

Configure a Scanner as a Capture Input Source

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KOFAX

Scanner Drivers

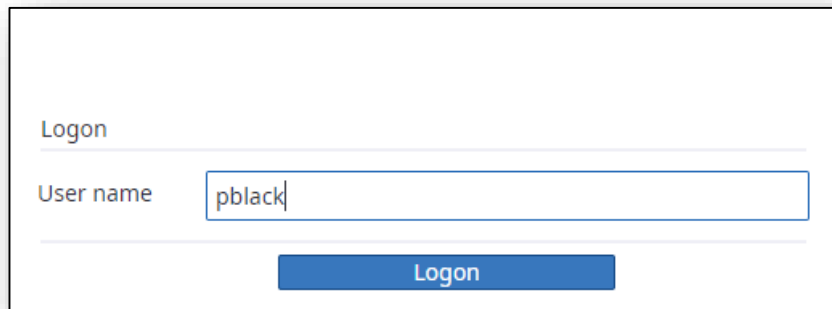
- Download the drivers for the scanner from the manufacturer website
- Install the drivers on the client machine



Download the TWAIN drivers from your scanner manufacturer's website

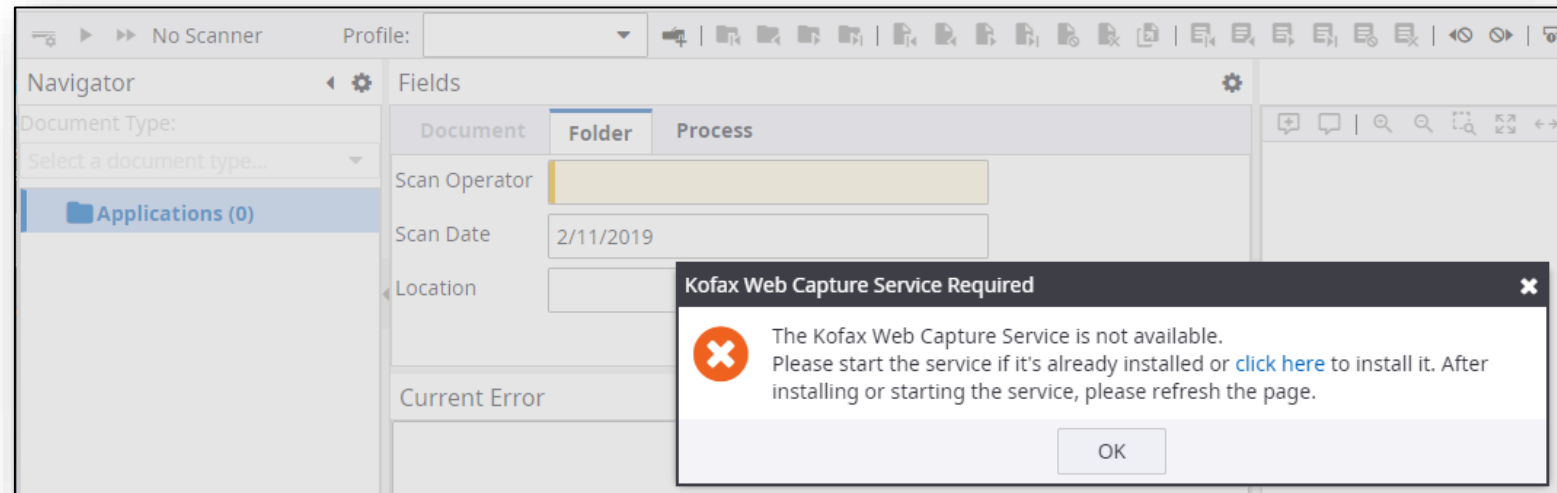
Install Web Capture Service

- Login to a TotalAgility site and access the Scan create new job form e.g.
 - <http://ktaserver/TotalAgility/forms/xyzbank/LogonForm.form>
- On accessing the Scan create new job form you will prompted to install the Web Capture Service
- Install the Web Capture Service and refresh the page



Logon

User name



Navigator

Document Type: Select a document type...

Applications (0)

Fields

Document Folder Process

Scan Operator

Scan Date 2/11/2019

Location

Current Error

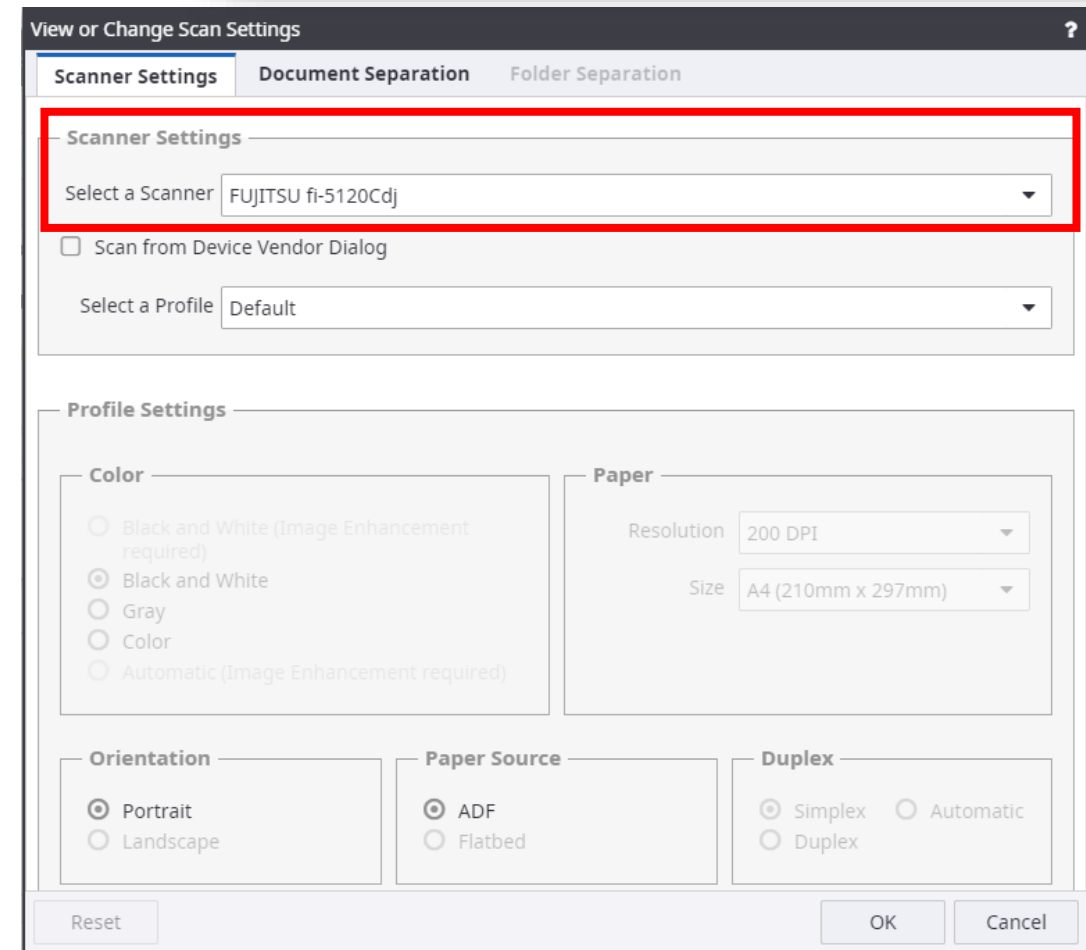
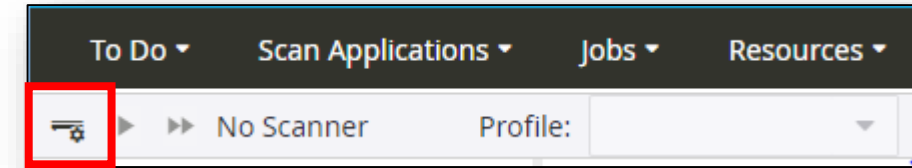
Kofax Web Capture Service Required

The Kofax Web Capture Service is not available. Please start the service if it's already installed or [click here](#) to install it. After installing or starting the service, please refresh the page.

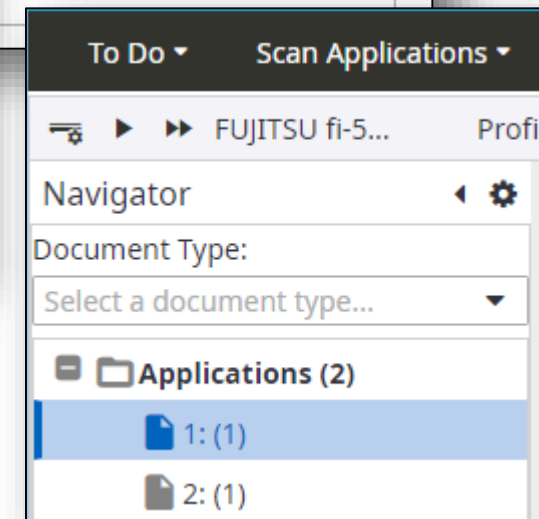
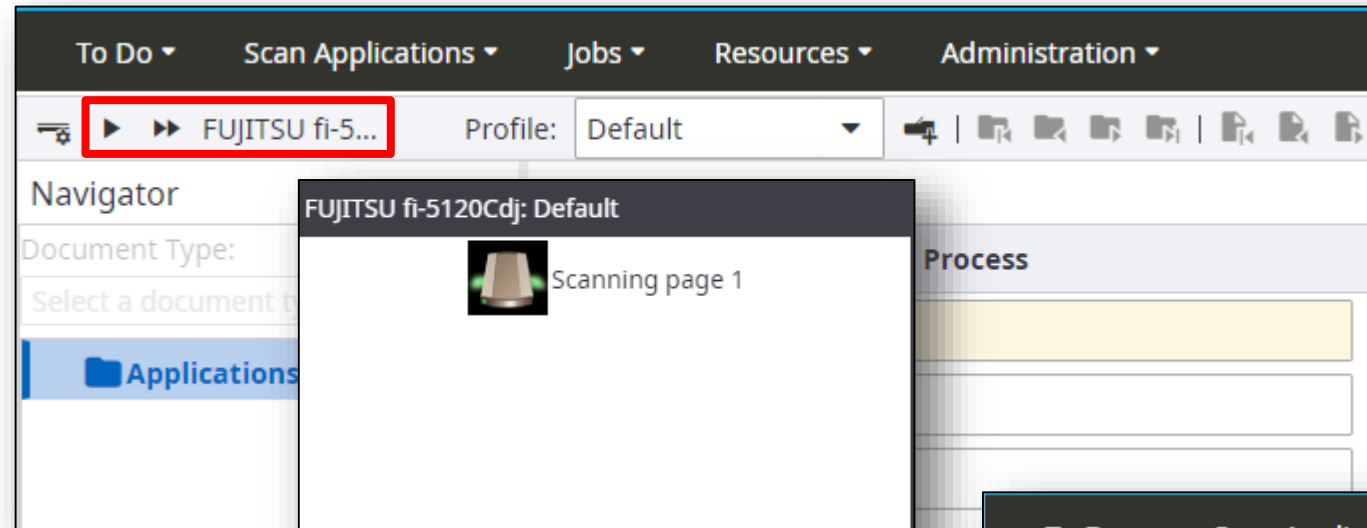
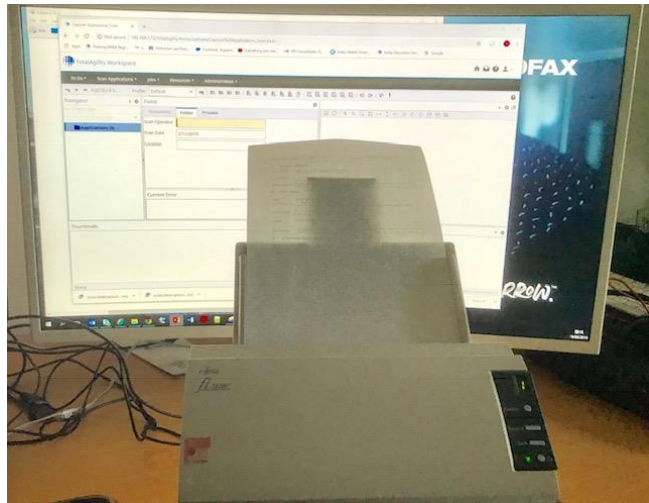
OK

Scan Settings

- Select Scan Settings and select the scanner
- Scan/VRS Default profile settings are applied
- Choose Scan from Device Vendor Dialog if you wish to use the scanner panel settings
- ADF – Automatic Document Feeder, useful for scanning stacks of loose sheets or for documents in good condition
- Flatbed – Scans from scanners flatbed. Useful for thick or bound documents that cannot pass through a scanner or for documents in a fragile or poor condition
- Simplex – Single sided paper
- Duplex – Double sided paper



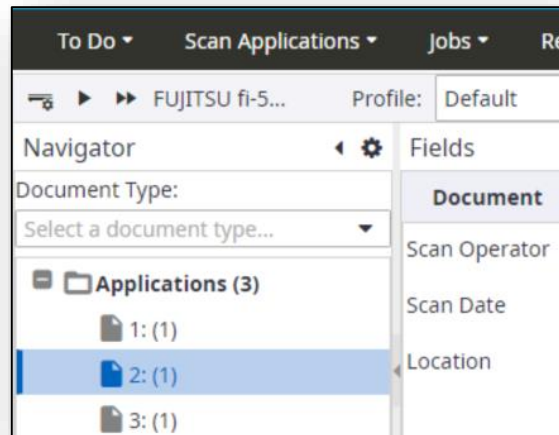
Overview of Scan Client



Overview of Scan Client (cont.)

- The Scan Client is a web-based application that creates new jobs and scans sheets into jobs in a workflow
- You can rearrange pages in a document, merge and split documents, delete documents and place documents within folders
- You can also add “sticky notes” to add comments to documents
- Press the CTRL key to bring up a list of shortcut keys, press the key or key combination to execute the command
- You can also right click over folders, documents, pages etc. to execute commands

Overview of Scan Client (cont.)



| Option | Keyboard Shortcut | Option | Keyboard Shortcut |
|---|--------------------|---------------------------------|--------------------------|
| Best Fit | 1 | Next Folder | K |
| Collapse/Expand the Bottom Panel | UP ARROW | Next Invalid Field | N |
| Collapse/Expand the Current Error Panel | DOWN ARROW | Next Page | B |
| Collapse/Expand the Left Side Panel | LEFT ARROW | Next Rejected Document/Page | ALT+P |
| Collapse/Expand the Right Side Panel | RIGHT ARROW | Next Tab | CTRL+K |
| Create Job | SHIFT+C | Previous Document | SHIFT+P |
| Display Sticky Notes | E | Previous Folder | SHIFT+K |
| First Document | F | Previous Page | SHIFT+B |
| First Folder | J | Previous Rejected Document/Page | ALT+SHIFT+P |
| First Page | A | Previous Tab | CTRL+J |
| Fit Page to Height | 3 | Reject Document | R |
| Fit Page to Width | 2 | Reject Page | SHIFT+R |
| Force Valid | V | Replace Page | U |
| Get Source File | SHIFT+O | Revert View | SHIFT+DOWN ARROW |
| Go to Document Type | 7 | Rotate Displayed Image 180 | M |
| Go to Fields Panel | 6 | Rotate Displayed Image Left | G |
| Go to Image | 8 | Rotate Displayed Image Right | SHIFT+G |
| Go to Navigator | 9 | Rotate View 180 | SHIFT+UP ARROW |
| Go to Thumbnails | 0 | Rotate View Left | SHIFT+LEFT ARROW |
| Help | H | Rotate View Right | SHIFT+RIGHT ARROW |
| Lasso Zoom | L | Scan All Sheets/Import Files | O |
| Lasso Zoom Lock Mode | ALT+L | Scan One Sheet | S |
| Last Document | SHIFT+F | Split Document | D |
| Last Folder | SHIFT+J | View or Change Scan Settings | SHIFT+E |
| Last Page | SHIFT+A | Zoom In | + |
| Merge Document | SHIFT+M | Zoom Out | - |
| Next Document | P | | |