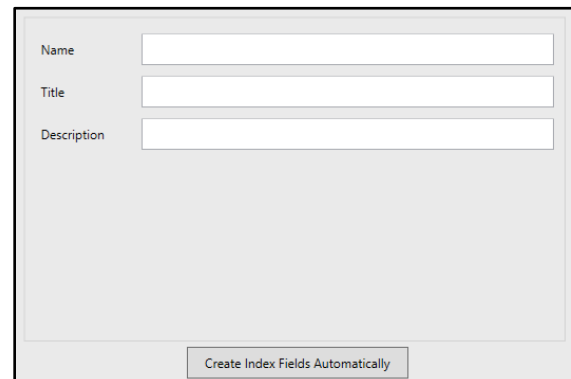
2. Once successfully connected, click the “Select Site...” button. A pop up window will display listing the sites available. Select a site from the list by double clicking the site name.



3. Next, click the “Select Library...” button. Another pop up window will display listing the available document libraries and lists available. Select a library or list by double click the name.



4. Once a library or list is selected, the right-hand side of the component settings pane will be populated and list the index fields required for that particular list or library. If desired, click the “Create Index Fields Automatically” button to create an Index Data Entry component with these fields automatically populated. These fields will now appear in the Workflow Fields list and will be available for use throughout the workflow.



- 5.

9.7 Print Document

The Print Document component is used to produce and printout of the document at some point in the workflow.

Printer Name	<input type="text"/>	Number of Copies	<input type="text" value="1"/>
Document Name	<input type="text"/>	Duplex	<input type="checkbox"/>
Start Page	<input type="text"/>	End Page	<input type="text"/>
Multiple pages per sheet	<input type="text" value="One"/>	Monochrome	<input type="checkbox"/>
Account Code	<input type="text"/>	<input type="checkbox"/> Detect paper size from image	
		<input checked="" type="radio"/> Inches	<input type="radio"/> Metric

- **Printer Name** (*required*): The name of the desired printer to send the document to.
- **Number of Copies**: Specify the number of copies to print.
- **Document Name**: The desired name of the document.
- **Duplex**: Check to enable duplex printing.
- **Start Page**: Page number to begin the print job. Leave blank to start at the first page.
- **End Page**: Page number to stop the print job. Leave blank to end at the last page.
- **Multiple pages per sheet**: Choose to print a One-, Two-, or Four-page composite on one sheet.
- **Monochrome**: Check to only print in Monochrome.
- **Account Code**: Account code.
- **Password**: Password if necessary.
- **Detect paper size from image**: The proper paper size will be determined by measuring the scanned image in either Inches or Metric units.

10. File Format Conversion Components

A file format conversion component creates a specific file format document to be delivered to a destination where DMConnect will send the finished document. There are three different type of file format conversion.

10.1 PDF

PDF produces an image-only PDF file.

10.2 Basic Searchable PDF

The basic OCR engine is an entry-level character recognition engine that can produce searchable PDFs. However, this module is not recommended for accuracy sensitive environments.

10.3 File format available by using OmniPage OCR

OmniPage is an Optical Character Recognition (OCR) engine from Nuance. This module enables creation of following six files from paper documents.

Common OCR Engine Settings

Image Brightness	Brightness control of the automatic image conversion algorithm. The value range is between zero (0) and 100. A value of 0 tunes the conversion to give a lighter image, while a value of 100 results in a darker image. The default value is 50.	
Image Threshold	Specifies the threshold parameter of an image conversion to a B/W image. This parameter has an effect only when the image conversion mode has been set. This setting is used during both the primary and the secondary image conversion. It ranges between zero (0) and 255, default: 128.	
Image Deskew	This setting determines the deskewing mode during image preprocessing.	
	<i>Dsk 2D</i>	Automatic 2D deskewing (Default)
	<i>Dsk NO</i>	No deskewing applied.
	<i>Dsk SET</i>	Deskew with a given angle set by the ImageSlope parameter.
	<i>Dsk 3D</i>	Automatic 3D deskewing applied.
<i>Dsk AUTO3D</i>	Automatic 2D or 3D deskewing: 2D deskewing applied on scanned images and 3D deskewing applied on digital camera images.	
Image Rotation	This function specifies which Image rotation mode is used. The Image rotation mode can be automatic, switched off or programmable.	
Image Despeckle Mode	This function specifies the Engine's Image despeckle mode setting, i.e. whether the adaptive noise removal algorithm is to be activated during implicit primary and secondary image conversion when the current image (II_CURRENT) is a B/W one. The noise removal algorithm runs only on B/W images with a resolution of 180 dpi or higher. This setting might influence the recognition accuracy.	
RM Tradeoff	<i>To Accurate</i>	High recognition accuracy, but requires more CPU processing time.

	<i>To Accurate</i>	High recognition accuracy, but requires more CPU processing time.
	<i>To Balanced</i>	Medium recognition accuracy, medium processing time.
	<i>To Fast</i>	Fast processing, lower recognition accuracy.

10.3.1 Searchable PDF

Produces an advanced searchable PDF.

Available type

PDF	PDF file contains text only. The PDF file can be viewed and searched in a PDF viewer and edited in a PDF editor.
PDF – Edited	Same as PDF, uses True Page formatting option to produce best possible editable PDF. The PDF file can be viewed, searched and edited.
PDF with image on text	The PDF file is viewable only and cannot be modified in a PDF editor. The original images are exported, but there is a linked text file behind each image, so the text can be searched. A found word is highlighted in the image.
PDF with image substitutes	Substitution: Same as PDF, but words containing reject and suspect characters have image overlays, so these uncertain words display as they were in the original document. The PDF file can be viewed, searched and edited.

10.3.2 Text

Produces a plain text file with no paragraph styling.

Available type

Comma Separated Text	Comma separated values, suitable for extracting data from a form.
Formatted Text	Decolumnized text with paragraph styling.
HTML 3.2	Standard markup language
HTML 4.0	Standard markup language
Text	Text without paragraph styling
Text with linebreaks	Decolumnized text with paragraph styling and line breaks.
Unicode Comma Separated Text	Enable Unicode encoding for comma separated values, suitable for extracting data from a form.
Unicode Formatted Text	Enable Unicode encoding for decolumnized text with paragraph styling.
Unicode Text	Enable Unicode encoding for generated Text files.

Unicode Text with linebreaks	Enable Unicode encoding for decolumnized text with paragraph styling and line breaks.
XML	Markup language that defines a set of rules for encoding documents

10.3.3 Microsoft Word

Produces a Microsoft Word file.

Available type

Microsoft Office Open XML Format Document	Can be opened by all versions of Microsoft Office, starting with Microsoft Office 2007.
RTF Word 2000	Can be opened by all versions of Microsoft Office, starting with Microsoft Office 2000.
Microsoft Word WordML	Can be opened by all versions of Microsoft Office, starting with Microsoft Office 2007.
WordPad	Can be opened by all versions of WordPad.
WordPerfect 9,10	Can be opened by all versions of WordPerfect, starting with 9.

10.3.4 Microsoft Excel

Produces a Microsoft Excel file.

Available type

Microsoft Excel 2003, XP	Can be opened by all versions of Microsoft Office, starting with Microsoft Office 2003.
Microsoft Excel 2007	Can be opened by all versions of Microsoft Office, starting with Microsoft Office 2007.

10.3.5 Microsoft PowerPoint

Produces a Microsoft PowerPoint file

Available type

Microsoft PowerPoint 97	Can be opened by all versions of Microsoft Office, starting with Microsoft Office 97.
Microsoft PowerPoint 2007	Can be opened by all versions of Microsoft Office, starting with Microsoft Office 2007.
Microsoft Publisher 98	Can be opened by all versions of Microsoft Office, starting with Microsoft Office 98.

10.3.6 Microsoft XPS

Produces a XPS file.

Available type

XML Paper Specification	Can be opened by all XPS viewer installed by Windows Operating System
XPSsearchable	Can be opened by all XPS viewer installed by Windows Operating System

11. Image Processing Components

11.1 Stamping Component

The Stamping Component can be used to place either a custom stamp message or a Bates stamp on each page of a scan. Texting styling and stamp box options can also be configured.

Stamp Message (selected) Stamp Bates

Message Stamp Settings

Message:

Text Styling

Font: Calibri ABCabc123!@#5 FontSize: 8 Font Style: Regular

Box Options

Position: TopLeft Draw Position

Width: 2 Inverted(White on Black)

Height: 0.5 Transparent Background

Margin: 1

11.1.1 Stamp Message

Selecting Stamp Message will allow for either user-defined text or index data to be stamped on each page of a scan.

Stamp Message (selected) Stamp Bates

Message Stamp Settings

Message:

11.1.2 Stamp Bates

Selecting Stamp Bates will create a Bates stamp on each page of a scan job.

- **Key:** The Display Name of the Bates Stamp that will display in the Workflow Fields list.
- **Starting:** The starting numeric digit for the Bates Stamp
- **Increment:** How many digits to increment the Bates Stamp on each page
- **Width:** How many digits the Bates Stamp should be.
- **Reset:** Resets the Bates Stamp counter to this value every time the stamp is used.
- **Prefix:** Will append information entered here to the beginning of the stamp text.
- **Suffix:** Will append information entered here to the end of the stamp text.

Stamp Message Stamp Bates (selected)

Bates Stamp Settings

Key: DefaultBates

Starting: 0

Increment: 1

Width: 4

Reset:

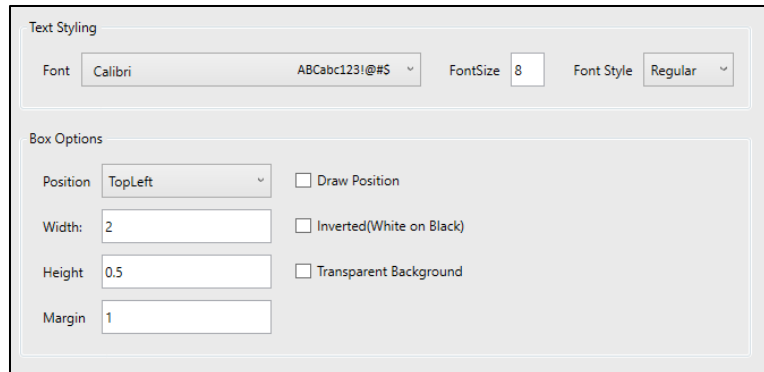
Prefix:

Suffix:

11.1.3 Text Styling and Box Options

- **Text Styling**

- **Font:** Select the font for the stamp or message. Fonts are restricted to whichever fonts are installed on the server.
- **Font Size:** Choose the font size
- **Font Style:** Choose the font style (Regular, Italic, Bold, Bold Italic)



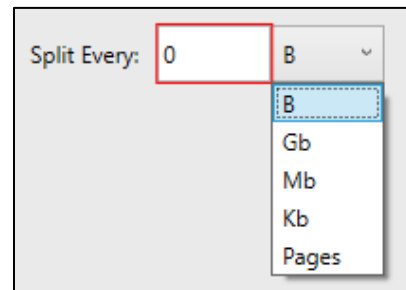
The screenshot shows a dialog box titled "Text Styling". At the top, there are fields for "Font" (set to Calibri), "Font Size" (set to 8), and "Font Style" (set to Regular). Below this is a section titled "Box Options" with several settings: "Position" (TopLeft), "Width" (2), "Height" (0.5), and "Margin" (1). There are also three checkboxes: "Draw Position" (unchecked), "Inverted(White on Black)" (unchecked), and "Transparent Background" (unchecked).

- **Box Options**

- **Position:** Choose the desired page position to place the stamp box
- **Width:** Enter the width for the stamp box in inches
- **Height:** Enter the height for the stamp box in inches
- **Margin:** Enter the margin for the stamp box
- **Draw Position:** Places a border around the stamp box
- **Inverted (White on Black):** The stamp box will be black and the stamp text will be white
- **Transparent Background:** Removes the background color of the stamp box

11.2 Split Document Component

The Split Document Component will split one scan job into parts based on file size or pages scanned. For example, if the Split Document Component is configured to "Split Every: 5 Pages", a 20-page scan job will be split into 4 parts (4 files of 5 pages). Configuring the Split Document Component to split based on a specific file size is useful if sending to an email destination and the email server has file size restrictions. You may also use index data to dynamically set how to split a scan job.



The screenshot shows a configuration dialog for the Split Document Component. It features a "Split Every:" label followed by a text input field containing the number "0". To the right of the input field is a dropdown menu currently showing "B". The dropdown menu is open, displaying a list of options: "B", "Gb", "Mb", "Kb", and "Pages".

11.3 1D-Barcode Recognition Component

Workflow can be configured to detect barcodes on a document and read their values. Barcode values can then be used to name files and folders or in metadata stored in an XML file or database. Barcodes can also be used as separator sheets used to mark the beginning or end of documents that are scanned together in a single batch.

11.3.1 Scanning for 1 Dimensional (1D)/Linear Barcodes

To scan for a 1-dimensional (1D) barcode, simply drag the 1D-Barcode Recognition component from the component list and drop it onto the Workflow Canvas. Click on the



1D-Barcode Recognition component to show its settings in the Component Configuration Pane.

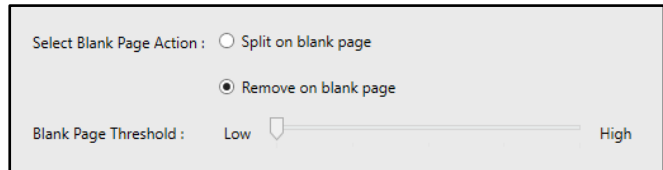
1 Dimensional (1D) Barcodes Configuration Settings

Name (required)	Enter a unique name for the barcode		
Type (required) (default: Any)	Select the type of barcode (also known as Symbology) to scan for. If the barcode scanner encounters other types of barcodes on the page, they will be ignored.		
	Any Industrial 2 of 5 Interleaved 2 of 5 Lata 2 of 5 Matrix 2 of 5	Code 39 Codeabar DataLogic 2 of 5 Code 128 Code 93	EAN 8 EAN 13 EAN 128 UPC Version A UPC Version E
Import (button) (optional)	Use the import button to import an image of an existing barcode (.tif). The component will automatically detect the barcode type from the sample.		
Barcode Instance (optional)	<i>Page (default:0)</i>	Page the barcode page will correspond to. A value of zero corresponds to 'Any page in the document'. A non-zero value is used to indicate a specific page in a multi-page document. Barcodes on other pages will be ignored.	
	<i>Instance (default:0)</i>	Barcode instance on a page. Zero corresponds to 'Any barcode on page'. A non-zero value specifies the specific barcode instance that should be read. All other instances will be ignored. Instances are counted from top to bottom and left to right.	
Barcode Value Pattern (optional)	<i>Select barcodes that match pattern</i>	Define a data pattern using regular expression syntax that DMConnect will use when scanning for barcodes. Barcode values that conform to the pattern would be selected for processing and others would be ignored. More information on regular expression could be found on Microsoft's website: Regular Expression Language - Quick Reference .	
	<i>Test String</i>	This field allows you to test the regular expression pattern by entering possible barcode values. If the value matches the pattern, a green check mark would appear, if it does not, a red exclamation point would appear instead.	
Job Separation (optional)	<i>Split Job</i>	Check to split the scan job upon finding a barcode that matches specified criteria.	
	<i>Barcode sheet is...</i>	Indicate whether the page containing the barcode is to be considered the first page of a document or the last.	
	<i>Remove barcode page</i>	Check to remove the page containing the barcode page. This is useful when removing pages containing separator sheets.	

Once a barcode has been created and configured, its name will appear in the Workflow Fields list and can be dragged and dropped into other components in the workflow.

11.4 Blank Page Removal Component

The Blank Page Removal Component is used to either remove blank pages from a scan or split the scan upon finding the blank page. A Threshold setting is used to determine how discretionary DMConnect is when detecting a blank page.

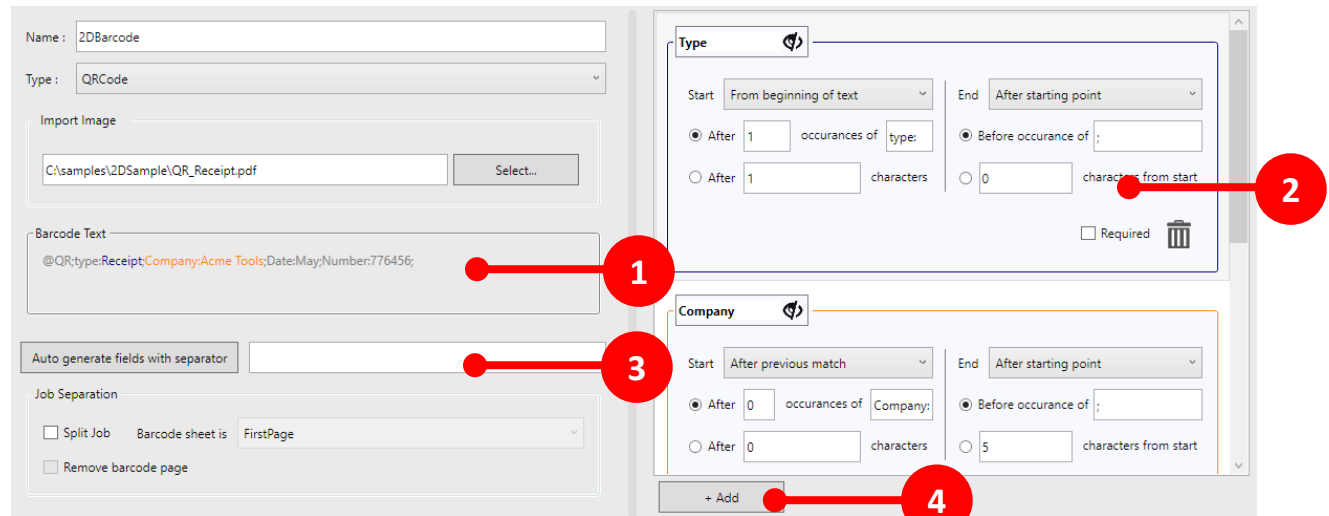


11.5 2D-Barcode Recognition Component (DMConnect PRO only)

To scan for a 2-dimensional (2D) barcode, simply drag the 2D-Barcode Recognition component from the component list and drop it onto the Workflow Canvas. Click on the 2D-Barcode Recognition component to show its settings in the Component Configuration Pane.



Since 2D-barcodes typically contain a large amount of data, the component must be configured correctly to extract data contained in it.



2 Dimensional (2D) Barcodes Configuration Settings

Name (required)	Enter a unique name for the barcode	
Type (required)	Select the type of 2-D barcode: QRCode, PDF417	
Import Image (button) (required)	Use to import an image of an existing barcode (.tif, .jpg, .pdf). When the 2D-barcode sample is loaded, the raw data contained in it is displayed under 'Barcode Text'	
1	Barcode Text	Displays the raw barcode data that is extracted from a 2D-barcode. Highlights regions of text extracted by zone definitions.
2	Data Zones	Data contained in the barcode can be extracted by specifying start and end positions of text required in the workflow. Extracted data is available for use within the workflow. Refer to section below on how to configure each zone.
3	Auto generate fields with separator	Click the "Generate" button to create zone definitions automatically, given a data separator character.
4	+ Add button	Click to create a new zone definition.
Job Separation	Split Job	Check to split the scan job upon finding a barcode that matches specified criteria.
	Barcode sheet is...	Indicate whether the page containing the barcode is to be considered the first page of a document or the last.
	Remove barcode page	Check to remove the page containing the barcode page. This is useful when removing pages containing separator sheets.

The image shows a configuration window for a zone. It has a 'Type' field with a red circle '1' pointing to it. Below it are 'Start' and 'End' dropdown menus, with red circles '2' and '4' pointing to them respectively. Under 'Start', there are two radio button options: 'After 1 occurrences of type:' and 'After 1 characters'. Under 'End', there are two radio button options: 'Before occurrence of ;' and '0 characters from start'. At the bottom right, there is a 'Required' checkbox and a trash icon, with red circles '3' and '5' pointing to the 'After 1 characters' input and the 'Required' checkbox respectively.

1	Name	Enter a unique name for the zone.
2	Start	The point from which zone beginning is calculated.
	From beginning of text	Zone will start at the first character in the barcode value. This selection is typical for the first zone.
	After previous match	Zone will start immediately after the end of the previous zone. This selection is typical for subsequent zones.
3	Position	Define how many characters to skip to reach the zone beginning.
	After <i>n</i> occurrences of <i>chars</i>	Skip past n occurrences of given character(s).
	After <i>n</i> characters	Skip n characters
4	End	The point from which zone ending is calculated.
	After starting point	Zone will end somewhere after the start position.
	From beginning of text	Zone will end at some point after the first character of the barcode value.
	From the end of the previous match	Zone will end at some point after the end of the previous match.
	End of text	Zone end is relative to the end to end of barcode value. The end point is computed in reverse, starting with the end of text.

5	Position	Define how many characters to skip to reach the zone ending.
	Before <i>n</i> occurrences of <i>chars</i>	Skip past n occurrences of given character(s).
	__ characters from start	Skip n characters

Text captured by each zone definition is color-coded in the Barcode Text area.

Once the component has been created and configured, the zone names will appear in the Workflow Fields list a can be dragged and dropped into other components in the workflow.

11.6 Form Recognition Component (DMConnect PRO Only)

The Form Recognition component automatically extract data from paper forms. The following sequence of steps must be followed to setup Form Recognition.

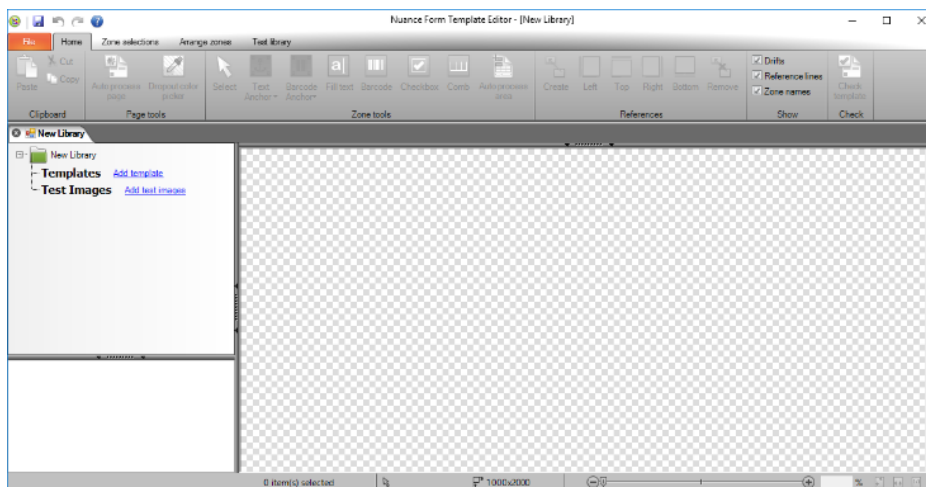
11.6.1 Obtain Form Samples

An electronic version of a paper form is required to create the form template library, and to be used in DMConnect PRO. It is recommended to prepare at least two samples per form – one to build the template and the other to test the data extraction.

11.6.2 Create Template

Form template library (.ftl) file is required to extract paper form data through Form Recognition Component. To create form template library, use Nuance Forms Template Editor.

1. Launch "Forms Template Editor" by selecting the menu Configure -> Nuance FTE



2. Create new template.
3. For each template, add zones to match scan document with this template.

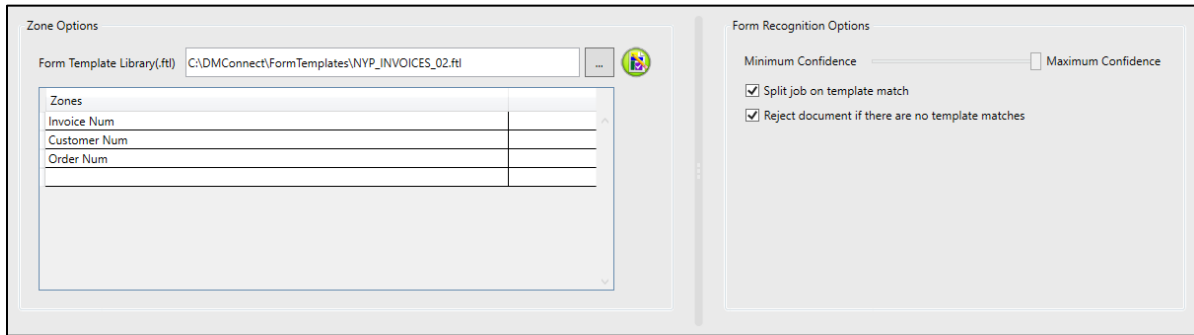
NOTE: DMConnect PRO Forms Recognition does not support checkbox optical mark recognition.

4. For each template, specify the location of data to be extracted.
5. Test the data extraction by loading several test images. Adjust template as necessary.
6. Export library as Form template library (.ftl) file

For more information about configuring form template library, please refer to Nuance Forms Template Editor Help.

11.6.3 Configure Workflow

After dragging the Form Recognition component from the component list and drop it onto the Workflow Canvas, click on the Form Recognition component to show its settings in the Component Configuration Pane.

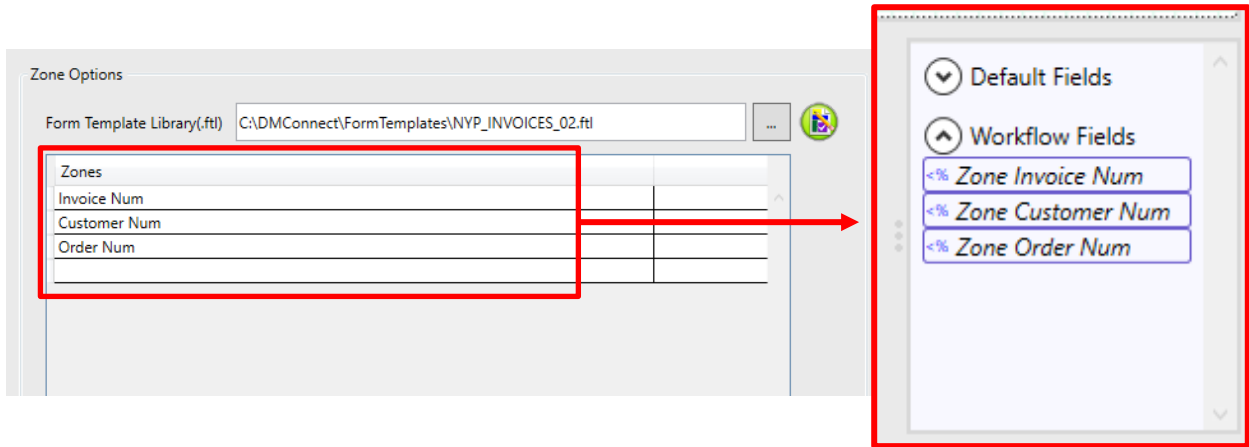


Form Recognition Configuration Settings

Form Template Library (.ftl) (button)(required)	Use to load a form template library.
Zones	Define which data to be extracted from the form. It can be load from the .ftl file, or can be entered manually.
Minimum Confidence	A minimum confidence is used to determine acceptance level to match the scan document with form template. Lower the level (slide toward left), less accuracy is needed to determine whether scan document matches the form template.
Split After Template Pages	Check to split the scan job upon finding a page that matches a form template.
Reject document if there are not template matches	Check to reject a document if it doesn't match a template. The document will be moved to the C:\DMConnect\Failed folder.


11.6.4 Use Extracted Data

All the variables listed under Zones List are the expected data to be extracted from the form. These variables will be available for use under Workflow Fields dropdown menu to all the component after form recognition.

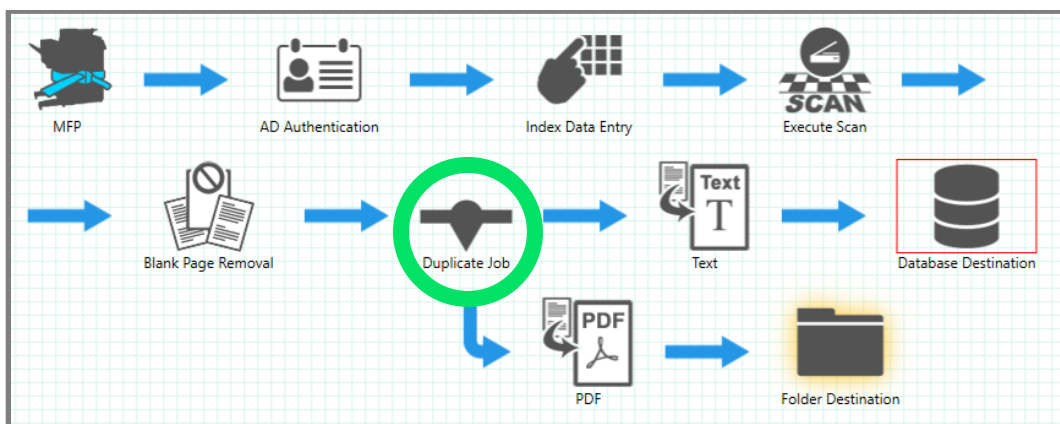


12. Workflow Components

12.1 Branch Workflow Component

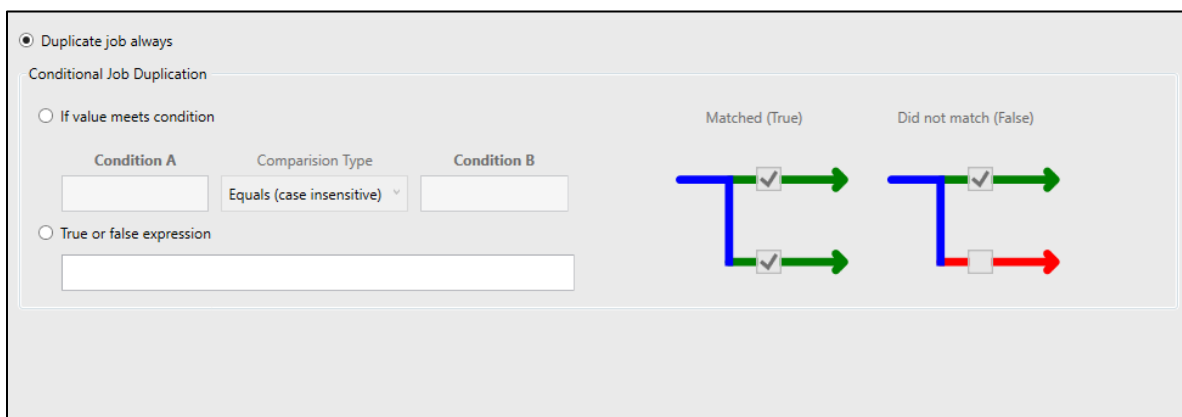
Workflows in DMConnect can be duplicated or “branched” for extended image processing and document routing. To accomplish this, use the Branch Workflow Component (). Just like other components, the Branch Workflow Component can only be placed before and after certain components in the workflow process. The Branch Workflow Component cannot be placed before any user interface components.

For example, the following workflow will ask the user to input index data then remove blank pages from the scan, create a Word Document to be delivered to a folder destination, then take the same scan image and create a Text document to be delivered to a database destination.



The Branch Workflow Component Icon (indicated with a green circle) tells the workflow where to “branch off” of the main workflow and do additional processing. In this workflow, the user will only have to scan once and input index data once at the MFP and the workflow will create two different file formats using the same index data and deliver both to their respective destinations.

The Branch Workflow Component can be configured to only branch off when certain conditions are met. These conditions can be entered as a comparison or an expression. When a condition is met, you can tell the Branch Workflow component to either continue through the branch or to skip the branch.



12.1.1 If value meets condition

Comparison conditions compare one expression (Condition A) with another (Condition B). Both sides of the comparison condition **are required** for the component to function properly. Index data can also be used in these conditions.

The Comparison Type dropdown is used to choose how to compare Condition A to Condition B:

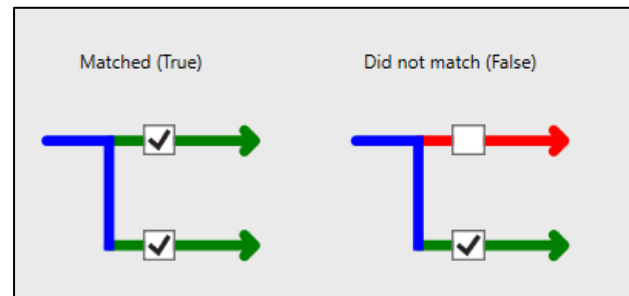
- **Equals (case insensitive)** – Compares if A *EQUALS* B regardless of upper or lowercase characters.
- **Equals (case sensitive)** – Compares if A *EQUALS* B and factors in character case.
- **Matches Pattern** – Used to see if A matches a pattern in B. Read “matches patterns” as the keyword *LIKE*. With this condition type, you want to see if A is *LIKE* B.
- **Begins With** – Like the Matches Pattern type, this is used to check if B *BEGINS WITH* A.
- **Ends With** – The same but opposite of Begins With. Used to check if B *ENDS WITH* B.

12.1.2 True or false expression

The True or false expression can be used to direct a workflow based on an expression. You can drag and drop index data in the field or simply write your own expression. If the condition is met, then the result will be TRUE. If the condition is not met, then the result will be FALSE.

12.1.3 Workflow Direction

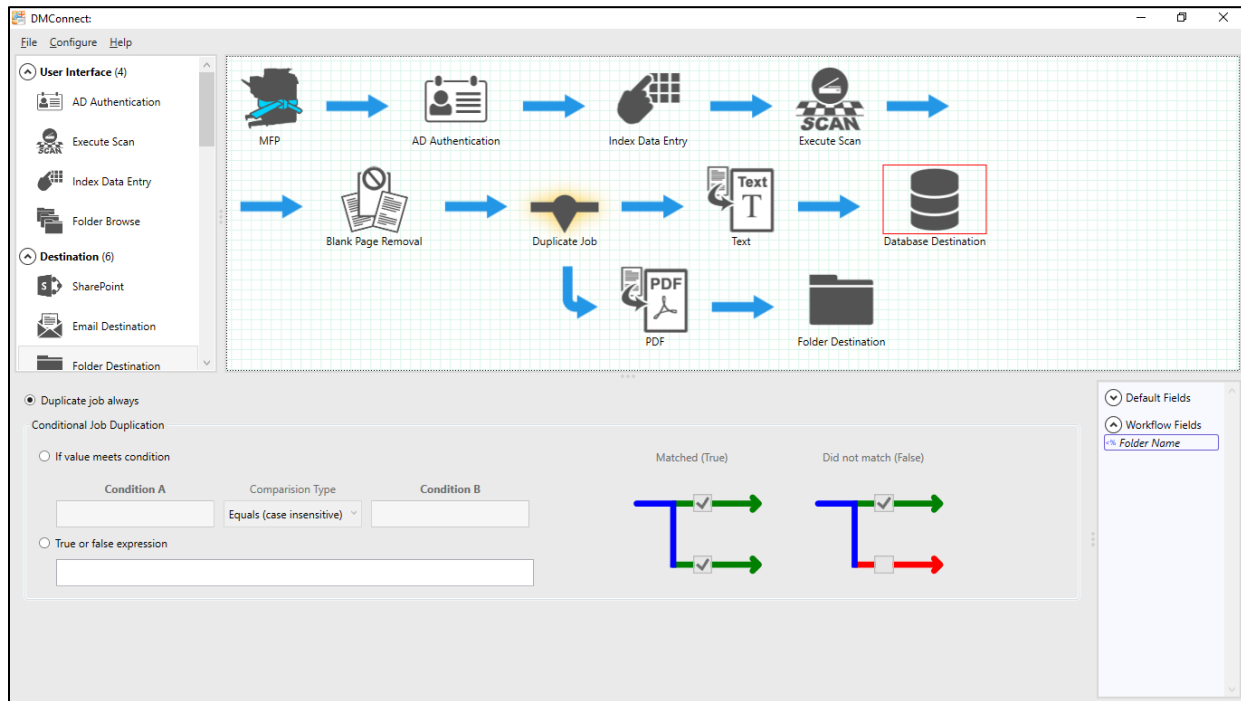
Once a condition has been declared you can use the two arrow diagrams to the right to determine what will happen when the condition is or isn't met. A checkmark and a green arrow indicates the direction the workflow will follow. No checkmark and a red arrow indicates that the workflow will not follow that branch.



In the example to the right, if the condition is:

1. **TRUE:** The workflow will complete both branches
2. **FALSE:** The workflow will complete only the bottom branch

Working Example



In the above example, we have a piece of List index data called *DocType* that the user will be required to choose at the MFP panel. This list determines the type of document the user is scanning. In our Branch Workflow component, we configured a Condition where IF *DocType* EQUALS (true) “Employee Time Off” then we will complete both branches of the workflow. A PDF will be created and sent to an email destination and another PDF will be created and sent to a folder destination. IF *DocType* DOES NOT EQUAL (false) “Employee Time Off” then only the bottom branch of the workflow will be completed. A PDF will be created and only saved to a folder destination.

12.2 Notification Component

The notification component will send an email upon a successful or failed job has be completed. The notification component must be added to the beginning of each processing branch. If an error occurs at any point past the notification component, it would trigger an email notification.

The screenshot shows the configuration window for the notification component. It is divided into two main sections. The left section is for email content: 'To' is 'systemadmin@mycomp.com', 'Subject' is 'DMConnect Workflow Sending', 'Body' contains 'Success Message: Sent Successfully' and 'Failed Message: Error Sending. Please review.', and there are checkboxes for 'Send only on failure' (unchecked) and 'Attach documents' (checked). A 'Test Settings' button is at the bottom. The right section is for SMTP account details: 'Server' is 'smtp.mycomp.com', 'Port' is '587', 'SSL Enabled' is checked, 'Sender Name' is 'John Doe', 'Sender Email' is 'jdoe@mycomp.com', 'User Name' is 'jdoe@mycomp.com', and 'Password' is masked with dots. A '+SMTP Account' button is at the bottom.

- a) **To:** Email destination(s) where the notification will be sent. Allows drag-and-drop of index data.
- b) **Subject:** Text for the notification email's subject line. Allows drag-and-drop of index data.
- c) **Body:**
 - i. **Success Message:** Text for the notification email's body when a workflow completes successfully. Allows drag-and-drop of variable index data.
 - ii. **Failed Message:** Text for the notification email's body when a workflow fails. Allows drag-and-drop of variable index data.
- d) **Send only on failure:** Check to only send a notification on processing failure.
- e) **Attach documents:** Check to include a copy of the scanned image

12.2.1 SMTP Account Information

SMTP settings are required to send the email through the Notification Component. For more information about configuring SMTP settings, please refer to [Section 12.2](#).

13. Data Processing Components

13.1 Data Transform Component

The Data Transform Component can be used to convert data value formats to another format for database storage or value format consistency. The input takes a piece of index data, choose a

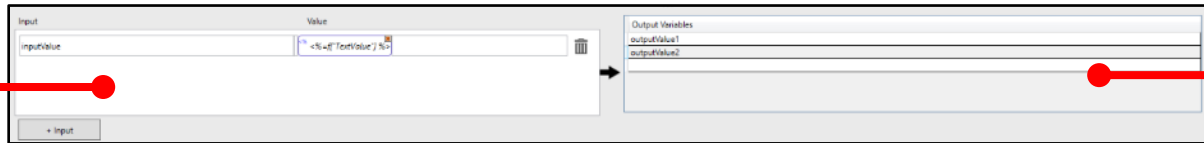
Transform Type from the dropdown menu, and the output field creates a second piece of index data with the transformed data.

- **Input:** The input to be transformed. This can be a piece of index data.
- **Transform Type:** The type of transformation to be done to the Input. See below examples for details.
- **Output:** The name of the index data to create

Convert to UPPERCASE	<i>Description</i>	Converts all characters to their uppercase equivalents																																	
	<i>Example</i>	INPUT: "John Doe" OUTPUT: "JOHN DOE"																																	
Convert to lowercase	<i>Description</i>	Converts all characters to their lowercase equivalents																																	
	<i>Example</i>	INPUT: "John Doe" OUTPUT: "john doe"																																	
Remove leading and trailing blank space	<i>Description</i>	Removes any blank space before and after the input																																	
	<i>Example</i>	INPUT: "{sp}{sp}John Doe{sp}{sp}" OUTPUT: "John Doe"																																	
Extract part of a text	<i>Description</i>	Extracts a group of characters from within the string. The "From" input defines where to start from and the "To" input defines where to stop.																																	
	<i>Example</i>	<p>INPUT: "My name is John Doe"</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>M</td><td>y</td><td>n</td><td>a</td><td>m</td><td>e</td><td>i</td><td>s</td><td>J</td><td>o</td><td>h</td><td>n</td><td>D</td><td>o</td><td>e</td> </tr> <tr> <td>01</td><td>02</td><td>03</td><td>04</td><td>05</td><td>06</td><td>07</td><td>08</td><td>09</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> </table> <p>FROM: 4 TO: 15 OUTPUT: "name is John"</p>	M	y	n	a	m	e	i	s	J	o	h	n	D	o	e	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18
M	y	n	a	m	e	i	s	J	o	h	n	D	o	e																					
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19																	
Remove illegal path character(s)	<i>Description</i>	Removes any illegal characters from the input that will prevent the scan from being saved for a folder from being made																																	
	<i>Example</i>	INPUT: "*&\$John/!*!Doe" OUTPUT: "JohnDoe"																																	

13.2 Script Component

The Script Component allows custom code to be executed by the workflow. It can be dropped on both the Capture and Processing Branches of the workflows. The script works by passing two dynamic variables to the function, one input and one output.



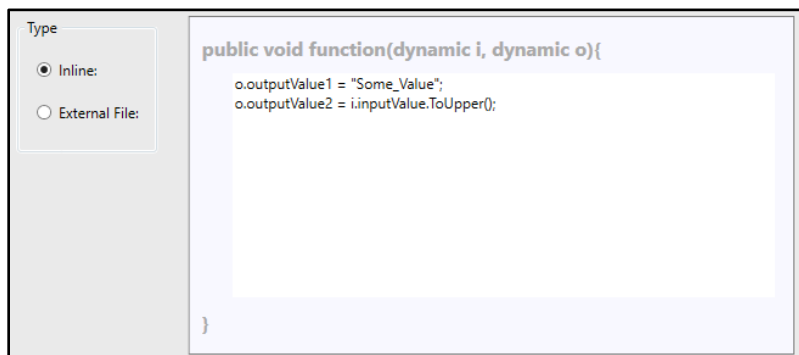
Define the variables to be used by the script.

1. **Input Variables:** Here is where you can define the list of variables that will be passed in to the script. The left column is the variable name, and the right column is its value.
2. **Output Variables:** Define the names of the output variables that DMConnect will expect to be defined in the output object. These values will turn into Drop Fields available to other components.

There are two ways to define a script. Defining it inline, or importing an external source.

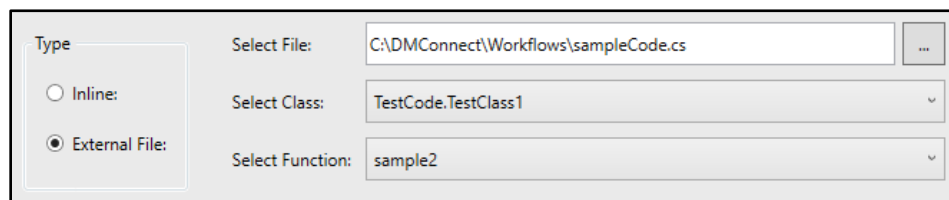
13.2.1 Inline

DMConnect Studio allows you to define the method directly in the application. The method signature is already provided, so you just need to define the body. Inline scripts are designed to be simple data manipulation, therefore they only have access to standard .NET 4.6 namespaces. If you need to import a class, you must use an external dll.



13.2.2 External

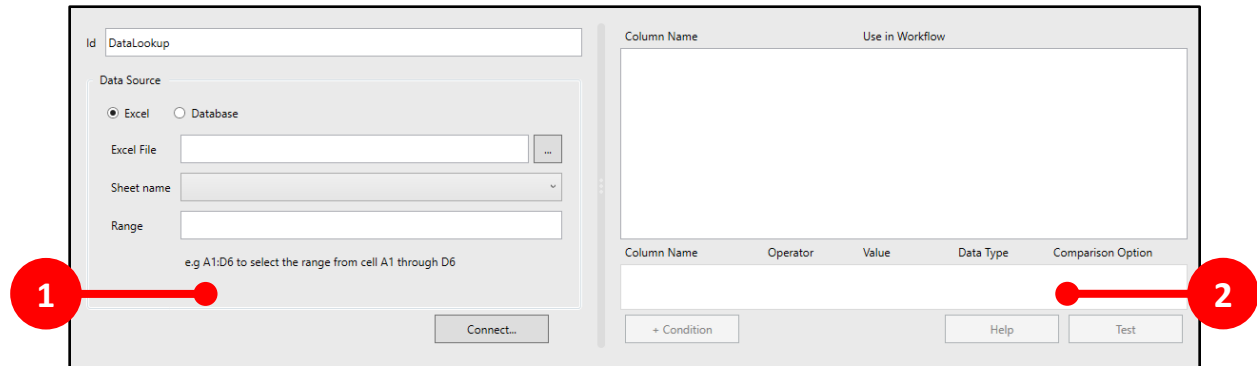
You can also select a file (.cs or .dll) to import. Once you have selected the file, the drop down with a list of classes will be populated. Upon selecting a class, every method with the supported signature will be enumerated. It must be a static void method with two dynamic objects as it's parameters.



Once you have defined your script, you can compile your workflow to verify that the code is valid by selecting *File > Validate*. The workflow will also attempt to validate itself on save.

13.3 Data Lookup Component

The Data Lookup component is used to connect to an Excel file or Database and enumerate through data to pre-populate some fields on the MFP panel, or to use data for output variables. This component replaces the Lookup Scripting functionality of older DMConnect versions and allows for easy configuration and execution without the need to have programming knowledge.



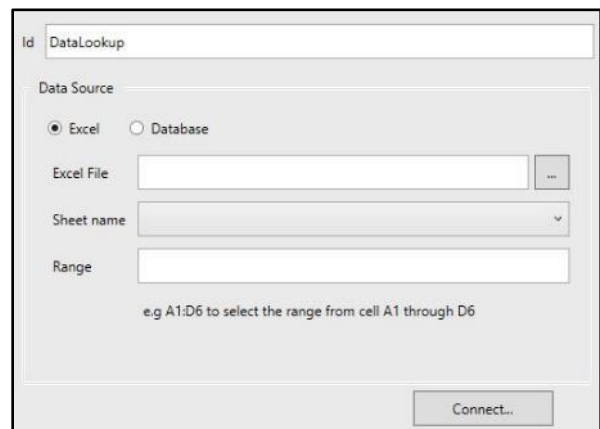
Define the variables to be used by the data lookup.

1. **Data Source:** Define the location of data source.
2. **Lookup Conditions:** Define the lookup conditions to be used to lookup for data.

There are two types of data source. Excel and Database.

13.3.1 Excel Data Lookup

- **Id:** a unique ID for the component.
- **Data Source:** Choose “Excel” as the Data Source
- **Excel File:** Path for Excel file.
- **Sheet name:** Once Excel file is selected, the drop down with a list of sheet name will be populated.
- **Range:** Specify the range in column from:column to format to specify the range to be lookup



After filling the data source information, click the “Connect...” button. Upon successful connection, the condition Pane will create one condition row.

Column Name	Use in Workflow
A	<input type="checkbox"/>
B	<input type="checkbox"/>

Column Name	Operator	Value	Data Type	Comparison Option
A	Same as		String	Case Insensitive

+ Condition Help Test

The lookup condition takes a following input data.

- **Column Name:** Choose the Excel column to compare value against.
- **Operator:** The type of comparison operator.
- **Value:** The value used to compare against Excel.
- **Data Type:** The Data Type dropdown is used to choose type of Value.
- **Comparison Option:** The Comparison Option dropdown is used to determine whether to factors in character case or not when comparing Value to Excel data.
- **Recycle bin:** Delete the row when clicked.

Lookup conditions compare one expression (value at Column Name) with another (Value). Both sides of the comparison condition **are required** for the component to function properly. With the successful lookup, Excel data will turn into Drop Fields available to other components.

Working Example

In this example, we are using an Excel file called *UserList.xlsx*. It has a sheet called *FolderList* and consists of two employee names and their folder paths:

	A	B
1	Destination	Folder
2	John Doe	C:\temp\Jdoe
3	Mary Smith	C:\temp\Msmith
4		

To lookup the data associate with “John Doe”, fill in the data source information and click “Connect...”. Then specify condition so that Column A would have text the **Same as John Doe** as a **String** which is **Case Insensitive**.

Column Name	Operator	Value	Data Type	Comparison Option
A	Same as	John Doe	String	Case Insensitive

To test this condition, click the “Test” button and Data Lookup Results will be shown. This result shows that “John Doe” was found in column A and it has a value of “C:\temp\Jdoe” in column B.

```

Data Lookup Results
A = John Doe
B = C:\temp\Jdoe
    
```

These values from column A and B will then be available to other components in Drop Fields.

- Default Fields
- Workflow Fields
 - <% Folder Lookup_A
 - <% Folder Lookup_B

This condition is not very useful because it always lookup for “John Doe”. To change the condition to let user decide what data to lookup, simply drag and drop the custom field onto the Value text box instead of typing the word “John Doe”.

Column Name	Operator	Value	Data Type	Comparison Option
A	Same as	<%=f[\"User Input Data\"] %>	String	Case Insensitive

13.3.2 Database Lookup

- **Id:** a unique ID for the component.
- **Data Source:** Choose “Database” as the Data Source
- **Database:** Dropdown list of available databases
- **User name:** User name to access database
- **Password:** password to access database
- **Database Table:** Available table for selected database
- **Type of Database:** Choose type of database

Like Excel lookup, clicking the “Connect...” button will connect to the database and upon successful connection and lookup, database table column will turn into Drop Fields available to other components.

Working Example

In this example, we are using a database called *AdventureWorks*. It has a table called *Person* and consist of the data displayed to the right:

	BusinessEntityID	FirstName	LastName
1	6919	Brandon	Alexander
2	18230	Brandon	Anderson
3	18437	Brandon	Brown
4	6916	Brandon	Bryant
5	6910	Brandon	Butler
6	6933	Brandon	Chen
7	18453	Brandon	Clark
8	6898	Brandon	Coleman
9	18438	Brandon	Davis
10	6923	Brandon	Diaz
11	6908	Brandon	Flores
12	6913	Brandon	Foster

To lookup the data associate with “Brandon”, specify condition so that Column **FirstName** would have text **Contains Brandon** as a **String** which is **Case Insensitive**.

To test this condition, click the “Test” button and Data Lookup Results will be shown. This result shows that data with the FirstName “Brandon” found.

If lookup condition cannot lookup for exactly one data (in this example, there are many data with FirstName “Brandon”), add condition by clicking “+Condition” button.

Column Name	Operator	Value	Data Type	Comparison Option	
FirstName	Contains	Brandon	String	Case Insensitive	🗑️
LastName	Contains	Bro	String	Case Insensitive	🗑️
BusinessEntityID	Contains	18	String	Case Insensitive	🗑️

Above condition looks for data with **FirstName Brandon, LastName** containing **Bro** with **BusinessEntityID** contain **18**.

14. Workflow Resources

The following settings are shared across the entire workflow allowing multiple components to use them. There is no specific place to define each collection, because each component will display the list of settings where applicable.

14.1 Folder Access Settings

Certain operations (such as writing files to a network folder) might require the workflow to authentication and impersonate (act on behalf of) a user

The Folder Access Resource is a collection of credentials that can be defined in the workflow. This list is shared by Folder Browse Component, Folder Destination, Flat File Destination, and Database Destination. The collection will appear on the right-hand side of the component's details pane. They are only needed when authentication is required to access a folder.

The screenshot displays a configuration panel for Folder Access Settings. It contains three distinct settings, each with a vertical bar on the left side. The top two settings have grey bars, while the bottom setting has a green bar, indicating it is the active selection. Each setting includes the following fields:

- Authentication Type:** Radio buttons for 'Impersonation' and 'Network Login' (selected).
- Domain:** A text input field.
- User Name:** A text input field.
- Password:** A password input field with masked characters.

The third setting's fields are populated with dynamic workflow expressions: Domain is '<%=ff["Domain"] %>', User Name is '<%=ff["UserName"] %>', and Password is '<%=ff["Password"] %>'. A '+ Folder Access Account' button is located at the bottom of the panel.

The fields for Domain, User Name, and Password can either be hard coded at the time of configuration or generated by the workflow as shown in the third setting. These fields could come from a user entering them in at the panel or from another component (such as script).

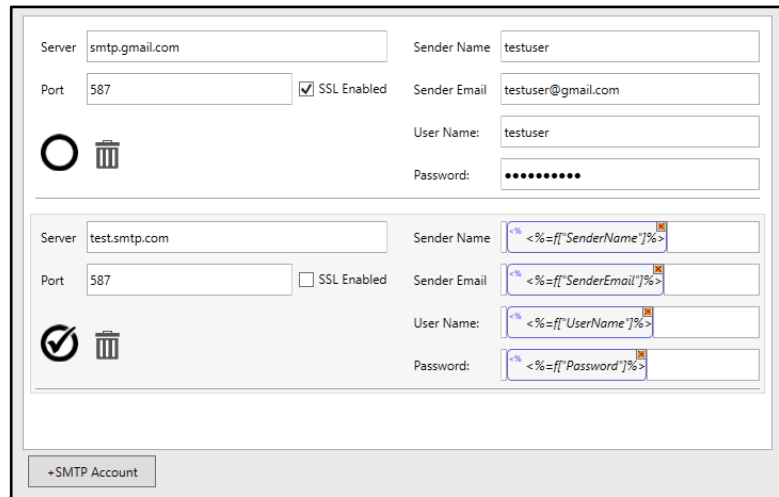
The selected setting for a component is indicated by a green bar on the left (pictured). There is also a "Test Connection" button in the component's detail pane. When you click the "Test Connection" button, it will try to access the folder path defined in the component using the selected credentials.

NOTE: "Test Connection" will not work with settings that use drops fields populated, as shown in the third setting.

14.2 SMTP Settings

Components which send email (Notification Component and Email Destination) share the collection of SMTP accounts. The collection will appear on the right-hand side of the component's details pane.

These fields can be hard coded at the time of configuration or generated by the workflow as shown in the second setting.



The screenshot displays a configuration interface for SMTP accounts. It features two rows of settings. The first row is selected, indicated by a checkmark in a circle on the left. The second row is unselected, indicated by an empty circle. Each row contains fields for Server, Port, SSL Enabled (checkbox), Sender Name, Sender Email, User Name, and Password. The second row's fields for Sender Name, Sender Email, User Name, and Password are populated with drop-down menus containing the expressions: <%=f["SenderName"]%>, <%=f["SenderEmail"]%>, <%=f["UserName"]%>, and <%=f["Password"]%> respectively. A '+SMTP Account' button is located at the bottom left of the interface.

- a) **Server:** The hostname of the SMTP server
- b) **Port:** The port used by the SMTP server
- c) **SSL Enabled:** check this box if the SMTP server uses SSL
- a) **Sender Name:** Enter a sender name
- b) **Sender Email:** Enter an email address of sender
- c) **Username:** Enter a User Name to access Mail Server
- d) **Password:** Enter a Password to access Mail Server

The selected setting for a component has a check mark. There is also a "Test Connection" button in the component's detail pane. When you click the "Test Connection" button, it will send a test email to confirm the settings are configured correctly.

NOTE: "Test Connection" will not work with settings that use drop fields populated, as shown in the second setting.

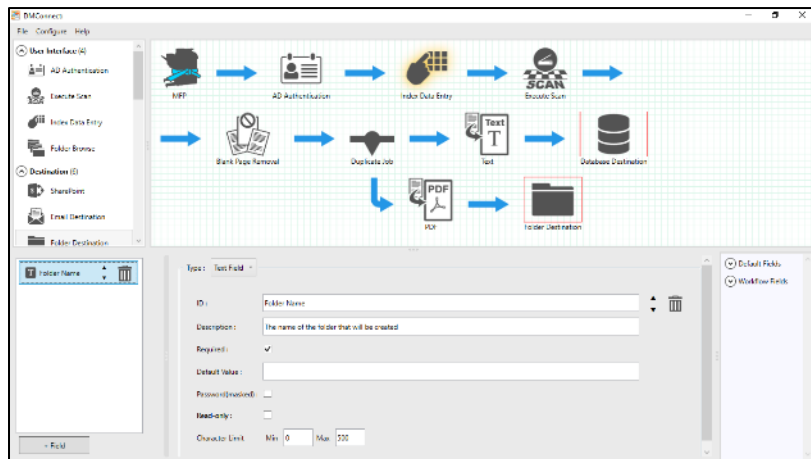
15. Designing a Basic Workflow

1. To create a new workflow, select *File > New* from the main dropdown menu. A new workflow will be created and you should see an image of a MFP and two blue workflow arrows on the workflow configuration canvas.

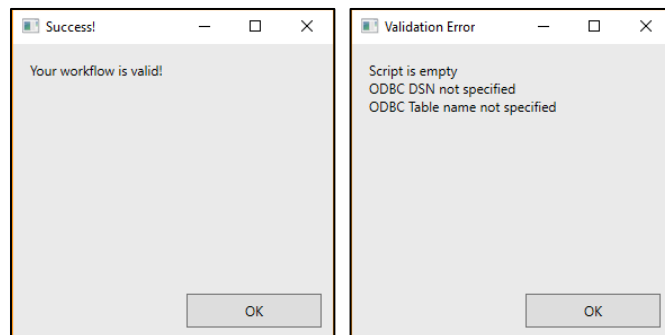
2. Click on a component from the Components Pane and drag it onto the Workflow Canvas. If the component can be placed, the blue arrow will change to green and the mouse pointer will change to a pencil icon. If the component cannot be placed, the arrow will remain blue and the mouse point will be a circle with a slash through it.



3. To configure a component, select the component icon on the Workflow Canvas. The Component Configuration Pane will change depending on which component is selected. Only one component can be selected at a time.



4. Once all desired components have been added to the workflow, select *File > Validate* from the main menu. DMConnect Studio will evaluate the workflow to make sure no settings are missing. If the workflow is OK, you will receive a “Success!” popup. If there are issues a “Validation Error” popup will display and indicate which component has issues and what the issues are. Fix these issues and perform the validation again until a “Success!” popup is received.



NOTE: Workflow Validation does not test all settings.

5. Once an OK validation is received, select *File > Save* from the main menu. Workflows will be saved in the default Workflow folder with a file extension of “.wf”. Once the workflow is saved it will be available to be used on the MFP panel.

16. Job Status Viewer

DMConnect 2.0 also includes a Job Status Viewer application which is used to view jobs currently being processed through the server and failed jobs. The Job Status Viewer is installed when DMConnect is installed but it will not run at system startup. The application must be manually loaded by navigating to *C:\Program Files (x86)\KYOCERA\DMConnect\StatusViewer.exe* or opening it from the DMConnect Start menu shortcut.

16.1 Processing Tab

The processing tab will display jobs currently being processed. If the application is already running, you must click the Reload button as the application will not reload automatically.

The screenshot shows the DMConnect Status Viewer application window. The 'Processing' tab is active, displaying a table of jobs. The selected job is highlighted in blue. Below the table, there are five numbered callouts (1-5) pointing to specific areas of the interface:

- 1: Points to the job list table.
- 2: Points to the File Name, Workflow Name, Start Time, and Progress bar for the selected job.
- 3: Points to the Files section.
- 4: Points to the MFP Information section.
- 5: Points to the User Information section.

Start Time	File Name	Workflow Name	Progress
1/10/2017 3:04:05 PM	3jtw0mu.qav	EmailDestination	0.00 %
1/10/2017 3:03:12 PM	54f4bkmq.q53	EmailDestination3	0.00 %
1/10/2017 3:03:12 PM	baenw3i3.lfq	EmailDestination3	50.00 %
1/10/2017 3:03:26 PM	dwry4jst.gjj	EmailDestination2	50.00 %
1/10/2017 3:03:26 PM	f2alhrk1.4ux	EmailDestination2	50.00 %
1/10/2017 3:03:26 PM	fcbbhqj.dcr	EmailDestination2	0.00 %
1/10/2017 3:03:12 PM	ge4mwome.5zw	EmailDestination3	50.00 %
1/10/2017 3:03:46 PM	ggoygvvd.5m	FolderDestination	0.00 %
1/10/2017 2:39:05 PM	oq2u4hkz.c12	FolderDestination	0.00 %
1/10/2017 2:38:38 PM	ghywmajc.qhe	EmailDestination	0.00 %
1/10/2017 2:39:27 PM	to2tcdmf.hk3	EmailDestination	0.00 %
1/10/2017 2:39:45 PM	y5whtdb0.2oz	FolderDestination	0.00 %

File Name: ge4mwome.5zw
Workflow Name: EmailDestination3
Start Time: 1/10/2017 3:03 PM
Progress: 50.00 %

Files: ge4mwome.5zw.tif

Model: TASKalfa 5500i
Serial Number: N3X1400119
IP Address: 10.128.224.245
MAC Address: 00-C0-EE-86-52-93
Asset: unavailable
License Version: pro

User Name: Administrator
Domain: mycomp.com
Account: Administrator
Email:
Member Of: [CN=Group Policy Creator Owners, CN=Users, DC=mycomp, DC=com, CN=Domain Admins, CN=User

1. **Job List View:** Displays a list of jobs currently in the *C:\DMConnect\Processing* folder.
2. **File Information:** Displays the same information in the Job List View but for only the selected workflow file.
3. **Files:** Displays a list of all the scanned files being used by the job
4. **MFP Information:** Displays information about the MFP used to produce the job.
5. **User Information:** Displays information about the user who was logged in to the MFP and produced the job.

NOTE: If no authentication is being used on either the MFP or workflow, no information will be populated.

16.2 Failed Tab

The screenshot shows the DMConnect Status Viewer application with the 'Failed' tab selected. The main table displays the following data:

Start Time	File Name	Workflow Name	Progress	Error
11/10/2017 11:19:35 AM	3exfdtnd.egy	ScanToFolder	0.00%	RuntimeBinderExceptionCannot perform runtime binding on a null reference
11/10/2017 11:15:29 AM	4b5w12v3.syz	Broken	100.00%	DirectoryNotFoundExceptionCould not find a part of the path 'Q:'.
1/1/0001 12:00:00 AM	4ko0egpk.sw4	Broken	0.00%	IOExceptionThe process cannot access the file 'C:\DMConnect\Processing\4ko
11/10/2017 11:19:35 AM	tkuahdxh.wvp	ScanToFolder	100.00%	DirectoryNotFoundExceptionCould not find a part of the path 'Q:\Scans\11-10-
11/10/2017 11:12:37 AM	v44tmbws.ayd	Broken	0.00%	DirectoryNotFoundExceptionCould not find a part of the path 'Q:\BusterRhym

The detailed view for the selected job 'tkuahdxh.wvp' shows the following information:

- File Name:** tkuahdxh.wvp
- Workflow Name:** ScanToFolder
- Start Time:** 11/10/2017 11:19 AM
- Component:** Folder Destination
- Files:** tkuahdxh.wvp.pdf
- Context:**

Key	Value
Destination	Q:\Scans\11-10-17
- Model:** CS 3051ci
- Serial Number:** L853200003
- IP Address:** 10.128.224.215
- MAC Address:** 00-C0-EE-AE-AB-9D
- Asset:** unavailable
- License Version:** pro
- User Name:**
- Domain:**
- Account:**
- Email:**
- Member Of:**

The Failed tab will display jobs currently in the `C:\DMconnect\Failed` folder. Here jobs will be shown along with some error information to aid in troubleshooting. If the application is already running, you must click the Reload button as the application will not reload automatically.

The screenshot shows the DMConnect Status Viewer application with the 'Failed' tab selected. Five red circles are placed above the table columns to highlight them:

- 1** Start Time
- 2** File Name
- 3** Workflow Name
- 4** Progress
- 5** Error

- 1. Start time:** The time and date the job was started.
- 2. File Name:** The file name of the failed job.
- 3. Workflow Name:** The name of the workflow used.
- 4. Progress:** How far the workflow got before the error.
- 5. Error:** The offending error.

File Name: tkuahdxh.wvp Workflow Name: ScanToFolder Start Time: 11/10/2017 11:19 AM Component: Folder Destination	Files: tkuahdxh.wvp.pdf Context: <table border="1"> <thead> <tr> <th>Key</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Destination</td> <td>Q:\Scans\11-10-17</td> </tr> </tbody> </table>	Key	Value	Destination	Q:\Scans\11-10-17
Key	Value				
Destination	Q:\Scans\11-10-17				
Model: CS 3051ci Serial Number: L853200003 IP Address: 10.128.224.215 MAC Address: 00-C0-EE-AE-AB-9D Asset: unavailable License Version: pro	User Name: Domain: Account: Email: Member Of:				

1. **File Name:** Name of the file being processed when the error occurred
2. **Workflow Name:** The workflow that produced problem file
3. **Start Time:** Time the workflow was processed
4. **Component:** The component inside the workflow where the issue occurred.
5. **Files:** All file used that had the error
6. **Context:** If a piece of index data was the cause of the issue, displays the Key name and the Value produced
7. **Model:** Model of the MFP used
8. **Serial Number:** Serial Number of the MFP used
9. **IP Address:** IPv4 address of the MFP used
10. **MAC Address:** MAC address of the MFP used
11. **License Version:** The HyPAS application version used
12. **User Name:** Name of the user who ran the workflow
13. **Domain:** Domain name
14. **Account:** Account information of user
15. **Email:** Email address of user
16. **Member of:** Group information of user

NOTE: User Name, Domain, Account, Email, and Member Of information is only available if Authentication is being used in either the MFP or configured in the workflow.

17.Support

For DMConnect Support:

Contact your authorized Kyocera or Copystar Dealer.

For a listing of authorized Kyocera Dealers:

<https://usa.kyoceradocumentsolutions.com/en/where-to-buy.html>

For a listing of authorized Copystar Dealers:

<https://copystar.com/en/where-to-buy.html>

or

Contact KYOCERA Technical Support

Phone

Monday - Friday 9 am - 6 pm EST

1-800-255-6482

Web

<https://usa.kyoceradocumentsolutions.com/en/about-us/contact-us.html>

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