**Process Capture – Pre-release alpha**

This tool is used to assist in the capture of screen images and detailed information so that a standard document can be created that describes the overall steps required to complete a particular process.

This code base is pre-release alpha code and should only be used by OpenSpan employees and authorized customers. Before deploying the code at a customer site, approval should be granted from OpenSpan management.

**Running Process Capture**

To run the product, run the ProcessCapture.exe file. You need the .NET Framework 3.5sp1 in order to use this product.

**Capturing Your Process**

To capture your first process – you should fill in the information on the Process Info tab. This includes

* Process Name
* Process Description
* Process Author
* Process Image – you can include a JPG/GIF/PNG image here if the customer provides one

Now click the Save Project button – you’ll be prompted to choose a file location to store the project file. The default name is project.xml – this can be changed although the extension is always going to be .XML.

Once saved the other tabs become enabled. Switch to the Screen Images tab.

There are 3 ways to capture screen images – the first is using the Capture Desktop button. This takes an image of the overall desktop. This then appears in the list along with fields for you to enter a Title and any Notes for the image.

The 2nd way is to capture a specific window of an application by clicking the Capture Window button. This displays a list of all the open windows using the window Title. Double clicking on one of these will take a screen shot of this application and add it to the list, again along with fields for Title, Notes etc.

The 3rd way is more experimental and tries to capture images as you run a given process. This is started by clicking the Start button – now every time a window is activated a screenshot will be taken and added to the list. This allows you to perform a full process ignoring the Process Capture application – when you are finished, go back to the Process Capture window and click the Stop button. You can now update the Title and Notes for each screenshot that has been taken automatically for you.

**Note:** For each screenshot, a set of modules that are loaded is captured automatically for you and displayed in the dropdown. For large applications this part of the screen capture can add a significant delay.

**Internet Explorer and Windows Explorer:** If you take a screen shot of either of these applications, the URL or Folder location that was visible when the screenshot was taken will also be captured and stored in the URL field next to the screenshot.

**Editing Your Images**

Some images that you capture will have areas you wish to highlight and other areas where you wish to remove customer data. Within the tool you have the ability to edit images to do just that.

Next to each image in the list you’ll find an Edit Image button. Clicking this launches a new window with the image displayed in full size – if needs be scrollbars will be visible.

From the toolbar you have 3 drop downs – the first chooses a fill colour, the 2nd the line colour and the 3rd the width of the line. The default settings allow you to draw rectangles using a black line of width 2 with no fill colour.

Click your left mouse button and whilst holding it down you can draw a shape over the image. If you make a mistake there is an Undo button on the toolbar. To cover over an area of the image, just select the Fill Colour of choice and drag the shape over the sensitive data – simple!

Once you are done editing, click the Save button and then the Exit button and the window will close. You will notice the image has been updated in the list with your edited version.

**Saving Your Project**

You should remember to click the Save Project button on the Process Info tab at regular intervals – this is alpha code and the application may crash and you’ll lose your work if this happens.

The Process Info tab also has an Open Project button which will allow you to reload a project saved at an earlier stage.

The Close Project button shouldn’t need any explanation (I hope).

**Exporting Your Project**

On the Output tab you’ll find the ability to output all the information you’ve captured in to a standard format PDF. The format of this PDF at present is hard coded in to the solution and it also uses an evaluation PDF writer which isn’t licensed (yet) so please do not distribute this code to anybody.

The PDF contains all the images and descriptions you captured and optionally can include the module information – just check the include modules checkbox to enable/disable this function.

**Feedback**

One of the major reasons for getting this code out early to you is to get feedback on the experience. Obviously we want to here about any crashes etc but more importantly we want to know what’s missing, what doesn’t feel right, what does feel right, what have we missed. All feedback greatly appreciated and don’t worry about saying anything negative, as long as it’s constructive!

Cheers

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