



## EVERSUITE HIGH VOLUME SCANNING - EVER ME

# EVERSUITE HIGH VOLUME SCANNING USER GUIDE

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## 1. ABOUT HVS

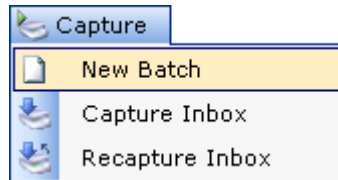
There are many circumstances which can push an organization to undertake the scanning of their documents and paper files. Getting files and documents scanned will free up a huge amount of space which can then be usefully employed for other purposes.

Ever ME has found a solution for archiving services to suit every situation: **High Volume Scanning (HVS)**.

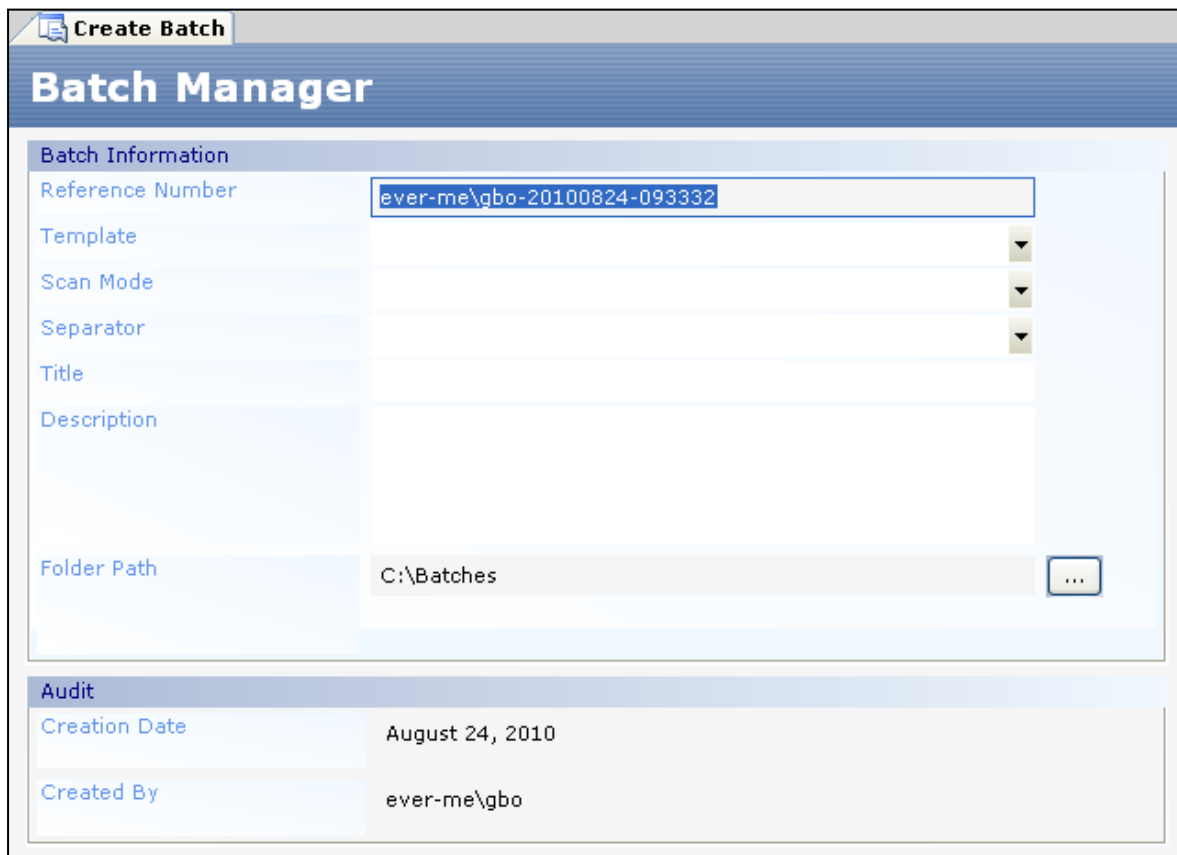
## 2. CAPTURING

### 2.1 CREATE NEW BATCH

To create a new batch the user must select **Capture ► New Batch** as shown below.



Consequently **Batch Manager** page will open as shown below.



The screenshot shows the 'Batch Manager' page with a 'Create Batch' tab. The page is divided into two main sections: 'Batch Information' and 'Audit'.

**Batch Information:**

- Reference Number: ever-me\gbo-20100824-093332
- Template: (dropdown menu)
- Scan Mode: (dropdown menu)
- Separator: (dropdown menu)
- Title: (text input field)
- Description: (text input field)
- Folder Path: C:\Batches (with a browse button '...')

**Audit:**

- Creation Date: August 24, 2010
- Created By: ever-me\gbo

The user must simply fill in the following fields then click on save button:


- **Reference Number:** Generated by the system.
- **Template:** to select a template from the available templates already created by the administrator (will be explained in details in the administrator guide).
- **Scan Mode:** to select a scan mode from the available modes already created by the administrator (will be explained in details in the administrator guide).




**N.B.:** In this form, the user can search for any batch in the list using the search tool

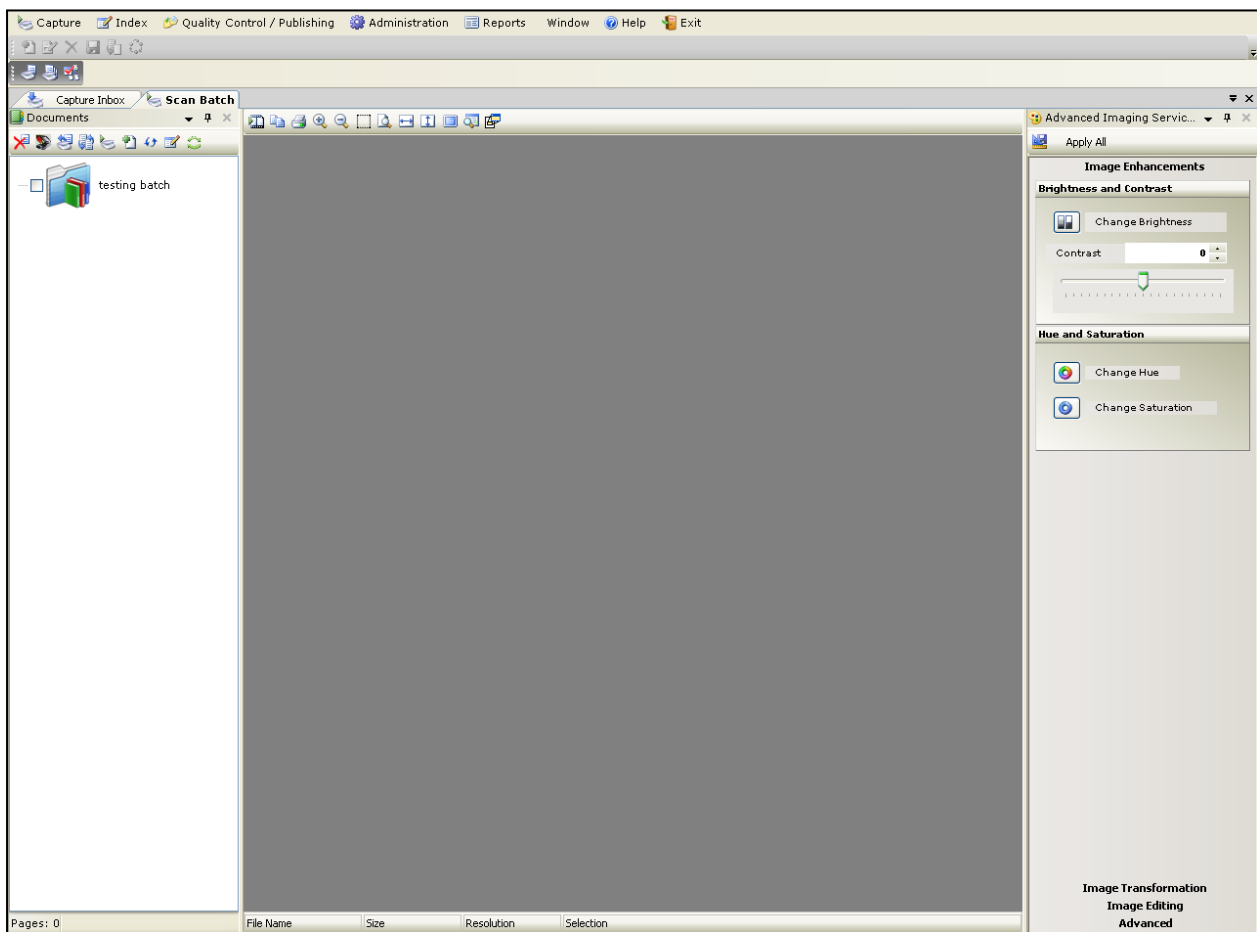




. The user can type the filter criteria in the box, and then click the search button. The records are filtered to match the user’s criteria.

**Refresh Inbox** button  will update the content of **Capture Inbox**.

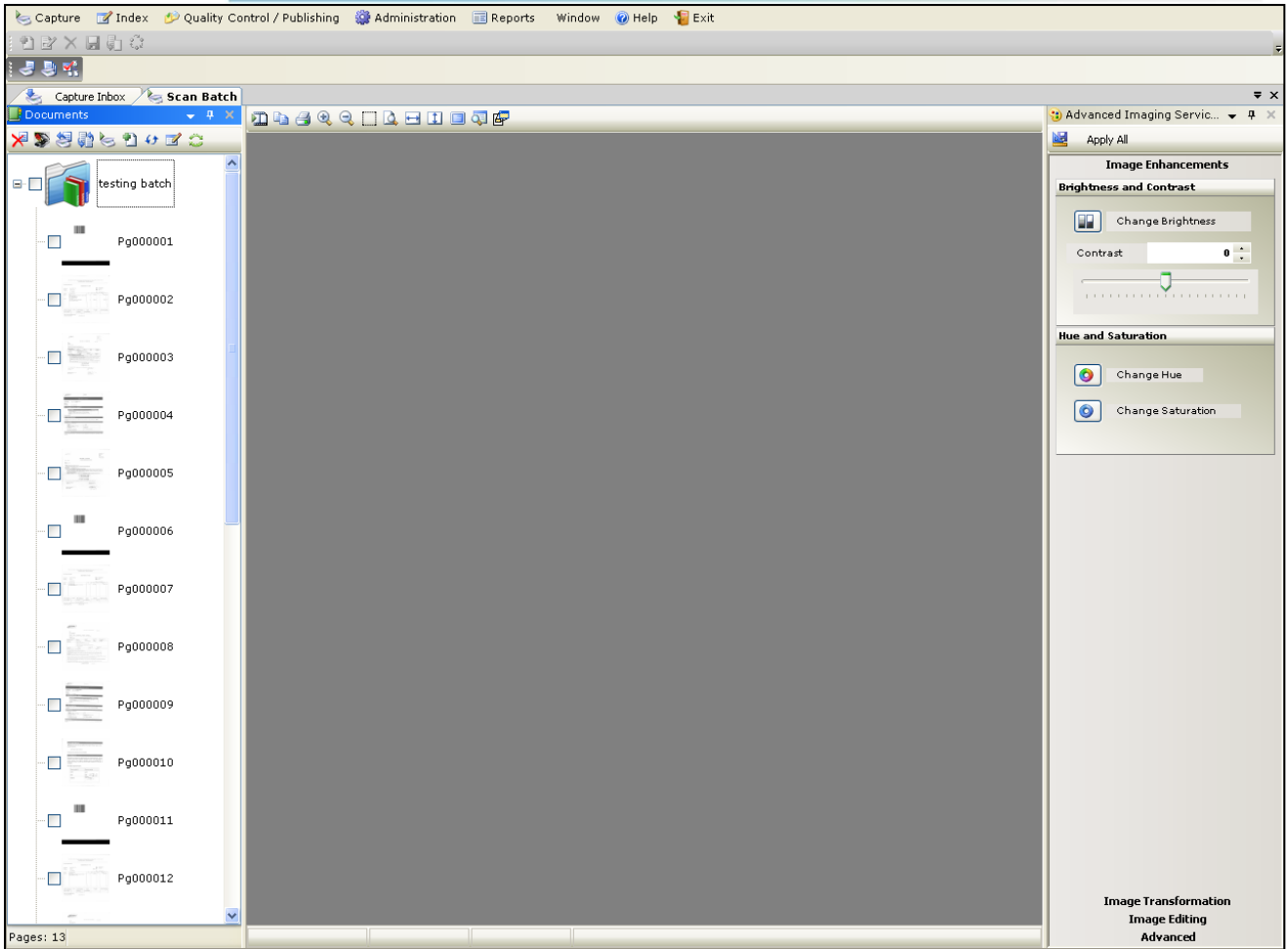
## 2.2.1 CAPTURING PROCESS

To start the capturing Process, the user must select the desired batch to be scanned in the capture inbox and click on the process button . Subsequently the following scan page will open.

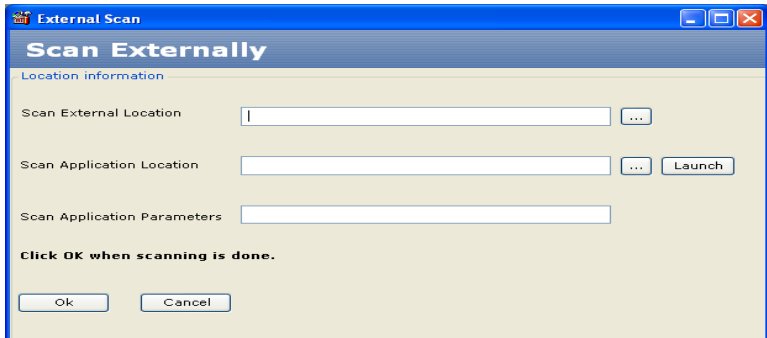









The user can either scan new documents by clicking on **Scan** button  or upload already scanned documents by clicking on **Add Electronic Images** button .

The left frame of the screen shows the scanned documents, the right frame displays the advanced imaging service as shown below.












The left frame toolbar is used to manage scanned documents:




Button	Label	Function
	<b>Delete Page</b>	Allows the user to delete selected pages
	<b>Scan externally</b>	<p>Allows the user to scan documents from an external location. The user must select the <b>Scan External Location</b>, the <b>Scan Application</b> and the <b>Scan Application Parameters</b></p> 


	<b>Rescan</b>	Allows the user to replace the selected page by the scanned page
	<b>Rearrange</b>	Allows the user to rearrange the batch's pages
	<b>Scan driver</b>	Allows the user to set the scan driver
	<b>Add Electronic Images</b>	Allows the user to upload a page and place it after the selected page
	<b>Swap</b>	Allows the user to swap places between two selected pages
	<b>OCR selected files</b>	Allows the user to add images folder to the created batch
	<b>Restore original version</b>	Allows the user to replace the current page by the original version

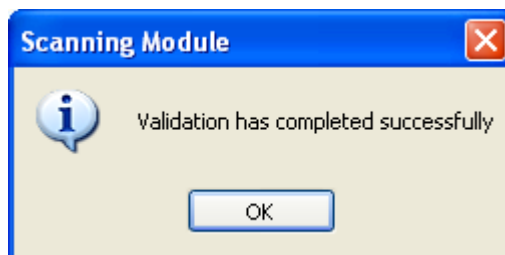
The user can manipulate scan results by using the 12 buttons of the scan page. You will find the function of each button explained in the following table:

<b>Button</b>	<b>Label</b>	<b>Function</b>
	<b>Export</b>	Allows the user to export selected image to selected directories
	<b>Copy</b>	Allows the user to copy selected zones in selected images
	<b>Print</b>	Allows the user to print the selected image
	<b>Zoom in</b>	Displays image in a larger scale
	<b>Zoom Out</b>	Displays image in a smaller scale
	<b>Select Marquee</b>	Allows the user to create a copy of a selected area in the image
	<b>Fast Zoom</b>	Allows the user to apply a fast zooming of a selected area in the image
	<b>Scale Width</b>	Allows the user to set image width to fit in frame
	<b>Scale Height</b>	Allows the user to set image height to fit in frame



	<p><b>Full Screen</b></p>	<p>Shows image in full screen view by maximizing the image to fit to screen</p>
	<p><b>Magnifier</b></p>	<p>Allows the user to magnify an area by clicking when the mouse pass over it</p>
	<p><b>Pan Window</b></p>	<p>Allows the user to open the image in a new small window</p>

To validate the scanned documents and the quality of the scanned images, the user must click on the **Validate** button . The following message will appear informing the user that the validation was completed successfully.

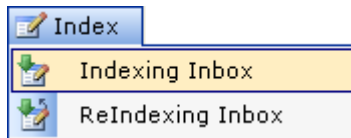


The created batch is now sent to **Index Inbox**. Separators appear in the validated batch as indicated in batch creation.

### 3. INDEXING

#### 3.1 INDEX INBOX

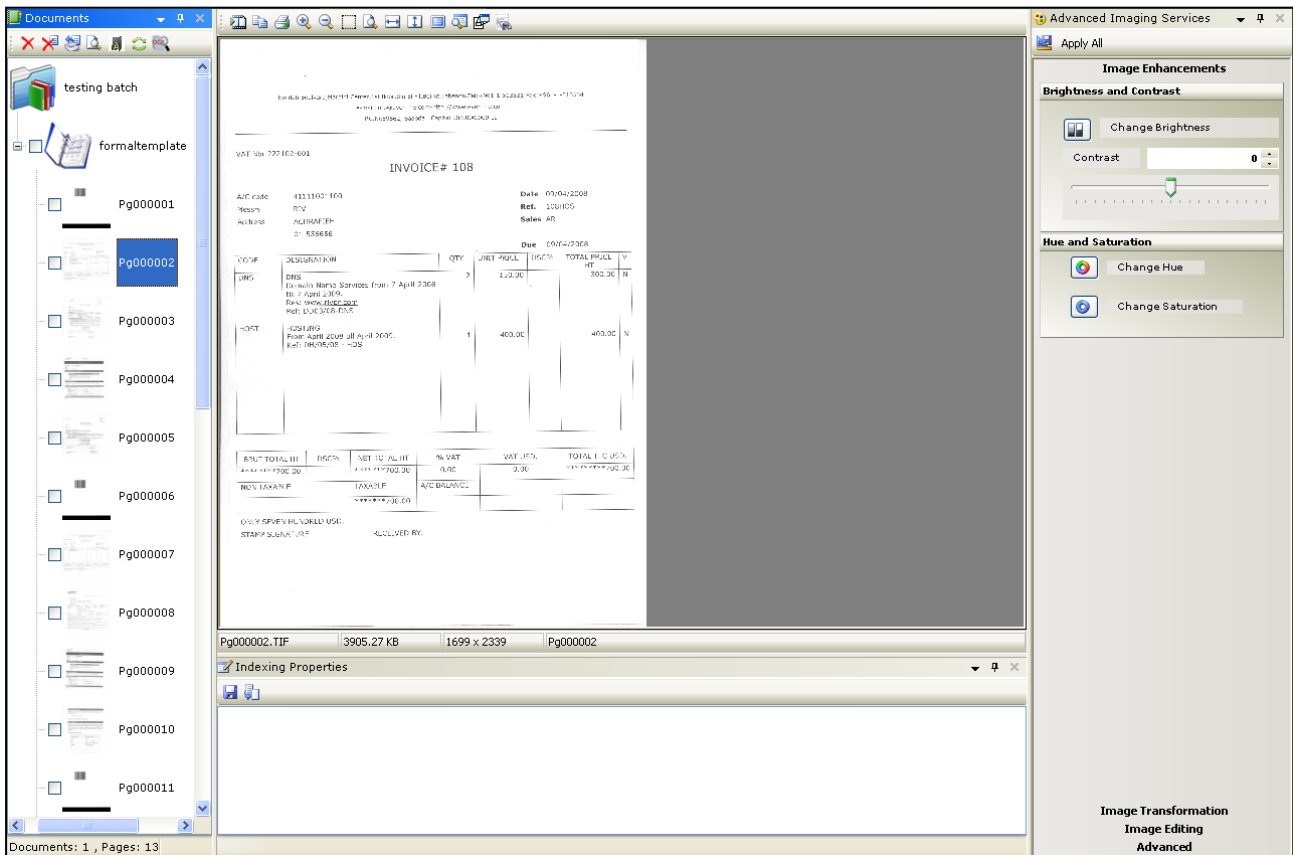
The validated batches are sent to **Index Inbox** for indexing. To access the **Index Inbox**, the user must select **Index ► Index Inbox** as shown below.









The **Index Inbox** will open containing all the batches validated and ready to be indexed.

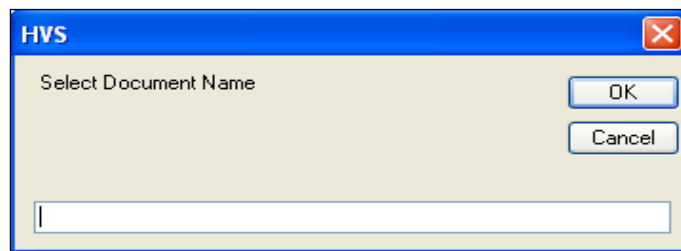
Indexing Inbox...				
Batches for Indexing				
Reference Number	Title	Description	Folder Path	Creation Date
batch1	batch1	batch 1	C:\Batches	03/05/2010
testing batch	testing batch	test	C:\Batches	03/05/2010
T3	T3	description3	C:\Batches	02/02/2010


To fill the appropriate indexes, the user must select the desired batch from the inbox and click on the process button . Subsequently the following indexing page will open.





The left frame toolbar allows the user to manipulate Documents and Pages.

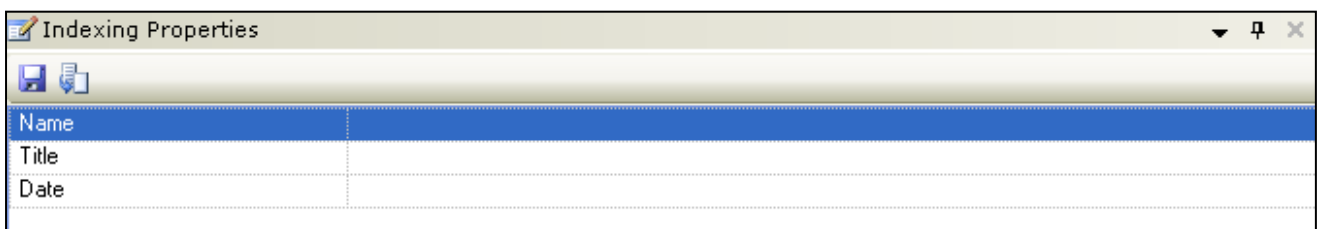
- **Delete Document** : deletes selected document(s) with all their pages.
- **Delete Page** : deletes the selected page(s).
- **Rescan** : rescans the enhanced page(s).
- **Zoom Region** : Zooms out the zooming region of the selected page already associated to the batch, so that the user will be able to use it while filling indexes.
- **Rename Doc** : used to rename a document. The user must select a document and click , the following popup window appears:




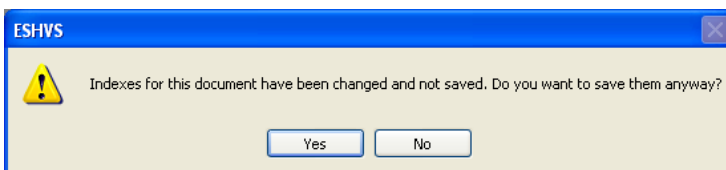
The user enters the document name then click . The renamed document will be rearranged alphabetically in the tree.


- **Restore original** : allows the user to go back to the original version
- **Zone OCR** : is used to select the OCR Zones in the first page of each document in the batch.


For indexing, the user must fill in the necessary indexes in **Indexing Properties** frame which appear on bottom of **Indexing** page as shown below:

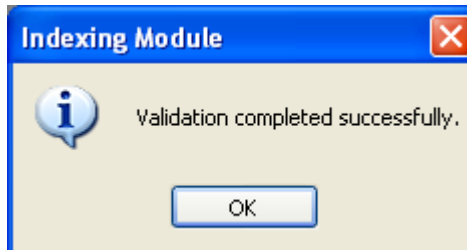


**Save** button  will save the added indexes. In case the user didn't save the indexes, the following message will appear asking for saving confirmation.



**Reset** button  will reset data in all fields.

To validate the indexed batches, the user must click on the **Validate** button . The following message will appear informing the user that the validation was completed successfully.

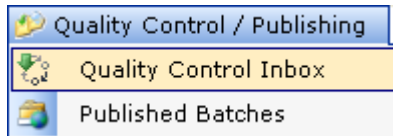


The indexed batch is now sent to **Quality Control Inbox**.

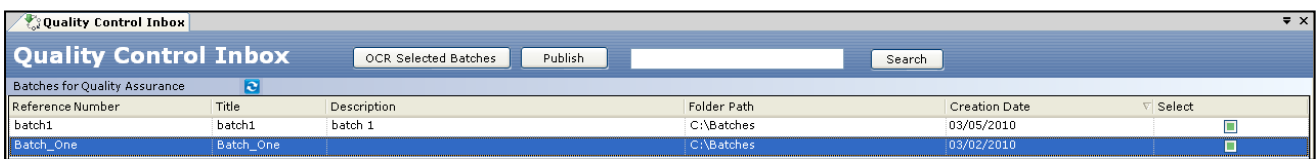
## 4. QUALITY CONTROL


### 4.1 QUALITY CONTROL INBOX

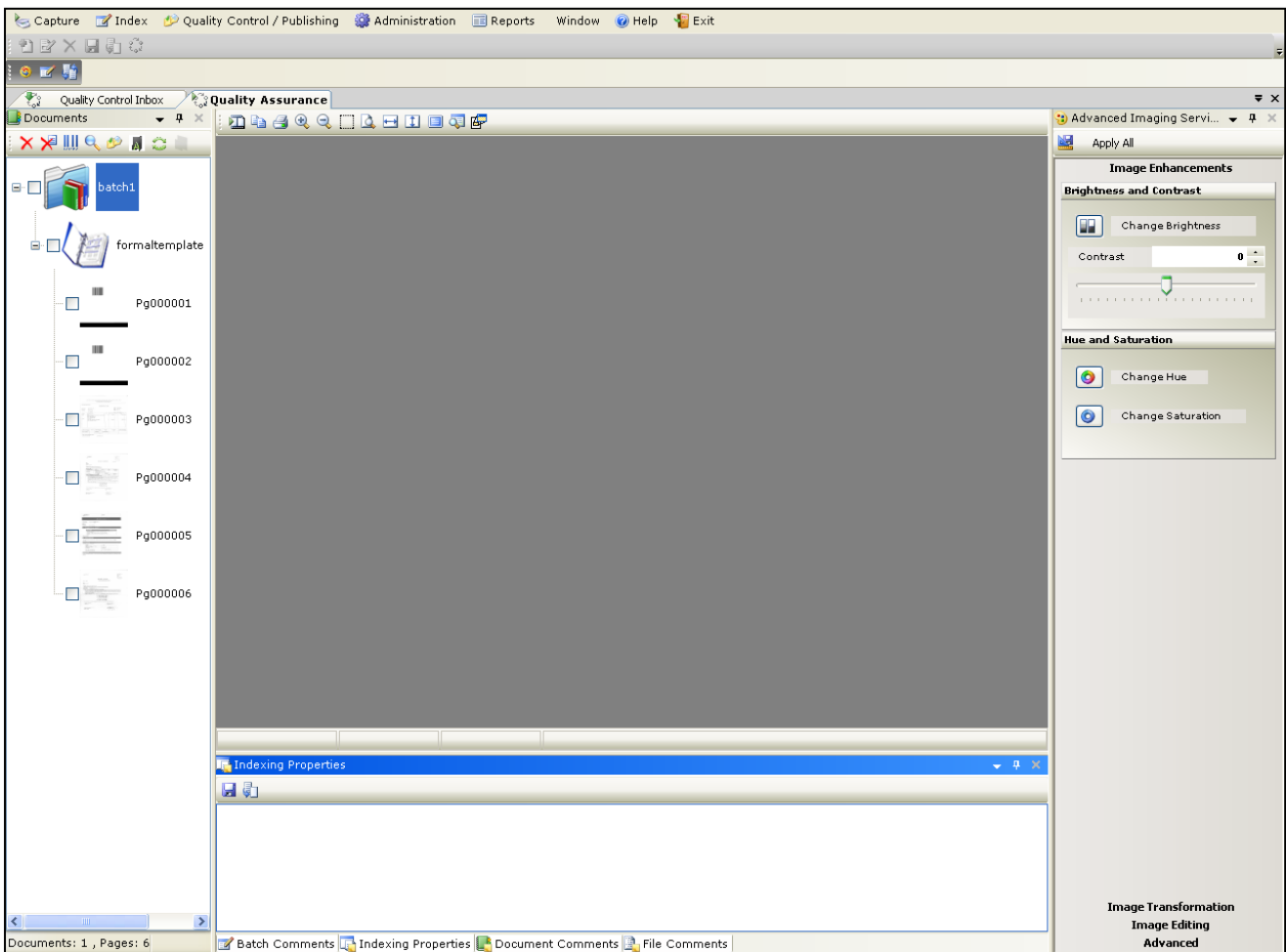
The Indexed batches are sent to **Quality Control Inbox** to add the necessary comments. To access the **Quality Control Inbox**, the user must select **Quality Control / Publishing ► Quality Control Inbox** as shown below.








The **Quality Control Inbox** will open containing all the indexed batches ready to be checked.

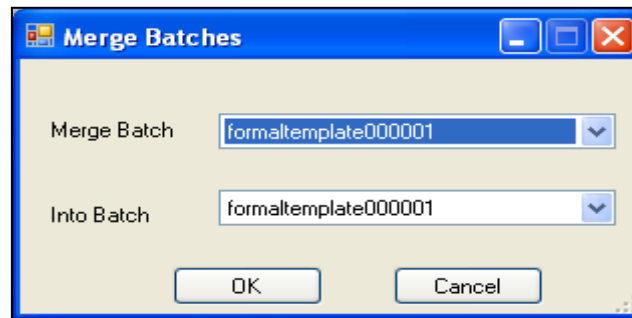


To start the Quality Control process the user must select the appropriate batch from the inbox then click on **Process** button . Subsequently the following **Quality Assurance** page will open.





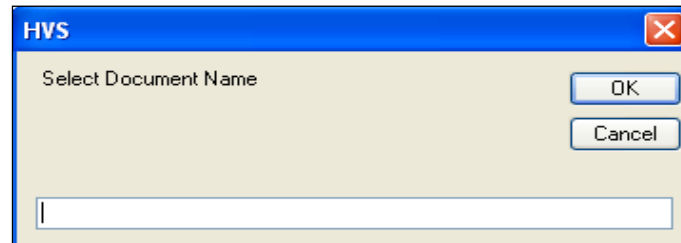
The left frame toolbar  allows the user to manipulate Documents and Pages.


- **Delete Document** : deletes selected document(s) with all their pages.
- **Delete Page** : deletes the selected page(s).
- **Fix Barcode** : allows the user to create a new document from an existing one. The user must choose a barcode page not read correctly by the system then click on Fix Barcode button. The barcode page will be deleted and replaced by a new document. The pages under the selected barcode page will be grouped under this new document.
- **Browse** : allows the user to browse for a page and add it after the selected page.
- **Merge** : allows the user to merge two selected documents. Once the user clicks on Merge button, the following pop up window will open.





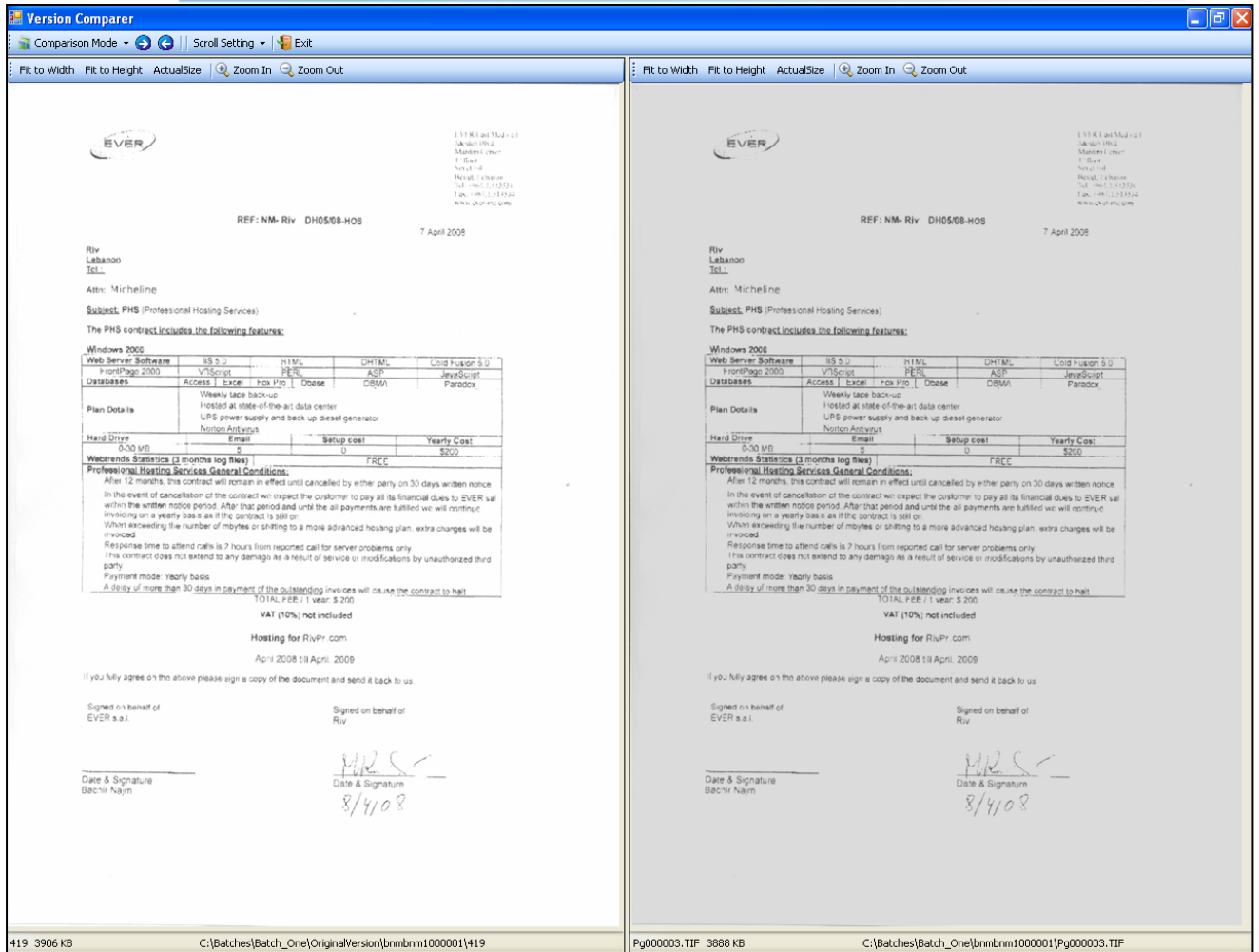
The user must select a document from the first list **“Merge Document”** to merge into a document from the second list **“Into Document”**, then click .

- **Rename Doc** : used to rename a document. The user must select a document and click , the following popup window appears:



The user enters the document name then click . The renamed document will be rearranged alphabetically in the tree.

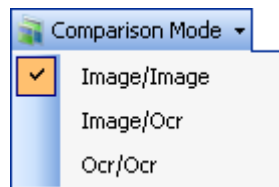
- **Restore original** : allows the user to go back to the original version
- **Compare Versions** : the **Version Comparer** will open allowing the user to compare between the original and the edited version.



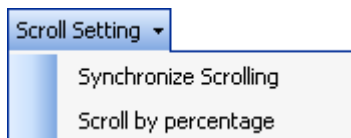
The following toolbar appears on top of the Version Comparer.




- Comparison Mode: the comparison mode menu allows the user to compare between Image and Image, Image and OCR, OCR and OCR as shown below.

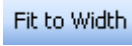

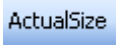
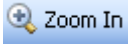
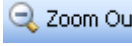


- Scroll Setting: the scroll setting menu allows the user to select a scroll setting.



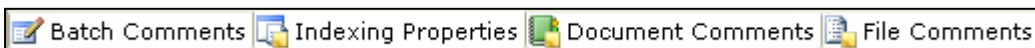
1. Synchronize Scrolling: whenever the user scrolls or changes the displayed region in one image, the second image autoscrolls and displays the region with the same coordinates and zoom factor.
  2. Scroll by percentage: the autscroll will take into consideration the difference in dimensions and scrolls propotionally.
- Exit button  allows the user to exit the Version Comparer.

The user can manipulate each version separately by using the toolbar on top of each version. You will find the function of each button explained in the following table:

Button	Label	Function
	<b>Fit to Width</b>	Allows the user to set image width to fit in frame
	<b>Fit to Height</b>	Allows the user to set image height to fit in frame
	<b>Actual Size</b>	Displays the image in its actual size
	<b>Zoom In</b>	Displays image in a larger scale
	<b>Zoom Out</b>	Displays image in a smaller scale

In this section the user checks the whole process (batch, capturing, indexing...) and enters his comments in the appropriate fields.

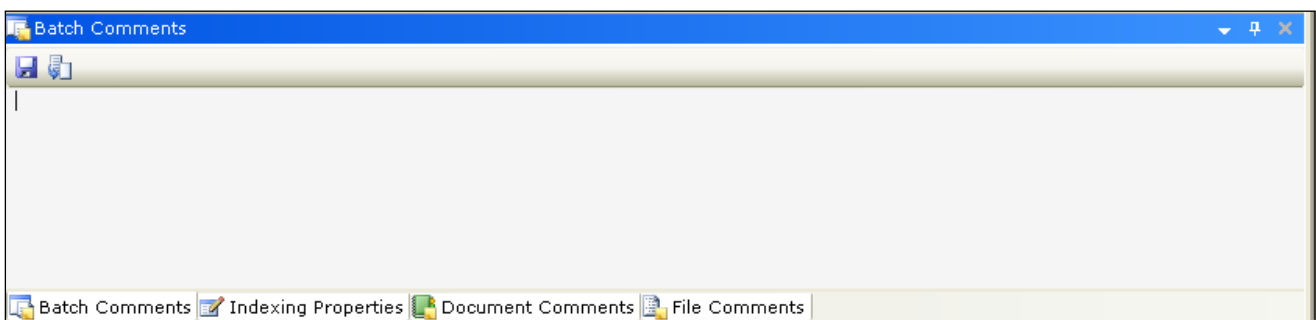
The following four tabs are found in the lower bar of the window:



### 4.1.1 BATCH COMMENTS

The tab **Batch Comments** is the only tab enabled at the batch Level.

The user enters his comments on the selected batch as shown below then click on the save  button.

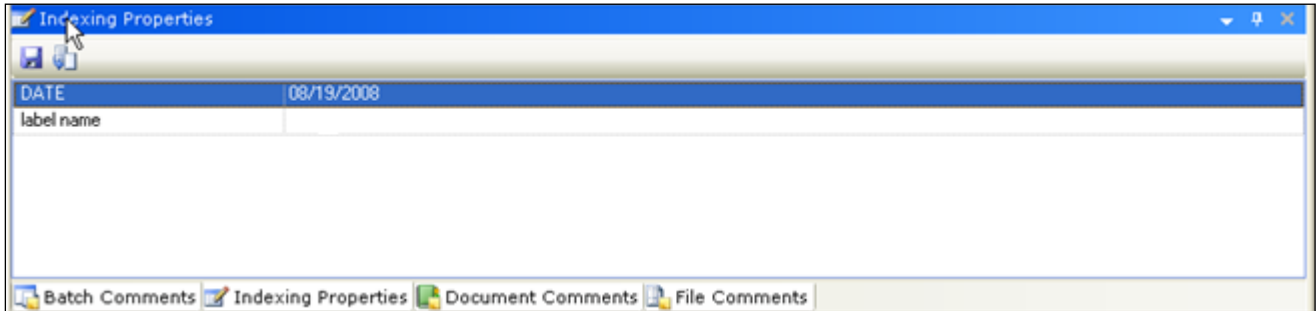




## 4.1.2 INDEXING PROPERTIES


The tab **Indexing Properties** is only enabled at the document level.

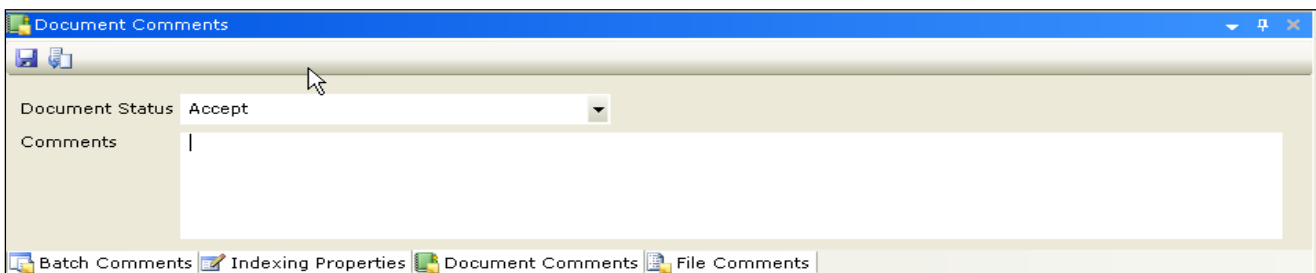
The user checks the Indexing Properties of the selected document then click on the save  button.





## 4.1.3 DOCUMENT COMMENTS

The tab **Document Comments** is only enabled on the document level. The user must:

- Select the document status from the combo box: **Accept, Enhance**.
- Enter comments on the selected document if needed.
- Click on save  button.




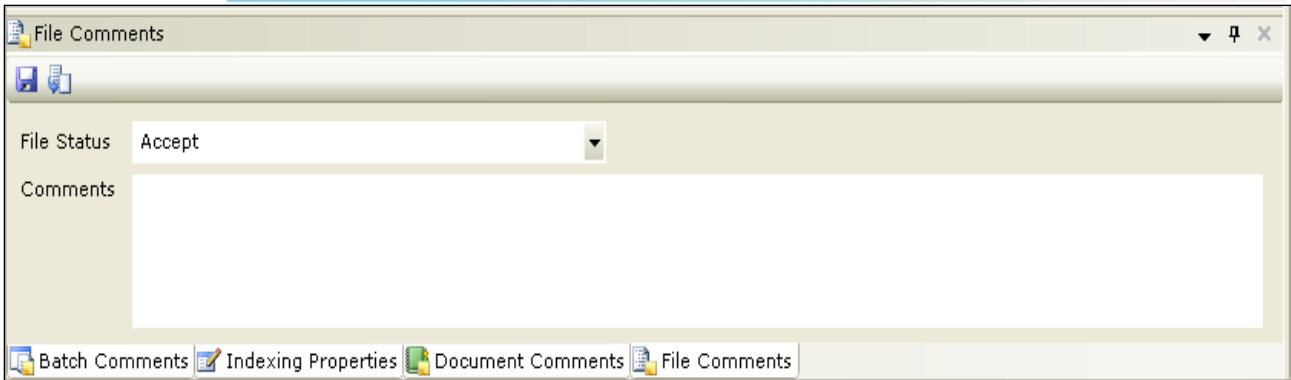
If the selected document status is **Enhance**, the user must click on **Send Batch**  button from the upper menu. Only the documents that need re indexing will appear in **Re Index Inbox**. Refer to [section 5.1 Re Index Inbox](#) for detailed information.


If the selected document status is **Accept**, the user must click on **Publish**  button from the upper bar and the correspondent batch will be published. Refer to [section 6. Publishing](#), for detailed information.


## 4.1.4 FILE COMMENTS


The tab **File Comments** is only enabled on the file level. The user must:

- Select the file status from the combo box: **Accept, Enhance, Rescan**
- Enter comments on the selected file if needed
- Click on save  button.




If the selected File status is **Accept**, the user must click on **Publish**  button from the upper bar and the correspondent batch will be published. Refer to [section 6. Publishing](#), for detailed information.

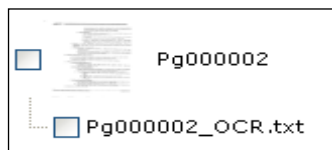
If the selected File status is **Enhance**, the user must click on **Send Batch**  button from the upper bar to send the correspondent batch to **Re Capture Inbox**. Only the files that need enhancement will be enabled. Refer to [section 5.2 Re capture Inbox](#) for detailed information.

If the selected File status is **Rescan**, the user must click on **Send Batch**  button from the upper bar to send the correspondent batch to **Re Capture Inbox**. Only the files the need rescan will be enabled. Refer to [section 5.2 Re capture Inbox](#) for detailed information.

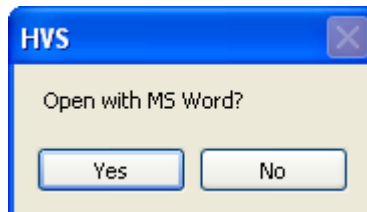
#### 4.1.5 OCR SELECTED FILES

To OCR (Optical Character Recognition) one or multiple files, the user check the file(s) and click on **OCR Selected Files**  button from the upper bar.

An OCR text file (.txt) will be created for every selected file and added as his child in the left frame in the window.



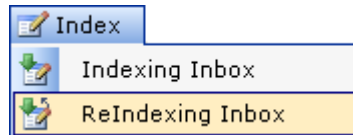
To view the OCR file click on it then select to open the file as word document by clicking on **Yes** or as test file (.txt) by clicking on **No**.



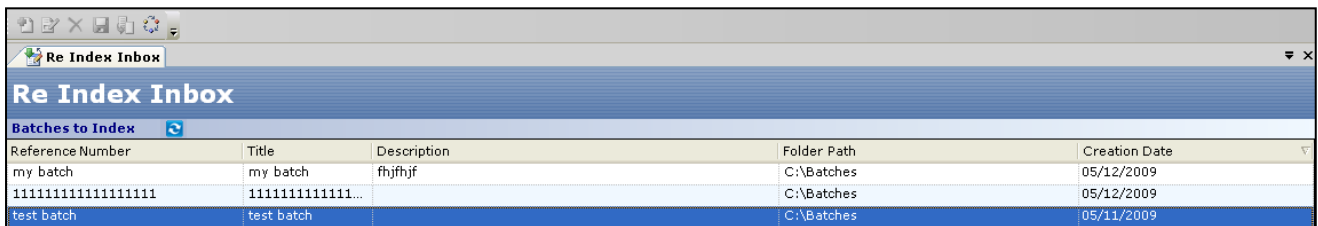
## 5. RE INDEXING / RE CAPTURE

### 5.1 RE INDEX INBOX


The batches that contain documents and files having their status **Enhance** are sent to **Re Index Inbox** for re indexing. To access the **Re Index Inbox**, the user must select **Index ► Re Index Inbox** as shown below.

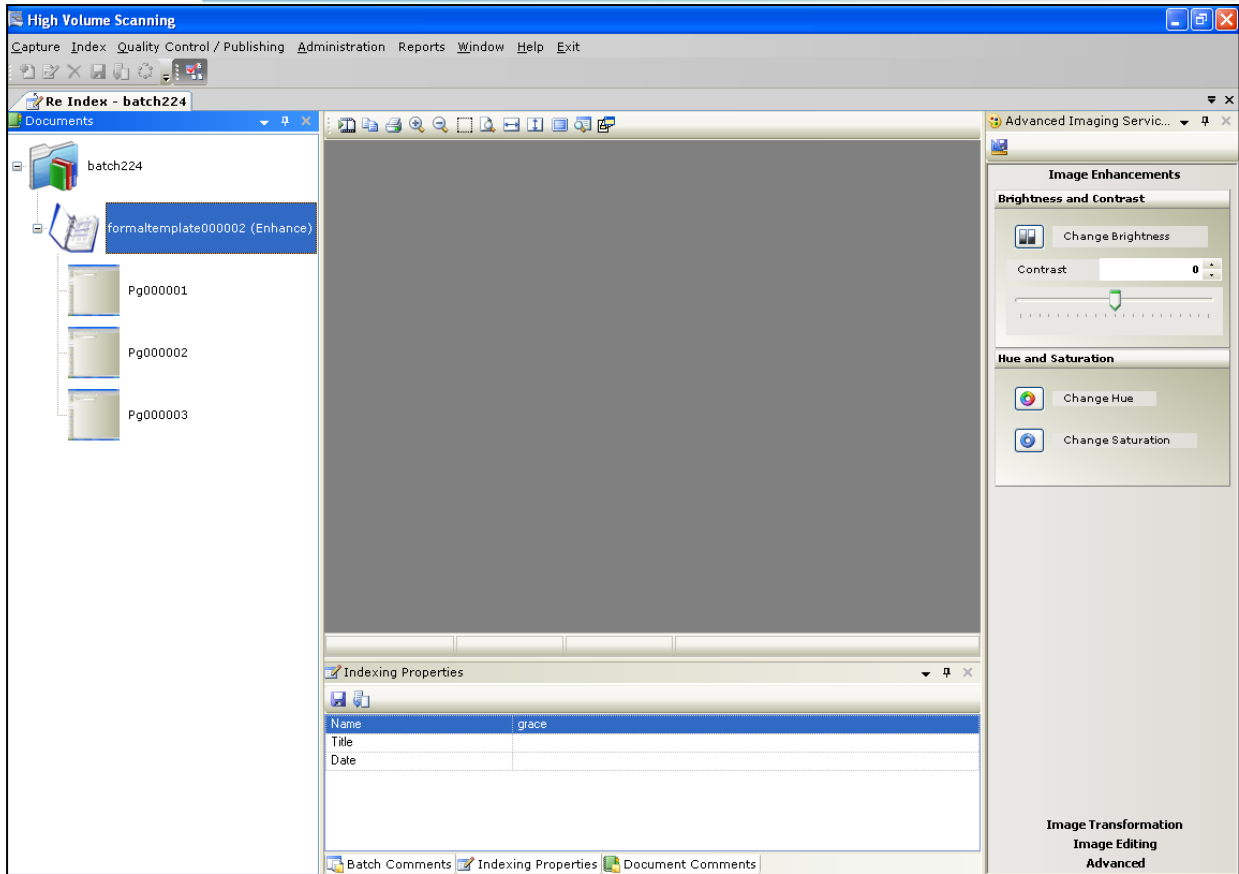



The **Re Index Inbox** will open containing all batches that need re indexing.



Reference Number	Title	Description	Folder Path	Creation Date
my batch	my batch	fhjfhjf	C:\Batches	05/12/2009
11111111111111111111	1111111111111111...		C:\Batches	05/12/2009
test batch	test batch		C:\Batches	05/11/2009

The only button available for the user in this page is the Process button  upon clicking on it, the re indexing page will open as shown below.

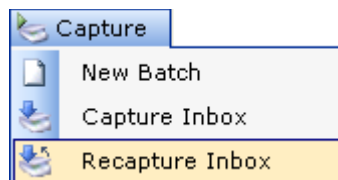


Only the document that needs re indexing appears. The user must re index this document then click on **Validate** button  for validation.

The validated document is sent back to Quality Control Inbox for re check. The manipulation is the same as explained above in [section 4.1 Quality Control Inbox](#).


## 5.2 RE CAPTURE INBOX

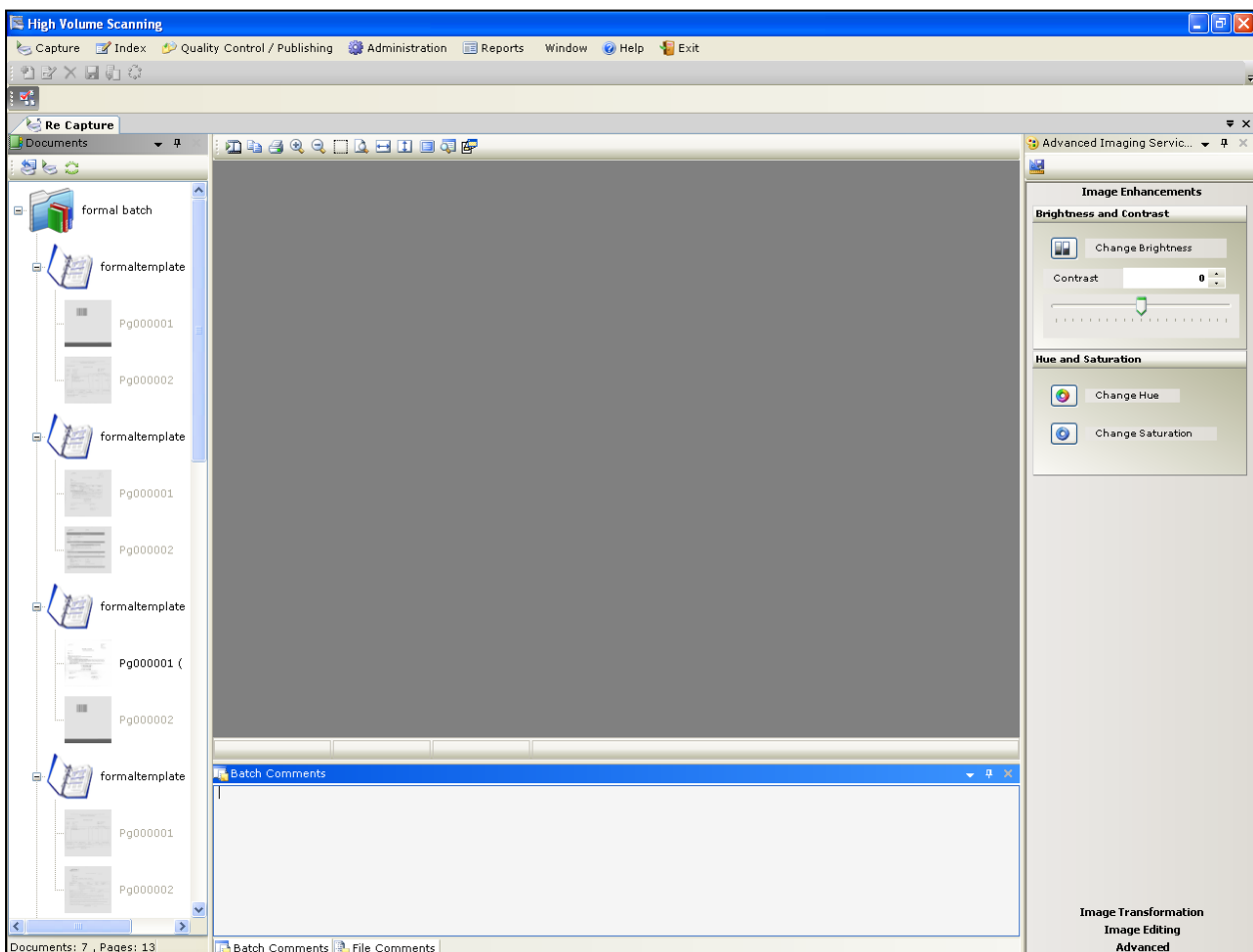
The batches that contain files having their status **Enhance** or **Rescan** are sent to **Re Capture Inbox** for re capturing. To access the **Re Capture Inbox**, the user must select **Capture ► Re Capture Inbox** as shown below.





Subsequently, the Re Capture Inbox will open containing all the batches that are scheduled to be Re Scanned or Re Enhanced.

Reference Number	Title	Description	Folder Path	Creation Date
batch 223	batch 223		C:\Batches	05/15/2009
ocr batch	ocr batch	sasdfsdfasdfsdfasdfsdfasdf	C:\Batches	05/14/2009
merge1	merge1	1	C:\Batches	05/14/2009
Formal batch	Formal batch	this batch is used for formal application	C:\Batches	05/14/2009
barcode	barcode		C:\Batches	05/12/2009
v1	v1		C:\Batches	05/12/2009

The only button available for the user in this page is the Process button  upon clicking on it, the re capture page will open as shown below.



All the documents of the correspondent batch will appear in re capture page but only the files that need re capture will be enabled.

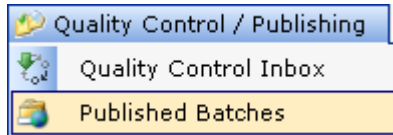
The user must rescan the documents by clicking on **Rescan**  button or add the necessary enhancement by using **Advanced Imaging Services** frame that appears on the right of re capture page, then click on **Validate** button  for validation.

The validated document is sent back to Quality Control Inbox for re check. The manipulation is the same as explained above in [section 4.1 Quality Control Inbox](#).

## 6. PUBLISHING

### 6.1 PUBLISHED BATCHES


The batches accepted and published by the **Quality Control** are sent to **Published Batches**. To access the **Published Batches**, the user must select **Quality Control / Publishing** ► **Published Batches** as shown below.

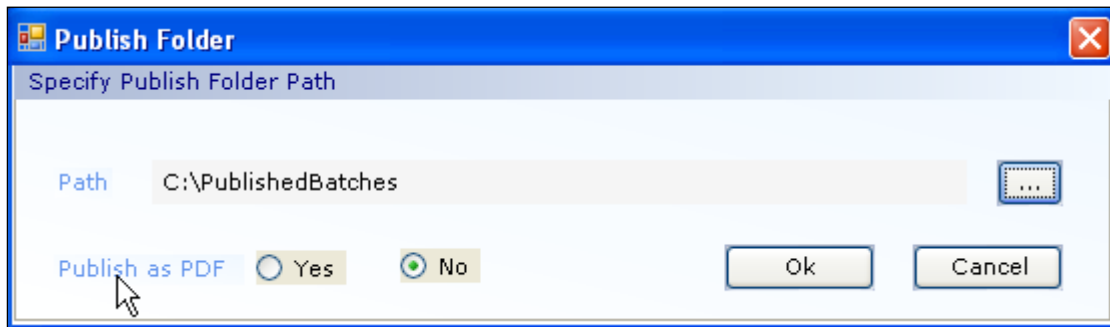


The Publish phase is the phase when you generate the documents files and the schema (XML document) that contains the indexes of the scanned documents and describes the document Batch.

To publish a batch the following steps should be present:

- 1.The data source set up and configured at the destination DMS Data Base.
- 2.The publish administration configured.
- 3.The batch should be validated and accepted, quality assurance wise.

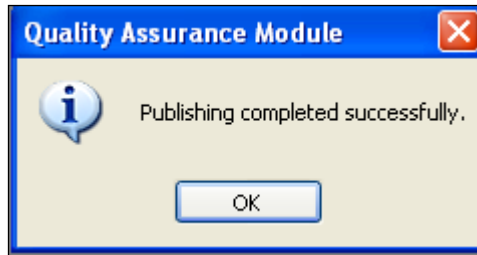
When the user clicks on the publish button  in the Quality Assurance frame, the following window will appear:



The default publish path is already set in the System configuration.

**N.B.** Some batches having selected templates will be uploaded automatically to J2EE server. This is set by the administrator in **Configure Publishing**.

Consequently a pop up window will open informing the user that the documents are successfully published, as shown below.



The list of all published batches will open.

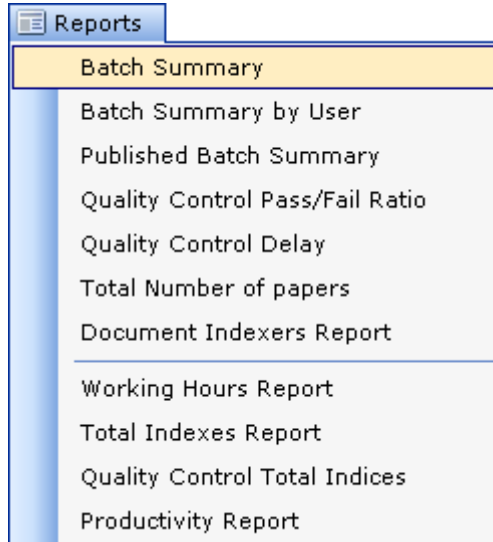
Published Batches					
Reference Number	Title	Description	Folder Path	Creation Date	Select
7777	7777	77777	C:\Batches	02/01/2010	<input type="checkbox"/>
test ncvc	test ncvc	cvbcvbc	C:\Batches	01/26/2010	<input type="checkbox"/>
T2	T2	ddd	C:\Batches	02/02/2010	<input type="checkbox"/>
test1	test1	des	C:\Batches	01/28/2010	<input type="checkbox"/>
54545454544	54545454544	descr	C:\Batches	01/26/2010	<input type="checkbox"/>
check the sepearator	check the sepear...	descr	C:\Batches	01/26/2010	<input type="checkbox"/>
test batch	test batch	descr	C:\Batches	01/27/2010	<input type="checkbox"/>
Batch of test	Batch of test	description	C:\Batches	02/01/2010	<input type="checkbox"/>
Batch2	Batch2	description2	C:\Batches	01/25/2010	<input type="checkbox"/>
T3	T3	description3	C:\Batches	02/02/2010	<input type="checkbox"/>
gracey	gracey	fdfdfd	C:\Batches	03/05/2010	<input type="checkbox"/>
with indexing	with indexing	ghghg	C:\Batches	01/28/2010	<input type="checkbox"/>
test batch4	!@#%&^*...	sdj	C:\Batches	01/27/2010	<input type="checkbox"/>

The user must select a published batch and click on **Upload Batches to J2EE Server** to upload published batches to J2EE Server.

## 7. REPORTS

### 7.1 BATCH SUMMARY

To open the Batch Summary Report the user must click on **Reports** ► **Batch Summary** as shown below.



The **Batch Summary** Report will open.













The screenshot shows the 'EverSuite HWS Report Viewer' window. The report title is 'Batch Summary' and the print date is '15-May-2009'. The report is organized into sections: Index, Quality Assurance, Re-Capture, and Re-Index. Each section contains a table with columns for Title, Reference Number, Created Date, and User Name.

	Title	Reference Number	Created Date	User Name
<b>Index</b>	01686869	01686869	11-May-2009	Administrator
	123	123	11-May-2009	Administrator
	batch 1	batch 1	13-May-2009	Administrator
	batch 3	batch 3	13-May-2009	Administrator
	batch2	batch2	13-May-2009	Administrator
	batch9	batch9	14-May-2009	Administrator
	sferteterg	sferteterg	13-May-2009	Administrator
	testing	testing	13-May-2009	Administrator
<b>Quality Assurance</b>	batch 223	batch 223	15-May-2009	Administrator
	batch224	batch224	15-May-2009	Administrator
	ocr batch	ocr batch	14-May-2009	Administrator
<b>Re-Capture</b>	Formal batch merge1	Formal batch merge1	14-May-2009	Administrator
	barcode	barcode	12-May-2009	Administrator
<b>Re-Index</b>	11111111111111111111	11111111111111111111	12-May-2009	Administrator
	batch 15	batch 15	15-May-2009	Administrator
	batch 222	batch 222	15-May-2009	Administrator
	my batch	my batch	12-May-2009	Administrator
	test batch	test batch	11-May-2009	Administrator
	v1	v1	12-May-2009	Administrator

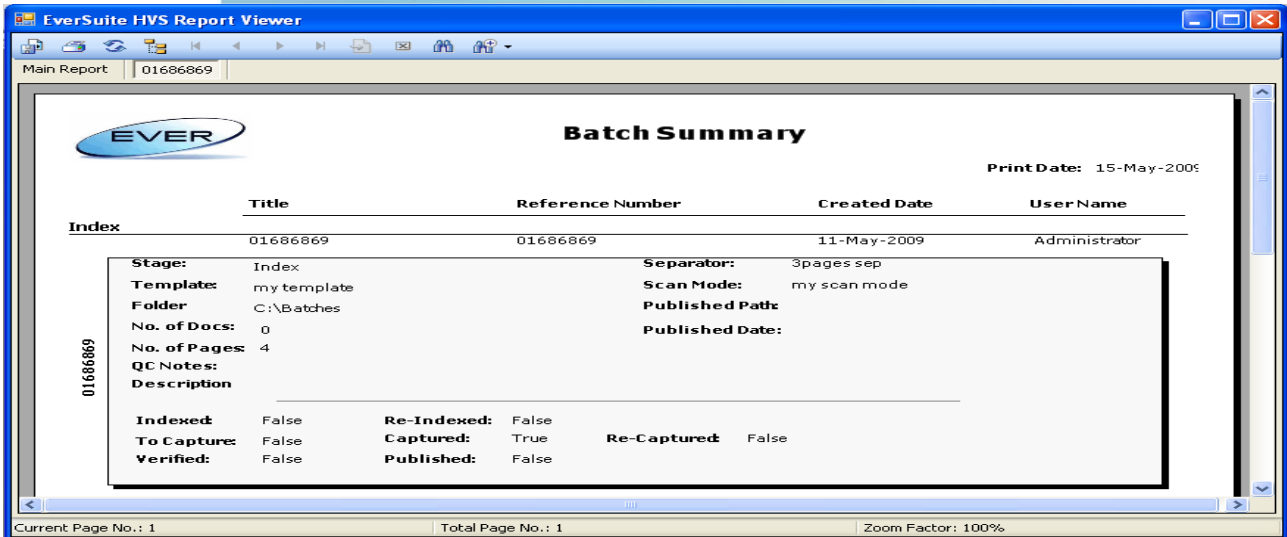
Current Page No.: 1      Total Page No.: 1      Zoom Factor: 100%



The user can manipulate the report by using the upper toolbar. The function of each button will be explained in the following table:

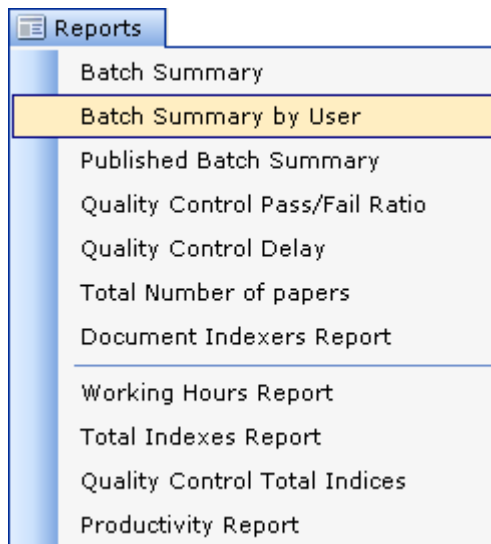
Button	Label	Function
	<b>Export Report</b>	Allows the user to export the report to selected directories
	<b>Print Report</b>	Allows the user to print the report
	<b>Refresh</b>	Allows the user to refresh the page.
	<b>Toggle Group Tree</b>	Opens a report map on the left frame of the window.
	<b>Go to First Page</b>	Takes the user to the first page.
	<b>Go to Previous Page</b>	Takes the user to precious page.
	<b>Go to Next Page</b>	Takes the user to the next page.
	<b>Go to Last Page</b>	Takes the user to the last page.
	<b>Go To Page</b>	Takes the user to a specified page.
	<b>Close Current View</b>	Allows the user to close the current view.
	<b>Find Text</b>	Allows the user to search for a text within the report.
	<b>Zoom</b>	Allows the user to specify the zooming factor.

The user can double click on the batch to view the batch details as shown below:

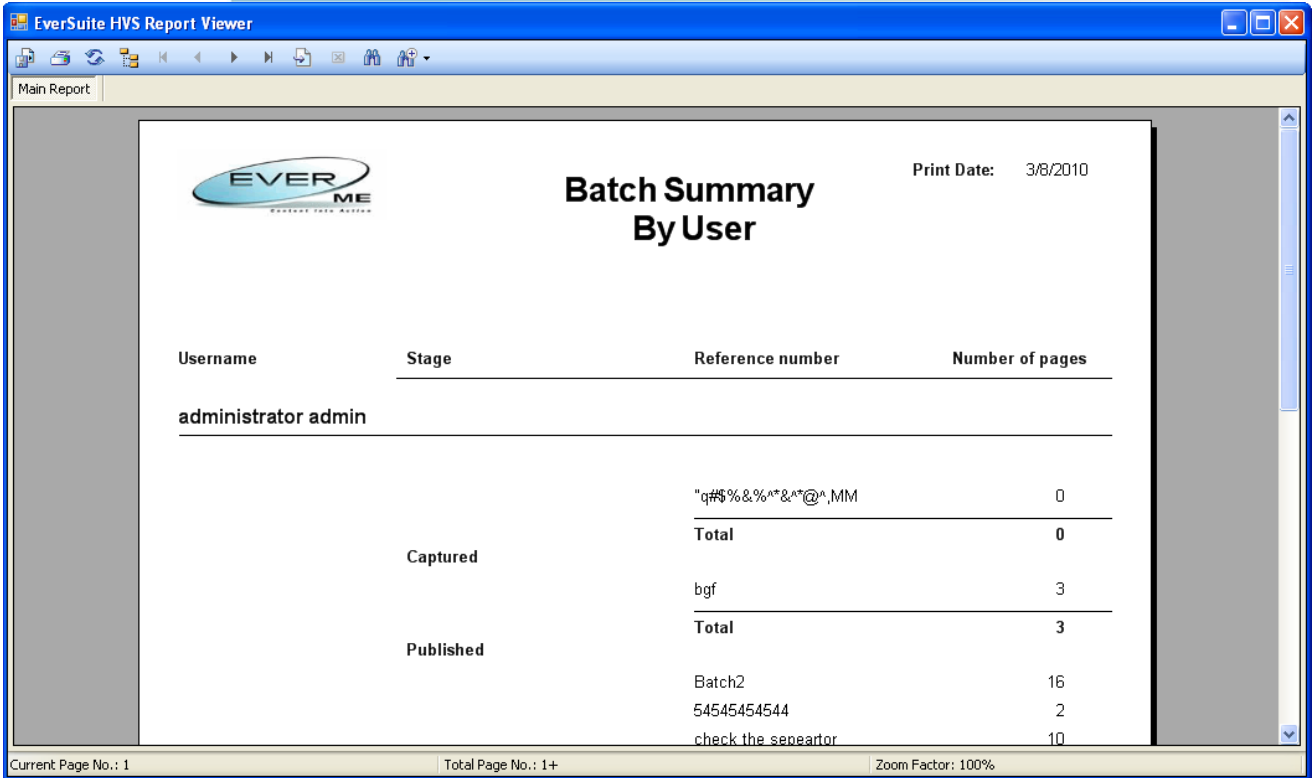


## 7.2 BATCH SUMMARY BY USER

To open the Batch Summary by User Report the user must click on **Reports ► Batch Summary by User** as shown below.



The **Batch Summary By User** Report will open.



EverSuite HVS Report Viewer

Main Report

EVER ME  
Content into action

**Batch Summary  
By User**

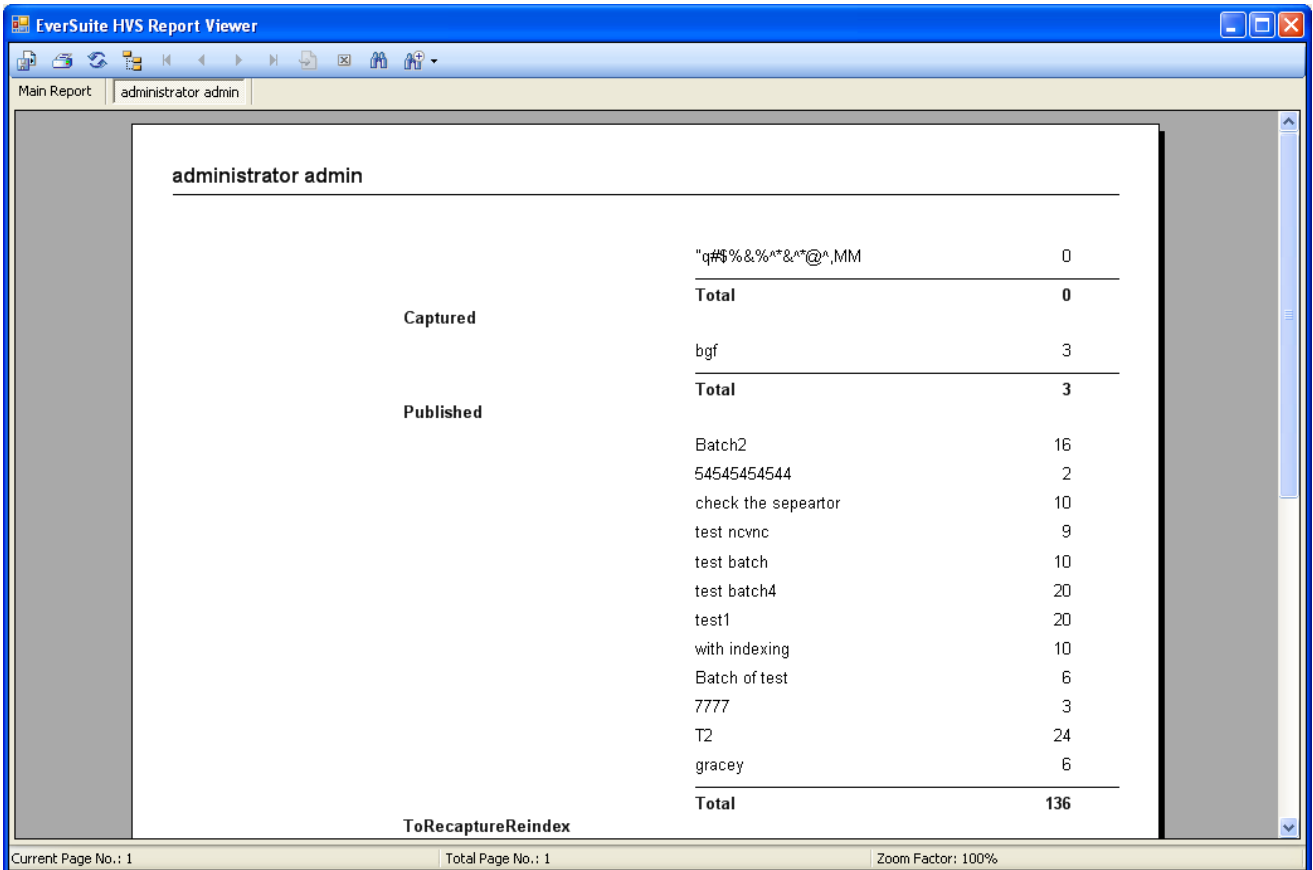
Print Date: 3/8/2010

Username	Stage	Reference number	Number of pages
administrator admin			
		"q#%&%^&^&@^,MM	0
	<b>Captured</b>	<b>Total</b>	<b>0</b>
		bgf	3
	<b>Published</b>	<b>Total</b>	<b>3</b>
		Batch2	16
		54545454544	2
		check the sepearator	10

Current Page No.: 1      Total Page No.: 1+      Zoom Factor: 100%

The manipulation is the same as explained above in [section 7.1 Batch Summary](#)

The user can double click on the user to view the batch details as shown below:



EverSuite HVS Report Viewer

Main Report    administrator admin

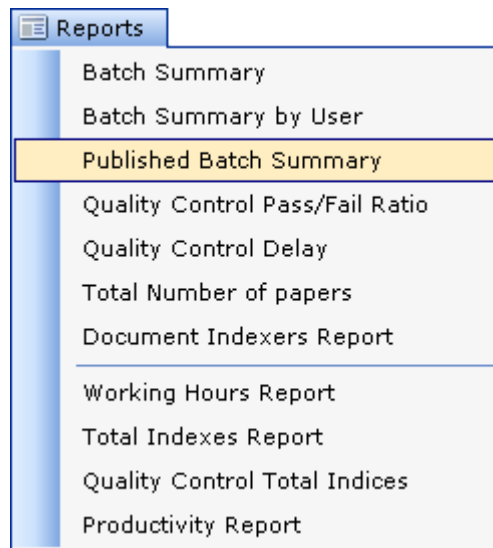
administrator admin

		"q#%&%^&^&@^,MM	0
	<b>Captured</b>	<b>Total</b>	<b>0</b>
		bgf	3
	<b>Published</b>	<b>Total</b>	<b>3</b>
		Batch2	16
		54545454544	2
		check the sepearator	10
		test ncvc	9
		test batch	10
		test batch4	20
		test1	20
		with indexing	10
		Batch of test	6
		7777	3
		T2	24
		gracey	6
	<b>ToRecaptureReindex</b>	<b>Total</b>	<b>136</b>

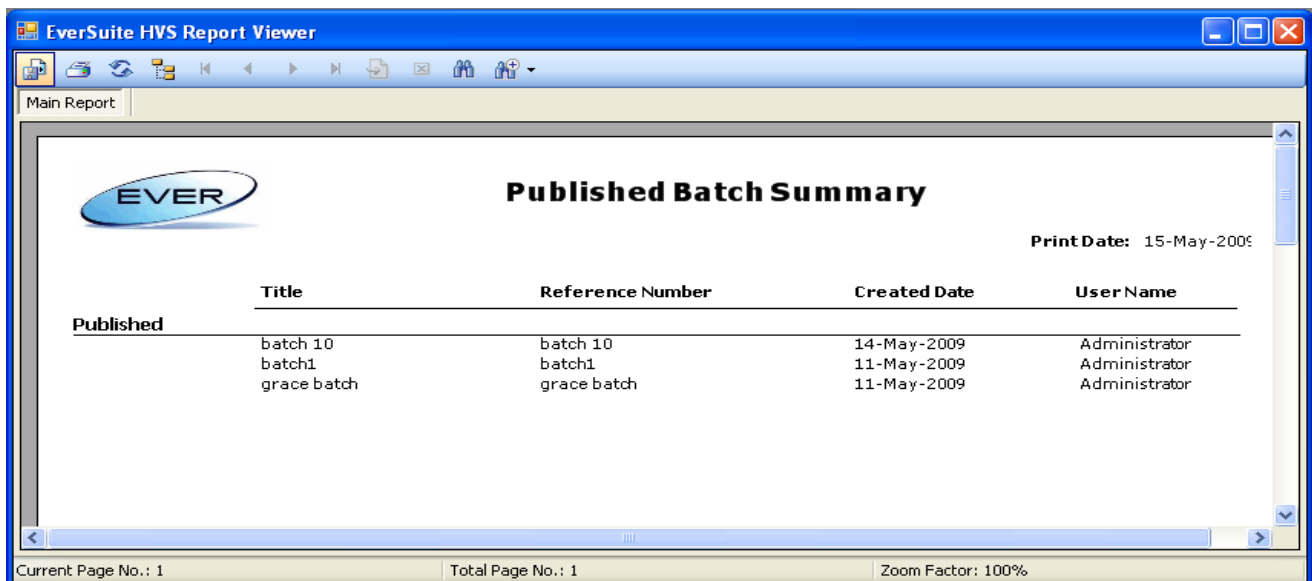
Current Page No.: 1      Total Page No.: 1      Zoom Factor: 100%

## 7.3 PUBLISHED BATCH SUMMARY

To open the Published Batch Summary Report the user must click on **Reports ► Published Batch Summary** as shown below.



The **Published Batch Summary** Report will open.



The manipulation is the same as explained above in [section 7.1 Batch Summary](#)

The user can double click on the batch to view the batch details as shown below:

EverSuite HVS Report Viewer

Main Report | batch 10

**Published Batch Summary**

Print Date: 15-May-2009

	Title	Reference Number	Created Date	User Name
<b>Published</b>	batch 10	batch 10	14-May-2009	Administrator

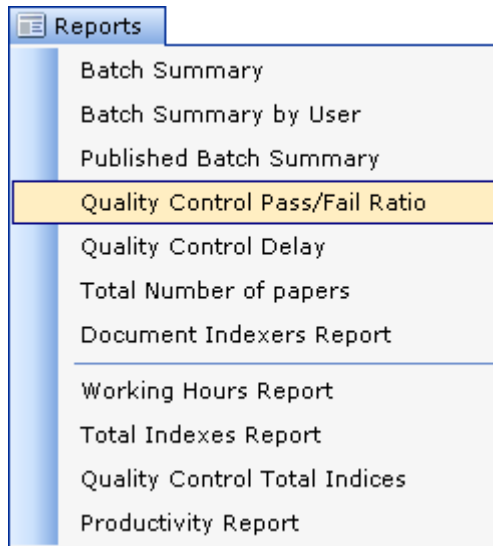
batch 10

<b>Stage:</b>	Published	<b>Separator:</b>	3pages sep
<b>Template:</b>	grace	<b>Scan Mode:</b>	my scan mode
<b>Folder:</b>	C:\Batches	<b>Published Path:</b>	C:\PublishedBatches\batch 10
<b>No. of Docs:</b>	0	<b>Published Date:</b>	14-May-2009
<b>No. of Pages:</b>	9		
<b>QC Notes:</b>			
<b>Description:</b>	batch for testing		
<b>Indexed:</b>	True	<b>Re-Indexed:</b>	True
<b>To Capture:</b>	False	<b>Captured:</b>	True
<b>Verified:</b>	False	<b>Re-Captured:</b>	False
		<b>Published:</b>	True

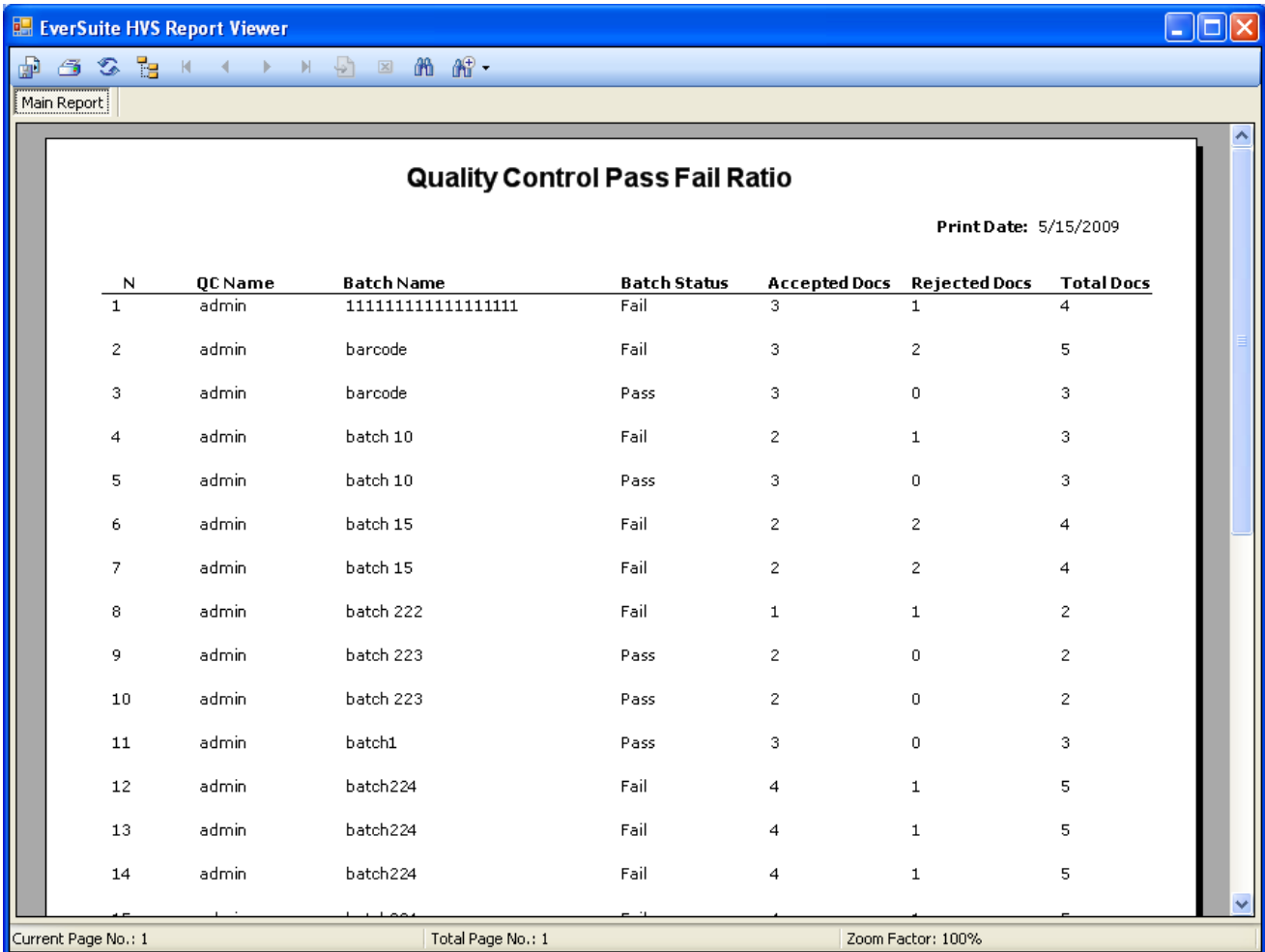
Current Page No.: 1 | Total Page No.: 1 | Zoom Factor: 100%

## 7.4 QUALITY CONTROL PASS / FAIL RATIO

To open the Quality Control Pass / Fail Ratio Report the user must click on **Reports ► Quality Control Pass / Fail Ratio** as shown below.



The **Quality Control Pass / Fail Ratio** Report will open.



**Quality Control Pass Fail Ratio**

Print Date: 5/15/2009

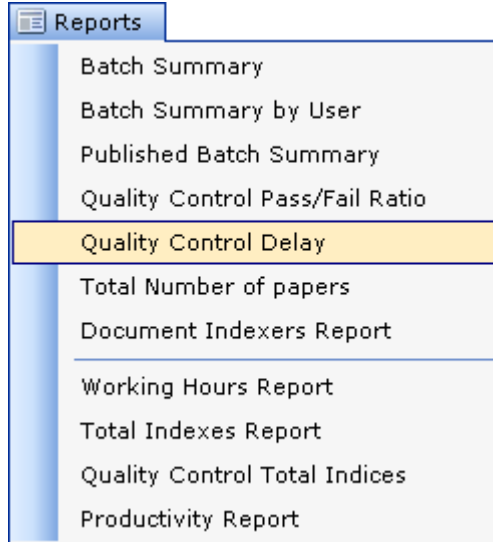
N	QC Name	Batch Name	Batch Status	Accepted Docs	Rejected Docs	Total Docs
1	admin	11111111111111111111	Fail	3	1	4
2	admin	barcode	Fail	3	2	5
3	admin	barcode	Pass	3	0	3
4	admin	batch 10	Fail	2	1	3
5	admin	batch 10	Pass	3	0	3
6	admin	batch 15	Fail	2	2	4
7	admin	batch 15	Fail	2	2	4
8	admin	batch 222	Fail	1	1	2
9	admin	batch 223	Pass	2	0	2
10	admin	batch 223	Pass	2	0	2
11	admin	batch1	Pass	3	0	3
12	admin	batch224	Fail	4	1	5
13	admin	batch224	Fail	4	1	5
14	admin	batch224	Fail	4	1	5

Current Page No.: 1 | Total Page No.: 1 | Zoom Factor: 100%

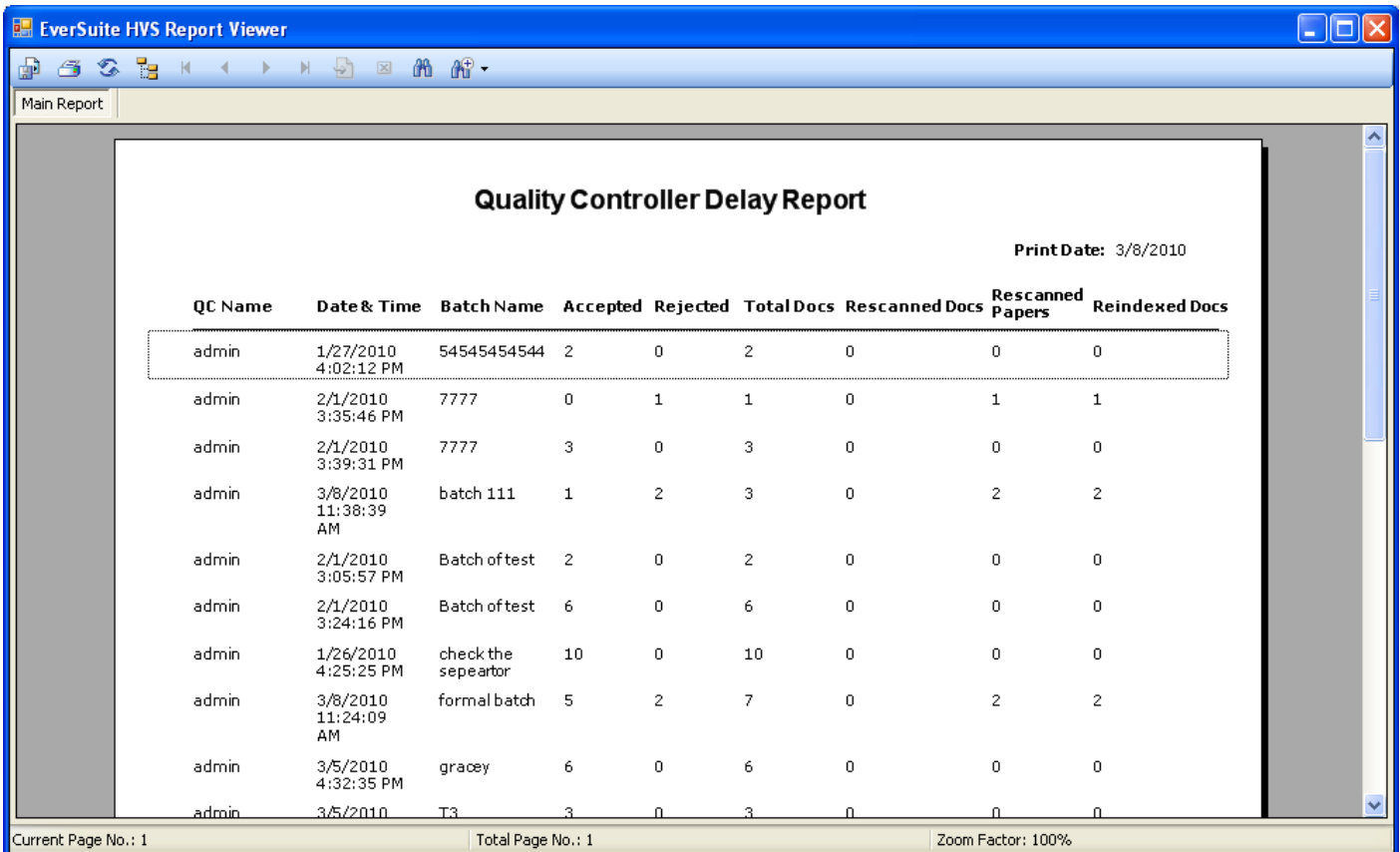
The manipulation is the same as explained above in [section 7.1 Batch Summary](#)

## 7.5 QUALITY CONTROL DELAY

To open the Quality Control Delay Report the user must click on **Reports** ► **Quality Control Delay** as shown below.



The **Quality Control Delay** Report will open.



The screenshot shows the 'EverSuite HVS Report Viewer' window. The report title is 'Quality Controller Delay Report' with a 'Print Date: 3/8/2010'. The report contains a table with the following data:

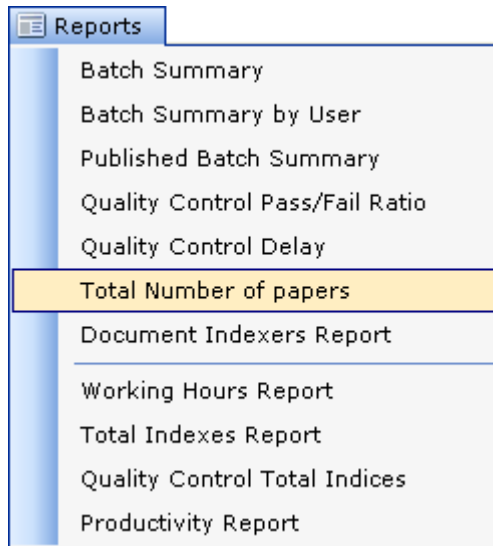
QC Name	Date & Time	Batch Name	Accepted	Rejected	Total Docs	Rescanned Docs	Rescanned Papers	Reindexed Docs
admin	1/27/2010 4:02:12 PM	54545454544	2	0	2	0	0	0
admin	2/1/2010 3:35:46 PM	7777	0	1	1	0	1	1
admin	2/1/2010 3:39:31 PM	7777	3	0	3	0	0	0
admin	3/8/2010 11:38:39 AM	batch 111	1	2	3	0	2	2
admin	2/1/2010 3:05:57 PM	Batch of test	2	0	2	0	0	0
admin	2/1/2010 3:24:16 PM	Batch of test	6	0	6	0	0	0
admin	1/26/2010 4:25:25 PM	check the sepearator	10	0	10	0	0	0
admin	3/8/2010 11:24:09 AM	formal batch	5	2	7	0	2	2
admin	3/5/2010 4:32:35 PM	gracey	6	0	6	0	0	0
admin	3/5/2010	T3	3	0	3	0	0	0

At the bottom of the window, it shows 'Current Page No.: 1', 'Total Page No.: 1', and 'Zoom Factor: 100%'.

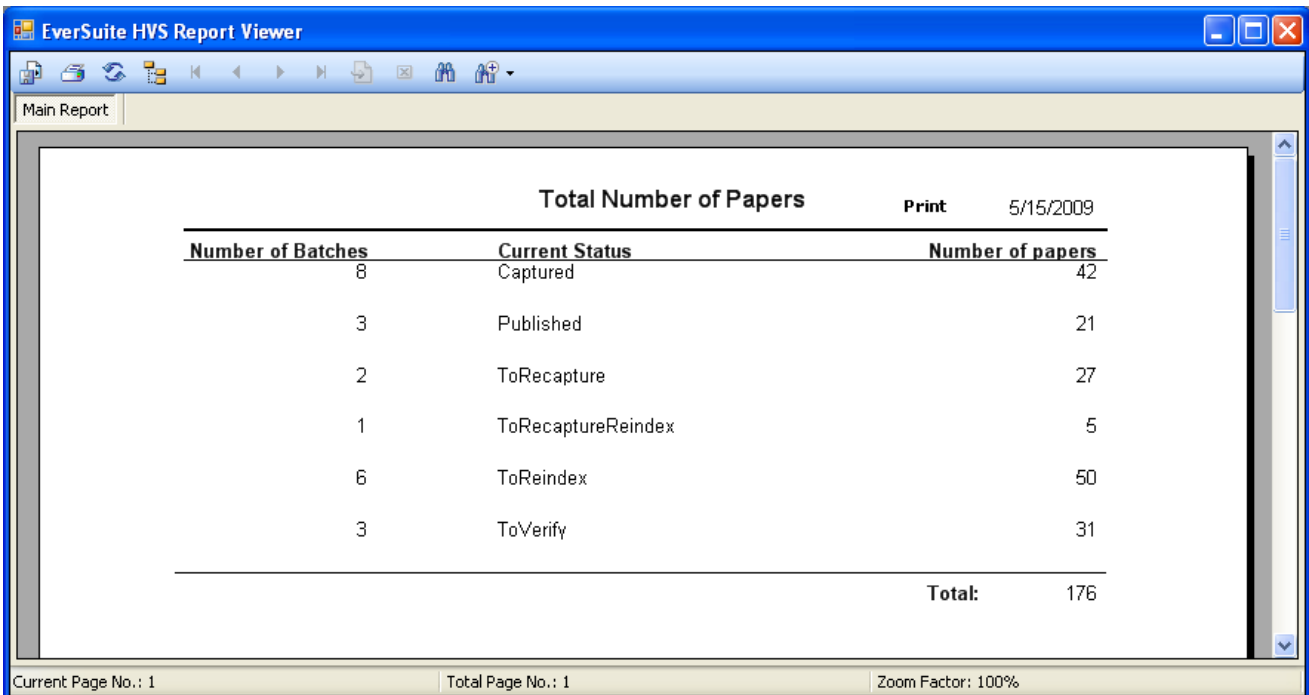
The manipulation is the same as explained above in [section 7.1 Batch Summary](#)

## 7.6 TOTAL NUMBER OF PAPERS

To open the Total Number of Papers Report the user must click on **Reports ► Total Number of Papers** as shown below.



The **Total Number of Papers** Report will open.



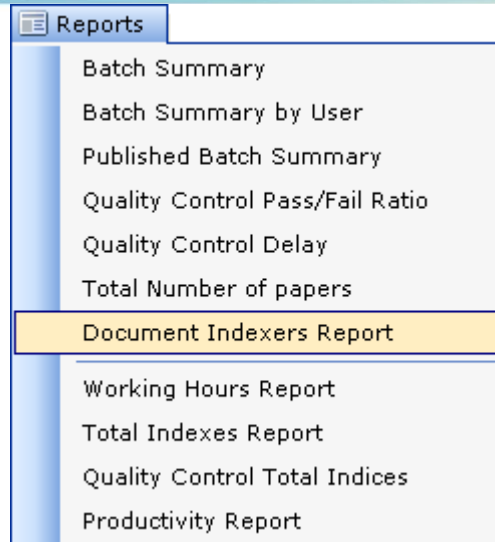
Total Number of Papers			Print	5/15/2009
Number of Batches	Current Status	Number of papers		
8	Captured	42		
3	Published	21		
2	ToRecapture	27		
1	ToRecaptureReindex	5		
6	ToReindex	50		
3	ToVerify	31		
		<b>Total:</b>	176	

The manipulation is the same as explained above in [section 7.1 Batch Summary](#)

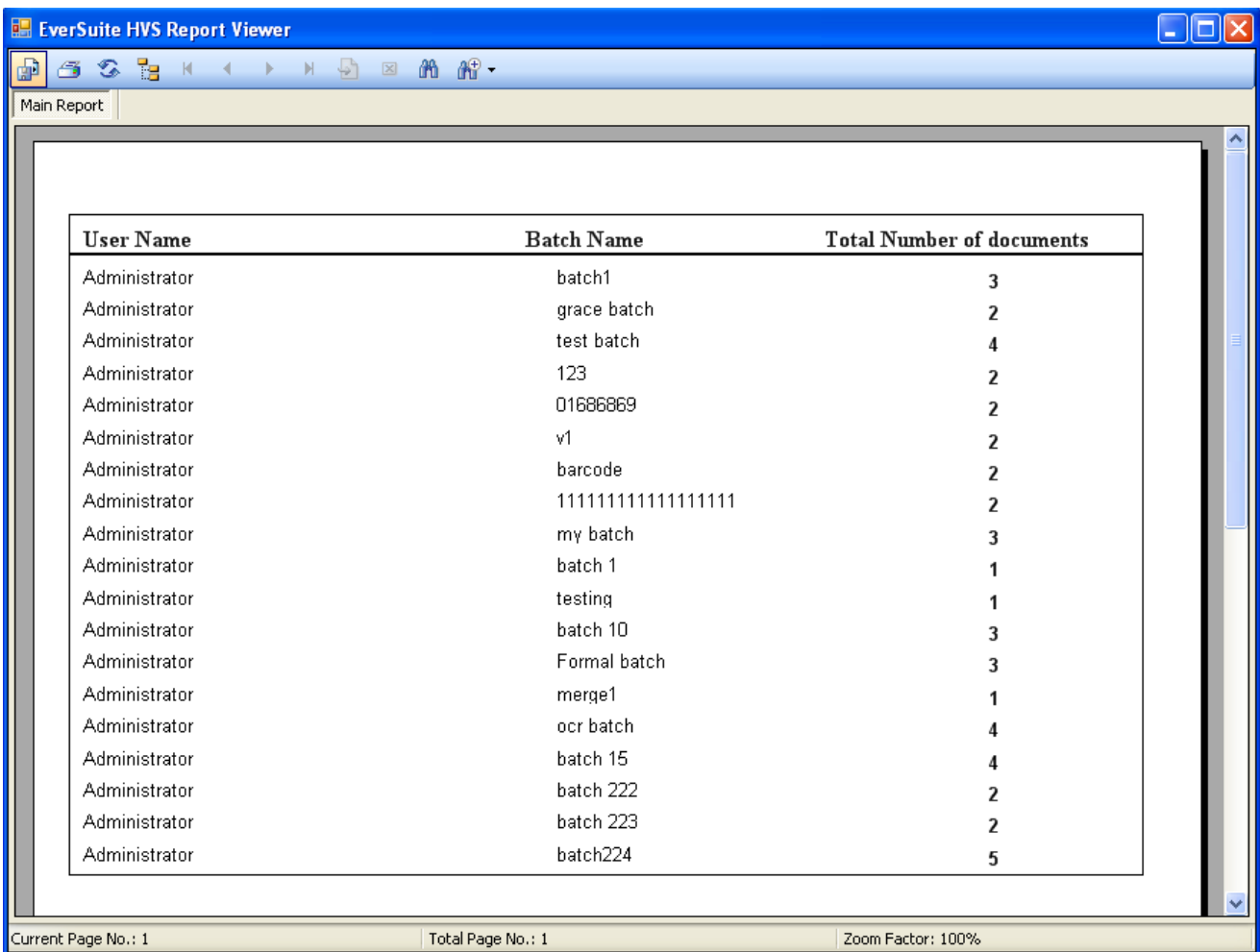
## 7.7 DOCUMENT INDEXERS REPORT

To open the Document Indexers Report the user must click on **Reports ► Document Indexers Report** as shown below.





The Document Indexers Report will open.



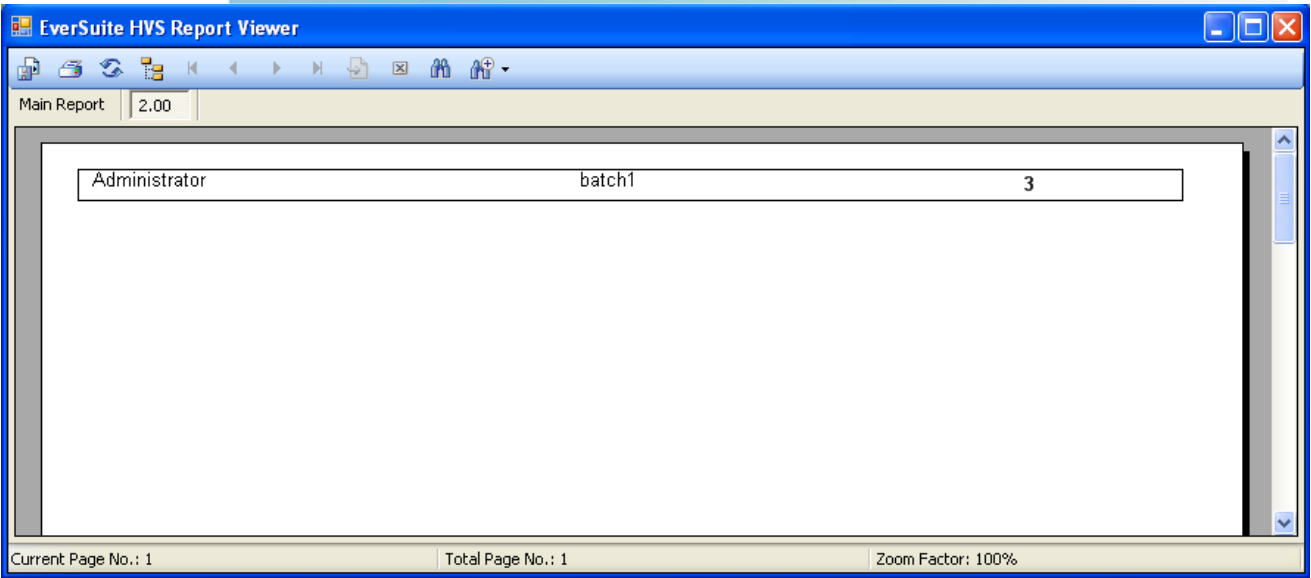
The screenshot shows the 'EverSuite HVS Report Viewer' window with a 'Main Report' tab. The report displays a table with the following data:

User Name	Batch Name	Total Number of documents
Administrator	batch1	3
Administrator	grace batch	2
Administrator	test batch	4
Administrator	123	2
Administrator	01686869	2
Administrator	v1	2
Administrator	barcode	2
Administrator	11111111111111111111	2
Administrator	my batch	3
Administrator	batch 1	1
Administrator	testing	1
Administrator	batch 10	3
Administrator	Formal batch	3
Administrator	merge1	1
Administrator	ocr batch	4
Administrator	batch 15	4
Administrator	batch 222	2
Administrator	batch 223	2
Administrator	batch224	5

At the bottom of the window, it shows 'Current Page No.: 1', 'Total Page No.: 1', and 'Zoom Factor: 100%'.

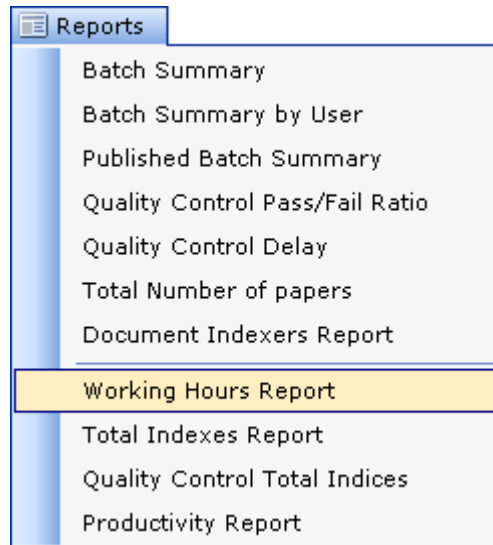
The manipulation is the same as explained above in [section 7.1 Batch Summary](#)

The user can double click on the batch to view the batch details as shown below:

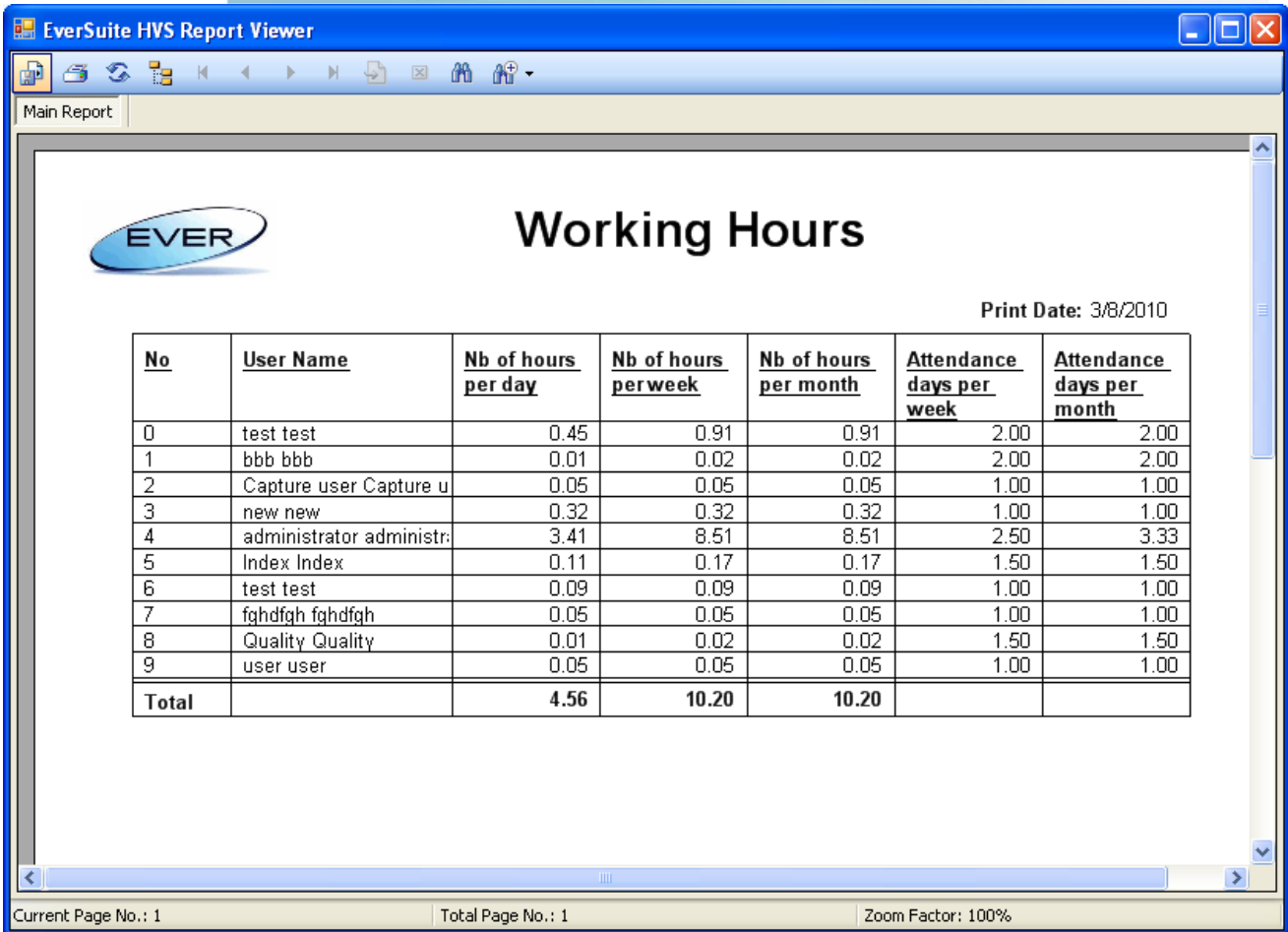


## 7.8 WORKING HOURS REPORT

To open the Working Hours Report the user must click on **Reports ► Working Hours Report** as shown below.



The **Working Hours Report** will open.



EverSuite HVS Report Viewer

Main Report

EVER

## Working Hours

Print Date: 3/8/2010

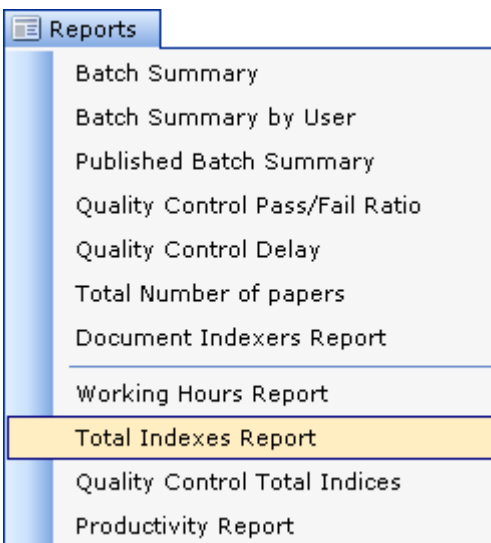
No	User Name	Nb of hours per day	Nb of hours per week	Nb of hours per month	Attendance days per week	Attendance days per month
0	test test	0.45	0.91	0.91	2.00	2.00
1	bbb bbb	0.01	0.02	0.02	2.00	2.00
2	Capture user Capture u	0.05	0.05	0.05	1.00	1.00
3	new new	0.32	0.32	0.32	1.00	1.00
4	administrator administr:	3.41	8.51	8.51	2.50	3.33
5	Index Index	0.11	0.17	0.17	1.50	1.50
6	test test	0.09	0.09	0.09	1.00	1.00
7	fghdfgh fghdfgh	0.05	0.05	0.05	1.00	1.00
8	Quality Quality	0.01	0.02	0.02	1.50	1.50
9	user user	0.05	0.05	0.05	1.00	1.00
<b>Total</b>		<b>4.56</b>	<b>10.20</b>	<b>10.20</b>		

Current Page No.: 1      Total Page No.: 1      Zoom Factor: 100%

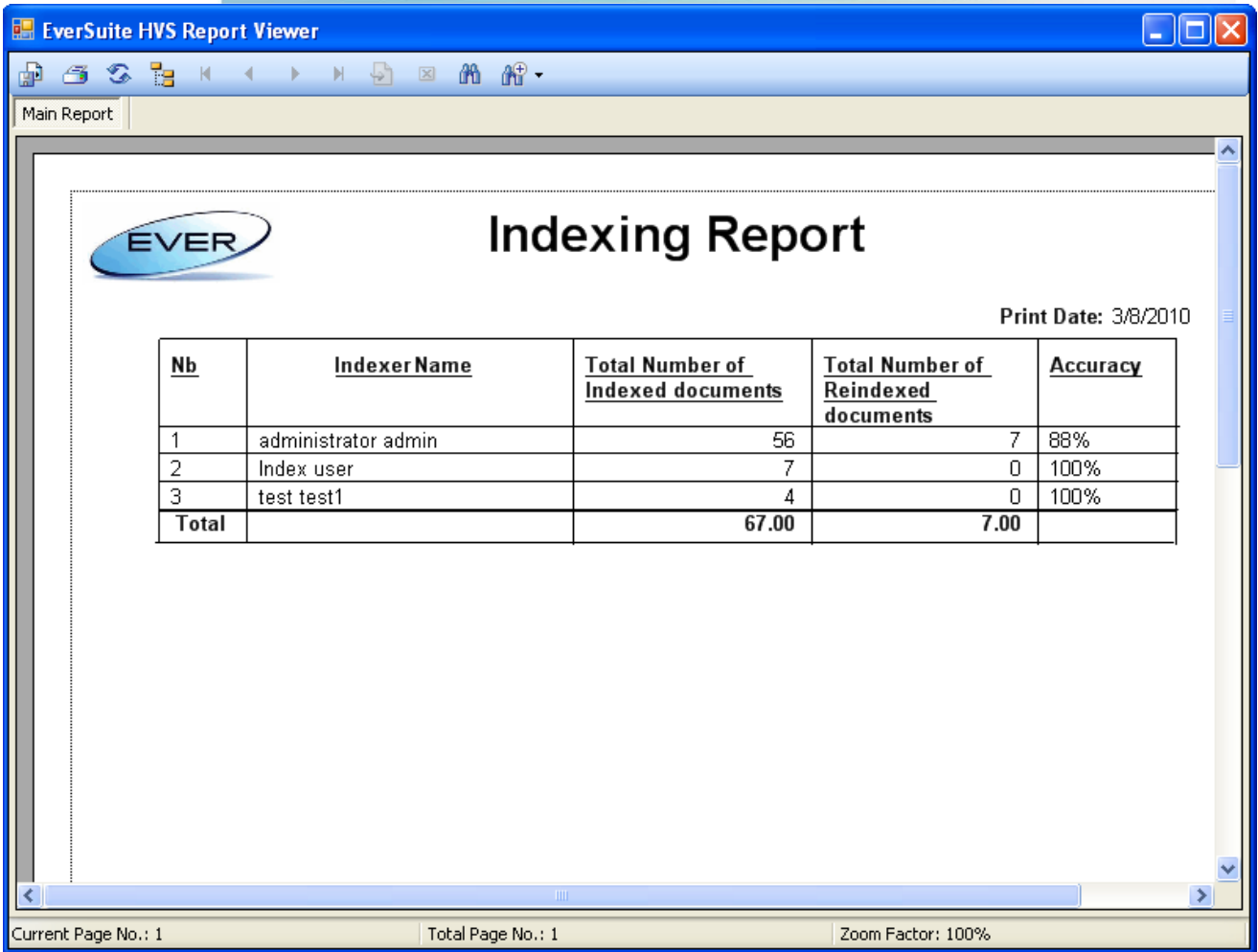
The manipulation is the same as explained above in [section 7.1 Batch Summary](#)

## 7.9 TOTAL INDEXES REPORT

To open the Total Indexes Report the user must click on **Reports ► Total Indexes Report** as shown below.



The **Total Indexes Report** will open.



EVER

## Indexing Report

Print Date: 3/8/2010

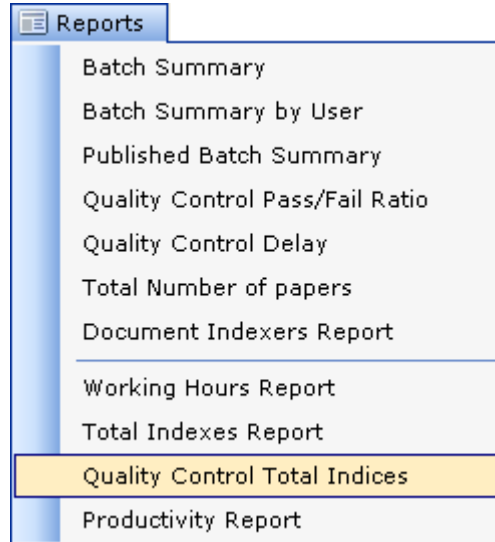
Nb	Indexer Name	Total Number of Indexed documents	Total Number of Reindexed documents	Accuracy
1	administrator admin	56	7	88%
2	Index user	7	0	100%
3	test test1	4	0	100%
<b>Total</b>		<b>67.00</b>	<b>7.00</b>	

Current Page No.: 1      Total Page No.: 1      Zoom Factor: 100%

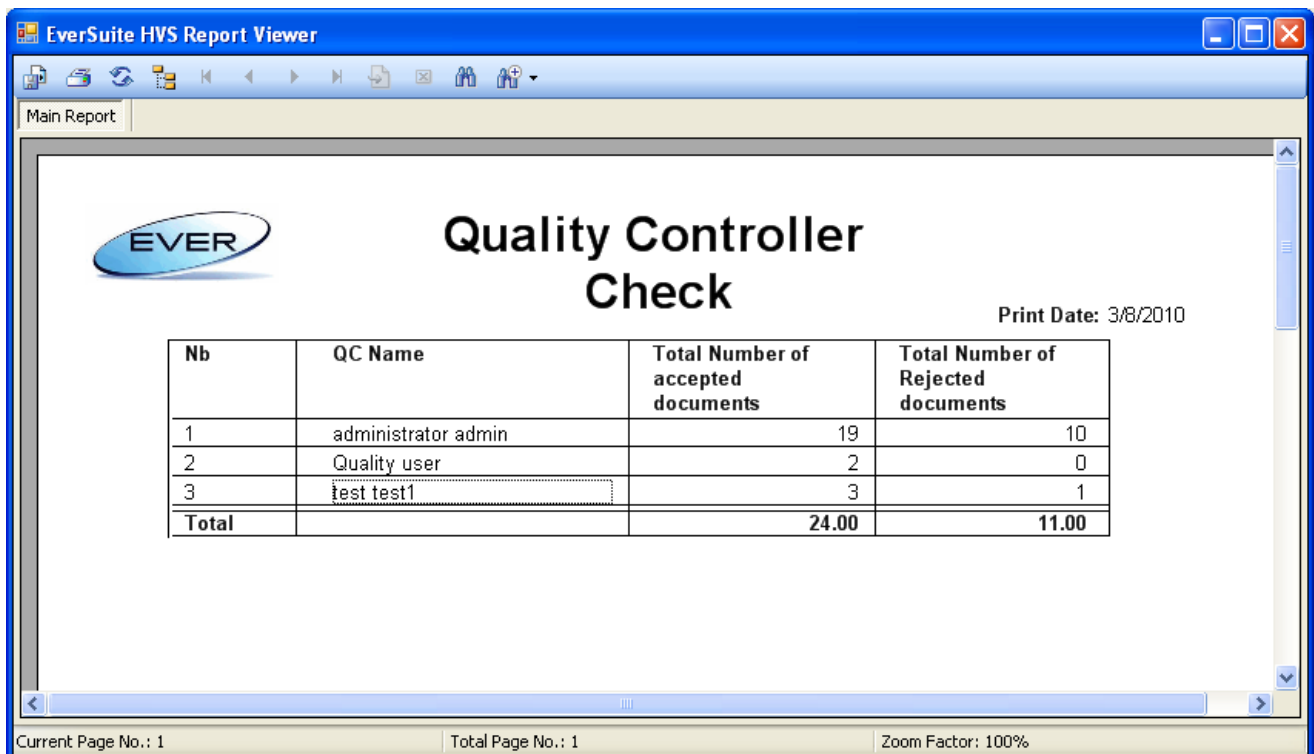
The manipulation is the same as explained above in [section 7.1 Batch Summary](#)

## 7.10 QUALITY CONTROL TOTAL INDICES

To open the Quality Control Total Indices Report the user must click on **Reports ► Quality Control Total Indices** as shown below.



The **Quality Control Total Indices** Report will open.



The screenshot shows the 'EverSuite HVS Report Viewer' window. The report title is 'Quality Controller Check' with a print date of 3/8/2010. The report contains a table with the following data:

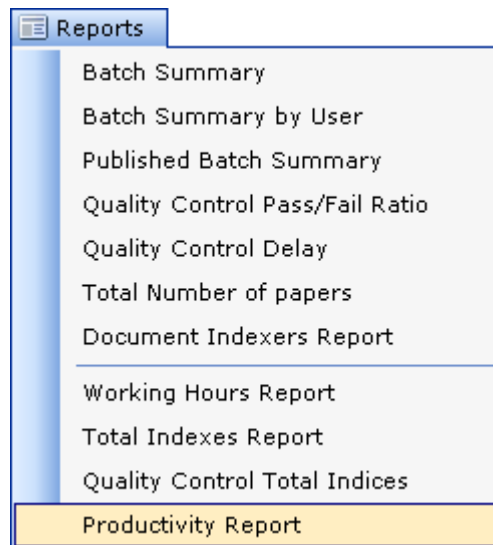
Nb	QC Name	Total Number of accepted documents	Total Number of Rejected documents
1	administrator admin	19	10
2	Quality user	2	0
3	test test1	3	1
<b>Total</b>		<b>24.00</b>	<b>11.00</b>

At the bottom of the window, it shows 'Current Page No.: 1', 'Total Page No.: 1', and 'Zoom Factor: 100%'.

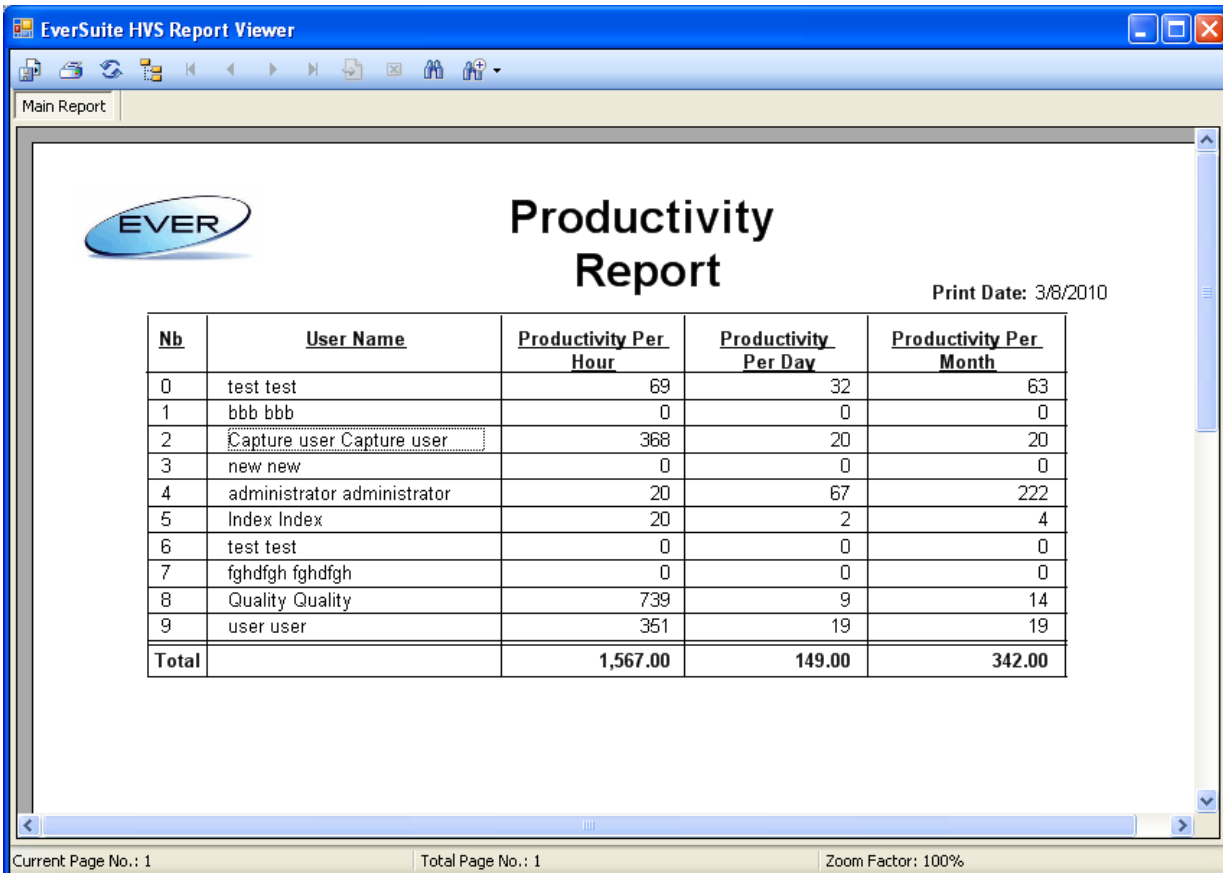
The manipulation is the same as explained above in [section 7.1 Batch Summary](#)

## 7.11 PRODUCTIVITY REPORT

To open the Quality Control Delay Report the user must click on **Reports ► Productivity Report** as shown below.



The **Productivity Report** will open.



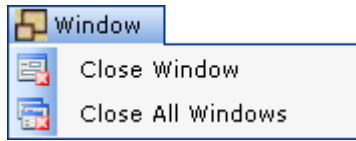
The screenshot shows the 'EverSuite HVS Report Viewer' window. The main report area displays the 'EVER' logo, the title 'Productivity Report', and the 'Print Date: 3/8/2010'. Below the title is a table with the following data:

Nb	User Name	Productivity Per Hour	Productivity Per Day	Productivity Per Month
0	test test	69	32	63
1	bbb bbb	0	0	0
2	Capture user Capture user	368	20	20
3	new new	0	0	0
4	administrator administrator	20	67	222
5	Index Index	20	2	4
6	test test	0	0	0
7	fghdfgh fghdfgh	0	0	0
8	Quality Quality	739	9	14
9	user user	351	19	19
<b>Total</b>		<b>1,567.00</b>	<b>149.00</b>	<b>342.00</b>

At the bottom of the window, the status bar shows: Current Page No.: 1, Total Page No.: 1, and Zoom Factor: 100%.


The manipulation is the same as explained above in [section 7.1 Batch Summary](#)

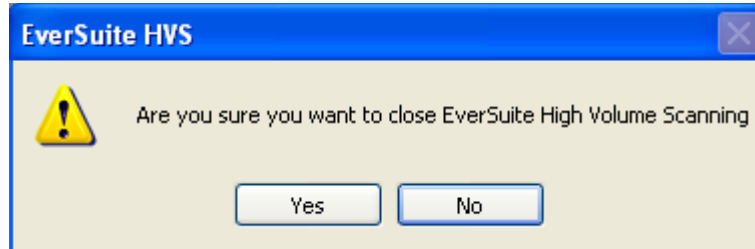
## 8. WINDOW



Click on **Window** ► **Close Window** to close a selected window or on **Window** ► **Close All Windows** to close all windows.

## 9. EXIT

When the user clicks on **Exit**  **Exit**, the following page will open, allowing him to log off from the system.



The user is prompted to confirm his/her sign out request.



## 10. ES-HVS JOBS FUNCTIONALITY

This document outlines the Jobs functionality provided by the new ‘ESJOBS’ feature shipped with the EverSuite High Volume Scanning Application package and provides a brief description on its functions, the way it works and how to configure and create jobs.

This document applies to ES-HVS version 9.0.16.0 and later.

### 10.1 DESCRIPTION

ESJobs has been implemented to provide scheduling functionality for ES-HVS. It allows scheduling of ‘Jobs’, where each job represents a sequence of activities to be executed on, currently, a group of batches:

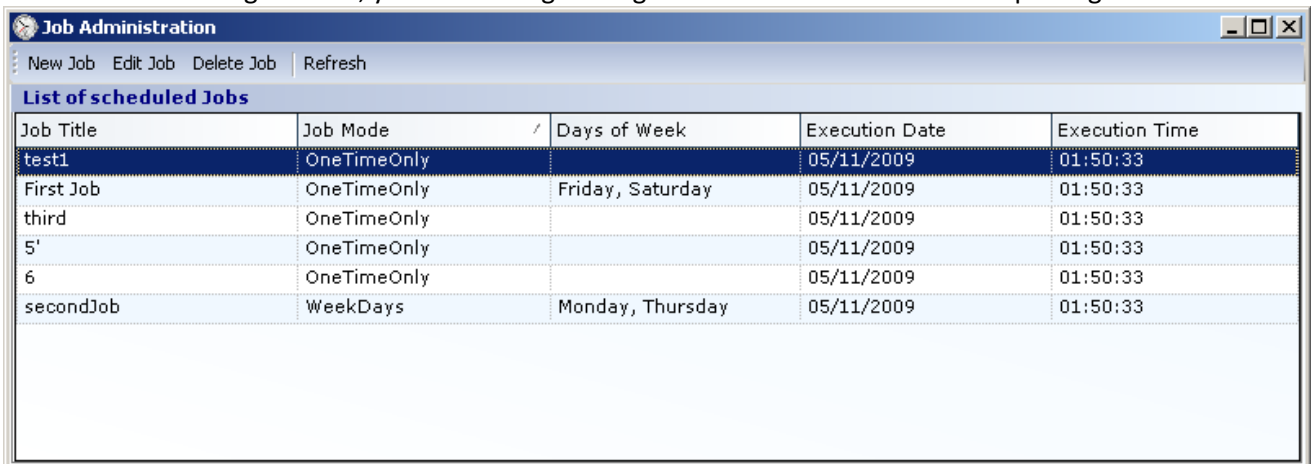
- **JobActivity:** The activities currently consist of ‘OCR Batch’ and ‘Publish Batch’.
- **JobParameter:** The target batches. They are acquired at runtime, by executing a previously defined query (per job).
- **JobSchedule:** The scheduled job. It has an execution date and/or time. As well as two scheduling mode (OneTimeOnly, or WeekDays).

The execution of jobs in a timely fashion is assured by a windows service (‘ESHVS Job Service’), which is installed with ES-HVS; starting with version 9.0.16.0. This windows service is ‘disabled’ by default. In order for it to run, the administrator should enable it. Its job is to invoke a check on the jobs every period of time, and launch the execution process on matching jobs.

### 10.2 JOB SCHEDULING

Job management is accessible through the ‘ES.Jobs.exe’ application. It offers the interface for listing the jobs that has not executed yet, edit them, delete them, or add new jobs.

In order to start using the tool, you have to login using a user that has administrative privileges.

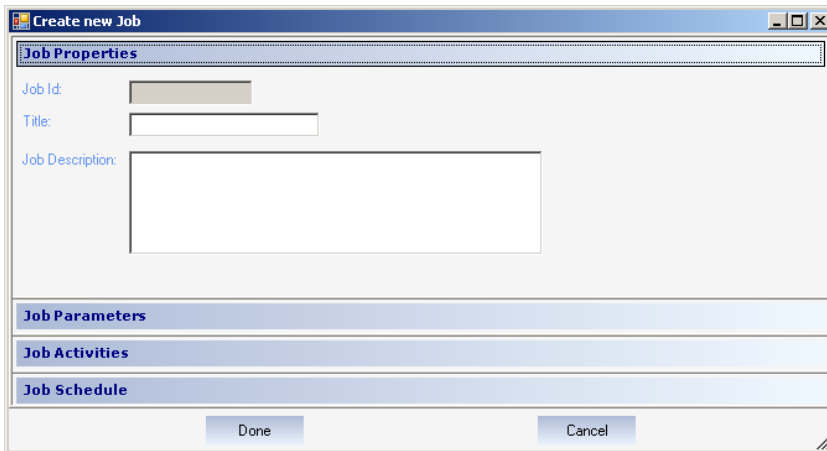


The screenshot shows a window titled 'Job Administration' with a menu bar containing 'New Job', 'Edit Job', 'Delete Job', and 'Refresh'. Below the menu is a section titled 'List of scheduled Jobs' containing a table with the following data:

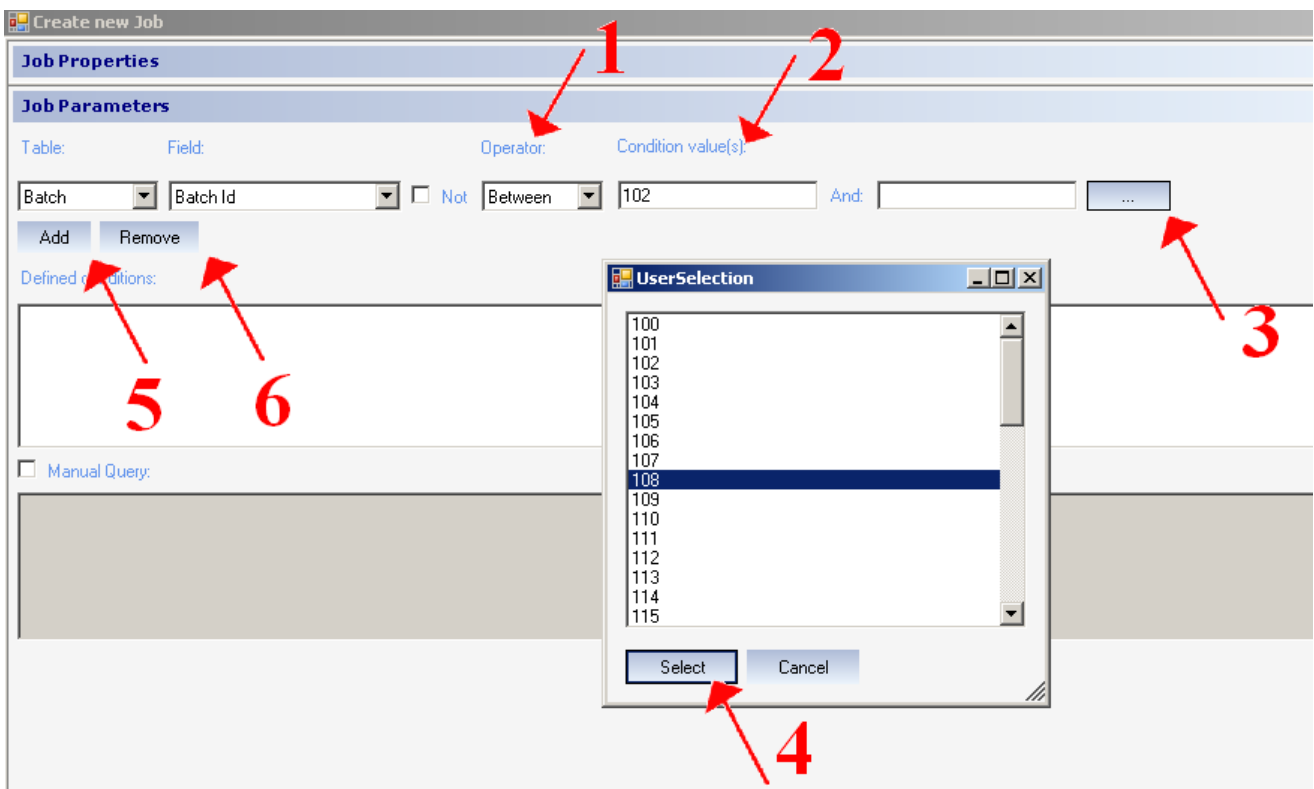
Job Title	Job Mode	Days of Week	Execution Date	Execution Time
test1	OneTimeOnly		05/11/2009	01:50:33
First Job	OneTimeOnly	Friday, Saturday	05/11/2009	01:50:33
third	OneTimeOnly		05/11/2009	01:50:33
5'	OneTimeOnly		05/11/2009	01:50:33
6	OneTimeOnly		05/11/2009	01:50:33
secondJob	WeekDays	Monday, Thursday	05/11/2009	01:50:33

### 10.2.1 JOB CREATION

To create a job, click on 'New Job' and a new form will appear. We start in the JobProperties, where the title of the job is required. As shown in the figure below.



The next phase is configuring the job parameters section:



In the current version, you can't create a condition except on the ESBatches table. So you will have to specify a field from that table.

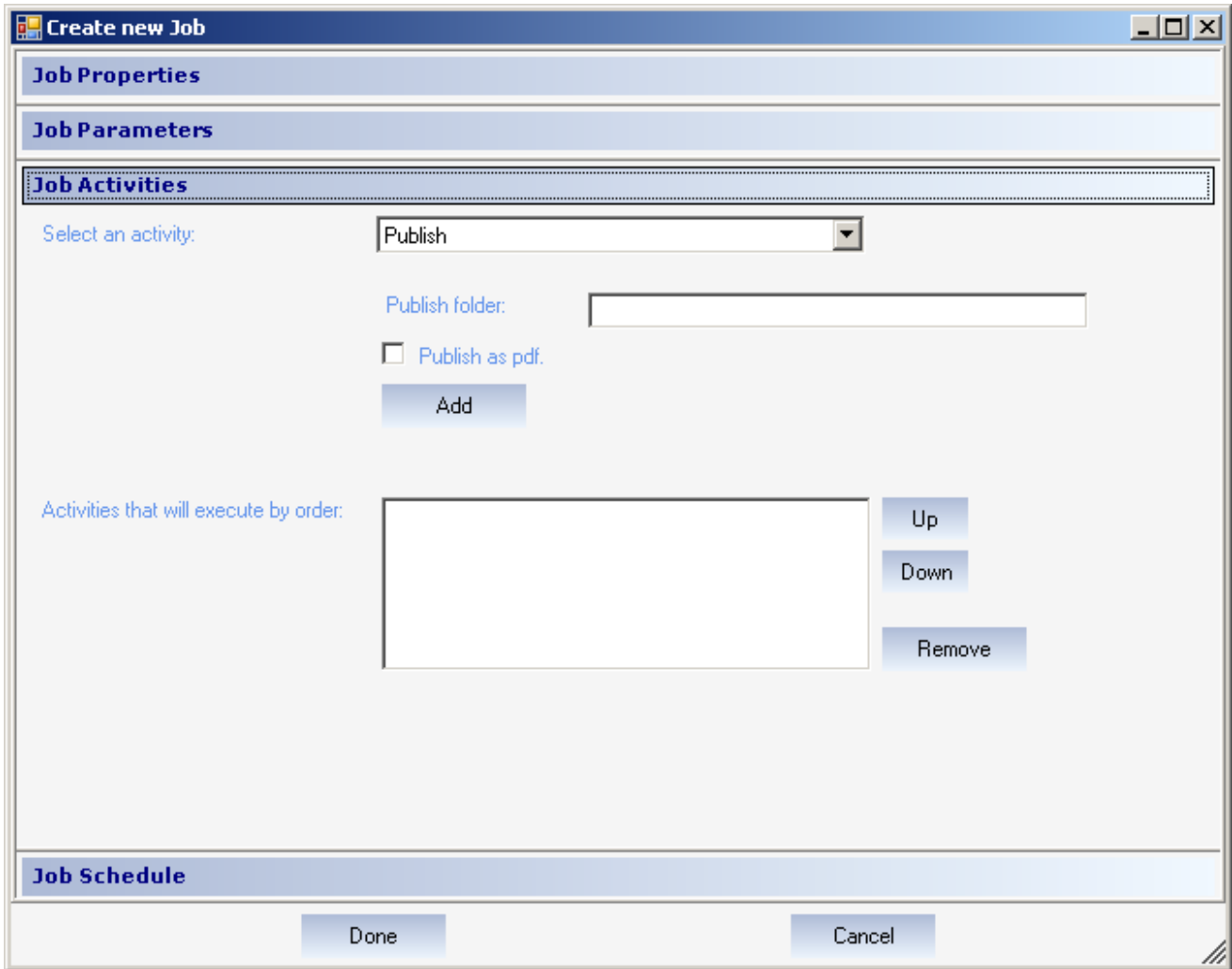
- (1) And according to that field, operators will be filtered to match the current field type.
- (2) And then you can enter a condition value, or use the (3) button to check all distinct values of this field in the database. You have to press the (4) button to select a value. (PS. For the between operator you have two inputs, you have to select the one you want to edit and press the help (3) button)

And use the Add or Remove button (5 and 6) to append or delete the condition.

Or check the ‘Manual Query’ (7) to enter/edit your query manually. But beware not to modify the ‘Select BCH\_ID from ESBATCHES where’ because the batch id is what will be treated internally in ESJobs.

At least one condition must be set in order to configure the parameters of the job. (By default at execution time, batches will be checked if locked or not, so it’s useless to put a condition on that field).

The next phase is the JobActivities Section:



This is where you configure what are the activities to be executed on the targeted batches. Currently you only have two activity options: ‘OCR’ and ‘Publish’.

- OCR activity can act on any batch in any phase, except the published batches. (In case the OCR was being performed on a published Batch, the operation will fail, and the error description will be logged in the database, future versions will include a log viewer, to track and view previous job execution results).
- Publish activity can act on batches in the ‘ToVerify’ Batch stage only. The publish activity have other parameters to function. It needs the output publish folder path, and if the publish is in PDF mode or not.

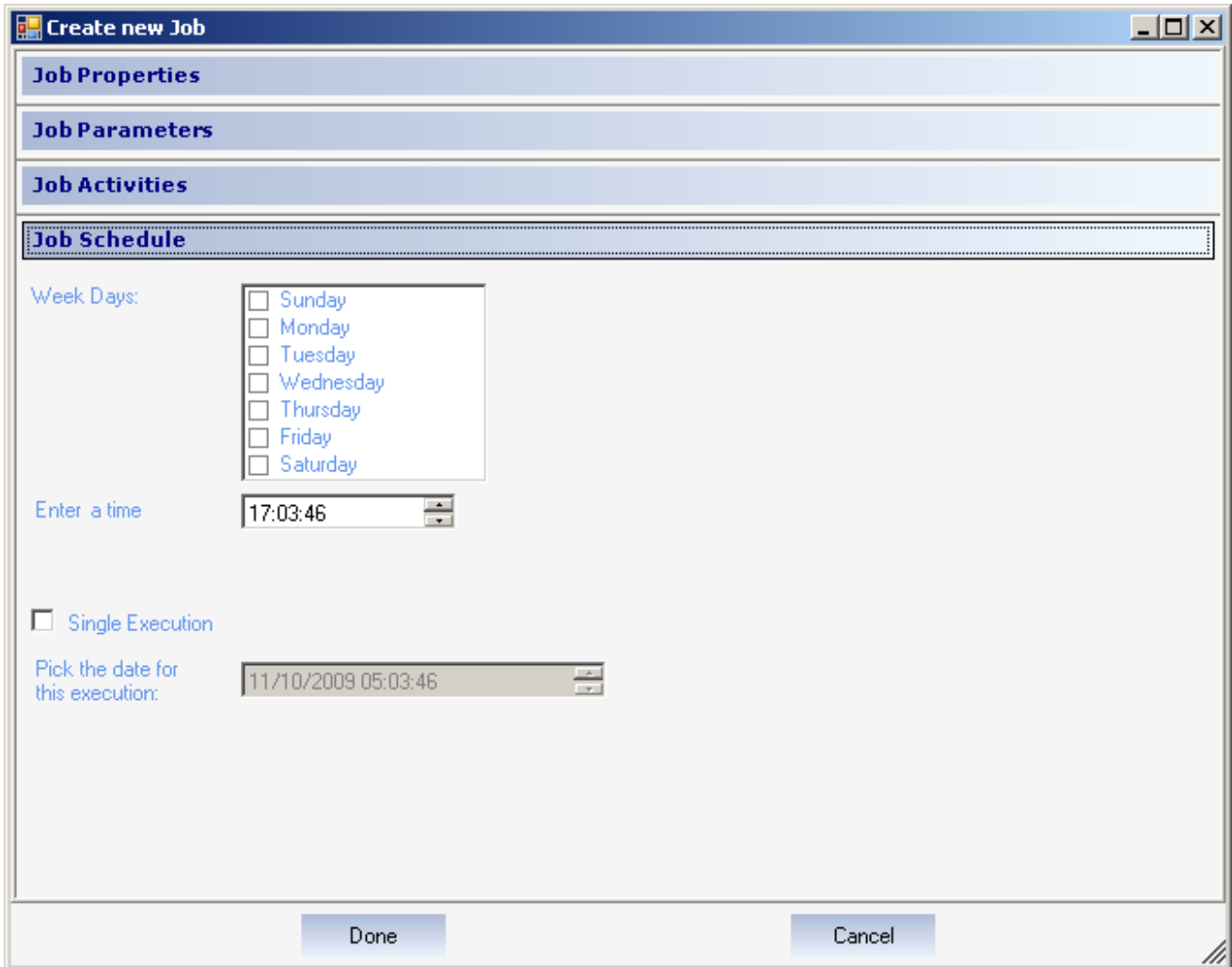
The order of execution of activities can be configured.

**NOTE:** when the job is executing, it iterates on scheduled activity, and for each activity it iterates on the batches that can be retrieved using the **JobParameters** select query.

The final phase is the scheduling date. The job can be set to execute one time only, or repetitive. The dates are formatted as 'Day/month/year'.

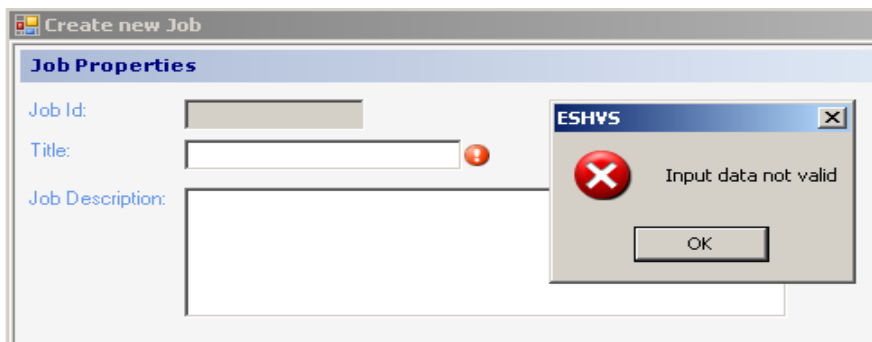
Military time format is used, meaning no AM/PM instead hours range between 00 and 23.

On repetitive execution time, select the days on where the job will execute.



The screenshot shows the 'Create new Job' dialog box with the 'Job Schedule' tab selected. The 'Week Days' section contains a list of days with checkboxes: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Below this is an 'Enter a time' field with a dropdown menu showing '17:03:46'. There is an unchecked checkbox for 'Single Execution'. Below that is a 'Pick the date for this execution:' field with a dropdown menu showing '11/10/2009 05:03:46'. At the bottom of the dialog are 'Done' and 'Cancel' buttons.

You have to fill all necessary information. On failure, check each tab for alerted missing fields.



The screenshot shows the 'Create new Job' dialog box with the 'Job Properties' tab selected. The 'Job Id:' field is empty. The 'Title:' field has a red question mark icon next to it. The 'Job Description:' field is empty. An error dialog box titled 'ESHVS' is overlaid on the main dialog, displaying a red 'X' icon and the message 'Input data not valid' with an 'OK' button.

## 10.2.2 JOB EDITING

To edit a job, simply click on 'edit job' in the job administration form. And you will start edit the job. It's the same as the job creation.

## 10.3 SERVICE FUNCTIONALITY

The service will trigger a job manager to check for matching jobs, which will be executed. The service triggers the first time after a due time, and will keep on triggering with a periodic time interval. Default is:

- LaunchSeconds: 40 (seconds)
- PeriodSeconds: 600 (seconds = 10 minutes)

These values are configurable in the 'ESHVSJobService.exe.config' configuration file. If you want to change the periods, simply modify the mentioned values accordingly and restart the service.

## 10.4 KNOWN ISSUES

No interface for job tracking implemented so far.