

ApeosWare Management Suite 2

Flow Management Option Help

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Refer to "Setup Guide" for "About Manuals and Accessory Tools", "Conventions", and trademark.

Product information is provided at our Internet homepage. Visit https://www.fujifilm.com/fbglobal/eng/product/aw_manage_suite

1 Basic Operation

About Screens

This section describes the common items in the Flow Management screen.

Header Menu

The following items are displayed.

- {Login Name}
The current logged-in user name is displayed.
- Logout
Logs the user out of the Administrator screen of ApeosWare Management Suite.
- Language- {Language}
Changes the display language. {Language} denotes the currently selected display language.
- User Portal/Administrator Portal
Displays the User screen or Administrator screen of ApeosWare Management Suite.
The menu displayed will depend on the authorization level of the Login Name.
- Help
Displays the menu to access the operating instructions for ApeosWare Management Suite.
By selecting [Feature Description], the corresponding help is displayed with regard to what is currently on the Flow Management screen.

Toolbar

The area on top of the screen, where the Operation Button is displayed, is called the "Toolbar".

When the [Toolbar Settings] link is being displayed, the user can toggle between show/hide options of the Operation Button, or change display order options.

- Toolbar Settings
Moves to the [Toolbar Settings] page.

Table Settings

Displayed when the screen is showing a list in table form. The user can change the settings, for example switching displayed items or changing the display order of items.

The display changes to the [Table Settings] page when clicked.

Filter

Filters the contents displayed in a list.

- Text box
Enter the conditions here. You can enter 1 to 32 double-byte or single-byte characters.
- [Filter]
Filters the contents of the list with the string entered in the text box.
- [Remove Filter]
Cancels the filtering of the display.

- [Detailed Conditions >>]
The detailed conditions are displayed.
- [Detailed Conditions <<]
The detailed conditions are hidden.
- Detailed Conditions
Clicking [Detailed Conditions >>] displays the detailed conditions.
 - Drop-down list box of saved filters
Selects a saved filter from the drop-down list box.
When filtering with new conditions, select [Enter New Conditions].
 - [Save Filter]
You can save filter settings by clicking it.
Moves to the [Save Filter] page.
 - [Delete Filter]
You can click it when selecting the saved filter in the "Drop-down list box of saved filters".
Moves to the [Delete Filter] page.
 - Match All Conditions
When selected, this option filters the content for items that match all the specified conditions.
 - Match Any Condition
When selected, this option filters the content for items that match at least one of the specified conditions.
 - Drop-down list box of items
Select the item in the list.
 - Drop-down list box of conditions
Select the condition. The conditions differ depending on the item selected in "Drop-down list box of items".
 - Is equal to
 - Is not equal to
 - Contains
 - Does not contain
 - Is equal to
 - Is not equal to
 - Is greater than
 - Is less than
 - Drop-down list box or text box of corresponding values
Select or enter the string corresponding to the condition of "Drop-down list box of conditions".
 - [+]
Adds "Drop-down list box of items", "Drop-down list box of conditions" and "Drop-down list box or text box of corresponding values".
 - [-]
Deletes "Drop-down list box of items", "Drop-down list box of conditions" and "Drop-down list box or text box of corresponding values".

Switching of Selection Status

- [Select All]
Selects the check boxes for all of the items in a list displayed.



Note

The items in hidden pages are not selected.

- [Deselect All]
Deselects the check boxes for all of the items in a list displayed.

List

Items related to each menu are displayed. The content displayed differs depending on the menu.

If you click the subject of an item column, the ascending order ([▲]) and the descending order ([▼]) switch, and the content is sorted.

Navigation of Page

The total number of objects and the range of objects currently displayed in a list are displayed.

Click the link to change the page displayed.

Switching of Number of Display Items

Select the number of display items in a list. You can select the following items.

- 5
- 10
- 15
- 20
- 50
- 100
- 200

Toolbar Settings

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

[Undo]

Cancels the content set, and displays the content saved the previous time.

[Default]

Cancels the content set, and displays the default value.

Available Buttons

The items that can be added to the tool bar of the previous page are displayed.

[Add]

Moves items selected with [Available Buttons] to [Buttons To Display].

The item is selected in [Buttons To Display].

[Delete]

Moves items selected with [Buttons To Display] to [Available Buttons].

The item is selected in [Available Buttons].

Buttons To Display

Items of the tool bar of the previous page are displayed.

The drop-down list box at the right side of the item lists the formats to display in the toolbar.

You can select the following formats.

- Icons Only
Displays item with icons.
- Labels Only
Displays item with characters.
- Icons and Labels
Displays items with icons and characters.

[Icons and Labels] is the default value.

[Move up]

Selected items move upward by one step.

[Move down]

Selected items move downward by one step.

Table Settings

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

[Undo]

Cancels the content set, and displays the content saved the previous time.

[Default]

Cancels the content set, and displays the default value.

Available Items

The items that can be added to the list of the previous page are displayed.

[Add]

Moves items selected with [Available Items] to [Displayed Items].

The item is displayed in selected status in [Displayed Items].

[Remove]

Moves items selected in [Displayed Items] to [Available Items].

The items are displayed in selected status in [Available Items].

Displayed Items

Items in the list of the previous page are displayed.

[Move Up]

Selected items move upward by one step.

[Move Down]

Selected items move downward by one step.

Save Filter

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Filter Name (required)

Enter the name of the filter. You can enter 1 to 16 double-byte or single-byte characters.

When the [Save Filter] button of the original page is clicked, characters not entered in the text box of the filter are set in the default value. When [Enter new conditions] is selected, this is blank.

Filter Conditions

Search condition values set with Detailed Conditions are displayed.

Delete Filter

[OK]

Deletes the filter, and returns the display to the previous page.

[Cancel]

Does not delete the filter, and returns the display to the previous page.

2 Service Settings

Flow List

In this menu, you can create a new flow or view the statuses of existing flows in a list.

To create, copy or upload a flow, the [Flow Composer] role is required. To use the other features, the [Owner] role is required.

For the operation roles, see "Features Guide Flow Management Option".



Note

In the Flow List, only the flows whose operator has the [Owner] role of the flow are displayed.
For the Apeos_Admin user, all flows are displayed.

Toolbar

- [ Create]
To create a new flow, click this.
Changes the display to the [Create New Flow] page.
- [ Validate]
To validate flows, select the target (multiple possible) from the list and click this.
Changes the display to the [Flow Validation] page.
- [ Enable]
To enable flows, select the target (multiple possible) from the list and click this.
Changes the display to the [Confirm Enable Flow] page.
Before you start processing the flow you created, you must enable the flow.
- [ Disable]
To disable flows, select the target (multiple possible) from the list and click this.
Changes the display to the [Confirm Disable Flow] page.
- [ Delete]
To delete flows, select the target (multiple possible) from the list and click this.
Changes the display to the [Delete Flow] page.
You can delete a flow only when it is [Disabled] and has no job or job history. The status of a job can be checked on the [Job List] page.
- [ Download]
To download existing flows to a specified folder in your computer, select the target (multiple possible) from the list and click this.
Changes the display to the [Download] page.
- [ Upload]
To upload a flow from you computer to Flow Management, click this.
Changes the display to the [Upload Flow] page.

List

The following items are listed.

- Flow Status
The status of a flow is displayed. The status can be Enabled, Partially Disabled or Disabled.
- Flow Name
The name of a flow is displayed.
- Last Updated
The newest date and time when the Inbound Processors or Flow Processors was performed are displayed.
- Flow ID
Flow ID is displayed.
- Icon
 -  (Edit): Click this to edit a flow. Changes the display to the [Edit Flow] page.
 -  (Copy): Click this to copy a flow and create a new flow. Changes the display to the [Edit Flow] page.
 -  (Properties): Click this to view the settings of a flow. Changes the display to the [Flow Properties] page.



Note

You can edit a flow only when it is [Disabled] and no job in the status of [Jobs In Queue], [Jobs In Progress] or [Jobs Suspended] exists. The status of a job can be checked on the [Job List] page.

[Refresh]

To refresh all the contents in the list, click this.

Common Items

See “About Screens”.

Create New Flow

Create New Flow [Flow Settings] Tab/Edit Flow [Flow Settings] Tab

Create or edit a flow.



Note

- To edit a flow, the following conditions must be satisfied.
 - No job is in the status of [In Queue], [In Progress] or [Suspended].
 - The flow is disabled.
- The default status of a created flow is [Disabled]. A flow in the [Disabled] status must be changed to [Enabled] before you start processing the flow. To edit or delete a flow, the flow must be [Disabled].

Sidebar

- Inbound Channel
Displays the name of a feature set as the inbound method to a flow. When you create a new flow, the default value is blank.
- Processing Method
Displays the name of a feature set as the processing method to a flow. When you create a new flow, the default value is blank.
- Delivery Destination
Displays the name of a feature set as the delivery destination to a flow. When you create a new flow, the default value is blank.

- Error Notification
Displays the name of a feature set as the error notification recipient to a flow. When you create a new flow, the default value is blank.

Button

- [OK]
Saves the content set, and returns the display to the previous page.
- [Cancel]
Cancels the content set, and returns the display to the previous page.

Flow Settings

- Flow Name (required)
Enter the name of a flow. You can enter 0 to 100 double-byte or single-byte characters.
- Flow Description
Enter the description of a flow. You can enter 0 to 1024 double-byte or single-byte characters.
- Retain Job Order
To deliver jobs in the order of registration, select this check box. This is selected by default.



Note

When the [Retain Job Order] check box is selected and a job in the [Suspended] status exists, the following jobs in the same flow and inbound channel are not processed until the processing of the suspended job is restarted.

- Inbound Channel (required)
 - Add
Select the feature to be added. You can select from [Folder], [Link to Web Applications] and [Device Folder]. Changes the display to the page for detailed settings of the feature selected.
 - [Delete]
Clicking this deletes the selected inbound channel from the list.
 - List
 - Inbound Channel
Displays the name of the feature set on the detailed settings page of the feature.
 - Icon
 (Edit): Clicking this changes the display to the detailed settings page of the feature.
- Processing Method
 - Add
Select the feature to be added. You can select from [QR Code Reader], [Format Conversion], [Image Processing], [Attribute Mapping], [OCR], [Document Name], or [OmniPage(R) OCR]. Moves to the detailed settings page of the selected function.
Features marked with (*) require the license of the option.
 - QR Code Reader (*)
 - Format Conversion
 - Separate CSV Attributes (*)
 - Image Processing
 - Separate CSV Attributes (*)
 - Attribute Mapping
 - Load Attributes (*)
 - OCR
 - Database Query (*)
 - Document Name
 - Form Analysis (*)
 - OmniPage(R) Barcode Reader (*)
 - OmniPage(R) OCR (*)

- [Add Predefined Setting]

You can select a setting from predefined settings.

Predefined settings are the combinations of frequently used features that are set in advance. The following predefined settings are available.

Menu Name	Function	Settings
Convert to PDF and Use OCR Result for Document Name	Image Processing	[Noise Reduction], [Auto Rotation] and [Skew Correction] are set. The other settings are as default.  Refer "Processing Method > Image Processing > Image Processing - Image Processing Settings [Image Processing/Edge Erase/Resolution Conversion] Tab" (P.60)
	OCR Processing	[Specify Page(s)] is set for [Full Page OCR for Specified Pages] and [1] is set for [Page(s) (1 to 999)]. The other settings are as default.  Refer "Processing Method > OCR > OCR - OCR Settings" (P.69)
	Format Conversion	[PDF] is set for [Format] on the [Format Conversion - Format Conversion Settings] page. The other settings are as default.  Refer • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF Conversion)" (P.43) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (JPEG Conversion)" (P.44) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF/JPEG Mixed Conversion)" (P.45) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (DocuWorks Conversion)" (P.45) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (PDF Conversion)" (P.56)
	Document Name Settings	The settings are configured as follows: "Specified Page OCR Text" in the [OCR] feature for Document Name, a hyphen (-) for "Delimiter", Limit Character Count and "32" for the upper limit. The other settings are as default.  Refer "Processing Method > Document Name > Document Name - Document Name Settings" (P.74)

Menu Name	Function	Settings
Convert to PDF and Split by Blank Pages	Image Processing	[Noise Reduction], [Auto Rotation], [Skew Correction] and [Split by Blank Pages] are set. The other settings are as default.  Refer “Processing Method > Image Processing > Image Processing - Image Processing Settings [Image Processing/Edge Erase/Resolution Conversion] Tab” (P.60)
	Format Conversion	[PDF] is set for [Format] on the [Format Conversion - Format Conversion Settings] page. The other settings are as default.  Refer • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF Conversion)” (P.43) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (JPEG Conversion)” (P.44) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF/JPEG Mixed Conversion)” (P.45) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (DocuWorks Conversion)” (P.45) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (PDF Conversion)” (P.56)

Menu Name	Function	Settings
Convert to PDF and Remove Blank Pages	Image Processing	[Noise Reduction], [Auto Rotation], [Skew Correction] and [Remove Blank Pages] are set. The other settings are as default.  Refer “Processing Method > Image Processing > Image Processing - Image Processing Settings [Image Processing/Edge Erase/Resolution Conversion] Tab” (P.60)
	Format Conversion	[PDF] is set for [Format] on the [Format Conversion - Format Conversion Settings] page. The other settings are as default.  Refer • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF Conversion)” (P.43) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (JPEG Conversion)” (P.44) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF/JPEG Mixed Conversion)” (P.45) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (DocuWorks Conversion)” (P.45) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (PDF Conversion)” (P.56)

Menu Name	Function	Settings
Convert to PDF and Perform Image Correction	Image Processing	[Noise Reduction], [Auto Rotation] and [Skew Correction] are set. The other settings are as default.  Refer “Processing Method > Image Processing > Image Processing - Image Processing Settings [Image Processing/Edge Erase/Resolution Conversion] Tab” (P.60)
	Format Conversion	[PDF] is set for [Format] on the [Format Conversion - Format Conversion Settings] page. The other settings are as default.  Refer • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF Conversion)” (P.43) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (JPEG Conversion)” (P.44) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF/JPEG Mixed Conversion)” (P.45) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (DocuWorks Conversion)” (P.45) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (PDF Conversion)” (P.56)

Menu Name	Function	Settings
Convert to XDW and Use OCR Result for Document Name	Image Processing	[Noise Reduction], [Auto Rotation] and [Skew Correction] are set. The other settings are as default.  Refer "Processing Method > Image Processing > Image Processing - Image Processing Settings [Image Processing/Edge Erase/Resolution Conversion] Tab" (P.60)
	OCR Processing	[Full Page OCR for All Pages] and [Save OCR Results as Corresponding Attributes on Each Page] are set. The other settings are as default.  Refer "Processing Method > OCR > OCR - OCR Settings" (P.69)
	Format Conversion	[DocuWorks] is set for [Format]. The other settings are as default.  Refer • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF Conversion)" (P.43) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (JPEG Conversion)" (P.44) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF/JPEG Mixed Conversion)" (P.45) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (DocuWorks Conversion)" (P.45) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (PDF Conversion)" (P.56)
	Document Name Settings	The settings are configured as follows: "Specified Page OCR Text" in the [OCR] feature for Document Name, a hyphen (-) for "Delimiter", Limit Character Count and "32" for the upper limit. The other settings are as default.  Refer "Processing Method > Document Name > Document Name - Document Name Settings" (P.74)

Menu Name	Function	Settings
Convert to XDW and Split by Blank Pages	Image Processing	[Noise Reduction], [Auto Rotation], [Skew Correction] and [Split by Blank Pages] are set. The other settings are as default.  Refer “Processing Method > Image Processing > Image Processing - Image Processing Settings [Image Processing/Edge Erase/Resolution Conversion] Tab” (P.60)
	Format Conversion	[DocuWorks] is set for [Format]. The other settings are as default.  Refer • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF Conversion)” (P.43) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (JPEG Conversion)” (P.44) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF/JPEG Mixed Conversion)” (P.45) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (DocuWorks Conversion)” (P.45) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (PDF Conversion)” (P.56)
Convert to XDW and Remove Blank Pages	Image Processing	[Noise Reduction], [Auto Rotation], [Skew Correction] and [Remove Blank Pages] are set. The other settings are as default.  Refer “Processing Method > Image Processing > Image Processing - Image Processing Settings [Image Processing/Edge Erase/Resolution Conversion] Tab” (P.60)
	Format Conversion	[DocuWorks] is set for [Format]. The other settings are as default.  Refer • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF Conversion)” (P.43) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (JPEG Conversion)” (P.44) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF/JPEG Mixed Conversion)” (P.45) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (DocuWorks Conversion)” (P.45) • “Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (PDF Conversion)” (P.56)

Menu Name	Function	Settings
Convert to XDW and Perform Image Correction	Image Processing	[Noise Reduction], [Auto Rotation] and [Skew Correction] are set.  Refer "Processing Method > Image Processing > Image Processing - Image Processing Settings [Image Processing/Edge Erase/Resolution Conversion] Tab" (P.60)
	Format Conversion	[DocuWorks] is set for [Format]. The other settings are as default.  Refer • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF Conversion)" (P.43) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (JPEG Conversion)" (P.44) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF/JPEG Mixed Conversion)" (P.45) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (DocuWorks Conversion)" (P.45) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (PDF Conversion)" (P.56)
Convert to XDW and Attach Original Data	Image Processing	[Noise Reduction], [Auto Rotation] and [Skew Correction] are set. The other settings are as default.  Refer "Processing Method > Image Processing > Image Processing - Image Processing Settings [Image Processing/Edge Erase/Resolution Conversion] Tab" (P.60)
	Format Conversion	[DocuWorks] is set for [Format]. The [Attach Original Document] check box is selected. The other settings are as default.  Refer • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF Conversion)" (P.43) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (JPEG Conversion)" (P.44) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF/JPEG Mixed Conversion)" (P.45) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (DocuWorks Conversion)" (P.45) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (PDF Conversion)" (P.56)

Menu Name	Function	Settings
Convert to XDW and Paste OCR Data	Image Processing	[Noise Reduction], [Auto Rotation] and [Skew Correction] are set.  Refer "Processing Method > Image Processing > Image Processing - Image Processing Settings [Image Processing/Edge Erase/Resolution Conversion] Tab" (P.60)
	OCR Processing	[Full Page OCR for All Pages] and [Save OCR Results as Corresponding Attributes on Each Page] are set. The other settings are as default.  Refer "Processing Method > OCR > OCR - OCR Settings" (P.69)
	Format Conversion	• [DocuWorks] is set for [Format] on the [Format Conversion - Format Conversion Settings] page. The other settings are as default. • "Use Attribute" is selected for "Paste Text as Annotation" in "Format Conversion - Format Conversion Settings - Annotation Settings" and "Full Page OCR Text by Page" is selected as the OCR attribute. Also, [Paste Corresponding OCR Results to Each Page] is set for [Pages to Paste]. The other settings are as default.  Refer • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF Conversion)" (P.43) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (JPEG Conversion)" (P.44) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF/JPEG Mixed Conversion)" (P.45) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (DocuWorks Conversion)" (P.45) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (PDF Conversion)" (P.56) • "Processing Method > Format Conversion > Format Conversion - DocuWorks Conversion Settings - Annotation Settings" (P.47)

Menu Name	Function	Settings
Convert to XDW and Embed OCR Data	Image Processing	[Noise Reduction], [Auto Rotation] and [Skew Correction] are set. The other settings are as default.  Refer "Processing Method > Image Processing > Image Processing - Image Processing Settings [Image Processing/Edge Erase/Resolution Conversion] Tab" (P.60)
	OCR Processing (Full Page OCR)	[Full Page OCR for All Pages] and [Save OCR Results as Corresponding Attributes on Each Page] are set. The other settings are as default.  Refer "Processing Method > OCR > OCR - OCR Settings" (P.69)
	Format Conversion	[DocuWorks] is set for [Format] on the [Format Conversion - Format Conversion Settings] page. The other settings are as default.

- [Delete]
Clicking this to delete the selected processing method(s) from the list.
- List
 - Processing Method
Displays the registration name set on the detailed settings page of the feature. When multiple processing methods are set, jobs are processed in the order of the horizontal positions of the jobs in the processing method list.
 - Interaction Process
Displays whether an interaction operation is set.
 - Icon
 (Edit): Clicking this changes the display to the [Edit Processing Method] page.
- Delivery Destination (required)
 - Add
Select the feature to be added. You can select from [Link to Application], [Save to Folder], [Printer Output] and [Send E-mail (SMTP)]. Changes the display to the page for detailed settings of the feature selected.

- [Add Predefined Setting]

You can select a setting from predefined settings. Predefined settings are the combinations of frequently used features that are set in advance. The following predefined combinations are available.

Menu Name	Function	Settings
Create Scan Document List	Preprocessing (Format Conversion)	[DocuWorks] is set for [Format]. The other settings are as default.  Refer • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF Conversion)" (P.43) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (JPEG Conversion)" (P.44) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF/JPEG Mixed Conversion)" (P.45) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (DocuWorks Conversion)" (P.45) • "Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (PDF Conversion)" (P.56)
	Save to Folder	When the [Save to Folder - Folder Save Settings] page is displayed, set the type and location of the folder in which to save documents.
	Document and Attributes Table Output	The correspondence table is created using the information of [Device Folder] specified as [Inbound Channel]. When the [Document and Attributes Table Output - Table Output Settings] page is displayed, set the storage location and the name for the output file of document attributes. By default, the following contents are set in [Column Items]. Header - Attribute Device Name - Device Folder: Model Name IPv4 Address - Device Folder: IPv4 Address(127.0.0.1) IPv6 Address - Device Folder: IPv6 Address(2001:0:0:0:0:0:0:1234) Host Name - Device Folder: Host Name Device Folder Name - Device Folder: Folder Number Result - "Ready" Date Stored - Device Folder: Date Received Time Stored - Device Folder: Time Received Original Size - Device Folder: Paper Size Original Impressions - Device Folder: Number of Pages Output Color - Device Folder: Compression Format Input Type - Device Folder: Input Type Directory - Save to Folder: Directory Output File Name - Save to Folder: Output File Name

- [Delete]

Clicking this deletes the selected delivery destination(s) from the list.

- List

- Delivery Destination

Displays the registration name set on the detailed settings page of the delivery destination feature. When multiple delivery destinations are set, jobs are processed in the order of the horizontal positions of the jobs in the delivery destination list.

- **Delivery Condition**
When some delivery condition is set, "Yes" is displayed. When no delivery condition is set, this field is blank.
- **Preprocessing**
When a preprocessing unit is already registered, the icon for the registered feature is displayed. Displays  (Document Name) and/or  (Format Conversion). When no delivery condition is set, this field is blank.
- **Postprocessing**
When a postprocessing unit is already registered, the icon for the registered feature is displayed. Displays  (Completion Notification) and/or  (Document and Attributes Table Output). When no delivery condition is set, this field is blank.
- **Icon**
 (Edit): Clicking this changes the display to the [Edit Delivery Destination] page.
 (Copy): Click this to copy the delivery destination selected.

Common Items

See "About Screens".

Inbound Channel > Folder > Folder - Input Folder Settings (Local Folders)

Set the inbound folder in the Flow Management server to retrieve a document.



Note

Removable media with read and write capabilities may also be selected as the inbound channel folders. The supported file systems are NTFS, FAT, and FAT32.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters.

If this field is blank, the path for the folder is set as the name.

Folder Type

Select the type of the inbound folder.

[Local Folder on Server] or [Shared Folder] can be selected.

Location of Local Folder on Server (required)

Select the inbound channel folder setting method from [Select From Folder List] or [Enter Folder Location Directly].

The default value is [Select From Folder List].

- **Select From Folder List**

Select this for selecting an inbound channel folder from the list of preregistered folders.

Click [Browse] to select the target folder from the folder list displayed.

You cannot enter characters directly into the text box.

When this item is selected, you cannot specify [User Name] and [Password]. For access to the selected folder, the execution account (NETWORK SERVICE) of the Flow Management service is used.

- [Browse]

Click this to change the display to the [Folder - Select Local Folder on Server] page. Select the inbound channel folder here.

- Enter Folder Location Directly

Select this for entering the inbound channel folder path directly.

Enter the absolute path from the drive in the text box in the UNC format.

You can use backward slash (\) or slash (/) as a folder delimiter.

Example: C:\folder1\sub1, C:/folder1/sub1

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters.



Note

The following characters cannot be used:

Colon (:), comma (,), semicolon (;), asterisk (*), question mark (?), double-quotation marks ("), angle brackets (<>), vertical bar (|).

However, colon (:) can be used for the drive letter.

- User Name

When you select [Enter Folder Location Directly], enter the user name to access the selected folder.

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters.



Note

The following characters cannot be used:

Slash (/), square brackets ([]), double quotation mark ("), colon (:), semicolon (;), vertical bar (|), angle brackets (< >), plus (+), equal (=), comma (,), question mark (?), asterisk (*).

- Password

When you select [Enter Folder Location Directly], enter the password to access the selected folder.

You can enter 0 to 64 double-byte characters or 0 to 128 single-byte characters.

- Confirm Password

When you select [Enter Folder Location Directly], enter the password again for confirmation.

Inbound Channel > Folder > Folder - Select Local Folder on Server

Select a folder to import documents.



Note

Only folders that can be selected here are those preregistered in [Environment Settings] > [Default Settings] > [Flow Management Environment Settings] > [Function Settings] page.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

List

Select a local folder to set to the inbound channel from the list.

Common Items

See "About Screens".

Inbound Channel > Folder > Folder - Input Folder Settings (Shared Folder)

Set the inbound folder to retrieve a document from the shared folder in a remote computer.



Note

Removable media with read and write capabilities may also be selected as the inbound channel folders. The supported file systems are NTFS, FAT, and FAT32.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters.

If this field is blank, the path for the folder is set as the name.

Folder Type

Select the type of the inbound folder. [Local Folder on Server] or [Shared Folder] can be selected.

Location of Local Folder on Server (required)

Enter the inbound channel folder path in the UNC format beginning with \\ or //.

You can use backward slash (\) or slash (/) as a folder delimiter.

Example: \\hostname\folder1\sub1, //192.0.2.1/folder1/sub1

You can enter up to 128 double-byte characters or up to 256 single-byte characters.

Only the IPv4 format is supported for IP address. You cannot specify "localhost" as a host name. In addition, any loopback address cannot be specified for IP address.



Note

The following characters cannot be used:

Comma (,), semicolon (;), asterisk (*), question mark (?), double-quotation marks ("), angle brackets (<>), vertical bar (|).

User Name (required)

Enter the user name for accessing the selected folder.

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters.

The following formats are supported as the domain specification in [User Name].

- DNS
Specify "Domain Name\User Name" as in "Domain.co.jp\user".
- NetBIOS
Specify "NetBIOS domain name\user name" as in "DOMAIN\user".
- UPN
Specify "User Name@Domain Name" as in "user@Domain.co.jp".



Note

The following characters cannot be used:

Slash (/), square brackets ([]), double quotation mark ("), colon (:), semicolon (;), vertical bar (|), angle brackets (< >), plus (+), equal (=), comma (,), question mark (?), asterisk (*).

Password (required)

Enter the password for accessing the selected folder.

You can enter 0 to 64 double-byte characters or 0 to 128 single-byte characters.

Confirm Password (required)

To confirm, enter the password again.

Polling Interval (3 sec to 59 min 59 sec)

Set the polling interval. The default value is [1] minute [0] second.

Select the time from [0] to [59] minutes and [0] to [59] seconds. You can enter a value within the range of 3 minutes 0 second to 59 minutes 59 seconds.

Inbound Channel > Web Applications Linkage > Link to Web Applications Settings

Set or edit the [Web Applications] feature to import a scanned document to Flow Management using the Web Applications feature on a device.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, [Web Applications] is automatically set.

Preview Settings

Select from the following default preview settings. The default setting is [No Preview].

- Preview
To review the scanned content via the control panel on a device, select this.
This item cannot be selected when [PDF] or [DocuWorks] is selected in [Output Format Settings].
- No Preview
To not preview the scanned content on the control panel on a device, select this.
- Allow Change via Control Panel
To select whether to review the scanned content on the control panel on a device, select this check box. This is deselected by default.

Scan Settings

Specify the default value when scanning with Web Applications linkage on the device.

- Output Color
[Auto] is selected as the default setting.



When [Black & White] is selected, [High Compression] in [Output Format Settings] is fixed to [Off].

- Auto
Determines the color per page, and scans in color when colors other than white and black are used, and switches the setting to black & white when only white and black are used.
- Black & White
Scans in black and white.

- 2 Sided Scanning
[1 Sided] is selected as the default setting.
 - 1 Sided
Select when scanning only one side of the original document.
 - 2 Sided (Head to Head)
Select when the top and bottom of the images are the same for the front and back of the original two-sided document.
 - 2 Sided (Head to Toe)
Select when the top and bottom of the images are in reverse for the front and back of the original two-sided document.
- Original Type
[Text] is selected as the default setting.



Note

When [Photo] is selected, [OCR] in [Output Format Settings] is fixed to [Off].

- Photo & Text
Select when the original document contains text and photographs.
- Text
Select when the original document contains mainly text.
- Photo
Select when the original document contains mainly photographs.
- Scan Resolution
[200dpi] is selected as the default setting.
While a higher numeric value translates to finer scanning, the data increases in size, leading to more time required for reading and sending.



Note

When [400dpi] or [600dpi] is selected, [High Compression] and [OCR] in [Output Format Settings] are fixed to [Off].

- 200dpi
- 300dpi
- 400dpi
- 600dpi
- Allow Change via Control Panel
Select the check box to allow changes from the control panel of the device when scanning. The check box is unselected by default.

Output Format Settings

Specify the output file format when scanning a document, as well as the processing method.



Note

The output format setting is not displayed on the device control panel.

- Format
Specify the output file format. [TIFF (Multi-Pages)] is the default setting.
 - TIFF (Multi-Pages)
You can select [Preview] under [Preview Settings].
[High Compression], [OCR] and [OCR Text Compression] options will be set to [Off].
 - DocuWorks
[Preview] cannot be selected under [Preview Settings].
[High Compression] and [OCR] can be set to either [On] or [Off]. [OCR Text Compression] will be set to [Off].

- PDF
[Preview] cannot be selected under [Preview Settings].
[High Compression], [OCR] and [OCR Text Compression] options can be set to either [On] or [Off].
- High Compression
Select whether or not to output the document at high compression. [Off] is the default setting.
When all the following conditions are met, [On] can be selected.
 - [Format] is either [PDF] or [DocuWorks]
 - [Scan Resolution] under [Scan Settings] is set equal to or less than 300 dpi
 - [Output Color] is set to [Auto]
- OCR
Select whether or not to process the scanned document using OCR. [Off] is the default setting.
When all the following conditions are met, [On] can be selected.
 - [Format] is either [PDF] or [DocuWorks]
 - [Scan Resolution] under [Scan Settings] is set equal to or less than 300 dpi
 - [Original Type] is either [Photo & Text] or [Text]
- OCR Text Compression
Select whether or not to compress the text converted by OCR processing. [Off] is the default setting.
When all the following conditions are met, [On] can be selected.
 - [Format] is [PDF]
 - [OCR] is [On]

Fax Settings

- Show fax number input field on device control panel
When displaying input fields for fax numbers in the device control panel using Web Applications Linkage, add a check mark.

Flow Attributes

Specifies the attributes to be set to a document.

- Custom Text {1-5}
 - Control Panel Display Name
Enter the name to be displayed via the control panel on a device. You can enter 0 to 10 double-byte characters or 0 to 20 single-byte characters.
- Allow Change via Control Panel
To select whether to allow editing of the document attributes on the control panel on a device, select this check box. This is deselected by default.
- Default
Set the default custom text for a document attribute. You can enter 0 to 32 double-byte characters or 0 to 64 single-byte characters.



Note

The name set here is a display name on a device control panel and is not used as an attribute name. "Custom Text 1" to "Custom Text 5" (fixed) are set as attribute names.



Note

When the [Allow Change via Control Panel] check box is deselected, the default value for "Custom Text {1-5}" is not set.

Inbound Channel > Device Folder > Device Folder - Device Folder Input Settings

Sets or edits the [Device Folder] feature.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters.

When this field is blank, "{Model name}{IP address/Host name}{Device folder number list}" is automatically set.

In {Device folder name list}, the numbers of the device folders selected from the list are comma-delimited.

Device

- Device Name

Displays the name of the device, selected by clicking on [Select Device].

- [Select Device]

To select a device name, click this. Changes the display to the [Add Device: Device Folder Input Settings] page. Device selection is always required.

- Model Name (IP Address or Host Name)

The model name and IP address or host name of the device selected are displayed.

Device Folder

Select a device folder to be used as an inbound folder of documents. Device folder selection is always required.

- [ Add From Device Folder List]

Click this to add a folder to be monitored from the folder list.

Changes the display to the [Device Folder - Add From Device Folder List] page.



Before adding a folder, you must select a device.

- [ Specify and Device Folder]

Click this to specify a folder number to add the folder to be monitored.

Changes the display to the [Device Folder - Specify and Add Device Folder] page.



Before adding a folder, you must select a device.

- [ Delete]

Deletes the folder selected from the list.

- List

- Device Folder No.

The number of the added folder is displayed.

- Folder Name

The name of the added folder is displayed.

- Icon



(Edit Access Information)

Click this to edit the passcode, password for a folder and account information to be used for accessing a device in the authentication mode. Changes the display to the [Device Folder - Edit

Access Information] page.

 (Delete)

Click this to delete the device folders selected from the list.

- Common Items

See “About Screens”.

Standby Interval

Enter the interval for monitoring folders.

Specify an interval from [0] minutes [10] seconds to [60] minutes [00] seconds. Select the time from [0] to [60] minutes and [0], [10], [20], [30], [40] or [50] minutes. The default value is [1] minute [0] second.



Note
When you set different intervals for multiple [Device Folder] features, the latest setting becomes effective.

Error Notification

To notify an error when a device is turned off according to the error notification settings configured on the Create Flow [Error Notification] tab, select the [Send Error Notification when Device Power is Off] check box. This is selected by default.

The error notification setting can be configured for each feature.

Execute Job When Document has Error

To execute the processing of already imported part of a document after an error occurs while importing the document from a device folder, select the [Perform Job Execution for Imported Document Even for Inbound Document Error (Processing Error or Corrupt Document)] check box. This is deselected by default.

When an importing error occurs, Flow Management creates a job based on the half-imported document and processes the job as [Job With Error]. When this setting is enabled in such a case, the job processing is continued from the point of the error occurrence.



Note
This setting is applied to even an incomplete image retrieved from a device folder. However, due to an invalid image in a retrieved document, an error may occur during subsequent processes or an incomplete document may be processed from a completed job.

Inbound Channel > Device Folder > Add Device: Settings Related to Device Folder Input

Select the method for adding information of the device.

[Next]

Changes the display to one of the following pages.

- When [Add from devices already registered in database] is selected
Changes the display to the [Add Device - Add from Devices Registered in Database] page.
- When [Add by searching network] is selected
Changes the display to the [Add Device - Add by Searching Network] page.
- When [Specify and add IP address/host name directly] is selected
Changes the display to the [Add Device - Specify and Add IP Address/Host Name Directly] page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Method for adding devices

Select from the following methods of adding devices.

- Add from devices already registered in database
To select and add from the information of devices registered in the ApeosWare Management Suite database, select this.
- Add by searching network
To search and add devices connected to networks, select this.
- Specify and add IP address/host name directly
To search IP addresses or host names and add devices, select this.

Inbound Channel > Device Folder > Add Device - Add from Devices Registered in Database

From the information of devices registered in the ApeosWare Management Suite database, select the information to add to device groups.

Information of devices added cannot be selected.

[Back]

Returns the display to the previous page.

[Add]

Adds devices selected in a list, and returns the display to selecting a device page.

[Cancel]

Cancels the content set, and returns the display to selecting a device page.

List

- Device Name
The icons and device names are displayed.
- IP Address/Host Name
The IP address or host name of the device is displayed.
- Model Name
The model name is displayed.

Common Items

See "About Screens".

Inbound Channel > Device Folder > Add Device - Add by Searching Network

Searches devices on networks.

[Back]

Returns the display to the previous page.

[Search]

To start searching, click this.

Changes the display to the [Searching for devices] page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Protocol Settings

Set the SNMP protocol for searching. Select [SNMP v1/v2] or [SNMP v3].

- When [SNMP v1/v2] is selected
 - Community Name (Read Only)

Enter the community name for retrieving information with SNMP v1 or v2.
You can enter from 1 to 32 single-byte characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.
 - Community Name (Read/Write)

Enter the community name for retrieving or writing information with SNMP v1 or v2.
You can enter from 1 to 32 single-byte characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.



Note

You must enter the information for devices other than our company's devices and Fuji Xerox devices, otherwise the device status cannot be retrieved.

- When [SNMP v3] is selected
 - User Name

Enter the user name for accessing the device.
You can enter 0 to 128 single-byte alphanumeric characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.
 - Message Digest Algorithm

Select [MD5] or [SHA-1] for SNMP v3 authentication protocol.
The default value is [MD5].
 - Authentication Password

Enter a password to use for authentication when accessing a device.
You can enter from 8 to 32 ASCII characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.
 - Message Encryption Method

Select [DES] or [AES-128] for SNMP v3 encryption protocol.
The default value is [DES].
 - Encryption Password

Enter a password to use for encryption.
You can enter from 8 to 32 ASCII characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.

Add Subnet Address

- Broadcast Address/Multicast Address

Enter the subnet address for search targets.
You can enter 0 to 256 single-byte alphanumeric characters.

 - For IPv4

Enter four decimal numbers separated by periods, such as 192.0.2.1.
Between periods, you can enter a value from 0 to 255 in single-byte numbers.
For the top three digits of the number, you can enter a value 223 or less, other than 127.
 - For IPv6

Enter hexadecimal numbers separated by colons, such as 2001:DB8:1:1:1:1:1:1.

You can specify a link local address (fe80 at the beginning), global unicast address (fd00 at the beginning), or unique local address (001 for first three bits).

- **[Add]**

When fewer than four network addresses are displayed in [Subnet to Search], adds network addresses.

- **Subnet to Search**

Clicking [Add] displays network addresses.

To delete network addresses, click the network addresses.

- **[Delete]**

Deletes network addresses selected with [Subnet to Search].

Search Time

- **Timeout (required)**

Set the timeout interval in seconds.

You can enter a value from 1 to 60 in single-byte numbers.

The default value is [10].

Inbound Channel > Device Folder > Searching for devices

Indicates devices are being searched.

Progress bar

Indicates devices are being searched.

[Cancel]

Cancels the searching of devices, and returns the display to the previous page.

Inbound Channel > Device Folder > Device Search Results - Search and Add from Network

Displays the result of searching devices on networks.

[Back]

Returns the display to the previous page.

[Next]

Adds devices selected in a list, and moves to the [Device Communication Settings - Search and add from network] page.

[Cancel]

Does not add found devices, and returns the display to the previous page.

Replace IP address with host name for the device to be added

Selecting this changes the IP address to the host name and adds devices.

However, IP addresses are added as they are when they cannot be changed.

This is deselected by default.

List

- **IPv4 Address**

IPv4 addresses are displayed.

- **IPv6 Address**

IPv6 addresses are displayed.

- IPv6 First
This is displayed when both IPv4 and IPv6 addresses are retrieved.
To retrieve both IPv4 and IPv6 addresses and use IPv6 protocol for adding devices, select this.
- Model Name
The model name is displayed.
- Registration Status
Whether devices are registered in the database of ApeosWare Management Suite is displayed.
[Registered] or [Not Registered] is displayed.
Check boxes are displayed at the left side of the list only in the case of [Not Registered].

Common Items

See "About Screens".

Inbound Channel > Device Folder > Device Communication Settings - Search and add from network

Set information for communication of the device with ApeosWare Management Suite.
This is not set on the device.

[Back]

Returns the display to the previous page.

[Add]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Administrator Information Settings

- Administrator ID (required)
For the administrator ID, enter up to 32 characters.
The default is [11111].
- Password
Enter the password for the administrator ID.
You can enter from 4 to 32 ASCII characters.
The default is [admin].

Protocol Settings

Set the SNMP protocol for searching. Select [SNMP v1/v2] or [SNMP v3].

- When [SNMP v1/v2] is selected
 - Community Name (Read Only)
Enter the community name for retrieving information with SNMP v1 or v2.
You can enter 1 to 32 single-byte characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.

- Community Name (Read/Write)
Enter the community name for retrieving or writing information with SNMP v1 or v2.
You can enter 1 to 32 single-byte characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.



Note

You must enter the information for devices other than our company's devices and Fuji Xerox devices, otherwise the device status cannot be retrieved.

- When [SNMP v3] is selected
 - User Name
Enter the user name for accessing the device.
You can enter 0 to 128 single-byte alphanumeric characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.
 - Message Digest Algorithm
Select [MD5] or [SHA-1] for SNMP v3 authentication protocol.
The default value is [MD5].
 - Authentication Password
Enter a password to use for authentication when accessing a device.
You can enter from 8 to 32 ASCII characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.
 - Message Encryption Method
Select [DES] or [AES-128] for SNMP v3 encryption protocol.
The default value is [DES].
 - Encryption Password
Enter a password to use for encryption.
You can enter from 8 to 32 ASCII characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.

Communication Timeout

- SNMP
Select the communication timeout interval (seconds) from the following values.
The default is [3].
 - 2
 - 3
 - 5
 - 10
- [Restore Default]
Returns [SNMP] to the default value [3].

Port Settings

- SOAP Port Number (required)
Enter the port number for communication with the device SOAP port.
You can enter a value from 1 to 65535 in single-byte numbers.
The default is [80].
- SNMP Port Number (required)
Enter the port number for communication with the device via SNMP.
You can enter a value from 1 to 65535 in single-byte numbers.
The default is [161].

Inbound Channel > Device Folder > Add Device - Specify and Add IP Address/Host Name Directly

Adds device information.

[Back]

Returns the display to the previous page.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Tab

Select information to add to the device.

- [Basic Information] tab
To set basic information such as the IP address or installation location, select this.
Changes the display to the Add Device - Specify and Add IP Address/Host Name Directly [Basic Information] tab.
- [Communication Settings] tab
To set information for communication of the device with ApeosWare Management Suite, select this.
Changes the display to the Add Device - Specify and Add IP Address/Host Name Directly [Communication Settings] tab.
- [Monitor Settings] tab
To set information related to updating the status of devices, select this.
Changes the display to the Add Device - Specify and Add IP Address/Host Name Directly [Monitor Settings] tab.

Inbound Channel > Device Folder > Add Device - Specify and Add IP Address/Host Name Directly [Basic Information] tab

Add Device - Specify and Add IP Address/Host Name Directly

See Add Device - Specify and Add IP Address/Host Name Directly.

[Basic Information] tab

- IP Address/Host Name (required)
Enter the IP address or host name of the device.
 - IP Address (for IPv4)
Enter four decimal numbers delimited by periods, such as 192.0.2.1.
Between periods, you can enter a value from 0 to 255 in single-byte numbers.
For the top three digits of the number, you can enter a value 223 or less, other than 127.
 - IP address (for IPv6)
Enter hexadecimal numbers delimited by colons, such as 2001:DB8:1:1:1:1:1:1.
You can specify a link local address (fe80 at the beginning), global unicast address (fd00 at the beginning), or unique local address (001 for first three bits).
 - Host Name
You can enter from 1 to 256 ASCII characters.
- Device Name (required)
Enter the device name to use within ApeosWare Management Suite.
You can enter 1 to 128 double-byte characters or 1 to 256 single-byte characters.

Inbound Channel > Device Folder > Add Device - Specify and Add IP Address/Host Name Directly [Communication Settings] tab

Set information for communication of the device with ApeosWare Management Suite.

This is not set on the device.

Add Device - Specify and Add IP Address/Host Name Directly

See Add Device - Specify and Add IP Address/Host Name Directly.

[Communication Settings] tab

- Administrator Information Settings

- Administrator ID (required)

For the administrator ID, enter up to 32 characters.

The default is [11111].

- Password

Enter the password for the administrator ID.

You can enter from 4 to 32 ASCII characters.

The default is [admin].

- Protocol Settings

Set the SNMP protocol for searching. Select [SNMP v1/v2] or [SNMP v3].

- When [SNMP v1/v2] is selected

- Community Name (Read Only)

Enter the community name for retrieving information with SNMP v1 or v2.

You can enter 1 to 32 single-byte characters.

For security, this is not displayed by default.

When this is blank, the factory default value of our company's device or Fuji Xerox device is used.

- Community Name (Read/Write)

Enter the community name for retrieving or writing information with SNMP v1 or v2.

You can enter 1 to 32 single-byte characters.

For security, this is not displayed by default.

When this is blank, the factory default value of our company's device or Fuji Xerox device is used.



Note

You must enter the information for devices other than our company's devices and Fuji Xerox devices, otherwise the device status cannot be retrieved.

- When [SNMP v3] is selected

- User Name

Enter the user name for accessing the device.

You can enter 0 to 128 single-byte alphanumeric characters.

For security, this is not displayed by default.

When this is blank, the factory default value of our company's device or Fuji Xerox device is used.

- Message Digest Algorithm

Select [MD5] or [SHA-1] for SNMP v3 authentication protocol.

The default value is [MD5].

- Authentication Password

Enter a password to use for authentication when accessing a device.

You can enter from 8 to 32 ASCII characters.

For security, this is not displayed by default.

When this is blank, the factory default value of our company's device or Fuji Xerox device is used.

- Message Encryption Method
Select [DES] or [AES-128] for SNMP v3 encryption protocol.
The default value is [DES].
- Encryption Password
Enter a password to use for encryption.
You can enter from 8 to 32 ASCII characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.
- Communication Timeout
 - SNMP
Select the communication timeout interval (seconds) from the following values.
The default is [3].
 - 2
 - 3
 - 5
 - 10
 - [Restore Default]
Returns [SNMP] to the default value [3].
- Port Settings
 - SOAP Port Number (required)
Enter the port number for communication with the device SOAP port.
You can enter a value from 1 to 65535 in single-byte numbers.
The default is [80].
 - SNMP Port Number (required)
Enter the port number for communication with the device via SNMP.
You can enter a value from 1 to 65535 in single-byte numbers.
The default is [161].

Inbound Channel > Device Folder > Add Device - Specify and Add IP Address/Host Name Directly [Monitor Settings] tab

Set information related to updating the status of devices.

Add Device - Specify and Add IP Address/Host Name Directly

See Add Device - Specify and Add IP Address/Host Name Directly.

[Monitor Settings] tab

- Monitor Status
Select whether to monitor the status.
The default value is [Yes].
If you select [No], the status of devices is not updated on pages such as the [All Devices] page.
 - Yes
 - No
- Monitoring Interval (required)
This is available when monitor status is set to [Yes].
Enter the monitoring interval.
You can enter a value from 1 to 1440 in single-byte numbers.
The default value is [10].

- Get Device Status Upon Receipt of SNMP Trap

This is available when monitor status is set to [Yes].

To retrieve the device status when you receive status change notifications (SNMP traps) from devices, select this.

Inbound Channel > Device Folder > Device Folder - Add From Device Folder List

Add a device folder to be monitored from the list. Up to one hundred device folders can be added.

[Add]

To monitor the device folder selected from the list, click this. Adds the selected device folders and changes the display back to the [Device Folder - Device Folder Input Settings] page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Device

- Device Name
The name of the device to which to add a device is displayed.
- Model Name (IP Address or Host Name)
The model name and the IP address or the host name in FQDN (Host name followed by domain name, fully described) of a retrieved device is displayed.
For example, [2001:DB8:1:1:1:1:1:1] is displayed for IPv6.

[View Device Folder List]

To search for folders, click this. Changes the display to the [Device Folder - Searching Device Folders] page. When a search completes, the device folders registered in a device are listed.

List of Device Folders to Add

The device folders registered in a device are listed.

- Device Folder No.
The device folder number is displayed.
- Folder name
The name of the folder is displayed.
- Password/Passcode
"*****" is displayed whether a password or a passcode is set or not.
- Device Login User ID
The user ID set in [Account to Access Device] on the [Device Folder - Access Information Settings] page is displayed. If no user ID is set, this field is blank.
- Device Login Password
When a user ID is set in [Account to Access Device] on the [Device Folder-Access Information Settings] page, "*****" is displayed.
- Icon
 (Access Information Setting)
Click this when [Passcode/Password] is set to the selected folder or the account information is required to access a device in the authentication mode. Changes the display to the [Device Folder - Access Information Settings] page.

**Note**

When you click [OK] without setting account information for a device folder requiring account information setting, an error is displayed. In this case, go to the [Device Folders - Access Information Settings] page to set account information.

Common Items

See "About Screens".

Inbound Channel > Device Folder > Device Folder - Searching Device Folders

Displays the progress status of searching device folders.

Progress bar

Indicates device folders are being searched for.

[Cancel]

Cancels the searching of folders, and returns the display to the previous page.

Inbound Channel > Device Folder > Device Folder - Access Information Settings

Set or edit the passcode, password for a folder and account information to be used for accessing a device in the authentication mode.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Device

- Device Name
The name of the device in which the device folder exists is displayed.
- Model Name (IP Address or Host Name)
The model name and the IP address or the host name in FQDN (Domain name followed by host name, fully described) of the device in which the device folder exists is displayed.

Device Folder No. (Device Folder Name)

The folder number and folder name are displayed.

Passcode/Password

When a passcode or a password is set to the device folder, enter the passcode or password. You can enter 0 to 50 single-byte characters.

Account Access Device

- User ID
Enter the user ID for the account to be used for accessing a folder. You can enter 0 to 64 single-byte characters. This is required when the device is in the authentication mode or [Password] is entered.
- Password
Enter the password for the account to be used for accessing a folder. You can enter 0 to 50 single-byte characters. When [User ID] is set, a password is also required.

Inbound Channel > Device Folder > Device Folder - Adding Device Folders

Displays the progress status of adding device folders.

Progress bar

Indicates device folders are being added.

[Cancel]

Cancels the adding of device folders, and returns the display to the previous page.

Inbound Channel > Device Folder > Device Folder - Specify and Add Device Folder

Specify a device folder to be added. Up to one hundred device folders can be added.

[Add]

Click this to monitor the folder selected in the list. Changes the display to the [Device Folder - Adding Device Folders] page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Device Information

- Device Name
The name of the device selected in the [Device Folder - Select Device] page is displayed.
- Model Name (IP Address or Host Name)
The model name of the device selected in the [Device Folder - Select Device] page is displayed.
For example, [2001:DB8:1:1:1:1:1:1] is displayed for IPv6.

Device Folder Information

- Specify Device Folder Number
Specify the number of the device folder to be added. Up to three digits can be entered.
- Passcode/Password
When a passcode or a password is set to the device folder, enter the passcode or password. You can enter 0 to 50 single-byte characters.

Account Access Device

- User ID
Enter the user ID for the account to be used for accessing a folder. You can enter 0 to 64 single-byte characters. This is required for accessing a device in the authentication mode.
- Password
Enter the password for the account to be used for accessing the device folder. You can enter 0 to 50 single-byte characters. When [User ID] is set, a password is required.

[Add to List]

The specified device folder is added to the list.

List of Device Folders to Add

- [ Delete] Click this to delete a device folder from the list.
- Device Folder No.
The number of the added folder is displayed.

- Folder name
The name of the added folder is displayed.
- Passcode/Password
Whether a passcode or a password is set, "*****" is displayed.
- User ID
The User ID set in [Account to Access Device] is displayed. If no user ID is set, this field is blank.
- Password
When a user ID is set in [Account to Access Device], "*****" is displayed.

Common Items

See "About Screens".

Inbound Channel > Device Folder > Device Folder - Select Device

Select a device.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

[Add Device]

The display changes to the [Add Device: Device Folder Input Settings] page. To add a device, you must have system management or device administrator permission.

[Protocol]

Select the protocol to be used for communicating with a device from "All", "Salutation" and "WebDAV". The default setting is [All].

List

- Device Name
The name of the retrieved device is displayed.
- IP Address or Host Name
The IP address or the host name in FQDN (Host name followed by domain name, fully described) of a retrieved device is displayed.
For example, [2001:DB8:1:1:1:1:1:1] is displayed for IPv6.
- Model Name
The model of the retrieved device is displayed.
- Protocol
The protocol (Salutation or WebDAV) to be used for communicating with the retrieved device is displayed.



For a device accessed with Network Scanner Utility2, [Salutation] is displayed. For a device accessed with WebDAV, [WebDAV] is displayed.

- Location
The location of the retrieved device is displayed.

Common Items

See "About Screens".

Inbound Channel > Device Folder > Device Folder - Change Access Information

Set or edit the passcode, password for a folder and account information to be used for accessing a device in the authentication mode.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Device

- Device Name
The name of the device in which the device folder exists is displayed.
- Model Name (IP Address or Host Name)
The model name and the IP address or the host name in FQDN (Domain name followed by host name, fully described) of the device in which the device folder exists is displayed.

Device Folder No. (Device Folder Name)

The folder number and folder name are displayed.

Passcode/Password

When a passcode or a password is set to the device folder, enter the passcode or password. You can enter 0 to 50 single-byte characters.

Account Access Device

- User ID
Enter the user ID for the account to be used for accessing a folder. You can enter 0 to 64 single-byte characters. This is required when the device is in the authentication mode or [Password] is entered.
- Password
Enter the password for the account to be used for accessing a folder. You can enter 0 to 50 single-byte characters. When [User ID] is set, a password is also required.

Inbound Channel > Device Folder > Device Folder - Properties

Displays the information on the [Device Folder] feature set.

[Back]

Returns the display to the previous page.

Other Options

The settings configured on the [Device Folder - Device Folder Input Settings] page are displayed.

Processing Method > QR Code Reader > QR Code Reader - Recognition Settings

Configure the settings for scanning a QR code from an image in an imported document and processing it.



Note

To use this feature, Paper Form & QR Code Reader Option is required. QR Code Reader can be used only when the default language of the operating system in your Flow Management server is Japanese.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, [QR Code Reader] is automatically set.

Recognition Scope

- Read QR Code for All Pages
To read the QR codes on all pages, select this.
- Read QR Code for Specified Page(s)
To read the QR codes on specified pages, select this.
 - Page(s)
Enter the numbers of pages from which to read QR codes. You can enter single-byte numbers as values from 1 to 999, commas (,) and hyphens (-). You can enter 0 to 100 characters. To enter multiple page numbers, delimit the numbers with a comma (,). To enter a series of page numbers, put the first page and the last page delimited with a hyphen (-).

Recognition Settings

- Standard
To read with a standard recognition rate, select this.
- Higher Recognition Rate
To read with a higher recognition rate, select this. The recognition process takes more time than [Standard].

Insert Delimiter Between Read Results

To insert delimiters between the elements in a document name, select this check box.

- Delimiter
When you select the [Insert Delimiter Between Read Results] check box, enter the string used as a delimiter. You can enter 1 single-byte character.

Page Processing

- Split Document Before the Page With QR Code
To split a document before the page with a recognized QR code, select this check box.
- Auto Rotate to QR Code Orientation
 - Auto Rotate Pages With QR Code and Subsequent Pages
To automatically rotate only the page with a recognized QR code and later to the direction of the QR code, select this.
 - Auto Rotate Only the Pages With QR Code
To automatically rotate only the pages with a recognized QR code to the direction of the QR code, select this.
- Delete Pages With QR Code
To delete the pages from which QR codes have been recognized, select this check box.

Split & Output QR Code

To split the contents of the recognized QR codes and output them, select this check box.

[QR Code Split Settings]

When you select the [Split & Output QR Code] check box, set the attribute for outputting a split QR code. Changes the display to the [QR Code Reader - Split Settings] page.

Processing Method > QR Code Reader > QR Code Reader - Split Settings

Configure the settings for splitting QR code recognition data.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

QR Code to Split

From the following options, select the type of QR code to be split. The default setting is [First QR Code Read in Document].

- First QR Code Read in Document
- Concatenated QR Code for Entire Document

Split Method

Select how to split a QR code. The default setting is [Split as CSV Format].

- Split as CSV Format
To split into a CSV file, select this.
- Use the Following Delimiter(s)
To split with a specified delimiter, select this option and select the delimiter to be used.
When you select [Others] for a delimiter, enter a custom delimiter. You can enter 1 single-byte character.
- No Delimiter
To specify the extraction start position and the maximum length to extract the recognition data of the QR code to be split without using a delimiter, select this.

Output Attribute (required)

Displays in which format to output the recognition data of the QR code to be split.

- [ Add]
To add a new output attribute, click this. Changes the display to the [QR Code Reader - Output Attribute Settings] page.
- [ Delete]
Click this to delete the output attribute(s) selected in the list.
- [ Move Up]
The selected attribute moves upward one level.
- [ Move Down]
The selected attribute moves downward one level.
- List
 - Displays the [Column Number to Retrieve], [Attribute Display Name], [Extraction Start Position], [Specify Maximum Extraction Length] and [Default When Attribute Retrieval Failed] configured in the [QR Code Reader - Output Attribute Settings] page.
 - Icon
 -  (Edit): Click this to change the display to the [QR Code Reader - Output Attribute Settings] page.
 -  (Delete): Click this to delete the output attribute.

Common Items

See "About Screens".

Processing Method > QR Code Reader > QR Code Reader - Output Attribute Settings

Configure the settings to split the text extracted from a recognized QR code, and output each split text as a different attribute.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Column Number to Retrieve (required)

Set what number of column in the delimited recognition data is retrieved as an attribute. You can enter a value from 1 to 1000 in single-byte numbers. The default value is [1]. When the [No Delimiter] check box is selected on the [QR Code Reader - Split Settings] page, this option is disabled.

Attribute Display Name (required)

Enter the display name for an attribute. You can enter 0 to 20 characters.

Specify Extraction Start Position for Split Attribute

To specify where in a retrieved text to start extracting, select this check box and enter [Extraction Start Position].

- Extraction Start Position
Specify from what byte of the retrieved column to be extracted as an attribute. You can enter 1 to 4096 single-byte numbers.

Specify Maximum Extraction Length

To specify the maximum extraction length, select this check box and enter [Maximum Extraction Length].

- Maximum Extraction Length
Specify how many bytes from the extraction start position to be extracted as an attribute. You can enter 1 to 256 single-byte numbers.

Default When Attribute Retrieval Failed (required)

Set the default attribute value to be used in case no column exists or the extraction start position exceeds the length of the retrieved column. You can enter 0 to 256 single-byte characters. If the column contains no data, a blank is output as an attribute. In this case, [Default When Attribute Retrieval Failed] is invalid even when it is set.

Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF Conversion)

Converts a document into a TIFF file.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Format

Select the format after conversion from [TIFF], [JPEG], [TIFF/JPEG Mixed], [DocuWorks document] and [PDF]. [JPEG] is selected here.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, [TIFF Conversion] is automatically set.

Output Color

As the output color after a conversion, select from [Black & White], [Grayscale], [Color] and [Color & B/W Mixed]. You have different choices of output color depending on the format to which to convert. The default setting is [Black & White].

File Format

Select the format of the TIFF file. Select from [TIFF (Single Page)], [TIFF(Multi-Pages)], [TIFF-FX Profile S], [TIFF-FX Profile F], [TIFF-FX Profile J] and [TIFF-FX Profile C]. The default setting is [TIFF (Multi-Pages)].

Compression Method (Color)

Set the method to compress a color image. This option is available only when you select [TIFF (Multi-Pages)] or [TIFF-X Profile C] as a file format and [Grayscale] or [Color] as an output color. Select from [No Compression], [Packbits], [High Quality(JPEG6)], [High Quality(JPEG7)], [Standard(JPEG7)], [Standard(JPEG6)] and [High Compression(JPEG7)]. The default setting is [Standard (JPEG6)].

Compression Method (Black & White)

Set the method to compress a Black & White image. This option is available only when you select [Black & White] or [Color & B/W Mixed] as an output color. Select from [G4], [G3MH], [G3MR], [JBIG], [Packbits] and [No Compression]. You have different choices of default settings and options depending on the file format.

Convert With High Quality

To convert a DocuWorks document to a high-quality TIFF image, select this check box. This option is available only when you select [Black & White] or [Color & B/W Mixed] as an output color. This is deselected by default.

Maximum Resolution of Image Retrieved From DocuWorks Document

To convert a DocuWorks document, set the upper limit for the resolution of the image extracted from the document. Select from [None], [100] dpi, [200] dpi, [300] dpi, [400] dpi, [500] dpi and [600] dpi. The default setting is [None].

Remove Moiré or Noise Caused by Converting Image to Monochrome

Select whether to perform the highlight processing during a Black & White conversion. Select from [None], [Higher], and [Lower]. The default setting is [None].

Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (JPEG Conversion)

Convert a document into a JPEG file.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Format

Select the format after conversion from [TIFF], [JPEG], [TIFF/JPEG Mixed], [DocuWorks document] and [PDF]. [JPEG] is selected here.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, "JPEG Conversion" is automatically set.

Image Quality and Compression Ratio

Select from [High Compression], [Standard], and [High Quality]. The default setting is [Standard].

Output Color

Select from [Color] and [Grayscale]. The default setting is [Color].

Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (TIFF/JPEG Mixed Conversion)

Convert a document into a TIFF file including JPEG.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Format

Select the format after conversion from [TIFF], [JPEG], [TIFF/JPEG Mixed], [DocuWorks document] and [PDF]. [JPEG] is selected here.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, [TIFF/JPEG Mixed Conversion] is automatically set.

Pages to Convert to TIFF

- **Compression Method (Color)**
Set the method to compress a color image. Select from [No Compression], [Packbits], [G4], [G3MH], [G3MR] and [JBIG]. The default setting is [G4].
- **Convert With High Quality**
To convert a DocuWorks document to a high-quality TIFF image, select this check box. This is enabled for a DocuWorks conversion only.

Pages to Convert to JPEG

- **Image Quality and Compression Ratio**
Select from [High Compression], [Standard] and [High Quality]. The default setting is [Standard].
- **Output Color**
Select from [Color] and [Grayscale]. The default setting is [Color].

Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (DocuWorks Conversion)

Converts a document into a DocuWorks file.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Format

Select the format after conversion from [TIFF], [JPEG], [TIFF/JPEG Mixed], [DocuWorks document] and [PDF].

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, "DocuWorks Conversion" is automatically set.

Annotation List

Displays the settings configured in the [Format Conversion - DocuWorks Conversion Settings - Annotation List] page.

- Pages
Displays the page(s) on which an annotation is pasted.
- Types
Displays the type(s) of annotation to be pasted.
- Position (Vertical/Horizontal)
Displays the position on the page at which an annotation is pasted.
- Attribute
Displays the text to be pasted.
- Character Count
When an upper limit is set, character counts are displayed.
- Icon
 (Edit): Click this to edit the annotation. Changes the display to the [Format Conversion - DocuWorks Conversion Settings - Annotation Settings] page.
 (Delete): Clicking this deletes the item.
- [Add]
To add a new annotation, click this. Changes the display to the [Format Conversion - DocuWorks Conversion Settings - Annotation Settings] page.

Attach Original Document

To attach the original document after the format conversion, select this check box. This is deselected by default.

Display Annotation

To view the annotation set, select this check box. This is selected by default.

[Security Settings]

To set security information to DocuWorks documents, click this. Changes the display to the [Format Conversion - DocuWorks Conversion Settings - Security Settings] page.

Convert to High Compression DocuWorks (MRC Compression)

To convert to higher compressibility and smaller file size during a DocuWorks conversion, select this check box and specify the compression format. This is deselected by default. Select the compression format from [Standard], [High Quality] and [High Compressibility].



Note

Selecting [Convert to High Compression DocuWorks (MRC Compression)] reduces a file size, but the image quality becomes lower and the processing takes more time than a normal DocuWorks conversion.

[Header/Page Number Settings]

To set a header and page numbers to a DocuWorks document, click this. Changes the display to the [Format Conversion - DocuWorks Conversion Settings - Header & Page Number Settings] page.

[Select Document Properties]

To set properties to DocuWorks documents, click this. Changes the display to the [Format Conversion - DocuWorks Conversion Settings - Select Document Properties] page.

Size

Select whether to change the size to standard or retain it as the original size. The default setting is [Image Size].

- Standard Size
To convert into a DocuWorks document in the standard size, select this. When you select Standard Size, select the in the range of [50] and [100](%). The default value is [100].
 - [Set A3 as Maximum Standard Size]
When you select [Standard Size] in size specification, select this check box to limit the standard size after conversion to A3. When this check box is selected, a DocuWorks document larger than A3 is no longer generated. When this option is not selected, DocuWorks documents in the standard size up to 2A0 are generated depending on the size of the original image. This is deselected by default.
- Image Size
To convert the image to DocuWorks in the same size as the original one, select this.

Common Items

See "About Screens".

Processing Method > Format Conversion > Format Conversion - DocuWorks Conversion Settings - Annotation Settings

Set the annotation to be pasted on a DocuWorks document.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Annotation Type

Select the type of annotation from [Text Annotation] and [Label Annotation]. The default setting is [Text Annotation].

Paste Text as Annotation

Select whether to use an attribute as the annotation text or specify a custom text. The default setting is [Use Attribute].

- Use Attribute

Select whether to use an attribute as the annotation text or specify a custom text, and select an attribute from the drop-down list box.



Note

An attribute from the OCR result and others can be pasted as an annotation or a label.

For example, when you set the [OCR] feature as [Full Page OCR] before setting a format conversion, you can select "Full Page OCR Text by Page" as an attribute.

- Limit Character Count

When you select [Use Attribute], select this check box to limit the number of characters. This is deselected by default.

- Character Count

When the [Limit Character Count] check box is selected, set the upper limit. You can enter a value from 1 to 256 in single-byte numbers. The default value is [100].

- Enter Text

To specify the string to be pasted as the annotation, select this to enter the string. You can enter 1 to 256 double-byte or single-byte characters.

Vertical Text

To set the annotation vertical, select this check box.

[Font Settings]

To set the font of the annotation text, click this. Changes the display to the [Format Conversion - DocuWorks Conversion Settings - Font Settings] page.

Pages to Paste

- All Pages

To put annotations on all pages, select this.

- Specified Pages

To paste annotations to specified pages only, select this. When the [Specified Pages] check box is selected, specify the page numbers. Specify a page number with digits, hyphens (-) and commas (.). For example, to specify "page 1 to 3 and 5", enter "1-3,5".

- Paste Corresponding OCR Results to Each Page

To paste the OCR result to the same page as the original page, select this. This option can be selected only when [Full Page OCR Text by Page] in [Use Attribute] is selected.



Note

You can select [Paste Corresponding OCR Results to Each Page] when [Save OCR Results as Corresponding Attributes on Each Page] on the [OCR - OCR Settings] page is selected.

Position to Paste

- For Text Annotations

- From Top

Set the coordinates of the top left position of the text annotation relative to the top end of the document. You can enter a value from 0 to 2400 in single-byte numbers. The default value is [0].

- From Left

Set the coordinates of the top left position of the text annotation relative to the left end of the document. You can enter a value from 0 to 2400 in single-byte numbers. The default value is [0].

This is displayed only when text annotation is set.

- For Label Annotations

Select whether to paste a label annotation on the left or right side of a sheet, and set a position. The default setting is [Specify Position From Top Right].

- Specify Position From Top Left
To specify the distance between the position where a label annotation is pasted and the top left of a sheet, select this.
- Specify Position From Top Right
To specify the distance between the position where a label annotation is pasted and the top right of a sheet, select this.
- A. From Top Edge
Enter the distance between the top of a sheet and the top of a label annotation in millimeters. You can enter a value from 0 to 2400 in single-byte numbers. The default value is [0].
- B. From Left/Right Edge
Specify the distance between the left or right end of a sheet and the top left of a label annotation in millimeters.
When the [Specify Position from Top Left] check box is selected, you can enter a value from the negative value corresponding to the width to 2400. The default value is [50].
When the [Specify Position from Top Right] check box is selected, you can enter a value from 0 to the width minus 2400. The default value is [-5].
- C. Height
Specify the height of a label annotation. You can enter a value from 5 to 500 in single-byte numbers. The default value is [25].
- D. Width
Specify the width of a label annotation. You can enter a value from 5 to 500 in single-byte numbers. The default value is [75].

Label Color

Select the color of a label annotation from [White], [Red], [Blue], [Yellow] and [Green]. The default setting is [Yellow]. This is displayed only when a label annotation is set.

Set Transparent Color

To set the background of a pasted text annotation transparent, select this check box. Deselecting this check box sets the background white. This is selected by default. This option is displayed only when [Text Annotation] is selected in [Annotation Type].

Processing Method > Format Conversion > Format Conversion - DocuWorks Conversion Settings - Security Settings -

Configures the security settings for DocuWorks documents.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Operation Restrictions

Set the operations to be restricted. These are all deselected by default.

- Prohibit Editing of Document
To set the security to prohibit document editing, select this check box.
- Prohibit Editing of Annotation
To set the security to prohibit annotation editing, select this check box.
- Prohibit Printing
To set the security for print prohibition, select this check box.

- **Prohibit Copying**
To set the security for copy prohibition, select this check box.

Password

- **Password**
Enter the password for accessing a protected DocuWorks document. You can enter 0 to 255 single-byte characters.
- **Confirm Password**
To confirm, enter the password again.
- **Full Access Password**
Enter the password for editing the security settings for DocuWorks documents. You can enter 0 to 255 single-byte characters.
- **Confirm Full Access Password**
To confirm, enter the password again.

Comment

Set the comment on the dialog box for password input that is displayed when a DocuWorks document with [Open Password] or [Full Access Password] enabled is opened. You can enter 0 to 1000 double-byte or single-byte characters.

Processing Method > Format Conversion > Format Conversion - DocuWorks Conversion Settings - Header & Page Number Settings - [Page Number] Tab

Set the header and page numbers of a DocuWorks document.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

[Page Number] Tab

- **Insert Page Number**
To insert page numbers, select this check box. This is deselected by default. The following options are enabled only when each check box is selected.
- **[Font Settings]**
To set a font for page numbers, click this. Changes the display to the [Format Conversion - DocuWorks Conversion Settings - Font Settings] page.
- **Format**
Enter the text with a page number expressed as "#". For example, when you enter "-#-", page numbers are displayed as "-1-". You can enter 0 to 256 double-byte or single-byte characters.
- **Alignment**
Set the horizontal position of page numbers. The default setting is [Center Justify].
 - **Left Justify**
To put page numbers at the left end of a page, select this.
 - **Center Justify**
To put page numbers at the center of a page, select this.
 - **Right Justify**
To put page numbers at the right end of a page, select this.

- Position
Set the vertical position of page numbers. The default setting is [Bottom].
 - Top
To put page numbers at the top of a page, select this.
 - Bottom
To put page numbers at the bottom of a page, select this.
- Start From Page
Specify which page number to start with. You can enter a value from 0 to 65535 in single-byte numbers. The default value is [1].
- Page Number Digits
Specify the digits of the page numbers to be displayed. You can enter a value from 1 to 10 in single-byte numbers. The default value is [1].
- Top/Bottom Margin
To put page numbers at the left end of pages, specify the top margin, and to put page numbers at the right end, specify the bottom margin. You can enter a value from 0 to 50 in single-byte numbers. The default value is [5].
- Left/Right Margin
To put page numbers at the left end of pages, specify the left margin, and to put ones at the right end, specify the right margin. You can enter a value from 0 to 50 in single-byte numbers. The default value is [5].
- Pages to Paste
Set the pages to which to paste page number texts. The default setting is [All Pages].
 - All Pages
To put page numbers on all pages, select this.
 - Specified Pages
To put page numbers on specified pages, select this and specify the range of page numbers. You can enter a value from 1 to 2147483647. The default value is [1] - [2147483647].

Processing Method > Format Conversion > Format Conversion - DocuWorks Conversion Settings - Header & Page Number Settings - [Top Header] Tab

Set the header and page numbers of a DocuWorks document.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

[Top Header] Tab

- Insert Top Header
To insert a top header, select this check box. This is deselected by default. The following options are enabled only when each check box is selected.
- [Font Settings]
To set the font of the header text, click this. Changes the display to the [Format Conversion - DocuWorks Conversion Settings - Font Settings] page.

- Paste Text as Top Header

Select whether to use an attribute as the top header text or specify a custom text. The default setting is [Use Attribute].

- Use Attribute

To use an attribute as the header text, select this.

When [Use Attribute] is selected, select an attribute from the drop-down list box.

- Limit Character Count

When you select [Use Attribute], select this check box to limit the number of characters.

- Character Count

To limit the number of characters to be used as a header, enter the number. You can enter a value from 1 to 256 in single-byte numbers. The default value is [100].

- Enter Text

To customize the header text, select this and enter the custom text in the text box. You can enter 0 to 256 double-byte or single-byte characters.

- Alignment

Set on which pages to paste a header. The default setting is [Center Justify].

- Left Justify

To put the top header at the left end of a page, select this.

- Center Justify

To put the top header at the center of a page, select this.

- Right Justify

To put the top header at the right end of a page, select this.

- Top Margin

Set the margin between the top end of a page and a header. You can enter a value from 0 to 50 in single-byte numbers. The default value is [5] mm.

- Left/Right Margin

To put a header at the left end of a page, specify the left margin, and to put one at the right end, specify the right margin. You can enter a value from 0 to 50 in single-byte numbers. The default value is [5] mm.

- Pages to Paste

Set to which pages to paste the top header. The default setting is [All Pages].

- All Pages

To put the top header on all pages, select this.

- Specified Pages

To put the top header on specified pages, select this and specify the range of page numbers. You can enter a value from 1 to 2147483647. The default value is blank.

Processing Method > Format Conversion > Format Conversion - DocuWorks Conversion Settings - Header & Page Number Settings - [Bottom Header] Tab

Set the header and page numbers of a DocuWorks document.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

[Bottom Header] Tab

- **Insert Bottom Header**
To insert a bottom header, select this check box. This is deselected by default. The following options are enabled only when each check box is selected.
- **[Font Settings]**
To set the font of the footer text, click this. Changes the display to the [Format Conversion - DocuWorks Conversion Settings - Font Settings] page.
- **Paste Text as Bottom Header**
Select whether to use an attribute as the bottom header text or specify a custom text. The default setting is [Use Attribute].
 - **Use Attribute**
To use an attribute as the bottom header text, select this.
When [Use Attribute] is selected, select an attribute from the drop-down list box.
 - **Limit Character Count**
When you select [Use Attribute], select this to limit the number of characters.
 - **Character Count**
When the [Limit Character Count] check box is selected, set the number of characters to be used as the bottom header. You can enter a value from 1 to 256 in single-byte numbers. The default value is [100].
 - **Enter Text**
To customize the bottom header text, select this and enter the custom text in the text box. You can enter 0 to 256 double-byte or single-byte characters.
- **Alignment**
Set on which page to paste a bottom header.
 - **Left Justify**
To put the bottom header at the left end of a page, select this.
 - **Center Justify**
To put the bottom header at the center of a page, select this.
 - **Right Justify**
To put the bottom header at the right end of a page, select this.
- **Bottom Margin**
Set the margin between the bottom end of a page and a bottom header. You can enter a value from 0 to 50 in single-byte numbers. The default value is [5].
- **Left/Right Margin**
To put a bottom header at the left end of pages, specify the left margin, and to put one at the right end, specify the right margin. You can enter a value from 0 to 50 in single-byte numbers. The default value is [5].
- **Pages to Paste**
Set on which page to paste a bottom header.
 - **All Pages**
To put the bottom header on all pages, select this.
 - **Specified Pages**
To put the bottom header on specified pages, select this and specify the range of page numbers. You can enter a value from 1 to 2147483647. The default value is blank.

Processing Method > Format Conversion > Format Conversion - DocuWorks Conversion Settings - Font Settings

Configures the font settings for a DocuWorks document.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Character Set

From the drop-down list box, select a font language.

Font Name

From the drop-down list box, select a font name.



Note

When a selected font is not supported, a default font is used.

Language Versions of DocuWorks	Font Elements	Default Values
Japanese version	Character Set	Japanese
	Font Name	MS Mincho
	Style	Standard
	Size	12 pt
	Strikethrough	None
	Underline	None
	Color	Black
Non-Japanese version	Character Set	Western
	Font Name	Times New Roman
	Style	Standard
	Size	12 pt
	Strikethrough	None
	Underline	None
	Color	Black

Style

From the drop-down list box, select a style.

Size

From the drop-down list box, select a size.

Effects

- Strikethrough
To add a strikethrough to characters, select this check box. This is deselected by default.
- Underline
To add an underline to characters, select this check box. This is deselected by default.
- Color
Select the color of the strikethrough or underline. The default setting is "Black".

Processing Method > Format Conversion > Format Conversion - DocuWorks Conversion Settings - Select Document Properties -

Sets the properties for a DocuWorks document.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Document Property List

- Property Name
Displays the name of the attribute to be set for DocuWorks documents.
- Value
Displays the value of the attribute to be set for DocuWorks documents.
- Character Count
When you have set to use a specified number of characters in an attribute as the annotation text, the specified number of characters is displayed.
- [Add]
To add a new property, click this. Changes the display to the [Format Conversion - DocuWorks Conversion Settings - Document Properties -] page.
- Icon
 (Edit)
To edit the property selected in the list, click this. Changes the display to the [Format Conversion - DocuWorks Conversion Settings - Document Properties -] page.
 (Delete)
To delete the property selected in the list, click this.

Overwrite Document Properties

To overwrite an existing DocuWorks property set to the document to be converted, select this check box. This is selected by default.

Common Items

See "About Screens".

Processing Method > Format Conversion > Format Conversion - DocuWorks Conversion Settings - Document Properties -

Displays the properties for a DocuWorks document.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Property Name

From the drop-down list box, select the type of a property.

Specify Attribute

- Use Attribute
To use an attribute as the header text, select this.
When [Use Attribute] is selected, select an attribute from the drop-down list box.
- Limit Character Count
When you select [Use Attribute], select this check box to limit the number of characters.
- Character Count
To limit the number of characters to be used as a header, enter the number. You can enter a value from 1 to 256 in single-byte numbers. The default value is [100].
- Enter Text
To customize the top header text, select this and enter the custom text in the text box. You can enter 0 to 256 double-byte or single-byte characters.

Processing Method > Format Conversion > Format Conversion - Format Conversion Settings (PDF Conversion)

Converts a document into a PDF file.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Format

Select the conversion format. [PDF] is selected here.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, "PDF Conversion" is automatically set.

PDF File Information

Displays the settings configured in the [Format Conversion - PDF Conversion Settings - Document Information Settings -] page.

- Type
The types of document information are displayed.
- Attribute
The attributes of document information are displayed.
- Character Count
When an upper limit is set, character counts are displayed.
- Icon
 (Edit): Click this to edit document information. Changes the display to the [Format Conversion - PDF Conversion Settings - Document Information Settings -] page.
 (Delete): Clicking this deletes the item.
- [Add]
To add new document information, click this. Changes the display to the [Format Conversion - PDF Conversion Settings - Document Information Settings -] page.

Attach Thumbnail Data

To add thumbnail information to a PDF, select this check box. This is deselected by default.

Compression Method

Select a compression method. The default setting is [No Compression].

- No Compression
To convert a file without compressing, select this.
- High Compression PDF
To increase the compression ratio to reduce the file size, select this.



Note

Selecting [High Compression PDF] reduces a file size, but the image quality becomes lower and the processing takes more time than a normal PDF conversion.

- Searchable PDF
Select this when creating searchable PDF.



Note

A searchable PDF is a PDF in which strings in content can be searched by adding information of characters recognized by OCR processing. You can create a PDF that enables good print quality and small file size.

[Detailed Settings for DocuWorks Document]

To configure the setting to convert a DocuWorks document to a PDF file, click this. Changes the display to the [Format Conversion - PDF Conversion Settings - Detailed Settings for DocuWorks Document Input -] page.

Common Items

See "About Screens".

Processing Method > Format Conversion > Format Conversion - PDF Conversion Settings - Document Information Settings -

Set PDF document information.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Document Attribute

Select the type of information from [Title], [Subject], [Author] and [Keyword].

Attribute Settings

- Use Attribute
To use an attribute as document information, select this.
When [Use Attribute] is selected, select an attribute from the drop-down list box.
 - Limit Character Count
When you set to use an attribute as document information, select this check box to limit the number of characters.
 - Character Count
When you select the check box above, set the upper limit of characters. You can enter a value from 1 to 126 in single-byte numbers. The default value is [50].
- Enter Text
To customize the text for document information, select this and enter the custom text in the text box. You can enter 1 to 126 double-byte or single-byte characters.

Processing Method > Format Conversion > Format Conversion - PDF Conversion Settings - Detailed Settings for DocuWorks Document Input -

Configure the settings for a format conversion from DocuWorks to PDF.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Specify Resolution

To convert a DocuWorks document, select this check box to set the upper limit for the resolution of the image extracted from the document. Select the resolution from [75], [96], [150], [200], [300], [360], [400] and [600] dpi. This is deselected by default.

Convert Color Image to Black & White

To convert a color image in a DocuWorks document to Black & White, select this check box. This is deselected by default.

Convert With High Quality

To convert a DocuWorks document into a high-quality PDF file, select this check box. This is deselected by default.

Processing Method > Separate CSV Attributes > Separate CSV Attributes - Settings

Retrieve attributes that have been processed by features prior to this feature, extract data that contains only specified columns, and output as document attributes.

Attribute values for retrieval have to meet the following conditions.

- CSV format conforming to RFC4180
- Does not contain linefeed code
- Does not contain double quotation ("")



Note

- This feature can only be used when the language of the OS with Flow Management server installed is Japanese. To use the feature, Attribute Processing Option is required.
- Please contact our service center for details on the feature.

[OK]

Save the contents set, and return to the previous page.

[Cancel]

Discard the contents set, and return to the previous page.

Name

Enter the name of the feature. You can enter 0 to 512 double-byte or single-byte characters. If there is no specific entry, "Separate CSV Attributes" will be set as the name.

Retrieved Attribute

Specify the attribute to be retrieved.

Click [Browse], and select target attribute from the attribute list that is displayed.

The selected attribute will display in the text box.



Note

Select an attribute that has its attribute value in CSV format.

Refer to

Clicking this will display the page to specify the element of the attribute. Select attribute to be retrieved here.

Attribute Settings List (required)

Configure the settings for extracting column data from attributes.

-  Add]

Add attribute settings. Displays the [Separate CSV Attributes - Attribute Settings] page.
-  Edit]

Click when editing attribute settings selected from the list. Displays the [Separate CSV Attributes - Attribute Settings] page.
-  Delete]

Delete attribute settings marked with checkmarks on the list.
- List
 - [Retrieved Columns], [Display Name for New Attribute], and [Value When Data Cannot be Acquired] that were set at the [Separate CSV Attributes - Attribute Settings] page are displayed.
 - Icon
 -  (Edit): Upon clicking, changes the display to the [Separate CSV Attributes - Attribute Settings] page.
 -  (Delete): Upon clicking, deletes attribute settings that are marked with checkmarks on the list.

Common Items

See "About Screens".

Processing Method > Separate CSV Attributes > Separate CSV Attributes - Attribute Settings

Configure the settings for extracting data from target attribute value.

[OK]

Save the contents set, and return to the previous page.

[Cancel]

Discard the contents set, and return to the previous page.

Retrieved Column (required)

Set the column from which to extract data as a new attribute, from target attribute value (CSV format). Single-byte characters from 1 to 256 can be entered. The default setting is [1].

Attribute Display Name (required)

Enter the display name of the attribute. You can enter 0 to 64 double-byte or single-byte characters.

Set Value to Use When Data Cannot be Acquired

Specify whether or not to set a fixed value as the attribute value for cases where data cannot be retrieved, such as when specified column does not exist. Selecting the check box enables you to enter into [Value When Data Cannot be Acquired].

- Value When Data Cannot be Acquired
Enter the attribute value to use when data could not be retrieved. You can enter 0 to 64 double-byte characters or 0 to 128 single-byte characters.

Processing Method > Image Processing > Image Processing - Image Processing Settings [Image Processing/Edge Erase/Resolution Conversion] Tab

Processes the image of an imported document.



Note

The image processing may not bring an expected result for the following reasons: the orientation of a document cannot be determined by character recognition, the document contains too many line segments of the same direction, or the document data is too noisy.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, [Image Processing] is automatically set.

Skew Correction

To automatically correct a skew judging from the order of the characters, lines and graphics in an image, select this check box. This is deselected by default.

Noise Reduction

To remove black dots in an image on a Black & White page, select this check box. This is deselected by default.

Auto Rotation

To automatically detect the string in an image and rotate the image appropriately, select this check box. This is deselected by default. When you select the [Auto Rotation] check box, select from the following page types to be edited.

- Color/Grayscale/Black & White
To edit all the color, grayscale and black & white pages, select this.
- Black & White Only
To edit black & white pages only, select this.

Rotate

To rotate an image, select this check box. This is deselected by default. When you select the [Rotate] check box, select from the following rotation angles.

- Left 90 Deg
- Right 90 Deg
- 180 Deg

Adjust Size

Select the check box to adjust the size.

"Adjust Size" refers to the changing of image size in order to fit to the specified standard size. If the image is smaller than standard size, white spaces will be added. If the image is larger than standard size, the image will be reduced. If margins occur after the image is reduced, white spaces will be added to compensate. If multiple standard sizes are specified to be adjusted to, image processing to fit the size will be determined in order, from the smallest size first.

You can adjust documents that are not in standard size, such as images from fax input, to a standard size. The check box is unselected by default.

Set the following items if the [Adjust Size] check box is selected.

- **AB Series / Inch Series**
 Select [AB Series] or [Inch Series] for size series, and select the check box of the standard size that you want to adjust the image to.
 You can select from [A5], [A4], [A3], [B5], and [B4] if [AB series] is selected.
 You can select from [Letter], [Legal], and [Folio] if [Inch Series] is selected. [Letter] is selected by default.
- **Adjust Position**
 Select [Top Left] or [Center] for the position when adjusting the image to a standard size. [Center] is selected by default.
- **Detection Threshold Value**
 Enter the tolerance value for determining size compatibility when the image is larger than the specified standard size. This detection threshold value takes the long and short edges of standard sizes for comparison with target image to determine the suitable standard size. You can enter a range from 0 to 50 (mm). The default value is [0].
- **Size to Apply Detection Threshold Value**
 Select whether to apply the detection threshold value to [All Paper Sizes] or [Maximum Paper Size Only] when a value other than [0] is specified for [Detection Threshold Value]. [Maximum Paper Size Only] is selected by default.
- **Processing When Size Does Not Fit**
 Select from the following a processing method to use for images determined as having no suitable size. [Continue Job Without Fitting to Size] is selected by default.
 - **Continue Job Without Fitting to Size**
 Continue job without applying the Adjust Size processing to the image.
 - **Fit to Largest Selected Size**
 Reduce the image by fitting it to the largest among the specified standard sizes.
 - **Display Job as Error**
 Treat the job of the document containing the image as an error.
- **Down Scaling Algorithm (Black & White) Image Processing**
 To be specified when a value other than [0] is specified for [Detection Threshold Value], or when [Fit to Largest Selected Size] is selected for [Processing When Size Does Not Fit].
 Select a processing method from the following when reducing Black & White images. [Min. Lightness] is selected by default.
 - **Nearest Neighbor Interpolation**
 Processing method that prioritizes speed. Image quality may deteriorate more than when other processing methods are selected.
 - **Min. Lightness**
 Select when you want to retain black lines during image reduction.
 - **Max. Lightness**
 Select when you want to retain white lines during image reduction.

- Down Scaling Algorithm (Grayscale/Color) Image Processing
To be specified when a value other than [0] is specified for [Detection Threshold Value], or when [Fit to Largest Selected Size] is selected for [Processing When Size Does Not Fit].
Select a processing method from the following when reducing Grayscale/Color images. [Projection] is selected by default.
 - Nearest Neighbor Interpolation
Processing method that prioritizes speed. Image quality may deteriorate more than when other processing methods are selected.
 - Projection
Able to obtain better image quality than when other processing methods are selected.
 - Min. Lightness
Select when you want to retain black lines during image reduction.
 - Max. Lightness
Select when you want to retain white lines during image reduction.

Edge Erase

Select whether to erase the edge of an image or the shadow of a binding margin. Erases the specified width of the four-direction margins and the central part of the image. When you select the [Edge Erase] check box, set the erase margin size (mm) for [Top/Bottom], [Left/Right] and [Center] each. The default values are [5] mm for [Top/Bottom] and [Left/Right] and [0] mm for [Center].

Resolution Conversion

To convert the resolution, select this check box. This is deselected by default. When you select the [Resolution Conversion] check box, select whether to convert to a higher resolution or a lower one.

- Smoothen Image and Convert to High Resolution
When the resolution of an image is lower than specified, converts to a higher resolution. Also, performs the anti-aliasing.
To smoothen an image of a low resolution such as a faxed document, select this. When you select the [Smoothen Image and Convert to High Resolution] check box, set the upper limit for scaling, correction method and the resolution each.
 - Scaling
Set the scaling ratio to the original image. Select from [150], [200], [300], [400] and [600]. The default value is [150] %.
 - Correction Method
Select the method of image correction from [None], [Anti-aliasing] and [Anti-aliasing + Noise Reduction]. The default value is [Anti-aliasing].
 - High Resolution Limit
Select the upper limit for the resolution from [100], [200] and [300]. The default value is [200] dpi.



Note

Only the following formats of documents can be converted.

- TIFF(single page)
 - TIFF(multiple pages)
 - Black & White TIFF containing TIFF and JPEG
- Convert to lower resolution for images exceeding the following resolution limit
To convert an image larger than the one specified in [Resolution Limit] to the resolution lower than the one specified in [Resolution Limit], select this check box. When you select the [Convert to lower resolution for images exceeding the following resolution limit] check box, select the upper limit of the resolution.

- Resolution Limit
Select the upper limit for the resolution from [100 x 100], [200 x 200], [300 x 300], [400 x 400], [500 x 500] and [600 x 600]. The default value is [200 x 200] dpi.

Processing Method > Image Processing > Image Processing - Image Processing Settings [Blank Page Processing/Document Splitting] Tab

Processes the image of an imported document.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, [Image Processing] is automatically set.

Process Blank Page/Split Document

To skip blank pages during a page processing or split a document by a blank page or a specified page, select this check box. This is deselected by default. When you select this check box, select from the following methods of a splitting page.

- Split Before Blank Page
To split a document before blank pages, select this.
- Skip Blank Pages During Processing
To skip blank pages during an image processing, select this.
- Split by Specified Pages
To split a document by specified pages, select this. When you select [Split by Specified Pages], set the number of pages for page division. The default value is [1] %.



Note

A blank page processing and document splitting can be performed only for Black & White pages.

- Treat as Blank Page Only When Both Sides are Blank
To treat only the consecutive two blank pages as blank, select this check box. This option is enabled only when [Split Before Blank Page] or [Skip Blank Pages During Processing] is selected. This is deselected by default.
- Exclude Area for Blank Page Detection
Set the area to be excluded for blank page detection in mm. This option is enabled only when [Split Before Blank Page] or [Skip Blank Pages During Processing] is selected. You can enter a value from 5 to 30 in single-byte numbers. The default value is [5].

Processing Method > Join CSV Attributes > Join CSV Attributes - Settings

Retrieve attributes that have been processed by features prior to this feature, interlink these values, and output as document attributes.

The format of the attributes output are as follows.

- CSV format conforming to RFC4180
- Retrieved attribute value(s) is enclosed in double quotations ("")
- Interlinked by commas (,) if there are multiple retrieved attribute values Example:
"AAA","BBB","CCC","XXX"



Note

- This feature can only be used when the language of the OS with Flow Management server installed is Japanese. To use the feature, Attribute Processing Option is required.
- Please contact our service center for details on the feature.

[OK]

Save the contents set, and return to the previous page.

[Cancel]

Discard the contents set, and return to the previous page.

Name

Enter the name of the feature. You can enter 0 to 512 double-byte or single-byte characters. If there is no specific entry, "Join CSV Attributes" will be set as the name.

CSV Data Elements (required)

Specify the elements of the retrieved attributes. Interlink the elements with commas (,) in top-first order, and create new attributes.

- [ Add]
Add new attribute elements. Clicking this displays the page to specify attribute elements.
- [ Delete]
Delete attribute elements marked with checkmarks on the list.
- [ Move Up]
Move up 1 level for attribute element that has its check box selected on the list.
- [ Move Down]
Move down 1 level for the attribute element that has its check box selected on the list.
- List
 - Attribute
The element with selected attribute name is displayed when the element is specified from the attribute. "User Defined Text ({specified text})" is displayed when an arbitrary text string is specified. "No attributes" is displayed if no attributes exist.
 - Icon
 -  (Edit): Upon clicking, changes the display to the page to specify attribute elements.
 -  (Delete): Upon clicking, deletes attribute elements that have their check boxes selected on the list.

Common Items

See "About Screens".

Processing Method > Attribute Mapping > Attribute Mapping - Settings

Loads a mapping data file with the condition values and output attributes recorded and sets the attribute mapping. Specifying the output attributes selected here as attributes on the detailed settings page of each delivery destination makes distribution according to the attribute mapping conditions possible.



Note

To learn about mapping data file specifications, see "Features Guide Flow Management Option".

[OK]

Saves the content, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the function name. You can enter 0 to 512 double-byte or single-byte characters. If you do not enter this item, "Attribute Mapping" is set.

[Edit]

Click to edit the mapping data. Moves to the Attribute Mapping - Edit page.

[Export Mapping Data]

Click to export the mapping data. Moves to the Attribute Mapping - Export Mapping Data page.

List

The [Compared Column(s)] and [Output Column(s)] specified on the [Attribute Mapping - Edit] page are displayed in order from left to right.

Common Items

See "About Screens".

Processing Method > Attribute Mapping > Attribute Mapping - Edit

Load the mapping data file to map the column data within the file, conditions for comparison, and output attributes.

[OK]

Saves the content, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Import Mapping Data File (csv format)

Displays the selected mapping data file. Text cannot be entered directly into a text box.

[Browse]

Clicking this displays a screen where you can select the file. Select the mapping data file that you will load into the flow. It is not possible to select multiple files.

Character Encoding

Select the character encoding of the mapping data file that you will load into the flow.

Only encodings supported by Java can be selected.

The default value will be as follows depending on the language you're using.

- Japanese: windows-31j (MS932)
- English: windows-1252(CP1252)
- Korean: x-windows-949 (MS949)
- Traditional Chinese: x-windows-950 (MS950)
- Simplified Chinese: GB18030
- Thai: x-windows-874

Specify without BOM when specifying UTF-8 for the encoding of the file to be input.

Comparison (required)

- **Attributes**
Specifies the compared attributes. You can select from attributes that are currently selected and common attributes (excluding Job Date/Time Received). When null characters are selected, the setting is "not specified".
- **Comparison Conditions**
Determines the attributes and method of comparison. The default setting is [equals].
 - Equals
 - Begins with
 - Contains
- **Compared Column(s)**
Select the columns from [1] to [20] for the columns with the values that will be compared to the [Attributes] from the mapping data file.

Specify Output Attributes (required)

Specify whether to include the first line of the mapping data file in the comparison. The default setting is [Include first line in mapping data file as condition for comparison and attribute for output].

- **Include first line in mapping data file as condition for comparison and attribute for output**
The first line in the mapping data file will be treated as data. The display value for the attribute will be the value stipulated in [Display Name for Output Attributes].
- **Treat first line in mapping data file as display name of output attribute**
The first line will be treated as the display name for the attribute and the second line onwards will be treated as data.
If the first line of the mapping data file includes more than 20 characters of text the display name will be the first 20 characters and the remaining characters will be discarded.
- **Output Attributes List**
 - [ Delete]
Deletes the column data from the list that has been checkmarked.
 - **Output Columns**
Select the columns from [1] to [20] for the output attributes written in the mapping data file. When null characters are selected, the setting is "not specified".
 - **Display Name for Output Attributes**
This value can only be entered if [Include first line in mapping data file as condition for comparison and attribute for output] is selected.
Enter the display name for the output attribute. You can enter 0 to 20 characters.
The text entered here will become the output name for the document attributes output by attribute mapping.
 - **Output Attribute Value When All Conditions Are Not Matched:**
Specifies the attribute value output when none of the conditions are met.
You can enter 0 to 128 characters.

Processing Method > Attribute Mapping > Attribute Mapping - Export Mapping Data

Exports the attribute mapping data according to the settings in the flow.

Export

Click to export. When the [Download Files] dialog is displayed, clicking [Save] saves the file.
The default value for the file name is "map.txt".

[\[Back\]](#)

Returns the display to the previous page.

Character Encoding

Select the character encoding of the mapping data file that you will export.

Only encodings supported by Java can be selected.

The default value will be as follows depending on the language you are using.

- Japanese: windows-31j (MS932)
- English: windows-1252(CP1252)
- Korean: x-windows-949 (MS949)
- Traditional Chinese: x-windows-950 (MS950)
- Simplified Chinese: GB18030
- Thai: x-windows-874

Processing Method > Attribute Mapping > Attribute Mapping - Properties

Displays the information for attribute mapping.

[\[Back\]](#)

Returns the display to the previous page.

[Mapping Condition Properties]

Clicking this moves the display to the Attribute Mapping - Mapping Condition Properties page.

List

Displays the content of the items set on the Attribute Mapping - Settings page.

Processing Method > Attribute Mapping > Attribute Mapping - Mapping Condition Properties

Displays the information for attribute mapping.

[\[Back\]](#)

Returns the display to the previous page.

Other items

Displays the content of the items set on the Attribute Mapping - Edit page.

Processing Method > Load Attributes > Load Attributes - Settings

Load file containing attribute information during page processing, and output that attribute information as document attributes.

The file containing attribute information (hereafter "attribute file") is saved in the following format.

- File format: Text file
- Character code: windows-31j (MS932)
- File name: Name of the document that has the specified extension added to it.
For example, if "csv" is specified as the extension, the attribute file name of the document "sample.xdw" will be "sample.xdw.csv".



Note

- This feature can only be used when the language of the OS with Flow Management server installed is Japanese. To use the feature, Attribute Processing Option is required.
- Please contact our service center for details on the feature.

[OK]

Save the contents set, and return to the previous page.

[Cancel]

Discard the contents set, and return to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When the field is blank, the folder path specified at [Attribute Acquisition Folder Settings] will be set as the name.

Attribute Acquisition Folder Settings

Set the inbound channel folder of the attribute file.

- Location of Local Folder on Server (required)

Select [Select From Folder List] or [Enter Folder Location Directly] for the method to set the inbound channel folder. [Select From Folder List] is selected by default.

- Select From Folder List

Select when selecting the inbound channel folder from a list of folders registered in advance.

Click [Browse], and select target folder from the folder list that is displayed.

Direct number entry cannot be made to the text box.

[User Name] and [Password] cannot be specified if this item is selected. Flow Management service executing account (NETWORK SERVICE) is used for access to selected folder.

- [Browse]

Clicking this displays the [Load Attributes - Select Local Folder on Server] page. Select the inbound channel folder here.

- Enter Folder Location Directly

Select when directly entering the path of the inbound channel folder.

Enter into the text box, the absolute path from the drive in UNC format.

Use Yen (\), or slash (/), as the delimiter of the folder.

Example: C:\folder1\sub1, C:/folder1/sub1

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters.



Note

The following characters cannot be used.

Colon (:), comma (,), semi-colon (;), asterisk (*), question mark (?), double quotation ("), arrow bracket (<>), vertical bar (|)

However, colon (:) is used for the drive letter.

- User Name

Enter the user name for access to specified folder when [Enter Folder Location Directly] is selected.

You can enter 0 to 256 single-byte characters.



Note

The following characters cannot be used.

Slash (/), square bracket ([]), double quotation ("), colon (:), semi-colon (;), vertical bar (|), arrow bracket (<>), plus (+), equal (=), comma (,), question mark (?), asterisk (*).

- Password

Enter the password for access to specified folder when [Enter Folder Location Directly] is selected.

You can enter 0 to 128 single-byte characters.

- Confirm Password
Enter the password again for confirmation when [Enter Folder Location Directly] is selected.

Extension (Required)

Specify the attribute file extension with any text. You can enter 0 to 16 double-byte characters or 0 to 32 single-byte characters.

For example, if "csv" is set as the extension, when processing the document "sample.xdw", an attribute file with the name "sample.xdw.csv" will be the inbound target.



Note

The following characters cannot be used.

Dollar sign (\$), slash (/), colon (:), comma (,), semi-colon (;), asterisk (*), question mark (?), double quotation ("), arrow bracket (< >), vertical bar (|).

Processing Method > Load Attributes > Load Attributes - Select Local Folder on Server

Select the inbound channel folder of the attribute file.



Note

Only the folder registered in advance in the [Environment Settings] > [Default Settings] > [Flow Management Environment Settings] > [Function Settings] page can be selected here.

[OK]

Save the contents set, and return to the previous page.

[Cancel]

Discard the contents set, and return to the previous page.

List

Select from the list the local folder to be set as the inbound channel.

Common Items

See "About Screens".

Processing Method > OCR > OCR - OCR Settings

Converts the text in the image from a retrieved document into text data.



Note

- To use the [OCR] feature, DocuWorks 7.0 or later is required.
- When using versions other than the Japanese version of DocuWorks, an option license is required for each language as follows:
 - For the English version: OCR for DocuWorks English Option
 - For the Chinese, Korean and Thai versions: OCR for DocuWorks Multi Language Option

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank,

[Full Page OCR] selected in [OCR Region]: [Full Page OCR] is automatically set.

[Zone OCR] selected in [OCR Region]: [Zone OCR] is automatically set.

Pre-processing for Color Images

Select which of the following options to prioritize during the OCR processing of a color image or gray scale image. The default setting is [Faster Speed].

- Faster Speed
To prioritize the processing speed, select this.
- Higher Recognition Rate
Because a faxed document or a repeatedly-copied document may contain an image of low quality, select this to process such documents. This takes more time to finish processing, but the rate of text recognition becomes higher.

OCR Region

Specify for which part of an image to perform an OCR processing. Select from [Full Page OCR] and [Zone OCR].

Specify Page(s)

Set this option only when you select [Full Page OCR] in [OCR Region].

Specify for which pages of a document to perform an OCR processing. The default setting is [Full Page OCR for All Pages].

- Full Page OCR for All Pages
To perform an OCR processing for all the texts on all pages, select this.
- Full Page OCR for Specified Pages
To perform an OCR processing for all the texts on specified pages only, select this.
 - Page(s)
Specify the pages for which to perform an OCR processing. You can enter single-byte numbers as values from 1 to 999, commas (,) and hyphens (-). You can enter 0 to 100 characters. To enter multiple page numbers, delimit the numbers with a comma (,). To enter a series of page numbers, put the first page and the last page delimited with a hyphen (-).

Language

Set this option when you select [Full Page OCR] in [OCR Region] and you are using the Japanese version of DocuWorks.

Select the recognition language from [Japanese], [English] and [Auto Detect]. The default setting is [Japanese].

Text/Table

Set this option when you select [Full Page OCR] in [OCR Region] and you are using the Japanese version of DocuWorks.

Select the composition element of the document to be recognized from [Auto Detect], [Table] and [Text]. The default setting is [Auto Detect].

Columns & Text Direction

Set this option when you select [Full Page OCR] in [OCR Region] and you are using the Japanese version of DocuWorks.

Select the columns of the document to be recognized from [Auto Detect], [Single Column, Horizontal Text Direction], [Multiple Columns, Horizontal Text Direction], [Single Column, Vertical Text Direction] and [Multiple Columns, Vertical Text Direction]. The default setting is [Auto Detect].

Noise Reduction

Set this option only when you select [Full Page OCR] in [OCR Region].

Select the level of the noise cancellation during the OCR recognition from [None], [Normal], [Lower] and [Higher]. The default setting is [Normal].

OCR Zone List

Set this option when you select [Zone OCR] in [OCR Region].

Specify for which part of an image to perform an OCR processing. When no zone is added to this list, Zone OCR cannot be set.

-  Add]

Adds a new region. Changes the display to the [OCR Settings - Page/Zone] page.
-  Edit]

Edits the selected region(s). Changes the display to the [OCR Settings - Page/Zone] page.
-  Delete]

Deletes the selected region(s).
-  Add From Zone File]

To import a zone specification file, click this. Changes the display to the [OCR - Import Zone File] page.



Note

A zone specification file is a DocuWorks document (or a DocuWorks binder) file with the OCR processing zone(s) specified as a rectangle annotation. Importing a zone specification file allows you to specify OCR zones more easily than a direct input of values.

For how to create a zone specification file, see "Features Guide Flow Management Option".

- OCR Zone List

Displays the zone names, languages, page(s), dimensions(width/height) and positions(top/left) for OCR processing.

When you use the Japanese version of DocuWorks, also displays the elements, orientation and the number of columns of a document used as the parameter for OCR recognition, and the method of noise reduction.

Save OCR Results as Corresponding Attributes on Each Page

To save each of multiple pages as different attributes during an OCR processing, select this check box. This is selected by default.

[Common System Settings]

To set the OCR software to be used, click this. Changes the display to the [OCR - Common System Settings] page. This option is available only when you use the Japanese version of DocuWorks.

Processing Method > OCR > OCR Settings - Page/Zone

Specify the pages and zones for OCR processing.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name for Selecting Attributes (required)

Enter the name for the zone to be specified. You can enter 0 to 20 characters.

Specify Page(s) (required)

Specify the pages for which to perform an OCR processing. You can enter single-byte numbers as values from 1 to 999, commas (,) and hyphens (-). You can enter 0 to 100 characters. To enter multiple page numbers, delimit the numbers with a comma (,). To enter a series of page numbers, put the first page and the last page delimited with a hyphen (-).

Language (required)

Select the recognition language from [Japanese], [English] and [Auto Detect]. The default setting is [Japanese]. This option is available only when you use the Japanese version of DocuWorks.

Text/Table (required)

Select the composition element of the document to be recognized from [Auto Detect], [Table] and [Text]. The default setting is [Auto Detect]. This option is available only when you use the Japanese version of DocuWorks.

Columns & Text Direction (required)

Select the columns of the document to be recognized from [Auto Detect], [Single Column, Horizontal Text Direction], [Multiple Columns, Horizontal Text Direction], [Single Column, Vertical Text Direction] and [Multiple Columns, Vertical Text Direction]. The default setting is [Auto Detect]. This option is available only when you use the Japanese version of DocuWorks.

Noise Reduction (required)

Select the level of the noise cancellation during the OCR recognition from [Normal], [None] [Lower] and [Higher]. The default setting is [Normal].

Zone

Specify the pages and zones for OCR processing.

- Start Position
Enter the distances(mm) from the top end to the top left and from the left end to the top left of a document to specify the position of the zone for OCR processing. The default value is [0]. You can enter a value from 0 to 2399 in single-byte numbers.
- Dimension
Enter the width and height(mm) of the dimension for which to perform an OCR processing. The default value is [1]. You can enter a value from 1 to 2400 in single-byte numbers.

Processing Method > OCR > OCR - Import Zone File

Select a zone file to be imported.

[OK]

Changes the display to the [Adding From Zone File] page. Clicking [Cancel] on this page stops importing of a zone specification file, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Zone File

Click [Browse] to select the zone specification file.

Processing Method > OCR > OCR - Common System Settings

When you use the Japanese version of DocuWorks, select the OCR software to be used.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

OCR Software

Select the type of software to be used for OCR processing. You can select from [WinReader PRO] and [DocuWorks Built-In OCR]. The default value is [DocuWorks Built-In OCR].



Note

WinReader PRO is the OCR software provided by NTT DATA NJK Corporation.
At the same time as Flow Management, you can use WinReader PRO of the version supported by the Japanese version of DocuWorks.

Processing Method > Database Query > Database Query - Settings

Queries external database, and outputs the retrieved results as attributes.

You can also query the database by making an attribute value, retrieved earlier by another feature, into a key.



Note

- This feature can only be used when the language of the OS with Flow Management server installed is Japanese. To use the feature, Database Query Option is required.
- Please contact our service center for details on the feature.

[OK]

Save the contents set, and return to the previous page.

[Cancel]

Discard the contents set, and return to the previous page.

Name (1 to 512 characters)

Enter the name of the attribute. You can enter 1 to 512 double-byte or single-byte characters.

If there is no specific entry, "Database Query" will be set as the name.

Attribute Search SQL (Required)

Enter the SQL statement for querying the database.

- SQL Statement
Specify the SQL statement in the following format.
Select {search target field name},{search target field name},...from {table name} where {search target field name} = \$KEYVALUE\$ order by {sort criteria field name}
When using attribute values retrieved from other features for the SQL statement, represent the attribute value with "\$KEYVALUE\$". "\$KEYVALUE\$" can be specified in multiple places.
You can enter up to 4,096 single-byte (2,048 double-byte) characters.

- **Key Attribute**
Specify the attribute to be the search key when "\$KEYVALUE\$" is specified for SQL statement. Click [Browse], and select target attribute from the attribute element list that is displayed. The selected attribute is displayed in the text box.
- **Browse**
Click to display the page for specifying attribute element.

Database Connection Information (Required)

Specify the database for searching.

- **Provider Name**
Specify in the following manner the provider name for connecting to the database. You can enter 0 to 256 double-byte characters or 0 to 512 single-byte characters.
 - When connecting to Microsoft SQL Server
MSOLEDBSQL
- **Connection String**
Enter in the following manner the connection string for the database. You can enter 0 to 256 double-byte characters or 0 to 512 single-byte characters.
 - When connecting to Microsoft SQL Server
Server={SQL Server name};UID={User ID};PWD={password};Security Info=False;Initial Catalog={database name}

Search Results Error Value (128 bytes (Around 64 characters))

Specify the string for to set the attribute when there are no results obtained from searching the database.

You can enter 0 to 64 double-byte characters or 0 to 128 single-byte characters.

Processing Method > Document Name > Document Name - Document Name Settings

Set the name for a document.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, "Document Name" is automatically set.

Document Name Element (required)

Set the elements for document names.

- [ Add]
Adds a new element for document names. Changes the display to the page where you can specify attribute elements.
- [ Delete]
Deletes the element for the selected document name from the list.
- [ Move Up]
The selected element for document names moves upward one level.

- [ Move Down]
The selected element for document names moves downward one level.
- List
 - Attribute
When an attribute is used as an element, the element including the selected attribute is displayed. When you have specified to use a custom text as an attribute, [Custom Text] is displayed. When no attribute exists, "No item to display" is displayed.
 - Character Count
When an upper limit is set, character counts are displayed. When no upper limit for character count is set or no attribute exists, a hyphen (-) is displayed.
 - Icon
 -  (Edit): Clicking this changes the display to the page where you can specify attribute elements.
 -  (Delete): Clicking this deletes the element for the selected document name from the list.
- Insert Delimiter Between Elements
To insert delimiters between the elements in a document name, select this check box. This is selected by default.
- Delimiter
When you select the [Insert Delimiter Between Elements] check box, enter the string used as a delimiter. You can enter 1 single-byte character. The default value is a hyphen (-).
- Document Name Example
When an attribute is used as an element, the attribute name(display name) is displayed. When you have specified to use a custom text as an attribute, the custom text is displayed. When no attribute exists, this field is blank.

Document Name When Attribute Retrieval Failed

Enter the document name to be used in case the attribute of a document name could not be obtained. You can enter 0 to 128 double-byte characters or 0 to 64 single-byte characters. When this field is blank and no attribute is obtained, "NO_NAME" is automatically set.

Common Items

See "About Screens".

Processing Method > Document Name > Document Name - Element Settings

Specify the attribute or custom text to be used as an element.

As a page title, the name of a feature to be set is displayed.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Use Attribute

To use an attribute as an element, select this.

- Attribute
Lists the attribute(s) available. From the list, select an attribute.

- **Byte Limit**
To limit the number of bytes or characters, select this check box and enter the upper limit in the text box.
In "()", an acceptable number of bytes or characters is displayed.



Note

Depending on the feature selected, this option may not be displayed.

Enter Text

To use a custom text as an element, select this and enter a text to be used in the text box.
In "()", an acceptable number of bytes or characters is displayed.
Prohibited characters, if any, are displayed after "[Prohibited Character:]".



Note

Depending on the feature selected, this option may not be displayed.

Common Items

See "About Screens".

Processing Method > Form Analysis > Form Analysis - Form Analysis Settings

Configure settings related to the analysis of the contents filled in onto the Form. The analyzed results can be used for page processing, as output attributes, etc.

[OK]

Save the contents that have been set, and return to the original page.

[Cancel]

Discard the contents that have been set, and return to the original page.

Name (approximately 1 to 480 characters)

Enter the name of the Form analysis setting. You can enter 1 to 480 double-byte or single-byte characters. The name will be set as "Form Analysis" if left blank.

Attribute List (required)

Select from the drop down list box the target Form Management Group for analysis.

Include Form Image File in output document

Specify whether or not to delete the Form that was present during input, for the document to be output with the [Form Analysis] feature.

To include the Form, select the check box. The check box is unselected by default.

If the check box is deselected, the Form will not be included in the output document. However, if the output document is only the Form, the Form will be output.



Note

When OCR processing is set for the form, OCR will be implemented for documents output by [Form Analysis]. Deselecting the [Include Form Image File in output document] check box will exclude the Form from OCR results as well.

Perform Form Analysis on first page

When performing Form Analysis on only the top page (for the Mutli-page Form, it is the configuration page) of the document, select the check box. Setting this will cause job processing to be faster than when not set. The check box is unselected by default.



Note

Setting this will result in Forms other than the top page not being analyzed. Please do not set this when processing multiple Forms in bulk.

Ignore error and continue processing

Select this check box to ignore errors and continue job processing when errors occur during Form Analysis. For the documents that have encountered errors, the information as described on the Form will be unretrievable. The check box is unselected by default.

- Parsing Error Attribute Value (within 512 bytes (approximately 256 characters))
When the [Ignore error and continue processing] check box is selected, enter the attribute value of the job that encountered an error.
The error attribute value will be replaced by the value entered here, and be output together with the attributes that were able to be extracted normally. For example, entering "Analysis error" will result in only the attributes that have had errors being output as "Analysis error". With this, it is possible to discern those attributes that have encountered errors.
You can enter 0 to 256 double-byte characters or 0 to 512 single-byte characters. If nothing is specified, all information described on the Form will not be retrieved.



Note

The following characters cannot be used.

Dollar sign (\$), slash (/), colon (:), comma (,), semi-colon (;), asterisk (*), question mark (?), double quotation ("), arrow bracket (< >), vertical bar (|).

- Error Data Backup
Select the check box to back up data when jobs terminate abnormally. The check box is unselected by default.
- Shared Folder Location (within 256 bytes (approximately 128 characters)) (Required)
When the [Error Data Backup] check box is selected, enter a path starting with \\ or // UNC format for the backup shared folder.
Use Yen (\), or slash (/), as the delimiter of the folder.
Example: \\hostname\folder1\sub1, //192.0.2.1/folder1/sub1
You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters.



Note

The following characters cannot be used.

comma (,), semi-colon (;), asterisk (*), question mark (?), double quotation ("), arrow bracket (< >), vertical bar (|)

- User Name (from 1 to 256 bytes (approximately 128 characters)) (Required)
When the [Error Data Backup] check box is selected, enter the user name for accessing the backup shared folder.
You can enter 1 to 128 double-byte characters or 1 to 256 single-byte characters.
The following methods are used to specify the domain for [User Name].
 - DNS format
Specify a "Domain Name\User Name" format, such as "Domain.co.jp\user".
 - NetBIOS format
Specify a "NetBIOS Domain Name\User Name" format, such as "DOMAIN\user".

- UPN format
Specify a "User Name@Domain Name" format, such as "user@Domain.co.jp".

**Note**

The following characters cannot be used.

Slash (/), square bracket ([]), double quotation ("), colon (:), semi-colon (;), vertical bar (|), arrow bracket (<>), plus (+), equal (=), comma (,), question mark (?), asterisk (*).

- Password (from 1 to 128 bytes (approximately 64 characters)) (Required)
When the [Error Data Backup] check box is selected, enter the password of the user accessing the backup shared folder.
You can enter 1 to 64 double-byte characters or 1 to 128 single-byte characters.
- Confirm Password (approximately 64 characters) (Required)
Re-enter the password for confirmation.

Completed Form Image Backup

Select the check box to back up the Form Image when the job completes normally. The check box is unselected by default.

- Shared Folder Location (within 256 bytes (approximately 128 characters)) (Required)
When the [Completed Form Image Backup] check box is selected, enter a path starting with \\ or // UNC format for the backup shared folder.
Use Yen (\), or slash (/), as the delimiter of the folder.
Example: \\hostname\folder1\sub1, //192.0.2.1/folder1/sub1
You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters.

**Note**

The following characters cannot be used.

comma (,), semi-colon (;), asterisk (*), question mark (?), double quotation ("), arrow bracket (< >), vertical bar (|)

- User Name (from 1 to 256 bytes (approximately 128 characters)) (Required)
When the [Completed Form Image Backup] check box is selected, enter the user name for accessing the backup shared folder.
You can enter 1 to 128 double-byte characters or 1 to 256 single-byte characters.
The following methods are used to specify the domain for [User Name].
 - DNS format
Specify a "Domain Name\User Name" format, such as "Domain.co.jp\user".
 - NetBIOS format
Specify a "NetBIOS Domain Name\User Name" format, such as "DOMAIN\user".
 - UPN format
Specify a "User Name@Domain Name" format, such as "user@Domain.co.jp".

**Note**

The following characters cannot be used.

Slash (/), square bracket ([]), double quotation ("), colon (:), semi-colon (;), vertical bar (|), arrow bracket (<>), plus (+), equal (=), comma (,), question mark (?), asterisk (*).

- Password (from 1 to 128 bytes (approximately 64 characters)) (Required)
When the [Completed Form Image Backup] check box is selected, enter the password of the user accessing the backup shared folder.
You can enter 1 to 64 double-byte characters or 1 to 128 single-byte characters.
- Confirm Password (approximately 64 characters) (Required)
Re-enter the password for confirmation.

Processing Method > OmniPage(R) Barcode Reader > OmniPage (R) Barcode Reader Settings

Reads one-dimensional barcodes from documents and outputs the barcodes as document attributes. OmniPage is used as the software for processing the barcodes.

If the entire page is specified as the target zone for reading the barcode, only 1 document attribute will be output. If multiple pages are specified, attributes will be output per page.



Note

- The maximum number of attributes that the [OmniPage(R) Barcode Reader] feature can output is 64 items. The maximum length for an attribute value that can be output for each attribute is 255 bytes. If barcode recognition results exceed 255 bytes, output will be made to the limit value, and the remaining thereafter will not be output.
- The number of documents and pages that can be processed is a maximum of 999 for either item. If documents exceeding these limits are entered, an error will occur.
- The maximum number of bar codes that can be recognized in 1 job is 256 items.
- To use this feature, OmniPage Barcode Reader Option is required.
OmniPage is a product of Kofax, Inc.

[OK]

Save the contents set, and return to the previous page.

[Cancel]

Discard the contents set, and return to the previous page.

Name

Enter the name of the feature. You can enter 1 to 512 double-byte or single-byte characters. If there is no specific entry, "Barcode Reader" will be set as the name.

Zone List (Required)

Set the zone to recognize the bar code.

-  Add]
Add new zone settings. Changes the display to the [OmniPage(R) Barcode Reader Settings - Page Zone Settings] page.
-  Edit]
Edit zone settings marked with checkmarks on the list. Changes the display to the [OmniPage(R) Barcode Reader Settings - Page Zone Settings] page.
-  Delete]
Delete zone settings marked with checkmarks on the list.
- List
 - The [Zone Name], [Type], [Page], [Zone Specification], [Dimension (Width/Height)], and [Position (Top/Left)] set at the [OmniPage(R) Barcode Reader Settings - Page Zone Settings] page are displayed.
 - Icon
 -  (Edit): Upon clicking, changes the display to the [OmniPage(R) Barcode Reader Settings - Page Zone Settings] page.
 -  (Delete): Upon clicking, deletes zone settings that are marked with checkmarks on the list.

Document Splitting

Configure the method for splitting documents by barcode.



Note

Depending on the format of the input document, splitting may not be possible. Refer to "Supported Input and Output Formats" in "Appendix" of "Features Guide Flow Management Option" for details.

- Split Document by Read Barcode
Select the check box to split documents by barcode(s) read.
- Specify Document Splitting
Enabled when the [Split Document by Read Barcode] check box is selected.
Specify in detail the method to split documents. [Split by All Barcodes] is selected by default.
 - Split by All Barcodes
Splits the document by pages that have barcodes on them. All read barcodes will be taken as targets for splitting.
 - Split by Read Barcode Value
Compares specified text string(s) with the barcode values actually read, and splits the document by that matching barcode(s).
Enter the text string to be compared with the barcode into the textbox, and click [Add]. You can enter 0 to 128 single-byte alphanumeric characters.
Up to 50 text strings for comparison with the barcode(s) can be added.
 - Add
Adds the text strings entered into the text box to the [List of Barcode Reading Values].
 - Delete
Deletes selected text string(s) from the [List of Barcode Reading Values].
 - List of Barcode Reading Values
Displays the list of text strings added.
- Barcode Splitter Page Placement
Enabled when the [Split Document by Read Barcode] check box is selected.
Select from the following the processing method for the page that is to be the reference point for splitting. [Remove Splitter Page] is selected by default.
 - Remove Splitter Page
Removes from the document the page that was used as the reference point for splitting, after performing splitting.
If all pages are set as the reference point for splitting pages, an error will occur.
 - Place Splitter Page On Top
Places the page set for the splitting reference point as the first page of the document after splitting.
If all pages are set as the reference point for splitting, the document will be split every 1 page.
If the first page is set as the reference point for splitting, the document will not be split.
 - Place Splitter Page Last
Places the page set for the splitting reference point as the last page of the document after splitting.
If all pages are set as the reference point for splitting, the document will be split every 1 page.
If the last page is set as the reference point for splitting, the document will not be split.

Common Items

See "About Screens".

Processing Method > OmniPage(R) Barcode Reader > OmniPage(R) Barcode Reader Settings - Page Zone Settings

Set the zone to recognize the bar code of the document.

[OK]

Save the contents set, and return to the previous page.

[Cancel]

Discard the contents set, and return to the previous page.

Zone Name (Required)

Enter the name of the zone. You can enter 0 to 32 single-byte characters.

Type (required)

Select from [Auto], [Codabar], [Code 128], [Code 39], [EAN 8/13], [ITF (2 of 5 interleaved)], [ITF (CheckDigit)], [Postnet], [UPC], or [UCC Code 128] for the type of barcode to be recognized. [Auto] is selected by default.

If [ITF(2 of 5 interleaved)] is selected, ITF barcodes without check digits will be recognized.

If [ITF(CheckDigit)] is selected, ITF barcodes with check digits will be recognized. However, results with the check digits value removed are delivered for output results.

Specify Page(s) (Required)

Specify the page(s) to be the target for barcode recognition. [Specify All Pages] is selected by default.

- Specify All Pages
Take all pages as targets for barcode recognition.
- Process Specified Pages Only
Specify the pages for barcode recognition. Single-byte characters from 1 to 999 can be entered, as well as commas (,) or hyphens (-). When entering multiple page numbers, use commas (,) to separate. When entering continuous page numbers, use a hyphen (-) to separate the first page from the last page.

Specify Zone (Required)

Select whether or not to specify the zone (position, range) as the target for barcode recognition. The default value is [Auto].

- Auto
Automatically detects barcodes.
- Specify
Specify the position or range where the barcode is described, with a number value or image. This method is recommended for correct recognition of barcodes.

Zone

Enabled when [Specify] is selected in [Specify Zone].

- Zone File
To load a zone file, click [Browse], and select target file from the list of files displayed. Details of selected zone file will be displayed in the image display area.

**Note**

Zone file is a file with an image for indicating position or range of the barcode affixed to it. You can specify JPEG, TIFF, PDF, BMP, GIF, and PNG format files for the zone file.

- [Browse]
Clicking this displays the [OmniPage(R) Barcode Reader Settings - Select Zone File] page. Select the zone file here.

- **Image Display Area**
The image of the selected zone file is displayed. Drag your cursor and select (enclose within a frame) the barcode image to set the position and range.
- **Page**
Specify the page and display the respective image when the zone file that is read has multiple pages.
- **Position**
Enter the distance (mm) from the top edge of the copy to the top left of the barcode, and the distance (mm) from the left edge of the copy to the top left of the barcode. You can enter a value from 0 to 499 in single-byte numbers. The default setting is [0].
- **Range**
Enter the width and height of the barcode (mm). You can enter a value from 0 to 500 in single-byte numbers. The default setting is [1].

Processing Method > OmniPage(R) Barcode Reader > OmniPage(R) Barcode Reader Settings - Select Zone File

Select the zone file.



Note

Only files registered in advance in the [Environment Settings] > [Default Settings] > [Flow Management Environment Settings] > [Function Settings] page can be selected here.

[OK]

Save the contents set, and return to the previous page.

[Cancel]

Discard the contents set, and return to the previous page.

List

Select the zone file from the list.

Common Items

See "About Screens".

Processing Method > OmniPage(R) OCR > OmniPage(R) OCR Settings

Use OmniPage as your OCR engine for extracting text and OCR processing of documents. You can convert the extracted text information into the format of your choice.



Note

To use this feature, Scan OCR Option is required.
OmniPage is a product of Kofax, Inc.

[OK]

Saves the content, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the function name. You can enter 0 to 512 double-byte or single-byte characters.
When you do not enter a name, the following occurs.

- When selecting [Full Page OCR] from [OCR Region] and selecting [Process All Pages] from [Specify Pages], [Full-Page OCR on All Pages] is set.
- When selecting [Full Page OCR] from [OCR Region] and selecting [Process Specified Pages Only] from [Specify Pages], [Full-Page OCR on Specified Pages] is set.
- When selecting [Zone OCR] from [OCR Region], [Zone OCR] is set.

OCR Region

Set the region for OCR processing. You can select [Full Page OCR] or [Zone OCR].

OCR Options

Clicking moves you to the [OmniPage(R) OCR Settings - Options] page. Select whether or not to do preprocessing such as rotating, inverting or deskewing the image that you have input. You are also able to select initial OCR settings such as how to treat Reject Characters.

Specify Pages

This setting appears when you select [Full Page OCR] from [OCR Region].

Select the page range for OCR processing. [Process All Pages] is selected as the initial setting.

- [Process All Pages]
Click for full page OCR on all pages.
- [Process Specified Pages Only]
Click for full page OCR processing on the specified pages.
 - Pages
Click to select the page numbers of the page range for OCR processing. You can enter a value from 1 to 999, commas and hyphens in single byte characters. You can enter 0 to 100 characters. When entering multiple page numbers, separate them with a comma. When entering a continuous set of pages, separate the first page and last page numbers with a hyphen.

OCR Zone List

This setting appears when you select [Zone OCR] from [OCR Region].

This setting determines the region for OCR processing. Zone OCR is not available if you do not set the zone.

-  Add]
Adds a new zone. Clicking this moves to the [OmniPage(R) OCR Settings - Page/Zone] page.
-  Edit]
Edits the check marked range. Clicking this moves to the [OmniPage(R) OCR Settings - Page/Zone] page.
-  Delete]
Deletes the check marked range.
-  Add from Zone File]
Loads a PDF file with the selected range. Clicking this moves to the OmniPage(R) OCR Settings - Load Zone File page.



Note

A zone file is a PDF file that defines the zone for OCR processing ahead of time using rectangular annotation (created using the rectangle tool from in the remarks tools). Using this zone file allows easier specification of the zone for OCR processing than entering numbers.

To learn how to create a zone file, see "Features Guide Flow Management Option".

- List
Displays the zone name, type, page, dimension (width/height) and position (top/left).

Saving OCR Results as Page Attributes

When doing OCR processing on multiple pages, add a check mark to save as attributes for each individual page. This is selected by default.

Conversion Settings

This setting determines whether or not to convert the document format. The initial setting is [Output Document in Original Format].

- Output Document in Original Format
The document is not converted and is output in its original format. The OCR processing results are output as document attributes.
- Output Document in Selected Format
The OCR output is converted into the selected format and output as a document. The OCR processing results are output as document attributes.
Click this item to set the [Output Format], [Custom Layout] and [Retain Original Page Images].
- [Output Format]
Select the output format from among the following options.
 - Text (Plain)
 - Text (Comma delimited)
 - Adobe PDF
 - PDF With Image Substitutes
 - PDF Searchable Image
 - WordPerfect 9,10
 - PowerPoint 97 (RTF)
 - Publisher 98 (RTF)
 - Word 2007
 - Excel 2007
 - PowerPoint 2007
- [Custom Layout]
Click to move to the [OmniPage(R) OCR Settings - Custom Layout] page. Clicking this specifies what kind of object the OCR results will be deployed as in the output format.
This setting can only be specified when selecting [Full Page OCR].
- Retain Original Page Images
Check the box to save the page images of the original file.
This item can only be selected when either [Full Page OCR] and [Process Specified Pages Only] or [Conversion Settings] > [Output Format] > [PDF Searchable Image] is selected.
This is deselected by default.

Common Items

See "About Screens".

Processing Method > OmniPage(R) OCR > OmniPage(R) OCR Settings - Page/Zone

This setting determines the zone for OCR processing.

[OK]

Saves the content, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Zone Name (required)

Enter the name for the specified zone. You can enter 0 to 20 characters.

Type (required)

Select the type of data in the specified zone. You can select [Document], [Table] or [Graphics]. The default value is [Document].

If [Output Document in Original Format] is selected from [Conversion Settings] on the [OmniPage(R) OCR Settings] page, the output will be the same, regardless of what data type is selected.

Page (required)

Select the page number for OCR processing. You can enter a value from 1 to 999, commas and hyphens in single byte characters. You can enter 0 to 100 characters. When entering multiple page numbers, separate them with a comma. When entering a continuous set of pages, separate the first page and last page numbers with a hyphen.

Zone

This setting determines the zone for OCR processing.

- Position
The starting position for the OCR processing zone is entered as the distance (mm) from the top edge of the document and the distance (mm) from the left edge of the document. The default value is 0. You can enter from 0 to 499 single-byte characters.
- Dimensions
Enter the width and height (mm) of the OCR processing zone. The default value is 1. You can enter from 1 to 500 single-byte characters.

Processing Method > OmniPage(R) OCR > OmniPage(R) OCR Settings - Options

Sets the options for OCR processing.

[OK]

Saves the content, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

[Preprocessing] tab

The following preprocessing tasks increase the accuracy of OCR for the images you input.

- Rotate
Sets whether or not to rotate the image that you input. The default setting is [automatic].
 - Automatic:
The OCR engine determines the rotation angle.
 - No rotation:
The image is not rotated.
 - Left 90 Degrees:
All images are rotated left 90 degrees.
 - Right 90 Degrees:
All images are rotated right 90 degrees.
 - 180 Degrees:
All images are rotated 180 degrees.
- Inversion
Sets whether or not to inverse the image that you input. The default setting is [automatic].

- Automatic:
When the OCR engine determines that it is necessary, it inverses the image.
- Invert:
All images are inverted.
- Do not invert:
Images are not inverted.
- Deskewing
Sets whether or not to deskew the image that you input. The default setting is [Deskew].
 - Deskew:
All images are deskewed.
 - Do not skew:
The image is not deskewed.

[OCR Options] Tab

Selects default OCR settings.

- Language
The OCR engine displays the language of the characters that it recognizes. This item cannot be changed.
- Code Page
The code page used when the OCR engine outputs the results of character recognition is displayed as follows. This item cannot be changed.
When the [Language] is [Japanese], [Shift-JIS] is displayed.
When the [Language] is [English], [Windows ANSI] is displayed.
When the [Language] is [Simplified Chinese], [EUC-CN] is displayed.
When the [Language] is [Traditional Chinese], [EUC-TW] is displayed.
When the [Language] is [Korean], [UHC] is displayed.
When the [Language] is [Thai], [Unicode] is displayed.
- Reject Characters
When characters are detected that cannot be recognized, the OCR engine enters placeholder characters.
You can enter 1 single-byte character. The default value is [~].
- Missing Characters
When characters are detected that can be recognized, but cannot be displayed in the output file, the OCR engine enters placeholder characters.
You can enter 1 single-byte character. The default value is [^].
- Processing timeout
Specifies the timeout time for OCR processing in second increments. The timeout can apply for OCR processing on a per-page basis.
You can enter values between 1 to 999999 seconds. The default value is [180] seconds.
When a timeout has occurred during OCR processing, the OCR results are applied to the job attributes for pages that have already completed processing. However, when the job is set for format conversion a document is not output in the converted format.



Note

Process timeouts do not occur during format conversion.

Processing Method > OmniPage(R) OCR > OmniPage(R) OCR Settings - Custom Layout

Clicking this specifies what kind of object the OCR results will be deployed as the output format.

[OK]

Saves the content, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Custom Layout

Choose from the following. The default setting is [automatic].

- Automatic
Deploys the objects recognized from the input image as-is in the output format.
- Table
Outputs the full page as a table object.
- Graphic
Outputs the full page as a graphic object.

Processing Method > OmniPage(R) OCR > OmniPage(R) OCR Settings - Load Zone File

Specifies the zone file.

[OK]

Moves to the [Zone File Loading] page. Clicking [Cancel] at this time cancels loading the zone file.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Zone file

Click [Browse] and select the zone file.

Processing Method > Edit Processing Method >

Edit a processing method.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Processing Method

The name of a feature is displayed.

[Edit Feature]

According to the name of the feature displayed in [Processing Method], the display moves to different pages.

- The name of the feature set with the [QR Code Reader] feature is displayed in [Processing Method]
Changes the display to the [QR Code Reader - Recognition Settings] page.

- The name of the feature set with the [Format Conversion] feature is displayed in [Processing Method]
Changes the display to one of the following pages.
 - [Format Conversion - Format Conversion Settings] page (For TIFF)
 - [Format Conversion - Format Conversion Settings] page (For JPEG)
 - [Format Conversion - Format Conversion Settings] page (For TIFF/JPEG)
 - [Format Conversion - Format Conversion Settings] page (For DocuWorks)
 - [Format Conversion - Format Conversion Settings] page (For PDF)
- The name of the feature set with the [Image Processing] feature is displayed in [Processing Method]
Changes the display to the [Image Processing - Image Processing Settings] page.
- The name of the feature set with the [Attribute Mapping] feature is displayed in [Processing Method]
Changes the display to the [Attribute Mapping - Settings] page.
- The name of the feature set with the [OCR] feature is displayed in [Processing Method]
Changes the display to the [OCR - OCR Settings] page.
- The name of the feature set with the [Document Name] feature is displayed in [Processing Method]
Changes the display to the [Document Name - Document Name Settings] page.
- The name of the feature set with the [Form Analysis] feature is displayed in [Processing Method]
Changes the display to the [Form Analysis - Form Analysis Setting] page.
- The name of the feature set with the [OmniPage(R) OCR] feature is displayed in [Processing Method]
Changes the display to the [OmniPage(R) OCR Settings] page.
- The name of the feature set with the [OmniPage(R)Barcode Reader] feature is displayed in [Processing Method]
Changes the display to the [OmniPage(R)Barcode Reader Settings] page.
- The name of the feature set with the [Database Query] feature is displayed in [Processing Method]
Changes the display to the [Database Query Settings] page.
- The name of the feature set with the [Load Attributes] feature is displayed in [Processing Method]
Changes the display to the [Load Attributes - Settings] page.
- The name of the feature set with the [Separate CSV Attributes] feature is displayed in [Processing Method]
Changes the display to the [Separate CSV Attributes - Settings] page.
- The name of the feature set with the [Join CSV Attributes] feature is displayed in [Processing Method]
Changes the display to the [Join CSV Attributes - Settings] page.

Interaction Process

When the [Interaction Process] is set as the [Processing Method], the name set on the [User Interaction Settings] page is displayed. When the [Interaction Process] is not set, [None] is displayed.

[Add Interaction Process]

[Edit Interaction Process]

When the [Interaction Process] is not set, [Add Interaction Process] is displayed. When the [Interaction Process] is set, [Edit Interaction Process] is displayed. Changes the display to the [User Interaction Settings] page.



Note

When the [Interaction Process] is set for another processing method, [Add Interaction Process] is disabled.

[Delete Interaction Process]

Click this to delete an existing [Interaction Process] from the list.

Notification Settings

Configure the setting to send an e-mail to users to notify that an interaction operation is required. This is displayed only when the [Interaction] feature is set.

- Add
To add a new notification setting, select "Notification E-mail (SMTP)". Changes the display to the [Notification E-mail - Settings] page.
- [Delete]
To delete the notification setting selected from the list, click this.
- List
Lists the notification settings already set.
- Icon
 (Edit): Clicking this changes the display to the [Edit Notification Settings] page.

Common Items

See "About Screens".

Processing Method > Edit Processing Method > User Interaction Settings

Set an interaction operation to a selected processing method.

Name

Enter the name of the interaction processing to be displayed on the [Edit Processing Method] page. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, "Interaction Mode" is automatically set.

Comment

Set the comment to be displayed on the [Suspended Job List] page. You can enter 0 to 512 double-byte or single-byte characters.

Document Attribute to Handle

Set the document attribute to be displayed or edited on the [View Suspended Jobs] page or [Operate Suspended Jobs] page.

-  Add
Click this to add a document attribute to be handled. Changes the display to the page where you can specify attribute elements.
-  Delete
Click this to delete a document attribute to be handled.
- List
The document attributes to be handled that you set are displayed. As a document attribute mode, select from [Read/Write] and [Read-only]. Selecting [Read/Write] allows you to edit the document attribute on the [Operate Suspended Jobs] page. However, even when [Read/Write] is set, a document attribute whose value is longer than 512 characters is displayed as read-only. In addition, the [Document Name] attribute for the [Document Name] feature is always read-only.

Enable Preview Area

To set [Magnification], select this check box.

Magnification

Set the default magnification value to be used to preview a document on the [View Suspended Jobs] page or [Operate Suspended Jobs] page. The default setting is [100] %.

Common Items

See "About Screens".

Processing Method > Edit Processing Method > Edit Notification Settings

Edit an existing notification setting.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Completion Notification

The name of the feature set in the [Notification E-mail - Settings] page is displayed.

[Edit Feature]

Changes the display to the [Notification E-mail - Settings] page.

Processing Method > Processing Method Properties

Displays the information related to a processing method.

[Back]

Returns the display to the previous page.

Processing Method

Displays the name of a feature.

[Details]

Changes the display to the property page of an existing [Processing Method] feature.

Interaction Process

When an [Interaction Process] is set as a processing method, the name set in the [User Interaction Settings] page is displayed. When not set, "None" is displayed.

[Interaction Properties]

This is displayed only when an [Interaction] feature is set. Changes the display to the [User Interaction Settings] page.

Notification

This is displayed only when a [Notification Setting] is set.  (Properties): Clicking this changes the display to the [Notification Properties] page.

Processing Method > Processing Method Properties > Notification Properties

Displays the information on notification e-mails.

[Back]

Returns the display to the previous page.

[Details]

Changes the display to the [Notification E-mail - Properties] page. The settings you have configured on the [Notification E-mail - Settings] page are displayed.

Delivery Destination > Link to Application > Link to Application - Settings [Parameter] Tab

Configure the settings to process a document with an application after once processing it.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name (1 to 512 characters)

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, the name of the execution file is automatically set.

Executable File (within 256 bytes (approximately 128 characters)) (required)

Displays the path for the executable file selected in the [Link to Application - Select Executable File] page. You cannot enter this.

[Browse]

Changes the display to the [Link to Application - Select Executable File] page.

Working Folder (within 256 bytes (approximately 128 characters)) (required)

Displays the path for the working folder selected in the [Link to Application - Select Working Folder] page. You cannot enter this.

[Browse]

Changes the display to the [Link to Application - Select Working Folder] page.

User Name (within 256 bytes (approximately 128 characters))

Enter the name of the user to execute the [Executable File].

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters.

When [User Name] and [Password] are blank, the (NETWORK SERVICE) account of Flow Management service will be used.



Note

The following characters cannot be used.

Slash (/), square bracket ([]), double quotation ("), colon (:), semi-colon (;), vertical bar (|), arrow bracket (<>), plus (+), equal (=), comma (,), question mark (?), and asterisk (*).

Password (within 128 bytes (approximately 64 characters))

Enter the password to execute the [Executable File].

You can enter 0 to 64 double-byte characters or 0 to 128 single-byte characters.

Confirm Password (within 128 bytes (approximately 64 characters))

Enter the password again to confirm it.

Set Command Line Parameter

To set a command line parameter, select this check box and enter the string to be used as a command line parameter. This is deselected by default. A command line parameter is a parameter to be passed as an argument to run an executable file from the command prompt. You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters.

Expand Macro

To expand a macro described in a line parameter and pass it to an application, select this check box. This is deselected by default.



Note

The following types of macros are available.

- ImageCount
The number of files to be passed to an executable file.
- FirstImage
The name of the first file to be passed to an executable file (including an absolute path).
- ImageFiles
The list of the files to be passed to an executable file. Each of the file names includes an absolute path. Delimit each file name with (,).
- FileOrDirectory
Enter the name of a file when a single file is passed to an executable file, and enter the absolute path for the folder in which the files are stored when multiple files are passed. When a document is split in the previous column, enter the list of the absolute paths for divided folders. Delimit each folder path with (,).
- SavedDocumentPath
Enter the absolute path for the working folder. The same value as FileOrDirectory is entered.

To specify a macro in a line parameter, enclose the macro name in "\$".

Use Attribute

To set the attribute to be used for a parameter to be passed to an application, select this check box. This is deselected by default.

- List
Displays the attribute(s) set.
- [Add]
To add a new attribute, click this. Changes the display to the page where you can specify attribute elements.
- [Delete]
Click this to delete the element selected in the list.
- [Move Up]
The selected attribute moves upward one level.
- [Move Down]
The selected attribute moves downward one level.
- Combine Attributes to Create Parameter
To combine the listed attributes and pass it to an application as one parameter, select this check box. This is deselected by default.

Delivery Destination > Link to Application > Link to Application - Settings [Processing Method/Final Result] tab

Configure the settings to process a document with an application after once processing it.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name (required)

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, the name of the execution file is automatically set.

Executable File (Required)

Displays the path for the executable file selected in the [Link to Application - Select Executable File] page. You cannot enter this.

[Browse]

Changes the display to the [Link to Application - Select Executable File] page.

Working Folder (Required)

Displays the path for the working folder selected in the [Link to Application - Select Working Folder] page. You cannot enter this.

[Browse]

Changes the display to the [Link to Application - Select Working Folder] page.

Processing Timing for Next Document

When you select this option, select whether to wait for an application to end before starting to process the next document. The default setting is [Wait Until Application Ends Before Processing Next Document].

- Wait Until Application Ends Before Processing Next Document
Select one of the following check boxes. The default setting is [Delete Files Passed to Executable When Application Ends].
 - Launch Application for Each Split Document
To execute the application for each split document, select this check box.
 - Delete Files Passed to Executable When Application Ends
To delete the file that was passed to an executable file when a specified application ends, select this check box. Deselecting this check box does not delete a file passed to an executable file even when a specified application ends. As a result, the file passed to the executable file remains undeleted on completion of a job.
- Do Not Wait Until Application Ends Before Processing Next Document
- Wait Before Processing Next Document
When you select this option, also set:
 - Second(s)
Set the waiting time before the application to end by seconds. You can enter a value from 0 to 3600 in single-byte numbers. The default value is [0] second.
 - Delete Files Passed to Executable After Timeout
To delete a document processed with an application after a specified period elapses since the startup of the application, select this check box.

Assume error occurred and terminate application when return value is not 0

To terminate an application assuming that an error has occurred when the application returns a value other than "0", select this check box.

Delivery Destination > Link to Application > Link to Application - Parameter Element Settings

Specify the attribute or custom text to be used as an element.

As a page title, the name of a feature to be set is displayed.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Use Attribute

To use an attribute as an element, select this.

- Attribute
Lists the attribute(s) available. From the list, select an attribute.
- Byte Limit
To limit the number of bytes or characters, select this check box and enter the upper limit in the text box.
In "()", an acceptable number of bytes or characters is displayed.



Note

Depending on the feature selected, this option may not be displayed.

Enter Text

To use a custom text as an element, select this and enter a text to be used in the text box.

In "()", an acceptable number of bytes or characters is displayed.

Prohibited characters, if any, are displayed after "[Prohibited Character:]".



Note

Depending on the feature selected, this option may not be displayed.

Common Items

See "About Screens".

Delivery Destination > Link to Application > Link to Application - Select Executable File

Select an executable file used for the link to application.



Note

Only files that can be selected here are those preregistered in [Environment Settings] > [Default Settings] > [Flow Management Environment Settings] > [Function Settings] page.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

List

Select an executable file used for the link to application from the list.

Common Items

See "About Screens".

Delivery Destination > Link to Application > Link to Application - Select Working Folder

Select a working folder used for the link to application.



Note

Only folders that can be selected here are those preregistered in [Environment Settings] > [Default Settings] > [Flow Management Environment Settings] > [Function Settings] page.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

List

Select a working folder used for the link to application from the list.

Common Items

See "About Screens".

Delivery Destination > Save Form Analysis to File > Save Form Analysis to File - Settings

Configure settings to output the results analyzed by the [Form Analysis] feature as a file in CSV format. To output the file, it is necessary to set the [Processing Method] and [Form Analysis] features to the same flow.

The files output are as follows.

- CSV File

From the results of Form analysis, the extracted character string is output as a file in CSV format. If the output item and sorting order are defined on the Form, they will be output following that setting. The file name will be "attribute.csv".
- Document Image File

The image of the document will be output.
The file names are as follows.
When the [Use Document Name as file name] check box is selected: "{document name}.xxx"
When the [Use Document Name as file name] check box is unselected: "document.xxx"
The {document name} is the file or folder name output by the feature immediately before the [Save Form Analysis to File] feature.
"xxx" is an extension that supports the configured saving format. In addition, when saved in single page format, "_nnnn" will be attached to the file name in this manner "document_nnnn.xxx". "nnnn" is a four digit number starting from 0001.
- Clip Image File

The image clipped out from the Form is output in bitmap format. Output only when Clip Area Control is set to the Form.
The file name is "Clip_{attribute name}.bmp". {attribute name} is the attribute name of the Clip Area Control.
- OCR Result File

The OCR results of the document image file is output.
Will not be output if OCR processing is not set for the Form.
The file name is "ocr.txt".

- Exclusion Control File

The file for announcing the processing completion of the [Save Form Analysis to File] feature is output. Output only when the [Create] check box under [Exclusion Control File] is selected. The file name is "endfile".

When linking from other applications and using the output results of the [Save Form Analysis to File] feature, it is necessary to restrict access to the output file, until this exclusion control file is created.

- Status File

The Start Date/Time, End Date/Time, Plugin ID, Document Information (information for associating output file(s) with the Form), End Code, and error messages of job processing are output.

The file name is "status.txt".

[OK]

Save the contents that have been set, and return to the original page.

[Cancel]

Discard the contents that have been set, and return to the original page.

Name (1 to 512 characters)

Enter the name of the settings for Save Form Analysis to File. You can enter 1 to 512 double-byte or single-byte characters. The name will be set as "Save Form Analysis to File" if left blank.

Output Destination Settings

- Default folder (within 160 bytes (approximately 80 characters)) (required)

Set the default output folder. If the output destination for the Form is not set, each file will be output to this folder.

Also, if errors occur during the output processing of Form analysis results, error information, etc will be output to this folder.

Local folders and shared folders can be specified.

In the case of a local folder, specify in an absolute path.

In the case of a shared folder, specify in UNC format starting with \\ or //.

Use Yen (\), or slash (/), as the delimiter of the folder.

Example: \\hostname\folder1\sub1, //192.0.2.1/folder1/sub1

You can enter 0 to 80 double-byte characters or 0 to 160 single-byte characters.



Note

The following characters cannot be used.

Comma (,), semi-colon (;), asterisk (*), question mark (?), double quotation ("), arrow bracket (< >), vertical bar (|).

- User Name (1 to 256 bytes (approximately 128 characters)) (Required)

Enter the user name for output destination folder access.

You can enter 1 to 128 double-byte characters or 1 to 256 single-byte characters.

The following methods are used to specify the domain for [User Name].

- DNS format

Specify a "Domain Name\User Name" format, such as "Domain.co.jp\user".

- NetBIOS format

Specify a "NetBIOS Domain Name\User Name" format, such as "DOMAIN\user".

- UPN format

Specify a "User Name@Domain Name" format, such as "user@Domain.co.jp".

**Note**

The following characters cannot be used.

Slash (/), square bracket ([]), double quotation ("), colon (:), semi-colon (;), vertical bar (|), arrow bracket (<>), plus (+), equal (=), comma (,), question mark (?), asterisk (*).

- Password (1 to 128 bytes (approximately 64 characters)) (Required)
Enter the password of the user for output destination folder access.
You can enter 1 to 64 double-byte characters or 1 to 128 single-byte characters.
- Confirm Password (approximately 64 characters) (Required)
Re-enter the password for confirmation.
- Default Subfolder Prefix (32 bytes (approximately 16 characters))
Enter the default prefix when creating a subfolder in the output destination folder. If the prefix for the subfolder name is not set for the Form, the value set here will be the prefix of the subfolder name.
You can enter 1 to 16 double-byte characters or 1 to 32 single-byte characters.

**Note**

The following characters cannot be used.

Dollar sign (\$), slash (/), semi-colon (;), colon (:), comma (,), asterisk (*), question mark (?), double quotation ("), arrow bracket (< >), vertical bar (|).

- Create a folder for each Form Template
Select the check box to create a folder for each Form Template and output results for the folder specified with the Form. The check box is unselected by default.

Document File Output Settings

- Use Document Name as file name
Select the check box to use the document name as the output file name. The check box is unselected by default.

CSV File Output Settings

- Specify Header Writing
Select the check box to output the column name list to the first row of the CSV file. The check box is unselected by default.
- Specify Escape
Specify whether to escape or not when double quotations (") are included in the value.
For the [Save Form Analysis to File] feature, if there are multiple values on the first column, all values will be enclosed with double quotation (") and output. At this point, once these values are enclosed with double quotations, differentiation between the symbols used for separating values will no longer be possible.
By selecting the [Specify Escape] check box, when the values are enclosed with double quotations ("), two double quotations (") will be output consecutively. In this manner, it is possible to differentiate if a value includes double quotations (").
The check box is selected by default.

Lock File (Exclusion Control File)

- Create
Select the check box to create the lock file. The check box is selected by default.

Delivery Destination > Save Attributes to File > Save Attributes to File - Settings

Output arbitrary value of document attribute to file, and save to specified folder.

The file with output attribute values (hereafter "attribute file") is saved in the following format.

- File format: Text file
- Character code: windows-31j (MS932)
- File name: Name of the document that has the specified extension added to it.
For example, if "csv" is specified as the extension, the attribute file name of the document "sample.xdw" will be "sample.xdw.csv".



Note

- This feature can only be used when the language of the OS with Flow Management server installed is Japanese. To use the feature, Attribute Processing Option is required.
- Please contact our service center for details on the feature.

[OK]

Save the contents set, and return to the previous page.

[Cancel]

Discard the contents set, and return to the previous page.

Name

Enter the name of the feature. You can enter 0 to 512 double-byte or single-byte characters. If there is no specific entry, "Save Attributes to File" will be set as the name.

Document Output Settings

Configure the settings to output the document.

- Location of Local Folder on Server (required)
Select [Select From Folder List] or [Enter Folder Location Directly] for the method to set the output destination folder. [Select From Folder List] is selected by default.
 - Select From Folder List
Select when selecting the output destination folder from a list of folders registered in advance.
Click [Browse], and select target folder from the folder list that is displayed.
Direct number entry cannot be made to the text box.
[User Name] and [Password] cannot be specified if this item is selected. Flow Management service executing account (NETWORK SERVICE) is used for access to selected folder.
 - [Browse]
Clicking this displays the [Save Attributes to File - Select Local Folder on Server] page. Select the output destination folder here.
 - Enter Folder Location Directly
Select when directly entering the path of the output destination folder.
Enter into the text box, the absolute path from the drive in UNC format.
Use Yen (\), or slash (/), as the delimiter of the folder.
Example: C:\folder1\sub1, C:/folder1/sub1
You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters.



Note

- The following characters cannot be used.
Colon (:), comma (,), semi-colon (;), asterisk (*), question mark (?), double quotation ("), arrow bracket (<>), vertical bar (|)
However, colon (:) is used for the drive letter.
- User Name
Enter the user name for access to a specified folder when [Enter Folder Location Directly] is selected.
You can enter 0 to 256 single-byte characters.
When assigning a domain name to a [User Name], the following formats are supported.

- DNS Format
Assign the domain using the "Domain Name\User Name" format, as in "Domain.co.jp\user".
- NetBIOS Format
Assign the domain using the "NetBIOS Domain Name\User Name" format, as in "DOMAIN\user".
- UPN Format
Assign the domain using the "User Name@Domain Name" format, as in "user@Domain.co.jp".

**Note**

The following characters cannot be used.

Slash (/), square bracket ([]), double quotation ("), colon (:), semi-colon (;), vertical bar (|), arrow bracket (<>), plus (+), equal (=), comma (,), question mark (?), asterisk (*).

- Password
Enter the password for access to specified folder when [Enter Folder Location Directly] is selected. You can enter 0 to 128 single-byte characters.
- Confirm Password
Enter the password again for confirmation when [Enter Folder Location Directly] is selected.
- Document Name Format
Set the file name of the document.
[Use Date/Time Saved as Name] is selected by default.
 - Use Attribute
Select when using attribute for the file name of the document.
Click [Browse], and select the attribute to use for the file name, from the attribute list that is displayed.
Direct number entry cannot be made to the text box.
 - [Browse]
Click to display the page to specify attribute elements.
 - Document Name If Attribute Retrieval Fails
When the [Use Attribute] check box is selected, enter the file name to use when the attribute cannot be retrieved.
You can enter 0 to 64 double-byte characters or 0 to 128 single-byte characters.
When there is no specific entry, and when attributes cannot be retrieved, "NONE" will be set as the name.

**Note**

The following characters cannot be used.

Dollar sign (\$), slash (/), colon (:), comma (,), semi-colon (;), asterisk (*), question mark (?), double quotation ("), arrow bracket (< >), vertical bar (|).

- Use Date/Time Saved as Name (yyyyMMddHHmmss)
Select when replacing the document name with the date and time saved.
- If File with Same Name Exists
Specify the process to use when a file with the same name exists in output destination. [Add Sequence Number] is selected by default.
 - Overwrite
Overwrites the old file with the new file.
 - Add Sequence Number
Save with the sequence number (-n) added to the file. The smallest sequence number is added, from a range of 00001 to 99999.

Attribute Output Settings

Configure the settings to output the attribute file.

- Output Target Attribute

Select the attribute to output to the attribute file.

Click [Browse], and select target attribute from the attribute element list that is displayed. The selected attribute is displayed in the text box.

- Refer to

Clicking this displays the page to specify attribute elements. Select the attribute of the feature to output to the attribute file here.

- Extension

Specify the attribute file extension with any text. You can enter 0 to 16 double-byte characters or 0 to 32 single-byte characters.

For example, if "csv" is set as the extension, when processing the document "sample.xdw", an attribute file with the name "sample.xdw.csv" will be output.



Note

The following characters cannot be used.

Dollar sign (\$), slash (/), colon (:), comma (,), semi-colon (;), asterisk (*), question mark (?), double quotation ("), arrow bracket (< >), vertical bar (|).

- Save Location of Attribute

Specify whether or not to output the attribute file to the same folder as the document. The check box is selected by default.

- Output To Same Location As Document Output Destination

Select the check box to output to the same location as that specified in [Document Output Settings]. Deselecting the check box enables [Location of Local Folder on Server] to be specifiable.

- Location of Local Folder on Server (required)

Enabled when the [Output To Same Location As Document Output Destination] check box is deselected.

Select [Select From Folder List] or [Enter Folder Location Directly] for the method to set the output destination folder. [Select From Folder List] is selected by default.

- Select From Folder List

Select when selecting the output destination folder from a list of folders registered in advance.

Click [Browse], and select target folder from the folder list that is displayed.

Direct number entry cannot be made to the text box.

[User Name] and [Password] cannot be specified if this item is selected. Flow Management service executing account (NETWORK SERVICE) is used for access to selected folder.

- [Browse]

Clicking this displays the [Save Attributes to File - Select Local Folder on Server] page. Select the output destination folder here.

- Enter Folder Location Directly

Select when directly entering the path of the output destination folder.

Enter into the text box, the absolute path from the drive in UNC format.

Use Yen (\), or slash (/), as the delimiter of the folder.

Example: C:\folder1\sub1, C:/folder1/sub1

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters.



Note

The following characters cannot be used.

Colon (:), comma (,), semi-colon (;), asterisk (*), question mark (?), double quotation ("), arrow bracket (< >), vertical bar (|)

However, colon (:) is used for the drive letter.

- User Name

Enter the user name for access to a specified folder when [Enter Folder Location Directly] is selected.

You can enter 0 to 256 single-byte characters.

When assigning a domain name to a [User Name], the following formats are supported.

- DNS Format

Assign the domain using the "Domain Name\User Name" format, as in "Domain.co.jp\user".

- NetBIOS Format

Assign the domain using the "NetBIOS Domain Name\User Name" format, as in "DOMAIN\user".

- UPN Format

Assign the domain using the "User Name@Domain Name" format, as in "user@Domain.co.jp".



Note

The following characters cannot be used.

Slash (/), square bracket ([]), double quotation ("), colon (:), semi-colon (;), vertical bar (|), arrow bracket (<>), plus (+), equal (=), comma (,), question mark (?), asterisk (*).

- Password

Enter the password for access to specified folder when [Enter Folder Location Directly] is selected.

You can enter 0 to 128 single-byte characters.

- Confirm Password

Enter the password again for confirmation when [Enter Folder Location Directly] is selected.

Delivery Destination > Save Attributes to File > Save Attributes to File - Select Local Folder on Server

Select the folder for output of document or attribute file.



Note

Only the folder registered in advance in the [Environment Settings] > [Default Settings] > [Flow Management Environment Settings] > [Function Settings] page can be selected here.

[OK]

Save the contents set, and return to the previous page.

[Cancel]

Discard the contents set, and return to the previous page.

List

From the list, select the local folder to be set as the output destination.

Common Items

See "About Screens".

Delivery Destination > Save to Folder > Save to Folder - Folder Save Settings (Local Folder on Server)

To use a folder in the Flow Management server to store a document, set the folder.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, the path for a storage folder is automatically set as a name.

Folder Type

Select a storage folder type. Select [Local Folder on Server], [Shared Folder] or [Virtual Directory(FTP)].

Location of Local Folder on Server (required)

Select the storage folder setting from [Select From Folder List] or [Enter Folder Location Directly]. The default value is [Select From Folder List].

- Select From Folder List

Select this for selecting the storage folder from the list of preregistered folders.

Click [Browse] to select the target folder from the folder list displayed.

You cannot enter characters directly into the text box.

When this item is selected, you cannot specify [User Name] and [Password]. For access to the selected folder, the execution account (NETWORK SERVICE) of the Flow Management service is used.

- [Browse]

Click this to change the display to the [Save to Folder - Select Local Folder on Server] page. Select the storage folder here.

- Enter Folder Location Directly

Select this for entering the storage folder path directly.

Enter the absolute path from the drive in the text box in the UNC format.

You can use backward slash (\) or slash (/) as a folder delimiter.

Example: C:\folder1\sub1, C:/folder1/sub1

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters.



The following characters cannot be used:

Colon (:), comma (,), semicolon (;), asterisk (*), question mark (?), double-quotation marks ("), angle brackets (<>), vertical bar (|).

However, colon (:) can be used for the drive letter.

- User Name

When you select [Enter Folder Location Directly], enter the user name to access the specified folder.

You can enter 0 to 256 single-byte characters.



The following characters cannot be used:

Slash (/), square brackets ([]), double quotation mark ("), colon (:), semicolon (;), vertical bar (|), angle brackets (< >), plus (+), equal (=), comma (,), question mark (?), asterisk (*).

- Password

When you select [Enter Folder Location Directly], enter the password to access the specified folder.

You can enter 0 to 128 single-byte characters.

- Confirm Password

When you select [Enter Folder Location Directly], enter the password again for confirmation.

Subfolder

Specify whether to create a sub folder in the storage folder.

- Create a sub folder to sort and save the documents.
Select this check box for creating a subfolder in the specified storage folder as the delivery destination and for saving documents automatically divided according to attribute. This is disabled by default.
- [Select]
Click this for specifying a subfolder. Moves to the [Save to Folder - Subfolder Naming Settings] page.
- Subfolder Name
Displays the subfolder name specified on the [Save to Folder - Subfolder Naming Settings] page. You cannot enter.
- Subfolder Name for Attribute Retrieval Failure
Displays the subfolder name specified on the [Save to Folder - Subfolder Naming Settings] page to use when the attribute cannot be specified. You cannot enter.

Document Name Format

Specify the file name of the document to save.

[Add Sequential Number to Name], [5 digits], and [Add Delimiter Before Sequential Number] are selected by default.

- Add Sequential Number to Name
Select this for adding a sequential number.
A sequential number is added regardless of the file extension. For example, when the file "A-00001.tif" exists in the folder of the storage location, and specify 5 digits to output "A.jpg", the output file name becomes "A-00002.jpg".
- Number of Digits for Sequential Number
Select from [5 digits] and [8 digits].
- Add Delimiter Before Sequential Number
To delimit a file name before a sequential number, select this and enter a delimiter.
You can enter 1 single-byte character. The default value is a hyphen (-).
- Use Only Sequential Number in Name
To use only a sequential number as a name, select this.
- Match Processing Order With Sequential Number
To conform the order of sequential numbers to the order to process the documents during job processing, select this check box. Even if a sequential number gets open due to document deletion or other reasons during job processing, the open sequential number is not used.
- Attach a 4-digit serial number and date at the time of storage (year/month/day/hour/minute) to a name.
If attaching a 4-digit serial number and date to a name, attach a check mark. A date shall be year/month/day/hour/minute.
- Append system generated unique ID to name
Select this for automatically adding a hyphen (-) and 32-digit ID to the file name.
- Replace name with date/time saved (yyyyMMddHHmmss)
Select this for replacing the file name with a date/time saved.
When the file with the same name exists in the storage location, a hyphen (-) and 5-digit sequential number is added at the end of the date and time.
- Retain Name
Select this to retain the name.
When you select this option, an error occurs if there is any file with the same name in the storage folder.

Document Folder & File Name

- Retain Document Folder and Apply Naming Convention to Folder (File Names Remain Unchanged within Folder)

When a folder containing a document is passed by a job, selecting this check box saves the folder with a specified name retaining the content of the folder. The name of the file in the folder is not changed. Deselecting this check box deletes a folder and saves only the files in the folder. The document name is set to the files. For more details, see "Features Guide Flow Management Option".

- Remove Folder if Only 1 Page

Select this check box for not creating a folder for 1-page document. This is disabled by default.

Delivery Destination > Save to Folder > Save to Folder - Select Local Folder on Server

Select the folder to save documents.



Note

Only folders that can be selected here are those preregistered in [Environment Settings] > [Default Settings] > [Flow Management Environment Settings] > [Function Settings] page.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

List

Select a local folder to set to the storage from the list.

Common Items

See "About Screens".

Delivery Destination > Save to Folder > Save to Folder - Subfolder Naming Settings

Set the name of a sub folder in a storage folder.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Subfolder Name Element

- [ Add]

To add a new element, click this. Changes the display to the page where you can specify attribute elements.

- [ Edit]

To edit an existing element, click this. Changes the display to the page where you can specify attribute elements.

- [ Delete]

Click this to delete the selected element.

- [ Move Up]
The selected element moves upward one level.
- [ Move Down]
The selected element moves downward one level.
- List
Displays "Attribute", "Character Count" and "Icon".
- Example of subfolder name
Lays out specified elements top to bottom and displays them. Replaces the actual subfolder name with a specified attribute value.

When Sub-Folder Name Contains Delimiter (\ /)

Specify a process when the subfolder name contains a delimiter such as backward slash (\) and slash (/). [Replace delimiter with underscore (_) and treat as single-level sub-folder name] is selected by default.

- Replace delimiter with underscore (_) and treat as single-level sub-folder name
Replaces backward slash (\) or a slash (/) with underscore (_) to create a single-level subfolder name. For example, creates a subfolder named "folder1_sub1" when the specified subfolder name is "folder1\sub1".
- Treat as multi-level sub-folder name
Creates a multi-level subfolders whose folder names are each element delimited by backward slash (\) or slash (/). For example, creates a subfolder named "folder1" and another subfolder named "sub1" under the "folder1" folder when the specified subfolder name is "folder1\sub1".

Subfolder Name for Attribute Retrieval Failure

Enter the subfolder name to use when the attribute cannot be retrieved.

You can enter 0 to 16 double-byte characters or 0 to 32 single-byte characters. "NO_NAME" is specified if this field is blank and the attribute cannot be retrieved.



Note

- The following characters cannot be used:
Backward slash (\), slash (/), colon (:), comma (,), semicolon (;), asterisk (*), question mark (?), double-quotation mark ("), angle brackets (< >), vertical bar (|), Windows reserved words.
- You cannot enter a period (.) at the beginning and end.

Common Items

See "About Screens".

Delivery Destination > Save to Folder > Subfolder Settings -Element-

Specify the attribute or custom text to be used as an element.

As a page title, the name of a feature to be set is displayed.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Use Attribute

To use an attribute as an element, select this.

- Attribute
Lists the attribute(s) available. From the list, select an attribute.

- **Byte Limit**

To limit the number of bytes or characters, select this check box and enter the upper limit in the text box.

In "()", an acceptable number of bytes or characters is displayed.



Note

Depending on the feature selected, this option may not be displayed.

Enter Text

To use a custom text as an element, select this and enter a text to be used in the text box.

In "()", an acceptable number of bytes or characters is displayed.

Prohibited characters, if any, are displayed after "[Prohibited Character:]".



Note

Depending on the feature selected, this option may not be displayed.

Common Items

See "About Screens".

Delivery Destination > Save to Folder > Save to Folder - Folder Save Settings (Shared Folders)

To store a document in a shared folder in network computer, set the shared folder.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, the path for a storage folder is automatically set as a name.

Folder Type

Select a storage folder type. Select [Local Folder on Server], [Shared Folder] or [Virtual Directory(FTP)].

Location of Local Folder on Server (required)

Enter the storage folder path in the UNC format beginning with \\ or //.

Enter the storage folder path in the UNC format beginning with \\ or //.

Example: \\hostname\folder1\sub1, //192.0.2.1/folder1/sub1

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters.

Only the IPv4 format is supported for IP address. You cannot specify "localhost" as a host name. In addition, any loopback address cannot be specified for IP address.



Note

The following characters cannot be used:

Comma (,), semicolon (;), asterisk (*), question mark (?), double-quotation marks ("), angle brackets (<>), vertical bar (|).

User Name (required)

Enter the user name used for accessing a selected folder.

You can enter 0 to 256 single-byte characters.

The following formats are supported to specify the domain for [User Name]:

- DNS format
Specify in "Domain Name\User Name" format, such as "Domain.co.jp\user".
- NetBIOS format
Specify in "NetBIOS Domain Name\User Name" format, such as "DOMAIN\user".
- UPN format
Specify in "User Name@Domain Name", such as "user@Domain.co.jp".



Note

The following characters cannot be used:

Slash (/), square brackets ([]), double quotation mark ("), colon (:), semicolon (;), vertical bar (|), angle brackets (< >), plus (+), equal (=), comma (,), question mark (?), asterisk (*).

Password (required)

Enter the password used for accessing a selected folder.

You can enter 0 to 128 single-byte characters.

Confirm Password (required)

To confirm, enter the password again.

Subfolder

Specify whether to create a sub folder in the storage folder.

- Create a sub folder to sort and save the documents.
Select this check box for creating a subfolder in the specified storage folder as the delivery destination and for saving documents automatically divided according to attribute. This is disabled by default.
- [Select]
Click this for specifying a subfolder. Moves to the [Save to Folder - Subfolder Naming Settings] page.
- Subfolder Name
Displays the subfolder name specified on the [Save to Folder - Subfolder Naming Settings] page. You cannot enter.
- Subfolder Name for Attribute Retrieval Failure
Displays the subfolder name specified on the [Save to Folder - Subfolder Naming Settings] page to use when the attribute cannot be specified. You cannot enter.

Document Name Format

Specify the file name of the document to save.

[Add Sequential Number to Name], [5 digits], and [Add Delimiter Before Sequential Number] are selected by default.

- Add Sequential Number to Name
Select this for adding a sequential number.
A sequential number is added regardless of the file extension. For example, when the file "A-00001.tif" exists in the folder of the storage location, and specify 5 digits to output "A.jpg", the output file name becomes "A-00002.jpg".
- Number of Digits for Sequential Number
Select from [5 digits] and [8 digits].
- Add Delimiter Before Sequential Number
To delimit a file name before a sequential number, select this and enter a delimiter.
You can enter 1 single-byte character. The default value is a hyphen (-).

- Use Only Sequential Number in Name
To use only a sequential number as a name, select this.
- Match Processing Order With Sequential Number
To conform the order of sequential numbers to the order to process the documents during job processing, select this check box. Even if a sequential number gets open due to document deletion or other reasons during job processing, the open sequential number is not used.
- Attach a 4-digit serial number and date at the time of storage (year/month/day/hour/minute) to a name.
If attaching a 4-digit serial number and date to a name, attach a check mark. A date shall be year/month/day/hour/minute.
- Append system generated unique ID to name
Select this for automatically adding a hyphen (-) and 32-digit ID to the file name.
- Replace name with date/time saved (yyyyMMddHHmmss)
Select this for replacing the file name with a date/time saved.
When the file with the same name exists in the storage location, a hyphen (-) and 5-digit sequential number is added at the end of the date and time.
- Retain Name
Select this to retain the name.
When you select this option, an error occurs if there is any file with the same name in the storage folder.

Document Folder & File Name

- Retain Document Folder and Apply Naming Convention to Folder (File Names Remain Unchanged within Folder)
When a folder containing a document is passed by a job, selecting this check box saves the folder with a specified name retaining the content of the folder. The name of the file in the folder is not changed. Deselecting this check box deletes a folder and saves only the files in the folder. The document name is set to the files. For more details, see "Features Guide Flow Management Option".
- Remove Folder if Only 1 Page
To not create a folder for a document made up of a single page, select this check box. This is deselected by default.

Delivery Destination > Save to Folder > Save to Folder - Subfolder Naming Settings

Set the name of a sub folder in a storage folder.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Subfolder Name Element

- [ Add]
To add a new element, click this. Changes the display to the page where you can specify attribute elements.
- [ Edit]
To edit an existing element, click this. Changes the display to the page where you can specify attribute elements.

- [ Delete]
Click this to delete the selected element.
- [ Move Up]
The selected element moves upward one level.
- [ Move Down]
The selected element moves downward one level.
- List
Displays "Attribute", "Character Count" and "Icon".
- Example of subfolder name
Lays out specified elements top to bottom and displays them. Replaces the actual subfolder name with a specified attribute value.

When Sub-Folder Name Contains Delimiter (\/)

Specify a process when the subfolder name contains a delimiter such as backward slash (\) and slash (/). [Replace delimiter with underscore (_) and treat as single-level sub-folder name] is selected by default.

- Replace delimiter with underscore (_) and treat as single-level sub-folder name
Replaces backward slash (\) or a slash (/) with underscore (_) to create a single-level subfolder name. For example, creates a subfolder named "folder1_sub1" when the specified subfolder name is "folder1\sub1".
- Treat as multi-level sub-folder name
Creates a multi-level subfolders whose folder names are each element delimited by backward slash (\) or slash (/). For example, creates a subfolder named "folder1" and another subfolder named "sub1" under the "folder1" folder when the specified subfolder name is "folder1\sub1".

Subfolder Name for Attribute Retrieval Failure

Enter the subfolder name to use when the attribute cannot be retrieved.

You can enter 0 to 16 double-byte characters or 0 to 32 single-byte characters. "NO_NAME" is specified if this field is blank and the attribute cannot be retrieved.



Note

- The following characters cannot be used:
Backward slash (\), slash (/), colon (:), comma (,), semicolon (;), asterisk (*), question mark (?), double-quotation mark ("), angle brackets (< >), vertical bar (|), Windows reserved words.
- You cannot enter a period (.) at the beginning and end.

Common Items

See "About Screens".

Delivery Destination > Save to Folder > Save to Folder - Folder Save Settings (Virtual Directory(FTP))

To use a folder in an FTP server to store a document, set the folder.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, the path for a storage folder is automatically set as a name.

Folder Type

Select a storage folder type. Select [Local Folder on Server], [Shared Folder] or [Virtual Directory(FTP)].

Virtual Directory(FTP)

- IP Address / Host Name (required)

Specify the host name or IP address of the computer with the virtual directory.

You can enter 0 to 256 single-byte characters.

You can specify both the IPv4 and IPv6 formats for the IP address.

You cannot specify "localhost", loopback address, user name, password, or port number for the host name or IP address.

- Virtual Directory Name (required)

Specify the virtual directory name.

You can use backward slash (\) or slash (/) as a folder delimiter.

Example: folder1\sub1, folder1/sub1

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters.

- Use Passive FTP

Select this check box to use the passive mode for FTP.

- TCP Port Number (required)

Specify the TCP port number to access the FTP directory. You can enter a value from 1 to 65535 in single-byte numbers.

User Name (required)

Enter the user name used for accessing a selected folder.

You can enter 0 to 256 single-byte characters.



Note

The following characters cannot be used:

Slash (/), square brackets ([]), double quotation mark ("), colon (:), semicolon (;), vertical bar (|), angle brackets (< >), plus (+), equal (=), comma (,), question mark (?), asterisk (*).

Password (required)

Enter the password used for accessing a selected folder.

You can enter 0 to 128 single-byte characters.

Confirm Password (required)

To confirm, enter the password again.

Subfolder

Specify whether to create a sub folder in the storage folder.

- Create a sub folder to sort and save the documents.

Select this check box for creating a subfolder in the specified storage folder as the delivery destination and for saving documents automatically divided according to attribute. This is disabled by default.

- [Select]
Click this for specifying a subfolder. Moves to the [Save to Folder - Subfolder Naming Settings] page.
- Subfolder Name
Displays the subfolder name specified on the [Save to Folder - Subfolder Naming Settings] page. You cannot enter.
- Subfolder Name for Attribute Retrieval Failure
Displays the subfolder name specified on the [Save to Folder - Subfolder Naming Settings] page to use when the attribute cannot be specified. You cannot enter.

Document Name Format

Specify the file name of the document to save.

[Add Sequential Number to Name], [5 digits], and [Add Delimiter Before Sequential Number] are selected by default.

- Add Sequential Number to Name
Select this for adding a sequential number.
A sequential number is added regardless of the file extension. For example, when the file "A-00001.tif" exists in the folder of the storage location, and specify 5 digits to output "A.jpg", the output file name becomes "A-00002.jpg".
- Number of Digits for Sequential Number
Select from [5 digits] and [8 digits].
- Add Delimiter Before Sequential Number
To delimit a file name before a sequential number, select this and enter a delimiter.
You can enter 1 single-byte character. The default value is [-].
- Use Only Sequential Number in Name
To use only a sequential number as a name, select this.
- Match Processing Order With Sequential Number
To conform the order of sequential numbers to the order to process the documents during job processing, select this check box. Even if a sequential number gets open due to document deletion or other reasons during job processing, the open sequential number is not used.
- Attach a 4-digit serial number and date at the time of storage (year/month/day/hour/minute) to a name.
If attaching a 4-digit serial number and date to a name, attach a check mark. A date shall be year/month/day/hour/minute.
- Append system generated unique ID to name
Select this for automatically adding a hyphen (-) and 32-digit ID to the file name.
- Replace name with date/time saved (yyyyMMddHHmmss)
Select this for replacing the file name with a date/time saved.
When the file with the same name exists in the storage location, a hyphen (-) and 5-digit sequential number is added at the end of the date and time.
- Retain Name
Select this to retain the name.
When you select this option, an error occurs if there is any file with the same name in the storage folder.

Document Folder & File Name

- Retain Document Folder and Apply Naming Convention to Folder (File Names Remain Unchanged within Folder)

When a folder containing a document is passed by a job, selecting this check box saves the folder with a specified name retaining the content of the folder. The name of the file in the folder is not changed. Deselecting this check box deletes a folder and saves only the files in the folder. The document name is set to the files. For more details, see "Features Guide Flow Management Option".

- Remove Folder if Only 1 Page
Select this check box for not creating a folder for 1-page document. This is deselected by default.

Delivery Destination > Save to Folder > Save to Folder - Subfolder Naming Settings

Set the name of a sub folder in a storage folder.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Subfolder Name Element

- [ Add]
To add a new element, click this. Changes the display to the page where you can specify attribute elements.
- [ Edit]
To edit an existing element, click this. Changes the display to the page where you can specify attribute elements.
- [ Delete]
Click this to delete the selected element.
- [ Move Up]
The selected element moves upward one level.
- [ Move Down]
The selected element moves downward one level.
- List
Displays "Attribute", "Character Count" and "Icon".
- Example of subfolder name
Lays out specified elements top to bottom and displays them. Replaces the actual subfolder name with a specified attribute value.

When Sub-Folder Name Contains Delimiter (\ /)

Specify a process when the subfolder name contains a delimiter such as backward slash (\) and slash (/). [Replace delimiter with underscore (_) and treat as single-level sub-folder name] is selected by default.

- Replace delimiter with underscore (_) and treat as single-level sub-folder name
Replaces backward slash (\) or a slash (/) with underscore (_) to create a single-level subfolder name. For example, creates a subfolder named "folder1_sub1" when the specified subfolder name is "folder1\sub1".

- Treat as multi-level sub-folder name
Creates a multi-level subfolders whose folder names are each element delimited by backward slash (\) or slash (/).
For example, creates a subfolder named "folder1" and another subfolder named "sub1" under the "folder1" folder when the specified subfolder name is "folder1\sub1".

Subfolder Name for Attribute Retrieval Failure

Enter the subfolder name to use when the attribute cannot be retrieved.

You can enter 0 to 16 double-byte characters or 0 to 32 single-byte characters. "NO_NAME" is specified if this field is blank and the attribute cannot be retrieved.



Note

- The following characters cannot be used:
Backward slash (\), slash (/), colon (:), comma (,), semicolon (;), asterisk (*), question mark (?), double-quotation mark ("), angle brackets (< >), vertical bar (|), Windows reserved words.
- You cannot enter a period (.) at the beginning and end.

Common Items

See "About Screens".

Delivery Destination > Printer Output > Print/Fax Output Settings (Print)

Configure the settings to print a processed document.



Note

The settings configured here are enabled only when your device or printer driver supports them. Also, the settings not available on this page are configured according to the output settings on your printer driver.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, the name in [Output Device] is automatically set.

Output Method

Select from [Print] and [Fax].

Output Device (required)

Displays the name of the output device, selected by clicking on [Select Device].

[Select Device]

Click this to select an output device. The display changes to the [Add Device: Print/Fax Output Settings] page. To add a device, you must have system management or device administrator permission.

Printer Driver (required)

Displays the printer driver selected on the [Select Driver] page.



Note

When you select a different device in [Output Device], the printer driver set here is cleared.

[Select Driver]

To select the printer driver to be used, click this. Changes the display to the [Select Driver] page for selecting a printer driver to be used.

Monitor Job

Set a timeout period for job monitoring. You can enter single-byte numbers as values from 1 to 120. The default value is [10] minutes.

[Basic] Tab

To configure the layout and sheet specifications and other settings, click this.

Changes the display to the Print/Fax Output Settings [Basic] tab.

[Tray/Output] Tab

To configure the settings to control the printer operation, click this.

Changes the display to the Print/Fax Output Settings [Tray/Output] tab.

Delivery Destination > Printer Output > Print/Fax Output Settings [Basic] Tab

Print/Fax Output Settings

See the [Print/Fax Output Settings] page (for Printing) or [Print/Fax Output Settings] page (for Faxing).

[Basic] tab

- Paper Size

Select whether to automatically select a paper size. The default setting is [Specify Paper Size].

- Auto Select Paper Size

To select a paper size automatically, select this option and select the check box for the paper size. Multiple paper sizes can be selected. However, [A5], [A4], [A3], [B5] or [B4] and [Letter], [Legal] or [Folio] must always be selected exclusively. [A5], [A4], [A3], [B5] and [B4] are selected by default.

- Threshold for Size Detection

Set the threshold to be used for automatically selecting a sheet size in mm. A threshold is a value to be used for determining how many millimeters exceeding the standard size for an image to be accepted to output using the sheet size selected in [Auto Select Paper Size]. You can set a value from 0 to 50 in single-byte numbers. The default value is [13].

- Priority for Print Orientation

Select the default sheet orientation to be used in case that the size of a document to be printed exceeds the automatically selected paper size. Select from [Follow Image Orientation], [Fit to Portrait], [Fit to Landscape] and [Use Printer Driver Settings]. The default setting is [Follow Image Orientation].

- Specify Paper Size

- Original Size

Select an original size from [A3], [B4], [A4], [B5], [A5], [Letter], [Legal] and [Folio]. The default value is [A4].

- Output Paper Size

As a sheet size, select the same option as the original size from [Same as Paper Size], [A3], [B4], [A4], [B5], [A5], [Letter], [Legal] and [Folio]. The default value is [Same as Paper Size].

- Quantity

Enter the print quantity. You can enter a value from 1 to 999 in single-byte numbers. The default value is [1]. This option is displayed only when [Print] is selected in [Output Method].

- Reduced Print

Select the processing method for a reduced print. The default setting is [Reduce to Original Size].

- Reduce to Original Size

- Keep Original Size (Image size)
 - Adjust Print Start Position (Top Left)
Select the method for adjusting the start position of printing. Select from [Move Only Specified Margin to Bottom Right] and [Do Not Adjust (Fit to Top Left Edge)].

**Note**

When you set different paper sizes for [Original Size] and [Output Paper Size] in [Paper Size] > [Specify Paper Size], a document is enlarged or reduced to fit [Output Paper Size] regardless of the setting in [Reduced Print].

- Reduce/Enlarge
To specify the magnification ratio for an output, select this check box and enter a magnification ratio. This is deselected by default. You can enter a single-byte number as values from 25 to 400. The default value is [100] %.
- Pages per Side
Select whether to print 2 or 4 original sheets in one page. Select from [Off], [2 Pages], and [4 Pages]. The default value is [Off].
- 2 Sided
Specify whether to perform the 2 sided printing. Select from [Off], [2 Sided, Flip on Short Edge], and [2 Sided, Flip on Long Edge]. The default value is [Off]. This option is displayed only when [Print] is selected in [Output Method].
- Output Color
Specify whether to print in Black & White or in color. Select from [Black & White] and [Auto Color Recognition]. The default value is [Auto Color Recognition]. This option is displayed only when [Print] is selected in [Output Method].
- Print Mode
Set the image quality for printing. Selecting [Standard] allows you to print speedily regardless of the image quality. The default setting is [Standard]. This option is displayed only when [Print] is selected in [Output Method].

Delivery Destination > Printer Output > Print/Fax Output Settings [Tray/Output] Tab

Print/Fax Output Settings

See Print/Fax Output Settings(for Faxing).

[Tray/Output] Tab

- Select Paper Tray
Specify the paper tray for printing. Select from [Auto], [Tray 1], [Tray 2], [Tray 3], [Tray 4] and [Tray 5(Bypass)]. The default value is [Auto].
- Collated
To print by copy, select this check box. This is selected by default.
- Output Method
Specify the output method. Select from [Not Specified] and [Large Output]. When you select [Not Specified], the output destination differs depending on the printer configuration and stapler setting. When you select [Large Output], the large output tray is used for an output. The default value is [Not Specified].

- Staple

Specify the position at which to staple. Select from [Off], [1 Staple Top Left], [2 Staples Left] and [2 Staples Top]. The default value is [Off].

- Hole Punch

Specify the position at which to punch a hole. Select from [Off], [Left], and [Top]. The default value is [Off].

Delivery Destination > Printer Output > Print/Fax Output Settings (Fax)

Configure the settings to fax a processed document.



Note

The settings configured here are enabled only when your device or printer driver supports them. Also, the settings not available on this page are configured according to the output settings on your printer driver.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, the name in [Output Device] is automatically set.

Output Method

Select from [Print] and [Fax].

Output Device (required)

Displays the name of the output fax, selected by clicking on [Select Device].

[Select Device]

Click this to select an output fax. The display changes to the [Add Device: Print/Fax Output Settings] page. To add a device, you must have system management or device administrator permission.

Fax Driver (required)

Displays the fax driver selected on the [Select Driver] page.



Note

When you select a different device in [Output Device], the fax driver set here is cleared.

[Select Driver]

To select the Fax driver to be used, click this. Changes the display to the [Select Driver] page.

Monitor Job

Set a timeout period for job monitoring. You can enter single-byte numbers as values from 1 to 120. The default value is [10] minutes.

[Fax Settings] Tab

To set the Fax destination or retry interval, click this.

Changes the display to the Print/Fax Output Settings [Fax Settings] tab.

[Basic] tab

To set the sheet size and magnification ratio, click this.

Changes the display to the Print/Fax Output Settings [Basic] tab.

[Communication Settings] tab

To set the communication mode, click this.

Changes the display to the Print/Fax Output Settings [Communication Settings] tab.

Delivery Destination > Printer Output > Print/Fax Output Settings [Fax Settings] Tab

Print/Fax Output Settings

See Print/Fax Output Settings(for Faxing).

[Fax Settings] Tab

- Address Selection Method

Select a address selection method among [Specify Fax Number], [Specify Speed Dial], [Specify IP Fax Number], or [Input via device control panel when executing a job]. The default setting is [Specify Fax Number]. When you have selected a recipient on the [Select Fax Recipient] page, the type of the selected recipient is displayed.



Note

- Depending on the setting of [Link to Web Applications], the above choice may be different.
- For a model that does not support the speed dial, [Specify Speed Dial] is not displayed.

- [View Address Book]

Changes the display to the [Select Fax Recipient] page.

- Recipient Number/Address (required)

Enter a recipient.

- When [Specify Fax Number] is selected in [Address Selection Method], you can enter 0 to 100 single-byte alphanumeric characters and symbols.
You cannot enter square brackets ([]).
- When [Specify Speed Dial] is selected in [Address Selection Method], you can enter up to 4 single-byte numbers from 1 to 2000.
- When [Specify IP Fax Number] is selected in [Address Selection Method], you can enter 0 to 128 single-byte alphanumeric characters.

When you have selected a recipient on the [Select Fax Recipient] page, the selected recipient number or address is displayed.

- Recipient Name

Enter a recipient name. You can enter from 0 to 40 double-byte or single-byte characters.

- Recipient Group

Enter the group a recipient belongs to. You can enter up to 80 double-byte or single-byte characters per line(up to two lines).

Delivery Destination > Printer Output > Print/Fax Output Settings [Basic] Tab

Print/Fax Output Settings

See the [Print/Fax Output Settings] page (for Printing) or [Print/Fax Output Settings] page (for Faxing).

[Basic] tab

- Paper Size

Select whether to automatically select a paper size. The default setting is [Specify Paper Size].

- Auto Select Paper Size

To select a paper size automatically, select this option and select the check box for the paper size. Multiple paper sizes can be selected. However, [A5], [A4], [A3], [B5] or [B4] and [Letter], [Legal] or [Folio] must always be selected exclusively. [A5], [A4], [A3], [B5] and [B4] are selected by default.

- Threshold for Size Detection

Set the threshold to be used for automatically selecting a sheet size in mm. A threshold is a value to be used for determining how many millimeters exceeding the standard size for an image to be accepted to output using the sheet size selected in [Auto Select Paper Size]. You can set a value from 0 to 50 in single-byte numbers. The default value is [13].

- Priority for Print Orientation

Select the default sheet orientation to be used in case that the size of a document to be printed exceeds the automatically selected paper size. Select from [Follow Image Orientation], [Fit to Portrait], [Fit to Landscape] and [Use Printer Driver Settings]. The default setting is [Follow Image Orientation].

- Specify Paper Size

- Original Size

Select an original size from [A3], [B4], [A4], [B5], [A5], [Letter], [Legal] and [Folio]. The default value is [A4].

- Output Paper Size

As a sheet size, select the same option as the original size from [Same as Paper Size], [A3], [B4], [A4], [B5], [A5], [Letter], [Legal] and [Folio]. The default value is [Same as Paper Size].

- Quantity

Enter the print quantity. You can enter a value from 1 to 999 in single-byte numbers. The default value is [1]. This option is displayed only when [Print] is selected in [Output Method].

- Reduced Print

Select the processing method for a reduced print. The default setting is [Reduce to Original Size].

- Reduce to Original Size

- Keep Original Size (Image size)

- Adjust Print Start Position (Top Left)

Select the method for adjusting the start position of printing. Select from [Move Only Specified Margin to Bottom Right] and [Do Not Adjust (Fit to Top Left Edge)].

**Note**

When you set different paper sizes for [Original Size] and [Output Paper Size] in [Paper Size] > [Specify Paper Size], a document is enlarged or reduced to fit [Output Paper Size] regardless of the setting in [Reduced Print].

- Reduce/Enlarge

To specify the magnification ratio for an output, select this check box and enter a magnification ratio. This is deselected by default. You can enter a single-byte number as values from 25 to 400. The default value is [100] %.

- Pages per Side

Select whether to print 2 or 4 original sheets in one page. Select from [Off], [2 Pages], and [4 Pages]. The default value is [Off].

- 2 Sided

Specify whether to perform the 2 sided printing. Select from [Off], [2 Sided, Flip on Short Edge], and [2 Sided, Flip on Long Edge]. The default value is [Off]. This option is displayed only when [Print] is selected in [Output Method].

- Output Color

Specify whether to print in Black & White or in color. Select from [Black & White] and [Auto Color Recognition]. The default value is [Auto Color Recognition]. This option is displayed only when [Print] is selected in [Output Method].

- Print Mode

Set the image quality for printing. Selecting [Standard] allows you to print speedily regardless of the image quality. The default setting is [Standard]. This option is displayed only when [Print] is selected in [Output Method].

Delivery Destination > Printer Output > Print/Fax Output Settings [Communication Settings] Tab

Print/Fax Output Settings

See Print/Fax Output Settings(for Faxing).

[Communication Settings] tab

- Communication Mode

Select a communication mode. Select from [G3 Auto], [Forced 4800 bps], and [G4 Auto]. The default value is [G3 Auto].

- External Line/Extension

Enter the number of the sender. The number set in [External Line ID] or [Extension Local ID] on the [Default Settings] tab of the Fax driver is automatically added to the sender numbers. The default setting is [External Line].

- Remote Folder/Relay Broadcast

Select whether to perform the Remote Folder feature or the Relay Broadcast feature. The default setting is [Not Specified].

- Not Specified

- Remote Folder (Store to Remote Terminal)

To perform the Remote Folder feature, select this.

- Folder Number

Enter the folder number for Remote Folder. You can enter a value from 1 to 999 in single-byte numbers.

- Passcode

Enter a passcode. You can enter a value from "0" to a single-byte number 4 digits.

- Relay Broadcast

To perform a relay broadcast, select this.

- Relay Station ID

Enter the relay station ID. You can enter single-byte numbers as values from 1 to 99.

- Print at Relay Station

Select whether to output a document at a relay station. Select from [Yes] and [Off]. The default value is [Off].

- Broadcast Address Speed Dial

Enter the speed dial number for Relay Broadcast destination. You can enter asterisks and single-byte numbers from 1 to 99. You can specify up to 20 items. When you enter multiple speed dial numbers, delimit them with commas (,).



Note

For a model that does not support Relay Broadcast, [Relay Broadcast] is not displayed.

- F Code

Enter the F code of the fax. You can enter 0 to 20 characters including single-byte numbers, asterisks (*), and sharps (#).

- Password

Enter the password for the receiving device. You can enter 0 to 20 characters including single-byte numbers, asterisks (*), and sharps (#).

Delivery Destination > Printer Output > Add Device: Print/Fax Output Settings

Select the method for adding information of the device.

[Next]

Changes the display to one of the following pages.

- When [Add from devices already registered in database] is selected
Changes the display to the [Add Device - Add from Devices Registered in Database] page.
- When [Add by searching network] is selected
Changes the display to the [Add Device - Add by Searching Network] page.
- When [Specify and add IP address/host name directly] is selected
Changes the display to the [Add Device - Specify and Add IP Address/Host Name Directly] page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Method for adding devices

Select from the following methods of adding devices.

- Add from devices already registered in database
To select and add from the information of devices registered in the ApeosWare Management Suite database, select this.
- Add by searching network
To search and add devices connected to networks, select this.
- Specify and add IP address/host name directly
To search IP addresses or host names and add devices, select this.

Delivery Destination > Printer Output > Add Device - Add from Devices Registered in Database

From the information of devices registered in the ApeosWare Management Suite database, select the information to add to device groups.

Information of devices added cannot be selected.

[Back]

Returns the display to the previous page.

[Add]

Adds devices selected in a list, and returns the display to selecting a device page.

[Cancel]

Cancels the content set, and returns the display to selecting a device page.

List

- Device Name
The icons and device names are displayed.
- IP Address/Host Name
The IP address or host name of the device is displayed.

- Model Name
The model name is displayed.

Common Items

See "About Screens".

Delivery Destination > Printer Output > Add Device - Add by Searching Network

Searches devices on networks.

[Back]

Returns the display to the previous page.

[Search]

To start searching, click this.

Changes the display to the [Searching for devices] page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Protocol Settings

Set the SNMP protocol for searching. Select [SNMP v1/v2] or [SNMP v3].

- When [SNMP v1/v2] is selected
 - Community Name (Read Only)
Enter the community name for retrieving information with SNMP v1 or v2.
You can enter 1 to 32 single-byte characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.
 - Community Name (Read/Write)
Enter the community name for retrieving or writing information with SNMP v1 or v2.
You can enter 1 to 32 single-byte characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.



Note

You must enter the information for devices other than our company's devices and Fuji Xerox devices, otherwise the device status cannot be retrieved.

- When [SNMP v3] is selected
 - User Name
Enter the user name for accessing the device.
You can enter 0 to 128 single-byte alphanumeric characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.
 - Message Digest Algorithm
Select [MD5] or [SHA-1] for SNMP v3 authentication protocol.
The default value is [MD5].
 - Authentication Password
Enter a password to use for authentication when accessing a device.
You can enter from 8 to 32 ASCII characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.

- Message Encryption Method
Select [DES] or [AES-128] for SNMP v3 encryption protocol.
The default value is [DES].
- Encryption Password
Enter a password to use for encryption.
You can enter from 8 to 32 ASCII characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.

Add Subnet Address

- Broadcast Address/Multicast Address
Enter the subnet address for search targets.
You can enter 0 to 256 single-byte alphanumeric characters.
- For IPv4
Enter four decimal numbers separated by periods, such as 192.0.2.1.
Between periods, you can enter a value from 0 to 255 in single-byte numbers.
For the top three digits of the number, you can enter a value 223 or less, other than 127.
- For IPv6
Enter hexadecimal numbers separated by colons, such as 2001:DB8:1:1:1:1:1:1.
You can specify a link local address (fe80 at the beginning), global unicast address (fd00 at the beginning), or unique local address (001 for first three bits).
- [Add]
When fewer than four network addresses are displayed in [Subnet to Search], adds network addresses.
- Subnet to Search
Clicking [Add] displays network addresses.
To delete network addresses, click the network addresses.
- [Delete]
Deletes network addresses selected with [Subnet to Search].

Search Time

- Timeout (required)
Set the timeout interval in seconds.
You can enter a value from 1 to 60 in single-byte numbers.
The default value is [10].

Delivery Destination > Printer Output > Searching for devices

Indicates devices are being searched.

Progress bar

Indicates devices are being searched.

[Cancel]

Cancels the searching of devices, and returns the display to the previous page.

Delivery Destination > Printer Output > Device Search Results - Search and Add from Network

Displays the result of searching devices on networks.

[Back]

Returns the display to the previous page.

[Next]

Adds devices selected in a list, and moves to the [Device Communication Settings - Search and add from network] page.

[Cancel]

Does not add found devices, and returns the display to the previous page.

Replace IP address with host name for the device to be added

Selecting this changes the IP address to the host name and adds devices.

However, IP addresses are added as they are when they cannot be changed.

This is deselected by default.

List

- IPv4 Address
IPv4 addresses are displayed.
- IPv6 Address
IPv6 addresses are displayed.
- IPv6 First
This is displayed when both IPv4 and IPv6 addresses are retrieved.
To retrieve both IPv4 and IPv6 addresses and use IPv6 protocol for adding devices, select this.
- Model Name
The model name is displayed.
- Registration Status
Whether devices are registered in the database of ApeosWare Management Suite is displayed.
[Registered] or [Not Registered] is displayed.
Check boxes are displayed at the left side of the list only in the case of [Not Registered].

Common Items

See "About Screens".

Delivery Destination > Printer Output > Device Communication Settings - Search and add from network

Set information for communication of the device with ApeosWare Management Suite.

This is not set on the device.

[Back]

Returns the display to the previous page.

[Add]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Administrator Information Settings

- Administrator ID(required)
For the administrator ID, enter up to 32 characters.
The default is [11111].
- Password
Enter the password for the administrator ID.
You can enter from 4 to 32 ASCII characters.
The default is [admin].

Protocol Settings

Set the SNMP protocol for searching. Select [SNMP v1/v2] or [SNMP v3].

- When [SNMP v1/v2] is selected
 - Community Name (Read Only)
Enter the community name for retrieving information with SNMP v1 or v2.
You can enter 1 to 32 single-byte characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.
 - Community Name (Read/Write)
Enter the community name for retrieving or writing information with SNMP v1 or v2.
You can enter 1 to 32 single-byte characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.



Note

You must enter the information for devices other than our company's devices and Fuji Xerox devices, otherwise the device status cannot be retrieved.

- When [SNMP v3] is selected
 - User Name
Enter the user name for accessing the device.
You can enter 0 to 128 single-byte alphanumeric characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.
 - Message Digest Algorithm
Select [MD5] or [SHA-1] for SNMP v3 authentication protocol.
The default value is [MD5].
 - Authentication Password
Enter a password to use for authentication when accessing a device.
You can enter from 8 to 32 ASCII characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.
 - Message Encryption Method
Select [DES] or [AES-128] for SNMP v3 encryption protocol.
The default value is [DES].
 - Encryption Password
Enter a password to use for encryption.
You can enter from 8 to 32 ASCII characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.

Communication Timeout

- SNMP
Select the communication timeout interval (seconds) from the following values.
The default is [3].
 - 2
 - 3
 - 5
 - 10
- [Restore Default]
Returns [SNMP] to the default value [3].

Port Settings

- SOAP Port Number(required)
Enter the port number for communication with the device SOAP port.
You can enter a value from 1 to 65535 in single-byte numbers.
The default is [80].
- SNMP Port Number(required)
Enter the port number for communication with the device via SNMP.
You can enter a value from 1 to 65535 in single-byte numbers.
The default is [161].

Delivery Destination > Printer Output > Add Device - Specify and Add IP Address/Host Name Directly

Adds device information.

[Back]

Returns the display to the previous page.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Tab

Select information to add to the device.

- [Basic Information] tab
To set basic information such as the IP address or installation location, select this.
Changes the display to the Add Device - Specify and Add IP Address/Host Name Directly [Basic Information] tab.
- [Communication Settings] tab
To set information for communication of the device with ApeosWare Management Suite, select this.
Changes the display to the Add Device - Specify and Add IP Address/Host Name Directly [Communication Settings] tab.
- [Monitor Settings] tab
To set information related to updating the status of devices, select this.
Changes the display to the Add Device - Specify and Add IP Address/Host Name Directly [Monitor Settings] tab.

Delivery Destination > Printer Output > Add Device - Specify and Add IP Address/Host Name Directly [Basic Information] tab

Add Device

Add Device - Specify and Add IP Address/Host Name Directly

See Add Device - Specify and Add IP Address/Host Name Directly.

[Basic Information] tab

- IP Address/Host Name (required)

Enter the IP address or host name of the device.

- IP Address (for IPv4)

Enter four decimal numbers delimited by periods, such as 192.0.2.1.

Between periods, you can enter a value from 0 to 255 in single-byte numbers.

For the top three digits of the number, you can enter a value 223 or less, other than 127.

- IP address (for IPv6)

Enter hexadecimal numbers delimited by colons, such as 2001:DB8:1:1:1:1:1:1.

You can specify a link local address (fe80 at the beginning), global unicast address (fd00 at the beginning), or unique local address (001 for first three bits).

- Host Name

You can enter from 1 to 256 ASCII characters.

- Device Name (required)

Enter the device name to use within ApeosWare Management Suite.

You can enter 1 to 128 double-byte characters or 1 to 256 single-byte characters.

Delivery Destination > Printer Output > Add Device - Specify and Add IP Address/Host Name Directly [Communication Settings] tab

Set information for communication of the device with ApeosWare Management Suite.

This is not set on the device.

Add Device

Add Device - Specify and Add IP Address/Host Name Directly

See Add Device - Specify and Add IP Address/Host Name Directly.

[Communication Settings] tab

- Administrator Information Settings

- Administrator ID(required)

For the administrator ID, enter up to 32 characters.

The default is [11111].

- Password

Enter the password for the administrator ID.

You can enter from 4 to 32 ASCII characters.

The default is [admin].

- Protocol Settings

Set the SNMP protocol for searching. Select [SNMP v1/v2] or [SNMP v3].

- When [SNMP v1/v2] is selected
 - Community Name (Read Only)
Enter the community name for retrieving information with SNMP v1 or v2.
You can enter 1 to 32 single-byte characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.
 - Community Name (Read/Write)
Enter the community name for retrieving or writing information with SNMP v1 or v2.
You can enter 1 to 32 single-byte characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.



Note

You must enter the information for devices other than our company's devices and Fuji Xerox devices, otherwise the device status cannot be retrieved.

- When [SNMP v3] is selected
 - User Name
Enter the user name for accessing the device.
You can enter 0 to 128 single-byte alphanumeric characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.
 - Message Digest Algorithm
Select [MD5] or [SHA-1] for SNMP v3 authentication protocol.
The default value is [MD5].
 - Authentication Password
Enter a password to use for authentication when accessing a device.
You can enter from 8 to 32 ASCII characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.
 - Message Encryption Method
Select [DES] or [AES-128] for SNMP v3 encryption protocol.
The default value is [DES].
 - Encryption Password
Enter a password to use for encryption.
You can enter from 8 to 32 ASCII characters.
For security, this is not displayed by default.
When this is blank, the factory default value of our company's device or Fuji Xerox device is used.
- Communication Timeout
 - SNMP
Select the communication timeout interval (seconds) from the following values.
The default is [3].
 - 2
 - 3
 - 5
 - 10
 - [Restore Default]
Returns [SNMP] to the default value [3].

- Port Settings
 - SOAP Port Number(required)
Enter the port number for communication with the device SOAP port.
You can enter a value from 1 to 65535 in single-byte numbers.
The default is [80].
 - SNMP Port Number(required)
Enter the port number for communication with the device via SNMP.
You can enter a value from 1 to 65535 in single-byte numbers.
The default is [161].

Delivery Destination > Printer Output > Add Device - Specify and Add IP Address/Host Name Directly [Monitor Settings] tab

Set information related to updating the status of devices.

Add Device - Specify and Add IP Address/Host Name Directly

See Add Device - Specify and Add IP Address/Host Name Directly.

[Monitor Settings] tab

- Monitor Status
Select whether to monitor the status.
The default value is [Yes].
If you select [No], the status of devices is not updated on pages such as the [All Devices] page.
 - Yes
 - No
- Monitoring Interval (required)
This is available when monitor status is set to [Yes].
Enter the monitoring interval.
You can enter a value from 1 to 1440 in single-byte numbers.
The default value is [10].
- Get Device Status Upon Receipt of SNMP Trap
This is available when monitor status is set to [Yes].
To retrieve the device status when you receive status change notifications (SNMP traps) from devices, select this.

Delivery Destination > Printer Output > Select Driver

Select the printer driver or fax driver to be used.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

List

Displays the printer driver names or fax driver names installed in the Flow Management server.
In the list, driver names, models, locations and comments are displayed.
Select the printer driver or fax driver to be used.

Common Items

See "About Screens".

Delivery Destination > Printer Output > Select Fax Recipient

The recipients of fax or IP fax (SIP) registered in the ApeosWare Management Suite database are displayed.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

List

Lists recipient IDs, recipient names, recipient types and recipient numbers/addresses. Select a target fax recipient.

Common Items

See "About Screens".

Delivery Destination > Send E-mail (SMTP) > Send E-mail - Send E-mail Settings

Configure the settings to attach a processed document to a mail and send it.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, [Notification E-mail] is automatically set.

Mail Sheet

- Recipient (required)
Displays the mail address or the attribute name of the specified recipient.
- CC
Displays the mail address or the attribute name of the recipient specified in CC.
- BCC
Displays the mail address or the attribute name of the recipient specified in BCC.
- Sender (required)
Displays the mail address or the attribute name of the specified sender.
- [Specify Recipient]
To set the mail address of a recipient, CC and BCC, click this. Changes the display to the [Send E-mail - Recipient/(CC/BCC) Settings - Recipient Settings] page.
- [Specify Attribute]
To set the attributes as a recipient, CC and BCC, click this. Changes the display to the page for attribute element settings.
- Subject
The subject set is displayed.

- [Subject Settings]
To set a subject, click this. Changes the display to the [Send E-mail - Subject Settings] page.
- Content
The content set is displayed.
- [Content Settings]
To set the content, click this. Changes the display to the [Send E-mail - Content Settings] page.

Signature

Set whether to add a signature to mails. The default setting is [No Signature].

- No Signature
To not add a signature to a mail text, select this.
- Add Signature
To enter the content of a signature, select this. Enter a signature in the text box. You can enter 0 to 256 double-byte or single-byte characters.
- [Load From File]
To set from a signature file, click this. Changes the display to the [Send E-mail - Import Signature File] page.

Attachment

- Attach Document
To attach a processed file to a mail and send it, select this check box. This is selected by default.
 - Compile and Attach Multiple Files
To add multiple attachment files to a mail, select this check box.

E-mail Size

- Specify E-mail Size Limit
To set the upper limit for an attachment file, select this check box and enter an upper limit. You can enter a value from 100 to 10000. The default value is [1000].
Selecting this check box divides an attachment file exceeding the specified file size and send them individually.

Delivery Destination > Send E-mail (SMTP) > Send E-mail - {Recipient/CC/BCC} Settings - Recipient Settings

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

[Add From User List]

Add e-mail address information from the user list. Changes the display to the [Add Recipient (From User List)] page.

[Add by Direct Entry]

Directly enter e-mail address information to add it. Changes the display to the [Add Recipient (Direct Entry)] page.

[Delete]

Deletes selected addresses from notification destinations.

If the list of specified addresses is displayed, this deletes the selected addresses.

[Edit]

Edits selected addresses. Changes the display to the [Edit Recipient] page.
If the list of specified addresses is displayed, this edits the selected addresses.

**Note**

Only addresses added with the [Add by Direct Entry] operation can be edited.

[Send Test E-mail]

Sends test e-mail to added addresses. Changes the display to the [Send Test E-mail] page.
If the list of specified addresses is displayed, this notifies the selected addresses.

Delivery Destination > Send E-mail (SMTP) > Add Recipient (Direct Entry)**[OK]**

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Recipient Name (required)

Enter the name of the send destination.
You can enter 1 to 128 double-byte or single-byte characters.

E-mail Address (required)

Enter the e-mail address information of the send destination.
You cannot enter a single-byte space, parentheses (()), comma (,), colon (:), semicolon (;), backslash (\), double-quotation marks ("), or angle brackets (< >).

Delivery Destination > Send E-mail (SMTP) > Add Recipient (From User List)**[OK]**

Sets the selected user as the send destination, and returns the display to the previous page.

[Cancel]

Cancels the setting of the send destination, and returns the display to the previous page.

[Select All]

This button is displayed when you specify multiple send destinations.
Selects all items displayed in the user list.

[Deselect All]

This button is displayed when you specify multiple send destinations.
Deselects all items selected in the user list.

Common Items

See "About Screens".

Delivery Destination > Send E-mail (SMTP) > Send Test E-mail**Recipient E-mail Address**

E-mail addresses of recipients are displayed.

Title (required)

The title of the e-mail is displayed. It cannot be edited.

Contents (required)

The content of the e-mail is displayed. It cannot be edited.

[Send]

Sends test e-mail to the e-mail address displayed in [Recipient E-mail Address], and returns the display to the previous page.

[Cancel]

Does not send test e-mail, and returns the display to the previous page.

Delivery Destination > Send E-mail (SMTP) > Edit Recipient

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Recipient Name(required)

Enter the name of the send destination.

You can enter 1 to 128 double-byte or single-byte characters.

E-mail Address (required)

Enter the e-mail address information of the send destination.

You can enter from 1 to 256 single-byte alphanumeric characters.

You cannot enter a single-byte space, parentheses (()), comma (,), colon (:), semicolon (;), backslash (\), double-quotation marks (""), or angle brackets (< >).

Delivery Destination > Send E-mail (SMTP) > Send E-mail - {Recipient/CC/BCC} Settings - Specify Attribute

Specify the attribute or custom text to be used as an element.

As a page title, the name of a feature to be set is displayed.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Use Attribute

To use an attribute as an element, select this.

- Attribute
Lists the attribute(s) available. From the list, select an attribute.

- **Byte Limit**
To limit the number of bytes or characters, select this check box and enter the upper limit in the text box.
In "()", an acceptable number of bytes or characters is displayed.

**Note**

Depending on the feature selected, this option may not be displayed.

Enter Text

To use a custom text as an element, select this and enter a text to be used in the text box.
In "()", an acceptable number of bytes or characters is displayed.
Prohibited characters, if any, are displayed after "[Prohibited Character:]".

**Note**

Depending on the feature selected, this option may not be displayed.

Common Items

See "About Screens".

Delivery Destination > Send E-mail (SMTP) > Send E-mail - Subject Settings

Set a mail title.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Select & Combine Attributes

To use an attribute as a mail subject, select this.

- **List**
Displays "Attribute", "Subject Example" and "Icon".
- **[Add]**
To add a new element, click this. Changes the display to the page for attribute element settings.
- **[Edit]**
To set an element, click this. Changes the display to the page for attribute element settings.
- **[Delete]**
Click this to delete the element selected in the list.
- **[Move Up]**
The selected attribute moves upward one level.
- **[Move Down]**
The selected attribute moves downward one level.

Enter Text

To customize the mail title, select this and enter the custom text in the text box. You can enter 0 to 100 double-byte or single-byte characters.

Delivery Destination > Send E-mail (SMTP) > Send E-mail - Subject Element Settings

Specify the attribute or custom text to be used as an element.

As a page title, the name of a feature to be set is displayed.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Use Attribute

To use an attribute as an element, select this.

- Attribute
Lists the attribute(s) available. From the list, select an attribute.
- Byte Limit
To limit the number of bytes or characters, select this check box and enter the upper limit in the text box.
In "()", an acceptable number of bytes or characters is displayed.



Note

Depending on the feature selected, this option may not be displayed.

Enter Text

To use a custom text as an element, select this and enter a text to be used in the text box.

In "()", an acceptable number of bytes or characters is displayed.

Prohibited characters, if any, are displayed after "[Prohibited Character:]".



Note

Depending on the feature selected, this option may not be displayed.

Common Items

See "About Screens".

Delivery Destination > Send E-mail (SMTP) > Send E-mail - Content Settings

Set the content of a mail.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Select & Combine Attributes

To quote an attribute as a body text of a mail, select this.

- List
Displays "Attribute", "Subject Example" and "Icon".
- [Add]
To add a new element, click this. Changes the display to the page for attribute element settings.

- [Edit]
To set an element, click this . Changes the display to the page for attribute element settings.
- [Delete]
Click this to delete the element selected in the list.
- [Move Up]
The selected attribute moves upward one level.
- [Move Down]
The selected attribute moves downward one level.

Enter Text for Content

To customize the body text, select this and enter the custom body text in the text box. The number of characters is not limited.

Delivery Destination > Send E-mail (SMTP) > Send E-mail - Content Element Settings

Specify the attribute or custom text to be used as an element.

As a page title, the name of a feature to be set is displayed.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Use Attribute

To use an attribute as an element, select this.

- Attribute
Lists the attribute(s) available. From the list, select an attribute.
- Byte Limit
To limit the number of bytes or characters, select this check box and enter the upper limit in the text box.
In "()", an acceptable number of bytes or characters is displayed.



Note

Depending on the feature selected, this option may not be displayed.

Enter Text

To use a custom text as an element, select this and enter a text to be used in the text box.

In "()", an acceptable number of bytes or characters is displayed.

Prohibited characters, if any, are displayed after "[Prohibited Character:]".



Note

Depending on the feature selected, this option may not be displayed.

Common Items

See "About Screens".

Delivery Destination > Send E-mail (SMTP) > Send E-mail - Import Signature File

Set the file with the signature specification added to a mail text.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

File name (required)

Specify the path and file name of the signature file to be imported. Click [Browse] to display the [Select File] dialog box. Specify a signature file to enter the path for the file in the text box.

Delivery Destination > Edit Delivery Destination

Edit a delivery destination.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Delivery Destination

Displays the name of a feature set with the delivery destination setting.

Delivery Conditions

When a condition for delivering a document to a selected destination is set, the name of the delivery condition is displayed. When no delivery condition is set, [None] is displayed.

[Edit Feature]

According to the name of the feature displayed in [Delivery Destination], the display moves to different pages.

- The name of the feature set with the [Link to Application] feature is displayed in [Delivery Destination]
Changes the display to the [Link to Application - Settings] page.
- The name of the feature set with the [Save Form Analysis to File] feature is displayed in [Delivery Destination]
Changes the display to the [Save Form Analysis to File - Settings] page.
- The name of the feature set with the [Save to Folder] feature is displayed in [Delivery Destination]
Changes the display to the [Save to Folder - Folder Save Settings (Local Folder on Server)] page, [Save to Folder - Folder Save Settings (Shared Folder)] page or [Save to Folder - Folder Save Settings (Virtual Directory(FTP))] page.
- The name of the feature set with the [Printer Output] feature is displayed in [Delivery Destination]
Changes the display to the [Print/Fax Output Settings (for Printing)] page or [Print/Fax Output Settings (for Faxing)] page.
- The name of the feature set with the [Send E-mail (SMTP)] feature is displayed in [Delivery Destination]
Changes the display to the [Send E-mail - Send E-mail Settings] page.
- The name of the feature set with the [Save Attributes to File] feature is displayed in [Delivery Destination]
Changes the display to the [Save Attributes to File] page.

[Add Delivery Condition]

To add a new delivery condition, click this. Changes the display to the [Add Delivery Condition] page.

[Edit Delivery Condition]

To edit an existing delivery condition, click this. Changes the display to the detailed setting page of the [Delivery Destination] feature. When a delivery condition is set, this is displayed.

Preprocessing

- Add
Select whether to convert the format or set a document name before delivery.
When [Format Conversion] is selected, changes the display to the [Format Conversion - Format Conversion Settings] page. When [Document Name] is selected, changes the display to the [Document Name - Document Name Settings] page.
- [Delete]
Deletes the selected preprocessing unit from the list.
- List
Lists the preprocessing units already set. Click  (Edit) to change the display to the detailed settings page of the feature.

Postprocessing

- Completion Notification
 - Add
To add a new [Completion Notification] setting, select "Notification E-mail (SMTP)". Changes the display to the [Notification E-mail - Settings] page.
 - [Delete]
Deletes the selected [Completion Notification] setting from the list.
 - List
Lists the [Completion Notification] settings already set.
Clicking  (Edit) change the display to the [Edit Completion Notification] page
- Document Attribute Output
Displays the name of the feature set with a [Document and Attributes Table Output] feature.
 - [Add]
To add a new setting to the [Document and Attributes Table Output] feature, click this. Changes the display to the [Document and Attributes Table Output - Table Output Settings] page
 - [Edit]
Edits the settings for the [Document and Attributes Table Output] feature. When a feature to output the corresponding table of document attributes is set, this is displayed.
 - [Delete]
Deletes the settings for the [Document and Attributes Table Output] feature. When a feature to output the corresponding table of document attributes is set, this is displayed.

Delivery Destination > Edit Delivery Destination > Add Delivery Condition

Set the condition for delivering a document.

[Next]

Changes the display to the page of the delivery condition selected in [Delivery Condition to Add].

[Cancel]

Cancels the content set, and returns the display to the previous page.

Delivery Condition to Add

Select the delivery condition to be added.

The page displayed when you click [Next] differs depending on which delivery condition is selected. The default setting is [Deliver Only Documents Matching All Conditions].

- **Deliver Only Documents Matching All Conditions**
To deliver the documents satisfying a condition, select this.
Changes the display to the [Delivery Conditions - Delivery Condition Settings] page.
- **Deliver Documents Not Matching All Conditions**
To deliver the documents satisfying no delivery condition already set, select this.
Changes the display to the [Delivery Conditions - Selection Condition Settings for Undelivered Documents] page.
- **Use Existing Delivery Conditions**
To use a delivery condition already set, select this.
Changes the display to the [Select Delivery Condition] page.

Delivery Destination > Edit Delivery Destination > Delivery Conditions - Delivery Condition Settings

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name (required)

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, "Delivery Condition" is automatically set.

Delivery Conditions

- **[Add]**
To compare a specified attribute with the other attribute or a keyword and deliver only the documents matching specified conditions, select [Attribute Condition].
To compare the time when a document is received or a job is processed with the time specified and deliver only the documents matching specified conditions, select [Time Condition].
When [Attribute Condition] is selected, changes the display to the [Delivery Condition - Attribute Condition Settings] page. When [Time Condition] is selected, changes the display to the [Delivery Condition-Time Condition Settings] page.
- **[Delete]**
Click this to delete the selected attribute condition(s) or time condition(s) from the list.
- **List**
Displays the list of conditions created. The following items are listed.
 - **Condition Name**
The name of a condition is displayed.
 - **Condition Type**
The types of conditions and corresponding icons are displayed.
 - **Total**
The number of condition settings is displayed.
 - **Selected Condition Settings**
The combination of condition settings are displayed.

- Icon
 (Edit): When an attribute condition is selected from the list, clicking this changes the display to the [Delivery Condition - Attribute Condition Settings] page. When a time condition is selected in the list, clicking this changes the display to the [Delivery Condition - Time Condition Settings] page.
- Selected Condition
 - Match All Conditions
 To create a condition satisfying all the conditions in the list, select this. The default setting is [Match All Conditions].
 - Match Any Condition
 To create a condition satisfying any of the conditions in the list, select this.
- Do Not Deliver Documents Selected Under Other Delivery Conditions
 To not deliver the documents selected in another delivery condition, select this check box. This is deselected by default.

Common Items

See "About Screens".

Delivery Destination > Edit Delivery Destination > Delivery Conditions - Attribute Condition Settings

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Condition Name (required)

Enter the name of an attribute condition. You can enter 0 to 512 double-byte or single-byte characters.

Attribute Condition

- [Add]
 Changes the display to the [Delivery Conditions - Attribute Condition Settings] page.
- [Delete]
 Clicking this deletes the selected attribute condition(s) from the list.
- List
 - Attribute
 The attributes set on the [Delivery Conditions - Attribute Condition Settings] page is displayed.
 - Comparison Condition
 The comparison conditions set on the [Delivery Conditions - Attribute Condition Settings] page is displayed.
 - Compare With
 The object to be compared set on the [Delivery Conditions - Attribute Condition Settings] page is displayed.
 - Icon
 (Edit): Click this to change the display to the [Delivery Conditions - Attribute Condition Settings] page.
- Selected Condition Settings
 To create a condition satisfying all the conditions in the list, select [Match All Conditions]. To create a condition satisfying any of the conditions in the list, select [Match Any Condition]. The default setting is [Match All Conditions].

Common Items

See "About Screens".

Delivery Destination > Edit Delivery Destination > Delivery Conditions - Attribute Configuration Settings

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Attribute

The attributes available are displayed. The attribute at the top of the list is selected by default.

Comparison Condition

Select an attribute and the method for comparing the attribute with another attribute or a keyword.

Select from the eight comparison conditions of [Begins With], [Does Not Begin With], [Ends With], [Does Not End With], [Matches], [Does Not Match], [Contains] and [Does Not Contain]. The default setting is [Begins With].

Compare With

- Keyword

To compare an attribute with a keyword, select this and enter the keyword.



Note

- When you select [Contains] or [Does Not Contain] as a comparison condition, two types of wildcard characters, "?" and "*", can be used.
 - When you select [Date/Time Job Received] as the attribute to be compared, the value for the attribute is in the format as in "2020-10-18T16:09:11.329+09:00" including hyphens(-). This is why the keyword to be compared as a date must be as in "2020-10-18", not as in "20201018".
- Other Attributes in Document
To compare an attribute with another attribute in the document, select the attribute to be compared from the list. The second attribute from the top of the list is selected by default.

Delivery Destination > Edit Delivery Destination > Delivery Conditions - Time Condition Settings

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Condition Name (required)

Enter the name of a time condition. You can enter up to 512 double-byte or single-byte characters.

Time Condition

- [Add]
Changes the display to the [Delivery Conditions - Time Configuration Settings] page.
- [Delete]
Clicking this deletes the selected time condition from the list.

- List
 - Date
The date set on the [Delivery Conditions - Time Configuration Settings] page is displayed.
 - Time
The time set on the [Delivery Conditions - Time Configuration Settings] page is displayed.
 - Icon
 (Edit): Click this to change the display to the [Delivery Conditions - Time Configuration Settings] page.
- Time Type
Select whether to compare specified time with the time when a document is received or the time when a job is processed. The default setting is [Document Received Time].

Common Items

See "About Screens".

Delivery Destination > Edit Delivery Destination > Delivery Conditions - Time Configuration Settings

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Compare Date

Select from [Monthly], [Weekly on], and [Daily at]. The default setting is [Monthly]. When [Monthly] is selected, select a date from [1] to [31]. When a month to be compared does not have a selected date, the last date of the month is used instead. For example, when you set 31st as a date and April is compared, 30th is used instead.

When [Weekly on] is selected, select a day of the week from [Monday] to [Sunday].

Compare Time

From the drop-down list box, select a start time and end time. You can set [0] to [23] as hour and [0] to [59] as minute. The default setting is [0] hour [00] min for Start Time and [23] hour [59] min for End Time.

Delivery Destination > Edit Delivery Destination > Delivery Conditions - Selection Condition Settings for Undelivered Documents

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name (required)

Enter the name of a feature. When this field is blank, "Select Undelivered Document" is automatically set.



Note

When [Deliver Documents Not Matching All Conditions] is selected for a delivery destination, documents that have been delivered under another condition are not delivered to the delivery destination. At the same time, documents delivered by the [Deliver Documents Not Matching All Conditions] condition are not considered as already delivered. As a result, a document may be delivered repeatedly if multiple delivery destinations with this condition are set in a flow.

Delivery Destination > Edit Delivery Destination > Select Delivery Condition

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Delivery Conditions

Displays the names of the delivery conditions already set. Clicking  (Properties) displays the content of the delivery condition you have set.

Delivery Destination > Edit Delivery Destination > Edit Completion Notification

Edit a completion notification.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Completion Notification

The name of a feature is displayed.

[Edit Feature]

To edit a completion notification, click this. Changes the display to the [Notification E-mail - Settings] page.

Delivery Destination > Edit Delivery Destination > Notification E-mail - Settings

Configure the settings for sending a notification e-mail when a delivery completes, an interaction operation is required or an error occurs.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, [Notification E-mail] is automatically set.

Mail Sheet

- Recipient (required)
Displays the mail address or the attribute of a specified recipient.

- CC
Displays the mail address of the recipient specified as CC.
- BCC
Displays the mail address of the recipient specified as BCC.
- Sender (required)
Displays the mail address or the attribute of a specified sender.
- [Specify Recipient]
To set the mail address of a recipient, CC and BCC, click this. Changes the display to the Notification E-mail - {Recipient/CC/BCC} Settings - Specify Recipient] page.
- [Specify Attribute]
To set the attributes of a recipient, CC and BCC, click this. Changes the display to the page for attribute element settings.
- Subject
The subject set on the [Notification E-mail - Subject Settings] page is displayed.
- [Subject Settings]
To set a subject, click this. Changes the display to the [Notification E-mail - Subject Settings] page.
- Content
The content set on the [Notification E-mail - Content Settings] page is displayed.
- [Content Settings]
To set the content, click this. Changes the display to the [Notification E-mail - Content Settings] page.

Delivery Destination > Edit Delivery Destination > Notification E-mail - {Recipient/CC/BCC} Settings - Recipient Settings

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

[Add From User List]

Add e-mail address information from the user list. Changes the display to the [Add Recipient (From User List)] page.

[Add by Direct Entry]

Directly enter e-mail address information to add it. Changes the display to the [Add Recipient (Direct Entry)] page.

[Delete]

Deletes selected addresses from notification destinations.

If the list of specified addresses is displayed, this deletes the selected addresses.

[Edit]

Edits selected addresses. Changes the display to the [Edit Recipient] page.

If the list of specified addresses is displayed, this edits the selected addresses.



Note

Only addresses added with the [Add by Direct Entry] operation can be edited.

[Send Test E-mail]

Sends test e-mail to added addresses. Changes the display to the [Send Test E-mail] page.
If the list of specified addresses is displayed, this notifies the selected addresses.

Delivery Destination > Edit Delivery Destination > Add Recipient (Direct Entry)

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Recipient Name (required)

Enter the name of the send destination.
You can enter 1 to 128 double-byte or single-byte characters.

E-mail Address (required)

Enter the e-mail address information of the send destination.
You cannot enter a single-byte space, parentheses (()), comma (,), colon (:), semicolon (;), backslash (\), double-quotation marks ("), or angle brackets (< >).

Delivery Destination > Edit Delivery Destination > Add Recipient (From User List)

[OK]

Sets the selected user as the send destination, and returns the display to the previous page.

[Cancel]

Cancels the setting of the send destination, and returns the display to the previous page.

[Select All]

This button is displayed when you specify multiple send destinations.
Selects all items displayed in the user list.

[Deselect All]

This button is displayed when you specify multiple send destinations.
Deselects all items selected in the user list.

Common Items

See "About Screens".

Delivery Destination > Edit Delivery Destination > Send Test E-mail

Recipient E-mail Address

E-mail addresses of recipients are displayed.

Title (required)

The title of the e-mail is displayed. It cannot be edited.

Contents (required)

The content of the e-mail is displayed. It cannot be edited.

[Send]

Sends test e-mail to the e-mail address displayed in [Recipient E-mail Address], and returns the display to the previous page.

[Cancel]

Does not send test e-mail, and returns the display to the previous page.

Delivery Destination > Edit Delivery Destination > Edit Recipient**[OK]**

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Recipient Name(required)

Enter the name of the send destination.

You can enter 1 to 128 double-byte or single-byte characters.

E-mail Address (required)

Enter the e-mail address information of the send destination.

You can enter from 1 to 256 single-byte alphanumeric characters.

You cannot enter a single-byte space, parentheses (()), comma (,), colon (:), semicolon (;), backslash (\), double-quotation marks ("), or angle brackets (< >).

Delivery Destination > Edit Delivery Destination > Notification E-mail - {Recipient/CC/BCC} Settings - Specify Attribute

Specify the attribute or custom text to be used as an element.

As a page title, the name of a feature to be set is displayed.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Use Attribute

To use an attribute as an element, select this.

- Attribute
Lists the attribute(s) available. From the list, select an attribute.
- Byte Limit
To limit the number of bytes or characters, select this check box and enter the upper limit in the text box.
In "()", an acceptable number of bytes or characters is displayed.

**Note**

Depending on the feature selected, this option may not be displayed.

Enter Text

To use a custom text as an element, select this and enter a text to be used in the text box.
In "()", an acceptable number of bytes or characters is displayed.
Prohibited characters, if any, are displayed after "[Prohibited Character:]".



Note

Depending on the feature selected, this option may not be displayed.

Common Items

See "About Screens".

Delivery Destination > Edit Delivery Destination > Notification E-mail - Subject Settings

Set a mail title.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Select & Combine Attributes

To use an attribute as a mail subject, select this.

- List
Displays "Attribute", "Subject Example" and "Icon".
- [Add]
To add a new element, click this. Changes the display to the page for attribute element settings.
- [Edit]
To set an element, click this. Changes the display to the page for attribute element settings.
- [Delete]
Click this to delete the element selected in the list.
- [Move Up]
The selected attribute moves upward one level.
- [Move Down]
The selected attribute moves downward one level.

Enter Text

To customize the mail title, select this and enter the custom text in the text box. You can enter up to 100 double-byte or single-byte characters.

Delivery Destination > Edit Delivery Destination > Notification E-mail - Subject Element Settings

Specify the attribute or custom text to be used as an element.
As a page title, the name of a feature to be set is displayed.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Use Attribute

To use an attribute as an element, select this.

- Attribute
Lists the attribute(s) available. From the list, select an attribute.
- Byte Limit
To limit the number of bytes or characters, select this check box and enter the upper limit in the text box.
In "()", an acceptable number of bytes or characters is displayed.

**Note**

Depending on the feature selected, this option may not be displayed.

Enter Text

To use a custom text as an element, select this and enter a text to be used in the text box.

In "()", an acceptable number of bytes or characters is displayed.

Prohibited characters, if any, are displayed after "[Prohibited Character:]".

**Note**

Depending on the feature selected, this option may not be displayed.

Common Items

See "About Screens".

Delivery Destination > Edit Delivery Destination > Notification E-mail - Content Settings

Set the content of a mail.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Select & Combine Attributes

To quote an attribute as a body text of a mail, select this.

- List
Displays "Attribute", "Subject Example" and "Icon".
- [Add]
To add a new element, click this. Changes the display to the page for attribute element settings.
- [Edit]
To set an element, click this . Changes the display to the page for attribute element settings.
- [Delete]
Click this to delete the element selected in the list.
- [Move Up]
The selected attribute moves upward one level.

- [Move Down]
The selected attribute moves downward one level.

Enter Text for Content

To customize the body text, select this and enter the custom body text in the text box. The number of characters is not limited.

Delivery Destination > Edit Delivery Destination > Notification E-mail - Content Element Settings

Specify the attribute or custom text to be used as an element.

As a page title, the name of a feature to be set is displayed.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Use Attribute

To use an attribute as an element, select this.

- Attribute
Lists the attribute(s) available. From the list, select an attribute.
- Byte Limit
To limit the number of bytes or characters, select this check box and enter the upper limit in the text box.
In "()", an acceptable number of bytes or characters is displayed.



Note

Depending on the feature selected, this option may not be displayed.

Enter Text

To use a custom text as an element, select this and enter a text to be used in the text box.

In "()", an acceptable number of bytes or characters is displayed.

Prohibited characters, if any, are displayed after "[Prohibited Character:]".



Note

Depending on the feature selected, this option may not be displayed.

Common Items

See "About Screens".

Delivery Destination > Edit Delivery Destination > Document and Attributes Table Output Settings > Document and Attributes Table Output - Table Output Settings (Local Folder on Server)

Creates a correspondence table of a document and attribute values using the attributes retrieved from the processed document as a header.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, "Document and Attributes Table Output" is automatically set.

File name (required)

Set the name for the file to be output. You can enter 0 to 256 double-byte or single-byte characters. You cannot enter a slash (/), dollar sign (\$), colon (:), semicolon (;), vertical bar (|), comma (,), asterisk (*), question mark (?), double-quotation mark ("), angle brackets (< >), tab character, or Windows reserved keywords.

**Note**

When you specify a file name with no extension of ".csv" and click [OK], the extension is automatically added.

File Save Location Type

Select the folder for storing the correspondence file of document attributes. Select from [Local Folder in Server] and [Shared Folder].

Location of Local Folder to Save File (required)

Select the storage folder setting from [Select From Folder List] or [Enter Folder Location Directly]. The default value is [Select From Folder List].

- Select From Folder List

Select this for selecting an inbound channel folder from the list of preregistered folders.

Click [Browse] to select the target folder from the folder list displayed.

You cannot enter characters directly into the text box.

When this item is selected, you cannot specify [User Name] and [Password]. For access to the selected folder, the execution account (NETWORK SERVICE) of the Flow Management service is used.

- [Browse]

Click this to change the display to the [Document and Attributes Table Output - Select Local Folder on Server] page. Select the storage folder here.

- Enter Folder Location Directly

Select this for entering the storage folder path directly.

Enter the absolute path from the drive in the text box in the UNC format.

You can use backward slash (\) or slash (/) as a folder delimiter.

Example: C:\folder1\sub1, C:/folder1/sub1

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters.

**Note**

The following characters cannot be used:

Colon (:), comma (,), semicolon (;), asterisk (*), question mark (?), double-quotation marks ("), angle brackets (<>), vertical bar (|).

However, colon (:) can be used for the drive letter.

- User Name

Enter the user name used for accessing the specified folder when you select [Enter Folder Location Directly].

You can enter up to 256 single-byte characters.



Note

The following characters cannot be used:

Slash (/), square brackets ([]), double quotation mark ("), colon (:), semicolon (;), vertical bar (|), angle brackets (< >), plus (+), equal (=), comma (,), question mark (?), asterisk (*).

- Password

When you select [Enter Folder Location Directly], enter the password of the user to access the specified folder.

You can enter up to 128 single-byte characters.

- Confirm Password

When you select [Enter Folder Location Directly], enter the password again for confirmation.

Column Information (required)

- [Add]

Click this to add new column information. Changes the display to the [Document and Attributes Table Output - Column Item Settings] page.

- [Delete]

Click this to delete the selected column information.

- [Move Up]

The selected column information moves upward one level.

- [Move Down]

The selected column information moves downward one level.

- List

- Header

Displays the name for a column header.

- Attribute

Displays the attribute specified as the information set in a column, "<blank>" or a custom text.

- Character Count

When the number of characters for the attribute to be set in a column is restricted, an upper limit is displayed.

- Icon

 (Edit): Clicking this changes the display to the [Document and Attributes Table Output Settings - Column Item Settings] page.

 (Delete): Clicking this deletes the column information selected from the list.

Common Items

See "About Screens".

Delivery Destination > Edit Delivery Destination > Document and Attributes Table Output Settings > Document and Attributes Table Output Settings - Select Local Folder on Server

Select the folder to save document and attributes table output file.



Note

Only folders that can be selected here are those preregistered in [Environment Settings] > [Default Settings] > [Flow Management Environment Settings] > [Function Settings] page.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Select Local Folder on Server

Select the local folder to save document and attributes table output file from the list.

Common Items

See "About Screens".

Delivery Destination > Edit Delivery Destination > Document and Attributes Table Output Settings > Document and Attributes Table Output Settings - Column Item Settings

Set the "Title", "Attribute" and "Number of characters" written as column information into an output file.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Column Header Name (required)

Enter the name for the column title of the correspondence table. You can enter 0 to 256 single-byte characters.

Item Assigned to Column (required)

- Use Attribute
To use an attribute as column information, select this. Select column information from the drop-down list.
- Limit Character Count
To limit the number of characters, select this and enter the upper limit of the number of characters.
- Specify Empty Column(s)
To specify an empty column, select this.
- Enter Text (max. 256 characters)
To specify the text to be used as an output column, select this and enter the text. You can enter 0 to 256 single-byte characters.

Delivery Destination > Edit Delivery Destination > Document and Attributes Table Output Settings > Document and Attributes Table Output - Table Output Settings (Shared Folder)

Creates a corresponding table of a document and attribute values with attributes obtained from a processed document as header titles.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Name

Enter the name of a feature. You can enter 0 to 512 double-byte or single-byte characters. When this field is blank, "Document and Attributes Table Output" is automatically set.

File Name (required)

Specify the name of a file to output. You can enter 0 to 256 double-byte or single-byte characters.



Note

- You cannot enter slash (/), backward slash (\), colon (:), semicolon (;), vertical bar (|), comma (,), asterisk (*), question mark (?), double-quotation mark ("), angle brackets (< >), tab character, or Windows reserved words.
- When the file name does not contain the extension "csv", clicking [OK] automatically adds it.

File Save Location Type

Select the folder for saving a Document and Attributes Table file. Select from [Local Folder on Server] and [Shared Folder].

Location of Shared Folder to Save File (required)

Enter the storage folder path in the UNC format beginning with \\ or //.

You can use backward slash (\) or slash (/) as a folder delimiter.

Example: \\hostname\folder1\sub1, //192.0.2.1/folder1/sub1

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters.

Only the IPv4 format is supported for IP address. You cannot specify "localhost" as a host name. In addition, any loopback address cannot be specified for IP address.



Note

The following characters cannot be used:

Comma (,), semicolon (;), asterisk (*), question mark (?), double-quotation marks ("), angle brackets (< >), vertical bar (|).

User Name (required)

Enter the user name for accessing the folder for saving files.

You can enter 0 to 256 single-byte characters.

The following formats are supported to specify the domain for [User Name]:

- DNS
Specify in "Domain Name\User Name" format, such as "Domain.co.jp\user".
- NetBIOS
Specify in "NetBIOS Domain Name\User Name" format, such as "DOMAIN\user".

- UPN
Specify in "User Name@Domain Name", such as "user@Domain.co.jp".



Note

The following characters cannot be used:

Slash (/), square brackets ([]), double quotation mark ("), colon (:), semicolon (;), vertical bar (|), angle brackets (< >), plus (+), equal (=), comma (,), question mark (?), asterisk (*).

Password (required)

Enter the user password used for accessing the file storage folder.

You can enter 0 to 128 single-byte characters.

Confirm Password (required)

To confirm, enter the password again.

Column Information (required)

- [ Add]
To add new column information, click this. Changes the display to the [Document and Attributes Table Output - Column Information] page.
- [ Delete]
Click this to delete the selected column information.
- [ Move Up]
The selected column information moves upward one level.
- [ Move Down]
The selected column information moves downward one level.
- List
 - Header
Displays the name to be added as a header.
 - Attribute
Displays the attribute selected in Item Assigned to Column, "<Empty Column>" or a custom text.
 - Character Count
Displays the upper limit of characters when Limit Character Count in Item Assigned to Column is enabled.
 - Icon
 (Edit): Clicking this changes the display to the [Document and Attributes Table Output - Column Information] page.
 (Delete): Clicking this deletes the column item(s) selected from the list.

Common Items

See "About Screens".

Delivery Destination > Edit Delivery Destination > Document and Attributes Table Output Settings > Document and Attributes Table Output Settings - Column Item Settings

Set the "Title", "Attribute" and "Number of characters" written as column information into an output file.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Column Header Name (required)

Enter the name for the column title of the correspondence table. You can enter up to 256 single-byte characters.

Item Assigned to Column (required)

- Use Attribute
To use an attribute as column information, select this. Select column information from the drop-down list.
 - Limit Character Count
To limit the number of characters, select this and enter the upper limit of the number of characters.
- Specify Empty Column(s)
To specify an empty column, select this.
- Enter Text (max. 256 characters)
To specify the text to be used as an output column, select this and enter the text. You can enter 0 to 256 single-byte characters.

Delivery Destination > Delivery Destination Properties

Displays information on a delivery destination.

[Back]

Returns the display to the previous page.

Delivery Destination

Displays the name of a feature set for a delivery destination.

[Details]

Changes the display to the property page of an existing [Delivery Destination] feature.

Delivery Condition

When a delivery condition is set for the delivery destination selected, the condition name is displayed. When no delivery condition is set, [None] is displayed.

[Delivery Condition Properties]

This is displayed only when a delivery condition is set. The properties of a delivery condition set is displayed.

Preprocessing

When the [Preprocessing] features are set, the feature names are listed.

 (Properties): Clicking this displays setting properties.

Completion Notification

When the [Completion Notification] features are set, the feature names are listed.

 (Properties): Clicking this changes the display to the [Completion Notification Properties] page.

Document and Attributes Table Output

When the [Document and Attributes Table Output] feature is set to the delivery destination selected, the feature name is displayed. When no [Document and Attributes Table Output] feature is set, [None] is displayed.

Properties

This is displayed when the [Document and Attributes Table Output] feature is set. The properties of the [Document and Attributes Table Output] feature are displayed.

Delivery Destination > Delivery Destination Properties > Completion Notification Properties

Displays the details of completion notification settings.

[Back]

Returns the display to the previous page.

[Details]

Changes the display to the [Notification E-mail - Properties] page. The settings configured on the [Notification E-mail - Settings] page are displayed.

Create New Flow [Error Notification] Tab / Edit Flow [Error Notification] Tab

Adds the [Error Notification] feature to a flow.

Sidebar

- Inbound Channel
Displays the name of a feature set as the inbound method to a flow. When you create a new flow, the default value is blank.
- Processing Method
Displays the name of a feature set as the processing method to a flow. When you create a new flow, the default value is blank.
- Delivery Destination
Displays the name of a feature set as the delivery destination to a flow. When you create a new flow, the default value is blank.
- Error Notification
Displays the name of a feature set as the error notification recipient to a flow. When you create a new flow, the default value is blank.

Button

- [OK]
Saves the content set, and returns the display to the previous page.
- [Cancel]
Cancels the content set, and returns the display to the previous page.

Error Notification

- [Add]
Select the [Error Notification] feature to be added. You can select [Notification Mail (SMTP)]. Changes the display to the [Notification Mail - Notification Mail Settings] page.
- [Delete]
Click this to delete the selected error notification(s) from the list.
- List
 - Error Notification
Displays the name set on the detailed settings page of the feature.
 - Icon
 (Edit): Clicking this changes the display to the detailed settings page of the selected feature.

Common Items

See "About Screens".

Create New Flow [Role Settings] Tab / Edit Flow [Role Settings] Tab

Set a user so as to operate a flow or a job.

By default, the built-in administrator (Apeos_Admin user) and a login user are added to all the roles. These default users cannot be deleted when you create a new flow.

From [Owner], the default users cannot be deleted also when you copy a flow.

Sidebar

- Inbound Channel
Displays the name of a feature set as the inbound method to a flow. When you create a new flow, the default value is blank.
- Processing Method
Displays the name of a feature set as the processing method to a flow. When you create a new flow, the default value is blank.
- Delivery Destination
Displays the name of a feature set as the delivery destination to a flow. When you create a new flow, the default value is blank.
- Error Notification
Displays the name of a feature set as the error notification recipient to a flow. When you create a new flow, the default value is blank.

Button

- [OK]
Saves the content set, and returns the display to the previous page.
- [Cancel]
Cancels the content set, and returns the display to the previous page.

Role Settings

- Owner (required)
Add or delete a user who is allowed to create a flow.
 - [Add]
Changes the display to the [Specify User] page.
 - [Delete]
Click this to delete the selected owner(s) from the list.
 - [Refresh]
Click this to refresh the list.
 - List
 - User ID
The user ID of the owner of a flow is displayed.
 - User Name
The user name of the owner of a flow is displayed.
- User (Job Registration)
Adds or deletes a user who is allowed to register a job from a device using the Link to Web Applications feature.
This is displayed only when the [Link to Web Applications] feature is added in [Inbound Channel] on the [Flow Settings] tab.
 - [Add]
Changes the display to the [Specify User] page.

- [Delete]
Click this to delete the selected user(s) from the list.
- [Refresh]
Click this to refresh the list.
- List
 - User ID
Displays the ID of a user who is allowed to register a job from a device using the Link to Web Applications feature.
 - User Name
Displays the name of a user who is allowed to register a job from a device using the Link to Web Applications feature.
- Grant this role the permission to operate job
To grant permission equal to a job operator to the user who registered a job using Web Applications, select this check box.



Note

To remotely preview a job that you registered, one of the following conditions must be satisfied: you have the [User (Job Registration)] role or the [Grant this role the permission to operate job] check box is selected.

In addition, when you have the [User (Job Registration)] role, you can preview the jobs registered by the other users.

To preview only the jobs that you registered, select the [Grant this role the permission to operate job] check box and you must not have the [User (Job Registration)] role. Then you can operate only the jobs that you registered and cannot preview the jobs registered by another user.

- User (Job Registration and Operation)
Add or delete a user who is allowed to operate a job.
 - [Add]
Changes the display to the [Specify User] page.
 - [Delete]
Click this to delete the selected user(s) from the list.
 - [Refresh]
Click this to refresh the list.
 - List
 - User ID
Displays the ID of a user who is allowed to operate a job.
 - User Name
Displays the name of a user who is allowed to operate a job.

Common Items

See "About Screens".

Specify User

Button

- [OK]
Confirms the user selected in the search results list, and returns the display to the previous page.
- [Cancel]
Cancels the content set, and returns the display to the previous page.

Search User

- Search Target

Select search targets from the drop-down list box.

You can select the following items. The default is [User ID].

- User ID
- User Name
- First Name
- Last Name
- E-mail Address
- Remarks
- Unique Alphanumeric ID
- Organization
- Lockout Status

- Search by

Select from [Contains Keyword] or [Equals Keyword].

When [Lockout Status] is selected as [Search Target], only [Equals keyword] is available.

- Keyword

Enter the keyword for searching. You can enter 1 to 1024 double-byte or single-byte characters.

When [Lockout Status] is selected as [Search Target], a drop-down list box is displayed.

You can select the following items.

- Locked Out
- Not Locked Out

- [Search]

Executes searching.

Search results list

Executing a search displays a list.

The following items are listed.

- User ID
- User Name
- First Name
- Last Name
- E-mail Address
- Expiration Date
- Remarks
- Unique Alphanumeric ID
This item is not displayed by default. To display this, set it with the [Table Settings] page.
- Organization
This item is not displayed by default. To display this, set it with the [Table Settings] page.
- Card ID
This item is not displayed by default. To display this, set it with the [Table Settings] page.
- Status
This item is not displayed by default. To display this, set it with the [Table Settings] page.
- Lockout Status
This item is not displayed by default. To display this, set it with the [Table Settings] page.

Common Items

See “About Screens”.

Create Flow / Edit Flow

Progress bar

The progress status of creating or editing a flow is displayed.

After a while, returns the display to the [Flow List] page.

Flow Validation Result

Displays the result of a flow validation.

[Back]

Returns the display to the previous page.

Top Navigation

- [Flows With Error]
To display the flow with an error in the flow list, click this. The default setting is [Flows With Error].
- [Flows Without Error]
To display the flow with no error in the flow list, click this.

Toolbar

- [ Validate]
Validates a flow selected in the list again. Changes the display to the [Flow Validation] page. Selecting [Flows With Error] in the Top Navigation displays this.
- [ Enable]
Enables a flow selected in the list. Changes the display to the [Confirm Enable Flow] page. Selecting [Flows With Error] in the Top Navigation displays this.
- [ Disable]
Disables a flow selected in the list. Selecting [Flows With Error] in the Top Navigation displays this.

Flow List

- Flow Status
Displays whether or not a flow is enabled.
- Flow Name
The name of a flow is displayed.
- Error Location
Displays where the error of a flow has occurred. Selecting [Flows With Error] in the Top Navigation displays this. Clicking  displays an error message.
- Icon
 (Edit): Clicking this changes the display to the [Edit Flow] page. Selecting [Flows With Error] in the Top Navigation displays this.

Common Items

See “About Screens”.

Flow Validation

Displays the progress status of a flow validation.

When a flow validation completes, the [Flow Validation Result] page is displayed.

Progress bar

Displays the progress status of the flow validation.

[Cancel]

Cancels the flow validation, and returns the display to the previous page.

Enable or disable a flow

Confirm Enable Flow

Flow to enable

The name of the flow to be enabled is displayed.

[OK]

Enables the flow. The [Enable Flow] page is displayed.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Enable Flow

Enables the flow. When a flow enabling completes, the [Flow List] page is displayed.

Progress bar

Displays the progress status of a flow enabling.

[Cancel]

Cancels a flow enabling, and returns the display to the previous page.

Confirm Disable Flow

Clicking [Disable] on the [Flow List] page or [Flow Validation Result] displays this.

Flow to Disable

The name of the flow to be disabled is displayed.

[OK]

Disables a flow. The [Disable Flow] page is displayed.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Disable Flow

Disables a flow. When a flow disabling completes, the [Flow List] page is displayed.

Progress bar

Displays the progress status of a flow disabling.

[Cancel]

Cancels the flow disabling, and returns the display to the previous page.

Delete a flow

Delete Flow

Flow to delete

The name of the flow to be deleted is displayed.

[Delete]

Deletes a flow. Changes the display to the [Flow Deletion] page.

[Cancel]

Cancels the deletion of a flow, and returns the display to the previous page.

Flow Deletion

Deletes a flow. When a flow deletion completes, the [Flow List] page is displayed.

Progress bar

Displays the progress status of the deletion of a flow.

[Cancel]

Cancels the flow deletion, and returns the display to the previous page.

Download and upload a flow

Download Flow

Flow to Download

The flows to be downloaded are listed.

[Download]

Click this to display the [Download File] dialog box. Click [Save] to select the storage of the file.

[Back]

Cancels the downloading of the flow, and returns the display to the previous page.

Download

Prepares for downloading a flow.

When the preparation for flow downloading completes, the [Download Flow] page is displayed.

Progress bar

Displays the progress status of the preparation for a flow downloading.

[Cancel]

Cancels the preparation for a flow downloading, and returns the display to the previous page.

Upload Flow

Uploads a flow. You can upload a file with the "awfm" extension. The following files cannot be uploaded:

- A file downloaded using the application other than Flow Management
- A file manually edited on your computer after downloaded with Flow Management

Flow to upload

Click [Browse] to display the [Select File] dialog box. Specify a file to be uploaded to enter the path for the file in the text box.

[Upload]

Click this to upload the displayed flow and return the display to the previous page.

[Cancel]

Cancels the uploading of the flow, and returns the display to the previous page.

Upload

Uploads a flow.

When a flow uploading completes, the [Upload Result] page is displayed.

Progress bar

Displays the progress status of a flow uploading.

[Cancel]

Cancels the flow uploading, and returns the display to the previous page.

Upload Result

[Back]

Returns the display to the previous page.

Uploaded Flow

Lists the names and detailed information of the flows successfully uploaded.

Flow not Uploaded

Lists the names and detailed information of the flows that were failed to be uploaded.

Flow Properties

Displays the properties of a flow.

[Edit]

Changes the display to the [Edit Flow] page.

When this screen is displayed from the [Job Properties] page, [Edit] is not displayed.

[Back]

Cancels the content set, and returns the display to the previous page.

Flow Settings

Displays details of the settings configured in the Create New Flow [Flow Settings] tab and [Supported Formats].

In [Supported Formats], the formats that can be processed in this flow are displayed.

Error Notification

Displays details of the settings configured in the Create New Flow [Error Notification] tab.

Role Settings

Displays details of the settings configured in the Create New Flow [Role Settings] tab.

Job

Job List

Lists the Flow Management jobs. A job is created on completion of the document inbound processing by Flow Management. Every time an inbound processing completes, a job is created.



Note

In the job list, only the jobs of the flows whose operator has the [Owner] or [User (Register Jobs)] role are displayed.

For a user with the [User (Job Registration)] role, only the jobs registered by the user are displayed.

For the Apeos_Admin user, all job are displayed.

Side Menu

- Job List

To list the jobs available for a login user to operate, select this. Click [] to display the menu to select the status of a job to be displayed in the list.

- Jobs In Queue

A list of queued jobs is displayed.

- Jobs Stopped

A list of jobs that a user has suspended is displayed.

- Jobs In Progress

A list of jobs being executed is displayed. [In Progress (Stopping)] is displayed for a job being stopped, and [In Progress (Deleting)] is displayed for a job being deleted.

- Suspended Jobs

Lists the jobs waiting for an interaction operation.

- Jobs With Error

A list of jobs that have abnormally terminated is displayed. For a job completed with an inbound error, [Completed With Inbound Error] is displayed. A [Completed With Inbound Error] job can be operated equally to a [Completed With Error] job.

- Job History

To display the histories of completed jobs and deleted jobs, select this. Click [] to display the menu to select the status of a job to be displayed in the list.

- Jobs Completed

A list of jobs that have normally completed is displayed.

- Jobs Deleted

A list of jobs that a user has deleted is displayed.

[Stop]

Stops the jobs selected in the list. Clicking this changes the display to the [Jobs Stopped] page. You can terminate a job whose [Status] is [Jobs In Queue] or [Jobs In Progress].



Note

Among the jobs in the [Jobs In Progress] status, the jobs in the [In Progress (Stopping)] or [In Progress (Deleting)] statuses cannot be terminated.

[Restart]

Restarts the jobs selected in the list again. Clicking this changes the display to the [Jobs Restarted] page. You can restart a job whose [Status] is [Jobs With Error] or [Jobs Stopped].

[Delete]

Deletes the jobs selected in the list. Clicking this changes the display to the [Jobs Deleted] page. You can delete a job whose [Status] is [Jobs In Queue], [Jobs Stopped], [Jobs In Progress], [Suspended] or [Jobs With Error].

[Force Stopped Jobs]

Forcibly stops the jobs selected in the list. Click this to change the display to the [Force Stopped Jobs] page. You can delete a job whose [Status] is [Jobs In Queue], [Jobs In Progress] or [Suspended]. [Force Stopped Jobs] is displayed only when a login user is the Apeos_Admin user. This operation forcibly deletes a job in the [In Progress (Deleting)] status.



Note

- The Force Stopped Jobs feature is supposed to be used only for such purposes as to abort a job that is left suspended.
- With this operation, you can also forcibly delete the jobs in the [In Progress (Stopping)] or [In Progress (Deleting)] status.

List

- Job List

Displays the job reception date and time, status, start date and time, priority, end date and time, flow name and flow ID.

- Icon



(Jobs Prioritized): Click this to change the display to the [Prioritize Job] page. This is displayed when a job in queue is displayed.



(Display Flow): When you are the flow composer, click this to change the display to the [Flow Properties] page. This is displayed when a stopped job or job terminated with error is displayed.



(Details): Click this to change the display to the [Job Details] page.



(Properties): Click this to change the display to the [Properties] page.

Common Items

See "About Screens".

Stop Job / Restart Job / Delete Job / Force Stop Job / Jobs Prioritized

Job

Displays the reception date and time, the status of the job to be operated, and flow names.

[Stop]

This is displayed when you have instructed to stop a job.

Click this to cancel the job being displayed. Changes the display to the [Jobs Stopped Result] page.



Note

A suspended job is processed after the following job regardless of the setting in [Retain Job Order] configured in a flow setting.

[Restart]

This is displayed when you have instructed to restart a job. Clicking this changes the display to the [Job Restarted Result] page.

When a job with error is selected to be restarted, specify the [method to restart jobs with error] and click [Restart]. Select one of the following methods to restart the job.

- From start of processing

- From incomplete operation.



Note

A job to be restarted is processed ignoring the setting in [Retain Job Order] configured in a flow setting.

[Delete]

This is displayed when you have instructed to delete a job.

Click this to delete the job being displayed. Changes the display to the [Job Deletion Result] page.

[Force Stopped Jobs]

This is displayed for the Apeos_Admin user when a job force termination is instructed in the job list.

Click this to forcibly stop the job being displayed. Changes the display to the [Force Stopped Jobs - Result] page.

[Prioritize Job]

This is displayed when you have instructed to prioritize a job.

Click this to prioritize to start processing the job being displayed. Changes the display to the [Prioritize Job Result] page.



Note

The processing of a job to be prioritized is started first regardless of the setting in [Retain Job Order] configured in a flow setting. However, when the prioritize specification has already been set to another job, the processing of the latter job is started first.

[Clear Job History]

This is displayed when you have instructed to clear job history.

Click this to cancel the history of the job being displayed. Changes the display to the [Clear Job History Result] page.

[Cancel]

Cancels the operation of a job, and returns the display to the previous page.

Job Stopped Result / Job Restarted Result / Job Deletion Result / Force Stopped Jobs - Result / Job Prioritized Result

Message

Displays the result of a job processing.

[OK]

Returns the display to the previous page.

Job History

Lists the histories of jobs that have been processed with Flow Management.

Side Menu

- Job List

To list the jobs available for a login user to operate, select this. Click [] to display the menu to select the status of a job to be displayed in the list.

- Jobs In Queue

A list of queued jobs is displayed.

- **Jobs Stopped**
A list of jobs that a user has suspended is displayed.
- **Jobs In Progress**
A list of jobs being executed is displayed. [In Progress (Stopping)] is displayed for a job being stopped, and [In Progress (Deleting)] is displayed for a job being deleted.
- **Suspended Jobs**
Lists the jobs waiting for an interaction operation.
- **Jobs With Error**
A list of jobs that have abnormally terminated is displayed. For a job completed with an inbound error, [Completed With Inbound Error] is displayed. A [Completed With Inbound Error] job can be operated equally to a [Completed With Error] job.
- **Job History**
To display the histories of completed jobs and deleted jobs, select this. Click [] to display the menu to select the status of a job to be displayed in the list.
 - **Jobs Completed**
A list of jobs that have normally completed is displayed.
 - **Jobs Deleted**
A list of jobs that a user has deleted is displayed.

Toolbar

- **[Clear Job History]**
Deletes a job history selected from the list. Changes the display to the [Clear Job History] page.



Note

This operation deletes the job selected from the list in order that the job is no longer referenced. The job cleared from the list is deleted from Flow Management after the retention period set on the [Clear Job History Settings] page has elapsed.

Job List

- **Job List**
Displays the job reception date and time, status, start date and time, priority, end date and time and flow name.
- **Icon**
 -  (Properties): Click this to change the display to the [Properties] page.
 -  (Detailed Information): Click this to change the display to the [Job Details] page.

Common Items

See "About Screens".

Clear Job History

Job

Displays the reception date and time, the status of the job to be operated, and flow names.

[Stop]

This is displayed when you have instructed to stop a job.

Click this to cancel the job being displayed. Changes the display to the [Jobs Stopped Result] page.



Note

A suspended job is processed after the following job regardless of the setting in [Retain Job Order] configured in a flow setting.

[Restart]

This is displayed when you have instructed to restart a job. Clicking this changes the display to the [Job Restarted Result] page.

When a job with error is selected to be restarted, specify the [method to restart jobs with error] and click [Restart]. Select one of the following methods to restart the job.

- From start of processing
- From incomplete operation.

**Note**

A job to be restarted is processed ignoring the setting in [Retain Job Order] configured in a flow setting.

[Delete]

This is displayed when you have instructed to delete a job.

Click this to delete the job being displayed. Changes the display to the [Job Deletion Result] page.

[Force Stopped Jobs]

This is displayed for the Apeos_Admin user when a job force termination is instructed in the job list.

Click this to forcibly stop the job being displayed. Changes the display to the [Force Stopped Jobs - Result] page.

[Prioritize Job]

This is displayed when you have instructed to prioritize a job.

Click this to prioritize to start processing the job being displayed. Changes the display to the [Prioritize Job Result] page.

**Note**

The processing of a job to be prioritized is started first regardless of the setting in [Retain Job Order] configured in a flow setting. However, when the prioritize specification has already been set to another job, the processing of the latter job is started first.

[Clear Job History]

This is displayed when you have instructed to clear job history.

Click this to cancel the history of the job being displayed. Changes the display to the [Clear Job History Result] page.

[Cancel]

Cancels the operation of a job, and returns the display to the previous page.

Cleared Job History Result**Message**

Displays the result of a job processing.

[OK]

Returns the display to the previous page.

Properties

Displays the properties of a job.

Side Menu

- Job List

To list the jobs available for a login user to operate, select this. Click [] to display the menu to select the status of a job to be displayed in the list.

- Jobs In Queue

A list of queued jobs is displayed.

- Jobs Stopped

A list of jobs that a user has suspended is displayed.

- Jobs In Progress

A list of jobs being executed is displayed. [In Progress (Stopping)] is displayed for a job being stopped, and [In Progress (Deleting)] is displayed for a job being deleted.

- Suspended Jobs

Lists the jobs waiting for an interaction operation.

- Jobs With Error

A list of jobs that have abnormally terminated is displayed. For a job completed with an inbound error, [Completed With Inbound Error] is displayed. A [Completed With Inbound Error] job can be operated equally to a [Completed With Error] job.

- Job History

To display the histories of completed jobs and deleted jobs, select this. Click [] to display the menu to select the status of a job to be displayed in the list.

- Jobs Completed

A list of jobs that have normally completed is displayed.

- Jobs Deleted

A list of jobs that a user has deleted is displayed.

Toolbar

- [Stop]

Cancels a job selected in the list. This is displayed only for a job whose [Status] is [Jobs In Queue] or [Jobs In Progress].

- [Restart]

Restarts a job selected in the list. This is displayed only for a job whose [Status] is [Jobs With Error] or [Jobs Stopped].

- [Delete]

Deletes a job selected in the list. This is displayed only for a job whose [Status] is [Jobs In Queue], [Jobs Stopped], [Jobs In Progress], [Suspended] or [Jobs With Error].

- [Prioritize Job]

Set the processing of a job to be started first. This is displayed only for a job whose [Status] is [Jobs In Queue].

- [Refresh]

Retrieves the latest information and refreshes the page.

Job Properties

- Job Properties

Job ID, flow name, flow ID, prioritize, current job status information, the number of retries, job received date and time, start date/time, priority action, end date/time and execution location are displayed.

- [Show Details]
Changes the display to the [Job Details] page.
- [Display Job Owner]
Changes the display to the [Job Owner Information] page.
- [Retrieve Original Document]
To download the document data of the jobs in the [Jobs Completed], [Jobs Stopped] or [Jobs With Error] statuses, click this. Changes the display to the [Retrieve Original Document] page.
- [Display Flow]
When you are the flow composer, click this to change the display to the [Flow Properties] page.

Common Items

See “About Screens”.

Job Details

[Back]

Returns the display to the previous page.

Processing Status

Displays detailed status of the processing since a job is created until the Job Details page is displayed.

Job Owner Information

Displays the information on a job owner. A job owner is a user who is allowed to operate the job.

[Back]

Returns the display to the previous page.

List

The user name and user ID of a job owner is displayed.

Common Items

See “About Screens”.

Retrieve Original Document

Downloads the original document data before the format conversion or image processing and stores into a specified folder. This operation is effective to the jobs in the [Jobs Stopped], [Jobs With Error] or [Jobs Completed] statuses.

[Download]

Click this to display the [Download File] dialog box. Click [Save] to select the storage of the original document.

An original document is output as a compressed file in the zip format. You can set any name to a compressed file.

[Back]

Returns the display to the previous page.

Information on Original Document to be Downloaded

Displays detailed information on the document data to be downloaded.

User Interaction

Suspended Job List

[General] tab

Lists the jobs waiting for an interaction process that occurred in a flow with the [Interaction Process] feature.

- Suspended Job List
 - Flow Name
Displays the names of the flows that a suspended job belongs to.
 - Interaction Name
The name set on the [User Interaction Settings] page is displayed.
 - Date/Time Received
Displays the date and time when a suspended job was received.
 - Interaction Comment
The comment set on the [User Interaction Settings] page is displayed.
 - Icon
 (View): Click this to change the display to the [Interaction - View Suspended Jobs (General)] page.
 (Operate): Clicking this changes the display to the [Interaction - Operate Suspended Jobs (General)] page.



Note

For a job being operated by another user, only the  (View) icon is displayed.

- Common Items
See “About Screens”.

[Scanned Preview] Tab

Lists the jobs waiting for an interaction process that occurred in a flow with the [Link to Web Applications] feature.

- Suspended Job List
 - Flow Name
Displays the names of the flows that a suspended job belongs to.
 - Date/Time Received
Displays the date and time when a suspended job was received.
 - Icon
 (View): Click this to change the display to the [Interaction - View Suspended Jobs (Scanned Preview)] page.
 (Operate): Clicking this changes the display to the [Interaction - Operate Suspended Jobs (Scanned Preview)] page.



Note

For a job being operated by another user, only the  (View) icon is displayed.

- Common Items
See “About Screens”.

View Suspended Jobs (General)

View the content of a job in the [Suspended] status.

[Operate Suspended Job]

Click this to operate a suspended job. Click this to change the display to the [Operate Suspended Jobs (General)] page.

[Back to Suspended Job List]

Click this to change the display back to the [Suspended Job List] page.

[Switch Preview Layout]

Clicking this will switch the document view and document attribute display areas between vertical and horizontal layouts.

Selected Jobs

Displays the name of a flow, the name configured in the interaction setting and the reception date.

Associated Documents

When multiple documents are set to a job, select the document to be previewed.

Document Preview

Shows the preview of a selected job. You can preview the TIFF multi-page documents only.

 (First Page): Click this to display the preview of the first page.

 (Previous Page): Click this to display the preview of the previous page.

 (Next Page): Click this to display the preview of the next page.

 (Last Page): Click this to display the preview of the last page.

 (Zoom In): Click this to expand a preview.

 (Zoom Out): Click this to reduce a preview.

 (Rotate): Click this to rotate a preview. Every time you click this, the view image rotates 90 degrees clockwise.

 (Reset): Click this to cancel the settings of rotation, expansion or reduction and changes the settings back as default. The default values are set on the [User Interaction Settings] page.

Document Attribute

- List
[Name] and [Value] of the document attribute are displayed.

Common Items

See "About Screens".

Operate Suspended Jobs (General)

Check the content of a job in the [Suspended] status and restart or delete the job. You can change the attribute values as required.

[Restart Job]

Click this to restart a suspended job.

[Delete Job]

Click this to delete a suspended job. Click this to change the display to the [Delete Suspended Job] page.

[Back to Suspended Job List]

Click this to change the display back to the [Suspended Job List] page.

[Switch Preview Layout]

Clicking this will switch the document view and document attribute display areas between vertical and horizontal layouts.

Selected Jobs

Displays the name of a flow, the name configured on the [User Interaction Settings] page and the reception date.

Associated Documents

When multiple documents are set to a job, select the document to be displayed.

Preview Area

Shows the preview of a selected job. You can preview the TIFF multi-page documents only.

 (First Page): Click this to display the preview of the first page.

 (Previous Page): Click this to display the preview of the previous page.

 (Next Page): Click this to display the preview of the next page.

 (Last Page): Click this to display the preview of the last page.

 (Zoom In): Click this to expand a preview.

 (Zoom Out): Click this to reduce a preview.

 (Rotate): Click this to rotate a preview. Every time you click this, the view image rotates 90 degrees clockwise.

 (Reset): Click this to cancel the settings of rotation, expansion or reduction and changes the settings back as default. The default values are set on the [User Interaction Settings] page.

Document Attribute

- [Apply]
To apply the change to [Value] for a document attribute, enter this.
- [Undo]
To restore the state before [Apply] was last pressed, click this.
- [Restore Suspended Job Defaults]
To restore the display of the document attribute table when it was first accessed, click this.
- List
Displays [Name] and [Value] of the document attribute, as well as whether there are any [Modified Defaults of Suspended Job]. You can change the [Value] if the mode is set to [Read/Write] in the [User Interaction Settings] page. However, when you selected the [Read/Write] option but the attribute value is longer than 512 characters, this field is displayed as read-only.
You can change the length of the [Value] text box area. You can change the text box area by pointing  with the mouse pointer and dragging it to the desired position. When displaying a relatively long string, such as the OCR result, you can view the whole string by changing the length of the area. When you click the button such as [Apply] or [Undo], or refresh the page, the length of the text box area goes back to its original size.

Common Items

See "About Screens".

Delete Suspended Job

Deletes a suspended job.

[Delete Job]

Deletes a job waiting for an interaction process.

[Cancel]

Cancels the deletion of the job waiting for an interaction process, and returns the display to the previous page.

Restart Suspended Job

When you change [Document Attribute] on the [Operate Suspended Jobs (General)] page and click [Restart Job] without clicking [Apply], confirm whether to restart a job selected.

Flow Name

Displays the name of a flow to be restarted, feature name for an interaction process and the date and time received.

[Restart]

Restarts the job without applying the changes to its document attribute.

[Cancel]

Cancels the restart operation, and returns the display to the previous page.

Suspended Job Processing Result**Message**

The result of a suspended job processing is displayed.

[Back]

Returns the display to the previous page.

View Suspended Jobs (Scanned Preview)

View the content of a job in the [Suspended] status and restart a processing.

[Operate Suspended Job]

Click this to operate a suspended job. Click this to change the display to the [Operate Suspended Jobs (Scanned Preview)] page.

[Back to Suspended Job List]

Click this to change the display back to the [Suspended Job List] page.

Selected Jobs

Displays the name of a flow and the reception date.

Associated Documents

When multiple documents are set to a job, select the document to be displayed.

Document Preview

Shows the preview of a selected job. You can preview the TIFF multi-page documents only.

Page Transition Buttons

 (First Page): Click this to display the preview of the first page.

 (Previous Page): Click this to display the preview of the previous page.

 (Next Page): Click this to display the preview of the next page.

 (Last Page): Click this to display the preview of the last page.

Operation Buttons

 (Reset/Zoom): Click this to cancel the settings of rotation, expansion or reduction and configure the settings as default. The default values are set on the [User Interaction Settings] page.

 (Rotate): Click this to rotate a preview. Every time you click this, the view image rotates 90 degrees clockwise.

 (Zoom In): Click this to expand a preview.

 (Zoom Out): Click this to reduce a preview.

Operate Suspended Jobs (Scanned Preview)

Check the content of a job in the [Suspended] status and restart or delete the job.

[Back to Suspended Job List]

Click this to change the display back to the [Suspended Job List] page.

Selected Jobs

Displays the name of a flow and the reception date.

Operation Buttons

[Restart Job]: Click this to restart a job.

[Delete Job]: Click this to delete a job.

Associated Documents

When multiple documents are set to a job, select the document to be displayed.

Document Preview

Shows the preview of a selected job. You can preview the TIFF multi-page documents only.

Page Transition Buttons

 (First Page): Click this to display the preview of the first page.

 (Previous Page): Click this to display the preview of the previous page.

 (Next Page): Click this to display the preview of the next page.

 (Last Page): Click this to display the preview of the last page.

Operation Buttons

 (Reset/Zoom): Click this to cancel the settings of rotation, expansion or reduction and configure the settings as default. The default values are set on the [User Interaction Settings] page.

 (Rotate): Click this to rotate a preview. Every time you click this, the view image rotates 90 degrees clockwise.

 (Zoom In): Click this to expand a preview.

 (Zoom Out): Click this to reduce a preview.

Service Settings

System Information

Displays the information on the Flow Management server.

Side Menu

- System Information
Click this to display the information on the Flow Management server.
- Specify Flow Composer
Click this to set a flow composer. Displays the [Specify Flow Composer] page.
- Clear Job History Settings
Click this to configure the settings for deleting job history. Displays the [Clear Job History Settings] page.
- Common System Settings
Click this to edit prohibited formats or set system error notifications. Displays the [Common System Settings] page.
- Function Settings
Click this to specify folders and files to be referred when creating the flow. Displays the [Function Settings] page.

System Information

- Download Shared System ID
Click this to download the system common ID file. Displays the [Download Shared System ID File] page.



Note

A system ID is a unique identifier used for encryption in Flow Management. A new system ID is automatically given every time you install Flow Management in a different computer or reinstall it. The shared system ID file is a file to be used for sharing system IDs to upload a flow to Flow Management systems with different system IDs. After downloading this file, copy it to the computer for executing a flow and import it at the time of installation of Flow Management.

- System Information
Displays the host name of the Flow Management server and how it functions, as a primary server or a secondary server.
- Common Items
See "About Screens".

Download Shared System ID File

Retrieve the ID for the installation site of Flow Management.

[Download]

Click this to display the [Download File] dialog box. Click [Save] to select the storage of the file.

[Back]

Cancels the downloading of the system common ID, and returns the display to the previous page.

Specify Flow Composer

Set the [Flow Composer] role to a user. [Flow Composer] is a user role to create a flow.

Side Menu

- System Information
Click this to display the information on the Flow Management server. Displays the [System Information] page.
- Specify Flow Composer
Click this to set a flow composer.
- Clear Job History Settings
Click this to configure the settings for deleting job history. Displays the [Clear Job History Settings] page.
- Common System Settings
Click this to edit prohibited formats or set system error notifications. Displays the [Common System Settings] page.
- Function Settings
Click this to specify folders and files to be referred when creating the flow. Displays the [Function Settings] page.

[+ Add]

Click this to add a flow creator. Changes the display to the [Specify User] page.

[X Delete]

Click this to delete the selected flow creator from the list.

Flow Creator List

- Flow Creator List
Displays the user ID and user name of a flow creator.
- [Refresh]
Click this to refresh the list.
- Common Items
See "About Screens".

Specify User

Button

- [OK]
Confirms the user selected in the search results list, and returns the display to the previous page.
- [Cancel]
Cancels the content set, and returns the display to the previous page.

Search User

- Search Target
Select search targets from the drop-down list box.
You can select the following items. The default is [User ID].
 - User ID
 - User Name
 - First Name
 - Last Name

- E-mail Address
- Remarks
- Unique Alphanumeric ID
- Organization
- Lockout Status
- Search by

Select from [Contains Keyword] or [Equals Keyword].

When [Lockout Status] is selected as [Search Target], only [Equals keyword] is available.
- Keyword

Enter the keyword for searching. You can enter from 1 to 1024 double-byte or single-byte characters.

When [Lockout Status] is selected as [Search Target], a drop-down list box is displayed.

You can select the following items.

 - Locked Out
 - Not Locked Out
- [Search]

Executes searching.

Search results list

Executing a search displays a list.

The following items are listed.

- User ID
- User Name
- First Name
- Last Name
- E-mail Address
- Expiration Date
- Remarks
- Unique Alphanumeric ID

This item is not displayed by default. To display this, set it with the [Table Settings] page.
- Organization

This item is not displayed by default. To display this, set it with the [Table Settings] page.
- Card ID

This item is not displayed by default. To display this, set it with the [Table Settings] page.
- Status

This item is not displayed by default. To display this, set it with the [Table Settings] page.
- Lockout Status

This item is not displayed by default. To display this, set it with the [Table Settings] page.

Common Items

See "About Screens".

Delete Flow Composer

Deletes the [Flow Composer] role from a user.

Flow Composer to be Deleted

Displays the ID and name of a user whose [Flow Composer] role to be deleted.

[Delete]

Deletes the [Flow Composer] role of the displayed user, and returns the display to the previous page.

[Cancel]

Cancels the deletion of the [Flow Composer] role, and returns the display to the previous page.

Clear Job History Settings

Set how long the histories of deleted jobs and completed jobs are stored and when these histories are deleted.

Side Menu

- System Information
Click this to display the information on the Flow Management server. Displays the [System Information] page.
- Specify Flow Composer
Click this to set a flow composer. Displays the [Specify Flow Composer] page.
- Clear Job History Settings
Click this to configure the settings for deleting job history.
- Common System Settings
Click this to edit prohibited formats or set system error notifications. Displays the [Common System Settings] page.
- Function Settings
Click this to specify folders and files to be referred when creating the flow. Displays the [Function Settings] page.

Clear Job History Settings

- [Edit]
Clicking this changes the display to the [Edit Clear Job History Settings] page.
- Job History Retention Period
The save period for job history set on the [Edit Clear Job History Settings] page are displayed.
- Purge
The purging schedule set on the [Edit Clear Job History Settings] page is displayed.

Edit Clear Job History Settings

Set how long the histories of jobs that have been deleted or completed are saved and when they are cleared.

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Job History Retention Period Settings

- Original Document
Specify the period of time for storing an original document. You can enter a value from 0 to 30 in single-byte numbers. The default value is [5] days.

- **Job Attribute**
Specify the period of time for storing a job history and a job processing history. You can enter a value from 0 to 30 in single-byte numbers. The default value is [7] days.

Purge Execution

Select the time to execute the purge process of a job history.

- **Purge daily at the specified time**
To execute the purge process while the Flow Management server is running at a specified time every day, select this and from the drop-down list, select the start time. You can select a value from [00] hour to [23] hour. The default value is [0] hour.
- **Purge hourly**
To execute the purge process on the hour every hour, such as at one o'clock, two o'clock and three o'clock, while the Flow Management server is running, select this.
- **Purge daily according to the time, duration, and interval specified**
To execute the purge process while the Flow Management server is running at a specified time within a specified processing time at a specified interval every day, select this, and from the drop-down list box, select the start time, processing time and execution interval. As a start time, you can select a value from [0] to [23] and the default setting is [0] hour. As a processing time, you can select a value from [0] hour to [24] hour and the default setting is [1] hour. As an execution interval, you can select a value from [5] min, [10] min, [20] min and [30] min, and the default setting is [5] min.

Common System Settings

Configure the settings common to Flow Management.

In [Edit Prohibited Formats], set the extensions of formats to be prohibited for processing. Files with the extensions set here are not processed with the [Folder] feature. When such files are created during a job process, the job completes with error and the following processes are canceled.

In [System Error Notification Settings], set whether to notify by email when an emergent error has occurred.

Side Menu

- **System Information**
Click this to display the information on the Flow Management server. Displays the [System Information] page.
- **Specify Flow Composer**
To set a flow composer, click this. Displays the [Specify Flow Composer] page.
- **Clear Job History Settings**
To configure the settings for deleting job history, click this. Displays the [Clear Job History Settings] page.
- **Common System Settings**
Click this to edit prohibited formats or set system error notifications.
- **Function Settings**
Click this to specify folders and files to be referred when creating the flow. Displays the [Function Settings] page.

Common System Settings

- **Edit**
Click this to add or delete a prohibited format. Changes the display to the [Edit Prohibited Formats] page.

- Prohibited Formats

The settings configured on the [Edit Prohibited Formats] page are displayed.

- System Error Notification Settings

Click [Edit] to set system error notifications. Changes the display to the [System Error Notification Settings] page.

- System Error Notification

Displays the error notification settings configured on the [System Error Notification Settings] page.

Edit Prohibited Formats

Set the extensions of the formats to be prohibited. The files with the extensions set here are not processed with the [Folder] feature. When such files are created during a process, a job terminates with an error and is no longer processed.

[OK]

Saves the content set, and returns the display to the previous page. When a prohibited file extension has been added to the list or deleted from the list, changes the display to the [Update Prohibited Formats] page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Prohibited Formats

Lists the extensions specified as prohibited formats. The default settings are "xd\$", "#dw", "asp", "bat", "eml", "exe", "js", "nws", "reg", "vbs", "wsf" and "tmp". You can set up to 1000 extensions as prohibited formats.

- Prohibited File Extensions

Enter the extensions to be prohibited. You can enter up to 50 double-byte or single-byte characters.

- [Add]

To add to the list the extension entered in [Prohibited File Extensions], click this.

- [Delete]

To delete the selected error notification from the list, click this.

Update Prohibited Formats

Check the changes to be made to the prohibited format list.

Message

Displays the extensions to be added or deleted.

[OK]

Saves the content set, and returns the display to the [Common System Settings] page.

[Cancel]

Cancels the content set, and returns the display to the [Edit Prohibited Formats] page.

System Error Notification Settings

Set whether to send an email notification when an emergent error occurs.

[OK]

Saves the content set, and returns the display to the previous page. When the setting is changed, the display changes to the [Confirm System Error Notification Settings] page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

System Error Notification

Specify whether to notify that a system error has occurred by email.

The default setting is [Do Not Notify].

Recipient E-mail Address (required)

When you select [Notify], the mail address(es) of the notification recipient(s) is(are) displayed.

- [Specify Recipient]
To set the email address for the notification destination, click this. Changes the display to the [System Error Notification Settings - Recipient Settings - Specify Recipient Settings] page.

Subject

When [Notify] is selected, enter the subject of the mails to be sent.

You can enter 0 to 100 single-byte characters.

The default setting is "ApeosWare Flow Management System Error". When you have already edited [Subject], the subject you entered is displayed.

**Note**

You cannot enter a double-quotation mark ("), single-quotation mark ('), angle brackets (< >), ampersand (&), and tab.

Recipient Settings / E-mail Address Settings**[OK]**

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

[Add From User List]

Add e-mail address information from the user list. Changes the display to the [Add Recipient (From User List)] page.

[Add by Direct Entry]

Directly enter e-mail address information to add it. Changes the display to the [Add Recipient (Direct Entry)] page.

[Delete]

Deletes selected addresses from notification destinations.

If the list of specified addresses is displayed, this deletes the selected addresses.

[Edit]

Edits selected addresses. Changes the display to the [Edit Recipient] page.

If the list of specified addresses is displayed, this edits the selected addresses.

**Note**

Only addresses added with the [Add by Direct Entry] operation can be edited.

[Send Test E-mail]

Sends test e-mail to added addresses. Changes the display to the [Send Test E-mail] page.
If the list of specified addresses is displayed, this notifies the selected addresses.

Add Recipient (Direct Entry)

[OK]

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Recipient Name (required)

Enter the name of the send destination.
You can enter from 1 to 128 double-byte or single-byte characters.

E-mail Address (required)

Enter the e-mail address information of the send destination.
You cannot enter a single-byte space, parentheses (()), comma (,), colon (:), semicolon (;), backslash (\), double-quotation marks ("), or angle brackets (< >).

Add Recipient (From User List)

[OK]

Sets the selected user as the send destination, and returns the display to the previous page.

[Cancel]

Cancels the setting of the send destination, and returns the display to the previous page.

[Select All]

This button is displayed when you specify multiple send destinations.
Selects all items displayed in the user list.

[Deselect All]

This button is displayed when you specify multiple send destinations.
Deselects all items selected in the user list.

Common Items

See "About Screens".

Send Test E-mail

Recipient E-mail Address

E-mail addresses of recipients are displayed.

Title (required)

The title of the e-mail is displayed. It cannot be edited.

Contents (required)

The content of the e-mail is displayed. It cannot be edited.

[Send]

Sends test e-mail to the e-mail address displayed in [Recipient E-mail Address], and returns the display to the previous page.

[Cancel]

Does not send test e-mail, and returns the display to the previous page.

Edit Recipient**[OK]**

Saves the content set, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Recipient Name(required)

Enter the name of the send destination.

You can enter 1 to 128 double-byte or single-byte characters.

E-mail Address (required)

Enter the e-mail address information of the send destination.

You can enter from 1 to 256 single-byte alphanumeric characters.

You cannot enter a single-byte space, parentheses (()), comma (,), colon (:), semicolon (;), backslash (\), double-quotation marks ("), or angle brackets (< >).

Confirm System Error Notification Settings

Confirm the changes you have made to the system error notification.

Message

Displays whether to notify system errors.

When system errors are set to be notified, the notification destination and the subject also are displayed.

[OK]

Saves the content set, and returns the display to the [Common System Settings] page.

[Cancel]

Cancels the content set, and returns the display to the [System Error Notification Settings] page.

Function Settings

Preset the information viewed when creating or editing a flow.

Side Menu

- System Information
Click to display the Flow Management server information. Display the [System Information] page.
- Specifying the Flow Composer
Click to specify the Flow Composer. Display the [Specify Flow Composer] page.
- Clear Job History Settings
Click to specify the Clear Job History Settings. Display the [Clear Job History Settings] page.

- Common System Settings

Click to change the prohibited formats or set the system error notifications. Display the [Common System Settings] page.

- Function Settings

Click to select the folder or files viewed when composing a flow.

Function Settings

- Function Settings

Selects functions from the drop down list box to set the information viewed when composing a flow.

- Folder

Displays the [Folder - Folder List Settings] page.

Selects the source local folder viewed when setting the [Folder] function.

- Link to Application

Displays the [Link to Application - Executable File List/Working Folder List Settings] page.

Selects the executable file and working folder viewed when setting the [Link to Application] function.

- Save to Folder

Displays the [Save to Folder - Folder List Settings] page.

Selects the destination folder viewed when setting the [Save to Folder] function.

- Document and Attributes Table Output

Displays the [Document and Attributes Table Output - Folder List Settings] page.

Selects the destination folder viewed when setting the [Document and Attributes Table Output] function.

- OmniPage (R) Barcode Reader

Displays the [OmniPage(R) Barcode Reader Settings - Zone File List Settings] page.

Selects the zone file viewed when setting the [OmniPage (R) Barcode Reader] function.

- Load Attributes

Displays the [Load Attributes - Folder List Settings] page.

Selects the input document's inbound channel folder viewed when setting the [Load Attributes] function.

- Save Attributes to File

Displays the [Save Attributes to File - Settings for Document Output Folder / Folder List for Attribute Output] page.

Selects the document's and attribute file's output destination folder viewed when setting the [Save Attributes to File] function.

Folder - Folder List Settings

When determining settings for the [Folder] function, register the items selected on the [Folder - Select Local Folder on Server] page beforehand.

[OK]

Saves the content, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Folder List

Enter the Flow Management server local folder path in one of the following formats.

- URI format:

file:/// {local folder path}

Example: file:///C:/folder1/sub1, file:///C:\folder1\sub1

- UNC format:
 {local folder path}
 Example: C:\folder1\sub1, C:/folder1/sub1

You can use a backslash (\) or a foreslash (/) as a folder path delimiter.

You can also mix the use of backslash (\) and foreslash (/).

Example: file:///C:\folder1/sub1

However, you cannot use a backslash (\) in the "file:/// " section of the URI format.

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters in one folder path.

When entering multiple folders, separate them with a line return. You can register up to a maximum of 1,000 items.

You cannot use the following characters.

Colon (:), Comma (,), semicolon (;), asterisk (*), question mark (?), double-quotation marks ("), or angle brackets (<>), vertical bar (|)

However, a colon (:) can be used for the drive letter.



Note

On the folder selection page, a backslash (\) will be displayed as the folder path delimiter in the UNC format. The previous example would be displayed as C:\folder1\sub1.

Link to Application - Executable File List/Working Folder List Settings

When selecting the [Link to Application] settings, register the items chosen in the [Link to Application - Executable File Selection] page or [Link to Application - Working Folder Selection] page beforehand.

[OK]

Saves the content, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Executable File List

Enter the executable file path in one of the following formats.

- URI format:
 file:/// {executable file path}
 Example: file:///C:/folder1/app.exe, file:///C:\folder1\app.exe
- UNC format:
 file:/// {executable file path}
 Example: C:\folder1\app.exe, C:/folder1/app.exe

You can use a backslash (\) or a foreslash (/) as a folder path delimiter.

You can also mix the use of backslash (\) and foreslash (/).

Example: file:///C:\folder1/app.exe

However, you cannot use a backslash (\) in the "file:/// " section of the URI format.

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters in one file path.

When entering multiple files, separate them with a line return. You can register up to a maximum of 1,000 items.

You cannot use the following characters.

Colon (:), Comma (,), semicolon (;), asterisk (*), question mark (?), double-quotation marks ("), angle brackets (<>) or vertical bar (|)

However, a colon (:) can be used for the drive letter.



Note

On the file selection page, a backslash (\) will be displayed as the folder path delimiter in the UNC format. The previous example would be displayed as C:\folder1\app.exe.

Working Folder List

Enter the working folder path in one of the following formats.

- URI format:
file:/// {working folder path}
Example: file:///C:/folder1/sub1, file:///C:\folder1\sub1
- UNC format:
{working folder path}
Example: C:\folder1\sub1, C:/folder1/sub1

You can use a backslash (\) or a foreslash (/) as a folder path delimiter.

You can also mix the use of backslash (\) and foreslash (/).

Example: file:///C:\folder1/sub1

However, you cannot use a backslash (\) in the "file:/" section of the URI format.

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters in one folder path.

When entering multiple folders, separate them with a line return. You can register up to a maximum of 1,000 items.

You cannot use the following characters.

Colon (:), Comma (,), semicolon (;), asterisk (*), question mark (?), double-quotation marks ("), angle brackets (<>) or vertical bar (|)

However, a colon (:) can be used for the drive letter.



Note

On the folder selection page, a backslash (\) will be displayed as the folder path delimiter in the UNC format. The previous example would be displayed as C:\folder1\sub1.

Save to Folder - Folder List Settings

When determining settings for the [Save to Folder] function, register the items selected on the [Save to Folder - Local Folder on Server] page beforehand.

[OK]

Saves the content, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Folder List

Enter the Flow Management server local folder path in one of the following formats.

- URI format:
file:/// {local folder path}
Example: file:///C:/folder1/sub1, file:///C:\folder1\sub1
- UNC format:
{local folder path}
Example: C:\folder1\sub1, C:/folder1/sub1

You can use a backslash (\) or a foreslash (/) as a folder path delimiter.

You can also mix the use of backslash (\) and foreslash (/).

Example: file:///C:\folder1/sub1

However, you cannot use a backslash (\) in the "file:/" section of the URI format.

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters in one folder path.

When entering multiple folders, separate them with a line return. You can register up to a maximum of 1,000 items.

You cannot use the following characters.

Colon (:), Comma (,), semicolon (;), asterisk (*), question mark (?), double-quotation marks ("), angle brackets (<>) or vertical bar (|)

However, a colon (:) can be used for the drive letter.



Note

On the folder selection page, a backslash (\) will be displayed as the folder path delimiter in the UNC format. The previous example would be displayed as C:\folder1\sub1.

Document and Attributes Table Output - Folder List Settings

When determining settings for the [Document and Attributes Table Output] function, register the items selected on the [Document and Attributes Table Output - Local Folder on Server] page beforehand.

[OK]

Saves the content, and returns the display to the previous page.

[Cancel]

Cancels the content set, and returns the display to the previous page.

Folder List

Enter the Flow Management sever local folder path in one of the following formats.

- URI format:
file:/// {local folder path}
Example: file:///C:/folder1/sub1, file:///C:\folder1\sub1
- UNC format:
{local folder path}
Example: C:\folder1\sub1, C:/folder1/sub1

You can use a backslash (\) or a foreslash (/) as a folder path delimiter.

You can also mix the use of backslash (\) and foreslash (/).

Example: file:///C:\folder1/sub1

However, you cannot use a backslash (\) in the "file:/" section of the URI format.

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters in one folder path.

When entering multiple folders, separate them with a line return. You can register up to a maximum of 1,000 items.

You cannot use the following characters.

Colon (:), Comma (,), semicolon (;), asterisk (*), question mark (?), double-quotation marks ("), angle brackets (<>) or vertical bar (|)

However, a colon (:) can be used for the drive letter.



Note

On the folder selection page, a backslash (\) will be displayed as the folder path delimiter in the UNC format. The previous example would be displayed as C:\folder1\sub1.

OmniPage(R) Barcode Reader Settings - Zone File List Settings

When setting the [OmniPage(R) Barcode Reader] feature, register in advance the zone file path to select in the [OmniPage(R) Barcode Reader Settings - Select Zone File] page.

You can specify JPEG, TIFF, PDF, BMP, GIF, and PNG format files for the zone file.

[OK]

Save the contents set, and return to the previous page.

[Cancel]

Discard the contents set, and return to the previous page.

Zone File List

Enter the zone file path in any of the following formats.

- URI format:
file:/// {zone file path}
Example: file:///C:\folder1\bar.tif, file:///C:\folder1\bar.tif
- UNC format:
{zone file path}
Example: C:\folder1\bar.tif, C:\folder1\bar.tif

Use Yen (\), or slash (/), as the delimiter of the folder.

Yen (\) and slash (/) may be mixed. Example: file:///C:\folder1/bar.tif

However, Yen (\) cannot be used for the URI format "file:/" part.

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters in one file path.

When entering multiple files, use line breaks to separate. You can register up to 1,000 items.

The following characters cannot be used.

Colon (:), comma (,), semi-colon (;), asterisk (*), question mark (?), double quotation ("), arrow bracket (<>), vertical bar (|)

However, colon (:) is used for the drive letter.



Note

At the file selection page, Yen (\) is used as the folder delimiter character and displayed in UNC format. For example, for the above case, it will be displayed as "C:\folder1\bar.tif".

Load Attributes - Folder List Settings

When setting the [Load Attributes] feature, register in advance the item to select in the [Load Attributes - Select Local Folder on Server] page.

[OK]

Save the contents set, and return to the previous page.

[Cancel]

Discard the contents set, and return to the previous page.

Folder List

Enter in one of the following formats the local folder path of the Flow Management server.

- URI format:
file:/// {local folder path}
Example: file:///C:/folder1/sub1, file:///C:\folder1\sub1

- UNC format:
 {local folder path}
 Example: C:\folder1\sub1, C:/folder1/sub1

Use Yen (\), or slash (/), as the delimiter of the folder.

Yen (\) and slash (/) may be mixed. Example: file:///C:\folder1/sub1

However, Yen (\) cannot be used for the URI format "file:///" part.

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters in one folder path.

When entering multiple folders, use line breaks to separate. You can register up to 1,000 items.

The following characters cannot be used.

Colon (:), comma (,), semi-colon (;), asterisk (*), question mark (?), double quotation ("), arrow bracket (<>), vertical bar (|)

However, colon (:) is used for the drive letter.



Note

At the folder selection page, Yen (\) is used as the folder delimiter character and displayed in UNC format. For example, for the above case, it will be displayed as "C:\folder1\sub1".

Save Attributes to File - Settings for Document Output Folder / Folder List for Attribute Output

When setting the [Save Attributes to File] feature, register in advance the item to select in the [Save Attributes to File - Select Local Folder on Server] page.

[OK]

Save the contents set, and return to the previous page.

[Cancel]

Discard the contents set, and return to the previous page.

Folder List for Document Output

Enter in any of the following formats for the folder path to output documents.

- URI format:
 file:/// {local folder path}
 Example: file:///C:/folder1/sub1, file:///C:\folder1\sub1
- UNC format:
 {local folder path}
 Example: C:\folder1\sub1, C:/folder1/sub1

Use Yen (\), or slash (/), as the delimiter of the folder.

Yen (\) and slash (/) may be mixed. Example: file:///C:\folder1/sub1

However, Yen (\) cannot be used for the URI format "file:///" part.

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters in one folder path.

When entering multiple folders, use line breaks to separate. You can register up to 1,000 items.

The following characters cannot be used.

Colon (:), comma (,), semi-colon (;), asterisk (*), question mark (?), double quotation ("), arrow bracket (<>), vertical bar (|)

However, colon (:) is used for the drive letter.



Note

At the folder selection page, Yen (\) is used as the folder delimiter character and displayed in UNC format. For example, for the above case, it will be displayed as "C:\folder1\sub1".

Folder List for Attribute Output

Enter in any of the following formats for the folder path to output attribute files.

- URI format:
file:/// {local folder path}
Example: file:///C:/folder1/sub1, file:///C:\folder1\sub1
- UNC format:
{local folder path}
Example: C:\folder1\sub1, C:/folder1/sub1

Use Yen (\), or slash (/), as the delimiter of the folder.

Yen (\) and slash (/) may be mixed. Example: file:///C:\folder1/sub1

However, Yen (\) cannot be used for the URI format "file:/" part.

You can enter 0 to 128 double-byte characters or 0 to 256 single-byte characters in one folder path.

When entering multiple folders, use line breaks to separate. You can register up to 1,000 items.

The following characters cannot be used.

Colon (:), comma (,), semi-colon (;), asterisk (*), question mark (?), double quotation ("), arrow bracket (<>), vertical bar (|)

However, colon (:) is used for the drive letter.



Note

At the folder selection page, Yen (\) is used as the folder delimiter character and displayed in UNC format. For example, for the above case, it will be displayed as "C:\folder1\sub1".