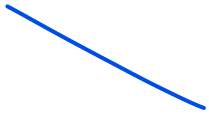

OnBase® 16

Document Import Processor

Version 16

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Document Name.....Document Import Processor

Department/Group.....Documentation

Revision Number.....16

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USING THE MODULE REFERENCE GUIDE (MRG)

In the following module reference guide (MRG), we provide a great deal of information. If you are unfamiliar with our MRGs, take a few moments to review the content below so you can more quickly and efficiently locate the information you need.

Note: The content in this MRG is considered module-specific. Therefore, you may be referred to another MRG if a referenced function is not specific to this module.

The MRG is a PDF document containing all available instructions for a module. It includes the following chapters, which contain task-oriented sections:

- Exposure - Provides introductory information and license requirements.
- Usage - Provides instructions on user-facing functionality.
- Configuration - Provides instructions on administrative tasks and functions.
- Installation - Provides instructions on installation procedures and information on system requirements.

Tip: It is considered a best practice to read through an entire stepped process before attempting to complete any of its steps. Pay close attention to notes, tips, and cautions, which can help you better understand the entire process and discover any prerequisites you may not have completed.

We use notes, tips, and cautions in the documentation as a way to draw your attention to supplemental information.

Note: A note describes clarifying information or behavior you might not expect.

Tip: A tip describes extra, non-crucial information, such as a shortcut, reminder, or use for a feature you might not think of.

Caution: Cautions are designed to help protect the system from data loss or other severe issues that may arise when an instruction is not followed properly.

When using the MRG, consider the following:

- You can jump to any chapter or section contained in the MRG by clicking its entry in the Table of Contents.
- The title bars of dialog boxes and the names of options in the software are displayed as **bold text** in the documentation. If you are searching for information on a named option or dialog box, search for that text in the documentation.

The following search instructions pertain to viewing an MRG in Adobe Reader or Adobe Acrobat. Some of the information may not apply to other PDF readers.

Basic search: Press **Ctrl + F**. Enter the word or phrase you are looking for in the search box and press **Enter** to locate each instance.

Advanced search: Press **Ctrl + Shift + F**. From the **Search** dialog box, enter the word or phrase you are looking for and select one of the following options:

- **In the current document** - Searches the document you are viewing.
- **All PDF Documents in** - Searches a selected folder or directory. If you are unsure of which MRG to search, try searching the folder your MRGs are located in to display all results for the word or phrase.

Advanced search results are displayed in a list, along with some context (e.g., page numbers and some of the text surrounding each instance).

Cross-references: Cross-references are links to related information or additional instructions you may need to complete a task. Though they appear the same as normal text, they jump to referenced sections when clicked. A page or step number typically indicates a cross-reference.

Tip: To return to the page you were viewing before following a cross-reference, press **Alt** + **Left Arrow** until the desired page is displayed.

USING THE MODULE REFERENCE GUIDE (MRG)

EXPOSURE

USAGE

CONFIGURATION

INSTALLATION

ADVANCED DIP PROCESSING

SCHEDULING

VERIFICATION REPORTS

IMPORT INDEX FILE

DEFAULT KEYWORD TYPES

CHECK PROCESSING DOWNLOAD PROTOCOLS

USER GROUP RIGHTS

DOCUMENT IMPORT PROCESSOR BEST PRACTICES

The Document Import Processor imports documents and their associated indexing information into OnBase, eliminating the need to manually index documents. The process can also be used to automatically add OnBase Notes to documents during the import process, without any user intervention.

The Document Import Processor is typically used for back file conversion, or processing of images captured by other vendors' capture systems such as OCR for Forms™, Eyes & Hands FORMS, and TELE***form***™.

Throughout this manual, the OnBase Document Import Processor module is referred to by the acronym DIP. "DIP" is also used to refer to the process.

Overview

During a DIP, the processor opens an Import Index File and reads it according to the OnBase process configuration. The system processes each record in the file, evaluates its Document Type and obtains available Keyword Values. The system then copies the file to be imported into a Disk Group and processes the next record. After all import files have been processed, the system generates a verification report, which details errors or problems that may have occurred during processing.

Advanced DIP — For high-volume imports, a multi-threaded Advanced DIP license is available to provide a quicker process. See Advanced DIP Processing on page 121 for information on this module.

About This Manual

This manual provides the licensing, workstation, database and user requirements for running a DIP. It also provides installation and configuration information for the three basic types of DIP processes:

- **Tagged or Ordered DIP**
  In most cases, document information is exported from another system as an ASCII text file. The system uses this text file, called an Import Index file, to import and index documents into OnBase. Import Index files are formatted in two basic ways for this purpose — Tagged DIP and Ordered DIP. Both formats are explained in the Configuration section of this manual.

- **Self Configuring DIP**
  In other cases, document information is exported from an OnBase system as an ASCII text file. This Import Index File is used to import and index documents into another OnBase system or database. The Import Index file format used for this purpose is called a Self Configuring DIP. The export of the Self Configuring DIP Import Index file is explained in the Configuration section of this manual.

Note: You can also manually create an Import Index file based on the Process Settings Configuration for the DIP Format. See Import Index Parameters on page 178 for the necessary parameters.

Licensing

DIP processing requires the Document Import Processor license. The DIP module includes a Client Workstation License.

See Advanced DIP Processing on page 121 for information on Advanced DIP processing licensing requirements.

Check your current licensing status by selecting **Utils | Product Licenses** from the Configuration module.

Licensing - Additional Functionality

The DIP module license allows access to the scan queue for additional indexing to be done to the batch. A Document Imaging license is not needed to access the scan queue for this module.

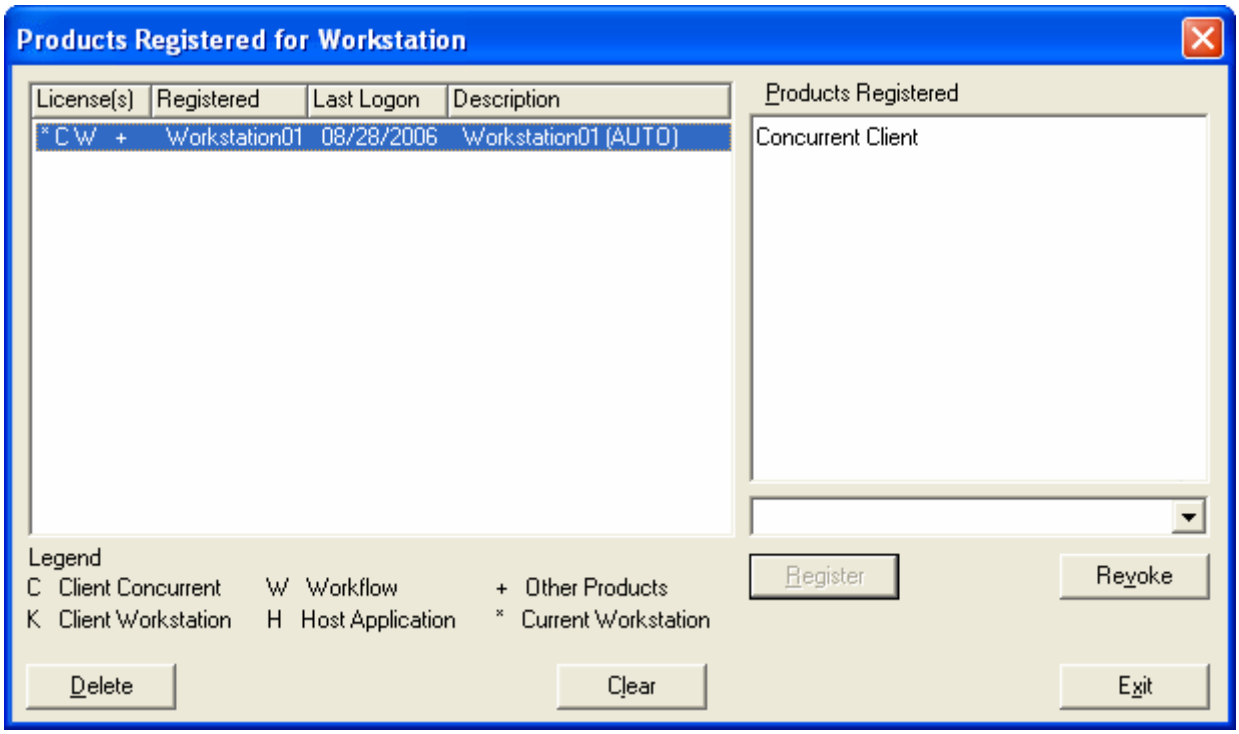
Usage

This section describes how to run a DIP process, verify that the process was successful, and commit imported files into the system.

Register the Workstation

The first thing you must do is verify that you are properly registered for DIP at the Client Workstation. DIP must be registered at each workstation that uses or configures DIP.

1. Select **Admin |User Management | Workstation Registration** in the Client module. The **Products Registered for Workstation** dialog box is displayed.
   The left side of the screen displays the workstations that have logged onto OnBase. The right side displays all products registered to the selected workstation. The current workstation is shown with an asterisk (*).



2. Click the drop-down list under the **Products Registered** window and select **Document Import Processor.**

3. Click **Register**. If you are properly licensed for DIP and DIP is not available from the dropdown list, it may be registered to another workstation.

   Select each workstation that is marked with a +, which indicates that the workstation is registered for DIP or another product, until DIP is found. If DIP is registered on one workstation, but it needs to be registered on another, you will need to first revoke one workstation's registration of DIP before registering it on a different one. To revoke registration from a workstation:

   a. Select **DIP** on the right side.

   b. Click **Revoke**.

   c. Select the current workstation and register it for DIP.
4. Continue to Verifying Registration.

Note: A processing workstation should typically be registered as a Named Client rather than a Concurrent Client. This ensures that the processing workstation always has access to the processor. A workstation registered as a Concurrent Client cannot access the processor if another user is currently accessing it.

Verifying Registration

You can verify the registration through the **System Status** dialog box.

1. In the Client module, after closing the workstation registration screen, display the system status window by selecting **Window | System Status**.
2. A list of all products registered to the workstation is displayed at the bottom of the window. The status of each product is displayed to the right of the product name.

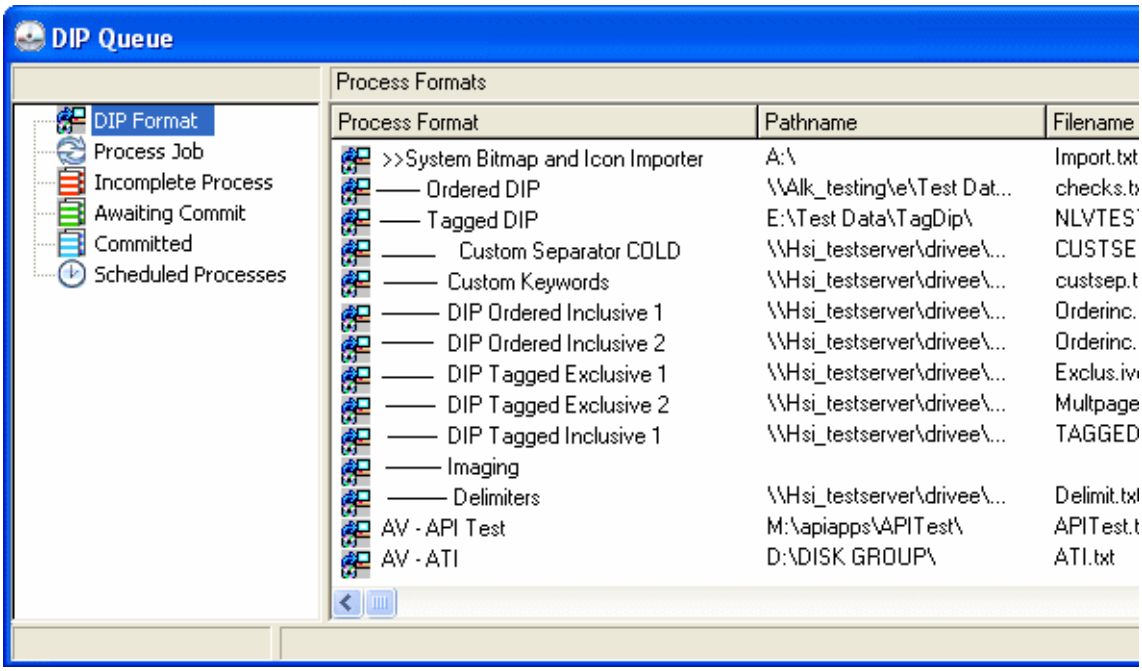
Running a DIP

To run a DIP, you must be a member of a user group that has sufficient rights.

Caution: By default, the import index file is deleted after processing. To prevent the deletion of this file, flag it as **Read-Only**. In Windows Explorer, right-click the file, and then select **Properties | Read-only**.

1. Log onto the Client module.
2. From the Client module, select **Processing | DIP**. The **DIP Queue** window is displayed. The left side of the DIP Queue window displays the DIP Format, Process Job, and status queues. The right side displays a list of whatever is selected in the left side (individual DIP formats, process jobs or batches).

Caution: The **Processing | Process Tuning** menu option contains advanced installation settings that, if modified, could have unintended consequences on your DIP solution. For more information, contact your solution provider or see the Installation chapter of this Module Reference Guide.



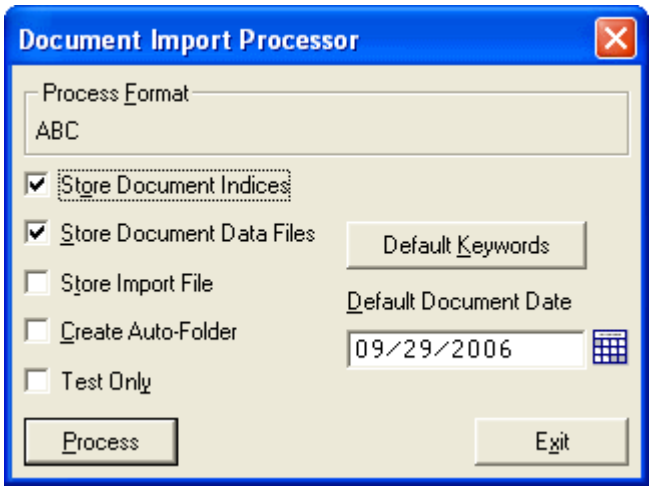
- **DIP Format -** Lists available DIP formats.
- **Process Job** - Lists available process jobs. A Process Job is one or more processes (COLD, DIP, Check Processor, AutoFill Keyword Importer) set up to run sequentially.
- **Awaiting Commit** - Lists batches that were processed into the database and are in an uncommitted state. Batches in this queue can be purged from the system. Documents in a batch that is in **Awaiting Commit** can be retrieved by users, provided they have the rights to do so.
- **Committed** - Lists batches that have been verified and submitted to the system as valid documents.
- **Incomplete Process** - Lists batches that have started processing, but have encountered errors during processing. These batches can be viewed and retrieved within the document retrieval window. After resolving the processing issue, the batch should be purged.

Caution: If there is a disruption/error in processing, the documents that were processed will go to the Incomplete Process Queue. From this queue, the documents can be viewed and retrieved. If this DIP process has been set up to go to a Workflow during processing, the documents in the batch that were processed will go to the assigned Workflow, and are fully retrievable.

- **Incomplete Commit** - Batches that have started the commit process, but have encountered errors during the process. After resolving the commit issue, the batch should be committed.

3. From the left window, select **DIP Format**. All available DIP Formats display in the right window.
4. Select a DIP Format and right-click.

5. Select **Document Import Processor**. The **Document Import Processor** dialog box is displayed.



6. Select **Store Document Indices** to store Keyword Values for the imported documents.
7. Select **Store Document Data Files** to copy the data files specified in the Import Index file into the corresponding Disk Group(s).
8. You do not need to select **Store Import File**. The Import Index file is stored by default to the **SYS Import Indexes** Document Type. This setting remains for backwards compatibility.
9. Select **Create Auto Folder** if the Document Type has been properly configured for foldering. This option will generate the folder structure for the Document Type if a structure does not currently exist.
10. Select **Test Only** to test the process by running the file through memory. This option will not delete the source document, create documents in OnBase, or copy the data to the Disk Group. It will only create a Verification Report for the process.
11. Select **Default Keywords** for the ability to assign Keyword Values to Keyword Types that are not configured to be obtained from the Import Index file. Default Keywords can be used in addition to Keyword Values obtained from the Import Index file.
    a. Click **Default Keywords**.
    b. Select the Keyword Type from the left side of the screen.
    c. Type the value in the **Keyword** entry field.
    d. Click **Add**.

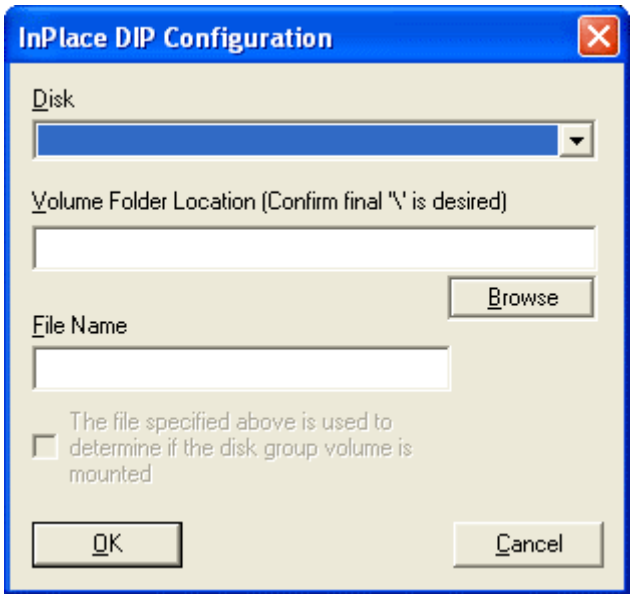
Note: Default Keywords can only be assigned to Keyword Types that are properly configured for the Document Type.

12. Type a **Default Document Date** to set the Document Date for all Document Types that are not configured to obtain the date from the process format.
13. After you have selected the desired options, click **Process**. The process starts and a status bar is displayed. Unless you are running an In Place or Import Self Configuring DIP, you have completed the procedure.

- If you are running an In Place Self Configuring DIP, continue to page 7
- If you are running an Import Self Configuring DIP, continue to page 8.

Running An In Place Self Configuring DIP

1. Perform steps 1–13 in the Running a DIP section, beginning on page 4. Depending on your system configuration, the **InPlace DIP Configuration** dialog box may be displayed:

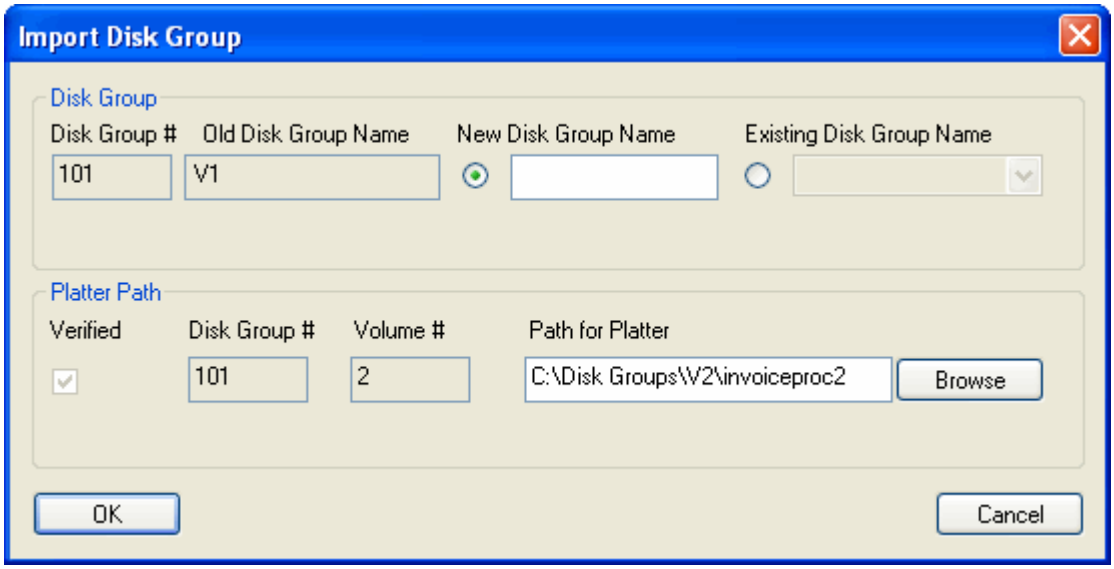


2. Select the **Disk**.
3. Browse to the Import Index file. The **Volume Folder Location (Confirm final "\' is desired)** field will automatically populate. You can also manually enter the **Volume Folder Location** and **File Name**.
4. Click **OK**.
5. Click **Yes**. You have completed the procedure.

Note: If you cancel out of the **InPlace DIP Configuration** dialog box instead of clicking **OK**, a verification report is generated and can be found in the **Awaiting Commit** queue.

Running an Import Self Configuring DIP

1. Perform steps 1–13 in the Running a DIP section, beginning on page 4. The **Import Disk Group** dialog box is displayed.



2. Select either **New Disk Group Name** or **Existing Disk Group Name**.
   a. **New Disk Group Name**: if you select this option, you will have to enter the name of a disk group to be created. The documents being imported will be stored in this new Disk Group.

Note: The **New Disk Group Name** text box is limited to 20 characters.

   b. **Existing Disk Group Name**: if you select this option, you will only be able to select an existing Disk Group to be used to store your imported documents.
3. In the **Path for Platter** field, enter the path to your OnBase.ID file.

Note: The **Verified** check box is automatically selected when the path to the OnBase.ID file has been verified as a valid path. If this check box is not selected, there may be a problem with your OnBase.ID file. Please contact your first line of support if you have any questions about this behavior.

4. Click **OK**.

Note: If you are importing documents from more than one volume, select each volume and repeat step 3 until all volumes have been updated.

Verifying the Process

After the process runs, a new batch appears in the Awaiting Commit queue. This batch must be verified to ensure that the process ran successfully and that no errors were generated. Documents are not added to batches after initial processing.

Note: If a batch contains one or more corrupt image files, the batch will process correctly, but the corrupted files are not imported into OnBase. The batch is moved to the **Awaiting Commit** queue, but the Import Index file is moved to the **ERROR_FILES** folder.

When a process format is used for the second time, a new batch is created. Each batch also includes a verification report, which is a system-generated report detailing the progress and errors encountered during processing.

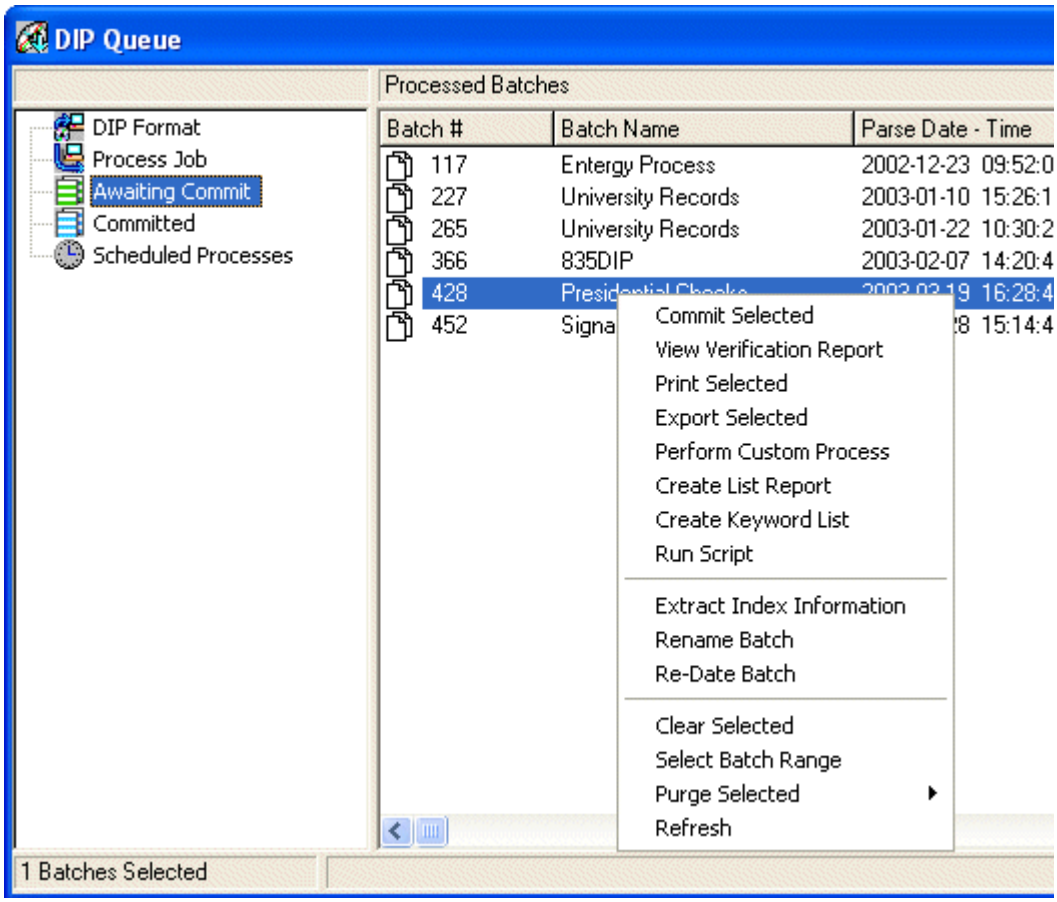
Note: A **Batch** is a collection of documents brought into the system by running a specific process format. When documents are imported via a process format, all documents processed at that time become part of a specific batch. Documents remain in batches and actions performed on a batch, such as commit or purge, affect all documents in the batch.

Verify the Batch

Verify the process by viewing the verification report.

1. From the Client module, select **Processing | DIP**. The DIP Queue window is displayed. The left side of the DIP Queue window displays the DIP Format, Process Job, and status queues. The right side displays a list of whatever is selected in the left side (individual DIP formats, process jobs or batches).
2. Click **Awaiting Commit** on the left side of the window.
3. On the right side of the window, select the newly created batch.
4. Right-click and select the option **View Verification Report**. The verification report displays information on the process, including the format run, the files processed, the length of time it took to process, the documents found, errors generated, and the total number of pages and documents processed.

   The number of unidentified documents should be **0** (zero). If there are unidentified items, view the documents to determine why they are not identified. The process may need to be modified to accommodate the items.



5. You can also examine the individual documents and the Import Index file in the batch. Double-click the batch to display all documents in the batch and the Import Index file.

Note: In any process that includes a date, Windows Regional Settings can affect date formatting. If the date or date and time Keyword Types are not being populated correctly, the Keyword Type may be configured incorrectly for your Regional Settings. The correct format is YYYY-MM-DD HH:MM:SS. This format will work regardless of what the Regional Settings are.

Caution: After running a process, even if a user is restricted by a Security Keyword applied to the documents in a queue, the user can see both the document and the document's Keyword Values from the queue (**Awaiting Commit** or **Committed**). All Security Keyword rules still apply when the user tries to view documents from the **Document Retrieval** dialog box (even if the batch hasn't been committed and the document is being retrieved from the **Awaiting Commit** queue).

Note: The user cannot re-index the Keyword Values from the queue.

Note: The Import Index file is also stored as a **SYS Import Indexes** Document Type. For additional information on the Import Index, see Import Index File on page 177. Verification Reports are also stored as a **SYS Verification Report.** For additional information on Verification Reports, see Verification Reports on page 171.

6. In most cases, the list of documents in the batch will contain an auto-name string, or document title, that contains one or more of the Keyword Values imported during the process. You can view all Keyword Values of individual documents in the batch, by right-clicking a document and selecting **Keywords**.

Note: If there is no Auto-Name string for one or all of the items, the process may need to be reconfigured.

Note: Invalid Keyword Value warnings will not stop a batch from processing. Batches with invalid Keyword Values will be processed in OnBase and follow all configured options.

Commit or Purge the Batch

The **Awaiting Commit** queue is a temporary holding place. Batches in the **Awaiting Commit** queue must be committed or purged.

- After you have determined that the batch is valid, it can be committed. Failure to do so may compromise the system integrity.
- Batches in the **Awaiting Commit** queue are stored in the First Mass Storage disk. When you commit batch, its documents are copied to other disk group copies.
- Prior to upgrading, all batches must be committed.

Caution: Batches in the **Awaiting Commit** queue can be retrieved just like any other document in the system. Commit or Purge batches as soon as possible to avoid the possibility of users retrieving documents from an invalid batch.

Note: You must have **Administrative Processing Privileges** in order to Commit or Purge documents.

Committing a Batch

Once a batch is committed, it can no longer be purged. Documents can be deleted by selecting them from a hit list and selecting **Delete Selected**.

1. From the Client module, select **Processing | DIP**. The **DIP Queue** window is displayed. The left side of the DIP Queue window displays the DIP Format, Process Job, and status queues. The right side displays a list of whatever is selected in the left side (individual DIP formats, process jobs or batches).
2. Click the **Awaiting Commit** queue.

3. Select the batch to commit.
4. Right-click and select **Commit Selected**. The batch is committed, it moves to the **Committed** queue. This queue maintains all batches that are in the system.

Purging a Batch

If the process was not successful, modify the process and run it again. The batch should be purged if it is not valid.

1. From the Client module, select **Processing | DIP**. The **DIP Queue** window is displayed. The left side of the DIP Queue window displays the DIP Format, Process Job, and status queues. The right side displays a list of whatever is selected in the left side (individual DIP formats, process jobs or batches).
2. Click the **Awaiting Commit** queue.
3. Select the batch.
4. Right-click and select **Purge | Purge Selected**. This removes the data files from the Disk Group and all database entries for the documents in the batch. This process will permanently delete the data and database entries.

Deleting Documents in a Batch that has Been Committed

Once a batch has been committed, the batch can no longer be purged. In order to delete documents from a committed batch in OnBase, you must delete the individual documents within the batch.

1. From the Client module, select **Processing | DIP**. The **DIP Queue** window is displayed. The left side of the DIP Queue window displays the DIP Format, Process Job, and status queues. The right side displays a list of whatever is selected in the left side (individual DIP formats, process jobs, or batches).
2. Click the **Committed** queue.
3. Double-click on the batch that contains the documents you want to delete. This opens the batch.
4. Select the desired documents.
5. Right-click and choose the **Delete** option.

Committed Queue Options

There are several other options available from the **Committed** queue:

- **View Verification Report** - Display the verification report for the batch.
- **Print Selected** - Print the documents in the selected batch(es).
- **Export Selected** - Export the documents in the selected batches (only available if the system is licensed for Export).
- **Create List Report** - Generate a SYS List Contents Report containing the document names (Auto-Name strings) for the documents in the selected batch.
- **Create Keyword List** - Create an output file containing Keyword Values. See Create Keyword List on page 13 for instructions on how to use this feature.
- **Run Script** - Display a list of all the custom VBScripts available to the user. This option will run the selected VBScript against the document selected.
- **Extract Index Information** - Extract information based on the configuration of the index extraction format. See your system administrator for instructions on how to configure this feature.

- **Rename Batch** - This option allows you to rename the batch.
- **Re-Date Batch** - Modifies the document dates for items in the batch. Since most document Auto-Name strings contain the Document Date, this option will rename the documents as well. Depending on the number of documents in the batch, this option may take some time.
- **Clear Selected** - Remove (deselect) the selected items.
- **Select Batch Range** - Select a range of batches to view in the queue.
- **Refresh** - Refresh the queue. This option displays any new items that have been added to the queue since it was opened.

All of these options can be accessed by right-clicking a processed batch in the DIP queue.

Additional Usage (Secondary Concepts)

Create Keyword List

This feature is available from the committed queues window and provides the ability to create an output file containing common Keyword Values of selected batches. This feature is useful for creating a text file that can be imported into another system for verification or updating another application.

1. From the Client module, select **Processing | DIP.** The **DIP Queue** window is displayed. The left side of the **DIP Queue** window displays the DIP Format, Process Job, and status queues. The right side displays a list of whatever is selected in the left side (individual DIP formats, process jobs or batches).
2. Select the **Committed** Queue in the left window.
3. Select all batches you want to use to create a Keyword List.
4. Right-click and select **Create Keyword List.**
5. Select the Available Keyword Type(s) on the left and click **Add**.
6. Click the **Browse** button to designate the output file and click **OK**.

Extract Index Information

Index Extraction provides the ability to configure a DIP process to extract Keyword Value data to a text file.

In order to do this, the process must be configured to Extract index information and the extraction format must be assigned to the DIP process.

1. In the Client module, select **Processing | DIP.**
2. Double-click either the **Committed** or **Awaiting Commit** queues.

3. Select one or more batches and right-click to select **Extract Index Information**.

Caution: Batches in the **Awaiting Commit** queue can be retrieved just like any other document in the system. Commit or Purge batches as soon as possible to avoid the possibility of users retrieving documents from an invalid batch.

Note: If there are multiple Keyword Values for one Keyword Type, only the first value listed will be extracted.

AutoFill Keyword Set Considerations

Documents imported into the system with DIP can obtain Keyword Value information from an AutoFill Keyword Set. However, if Document Types are assigned to an AutoFill Keyword Set and they are processed by a format that has the **Store AutoFill Keyword Set Data** option selected in the **Process Settings For: <Process Name>** dialog box, all valid Keyword Values obtained will be added to the AutoFill Keyword Set.

These values can then be used when new documents are imported into the system via Document Imaging or **File | Import**.

Note: If there are a large number of documents that will be updating AutoFill Keyword Sets, this may slow down the process.

Note: If multiple values exist for a primary value in a Keyword Set, the an AutoFill Keyword Import Processor file can be created from the DIP data. For more information, refer to the AutoFill Keyword Import Processor in the AutoFill Keyword Sets Module Reference Guide or online help files.

Note: If you enter a Primary Keyword Value that is configured to be the Primary Keyword Value for multiple AutoFill Keyword Sets, the AutoFill Keyword Set will not be expanded. The Primary Keyword Value will remain on the document.

Process Multiple Files into One Document Using DIP

You can set up a DIP to process multiple files into a single, multi-page document.

Note: This method of processing is only available for image documents (including Image Rendered PDF files). When multiple text files are set up to create a multi-page document, the document will not archive and the Verification Report will give the message "Document has multiple non-image pages."

Multiple Image Files Processed into one Document — Tagged DIP

Multiple pages can be processed into a single document by creating an Import Index file that contains more than one file identified by the same tag. For example:

```
NEW DOC
NAME: Joe
ACCOUNT#: 12345
PATH: C:\dip\10021.bmp
PATH: C:\dip\10022.bmp
PATH: C:\dip\10023.bmp
PATH: C:\dip\10024.bmp
```

A four-page document is created for Account# 12345.

Multiple Image Files Processed into one Document — Ordered DIP

Multiple pages can be processed into a single document by creating an Import Index file that contains records with identical Keyword Value information that point to different files. See the following example.

Note: This method of processing is only available for image documents (including Image Rendered PDF files). When multiple text files are set up to create a multi-page document, the document will not archive and the Verification Report will give the message "Document has multiple non-image pages."

```
"JOE", "12345", "C:\DIP\10021.BMP"
"JOE", "12345", "C:\DIP\10022.BMP"
"JOE", "12345", "C:\DIP\10023.BMP"
"JOE", "12345", "C:\DIP\10024.BMP"
```

A four-page document is stored for Customer Name: Joe and Account#: 12345.

Expand AutoFill Keyword Sets

You can select the **Expand AutoFill Keyword Sets** option to index documents with values in an AutoFill Keyword Set based on a Primary Keyword Value in the import index file. If the Primary Keyword Value is only associated with one AutoFill Keyword Set, that AutoFill Keyword Set will be used to index the document. If the Primary Keyword Value is associated with more than one AutoFill Keyword Set, all of the associated AutoFill Keyword Sets will be used to index the document, as well as the values in the import index file.

For example:

A Document Type uses a social security number as the Primary Keyword Value. An existing AutoFill Keyword Set is shown below:

999-99-9999, Sara Smith, 10/10/1966

999-99-9999 is the Primary Keyword Value.

Sara Smith's maiden name was Sara Adams.

When a document is imported using an import index value of **999-99-9999, Sara Adams, 10/10/1966**, the existing AutoFill Keyword Set is triggered by the Primary Keyword Value (**999-99-9999**). The document will be indexed with the values in the AutoFill Keyword Set (**999-99-9999, Sara Smith, 10/10/1966**).

Note: The **Expand AutoFill Keyword Sets** option only applies to AutoFill Keyword Sets assigned at the Document Type level. The **Expand AutoFill Keyword Sets** option is not supported for use with AutoFill Keyword Sets assigned at the Keyword Type level.

Administrative Concerns

The DIP interacts with the disk groups, Document Types, and Keyword Types configured in the system. Items to keep in mind include the following:

- Maintenance Tasks for DIP Queues
- Network and Database Concerns
- Disk Group Document Types
- Document Type, File Format and Keyword Concerns
- Security

Maintenance Tasks for DIP Queues

There are a variety of administrative tasks that should be performed regularly. While this list is a good start, it is not comprehensive. Your administrative maintenance tasks will depend upon your system setup and requirements.

- Ensure Batches are Committed on a Regular Basis
- Check for Incomplete Processes or Incomplete Commits
- Check Daily Verification Reports by Accumulating Processing Information
- Purge the Daily Report
- View SYS Unidentified Items
- Clean Up Queues

Ensure Batches are Committed on a Regular Basis

While documents are in the Awaiting Commit queue, they only exist in the first mass storage copy of the Disk Group. Consequently, if the mass storage copy has a drive failure and a backup is not available, the data is lost.

Additionally, every system has a limit to the number of batches that can exist in the Awaiting Commit queue. Once this limit is met, no new processing is allowed. This limit is set during installation.

When documents are committed, data is copied to any secondary mass storage and removable copies assigned to the disk group. Each document is also updated in the database to modify its status as committed. Because of this, it is usually a good idea to commit during non-peak hours.

After a batch has been committed, it appears in the **Committed** queue. This queue maintains all of the DIP batches in the system. This queue will never "fill up"; it simply displays the status of the batches.

Check for Incomplete Processes or Incomplete Commits

- Incomplete Process
  This can happen if the processing machine encountered an operating system error, power was interrupted, the database was shut down or disconnected from the network during processing, or there was something wrong with the Import Index file. After verifying and reprocessing, batches in this state must be purged.
- Incomplete Commit
  Contains batches that have not completed committing. In most cases, the secondary mass storage or removable copies were not available or not appropriate because of a network security issue, or because the workstation was shut down prior to completing the commit step.

  After the cause of the error has been determined, these batches should be re-committed by selecting the batch, right-clicking, and selecting **Commit Selected.**

Check Daily Verification Reports by Accumulating Processing Information

If there are multiple processes running on a daily basis, it may be beneficial to have the processes configured to accumulate processing information. Doing so will combine the verification reports for each batch and present them in a single location. This provides the ability to view a single report to check all batches for the day.

To view the Daily Report, select **Processing | View Daily Report**.

This report details all Document Types that were searched for as well as the total number of documents found to date. Each batch also gets an entry detailing the file(s) processed and the number of documents in each. If an error occurred, it appears in the batch's section. The report is marked as preliminary until the report is purged. Then, it is saved as a final verification report.

Note: In order for the **View Daily Report** or **Clear Daily Report** options to be displayed, at least one process format must be configured to use the **Accumulate Processing Information** option and at least one Daily Report must exist in your OnBase solution. In addition, users must have the correct Product Rights for the DIP process. For more information, see Client User Group Configuration on page 197.

Purge the Daily Report

In the Client module, select **Processing | Clear Daily Report**. Any new processing that occurs after the report is cleared will be in the new Daily Report.

View SYS Unidentified Items

Unidentified items should be handled when they occur. However, some may be in the system from a previous time or from a different process. It is vital to determine the cause of any errors and correct them. It is also possible that the unidentified items may be vital documents.

To review all SYS Unidentified Items in the system:

1. From the Client module, Select **File | Open | Retrieve Document** in the Client module, or click the **Retrieve Documents** toolbar button.
2. Select the **System Documents** Document Type Group and the **SYS Unidentified Items** Document Type.
3. Click **Find**. Ideally, there should be no documents. If there are any, open the documents and verify that they are actual documents. Occasionally, extra field separators or tag characters may be separated out. If the item is an actual unidentified document, the process used may need to be modified.
4. To determine the batch the document belongs to, select it in the Document Retrieval list and right-click or right-click from an open document.
5. Select **Properties**. This screen will display the batch number the document is a part of. From here, the batch can be found and the process format determined. Most likely, the batch will be in the **Committed** queue.

View Batch History

The **Batch History** tab displays information about the batch in which a document was imported into OnBase. From an open document or the Document Search Results list, right-click and select **History**. The **Document History** dialog box displays all recorded batch actions in the **Batch History** tab.

Batch History

The following information is available on this tab:

- **Log Date** - the date the information was logged.
- **Log Time** - the time the information was logged.
- **User Name** - the name of the user who performed the interaction.
- **Batch Num** - the numeric label associating the batch with its column in the database.
- **Detail** - the type of interaction performed, such as the committal of the batch.

Generating a Document History Report

To generate a document history report, right-click in the **Document History** dialog box and select **Generate Report**. The new report is generated and displayed.

This report is stored in the **SYS - User Reports** Document Type and can be retrieved using this Document Type as a search criterion.

Clean Up Queues

Keep your Queues clean and current:

- Delete any processes or jobs that are no longer being used.

- Remove any items from Incomplete Process.
- Make sure batches are being committed within a day or two.
- Commit any batches that remain in Awaiting Commit.

Network and Database Concerns

Keep in mind the following network and database concerns:

- Access
- Monitor Database Space
- Processing Resource Consumption on the Database Server
- Ensure Data File Location Space is Sufficient
- Delete the Data Files From Their Original Location
- Maintain/Clean Up Data Backup Areas

Access

Ensure users have appropriate network access.

Network access is required for the files that are being processed as well as for the data storage locations.

Monitor Database Space

As documents are processed into the system, the database will grow. Growth depends on the number of documents, the number of Keyword Values, the Keyword Types, and how the documents are used (for example, if a document is used in Workflow).

With every OnBase system, the database should be periodically checked. Even if the database has been configured for restricted growth, it is better to anticipate reaching that point rather than encountering it during processing.

There are several ways to verify the size of a database.

- Observe the database files themselves as well as the log file and determine the total amount of space used.
- Databases may also have specific size requirements for different database files.
- The database server software itself will detail the statistics for the files including how much space is currently being used and how much is available.
- If the database files were assigned a specific amount of total space when the database was created, the file listing in Explorer will detail the total amount of space in the file, not how much is currently filled with data.

Processing Resource Consumption on the Database Server

Remember to consider processing resource consumption on your database server. Processing incurs a large drain on the database server's resources.

- In most cases, you will install an instance of the Client module on the database server, and run the process during non-peak times. Take into account the Client's additional resource requirements, in terms of process capabilities and memory, on the database server.

- The DIP process speed will be directly related to OnBase's ability to communicate with the database. Anything that improves the communication between the Client Workstation that is processing and the database server will increase the processing speed.
- Attempting to run a Document Import Process while running another process, such as COLD or another DIP, will result in a dramatic drop in all processing speeds. It is usually best to run a single automated process at a time.
- During DIP processing, the database will receive a large number of queries and updates. If the database is not configured correctly, the overall database performance could potentially be degraded.
- The system's ability to access the data files identified in the Import Index file and place them into the disk group will also affect speed. Processing will go faster if the data files are local to the processing workstation.

The process can be scheduled like all automated OnBase processes.

When a document is processed in, the database is updated with a new record for the document as well as all of the Keyword Value information for it. The record also includes the path to the data file. When all documents have been entered into the database for an Import Index file, OnBase will then place the file in the Disk Group.

The DIP configuration format is stored in the database. When the DIP Process is selected in the Client module, the process format information is loaded. Changes to the process format will only be seen after the Client is re-launched.

Ensure Data File Location Space is Sufficient

The storage location of documents that need to be imported into the system may change based upon the import index file and its pointers (File Path and Full Path information). It is important to verify that this location that houses the data files is not running out of space.

Additionally, those data files should be removed after the process has been checked and the documents have been retrieved successfully.

Maintain/Clean Up Data Backup Areas

If the process format is backing up the data files prior to executing the DIP process, or if there is a manual process to copy the data files before running the DIP process, verify that the backup storage area is being cleaned and is not running out of space.

Delete the Data Files From Their Original Location

By default, when a DIP process is successfully run, the data files remain in place. However, your OnBase solution can be configured to automatically delete the data files after they have been successfully imported via a DIP process. See your system administrator for more information.

Tip: If these files are not automatically deleted, they should be deleted at some point. You may want to check to see that they can be successfully retrieved in OnBase before deleting them.

Delete the Import Index File From Its Original Location

By default, when a DIP process is successfully run, the Import Index file is automatically deleted. However, your OnBase solution can be configured to not delete these files after they have been successfully processed. See your system administrator for more information.

Tip: If this file is not automatically deleted, it should be deleted at some point. You may want to check to see that it has been successfully archived in OnBase before deleting it.

Disk Group Document Types

When you perform a DIP, three types of documents will be imported and stored to Disk Groups:

- Import Index File
- Imported Files
- Verification Report

Import Index File

The Import Index file becomes a document in the SYS - Import Indexes Document Type. The Import Index file will be stored in the disk group assigned to the SYS - Import Indexes File Document Type.

Imported Files

Imported files become documents in the Document Type(s) assigned to them in the DIP format configuration.

The location in which the imported documents will be stored depends on the configuration of the DIP format. You select the Disk Group to which you want your documents stored in the **Process Settings For:** dialog box. You have two options:

- Assign the documents to go to a specific Disk Group, or
- Select to have the documents go to the Disk Group assigned to their Document Type

Verification Report

Verification Report becomes a document in the SYS - Verification Reports Document Type. The Verification Report be stored in one of two places:

- If you have assigned a specific Disk Group to which documents will be stored, the Verification Report will go to that Disk Group, or
- If you have selected to have documents go to the Disk Group assigned to their Document Type, the Verification Report will go the Disk Group assigned to its Document Type (SYS - Verification Reports)

When a document is processed in, the database is updated with a new record for the document as well as all of the Keyword Value information for it. The record also includes the path to the data file. When all documents have been entered into the database for an Import Index file, OnBase will then place the file in the Disk Group.

When the process is finished, the imported files will be stored in the first mass storage copy of the appropriate Disk Group. When the batch is committed, the files will be copied to any secondary mass storage and/or removable copies assigned to the affected Disk Groups.

See your system administrator for additional information about designating Disk Groups for a DIP.

Disk Group Maintenance - Monitor Available Space

Processing will reduce the amount of available space in mass storage copies. These hard drive / RAID locations are typically managed from Platter Management in the Client module.

However, if there are other Disk Groups or applications using the same storage facilities, the space may not be available for the process. It is important to check the storage location using Explorer or another file management application to verify that the mass storage copy has enough space to maintain the required volumes.

Document Type, File Format and Keyword Concerns

Remember to consider the following concerns regarding Document Types, File Formats and Keyword Types and Values.

- Document Types and File Formats
- Keyword Values
- Documents do not have to be Committed to be able to be Viewed
- Adding New Document Types to an existing DIP Format
- Periodically Review Documents Imported Using DIP
- Review the Process to Change Keyword Values and Re-Index Documents

Document Types and File Formats

Document Types that will be used to index documents imported in the DIP must be created prior to adding them to a DIP format. When a Document Type is configured, a File Format is specified. When documents are imported into the system through a DIP, the File Format assigned to the Document Type can be used, or a different File Format can be used.

Note: If you are importing files of a file format that is different from the Document Type's Default File Format, you must include the **>>File Type** Default Keyword Type in the Import Index file. If you do not, you will be unable to view your imported documents.

Note Types

Notes can be configured to be automatically added to documents being imported via a DIP process. If your DIP process is configured to add Notes to imported documents, the Note Type(s) of the notes being added must be created prior to configuring the Field Order of the DIP process.

For information on configured Note Types, see the System Administration documentation.

Keyword Values

When importing Keyword Values using DIP, ensure that the Import Index file field values are appropriate for the Keyword Type they will map to. Each Keyword Type is configured to hold values of a specific Data Type.

Processing in field values that do not adhere to the data type will result in nothing being stored for that Keyword Value. The verification process will report an error when this happens. For example, if a Keyword Type has a Data Type of **Numeric (Up to 9 digits)**, you would not be able to import in a field that has an alphanumeric value containing 20 characters.

Additionally, all date and currency Keyword Types must have the appropriate format applied to the process in order for them to be added to the system. See your system administrator for additional information on properly formatting Date and Currency Field Configurations for DIP formats.

Note: The number of Keyword Values assigned to a process as well as the type of Keyword Values will have an impact on the overall speed of the process.

Keyword Type Groups

Using a Keyword Type Group may improve the overall speed of the DIP process, as using Keyword Type Groups improve database efficiency.

Documents do not have to be Committed to be able to be Viewed

Documents in a batch that is in **Awaiting Commit** can be retrieved by users, provided they have the rights to do so.

Adding New Document Types to an existing DIP Format

New Document Types that are added to a DIP will not be identified until the process itself has been updated. This includes the creation of new document and Keyword Types.

Periodically Review Documents Imported Using DIP

It is important to not only review the verification reports, but to look at the actual documents themselves and review their Keyword Values. After the process has been complete, it is a best practice to randomly review documents every few weeks to make sure there are no issues with new Document Types, formatting changes, or Keyword Type field changes in the Import Index file.

Review the Process to Change Keyword Values and Re-Index Documents

You can change Keyword Values, or re-index the document as an entirely different Document Type with appropriate Keyword Values.

It is important to review the process on a regular basis to verify that all Keyword Values are being completely obtained and that the Document Types are being correctly identified. It is possible that a Keyword Value’s field location has changed in the Import Index file, so that OnBase is pulling the wrong Keyword Values. This may not generate an error, and the only certain method to stop this situation is to look at the document and its Keyword Values.

View/Change Keyword Values

1. Open the batch by double-clicking it in the **Awaiting Commit** queue or **Committed** queue.
2. From the Client module, select **Processing | DIP**. The **DIP Queue** window is displayed. The left side of the **DIP Queue** window displays the DIP Format, Process Job, and status queues. The right side displays a list of whatever is selected in the left side (individual DIP formats, process jobs or batches).
3. Select or open a document and right-click.
4. Select **Keywords**. The **Add/Modify Keywords** dialog box is displayed.
5. Check the Keyword Values; if they do not exist or are not accurate, enter the correct value in the appropriate text field and click **Save**.

Re-Index a Document

1. Open the batch by double-clicking it in the **Awaiting Commit** queue or **Committed** queue. From the Client module, select **Processing | DIP**. The **DIP Queue** window is displayed. The left side of the DIP Queue window displays the DIP Format, Process Job, and status queues. The right side displays a list of whatever is selected in the left side (individual DIP formats, process jobs or batches).

   You can also check documents through the Document Retrieval list.
2. Select or open a document and right-click. Select **File | Re-Index**. The **Re-Index Document** dialog box is displayed.
3. Select the appropriate Document Type from the drop down list.
4. Enter the appropriate Keyword Values.
5. Click **Index** to save the changes.

Security

There are two levels of security required for DIP:

- Network security
- User Group security

Network security

- The DIP workstation must be logged onto the network as a user that has write access to the storage location.
- If the documents in a batch will be retrieved, read access is necessary. In order to purge a batch, delete rights are required.
- Additionally, the processing workstation will need read / write / delete access to the temporary parse path and the temporary report path for the process to complete successfully.

User Group Security

User must have the proper rights to perform a DIP process. See User Group Rights on page 197 for additional configuration information about user groups and rights.

System Interaction

The following OnBase modules can be used in conjunction with DIP to extend the functionality of your OnBase solution. The features and modules described below may require additional licensing and registration.

Automated Notifications Integration for D&H

The Automated Notifications Integration for D&H can be used to allow OnBase to notify D&H Cavion when statements and notices are committed with a Document Import Processor batch. This allows the Cavion system to then send customers e-notifications, signaling that their statements and notices are ready to view.

For more information on using the Automated Notifications Integration for D&H with Document Import Processor, see the Integrations for D&H Phoenix documentation.

Document Imaging

The Document Imaging module can be used in conjunction with DIP to automatically commit DIP batches.

E-Forms

DIP can be used to create batches of E-Forms in OnBase.

Because no actual document is required to create an E-Form (other than the HTML form template existing in OnBase), you can use DIP to export data from a third-party application to an E-Form, which can then be managed in OnBase.

Note: E-Form documents require a different import index file configuration than physical documents (i.e., text, image, PDF documents).

HL7

DIP can be used in conjunction with the OnBase HL7 module to generate HL7 messages when documents are imported through a DIP process or an Advanced DIP process. For information on using DIP with HL7, see the HL7 documentation.

Medical Records Management

If your OnBase solution is licensed for both DIP and Medical Records Management, you can configure a DIP process format to not add automatic deficiencies when importing documents via the configured DIP process by selecting the **Do not add Automatic Deficiency** option in the **Process Settings for: <DIP Process Format Name>** dialog box. This option is on the **Advanced** tab.

OCR

The OCR module can be used in conjunction with DIP. When image documents are imported with DIP, the process can be setup to automatically OCR the documents when the batch is committed.

Configuration

Where to Start

- For a Tagged or Ordered DIP, begin with Create a DIP Format.
- For Self Configuring DIP, begin with Create a DIP Format unless you need to create the Import Index file.

  If you need to create the Import Index file, begin with Generate the Self Configuring DIP Import Index File on page 73 and then continue to Create a DIP Format.

Create a DIP Format

The DIP format specifies how OnBase processes the Import Index file. The Import Index file contains the location of each document that will be brought into OnBase, as well as any Keyword Values associated with the documents.

To create a DIP format, you must configure the following items:

- Process Settings Configuration on page 27
- Document Types on page 45
- Process Settings on page 48
- Field Order on page 60
- Notifications on page 71

Process Settings Configuration

The **Process Settings For: <Process Format Name>** dialog box is used to specify the file(s) to be processed, as well as certain pre- and post-processing options that will be applied to the data.

This dialog box also contains a command line that can be run to preprocess the data or call a batch file.

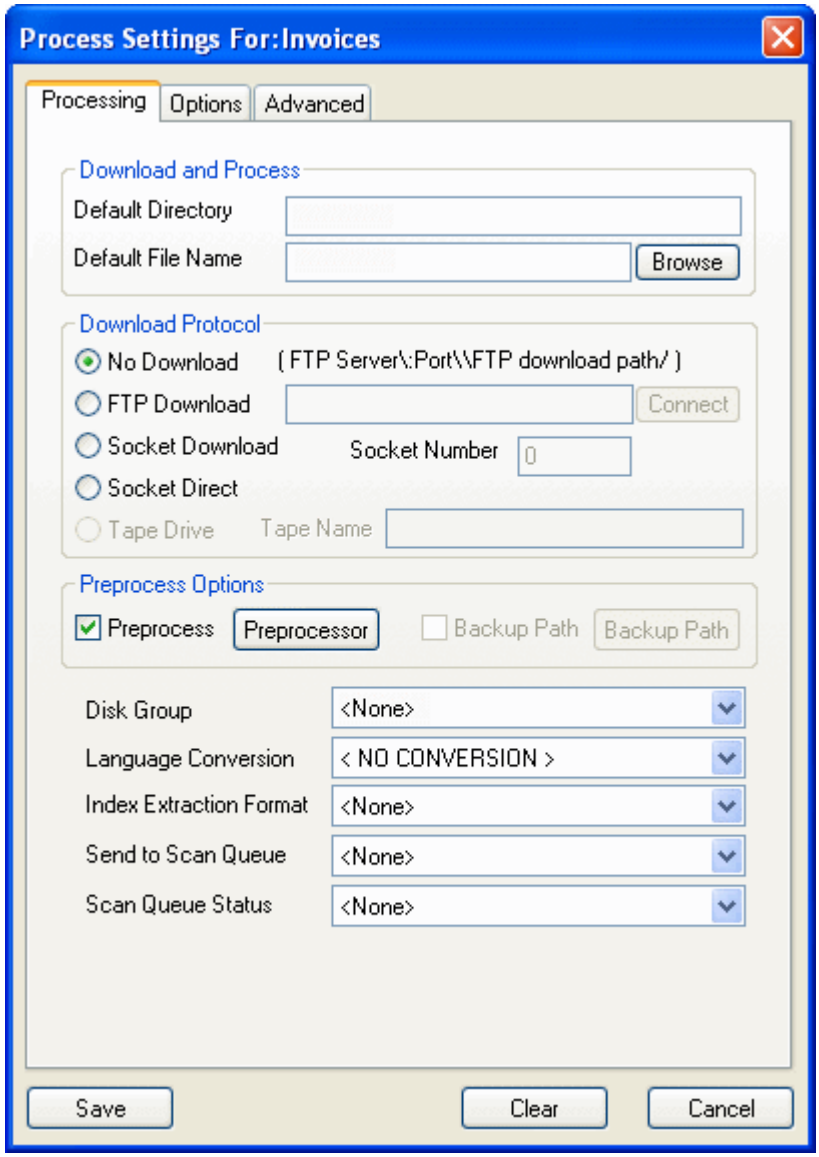
It is important to note that before processing files in OnBase, the files must be accessible from the workstation.

Note: The option of using a File Transfer Protocol (FTP) or a socket connection to download the necessary files are available for some processors. FTP is a protocol used to transfer files over a network. An FTP client can request a file from the server, or can place a file on the server. FTP includes functions to log onto the network, list directories, and copy files. FTP is not practical for retrieving large reports, because the whole file will be retrieved temporarily to the Client workstation.

Note: By default, the import index file is deleted after processing. To prevent the deletion of this file, flag it as read-only. In Windows Explorer, right-click on the file, select **Properties**, select **Read-only.**

1. In the Configuration module, select **Import | Document Import Processor**.
2. Select the format to be configured and click **Settings**. The **Process Settings For: <Process Format Name>** dialog box is displayed.

The **Processing** tab is selected by default.



3. Assign options for the process. Mandatory options are as follows:
   - **Processing | Default Directory**
   - **Processing | Default File Name**
   - **Processing | Disk Group**

- **Options | Run Process** check box

4. The remaining options are optional. All options are described in the table below.
5. After setting all desired configuration options, click **Save**.

The Processing Tab

The **Processing** tab contains general processing information, such as the location of the import file and the Disk Group the processed documents are to be stored in. The following options are displayed on the **Processing** tab:

Download and Process

The two options in this section, **Default Directory** and **Default File Name**, point the process format to the import file containing the data to be processed.

Download & Process Option	Description
Default Directory	The path to the folder where the import file is located. Click **Browse** and navigate to the file to be processed. You can also type the name of the directory that contains the process file into the **Default Directory** text box. **Note:** The **Default Directory** path and filename must be 60 characters or fewer. **Tip:** OnBase's ability to access the data files and place them into the configured Disk Group will affect speed. Processing will go faster if the data files are local to the processing workstation. When using FTP with the **FTP Download** option, the **Default Directory** is the directory to which the FTP file will be downloaded for processing, and accessed from the path specified in the **FTP Download** field. If using FTP with the **No Download** option, the FTP file will be accessed from the **Default Directory**. If you are using the **Default Directory** field to access an FTP site through a UNC path (rather than using the **FTP Download** field), ensure the format of the UNC path is correct. DIP supports connections to FTP Servers that require a Fully Qualified Domain Name (FQDN) as well as connections that do not require a FQDN. The following example demonstrates connecting to an FTP Server that requires a FQDN: `\\ftp:\name@domain.net:<password>\\ftpserver\:21\\ftpdirectory\` Where **name@domain.net** and **<password>** are replaced with the appropriate logon credentials, **ftpserver** is replaced with the name of the FTP server or IP address, and **ftpdirectory** is replaced with the name of the FTP directory on that server. **Note:** Depending on the FTP server you are connecting to, the syntax of your FTP server's URL may be different. **Tip:** For performance or character length reasons, it is recommended that you replace the server name with its IP address. Try some benchmarks, and if name resolution causes a performance degradation, then make the corresponding change in the Configuration module, under **Disk Groups | Volume Information**. Upon selecting **Save & Close**, the PASSWORD will be replaced by **<pwd>** for security purposes. **Note:** The password will need to be re-entered whenever changes are made to the **Default Directory**.

Download & Process Option	Description
Default File Name	Enter the name of the import file or use the **Browse** button to navigate to the file. When the **Browse** button is used, the **Default Directory** and **Default File Name** fields are both populated when a file is selected. The **Default File Name** can use the **?** and ***** wildcards to specify multiple files. For example, *.* processes all files in the folder specified by the **Default Directory** field. If the **Default Directory** folder contains any non-index files, running the process may result in an error. **Tip:** After processing, a copy of the Import Index File is stored in the **System Documents** Document Type group, **SYS Import Index** Document Type. **Note:** The **Default File Name** value must be 60 characters or fewer. When connecting to an FTP server, type the server name to which you are connecting into the **Default File Name** field. For example: `ftp:\\[ftpserver]` Where **ftpserver** is replaced with the name of the FTP server or IP address.

Download Protocol

Select the radio button in this section that describes how the processing workstation will access the import file.

By default, the **No Download** radio button is selected.

Download Protocol Option	Description
No Download	Select if the file to be processed does not need to be downloaded to the processing workstation (i.e., the file is already accessible locally on your computer, LAN or WAN). This option is selected by default. **Note:** When using FTP with the **No Download** option, preprocessors cannot be used unless they have been created with the ability to access files via FTP.

Download Protocol Option	Description

FTP Download	**Note:** To use the **FTP Download** option, the build-specific **mzftp.dll** file must be installed in the OnBase root directory. This DLL requires the **wininet.dll** file, which is typically installed with Microsoft® Internet Explorer 4.01 or higher.
	
	Select this radio button if you are using File Transfer Protocol to obtain files for processing. Ensure that the format of the FTP server's URL is specified correctly. For example:
	
	`FTP Server\:Port\\FTP Download Path\`
	
	Where **FTP Server** is replaced with the name of the FTP server or IP address and **FTP Download Path** is replaced with the name of the FTP directory on that server.
	
	Secure File Transfer Protocol (SFTP) is not supported for use with DIP.
	
	Note: Depending on the FTP server you are connecting to, the syntax of your FTP server's URL may be different.
	
	Tip: The port is normally **21**, but your solution may be different.
	
	Tip: For performance or character length reasons, it is recommended that you replace the server name with its IP address. Try some benchmarks, and if name resolution causes a performance degradation, then make the corresponding change in the Configuration module, under **Disk Groups | Volume Information**.
	
	1. Place a **** in the **Default Directory** field. The **Default File Name** field must be set to the name of the file to be processed.
	2. Click **Connect** and enter your **FTP User Name** and **FTP Password**. If your FTP server requires a FQDN, the user name must be entered in the form:
	`user name@domain name`
	3. Click **Save**.
	
	Note: Before processing files, the files must be accessible from the workstation.
	
	Note: When using an FTP location to acquire XML Import Index and/or document files for a DIP process, the configuration option to delete these files is ignored. The XML Import Index File and document files will be left in place.

Download Protocol Option	Description
Socket Download	TCP/IP sockets can be used if it is the only way to capture the DIP data. Select the **Socket Download** option in specific instances to allow a connection that will download information to your computer. Enter the specification number of the socket download connection in the **Socket Number** text box. If you select **Socket Direct**, the information will be streamed directly to your computer. **Note:** Before processing files, the files must be accessible from the workstation.
Socket Direct	This option is only active for the Check Image Processor module.
Tape Drive	This option is only active for the Check Image Processor.

Preprocess Options

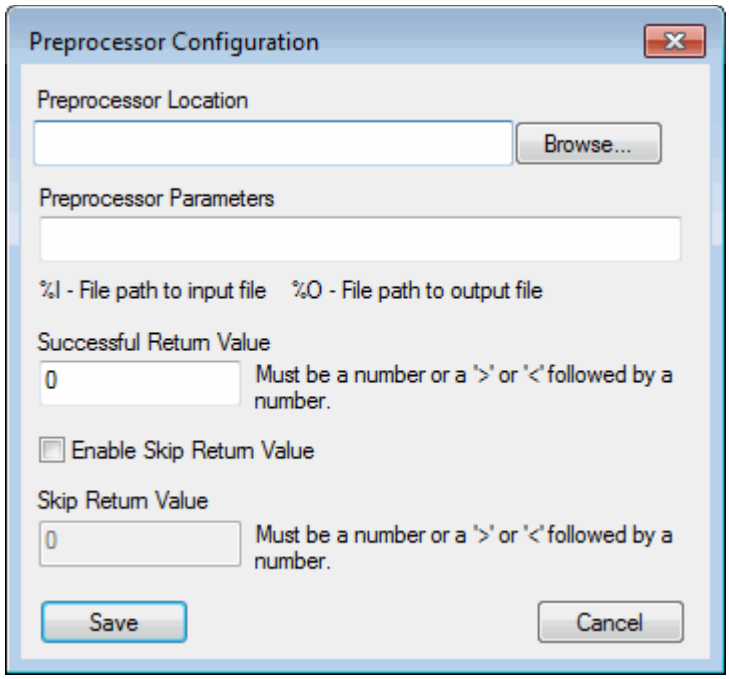
If an import file is formatted in a way that cannot be processed by DIP, a preprocessor can be used to reformat the data so it can be processed. A preprocessor is a separate program used to reformat existing import files using user-defined rules and descriptions to prepare them for processing.

While the options in this section are typically used to initiate a preprocessor, they can be used to execute any command.

Note: Typically, when configuring a new process format or modifying an existing process format, the import file is processed with only the Preprocessor Options configured. This results in a "clean" DIP data file that can then be viewed and used to configure the remaining DIP processor configuration parameters.

To enable the process format to use a preprocessor:

1. Select the **Preprocess** check box.
2. Click **Preprocessor**. The **Preprocessor Configuration** dialog box is displayed.



3. Enter the path to the preprocessor executable in the **Preprocessor Location** field, or click **Browse** to browse to it.

Note: The **Preprocessor Location** field is limited to 255 characters.

4. Enter any preprocessor parameter values in the **Preprocessor Parameters** field.

   Because each preprocessor is unique based on its function, the preprocessor parameters vary depending on your solution. You will be informed of the values for these parameters when your solution is installed.

   Two of the most common parameters are input file (**%I**) and output file (**%O**). For most preprocessors, the Preprocessor Parameters field will contain the input and output file variables and an application-specific command line.

Note: This field is limited to 128 characters.

- The input file is specified by the **%I** variable. When the preprocessor is run, the **%I** is replaced with the name of the import file specified by the process format.
- The output file is specified by the **%O** variable. It is replaced in a similar manner when the preprocessor is run.

Caution: The parameters must be listed in the following order: **%I %O**. If the order of the parameters is reversed (**%O %I**), all data will be removed from the data file.

5. Enter the expected number (or range of numbers, using **<** or **>**) that the preprocessor returns after a successful process in the **Successful Return Value** field. If the preprocessor does not return a successful value, the file is not processed.

   This value is dependent on the type of preprocessor used, and will vary depending on the installation. You will be informed of this value when your solution is installed.

Note: This field is limited to nine characters.

6. In some cases it may be desirable to have the DIP processor skip processing an import index file (for example, if the import index file references documents that have not yet been added to the processing directory). To specify a specific number (or range of numbers) that will be returned if the preprocessor needs to skip processing the index file , select the **Enable Skip Return Value** option. This enables the **Skip Return Value** field.

   Enter the expected number (or range of numbers, using **<** or **>**) that the preprocessor returns for a process to be skipped in the **Skip Return Value** field. If the preprocessor returns a skip value for a file, that file remains in the directory and is not processed. The file is not moved to the **ERROR_FILES** directory unless an error is detected in another import index file within the same batch.
7. Click **Save**.

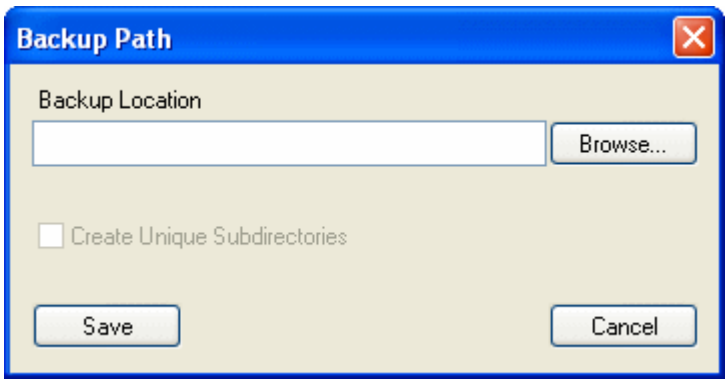
You can backup the import file prior to it being processed to ensure that the process format and its preprocessor were configured correctly and no data is lost or damaged in the import file.

If a file already exists in the backup location with the same name as the import file you are trying to backup, the import file will not be saved in the backup location (i.e., the import file will not be backed up).

Tip: It is considered a best practice to always select the **Backup Path** check box.

To enable the backup-prior-to-processing option:

1. Select the **Backup Path** check box.
2. Click **Backup Path**. The **Backup Path** dialog box is displayed.



3. Enter the path to the backup location (i.e., the location where the import file is to be copied to) in the **Backup Location** field, or click **Browse** to browse to the folder.

Note: If you enter a path that does not exist (i.e., a folder not already created), it will automatically be created when the process is run.

4. Select the **Create Unique Subdirectories** check box if multiple import files have the same file name and each of them need to be backed up.

   By default, if a process format uses an import file that has the same name (but different content) each time the process is run, each new backup of the import file overwrites the old one. Select the **Create Unique Subdirectories** check box to create a unique subdirectory within the specified backup directory for each import file. The directory is created in the following format, based on the date and time the process is run: **Month_Date_Year_Hour_Minute_Second** (i.e., **mm_dd_yyyy_hh_mm_ss**)

   This option also functions with FTP backups, if applicable.
5. Click **Save**.

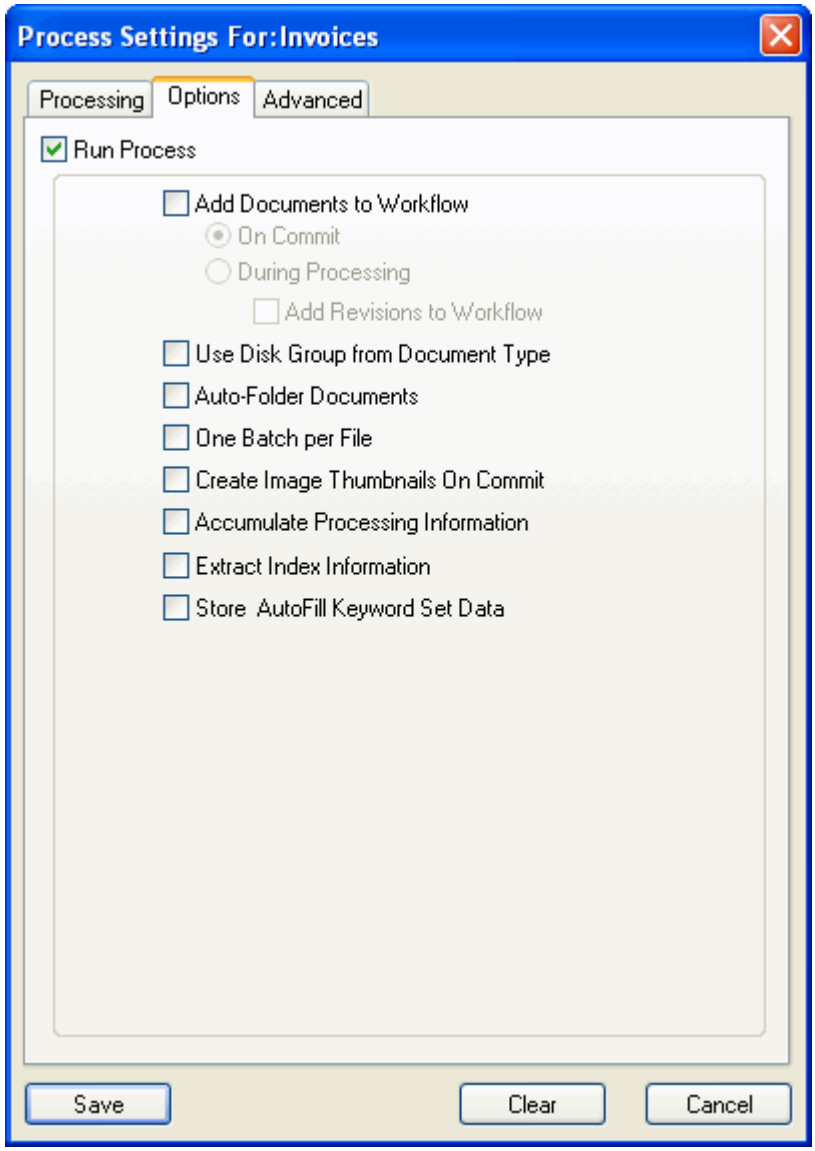
Other Processing Options

Option	Description
Disk Group	Select the **Disk Group** where data files will be stored. This setting is required.
Language Conversion	If the import file was created using a different ASCII code page, use the **Language Conversion** drop-down to specify the language associated with the ASCII code page the import file was created with.
Index Extraction Format	Using the **Index Extraction Format** drop-down, select the Extraction Format to be used to extract Keyword Values from the imported files. This setting is used in conjunction with the **Extract Index Information** setting. This index information can be imported into third-party programs or used as data for an AutoFill Keyword Set for related documents. **Note:** In order to extract index information, your system must use a properly configured Index Extraction Format. See the System Administration documentation for more information on configuring an Index Extraction Format.
Send to Scan Queue	Using the **Send to Scan Queue** drop-down, select a scan queue to send scanned batches to. This option only applies to documents that are images. Non-image documents in the batch could potentially cause issues. **Note:** If you select a scan queue in the **Send to Scan Queue** drop-down select list, neither the batch nor the verification report will go to the **Awaiting Commit** queue in the **DIP Queue** window.

Option	Description
Scan Queue Status	Using the **Scan Queue Status** drop-down, select a scan queue status to display in the scan queue configured in the **Send to Scan Queue** option. In this option you can also configure whether the batch is being sent to the scan queue as **fully indexed**. The batch will be removed from the DIP queue and it will be exclusively handled in Imaging, just like all other Document Imaging batches. **Note:** If you selected a scan queue that has been configured for custom scan processing in the **Send to Scan Queue** drop-down select list, the **Scan Queue Status** drop-down select list only displays the **<Scan Queue Entry Point>** option. This ensures that the processed batches are sent to the custom scan process at the appropriate, pre-configured, DIP Import status step. For more information on configuring custom scan processes, see the Document Imaging module reference guide.

The Options Tab

The **Options** tab contains options that specifically affect the documents that are imported as part of the batch.



The following options are displayed on the **Options** tab:

Options Tab Option	Description
Run Process	This check box is used to enable the process to store the documents identified from the import file in OnBase. It is selected by default. The **Run Process** check box must be selected in order for the process to actually import documents into OnBase. The ability to deselect this option is provided to allow you to test formats without saving documents to OnBase. If the **Run Process** check box is not selected, the DIP process does not import files into OnBase. The **Download** and **Preprocess** functions are performed regardless of whether **Process** is selected. If the processor encounters an error within the import file, the import file is moved from its current folder to the **ERROR_FILES** sub-folder. **Note:** If an error occurs, the import file is moved to the **ERROR_FILES** folder even if it is marked as read-only. **Tip:** If multiple import index files are processed into a single batch and successfully-processed import index files are configured to not be deleted, import index files that have been correctly processed may be moved to the **ERROR_FILES** folder if one or more import index files that compose the batch are not processed correctly. DIP cannot distinguish between the import index files in the batch that have been processed correctly and the import index files with errors that remain in the Default Directory location. To prevent correctly-processed import index files from ending up in the **ERROR_FILES** folder, configure each import index file to be processed as an individual batch or allow the import index files to be deleted after processing (the default behavior), but configure the import index file to be backed up during the Process Settings configuration for the DIP process format. All correctly-imported import index files are deleted after processing, the incorrectly-processed import index files are moved to the **ERROR_FILES** folder and all processed import index files are backed up to the configured location.

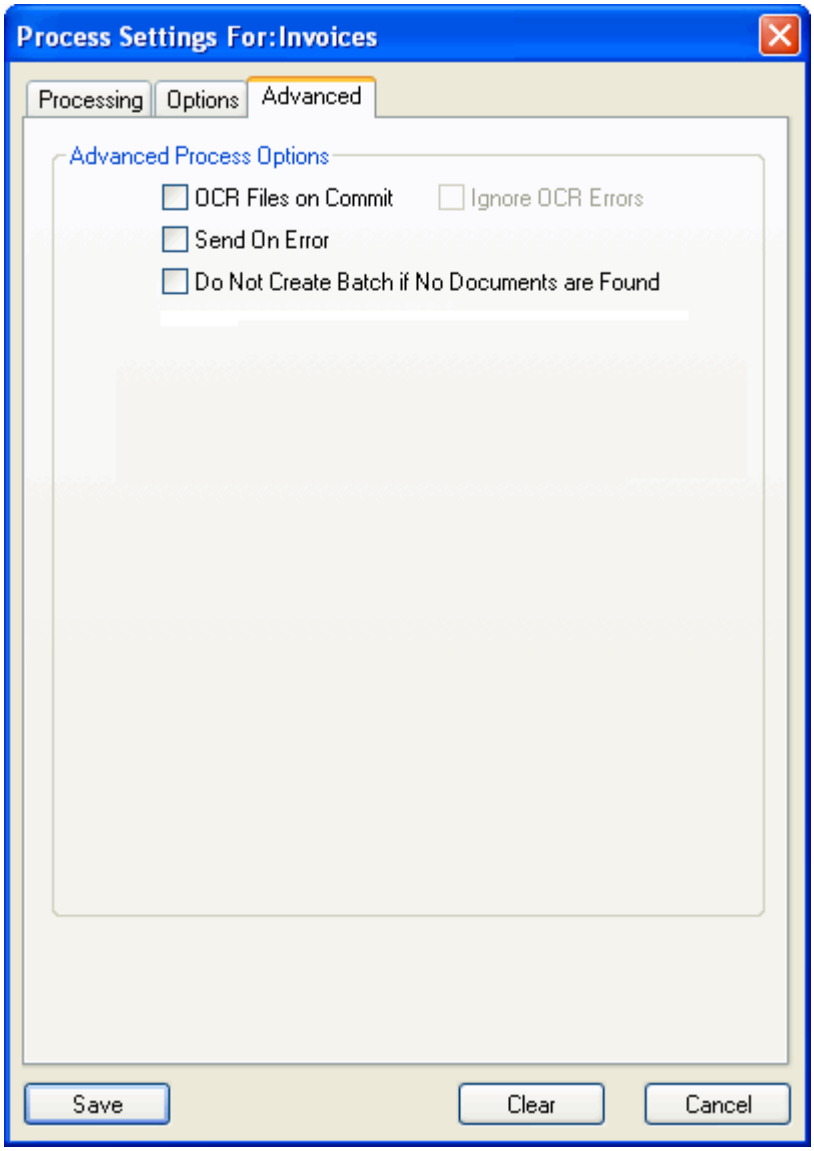
Options Tab Option	Description
Add Documents to Workflow	**Note:** To use this option you must be properly licensed for Workflow. **Note:** Documents can only be added to Unity Life Cycles from the Core-based OnBase Client interface. The processed documents are placed into any workflow associated with the Document Type with which the documents are associated. Once the **Add Documents to Workflow** option is selected, you can: • Select **On Commit** to bring documents into the Workflow when a batch is committed. When using the Core-based OnBase Client interface, if one or more documents are not successfully added to Workflow, the batch will be added to the **Committed** queue. When using the classic OnBase Client interface, if one or more documents are not successfully added to Workflow, the batch will be added to the **Incomplete Commit** queue. • Select **During Processing** to add the documents to a Workflow as they are processed. **Note:** If Verification Reports are configured to enter a Workflow Life Cycle, they will enter that Life Cycle regardless of this setting. **Tip:** When using the Core-based OnBase Client interface, it is recommended that you always select **On Commit**. **Caution:** When using the Core-based OnBase Client interface, it is required that you select **On Commit** if your Workflow is configured to perform any System Work. **Caution:** If there is a disruption or errors in processing, the processed documents will go to the Incomplete Process Queue. From this queue, the documents can be viewed, but not retrieved. If this DIP process has been set up to go to a Workflow during processing, the documents in the batch that were processed will go to the assigned Workflow, and are fully retrievable.

Options Tab Option	Description
Use Disk Group from Document Type	Select this option to store documents in the batch in the default Disk Group associated with their Document Type instead of the Disk Group associated with the process format. If this option is selected, both the Disk Group assigned to the process format and the Disk Group assigned to the Document Type(s) are checked to ensure they have sufficient disk space available before the documents are placed. If there is not enough available space in the Disk Group, the batch is routed to the **Incomplete Process** queue, an error message is displayed and the import file is sent to the **Error_Files** directory. If **<none>** is selected in the **Disk Group** drop-down menu when this option is selected, a check for space will not be performed on a Disk Group.
Auto-Folder Documents	Provides the ability to Auto-Folder documents upon import. **Note:** Selecting this check box sets the default behavior for Auto-Foldering documents upon import. However, if a user has the ability to initiate processing from within the OnBase Client, s/he has the ability to de-select this feature when initiating the process by deselecting the **Create Auto Folder** option. **Tip:** Ensure you have Auto-Foldering properly configured before selecting the **Auto-Folder Documents upon Processing** check box.
One Batch per File	Select this option to create a separate batch for each index file when a single DIP process encompasses multiple index files. This option can help you better track and manage individual index files after they have been imported into the system.
Create Image Thumbnails On Commit	Select this option to create a small thumbnail image of the first page of all image documents in a batch and archive them as a rendition to the original. When such a document is displayed in the thumbnail hitlist, OnBase will first attempt to load the small thumbnail image instead of the full size image. If there is no thumbnail image available, the original image will display.
Accumulate Processing Information	Provides the ability to combine several Verification Reports into a single, cumulative daily report. After process is run, OnBase produces and displays a Verification Report for the process. If your solution uses several different processors or process formats, you can combine each of these Verification Reports into a single, daily report for ease of viewing by selecting the **Accumulate Processing Information** check box. The Verification Report is stored as a text document in the **System Documents** Document Type Group, **SYS Verification Reports** Document Type.

Options Tab Option	Description
Extract Index Information	Directs the DIP Processor to store all Keyword Values extracted from the DIP file during processing into a text file. You must also select an index extraction format from the **Index Extraction Format** drop-down select list. If there are multiple Keyword Values for one Keyword Type, only the first value listed will be extracted. To configure an Index Extraction Format, see Configuring Index Extraction for more information.
Store AutoFill Keyword Set Data	This option is used to store values from the import index file into the associated AutoFill Keyword Set, as long as there is no AutoFill Keyword Set instance that already contains the Primary Keyword Value from the import index file. When an instance is imported with the same Primary Keyword Value as an existing instance, but with different secondary values, an additional instance is added.

The Advanced Tab

The **Advanced** tab contains advanced processing options that affect the batches imported via the process format.



The following options are displayed on the **Advanced** tab:

Advanced Tab Options	Description
OCR Files on Commit	Select this option to process documents through Optical Character Recognition during the commit process. This function is available only when the OCR module is properly licensed and registered.

Advanced Tab Options	Description
Ignore OCR Errors	Select this option to ignore any errors that occur during the OCR process and continue processing. The default behavior is for the OCR process to stop when an error message is displayed and wait for user interaction. When this option is checked, batches with errors will be committed, and the Verification Report will display the errors.
Send on Error	Select to allow a DIP process that is missing a required Keyword Value to continue. If a batch is configured to be moved to the Scan - Awaiting Commit queue for further indexing, checking this box will allow it to move to the configured queue even if there are missing required Keyword Values. If not checked, a batch that is missing a required Keyword Value will move to the DIP Awaiting Commit queue.
Do Not Create Batch if No Documents are Found	Select this option to reduce the number of unnecessary Verification Reports generated by OnBase. When this option is selected and a process is run, OnBase will first check the processing directory to verify that there are files to be processed. If there are no files to be processed in the processing directory, the process will not be run and a Verification Report will not be generated.

Send to Scan Queue - Automatically Commit Batches

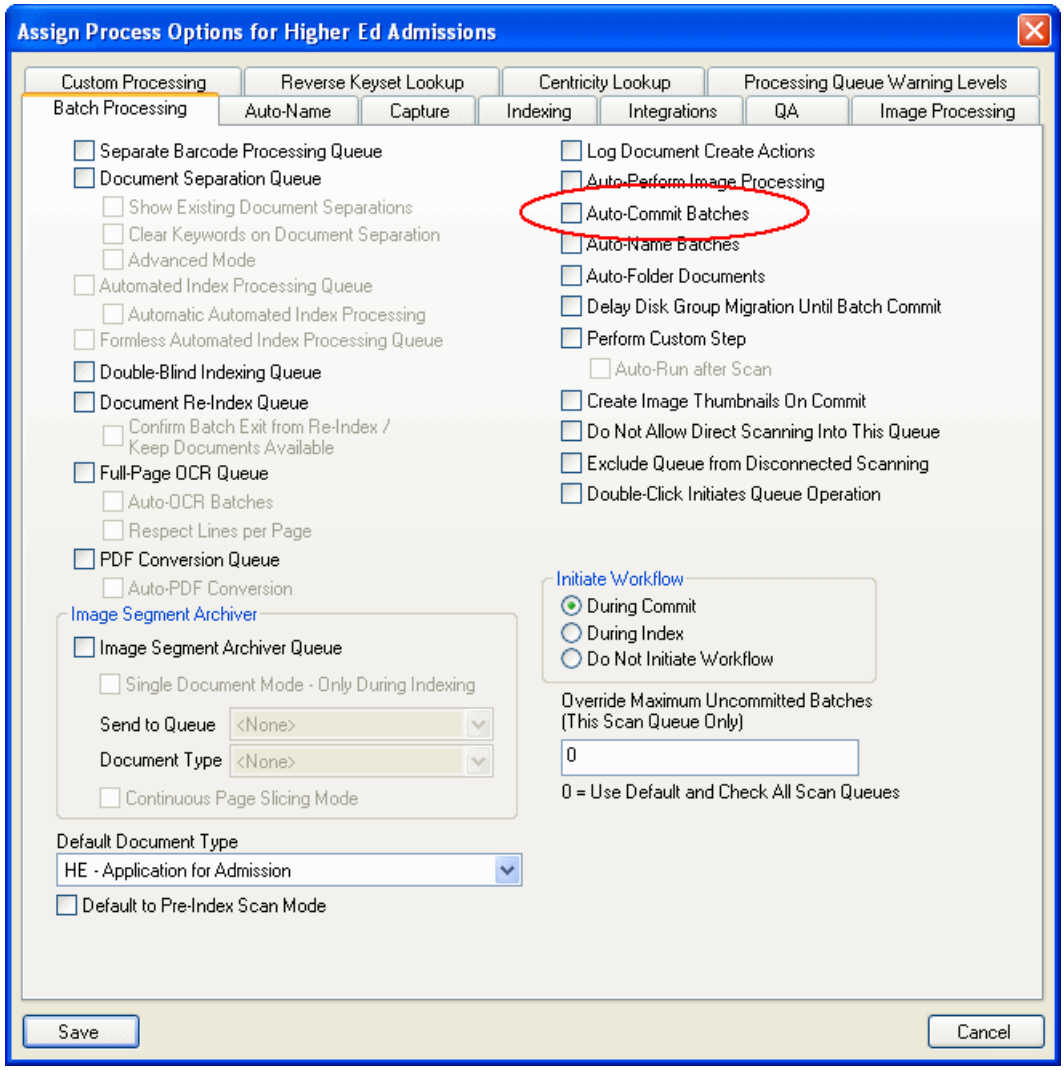
You can elect to automatically commit batches imported into the system with DIP. In addition to the section titled Create a DIP Format, follow these guidelines:

1. In the Configuration module, select **Import | Document Import Processor.**
2. Select the process to configure and click **Settings**.
3. Select the appropriate scan queue from the **Send to Scan Queue** select list.

Note: The **Maximum Uncommitted Batches** and the **Override Maximum Uncommitted Batches** options are not supported for documents being sent to a scan queue.

4. Select the **Awaiting Commit** option from the **Scan Queue Status** select list.
5. In the **Advanced** tab, select **Send on Error**.
6. Click **Save**.
7. Click **Close**.
8. Select **Import | Scan Queues**.

9. Select the scan queue to configure and click **Process Options**.
10. Under the **Batch Processing** tab, select **Auto Commit Batches.**



Note: You can also auto-commit DIP batches using the Scheduler. For more information, see Scheduling a Commit on page 170.

Document Types

When you import documents into the system, they must be assigned to a Document Type. A DIP process must be configured to include all Document Types that documents imported as part of the process may be assigned to.

Caution: If the Import Index File contains multiple Document Type Keyword Values and you only assign one Document Type to the DIP process, all of the files will be imported into the only assigned Document Type.

Multiple file formats can be processed into the same Document Type. For example, PDF and text files can be imported via DIP into the same Document Type, as long as the file type is specified in the Import Index file.

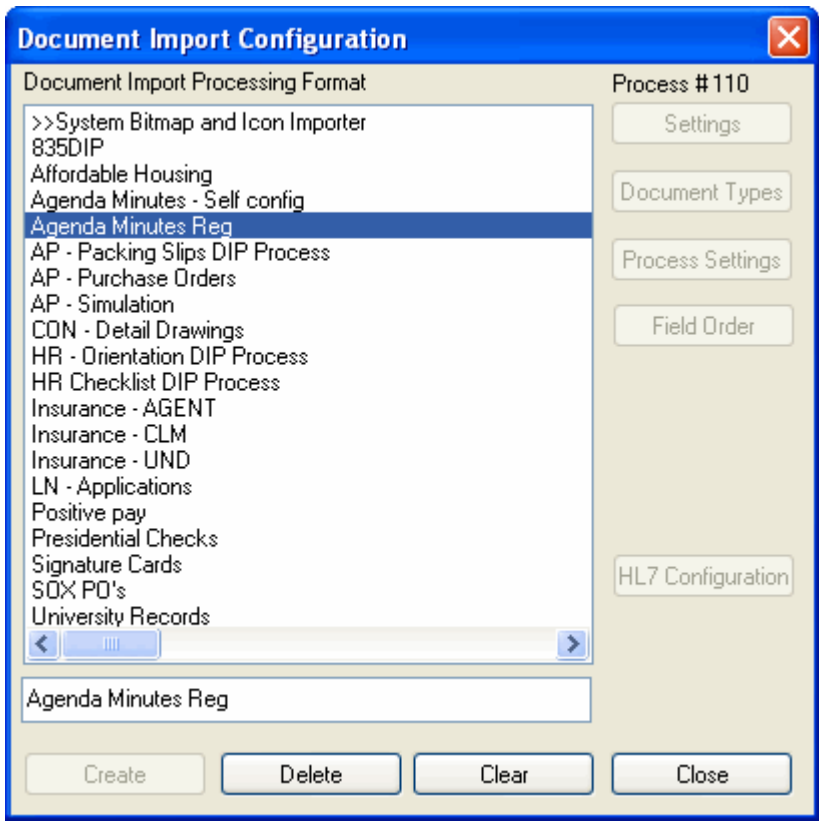
Note: If you are importing files of a file format that is different from the Document Type's Default File Format, you must include the **>>File Type** Default Keyword Type in the Import Index file. If you do not, you will be unable to view your imported documents.

If a Document Type is set to use **Image File Format** as its Default File Format, the DIP process behaves slightly differently than if the Document Type is set to use a different Default File Format. See Document Type Default File Format Considerations on page 47.

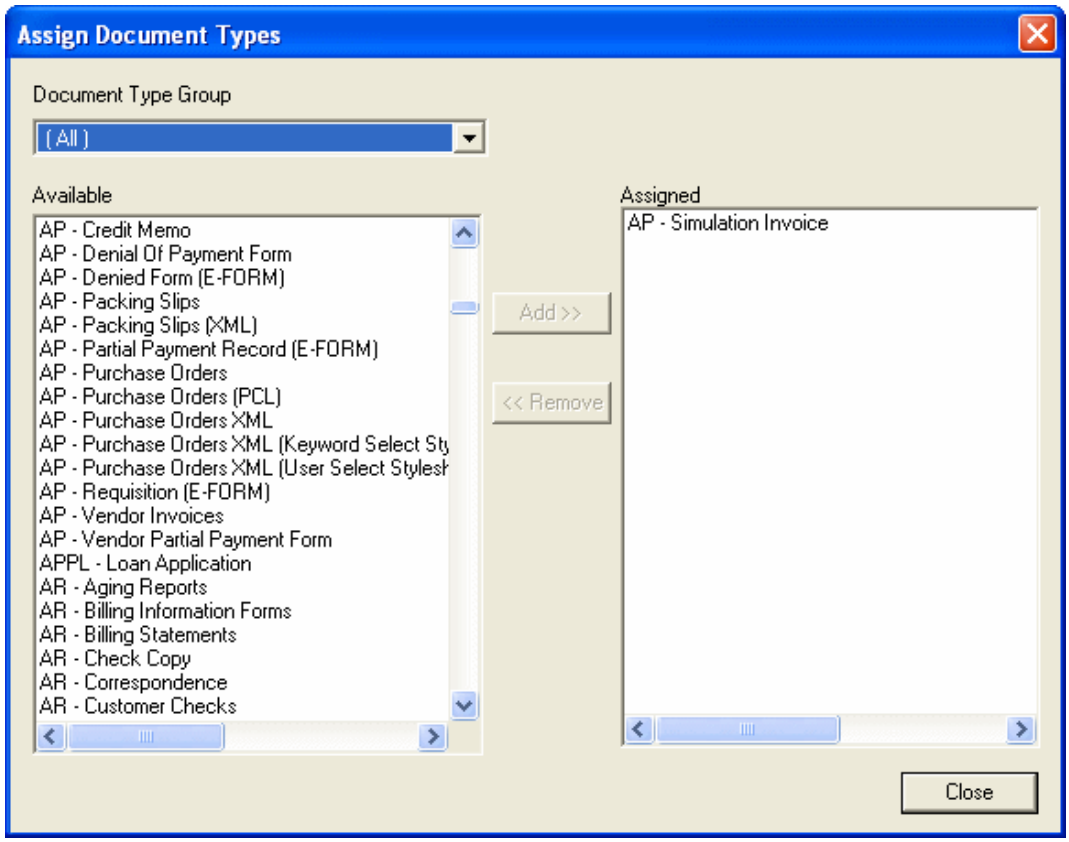
Note: Thumbnail image file formats are not intended for use in a DIP process.

To add Document Types to a DIP process:

1. In the Configuration module select **Import | Document Import Processor**. The **Document Import Configuration** dialog box is displayed.



2. Select the correct Document Import Processing Format and click **Document Types**. The **Assign Document Types** dialog box is displayed.



3. From the **Available** list, select a Document Type that is in one or more records in the Import Index file and click **Add**. Repeat for any additional Document Types that are in the Import Index file.

Note: If you cannot see the full name of your Document Import Processing Format, Document Type or Field Order, use the scroll bar located at the bottom of the window in the **Document Import Configuration**, **Import Processor Configuration** and **Assign Document Types** dialog boxes.

4. Remove Document Types, if necessary, by selecting them in the **Selected** list and clicking **Remove**.

Document Type Default File Format Considerations

When configuring a DIP process, it is important to take the Default File Format of the Document Types associated with the process into account.

Multiple file formats can be processed via DIP into the same Document Type, but including a Document Type configured to use **Image File Format** as its Default File Format in a DIP process will cause the process to behave slightly differently than when other Default File Formats are used.

DIP processes attempt to open image files to determine the number of pages (i.e. individual images) included in each file. If non-image files are imported via DIP into a Document Type configured to contain, by default, image documents, errors may be displayed in the Verification Report or the documents may not be able to be displayed in the Client.

Note: If you are importing files of a file format that is different from the Document Type's Default File Format, you must include the **>>File Type** Default Keyword Type in the Import Index file. If you do not, you will be unable to view your imported documents.

You should thoroughly test your DIP process configurations, including examining your Document Type and file format settings, and occasionally examine the documents imported via DIP to ensure that all documents are being imported properly.

Note: If a batch contains one or more corrupt image files, the batch will process correctly, but the corrupted files are not imported into OnBase. The batch is moved to the **Awaiting Commit** queue, but the Import Index file is moved to the **ERROR_FILES** folder.

Process Settings

Process Settings provide the ability for the system to interpret the Import Index file.

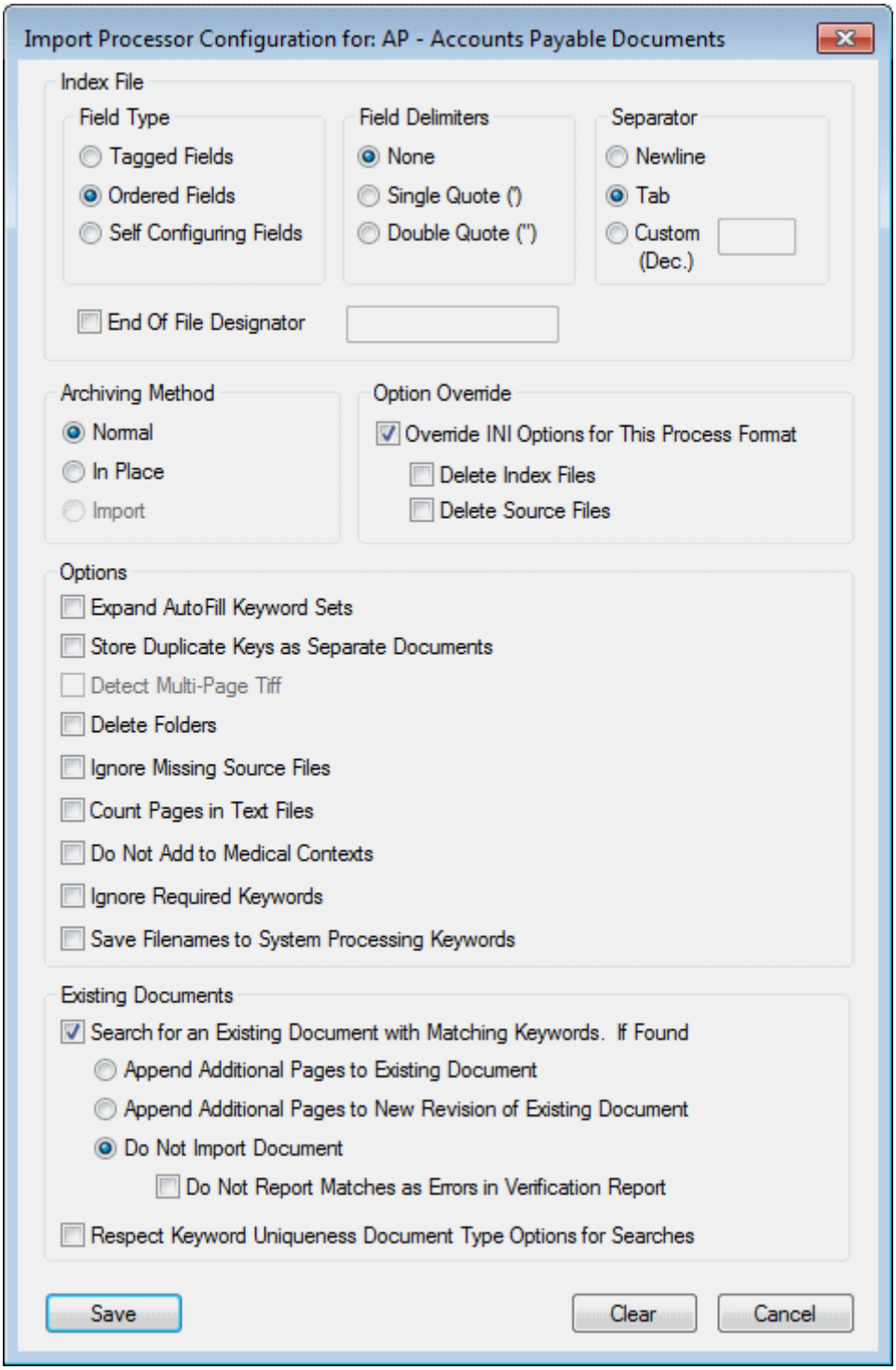
An Import Index File is made up of document records. Each record is composed of fields, which contain information about a document to be imported, such as the location of the document to be imported and its Keyword Values. The system associates field values in the record with Document Types and Keyword Types based on the Process Settings configuration for the DIP format.

Import Index files can be organized in several ways, so you must configure the DIP format to correspond with the layout of the Import Index information.

1. Minimize the Configuration module window on your screen.
2. Open up the Import Index File and minimize it. Position the Configuration module window and the Import Index File window side by side on the computer screen. This will enable you to more easily configure your Process Settings to fit the Import Index File.
3. In the Configuration module, select **Import | Document Import Processor**. The **Document Import Configuration** dialog box is displayed.
4. Select the appropriate **Document Import Processing Format**.

5. Select **Process Settings**. The **Import Processor Configuration for: <Process Name>** dialog box is displayed.

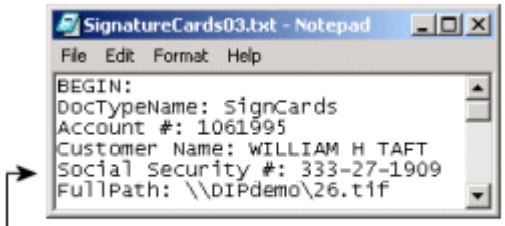
Note: The settings in this dialog box apply to the entire file. All records in the file must have the same field characteristics.



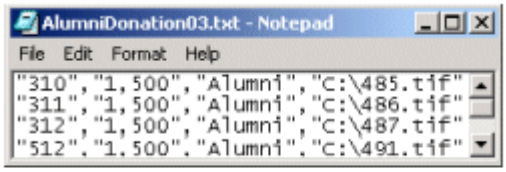
6. Select the **Field Type**.
   The Field Type identifies the format of the Import Index File.

Note: See below the table for examples of Tagged and Ordered Fields.

Field Type	Description
Tagged Fields	Each field value in the Import Index file is prefaced with a tag that is mapped to a Keyword Type. The DIP process identifies and associates field values with Keyword Types. Each record is separated by a character string.
Ordered Fields	Records and field values are presented in a specific order in the Import Index file. The DIP process must be configured to identify and process these field values based on the order of the records and field values in the file. **Note:** If your Field Type is Ordered, and your Document Types will contain Multi-Instance Keyword Type Groups, ensure that each Keyword Type contains the same number of values. If your Keyword Types do not have the same number of values for each Document in the DIP process, make your DIP a Tagged, rather than Ordered DIP. Also, ensure that the Keyword Types are in the correct order in the Import Index file.
Self Configuring Fields	Self Configuring Fields should be selected when the DIP is being used to process information from one OnBase system (or a third-party legacy system) into another OnBase system. This option is selected by default. Self Configuring DIP Import Index files do not require that you configure fields. For more information, see Self Configuring DIP on page 73.



Tagged DIP Import Index File - Field values are preceded by tags that map to Keyword Types.



Ordered DIP Import Index File - Field values are in a specific order, enclosed in double quote delimiters and comma separated.

7. Select the **Field Delimiters**.
   Field delimiters enclose each field value, and are necessary when a separator is present within the field. For example, if formatted numeric values include commas (e.g., **2,000**) use field delimiters so that the comma within the value will not be read as a separator. Field delimiter options are explained in the table below.

Field Delimiter	Description
None	Individual field values are not enclosed within characters (for example: **Perry, Bryan, 2000**). **Note:** If the file has formatted numbers that include commas, do not select **None**.
Single Quote (`)	Individual field values are enclosed in single quotation marks. In the example, **'Perry', 'Bryan','2,000'**, the values are separated with commas and delimited with single quotation marks.
Double Quote (")	Individual field values are enclosed in double quotation marks. For example, in **"Perry", "Bryan","2,000"**, the fields are separated with commas and delimited with double quotation marks.

Note: If the field value contains a character that is used as a field delimiter, then you must type the character twice in succession to make the system treat it as a literal value. For example, **'Sammy's Store'** must be typed as **'Sammy''s Store'** to be parsed correctly. The extra delimiter character will not be included in the stored field value.

8. Select the **Separator**.
   The separator differentiates between each field value and the next.

Separator	Description
Newline	A new line separates each of the fields. This option can be used for Ordered DIP files if a new line is used to separate each of the fields. **Note:** When configuring an Ordered DIP process with multiple Document Types that uses a **Newline** separator, it is a best practice to include the **>>File Type** Default Keyword Type.
Tab	A tab character separates each field.
Custom	If the DIP process does not use either of the above two separators, select this option. In the text box, type a specific character that the file uses as a separator. **Note:** You can also type a \ (back slash) followed by the ASCII code for the character in decimal format. For example, for a dollar sign separator, type either $ or \36 in the box.

9. Select **End of File Designator**, if desired.

Option	Description
End of File Designator	Select **End Of File Designator** if only part of the file is to be processed, or to confirm that the Import Index file is not being truncated (confirm the entire file was processed). Type the text string that displays in the Import Index file at the desired end of the process. The text string will stop the DIP process at a specific point without causing errors. An error message will be generated in the verification report if the text string is not found during processing.

10. Select the **Archiving Method**.

Archiving Method	Description
Normal	Documents to be processed can reside on a network location and are archived into a regular disk group. After commit, document information is stored to the Disk Group assigned to the process. This is the default behavior of DIP.
In Place	Documents to be imported reside on platters of an existing OnBase or third-party system foreign Disk Group. After the DIP, database pointers are redirected to access the existing documents. This import method requires that documents be stored to a foreign Disk Group. **In Place** import allows you to quickly access information residing in existing files, saving the time investment associated with **Normal** import.
Import	This option is only active for Self Configuring DIP and is used to copy file information from one document management database to another. This archival method also requires a OnBase.ID file.

11. Select any **Option Overrides**. These process-specific options override the global options set in the onbase32.ini file.

Override Option	Description
Override INI Options for This Process Format	When this option is selected, the options **Delete Index Files** and **Delete Source Files** become enabled. When this option is selected, the options set in the onbase32.ini file will be ignored. If only this option is checked, the Import Index file and source files will not be deleted after import regardless of what is set in the onbase32.ini file.
Delete Index Files	When this option is selected, the setting for the INI option **DIPDeleteSourceFile** will be ignored and the Index Files will be deleted. **Note:** When performing a DIP process via FTP, the Import Index file is not deleted, no matter what this option or the INI setting is set to.

Override Option	Description
Delete Source Files	When this option is selected, the setting for the INI option **DIPDeleteSource** will be ignored and the Source Files will be deleted. **Note:** This option is not available when the **Archiving Method** of **In Place** is selected. **Note:** When performing a DIP process via FTP, the source files are not deleted, no matter what this option or the INI setting is set to. **Caution:** When this option is selected, the source files are deleted as they are processed. As a result, if a process results in an invalid batch, the batch should NOT be automatically purged. This could result in data loss as the source files for the successfully processed part of the batch have been deleted. **Note:** The source files are only deleted if the DIP process is completed successfully. If an error occurs during the DIP process, the index file will be moved to the ERROR_FILES directory and the source files will remain in the source directory.

12. Select **Options**.

Option	Description
Expand AutoFill Keyword Sets	You can select the **Expand AutoFill Keyword Sets** option to index documents with values in an AutoFill Keyword Set based on a Primary Keyword Value in the import index file. If the Primary Keyword Value is only associated with one AutoFill Keyword Set, that AutoFill Keyword Set will be used to index the document. If the Primary Keyword Value is associated with more than one AutoFill Keyword Set, all of the associated AutoFill Keyword Sets will be used to index the document, as well as the values in the import index file. For example: A Document Type uses a social security number as the Primary Keyword Value. An existing AutoFill Keyword Set is shown below: **999-99-9999, Sara Smith, 10/10/1966** **999-99-9999** is the Primary Keyword Value. Sara Smith's maiden name was Sara Adams. When a document is imported using an import index value of **999-99-9999, Sara Adams, 10/10/1966**, the existing AutoFill Keyword Set is triggered by the Primary Keyword Value (**999-99-9999**). The document will be indexed with the values in the AutoFill Keyword Set (**999-99-9999, Sara Smith, 10/10/1966**). **Note:** The **Expand AutoFill Keyword Sets** option only applies to AutoFill Keyword Sets assigned at the Document Type level. The **Expand AutoFill Keyword Sets** option is not supported for use with AutoFill Keyword Sets assigned at the Keyword Type level.
Store Duplicate Keys as Separate Documents	By default, when two or more consecutive records contain the same Keyword Values for the same Document Type, the items are linked together into a multi-page document in the order they are processed. This option overrides this behavior and stores every document as a separate document. **Note:** This option only applies to image files.
Detect Multi-Page Tiff	**Note:** This option is only available for In Place DIP processes. When this option is selected for an In Place DIP process involving multi-page TIFF documents, the process will attempt to read the index file to store the correct number of pages in the database. This ensures all pages in the multi-page TIFF will display correctly. When this option is selected, missing image files will be displayed in the verification report.
Delete Folders	When this option is selected, the folders the source files resided in will be deleted after the process has run. In order for this option to properly function, no files must be present in the folders after import. To accomplish this, either the onbase32.ini file options must be set to delete the source files and/or Import Index files, or the **Option Override** options must be set appropriately. For more information, see Override Option on page 53.

Option	Description
Ignore Missing Source Files	When this option is selected, the index file will not be moved to the **ERROR_FILES** subdirectory if an error occurs. A note will be displayed in the Verification Report after the process is completed.
Count Pages in Text Files	When this option is selected, DIP will count the number of pages for all text documents being processed. Each document's page count will be stored in the document's **Document Properties**. **Note:** This option is only available when the **Archiving Method** is set to **Normal**.
Do Not Add to Medical Contexts	When this option is selected, documents imported through DIP are not added to medical contexts after processing or committing. **Note:** This option is only available if your system is licensed for HL7 Listener, Medical Records Management Solution, Signature Deficiencies for Epic, Basic HL7 Listener, Medical Records Coding for OnBase Meditech, Medical Records Completion for OnBase Meditech, or Medical Records Coding Interface.
Ignore Required Keywords	When this option is selected, required Keyword Types are not respected. Any imported documents missing a required Keyword Value are imported into OnBase. The missing required Keyword Values are noted within the Verification Report, but no error is reported within the Verification Report and the document is successfully imported into OnBase.
Save Filenames to System Processing Keywords	When this option is selected, file names of the index file and data files imported using DIP are saved to the **Index File Name** and **Import File Name** System Keyword Types on the imported documents. If these System Keyword Types are not assigned to the Document Type, file names will not be saved on the document. When importing a revision or new rendition of an existing document, the original document does not have any values assigned to the **Index File Name** or **Import File Name** Keyword Types, and the **Save Filenames to System Processing Keywords** option is selected, file name values will be added to the original document as well as the revision or rendition being imported. If a value imported into the **Index File Name** or **Import File Name** Keyword Types exceeds 250 characters, it is truncated beginning from the left of the path in order to preserve the file name itself. **Note:** The index file name is also added as a Keyword Value on the index file if the **Index File Name** Keyword Type was added to the **SYS Import Indexes** Document Type.

13. Select appropriate options for **Existing Documents**, if necessary.
    To search for documents with matching Keyword Values that already exist in OnBase, select the **Search for an Existing Document with Matching Keywords** checkbox. Then select one of the options below.

Note: The **Search for an Existing Document with Matching Keywords** option is not supported for use with Self-Configured DIP processes.

Existing Documents	Description
Append Additional Pages to Existing Document	Appends the new documents to the existing documents. **Note:** If the batch of documents that the new documents are being appended to has already been committed, the appended pages will also be committed, under the same batch number as the original batch. **Note:** Appending additional pages only works with image file formats.
Append Additional Pages to New Revision of Existing Document	Creates a new revision with the imported pages added on to the end of the existing document. **Note:** If the batch of documents that the new documents are being appended to has already been committed, the appended pages will also be committed, under the same batch number as the original batch. **Note:** Appending additional pages only works with image file formats. **Note:** You can also use the Default Keyword Type **>>Revision** to create revisions of an existing document. For more information, see Default Keyword Types Used in DIP Processes on page 185. **Caution:** The **Append Additional Pages to New Revision of Existing Document** option is not supported for use with the Default Keyword Type **>>Revision**. If this option is selected and your Index File is configured to use the Default Keyword Type **>>Revision**, the newly imported pages will not be appended to an existing document.
Do Not Import Document	Purges the document from the batch being imported. **Note:** The verification report will state that the document was removed from the batch.

Existing Documents	Description
Do Not Report Matches as Errors in Verification Report	When existing documents with matching keywords are found, the match is reported in the Verification Report as a note instead of as an error. This option is only enabled if the **Do Not Import Document** option is selected.

Note: Documents being imported will be flagged as a possible revision of the existing document if all of the Keyword Values on the document being imported exist on another document that is already stored in OnBase (even if the existing document has one or more Keyword Values that do not appear on the document being imported). If you want to import a document that has the same Keyword Values as an existing document and save the imported document as a new document, you must import the document manually.

When importing documents that are expected to be revisions of archived documents, but whose Keyword Values may not exactly match the archived Keyword Values, select the **Respect Keyword Uniqueness Document Type Options for Searches** checkbox. This option checks for matching Keyword Values based only on Keyword Types that have been configured as unique, unlike a normal DIP process in which all Keyword Values must match for a successful revision import. The documents are then matched to archived documents based on only the configured unique Keyword Values, rather than all Keyword Values. All Keyword Values on the two documents will be merged, and all the Keyword Values for both documents will display on each document. This is true for as many revisions as are imported. See the EDM Services documentation for more information on configuring Document Types to use revisions.

Note: The newly-imported revision will not contain any of the already-archived pages of the document. The already-archived pages will also not have the new pages added to them. The documents will be completely separate from each other, except for the merged Keyword Values.

Keyword Types are configured as unique in the Document Type settings in the Configuration module. The **Keyword is used to determine uniqueness of new documents** setting in the **Keyword Type Selection** settings must be set to **TRUE**. The **Respect Keyword Uniqueness Document Type Options for Searches** option does not need to be used in conjunction with any of the **Existing Documents** options. For more information on Keyword Options within Document Type settings, please see the System Administration documentation.

Note: When importing revisions, you also need to configure your Document Type to use the Default Keyword Type **>>Revision**. For more information, see Default Keyword Types Used in DIP Processes on page 185.

14. When finished configuring the Process Settings, click **Save** to exit the dialog box.

    Depending on the Field Type selected in step 6, continue to Tagged DIP Field Order Configuration on page 59 or Ordered DIP Field Order Configuration on page 66.

Tagged DIP Field Order Configuration

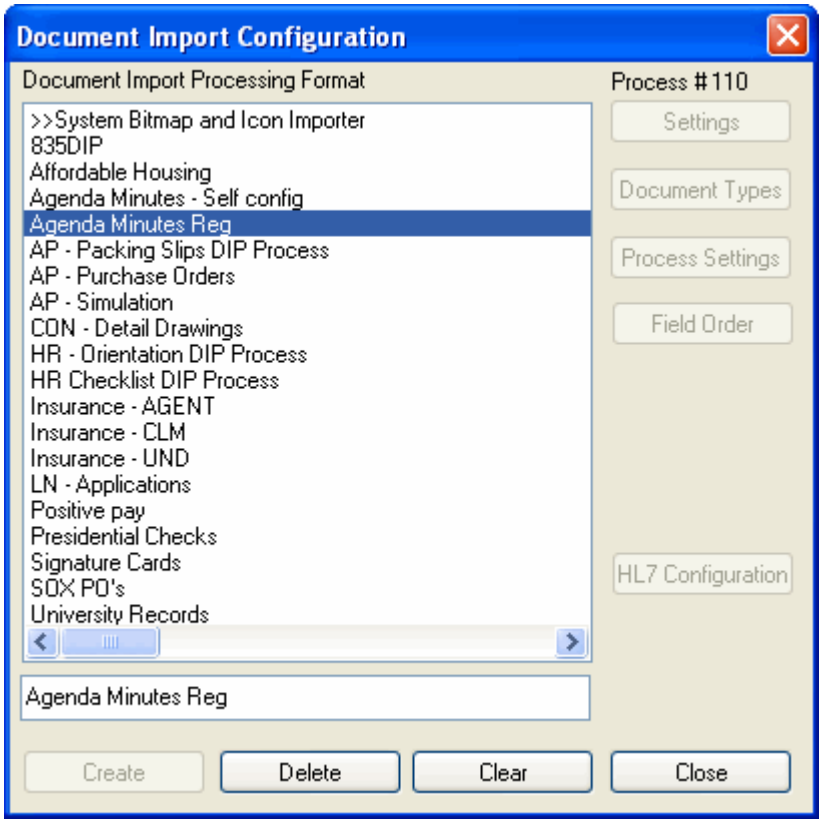
Each field value in the Import Index file is prefaced with a tag that is mapped to a Keyword Type. The DIP process identifies and associates field values with Keyword Types. Each record is separated by a character string.

- A tag is a character or series of characters that precedes values to be extracted. Tags have a maximum length of 20 characters.
- A record contains all of the Keyword Values that apply to a single document.

Field Order

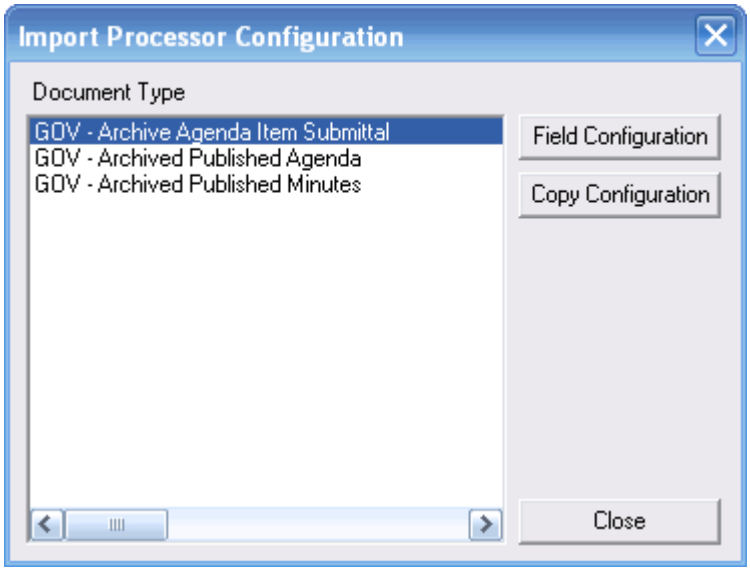
The field order configuration of the DIP format provides the ability for the system to identify the individual documents and associated Keyword Types in the Import Index file.

1. In the Configuration module, select **Import | Document Import Processor**. The **Document Import Configuration** dialog box is displayed.



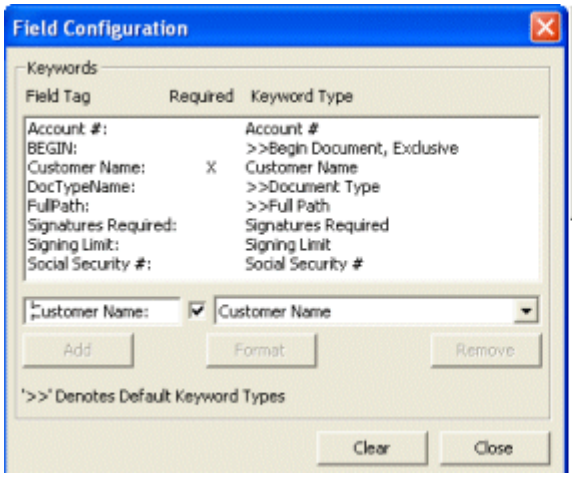
2. Select the appropriate processing format.

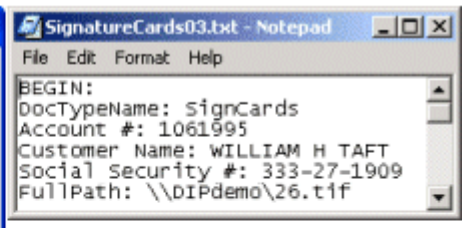
3. Click **Field Order**. The **Import Processor Configuration** dialog box displays a list of all the Document Types selected for the DIP process.



4. Select a **Document Type**.
5. Click **Field Configuration**. The **Field Configuration** dialog box is displayed.

Note: If the Import Index file contains more than one Document Type, the field order for each Document Type must be configured.





6. Examine the Import Index file to identify the tags used. Type the name of a tag in the field tag input field in the lower left side of the **Field Configuration** dialog box.

Note: The tags entered must exactly match those in the Import Index file (these values are case-sensitive). If there is a character that acts as a separator between tag and value, include it in the field tag input field; otherwise it will become part of the value. (e.g., if your tag is **CustomerName:** and the value is **Sarah Adams**, make sure the **:** is included when typing **CustomerName:**. Otherwise, the value will become **: Sarah Adams** instead of **Sarah Adams**.

7. From the drop-down select list in the lower right side of the dialog box, select the Keyword Type to map the tag to.

Note: It is not necessary to list the Keyword Tag more than once if multiple Keyword Values may be assigned for the same Keyword Type.

8. Click **Add** to move the tag to the **Keywords** list.
9. Add mandatory and optional Default Keyword Types.

   The following notes about explain some details about these Default Keyword Types:

   - Depending on your Import Index file, you must add either the Default Keyword Type **>>Full Path**, **>>File Path**, or a combination of **>>File Path** and **>>File Name**.

Note: When configuring a **Normal** DIP process that is not configured to use the **FTP Download** option, if you use the Default Keyword Type **>>File Name** without also using the **>>File Path** Default Keyword Type, the Document Import Processor will search for the file in the directory where the Import Index file is located.

When configuring a **Normal** DIP process that is configured to use the **FTP Download** option, if you use the Default Keyword Type **>>File Name** without also using the **>>File Path** Default Keyword Type, the Document Import Processor will search for the file in the default FTP directory.

   - An absolute path must be supplied for a **>>File Path** Default Keyword Type.
   - The **>>Full Path** and **>>File Path** Default Keyword Types are not available when configuring an In Place DIP process. The **>>File Name** Default Keyword Type may be used instead.
   - When using a DIP process to import E-Forms, only the **>>Document Type** Keyword Type is needed. The **>>Full Path**, **>>File Path**, and **>>File Name** Keyword Types are not required.

- If you have any of the following Default Keyword Types in the order sequence of the Field Order Configuration, you must put them in the sequence before the **>>FullPath** or **>>FileName** Default Keyword Types, otherwise the process will use the default values of those Default Keyword Types. (e.g., Offset =0, Disk Group Number = the Default Disk Group).
  >>Disk Group Number
  >>File Type
  >>File Path
  >>Number of Pages
  >>Offset
  >>Size
- If the File Type (file format) is not specified in the Import Index file, the DIP process will default to the file format configured for the Document Type.
- For text files, the Default Keyword Type **>>Number of Pages** is used to designate the number of pages that are in one text file. If more than one text file is imported as part of one document, only the first page will be viewable, even though multiple pages will show in the **Properties** dialog box.
- If the Import Index file contains more than one Document Type, both the Import Index file and Field Configuration must contain one of the following Default Keyword Types: **>>Document Type** or **>>Document Type Number**.
- If there are any field values in the Import Index file that you do not want to map to Keyword Types, add the Default Keyword Type **>>Dummy Key**.

Note: Each defined **>>Dummy Key** Default Keyword Type will increase the demand on your DIP process, which may result in decreased performance.

- To make a Keyword Type required, check the box next to the field tag box. When the tag is added, an **X** will appear in the **Required** column.

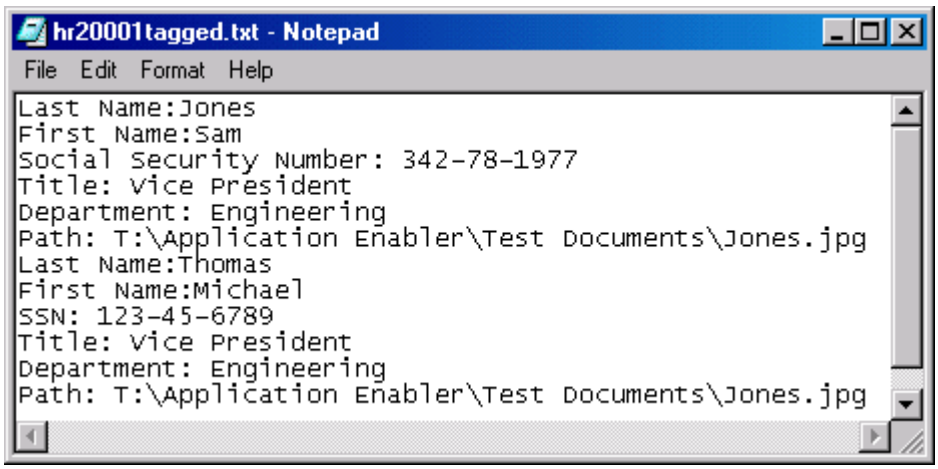
Note: See Default Keyword Types on page 185 for additional descriptions of all Default Keyword Types.

10. Every Import Index file must contain a tag that identifies the beginning of each document. Type the name of this tag in the field tag input field in the bottom left corner of the **Field Configuration** dialog box. Select from the drop-down list the Default Keyword Type to which you want to map the tag. Click **Add** to move the tag to the **Keywords** list.
    - **>>Begin Document, Exclusive:**
      Identifies a text string as one that designates the beginning of a document. This text string will be mapped to a System Keyword Type. The System Keyword Type is not a Keyword Type that stores Keyword Values by which the document can be searched. An example of a **>>Begin Document, Exclusive** tag is **BEGIN:** in the Import Index file illustration on page 62.

- **>>Begin Document, Inclusive:**
  Uses a tag that is also mapped to a Keyword Type as the item that designates the beginning of a document. This is useful if your Import Index file does not contain a text string whose purpose is to mark the beginning of a document.

a. If you selected **>>Begin Document, Inclusive** in step 10, and you also want that tag to map to a Keyword Type that is searchable in the system, make a total of two field tags for that item:
   - one as the item that designates the beginning of a document
   - one as the Keyword Type to which it will be mapped

   DIP does not allow duplicate field tags, so when you enter the two tags, you must vary the tag name. Because it must match the Import Index file exactly, it is recommended that you type a portion of the text string for one tag and the entire text string for the other tag. In the following example, the field tag **Last Name** marks the beginning of the document and **Last Name:** maps the tag to its Keyword Type.



Note: Begin Document, Inclusive tags are the only tags that can be configured to use part of the text string used by another tag. You cannot map a tag to a Keyword Type that is used by another Keyword Type.

11. If any of the Keyword Types to which you are mapping tags have a data type of Date or Currency, select the defined field tag and click **Format** to define the format. See Keyword Configuration on page 85 for details.
12. Repeat steps 6 – 11 for all additional Document Types in the DIP process.

Copying Field Configurations

Field configurations can be copied from one Document Type to another to speed the configuration process. The process will copy an entire field configuration, accounting for all configured Keyword Types. Keyword Types that are not present in the receiving Document Type, but are present in the source Document Type, will be accounted for with Dummy Keys.

To copy a field configuration from one Document Type to another:

1. In the **Import Processor Configuration** dialog box, select the Document Type from which to copy the field configuration.
2. Select the **Copy Configuration** button. The **Field Configuration Copy Selection** dialog box is displayed.

3. Select a Document Type to copy the field configuration to. If a Document Type has an existing configuration, a warning message is displayed.

Tip: Use the **Select All** button to copy the chosen field configuration to all Document Types.

4. Click **OK** to copy the field configuration to the selected Document Type.

Ordered DIP Field Order Configuration

Records and field values are presented in a specific order in the Import Index file. The DIP process must be configured to identify and process these field values based on the order of the records and field values in the file.

- A record contains a series of field values. The system associates each field value with a Keyword Type based on its order in the record.
- Each record is associated with a Document Type and must have a specific number of fields and a specific field order, according to its Document Type.

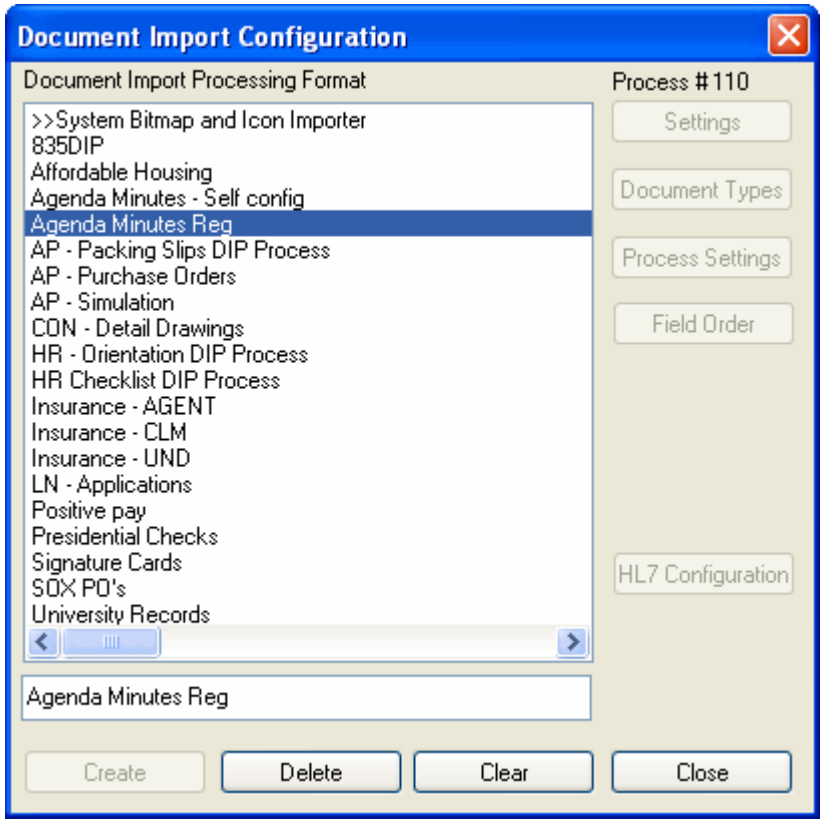
Note: When performing the following steps, keep in mind that you must add the Keyword Types in the order in which they appear in the Import Index file. Look at the steps and determine the order in which you must add them. If you need to change the order of Keyword Types already in the list, first delete existing Keyword Types from the list and re-add them in the proper order. To delete a Keyword Type from the list, select it and click **Remove**.

Note: There is a maximum limit of 255 fields in an ordered DIP Index file.

Field Order

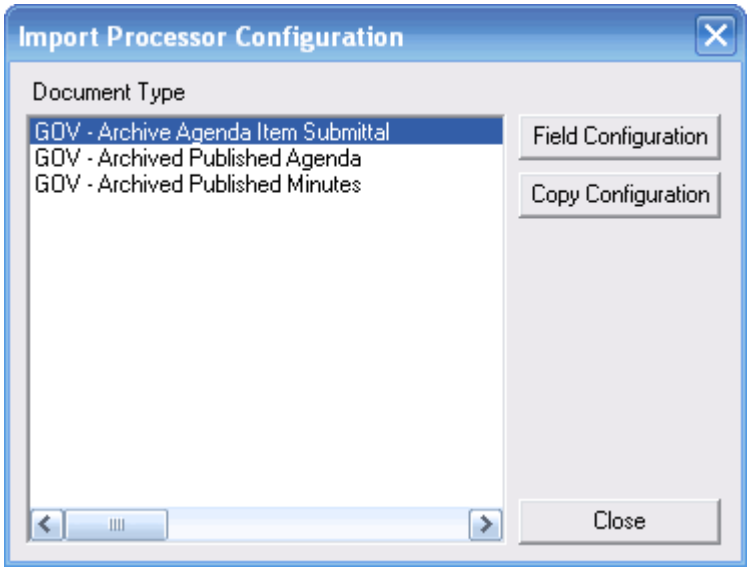
The field order configuration of the DIP format provides the ability for the system to identify the individual documents and associated Keyword Types in the Import Index file.

1. In the Configuration module, select **Import | Document Import Processor**. The **Document Import Configuration** dialog box is displayed.



2. Select the appropriate processing format.

3. Click **Field Order**. The **Import Processor Configuration** dialog box displays a list of all the Document Types selected for the DIP process.



4. Select a **Document Type**.
5. Click **Field Configuration**. The **Field Configuration** dialog box is displayed.

Note: If the Import Index file contains more than one Document Type, the field order for each Document Type must be configured.

6. The initial Keyword Type list for new configurations is empty. Select a Keyword Type from the **Keyword** drop-down list and click **Add** to move the value to the Keyword Type list.

   If a Keyword Type might be associated with multiple Keyword Values:

   - The Keyword Type must listed in the Field Configuration dialog box as many times as the maximum number of Keyword Values that may be associated with a document.

     For example, if a document may have **3**, **4**, or **5** values for the **Name** Keyword Type, then the **Name** Keyword Type must be listed 5 times in the **Field Configuration** dialog box.
   - The DIP import index file must contain placeholders for empty Keyword Values so that values are not assigned to the wrong Keyword Types.

     For example, if a document is associated with three Keyword Values for the **Name** Keyword Type (**John**, **Jim** and **Jane**) but the Keyword Type is listed 5 times in the **Field Configuration** dialog box, then the import index file must contain two empty placeholders (**John, Jim, Jane, , ,**) to prevent the next value in the import index file from being assigned to the Name Keyword Type.

Note: OnBase will not save these empty placeholders.

7. Repeat for all remaining Keyword Types for the Document Type.

8. If any of the Keyword Types to which are being mapped have a data type of Date or Currency, select the defined field tag and click **Format** to define the format. See Keyword Configuration on page 85 for details.
9. Add mandatory and optional Default Keyword Types.
   - Depending on your Import Index file, you must add either the Default Keyword Type **>>Full Path**, **>>File Path**, or a combination of **>>File Path** and **>>File Name**.

Note: When configuring a **Normal** DIP process that is not configured to use the **FTP Download** option, if you use the Default Keyword Type **>>File Name** without also using the **>>File Path** Default Keyword Type, the Document Import Processor will search for the file in the directory where the Import Index file is located.

When configuring a **Normal** DIP process that is configured to use the **FTP Download** option, if you use the Default Keyword Type **>>File Name** without also using the **>>File Path** Default Keyword Type, the Document Import Processor will search for the file in the default FTP directory.

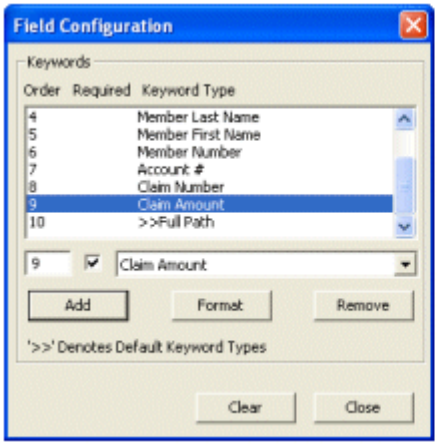
- An absolute path must be supplied for a **>>File Path** Default Keyword Type.
- The **>>Full Path** and **>>File Path** Default Keyword Types are not available when configuring an In Place DIP process. The **>>File Name** Default Keyword Type may be used instead.
- When using a DIP process to import E-Forms, only the **>>Document Type** or **>>Document Type Number** Keyword Type is needed. The **>>Full Path**, **>>File Path**, and **>>File Name** Keyword Types are not required.
- If your Import Index file contains more than one Document Type, both the Import Index file and your Field Configuration must contain the Default Keyword Type **>>Document Type** or **>>Document Type Number**.
- If you have any field values in the Import Index file that you do not want to map to Keyword Types, add the Default Keyword Type **>>Dummy Key**.

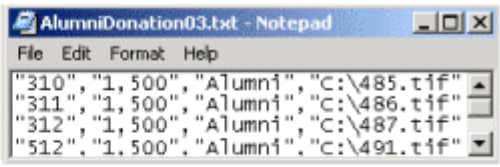
Note: This does not apply to blank file names within an ordered Import Index file. Blank file names should be mapped as the **>>FileName** Keyword Type.

- If you want to make a Keyword Value required, select the check box next to the field order number box. After the field is added to the configuration, an **X** will display in the **Required** column for that Keyword Type.
- See Default Keyword Types on page 185 for additional descriptions of all Default Keyword Types.
- If you have multiple **>>FullPath** or **>>FileName** locations, and you have any of the following **Default Keyword Types** in the order sequence of the Field Order Configuration, you must put them in the sequence before the **>>FullPath** or **>>FileName** Default Keyword Types**,** otherwise the process will use the default values of those Default Keyword Types. (E.g., Offset =0 and Disk Group Number = the Default Disk Group.)

>>Disk Group Number
>>File Type
>>File Path
>>Number of Pages
>>Offset
>>Size

- If the File Type (file format) is not specified in the Import Index file, the DIP process will default to the file format configured for the Document Type.
- For text files, the Default Keyword Type **>>Number of Pages** is used to designate the number of pages that are in one text file. If more than one text file is imported as part of one document, only the first page will be viewable, even though multiple pages will show in the **Properties** dialog box.





Copying Field Configurations

Field configurations can be copied from one Document Type to another to speed the configuration process. The process will copy an entire field configuration, accounting for all configured Keyword Types. Keyword Types that are not present in the receiving Document Type, but are present in the source Document Type, will be accounted for with Dummy Keys.

To copy a field configuration from one Document Type to another:

1. In the **Import Processor Configuration** dialog box, select the Document Type from which to copy the field configuration.
2. Select the **Copy Configuration** button. The **Field Configuration Copy Selection** dialog box is displayed.

3. Select a Document Type to copy the field configuration to. If a Document Type has an existing configuration, a warning message is displayed.

Tip: Use the **Select All** button to copy the chosen field configuration to all Document Types.

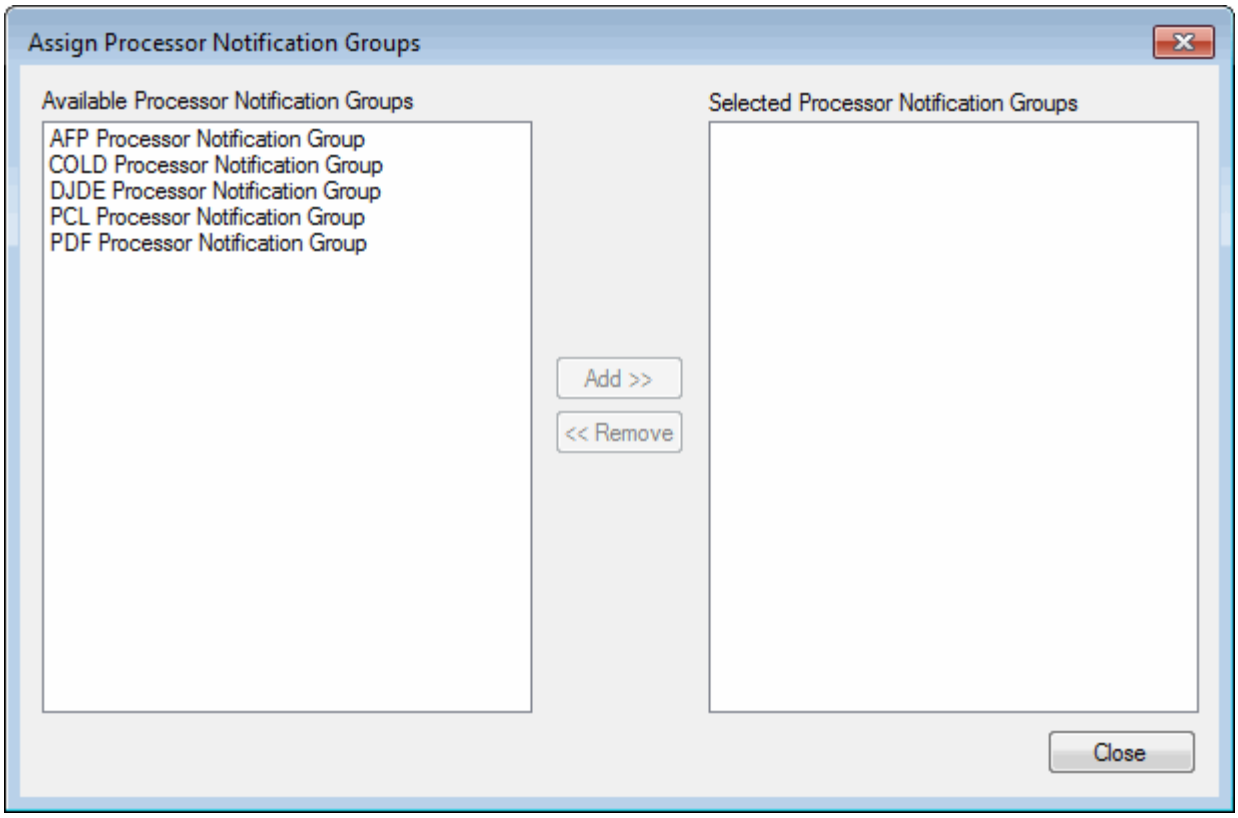
4. Click **OK** to copy the field configuration to the selected Document Type.

Assigning Processor Notifications Groups

You can assign an existing Processor Notification Group to a configured Process Format. When a Processor Notification Group is assigned to a Process Format, notifications will be sent out whenever any of the related Processor Notifications are triggered. For information on configuring Processor Notifications, see the Configuring Processor Notifications section of this documentation.

To assign a Processor Notification Group to a Process Format, follow these steps:

1. In the Configuration module, select **Import | Document Import Processor**. The **Document Import Configuration** dialog box is displayed.
2. Select the **Notifications** button. The **Assign Processor Notification Groups** dialog box is displayed.



3. Select one or more Processor Notification Groups from the **Available Processor Notification Groups** list, then click **Add>>**.

Note: You can remove Processor Notification Groups that have been assigned to a Process Format by selecting that group from the **Selected Processor Notification Groups** list and clicking **<<Remove**.

4. Click **Close**.

Self Configuring DIP

Self Configuring DIP is used to import files from an existing OnBase system (or from a third-party legacy system) into another OnBase system. A Self Configuring DIP uses a specialized Import Index file that the user generates directly from the files to be processed into the new system. It is not necessary to configure Document Fields when using a Self Configuring DIP. During Ordered and Tagged DIP processes, the import processor uses the Field Configuration to determine the values associated with each imported document (Keyword Values, Document Type, etc.). In a Self Configuring DIP process, the import processor does not need to determine any values associated with the documents. All necessary information that would be configured in Field Configuration for other types of DIP processes is contained directly in the Import Index file.

After you finish generating the Import Index file, continue to page 27, Create a DIP Format.

Archiving Method

Determine the current location of the files that will be imported by the Self Configuring DIP. The current location of the files will determine the **Archiving Method**, which is where the files will be stored after import. The three definitions for archiving method are below:

- **Normal**: Files to be processed can reside on a network location and are archived into a Disk Group in the current OnBase system. After commit, file information is stored to the Disk Group assigned to the process, or to the Disk Group assigned to the Document Type (depending on how the DIP process was configured). This is the default behavior.
- **In Place**: Files to be imported reside on platters of an existing OnBase or third-party system Disk Group. The files are not copied; rather, they remain in their current location and the importing system will redirect database pointers to access them. Only the index information and a reference to each file will be stored in the database. This import method requires the platter path to where the files currently exist as well as a disk group created as a foreign Disk Group. In Place import allows quick access to information residing in existing files, saving the time investment associated with Normal import.
- **Import**: This option is only active for Self Configuring DIP and is used to copy information in Disk Group volumes from one OnBase database to another; the files remain in their current location in the original database. This process imports the volumes needed to retrieve the files in the Import Index file. The Disk Group Number and Disk Group Name from the exporting system are used as references for the files. The process will import the platter path and volumes (provided in the Import Index file) into a newly created or existing Disk Group which has a Platter Type of Import. This archival method also requires that the OnBase.ID file of the exporting system be located in the platter path given to the importing system in the Import Index file.

Generate the Self Configuring DIP Import Index File

A Self Configuring DIP Import Index file is generated by an existing OnBase system or third-party legacy system. You can generate a Self Configuring DIP Import Index file from the following locations:

- An entire volume in Platter Management
- A Document Search Results list
- An envelope

Note: When a Self Configuring DIP Import Index file is created, the file's Document Date will be stored in the format MM/DD/YYYY, regardless of the current regional settings.

Tip: To select more than one volume or document at one time, click the first volume/ document and drag over the other volume(s)/document(s) without releasing the mouse click until all volumes/documents are selected.

Restrictions

1. You must have the **Document Properties** Privilege in order to have access to the **Export to DIP File** option. You must have a Document Import Processor license in order to use DIP for importing documents into the system.
2. The **Export to DIP File** option is disabled if the volume(s) you are trying to export is/are full-text index Disk Group(s).
3. Self Configuring DIP Import Index files are not supported for use with Encrypted Disk Groups. The file paths in the Import Index file point to encrypted files in the Disk Group, which cannot be read by other OnBase systems.

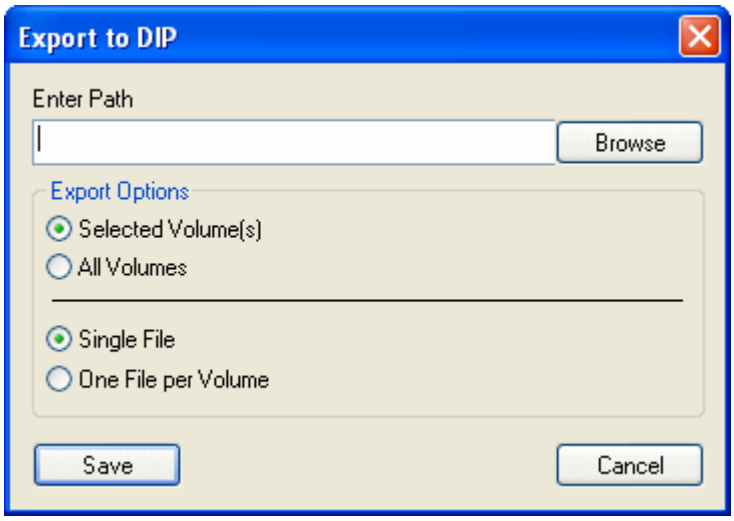
From an Entire Volume

A Self-Configured DIP process can be created to export an entire volume of an OnBase Disk Group.

Note: In order to prevent multiple copies of revisionable documents from being exported, a document is only exported via Self-Configured DIP from an entire volume if the first page of first revision of the document is stored on the volume. If the first page of the first revision of the document is stored on that volume, all pages, revisions and renditions of that document are included in the Import Index file, even if they reside on a different volume.

1. In the Client module, select **Admin | Platter Management**.
2. Select a platter.
3. Select the volume to import into another system and right-click.

4. Select **Export to DIP File**. The **Export to DIP** dialog box is displayed.



5. In the Export Options section, select the **Selected Volume(s)** radio button to create a DIP Import Index file for only the currently-selected volume. Select **All Volumes** to create a DIP Import Index file for all volumes of the selected Disk Group.
   Select the **Single File** radio button to create a single DIP Import Index file for all of the selected Disk Group volumes. Select **One File Per Volume** to create an individual Import Index file for each selected volume of the Disk Group.
6. Click **Save**.

Note: If this DIP process encounters an unindexed document, a warning message is displayed and you must decide to either skip the unindexed documents and continue the DIP process or cancel the DIP process altogether.

From a Document Search Results List:

Retrieval lists can include the **Document Search Results** list, a **Custom Query** list or a **Cross-References For:** list.

1. In the Client module, select the desired document(s) from a retrieval list and right-click.
2. Select **Export to DIP File**. Continue to Save the Import Index File on page 76.

Note: If this DIP process encounters an unindexed document, a warning message is displayed and you must decide to either skip the unindexed documents and continue the DIP process or cancel the DIP process altogether.

From an Envelope:

1. In the Client module, select the desired document(s) from an envelope and right-click. Alternatively, you may select the entire envelope and right-click.
2. Select **Export to DIP File**. Continue to Save the Import Index File on page 76.

Note: Because Self Configuring DIP processes do not support the **Append** functionality, make sure the Import Index file has all pages of the documents that are being imported.

Note: If this DIP process encounters an unindexed document, a warning message is displayed and you must decide to either skip the unindexed documents and continue the DIP process or cancel the DIP process altogether.

Save the Import Index File

In Place and Import Processes

For **In Place** and **Import** processes, the Import Index file does not have to be saved in a specific location. Save the file to a location accessible by the user who will perform the DIP process. Ensure the user who is performing the DIP process knows the following:

- The name of the foreign Disk Group
- The platter path location from the Import Index file

Before the Import Index file can be processed the user will be required to specify the above information.

Normal Processes

For **Normal** processes, save the Import Index file to the location of the files to be processed. This information is contained in the **Volume:** tag of the Import Index file, which follows the **END:** tag. The following example displays a **Volume:** tag from a Self Configuring DIP Import Index file.

```
END:
InstallID: 524
Volume: 102,2,408758,Data,\\DiskGroups\Accounting\Data\cpy1
Doc Count: 100
```

The **Volume:** tag contains the following information concerning the files to be processed, in this order.

1. The number of the Disk Group the files currently reside on. In the example, the Disk Group number is **102**.
2. The number of the volume the files currently reside in. In the example, the volume number is **2**.
3. The amount of platter space, in KB, consumed by the files. In the example, **408758** KB of space is consumed by the files.
4. The name of the Disk Group the files currently reside on. In the example, the name of the Disk Group is **Data**.

5. The platter path to the files, which is the physical location of the files. In the example, the platter path is **\\DiskGroups\Accounting\Data\cpy1**.

For this example, the Import Index file should be placed in the **cpy1** directory.

Note: The user processing the DIP will be prompted for the disk group and path.

For additional information on Self Configuring DIP Tags, see page 77. Otherwise, you are finished generating the Import Index file. Continue to page 27, Create a DIP Format.

Self Configuring DIP Tags

The following tags are the pre-defined list of tags for a Self Configuring DIP Import Index file. The Import Index file must only contain the following tags. The tags listed are mandatory for a Self Configuring DIP process, unless noted.

Note: These tags will be pre-configured in the Import Index file. Once generated, the Import Index file should not be altered in any way. These tags are provided as a reference.

Tag	Description
>>>>Self Configuring Tagged DIP<<<<	This tag indicates the start of the Import Index file. All Self Configuring Import Index files must begin with this tag, in this format. This tag indicates to the processor that the file is a Self Configuring DIP file. This tag is included once per Import Index file.
BEGIN:	This tag indicates the beginning of a document. This tag is included once for each document to be processed.
>>DocTypeName:	This tag indicates the OnBase Document Type name. This Document Type must already exist in the importing system. This tag is included once for each document to be processed.
>>DocDate:	This tag indicates the Document Date. The date must be in the format MM/DD/YYYY. This tag is included once for each document to be processed. **Note:** This is a required tag when using an archiving method of **Import**.
>>FileOffset:	This tag indicates the offset of the document within a larger file. This tag is included once for each document to be processed.

Tag	Description
>>DiskgroupNum:	This tag indicates the number of the Disk Group the document to be processed resides in. The **Import** archiving method, which imports information from entire disk group volumes, will use the number specified in this tag when importing. This tag will be ignored by DIP processes using **In Place** and **Normal** archiving methods. In the case of an **In Place** archiving method, the documents already exist on a Disk Group. With a **Normal** archiving method, the Disk Group is assigned to the process. This tag is included once per Import Index file.
>>VolumeNum:	This tag indicates the volume number for the document. This tag is included once per file name.
>>NumOfPages:	This tag indicates the total number of pages in the file. **Note:** For text files, **>>NumOfPages:** is used to designate the number of pages that are in one text file. Importing multiple text files as a larger, single document is not supported.
>>FileSize:	This tag indicates the size of the file in bytes. This tag is included once per file name.
>>DocRevNum:	This tag indicates the document revision number. This tag is included once per file name.
>>PhysicalPageNum:	This tag indicates the physical page number of the document. This tag is included once per file name.
>>ItemPageNum:	This tag indicates the page number of the document. This value begins at 0 and increments by 1 for each additional page. Only image files will have additional pages. This tag is included once per file name.
>>FileTypeNum:	This tag indicates the file format number for the document. This tag is included once per file name.
>>ImageType:	This tag indicates the image rotation of the file. Imported documents will have the same rotated value as the exported document. Specify an image rotation of **0**,**16**,**32**, or **48**. **0** corresponds to 0 degrees. **16** corresponds to 90 degrees. **32** corresponds to 180 degrees. **48** corresponds to 270 degrees. This tag is included once per file name.
>>Compress:	This tag indicates the compress mode of text files as specified in the onbase32.ini file.
>>Xdpi:	This tag indicates the horizontal dots per inch for image files.
>>Ydpi:	This tag indicates the vertical dots per inch for image files.

Tag	Description
>>FileName:	This tag indicates the file name and path. This file name and path combined cannot have more than 26 characters. **Note:** This is a required tag when using an archive method of **Import** or **In Place**.
END:	This tag indicates the end of the Import Index file and the beginning of the footer. This tag displays once per input file.
InstallID	This tag indicates the installation ID of the exporting system.
Volume	This tag indicates the following information: • Disk Group number • Volume number • Amount of platter space used • Disk Group name • Platter Path location
DocCount	This tag indicates the number of documents listed within the Import Index file.
>>DocumentHandle:	The Document Handle of the document is assigned as a System Keyword Type in the importing system. This will be used for retrieval purposes. The Keyword Type must be assigned to the Document Type in the importing system.

Keyword Types and values assigned to the document are listed as tags without the system tag identifier of **>>**. The Keyword Type must display in the Import Index file as it is configured in the importing system.

Note: All tags not listed above are assumed by the system to be Keyword Type names. The Keyword Type must exist in the destination system and be spelled exactly the same as the tag. Date Keyword Values must be in ***mm/dd/yyyy*** format. Currency Keyword Values must be in ***$99999999999.99*** format.

Renditions and DIP

You can elect to have a file that was imported into the system using DIP become a rendition of a document that already exists in the system. This section describes the following items:

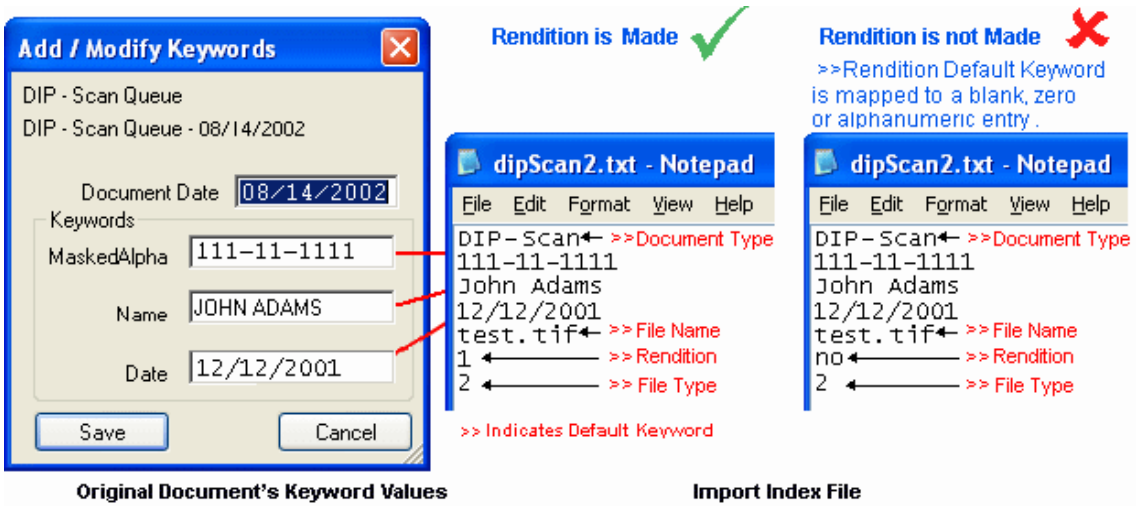
- Rendition Criteria
- When Rendition Criteria Are Not Met
- Multiple Matching Files and Rendition Rules

Rendition Criteria

The following criteria must be met in order to make an imported document a rendition of an existing document:

- You must have the Default Keyword Type **>>Rendition** or **>>Rendition/New Document** selected in the **Field Order** for the DIP format. The value that the **>>Rendition** or **>>Rendition/New Document** Default Keyword Type is mapped to in the DIP Import Index file will determine if the document will become a rendition. The value in the Import Index file must be a **numeric non-zero integer**. A document entry with a blank, alphanumeric, or zero value will not become a rendition.
- In order for a rendition to be created, all Keyword Values on the imported document must match all Keyword Values on the original document.
- Additionally, the **>>File Type** Default Keyword Value must be included in the Field Order and in the DIP Import Index file in order for each different file format to be imported properly.
- The Document Type being processed in must be configured for multiple renditions.
- When using renditions with Self-Configuring DIP, the following must also be true:
  - The Import Index File and the files to be processed must be in the same directory. The Import Index File must reflect this.

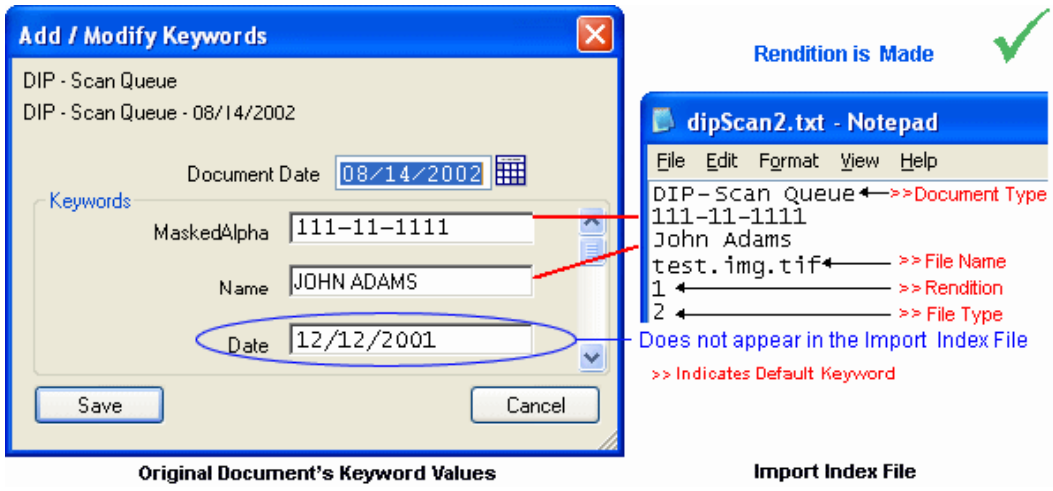
If all of the above criteria are met, and a single matching document is found in the system, the imported document will become a rendition of the existing document.

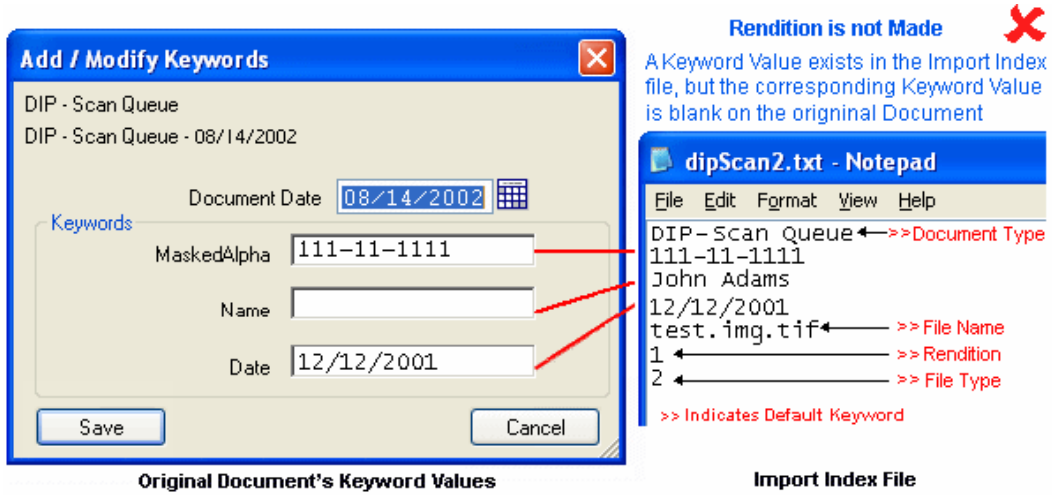


When Rendition Criteria Are Not Met

The following situations may come up when running a DIP and using the **>>Rendition** or **>>Rendition/New Document** Default Keyword Type to create renditions of existing documents:

- If the Import Index file is set up to make the imported document a rendition, and no original document is found that meets the rendition criteria, a new document will be created.
  If the **>>Rendition** Default Keyword Type is used, an error is displayed in the Verification Report and the Import Index file is moved to the **ERROR_FILES** folder. If the **>>Rendition/New Document** Default Keyword Type is used, no error is displayed in the Verification Report and the Import Index file is NOT moved to the **ERROR_FILES** folder.
- If the Import Index file has a missing Keyword Value for a document to be imported, and the Keyword Value is present in the original document, a rendition will still be created.
- If the document to be imported has matching Keyword Values for all Keyword Values present in the original document, and also has additional Keyword Values (the corresponding Keyword Value in the original document is blank), then a rendition will not be created.





Multiple Matching Files and Rendition Rules

If more than one document is found that meets the rendition criteria, then the imported document will become a new document in the system (not a rendition of either matching document) and an error entry listing this document will be included in the verification report.

Caution: A document can only have one rendition with a particular file format. If a second rendition of the same file format is attempted, the second rendition will overwrite the first.

Note: If you are adding multiple revisions/renditions in one complete DIP process, then you must adhere to the revision rule of ordering the revisions from oldest to newest in the DIP file. This will build the proper revision/rendition order of documents that you want in the system. If the records are not properly ordered, then the document will not be constructed as desired.

Troubleshooting Renditions

See >>Rendition & >>Rendition/New Document Keyword Troubleshooting on page 119 for additional troubleshooting options.

Adding Notes to Documents During A DIP Process

Notes can be automatically added to documents during a DIP process.

Information about the note (i.e., the Note Type, the location of the note on the document, and the content of the note) is obtained along with information about the document being imported from the Import Index file, so the Field Order of the DIP process must be configured to identify this information.

The following Default Keyword Types are used to add notes to documents during a DIP process.

Default Keyword Type	Description
>>NoteDate	**Note:** If the **>>NoteDate** and the **>>NoteDateTime** Default Keyword Types are used in the same Field Configuration, the value of the Keyword Type that appears last in the Import Index file will be saved as the Note Date. If **>>NoteDate** is located after **>>NoteDateTime** in the Import Index file, the **>>NoteDate** value will overwrite the **>>NoteDateTime** value for the Note Date, but the Note Time value will be retained from the **>>NoteDateTime** Default Keyword Type. The date that the note was created (i.e., the Note Date). By default, this value is set to the date the DIP process was performed if this Default Keyword Type is not assigned to the Field Configuration of the Document Type. **Note:** Note Date and Note Time information is automatically included in the note's header. If this Default Keyword Type is used, the Note Time in the header is automatically set to **0:00:00 AM**. It is considered a best practice to use the **>>NoteDateTime** Default Keyword Value instead of the **>>NoteDate Default** Keyword Value if possible.
>>NoteDate Time	**Note:** If the **>>NoteDate** and the **>>NoteDateTime** Default Keyword Types are used in the same Field Configuration, the value of the Keyword Type that appears last in the Import Index file will be saved as the Note Date. If **>>NoteDate** is located after **>>NoteDateTime** in the Import Index file, the **>>NoteDate** value will overwrite the **>>NoteDateTime** value for the Note Date, but the Note Time value will be retained from the **>>NoteDateTime** Default Keyword Type. The date and time that the note was created. Values for the **>>NoteDateTime** Default Keyword Type must be in the **MM/DD/YYY HH:MM:SS** format in the Import Index file. Note Time values must be entered using a 24-hour clock (i.e., **13:00:00** for **1:00:00 PM**). By default, this value is set to the date the DIP process was performed if this Default Keyword Type is not assigned to the Field Configuration of the Document Type.
>>NoteUser	The user number of the user who created the note. **Note:** If a **>>NoteUser** in the index file does not exist in your OnBase system, an error will occur during the DIP process.

Default Keyword Type	Description
>>NoteUserName	The username of the user who created the note. **Note:** If a **>>NoteUserName** in the index file does not exist in your OnBase system, an error will occur during the DIP process.
>>NotePageNumber	The page number of the document to which the note is to be added. By default, this value is set to the first page of the document if this Default Keyword Type is not assigned to the Field Configuration of the Document Type.
>>NoteText	The body text of the note. To add carriage return, enter the string **\n** in the location of the return in the text. If this Default Keyword Type is not assigned to the Field Configuration of the Document Type or if this Default Keyword Type is left blank in the Import Index file, the default text configured for the note is displayed. If no default text is configured for the Note Type, the note is left blank.
>>NoteXCoordinate	The horizontal location of the note on the page, measured in 1/100 of an inch. For text documents, this is the column in which the note is displayed. **Note:** This value is ignored if it contains an invalid value for the document. It is also ignored for OLE documents because notes must be opened from the Status Bar of the viewer in which the OLE document is displayed.
>>NoteYCoordinate	The vertical location of the note on the page, measured in 1/100 of an inch. For text documents, this is the row in which the note is displayed. **Note:** This value is ignored if it contains an invalid value for the document. It is also ignored for OLE documents because notes must be opened from the Status Bar of the viewer in which the OLE document is displayed.
>>NoteTypeNumber	The **Note Type #** of the Note Type that is to be created. **Note:** The **>>NoteTypeNumber** or **>>NoteTypeName** Default Keyword Type must be placed after all other note-defining Default Keyword Types in the Import Index file. Any note-defining Default Keyword Types placed after this value are ignored by the processor, and the default values for these settings will be used.
>>NoteTypeName	The name of the Note Type that is to be created. **Note:** The **>>NoteTypeName** or **>>NoteTypeNumber** Default Keyword Type must be placed after all other note-defining Default Keyword Types in the Import Index file. Any note-defining Default Keyword Types placed after this value are ignored by the processor, and the default values for these settings will be used.

These Default Keyword Types are assigned to a Tagged or Ordered DIP Field Order configuration like other Keyword Types or Default Keyword Types.

For more information on Field Order Configuration, see Tagged DIP Field Order Configuration on page 59 or Ordered DIP Field Order Configuration on page 66.

Note: While an Ordered DIP process can be used to add notes to documents during the import process, an Ordered DIP process would require the same number of notes to be applied to each document assigned to a Document Type. Because this might not always be desired or possible, it is considered a best practice to use a Tagged DIP Process when adding notes to documents during a DIP process.

Keyword Configuration

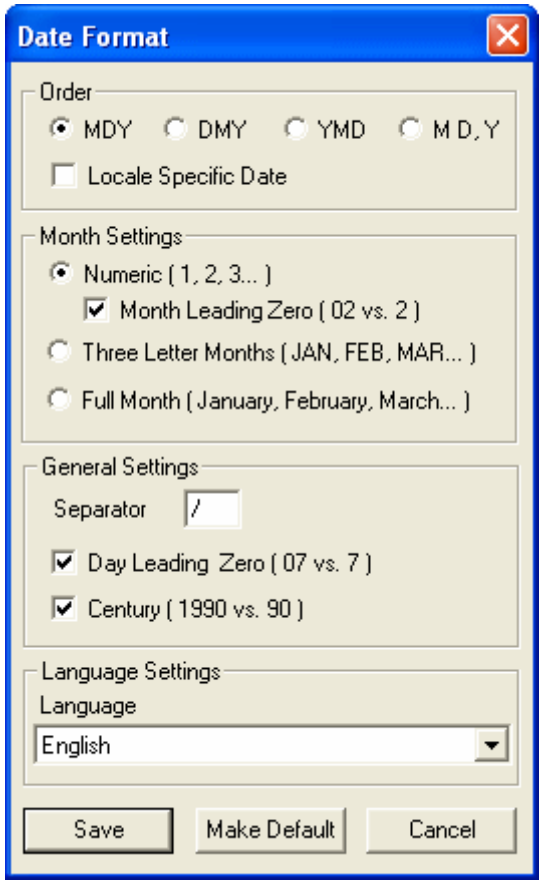
When your Import Index file contains Keyword Types that have a data type of Date or Currency, you must specify the format of the date or currency. For date formatting options, continue to Date Formatting Options, for currency formatting options, continue to Currency Formatting Options on page 88.

Date Formatting

Date formats are used to specify the format of data in the data file that is used to populate the Date Keyword Types associated with documents. In order for the Date Keyword Types to populate correctly, you must specify the format of the date as it appears in the data file.

Date Formatting Options

1. Select the Date Keyword Type and click **Format**.
   The **Date Format** dialog box is displayed:



2. Specify the following options in the **Date Format** dialog box:

Option	Description
Order	Select a radio button to specify the order that the month, day, and year are presented in the date value. **M** represents Month, **D** represents Day, and **Y** represents Year. If your index file contains date values that cannot be described by the options listed above, select the **Locale Specific Date** check box to use your operating system's locale. **Note:** For the **Locale Specific Date** option to operate correctly, the Language selected in the Language Settings section below must match the language selected in the workstation's Regional Settings. **Note:** When using the **Locale Specific Date** option with the Arabic Hijri calendar, you cannot use dates prior to the Gregorian date of 01/01/1902.

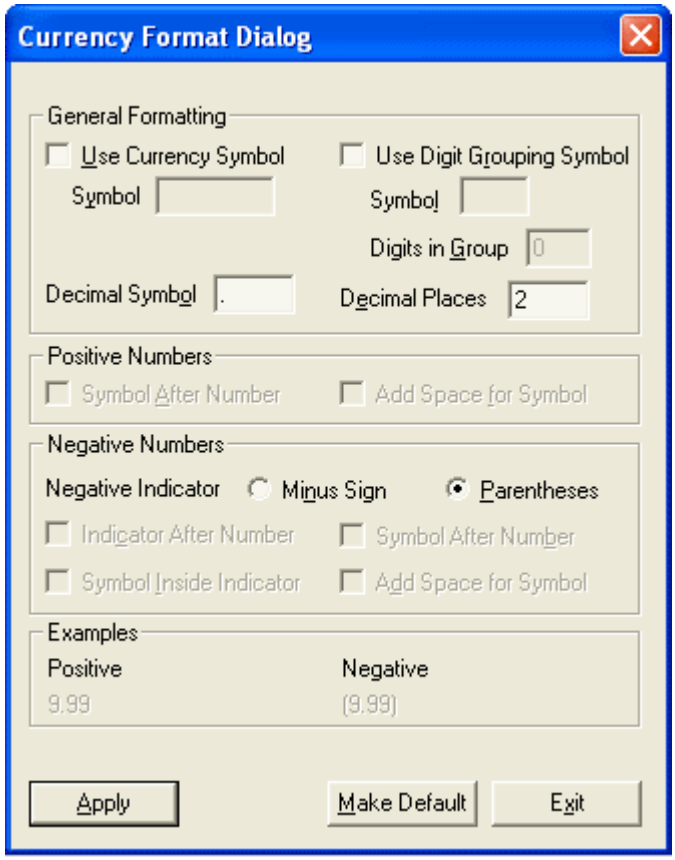
Option	Description
Month Settings	• **Numeric**—Select this radio button if the month is represented by a number (e.g., January = 1). Select the **Month Leading Zero** check box if the month value is always represented by two digits (e.g., January = 01). • **Three Letter Months**—Select this radio button if the month is represented as an uppercase, three-letter abbreviation (e.g., JAN, FEB, MAR). • **Full Month**—Select this radio button if the month is spelled out in its entirety (e.g., January, February, March).
General Settings	• **Separator**—The value used to separate Month, Day and Year values. A forward slash (/) is commonly used as a date separator. A space ( ) is also a valid separator value. • **Day Leading Zero**—Select this option if days are represented by two digits. 1 through 9 are preceded by zeros (e.g., 01 = first day of the month). • **Century**—Select this check box if the year value indicates the century. Dates that indicate a century are represented by four digits rather than two (e.g., 1990 vs. 90).
Language Settings	Use the **Language** drop-down list to select the language in which the date is written so that the processor can translate the value into a value it is able to recognize. **Note:** For some Japanese dates, a preprocessor must be used to translate the dates into OnBase-supported characters. **Note:** If you are using the **Local Specific Date** option in Order section, the language selected must match the language selected in the workstation's Regional Settings.

3. Click **Save**.

Currency Formatting Options

When your DIP Import Index file contains a currency Keyword Value, you must specify the format of that value. To format a DIP format's currency Keyword Value:

1. From the **DIP Field Configuration** dialog box, select the currency Keyword Type.
2. Click **Format**. The **Currency Format** dialog box is displayed. The **Examples** section will display how the Currency will look with the selected options.



3. In the **General Formatting** section, select one or more of the following options:
   - **Use Currency Symbol**—Select this option if the value uses a currency symbol, such as a $. Type the symbol used in the **Symbol** field.
   - **Use Digit Grouping Symbol**—Select this option if the value uses a digit-grouping symbol. A comma (,) is commonly used as a digit-grouping symbol (e.g., 1,000,000).
   - **Digits in Group**—Identifies the number of symbols that are separated by a digit-grouping symbol. This number is commonly 3 (e.g., 1,000,000).
   - **Decimal Symbol**—Identifies the symbol used to identify decimal value spacing. This symbol is commonly a period (**.**) (e.g., **1,000,000.99**).
   - **Decimal Places**—Identifies the number of digits that follow a decimal symbol. This number is commonly **2**.

4. In the **Positive Numbers** section, select from the following options:
   - **Symbol After Number**—Select this option for positive numbers in which the currency symbol (that was specified in the **Symbol** field) appears after the number (e.g., **1,000.00$**).
   - **Add Space for Symbol**—Select this option if there is a space in the text between the number and the currency symbol (e.g., **$ 1,000,000**).
5. In the **Negative Numbers** section, select from the following options
   - **Negative Indicators**—Select the character that identifies the value as a negative number. This can be either a minus sign (-) or parentheses ( ).
   - **Indicator After Number**—Select this option if the negative indicator symbol appears after the value. Applies to minus sign (-) only.
   - **Symbol After Number**—Select this option if the currency symbol appears after the negative number.
   - **Symbol Inside Indicator**—Select this option if the currency symbol appears after the value and before the indicator (e.g., 1,000,000 $-). Applies to minus sign (-) only.
   - **Add Space for Symbol**—Select this option if a space character appears after the currency symbol (e.g., **$ 1,000,000**).
6. Click **Save**.

Multi-Instance Keyword Type Groups and DIP

In order for the DIP processor to correctly interpret data, it is important that you analyze how Multi-Instance Keyword Type Groups may be used on documents imported via DIP processing.

The Number of Instances of the Multi-Instance Keyword Type Group

You must account for the maximum number of instances of Keyword Types that could be in Multi-Instance Keyword Type Groups assigned to the Document Type.

The DIP processor is dependent upon the order of Keyword Types. In order to process Multi-Instance Keyword Groups correctly, the processor must be able to "read" them in the correct order. In this way, the Keyword Types will match up correctly, as expected in a Multi-Instance Keyword Group.

For more information on Multi-Instance Keyword Type Groups, see the Configuration help files.

Note: Multi-Instance Keyword Type Group functionality is not supported for DIP Configuration Import/Export.

The Presence & Order of Keyword Values in the Document

If Multi-Instance Keyword Type Groups are associated with the documents being DIP processed, you must ensure that a value is present for each Keyword Type that is associated with the Multi-Instance Keyword Type Group. If a Keyword Value is missing (i.e. one of the Keyword Values is NULL), then Keyword Values may be assigned to the wrong instance of the Multi-Instance Keyword Type Group.

For example:

The **FIN-Account Summary** Document Type is associated with the following Multi-Instance Keyword Type Group: **Name**, **Address**, **City**, **State**. One instance of this group is added to the document for each named account holder.

One processed document contains 3 instances of this Multi-Instance Keyword Type group with the following values:

1. **Name**=John Adams **Address**=123 Smith Road **City**=New York **State**=NY
2. **Name**=George Washington **Address**=456 Williams Trail **City**=San Francisco **State**=CA
3. **Name**=Thomas Jefferson **Address**=789 Brown Street **City**=Fairfax. **State**=VA

If the first **State** value (**State**=NY) is missing, then the processor will search for the next **State** value to associate with the first instance of the Multi-Instance Keyword Type Group. Therefore, the Keyword Values will be incorrectly assigned in the following way:

1. **Name**=John Adams **Address**=123 Smith Road **City**=New York **State**=CA
2. **Name**=George Washington **Address**=456 Williams Trail **City**=San Francisco **State**=VA
3. **Name**=Thomas Jefferson **Address**=789 Brown Street **City**=Fairfax **State**=

To ensure that Keyword Values are properly placed in the Multi-Instance Keyword Type Group, confirm that all Keyword Values are present in the document.

Changing or Editing a DIP Format

Edit a Format

1. In the Configuration module, select **Import | Document Import Processor**. The **Document Import Configuration** dialog box is displayed.
2. Select a format from the list.
3. Click one of the following configuration options:
   - Settings
   - Document Types
   - Process Settings
   - Field Order

   Change the configuration for the selected options. See Create a DIP Format on page 27 for additional information on the configuration options.
4. Click **Save & Close**.
5. Repeat for all configuration options necessary.

Delete a Format

1. In the Configuration module, select **Import | Document Import Processor**. The **Document Import Configuration** dialog box is displayed.
2. Select a format from the list.
3. Click **Delete**.

Rename a Format

1. In the Configuration module, select **Import | Document Import Processor**. The **Document Import Configuration** dialog box is displayed.
2. Select a format from the list and double-click.
3. Type the new process name in the available field.
4. Click **Save & Close**.

Index Extraction Format

Index Extraction provides the ability to configure a DIP process to extract Keyword Value data to a text file. In order to do this, the extraction format must be assigned to the DIP process.

Note: If there are multiple Keyword Values for one Keyword Type, only the first value listed will be extracted.

Note: See the System Administration manual for more information on creating Index Extraction formats.

Index Extraction Format—specify the Extraction Format to be used to extract Keyword Values from the imported files. After processing you can elect to extract index information to a text file by right-clicking a processed batch and selecting Extract Index Information. This index information can be imported into third-party programs or used as data for an AutoFill Keyword Set for related documents.

In order to extract index information, your system must use a properly configured Index Extraction Format.

1. In the Configuration module, select **Import | Document Import Processor**.
2. Click **Settings**.
3. Select an extraction process from the Index Extraction Format drop-down select list.
4. Click **Save & Close**.
5. Once the format has been assigned, a Client module user can select one or more batch(es) and then right-click to select **Extract Index Information**.

Working with Reports

Adding Comments to a Verification Report

Information about each document imported as part of a DIP process can be added as a comment in the Verification Report. The comment text is displayed only in the Verification Report; it is not stored with the document in OnBase.

Tip: It is recommended that, when using preprocessors to prepare documents for DIP processing, comments indicating the type of preprocessor used and/or how the preprocessor affected the documents being imported into OnBase be added to the Verification Report for tracking purposes.

The comment text is obtained along with information about the document being imported from the Import Index file, so the Field Order of the DIP process must be configured to identify this information.

The **>>VerificationReportComment** Default Document Type is used to identify the comment text in the Import Index file. This default Keyword Type is assigned to a Tagged or Ordered DIP Field Order configuration like other Keyword Types or Default Keyword Types.

For more information on Field Order Configuration, see Tagged DIP Field Order Configuration on page 59 or Ordered DIP Field Order Configuration on page 66.

Accumulate Processing Information

If there are multiple processes running on a daily basis, it may be beneficial to have the processes configured to accumulate processing information. It combines the verification reports and presents them in a single location. This provides the ability to view a single report to check all batches for the day.

You must assign processes to the Accumulate Processing Information option.

1. From the Configuration module select **Import | Document Import Processor**.
2. Select a Document Import Processing format.
3. Click **Settings**.
4. Select **Accumulate Processing Information**.
5. To view the Daily Report, from the Client module select **Processing | View Daily Report**.

   This report details all Document Types that were searched for as well as the total number of documents found to date. Each batch also gets an entry detailing the file(s) processed and the number of documents in each. If an error occurred, it appears in the batch's section. The report is marked as preliminary until report is purged. Then, it is saved as a final verification report.

Configuration Reports

Run Configuration Reports After Configuring New Disk Groups, Document Type Groups, Document Types or Keywords

Configuration reports detail the exact setup of items in the system. With this information, troubleshooting and communication with technical support representatives are greatly improved. Additionally, configuration reports are stored in OnBase, providing a historical record of the system structure.

1. To run configuration reports, select **Report** in the Configuration module and select the appropriate report.
2. Click any of the menu options to run the Configuration report for that item. The **Run All Reports** will run all of the reports.
3. Retrieve reports from the Client module in the **SYS Configuration Reports** Document Type.

Whenever new items are created or a process is changed, a Configuration Report should be run.

Global Client Settings

The Global Client Settings affect general aspects of the Client operation. To access these settings, select **Users | Global Client Settings**. Select **Processing | User-specified range for committed batch query display** to allow the user to limit the number of batches that are displayed in the committed queue. This reduces the time spent waiting for batches to display and is particularly helpful when a large number of batches have been committed.

Configuring Processor Notifications

Processor Notifications can be configured to report the status of an import process to a configured user. Processor Notifications can be configured to send messages when a processing event occurs (e.g., when the processor is executed, or when a batch is successfully committed). This can provide a convenient way to quickly discover the status of an import process, without needing to open and view a Verification Report.

Configuring Processor Notifications consists of the following components:

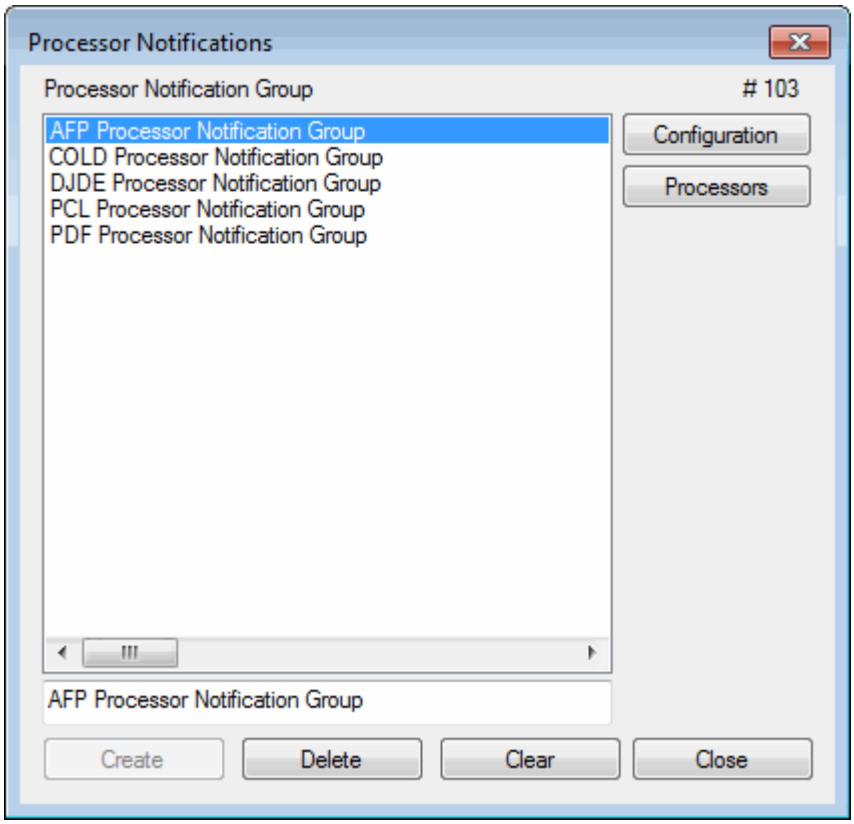
- Configuring a Processor Notification Group - see page 93 for more information.
- Configuring a Processor Notification - see page 96 for more information.
- Configuring the Distribution Service - see page 102 for more information.

Configuring a Processor Notification Group

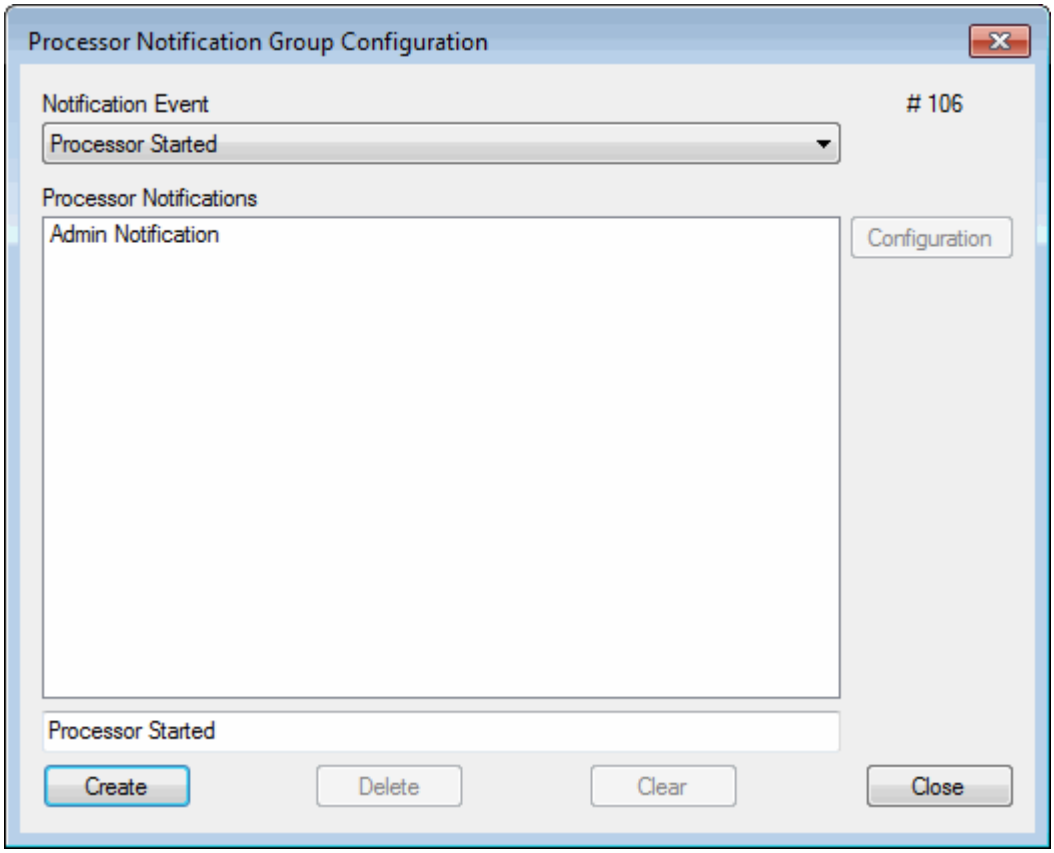
Processor Notification Groups are used to store Processor Notifications. Processor Notification Groups can then be assigned to existing process formats so that notifications are sent for that process when certain processing events occur.

To create a Processor Notification Group, follow these steps:

1. In the Configuration module, select **Import | Processor Notifications**. The **Processor Notifications** dialog is displayed.



2. Type the name of a new Processor Notification Group and click **Create**. Your new Processor Notification Group is created, and the **Processor Notification Group Configuration** dialog is displayed.

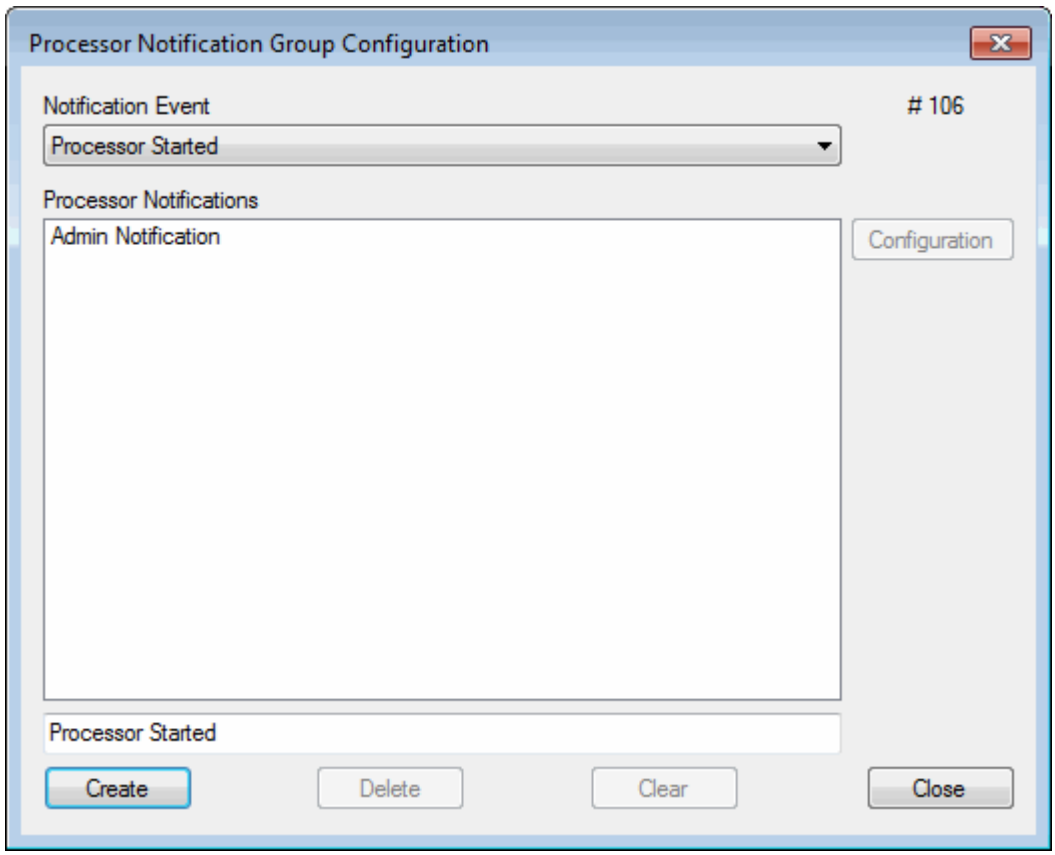


Continue on to Configuring a Processor Notification on page 96 for information on creating Processor Notifications.

Configuring a Processor Notification

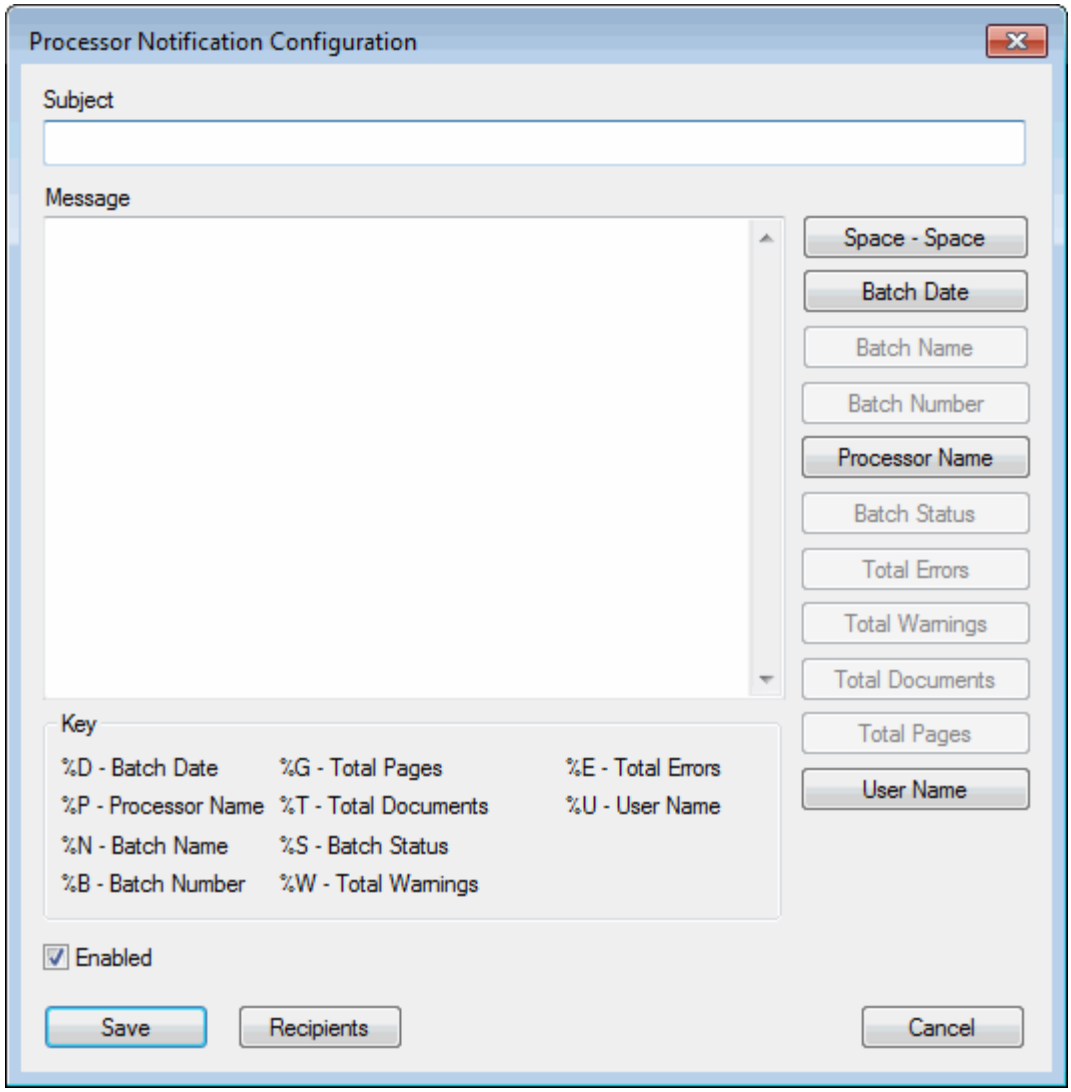
Once you've created a Processor Notification Group, you can configure Processor Notifications for that Processor Notification Group. Processor Notifications can be configured to send messages when a processing event occurs (e.g., when the processor is executed, or when a batch is successfully committed).

1. Select an existing Processor Notification Group and click **Configuration**. The **Processor Notification Group Configuration** dialog is displayed.



2. Select a Notification Event from the **Notification Event** drop-down select list. The following options are available:
   - **Processor Started** - notifications of this type will be sent when an associated process begins.
   - **Batch Success** - notifications of this type will be sent when an associated process successfully finishes processing a batch.
   - **Batch Fail** - notifications of this type will be sent when an associated process fails to finish processing a batch.
   - **Processor Completed** - notifications of this type will be sent when an associated process successfully finishes processing multiple batches configured to run as a single process.
   - **Batch Committed** - notifications of this type will be sent when an associated process commits a batch of documents.

3. Type a name for your new Processor Notification in the text field at the bottom of the window, then click **Create**.
4. Select your new Processor Notification and click the **Configuration** button. The **Processor Notification Configuration** window is displayed.



5. Enter text in the **Subject** and **Message** fields.either click inside the field and type the symbol, or click the symbol's button from the right side of the dialog box.

Note: In the **Message** field, you can use HTML tags to format your email notifications (e.g., format the font, embed images and logos). An <html> tag should designate the point you'd like the HTML formatting to begin. For example:

```
<html>
<body>
<font size="6" face="arial" color="red">Greetings, </font>
<b>Sincerely,</b>
<img src="logo.gif/>
</body>
</html>
```

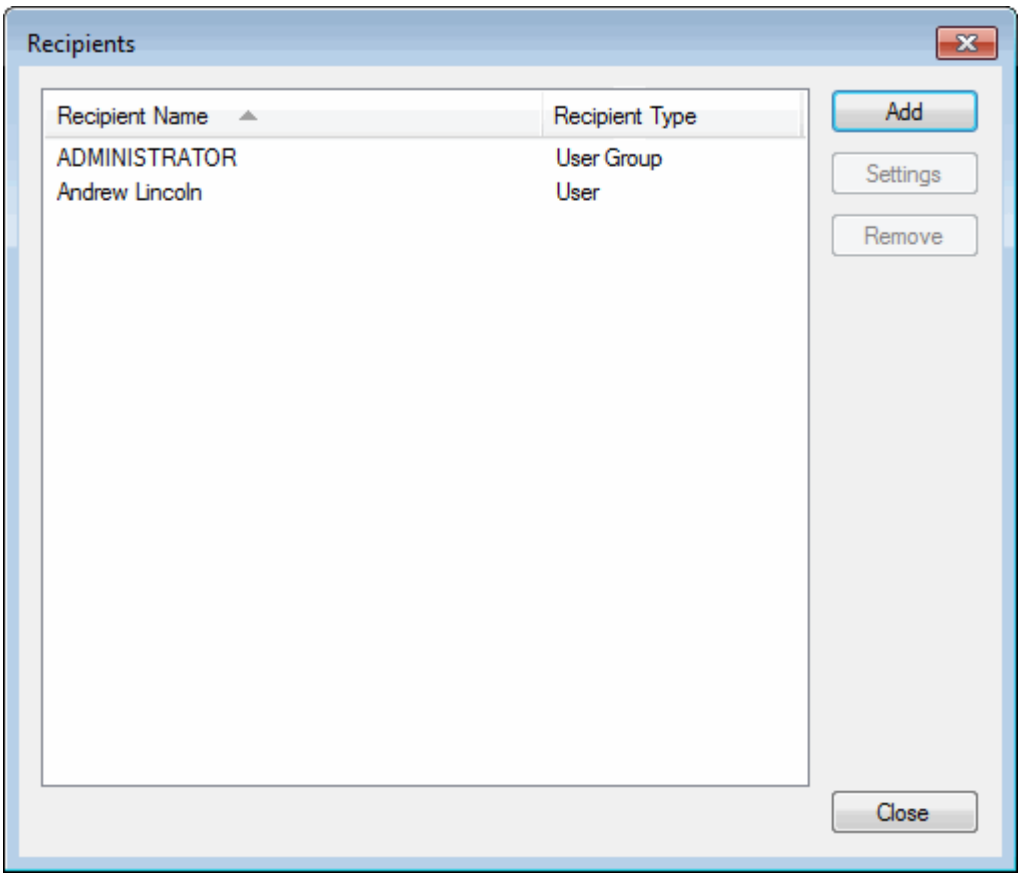
The client's default email format must be HTML.

The following symbols can be used:

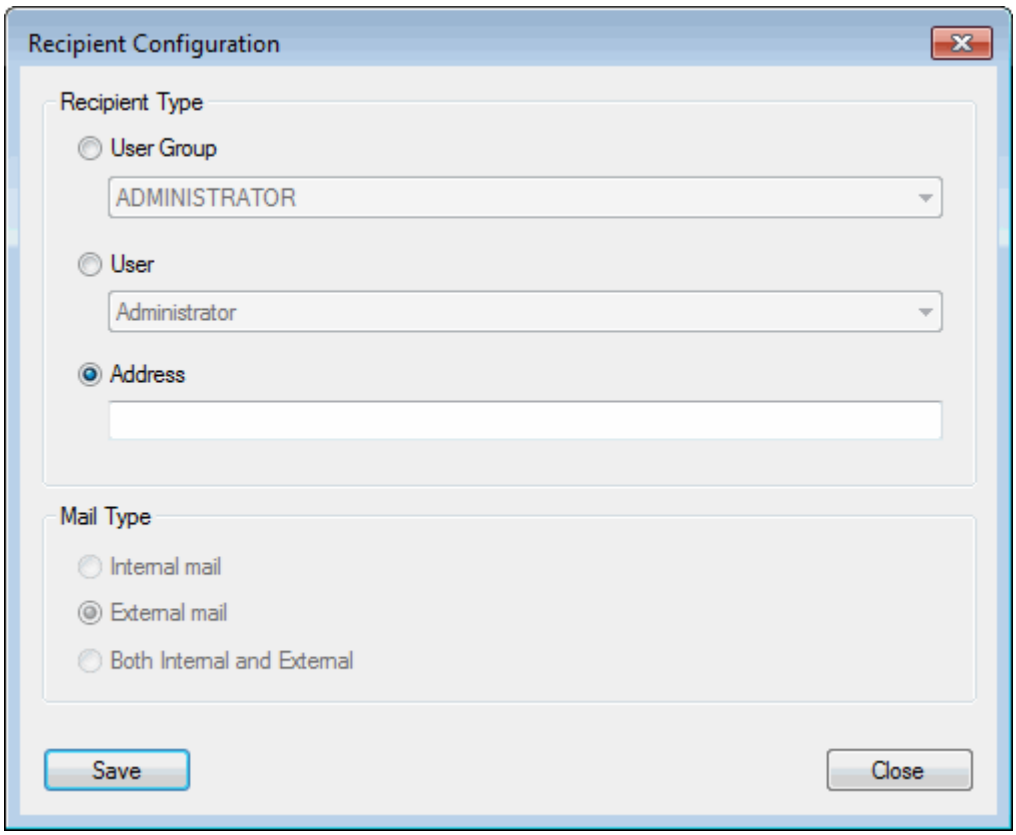
Symbol	Description
%D	Displays the Batch Date.
%P	Displays the name of the processor used to process the documents.
%N	Displays the name of the batch of documents.
%B	Displays the Batch Number assigned to the batch.
%G	Displays the total number of pages processed.
%T	Displays the total number of documents in the batch.
%S	Displays the status of the batch.
%W	Displays the number of warnings generated for the batch.
%E	Displays the number of errors generated for the batch.
%U	Displays the user name of the currently logged in user who executed the process.

6. Ensure that the **Enabled** option is selected.
   To disable the processor notification from being sent to users, deselect the **Enabled** option.

7. Click the **Recipients** button. The **Recipients** dialog is displayed.



8. Click **Add**. The **Recipient Configuration** dialog is displayed.



9. Select a **Recipient Type**. The following options are available:
   - **User Group** - select this option to send the notification to all members of an OnBase User Group. Select the User Group to receive the notification using the associated drop-down select list.
   - **User** - select this option to send the notification to an OnBase user. Select the user to receive the notification by selecting his or her OnBase user name in the associated drop-down select list.

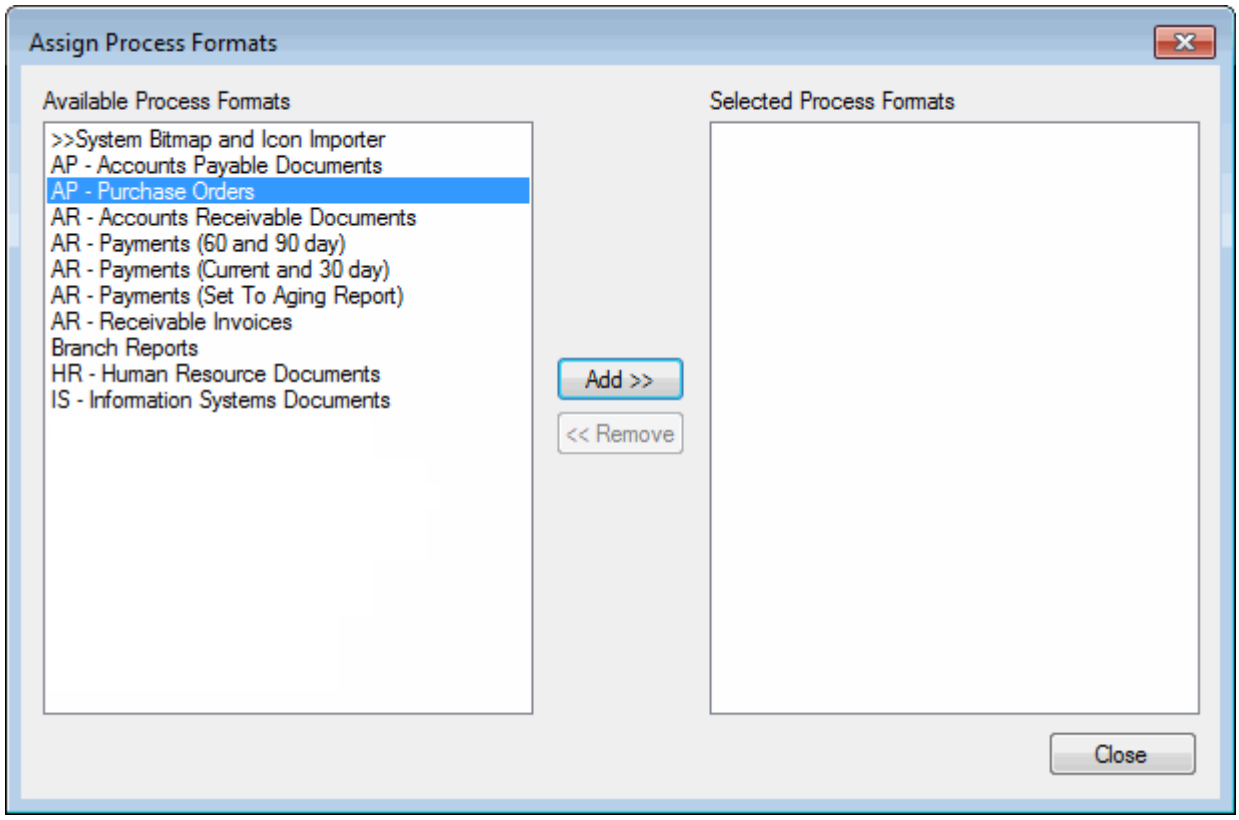
Note: If the selected user account is deleted, that user account will be automatically removed from the **Recipients** list.

- **Address** - select this option to send the notification to the email address specified in the associated field.

If you selected the **User Group** or **User** option as the Recipient Type, the **Mail Type** options are enabled. The following options are available:

- **Internal mail** - when this option is selected, notifications will be sent to the selected user(s) via OnBase internal mail.
- **External mail** - when this option is selected, notifications will be sent to the selected user(s) via email. The notification is sent to the email address configured for the user in the User Settings dialog box. For more information, see the System Administration documentation.
- **Both Internal and External** - when this option is selected, notifications will be sent to the selected user(s) via both OnBase internal mail and email.

10. Click **Save**. You are returned to the **Recipients** dialog.
11. Once you have added all desired recipients, click **Close**. You are returned to the **Processor Notification Configuration** dialog box.
12. Click **Save**. You are returned to the **Processor Notification Group Configuration** dialog.
13. Click **Close**. You are returned to the **Processor Notifications** dialog box.
14. Click the **Processors** button to assign one or more process formats to the configured notification type. The **Assign Process Formats** dialog box is displayed.



15. Select one or more Process Formats from the **Available Process Formats** list, then click **Add>>**.

    To remove a Process Format from the **Selected Process Formats** list, select that Process Format and click the **<<Remove** button.
16. Click **Close**. You are returned to the **Processor Notifications** dialog box.
17. Click **Close**.

Configuring the Distribution Service

Processor Notifications are only sent to external email locations if a Distribution Service is configured and running. For information on configuring a Distribution Service, see the Hyland Distribution Service module reference guide.

Requirements

Client Module Supported Operating Systems

- Windows Server 2008 R2 SP1 or later service pack
- Windows 7 SP1 or later service pack
- Windows 8.1
- Windows Server 2012 R2
- Windows 10

Note: As of OnBase 16, the Windows Vista, Windows 8, Windows Server 2008, and Windows Server 2012 operating systems are no longer supported. If you are using any of these operating systems, you should not upgrade to OnBase 16 until you have upgraded to a Windows operating system supported by OnBase. For a complete list of operating systems that are no longer supported, see the table below.

Operating System	No Longer Supported As Of:
Windows NT 4.0	OnBase 7.2
Windows 98	OnBase 7.2
Windows 2000	OnBase 10.0.0
Windows XP	OnBase 14
Windows Server 2003	OnBase 14
Windows Vista	OnBase 16
Windows 8	OnBase 16
Windows Server 2008	OnBase 16
Windows Server 2012	OnBase 16

Operating System Requirements

The above Client module supported operating systems require both:

- Microsoft .NET Framework 4.5.2 (or 4.6 in Windows 10)
- Microsoft Visual C++ 2013 Redistributable Package (x86)

Note: The Microsoft Visual C++ 2013 Redistributable Package (x86) is installed using the **vcredist_x86.exe** delivered with OnBase.

Processing Workstation Minimum Hardware Requirements

Hardware	Minimum Requirement
Memory (RAM)	A typical processing station can run on as little as 64 MB in addition to the amount of memory required to run the operating system. OS requirements vary greatly.
Free Hard Disk Space	200 MB (system files and OnBase software)
Screen Resolution	1024 x 768 (1280 x 800) **Note:** Using a lower resolution may result in a loss of functionality.

Databases Supported

The following tables list the databases supported.

Microsoft SQL Server

Microsoft SQL Server	Additional Information
Microsoft SQL Server™ 2005 (SP2 or later recommended) **Microsoft SQL Server 2008 (RTM, SP1, SP2; SP2 recommended)** **Microsoft SQL Server 2008 R2 (RTM, SP1; SP1 recommended)** **Microsoft SQL Server 2012** **Microsoft SQL Server 2014**	Microsoft SQL Server 2005 must be running in compatibility mode 7 or greater. Running in compatibility mode 6.5 or lower will result in errors during the upgrade process. SQL Server 2005 drivers must be upgraded to the Feature Pack for Microsoft SQL Server 2005 - December 2008 or a later feature pack. **Note:** On January 11, 2011, Microsoft discontinued technical support for Microsoft SQL Server 7.0. As of release 11.0.0, Hyland Software no longer supports SQL Server 7.0. **Note:** On April 9, 2013, Microsoft discontinued technical support for Microsoft SQL Server 2000. As of release 13, Hyland Software no longer supports SQL Server 2000. **Note:** You must ensure that your SQL Server database client software version matches or exceeds the database server version. For example, if your database server is SQL Server 2008, verify that the database client is SQL Server 2008 (or later). Running a previous client version, such as SQL Server 2005, will result in system instability and memory issues. For instructions on determining your server and client versions, see Database Client / Server Version Compatibility on page 106.

Oracle

Note: If you are using an Oracle database, it is strongly recommended that you have a certified Oracle Database Administrator on staff.

Oracle	Additional Information
Oracle v 8.0.5.0 or later	Oracle version 8.0.5.0 can be used, but it is not recommended due to potential memory leaks. If Oracle 8.0.5.0 is used, a third-party ODBC driver is recommended.
Oracle 8i: 8.1.7.7 or later	ODBC drivers should be 8.1.7 or later. 8.1.6.x drivers have known issues and are not supported.

Oracle	Additional Information
Oracle 9i: Release 1 and Release 2 (9.2) **Oracle 10g: Release 1 and Release 2**	Oracle driver version 10.2.0.3 is recommended. An issue has been observed with the Oracle ODBC drivers where Unicode characters (e.g., Japanese characters) retrieved from a CLOB data type will be truncated, and could potentially cause errors in OnBase. The data remains intact in the database; however, the results when retrieving the data will be truncated. This has specifically been observed in one area of OnBase that uses the CLOB data type to store large amounts of data: License Certificates. This behavior may apply to other areas of the software that use this data type, as well. To ensure that Unicode characters retrieved from a CLOB data type are not truncated, the Oracle 10g R2 ODBC drivers (which are backward compatible) should be installed, as well as the latest patchset (version 10.2.0.3) for these drivers.
Oracle 11g: Release 1 and Release 2	All Oracle 11g drivers can be used.
Oracle 12c	All Oracle 12c drivers can be used.

Sybase SQL Anywhere

Sybase SQL Anywhere	Additional Information
Sybase SQL Anywhere™ 12 **SAP Sybase SQL Anywhere 16**	As of OnBase 14, Sybase SQL Anywhere™ versions 11.x and lower are no longer supported. Sybase's engineering support for SQL Anywhere versions 11.x and lower has been retired (Sybase End of Life Page).

Database Client / Server Version Compatibility

Due to critical issues that have been reported to Hyland Software, Hyland Software strongly recommends that:

- your database client software version matches or exceeds the database server version and
- you are running the most recent version of the database client.

This will help to reduce compatibility issues and minimize troubleshooting time when issues do occur.

Your database administrator can determine the database server version and identify the most-recent version of the database client software. The ODBC driver number indicates which version of the database client software you are using. For example, if your database server software is Oracle 10 Release 2, verify that the Oracle Client software is Oracle 10 Release 2 (or later). The same is true of SQL databases. For example, if your database server is SQL Server 2005, verify that the database client is SQL Server 2005 (or later).

To check your database client version, perform the following steps from the workstation or server where the ODBC connection is configured:

1. Open your ODBC Data Source Administrator, and click on the **Drivers** tab.
2. Select the driver you are using to connect to your OnBase database.
   - If your database server software is Oracle 10 Release 2, the version number should appear as **10.2.[#.#.#]** (or later), where **10.2** is the version number and **[#.#.#]** represents the service pack.
   - If your database server software is any version of Microsoft SQL Server, select Microsoft ODBC Driver 11.

The above descriptions are examples of two commonly used database version schemes. Ensure that the supported database you use adheres to the database client/server recommendation. In general, Hyland Software recommends that you use the most current drivers that correspond to your system.

Database/File Servers

Server requirements are site-specific. Database/file servers should be dedicated purpose servers; i.e., not used as a domain controller, email server, print server, proxy server, etc. Network and disk I/O hardware should be optimized for performance and redundancy. Multiple network interface cards on servers are often required to minimize network bottlenecks.

Third-Party Software Support

OnBase is used in conjunction with a variety of third-party software products. The specific versions of third-party software that are supported are documented in the requirements sections of this manual, which reflect the versions that were required at the time this manual was published.

For up-to-date information, visit the following site: https://www.onbase.com/community/technical_communities/third_party_software_updates/default.aspx.

About Virtual Environments

Hyland Software develops, tests, and supports the OnBase suite of products on specific Operating Systems, not specific hardware configurations. When OnBase is operated in a virtual environment (such as Citrix, VMware, Hyper-V, or Windows Remote Desktop) there may be limitations or subtle differences imposed by the environment. The customer and the virtual environment vendor are responsible for any interactions or issues that arise at the Hardware or Operating System layer as a result of their use of a virtual environment.

When it appears that a performance-related issue in OnBase is either caused by (or is unique to) the virtual environment, organizations may be asked to validate that the issue occurs in a non-virtual environment. Hyland Software will make this request if there is reason to believe that the virtual environment is a contributing factor to the issue.

Each OnBase site is unique. Hyland Software depends on the customers who deploy OnBase in virtual environments to do so only after careful design and adequate planning (that takes into account the workloads of your organization), and in accordance with recommendations provided by the virtual environment's vendor. As with any implementation, Hyland Software strongly recommends that any customer deploying the OnBase solution in a virtual environment thoroughly test the solution before putting it into production.

For information about using OnBase in a Citrix and Microsoft Windows Remote Desktop environment, please see the **Citrix and Microsoft Windows Remote Desktop Environment Deployment Guide**, available from your solution provider.

64-Bit Support Statement

The OnBase suite of products is tested on 64-bit systems and is capable of being deployed on 64-bit systems using the Windows 32-bit on Windows 64-bit Emulator (WOW64) layer. However, OnBase modules that integrate with third-party applications may not be able to be used with the 64-bit versions of these applications. For these modules, only the 32-bit versions of these third-party applications are currently supported by the OnBase integrations. Consult the module-specific requirements section in each module reference guide for complete requirements details.

Supported database versions that are deployed on a 64-bit database server are also supported. For more information, contact your solution provider.

Windows User Account Control Statement

Hyland Software is dedicated to ensuring that OnBase is compatible with Windows User Account Control (UAC). UAC is a feature of Windows operating systems that was introduced with Windows Vista. It limits the ability of standard users to make global system changes to a workstation and prevents malicious software from making unauthorized changes to protected areas.

For details on UAC, refer to your Microsoft support information or see http://technet.microsoft.com/en-us/library/cc709691(WS.10).aspx.

You may encounter UAC in OnBase when:

- Installing or uninstalling OnBase, OnBase modules, or OnBase ActiveX controls.
- Copying, moving, or saving files to the Program Files directory, Windows directory, or another protected location.
- Modifying system-wide settings, such as the registry.

If Windows UAC is enabled, the above operations may prompt for administrator privileges or credentials, even if an administrator is currently logged on.

Licensing

See Licensing on page 2 for licensing requirements.

Installation

No special installation steps are required for DIP.

Command Line Switches

Applying the –SCHED Switch

A job or process can be scheduled to run automatically. The Client workstation that will be doing the processing must be running for scheduling to run. In order to process scheduled formats or jobs from the workstation, OnBase must be running in Scheduler mode. The following command must appear in the OnBase Client command line on the workstation that is conducting the processing:

-SCHED

The actual scheduling of a process or job can be done from any workstation, provided the user has the rights to do so.

Applying the -SBCLIENT Switch

Multiple Client modules can be opened (up to 25) with the use of the -SBCLIENT switch. Appending this switch to the command line executable will cause the Client to open with only the following capabilities (depending upon licensing):

- COLD processing
- Document Import processing (DIP)
- Viewing of documents limited to text and image only

Batches processed using the -SBCLIENT switch may be scheduled using the -SCHED switch.

INI Options

INI files are plain-text files that contain configuration information. These files are used by Windows and Windows-based applications to save information about your preferences and operating environment. The following settings can be configured in the onbase32.ini file:

DIPTextNumberOfPages

DIPTextNumberOfPages=1 (or greater)

If text documents with overlays are configured to use thumbnails, ensure that this is set to one or greater. When importing a text document, this setting is used to set the number of pages. This ensures that any overlays will be applied to the correct page when retrieving the document.

DIPDeleteSource

DIPDeleteSource=0

Imported files are not deleted from their original location after import. This is the default value.

DIPDeleteSource=1

Imported files are deleted from the their original locations after import.

Note: When performing a DIP process via FTP, the source files are not deleted, no matter what this INI setting is set to.

DIPDeleteSourceFile

DIPDeleteSourceFile=0

The Import Index file is not deleted from its original location after import.

DIPDeleteSourceFile=1

The Import Index file is deleted from its original location after import. This is the default value.

Note: When performing a DIP process via FTP, the Import Index file is not deleted, no matter what this INI setting is set to.

Advanced DIP INI Settings

If Advanced DIP processing is being run, the workstation must meet the Processing Workstation Requirements and the following line must appear in the onbase32.ini file:

ArchiveThreads=<nn>

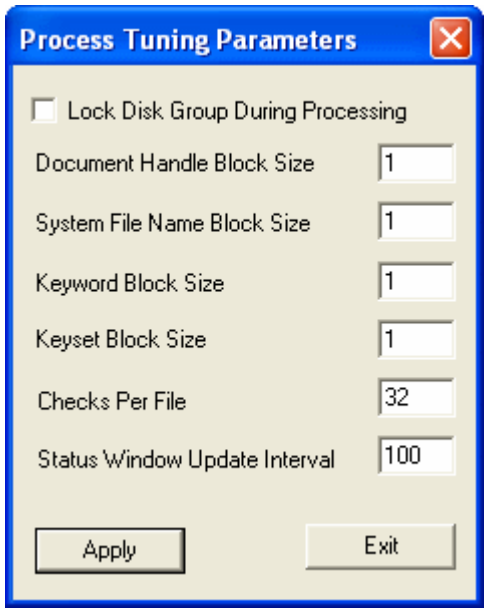
Archive Threads specifies the maximum number of archives that can be done at once, in essence allowing simultaneous processing. The number of threads specified is dependent on the workstation capacity (number of processors, processor speed, RAM, etc.) The absence of the ArchiveThreads entry (or ArchiveThreads=0) in the onbase32.ini file indicates standard DIP processing.

Process Tuning Parameters

Process Tuning

Process tuning can make your process run more efficiently.

Adjust the Process Tuning parameters, found in the OnBase Client by selecting **Processing | Process Tuning**. A user must be granted administrative processing privileges for at least one of the processors in order to access this screen.



Lock Disk Group During Processing

The **Lock Disk Group During Processing** check box can help speed up processing when there are many checks or files to be stored to the Disk Group. When the Disk Group is locked, it is not necessary for the process to check for space on the drive before each save operation. This will increase the speed of processing. This option should only be selected when the process can be given exclusive access to the Disk Group drive, locking out other access to the Disk Group while the process is running. If more than one Disk Group is configured to use the same physical drive for uncommitted documents, use this option with extreme caution.

If a user is running a process and has locked the Disk Group, and another user attempts to run a process to import documents into the locked Disk Group, a **Waiting for Lock** message is displayed on the second user's workstation until the first process is complete and the lock has been removed.

Document Handle Block Size

A document handle is a unique identifier for a document. By default, this setting is set to **1**, which indicates that each time a process creates a new document, a new document handle is retrieved from the database. Setting the block size to a higher number will cause a group of document handles to be retrieved from the database, reducing the number of times that the database must be queried for document handles.

The disadvantage of retrieving document handles in blocks is that each time a process finishes, any unused document handles will be wasted. Fortunately, a total of over two billion document handles are available. Depending on the number of documents created by a process, setting the **Document Handle Block** Size to 10 or 100 can speed up the process. The range of values is 1–1000.

System File Name Block Size

File names are unique names that are assigned to files when they are saved to a Disk Group. A portion of the file name is a number that keeps incrementing by 1 for each file. This parameter permits a block of filenames to be passed to the process so that a query to the database is not needed for each file saved to disk. Setting this parameter to 10 can speed up a process that writes many files to disk. The range of values is 1–1000.

Keyword Block Size

The **Keyword Block Size** option controls the number of unique identifiers that will be reserved for adding in new Keyword Types to specific keyword tables being used within the process. This can be used within a process that is importing a large quantity of new Keyword Types in order to increase the performance of the import process. By default, unique identifiers are retrieved from the database one by one (i.e., one itemnum at a time). When the **Keyword Block Size** option is adjusted, the query can retrieve several unique identifiers at one time. These numbers are cached in memory in the software, which will reduce the number of queries against the database when performing import processing.

Caution: The query will always retrieve the number of unique identifiers specified by the **Keyword Block Size** option. If the query only needs 1 unique identifier but the **Keyword Block Size** option is set to 100, 99 unique identifiers will be wasted and cannot be reused.

Keyset Block Size

The **Keyset Block Size** option controls the number of unique identifiers that will be reserved for adding in new AutoFill Keyword Sets to specific keyword set tables being used within the process. This can be used within a process that is importing a large quantity of new AutoFill Keyword Sets in order to increase the performance of the import process. By default, unique identifiers are retrieved from the database one by one (i.e. one itemnum at a time). When the **Keyset Block Size** option is adjusted, the query can retrieve several unique identifiers at one time. These numbers are cached in memory in the software, which will reduce the number of queries against the database when performing import processing.

Caution: The query will always retrieve the number of unique identifiers specified by the **Keyset Block Size** option. If the query only needs 1 unique identifier but the **Keyset Block Size** option is set to 100, 99 unique identifiers will be wasted and cannot be reused.

Checks Per File

The **Checks Per File** option applies only to check or remittance processing. This parameter controls how many check images are written to a file before the file is closed and a new file is opened for writing. The benefit of this feature is the reduction in the number of files stored to disk for check images. Files created this way are not compatible with standard TIFF viewers since the images are concatenated together into the file. The default value of 32 is the optimal value for check processing and should not be changed.

Status Window Update Interval

The **Status Window Update Interval** parameter controls the frequency of updates to the status bar while a process is running. When the interval is set to 1, the status bar will be updated each time a new document is created. If the update interval is set to 10, the status bar will be updated after 10 new documents have been created.

This parameter should be set so that updates occur no more than once per second. Ideally, this should be set so that updates occur about every 5 seconds. For example, if the process is creating 10 documents per second, the **Status Window Update Interval** should be set to 5 or greater. Updating the status bar is a time consuming process, so increasing the update interval can significantly increase the speed of a process. The range of values is 10–3000.

Backup / Recovery

Backup

Configuration

The DIP configuration is stored in the database. A proper backup of the database will contain all configuration information related to DIP process(es) and the DIP licenses.

Registry Settings

No Registry Settings apply to DIP

External Files

You will need to backup your onbase32.ini file.

Note: A backup of the DIP files to be processed can be made by selecting the **Backup Path** check box and button in the **Process Settings For:** dialog box. The first time the DIP process is run, the files will be backed up to the user-specified location.

Preprocessors

Make a backup of any preprocessor used to process your data. The preprocessor settings are stored in the database, but the preprocessor executable file is not.

Tip: It is recommended that, when using preprocessors to prepare documents for DIP processing, comments indicating the type of preprocessor used and/or how the preprocessor affected the documents being imported into OnBase be added to the Verification Report to aid with recovery purposes.

Module-related .INI Options

Use the following chart to track the current settings of all related INI settings for DIP.

Section	Setting	Current Value
FilePaths	DIPTextNumberOfPages	

Section	Setting	Current Value
FilePaths	DIPDeleteSource	
FilePaths	DIPDeleteSourceFile	
Tuning	DIPDocumentArchiveAtOffset	
Tuning	ArchiveThreads	

Recovery

Configuration

All DIP settings are stored in the database. Restoring the database will restore any DIP Process configurations.

Registry Settings

No Registry Settings apply to DIP

External Files

Restore the .INI file. See Module-related .INI Options on page 113 for more information.

Preprocessors

Preprocessors should be restored from their backups. The preprocessor settings are stored in the database, but the preprocessor executable file is not.

Tip: It is recommended that, when using preprocessors to prepare documents for DIP processing, comments indicating the type of preprocessor used and/or how the preprocessor affected the documents being imported into OnBase be added to the Verification Report. These comments may aid efforts to restore or rebuild DIP processes.

Module related .INI Options

The .INI file can be restored from the backup if the recovery machine is intended to be used for exactly the same purpose as the original machine. If this machine will be used for other modules, you may need to recover only the listed INI settings from the table above.

The .INI file is restored to the Windows folder.

Registration

Migrate the registration of DIP from the original workstation to this workstation. The registration may need to be revoked from the original machine and then added to the recovery machine.

Directory Structure

Recreate the directory structure(s) previously used for your import index files and imported image files. For example, if your **Process Settings For:** window identifies a Default Directory of C:\DIP Files, ensure that this directory exists and contains the appropriate import index file.

Troubleshooting

Common Issues

Common issues are caused by the following:

- The workstation is not licensed for DIP.
- User does not have network rights to access the import index file.
- User does not have rights to the Destination Disk Group location.
- In Process Setting, configure correct Field Type (Ordered or Tagged), Separator (New Line, Tab, Custom) and Field Delimiters (None, Single Quote, Double Quote) according to your index file.
- Check field order configuration and DIP Index file (Make sure # of fields in the configuration and in the index file are matched).
- Make sure to format Currency and Date Keyword Values, if they are used.
- The files to be imported or the import index file does not exist in the specified directory.
- The Workstation is not properly licensed for OCR when you attempt to use the OCR on Commit option.

The following table explains some common issues:

Issue	Description
Unable to make file Read Only - error 74	The machine the user logged on to does not have sufficient network rights to change the import index file attributes.
Cannot view the documents that have been imported, although the user has rights to the document type and the disk group location.	Confirm that you have rights to renditions in the document type.
DIP process is bringing in blank images.	Check the Verification Report. If it states Could not open file…, copy the file path/full path from the import index file and browse to that location to verify that the files are present.

Issue	Description
It appears as if not all documents identified in the import index file have been imported. The Verification Report indicates that all items have been imported.	Check the Document Import Configuration Process Settings. If the **Append Additional Pages to Existing Document** option is selected, the DIP appends documents to existing documents by matching Keyword Values of the imported document to those of an existing document. This functionality applies only to image files.
DIP shows an extra "0" in the auto-name string	Check to see if numeric values contained in the import index file are formatted in accordance with the corresponding Keyword Type. For example, if the Keyword Type Check Amount contains decimal places and the check value being imported does not contain decimal points, an extra 0 may appear in the Auto-Name string.
DIP batch remains in DIP - Awaiting Commit queue rather than moving to Scan - Awaiting Commit queue even though configured to do so.	Select box **Send On Error** in the **DIP Processing Paths** dialog box. Selecting this box will enable the batch to proceed to the Scan queue for further indexing even if a required Keyword Type is missing in the DIP batch.

Issue	Description
Correctly-processed Import Index files are being placed in the ERROR_FILES folder	If multiple Import Index files are processed into a single batch and successfully-processed Import Index files are configured to not be deleted, Import Index files that have been correctly processed may be moved to the ERROR_FILES folder if one or more Import Index files that compose the batch are not processed correctly. DIP cannot distinguish between the Import Index files in the batch that had errors and those that processed correctly. All Import Index files in the process folder, including those that were processed correctly, are moved to the **Error Files** folder. **Tip:** To prevent correctly-processed Import Index files from ending up in the **Error Files** folder, configure each Import Index file to be processed as an individual batch or allow the Index Import files to be deleted after processing (the default behavior), but configure the Index Import file to be backed up during the configuration for the DIP process. All correctly-imported Import Index files will be deleted after processing, the incorrectly-processed Import Index files will be moved to the **Error Files** folder, and all processed Import Index Files are backed up to the configured location. **Note:** If a batch contains one or more corrupt image files, the batch will process correctly, but the corrupted files are not imported into OnBase. The batch is moved to the **Awaiting Commit** queue, but the Import Index file is moved to the **ERROR_FILES** folder.

Issue	Description
After importing multi-page TIFF images, only the first page of each document is displayed if the Document Type of the documents have a Default File Format of something other than Image File Format.	Images files are treated slightly differently than other file formats in a DIP process because the process attempts to open image files to determine the number of pages (i.e. individual images) included in each file. In this scenario, the DIP process is not expecting to find a single file consisting of multiple pages (i.e. images), so only the first image in the file is displayed. To prevent this issue from occurring, include the **>>File Type** Default Keyword Type in the Import Index File to force the DIP process to recognize the file being imported as an image and open it to determine the number of pages (i.e. images) it contains. In this case, the **>>File Type** Default Keyword Type should be specified as **2** for **Image File Format**. **Note:** In a Tagged DIP Process, the File Format must be specified before the path to the file. However, in an Ordered DIP, the File Format can be placed after the path to the file, if desired. **Note:** If you are importing files of a file format that is different from the Document Type's Default File Format, you must include the **>>File Type** Default Keyword Type in the Import Index file. If you do not, you will be unable to view your imported documents. For more information on Document Type Default File Format considerations, see Document Type Default File Format Considerations on page 47.
The process fails even though it appears to be configured correctly.	Ensure that if you are using the **>>File Path** Default Keyword Type, you are supplying an absolute path for its value. If a full path is supplied, the process will fail to run. The **>>File Path** Default Keyword Type must be used with the **>>File Name** Default Keyword Type.
While a scheduled DIP process is running, new import files are removed from the processing directory before they are imported.	Enable the **Files idle for at least 1 minute** option in Schedule Management. This allows newly created import files to be copied to the directory while the process is running and still have those files successfully imported into the system.

Issue	Description
The following error occurs when running a process: **One or more files were not able to backup successfully. All files have been left in their current directory and no processing was performed.**	This error occurs when the **Backup Path** option is enabled and the processing workstation is unable to access the configured Backup Path. This can happen if the processing workstation is unable to access the configured file path, or if the **Backup Path** field was left blank during configuration. Ensure that a **Backup Path** has been configured within OnBase Configuration, and make sure that the processing workstation is able to access the configured path.

>>Rendition & >>Rendition/New Document Keyword Troubleshooting

The following situations may come up with DIP and the **>>Rendition** or **>>Rendition/New Document** Keyword Types, and here is how OnBase handles these:

Situation	Error Message
If no document is found, then a new document is created and an error is displayed in the Verification Report.	Document <Document Auto-Name String> was marked to be a Revision or a Rendition, but the processor couldn't find a matching document. The document will be archived as a new document. **Note:** If the **>>Rendition/New Document** Default Keyword Type is used instead of the **>>Rendition** Default Keyword Type, a new document is created but this error message is not displayed in the Verification Report.
If more than one document is found, then this entry creates a new document and an error will appear listing this document in the verification report. Here is an example of this entry:	Document <Document Auto-Name String> was marked to be a Revision or a Rendition, but the processor found more than one matching document. Document will be archived as a new document.

Export to DIP Imports Multiple Copies of Multi-Page TIFF Files

If you are attempting to create a self-configured DIP file for documents by using the **Export to DIP** option and one or more of the documents you are attempting to export to a DIP file is composed of a multi-page TIFF file, the resulting DIP import index file will list the multi-page TIFF file once for each page in the document (not once for the entire document).

For example, if you have a 10-page document in OnBase that is composed of one multi-page TIFF file in the Disk Group, using the **Export to DIP** option on this document will result in an import index file being created with 10 separate entries, one entry for each page of the document, with each entry referencing the same multi-page TIFF file. When this import index file is processed, the same multi-page TIFF file will be imported into the Disk Group 10 times. These extra copies of the TIFF file will cost additional disk space in the Disk Group, which may be undesirable. In addition, having extra copies of the TIFF file can increase the time it takes to retrieve these documents. When a user attempts to retrieve a multi-page TIFF file that has been imported 10 times, all 10 copies will be retrieved. This will significantly increase the time it takes to retrieve the document.

When facing a situation like this, it is recommended that if you are simply moving one or more documents composed of multi-page TIFF files from one OnBase system to another, you can use the **Import** archiving method instead of the **Normal** archiving method. Or, if necessary, you can create a preprocessor for the DIP process to import the multi-page TIFF file only once per document.

Contacting Support

When contacting your solution provider, please provide the following information:

- The OnBase module where the issue was encountered.
- The OnBase version and build (Example: 15.0.0.10).
- The type and version of the connected database, such as Microsoft SQL Server 2008 or Oracle 11g, and any Service Packs that have been installed.
- The operating system that the workstation is running on, such as Windows 10 or Windows Server 2012 R2, and any Service Packs that have been installed. Check the supported operating systems for this module to ensure that the operating system is supported.
- The name and version of any application related to the issue.
- The version of Internet Explorer, and any Service Packs that have been installed, if applicable.
- A complete description of the problem, including actions leading up to the issue.
- Screenshots of any error messages.

Supplied with the above information, your solution provider can better assist you in correcting the issue.

ADVANCED DIP PROCESSING

DIP can be run in an "enhanced mode," referred to as Advanced DIP. Advanced DIP uses the concept of multi-thread processing, in which DIP data is processed at a faster rate.

Advanced DIP must be performed on a workstation registered with the proper licensing. To register your workstation with the proper licensing, click **Admin | User Management | Workstation Registration** in the Client module.

Standard DIP is a single threaded application, limited by the speed by which a single document and its indexes can be stored. This is because in standard DIP, the system only stores one document and its indexes at a time (single threaded). Therefore, the single threaded application will not go any faster than the time it takes to store a single document and its indexes into the database.

Advanced DIP is a multi-threaded application. It may have multiple threads storing to multiple documents and indexes at the same time. It can take advantage of the true throughput speeds offered by multi-processor machines and increased database speeds created by distributing disk storage.

Requirements

Before performing Advanced DIP processing, the workstation must meet the following minimum hardware requirements:

- Pentium 400
- 64 MB RAM
- 5G Hard Drive space

In order to use Advanced DIP, the following line must appear in the onbase32.ini file:

```
ArchiveThreads=<nn>
```

Archive Threads specifies the maximum number of archives that can be executed at once, in essence allowing simultaneous processing. The number of threads specified is dependent on the workstation capacity (number of processors, processor speed, RAM, etc.). The absence of the **ArchiveThreads** entry (or **ArchiveThreads=0**) in the onbase32.ini file indicates standard DIP processing.

Licensing

Advanced DIP processing requires an Advanced Document Import Processor license, a Document Import Processor license and a Workstation Client license to be registered on the processing workstation.

Check your current licensing status by selecting **Utils | Product Licenses** from the Configuration module.

Workstation License

The Workstation License is a standard, perpetual license. A single instance of the module may be executed (used) on a designated computer or cluster. The Workstation License includes permission to install the module on up to two additional computers or clusters solely for the purposes of disaster recover, integration, or testing by the Institution to which the Software is licensed.

The current licensing status can be viewed in the Configuration module by selecting Utils | Product Licenses.

Configuration Suggestions

This document is not meant to be an explicit description of how the Advanced DIP Processor should be configured, but rather a rule of thumb. OnBase is meant to address a number of business needs and there is no one perfect configuration or sizing strategy. Some sites may benefit differently using other configurations.

Disk Storage

Rearrange the Disk Storage into multiple containers. Data within the OnBase database falls into six different categories:

- Configuration Data
- Working Area and Activity Logs
- Documents
- Keywords
- Document Indexes
- Keyword Indexes.

Maximum Performance System

The maximum performance system would spread these across five containers.

Note: A **container** is two or more hard drives using RAID 0, RAID 1, Raid 5 or Raid 10. If possible, limit containers to two per controller. Please note that NT Disk Administrator can create multiple logical drives over a physical drive. This does not enhance your I/O capability and will not improve performance.

1. Configuration data and working area typically require 500 MB in addition to the space required for activity logs. The total space required is typically less than 5 GB.
2. Document storage typically requires about 1.5k per document.
3. Keyword storage typically requires about 1.5k per document. This varies greatly depending on the Keyword Types associated with the documents.
4. Document indexes typically require the amount of storage used by documents.

5. Keyword indexes typically require about 1.2 times the amount of space required for Keyword Type storage.

Tip: If two containers are used, group them as (1,2,5) and (3,4).
If three containers are used, group them as (1), (2,5) and (3,4).
For 4 containers are used, group them as (1,2), (5), (3) and (4).

Calibration

To Calibrate Advanced DIP processing:

Increase the thread count in the onbase32.ini file until there is no longer an improvement in processing speed. A good rule of thumb is to start with as many threads as you have processors, up to a maximum of three per processor. A four-processor machine would have the following beginning point in the onbase32.ini file under **Tuning**. Increase the Thread Count in the onbase32.ini file until there is no longer an improvement in processing speed.

[Tuning]

ArchiveThreads=4

When you launch the DIP processor look to the Queued Items, found in the Processor Status dialog, to discern whether your thread count is too high or too low. The Queued Items should be below 100. If it is below 100, you may want to increase Archive Threads, and if it is above, you may want to decrease the number of Archive Threads.

If you increase your thread count and do not see any Queued Items, then you will need to reference the Verification Report to discern whether or not performance has been diminished. Queued items only occur when OnBase is processing data faster than the database can accept it. To have some queued items is common, but having 100 items queued is considered the maximum threshold.

Note: If you are monitoring your threads through the Microsoft Windows Task Manager, you may notice that your processors are not being utilized uniformly. OnBase Advanced Processors will create the threads, but it is the function of the operating system to control the actual utilization of processors.

Scheduling Overview

Scheduling processing for off-hours is an automated way to conserve system resources. Processing can be accelerated if the process is run from the database server.

Note: Purging documents from Document Maintenance can also be scheduled. For more information, see the **System Administration** module reference guide or help file.

Two types of processing activities may be scheduled with the Scheduler: a Process Format or a Process Job.

- A Process Format is used in processing modules and in scanning modules to specify how OnBase processes data being imported into OnBase. A Process Format is, basically, one individually-configured process.
- A Process Job is one or more Process Formats that have been configured to run sequentially. A Process Job does not have to consist exclusively of a single type of Process Format; it can contain multiple Process Formats from any module that allows scheduling.

Note: Process Formats created from Document Imaging sweep or scan from disk processes cannot be included in a Process Job.

Configuring & Using the Scheduler

Requirements for Configuring/Running a Scheduled Process

To configure a scheduled process, either a Process Format or a Process Job, a user must belong to a user group with the **Client** and **Client Scheduler** product rights, and he/she must have rights to use the appropriate processing module. A scheduled process can be configured on any OnBase Client workstation, not just the processing workstation or a workstation running with the -**SCHED** command line switch.

To run a scheduled process, OnBase must be running with the -**SCHED** or -**SCHEDINST** command line switch on the processing workstation in order for the scheduled process to be executed at the configured time. The user account logged onto OnBase at this time needs only the **Client** product right in order for the process to be performed.

For more information on using command line switches with your OnBase solution, see the Command Line Switches module reference guide.

Using the -SCHED and -SCHEDINST Switches

This section explains the difference between the **-SCHED** and **-SCHEDINST** command line switches.

-SCHED

Some process formats or jobs can be scheduled to run automatically. The -SCHED switch causes the Client to queue these scheduled process formats and jobs for later processing; if the machine running the OnBase Client in Scheduler mode (i.e., running the OnBase Client with the -SCHED command line switch applied) is also the processing workstation, then the process formats or jobs will run at their scheduled times.

In order for the scheduled process format or job to be run, OnBase must be running in Scheduler mode on the processing workstation. If OnBase is not running, or if OnBase is not running in Scheduler mode, then the scheduled processes will not run.

A process format or job can be scheduled from any OnBase Client workstation by a user with the proper rights.

-SCHEDINST

The -SCHEDINST command line switch is very similar to the basic -SCHED switch. When you apply the -SCHEDINST switch to a Client shortcut, you can specify that the selected instance of the OnBase Client should only process jobs assigned to that Client instance's specific instance name.

The format of the switch is -SCHEDINST="MyProcName", where MyProcName is the name of a specific processing instance. The OnBase Client that this switch is applied to will be unable to process any scheduled jobs that are not configured with a **Specific Processing Instance** of MyProcName.

A process format or job can be scheduled from any OnBase Client workstation by a user with the proper rights.

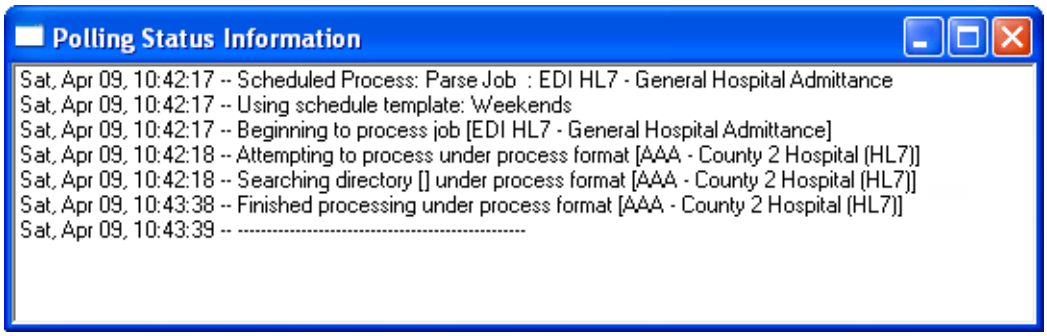
Note: If a scheduled process is assigned to a specific processing instance, it must be run from a client using the -SCHEDINST command line switch. If you try to run this process from a client using the -SCHED switch instead, the process will not be executed.

Verifying the Scheduler is Running

To verify that the Scheduler is running on the processing workstation, click **Window | Polling Status Information** in the OnBase Client.

Note: The **-SCHED** or **-SCHEDINST** command line switch must be applied to the Client shortcut to use this option.

The **Polling Status Information** window is displayed. Information about scheduled processes is displayed in it as the process is run. If this window exists, the Scheduler is running.



Another way to verify the Scheduler is running is to select **Window | System Status**. Both **Process Server Mode** and **Scheduler Mode** will be displayed as **YES**.

Running Multiple Scheduled Processes

Tip: Attempting to run more than one process job or format at once in the same session will result in a dramatic drop in all processing speeds. It is recommended to run a single automated process at a time.

If multiple jobs are configured, they can be performed sequentially in one OnBase Client session on the same workstation. Multiple sessions of the OnBase Client can be run simultaneously on one workstation to process these jobs in parallel; these sessions will coordinate processing tasks to ensure that each job is processed and that a job is not processed more than once.

In order to process jobs in parallel on multiple sessions of the OnBase Client, each session must be OnBase version 9.0 or later. If any one of the sessions is running an earlier version of OnBase, then none of the other sessions will perform any processing while it is processing.

Tip: It is recommended that all sessions use at least OnBase 9.0 or later if you plan on processing jobs in parallel using multiple sessions of the OnBase Client.

Scheduled Process Configuration Reports

A user belonging to a user group with the proper rights can run a Scheduled Processes Configuration Report.

This report provides information on all of the scheduled processes (process formats and process jobs) that have been scheduled to run. It is organized by processing workstation, and displays a weekly, monthly and end-of-month schedule, with jobs listed in order by starting time. Once run, this report is stored in OnBase as a document belonging to the **SYS Configuration Reports** Document Type.

Tip: It is considered a best practice to run a new Scheduled Process configuration report each time a new process (process format or process job) is scheduled. With the information stored in this report, troubleshooting and communications with Technical Support are greatly improved. Additionally, Configuration Reports are stored in OnBase, so there is a historical record of the structure of your OnBase solution.

For more information on Configuration Reports, including the Scheduled Processes Configuration Report, see the **System Administration** module reference guide or help file.

Working With Process Formats

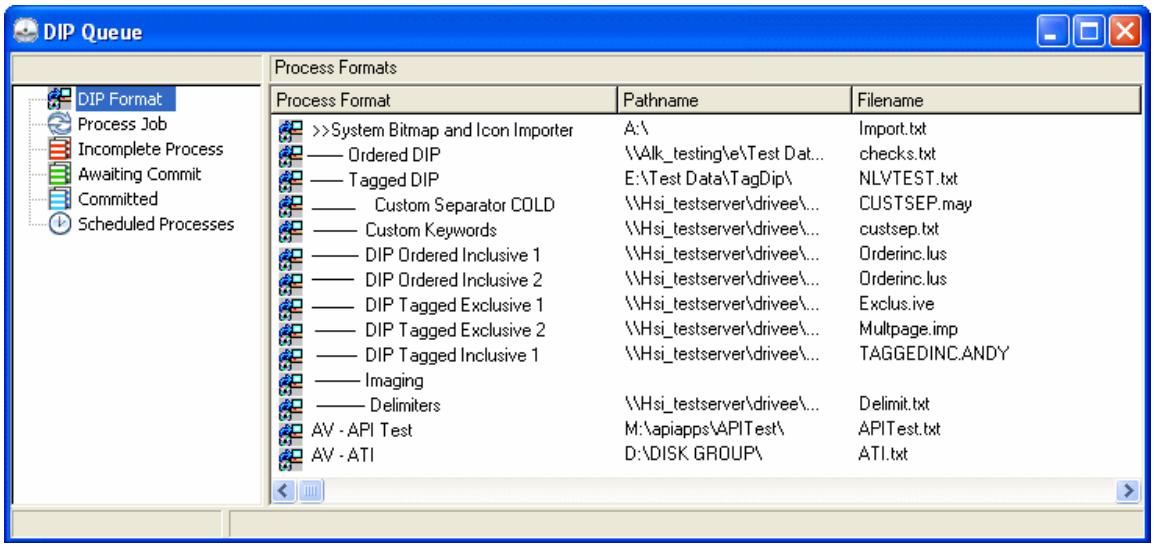
A Process Format is used in processing modules and in scanning modules to specify how OnBase processes data being imported into OnBase. A Process Format is, basically, one individually-configured process.

Creating a Scheduled Process Format

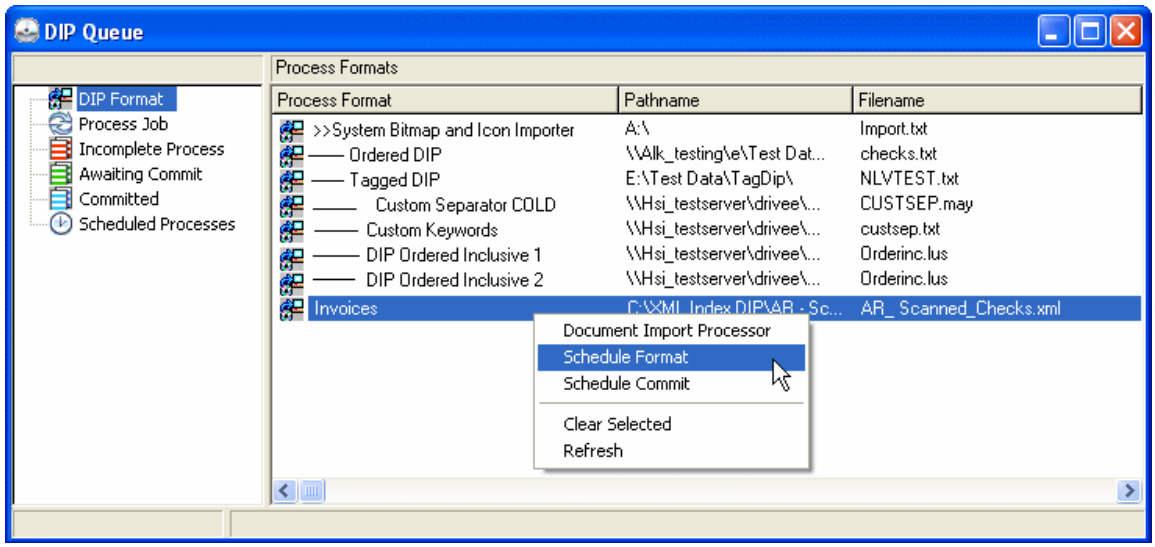
You can add a format to the Scheduler from its process queue by selecting the process format and selecting **Schedule Format** from the right-click menu.

For example:

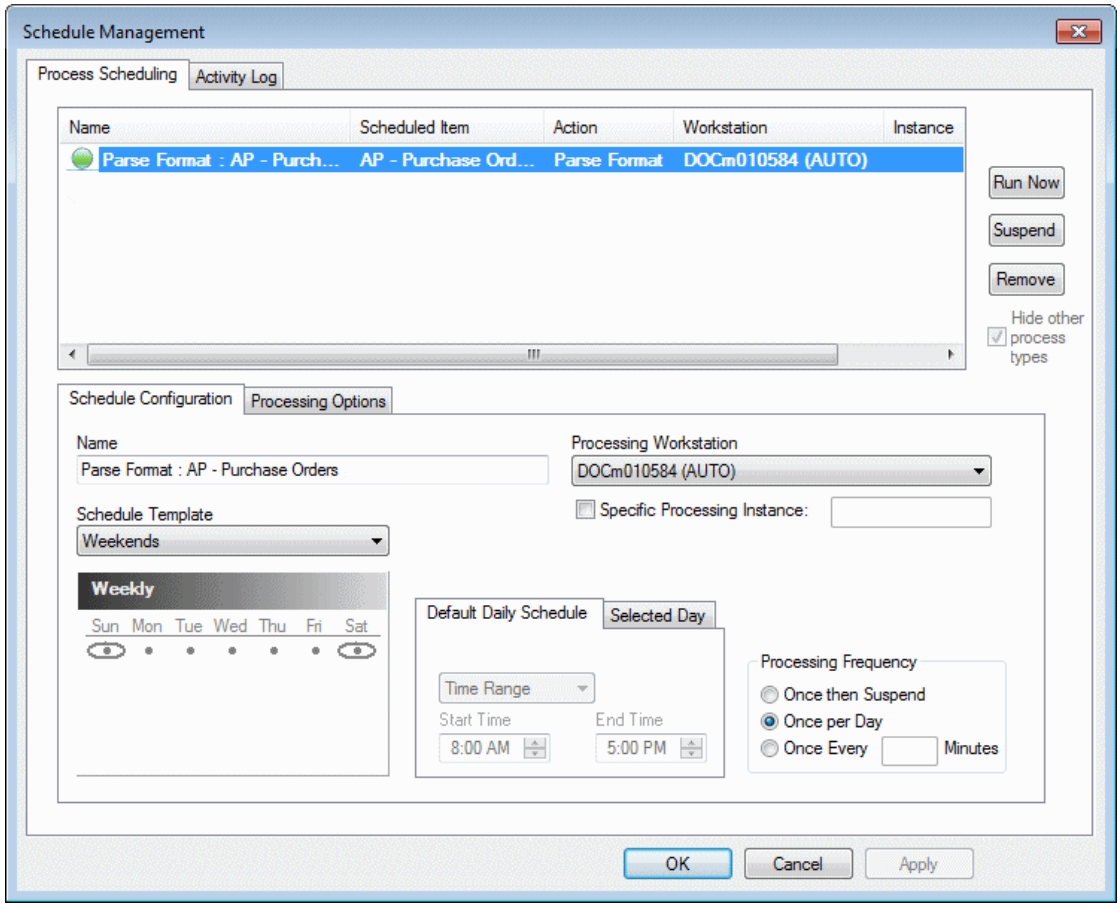
In the OnBase Client, click **Processing | DIP**. The **DIP Queue** window is displayed.



Select the process format you would like to add to the Scheduler, then right-click and select **Schedule Format**.



The **Schedule Management** window is displayed.



A new Process Format is added to the **Scheduled Items** box. It is automatically selected.

By default, all scheduled Process Formats (e.g., COLD Process Formats, DIP Process Formats, etc.) are displayed in the **Scheduled Items** box when scheduling a new Process Format. For information on viewing only the Process Formats for the currently-selected process type, see Viewing Scheduled Processes on page 138.

Schedule Configuration

The first options that must be configured for the scheduled process are the Schedule Configuration options on the **Schedule Configuration** tab. This tab is displayed by default.

1. In the **Name** field, enter a name for the scheduled process.
2. Using the **Processing Workstation** drop-down, select the workstation that will be used to run the scheduled process.

Note: This workstation will need to be running with the **-SCHED** or **-SCHEDINST** command line switch in order to run the scheduled process.

3. If you always want the scheduled process to be run from a specific instance of the OnBase Client, select the **Specific Processing Instance**, then enter the name of the instance in the **Specific Processing Instance** text field.

Note: If you select the **Specific Processing Instance** option but leave the **Specific Processing Instance** text field blank, the scheduled process can be run from any instance of the OnBase Client.

4. Using the **Schedule Template** drop-down, select one of the schedule templates for the process or select **<Custom Schedule>** to manually configure the schedule for this process.

Note: For information on creating a **Custom Schedule** or **Schedule Template**, see below.

5. Select how often you would like the scheduled process to run by selecting one of the Processing Frequency radio buttons.
   - **Once then Suspend**. The scheduled item will be processed once, then the scheduled process is suspended.
   - **Once per Day**. The scheduled item will be processed once per day.

Note: If the scheduled item is modified, the process may be run again on the same day.

   - **Once every "" Minutes**. The scheduled item is processed in the interval (measured in minutes) entered in the field. The maximum number of minutes that can be entered is 99999.

Caution: This option is only supported when the **Default Daily Schedule** is set to **Time Range**. If your **Default Daily Schedule** is set to **Specific Time**, the scheduled item will only be processed at the specified time.

6. When you are finished setting the **Schedule Configuration** options, click **Apply**.

Calendar

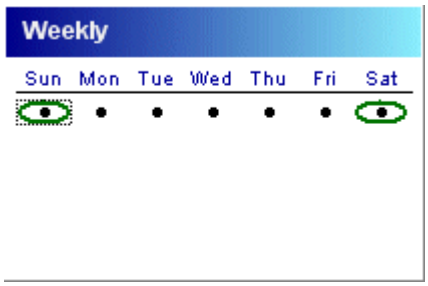
The calendar is used to select the day(s) on which a scheduled process should be run.

Note: The calendar is displayed based on your Workstation Regional Settings and the OnBase language DLL that you are using.

To change the view of the calendar, click the calendar heading (in the example above, **Weekly**) to display a menu. Select one of the following options to display a different calendar for configuration:

- **Weekly**. Allows you to configure a process to run on a certain day of the week (i.e., Thursday).
- **Monthly**. Allows you to configure a process to run monthly, on a particular date (i.e., the 1st and 15th of the month).
- **Monthly** (Day-Relative). Allows you to configure a process to run on a relative day of the month (i.e., the first Saturday of the month, the 2nd Wednesday of the month).
- **Annual**. Allows you to configure a process to run on a certain day of the year (i.e., June 30).
- **Full Calendar**. Allows you to configure a process to run on specified days of specified years (e.g., August 10, 2011 and/or July 17, 2012).

To select days that you would like to run a scheduled process, double-click the day on the calendar. The selected day is circled.

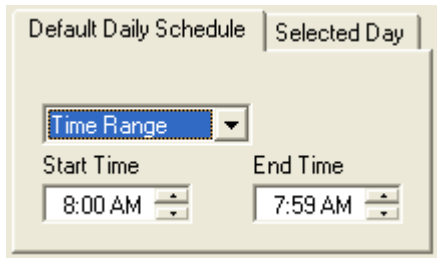


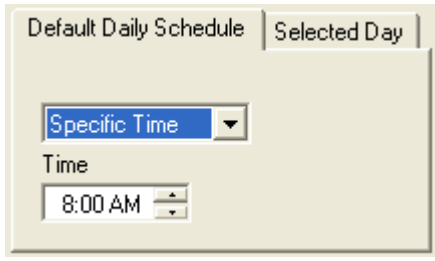
Note: In the example above, two days are selected but **Sunday** is the currently-selected day.

To deselect a day, double-click it.

Default Daily Schedule

The **Default Daily Schedule** tab allows you to configure the processing configuration for all days that do not have a **Selected Day** tab configuration.



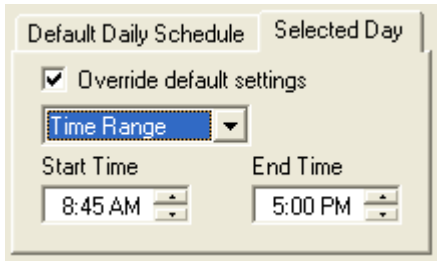


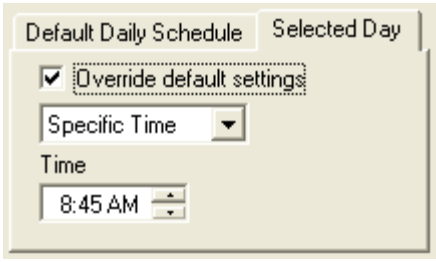
The drop-down select list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is displayed. Select the time at which you want the job or format to begin processing.

Tip: Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

Selected Day

The **Selected Day** tab allows you to specify settings for the selected day that differ from the settings specified in the **Default Daily Schedule** tab. In order for the **Selected Day** tab to be enabled, you must click a day to select it and you must select the **Override default settings** check box.





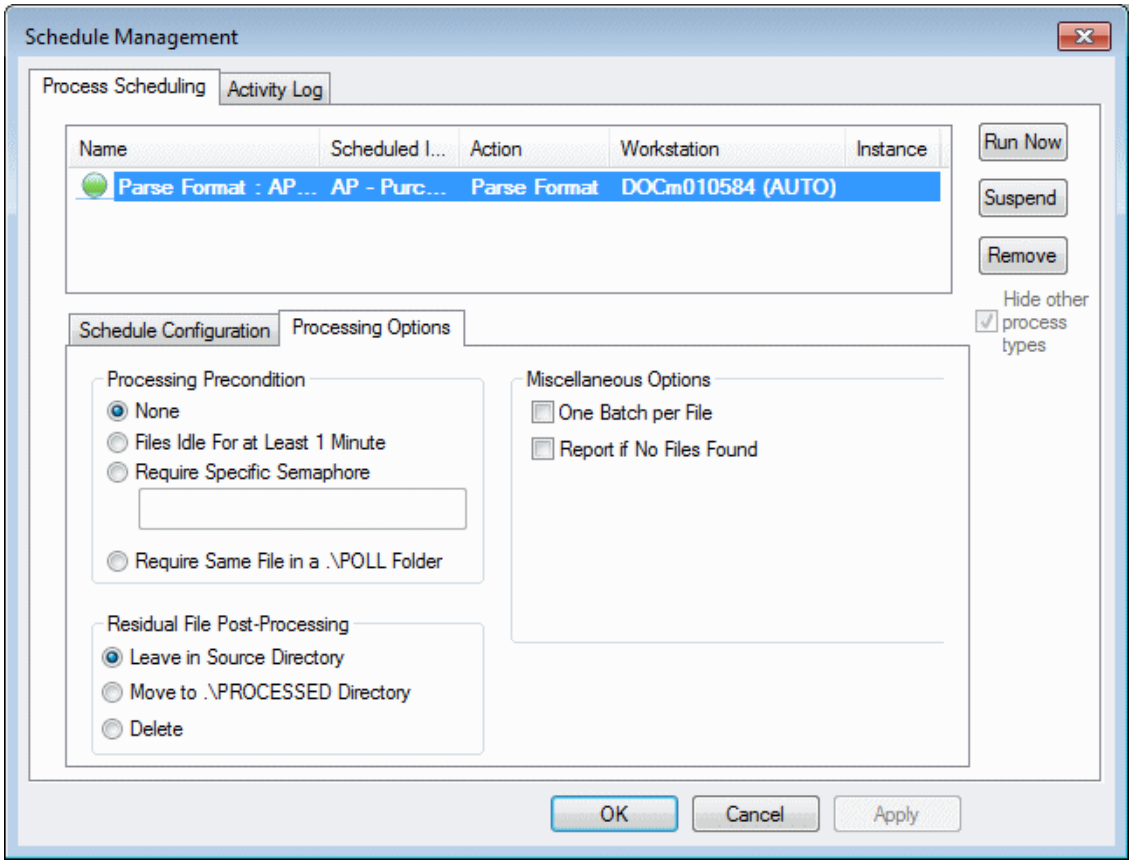
The drop-down select list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is displayed. Select the time at which you want the job or format to begin processing.

Tip: Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

Processing Options

After the Schedule Options are configured on the Schedule Configuration tab, you must configure the Processing Options.

1. From the **Process Scheduling** tab of the **Schedule Management** window, click the **Processing Options** tab to display the Processing Options.



2. Set the following Processing Options.

Option	Description
Processing Precondition	The **Processing Precondition** options allow you to specify the conditions that must be met before processing can begin. **Note:** These options are not available for scheduled PDF conversions, Advanced Capture processes, Full-Text OCR processes or scheduled commits. • **None**. If this option is selected, no processing precondition is necessary. • **Files Idle For at Least 1 Minute**. Select to indicate that processing must begin after the file indicated in the **Default File Name** of the processing format has been idle for at least one minute. • **Require Specific Semaphore**. Select to indicate that processing must begin after a trigger file is detected. The trigger file can be any file type/size/label and can be written to any location on the network. OnBase will only begin processing the processing file indicated in the **Default File Name** of the process format after the trigger file has been detected. How processing is triggered (definition of the file location and/or time variable) is defined by a semaphore. A semaphore is a technique for coordinating or synchronizing polling activity. A maximum of 255 characters can be entered in this field.
Processing Precondition (cont.)	• **Require Same File in a .\POLL Folder**. Select to indicate that processing must begin after a POLL file has been written to a specifically-configured POLL folder. The POLL file must appear in a folder labeled **POLL**, and the POLL folder must be created as a subfolder of the **Default Directory** of the process format. The name of the POLL file must be exactly identical to the name of the file to be processed. The value in the **Default File Name** field will be used to locate the POLL file. When OnBase locates the POLL file, the processor will attempt to process any file with that same name in the **Default Directory**. For example: The **Default File Name** is ***.txt**, and the **Default Directory** is **C:\ProcessFiles**. The file to be processed is stored in this directory. For this example, the file is named **pf11x74.txt**. The POLL file should be placed in **C:\ProcessFiles\POLL**, and named exactly the same as the process file (**pf11x74.txt**). OnBase will search **C:\ProcessFiles\POLL** for a file that matches the **Default File Name** of ***.txt**. Upon finding the **pf11x74.txt** file, the processor will return to the **C:\ProcessFiles** directory and search for the file named **pf11x74.txt**. This is the file that will be processed. **Note:** This option is not supported for use with the Directory Import Processor.

Option	Description
Residual File Post-Processing	The Residual File Post-Processing options allow you to specify how residual files are processed (i.e., files that have been processed but not deleted from the directory, such as read-only files). **Note:** These options are not available for scheduled PDF conversions, Advanced Capture processes, Full-Text OCR processes or scheduled commits. • **Leave in Source Directory**. Select to leave any residual files in the folder they originated in. • **Move to .\PROCESSED Directory**. Select to move any residual files to the OnBase-generated **PROCESSED** folder located in the same folder the files were originally in. **Caution:** Depending on your system's configuration, processed files may be automatically deleted after an import process is run. In this situation, the processed files will not be moved to the **PROCESSED** folder because they have already been deleted from the folder they originated from. Depending on the processor you are using, you may be able to avoid this behavior by modifying the configuration of your import processor, or by marking the files to be processed as read-only. • **Delete**. Select to delete any residual files (i.e., files that have been processed but not deleted from the directory) from the folder they originated in. **Note:** The **Delete** option is not available for Scheduled Sweeps or Scan from Disk processes.

Option	Description
Miscellaneous Options	The **Miscellaneous Options** options allow you to specify special scheduling options. Not all options are available for all processes. **Note:** These options are not available for scheduled PDF conversions, Advanced Capture processes, Full-Page OCR processes or scheduled commits. • **One Batch per File**. Select to process each index file as one batch when multiple index files are being processed at once. **Note:** This option is not supported for use with the Directory Import Processor. • **Report if No Files Found**. Select to create a Verification Report if no files are found when a scheduled format or job is run. **Note:** The **Report if No Files Found** option is only available when the **None** radio button is selected for the **Processing Precondition**. It is not available for scheduled **Sweep** or **Scan from Disk** processes. • **Document Type**. Use the drop-down to select the Document Type of processed documents. **Note:** The **Document Type** drop-down is only available for scheduled **Sweep** processes. • **Scan Format**. Use the drop-down to select the scan format to be used when processing documents. By default, the processor will use the last scan format that was assigned to the scan queue being processed. **Note:** Only **Kofax** scan formats can be selected from this drop-down. **Note:** The **Scan Format** drop-down is only available for scheduled **Scan from Disk** processes.

Option	Description
OCR Options	The **OCR Options** options allow you to specify the configuration options for a scheduled Advanced Capture or Full-Text OCR process. **Note:** These options are only available when scheduling an Advanced Capture or Full-Page OCR process (i.e., the batch's scan queue has been configured for Advanced Capture or Full-Page OCR). • **Full-Text OCR**. Select this radio button if you are scheduling a Full-Text OCR process. • **Advanced Capture**. Select this radio button if you are scheduling an Advanced Capture process. • **Process Ad Hoc OCR Documents**. Select this radio button if you would like to perform Advanced Capture or Full-Text OCR on documents in the ad hoc batch status queues (i.e., **Ad Hoc Advanced Capture** or **Awaiting Ad Hoc OCR**).

3. When you are finished configuring the Process Options, click **Apply**.

Viewing Scheduled Processes

By default, only scheduled process formats and jobs of the currently-selected process type will be displayed in the **Schedule Management** window. To view scheduled process formats and jobs of all process types, deselect the **Hide other process types** check box.

To open the **Schedule Management** window, perform one of the following actions:

- Click **Processing | Scheduler | Schedule Management**.
- Open the **Scheduled Processes** queue and double-click on a scheduled process
- Right-click on a process format in its process queue and select **Schedule Format**.

Note: Additional Product Rights are required to view a scheduled purge process. For more information, see the **System Administration** module reference guide or help file.

Modifying a Scheduled Process Format

Once a scheduled process has been created, it can be modified as needed.

To modify an existing scheduled process:

1. Open the **Schedule Management** window from the OnBase Client by clicking **Processing | Scheduler | Schedule Management**.
2. Select the process to be modified from the **Scheduled Items** box.

3. Modify the settings on the **Schedule Configuration** and **Process Options** tabs as needed.
   For more information on the options on these tabs, see Schedule Configuration on page 130 and Processing Options on page 151.

Tip: You can modify the **Schedule Configuration** settings for multiple processes at the same time. To do so, use the **Shift** or **Ctrl** keyboard keys to select multiple processes before modifying the **Schedule Configuration** settings.

4. Once you have finished modifying the scheduled process, click **Apply**.

Deleting a Scheduled Process Format

Caution: If you delete a process format or process job that is scheduled, it will be deleted from the list of scheduled jobs.

Scheduled processes can be deleted from the **Schedule Management** window.

1. Open the **Schedule Management** window from the OnBase Client by clicking **Processing | Scheduler | Schedule Management**.
2. Select the scheduled process(es) you would like to delete from the **Scheduled Items** box and click **Remove**.
3. Click **Apply**.

Running/Suspending a Scheduled Process Format

From the **Schedule Management** window, a scheduled process can be run immediately or it can be suspended.

1. Open the **Schedule Management** window from the OnBase Client by clicking **Processing | Scheduler | Schedule Management**.
2. Select one or more scheduled processes from the **Scheduled Items** box.
   - To run the process(es) now, click **Run Now**. The processes are run the next time the processing workstation is polled.
   - To suspend the process(es), click **Suspend**. To resume one or more suspended processes, select those processes and click **Resume**.

   An icon is displayed next to each scheduled process in the **Scheduled Items** box that indicates its status.

Icon	Description
	**Run Now** - Indicates that the user has clicked the **Run Now** button to cause the process to execute now instead of waiting for its scheduled time to run.
	**Suspend** - Indicates a suspended process. The process will not run until a user selects it and clicks **Resume**.
	**Active** - Indicates an active scheduled process. An active process may be waiting to run or it may have already run at its scheduled time.

Icon	Description
	**Error** - Indicates a process with a configuration error.

3. Click **Apply**.

Working With Process Jobs

A Process Job is one or more Process Formats that have been configured to run sequentially. A Process Job does not have to consist exclusively of a single type of Process Format; it can contain multiple Process Formats from any module that allows scheduling.

A few notes about Process Jobs:

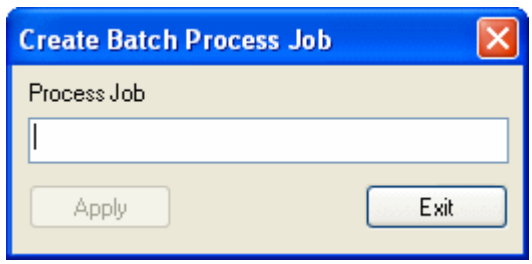
- Process formats must be created before they can be added to a job.
- AutoFill Keyword Import Processors can be scheduled from any **Process Job Queue**.
- Process Formats created from Document Imaging sweep or scan from disk processes cannot be included in a Process Job.

Creating a Job

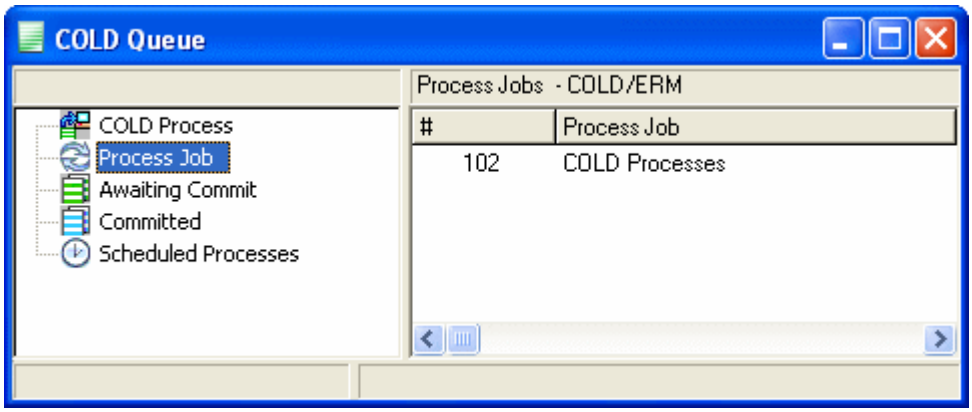
You can add a job to the Scheduler from a process queue (i.e., the COLD Queue, the EDI Queue, etc).

To create a job, follow these steps:

1. From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on the window and select **Create New Job**.
   Or, from the process queue, select **Process Job** and right-click in the **Process Jobs** window and select **Create New Job**. The **Create Batch Process Job** dialog box is displayed.



2. Enter a name for the job in the **Process Job** field and click **Apply**. The job is added to the process queue and is listed in the **Process Jobs** window.



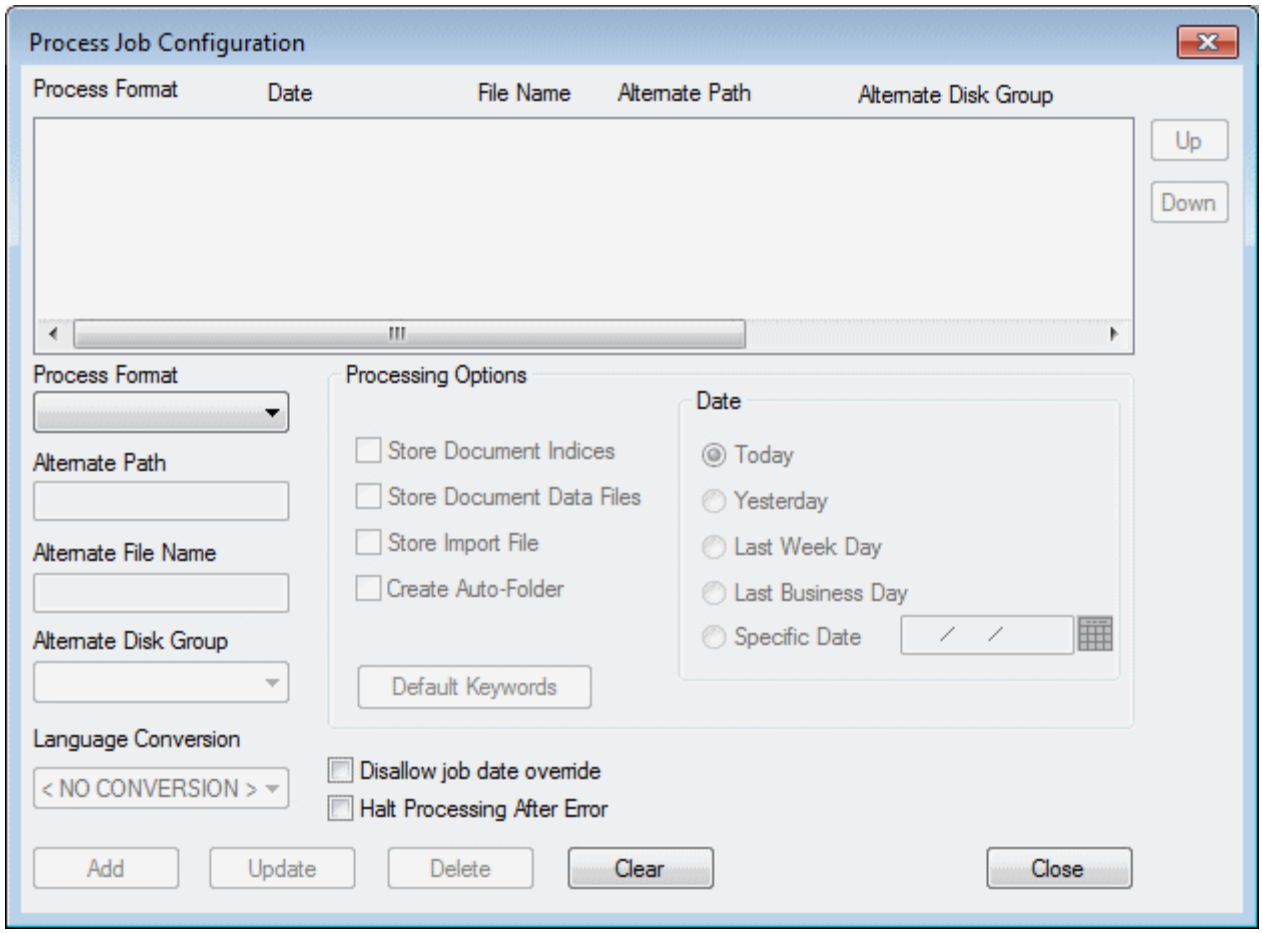
Note: The process name must be 75 characters or fewer.

Note: If you are using the OnBase Client as a Windows Service, you must restart the Client after adding a new scheduled process.

Configuring a Job

To configure a job:

1. From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Configure Job**.
   Or, select the job to be configured from the **Process Jobs** window in the process queue, right-click and select **Configure Job**.
   The **Process Job Configuration** window is displayed.



2. Configure a process format to add to the job:

Process Job Parameter	Description
Process Format	Select the process format to be incorporated in the process job. All available process formats are listed.
Alternate Path	Enter an alternate path to the data to be processed (i.e., the **Default Directory**) to use instead of the **Default Directory** configured for the selected process format. If an alternate path is not specified, the process format's **Default Directory** is used.
Alternate Filename	Enter an alternate file name for the data to be processed (i.e., the **Default File Name**) to use instead of the **Default File Name** configured for the selected process format. If an alternate file name is not specified, the process format's **Default File Name** is used.
Alternate Disk Group	Enter an alternate Disk Group to store the data being processed instead of the Disk Group configured for the selected process format. If an alternate Disk Group is not specified, the process format's default Disk Group is used.
Language Conversion	Used to specify a language conversion if the source data file was created using a different ASCII code page. If a language conversion is not specified, the process format's **Language Conversion** setting is respected.
Store Document Indices	Select this option to store the processed documents in the database, along with their Keyword Values and document name. This option is enabled by default.
Store Document Data Files	Select this option to move the data file to the configured Disk Group after the process is complete. This option is enabled by default.
Store Import File	Select to store a copy of the index file used to import documents into OnBase for archive purposes.
Create Auto Folder	Select to provide the ability to Auto-Folder documents upon processing. See the **Folders** module reference guide or help files for additional information regarding Auto-Foldering. **Note:** Not all processors offer the ability to Auto-Folder documents upon processing. See the configuration section of the **DIP** module reference guide or help file for more information.

Process Job Parameter	Description
Default Keywords	Click the **Default Keywords** button to select Keyword Types and Values that are displayed in the Batch Name for that Process Job when it is processed. These Keyword Types and Values are also displayed at the top of the Verification Report for that job. **Note:** Only Keyword Types that have been configured for Document Types used in the Process Job are selectable. **Note:** If a check process format is configured as part of the job, the **Default Keywords** button is disabled when the job is selected.
Disallow job date override	Select this option to prevent users from overriding the specified job date.
Halt Processing After Error	Select this option to halt processing for the process job if the configured process format generates an error. Any other process formats configured for the process job will not be processed.
Date	These settings allow a user-defined **Document Date** to be stored for the processed documents. This date is used as the **%D** parameter that appears in the document's Auto-Name string.

3. Click **Add**.
4. Repeat Step 2 for each process format that you would like to add to the job. Process jobs are run in the order in which they display on the screen. Re-sequence a job by selecting it and clicking the **Up** or **Down** buttons.

Once you've added all process formats to the job, click **Close**.

Scheduling a Job

Once you have created and configured a job, you must schedule it in order for it to automatically run. A job is scheduled in almost the same way that a process format is scheduled.

To schedule a job, you must first open the **Schedule Management** window. To open it:

- From a process queue, select **Process Job** and then select the job to be scheduled in the **Process Jobs** window. Right-click and select **Schedule Job**.
- From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Schedule Job**.

Schedule Configuration

The first options that must be configured for the scheduled job are the Schedule Configuration options on the **Schedule Configuration** tab. This tab is displayed by default.

1. In the **Name** field, enter a name for the scheduled process.
2. Using the **Processing Workstation** drop-down, select the workstation that will be used to run the scheduled job.

Note: This workstation will need to be running with the **-SCHED** or **-SCHEDINST** command line switch in order to run the scheduled job.

3. Using the **Schedule Template** drop-down, select a schedule template for the process or select **<Custom Schedule>** to manually configure the schedule for this process.

Note: For information on creating a schedule template, see below.

To create a custom schedule, you will need to use the **Calendar** to select the day(s) you would like the scheduled job to run on and then you will need to specify the time the scheduled job will run using the **Default Daily Schedule** and/or **Selected Day** tabs. For more information, see those sections below.

4. Select how often you would like the scheduled job to run by selecting one of the **Processing Frequency** radio buttons.
   - **Once then Suspend**. The scheduled item will be processed once, then the scheduled process is suspended.
   - **Once per Day**. The scheduled item be processed once per day.

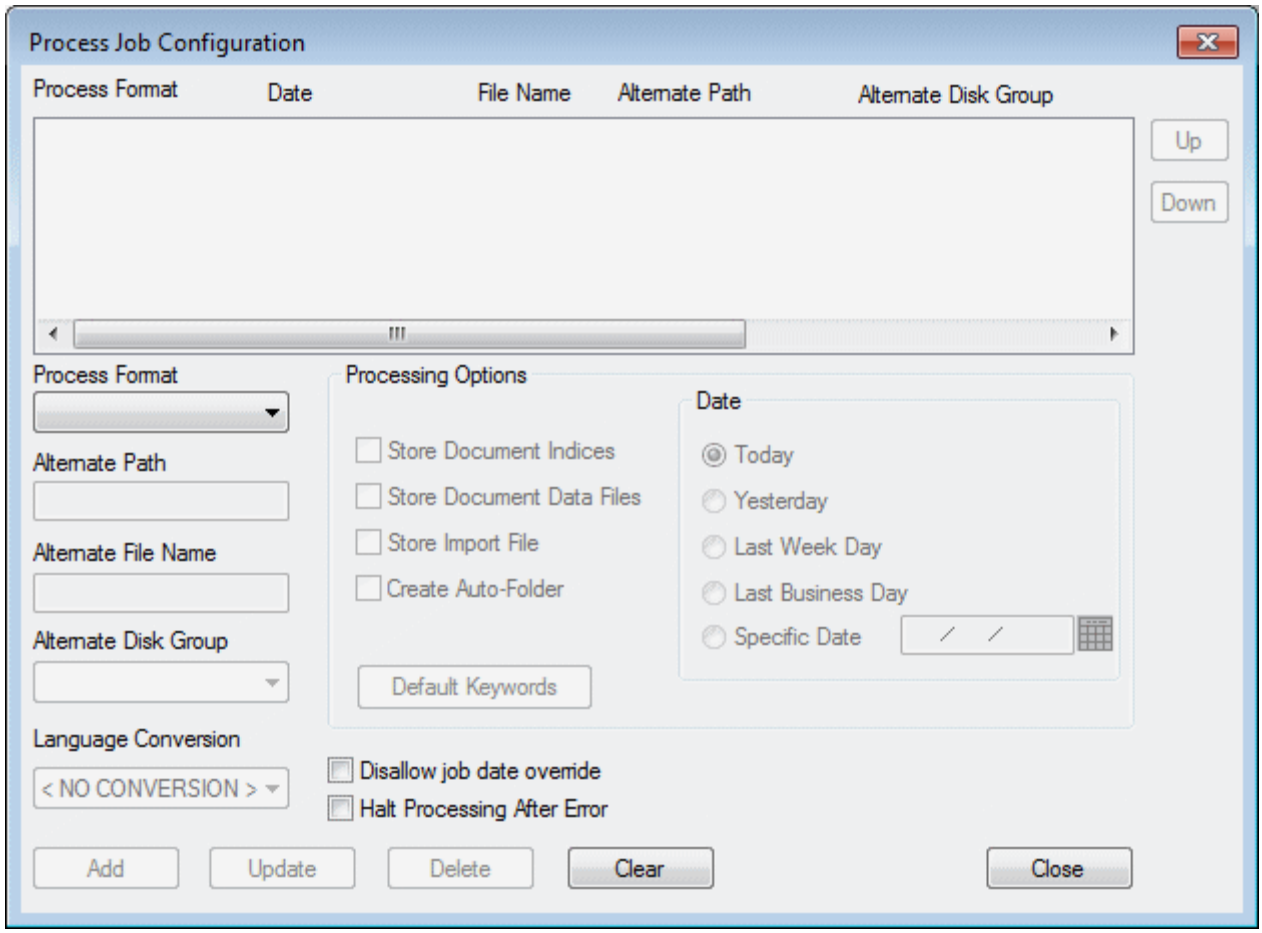
Note: If the scheduled item is modified, the process may be run again on the same day.

   - **Once every "" Minutes**. The scheduled item is processed in the interval (measured in minutes) entered in the field. The maximum number of minutes that can be entered is 99999.
5. When you are finished setting the Schedule Configuration options, click **Apply**.

Calendar

To configure a job:

1. From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Configure Job**.
   Or, select the job to be configured from the **Process Jobs** window in the process queue, right-click and select **Configure Job**.
   The **Process Job Configuration** window is displayed.



2. Configure a process format to add to the job:

Process Job Parameter	Description
Process Format	Select the process format to be incorporated in the process job. All available process formats are listed.
Alternate Path	Enter an alternate path to the data to be processed (i.e., the **Default Directory**) to use instead of the **Default Directory** configured for the selected process format. If an alternate path is not specified, the process format's **Default Directory** is used.
Alternate Filename	Enter an alternate file name for the data to be processed (i.e., the **Default File Name**) to use instead of the **Default File Name** configured for the selected process format. If an alternate file name is not specified, the process format's **Default File Name** is used.
Alternate Disk Group	Enter an alternate Disk Group to store the data being processed instead of the Disk Group configured for the selected process format. If an alternate Disk Group is not specified, the process format's default Disk Group is used.
Language Conversion	Used to specify a language conversion if the source data file was created using a different ASCII code page. If a language conversion is not specified, the process format's **Language Conversion** setting is respected.
Store Document Indices	Select this option to store the processed documents in the database, along with their Keyword Values and document name. This option is enabled by default.
Store Document Data Files	Select this option to move the data file to the configured Disk Group after the process is complete. This option is enabled by default.
Store Import File	Select to store a copy of the index file used to import documents into OnBase for archive purposes.
Create Auto Folder	Select to provide the ability to Auto-Folder documents upon processing. See the **Folders** module reference guide or help files for additional information regarding Auto-Foldering. **Note:** Not all processors offer the ability to Auto-Folder documents upon processing. See the configuration section of the **DIP** module reference guide or help file for more information.

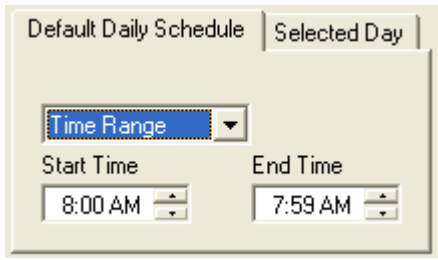
Process Job Parameter	Description
Default Keywords	Click the **Default Keywords** button to select Keyword Types and Values that are displayed in the Batch Name for that Process Job when it is processed. These Keyword Types and Values are also displayed at the top of the Verification Report for that job. **Note:** Only Keyword Types that have been configured for Document Types used in the Process Job are selectable. **Note:** If a check process format is configured as part of the job, the **Default Keywords** button is disabled when the job is selected.
Disallow job date override	Select this option to prevent users from overriding the specified job date.
Halt Processing After Error	Select this option to halt processing for the process job if the configured process format generates an error. Any other process formats configured for the process job will not be processed.
Date	These settings allow a user-defined **Document Date** to be stored for the processed documents. This date is used as the **%D** parameter that appears in the document's Auto-Name string.

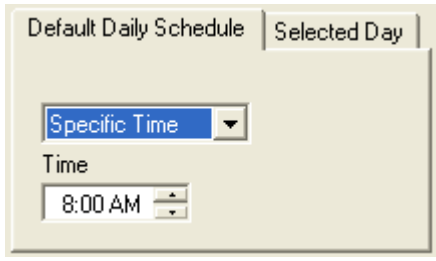
3. Click **Add**.
4. Repeat Step 2 for each process format that you would like to add to the job. Process jobs are run in the order in which they display on the screen. Re-sequence a job by selecting it and clicking the **Up** or **Down** buttons.

Once you've added all process formats to the job, click **Close**.

Default Daily Schedule

The **Default Daily Schedule** tab allows you to configure the processing configuration for all days that do not have a **Selected Day** tab configuration.



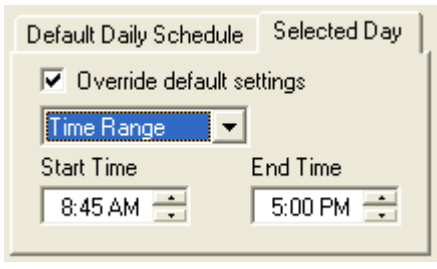


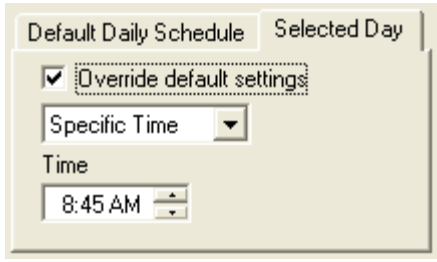
The drop-down select list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is displayed. Select the time at which you want the job or format to begin processing.

Tip: Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

Selected Day

The **Selected Day** tab allows you to specify settings for the selected day that differ from the settings specified in the **Default Daily Schedule** tab. In order for the **Selected Day** tab to be enabled, you must click a day to select it and you must select the **Override default settings** check box.





The drop-down select list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is displayed. Select the time at which you want the job or format to begin processing.

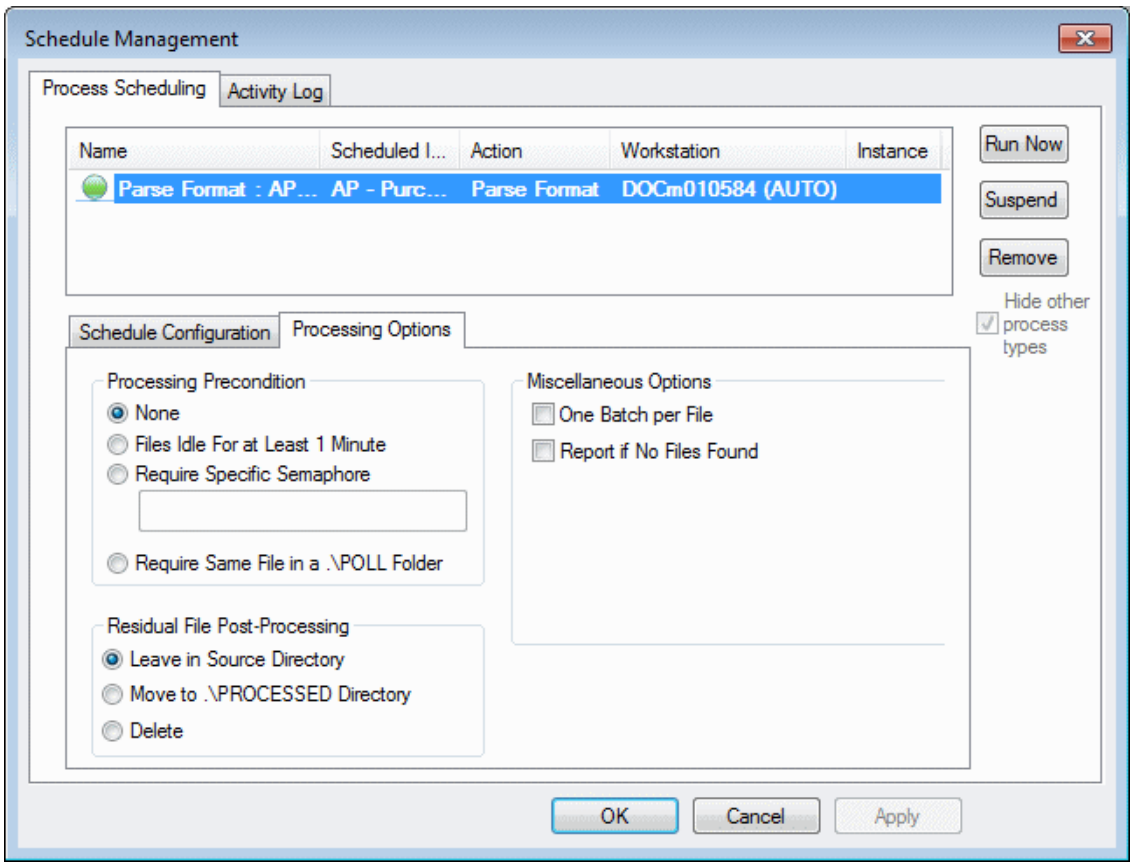
Tip: Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

Processing Options

After the Schedule Options are configured on the **Schedule Configuration** tab, you must configure the Processing Options.

1. From the **Process Scheduling** tab of the **Schedule Management** window, click the **Processing Options** tab to display the Processing Options.

Note: This tab is only available if a single process is selected. If multiple processes are selected, the **Processing Options** tab is disabled.



2. Set the following Processing Options.

Option	Description
Processing Precondition	The **Processing Precondition** options allow you to specify the conditions that must be met before processing can begin. **Note:** These options are not available for scheduled PDF conversions, Advanced Capture processes, Full-Text OCR processes or scheduled commits. • **None**. If this option is selected, no processing precondition is necessary. • **Files Idle For at Least 1 Minute**. Select to indicate that processing must begin after the file indicated in the **Default File Name** of the processing format has been idle for at least one minute. • **Require Specific Semaphore**. Select to indicate that processing must begin after a trigger file is detected. The trigger file can be any file type/size/label and can be written to any location on the network. OnBase will only begin processing the processing file indicated in the **Default File Name** of the process format after the trigger file has been detected. How processing is triggered (definition of the file location and/or time variable) is defined by a semaphore. A semaphore is a technique for coordinating or synchronizing polling activity. A maximum of 255 characters can be entered in this field. The trigger file is deleted after processing.
Processing Precondition (cont.)	• **Require Same File in a .\POLL Folder**. Select to indicate that processing must begin after a POLL file has been written to a specifically-configured POLL folder. The POLL file must appear in a folder labeled **POLL**, and the POLL folder must be created as a subfolder of the **Default Directory** of the process format. The name of the POLL file must be exactly identical to the name of the file to be processed. The value in the **Default File Name** field will be used to locate the POLL file. When OnBase locates the POLL file, the processor will attempt to process any file with that same name in the **Default Directory**. For example: The **Default File Name** is ***.txt**, and the **Default Directory** is **C:\ProcessFiles**. The file to be processed is stored in this directory. For this example, the file is named **pf11x74.txt**. The POLL file should be placed in **C:\ProcessFiles\POLL**, and named exactly the same as the process file (**pf11x74.txt**). OnBase will search **C:\ProcessFiles\POLL** for a file that matches the **Default File Name** of ***.txt**. Upon finding the **pf11x74.txt** file, the processor will return to the **C:\ProcessFiles** directory and search for the file named **pf11x74.txt**. This is the file that will be processed. The POLL file is deleted after processing. **Note:** This option is not supported for use with the Directory Import Processor.

Option	Description
Residual File Post-Processing	The **Residual File Post-Processing** options allow you to specify how the processor will handle files that are left in the original folder after the import process has been run. • **Leave in Source Directory**. Select to leave processed read-only files in the folder they originated in. • **Move to ..\PROCESSED Directory**. Select to move all processed files, regardless of read-only status, to the OnBase-generated **PROCESSED** folder located in the same folder the read-only files were originally in. **Caution:** Depending on your system's configuration, processed files may be automatically deleted after an import process is run. In this situation, the processed files will not be moved to the **PROCESSED** folder because they have already been deleted from the folder they originated from. This behavior can be avoided by modifying the configuration of your import processor, or by marking the files to be processed as read-only. • **Delete**. Select to delete the read-only files from the folder they originated in.
Miscellaneous Options	The **Miscellaneous Options** options allow you to specify special scheduling options. Not all options are available for all processes. • **One Batch per File**. Select to process each index file as one batch when multiple index files are being processed at once. **Note:** This option is not supported for use with the Directory Import Processor. • **Report if No Files Found**. Select to create a Verification Report if no files are found when a scheduled job is run.

3. When you are finished configuring the Process Options, click **Apply**.

Viewing a Job

All scheduled process formats and jobs can be viewed in the **Schedule Management** window.

By default, the **Hide other process types** check box is enabled, so only the selected process type's process formats or process jobs are displayed.

To open the **Schedule Management** window:

- Click **Processing | Scheduler | Schedule Management** from the OnBase Client.
- From a process queue, select **Process Job** and then select a job in the **Process Jobs** window. Double-click on the job to display the process formats that compose it.
- From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed.

Modifying a Job

To modify an existing job:

From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Configure Job**.

Or, select the job to be modified from the **Process Jobs** window in the process queue, right-click and select **Configure Job**.

The **Process Job Configuration** dialog is displayed.

Note: If you are using the OnBase Client as a Windows Service, you must restart the Client after modifying a scheduled process.

Note: For more information on configuring a process job, see Configuring a Job on page 141 and Scheduling a Job on page 144.

Renaming a Job

To rename an existing job:

1. From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Rename Job**.
   Or, select the job to be modified from the **Process Jobs** window in the process queue, right-click and select **Rename Job**.
   The **Rename Process Job** dialog box is displayed.
2. Enter the new name for the job and click **OK**.

Deleting a Job

Caution: If you delete a process format or process job that is scheduled, it will be deleted from the list of scheduled jobs.

To delete an existing job:

1. From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Delete Job**.
   Or, select the job to be modified from the **Process Jobs** window in the process queue, right-click and select **Delete Job**.
   A confirmation message is displayed.
2. Click **OK**. The job is deleted.

Running/Suspending a Job

From the **Schedule Management** window, a job can be run immediately or it can be suspended.

1. Open the **Schedule Management** window from the OnBase Client by clicking **Processing | Scheduler | Schedule Management**.
2. Select one or more jobs from the **Scheduled Items** box.
   - To run the jobs now, click **Run Now**. The selected jobs are run the next time the processing workstation is polled.
   - To suspend the jobs, click **Suspend**. To resume suspended jobs, click **Resume**.

   An icon is displayed next to each scheduled job in the **Scheduled Items** box that indicates its status.

Icon	Description
	**Run Now** - Indicates that the user has clicked the **Run Now** button to cause the job to execute now instead of waiting for its scheduled time to run.
	**Suspend** - Indicates a suspended job. The job will not run until a user selects it and clicks **Resume**.
	**Active** - Indicates an active scheduled job. An active job may be waiting to run or it may have already run at its scheduled time.
	**Error** - Indicates a job with a configuration error.

3. Click **Apply**.

A job can also be run immediately from the process format queue or the **Process Jobs** window.

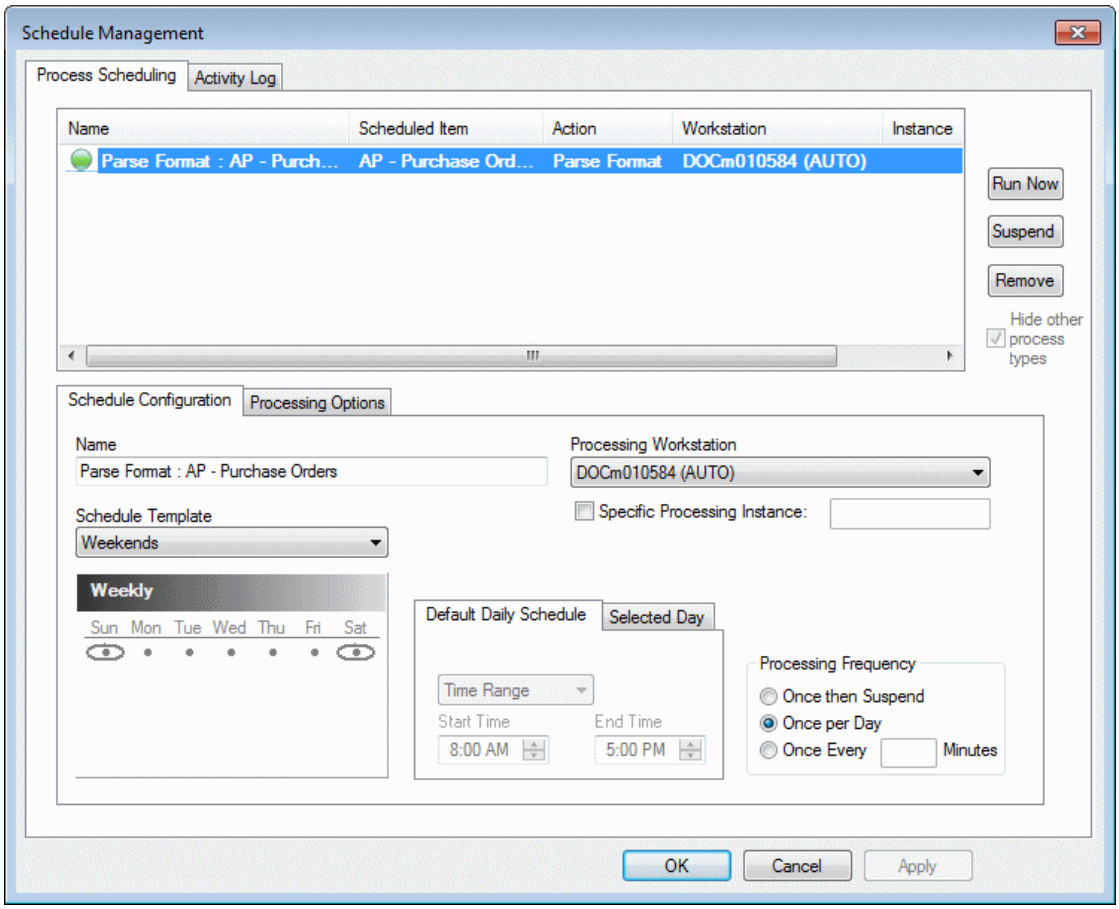
From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Process Job**.

Or, from a process queue, select **Process Job** and then select the job to be run in the **Process Jobs** window. Right-click in the **Process Jobs** window and select **Process Job**.

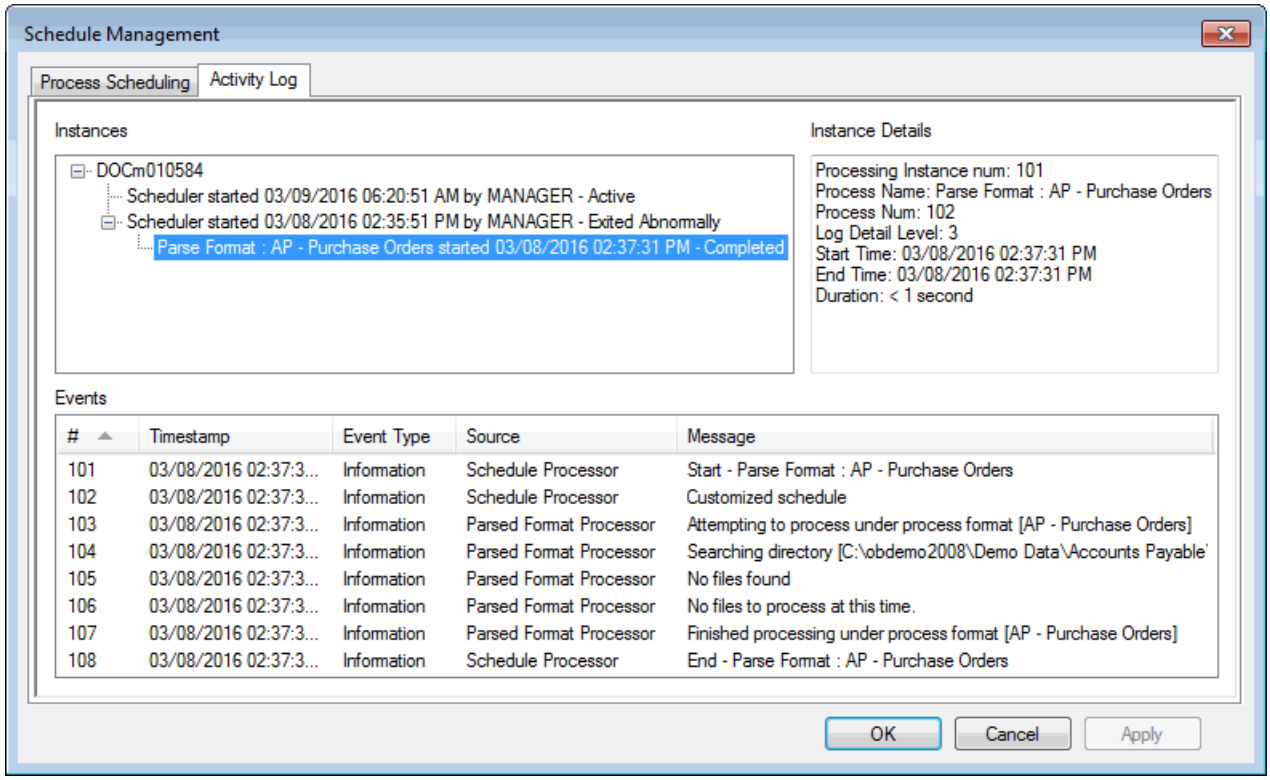
Viewing the Activity Log

The Activity Log provides visibility and control over the logging information generated during the execution of scheduled processes. To view the Activity Log, follow these steps:

1. From the OnBase Client, click **Processing | Scheduler | Schedule Management**. The **Schedule Management** dialog is displayed.



2. Click the **Activity Log** tab. The **Activity Log** is displayed.



Note: The **Activity Log** tab is only available if logging is enabled and at least one log entry exists.

3. Select a log entry to view more information about that processing instance. Details on the selected instance are displayed in the Instance Details section in the upper right corner of the dialog, and details on each event within that instance are displayed in the Events section in the bottom of the screen.

Note: Depending on your assigned product rights, you may be able to delete unneeded entries from the Activity Log. See the User Group Configuration for Product Rights section of the System Administration documentation for information on product rights.

Creating Schedule Templates

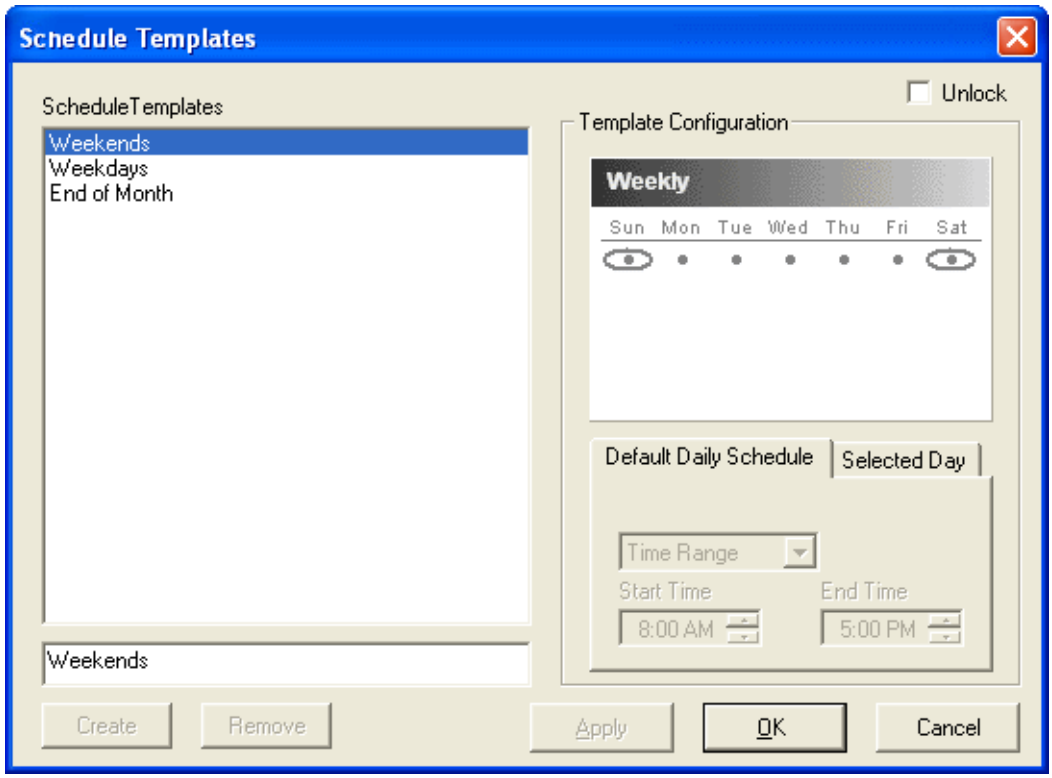
Creating Schedule Templates

A schedule template is used to create a processing schedule. These schedules can be used by multiple scheduled processes without having to be re-configured each time they are used.

Note: Any user with the Client and Client Scheduler product rights can create a schedule template. Once created, a schedule template is available to all users with Client and Client Scheduler product rights.

To create a schedule template:

1. From the OnBase Client, click **Processing | Scheduler | Schedule Templates**. The **Schedule Templates** window is displayed.



2. Enter a name for the new template and click **Create**.

Note: The maximum number of characters that can be used for a name is 80.

3. Configure the appropriate options. See the sub-sections below for more information on using the calendar, **Default Daily Schedule**, and **Selected Day** options under the **Template Configuration** area.
4. Once all Template Configuration options have been set, click **OK**.

To edit an existing template, select it from **Schedule Templates** list and select the **Unlock** check box. Once you have finished modifying it, click **OK**.

Calendar

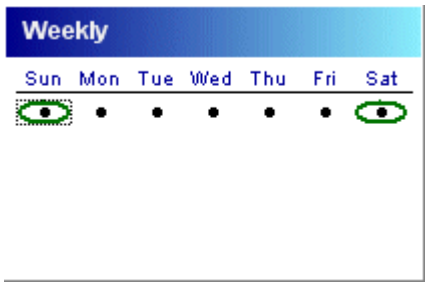
The calendar is used to select the day(s) on which a scheduled process should be run.

Note: The calendar is displayed based on your Workstation Regional Settings and the OnBase language DLL that you are using.

To change the view of the calendar, click the calendar heading (in the example above, **Weekly**) to display a menu. Select one of the following options to display a different calendar for configuration:

- **Weekly**. Allows you to configure a process to run on a certain day of the week (i.e., Thursday).
- **Monthly**. Allows you to configure a process to run monthly, on a particular date (i.e., the 1st and 15th of the month).
- **Monthly** (Day-Relative). Allows you to configure a process to run on a relative day of the month (i.e., the first Saturday of the month, the 2nd Wednesday of the month).
- **Annual**. Allows you to configure a process to run on a certain day of the year (i.e., June 30).
- **Full Calendar**. Allows you to configure a process to run on specified days of specified years (e.g., August 10, 2011 and/or July 17, 2012).

To select days that you would like to run a scheduled process, double-click the day on the calendar. The selected day is circled.

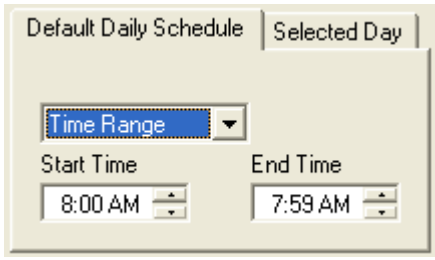


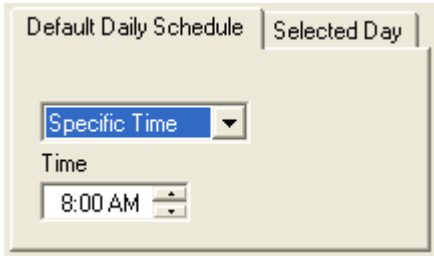
Note: In the example above, two days are selected but **Sunday** is the currently-selected day.

To deselect a day, double-click it.

Default Daily Schedule

The **Default Daily Schedule** tab allows you to configure the processing configuration for all days that do not have a **Selected Day** tab configuration.



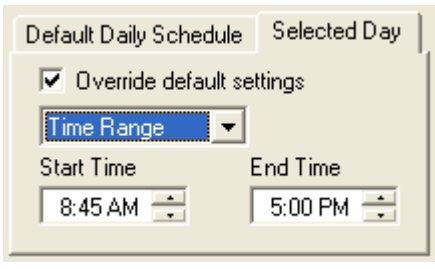


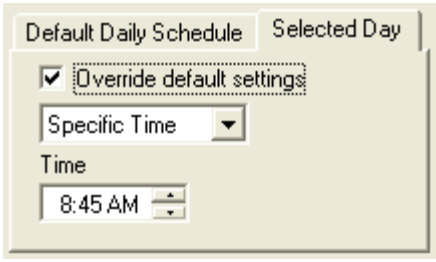
The drop-down select list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is displayed. Select the time at which you want the job or format to begin processing.

Tip: Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

Selected Day

The **Selected Day** tab allows you to specify settings for the selected day that differ from the settings specified in the **Default Daily Schedule** tab. In order for the **Selected Day** tab to be enabled, you must click a day to select it and you must select the **Override default settings** check box.



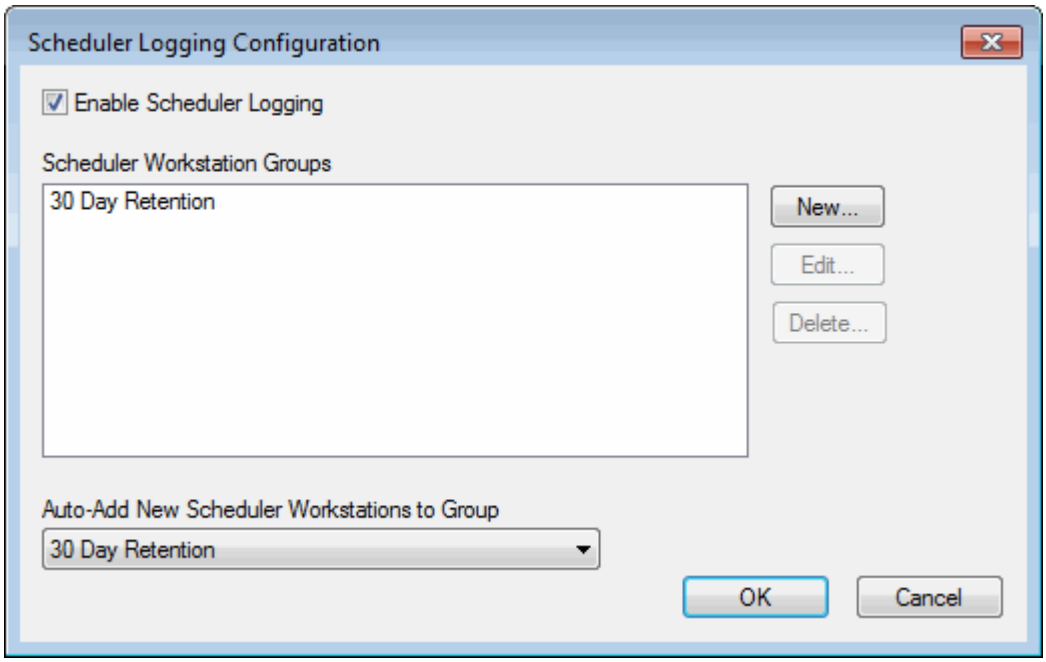


The drop-down select list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is displayed. Select the time at which you want the job or format to begin processing.

Tip: Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

Configuring Schedule Logging

Schedule logging is controlled at the workstation group level. Each workstation used to perform scheduled processing can only be a member of a single workstation group, and the settings defined for a workstation group are applied to all workstations within that group. Scheduler logging is configured from the **Scheduler Logging Configuration** dialog, available from the OnBase Client under **Processing | Scheduler | Logging Configuration**.



Note: This dialog is only available for selection if your user account has been assigned the required product right. See the User Group Configuration for Product Rights section of the System Administration documentation for information on product rights.

Select the **Enable Scheduler Logging** option to perform scheduler logging for all scheduler workstation group that have enabled the **Enable Logging for Group** option. If this option is not selected, no scheduler logging is performed for any scheduler workstation group.

By default, there is a single group named **30 Day Retention**. Other groups can be created as needed, depending on the logging requirements of different types of processing workstations. See the following topics for more information on creating, editing, and deleting scheduler workstation groups:

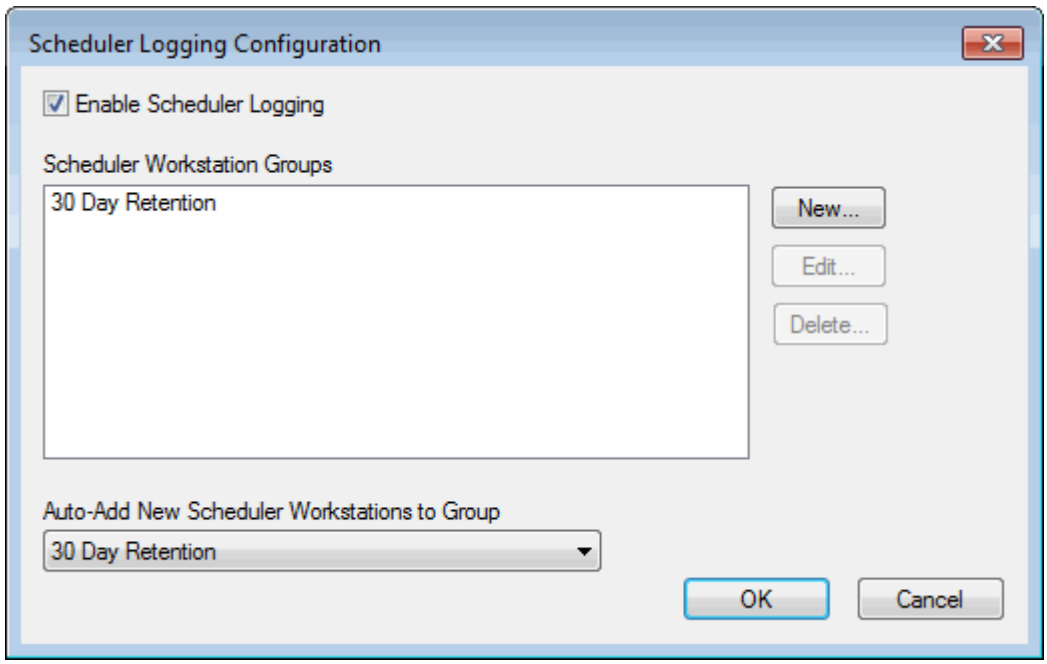
- See Creating a Scheduler Workstation Group on page 163 for more information on creating a new scheduler workstation group.
- See Editing a Scheduler Workstation Group on page 166 for more information on editing a scheduler workstation group.
- See Deleting a Scheduler Workstation Group on page 169 for more information on deleting a scheduler workstation group.

The **Auto-Add New Scheduler Workstations to Group** setting controls whether or not new scheduler workstations will automatically add themselves to a scheduler workstation group. Select a scheduler workstation group from the drop-down select list to automatically add new processing workstation to that group, or select <none> to disable automatic addition. By default, this is set to the **30 Day Retention** group.

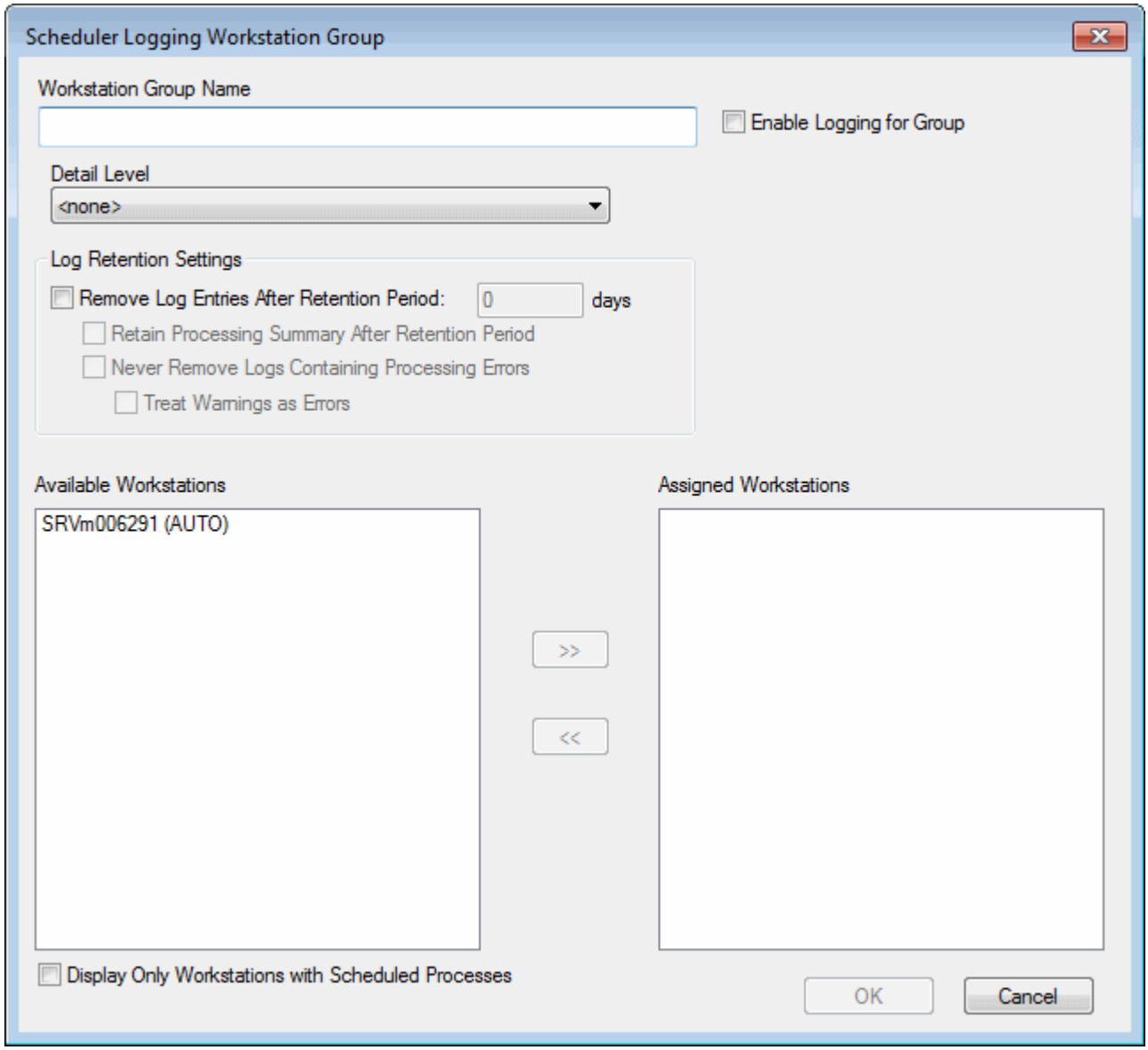
Creating a Scheduler Workstation Group

Scheduler workstation groups control how schedule logging is performed by the assigned workstations. To create a new scheduler workstation group, follow these steps:

1. From the OnBase Client, click **Processing | Scheduler | Logging Configuration**. The **Scheduler Logging Configuration** dialog is displayed.



2. Click **New**. The **Scheduler Logging Workstation Group** dialog is displayed.



3. Type a name for the scheduler workstation group in the **Workstation Group Name** field.
4. Select the **Enable Logging for Group** option so that logging is performed for workstations in the group. If this option is not selected, logging is not performed for this scheduler workstation group.
5. Select the desired amount of data to be logged from the **Detail Level** drop-down select list. The higher levels of detail are most useful for new processes or processes that are experiencing issues.

6. If desired, you can configure a retention period for log entries. The following options are available:

Option	Description
Remove Log Entries After Retention Period: _ days	Select this option and enter a number in the available field to remove log entries from the scheduler log after the specified number of days.
Retain Processing Summary After Retention Period	Select this option to retain the processing instance record after the retention period has passed and all of the record's log entries have been removed.
Never Remove Logs Containing Processing Errors	Select this option to prevent the retention period from being applied to any processing logs that reported an error. This can provide an administrator more time to analyze any recorded issues.
Treat Warnings as Errors	Select this option to treat warnings as errors for the purpose of log retention. When this option is selected, the retention period is not applied to any processing logs that reported a warning. **Note:** This option is only available if the **Never Remove Logs Containing Processing Errors** option is selected.

7. Select all workstations you want to assign to this scheduler workstation group from the **Available Workstations** list, then click the **>>** button. The selected workstations are added to the **Assigned Workstations** list.

   Because workstations can only be assigned to a single scheduler workstation group, the list of workstations in the **Available Workstations** list does not include any workstations that are already assigned to another scheduler workstation group.

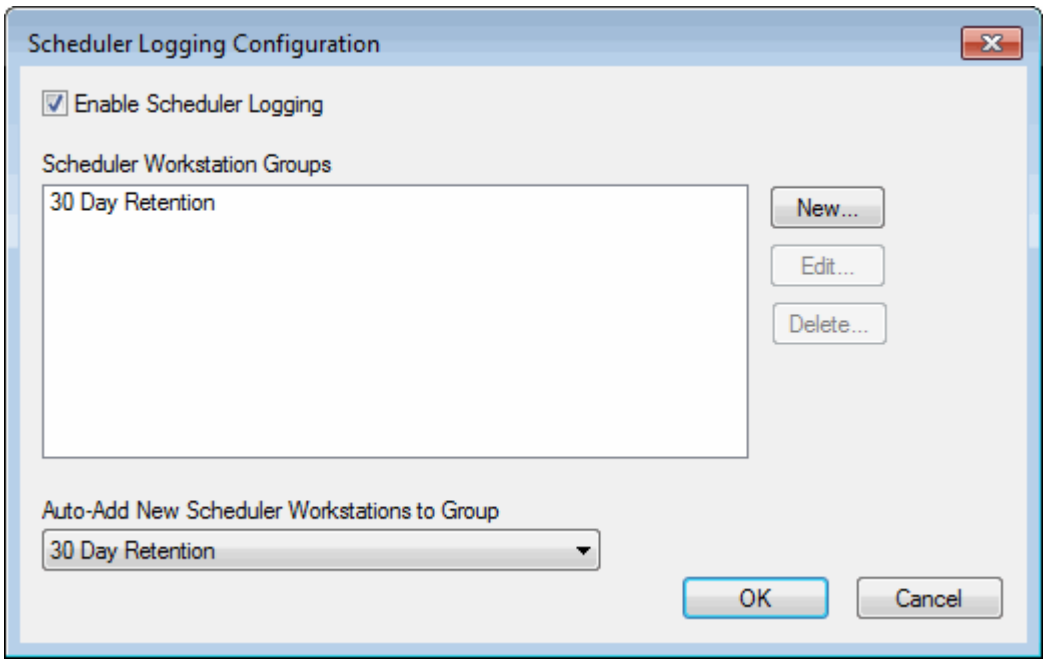
Tip: You can select the **Display Only Workstations with Scheduled Processes** option to limit the list of **Available Workstations** to those workstations that have scheduled processes assigned to them.

8. Click **OK**.

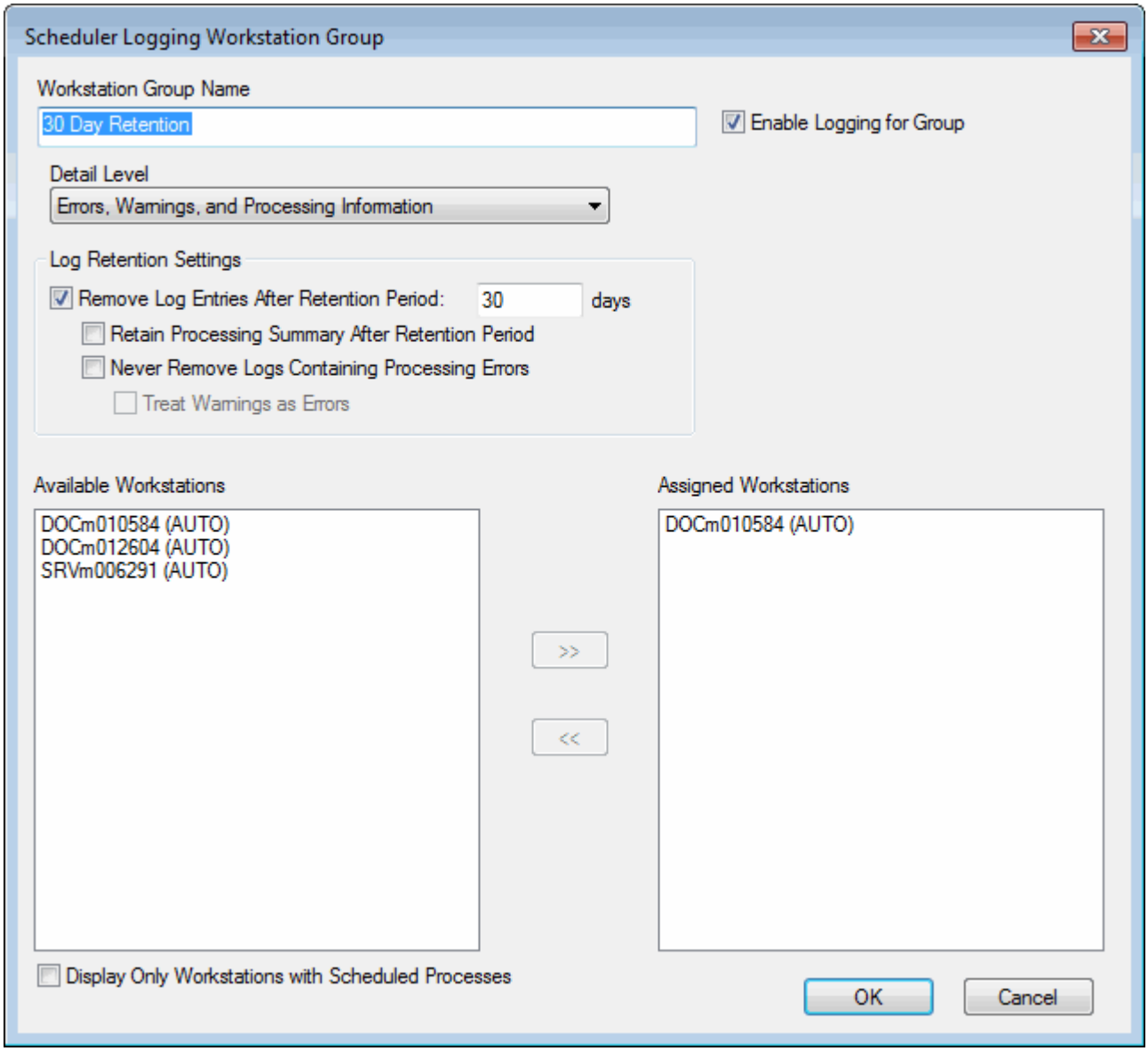
Editing a Scheduler Workstation Group

Scheduler workstation groups control how logging is performed by the assigned workstations. To edit an existing scheduler workstation group, follow these steps:

1. From the OnBase Client, click **Processing | Scheduler | Logging Configuration**. The **Scheduler Logging Configuration** dialog is displayed.



2. Select a scheduler workstation group and click **Edit**, or double-click on a scheduler workstation group. The **Scheduler Logging Workstation Group** dialog is displayed.



3. Modify the scheduler workstation group's settings as desired. The following settings are available:

Option	Description
Workstation Group Name	The name of the scheduler workstation group.
Enable Logging for Group	The **Enable Logging for Group** option controls whether or not logging is performed for workstations in the group. Logging is only performed if this option is selected.

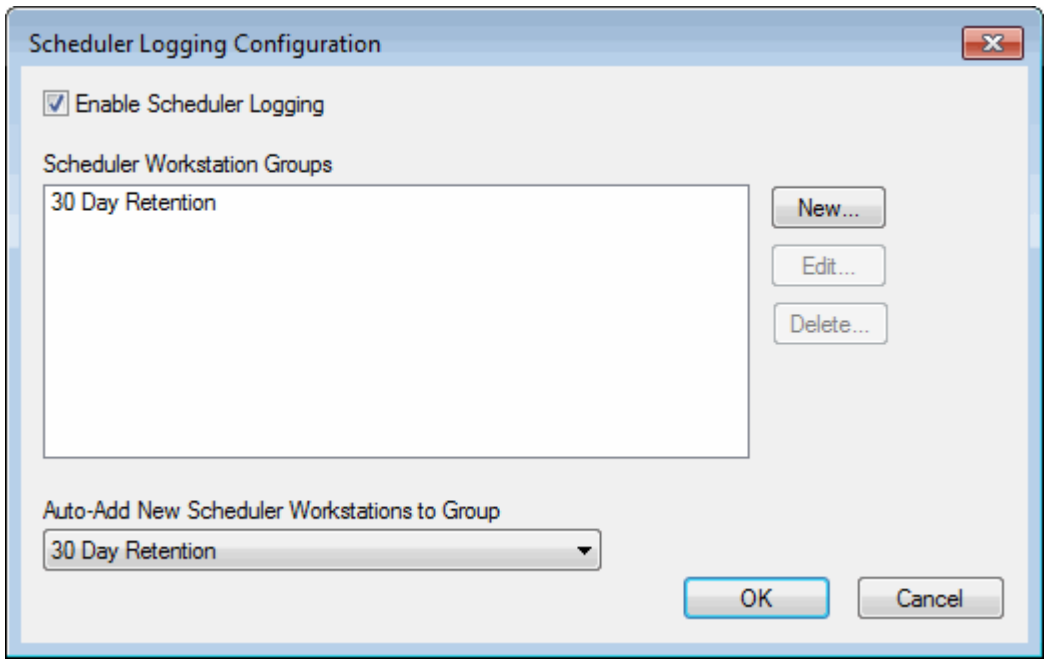
Option	Description
Detail Level	The **Detail Level** drop-down select list controls the amount of data that is logged. Higher levels of detail are most useful for new processes or processes that are experiencing issues.
Remove Log Entries After Retention Period: _ days	When this option is selected, log entries are removed from the scheduler log after the specified number of days.
Retain Processing Summary After Retention Period	When this option is selected, the processing instance record is retained after the retention period has passed and all of the record's log entries have been removed.
Never Remove Logs Containing Processing Errors	When this option is selected, the retention period is not applied to any processing logs that have reported an error. This can provide an administrator more time to analyze any recorded issues.
Treat Warnings as Errors	When this option is selected, warnings are treated as errors for the purpose of log retention. The retention period is not applied to any processing logs that have reported a warning. **Note:** This option is only available if the **Never Remove Logs Containing Processing Errors** option is selected.
Available Workstations/ Assigned Workstations	The **Available Workstations** list contains all workstations that are available to be assigned to this scheduler workstation group. Because workstations can only be assigned to a single scheduler workstation group, the list of workstations in the **Available Workstations** list does not include any workstations that are already assigned to another scheduler workstation group. The **Assigned Workstations** list contains all workstations that have been assigned to this scheduler workstation group.
Display Only Workstations with Scheduled Processes	When this option is selected, the list of **Available Workstations** is limited to those workstations that have scheduled processes assigned to them.

4. Click **OK**.

Deleting a Scheduler Workstation Group

Scheduler workstation groups control how logging is performed by the assigned workstations. To delete a scheduler workstation group, follow these steps:

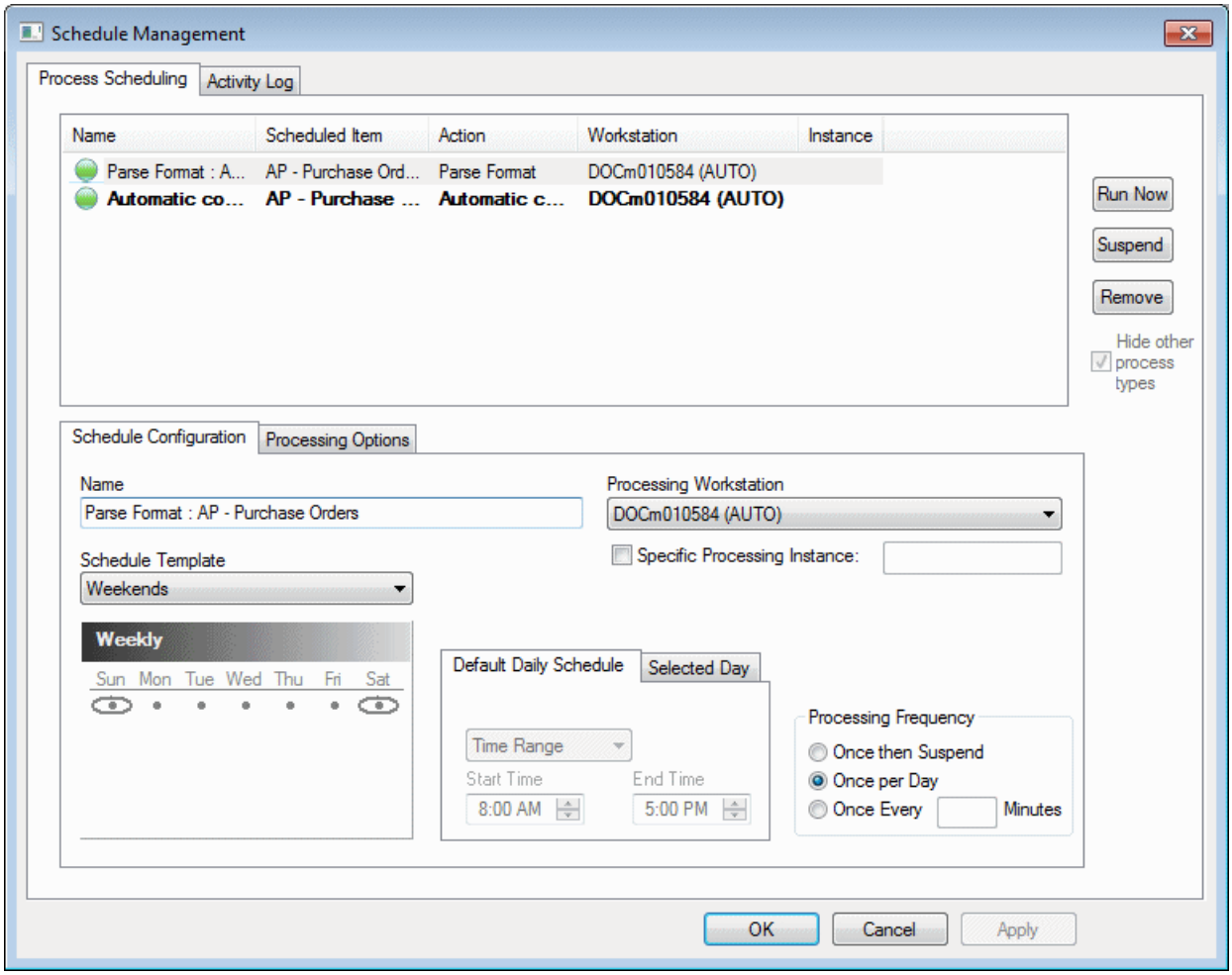
1. From the OnBase Client, click **Processing | Scheduler | Logging Configuration**. The **Scheduler Logging Configuration** dialog is displayed.



2. Select a scheduler workstation group and click **Delete**. A confirmation dialog is displayed.
3. Click **Yes**. The selected scheduler workstation group is deleted, and any workstations that were assigned to that group are available to be added to another scheduler workstation group.

Scheduling a Commit

To schedule a Commit, right-click on the selected process format and click **Schedule Commit**. This displays the **Schedule Management** window. The Automatic Commit process will automatically display in the **Name** window.



Options may be adjusted in the **Schedule Configuration** and **Processing Options** tabs.

Note: Batches which cause errors will not be automatically committed. A Verification Report will be created for review. You can manually select the **Allow Scheduled Commit** option for a processed batch with errors to allow it to be committed during the next scheduled commit.

The Importance of Verification Reports

What is a Verification Report?

Verification Reports are available for all processing modules. They provide valuable information to users about a process that imports documents into OnBase, including:

- Any errors encountered during processing.
- The number of documents and pages processed into OnBase.
- The names of the file(s) processed.
- The total processing time.
- The average processing time per document.
- The average processing time per page.
- The date and time the process was run.
- The process format used.
- The processing options selected for the process (e.g., **Store Documents Indices**, **Store Document Data Files**, **Store Import File**, and **Test Only**).
- The process's Default Document Date.
- The process's Internal Batch Number.
- The path to the import file, the number of entries found and the size of the file.
- The number of files processed.

Why Incorporate Verification Reports into the Processing Procedure?

The Verification Report should be viewed as part of the processing procedure. Regardless of whether a process is manually initiated or automatically run and committed, each processed batch should undergo a quality assurance check using the Verification Report. By viewing the Verification Report for each process, problematic configurations can be identified and corrected, and you can ensure that documents are being processed into OnBase accurately and efficiently.

When Verification Reports are reviewed regularly, configuration problems can be identified and resolved before a large number of process have been performed using the same erroneous configuration.

If Verification Reports are not reviewed consistently, users may assume that documents have been correctly imported into OnBase when they have not. Errors can be easily and quickly detected that may have otherwise not been caught.

What Can a Verification Report Identify?

One of the most valuable reasons to view a Verification Report is to ensure that all documents imported into OnBase via the process were processed correctly.

Note: If a batch contains one or more corrupt image files, the batch will process correctly, but the corrupted files are not imported into OnBase. The batch is moved to the **Awaiting Commit** queue, but the Import Index file is moved to the **ERROR_FILES** folder.

You can ensure that no documents were lost, mishandled, or misidentified by comparing the number of documents that were actually imported into OnBase to the number of documents that were expected to have been imported. If the two numbers do not match, the process format configuration should be examined for accuracy and the import file should be checked for errors, such as scrambled or corrupt data.

The Verification Report also provides information about any errors encountered during processing. These errors could be due to improper or out-of-date configuration information or an incorrect path to the import file(s).

Note: During a scheduled DIP process, any error that is displayed in the polling window will be reflected in the Verification Report, and vice versa.

Errors Concerning the Files Processed in by an In Place DIP

The Verification Report can help you detect when an image file cannot be processed.

The Filename is too long. <********imagename>.tif**

This error indicates that the import file name and path exceeds the 26 character limit. The document will not be archived. This error only applies to InPlace DIP processes.

In Place processing cannot use default keyword '>>Full Path'. Change the Field Configuration to use '>>File Name' instead.

This error indicates that an In Place DIP process has been configured to use the default **>>Full Path** Keyword Type. Because the process has been configured as an In Place DIP process, full paths cannot be configured, and the **>>File Name** Keyword Type must be used instead.

In Place processing cannot use default keyword '>>File Path'. Change the Field Configuration to use '>>File Name' instead.

This error indicates that an In Place DIP process has been configured to use the default **>>File Path** Keyword Type. Because the process has been configured as an In Place DIP process, file paths cannot be configured, and the **>>File Name** Keyword Type must be used instead.

Errors Concerning Document Types

Verification Reports can help you detect if the Document Types configured for a process are valid.

If there are more than one Document Types assigned to a DIP Process, one of the fields in the DIP file must be a Document Type field.

This error indicates that the DIP process was configured with multiple Document Types, but no Document Types were assigned to the **>>Document Type** or the **>>Document Type Number** Default Keyword Type. To fix this error, modify the process format's configuration so that at least one Document Type is assigned to a **>>Document Type** or **>>Document Type Number** Default Keyword Type.

Errors Concerning Keywords

Verification Reports can help you detect if Keyword Types configured for a process or Keyword Values identified by process are valid.

Warning: Invalid Keyword Amount: '5,123.00'

This error indicates that the currency format for the **Amount** Keyword Type was not configured correctly. To fix this error, modify the process format's configuration so that the currency Keyword Type is correctly formatted.

The following record cannot be archived, errors in required field below.

This error identifies that there is an issue with the process format's configuration and helps you identify the area of the configuration that needs to be reviewed.

Warning: Keyword <Keyword Type> (<Keyword Number>) is too long and will be truncated from <Keyword Value> to <Truncated Keyword Value>.

This error indicates that the Keyword Value identified by the DIP processor exceeds the maximum Keyword Value length of the Keyword Type to which it belongs.

For example, if the a Keyword Type was configured to have a maximum length of 3 characters and the Keyword Value identified by the DIP processor was **abcdefg**, then the Keyword Value would be truncated to **abc** when imported into OnBase.

By viewing the Verification Report, this error can be detected and corrected.

Errors in Indexing Documents

The Verification Report identifies when an incorrect or invalid file path is read from the index file. If the import file(s) cannot be copied due to an incorrect file path, the following error is displayed for each invalid file path in the batch:

Error: Could not copy file: \\<path>\<imagename>.tif, the file was not indexed

To remedy this error, check the document path(s) in the import index file to ensure they are correct.

Errors Concerning Identifying Documents

Verification Reports can record when documents cannot be identified from an import file.

The process format did not contain any recognizable documents.

This error indicates that the process did not identify any documents; therefore no documents were imported into OnBase. This is an indication that the process format's configuration needs to be reviewed.

Inaccurate Number of Documents and Pages

The Verification Report lists the number of documents and the number of pages within those documents that were successfully imported into OnBase. By comparing the actual number of documents and pages processed into OnBase with the expected number of documents and pages, users can ensure that the documents are being imported into OnBase accurately.

Document 'x' has multiple non-image pages.

This error is displayed when a document contains more than one non-image page.

Errors Concerning File Type

Verification Reports can identify if a PDF or Microsoft Word document has erroneously been imported as an image file. The following error followed by a list of Keyword Values is displayed in the verification report:

Could not read the number of image file pages: FILENAME

Verification Reports can also indicate if a user attempts to import a **.jp2** (JPEG2000) image file type or if a user attempts to process multiple text documents into a single document via DIP. In either of these cases, this message is displayed:

Document has multiple non-image pages.

How Do You Access a Verification Report?

You can view a Verification Report in two ways:

- From its associated in a processing queue.
- From the Document Search Results list.

Opening a Verification Report from a Batch

There are two ways to access a Verification Report from a batch:

Method 1

1. From the OnBase Client, click **Processing | DIP**.
2. Select a queue, such as **Awaiting Commit** or **Committed**.
3. Double-click on the appropriate batch to display a list of the items that it contains.
4. Double-click the **SYS Verification Reports** document. The Verification Report is displayed.

Method 2

1. From the OnBase Client, click **Processing | DIP**.
2. Select a queue, such as **Awaiting Commit** or **Committed**.
3. Right-click the appropriate batch and select **View Verification Report**. The Verification Report is displayed.

Opening a Verification Report from the Document Search Results List

1. In the Client module, select **File | Open | Retrieve Document**.
2. Select the **System Documents** Document Type Group.
3. Select the **SYS Verification Reports** Document Type.
4. If you know exactly which Verification Report you are looking for, enter a value for the **Description** Keyword Type.

   If you do not know which Verification Report you are looking for, leave the **Description** Keyword Type field empty.

5. Click **Find**. The Document Search Results list is displayed.
6. Double-click on the appropriate Verification Report from the Document Search Results. The Verification Report is displayed.

Can a Verification Report be Added to a Workflow Life Cycle?

A Verification Report can be routed through a Workflow Life Cycle.

In order for a Verification Report to be automatically added to a Life Cycle upon its creation, the **SYS - Verification Reports** Document Type needs to be assigned to the appropriate Life Cycle.

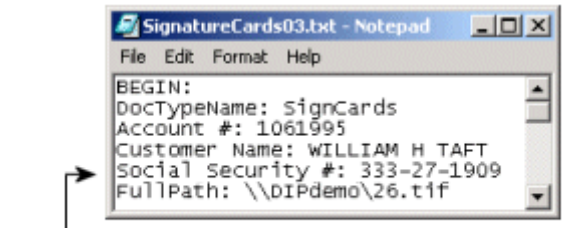
IMPORT INDEX FILE

The Import Index File is used during a DIP process to provide the ability to automatically index imported documents. Once the DIP process is complete, Keyword Values are associated with the imported documents. Documents can be searched for and retrieved based on those Keyword Values.

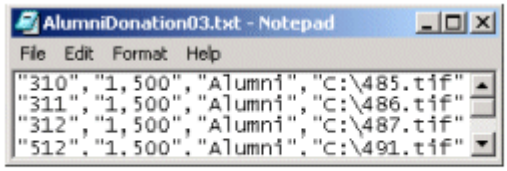
An Import Index File is made up of document records. Each record is composed of fields, which contain information about a document to be imported, such as the location of the document to be imported and its Keyword Values. The system associates field values in the record with Document Types and Keyword Types based on the Process Settings configuration for the XML Index DIP format.

- In most cases, document information is exported from another system as an ASCII text file. DIP uses this text file, called an Import Index File, to import and index documents into OnBase.
- In other cases, document information is exported from an OnBase system as an ASCII text file. This Import Index File is used to import and index documents into another OnBase system or database. The Import Index File format used for this purpose is called a Self Configuring DIP. The export of the Self Configuring DIP Import Index File is explained in the Configuration section of this manual.
- You can also manually create an Import Index File based on the Process Settings Configuration for the DIP Format.

The following example displays the two basic formats of Import Index files, the Tagged DIP Import Index file and the Ordered DIP Import Index file:



Tagged DIP Import Index File - Field values are preceded by tags that map to Keyword Types.



Ordered DIP Import Index File - Field values are in a specific order, enclosed in double quote delimiters and comma separated.

Import Index Parameters

An Import Index File is made up of document records. Each record is composed of fields, which contain information about a document to be imported, such as the location of the document to be imported and its Keyword Values. DIP associates field values in the record with Document Types and Keyword Types based on the Process Settings configuration for the DIP format.

Tagged DIP or Ordered DIP

The first identifier in an Import Index file is the format of the Import Index file:

Tagged DIP Import Index File

Each value in the Import Index file is prefaced with a tag that is mapped to a Keyword Type. Tags must be 20 characters or fewer. The DIP process identifies and associates the values with the Keyword Types. Each record is separated by a **Begin Document** string (Exclusive or Inclusive).

Note: In a Tagged DIP Import Index file, the **File Format** tag must be placed before the **File Path** tag.

Ordered DIP Import Index File

In an Ordered DIP process, values are presented in a specific order in the Import Index file. The DIP process must be configured to identify and process these values based on their order in the file.

Note: If you have configured an Ordered DIP process, and your Document Types will contain Multi-Instance Keyword Type Groups, ensure that each Keyword Type contains the same number of values.
If your Keyword Types do not have the same number of values for each document in the DIP process, you should configure a Tagged DIP process instead of an Ordered DIP process. You should also make sure that the Keyword Types are in the correct order in the Import Index File.

Blank File Names in Ordered DIP

Blank file names are permitted as placeholders in an Import Index Field for an Ordered DIP. This may be necessary to ensure that all fields in the Ordered DIP are accounted for. For example, one set of files to be imported may number 7. Another may number 10. In order to have all files import correctly, the first set of files will need to have three blank files as placeholders. The format of a placeholder should be “,”. This signifies a blank file name.

Separators and Field Delimiters

Separators and delimiters provide the ability to identify individual Keyword Values.

Separator

The separator differentiates between each field value and the next. There are a variety of common separators, including the following options:

- **Newline**
  A new line separates each of the fields. This option can be used for ordered DIP files if you use a new line to separate each of the fields.
- **Tab**
  A tab character separates each field.
- **Custom**
  If your DIP process does not use either of the above two separators, then you can select this option. In the text box, type a specific character, or type a \ (back slash) followed by the ASCII code for the character in decimal format. For example, for a dollar sign separator, you could type either $ or \36 in the box.

Field Delimiter

Field delimiters enclose each field value, and are necessary when a separator is present within the field. For example, if formatted numeric values include commas (e.g., 2,000) use field delimiters so that the comma within the value will not be read as a separator. The choices are as follows:

- **None**
  Individual field values are not enclosed within characters (for example: Perry, Bryan, 2000).

Note: If you have formatted numbers that include commas in the file, do not select None.

- **Single Quote (')**
  Field characters are enclosed in single quotation marks. In the example, 'Perry', 'Bryan','2,000', the fields are separated with commas and delimited with single quotation marks.
- **Double Quote (")**
  Field characters are enclosed in double quotes. For example, in "Perry","Bryan","2,000", the fields are separated with commas and delimited with double quotes.

Delimiter Characters as Literal Values

If the field value contains the character used as a delimiter ('or `), then you must type the character twice in succession to make the system treat it as a literal value. For example, you must type **'Sammy's Store'** as **'Sammy''s Store'** for it to be parsed correctly. The extra delimiter character will not be included in the stored value.

Important Considerations for the Import Index File and DIP Format

Field Order Considerations

Ensure that the DIP Format Field Order matches the Import Index File. Tagged DIP Formats and Ordered DIP Formats have unique Field Order requirements.

Date and Currency Formatting Considerations

Ensure all applicable Keyword Types have the proper Keyword Configuration. See page 85 for additional information.

Import Index File Read/Write Access

By default, the Import Index File is deleted after processing. To prevent the deletion of this file, flag it as **Read-Only**. In Windows Explorer, right-click the file, and then select **Properties | Read-only**.

File Name, File Path and Full Path Character Length

The File Name field, Full Path field or File Name and File Path fields combined in an Import Index File can be up to 260 characters in length.

Blank file names, in the following format, are supported in Ordered DIP:

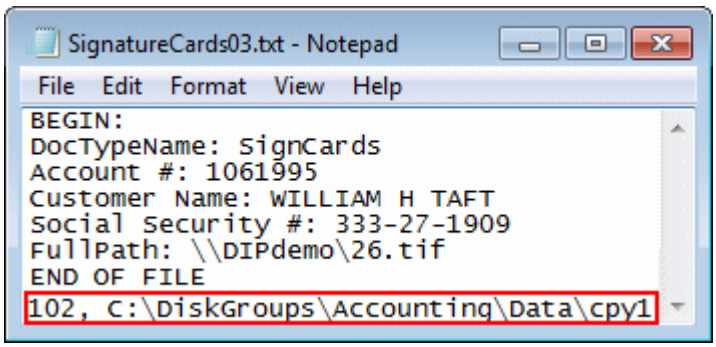
Caution: In the case of an InPlace DIP process, the File Name cannot exceed a 26 character limit. The required field **FileName:** represents the path and filename of the image document to be archived by the InPlace DIP process. If the File Name exceeds 26 characters, an error will appear on the Verification Report and the document will not be archived.

Caution: Keyword Values that use masking MUST be configured in the Import Index File in the exact same format as the masked Keyword Value. For example, a Social Security number of 333-33-6666 would be masked as 000S00S9999. The Keyword Value in the Import Index File must reflect the static characters as well as the normal characters. In this case, the Keyword Value must read 333-33-6666 in the Import Index File. If the Keyword Value in the Import Index File read "333336666," not taking the static characters into account, all data past the first non-accounted-for static character would be lost. It is especially important to note that this data loss would NOT be reflected in the Verification Report. If a masked Keyword Value is configured with the **Full Field Entry Required** option, partially entered masked Keyword Values will display in the DIP Verification Report as invalid. Please note that best practice for formatting data value appearances is to use a pre-processor.

Configuring an In Place DIP Process to Run Silently

It is possible to configure your Import Index File so that an In Place DIP process can run without user input. After running a typical In Place DIP process, the user is presented with the **InPlace DIP Configuration** window and must enter the **Disk**, **Volume Folder Location**, and **File Name**. If your process is configured to run silently, the **InPlace DIP Configuration** window will not be displayed to the user. To configure your process to run silently, follow these steps:

1. Open the Import Index File.
2. After the End Of File designator, add the following information: [Diskgroupnum], [File Path], where [File Path] is the full path to the foreign Disk Group. For example:



3. Save the Import Index File.

Considerations for Self-Configured DIP

Self-configured DIP files are not supported to run silently. In order to process a self-configured DIP file silently, you must reconfigure that process as a standard Tagged DIP process using the **In Place** Archiving Method. To do so, follow these steps:

1. Configure a foreign Disk Group, if one does not already exist. Information on configuring a foreign Disk Group can be found in the Platter Management documentation.
2. Configure a new DIP Import process. During configuration, select the following options:

Option	Value
Field Type	Set this option to **Tagged Fields**.
End Of File Designator	Set this option as needed. By default, this value is configured as **END:** for Self-configured DIP files.
Archiving Method	Set this option to **In Place**.

3. Configure all of the fields mapped in the index file from the **Field Configuration** dialog. The minimum fields to configure are:
   - >>Document Type
   - >>File Name

- >>File Type
- >>Begin Document, Exclusive

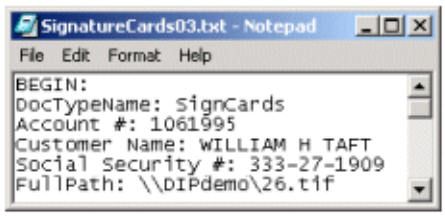
4. Open your Self-Configured DIP file using a text editor such as Notepad.
5. After the End Of File designator, add the following information for the foreign Disk Group: [Diskgroupnum], [File Path]. In the following example, **115** is the Disk Group number and **\\UNCPATH\Folder** is the file path:

```
>>Rendition: 0
>>PhysicalPageNum: 0
>>ItemPageNum: 0
>>FileTypeNum: 2
>>ImageType: 4096
>>Compress: 0
>>Xdpi: 96
>>Ydpi: 96
>>FileName: \V27\1\1196.jpg
END:
115,\\UNCPATH\Folder\
```

6. Save and close the Self-Configured DIP file.

Examples of DIP Format Process Settings and Field Order

Tagged DIP Example



Tagged DIP Import Index File - Field values are preceded by tags that map to Keyword Types.

In this example, the **Process Settings** are as follows:

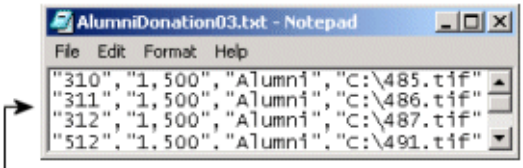
Process Setting	Selection
Field Type	Tagged Fields
Field Delimiters	None
Separator	New Line

In the Field Order Configuration, Field Tags are mapped to the following Keyword Types:

Field Tag	Keyword Types
BEGIN:	<<Begin Document Exclusive

Field Tag	Keyword Types
DocTypeName:	<<Document Type
Account #:	Account #
Customer Name:	Customer Name
Social Security #:	Social Security #
FullPath:	<<Full Path

Ordered DIP Example



Ordered DIP Import Index File - Field values are in a specific order, enclosed in double quote delimiters and comma separated.

In this example, the Process Settings are as follows:

Process Setting	Selection
Field Type	Ordered Fields
Field Delimiters	Double Quote
Separator	Custom (,)

In the Field Order Configuration, the Field Values are mapped to the following Keyword Types:

Order	Keyword Types
1	Alumnus ID
2	Amount
3	<<Document Type
4	<<Full Path

If your Import Index File contains more than one Document Type, you must configure Field Order for each Document Type.

Default Keyword Types Used in DIP Processes

The following Default Keyword Types are used to identify specific information about documents in a DIP process. For additional information on specific terms, refer to the Client and Configuration Help files.

In many cases these Keyword Types do not store values by which the document can be searched.

>>Begin Document, Exclusive: — Uses a text string whose sole purpose is to identify the beginning of a document. **Begin Document** Keyword Types do not store Keyword Values by which the document can be searched.

Note: The **Begin Document, Exclusive** tag is case-sensitive and must be entered exactly as it appears in the Import Index File.

>>Begin Document, Inclusive: — Uses a text string to identify the beginning of a document, as well as to map a Keyword Value by which the document can be searched. **Begin Document, Inclusive** is specific to Tagged DIP configuration.

Note: The **Begin Document, Inclusive** tag is case-sensitive and must be entered exactly as it appears in the Import Index File.

>>Date Stored — Stores an Import Index field as the date the document was stored. When using this default Keyword Type, you must configure the date format as it appears in your Import Index File.

>>Disk Group Number — Identifies the Disk Group in which the document should be stored. For normal archive, the Disk Group Number refers to the Disk Group in the local system for the following image. An In Place DIP always archives to one Disk Group and should never use the Disk Group Number system Keyword Type.

>>Document Date — Stores an Import Index field as the Document Date. When using this default Keyword Type, you must configure the date format as it appears in your Import Index File.

>>Document Name — Stores the Import Index field as the name of the document being imported.

>>Document Trace Number — A value used by statement rendering.

>>Document Type — Identifies the Document Type of the document being imported. The **>>Document Type** field is case sensitive and the value associated with this Default Keyword Type must match the Document Type configured in the system exactly. You must use either the **>>Document Type** or **>>Document Type Number** field if the DIP process is configured to import documents belonging to more than one Document Type or if you are using DIP to import E-Forms.

Note: If you use the **>>Document Type** and **>>Document Type Number** Keyword Types in the same import process, DIP will calculate the Document Type based whichever of these Keyword Types appears last in the order sequence.

>>Document Type Number — Identifies the Document Type Number of the document being imported. The value associated with this Default Keyword Type must match the Document Type Number configured in the system exactly. You must use either the **>>Document Type Number** or **>>Document Type** field if the DIP process is configured to import documents belonging to more than one Document Type, or if you are using DIP to import E-Forms.

Note: If you use the **>>Document Type** and **>>Document Type Number** Keyword Types in the same import process, DIP will calculate the Document Type based whichever of these Keyword Types appears last in the order sequence.

>>Dummy Key — Ignores a field. If your Import Index file contains a value that you do not wish to associate with a Keyword Type, configure it as a dummy key.

>>End Page — Indicates the end of the Import Index file and the beginning of the footer. This tag is specific to Self-Configuring DIP and should not be used for other DIP processes.

>>File Name — Identifies the file name (including the extension) of the document to be imported, or a partial path and file name. For example, \SOURCE_FILES\DATA\image.tif.

>>File Path — Identifies an absolute path to the document to be imported. For example, C:\SOURCE_FILES\DATA. When using this default Keyword Type, a file name must also be associated with the **>>File Name** default Keyword Type.

Note: If you have configured a DIP process to import documents into multiple Document Types from a single import index file, you must place the **>>File Type** Keyword Type before the **>>File Path** Keyword Type in the index file.

>>File Type — Identifies the file type of a document and allows multiple file formats to be processed from a DIP file. Represented by a number that corresponds with the file type. For more information on specific file formats and their corresponding numbers, see the System Administration documentation.

Note: If your file type does not correspond to a File Format that the system can recognize, the DIP Verification Report will display the following error message: **"Error: File Type Number [] is invalid. The file was not indexed."**

Note: If you have configured a DIP process to import documents into multiple Document Types from a single import index file, you must place the **>>File Type** Keyword Type before the **>>File Path** Keyword Type in the index file.

>>Full Path — Identifies a full path to the document to be imported, which includes a drive letter or UNC path. For example, c:\database\image.tif.

Note: You must use at least one Default Keyword Type to identify the location of the file to be imported. The system Keyword Type you use will depend on the characteristics of the Import Index File; options include: **>>File Name**, **>>File Path** or **>>Full Path**. Place Keyword Types of this type in the position in which the name of the file to be imported is located in the Import Index File.

>>Geo Altitude — Identifies the geolocated altitude in meters above the mean sea level for the document. This field can accept decimal values from the Import Index File, but only stores whole numbers in the database. Positive numbers will be rounded up (1.1 will be rounded to 2), and negative numbers will be rounded down (-1.1 will be rounded to -1).

Note: When using this Default Keyword Type, you must also configure the process to use the **>>Geo Longitude** and **>>Geo Longitude** Default Keyword Types.

>>Geo Bearing — Identifies the geolocated bearing for the document. This field can accept decimal values from the Import Index File, but only stores whole numbers in the database. Positive numbers will be rounded up (1.1 will be rounded to 2), and negative numbers will be rounded down (-1.1 will be rounded to -1).

Note: When using this Default Keyword Type, you must also configure the process to use the **>>Geo Longitude** and **>>Geo Longitude** Default Keyword Types.

>>Geo Horizontal Accuracy — Identifies the radius used to determine the horizontal two-dimensional circle that contains the true latitudinal and longitudinal values for the geolocated document. This field can accept decimal values from the Import Index File, but only stores whole numbers in the database. Positive numbers will be rounded up (1.1 will be rounded to 2), and negative numbers will be rounded down (-1.1 will be rounded to -1).

Note: When using this Default Keyword Type, you must also configure the process to use the **>>Geo Longitude** and **>>Geo Longitude** Default Keyword Types.

>>Geo Latitude — Identifies the latitude associated with the geolocated document. This number must be between -90 and 90. The latitude will be stored as a value containing 6 decimal places. If 6 decimal places were not included in the original value, zeroes will be appended to the number for each missing decimal place. For example: the Import Index file contains the value 82.1234. This value is stored in the database as 82.123400.

Note: When using this Default Keyword Type, you must also configure the process to use the **>>Geo Longitude** Default Keyword Type.

Caution: This Default Keyword Type cannot store non-numeric characters. Any non-numeric characters in the Import Index file mapped to this Default Keyword Type are replaced with a zero in the database. For example: the Import Index file contains the value 8A2.123456. The "A" is replaced with a 0, and the value 802.123456 is stored in the database.

>>Geo Longitude — Identifies the latitude associated with the geolocated document. This number must be between -180 and 180.

Note: When using this Default Keyword Type, you must also configure the process to use the **>>Geo Latitude** Default Keyword Type.

Caution: This Default Keyword Type cannot store non-numeric characters. Any non-numeric characters in the Import Index file mapped to this Default Keyword Type are replaced with a zero in the database. For example: the Import Index file contains the value 8A2.123456. The "A" is replaced with a 0, and the value 802.123456 is stored in the database.

>>Geo Timestamp — Identifies the time at which the geolocated document's geolocation values were recorded. If a value for **>>Geo Timestamp** is provided in the Import Index File, it must be in the following format: YYYY-MM-DD HH:MM:SS If no value for **>>Geo Timestamp** is provided in the Import Index File, the Document Date/Time recorded when the document was processed is inserted as the **>>Geo Timestamp**.

Note: When using this Default Keyword Type, you must also configure the process to use the **>>Geo Longitude** and **>>Geo Longitude** Default Keyword Types.

>>Geo Vertical Accuracy — Identifies the radius used to determine the vertical line that contains the true altitude value of the geolocated document. This field can accept decimal values from the Import Index File, but only stores whole numbers in the database. Positive numbers will be rounded up (1.1 will be rounded to 2), and negative numbers will be rounded down (-1.1 will be rounded to -1).

Note: When using this Default Keyword Type, you must also configure the process to use the **>>Geo Longitude** and **>>Geo Longitude** Default Keyword Types.

>>Number of Pages — Identifies the total number of pages in a document. This Default Keyword Type allows you to store a specified number of pages as a document, while bypassing the remainder. For example, you may wish to store only the first five pages of a multi-page TIFF file.

>>Offset — Identifies the number of bytes (from the top of the file) that the document begins. For example, you may wish to import a concatenated TIFF file composed of four images as four separate system documents. In this case you would use the **>>Offset** Default Keyword Type to identify the beginning of each new system document. In the following simplified Import Index File the second value is the offset. The 104.IMG file is imported as three separate documents, which begin at byte 0, 7558, and 15692 respectively.

```
'1373','0','\\Imports\'104.IMG','5/1/01'
'1373','7558','\\Imports\104.IMG','5/1/01'
'356','15692','\\Imports\104.IMG','5/1/01'
```

>>Original File Name — The original file name of the CAD drawing. You can import a drawing that uses the same **>>Original File Name** as another previously-imported document, as long as the **>>Project Path** or **>>Project Number** is different from the previously-imported document. If the **>>Original File Name**, **>>Project Path**, and **>>Project Number** are all identical to an existing document, the new drawing will not be imported.

Note: This Default Keyword Type is only used when importing CAD drawings. See the CAD Services documentation for more information on configuring a DIP process to import CAD documents.

>>Parent Original File Name — The original file name of the parent CAD drawing being imported. You can import a parent relationship that uses the same **>>Parent Original File Name** as existing parent relationship, as long as the **>>Parent Project Path** or **>>Relation Path** is different from the previously-imported document. If the **>>Parent Original File Name**, **>>Parent Project Path**, and **>>Relation Path** are all identical to an existing parent relationship, the relationship will not be imported.

Note: This Default Keyword Type must be placed after the **>>Parent Project Path** and **>>Relation Path** Default Keyword Types in the import index file.

Note: This Default Keyword Type is only used when importing CAD drawings. See the CAD Services documentation for more information on configuring a DIP process to import CAD documents.

>>Parent Project Path — the location of the parent drawing in the CAD Project's build directory.

Note: This Default Keyword Type must be placed before all other CAD Default Keyword Types in the import index file (**Original File Name**, **Parent Original File Name**, **Project Number**, **Project Path**, and **Relation Path**).

Note: This Default Keyword Type is only used when importing CAD drawings. See the CAD Services documentation for more information on configuring a DIP process to import CAD documents.

>>Project Number — the CAD Project Number for the CAD Project that this document will be assigned to.

Note: This Default Keyword Type is only used when importing CAD drawings. See the CAD Services documentation for more information on configuring a DIP process to import CAD documents.

>>Project Path — the directory in which the imported document will be placed (located in the CAD Project's build directory).

Note: This Default Keyword Type is only used when importing CAD drawings. See the CAD Services documentation for more information on configuring a DIP process to import CAD documents.

>>Relation Path — the relative path from the parent drawing to the child drawing.

Note: This Default Keyword Type must be placed before the **>>Parent Original File Name** Default Keyword Type in the import index file.

Note: This Default Keyword Type is only used when importing CAD drawings. See the CAD Services documentation for more information on configuring a DIP process to import CAD documents.

>>Rendition — Allows new documents to be imported as renditions of previously existing system documents. All Keyword Values supplied in the Import Index File are used to locate the original document and make the new document a rendition of the original document.

All of the Keyword Values must correspond on both documents. It is best practice to include only the Keyword Values in the Import Index File that determines a relationship between both documents because the rendition Document Type and the original Document Type (to which you are adding a rendition) should have the exact Keyword Types and Keyword Values. The Keyword Values should be somewhat exclusive to these Document Types to avoid multiple documents being found, resulting in the rendition not occurring. For more information see Renditions and DIP on page 79.

>>Rendition/New Document — Operates the same way as the **>>Rendition** Default Keyword Type except that the use of **>>Rendition/New Document** prevents the Import Index File from being moved to the **ERROR_FILES** folder and an error message from being displayed in the Verification Report.

>>Revision — Marks the document as a revision of a previously archived document. This Default Keyword Type is used as a system flag and should, therefore, have the value of 1 or 0. 1 indicates ON and 0 indicates OFF. If the flag is turned on, before archival the system will do a search for any documents within this specific Document Type that contain the same Keyword Types as those in the Import Index File. If a match is found, the imported document is stored as a revision of the existing document along with the comment **From DIP**. If the flag is turned off or a match is not found, the file is imported as a document, rather than a revision.

Note: This Default Keyword Type is only supported for use with Document Types that have the **Allow Multiple Revisions** option enabled. For more information on configuring a Document Type to **Allow Multiple Revisions**, see the System Administration documentation.

>>Revision Comment — Stores the revision comment when a revision is created. Revision comments are available in Ordered, Tagged, and Self-Configuring DIP processes. Exporting revision notes to a Self-Configuring Index file is not supported.

Note: This Default Keyword Type is only supported for use with Document Types that have the **Allow Multiple Revisions** option enabled. For more information on configuring a Document Type to **Allow Multiple Revisions**, see the System Administration documentation.

>>Revision/New Document — Operates the same way as the **>>Revision** Default Keyword Type except that the use of **>>Revision/New Document** prevents the Import Index File from being moved to the **ERROR_FILES** folder and an error message from being displayed in the Verification Report.

Note: This Default Keyword Type is only supported for use with Document Types that have the **Allow Multiple Revisions** option enabled. For more information on configuring a Document Type to **Allow Multiple Revisions**, see the System Administration documentation.

>>Start Page — Indicates the beginning of the Import Index file. This tag is specific to Self-Configuring DIP and should not be used for other DIP processes.

>>Size — Specifies the size of the document being imported. The value is measured in bytes.

>>Verification Report Comment — Identifies information about the imported document that is added as a comment in the Verification Report. The comment text is displayed only in the Verification Report; it is not stored with the document in OnBase.

>>Volume Number — Identifies the volume in which the document is stored. This tag is specific to Self-Configuring DIP and should not be used for other DIP processes.

Caution: Use **>>Disk Group** Number and **>>Volume Number** Default Keyword Types with caution. Improper configuration can result in serious damage to Disk Groups and other archive settings.

Note-Specific Default Keyword Types

The following Default Keyword Types are used only when automatically adding notes to documents during the DIP process.

>>Note Date — The date that the note was created (i.e., the Note Date).

Note: If the **>>Note Date** and the **>>Note Date Time** Default Keyword Types are used in the same Field Configuration, the value of the Keyword Type that appears last in the Import Index File will be saved as the Note Date. If **>>Note Date** is located after **>>Note Date Time** in the Import Index File, the **>>Note Date** value will overwrite the **>>Note Date Time** value for the Note Date, but the Note Time value will be retained from the **>>Note Date Time** Default Keyword Type.

>>Note Date Time — The date and time that the note was created. Values for the **>>Note Date Time** Default Keyword Type must be in the **MM/DD/YYY HH:MM:SS** format in the Import Index File. Note Time values must be entered using a 24-hour clock (i.e., **13:00:00** for **1:00:00 PM**).

Note: If the **>>Note Date** and the **>>Note Date Time** Default Keyword Types are used in the same Field Configuration, the value of the Keyword Type that appears last in the Import Index File will be saved as the Note Date. If **>>Note Date** is located after **>>Note Date Time** in the Import Index File, the **>>Note Date** value will overwrite the **>>Note Date Time** value for the Note Date, but the Note Time value will be retained from the **>>Note Date Time** Default Keyword Type.

>>Note Page Number — The page number of the document to which the note is to be added.

>>Note Revision — The Document Revision Number for the note to be imported via DIP. The note is only displayed on the revision of the document to which it is applied.

Note: This Default Keyword Type is only used for DIP processes whose **Archive Method** is configured as **Import**. In this case, each revision of the note will have its own **>>Note Revision** data and **>>Revision Comment**, as well as a **>>Note Type Name** or **>>Note Type Number** provided in the index file, as only the Note Type Name or Note Type Number is expected to associate the index file note data with the desired Note Type configured in OnBase.

>>Note Text — The text of the note. To add a carriage return, enter the string **\n** in the location of the return in the text.

>>Note Type Name — The name in OnBase of the associated note. This Default Keyword Type should be configured when the index file contains one or more notes to be imported via the DIP process. If multiple notes per document are to be imported, each note will have its own **>>Revision Comment**, as well as a **>>Note Type Name** or **>>Note Type Number** provided in the index file, as only the Note Type Name or Note Type Number is expected to associate the index file note data with the desired Note Type configured in OnBase.

Note: The **>>Note Type Name** and **>>Note Type Number** Default Keyword Types must be placed after all other note-defining Default Keyword Types in the Import Index File. Any note-defining Default Keyword Types placed after these values are ignored by the processor, and the default values for these settings will be used.

>>Note Type Number — The **Note Type #** of the Note Type that is to be created. This Default Keyword Type should be configured when the index file contains one or more notes to be imported via the DIP process. If multiple notes per document are to be imported, each note will have its own **>>Revision Comment**, as well as a **>>Note Type Name** or **>>Note Type Number** provided in the index file, as only the Note Type Name or Note Type Number is expected to associate the index file note data with the desired Note Type configured in OnBase.

Note: The **>>Note Type Name** and **>>Note Type Number** Default Keyword Types must be placed after all other note-defining Default Keyword Types in the Import Index File. Any note-defining Default Keyword Types placed after these values are ignored by the processor, and the default values for these settings will be used.

>>Note User — The user number of the user who created the note.

Note: If a **>>Note User** in the index file does not exist in your OnBase system, an error will occur during the DIP process.

>>Note User Name — The user name of the user who created the note.

Note: If a **>>Note User Name** in the index file does not exist in your OnBase system, an error will occur during the DIP process.

>>Note X Coordinate — The horizontal location of the note on the page, measured in 1/100 of an inch. For text documents, this is the column in which the note is displayed.

Note: This value is ignored if it contains an invalid value for the document. It is also ignored for OLE documents because notes must be opened from the Status Bar of the viewer in which the OLE document is displayed.

>>Note Y Coordinate — The vertical location of the note on the page, measured in 1/100 of an inch. For text documents, this is the row in which the note is displayed.

Note: This value is ignored if it contains an invalid value for the document. It is also ignored for OLE documents because notes must be opened from the Status Bar of the viewer in which the OLE document is displayed.

CHECK PROCESSING DOWNLOAD PROTOCOLS

Several Download Protocols are available specifically for Check Processing applications.

- **Socket Download**
  Select this option if you wish to download files onto your PC using a TCP/IP socket connection. Enter the socket number in the **Socket Number** field.
  Files are first copied to a hard drive and then processed.
  This option is only active for Check Image Processing.
- **Socket Direct**
  Select this option to download files directly from the socket connection. Files are not copied to a hard drive before processing.
  Select this option to download files directly from the socket connection. Enter the socket number in the **Socket Number** field. Files are not copied to a hard drive before processing.
  This option is only active for Check Image Processing.
- **Tape Drive**
  Tape Drive is generically available to all processing protocols, but is only used in specific Check Imaging processes. The name of the file on the tape is specified in the **Tape Name** text box.

Accessing Check Processing Download Protocols

1. In the Configuration module, select **Import | Document Import Processor**. The **Document Import Configuration** dialog box is displayed.
2. Select the correct **Document Import Processing Format**.
3. Click **Settings** to display the **Process Settings For:** dialog box.

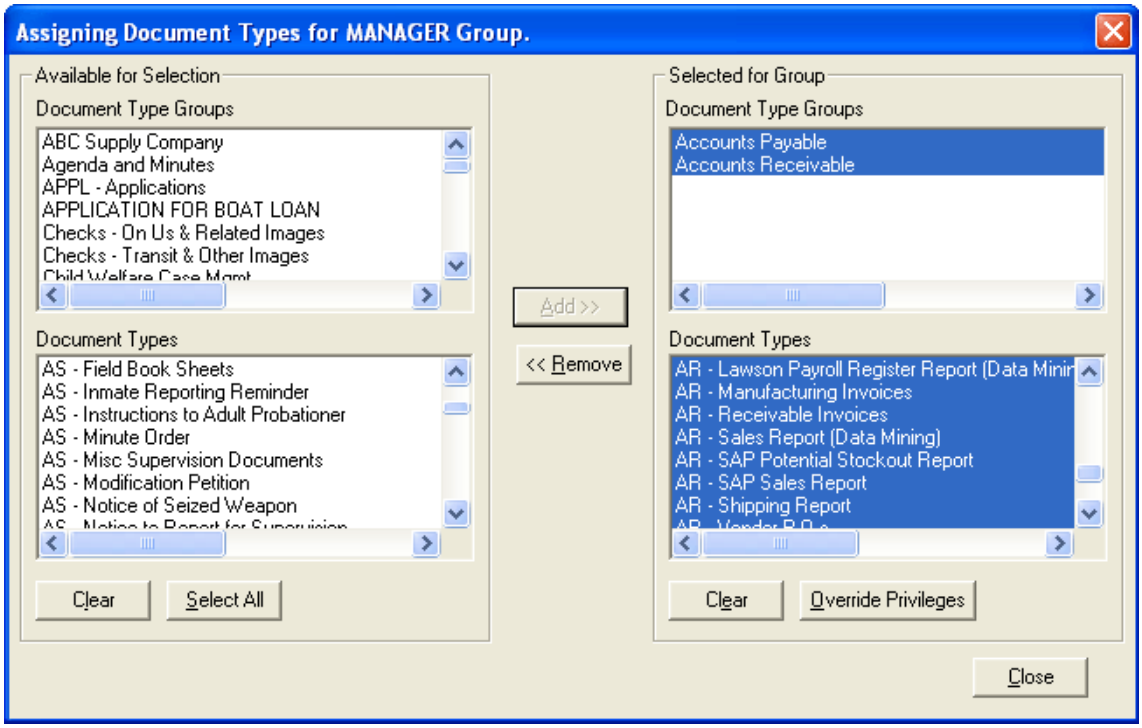
Note: For additional information on configuring DIP Formats and Process Settings, see Create a DIP Format on page 27.

To properly configure a Document Import Processor, users must have sufficient rights to Document Types, Privileges, Product Rights and Configuration Rights. These are assigned in User Groups & Rights in the Configuration Module.

Typically, the person running a DIP (Client) will have different rights than the person configuring DIP formats and processes (Admin). This section provides User Group Right configuration for both types of users.

Client User Group Configuration

1. Select **Users | User Groups/Rights**. The **User Groups & Rights** dialog box is displayed.
2. Click **Document Types**. The **Assigning Document Types** dialog box is displayed. If the user will need to retrieve and open documents after the DIP, they must have rights to all Document Type Groups and Document Types to which the imported documents will belong.
3. Select the desired Document Types or Document Type Groups on the left and click **Add>>** to move the type or group to the **Selected for Group** box.

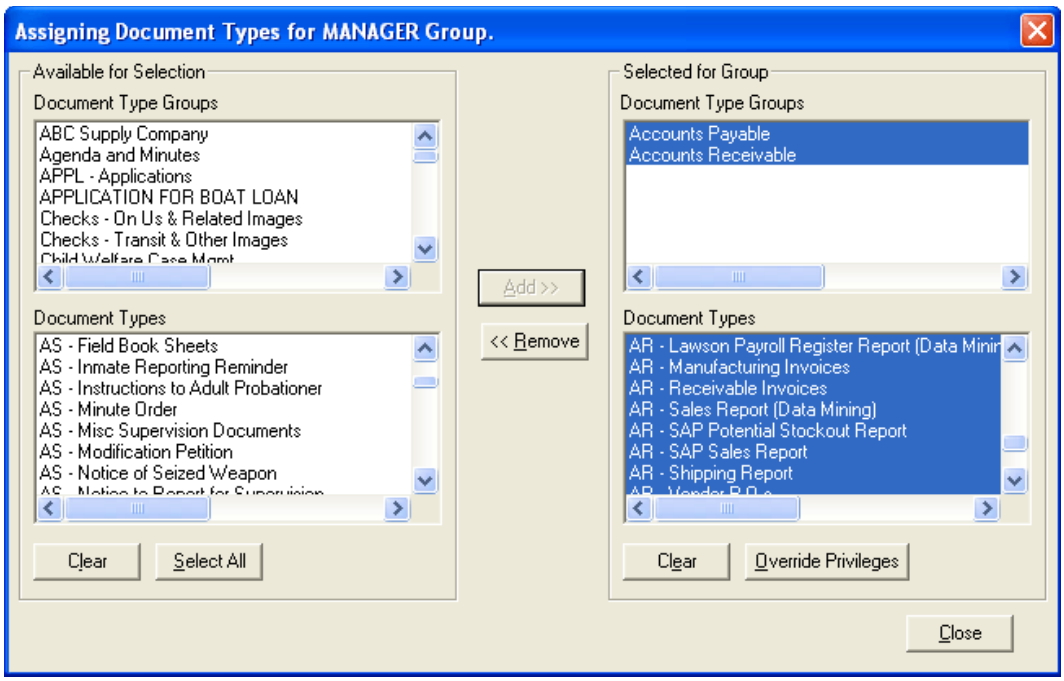


4. Click **Close** when you are finished.
5. At the User Groups & Rights dialog box, click **Product Rights**. You must grant Product Rights to User Groups that will run a DIP.

6. Under Registered Processing Products, select **Client** and **DIP**.
7. If you want to allow User Groups to purge DIP batches from the Incomplete Process, Awaiting Commit, and Incomplete Commit queues, under Administrative Processing Privileges select **DIP** and click **Save & Close**.
8. At the User Groups & Rights dialog box, click **Privileges**.
9. Select **Retrieve / View** under the documents section.
10. If you want a user group be able to process DIP data with the Accumulate Processing Information options enabled, you must grant the privilege to generate Daily Reports for DIP processing. Select **Create List Report** and click **Save & Close**.
11. Ensure that the user's Workstation is registered for **DIP**. See Register the Workstation on page 3 in the Usage section of this manual.

Admin User Group Configuration

1. Select **Users | User Groups/Rights**. The **User Groups & Rights** dialog box is displayed.
2. Click **Document Types**. The **Assigning Document Types** dialog box is displayed. In order to configure an DIP process, the user must have rights to all Document Type Groups and Document Types to which the imported documents will belong.
3. Select the desired Document Types or Document Type Groups on the left and click **Add>>** to move the type or group to the **Selected for Group** box.



4. Click **Close** when you are finished.
5. At the User Groups & Rights dialog box, click **Product Rights**. You must grant Product Rights to User Groups that will configure and process DIP formats.
6. Under Registered Processing Products, select **Client** and **DIP**.
7. Under Administrative Processing Privileges select **DIP**. Click **Save & Close**.
8. At the User Groups & Rights dialog box, click **Privileges**.
9. Select **Retrieve / View** under the **Documents** section.

10. Select **Create List Report**. Click **Save & Close**.
11. In order to configure a DIP process the user must have DIP configuration rights. Click **Configuration Rights**.
12. Select **Keyword Configuration**, **Document Configuration**, **System Configuration** and **Process Configuration**. Click **Save & Close**.

Note: Because DIP can be used to move batches into scan queues in Document Imaging for an automatic commit, Scanning Configuration Rights will be displayed in the Configuration module when DIP is licensed. This enables DIP administrators to configure the necessary scan queues for automatic commit.

DOCUMENT IMPORT PROCESSOR BEST PRACTICES

The following are considered best practices for DIP:

Usage

The following best practices should be considered when processing:

Store Files on the Processing Workstation

It is considered a best practice to store your data files locally on the processing workstation to improve performance.

Use As Few Index Files as Possible

For performance reasons, it is considered a best practice to limit the number of index files being processed. For example, it will be quicker to process a single index file that references 10 data files instead of processing 10 index files that each reference a single data file.

However, keep in mind that each file being processed will consume an amount of memory on the temporary hard drive location of the workstation equal to the size of the file being processed. Therefore, you should always ensure that your processing workstation has enough memory to process your index files before running the process.

System Administration & Maintenance

Commit Batches Regularly

It is considered a best practice to regularly commit batches during non-peak hours. Uncommitted batches are stored only in the first mass storage copy of the Disk Group; if this disk was to fail, these batches would be lost.

When batches are committed, documents in the batches are copied to the secondary and tertiary copies of the Disk Group. If one of these Disk Groups was to fail, the data could be recovered from another copy of the Disk Group.

Purge Incomplete Process and Incomplete Commit Queues

It is considered a best practice to purge batches residing in the **Incomplete Process** and **Incomplete Commit** queues and re-process these batches to prevent batches containing errors from residing in your OnBase solution.

Periodically Check to Ensure Processes are Accurate

It is considered a best practice to periodically check documents that have been processed to make sure the process formats are accurate and to ensure that there are no issues preventing new documents from being processed correctly. Examine the processed documents to ensure all pages are present and to review their Keyword Values.

View Verification Reports

It is considered a best practice to review the Verification Report after a process is run to ensure that it finished without any errors being reported. If there are multiple processes running on a daily basis, it may be beneficial to configure the process to use the **Accumulate Processing Information** option. This combines all Verification Reports configured to use this option into a single daily report, allowing administrators to view one report in a single location to check all processed batches for the day.

Review the SYS-Unidentified Items Document Type

It is considered a best practice to review the **SYS-Unidentified Items** Document Type periodically to ensure that your processes are correctly configured. Ideally, there should not be any items present; however, occasionally an unidentified item may be processed. If the unidentified item is an actual document, the process must be corrected. It is vital to determine the cause of any errors and correct it.

Ensure Temporary Disk Space is Sufficient

When files are processed, they are copied to a temporary storage location.

If there is insufficient space, a process will be unable to complete. Using Windows Explorer or another file management utility, check to make sure enough space is available. It is considered a best practice to keep at least enough space for the largest file to be processed.

Monitor Disk Group Space and Database Size

It is considered a best practice to monitor both the amount of free space available in your Disk Groups and the size of your OnBase database.

As more documents are added to your OnBase solution, the available space in your Disk Groups is decreased and the size of your OnBase database is increased. It is important to monitor the Disk Groups to ensure that the mass storage copy has enough space to maintain the required volumes. It is important to ensure that the growth of the OnBase database is monitored so it can be managed as needed.

Maintain Processing Queues

It is considered a best practice to perform the following maintenance activities on your processing queues:

- Delete any processes that are no longer being used.
- Delete any jobs that are not used.

Maintain Backup Locations

If a process format is configured to backup the data prior to running the process, or if a manual process is performed to copy data before running the process, it is considered a best practice to verify that the backup storage area is monitored and regularly purged and has plenty of disk space.

Delete Files After Processing

If you schedule a process, it is considered a best practice to select the **Delete** option in the **Residual File Post-Processing** option.

Configuration

The following best practices should be considered when configuring a process format:

Use the File Type Default Keyword Type

When configuring an Ordered DIP process using a **Newline** Separator that imports documents into multiple Document Types from a single import index file, it is considered a best practice to configure your DIP process to use the **>>File Type** Default Keyword Type.

Settings

The following best practices refer to the general process settings displayed on the **Process Settings For:<Process Format Name>** dialog box:

Processing Tab

Download and Process Section

- It is considered a best practice to use unique file names when generating your import index file - for example, you could use a timestamp to ensure each file generated is unique.
- It is considered a best practice to configure the file name in the **Default File Name** field be as restrictive as possible. You should enter as much of the file name as possible to ensure the processor does not attempt to process any other documents in the folder identified in the **Default Directory** field.

FTP Download

When using the **FTP download** option, it is considered a best practice to replace the server name with its IP address. Try some benchmarks, and if name resolution causes a performance degradation, then make the corresponding change in the Configuration module, under **Disk Groups | Volume Information**.

Preprocess Options Section

- If you are going to be using a preprocessor with a process format, it is considered a best practice to run the preprocessor over your sample import index file prior to configuring the process format.

  Running a preprocessor can alter the data in your import index file (i.e., adding/subtracting line or form feeds, shifting text vertically or horizontally), and could affect the Document Fields configuration for the process format.
- If you are going to be using a preprocessor with a process format, it is also considered a best practice to add comments to the Verification Report indicating the type of preprocessor used, and/or how the preprocessor affected the documents being imported into OnBase.
- It is considered a best practice to always select the **Backup Path** check box to backup your import file prior to processing.
- If you are running a large number of processes, it is considered a best practice to select the **Create Unique Subdirectories** check box.

Options Tab

Add Documents to Workflow Option

- When adding documents to Workflow, it is considered a best practice to always select the **On Commit** option.

Installation

Workstation Location

It is considered a best practice to keep your processing workstation as close to your database server as possible to reduce network latency and improve performance.

Licensing

It is considered a best practice to register a processing workstation as a Named or Workstation Client rather than a Concurrent Client. This ensures that the processing workstation always has access to the processing module; a workstation registered as a Concurrent Client cannot access the processing module if another workstation is currently registered for it.