Chapter 3

Working in OmniScan™

This chapter includes the following topics:
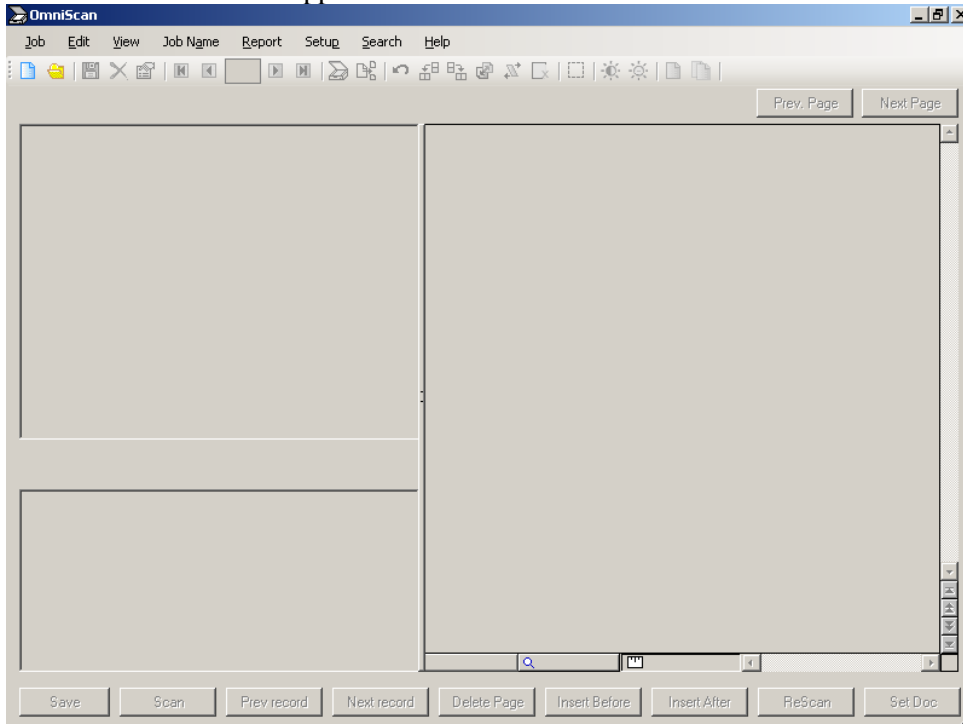
Working in OmniScan™

To work in OmniScan™

1   Click **Start**, point to **Programs**, then point to **Newgen OmniScan** and click **OmniScan**.

Another way to open **OmniScan™** is to double click the EXE.
The OmniScan^{TM} window appears.

3.1 Accessing Job menu

To access the **Job** menu, click **Job** on the main menu ☐ : **ALT- J**
Job menu has the following options and submenus:

New: Creates a new job.

Open: Opens an existing job.

Close: Closes the opened job and clears the displayed image.

Delete record: Deletes the currently displayed record.

Import: OmniScan^{TM} has the following two options for importing files:
- **File**: Opens the **Select Image File** dialog box, which enables the user to import the selected file from the system to the existing open job. Selected file gets imported while the last record of the existing job is displayed.
- **Scan**: Opens a dialog box for scanning the document(s). The scanned document(s) get imported in the existing job.

Scan to file using: Helps in scanning pages and enables to save the document in the system storage media such as the hard disk. This submenu has the two options:

- **TWAIN**: Scans the file using the TWAIN protocol

Properties: Opens a dialog box displaying properties of the currently opened job.

Manage Template: Opens the OmniScan™ GUI screen, which you can use to manage INI files.

Export To: New version of OmniScan™ reads the export options and shows the menu items for exporting as well as registering and unregistering the DMS cabinet. Cabinet registration option(s) would be defined in the INI file. If [Export] section is defined as:

```
[Export]
 TotalExportOptions=3

[ExportOption1]
Caption=OmniDocs
InvokeClass=NGOCExportInOmniDocs.clsMain
ExportAll=Y
ExportNew=Y
ExportCurrent=Y


[ExportOption2]
Caption=OmniExtract
InvokeClass=NGOMNIEXTRACT.OpenMe
ExportAll=Y
ExportNew=Y
ExportCurrent=Y
```

OmniScan™ reads the INI entries defined in the [Export] section. OmniScan™ reads the Total Export Options keys and then reads the total number of defined options.
These options consist of the following keys:
Caption – The values of caption would be shown in the OmniScan™ menu.
Invoke Class – When the user clicks the menu caption, OmniScan™ would create the object of the defined class for registering, unregistering, and exporting the data.
Three submenus would be created for each option. These are:
1. Export All
2. Export New
3. Export Current

These options consist of two values, either "Y" or "N". If the option is defined as "Y", then that submenu item would be enabled, otherwise it would be disabled.

Functionality of these submenu items is described below:
Export All Record(s): Exports all existing job record(s).
**Export New Record(s)**: Exports job records that have not yet been exported once.
Export Current Record: Exports current job records in the OmniDocs™ cabinet.

When the user creates any new job or opens any existing job, OmniScan™ reads the INI file and the defined menu options would be shown under the **Job** and **Setup** menus of the main OmniScan™ window. If three options were defined in the INI file, all three options would be shown under the **Job** and **Setup** menus.
Export option is added under the **Job** menu and is shown below:
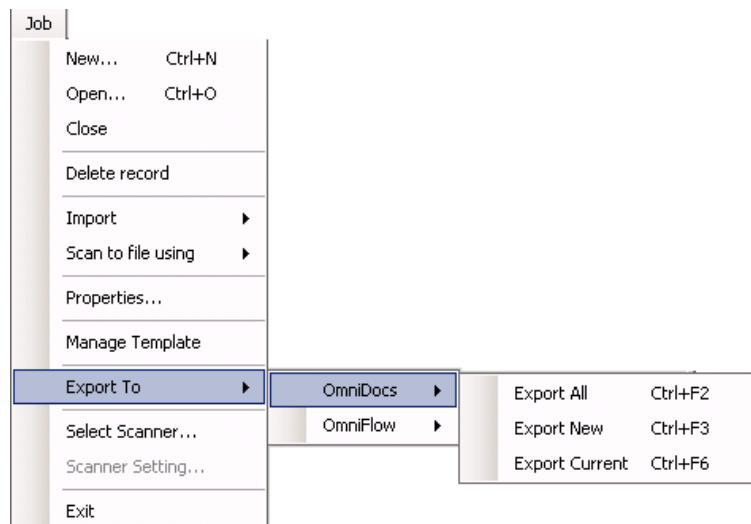
If only one export option is defined in the INI file then the option would be shown as:
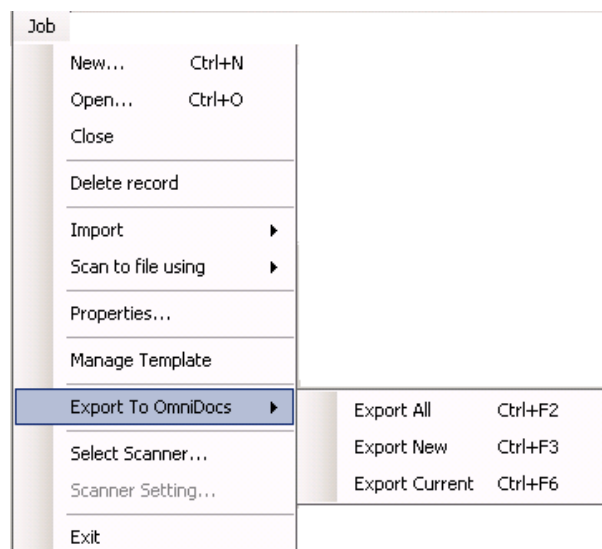
The following functions of the invoke class are used to export the OmniScan^{TM} record:
- i. Connect To DMS
- ii. Export Record
- iii. Disconnect From DMS

Select Scanner: Displays the list of scanners installed on your machine from where you can select the required scanner driver.

Scanner Setting: Displays the dialog box for specifying scanner settings.

Exit: Closes the OmniScan^{TM} application.

Export Options marked as "Y" is displayed in the tool bar of the OmniScan^{TM} window.
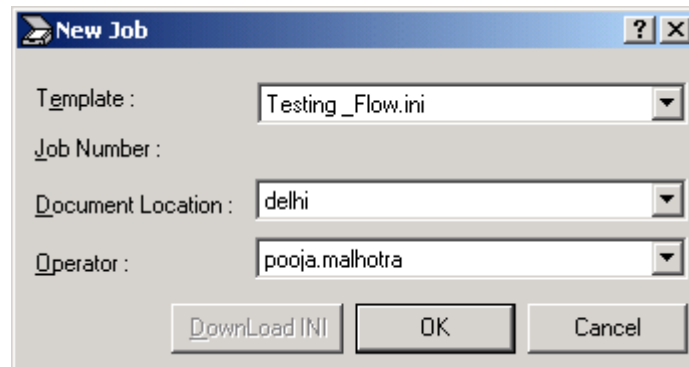
3.1.1 Job^New

To create a new job
Click the **Job** menu and then click **New.**

☐ **: ALT - J, W**

or Ctrl N

The are three possibilities associated with creating a new job:

- If you are creating a job for the first time, the **New Job** dialog box appears, as shown in the following figure:

1 From the **Template** drop-down list, select the required INI file.
2 **Job Number** is automatically defined. This information is kept in the [JOB] section of the selected INI file.

> The **Template** drop-down list contains a list of INI files defined in the Template folder of the OmniScan^{TM} application. The Template folder is configured in the NGBulkScan.ini file.

3 The **Document Location** field displays the name of the machine on which OmniScan^{TM} is running.

4 The **Operator** field displays the username of the machine on which OmniScan^{TM} is running.

5 Click **Download INI** to download the INI from the centralized location. Clicking this button will download the INIs, which are on the central location but not in the template folder of the local machine.

> The **Download INI** button is enabled only when the user has defined the settings for the Central machine using Setup->Preferences->INI settings.

Once the INI is downloaded from the server to the client machine, the EXE stores the date and time of the INI (stored in the server machine) in the OmniScan^{TM} database of the local machine.

6 Click **OK** to create a job, or else click **Cancel** to exit the **New Job** dialog box without creating the job.

- If the last job created by the user is empty (that is, does not contain any record).

1 Click **Job -> New** to create a new job. The **New Job** dialog box appears.
2 From the **Template** drop-down list, select the template and click **OK**.
The following message is displayed:
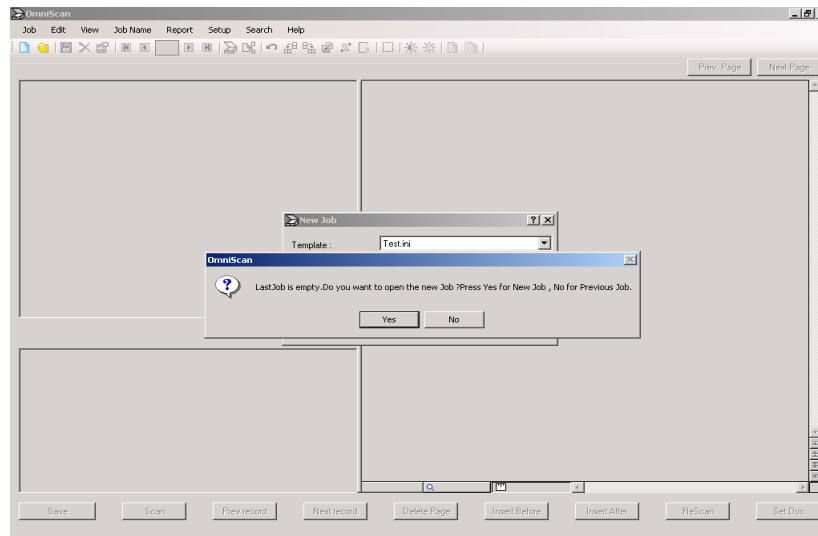
3   Click **Yes** if you want to continue creating the new job else clicks **No**.

4   When **No** is clicked, the last empty job is opened where you can create the records.

- If the user has not closed the last job, which happens to be empty.

1   Click **Job -> New** to create a new job. The following message box appears displaying that a new job cannot be created because the last job is empty:
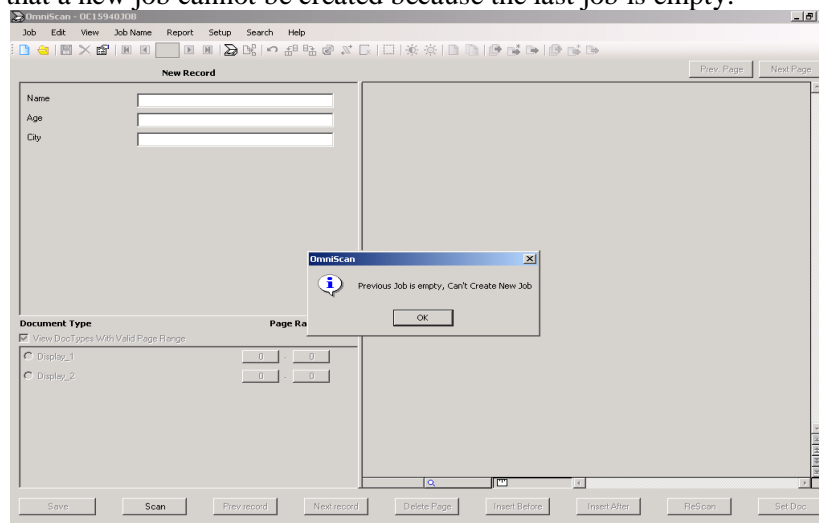
2   Click **OK** to close the message box.

3   Create a record in the opened job or close it without creating any record.

When the centralized INI settings have been defined and the user clicks the **OK** button, the following logic is applied:

a)   When the INI is downloaded for the first time from the central machine, its date and time is stored in the database.

b)   The EXE compares the date stored in the local machine's OmniScan^{TM} database with the date and time of the INI (stored in the server machine).

c)   The INI is downloaded to the local (client) machine if the INI on the server machine is different (in terms of date and time) with the date and time stored in the database.

3.1.2 NGBulkScan.INI

The NGBulkScanINI file stores the information that specifies the path where INI files, MDB files, and images are to be stored. The NGBulkScan.ini file is stored in the Application path and is displayed below:
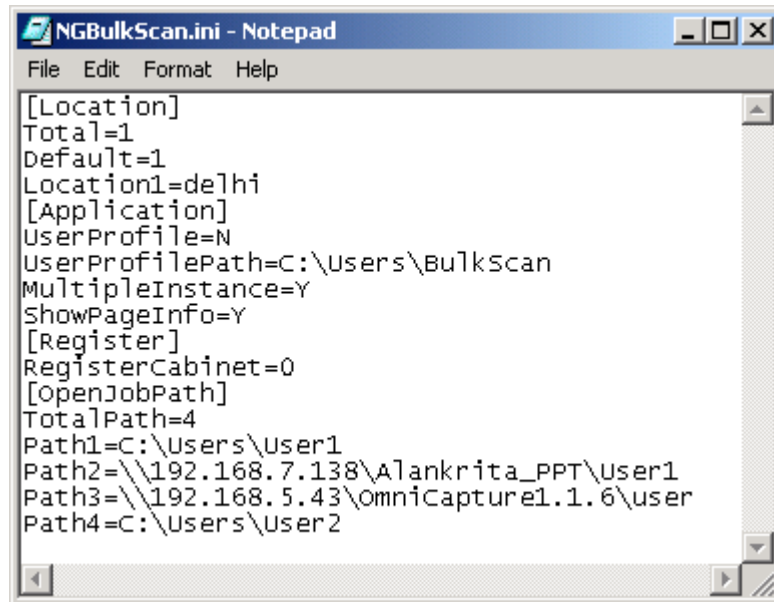
[Application]

This section contains a parameter, **User Profile**. The value of this parameter can be Y or N.

- If **User Profile** =Y and **UserProfilePath** is not specified then the **Template and Database** folders are created in the <user profile>/NGBulkScan directory.
- If **User Profile** =Y and **UserProfilePath** is specified then the **Template** folder will be created at the specified path, and **Database** folder are created in the <user profile>/NGBulkScan directory.
- If **User Profile** =N and **UserProfilePath** is not specified then all the folders are created in the directory where OmniScan^{TM} is installed.
- If **User Profile** =N and **UserProfilePath** is specified then the **Template** and **Database** folders are created in the specified path.

For example, the following settings in the NGBulkScanINI file

[Application]

User Profile=Y

User Profile Path is not specified then all the folders are created in the C:\Documents and Settings\<username>\NGBulkScan directory.

If the NGBulkScan.ini file does not exist or does not contain any entry for the **UserProfile** parameter then 'N' is taken as the default value.

If **Multiple Instance**=Y then the user can open multiple application windows of OmniScan^{TM}.

Image Keep Separate

If User wants to keep images separate at flow path then define

ImageKeepSeparate = Y.

If ImageKeepSeparate = N then images will be saved at stage path in Images folder as it was working previously.

For Example:
Define tag in NGBulkScan.ini
[FlowImagePath]
mageKeepSeparate=Y
Default value of ImageKeepSeparate is N.

Disable Controls
Disable controls of each Preferences menu according to defined value in ini.

[DisableControls]
TopLevel=Y
InsertDocument=N
SetDocumentViewMode=N
SaveExportConfiguration=N
SaveNewJobConfiguration=N
INISettings=N
By default value of
InsertDocument, SetDocumentViewMode, SaveExportConfiguration,
SaveNewJobConfiguration and INISettings are Y.
If tag value is Y then control will be enabled and if tag value is N then control will be disabled.

If **ShowPageInfo**=Y then the information about the current page of the image, such as file name, size, and DPI, is displayed in the OmniScan^{TM} window.

1. To generate log, add [Log] section in NGBulkScan.ini file which will be present in application path of OmniScan.
OmniScan_ErrorLog.txt file will be generated in application path of OmniScan.
2. Create Log at user profile path if Generate Log=Y and User Profile=Y in NGBulkScan.ini.

OmniScan_ErrorLog.txt log will be created in NGBulkScan folder at User Profile,
User Profile=Y is defined in NGBulkScan.ini file.

[Log]
Generate Log=Y

By Default log will not be generated.

If **Disable Record Modify Options**=Y then the record modify options are disabled when viewing an exported record.
Sample NGBulkScan.ini entry
[Application]
DisableRecordModifyOptions=N

The default value for the DisableRecordModifyOptions would be Y.
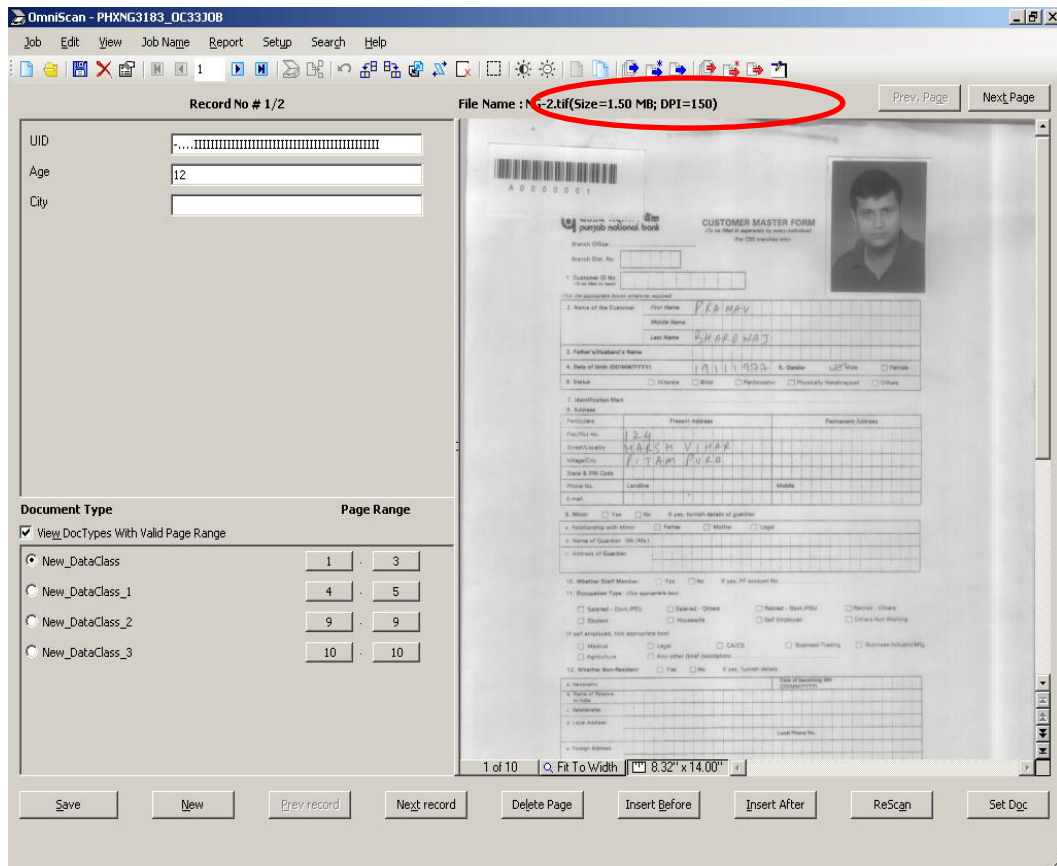
[New Job Setting]

In the **[New Job setting]** section of the NGBulkScan.ini file:

- If Allow Combo Box Template=N, the new job screen appears as:

- If Allow Combo Box Template=Y, the new job screen appears as:

By default, the above screen appears.

[Register Cabinet]
The user can register a cabinet using host name instead of IP address. To register a cabinet using host name, in the [Register] section of the NGBulkScan.ini file, the user needs to specify:

RegisterCabinet=1

By default, RegisterCabinet=0, which implies using IP address instead of host name.

[Open Job Path]
If the user opens a job using flow, then paths for opening the job are defined in this section.

For example,
[OpenJobPath]
TotalPath=3
Path1=C:\Users\User1
Path2=\\192.168.5.43\OmniCapture1.1.6\user
Path3=C:\Users\User2

[Log]
To generate log, add [Log] section in NGBulkScan.ini file which will be present in application path of OmniScan.
OmniScan_ErrorLog.txt file will be generated in application path of OmniScan.
If GenerateLog=Y and UserProfile=Y is defined in the NGBulkscan.ini then the OmniScan_ErrorLog.txt log will be created in NGBulkScan folder at UserProfile.

[Log]
GenerateLog=Y

By Default log will not be generated.

NG App Settings.ini
The NGAppSettings file stores the configuration information which specifies the settings for various options in the Omniscan application. The NGAppSettings.ini file is stored in the Application path and is displayed below:

To disable new job and open job option,define values in NGAppSettings.ini as written below.
[ApplicationInfo]
NewJob=N
OpenJob=N

```
NGAppSettings.ini - Notepad
File  Edit  Format  View  Help
[Rotate]
Selected=N
Degree=90
[Deskew]
Selected=N
DeskewType=2
[Despeckle]
Selected=N
Threshold=50
[Invert]
Selected=N
[Remove Black Border]
Selected=N
[Vertical Line Removal]
Selected=N
Vertical Segment Length=10
Horizontal Segment Length=10
Vertical Line Length=100
```
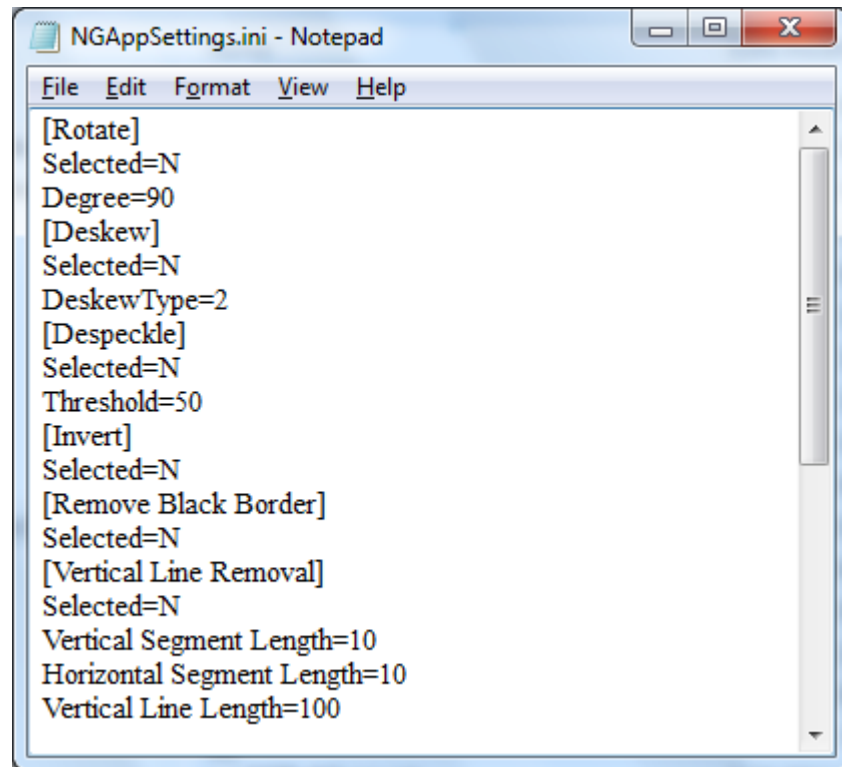
Enable Disable image options on right click on DocViewer.

If the user wants to enable/disable the following image options
- Crop
- Cut
- Copy
- Delete
- Despeckle
Go to OmniScan->Edit Menu->Image Cleanup   Settings->Select Image and then check or uncheck one or more than one image options to enable or disable them respectively.

User can define setting in NGAppSettings.ini file too. File will be present at application path of OmniScan.
[Scratch]
Selected=Y
Copy=N
Crop=Y
Cut=N
Delete=Y
Despeckle=Y
Define Y to enable Image option and define N to disable Image option.

3.1.3 Job^Open

To open existing job

Go to the **Job** menu and then click **Open**.

☐ **: ALT - J, O**
or Ctrl O

The **Open Job** dialog box appears:
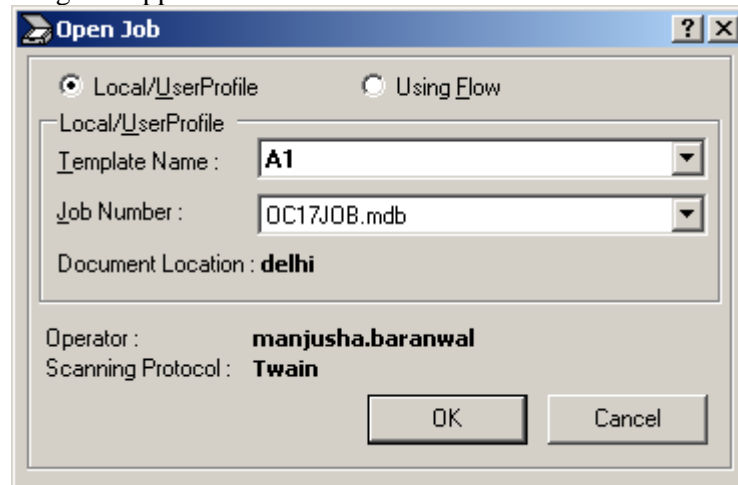
If you click the **Using Flow** option, the **Open Job** dialog box appears, as shown:
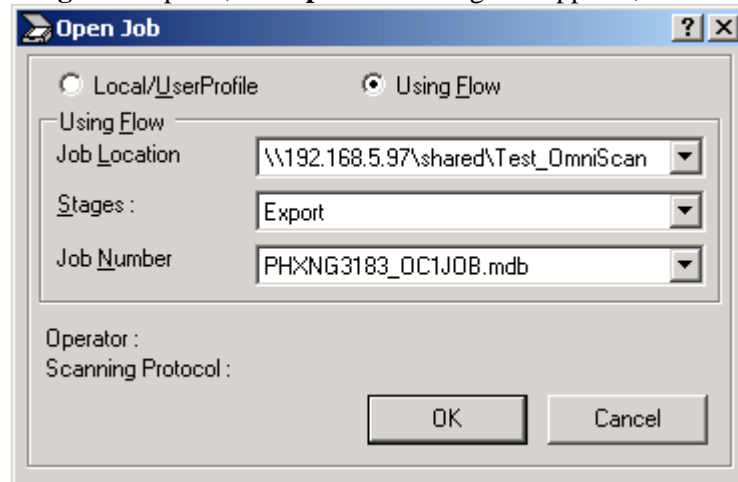
When you click the **Local/User Profile** option:

1. From the **Template Name** drop-down list, select the template name.
2. From the **Job Number** drop-down list, select the required job number.

> The **Job Number** drop-down list contains a list of MDB files defined in the Database folder of the OmniScan™ application. The Database folder is configured in the NGBulkScan.ini file.

3. Click **View Template** to view the selected job's template in an INI form.
> INI files are displayed in the Notepad application.

```
Newgen.txt - Notepad
File  Edit  Search  Help
[Data]
NoOfFields=6
Field1=Employee_Code,Number,Y,Y,Y,Y,Y,0,1,1.5,3.25,6,3.5,1
Field2=Employee_Name,String,255,N,N,N,Y,N
Field3=Employee_Salary,Currency,N,N,N,N,N
Field4=Employee_DOB,Date,14,N,N,N,N,N
Field5=Employee_Comments,String,50,N,N,N,N,N
Field6=Emplyee_Age,Integer,Y,Y,Y,N,N

[PickList]
TotalNo=5
Value1=101
Value2=102
Value3=103
Value4=104
Value5=105

[Scan]
ScanProtocol=T
ScanType=S
AutoBlankPageRemoval=N

[External Interface]
Name=BulkScan.dll

[DataClass]
NoOfClasses=2
class1=EmployeeDetails
class2=LICDocument

[EmployeeDetails]
```

4   The **Document Location** field displays the location specifed at the time of creating a job.

5   The **Operator** field displays the name of the person specified at the time of creating a job.

6   The **Scanning Protocol** field displays the selected scanning protocol corresponding to the selected job number.

7   Click **OK** to open the selected job else click **Cancel**.

When you click the **Using Flow** option:

1   From the **Job Location** drop-down list, select the location of the job.

2   From the **Stages** drop-down list, select the stage of the job.

3   From the **Job Number** drop-down list, select the job number. This list displays all the MBDs that exist in the stage folder and the user profile folder. The MBDs in the user profile folder appear as locked in this drop-down list.
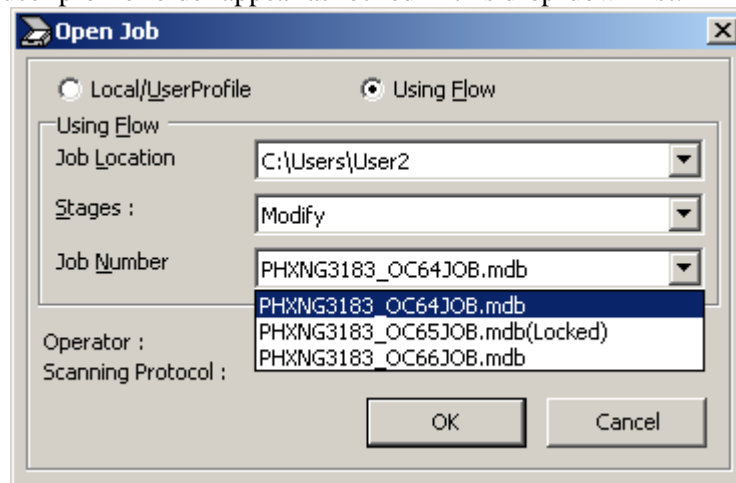
4   The **Operator** field displays the name of the person specified at the time of creating a job.

5   The **Scanning Protocol** field displays the selected scanning protocol corresponding to the selected job number.

6   Click **OK** to open the selected job else click **Cancel**.

3.1.4 Job^Close

To close the existing job

1.   Go to the **Job** menu, click **Close**.

☐ : **ALT - J, C**

This closes the opened job and clears the displayed image. If the job that the user is closing is empty, the following message box is appears prompting the user about the empty job:
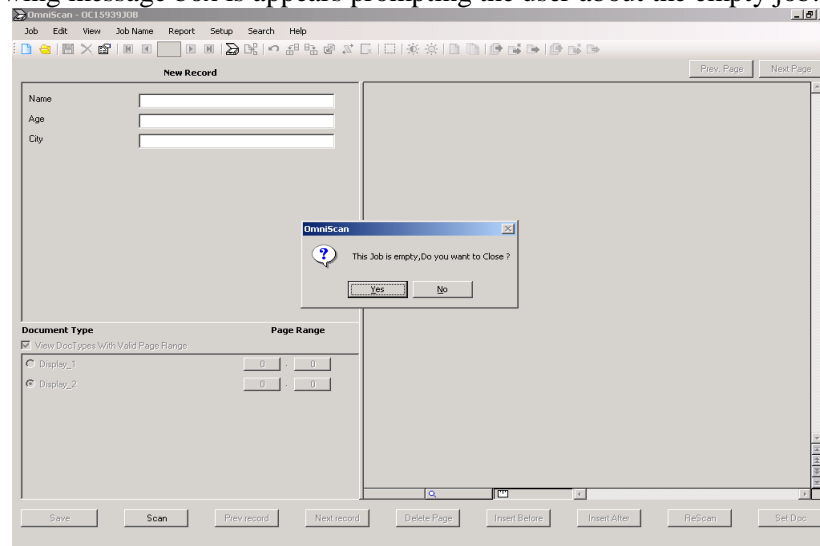
Click **Yes** to close the job else click **No**.

3.1.5 Job^Import^File

To import files from hard disk to OmniDocs™

Go to the **Job** menu, point to **Import** and then click **File**.

☐ : **ALT - J, I, F or Ctrl F**

The **Select Image File** dialog box appears:
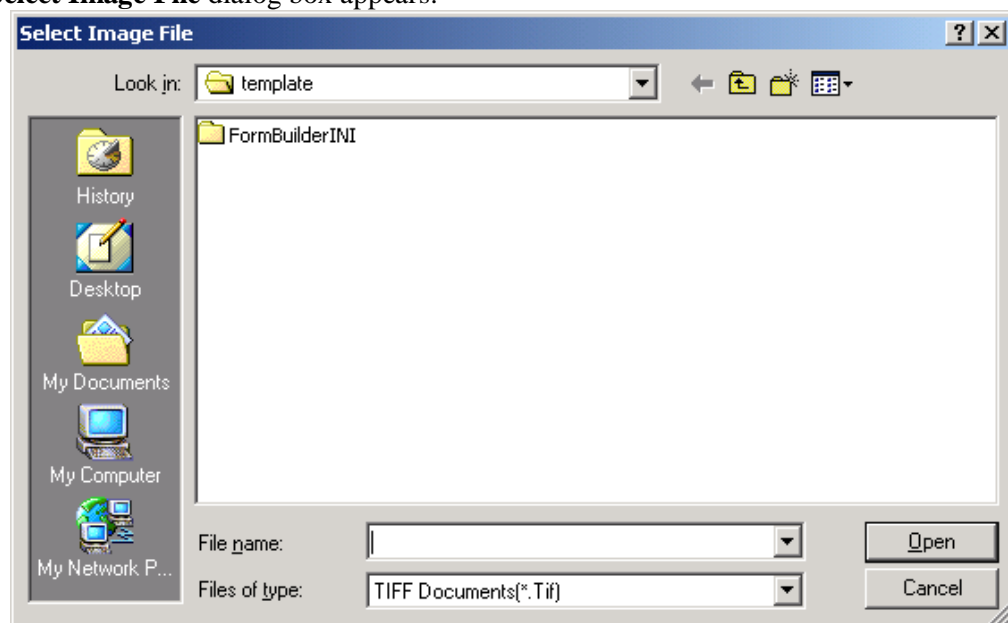
1   From the **Look in** drop-down list, select the required file/folder.

2   The list of all corresponding files/folders of the selected location appears.
3   In the **File name** text box, specify the required file name.
4   From the **Files of type** drop-down list, select the required type of file.

Note: You can also select multiple files by holding the Ctrl key and selecting all the required files one by one.

5   Click **Open** to select the specified file.
6   Click **Cancel** to close the **Select Image File** dialog box without selecting any file.

The selected file is visible on the right-hand side of the screen.

Corresponding fields of the selected file are visible on the left-hand side of the screen.

7   Specify relevant information for the field names.
8   Click **Save** to perform the action.

3.1.6 Job^Import^Scan

To import files from the Scanner

Go to the **Job** menu, point to **Import** and then click **Scan**.

☐ **: ALT - J, I, S or Ctrl S**
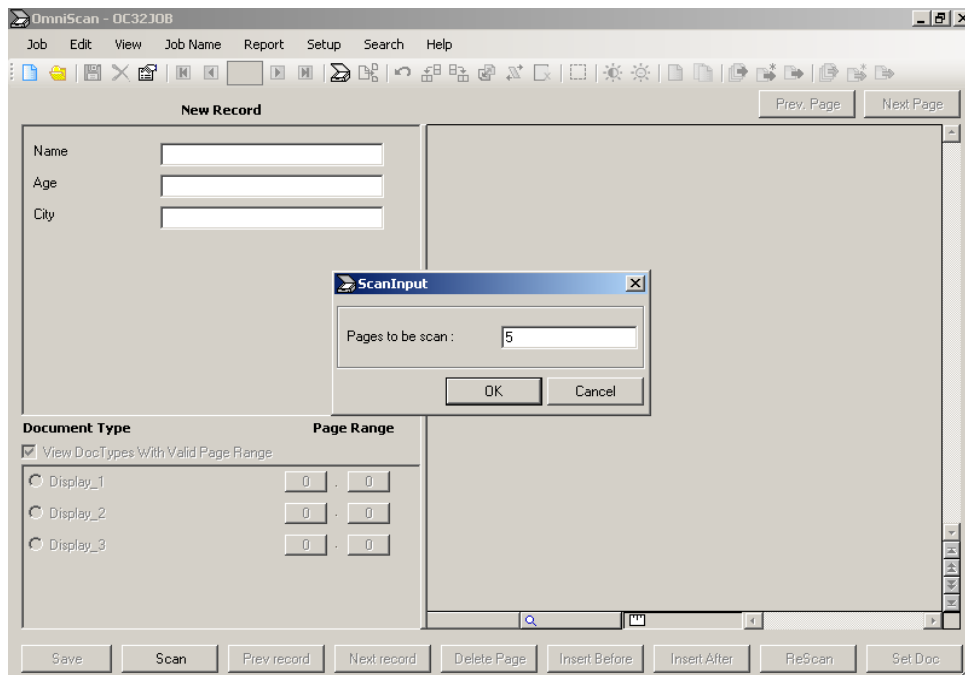
> 2   The **ScanInput** dialog box appears, in which you can enter the number of pages to be scanned.
> 3   Click **OK** to start the scanning process.

The scanned page(s) get imported in the existing opened job. Image is displayed in the left pane of the OmniScan^{TM} window.

3.1.7 Job^Properties

To view the properties of the opened job

Go to the **Job** menu and then click **Properties**.

☐ **: ALT - J,R**

The **Job Properties** dialog box appears.
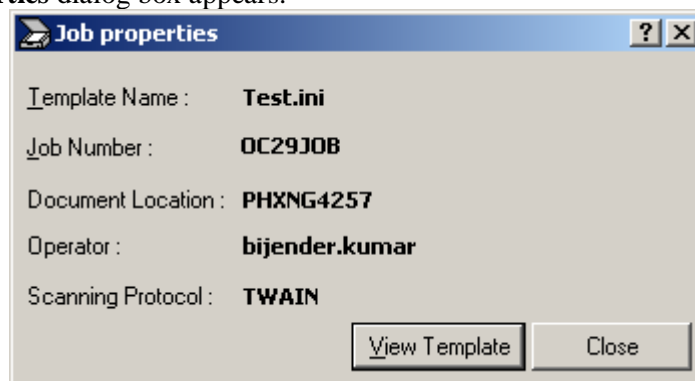
> In the **Job Properties** dialog box, the following information is displayed:
> - **Job Number**
> - **Template Name**

- **Document Location**
- **Operator**
- **Scanning Protocol**

1   Click **View Template** to view the INI of the selected job. Template INI file is opened in a notepad, as shown below:


```
Newgen.txt - Notepad
File  Edit  Search  Help
[Data]
NoOfFields=6
Field1=Employee_Code,Number,Y,Y,Y,Y,Y,0,1,1.5,3.25,6,3.5,1
Field2=Employee_Name,String,255,N,N,N,Y,N
Field3=Employee_Salary,Currency,N,N,N,N,N
Field4=Employee_DOB,Date,14,N,N,N,N,N
Field5=Employee_Comments,String,50,N,N,N,N,N
Field6=Emplyee_Age,Integer,Y,Y,Y,N,N

[PickList]
TotalNo=5
Value1=101
Value2=102
Value3=103
Value4=104
Value5=105

[Scan]
ScanProtocol=T
ScanType=S
AutoBlankPageRemoval=N

[External Interface]
Name=BulkScan.dll

[DataClass]
NoOfClasses=2
class1=EmployeeDetails
class2=LICDocument

[EmployeeDetails]
```

2   Click **Close** to close the **Job Properties** dialog box.

3.1.8 Job^Export

This menu item is loaded in the run time and depennds on the definition defined in the INI file. If the user defines three menu options in the INI file, the **Job** menu would be viewed as:
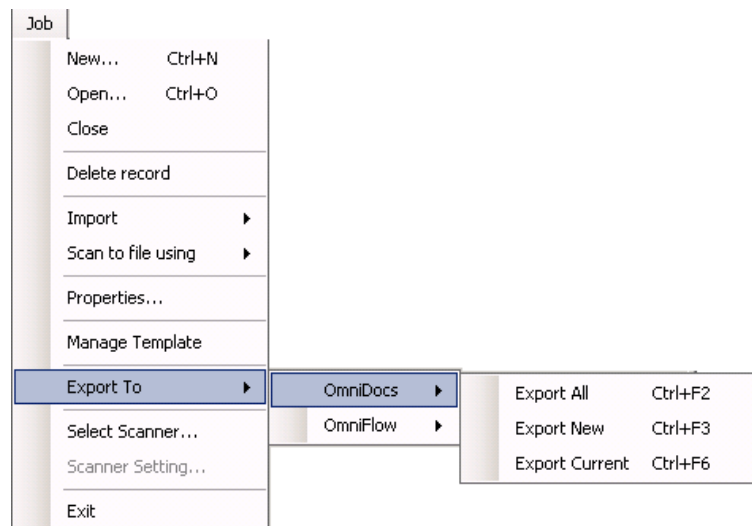
If only one menu item is defined in the INI file then the **Job** menu would be loaded as:
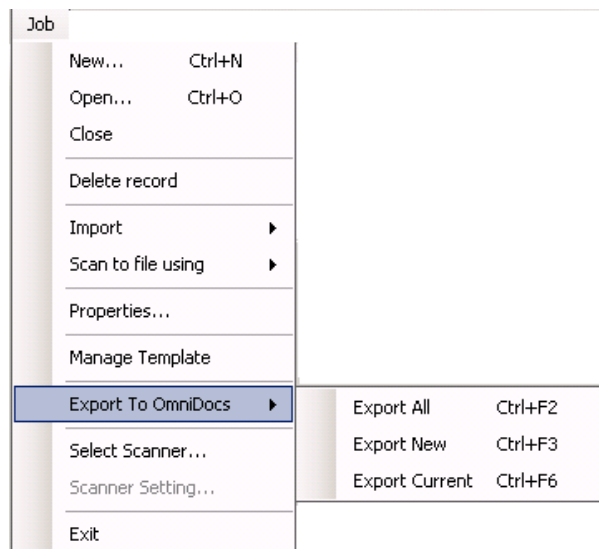
3.1.9 Job^Select Scanner

To select a scanner driver

1. Go to the **Job** menu and click **Select Scanner**.

☐ : **ALT - J,S**

The **Select Source** dialog box appears.
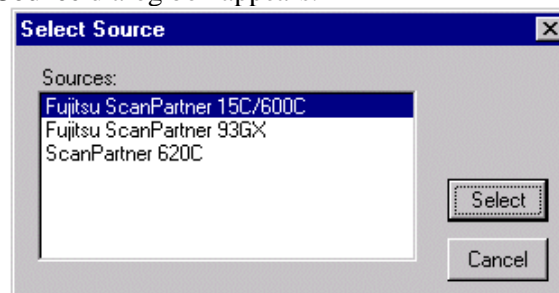
1 The **Sources** pane displays the list of all the installed scanners on the system.
2 From the **Sources** pane, select the required scanner and click **Select**.
3 To close the **Select Source** dialog box without saving any changes, click **Cancel**.

3.1.10 Job^Scanner Setting

To open the dialog box for specifying scanner settings
Go to the **Job** menu and click **Scanner Setting**.

 : ALT - J,T

The following dialog box appears:
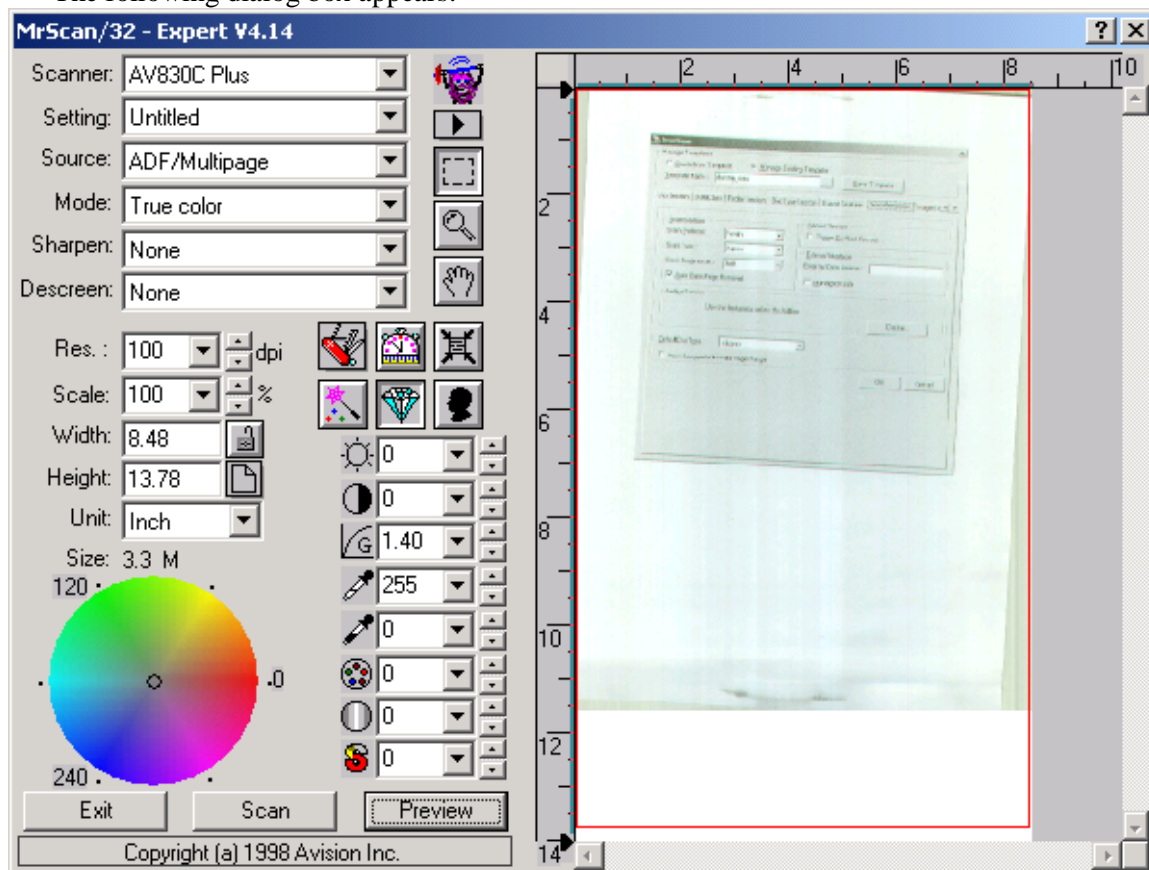
3.1.11 Job^Exit

To exit from the OmniScan™ application
Go to the **Job** menu and click **Exit**

 : ALT - J, X

3.2 Accessing Edit Menu

If the user opens a job not using the Using Flow option available in the Job menu, the Edit menu appears as:
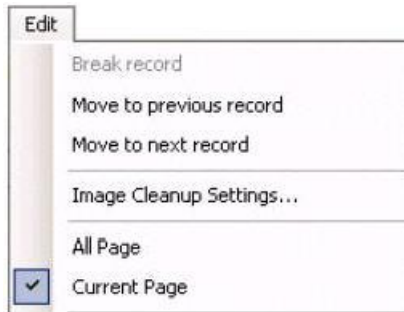
If the user opens a job using the Using Flow option available in the Job menu, the Edit menu appears as:
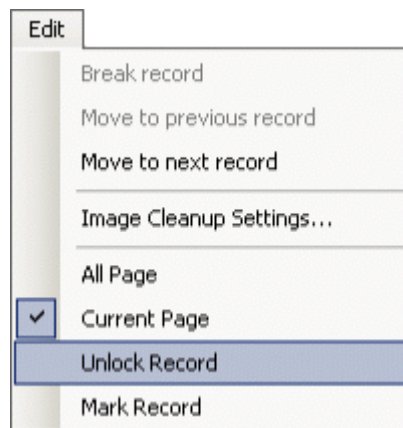
- **Break Record**: Breaks existing record(s) from the current page position to a new record. All the pages after the current page position get moved into a new record. The new record is displayed on the screen.
- **Move to previous record**: Moves the pages (the range includes the first page to the current page) to the previous record and refreshes the current record.
- **Move to next record**: Moves pages (the range includes the current page to the last page) to the next record and refreshes the current record.
- **All Page**: Enables the processing of all the pages of the current document type.
- **Current Page**: Enables the processing of only the current page of the current document type.
- **Unlock Record**: Enables to unlock the currently opened MDB for other users.
- **Unmark Record/Mark Record**: Enables the user to mark records by adding comments or to unmark records. **Note**: This option appears only if a job is opened using the **Using Flow** option available in the **Job** menu.

  To mark a record, click **Edit** -> **Mark Record**. The following dialog box appears:
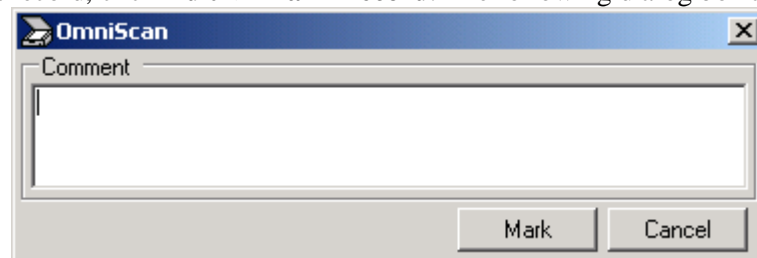
  Type in the **Comment** text box and click **Mark**.

  To unmark a record, click **Edit** -> **Unmark Record**. The following dialog box appears:
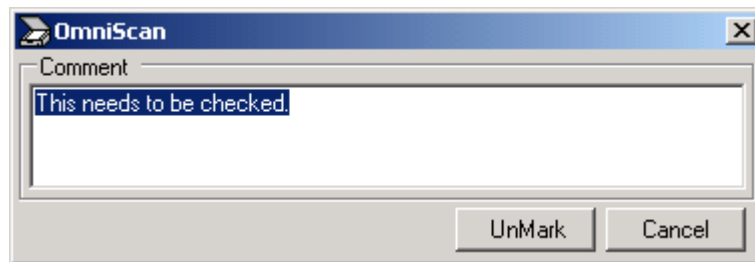
Click **Unmark**.

- **Image Cleanup Settings**: Opens a new dialog box in which the user can set the new features:
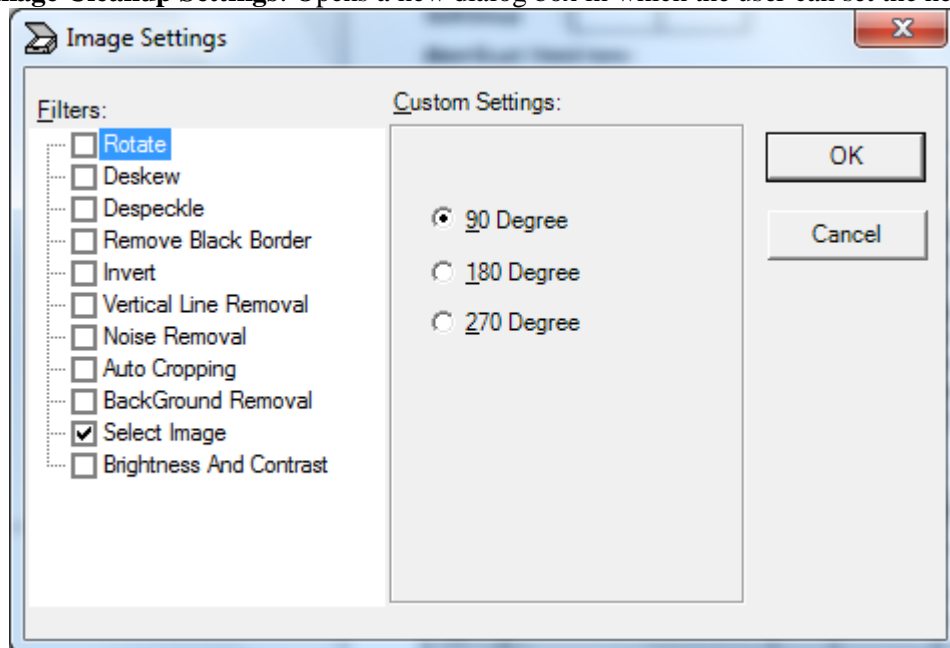

The user can select the different image options. On clicking the **OK** button the selected image operations will be added in the **Edit** menu, as shown below:
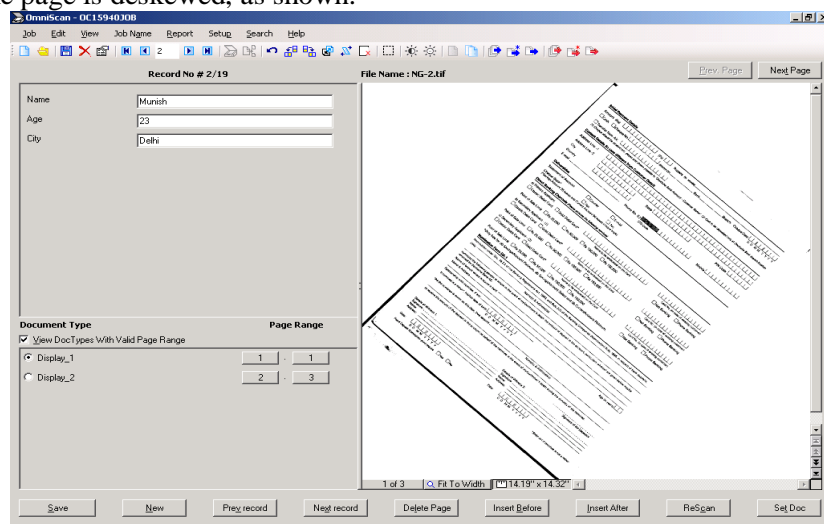
- **Rotate**: Rotates the current page/all pages.
- **Deskew**: Deskews current/all pages.
- **Manual**: Allows you to Deskew the current page manually. To deskew a page manually, you need to perform the following steps:

  1. Click **Deskew -> Manual** to change the mouse pointer to '+' sign. Bring the pointer on the page, press the left mouse button and draw a line in the direction in which you want to deskew the page.

  2. Release the mouse button to display the following message, as shown:
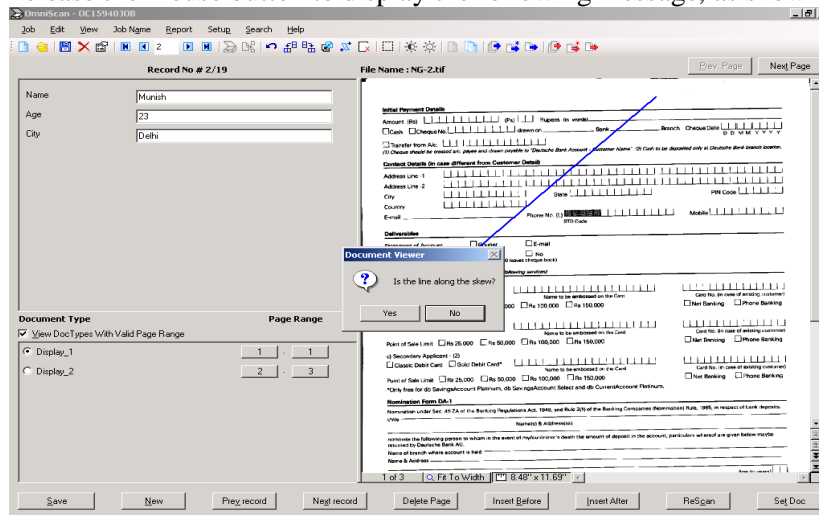
  3. Click **Yes** to continue else click **No** to change the line skewness.

  4. The page is deskewed, as shown:

- **Auto**: Deskews pages automatically.
- **Invert**: Inverts the current page/all pages of the opened record.
- **Despeckle**: Despeckles the current page/all pages of the opened record.
- **Remove Black Border**: Removes the black border of the current page/all pages.
- **Vertical Line Removal**: Removes the vertical line from the current page/all pages.
- **Noise Removal**: Removes noise of the current page/all pages.
- **Auto Cropping**: Crops the current page/all pages.
- **Back Ground Removal**: Removes the background of the current page/all pages.

- **Select Image**: Allows user to enable/disable cut, copy, crop, delete, despeckle image options on right click on DocViewer.

3.3 Accessing View Menu

If the user opens a job not using the **Using Flow** option available in the **Job** menu, the **View** menu appears as:
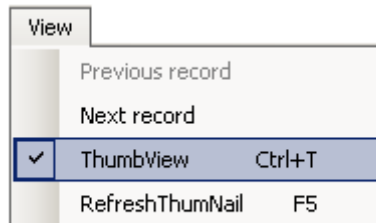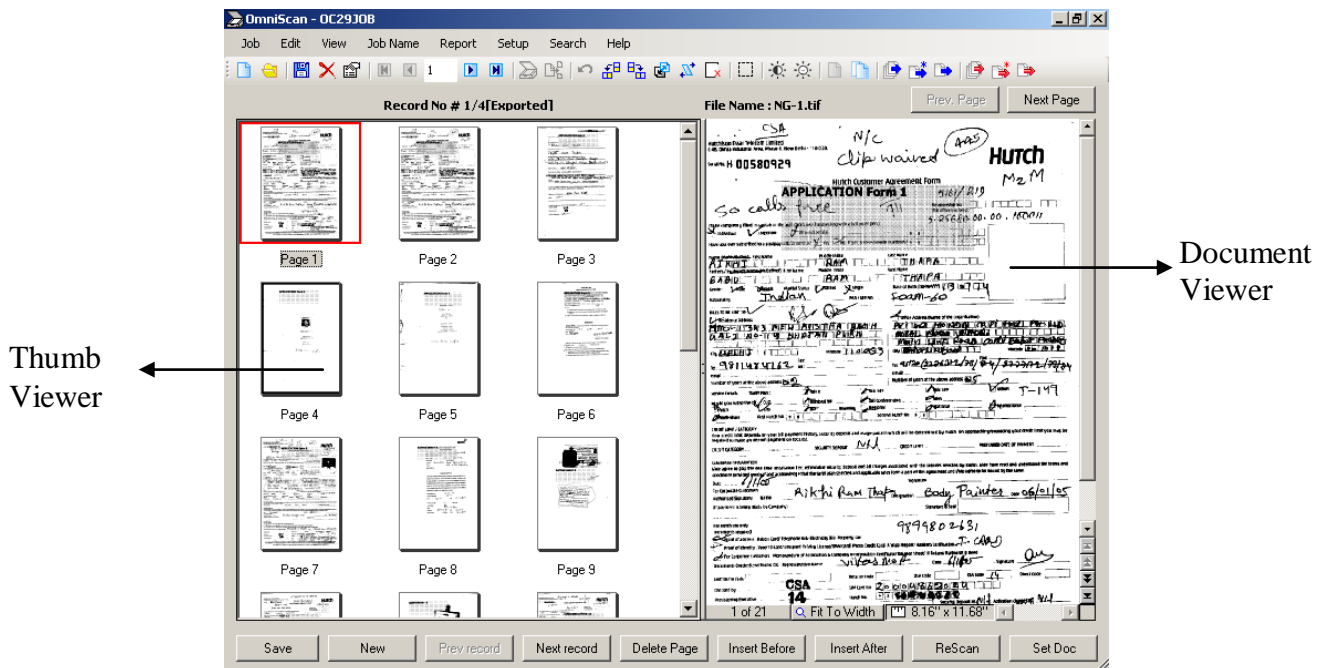

If the user opens a job using the **Using Flow** option available in the **Job** menu, the **View** menu appears as:
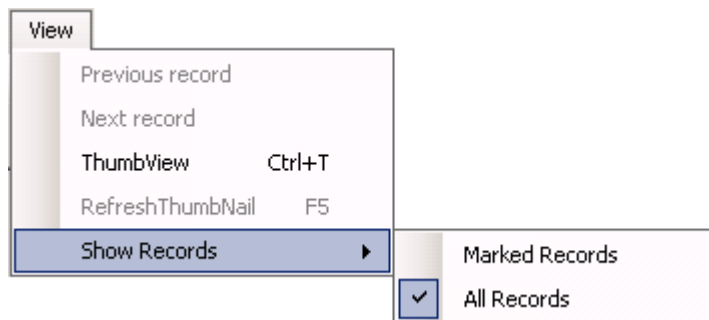
The **View** menu has the following options:
- **Previous record**: Moves to the previous record of the current job.
- **Next record**: Moves to the next record of the current job.
- **Thumb View**: Displays thumbnails of all the images contained in a record, as shown in the following figure:

You can select the thumbnail of an image in the Thumb Viewer to display the full image in the Doc Viewer. Any changes made in the image in the Doc Viewer are reflected in the corresponding thumbnail.

You can also shift images as per requirements from one page to another by simply dragging and dropping their thumbnails in the corresponding positions in the Thumb Viewer.

- **Refresh Thumbnail**: Refreshes the Thumb Viewer. This option gets enabled when **Thumb View** is selected from the menu.
- **Show Records**: Enables the user to view marked records or all records.

3.4 Accessing Job Name Menu

Job Name displays list of different INI files created.

To open selected job

- Select the required job

3.5 Accessing Report Menu

This menu option only has one option, **Show**.

3.5.1 Report Show

To view the report

□**: ALT - R,S**   Go to the **Report** menu and click **Show**.
or Ctrl R

Selecting the **Show** menu option generates the job report in a text format, consisting of record information, number of pages, and so on.

The following figure shows a sample report:

Generated report has the following fields:

Job Number: Signifies the job number when the job was created.

Document Location: Signifies the document location when the job was created.

**Operator**: Signifies the operator specified when the job was created.

Scanning Protocol: Signifies the scanning protocol defined when the job was created.

3.6 Accessing Setup Menu

The **Setup** Menu has the following options/submenus:

Cabinet: The **Cabinet** submenu has the following two options/submenus:

>   **Register**: It displays the options added through the **Export** menu. Selecting this option enables the user to register the database for the required Document Management System. For example, the following figure shows the various options in the **Register** submenu:
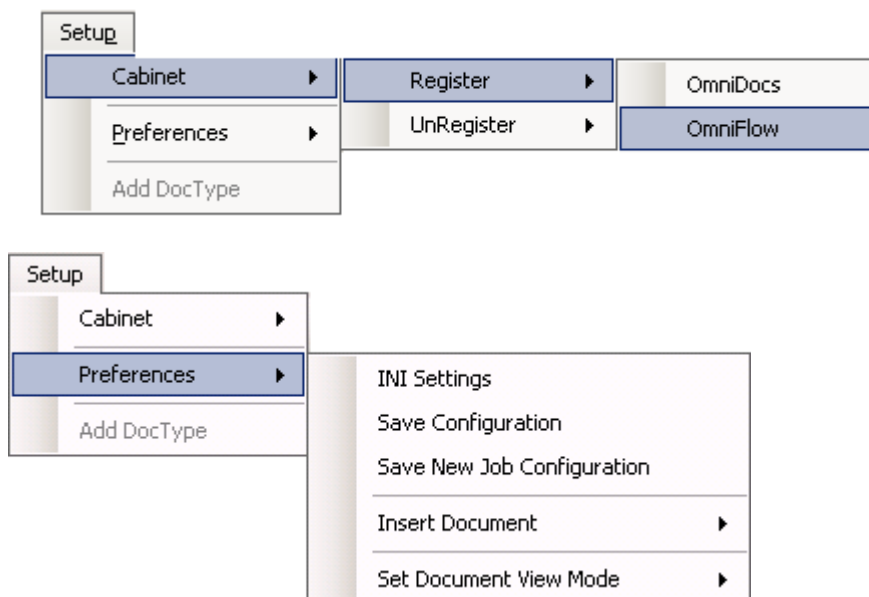
>   **Unregister**: It displays the options added through the **Export** menu. Selecting this option enables the user to unregister the database.
>
>   **Preferences**: The **Preferences** submenu has the following options:

INI Settings: It is used to define the central INI location.

Save Configuration: Saves the user ID and password configuration for further exporting records in OmniDocs™. Because of this, the user need not enter the user ID and password next time he/she logs in.

Save New Job Configuration: Saves the template settings of the new job created by the user.

Insert Document: Add a document to the job according to the option selected. It contains two sub options:

- **Insert from HDD**: If selected, inserts the document from the hard disk.
- **Insert from Scan**: If selected, inserts the document automatically from the scanner. By default, this option is selected.

Set Document View Mode: Sets the Document Viewer view mode.
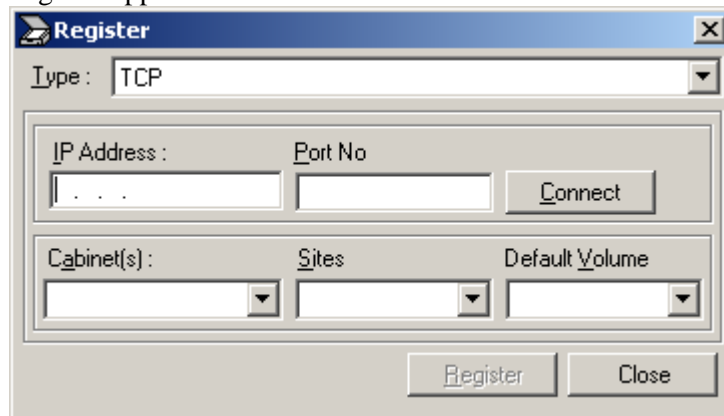
Add Doc Type: Allows you to add dynamic doc types of the existing doc types at run time.

3.6.1 Setup Cabinet Register

To register a cabinet

Go to the **Setup** menu, point to **Cabinet** and then click **Register**.

The **Register** dialog box appears:
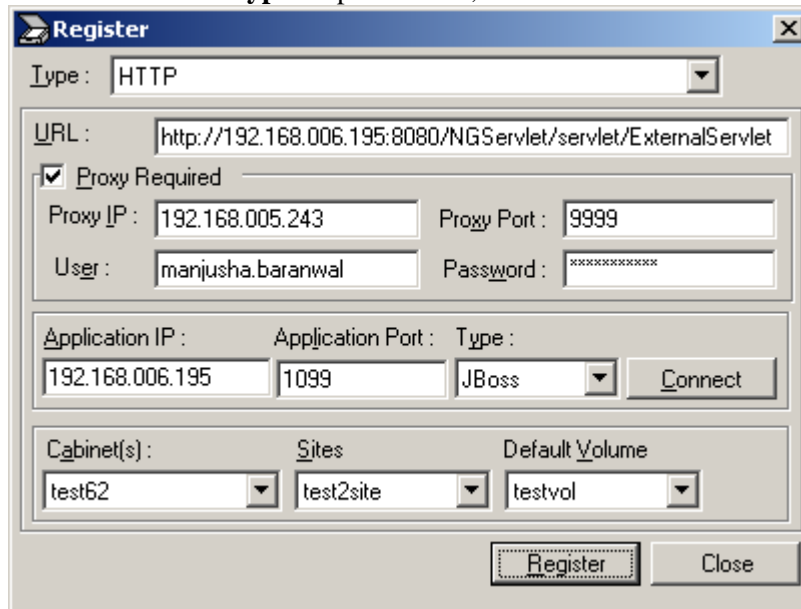
1 From the **Type** drop-down list, select **TCP**. **Note**: You can register the cabinet on two connection protocols, TCP and HTTP.

2 In the **IP Address** text box, type the IP address of the machine where the cabinet is stored.

3 In the **Port No** text box, type the port number of the machine where cabinet is stored.

4 Click **Connect** to connect to the machine.
    The moment the connection is established, all cabinets get listed under the **Cabinet(s)** drop-down list.

5 From the **Cabinet(s)** drop-down list, select the desired cabinet.
    Corresponding sites and volumes of the selected cabinet are listed under **Sites** and **Default Volume** drop-down lists.

6 From the **Sites** and **Default Volume** drop-down lists, select the desired **Site** and **Volume** respectively.

7 Click **Register** to register the TCP cabinet else click **Close**.
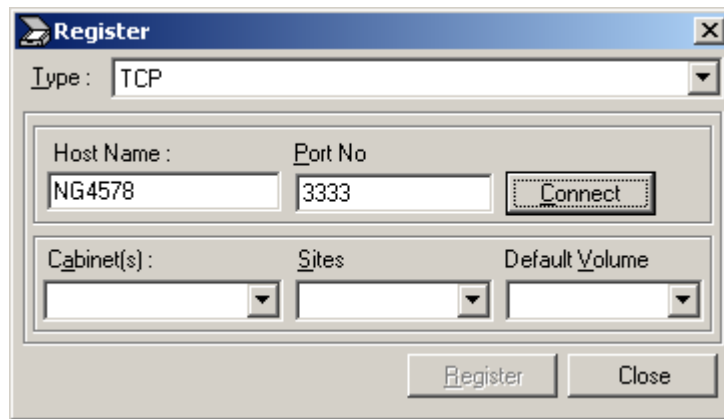
To register HTTP cabinet:

1. Go to the **Setup** menu, point to **Cabinet** and then click **Register**. The **Register** dialog box appears.
2. From the **Type** drop-down list, select **HTTP**.

3. In the **URL** text box, type the URL of the external servlet deployed on the Web server.
4. Ensure that the **Proxy Required** check box is selected to specify the proxy-related information. **Note**: This checkbox is selected by default.
5. In the **Proxy IP** text box, type the IP address of the Proxy server.
6. In the **Proxy Port** text box, type the Port of the Proxy server.
7. In the **User** and **Password** text boxes, type the username and password to connect to the Proxy.
8. In the **Application IP** text box, specify the IP address of the application machine where the application server is running.
9. In the **Application Port** text box, specify the port of the application machine where the application server is running.
10. From the **Type** drop-down list, specify the type of the application server.
11. Click **Connect** to connect to the application server where the cabinet is stored. All cabinets stored in the machine get listed under the **Cabinet(s)** drop-down list.
12. From the **Cabinet(s)** drop-down list, select the desired cabinet. Corresponding sites and volumes of the selected cabinet are listed under **Sites** and **Default Volume** drop-down lists.
13. From the **Site** and **Default Volume** drop-down lists, select the desired site and volume, respectively.
14. Click **Register** to register the HTTP cabinet else click **Close**.

To register a cabinet using host name, the user should install Pandb, which provides connection using host name.

When Register Cabinet=1, the **Register** dialog box appears as:

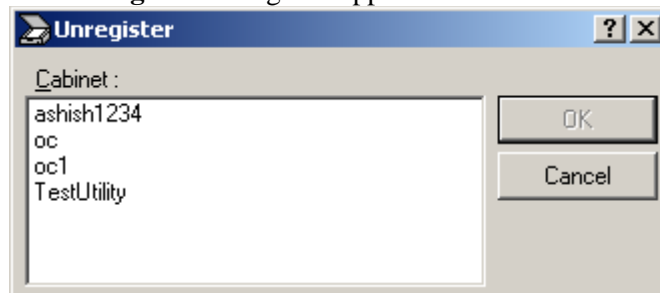When Register Cabinet=0, the **Register** dialog box appears as:
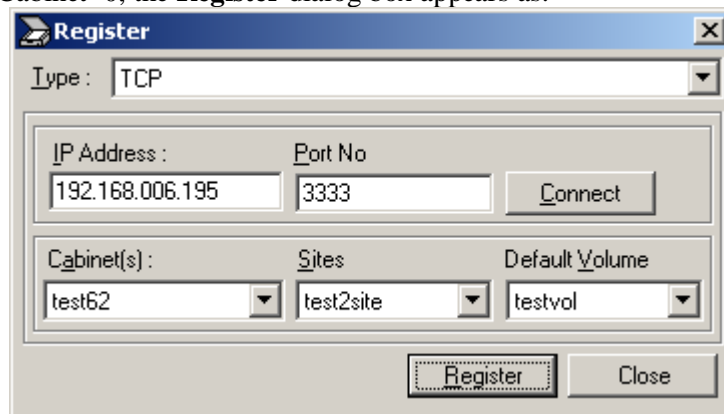
3.6.2 Setup Cabinet UnRegister

To unregister a cabinet

    1   Go to the **Setup** menu, point to **Cabinet** and then click **UnRegister**.
   The **UnRegister** dialog box appears:

    2   From the **Cabinet** list, select the required cabinet.
    3   Click **OK** to unregister the selected cabinet.
        A message box appears prompting whether you wish to unregister the selected
        cabinet.
            a   Click **Yes** to unregister the selected cabinet
            b   Click **No** to cancel the unregistration process.
    4   Click **Cancel** to terminate the unregister operation of the selected cabinet and
    to close the dialog box.

3.6.3 Setup Preferences INI Settings

To define and modify the INI settings:

1 Click the **Setup** menu, point to **Preferences** and then click **INI Settings** to display the **INI Settings** dialog box:
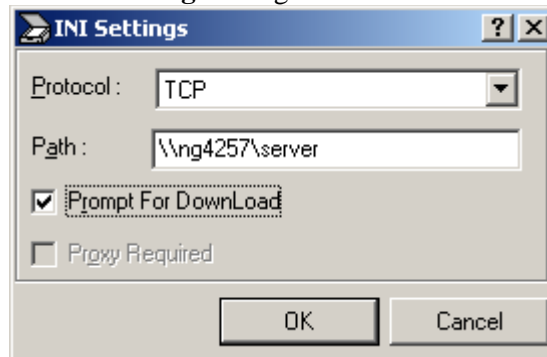
The **INI Settings** dialog box has the following fields/elements:

Protocol: Specifies the protocol used to retrieve the INI file. If the protocol is specified as HTTP, the **INI Settings** dialog box appears as:
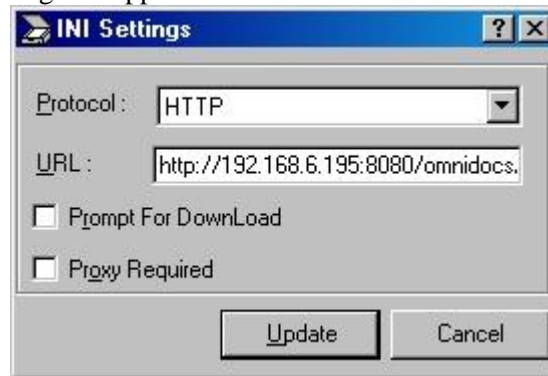
If you select the **Proxy Required** check box, the **INI Settings** dialog box appears as:
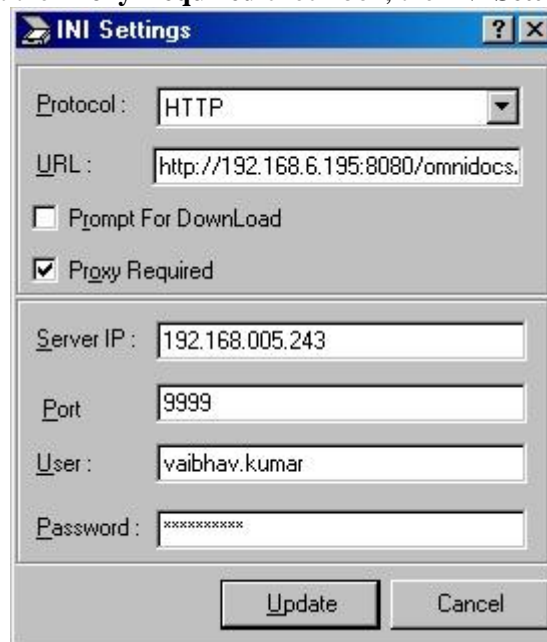
Path: **S**pecifies the path of the network from where the INI is loaded.

Prompt For Download: When the file is found at the centralized location, then if this check box is selected, the prompt for downloading is displayed to the user.

The prompt displayed to the user asks for confirmation to download the file. If the user confirms only then the file will be downloaded, otherwise not.

> 2   Click **OK** to save the settings for the INI else click **Cancel**.

3.6.4 Setup Preferences Save configuration

*To save the user ID and password configuration settings, go to the **Setup** menu, point to **Preferences** and then click **Save Configuration**.*

The **Save Configuration** option saves the user ID and password configuration for further exporting records in OmniDocs™. After saving the configuration, the user need not enter the user ID and password for logging in the next time.

3.6.5 Setup Preferences Save New Job Configuration

*To save the settings of the new job, go to the **Setup** menu, point to **Preferences** and then click **Save New Job Configuration**.*

The **Save New Job Configuration** option saves the template settings of the new job created by the user. The user need not open the **New Job** dialog box next time to create a new job of the same template. If the user wants to create a new job of a different template, he/she needs to clear the **Save New Job Configuration** option from the **Setup** menu and then click **Job -> New** to open the **New Job** dialog box.

3.6.6 Setup Preferences insert From HDD

*To insert the document that is present in the hard disk or the local drive, go to the **Setup** menu, point to **Preferences** and then click☐nsert From HDD.*

The **Open** dialog box appears from where you can select the required document to be inserted in a job.

3.6.7 Setup Preferences insert From Scan

*To insert the document from the Scanner, go to the **Setup** menu, point to **Preferences** and then click☐nsert From Scanner.*

3.7.7 Setup Preferences Set Document View Mode

This option sets the Document Viewer view mode.

The values that can be set are:

| |
|---|
| **25 %** |
| **50 %** |
| **75 %** |
| **100 %** |
| **125 %** |
| **150 %** |
| **200 %** |
| **Scan DPI** |
| **Fit to Page** |
| **Fit to Width** |
| **Fit to Height** |

3.7.8 Setup Add Doc Type

To add dynamic doc types:

1. Click **Setup -> Add Doc Type.** The **Add DocType** dialog box appears:
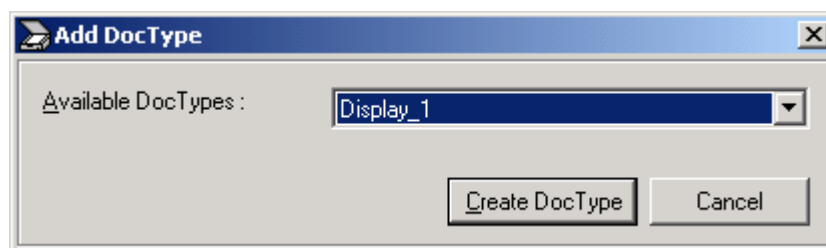
2. From the **Available DocTypes** drop-down list, select the existing doc type of which you want to create a dynamic doc type.

3. Click **Create DocType**. A dynamic doc type gets added to the list of document types in the OmniScan^{TM} window, as shown. The naming convention of the added doc type is such that '_1' is added to the existing name for the first time. The number increases by one every time a doc type is added. For example, if the name of the existing doc type is *Display_1* and you are adding a doc type to it then the name of the first added doc type would be *Display_1_1*, second doc type would be *Display_1_2*, and so on.
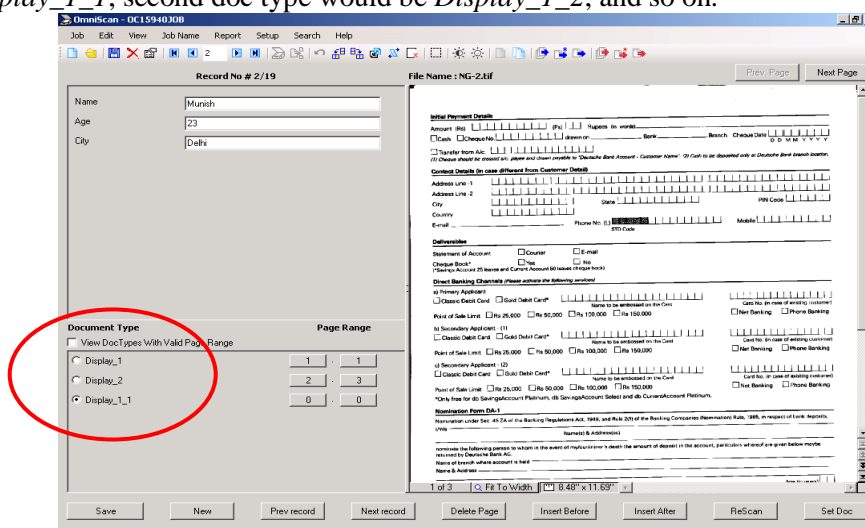
Note

- The **Add Doc Type** option in the **Setup** menu is enabled only if the **View Doc Types With Valid Page Range** check box is not selected.
- If the **View Doc Types With Valid Page Range** check box is selected, all the doc types with the valid page range are displayed only in the Document Type list, as shown in the following figure:

3.7 Accessing Search Menu

The **Search** menu is shown in the following figure:

The **Search** menu contains the **Record** option, which allows you to search records in a job. To search a particular record in a job:

1. Click **Search -> Record** to display the following screen:

2. In the text boxes available for the search fields, specify the filter criteria on the basis of which you want to search records.
3. Click the **Search** button to display the records searched on the basis of the specified criteria, in the table displayed at the bottom of the screen.

Note: All the fields support wild card character entry, that is, you can also search records by entering the '*' wild card character. For example, if you specify 'A*' in the **Name** field and click **Search** then all the records with the names starting with the letter 'A' get displayed in the table.

4. Double-click the record in the table to open its details in the OmniScan^{TM} main window, as shown in the following figure:

3.8 Tool Bar

The Toolbar of the OmniScan^{TM} window contains the following icons:

Icon	Description
	Creates a new job
	Opens an existing job
	Saves a record
	Deletes a record
	Shows properties
	Moves to the first record
	Moves to the previous record
2	Displays the current record
	Moves to the next record
	Moves to the last record
	Scans records

	Inserts break pages in new record
	Undoes changes up to one level
	Rotates pages to the left position
	Rotates pages to the right position
	Inverts the pages
	Deskews pages
	Deborders an image
	Selects an image
	Increases brightness of the image
	Decreases brightness of the image
	Applies changes to the current page
	Applies changes to all pages
	Exports all records to OmniDocs™
	Exports new record to OmniDocs™
	Exports current record to OmniDocs™

3.9 Command Buttons

The following command buttons are available in the OmniScan™ window:

- Save
- Scan/New
- Prev record
- Next record
- Delete Page
- Insert Before
- Insert After
- Rescan
- Set Doc
- Prev Page
- Next Page

3.9.1 Save

The **Save** button is used to save the current record.
To save the current record
Click **Save**.

☐ **: ALT S**

3.9.2 Scan

The **Scan** button is used to create a new record. When it is clicked and a new record is opened, the button changes to **Scan**. The **Scan** button is used to scan the pages of the opened record.

To open a new record
Click **New**.

☐ : **ALT N**

To scan the new record
Click **Scan**.

☐ : **ALT N**

3.9.3 Prev record

The **Prev record** button is used to view the previous records.
To view the previous record
Click **Prev record**.

☐ : **ALT X**

3.9.4 Next record

The **Next record** button is used to view the next record.
To view the next record
Click **Next record**

☐ : **ALT X**

The next record/file is displayed.

3.9.5 Delete Page

The **Delete Page** button deletes the current page.
To delete the current page

Click **Delete Page**. ☐ : **ALT L**

The displayed page is deleted and document type range is re-arranged.

3.9.6 Insert Before

The **Insert Before** button inserts pages before the current page.
To insert pages before the current page
Click **Insert Before**

☐ : **ALT B**

When you click the **Insert Before** button, there are two possibilities:
- If you selected the **Insert From HDD** option in the **Setup** menu, a dialog box appears where you need to select the files to be inserted before the current page.
- If you selected the **Insert From Scan** option in the **Setup** menu then the scanning process is started, and the scanned page(s) are inserted before the current page position, resetting the document type range.

3.9.7 Insert After

The **Insert After** button inserts pages after the current page.

To insert pages after the current page

Click **Insert After**.

☐ **: ALT I**

The scanning process is started, inserting the scanned page(s) after the current page position resetting the document type range.

When you click the **Insert After** button, there are two possibilities:

- If you selected the **Insert From HDD** option in the **Setup** menu, a dialog box appears where you need to select the files to be inserted after the current page.
- If you selected the **Insert From Scan** option in the **Setup** menu then the scanning process is started, and the scanned page(s) are inserted after the current page position, resetting the document type range.

3.9.8 Re Scan

The **Re Scan** button is used to rescan the files.

To rescan the files

Click **Re Scan**

☐ **: ALT N**

The existing file is deleted, and the new scanned page(s) are saved in a new file.
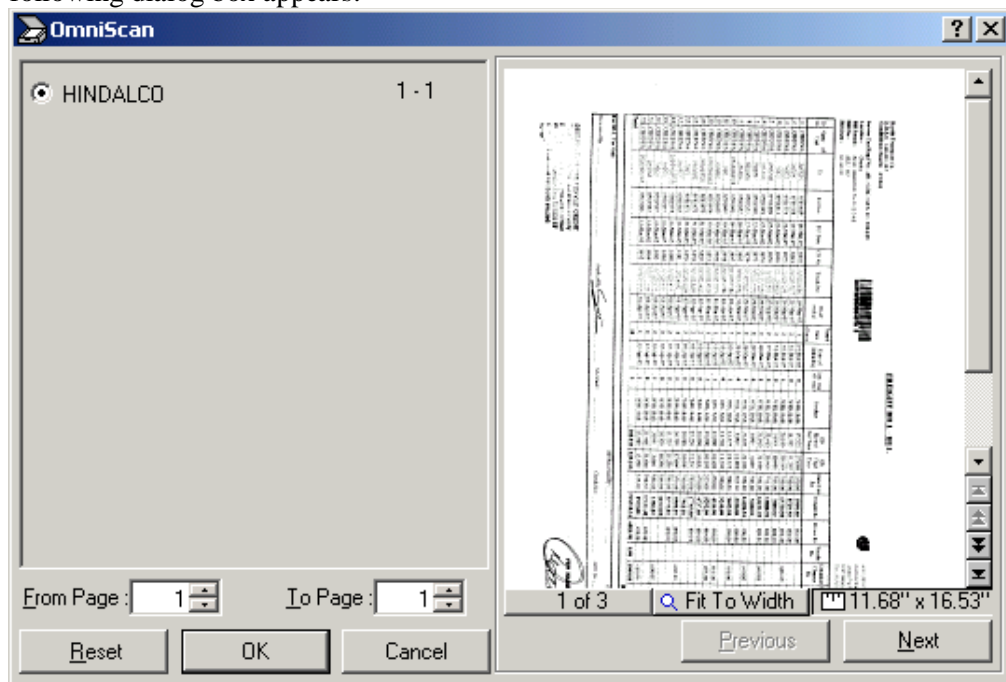
3.9.9 Set Doc

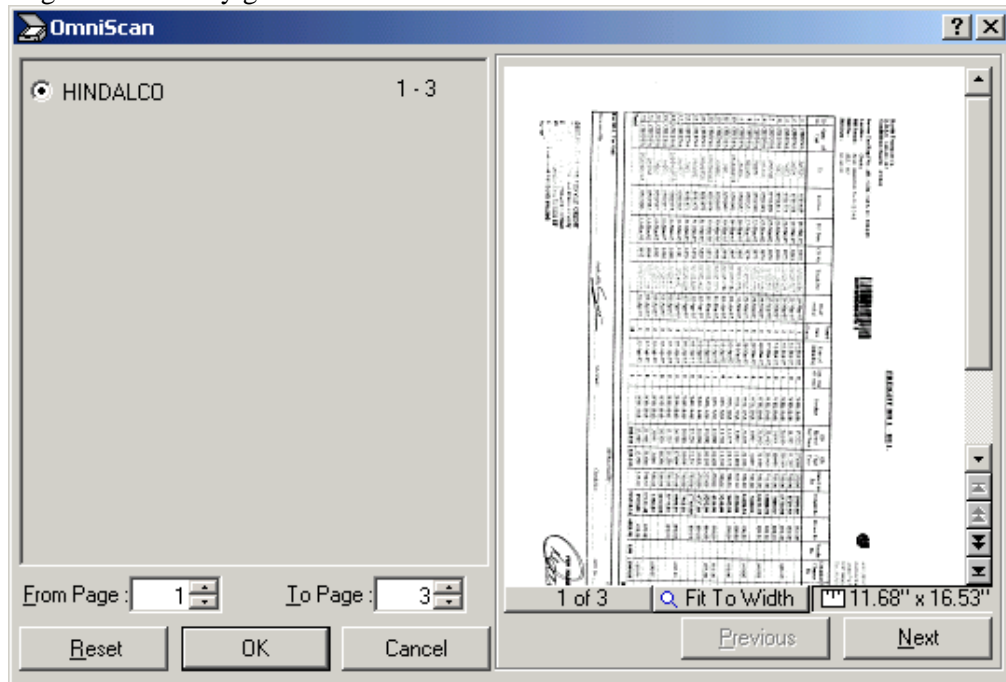*To set the document type manually*

Click **Set Doc**.

☐ **: ALT T**

The following dialog box appears:

1 In the **From Page** selection box, specify the page from where the range should start.

2   In the **To Page** selection box, specify page the number where the range should end.

The change automatically gets reflected on the left-hand side of the screen.

3   Click **Reset** to reset the document(s) page range.
4   Click **OK** to set the document(s) type new page range.
5   Click **Cancel** to close the dialog box without saving the changes made.

3.9.10 Prev Page
To view the previous image/Page
Click **Prev Page**.

☐ **: ALT P**

The previous image/page of the opened record is displayed.

3.9.11 Next Page
To view the next image/Page
Click **Next Page**.

☐ **: ALT E**

The next image/page of the opened record is displayed.

3.10 Right to Left Support

For specific locales, where text is read from right to left, OmniScan™ automatically configures itself to display the user interface in the right to left manner, as shown in the following figure: