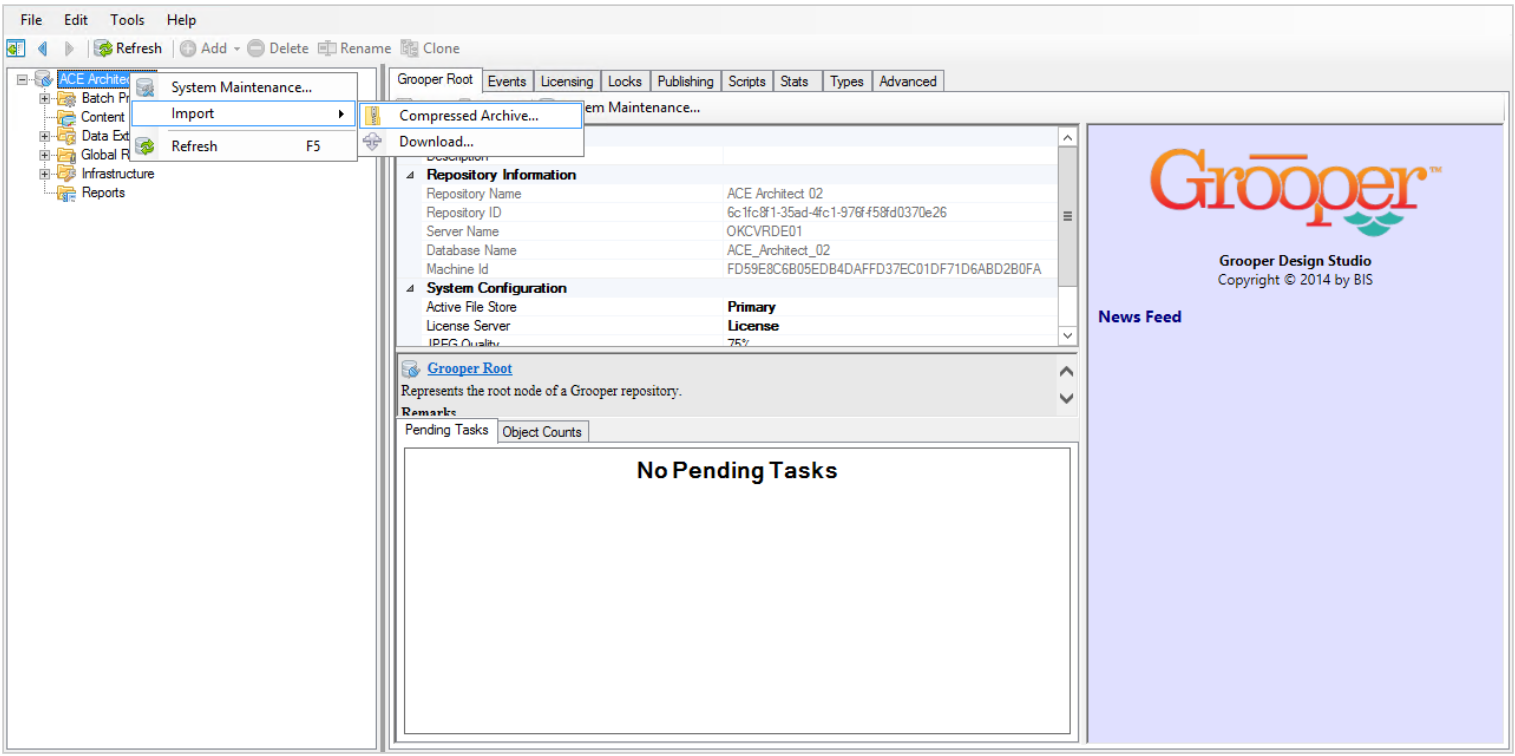
# Acquire

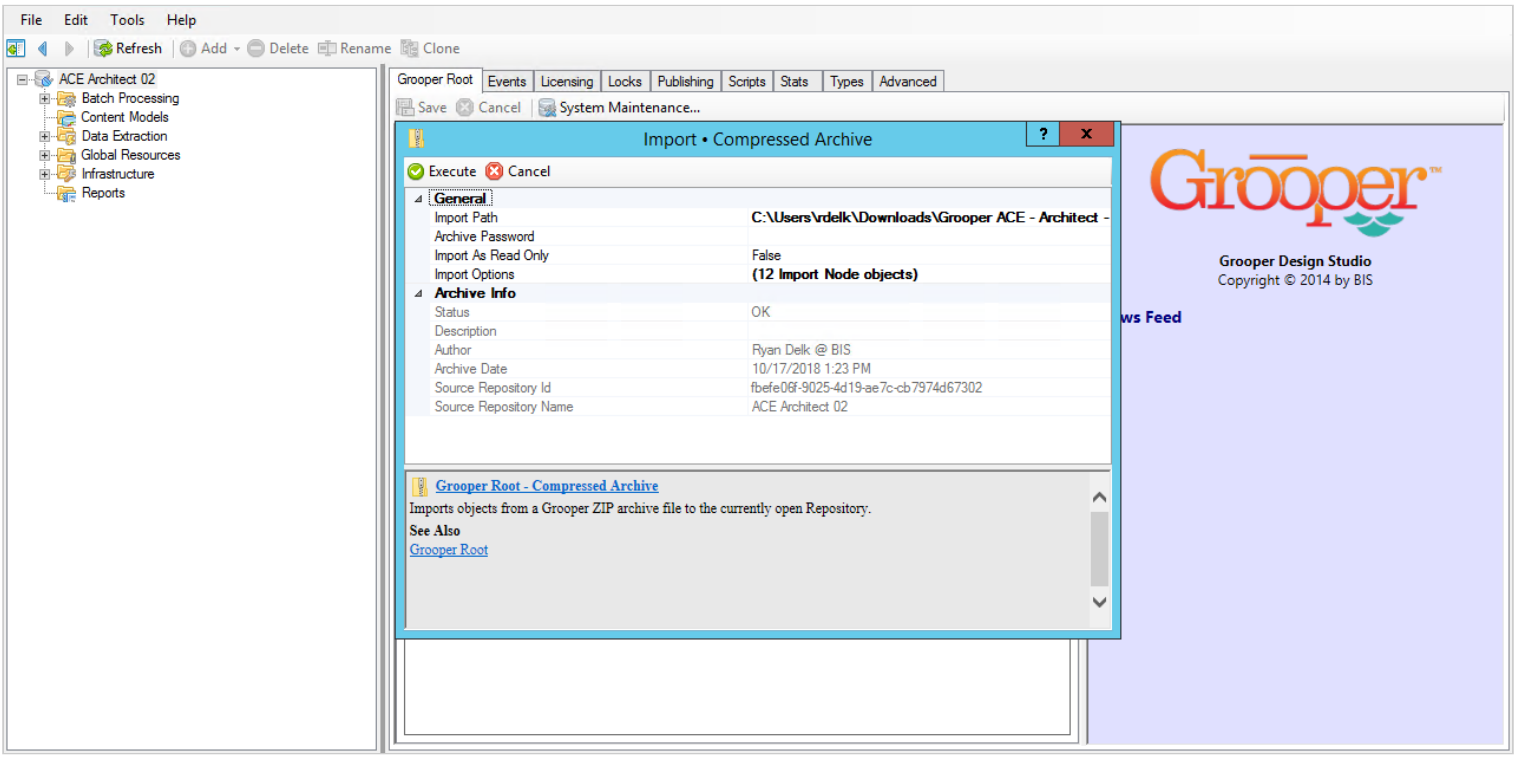
## Importing

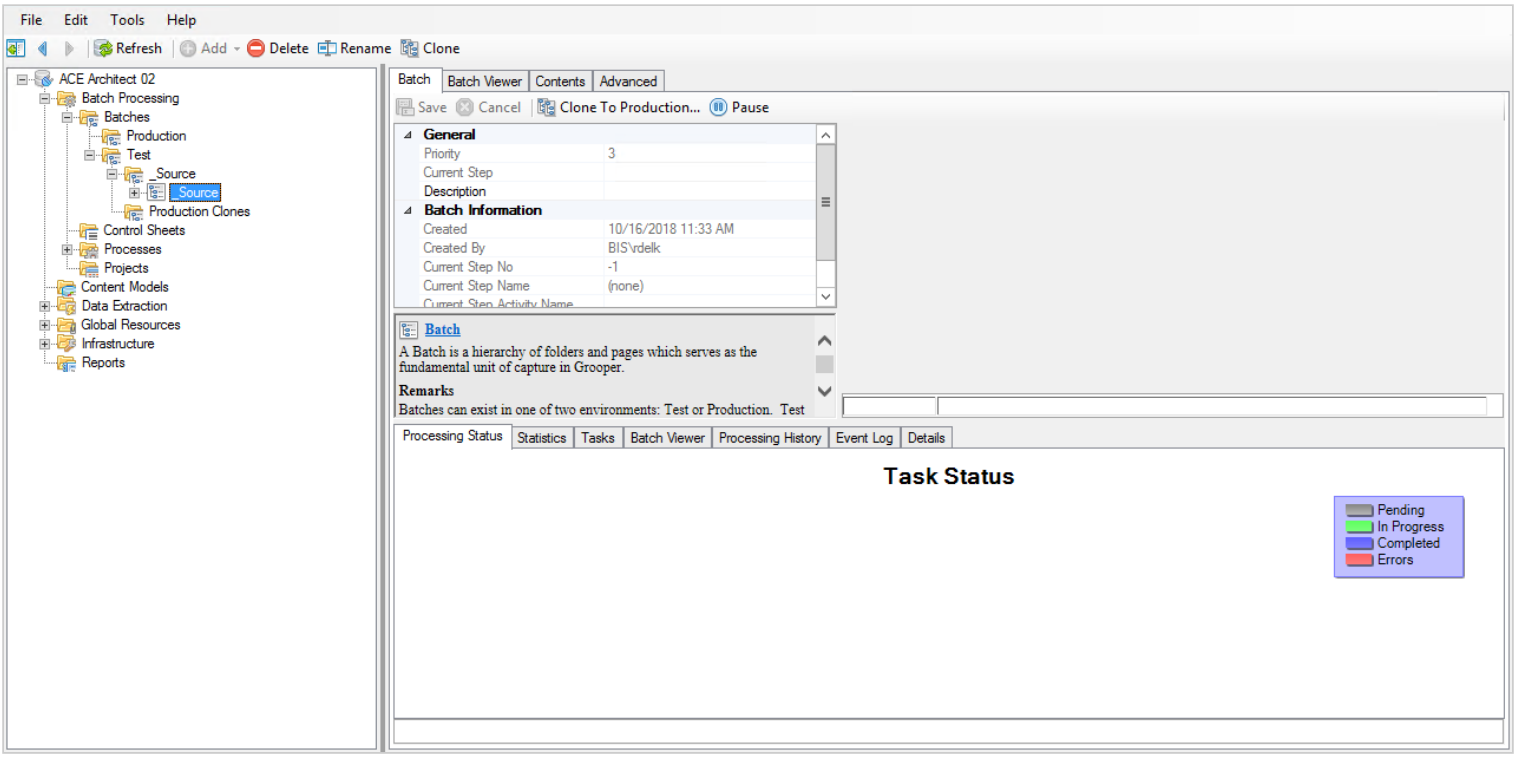
### Importing a pre-made batch

> *(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` .



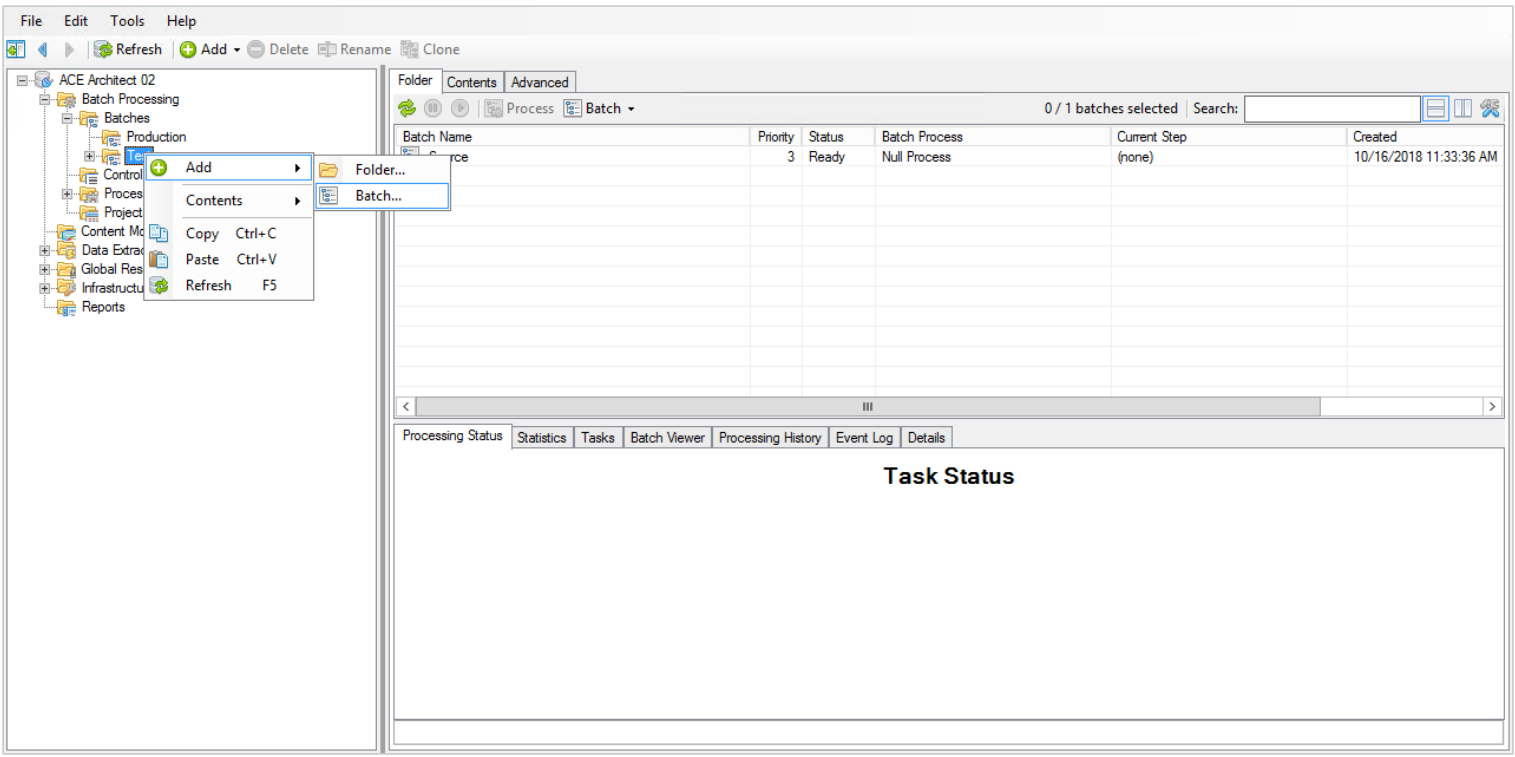

File Edit Tools Help
Refresh Add Delete Rename Clone
ACE Architect 02
Batch Processing
Content Models
Data Extraction
Global Resources
Infrastructure
Reports
Grooper Root Events Licensing Locks Publishing Scripts Stats Types Advanced
Save Cancel System Maintenance...
Import • Compressed Archive
Execute Cancel
General
Import Path C:\Users\rdelk\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
Copyright © 2014 by BIS
ws Feed

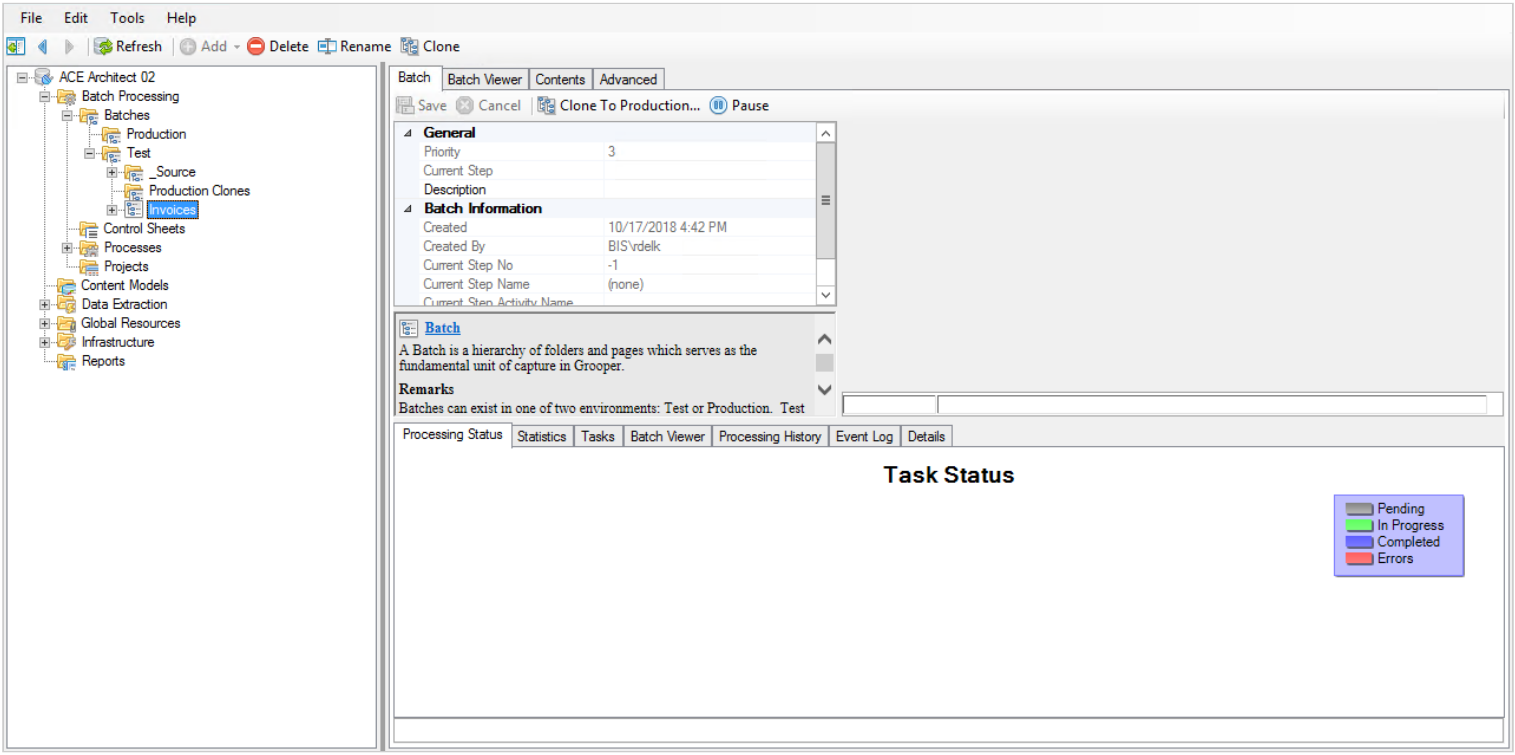

File Edit Tools Help
Refresh Add Delete Rename Clone
ACE Architect 02
Batch Processing
Batches
Production
Test
_Source
Source
Production Clones
Control Sheets
Processes
Projects
Content Models
Data Extraction
Global Resources
Infrastructure
Reports
Batch Batch Viewer Contents Advanced
Save Cancel Clone To Production... Pause
General
Priority 3
Current Step
Description
Batch Information
Created 10/16/2018 11:33 AM
Created By BIS\rdelk
Current Step No -1
Current Step Name (none)
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` .



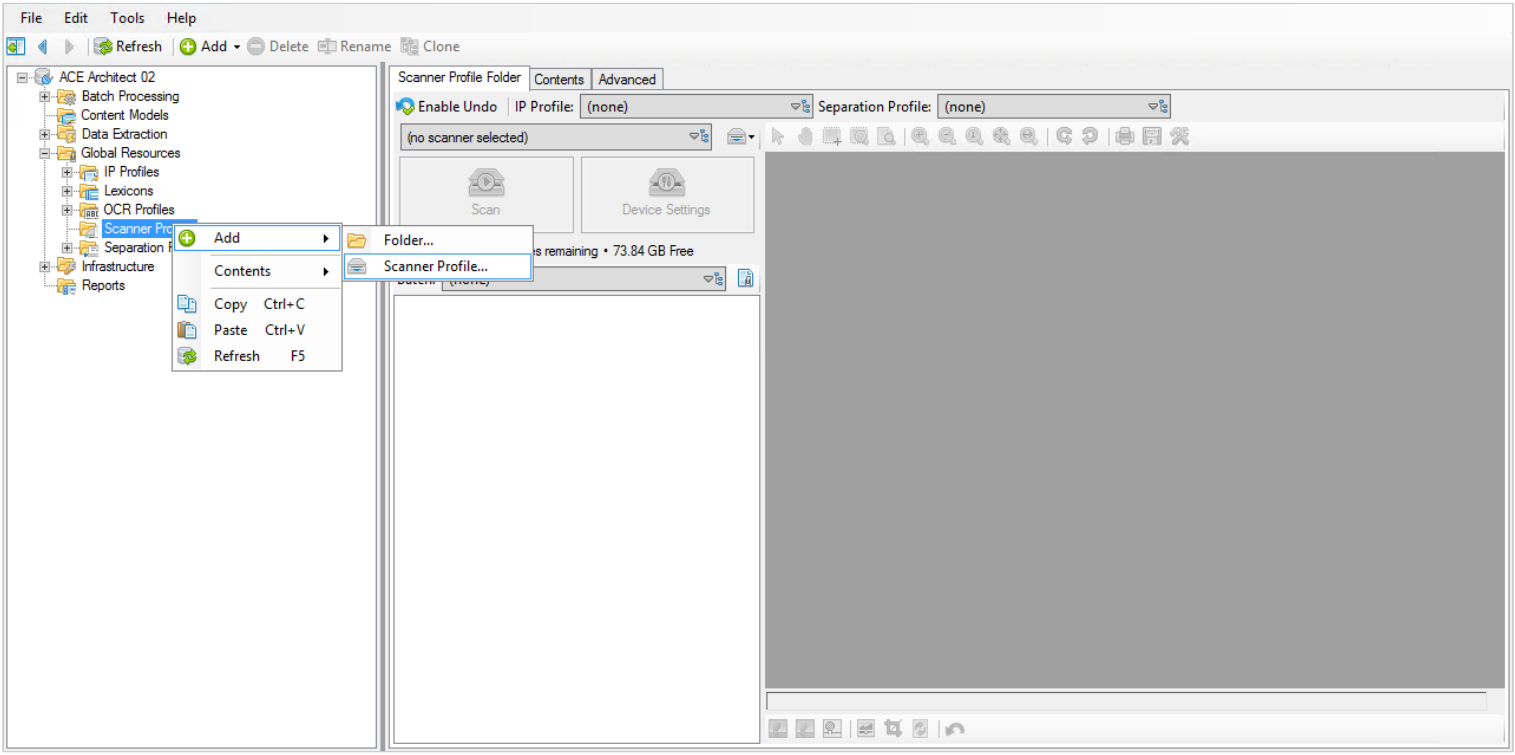


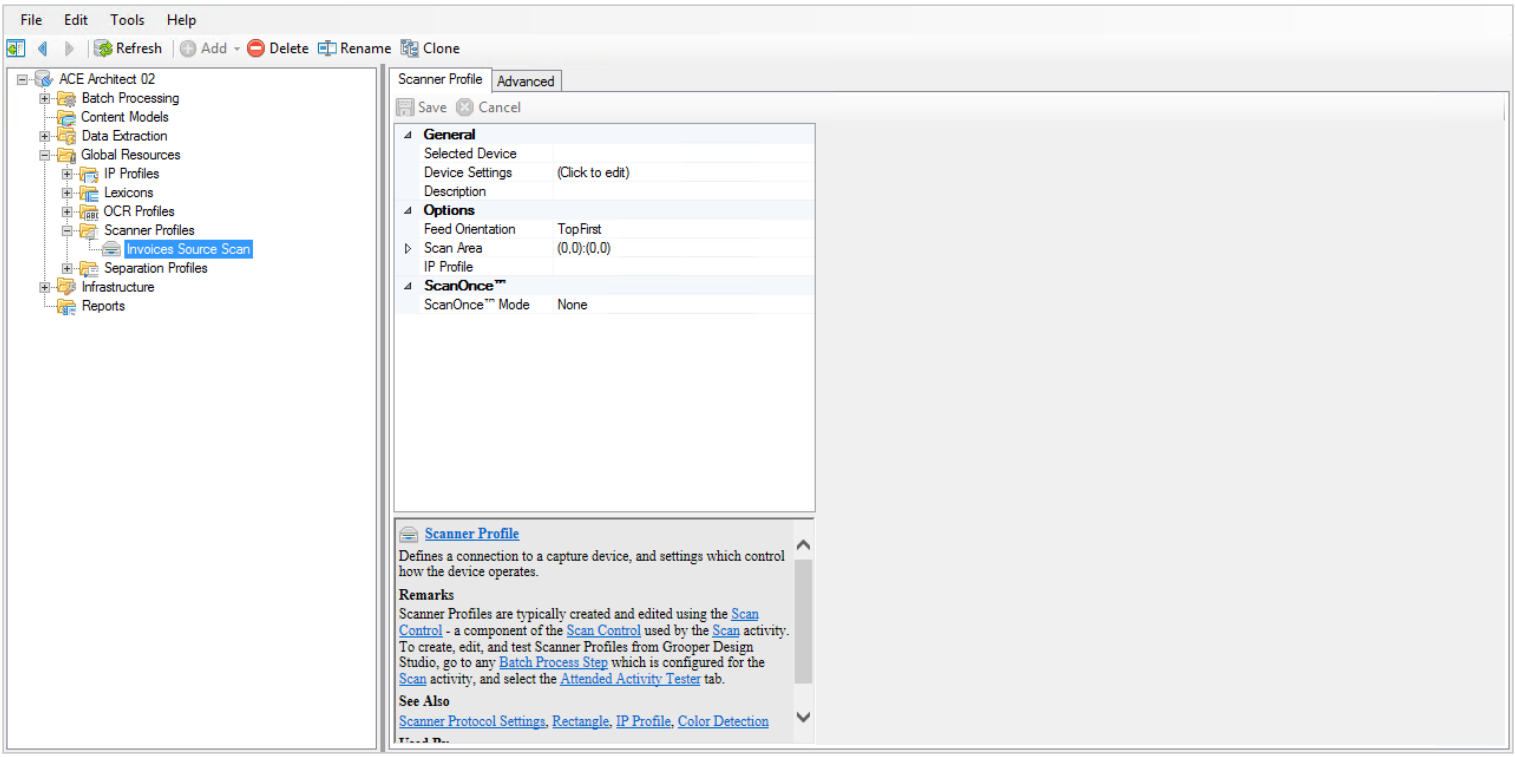

# Scanning

## Creating a Scanner Profile

> Global Resources / **Scanner Profiles**

1. Right click and select `Add > Scanner Profile...` .
2. Name it `Invoices Source Scan` .


File
Edit
Tools
Help
Refresh
Add
Delete
Rename
Clone
ACE Architect 02
Batch Processing
Content Models
Data Extraction
Global Resources
IP Profiles
Lexicons
OCR Profiles
Scanner Pro
Separation P
Infrastructure
Reports
Add
Contents
Copy Ctrl+C
Paste Ctrl+V
Refresh F5
Folder...
Scanner Profile...
Scanner Profile Folder
Contents
Advanced
Enable Undo
IP Profile:
(none)
Separation Profile:
(none)
(no scanner selected)
Scan
Device Settings
s remaining • 73.84 GB Free


File
Edit
Tools
Help
Refresh
Add
Delete
Rename
Clone
ACE Architect 02
Batch Processing
Content Models
Data Extraction
Global Resources
IP Profiles
Lexicons
OCR Profiles
Scanner Profiles
Invoices Source Scan
Separation Profiles
Infrastructure
Reports
Scanner Profile
Advanced
Save
Cancel
General
Selected Device
Device Settings
(Click to edit)
Description
Options
Feed Orientation
TopFirst
Scan Area
(0,0):(0,0)
IP Profile
ScanOnce™
ScanOnce™ Mode
None
Scanner Profile
Defines a connection to a capture device, and settings which control how the device operates.
Remarks
Scanner Profiles are typically created and edited using the Scan Control - a component of the Scan Control used by the Scan activity. To create, edit, and test Scanner Profiles from Grooper Design Studio, go to any Batch Process Step which is configured for the Scan activity, and select the Attended Activity Tester tab.
See Also
Scanner Protocol Settings, Rectangle, IP Profile, Color Detection

# Configuring the Scanner Profile

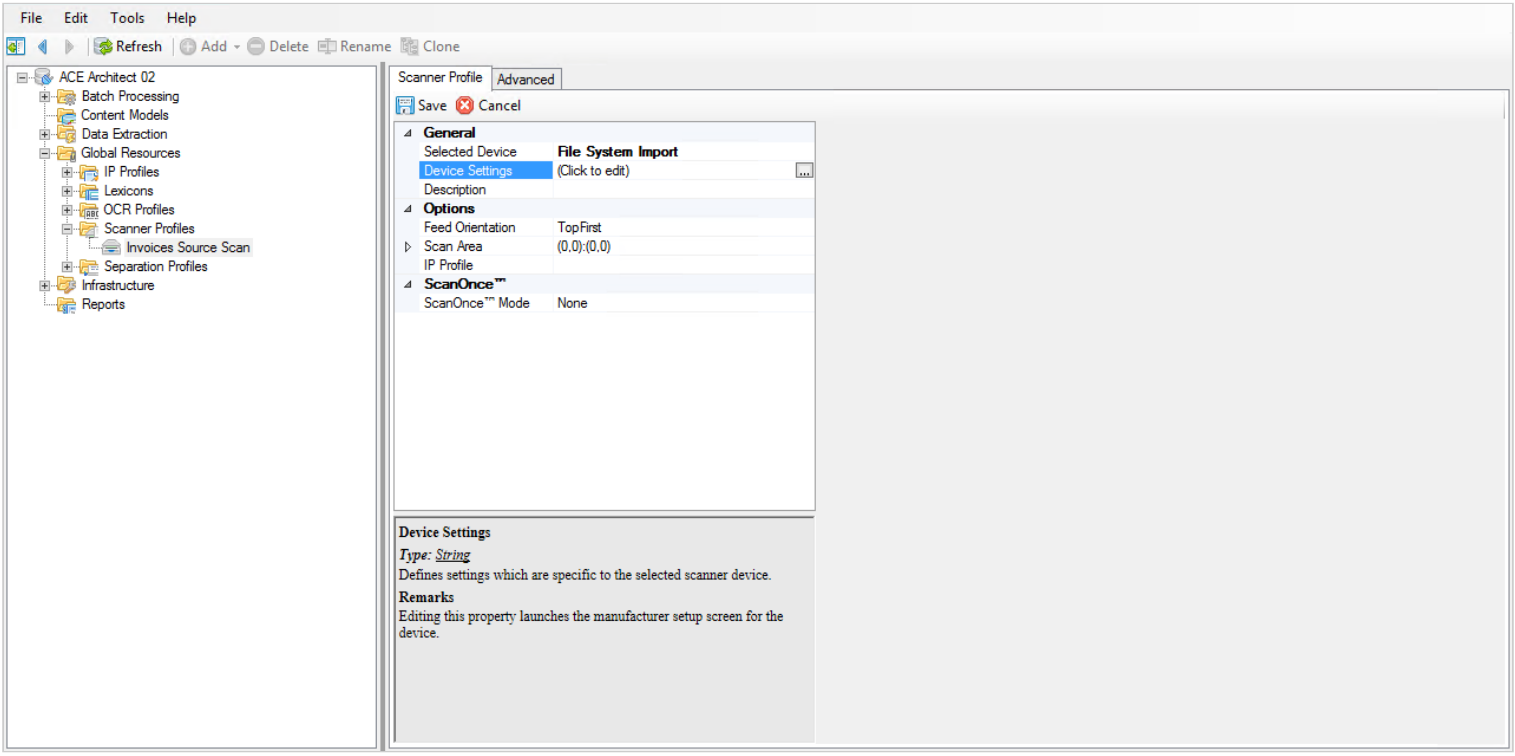
Global Resources / Scanner Profiles / **Invoices Source Scan**

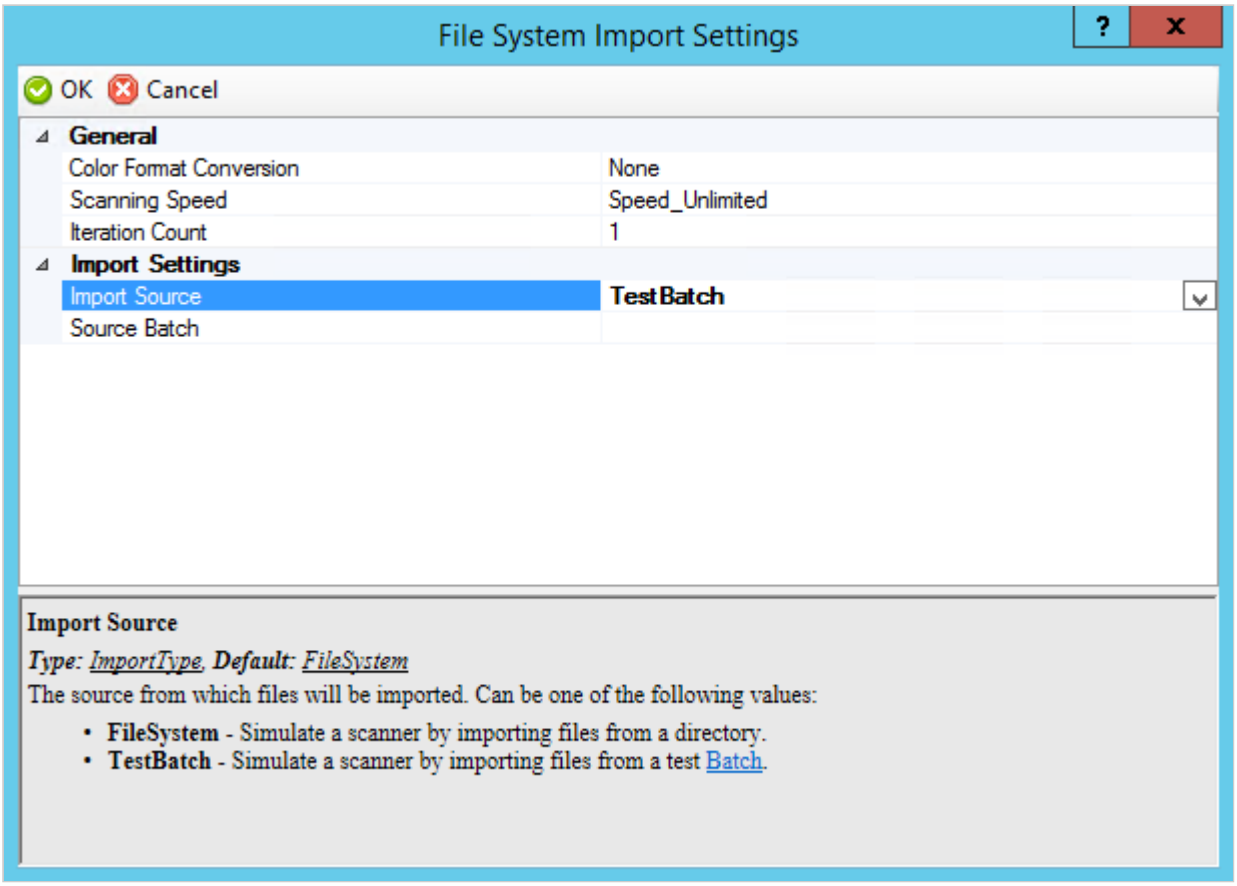
1. Change the following properties:

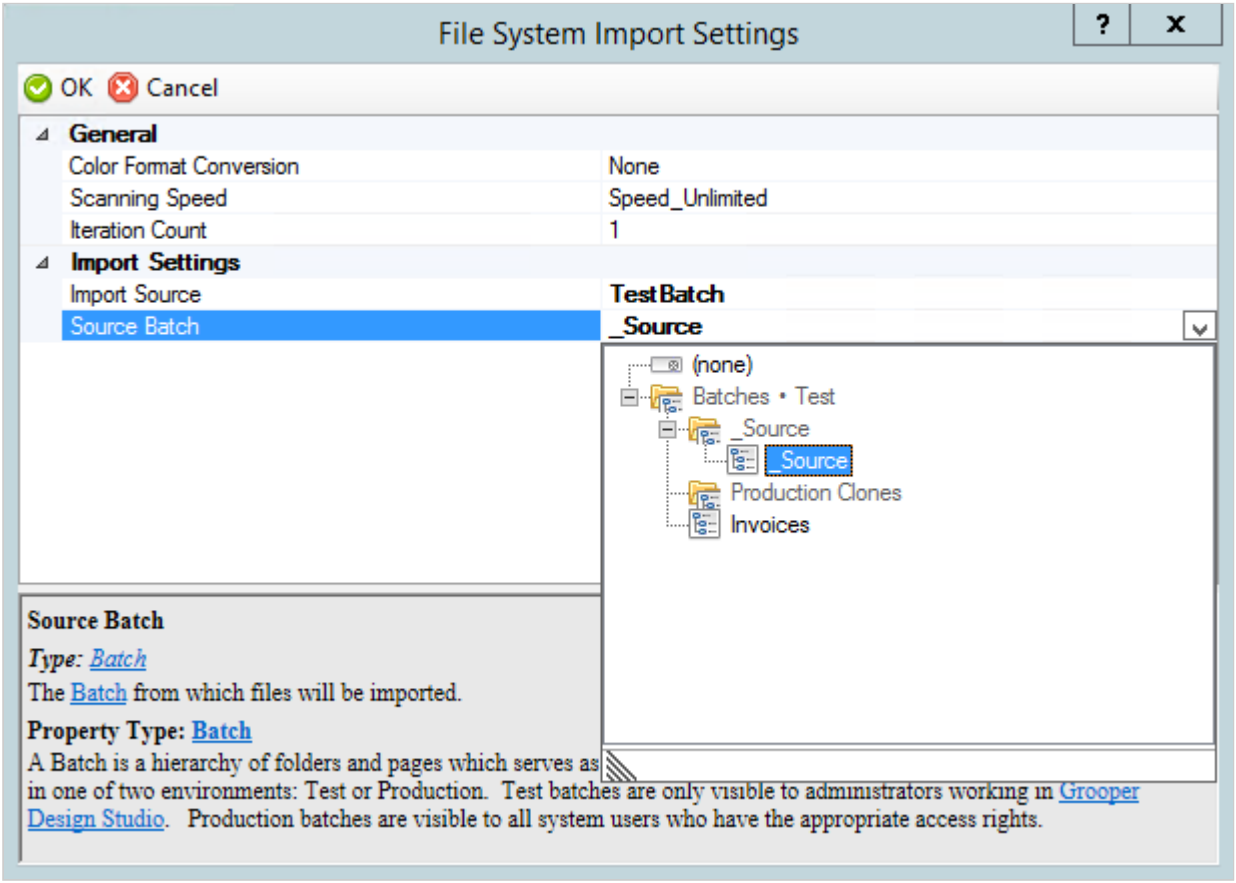
| Section/Property | Default Value | New Value |
|---|---|---|
| General | | |
| Selected Device | `-` | `File System Import` |
| Device Settings | *(Click to edit)* | *(Click to edit)* |

2. In the File System Import Settings window, change the following property values:

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


File Edit Tools Help
Refresh Add Delete Rename Clone
ACE Architect 02
Batch Processing
Content Models
Data Extraction
Global Resources
IP Profiles
Lexicons
OCR Profiles
Scanner Profiles
Invoices Source Scan
Separation Profiles
Infrastructure
Reports
Scanner Profile
Advanced
Save
Cancel
General
Selected Device
File System Import
Device Settings
(Click to edit)
Description
Options
Feed Orientation
TopFirst
Scan Area
(0,0):(0,0)
IP Profile
ScanOnce™
ScanOnce™ Mode
None
Device Settings
Type: String
Defines settings which are specific to the selected scanner device.
Remarks
Editing this property launches the manufacturer setup screen for the device.

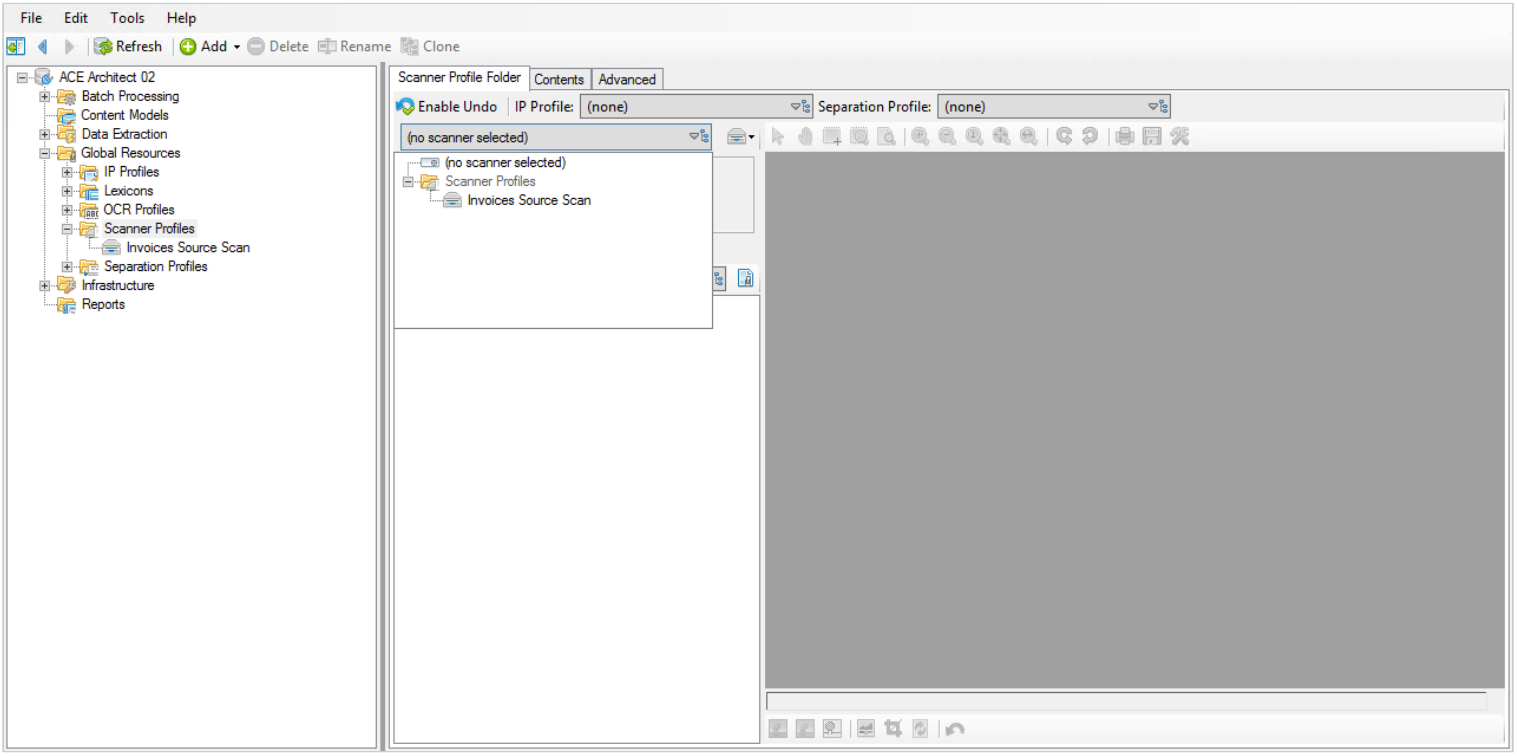

File System Import Settings
OK
Cancel
General
Color Format Conversion
None
Scanning Speed
Speed_Unlimited
Iteration Count
1
Import Settings
Import Source
TestBatch
Source Batch
Import Source
Type: ImportType, Default: FileSystem
The source from which files will be imported. Can be one of the following values:
FileSystem - Simulate a scanner by importing files from a directory.
TestBatch - Simulate a scanner by importing files from a test Batch.

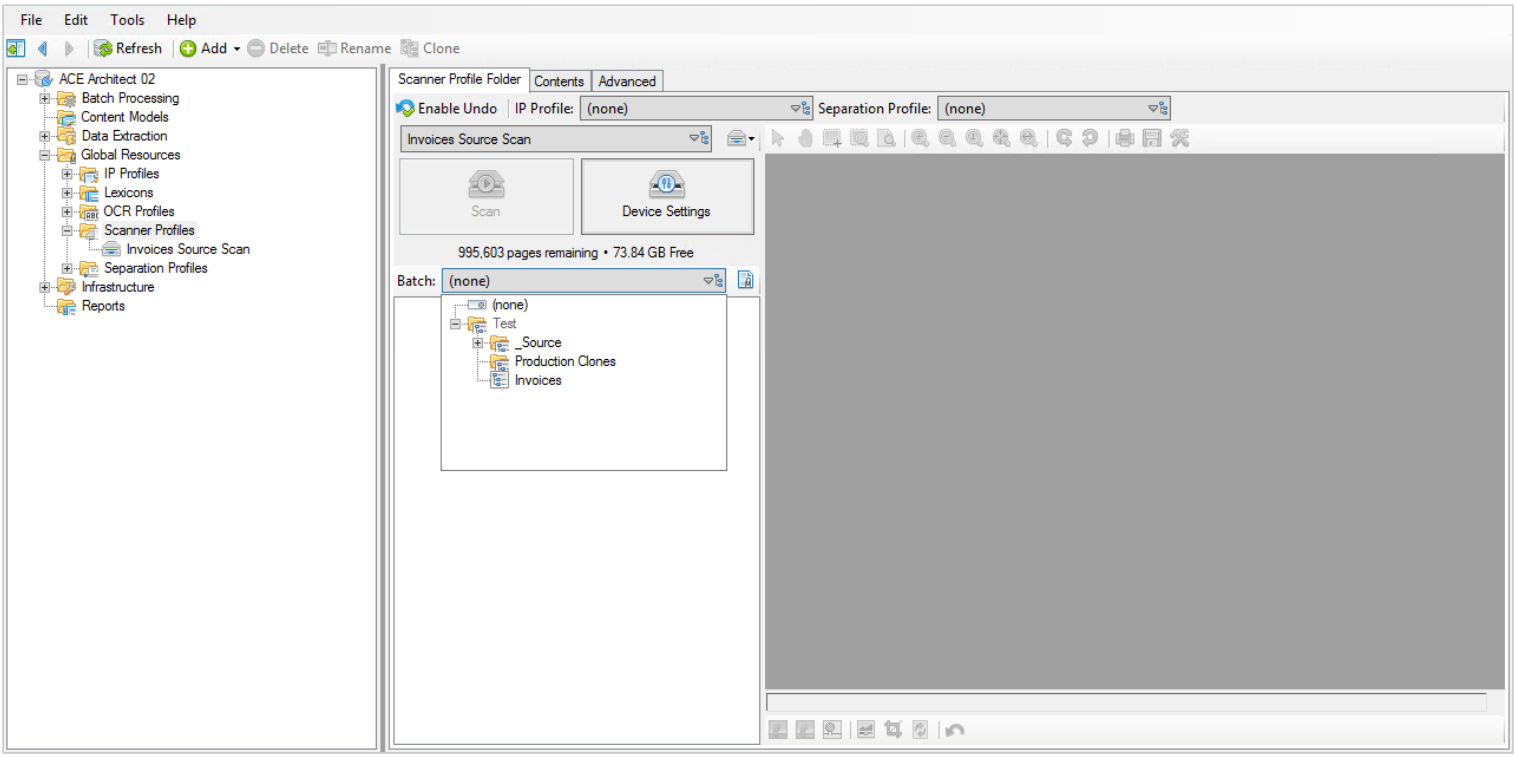


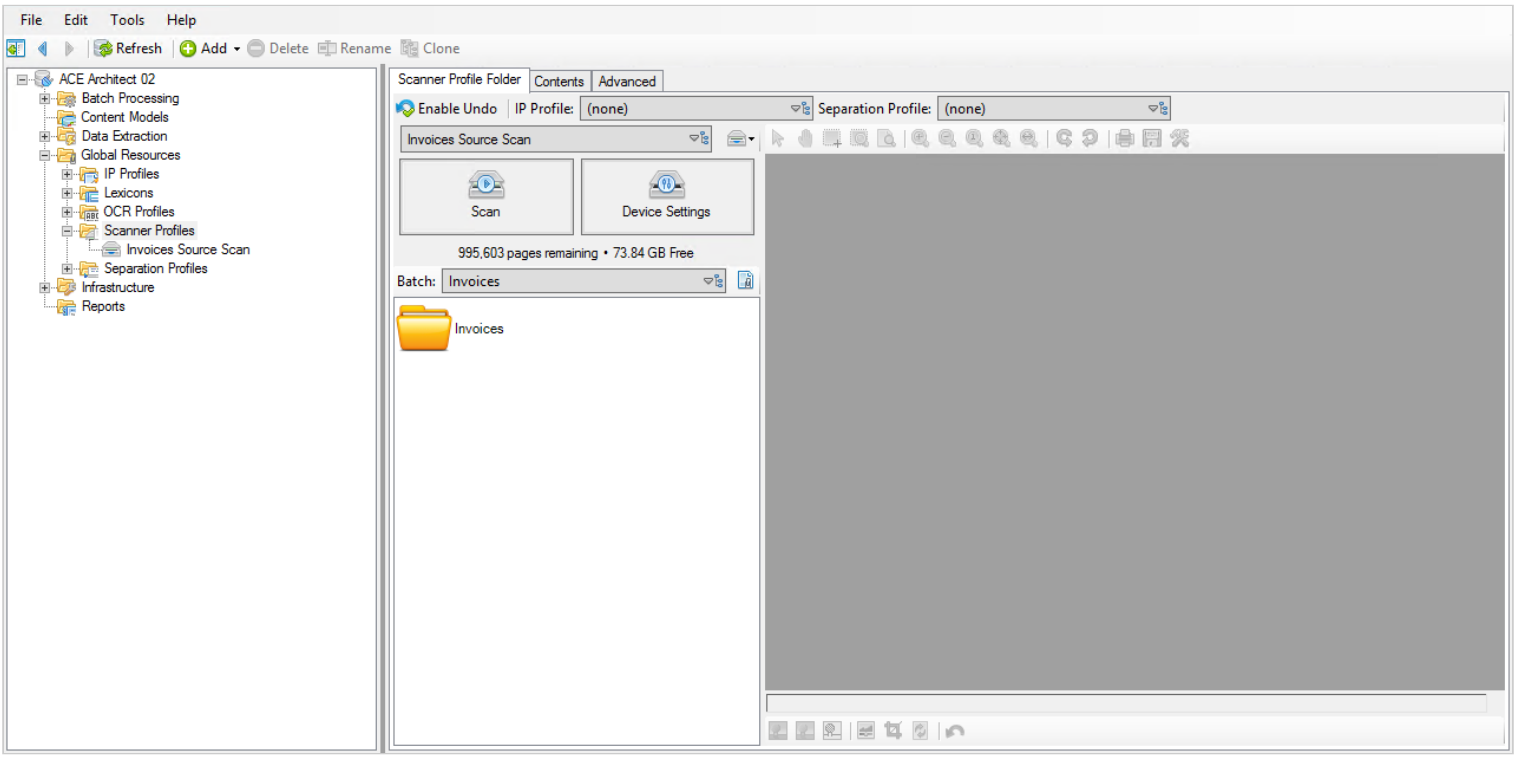

## Testing the Scanner Profile

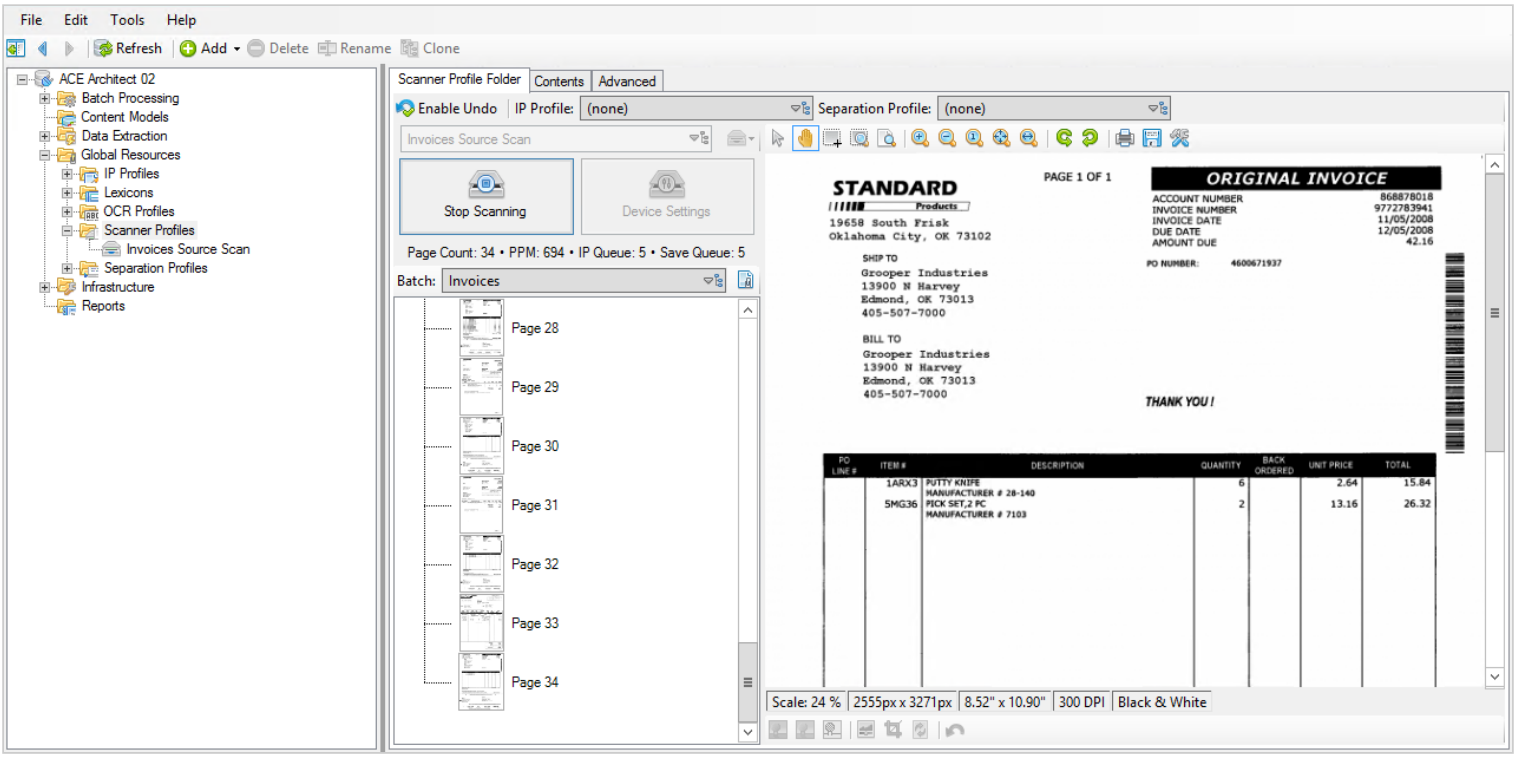
Global Resources > **Scanner Profiles**

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


File
Edit
Tools
Help
Refresh
Add
Delete
Rename
Clone
ACE Architect 02
Batch Processing
Content Models
Data Extraction
Global Resources
IP Profiles
Lexicons
OCR Profiles
Scanner Profiles
Invoices Source Scan
Separation Profiles
Infrastructure
Reports
Scanner Profile Folder
Contents
Advanced
Enable Undo
IP Profile:
(none)
Separation Profile:
(none)
(no scanner selected)
(no scanner selected)
Scanner Profiles
Invoices Source Scan


File
Edit
Tools
Help
Refresh
Add
Delete
Rename
Clone
ACE Architect 02
Batch Processing
Content Models
Data Extraction
Global Resources
IP Profiles
Lexicons
OCR Profiles
Scanner Profiles
Invoices Source Scan
Separation Profiles
Infrastructure
Reports
Scanner Profile Folder
Contents
Advanced
Enable Undo
IP Profile:
(none)
Separation Profile:
(none)
Invoices Source Scan
Scan
Device Settings
995,603 pages remaining • 73.84 GB Free
Batch:
(none)
(none)
Test
_Source
Production Clones
Invoices


File
Edit
Tools
Help
Refresh
Add
Delete
Rename
Clone
ACE Architect 02
Batch Processing
Content Models
Data Extraction
Global Resources
IP Profiles
Lexicons
OCR Profiles
Scanner Profiles
Invoices Source Scan
Separation Profiles
Infrastructure
Reports
Scanner Profile Folder
Contents
Advanced
Enable Undo
IP Profile:
(none)
Separation Profile:
(none)
Invoices Source Scan
Scan
Device Settings
995,603 pages remaining • 73.84 GB Free
Batch:
Invoices
Invoices


File
Edit
Tools
Help
Refresh
Add
Delete
Rename
Clone
ACE Architect 02
Batch Processing
Content Models
Data Extraction
Global Resources
IP Profiles
Lexicons
OCR Profiles
Scanner Profiles
Invoices Source Scan
Separation Profiles
Infrastructure
Reports
Scanner Profile Folder
Contents
Advanced
Enable Undo
IP Profile:
(none)
Separation Profile:
(none)
Invoices Source Scan
Stop Scanning
Device Settings
Page Count: 34 • PPM: 694 • IP Queue: 5 • Save Queue: 5
Batch:
Invoices
Page 28
Page 29
Page 30
Page 31
Page 32
Page 33
Page 34
STANDARD
Products
19658 South Frisk
Oklahoma City, OK 73102
PAGE 1 OF 1
ORIGINAL INVOICE
ACCOUNT NUMBER 868878018
INVOICE NUMBER 9772783941
INVOICE DATE 11/05/2008
DUE DATE 12/05/2008
AMOUNT DUE 42.16
PO NUMBER: 4600671937
SHIP TO
Grooper Industries
13900 N Harvey
Edmond, OK 73013
405-507-7000
BILL TO
Grooper Industries
13900 N Harvey
Edmond, OK 73013
405-507-7000
THANK YOU!
PO LINE #
ITEM #
DESCRIPTION
QUANTITY
BACK ORDERED
UNIT PRICE
TOTAL
1ARX3
PUTTY KNIFE
MANUFACTURER # 28-140
6
2.64
15.84
5MG36
PICK SET,2 PC
MANUFACTURER # 7103
2
13.16
26.32
Scale: 24 %
2555px x 3271px
8.52" x 10.90"
300 DPI
Black & White