



ELO Dropzone

ELO Dropzone



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Introduction

Structure

The goal of this documentation is to explain the functions of ELO Dropzone.

Introduction

The first chapter contains the copyright notices, as well as general information about using the manual and an overview of the chapter content.

Basics

This chapter offers important information on installing and configuring ELO Dropzone.

Usage examples

This chapter contains usage examples which should help familiarize you with ELO Dropzone.

Administration

This chapter is aimed at administrators. It includes information on configuring and managing ELO Dropzone.

Basics

Overview

ELO Dropzone makes it easier for you to file incoming documents to ELO. Simply drag documents and files to a defined tile. ELO Dropzone enters the corresponding metadata and files your documents based on your own rules. This provides you with easy access to frequently used functions and enables you to file documents more easily to ELO. A database connection allows for interfaces to programs, such as ERP systems. You can then use this data for metadata, for example.

You can set up filing tiles, search tiles, script tiles, and template tiles. With a search tile, you can configure the desired search terms via the metadata fields of a metadata form. It is also possible to define search tiles that you can activate using keyboard shortcuts. With a script tile, you can call a script event-controlled. With a template tile, you can create documents from templates in ELO Dropzone.

You can also create additional variables with regular expressions in ELO Dropzone that can be used to define tiles.

General note

The program works with the following clients:

- ELO Java Client
- ELOoffice

The function descriptions and screenshots in this manual were created using the ELO Java Client.

The following ELO Dropzone functions are not available with ELOoffice:

- Edit groups
- Load tile from collection
- Perform database search
- Create template tile
- Create e-mails
- Automatic document check-in
- Extract data from barcodes

Installation and configuration

Installation

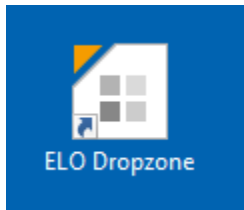
ELO Dropzone is a core part of the client and as such it is installed automatically together with the ELO Java Client and ELOoffice.

Start

ELO Dropzone is started in different ways depending on the client.

Starting ELO Dropzone with the ELO Java Client

After installation with the ELO Java Client, a shortcut to ELO Dropzone is placed on the desktop.



1. Double-click the ELO Dropzone icon.

The ELO Java Client logon dialog box opens.

2. Log on with your user name.

ELO Dropzone and the ELO Java Client open.

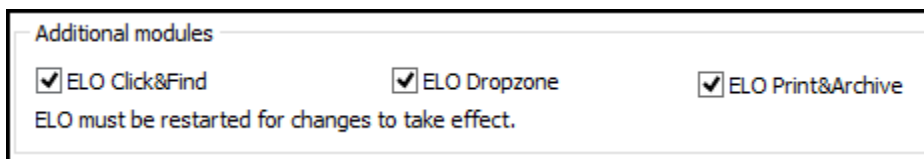
Start-up with ELOoffice

After installation, a shortcut to ELOoffice is placed on the desktop.

ELO Dropzone starts automatically with ELOoffice.

Disable: You can disable ELO Dropzone in the configuration.

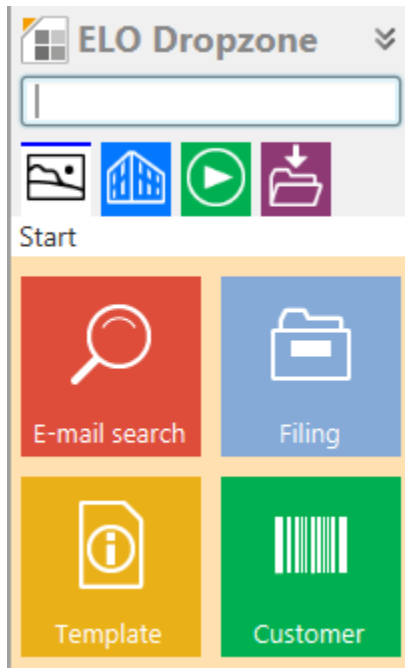
ELO menu > Configuration > General > Additional modules.



Uncheck the box next to *ELO Dropzone*.

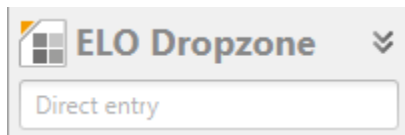
ELO Dropzone will no longer start automatically when you open the client.

Program interface



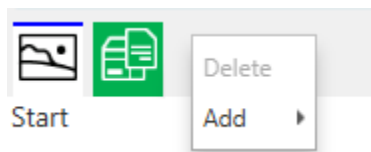
Example ELO Dropzone program interface with display groups and tiles.

Collapse/expand



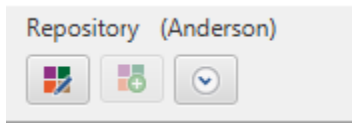
You can expand or collapse ELO Dropzone by clicking the header with the *ELO Dropzone* text. ELO Dropzone docks above the taskbar after you minimize it.

Display groups



The ELO Dropzone display groups are located below the input field. Each user can decide which display groups to enable. Click *Add* in the context menu to select the groups to be displayed from the list of available groups. You can also remove display groups by clicking *Delete*.

Buttons



The status bar at the bottom shows the following information:

1st row on the left: The currently active repository

1st row on the right: The logged on user

In addition, you will find the following buttons:

Pencil icon: Edit tiles Switches to edit mode for personal tiles. You open the edit mode for global tiles from the context menu.

Plus icon: Create a new tile

Clock icon: View ELO Dropzone history

History

The history shows the last 20 filing processes initiated by a tile. Click one of these entries to open the corresponding entry in ELO.

New folder in ELO

If you create and save a new tile in ELO Dropzone, the processing instructions in ELO are saved to a new folder under *// Administration // Dropzone*. This folder is set up automatically in ELO. The information is stored there as text files, which can be exported to other repositories.

Context menu

Edit mode for personal tiles

Edit mode for global tiles

Finish editing

Regular expressions

Edit groups

System settings

Add new tile

Load tile from collection

Edit tile

Copy tile

Share tile

Delete tile

Recently filed documents

Close ELO Dropzone

Edit mode for personal tiles: Switch to the edit mode for personal tiles.

Edit mode for global tiles: Switch to the edit mode for global tiles.

Finish editing: End tile editing.

Regular expressions: Switch to the wizard for ELO Dropzone RegEx configuration.

Edit groups: Switch to the configuration for display groups.

System settings: Switch to the *Edit system settings* dialog box.

Add new tile: Add a new tile. A personal or global tile is added depending on whether you select the option *Edit mode for personal tiles* or *Edit mode for global tiles*. You can create up to 18 personal tiles and 18 global tiles.

Load tile from collection: Switch to the *Tile collection* dialog box. Here, you will find an overview of the tiles shared with other users.

Edit tile: Switch to edit mode for the tile.

Copy tile: Copy a tile and its settings. A new tile is added and the tile configurator opens.

Share tile: Share one of tiles you created with other users. A dialog box opens where you can define the target area for publishing in the tile collection.

Delete tile: Delete a tile from ELO Dropzone.

Last filed documents: Shows a list of the last twenty documents filed via ELO Dropzone.

Close ELO Dropzone: Close ELO Dropzone.

Global and personal tiles

There are global and personal tiles.

Global tile: Created by the administrator. Global tiles can be viewed by all users. These tiles always rank higher in the hierarchy than personal tiles in ELO Dropzone.

Personal tile: Created by the user. Personal tiles can only be viewed by that user. They appear in the hierarchy below the global tiles.

Edit system settings

Open the *System settings* dialog box from the context menu before creating tiles in ELO Dropzone.

Edit system settings
✕

☒ Edit personal settings
☐ Edit global settings

PDF printer directory
...

Move error to
...

Number of full text pages

Number of tile columns

2 ▾

Display on monitor

1 ▾

☐ Start minimized
☒ Animation while maximizing/minimizing
☐ Enable report
☒ OCR analysis for TIFF documents
☐ Window always on top

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Save
Cancel

Configure all general settings for all ELO Dropzone tiles here. In the tile configuration, you can make changes to individual tiles at a later point in time.

Use the radio buttons to select whether you want to make *personal* or *global* settings.

PDF printer directory: Select the file path for monitoring the PDF printer directory in the *PDF printer directory* text field. If there are PDF documents in this directory, they are filed based on the

specifications of the tiles created in ELO Dropzone. Define the specifications for the individual tiles in the tile configuration.

Move error to: With the *Move error to* field, you can configure the file path where unrecognized PDF documents in the PDF printer directory are moved to.

Number of pages for full text analysis: Use the value in the *Number of pages for full text analysis* field to determine the maximum number of pages per document to be processed during OCR preprocessing. Analyzes documents in PDF and TIFF format.

Number of tile columns: Define how many tile columns you want to have. Choose to show the tiles in one, two, or three columns.

Display on monitor: When you have multiple monitors, you can display ELO Dropzone on a monitor other than the primary monitor. If ELO Dropzone is configured on an invalid monitor, it automatically switches back to the primary monitor.

Start minimized: If you check the *Start minimized* box, ELO Dropzone always starts docked onto the taskbar.

Animation while expanding/collapsing: Select the *Animation while expanding/collapsing* check box to enable an animation when expanding and collapsing ELO Dropzone. If this check box is not enabled, the size changes immediately.

Enable report: When you select the *Enable report* check box, a report file called *ELOdropzone(x).txt* is created in the user's temporary directory. The directory is located here: C:\Users\<Username>\AppData\Local\Temp.

OCR analysis for TIFF documents: Enable the *OCR analysis for TIFF documents* option to switch on OCR. Uncheck the box if you do not require OCR and do not want it to affect your system's performance.

Window always on top: Enable the *Window always on top* check box to keep ELO Dropzone in the foreground. The change will take effect once you restart ELO Dropzone.

Information

Refer to the *Administration* chapter to learn how to make changes to the configuration via the extra text of the metadata form.

Configure display groups

You can form groups for each work area. This helps you structure ELO Dropzone, as the tiles are spread across different display groups. Areas are defined by the administrator. Individual users can dynamically determine which groups they'd like to see. It is also possible to move individual tiles between work areas. You can also access the database directly via the individual display groups. Information from the selected database can then be used for the metadata. If you have created custom groups and already defined tiles, you have to explicitly add the existing tiles to your groups. The first display group should always be called *Start*. All tiles that are not assigned to a



display group are automatically added to the *Start* group. As no database query is necessary in the *Start* display group, you can leave the other fields blank.

Open the *Configure display groups* dialog box from the ELO Dropzone context menu. Click *Edit groups*.

Configure display groups

Start
Log
Correspondence
Delivery notes 2

Name: Log

Database:
SQL query:

```
select top 10 CustomerID,CompanyName,PostalCode,
City,ContactName,Address,Country,Phone
from [Northwind].[dbo].[Customers]
where CustomerID like '%{{P1}}%'
or CompanyName like '%{{P1}}%'
```

Return:

No.	Identifier	Test data
0		Test output_0
1		Test output_1
2		Test output_2
3		Test output_3
4		Test output_4

View:

Meeting notes from
Company: testoutput_1
Contact: testoutput_4

Meeting notes from
Company: testoutput_1
Contact: testoutput_4

+ -

? Save Cancel

The *Configure display groups* dialog box opens.

On the left, you can see the display groups created up to now.

Plus icon: Add a new display group.

Delete icon: Delete a display group selected on the left.

Name: Enter a name for the display group.

Icon: To change the icon for the display group, click the gray tile icon.

Color: Click the color square to change the color of the display group.

Database: To connect to an external database, the database has to be configured on the ELO Indexserver (ELOix). This configuration in ELOix has a name, which has to be specified here. If you use the same database as ELO, you can leave the field blank and do not have to configure anything for ELOix.

Information

Please read the ELO Indexserver Programming Guide for more information. The *Access to external databases* chapter describes in detail how to set up a database connection pool on the application server.

SQL query: Formulate an SQL query in this field. In the example above (see figure), the Microsoft sample database (Northwind) is accessed. You should know what tables and column names exist in the selected SQL database. Select the columns you want to use as variables in the return. You can prepare and test the SQL query in a tool of your choice, for example *SQL Server Management Studio*. Once the query returns the desired results in the tool, you can replace the query text with a placeholder for user input. The placeholder is:

```
{{P1}}
```

Filter field beside SQL query: If the database query works properly, you can test the SQL statement via this filter field. The first selected data set is entered to the *Return* table. This allows you to configure the return step by step. You can define an identifier for the return for each selected data set.

Return: Define the variable in the the *Identifier* column per number. In the *Identifier* column, double-click the field you'd like to change. Complete your entry by pressing the ENTER key. If you click elsewhere, your input will be discarded. With the arrow keys, you can navigate between fields and activate the desired field by pressing the ENTER key in order to edit it. You can transform any columns of the database into variables. Ideally, you can configure the variables using the filter field (see above). Choose variable names that clearly indicate where the variables come from. The result is a better structured group, helping you to prevent errors in assigning variables to metadata fields in the tile definition.

Display: Configure what is displayed and how. You can drag the defined variables from the *Return* field to the desired position in the *Display* field. You can also enter fixed texts. The test output is shown in the field on the right.

Save: Once you have finished configuring the display group, click *Save*.

Cancel: The configuration for the selected display group is not saved.

Tile types

You can create four different tile types in ELO Dropzone:

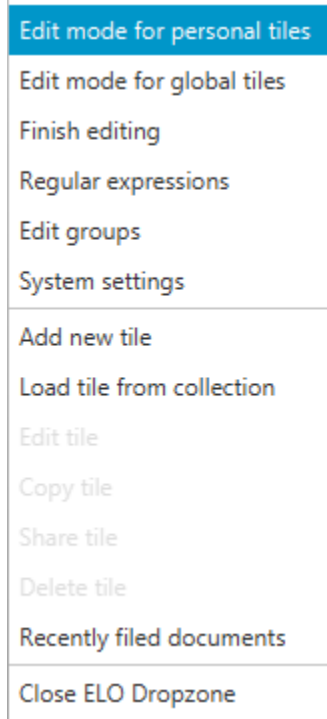
- Filing tile
- Search tile
- Script tile
- Template tile

The configuration for these tile types is described in the following.

Setting up a filing tile

Adding a new tile

1. Right-click the middle window of ELO Dropzone.



The ELO Dropzone context menu appears.

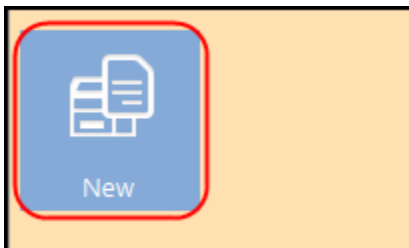
2. Click the *Edit mode for personal tiles* menu item.

Alternative: Click *Edit mode for global tiles* to create a global filing tile.

Alternative: Click the button with the pencil icon.

ELO Dropzone switches to edit mode. The sand-colored background indicates that you are in edit mode.

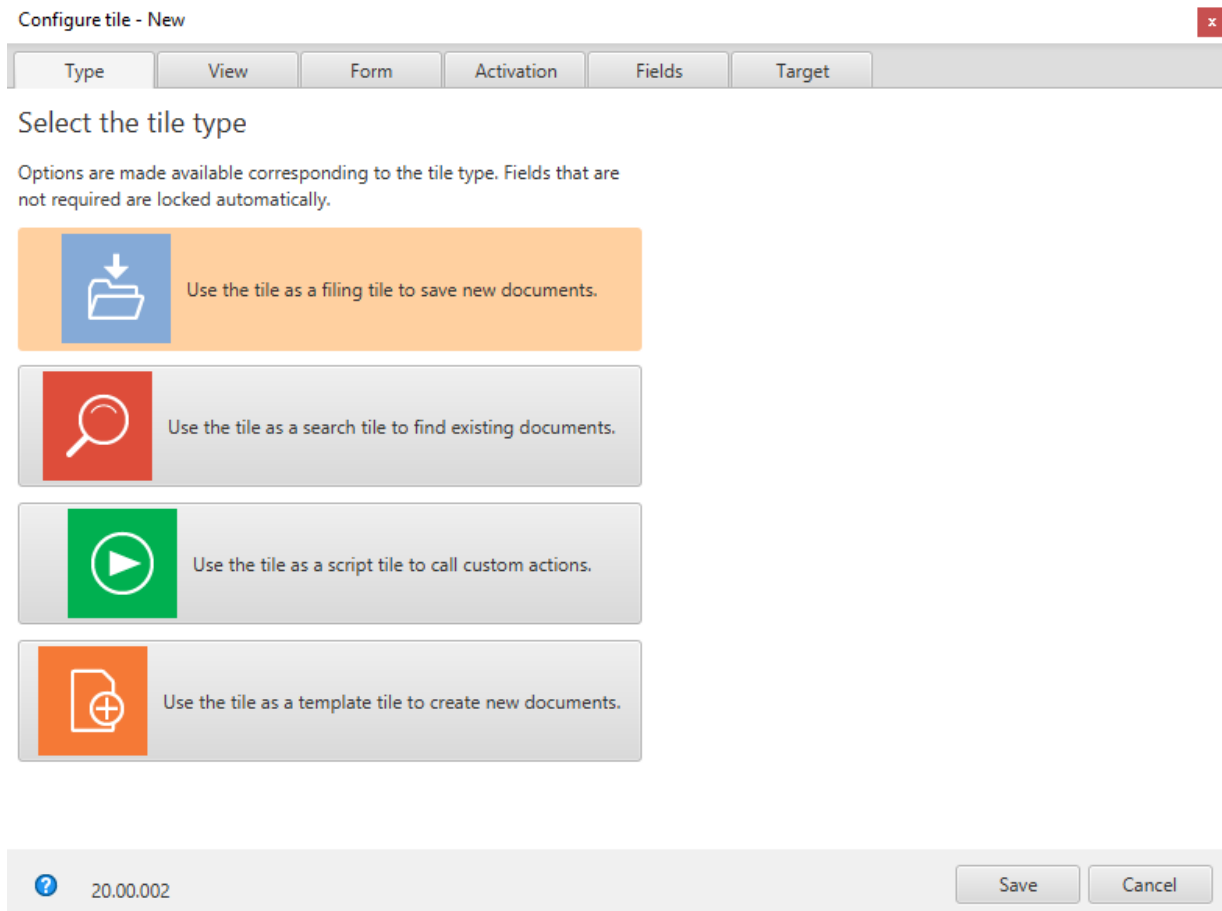
3. Open the ELO Dropzone context menu.
4. Click the *Add new tile* menu item.



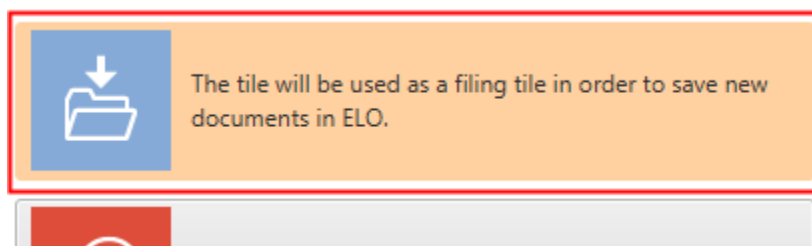
A new tile appears.

Defining filing tiles

1. Double-click the new tile.



The *Configure tile* dialog box appears. The *Type* tab is open.



2. Click the filing tile icon.

The *Filing tile* type is selected.

View

1. Click the *View* tab.

Configure tile - New ✕

Type View Form Activation Fields Target

Basic data for tile display


You can set the basic data for how the tile is displayed in ELO Dropzone here.


Name

Group

Target

Description

Icon 

Color 

? 20.00.002 Save Cancel

The *View* tab opens.

2. Click the *Name* field and enter a name for the filing tile.
3. Click the *Group* field and assign the tiles to the desired display group via the drop-down menu.
4. Click the *Description* field and enter what you want to use the tile for. The description of a tile is particularly useful when you want to make the tile available to other users in the *Tile collection*.
5. Click the gray tile to change the tile icon.



The available tile icons appear.

6. Click an icon.

7. Click the colored square to change the color of the tile.



The available colors appear.

8. Click a color.

You have set the basic data for how the tile is displayed in the work area.

Metadata form

1. Click the *Form* tab.

Configure tile - New x

Type View **Form** Activation Fields Target

Metadata forms used

Select a metadata form from the area on the right.

Form

Available metadata forms

- Barcode recognition
- Basic Entry
- Claims
- Company (*)
- Contract
- Contract structure
- Damage report
- Directive (*)
- Document
- Documentation
- E-mail
- ELO Business Solution (*)
- ELO Business Solution Configuration
- ELO User Entry
- ELOScripts

? 20.00.002 Save Cancel

The *Form* tab opens.

2. Click one of the available metadata forms.

You have linked the tile to a metadata form.

Information

If you use a folder-only form, a folder is created when entering the metadata and the document is saved to this folder with the *Free entry* metadata form.

Please note

Metadata forms assigned the document status *Non-modifiable* cannot be used in ELO Dropzone. This is because ELO Dropzone files the logical document and then adds the file.

Activation

The *Activation* tab offers additional options for defining tiles. The choice of options depends on the selected tile type.

Configure tile - New

Type View Form **Activation** Fields Target

Activation via keyboard or directory

You can configure keyboard shortcuts for search and script tiles and enable file monitoring for filing tiles.

Directory monitoring for filing tiles

☐ Documents\ELO folder monitoring for Office documents

Monitor PDF printer directory

Detection

☐ To printer

☐ Send as e-mail

Activation via keyboard shortcut (searches, templates, or scripts)

Apply clipboard contents

Selection: detection

- All.Manual ()
- Clipboard.ALL ()
- Date.Now (Jun 5, 2020, 2:33:19 AM)
- Date.ThisDay (05)
- Date.ThisMonth (06)
- Date.ThisYear (2020)
- Date.Time (2:33:19 AM)
- Date.Today (Jun 5, 2020)
- Selection.GUID ({E71CC2CB-4EDF-E0FD-A48E-B9...
- Selection.ID (0)
- Selection.NAME (User.5)

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You can enable directory monitoring for filing tiles.

Directory monitoring for filing tiles

☒ Documents\ELO folder monitoring for Office documents

If you select the option *Documents\ELO folder monitoring for Office documents*, the filing tile becomes a monitoring tile.

ELO Dropzone monitors the following path in the Windows file system:

`C:\Users\<Windows user>\Documents\ELO\<tile name>`

If a Microsoft Office document is saved to one of these child folders, it is filed to ELO automatically according to the settings for that tile.

If you click *Cancel* to stop entering metadata for a document from the folder monitoring, the document is saved to the *Not filed* folder in the file system: `C:\Users\<Windows user>\Documents\ELO\Not filed`.

Under *Monitor PDF printer directory*, you can automatically file documents to an output directory of a virtual PDF printer.

Define the output directory via the system settings: *Context menu > System settings > PDF printer directory*.

Monitor PDF printer directory

Detection

☐ To printer

☐ Send as e-mail

1. Drag a variable to the *Recognition* field.

The corresponding documents are recognized in the output directory based on this variable. If the *Recognition* field remains empty, the PDF printer directory is not monitored.

Information

To create additional variables with regular expressions, refer to the chapter on [Regular expressions](#).

Optional: Right-click the *To printer* field to open the list of available printers. You can use this printer to print your document.

1. Select a printer.

Optional: When the *Send as e-mail* option is enabled, the detected documents from the printer directory are attached to an e-mail and sent.

You need a script to enable this option. Building a script requires administrator rights.

For the ELO Java Client, file the *JS.SendMail* script to *// Administration // Java Client Scripting Base*.

The sample script should look like this.

```
function fromVBS_SendMail(param) {
    var data = fromString(param)

    var fileName = data["File.Path"]

    var name = data["File.NameNoExt"]

    if (fileName) {
        workspace.sendMail(name, "", "", [fileName])
    }
}
```

```

    return
}
}

function fromString(param) {
    var result = new Object()

    var lines = param.split("\n")

    for (var i = 0; i < lines.length; i++) {
        var line = lines[i]

        var ipos = line.indexOf("\t")

        if (ipos > 0) {
            var key = line.substring(0, ipos)

            var value = line.substring(ipos + 1)

            result[key] = value
        }
    }

    return result
}

```

For ELOoffice, you need to create a script with the name *JS.SendMail.VBS* via the *ELO menu > System settings > Scripts*.

The script looks like this:

```

Set ELO = CreateObject("ELO.office")

Set oOutlook=CreateObject("Outlook.Application")

msg = ELO.GetCookie("JS.PARAM")

Data = Split(msg, vbLf)

for i = 0 to UBound(Data)

Line = Data(i)

if Left(Line, 9) = "File.Path" Then

Parts = Split( Line, vbTab )

```

```
Set oMail=oOutlook.CreateItem(0)

oMail.Subject = "From Dropzone"

call oMail.Attachments.Add(Parts(1), 0, 1)

oMail.Display

end if

Next
```

You need to create the *JS.SendMail* script via the *ELO menu > System settings > Scripts* in the ELO Windows Client. This requires administrator rights.

Use the above VB script *JS.SendMail* to do this (see ELOoffice). You need to change the script in one place: Enter the object name *EL0.professional* instead of *EL0.professional* in the first line of the script.

Fields

1. Click the *Fields* tab.

Configure tile - New

Type View Form Activation **Fields** Target

Entries to fields

You can drag variables from external data sources to fields in the selected metadata form here.

Short name	
Date	
Invoice number	
Invoice amount	
Customer number	
Invoice date	
Comment	
Company name	
Status	

Available variables

Filter input variables Load

- All.Manual ()
- Clipboard.ALL ()
- Date.Now (Jun 5, 2020, 2:35:33 AM)
- Date.ThisDay (05)
- Date.ThisMonth (06)
- Date.ThisYear (2020)
- Date.Time (2:35:33 AM)
- Date.Today (Jun 5, 2020)
- Selection.GUID ({E71CC2CB-4EDF-E0FD-A48E-B9...
- Selection.ID (0)
- Selection.NAME (User.5)

20.00.002 Save Cancel

The *Fields* tab opens.

On the left, you see all fields of the selected metadata form. You see the existing variables in the *Available variables* area.

Load a sample document via the *Load* button to import additional variables. For example, if you load a Word document, Word opens briefly to analyze the document. ELO Dropzone then adds the detected metadata to the list of available variables.

In addition to the method described above, there is a more effective method of reading metadata. When you are in edit mode, you can drag and drop the file to the desired tile. The tile configuration menu opens automatically. You now find metadata variables for the file in the corresponding tabs. The number of variables you can choose from depends on the file type.

You can add metadata using the form fields in Microsoft Word, for example. In the form field properties, you can enter a value to the *Text box* field. Afterwards, you can select this variable from the list in the tile configuration with the syntax `Word.\<form field name>`.

It is also possible to read header data in Microsoft Word documents. Once you have dragged the document containing headers to a tile, the variable *Header.x* shows up in the list of available variables.

Now assign or drag and drop the available variables or fixed text to the fields of the selected metadata form.

The variables are displayed in the fields in curly brackets. This information means that every time a document is processed using this tile, ELO immediately recognizes which data to read.

Information

You can also drag multiple variables to one field with this method.

You can also read just parts of metadata, such as the first three letters of a first or last name. To do this, enter the position of the first letter to be read and the number of letters to be read after the data inside the curly bracket. For example, entering `{All.Author(1,3)}` only reads the first three letters starting from the first character.

Target

1. Click the *Target* tab once you have defined the assignment of the fields.

Configure tile - New

Target folder or target script

Here you define the filing path in the repository or the name of the script to be run.

Filing path

Delimiter Apply path

File/search in ELO

☒ File directly or search without dialog box

☐ Delete original file after filing

☐ Automatic check-in after editing

Date limit Unlimited

Database search

Script call after activation or filing

Script name

Available variables

Filter input variables Load

- All.Manual ()
- Clipboard.ALL ()
- Date.Now (Jun 5, 2020, 2:35:33 AM)
- Date.ThisDay (05)
- Date.ThisMonth (06)
- Date.ThisYear (2020)
- Date.Time (2:35:33 AM)
- Date.Today (Jun 5, 2020)
- Selection.GUID ((E71CC2CB-4EDF-E0FD-A48E-B9
- Selection.ID (0)
- Selection.NAME (User.5)
- Grp.0 (Short name)
- Grp.1 (Date)
- Grp.2 (Invoice number)
- Grp.3 (Invoice amount)
- Grp.4 (Customer number)
- Grp.5 (Invoice date)

20.00.002 Save Cancel

The *Target* tab opens.

2. Enter the filing path in the ELO repository to the *Filing path* field.

The following applies for path definitions in ELO Dropzone:

- Use the *Delimiter* button to create a pilcrow symbol for separating the folder levels.
- The definition must start with a separator.
- Do not end a path with a separator as the path will otherwise be displayed incorrectly.
- You can enter both full and relative target paths.
- The name for the individual fields in a metadata form begins with *Grp.*. Accordingly, the short name would be *Grp.0*, the date would be *Grp.1*, the third field would be *Grp.2* and so on.
- Other available variables include *Clipboard.ALL* for reading the Clipboard or *Date.ThisMonth* for the month of filing.
- If you want to define a second filing target as a reference, separate the first and second definition with a pipe symbol ("|").
- If the pipe symbol occurs in the path definition, you can separate the reference paths with the Unicode character "!|". When this character appears in the path definition, it is used as the separator and the pipe symbol is ignored.
- If you have not created any reference paths and you still want to permit the pipe symbol in the text, insert the "!|" character at the end. This generates an empty reference path that is ignored.

Here is an example of a target path with a multiple filing definition:

¶Orders¶{Date.This.Year}¶{Date.ThisMonth}|Orders¶{Grp.2(1,1)}¶{Grp.2}

Alternative: Clicking *Apply path* uses the path selected in ELO as the filing target.

You see all the *Available variables* on the right-hand side. You can drag these variables to the path in ELO.

Click *Load* to load a sample document to the configuration. ELO automatically reads all the metadata in the document. You can now drag individual metadata to the fields.

If the filing path does not exist, it will be created automatically.

In the *File to/search in ELO* area, the *File directly or search without dialog box* option is selected. The file is filed directly without confirmation.

Optional: Check the *Delete original file after filing* box to delete the original file after filing.

Optional: *Database search*: Run a database query. The value entered here overrules manual entries in the *Direct entry* field.

Save

1. Click *Save* once you have made all changes.

The *Configure tile* dialog box closes. The new filing tile appears in ELO Dropzone. ELO Dropzone remains in edit mode.

2. Right-click the context menu and the *Finish editing* entry in ELO Dropzone to finish editing.

Edit mode for personal tiles

Edit mode for global tiles

Finish editing

Regular expressions

Edit groups

System settings

Add new tile

Load tile from collection

Edit tile

Copy tile

Share tile

Delete tile

Recently filed documents

Close ELO Dropzone

Result

You have created a filing tile. You can now drag documents onto tiles to file them to ELO.

Setting up a search tile

Type

With a search tile in ELO Dropzone, you can configure the desired search terms via the metadata fields of a metadata form. It is also possible to define search tiles that you can activate using keyboard shortcuts. You can create multiple keyboard shortcuts for different searches.

Adding a new tile

1. Right-click the middle window of ELO Dropzone.

Edit mode for personal tiles

Edit mode for global tiles

Finish editing

Regular expressions

Edit groups

System settings

Add new tile

Load tile from collection

Edit tile

Copy tile

Share tile

Delete tile

Recently filed documents

Close ELO Dropzone

The ELO Dropzone context menu appears.

2. Click the *Edit mode for personal tiles* menu item.

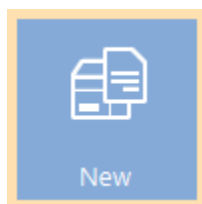
Alternative: Click *Edit mode for global tiles* to create a global search tile.

Alternative: Click the button with the pencil icon.

ELO Dropzone switches to edit mode. The sand-colored background indicates that you are in edit mode.

3. Open the ELO Dropzone context menu.

4. Click the *Add new tile* menu item.



A new tile appears.

Defining a search tile

1. Double-click the new tile.

Configure tile - E-mail search x

Type View Form Activation Rows Target

Basic data about how the tile is displayed.


You can set the basic data for how the tile is displayed in the Dropzone here.


Name

Group

Goal

Description

Icon 

Color 

? 11.00.002 Save Cancel

The *Configure tile* dialog box appears. The *Type* tab is open.

2. Click the magnifying glass icon.

The *Search tile* type is selected.

View

1. Click the *View* tab.

Configure tile - New ✕

Type View Form Activation Fields Target

Basic data for tile display


You can set the basic data for how the tile is displayed in ELO Dropzone here.


Name

Group

Target

Description

Icon 

Color 

? 20.00.002

The *View* tab opens.

2. Click the *Name* field and enter a name for the search tile.
3. Click the *Group* field and assign the tiles to the desired display group via the drop-down menu.
4. Click the *Description* field and enter what you want to use the tile for. The description of a tile is particularly useful when you want to make the tile available to other users in the *Tile collection*.
5. Click the gray tile to change the tile icon.



The available tile icons appear.

6. Click an icon.

7. Click the colored square to change the color of the tile.



The available colors appear.

1. Click a color.

You have defined the tile name, tile icon, and tile color.

Metadata form

1. Click the *Form* tab.

Configure tile - New ✕

Type View **Form** Activation Fields Target

Metadata forms used

Select a metadata form from the area on the right.

Form

Available metadata forms

- Barcode recognition
- Basic Entry
- Claims
- Contract
- Contract structure
- Damage report
- Directive
- Document
- Documentation
- E-mail
- ELO User Entry
- Folder
- Form
- HR documents
- Invoice

? 20.00.002 Save Cancel

The *Form* tab opens.

2. Click one of the available metadata forms.

You have linked the tile to a metadata form.

Fields

1. Click the *Fields* tab.

Configure tile - New x

Type View Form Activation **Fields** Target

Entries to fields

You can drag variables from external data sources to fields in the selected metadata form here.

Short name	
Date	
Content type	
Target group	
Product	
Topic	
Full text database	

Available variables

Filter input variables Load

- All.Manual ()
- Clipboard.ALL ()
- Date.Now (Jun 5, 2020, 2:42:44 AM)
- Date.ThisDay (05)
- Date.ThisMonth (06)
- Date.ThisYear (2020)
- Date.Time (2:42:44 AM)
- Date.Today (Jun 5, 2020)
- Selection.GUID (9C98DB29-4A06-F927-DEBB-15...
- Selection.ID (0)
- Selection.NAME ()

20.00.002 Save Cancel

The *Fields* tab opens. On the left, you see all fields of the selected metadata form. You see the existing variables in the *Available variables* area.

Information

Load a sample document via the *Load* button to import additional variables.

Optional: Use the fields of the selected metadata form to specify search terms. You have the following options:

- Enter a search term.
- Drag a variable to a index field.

Information

You can combine the two methods.

Target

1. Click the *Target* tab once you have defined the search terms.

Configure tile - New

Type View Form Activation Fields Target

Target folder or target script

Here you define the filing path in the repository or the name of the script to be run.

Filing path

Delimiter Apply path

File/search in ELO

☒ File directly or search without dialog box

☐ Delete original file after filing

☐ Automatic check-in after editing

Date limit Unlimited

Database search

Script call after activation or filing

Script name

Available variables

Filter input variables Load

- All.Manual ()
- Clipboard.ALL ()
- Date.Now (Jun 5, 2020, 2:42:44 AM)
- Date.ThisDay (05)
- Date.ThisMonth (06)
- Date.ThisYear (2020)
- Date.Time (2:42:44 AM)
- Date.Today (Jun 5, 2020)
- Selection.GUID ((9C9BDB29-4A06-F927-DE8B-15...
- Selection.ID (0)
- Selection.NAME ()
- Grp.0 (Short name)
- Grp.1 (Date)
- Grp.2 (Content type)
- Grp.3 (Target group)
- Grp.4 (Product)
- Grp.5 (Topic)

20.00.002 Save Cancel

The *Target* tab opens.

Optional: If the *File directly or search without dialog box* option is enabled, the search is automatically run with the information entered to the *Fields* tab. The search results appear directly in the ELO client.

When the option is disabled, the *Search metadata* dialog box appears when you activate the search tile. In this case, you can enter or change search terms manually.

2. Restrict the ELO search using the *Date limit* field. The following six options are available in the drop-down menu: *Unlimited*, *One week*, *One month*, *One quarter*, *One year*, *Three years*.

Optional: Run a database query. The value entered here overrules manual entries in the *Direct entry* field.

3. Click *Save* once you have made all changes.

The *Configure tile* dialog box closes. The new search tile appears in ELO Dropzone. ELO Dropzone remains in edit mode.

4. Right-click the context menu in ELO Dropzone to finish editing.

You have now set up a search tile. You can start the search process by clicking the search tile.

Alternative: Activation via keyboard shortcut

The *Activation* tab offers additional options for defining tiles. The available options depend on the selected tile type.

You can create keyboard shortcuts for search tiles. The following applies:

- The keyboard shortcut activates the search.
- The selected action is run and the respective contents are transferred as a variable.

Please note

Keep in mind when selecting keyboard shortcuts that some may already be in use by other programs.

You can choose one of the following actions from a drop-down menu when configuring a keyboard shortcut for the search.

- Apply Clipboard contents
- Copy with CTRL+C
- Copy with double-click
- OCR window contents
- Only activate

Apply Clipboard contents

The contents of the Windows Clipboard are applied.

1. Select the menu item *Apply Clipboard contents* in the drop-down menu of the *Activation via keyboard shortcut (search, templates, or scripts)* area.
2. Click the field in the *Activation via keyboard shortcut (search, templates, or scripts)* area.

The cursor blinks in the field.

3. Enter the desired keyboard shortcut.

Activation via keyboard shortcut (searches, templates, or scripts)

Apply clipboard contents ▾ ALT+CTRL+U

The keyboard shortcut is shown in the field.

4. Switch to the *Fields* tab.
5. Assign a field with the variable `{Clipboard.ALL}` to the short name in the *Entries to fields* area. In this example, we want to search the *Short name* field.

Configure tile - New

Type View Form Activation Fields Target

Entries to fields

You can drag variables from external data sources to fields in the selected metadata form here.

Short name	{Clipboard.ALL}
Date	
Content type	
Target group	
Product	
Topic	
Full text database	

Available variables

Filter input variables Load

- All.Manual ()
- Clipboard.ALL ()
- Date.Now (Jun 5, 2020, 7:42:46 AM)
- Date.ThisDay (05)
- Date.ThisMonth (06)
- Date.ThisYear (2020)
- Date.Time (7:42:46 AM)
- Date.Today (Jun 5, 2020)
- Selection.GUID ((CE60B0AF-36A8-E978-7E56-EC...
- Selection.ID (0)
- Selection.NAME ()

20.00.002 Save Cancel

You have now activated the search from the *Clipboard*.

Copy with CTRL+C

Simulates a copy process with CTRL+C.

1. Select the menu item *Copy with CTRL+C* in the drop-down menu of the *Activation via keyboard shortcut (search, templates, or scripts)* area.
2. Click the field in the *Activation via keyboard shortcut (search, templates, or scripts)* area.

The cursor blinks in the field.

3. Enter the desired keyboard shortcut.

Activation via keyboard shortcut (searches, templates, or scripts)

Copy with CTRL+C ALT+CTRL+E

The keyboard shortcut is shown in the field.

4. Switch to the *Fields* tab.

- 5.

Assign a field with the variable `{Clipboard.ALL}` to the short name in the *Entries to fields* area.

You have now activated the *CTRL+C* search.

Copy with double-click

Simulates a copy process with double-click from the current mouse position.

1. Select the menu item *Copy with double-click* in the drop-down menu of the *Activation via keyboard shortcut (search, templates, or scripts)* area.
2. Click the field in the *Activation via keyboard shortcut (search, templates, or scripts)* area.

The cursor blinks in the field.

3. Enter the desired keyboard shortcut.

Activation via keyboard shortcut (searches, templates, or scripts)

Copy with double-click ▼

ALT+CTRL+P

The keyboard shortcut is shown in the field.

4. Switch to the *Fields* tab.
5. Assign a field with the variable `{Clipboard.ALL}` to the short name in the *Entries to fields* area.

You have now activated the *double-click* search.

Information

Please keep in mind that a double-click simply highlights a word at the cursor position. Therefore, it is not possible to search for multiple words.

OCR window contents

Evaluates the current window contents, e.g. of TIFF or JPG images, using OCR.

1. Select the menu item *OCR window contents* in the drop-down menu of the *Activation via keyboard shortcut (search, templates, or scripts)* area.
2. Click the field in the *Activation via keyboard shortcut (search, templates, or scripts)* area.

The cursor blinks in the field.

3. Enter the desired keyboard shortcut.

Activation via keyboard shortcut (searches, templates, or scripts)

OCR window contents ALT+CTRL+O

The keyboard shortcut is shown in the field.

4. Switch to the *Fields* tab.
5. Assign a field with the variable `{Clipboard.ALL}` to the short name in the *Entries to fields* area.

You have now activated the search using *OCR window contents*.

Only activate

Enables the defined keyboard shortcut without running a Clipboard action.

1. Select the menu item *Only activate* in the drop-down menu of the *Activation via keyboard shortcut (search, templates, or scripts)* area.
2. Click the field in the *Activation via keyboard shortcut (search, templates, or scripts)* area.

The cursor blinks in the field.

3. Enter the desired keyboard shortcut.

Activation via keyboard shortcut (searches, templates, or scripts)

Only activate ALT+CTRL+L

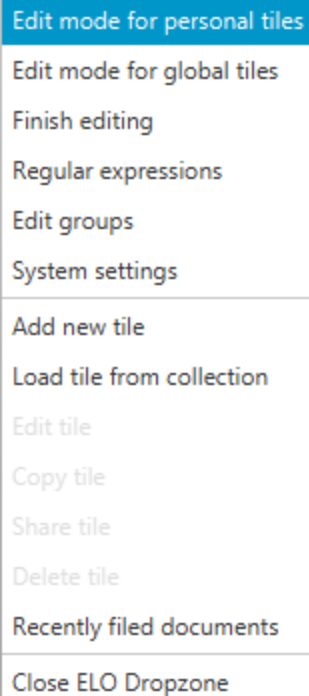
The keyboard shortcut is shown in the field.

You have now activated the *Only activate* search.

Setting up a script tile

Adding a new tile

1. Right-click the middle window of ELO Dropzone.

A screenshot of the ELO Dropzone context menu. The menu is a vertical list of options. The first option, 'Edit mode for personal tiles', is highlighted with a blue background. Other options include 'Edit mode for global tiles', 'Finish editing', 'Regular expressions', 'Edit groups', 'System settings', 'Add new tile', 'Load tile from collection', 'Edit tile', 'Copy tile', 'Share tile', 'Delete tile', 'Recently filed documents', and 'Close ELO Dropzone'.

Edit mode for personal tiles

Edit mode for global tiles

Finish editing

Regular expressions

Edit groups

System settings

Add new tile

Load tile from collection

Edit tile

Copy tile

Share tile

Delete tile

Recently filed documents

Close ELO Dropzone

The ELO Dropzone context menu appears.

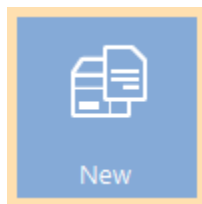
1. Click the *Edit mode for personal tiles* menu item.

Alternative: Click *Edit mode for global tiles* to create a global script tile.

Alternative: Click the button with the pencil icon.

ELO Dropzone switches to edit mode. The sand-colored background indicates that you are in edit mode.

2. Open the ELO Dropzone context menu.
3. Click the *Add new tile* menu item.



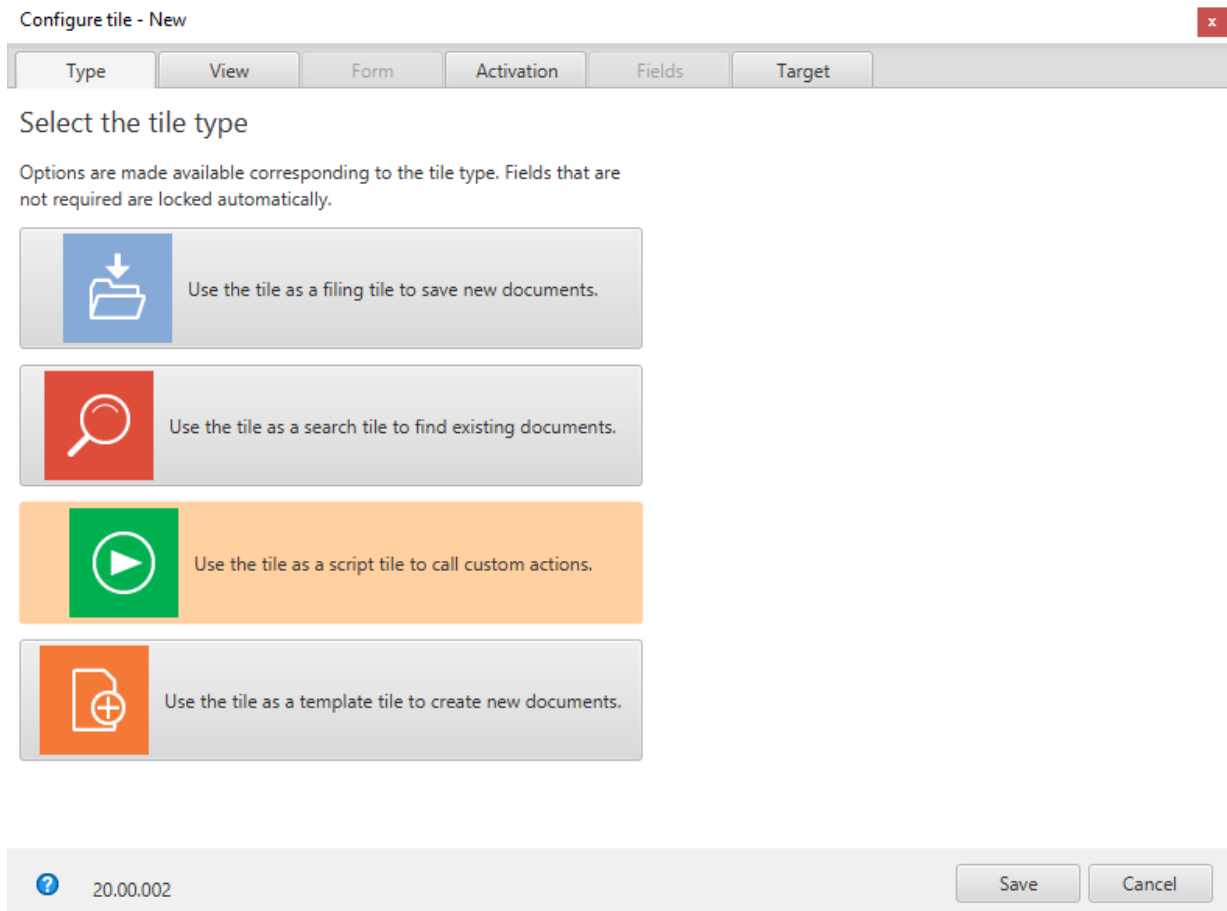
A new tile appears.

Information

There are only a few settings that you can make when configuring a script tile. Only the tabs *Type*, *Display*, *Activation*, and *Target* are available.

Defining a script tile

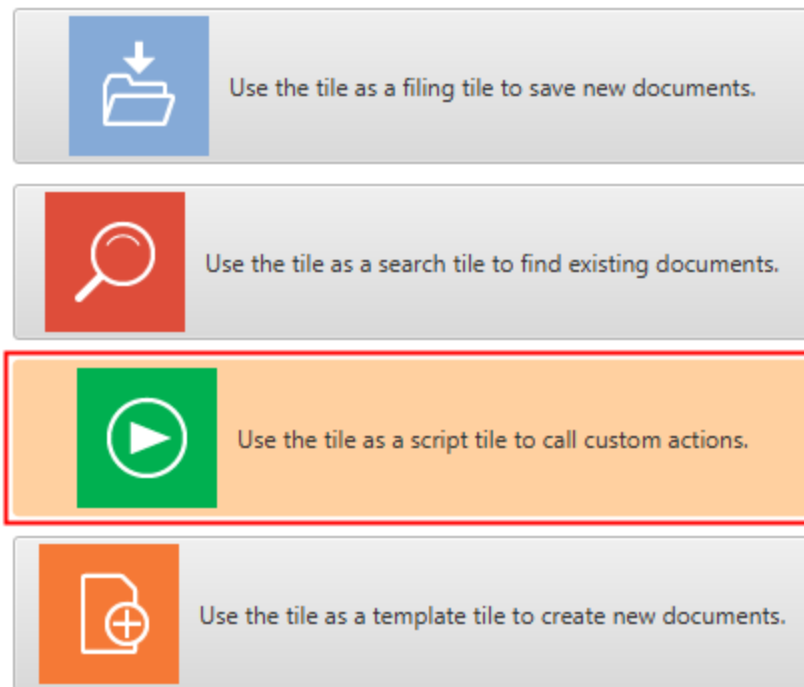
1. Double-click the new tile.



The *Configure tile* dialog box appears. The *Type* tab is open.

Select the tile type

Options are made available corresponding to the tile type. Fields that are not required are locked automatically.



2. Click the icon for script tiles.

The *script tile* type is selected.

View

1. Click the *View* tab.

Configure tile - New ✕

Type View Form Activation Fields Target

Basic data for tile display


You can set the basic data for how the tile is displayed in ELO Dropzone here.


Name

Group

Target

Description

Icon 

Color 

? 20.00.002 Save Cancel

The *View* tab opens.

2. Click in the *Name* field and enter a name for the script tile.
3. Click the *Group* field and assign the tiles to the desired display group via the drop-down menu.
4. Click the *Description* field and enter what you want to use the tile for. The description of a tile is particularly useful when you want to make the tile available to other users in the *Tile collection*.
5. Click the gray tile to change the tile icon.



The available tile icons appear.

1. Click an icon.
2. Click the colored square to change the color of the tile.



The available colors appear.

1. Click a color.

You have defined the tile name, tile icon, and tile color.

Activation

The *Activation* tab offers additional options for defining tiles. The available options depend on the selected tile type.

You can create keyboard shortcuts for script tiles. The following applies:

- The keyboard shortcut activates the script.
- The selected action is run and the respective contents are transferred as a variable.

Please note

Keep in mind when selecting keyboard shortcuts that some may already be in use by other programs.

You can choose one of the following actions from a drop-down menu when configuring a keyboard shortcut for the script.

- Apply Clipboard contents
- Copy with CTRL+C
- Copy with double-click
- OCR window contents
- Only activate Apply Clipboard contents

The contents of the Windows Clipboard are applied.

1. Select the menu item *Apply Clipboard contents* in the drop-down menu of the *Activation via keyboard shortcut (search, templates, or scripts)* area.
2. Click the field in the *Activation via keyboard shortcut (search, templates, or scripts)* area.

The cursor blinks in the field.

1. Enter the desired keyboard shortcut.

Activation via keyboard shortcut (searches, templates, or scripts)

Apply clipboard contents ▼

ALT+CTRL+U

The keyboard shortcut is shown in the field.

1. Switch to the *Target* tab.

Optional: Run a database query. The value entered here overrides manual entries in the *Direct entry* field.

1. Enter the desired script name to the *Script call after activation or filing* area. Make sure you enter the name of the method and not the file name of the script.

Configure tile - New



Type

View

Form

Activation

Rows

Target

Target directory or target script

Here you define the filing path in the repository or the name of the script to be run.

Target repository path

Delimiter

Apply path

File to / search in repository

☒ File directly or search without dialog☐ Delete original file after filing☐ Automatic check-in after editing

Date limit

Unlimited

Database search

Script call after activation or filing

Script name



Save

Cancel

You have now activated the script from the *Clipboard*.

Copy with CTRL+C

Simulates a copy process with CTRL+C.

1. Select the menu item *Copy with CTRL+C* in the drop-down menu of the *Activation via keyboard shortcut (search, templates, or scripts)* area.
2. Click the field in the *Activation via keyboard shortcut (search, templates, or scripts)* area.
The cursor blinks in the field.
3. Enter the desired keyboard shortcut.

Activation via keyboard shortcut (searches, templates, or scripts)

Copy with CTRL+C



ALT+CTRL+E

The keyboard shortcut is shown in the field.

4. Switch to the *Target* tab.

- 5.

Enter the desired script name to the *Script call after activation or filing* area.

You have now activated the script via *CTRL+C*.

Copy with double-click

Simulates a copy process with double-click from the current mouse position.

1. Select the menu item *Copy with double-click* in the drop-down menu of the *Activation via keyboard shortcut (search, templates, or scripts)* area.
2. Click the field in the *Activation via keyboard shortcut (search, templates, or scripts)* area.

The cursor blinks in the field.

3. Enter the desired keyboard shortcut.

Activation via keyboard shortcut (searches, templates, or scripts)

Copy with double-click ▼

ALT+CTRL+P

The keyboard shortcut is shown in the field.

4. Switch to the *Target* tab.
5. Enter the desired script name to the *Script call after activation or filing* area.

You have now activated the script via *double-click*.

OCR window contents

Evaluates the current window contents, e.g. of TIFF or JPG images, using OCR.

1. Select the menu item *OCR window contents* in the drop-down menu of the *Activation via keyboard shortcut (search, templates, or scripts)* area.
2. Click the field in the *Activation via keyboard shortcut (search, templates, or scripts)* area.

The cursor blinks in the field.

3. Enter the desired keyboard shortcut.

Activation via keyboard shortcut (searches, templates, or scripts)

OCR window contents ▼

ALT+CTRL+O

The keyboard shortcut is shown in the field.

4. Switch to the *Target* tab.
- 5.

Enter the desired script name to the *Script call after activation or filing* area.

You have now activated a keyboard shortcut for scripts via *OCR window contents*.

Only activate

Enables the defined keyboard shortcut without running a Clipboard action.

1. Select the menu item *Only activate* in the drop-down menu of the *Activation via keyboard shortcut (search, templates, or scripts)* area.
2. Click the field in the *Activation via keyboard shortcut (search, templates, scripts)* area.

The cursor blinks in the field.

3. Enter the desired keyboard shortcut.

Activation via keyboard shortcut (searches, templates, or scripts)

Only activate ▼

ALT+CTRL+L

The keyboard shortcut is shown in the field.

You have now activated the *Only activate* search.

Target

You can enter the name of the executing script here.

Configure tile - Test script



Type

View

Form

Activation

Fields

Target

Target folder or target script

Here you define the filing path in the repository or the name of the script to be run.

Filing path

Delimiter

Apply path

File/search in ELO

☒ File directly or search without dialog box☐ Delete original file after filing☐ Automatic check-in after editing

Date limit

Unlimited

Database search

Script call after activation or filing

Script name



20.00.002

Save

Cancel

Enter the desired script call to the *Script call after activation or filing* area.

For security reasons, however, you cannot call arbitrary scripts via ELO Dropzone. As with COM requests, the script must correspond to a predefined naming convention:

JS.<name>

The script files must be located in the script folder of the ELO Java Client.

A script file can include multiple functions for multiple script tiles.

Example

The script call *JS.Test* activates the following function:

```
function fromVBS_Test(param) {
workspace.showInfoBox("ELO", param);
}
```

Please note

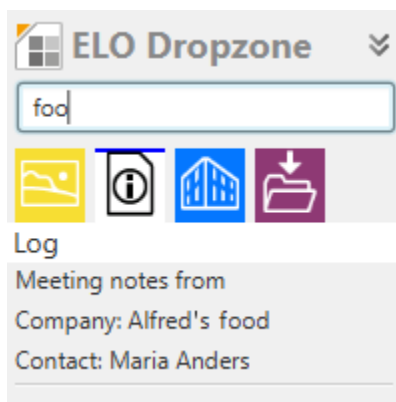
Because there is no scroll function in ELO Dropzone, there is a limit to the number of tiles you can create. The number of tiles you can create depends on your screen resolution settings.

Setting up a template tile

With a template tile, you can create documents from Microsoft Word templates in ELO Dropzone. Clicking the template tile creates new documents, which will be assigned the corresponding metadata after saving.

Preparations

1. Start *Microsoft Word*.
2. Prepare a template document in Microsoft Word, for example a template for meeting notes, and save this document on your Windows file system.
3. In ELO Dropzone, switch to *Edit mode*.
4. Select a group created for this specific database search. Refer to the [Configure display groups](#) section for information on how to configure the database query. For this example, we will use a group with a pre-configured database query for a meeting notes template.
5. Using the top input field in ELO Dropzone, run a database search and select an entry you want to take variables from.



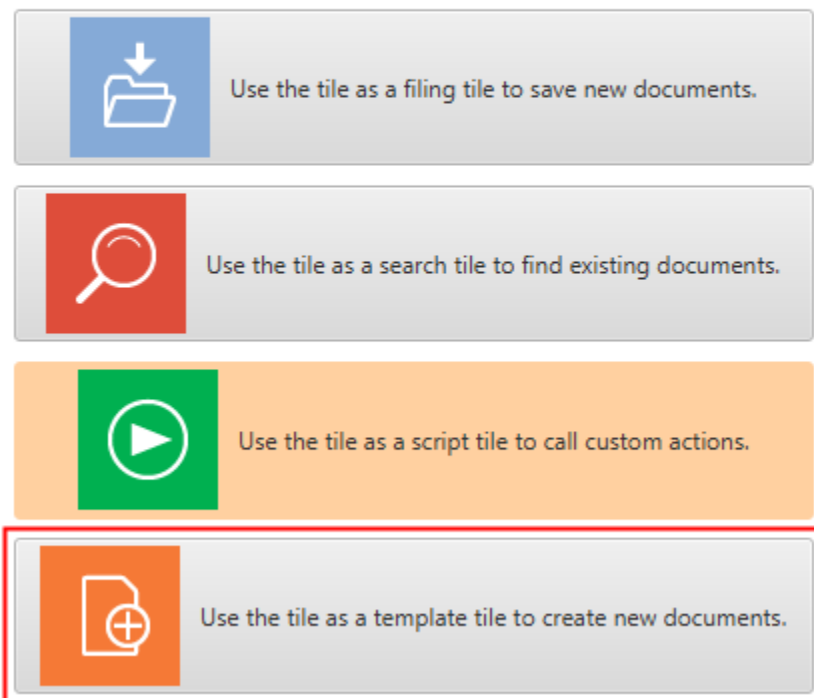
6. Click the desired entry or select it with the ENTER key. The selected entry is shown below the display groups. This allows you to see what entry is used for automatic metadata entry at all times.
7. Drag the created template document to a free space in ELO Dropzone.

The wizard for configuring a template tile opens. At the same time, the template document opens and closes quickly in Microsoft Word.

Type

Select the tile type

Options are made available corresponding to the tile type. Fields that are not required are locked automatically.



1. Click the icon for template tiles.

The template document in Microsoft Word opens.

1. Click the *View* tab.

View

Configure tile - New x

Type View Form Activation Fields Target

Basic data for tile display


You can set the basic data for how the tile is displayed in ELO Dropzone here.


Name


Group

Target

Description

Icon 

Color 

 20.00.002 Save Cancel

The *View* tab opens.

1. Click the *Name* field and enter a name for the template tile.
2. Click the *Group* field and assign the tiles to the desired display group via the drop-down menu.
3. Click the *Target* field and from the drop-down menu, select whether the tile should trigger the File to ELO function or create a Microsoft Outlook e-mail (with or without attachment).
4. Click the *Description* field and enter what you want to use the tile for. The description of a tile is particularly useful when you want to make the tile available to other users in the *Tile collection*.
5. Click the gray tile to change the tile icon.
6. Click the colored square to change the color of the tile.

You have set the basic data for how the tile is displayed in the work area.

Metadata form

- 1.

Click the *Form* tab.

Configure tile - New

Type View Form Activation Fields Target

Metadata forms used

Select a metadata form from the area on the right.

Form Minutes

Available metadata forms

Filter metadata forms

- ECOScripts
- Folder (*)
- Form
- HR documents
- Invoice
- Marketing
- Minutes
- Offer
- Order
- Process (*)
- Process Contact (*)
- Project file
- Routine (*)
- Signing (*)
- ToDoltem (*)

? 20.00.002 Save Cancel

The *Form* tab opens.

2. Click one of the available metadata forms.

You have linked the tile to a metadata form.

Activation

Click the *Activation* tab.

Optional: Set a keyboard shortcut for the template tile. Use the drop-down menu to choose the type of activation. In the following field, set the desired keyboard shortcut.

Fields

1. Click the *Fields* tab.
2. Assign the available variables to the fields of the selected metadata form via drag-and-drop.

Configure tile - Template 3

Type View Form Activation **Fields** Target

Entries to fields

You can drag variables from external data sources to fields in the selected metadata form here.

Short name	{NW.COMP}
Date	{Date.Today}
Doc. type	
Data type	
From/author	{NW.CONTACT}
Company	{NW.COMP}
To/recipient	
Company	
CC/distribution list	
Topic/project	

Available variables

Filter input variables Load

- All.Manual ()
- Clipboard.ALL ()
- Date.Now (Jun 10, 2020, 2:56:29 AM)
- Date.ThisDay (10)
- Date.ThisMonth (06)
- Date.ThisYear (2020)
- Date.Time (2:56:29 AM)
- Date.Today (Jun 10, 2020)
- Selection.GUID ({DC98654F-D99A-0984-43BE-40...
- Selection.ID (0)
- Selection.NAME (StartSearch)
- NW.COMP (Alfred's food)
- NW.CONTACT (Maria Anders)
- NW.COUNTRY (Germany)

20.00.002 Save Cancel

- From the list of available variables, drag the desired variables to the right position in the template document.

Meeting notes from {{Date.Today}}

¶

Company name: {{NW.COMP}}

Contact person: {{NW.CONTACT}}

The variables are displayed in double curly brackets.

Target

Configure tile - New

Type View Form Activation Fields Target

Target folder or target script

Here you define the filing path in the repository or the name of the script to be run.

Filing path

!Finance!Orders

Delimiter Apply path

File/search in ELO

☒ File directly or search without dialog box

☐ Delete original file after filing

☐ Automatic check-in after editing

Date limit Unlimited

Database search

Script call after activation or filing

Script name

Available variables

Filter input variables Load

- All.Manual ()
- Clipboard.ALL ()
- Date.Now (Jun 10, 2020, 2:56:29 AM)
- Date.ThisDay (10)
- Date.ThisMonth (06)
- Date.ThisYear (2020)
- Date.Time (2:56:29 AM)
- Date.Today (Jun 10, 2020)
- Selection.GUID ((DC98654F-D99A-0984-43BE-40...
- Selection.ID (0)
- Selection.NAME (StartSearch)
- NW.COMP (Alfred's food)
- NW.CONTACT (Maria Anders)
- NW.COUNTRY (Germany)

20.00.002 Save Cancel

1. Click the *Target* tab.
2. Enter the filing path to the *Filing path* field. Clicking *Apply path* uses the path selected in ELO as the target path.

Optional: If the *File directly or search without dialog box* is enabled, the document is automatically filed without a dialog box appearing.

Optional: Enable the *Automatic check-in after editing* option. After it has been edited in Microsoft Word, the document is automatically checked back in.

Optional: Run a database query using the *Database search* field. This value overrules entries to the top input field in ELO Dropzone.

3. Click *Save* once you have made all changes.
4. Save and close the template document in Microsoft Word.

The *Configure tile* dialog box closes. The new template tile appears in ELO Dropzone. ELO Dropzone remains in edit mode.

- 5.

Right-click the context menu in ELO Dropzone to finish editing.

Use

You have set up a template tile. If you have configured a group and a template tile for meeting notes as shown in this example, you can now search for the entry via the *Database search* input field, then confirm and open the template tile.

Meeting notes from 9.02.2018

Company name: Alfred's food

Contact person: Maria Anders|

The document with metadata that is filed to the ELO repository appears in the open Microsoft Word for editing. The variables are automatically filled with the data from the database search.

Create e-mail from template tile

You can configure a template tile to create an e-mail in Microsoft Outlook in place of the *Filing path* target. To do so, make changes to your template, for example.

1. Open the ELO Dropzone context menu.
2. Click *Edit mode for personal tiles*.
3. Click an existing template tile to modify it.

View

1. Click the *View* tab.

Configure tile - New

Type View Form Activation Fields Target

Basic data for tile display


You can set the basic data for how the tile is displayed in ELO Dropzone here.


Name

Group

Target

Description

Icon 

Color 

20.00.002 Save Cancel

- In the *Target* area, use the drop-down menu to select either *Create Outlook e-mail* or *Create Outlook e-mail with attachments*.

Create Outlook e-mail: Clicking the tile automatically opens an e-mail in Microsoft Outlook.

Create Outlook e-mail with attachments: Clicking the tile automatically opens an e-mail in Microsoft Outlook. It is also possible to add an attachment to the e-mail. The attachment can be a document from ELO or the Windows file system. To add an attachment from ELO, select the document in ELO and activate the tile. You can also drag a document from the Windows file system onto the tile.

Activation

- Click the *Activation* tab.

Optional: Set a keyboard shortcut for the tile. Use the drop-down menu to choose the type of activation. In the following field, set the desired keyboard shortcut.

Fields

- Click the *Fields* tab.

Configure tile - New

Type View Form Activation Fields Target

Entries to fields

You can drag variables from external data sources to fields in the selected metadata form here.

Short name {Selection.NAME}

Recipient info@alfredsfood.com

Message

Dear Sir or Madam,

Please find enclosed the meeting minutes dated {Date.Today} for the meeting with your company {NW.COMP};

Available variables

Filter input variables Load

- All.Manual ()
- Clipboard.ALL ()
- Date.Now (Jun 10, 2020, 2:56:29 AM)
- Date.ThisDay (10)
- Date.ThisMonth (06)
- Date.ThisYear (2020)
- Date.Time (2:56:29 AM)
- Date.Today (Jun 10, 2020)
- Selection.GUID ((DC98654F-D99A-0984-438E-40...
- Selection.ID (0)
- Selection.NAME (StartSearch)
- NW.COMP (Alfred's food)
- NW.CONTACT (Maria Anders)
- NW.COUNTRY (Germany)

20.00.002 Save Cancel

2. Enter the subject of the e-mail to the *Short name* field.
3. Enter the e-mail address of the recipient to the *Recipient* field.
4. Enter text to the *Message* field. This text will then appear in the body of the e-mail. HTML coding is permitted.
5. Save the tile configuration and close edit mode.

Regular expressions

You can also create additional variables with regular expressions in ELO Dropzone that can be used to define tiles. Regular expressions can be used as filter criteria in the text search by compared the text with the pattern of the regular expression. For example, it is possible to select all words from a list of words that start with the letter S and end in the letter D – without having to explicitly specify the words in between or the number of letters. This section guides you through the wizard for creating regular expressions.

Opening the wizard

Open the wizard for regular expressions as follows:

1. Open the ELO Dropzone context menu.

Edit mode for personal tiles

Edit mode for global tiles

Finish editing

Regular expressions

Edit groups

System settings

Add new tile

Load tile from collection

Edit tile

Copy tile

Share tile

Delete tile

Recently filed documents

Close ELO Dropzone

2. Click the *Regular expressions* menu item.

ELO Dropzone RegEx configuration ✕

Available expressions

Filter expressions

Name ▼ [OCR]

Source

Reg. Ex.

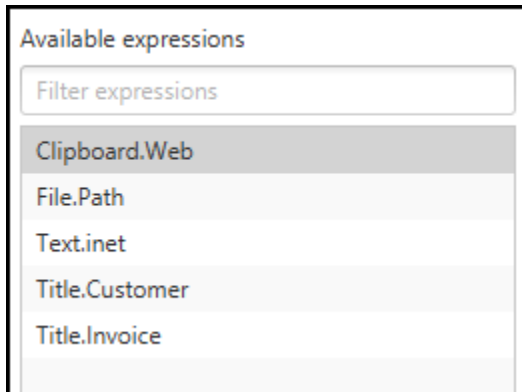
Result

➕ New ✕ Delete

Save Cancel

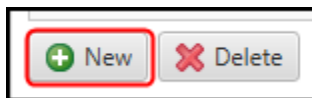
The *ELO Dropzone RegEx configuration wizard* for creating regular expressions opens.

Available expressions



You see all regular expressions defined so far in the *Available expressions* column.

New



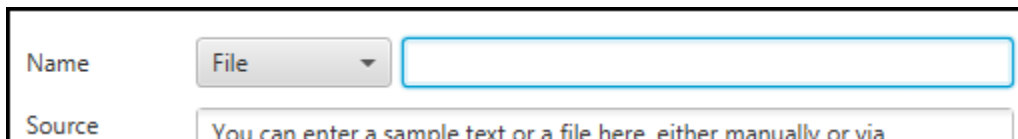
Use the *New* button to add a new regular expression.

Delete



Use the *Delete* button to delete the selected regular expression.

Type, name, and source



Select the type of regular expression and enter a name to the *Name* field. Use the *Source* area to load sample documents or enter sample information.

You can select the following types from the drop-down menu.

Text: Refers to information from the full text content of a file. This can be a Microsoft Word or PDF document. The keywords from a PDF are added to the full text database. To see which information can be read, drag a sample document to the *Source* area. Alternative: Copy the required full text contents to the *Source* area.

Title: Refers to information that can be extracted from the window titles of all running programs. The extracted window titles are displayed in the *Source* field.

File: Refers to a file path. To see which information can be read, drag a sample document to the *Source* area.

Clipboard: Refers to information that can be extracted from the contents of the Windows Clipboard. The contents of the Windows Clipboard are displayed in the *Source* area.

Barcode: Refers to information from a document with barcodes. Drag a sample document to the *Source* area. ELO Dropzone recognizes all barcodes in the entire document. If a document has multiple barcodes, you will have to use regular expressions to separate the individual barcodes.

OCR: If you click [OCR], you can also evaluate the current window contents with OCR.

1. Open the OCR-readable file (e.g. a TIFF image) you want to evaluate.
2. Click [OCR].
3. Click the window contents of the file.

The OCR text is displayed in the *Source* field.

Reg. Ex. and result

A screenshot of a user interface element. On the left is a button labeled 'Reg. Ex.' in a light blue box. To its right is a text input field with a light gray border and a light gray background. Inside the input field, the text 'www\.(.+)' is entered in a blue font.

Once you have selected the type, entered the name, and loaded a sample document, you can adjust the regular expression in the *Reg.Ex.* field to obtain the desired results pattern.

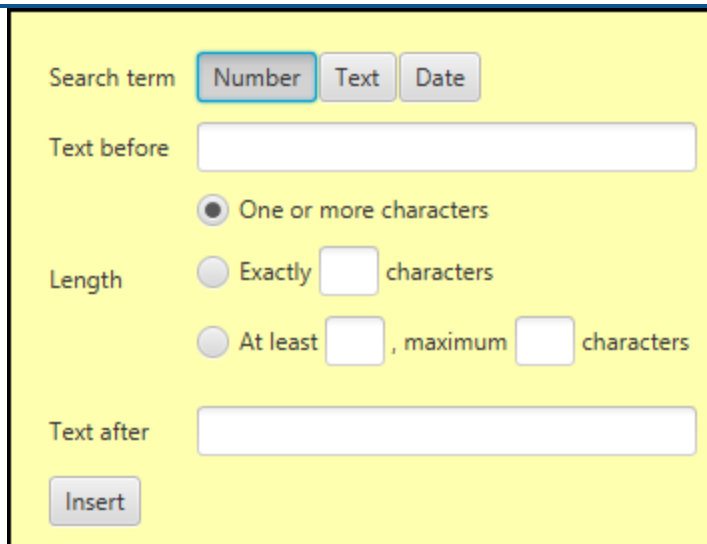
You have the following options:

- Entries via a submenu
- Direct entry via the *Reg. Ex.* input field

The following describes the method via the submenu:

Example: Website

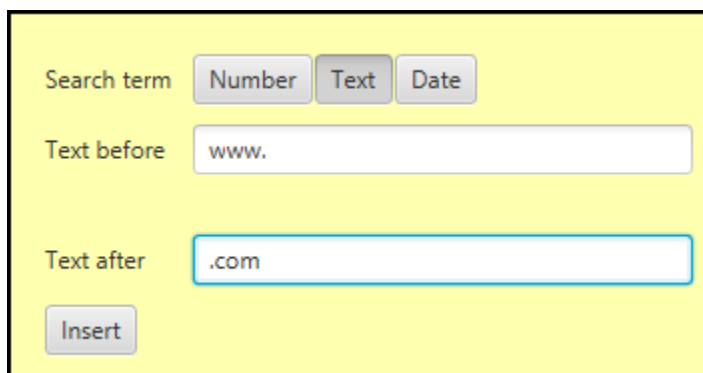
1. Click the *Reg. Ex.* button to create the regular expression.



The screenshot shows a yellow submenu for creating a regular expression. It has three tabs: 'Number' (selected), 'Text', and 'Date'. Below the tabs are two text input fields: 'Text before' and 'Text after'. Between these fields are three radio button options for 'Length': 'One or more characters' (selected), 'Exactly' followed by a text input field and the word 'characters', and 'At least' followed by a text input field, a comma, the word 'maximum', another text input field, and the word 'characters'. At the bottom is an 'Insert' button.

The submenu for creating the regular expression opens.

2. Determine the type of character (numbers, text or date) that you are looking for using the buttons in the *Search term* area. Different settings are available depending on the selected type.



This screenshot shows the same submenu as before, but with example text entered. The 'Text before' field contains 'www.' and the 'Text after' field contains '.com'. The 'Number' tab is still selected, and the 'One or more characters' radio button is selected. The 'Insert' button is at the bottom.

3. Define the regular expression via the fields in the submenu.

To search for the name of a website that you know uses a specific domain, define the expression as in the figure above.

4. Click *Insert* to apply your regular expression.

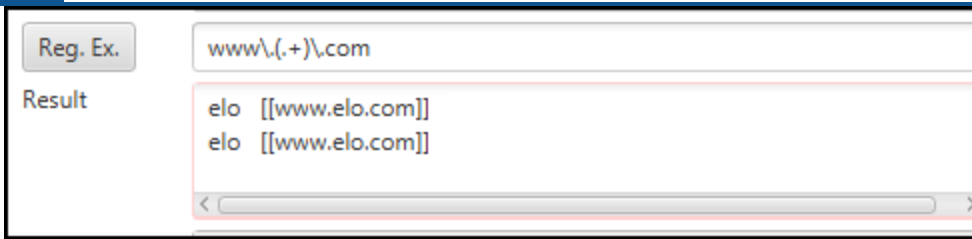


The screenshot shows a single input field with a 'Reg. Ex.' label on the left. The text 'www\.(+)\.com' is entered into the field.

The regular expression is entered to the *Reg. Ex.* input field.

Information

Click the area below the submenu if you want to stop creating the regular expression.



Reg. Ex.	www\.(+)\.com
Result	elo [[www.elo.com]] elo [[www.elo.com]]

In the *Result* area, you see the search result found for the regular expression you entered.

Information

This only returns the character string determined via the part of the regular expression in parentheses.

Optional: Manually adjust the regular expression in the *Reg. Ex.* input field until the regular expression returns the desired result.

Save


Click *Save* to save the regular expression once you have defined the regular expression.

The *ELO Dropzone RegEx configuration* dialog box closes.

Example with multiple groups


The following example shows how to get return values from multiple groups.

1. Create a new *Text* type regular expression.



Name	<div><div>▼</div><div>Multigroup</div></div> <div>[OCR]</div>
Source	<div>Text before</div> <div>Invoice: 12345</div> <div>Text after </div>
Reg. Ex.	<div></div>
Result	<div></div> <div></div>

2. Enter a sample text to the *Source* area. In our example, we want to get the two values from *Rechnung* and *Invoice*.



Name	<div><div>▼</div><div>Multigroup</div></div> <div>[OCR]</div>
Source	<div>Text before</div> <div>Invoice: 12345</div> <div>Text after</div>
Reg. Ex.	<div>(Invoice): (?<DZRESULT>\d+)</div>
Result	<div>12345 [[Invoice: 12345]]</div> <div></div>

- 3.

In the *Reg.Ex.* area, enter the regular expression as shown in the image above. With the *DZRESULT* annotation, the second group is also selected. In our example, this is *Invoice*.

With this selection, you receive both return values, in this case "4711" and "12345".

Using tiles

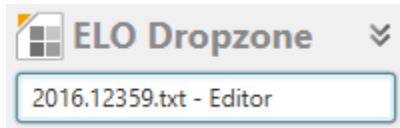
Newly defined regular expressions are saved to ELO in the extra text of the *Global* folder:
Administration // Dropzone // Global

The regular expressions can be used to define tiles as additional variables.

Information

If required, load a sample document to see all existing variables.

Additional display



In the header area of ELO Dropzone, you see the window title of the last program you opened if it matches the last regular expression you created for the *Title* type.

Overview

The table below contains a list of basic regular expressions and their meanings.

Component	Description	Example	Explanation
.	Finds any amount of characters at a certain location	[.ouse]	Finds "house" and "mouse"
+	Finds the last character before the plus a minimum of one time and any number of times	[23+]	Finds "1233" and "12333"
.+	Combination of any characters and any number, but a minimum of one character!	[.+number] [.+ouse]	Finds "invoice number" and "house number" Finds "house" and "spouse"
\d	Numbers 0 to 9	\d+	Finds any integer
{}	Character frequency	\d{4}	Finds exactly a four-digit number
\	"Escape" characters to turn off their semantic meaning	[\d]{4}.\d{4} [\d]{4}\. \d{4}	Finds 1234A1234 Finds 1234.1234
()	Return value	(\d{1,2})	Returns "1" or "12". The result from the parenthesis is returned
[ABC]	Searches for the characters specified in brackets	[customer number cu\ -no.]: ([\d]{6})	Finds "customer number" or "cu-no." and returns 123456.
?	Optional character before the question mark	[inv-no.:?]	Optional colon

Information

If you want to use a regular expression to create all types of line breaks, \n is not specific enough. In this case, use the regular expression (?:\r\n|\n|\r).

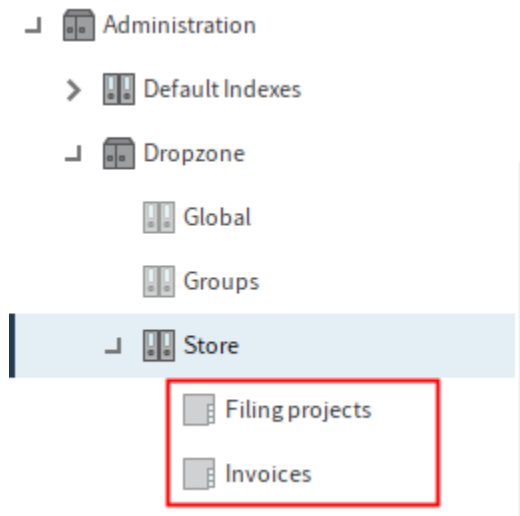
Tile collection

You can share tiles you created yourself with other users in the ELO Java Client. Other users can then access shared tiles via the *Tile collection* and import them into their own ELO Dropzone.

Preparations

To use the *Share tile* function in ELO Dropzone, the administrator must make the following preparations in the ELO Java Client.

1. Set up a new child folder with the name *Store* in the folder *// Administration // Dropzone*.
2. Create additional child folders in the *Store* folder. The child folders can be named as required. For example, you can create a folder for each department or depending on the filing type.



The user needs the permission *Edit lists (L)* for this child folder to share tiles. The user needs *Read (R)* permission to import tiles from a part of the tile collection. The administrator can set these permissions for every child folder via the metadata.

Share tile

Share a tile you configured yourself with other users.

1. Open the context menu in ELO Dropzone by right-clicking and then clicking *Edit mode for personal tiles*.

Information

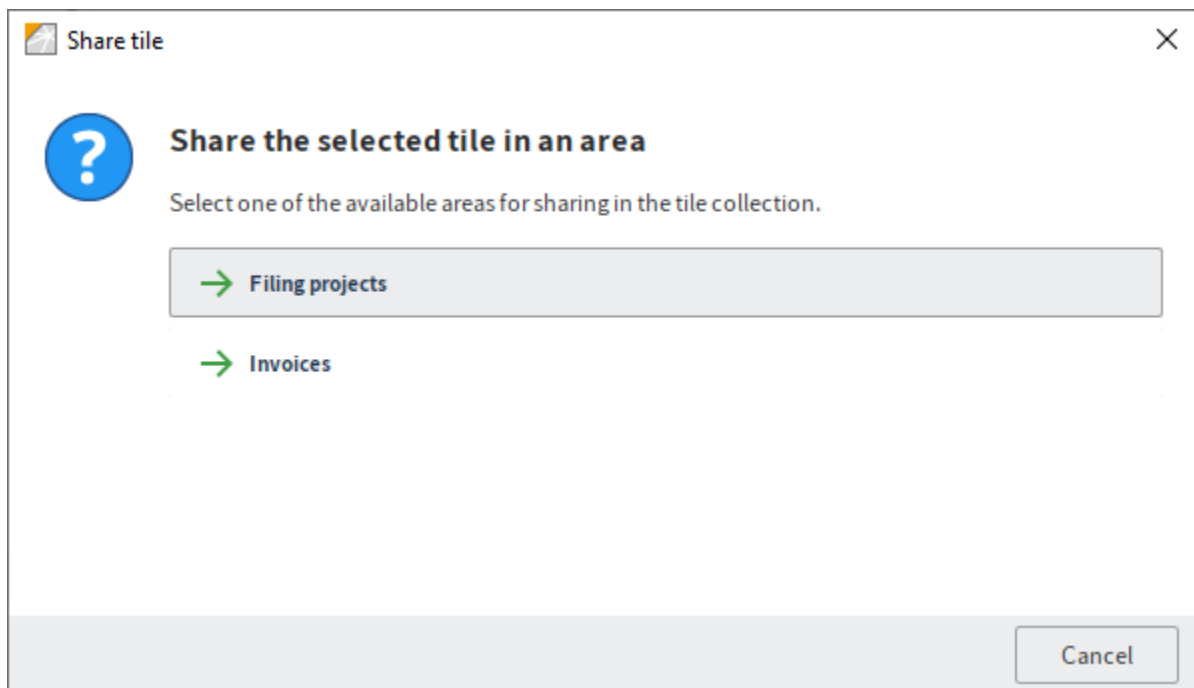
To ensure that the shared tile and its function are easy to identify in the tile collection, we recommend that you enter a meaningful description of its function in the *Description* field of the tile configuration.

1. Right-click the tile that you want to share with other users.

- Edit mode for personal tiles
- Edit mode for global tiles
- Finish editing
- Regular expressions
- Edit groups
- System settings
- Add new tile
- Load tile from collection
- Edit tile
- Copy tile
- Share tile**
- Delete tile
- Recently filed documents
- Close ELO Dropzone

The ELO Dropzone context menu appears.

2. Click *Share tile*.



The *Share tile* dialog box appears.

3. Click to select the area in the tile collection where you want to publish your tile.

The tile is filed as a copy in the selected target area and is now available to other users with the corresponding rights.

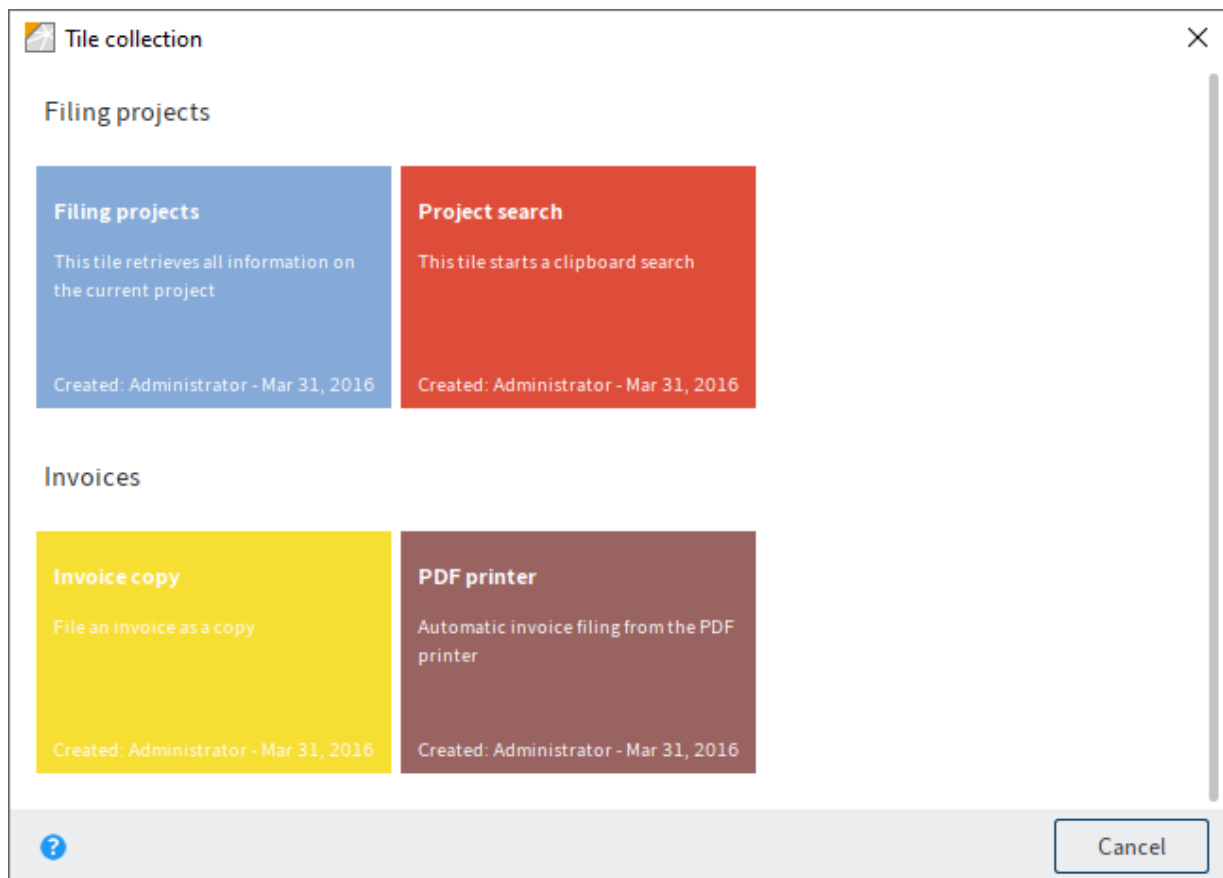
Please note

Tiles in the *Tile collection* cannot be overwritten. If you change the configuration of a tile that has already been shared and want to publish it, you will need to upload the tile again. Manually delete the old tile in the ELO Java Client under *// Administration // Dropzone // Store // <child folder>*.

Import tile

Import a tile from the *Tile collection*.

1. Open the context menu in ELO Dropzone by right-clicking and then clicking *Edit mode for personal tiles*.
2. Right-click to open the context menu and then click *Load tile from collection*.



The *Tile collection* dialog box appears.

1. Click the tile that you want to import. Additional information is available to help you select the tile to import: The area to which the tile was copied, the tile name, the creator of the tile, and the creation date.

The tile selected from the *Tile collection* is copied into your own ELO Dropzone.

Activate a tile from another application

Tiles can be activated via the OLE interface of the ELO Java Client or via an *elodms* link.

You can download and import a file from an e-mail message or a website in ELO. You only need to enter an appropriately formatted *elodms* URL to do this. In this case, the *elodms* link always starts with the following parameters:

```
elodms://dz/\<tile name\>|
```

The URL can either contain a file name or an HTTP address. If you use a file name, it must be visible locally on the client computer. The file name is then added to the *elodms* link with URL encoding.

Example: `elodms://dz/Rechnung|c:\rechnung.tif`

If you use an HTTP download address, you have to add the identifier *http*, followed by a pipe symbol and the extension (such as PDF). This is followed by another pipe symbol and then the download address. This part must be URL-encoded for a valid link to result.

Example: `elodms://dz/Report|http|pdf|www.forum.elo.com%2Fscript%2FAddNoteConfirmFlow.pdf`

You can, for example, send this *elodms* URL as an e-mail attachment. When the recipient of this e-mail clicks the link, the file is downloaded and transferred to the tile specified – as if you had dragged it to the tile.

Usage examples

In the following, you will find examples of use for the previously defined tiles.

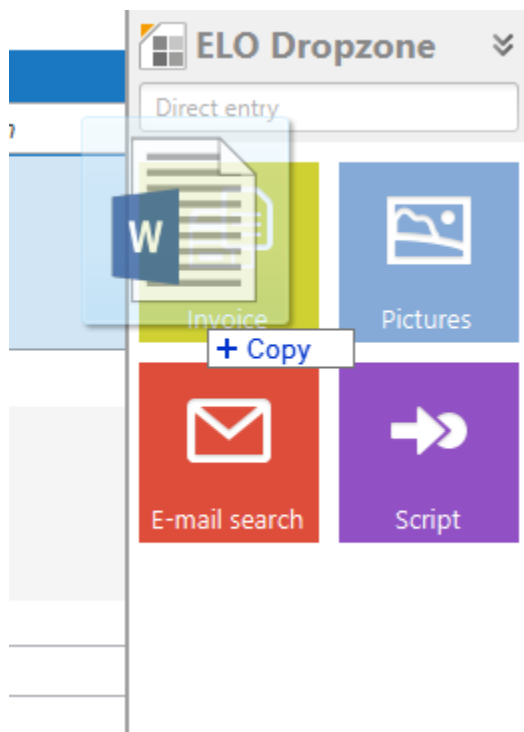
Using filing tiles

Information

You want to file a document using ELO Dropzone.

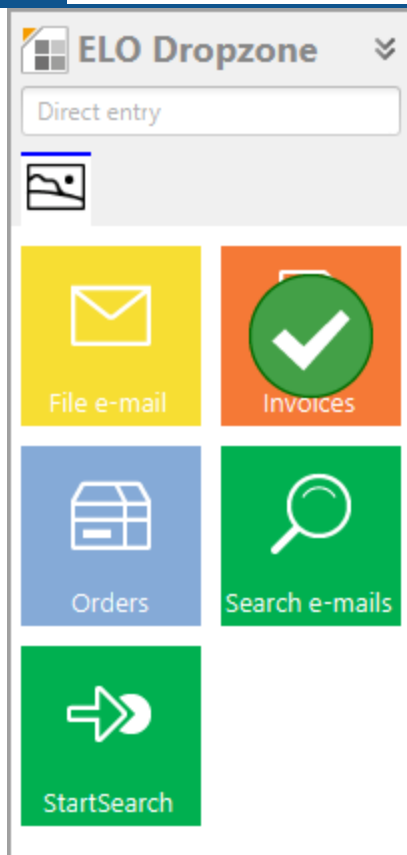
File document

1. Drag a document to the desired filing tile.



For example, if you drag a Word document to a filing tile, Microsoft Word opens briefly to analyze the document.

The document is filed to ELO if all required fields were recognized.



The check mark indicates that the document was filed to ELO.

Information

If you file multiple documents at once using a tile, the number of successfully imported documents is shown next to the check mark.

Alternative: The metadata form opens if not all required fields were recognized. Once you have completed the mandatory fields and clicked *OK* to confirm, the document is filed to ELO.

Information

Click a tile to open ELO to the last document filed with that tile.

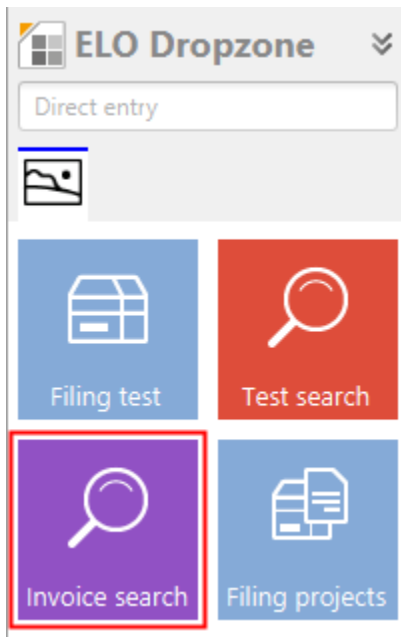
Using search tiles

Information

The following describes how to start the search dialog box of the client with the help of an ELO Dropzone search tile.

Triggering a search via the search tile

You have configured a search tile in ELO Dropzone as described in the *Setting up a search tile* section. You can now trigger a search by clicking the configured search tile.



Click the search tile you set up.

Search

<input type="text"/>		Start search	in all areas ▼
Entry type ▼	Date ▼	Filed by ▼	Metadata form ▼
Type	Link	Short name	Date
		EX10_20170201_Invoice_Heinzelmann	Jul 31, 20
		EX10_2017-03-16-Invoice_Waldschmidt	Jul 31, 20
		EX10_2018-12-13_Invoice_Gruber	Feb 11, 20
		EX10_2018-12-14_Invoice_WeKraTex	Feb 11, 20
		EX10_2020_Invoice_Contelo_1	Jun 8, 202
		EX10_2020_Invoice_Contelo_1	Jun 8, 202

The search result is displayed in the client.

Activation via keyboard shortcut

You can activate keyboard shortcuts to perform searches with ELO Dropzone. To do so, you must have configured a search tile in ELO Dropzone as described in the *Setting up a search tile* section. You entered the keyboard shortcut in the *Activation via keyboard shortcut for search and scripts* area.

Applying the Clipboard contents

1. Press CTRL+C to select a search term in any application with machine-readable text (e.g. Microsoft Word, PDF reader, browser, etc.).

The search term has now been placed on the Windows Clipboard.

2. Enter the keyboard shortcut that you previously defined for *Apply Clipboard contents* in the search tile.

The search result is displayed in the client.

Copy with CTRL+C

1. Select a search term in any application with machine-readable text (e.g. Microsoft Word, PDF reader, browser, etc.).
2. Enter the desired keyboard shortcut that you defined for *Copy with CTRL+C* in the search tile.

ELO Dropzone simulates copying with CTRL+C. The search result is displayed in the client.

Copy with double-click

1. Point to a search term in any application with machine-readable text (e.g. Microsoft Word, PDF reader, browser, etc.).
2. Enter the desired keyboard shortcut that you defined for *Copy with double-click* in the search tile.

ELO Dropzone simulates a double-click. The word is selected and applied as a search term. The search result is displayed in the client.

OCR window contents

1. Open a file containing OCR-readable text, such as a scanned document in TIFF format.
2. Enter the desired keyboard shortcut that you defined for *OCR window contents* in the search tile.

ELO Dropzone evaluates the OCR window contents and uses it as a search term. The search result is displayed in the client.

Search for customer name via customer number

Information

In this example, we will link the following functions: hotkey (activation via keyboard shortcut), reading the window title, database query, and search. A program shows the current customer number in the window title. You want to use this number to perform a search via keyboard shortcut in ELO. You will use the customer number to search for the customer name. This requires an upstream database query. Our example uses the ELO user list as a "customer database".

Step by step

To capture the customer number from the window title, you need a regular expression. Our example assumes that the window title contains the text `USER-`, followed by the user ID, e.g. `USER-3`.

1. Open the *Regular expressions* dialog box via the context menu.
2. Click *New* to create a new regular expression.
3. In the *Name* field, select *Title* from the drop-down menu to show the window title.
4. Enter the name *UserId*.
5. In the *Reg.Ex.* field, enter the following regular expression: `USER-(\d*)`.



The result appears.

6. Save the regular expression.

The regular expression is listed under *Available expressions* as *Title.UserId*.

Querying the customer data for the customer number requires a group. The SQL query for converting the user ID into the user name is configured in the group, and the variable name "ID.name" is defined for the user name.

1. In the context menu, click *Edit groups* to open the *Configure display groups* dialog box.
2. Click the plus icon to create a new display group named *UserId* and enter the SQL query as shown in the figure below.

Configure display groups

Start

Search

Templates

Scripts

UserId

Name: UserId

Database:

SQL query: select userid as id, username as name, prop2 as email from [eloam].[dbo].[userdata] where userid = {{P1}}

Return:

No.	Identifier	Test data
0	ID.id	11
1	ID.name	WorkflowAdmin
2	ID.mail	
3		
4		

View: {0} : {1}

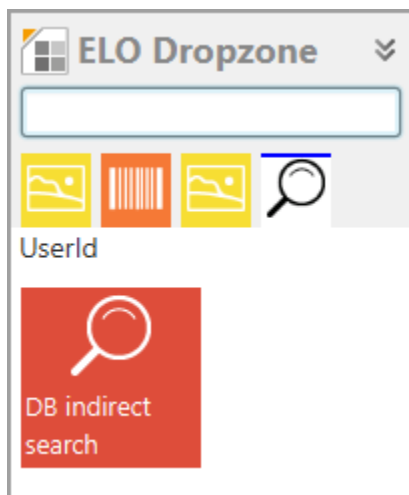
11 : WorkflowAdmin

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Save Cancel

In the *Return* area, you will see how the SQL query converts the user ID to the user name and defined the variable name "ID.name".

3. Save the display group.
4. In the *UserId* display group, create a new search tile via the context menu in editing mode and configure it like you would a standard search tile.



5. On the *Activation* tab, define a keyboard shortcut in the *Activation via keyboard shortcut* field. Select *Only activate* from the drop-down menu.

Activation via keyboard shortcut (searches, templates, or scripts)

Only activate ▼

ALT+I

- Enter the variable "ID.name" to the *Short name* field on the *Fields* tab.

Configure tile - DB indirect search

Type	View	Form	Activation	Fields	Target								
<h3>Entries to fields</h3> <p>You can drag variables from external data sources to fields in the selected metadata form here.</p> <table border="1"> <tr> <td>Short name</td> <td>{ID.name}</td> </tr> <tr> <td>Date</td> <td></td> </tr> <tr> <td>Recipient</td> <td></td> </tr> <tr> <td>Full text database</td> <td></td> </tr> </table>						Short name	{ID.name}	Date		Recipient		Full text database	
Short name	{ID.name}												
Date													
Recipient													
Full text database													
<h3>Available variables</h3> <p>Filter input variables</p> <ul style="list-style-type: none"> All.Manual () Clipboard.ALL () Date.Now (Jun 10, 2020, 8:55:09 AM) Date.ThisDay (10) Date.ThisMonth (06) Date.ThisYear (2020) Date.Time (8:55:09 AM) Date.Today (Jun 10, 2020) ID.id (11) ID.mail () ID.name (WorkflowAdmin) 													

- On the *Target* tab, enter the variable "Title.UserId" to the *Database search* field and save the tile configuration.

Configure tile - DB indirect search

Type View Form Activation Fields **Target**

Target folder or target script

Here you define the filing path in the repository or the name of the script to be run.

Filing path

Delimiter Apply path

File/search in ELO

☒ File directly or search without dialog box
☐ Delete original file after filing
☐ Automatic check-in after editing

Date limit Unlimited

Database search {Title.UserId}

Script call after activation or filing

Script name

Available variables

Filter input variables Load

- All.Manual ()
- Clipboard.ALL ()
- Date.Now (Jun 10, 2020, 8:55:09 AM)
- Date.ThisDay (10)
- Date.ThisMonth (06)
- Date.ThisYear (2020)
- Date.Time (8:55:09 AM)
- Date.Today (Jun 10, 2020)
- ID.id (11)
- ID.mail ()
- ID.name (WorkflowAdmin)
- Selection.ID (0)
- Selection.NAME (Test search)

20.00.002 Save Cancel

The database search is performed correctly, and the manual input is not evaluated.

Generating an e-mail from a customer number

Information

We want to determine the customer number from the window title using a regular expression. We want to generate an e-mail with the recipient address filled out via a search tile with configured keyboard shortcut and database query.

Step by step

This template tile is created in the same group as in the previous example and thus uses the existing database query and regular expression for identifying the customer number in the window title.


1. Follow steps 1-9 from the [Search for customer name via customer number](#) example.
2. In the *UserId* display group, create a new template tile via the context menu in editing mode.


Configure tile - Send e-mail ✕


Type View Form Activation Fields Target


Select the tile type

Options are made available corresponding to the tile type. Fields that are not required are locked automatically.

 Use the tile as a filing tile to save new documents.

 Use the tile as a search tile to find existing documents.

 Use the tile as a script tile to call custom actions.

 Use the tile as a template tile to create new documents.

? 20.00.002 Save Cancel

- On the *View* tab, select the *UserId* group and the '*Create Outlook e-mail*' target.

Configure tile - Send e-mail ✕

Type View Form Activation Fields Target

Basic data for tile display


You can set the basic data for how the tile is displayed in ELO Dropzone here.


Name

Group

Target

Description

Icon 

Color 

? 20.00.002 Save Cancel

- On the *Activation* tab, select the keyboard shortcut. Select *Only activate* from the drop-down menu of *Activation via keyboard shortcut* and enter the desired keyboard shortcut.

Configure tile - Send e-mail ✕

Type View Form **Activation** Fields Target

Activation via keyboard or directory

You can configure keyboard shortcuts for search and script tiles and enable file monitoring for filing tiles.

Directory monitoring for filing tiles

☐ Documents\ELO folder monitoring for Office documents

Monitor PDF printer directory

Detection

☐ To printer

☐ Send as e-mail

Activation via keyboard shortcut (searches, templates, or scripts)

Only activate

? 20.00.002 Save Cancel

5. On the *Fields* tab, complete the *Short name*, *Recipient*, and *Message* fields as shown in the following figure.

Configure tile - Send e-mail ✕

Type View Form Activation Fields **Target**

Entries to fields

You can drag variables from external data sources to fields in the selected metadata form here.

Short name Automatically generated e-mail

Recipient {ID.mail}

Message

Dear Mr. {ID.name},
...
Stuttgart, {Date.Today}
ELO Digital Office GmbH

Available variables

Filter input variables Load

- All.Manual ()
- Clipboard.ALL ()
- Date.Now (Jun 10, 2020, 8:55:09 AM)
- Date.ThisDay (10)
- Date.ThisMonth (06)
- Date.ThisYear (2020)
- Date.Time (8:55:09 AM)
- Date.Today (Jun 10, 2020)
- ID.id (11)
- ID.mail ()
- ID.name (WorkflowAdmin)
- Selection.ID (0)
- Selection.NAME (Test search)

20.00.002 Save Cancel

The text from the short name is entered to the e-mail *subject*. The recipient is entered to the "To" field in the e-mail. The body of the e-mail is generated from the message. All fields can use the variables from the database query (ID.*) or other sources.

- On the *Target* tab, enter the variable "Title.UserId" to the *Database search* field and save the tile configuration.

Configure tile - Send e-mail

Type View Form Activation Fields Target

Target folder or target script

Here you define the filing path in the repository or the name of the script to be run.

Filing path

Delimiter Apply path

File/search in ELO

☒ File directly or search without dialog box
☐ Delete original file after filing
☐ Automatic check-in after editing

Date limit Unlimited

Database search {Title.UserId}

Script call after activation or filing

Script name

Available variables

Filter input variables Load

- All.Manual ()
- Clipboard.ALL ()
- Date.Now (Jun 10, 2020, 9:15:40 AM)
- Date.ThisDay (10)
- Date.ThisMonth (06)
- Date.ThisYear (2020)
- Date.Time (9:15:40 AM)
- Date.Today (Jun 10, 2020)
- ID.id (11)
- ID.mail ()
- ID.name (WorkflowAdmin)
- Grp.0 (Short name)
- Grp.1 (Date)
- Grp.2 (Recipient)
- Selection.GUID ((ED9CC767-448D-CC16-03FD-8B...
- Selection.ID (0)
- Selection.NAME (Send e-mail)

20.00.002 Save Cancel

Entering the set keyboard shortcut for this template tile generates an e-mail with the customer data.

Send

To... work.flow@elo.com

Cc...

Bcc...

Subject Automatically generated e-mail

Dear Mr. WorkflowAdmin,

...

Stuttgart, Jun 10, 2020

ELO Digital Office GmbH

Sincerely,

Administration

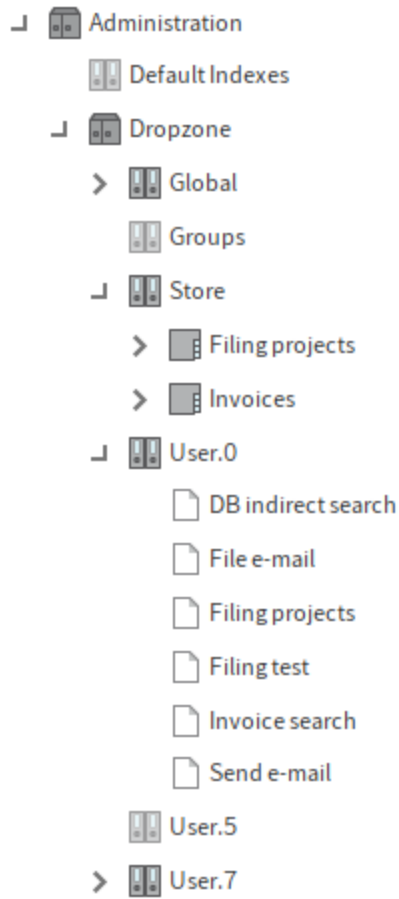
Dropzone Administration folder

The module automatically creates a folder named *Dropzone* within the Administration folder in ELO. The information is stored there as text files, which you can export individually or as entire folders to other repositories. The Dropzone folder contains the following child entries:

- **Global:** All global tiles are saved in this folder. These tiles are available for all users. In general, an administrator can create multiple global folders and make them visible to different user groups via ELO permissions. Since all folders have to have the name *Global*, it is recommended to assign the folders color markers for a better overview. We recommend controlling the creation of multiple global folders with user IDs (see below).
- **Store (ELO Java Client):** The tile definitions for the tile collection are saved to this folder. The tile collection is split into multiple areas. The administrator can determine these areas by adding the desired area folders below the Store folder. The administrator can determine via the permissions of the area folders which users can add tiles to this area of the collection and which areas are visible to the user.
- **User.<User-ID>:** The personal tile definitions of each user are saved in this folder. In addition, the ELO Dropzone configuration is saved in the extra text of the user folder. If you want to specify a different name for the global folder, for example to assign specific user groups a selection of multiple global folders, enter `Global=\<other folder name>` to the extra text.

Information

The settings in these folders are stored as text files which you can export individually or as entire folders to other repositories.

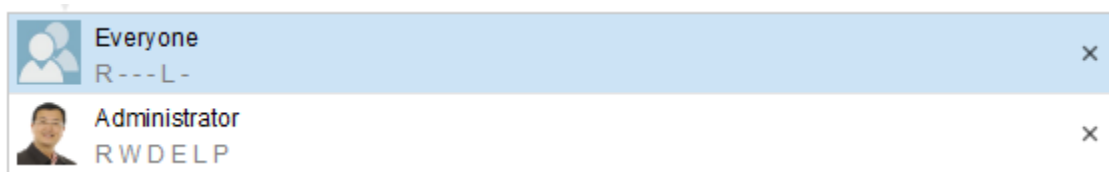


Please note

In order to file documents via ELO Dropzone, the *Dropzone* folder must be stored in the Administration folder. If not, add the folder manually.



Useful access restrictions

For ELO Dropzone to find the basic folder, the Dropzone users must have at least *View (R)* object permission to the folder. As ELO Dropzone automatically creates user folders that do not exist yet, the users should also have *Edit lists (L)* permissions.



A user requires at least read access to their ELO Dropzone folder. When this permission is revoked, ELO Dropzone assumes that no user folder was created yet and creates it again. It also makes sense for the user to have *Edit lists (L)* permissions so that new tiles can be saved there. If you remove this permission, the Indexserver prevents users from saving new tiles. However, as ELO

Dropzone doesn't expect the permission to be revoked for the user, this may result in an error message.





	Administrator RWDELP	×
	Farrell R---L-	×

Permission for the tile collection

Users only need read access to the store folder. Only administrators that can add new categories need *Edit lists* (L) permissions. In general, you should, however, give these users full access to the folder so that existing entries can be edited or deleted.

	Everyone R-----	×
	Administrator RWDELP	×

The administrator can determine via the permissions to the category which categories a user can see and therefore import tiles from this category. Furthermore, the administrator can define via *Edit lists* (L) permissions which users can export their own tiles into the tile collection.

Document/folder	Keywording	Form	Full text database	Feed
Type	Short name	Date		
	Delivery Receipts	Everyone R+L		
	Invoice			
	Other Documents	Everyone R		
	Project file			

In the example, all users have read permission to all categories. However, they only have Expand content permissions for the first two categories. If users want to share a tile, they are only offered these two categories as the destination.

The *Load tile from collection* function offers all four categories as the user has the read permission for all of them.

Configuring ELO Dropzone

Make general settings for all ELO Dropzone tiles via *System settings* in the context menu (see *Installation and configuration* chapter). Alternatively, you can enter configuration settings for ELO Dropzone in the Administration folder of the repository. You can also configure additional settings here that are not available in the *System settings* dialog box.

- 1.

Open the ELO Dropzone folder under the Administration folder in your Client.

- `// Administration // Dropzone // Global` for global settings
- `// Administration // Dropzone // User.<User-ID>` for personal settings

1. Open the metadata form for the folder and switch to the *Extra text* tab, then enter various parameters there.

Start ELO Dropzone minimized: In the metadata form, switch to the *Extra text* tab and enter: `start=minimized`. By default, ELO Dropzone starts expanded; the parameter for this is: `start=normal`.

Select an animation mode: In the metadata form, switch to the *Extra text* tab and enter: `animation=<setting>`. 0, 6, and 8 are possible values for this setting. If 0, ELO Dropzone determines an appropriate animation mode when maximizing or minimizing its display. If 6, the size is continually recalculated during the animation. If 8, there is no animation and the window immediately switches from expanded to collapsed, or vice versa.

PDF printer output directory: In the metadata form, switch to the *Extra text* tab and enter: `Printer.Dir=<PDF printer directory>`. This parameter specifies the PDF printer output directory. It does not need to use the ELO PDF printer. Any source for PDF files is allowed.

PDF and TIFF file OCR evaluation: Open the *Extra text* tab in the metadata form and enter: `maxfulltextpages=<setting>`. Use this parameter to determine the maximum number of pages per document to be processed during OCR preprocessing. Recommended setting: ten pages.

Regular expressions: The administrator can store multiple regular expressions for metadata detection. The regular expressions can be used for the recognition of window titles or file paths and can analyze them. The definitions of regular expressions are saved to the *Extra text* of the *Global* folder. Each line in the Extra text contains a definition. The definition is made up of different components: first the name of the variable to be used later on, then an equal sign followed by the regular expression itself.

Information

To comment out a line, enter a `#` in front of it.

Restoring deleted tiles

You can restore deleted tiles in two steps. In the ELO client, click *Organize > Delete > Show deleted entries*. The tile configuration folder reappears in the Administration folder, but it will be shown in square brackets, meaning it is not currently active. Click *Restore* in the same group. Result: After restarting ELO Dropzone, the folder is reactivated in ELO and the tile is restored.

Deletions

Monitored folders that still contain data will not be deleted along with their tile.

Priorities

Metadata information from tiles has priority in metadata fields. This means that tile information may overwrite presets and conditions of fields. An example of this would be a field that should only accept a numeric entry. A tile would have no problem entering a word to the field.

Tiles: global/personal

Administrators create global tiles, which are seen by all users. Users create personal tiles. These tiles are only seen by those users specifically. Global tiles are always shown at the top of the Dropzone, while personal tiles will appear further down.

Language

The language of ELO Dropzone will depend on your language settings in ELO. If the settings are not recognized, the fallback language in ELO is English.

Report

You need to select the *Enable report* check box in the system settings so that ELO Dropzone can create a log file. This log file called *ELOdropzone(x).txt* in the user's temp directory. The directory is located here: C:\Users\<Username>\AppData\Local\Temp. If ELO Dropzone should not start, you can activate the log via the Windows Registry Editor. To do so, you need to add the REG_SZ entry "report" with the value "true" under HKEYCURRENTUSER\Software\JavaSoft\Prefs\ELO Digital Office\dropzone. The log file is then located in the user's temp directory.

Database access

ELO Dropzone can access the database directly. No additional server components have to be installed. This access is performed via a *registered function*. The ELO Indexserver script realizing this access must be located in the *// Administration // IndexServer Scripting Base // _ALL* folder.

To connect to an external database, the database has to be configured on the ELO Indexserver (ELOix). This configuration in the ELOix has a name, which has to be specified in the *Configure display groups* dialog box in the *Database* field. If you use the same database as ELO, you can leave the field blank and do not have to configure anything for ELOix.

Information

Please read the ELO Indexserver Programming Guide (ELOpress) for more information. The *Access to external databases* chapter describes in detail how to set up a database connection pool on the application server.

Java

ELO Dropzone includes a self-contained version of the Java Runtime Environment, which is started when you run ELO and receives the configuration and functions from ELO.

Citrix environment

When using Dropzone in a Citrix server environment, drag-and-drop from the local desktop/Windows Explorer is not possible. An exception to this is if a desktop is provided via Citrix. Only then can documents be dragged to ELO Dropzone. Filing via the ELO Dropzone folder monitoring is not affected by this, as no desktop is required for it to work.