OnBase®
Foundation EP5

AFP Input Filter

Reference Guide

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Overview of AFP

Note: Although the licensed name of the product is AFP Input Filter, in the software and this manual it is referred to as the AFP Processor or simply AFP.

AFP (Advanced Function Printing) is an IBM family of printer hardware and software that provides control over the presentation of information in a document. A mainframe creates a AFP file containing text, graphics, and formatting information. This AFP file can then be sent to the printer for printing.

The AFP Processor extends the capabilities of the COLD/ERM module by working directly with AFP files while maintaining the common formatting associated with AFP documents such as graphics, bolding, and underlining.

Core features include:

- Supports the use of OnBase overlays.
- Supports color text and images.
- Supports cross-referencing (using the text configuration).
- Offers internal and external Text Searching.
- Files can be imported with File Import or Drag and Drop; this method will count the number of pages.

Note: AFP files can only be imported via Drag and Drop in the OnBase Client.

- Files can be imported with DIP; this method will not count the number of pages
- Utilizes the basic COLD/ERM engine offering the same functionality as OnBase COLD/ERM (Tags, KW, Common ID, etc.).

Since the AFP Processor is an enhancement to the capabilities of the COLD/ERM module, many of the same configuration requirements for COLD/ERM processing must also be met for AFP processing. These include identification of the file to be processed, selection of a document type, identification of Keyword Values, location of an identification string in the AFP file, and the definition of an optional continuation string. Unicode files are not currently supported for import using the AFP processor.

Since identification of keyword values and a continuation string cannot be done readily from viewing the AFP file in a text viewer, the Visual AFP module is typically used to configure the AFP Processor. Visual AFP incorporates an AFP viewer, so that configuration parameters can be defined via a visual interface.

Applications

AFP documents are available to users who have access to them through the **Document Retrieval** dialog box, to view, print, or fax documents. This improves customer service response times significantly. The AFP viewer can assist in optimizing administrative tasks. For example, users can view and print the documents at their workstations. Host and workstation printouts look the same. While viewing an AFP document, a user can perform a text search. Documents can be directly e-mailed or faxed from within the system without ever having to print the document on pre-printed statement letterhead.

Identifying Individual Documents in a AFP File

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 Continuation String can also improve processing time in determining the documents in a AFP import file.

Initiating AFP Processing

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

During a AFP process, the system copies the data file to the system temporary directory and to the file server. The system then processes the file using the selected AFP 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 AFP are also retrievable in the Client module.

Supported File Formats

AFP (Advanced Function Printing) data streams are supported.

Licensing

Beginning in OnBase Foundation EP5, new customers must use simplified licensing to access AFP 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 3.

Simplified Licensing

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

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

Legacy Licensing

Every workstation that is to perform AFP processing must be assigned a COLD/ERM Workstation License, as well as the AFP Input Filter license.

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

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Installation Guide

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Requirements

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

General Requirements

For general requirement information that applies to AFP 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
- Client Retrieval Workstation Hardware Requirements
- Miscellaneous Requirements
- Windows User Account Control Statement
- Data Execution Prevention

Licensing

See Licensing on page 2 for licensing requirements.

Upgrade Considerations

There are no additional upgrade considerations for this module.

Pre-Installation

Registration

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

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

AFP files may require external resources, such as font information, necessary for the processing or displaying of the documents. External resources are stored as separate .psg files stored in the processing directory. If there are any external resource files necessary for proper AFP viewing, these files need to be placed in the same directory as the AFP file.

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, the system 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.

.INI Options

TempParsePath

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

ArchiveThreads

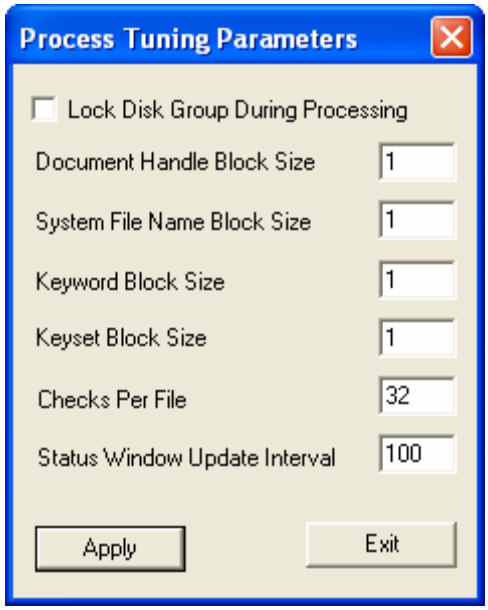
Archive Threads requires the registration of Advanced COLD on the workstation. It specifies the maximum amount of concurrent archiving that can be performed. The number of threads specified is dependent on the workstation capacity (number of processors, processor speed, RAM, etc.) This INI setting will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

Process Tuning Parameters

Process Tuning

Tuning the process can make it 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 AFP configuration is stored in the database. A proper backup of the database will contain all configuration information related to AFP process(es) and the AFP licenses.

Registry Settings

No Registry Settings apply to AFP

External Files

You will need to backup your OnBase.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).

Make a backup of any external resource files necessary for proper AFP viewing. These files need to be placed in the same directory as the AFP file for processing.

Note: A backup of the AFP 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 AFP 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 AFP.

Section	Setting	Current Value
FilePaths	TempParsePath	
Tuning	Archive Threads	

Recovery

Configuration

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

Registry Settings

No Registry Settings apply to AFP

External Files

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

Restore any external resource file. Ensure that the external resource files are in the same directory as the AFP file.

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 C:\WINNT folder.

Registration

Migrate the registration of AFP and COLD (and Advanced COLD if it is also used) 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_AFP to a computer named New_AFP and the **AFP Process Settings For: <Process Name>** screen identifies a **Default Directory** of **\\Old_AFP\AFP Files**, ensure that the share directory exists **(\\New_AFP\AFP Files)** and contains the appropriate import file.

Troubleshooting

This section details how to troubleshoot the product, including common issues and their resolution, including speed, bug, and faulty installation issues.

Prior to answering Common Issue Questions:

- Verify Workstation is registered for AFP Input Filter
- User can run AFP process (i.e., at Client main menu bar, select **Processing**, then select **COLD**. Highlight process and right-click, then execute COLD Process)

Common Issue Questions

AFP with an Overlay

Can an AFP document have an overlay applied to it?

No. An overlay is already included in the AFP file, and that overlay is used on the document. OnBase cannot control the settings of this overlay.

I cannot view the overlay on my AFP document, why?

The overlay option for the default view was removed or was not added. Add it back and it now should be viewable with the overlay.

AFP Font Size

Can an AFP document's font be changed in OnBase?

That is not possible. The AFP Font size cannot be changed through OnBase. It is controlled in the AFP file.

Embedded Graphics

Graphics are not being displayed correctly in documents imported via AFP.

Contact Technical Support for additional steps that you can take to get graphics to display correctly in your AFP documents.

Backup Error

The following error message is displayed when running a process:

One or more files were not able to backup successfully. All files have been left in their current directory and no processing was performed.

This error occurs when the **Backup Path** option is enabled and the processing workstation is unable to access the configured Backup Path. This can happen if the processing workstation is unable to access the configured file path, or if the **Backup Path** field was left blank during configuration. Ensure that a **Backup Path** has been configured within OnBase Configuration, and make sure that the processing workstation is able to access the configured path.

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.

Additionally, you may be asked to supply the following information:

- Information regarding the DLLs (for example, mzengrc.dll) being used and their location on the processing workstation.
- A sample AFP file.

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Administration Guide

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There are two methods of importing AFP files into the system. All AFP files can be configured through the Client module in Visual AFP configuration. AFP files that have Tag Logical Elements, or TLEs, embedded in them can also be configured via the **AFP Import Configuration** dialog box in the Configuration module.

It is considered a best practice to configure an AFP processor for AFP files with TLEs in the OnBase Configuration module instead of through the Visual AFP configuration.

Prerequisites

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

- **Configure Disk Groups**. The Disk Group that the documents imported via the AFP 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 AFP processor will be stored in need to have been created.
- **Create Document Types**. The Document Types that the documents imported via the AFP 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 AFP processor.

Prequalify Your Import Index File

Before configuring your AFP process, you must prequalify your import index file. To prequalify your import index file, contact your first line of support.

Configuring an AFP Processor

Since the AFP Processor is an enhancement to the capabilities of the COLD module, many of the same configuration requirements for COLD processing must also be met for AFP processing. These include identification of the file to be processed, selection of a document type, identification of Keyword Values, location of an identification string in the AFP file, and the definition of an optional continuation string.

Since identification of Keyword Values and a continuation string cannot be done readily from viewing the AFP file in a text viewer, the Visual AFP module is typically used to configure the AFP Processor. Visual AFP incorporates an AFP viewer, so that configuration parameters can be defined via a visual interface.

AFP files which have Tag Logical Elements, or TLEs, embedded within the files can have a processor configured via the AFP Import Configuration dialog box in the Configuration module. The Process Settings and Document Types are configured similarly to a COLD process; however, the Document Fields are configured based upon the location of the TLEs in the document. When an AFP file contains TLEs, OnBase will automatically display them for configuration in the **Document Fields** dialog box. This allows for easy processor configuration, and is why it is considered a best practice to configure an AFP processor for AFP files with TLEs in the OnBase Configuration module instead of through the Visual AFP configuration.

AFP Processor Configuration

Overview

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

Once AFP documents have been imported into OnBase, they will be displayed at a resolution of 600 dpi. If this resolution does not meet your specific business requirements, please contact your solution provider.

Configuration

To configure a AFP processor:

1. In the Configuration module, select **Import** | **AFP Processor**. The **AFP 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 AFP processing format to work with from the **AFP 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 AFP 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 AFP queue will need to be closed and re-opened to see any changes.

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

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

Exporting and Importing AFP Configuration Settings

In OnBase Configuration, in addition to the configuration items listed in the **System Administration** module reference guide, AFP Processors can be exported and imported. However, the default directory for processing, backup paths, and paths for index extraction are not imported when importing an AFP Processor. These file paths must be configured again in the Configuration module.

When importing an export package, additional associated configuration items may require decisioning.

For more information see the **System Administration** module reference guide.

Configuring an AFP Processor Using Tag Logical Elements

Overview

All AFP files can be configured via Visual AFP in the Client module. However, it is a best practice to configure AFP files containing Tag Logical Elements, or TLEs, through the Configuration module. TLEs are tags embedded in AFP files that contain information about the file. These tags can be mapped to keywords in OnBase via the Configuration module.

The simplest way to check to see if an AFP file has TLEs embedded in it is to try and view the TLEs in the Configuration module. If the TLEs do not display, use Visual AFP to configure the processor.

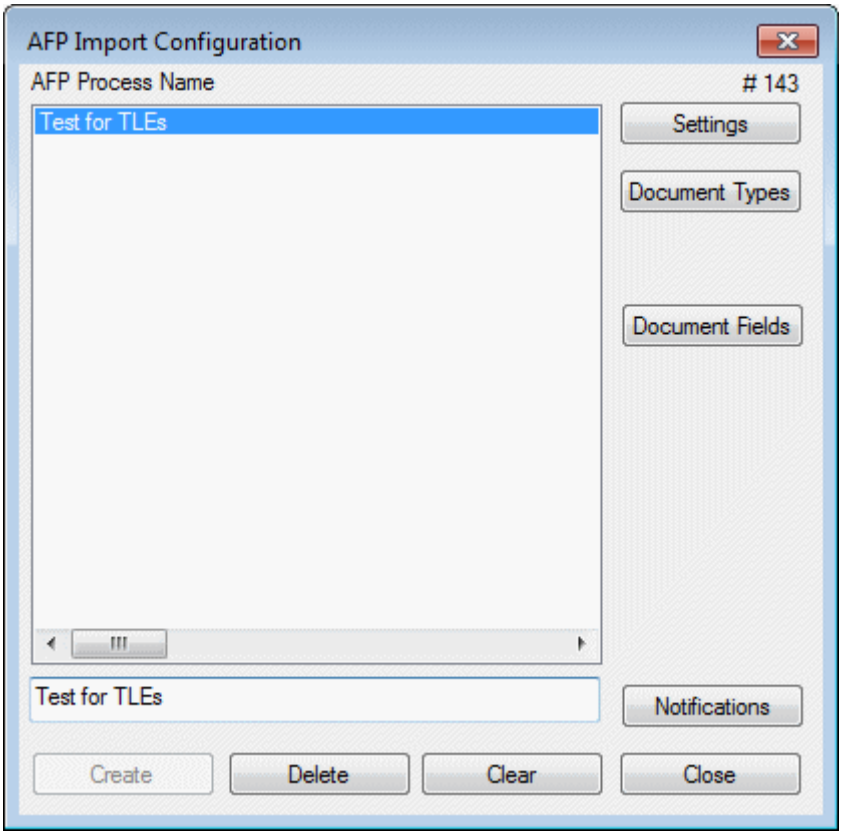
If you know that TLEs are present in an AFP file, proceed to Configuring an AFP Processor Using TLEs on page 23.

Testing for TLEs

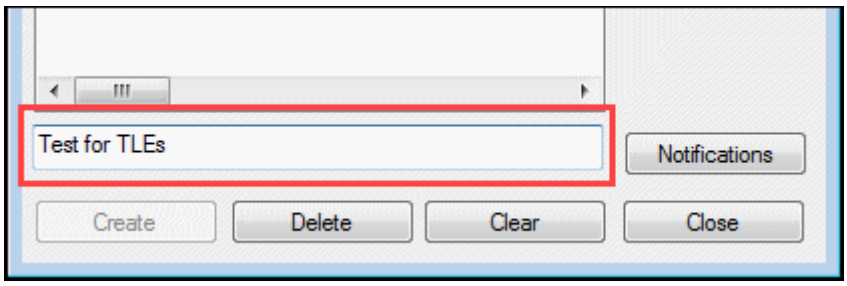
You can test if an AFP document contains TLEs before fully configuring the AFP process. If an AFP document does not contain TLEs, then a Visual AFP process must be configured.

To test an AFP file for TLEs:

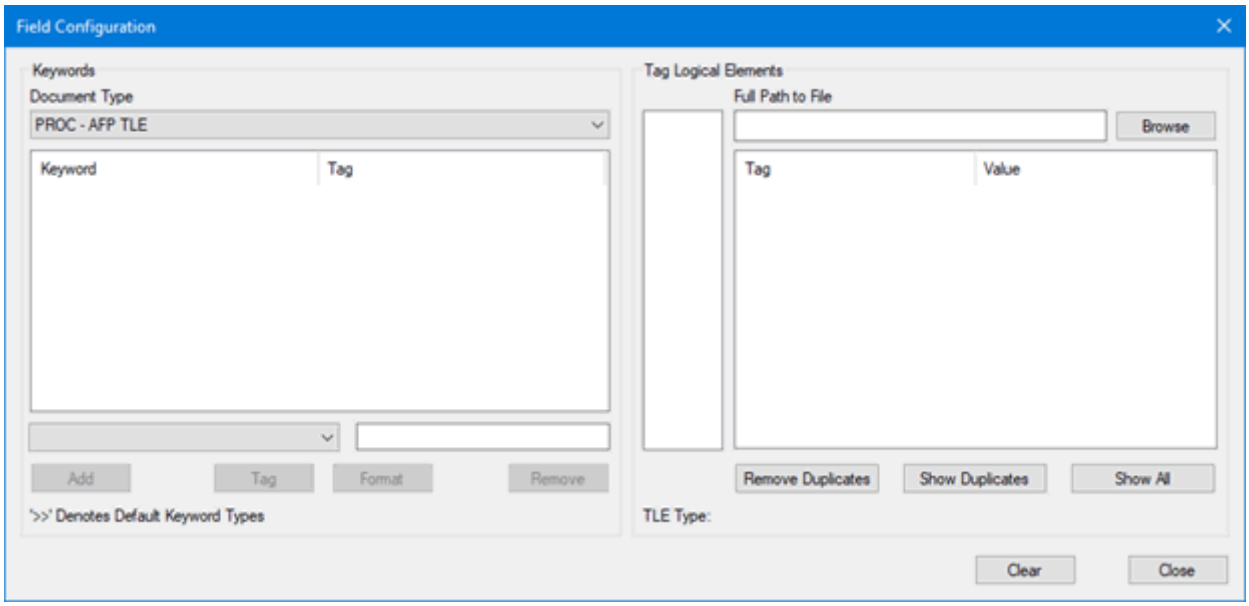
1. From the Configuration module, select **Import** | **AFP Processor**. The **AFP Import Configuration** dialog box is displayed.



2. Enter a name for the process in the field at the bottom of the dialog box and click **Create**.

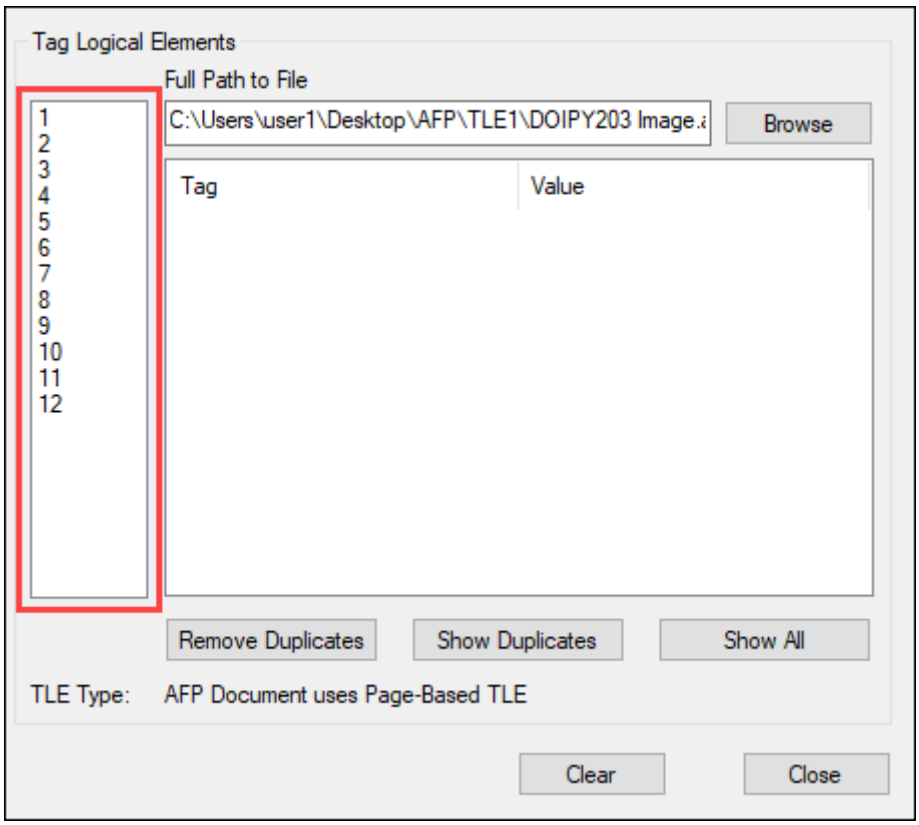


3. Click **Document Fields**. The **Field Configuration** dialog box is displayed.



4. In the **Tag Logical Elements** section, enter the path to the AFP file being tested in the **Full Path to File** field by doing one of the following:
   - Manually enter the file path in the field and click **Show All**.
   - Click **Browse** to browse out to the AFP file and click **Open**.

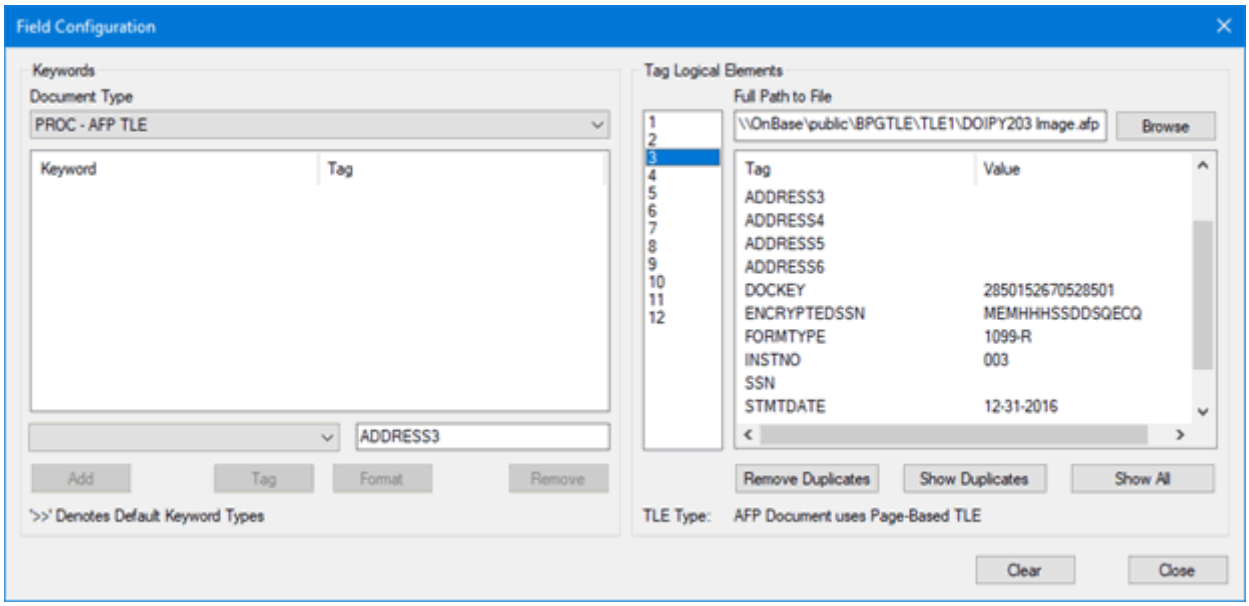
   The number of documents in the AFP file is displayed in the document list section. These numbers represent each document found in the file.



The **TLE Type** is also displayed at the bottom of the dialog box. The **TLE Type** is displayed as one of the following:

- **AFP Document uses Page-Based TLE**: Page-based TLE documents do not contain TLE tags that mark where a new document begins. If you have a Page-based TLE document, you must configure a unique TLE tag to the **>>Document Type** System Keyword Type as the marker for a new document. See AFP Document Fields Configuration on page 46 for more information on configuring Keyword Types to unique TLE tags.
- **AFP Document uses Named Page Group TLE**: Page group TLE documents contain TLE tags that mark where a new document begins.

5. Select a document from the document list section. The TLEs and their corresponding values display under the **Tag** and **Value** columns.



If no TLEs are present, the file must be configured through Visual AFP in the Client module. See Visual AFP COLD Process Format Configuration on page 69 for more information on configuring a Visual AFP process.

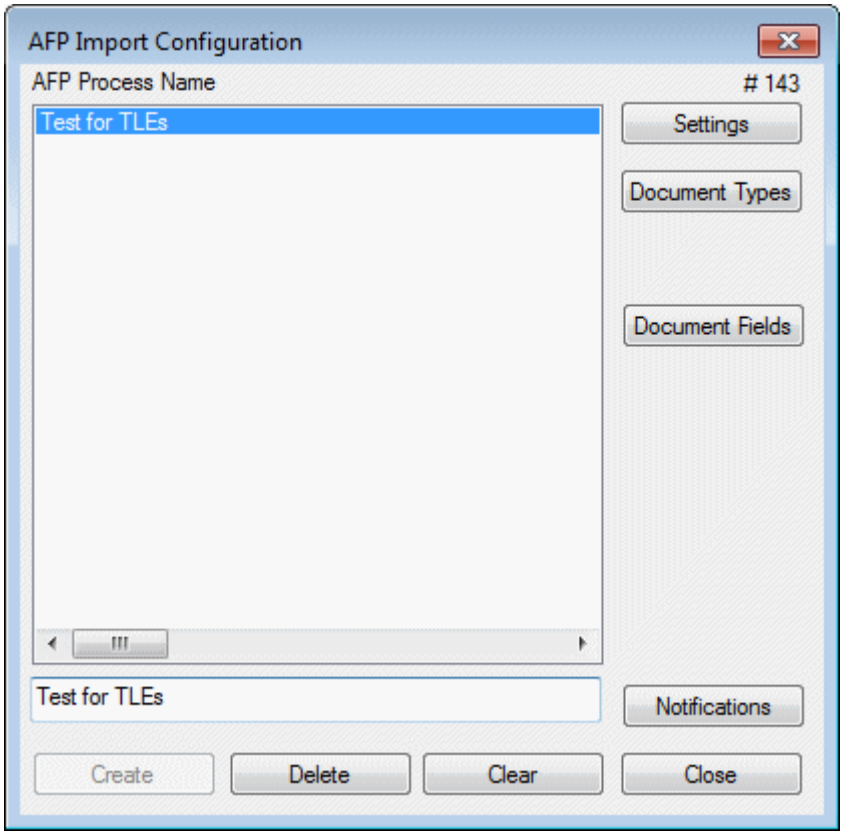
If TLEs are present, continue to Configuring an AFP Processor Using TLEs on page 23.

Configuring an AFP Processor Using TLEs

To configure an AFP Processor for a file using TLEs:

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

Note: If you are continuing configuration after testing for TLEs, you do not need to create a new process.



2. Type a name for the process and click **Create**.

Tip: Test processes can be renamed by double-clicking on the name of the process and entering a new name.

3. Click the **Settings** button to display the **Process Settings** dialog box. Configure the processing parameters.
4. After configuring **Settings**, click the **Document Types** button to configure Document Types for the AFP Processor.

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.

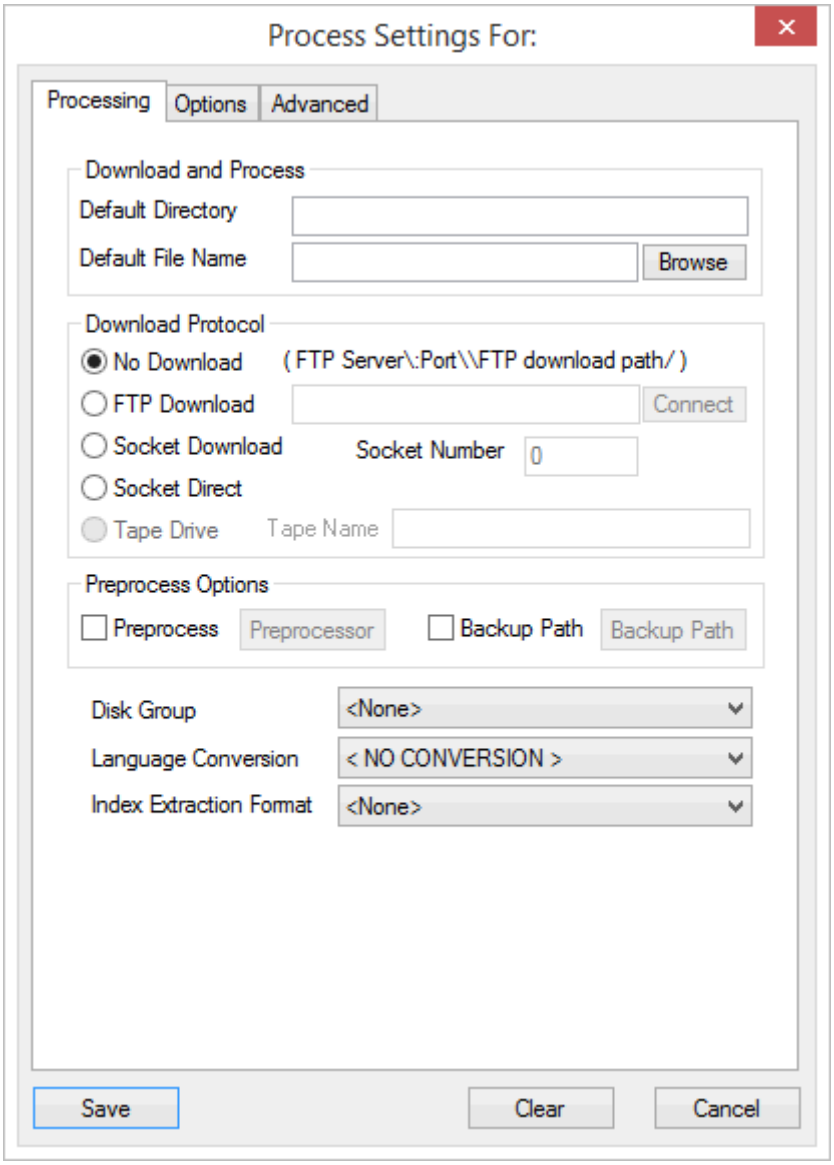
The option of using a File Transfer Protocol (FTP) or a socket connection to download the necessary files is available for some processors. FTP is a protocol used to transfer files over a network. An FTP client can request a file from the server, or can place a file on the server. FTP includes functions 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 AFP.

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** | **AFP 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.

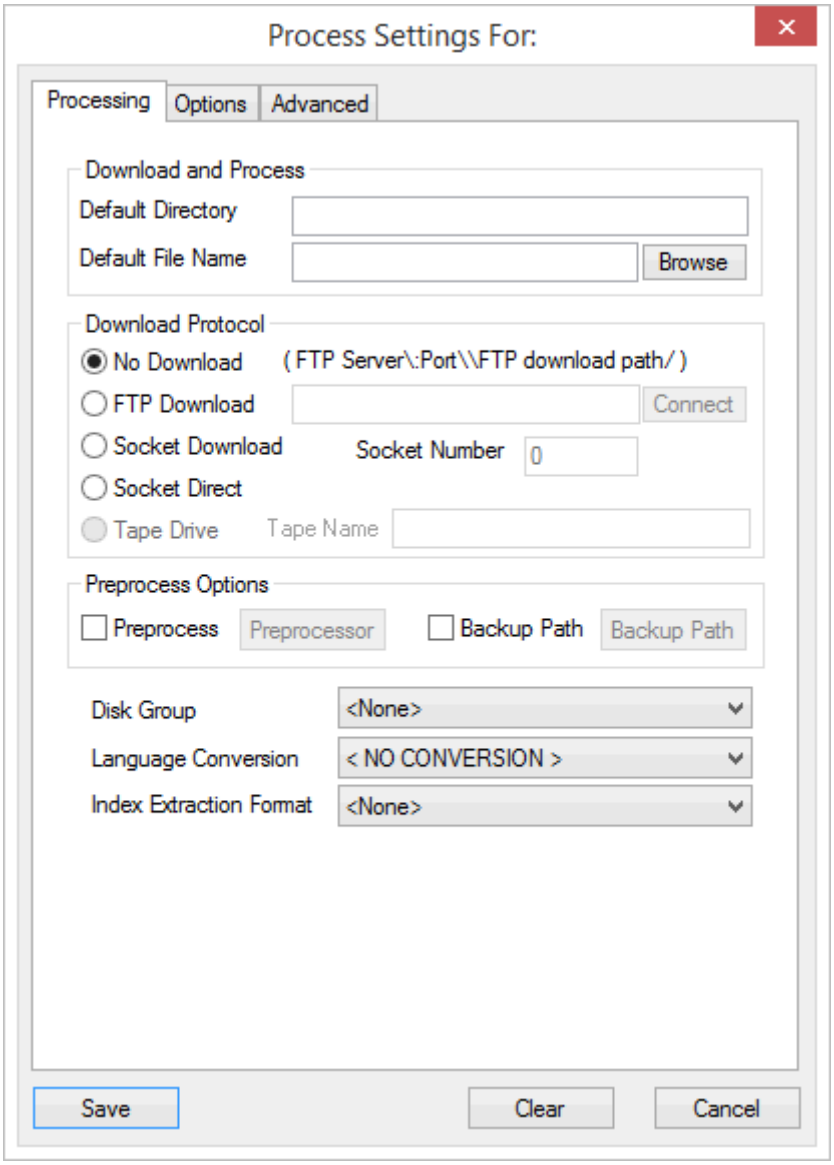


3. Assign options for the process. Mandatory options are as follows:
   - **Processing | Default Directory**
   - **Processing | Disk Group**
   - **Options | Run Process**
4. The remaining options are optional. All options are described in the tables below.
5. After setting all desired configuration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



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	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. **Note:** Ensure the import file contains either continuation or form feeds. Files should also be properly terminated by an end-of-file marker.

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	Files are downloaded from a server using File Transfer Protocol and saved locally before they are processed. **Note:** Secure File Transfer Protocol (SFTP) is not supported for use with AFP. After selecting **FTP Download**, you must also configure the following: • 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. See FTP Download Considerations on page 28 for more information.
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 AFP 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. AFP 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

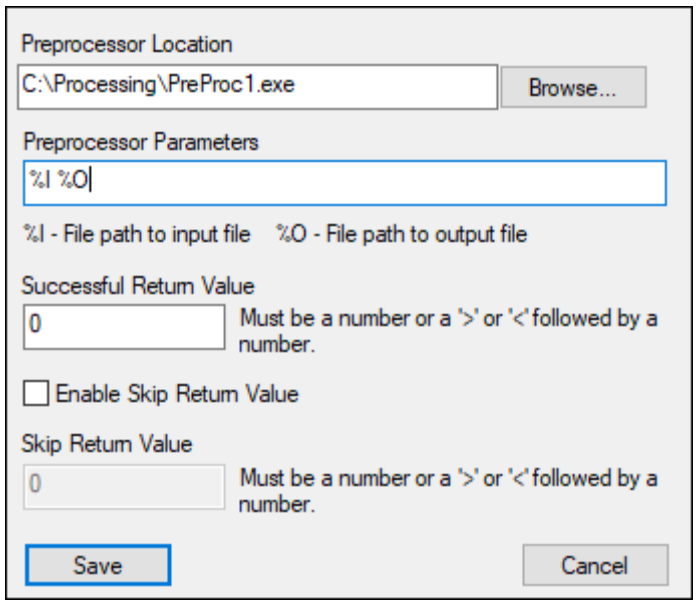
If an import file is formatted in a way that cannot be processed by the processor, a preprocessor can be used to reformat the data so it can be processed. A preprocessor is a separate program used to reformat existing import files using user-defined rules and descriptions to prepare them for processing.

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.



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 AFP.

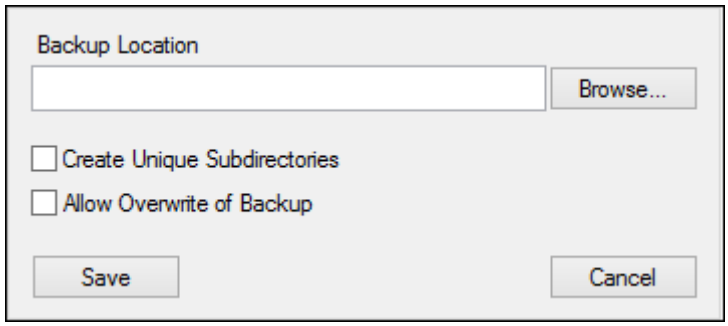
Set a Backup Path

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 AFP 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

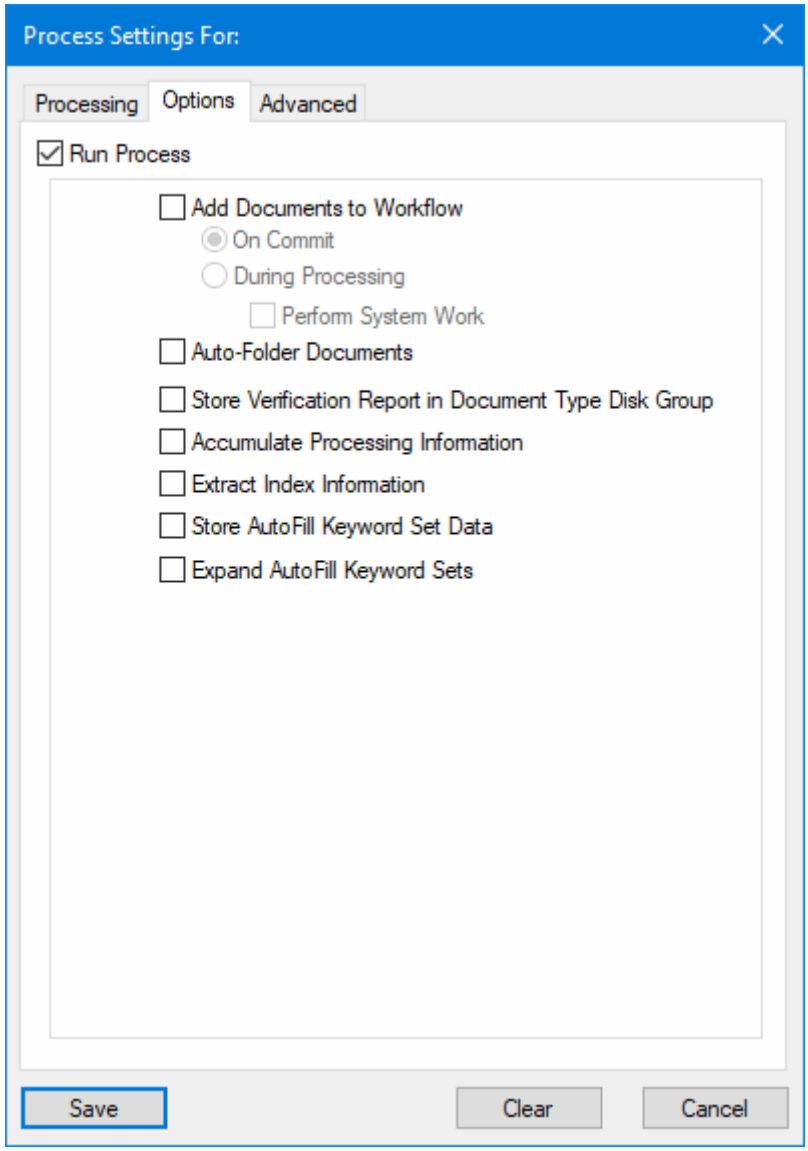
The **Processing** tab also contains the following options.

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	Select the language associated with the ASCII code page that created the import file. **Note:** This setting is only used for legacy language conversions. The option **<NO CONVERSION>** should be selected when configuring process settings.

Option	Description
Index Extraction Format	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. 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. To configure an Index Extraction format, please see Configuring Index Extraction in the **System Administration** documentation for more information.

The Options Tab

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



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

Option	Description
Run Process	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. If it is not selected, the AFP 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.

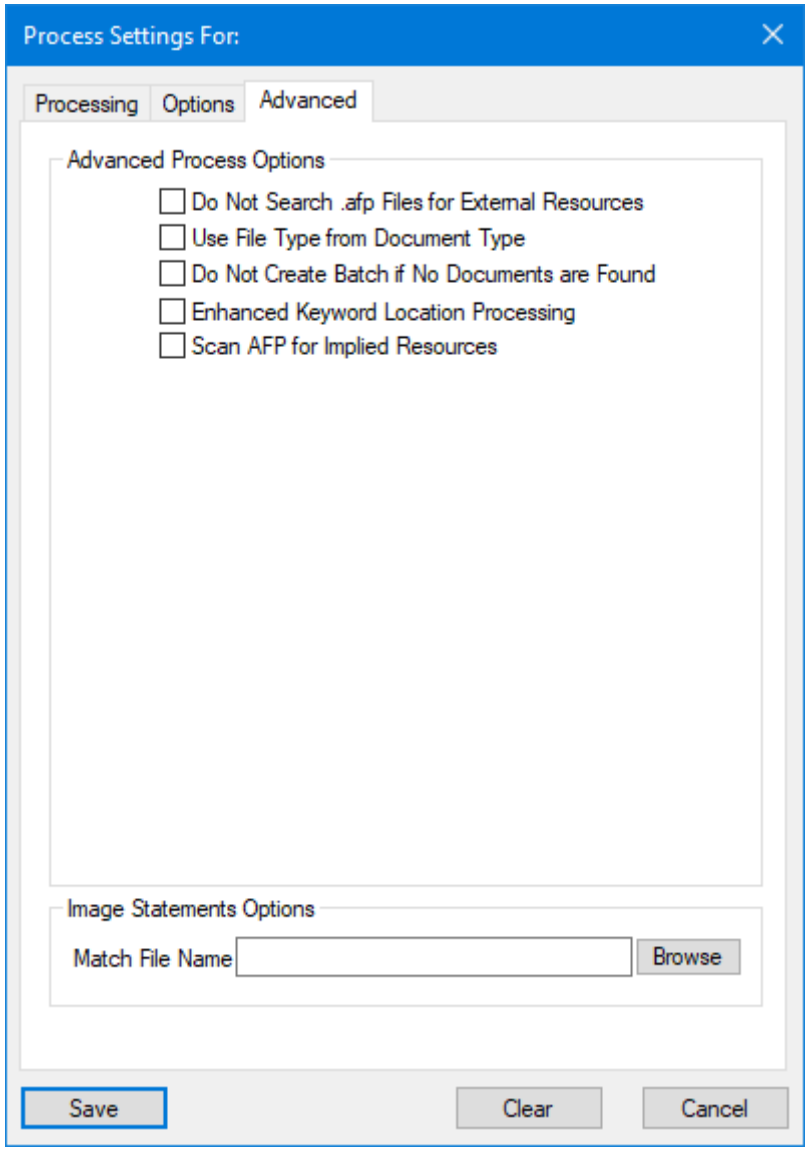
Option	Description
Add Documents to Workflow	**Note:** To use this option you must be properly licensed for Workflow. Place processed documents into a Workflow life cycle associated with the Document Type of the imported documents. **Note:** Documents can only be added to Unity life cycles from the Core-based OnBase Client interface. When this option is selected, the following options are available: • **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. **Tip:** When using the Core-based OnBase Client interface, it is recommended that you always select **On Commit**. 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. • **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. **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. • **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. **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.

Option	Description
Auto-Folder Documents	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. 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.
Store Verification Report in Document Type Disk Group	Stores the Verification Reports for the process in the same Disk Group as the processed Document Type. The default behavior of the AFP process is to store Verification Reports in the Disk Group assigned to the **SYS - Verification Reports** Document Type.
Accumulate Processing Information	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.
Extract Index Information	Stores all Keyword Values extracted from the AFP 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. If there are multiple Keyword Values for one Keyword Type, only the first value listed will be extracted. To configure an Index Extraction format, please see Configuring Index Extraction in the **System Administration** documentation for more information.
Store AutoFill Keyword Set Data	Stores Keyword Values from the import file into the associated AutoFill Keyword Set. 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.

Option	Description
Expand AutoFill Keyword Sets	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. For example, suppose A Document Type uses a social security number as the Primary Keyword Value. An existing AutoFill Keyword Set is shown below: **999-99-9999**, **Sara Smith**, **10/10/1966** **999-99-9999** is the Primary Keyword Value. Sara Smith's maiden name was Sara Adams. When a document is imported using 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**). **Note:** Keyword Type-level AutoFill Keyword Sets are not supported.

The Advanced Tab

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



The following options are available:

Option	Description
Do Not Search .afp Files for External Resources	Searches only the AFP file to process for external resources and not all files in the processing directory. AFP files may contain embedded or external resources, such as font information, necessary for processing or displaying documents. External resources are stored as separate .psg files in the processing directory. When a directory is specified, the default behavior of OnBase is to search all files in that directory for external and embedded resources for processing the file. In a directory with many AFP files, this can considerably lengthen processing time. Selecting this option shortens the processing time and is useful for large AFP processes.
Use File Type From Document Type	Uses the default file format of the Document Type when importing documents with differing file types.
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.
Enhanced Keyword Location Processing	Enhances the Keyword Value processing feature for the selected AFP process. You should select this option if the selected AFP process is not locating the correct Tagged Keyword Values or ID Strings. This option is selected by default when creating and configuring new AFP processes.
Scan AFP for Implied Resources	Scans the whole AFP document for implied resource inclusion to accommodate the correct rendering of documents that may refer to external resources not mapped to the AFP document.
Match File Name	**Note:** This option is only available if your solution is licensed for Image Statements. 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. Wildcard characters are supported. You may use the **?** and ***** characters to specify multiple files. The match file is automatically deleted after the process is run. 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.

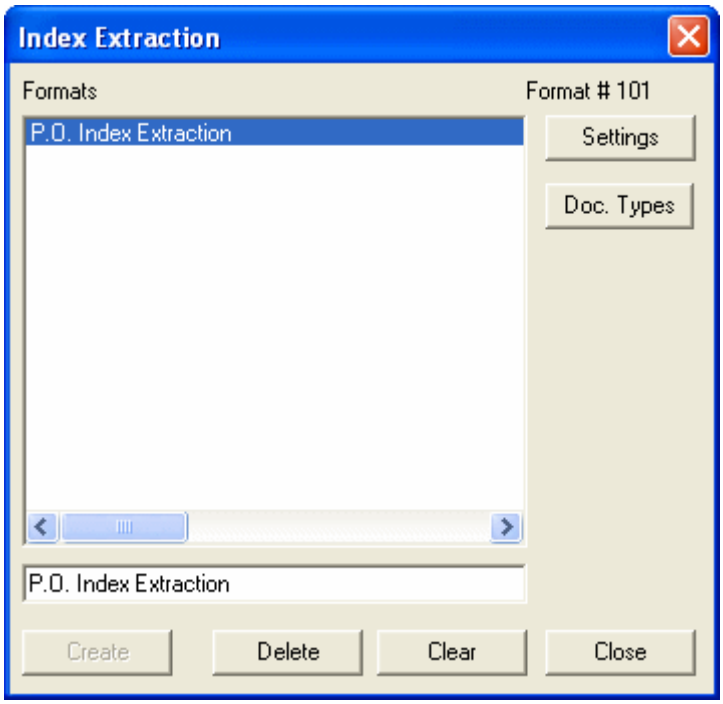
Configuring Index Extraction

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.

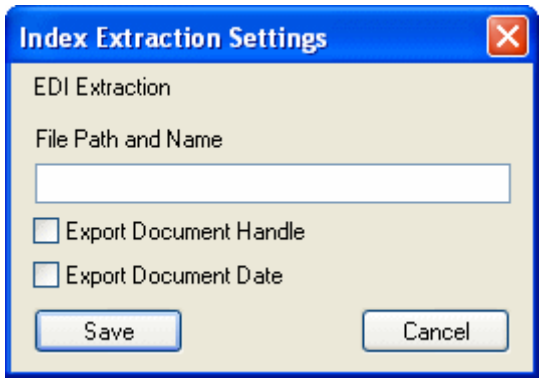
Note: You must select the **Extract Index Information** check box (any type of COLD processing) and **Index Extraction Format** (all COLD and DIP processing) in the **Process Settings For: <Process Name>** dialog box during configuration for an import processor for Index Extraction to be performed as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



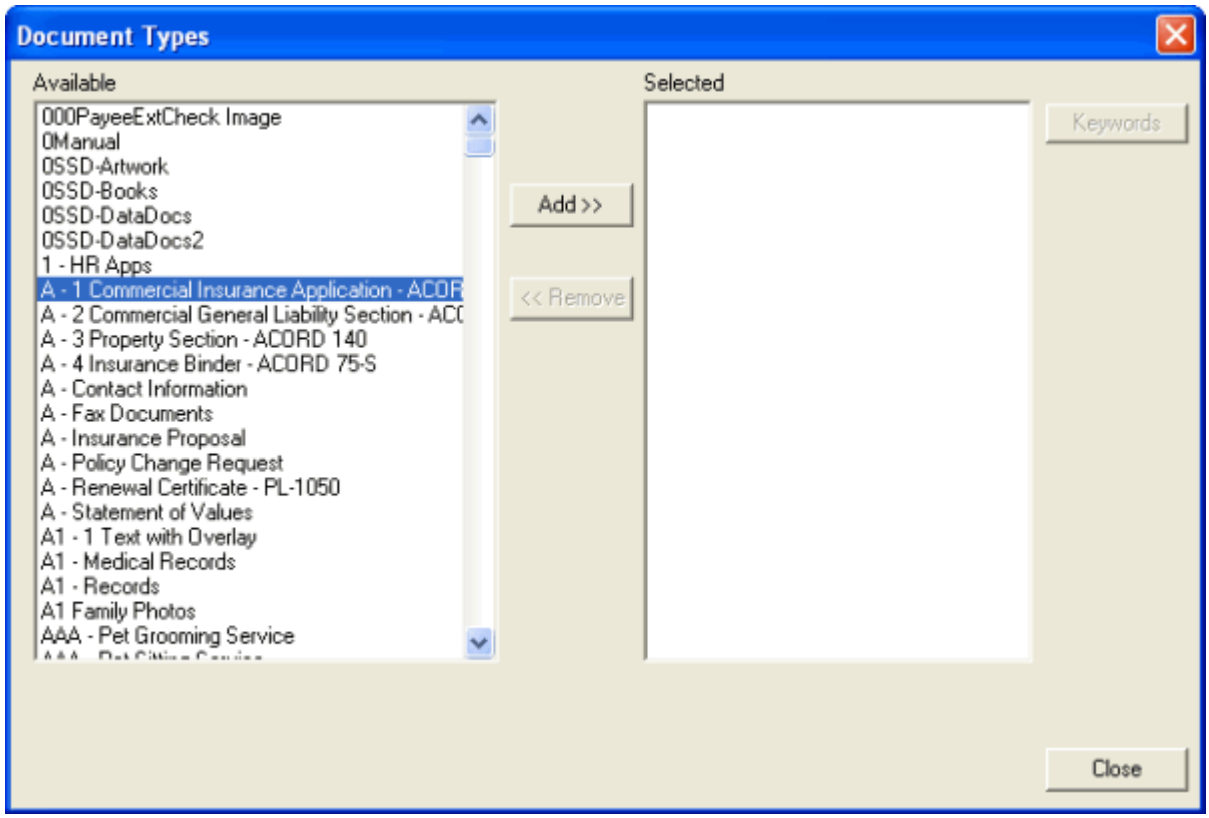
2. Type the name of the new format into the **Formats** field. Click **Create** to add the new format to the **Formats** list. The **Index Extraction Settings** dialog box is displayed.



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.

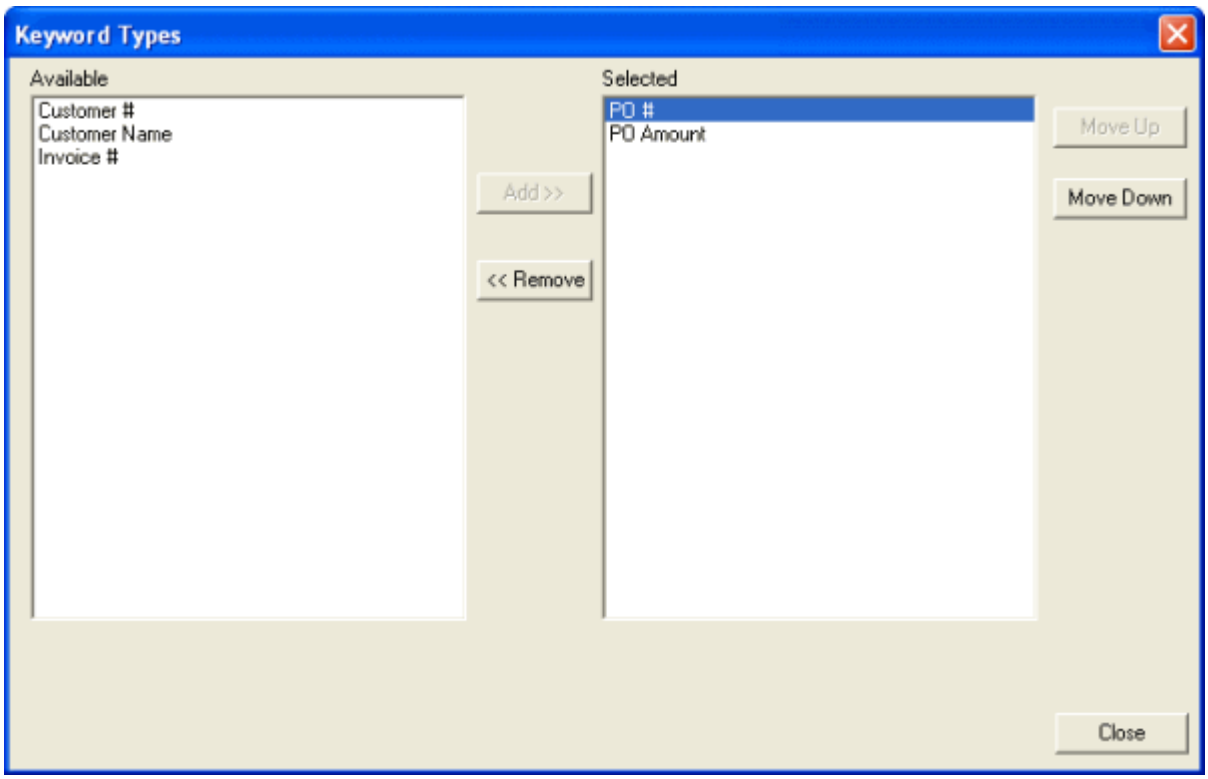
   Select **Export Document Date** to include the document's Document Date as the first Keyword Value in the index extraction file.
4. Click **Save**.
5. At the **Index Extraction** dialog box, click **Document Types**. The **Document Types** dialog box is displayed.



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**.

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.

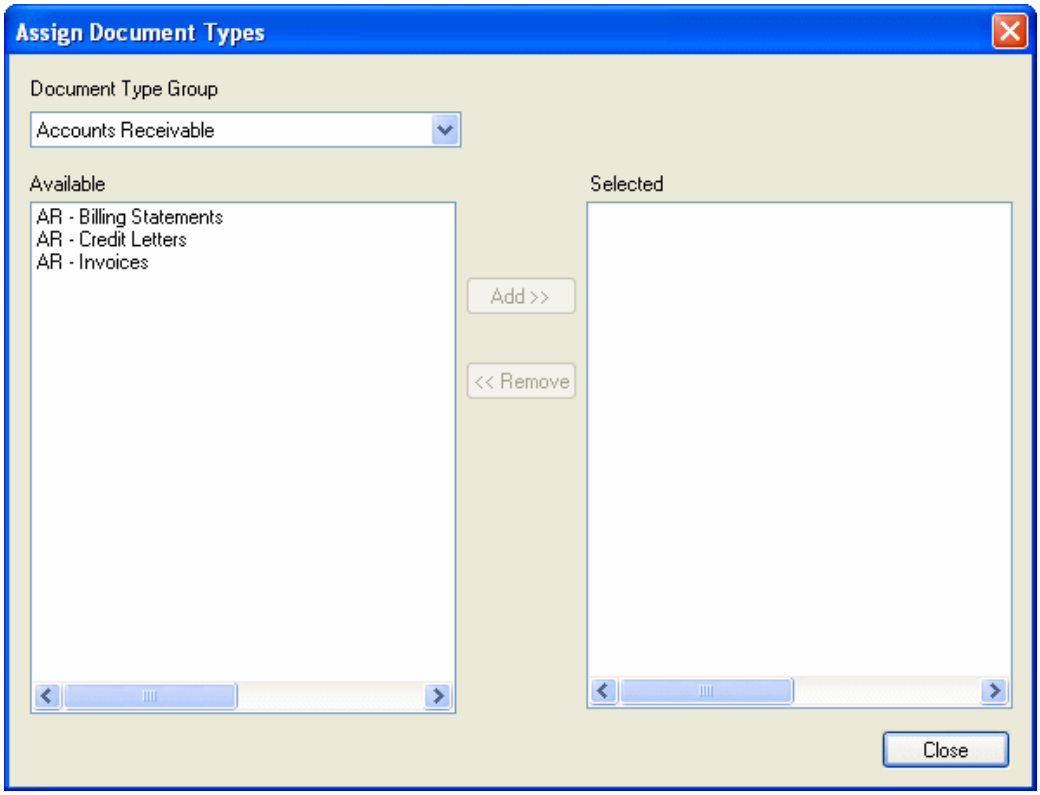
AFP Document Type Configuration

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

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

To assign a Document Type to the process format:

1. From the OnBase Configuration module, click **Import** | **AFP Input Filter Processor**. The **AFP 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.

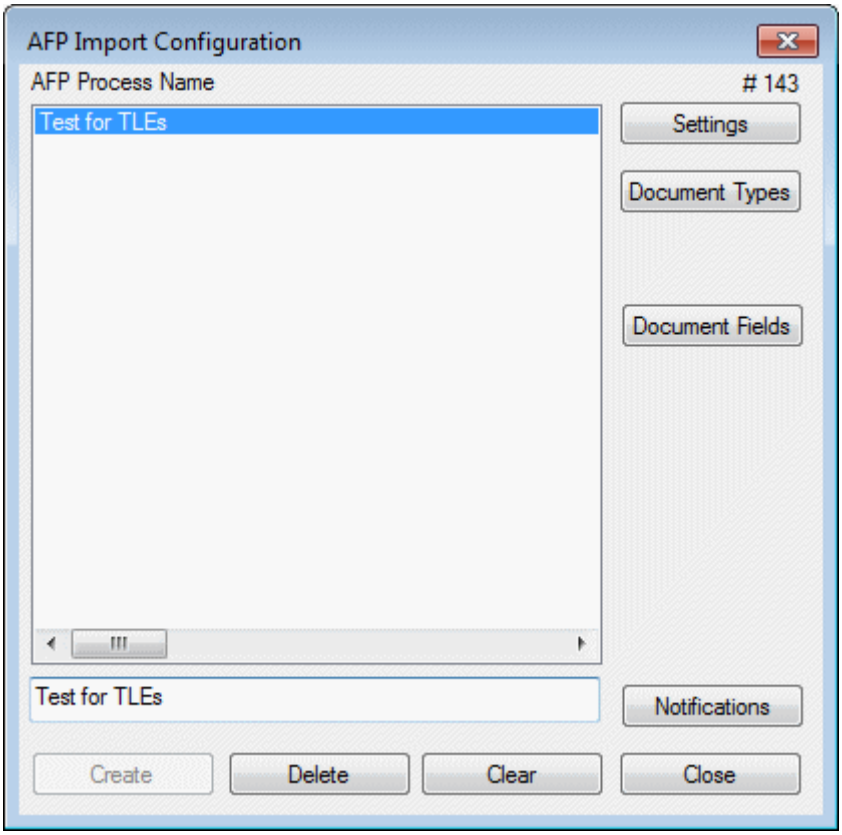
   To remove a Document Type from the process format, select it in the **Selected** list and click **<<Remove**. The selected Document Type is moved to the **Available** list.
4. Repeat Step 3 as necessary to assign all desired Document Types to the process format.
5. When all desired documents have been assigned to the process format, click **Close**.

AFP Document Fields Configuration

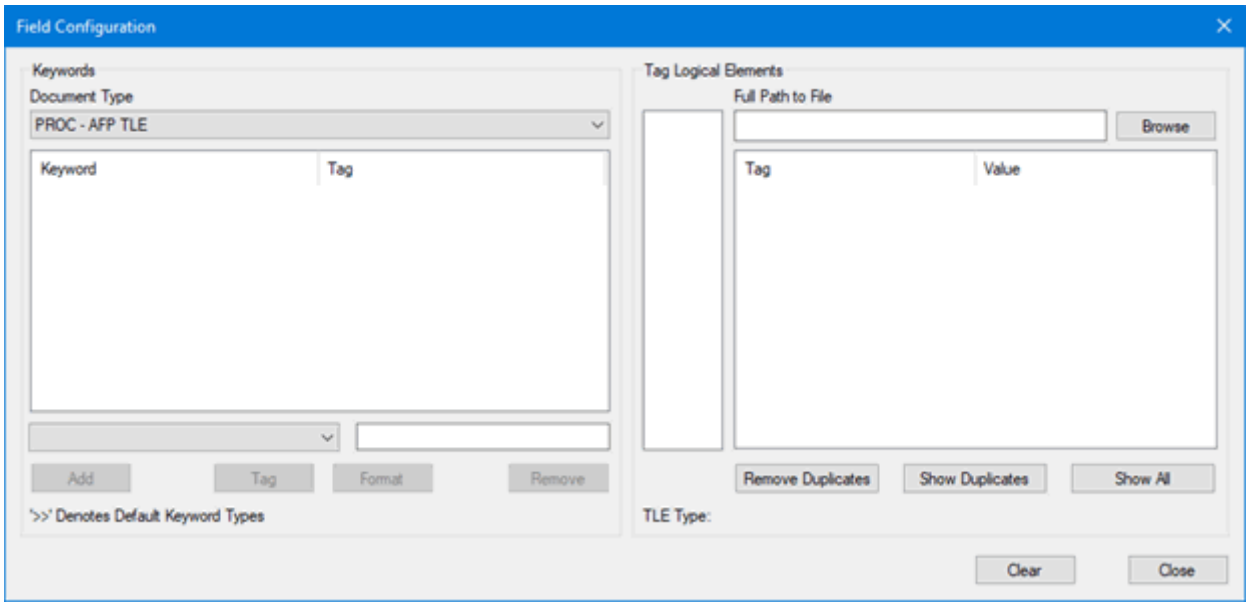
After Document Types have been assigned to the process, the Document Fields must be configured.

To configure the Document Fields for an AFP TLE process:

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

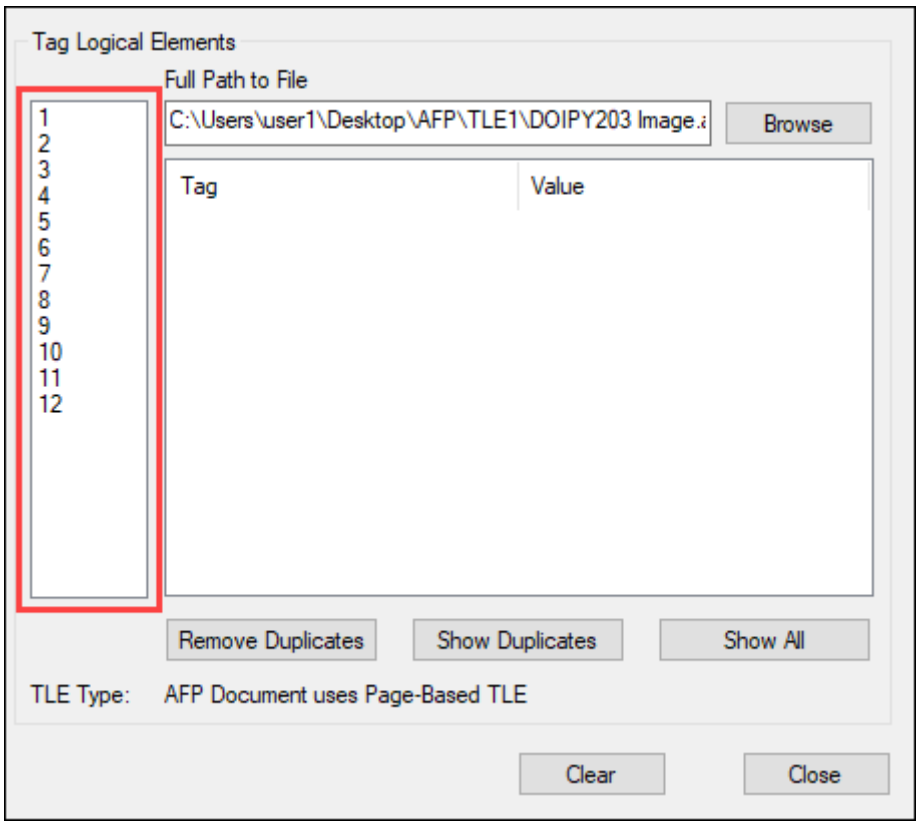


2. Select the process to configure and click **Document Fields**. The **Field Configuration** dialog box is displayed.



3. In the **Tag Logical Elements** section, enter the path to the AFP file in the **Full Path to File** field by doing one of the following:
   - Manually enter the path in the field and click **Show All**.
   - Click **Browse** to browse out to the AFP file and click **Open**.

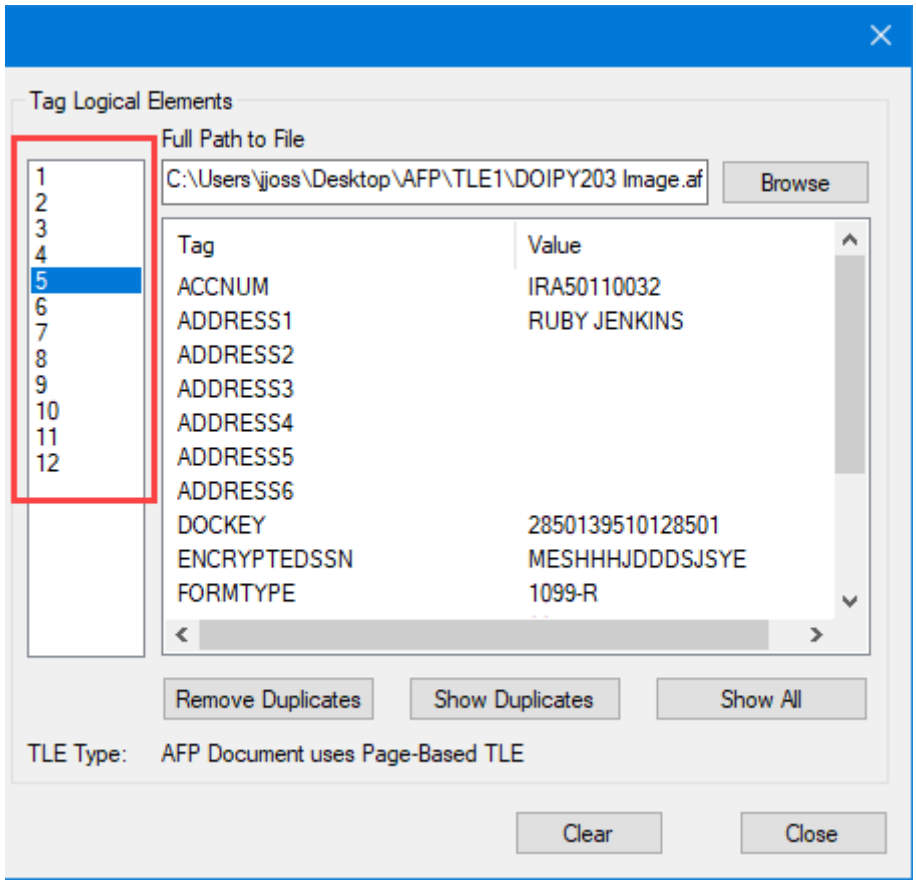
   The number of documents in the AFP file is displayed in the document list section. These numbers represent each document found in the file.



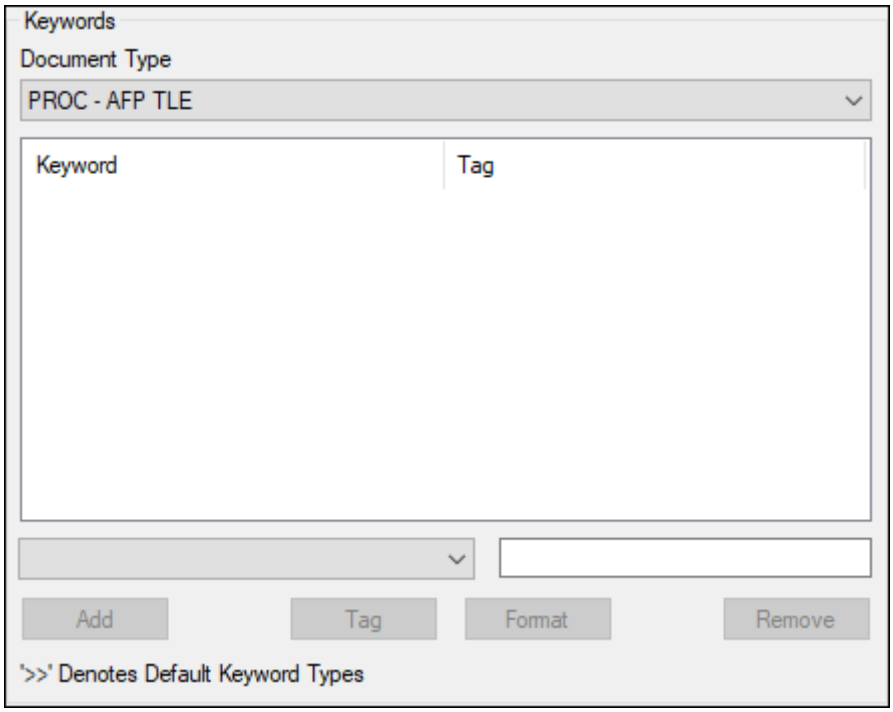
The **TLE Type** is also displayed at the bottom of the dialog box. The **TLE Type** is displayed as one of the following:

- **AFP Document uses Page-Based TLE**: Page-based TLE documents do not contain TLE tags that mark where a new document begins. If you have a page-based TLE document, you must configure a unique TLE tag to the **>>Document Type** System Keyword Type as the marker for a new document. This configuration is documented later in the current procedure.
- **AFP Document uses Named Page Group TLE**: Page group TLE documents contain TLE tags that mark where a new document begins.

4. Select a document from the document list section. The TLEs and their corresponding values display under the **Tag** and **Value** columns.

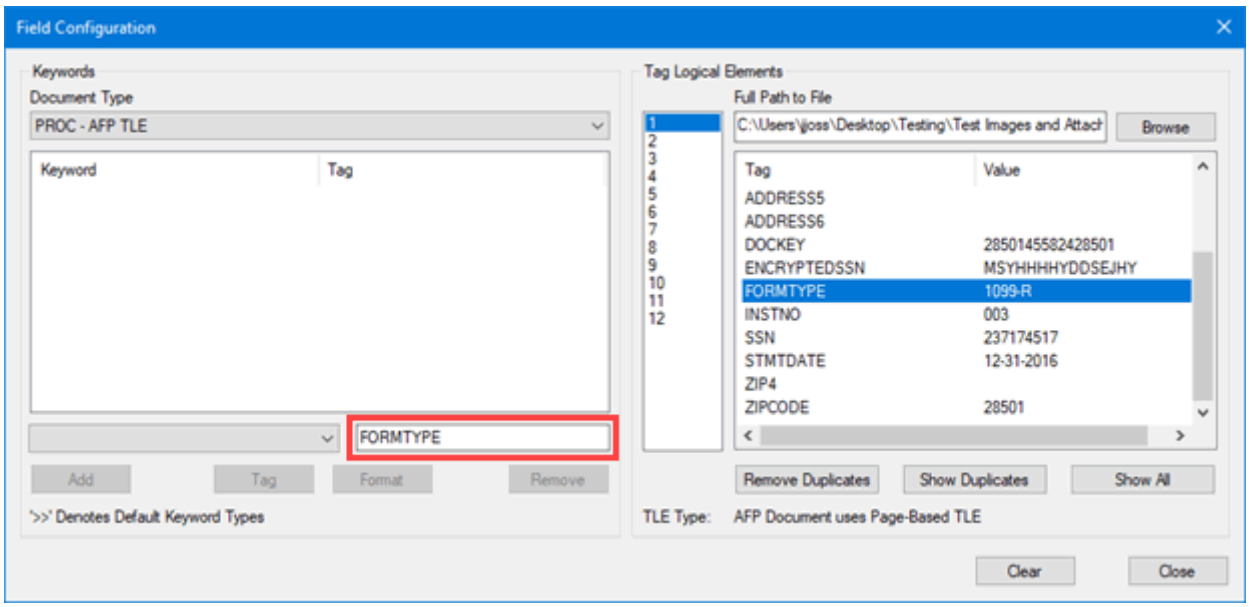


5. In the **Keywords** portion of the dialog box, select a Document Type from the **Document Type** drop-down list.

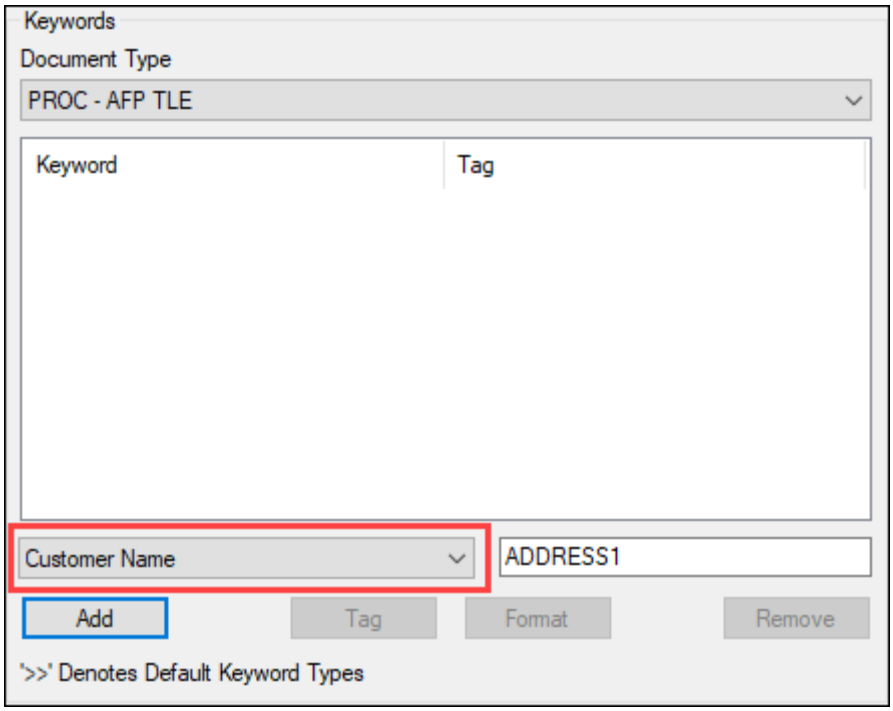


Note: This menu is populated by the previously selected Document Types. See AFP Document Type Configuration on page 45 for more information.

6. In the **Tag Logical Elements** section, select a TLE to map. When selected, the TLE tag is displayed in the tag text field in the **Keywords** section.



7. Select a Keyword Type to map to the TLE from the Keyword Type drop-down list.



Note: If multiple instances of a TLE tag exist, each TLE tag can be archived as a separate Keyword Type instance.

8. Click **Add** to add the mapped TLE and its value to the Keyword Type list. This maps the TLE and its value to the Keyword Type. For Keyword Types that contain date or currency values, see Date Formatting on page 60 or Currency Formatting Options on page 57 for more details.

   If you are mapping a page-based TLE document, you must select a unique TLE to map to the **>>Document Type** System Keyword Type to mark where a new document should start.

Note: Some documents in the AFP file may have duplicate TLEs embedded within them. To remove the duplicate tags from the viewer window, click **Remove Duplicates**. This ensures that each unique tag is mapped properly. To view the duplicates again, click **Show Duplicates**.

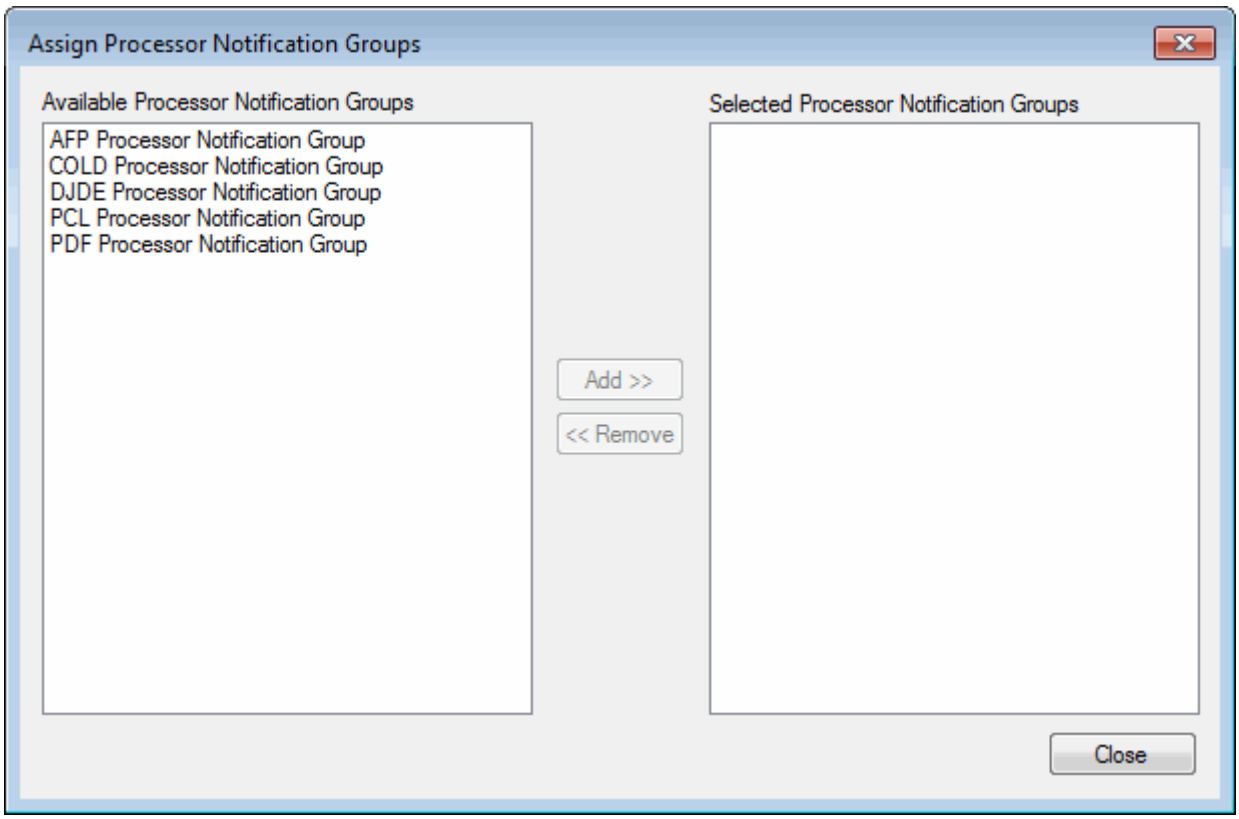
9. When all TLEs in a document are mapped, select the next document in the file and repeat these steps to map all TLEs to Keyword Types.
10. Click **Close** to save and exit the configuration.

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** | **AFP Processor**. The **AFP Import Configuration** dialog box is displayed.
2. Select the **Notifications** button. The **Assign Processor Notification Groups** dialog box is displayed.



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

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

4. Click **Close**.

Multi-Instance Keyword Type Groups and AFP

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

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

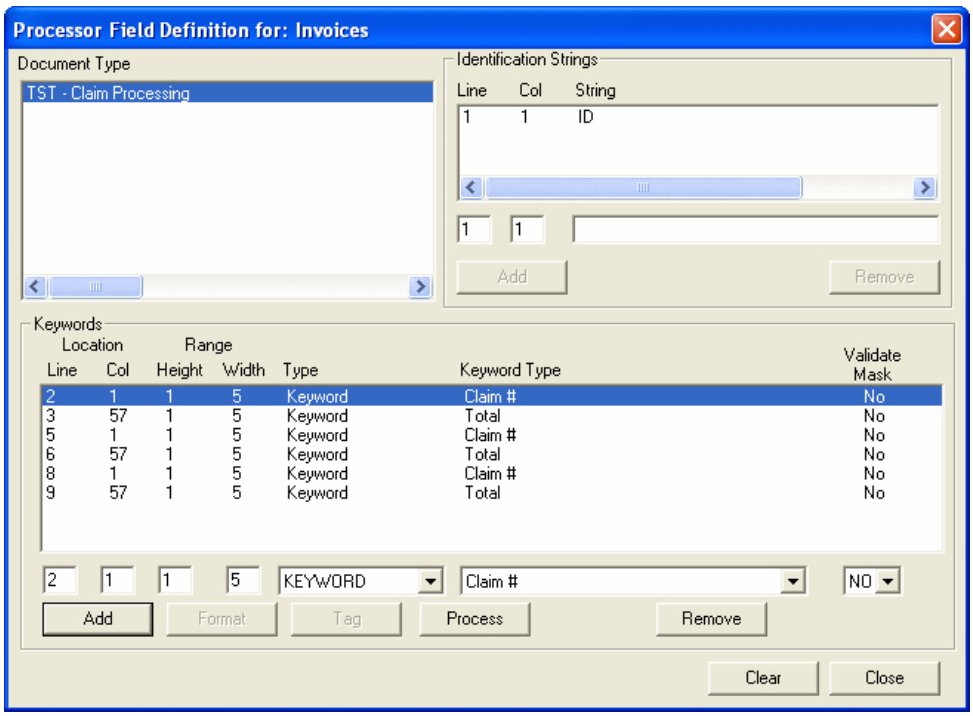
You must account for the maximum number of instances of Keyword Types that could be in Multi-Instance Keyword Type Groups assigned to the Document Type.

The AFP 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.

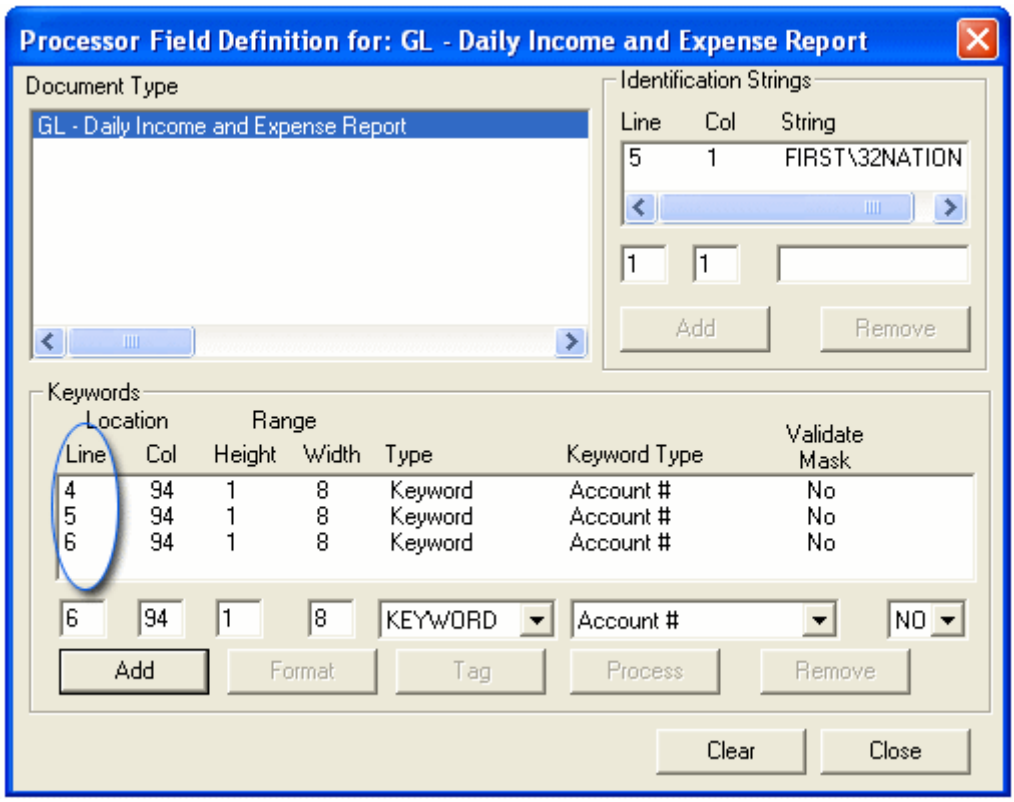
For more information on Multi-Instance Keyword Type Groups, see the **Configuration** documentation.

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

1. If all documents in the AFP file contain two instances of a Multi-Instance Keyword Type Group, except for one document in the AFP 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. 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**.
3. 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**.
4. 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 AFP process.) For example, the first instance of a Keyword Value might be on Line **4** and the second instance may be on Line **5**.



The Presence and Order of Keyword Values in the Document

If Multi-Instance Keyword Type Groups are associated with the documents being AFP 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:

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

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

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

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

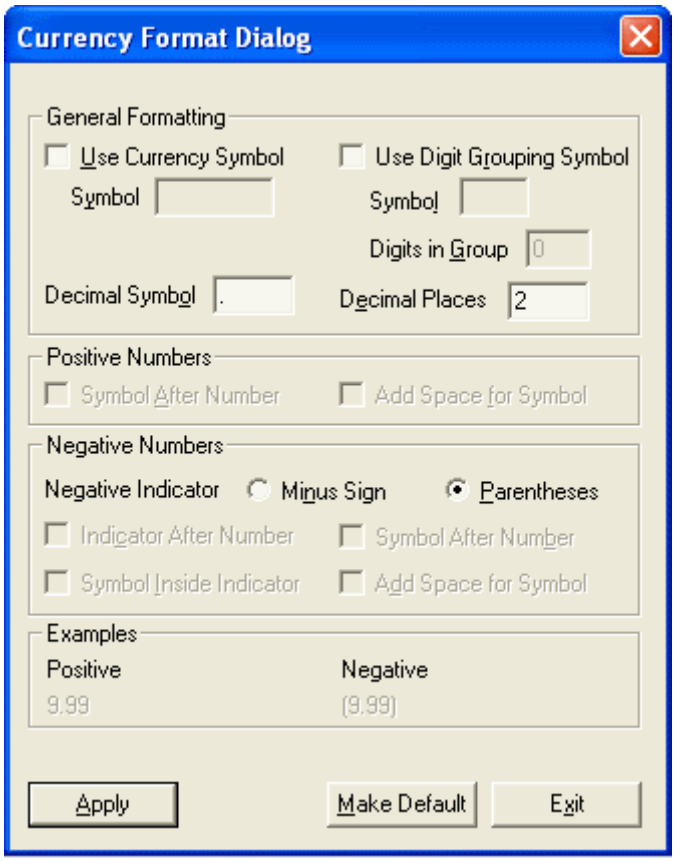
For more information on AutoFill Keyword Sets, see the **AutoFill Keyword Sets** module reference guide.

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.



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

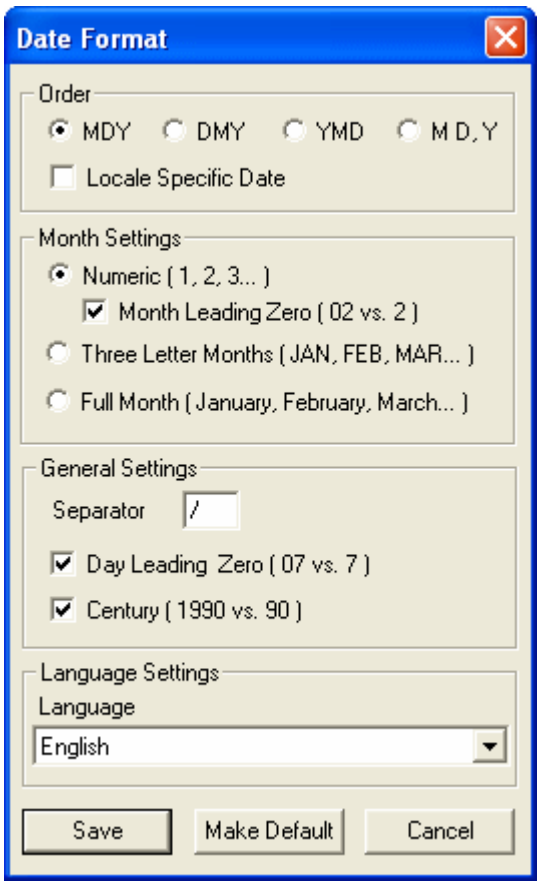
Date formats are used to specify the format of data in the data file that is used to populate the date Keyword Types associated with documents. In order for the date Keyword Types to populate correctly, you must specify the format of the date as it appears in the data file.

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.



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

Option	Description
Order	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: • **MDY** • **DMY** • **YMD** • **M D, Y** **Note:** The **M D, Y** order option is not supported for the **Numeric** month format option. 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. 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. **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.
Month Settings	Specifies the format of the month displayed in the date value. The following are the available options: • **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	Specifies format of the day, year, and how the date is separated in the date value. The following are the available options: • **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	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. **Note:** For some Japanese dates, a preprocessor must be used to translate the dates into OnBase-supported characters. 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.

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**.

AFP Configuration Export/Import

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

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

This is a useful tool for re-installing AFP 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.

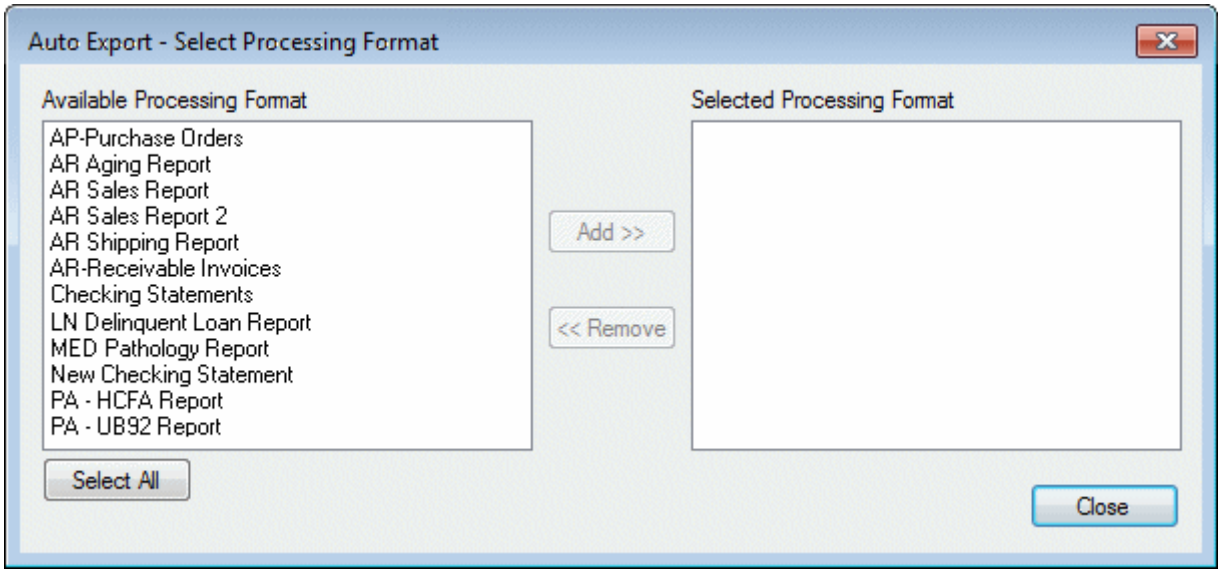
Note: Configuration elements that are not directly configured for the Document Type, but are referenced by the Document Type, are NOT exported (Disk Groups, Auto-foldering structures or Workflow configurations, for example).

Note: Multi-Instance Keyword Type Group functionality is not supported for AFP 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.

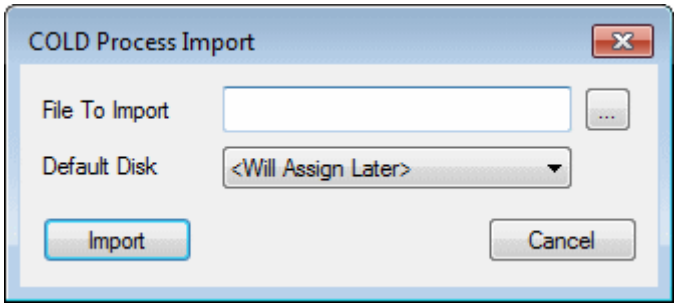
Note: The process should be exported to, and imported from, the same named directory location. Specify a common directory location for both processes, such as temp\[defaultfilename.*]. Create the directory, if necessary, before running the export process.

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.

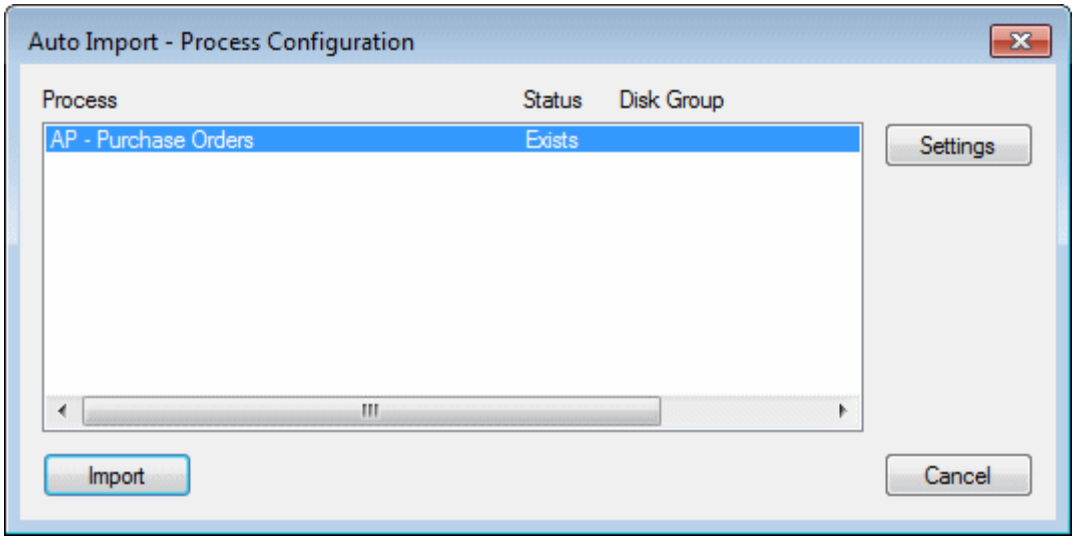


3. The **Open** dialog box is displayed, requesting the location of the export file. Use the navigation controls at the **Open** dialog box to browse to the appropriate location for the export file.

   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.

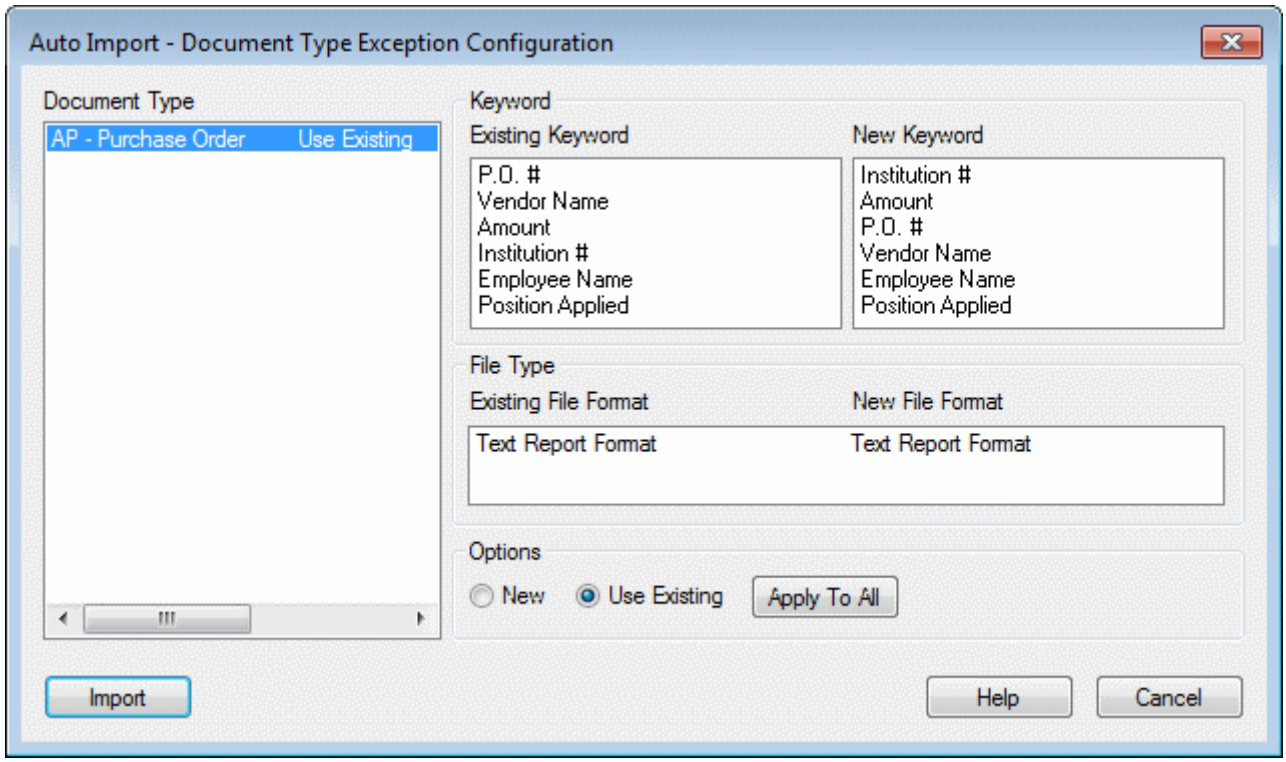
   If desired, any of the Process Settings parameters for any of the COLD Processors can be modified prior to import. To do so, highlight a COLD Processor and select **Settings**. Make the appropriate changes at the **Process Settings For: <Process Name>** dialog box. Select **Save** when changes are complete.



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.

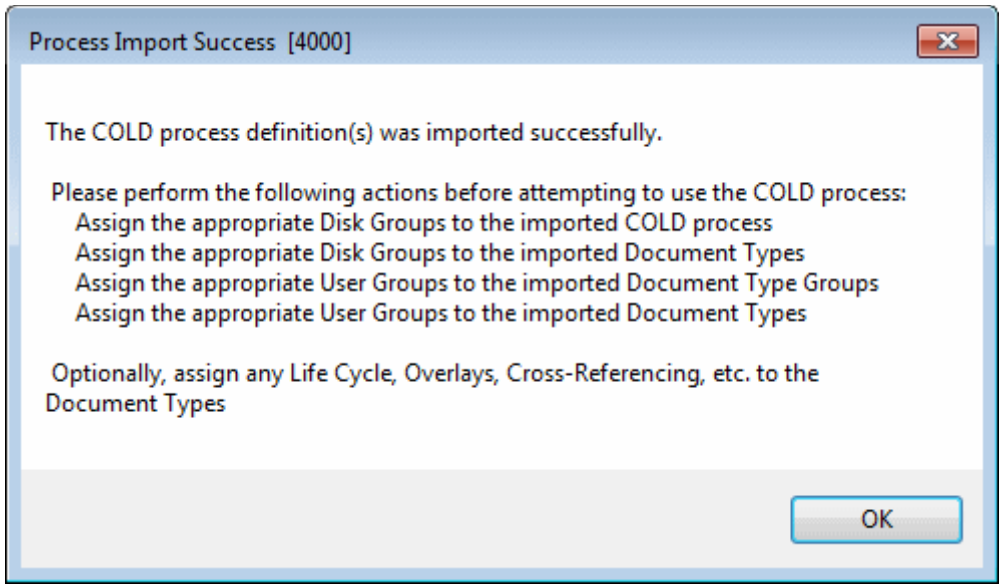
8. To resolve conflicts at the **Auto Import - Document Type Exception Configuration** dialog box, highlight the Document Type with the conflict, and select either **New** or **Use Existing** in the **Options** section of the dialog box. Import a COLD process with Document Types that already exist in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



- **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 AFP COLD Process Format Configuration

This section contains details on how AFP COLD Process Formats are configured, including:

Overview

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

Visual AFP Configuration is an interface available in the Client module that allows the user to configure an AFP COLD Process Format. The AFP file is displayed, allowing the user to configure parameters (ID String, Keyword Types, Continuation String, etc.) in a point-and-click visual interface.

Note: If your AFP file contains Tag Logical Elements, it is considered a best practice to configure your AFP process in the OnBase Configuration module instead of through the Visual AFP configuration.

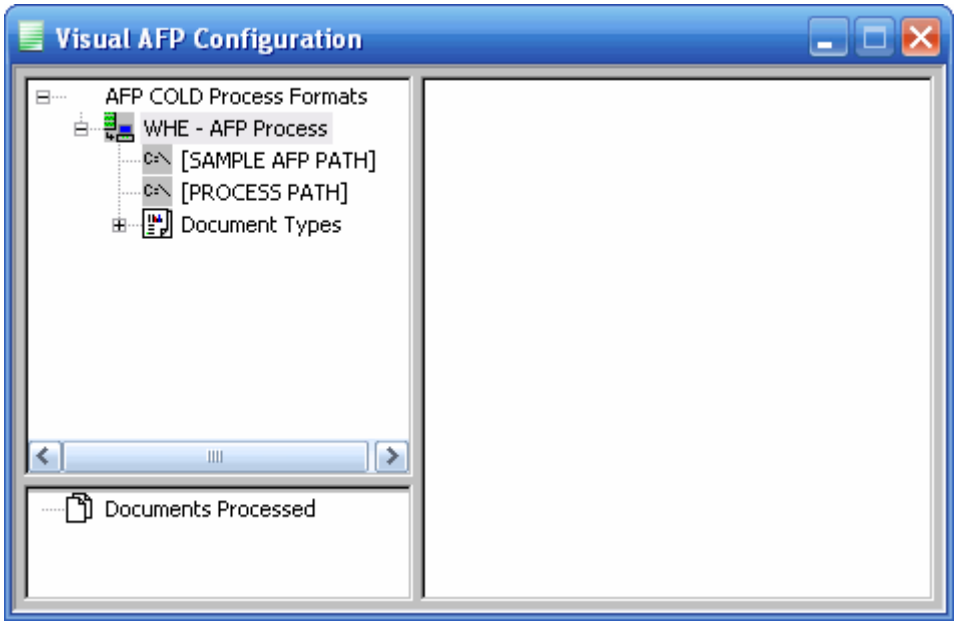
Configuration can be performed without registration of the workstation.

Creating the Process Format Name

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

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 AFP Configuration** window is displayed. This window displays the AFP 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 AFP COLD Process Formats. Each node on the tree, representing parameters of the AFP COLD Process Format, expands and collapses. The lower-left section is used to display the results of any test runs of the AFP COLD Process Formats. The right section gives the visual representation of every page from the selected AFP file. All three windows comprise the **Visual AFP Configuration** window.

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

Tip: If an AFP COLD Process Format has already been created, it can be duplicated to save configuration time for new Process Formats that will pull documents from the same location. See Duplicating a Process Format on page 99.

3. Type the desired name for the new Process Format.

Identifying the Sample File and Process Paths

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

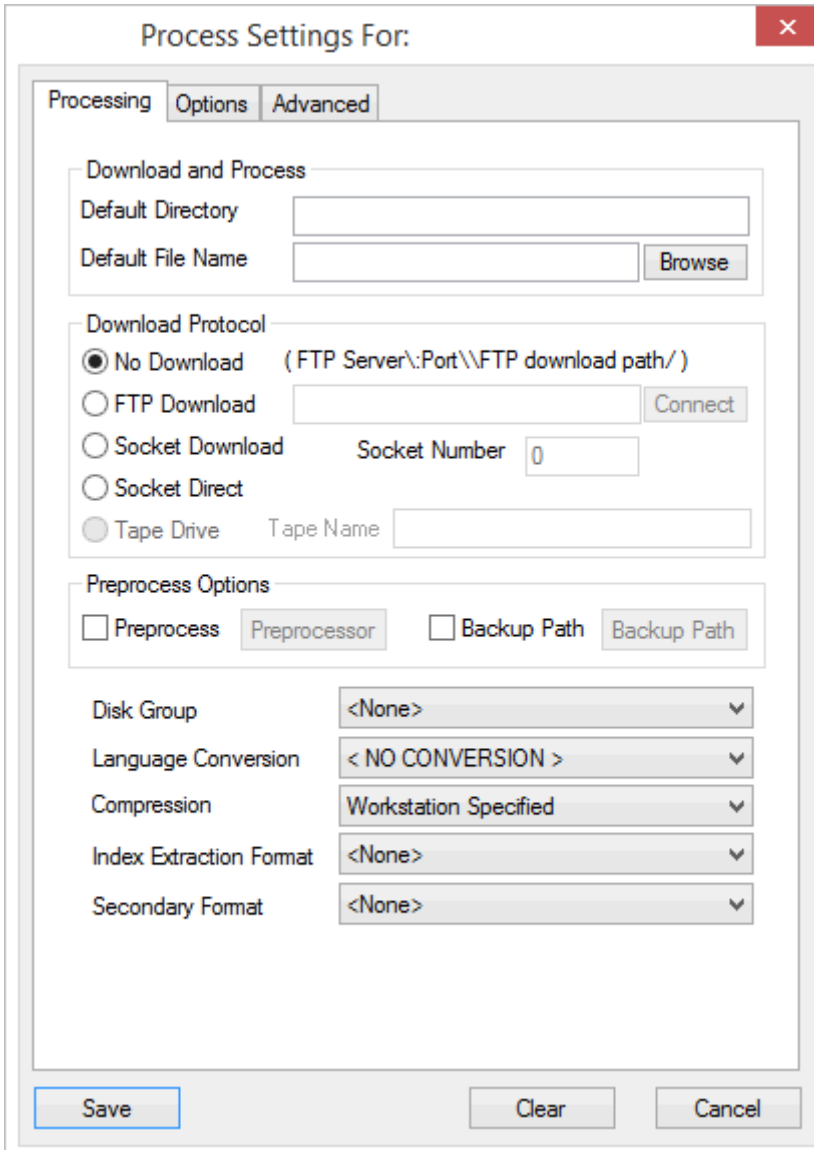
1. Expand the new Process Format by selecting the **+** node to the left of the Process Format name.
2. Double-click on the branch labeled **[SAMPLE AFP PATH]** or select the branch labeled **[SAMPLE AFP PATH]** and select **Edit** from the right-click menu. The **Open** dialog box is displayed.
3. Navigate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

Note: The maximum file path length is 255 characters.

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

Note: AFP files may contain embedded or external resources, such as font information, necessary for the processing or displaying of the documents. These external resources are stored as separate .psg files stored in the processing directory. During processing, any external resource files must be in the same directory as the AFP file for proper viewing and processing.

5. Right-click the branch labeled **[PROCESS PATH]**. The **Process Settings** dialog box is displayed.



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

6. Enter the appropriate value for each option necessary to your AFP 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

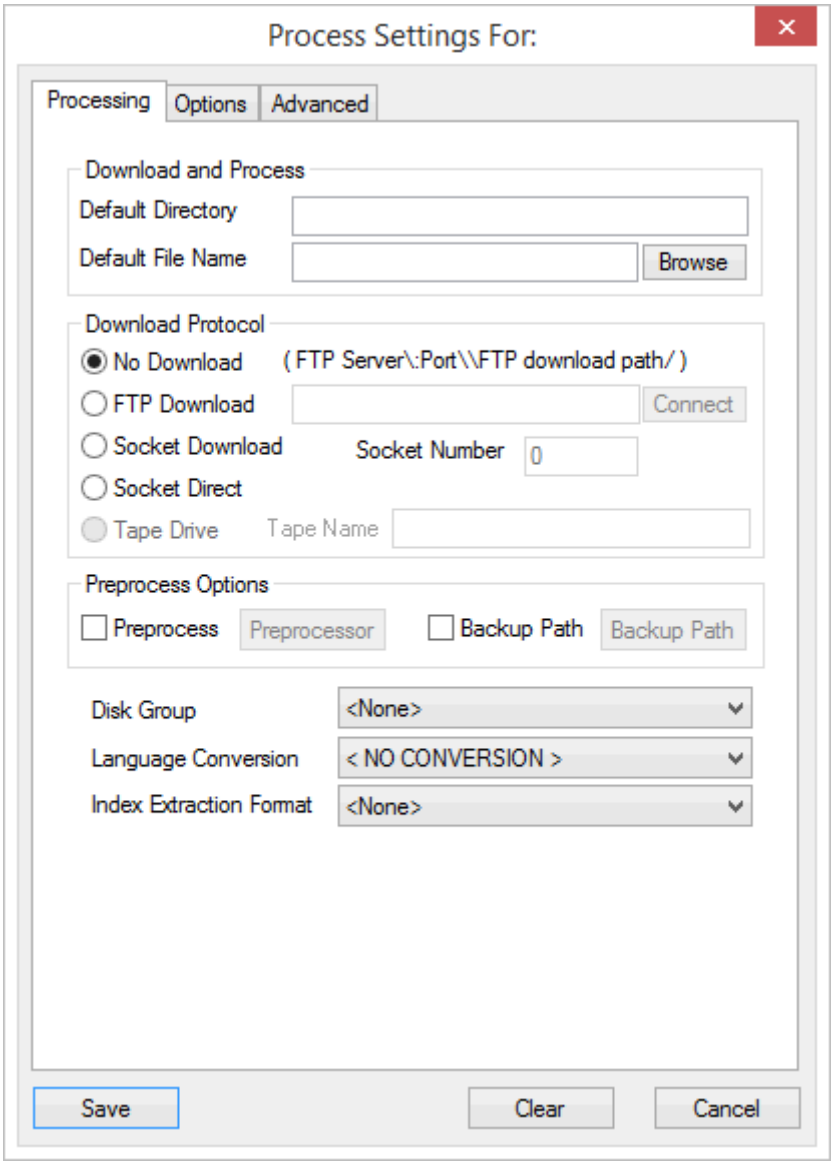
Note: It is important to note that before processing files in OnBase, the files must be accessible from the workstation. The options of using a File Transfer Protocol (FTP) or a socket connection to download the necessary files are available for some processors. FTP is a protocol used to transfer files 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.

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

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.



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	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. **Note:** Ensure the import file contains either continuation or form feeds. Files should also be properly terminated by an end-of-file marker.

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	Files are downloaded from a server using File Transfer Protocol and saved locally before they are processed. **Note:** Secure File Transfer Protocol (SFTP) is not supported for use with AFP. After selecting **FTP Download**, you must also configure the following: • 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. See FTP Download Considerations on page 28 for more information.
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 AFP 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. AFP 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

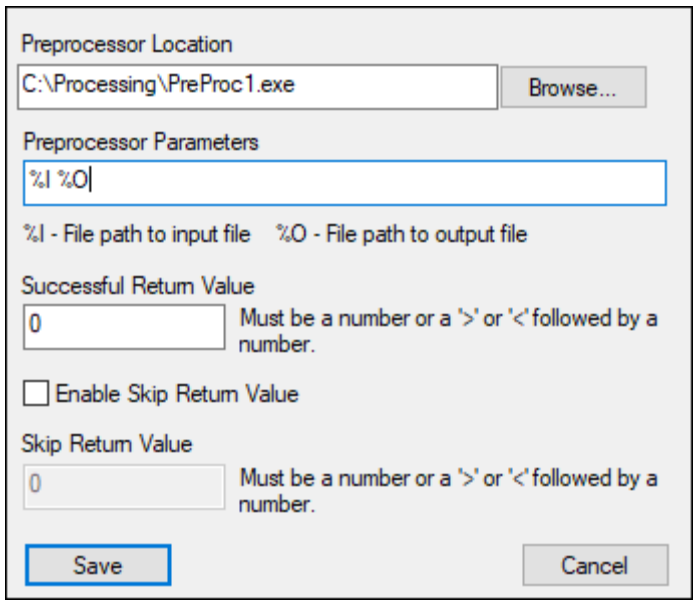
If an import file is formatted in a way that cannot be processed by the processor, a preprocessor can be used to reformat the data so it can be processed. A preprocessor is a separate program used to reformat existing import files using user-defined rules and descriptions to prepare them for processing.

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.



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 AFP.

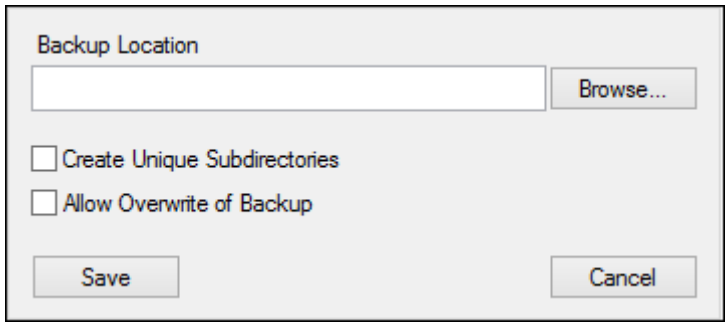
Set a Backup Path

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 AFP 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

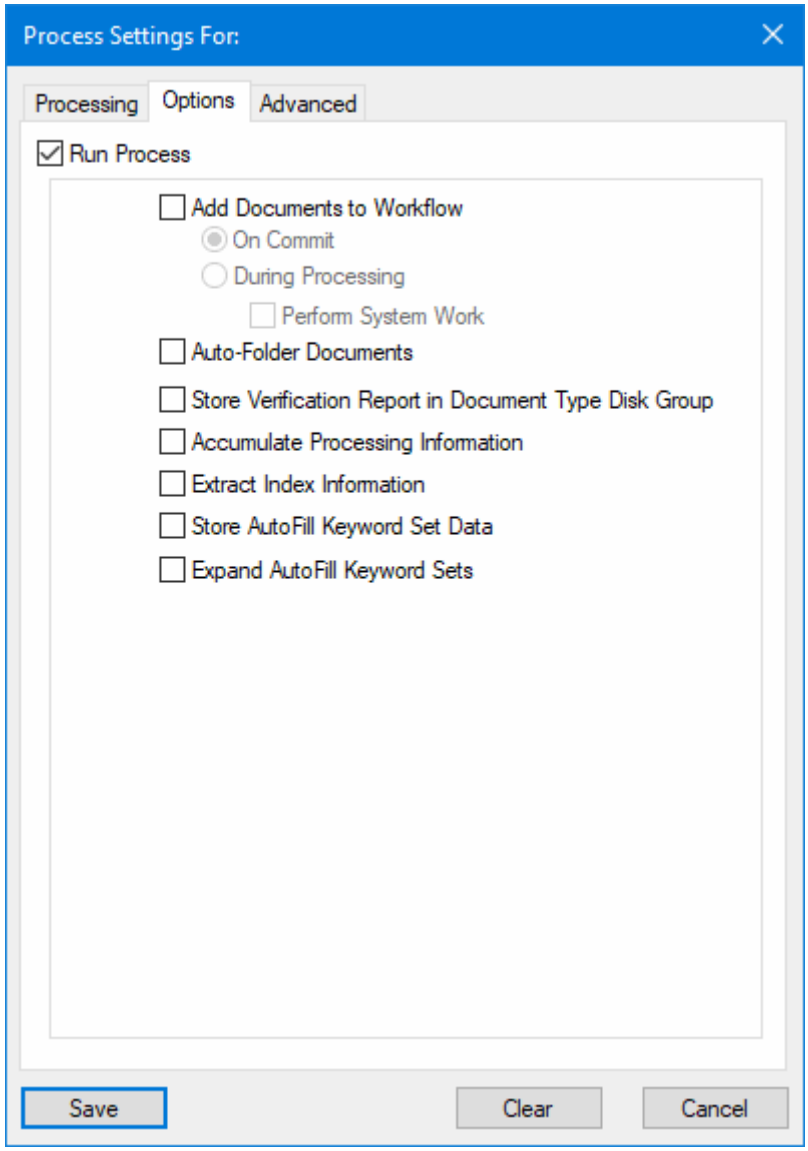
The **Processing** tab also contains the following options.

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	Select the language associated with the ASCII code page that created the import file. **Note:** This setting is only used for legacy language conversions. The option **<NO CONVERSION>** should be selected when configuring process settings.

Option	Description
Index Extraction Format	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. 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. To configure an Index Extraction format, please see Configuring Index Extraction in the **System Administration** documentation for more information.

The Options Tab

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



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

Option	Description
Run Process	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. If it is not selected, the AFP 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.

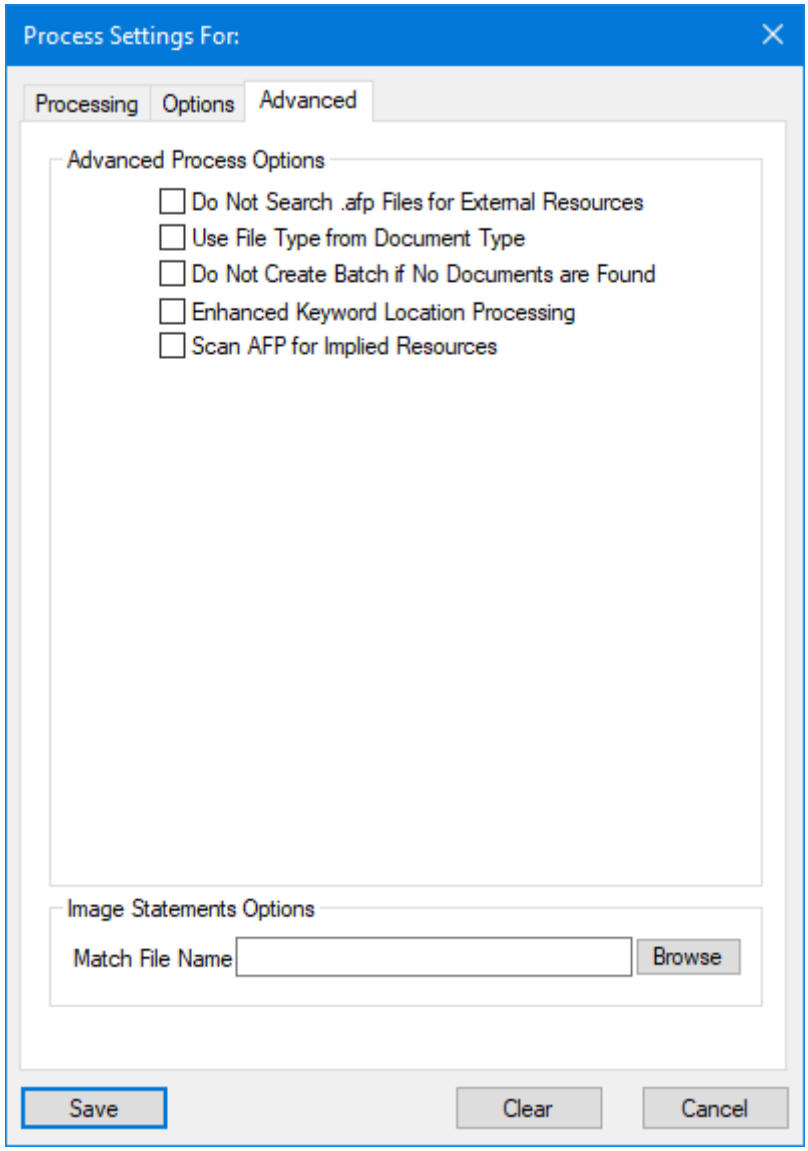
Option	Description
Add Documents to Workflow	**Note:** To use this option you must be properly licensed for Workflow. Place processed documents into a Workflow life cycle associated with the Document Type of the imported documents. **Note:** Documents can only be added to Unity life cycles from the Core-based OnBase Client interface. When this option is selected, the following options are available: • **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. **Tip:** When using the Core-based OnBase Client interface, it is recommended that you always select **On Commit**. 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. • **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. **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. • **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. **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.

Option	Description
Auto-Folder Documents	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. 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.
Store Verification Report in Document Type Disk Group	Stores the Verification Reports for the process in the same Disk Group as the processed Document Type. The default behavior of the AFP process is to store Verification Reports in the Disk Group assigned to the **SYS - Verification Reports** Document Type.
Accumulate Processing Information	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.
Extract Index Information	Stores all Keyword Values extracted from the AFP 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. If there are multiple Keyword Values for one Keyword Type, only the first value listed will be extracted. To configure an Index Extraction format, please see Configuring Index Extraction in the **System Administration** documentation for more information.
Store AutoFill Keyword Set Data	Stores Keyword Values from the import file into the associated AutoFill Keyword Set. 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.

Option	Description
Expand AutoFill Keyword Sets	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. For example, suppose A Document Type uses a social security number as the Primary Keyword Value. An existing AutoFill Keyword Set is shown below: **999-99-9999**, **Sara Smith**, **10/10/1966** **999-99-9999** is the Primary Keyword Value. Sara Smith's maiden name was Sara Adams. When a document is imported using 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**). **Note:** Keyword Type-level AutoFill Keyword Sets are not supported.

The Advanced Tab

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



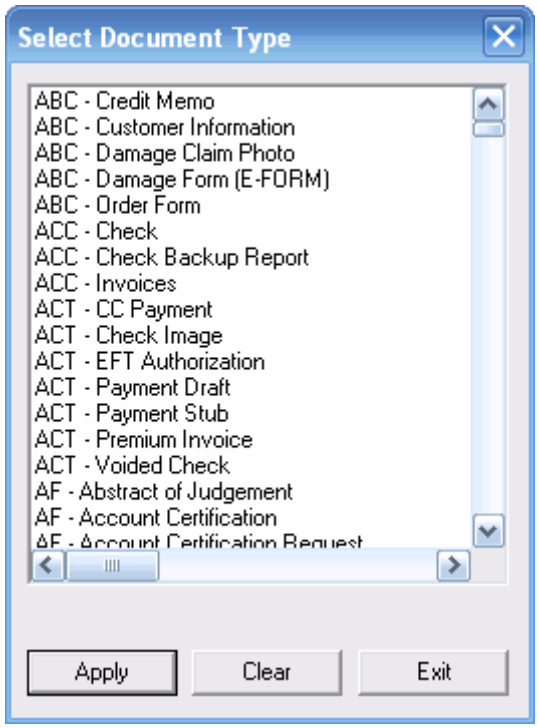
The following options are available:

Option	Description
Do Not Search .afp Files for External Resources	Searches only the AFP file to process for external resources and not all files in the processing directory. AFP files may contain embedded or external resources, such as font information, necessary for processing or displaying documents. External resources are stored as separate .psg files in the processing directory. When a directory is specified, the default behavior of OnBase is to search all files in that directory for external and embedded resources for processing the file. In a directory with many AFP files, this can considerably lengthen processing time. Selecting this option shortens the processing time and is useful for large AFP processes.
Use File Type From Document Type	Uses the default file format of the Document Type when importing documents with differing file types.
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.
Enhanced Keyword Location Processing	Enhances the Keyword Value processing feature for the selected AFP process. You should select this option if the selected AFP process is not locating the correct Tagged Keyword Values or ID Strings. This option is selected by default when creating and configuring new AFP processes.
Scan AFP for Implied Resources	Scans the whole AFP document for implied resource inclusion to accommodate the correct rendering of documents that may refer to external resources not mapped to the AFP document.
Match File Name	**Note:** This option is only available if your solution is licensed for Image Statements. 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. Wildcard characters are supported. You may use the **?** and ***** characters to specify multiple files. The match file is automatically deleted after the process is run. 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.

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**.

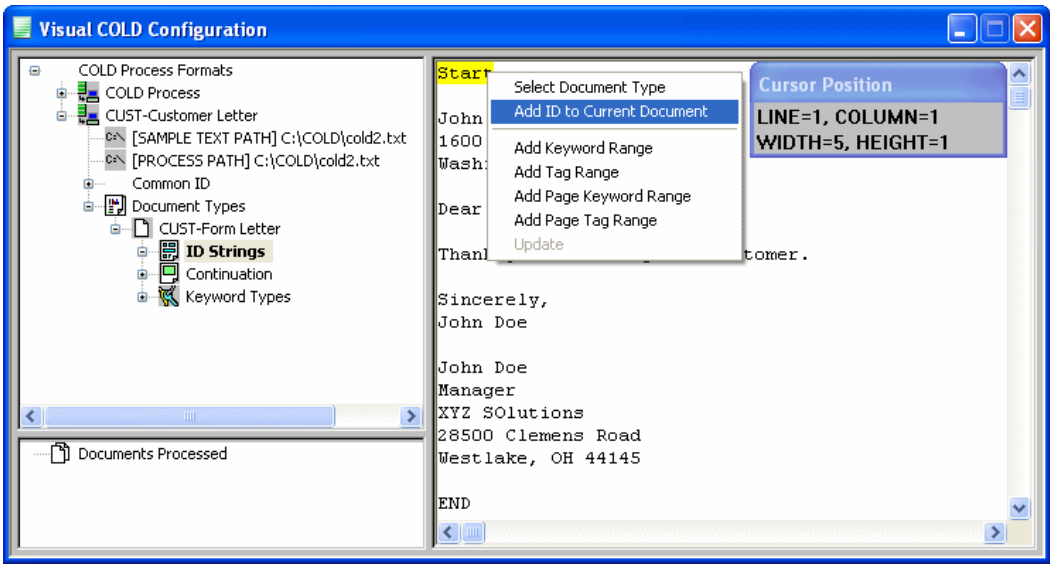
   The selected Document Type is displayed as a new branch in the **Visual AFP Configuration** window. Multiple selected Document Types will be sorted alphabetically.

Identifying the Document ID String

The ID String is used by the AFP 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 AFP file. When the mouse is released, the text will be highlighted in yellow.

Note: Document ID strings are limited to 51 characters.

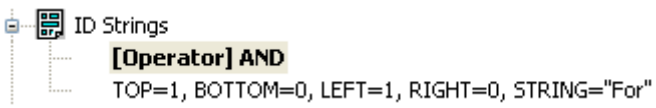


Tip: Ensure that the ID String highlighted belongs to the correct Document Type before proceeding.

2. Right-click on the highlighted ID string and select **Add ID to Current Document**.

   The selected string is displayed immediately below the **ID String** branch, along with the **TOP**, **BOTTOM**, **RIGHT**, and **LEFT** coordinates of the string on the displayed page and the **Operator** being used. The actual text identified is also displayed in quotation marks (“ “). After configuration, click on the coordinates of the string to confirm the location of the keyword.

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



3. 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 AFP 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 AFP process will locate and process pages that contain any of the configured ID Strings.

4. 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 (for example, an image or part of an overlay) coordinates are displayed, but the strings only display quotation marks (“ “).

Modifying the Document ID String

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

1. Select the ID String branch you want to modify from the Visual Configuration window.
2. 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.

3. 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 AFP 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 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.

Keyword Range

To define a Keyword Range:

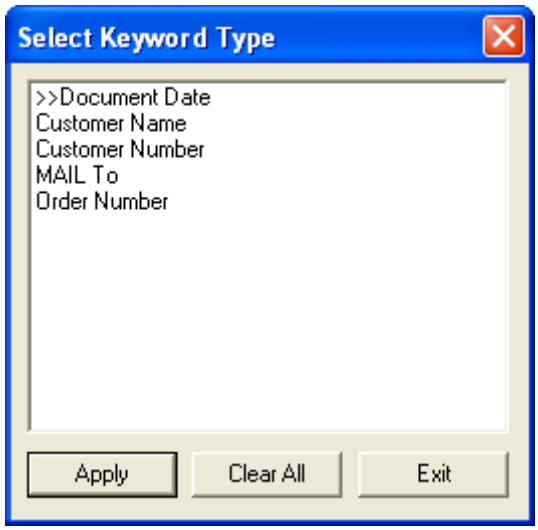
1. Select the **Keyword Types** branch in the **Visual AFP Configuration** window.

Tip: Ensure that the **Keyword Type** 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 AFP 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. Right-click on the highlighted Keyword Value and select **Add Keyword Range**.

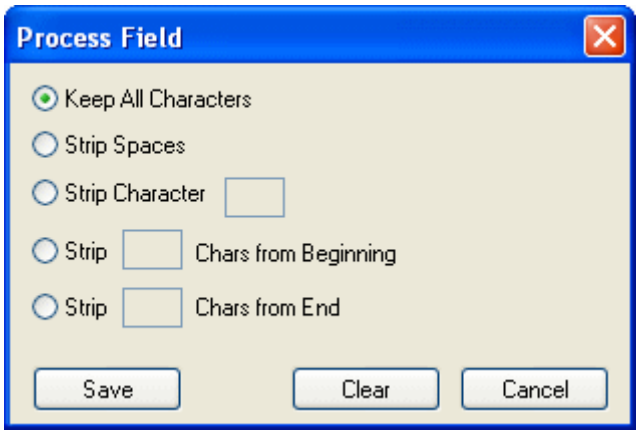
Note: Page Tag Ranges and Page Keyword Ranges are not supported in AFP COLD processing.

4. The **Select Keyword Type** dialog box is displayed.



5. Select the Keyword Type that is represented by the highlighted value and select **Apply**.
   The selected Keyword Type is displayed immediately below the **Keyword Type** branch, along with the **TOP**, **BOTTOM**, **RIGHT**, and **LEFT** coordinates of the Keyword Type on the displayed page. Configured Keyword Values display in green.
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 57 or Date Formatting on page 60 for more information.
9. Repeat steps 1-7 to identify additional Keyword Ranges.

Note: Page Tag Ranges and Page Keyword Ranges are not supported in AFP COLD Processing.

Tag Range

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

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

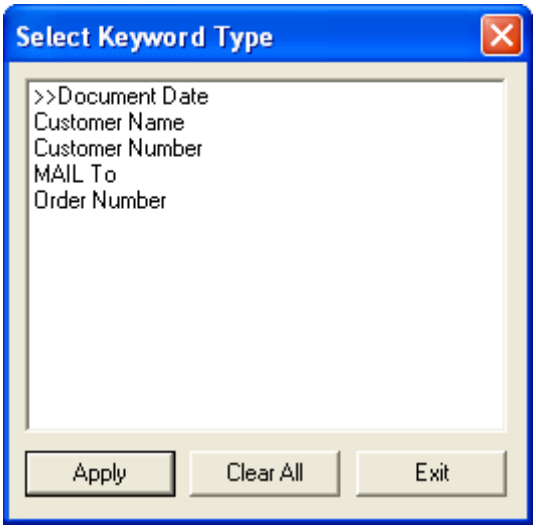
Tip: Ensure that the **Keyword Types** branch highlighted belongs to the correct Document Type before proceeding.

2. Drag the mouse over the area on the sample file that corresponds to a tag to be identified by the AFP 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. Right-click and select **Add Tag Range**.

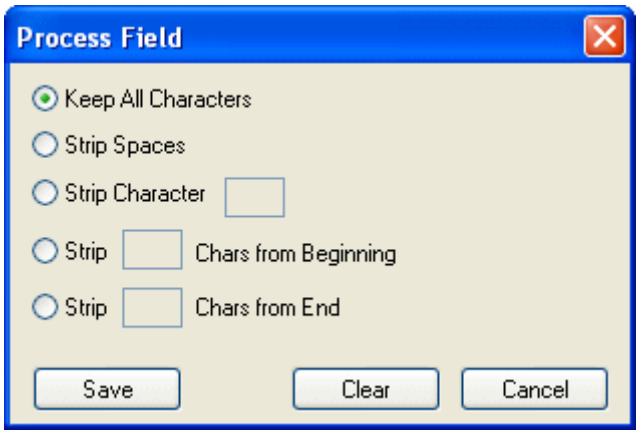
Note: Page Tag Ranges and Page Keyword Ranges are not supported in AFP COLD Processing.

4. Drag the mouse to select the tag string only.
5. Right-click and select **Set Tag String**.
6. Drag the mouse to select the Keyword Value.
7. Right-click and select **Set Keyword Range**. The **Select Keyword Type** dialog box is displayed.



8. Select the Keyword Type that corresponds to the tag value and click **Apply**.
   The tag is displayed below the **Keyword Types** branch, along with the **TOP**, **BOTTOM**, **RIGHT**, and **LEFT** coordinates of the tag string on the displayed page. The coordinates of the keyword range are also displayed.
9. Double-click the **[VALIDATION]** branch to toggle between **YES** and **NO**.

10. 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.

11. 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 57 or Date Formatting on page 60 for more information.
12. Repeat steps 1-10 to identify additional Tag Ranges.

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

Defining Continuation

Without continuation, the AFP 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 AFP 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 AFP 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.

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]	If the keywords will not change on further pages of the document, or you do not need the values that appear on further pages, toggle the **Store Keys from First Page Only** option to **Yes** and the AFP processor will ignore any keywords on later pages. When this option is enabled, the AFP processor can run faster, because when it encounters a continuation it does not need to look at the text to extract Keyword Values

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.

Testing and Evaluating the AFP COLD Process Format

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

Note: Visual Configuration can be performed without registration of the workstation. The workstation that performs AFP COLD processing must be registered for AFP and COLD.

Testing the Process Format

To test the Process Format, right-click the desired AFP 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.

Duplicating a Process Format

AFP COLD Process Formats that pull documents from the same location can be duplicated to save configuration time. Duplication creates a new Process Format with the same configured **[SAMPLE AFP PATH]** and **[PROCESS PATH]** as the original.

Note: A duplicated Process Format only copies the **[SAMPLE AFP PATH]** and **[PROCESS PATH]** from the original. Remaining settings (including **Keyword Types**, **Document Types** and **ID String**) must be configured manually.

To duplicate a Process Format:

1. Right-click an existing Process Format and select **Duplicate**. A new Process Format is added to the list with the same name, **[SAMPLE AFP PATH]**, and **[PROCESS PATH]** as the original.
2. Double-click the new Process Format and rename it. Process Format names must be unique.
3. Configure the remaining settings for the duplicated Process Format, such as assigned Document Types and other Process Settings.

Tip: See Visual AFP COLD Process Format Configuration on page 69 for an overview of the full configuration process.

User Group Rights

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

Note: This topic provides AFP-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 AFP 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 AFP processes, select the **Create List Report** check box.

Note: Daily Reports are created using information from all AFP 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 AFP 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 AFP 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:

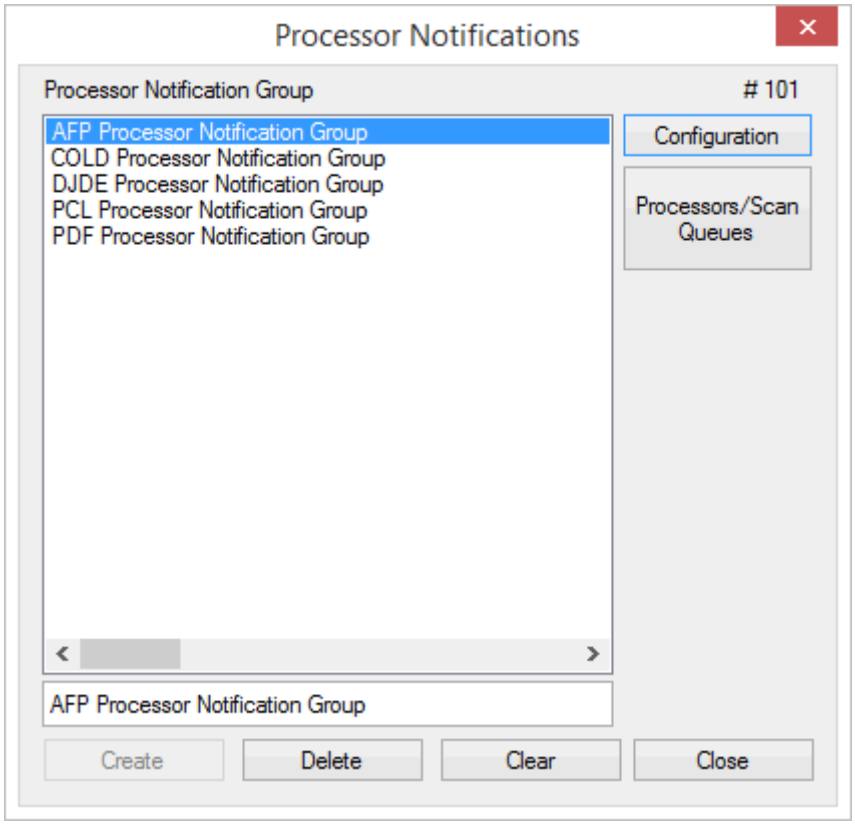
- Configuring a Processor Notification Group - see page 102 for more information.
- Configuring a Processor Notification - see page 104 for more information.
- Configuring the Distribution Service - see page 110 for more information.

Configuring a Processor Notification Group

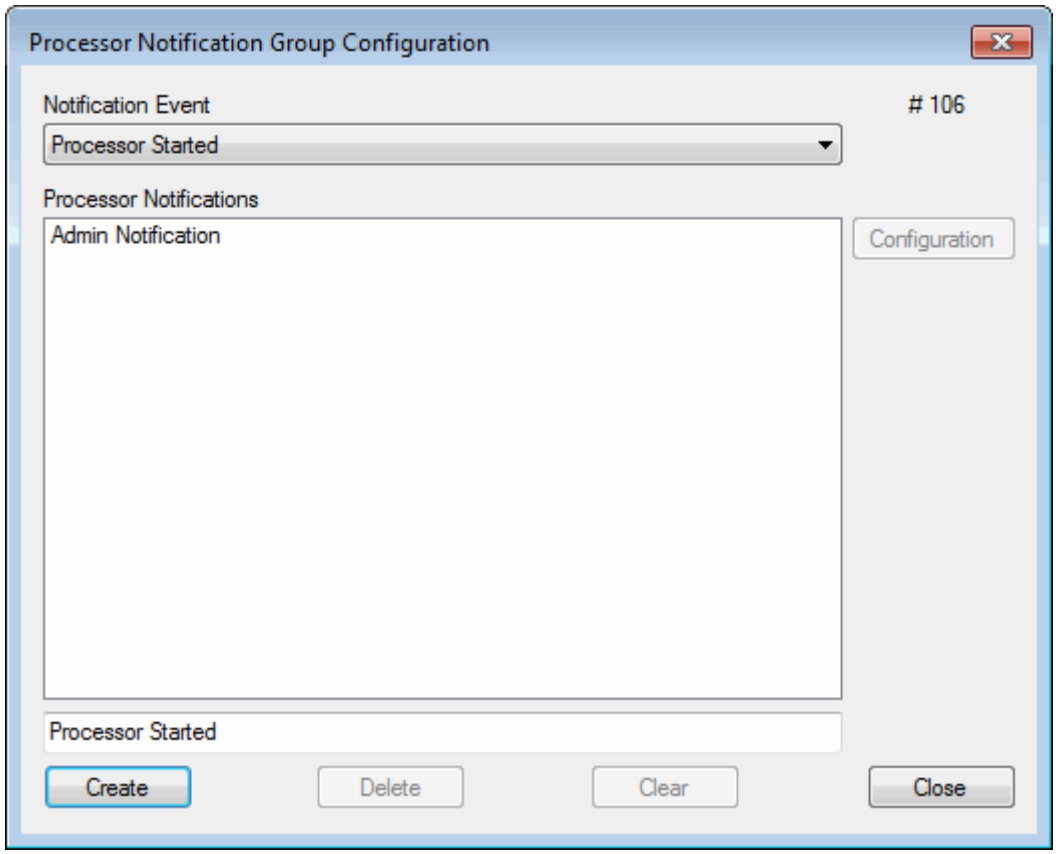
Processor Notification Groups are used to store Processor Notifications. Processor Notification Groups can then be assigned to existing process formats so that notifications are sent for that process when certain processing events occur.

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.



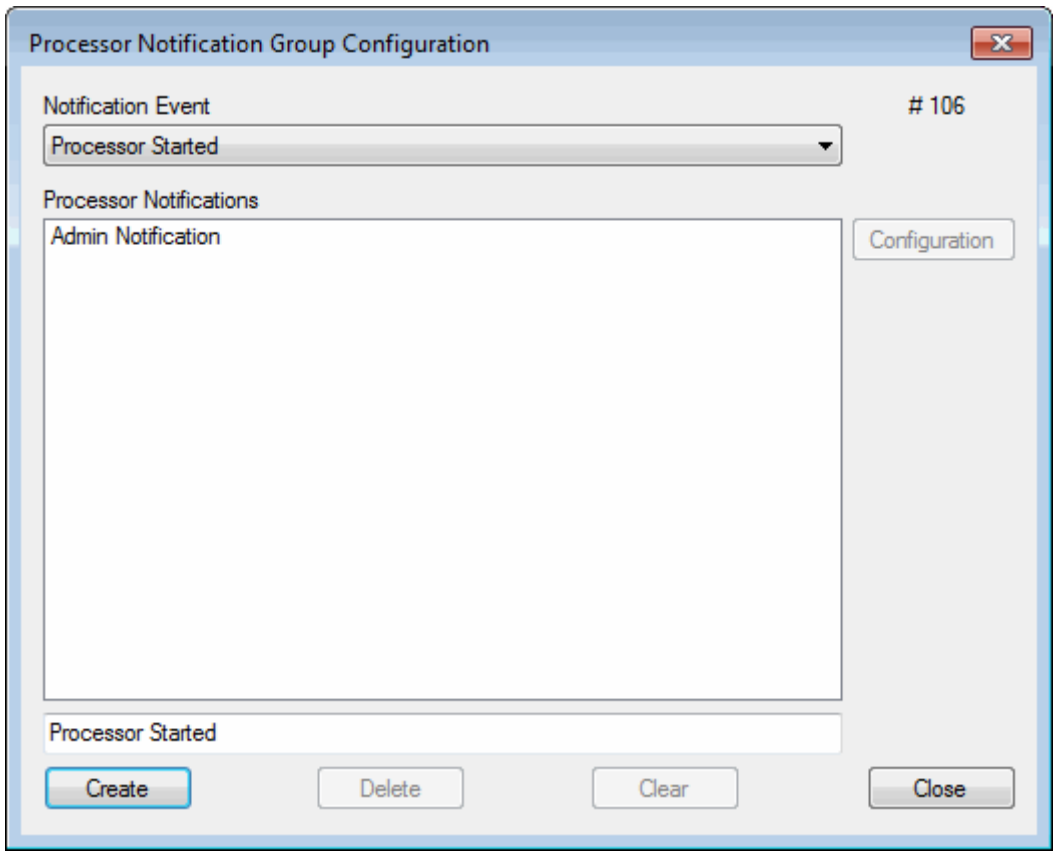
Continue on to Configuring a Processor Notification on page 104 for information on creating Processor Notifications.

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.

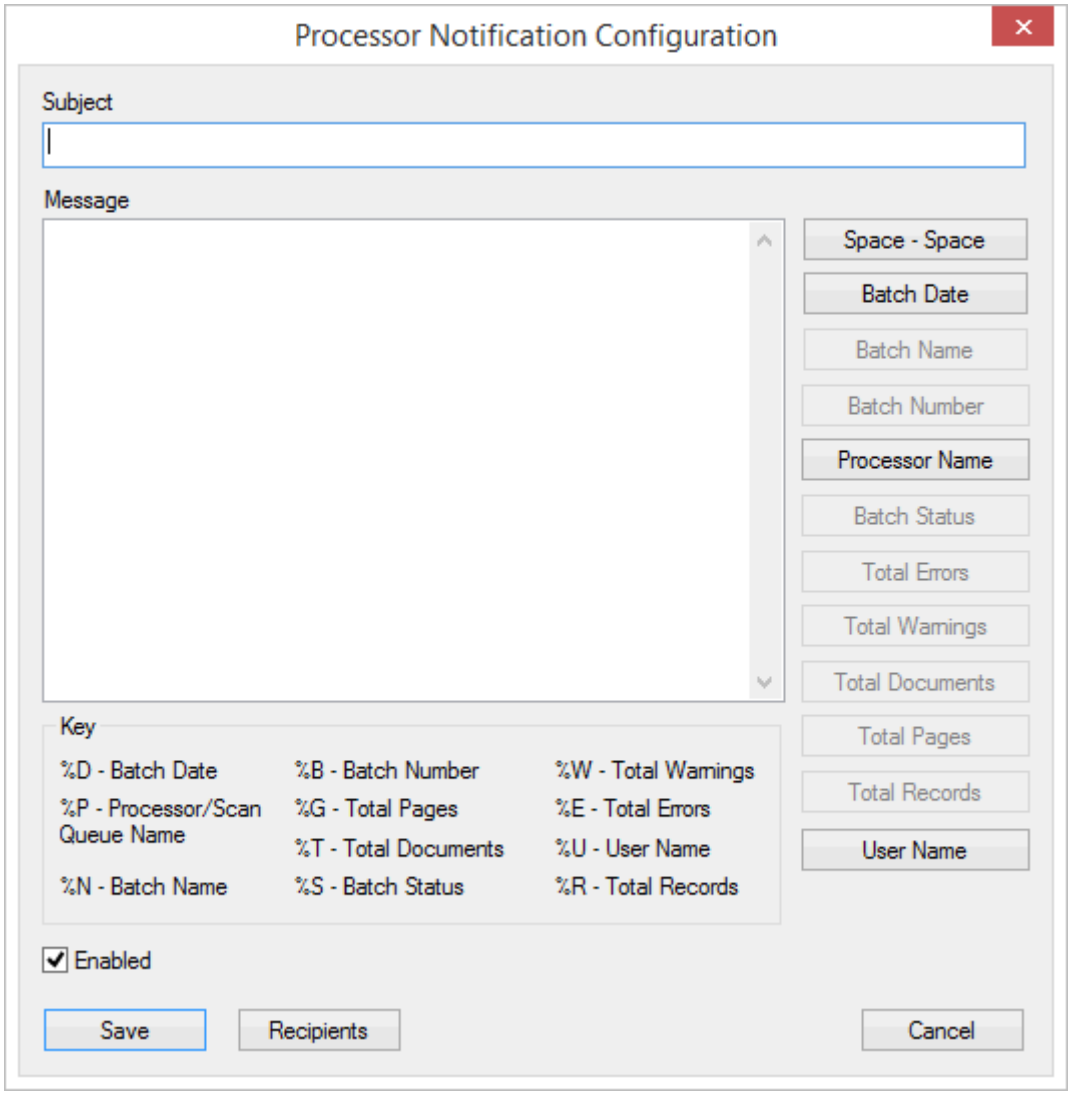
1. Select an existing Processor Notification Group and click **Configuration**. The **Processor Notification Group Configuration** dialog box is displayed.



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.



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>
<img src="logo.gif/>
</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.

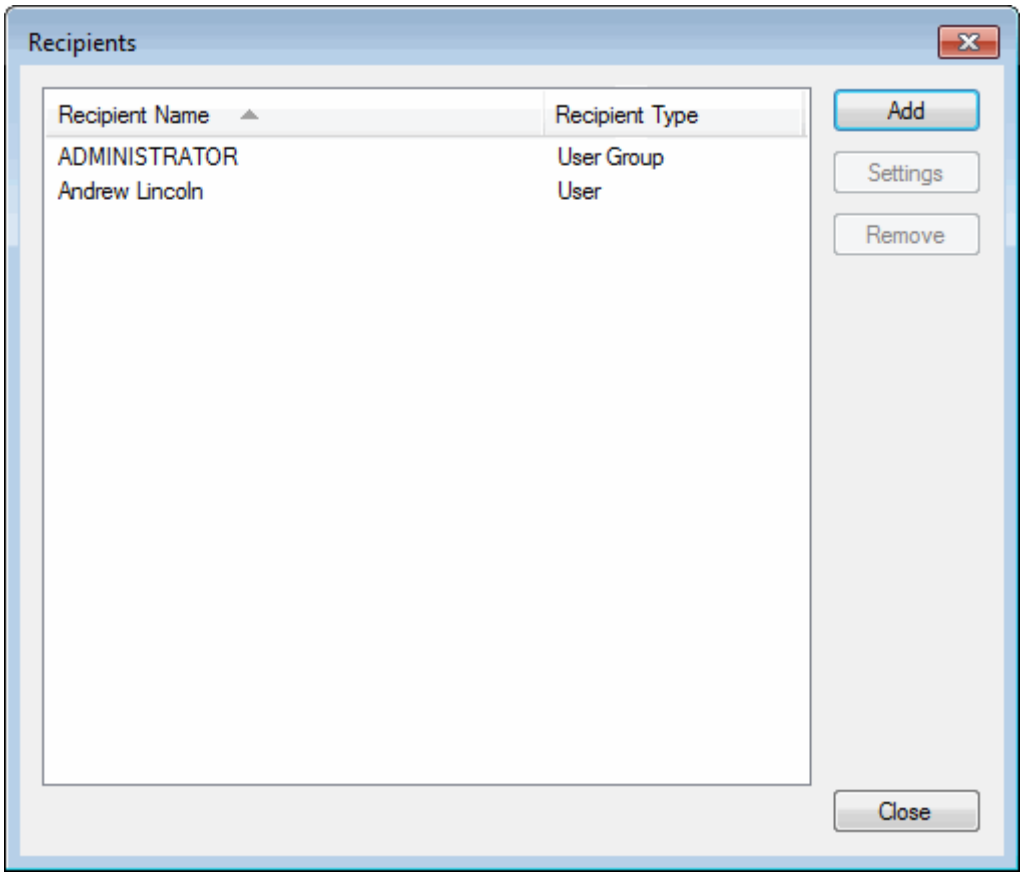
Note: If you select to send process notifications using OnBase internal mail, only 250 characters of a message are displayed in the internal mail message pane.

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

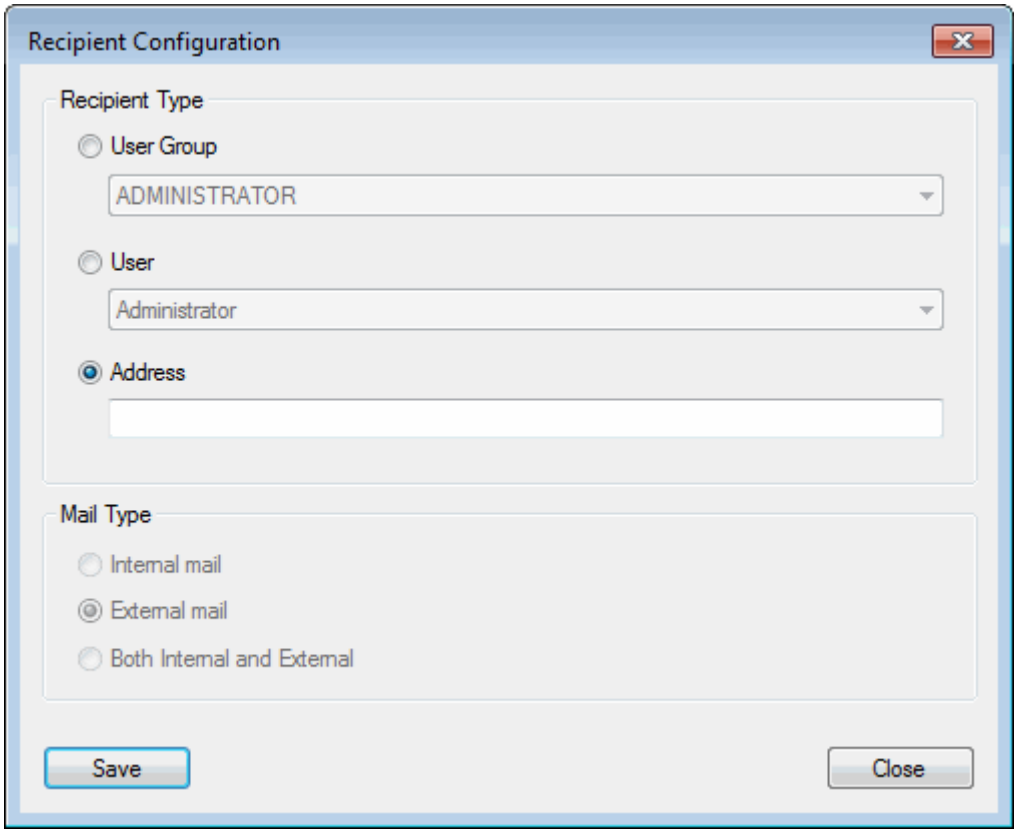
Symbol	Description	Event Used For
%D	Displays the Batch Date.	Available for all notification events
%P	Displays the name of the processor used to process the documents.	Available for all notification events
%N	Displays the name of the batch of documents.	**Batch Success, Batch Fail, Batch Committed**
%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**

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



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



9. Select a **Recipient Type**. The following options are available:
   - **User Group** - select this option to send the notification to all members of an OnBase User Group. Select the User Group to receive the notification using the associated drop-down 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.

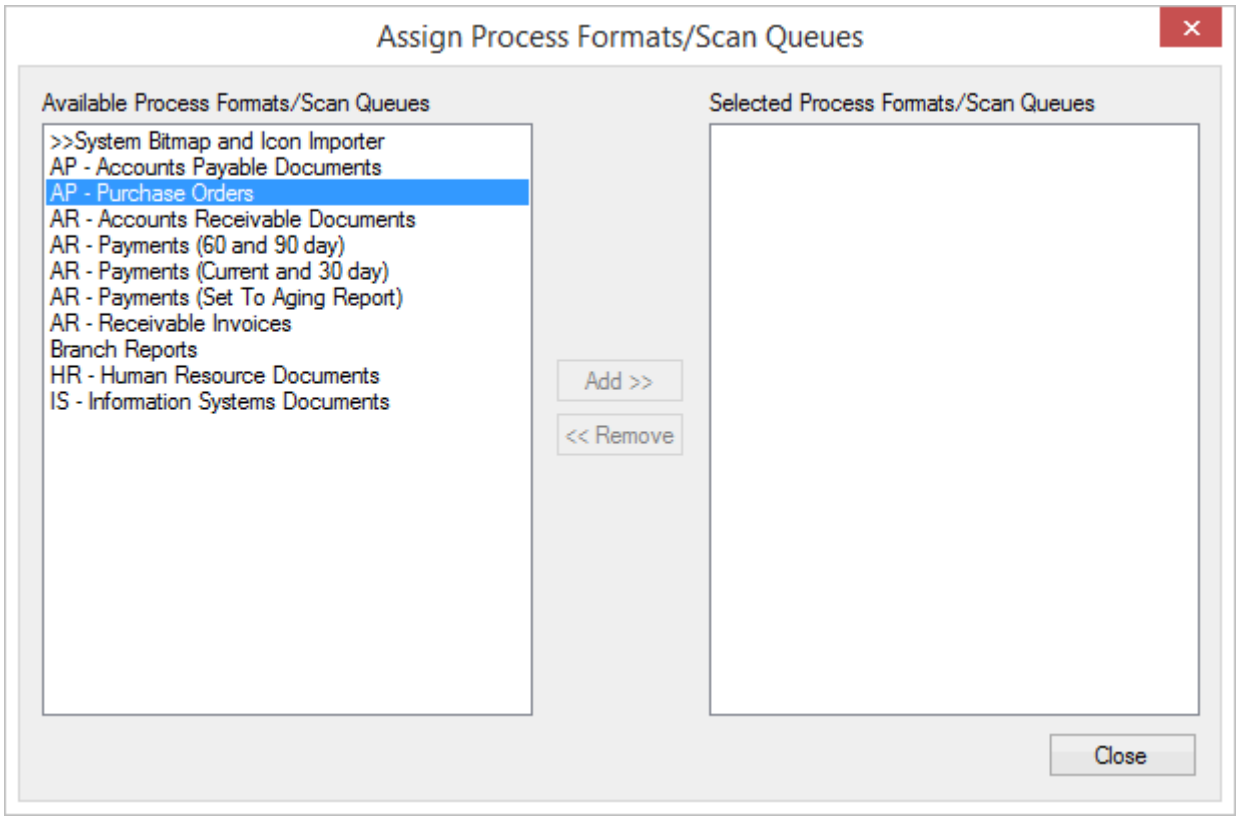
Note: If the selected user account is deleted, that user account will be automatically removed from the **Recipients** list.

- **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.

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.

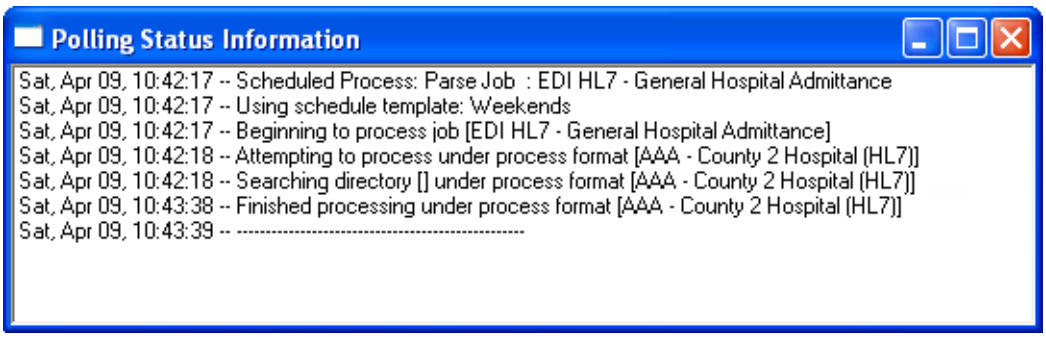
Note: If a scheduled process is assigned to a specific processing instance, it must be run from a client using the -SCHEDINST command line switch. If you try to run this process from a client using the -SCHED switch instead, the process will not be executed.

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

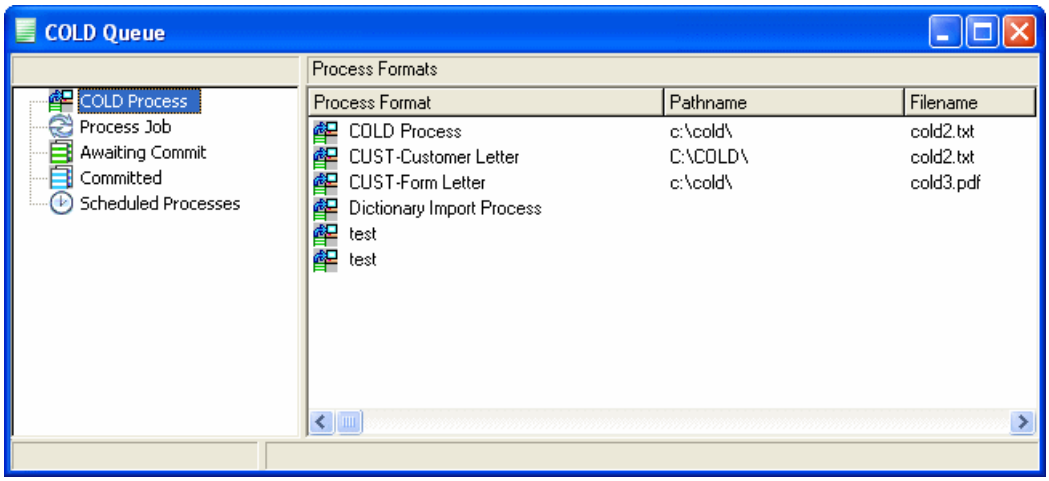
A Process Format is used in processing modules and in scanning modules to specify how OnBase processes data being imported into OnBase. A Process Format is, basically, one individually-configured process.

Creating a Scheduled Process Format

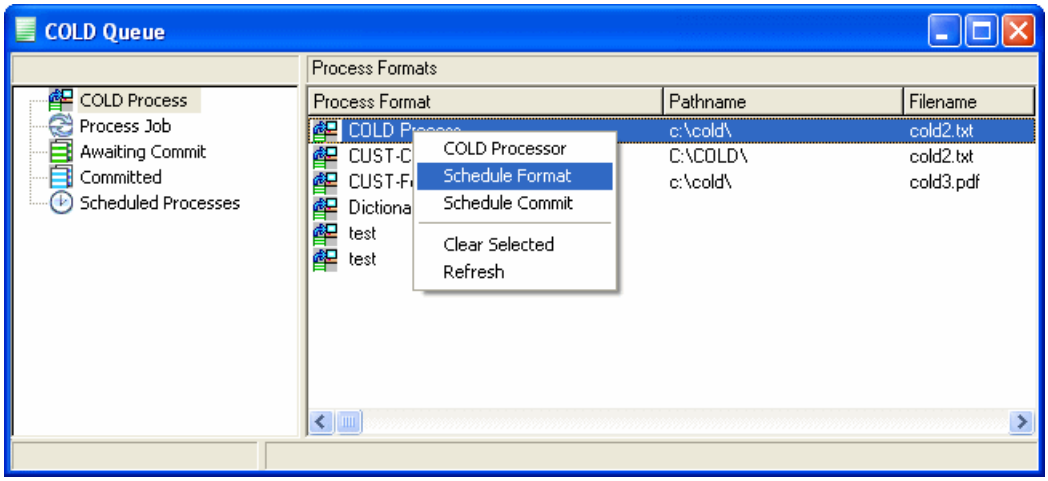
You can add a format to the Scheduler from its process queue by selecting the process format and selecting **Schedule Format** from the right-click menu.

For example:

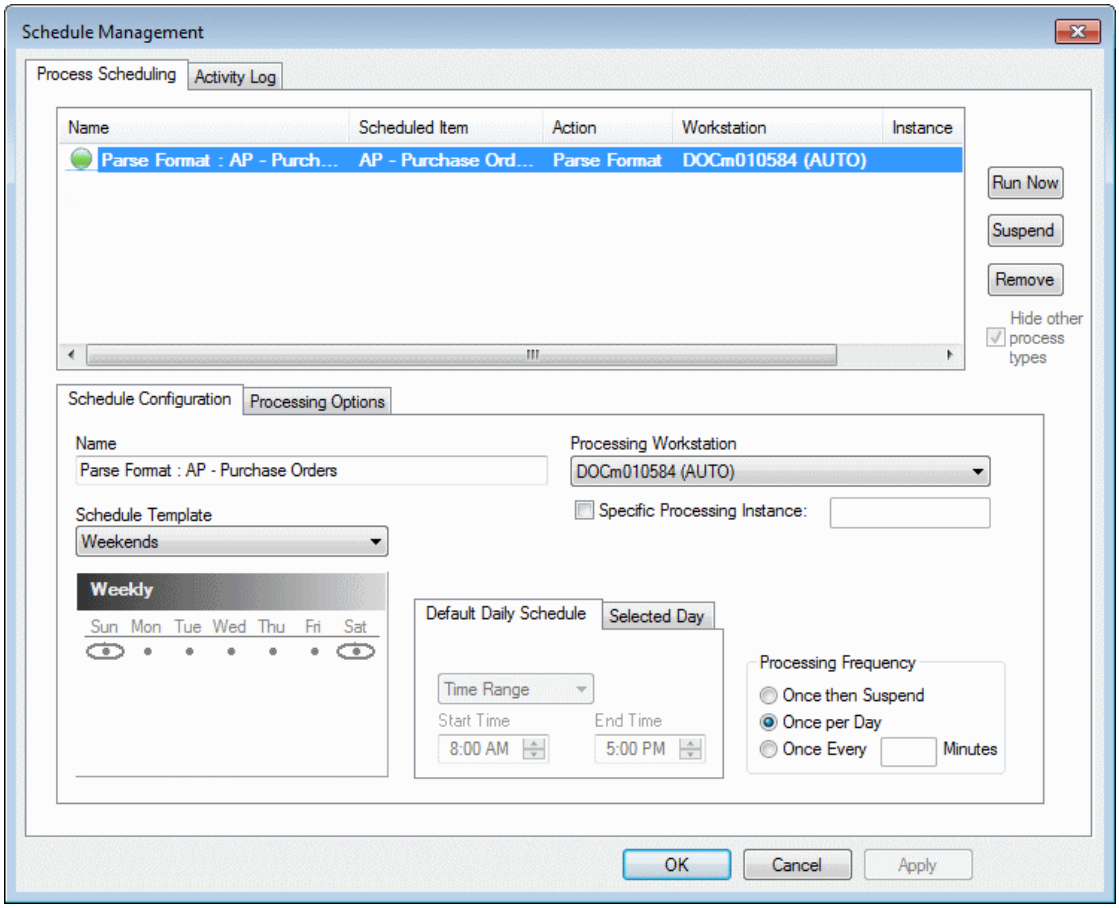
In the OnBase Client, click **Processing** | **COLD/ERM**. The **COLD Queue** window is displayed.



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 125.

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.

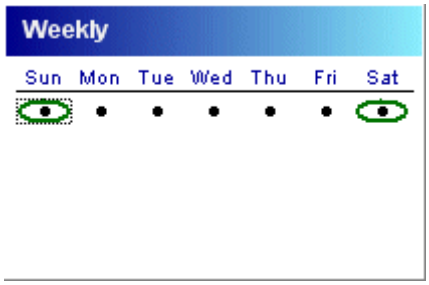
Note: The calendar is displayed based on your Workstation Regional Settings and the OnBase language DLL that you are using.

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.

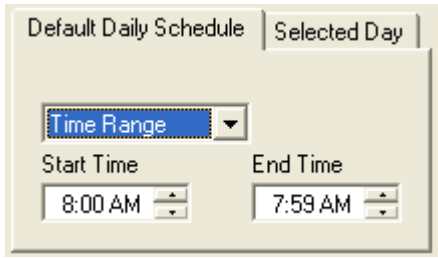


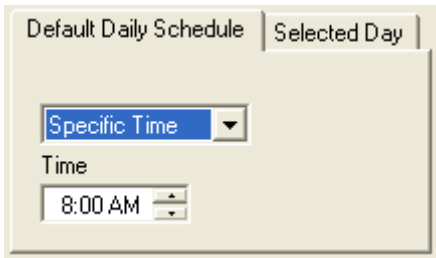
Note: In the example above, two days are selected but **Sunday** is the currently-selected day.

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.



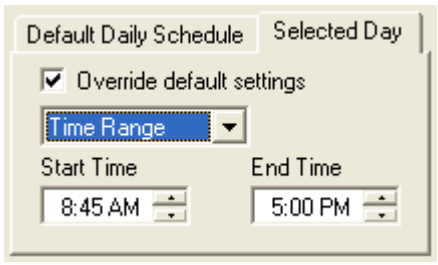


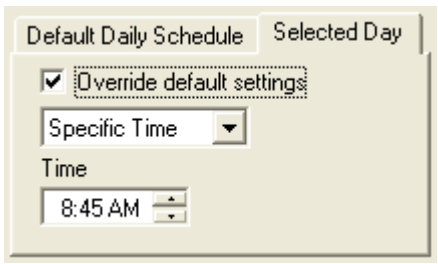
The drop-down list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is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





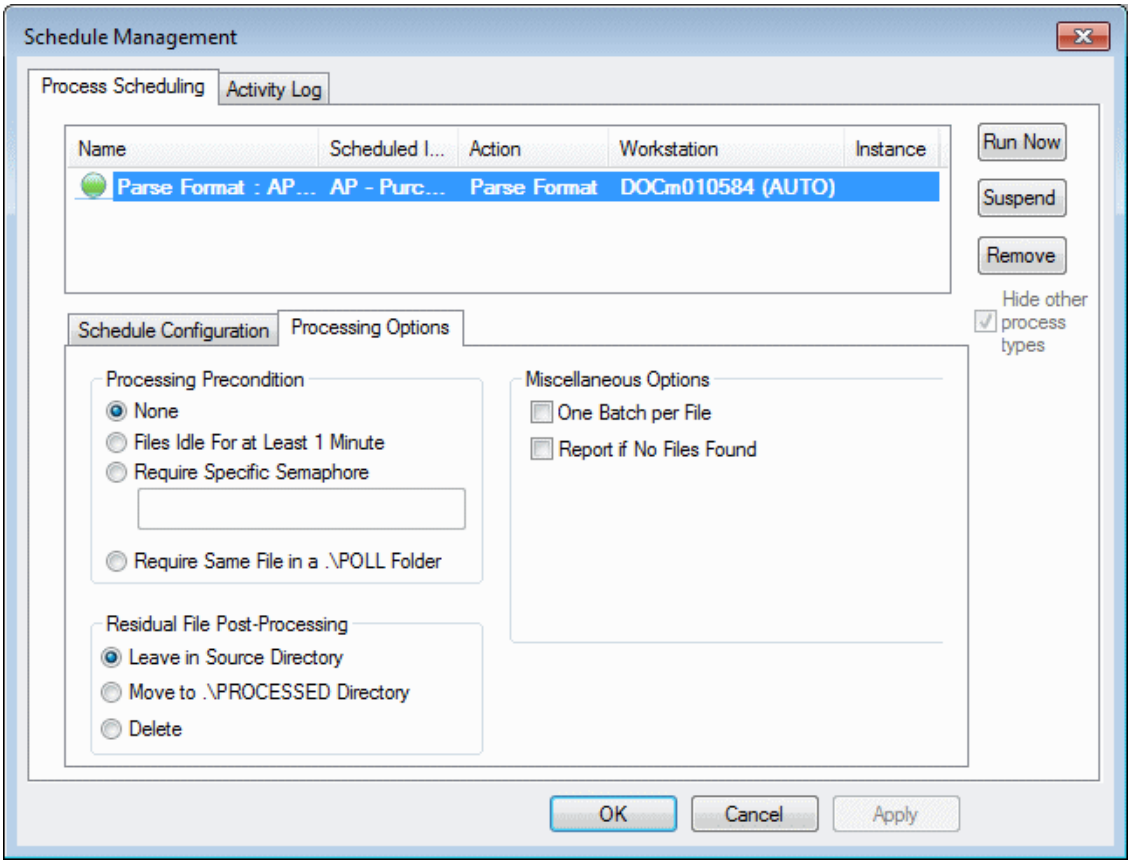
The drop-down list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is 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	The **Processing Precondition** options allow you to specify the conditions that must be met before processing can begin. **Note:** These options are not available for scheduled PDF conversions, Advanced Capture processes, Full-Text OCR processes or scheduled commits. • **None**. If this option is selected, no processing precondition is necessary. • **Files Idle For at Least 1 Minute**. Select to indicate that processing must begin after the file indicated in the **Default File Name** of the processing format has been idle for at least one minute. • **Require Specific Semaphore**. Select to indicate that processing must begin after a trigger file is detected. The trigger file can be any file type/size/label and can be written to any location on the network. OnBase will only begin processing the processing file indicated in the **Default File Name** of the process format after the trigger file has been detected. How processing is triggered (definition of the file location and/or time variable) is defined by a semaphore. A semaphore is a technique for coordinating or synchronizing polling activity. A maximum of 255 characters can be entered in this field. The trigger file is deleted after processing. **Note:** If the trigger file is being accessed over FTP, it will not be deleted.

Option	Description
Processing Precondition (cont.)	• **Require Same File in a .\POLL Folder**. Select to indicate that processing must begin after a POLL file has been written to a specifically-configured POLL folder. The POLL file must appear in a folder labeled **POLL**, and the POLL folder must be created as a subfolder of the **Default Directory** of the process format. The name of the POLL file must be exactly identical to the name of the file to be processed. The value in the **Default File Name** field will be used to locate the POLL file. When OnBase locates the POLL file, the processor will attempt to process any file with that same name in the **Default Directory**. For example: The **Default File Name** is ***.txt**, and the **Default Directory** is **C:\ProcessFiles**. The file to be processed is stored in this directory. For this example, the file is named **pf11x74.txt**. The POLL file should be placed in **C:\ProcessFiles\POLL**, and named exactly the same as the process file (**pf11x74.txt**). OnBase will search **C:\ProcessFiles\POLL** for a file that matches the **Default File Name** of ***.txt**. Upon finding the **pf11x74.txt** file, the processor will return to the **C:\ProcessFiles** directory and search for the file named **pf11x74.txt**. This is the file that will be processed. **Note:** This option is not supported for use with the Directory Import Processor.

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

Option	Description
Miscellaneous Options	The **Miscellaneous Options** 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. **Note:** No **Miscellaneous Options** are available for scheduled PDF conversions, Advanced Capture processes, Full-Page OCR processes or scheduled commits. • **One Batch per File**. Select to process each index file as one batch when multiple index files are being processed at once. This option is not supported for use with the Directory Import Processor. • **Report if No Files Found**. Select to create a Verification Report if no files are found when a scheduled format or job is run. **Note:** The **Report if No Files Found** option is only available when the **None** radio button is selected for the **Processing Precondition**. It is not available for scheduled **Sweep** or **Scan from Disk** processes. • **Document Type**. 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. **Note:** Only **Kofax** scan formats can be selected from this drop-down.

Option	Description
OCR Options	The **OCR Options** allow you to specify the configuration options for a scheduled Advanced Capture or Full-Text OCR process. **Note:** These options are only available when scheduling an Advanced Capture or Full-Page OCR process (that is, the batch's scan queue has been configured for Advanced Capture or Full-Page OCR). • **Full-Text OCR**. Select this radio button if you are scheduling a Full-Text OCR process. • **Advanced Capture**. Select this radio button if you are scheduling an Advanced Capture process. • **Process Ad Hoc OCR Documents**. Select this radio button if you would like to perform Advanced Capture or Full-Text OCR on documents in the ad hoc batch status queues (**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 116 and Processing Options on page 138.

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.

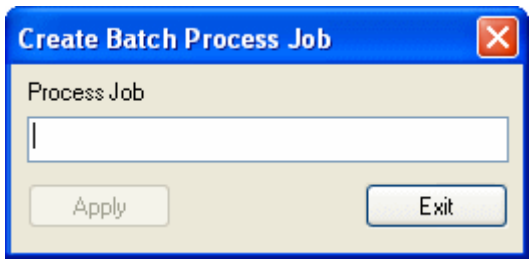
Creating a Job

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

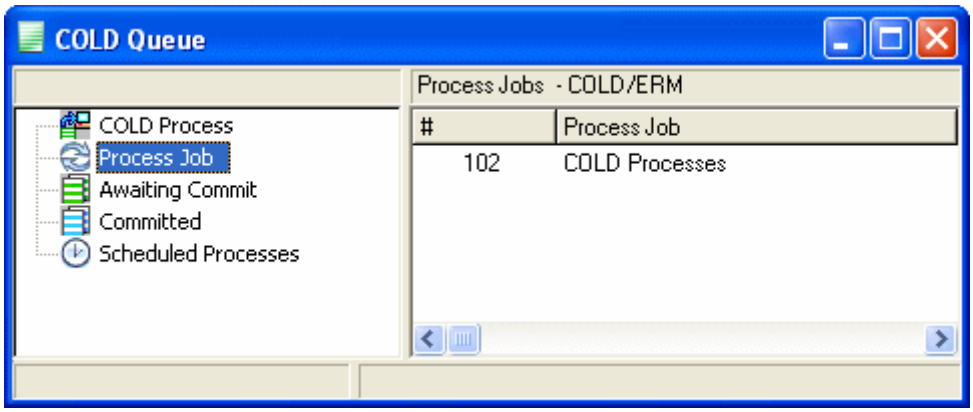
To create a job, follow these steps:

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.

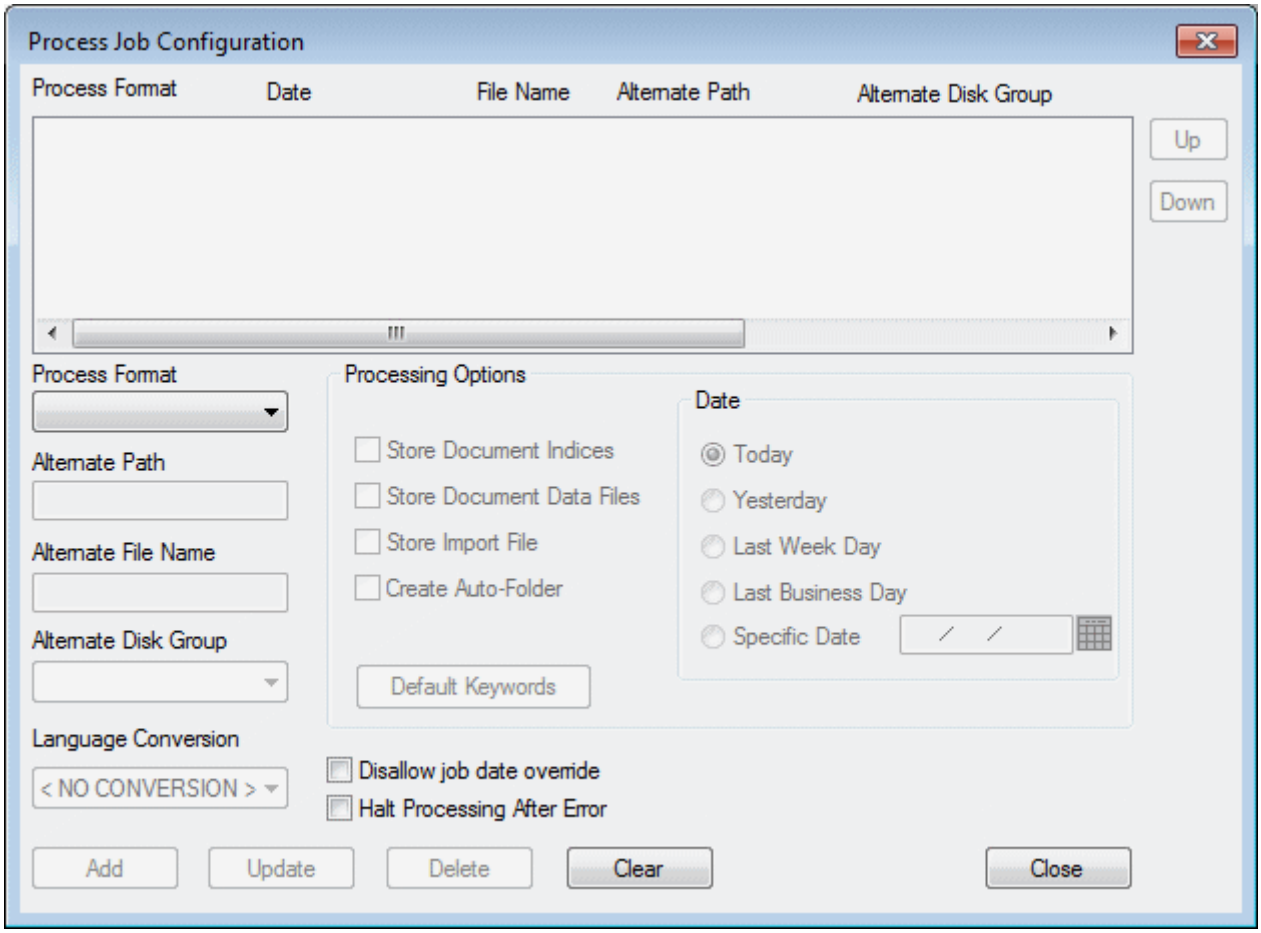
Configuring a Job

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.



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. **Note:** This setting is only used for legacy language conversions. The option **<NO CONVERSION>** should be selected when configuring process settings.
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. **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.

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

3. Click **Add**.
4. Repeat Step 2 for each process format that you would like to add to the job.

   Process jobs are run in the order in which they display on the screen. Re-sequence a job by selecting it and clicking the **Up** or **Down** buttons.

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

Scheduling a Job

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

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

- From a process queue, select **Process Job** and then select the job to be scheduled in the **Process Jobs** window. Right-click and select **Schedule Job**.

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

Schedule Configuration

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

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

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

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

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

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

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

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

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

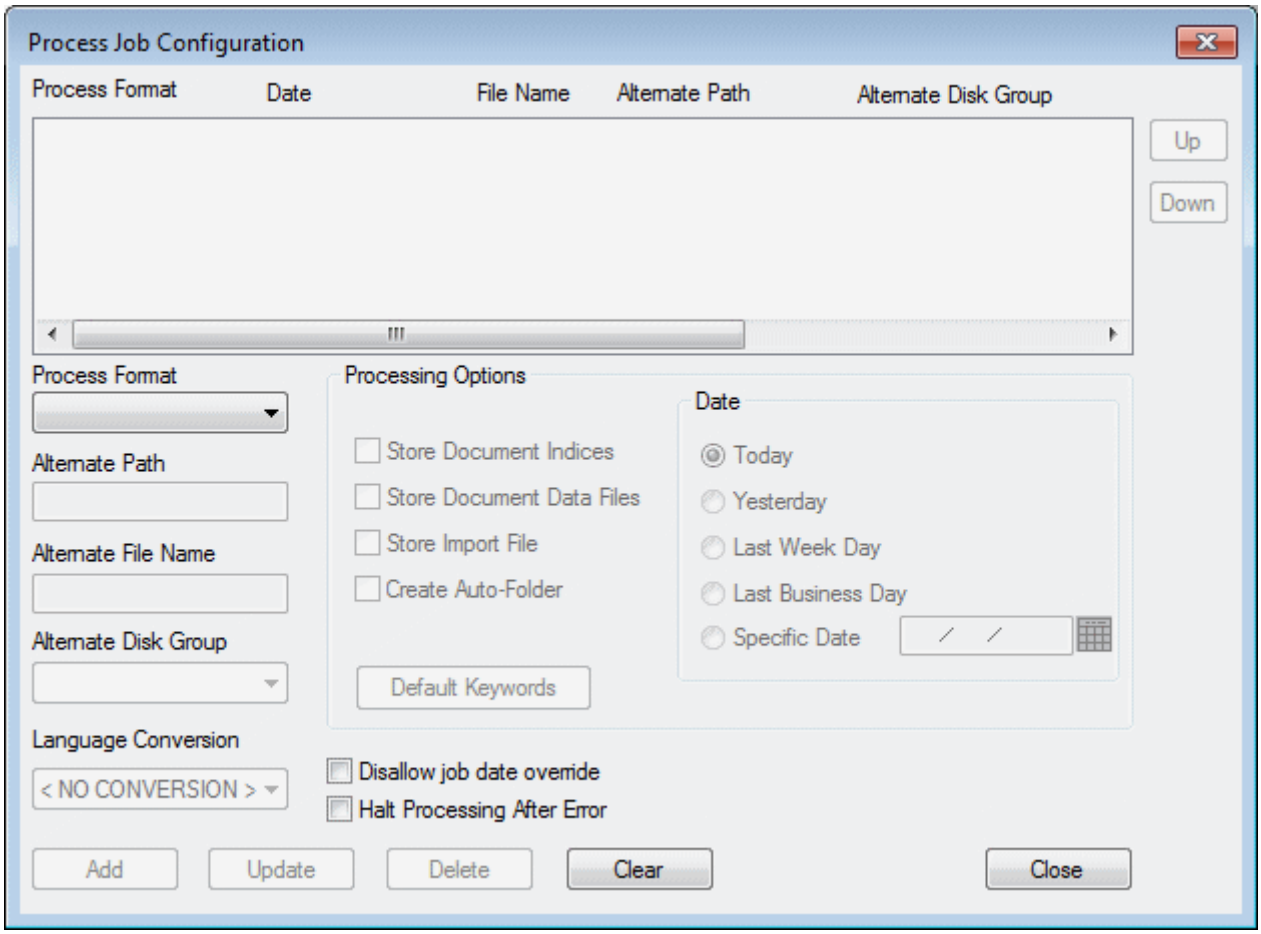
Calendar

To configure a job:

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

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

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



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

Process Job Parameter	Description
Process Format	Select the process format to be incorporated in the process job. All available process formats are listed.
Alternate Path	Enter an alternate path to the data to be processed (i.e., the **Default Directory**) to use instead of the **Default Directory** configured for the selected process format. If an alternate path is not specified, the process format's **Default Directory** is used.
Alternate Filename	Enter an alternate file name for the data to be processed (i.e., the **Default File Name**) to use instead of the **Default File Name** configured for the selected process format. If an alternate file name is not specified, the process format's **Default File Name** is used.
Alternate Disk Group	Enter an alternate Disk Group to store the data being processed instead of the Disk Group configured for the selected process format. If an alternate Disk Group is not specified, the process format's default Disk Group is used.
Language Conversion	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. **Note:** This setting is only used for legacy language conversions. The option **<NO CONVERSION>** should be selected when configuring process settings.
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. **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.

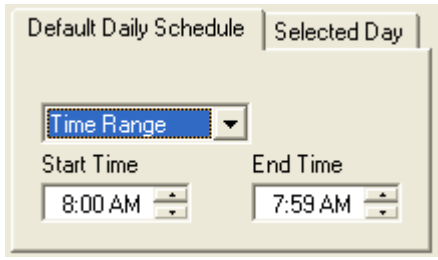
Process Job Parameter	Description
Create Auto Folder	Select to provide the ability to Auto-Folder documents upon processing. See the **Folders** module reference guide or help files for additional information regarding Auto-Foldering. **Note:** Not all processors offer the ability to Auto-Folder documents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

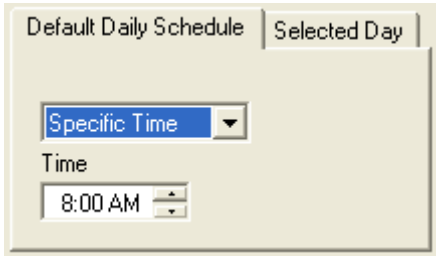
3. Click **Add**.
4. Repeat Step 2 for each process format that you would like to add to the job.
   Process jobs are run in the order in which they display on the screen. Re-sequence a job by selecting it and clicking the **Up** or **Down** buttons.

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

Default Daily Schedule

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



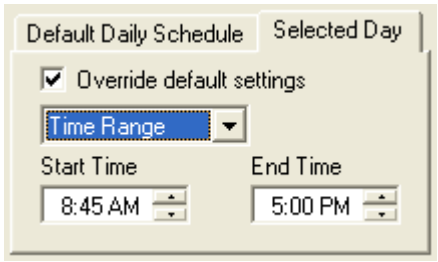


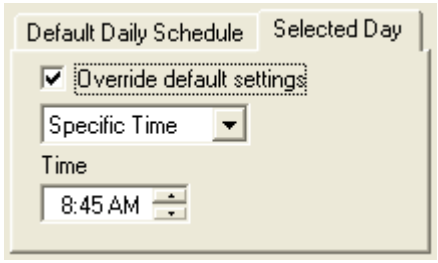
The drop-down list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is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

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

Selected Day

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





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

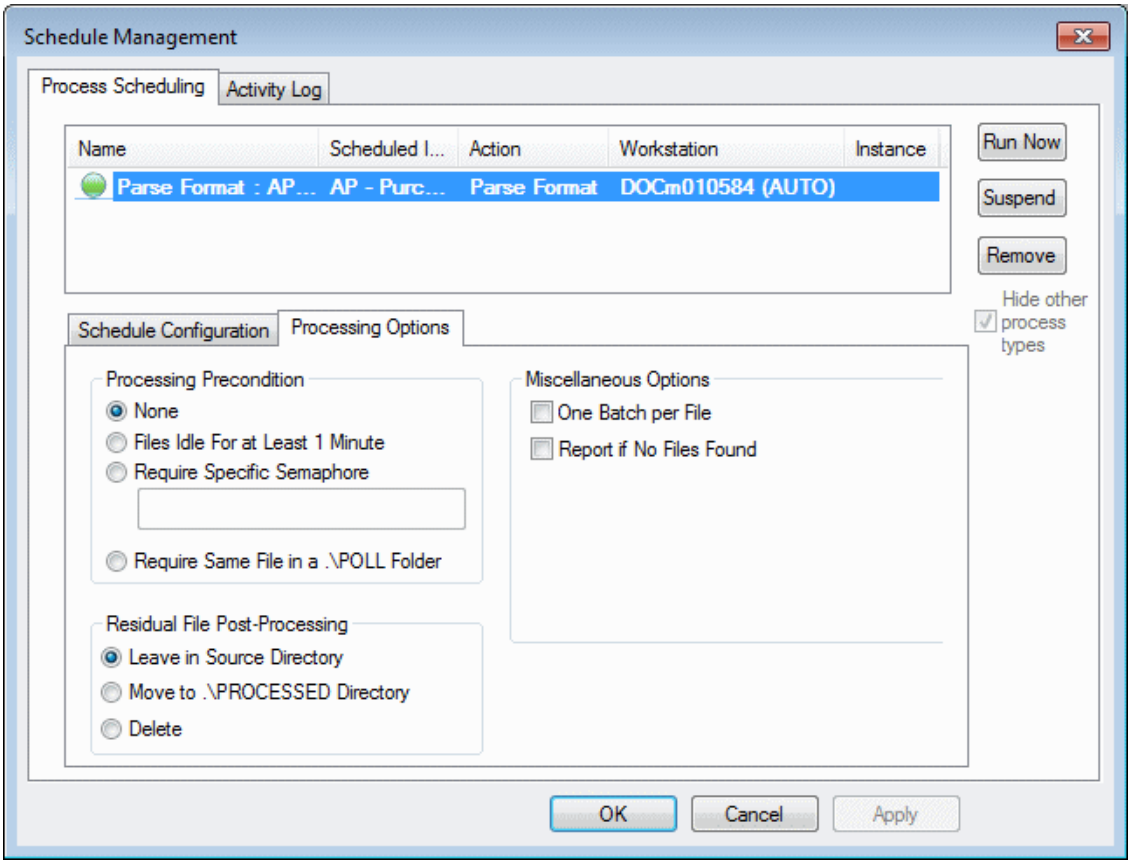
Tip: Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

Processing Options

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

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

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



2. Set the following Processing Options.

Option	Description
Processing Precondition	The **Processing Precondition** options allow you to specify the conditions that must be met before processing can begin. **Note:** These options are not available for scheduled PDF conversions, Advanced Capture processes, Full-Text OCR processes or scheduled commits. • **None**. If this option is selected, no processing precondition is necessary. • **Files Idle For at Least 1 Minute**. Select to indicate that processing must begin after the file indicated in the **Default File Name** of the processing format has been idle for at least one minute. • **Require Specific Semaphore**. Select to indicate that processing must begin after a trigger file is detected. The trigger file can be any file type/size/label and can be written to any location on the network. OnBase will only begin processing the processing file indicated in the **Default File Name** of the process format after the trigger file has been detected. How processing is triggered (definition of the file location and/or time variable) is defined by a semaphore. A semaphore is a technique for coordinating or synchronizing polling activity. A maximum of 255 characters can be entered in this field. The trigger file is deleted after processing. **Note:** If the trigger file is being accessed over FTP, it will not be deleted.

Option	Description
Processing Precondition (cont.)	• **Require Same File in a .\POLL Folder**. Select to indicate that processing must begin after a POLL file has been written to a specifically-configured POLL folder. The POLL file must appear in a folder labeled **POLL**, and the POLL folder must be created as a subfolder of the **Default Directory** of the process format. The name of the POLL file must be exactly identical to the name of the file to be processed. The value in the **Default File Name** field will be used to locate the POLL file. When OnBase locates the POLL file, the processor will attempt to process any file with that same name in the **Default Directory**. For example: The **Default File Name** is ***.txt**, and the **Default Directory** is **C:\ProcessFiles**. The file to be processed is stored in this directory. For this example, the file is named **pf11x74.txt**. The POLL file should be placed in **C:\ProcessFiles\POLL**, and named exactly the same as the process file (**pf11x74.txt**). OnBase will search **C:\ProcessFiles\POLL** for a file that matches the **Default File Name** of ***.txt**. Upon finding the **pf11x74.txt** file, the processor will return to the **C:\ProcessFiles** directory and search for the file named **pf11x74.txt**. This is the file that will be processed. The POLL file is deleted after processing. **Note:** This option is not supported for use with the Directory Import Processor.

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

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

Viewing a Job

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

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

To open the **Schedule Management** window:

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

- From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed.

Modifying a Job

To modify an existing job:

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

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

The **Process Job Configuration** dialog 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 129 and Scheduling a Job on page 131.

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.

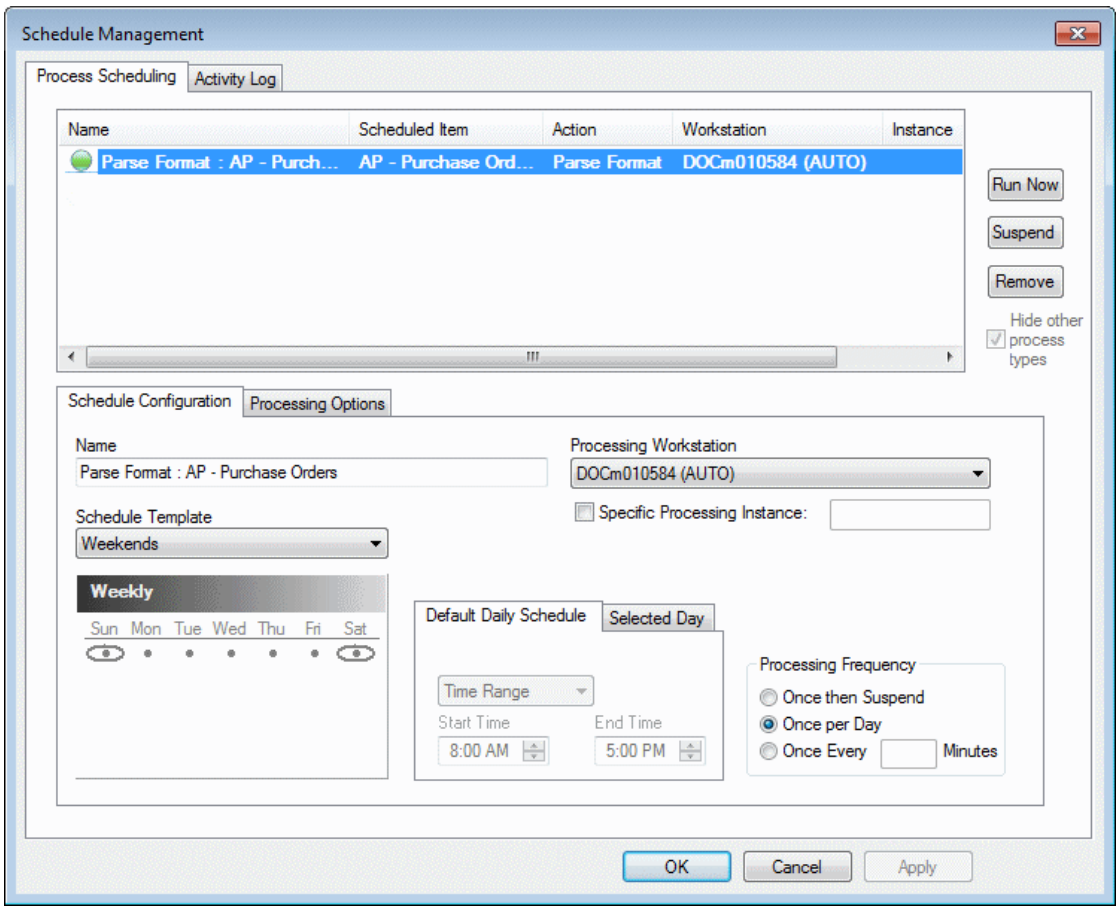
From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Process Job**.

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**.

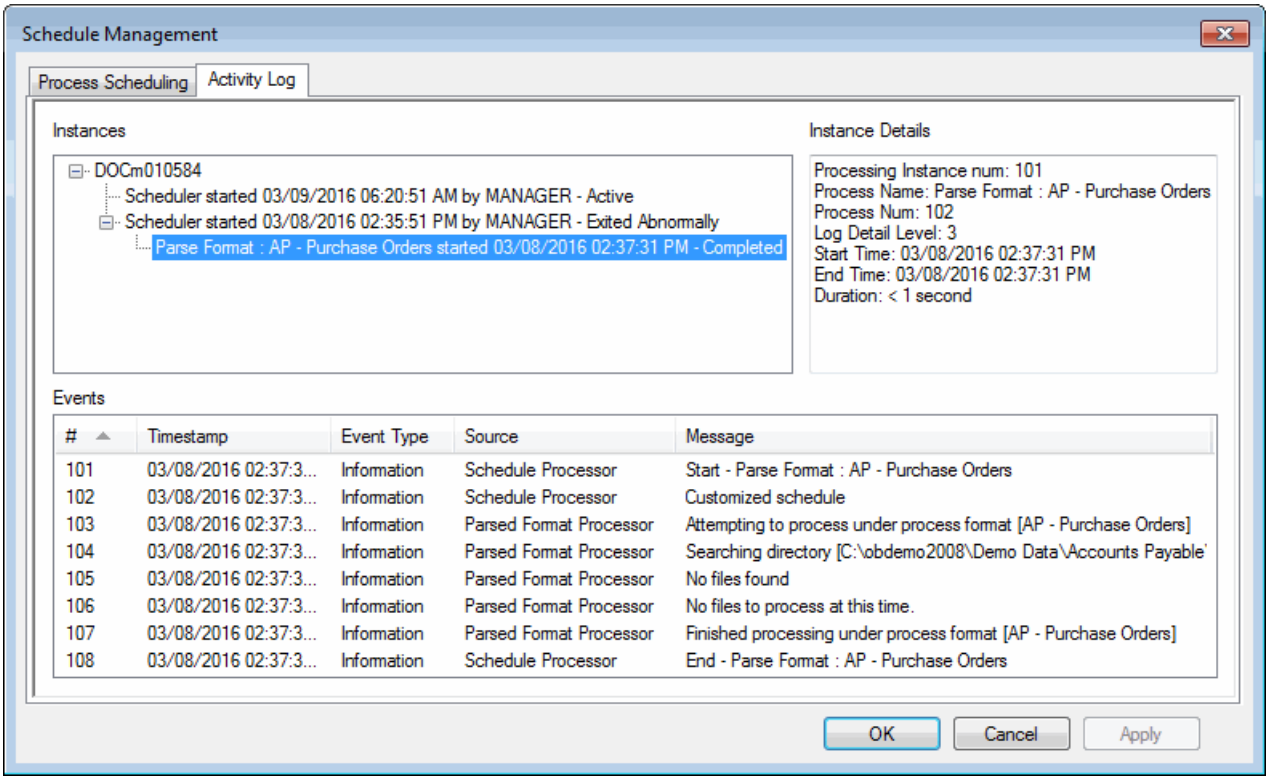
Viewing the Activity Log

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.



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



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

3. Select a log entry to view more information about that processing instance. Details on the selected instance are displayed in the Instance Details section in the upper right corner of the dialog 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

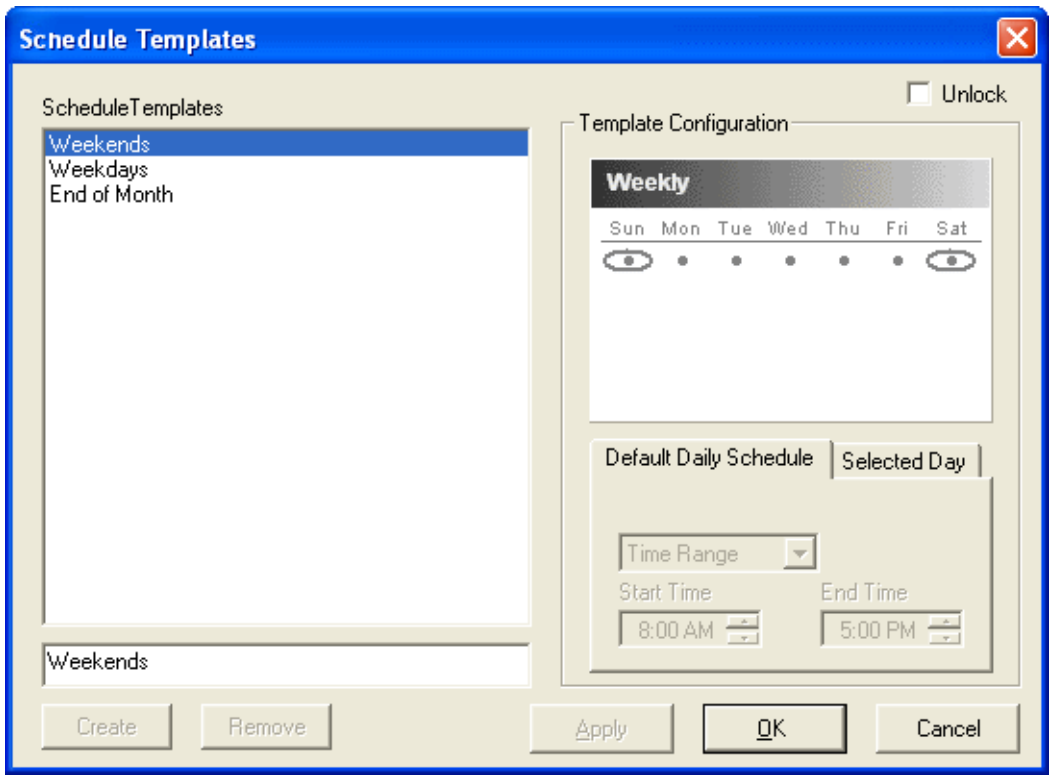
Creating Schedule Templates

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

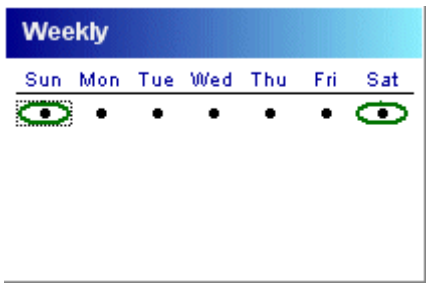
The calendar is used to select the day(s) on which a scheduled process should be run.

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.

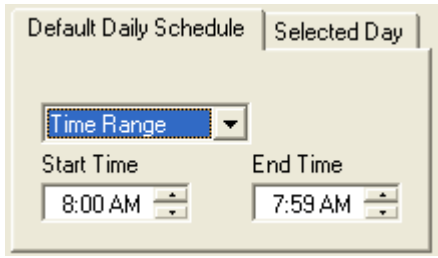


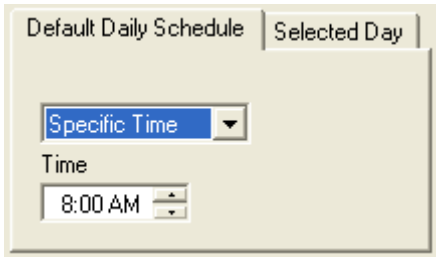
Note: In the example above, two days are selected but **Sunday** is the currently-selected day.

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.



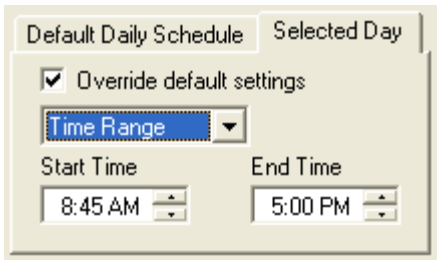


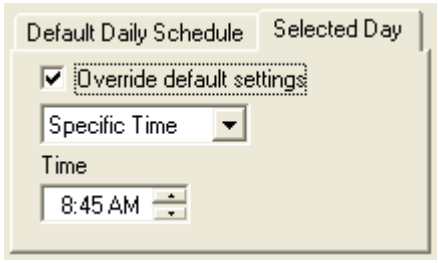
The drop-down list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is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



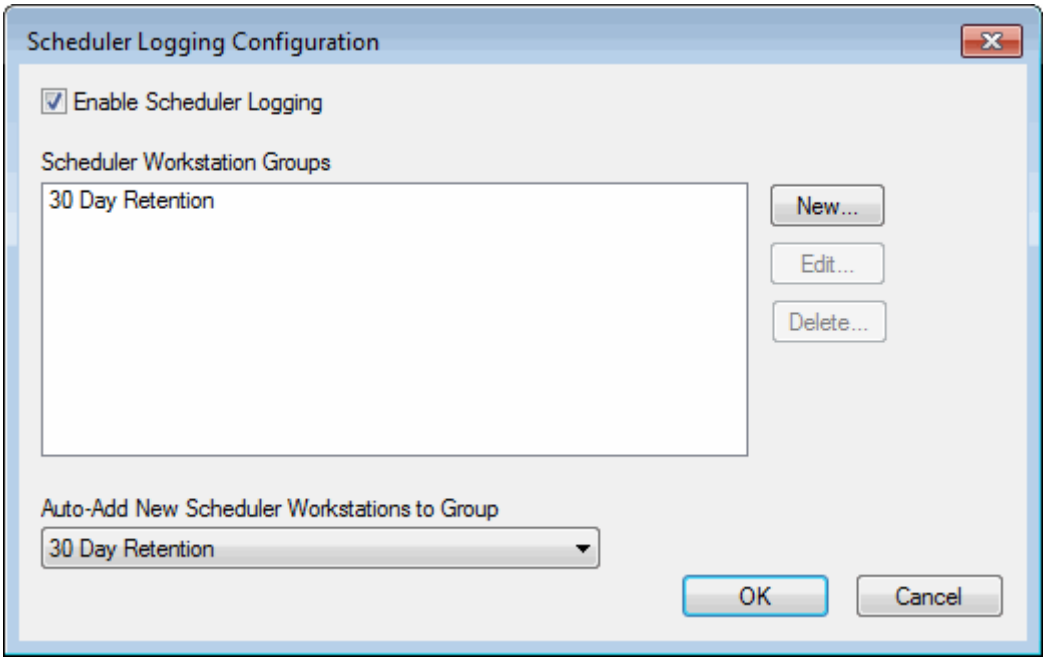


The drop-down list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is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

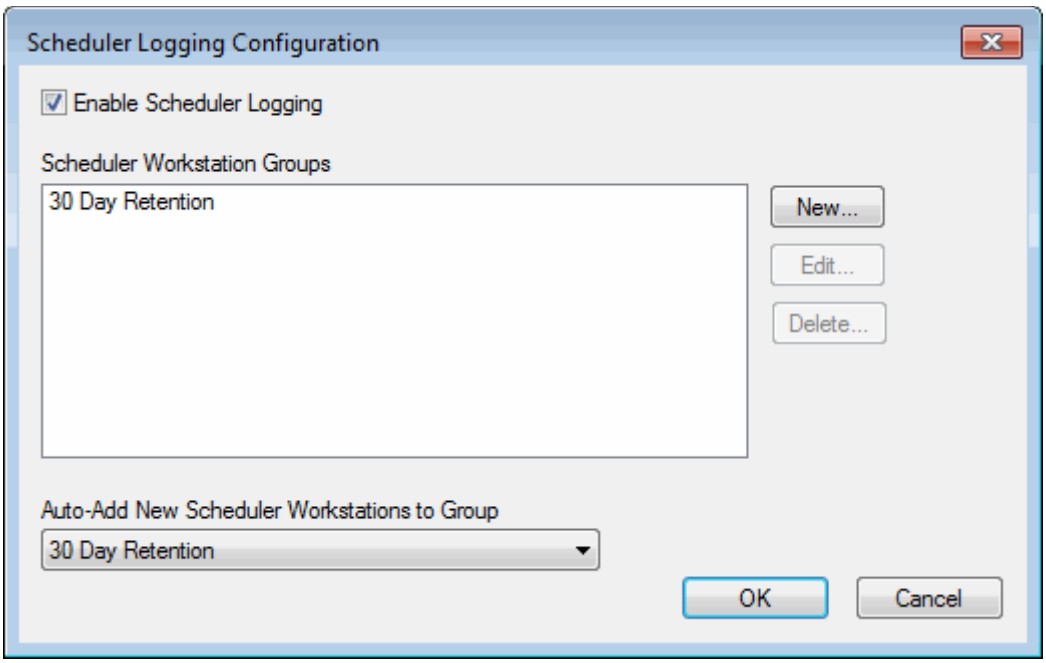
- See Creating a Scheduler Workstation Group on page 151 for more information on creating a new scheduler workstation group.
- See Editing a Scheduler Workstation Group on page 154 for more information on editing a scheduler workstation group.
- See Deleting a Scheduler Workstation Group on page 157 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.

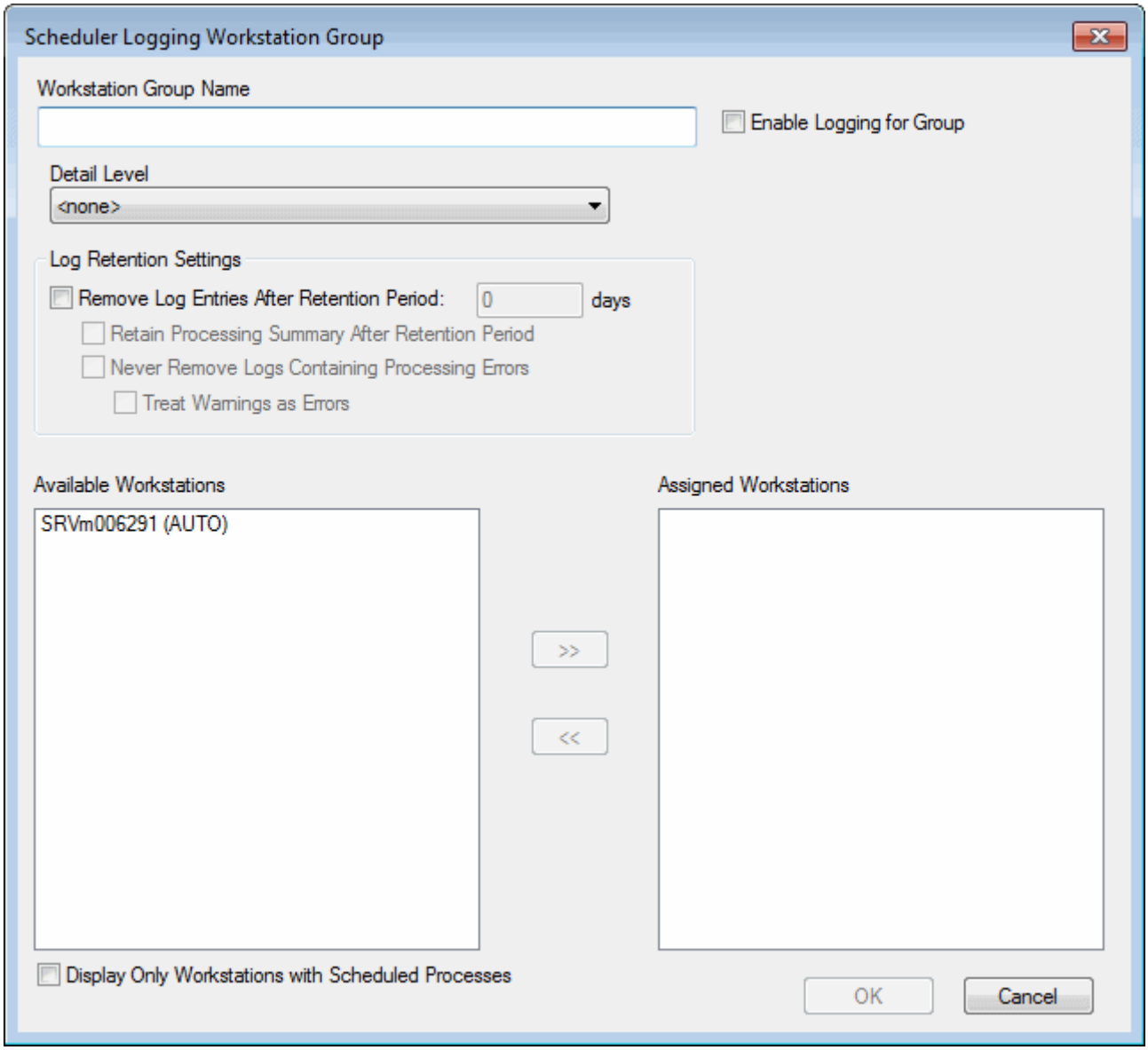
Creating a Scheduler Workstation Group

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.



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



3. Type a name for the scheduler workstation group in the **Workstation Group Name** field.
4. Select the **Enable Logging for Group** option so that logging is performed for workstations in the group. If this option is not selected, logging is not performed for this scheduler workstation group.
5. Select the desired amount of data to be logged from the **Detail Level** drop-down list. The higher levels of detail are most useful for new processes or processes that are experiencing issues.

6. If desired, you can configure a retention period for log entries. The following options are available:

Option	Description
Remove Log Entries After Retention Period: _ days	Select this option and enter a number in the available field to remove log entries from the scheduler log after the specified number of days.
Retain Processing Summary After Retention Period	Select this option to retain the processing instance record after the retention period has passed and all of the record's log entries have been removed.
Never Remove Logs Containing Processing Errors	Select this option to prevent the retention period from being applied to any processing logs that reported an error. This can provide an administrator more time to analyze any recorded issues.
Treat Warnings as Errors	Select this option to treat warnings as errors for the purpose of log retention. When this option is selected, the retention period is not applied to any processing logs that reported a warning. **Note:** This option is only available if the **Never Remove Logs Containing Processing Errors** option is selected.

7. Select all workstations you want to assign to this scheduler workstation group from the **Available Workstations** list, then click the **>>** button. The selected workstations are added to the **Assigned Workstations** list.

   Because workstations can only be assigned to a single scheduler workstation group, the list of workstations in the **Available Workstations** list does not include any workstations that are already assigned to another scheduler workstation group.

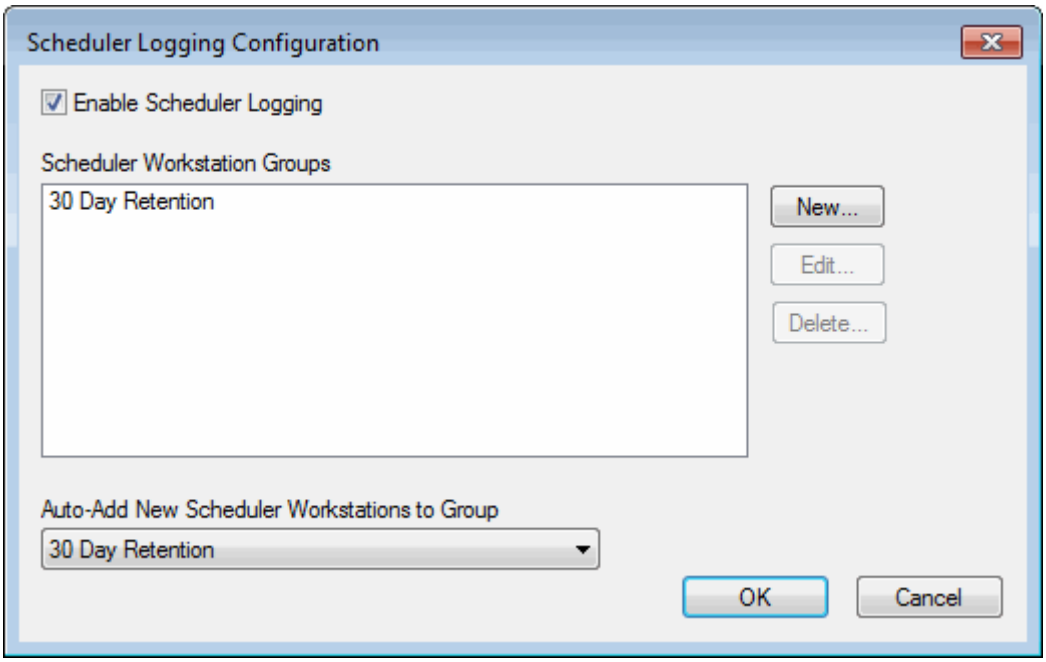
Tip: You can select the **Display Only Workstations with Scheduled Processes** option to limit the list of **Available Workstations** to those workstations that have scheduled processes assigned to them.

8. Click **OK**.

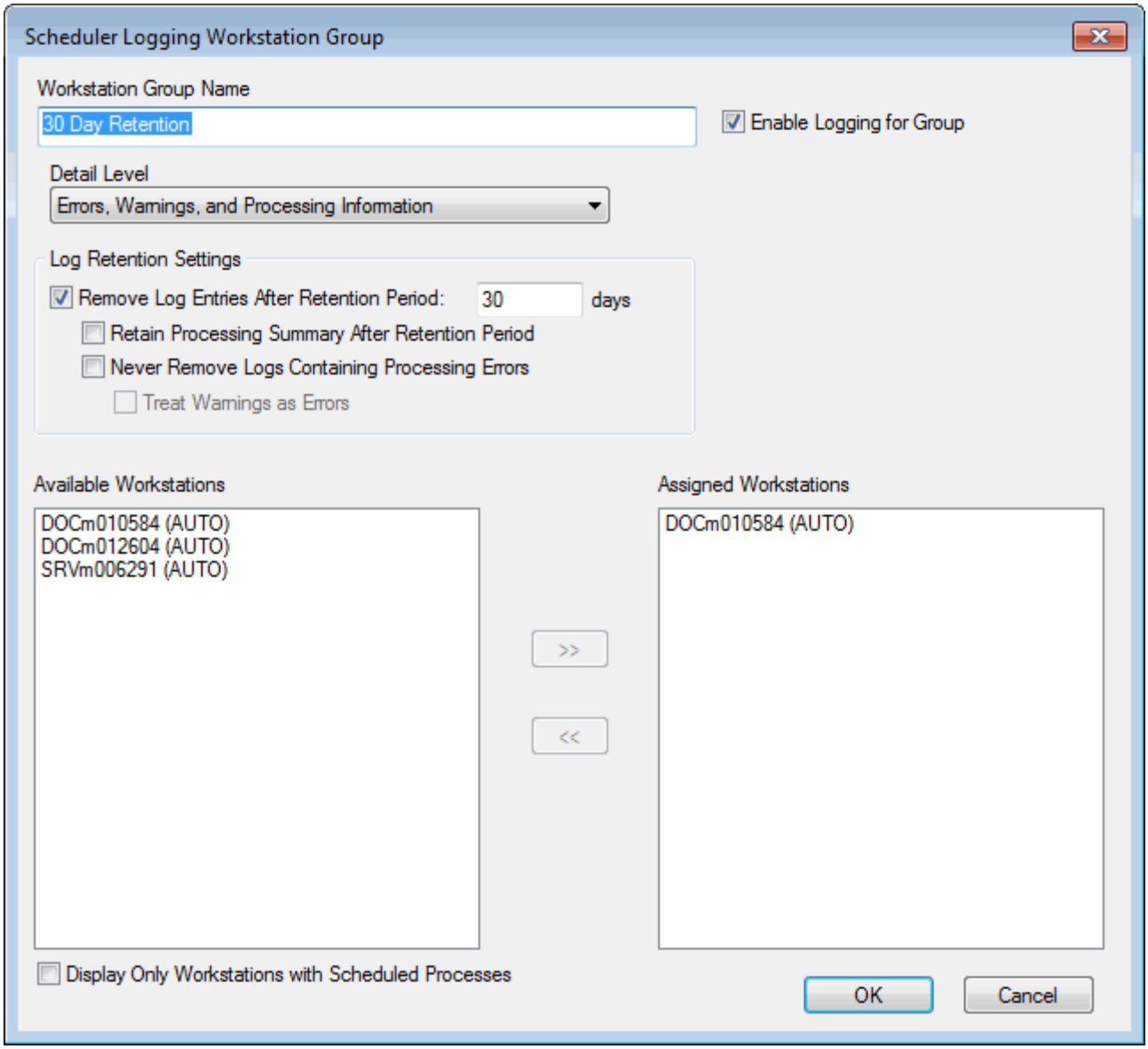
Editing a Scheduler Workstation Group

Scheduler workstation groups control how logging is performed by the assigned workstations. To edit an existing scheduler workstation group, follow these steps:

1. From the OnBase Client, click **Processing | Scheduler | Logging Configuration**. The **Scheduler Logging Configuration** dialog 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.



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	When this option is selected, warnings are treated as errors for the purpose of log retention. The retention period is not applied to any processing logs that have reported a warning. **Note:** This option is only available if the **Never Remove Logs Containing Processing Errors** option is selected.
Available Workstations/ Assigned Workstations	The **Available Workstations** list contains all workstations that are available to be assigned to this scheduler workstation group. Because workstations can only be assigned to a single scheduler workstation group, the list of workstations in the **Available Workstations** list does not include any workstations that are already assigned to another scheduler workstation group. The **Assigned Workstations** list contains all workstations that have been assigned to this scheduler workstation group.

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.

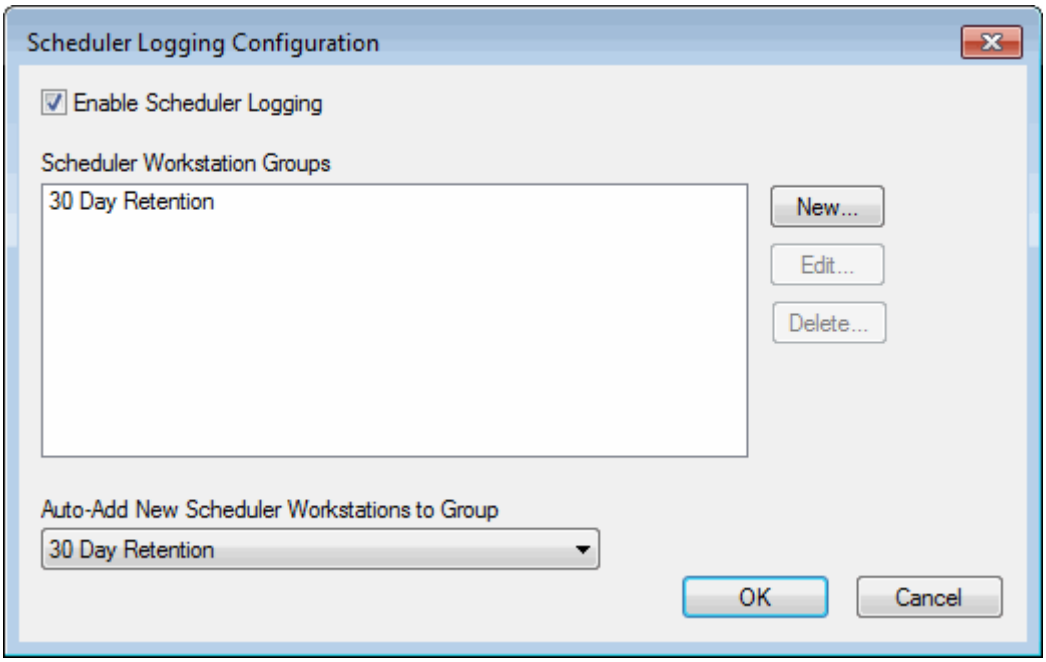
Note: After making a change to any of the options under **Log Retention Settings**, previously retained logs are rechecked to verify that they conform with the new settings. Logs which do not will be removed. For example, if you had previously configured the scheduler workstation group to **Retain Processing 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:

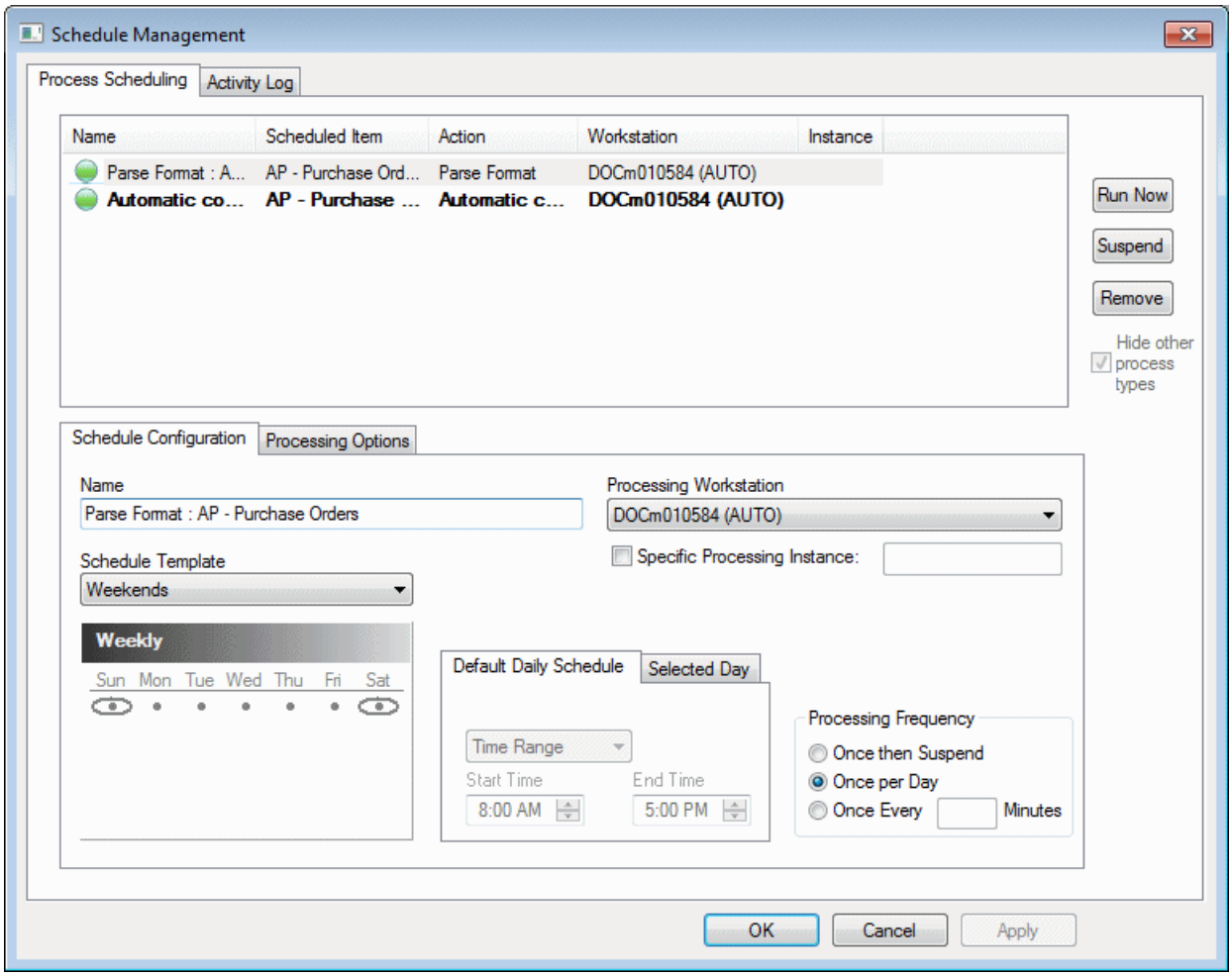
1. From the OnBase Client, click **Processing | Scheduler | Logging Configuration**. The **Scheduler Logging Configuration** dialog box is displayed.



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.



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 AFP:

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

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.

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 AFP process. It is easier and quicker to configure a AFP 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.

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.

OnBase®
Foundation EP5

AFP Input Filter

User Guide

Foundation EP5

Usage

AFP 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 AFP processing. The workstation you are using must then be registered.

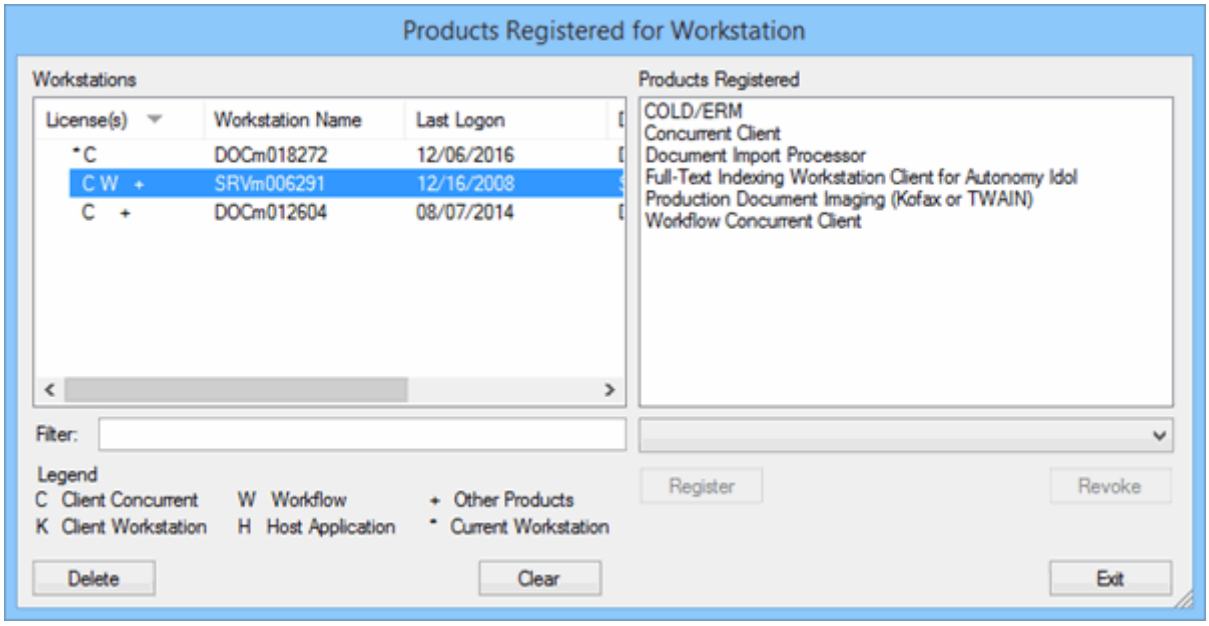
Note: If your solution uses simplified licensing, no workstation registration is required and you can skip directly to processing. See Initiating Processing on page 172.

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**.

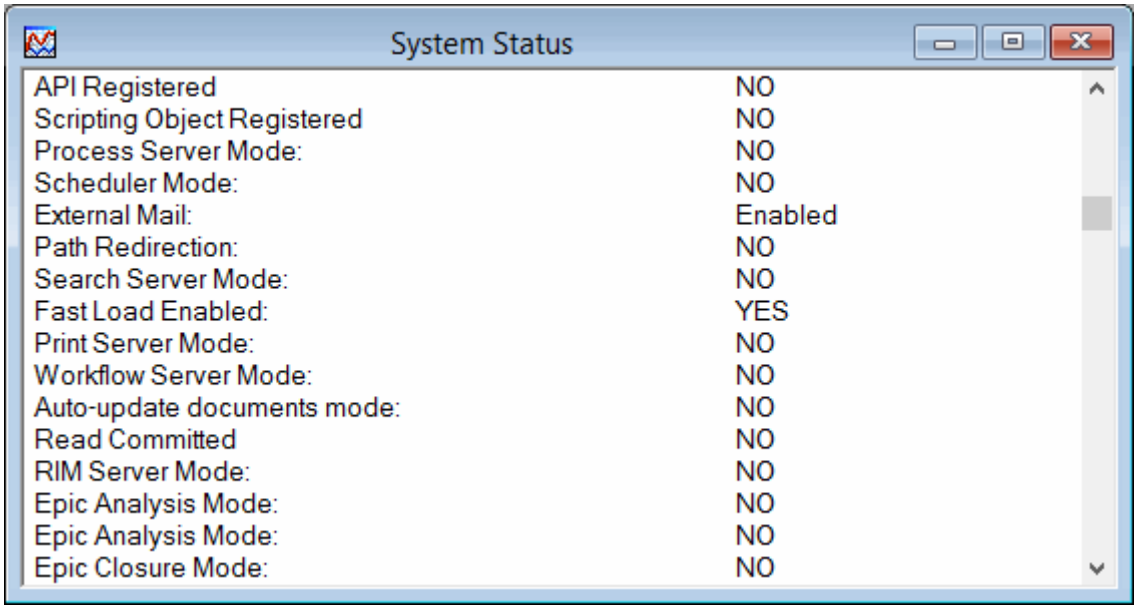
   If the license is not available in the drop-down list and it is not registered to any other workstation, it is possible that the module may not be licensed. Contact your system administrator to help determine the licenses that should be available.

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

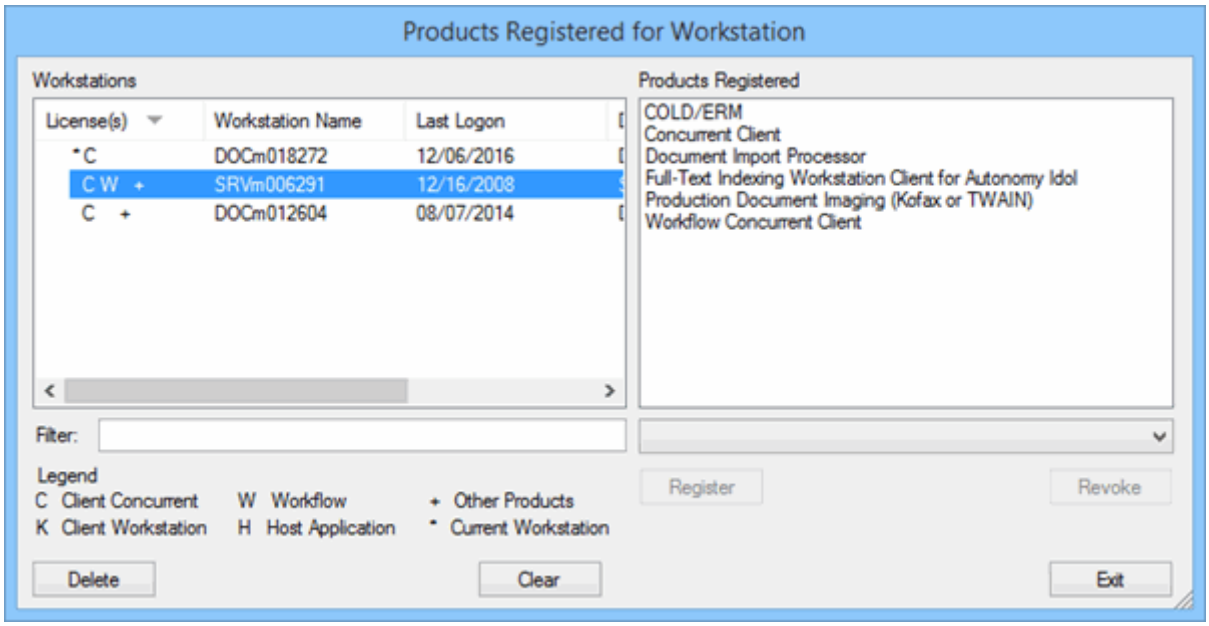
To view the products registered for the current workstation only, maximize the **System Status** dialog box. The **System Status** dialog box is always available in the main Client window. If it is minimized, it is displayed in the lower left corner of the main Client window.

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**:

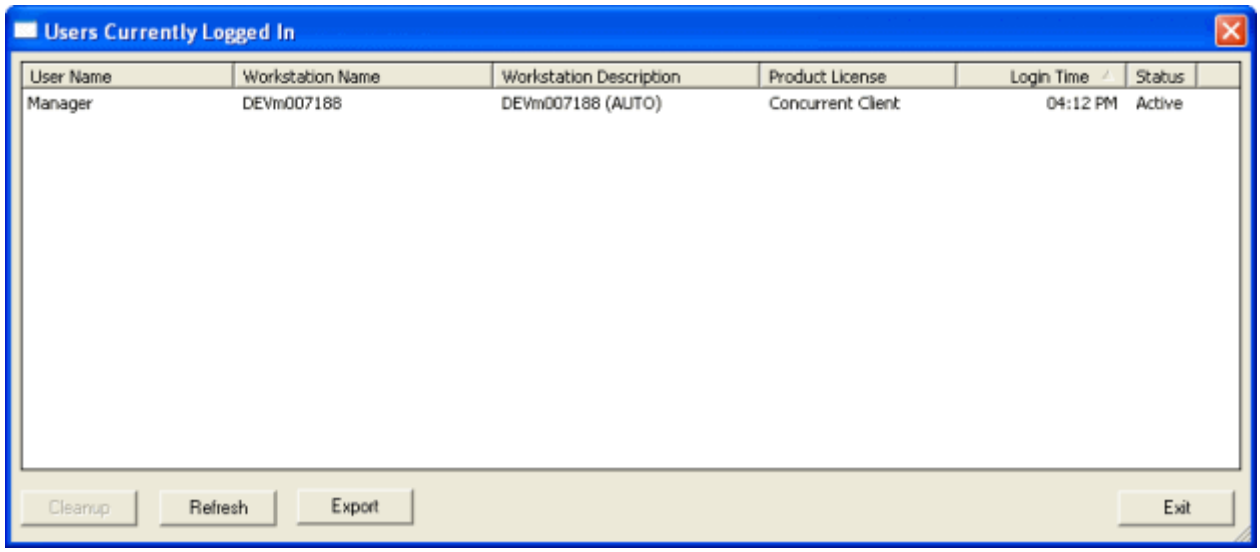
1. From the OnBase Client, click **Admin** | **User Management** | **Workstation Registration**. The **Products Registered for Workstation** dialog box is displayed.
2. The left side of the dialog box contains four sortable columns. The **Last Logon** column allows the user to delete all workstations 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 AFP 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

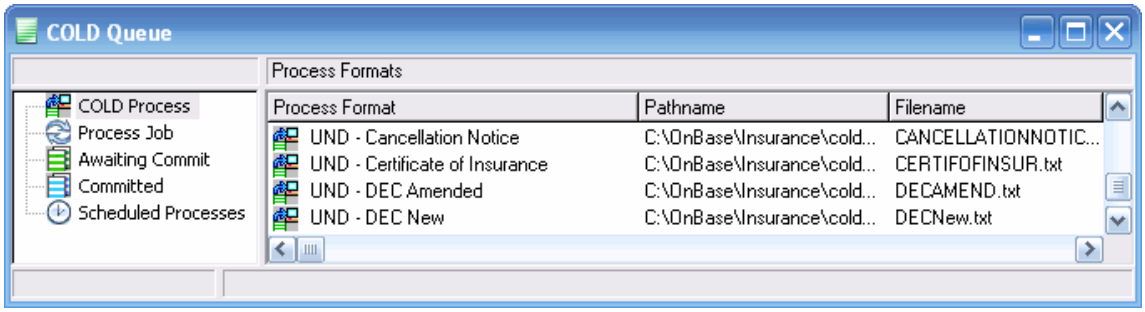
One method for importing a COLD file uses previously configured COLD Process Formats to process the COLD file into OnBase. The COLD Process Formats should be used when there is more than an occasional file to import.

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

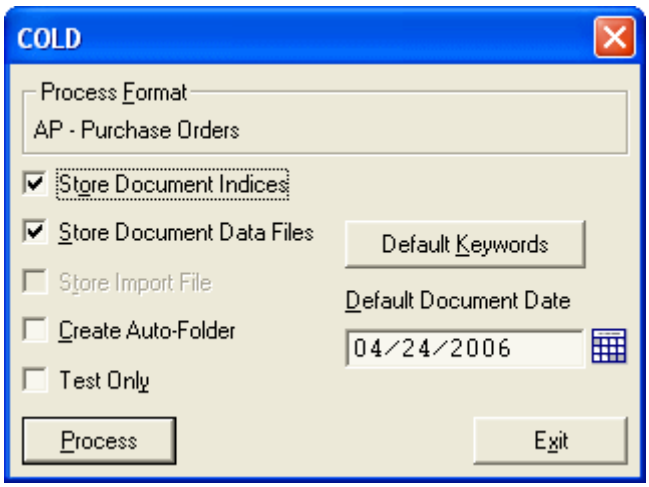
- Initiating a COLD Process Format Manually on page 173
- Initiating a Process Job Manually on page 176
- Scheduling of a COLD Process Format or Job

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.

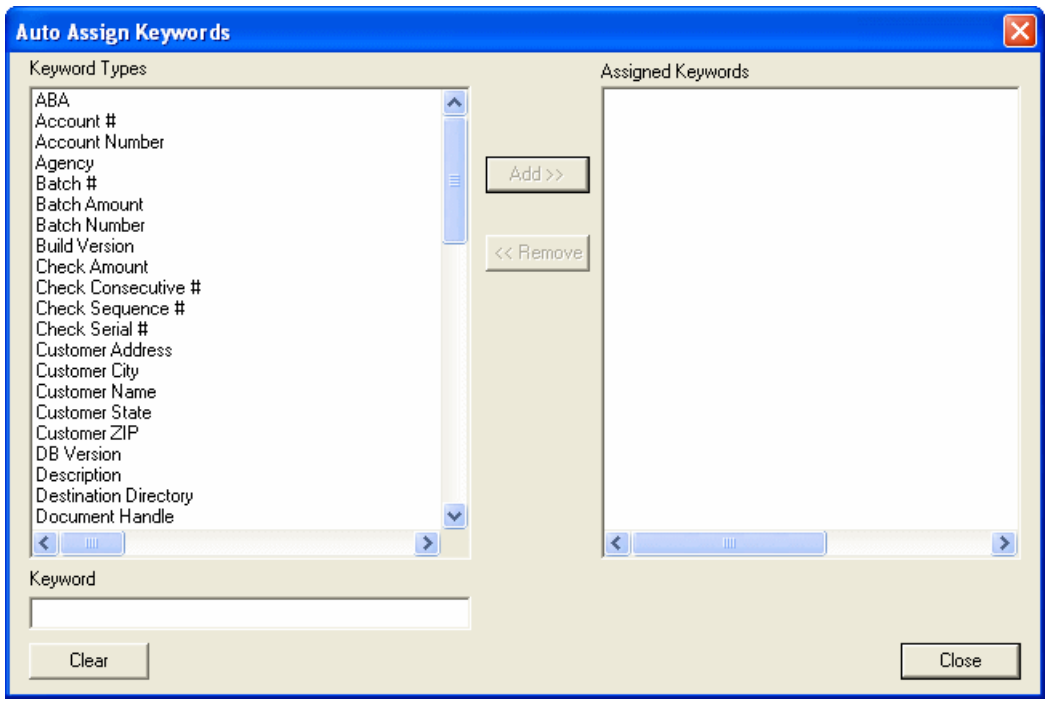


The options specified at this dialog box control the way data is processed and archived into the database. The options are explained in the table below.

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 AFP.

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.

5. To add one or more default Keyword Values to each document processed, in addition to the Keyword Values detected by the AFP 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 AFP process, the Keyword Type(s) associated with the value(s) must be assigned to the Document Type.

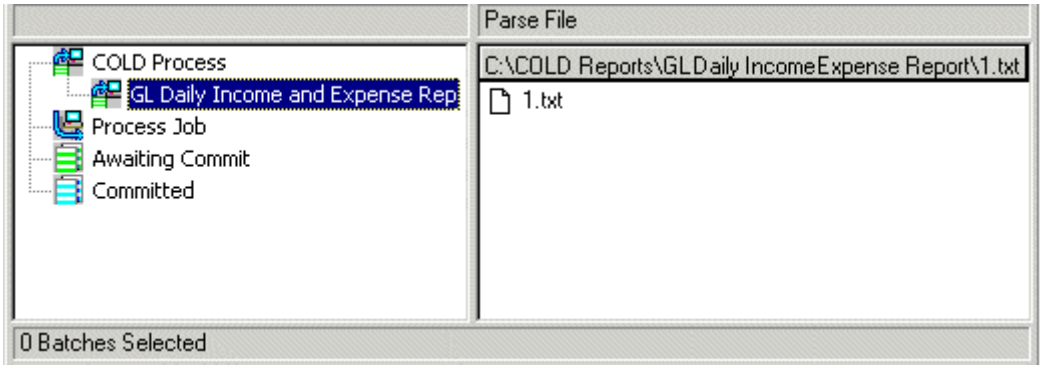
6. Enter a date in the **Default Document Date** field or click the calendar icon to select a date to assign a default Document Date to all documents imported by the AFP process. This option will override the actual document date, unless pulling from the file.
7. After the desired options are set, click **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 191.
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 191.
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

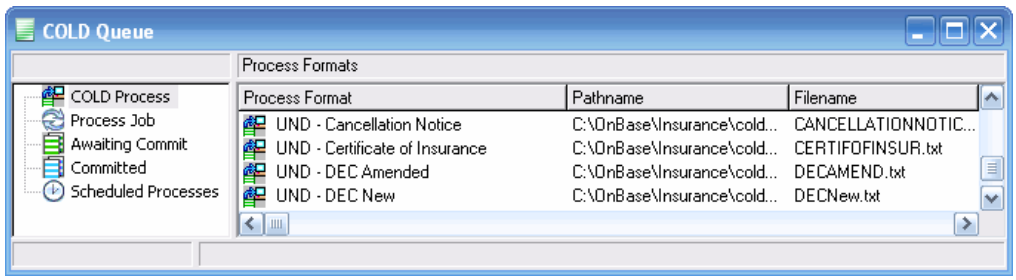
For more information, please refer to Scheduling on page 111.

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.

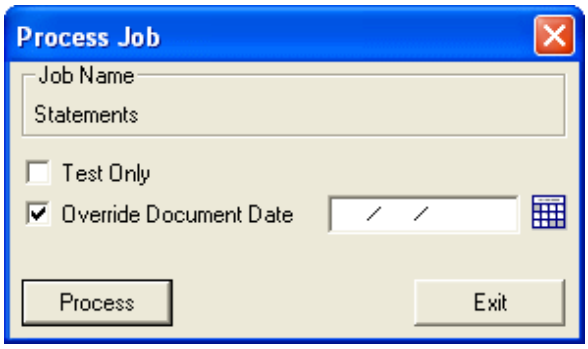
Initiating a Process Job Manually

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 191.
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 191.
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 111.

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**	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.) An index extraction file (.txt) is generated in the directory location indicated in the Index Extraction Format when the AFP processor is run. The file produced can be used for viewing or used as ordered field values in an Ordered DIP process. **Note:** If there are multiple Keyword Values associated with one Keyword Type, only the first Keyword Value listed will be extracted.
Re-Date Batch	**X**	**X**	**X**	Changes the default Document Date stored for the batch and for all documents that reside in the batch. The new date is used as the Document Date (**%D2**) in the auto-name string.
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

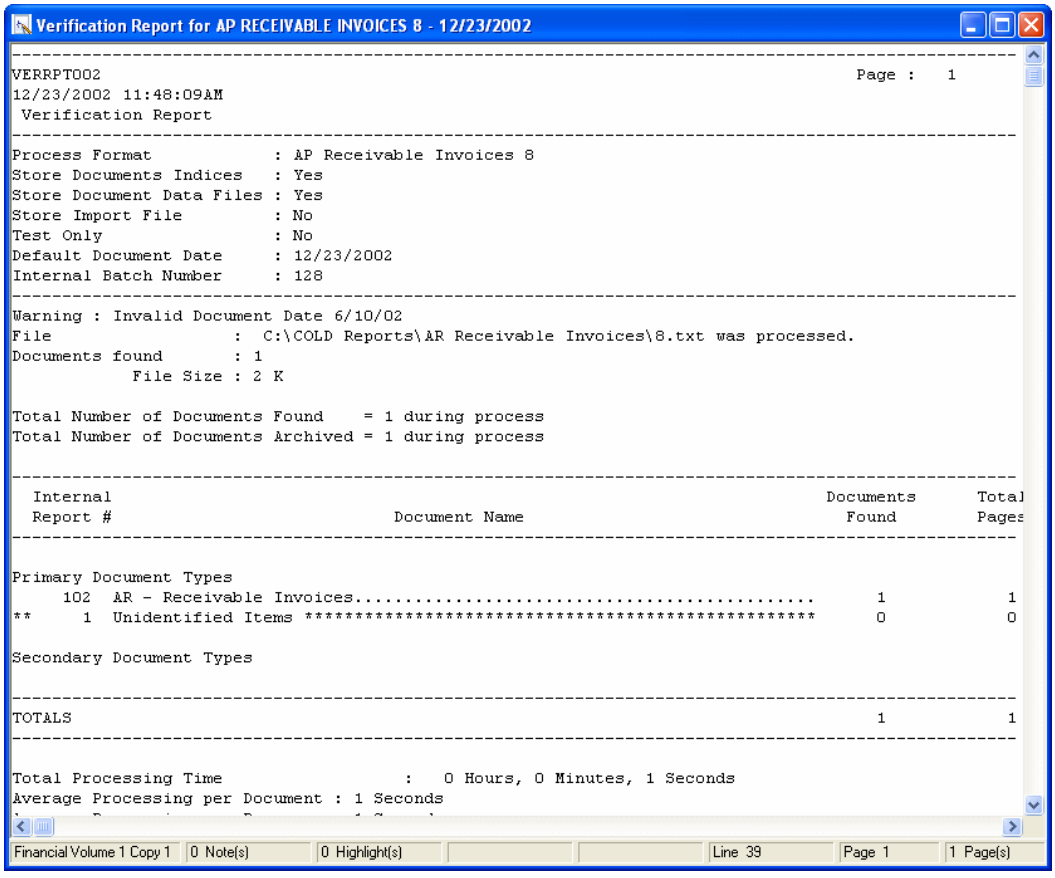
After the process has run, a new batch is displayed in the **Awaiting Commit** queue. This batch must be verified to ensure that the process ran successfully and that no errors were generated. To verify the batch:

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.

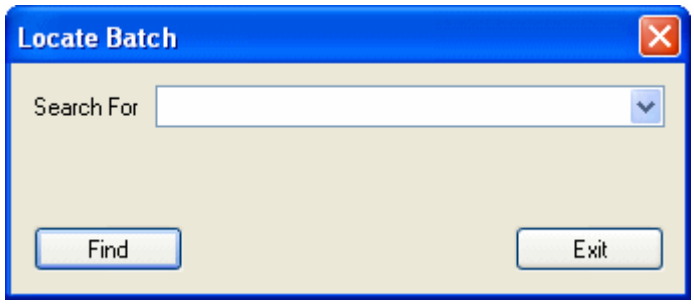
   Additionally, depending on the Document Type's configuration, the auto-name string, or the name of the document displayed in the results list, may contain one or more of the Keyword Values associated with the document. If these Keyword Values are missing or are displayed incorrectly, the process may 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 186.

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 AFP processing was initiated, the **Processor Status** bar is displayed, indicating each of the following stages of data processing:

- **Copying File**. When a process is initiated, OnBase takes a “snapshot” of the directory indicated in the **Default Directory** field. Only those files that were in the directory at that time will be processed. OnBase then copies 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 AFP 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.

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 AFP Processor. To run a custom process, right-click on a batch in the **Awaiting Commit** queue and select **Perform Custom Process.**

System Administration and Preventive Maintenance

Administration and maintenance of the AFP 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 AFP process.
4. Periodically, check documents that have been imported via the AFP 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 AFP 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:

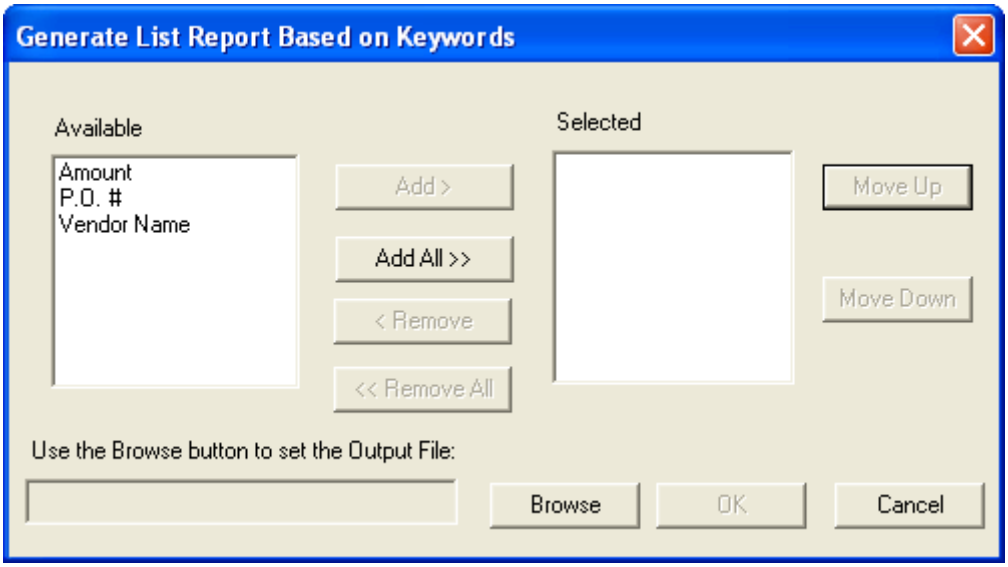
- **View Verification Report** - Displays the Verification Report for the batch.
- **View Unidentified Items** - Displays a results list with all unidentified documents in the batch.
- **Print Selected** - Prints the documents in the selected batches.
- **Export Selected** - Exports the documents in 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 - MICE 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
```

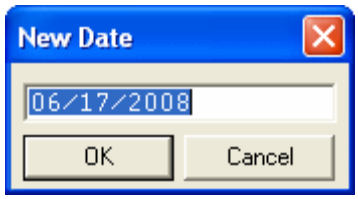
- **Create Keyword List**. Allows a user to export a file listing Keyword Values. To create a Keyword List, select the Keyword Types associated with the values you would like to export in the **Available** list and click **Add**. The Keyword Types are added to the **Selected** list on the right. Select **Browse** to designate the output file, then click **OK**.



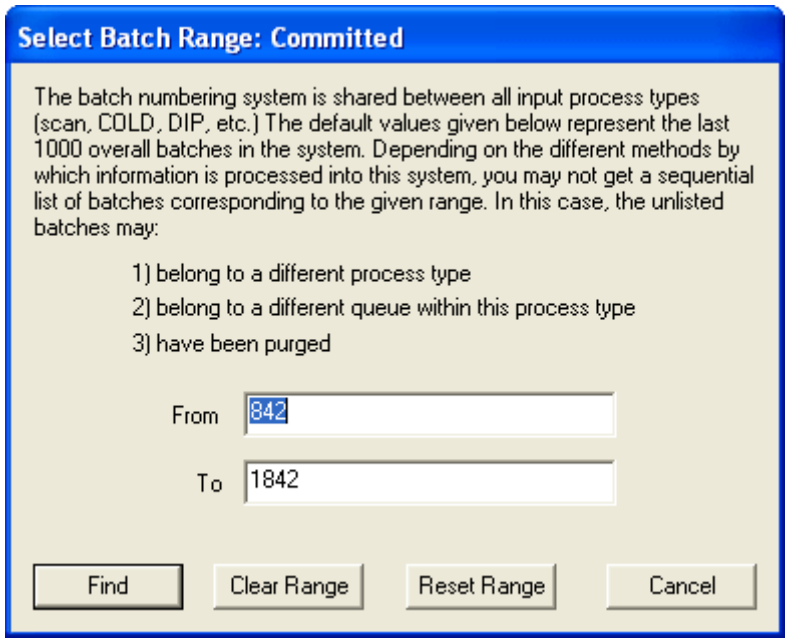
Tip: The **Create Keyword List** option is useful for creating a text file that can be imported into another system for verification or updating another application.

- **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 AFP 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 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 AFP 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 AFP 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 203.

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 AFP 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:

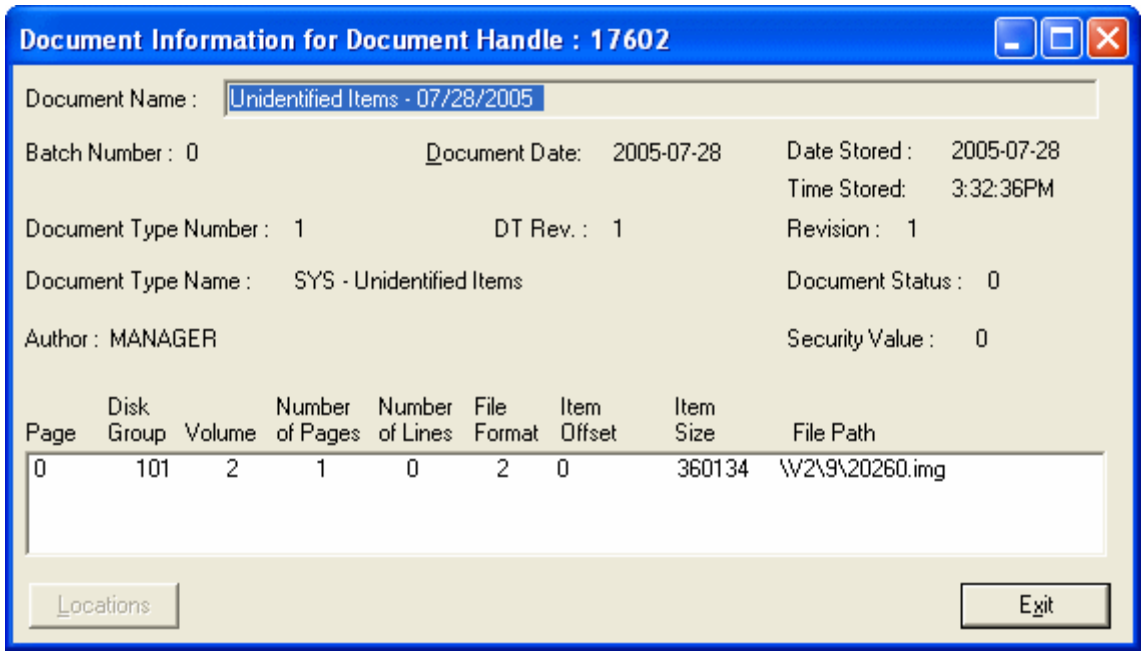
1. From the OnBase Client, click **File | Open | Retrieve Document** or click the **Retrieve Documents** button on the toolbar.

   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.



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

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.

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 as much space as the largest file being processed.

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 AFP process or if there is a manual process to copy the data files before running the AFP process, verify that the backup storage area is being cleaned and not running out of space.

System Interaction

Security

There are several levels of security required for AFP. The first is network security. The AFP 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 AFP 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 AFP report.

AFP

Similar to the COLD processor, AFP allows you to import and parse a large data file into individual documents. The AFP processor is based on the same architecture as the COLD processor; for this reason, in order to perform AFP processing, you will also need a license to perform COLD. All AFP batches are displayed in the **COLD** queue, and AFP processes are configured and initiated in much the same way as a COLD or Visual COLD process.

Application Enabler

Application Enabler allows users to access documents imported into OnBase via AFP 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 AFP 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

AFP 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 AFP queue. Statements can then be sent to customers via e-mail, web presentation, fax, or publishing.

Document Retention

Documents imported into OnBase via AFP 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 AFP 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.

Exception Reports

Documents imported into OnBase via AFP can be used with Exception Reports. This process verifies that each document imported into OnBase via AFP 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 AFP may also be the documents that are sought out based on a primary document.

Host Enabler

Host Enabler allows users to cross-reference information on the host screen with documents imported into OnBase via AFP. 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 AFP are used as the basis for the Image Statement process. It is from the **AFP** queue that batch statement rendering takes place. Any type of matching or formatting file must be attached to the AFP batch prior to the statement generation. During statement rendering, the AFP 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 AFP document and the supporting documents can then be saved as a new combined Document Type.

Print Distribution

Documents imported into OnBase via AFP can be scheduled to print based upon print distribution criteria, allowing users to print reports on a regular basis.

Web Server

Documents imported into OnBase via AFP 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.

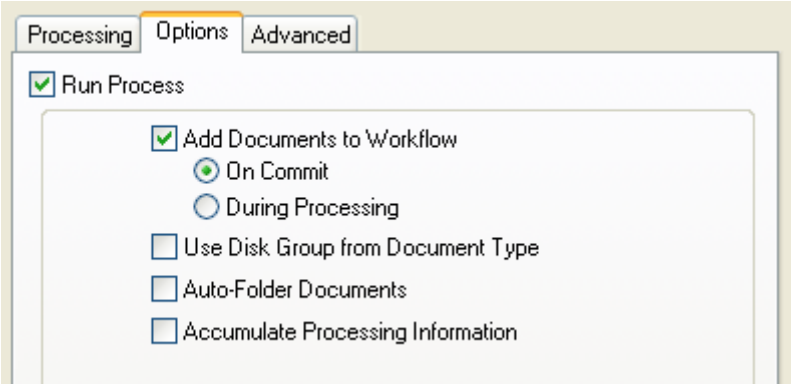
Note: These documents are converted to TIFF format for viewing at the workstation.

Workflow

Documents that are imported via AFP 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 AFP 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.
- Any missing resources from the directory that was 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 AFP 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 AFP 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 AFP process.

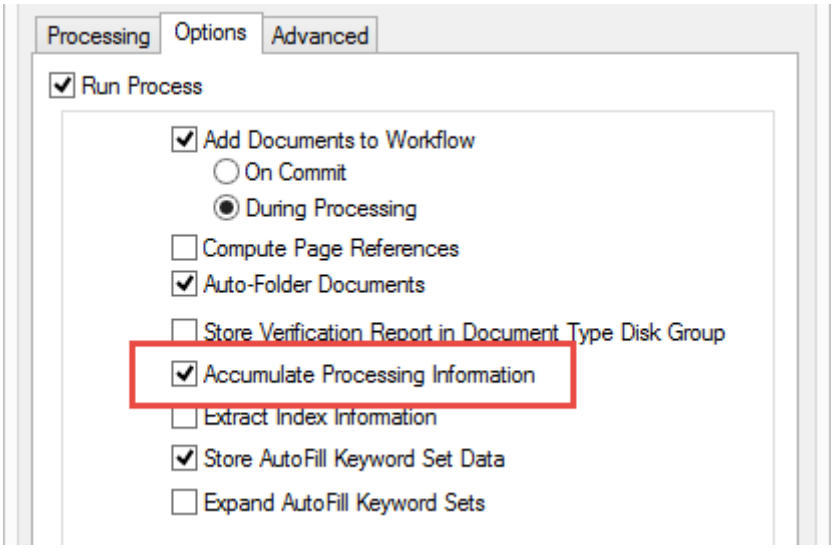
To include a process in the Daily Report:

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.

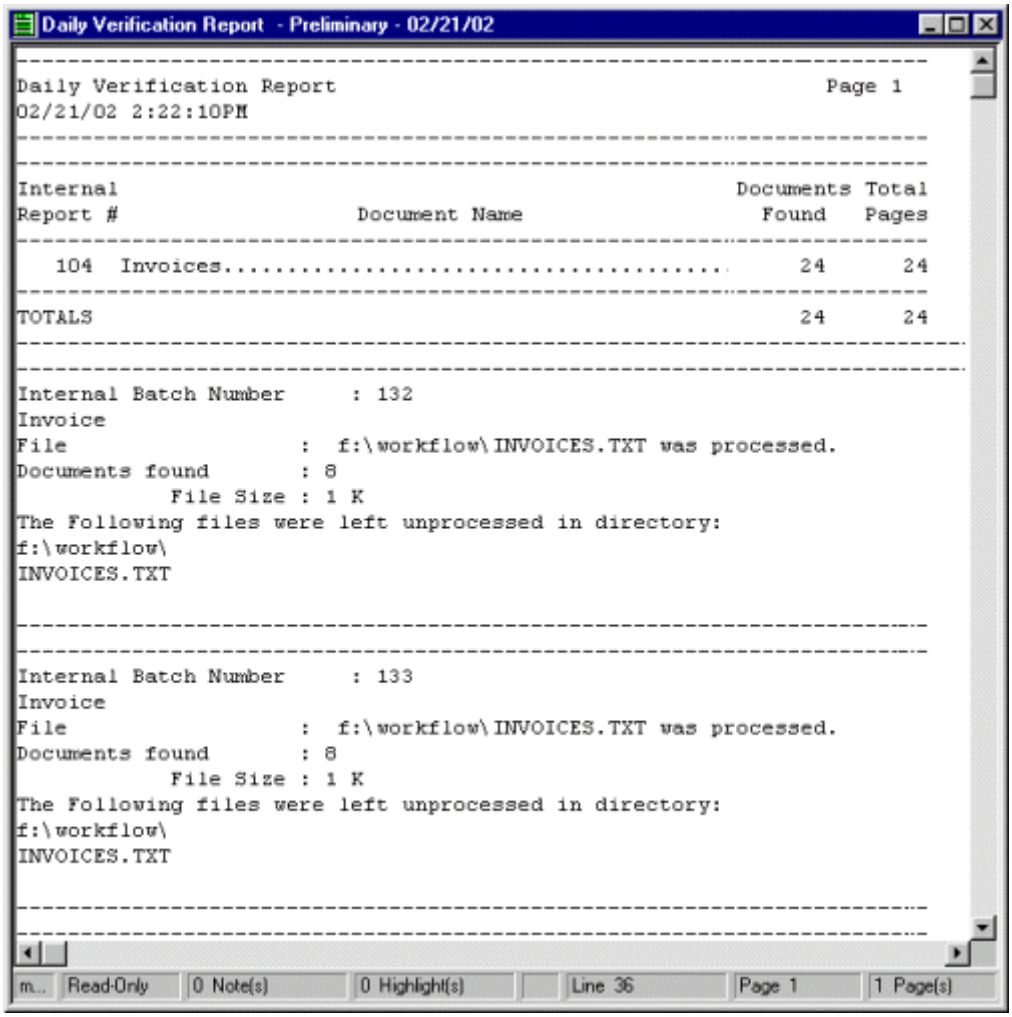
3. In the **Options** tab, select **Accumulate Processing Information**.



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.