

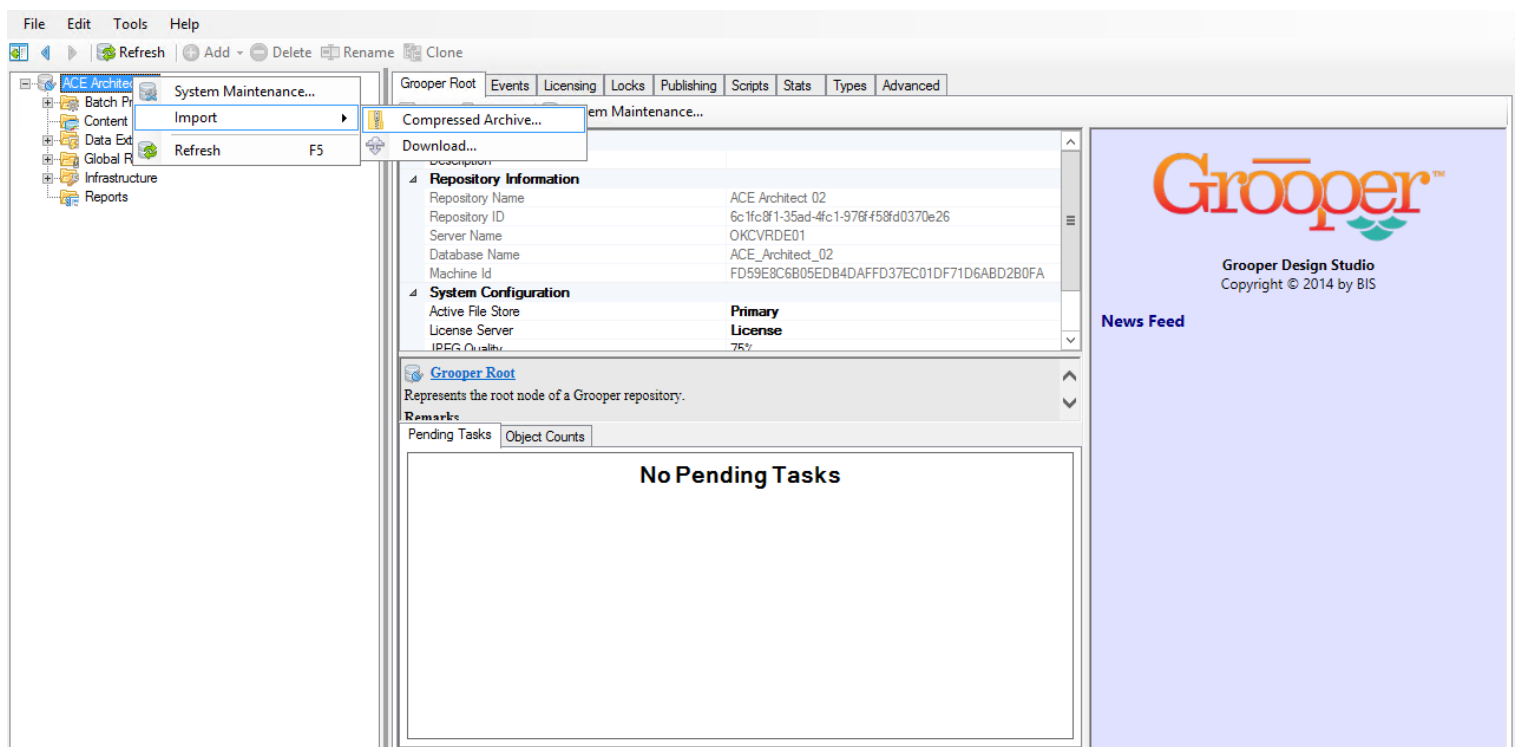
Acquire

Importing

Importing a pre-made batch

> (root) 

1. Right click and select **Import** → **Compressed Archive** .
2. Set the **Import Path** property to the **Grooper ACE - Architect - Volume II - Begin.zip** file.
3. Press **Execute** .



File Edit Tools Help

Refresh Add Delete Rename Clone

ACE Architect 02

- Batch Processing
- Content Models
- Data Extraction
- Global Resources
- Infrastructure
- Reports

Grooper Root

Events Licensing Locks Publishing Scripts Stats Types Advanced

Save Cancel System Maintenance...

Import • Compressed Archive

Execute Cancel

General	
Import Path	C:\Users\vdelk\Downloads\Grooper ACE - Architect -
Archive Password	
Import As Read Only	False
Import Options	(12 Import Node objects)
Archive Info	
Status	OK
Description	
Author	Ryan Delk @ BIS
Archive Date	10/17/2018 1:23 PM
Source Repository Id	fbefe06f-9025-4d19-ae7c-cb7974d67302
Source Repository Name	ACE Architect 02

[Grooper Root - Compressed Archive](#)

Imports objects from a Grooper ZIP archive file to the currently open Repository.

See Also

[Grooper Root](#)

Grooper™

Grooper Design Studio
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News Feed

File Edit Tools Help

Refresh Add Delete Rename Clone

ACE Architect 02

- Batch Processing
 - Batches
 - Production
 - Test
 - Source
 - Control Sheets
 - Processes
 - Projects
 - Content Models
 - Data Extraction
 - Global Resources
 - Infrastructure
 - Reports

Batch Batch Viewer Contents Advanced

Save Cancel Clone To Production... Pause

General	
Priority	3
Current Step	
Description	
Batch Information	
Created	10/16/2018 11:33 AM
Created By	BIS\vdelk
Current Step No	-1
Current Step Name	(none)
Current Step Activity Name	

[Batch](#)

A Batch is a hierarchy of folders and pages which serves as the fundamental unit of capture in Grooper.

Remarks

Batches can exist in one of two environments: Test or Production. Test

Processing Status Statistics Tasks Batch Viewer Processing History Event Log Details

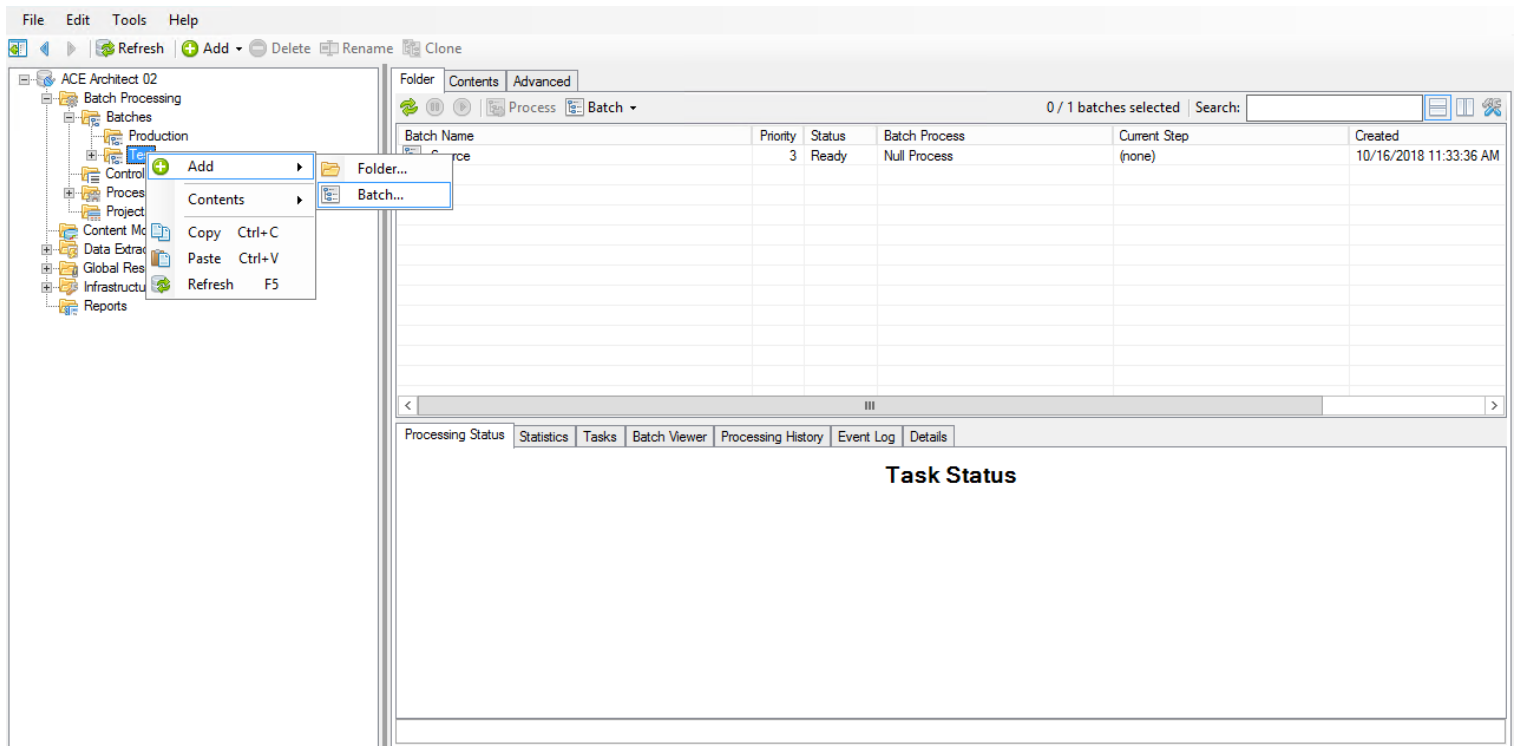
Task Status

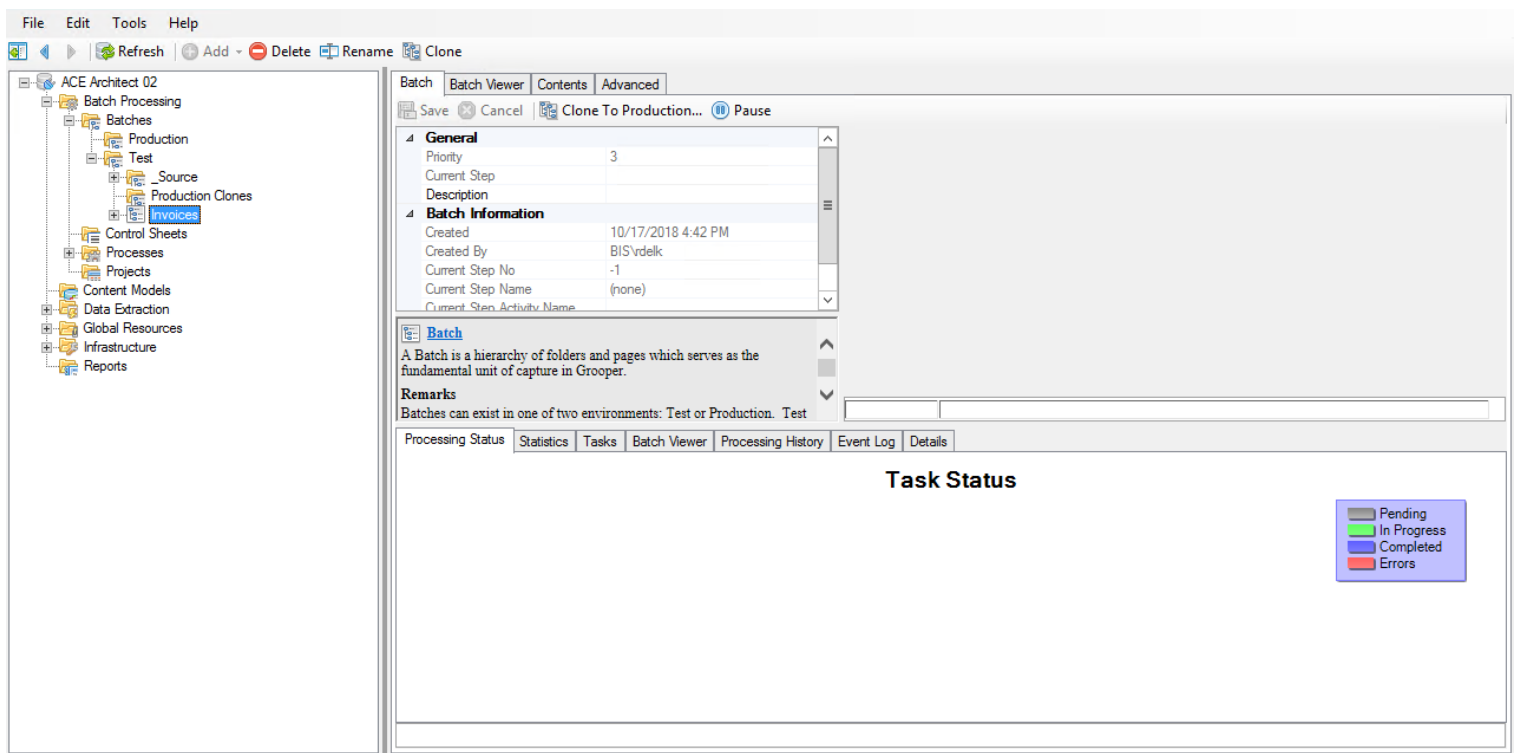
Pending
In Progress
Completed
Errors

Creating an empty test batch

> Batch Processing / Batches / Test 

1. Right click and select **Add → Batch...** .
2. Name it **Invoices** .



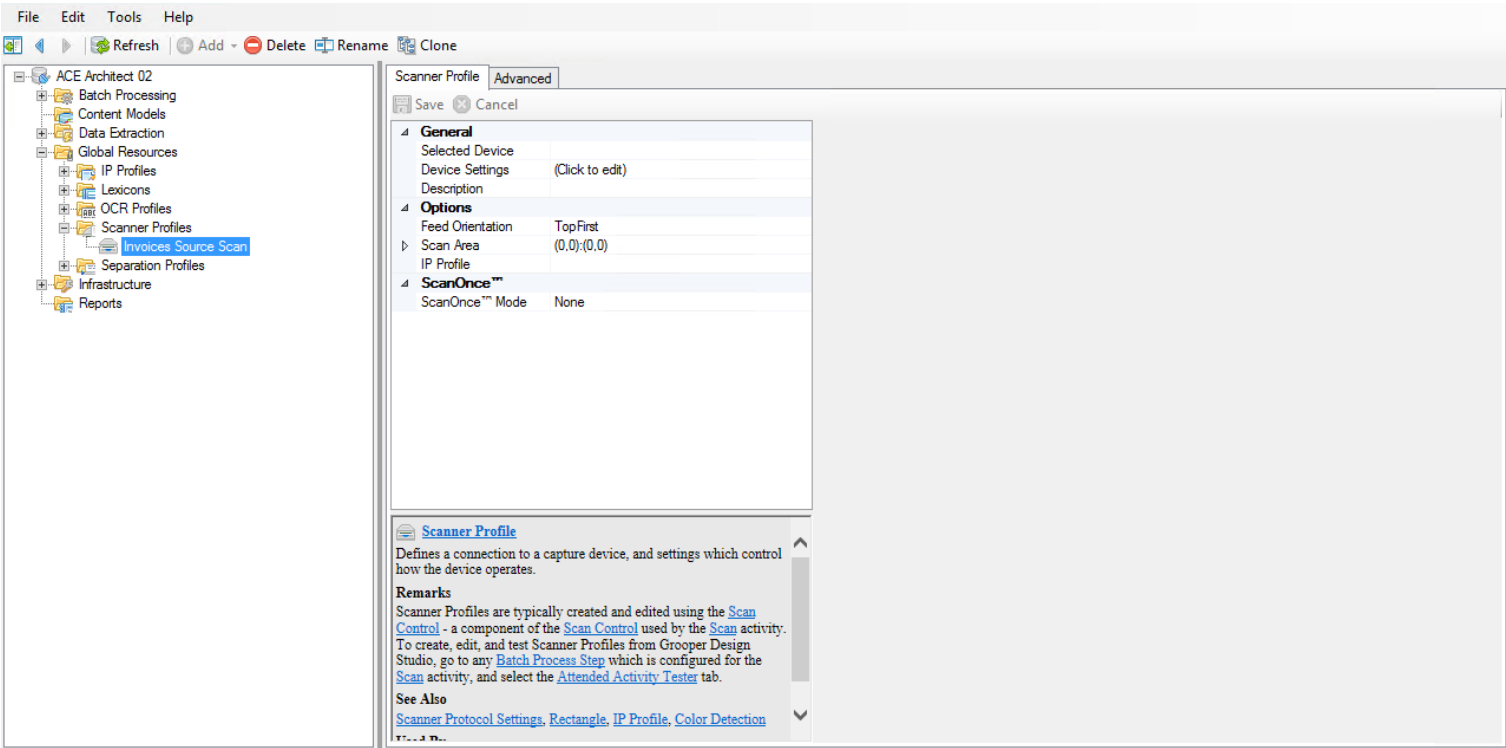
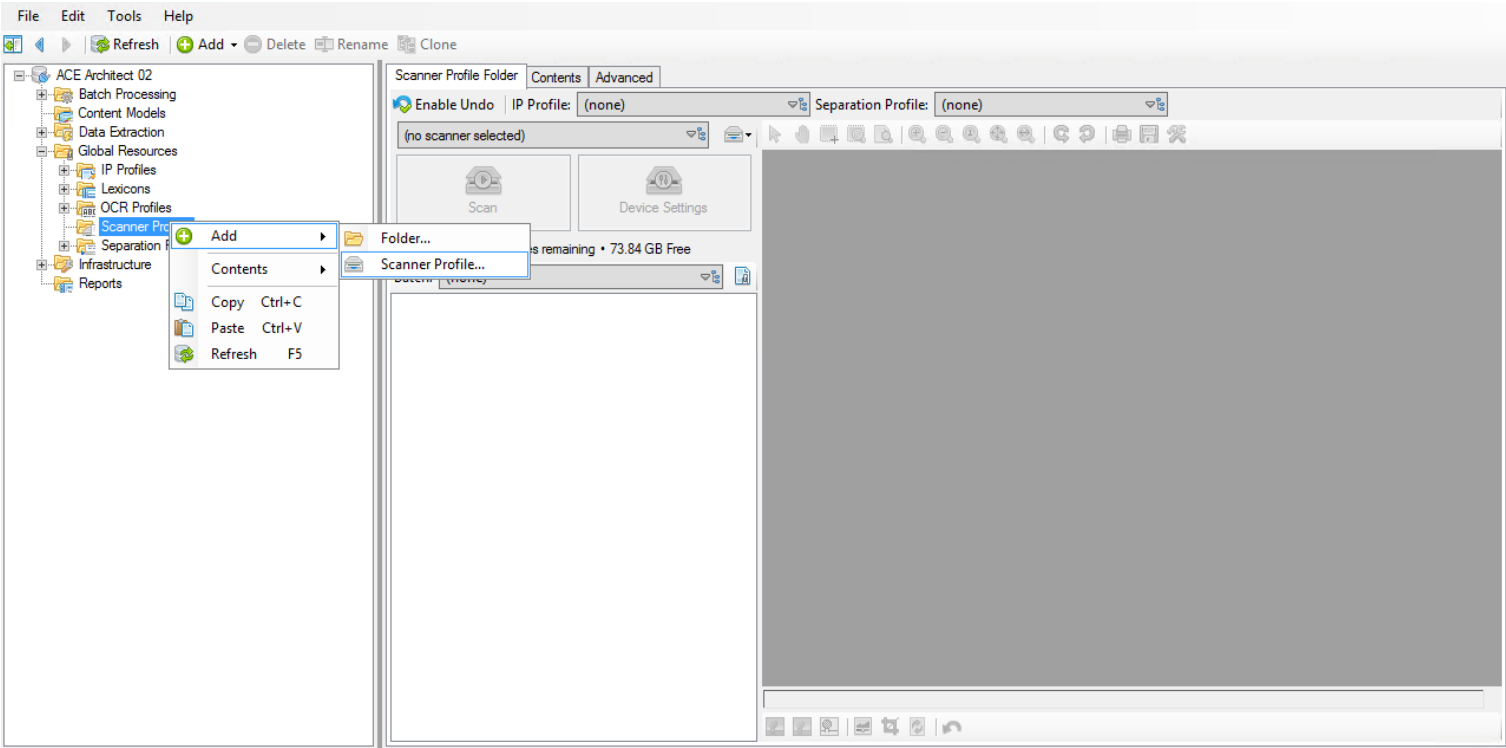


Scanning

Creating a Scanner Profile

> [Global Resources](#) / [Scanner Profiles](#)

1. Right click and select [Add → Scanner Profile...](#) .
2. Name it [Invoices Source Scan](#) .



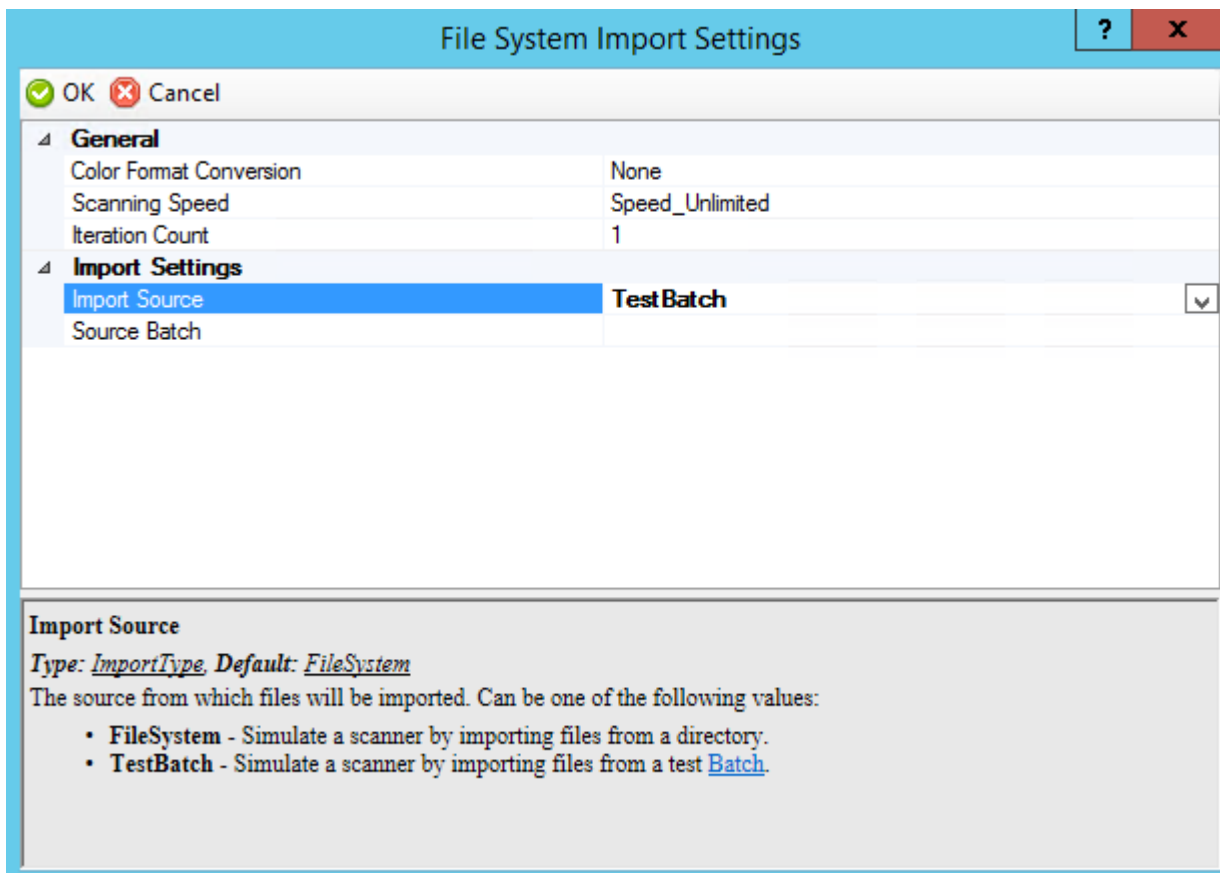
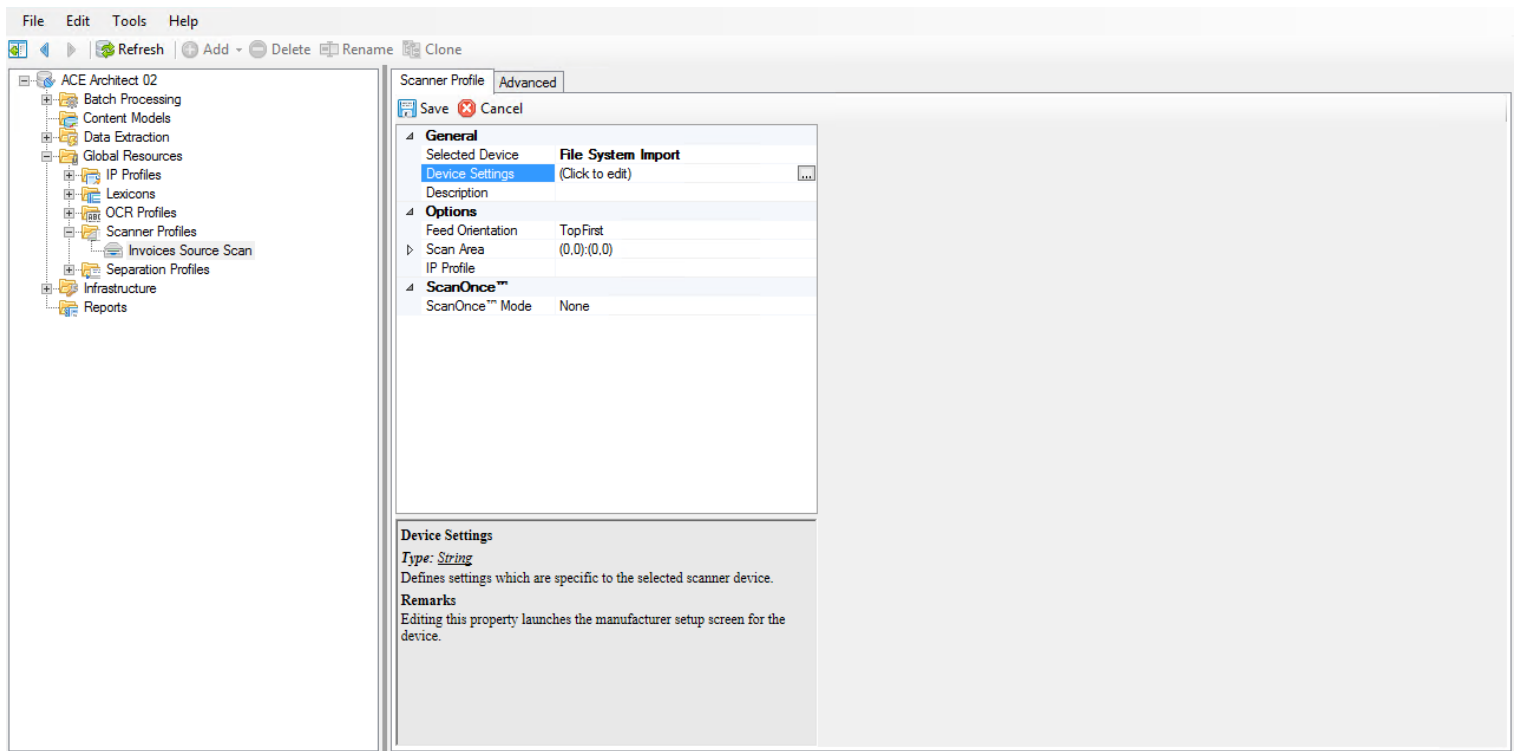
Configuring the Scanner Profile

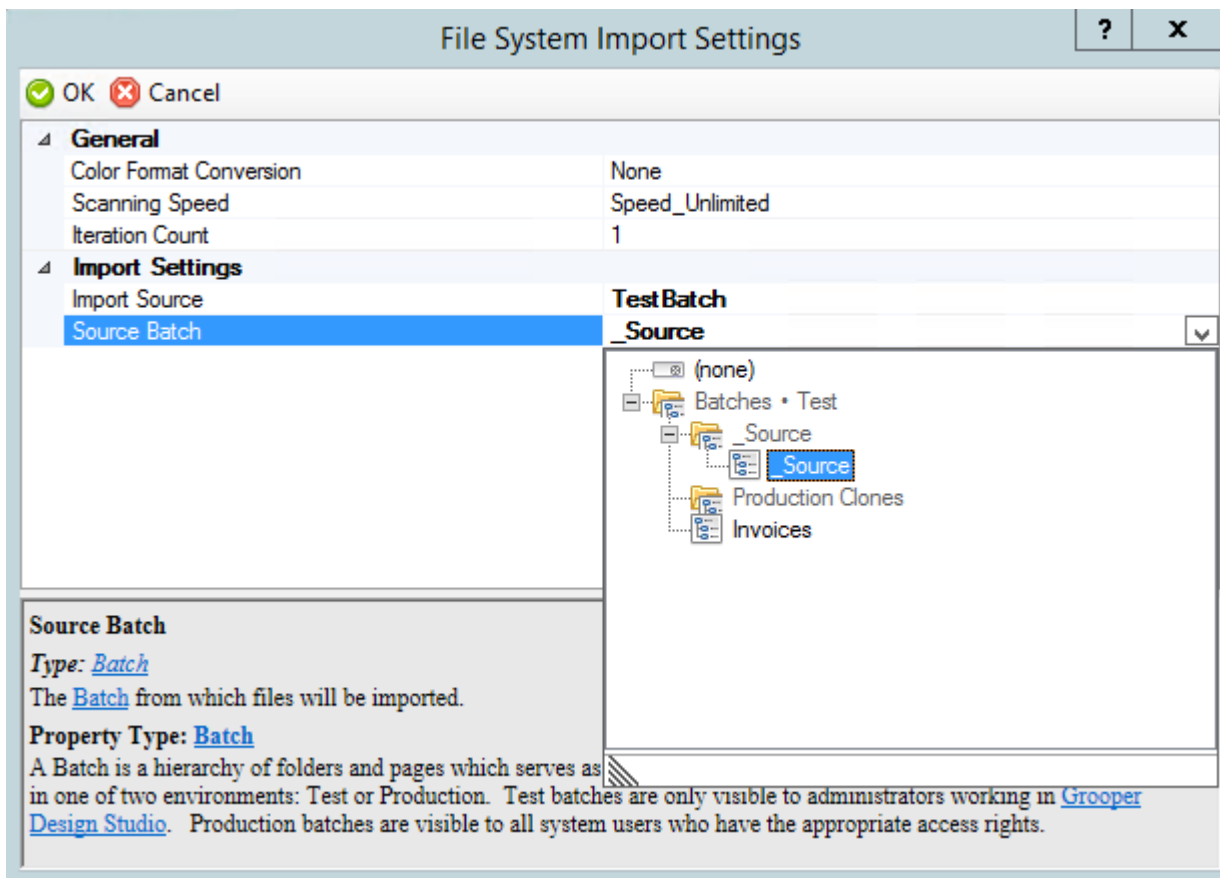
1. Change the following properties:

Section/Property	Default Value	New Value
General		
Selected Device	-	File System Import
→ Device Settings	(Click to edit)	(Click to edit)

2. In the File System Import Settings window, change the following property value(s):

Section/Property	Default Value	New Value
Import Settings		
Import Source	FileSystem	TestBatch
Source Batch	-	_Source





Testing the Scanner Profile

> [Global Resources](#) / [Scanner Profiles](#)

1. From the **Scanner Profile dropdown** select the **Invoices Source Scan** profile.
2. From the **batch dropdown** select the **Invoices** batch.
3. Press **Scan**.

