



COLD/ERM

Reference Guide

Includes:

Installation Guide

Administration Guide

User Guide

Copyright

Information in this document is subject to change without notice. The software described in this document is furnished only under a separate license agreement and may be used or copied only according to the terms of such agreement. It is against the law to copy the software except as specifically allowed in the license agreement. This document or accompanying materials contains certain information which is confidential information of Hyland Software, Inc. and its affiliates, and which is subject to the confidentiality provisions agreed to by you.

All data, names, and formats used in this document's examples are fictitious unless noted otherwise. Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright law, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Hyland Software, Inc. or one of its affiliates.

Hyland®, Hyland Software®, Hyland Healthcare, and Hyland product names are registered and/or unregistered trademarks of Hyland Software, Inc. and its affiliates in the United States and other countries. All other trademarks, service marks, trade names and products of other companies are the property of their respective owners.

© 2021 Hyland Software, Inc. and its affiliates. All rights reserved.

Document Name COLD/ERM
Department/Group Documentation
Revision Number Foundation EP5

OVERVIEW

Overview of COLD	1
Applications	1
Identifying Individual Documents in a COLD File	2
Initiating COLD Processing	3
Increase Retrieval Speed of Documents Imported into the System	3
Implied Continuation	3
Licensing	3
Simplified Licensing	3
Legacy Licensing	4

INSTALLATION GUIDE

INSTALLATION

Requirements	6
General Requirements	6
Upgrade Considerations	6
Pre-Installation	6
File Formats and Preprocessors	6
Sample Data	7
Licensing	7
Registration	7
Installation	7
Command Line Switches	7
Applying the -SCHED Switch	7
Applying the -SBCLIENT Switch	7
.INI Options	8
TempParsePath	8
ArchiveThreads	8
ReportPath	8
QuickCompressAndCopy	8
CompressMode	8
DoubleStrikePreprocessor	10
CommitScript	10
SetPagetoZero	10
Process Tuning Parameters	10
Process Tuning	10
Lock Disk Group During Processing	11
Document Handle Block Size	11
System File Name Block Size	12
Keyword Block Size	12
Keyset Block Size	13

Checks Per File	13
Status Window Update Interval	13
Backup/Recovery	13
Backup	13
Configuration	13
Registry Settings	14
External Files	14
Module related .INI Options	14
Recovery	14
Configuration	14
Registry Settings	14
External Files	15
Module related .INI Options	15
Registration	15
Additional Steps:	15
Directory Structure	15
Reports	15
Troubleshooting	15
Common Questions	15
Incomplete Process Batches.....	18
Common Errors	18
Product Licensing and Registration Errors	18
Disk Group Not Found	19
Maximum Volumes Reached	20
Database Connection Errors	20
Verification Report Errors - Process Option Disabled	21
Verification Report Errors - Unformatted Date Keyword	21
Verification Report Errors - Unidentified Documents	22
Maximum Items in Queue	23
Parse File Settings	23
File Collisions	24
Missing Data - Currency Keyword Values Not Populated for Document	24
Missing Data - Date Keyword Values not Populated for Document	25
Cannot Back Up Files	25
Contacting Support.....	26
Advanced COLD Processing.....	27
COLD Processing Workstation	27
Prerequisites	27
Configuration Suggestions	28
Disk Storage	28
The Five Groups of Data and Storage Space Requirements:	28
Process Tuning in the onbase32.ini file.....	29
Calibration	29
Calibrating Advanced COLD Processing	29

ADMINISTRATION GUIDE

CONFIGURATION

Prerequisites	32
COLD Processor Configuration.....	32
Overview	32
Configuration	33
Process Settings Configuration	35
The Processing Tab	37
Download and Process	37
Download Protocol	38
FTP Download Considerations	40
Using FTP with No Download	40
Preprocess Options	41
Configure a Preprocessor	41
Set a Backup Path.....	43
Other Processing Options	44
The Options Tab	47
The Advanced Tab	52
Store AutoFill Keyword Set Data	54
Configuring Index Extraction	55
COLD Document Type Configuration	58
COLD Document Files Configuration	60
Overview	60
Configuration	60
COLD Document Fields Configuration	62
Overview	62
Configuration	62
Multi-Instance Keyword Type Groups and COLD	71
The Number of Instances of the Multi-Instance Keyword Type Group	71
The Presence and Order of Keyword Values in the Document	73
Using Multi-Instance Keyword Type Groups with AutoFill Keyword Sets	74
Currency Formatting Options	75
Date Formatting.....	78
Date Formatting Options	78
Common ID Configuration	81
Configuring Common ID in a COLD Process	82
COLD Continuation String Configuration	84
Column Indexes	88
Internal Text Searching Based on Column Index	89
Assigning Processor Notification Groups	90
COLD Configuration Export/Import	91
Export Process	91
Import Process	93

Visual COLD Process Format Configuration	97
Overview	97
Creating the Process Format Name	98
Identifying the Sample File and Process Paths	99
The Processing Tab	102
Download and Process	102
Download Protocol	103
FTP Download Considerations	105
Using FTP with No Download	105
Preprocess Options	106
Configure a Preprocessor	106
Set a Backup Path	108
Other Processing Options	109
The Options Tab	112
The Advanced Tab	117
Assigning Document Types	119
Identifying the Document ID String	120
Modifying the Document ID String	121
Identifying Keyword Types and Tags	122
Keyword Ranges and Page Keyword Ranges	122
Modifying Keyword Ranges	124
Tag Ranges and Page Tag Keyword Ranges	124
Modifying Tag Strings	127
Defining Continuation	128
Testing and Evaluating the COLD Process Format	130
Testing the Process Format	130
Evaluating the Process Format	130
User Group Rights	131
Global Client Settings	131
COLD Text Settings	132
Configuring Processor Notifications	133
Configuring a Processor Notification Group	133
Configuring a Processor Notification	135
Configuring the Distribution Service	141
Considerations for Processing Double-Byte Files	142
Configuration	142
The Processing Tab	142
CompressMode	143
Troubleshooting	144
 SCHEDULING	
Scheduling Overview	145
Configuring & Using the Scheduler	145
Requirements for Configuring/Running a Scheduled Process	145

Using the -SCHED and -SCHEDINST Switches	146
-SCHED	146
-SCHEDINST	146
Verifying the Scheduler is Running	147
Running Multiple Scheduled Processes	147
Scheduled Process Configuration Reports	148
Working With Process Formats.....	148
Creating a Scheduled Process Format	148
Schedule Configuration	150
Calendar	151
Default Daily Schedule.....	152
Selected Day	153
Processing Options	154
Viewing Scheduled Processes	159
Modifying a Scheduled Process Format	159
Deleting a Scheduled Process Format	160
Running/Suspending a Scheduled Process Format	160
Working With Process Jobs	161
Creating a Job	161
Configuring a Job	163
Scheduling a Job	165
Schedule Configuration	166
Calendar	167
Default Daily Schedule.....	169
Selected Day	170
Processing Options	172
Viewing a Job	175
Modifying a Job	176
Renaming a Job	176
Deleting a Job	176
Running/Suspending a Job	177
Viewing the Activity Log.....	178
Creating Schedule Templates	180
Creating Schedule Templates	180
Calendar	181
Default Daily Schedule.....	181
Selected Day	182
Configuring Schedule Logging	184
Creating a Scheduler Workstation Group	185
Editing a Scheduler Workstation Group	188
Deleting a Scheduler Workstation Group	191
Scheduling a Commit.....	192

COLD BEST PRACTICES

Usage	193
-------------	-----

Use a Dedicated Processing Workstation	193
Use Unique Accounts for Processing	193
Name the OnBase Client Executable	193
Run OnBase as a Service	193
Store Files on the Processing Workstation	193
Update Process Tuning Parameters	193
System Administration & Maintenance	194
Commit Batches Regularly	194
Purge Incomplete Process and Incomplete Commit Queues	194
Periodically Check to Ensure Processes are Accurate	194
View Verification Reports	194
Configure a Document Type for Extraneous Data	194
Review the SYS-Unidentified Items Document Type	195
Ensure Temporary Disk Space is Sufficient	195
Monitor Disk Group Space and Database Size	195
Maintain Processing Queues	195
Maintain Backup Locations	195
Configuration	195
Settings	196
Processing Tab	196
Download and Process Section	196
Preprocess Options Section	196
Options Tab	196
Compute Page References	196
Add Documents to Workflow Option	196
Document Types	197
Document Fields	197
Overlays	197
Audit the Root Directory.....	198
Test all New Process Formats	198
Advanced COLD - the ArchiveThreads INI Setting	198
Configuring Continuation.....	198
Installation	198
Workstation Location.....	198
Licensing.....	199

APPENDIX: USING THE PCL PRINTSET PROCESSOR

Overview	200
Licensing.....	200
Usage	200
Printset Processor Configuration.....	200
Configuration	201
Required Keyword Types	201
Required Document Type	203

INI File	203
Process Configuration	204
Process Settings Configuration	205
The Processing Tab	207
Download and Process	208
Download Protocol	209
Preprocess Options	211
Other Processing Options	214
The Options Tab	215
The Advanced Tab	218
The Association Tab	220

USER GUIDE

USAGE

Usage	223
Registering a Workstation	223
Verifying and Revoking Workstation Registrations.....	225
Clearing Excess Workstation Registrations	227
Workstation Cleanup.....	227
View Current Users.....	228
Initiating Processing	229
File Formats According to Process	229
COLD Process Formats	229
Initiating a COLD Process Format Manually	230
Scheduling a COLD Process Format	233
COLD Process Jobs	233
Initiating a Process Job Manually	233
Scheduling a COLD Process Job	235
Processing Batches	236
Performing Batch Processing Functions from the Batch Level	236
Perform Batch Processing Functions from the Document Level	237
Batch Processing Options	238
Verifying the Process	241
Locating a Batch	242
Committing a Batch	243
Purging a Batch	243
Processing and the Verification Report.....	244
System Administration and Preventive Maintenance	245
Regular Committing of Batches	245
Incomplete Process and Incomplete Commit Queues	247
Run Configuration Reports	248
Ensure Processes are Accurate	249
Check Daily Verification Reports.....	249

View Batch History	249
Batch History	249
Generating a Document History Report	250
View SYS Unidentified Items	250
Ensure Temporary Space is Sufficient.....	251
Monitor Disk Group Space.....	252
Monitor Database Space	252
Clean Up Queues	252
Maintain/Clean Up Data Backup Areas	252
Performing A Custom Process.....	253
Run a Process	253
System Interaction	254
Security	254
132 Column Font.....	254
Advanced COLD.....	254
Application Enabler	254
Digital Signatures	254
Document Distribution	255
Document Retention	255
Encrypted Alpha Keywords.....	255
Exception Reports	255
Exporting and Importing COLD Configuration Settings	255
Exporting / Publishing.....	256
Full Text Indexing	256
Host Enabler	256
Image Statements.....	256
Medical Records Management	256
Print Distribution	257
Statement Composition.....	257
Web Server.....	257
Workflow.....	257
The Importance of Verification Reports	259
What is a Verification Report?	259
Why Incorporate Verification Reports into the Processing Procedure?	259
What Can a Verification Report Identify?	259
Errors Concerning the Processed File	260
Errors Concerning Keywords	260
Errors Concerning Identifying Documents	261
Inaccurate Number of Documents and Pages	261
How Do You Access a Verification Report?	261
Opening a Verification Report from a Batch	261
Opening a Verification Report from the Document Search Results List	261
Can a Verification Report be Added to a Workflow Life Cycle?	262
Can Multiple Processes be Added to a Single Verification Report?	262

Overview of COLD

Note: Although the licensed name of the product is COLD/ERM, in this manual and the software it is referred to as COLD.

The COLD module (Computer Output to Laser Disk/Enterprise Records Management) creates individual electronic documents from ASCII data stream import files. In most cases the data stream import files are generated by mainframe applications. This data stream is the COLD import file.

COLD data resides on the source computer as a single file, containing data that could be classified and viewed in the Client module as one or more documents.

The process of identifying documents in the COLD file is achieved through the configuration of a COLD Processor. The COLD Processor parses the COLD import file line by line, determines the individual documents in the file, and translates the data into documents with identifiable Keyword Values.

- You can create as many COLD processors as are necessary for your business needs.
- Each configured COLD Processor is specific to one format of data stream and is responsible for defining how the ASCII data file is obtained - downloaded from a local network, FTP, or socket connection - and how individual documents and Keyword Values are identified.

COLD efficiently processes and electronically stores information that would typically be stored on microfiche, microfilm or printed on paper. COLD processing results in faster storage, quicker retrieval of information, and significant cost savings over paper and micrographics equipment and supplies.

Applications

COLD's ability to process large mainframe files, and create electronic documents from the data in those files has many applications in report-based industries, such as those in the financial arena. Data files generated by an institution's mainframe computer can be processed into text statements, identified by account number and/or customer name.

The statements generated by the COLD module can be further processed within OnBase by certain data output and distribution modules. For example, the Image Statements module matches text statements with check images to produce checking account statements.

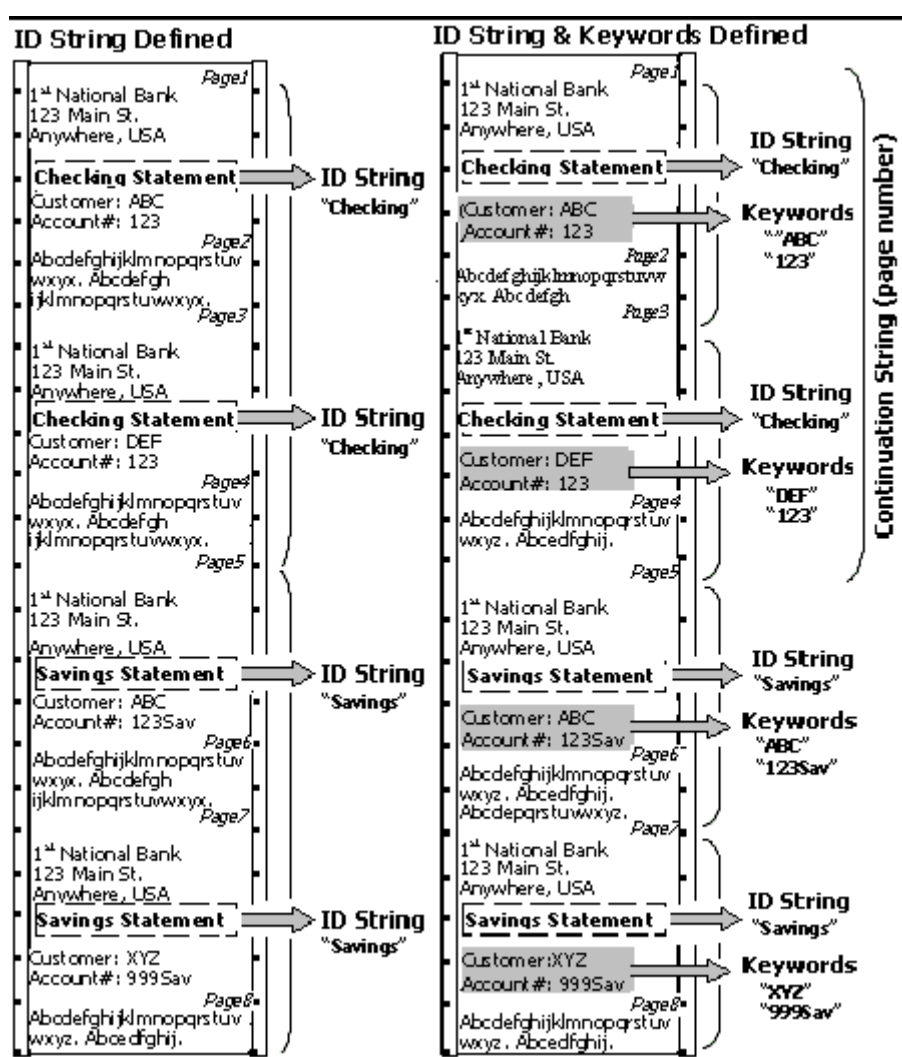
Identifying Individual Documents in a COLD File

For COLD import files containing more than one Document Type, or more than one document, the COLD processor looks for an Identification String (ID string) to determine the beginning of a page. If there are multiple Document Types in the processor, the system can determine the Document Type from the ID String because ID strings are unique to one Document Type per COLD process.

The system determines a new document by the Keyword Values on the page.

- If they are the same as the preceding page, Implied Continuation rules add the current page to the preceding document.
- If they are different, a new document is created.

A Common ID, absolute Common ID, or Continuation String can also improve processing time in determining the documents in a COLD import file.



Initiating COLD Processing

COLD processing can be initiated manually or automatically scheduled in the Client module.

During a COLD process, the system copies and compresses data file to the system temporary directory and to the file server. The system then processes the file using the selected COLD Processor configuration. After the process is complete, the files are deleted from the temporary directory and stored in the system's database.

Documents imported using COLD are also retrievable in the Client module. Additional features of the COLD Configuration module include the ability to schedule or poll for job processing and automatically log off after a scheduled process.

Increase Retrieval Speed of Documents Imported into the System

Configure the COLD process with a Column Index to help increase the retrieval speed of the documents in the Document Type.

Implied Continuation

During a COLD or a DIP process, when the import file is being processed, when a new page is identified, OnBase evaluates the Index values (Document Type and Keyword Type values). If the values match the previous page, Implied Continuation is concluded and the page is appended to the previous page's document.

Note: See the Configuration section in this manual for details on configuring a COLD processor, using the Configuration dialog boxes. See Usage on page 223 in this manual for details on initiating a processor from the Client dialog boxes.

Licensing

Beginning in OnBase Foundation EP5, new customers must use simplified licensing to access COLD functionality. Existing customers upgrading from a version of OnBase prior to OnBase Foundation EP5 can continue to use legacy licensing to access this functionality.

If you are a new customer as of OnBase Foundation EP5 or greater, see [Simplified Licensing on page 3](#).

If you are upgrading from a version of OnBase prior to OnBase Foundation EP5, see [Legacy Licensing on page 4](#).

Simplified Licensing

The Essential User, Standard User, or Premier User license is required.

Every workstation that is to perform COLD processing must be assigned this licensing.

Legacy Licensing

Every workstation that is to perform COLD processing must be licensed with a COLD Workstation license.

An Advanced COLD/ERM Workstation License is required for advanced COLD processing.

The following COLD-only licenses can be used for the retrieval, viewing, printing, and management of COLD documents.

- COLD-Only Multi-User Server
- COLD-Only Concurrent Client

COLD-only licenses do not provide the ability to COLD process documents into the system. A COLD license is required in order to process documents into the system.

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



COLD/ERM

Installation Guide

Requirements

The following sections outline requirement information specific to COLD in OnBase Foundation EP5.

General Requirements

For general requirement information that applies to COLD and other modules, see the sections on the following topics in the **Installation Requirements** manual:

- Database Requirements
- Supported Desktop Operating Systems
- Microsoft .NET Framework Requirements
- General C++ Requirements
- Processing Workstation Minimum Hardware Requirements
- Miscellaneous Requirements

Upgrade Considerations

The following information should be considered or noted when upgrading COLD deployments. Read this information prior to upgrading your version of OnBase.

Byte Counting Considerations — In OnBase 17, the option to use character counting instead of byte counting for COLD processes was added. Character counting is now enabled by default for new processes. However, any existing process created in an earlier version of OnBase has the option to **Use Byte Counting for Multibyte Character Set Languages** selected by default in the **Options** tab of the **Process Settings For** dialog box, and it should be left selected for the process to function as previously configured.

Pre-Installation

File Formats and Preprocessors

ASCII is the supported file format for COLD.

Some files may need pre-processing before being entered into a document management system. Pre-processing standardizes non-ASCII file formats, translating them into useful formats that lend themselves easily to COLD processing. Preprocessors are generated uniquely for the specific data file.

Sample Data

A sample file should be submitted to Hyland Software, Inc. to verify that files can be processed or determine if a pre-processor needs to be developed.

Licensing

See [Licensing on page 3](#) for licensing requirements.

Registration

COLD must be registered on the workstation in order to process files.

Advanced COLD must be registered on the workstation in order to take advantage of the performance improvements available via Advanced COLD.

Installation

No special installation steps are required for COLD.

If you use a preprocessor to alter the content of the COLD file before processing, then this file needs to be copied to the appropriate location that is set in the Configuration module.

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

TempParsePath

The value for this entry is the path used to store a local copy of the input file, the working copy of the Verification Report and the output file from a preprocessor (if used.)

ArchiveThreads

Archive Threads requires the registration of Advanced COLD on the workstation. It specifies the maximum amount of concurrent archiving that can be performed, allowing simultaneous processing. The number of threads specified is dependent on the workstation capacity (number of processors, processor speed, RAM, etc.) This INI setting will only take effect with Advanced COLD. When it is absent or the **ArchiveThreads** entry is set to 0, the result is standard COLD processing.

ReportPath

The value for this entry is that path used to store the Verification Report while the process is running. In the event that there is no value for the report path, then the tempparsepath value will be used.

QuickCompressAndCopy

The value for this entry determines the method by which the file to be parsed is copied and stored on both the local workstation and the file server. A value of 1 for this setting indicates that the file should be simultaneously copied and compressed on both the local workstation and the file server. A value of 0 for this setting indicates that the file will be copied to the local workstation.

CompressMode

The value for this entry determines the type of compression that will be used in the system. The standard white space compression is not applicable to the foreign character sets. Acceptable values are:

- 0 – Not a valid compression type. No compression will occur.
- 1 – Standard white space compression. Uses 100 high characters.
- 2 – No compression. Data stored as Read Only.

3 – International compression. Uses 10 high characters.

Note: After compression the file must not exceed 2.2 GB.

Note: When a COLD file has special characters (e.g., ñ, á, é, í, ó, ú), the **CompressMode** setting must be **2**. The special characters will be lost if the **CompressMode** is set to a different setting.

For all other Compression selections in the **Process Settings For: <Process Name>** dialog box, the process will use Compression settings as follows:

CompressMode .ini Setting	Compression Setting in Process Settings Configuration	Result
0	Workstation Specified	No Compression for all files
1	Workstation Specified	Standard Compression for all files
2	Workstation Specified	No Compression for all files
3	Workstation Specified	International Compression for all files
0	Standard	Standard Compression for process files, No Compression for Verification Report
1	Standard	Standard Compression for all files
2	Standard	Standard Compression for process files, No Compression for Verification Report
3	Standard	Standard Compression for process files, International Compression for Verification Report
0	None	No Compression for all files
1	None	No Compression for process files, Standard Compression for Verification Report
2	None	No Compression for all files
3	None	No Compression for process files, International Compression for Verification Report
0	International	International Compression for process files, No Compression for Verification Report
1	International	International Compression for process files, Standard Compression for Verification Report
2	International	International Compression for process files, No Compression for Verification Report

CompressMode .ini Setting	Compression Setting in Process Settings Configuration	Result
3	International	International Compression for all files

DoubleStrikePreprocessor

The value for this entry is used to preprocess data that uses Double Strike characters. A value of 1 for this entry indicates that the preprocessor will be used. A value of 0 for this entry indicates that the preprocessor will not be used.

CommitScript

The value for this entry is used to determine the VB Script that will be used during the commit process. A value of 0 for this entry indicates that no VB Script will be run during the commit process. Any value greater than 0 for this entry indicates that this value is the VBScriptnum for the VB Script within the system that is to be run during commit.

SetPagetoZero

The value for this setting determines whether the number of pages in a document will be determined by data from the COLD stream stored in the database (**SetPagetoZero=0**) or if the Document Viewer will re-calculate the page count when the document is displayed (**SetPagetoZero=1**).

Tip: It is recommended that SetPagetoZero be enabled (**SetPagetoZero=1**) if the page count cannot be consistently and accurately set by data in the COLD stream.

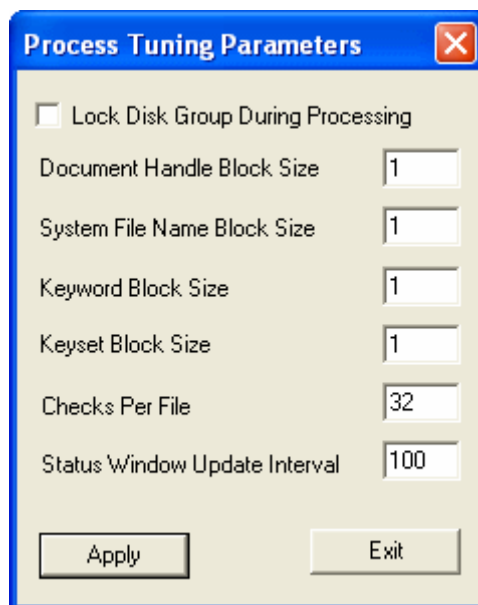
Caution: Enabling the **SetPagetoZero** setting can cause unexpected behavior when processing AFP batches using the AFP Input Filter. When this option is enabled, the total page count of any processed AFP documents will be equal to zero and the processed documents will not be fully viewable.

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** option 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. The **Document Handle Block Size** option controls the number of document handles reserved for imported documents. This can be used with a process that is importing a large quantity of new documents to increase the performance of the import process. By default, when a process creates a new document, new document handles are retrieved from the database one at a time. When the **Document Handle Block Size** option is set to a higher number, the database query retrieves several document handles at one time. These document handles are cached in memory in the software, which reduces the number of queries against the database when performing import processing.

The database query always retrieves the number of document handles specified by the **Document Handle Block Size** option. Set this option to the average size of the batches you are processing. The range of values available is **1–1000**. If the process only needs one document handle but the option is set to **100**, 99 document handles are left unused and cannot be reused.

System File Name Block Size

A file name is a unique identifier for a file when it is saved to a Disk Group. The **System File Name Block Size** option controls the number of file names reserved for imported files. This can be used with a process that is importing a large quantity of new files to increase performance of the import process. By default, when a process creates a new file, new file names are retrieved from the database one at a time. When the **System File Name Block Size** option is set to a higher number, the database query retrieves several file names at one time. These file names are cached in memory in the software, which reduces the number of queries against the database when performing import processing.

The database query always retrieves the number of file names specified by the **System File Name Block Size** option. Set this option to the average size of the batches you are processing. The range of values available is **1–1000**. If the process only needs one file name but the option is set to **100**, 99 file names are left unused and cannot be reused.

Keyword Block Size

A Keyword Type Number is a unique identifier for a Keyword Type. The **Keyword Block Size** option controls the number of Keyword Types Numbers reserved for imported Keyword Types. This can be used with a process that is importing a large quantity of new Keyword Types to increase performance of the import process. By default, when a process creates a new Keyword Type, new Keyword Type Numbers are retrieved from the database one at a time. When the **Keyword Block Size** option is set to a higher number, the database query retrieves several Keyword Type Numbers at one time. These Keyword Type Numbers are cached in memory in the software, which reduces the number of queries against the database when performing import processing.

The database query always retrieves the number of Keyword Type Numbers specified by the **Keyword Block Size** option. Set this option to the average size of the batches you are processing. The range of values available is **1–1000**. If the process only needs one Keyword Type Number but the option is set to **100**, 99 Keyword Type Numbers are left unused and cannot be reused.

Keyset Block Size

An AutoFill Keyword Set Number is a unique identifier for an AutoFill Keyword Set. The **Keyset Block Size** option controls the number of AutoFill Keyword Set Numbers reserved for imported AutoFill Keyword Sets. This can be used with a process that is importing a large quantity of new AutoFill Keyword Sets to increase performance of the import process. By default, when a process creates a new AutoFill Keyword Set, new AutoFill Keyword Set Numbers are retrieved from the database one at a time. When the **Keyset Block Size** option is set to a higher number, the database query retrieves several AutoFill Keyword Set Numbers at one time. These AutoFill Keyword Set Numbers are cached in memory in the software, which reduces the number of queries against the database when performing import processing.

The database query always retrieves the number of AutoFill Keyword Set Numbers specified by the **Keyset Block Size** option. Set this option to the average size of the batches you are processing. The range of values available is **1–1000**. If the process only needs one AutoFill Keyword Set Number but the option is set to **100**, 99 AutoFill Keyword Set Numbers are left unused 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 COLD configuration is stored in the database. A proper backup of the database will contain all configuration information related to COLD process(es) and the COLD licenses.

Registry Settings

No Registry Settings apply to COLD.

External Files

You will need to backup your onbase32.ini file.

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

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

Module related .INI Options

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

Section	Setting	Current Value
FilePaths	TempParsePath	
Tuning	Archive Threads	
FilePaths	ReportPath	
Tuning	QuickCompressAndCopy	
Tuning	SetPagetoZero	
System	CompressMode	
System	DoubleStrikePreprocessor	
System	CommitScript	

Recovery

Configuration

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

Registry Settings

No Registry Settings apply to COLD

External Files

Restore any preprocessors. Ensure that they are at the locations specified in Configuration.

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 workstation registration 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.

Additional Steps:

Directory Structure

Recreate the directory structure(s) previously used for your import files. For example, if you are restoring from a computer named Old_COLD to a computer named New_COLD and the **Process Settings For: <Process Name>** dialog box identifies a **Default Directory** of **\\Old_COLD\COLD Files**, ensure that the share directory exists (**\\New_COLD\COLD Files**) and contains the appropriate import file.

Reports

Run Configuration Reports after any new Disk Groups, Document Type Groups, Document Types or Keyword Types are configured in OnBase for a new COLD process.

Configuration reports detail the exact setup of items in OnBase. With this information, troubleshooting and communications with support are greatly improved. Additionally, Configuration reports are stored in OnBase, so there will be a historical record of OnBase's structure.

Troubleshooting

Common Questions

Can you zoom in on files imported via COLD?

Users who view documents imported via COLD in the OnBase Client cannot zoom in/out on the documents. Zooming in/out is supported only for image documents in the OnBase Client.

Documents imported via COLD are converted to images when viewed in the OnBase Web Client so users are able to zoom in/out on them.

Can you send an overlay on a COLD document via external mail?

An overlay can be displayed on a COLD document when sending it via external mail only if the overlay has been configured to display by default when the document is viewed.

For information on displaying an overlay by default when a document is viewed, see the System Administration documentation. For information on sending documents via external mail, see the Client Help or the External Mail Services documentation.

The COLD option is not available as right-click option in OnBase Client. How can I get it?

Verify the workstation is registered for COLD.

If COLD is not available, it is most likely not licensed at all in the database or another workstation is taking up the license. Simply browse through the licenses in Configuration (**Utils | Product Licenses**) to see if there are any workstations licensed/registered. Then in Client, select **Admin | User Management | Workstation Registration** from the menu bar. Select the workstation and then register that workstation for COLD.

The International (foreign) characters are not processing properly; what should I do to make it process correctly?

Change the **Compressmode** setting in the onbase32.ini to **3** for International Compression.

This setting can also be changed in the **Process Settings For: <Process Name>** dialog box by setting the **Compression** drop-down list to **International**.

There is an unidentified document showing in the COLD Verification Report; what should I do?

An unidentified document is a document that the OnBase COLD processor did not identify by the ID String during processing. This could be a form feed causing a blank document before the ID String, or it could be a document that simply is unidentified because the ID string does not exist.

I am trying to use FTP for my COLD and it will not work; how can I make it work?

Make sure that the **mzftp.dll** is in your OnBase directory. It must be there for this process to work.

Note that the path is limited to 61 characters.

Can you run a Microsoft Word document through the COLD Processor?

No, currently Microsoft Word documents can be brought in using DIP or importing manually.

A Rich Text document also cannot be brought in using COLD.

There is an error copying to the temp path when processing COLD; what should I do?

Rename or delete the **parsing.ctx** and **ver_tmp** file and process again.

Why can't I create two COLD processes using the same Document Type?**I am trying to create a new COLD process using a Document Type that exists in another COLD process. Why does the new process inherit the settings of the old process?**

This is by design. In OnBase, a Document Type cannot be a part of two separate COLD processes.

The far right-most character of the Keyword Value on the import file is getting dropped during COLD processing.

Setup the preprocessor to use **Filecleaner3.exe** and COLD should identify that Keyword Value correctly.

If the last word in the document is a Keyword Value, and the last character is being dropped, ensure that there is a hard return (new line) after the Keyword Value in the file. This will prevent the last character in that Keyword Value from being dropped.

Note: The new line does not apply to multi-byte characters. These characters should process cleanly regardless of where the line ends.

The COLD Report has string of "squares" down the first column.

Run the report through the **fortranpp.exe** preprocessor to remove column 1 from the file and re-process.

Can I move pages from one COLD document to another COLD document?

When COLD import files are processed into OnBase, they appear to be separate documents, but, in reality, they are not. The COLD import file remains intact on the Disk Group server and is compressed as a .ctx file. Pointers to the individual documents and the Keywords are kept in the database, so that when a user retrieves a report, OnBase only opens that particular portion of the file.

Because of this, it is not possible to separate or merge pages between individual COLD documents once they are processed into OnBase like it is with image documents.

If the pages of the individual reports in the COLD file are contiguous, they can be configured with a continuation string in the COLD process to keep those pages together.

When performing an ad-hoc import of a multi-page text report, the Next Page button is displayed when the document is viewed.

However, if the same document is imported via a COLD process, the Next Page button is not displayed.

To ensure that the **Next Page** button is displayed for multi-page text reports imported via COLD, you need to ensure that the COLD process format is able to correctly identify multi-page documents.

For example, a preprocessor could be written to insert form feeds into the COLD stream to ensure that additional pages are detected.

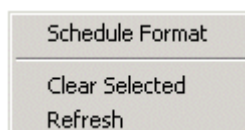
Incomplete Process Batches

To recover a process, several items must be verified. First, the cause of the incomplete process must be identified. In the processing workstation's temporary directory will be a file named **ver.tmp**. This file will contain the Verification Report from the process. This is the runtime Verification Report that will contain all of the information up until the point the process was interrupted. After reviewing the file, the incomplete batch can be opened in OnBase. The batch will display all of the documents that were processed in prior to the error. This can aid in determining the specific point where the process failed.

Scenario	Remedy
There are no documents in the batch.	This means that a file was not processed. The error may have occurred while getting the file from its location or communicating to the database.
Documents from one file are processed partially.	Again, this could be an issue with the database communication. Also, it could be an error with the file. By finding the last document in the system and then reviewing the file just after that point, the area of failure can be found. If the file no longer exists at this point, it can be found in the temporary processing directory (the location of this can be determined in the Client module, by selecting User Workstation Options) as parsing.ctx .
Documents have been completely processed from one file, but not from the next file in the process.	This could mean that the next file has issues with the formatting. Or, again, it could have been a database / network issue.

Common Errors

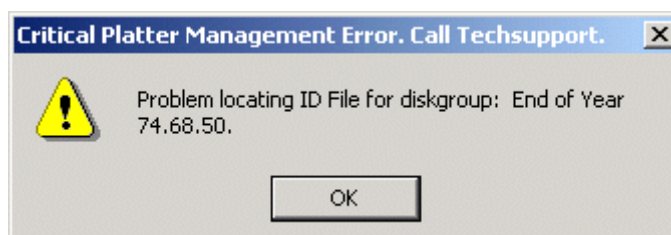
Product Licensing and Registration Errors



Probable Causes	Remedy
The workstation has not been registered for processing with COLD.	Select COLD at the Products Registered for Workstation dialog box in Client/Administration/Workstation Registration and click Register .

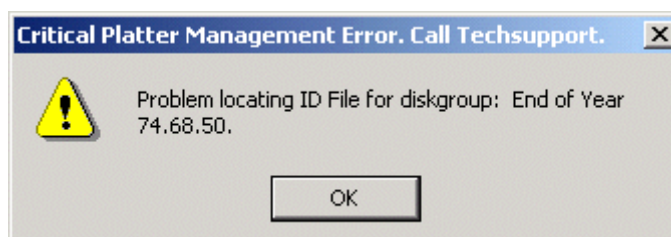
Probable Causes	Remedy
The current user has no Product Rights assigned for the COLD.	Enable the COLD check box in the Product Rights dialog box (User Groups and Rights).

Disk Group Not Found



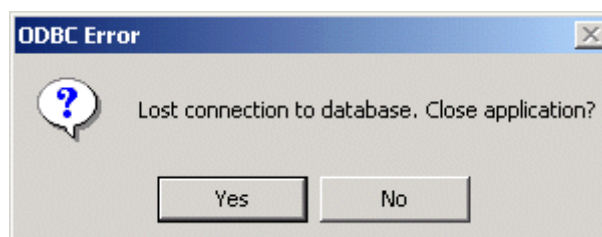
Probable Causes	Remedy
<p>The Mass Storage copy of the file is not where it should be.</p> <p>The Disk Group has been physically relocated on the network.</p> <p>Network Security conflicts.</p>	<p>Edit the Platter Path specified in the Disk Group's Volume Information dialog box to reflect the new location.</p>
<p>The Disk Group remains in its original location, but the Platter Path specified in the Disk Group's Volume Information dialog box has been changed.</p>	<p>Edit the Platter Path specified in the Disk Group's Volume Information dialog box to reflect the new location.</p>
<p>The Disk Group has been deleted.</p>	<p>Replace a Backup of the Disk Group at the location specified in the Process Settings of the process format.</p>

Maximum Volumes Reached



Probable Causes	Remedy
The number of "online" volumes defined for the first mass storage copy has been reached.	Backup, then delete one of the volumes in the Disk Group, or increase the allowable number of online copies for the Disk Group at the Disk Group Settings dialog box. <hr/> Note: The new setting will not take effect until the next volume is created (If necessary, you may have to force promote the current volume).

Database Connection Errors



Probable Causes	Remedy
The database has been shut-down or the connection has been lost during processing.	Close the OnBase Client module by clicking Yes . Then either restart the workstation (to enable the connection), or contact the System Administrator to restart the database.

Verification Report Errors - Process Option Disabled

```

-----
THE PROCESS OPTION CHECKBOX WAS NOT CHECKED.
THE PROCESS WILL NOT EXECUTE.

!!! ERROR - - - - - ERROR - - - - - ERROR - - - - - ERROR - - ERROR !!!

The process format did not contain any recognizable documents.
NOTE: The database was not updated, no documents were archived!

The entire file was archived by the database as an Unidentified Report.
-----

```

Probable Causes	Remedy
When the COLD process was configured, the Run Process check box in the Process Settings For: <Process Format Name> dialog box) was disabled.	Edit the process format's configuration and select the Run Process check box.

Verification Report Errors - Unformatted Date Keyword

```

-----
Warning : Invalid Keyword Date:'11/01/94'
Warning : Invalid Keyword Date:'11/01/94'
Warning : Invalid Keyword Date:'11/01/94'
Warning : Invalid Keyword Date:'11/01/94'
Warning : Invalid Keyword Date:'11/01/94'
-----

```

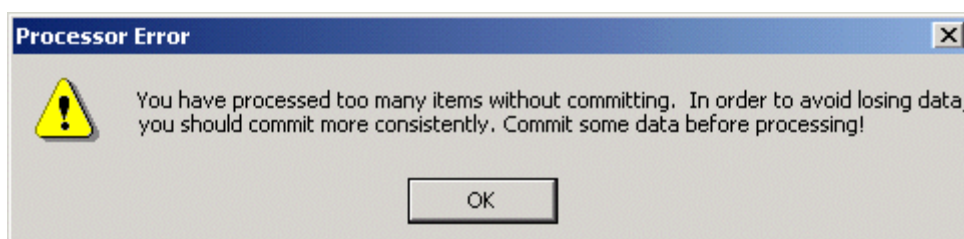
Probable Causes	Remedy
The Date Keyword was not formatted (or was formatted improperly) for the process format.	Select the Date Keyword assigned to the process format and click Format . Supply parameters that correspond to the formatting used in the import file.

Verification Report Errors - Unidentified Documents

Internal Report #	Document Name	Documents Found	Total Pages
Primary Document Types			
** 109	DDA Checking Statements*****	0	0
1	Unidentified Items	1	1

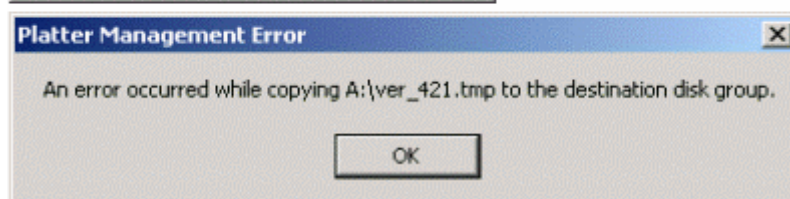
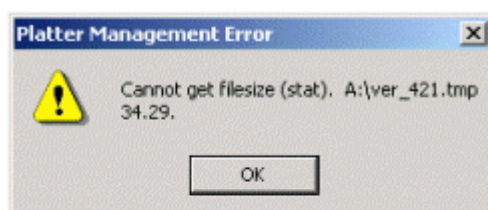
Probable Causes	Remedy
The import file identified in the Process Settings For: <Process Format Name> dialog box could not be processed by the system.	Check the ID string configured for the COLD. If an ID string in the document is not located and identified as the Common ID, the file will yield unidentified document(s).
Document Type/Keyword mapping is in conflict between a Document Fields type COLD configuration and a Document Files COLD Processor configuration within the same system.	<p>The same Document Type cannot be used in both a Document Fields and Document Files processor. Remove the Document Type from all but one of the COLD processors, or make the following modifications to the Document Files configuration for the COLD Processor:</p> <p>The file selected in the Process Settings For: <Process Name> dialog box (Default File Name field) must be identified by the *.* convention. The file selected in the Process Settings For: <Process Name> dialog box (Process File Name field) must be identified by a unique file name.</p> <p>Any Keyword Type definitions must be cleared from inactive processor memory. To do so, type <ALT><K> to access the Define Keywords dialog box. Remove all Keyword Types.</p>

Maximum Items in Queue



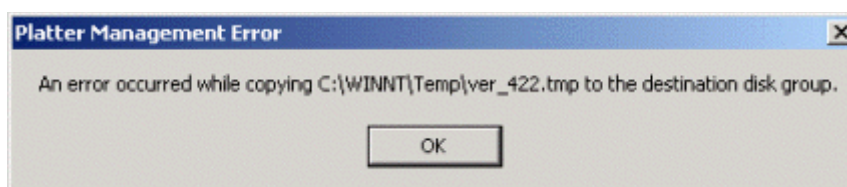
Probable Causes	Remedy
The number of batches in the Awaiting Commit queue exceeds the number allowed by the system.	<p>Commit or delete some of the batches in the Awaiting Commit queue.</p> <p>Or, to allow your solution to accept a larger number of uncommitted batches, from the OnBase Configuration module, click Import Process Setting and enter the maximum number of uncommitted batches to be allowed.</p> <hr/> <p>Tip: It is considered a best practice to keep the maximum number of uncommitted batches as low as possible. Documents in uncommitted batches are stored only in the mass storage copy of the Disk Group and could be lost if this disk was damaged or if it was to fail.</p> <hr/>

Parse File Settings



Probable Causes	Remedy
Not enough space exists in the directory used to temporarily store processed data, prior to moving the data to the designated Disk Group.	Provide more room at the designated temporary directory, or change the destination for the temporary directory by editing the following line in the onbase32.ini file: TempParsePath=

File Collisions



Probable Causes	Remedy
<p>When a process is initiated, the system will check in the database to figure out what the next file should be named, such as 105.ctx. When it gets the name, it bumps that number up in the database, so the next file will be 106.ctx, etc. If an older database is restored, the older database will think that the next file should be 105.ctx. However, that file already exists in the Disk Group directory (processed via the pr-existing database), so file collision will occur.</p> <p>No Disk Group is assigned to the Document Type configured in the COLD.</p>	<p>Locate and remove all extraneous files, and/or Force Promote the Disk Group(s).</p>

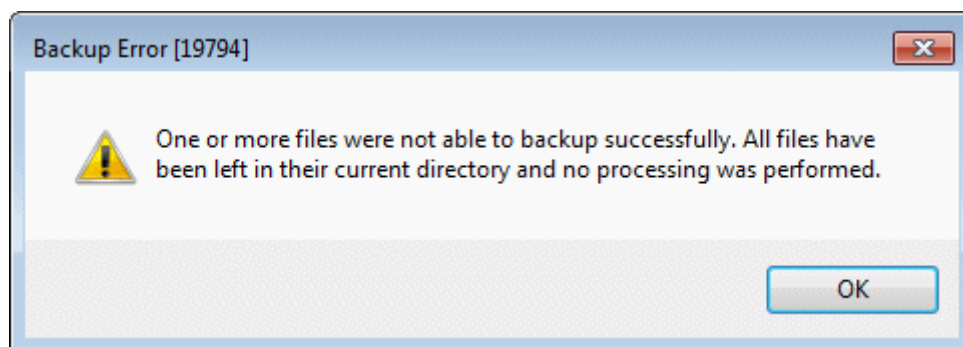
Missing Data - Currency Keyword Values Not Populated for Document

Probable Causes	Remedy
The line/column/height/width values for the currency Keyword Types are incorrect in the Document Fields for the COLD process configuration.	Re-specify the line/column/height/width values.
The currency Keyword Type was not formatted correctly.	Select the Currency Keyword Type in the process format configuration and click Format . Supply parameters that correspond to the formatting used in the import file.

Missing Data - Date Keyword Values not Populated for Document

Probable Causes	Remedy
The line/column/height/width values for the date keyword are incorrect in the Document Fields for the COLD process configuration.	Re-specify the line/column/height/width values.
The Date Keyword Type was not formatted (or formatted improperly).	Select the Date Keyword Type in the process format configuration and click Format . Supply parameters that correspond to the formatting used in the import file.

Cannot Back Up Files



Probable Causes	Remedy
The Backup Path option is enabled but 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.

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.
- The type and version of the connected database, such as Microsoft SQL Server 2014 or Oracle 12c, and any Service Pack that has been installed.
- The operating system that the workstation is running on, such as Windows 10 or Windows Server 2012 R2, and any Service Pack that has 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 Pack that has 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 COLD Processing

Advanced COLD is COLD processing run in an enhanced mode that uses the concept of multi-thread processing, in which COLD data is processed at a faster rate. 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.

Advanced COLD Processing assumes that distributed disk storage techniques are used during processing.

Standard COLD 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 COLD, OnBase 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.

Note: For Advanced COLD, the workstation must be properly licensed and the onbase32.ini file must be configured. See [Prerequisites on page 27](#) and [COLD Processing Workstation on page 27](#) for details.

Note: Workflow processing (using the **Add Documents to Workflow** Processing Option) cannot be implemented with the Advanced COLD feature.

COLD Processing Workstation

Every workstation that is to perform Advanced COLD Processing must meet all the COLD Processing Workstation Requirements, and be assigned the following license:

Advanced COLD 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 recovery, integration, or testing by the Institution to which the software is licensed.

Prerequisites

In order to perform Advanced COLD processing, the workstation must meet the following minimum hardware requirements:

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

In the case of Advanced COLD, 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 COLD processing.

Configuration Suggestions

This document is not meant to be an explicit description of how the Advanced COLD 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 6 different categories:

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

The maximum performance system would spread these across five containers. A container is two or more hard drives using RAID 0, RAID 1, Raid 5, or Raid 10. Limit containers to two per controller, if possible. Please note that NT Disk Administrators can create multiple logical drives over a physical drive. This does not enhance your I/O capability and will not improve performance.

The Five Groups of Data and Storage Space Requirements:

1. Configuration Data, Working Area and Activity Logs storage
Size: typically 500 MB plus the size of the activity logs. Typically less than 5 GB.
2. Document storage
Size: about 1.5k per document.
3. Keyword storage
Size: about 1.5k per document. This varies greatly with the Keyword Types associated with the documents.
4. Document Indexes storage
Size: about the same size as document storage.
5. Keyword indexes storage
Size: about 1.2 times as large as the Keyword Type storage

If 2 containers are used, then group them as (1,2,5) and (3,4).

For 3 containers, group them as (1), (2,5) and (3,4).

For 4 containers, group them as (1,2), (5), (3) and (4).

Process Tuning in the onbase32.ini file

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=<nn>** entry (or **ArchiveThreads=0**) in the onbase32.ini file indicates standard processing.

1. Start with as many threads as you have processors, with a maximum of three per processor. So a four-processor machine would have the following beginning point in the onbase32.ini file under Tuning:

```
[Tuning]
ArchiveThreads=4
```

2. Increase the Thread Count from within the onbase32.ini file until there is no longer an improvement in processing speed.

To determine improvements in speed, look to the **Queued Items**, found in the **Processor Status** dialog, when you launch the COLD processor in the client program. The **Queued Items** should be below 100. If it is below, you may want to increase Archive Threads. If it is above, you will want to decrease the number of archive threads.

If you increase your thread count and don't 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 the system is processing data faster than the database can accept it. To have some queued items is common, however, one hundred 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. Advanced COLD will create the threads, but it is the function of the operating system to control the actual utilization of processors.

Calibration

Calibrating Advanced COLD Processing

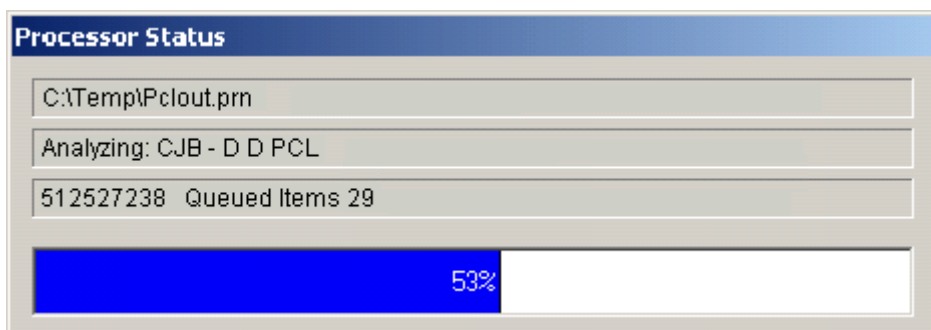
Increase Thread Count from within the onbase32.ini file until there is no longer an improvement in processing speed. A rule of thumb would be to start with as many threads as you have processors, increasing to a maximum of three threads per processor. So a four-processor machine would have the following beginning point in the onbase32.inifile under **Tuning**. Then, increase the Thread Count from within the onbase32.ini file until there is no longer an improvement in processing speed.

[Tuning]

ArchiveThreads=4

When you launch the COLD processor look to the **Queued Items**, found in the **Processor Status** dialog box, to discern whether your thread count is too high or too low. The **Queued Items** should be below 100. If it is below, you may want to increase archive threads, and if it is above, you will 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, however, 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 COLD will create the threads, but it is the function of the operating system to control the actual utilization of processors.



COLD/ERM

Administration Guide

Prerequisites

Prior to configuring the COLD processor, the following prerequisite steps must be taken:

- **Configure Disk Groups.** The Disk Group that the documents imported via the COLD processor will be stored in needs to be configured.
- **Create Keyword Types.** The OnBase Keyword Types that are to contain metadata about the documents being imported need to have been created.
- **Create Document Type Groups.** The Document Type Groups that the documents imported via the COLD processor will be stored in need to have been created.
- **Create Document Types.** The Document Types that the documents imported via the COLD processor will be stored as need to have been created and configured according to the steps listed below:
 - **Assign All Necessary Keyword Types.** All Keyword Types that are to be associated with the Document Type should be assigned prior to configuring the COLD processor.

COLD Processor Configuration

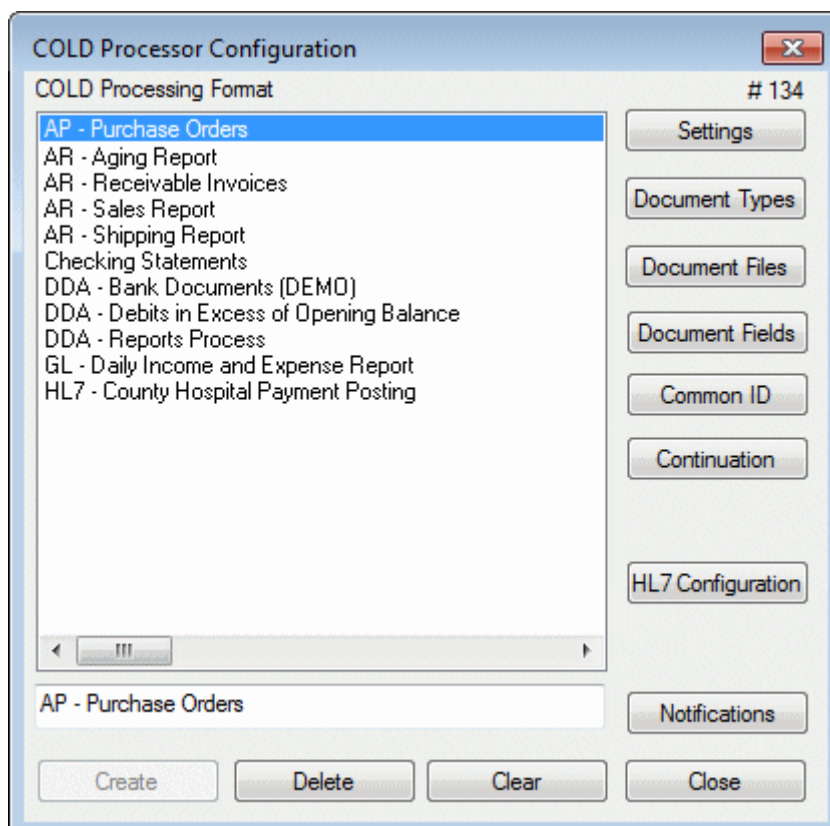
Overview

COLD Processors define the manner in which COLD data is processed. After configuring the processor, it will be available in the Client module for manual or scheduled initiating of the process.

Configuration

To configure a COLD processor:

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



2. Type the name of a new format in the data entry field and click **Create**. Alternatively, select an existing COLD processing format to work with from the **COLD Processing Format** list.
3. Once the process format is created or selected, work with the buttons on the right side of the dialog box to further configure the process format. For a new format, it is advisable to start with **Settings** and work your way down in order to ensure that everything for the processing format is configured. For more information on each of the buttons, see subsequent sections of this manual.

Each time the COLD processor's configuration is changed, those changes are immediately available in the Client module. The following two exceptions apply:

- If a new Document Type is added, the Client module must be re-launched to see the change.
- The COLD queue will need to be closed and re-opened to see any changes.

Note: The **Delete** button can be used to remove a COLD Processor from this dialog box, resulting in its removal from the **COLD Queue** window as well.

4. When all configuration parameters have been defined, click **Close**.

Process Settings Configuration

The **Process Settings** 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, and cannot reside within a ZIP or other archive file.

The option of using a File Transfer Protocol (FTP) or a socket connection to download the necessary files is 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: Secure File Transfer Protocol (SFTP) is not supported for use with COLD.

Tip: By default, the import 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 | COLD/ERM Processor**.
2. Select the format to be configured and click **Settings**. The **Process Settings** dialog box is displayed.
The **Processing** tab is displayed by default.

Process Settings For:

Processing Options Advanced

Download and Process

Default Directory

Default File Name

Download Protocol

☒ No Download (FTP Server\Port\FTP download path/)

☐ FTP Download

☐ Socket Download Socket Number

☐ Socket Direct

☐ Tape Drive Tape Name

Preprocess Options

☐ Preprocess ☐ Backup Path

Disk Group

Language Conversion

Compression

Index Extraction Format

Secondary Format

Text Encoding

3. Assign options for the process. Mandatory options are as follows:
 - **Processing | Default Directory**
 - **Processing | Disk Group**
 - **Options | Run Process**
4. The remaining options are optional. All options are described in the tables below.
5. After setting all desired configuration options, click **Save**.

Note: FTP processing is only functional for the following modules: EDI 835, EDI 837, AFP Input Filter, some Check Import Processes, the NSF Return Process (Check21), COLD/ERM, Document Import Processor, HL7, Keyword Updater, PCL Input Filter, Physical Records Management, and XML Index Document Import Processor.

The Processing Tab

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

The screenshot shows a dialog box titled "Process Settings For:" with a close button (X) in the top right corner. The dialog has three tabs: "Processing" (selected), "Options", and "Advanced".

Under the "Processing" tab, there are several sections:

- Download and Process:**
 - Default Directory: [Text Field]
 - Default File Name: [Text Field] with a "Browse" button.
- Download Protocol:**
 - ☒ No Download (FTP Server\Port\FTP download path/)
 - ☐ FTP Download [Text Field] with a "Connect" button.
 - ☐ Socket Download Socket Number [Text Field] (value: 0)
 - ☐ Socket Direct
 - ☐ Tape Drive Tape Name [Text Field]
- Preprocess Options:**
 - ☐ Preprocess Preprocessor
 - ☐ Backup Path Backup Path
- Configuration Options:**
 - Disk Group: <None> [Dropdown]
 - Language Conversion: < NO CONVERSION > [Dropdown]
 - Compression: Workstation Specified [Dropdown]
 - Index Extraction Format: <None> [Dropdown]
 - Secondary Format: <None> [Dropdown]
 - Text Encoding: <Default> [Dropdown]

At the bottom of the dialog are three buttons: "Save", "Clear", and "Cancel".

Download and Process

The fields in this section direct the process format to the import file containing the data to be processed.

Enter the appropriate information in the following fields:

Field	Description
Default Directory	The file path of the directory that the import file resides in. Do not include the name of the import file itself in this field. The file path can be no longer than 60 characters.
Default File Name	<p>The name of the import file. You can use the ? and * wildcards in this field to specify multiple files. For example, *.* processes all files in the directory. The file name can be no longer than 60 characters.</p> <hr/> <p>Note: Ensure the import file contains either continuation or form feeds. Files should also be properly terminated by an end-of-file marker.</p> <hr/>

Tip: Click the **Browse** button next to the **Default File Name** field and navigate to the import file to populate both the **Default Directory** and **Default File Name** fields.

Download Protocol

The option selected here determines how the processing workstation accesses files for processing.

Select one of the following:

Option	Description
No Download	Files are not downloaded from another source before processing, they are accessible directly from the workstation's local storage, LAN, or WAN. This option is selected by default.

Option	Description
FTP Download	<p>Files are downloaded from a server using File Transfer Protocol and saved locally before they are processed.</p> <hr/> <p>Note: Secure File Transfer Protocol (SFTP) is not supported for use with COLD.</p> <hr/> <p>After selecting FTP Download, you must also configure the following:</p> <ul style="list-style-type: none"> • Enter the URL of the FTP Server in the field next to the option. For example, enter FTP Server\Port\FTP Download Path/ where FTP Server is the name or IP address of the FTP server and FTP Download Path is the full, complete path to the directory on the FTP server where the import file resides. • Click the Connect button, and enter the user name and password used to connect to the FTP server in the FTP User Name and FTP Password fields, respectively. If your FTP server requires a fully qualified domain name, enter the user name as name@domain.net. • Enter a \ (backslash) in the Default Directory field, or enter the path of a specific local directory where you want files from the FTP server to be downloaded to for processing. • Enter the name of the import file in the Default File Name field. <p>See FTP Download Considerations on page 28 for more information.</p>
Socket Download	This option can only be used with Check Image Processing. See the Check Image Processing documentation for more information.
Socket Direct	This option can only be used with Check Image Processing. See the Check Image Processing documentation for more information.
Tape Drive	This option can only be used with Check Image Processing. See the Check Image Processing documentation for more information.

FTP Download Considerations

Keep the following points in mind when configuring a process to use **FTP Download**:

- If the FTP server you are connecting to is a Unix system, the URL entered in the **FTP Download** field must include the full, complete path to the FTP directory where the import file resides. This path must include all levels of the FTP server's file structure, which may not be the path you typically use to access the directory.

For example, you want to direct the processor to a folder named **Import** which you normally access by navigating to

\\ftp:\MainCampus\21\Hastings\Pending\Index/. However, the complete path required by the processor in the **FTP Download** field would actually be

\\ftp:\MainCampus\21\data\Employees\Accounting\Hastings\Pending\Import/.

The first, shorter path begins in the employee's personal directory, while the complete path begins at the root directory level of the server.

Note: Depending on the FTP server you are connecting to, the syntax of your FTP server's URL may be different.

- With the **FTP Download** protocol selected, the **Default Directory** is the directory to which the import files are downloaded for processing, after it is accessed from the path specified in the **FTP Download** field.
- If the process is configured to delete import files after processing is complete, only the locally downloaded copy of the import file is deleted, not the original file which resides on the FTP server.
- 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.
- The FTP password is only encrypted if you select Version 18 or later from the **Version Compatibility** drop-down select menu in the **Cryptography Settings** dialog box. See the **System Administration** module reference guide for more information on encrypting information in OnBase.

Using FTP with No Download

With the **No Download** protocol selected, files on an FTP server can still be accessed by entering the full UNC path in the **Default Directory** field.

Caution: Although COLD is capable of processing files over FTP using **No Download**, it is not recommended. If possible, use the **FTP Download** option instead.

If you are entering a UNC path in the **Default Directory** field to access an FTP server, ensure the format of the UNC path is correct. COLD supports connections to FTP servers that require a Fully Qualified Domain Name (FQDN) as well as connections that do not require a FQDN.

To connect to a FTP server that requires a FQDN, enter

\\ftp:\name@domain.net:<password>\\ftpserver\21\\ftpdirectory in the **Default Directory** field; where **name@domain.net** and **<password>** are the appropriate login credentials, **ftpserver** is the name or IP address of the FTP server, and **ftpdirectory** is the full, complete path to the FTP directory where the import file resides. This path must include all levels of the FTP server's file structure, which may not be the path you typically use to access the directory.

For example, suppose you want to direct the processor to a folder named **Import** which you normally access by navigating to **\\ftp:\MainCampus\21\\Hastings\Pending\Import**.

However, the complete path required by the processor would actually be

\\ftp:\MainCampus\21\data\Employees\Accounting\Hastings\Pending\Import. The first, shorter path begins in the employee's personal directory, while the complete path begins at the root directory level of the server.

Note: Depending on the FTP server you are connecting to, the syntax of your FTP server's URL may be different.

For security reasons, the password entered in the **Default Directory** field is displayed as **<pwd>** the next time the **Process Settings** dialog box is opened.

Note: Though the password is hidden from view, it is not encrypted. For password encryption, you must use the **FTP Download** option.

If any changes are made to the **Default Directory** field, you must re-enter the password, overwriting the **<pwd>** placeholder.

Note: When using FTP with the **No Download** option selected, preprocessors do not function properly unless they were created with the ability to access files via FTP.

Preprocess Options

This section allows you to [Configure a Preprocessor](#) and [Set a Backup Path](#) for the process format.

Configure a Preprocessor

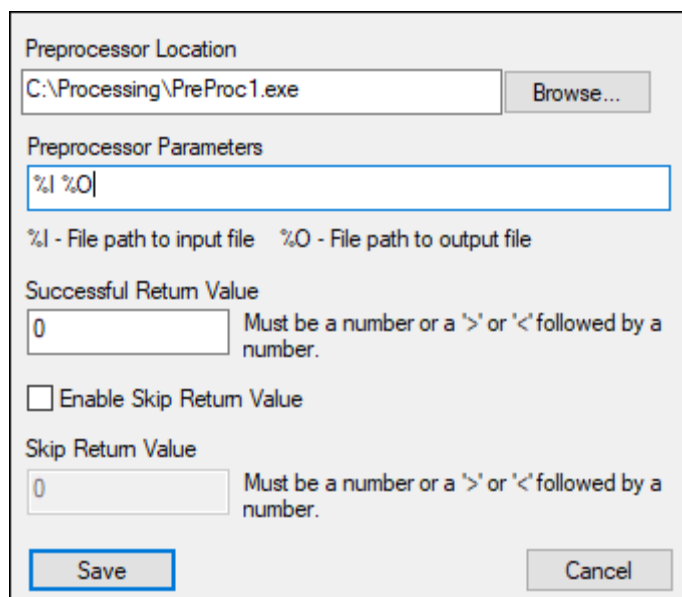
If an import file is formatted in a way that cannot be processed by the processor, a preprocessor can be used to reformat the data so it can be processed. A preprocessor is a separate program used to reformat existing import files using user-defined rules and descriptions to prepare them for processing.

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 **Preprocess Options** configured. This results in a "clean" data file that can then be viewed and used to configure the remaining processor configuration parameters.

To enable the process format to use a preprocessor:

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



The dialog box is titled "Preprocessor Configuration". It contains the following fields and controls:

- Preprocessor Location:** A text field containing "C:\Processing\PreProc1.exe" and a "Browse..." button.
- Preprocessor Parameters:** A text field containing "%I %O".
- Legend:** "%I - File path to input file" and "%O - File path to output file".
- Successful Return Value:** A text field containing "0" and a note: "Must be a number or a '>' or '<' followed by a number."
- Enable Skip Return Value:** An unchecked checkbox.
- Skip Return Value:** A text field containing "0" and a note: "Must be a number or a '>' or '<' followed by a number."
- Buttons:** "Save" and "Cancel".

3. Enter the path to the preprocessor executable in the **Preprocessor Location** field, or click **Browse** to navigate to it. This field is limited to 255 characters.
4. Enter any preprocessor parameter values in the **Preprocessor Parameters** field. This field is limited to 128 characters.

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.

- 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 with a space between them. 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. This field is limited to nine characters.

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.

6. Click **Save**.

Note: The **Enable Skip Return Value** option and **Skip Return Value** field are not available for use with COLD.

Set a Backup Path

You can back up 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.

Tip: It is considered a best practice to always set a backup path.

To enable backup prior to processing:

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

3. Enter the path of the directory to copy import files to in the **Backup Location** field, or click **Browse** to navigate 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 **Create Unique Subdirectories** 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 as (but different content than) an existing backup file, the file is not processed. Select **Create Unique Subdirectories** to allow import files with the same name to be processed and backed up to unique subdirectories. When this option is selected, a unique subdirectory is created within the specified backup directory for each import file. The directory is named according to 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**).

Alternatively, select **Allow Overwrite of Backup** to have import files with the same name as an existing backup file overwrite the old backup. This can be useful if you frequently use import files with the same name and don't want a high volume of unique subdirectories.

These options also function with FTP backups, if applicable.

5. Click **Save**.

Note: Typically, the COLD processor is run against the data file with only the **Preprocess Options** configured. This results in a "clean" data file that can then be viewed and used to configure the remaining processor configuration parameters.

Other Processing Options

The **Processing** tab also contains the following options.

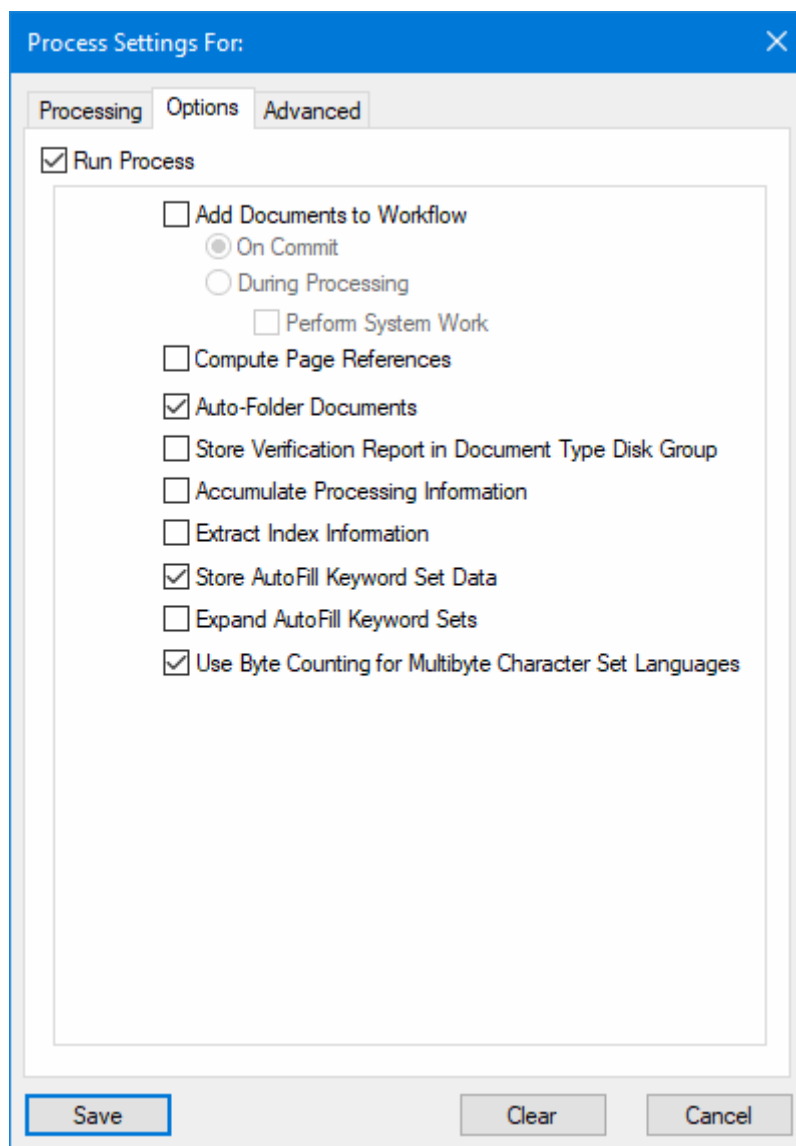
Option	Description
Disk Group	Select a Disk Group to which to save imported documents in a batch. A Disk Group must be selected to save the process format.
Language Conversion	<p>Select the language associated with the ASCII code page that created the import file.</p> <hr/> <p>Note: This setting is only used for legacy language conversions. The option <NO CONVERSION> should be selected when configuring process settings.</p> <hr/>

Option	Description
Compression	<p>Select the type of compression used during processing. The following are the available options in the drop-down list:</p> <ul style="list-style-type: none"> • Workstation Specified • None • Standard • International <hr/> <p>Note: The Compression option works in conjunction with the onbase32.ini file CompressMode setting. Refer to the INI Settings module reference guide for more information about the available compression options.</p> <hr/> <p>The following are character coding compression exceptions:</p> <ul style="list-style-type: none"> • Files encoded as UTF-16 LE or UTF-16 BE do not support compression. If a process set to use Standard or International compression encounters a UTF-16 encoded file, it is automatically not compressed. • Files encoded as UTF-8 only support International compression option or no compression. If a process set to use Standard compression encounters a UTF-8 encoded file, it is automatically compressed using International compression.
Index Extraction Format	<p>Select the extraction format used to extract Keyword Values from the imported files. This setting is used in conjunction with the Extract Index Information setting in the Options tab.</p> <p>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.</p> <p>To configure an index extraction format, see Configuring Index Extraction on page 55.</p>
Secondary Format	<p>Select the secondary format to use after the initial COLD process finishes processing. This allows for the same import file to be processed multiple times.</p>

Option	Description
Text Encoding	<p>Select an option to specify the text encoding to use during processing. Alternatively, leave this option set to <Default> to process using the database's default text encoding. This option is useful for processing data which does not have a Byte Order Mark (BOM).</p> <hr/> <p>Note: The Text Encoding drop-down list is only available if the Use Byte Counting for Multibyte Character Set Languages option on the Options tab is not selected. If a process uses byte counting, the encoding used is determined by the byte count.</p> <hr/>

The Options Tab

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



The image shows a screenshot of the 'Process Settings For:' dialog box, specifically the 'Options' tab. The dialog has a blue title bar with a close button (X). Below the title bar are three tabs: 'Processing', 'Options' (selected), and 'Advanced'. The 'Options' tab contains a list of settings, each with a checkbox. The 'Run Process' checkbox is checked. Below it, there are two radio buttons: 'On Commit' (selected) and 'During Processing'. There are also several other checkboxes, some of which are checked and some are not. At the bottom of the dialog are three buttons: 'Save', 'Clear', and 'Cancel'.

Process Settings For: [X]

Processing Options Advanced

☒ Run Process

- ☐ Add Documents to Workflow
 - ☒ On Commit
 - ☐ During Processing
- ☐ Perform System Work
- ☐ Compute Page References
- ☒ Auto-Folder Documents
- ☐ Store Verification Report in Document Type Disk Group
- ☐ Accumulate Processing Information
- ☐ Extract Index Information
- ☒ Store AutoFill Keyword Set Data
- ☐ Expand AutoFill Keyword Sets
- ☒ Use Byte Counting for Multibyte Character Set Languages

Save Clear Cancel

The following settings are on the **Options** tab:

Option	Description
Run Process	<p>Enables the process format to actually process documents. The ability to deselect this option is provided to allow installers or administrators to test formats without saving documents to OnBase. This option is selected by default.</p> <p>If it is not selected, the COLD process will not import files. The Download Protocol and Preprocess functions are performed regardless of whether Run 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, even if it is marked as read-only.</p>

Option	Description
Add Documents to Workflow	<p>Note: To use this option you must be properly licensed for Workflow.</p> <p>Place processed documents into a Workflow life cycle associated with the Document Type of the imported documents.</p> <p>Note: Documents can only be added to Unity life cycles from the Core-based OnBase Client interface.</p> <p>When this option is selected, the following options are available:</p> <ul style="list-style-type: none"> • On Commit: Bring documents into a Workflow life cycle when a batch is committed. When using the Core-based OnBase Client interface, if one or more documents are not successfully added to a Workflow life cycle, the batch is added to the Committed queue. <p>Tip: When using the Core-based OnBase Client interface, it is recommended that you always select On Commit.</p> <p>When using the classic OnBase Client interface, if one or more documents are not successfully added to a Workflow life cycle, the batch is added to the Incomplete Commit queue.</p> <ul style="list-style-type: none"> • During Processing: Add the documents to a Workflow life cycle as they are processed. If errors are encountered while documents are processed, the successful part of the batch is moved to a Workflow life cycle and the unsuccessful part of the batch is moved to the Incomplete Process queue. <p>Caution: Documents in the Incomplete Process queue can be viewed and retrieved by anyone with access to the queue, even if those users do not normally have rights sufficient to view and retrieve those documents in OnBase.</p> <ul style="list-style-type: none"> • Perform System Work: Execute the configured system work for a Workflow life cycle as soon as the documents are added to a Workflow life cycle. This option is deselected by default for new processes. <p>Note: If Verification Reports are configured to enter a Workflow life cycle, they will enter that Workflow life cycle regardless of the Add Documents to Workflow option setting.</p>

Option	Description
Compute Page References	<p>Generates markers throughout the COLD documents at intervals of approximately 100KB of information. These markers speed up initial retrieval functions, but are otherwise not referenced.</p> <p>When using Compute Page References, the Next Page and Previous Page toolbar buttons will scroll from one marker to the next.</p> <hr/> <p>Note: The Compute Page Ref option must be selected at the Document Type level in order for this setting to be effective. For information on Document Type configuration, see the System Administration documentation.</p> <hr/>
Auto-Folder Documents	<p>Enables documents to be automatically placed in folders upon processing. Ensure you have Auto-Foldering properly configured before selecting this option. See the Folders module reference guide for more information.</p> <p>If this option is selected, Auto-Foldering is enabled by default for the process. However, it can still be disabled when a user initiates the process from the OnBase Client by deselecting the Create Auto Folder option.</p>
Store Verification Report in Document Type Disk Group	<p>Stores the Verification Reports for the process in the same Disk Group as the processed Document Type. The default behavior of the COLD process is to store Verification Reports in the Disk Group assigned to the SYS - Verification Reports Document Type.</p>
Accumulate Processing Information	<p>Compiles the Verification Reports for this process in a daily cumulative report. This cumulative report contains information for all processes which have this option selected, and is stored as a text document in the SYS - Verification Reports Document Type.</p>
Extract Index Information	<p>Stores all Keyword Values extracted from the COLD file during processing in a text file. You must also select an index extraction format from the Index Extraction Format drop-down list on the Processing tab.</p> <p>If there are multiple Keyword Values for one Keyword Type, only the first value listed will be extracted.</p> <p>To configure an Index Extraction Format, see Configuring Index Extraction on page 55.</p>

Option	Description
Store AutoFill Keyword Set Data	<p>Stores Keyword Values from the import file into the associated AutoFill Keyword Set.</p> <p>If there is already an AutoFill Keyword Set instance containing the Primary Keyword Value from the import file, no new AutoFill Keyword Set instance will be created.</p>
Expand AutoFill Keyword Sets	<p>Indexes documents with values in an AutoFill Keyword Set based on a Primary Keyword Value in the import 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 file.</p> <p>For example, suppose A Document Type uses a social security number as the Primary Keyword Value. An existing AutoFill Keyword Set is shown below:</p> <p>999-99-9999, Sara Smith, 10/10/1966</p> <p>999-99-9999 is the Primary Keyword Value.</p> <p>Sara Smith's maiden name was Sara Adams.</p> <p>When a document is imported using a 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).</p> <hr/> <p>Note: Keyword Type-level AutoFill Keyword Sets are not supported.</p> <hr/>
Use Byte Counting for Multibyte Character Set Languages	<p>Controls whether byte counts or character counts are used for the process. This is important when working with character set languages where characters consist of more than one byte.</p> <p>Deselect this option for the process to use character counting, and to enable the selection of Text Encoding on the Processing tab. This option is deselected by default for new processes.</p> <p>Select this option for the process to use byte counting.</p> <hr/> <p>Note: If the process was created prior to upgrading to OnBase 17, Use Byte Counting for Multibyte Character Set Languages is selected by default. This is because character counting was not previously available. Leave this option selected for the process to function as previously configured.</p> <hr/>

The Advanced Tab

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

Process Settings For: [X]

Processing Options Advanced

Advanced Process Options

☐ Use File Type from Document Type

☐ Do Not Create Batch if No Documents are Found

Image Statements Options

Match File Name Browse

Save Clear Cancel

The following options are available:

Option	Description
Use File Type From Document Type	Uses the default file format of the Document Type when importing documents with differing file types.

Option	Description
Do Not Create Batch if No Documents are Found	Reduces the number of unnecessary Verification Reports generated. When this option is selected and a process is run, the processing directory is checked to verify there are files to process. If there are no files to process in the processing directory, the process does not run and a Verification Report is not generated.
Match File Name	<hr/> Note: This option is only available if your solution is licensed for Image Statements. <hr/> <p>Enter the path to the match file to be used or click Browse to navigate to the file to automatically associate a match file with the documents imported during a process.</p> <p>Wildcard characters are supported. You may use the ? and * characters to specify multiple files.</p> <p>The match file is automatically deleted after the process is run.</p> <p>If no match file path is supplied in the Match File Name field, you may still manually associate a match file with the process at the time the process is run.</p>

Store AutoFill Keyword Set Data

This option provides the ability to take Keyword Values from the import file and create instances in an existing AutoFill Keyword Set.

If the Document Type assigned to the process has an AutoFill Keyword Set applied, select **Store AutoFill Keyword Set Data** to add the Keyword Values associated with each document in the import file as instances to the AutoFill Keyword Set.

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.

Note: This option works with AutoFill Keyword Sets assigned at the Document Type level only.

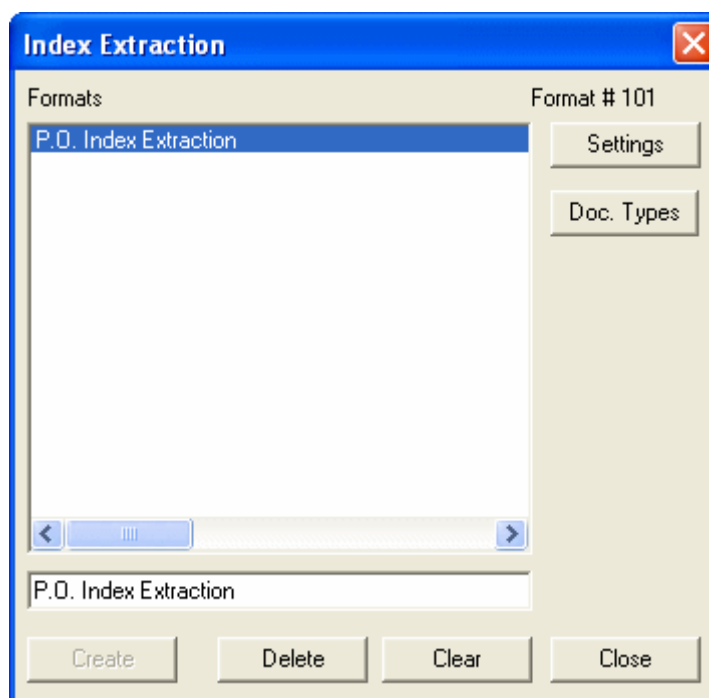
Configuring Index Extraction

Index extraction extracts Keyword Values from documents of selected Document Types while data is being processed into OnBase. Document numbers can also be extracted during processing. Extracted index values can be placed in a separate text file for viewing or manipulation by other programs, or they can be used with an AutoFill Keyword Processor.

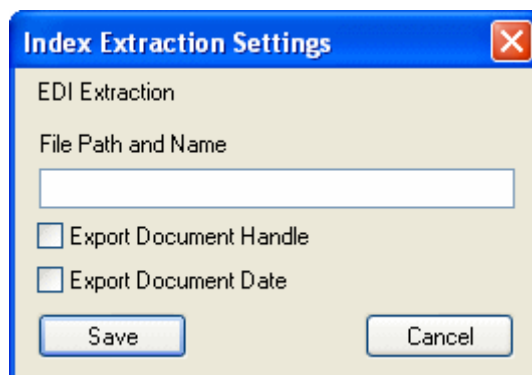
Note: You must select the **Extract Index Information** check box (any type of COLD processing) and **Index Extraction Format** (all COLD and DIP processing) in the **Process Settings For: <Process Name>** dialog box during configuration for an import processor for Index Extraction to be performed as the data is processed.

To add a new Index Extraction Format:

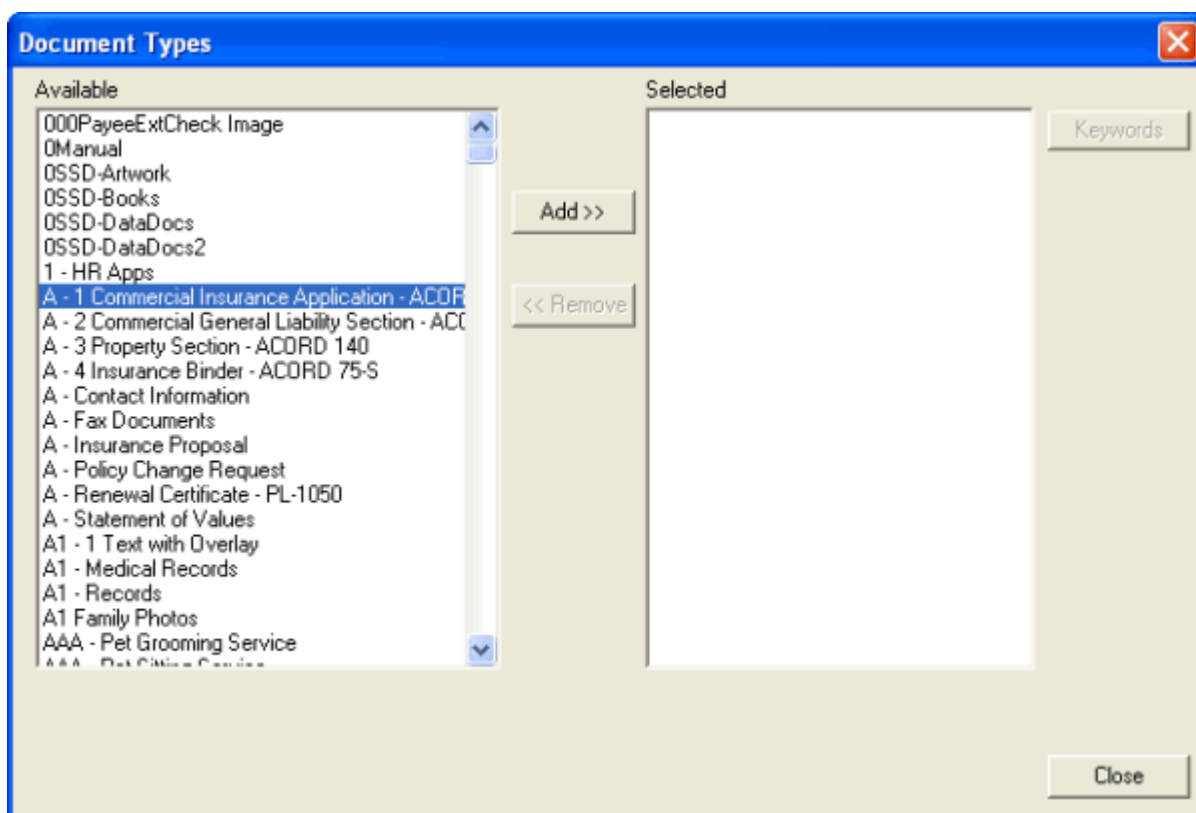
1. In the Configuration module, select **Document | Index Extraction** to access the **Index Extraction** dialog box. This dialog box provides for the creation of Index Extraction Formats, that define how Keyword Values are extracted from data.



2. Type the name of the new format into the **Formats** field. Click **Create** to add the new format to the **Formats** list. The **Index Extraction Settings** dialog box is displayed.



3. Enter the file location and name of the index extraction file to be created in the **File Path and Name** field of the **Index Extraction Settings** dialog box.
 Select **Export Document Handle** to include the document's Document Handle number as the first Keyword Value in the index extraction file.
 Select **Export Document Date** to include the document's Document Date as the first Keyword Value in the index extraction file.
4. Click **Save**.
5. At the **Index Extraction** dialog box, click **Document Types**. The **Document Types** dialog box is displayed.

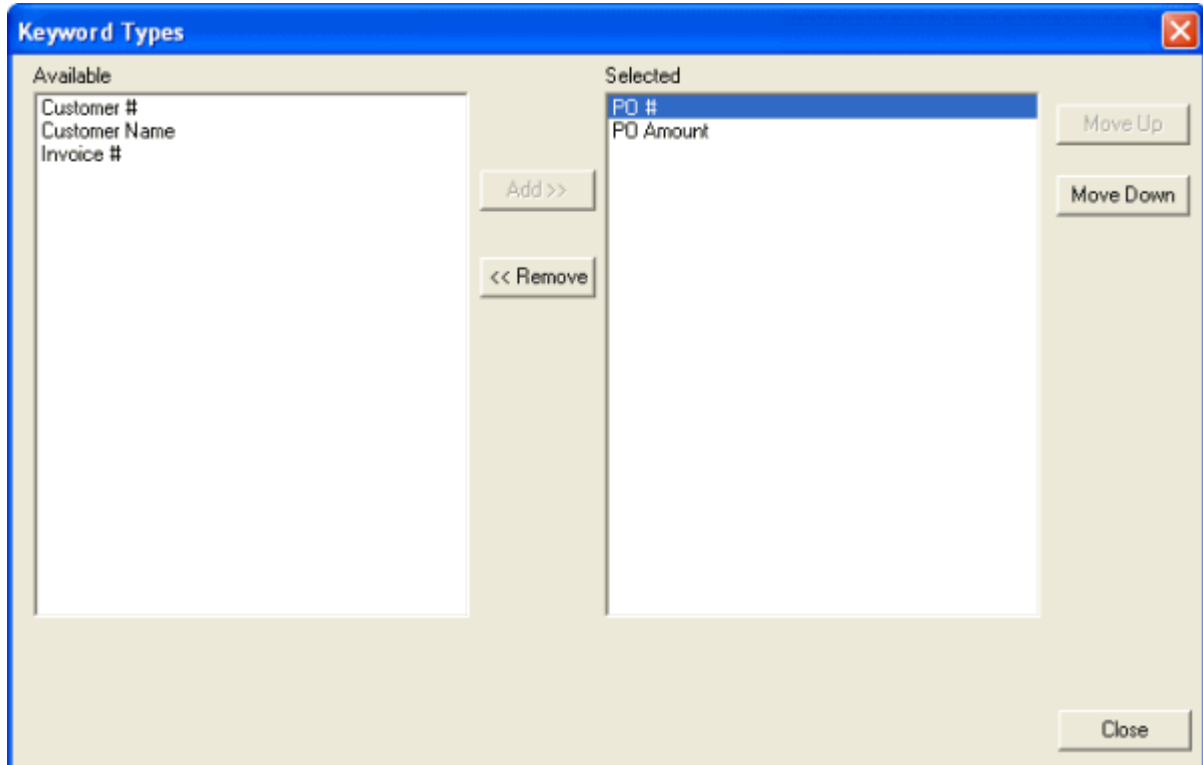


6. Assign the Document Types that will have their Keyword Type Values stored for the Index Extraction format.

To add one or more Document Types to the Index Extraction format, select the Document Type(s) from the **Available** list and click **Add**.

To remove one or more Document Types from the Index Extraction format, select the Document Type(s) from the **Selected** list and click **Remove**.

7. Click **Close** to save your changes.
8. Click **Keywords** on the **Document Types** dialog box. The **Keyword Types** dialog box is displayed.



9. Assign the Keyword Types that will be extracted from the document.
To add one or more Keyword Types to the Index Extraction Format, select the appropriate Keyword Type(s) from the **Available** list and click **Add**.
To remove one or more Keyword Types to the Index Extraction Format, select the appropriate Keyword Types from the **Selected** list and click **Remove**.
10. Click **Close** to save your changes.
11. The order of the Keyword Types are listed in the way that the Keyword Types will be listed in the file. To change the order of the Keyword Types, select a Keyword Type and click **Move Up** or **Move Down**.
12. Click **Close**.

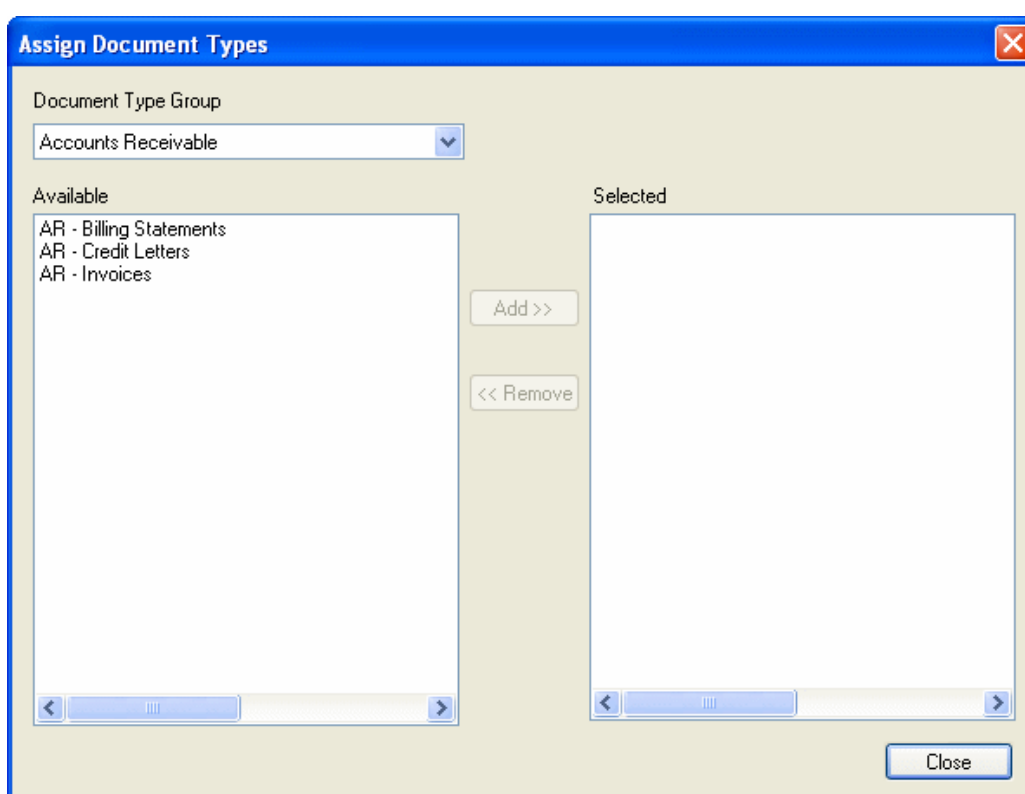
COLD Document Type Configuration

Upon import into OnBase, documents are assigned to a Document Type.

In order to allow documents imported via the COLD process format to be assigned to a Document Type, the Document Type must first be assigned to the COLD process format. Documents cannot be assigned to Document Types that have not been assigned to the COLD process format.

To assign a Document Type to the process format:

1. From the OnBase Configuration module, click **Import | COLD/ERM Processor**. The **COLD Processor Configuration** dialog box is displayed.
2. OnBase Select the process format to be configured and click **Document Types**. The **Assign Document Types** dialog box is displayed.



3. Select the Document Type that is to be assigned to the process format from the **Available** list and click **Add>>**. The selected Document Type is moved to the **Selected** list.

To remove a Document Type from the process format, select it in the **Selected** list and click **<<Remove**. The selected Document Type is moved to the **Available** list.

4. Repeat Step 3 as necessary to assign all desired Document Types to the process format.

5. When all desired documents have been assigned to the process format, click **Close**.

Caution: Do not use the same Document Type in both a Document Fields process configuration and a Document Files process configuration. Failing to assign different Document Types may result in improper mapping to the Document Type, and process errors will result.

COLD Document Files Configuration

Overview

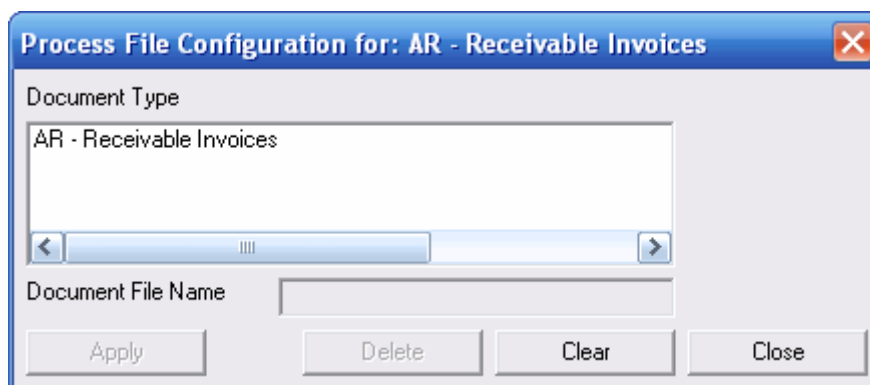
There are two configuration methods available to create documents from the import file in a COLD process. This procedure describes the Document Files method.

Document Files — Creates one document that contains the entire import file, assigned to one Document Type. This method can be used for archival purposes. No ID Strings or Keyword Values are stored for the file. Since this method yields a single document and Document Type, there is no need to define a Common ID or Continuation String. This method typically yields fast processing times.

Document Fields — Parses an import file into multiple documents assigned to one or more Document Types. Individual pages and the Document Type are determined by an ID String. Individual documents are determined by Keyword Values.

Configuration

1. In the Configuration module, select **Import | COLD/ERM Processor**. The **COLD Processor Configuration** dialog box is displayed.
2. Select a process format from the **COLD Processing Format** list and click **Document Files**. The **Process File Configuration for: [process format]** dialog box is displayed.



Only those Document Types that were assigned to the COLD processing format will be displayed in this list.

3. Select a Document Type to enable the **Document File Name** text box.

Caution: Do not use the same Document Type in both a Document Fields process configuration and a Document Files process configuration. Failing to assign different document types may result in improper mapping to the Document Type, and process errors will result.

4. Enter the **Document File Name** in the data entry field.

Note: The name may include the standard ? and * wildcard characters if there are multiple files to be processed.

Clear can be used to quickly remove any Document Type selections and associated file names currently input. Selecting **Clear** will disable the file name text box--it will not delete any Document Type selection. If you click on the Document Type that has a file associated with it, that file will display in the **Document File Name** box. **Delete** removes Document Type selections and associated file names that have been saved.

5. Click **Apply** when finished.
6. Select any other document types that have been assigned to the processor, and specify the file to be processed. Click **Close** when all files have been configured.

COLD Document Fields Configuration

Overview

There are two configuration methods available to create documents from the import file in a COLD process: Document Files and Document Fields.

Document Files — The Document Files import method creates one document that contains the entire import file. This single document is assigned to one Document Type. The Document Files import method is useful for archival purposes. No ID Strings or Keyword Values are identified and read from the file. Because this method yields a single document belonging to one Document Type, there is no need to define a Common ID or Continuation String. This method typically results in fast processing times.

Document Fields — The Document Fields import method parses an import file into multiple documents assigned to one or more Document Types. Individual pages and the Document Type are determined by an ID String, and individual documents are determined by Keyword Values.

Configuration

1. In the Configuration module, select **Import | COLD/ERM Processor**. The **COLD Processor Configuration** dialog box is displayed.
2. Select a process format from the **COLD Processing Format** list and click **Document Fields**. The **Processor Field Definition for: [process format]** dialog box is displayed.

Processor Field Definition for: AP - Purchase Orders COLD Process

Document Type

AP - Purchase Orders

Identification Strings

☐ Identify document with existence of any ID Strings

Line	Col	String
1	1	

Add Remove

Keywords

Line	Col	Height	Width	Type	Keyword Type	Validate Mask
1	1	1	1			

Add Format Tag Process Remove

Copy Fields Clear Close

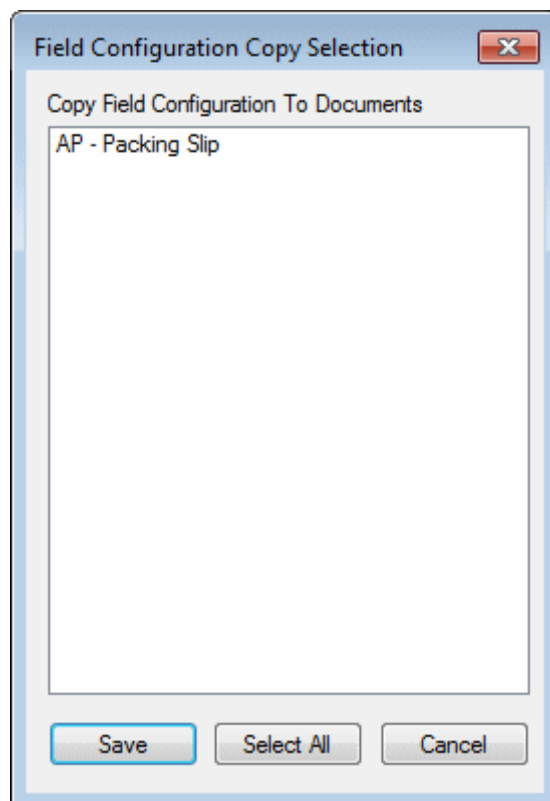
3. Select the Document Type to be configured. Until a Document Type is selected, all configuration options will remain disabled.

Only Document Types assigned to the COLD process format will be available for configuration.

Caution: Fields are associated with the Document Type itself, not the COLD process format. If you have already defined fields for a Document Type and then add that Document Type to a new COLD process format, you will see those same field definitions. Any modifications to the fields will affect every COLD process format that includes the Document Type, not just the current configuration. Any Document Type configurations in COLD will remain even when a process format containing them is deleted.

Caution: Do not use the same Document Type in both a Document Fields process configuration and a Document Files process configuration. Failing to assign different document types may result in improper mapping to the Document Type, and process errors will result.

4. To set the configuration options (i.e., the location of the Identification String, Keyword Type and their locations, etc.) for each Document Type manually, continue to step 5. To copy the configuration options from a previously-configured Document Type, complete the following steps:
 - a. Select the Document Type from which the configuration options are to be copied from the Document Type list.
 - b. Click **Copy Fields**. The **Field Configuration Copy Selection** dialog box is displayed.



- c. Select the Document Type(s) to which the configuration options are to be copied from the **Copy Field Configuration To Documents** list. To select all Documents in the list, click **Select All**.
 - d. Click **Save**.

In order for Keyword Type configuration information to be copied, the Keyword Types must be shared between the two Document Types. A notification is displayed if, after copying the configuration options, unconfigured Keyword Types remain on the destination Document Type.

Note: If the any of the Document Types that you selected to receive configuration options have already been configured for the COLD process, a warning message is displayed asking if you would like to continue. If you elect to continue, the previous configuration options are overwritten.

5. For every Document Type identified for processing, an Identification (ID) String must be defined. It is used by COLD to identify each page of the document.

An ID String is a string of text that appears in the same location on every page of the document, for the selected Document Type. An exclamation point (!) can be used to precede an ID string to exclude a page from a specific Document Type.

If configuring more than one Document Type, each Document Type's ID String must be unique. The parameters for the ID String are described in the table below.

ID String Parameter	Description
Identify document with existence of any ID Strings	Select this option to configure your COLD process to search the data file for any configured ID Strings to determine the correct Document Type for a page of data. If this option is not selected, the COLD process will search the data file for all configured ID Strings. Any pages that do not contain all configured ID Strings will be stored in the SYS Unidentified Items Document Type.
String	The alphanumeric characters that are displayed in the COLD data file and indicate a new page of the document. A space character can be used in the ID String field. ID Strings are case-sensitive. Note: Document ID Strings are limited to 51 characters.
Line	The line on which the ID String begins (referenced from the top of the page)
Col	The number of the column in which the ID String begins (referenced from the left side of the file)

- a. In the **Identification Strings** section, type the ID String text in the **String** field.

Note: Document ID Strings are limited to 51 characters.

- b. Enter the **Line** and **Col** values of the ID String.

Tip: If a file contains Document Types that contain Multi-Instance Keyword Type Groups, there are certain considerations for ensuring a successful process of the COLD data. See your system administrator for additional information.

6. Click **Add** to save the ID String settings to the Document Type configuration.

Note: **Remove** deletes the highlighted ID String from the configuration.

7. Configure Keyword Types for each Document Type. For the first Keyword Type, enter the location of the value. If your value does not appear in the same place on every page, but another text string does (and is always in the same place relative to the Keyword Value), enter the value of the label, or TAG. Step 8 provides additional information regarding the TAG type.

Caution: When configuring the Document Fields for your COLD process format, you should ignore line and forms feeds (if visible) when viewing your sample import file in a text editor, such as Notepad.

Keyword Parameter	Description
Line	<p>Identifies the number of the line in which the value begins. (This number is referenced from the top of the document.)</p> <hr/> <p>Note: The maximum height of a document is 160. The Line value plus the Height value cannot exceed 160.</p> <hr/>
Col	<p>Identifies the number of the column in which the value begins. (This number is referenced from the left side of the document.)</p>
Height	<p>Identifies the number of rows the value spans. A Height of 1 is the default, indicating that the value will only be found on the line specified. This feature can be used to pick up multiple customer names or address lines from a document.</p> <hr/> <p>Note: The maximum height of a document is 160. The Line value plus the Height value cannot exceed 160.</p> <hr/> <p>Note: If the Document Type will contain Multi-Instance Keyword Type Groups, the Height for each Keyword must be set to 1. See your system administrator for additional information regarding Multi-Instance Keyword Type Groups and COLD.</p> <hr/>
Width	<p>Identifies the number of characters that the Keyword Value could span, starting with the Column value as 1. Make the Width as many characters as necessary to accommodate all possible Keyword Values of this Keyword Type.</p> <hr/> <p>Note: The Width must have a value of 1 or greater.</p> <hr/>

8. Using Implied Continuation, Keyword Values help determine the start of a new document. From the drop-down list select a **Type** to configure the Keyword Value one of the following ways:
 - If the Keyword Values appear in a fixed location on every page of the document, configure Keyword Values using the **KEYWORD** option.

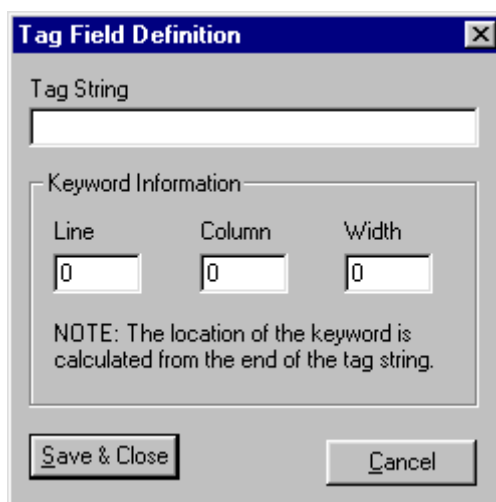
- If the Keyword Values do not appear in the same location on every page, but another label (that is always in the same place relative to the Keyword Value) does, configure Keyword Values using the **TAG** option.
- Use the **CONTENT TAG** or **CONTENT KEYWORD** options if the document has the same value for one Keyword Type, and you want the document to break to a new document on the Keyword Type. If you do not want the document to break, override the Implied Continuation using a Continuation String or Continuation Number.
- Use the **COLUMN INDEX** option to increase retrieval speed of internal text searches on the document once it is available in the Client.
- Use the **PAGE-BASED KEYWORD** option to perform the same function as the **KEYWORD** option, with the exception that a page number is specified from which to obtain the Keyword Value.

Note: Use this option only to pull specific Keyword Values from certain pages. If you need to pull Keyword Values from all pages in a document, override the Implied Continuation using a Continuation String or Continuation Number. See your system administrator for more information about Implied Continuation.

- Use the **PAGE-BASED TAG** option to perform the same function as the **TAG** option, with the exception that a page number is specified from which to obtain the Keyword Value.
-

Note: See the table beginning on page 69 for details on the above Keyword Type definition options for COLD.

- If you selected the **TAG** or **CONTENT TAG** option, select the Keyword Type and settings you just added, and click **TAG** to display the **Tag Field Definition** dialog box. For all other Types, continue to step 12



The image shows a dialog box titled "Tag Field Definition". It has a "Tag String" text input field at the top. Below it is a section titled "Keyword Information" which contains three input fields labeled "Line", "Column", and "Width", each with the number "0" entered. Below these fields is a note: "NOTE: The location of the keyword is calculated from the end of the tag string." At the bottom of the dialog are two buttons: "Save & Close" and "Cancel".

- Enter the text string for the Tag, as well as where to find the actual Keyword Value, relative to the tag.
 - The **Tag String** will be the string used to identify the location of the Keyword Value.
 - The **Tag String** is case sensitive.

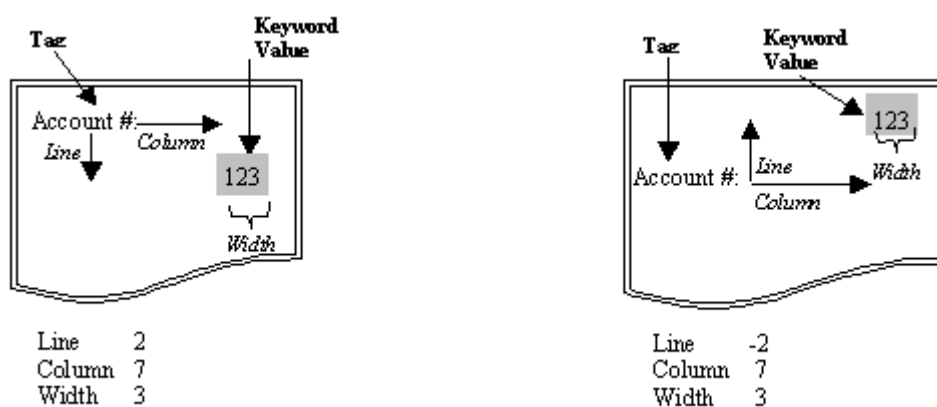
- Include any characters that are necessary to associate the word, including a comma or colon.
- When finished, click **Save & Close**.

Note: Tag strings are limited to 50 characters.

11. Enter the **Keyword Information** of where the Keyword Value will be found in relation to the tag string.
- **Line** indicates the number of lines horizontally away from the end of the configured tag string.
 - **Column** indicates the number of columns vertically away from the end of the configured tag string, where the first column (space) after the tag string represents "0".
 - **Width** indicates the number of characters wide the Keyword Value will be.

Note: Anything to the left of the tag string will have a negative column number and anything above the tag string will have a negative line number. If the search region is configured to extend past the margins of the page, the Keyword Value will not be detected and an error message is displayed in the Verification Report.

Note: Defining the entire page as the search region will slow down the process.























Sample Tag Field Definitions

12. From the **Keyword Type** drop-down list, select the Keyword Type that corresponds to the value.
13. If this is a masked Keyword Type, select **Validate mask** to have OnBase perform validation for this Keyword Value. See the System Administration documentation for information on Masked Keywords.

Note: When this option is selected, imported Keyword Values that do not match the configured mask will not be added to the imported document.

14. For any **Type** that is a Currency or Date Keyword Type, format the Keyword Value so that it matches the COLD file. Select the Keyword Type field and click **Format**. The **Date Format** dialog box or **Currency Format** dialog box is displayed.

- Select appropriate values and click **Save** to save and close.
- See [Currency Formatting Options on page 75](#) and [Date Formatting on page 78](#) for additional information.
- See the table below for Negative Indicators – Allowed Symbol Placements

Negative Indicators – Allowed Symbol Placements				
	Indicator After Number	Symbol Inside Indicator	Add Space for Symbol	Symbol After Number
			Parenthesis	
Minus Sign				
				
				
				
				
				
				
				

15. For any **Type** that is Page-Based, format the value to indicate the page on which to look.

- Select the Keyword Type field and click **Format**.
- The **Page-based Keyword Configuration** dialog box is displayed. In the **Page Number** field, type the page number on which to find the value.
(If the Keyword selected was both Page-Based Type and a Currency or Date Data Type, the **Currency** or **Date Format** dialog box will include the **Page Number** field.)
- Click **Save** to save format changes and exit the formatting dialog box.

16. You can elect to strip characters from the Keyword Value found in the string if it has excess characters that you don't want in the Keyword Value on the document. Select an item from the **Keywords**, and click **Process** to display the **Process Field** dialog box. Character stripping options are as follows:



- **Keep All Characters** - (default) retain all characters of the Keyword Value string for the Keyword Value on the document
 - **Strip Spaces** - remove all spaces from the Keyword Value string
 - **Strip Character** - remove a certain character from the Keyword Value string. Enter the character in the text field.
 - **Strip...Chars from Beginning** or **Strip...Chars from End** - remove characters from the beginning or end of the Keyword Value string. Enter the number of characters you want to drop in the text field.
17. When all parameters are defined, click **Add** to save the settings to the Document Type configuration of the COLD Processor. (**Remove** deletes the highlighted Keyword Type from the configuration.) The item is added to the **Keywords** list.

Note: If your Location and Range settings (Line, Column, Height, Width) are all the default setting (1), you must click inside the field of at least one of the settings in order to enable the **Add** button.

18. Repeat for all remaining values that need to be captured as Keyword Values. Each Keyword Type can use a different **Type** for capturing Keyword Values. You must have at least one Keyword Type that is not **CONTENT TAG** or **CONTENT KEYWORD** in order to be able to separate documents based upon Implied Continuation.
19. Click **Save & Close** to save settings and close the **Process Field** dialog box.
20. When all Document Types have been configured, click **Close** to save the settings and close the **Processor Field Definition for: [process format]** dialog box.

Multi-Instance Keyword Type Groups and COLD

In order for the COLD processor to correctly interpret data, it is important that you analyze how Multi-Instance Keyword Type Groups may be used on documents imported via COLD 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 COLD 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 can match up correctly, as expected in a Multi-Instance Keyword Group.

For more information on Multi-Instance Keyword Type Groups, see the **Configuration** documentation.

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

1. If all documents in the COLD file contain two instances of a Multi-Instance Keyword Type Group, except for one document in the COLD file which contains three instances of the Multi-Instance Keyword Type Group, you must configure the Document Fields for three separate instances of each Keyword Type in the group.
2. Multi-Instance Keyword Type Groups can be configured as Keyword Type = **KEYWORD** or Keyword Type = **TAG**, as the documents being processed require.

Processor Field Definition for: Invoices

Document Type: TST - Claim Processing

Identification Strings:

Line	Col	String
1	1	ID

Keywords:

Location		Range		Type	Keyword Type	Validate Mask
Line	Col	Height	Width			
2	1	1	5	Keyword	Claim #	No
3	57	1	5	Keyword	Total	No
5	1	1	5	Keyword	Claim #	No
6	57	1	5	Keyword	Total	No
8	1	1	5	Keyword	Claim #	No
9	57	1	5	Keyword	Total	No

Input fields: Line: 2, Col: 1, Height: 1, Width: 5, Type: KEYWORD, Keyword Type: Claim #, Validate Mask: NO

Buttons: Add, Format, Tag, Process, Remove, Clear, Close

3. If the Keyword Type is set to **KEYWORD**, all instances of the Keyword Type must have the same values for **Col** Location. If the Keyword Type is set to **TAG**, all instances of the Keyword Type can have varying values for **Col**.
4. If the Keyword Type is set to **KEYWORD**, all instances of the Keyword Type must have a value of **1** for the **Height** Range. If the Keyword Type is set to **TAG**, the instances of the Keyword Type can have varying heights, but when the tag is formatted, the height value of the Keyword Type itself must be **1**.

- The **Line** Location must correctly reflect the line of each instance of the Keyword Type (as it would when configuring the Location of any Keyword Type in a COLD process.) For example, the first instance of a Keyword Value might be on Line 4 and the second instance may be on Line 5.

Processor Field Definition for: GL - Daily Income and Expense Report

Document Type: GL - Daily Income and Expense Report

Identification Strings:

Line	Col	String
5	1	FIRST\32NATION

Keywords:

Line	Col	Height	Width	Type	Keyword Type	Validate Mask
4	94	1	8	Keyword	Account #	No
5	94	1	8	Keyword	Account #	No
6	94	1	8	Keyword	Account #	No

6 94 1 8 KEYWORD Account # NO

Add Format Tag Process Remove Clear Close

The Presence and Order of Keyword Values in the Document

If Multi-Instance Keyword Type Groups are associated with the documents being COLD 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 (for example, 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:

- Name**=John Adams **Address**=123 Smith Road **City**=New York **State**=NY
- Name**=George Washington **Address**=456 Williams Trail **City**=San Francisco **State**=CA
- 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 or that a placeholder value (for example, a **space** character) is included in the document for missing Keyword Values.

Using Multi-Instance Keyword Type Groups with AutoFill Keyword Sets

When using a Multi-Instance Keyword Type Group configured with an AutoFill Keyword Set, the AutoFill Keyword Set only expands for the first instance of the Multi-Instance Keyword Type Group when it encounters multiple instances of the primary Keyword Type on the document.

For example, the primary Keyword Type configured for an AutoFill Keyword Set is **Account Number**. The **Account Number** Keyword Value **12345** is at the beginning of every page of a document being imported. The AutoFill Keyword Set only expands for the first instance of the **Account Number** Keyword Value **12345**. All other instances of the Multi-Keyword Type Group that exist for that document are not expanded.

For more information on AutoFill Keyword Sets, see the **AutoFill Keyword Sets** module reference guide.

Currency Formatting Options

Currency Formats are used in the configuration of the processor to specify the format of the data in the input file that is used to populate the Currency Keyword Types associated with the documents that are created from the input file.

To configure a Currency Format:

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

Currency Format Dialog

General Formatting

☐ Use Currency Symbol ☐ Use Digit Grouping Symbol

Symbol Symbol

Decimal Symbol Digits in Group

Decimal Places

Positive Numbers

☐ Symbol After Number ☐ Add Space for Symbol

Negative Numbers

Negative Indicator ☐ Minus Sign ☒ Parentheses

☐ Indicator After Number ☐ Symbol After Number

☐ Symbol Inside Indicator ☐ Add Space for Symbol

Examples

Positive	Negative
9.99	(9.99)

Apply Make Default Exit

Tip: The **Examples** section demonstrates how the values configured to use the Currency Format are displayed.

2. In the **General Formatting** section, you may select either or both of the following options:
 - **Use Currency Symbol**—Select this check box if the value uses a currency symbol, such as a \$. Type the symbol used in the **Symbol** field.

- **Use Digit Grouping Symbol**—Select this check box if the value uses a digit-grouping symbol. A comma (,) is commonly used as a digit-grouping symbol (i.e., 1,000,000). Type the symbol used in the **Symbol** field.

Note: The Digit Grouping Symbol and Decimal Symbol cannot be the same.

- **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). Enter the number in the **Digits in Group** field.
- **Decimal Symbol**—Identifies the symbol used to identify decimal value spacing. This symbol is commonly a period (.) (e.g. 1,000,000.99). Type the symbol in the **Decimal Symbol** field.

Note: The Digit Grouping Symbol and Decimal Symbol cannot be the same.

- **Decimal Places**—Identifies the number of digits that follow a decimal symbol. This number is commonly 2. Enter the number in the **Decimal Places** field.
3. If the **Use Currency Symbol** check box is selected, the options in the **Positive Numbers** section are enabled. Select one or both of the following options:
 - **Symbol After Number**—Select this check box for positive numbers in which the currency symbol is displayed after the number. (e.g. 1,000.00\$).
 - **Add Space for Symbol**—Select this check box if there is a space in the text between the number and the currency symbol (e.g. \$1,000.00 or 1,000.00 \$).
 4. In the **Negative Numbers** section, select from the following options:
 - **Negative Indicators**—Select either the **Minus Sign** or **Parentheses** radio button to identify how a negative value as a negative number is displayed.

- Once a **Negative Indicator** radio button is selected, check one or more of the following display options for negative numbers:
 - **Indicator After Number**—Select this check box if the negative indicator symbol is to be displayed after the value.

Note: Applies to minus sign (-) only.

- **Symbol Inside Indicator**—Select this check box if the currency symbol is to be displayed after the value and before the indicator (e.g. 1,000,000 \$-).

Note: Applies to minus sign (-) only.

- **Symbol After Number**—Select this option if the currency symbol is to be displayed after the negative number.
 - **Add Space for Symbol**—Select this option if a space () appears after the currency symbol. (i.e., - \$1,000,000).
5. Click **Apply** to apply the configured format to the Keyword Type.
Click **Make Default** to set the configured settings as the default for text searches which use Currency Formats.

Note: The **Make Default** option is not available when the **Currency Format Dialog** is opened from an import process configuration (e.g. COLD, DIP, etc.).

Date Formatting

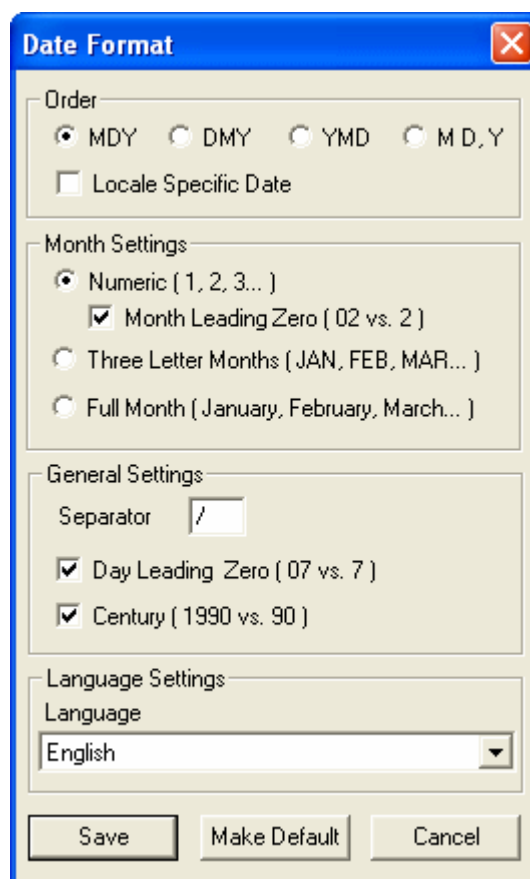
Date formats are used to specify the format of data in the data file that is used to populate the date Keyword Types associated with documents. In order for the date Keyword Types to populate correctly, you must specify the format of the date as it appears in the data file.

Date Formatting Options

Set the date format options by specifying how the dates are displayed in the documents to be imported.

To set the date formatting options for a date Keyword Type:

1. Select the date Keyword Type to format from the list of configured Keyword Types from the document field order.
2. Click **Format**. The **Date Format** dialog box is displayed.



The **Date Format** dialog box is shown with the following settings:

- Order:** MDY (selected), DMY, YMD, M D, Y. ☐ Locale Specific Date.
- Month Settings:** Numeric (1, 2, 3...) (selected). ☒ Month Leading Zero (02 vs. 2). Three Letter Months (JAN, FEB, MAR...) (unselected). Full Month (January, February, March...) (unselected).
- General Settings:** Separator: / (selected). ☒ Day Leading Zero (07 vs. 7). ☒ Century (1990 vs. 90).
- Language Settings:** Language: English (selected).

Buttons at the bottom: Save, Make Default, Cancel.

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

Option	Description
Order	<p>Specifies the order that the month, day, and year are displayed in the date value. M represents Month, D represents Day, and Y represents Year. The following are the available options:</p> <ul style="list-style-type: none"> • MDY • DMY • YMD • M D, Y <hr/> <p>Note: The M D, Y order option is not supported for the Numeric month format option.</p> <hr/> <p>Select the Locale Specific Date option to use your the locale of your operating system if your index file contains date values that cannot be described by any of the MDY options listed in the Order section.</p> <p>To use this option correctly, you must select the language from the Language drop-down list in the Language Settings section that correctly matches the language selected in the Regional Settings of your workstation.</p> <hr/> <p>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.</p> <hr/>
Month Settings	<p>Specifies the format of the month displayed in the date value. The following are the available options:</p> <ul style="list-style-type: none"> • Numeric: Select this option if the month is represented by a number (for example, January = 1). Select the Month Leading Zero option if the month value is always represented by two digits (for example, January = 01). • Three Letter Months: Select this option if the month is represented as an uppercase, three-letter abbreviation (for example, JAN, FEB, MAR). • Full Month: Select this option if the month is spelled out in its entirety (for example, January, February, March).
General Settings	<p>Specifies format of the day, year, and how the date is separated in the date value. The following are the available options:</p> <ul style="list-style-type: none"> • Separator: Enter the value used to separate Month, Day, and Year values. A forward slash (/) is commonly used as a date separator (for example, 01/01/2018). A space () is also a valid separator value (for example, 01 01 2018). • Day Leading Zero: Select this option if days are represented by two digits where the digits 1 through 9 are preceded by zeros (for example, 01 = first day of the month). • Century: Select this option if the year value indicates the century. Dates that indicate a century are represented by four digits rather than two (for example, 1990 vs. 90).

Option	Description
Language Settings	<p>Select the language from the Language drop-down list to select the language in which the date is written. When the correct language is selected, the processor can translate the value into a value it is able to recognize.</p> <hr/> <p>Note: For some Japanese dates, a preprocessor must be used to translate the dates into OnBase-supported characters.</p> <hr/> <p>If you are using the Locale Specific Date option in the Order section, the language selected must match the language selected in the Regional Settings of your workstation.</p>

4. Click **Make Default** to save your preferences as the default date format when adding additional date Keyword Types, if needed. The **Confirmation Message** dialog box is displayed.
 - a. Click **Yes** to confirm your selected preferences as default.

Note: The **Language** option is not saved as part of the default date format.

5. Click **Save**.

Common ID Configuration

For Process Formats that contain more than one Document Type, using a Common ID increases the speed of the process. The Common ID is a text string or form feed common to all Document Types in the Process Format. When a Common ID is configured, the parser will look for the Common ID to quickly determine the start of a new page (instead of looking for multiple ID Strings - one ID string per Document Type).

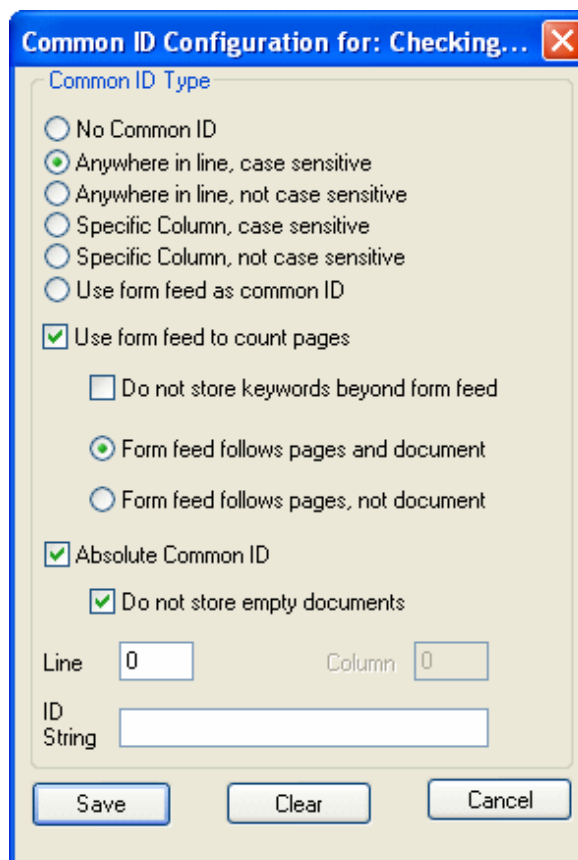
After finding the Common ID to determine the page terminations, it will look at the ID string to determine Document Type and the Keyword Values to determine individual documents.

If a Common ID is not found across a portion of text that contains other page and document identifiers (Document ID String, Keywords), that text is appended as a page to the previous document.

- If you want to be able to identify all pages not containing a Document ID string, elect to make the Common ID an Absolute Common ID.
- A page that contains an Absolute Common ID but is missing a Document ID string will be separated into a new document and stored in the **SYS Unidentified Items** Document Type.

Configuring Common ID in a COLD Process

1. At the **COLD Processor Configuration** dialog box, select the COLD Processor to be configured and click **Common ID**. The **Common ID Configuration for: [process format]** dialog box is displayed.



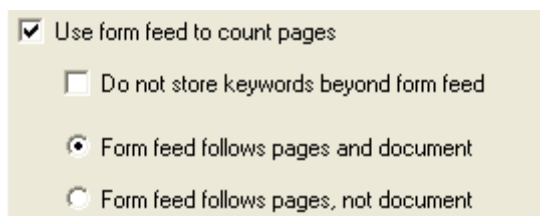
The image shows a dialog box titled "Common ID Configuration for: Checking...". It contains the following options:

- Common ID Type**
 - ☐ No Common ID
 - ☒ Anywhere in line, case sensitive
 - ☐ Anywhere in line, not case sensitive
 - ☐ Specific Column, case sensitive
 - ☐ Specific Column, not case sensitive
 - ☐ Use form feed as common ID
- ☒ Use form feed to count pages
 - ☐ Do not store keywords beyond form feed
 - ☒ Form feed follows pages and document
 - ☐ Form feed follows pages, not document
- ☒ Absolute Common ID
 - ☒ Do not store empty documents
- Line: Column:
- ID String:
- Buttons: Save, Clear, Cancel

2. Select the radio button that describes the Common ID string. Select **No Common ID** if there is no Common ID.
If the form feed is to be used as the Common ID, select **Use form feed as common ID**.

Note: If a file contains form feeds, all configuration parameters should be based on using form feeds as the beginning of a page. For example, the **Lines per page** View/Print setting (**Document Type Settings** dialog box) should correlate to the boundaries of the form feed. Otherwise, ID String/Keyword settings will not be processed correctly.

3. Select the **Use form feed to count pages** check box if the form feed is to be used to determine pagination. If this check box is selected, the following options are enabled:



A screenshot of a configuration panel with a light beige background. It contains four options: a checked checkbox for 'Use form feed to count pages', an unchecked checkbox for 'Do not store keywords beyond form feed', a selected radio button for 'Form feed follows pages and document', and an unselected radio button for 'Form feed follows pages, not document'.

- **Do not store keywords beyond form feed.** Select this check box if Keyword Values should not be detected if they are displayed beyond the form feed.
- The **Form feed follows pages and document** radio button should be used for COLD processes using form feeds for pagination. It is selected by default when the **Use form feed to count pages** check box is selected.

Note: The **Form feed follows pages, not document** radio button is retained for legacy purposes and should not be used to configure any new COLD processes or to re-configure any existing COLD processes without instruction from your solution provider.

4. Select **Absolute Common ID** if every page in the import file contains the Common ID. If the Absolute Common ID is located at the end of the file, select the **Do not store empty documents** check box to prevent a zero-byte, unidentified document from being stored. This option is selected by default for all newly-created COLD processes.
5. Depending upon the method selected, supply values for **Line** and **Column**. These fields indicate the location of the Common ID on each page of the document.

Note: The maximum height of a document is 160 lines. The **Line** value cannot exceed **160**.

To reference the common ID on a line that precedes the document, enter a negative number.

6. Enter the appropriate value in the **ID String** text box. If the Common ID is set to **case sensitive**, you must type the value in the text box in the appropriate case. Another option is to use a **form feed** in the file as the Common ID.

Note: Common ID Strings are limited to 63 characters; however, each space counts as three characters.

7. Click **Save**.

COLD Continuation String Configuration

A continuation string automatically identifies a page as being part of the previous document.

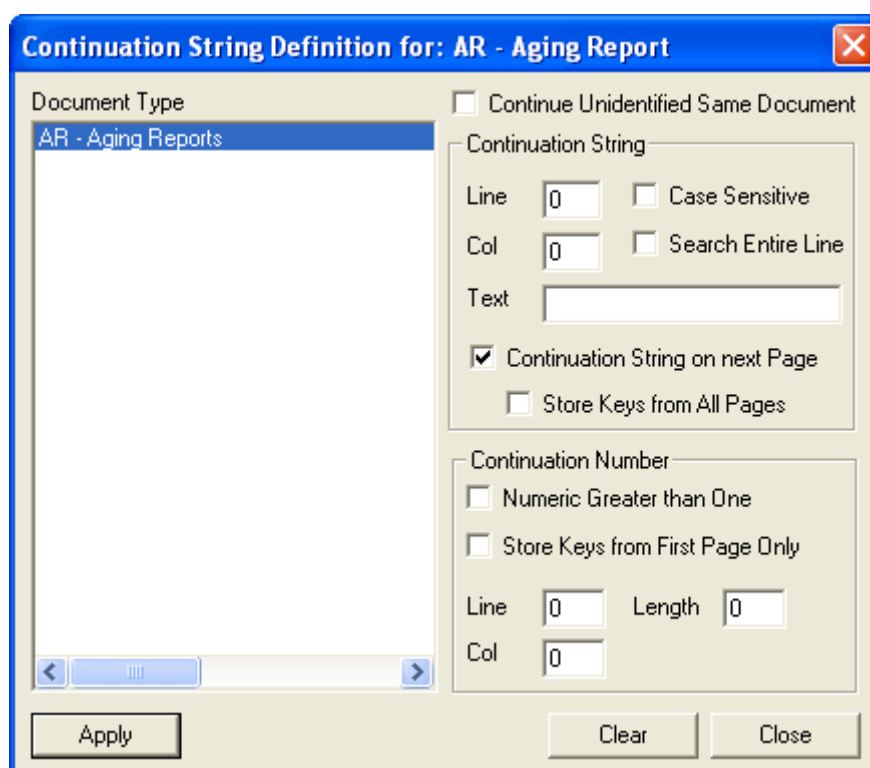
The continuation string can override the default behavior of using Keyword Values to determine a new document in situations where you want to combine text that otherwise is considered a separate document. For example, a customer with two accounts (checking and savings) identified by separate Keyword Values is normally identified as two separate documents. If a continuation string is identified between the data, it can be appended as a single document.

The following are considerations when using continuation strings:

- Using a continuation string can increase the speed of the process for multi-page documents when the **Store Keys from First Page Only** option is used.
- Continuation strings are configured on a Document Type basis, and may be different for each Document Type in the processing format.

To configure a continuation string:

1. From the **COLD Processor Configuration** dialog box, click **Continuation**. The **Continuation String Definition for: [process format]** dialog box is displayed.



2. From the **Document Type** section, select a Document Type to configure a type of continuation string.

3. Select the **Continue Unidentified Same Document** option to specify that an unidentified block of text should be stored as part of the previously identified document. When the Common ID is encountered, and no other Keyword Values or tags are identified, the content is appended to the previous document.

Note: An Absolute Common ID must be configured for the COLD process when selecting the **Continue Unidentified Same Document** option. For more information on configuring an Absolute Common ID, see [Common ID Configuration on page 81](#).

Enabling the **Continue Unidentified Same Document** option may cause data that needs to remain as a separate unidentified document to be appended to another document.

4. Determine the type of continuation string for the selected Document Type from one of the following options:
 - **Continuation String:** the continuation of a document is marked by a particular line of text in the document. For example, the term **Continued on Next Page** may exist on every page of a document and can be used to trigger a continuation.
 - **Continuation Number:** the continuation of a document is marked by a number, for example, a page number.

Note: Although some options in the dialog box are available to both types of continuation strings, only one type (**Continuation String** or **Continuation Number**) should be configured.

5. If the continuation is a string, select the **Continuation String** options as needed:

Continuation String Option	Description
Line	<p>Enter the line number where the continuation string is located in the import file.</p> <hr/> <p>Note: The maximum height of a document is 160 lines. The value in the Line field cannot exceed 160.</p> <hr/>
Col	<p>Enter the column number where the continuation string is located in the import file.</p> <hr/> <p>Note: The Col option is not required if the Search Entire Line option is selected.</p> <hr/>
Text	<p>Enter the continuation string value. For example, if the term Continued on Next Page exists on every page of a document and you want to use this term as the continuation string, then enter Continued on Next Page in the Text field.</p> <hr/> <p>Note: Continuation strings are limited to 62 characters.</p> <hr/>

Continuation String Option	Description
Case Sensitive	Select this option if the continuation string must be case sensitive to correctly match the text in the import file.
Search Entire Line	<p>Select this option to search for the string in the entire line of the import file from the line number specified in the Line field.</p> <hr/> <p>Note: If this option is selected, you do not need to enter a column number in the Col field.</p> <hr/>
Continuation String on next Page	Select this option if the continuation string is displayed on the next page of the document. Selecting this option only extracts the Keyword Values from the first page of the document.
Store Keys from All Pages	<hr/> <p>Note: This option is only available when the Continuation String on Next Page option is selected.</p> <hr/> <p>Select this option to extract Keyword Values from all the pages of the document.</p> <hr/> <p>Note: Selecting this option can slow down the COLD processor.</p> <hr/>

6. If the continuation is a number, select the **Continuation Number** options as needed:

Continuation Number Option	Description
Numeric Greater than One	<p>Select this option to enable continuation numbers.</p> <hr/> <p>Note: Continuation numbers with commas are supported in continuation strings. Any character other than a comma (for example, 1%000) signifies the end of the continuation number.</p> <hr/>

Continuation Number Option	Description
Store Keys from First Page Only	<p>Select this option to only extract Keyword Values on the first page of the document. This option applies to both the Continuation String and the Continuation Number options.</p> <hr/> <p>Note: If the Continuation String on next Page option is selected, you do not need to select the Store Keys from First Page Only option. The Continuation String on next Page option defaults to only processing Keyword Values on the first page of a document.</p> <hr/> <p>The advantage to this option is that the COLD processor can run faster because when it encounters a continuation string it does not need to look at the text to extract Keyword Values.</p> <hr/> <p>Note: The Store Keys from First Page Only option is not respected when the Store Keys from All Pages option is selected.</p> <hr/>
Line	<p>Enter the line number where the continuation number is located in the import file.</p> <hr/> <p>Note: The maximum height of a document is 160 lines. The value entered in the Line field cannot exceed 160.</p> <hr/>
Col	<p>Enter the column number where the continuation number is located in the import file.</p> <hr/>
Length	<p>Specify the potential length of the continuation number at the location specified in the Line and Col fields.</p> <hr/> <p>Note: If you expect your page numbers to reach beyond one digit, make sure you set the Line, Length, and Col fields to accommodate the largest possible continuation number or variable start column (multiple digit numbers may start on a different column than single digit numbers in order to be centered in the middle of the page).</p> <hr/>

7. Click **Apply**.

Column Indexes

A Column Index is a specific area, or column, of a COLD-processed document defined to increase retrieval speed of documents using internal text search. Only the area defined by the column is used in the internal text search. Column indexes are mainly useful for text documents already set up in column format.

For example, if a banking document has a column of cash amounts that the user would like to search, it makes sense to configure a Keyword Type of Amount for the Document Type. A Column Index using the Amount Keyword could then be configured in the COLD processor so end users could search via amounts in the column.

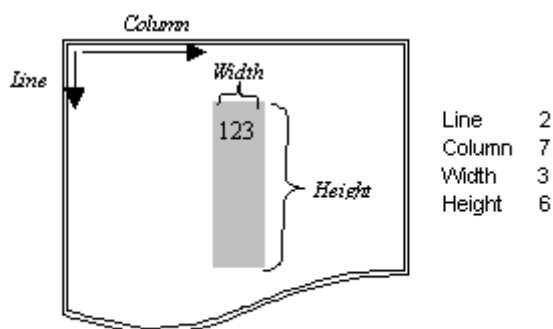
You can set up Column Indexing for multiple columns in a Document Type, and/or multiple Document Types within one process.

The column indexed text is used as the default for all searches, but users can override the default in the Client.

Note: Before configuring the Column Index, select the **Use Column Index** check box in the **Settings** dialog for the COLD Process Format's Document Type at **Document | Document Types | Settings**.

Follow these steps to define a COLUMN INDEX Keyword Type for the COLD Process Format:

1. From the Configuration module, select **Import | COLD/ERM Processor**. Select the Processing Format you want to configure for Column Indexing and click **Document Fields**. The **Processor Field Definition** dialog box is displayed.
2. Select a **Document Type** for column indexing.
3. In the **Keywords** window of the dialog box, enter values for the following parameters:
 - **Line:** the vertical position in the file where the column index will begin (in lines)
 - **Height:** the vertical size of the column index (in lines)
 - **Width:** the horizontal length of the column index (in characters)
 - **Column:** the horizontal position in the file at which the column index begins (in characters)



Sample Column Index Definitions

4. Select **COLUMN INDEX** as the **Type**

5. Using the drop-down list, select the Keyword Type that corresponds to the column to be searched.
6. Set **Validate Mask** to **NO**.
7. Once all parameters are set, click **Add**.
8. If necessary, click the **Format** button. Change the name of the column index in this field. Click **Apply** to save settings.

Note: This will not change any visible parameters of the column index in the **Processor Field Definition** dialog box. The name of the column index will be visible in the Client when searching.

9. Repeat for any additional desired columns and/or Document Types within the process.

Internal Text Searching Based on Column Index

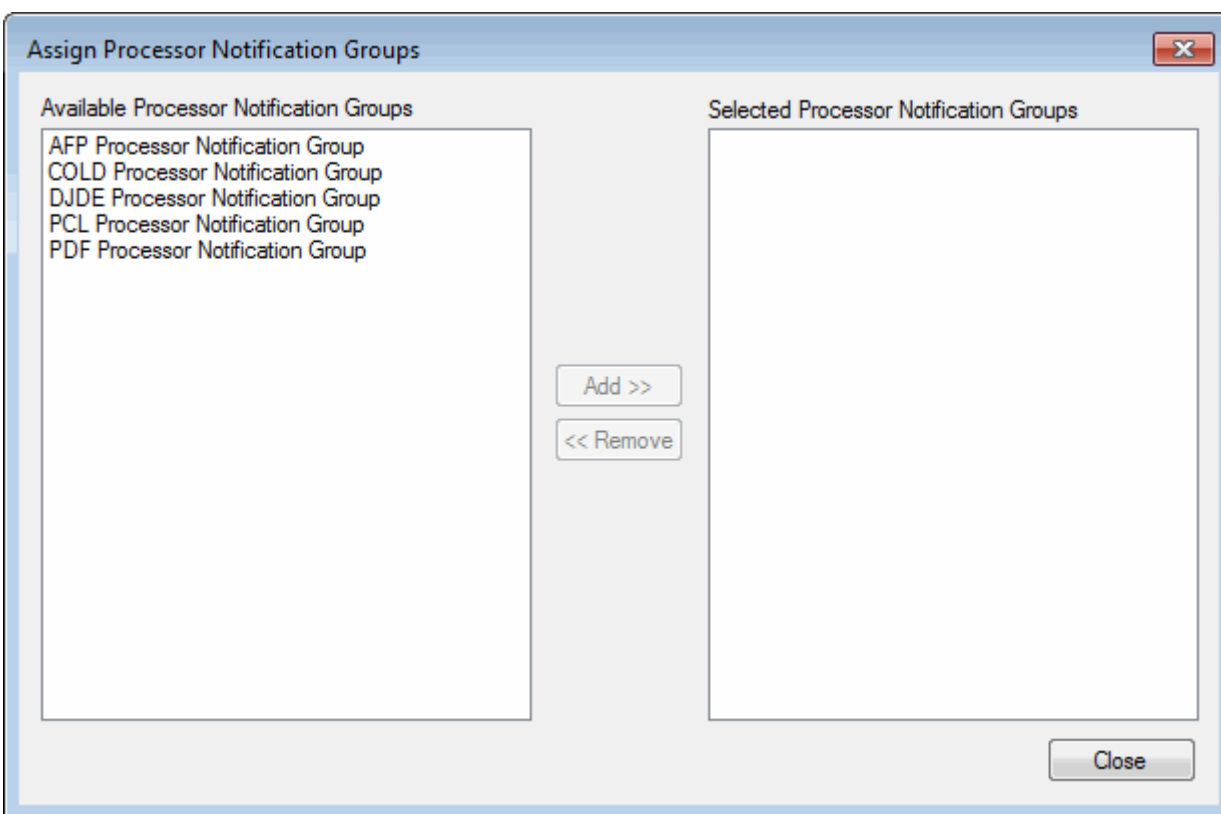
1. In the Client module, run the COLD Process with the column index definition.
2. At the **Document Retrieval** screen, find all documents for the Document Type configured for column indexing.
3. Open any of the documents in the search results list. Right-click and select **Text Search...** to initiate an Internal Text Search.
4. Select the **Column Search** checkbox. The **Column Index** setting drop-down list becomes enabled.
5. Select a COLUMN INDEX format or configured name from the list (the columns **From:** and **To:** are preset for the values set in the configuration of the column index) or select **<None>** to manually enter values for an ad-hoc column search.
6. Click **View** to highlight the selected column.
7. Click **Find** to initiate the search.

Assigning Processor Notification 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 | COLD/ERM Processor**. The **COLD Processor 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**.

COLD Configuration Export/Import

With COLD Process Export/Import you can export a configured COLD Processor from one document management system into another. The following COLD Processor configuration elements are exported:

- Document Types/Document Type Groups associated with the configured COLD Processor
- Keyword Types defined for the COLD Processor's Document Types
- Keyword Type Groups associated with the COLD Processor's Document Types
- COLD Processor Field Order parameters (e.g., Keyword Values, tags, ID Strings, Continuation Strings, etc.)

This is a useful tool for re-installing COLD on the same system or for portability to another system or for backup purposes.

Both the export and import process occurs in the Configuration module.

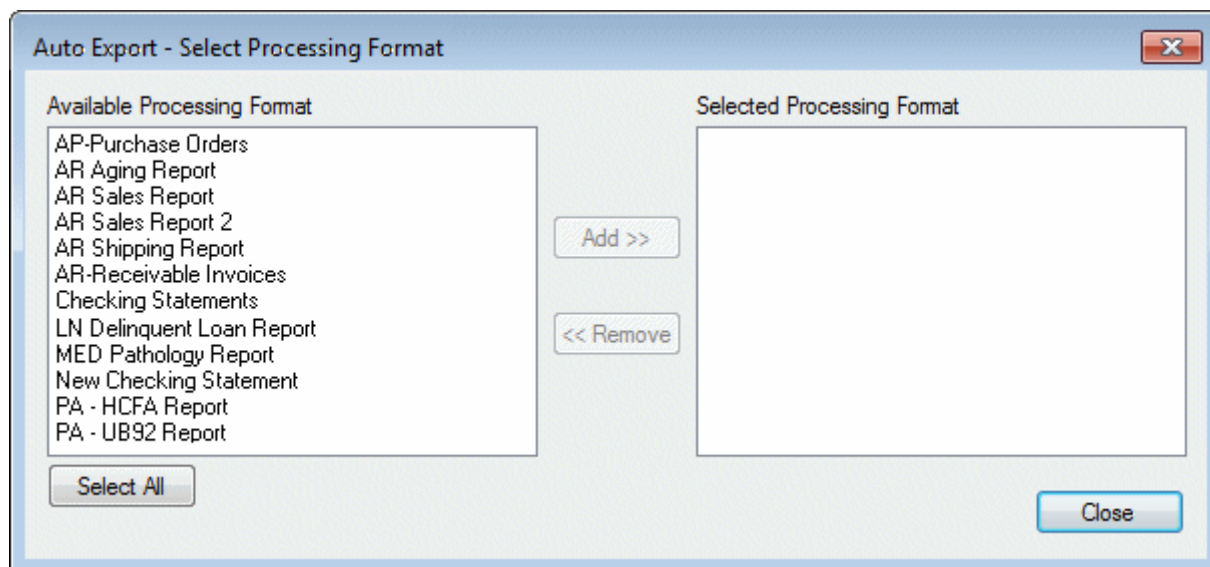
Note: Configuration elements that are not directly configured for the Document Type, but are referenced by the Document Type, are NOT exported (Disk Groups, Auto-folding structures or Workflow configurations, for example).

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

Export Process

1. In the Configuration program, select **Import | Process Export | COLD Export**.
2. The **Auto Export - Select Processing Format** dialog box displays all currently configured COLD Process Formats in the **Available Processing Format** window.

3. Assign one or more Processing Format(s) to be exported.



4. When all processors have been selected for export, select **Close** to exit the dialog box and initiate the export.
5. A **Save As** dialog box is displayed, requesting a name for the export data file. Browse to the appropriate location for the export file.

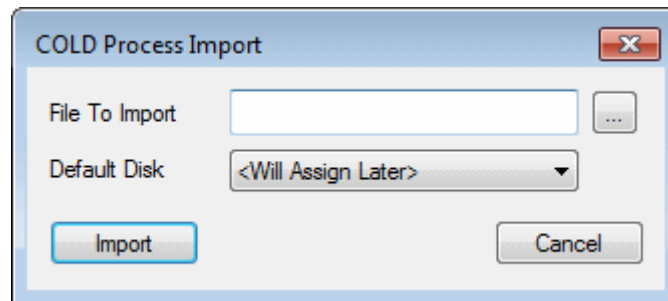
Note: The process should be exported to, and imported from, the same named directory location. Specify a common directory location for both processes, such as temp\[defaultfilename.*]. Create the directory, if necessary, before running the export process.

6. Type a name for the export file in the **File Name** data entry field. Ensure that the name includes the **.out** extension.
7. When the export file and location are defined, click **Save** to proceed with the export, or **Cancel** to exit the export process without saving data.

Import Process

1. In the Configuration program, select **Import | Process Export | COLD Import**.
2. The **COLD Process Import** dialog box is displayed. At the **File to Import** field, click the browse button navigate out to the file you want to import.

Note: File paths are limited to 255 characters.



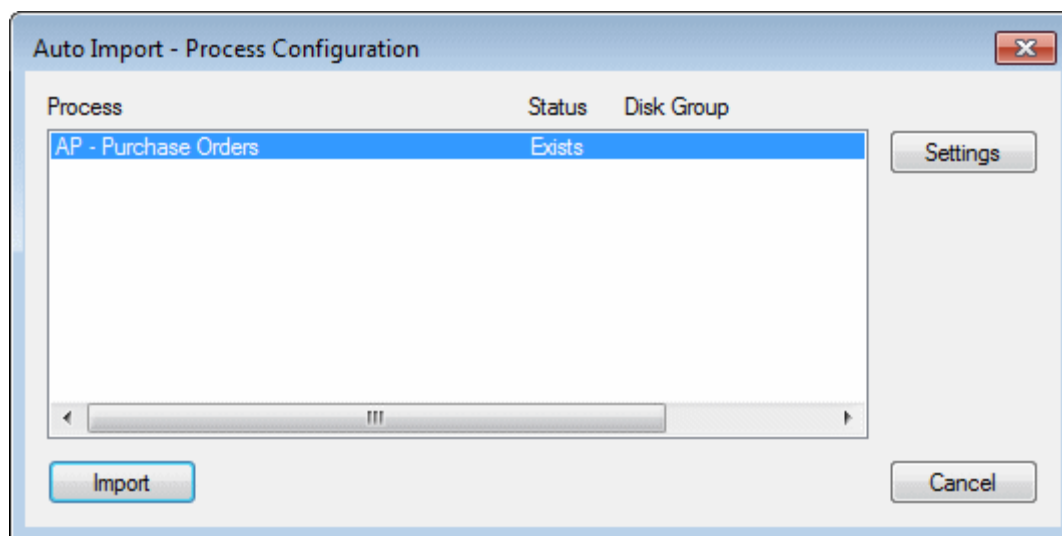
3. The **Open** dialog box is displayed, requesting the location of the export file. Use the navigation controls at the **Open** dialog box to browse to the appropriate location for the export file.

When the export file is located (name appears in the **File name** field), click **Open**. (**Cancel** can be selected to exit the import process without importing data.)

4. Select a **Default Disk** group from the drop-down list. You can select **<Will Assign Later>** to continue without selecting a Disk Group.
 - This Disk Group will be specified in the **Process Settings For: <Process Name>** dialog if the process is new to the system, and will override any Disk Group specified in the **Process Settings For: <Process Name>** dialog if the process already existed.
 - This Disk Group will be specified in Document Type settings if the Document Type is new to the system, and will NOT override any Disk Group specified in the Document Type settings if the Document Type already existed.
5. Click **Import** to continue.

6. A progress bar appears while the file is read, followed by the **Auto Import - Process Configuration** dialog box. This dialog box lists the COLD Processors whose configurations were identified in the export file.

If desired, any of the Process Settings parameters for any of the COLD Processors can be modified prior to import. To do so, highlight a COLD Processor and select **Settings**. Make the appropriate changes at the **Process Settings For: <Process Name>** dialog box. Select **Save** when changes are complete.



Note: Configuration elements referenced at the **Process Settings For: <Process Name>** dialog box (but configured outside of the COLD Processor) must be manually reconfigured after import. Specifically: Disk Groups, Index Extraction Formats, Secondary COLD Formats, Autofill Keyword Sets.

7. When the COLD Processor(s) are ready for import, select **Import** to initiate the process. During import, the import utility detects conflicts with the existing system. If no conflicts are present, the import process completes and a **Process Import Success** message is displayed. The imported COLD Processor(s) can be viewed in the COLD queue of the import system. If conflicts exist, they must be resolved before the import process can complete.

8. To resolve conflicts at the **Auto Import - Document Type Exception Configuration** dialog box, highlight the Document Type with the conflict, and select either **New** or **Use Existing** in the **Options** section of the dialog box. Import a COLD process with Document Types that already exist in the system.

Auto Import - Document Type Exception Configuration

Document Type

AP - Purchase Order Use Existing

Keyword

Existing Keyword	New Keyword
P.O. #	Institution #
Vendor Name	Amount
Amount	P.O. #
Institution #	Vendor Name
Employee Name	Employee Name
Position Applied	Position Applied

File Type

Existing File Format	New File Format
Text Report Format	Text Report Format

Options

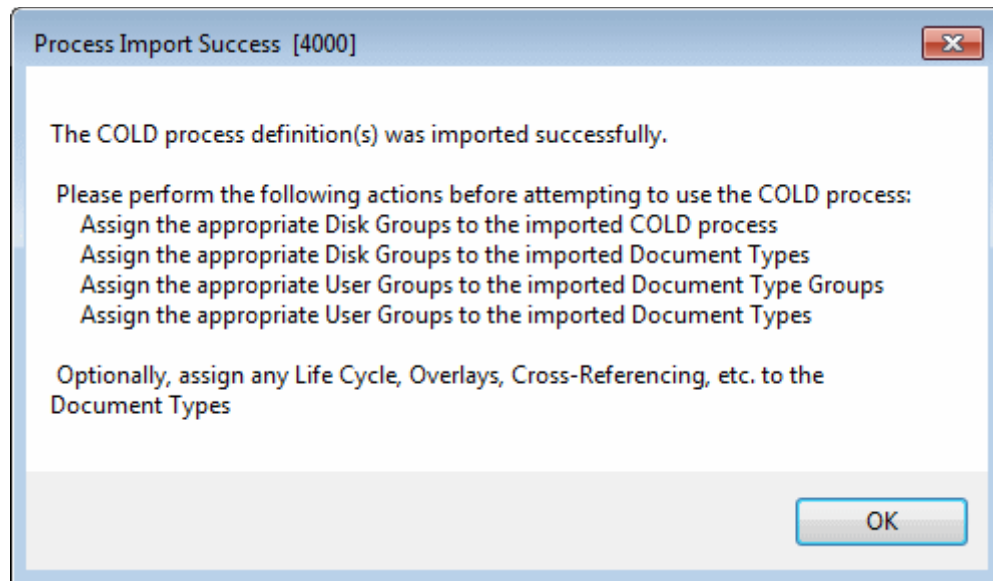
☐ New ☒ Use Existing Apply To All

Import Help Cancel

- **Use Existing** (defaults for Use Existing for Document Types or Document Types that exist in the system) Selecting **Use Existing** directs the system to retain the Document Type and its associated configuration parameters from the COLD Processor that already exists in the import system. The Document Type configuration from the exported COLD Processor is not imported.
- **New** (defaults for new Document Types or Document Types that exist in the system but have changes to Keyword Types or Groups) Selecting **New** directs the system to use the parameters defined in the Document Type configured in the exported COLD Processor. The Document Type configuration of the existing COLD Processor will be deleted.

Caution: If the Document Type configuration of an existing COLD Processor is deleted, it will also be deleted in any other COLD Process in which it is defined in the import system. Likewise, the associated Field Order parameters associated with that Document Type are deleted in every COLD Process in which the Document Type was configured.

9. When all conflicts have been resolved, select **Import**. A **Process Import Success** message is displayed when the import process is complete.



Visual COLD Process Format Configuration

Overview

Caution: The COLD file must be approved for use with Visual COLD Configuration to ensure data integrity in processing.

Note: Some preprocessors may not allow a process to execute properly in Visual COLD. This depends on the individual preprocessor. Consult your solution provider for more information.

Visual COLD is an interface available in the Client module that allows the user to configure a COLD process. The COLD file is displayed, allowing the user to configure parameters (ID String, Keyword Types, Continuation String, etc.) in a point-and-click visual interface. After configuration, system administrators can view the parameters through either the Visual COLD Configuration interface in the Client, or through the COLD process configuration in the Configuration module.

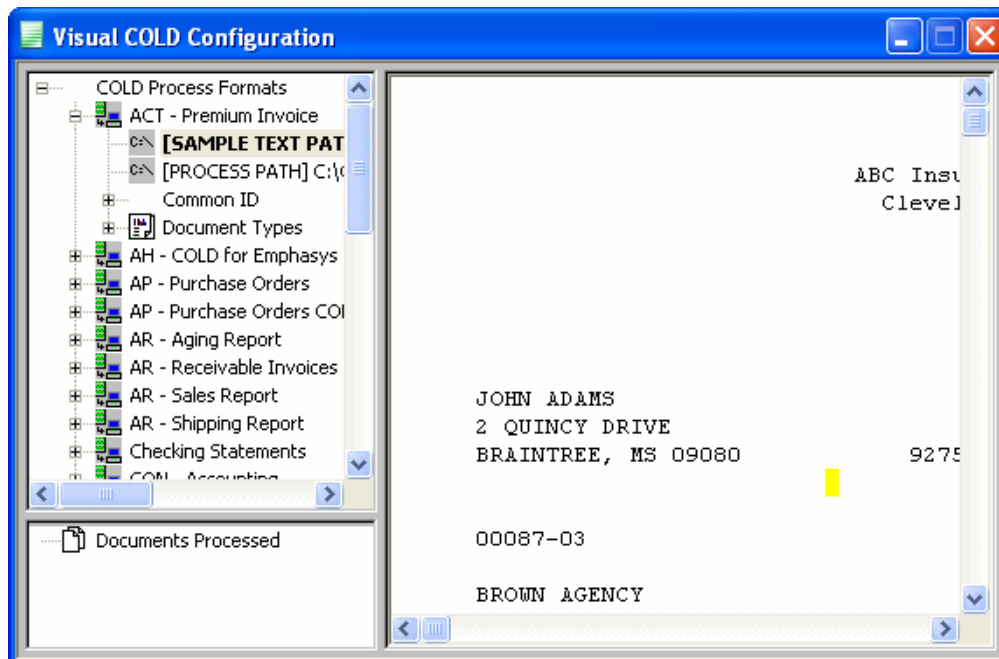
Configuration can be performed without registration of the workstation.

Creating the Process Format Name

1. In the Client module, select **Processing | COLD Configuration | Visual COLD**.

Note: In order for the **COLD Configuration** menu option to be visible, the user must be a member of a User Group that has the **Process Configuration** Configuration Right. For more information, see the System Administration documentation.

The **Visual COLD Configuration** window is displayed. This window displays the COLD file as it appears when printed. Viewing the file in this way allows for easy identification of ID Strings, Keyword Types, etc. during configuration.



This window is divided into three sections. The upper-left section contains a tree-like structure with branches that display the configuration information for the COLD Process Formats. Each node on the tree, representing parameters of the COLD Process Format, expands and collapses. The lower-left section is used to display the results of any test runs of the COLD Process Formats. The right section gives the visual representation of every page from the selected COLD file. All three windows comprise the **Visual COLD Configuration** window.

2. Right-click in the upper left section of the **Visual COLD Configuration** window and select **Add New COLD Process**. A new main branch is automatically added to the window.
3. Type the desired name for the new Process Format.

Note: The name of each new Process Format must be unique.

Identifying the Sample File and Process Paths

Select the COLD file that will be used to configure the COLD Process Format.

1. Expand the new COLD Process Format by selecting the **+** node to the left of the Process Format name.
2. Double-click on the branch labeled **[SAMPLE TEXT PATH]** or select the branch labeled **[SAMPLE TEXT PATH]** and select **Edit** from the right-click menu. The **Open** dialog box is displayed.
3. Navigate to the file you wish to use to configure the Process Format and select **Open**. The file path is displayed next to **[SAMPLE TEXT PATH]**.

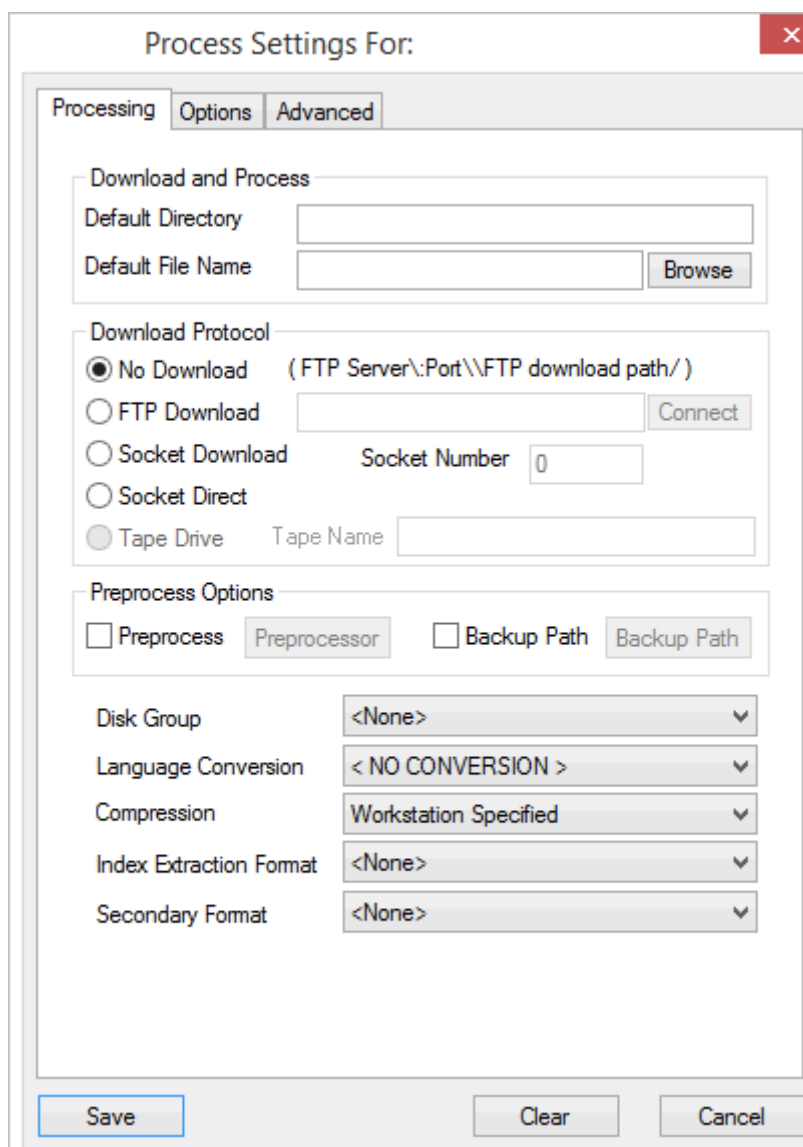
Note: The maximum file path length is 255 characters.

4. Right-click the branch labeled **[SAMPLE TEXT PATH]** and select **View File**. The COLD file is displayed. Do this to view the file at any time during Process Format configuration.

Tip: You can display the sample file using different text encodings by right-clicking the open file and selecting an option from the **Text Encoding** list. This feature can be useful for determining which type of encoding the process should be configured to use. However, keep in mind that the encoding selected here is only applied to the sample file. Encoding options for the process are configured in the **Process Settings** dialog box.

Tip: When the file is displayed in the window, you can locate specific text by right-clicking on the open file and selecting **Text Search** to display the **Internal Text Search** dialog box. Type in the necessary criteria and select **Find** or **Find First** to initiate the search.

- Right-click the branch labeled **[PROCESS PATH]** and select **Edit**. The **Process Settings** dialog box is displayed. The **Processing** tab is selected by default.



The image shows the 'Process Settings' dialog box with the 'Processing' tab selected. The dialog has three tabs: 'Processing', 'Options', and 'Advanced'. The 'Processing' tab contains the following sections:

- Download and Process:**
 - Default Directory: [Text Field]
 - Default File Name: [Text Field] with a 'Browse' button.
- Download Protocol:**
 - ☒ No Download (FTP Server\.:Port\\FTP download path/)
 - ☐ FTP Download [Text Field] with a 'Connect' button.
 - ☐ Socket Download Socket Number [Text Field]
 - ☐ Socket Direct
 - ☐ Tape Drive Tape Name [Text Field]
- Preprocess Options:**
 - ☐ Preprocess Preprocessor [Text Field]
 - ☐ Backup Path Backup Path [Text Field]
- Configuration Options:**
 - Disk Group: <None> [Dropdown]
 - Language Conversion: < NO CONVERSION > [Dropdown]
 - Compression: Workstation Specified [Dropdown]
 - Index Extraction Format: <None> [Dropdown]
 - Secondary Format: <None> [Dropdown]

At the bottom of the dialog are three buttons: 'Save', 'Clear', and 'Cancel'.

Alternatively, double-click on the branch labeled **[PROCESS PATH]** to obtain the **Process Settings** dialog box.

- Enter the appropriate value for each option necessary to your COLD Process Format. All options are explained in the tables below. The following options are mandatory:
 - Processing | Default Directory**
 - Processing | Default File Name**
 - Processing | Disk Group**
 - Options | Run Process** check box

7. When all options are set satisfactorily, click **Save** to save your selections and exit the dialog box.

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

Files are not downloaded from another source before processing, they are accessible directly from the workstation's local storage, LAN, or WAN. This option is selected by default.

This option can only be used with Check Image Processing. See the **Check Image Processing** documentation for more information.

The Processing Tab

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

The screenshot shows the 'Process Settings For:' dialog box with the 'Processing' tab selected. The dialog has three tabs: 'Processing', 'Options', and 'Advanced'. The 'Processing' tab contains the following sections:

- Download and Process:**
 - Default Directory: [Text Field]
 - Default File Name: [Text Field] [Browse]
- Download Protocol:**
 - ☒ No Download (FTP Server\Port\FTP download path/)
 - ☐ FTP Download [Text Field] [Connect]
 - ☐ Socket Download Socket Number [Text Field: 0]
 - ☐ Socket Direct
 - ☐ Tape Drive Tape Name [Text Field]
- Preprocess Options:**
 - ☐ Preprocess [Preprocessor]
 - ☐ Backup Path [Backup Path]
- Configuration Options:**
 - Disk Group: [Dropdown: <None>]
 - Language Conversion: [Dropdown: < NO CONVERSION >]
 - Compression: [Dropdown: Workstation Specified]
 - Index Extraction Format: [Dropdown: <None>]
 - Secondary Format: [Dropdown: <None>]
 - Text Encoding: [Dropdown: <Default>]

At the bottom of the dialog are three buttons: 'Save', 'Clear', and 'Cancel'.

Download and Process

The fields in this section direct the process format to the import file containing the data to be processed.

Enter the appropriate information in the following fields:

Field	Description
Default Directory	The file path of the directory that the import file resides in. Do not include the name of the import file itself in this field. The file path can be no longer than 60 characters.
Default File Name	<p>The name of the import file. You can use the ? and * wildcards in this field to specify multiple files. For example, *.* processes all files in the directory. The file name can be no longer than 60 characters.</p> <hr/> <p>Note: Ensure the import file contains either continuation or form feeds. Files should also be properly terminated by an end-of-file marker.</p> <hr/>

Tip: Click the **Browse** button next to the **Default File Name** field and navigate to the import file to populate both the **Default Directory** and **Default File Name** fields.

Download Protocol

The option selected here determines how the processing workstation accesses files for processing.

Select one of the following:

Option	Description
No Download	Files are not downloaded from another source before processing, they are accessible directly from the workstation's local storage, LAN, or WAN. This option is selected by default.

Option	Description
FTP Download	<p>Files are downloaded from a server using File Transfer Protocol and saved locally before they are processed.</p> <hr/> <p>Note: Secure File Transfer Protocol (SFTP) is not supported for use with COLD.</p> <hr/> <p>After selecting FTP Download, you must also configure the following:</p> <ul style="list-style-type: none"> • Enter the URL of the FTP Server in the field next to the option. For example, enter FTP Server\Port\FTP Download Path/ where FTP Server is the name or IP address of the FTP server and FTP Download Path is the full, complete path to the directory on the FTP server where the import file resides. • Click the Connect button, and enter the user name and password used to connect to the FTP server in the FTP User Name and FTP Password fields, respectively. If your FTP server requires a fully qualified domain name, enter the user name as name@domain.net. • Enter a \ (backslash) in the Default Directory field, or enter the path of a specific local directory where you want files from the FTP server to be downloaded to for processing. • Enter the name of the import file in the Default File Name field. <p>See FTP Download Considerations on page 28 for more information.</p>
Socket Download	This option can only be used with Check Image Processing. See the Check Image Processing documentation for more information.
Socket Direct	This option can only be used with Check Image Processing. See the Check Image Processing documentation for more information.
Tape Drive	This option can only be used with Check Image Processing. See the Check Image Processing documentation for more information.

FTP Download Considerations

Keep the following points in mind when configuring a process to use **FTP Download**:

- If the FTP server you are connecting to is a Unix system, the URL entered in the **FTP Download** field must include the full, complete path to the FTP directory where the import file resides. This path must include all levels of the FTP server's file structure, which may not be the path you typically use to access the directory.

For example, you want to direct the processor to a folder named **Import** which you normally access by navigating to

\\ftp:\MainCampus\21\Hastings\Pending\Index/. However, the complete path required by the processor in the **FTP Download** field would actually be

\\ftp:\MainCampus\21\data\Employees\Accounting\Hastings\Pending\Import/.

The first, shorter path begins in the employee's personal directory, while the complete path begins at the root directory level of the server.

Note: Depending on the FTP server you are connecting to, the syntax of your FTP server's URL may be different.

- With the **FTP Download** protocol selected, the **Default Directory** is the directory to which the import files are downloaded for processing, after it is accessed from the path specified in the **FTP Download** field.
- If the process is configured to delete import files after processing is complete, only the locally downloaded copy of the import file is deleted, not the original file which resides on the FTP server.
- 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.
- The FTP password is only encrypted if you select Version 18 or later from the **Version Compatibility** drop-down select menu in the **Cryptography Settings** dialog box. See the **System Administration** module reference guide for more information on encrypting information in OnBase.

Using FTP with No Download

With the **No Download** protocol selected, files on an FTP server can still be accessed by entering the full UNC path in the **Default Directory** field.

Caution: Although COLD is capable of processing files over FTP using **No Download**, it is not recommended. If possible, use the **FTP Download** option instead.

If you are entering a UNC path in the **Default Directory** field to access an FTP server, ensure the format of the UNC path is correct. COLD supports connections to FTP servers that require a Fully Qualified Domain Name (FQDN) as well as connections that do not require a FQDN.

To connect to a FTP server that requires a FQDN, enter

\\ftp:\name@domain.net:<password>\\ftpserver\21\\ftpdirectory in the **Default Directory** field; where **name@domain.net** and **<password>** are the appropriate login credentials, **ftpserver** is the name or IP address of the FTP server, and **ftpdirectory** is the full, complete path to the FTP directory where the import file resides. This path must include all levels of the FTP server's file structure, which may not be the path you typically use to access the directory.

For example, suppose you want to direct the processor to a folder named **Import** which you normally access by navigating to **\\ftp:\MainCampus\21\\Hastings\Pending\Import**.

However, the complete path required by the processor would actually be

\\ftp:\MainCampus\21\data\Employees\Accounting\Hastings\Pending\Import. The first, shorter path begins in the employee's personal directory, while the complete path begins at the root directory level of the server.

Note: Depending on the FTP server you are connecting to, the syntax of your FTP server's URL may be different.

For security reasons, the password entered in the **Default Directory** field is displayed as **<pwd>** the next time the **Process Settings** dialog box is opened.

Note: Though the password is hidden from view, it is not encrypted. For password encryption, you must use the **FTP Download** option.

If any changes are made to the **Default Directory** field, you must re-enter the password, overwriting the **<pwd>** placeholder.

Note: When using FTP with the **No Download** option selected, preprocessors do not function properly unless they were created with the ability to access files via FTP.

Preprocess Options

This section allows you to [Configure a Preprocessor](#) and [Set a Backup Path](#) for the process format.

Configure a Preprocessor

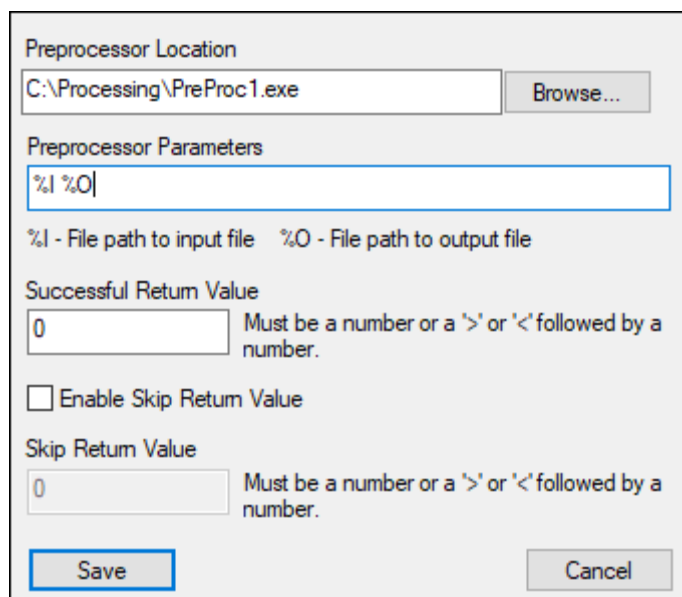
If an import file is formatted in a way that cannot be processed by the processor, a preprocessor can be used to reformat the data so it can be processed. A preprocessor is a separate program used to reformat existing import files using user-defined rules and descriptions to prepare them for processing.

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 **Preprocess Options** configured. This results in a "clean" data file that can then be viewed and used to configure the remaining processor configuration parameters.

To enable the process format to use a preprocessor:

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



The dialog box is titled "Preprocessor Configuration". It contains the following fields and controls:

- Preprocessor Location:** A text field containing "C:\Processing\PreProc1.exe" and a "Browse..." button.
- Preprocessor Parameters:** A text field containing "%I %O". Below it, a legend states: "%I - File path to input file %O - File path to output file".
- Successful Return Value:** A text field containing "0". To its right, a note says: "Must be a number or a '>' or '<' followed by a number."
- Enable Skip Return Value:** An unchecked checkbox.
- Skip Return Value:** A text field containing "0". To its right, a note says: "Must be a number or a '>' or '<' followed by a number."
- At the bottom, there are "Save" and "Cancel" buttons.

3. Enter the path to the preprocessor executable in the **Preprocessor Location** field, or click **Browse** to navigate to it. This field is limited to 255 characters.
4. Enter any preprocessor parameter values in the **Preprocessor Parameters** field. This field is limited to 128 characters.

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.

- 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 with a space between them. 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. This field is limited to nine characters.

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.

6. Click **Save**.

Note: The **Enable Skip Return Value** option and **Skip Return Value** field are not available for use with COLD.

Set a Backup Path

You can back up 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.

Tip: It is considered a best practice to always set a backup path.

To enable backup prior to processing:

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

3. Enter the path of the directory to copy import files to in the **Backup Location** field, or click **Browse** to navigate 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 **Create Unique Subdirectories** 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 as (but different content than) an existing backup file, the file is not processed. Select **Create Unique Subdirectories** to allow import files with the same name to be processed and backed up to unique subdirectories. When this option is selected, a unique subdirectory is created within the specified backup directory for each import file. The directory is named according to 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**).

Alternatively, select **Allow Overwrite of Backup** to have import files with the same name as an existing backup file overwrite the old backup. This can be useful if you frequently use import files with the same name and don't want a high volume of unique subdirectories.

These options also function with FTP backups, if applicable.

5. Click **Save**.

Note: Typically, the COLD processor is run against the data file with only the **Preprocess Options** configured. This results in a "clean" data file that can then be viewed and used to configure the remaining processor configuration parameters.

Other Processing Options

The **Processing** tab also contains the following options.

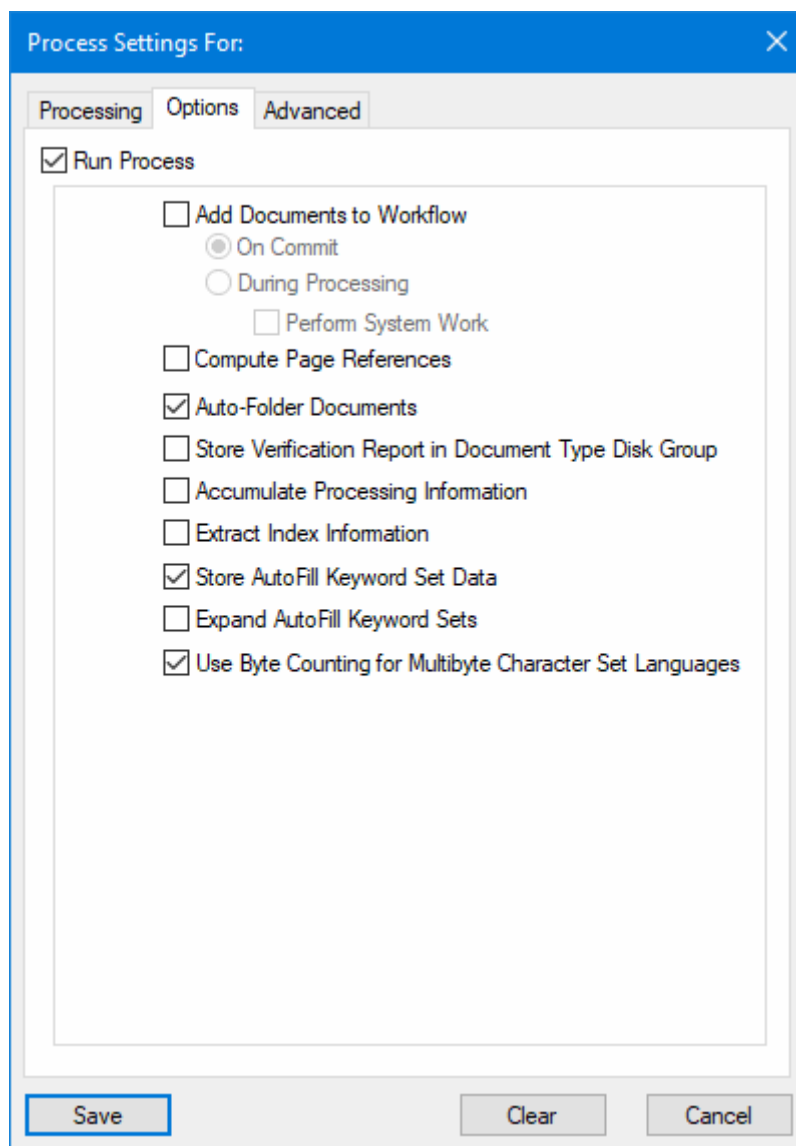
Option	Description
Disk Group	Select a Disk Group to which to save imported documents in a batch. A Disk Group must be selected to save the process format.
Language Conversion	<p>Select the language associated with the ASCII code page that created the import file.</p> <hr/> <p>Note: This setting is only used for legacy language conversions. The option <NO CONVERSION> should be selected when configuring process settings.</p> <hr/>

Option	Description
Compression	<p>Select the type of compression used during processing. The following are the available options in the drop-down list:</p> <ul style="list-style-type: none"> • Workstation Specified • None • Standard • International <hr/> <p>Note: The Compression option works in conjunction with the onbase32.ini file CompressMode setting. Refer to the INI Settings module reference guide for more information about the available compression options.</p> <hr/> <p>The following are character coding compression exceptions:</p> <ul style="list-style-type: none"> • Files encoded as UTF-16 LE or UTF-16 BE do not support compression. If a process set to use Standard or International compression encounters a UTF-16 encoded file, it is automatically not compressed. • Files encoded as UTF-8 only support International compression option or no compression. If a process set to use Standard compression encounters a UTF-8 encoded file, it is automatically compressed using International compression.
Index Extraction Format	<p>Select the extraction format used to extract Keyword Values from the imported files. This setting is used in conjunction with the Extract Index Information setting in the Options tab.</p> <p>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.</p> <p>To configure an index extraction format, see Configuring Index Extraction on page 55.</p>
Secondary Format	<p>Select the secondary format to use after the initial COLD process finishes processing. This allows for the same import file to be processed multiple times.</p>

Option	Description
Text Encoding	<p>Select an option to specify the text encoding to use during processing. Alternatively, leave this option set to <Default> to process using the database's default text encoding. This option is useful for processing data which does not have a Byte Order Mark (BOM).</p> <hr/> <p>Note: The Text Encoding drop-down list is only available if the Use Byte Counting for Multibyte Character Set Languages option on the Options tab is not selected. If a process uses byte counting, the encoding used is determined by the byte count.</p> <hr/>

The Options Tab

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



The image shows a screenshot of the 'Process Settings For:' dialog box, specifically the 'Options' tab. The dialog has a blue title bar with a close button. Below the title bar are three tabs: 'Processing', 'Options' (which is selected), and 'Advanced'. The 'Options' tab contains a list of settings, each with a checkbox. The 'Run Process' checkbox is checked. Below it, there are two radio buttons: 'On Commit' (selected) and 'During Processing'. There are also several other checkboxes, some of which are checked and some are not. At the bottom of the dialog are three buttons: 'Save', 'Clear', and 'Cancel'.

Process Settings For: [X]

Processing Options Advanced

☒ Run Process

- ☐ Add Documents to Workflow
 - ☒ On Commit
 - ☐ During Processing
- ☐ Perform System Work
- ☐ Compute Page References
- ☒ Auto-Folder Documents
- ☐ Store Verification Report in Document Type Disk Group
- ☐ Accumulate Processing Information
- ☐ Extract Index Information
- ☒ Store AutoFill Keyword Set Data
- ☐ Expand AutoFill Keyword Sets
- ☒ Use Byte Counting for Multibyte Character Set Languages

Save Clear Cancel

The following settings are on the **Options** tab:

Option	Description
Run Process	<p>Enables the process format to actually process documents. The ability to deselect this option is provided to allow installers or administrators to test formats without saving documents to OnBase. This option is selected by default.</p> <p>If it is not selected, the COLD process will not import files. The Download Protocol and Preprocess functions are performed regardless of whether Run 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, even if it is marked as read-only.</p>

Option	Description
Add Documents to Workflow	<hr/> <p>Note: To use this option you must be properly licensed for Workflow.</p> <hr/> <p>Place processed documents into a Workflow life cycle associated with the Document Type of the imported documents.</p> <hr/> <p>Note: Documents can only be added to Unity life cycles from the Core-based OnBase Client interface.</p> <hr/> <p>When this option is selected, the following options are available:</p> <ul style="list-style-type: none"> • On Commit: Bring documents into a Workflow life cycle when a batch is committed. When using the Core-based OnBase Client interface, if one or more documents are not successfully added to a Workflow life cycle, the batch is added to the Committed queue. <hr/> <p>Tip: When using the Core-based OnBase Client interface, it is recommended that you always select On Commit.</p> <hr/> <p>When using the classic OnBase Client interface, if one or more documents are not successfully added to a Workflow life cycle, the batch is added to the Incomplete Commit queue.</p> <ul style="list-style-type: none"> • During Processing: Add the documents to a Workflow life cycle as they are processed. If errors are encountered while documents are processed, the successful part of the batch is moved to a Workflow life cycle and the unsuccessful part of the batch is moved to the Incomplete Process queue. <hr/> <p>Caution: Documents in the Incomplete Process queue can be viewed and retrieved by anyone with access to the queue, even if those users do not normally have rights sufficient to view and retrieve those documents in OnBase.</p> <hr/> <ul style="list-style-type: none"> • Perform System Work: Execute the configured system work for a Workflow life cycle as soon as the documents are added to a Workflow life cycle. This option is deselected by default for new processes. <hr/> <p>Note: If Verification Reports are configured to enter a Workflow life cycle, they will enter that Workflow life cycle regardless of the Add Documents to Workflow option setting.</p> <hr/>

Option	Description
Compute Page References	<p>Generates markers throughout the COLD documents at intervals of approximately 100KB of information. These markers speed up initial retrieval functions, but are otherwise not referenced.</p> <p>When using Compute Page References, the Next Page and Previous Page toolbar buttons will scroll from one marker to the next.</p> <hr/> <p>Note: The Compute Page Ref option must be selected at the Document Type level in order for this setting to be effective. For information on Document Type configuration, see the System Administration documentation.</p> <hr/>
Auto-Folder Documents	<p>Enables documents to be automatically placed in folders upon processing. Ensure you have Auto-Foldering properly configured before selecting this option. See the Folders module reference guide for more information.</p> <p>If this option is selected, Auto-Foldering is enabled by default for the process. However, it can still be disabled when a user initiates the process from the OnBase Client by deselecting the Create Auto Folder option.</p>
Store Verification Report in Document Type Disk Group	<p>Stores the Verification Reports for the process in the same Disk Group as the processed Document Type. The default behavior of the COLD process is to store Verification Reports in the Disk Group assigned to the SYS - Verification Reports Document Type.</p>
Accumulate Processing Information	<p>Compiles the Verification Reports for this process in a daily cumulative report. This cumulative report contains information for all processes which have this option selected, and is stored as a text document in the SYS - Verification Reports Document Type.</p>
Extract Index Information	<p>Stores all Keyword Values extracted from the COLD file during processing in a text file. You must also select an index extraction format from the Index Extraction Format drop-down list on the Processing tab.</p> <p>If there are multiple Keyword Values for one Keyword Type, only the first value listed will be extracted.</p> <p>To configure an Index Extraction Format, see Configuring Index Extraction on page 55.</p>

Option	Description
Store AutoFill Keyword Set Data	<p>Stores Keyword Values from the import file into the associated AutoFill Keyword Set.</p> <p>If there is already an AutoFill Keyword Set instance containing the Primary Keyword Value from the import file, no new AutoFill Keyword Set instance will be created.</p>
Expand AutoFill Keyword Sets	<p>Indexes documents with values in an AutoFill Keyword Set based on a Primary Keyword Value in the import 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 file.</p> <p>For example, suppose A Document Type uses a social security number as the Primary Keyword Value. An existing AutoFill Keyword Set is shown below:</p> <p>999-99-9999, Sara Smith, 10/10/1966</p> <p>999-99-9999 is the Primary Keyword Value.</p> <p>Sara Smith's maiden name was Sara Adams.</p> <p>When a document is imported using a 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).</p> <hr/> <p>Note: Keyword Type-level AutoFill Keyword Sets are not supported.</p> <hr/>
Use Byte Counting for Multibyte Character Set Languages	<p>Controls whether byte counts or character counts are used for the process. This is important when working with character set languages where characters consist of more than one byte.</p> <p>Deselect this option for the process to use character counting, and to enable the selection of Text Encoding on the Processing tab. This option is deselected by default for new processes.</p> <p>Select this option for the process to use byte counting.</p> <hr/> <p>Note: If the process was created prior to upgrading to OnBase 17, Use Byte Counting for Multibyte Character Set Languages is selected by default. This is because character counting was not previously available. Leave this option selected for the process to function as previously configured.</p> <hr/>

The Advanced Tab

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

Process Settings For:

Processing Options **Advanced**

Advanced Process Options

☐ Use File Type from Document Type

☐ Do Not Create Batch if No Documents are Found

Image Statements Options

Match File Name

The following options are available:

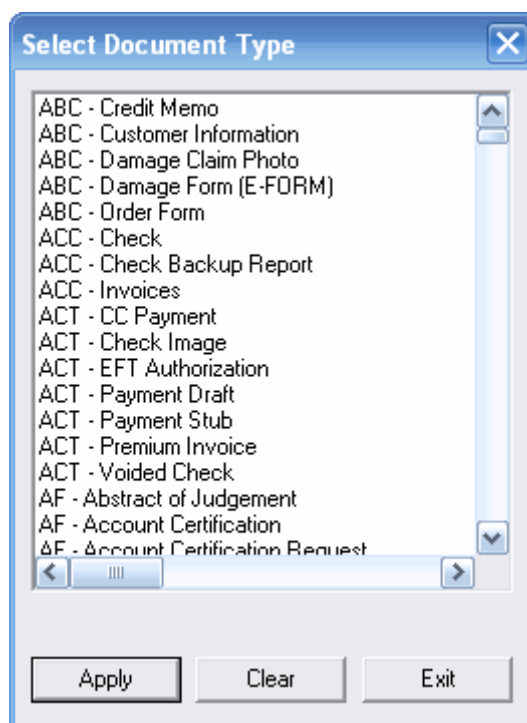
Option	Description
Use File Type From Document Type	Uses the default file format of the Document Type when importing documents with differing file types.

Option	Description
Do Not Create Batch if No Documents are Found	Reduces the number of unnecessary Verification Reports generated. When this option is selected and a process is run, the processing directory is checked to verify there are files to process. If there are no files to process in the processing directory, the process does not run and a Verification Report is not generated.
Match File Name	<hr/> Note: This option is only available if your solution is licensed for Image Statements. <hr/> <p>Enter the path to the match file to be used or click Browse to navigate to the file to automatically associate a match file with the documents imported during a process.</p> <p>Wildcard characters are supported. You may use the ? and * characters to specify multiple files.</p> <p>The match file is automatically deleted after the process is run.</p> <p>If no match file path is supplied in the Match File Name field, you may still manually associate a match file with the process at the time the process is run.</p>

Assigning Document Types

All Document Types that will be processed must be identified.

1. Select the **Document Types** branch and right-click.
2. Select **Assign Document Type**. The **Select Document Type** dialog box is displayed.



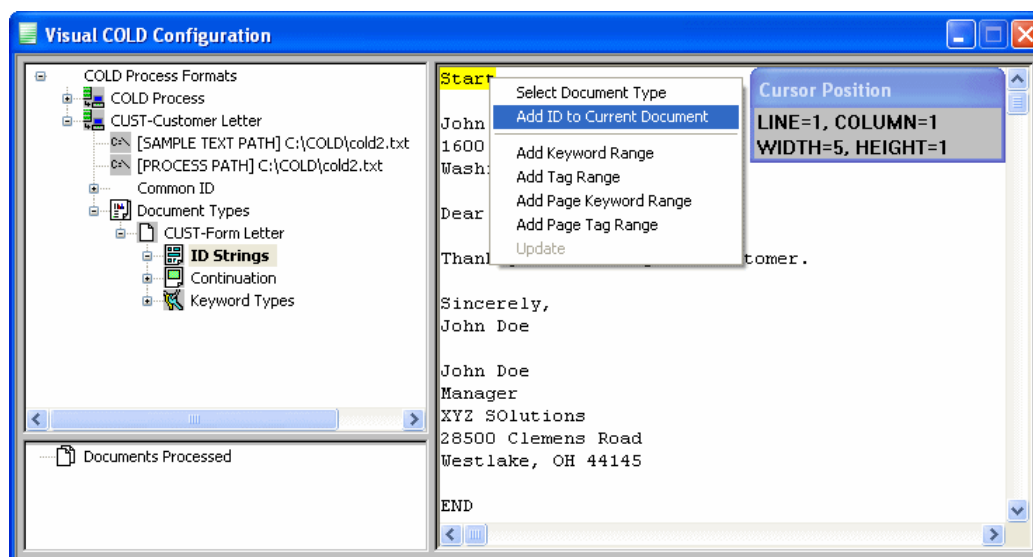
3. Select the desired Document Type(s) and click **Apply**.
The selected Document Type is displayed as a new branch in the **Visual PDF Configuration** window. Multiple selected Document Types will be sorted alphabetically.

Identifying the Document ID String

The ID String is used by the COLD processor to identify the beginning of a new document.

1. Select an ID String by dragging the mouse over the desired text in the sample COLD file. When the mouse is released, the text will be highlighted in yellow.

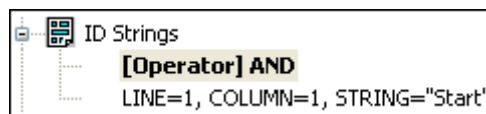
Note: Document ID strings are limited to 51 characters.



Tip: Ensure that the ID String highlighted belongs to the correct Document Type before proceeding.

2. After selecting, let go of the mouse button.
3. At the menu displayed, select **Add ID to Current Document**.

The selected string is displayed immediately below the **ID String** branch, along with the starting **LINE** and **COLUMN** coordinates of the string on the displayed page and the **Operator** being used. The actual text, identified as the **STRING** value, is displayed in quotation marks (" ").



- If desired, you can modify the Operator by double-clicking on the **Operator** branch. The following values are available:

Operator Value	Description
AND	When this value is selected, the Visual COLD process will only locate and process pages that contain all configured ID Strings. Any pages that lack one or more of the configured ID Strings will be stored in the SYS Unidentified Items Document Type. This value is selected by default.
OR	When this value is selected, the Visual COLD process will locate and process pages that contain any of the configured ID Strings.

- After configuration, click on the coordinates of the string to confirm the location of the Keyword Value. ID strings are displayed in light blue.

Note: The menu that is displayed after highlighting any string is different than the default right-click menu for a string.

- Repeat steps 1-3 for any additional Document Types in the Process Format.

Note: If you select any part of the image that is not text--e.g., an image or part of an overlay--coordinates will still display, but the strings will only display quotation marks (" ").

Modifying the Document ID String

To modify the ID string used by the COLD processor to identify the beginning of a new document:

- Select the ID String branch you want to modify from the Visual Configuration window.
- Highlight the new location for the ID String by dragging the mouse over the desired text in the sample file. When the mouse is released, the text will be highlighted in yellow.

Tip: Ensure that the ID String highlighted belongs to the correct Document Type before proceeding.

- Right-click on the sample file and select **Update ID String**.
The new string and its coordinates are displayed immediately below the **ID String** branch.

Note: Document ID strings are limited to 51 characters.

Identifying Keyword Types and Tags

In order for the COLD processor to identify and process Keyword Values from the documents being imported into OnBase, you must define Keyword Ranges and/or Tag Ranges for the sample document.

A Keyword Range is the area of the sample document in which a particular Keyword Value can always be found for the Document Type. A Page Keyword Range is the area of the sample document in which a particular Keyword Value can always be found on a specific page for the Document Type.

A Tag Range is the area of the sample document in which a tag, a text string that always precedes a Keyword Value, can always be found for the Document Type. A Page Tag Range is the area of the sample document in which a tag can always be found on a specific page for the Document Type.

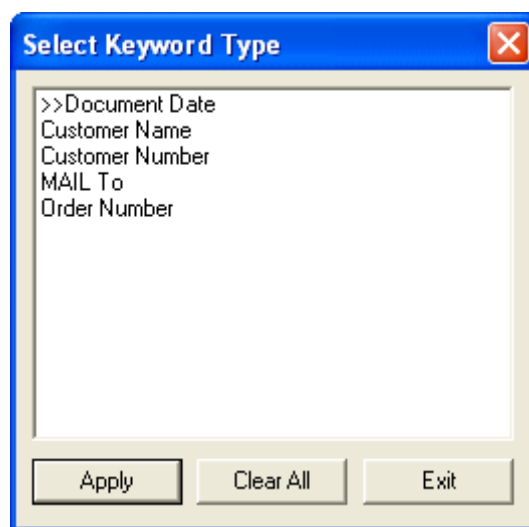
Keyword Ranges and Page Keyword Ranges

To define a Keyword Range or Page Keyword Range:

1. Select the **Keyword Types** branch in the **Visual COLD Configuration** window.

Tip: Ensure that the **Keyword Types** branch selected belongs to the correct Document Type before proceeding.

2. Drag the mouse over the area on the sample file that corresponds to a Keyword Value to be identified by the COLD processor. The length of this area should be the largest possible area that the Keyword Value will occupy. This will avoid any value being cut off when the Process Format is run. When the mouse is released, the area will be highlighted in yellow.
3. Select the appropriate Keyword Value option from the displayed menu: **Add Keyword Range** or **Add Page Keyword Range**.
4. The **Select Keyword Type** dialog box is displayed.



5. Select the Keyword Type that is represented by the highlighted value and select **Apply**.
 - a. If you selected **Add Page Keyword Range**, enter the page number the Keyword Type appears on in the **Page Number** box.

The selected Keyword Type is displayed immediately below the **Keyword Type** branch, along with the **LINE**, **COLUMN**, **WIDTH** and **HEIGHT** coordinates of the Keyword Type field on the displayed page. Configured Keyword Values display in green.

Note: The maximum height of a document is 160. The **Line** value plus the **Height** value cannot exceed 160.

6. Double-click the **[VALIDATION]** branch to toggle between **YES** and **NO**.
7. You can strip characters from the string if it contains excess characters that you do not want to store as part of the Keyword Value. Click the **[Process]** branch to display the **Process Field** dialog box and select one of the character stripping options:



- **Keep All Characters** - Retains all characters of the string for the Keyword Value. This is the default value.
 - **Strip Spaces** - Removes all spaces from the string for the Keyword Value.
 - **Strip Character** - Removes a specific character from the string for the Keyword Value. Enter the character to be stripped in the text field.
 - **Strip...Chars from Beginning** or **Strip...Chars from End** - Removes a certain number of characters from the beginning or end of the string. Enter the number of characters you want to remove from the string in the text field.
8. For Currency or Date Keyword Types, right-click the **[FORMAT]** branch and select **Edit** to correctly format the Keyword Type. See [Currency Formatting Options on page 75](#) or [Date Formatting on page 78](#) for more information.
 9. Repeat steps 1-7 to identify additional Keyword Ranges or Page Keyword Ranges.

Modifying Keyword Ranges

To update a Keyword Range with new coordinates, follow these steps:

1. Select the **[LINE=, COLUMN=]** or **[WIDTH=, HEIGHT=]** branch of the Keyword Type you want to modify.
2. Drag the mouse over the area on the sample file that corresponds to the new location of the Keyword Value. The length of this area should be the largest possible area that the Keyword Value will occupy. This will avoid any value being cut off when the process is run. When the mouse is released, the area will be highlighted in yellow.
3. Select **Update Keyword Position** from the displayed menu. The coordinates for the selected area are populated in the correct coordinate fields.

Tag Ranges and Page Tag Keyword Ranges

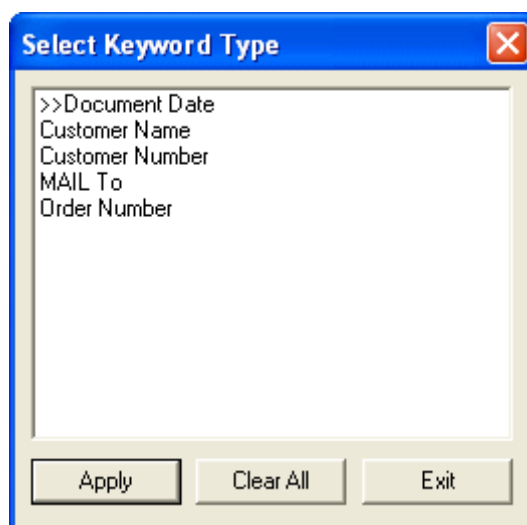
Tag Ranges are defined in a similar manner to Keyword Ranges, with a few differences. To configure a Tag Range or a Page Tag Range:

1. Select the **Keyword Types** branch in the **Visual COLD Configuration** window.

Tip: Ensure that the **Keyword Types** branch highlighted belongs to the correct Document Type before proceeding.

2. Drag the mouse over the area on the sample file that corresponds to a tag to be identified by the COLD processor. The length of this area should be the largest possible area that the tag will occupy. This will avoid any value being cut off when the process is run. When the mouse is released, the area will be highlighted in yellow.
3. Select the appropriate option from the displayed menu: **Add Tag Range** or **Add Page Tag Keyword Range**.
The Tag Range will be highlighted in gray.
4. Drag the mouse to select the tag string only.
5. Select **Set Tag String** from the displayed menu.
The tag string highlight will not be visible until **Set Tag String** is selected. After it is selected, the highlight will be visible in blue.
6. Drag the mouse to select the Keyword Value to be identified by the tag string.

7. Select **Set Keyword Range** from the displayed menu. The **Select Keyword Type** dialog box is displayed.



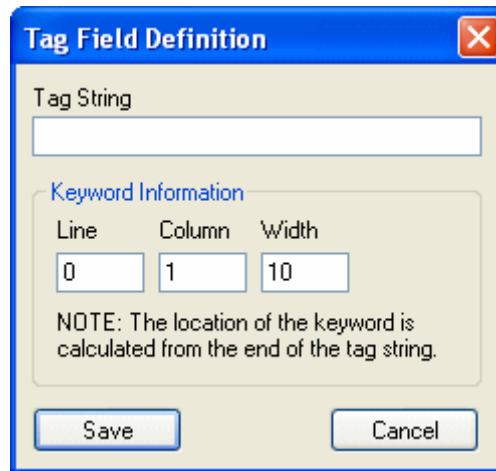
8. Select the Keyword Type that corresponds to the tag value and click **Apply**.
 - a. If you are using a **Page Tag Keyword Range**, enter the page on which the tag range appears.

The highlight range will not be visible until **Set Keyword Range** is selected. This associates the selected tag with a specific Keyword Type. After it is selected, the highlight is now visible in red.

The tag is displayed below the **Keyword Types** branch, along with the **LINE**, **COLUMN**, **WIDTH**, and **HEIGHT** coordinates of the tag string on the displayed page. The coordinates of the Keyword Type range are also displayed.

Note: The maximum height of a document is 160. The **Line** value plus the **Height** value cannot exceed 160.

9. To edit the configured tag string or its associated Keyword Range:
 - a. Right click on the **[TAG STRING]** node and either right-click the node and select **Edit** or select the Tag Range in the document, right-click and select **Update Tag String**. The **Tag Field Definition** dialog box is displayed.



The image shows a dialog box titled "Tag Field Definition" with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled "Tag String". Below this field is a section titled "Keyword Information" which contains three input fields labeled "Line", "Column", and "Width". The "Line" field contains the value "0", the "Column" field contains "1", and the "Width" field contains "10". Below these fields is a note that reads: "NOTE: The location of the keyword is calculated from the end of the tag string." At the bottom of the dialog are two buttons: "Save" and "Cancel".

- b. To modify the currently-configured tag string, modify the text in the **Tag String** field.
 - c. To modify the Keyword Range associated with the tag string, modify the **Line**, **Column** and **Width** fields in the Keyword Information section. Note that these values do not correspond to the Line, Column and Width values for the entire document (beginning at the upper-left corner of the document) but for the values of the range beginning at the end of the tag string.
 For example, if the tag string is displayed on Line 5, Columns 1-5 of the document and its associated Keyword Range immediately follows it, is one line high and ten columns wide, the Keyword Information values for this Keyword Range should be Line=0, Column=1, Width=10.
10. Double-click the **[VALIDATION]** branch to toggle between **YES** and **NO**.

11. You can strip characters from the string if it contains excess characters that you do not want to store as part of the Keyword Value. Click the **[Process]** branch to display the **Process Field** dialog box and select one of the character stripping options:



- **Keep All Characters** - Retains all characters of the string for the Keyword Value. This is the default value.
 - **Strip Spaces** - Removes all spaces from the string for the Keyword Value.
 - **Strip Character** - Removes a specific character from the string for the Keyword Value. Enter the character to be stripped in the text field.
 - **Strip...Chars from Beginning** or **Strip...Chars from End** - Removes a certain number of characters from the beginning or end of the string. Enter the number of characters you want to remove from the string in the text field.
12. For Currency or Date Keyword Types, right-click the **[FORMAT]** branch and select **Edit** to correctly format the Keyword Type. See [Currency Formatting Options on page 75](#) or [Date Formatting on page 78](#) for more information.
13. Repeat steps 1-10 to identify additional Tag Ranges or Page Tag Ranges.

Note: After configuration, click on the coordinates of the string to confirm the location of the Keyword Values and tag ranges.

Note: At any time in the configuration, the option to **Cancel Tag Configuration** is available by right-clicking. After configuration, the options to **Clear Highlight** or **Clear All Highlights** are available by right-clicking anywhere in the file viewer window.

Modifying Tag Strings

To update a tag string with new coordinates, follow these steps:

1. Select the **[TAG STRING]** branch of the Keyword Type you want to modify.
2. Drag the mouse over the area on the sample file that corresponds to the new location of the tag. The length of this area should be the largest possible area that the tag will occupy. This will avoid any value being cut off when the process is run. When the mouse is released, the area will be highlighted in yellow.

3. Select **Update Tag String** from the displayed menu. The **Tag Field Definition** window is displayed. The coordinates for the selected area have already been populated in the correct fields.
4. If desired, you can modify the information displayed in this window. Once you are satisfied with the information, click **Save**.

Defining Continuation

Without continuation, the COLD processor will automatically continue a document if the next page is the same Document Type and has all of the Keyword Values of the previous document. In some cases this may be appropriate. However, if the Keyword Values do not repeat on subsequent pages, continuation should be configured.

If ID Strings appear on every page, and the same Keyword Values appear at the same location on every page of a document, no continuation is necessary. In this case, the COLD processor will start a new document when a different Keyword Value or different ID String is found.

To configure continuation:

1. Expand the **Continuation** branch in the **Visual COLD Configuration** window.
The first branch, **[CONTINUE UNIDENTIFIED SAME DOCUMENT]**, can be toggled between **Yes** and **No** by double-clicking it. If the ID String of the Document Type only appears on the first page of each document, this branch should be set to **Yes**. The subsequent pages after the first page will be unidentified, but this flag will cause them to be appended to the current document until another instance of the ID String is found, indicating the start of another document.
2. Select and expand the appropriate branch: **Continuation String** or **Continuation Number**, depending on the type of continuation you are configuring.

Note: Only one type of continuation should be configured.

3. Configure the appropriate options for the continuation. These options are explained in the tables below.

Configuration String Option	Description
[CASE SENSITIVE]	Toggle the Case Sensitive option to Yes if the string must be case sensitive in order to match.
[SEARCH ENTIRE LINE]	Toggle the Search Entire Line option to Yes if the string can appear anywhere on a particular line and you will not have to enter a column location.
[CONTINUATION STRING ON NEXT PAGE]	Toggle the Continuation String on Next Page option to Yes if the string actually is displayed on the next page of the document, as opposed to the page being continued.

Configuration String Option	Description
[STORE KEYS FROM ALL PAGES]	<p>If Continuation String on Next Page is set to Yes, then, by default, COLD will only store Keyword Values from the first page in the document.</p> <p>To store Keyword Values from all pages in the document, set Store Keys from All Pages to Yes.</p> <p>To only store Keyword Values from the first page in the document, set this value to No or leave it blank.</p> <hr/> <p>Note: See [STORE KEYS FROM FIRST PAGE ONLY] on page 129 for more information on storing Keyword Values from all pages in the document.</p> <hr/>

Continuation Number Option	Description
[NUMERIC GREATER THAN ONE]	This option must be set to Yes to enable continuation numbers.
[STORE KEYS FROM FIRST PAGE ONLY]	<p>By default, COLD stores Keyword Values from all pages in the document if a continuation string or number is configured.</p> <p>If the Keyword Values will not change on further pages of the document, or you do not need the values that appear on further pages, set the Store Keys from First Page Only option to Yes and COLD will ignore any Keyword Values on later pages.</p> <hr/> <p>Tip: When this option is enabled, the COLD processor can run faster, because when it encounters a continuation it does not need to look at the text to extract Keyword Values.</p> <hr/> <p>If you would like to store Keyword Values from all pages in the document, set the Store Keys from First Page Only option to No or leave it blank.</p> <hr/> <p>Note: If Continuation String on Next Page is set to Yes, then the Store Keys from All Pages option must be also be set to Yes in order to store Keyword Values from all pages in the document</p> <hr/>

4. Select the **TOP,BOTTOM,LEFT,RIGHT** branch to define the location of the continuation.
5. Drag the mouse over the value of the actual string or number on the sample file.

6. Right-click over the selected area and select **Update Continuation String** or **Update Continuation Number**.

These values can also be edited by right-clicking the branch in the **Visual PDF Configuration** menu and selecting **Edit**.

Note: Continuation strings are limited to 63 characters.

Note: After configuration, click on the coordinates of the string to confirm the location of the Keyword Value. Continuation strings will display in purple.

Testing and Evaluating the COLD Process Format

Executing a COLD process through Visual COLD Configuration is a test, not an actual process. To properly execute a COLD process, initiate the COLD Process Format via the Client module using **Processing | COLD/ERM**. For more information about initiating a process, see [Initiating Processing](#).

Note: The workstation that performs COLD processing must be registered for COLD (**Admin | User Management | Workstation Registration**).

Testing the Process Format

To test the Process Format, right-click the desired COLD Process Format and select **Execute COLD Process....** To cancel the test, click **Cancel**.

Once the test is run, the document is cleared from the viewer. The results of the process are shown in the lower left corner of your screen under **Documents Processed**. The Auto-Name String of each processed document will be displayed.

If the test run failed to find any documents, a message box stating **No Documents Found** is displayed.

Evaluating the Process Format

After the process has been executed, evaluate the Process Format to make sure it is configured correctly.

1. Double-click on a document's Auto-Name String to display the document in the viewer.
2. Click the **+** node next to the document to display the **Keywords** branch.
3. Click the **+** node next to the **Keywords** branch to display the Keyword Values picked up from the document.

If necessary, re-configure the appropriate parameters for the Process Format.

User Group Rights

Ensure that all users who will be using COLD have all necessary User Group Rights.

Note: This topic provides COLD-specific User Group Rights only and is not intended to be a comprehensive guide for configuring User Group Rights. See the System Administration Module Reference Guide or Help file for detailed configuration information on User Group Rights.

To configure User Group Rights:

1. In the Configuration module, select **Users | User Groups/Rights**.
2. Select a User Group that will be using the COLD and click **Document Types**. Assign all Document Types that will be processed to the User Group. Ensure you assign rights to users who will be processing documents, as well as viewing the documents that have been processed into OnBase.
 - a. Select the Document Types or Document Type Groups on the left and click **Add>>**.
 - b. When finished, click **Close**.
 - c. Click **Close** to save and exit the **Assign Document Types** dialog box.
3. With the User Group still selected, click **Product Rights** and select the **Client** and appropriate processor option in the Registered Processing Products section.
 - To allow the user group to purge batches, select the appropriate processor option in the Administrative Processing Privileges section.
4. Click **Save & Close**.
5. With the User Group still selected, click **Privileges**.
 - To give user groups the ability to generate Daily Reports for all COLD processes, select the **Create List Report** check box.

Note: Daily Reports are created using information from all COLD process formats that have been configured to use the **Accumulate Processing Information** option. If this option is not selected for a process format, its information is not included in the Daily Report.

- To allow user groups to view the documents from with the batch, click the **Retrieve/View** check box.
6. Click **Save & Close**.
 7. With the User Group still selected, click **Configuration Rights**.
 - a. To enable access to COLD Processor from the **Import** menu in the Configuration module, select the User Group at the **User Groups & Rights** dialog box, and click the **Configuration Rights** button.
 - b. Select the **Process Configuration** check box.
 8. Click **Exit** to close the **User Groups & Rights** dialog box.

Global Client Settings

The Global Client Settings affect general aspects of the Client operation. To access these settings, select **Users | Global Client Settings** in the Configuration module.

On the **Processing** tab, select the **User-specified range for committed batch query display** option 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.

COLD Text Settings

The **Do not treat 0xFF as EOF** option is available within the **COLD Text Settings** dialog box. This option enables COLD to process files containing extended ASCII characters, and is enabled by default. This option should be left at its default value unless you are directed otherwise by your first line of support.

Note: This setting applies to documents processed by COLD, Visual COLD, and Dictionary Import Processor.

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 (for example, 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:

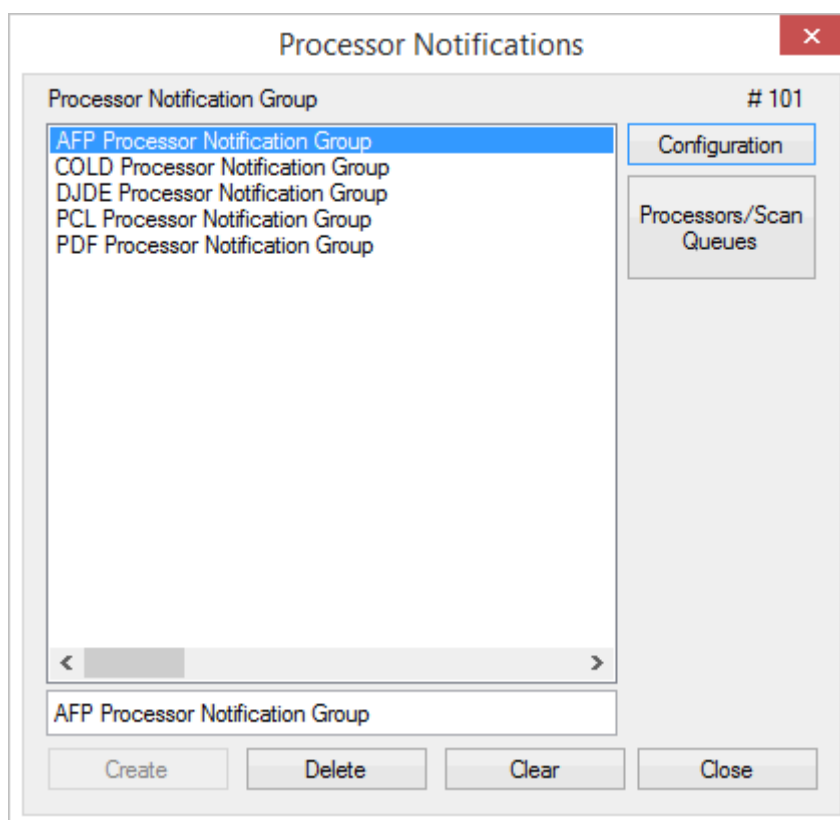
- Configuring a Processor Notification Group - see page 133 for more information.
- Configuring a Processor Notification - see page 135 for more information.
- Configuring the Distribution Service - see page 141 for more information.

Configuring a Processor Notification Group

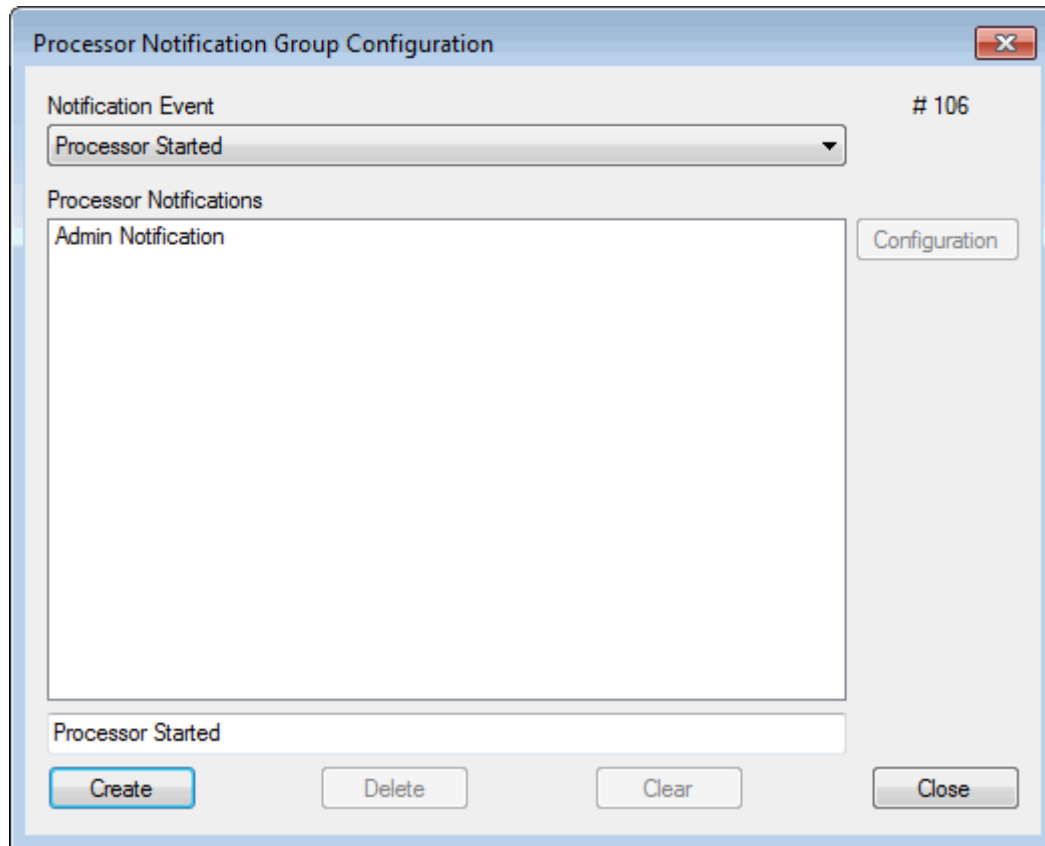
Processor Notification Groups are used to store Processor Notifications. Processor Notification Groups can then be assigned to existing process formats so that notifications are sent for that process when certain processing events occur.

To create a Processor Notification Group, follow these steps:

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



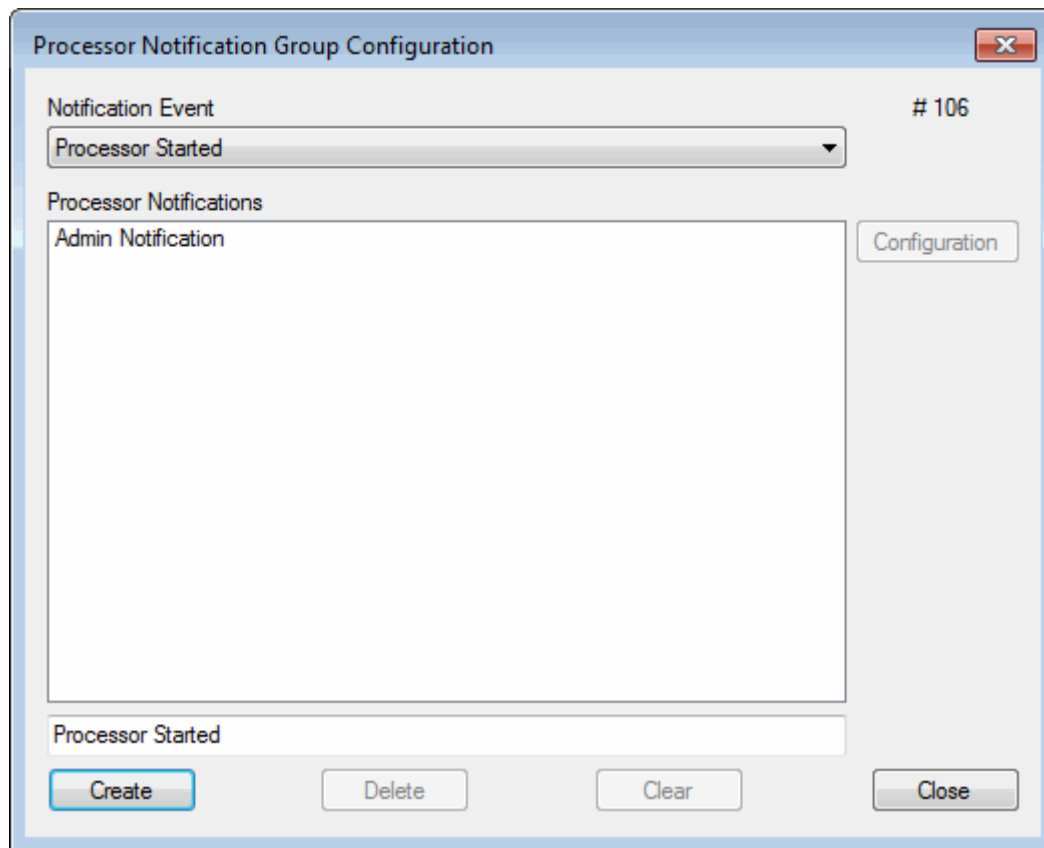
Continue on to [Configuring a Processor Notification on page 135](#) for information on creating Processor Notifications.

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).

Note: Processor Notifications will only be sent if the processor is run as a scheduled process. If the processor is run manually in OnBase, no notifications will be sent.

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



2. Select a Notification Event from the **Notification Event** drop-down 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.

Processor Notification Configuration

Subject

Message

Key

%D - Batch Date	%B - Batch Number	%W - Total Warnings
%P - Processor/Scan Queue Name	%G - Total Pages	%E - Total Errors
%N - Batch Name	%T - Total Documents	%U - User Name
	%S - Batch Status	%R - Total Records

☒ Enabled

Space - Space
Batch Date
Batch Name
Batch Number
Processor Name
Batch Status
Total Errors
Total Warnings
Total Documents
Total Pages
Total Records
User Name

Save Recipients Cancel

5. Enter text in the **Subject** and **Message** fields. You can also include Keyword Type symbols that are described in the table below. To add a symbol, 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>

</body>
</html>
```

The client's default email format must be HTML.

Note: If you want to include the percent sign (%) in notification text, you must place two percent signs (%%) to represent that percent sign. If only one percent sign is entered, the percent sign will not display in the notification text.

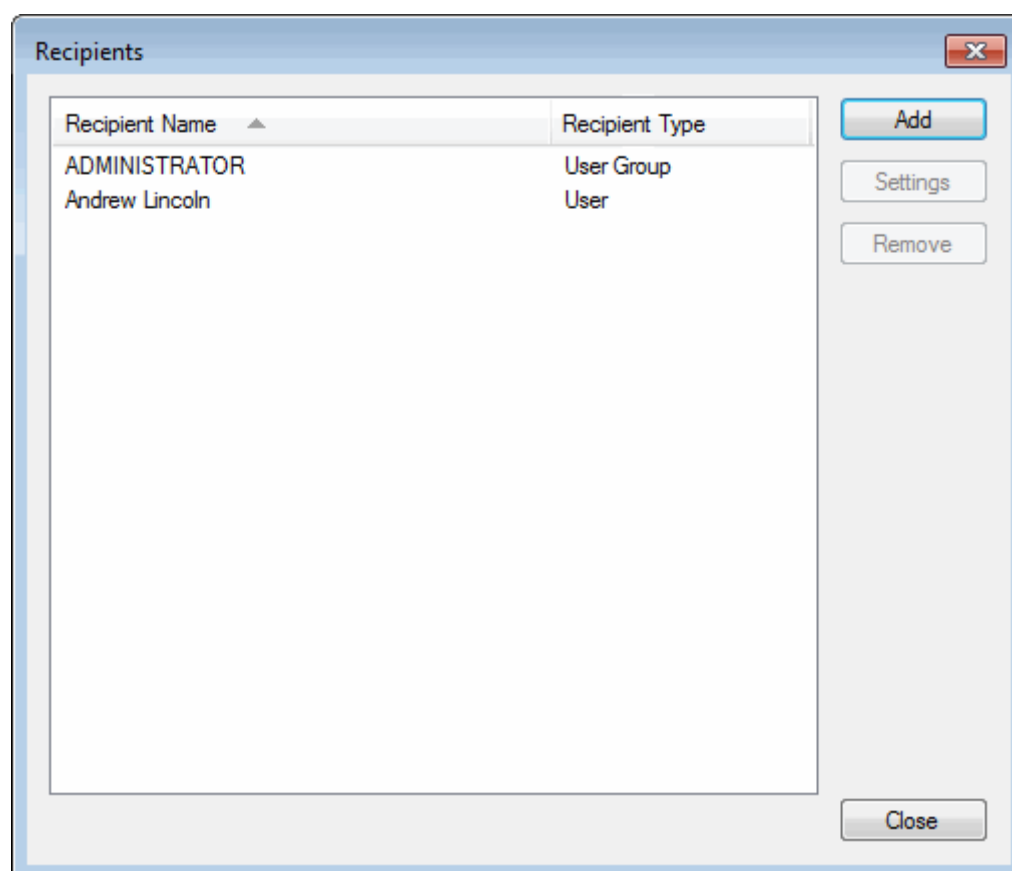
Note: If you select to send process notifications using OnBase internal mail, only 250 characters of a message are displayed in the internal mail message pane.

The following symbols can be used, depending on the type of notification event:

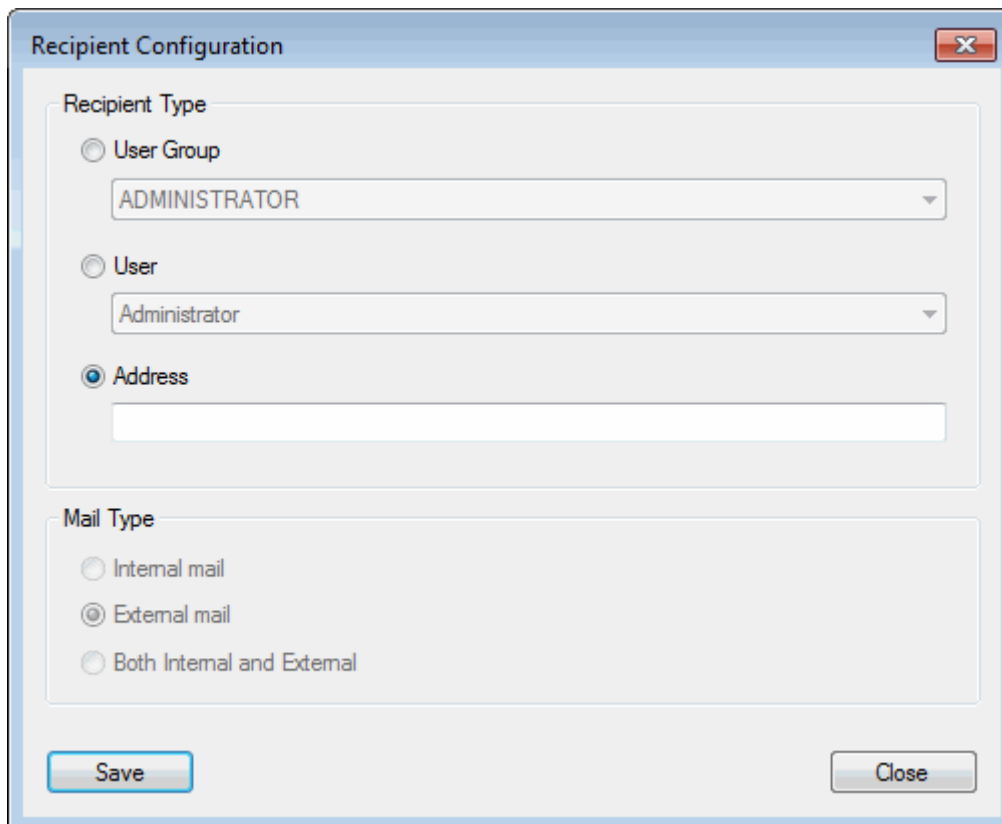
Symbol	Description	Event Used For
%D	Displays the Batch Date.	Available for all notification events
%P	Displays the name of the processor used to process the documents.	Available for all notification events
%N	Displays the name of the batch of documents.	Batch Success, Batch Fail, Batch Committed
%B	Displays the Batch Number assigned to the batch.	Batch Success, Batch Fail, Batch Committed
%G	Displays the total number of pages processed.	Batch Success, Batch Fail
%T	Displays the total number of documents in the batch.	Batch Success, Batch Fail
%S	Displays the status of the batch.	Batch Committed

Symbol	Description	Event Used For
%W	Displays the number of warnings generated for the batch.	Batch Success, Batch Fail
%E	Displays the number of errors generated for the batch.	Batch Success, Batch Fail
%U	Displays the user name of the currently logged in user who executed the process.	Available for all notification events
%R	Displays the number of records successfully imported. Note: This symbol is only applicable to AutoFill Keyword Set processors.	Batch Success, Batch Fail

- Ensure that the **Enabled** option is selected.
To disable the processor notification from being sent to users, deselect the **Enabled** option.
- Click the **Recipients** button. The **Recipients** dialog box is displayed.



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

The image shows a 'Recipient Configuration' dialog box with a title bar and a close button. It contains two main sections: 'Recipient Type' and 'Mail Type'. In the 'Recipient Type' section, there are three radio buttons: 'User Group' (unselected), 'User' (unselected), and 'Address' (selected). Below 'User Group' is a dropdown menu showing 'ADMINISTRATOR'. Below 'User' is a dropdown menu showing 'Administrator'. Below 'Address' is an empty text input field. In the 'Mail Type' section, there are three radio buttons: 'Internal mail' (unselected), 'External mail' (selected), and 'Both Internal and External' (unselected). At the bottom of the dialog are 'Save' and 'Close' buttons.

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 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 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.

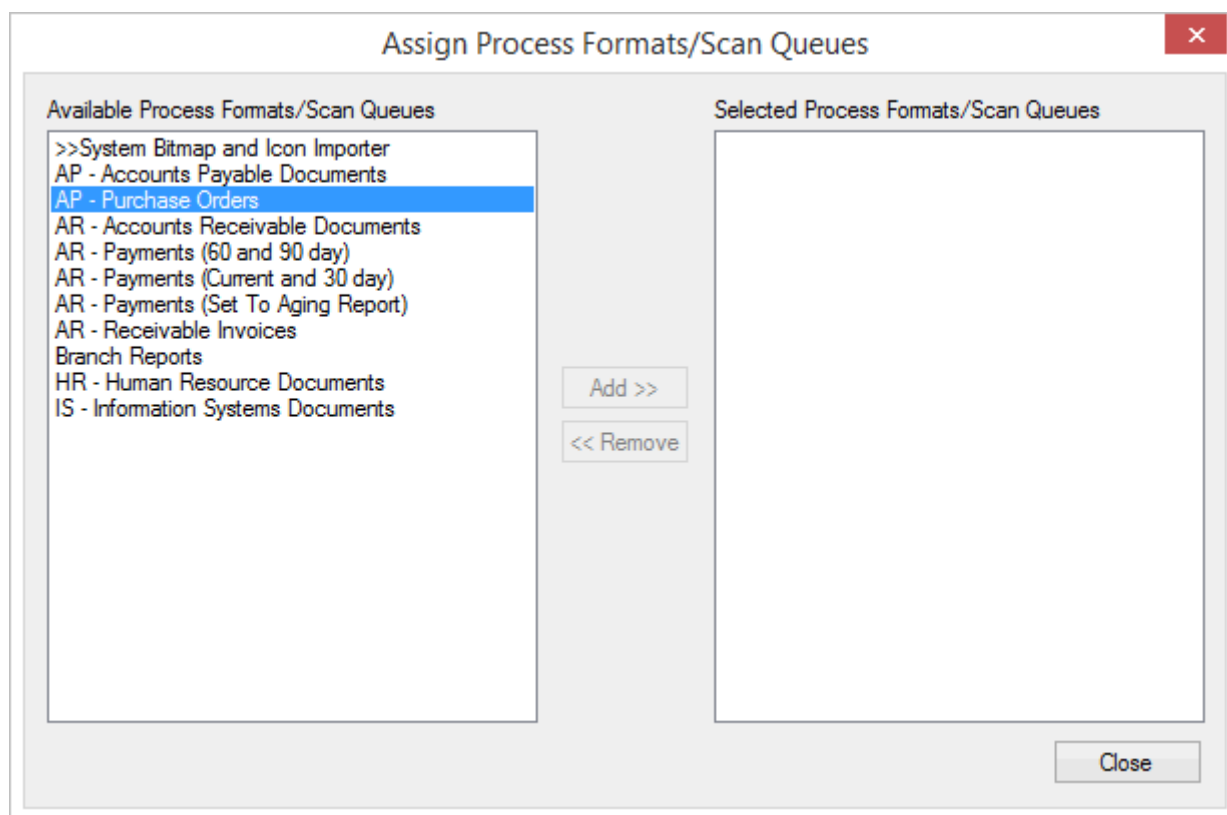
10. Click **Save**. You are returned to the **Recipients** dialog box.

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 box.

13. Click **Close**. You are returned to the **Processor Notifications** dialog box.

14. Click the **Processors/Scan Queues** button to assign one or more process formats to the configured notification type. The **Assign Process Formats/Scan Queues** dialog box is displayed.



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

To remove a Process Format from the **Selected Process Formats/Scan Queues** 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 **Distribution Service** module reference guide.

Considerations for Processing Double-Byte Files

Additional configuration is required to process index files that contain double-byte characters.

- Set the **CompressMode** .ini option for international character processing. See [CompressMode on page 143](#) for more information on this setting.
- Ensure that the original input files have the proper text encoding for the language used in the files you are importing. See [The Processing Tab on page 142](#) for more information on using language conversion.
- Set the Windows Regional Settings for each processing workstation to the proper character sets and text encodings to handle the files being imported.
- If possible, it is recommended to use a Unicode database. Using Unicode databases eliminates the need for corresponding character collation requirements and enables the user to process virtually any characters without data loss. See the Unicode Considerations documentation for more information on supported databases.

Configuration

The Processing Tab

When creating processes in the Configuration module, 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 Language Conversion and CompressMode options should be considered when working with languages. The following list describes the processing options:

- **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.
- **Compression** - Works in conjunction with the onbase32.ini file CompressMode setting. Refer to INI settings documentation for their affect on the following selections:
 - **Workstation Specified**
 - **None**
 - **Standard**
 - **International**

Note: Files encoded as UTF-16 LE or UTF-16 BE do not support compression. If a process set to use **Standard** or **International** compression encounters a UTF-16 encoded file, it is automatically not compressed.

Note: Files encoded as UTF-8 only support **International** compression or no compression. If a process set to use **Standard** compression encounters a UTF-8 encoded file, it is automatically compressed using International compression.

CompressMode

The value for this entry determines the type of compression that will be used in the system. The standard white space compression is not applicable to the foreign character sets. Acceptable values are:

- 0 – Not a valid compression type. No compression will occur.
- 1 – Standard white space compression. Uses 100 high characters.
- 2 – No compression. Data stored as Read Only.
- 3 – International compression. Uses 10 high characters.

Note: After compression the file must not exceed 2.2 GB.

Note: When a COLD file has special characters (e.g., ñ, á, é, í, ó, ú), the **CompressMode** setting must be **2**. The special characters will be lost if the **CompressMode** is set to a different setting.

For all other Compression selections in the **Process Settings For: <Process Name>** dialog box, the process will use Compression settings as follows:

CompressMode .ini Setting	Compression Setting in Process Settings Configuration	Result
0	Workstation Specified	No Compression for all files
1	Workstation Specified	Standard Compression for all files
2	Workstation Specified	No Compression for all files
3	Workstation Specified	International Compression for all files
0	Standard	Standard Compression for process files, No Compression for Verification Report
1	Standard	Standard Compression for all files
2	Standard	Standard Compression for process files, No Compression for Verification Report
3	Standard	Standard Compression for process files, International Compression for Verification Report
0	None	No Compression for all files
1	None	No Compression for process files, Standard Compression for Verification Report
2	None	No Compression for all files

CompressMode .ini Setting	Compression Setting in Process Settings Configuration	Result
3	None	No Compression for process files, International Compression for Verification Report
0	International	International Compression for process files, No Compression for Verification Report
1	International	International Compression for process files, Standard Compression for Verification Report
2	International	International Compression for process files, No Compression for Verification Report
3	International	International Compression for all files

Troubleshooting

The International (foreign) characters are not processing properly; what should I do to make it process correctly?

Change the **Compressmode** setting in the onbase32.ini to **3** for International Compression.

This setting can also be changed in the **Process Settings For: <Process Name>** dialog box by setting the **Compression** drop-down list to **International**.

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.

Caution: Ensure that scheduled processes are not configured to run at the same time as a scheduled database backup. The database is locked while performing backups, preventing any processes from running.

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.

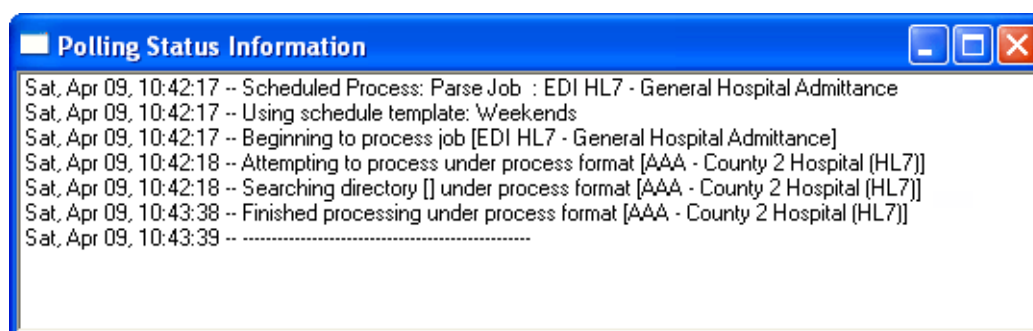
Note: If a scheduled process is assigned to a specific processing instance, it must be run from a client using the **-SCHEDINST** command line switch. If you try to run this process from a client using the **-SCHED** switch instead, the process will not be executed.

Verifying the Scheduler is Running

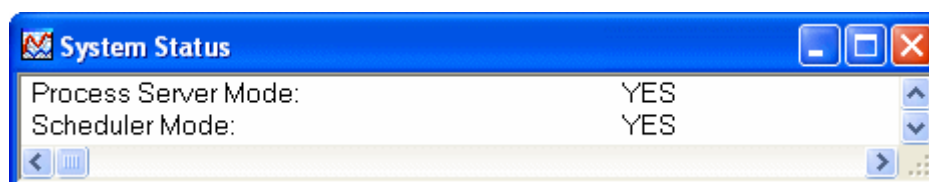
To verify that the Scheduler is running on the processing workstation, click **Window | Polling Status Information** in the OnBase Client.

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.

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 (such as 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

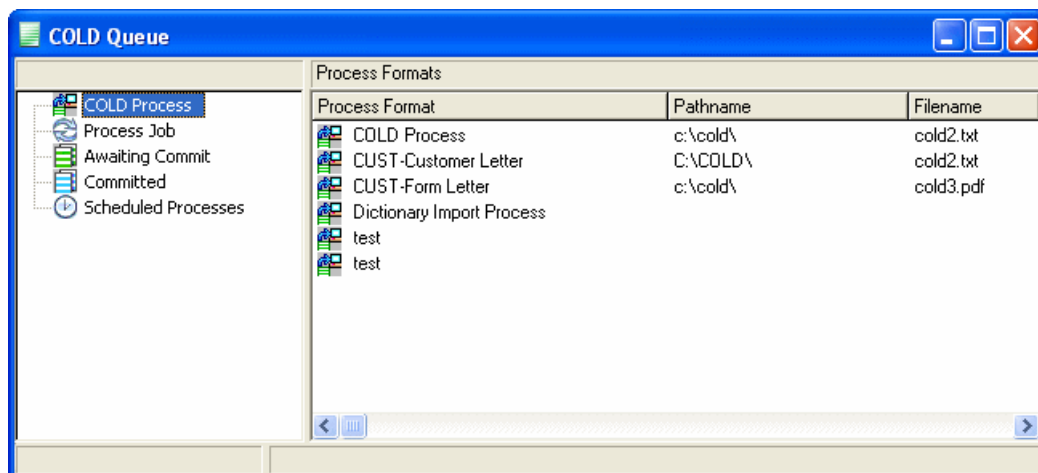
A Process Format is used in processing modules and in scanning modules to specify how OnBase processes data being imported into OnBase. A Process Format is, basically, one individually-configured process.

Creating a Scheduled Process Format

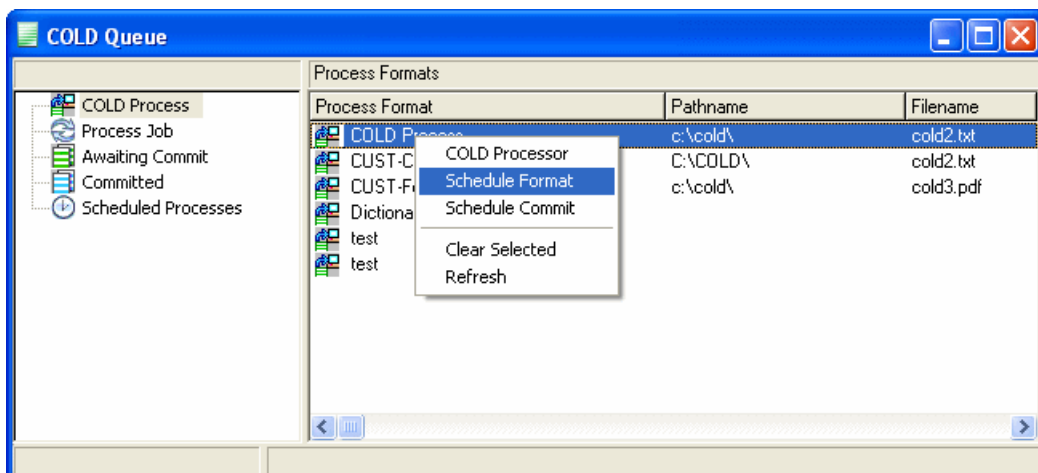
You can add a format to the Scheduler from its process queue by selecting the process format and selecting **Schedule Format** from the right-click menu.

For example:

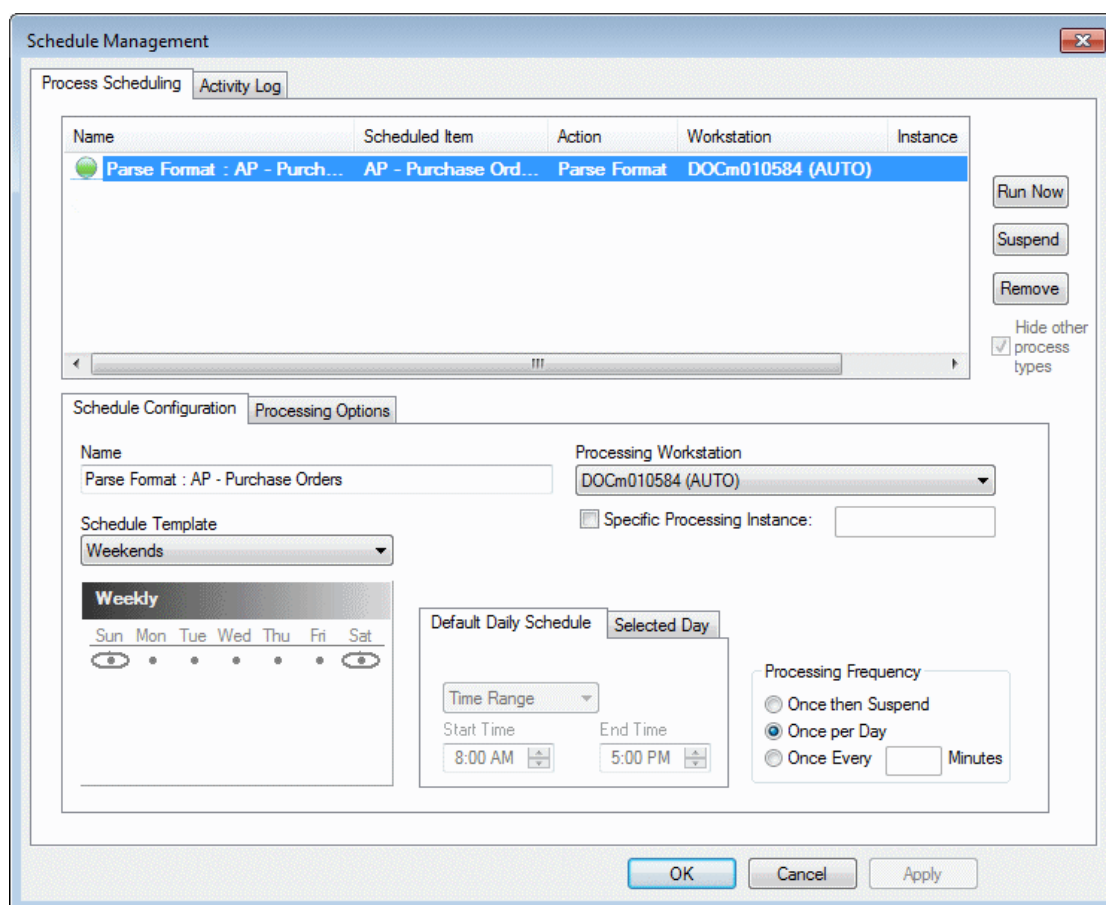
In the OnBase Client, click **Processing | COLD/ERM**. The **COLD Queue** window is displayed.



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 159](#).

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.

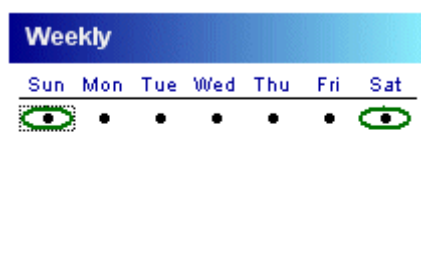
Note: The calendar is displayed based on your Workstation Regional Settings and the OnBase language DLL that you are using.

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 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.

This screenshot shows the 'Selected Day' tab in a software interface. The 'Override default settings' checkbox is checked. The 'Time Range' dropdown menu is selected, which has triggered the display of two time input fields: 'Start Time' and 'End Time'. The 'Start Time' field is set to '8:45 AM' and the 'End Time' field is set to '5:00 PM'.

This screenshot shows the 'Selected Day' tab in a software interface. The 'Override default settings' checkbox is checked. The 'Specific Time' dropdown menu is selected, which has triggered the display of a single 'Time' input field. The 'Time' field is set to '8:45 AM'.

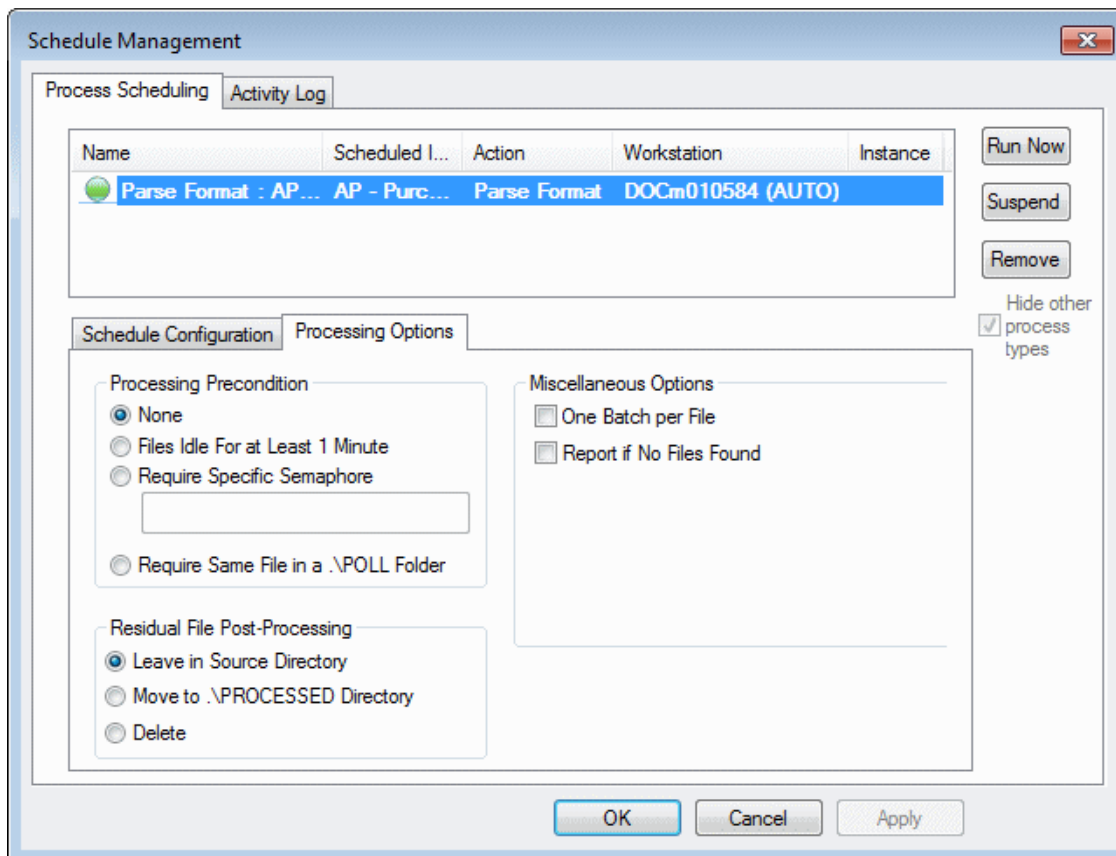
The drop-down list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is 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	<p>The Processing Precondition options allow you to specify the conditions that must be met before processing can begin.</p> <hr/> <p>Note: These options are not available for scheduled PDF conversions, Advanced Capture processes, Full-Text OCR processes or scheduled commits.</p> <hr/> <ul style="list-style-type: none"> • 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. <hr/> <p>Note: If the trigger file is being accessed over FTP, it will not be deleted.</p> <hr/>

Option	Description
Processing Precondition (cont.)	<ul style="list-style-type: none"> • 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. <hr/> <p>Note: This option is not supported for use with the Directory Import Processor.</p> <hr/>

Option	Description
Residual File Post-Processing	<p>The Residual File Post-Processing options allow you to specify how residual files are processed (that is, files that have been processed but not deleted from the directory, such as read-only files).</p> <hr/> <p>Note: These options are not available for scheduled PDF conversions, Advanced Capture processes, Full-Text OCR processes or scheduled commits.</p> <hr/> <ul style="list-style-type: none"> • 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. <hr/> <p>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.</p> <p>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.</p> <hr/> <ul style="list-style-type: none"> • Delete. Select to delete any residual files (that is, files that have been processed but not deleted from the directory) from the folder they originated in. <hr/> <p>Note: The Delete option is not available for Scheduled Sweeps or Scan from Disk processes.</p> <hr/>

Option	Description
Miscellaneous Options	<p>The Miscellaneous Options allow you to specify special scheduling options specific to the selected process. The availability of these options varies depending on the type of processor being scheduled. Many processing modules do not have some or all of these options.</p> <hr/> <p>Note: No Miscellaneous Options are available for scheduled PDF conversions, Advanced Capture processes, Full-Page OCR processes or scheduled commits.</p> <hr/> <ul style="list-style-type: none"> • One Batch per File. Select to process each index file as one batch when multiple index files are being processed at once. 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. <hr/> <p>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.</p> <hr/> <ul style="list-style-type: none"> • Document Type. Available for certain scheduled Sweep processes. Use the drop-down to select the Document Type of processed documents. • Scan Format. Available for certain scheduled Scan from Disk processes. 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. <hr/> <p>Note: Only Kofax scan formats can be selected from this drop-down.</p> <hr/>

Option	Description
OCR Options	<p>The OCR Options allow you to specify the configuration options for a scheduled Advanced Capture or Full-Text OCR process.</p> <hr/> <p>Note: These options are only available when scheduling an Advanced Capture or Full-Page OCR process (that is, the batch's scan queue has been configured for Advanced Capture or Full-Page OCR).</p> <hr/> <ul style="list-style-type: none"> • 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 (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 150](#) and [Processing Options on page 172](#).

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.

Icon	Description
	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.
	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:

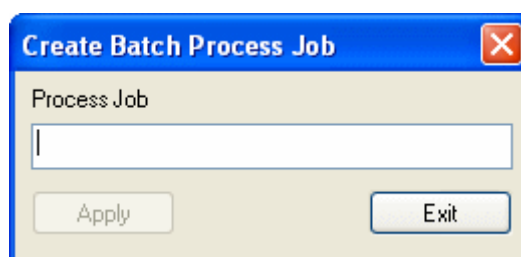
- Process formats must be created before they can be added to a job.
- AutoFill Keyword Import Processors can be scheduled from any **Process Job Queue**.
- Process Formats created from Document Imaging sweep or scan from disk processes cannot be included in a Process Job.

Creating a Job

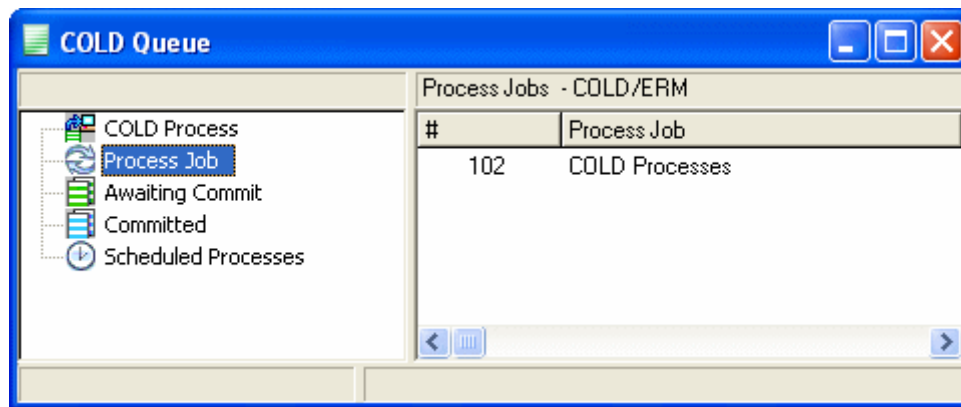
You can add a job to the Scheduler from a process queue (that is, the COLD Queue, the EDI Queue, and others).

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 OnBase 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.

Process Job Configuration

Process Format Date File Name Alternate Path Alternate Disk Group

Up
Down

Process Format
Alternate Path
Alternate File Name
Alternate Disk Group
Language Conversion
< NO CONVERSION >

Processing Options

☐ Store Document Indices
☐ Store Document Data Files
☐ Store Import File
☐ Create Auto-Folder
Default Keywords

Date

☒ Today
☐ Yesterday
☐ Last Week Day
☐ Last Business Day
☐ Specific Date / /

☐ Disallow job date override
☐ Halt Processing After Error

Add Update Delete Clear Close

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	Select the language associated with the ASCII code page that created the import file. If a language conversion is not specified, the process format's Language Conversion setting is respected. <hr/> Note: This setting is only used for legacy language conversions. The option <NO CONVERSION> should be selected when configuring process settings. <hr/>
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. <hr/> Note: This option is not supported for use with modules that do not support the Store Import File processing option. See the configuration section of the appropriate module reference guide or help file to find out whether or not the Store Import File processing option is supported for a module. <hr/>

Process Job Parameter	Description
Create Auto Folder	<p>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.</p> <hr/> <p>Note: Not all processors offer the ability to Auto-Folder documents upon processing.</p> <hr/>
Default Keywords	<p>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.</p> <hr/> <p>Note: Only Keyword Types that have been configured for Document Types used in the Process Job are selectable.</p> <hr/> <p>Note: If a check process format is configured as part of the job, the Default Keywords button is disabled when the job is selected.</p> <hr/>
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	Select the language associated with the ASCII code page that created the import file. If a language conversion is not specified, the process format's Language Conversion setting is respected. <hr/> Note: This setting is only used for legacy language conversions. The option <NO CONVERSION> should be selected when configuring process settings. <hr/>
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. <hr/> Note: This option is not supported for use with modules that do not support the Store Import File processing option. See the configuration section of the appropriate module reference guide or help file to find out whether or not the Store Import File processing option is supported for a module. <hr/>

Process Job Parameter	Description
Create Auto Folder	<p>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.</p> <hr/> <p>Note: Not all processors offer the ability to Auto-Folder documents upon processing.</p> <hr/>
Default Keywords	<p>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.</p> <hr/> <p>Note: Only Keyword Types that have been configured for Document Types used in the Process Job are selectable.</p> <hr/> <p>Note: If a check process format is configured as part of the job, the Default Keywords button is disabled when the job is selected.</p> <hr/>
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 screenshot shows the 'Default Daily Schedule' tab selected. A dropdown menu is set to 'Time Range'. Below it, there are two time selection boxes: 'Start Time' set to 8:00 AM and 'End Time' set to 7:59 AM.

The screenshot shows the 'Default Daily Schedule' tab selected. A dropdown menu is set to 'Specific Time'. Below it, there is a single time selection box labeled 'Time' set to 8:00 AM.

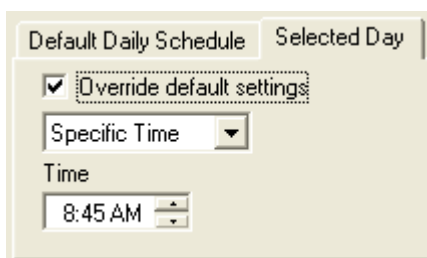
The drop-down list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is 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 screenshot shows the 'Selected Day' tab selected. The 'Override default settings' checkbox is checked. A dropdown menu is set to 'Time Range'. Below it, there are two time selection boxes: 'Start Time' set to 8:45 AM and 'End Time' set to 5:00 PM.



The screenshot shows a dialog box titled 'Default Daily Schedule' with a 'Selected Day' tab. Inside, there is a checked checkbox labeled 'Override default settings'. Below this is a dropdown menu currently set to 'Specific Time'. Underneath the dropdown is a 'Time' label followed by a time selection field showing '8:45 AM'.

The drop-down 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.

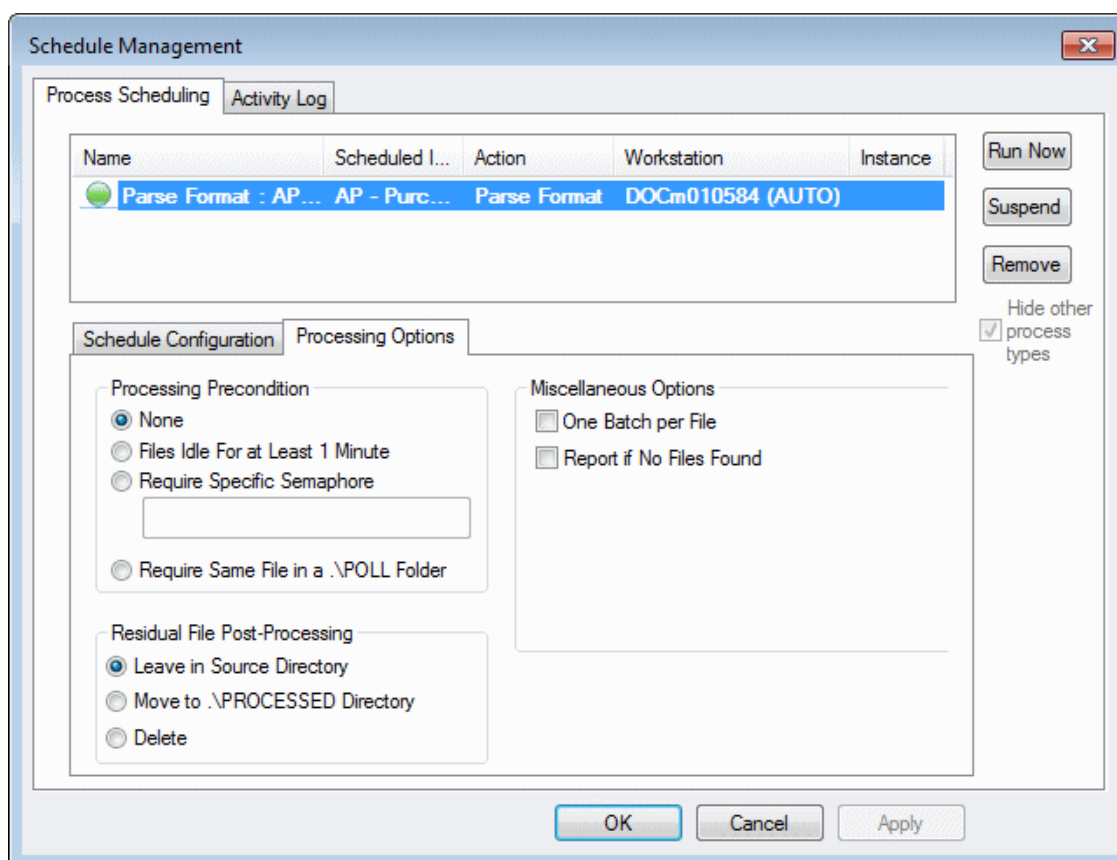
Tip: Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

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	<p>The Processing Precondition options allow you to specify the conditions that must be met before processing can begin.</p> <hr/> <p>Note: These options are not available for scheduled PDF conversions, Advanced Capture processes, Full-Text OCR processes or scheduled commits.</p> <hr/> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>The trigger file is deleted after processing.</p> <hr/> <p>Note: If the trigger file is being accessed over FTP, it will not be deleted.</p> <hr/>

Option	Description
Processing Precondition (cont.)	<ul style="list-style-type: none"> • 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. <hr/> <p>Note: This option is not supported for use with the Directory Import Processor.</p> <hr/>

Option	Description
Residual File Post-Processing	<p>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.</p> <ul style="list-style-type: none"> • 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. <hr/> <p>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.</p> <p>This behavior can be avoided by modifying the configuration of your import processor, or by marking the files to be processed as read-only.</p> <hr/> <ul style="list-style-type: none"> • Delete. Select to delete the read-only files from the folder they originated in.
Miscellaneous Options	<p>The Miscellaneous Options options allow you to specify special scheduling options. Not all options are available for all processes.</p> <ul style="list-style-type: none"> • One Batch per File. Select to process each index file as one batch when multiple index files are being processed at once. <hr/> <p>Note: This option is not supported for use with the Directory Import Processor.</p> <hr/> <ul style="list-style-type: none"> • Report if No Files Found. Select to create a Verification Report if no files are found when a scheduled job is run.

- 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 box is displayed.

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

Note: For more information on configuring a process job, see [Configuring a Job on page 163](#) and [Scheduling a Job on page 165](#).

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**.

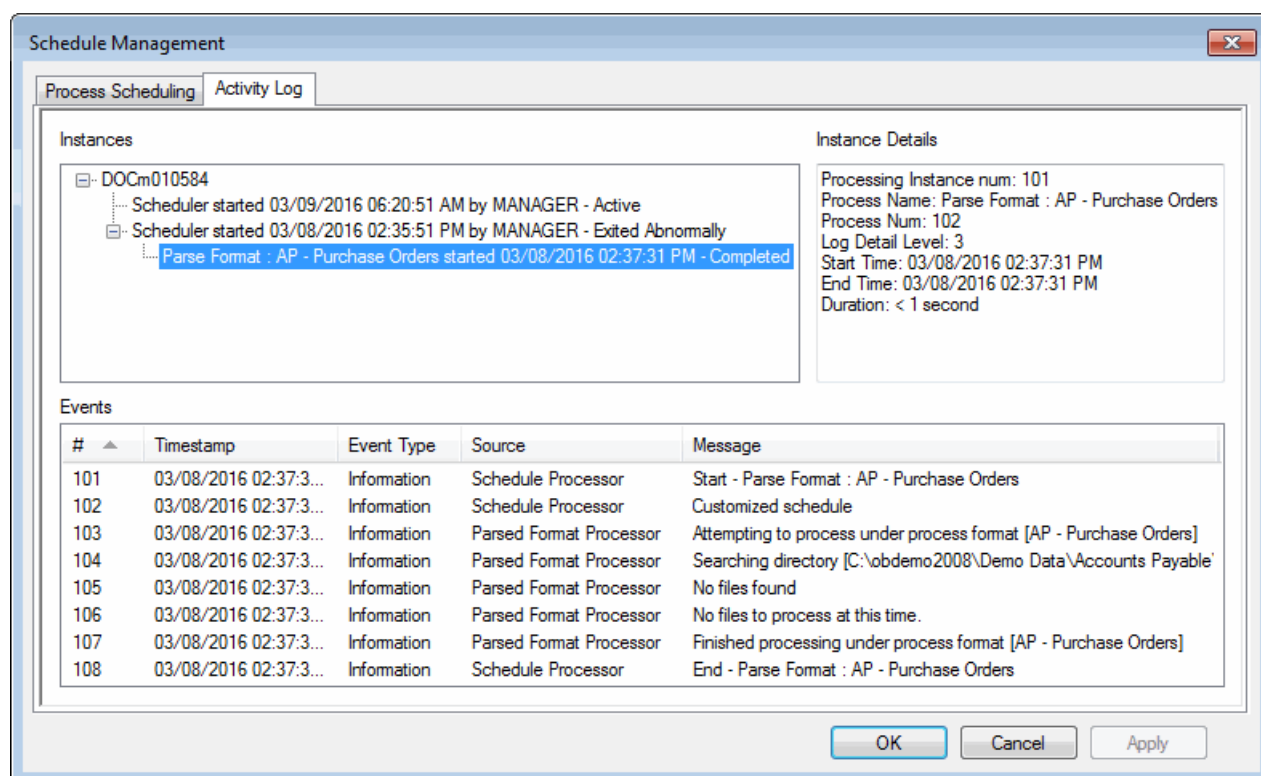
Viewing the Activity Log

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 box is displayed.

The screenshot shows the 'Schedule Management' dialog box with the 'Activity Log' tab selected. The dialog has a title bar with a close button. Inside, there are two tabs: 'Process Scheduling' and 'Activity Log'. The 'Activity Log' tab displays a table with the following columns: Name, Scheduled Item, Action, Workstation, and Instance. A single row is visible, showing 'Parse Format : AP - Purch...' as the Name, 'AP - Purchase Ord...' as the Scheduled Item, 'Parse Format' as the Action, and 'DOCm010584 (AUTO)' as the Workstation. To the right of the table are buttons for 'Run Now', 'Suspend', and 'Remove'. Below these buttons is a checkbox labeled 'Hide other process types' which is checked. Below the table is a horizontal scrollbar. Below the table area are two sub-tabs: 'Schedule Configuration' and 'Processing Options'. The 'Schedule Configuration' sub-tab shows a 'Name' field with 'Parse Format : AP - Purchase Orders', a 'Processing Workstation' dropdown menu set to 'DOCm010584 (AUTO)', a 'Schedule Template' dropdown menu set to 'Weekends', and a 'Weekly' section with a grid of days (Sun, Mon, Tue, Wed, Thu, Fri, Sat) where Sunday and Saturday are selected. The 'Processing Options' sub-tab shows a 'Default Daily Schedule' section with a 'Time Range' dropdown, 'Start Time' set to '8:00 AM', and 'End Time' set to '5:00 PM'. The 'Processing Frequency' section has three radio buttons: 'Once then Suspend', 'Once per Day' (which is selected), and 'Once Every' followed by a 'Minutes' input field. At the bottom of the dialog are 'OK', 'Cancel', and 'Apply' buttons.

- 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.

- 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 box, 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

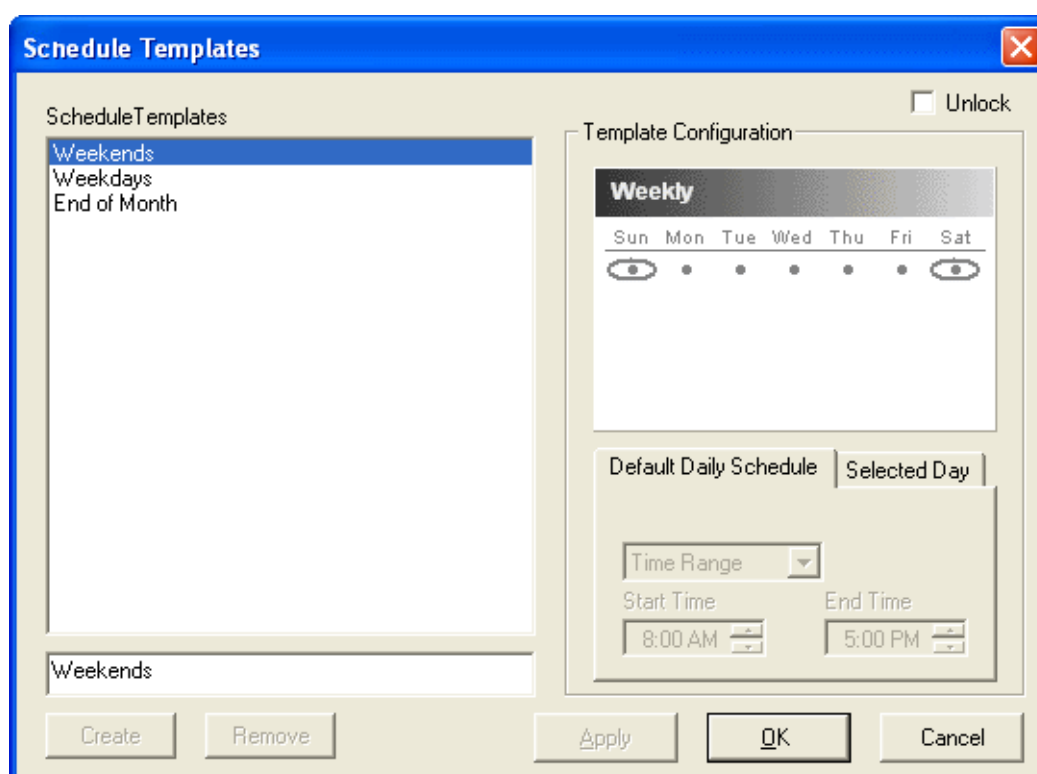
Creating Schedule Templates

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

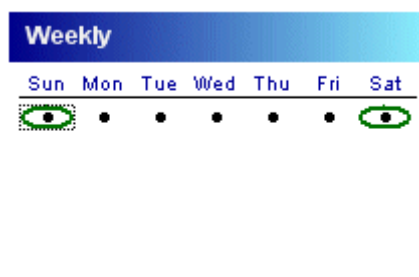
The calendar is used to select the day(s) on which a scheduled process should be run.

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 screenshot shows the 'Default Daily Schedule' tab selected. A dropdown menu is set to 'Time Range'. Below it, there are two time selection boxes: 'Start Time' set to 8:00 AM and 'End Time' set to 7:59 AM.

The screenshot shows the 'Default Daily Schedule' tab selected. A dropdown menu is set to 'Specific Time'. Below it, there is a single time selection box labeled 'Time' set to 8:00 AM.

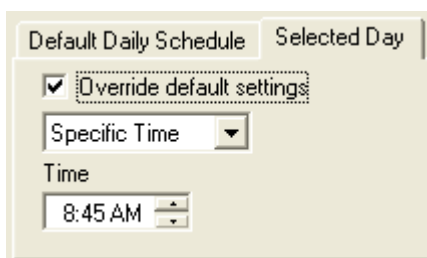
The drop-down list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is 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 screenshot shows the 'Selected Day' tab selected. The 'Override default settings' checkbox is checked. A dropdown menu is set to 'Time Range'. Below it, there are two time selection boxes: 'Start Time' set to 8:45 AM and 'End Time' set to 5:00 PM.

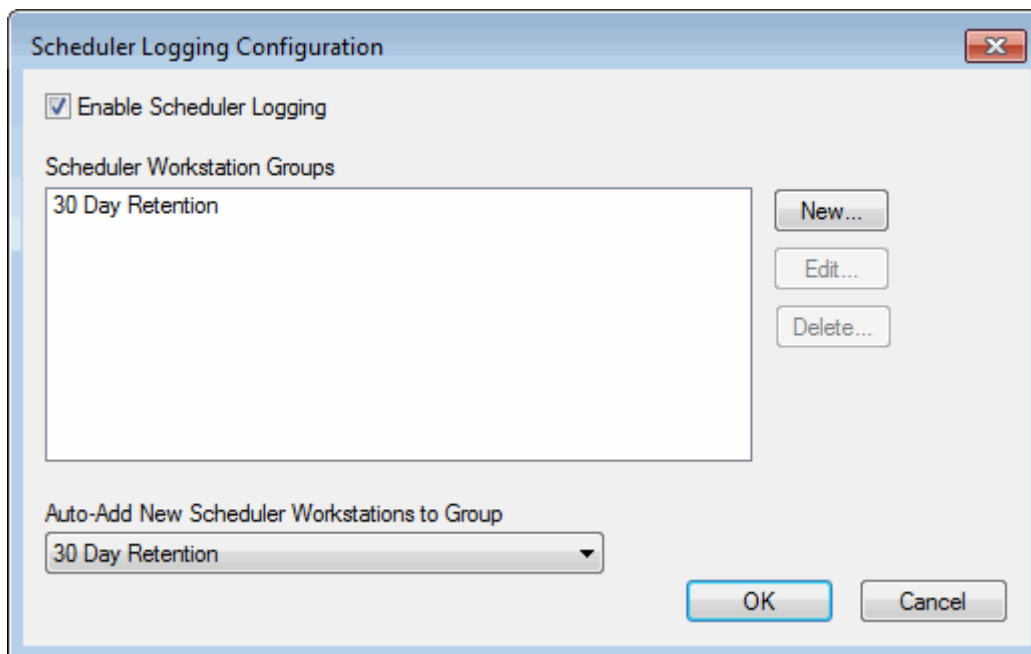


The drop-down list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is 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 box, available from the OnBase Client under **Processing | Scheduler | Logging Configuration**.



Note: This dialog box 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:

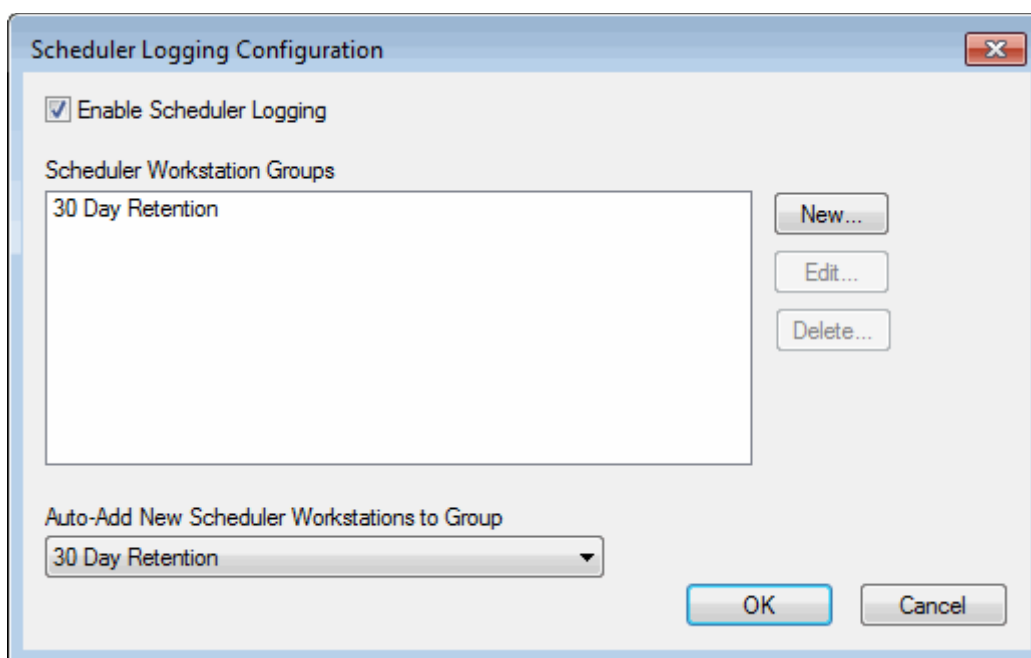
- See [Creating a Scheduler Workstation Group on page 185](#) for more information on creating a new scheduler workstation group.
- See [Editing a Scheduler Workstation Group on page 188](#) for more information on editing a scheduler workstation group.
- See [Deleting a Scheduler Workstation Group on page 191](#) 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 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 box is displayed.



- Click **New**. The **Scheduler Logging Workstation Group** dialog box is displayed.

Scheduler Logging Workstation Group

Workstation Group Name

Detail Level

<none>

Log Retention Settings

☒ Remove Log Entries After Retention Period: 0 days

☐ Retain Processing Summary After Retention Period

☐ Never Remove Logs Containing Processing Errors

☐ Treat Warnings as Errors

Available Workstations

SRVm006291 (AUTO)

Assigned Workstations

☒ Display Only Workstations with Scheduled Processes

OK Cancel

- Type a name for the scheduler workstation group in the **Workstation Group Name** field.
- 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.
- Select the desired amount of data to be logged from the **Detail Level** drop-down 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	<p>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.</p> <hr/> <p>Note: This option is only available if the Never Remove Logs Containing Processing Errors option is selected.</p> <hr/>

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.

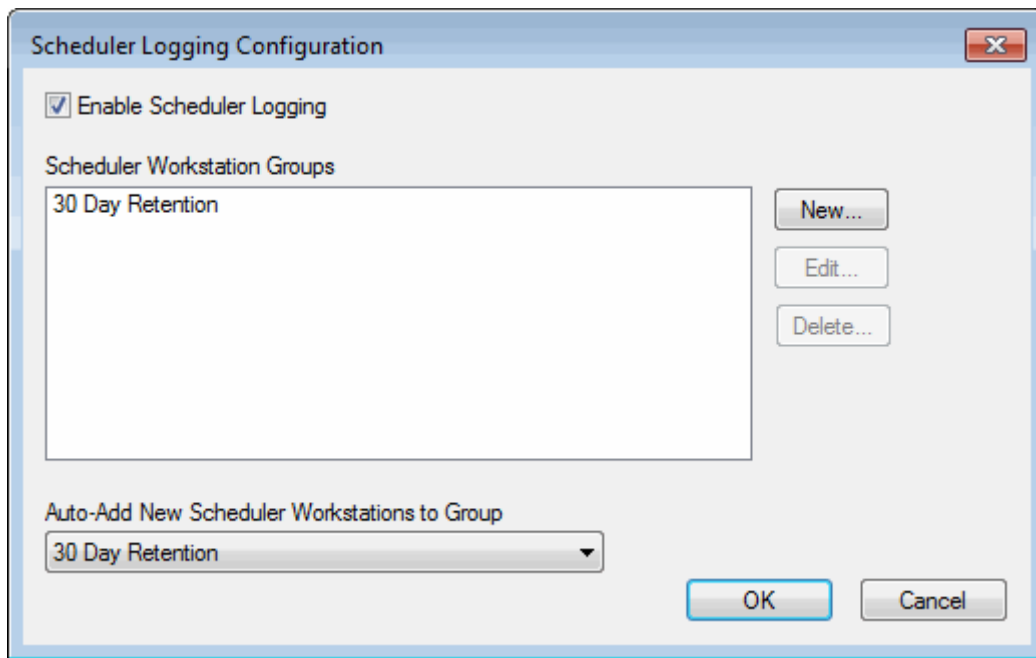
Tip: You can select the **Display Only Workstations with Scheduled Processes** option to limit the list of **Available Workstations** to those workstations that have scheduled processes assigned to them.

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 box 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 box is displayed.

The dialog box is titled "Scheduler Logging Workstation Group" and contains the following elements:

- Workstation Group Name:** A text field containing "30 Day Retention".
- Enable Logging for Group:** A checked checkbox.
- Detail Level:** A dropdown menu showing "Errors, Warnings, and Processing Information".
- Log Retention Settings:** A group box containing:
 - ☒ Remove Log Entries After Retention Period: 30 days
 - ☐ Retain Processing Summary After Retention Period
 - ☐ Never Remove Logs Containing Processing Errors
 - ☐ Treat Warnings as Errors
- Available Workstations:** A list box containing:
 - DOCm010584 (AUTO)
 - DOCm012604 (AUTO)
 - SRVm006291 (AUTO)
- Assigned Workstations:** A list box containing:
 - DOCm010584 (AUTO)
- Transfer buttons: ">>" and "<<".
- Display Only Workstations with Scheduled Processes:** An unchecked checkbox.
- Buttons:** "OK" and "Cancel".

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.
Detail Level	The Detail Level drop-down 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	<p>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.</p> <hr/> <p>Note: This option is only available if the Never Remove Logs Containing Processing Errors option is selected.</p> <hr/>
Available Workstations/Assigned Workstations	<p>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.</p> <p>The Assigned Workstations list contains all workstations that have been assigned to this scheduler workstation group.</p>

Option	Description
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.

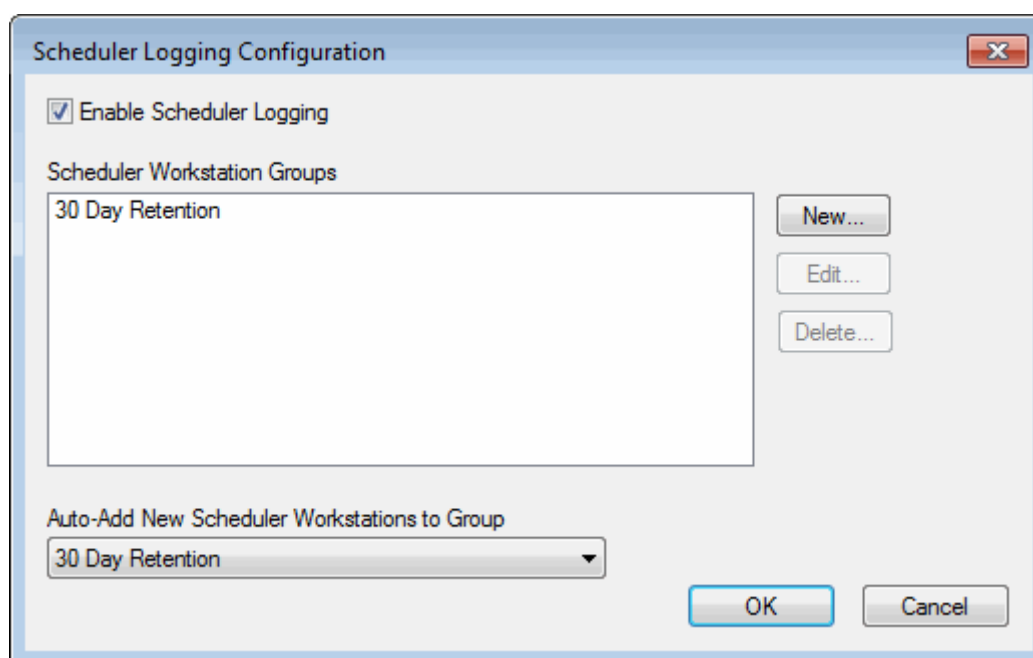
Note: After making a change to any of the options under **Log Retention Settings**, previously retained logs are rechecked to verify that they conform with the new settings. Logs which do not will be removed. For example, if you had previously configured the scheduler workstation group to **Retain Processing Summary After Retention Period** and then deselect that option, existing processing summaries older than the retention period will be removed.

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 box is displayed.



2. Select a scheduler workstation group and click **Delete**. A confirmation dialog box 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.

The **Schedule Management** window is divided into two main tabs: **Process Scheduling** and **Activity Log**. The **Process Scheduling** tab is active, displaying a table of scheduled items.

Name	Scheduled Item	Action	Workstation	Instance
Parse Format : A...	AP - Purchase Ord...	Parse Format	DOCm010584 (AUTO)	
Automatic co...	AP - Purchase ...	Automatic c...	DOCm010584 (AUTO)	

On the right side of the table, there are buttons for **Run Now**, **Suspend**, and **Remove**. Below these buttons is a checkbox labeled **Hide other process types**, which is currently checked.

The **Schedule Configuration** tab is also visible, showing various settings:

- Name:** Parse Format : AP - Purchase Orders
- Processing Workstation:** DOCm010584 (AUTO)
- Schedule Template:** Weekends
- Specific Processing Instance:** (empty field)
- Weekly:** A calendar view showing days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) with radio buttons for scheduling. Sun and Sat are selected.
- Default Daily Schedule:** A sub-tab showing a **Time Range** dropdown, **Start Time** (8:00 AM), and **End Time** (5:00 PM).
- Processing Frequency:** Radio buttons for **Once then Suspend**, **Once per Day** (selected), and **Once Every** (with a blank field for minutes).

At the bottom of the window are buttons for **OK**, **Cancel**, and **Apply**.

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 following are considered best practices for COLD:

Usage

The following best practices should be considered when performing processing:

Use a Dedicated Processing Workstation

It is considered a best practice to use a dedicated processing workstation or server to run your processes. No processes should ever be run from your OnBase database server.

In addition, all processes should be run on a local installation of OnBase on the local processing workstation, not an installation of OnBase accessed via a UNC path.

Use Unique Accounts for Processing

It is considered a best practice to configure a unique Windows user account as well as a unique OnBase user account to perform all processing.

Name the OnBase Client Executable

When using multiple OnBase Clients to perform processing, it is considered a best practice to give a unique name to each of the Client executables.

Run OnBase as a Service

It is considered a best practice to run OnBase as a service when performing scheduled processes instead of only running an instance of the OnBase Client with the **-SCHED** command line switch.

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.

Update Process Tuning Parameters

It is considered a best practice to update your process tuning parameters to improve processing speed. In most configurations, it is recommended to set the following settings:

Document Handle Block Size = 10

System File Name Block Size = 10

Keyword Block Size = 10

Keyset Block Size = 10

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

If one or more processed batches is sent to either the **Incomplete Process** or **Incomplete Commit** queue, it is considered a best practice to discover the source of the error(s), purge the batches residing in these queues, then re-process these batches. Doing so will prevent batches containing errors from residing within 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.

Configure a Document Type for Extraneous Data

It is considered a best practice to configure a Document Type to store all excess information from your processed documents. This will help keep the **SYS-Unidentified Items** Document Type uncluttered, so that any errors can be easily found.

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. It is possible that the unidentified document may have been created by an extra form feed or an extraneous character, but it is also possible the unidentified items may be vital documents.

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 compressed and 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, uncompressed.

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 the 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.

Configuration

The following best practices should be considered when configuring a process format:

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

- For performance reasons, it is considered a best practice to limit the number of import files processed per process; if possible, it is recommended that one import file be processed per process.
However, keep in mind that each file being processed will consume an amount of memory on 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 files before running the process.
- It is considered a best practice to use unique file names when generating an import 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.

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 file prior to configuring the process format.
Running a preprocessor can alter the data in your import 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.
- 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

Compute Page References

- When using Column Indexing, it is considered a best practice to select the Compute Page References option to improve the speed of internal text searches.

Add Documents to Workflow Option

- When using the Core-based OnBase Client interface, it is considered a best practice to always select the **On Commit** option.

- When using the **On Commit** option, it is considered a best practice to schedule commit processes instead of executing commit processes manually.

Document Types

It is considered a best practice to keep the number of OnBase Document Types assigned to a single process format to a minimum.

The performance of the processor degrades if a large number of Document Types are assigned to the process format because each document will have to be evaluated against the ID strings configured for all Document Types assigned to the process format.

Document Fields

- It is considered a best practice to keep the number of Keyword Values to be identified by the processor to a minimum.
The performance of the processor degrades if it is expected to identify a large number of Keyword Values per document imported via the processor, and if a large number of unnecessary Keyword Values are identified and stored for each document imported, your OnBase database may grow to be too unwieldy.
Depending on your business needs, it may be best to identify a few Keyword Value on each document that can be used for retrieval purposes, and use internal text searching to search and identify information within the document.
- It is considered a best practice to configure a Common ID string for your process, if possible.
- When configuring an ID string or Tag Keyword for your process format, it is considered a best practice to copy and paste the text string directly from the import file.
- When configuring a process format for a Document Type that you know will routinely be used for internal text searches, it is considered a best practice to configure Column Indexes to increase the performance of your solution by reducing the search area of the document.

Note: Document Types that will be used in conjunction with Column Indexing require additional configuration.

Overlays

It is considered a best practice to configure overlays that do not significantly inhibit your system's performance. System performance can be improved by:

- Using black and white overlays instead of color overlays. If color is required, you should save the image with the smallest color depth possible.
- Decreasing the file size of your overlays (for example, decrease the image's DPI and resolution).
- Storing your overlay images using compression.

Note: Compressed images will be decompressed when being viewed as an overlay on a document. The image's file size will be significantly larger when decompressed.

Audit the Root Directory

It is considered a best practice to audit your root directory before attempting to configure a COLD process. It is easier and quicker to configure a COLD process format to process a root directory that is well organized and uses consistent naming conventions. Third-party tools such as Windows Directory Statistics can be used to help audit and reorganize the root directory.

Test all New Process Formats

After configuring a process format, you should manually run the process with the **Test Only** check box selected to ensure the process format was configured correctly and that no errors were identified. This will ensure that no incorrectly-configured documents are accidentally imported into your OnBase solution.

Advanced COLD - the ArchiveThreads INI Setting

When using Advanced COLD, it is considered a best practice to set the **ArchiveThreads** setting to a value that is the same as the number of processing cores you have available. This setting can be found in the onbase32.ini file.

Configuring Continuation

It is considered a best practice to configure only a single type of continuation. Do not configure a continuation number and a continuation string for a single COLD process.

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.

APPENDIX: USING THE PCL PRINTSET PROCESSOR

Overview

The PCL Printset Processor is an additional processor that allows you to process and store PCL Printset statements in your OnBase system.

Licensing

Workstations performing Printset Processing require a Printset Processor Workstation License, in addition to one of the following licenses:

- COLD-Only Multi-User Server
- COLD-Only Concurrent Client

Usage

Just like normal COLD processing, PCL Printset processing takes place in the Client module. For more information on running a process, see [Usage on page 223](#).

Printset Processor Configuration

The Printset processor can be used to process PCL Printset files. Files to be processed should conform to the following standards:

Field Name	Offset in PRINTSET Record	Field Length
Print Control	0	1
PRINTSET Marker	1	9
Customer Number	10	16
OMR Marker	26	12
Filler	38	1
Print Destination	39	1
Statement Sequence	40	6

Field Name	Offset in PRINTSET Record	Field Length
Post Net	46	11
Filler	57	1
Account Number	58	16
EOD	74	2
From Date	76	8
To Date	84	8
Name	92	40
Institution	132	4
ABA	136	20
Intelligent Mailer Bar Code	157	65

The Printset processor stores the various **Field Names** as Keyword Values in OnBase.

If desired, you can also associate an association file with the Printset process. In this file, each line must be exactly thirty-three characters long - the first 16 characters consist of the primary account number, the second 16 characters consist of the secondary account number, and the final character is a line feed. Any additional accounts that should be associated with a specific primary account number must be entered as a separate line using the same order as above.

Configuration

Before configuring your Printset processor in the Configuration module, you must configure the required Document Type and Keyword Types.

Required Keyword Types

The following Keyword Types must be configured:

Keyword Type	Description
Customer Number	This Keyword Type should be configured as an Alphanumeric Keyword Type 16 characters long.
Account Number	This Keyword Type should be configured as an Alphanumeric Keyword Type 16 characters long.

Keyword Type	Description
Name	This Keyword Type should be configured as an Alphanumeric Keyword Type 40 characters long.
From Date	This Keyword Type should be configured as a Date Keyword Type using MM/DD/YY format.
To Date	This Keyword Type should be configured as a Date Keyword Type using MM/DD/YY format.
OMR Marker	This Keyword Type should be configured as an Alphanumeric Keyword Type 12 characters long.
Postnet Bar Code	This Keyword Type should be configured as an Alphanumeric Keyword Type 12 characters long.
Institution	This Keyword Type should be configured as an Alphanumeric Keyword Type 4 characters long.
Statement Sequence	This Keyword Type should be configured as a Numeric Keyword Type 6 characters long.
EOD	This Keyword Type should be configured as an Alphanumeric Keyword Type 2 characters long.
ABA	This Keyword Type should be configured as a Numeric Keyword Type 20 characters long.
Intelligent Mailer Bar Code	This Keyword Type should be configured as an Alphanumeric Keyword Type 65 characters long.

Required Document Type

The following Document Type must be configured:

Document Type	Description
Printset Check Statement	<p>This Document Type should be configured with a Default File Format of PCL Filter. This Document Type should also be configured with the following Keyword Types:</p> <ul style="list-style-type: none"> • Customer Number • Account Number • Name • From Date • To Date • OMR Marker • Postnet Bar Code • Institution • Statement Sequence • EOD • ABA

INI File

You must add a new section to the **[DMS].ini** file (where **[DMS]** represents the file name). This new section should be labeled **[PrintSetParse]**, and should contain the following entries:

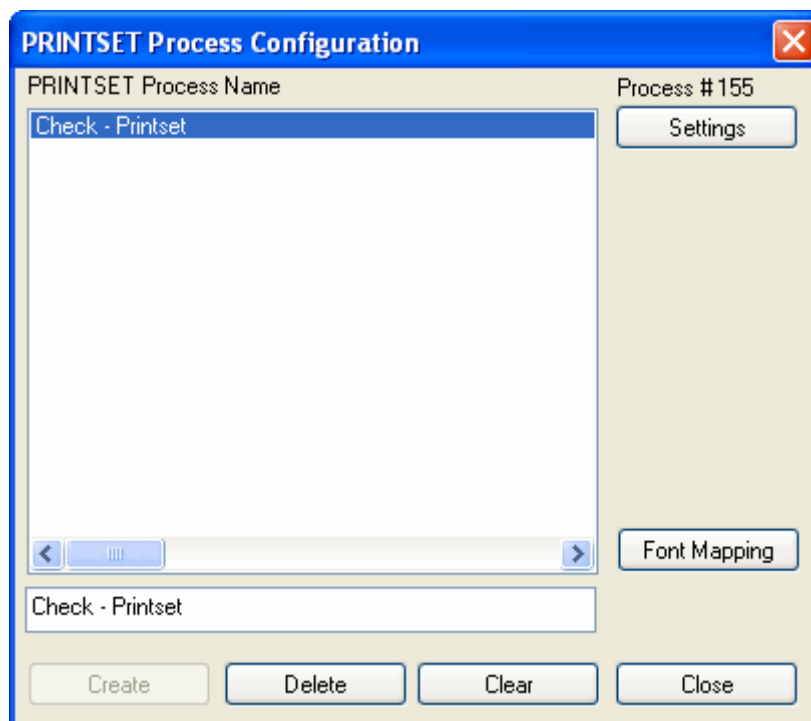
Item	Keyword Type Number
KwCustomerNumber=< >	This entry should be set to the Keyword Type Number of the Customer Number Keyword Type.
KwAcctnNumber=< >	This entry should be set to the Keyword Type Number of the Account Number Keyword Type.
KwFromDate=< >	This entry should be set to the Keyword Type Number of the From Date Keyword Type.
KwToDate=< >	This entry should be set to the Keyword Type Number of the To Date Keyword Type.
KwName=< >	This entry should be set to the Keyword Type Number of the Name Keyword Type.
KwPostNet=< >	This entry should be set to the Keyword Type Number of the Postnet Bar Code Keyword Type.

Item	Keyword Type Number
KwOMR=< >	This entry should be set to the Keyword Type Number of the OMR Marker Keyword Type.
KwInstitutionNumber=< >	This entry should be set to the Keyword Type Number of the Institution Keyword Type.
KwStatementSequence=< >	This entry should be set to the Keyword Type Number of the Statement Sequence Keyword Type.
KwABA=< >	This entry should be set to the Keyword Type Number of the ABA Keyword Type.
KwIntelligentMailerBarcode=< >	This entry should be set to the Keyword Type Number of the Intelligent Mailer Bar Code Keyword Type.

Process Configuration

To configure a Printset process:

1. In the Configuration module, select **Import | Filtered COLD | PRINTSET Records**. The **PRINTSET Process Configuration** dialog box is displayed.



2. Type the name of a new format in the data entry field and click **Create**. Alternatively, select an existing Printset process format to work with from the **PRINTSET Process Name** list.

- Once the process format is created or selected, work with the buttons on the right side of the dialog box to further configure the process format. For a new format, it is advisable to start with **Settings** and then perform any required **Font Mapping**. For more information, see [Process Settings Configuration on page 205](#) and [Font Mapping in PCL on page 65](#).

Each time the Printset processor's configuration is changed, those changes are immediately available in the Client module. The following two exceptions apply:

- If a new Document Type is added, the Client module must be re-launched to see the change.
- The Printset queue will need to be closed and re-opened to see any changes.

Note: The **Delete** button can be used to remove a Printset process from this dialog box, resulting in its removal from the **Printset Queue** window as well.

- When all configuration parameters have been defined, click **Close**.

Process Settings Configuration

The **Process Settings For: <Process 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 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**.

- In the Configuration module, select **Import | Filtered COLD | PRINTSET Records**. The **PRINTSET Process Configuration** dialog box is displayed.
- Select the format to be configured and click **Settings**. The **Process Settings For: <Process Name>** dialog box is displayed.

Process Settings For: Check - Printset

Processing Options Advanced Association

Download and Process

Default Directory

Default File Name

Download Protocol

☒ No Download (FTP Server\Port\FTP download path/)

☐ FTP Download

☐ Socket Download Socket Number

☐ Socket Direct

☐ Tape Drive Tape Name

Preprocess Options

☐ Preprocess Preprocessor ☐ Backup Path Backup Path

Disk Group

Language Conversion

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**.

Note: FTP processing is only functional for the following modules: EDI 835, EDI 837, AFP Input Filter, some Check Import Processes, the NSF Return Process (Check21), COLD/ERM, Document Import Processor, HL7, Keyword Updater, PCL Input Filter, Physical Records Management, and XML Index Document Import Processor.

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 sections 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	<p>Enter the directory for the import file. 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.</p> <hr/> <p>Note: The Default Directory path and filename must be 60 characters or fewer.</p> <hr/> <p>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.</p> <hr/> <p>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.</p> <p>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. The Printset processor 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:</p> <pre>\\ftp:\name@domain.net:<password>\\ftpserver\21\ftpdirectory\</pre> <p>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.</p> <hr/> <p>Note: Depending on the FTP server you are connecting to, the syntax of your FTP server's URL may be different.</p> <hr/> <p>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.</p> <hr/> <p>After selecting Save & Close, your password is replaced by <pwd> for security purposes.</p> <hr/> <p>Note: The password will need to be re-entered whenever changes are made to the Default Directory.</p> <hr/>

Download & Process Option	Description
Default File Name	<p>Enter the import file name or use the Browse button to navigate to the file. The Default File Name can use the ? and * wildcards to specify multiple files. For example, *.* processes all files in the directory. When the Browse button is used, the Default Directory and Default File Name fields are both populated when a file is selected.</p> <hr/> <p>Note: Ensure the import file contains either continuation or form feeds.</p> <p>If a file contains form feeds, all configuration parameters should be based on using form feeds as the beginning of a page. For example, the Lines per page View/Print setting (Document Type Settings dialog box) should correlate to the boundaries of the form feed. Otherwise, ID String/Keyword Type settings will not be processed correctly.</p> <p>Files should also be properly terminated by an end-of-file marker.</p> <hr/> <p>Note: Default File Name must be 60 characters or fewer.</p> <hr/> <p>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.</p>

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	<p>Select if you do not download the files you will process (i.e., the files are accessible locally on your computer, LAN or WAN).</p> <p>This option is selected by default.</p> <hr/> <p>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.</p> <hr/>

Download Protocol Option	Description
FTP Download	<p>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.</p> <hr/> <p>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:</p> <p>FTP Server\ :Port\\FTP Download Path\</p> <p>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 the Printset Processor.</p> <hr/> <p>Note: Depending on the FTP server you are connecting to, the syntax of your FTP server's URL may be different.</p> <hr/> <p>Tip: The port is normally 21, but your solution may be different.</p> <hr/> <p>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.</p> <hr/> <ol style="list-style-type: none"> 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. <hr/> <p>Note: Before processing files, the files must be accessible from the workstation.</p> <hr/>
Socket Download	<p>This option can only be used with the Check Image Processing module. See the Check Image Processing documentation for more information.</p>
Socket Direct	<p>This option can only be used with the Check Image Processing module. See the Check Image Processing documentation for more information.</p>
Tape Drive	<p>This option can only be used with the Check Image Processing module. See the Check Image Processing documentation for more information.</p>

Preprocess Options

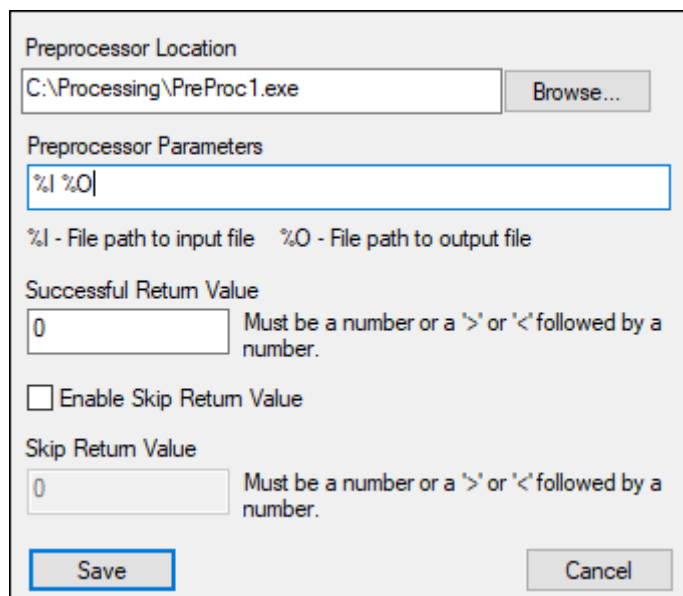
If an import file is formatted in a way that cannot be processed by the Printset processor, a preprocessor can be used to reformat the data so it can be processed. A preprocessor is a separate program used to reformat existing import files using user-defined rules and descriptions to prepare them for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



The Preprocessor Configuration dialog box contains the following fields and controls:

- Preprocessor Location:** A text field containing "C:\Processing\PreProc1.exe" and a "Browse..." button.
- Preprocessor Parameters:** A text field containing "%I %O".
- Legend:** "%I - File path to input file" and "%O - File path to output file".
- Successful Return Value:** A text field containing "0" with a note: "Must be a number or a '>' or '<' followed by a number."
- Enable Skip Return Value:** An unchecked checkbox.
- Skip Return Value:** A text field containing "0" with a note: "Must be a number or a '>' or '<' followed by a number."
- Buttons:** "Save" and "Cancel".

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. 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 processed unless the **Create Unique Subdirectories** option is selected.

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 **Create Unique Subdirectories** 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 as (but different content than) an existing backup file, the file is not processed. Select **Create Unique Subdirectories** to allow import files with the same name to be processed and backed up to unique subdirectories. When this option is selected, a unique subdirectory is created 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**).
 Alternatively, select **Allow Overwrite of Backup** to have import files with the same name as an existing backup file overwrite the old backup. This can be useful if you frequently use import files with the same name and don't want a high volume of unique subdirectories.
 These options also function with FTP backups, if applicable.
5. Click **Save**.

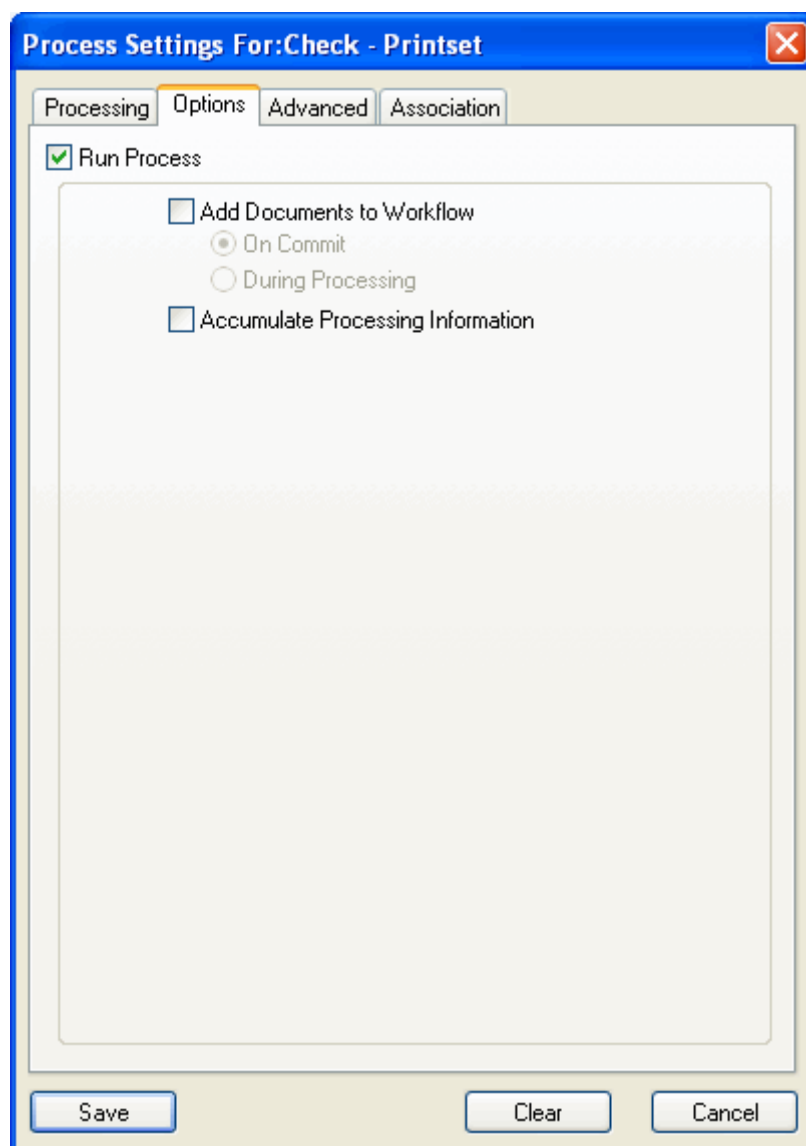
Note: Typically, the Printset processor is run against the data file, with only the Preprocessor Options configured. This results in a "clean" data file that can then be viewed and used to configure the remaining processor configuration parameters.

Other Processing Options

Option	Description
Disk Group	Using the Disk Group drop-down, select the OnBase Disk Group that the documents in the batch are stored in.
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.

The Options Tab

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



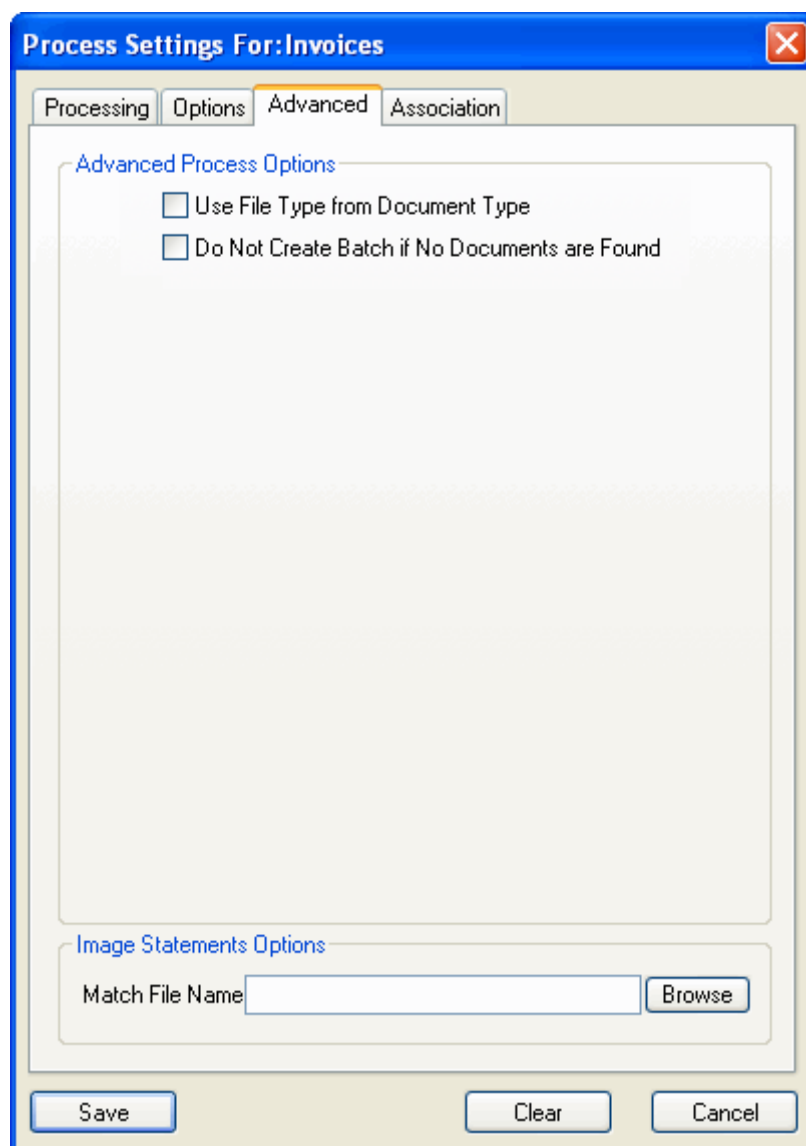
The following options are displayed on the **Options** tab:

Options Tab Option	Description
Run Process	<p>The Run Process check box is selected by default. It must be selected in order to actually process documents. The ability to deselect this option is provided to allow installers or administrators to test formats without saving documents to OnBase.</p> <p>If it is not selected, the Printset process will not import files. 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.</p> <hr/> <p>Note: If an error occurs, the import file is moved to the ERROR_FILES folder even if it is marked as read-only.</p> <hr/>
Add Documents to Workflow	<hr/> <p>Note: To use this option you must be properly licensed for Workflow.</p> <hr/> <p>Note: Documents can only be added to Unity Life Cycles from the Core-based OnBase Client interface.</p> <hr/> <p>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:</p> <ul style="list-style-type: none"> • 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. <hr/> <p>Tip: When using the Core-based OnBase Client interface, it is recommended that you always select On Commit.</p> <hr/> <p>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.</p> <hr/>

Options Tab Option	Description
Accumulate Processing Information	<p>After the Printset process is run, OnBase displays a Verification Report for the process. If you would like to view the combined Verification Reports for several processes, select the Accumulate Processing Information check box. This causes the Verification Report information to be stored in the database and used to generate a daily cumulative report.</p> <p>The Verification Report is stored as a text document in the System Documents Document Type Group, SYS Verification Reports Document Type.</p>

The Advanced Tab

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

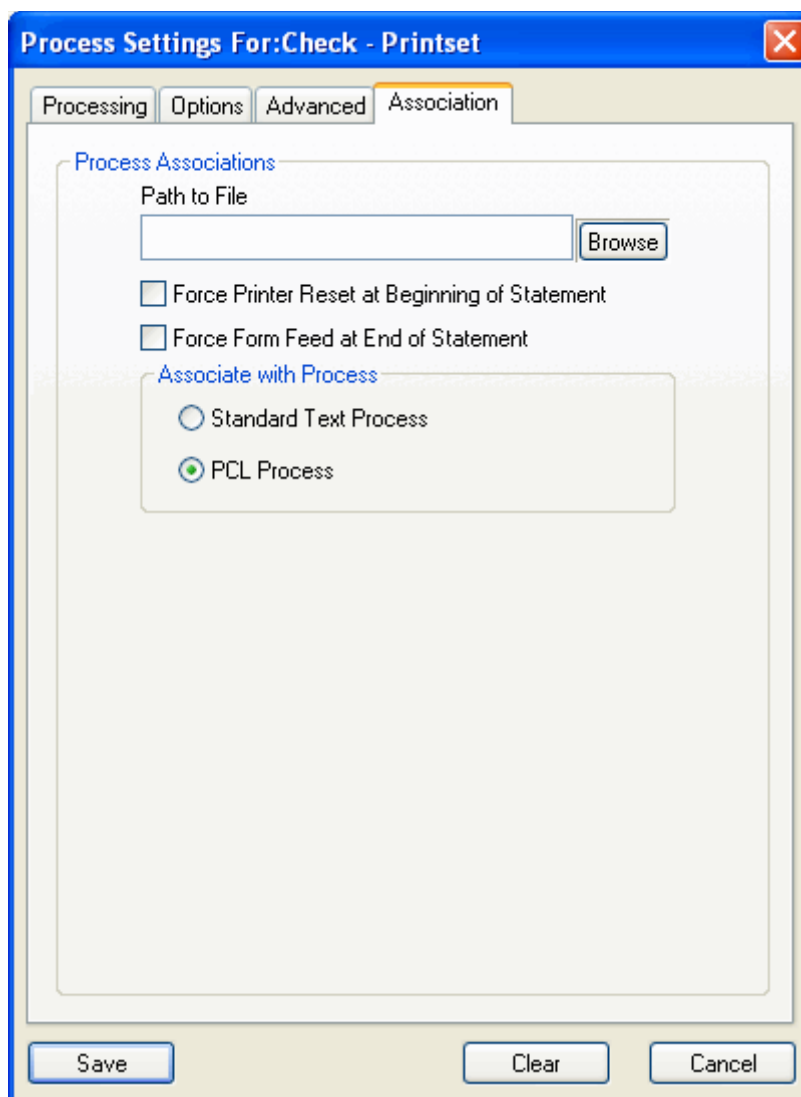


The following options are displayed on the **Advanced** tab:

Advanced Tab Options	Description
Use File Type From Document Type	<p>The file type of imported documents may differ from the default file format associated with the Document Type. The Use File Type from Document Type check box forces OnBase to use the default file format of the Document Type.</p> <p>This is required to use the PCL 2 (Data Stream) file format Viewer Type. The PCL 2 (Data Stream) replaces the PCL Data Stream file format and more closely replicates the output of sending PCL code directly to a printer, including providing a left margin in the output. If Use File Type From Document Type is not selected, the system will use the old PCL Data Stream file format Viewer Type, which is retained for backwards compatibility. This option should also be selected when using a custom file format or a PCL Self Contained file format.</p> <hr/> <p>Note: Unidentified Items will retain the default file type of the Printset process. The file type of the Document Type will not be applied.</p> <hr/>
Do Not Create Batch if No Documents are Found	<p>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.</p>
Match File Name	<hr/> <p>Note: This option is enabled only if your solution is licensed for Image Statements.</p> <hr/> <p>To automatically associate a match file with the documents imported via a Printset process, enter the path to the match file to be used or click Browse and navigate to the file.</p> <p>Wildcard characters are supported. You may use the ? and * characters to specify multiple files.</p> <p>The match file is automatically deleted after the Printset process is run.</p> <p>If no match file path is supplied in the Match File Name field, you may still manually associate a match file with the Printset process at the time the process is run.</p>

The Association Tab

The **Association** tab allows you to associate a specific association file with your Printset process. The association file is a secondary file that may contain additional Keyword Values for a particular account. When the COLD process encounters each new **Account Number** Keyword Value, it checks the configured association file for a matching **Account Number**. If a match is found, the COLD process will import the Keyword Values from the association file that are associated with that **Account Number**.



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

Advanced Tab Options	Description
Path to File	Enter the path to the association file to be used, or click Browse and navigate to the file.

Advanced Tab Options	Description
Force Printer Reset at Beginning of Statement	Select this option to force the Printset Processor to expect a printer reset character at the beginning of each distinct COLD statement. If this option has been selected and a printer reset character is not found at the beginning of a statement, the Printset Processor will not properly process your PCL input file.
Force Form Feed at End of Statement	Select this option to force the Printset Processor to expect a form feed character at the end of each distinct COLD statement. If this option has been selected and a form feed character is not found at the beginning of a statement, the Printset Processor will not properly process your PCL input file.
Associate with Process	<p>Standard Text Process - select this option if the associated process is used to process standard text documents</p> <p>PCL Process - select this option if the associated process is used to process PCL documents</p>



COLD/ERM

User Guide

Usage

COLD processing takes place in the Client module. The first step is to log into the Client as a member of a user group that can perform COLD processing. The workstation you are using must then be registered.

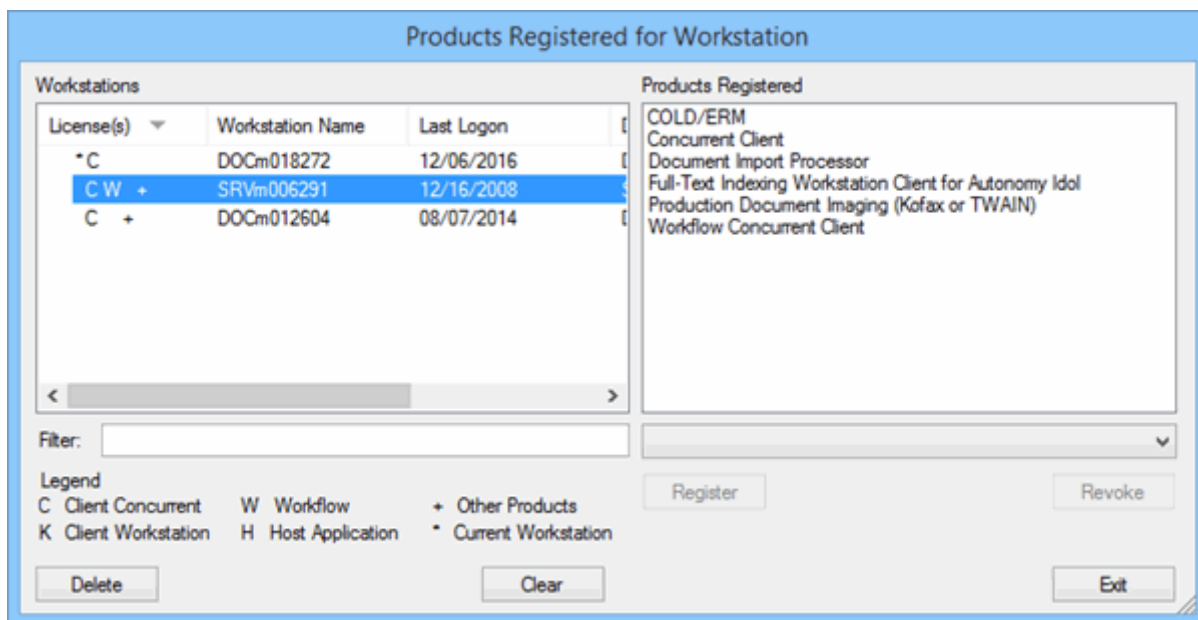
Note: If your solution uses simplified licensing, no workstation registration is required and you can skip directly to processing. See [Initiating Processing on page 229](#).

Registering a Workstation

Tip: It is considered a best practice to register a processing workstation as a Named 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.

To register a workstation to use licensed products:

1. In the OnBase Client, select **Workstation Registration** from the **Admin | User Management** menu. The **Products Registered for Workstation** dialog box is displayed.



The left pane of the dialog box displays a list of the workstations that have, at any time, been logged in to OnBase. The columns in the left pane contain the following information:

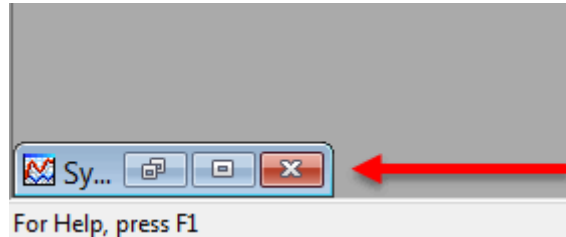
- **License(s):** Displays the symbols of the products registered for that workstation. The legend for the symbols is located below the list of workstations.
 - **Registered:** Displays the name of each workstation that has ever been logged in to OnBase.
 - **Last Logon:** Displays the date that the workstation was last logged on.
 - **Description:** Displays a short description of the individual workstation.
2. Select the workstation to register products for in the left **Workstations** pane. The current workstation is shown at the top of the list and is marked with an asterisk (*).

Tip: To filter the workstations displayed in the left **Workstations** pane, type the first few letters of the **Workstation Name** in the **Filter** field. The list is filtered to show only those workstations with a name that begins with the letters typed.

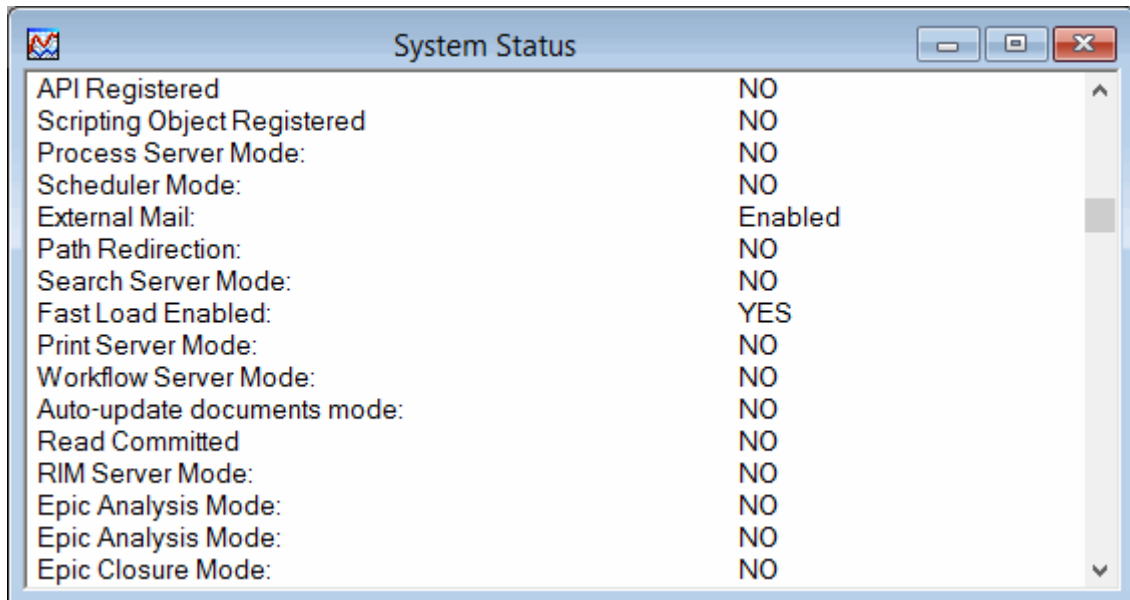
3. Select the license to register from the **Products Registered** drop-down list.
If you are properly licensed for a product and it is not available from the drop-down list, it may be registered on another workstation.
To view the products registered for other workstations and revoke those licenses:
 - a. In the left pane, select the workstation to view the products registered for. A workstation with a **+** in the **License(s)** column is registered for one or more products. The right **Products Registered** pane displays all products registered for the selected workstation.
 - b. Select the product registration to revoke in the right **Products Registered** pane.
 - c. Click **Revoke**.
If the license is not available in the drop-down list and it is not registered to any other workstation, it is possible that the module may not be licensed. Contact your system administrator to help determine the licenses that should be available.
4. After selecting the license to register the selected workstation for, click **Register**.
5. When you have finished registering workstations, click **Exit**.

Verifying and Revoking Workstation Registrations

To view the products registered for the current workstation only, maximize the **System Status** dialog box. The **System Status** dialog box is always available in the main Client window. If it is minimized, it is displayed in the lower left corner of the main Client window.

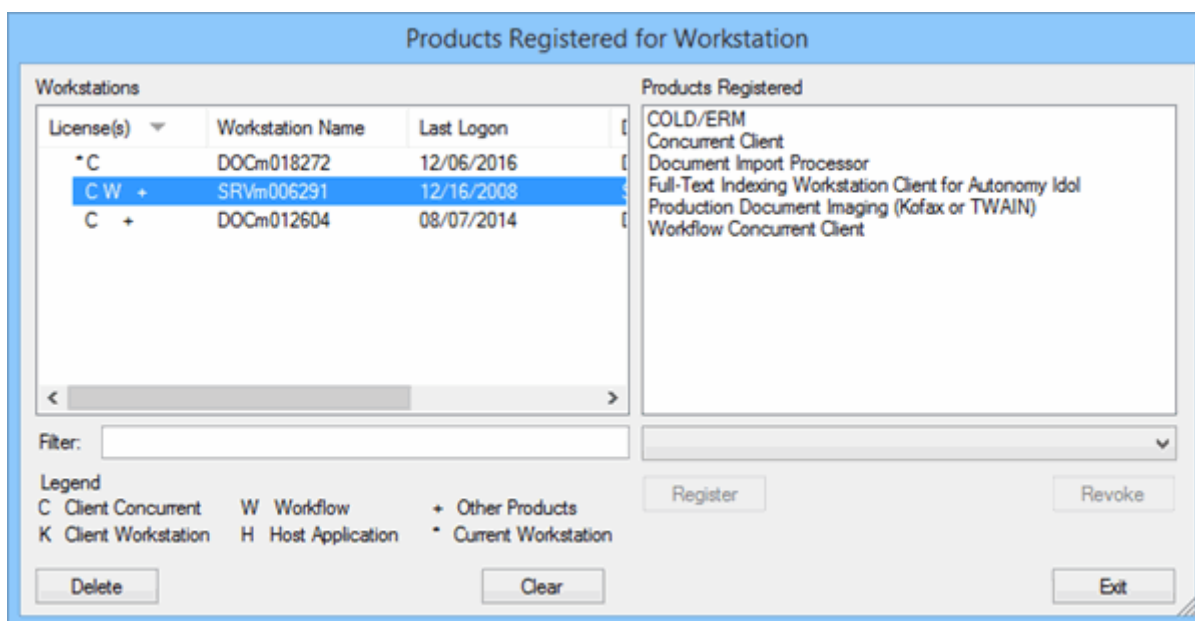


At the bottom of the **System Status** window is a list of all products registered on the workstation and a status message for each.



To view the products registered for any workstations that have logged in to OnBase and revoke product registrations:

1. In the OnBase Client, select **Workstation Registration** from the **Admin | User Management** menu. The **Products Registered for Workstation** dialog box is displayed.



The left pane of the screen displays a list of the workstations that have, at any time, been logged on to OnBase. The current workstation is shown at the top of the list and marked with an asterisk (*).

2. In the left pane, select the workstation to view the products registered for.

Tip: To filter the workstations displayed in the left pane, type the first few letters of the **Workstation Name** in the **Filter** field. The list is filtered to show only those workstations with a name that begins with the letters typed.

The right **Products Registered** pane displays all products registered for the selected workstation.

3. To revoke a product registration, select the product registration to revoke in the right **Products Registered** pane and click **Revoke**.
4. To re-register a workstation, delete the old workstation by selecting it in the left **Workstations** pane and clicking **Delete**. All product rights held by the deleted workstation are returned to the list of available licenses found in the **Products Registered** drop-down list. This forces the user logging on from that workstation to register the workstation the next time they attempt to log on.

Clearing Excess Workstation Registrations

The number of workstations you can register for a given module is dependent upon the number of licenses you have purchased for that module. If you attempt to register a specific module on more workstations than you have licenses for, the excess workstations will be unable to use the module. When a user logs on to a workstation with one or more excess product registrations, a warning will be displayed to inform them what modules will not work on that workstation.

You can remove excess product registrations the same way you would remove a functional product registration. From the **Workstation Registration** dialog box, select the workstation that has excess product registrations.

To filter the workstations displayed in the left pane of the **Workstation Registration** dialog box, type the first few letters of the **Workstation Name** in the **Filter** field. The list is filtered to show only those workstations with a name that begins with the letters typed.

Any products that are registered in excess of the licensing limit will contain the **[Excess Registration]** string. Select the necessary products and click **Revoke** to remove the excess registration from the workstation.

To re-register a workstation, delete the old workstation by selecting it in the left **Workstations** pane and clicking **Delete**. All product rights held by the deleted workstation are returned to the list of available licenses found in the **Products Registered** drop-down list. This forces the user logging on from that workstation to register the workstation the next time they attempt to log on.

Workstation Cleanup

At some point, it may be necessary to delete workstations from the list in the **Products Registered for Workstation** dialog box. This may be necessary if there are many workstations on the list that are no longer accessing OnBase. One method of cleanup is to delete all of them and allow the list to regenerate as workstations are logged back on to OnBase. Alternatively, you can select the desired workstations and delete them in groups. If workstations are deleted inadvertently, they will be added back when the workstation is logged onto OnBase. If the current workstation is selected, an error message is displayed and it is not removed from the list.

To delete a workstation from the **Products Registered for Workstation**:

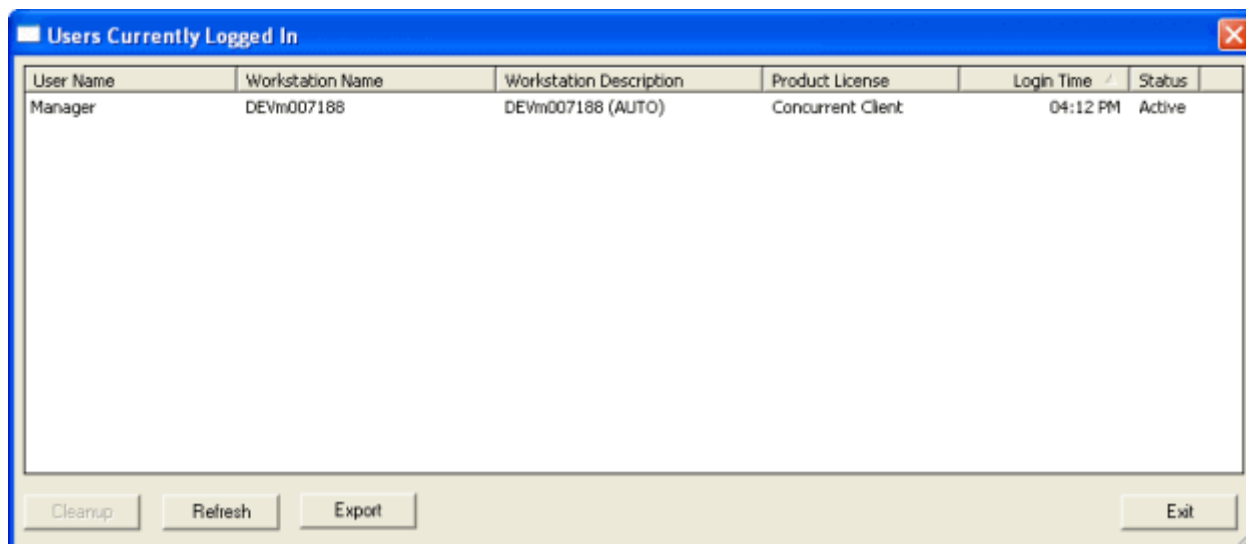
1. From the OnBase Client, click **Admin | User Management | Workstation Registration**. The **Products Registered for Workstation** dialog box is displayed.
2. The left side of the dialog box contains four sortable columns. The **Last Logon** column allows the user to delete all workstations that have not been logged on to OnBase during a specified period of time.
3. Select the desired workstations and click the **Delete** button.
4. Select **Exit** when finished.

View Current Users

View Current Users allows a user to view information about other OnBase users, including the time a user logged onto the system and the type of license being consumed by that user's workstation.

User entries can be removed, or cleaned up, from the **Users Currently Logged In** dialog box provided that the user is not trying to remove his or her own session and the session being cleaned up is not displaying an **Active** status.

To view current user information, select **Admin | User Management | View Current Users**. The **Users Currently Logged In** dialog box is displayed.



Initiating Processing

COLD data files can be brought into OnBase using either of the following methods:

- Initiating a COLD Process Format (**COLD Process** queue)
- Initiating a Process Job (**Process Job** queue)

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

File Formats According to Process

Process	File Format
COLD	Text Report Format
DIP	Image File Format
PCL	PCL Data Stream
DJDE	Text Report Format
AFP	AFP Document
Tagged Import Processor	XML
EDI 835	XML
EDI 837	XML
PDF	PDF Document

COLD Process Formats

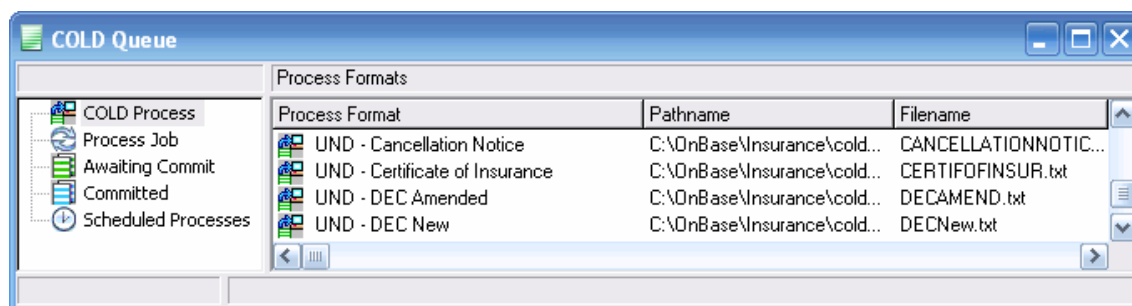
One method for importing a COLD file uses previously configured COLD Process Formats to process the COLD file into OnBase. The COLD Process Formats should be used when there is more than an occasional file to import.

COLD Process Formats can be initiated in one of three ways:

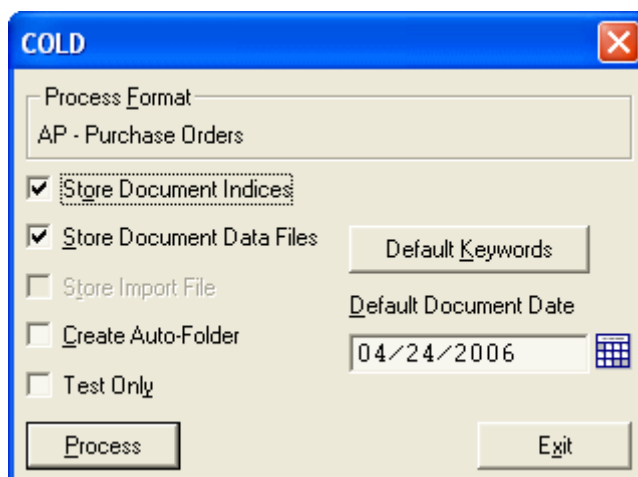
- [Initiating a COLD Process Format Manually on page 230](#)
- [Initiating a Process Job Manually on page 233](#)
- Scheduling of a COLD Process Format or Job

Initiating a COLD Process Format Manually

1. In the Client module, select **Processing | COLD/ERM**. The **COLD Queue** window is displayed.



2. Select the **COLD Process** queue.
3. Within the **COLD Process** queue, select the desired Process Format name.
4. Right-click on the Process Format name and select **COLD Processor**. The **COLD** dialog box is displayed.

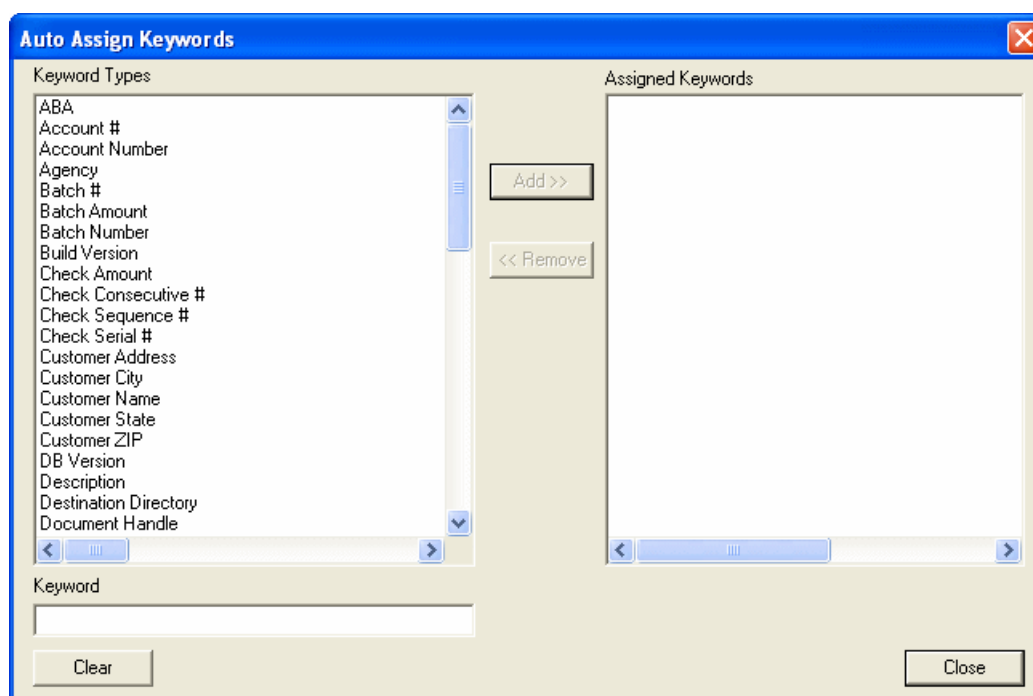


The options specified at this dialog box control the way data is processed and archived into the database. The options are explained in the table below.

Process Format Option	Description
Store Document Indices	Stores the processed documents in the database, along with their Keyword Values and document name. This option is enabled by default.
Store Document Data Files	Moves the data file to the configured Disk Group at the completion of processing. This option is enabled by default. This option must be selected for COLD processing to occur.
Store Import File	This option is not supported for use with COLD.

Process Format Option	Description
Create Auto Folder	Stores the files in the auto folder currently assigned to the Document Type, as the files are processed. Note: This option is only functional when foldering has been configured. For more information, see the Folders Module Reference Guide or Help file.
Test Only	Processing only occurs in memory, and displays a Verification Report. This option will not create any documents within OnBase, and the processing file is not deleted.
Default Document Date	Allows entry of a date that will store for the documents as the Document Date. This option will override the actual document date, unless pulling from the file.
Default Keywords	Allows for selection of Keyword Types (and associated values) to be added to each document processed, in addition to the Keyword Types detected per the COLD configuration.
Process	Initiates the selected COLD process.

- To add one or more default Keyword Values to each document processed, in addition to the Keyword Values detected by the COLD process, click **Default Keywords**. The **Auto Assign Keywords** dialog box is displayed.



Select a Keyword Type from the **Keyword Types** list and enter a value for it in the **Keyword** field. Click **Add>>** to move the Keyword Type and the value to the **Assigned Keywords** list.

To remove a Keyword Type and its associated value from the **Assigned Keywords** list, select the Keyword Type and click **<<Remove**.

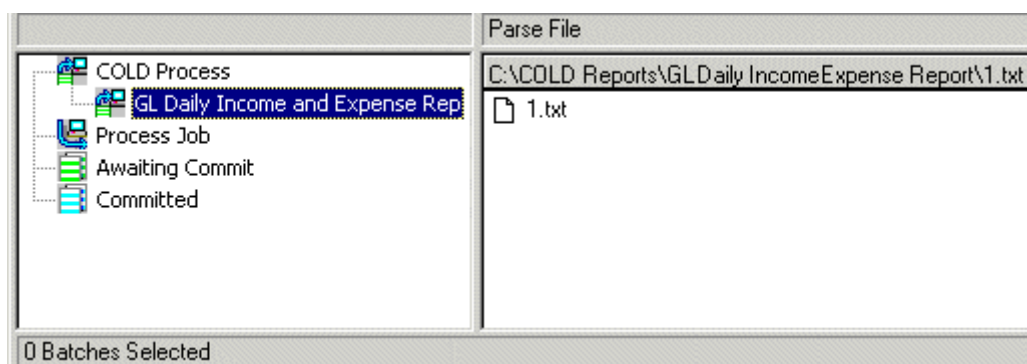
Note: In order for the default Keyword Value(s) to be added to the documents imported by the COLD process, the Keyword Type(s) associated with the value(s) must be assigned to the Document Type.

6. Enter a date in the **Default Document Date** field or click the calendar icon to select a date to assign a default Document Date to all documents imported by the COLD process. This option will override the actual document date, unless pulling from the file.
7. After the desired options are set, click **Process**.
The process will begin, and a status bar will display as the process is completing.
8. The processed batch is placed in one of several data queues, depending upon the success of the process and whether it has been committed. Each queue is explained more fully in the table below.

Queue	Description
COLD Process	Displays the currently configured COLD Process Formats for selection. COLD processing is initiated from this queue.
Process Jobs	Displays the currently configured Process Jobs (configured in any of the import processors). Process jobs are initiated from this queue.
Incomplete Process	Lists all batches that were not successfully processed. This queue is displayed only when processes are incomplete. Batches will be displayed in this queue if an error occurred during the process. For more information on batches in this queue, see Incomplete Process and Incomplete Commit Queues on page 247 .
Awaiting Commit	Lists all the batches that were processed into the database, and are in an uncommitted state. Batches in this queue can be committed or purged from OnBase. This queue will only be displayed if batches are uncommitted.
Incomplete Commit	Lists all the batches that began the commit process, but were not successfully committed. This queue is displayed only when you have processes that are incomplete. Batches will be displayed in this queue if an error occurred during commit. For more information on batches in this queue, see Incomplete Process and Incomplete Commit Queues on page 247 .
Committed	Lists all the batches that were processed and committed. Batches in this queue cannot be purged from OnBase.

Each batch is given a batch number, starting at 101. The batch number is available when viewing a document's **Properties**.

Note: If you double click the Process Format, the **Parse File** pane will display the text file(s) that will be processed. The **Parse File** pane displays all files that will be processed. It will vary based on the process setup and the files that exist in the process directory. If the file(s) to process are not in the directory, nothing will be displayed. (Multiple parse files appear if a wildcard was used to identify the data in the COLD Processor.)



Scheduling a COLD Process Format

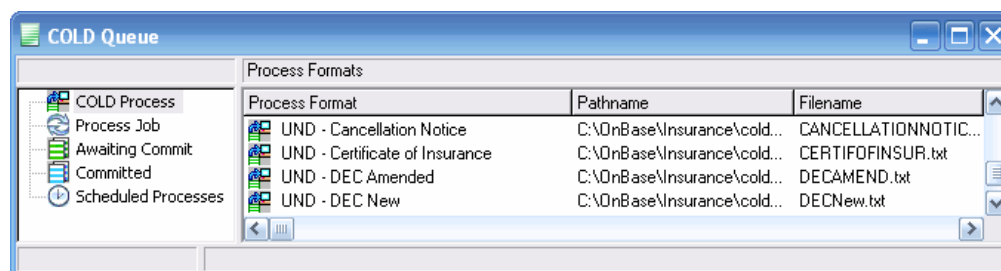
For more information, please refer to [Scheduling on page 145](#).

COLD Process Jobs

A Process Job is one or more Process Formats that have been configured to run sequentially at a specific time. A Process Job does not have to consist exclusively of a single type of Process Format. For example, one process job can be made up of a COLD Process Format and a DIP Process Format, or multiple COLD Process Formats.

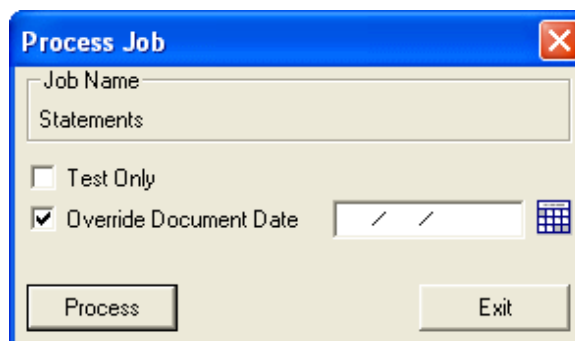
Initiating a Process Job Manually

1. In the Client module, select **Processing | COLD/ERM**. The **COLD Queue** window is displayed.



2. Select the **Process Job** queue.

3. Right-click the desired Process Job and select **Process Job**. The **Process Job** dialog box is displayed.



The options specified at this dialog box control the way data is processed and archived into the database.

Tip: Double-clicking on any Process Job displays the **Processes in Job** window. The **Processes in Job** window displays all currently configured Process Formats in the job. Double-click on a Process Format to view the files currently defined for processing. Each will vary based on the process setup and the files that exist in the process directory. If the file(s) to process aren't in the directory, nothing will be displayed. (For example, multiple jobs appear if a wildcard was used to identify the data for processing.)

4. To enter a Document Date other than the current date, type the desired mm/dd/yyyy in the **Override Document Date** field. If **Test Only** is checked, the Process Job will be run in memory only.
5. Select **Process**.

The processed batch is placed in one of several data queues, depending upon the success of the process and whether it has been committed. Each queue is explained more fully in the table below.

Queue	Description
COLD Process	Displays the currently configured COLD Process Formats for selection. COLD processing is initiated from this queue.
Process Jobs	Displays the currently configured Process Jobs (configured in any of the import processors). Process jobs are initiated from this queue.
Incomplete Process	Lists all batches that were not successfully processed. This queue is displayed only when processes are incomplete. Batches will be displayed in this queue if an error occurred during the process. Batches in this queue should be purged from OnBase. For more information on batches in this queue, see Incomplete Process and Incomplete Commit Queues on page 247 .
Awaiting Commit	Lists all the batches that were processed into the database, and are in an uncommitted state. Batches in this queue can be committed or purged from OnBase. This queue will only be displayed if batches are uncommitted.

Queue	Description
Incomplete Commit	Lists all the batches that began the commit process, but were not successfully committed. This queue is displayed only when you have processes that are incomplete. Batches will show up in this queue if an error occurred during commit. For more information on batches in this queue, see Incomplete Process and Incomplete Commit Queues on page 247 .
Committed	Lists all the batches that were processed and committed. Batches in this queue cannot be purged from OnBase.

Each batch is given a batch number, starting at 101. The batch number is available when viewing a document's Properties.

Scheduling a COLD Process Job

For more information, please refer to [Scheduling on page 145](#).

Processing Batches

When any of the processed data queues in the queue window are selected (**Incomplete Process**, **Awaiting Commit**, **Incomplete Commit**, and **Committed**), the batches associated with those queues are displayed. The following information fields are also displayed for each batch:

- **Batch #** - numeric label associating the batch with its column in the database
- **Batch Name** - name of the associated Process Format
- **Parse Date - Time** - date and time the data was processed
- **Item Date** - default Document Date specified by the user Commit Queues, as well as the Verification Report.

A variety of processing functions can be performed for a batch as it typically moves from an **Awaiting Commit** to **Committed** state. These functions are accessed from a right-click menu at the batch level. The same right-click menu is displayed for a batch in each of these queues, although the availability of each function may vary depending on the queue or type of data in the batch.

Note: The options available at the right-click menu are dependent on your configuration, user group rights, and licensed products.

Performing Batch Processing Functions from the Batch Level

Tip: You can click on any of the headings in the queue (**Incomplete Process**, **Awaiting Commit**, **Incomplete Commit**, and **Committed**) to sort by that heading. For example, click the **Batch #** to sort by ascending numbers. Click again to sort by descending number.

Tip: Default Keyword Types are automatically incorporated in the batch name. They can be used to aid in the identification of the batch in the **Awaiting Commit** and **Commit** queues, as well as the Verification Report.

Functions that apply to the entire batch are available from a right-click menu.

1. Select the queue that contains the batch to be processed. Batch processing functions are available in the **Incomplete Process**, **Awaiting Commit**, **Incomplete Commit**, and **Committed** queues.
Select the batch to be processed and right-click to obtain a list of options.
2. Available options vary depending on your system setup. Select an option to initiate its function.

Perform Batch Processing Functions from the Document Level

You can also perform functions across all of the documents in a batch.

1. Select the queue that contains the batch to be processed. Batch processing functions are available in the **Incomplete Process**, **Awaiting Commit**, **Incomplete Commit**, and **Committed** queues.
2. Select the batch to be processed and double-click to display a list of the documents contained in the batch.
3. Select a document or documents and right-click to obtain a list of options.
4. Available options vary depending on your system setup. Select an option to initiate its function.

Batch Processing Options

A variety of processing functions can be performed for a batch as it typically moves from an **Awaiting Commit** to a **Committed** state.

These functions are accessed via a right-click menu at the batch level. The same right-click menu is displayed for a batch in each of these queues, although the availability of each function may vary depending on the queue, or the type of data in the batch.

This list contains all common right-click processing functions. You may have additional options depending on your processing module.

Note: The options available at the right-click menu are dependent on your configuration, user group rights, and licensed products.

	Availability			
Menu Item	Awaiting Commit	Commit	Incomplete	Description
Commit Selected	X			Initiates the committing of data. Committing copies the documents from the batch into the assigned Disk Group's second (redundant) copy. Once committed, the batch cannot be purged from the Disk Group.
Allow Scheduled Commit	X			Allows the selected batch that contained processing errors to be committed during the next scheduled commit.
View Verification Report	X	X	X	Displays the Verification Report associated with the batch in a separate viewing window.
View Unidentified Items	X	X	X	Displays the documents in the batch that were not identified by any Document Type in a separate viewing window.
Print Selected	X	X	X	Prints all items associated with the batch (e.g., documents, unidentified items and the Verification Report) using the specified printer.
Export Selected	X	X	X	Displays the Export Manager for export of the batch.

	Availability			
Menu Item	Awaiting Commit	Commit	Incomplete	Description
Perform Custom Process	X			Executes a user-defined DLL for the selected batch. The DLL must be named mzbatchprocess.dll and it must exist somewhere in the DOS path (the operating system directory is recommended).
Create List Report	X	X	X	Generates a list report of processing statistics for the batch. The report is stored in the SYS List Contents Reports Document Type.
Create Keyword List	X	X	X	Generates a text file that contains the values of user-specified Keyword Values from selected documents. The text file produced is an ordered file that can be viewed/manipulated by other programs or processed via an AutoFill Keyword Set Processor.
Run Script	X	X	X	Executes a predefined script (created in the Configuration module) on the batch.
View Batch Printing Reports	X	X	X	Generates a report detailing the processing and batch rendering of the statements. Depending on the settings, this report will contain information for every statement that was printed, or it will only contain errors encountered in the rendering process. These reports are stored in the SYS Batch Printing Reports Document Type.

	Availability			
Menu Item	Awaiting Commit	Commit	Incomplete	Description
Extract Index Information	X	X	X	<p>Stores all Keyword Values identified during processing in an index extraction file. (An Index Extraction Format must be pre-configured for use with the file.)</p> <p>An index extraction file (.txt) is generated in the directory location indicated in the Index Extraction Format when the COLD processor is run. The file produced can be used for viewing or used as ordered field values in an Ordered DIP process.</p> <hr/> <p>Note: If there are multiple Keyword Values associated with one Keyword Type, only the first Keyword Value listed will be extracted.</p> <hr/>
Re-Date Batch	X	X	X	<p>Changes the default Document Date stored for the batch and for all documents that reside in the batch.</p> <p>The new date is used as the Document Date (%D2) in the auto-name string.</p>
Clear Selected	X	X	X	Deselects the currently-selected batch.
Select Batch Range	X	X	X	Allows for selective highlighting of multiple batches within the Batch# range of the queue.
Locate Batch	X	X	X	Allows you to search for a batch within the queue. The first batch containing the search string is selected.
Purge Selected	X		X	Removes the batch and all documents, unidentified items and the Verification Report associated with it from OnBase.
Refresh	X	X	X	Redisplays the queue and its contents.

Verifying the Process

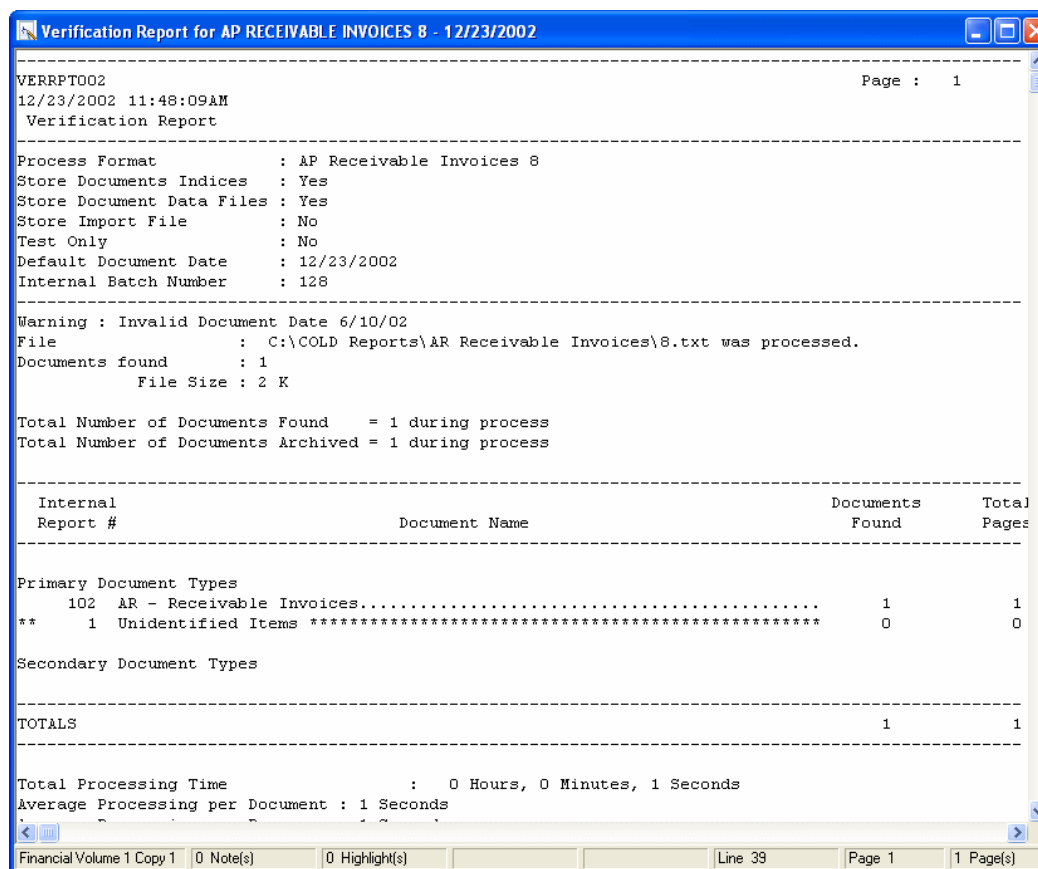
After the process has run, a new batch is displayed in the **Awaiting Commit** queue. This batch must be verified to ensure that the process ran successfully and that no errors were generated. To verify the batch:

1. Select the **Awaiting Commit** queue on the left side. On the right side, select the newly created batch. Right-click and select **View Verification Report**.

Note: When viewing the batch from the **Awaiting Commit** queue, all documents contained in the batch are listed, even those that the user does not have rights to view. However, a user may only work with (i.e., view, view Keyword Values, print, delete, etc.) the documents in the batch that he/she has rights to.

The Verification Report displays information on the process, including what was processed, the length of time, the format run, the documents found, any errors generated, and the total number of pages and documents processed.

It is important to look for any errors that have occurred. Additionally, the number of unidentified documents should be zero. If this is not the case, the unidentified items must be viewed. The process may need to be modified to accommodate these items.



2. Examine the documents.

Once the Verification Report has been viewed, the documents in the batch can also be examined. Double-clicking on the batch will display all the documents in the batch, and double-clicking on a document opens it in the Document Viewer.

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.

3. View the Keyword Values associated with the documents in the batch.

To verify the Keyword Values associated with a document in the batch, right-click on the document and select **Keywords**. The **Add/Modify Keywords** dialog box is displayed; view the Keyword Values displayed in this dialog box to ensure that they match the document.

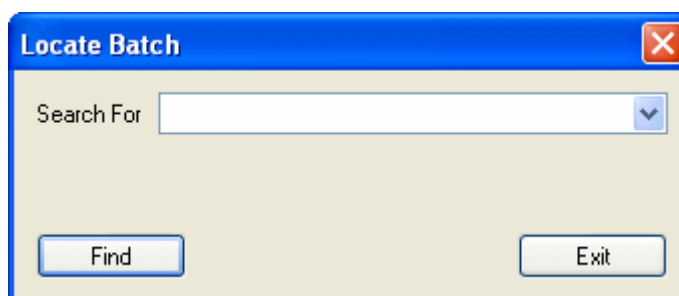
Additionally, depending on the Document Type's configuration, the auto-name string, or the name of the document displayed in the results list, may contain one or more of the Keyword Values associated with the document. If these Keyword Values are missing or are displayed incorrectly, the process may need to be reconfigured.

Locating a Batch

It may be necessary to quickly and easily locate a specific batch in a queue (such as to commit or purge it), and this may be difficult if there is a large number of batches in the queue.

To search for a batch within a queue:

1. Select the queue that the batch resides in (e.g., **Awaiting Commit**, **Committed**, **Incomplete Commit**).
2. Right-click in the **Processed Batches** window and select **Locate Batch**. The **Locate Batch** dialog box is displayed.



3. Enter the text string you wish to search for in the **Search For** field. You can repeat a previous search by selecting a previously-used search string using the **Search For** drop-down.
4. Click **Find**. The first batch in the queue containing the search string in its Batch #, Batch Name, Parse Date or Item Date is selected.

Committing a Batch

Once a batch has been examined and determined to be acceptable, it should be committed.

To commit a batch:

1. Select the **Awaiting Commit** queue.
2. Select the desired batch.
3. Right-click and select **Commit Selected**.

When a batch is committed, it will move to the **Committed** queue. This queue maintains all batches that are in OnBase. Once a batch is committed, it can no longer be purged. Individual documents can be deleted by right-clicking on them in the results list and selecting **Delete**.

Note: Although all documents in the batch are listed, even those that you may not have rights to, you may only delete documents belonging to a Document Type that you have rights to.

Batches in **Awaiting Commit** must be committed or purged; a failure to do so may compromise the integrity of your OnBase solution because uncommitted documents are only stored in the first, mass storage copy of the Disk Group. When a batch is committed, the documents are copied to other copies of the Disk Group copies.

Tip: Prior to upgrading to a later version of OnBase, all batches must be committed.

For more information about purging a batch, see [Purging a Batch on page 243](#).

Purging a Batch

If the process was unsuccessful, the configuration of the process format should be modified and the process run again. Batches that were unsuccessfully processed should be purged. To purge a batch:

1. Select the **Awaiting Commit** queue.
2. Select the desired batch.
3. Right click and select **Purge | Purge Selected**.

All items associated with the batch (e.g., documents, unidentified items and the Verification Report) are permanently deleted from the Disk Group and all database entries for the documents in the batch are removed.

Processing and the Verification Report

Regardless of how COLD processing was initiated, the **Processor Status** bar is displayed, indicating each of the following stages of data processing:

- **Copying/Compressing File.** When a process is initiated, OnBase takes a “snapshot” of the directory indicated in the **Default Directory**. Only those files that were in the directory at that time will be processed. OnBase then copies and compresses the first data file to the OnBase temporary directory. That file is then removed from the original location.
- **Analyzing File.** OnBase reads the file, looking for the beginning of the page. Once the Document Type is determined for that page, OnBase looks for any configured Keyword Values and pulls them from the page. This data is stored in the OnBase database.

Note: The document is first examined for the Common ID, then the ID String, and finally Keyword Values.

- **Copy to Disk Group.** After the Document Type is identified and Keyword Values are found, OnBase continues examining the file. After the entire file has been processed, the data file is copied to the Disk Group assigned to the process and the file is removed from the temporary directory.

If more data files exist in the **Default Directory**, these steps are repeated until all data files have been processed.

After the entire process has been run, the batch will be located in the **Awaiting Commit** queue. Double-clicking on the batch displays all the documents found by the COLD process. While a batch is in the **Awaiting Commit** queue, the data files and index information can be purged from OnBase if any error occurred during the process. Otherwise, it may be committed.

The last document in the batch is the Verification Report. This report should be reviewed for errors and used to determine whether or not the batch should be committed.

The Verification Report provides you with detailed information about the processing, including the total amount of time the batch took to process, the files processed, and the documents found. A Verification Report is generated every time a process is run.

System Administration and Preventive Maintenance

Administration and maintenance of the COLD module consists of the following:

1. Check to make sure batches are being committed on a regular basis.
2. Check to see if there are any incomplete processes or incomplete commits.
3. Run Configuration Reports after any new Disk Groups, Document Type Groups, Document Types or Keyword Types are configured in OnBase for a new COLD process.
4. Periodically, check documents that have been imported via the COLD processor to ensure that the processes are accurate.
5. Check Daily Verification Reports (Accumulate Processing Information).
6. Check Batch History.

Regular Committing of Batches

While documents are in the **Awaiting Commit** queue, they only exist in the first mass storage copy of the Disk Group. If the mass storage copy is stored on a drive that fails and a backup is not available, the documents are lost. Also, every OnBase solution 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, their status is changed to **Committed** in the OnBase database and they are copied to any secondary mass storage and removable copies of the Disk Group.

Tip: It is considered a best practice to commit documents during non-peak hours to avoid a bottleneck when accessing the OnBase database.

After a batch is committed, it is displayed in the **Committed** queue. This queue contains all of the COLD batches processed and committed in OnBase. It will never reach a limit; it simply displays the status of the batches.

Once the batch has been committed, the batch cannot be purged. In order to delete the documents in the batch, double-click the batch to open it, select the desired documents, right-click and select **Delete Selected**.

When viewing a batch in the **Committed** queue, the following right-click options are available:

- **View Verification Report** - Displays the Verification Report for the batch.
- **View Unidentified Items** - Displays a results list with all unidentified documents in the batch.
- **Print Selected** - Prints the documents in the selected batches.
- **Export Selected** - Exports the documents in the highlighted batches.

Note: This option is only available if OnBase is licensed for an export and publishing module. For more information, see the **Export & Publishing** module reference guide.

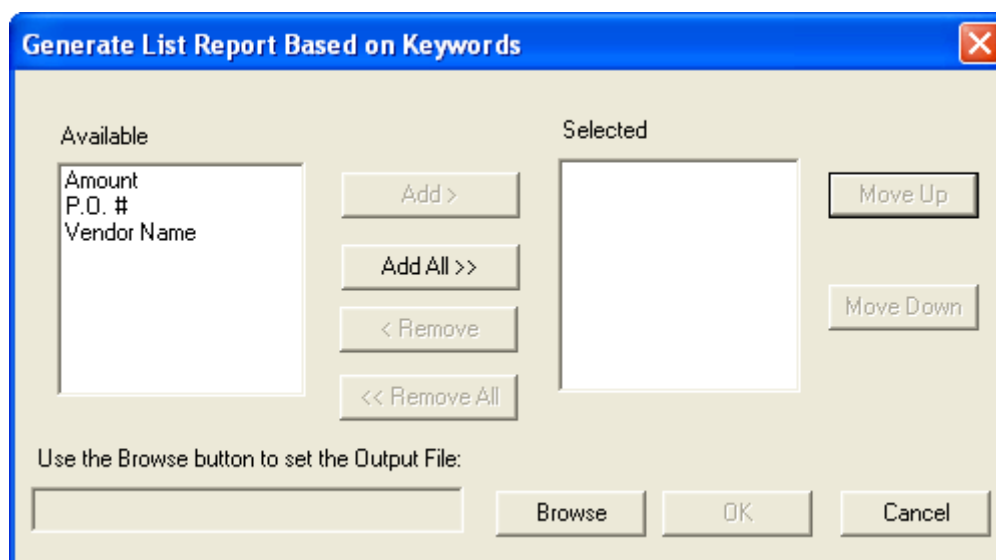
- **Create List Report.** Generates a **SYS List Contents Report** that displays the names of the documents (in other words, the autoname strings) that reside in the selected batches.

```

LSTRPT055PAGE: 1
02/20/02 2:55:15PM      List Contents Report by MANAGER on 02/20/02 at 2:55:15PM
-----
Invoices $490.00 - NICE AND MEN PEST REMOVAL - 10010 - 02/20/02
Invoices $512.00 - IMMORTAL BELOVED FUNERAL HOMES - 10011 - 02/20/02
Invoices $210.00 - STRANGE BREWERY, WI - 10012 - 02/20/02
Invoices $50,732.00 - FRANKFURT FRANKS AND BEANS - 10013 - 02/20/02
Invoices $639.20 - WISH EWE WERE HERE LIVESTOCK - 10014 - 02/20/02
Invoices $34.00 - PITY THE FOOL HOME LEARNING SY - 10019 - 02/20/02
Invoices $639.20 - WISH EWE WERE HERE LIVESTOCK - 10018 - 02/20/02

```

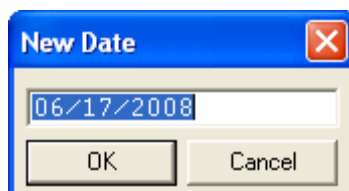
- **Create Keyword List.** Allows a user to export a file listing Keyword Values. To create a Keyword List, select the Keyword Types associated with the values you would like to export in the **Available** list and click **Add**. The Keyword Types are added to the **Selected** list on the right. Select **Browse** to designate the output file, then click **OK**.



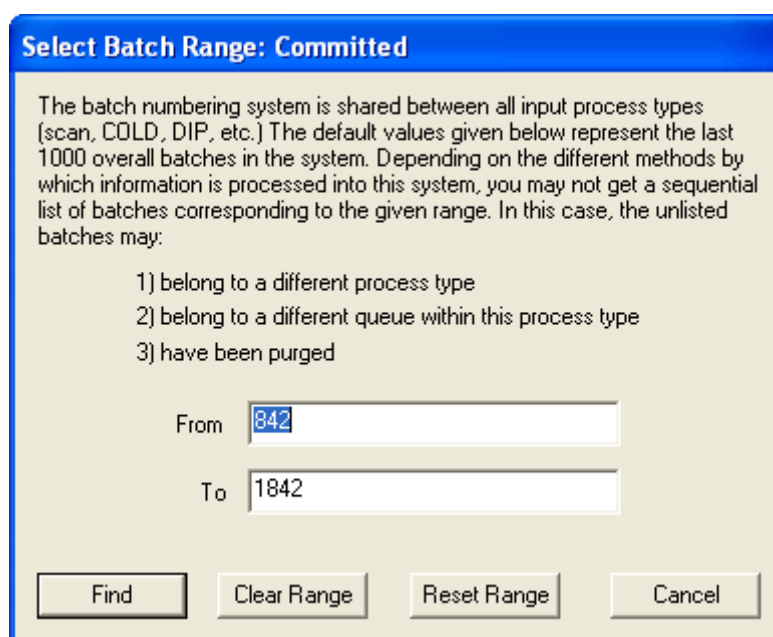
Tip: The **Create Keyword List** option is useful for creating a text file that can be imported into another system for verification or updating another application.

- **Run Script.** Displays a list of all the custom-created VBScripts that the user has access to. This option will run the selected VBScript against the selected documents.
- **Extract Index Information.** Extracts information based on the configuration of the index extraction format. This format is created and defined in the OnBase Configuration module.

- **Re-Date Batch.** Allows you to modify 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 may take some time.



- **Clear Selected.** Removes the focus from the currently-selected batch.
- **Select Batch Range.** Allows users to select a range of batches to view in the queue. This is useful because the **Committed** queue will contain all of the committed COLD batches.



- **Refresh.** Updates the contents of the queue. Selecting this option displays any new items that have been added to the queue and removes any items that have been moved out of the queue.

Incomplete Process and Incomplete Commit Queues

Two additional queues that may be displayed are the **Incomplete Process** queue and **Incomplete Commit** queue. These queues are only displayed if an error occurs during processing.

- **Incomplete Process.** This queue contains batches that did not process completely. Some reasons a batch may end up in the **Incomplete Process** queue:
 - The data was not in pure ASCII format and contained invalid characters.
 - The processing machine encountered an operating system error.
 - Power to the processing workstation was interrupted.
 - The server hosting the OnBase database was shut down or disconnected from the network during processing.

If you have any batches in this queue, you should first verify the reason the batches did not process correctly. After the cause of the error has been determined and corrected, you should purge all batches in this queue and re-process them.

- **Incomplete Commit** – This queue contains batches that were not committed completely. The following are some reasons a batch may end up in the **Incomplete Commit** queue:
 - The secondary mass storage or removable copies were not available. This could be a network security issue.
 - The processing workstation was shut down prior to completing the commit.

After the cause of the error has been determined and corrected, these batches should be re-committed.

Run Configuration Reports

Configuration Reports detail the exact configuration of items in OnBase. With this information, troubleshooting and communications with support are greatly improved. Additionally, Configuration Reports are stored in OnBase, so there is a historical record of the structure of your OnBase solution.

To run a Configuration Report:

- From the OnBase Configuration module, click **Report** and select one of the menu options (Document Type Groups, Document Types, Keyword Types, and so on) to generate a report for that item.

Selecting **Run All Reports** will generate all reports. Reports are stored in OnBase as **SYS - Configuration Reports** documents and can be retrieved and viewed in the OnBase Client.

Whenever new items are created or a process is changed, a Configuration Report should be run. New Configuration Reports should be generated after a process is created or changed, or when any Disk Groups, Document Type Groups, Document Types or Keyword Types are create or modified.

Ensure Processes are Accurate

Documents that have been imported via the COLD processor should be periodically checked to ensure that the processes are configured accurately. It is important to not only review the Verification Reports, but to examine the processed documents, review their Keyword Values and visually inspect all pages.

Tip: It is considered a best practice to randomly review documents and Keyword Values at least every few weeks to ensure that there are no issues preventing new documents from being processed correctly.

To check the documents for accuracy:

1. Open the batch by double-clicking on it in the appropriate queue or the **Document Retrieval** screen. A list of the documents residing in the batch is displayed.
2. Double-click on any document to view it.
3. To review a document's Keyword Values:
 - Right-click on the document in the results list and select **Keywords**.
 - Right-click an open document and select **Keywords**.The **Add/Modify Keywords** dialog box is displayed.
4. Examine the Keyword Values. If they do not exist or are not accurate, enter the correct value(s) in the appropriate text field and click **Save**.
5. Review the COLD process format that was used to import the documents to ensure all Keyword Types are configured correctly.

Check Daily Verification Reports

You should periodically review the Daily Verification Report to ensure that your processes are configured correctly and are processing without errors.

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

Note: For more information on using Daily Verification Reports, see [Can Multiple Processes be Added to a Single Verification Report? on page 262](#).

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.

View SYS Unidentified Items

Unidentified items residing in batches imported via the COLD processor should be examined when they are created. It is vital to determine the cause of any errors and correct them because it is possible that the unidentified items may be important documents.

To review all **SYS Unidentified Items** in OnBase:

1. From the OnBase Client, click **File | Open | Retrieve Document** or click the **Retrieve Documents** button on the toolbar.



The **Document Retrieval** window is displayed.

2. Select the **System Documents** Document Type Group and select the **SYS Unidentified Items** Document Type.
3. Click **Find**. Ideally, no documents should exist.

If documents are found, view them to verify that they are actual documents.

Occasionally, extra form feeds or extraneous characters may be separated and stored as unique documents. If the item is an actual unidentified document, the process used may need to be modified.

To determine which batch the document belongs to, right-click the document in the results and select **Properties**, or right-click on the open document and select **Properties**. The **Document Information for Document Handle** dialog box is displayed; the batch number of the document is shown in this dialog box.

Document Information for Document Handle : 17602

Document Name : Unidentified Items - 07/28/2005

Batch Number : 0 Document Date: 2005-07-28 Date Stored : 2005-07-28

Time Stored: 3:32:36PM

Document Type Number : 1 DT Rev. : 1 Revision : 1

Document Type Name : SYS - Unidentified Items Document Status : 0

Author : MANAGER Security Value : 0

Page	Disk Group	Volume	Number of Pages	Number of Lines	File Format	Item Offset	Item Size	File Path
0	101	2	1	0	2	0	360134	\\V2\9\20260.img

Locations Exit

Once the Batch Number is determined, the process format used to import the document and the queue in which the batch resides in can be determined.

Ensure Temporary Space is Sufficient

When COLD files are processed, they are compressed and then copied to a temporary storage location. This temporary storage location is set on the Startup tab of the **Workstation Options** dialog in the OnBase Client module (to open the Workstation Options, click **User | Workstation Options**).

The **Temporary Parse Path** should be on the local processing machine. This location must be of sufficient size to hold the largest file that will be processed. However, over time, as more applications are loaded onto the workstation, this space may be reduced.

Note: COLD files are compressed before processing to save disk space. Ensure that the processing workstation has enough space to store the compressed file.

Note: When performing COLD processing, it is considered a best practice to keep at least enough disk space as the largest file being processed in its uncompressed state.

Keep in mind, particularly if the **C:** drive is used, that other applications may generate temporary files, and that the operating system will generate a memory file that could reduce the total amount of space available. All of these factors should be taken into account.

In general, if the temporary location is on the same drive as the operating system, 500MB of free space should be maintained at all times. If the machine is a database server as well, or running file services, at least 1 GB should be available.

Monitor Disk Group Space

Processing will reduce the amount of space available in mass storage copies. These hard drive/RAID locations are typically managed via Platter Management in the Client. 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 Windows Explorer or another file management application to verify that the mass storage copy has enough space to maintain the required volumes.

Monitor Database Space

As documents are processed into OnBase, the database will grow. Growth depends on the number of documents, the number of Keyword Types and Keyword Values, as well as other processes in OnBase those documents are a part of, such as 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. One is to observe the database files themselves as well as the log file and determine the total amount of space consumed. In addition, databases may 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 was sized during installation, only the database server software can detail how much is in use.

Clean Up Queues

Make sure batches are being committed within a day or two. Commit any batches that reside in the **Awaiting Commit** queue by right-clicking on them and selecting **Commit Selected**. Delete any processes that are no longer being used. Delete any jobs that are not used. Remove any items from the **Incomplete Process** queue by right-clicking and selecting **Purge Selected** | **Purge Selected** from the right-click menus.

Note: Before purging any batches, you should first verify the reason the batches did not process correctly. After the cause of the error has been determined and corrected, you should purge all batches in the **Incomplete Process** queue and re-process them.

Maintain/Clean Up Data Backup Areas

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

Performing A Custom Process

Custom processes are programs that perform an action or actions on documents in a queue. DLL custom process program files must be named **mzBatchProcess.dll** and must reside in the directory that contains your system files.

Note: Properly configuring a custom process requires that you work closely with your system provider. Contact Technical Support to discuss custom processes.

Run a Process

Custom processes can be associated with documents imported by the COLD Processor. To run a custom process, right-click on a batch in the **Awaiting Commit** queue and select **Perform Custom Process**.

System Interaction

Security

There are several levels of security required for COLD. The first is network security. The COLD processing 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.

OnBase security has several levels, depending on the function of the user. To configure or run a process, or work with batches imported via a process, users must belong to a User Group with the proper rights and privileges.

132 Column Font

The 132 Column Font module enables COLD reports to be displayed in entirety on a screen using 800 x 600 resolution. This eliminates the need to scroll to the right to view all the data in a COLD report.

Advanced COLD

Advanced COLD is an enhanced version of the COLD module. All usage, configuration and installation functionality is identical; however, the Advanced COLD module allows multiple simultaneous connections to the OnBase database, drastically improving processing speed.

Application Enabler

Application Enabler allows users to access documents imported into OnBase via COLD from a third-party, line-of-business application. For example, from their LOB application, a user can double-click on a customer's account number to retrieve all of the customer's billing statements stored in OnBase.

Digital Signatures

Documents imported into OnBase via COLD can have a digital signature applied to them by a user. This signature is unique to the user applying it and verifies that the document has not been modified since the user applied the digital signature.

Document Distribution

COLD documents can be used as the basis for a Document Distribution process. Because the distribution process functions with Image Statement generation, the Document Distribution module begins in the COLD queue. Statements can then be sent to customers via e-mail, web presentation, fax, or publishing.

Document Retention

Documents imported into OnBase via COLD are treated like all other documents in regards to Document Retention. The removal process deletes all information about the document from OnBase based on static or dynamic criteria. However, due to the nature of COLD processing, files stored in the OnBase Disk Groups may contain multiple documents, not all of which are slated for removal. Because of this, these files cannot be removed from the Disk Group until all documents from the files have also been deleted from OnBase.

Encrypted Alpha Keywords

Keyword Types that have been configured to use Keyword Type encryption and security masking can appear in documents in OnBase. These Keyword Types are displayed in documents without the configured security mask. As an additional security measure, OnBase allows you to configure a separate security mask and apply it to the text of documents in OnBase.

Exception Reports

Documents imported into OnBase via COLD can be used with Exception Reports. This process verifies that each document imported into OnBase via COLD belonging to a specific Document Type has a related document belonging to another Document Type. This module can also determine which documents are a match based on Keyword criteria. Documents imported into OnBase via COLD may also be the documents that are sought out based on a primary document.

Exporting and Importing COLD Configuration Settings

In OnBase Configuration, in addition to the configuration items listed in the **System Administration** module reference guide, COLD Processors (which include AFP, COLD, DJDE, PDF, and PCL) can be exported and imported. However, the default directory for processing, backup paths, and paths for index extraction are not imported when importing a COLD Processor. These file paths must be configured again in the Configuration module.

Caution: Document Fields configured for a COLD process are associated with the configured Document Type, not the COLD process itself. If you choose to replace an existing COLD process when importing another COLD process, the configured Document Fields replace all existing Document Fields for every COLD process that uses the same Document Type.

When importing an export package, additional associated configuration items may require decisioning.

For more information, see the **System Administration** module reference guide.

Exporting / Publishing

Documents imported into OnBase via COLD can be part of an export or publishing process. These documents can be added to the exported or published copies of OnBase, and these documents can then be imported into another OnBase system or retrieved from the RunTime Client.

Full Text Indexing

Documents imported into OnBase via COLD can be added to a full text index catalog upon commit using the Full Text Indexing module, allowing for rapid searching of documents. All values in the COLD report are indexed. A user can perform intelligent searches that return instantaneous results. This method is ideal if the data in the reports is free-entry text and a search could be performed on any area of the text itself.

Host Enabler

Host Enabler allows users to cross-reference information on the host screen with documents imported into OnBase via COLD. This allows users to retrieve documents from Keyword Values displayed on the viewed host screen. For example, a user could double-click on an account number from the host screen to retrieve documents stored in OnBase indexed with that account number as a Keyword Value.

Image Statements

Documents imported into OnBase via COLD are used as the basis for the Image Statement process. It is from the **COLD** queue that batch statement rendering takes place. Any type of matching or formatting file must be attached to the COLD batch prior to the statement generation. During statement rendering, the COLD document is printed along with other documents that are related to it based on Keyword Values and, in some cases, additional information found in the match file. The COLD document and the supporting documents can then be saved as a new combined Document Type.

Medical Records Management

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

Print Distribution

Documents imported into OnBase via COLD can be scheduled to print based upon print distribution criteria, allowing users to print reports on a regular basis.

Statement Composition

Documents imported into OnBase via COLD can be used with Statement Composition to create eye-appealing statements that include multiple fonts, images, and advanced placement of data from the COLD file. COLD is used to process in the combined data file and the statement definitions.

Web Server

Documents imported into OnBase via COLD can be retrieved via a web browser using OnBase's Web Server and have many of the same options as when retrieved and viewed in the OnBase Client, such as viewing Keyword Values.

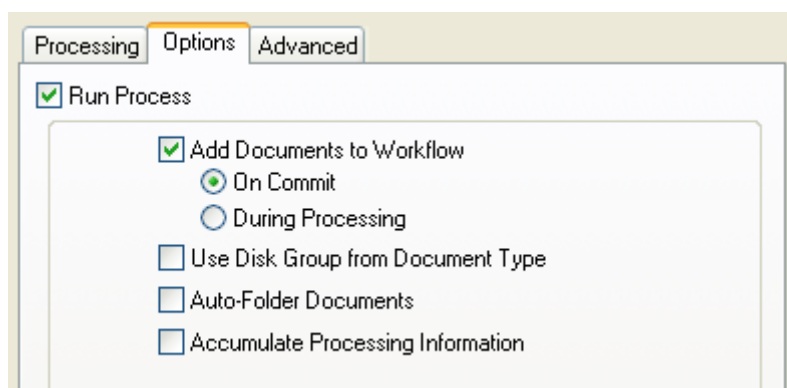
Note: These documents are converted to TIFF format for viewing at the workstation.

Workflow

Documents that are imported via COLD can be added to a Workflow process. The Workflow process that the document enters is determined by the Life Cycle(s) assigned to the Document Type. To add a document to a Life Cycle, from the OnBase Configuration module, select **Document | Document Types**, and then click **Lifecycles**.

Additionally, the COLD process must be configured to either add the documents to Workflow either after processing or when the batch is committed. The point at which documents enter the Workflow is configured on the Options tab of the **Processing Settings for: <Process Name>** dialog box.

Select the **Add Documents to Workflow** check box and the radio button that corresponds to the time when you would like the documents to enter Workflow.



Document Types that are not assigned to a Life Cycle are not affected by this option.

Note: Be aware that if any additional processing or tasks that are configured to occur when the documents are added to the Life Cycle, the processing workstation will take on this workload if the **During Processing** option is selected. If the **On Commit** option is selected, the workstation that commits the batch is responsible for this workload.

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**, 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 processes 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.

By comparing the number of documents that were actually imported into OnBase to the number of documents that were expected to have been imported, to ensure that no documents were lost, mishandled or misidentified. 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 files.

Errors Concerning the Processed File

Verification Reports can inform you when there is an issue with the file being processed.

Error: File To Process Not Found in directory: \\<Machine Name>\<Directory Name>

This error is displayed in the Verification Report if the file to be processed into OnBase is not located in the directory specified in the configuration's **Default Directory**.

In addition, the Verification Report would show that zero documents were processed into OnBase.

Note: This error is also displayed if the file to be processed is located in the correct directory, but does not contain any data (i.e., the file is blank). The blank file will be moved to the **ERROR_FILES** folder.

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 COLD 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 COLD 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 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.

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 | Processor Name**.
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 | Processor Name**.
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** list. 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.

Can Multiple Processes be Added to a Single Verification Report?

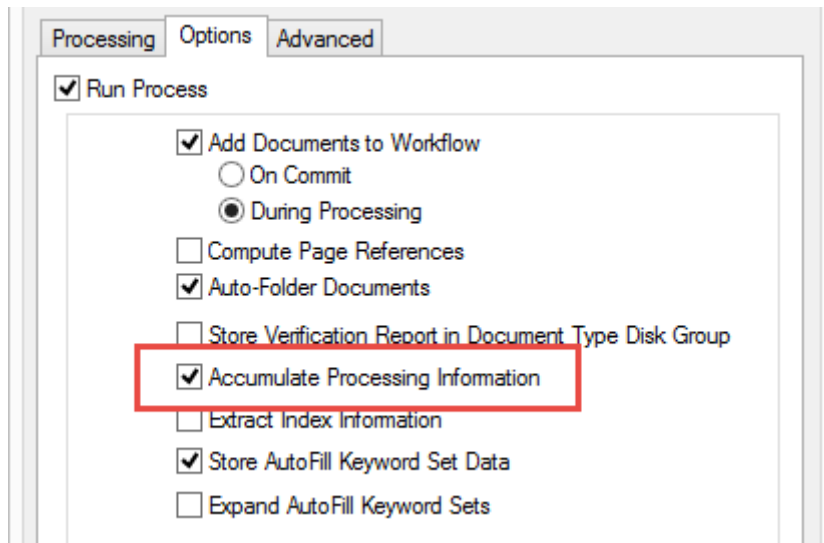
You can configure your OnBase solution to generate a Daily Report which consists of Verification Reports from multiple processes. This report combines the Verification Reports all of the processes that are assigned the **Accumulate Processing Information** option and presents them in a single document, allowing administrators to view a single report to check all batches for the day.

Note: In order for this menu option 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, you must have the correct Product Rights for the COLD process.

To include a process in the Daily Report:

1. In OnBase Configuration, select **Import | COLD/ERM Processor**.
The **COLD Processor Configuration** dialog box is displayed.
2. Select a process and click **Settings**.
The **Process Settings** dialog box is displayed.

3. In the **Options** tab, select **Accumulate Processing Information**.

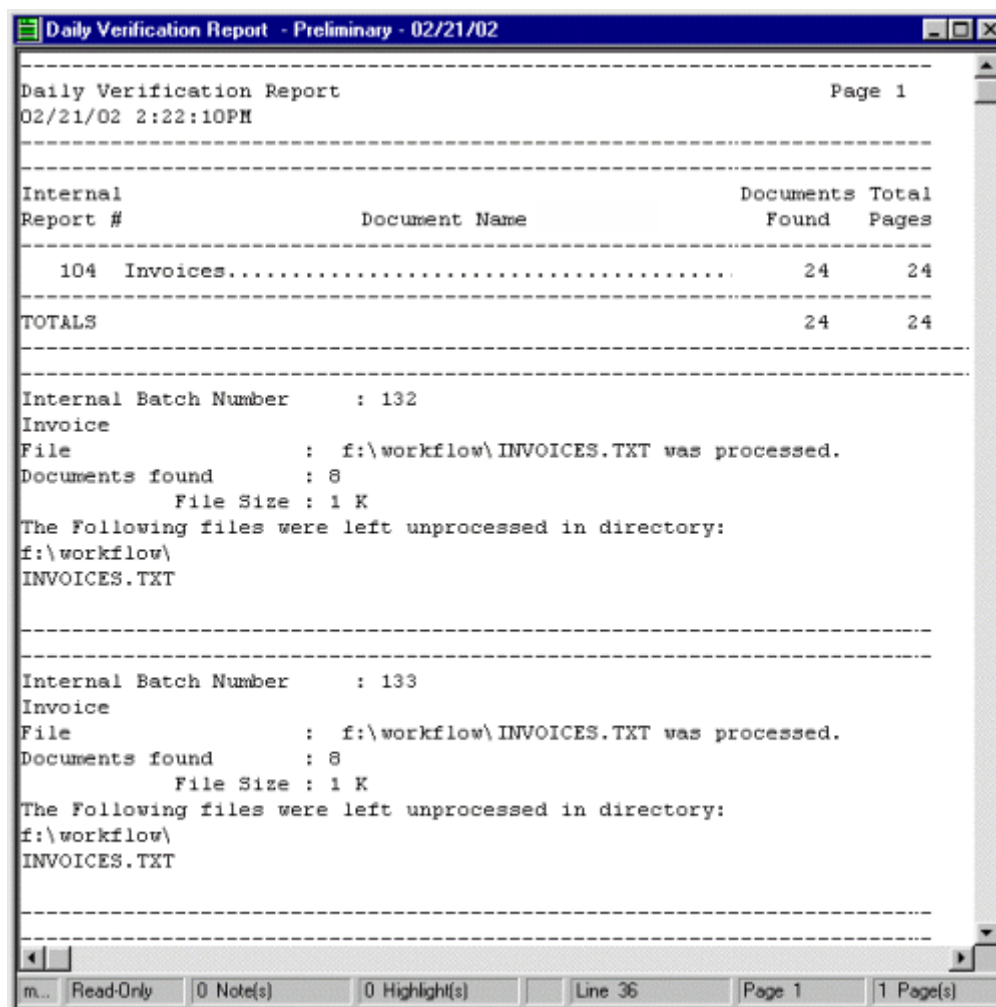


The screenshot shows a software interface with three tabs: 'Processing', 'Options', and 'Advanced'. The 'Options' tab is active. Under the 'Run Process' section, there is a list of checkboxes. The checkbox for 'Accumulate Processing Information' is checked and highlighted with a red rectangular box. Other visible options include 'Add Documents to Workflow' (checked), 'On Commit' (radio button), 'During Processing' (radio button), 'Compute Page References' (unchecked), 'Auto-Folder Documents' (checked), 'Store Verification Report in Document Type Disk Group' (unchecked), 'Extract Index Information' (unchecked), 'Store AutoFill Keyword Set Data' (checked), and 'Expand AutoFill Keyword Sets' (unchecked).

4. Click **Save**.

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

The **Daily Verification Report** window is displayed.



This details all Document Types that were searched for as well as the total number of documents found up to the time when the report was generated. Each batch also gets an entry detailing the files processed and the number of documents residing in each. If an error occurred, it would appear in the batch's section.

The report is marked as preliminary. When the report is purged, it will be saved as a final Verification Report.

1. To purge the Daily Report, select **Processing | Clear Daily Report** from the menu bar in the Client module. The **Clear Daily Verification statistics from the database?** prompt is displayed.
2. Click **Yes**. Any new processing that is performed after the report is cleared is contained in the new Daily Report.

Note: In order for this menu option 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.
