OnBase®
Foundation EP5

XML Index Document Import Processor

Reference Guide

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Overview

The XML Index Document Import Processor imports documents and their associated indexing information into OnBase, eliminating the need to manually index documents. The process can also be used to automatically add OnBase Notes to documents during the import process, without any user intervention.

The XML Index Document Import Processor is typically used for back file conversion, or processing of images captured by other vendors' capture systems such as OCR for Forms™, Eyes & Hands FORMS, and TELE***form***™.

Throughout this manual, the OnBase XML Index Document Import Processor module is referred to as XML Index DIP.

Process Overview

During an XML Index DIP, the processor opens an .xml file that contains indexing information for the files to be imported. This XML Import Index File is read according to the OnBase process configuration. The system processes each record in the file, evaluates its Document Type and obtains available Keyword Values. The system then copies the file to be imported into a Disk Group and processes the next record. After all import files have been processed, the system generates a verification report, which details errors or problems that may have occurred during processing.

About This Manual

This manual provides the licensing, workstation, database and user requirements for running an XML Index DIP process.

Note: You can also manually create an XML Import Index File based on the Process Settings Configuration for the XML Index DIP Format. See XML Import Index Parameters on page 154 for the necessary parameters.

Licensing

Beginning in OnBase Foundation EP5, new customers must use simplified licensing to access XML Index DIP functionality. Existing customers upgrading from a version of OnBase prior to OnBase Foundation EP5 can continue to use legacy licensing to access this functionality.

If you are a new customer as of OnBase Foundation EP5 or greater, see Simplified Licensing on page 2.

If you are upgrading from a version of OnBase prior to OnBase Foundation EP5, see Legacy Licensing on page 2.

Simplified Licensing

The Essential User, Standard User, or Premier User license is required.

Legacy Licensing

XML Index DIP processing requires the XML Index Document Import Processor license. The XML Index DIP module includes a Client Workstation License.

Check your current licensing status by selecting **Utils** | **Product Licenses** from the Configuration module.

Licensing - Additional Functionality

The XML Index DIP module license allows access to the scan queue for additional indexing to be done to the batch. A Document Imaging license is not needed to access the scan queue for this module.

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Requirements

The following sections outline requirement information specific to XML Index DIP in OnBase Foundation EP5.

General Requirements

For general requirement information that applies to XML Index DIP and other modules, see the sections on the following topics in the **Installation Requirements** manual:

- Database Requirements
- Supported Desktop Operating Systems
- Microsoft .NET Framework Requirements
- General C++ Requirements
- Processing Workstation Minimum Hardware Requirements
- Miscellaneous Requirements

Licensing

See Licensing on page 1 for licensing requirements.

Upgrade Considerations

There are no additional upgrade considerations for this module.

Installation

No special installation steps are required for XML Index DIP.

Command Line Switches

Applying the –SCHED Switch

A job or process can be scheduled to run automatically. The Client workstation that will be doing the processing must be running for scheduling to run. In order to process scheduled formats or jobs from the workstation, OnBase must be running in Scheduler mode. The following command must appear in the OnBase Client command line on the workstation that is conducting the processing:

-SCHED

The actual scheduling of a process or job can be done from any workstation, provided the user has the rights to do so.

INI Options

INI files are plain-text files that contain configuration information. These files are used by Windows and Windows-based applications to save information about your preferences and operating environment. The following settings can be configured in the onbase32.ini file:

DIPTextNumberOfPages

DIPTextNumberOfPages=1 (or greater)

If text documents with overlays are configured to use thumbnails, ensure that this is set to one or greater. When importing a text document, this setting is used to set the number of pages. This ensures that any overlays will be applied to the correct page when retrieving the document.

DIPDeleteSource

DIPDeleteSource=0

Imported files are not deleted from their original location after import. This is the default value.

DIPDeleteSource=1

Imported files are deleted from the their original locations after import.

Note: When performing an XML Index DIP process via FTP, the source files are not deleted, no matter what this INI setting is set to.

DIPDeleteSourceFile

DIPDeleteSourceFile=0

The XML Import Index File is not deleted from its original location after import.

DIPDeleteSourceFile=1

The XML Import Index File is deleted from its original location after import. This is the default value.

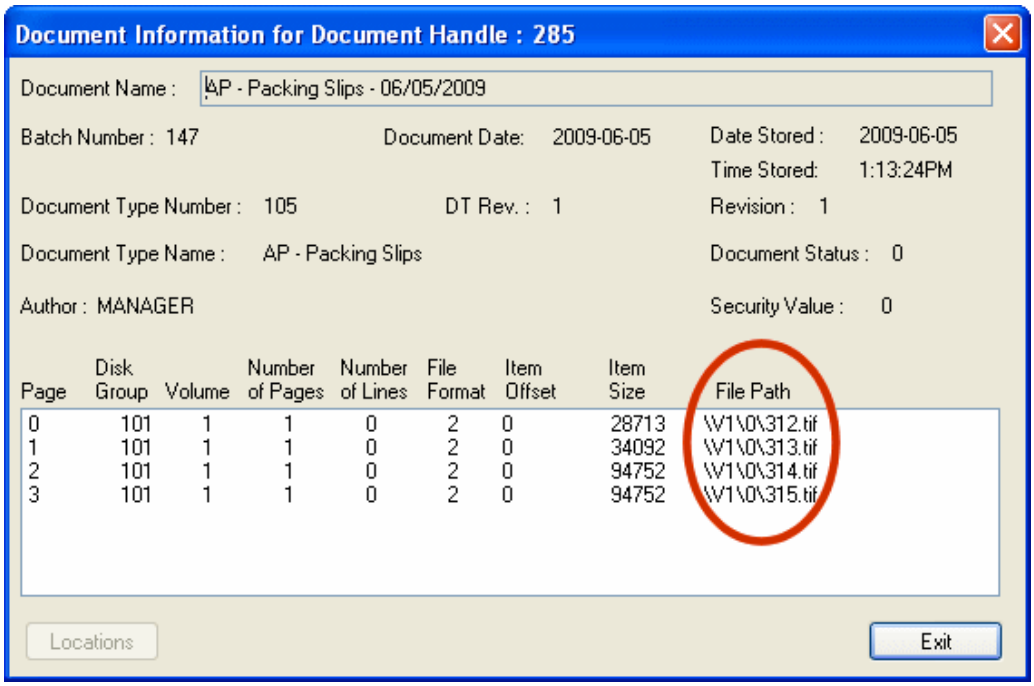
Note: When performing an XML Index DIP process via FTP, the XML Import Index File is not deleted, no matter what this INI setting is set to.

DIPDocumentPerFile

The **DIPDocumentPerFile** setting controls the way that consecutively-imported files are stored in the OnBase Disk Group after they are imported via an XML Index DIP process.

By default, the XML Index DIP process stores each imported image file as a separate document unless two or more consecutive image files are indexed with the same Keyword Values and the same Document Type. In this case, the image files are imported as a single OnBase document.

Although represented as one document in OnBase, consecutively-imported files are stored as separate files in the Disk Group. The following example demonstrates how one document imported via a XML Index DIP process consists of four consecutively-imported files. Note that the single OnBase document is composed of four separate files in the Disk Group.

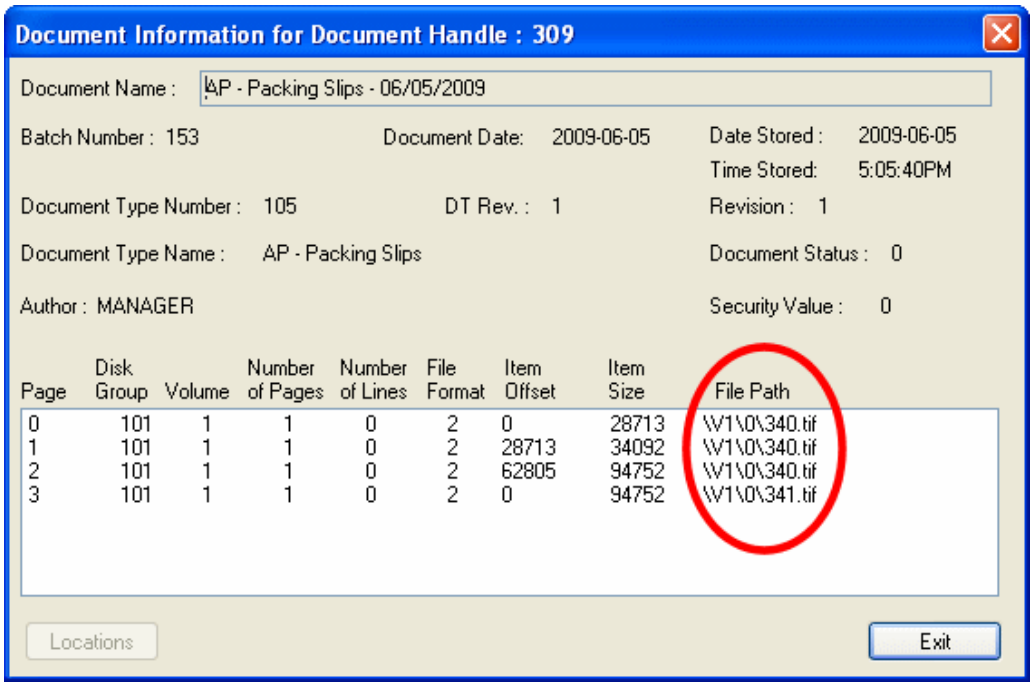


Setting the **DIPDocumentPerFile** .INI option to a value greater than **1** allows you to concatenate a number of consecutive files into a single file in the Disk Group, instead of storing them as individual files.

Note: These files will still be represented as a single OnBase document regardless of how they are stored in the Disk Group.

For example, if your Import Index File lists 5 consecutive files and you have set the **DIPDocumentPerFile** option to **2** (**DIPDocumentPerFile=2**), the XML Index DIP process will concatenate the first two files into a single Disk Group file, the second two files into a single Disk Group file and the last file will be stored as a single Disk Group file. One document, comprised of the five imported files, is created in OnBase.

The following example shows the same OnBase document from the example above, except in this case the XML Index DIP process was performed when the **DIPDocumentPerFile** setting was set to **3** (**DIPDocumentPerFile=3**). Note that the first three consecutively-imported files were concatenated into a single file in the Disk Group and the fourth file was stored as-is in the Disk Group.

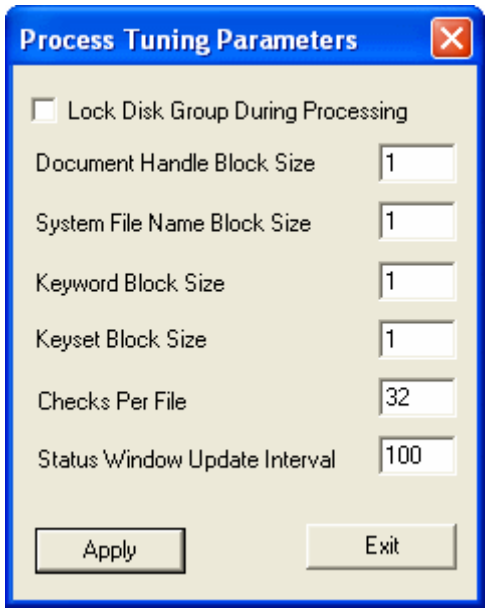


Process Tuning Parameters

Process Tuning

Process tuning can make your process run more efficiently.

Adjust the Process Tuning parameters, found in the OnBase Client by selecting **Processing | Process Tuning**. A user must be granted administrative processing privileges for at least one of the processors in order to access this screen.



Lock Disk Group During Processing

The **Lock Disk Group During Processing** option can help speed up processing when there are many checks or files to be stored to the Disk Group. When the Disk Group is locked, it is not necessary for the process to check for space on the drive before each save operation. This will increase the speed of processing. This option should only be selected when the process can be given exclusive access to the Disk Group drive, locking out other access to the Disk Group while the process is running. If more than one Disk Group is configured to use the same physical drive for uncommitted documents, use this option with extreme caution.

If a user is running a process and has locked the Disk Group, and another user attempts to run a process to import documents into the locked Disk Group, a **Waiting for Lock** message is displayed on the second user's workstation until the first process is complete and the lock has been removed.

Document Handle Block Size

A document handle is a unique identifier for a document. The **Document Handle Block Size** option controls the number of document handles reserved for imported documents. This can be used with a process that is importing a large quantity of new documents to increase the performance of the import process. By default, when a process creates a new document, new document handles are retrieved from the database one at a time. When the **Document Handle Block Size** option is set to a higher number, the database query retrieves several document handles at one time. These document handles are cached in memory in the software, which reduces the number of queries against the database when performing import processing.

The database query always retrieves the number of document handles specified by the **Document Handle Block Size** option. Set this option to the average size of the batches you are processing. The range of values available is **1**–**1000**. If the process only needs one document handle but the option is set to **100**, 99 document handles are left unused and cannot be reused.

System File Name Block Size

A file name is a unique identifier for a file when it is saved to a Disk Group. The **System File Name Block Size** option controls the number of file names reserved for imported files. This can be used with a process that is importing a large quantity of new files to increase performance of the import process. By default, when a process creates a new file, new file names are retrieved from the database one at a time. When the **System File Name Block Size** option is set to a higher number, the database query retrieves several file names at one time. These file names are cached in memory in the software, which reduces the number of queries against the database when performing import processing.

The database query always retrieves the number of file names specified by the **System File Name Block Size** option. Set this option to the average size of the batches you are processing. The range of values available is **1**–**1000**. If the process only needs one file name but the option is set to **100**, 99 file names are left unused and cannot be reused.

Keyword Block Size

A Keyword Type Number is a unique identifier for a Keyword Type. The **Keyword Block Size** option controls the number of Keyword Types Numbers reserved for imported Keyword Types. This can be used with a process that is importing a large quantity of new Keyword Types to increase performance of the import process. By default, when a process creates a new Keyword Type, new Keyword Type Numbers are retrieved from the database one at a time. When the **Keyword Block Size** option is set to a higher number, the database query retrieves several Keyword Type Numbers at one time. These Keyword Type Numbers are cached in memory in the software, which reduces the number of queries against the database when performing import processing.

The database query always retrieves the number of Keyword Type Numbers specified by the **Keyword Block Size** option. Set this option to the average size of the batches you are processing. The range of values available is **1**–**1000**. If the process only needs one Keyword Type Number but the option is set to **100**, 99 Keyword Type Numbers are left unused and cannot be reused.

Keyset Block Size

An AutoFill Keyword Set Number is a unique identifier for an AutoFill Keyword Set. The **Keyset Block Size** option controls the number of AutoFill Keyword Set Numbers reserved for imported AutoFill Keyword Sets. This can be used with a process that is importing a large quantity of new AutoFill Keyword Sets to increase performance of the import process. By default, when a process creates a new AutoFill Keyword Set, new AutoFill Keyword Set Numbers are retrieved from the database one at a time. When the **Keyset Block Size** option is set to a higher number, the database query retrieves several AutoFill Keyword Set Numbers at one time. These AutoFill Keyword Set Numbers are cached in memory in the software, which reduces the number of queries against the database when performing import processing.

The database query always retrieves the number of AutoFill Keyword Set Numbers specified by the **Keyset Block Size** option. Set this option to the average size of the batches you are processing. The range of values available is **1**–**1000**. If the process only needs one AutoFill Keyword Set Number but the option is set to **100**, 99 AutoFill Keyword Set Numbers are left unused and cannot be reused.

Checks Per File

The **Checks Per File** option applies only to check or remittance processing. This parameter controls how many check images are written to a file before the file is closed and a new file is opened for writing. The benefit of this feature is the reduction in the number of files stored to disk for check images. Files created this way are not compatible with standard TIFF viewers since the images are concatenated together into the file. The default value of 32 is the optimal value for check processing and should not be changed.

Status Window Update Interval

The **Status Window Update Interval** parameter controls the frequency of updates to the status bar while a process is running. When the interval is set to 1, the status bar will be updated each time a new document is created. If the update interval is set to 10, the status bar will be updated after 10 new documents have been created.

This parameter should be set so that updates occur no more than once per second. Ideally, this should be set so that updates occur about every 5 seconds. For example, if the process is creating 10 documents per second, the **Status Window Update Interval** should be set to 5 or greater. Updating the status bar is a time consuming process, so increasing the update interval can significantly increase the speed of a process. The range of values is 10–3000.

Backup / Recovery

Backup

Configuration

The XML Index DIP configuration is stored in the database. A proper backup of the database will contain all configuration information related to XML Index DIP process(es) and the XML Index DIP licenses.

Registry Settings

No Registry Settings apply to XML Index DIP.

External Files

You will need to backup your onbase32.ini file.

Note: A backup of the XML Index DIP files to be processed can be made by selecting the **Backup Path** check box and button in the **Process Settings For: <Process Name>** dialog box. The first time the XML Index DIP process is run, the files will be backed up to the user-specified location.

Preprocessors

Make a backup of any preprocessor used to process your data. The preprocessor settings are stored in the database, but the preprocessor executable file is not.

Tip: It is recommended that, when using preprocessors to prepare documents for XML Index DIP processing, comments indicating the type of preprocessor used and/or how the preprocessor affected the documents being imported into OnBase be added to the Verification Report to aid with recovery purposes.

Module-related .INI Options

Use the following chart to track the current settings of all related INI settings for XML Index DIP.

Section	Setting	Current Value
FilePaths	DIPTextNumberOfPages	
FilePaths	DIPDeleteSource	

Section	Setting	Current Value
FilePaths	DIPDeleteSourceFile	
Tuning	DIPDocumentPerFile	
Tuning	ArchiveThreads	

Recovery

Configuration

All XML Index DIP settings are stored in the database. Restoring the database will restore any XML Index DIP Process configurations.

Registry Settings

No Registry Settings apply to XML Index DIP.

External Files

Restore the .INI file. See Module-related .INI Options on page 11 for more information.

Preprocessors

Preprocessors should be restored from their backups. The preprocessor settings are stored in the database, but the preprocessor executable file is not.

Tip: It is recommended that, when using preprocessors to prepare documents for XML Index DIP processing, comments indicating the type of preprocessor used and/or how the preprocessor affected the documents being imported into OnBase be added to the Verification Report. These comments may aid efforts to restore or rebuild XML Index DIP processes.

Module related .INI Options

The .INI file can be restored from the backup if the recovery machine is intended to be used for exactly the same purpose as the original machine. If this machine will be used for other modules, you may need to recover only the listed INI settings from the table above.

The .INI file is restored to the Windows folder.

Registration

Migrate the registration of XML Index DIP from the original workstation to this workstation. The registration may need to be revoked from the original machine and then added to the recovery machine.

Directory Structure

Recreate the directory structure(s) previously used for your XML Import Index Files and imported image files. For example, if your **Process Settings For: <Process Name>** screen identifies a **Default Directory** of **C:\XML Index DIP Files**, ensure that this directory exists and contains the appropriate XML Import Index File.

Troubleshooting

Common Issues

Common issues are caused by the following:

- The workstation is not licensed for XML Index DIP.
- User does not have network rights to access the XML Import Index File.
- User does not have rights to the Destination Disk Group location.
- Check field order configuration and XML Index DIP Import Index File (Make sure # of fields in the configuration and in the XML Index DIP Import Index File are matched).
- Make sure to format Currency and Date Keyword Values, if they are used.
- The files to be imported or the XML Index DIP Import Index File does not exist in the specified directory.
- The Workstation is not properly licensed for OCR when you attempt to use the OCR on Commit option.

The following table explains some common issues:

Issue	Description
Unable to make file Read Only - error 74	The machine the user logged on to does not have sufficient network rights to change the XML Import Index File attributes.
Cannot view the documents that have been imported, although the user has rights to the document type and the disk group location.	Confirm that you have rights to renditions in the Document Type.
XML Index DIP process is bringing in blank images.	Check the Verification Report. If it states **Could not open file…**, copy the file path/full path from the XML Import Index File and browse to that location to verify that the files are present.
It appears as if not all documents identified in the XML Import Index file have been imported. The Verification Report indicates that all items have been imported.	Check the Document Import Configuration Process Settings. If the **Append Additional Pages to Existing Document** option is selected, the XML Index DIP appends documents to existing documents by matching Keyword Values of the imported document to those of an existing document. This functionality applies only to image files.

Issue	Description
XML Index DIP shows an extra "0" in the Auto-Name string	Check to see if numeric values contained in the XML Import Index File are formatted in accordance with the corresponding Keyword Type. For example, if the Keyword Type Check Amount contains decimal places and the check value being imported does not contain decimal points, an extra 0 may appear in the Auto-Name string.
XML Index DIP batch remains in XML Index DIP - Awaiting Commit queue rather than moving to Scan - Awaiting Commit queue even though configured to do so.	Select box **Send On Error** in the **XML Index DIP Processing Paths** dialog box. Selecting this box will enable the batch to proceed to the **Scan** queue for further indexing even if a required Keyword Type is missing in the XML Index DIP batch.
Correctly-processed XML Import Index Files are being placed in the ERROR_FILES folder	If multiple XML Import Index Files are processed into a single batch and successfully-processed XML Import Index Files are configured to not be deleted, XML Import Index Files that have been correctly processed may be moved to the ERROR_FILES folder if one or more XML Import Index Files that compose the batch are not processed correctly. XML Index DIP cannot distinguish between the XML Import Index Files in the batch that had errors and those that processed correctly. All XML Import Index Files in the process folder, including those that were processed correctly, are moved to the **Error Files** folder. **Tip:** To prevent correctly-processed XML Import Index Files from ending up in the **Error Files** folder, configure each XML Import Index File to be processed as an individual batch. You could also allow the XML Index Import Files to be deleted after processing (the default behavior), but configure the XML Index Import File to be backed up during the configuration for the XML Index DIP process. All correctly-imported XML Import Index Files will be deleted after processing, the incorrectly-processed XML Import Index Files will be moved to the **Error Files** folder, and all processed XML Import Index Files are backed up to the configured location.

Issue	Description
After importing multi-page TIFF images, only the first page of each document is displayed if the Document Type of the documents have a Default File Format of something other than Image File Format.	Images files are treated slightly differently than other file formats in an XML Index DIP process because the process attempts to open image files to determine the number of pages (i.e. individual images) included in each file. In this scenario, the XML Index DIP process is not expecting to find a single file consisting of multiple pages (i.e. images), so only the first image in the file is displayed. To prevent this issue from occurring, include the **>>File Type** Default Keyword Type in the XML Import Index File to force the XML Index DIP process to recognize the file being imported as an image and open it to determine the number of pages (i.e. images) it contains. In this case, the **>>File Type** Default Keyword Type should be specified as **2** for **Image File Format**. **Tip:** It is considered a best practice to always include the **>>File Type** Default Keyword Type in the XML Import Index File if you are importing files of a different file format than the Document Type's Default File Format. For more information on Document Type Default File Format considerations, see Document Type Default File Format Considerations on page 42.
The process fails even though it appears to be configured correctly.	Ensure that if you are using the **>>File Path** Default Keyword Type, you are supplying an Absolute Path for its value. If a full path is supplied, the process will fail to run. The **>>File Path** Default Keyword Type must be used with the **>>File Name** Default Keyword Type.
While a scheduled XML Index DIP process is running, new import files are removed from the processing directory before they are imported.	Enable the **Files idle for at least 1 minute** option in Schedule Management. This allows newly created XML Import Index Files to be copied to the directory while the process is running and still have those files successfully imported into the system.
The following error occurs when running a process: One or more files were not able to backup successfully. All files have been left in their current directory and no processing was performed.	This error occurs when the **Backup Path** option is enabled and the processing workstation is unable to access the configured Backup Path. This can happen if the processing workstation is unable to access the configured file path, or if the **Backup Path** field was left blank during configuration. Ensure that a **Backup Path** has been configured within OnBase Configuration, and make sure that the processing workstation is able to access the configured path.

>>Rendition & >>Rendition/New Document Keyword Troubleshooting

The following situations may come up when using XML Index DIP and the **>>Rendition** or **>>Rendition/New Document** Keyword Types:

Situation	Error Message
If no document is found, then a new document is created and an error is displayed in the Verification Report.	Document <Document Auto-Name string> was marked to be a Revision or a Rendition, but the processor couldn't find a matching document. The document will be archived as a new document. **Note:** If the **>>Rendition/New Document** Default Keyword Type is used instead of the **>>Rendition** Default Keyword Type, a new document is created but this error message is not displayed in the Verification Report.
If more than one document is found, then this entry creates a new document and an error will appear listing this document in the verification report. Here is an example of this entry:	Document <Document Auto-Name String> was marked to be a Revision or a Rendition, but the processor found more than one matching document. The document will be archived as a new document.

Contacting Support

When contacting your solution provider, please provide the following information:

- The OnBase module where the issue was encountered.
- The OnBase version and build.
- The type and version of the connected database, such as Microsoft SQL Server 2014 or Oracle 12c, and any Service Pack that has been installed.
- The operating system that the workstation is running on, such as Windows 10 or Windows Server 2012 R2, and any Service Pack that has been installed. Check the supported operating systems for this module to ensure that the operating system is supported.
- The name and version of any application related to the issue.
- The version of Internet Explorer and any Service Pack that has been installed, if applicable.
- A complete description of the problem, including actions leading up to the issue.
- Screenshots of any error messages.

Supplied with the above information, your solution provider can better assist you in correcting the issue.

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XML Index Document Import Processor

Administration Guide

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Configuring the XML Index DIP module is very similar to configuring other OnBase processes, such as DIP or AutoFill Keyword Set imports.

Create an XML Index DIP Format

The XML Index DIP format specifies how OnBase processes the XML Import Index File. The XML Import Index File contains the location of each document that will be brought into OnBase, as well as any Keyword Values associated with the documents.

To create an XML Index DIP format, you must configure the following items:

- Process Settings Configuration on page 18.
- Document Types on page 40
- Process Settings on page 43
- XML Index DIP Field Order Configuration on page 49

Process Settings Configuration

The **Process Settings** dialog box is used to specify the file(s) to be processed, as well as certain pre- and post-processing options that will be applied to the data.

This dialog box also contains a command line that can be run to preprocess the data or call a batch file.

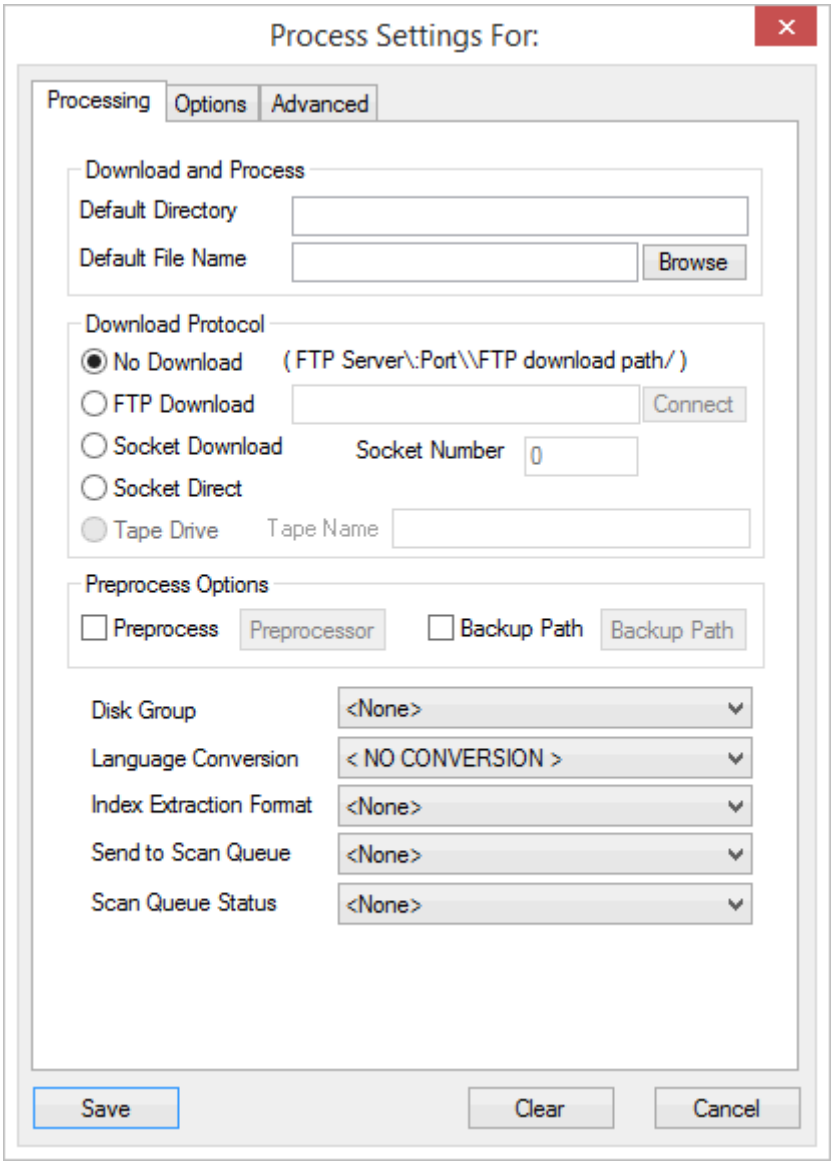
It is important to note that before processing files in OnBase the files must be accessible from the workstation, and cannot reside within a ZIP or other archive file.

The option of using File Transfer Protocol (FTP) to download the necessary files is available for XML Index DIP. FTP is a protocol used to transfer files over a network. An FTP client can request a file from the server, or can place a file on the server. FTP includes functions to log onto the network, list directories, and copy files. FTP is not practical for retrieving large reports, because the whole file will be retrieved temporarily to the Client workstation. Index and source files on an FTP server are not deleted when processing is complete.

Note: Secure File Transfer Protocol (SFTP) is not supported for use with XML Index DIP.

To open the **Process Settings** dialog box:

1. In the Configuration module, select **Import | XML Index Document Import Processor**.
2. Select the format to be configured and click **Settings**. The **Process Settings** dialog box is displayed. The **Processing** tab is selected by default.



3. Assign options for the process. Mandatory options are as follows:
   - **Processing | Default Directory**
   - **Processing | Default File Name**
   - **Processing | Disk Group**
   - **Options | Run Process**
4. The remaining options are optional. All options are described in the tables below.
5. After setting all desired configuration options, click **Save**.

The Processing Tab

The **Processing** tab contains general processing information, such as the location of the index file and the Disk Group the processed documents are to be stored in.

Download and Process

The fields in this section direct the process format to the index file containing the data to be processed.

Option	Description
Default Directory	The file path of the folder that the index file resides in. Do not include the name of the index file itself in this field. The file path can be no longer than 60 characters for 32-bit systems, or 80 characters for 64-bit systems.
Default File Name	The name of the index file. The file name can be no longer than 60 characters for 32-bit systems, or 80 characters for 64-bit systems. **Note:** The **Default File Name** field must contain a value for the file name. If a file name value is not provided, incoming batches are not processed successfully and the files are moved to the **ERROR_FILES** directory. You can use the **?** and ***** wildcards in this field to specify multiple files. For example, ***.*** processes all files in the folder specified by the **Default Directory** field. However, if the **Default Directory** folder contains any non-index files, imprecise use of wildcards may result in a processing error. **Note:** After processing, a copy of the Import Index File is stored in the **System Documents** Document Type group, **SYS Import Index** Document Type.

Tip: Click the **Browse** button next to the **Default File Name** field and navigate to the index file to populate both the **Default Directory** and **Default File Name** fields.

Download Protocol

The option selected here determines how the processing workstation accesses files for processing.

Select one of the following:

Option	Description
No Download	Files are not downloaded from another source before processing, they are accessible directly from the workstation's local storage, LAN, or WAN. This option is selected by default.

Option	Description
FTP Download	The index file is downloaded from a server using File Transfer Protocol and saved locally for processing. **Note:** Secure File Transfer Protocol (SFTP) is not supported for use with XML Index DIP. After selecting **FTP Download**, you must also configure the following: • Enter the URL of the FTP Server in the field next to the option. For example, enter **FTP Server\:Port\\FTP Download Path/** where **FTP Server** is the name or IP address of the FTP server and **FTP Download Path** is the full, complete path to the directory on the FTP server where the index file resides. • Click the **Connect** button, and enter the user name and password used to connect to the FTP server in the **FTP User Name** and **FTP Password** fields, respectively. If your FTP server requires a fully qualified domain name, enter the user name as **name@domain.net**. • Enter a **** (backslash) in the **Default Directory** field, or enter the path of a specific local directory where you want files from the FTP server to be downloaded to for processing. • Enter the name of the index file in the **Default File Name** field. See FTP Download Considerations on page 22 for more information.
Socket Download	This option is only available for the Check Image Processor.
Socket Direct	This option is only available for the Check Image Processor.
Tape Drive	This option is only available for the Check Image Processor.

FTP Download Considerations

Keep the following points in mind when configuring a process to use **FTP Download**:

- If the FTP server you are connecting to is a Unix system, the URL entered in the **FTP Download** field must include the full, complete path to the FTP directory where the index file resides. This path must include all levels of the FTP server's file structure, which may not be the path you typically use to access the directory.

  For example, suppose you want to direct the processor to a folder named **Index** which you normally access by navigating to **\\ftp:\MainCampus\:21\\Hastings\Pending\Index/**. However, the complete path required by the processor in the **FTP Download** field would actually be **\\ftp:\MainCampus\:21\\data\Employees\Accounting\Hastings\Pending\Index/**. The first, shorter path begins in the employee's personal directory, while the complete path begins at the root directory level of the server.

Note: Depending on the FTP server you are connecting to, the syntax of your FTP server's URL may be different.

- With the **FTP Download** protocol selected, the **Default Directory** is the directory to which the index file will be downloaded for processing, after it is accessed from the path specified in the **FTP Download** field.
- If the process in configured to delete index files after processing is complete, only the locally downloaded copy of the index file is deleted, not the original file which resides on the FTP server.
- To use the **FTP Download** option, the build-specific **mzftp.dll** file must be installed in the OnBase root directory. This DLL requires the **wininet.dll** file, which is typically installed with Microsoft® Internet Explorer 4.01 or higher.

Using FTP with No Download

With the **No Download** protocol selected, files on an FTP server can still be accessed by entering the full UNC path in the **Default Directory** field.

Caution: Although XML Index DIP is capable of processing files over FTP using **No Download**, it is not recommended. If possible, use the **FTP Download** option instead.

If you are entering a UNC path in the **Default Directory** field to access an FTP server, ensure the format of the UNC path is correct. XML Index DIP supports connections to FTP servers that require a fully qualified domain name (FQDN) as well as connections that do not require a FQDN.

To connect to a FTP server that requires a FQDN, enter **\\ftp:\name@domain.net:<password>\\ftpserver\:21\\ftpdirectory** in the **Default Directory** field; where **name@domain.net** and **<password>** are the appropriate login credentials, **ftpserver** is the name or IP address of the FTP server, and **ftpdirectory** is the full, complete path to the FTP directory where the index file resides. This path must include all levels of the FTP server's file structure, which may not be the path you typically use to access the directory.

For example, suppose you want to direct the processor to a folder named **Index** which you normally access by navigating to **\\ftp:\MainCampus\:21\\Hastings\Pending\Index**. However, the complete path required by the processor would actually be **\\ftp:\MainCampus\:21\\data\Accounting\Employees\Hastings\Pending\Index**. The first, shorter path begins in the employee's personal directory, while the complete path begins at the root directory level of the server.

Note: Depending on the FTP server you are connecting to, the syntax of your FTP server's URL may be different.

For security reasons, the password entered in the **Default Directory** field is displayed as **<pwd>** the next time the **Process Settings** dialog box is opened. If any changes are made to the **Default Directory** field, you must re-enter the password, overwriting the **<pwd>** placeholder.

Note: When using FTP with the **No Download** option selected, preprocessors will not function properly unless they have been created with the ability to access files via FTP.

Preprocess Options

This section allows you to Configure a Preprocessor and Set a Backup Path for the process format.

Configure a Preprocessor

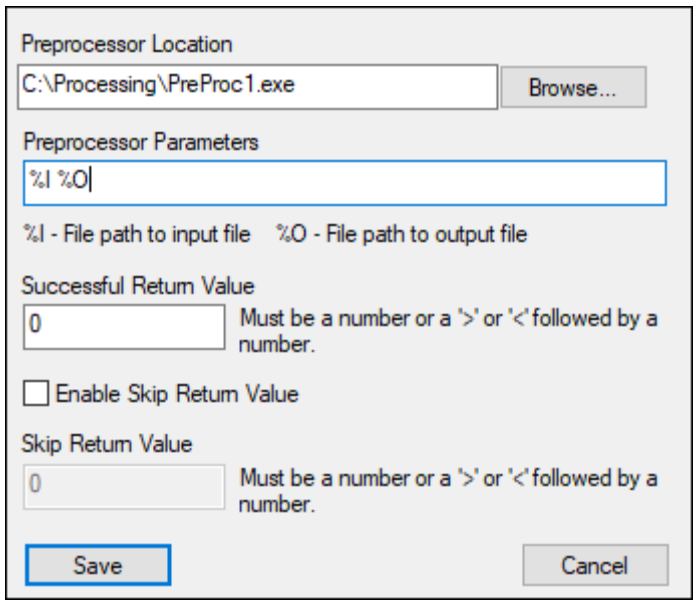
If an import file is formatted in a way that cannot be processed by the processor, a preprocessor can be used to reformat the data so it can be processed. A preprocessor is a separate program used to reformat existing import files using user-defined rules and descriptions to prepare them for processing.

While the options in this section are typically used to initiate a preprocessor, they can be used to execute any command.

Note: Typically, when configuring a new process format or modifying an existing process format, the import file is processed with only the **Preprocess Options** configured. This results in a "clean" data file that can then be viewed and used to configure the remaining processor configuration parameters.

To enable the process format to use a preprocessor:

1. Select the **Preprocess** option.
2. Click the **Preprocessor** button. The **Preprocessor Configuration** dialog box is displayed.



3. Enter the path to the preprocessor executable in the **Preprocessor Location** field, or click **Browse** to navigate to it. This field is limited to 255 characters.
4. Enter any preprocessor parameter values in the **Preprocessor Parameters** field. This field is limited to 128 characters.

   Because each preprocessor is unique based on its function, the preprocessor parameters vary depending on your solution. You will be informed of the values for these parameters when your solution is installed.

   Two of the most common parameters are input file (**%I**) and output file (**%O**). For most preprocessors, the Preprocessor Parameters field will contain the input and output file variables and an application-specific command line.

   - The input file is specified by the **%I** variable. When the preprocessor is run, the **%I** is replaced with the name of the import file specified by the process format.
   - The output file is specified by the **%O** variable. It is replaced in a similar manner when the preprocessor is run.

Caution: The parameters must be listed in the following order: **%I %O** with a space between them. If the order of the parameters is reversed (**%O %I**), all data will be removed from the data file.

5. Enter the expected number (or range of numbers, using **<** or **>**) that the preprocessor returns after a successful process in the **Successful Return Value** field. This field is limited to nine characters.

   If the preprocessor does not return a successful value, the file is not processed.

   This value is dependent on the type of preprocessor used, and will vary depending on the installation. You will be informed of this value when your solution is installed.
6. Select **Enable Skip Return Value** to specify a number or range of numbers that are returned if the preprocessor needs to skip processing the index file. Selecting this option enables the **Skip Return Value** field. In some cases it may be desirable to have the processor skip processing an import index file. For example, you may want to skip processing if it references documents that were not yet added to the processing directory.
7. If you selected **Enable Skip Return Value**, in the **Skip Return Value** field, enter the expected number or range of numbers (for example, a range can be entered as >10 or <-5) that the preprocessor returns when an index file is skipped for processing. This field is limited to a maximum of 19 characters. The following types of values and operators are acceptable to enter:
   - >, <, and -
   - Numeric
   - Whole number
   - Non-overlapping with **Successful Return Value**

Note: For example, if the **Successful Return Value** is 10, the **Skip Return Value** cannot be 10 or greater than 10 (for example, >10).

   If the preprocessor returns a skip value for a file, that file remains in the directory and is not processed. The file is not moved to the ERROR_FILES directory unless an error is detected in another import index file within the same batch.
8. Click **Save**.

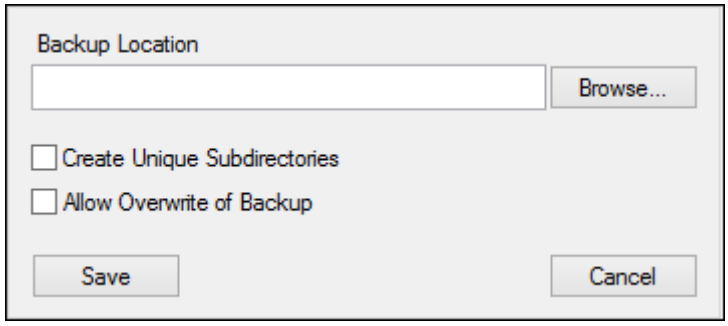
Set a Backup Path

You can back up the import file prior to it being processed to ensure that the process format and its preprocessor were configured correctly and no data is lost or damaged in the import file.

Tip: It is considered a best practice to always set a backup path.

To enable backup prior to processing:

1. Select the **Backup Path** option.
2. Click the **Backup Path** button. The **Backup Path** dialog box is displayed.



3. Enter the path of the directory to copy import files to in the **Backup Location** field, or click **Browse** to navigate to the folder.

Note: If you enter a path that does not exist (i.e., a folder not already created), it will automatically be created when the process is run.

4. Select **Create Unique Subdirectories** if multiple import files have the same file name and each of them need to be backed up.

   By default, if a process format uses an import file that has the same name as (but different content than) an existing backup file, the file is not processed. Select **Create Unique Subdirectories** to allow import files with the same name to be processed and backed up to unique subdirectories. When this option is selected, a unique subdirectory is created within the specified backup directory for each import file. The directory is named according to the following format, based on the date and time the process is run: **Month_Date_Year_Hour_Minute_Second** (i.e., **mm_dd_yyyy_hh_mm_ss**).

   Alternatively, select **Allow Overwrite of Backup** to have import files with the same name as an existing backup file overwrite the old backup. This can be useful if you frequently use import files with the same name and don't want a high volume of unique subdirectories.

   These options also function with FTP backups, if applicable.
5. Click **Save**.

Note: Typically, the XML Index DIP processor is run against the data file with only the **Preprocess Options** configured. This results in a "clean" data file that can then be viewed and used to configure the remaining processor configuration parameters.

Other Processing Options

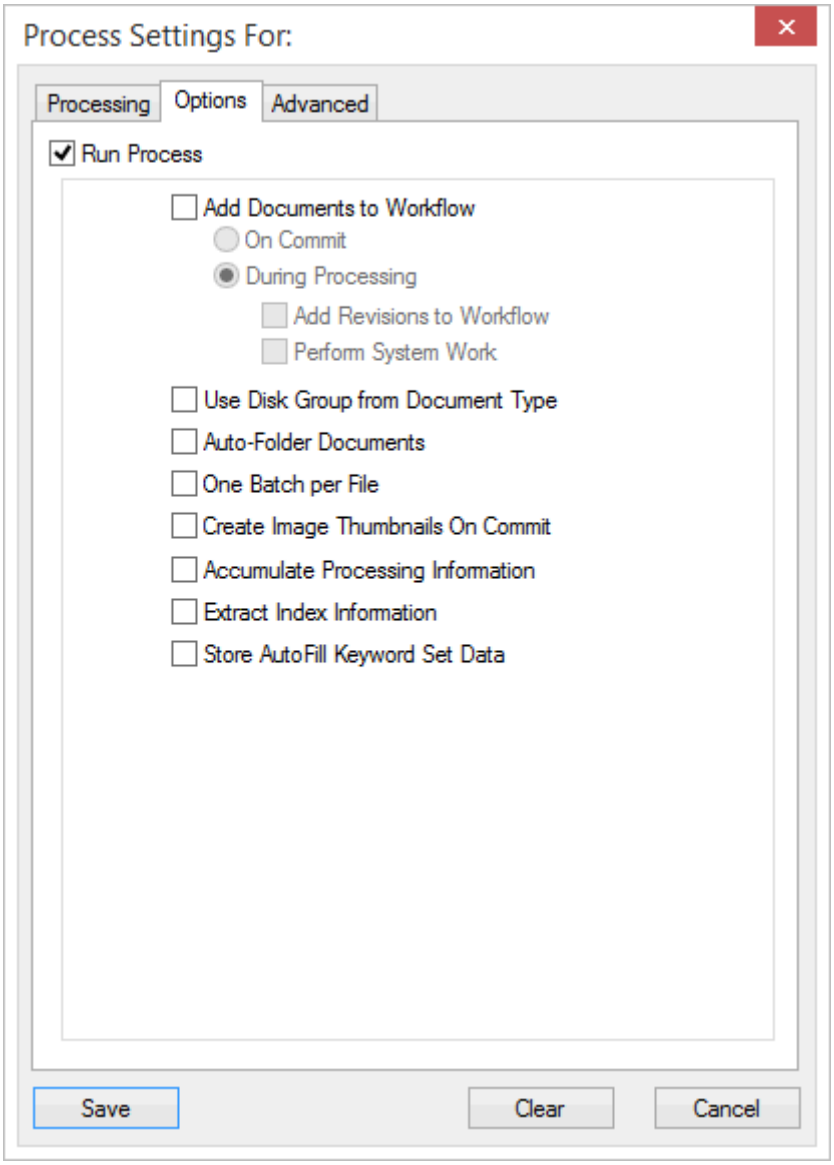
The **Processing** tab also contains the following options:

Option	Description
Disk Group	Select a Disk Group to which to save imported documents in a batch. A Disk Group must be selected to save the process format.
Language Conversion	Select the language associated with the ASCII code page that created the import file. **Note:** This setting is only used for legacy language conversions. The option **<NO CONVERSION>** should be selected when configuring process settings.
Index Extraction Format	Select the extraction format used to extract Keyword Values from the imported files. This setting is used in conjunction with the **Extract Index Information** setting in the **Options** tab. This index information can be imported into third-party programs or used as data for an AutoFill Keyword Set for related documents. In order to extract index information, your system must use a properly configured index extraction format. **Note:** In order to extract index information, your system must use a properly configured Index Extraction Format. See the **System Administration** documentation for more information on configuring an Index Extraction Format. To configure an index extraction format, see Index Extraction Format on page 88.
Send to Scan Queue	Select a scan queue to which to send scanned batches. This option only applies to image documents. Non-image documents in the batch could potentially cause errors. **Note:** If you select a scan queue in the **Send to Scan Queue** drop-down list, neither the batch nor the verification report goes to the **Awaiting Commit** queue. If you select a custom scan queue configured for custom capture processing in the Unity Client, you must define which Application Server and data source to connect to in one of the following ways: • Apply the -APPSRV_URL and -APPSRV_DSN command line switches to the OnBase Client performing the Directory Import process **Note:** For information on how to apply these specific command line switches, see the **Command Line Switches** module reference guide. • Define the Application Server in the OnBase Configuration module **Note:** For information on how to define the Application Server, see the **System Administration** module reference guide. If the Application Server is not defined in one of these ways, batches cannot be sent to the selected custom scan queue.

Option	Description
Scan Queue Status	Select a scan queue status to display in the scan queue configured in the **Send to Scan Queue** option. Choose one of the following options from the drop-down list: • **Awaiting Index** • **Index in Progress** • **Awaiting Commit** **Note:** Selecting **Awaiting Commit** marks the batch to be sent to the scan queue as fully indexed. The batch is removed from the DIP queue and is exclusively handled in Imaging like all other Document Imaging batches.

The Options Tab

The **Options** tab contains options that specifically affect the documents that are imported as part of the batch.



The following options are displayed on the **Options** tab:

Option	Description
Run Process	This check box is used to enable the process to store the documents identified from the index file in OnBase. It is selected by default. The **Run Process** check box must be selected in order for the process to actually import documents into OnBase. The ability to deselect this option is provided to allow you to test formats without saving documents to OnBase. If the **Run Process** check box is not selected, the XML Index DIP process does not import files into OnBase. The **Download** and **Preprocess** functions are performed regardless of whether **Process** is selected. If the processor encounters an error within the index file, it is moved from its current folder to the **ERROR_FILES** sub-folder. **Note:** If an error occurs, the index file is moved to the **ERROR_FILES** folder even if it is marked as read-only. **Tip:** If multiple import index files are processed into a single batch and successfully processed import index files are configured to not be deleted, import index files that have been correctly processed may be moved to the **ERROR_FILES** folder if one or more import index files that compose the batch are not processed correctly. XML Index DIP cannot distinguish between the import index files in the batch that have been processed correctly and the import index files with errors that remain in the Default Directory location. To prevent correctly-processed import index files from ending up in the **ERROR_FILES** folder, configure each import index file to be processed as an individual batch or allow the import index files to be deleted after processing (the default behavior), but configure the import index file to be backed up during the Process Settings configuration for the XML Index DIP process format. All correctly-imported import index files are deleted after processing, the incorrectly-processed import index files are moved to the **ERROR_FILES** folder and all processed import index files are backed up to the configured location.

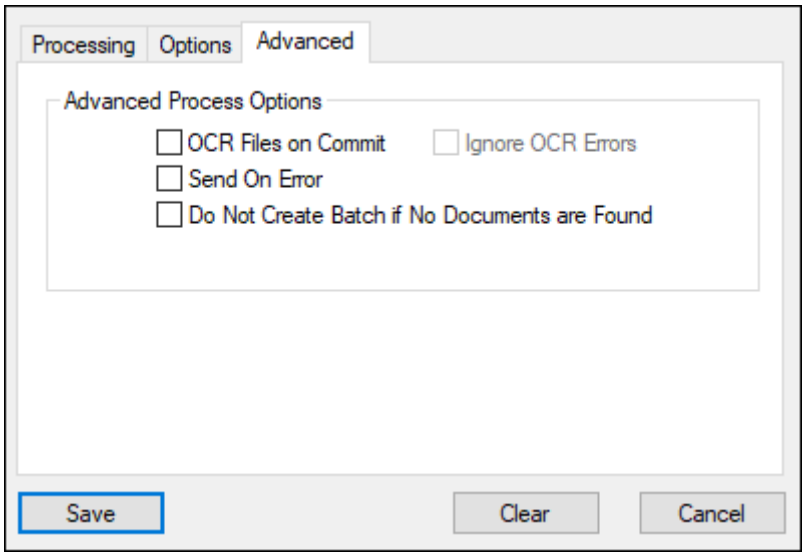
Option	Description
Add Documents to Workflow	**Note:** To use this option you must be properly licensed for Workflow. Place processed documents into a Workflow life cycle associated with the Document Type of the imported documents. **Note:** Documents can only be added to Unity life cycles from the Core-based OnBase Client interface. When this option is selected, the following options are available: • **On Commit:** Bring documents into a Workflow life cycle when a batch is committed. When using the Core-based OnBase Client interface, if one or more documents are not successfully added to a Workflow life cycle, the batch is added to the **Committed** queue. **Tip:** When using the Core-based OnBase Client interface, it is recommended that you always select **On Commit**. When using the classic OnBase Client interface, if one or more documents are not successfully added to a Workflow life cycle, the batch is added to the **Incomplete Commit** queue. • **During Processing:** Add the documents to a Workflow life cycle as they are processed. If errors are encountered while documents are processed, the successful part of the batch is moved to a Workflow life cycle and the unsuccessful part of the batch is moved to the **Incomplete Process** queue. **Caution:** Documents in the **Incomplete Process** queue can be viewed and retrieved by anyone with access to the queue, even if those users do not normally have rights sufficient to view and retrieve those documents in OnBase. • **Add Revisions to Workflow:** Resend the documents to a Workflow life cycle as a revision is processed. • **Perform System Work:** Execute the configured system work for a Workflow life cycle as soon as the documents are added to a Workflow life cycle. This option is deselected by default for new processes. **Note:** If Verification Reports are configured to enter a Workflow life cycle, they will enter that Workflow life cycle regardless of the **Add Documents to Workflow** option setting.

Option	Description
Use Disk Group from Document Type	Select this option to store documents in the batch in the default Disk Group associated with their Document Type instead of the Disk Group associated with the process format. If this option is selected, both the Disk Group assigned to the process format and the Disk Group assigned to the Document Type(s) are checked to ensure they have sufficient disk space available before the documents are placed. If there is not enough available space in the Disk Group, the batch is routed to the **Incomplete Process** queue, an error message is displayed and the index file is sent to the **Error_Files** directory. If **<none>** is selected in the **Disk Group** drop-down menu when this option is selected, a check for space will not be performed on a Disk Group.
Auto-Folder Documents	Provides the ability to Auto-Folder documents upon import. **Note:** Selecting this check box sets the default behavior for Auto-Foldering documents upon import. However, if a user has the ability to initiate processing from within the OnBase Client, they can de-select this feature when initiating the process by deselecting the **Create Auto Folder** option. **Tip:** Ensure you have Auto-Foldering properly configured before selecting the **Auto-Folder Documents upon Processing** check box.
One Batch per File	Creates a separate batch for each index file when a single XML Index DIP process encompasses multiple index files. This option helps to better track and manage individual index files after they were imported into the system. **Note:** The **Maximum Uncommitted Batches** option is not respected when the **One Batch per File** option is selected.
Create Image Thumbnails On Commit	Select this option to create a small thumbnail image of the first page of all image documents in a batch and archive them as a rendition to the original. When such a document is displayed in the thumbnail hitlist, OnBase will first attempt to load the small thumbnail image instead of the full size image. If there is no thumbnail image available, the original image will display.
Accumulate Processing Information	Provides the ability to combine several Verification Reports into a single, cumulative daily report. After process is run, OnBase produces and displays a Verification Report for the process. If your solution uses several different processors or process formats, you can combine each of these Verification Reports into a single, daily report for ease of viewing by selecting the **Accumulate Processing Information** check box. The Verification Report is stored as a text document in the **System Documents** Document Type Group, **SYS Verification Reports** Document Type.

Option	Description
Extract Index Information	Directs the XML Index DIP Processor to store all Keyword Values extracted from the XML Index DIP file during processing into a text file. You must also select an index extraction format from the **Index Extraction Format** drop-down list. If there are multiple Keyword Values for one Keyword Type, only the first value listed will be extracted. To configure an Index Extraction Format, see Configuring Index Extraction for more information.
Store AutoFill Keyword Set Data	This option is used to store values from the import index file into the associated AutoFill Keyword Set, as long as there is no AutoFill Keyword Set instance that already contains the Primary Keyword Value from the import index file. When an instance is imported with the same Primary Keyword Value as an existing instance, but with different secondary values, an additional instance is added.

The Advanced Tab

The **Advanced** tab contains advanced processing options that affect the batches imported via the process format.



The following options are displayed on the **Advanced** tab:

Option	Description
OCR Files on Commit	Select this option to process documents through Optical Character Recognition during the commit process. This function is available only when the OCR module is properly licensed and registered.

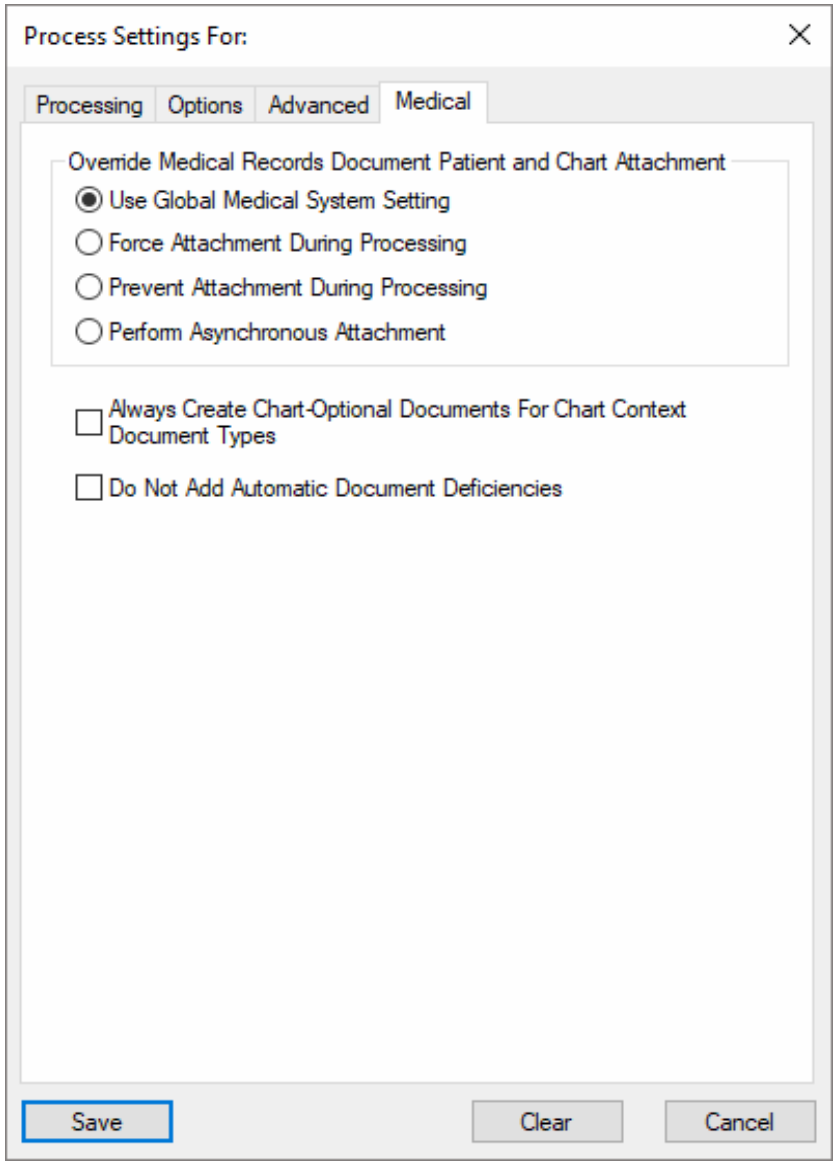
Option	Description
Ignore OCR Errors	Select this option to ignore any errors that occur during the OCR process and continue processing. The default behavior is for the OCR process to stop when an error message is displayed and wait for user interaction. When this option is checked, batches with errors will be committed, and the Verification Report will display the errors.
Send on Error	Select to allow a XML Index DIP process that is missing a required Keyword Value to continue. If a batch is configured to be moved to the **Scan - Awaiting Commit** queue for further indexing, checking this box will allow it to move to the configured queue even if there are missing required Keyword Values. If not checked, a batch that is missing a required Keyword Value will move to the **XML Index DIP Awaiting Commit** queue.
Do Not Create Batch if No Documents are Found	Select this option to reduce the number of unnecessary Verification Reports generated by OnBase. When this option is selected and a process is run, OnBase will first check the processing directory to verify that there are files to be processed. If there are no files to be processed in the processing directory, the process will not be run and a Verification Report will not be generated.

The Medical Tab

The **Medical** tab contains processing options that affect medical records document processing.

Note: The **Medical** tab is only available if your system is licensed for HL7. See the **HL7 Module** documentation for more information.

The **Medical** tab contains settings related to the import of medical record documents.



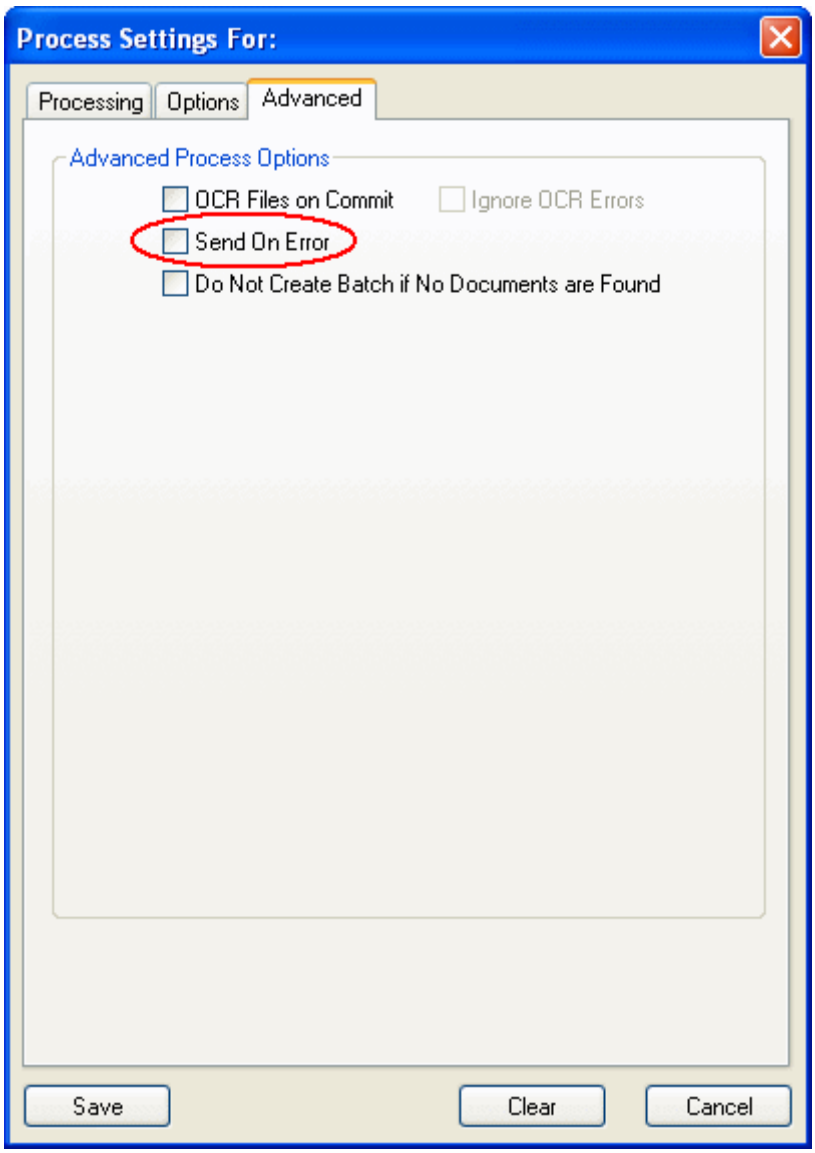
The following options are available on the **Medical** tab:

Option	Description
Override Medical Records Document Patient and Chart Attachment	The **Perform Medical Records Document Attachment** setting in the **Medical System Settings** dialog box determines when imported medical records documents are attached to patients and charts. Individual processes can be configured to respect or override the system setting. Select one of the following options to specify whether the process should override the global settings for attaching medical records documents to charts and patients: • **Use Global Medical System Setting**: The process does not override the system attachment settings. Attachment is either performed after indexing, on commit, or by a custom action, depending on the system setting. **Note:** If the global setting is set to attach on a custom action, no attachment is performed until that action triggers it. • **Force Attachment During Processing**: Patient and chart attachment is performed as soon as the imported documents are indexed as medical record Document Types. • **Prevent Attachment During Processing**: Patient and chart attachment is not performed at any point in the process. Imported medical record documents are indexed and committed without being added to any medical contexts. • **Perform Asynchronous Attachment**: Patient and chart attachment is performed at a later time as part of a separate process involving the Medical Records Document Attachment Processor. See the **HL7 Module** documentation for more information.
Always Create Chart-Optional Documents For Chart Context Document Types	Select to treat all documents imported into chart Document Types as chart-optional documents. This prevents documents imported without any Chart ID Keyword Value from being sent to Chartless Documents. Documents with a valid Chart ID are still attached. If a Chart ID is provided but it does not match any existing charts, the document is routed to Chartless Documents for review.
Do Not Add Automatic Document Deficiencies	Select to prevent Signature and Edit Transcription deficiencies from being automatically applied to imported documents.

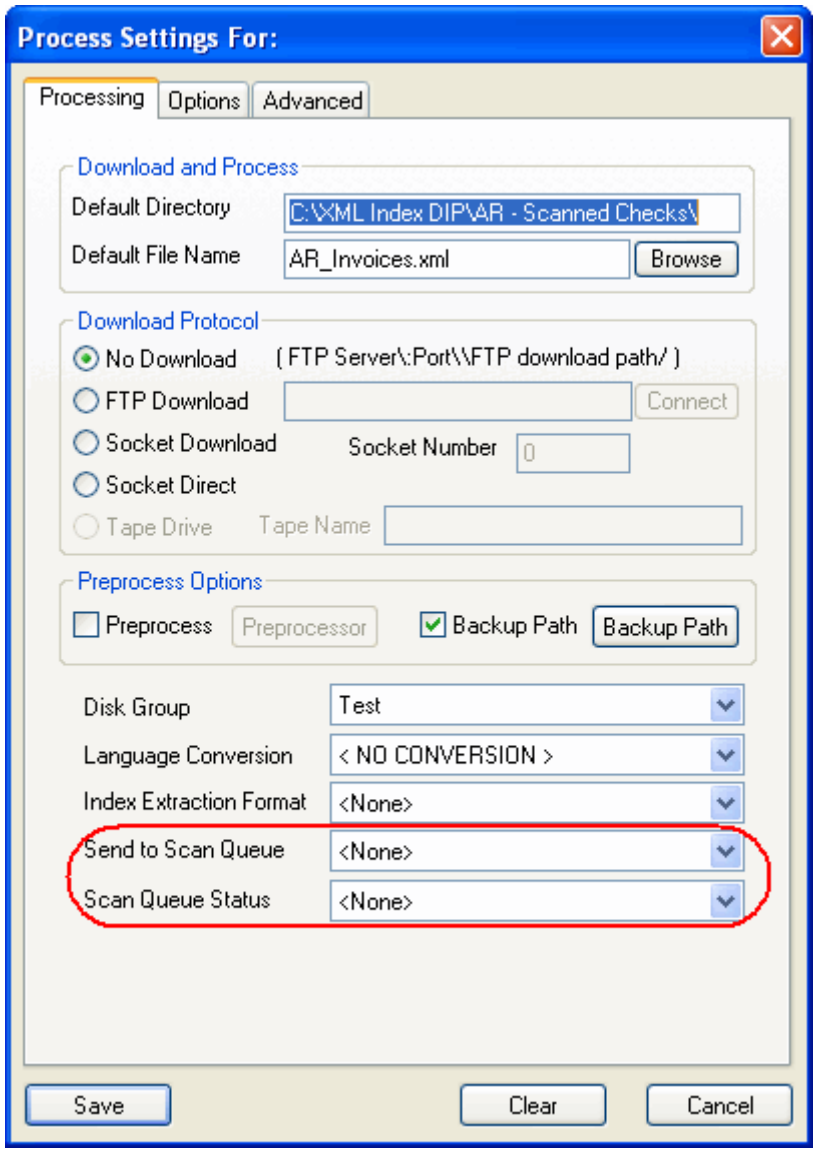
Send to Scan Queue - Automatically Commit Batches

To automatically commit batches imported into the system with XML Index DIP, follow these guidelines:

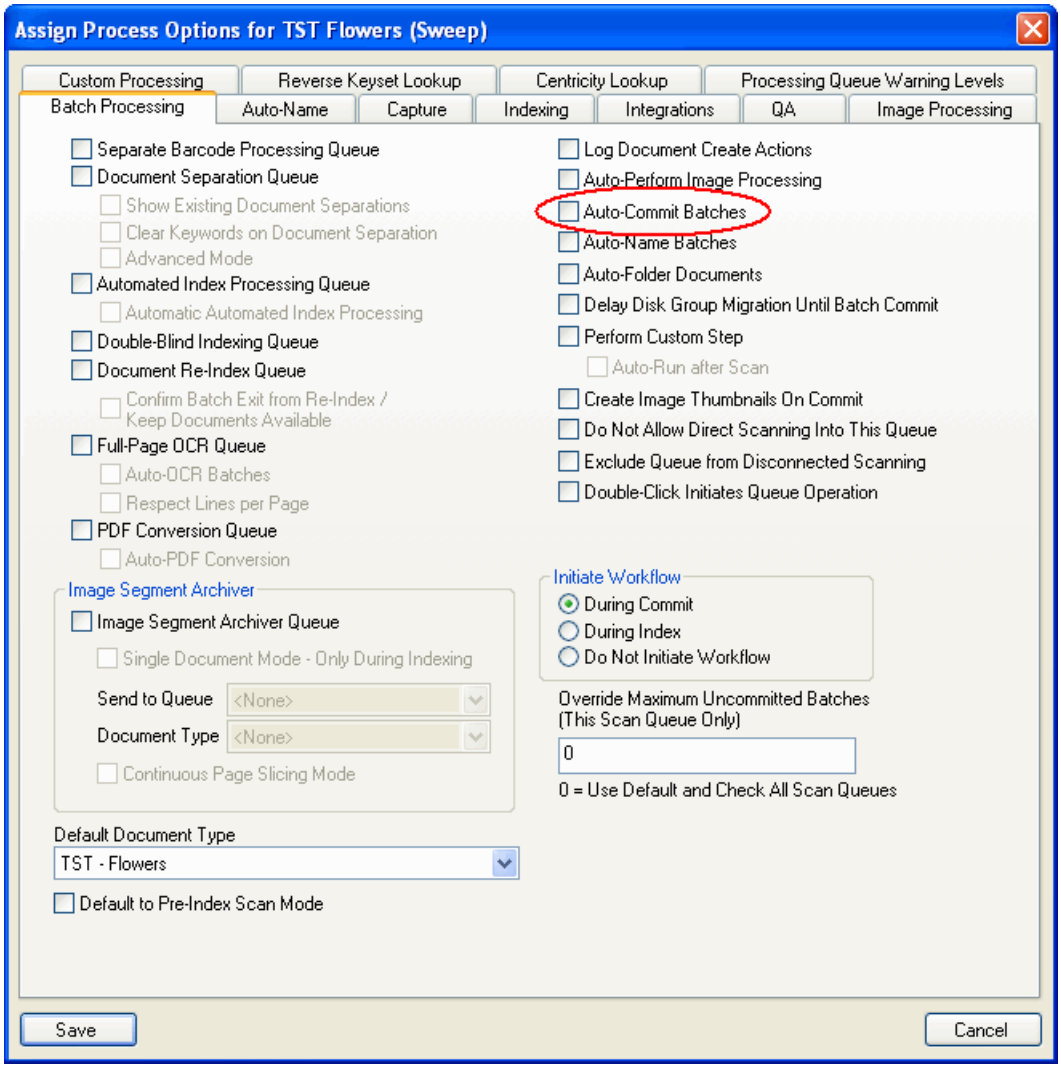
In the **Advanced** tab of the **Process Settings** dialog box, select **Send on Error**.



In the **Processing** tab, select the appropriate scan queue from the **Send to Scan Queue** select list and the **Awaiting Commit** option from the **Scan Queue Status** select lists.



Additionally, configure the **Assign Process Options for <Process Name>** dialog box. (Found at **Import | Scan Queue | Process Options**.) Under the **Batch Processing** tab, select **Auto Commit Batches.**



Note: You can also auto-commit XML Index DIP batches using the Scheduler. For more information, see Scheduling a Commit on page 153.

Document Types

When you import documents into the system, they must be assigned to a Document Type. An XML Index DIP process must be configured to include all Document Types that documents imported as part of the process may be assigned to.

Caution: If the XML Import Index File contains multiple Document Type Keyword Values and you only assign one Document Type to the XML Index DIP process, all of the files will be imported into the only assigned Document Type.

Multiple file formats can be processed into the same Document Type. For example, PDF and text files can be imported via XML Index DIP into the same Document Type, as long as the file type is specified in the XML Import Index File.

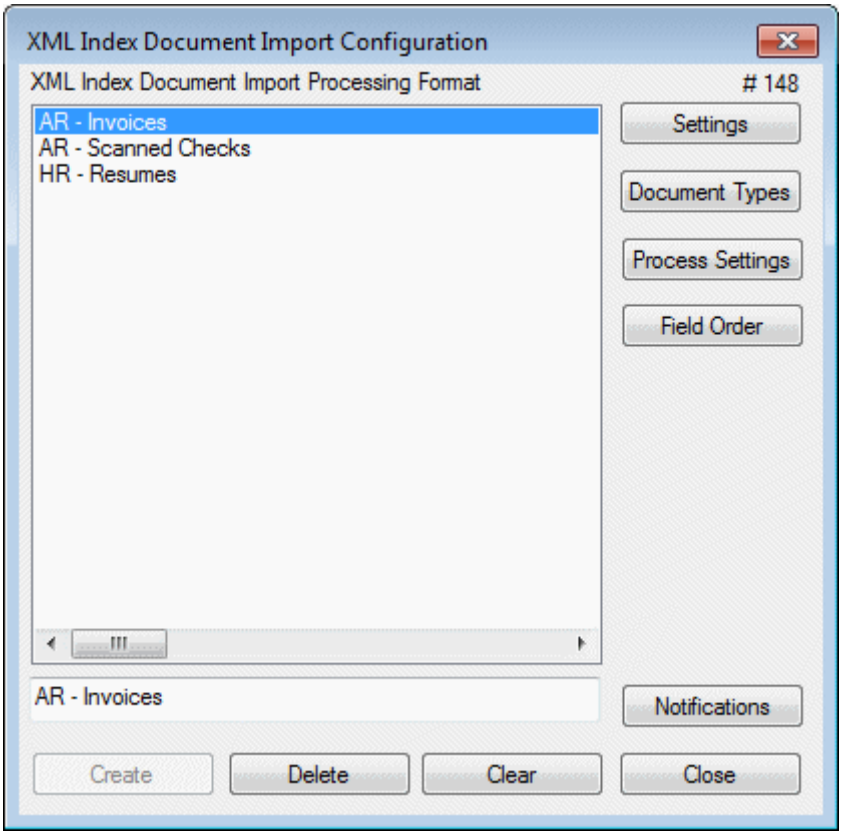
Tip: It is considered a best practice to include the **>>File Type** Default Keyword Type in the XML Import Index File if you are importing files of a different file format than the Document Type's Default File Format.

If a Document Type is set to use **Image File Format** as its Default File Format, the XML Index DIP process behaves slightly differently than if the Document Type is set to use a different Default File Format. See Document Type Default File Format Considerations on page 42.

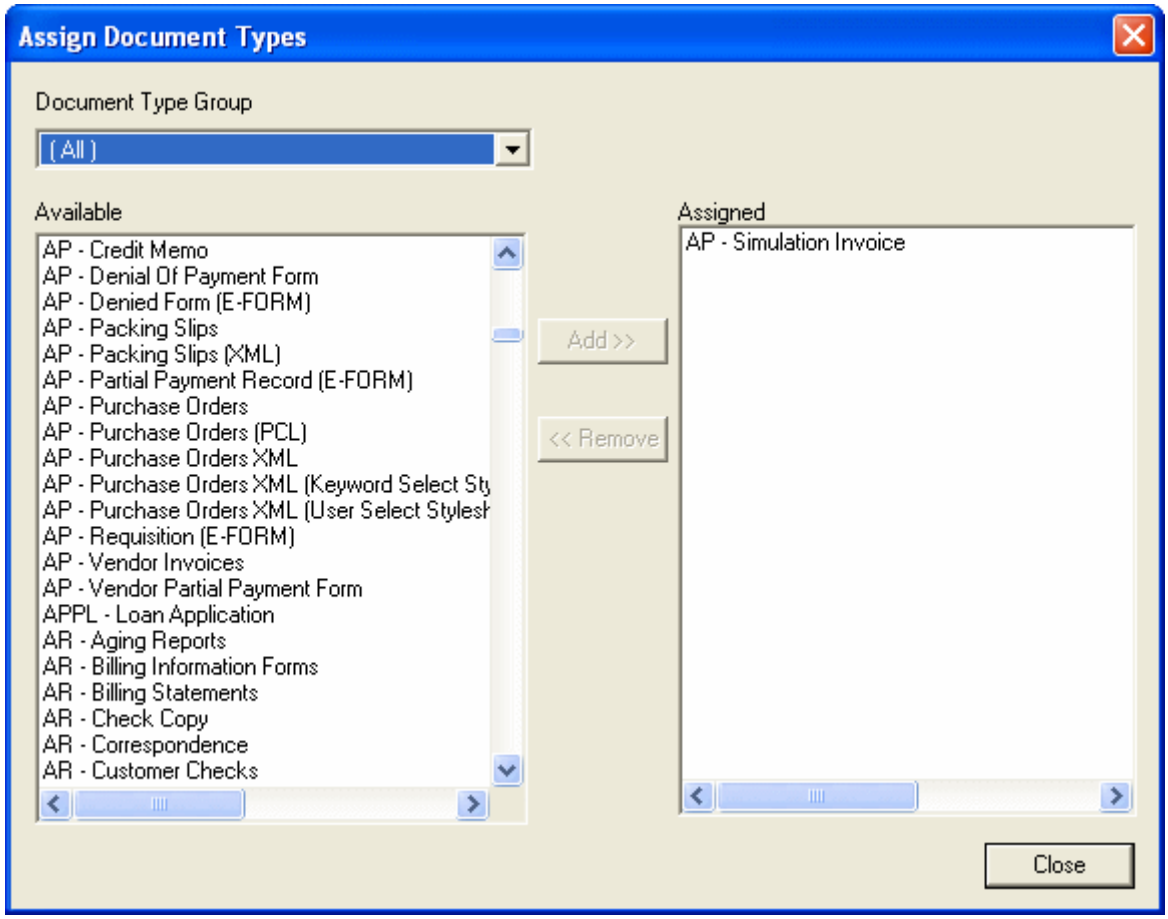
Note: Thumbnail image file formats are not intended for use in an XML Index DIP process.

To add Document Types to an XML Index DIP process:

1. In the Configuration module select **Import** | **XML Index DIP**. The **XML Index Document Import Configuration** dialog box is displayed:



2. Select the correct XML Index Document Import Processor Format and click **Document Types**. The **Assign Document Types** dialog box is displayed.



3. From the **Available** list, select a Document Type that is in one or more records in the XML Import Index File and click **Add>>**. Repeat for any additional Document Types that are in the XML Import Index File.

Note: If you cannot see the full name of your XML Index DIP Format, Document Type or Field Order, use the scroll bar located at the bottom of the window in the **XML Index Document Import Configuration** and **Assign Document Types** dialog boxes.

4. Remove Document Types, if necessary, by selecting them in the **Selected** list and clicking <<**Remove**.

Document Type Default File Format Considerations

When configuring an XML Index DIP process, it is important to take the Default File Format of the Document Types associated with the process into account.

Multiple file formats can be processed via XML Index DIP into the same Document Type, but including a Document Type configured to use **Image File Format** as its Default File Format in an XML Index DIP process will cause the process to behave slightly differently than when other Default File Formats are used.

XML Index DIP processes attempt to open image files to determine the number of pages (i.e. individual images) included in each file. If non-image files are imported via XML Index DIP into a Document Type configured to contain image documents by default, errors may be displayed in the Verification Report or the documents may not be able to be displayed in the Client.

Tip: It is considered a best practice to include the **>>File Type** default Keyword Type in the XML Import Index File if you are importing files of a different file format than the Document Type's Default File Format.

You should thoroughly test your XML Index DIP process configurations, including examining your Document Type and file format settings, and occasionally examine the documents imported via XML Index DIP to ensure that all documents are being imported properly.

Process Settings

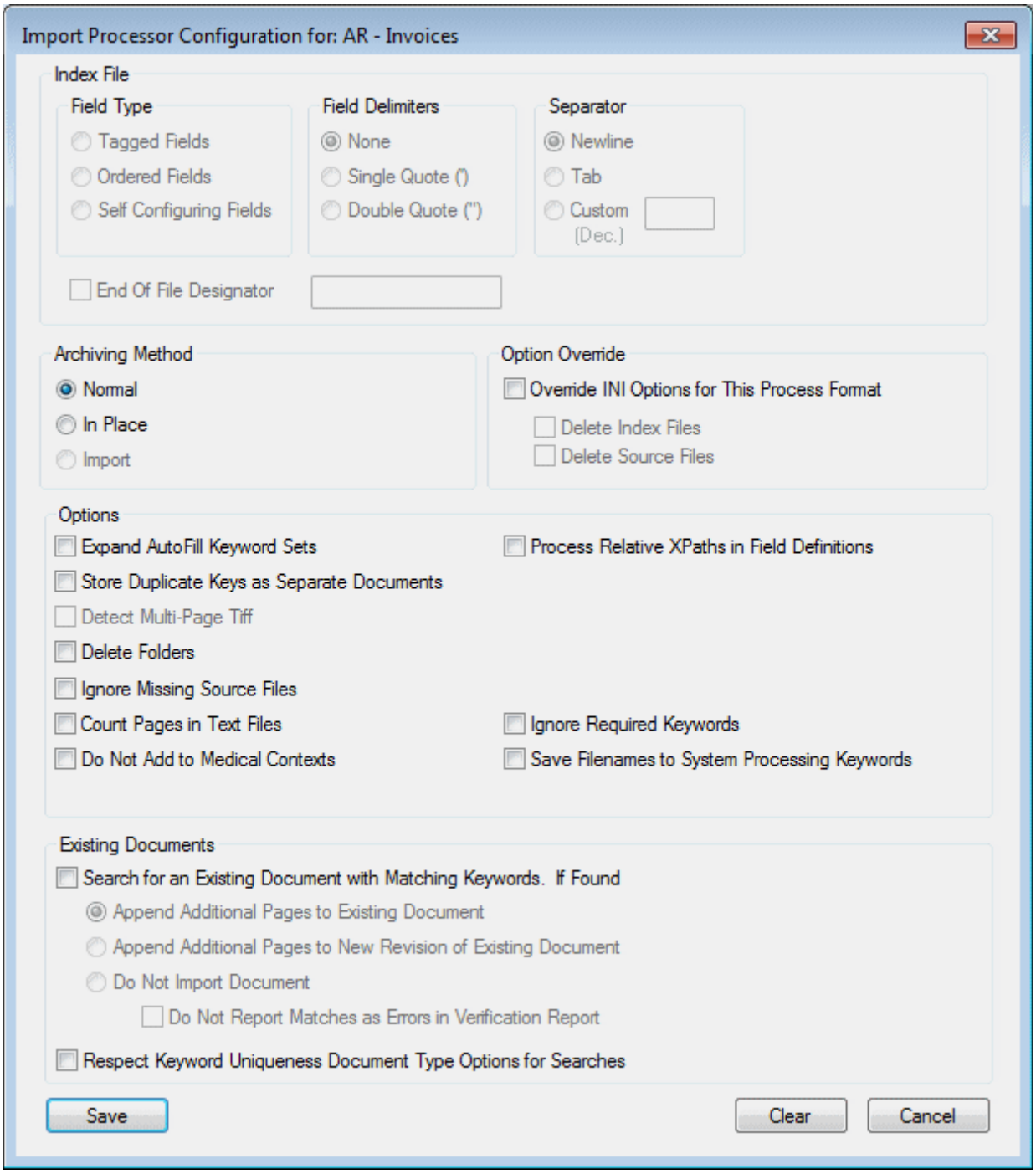
Process Settings provide the ability for the system to interpret the XML Import Index File.

An Import Index File is made up of document records. Each record is composed of fields, which contain information about a document to be imported, such as the location of the document to be imported and its Keyword Values. The system associates field values in the record with Document Types and Keyword Types based on the Process Settings configuration for the XML Index DIP format.

XML Import Index Files can be organized in several ways, so you must configure the XML Index DIP format to correspond with the layout of the Import Index information.

1. Minimize the Configuration module window on your screen.
2. Open up the XML Import Index File and minimize it. Position the Configuration module window and the XML Import Index File window side by side on the computer screen. This will enable you to more easily configure your Process Settings to fit the XML Import Index File.
3. In the Configuration module, select **Import | XML Index Document Import Processor**. The **XML Index Document Import Configuration** dialog box is displayed.
4. Select the appropriate **XML Document Import Processing Format**.

5. Select **Process Settings**. The **Import Processor Configuration for: <Process Name>** dialog box is displayed:



Note: The settings in this dialog box apply to the entire file. All records in the file must have the same field characteristics.

Note: The **Index File** settings do not apply to XML Index DIP. These settings are disabled when configuring an XML Index DIP process.

6. Select the **Archiving Method**.

Archiving Method	Description
Normal	Documents to be processed can reside on a network location and are archived into a regular Disk Group. After commit, document information is stored to the Disk Group assigned to the process. This is the default behavior of XML Index DIP.
In Place	Documents to be imported reside on platters of an existing OnBase or third-party system foreign Disk Group. After the XML Index DIP process is run, database pointers are redirected to access the existing documents. This import method requires that documents be stored to a foreign Disk Group. **In Place** import allows you to quickly access information residing in existing files, saving the time investment associated with **Normal** import.
Import	This option does not apply to XML Index DIP.

7. Select any **Option Overrides**. These process-specific options override the global options set in the onbase32.ini file.

Override Option	Description
Override INI Options for This Process Format	When this option is selected, the options **Delete Index Files** and **Delete Source Files** become enabled. When this option is selected, the options set in the onbase32.ini file will be ignored. If only this option is checked, the XML Import Index File and source files will not be deleted after import regardless of what is set in the onbase32.ini file.
Delete Index Files	When this option is selected, the setting for the INI option **DIPDeleteSourceFile** will be ignored and the XML Import Index Files will be deleted. **Note:** When performing an XML Index DIP process via FTP, the XML Import Index File is not deleted, no matter what this option or the INI setting is set to.

Override Option	Description
Delete Source Files	When this option is selected, the setting for the INI option **DIPDeleteSource** will be ignored and the Source Files will be deleted. **Note:** When performing an XML Index DIP process via FTP, the source files are not deleted, no matter what this option or the INI setting is set to. **Caution:** When this option is selected, the source files are deleted as they are processed. As a result, if a process results in an invalid batch, the batch should NOT be automatically purged. This could result in data loss as the source files for the successfully processed part of the batch have been deleted. **Note:** The source files are only deleted if the XML Index DIP process is completed successfully. If an error occurs during the XML Index DIP process, the XML Import Index File will be moved to the ERROR_FILES directory and the source files will remain in the source directory.

8. Select **Options**.

Option	Description
Expand AutoFill Keyword Sets	You can select the **Expand AutoFill Keyword Sets** option to index documents with values in an AutoFill Keyword Set based on a Primary Keyword Value in the import index file. If the Primary Keyword Value is only associated with one AutoFill Keyword Set, that AutoFill Keyword Set will be used to index the document. If the Primary Keyword Value is associated with more than one AutoFill Keyword Set, all of the associated AutoFill Keyword Sets will be used to index the document, as well as the values in the import index file. For example: A Document Type uses a social security number as the Primary Keyword Value. An existing AutoFill Keyword Set is shown below: **999-99-9999, Sara Smith, 10/10/1966** **999-99-9999** is the Primary Keyword Value. Sara Smith's maiden name was Sara Adams. When a document is imported using an import index value of **999-99-9999, Sara Adams, 10/10/1966**, the existing AutoFill Keyword Set is triggered by the Primary Keyword Value (**999-99-9999**). The document will be indexed with the values in the AutoFill Keyword Set (**999-99-9999, Sara Smith, 10/10/1966**).
Store Duplicate Keys as Separate Documents	By default, when two or more consecutive records contain the same Keyword Values for the same Document Type, the items are linked together into a multi-page document in the order they are processed. This option overrides this behavior and stores every document as a separate document.

Option	Description
Detect Multi-Page Tiff	This option does not apply to XML Index DIP.
Delete Folders	When this option is selected, the folders the source files resided in will be deleted after the process has run. In order for this option to properly function, no files must be present in the folders after import. To accomplish this, either the onbase32.ini file options must be set to delete the source files and/or XML Import Index Files, or the **Option Override** options must be set appropriately. For more information, see Override Option on page 45.
Ignore Missing Source Files	When this option is selected, the index file will not be moved to the **ERROR_FILES** subdirectory if an error occurs. A note will be displayed in the Verification Report after the process is completed.
Count Pages in Text Files	When this option is selected, XML Index DIP will count the number of pages for all text documents being processed. Each document's page count will be stored in the document's **Document Properties**. **Note:** This option is only available when the **Archiving Method** is set to **Normal**.
Do Not Add to Medical Contexts	When this option is selected, documents imported through XML Index DIP are not added to medical contexts after processing or committing. **Note:** This option is only available if your system is licensed for HL7 Listener, Medical Records Management Solution, Signature Deficiencies for Epic, Basic HL7 Listener, Medical Records Coding for OnBase Meditech, Medical Records Completion for OnBase Meditech, or Medical Records Coding Interface.
Process Relative XPaths in Field Definitions	When this option is selected, you can configure your XML Index DIP process with Relative Paths. For more information, see Relative Path Configuration on page 70.
Ignore Required Keywords	When this option is selected, required Keyword Types are not respected. Any imported documents missing a required Keyword Value are imported into OnBase. The missing required Keyword Values are noted within the Verification Report, but no error is reported within the Verification Report and the document is successfully imported into OnBase.

Option	Description
Save Filenames to System Processing Keywords	When this option is selected, file names of the index file and data files imported using XML Index DIP are saved to the **Index File Name** and **Import File Name** System Keyword Types on the imported documents. If these System Keyword Types are not assigned to the Document Type, file names will not be saved on the document. When importing a revision or new rendition of an existing document, the original document does not have any values assigned to the **Index File Name** or **Import File Name** Keyword Types, and the **Save Filenames to System Processing Keywords** option is selected, file name values will be added to the original document as well as the revision or rendition being imported. If a value imported into the **Index File Name** or **Import File Name** Keyword Types exceeds 250 characters, it is truncated beginning from the left of the path in order to preserve the file name itself. **Note:** The index file name is also added as a Keyword Value on the index file if the **Index File Name** Keyword Type was added to the **SYS Import Indexes** Document Type.

9. Select appropriate options for **Existing Documents**, if necessary.

   To search for documents with matching Keyword Values that already exist in OnBase, select the **Search for an Existing Document with Matching Keywords** check box. Then select one of the options below.

Existing Documents	Description
Append Additional Pages to Existing Document	Appends the new documents to the existing documents. **Note:** If the batch of documents that the new documents are being appended to has already been committed, the appended pages will also be committed, under the same batch number as the original batch. **Note:** Appending additional pages only works with image file formats.
Append Additional Pages to New Revision of Existing Document	Creates a new revision with the imported pages added on to the end of the existing document.
Do Not Import Document	Purges the document from the batch being imported. **Note:** The verification report will state that the document was removed from the batch.

When importing documents that are expected to be revisions of archived documents, but whose Keyword Values may not exactly match the archived Keyword Values, select the **Respect Keyword Uniqueness Document Type Options for Searches** check box. This option checks for matching Keyword Values based only on Keyword Types that have been configured as unique, unlike a normal XML Index DIP process in which all Keyword Values must match for a successful revision import. The documents are then matched to archived documents based on only the configured unique Keyword Values, rather than all Keyword Values. All Keyword Values on the two documents will be merged, and all the Keyword Values for both documents will display on each document. This is true for as many revisions as are imported.

Note: The newly-imported revision will not contain any of the already-archived pages of the document. The already-archived pages will also not have the new pages added to them. The documents will be completely separate from each other, except for the merged Keyword Values.

Keyword Types are configured as unique in the **Document Types** dialog box in the Configuration module. The **Keyword is used to determine uniqueness of new documents** option in the **Keyword Type Assignment** dialog box must be selected. For more information on Keyword Options within the **Document Types** dialog box, see the **System Administration** MRG.

Note: The **Respect Keyword Uniqueness Document Type Options for Searches** option does not need to be used in conjunction with any of the **Existing Documents** options.

10. When finished configuring the **Process Settings**, click **Save** to exit the dialog box.

XML Index DIP Field Order Configuration

Each field value in the XML Import Index File is enclosed by an XML tag that is mapped to a specific Keyword Type. The XML Index DIP process identifies and associates these field values with the appropriate Keyword Type. There are two main types of XML Index DIP - Absolute Path and Relative Path. See the following sections for more details:

- Understanding Field Tags on page 50
- Using Relative XPaths on page 60
- Absolute Path Configuration on page 65
- Relative Path Configuration on page 70

Understanding Field Tags

Field tags are used to identify information. XML tags are set up in a hierarchical tree order. The following file is an example of an XML Import Index File used in XML Index DIP:

```
- <PurchaseOrderRun>
  - <PurchaseOrder>
      <PurchaseOrderNumber>10253611</PurchaseOrderNumber>
      <ShipMethod>UPS</ShipMethod>
      <Requistioner>John Smith</Requistioner>
      <PurchaseOrderDate>09/26/02</PurchaseOrderDate>
      <Terms>2% 10; NET 30</Terms>
    - <Vendor>
        <Name>JJ's Custom Bikes</Name>
        <Street>12345 Greenbush Avenue</Street>
        <City>North Hollywood</City>
        <State>California</State>
        <ZIP>91609</ZIP>
      </Vendor>
    - <ShipTo>
        <Name>XYZ, Inc.</Name>
        <Street>28500 Lorain Road</Street>
        <City>Anycity</City>
        <State>State</State>
        <ZIP>02020</ZIP>
      </ShipTo>
    - <Items>
      - <Item partNum="5564663" OrderDate="3:33 PM 04/24/2003"
          Quantity="1" priceEA="1,795.00" priceTL="1,795.00">
          <PartInformation productName="Chrome Tailpipe" Size="Large"
            Length="13" />
          <PartInformation productName="Chrome Tailpipe"
            Size="Medium" Length="9" />
        </Item>
      </Items>
      <SubTotal>1795.00</SubTotal>
      <SalesTax>125.65</SalesTax>
      <Total>1920.65</Total>
    </PurchaseOrder>
  </PurchaseOrderRun>
```

The tags highlighted in yellow will be used to identify the company name to map it to the **Company Name** Keyword Type. To identify this data for Keyword Type mapping, the field tag that would be entered in the **Field Configuration** dialog box in the form of an Absolute Xpath would be:

/PurchaseOrderRun/PurchaseOrder/ShipTo/Name

Notice that each entry in the field tag coincides with the highlighted tags.

The **<PurchaseOrderRun>** tag is the topmost tier of the hierarchy.

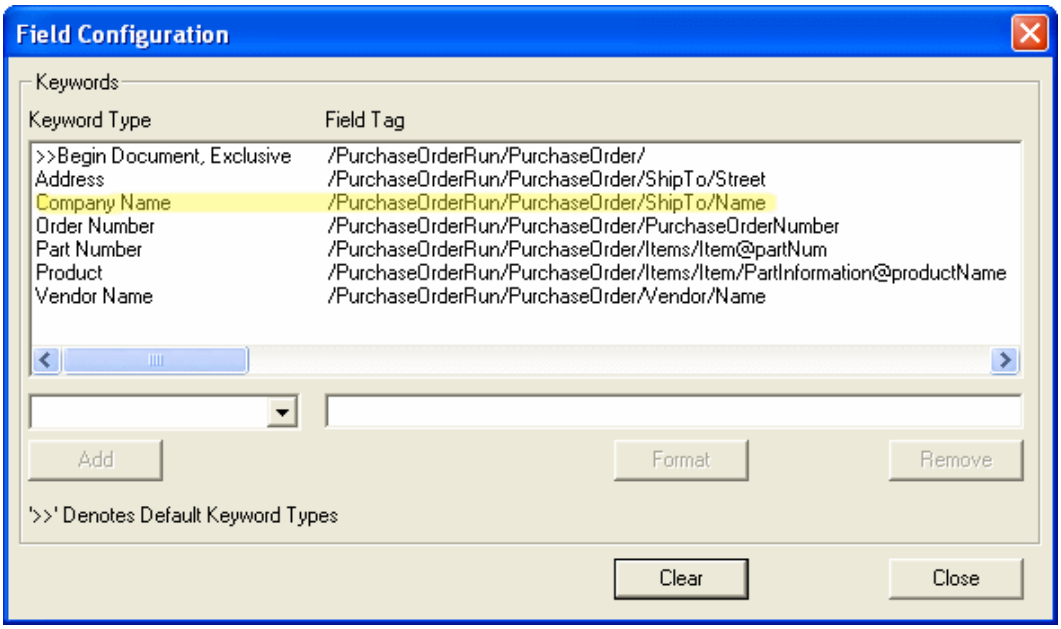
The **<PurchaseOrder>** tag follows. Within the **<PurchaseOrder>** tag, there are three data content tags:

- **<Vendor>**
- **<ShipTo>**
- **<Items>**

<ShipTo> is the next tag that needs to be identified to find the company's name. Within the **<ShipTo>** tag there are five data content tags:

- **<Name>**
- **<Street>**
- **<City>**
- **<State>**
- **<ZIP>**

The **<Name>** tag is the tag needed to identify the name of the company. All tags leading the desired data must be specified. The following example shows properly configured Keyword Type mapping for the previous sample XML Import Index File. The highlighted record shows the previous Absolute Xpath example.



Conditional Keyword Values

Keyword Values can also be populated conditionally, depending on the value(s) of element attributes. Multiple conditions can be set for the same Keyword Type, and different conditions can be used in combination in the same Field Tag.

Conditional Keyword Values can be populated in following ways:

With a Child Attribute Value Based on the Value of the First Attribute of the Immediate Parent Element.

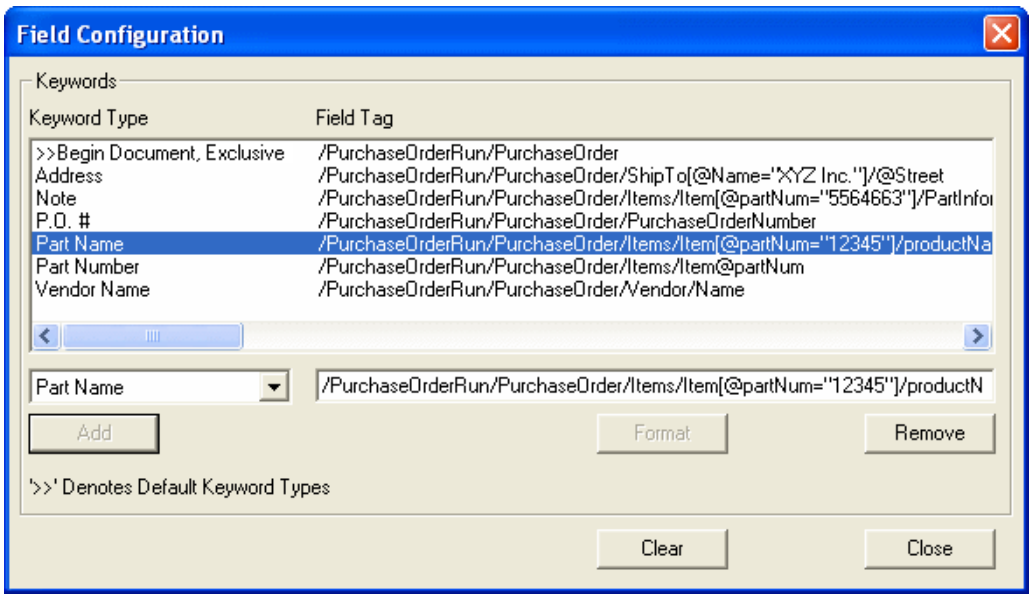
A Keyword Value can be assigned if the immediate parent element matches a previously-configured value.

For example, examine the following snippet of a sample XML Import Index File:

```
- <PurchaseOrderRun>
  - <PurchaseOrder>
      <PurchaseOrderNumber>10253611</PurchaseOrderNumber>
      <ShipMethod>UPS</ShipMethod>
      <Requistioner>John Smith</Requistioner>
      <PurchaseOrderDate>09/26/02</PurchaseOrderDate>
      <Terms>2% 10; NET 30</Terms>
    - <Items>
      - <Item partNum="5564663" OrderDate="11:31 AM 05/25/2008">
          <productName>Medium Chrome Tailpipe</productName>
          <Description>A Premium Replacement Tailpipe</Description>
        </Item>
      - <Item partNum="12345" OrderDate="1:31 PM 04/19/2008">
          <productName>Medium Rubber Handgrip</productName>
          <Description>An Inexpensive Replacement
            Handgrip</Description>
        </Item>
      </Items>
      <SubTotal>1795.00</SubTotal>
      <SalesTax>125.65</SalesTax>
      <Total>1920.65</Total>
    </PurchaseOrder>
  </PurchaseOrderRun>
```

Note that the two **Item** elements are identified by the unique **partNum** attribute, and each **Item** element has two child attributes, **productName** and **Description**. You can configure the first child attribute to populate a Keyword Value once you've identified the proper **Item** element from which to take it in the Field Tag.

For example, you can configure the **productName** attribute (**productName="Medium Rubber Handgrip"**) to populate the **Part Name** Keyword Value by using the **partNumber** attribute (**partNumber="12345"**) to identify the correct **Item** element. If the element is not correctly identified in the Field Tag or if the child attribute is not the first attribute to be displayed in the XML Import Index File, the attribute is not assigned to the **Part Name** Keyword Type.



The Field Tag for the above example would be:

/PurchaseOrderRun/PurchaseOrder/Items/Item[@partNum="12345"]/productName

With Element Text Based on the Value of the last Attribute in the Target Element

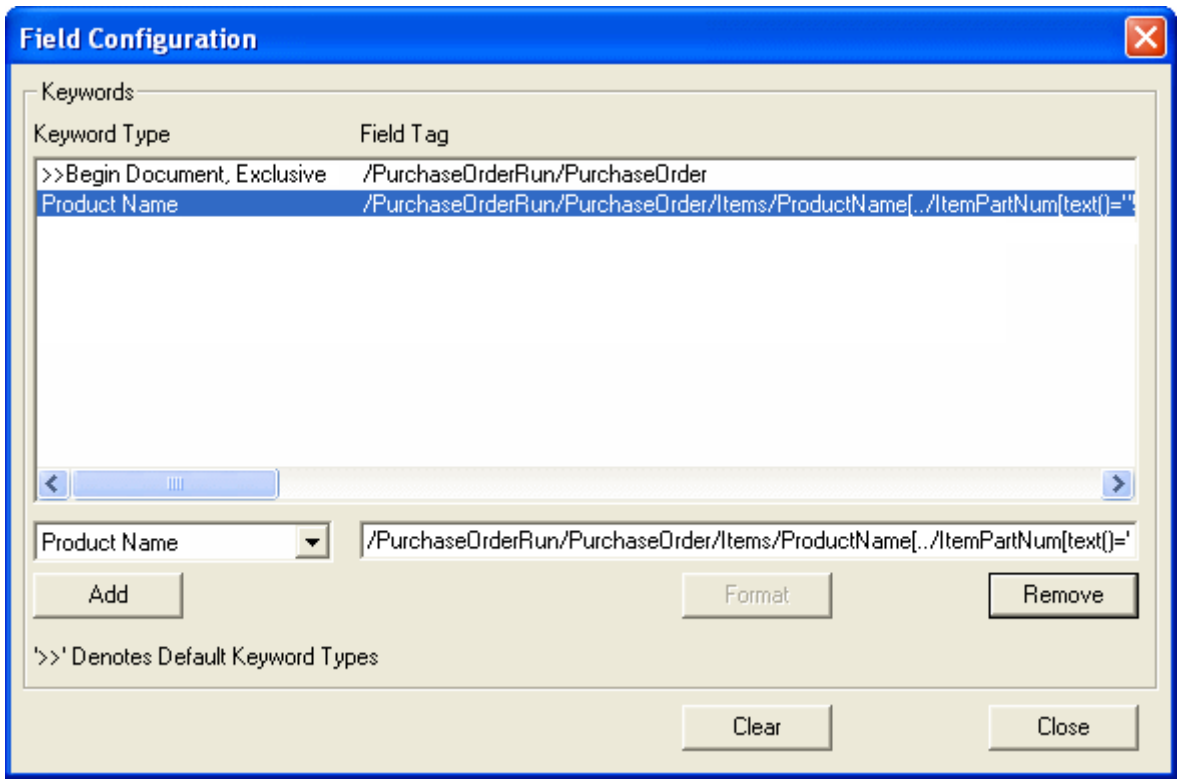
Text within an element can be assigned to a Keyword Value if the last attribute value in the target element matches a configured value.

For example, examine the following snippet of a sample XML Import Index File:

```
- <PurchaseOrderRun>
  - <PurchaseOrder>
      <PurchaseOrderNumber>10253611</PurchaseOrderNumber>
      <ShipMethod>UPS</ShipMethod>
      <Requistioner>John Smith</Requistioner>
      <PurchaseOrderDate>09/26/02</PurchaseOrderDate>
      <Terms>2% 10; NET 30</Terms>
    - <Items>
      - <Item partNum="5564663">
          <PartInformation productName="Large Chrome Tailpipe"
            Length="13">Requires Large Box</PartInformation>
          <PartInformation productName="Medium Chrome Tailpipe"
            Length="9" />
        </Item>
      - <Item partNum="12345">
          <PartInformation productName="Large Rubber Handgrip"
            Length="6" />
          <PartInformation productName="Medium Rubber Handgrip"
            Length="4" />
        </Item>
      </Items>
      <SubTotal>1795.00</SubTotal>
      <SalesTax>125.65</SalesTax>
      <Total>1920.65</Total>
  </PurchaseOrder>
</PurchaseOrderRun>
```

Note that the first **PartInformation** element contains text that is not assigned as an attribute value. You can configure this text to fill a Keyword Value once you've identified the proper element and the last attribute value in the element in the Field Tag.

For example, you can configure the text to fill the **Note** Keyword Value by first identifying the correct **Item** element by using its **partNumber** attribute value (**5564663**), and then identifying the last attribute in the element and its value (**Length="13"**). If either the element or the last attribute of the element and its value are not correctly identified in the Field Tag, the text is not assigned to the **Note** Keyword Type.



The Field Tag for the above example would be:

/PurchaseOrderRun/PurchaseOrder/Items/Item[@partNum="5564663"]/PartInformation[@Length="13"]

With a Target Attribute Based on a Target Element's First Attribute Value

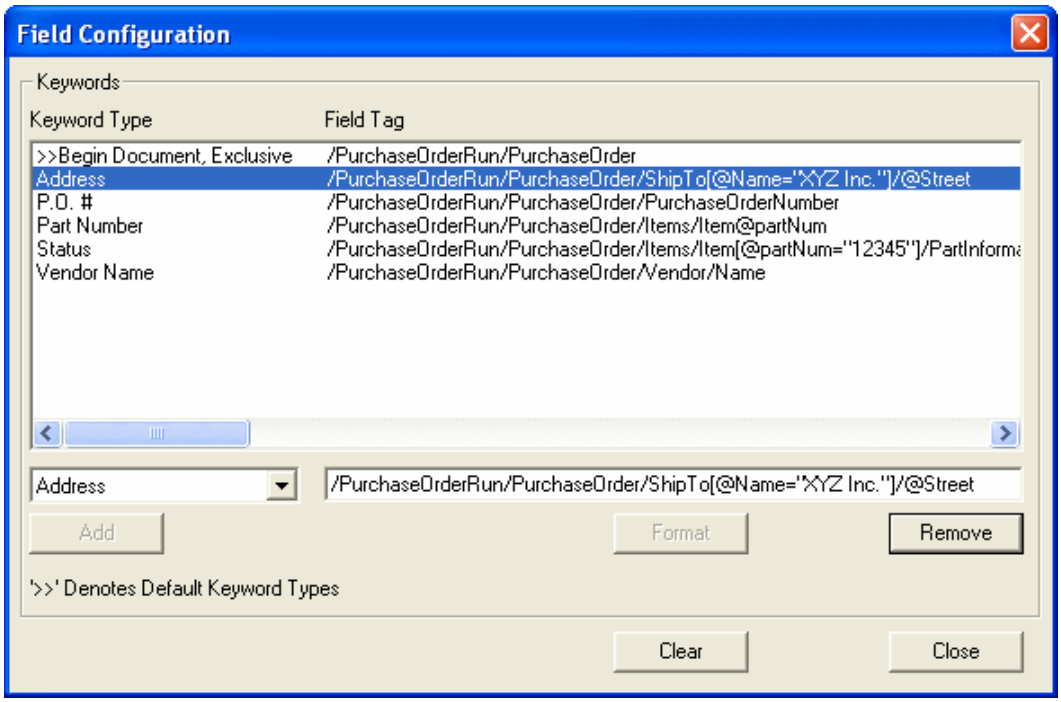
A Keyword Value can be assigned if the target element's first attribute value matches a pre-configured value.

For example, examine the following snippet of a sample XML Import Index File:

```
- <PurchaseOrderRun>
  - <PurchaseOrder>
      <PurchaseOrderNumber>10253611</PurchaseOrderNumber>
      <ShipMethod>UPS</ShipMethod>
      <Requistioner>John Smith</Requistioner>
      <PurchaseOrderDate>09/26/02</PurchaseOrderDate>
      <Terms>2% 10; NET 30</Terms>
    - <Vendor>
        <Name>JJ's Custom Bikes</Name>
        <Street>12345 Greenbush Avenue</Street>
        <City>North Hollywood</City>
        <State>California</State>
        <ZIP>91609</ZIP>
      </Vendor>
      <ShipTo Name="XYZ Inc." Street="28500 Lorain Road" City="Anycity"
        State="State" ZIP="02020">Leave Package at side door</ShipTo>
      <ShipTo Name="ABC Inc." Street="5262 Brown Road" City="Oxford"
        State="OH" ZIP="45056" />
```

Note the two shipping addresses contained in the **ShipTo** elements. You can configure the value of one of the **Street** attributes to populate a Keyword Value based on value of the **Name** attribute.

For example, you can configure the value of the **Street** attribute to fill the **Address** Keyword Value only if the if the value of the **Name** attribute is **XYZ, Inc**. If the value of the **Name** attribute is not XYZ Inc., then the value of the **Street** attribute would not be assigned to the **Address** Keyword Type.



The Field Tag for the above example would be:

/PurchaseOrderRun/PurchaseOrder/ShipTo[@name="XYZ, Inc."]/@Street

With Element Text Based on the Value of another Element within the Target Element

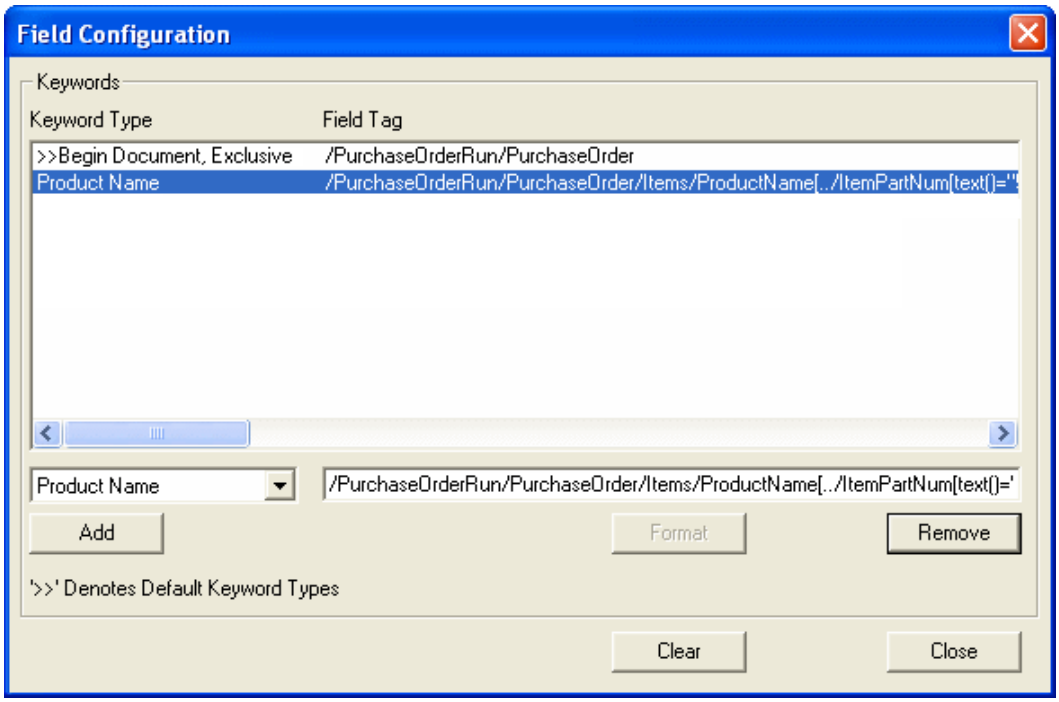
Text within an element can be assigned to a Keyword Value if another specified element value within the target element matches a configured value.

For example, examine the following snippet of a sample XML Import Index File:

```
- <PurchaseOrderRun>
  - <PurchaseOrder>
      <PurchaseOrderNumber>10253611</PurchaseOrderNumber>
      <ShipMethod>UPS</ShipMethod>
      <Requistioner>John Smith</Requistioner>
      <PurchaseOrderDate>09/26/02</PurchaseOrderDate>
      <Terms>2% 10; NET 30</Terms>
    - <Items>
        <ItemPartNum> 5564663 </ItemPartNum>
        <ProductName> Large Chrome Tailpipe </ProductName>
      </Items>
      <SubTotal>1795.00</SubTotal>
      <SalesTax>125.65</SalesTax>
      <Total>1920.65</Total>
    </PurchaseOrder>
  </PurchaseOrderRun>
```

In this example, you can configure text to fill a Keyword Value with the **ProductName** value once you've identified the corresponding **ItemPartNum** value in the **Items** element.

For example, you can configure the text to fill the **Product Name** Keyword Value with a Product's **ProductName** by first identifying the correct **ItemPartNum** element by using its value (**5564663**). If the element or the value of the element are not correctly identified in the Field Tag, the text is not assigned to the **Product Name** Keyword Type.



The Field Tag for the above example would be:

/PurchaseOrderRun/PurchaseOrder/Items/ProductName[../ItemPartNum[text()="5564663"]]

Document Types Within the XML Import Index File

If you want to import documents into multiple document types within a single XML Index DIP process, you need to ensure that each Document Type has its own tag that can be used to identify the start of a document.

In addition, a Document Type should not be a subset of another Document Type. Following are simple examples of incorrectly and correctly formatted XML Import Index Files for using multiple Document Types within an XML Index DIP process. **<Document 1>** symbolizes one Document Type and **<Document 2>** symbolizes another Document Type.

Incorrect

```
<Document 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Document 2>
<Data 2>
<Data 2>
<Data 2>
<Data 2>
<Data 2>
<Data 2>
<Data 2>
<Data 2>
<Data 2>
<Data 2>
</Document 2>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
</Document 1>
```

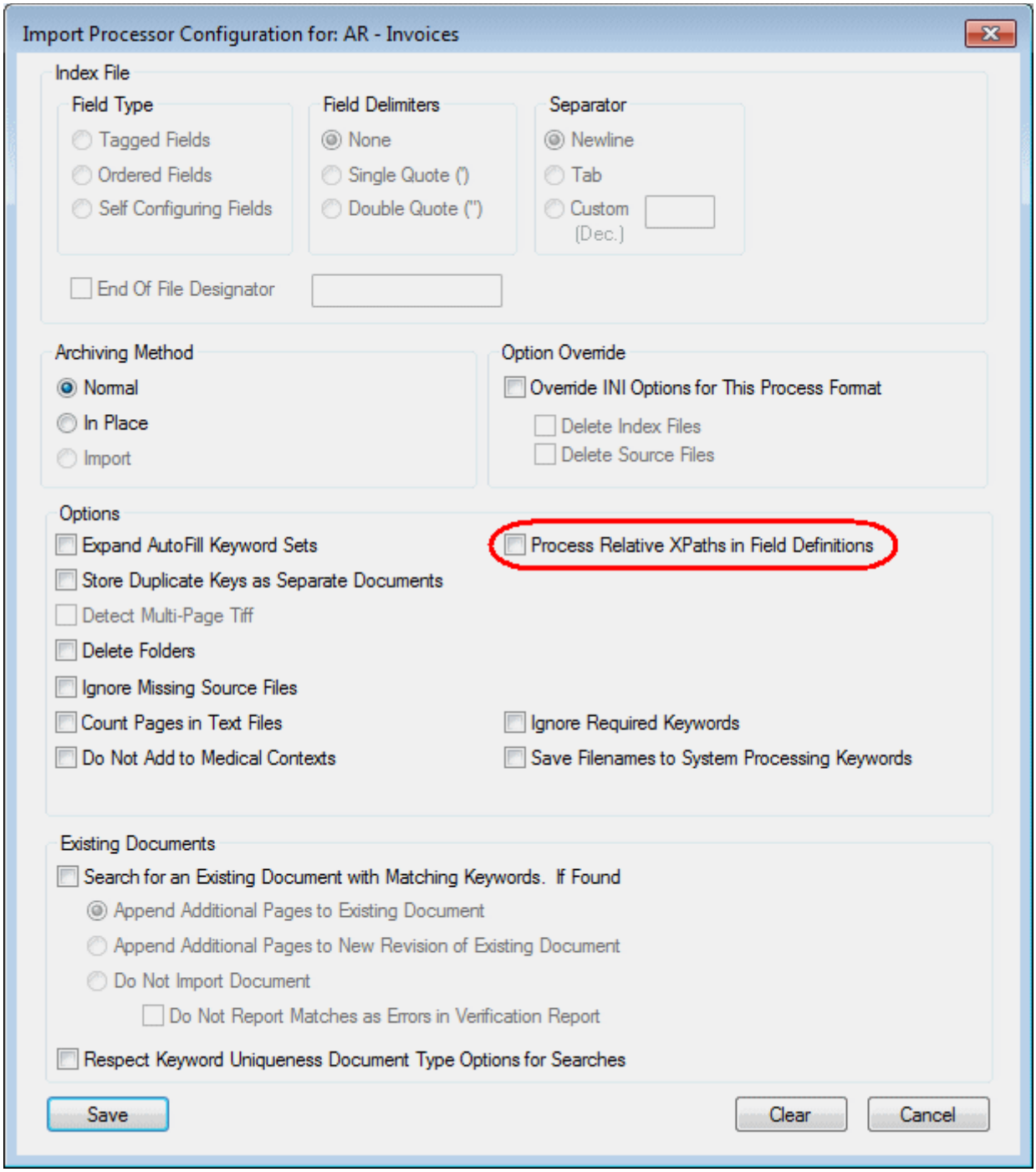
Correct

```
<Document 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
<Data 1>
</Document 1>
```

```
<Document 2>
<Data 2>
<Data 2>
<Data 2>
<Data 2>
<Data 2>
<Data 2>
<Data 2>
<Data 2>
<Data 2>
<Data 2>
<Data 2>
</Document 2>
```

Using Relative XPaths

You can also map paths using Relative XPaths. To use Relative XPaths in your XML Index DIP process, you must first select the **Process Relative XPaths in Field Definitions** box in the **Import Processor Configuration** window.



While absolute file paths always start with the root directory and point to the same location every time, relative file paths start with a given working directory. Relative paths therefore allow you to dynamically alter the working directory while maintaining the same file structure within it.

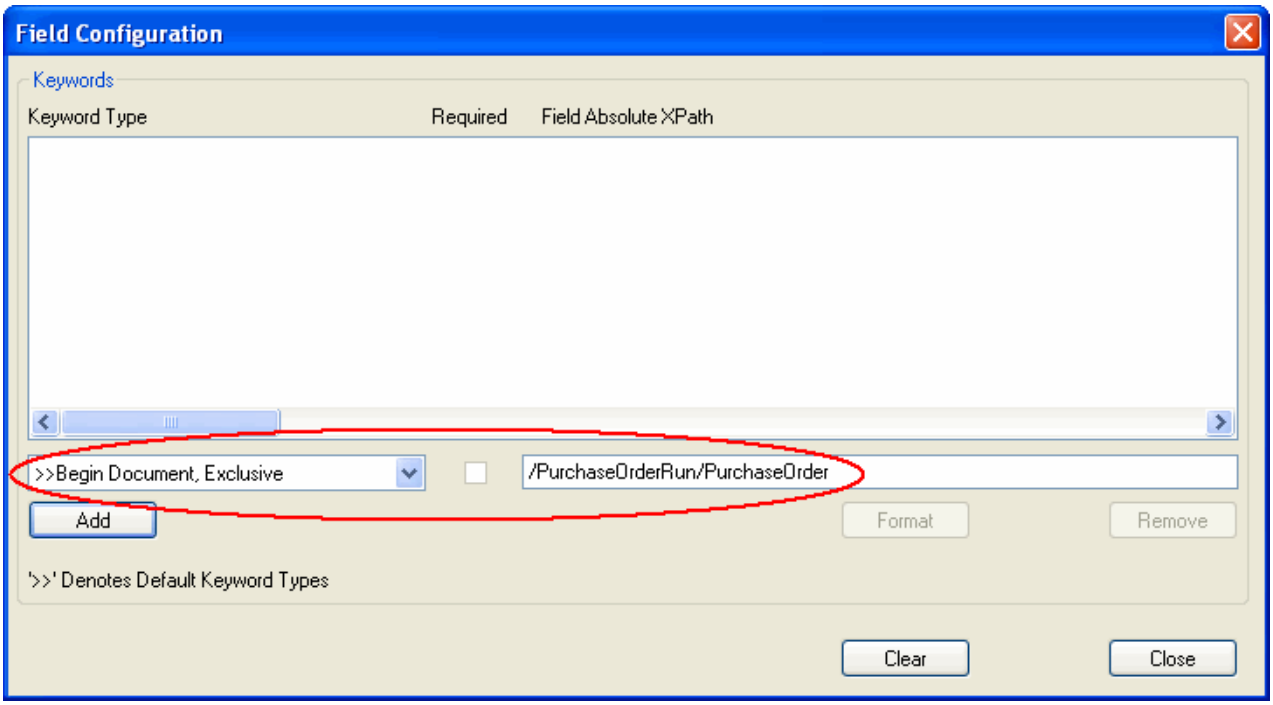
The XML processor internally translates the Relative Path into an Absolute Path to determine a tag's location.

Note: Because every Relative Path must be internally translated, it will take longer to process an XML Index DIP job that includes Relative Paths.

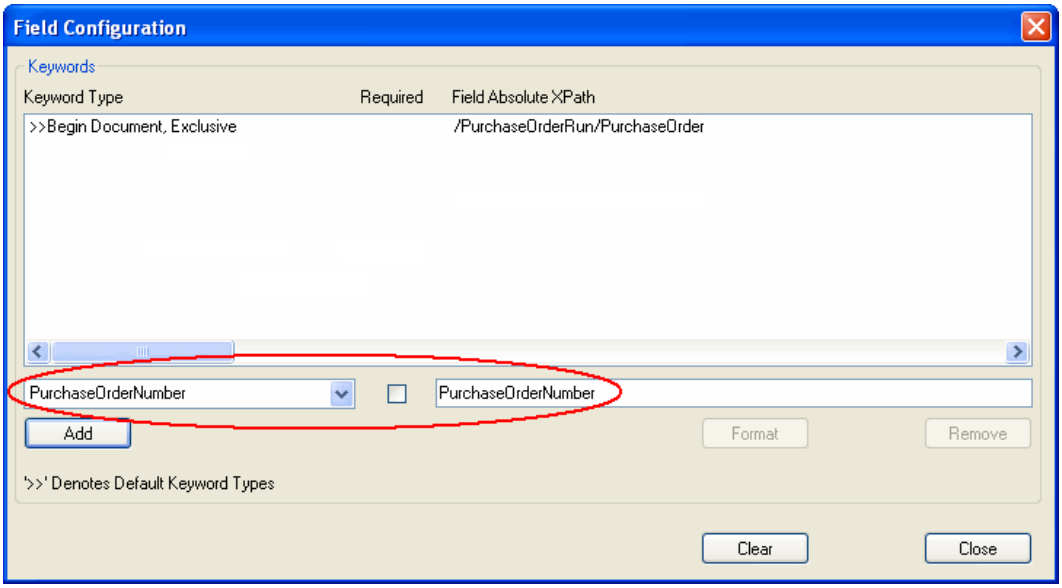
See the following snippet of an XML Import Index File for an example:

```
- <PurchaseOrderRun>
  - <PurchaseOrder>
      <PurchaseOrderNumber>10253611</PurchaseOrderNumber>
      <ShipMethod>UPS</ShipMethod>
      <Requistioner>John Smith</Requistioner>
      <PurchaseOrderDate>09/26/02</PurchaseOrderDate>
      <Terms>2% 10; NET 30</Terms>
    - <Vendor>
        <Name>JJ's Custom Bikes</Name>
        <Street>12345 Greenbush Avenue</Street>
        <City>North Hollywood</City>
        <State>California</State>
        <ZIP>91609</ZIP>
      </Vendor>
```

Whenever you configure an XML Index DIP process using Relative Paths, you must configure the **Begin Document** tag as an Absolute Path. You can then use Relative Paths for the remaining tags in the document. For example, to configure a process using the sample file above, the **Begin Document** tag would be configured using this Absolute Path:

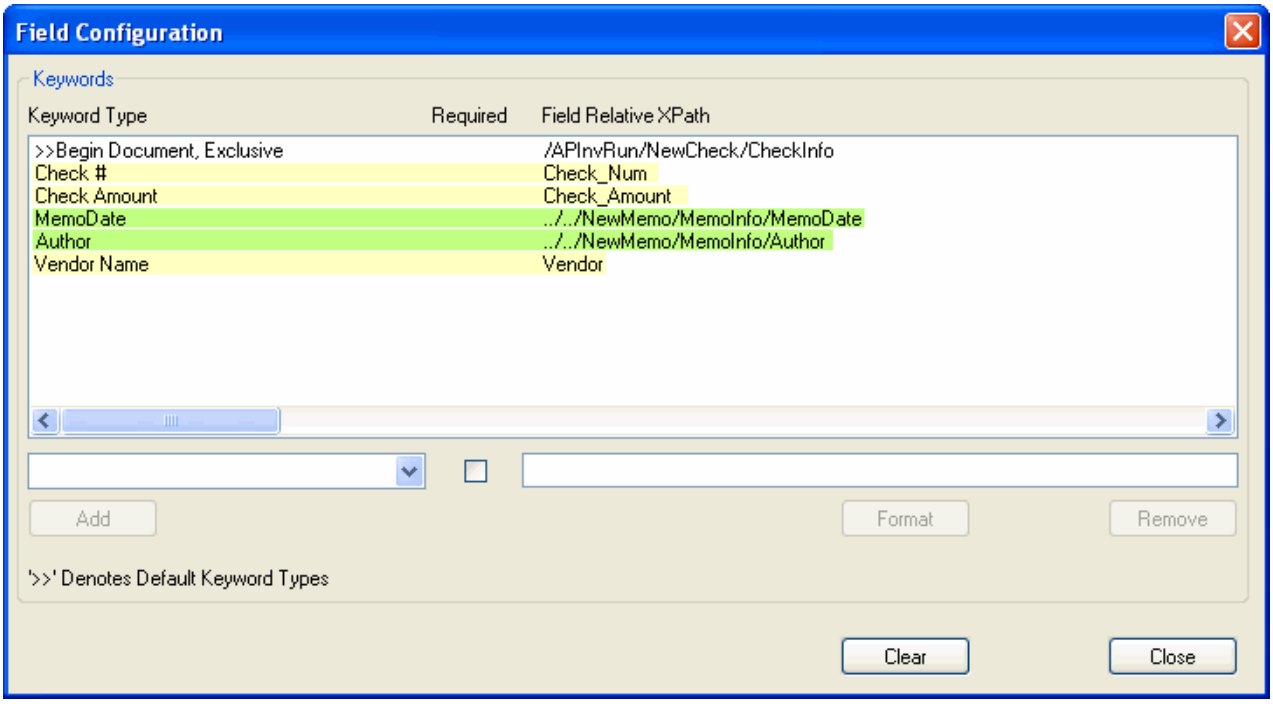


You can then access the other tags in the document by using Relative Paths. Relative Paths use the hierarchy configured in the **Begin Document** Absolute Path to access a specific node. The following example is a valid Relative Path because the **PurchaseOrderNumber** tag is contained within the **PurchaseOrder** node, which is part of the configured Absolute Path.



In order to access tags that are under a node that is not in the configured Absolute Path, enter two periods in place of the node you wish to move back from. The **../** character string tells the XML processor to go back one level in the XML hierarchy. This allows you to access nodes and tags that are not contained within the Absolute Path configured in your **Begin Document** string. For example, take the following XML Import Index File and configuration mapping:

```
<?xml version="1.0" encoding="utf-8" ?>
- <APInvRun>
  - <NewCheck>
      <DocTypeName>AR - XMLIndex DIP Checks</DocTypeName>
    - <CheckInfo>
        <Check_Num>104</Check_Num>
        <Vendor>La maison d' Asie</Vendor>
        <Check_Amount>$40.00</Check_Amount>
        <Date>02/06/2002</Date>
      </CheckInfo>
      <FilePath>C:\AR - Scanned Checks\11051.bmp</FilePath>
    </NewCheck>
  - <NewMemo>
      <DocTypeName>AR - Memos</DocTypeName>
      <Memo_Num>11051</Memo_Num>
    - <MemoInfo>
        <Author>John Adams</Author>
        <MemoDate>04/14/96</MemoDate>
      </MemoInfo>
    </NewMemo>
</APInvRun>
```



The tags highlighted in yellow are contained within the **Begin Document** Absolute Path and can be accessed with a simple Relative Path. The tags highlighted in green, however, are not part of the **Begin Document** Absolute Path. These tags require the use of the **../** string to access the correct path. For example, take the Relative Path for the **Author** tag: **../../NewMemo/MemoInfo/MemoDate**.

The XML processor translates this by starting from the **Begin Document** Absolute Path of **/APInvRun/NewCheck/CheckInfo**. The **../** string tells the processor to go down one level, so it modifies the path to **/APInvRun/NewCheck**. Then another **../** is encountered, so the path is modified to **/APInvRun**. The XML processor then adds the **NewMemo**, **MemoInfo**, and **Author** tags to the path, resulting in a translated Absolute Path of **/APInvRun/NewMemo/MemoInfo/Author.**

The following strings can be used to configure relative paths:

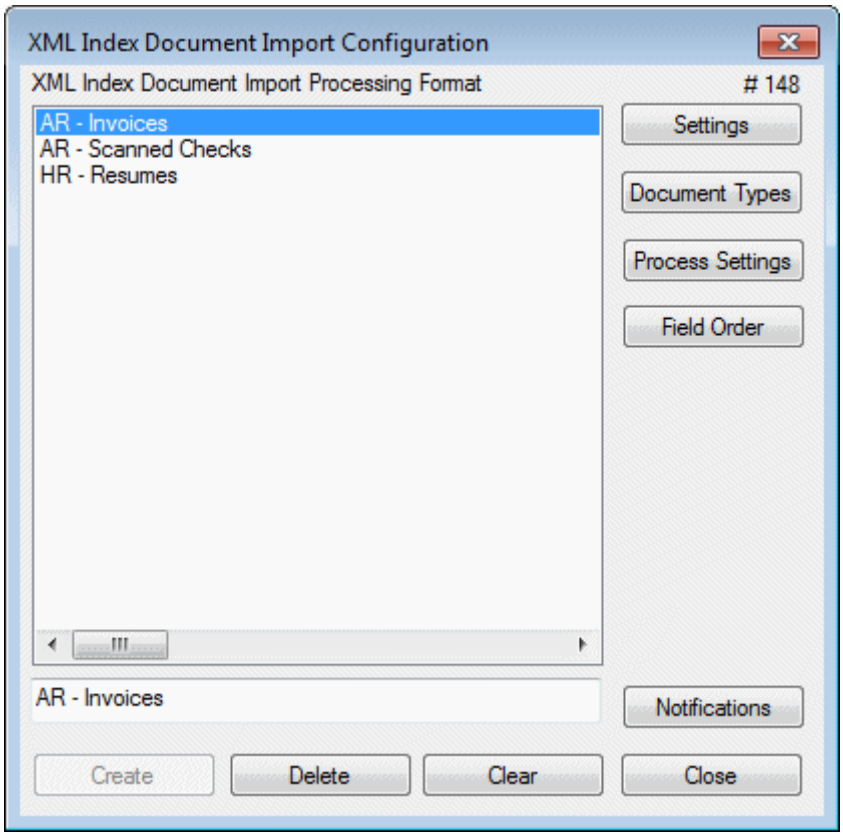
String	Description
./	Use the current node.
@name="123"	Store the value of an attribute. In this example, a value of **123** is stored for the attribute **name**.
../	Move down one node.
../../	Move down two nodes.

Absolute Path Configuration

Field Order

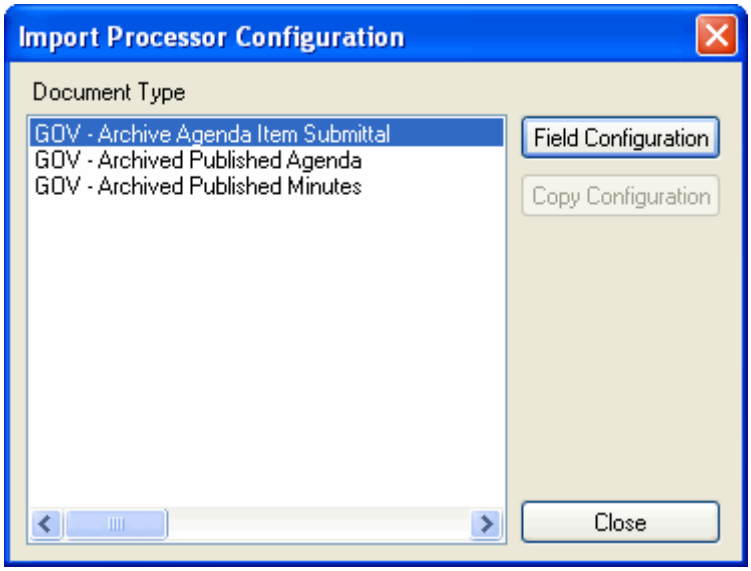
To configure the field order for your XML Index DIP process using Absolute Paths, follow these steps:

1. In the Configuration module, select **Import** | **XML Index Document Import Processor**. The **XML Index Document Import Configuration** window is displayed.

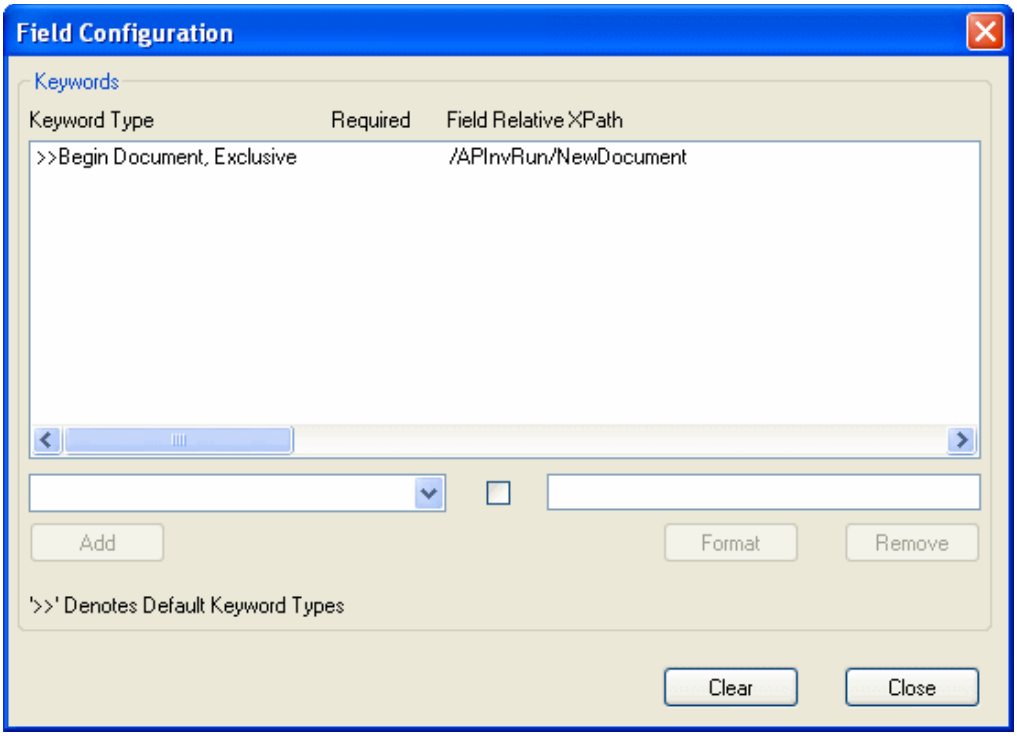


2. Select a processing format.

3. Click **Field Order**. The **Import Processor Configuration** window is displayed.



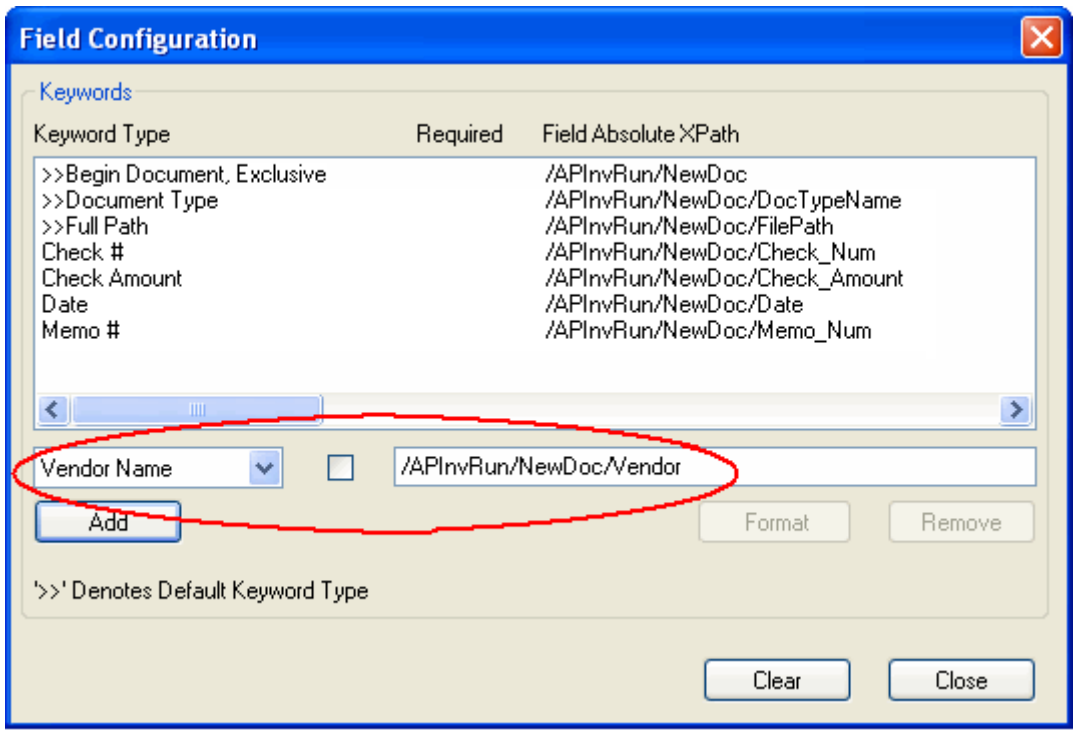
4. Select a Document Type.
5. Click **Field Configuration**. The **Field Configuration** window is displayed.



6. Examine the XML Import Index File to identify the tags used. Select a Keyword Type in the drop-down list, then enter its XML path in the text field. See the following XML Import Index File for an example.

```
<?xml version="1.0" encoding="utf-8" ?>
- <APInvRun>
  - <NewDoc>
      <Date>02/06/2002</Date>
      <DocTypeName>AR - Scanned Checks</DocTypeName>
      <Check_Num>104</Check_Num>
      <Vendor>La maison d' Asie</Vendor>
      <Check_Amount>$40.00</Check_Amount>
      <Memo_Num>11051</Memo_Num>
      <FilePath>C:\AR - Scanned Checks\11051.bmp</FilePath>
    </NewDoc>
</APInvRun>
```

In this XML Import Index File, the name of the vendor is displayed in the **Vendor** tag. To configure the **Vendor Name** Keyword Type to use this tag, select the **Vendor Name** Keyword Type and enter the path to the value. The path to the value is based on the structure of the file - starting from the top of the file, the path includes each XML "layer" preceding the tag. In the example file above, the path to **Vendor** would be entered as:



This tells the XML Index Document Import Processor that the **Vendor** tag can be found under the **NewDoc** node, which is found under the root node **APInvRun**.

Note: Field paths are case sensitive.

Note: It is not necessary to list the Keyword Tag more than once if multiple Keyword Values may be assigned for the same Keyword Type.

7. Click **Add** to move the tag to the **Keywords** list.
8. Add mandatory and optional Default Keyword Types.
   The following notes explain some details about these Default Keyword Types:
   - Depending on your XML Import Index File, you must add either the Default Keyword Type **>>Full Path** or a combination of **>>File Path** and **>>File Name**.
   - An Absolute Path must be supplied for a **>>File Path** Default Keyword Type.
   - The **>>Full Path** and **>>File Path** Default Keyword Types are not available when configuring an In Place XML Index DIP process. The **>>File Name** Default Keyword Type may be used instead.
   - When using an XML Index DIP process to import E-Forms, only the **>>Document Type** or **>>Document Type Number** Keyword Type is needed. The **>>Full Path**, **>>File Path**, and **>>File Name** Keyword Types are not required.
   - If you have any of the following Default Keyword Types in the order sequence of the Field Order Configuration, you must put them in the sequence before the **>>FullPath** or **>>FileName** Default Keyword Types, otherwise the process will use the default values of those Default Keyword Types. (e.g., Offset =0, Disk Group Number = the Default Disk Group).
     >>Disk Group Number
     >>File Type
     >>File Path
     >>Number of Pages
     >>Offset
     >>Size
   - If the File Type (file format) is not specified in the XML Import Index File, the XML Index DIP process will default to the file format configured for the Document Type.
   - For text files, the Default Keyword Type **>>Number of Pages** is used to designate the number of pages that are in one text file. If more than one text file is imported as part of one document, only the first page will be viewable, even though multiple pages will show in the **Properties** dialog box.
   - If the XML Import Index File contains more than one Document Type, both the XML Import Index File and Field Configuration must contain the Default Keyword Type **>>Document Type** or **>>Document Type Number.**
   - To make a Keyword Type required, check the box next to the field tag box. When the tag is added, an **X** will appear in the **Required** column.

Note: See Default Keyword Types on page 158.

9. Every XML Import Index File must contain a tag that identifies the beginning of each document. Type the name of this tag in the field tag input field in the bottom of the **Field Configuration** dialog box. Select from the drop-down list the Default Keyword Type to which you want to map the tag. Click **Add** to move the tag to the **Keywords** list.

- **>>Begin Document, Exclusive:**
  Identifies a text string as one that designates the beginning of a document. This text string will be mapped to a System Keyword Type. The System Keyword Type is not a Keyword Type that stores Keyword Values by which the document can be searched. An example of a **>>Begin Document, Exclusive** tag is **<NewDocument>** in the XML Import Index File illustration on page 67.
- **>>Begin Document, Inclusive:**
  Uses a tag that is also mapped to a Keyword Type as the item that designates the beginning of a document. This is useful if your XML Import Index File does not contain a text string whose purpose is to mark the beginning of a document.

a. If you selected **>>Begin Document, Inclusive** in step 9, and you also want that tag to map to a Keyword Type that is searchable in the system, make a total of two field tags for that item:
   - one as the item that designates the beginning of a document
   - one as the Keyword Type to which it will be mapped

   XML Index DIP does not allow duplicate field tags, so when you enter the two tags, you must vary the path name. To do this, you must enter the **Begin Document, Inclusive** tag without any attributes. When configuring the field value, use the path to the tag with the attribute included. In the following example, the field tag **/APInvRun/NewDoc** marks the beginning of the document and **/APInvRun/NewDoc/@date** maps the tag to the **Date** Keyword Type.

```
<?xml version="1.0" encoding="utf-8" ?>
- <APInvRun>
  - <NewDoc date="02/06/2002">
      <DocTypeName>AR - XMLIndex DIP Checks</DocTypeName>
      <Check_Num>104</Check_Num>
      <Vendor>La maison d' Asie</Vendor>
      <Check_Amount>$40.00</Check_Amount>
      <Memo_Num>11051</Memo_Num>
      <FilePath>C:\AR - Scanned Checks\11051.bmp
    </NewDoc>
  </APInvRun>
```

10. If any of the Keyword Types to which you are mapping tags have a data type of Date or Currency, select the defined field tag and click **Format** to define the format. See Keyword Configuration on page 87 for details.
11. Repeat steps 6 – 11 for all additional Document Types in the XML Index DIP process.

Relative Path Configuration

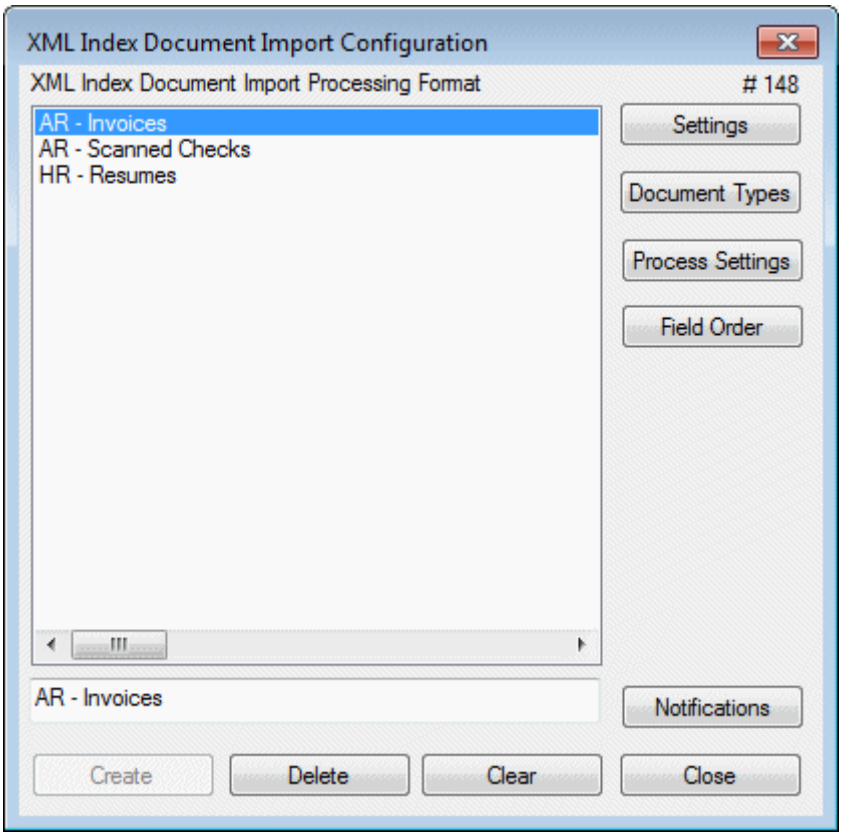
To configure an XML Index DIP with Relative Paths, you must select **XML Index Document Import Processor | Process Settings | Process Relative XPaths in Field Definitions**.

Note: When configuring an XML Import Index File to use Relative Paths, you must configure the **Begin Document** tag to use an Absolute Path. The other tags in the file can use Relative Paths.

Field Order

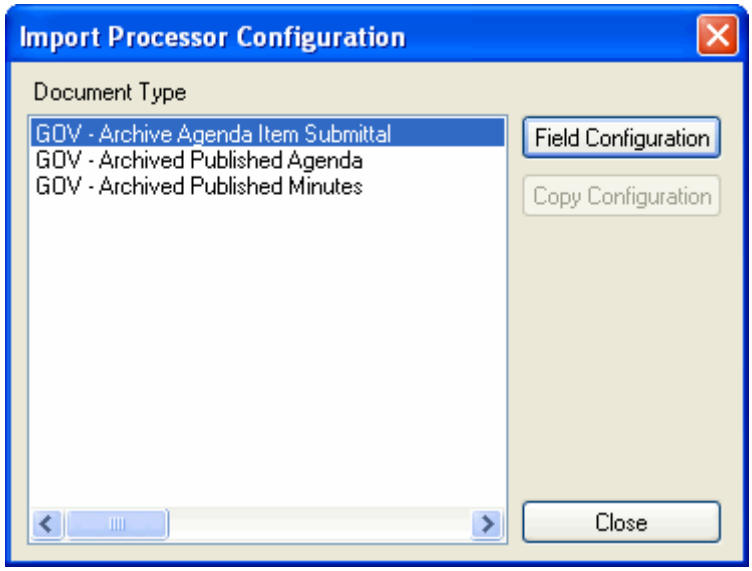
To configure the field order for your XML Index DIP process, follow these steps:

1. In the Configuration module, select **Import | XML Index Document Import Processor**. The **XML Index Document Import Configuration** window is displayed.

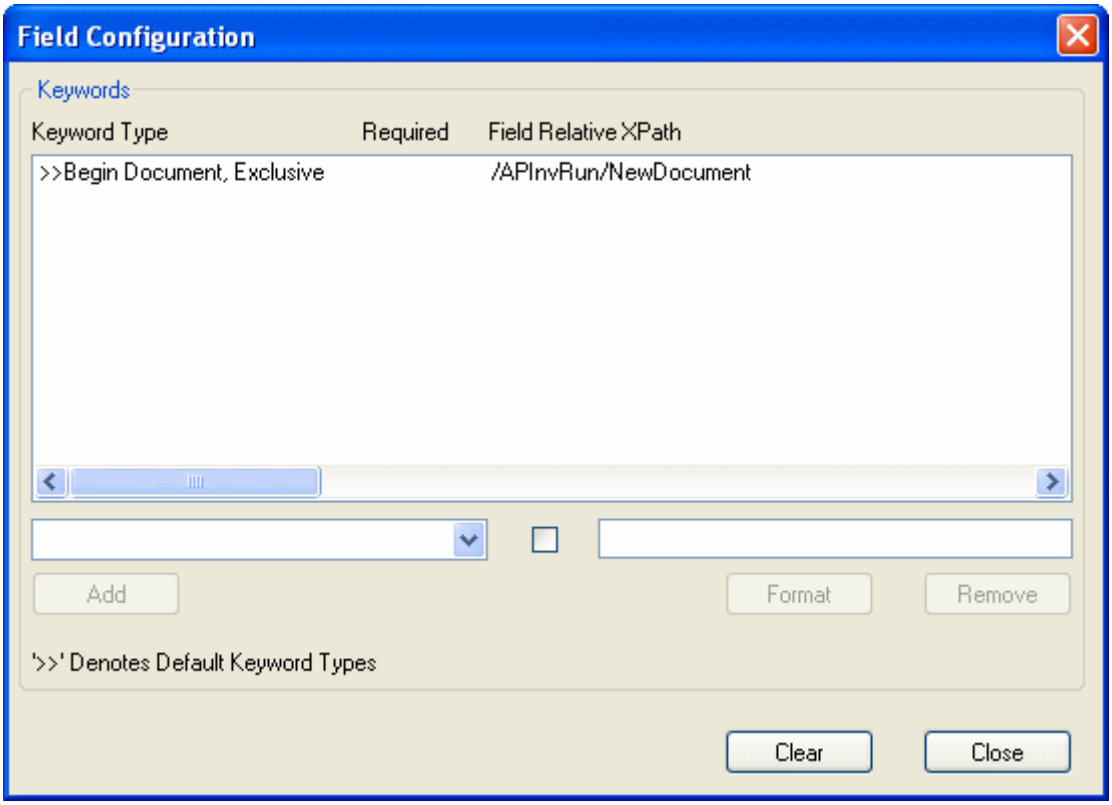


2. Select a processing format.

3. Click **Field Order**. The **Import Processor Configuration** window is displayed.



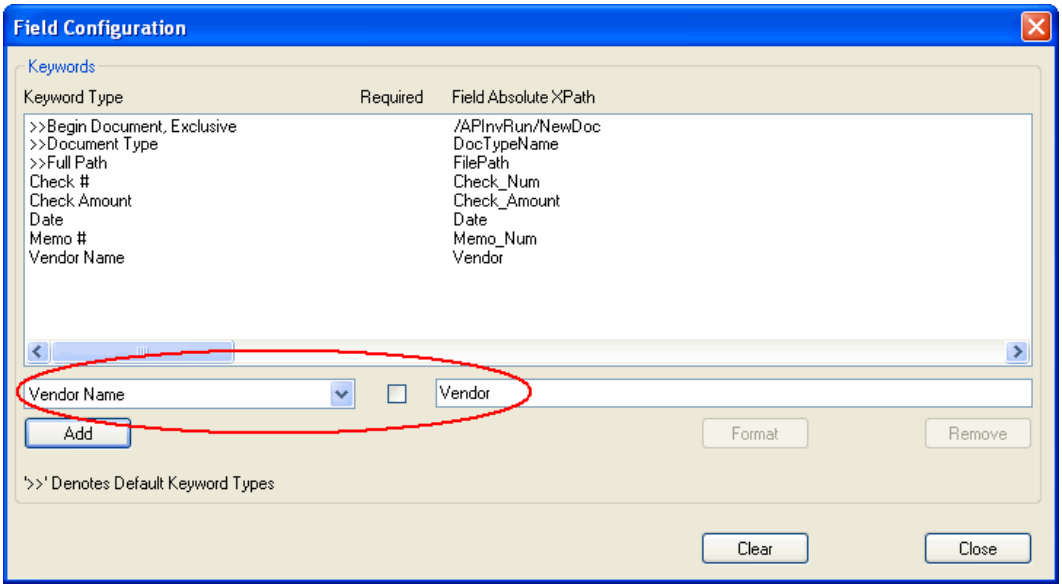
4. Select a Document Type.
5. Click **Field Configuration**. The **Field Configuration** window is displayed.



6. Examine the XML Import Index File to identify the tags used. Select a Keyword Type in the drop-down list, then enter its XML path in the text field. See the following XML Import Index File for an example.

```
<?xml version="1.0" encoding="utf-8" ?>
- <APInvRun>
  - <NewDoc>
      <Date>02/06/2002</Date>
      <DocTypeName>AR - Scanned Checks</DocTypeName>
      <Check_Num>104</Check_Num>
      <Vendor>La maison d' Asie</Vendor>
      <Check_Amount>$40.00</Check_Amount>
      <Memo_Num>11051</Memo_Num>
      <FilePath>C:\AR - Scanned Checks\11051.bmp</FilePath>
    </NewDoc>
</APInvRun>
```

In this XML Import Index File, the name of the vendor is displayed in the **Vendor** tag. To configure the **Vendor Name** Keyword Type to use this tag, select the **Vendor Name** Keyword Type and enter the path to the value. The path to the value is based on the **Begin Document** tag. This means you can simply enter the name of the appropriate tag instead of the entire path. In the example file above, the path to **Vendor** would be written as:



This tells the XML Index Document Import Processor that the **Vendor** tag can be found under the Absolute Path defined in the **Begin Document** tag.

Note: Field paths are case sensitive.

Note: It is not necessary to list the Keyword Tag more than once if multiple Keyword Values may be assigned for the same Keyword Type.

7. Click **Add** to move the tag to the **Keywords** list.
8. Add mandatory and optional Default Keyword Types.
   The following notes about explain some details about these Default Keyword Types:
   - Depending on your XML Import Index File, you must add either the Default Keyword Type **>>Full Path** or a combination of **>>File Path** and **>>File Name**.
   - An absolute path must be supplied for a **>>File Path** Default Keyword Type.
   - The **>>Full Path** and **>>File Path** Default Keyword Types are not available when configuring an In Place XML Index DIP process. The **>>File Name** Default Keyword Type may be used instead.
   - When using an XML Index DIP process to import E-Forms, only the **>>Document Type** or **>>Document Type Number** Keyword Type is needed. The **>>Full Path**, **>>File Path**, and **>>File Name** Keyword Types are not required.
   - If you have any of the following Default Keyword Types in the order sequence of the Field Order Configuration, you must put them in the sequence before the **>>FullPath** or **>>FileName** Default Keyword Types, otherwise the process will use the default values of those Default Keyword Types. (e.g., Offset =0, Disk Group Number = the Default Disk Group).
     >>Disk Group Number
     >>File Type
     >>File Path
     >>Number of Pages
     >>Offset
     >>Size
   - If the File Type (file format) is not specified in the XML Import Index File, the XML Index DIP process will default to the file format configured for the Document Type.
   - For text files, the Default Keyword Type **>>Number of Pages** is used to designate the number of pages that are in one text file. If more than one text file is imported as part of one document, only the first page will be viewable, even though multiple pages will show in the **Properties** dialog box.
   - If the XML Import Index File contains more than one Document Type, both the XML Import Index File and Field Configuration must contain the Default Keyword Type **>>Document Type** or **>> Document Type Number**.
   - To make a Keyword Type required, check the box next to the field tag box. When the tag is added, an **X** will appear in the **Required** column.

Note: See Default Keyword Types on page 158.

9. Every XML Import Index File must contain a tag that identifies the beginning of each document. Type the name of this tag in the field tag input field in the bottom of the **Field Configuration** dialog box. Select from the drop-down list the Default Keyword Type to which you want to map the tag. Click **Add** to move the tag to the **Keywords** list.

- **>>Begin Document, Exclusive:**
  Identifies a text string as one that designates the beginning of a document. This text string will be mapped to a System Keyword Type. The System Keyword Type is not a Keyword Type that stores Keyword Values by which the document can be searched. An example of a **>>Begin Document, Exclusive** tag is **<NewDocument>** in the XML Import Index File illustration on page 67.
- **>>Begin Document, Inclusive:**
  Uses a tag that is also mapped to a Keyword Type as the item that designates the beginning of a document. This is useful if your XML Import Index File does not contain a text string whose purpose is to mark the beginning of a document.

a. If you selected **>>Begin Document, Inclusive** in step 9, and you also want that tag to map to a Keyword Type that is searchable in the system, make a total of two field tags for that item:
   - one as the item that designates the beginning of a document
   - one as the Keyword Type to which it will be mapped

   XML Index DIP does not allow duplicate field tags, so when you enter the two tags, you must vary the tag name. To do this, you must enter the **Begin Document, Inclusive** tag without any attributes. When configuring the field value, use the path to the tag with the attribute included. In the following example, the field tag **/APInvRun/NewDoc** marks the beginning of the document and **/APInvRun/NewDoc/@date** maps the tag to the **Date** Keyword Type.

```
<?xml version="1.0" encoding="utf-8" ?>
- <APInvRun>
  - <NewDoc date="02/06/2002">
      <DocTypeName>AR - XMLIndex DIP Checks</DocTypeName>
      <Check_Num>104</Check_Num>
      <Vendor>La maison d' Asie</Vendor>
      <Check_Amount>$40.00</Check_Amount>
      <Memo_Num>11051</Memo_Num>
      <FilePath>C:\AR - Scanned Checks\11051.bmp
    </NewDoc>
</APInvRun>
```

10. If any of the Keyword Types to which you are mapping tags have a data type of Date or Currency, select the defined field tag and click **Format** to define the format. See Keyword Configuration on page 87 for details.
11. Repeat steps 6 – 11 for all additional Document Types in the XML Index DIP process.

Copying Field Configurations

Field configurations can be copied from one Document Type to another to speed the configuration process. The process will copy an entire field configuration, accounting for all configured Keyword Types. Keyword Types that are not present in the receiving Document Type, but are present in the source Document Type, will be accounted for with Dummy Keys.

To copy a field configuration from one Document Type to another:

1. In the **Import Processor Configuration** dialog box, select the Document Type from which to copy the field configuration.
2. Select the **Copy Configuration** button. The **Field Configuration Copy Selection** dialog box is displayed.

3. Select a Document Type to copy the field configuration to. If a Document Type has an existing configuration, a warning message is displayed.

Tip: Use the **Select All** button to copy the chosen field configuration to all Document Types.

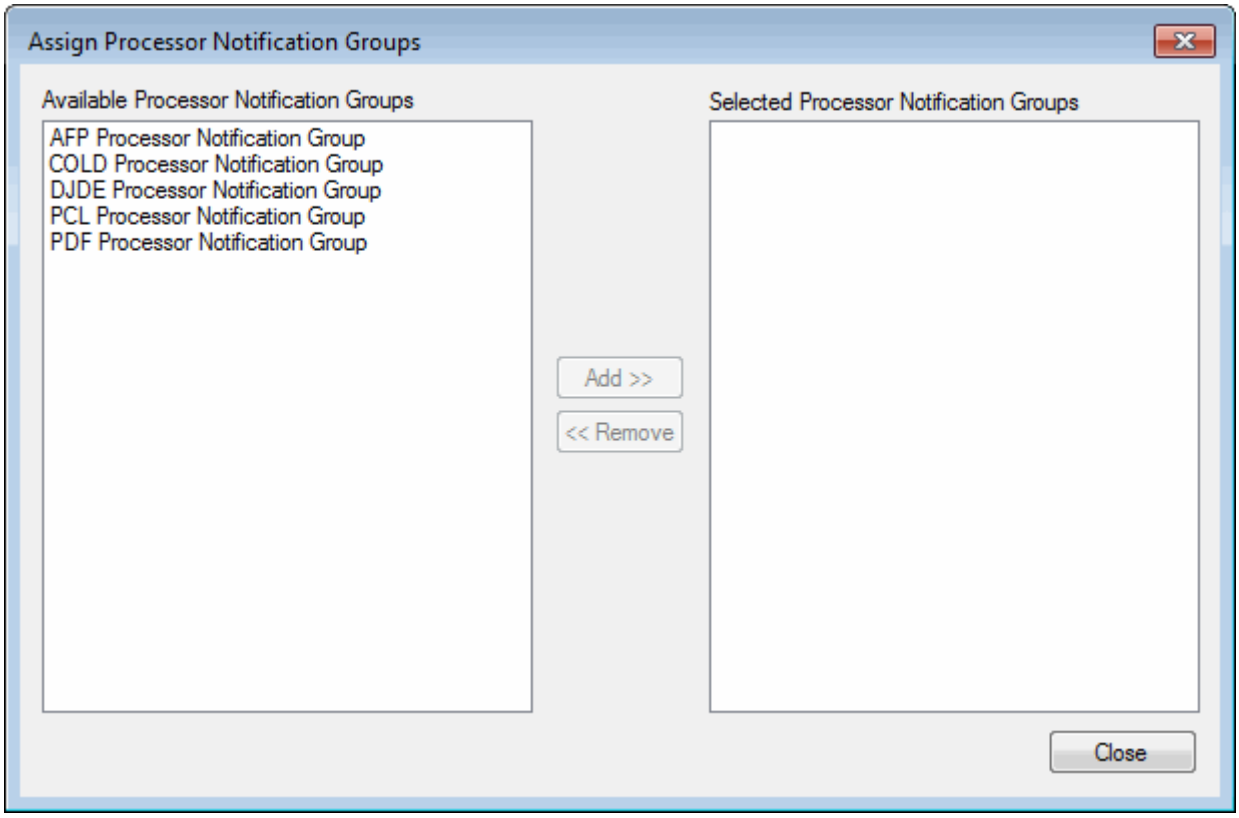
4. Click **OK** to copy the field configuration to the selected Document Type.

Assigning Processor Notification Groups

You can assign an existing Processor Notification Group to a configured Process Format. When a Processor Notification Group is assigned to a Process Format, notifications will be sent out whenever any of the related Processor Notifications are triggered. For information on configuring Processor Notifications, see the Configuring Processor Notifications section of this documentation.

To assign a Processor Notification Group to a Process Format, follow these steps:

1. In the Configuration module, select **Import | XML Index Document Import Processor**. The **XML Index Document Import Configuration** dialog box is displayed.
2. Select the **Notifications** button. The **Assign Processor Notification Groups** dialog box is displayed.



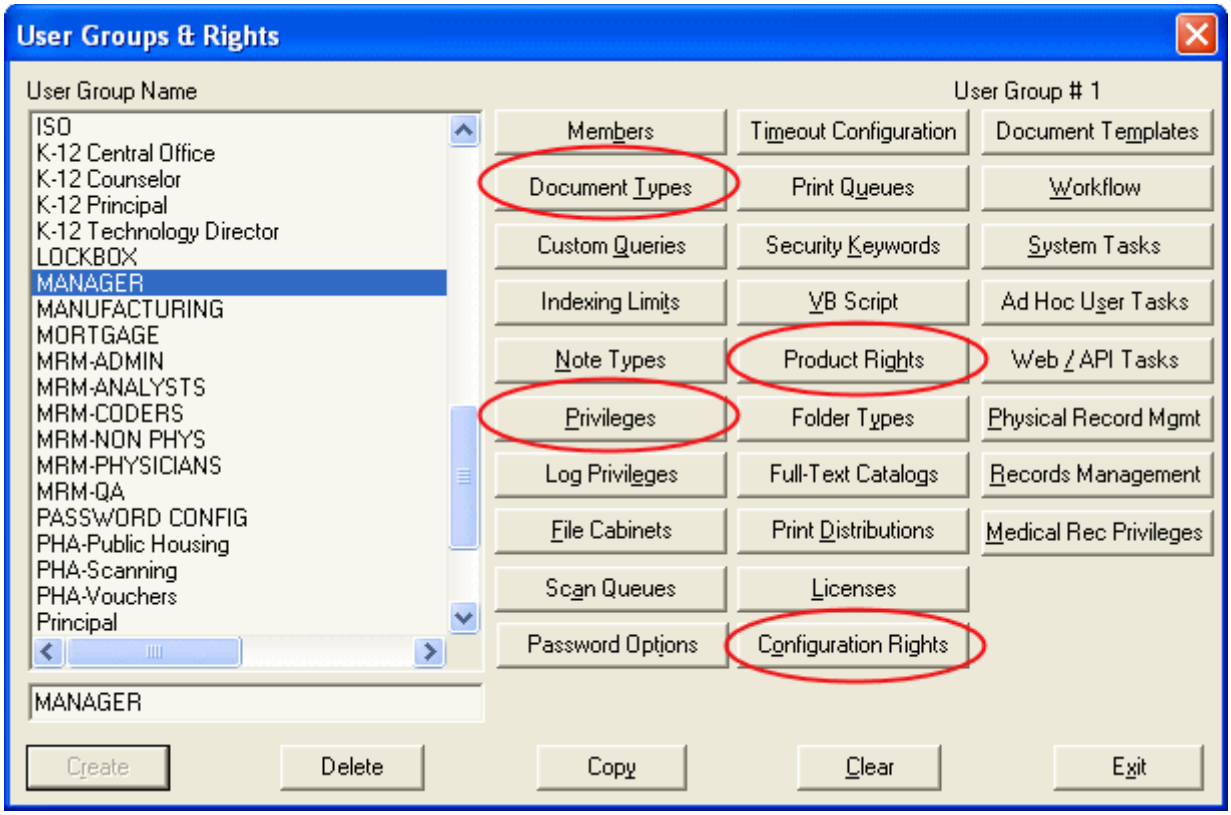
3. Select one or more Processor Notification Groups from the **Available Processor Notification Groups** list, then click **Add>>**.

Note: You can remove Processor Notification Groups that have been assigned to a Process Format by selecting that group from the **Selected Processor Notification Groups** list and clicking **<<Remove**.

4. Click **Close**.

User Group Rights

To properly configure an XML Index DIP process, users must have sufficient configuration and processing rights assigned at the **User Groups & Rights** dialog box. In the **Configuration module**, select **Users | User Groups/Rights**.



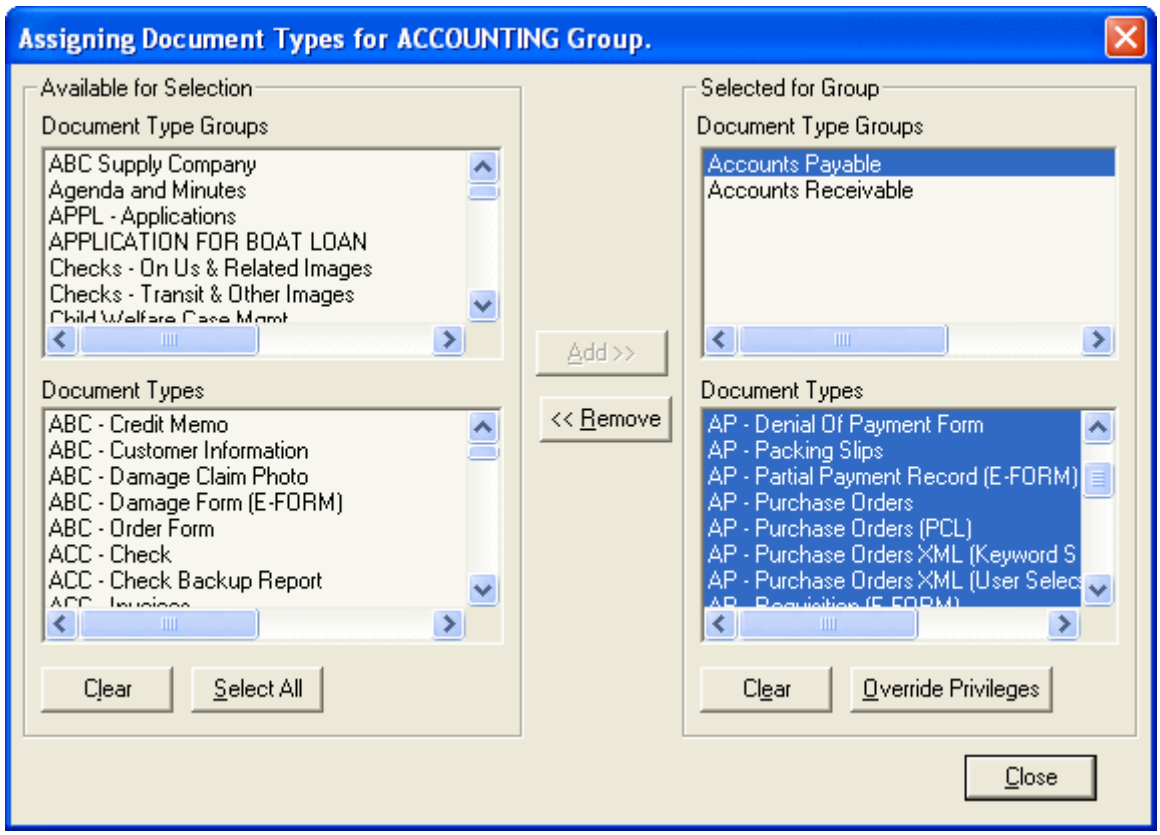
Document Types

In order to configure an XML Index DIP process, you must have rights to all Document Type Groups and Document Types to which your imported documents will belong.

To grant rights:

1. Select the User Group Name from the **User Groups & Rights** dialog box.
2. Click **Document Types**.

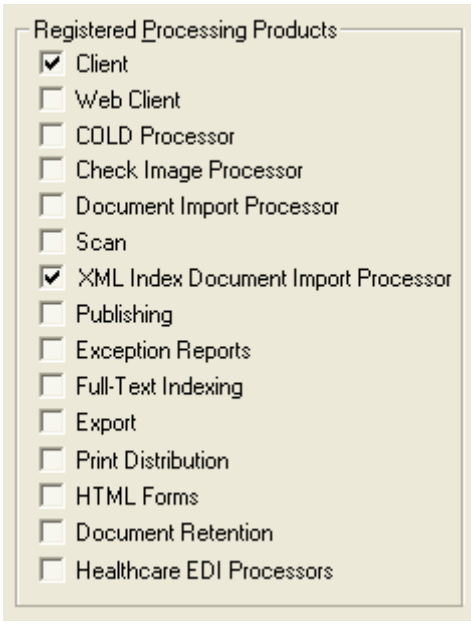
3. Select the Document Types or Document Type Groups on the left.
4. Click **Add>>** to move the type or group to the **Selected for Group** box.



Product Rights

Grant Product Rights to User Groups that will configure and process XML Index DIP Processor formats. To grant product rights to User Groups:

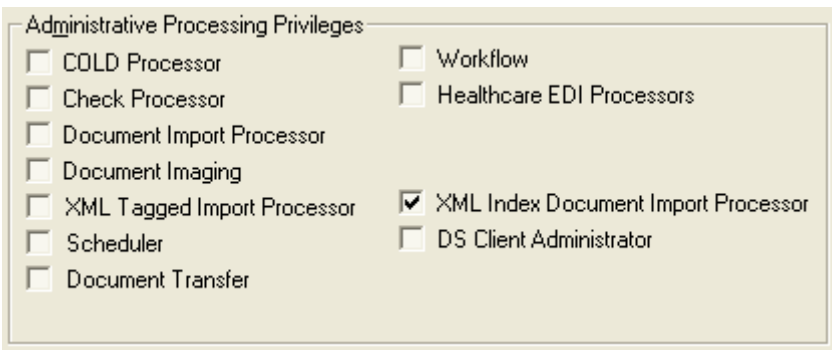
1. From the **User Groups & Rights** dialog box in the Client module, select the **User Group.**
2. Click **Product Rights**.
3. Select the **Client** and **XML Index Document Import Processor** options under **Registered Processing Products**.



4. Click **Save**.

To allow User Groups to purge XML Index DIP batches from the **Incomplete Process**, **Awaiting Commit**, and **Incomplete Commit** queues:

1. From the **User Groups & Rights** dialog box in the Client module, select the **User Group**.
2. Click on **Product Rights**.
3. Select the **XML Index Document Import Processor** option listed under **Administrative Processing Privileges**.

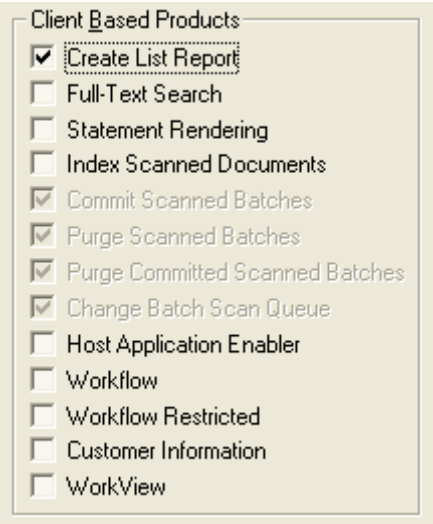


4. Click **Save & Close**.

Privileges

A user group that will be processing XML Index DIP data with the **Accumulate Processing Information** options enabled (See Accumulate Processing Information on page 32.), must enable the **Create List Report** check box in order to generate Daily Reports for XML Index DIP processing. To accomplish this:

1. From the **User Groups & Rights** dialog box in the Configuration module, select the **User Group**.
2. Click on **Privileges**.
3. Select **Create List Report**.

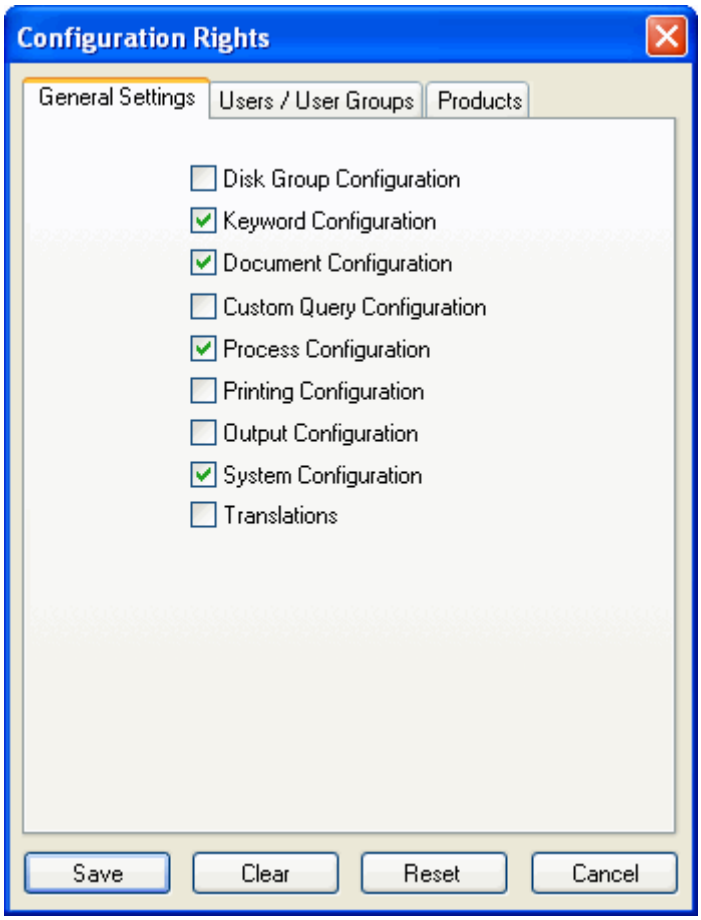


4. Click **Save & Close**.

Configuration Rights

To configure an XML Index DIP process, the user must have configuration rights. To set the proper configuration rights, follow these steps:

1. In the Configuration module, select **User | User Groups / Rights** to view the **User Groups & Rights** dialog box. Select a **User Group**.
2. Click the **Configuration Rights** button.
3. Select the following:
   - **Keyword Configuration**
   - **Document Configuration**
   - **System Configuration**
   - **Process Configuration**



4. Click the **Save** button.

Renditions and XML Index DIP

You can elect to have a file that was imported into the system using XML Index DIP become a rendition of a document that already exists in the system. This section describes the following items:

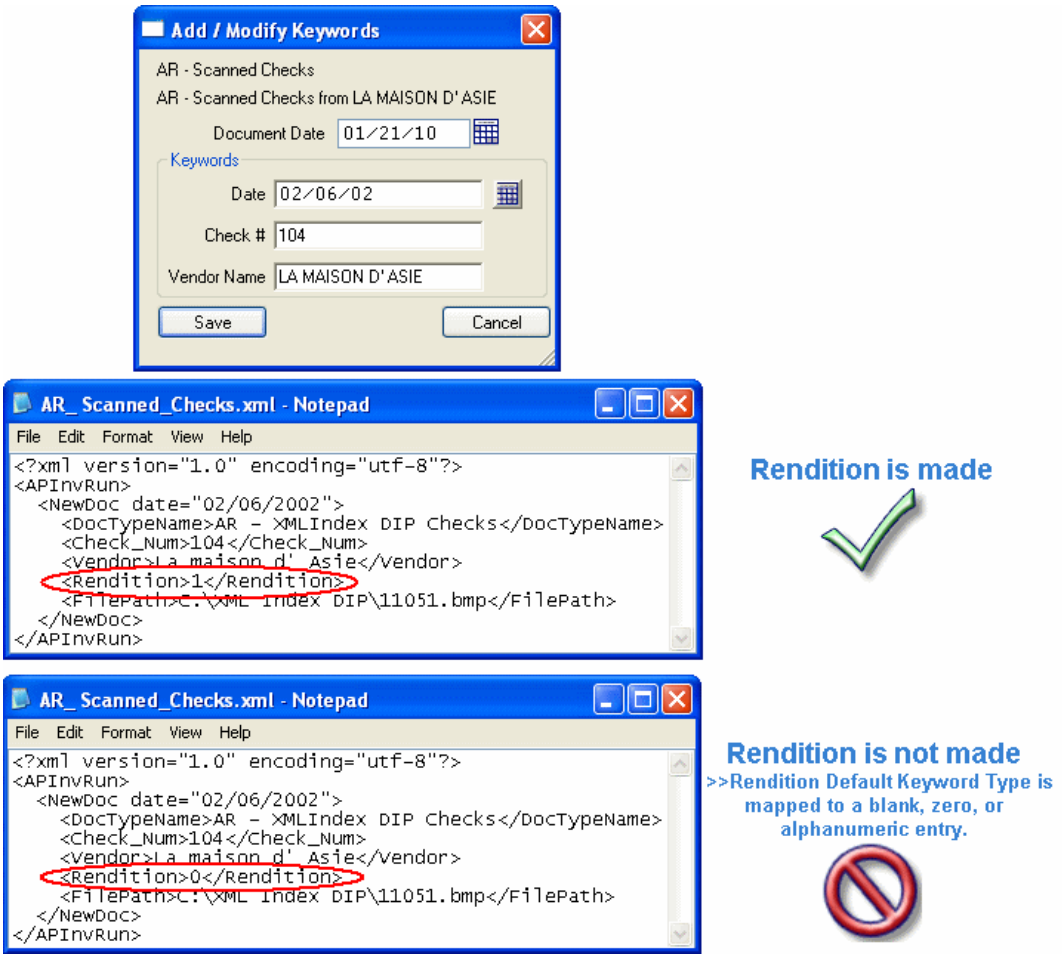
- Rendition Criteria
- When Rendition Criteria Are Not Met
- Multiple Matching Files and Rendition Rules

Rendition Criteria

The following criteria must be met in order to make an imported document a rendition of an existing document:

- You must have the Default Keyword Type **>>Rendition** or **>>Rendition/New Document** selected in the **Field Order** for the XML Index DIP format. The value that the **>>Rendition** or **>>Rendition/New Document** Default Keyword Type is mapped to in the XML Import Index File will determine if the document will become a rendition. The value in the XML Import Index File must be a **numeric non-zero integer**. A document entry with a blank, alphanumeric, or zero value will not become a rendition.
- In order for a rendition to be created, all Keyword Values on the imported document must match all Keyword Values on the original document.
- Additionally, the **>>File Type** Default Keyword Value must be included in the Field Order and in the XML Import Index File in order for each different file format to be imported properly.
- The Document Type being processed in must be configured for multiple renditions.

If all of the above criteria are met, and a single matching document is found in the system, the imported document will become a rendition of the existing document.

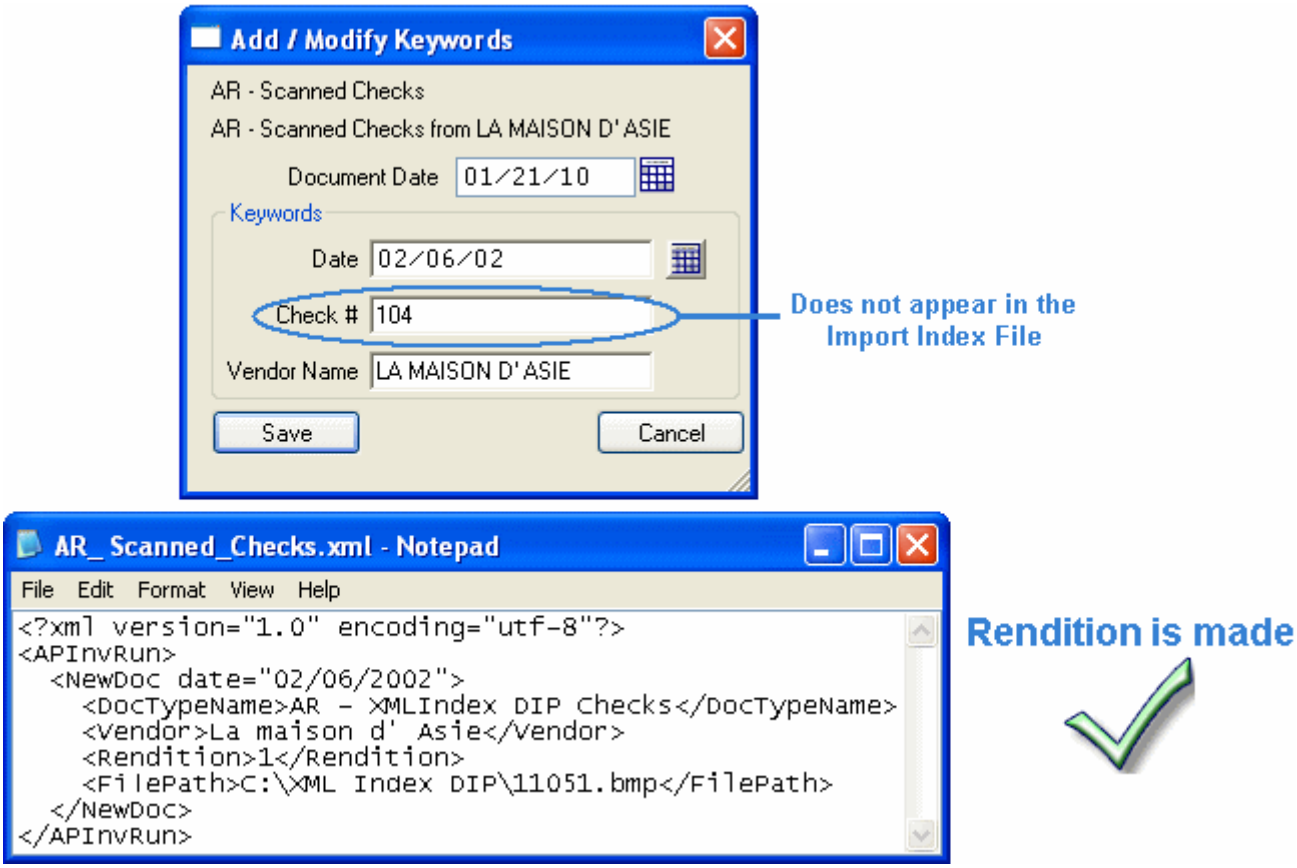


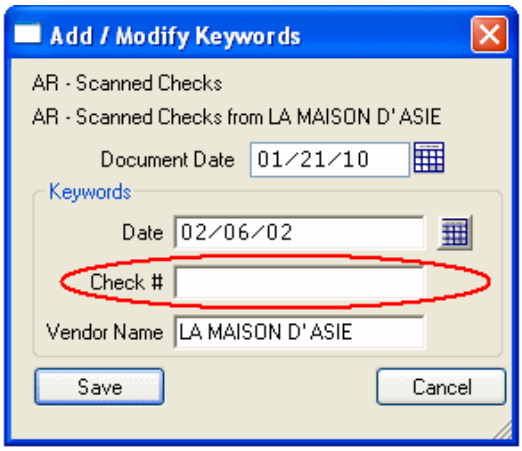
When Rendition Criteria Are Not Met

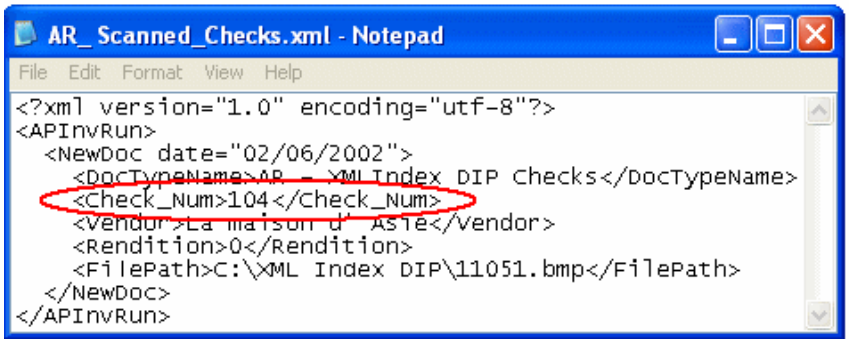
The following situations may come up when running an XML Index DIP and using the **>>Rendition** or **>>Rendition/New Document** Default Keyword Type to create renditions of existing documents:

- If the XML Import Index File is set up to make the imported document a rendition, and no original document is found that meets the rendition criteria, a new document will be created.

  If the **>>Rendition** Default Keyword Type is used, an error is displayed in the Verification Report and the XML Import Index File is moved to the **ERROR_FILES** folder. If the **>>Rendition/New Document** Default Keyword Type is used, no error is displayed in the Verification Report and the XML Import Index File is NOT moved to the **ERROR_FILES** folder.
- If the XML Import Index File has a missing Keyword Value for a document to be imported, and the Keyword Value is present in the original document, a rendition will still be created.
- If the document to be imported has matching Keyword Values for all Keyword Values present in the original document, and also has additional Keyword Values (the corresponding Keyword Value in the original document is blank), then a rendition will not be created.







Rendition is not made

A Keyword Value exists in the XML Import Index File, but the corresponding Keyword Value is blank on the original document.

Multiple Matching Files and Rendition Rules

If more than one document is found that meets the rendition criteria, then the imported document will become a new document in the system (not a rendition of either matching document) and an error entry listing this document will be included in the verification report.

Caution: A document can only have one rendition with a particular file format. If a second rendition of the same file format is attempted, the second rendition will overwrite the first.

Note: If you are adding multiple revisions/renditions in one complete XML Index DIP process, then you must adhere to the revision rule of ordering the revisions from oldest to newest in the XML Index DIP file. This will build the proper revision/rendition order of documents that you want in the system. If the records are not properly ordered, then the document will not be constructed as desired.

Adding Notes to Documents During An XML Index DIP Process

Notes can be automatically added to documents during an Absolute Path XML Index DIP process.

Information about the note (i.e., the Note Type, the location of note on the document, the content of the note) is obtained along with information about the document being imported from the XML Import Index File, so the Field Order of the XML Index DIP process must be configured to identify this information.

Note: Notes cannot be added to documents during a Relative Path XML Index DIP process. If you want to add notes to your documents during import, use an Absolute Path XML Index DIP process.

The following Default Keyword Types are used to add notes to documents during a XML Index DIP process.

Default Keyword Type	Description
>>NoteDate	**Note:** If the **>>NoteDate** and the **>>NoteDateTime** Default Keyword Types are used in the same Field Configuration, the value of the Keyword Type that appears last in the XML Import Index File will be saved as the Note Date. If **>>NoteDate** is located after **>>NoteDateTime** in the XML Import Index File, the **>>NoteDate** value will overwrite the **>>NoteDateTime** value for the Note Date, but the Note Time value will be retained from the **>>NoteDateTime** Default Keyword Type. The date that the note was created (i.e., the Note Date). By default, this value is set to the date the XML Index DIP process was performed if this Default Keyword Type is not assigned to the Field Configuration of the Document Type. **Note:** Note Date and Note Time information is automatically included in the note's header. If this Default Keyword Type is used, the Note Time in the header is automatically set to **0:00:00 AM**. It is considered a best practice to use the **>>NoteDateTime** Default Keyword Type instead of the **>>NoteDate Default** Keyword Type if possible.

Default Keyword Type	Description
>>NoteDateTime	**Note:** If the **>>NoteDate** and the **>>NoteDateTime** Default Keyword Types are used in the same Field Configuration, the value of the Keyword Type that appears last in the XML Import Index File will be saved as the Note Date. If **>>NoteDate** is located after **>>NoteDateTime** in the XML Import Index File, the **>>NoteDate** value will overwrite the **>>NoteDateTime** value for the Note Date, but the Note Time value will be retained from the **>>NoteDateTime** Default Keyword Type. The date and time that the note was created. Values for the **>>NoteDateTime** Default Keyword Type must be in the **MM/DD/YYY HH:MM:SS** format in the XML Import Index File. Note Time values must be entered using a 24-hour clock (i.e., **13:00:00** for **1:00:00 PM**). By default, this value is set to the date the XML Index DIP process was performed if this Default Keyword Type is not assigned to the Field Configuration of the Document Type.
>>NoteUser	The user number of the user who created the note. **Note:** If a **>>NoteUser** in the index file does not exist in your OnBase system, an error will occur during the XML Index DIP process.
>>NoteUserName	The username of the user who created the note. **Note:** If a **>>NoteUserName** in the index file does not exist in your OnBase system, an error will occur during the XML Index DIP process.
>>NotePageNumber	The page number of the document to which the note is to be added. By default, this value is set to the first page of the document if this Default Keyword Type is not assigned to the Field Configuration of the Document Type.
>>NoteText	The body text of the note. To add carriage return, enter the string **\n** in the location of the return in the text. If this Default Keyword Type is not assigned to the Field Configuration of the Document Type or if this Default Keyword Type is left blank in the XML Import Index File, the default text configured for the note is displayed. If no default text is configured for the Note Type, the note is left blank.
>>NoteXCoordinate	The horizontal location of the note on the page, measured in 1/100 of an inch. For text documents, this is the column in which the note is displayed. **Note:** This value is ignored if it contains an invalid value for the document. It is also ignored for OLE documents because notes must be opened from the Status Bar of the viewer in which the OLE document is displayed.

Default Keyword Type	Description
>>NoteYCoordinate	The vertical location of the note on the page, measured in 1/100 of an inch. For text documents, this is the row in which the note is displayed. **Note:** This value is ignored if it contains an invalid value for the document. It is also ignored for OLE documents because notes must be opened from the Status Bar of the viewer in which the OLE document is displayed.
>>NoteType	The **Note Type #** of the Note Type that is to be created. **Note:** The **>>NoteType** Default Keyword Type must be placed after all other note-defining Default Keyword Types in the XML Import Index File. Any note-defining Default Keyword Types placed after this value are ignored by the processor, and the default values for these settings will be used.

These Default Keyword Types are assigned to an XML Index DIP Field Order configuration like other Keyword Types or Default Keyword Types.

Keyword Configuration

When your XML Import Index File contains Keyword Types that have a data type of Date or Currency, you must specify the format of the date or currency. For date formatting options, continue to Date Formatting Options, for currency formatting options, continue to Currency Formatting Options on page 91.

Date Formatting

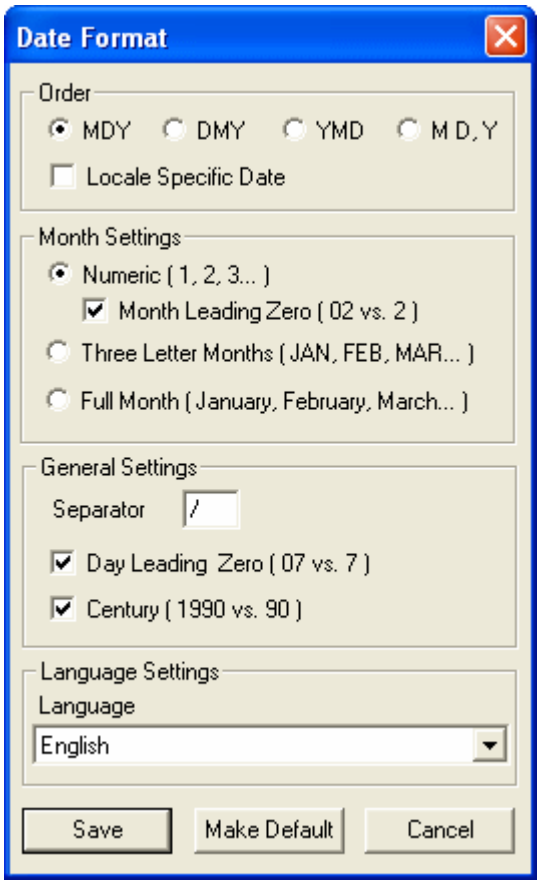
Date formats are used to specify the format of data in the data file that is used to populate the date Keyword Types associated with documents. In order for the date Keyword Types to populate correctly, you must specify the format of the date as it appears in the data file.

Date Formatting Options

Set the date format options by specifying how the dates are displayed in the documents to be imported.

To set the date formatting options for a date Keyword Type:

1. Select the date Keyword Type to format from the list of configured Keyword Types from the document field order.
2. Click **Format**. The **Date Format** dialog box is displayed.



3. Specify the following options in the **Date Format** dialog box:

Option	Description
Order	Specifies the order that the month, day, and year are displayed in the date value. **M** represents Month, **D** represents Day, and **Y** represents Year. The following are the available options: • **MDY** • **DMY** • **YMD** • **M D, Y** **Note:** The **M D, Y** order option is not supported for the **Numeric** month format option. Select the **Locale Specific Date** option to use your the locale of your operating system if your index file contains date values that cannot be described by any of the MDY options listed in the **Order** section. To use this option correctly, you must select the language from the **Language** drop-down list in the **Language Settings** section that correctly matches the language selected in the Regional Settings of your workstation. **Note:** When using the **Locale Specific Date** option with the Arabic Hijri calendar, you cannot use dates prior to the Gregorian date of 01/01/1902.
Month Settings	Specifies the format of the month displayed in the date value. The following are the available options: • **Numeric**: Select this option if the month is represented by a number (for example, January = 1). Select the **Month Leading Zero** option if the month value is always represented by two digits (for example, January = 01). • **Three Letter Months**: Select this option if the month is represented as an uppercase, three-letter abbreviation (for example, JAN, FEB, MAR). • **Full Month**: Select this option if the month is spelled out in its entirety (for example, January, February, March).
General Settings	Specifies format of the day, year, and how the date is separated in the date value. The following are the available options: • **Separator**: Enter the value used to separate Month, Day, and Year values. A forward slash (/) is commonly used as a date separator (for example, 01/01/2018). A space ( ) is also a valid separator value (for example, 01 01 2018). • **Day Leading Zero**: Select this option if days are represented by two digits where the digits 1 through 9 are preceded by zeros (for example, 01 = first day of the month). • **Century**: Select this option if the year value indicates the century. Dates that indicate a century are represented by four digits rather than two (for example, 1990 vs. 90).

Option	Description
Language Settings	Select the language from the Language drop-down list to select the language in which the date is written. When the correct language is selected, the processor can translate the value into a value it is able to recognize. **Note:** For some Japanese dates, a preprocessor must be used to translate the dates into OnBase-supported characters. If you are using the **Locale Specific Date** option in the **Order** section, the language selected must match the language selected in the Regional Settings of your workstation.

4. Click **Make Default** to save your preferences as the default date format when adding additional date Keyword Types, if needed. The **Confirmation Message** dialog box is displayed.
   a. Click **Yes** to confirm your selected preferences as default.

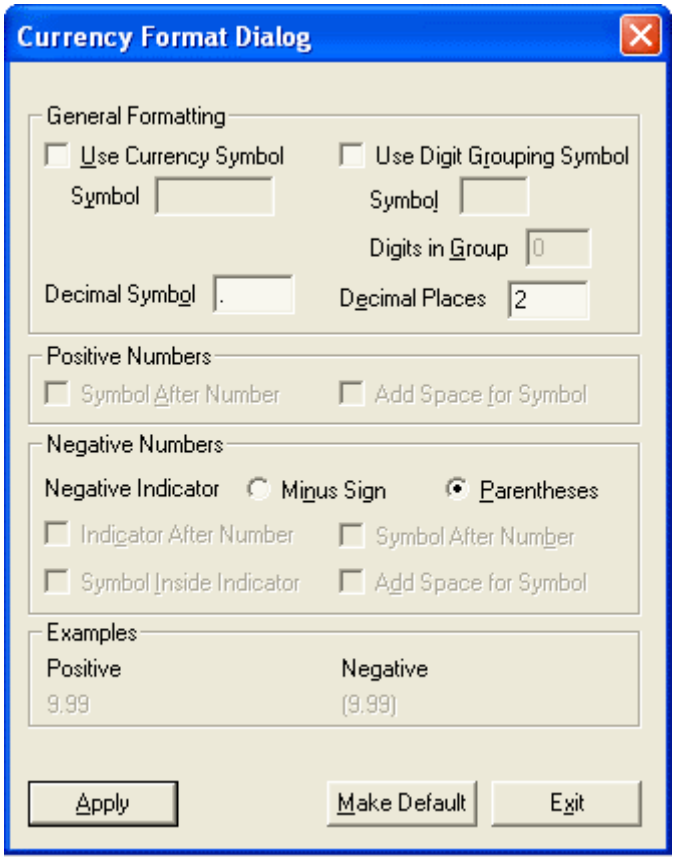
Note: The **Language** option is not saved as part of the default date format.

5. Click **Save**.

Currency Formatting Options

When your XML Import Index File contains a currency Keyword Value, you must specify the format of that value. To format an XML Index DIP format's currency Keyword Value:

1. From the **XML Index DIP Field Configuration** window, select the currency Keyword Type.
2. Click **Format**. The **Currency Format Dialog** window is displayed. The **Examples** section will display how the currency will look with the selected options.



3. In the **General Formatting** section, select one or more of the following options:
   - **Use Currency Symbol**—Select this option if the value uses a currency symbol, such as a $. Type the symbol used in the **Symbol** field.
   - **Use Digit Grouping Symbol**—Select this option if the value uses a digit-grouping symbol. A comma (,) is commonly used as a digit-grouping symbol (e.g., 1,000,000).
   - **Digits in Group**—Identifies the number of symbols that are separated by a digit-grouping symbol. This number is commonly 3 (e.g., 1,000,000).
   - **Decimal Symbol**—Identifies the symbol used to identify decimal value spacing. This symbol is commonly a period (.) (e.g., **1,000,000.99**).
   - **Decimal Places**—Identifies the number of digits that follow a decimal symbol. This number is commonly **2**.

4. In the **Positive Numbers** section, select from the following options:
   - **Symbol After Number**—Select this option for positive numbers in which the currency symbol (that was specified in the **Symbol** field) appears after the number (e.g., **1,000.00$**).
   - **Add Space for Symbol**—Select this option if there is a space in the text between the number and the currency symbol (e.g., **$ 1,000,000**).
5. In the **Negative Numbers** section, select from the following options
   - **Negative Indicators**—Select the character that identifies the value as a negative number. This can be either a minus sign (-) or parentheses ( ).
   - **Indicator After Number**—Select this option if the negative indicator symbol appears after the value. Applies to minus sign (-) only.
   - **Symbol After Number**—Select this option if the currency symbol appears after the negative number.
   - **Symbol Inside Indicator**—Select this option if the currency symbol appears after the value and before the indicator (e.g., 1,000,000 $-). Applies to minus sign (-) only.
   - **Add Space for Symbol**—Select this option if a space character appears after the currency symbol (e.g., **$ 1,000,000**).
6. Click **Save**.

Multi-Instance Keyword Type Groups and XML Index DIP

In order for the XML Index DIP processor to correctly interpret data, it is important that you analyze how Multi-Instance Keyword Type Groups may be used on documents imported via XML Index DIP processing.

Note: Multi-Instance Keyword Type Groups can only be used with Absolute Path XML Index DIP processes. Multi-Instance Keyword Type Groups are not supported for Relative Path XML Index DIP processes.

The Number of Instances of the Multi-Instance Keyword Type Group

The XML Index DIP processor is dependent upon the order of Keyword Types. In order to process Multi-Instance Keyword Groups correctly, the processor must be able to “read” them in the correct order. In this way, the Keyword Types will match up correctly, as expected in a Multi-Instance Keyword Group.

For more information on Multi-Instance Keyword Type Groups, see the Configuration help files.

The Presence & Order of Keyword Values in the Document

If Multi-Instance Keyword Type Groups are associated with the documents being XML Index DIP processed, you must ensure that a value is present for each Keyword Type that is associated with the Multi-Instance Keyword Type Group. If a Keyword Value is missing (i.e. one of the Keyword Values is NULL), then Keyword Values may be assigned to the wrong instance of the Multi-Instance Keyword Type Group.

For example:

The **FIN-Account Summary** Document Type is associated with the following Multi-Instance Keyword Type Group: **Name**, **Address**, **City**, **State**. One instance of this group is added to the document for each named account holder.

One processed document contains 3 instances of this Multi-Instance Keyword Type group with the following values:

1. **Name**=Andrew Lincoln **Address**=123 Smith Road **City**=New York **State**=NY
2. **Name**=Kelly Smith **Address**=456 Williams Trail **City**=San Francisco **State**=CA
3. **Name**=Mary Montros **Address**=789 Brown Street **City**=Fairfax. **State**=VA

If the first **State** value (**State**=NY) is missing, then the processor will search for the next **State** value to associate with the first instance of the Multi-Instance Keyword Type Group. Therefore, the Keyword Values will be incorrectly assigned in the following way:

1. **Name**=Andrew Lincoln **Address**=123 Smith Road **City**=New York **State**=CA
2. **Name**=Kelly Smith **Address**=456 Williams Trail **City**=San Francisco **State**=VA
3. **Name**=Mary Montros **Address**=789 Brown Street **City**=Fairfax **State**=

To ensure that Keyword Values are properly placed in the Multi-Instance Keyword Type Group, confirm that all Keyword Values are present in the document.

Configuring Processor Notifications

Processor Notifications can be configured to report the status of an import process to a configured user. Processor Notifications can be configured to send messages when a processing event occurs (for example, when the processor is executed, or when a batch is successfully committed). This can provide a convenient way to quickly discover the status of an import process, without needing to open and view a Verification Report.

Configuring Processor Notifications consists of the following components:

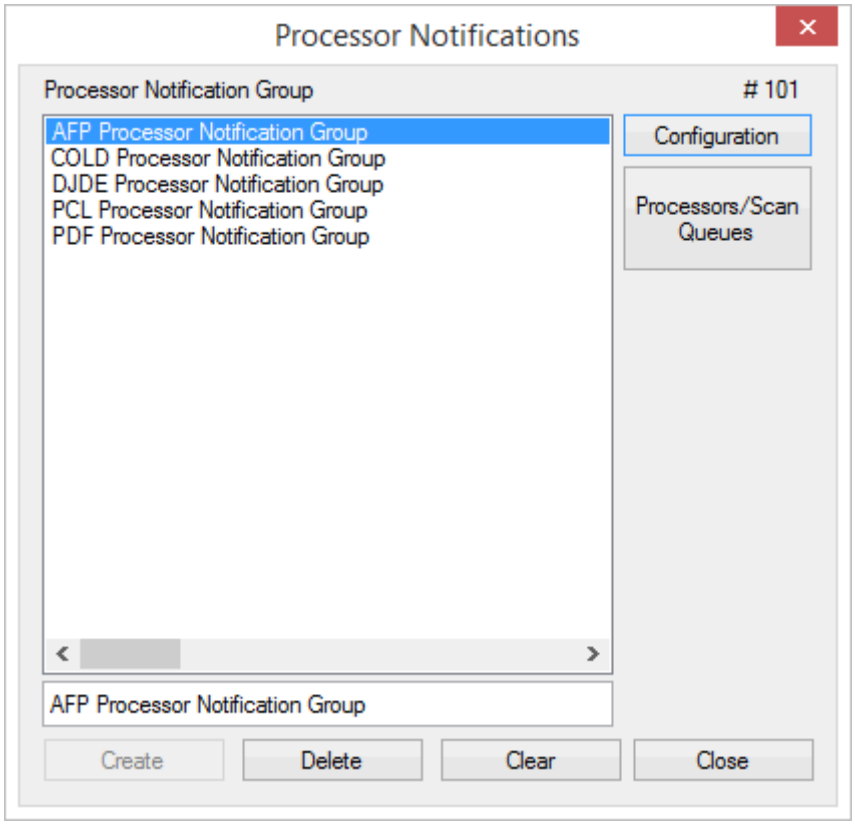
- Configuring a Processor Notification Group - see page 94 for more information.
- Configuring a Processor Notification - see page 96 for more information.
- Configuring the Distribution Service - see page 102 for more information.

Configuring a Processor Notification Group

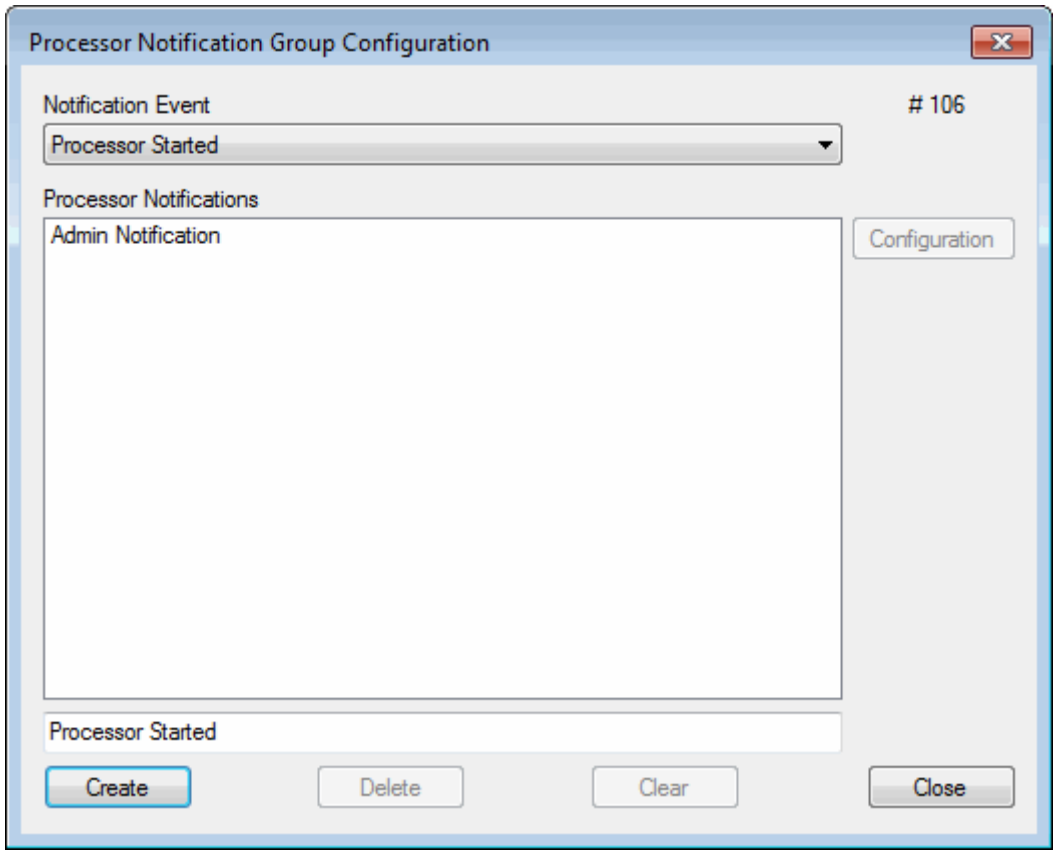
Processor Notification Groups are used to store Processor Notifications. Processor Notification Groups can then be assigned to existing process formats so that notifications are sent for that process when certain processing events occur.

To create a Processor Notification Group, follow these steps:

1. In the Configuration module, select **Import** | **Processor Notifications**. The **Processor Notifications** dialog box is displayed.



2. Type the name of a new Processor Notification Group and click **Create**. Your new Processor Notification Group is created, and the **Processor Notification Group Configuration** dialog box is displayed.



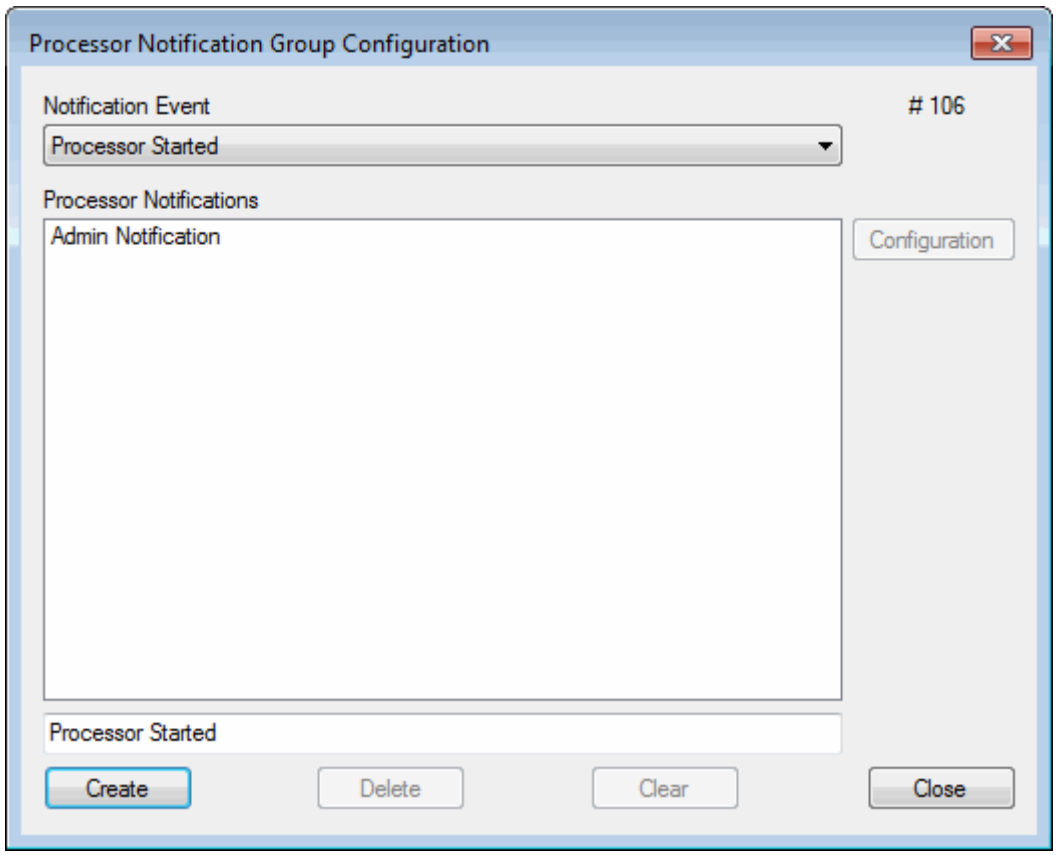
Continue on to Configuring a Processor Notification on page 96 for information on creating Processor Notifications.

Configuring a Processor Notification

Once you've created a Processor Notification Group, you can configure Processor Notifications for that Processor Notification Group. Processor Notifications can be configured to send messages when a processing event occurs (e.g., when the processor is executed, or when a batch is successfully committed).

Note: Processor Notifications will only be sent if the processor is run as a scheduled process. If the processor is run manually in OnBase, no notifications will be sent.

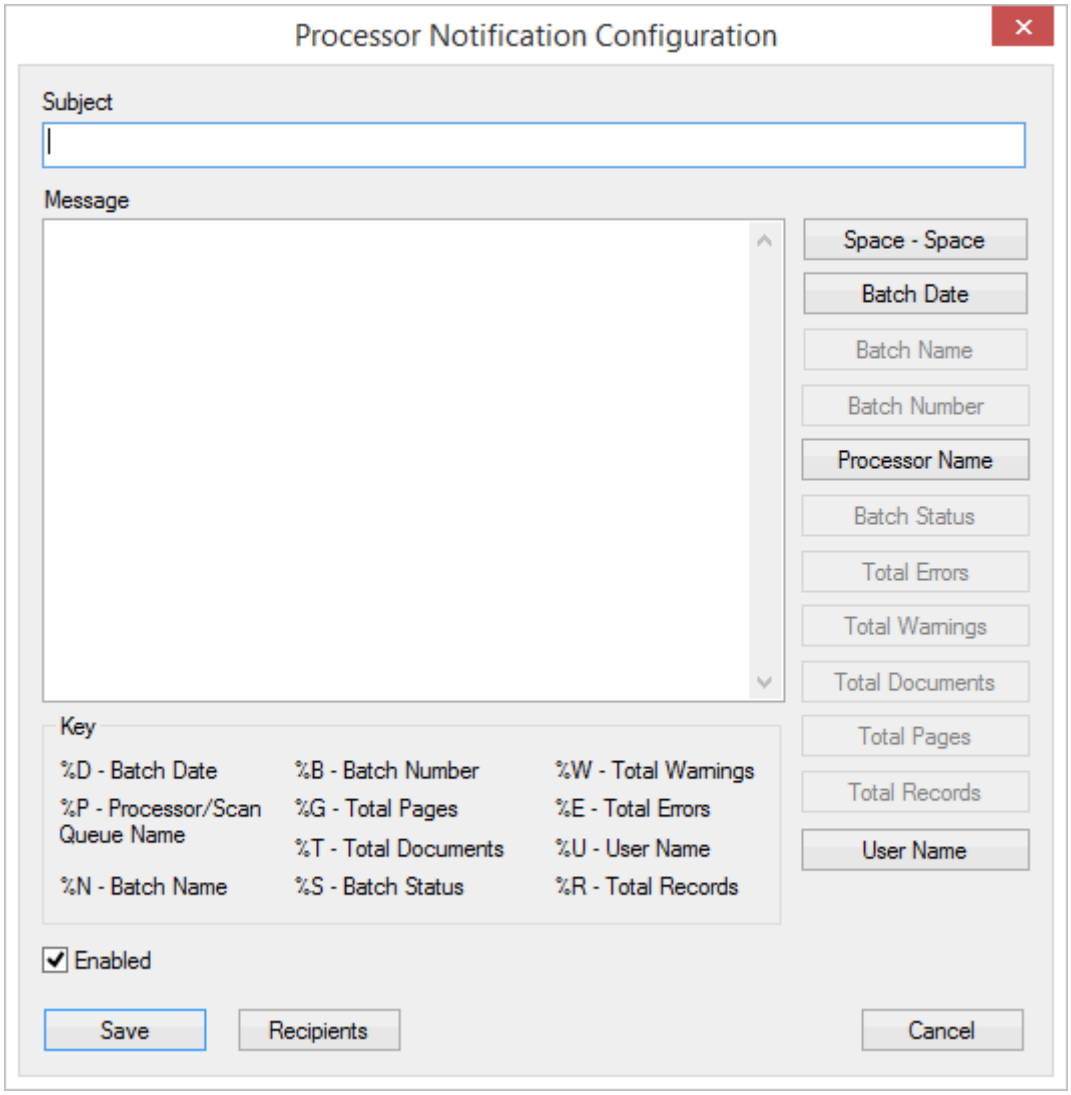
1. Select an existing Processor Notification Group and click **Configuration**. The **Processor Notification Group Configuration** dialog box is displayed.



2. Select a Notification Event from the **Notification Event** drop-down list. The following options are available:
   - **Processor Started** - notifications of this type will be sent when an associated process begins.
   - **Batch Success** - notifications of this type will be sent when an associated process successfully finishes processing a batch.
   - **Batch Fail** - notifications of this type will be sent when an associated process fails to finish processing a batch.

- **Processor Completed** - notifications of this type will be sent when an associated process successfully finishes processing multiple batches configured to run as a single process.
- **Batch Committed** - notifications of this type will be sent when an associated process commits a batch of documents.

3. Type a name for your new Processor Notification in the text field at the bottom of the window, then click **Create**.
4. Select your new Processor Notification and click the **Configuration** button. The **Processor Notification Configuration** window is displayed.



5. Enter text in the **Subject** and **Message** fields. You can also include Keyword Type symbols that are described in the table below. To add a symbol, either click inside the field and type the symbol, or click the symbol's button from the right side of the dialog box.

Note: In the **Message** field, you can use HTML tags to format your email notifications (e.g., format the font, embed images and logos). An <html> tag should designate the point you'd like the HTML formatting to begin. For example:

```
<html>
<body>
<font size="6" face="arial" color="red">Greetings, </font>
<b>Sincerely,</b>
<img src="logo.gif/>
</body>
</html>
```

The client's default email format must be HTML.

Note: If you want to include the percent sign (%) in notification text, you must place two percent signs (%%) to represent that percent sign. If only one percent sign is entered, the percent sign will not display in the notification text.

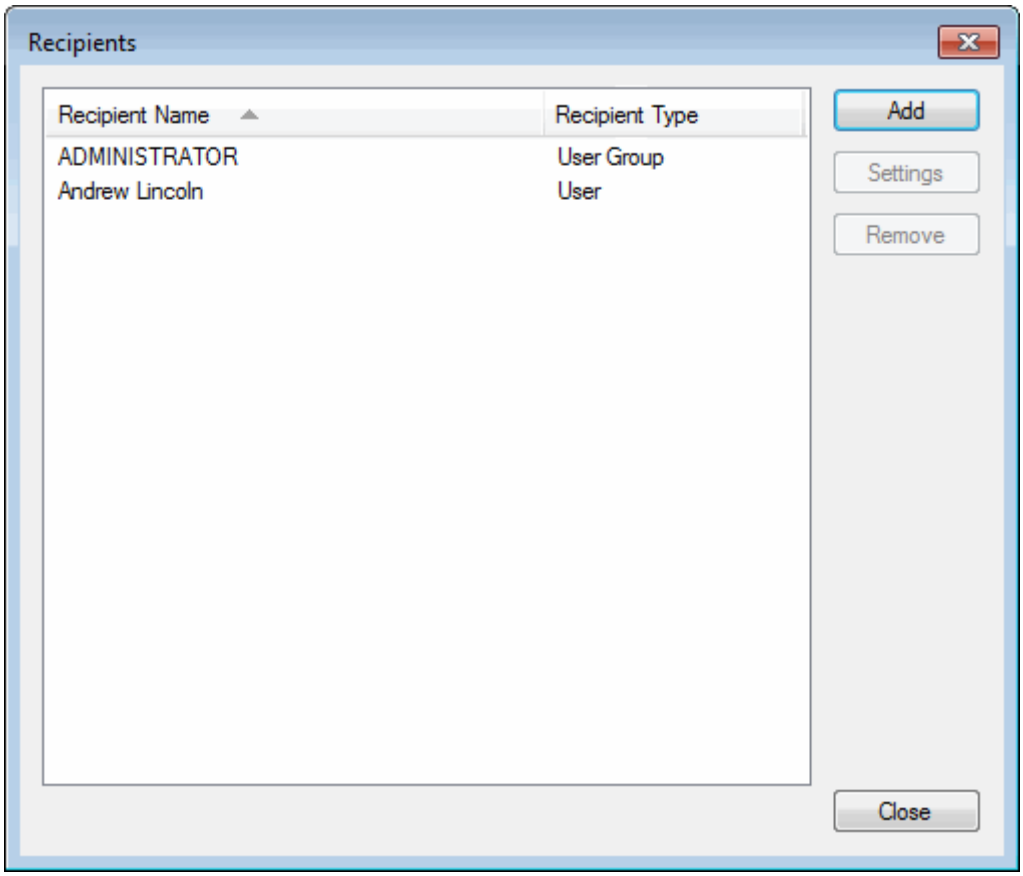
Note: If you select to send process notifications using OnBase internal mail, only 250 characters of a message are displayed in the internal mail message pane.

The following symbols can be used, depending on the type of notification event:

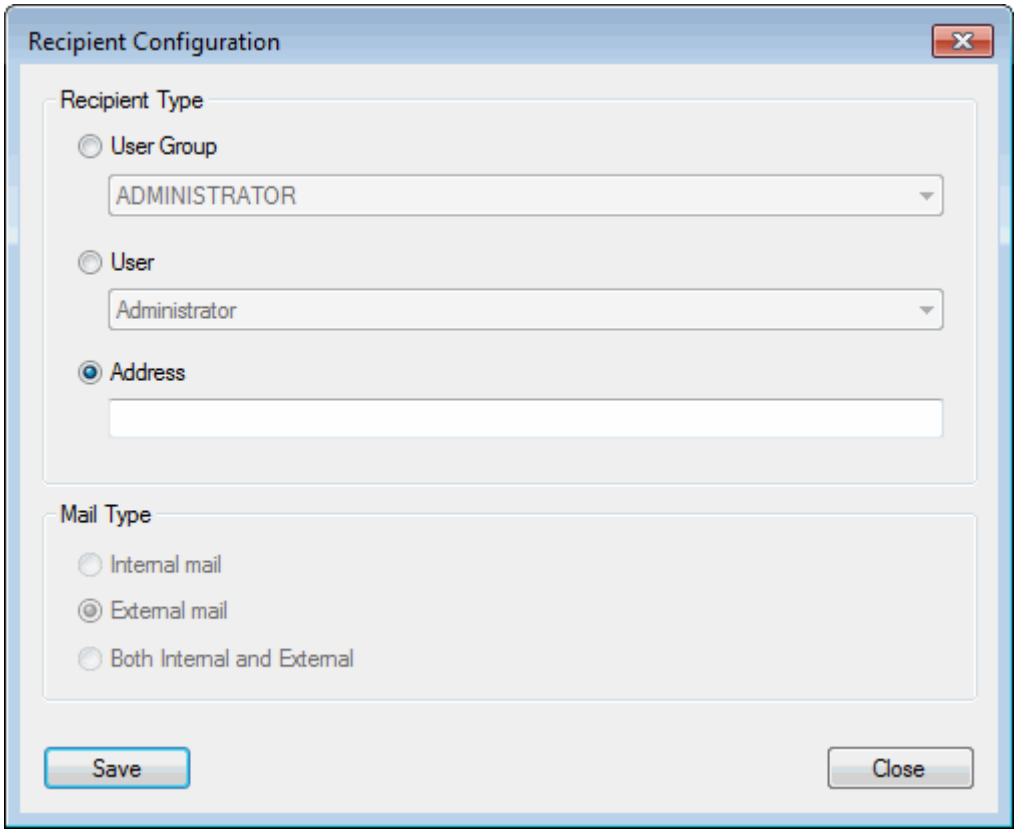
Symbol	Description	Event Used For
%D	Displays the Batch Date.	Available for all notification events
%P	Displays the name of the processor used to process the documents.	Available for all notification events
%N	Displays the name of the batch of documents.	**Batch Success, Batch Fail, Batch Committed**
%B	Displays the Batch Number assigned to the batch.	**Batch Success, Batch Fail, Batch Committed**
%G	Displays the total number of pages processed.	**Batch Success, Batch Fail**
%T	Displays the total number of documents in the batch.	**Batch Success, Batch Fail**
%S	Displays the status of the batch.	**Batch Committed**

Symbol	Description	Event Used For
%W	Displays the number of warnings generated for the batch.	**Batch Success, Batch Fail**
%E	Displays the number of errors generated for the batch.	**Batch Success, Batch Fail**
%U	Displays the user name of the currently logged in user who executed the process.	Available for all notification events
%R	Displays the number of records successfully imported. **Note:** This symbol is only applicable to AutoFill Keyword Set processors.	**Batch Success, Batch Fail**

6. Ensure that the **Enabled** option is selected.
   To disable the processor notification from being sent to users, deselect the **Enabled** option.
7. Click the **Recipients** button. The **Recipients** dialog box is displayed.



8. Click **Add**. The **Recipient Configuration** dialog box is displayed.



9. Select a **Recipient Type**. The following options are available:
   - **User Group** - select this option to send the notification to all members of an OnBase User Group. Select the User Group to receive the notification using the associated drop-down list.
   - **User** - select this option to send the notification to an OnBase user. Select the user to receive the notification by selecting his or her OnBase user name in the associated drop-down list.

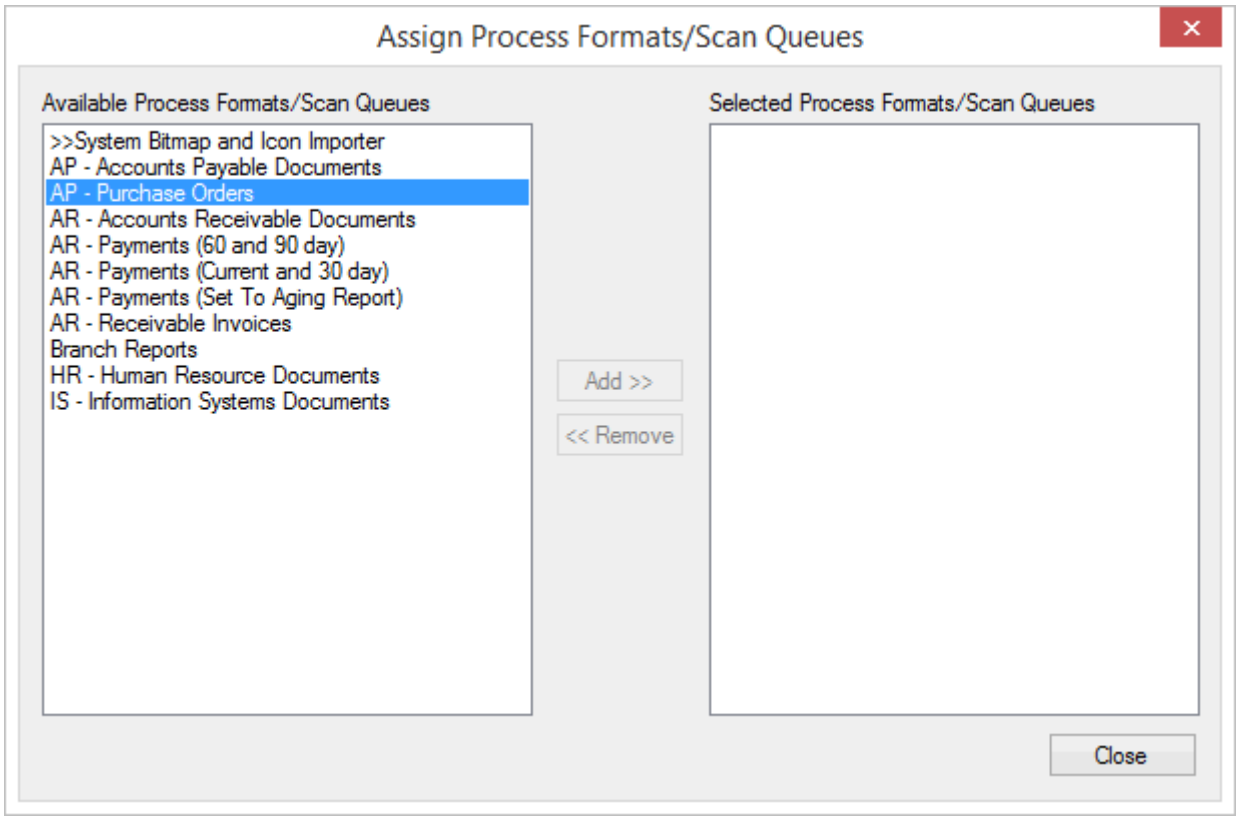
Note: If the selected user account is deleted, that user account will be automatically removed from the **Recipients** list.

- **Address** - select this option to send the notification to the email address specified in the associated field.

If you selected the **User Group** or **User** option as the Recipient Type, the **Mail Type** options are enabled. The following options are available:

- **Internal mail** - when this option is selected, notifications will be sent to the selected user(s) via OnBase internal mail.
- **External mail** - when this option is selected, notifications will be sent to the selected user(s) via email. The notification is sent to the email address configured for the user in the **User Settings** dialog box. For more information, see the **System Administration** documentation.
- **Both Internal and External** - when this option is selected, notifications will be sent to the selected user(s) via both OnBase internal mail and email.

10. Click **Save**. You are returned to the **Recipients** dialog box.
11. Once you have added all desired recipients, click **Close**. You are returned to the **Processor Notification Configuration** dialog box.
12. Click **Save**. You are returned to the **Processor Notification Group Configuration** dialog box.
13. Click **Close**. You are returned to the **Processor Notifications** dialog box.
14. Click the **Processors/Scan Queues** button to assign one or more process formats to the configured notification type. The **Assign Process Formats/Scan Queues** dialog box is displayed.



15. Select one or more Process Formats from the **Available Process Formats/Scan Queues** list, then click **Add>>**.

    To remove a Process Format from the **Selected Process Formats/Scan Queues** list, select that Process Format and click the **<<Remove** button.
16. Click **Close**. You are returned to the **Processor Notifications** dialog box.
17. Click **Close**.

Configuring the Distribution Service

Processor Notifications are only sent to external email locations if a Distribution Service is configured and running. For information on configuring a Distribution Service, see the **Distribution Service** module reference guide.

Changing or Editing an XML Index DIP Format

Edit a Format

1. In the Configuration module, select **Import | XML Index Document Import Processor**. The **XML Index Document Import Configuration** dialog box is displayed.
2. Select a format from the list.
3. Click one of the following configuration options:
   - Settings
   - Document Types
   - Process Settings
   - Field Order
   - Notifications

   Change the configuration for the selected options. See Create an XML Index DIP Format on page 18 for additional information on the configuration options.
4. Click **Save & Close**.
5. Repeat for all configuration options necessary.

Delete a Format

1. In the Configuration module, select **Import | XML Index Document Import Processor**. The **XML Index Document Import Configuration** dialog box is displayed.
2. Select a format from the list.
3. Click **Delete**.

Rename a Format

1. In the Configuration module, select **Import | XML Index Document Import Processor**. The **XML Index Document Import Configuration** dialog box is displayed.
2. Select a format from the list and double-click.

3. Type the new process name in the available field.
4. Click **Save & Close**.

Index Extraction Format

Index Extraction provides the ability to configure an XML Index DIP process to extract Keyword Value data to a text file. In order to do this, the extraction format must be assigned to the XML Index DIP process.

Note: If there are multiple Keyword Values for one Keyword Type, only the first value listed will be extracted.

Note: See the System Administration manual for more information on creating Index Extraction formats.

Index Extraction Format—specify the Extraction Format to be used to extract Keyword Values from the imported files. After processing you can elect to extract index information to a text file by right-clicking a processed batch and selecting **Extract Index Information**. This index information can be imported into third-party programs or used as data for an AutoFill Keyword Set for related documents.

In order to extract index information, your system must use a properly configured Index Extraction Format.

1. In the Configuration module, select **Import | XML Index Document Import Processor**.
2. Click **Settings**.
3. Select an extraction process from the **Index Extraction Format** drop-down list.
4. Click **Save**.
5. Once the format has been assigned, a Client module user can select one or more batch(es) and then right-click to select **Extract Index Information**.

Working with Reports

Adding Comments to a Verification Report

Information about each document imported as part of an XML Index DIP process can be added as a comment in the Verification Report. The comment text is displayed only in the Verification Report; it is not stored with the document in OnBase.

Tip: It is recommended that, when using preprocessors to prepare documents for XML Index DIP processing, comments indicating the type of preprocessor used and/or how the preprocessor affected the documents being imported into OnBase be added to the Verification Report for tracking purposes.

The comment text is obtained along with information about the document being imported from the Import Index File, so the Field Order of the XML Index DIP process must be configured to identify this information.

The **>>VerificationReportComment** Default Document Keyword Type is used to identify the comment text in the XML Import Index File. This Default Keyword Type is assigned to an XML Index DIP Field Order configuration like other Keyword Types or Default Keyword Types.

Accumulate Processing Information

If there are multiple processes running on a daily basis, it may be beneficial to have the processes configured to accumulate processing information. It combines the verification reports and presents them in a single location. This provides the ability to view a single report to check all batches for the day.

You must assign processes to the Accumulate Processing Information option.

1. From the Configuration module select **Import | XML Index Document Import Processor**.
2. Select an XML Index DIP format.
3. Select **Settings | Options | Accumulate Processing Information**.
4. To view the Daily Report, from the Client module select **Processing | View Daily Report**.

   This report details all Document Types that were searched for as well as the total number of documents found to date. Each batch also gets an entry detailing the file(s) processed and the number of documents in each. If an error occurred, it appears in the batch's section. The report is marked as preliminary until report is purged. Then, it is saved as a final verification report.

Configuration Reports

Run Configuration Reports After Configuring New Disk Groups, Document Type Groups, Document Types or Keywords

Configuration reports detail the exact setup of items in the system. With this information, troubleshooting and communication with technical support representatives are greatly improved. Additionally, configuration reports are stored in OnBase, providing a historical record of the system structure.

1. To run configuration reports, select **Report** in the Configuration module and select the appropriate report.
2. Click any of the menu options to run the Configuration report for that item. The **Run All Reports** will run all of the reports.
3. Retrieve reports from the Client module in the **SYS Configuration Reports** Document Type.

Whenever new items are created or a process is changed, a Configuration Report should be run.

Global Client Settings

The Global Client Settings affect general aspects of the Client operation. To access these settings, open the Configuration module and select **Users** | **Global Client Settings**. Select the user-specified range for committed batch display queries option to allow the user to limit the number of batches that are displayed in the committed queue. This reduces the time spent waiting for batches to display and is particularly helpful when a large number of batches have been committed.

Scheduling Overview

Scheduling processing for off-hours is an automated way to conserve system resources. Processing can be accelerated if the process is run from the database server.

Caution: Ensure that scheduled processes are not configured to run at the same time as a scheduled database backup. The database is locked while performing backups, preventing any processes from running.

Note: Purging documents from Document Maintenance can also be scheduled. For more information, see the **System Administration** module reference guide or help file.

Two types of processing activities may be scheduled with the Scheduler: a Process Format or a Process Job.

- A Process Format is used in processing modules and in scanning modules to specify how OnBase processes data being imported into OnBase. A Process Format is, basically, one individually-configured process.
- A Process Job is one or more Process Formats that have been configured to run sequentially. A Process Job does not have to consist exclusively of a single type of Process Format; it can contain multiple Process Formats from any module that allows scheduling.

Note: Process Formats created from Document Imaging sweep or scan from disk processes cannot be included in a Process Job.

Configuring & Using the Scheduler

Requirements for Configuring/Running a Scheduled Process

To configure a scheduled process, either a Process Format or a Process Job, a user must belong to a User Group with the **Client** and **Client Scheduler** product rights, and he/she must have rights to use the appropriate processing module. A scheduled process can be configured on any OnBase Client workstation, not just the processing workstation or a workstation running with the -**SCHED** command line switch.

To run a scheduled process, OnBase must be running with the -**SCHED** or -**SCHEDINST** command line switch on the processing workstation in order for the scheduled process to be executed at the configured time. The user account logged onto OnBase at this time needs only the **Client** product right in order for the process to be performed.

For more information on using command line switches with your OnBase solution, see the **Command Line Switches** module reference guide.

Using the -SCHED and -SCHEDINST Switches

This section explains the difference between the **-SCHED** and **-SCHEDINST** command line switches.

-SCHED

Some process formats or jobs can be scheduled to run automatically. The -SCHED switch causes the Client to queue these scheduled process formats and jobs for later processing; if the machine running the OnBase Client in Scheduler mode (i.e., running the OnBase Client with the -SCHED command line switch applied) is also the processing workstation, then the process formats or jobs will run at their scheduled times.

In order for the scheduled process format or job to be run, OnBase must be running in Scheduler mode on the processing workstation. If OnBase is not running, or if OnBase is not running in Scheduler mode, then the scheduled processes will not run.

A process format or job can be scheduled from any OnBase Client workstation by a user with the proper rights.

-SCHEDINST

The -SCHEDINST command line switch is very similar to the basic -SCHED switch. When you apply the -SCHEDINST switch to a Client shortcut, you can specify that the selected instance of the OnBase Client should only process jobs assigned to that Client instance's specific instance name.

The format of the switch is -SCHEDINST="MyProcName", where MyProcName is the name of a specific processing instance. The OnBase Client that this switch is applied to will be unable to process any scheduled jobs that are not configured with a **Specific Processing Instance** of MyProcName.

A process format or job can be scheduled from any OnBase Client workstation by a user with the proper rights.

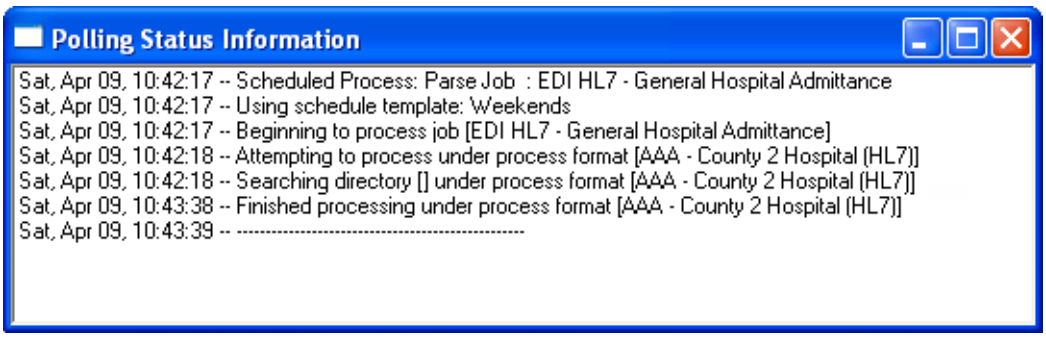
Note: If a scheduled process is assigned to a specific processing instance, it must be run from a client using the -SCHEDINST command line switch. If you try to run this process from a client using the -SCHED switch instead, the process will not be executed.

Verifying the Scheduler is Running

To verify that the Scheduler is running on the processing workstation, click **Window | Polling Status Information** in the OnBase Client.

Note: The **-SCHED** or **-SCHEDINST** command line switch must be applied to the Client shortcut to use this option.

The **Polling Status Information** window is displayed. Information about scheduled processes is displayed in it as the process is run. If this window exists, the Scheduler is running.



Another way to verify the Scheduler is running is to select **Window | System Status**. Both **Process Server Mode** and **Scheduler Mode** will be displayed as **YES**.

Running Multiple Scheduled Processes

Tip: Attempting to run more than one process job or format at once in the same session will result in a dramatic drop in all processing speeds. It is recommended to run a single automated process at a time.

If multiple jobs are configured, they can be performed sequentially in one OnBase Client session on the same workstation. Multiple sessions of the OnBase Client can be run simultaneously on one workstation to process these jobs in parallel; these sessions will coordinate processing tasks to ensure that each job is processed and that a job is not processed more than once.

In order to process jobs in parallel on multiple sessions of the OnBase Client, each session must be OnBase version 9.0 or later. If any one of the sessions is running an earlier version of OnBase, then none of the other sessions will perform any processing while it is processing.

Scheduled Process Configuration Reports

A user belonging to a User Group with the proper rights can run a Scheduled Processes Configuration Report.

This report provides information on all of the scheduled processes (process formats and process jobs) that have been scheduled to run. It is organized by processing workstation, and displays a weekly, monthly and end-of-month schedule, with jobs listed in order by starting time. Once run, this report is stored in OnBase as a document belonging to the **SYS Configuration Reports** Document Type.

Tip: It is considered a best practice to run a new Scheduled Process configuration report each time a new process (such as process format or process job) is scheduled. With the information stored in this report, troubleshooting and communications with Technical Support are greatly improved. Additionally, Configuration Reports are stored in OnBase, so there is a historical record of the structure of your OnBase solution.

For more information on Configuration Reports, including the Scheduled Processes Configuration Report, see the **System Administration** module reference guide or help file.

Working With Process Formats

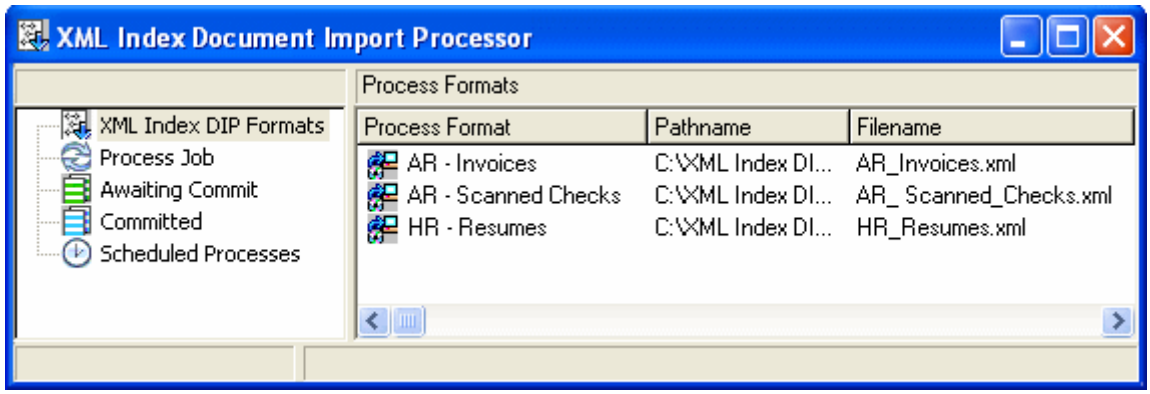
A Process Format is used in processing modules and in scanning modules to specify how OnBase processes data being imported into OnBase. A Process Format is, basically, one individually-configured process.

Creating a Scheduled Process Format

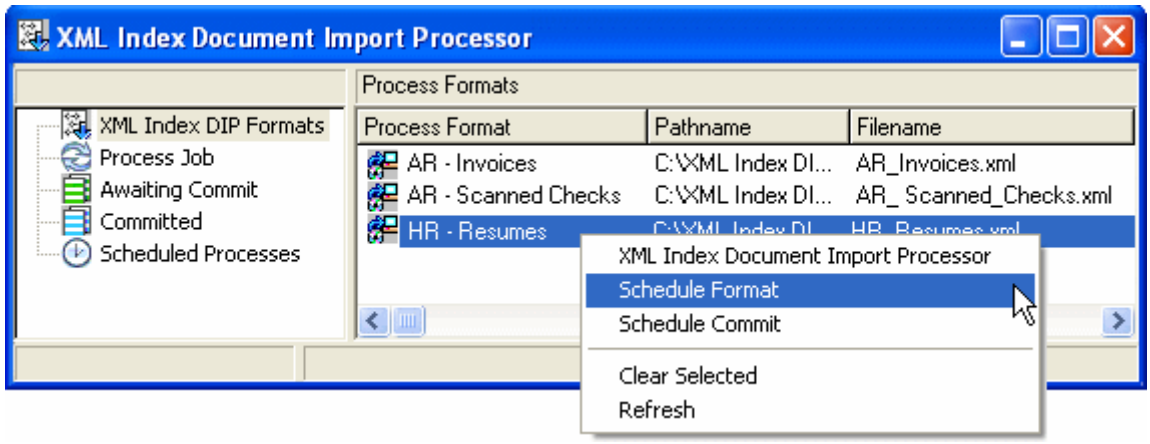
You can add a format to the Scheduler from its process queue by selecting the process format and selecting **Schedule Format** from the right-click menu.

For example:

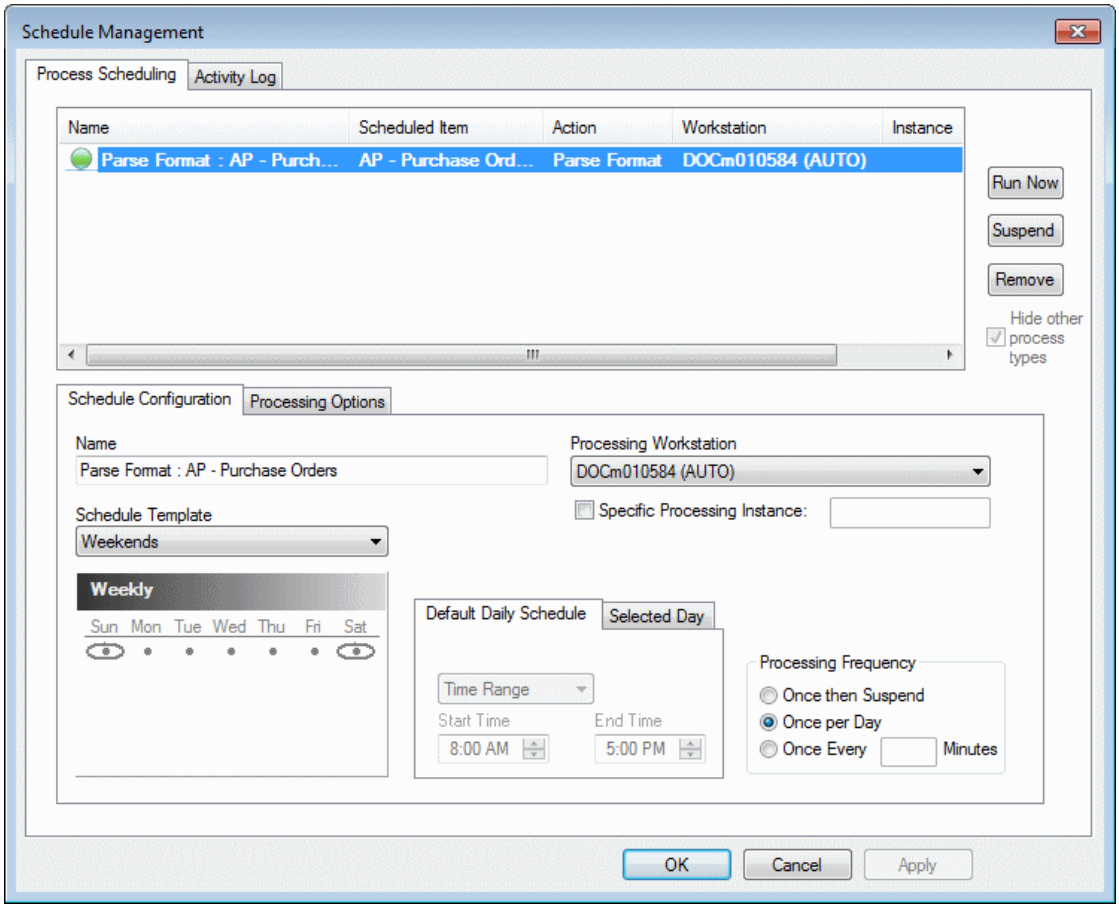
In the OnBase Client, click **Processing | XML Index DIP**. The **XML Index Document Import Processor** window is displayed.



Select the process format you would like to add to the Scheduler, then right-click and select **Schedule Format**.



The **Schedule Management** window is displayed.



A new Process Format is added to the **Scheduled Items** box. It is automatically selected.

By default, all scheduled Process Formats (e.g., COLD Process Formats, DIP Process Formats, etc.) are displayed in the **Scheduled Items** box when scheduling a new Process Format. For information on viewing only the Process Formats for the currently-selected process type, see Viewing Scheduled Processes on page 120.

Schedule Configuration

The first options that must be configured for the scheduled process are the Schedule Configuration options on the **Schedule Configuration** tab. This tab is displayed by default.

1. In the **Name** field, enter a name for the scheduled process.
2. Using the **Processing Workstation** drop-down, select the workstation that will be used to run the scheduled process.

Note: This workstation will need to be running with the **-SCHED** or **-SCHEDINST** command line switch in order to run the scheduled process.

3. If you always want the scheduled process to be run from a specific instance of the OnBase Client, select the **Specific Processing Instance**, then enter the name of the instance in the **Specific Processing Instance** text field.

Note: If you select the **Specific Processing Instance** option but leave the **Specific Processing Instance** text field blank, the scheduled process can be run from any instance of the OnBase Client.

4. Using the **Schedule Template** drop-down, select one of the schedule templates for the process or select **<Custom Schedule>** to manually configure the schedule for this process.

Note: For information on creating a **Custom Schedule** or **Schedule Template**, see below.

5. Select how often you would like the scheduled process to run by selecting one of the Processing Frequency radio buttons.
   - **Once then Suspend**. The scheduled item will be processed once, then the scheduled process is suspended.
   - **Once per Day**. The scheduled item will be processed once per day.

Note: If the scheduled item is modified, the process may be run again on the same day.

   - **Once every "" Minutes**. The scheduled item is processed in the interval (measured in minutes) entered in the field. The maximum number of minutes that can be entered is 99999.

Caution: This option is only supported when the **Default Daily Schedule** is set to **Time Range**. If your **Default Daily Schedule** is set to **Specific Time**, the scheduled item will only be processed at the specified time.

6. When you are finished setting the **Schedule Configuration** options, click **Apply**.

Calendar

The calendar is used to select the day(s) on which a scheduled process should be run.

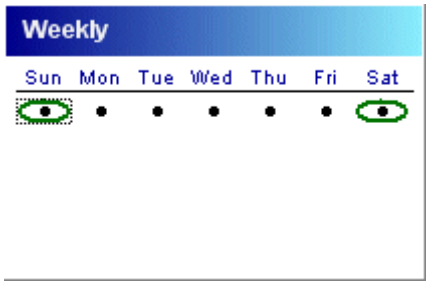
Note: The calendar is displayed based on your Workstation Regional Settings and the OnBase language DLL that you are using.

To change the view of the calendar, click the calendar heading (in the example above, **Weekly**) to display a menu. Select one of the following options to display a different calendar for configuration:

- **Weekly**. Allows you to configure a process to run on a certain day of the week (i.e., Thursday).
- **Monthly**. Allows you to configure a process to run monthly, on a particular date (i.e., the 1st and 15th of the month).
- **Monthly** (Day-Relative). Allows you to configure a process to run on a relative day of the month (i.e., the first Saturday of the month, the 2nd Wednesday of the month).

- **Annual**. Allows you to configure a process to run on a certain day of the year (i.e., June 30).
- **Full Calendar**. Allows you to configure a process to run on specified days of specified years (e.g., August 10, 2011 and/or July 17, 2012).

To select days that you would like to run a scheduled process, double-click the day on the calendar. The selected day is circled.

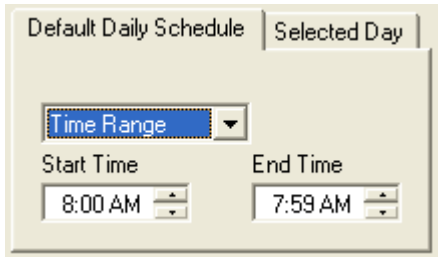


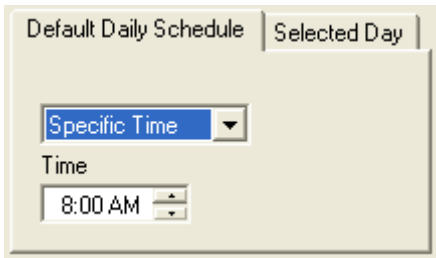
Note: In the example above, two days are selected but **Sunday** is the currently-selected day.

To deselect a day, double-click it.

Default Daily Schedule

The **Default Daily Schedule** tab allows you to configure the processing configuration for all days that do not have a **Selected Day** tab configuration.



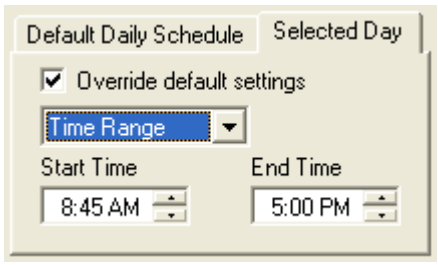


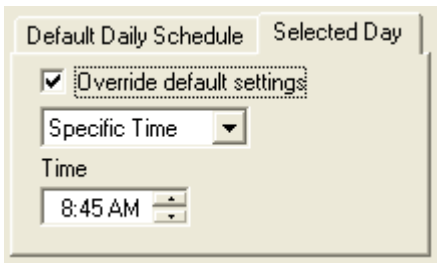
The drop-down list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is displayed. Select the time at which you want the job or format to begin processing.

Tip: Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

Selected Day

The **Selected Day** tab allows you to specify settings for the selected day that differ from the settings specified in the **Default Daily Schedule** tab. In order for the **Selected Day** tab to be enabled, you must click a day to select it and you must select the **Override default settings** check box.





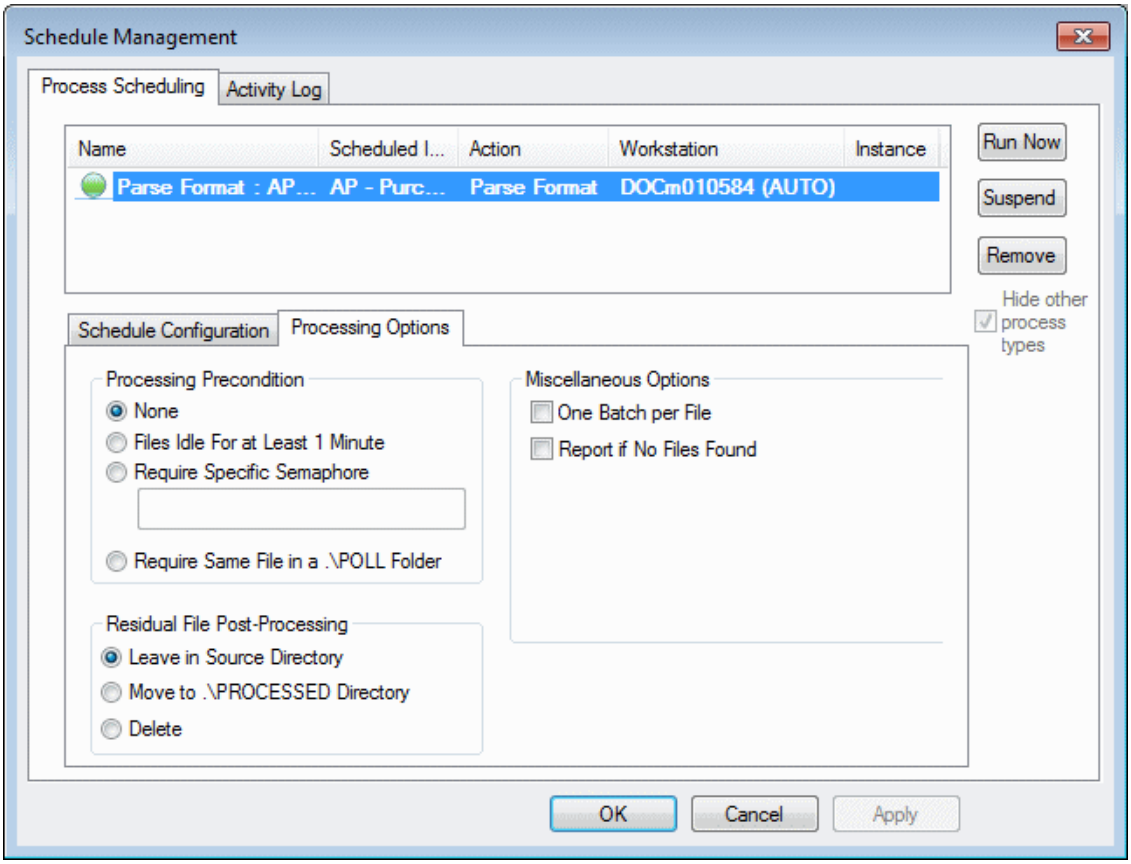
The drop-down list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is displayed. Select the time at which you want the job or format to begin processing.

Tip: Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

Processing Options

After the Schedule Options are configured on the Schedule Configuration tab, you must configure the Processing Options.

1. From the **Process Scheduling** tab of the **Schedule Management** window, click the **Processing Options** tab to display the Processing Options.



2. Set the following Processing Options.

Option	Description
Processing Precondition	The **Processing Precondition** options allow you to specify the conditions that must be met before processing can begin. **Note:** These options are not available for scheduled PDF conversions, Advanced Capture processes, Full-Text OCR processes or scheduled commits. • **None**. If this option is selected, no processing precondition is necessary. • **Files Idle For at Least 1 Minute**. Select to indicate that processing must begin after the file indicated in the **Default File Name** of the processing format has been idle for at least one minute. • **Require Specific Semaphore**. Select to indicate that processing must begin after a trigger file is detected. The trigger file can be any file type/size/label and can be written to any location on the network. OnBase will only begin processing the processing file indicated in the **Default File Name** of the process format after the trigger file has been detected. How processing is triggered (definition of the file location and/or time variable) is defined by a semaphore. A semaphore is a technique for coordinating or synchronizing polling activity. A maximum of 255 characters can be entered in this field. The trigger file is deleted after processing. **Note:** If the trigger file is being accessed over FTP, it will not be deleted.

Option	Description
Processing Precondition (cont.)	• **Require Same File in a .\POLL Folder**. Select to indicate that processing must begin after a POLL file has been written to a specifically-configured POLL folder. The POLL file must appear in a folder labeled **POLL**, and the POLL folder must be created as a subfolder of the **Default Directory** of the process format. The name of the POLL file must be exactly identical to the name of the file to be processed. The value in the **Default File Name** field will be used to locate the POLL file. When OnBase locates the POLL file, the processor will attempt to process any file with that same name in the **Default Directory**. For example: The **Default File Name** is ***.txt**, and the **Default Directory** is **C:\ProcessFiles**. The file to be processed is stored in this directory. For this example, the file is named **pf11x74.txt**. The POLL file should be placed in **C:\ProcessFiles\POLL**, and named exactly the same as the process file (**pf11x74.txt**). OnBase will search **C:\ProcessFiles\POLL** for a file that matches the **Default File Name** of ***.txt**. Upon finding the **pf11x74.txt** file, the processor will return to the **C:\ProcessFiles** directory and search for the file named **pf11x74.txt**. This is the file that will be processed. **Note:** This option is not supported for use with the Directory Import Processor.

Option	Description
Residual File Post-Processing	The Residual File Post-Processing options allow you to specify how residual files are processed (that is, files that have been processed but not deleted from the directory, such as read-only files). **Note:** These options are not available for scheduled PDF conversions, Advanced Capture processes, Full-Text OCR processes or scheduled commits. • **Leave in Source Directory**. Select to leave any residual files in the folder they originated in. • **Move to .\PROCESSED Directory**. Select to move any residual files to the OnBase-generated **PROCESSED** folder located in the same folder the files were originally in. **Caution:** Depending on your system's configuration, processed files may be automatically deleted after an import process is run. In this situation, the processed files will not be moved to the **PROCESSED** folder because they have already been deleted from the folder they originated from. Depending on the processor you are using, you may be able to avoid this behavior by modifying the configuration of your import processor, or by marking the files to be processed as read-only. • **Delete**. Select to delete any residual files (that is, files that have been processed but not deleted from the directory) from the folder they originated in. **Note:** The **Delete** option is not available for Scheduled Sweeps or Scan from Disk processes.

Option	Description
Miscellaneous Options	The **Miscellaneous Options** allow you to specify special scheduling options specific to the selected process. The availability of these options varies depending on the type of processor being scheduled. Many processing modules do not have some or all of these options. **Note:** No **Miscellaneous Options** are available for scheduled PDF conversions, Advanced Capture processes, Full-Page OCR processes or scheduled commits. • **One Batch per File**. Select to process each index file as one batch when multiple index files are being processed at once. This option is not supported for use with the Directory Import Processor. • **Report if No Files Found**. Select to create a Verification Report if no files are found when a scheduled format or job is run. **Note:** The **Report if No Files Found** option is only available when the **None** radio button is selected for the **Processing Precondition**. It is not available for scheduled **Sweep** or **Scan from Disk** processes. • **Document Type**. Available for certain scheduled **Sweep** processes. Use the drop-down to select the Document Type of processed documents. • **Scan Format**. Available for certain scheduled **Scan from Disk** processes. Use the drop-down to select the scan format to be used when processing documents. By default, the processor will use the last scan format that was assigned to the scan queue being processed. **Note:** Only **Kofax** scan formats can be selected from this drop-down.

Option	Description
OCR Options	The **OCR Options** allow you to specify the configuration options for a scheduled Advanced Capture or Full-Text OCR process. **Note:** These options are only available when scheduling an Advanced Capture or Full-Page OCR process (that is, the batch's scan queue has been configured for Advanced Capture or Full-Page OCR). • **Full-Text OCR**. Select this radio button if you are scheduling a Full-Text OCR process. • **Advanced Capture**. Select this radio button if you are scheduling an Advanced Capture process. • **Process Ad Hoc OCR Documents**. Select this radio button if you would like to perform Advanced Capture or Full-Text OCR on documents in the ad hoc batch status queues (**Ad Hoc Advanced Capture** or **Awaiting Ad Hoc OCR**).

3. When you are finished configuring the Process Options, click **Apply**.

Viewing Scheduled Processes

By default, only scheduled process formats and jobs of the currently-selected process type will be displayed in the **Schedule Management** window. To view scheduled process formats and jobs of all process types, deselect the **Hide other process types** check box.

To open the **Schedule Management** window, perform one of the following actions:

- Click **Processing | Scheduler | Schedule Management**.
- Open the **Scheduled Processes** queue and double-click on a scheduled process
- Right-click on a process format in its process queue and select **Schedule Format**.

Note: Additional Product Rights are required to view a scheduled purge process. For more information, see the **System Administration** module reference guide or help file.

Modifying a Scheduled Process Format

Once a scheduled process has been created, it can be modified as needed.

To modify an existing scheduled process:

1. Open the **Schedule Management** window from the OnBase Client by clicking **Processing | Scheduler | Schedule Management**.
2. Select the process to be modified from the **Scheduled Items** box.

3. Modify the settings on the **Schedule Configuration** and **Process Options** tabs as needed.

   For more information on the options on these tabs, see Schedule Configuration on page 111 and Processing Options on page 133.

Tip: You can modify the **Schedule Configuration** settings for multiple processes at the same time. To do so, use the **Shift** or **Ctrl** keyboard keys to select multiple processes before modifying the **Schedule Configuration** settings.

4. Once you have finished modifying the scheduled process, click **Apply**.

Deleting a Scheduled Process Format

Caution: If you delete a process format or process job that is scheduled, it will be deleted from the list of scheduled jobs.

Scheduled processes can be deleted from the **Schedule Management** window.

1. Open the **Schedule Management** window from the OnBase Client by clicking **Processing | Scheduler | Schedule Management**.
2. Select the scheduled process(es) you would like to delete from the **Scheduled Items** box and click **Remove**.
3. Click **Apply**.

Running/Suspending a Scheduled Process Format

From the **Schedule Management** window, a scheduled process can be run immediately or it can be suspended.

1. Open the **Schedule Management** window from the OnBase Client by clicking **Processing | Scheduler | Schedule Management**.
2. Select one or more scheduled processes from the **Scheduled Items** box.
   - To run the process(es) now, click **Run Now**. The processes are run the next time the processing workstation is polled.
   - To suspend the process(es), click **Suspend**. To resume one or more suspended processes, select those processes and click **Resume**.

   An icon is displayed next to each scheduled process in the **Scheduled Items** box that indicates its status.

Icon	Description
	**Run Now** - Indicates that the user has clicked the **Run Now** button to cause the process to execute now instead of waiting for its scheduled time to run.

Icon	Description
	Suspend - Indicates a suspended process. The process will not run until a user selects it and clicks **Resume**.
	Active - Indicates an active scheduled process. An active process may be waiting to run or it may have already run at its scheduled time.
	Error - Indicates a process with a configuration error.

3. Click **Apply**.

Working With Process Jobs

A Process Job is one or more Process Formats that have been configured to run sequentially. A Process Job does not have to consist exclusively of a single type of Process Format; it can contain multiple Process Formats from any module that allows scheduling.

A few notes about Process Jobs:

- Process formats must be created before they can be added to a job.
- AutoFill Keyword Import Processors can be scheduled from any **Process Job Queue**.
- Process Formats created from Document Imaging sweep or scan from disk processes cannot be included in a Process Job.

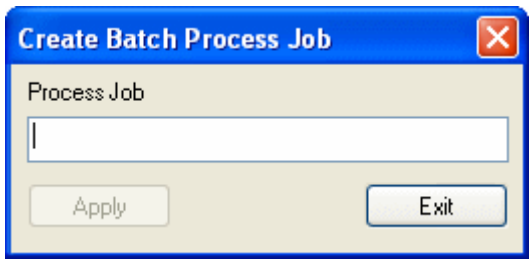
Creating a Job

You can add a job to the Scheduler from a process queue (that is, the COLD Queue, the EDI Queue, and others).

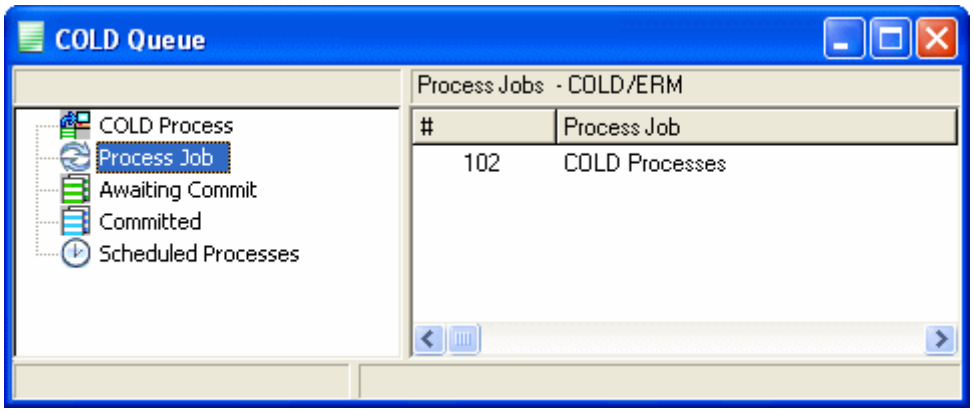
To create a job, follow these steps:

1. From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on the window and select **Create New Job**.

   Or, from the process queue, select **Process Job** and right-click in the **Process Jobs** window and select **Create New Job**. The **Create Batch Process Job** dialog box is displayed.



2. Enter a name for the job in the **Process Job** field and click **Apply**. The job is added to the process queue and is listed in the **Process Jobs** window.



Note: The process name must be 75 characters or fewer.

Note: If you are using the OnBase Client as a Windows Service, you must restart the OnBase Client after adding a new scheduled process.

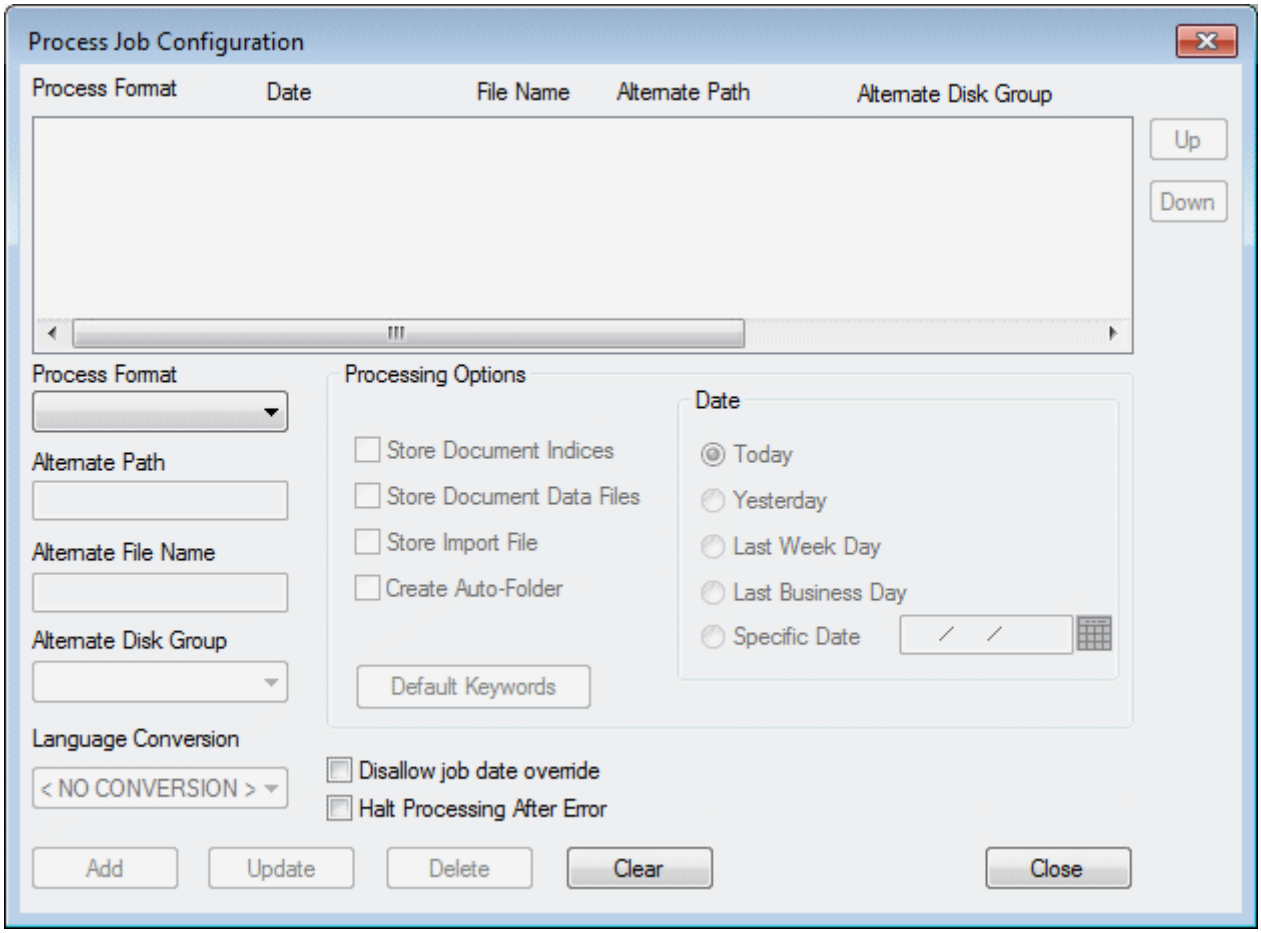
Configuring a Job

To configure a job:

1. From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Configure Job**.

   Or, select the job to be configured from the **Process Jobs** window in the process queue, right-click and select **Configure Job**.

   The **Process Job Configuration** window is displayed.



2. Configure a process format to add to the job:

Process Job Parameter	Description
Process Format	Select the process format to be incorporated in the process job. All available process formats are listed.
Alternate Path	Enter an alternate path to the data to be processed (i.e., the **Default Directory**) to use instead of the **Default Directory** configured for the selected process format. If an alternate path is not specified, the process format's **Default Directory** is used.
Alternate Filename	Enter an alternate file name for the data to be processed (i.e., the **Default File Name**) to use instead of the **Default File Name** configured for the selected process format. If an alternate file name is not specified, the process format's **Default File Name** is used.
Alternate Disk Group	Enter an alternate Disk Group to store the data being processed instead of the Disk Group configured for the selected process format. If an alternate Disk Group is not specified, the process format's default Disk Group is used.
Language Conversion	Select the language associated with the ASCII code page that created the import file. If a language conversion is not specified, the process format's **Language Conversion** setting is respected. **Note:** This setting is only used for legacy language conversions. The option **<NO CONVERSION>** should be selected when configuring process settings.
Store Document Indices	Select this option to store the processed documents in the database, along with their Keyword Values and document name. This option is enabled by default.
Store Document Data Files	Select this option to move the data file to the configured Disk Group after the process is complete. This option is enabled by default.
Store Import File	Select to store a copy of the index file used to import documents into OnBase for archive purposes. **Note:** This option is not supported for use with modules that do not support the **Store Import File** processing option. See the configuration section of the appropriate module reference guide or help file to find out whether or not the **Store Import File** processing option is supported for a module.

Process Job Parameter	Description
Create Auto Folder	Select to provide the ability to Auto-Folder documents upon processing. See the **Folders** module reference guide or help files for additional information regarding Auto-Foldering. **Note:** Not all processors offer the ability to Auto-Folder documents upon processing.
Default Keywords	Click the **Default Keywords** button to select Keyword Types and Values that are displayed in the Batch Name for that Process Job when it is processed. These Keyword Types and Values are also displayed at the top of the Verification Report for that job. **Note:** Only Keyword Types that have been configured for Document Types used in the Process Job are selectable. **Note:** If a check process format is configured as part of the job, the **Default Keywords** button is disabled when the job is selected.
Disallow job date override	Select this option to prevent users from overriding the specified job date.
Halt Processing After Error	Select this option to halt processing for the process job if the configured process format generates an error. Any other process formats configured for the process job will not be processed.
Date	These settings allow a user-defined **Document Date** to be stored for the processed documents. This date is used as the **%D** parameter that appears in the document's Auto-Name string.

3. Click **Add**.
4. Repeat Step 2 for each process format that you would like to add to the job.

   Process jobs are run in the order in which they display on the screen. Re-sequence a job by selecting it and clicking the **Up** or **Down** buttons.

Once you've added all process formats to the job, click **Close**.

Scheduling a Job

Once you have created and configured a job, you must schedule it in order for it to automatically run. A job is scheduled in almost the same way that a process format is scheduled.

To schedule a job, you must first open the **Schedule Management** window. To open it:

- From a process queue, select **Process Job** and then select the job to be scheduled in the **Process Jobs** window. Right-click and select **Schedule Job**.

- From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Schedule Job**.

Schedule Configuration

The first options that must be configured for the scheduled job are the Schedule Configuration options on the **Schedule Configuration** tab. This tab is displayed by default.

1. In the **Name** field, enter a name for the scheduled process.
2. Using the **Processing Workstation** drop-down, select the workstation that will be used to run the scheduled job.

Note: This workstation will need to be running with the **-SCHED** or **-SCHEDINST** command line switch in order to run the scheduled job.

3. Using the **Schedule Template** drop-down, select a schedule template for the process or select **<Custom Schedule>** to manually configure the schedule for this process.

Note: For information on creating a schedule template, see below.

To create a custom schedule, you will need to use the **Calendar** to select the day(s) you would like the scheduled job to run on and then you will need to specify the time the scheduled job will run using the **Default Daily Schedule** and/or **Selected Day** tabs. For more information, see those sections below.

4. Select how often you would like the scheduled job to run by selecting one of the **Processing Frequency** radio buttons.
   - **Once then Suspend**. The scheduled item will be processed once, then the scheduled process is suspended.
   - **Once per Day**. The scheduled item be processed once per day.

Note: If the scheduled item is modified, the process may be run again on the same day.

   - **Once every "" Minutes**. The scheduled item is processed in the interval (measured in minutes) entered in the field. The maximum number of minutes that can be entered is 99999.
5. When you are finished setting the Schedule Configuration options, click **Apply**.

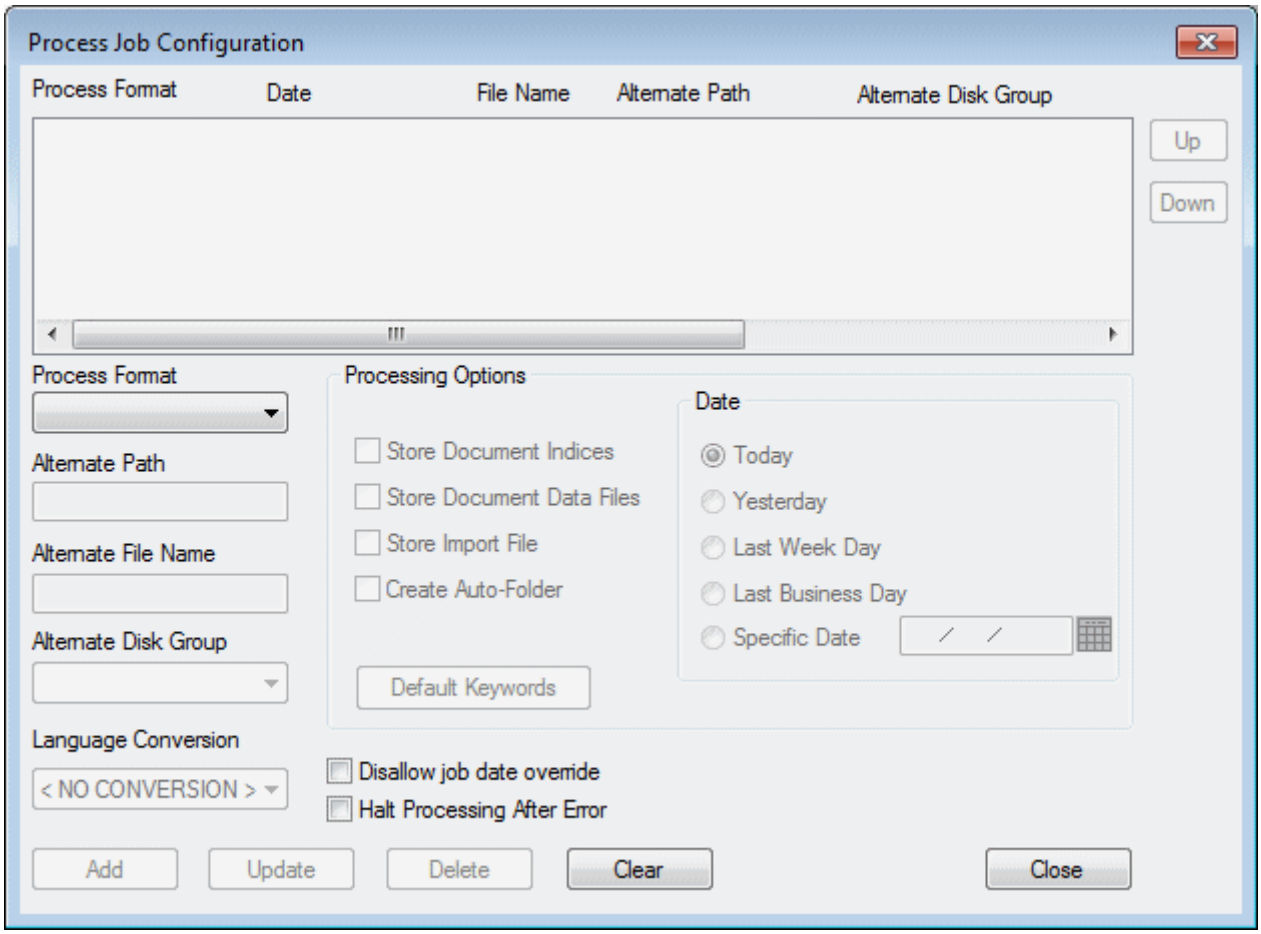
Calendar

To configure a job:

1. From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Configure Job**.

   Or, select the job to be configured from the **Process Jobs** window in the process queue, right-click and select **Configure Job**.

   The **Process Job Configuration** window is displayed.



2. Configure a process format to add to the job:

Process Job Parameter	Description
Process Format	Select the process format to be incorporated in the process job. All available process formats are listed.
Alternate Path	Enter an alternate path to the data to be processed (i.e., the **Default Directory**) to use instead of the **Default Directory** configured for the selected process format. If an alternate path is not specified, the process format's **Default Directory** is used.
Alternate Filename	Enter an alternate file name for the data to be processed (i.e., the **Default File Name**) to use instead of the **Default File Name** configured for the selected process format. If an alternate file name is not specified, the process format's **Default File Name** is used.
Alternate Disk Group	Enter an alternate Disk Group to store the data being processed instead of the Disk Group configured for the selected process format. If an alternate Disk Group is not specified, the process format's default Disk Group is used.
Language Conversion	Select the language associated with the ASCII code page that created the import file. If a language conversion is not specified, the process format's **Language Conversion** setting is respected. **Note:** This setting is only used for legacy language conversions. The option **<NO CONVERSION>** should be selected when configuring process settings.
Store Document Indices	Select this option to store the processed documents in the database, along with their Keyword Values and document name. This option is enabled by default.
Store Document Data Files	Select this option to move the data file to the configured Disk Group after the process is complete. This option is enabled by default.
Store Import File	Select to store a copy of the index file used to import documents into OnBase for archive purposes. **Note:** This option is not supported for use with modules that do not support the **Store Import File** processing option. See the configuration section of the appropriate module reference guide or help file to find out whether or not the **Store Import File** processing option is supported for a module.

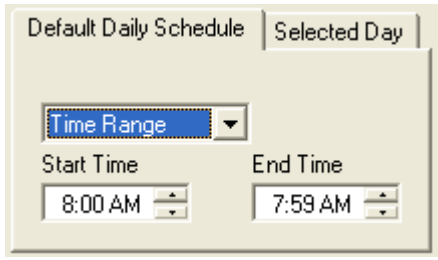
Process Job Parameter	Description
Create Auto Folder	Select to provide the ability to Auto-Folder documents upon processing. See the **Folders** module reference guide or help files for additional information regarding Auto-Foldering. **Note:** Not all processors offer the ability to Auto-Folder documents upon processing.
Default Keywords	Click the **Default Keywords** button to select Keyword Types and Values that are displayed in the Batch Name for that Process Job when it is processed. These Keyword Types and Values are also displayed at the top of the Verification Report for that job. **Note:** Only Keyword Types that have been configured for Document Types used in the Process Job are selectable. **Note:** If a check process format is configured as part of the job, the **Default Keywords** button is disabled when the job is selected.
Disallow job date override	Select this option to prevent users from overriding the specified job date.
Halt Processing After Error	Select this option to halt processing for the process job if the configured process format generates an error. Any other process formats configured for the process job will not be processed.
Date	These settings allow a user-defined **Document Date** to be stored for the processed documents. This date is used as the **%D** parameter that appears in the document's Auto-Name string.

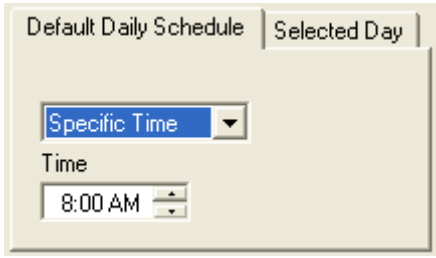
3. Click **Add**.
4. Repeat Step 2 for each process format that you would like to add to the job.
   Process jobs are run in the order in which they display on the screen. Re-sequence a job by selecting it and clicking the **Up** or **Down** buttons.

Once you've added all process formats to the job, click **Close**.

Default Daily Schedule

The **Default Daily Schedule** tab allows you to configure the processing configuration for all days that do not have a **Selected Day** tab configuration.



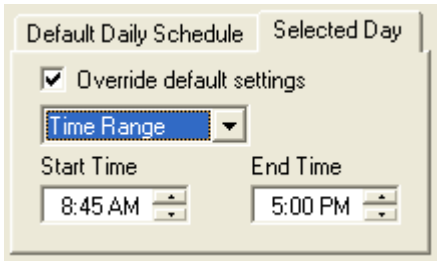


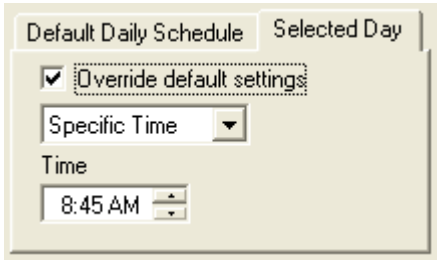
The drop-down list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is displayed. Select the time at which you want the job or format to begin processing.

Tip: Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

Selected Day

The **Selected Day** tab allows you to specify settings for the selected day that differ from the settings specified in the **Default Daily Schedule** tab. In order for the **Selected Day** tab to be enabled, you must click a day to select it and you must select the **Override default settings** check box.





The drop-down list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is displayed. Select the time at which you want the job or format to begin processing.

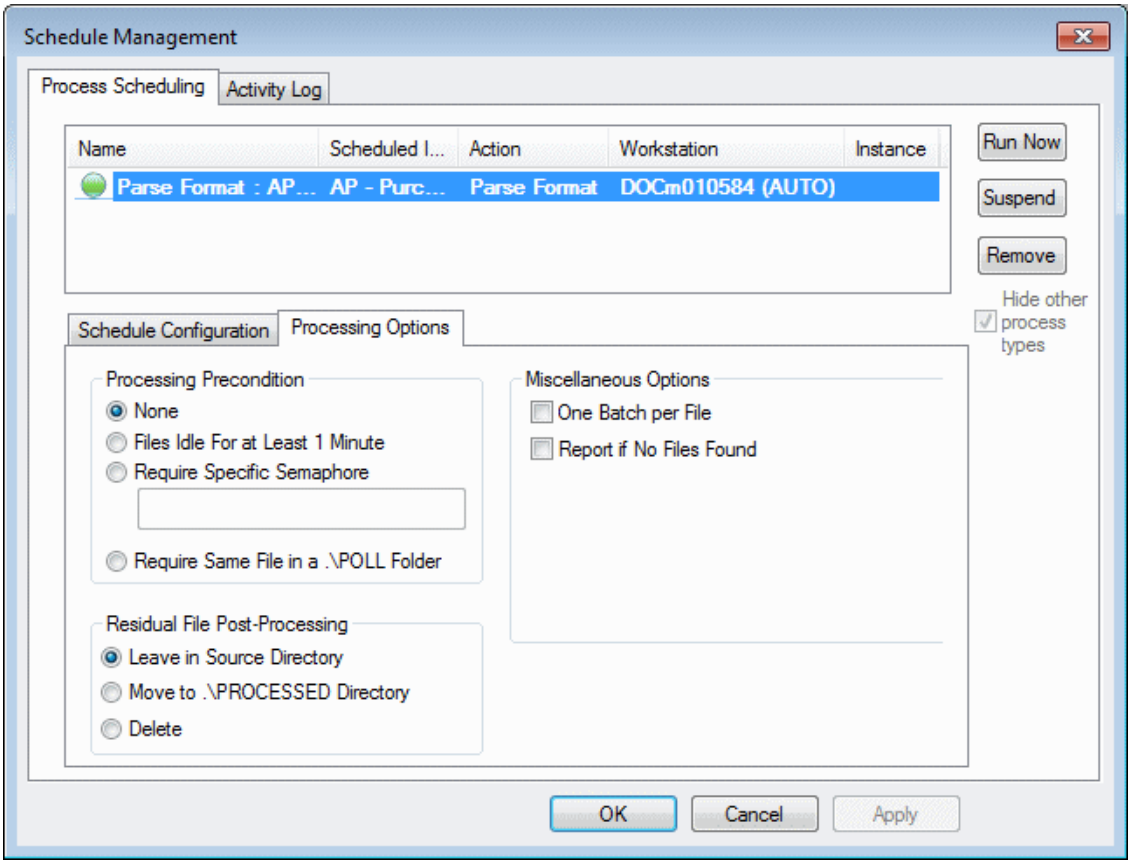
Tip: Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

Processing Options

After the Schedule Options are configured on the **Schedule Configuration** tab, you must configure the Processing Options.

1. From the **Process Scheduling** tab of the **Schedule Management** window, click the **Processing Options** tab to display the Processing Options.

Note: This tab is only available if a single process is selected. If multiple processes are selected, the **Processing Options** tab is disabled.



2. Set the following Processing Options.

Option	Description
Processing Precondition	The **Processing Precondition** options allow you to specify the conditions that must be met before processing can begin. **Note:** These options are not available for scheduled PDF conversions, Advanced Capture processes, Full-Text OCR processes or scheduled commits. • **None**. If this option is selected, no processing precondition is necessary. • **Files Idle For at Least 1 Minute**. Select to indicate that processing must begin after the file indicated in the **Default File Name** of the processing format has been idle for at least one minute. • **Require Specific Semaphore**. Select to indicate that processing must begin after a trigger file is detected. The trigger file can be any file type/size/label and can be written to any location on the network. OnBase will only begin processing the processing file indicated in the **Default File Name** of the process format after the trigger file has been detected. How processing is triggered (definition of the file location and/or time variable) is defined by a semaphore. A semaphore is a technique for coordinating or synchronizing polling activity. A maximum of 255 characters can be entered in this field. The trigger file is deleted after processing. **Note:** If the trigger file is being accessed over FTP, it will not be deleted.

Option	Description
Processing Precondition (cont.)	• **Require Same File in a .\POLL Folder**. Select to indicate that processing must begin after a POLL file has been written to a specifically-configured POLL folder. The POLL file must appear in a folder labeled **POLL**, and the POLL folder must be created as a subfolder of the **Default Directory** of the process format. The name of the POLL file must be exactly identical to the name of the file to be processed. The value in the **Default File Name** field will be used to locate the POLL file. When OnBase locates the POLL file, the processor will attempt to process any file with that same name in the **Default Directory**. For example: The **Default File Name** is ***.txt**, and the **Default Directory** is **C:\ProcessFiles**. The file to be processed is stored in this directory. For this example, the file is named **pf11x74.txt**. The POLL file should be placed in **C:\ProcessFiles\POLL**, and named exactly the same as the process file (**pf11x74.txt**). OnBase will search **C:\ProcessFiles\POLL** for a file that matches the **Default File Name** of ***.txt**. Upon finding the **pf11x74.txt** file, the processor will return to the **C:\ProcessFiles** directory and search for the file named **pf11x74.txt**. This is the file that will be processed. The POLL file is deleted after processing. **Note:** This option is not supported for use with the Directory Import Processor.

Option	Description
Residual File Post-Processing	The **Residual File Post-Processing** options allow you to specify how the processor will handle files that are left in the original folder after the import process has been run. • **Leave in Source Directory**. Select to leave processed read-only files in the folder they originated in. • **Move to ..\PROCESSED Directory**. Select to move all processed files, regardless of read-only status, to the OnBase-generated **PROCESSED** folder located in the same folder the read-only files were originally in. **Caution:** Depending on your system's configuration, processed files may be automatically deleted after an import process is run. In this situation, the processed files will not be moved to the **PROCESSED** folder because they have already been deleted from the folder they originated from. This behavior can be avoided by modifying the configuration of your import processor, or by marking the files to be processed as read-only. • **Delete**. Select to delete the read-only files from the folder they originated in.
Miscellaneous Options	The **Miscellaneous Options** options allow you to specify special scheduling options. Not all options are available for all processes. • **One Batch per File**. Select to process each index file as one batch when multiple index files are being processed at once. **Note:** This option is not supported for use with the Directory Import Processor. • **Report if No Files Found**. Select to create a Verification Report if no files are found when a scheduled job is run.

3. When you are finished configuring the Process Options, click **Apply**.

Viewing a Job

All scheduled process formats and jobs can be viewed in the **Schedule Management** window.

By default, the **Hide other process types** check box is enabled, so only the selected process type's process formats or process jobs are displayed.

To open the **Schedule Management** window:

- Click **Processing | Scheduler | Schedule Management** from the OnBase Client.
- From a process queue, select **Process Job** and then select a job in the **Process Jobs** window. Double-click on the job to display the process formats that compose it.

- From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed.

Modifying a Job

To modify an existing job:

From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Configure Job**.

Or, select the job to be modified from the **Process Jobs** window in the process queue, right-click and select **Configure Job**.

The **Process Job Configuration** dialog box is displayed.

Note: If you are using the OnBase Client as a Windows Service, you must restart the OnBase Client after modifying a scheduled process.

Note: For more information on configuring a process job, see Configuring a Job on page 124 and Scheduling a Job on page 126.

Renaming a Job

To rename an existing job:

1. From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Rename Job**.

   Or, select the job to be modified from the **Process Jobs** window in the process queue, right-click and select **Rename Job**.

   The **Rename Process Job** dialog box is displayed.
2. Enter the new name for the job and click **OK**.

Deleting a Job

Caution: If you delete a process format or process job that is scheduled, it will be deleted from the list of scheduled jobs.

To delete an existing job:

1. From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Delete Job**.

   Or, select the job to be modified from the **Process Jobs** window in the process queue, right-click and select **Delete Job**.

   A confirmation message is displayed.
2. Click **OK**. The job is deleted.

Running/Suspending a Job

From the **Schedule Management** window, a job can be run immediately or it can be suspended.

1. Open the **Schedule Management** window from the OnBase Client by clicking **Processing | Scheduler | Schedule Management**.
2. Select one or more jobs from the **Scheduled Items** box.
   - To run the jobs now, click **Run Now**. The selected jobs are run the next time the processing workstation is polled.
   - To suspend the jobs, click **Suspend**. To resume suspended jobs, click **Resume**.

   An icon is displayed next to each scheduled job in the **Scheduled Items** box that indicates its status.

Icon	Description
	**Run Now** - Indicates that the user has clicked the **Run Now** button to cause the job to execute now instead of waiting for its scheduled time to run.
	**Suspend** - Indicates a suspended job. The job will not run until a user selects it and clicks **Resume**.
	**Active** - Indicates an active scheduled job. An active job may be waiting to run or it may have already run at its scheduled time.
	**Error** - Indicates a job with a configuration error.

3. Click **Apply**.

A job can also be run immediately from the process format queue or the **Process Jobs** window.

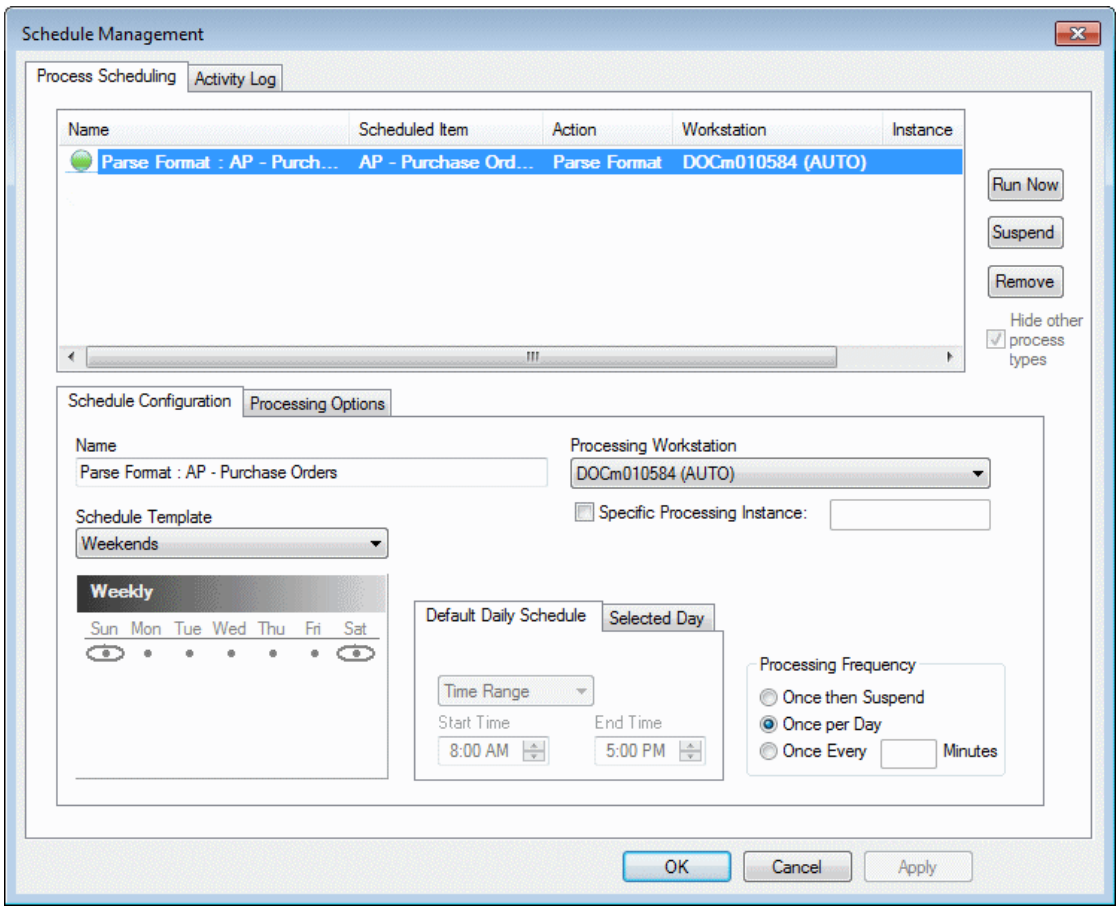
From the OnBase Client, click **Processing | Process Jobs**. The **Process Jobs** window is displayed. Right-click on a job and select **Process Job**.

Or, from a process queue, select **Process Job** and then select the job to be run in the **Process Jobs** window. Right-click in the **Process Jobs** window and select **Process Job**.

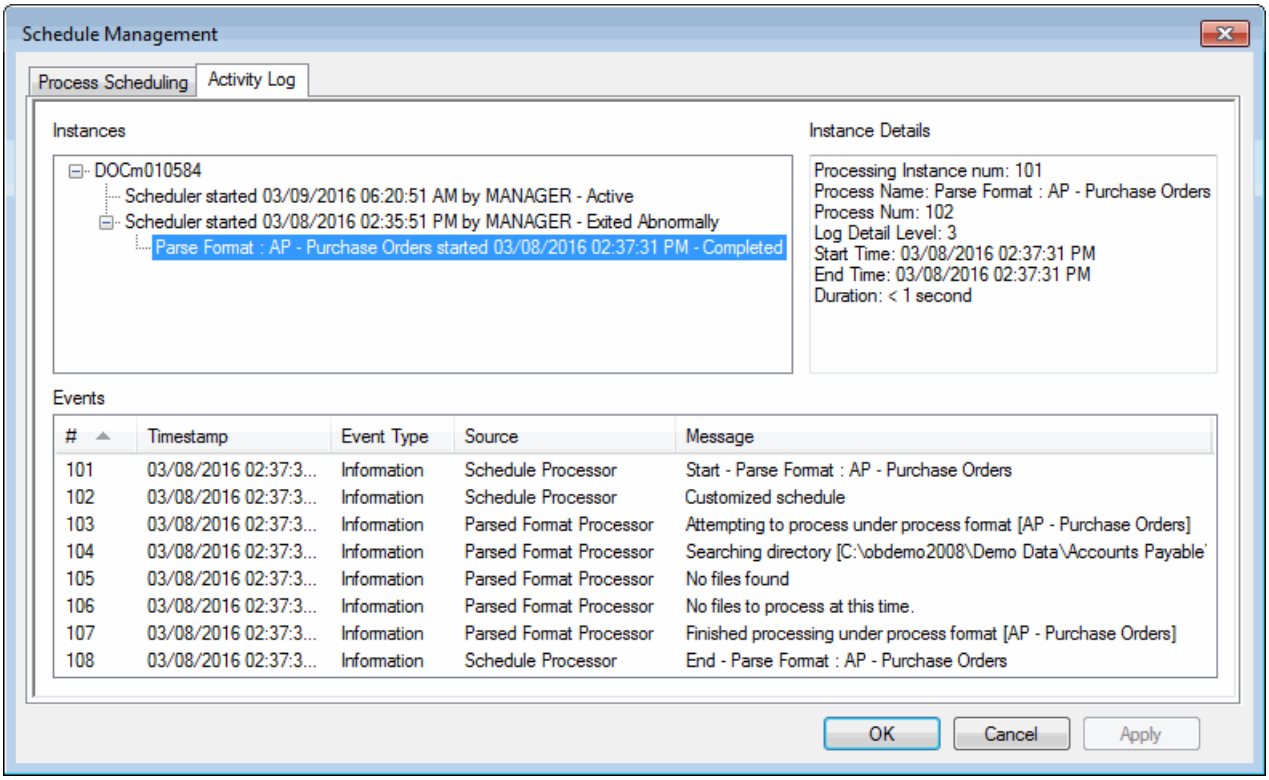
Viewing the Activity Log

The Activity Log provides visibility and control over the logging information generated during the execution of scheduled processes. To view the Activity Log, follow these steps:

1. From the OnBase Client, click **Processing | Scheduler | Schedule Management**. The **Schedule Management** dialog box is displayed.



2. Click the **Activity Log** tab. The **Activity Log** is displayed.



Note: The **Activity Log** tab is only available if logging is enabled and at least one log entry exists.

3. Select a log entry to view more information about that processing instance. Details on the selected instance are displayed in the Instance Details section in the upper right corner of the dialog box, and details on each event within that instance are displayed in the Events section in the bottom of the screen.

Note: Depending on your assigned product rights, you may be able to delete unneeded entries from the Activity Log. See the User Group Configuration for Product Rights section of the **System Administration** documentation for information on product rights.

Creating Schedule Templates

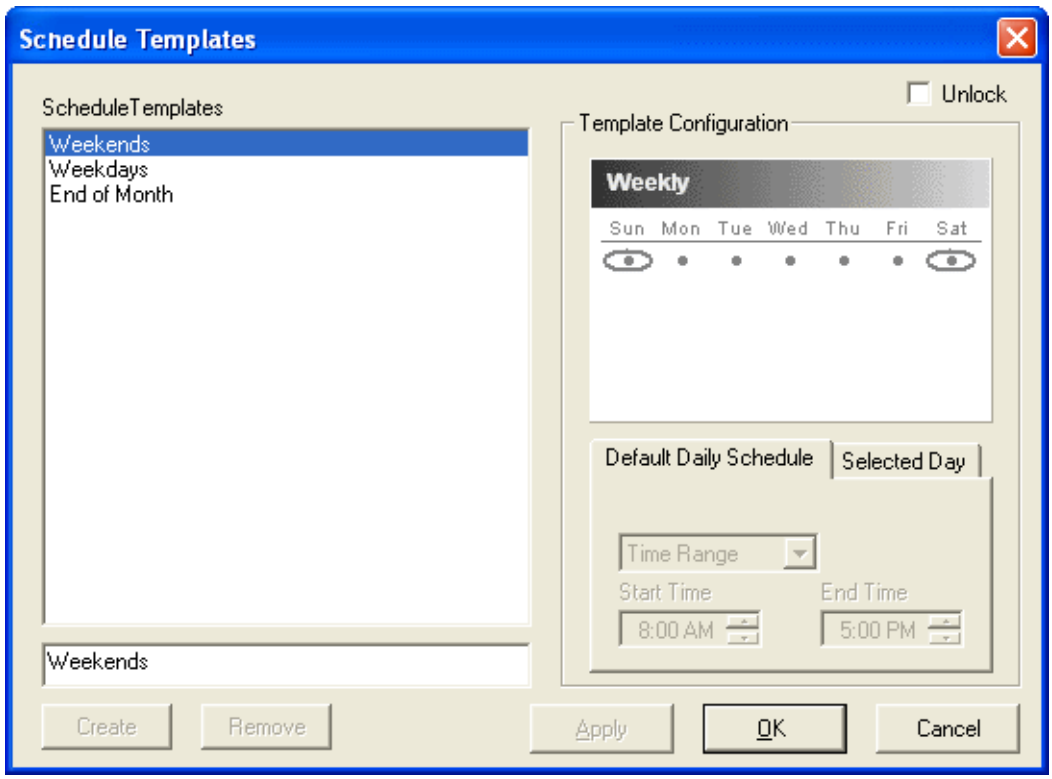
Creating Schedule Templates

A schedule template is used to create a processing schedule. These schedules can be used by multiple scheduled processes without having to be re-configured each time they are used.

Note: Any user with the Client and Client Scheduler product rights can create a schedule template. Once created, a schedule template is available to all users with Client and Client Scheduler product rights.

To create a schedule template:

1. From the OnBase Client, click **Processing** | **Scheduler** | **Schedule Templates**. The **Schedule Templates** window is displayed.



2. Enter a name for the new template and click **Create**.

Note: The maximum number of characters that can be used for a name is 80.

3. Configure the appropriate options. See the sub-sections below for more information on using the calendar, **Default Daily Schedule**, and **Selected Day** options under the **Template Configuration** area.
4. Once all Template Configuration options have been set, click **OK**.

To edit an existing template, select it from **Schedule Templates** list and select the **Unlock** check box. Once you have finished modifying it, click **OK**.

Calendar

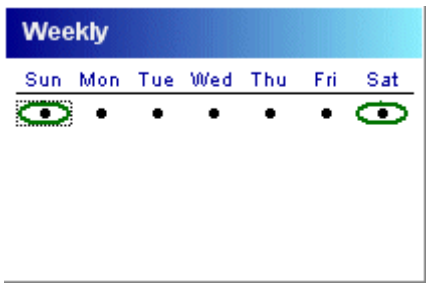
The calendar is used to select the day(s) on which a scheduled process should be run.

Note: The calendar is displayed based on your Workstation Regional Settings and the OnBase language DLL that you are using.

To change the view of the calendar, click the calendar heading (in the example above, **Weekly**) to display a menu. Select one of the following options to display a different calendar for configuration:

- **Weekly**. Allows you to configure a process to run on a certain day of the week (i.e., Thursday).
- **Monthly**. Allows you to configure a process to run monthly, on a particular date (i.e., the 1st and 15th of the month).
- **Monthly** (Day-Relative). Allows you to configure a process to run on a relative day of the month (i.e., the first Saturday of the month, the 2nd Wednesday of the month).
- **Annual**. Allows you to configure a process to run on a certain day of the year (i.e., June 30).
- **Full Calendar**. Allows you to configure a process to run on specified days of specified years (e.g., August 10, 2011 and/or July 17, 2012).

To select days that you would like to run a scheduled process, double-click the day on the calendar. The selected day is circled.

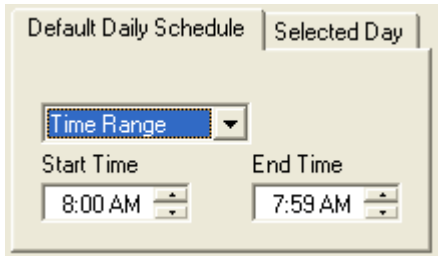


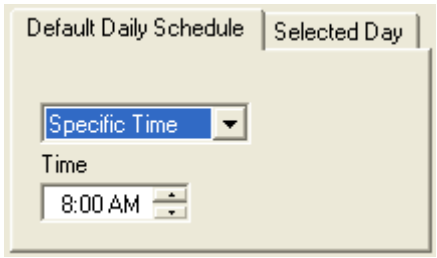
Note: In the example above, two days are selected but **Sunday** is the currently-selected day.

To deselect a day, double-click it.

Default Daily Schedule

The **Default Daily Schedule** tab allows you to configure the processing configuration for all days that do not have a **Selected Day** tab configuration.



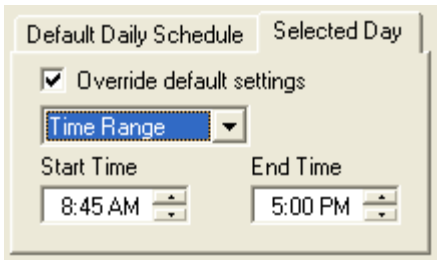


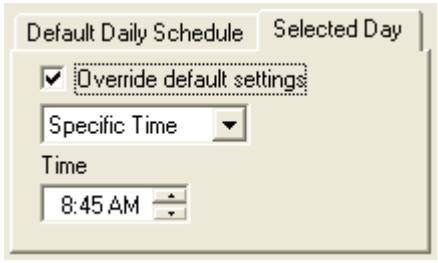
The drop-down list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is displayed. Select the time at which you want the job or format to begin processing.

Tip: Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

Selected Day

The **Selected Day** tab allows you to specify settings for the selected day that differ from the settings specified in the **Default Daily Schedule** tab. In order for the **Selected Day** tab to be enabled, you must click a day to select it and you must select the **Override default settings** check box.



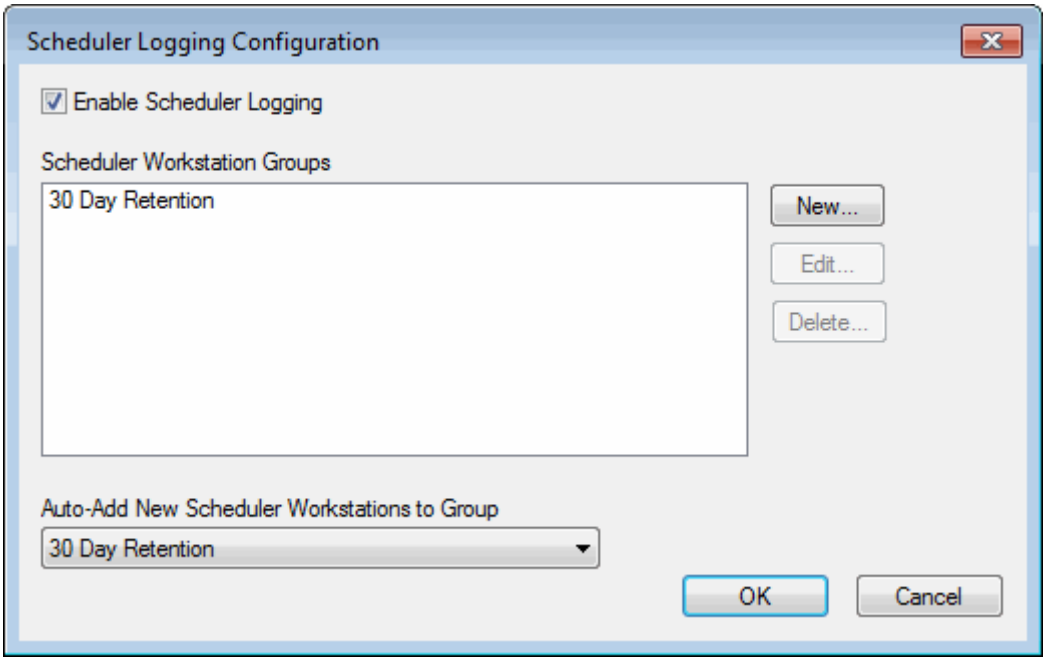


The drop-down list allows you to select **Time Range** or **Specific Time**. If you select **Time Range**, a **Start Time** box and an **End Time** box are displayed. Define the range of time in which you want your job or format to begin processing. If you select **Specific Time**, a **Time** box is displayed. Select the time at which you want the job or format to begin processing.

Tip: Specifying a **Time Range** and using the **Once Per Day** option will allow a scheduled process to run even if another process runs over its starting time, as long as the process is able to start within the specified range.

Configuring Schedule Logging

Schedule logging is controlled at the workstation group level. Each workstation used to perform scheduled processing can only be a member of a single workstation group, and the settings defined for a workstation group are applied to all workstations within that group. Scheduler logging is configured from the **Scheduler Logging Configuration** dialog box, available from the OnBase Client under **Processing | Scheduler | Logging Configuration**.



Note: This dialog box is only available for selection if your user account has been assigned the required product right. See the User Group Configuration for Product Rights section of the **System Administration** documentation for information on product rights.

Select the **Enable Scheduler Logging** option to perform scheduler logging for all scheduler workstation group that have enabled the **Enable Logging for Group** option. If this option is not selected, no scheduler logging is performed for any scheduler workstation group.

By default, there is a single group named **30 Day Retention**. Other groups can be created as needed, depending on the logging requirements of different types of processing workstations. See the following topics for more information on creating, editing, and deleting scheduler workstation groups:

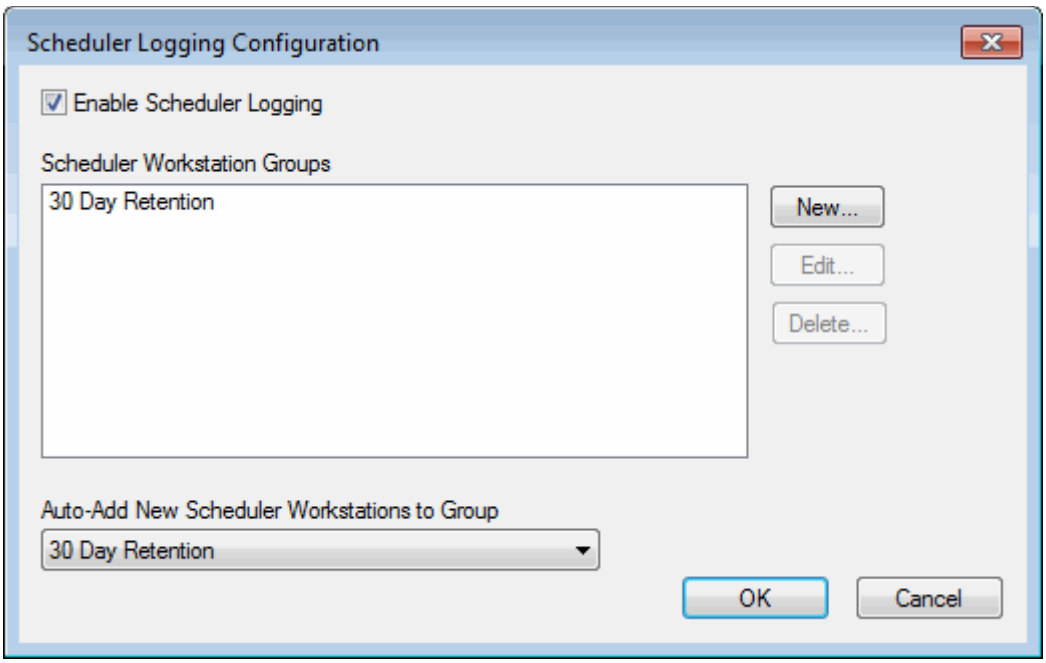
- See Creating a Scheduler Workstation Group on page 146 for more information on creating a new scheduler workstation group.
- See Editing a Scheduler Workstation Group on page 149 for more information on editing a scheduler workstation group.
- See Deleting a Scheduler Workstation Group on page 152 for more information on deleting a scheduler workstation group.

The **Auto-Add New Scheduler Workstations to Group** setting controls whether or not new scheduler workstations will automatically add themselves to a scheduler workstation group. Select a scheduler workstation group from the drop-down list to automatically add new processing workstation to that group, or select <none> to disable automatic addition. By default, this is set to the **30 Day Retention** group.

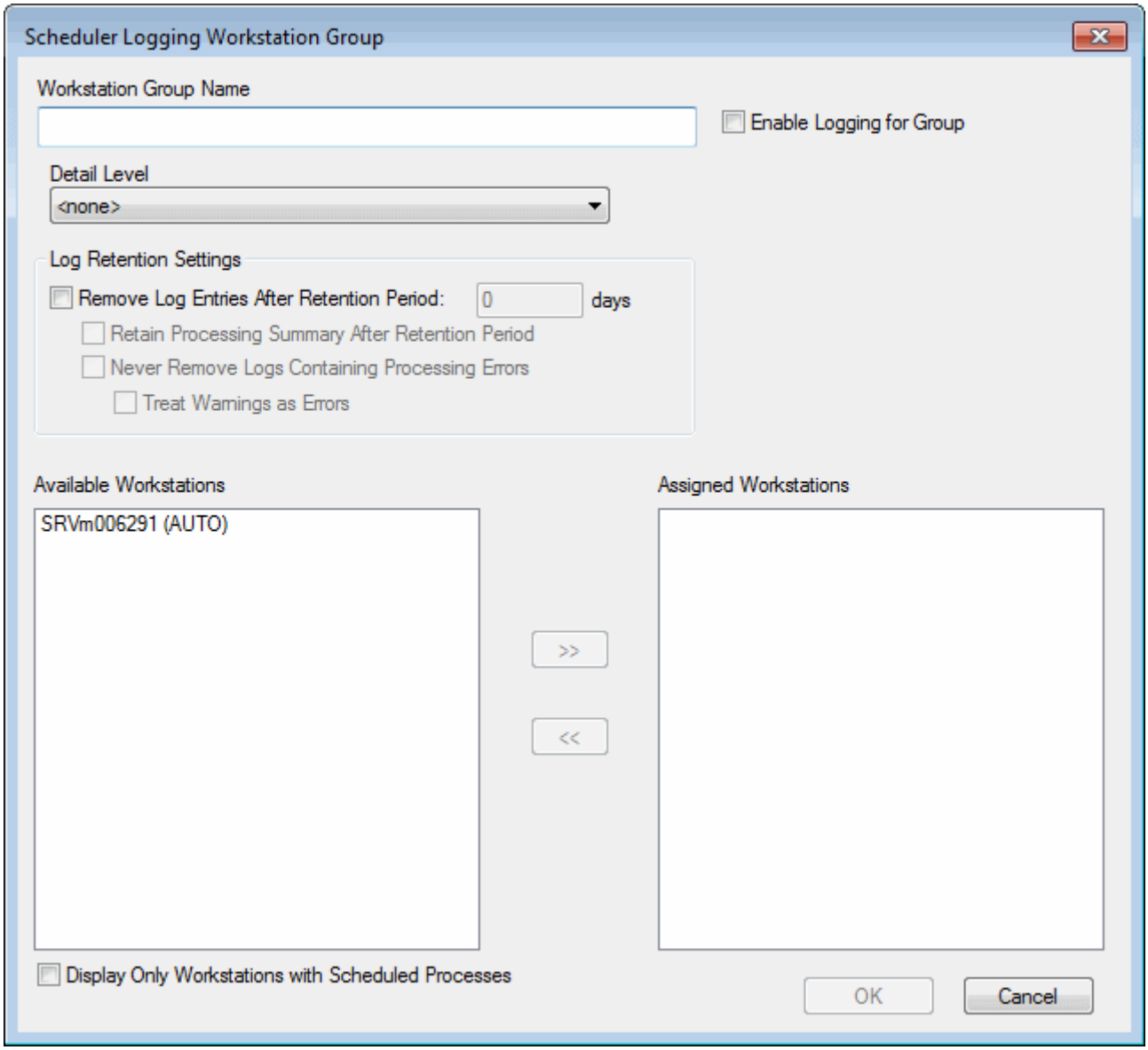
Creating a Scheduler Workstation Group

Scheduler workstation groups control how schedule logging is performed by the assigned workstations. To create a new scheduler workstation group, follow these steps:

1. From the OnBase Client, click **Processing | Scheduler | Logging Configuration**. The **Scheduler Logging Configuration** dialog box is displayed.



2. Click **New**. The **Scheduler Logging Workstation Group** dialog box is displayed.



3. Type a name for the scheduler workstation group in the **Workstation Group Name** field.
4. Select the **Enable Logging for Group** option so that logging is performed for workstations in the group. If this option is not selected, logging is not performed for this scheduler workstation group.
5. Select the desired amount of data to be logged from the **Detail Level** drop-down list. The higher levels of detail are most useful for new processes or processes that are experiencing issues.

6. If desired, you can configure a retention period for log entries. The following options are available:

Option	Description
Remove Log Entries After Retention Period: _ days	Select this option and enter a number in the available field to remove log entries from the scheduler log after the specified number of days.
Retain Processing Summary After Retention Period	Select this option to retain the processing instance record after the retention period has passed and all of the record's log entries have been removed.
Never Remove Logs Containing Processing Errors	Select this option to prevent the retention period from being applied to any processing logs that reported an error. This can provide an administrator more time to analyze any recorded issues.
Treat Warnings as Errors	Select this option to treat warnings as errors for the purpose of log retention. When this option is selected, the retention period is not applied to any processing logs that reported a warning. **Note:** This option is only available if the **Never Remove Logs Containing Processing Errors** option is selected.

7. Select all workstations you want to assign to this scheduler workstation group from the **Available Workstations** list, then click the **>>** button. The selected workstations are added to the **Assigned Workstations** list.

   Because workstations can only be assigned to a single scheduler workstation group, the list of workstations in the **Available Workstations** list does not include any workstations that are already assigned to another scheduler workstation group.

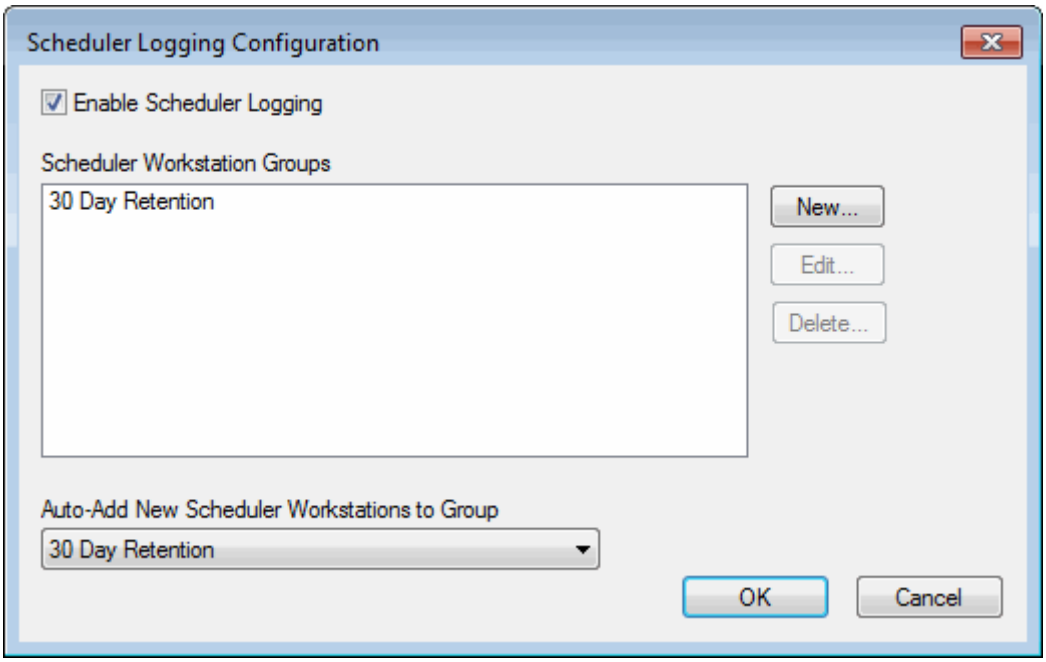
Tip: You can select the **Display Only Workstations with Scheduled Processes** option to limit the list of **Available Workstations** to those workstations that have scheduled processes assigned to them.

8. Click **OK**.

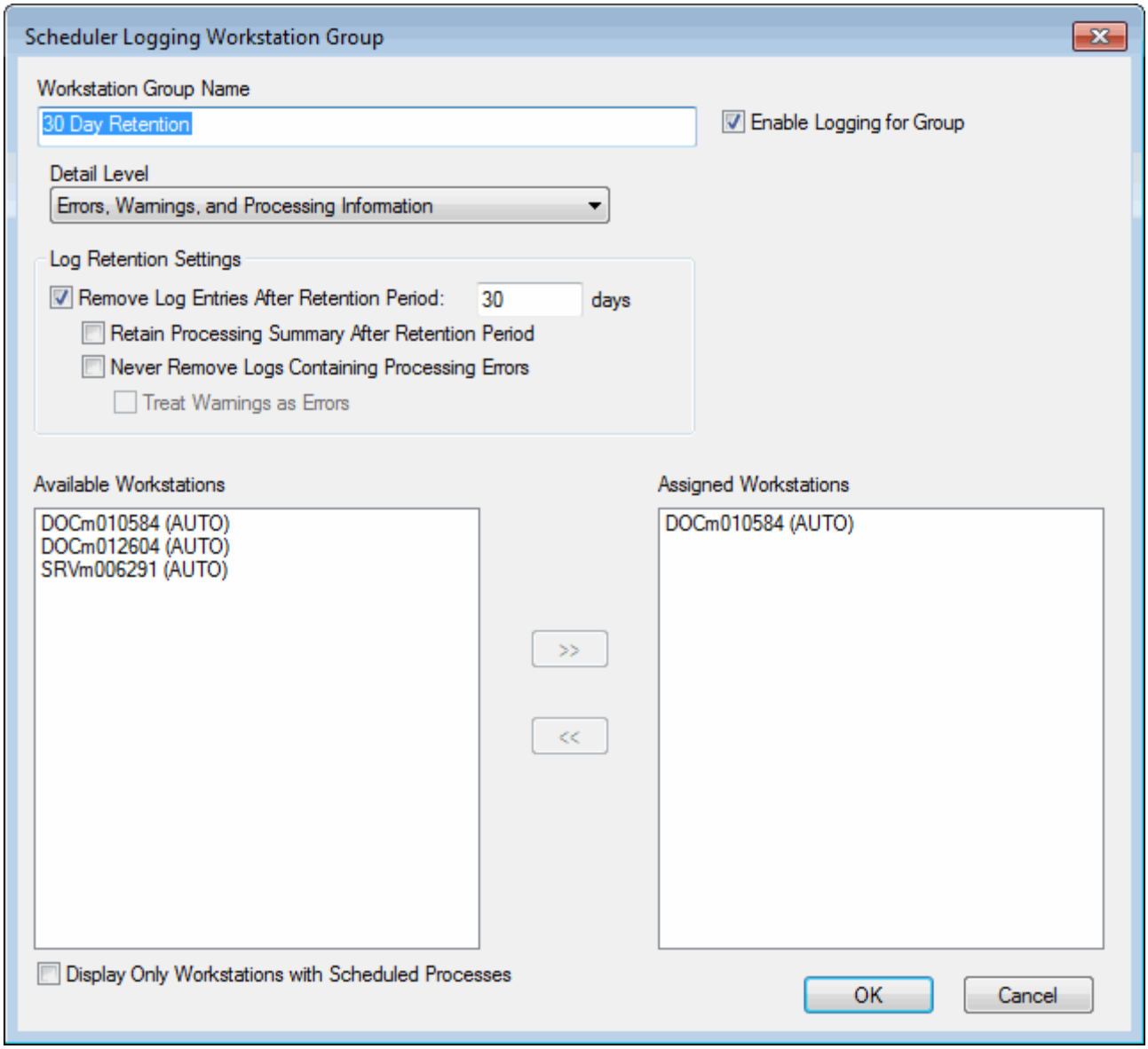
Editing a Scheduler Workstation Group

Scheduler workstation groups control how logging is performed by the assigned workstations. To edit an existing scheduler workstation group, follow these steps:

1. From the OnBase Client, click **Processing | Scheduler | Logging Configuration**. The **Scheduler Logging Configuration** dialog box is displayed.



2. Select a scheduler workstation group and click **Edit**, or double-click on a scheduler workstation group. The **Scheduler Logging Workstation Group** dialog box is displayed.



3. Modify the scheduler workstation group's settings as desired. The following settings are available:

Option	Description
Workstation Group Name	The name of the scheduler workstation group.
Enable Logging for Group	The **Enable Logging for Group** option controls whether or not logging is performed for workstations in the group. Logging is only performed if this option is selected.
Detail Level	The **Detail Level** drop-down list controls the amount of data that is logged. Higher levels of detail are most useful for new processes or processes that are experiencing issues.
Remove Log Entries After Retention Period: _ days	When this option is selected, log entries are removed from the scheduler log after the specified number of days.
Retain Processing Summary After Retention Period	When this option is selected, the processing instance record is retained after the retention period has passed and all of the record's log entries have been removed.
Never Remove Logs Containing Processing Errors	When this option is selected, the retention period is not applied to any processing logs that have reported an error. This can provide an administrator more time to analyze any recorded issues.
Treat Warnings as Errors	When this option is selected, warnings are treated as errors for the purpose of log retention. The retention period is not applied to any processing logs that have reported a warning. **Note:** This option is only available if the **Never Remove Logs Containing Processing Errors** option is selected.
Available Workstations/ Assigned Workstations	The **Available Workstations** list contains all workstations that are available to be assigned to this scheduler workstation group. Because workstations can only be assigned to a single scheduler workstation group, the list of workstations in the **Available Workstations** list does not include any workstations that are already assigned to another scheduler workstation group. The **Assigned Workstations** list contains all workstations that have been assigned to this scheduler workstation group.

Option	Description
Display Only Workstations with Scheduled Processes	When this option is selected, the list of **Available Workstations** is limited to those workstations that have scheduled processes assigned to them.

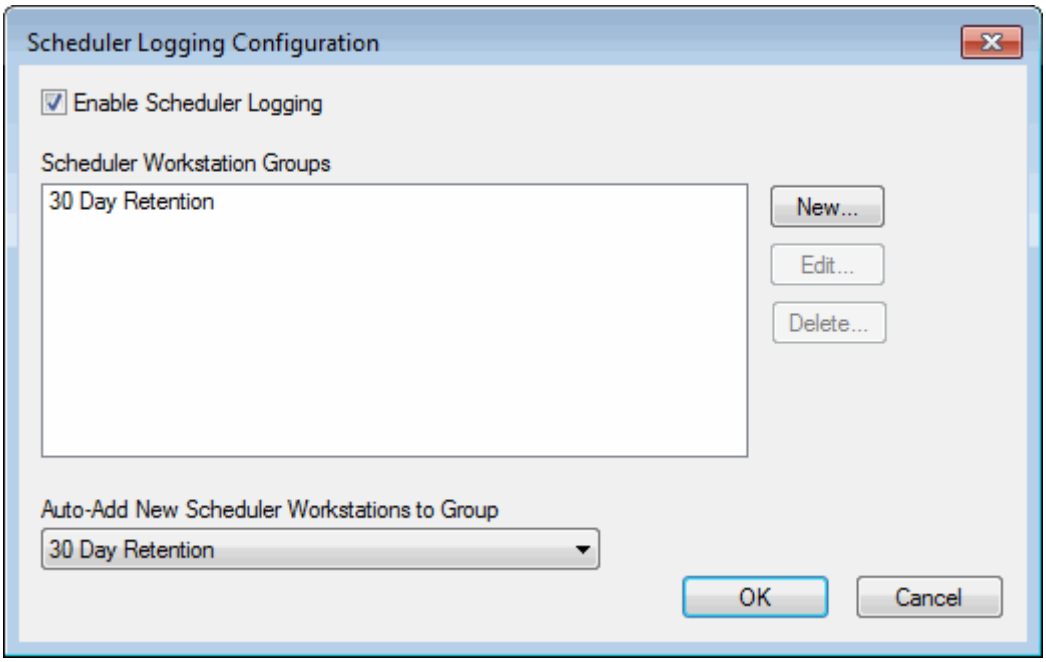
Note: After making a change to any of the options under **Log Retention Settings**, previously retained logs are rechecked to verify that they conform with the new settings. Logs which do not will be removed. For example, if you had previously configured the scheduler workstation group to **Retain Processing Summary After Retention Period** and then deselect that option, existing processing summaries older than the retention period will be removed.

4. Click **OK**.

Deleting a Scheduler Workstation Group

Scheduler workstation groups control how logging is performed by the assigned workstations. To delete a scheduler workstation group, follow these steps:

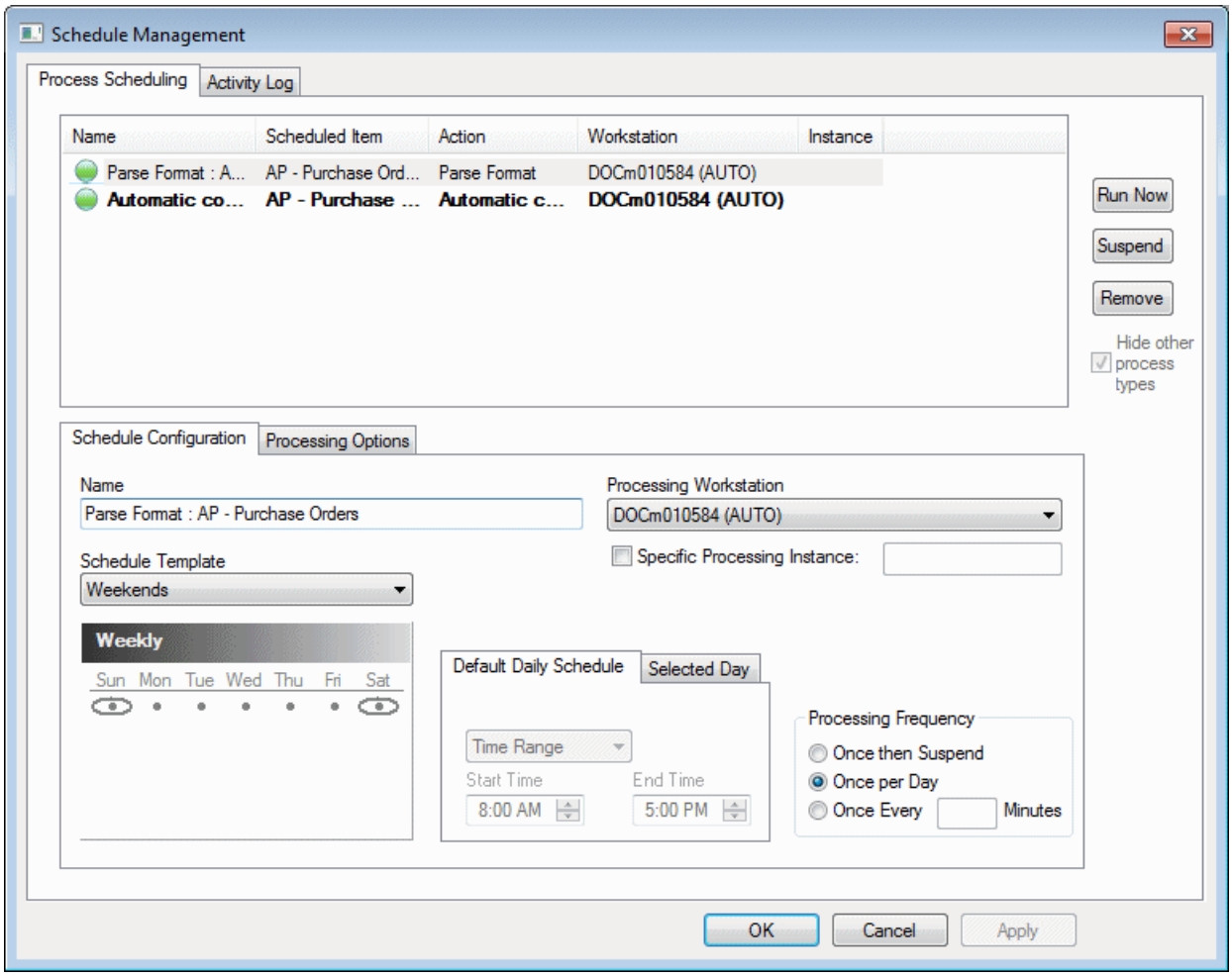
1. From the OnBase Client, click **Processing | Scheduler | Logging Configuration**. The **Scheduler Logging Configuration** dialog box is displayed.



2. Select a scheduler workstation group and click **Delete**. A confirmation dialog box is displayed.
3. Click **Yes**. The selected scheduler workstation group is deleted, and any workstations that were assigned to that group are available to be added to another scheduler workstation group.

Scheduling a Commit

To schedule a Commit, right-click on the selected process format and click **Schedule Commit**. This displays the **Schedule Management** window. The Automatic Commit process will automatically display in the **Name** window.



Options may be adjusted in the **Schedule Configuration** and **Processing Options** tabs.

Note: Batches which cause errors will not be automatically committed. A Verification Report will be created for review. You can manually select the **Allow Scheduled Commit** option for a processed batch with errors to allow it to be committed during the next scheduled commit.

The Import Index File is used during a XML Index DIP process to provide the ability to automatically index imported documents. Once the XML Index DIP process is complete, Keyword Values are associated with the imported documents. Documents can be searched for and retrieved based on those Keyword Values.

An Import Index File is made up of document records. Each record is composed of fields, which contain information about a document to be imported, such as the location of the document to be imported and its Keyword Values. The system associates field values in the record with Document Types and Keyword Types based on the Process Settings configuration for the XML Index DIP format.

XML Import Index Parameters

An XML Import Index file is made up of document records. Each record is composed of fields, which contain information about a document to be imported, such as the location of the document to be imported and its Keyword Values. XML Index DIP associates field values in the record with Document Types and Keyword Types based on the Process Settings configuration for the XML Index DIP format.

Important Considerations for the Import Index File and XML Index DIP Format

Field Order Considerations

Ensure that the XML Index DIP Format Field Order matches the XML Import Index File.

Date and Currency Formatting Considerations

Ensure all applicable Keyword Types have the proper Keyword configuration. See Keyword Configuration on page 87 for additional information.

XML Import Index File Read/Write Access

By default, the XML Import Index File is deleted after processing. To prevent the deletion of this file, flag it as **Read-Only**. In Windows Explorer, right-click the file, and then select **Properties | Read-only**.

In-Place XML Index DIP Configuration Window

When initiating a typical In-Place XML Index DIP process, the **In-Place DIP Configuration** window is displayed. You must enter the **Disk**, **Volume Folder Location**, and the **File Name** to begin the In-Place XML Index DIP process.

File Name, File Path and Full Path Character Length

The File Name field, Full Path field or File Name and File Path fields combined in an XML Import Index File can be up to 260 characters in length.

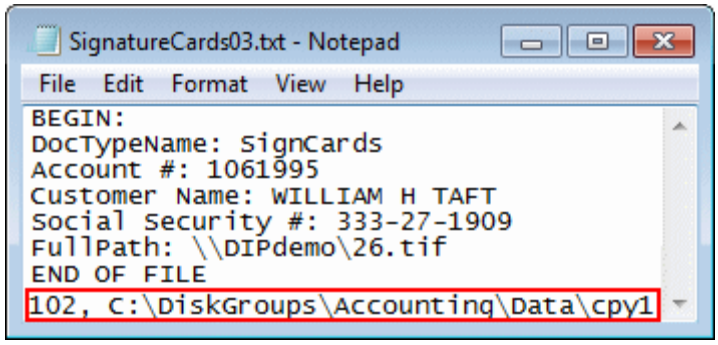
Caution: In the case of an In-Place XML Index DIP process, the File Name cannot exceed a 26 character limit. The required field **FileName:** represents the path and filename of the image document to be archived by the In-Place XML Index DIP process. If the File Name exceeds 26 characters, an error will appear on the Verification Report and the document will not be archived.

Caution: Keyword Values that use masking MUST be configured in the XML Import Index File in the exact same format as the masked Keyword Value. For example, a Social Security number of 333-33-6666 would be masked as 000S00S9999. The Keyword Value in the XML Import Index File must reflect the static characters as well as the normal characters. In this case, the Keyword Value must read 333-33-6666 in the XML Import Index File. If the Keyword Value in the XML Import Index File read “333336666,” not taking the static characters into account, all data past the first non-accounted-for static character would be lost. It is especially important to note that this data loss would NOT be reflected in the Verification Report. If a masked Keyword Value is configured with the **Full Field Entry Required** option, partially entered masked Keyword Values will display in the XML Index DIP Verification Report as invalid. Please note that best practice for formatting data value appearances is to use a pre-processor.

It is possible to configure your Import Index File so that an In-Place DIP process can run without user input. After running a typical In-Place DIP process, the user is presented with the **In-Place DIP Configuration** window and must enter the **Disk**, **Volume Folder Location**, and **File Name**. If your process is configured to run silently, the **In-Place DIP Configuration** window will not be displayed to the user.

To configure your process to run silently, follow these steps:

1. Open the Import Index File.
2. After the end of file designator, add the following information: **[Diskgroupnum]**, **[File Path]**, where [File Path] is the full path to the Foreign Disk Group. For example:



3. Save the Import Index File.

Examples of XML Index DIP Format Process Settings and Field Order

Absolute XML Example

```
<?xml version="1.0" encoding="utf-8" ?>
- <APInvRun>
  - <NewDoc>
      <Date>02/06/2002</Date>
      <DocTypeName>AR - Scanned Checks</DocTypeName>
      <Check_Num>104</Check_Num>
      <Vendor>La maison d' Asie</Vendor>
      <Check_Amount>$40.00</Check_Amount>
      <Memo_Num>11051</Memo_Num>
      <FilePath>C:\AR - Scanned Checks\11051.bmp</FilePath>
    </NewDoc>
</APInvRun>
```

In this example, the Field Order Configuration is set as follows:

Field Tag	Field Absolute XPath
>>Begin Document, Exclusive	/APInvRun/NewDocument
<Date>	/APInvRun/NewDocument/Date
<DocTypeName>	/APInvRun/NewDocument/DocTypeName

Field Tag	Field Absolute XPath
<Check_Num>	/APInvRun/NewDocument/Check_Num
<Vendor>	/APInvRun/NewDocument/Vendor
<Check_Amount>	/APInvRun/NewDocument/Check_Amount
<Memo_Num>	/APInvRun/NewDocument/Memo_Num
<FilePath>	/APInvRun/NewDocument/FilePath

Relative XML Example

```
<?xml version="1.0" encoding="utf-8" ?>
- <APInvRun>
  - <NewDoc>
      <Date>02/06/2002</Date>
      <DocTypeName>AR - Scanned Checks</DocTypeName>
      <Check_Num>104</Check_Num>
      <Vendor>La maison d' Asie</Vendor>
      <Check_Amount>$40.00</Check_Amount>
      <Memo_Num>11051</Memo_Num>
      <FilePath>C:\AR - Scanned Checks\11051.bmp</FilePath>
    </NewDoc>
</APInvRun>
```

In this example, the Field Order Configuration is set as follows:

Field Tag	Field Absolute XPath
>>Begin Document, Exclusive	/APInvRun/NewDocument
<Date>	Date
<DocTypeName>	DocTypeName
<Check_Num>	Check_Num
<Vendor>	Vendor
<Check_Amount>	Check_Amount
<Memo_Num>	Memo_Num
<FilePath>	FilePath

Default Keyword Types Used in XML Index DIP Processes

The following Default Keyword Types are used to identify specific information about documents in a XML Index DIP process. For additional information on specific terms, refer to the Client and Configuration Help files.

In many cases these Keyword Types do not store values by which the document can be searched.

>>Begin Document, Exclusive: — Uses a text string whose sole purpose is to identify the beginning of a document. **Begin Document** Keyword Types do not store Keyword Values by which the document can be searched.

Note: The **Begin Document, Exclusive** tag is case-sensitive and must be entered exactly as it appears in the Import Index File.

>>Begin Document, Inclusive: — Uses a text string to identify the beginning of a document, as well as to map a Keyword Value by which the document can be searched.

Note: The **Begin Document, Inclusive** tag is case-sensitive and must be entered exactly as it appears in the Import Index File.

>>Date Stored — Stores an Import Index field as the date the document was stored. When using this default Keyword Type, you must configure the date format as it appears in your Import Index File.

>>Disk Group Number — Identifies the Disk Group in which the document should be stored. For normal archive, the Disk Group Number refers to the Disk Group in the local system for the following image. An In Place XML Index DIP always archives to one Disk Group and should never use the Disk Group Number system Keyword Type.

>>Document Date — Stores an Import Index field as the Document Date. When using this default Keyword Type, you must configure the date format as it appears in your Import Index File.

>>Document Name — Stores the Import Index field as the name of the document being imported.

>>Document Trace Number — A value used by statement rendering.

>>Document Type — Identifies the Document Type of the document being imported. The **>>Document Type** field is case sensitive and the value associated with this Default Keyword Type must match the Document Type configured in the system exactly. You must use either the **>>Document Type** or **>>Document Type Number** field if the XML Index DIP process is configured to import documents belonging to more than one Document Type or if you are using XML Index DIP to import E-Forms.

>>Document Type Number — Identifies the Document Type Number of the document being imported. The value associated with this Default Keyword Type must match the Document Type Number configured in the system exactly. You must use either the **>>Document Type Number** or **>>Document Type** field if the XML Index DIP process is configured to import documents belonging to more than one Document Type, or if you are using XML Index DIP to import E-Forms.

>>Dummy Key — Ignores a field. If your Import Index file contains a value that you do not wish to associate with a Keyword Type, configure it as a dummy key.

>>End Page — Indicates the end of the Import Index file and the beginning of the footer. This tag is specific to Self-Configuring XML Index DIP and should not be used for other XML Index DIP processes.

>>File Name — Identifies the file name (including the extension) of the document to be imported, or a partial path and file name. For example, \SOURCE_FILES\DATA\image.tif.

>>File Path — Identifies an absolute path to the document to be imported. For example, C:\SOURCE_FILES\DATA. When using this default Keyword Type, a file name must also be associated with the **>>File Name** default Keyword Type.

Note: If you have configured a XML Index DIP process to import documents into multiple Document Types from a single import index file, you must place the **>>File Type** Keyword Type before the **>>File Path** Keyword Type in the index file.

>>File Type — Identifies the file type of a document and allows multiple file formats to be processed from a XML Index DIP file. Represented by a number that corresponds with the file type. For more information on specific file formats and their corresponding numbers, see the System Administration documentation.

Note: If your file type does not correspond to a File Format that the system can recognize, the XML Index DIP Verification Report will display the following error message:
"**Error: File Type Number [] is invalid. The file was not indexed.**"

Note: If you have configured a XML Index DIP process to import documents into multiple Document Types from a single import index file, you must place the **>>File Type** Keyword Type before the **>>File Path** Keyword Type in the index file.

>>Full Path — Identifies a full path to the document to be imported, which includes a drive letter or UNC path. For example, c:\database\image.tif.

Note: You must use at least one Default Keyword Type to identify the location of the file to be imported. The system Keyword Type you use will depend on the characteristics of the Import Index File; options include: **>>File Name**, **>>File Path** or **>>Full Path**. Place Keyword Types of this type in the position in which the name of the file to be imported is located in the Import Index File.

>>Geo Altitude — Identifies the geolocated altitude in meters above the mean sea level for the document. This field can accept decimal values from the Import Index File, but only stores whole numbers in the database. Positive numbers will be rounded up (1.1 will be rounded to 2), and negative numbers will be rounded down (-1.1 will be rounded to -1).

Note: When using this Default Keyword Type, you must also configure the process to use the **>>Geo Longitude** and **>>Geo Longitude** Default Keyword Types.

>>Geo Bearing — Identifies the geolocated bearing for the document. This field can accept decimal values from the Import Index File, but only stores whole numbers in the database. Positive numbers will be rounded up (1.1 will be rounded to 2), and negative numbers will be rounded down (-1.1 will be rounded to -1).

Note: When using this Default Keyword Type, you must also configure the process to use the **>>Geo Longitude** and **>>Geo Longitude** Default Keyword Types.

>>Geo Horizontal Accuracy — Identifies the radius used to determine the horizontal two-dimensional circle that contains the true latitudinal and longitudinal values for the geolocated document. This field can accept decimal values from the Import Index File, but only stores whole numbers in the database. Positive numbers will be rounded up (1.1 will be rounded to 2), and negative numbers will be rounded down (-1.1 will be rounded to -1).

Note: When using this Default Keyword Type, you must also configure the process to use the **>>Geo Longitude** and **>>Geo Longitude** Default Keyword Types.

>>Geo Latitude — Identifies the latitude associated with the geolocated document. This number must be between -90 and 90. The latitude will be stored as a value containing 6 decimal places. If 6 decimal places were not included in the original value, zeroes will be appended to the number for each missing decimal place. For example: the Import Index file contains the value 82.1234. This value is stored in the database as 82.123400.

Note: When using this Default Keyword Type, you must also configure the process to use the **>>Geo Longitude** Default Keyword Type.

Caution: This Default Keyword Type cannot store non-numeric characters. Any non-numeric characters in the Import Index file mapped to this Default Keyword Type are replaced with a zero in the database. For example: the Import Index file contains the value 8A2.123456. The "A" is replaced with a 0, and the value 802.123456 is stored in the database.

>>Geo Longitude — Identifies the latitude associated with the geolocated document. This number must be between -180 and 180.

Note: When using this Default Keyword Type, you must also configure the process to use the **>>Geo Latitude** Default Keyword Type.

Caution: This Default Keyword Type cannot store non-numeric characters. Any non-numeric characters in the Import Index file mapped to this Default Keyword Type are replaced with a zero in the database. For example: the Import Index file contains the value 8A2.123456. The "A" is replaced with a 0, and the value 802.123456 is stored in the database.

>>Geo Timestamp — Identifies the time at which the geolocated document's geolocation values were recorded. If a value for **>>Geo Timestamp** is provided in the Import Index File, it must be in the following format: YYYY-MM-DD HH:MM:SS

If no value for **>>Geo Timestamp** is provided in the Import Index File, the Document Date/Time recorded when the document was processed is inserted as the **>>Geo Timestamp**.

Note: When using this Default Keyword Type, you must also configure the process to use the **>>Geo Longitude** and **>>Geo Longitude** Default Keyword Types.

>>Geo Vertical Accuracy — Identifies the radius used to determine the vertical line that contains the true altitude value of the geolocated document. This field can accept decimal values from the Import Index File, but only stores whole numbers in the database. Positive numbers will be rounded up (1.1 will be rounded to 2), and negative numbers will be rounded down (-1.1 will be rounded to -1).

Note: When using this Default Keyword Type, you must also configure the process to use the **>>Geo Longitude** and **>>Geo Longitude** Default Keyword Types.

>>Number of Pages — Identifies the total number of pages in a document. This Default Keyword Type allows you to store a specified number of pages as a document, while bypassing the remainder. For example, you may wish to store only the first five pages of a multi-page TIFF file.

Note: This Default Keyword Type is only supported for use with Self-Configuring processes.

>>Offset — Identifies the number of bytes (from the top of the file) that the document begins. For example, you may wish to import a concatenated TIFF file composed of four images as four separate system documents. In this case you would use the **>>Offset** Default Keyword Type to identify the beginning of each new system document. In the following simplified Import Index File the second value is the offset. The 104.IMG file is imported as three separate documents, which begin at byte 0, 7558, and 15692 respectively.

```
'1373','0','\\Imports\'104.IMG','5/1/01'
'1373','7558','\\Imports\104.IMG','5/1/01'
'356','15692','\\Imports\104.IMG','5/1/01'
```

>>Original File Name — The original file name of the CAD drawing. You can import a drawing that uses the same **>>Original File Name** as another previously-imported document, as long as the **>>Project Path** or **>>Project Number** is different from the previously-imported document. If the **>>Original File Name**, **>>Project Path**, and **>>Project Number** are all identical to an existing document, the new drawing will not be imported.

Note: This Default Keyword Type is only used when importing CAD drawings. See the CAD Services documentation for more information on configuring a DIP process to import CAD documents.

>>Parent Original File Name — The original file name of the parent CAD drawing being imported. You can import a parent relationship that uses the same **>>Parent Original File Name** as existing parent relationship, as long as the **>>Parent Project Path** or **>>Relation Path** is different from the previously-imported document. If the **>>Parent Original File Name**, **>>Parent Project Path**, and **>>Relation Path** are all identical to an existing parent relationship, the relationship will not be imported.

Note: This Default Keyword Type must be placed after the **>>Parent Project Path** and **>>Relation Path** Default Keyword Types in the import index file.

Note: This Default Keyword Type is only used when importing CAD drawings. See the CAD Services documentation for more information on configuring a DIP process to import CAD documents.

>>Parent Project Path — the location of the parent drawing in the CAD Project's build directory.

Note: This Default Keyword Type must be placed before all other CAD Default Keyword Types in the import index file (**Original File Name**, **Parent Original File Name**, **Project Number**, **Project Path**, and **Relation Path**).

Note: This Default Keyword Type is only used when importing CAD drawings. See the CAD Services documentation for more information on configuring a DIP process to import CAD documents.

>>Project Number — the CAD Project Number for the CAD Project that this document will be assigned to.

Note: This Default Keyword Type is only used when importing CAD drawings. See the CAD Services documentation for more information on configuring a DIP process to import CAD documents.

>>Project Path — the directory in which the imported document will be placed (located in the CAD Project's build directory).

Note: This Default Keyword Type is only used when importing CAD drawings. See the CAD Services documentation for more information on configuring a DIP process to import CAD documents.

>>Relation Path — the relative path from the parent drawing to the child drawing.

Note: This Default Keyword Type must be placed before the **>>Parent Original File Name** Default Keyword Type in the import index file.

Note: This Default Keyword Type is only used when importing CAD drawings. See the CAD Services documentation for more information on configuring a DIP process to import CAD documents.

>>Rendition — Allows new documents to be imported as renditions of previously existing system documents. All Keyword Values supplied in the Import Index File are used to locate the original document and make the new document a rendition of the original document.

All of the Keyword Values must correspond on both documents. It is best practice to include only the Keyword Values in the Import Index File that determines a relationship between both documents because the rendition Document Type and the original Document Type (to which you are adding a rendition) should have the exact Keyword Types and Keyword Values. The Keyword Values should be somewhat exclusive to these Document Types to avoid multiple documents being found, resulting in the rendition not occurring. See Renditions and XML Index DIP on page 81.

>>Rendition/New Document — Operates the same way as the **>>Rendition** Default Keyword Type except that the use of **>>Rendition/New Document** prevents the Import Index File from being moved to the **ERROR_FILES** folder and an error message from being displayed in the Verification Report.

>>Revision — Marks the document as a revision of a previously archived document. This Default Keyword Type is used as a system flag and should, therefore, have the value of 1 or 0. 1 indicates ON and 0 indicates OFF. If the flag is turned on, before archival the system will do a search for any documents within this specific Document Type that contain the same Keyword Types as those in the Import Index File. If a match is found, the imported document is stored as a revision of the existing document along with the comment **From XML Index DIP**. If the flag is turned off or a match is not found, the file is imported as a document, rather than a revision.

Note: This Default Keyword Type is only supported for use with Document Types that have the **Allow Multiple Revisions** option enabled. For more information on configuring a Document Type to **Allow Multiple Revisions**, see the System Administration documentation.

>>Revision Comment — Stores the revision comment when a revision is created. Exporting revision notes to a Self-Configuring Index file is not supported.

Note: This Default Keyword Type is only supported for use with Document Types that have the **Allow Multiple Revisions** option enabled. For more information on configuring a Document Type to **Allow Multiple Revisions**, see the System Administration documentation.

>>Revision/New Document — Operates the same way as the **>>Revision** Default Keyword Type except that the use of **>>Revision/New Document** prevents the Import Index File from being moved to the **ERROR_FILES** folder and an error message from being displayed in the Verification Report.

Note: This Default Keyword Type is only supported for use with Document Types that have the **Allow Multiple Revisions** option enabled. For more information on configuring a Document Type to **Allow Multiple Revisions**, see the System Administration documentation.

>>Start Page — Indicates the beginning of the Import Index file. This tag is specific to Self-Configuring XML Index DIP and should not be used for other XML Index DIP processes.

>>Size — Specifies the size of the document being imported. The value is measured in bytes.

>>Text Encoding — Specifies the text encoding to use for processed files. The value represents the Windows codepage used for encoding, and must be from 37 to 65001.

Note: If you have configured a XML Index DIP process to import multiple documents from a single import index file, you must place the **>>Text Encoding** Keyword Type before the **>>File Path** Keyword Type in the index file.

>>Verification Report Comment — Identifies information about the imported document that is added as a comment in the Verification Report. The comment text is displayed only in the Verification Report; it is not stored with the document in OnBase.

>>Volume Number — Identifies the volume in which the document is stored. This tag is specific to Self-Configuring XML Index DIP and should not be used for other XML Index DIP processes.

Caution: Use **>>Disk Group** Number and **>>Volume Number** Default Keyword Types with caution. Improper configuration can result in serious damage to Disk Groups and other archive settings.

Note-Specific Default Keyword Types

The following Default Keyword Types are used only when automatically adding notes to documents during the XML Index DIP process.

>>Note Date — The date that the note was created (i.e., the Note Date).

Note: If the **>>Note Date** and the **>>Note Date Time** Default Keyword Types are used in the same Field Configuration, the value of the Keyword Type that appears last in the Import Index File will be saved as the Note Date. If **>>Note Date** is located after **>>Note Date Time** in the Import Index File, the **>>Note Date** value will overwrite the **>>Note Date Time** value for the Note Date, but the Note Time value will be retained from the **>>Note Date Time** Default Keyword Type.

>>Note Date Time — The date and time that the note was created. Values for the **>>Note Date Time** Default Keyword Type must be in the **MM/DD/YYY HH:MM:SS** format in the Import Index File. Note Time values must be entered using a 24-hour clock (i.e., **13:00:00** for **1:00:00 PM**).

Note: If the **>>Note Date** and the **>>Note Date Time** Default Keyword Types are used in the same Field Configuration, the value of the Keyword Type that appears last in the Import Index File will be saved as the Note Date. If **>>Note Date** is located after **>>Note Date Time** in the Import Index File, the **>>Note Date** value will overwrite the **>>Note Date Time** value for the Note Date, but the Note Time value will be retained from the **>>Note Date Time** Default Keyword Type.

>>Note Page Number — The page number of the document to which the note is to be added.

>>Note Revision — The Document Revision Number for the note to be imported via XML Index DIP. The note is only displayed on the revision of the document to which it is applied.

Note: This Default Keyword Type is only used for XML Index DIP processes whose **Archive Method** is configured as **Import**. In this case, each revision of the note will have its own **>>Note Revision** data and **>>Revision Comment**, as well as a **>>Note Type Name** or **>>Note Type Number** provided in the index file, as only the Note Type Name or Note Type Number is expected to associate the index file note data with the desired Note Type configured in OnBase.

>>Note Text — The text of the note. To add a carriage return, enter the string **\n** in the location of the return in the text.

>>Note Type Name — The name in OnBase of the associated note. This Default Keyword Type should be configured when the index file contains one or more notes to be imported via the XML Index DIP process. If multiple notes per document are to be imported, each note will have its own **>>Revision Comment**, as well as a **>>Note Type Name** or **>>Note Type Number** provided in the index file, as only the Note Type Name or Note Type Number is expected to associate the index file note data with the desired Note Type configured in OnBase.

Note: The **>>Note Type Name** and **>>Note Type Number** Default Keyword Types must be placed after all other note-defining Default Keyword Types in the Import Index File. Any note-defining Default Keyword Types placed after these values are ignored by the processor, and the default values for these settings will be used.

>>Note Type Number — The **Note Type #** of the Note Type that is to be created. This Default Keyword Type should be configured when the index file contains one or more notes to be imported via the DIP process. If multiple notes per document are to be imported, each note will have its own **>>Revision Comment**, as well as a **>>Note Type Name** or **>>Note Type Number** provided in the index file, as only the Note Type Name or Note Type Number is expected to associate the index file note data with the desired Note Type configured in OnBase.

Note: The **>>Note Type Name** and **>>Note Type Number** Default Keyword Types must be placed after all other note-defining Default Keyword Types in the Import Index File. Any note-defining Default Keyword Types placed after these values are ignored by the processor, and the default values for these settings will be used.

>>Note User — The user number of the user who created the note.

Note: If a **>>Note User** in the index file does not exist in your OnBase system, an error will occur during the XML Index DIP process.

>>Note User Name — The user name of the user who created the note.

Note: If a **>>Note User Name** in the index file does not exist in your OnBase system, an error will occur during the XML Index DIP process.

>>Note X Coordinate — The horizontal location of the note on the page, measured in 1/100 of an inch. For text documents, this is the column in which the note is displayed.

Note: This value is ignored if it contains an invalid value for the document. It is also ignored for OLE documents because notes must be opened from the Status Bar of the viewer in which the OLE document is displayed.

>>Note Y Coordinate — The vertical location of the note on the page, measured in 1/100 of an inch. For text documents, this is the row in which the note is displayed.

Note: This value is ignored if it contains an invalid value for the document. It is also ignored for OLE documents because notes must be opened from the Status Bar of the viewer in which the OLE document is displayed.

Check Processing Download Protocols

Several Download Protocols are available specifically for Check Processing applications.

- **Socket Download**

  Select this option if you wish to download files onto your PC using a TCP/IP socket connection. Enter the socket number in the **Socket Number** field.

  Files are first copied to a hard drive and then processed.

  This option is only active for Check Image Processing.
- **Socket Direct**

  Select this option to download files directly from the socket connection. Files are not copied to a hard drive before processing.

  Select this option to download files directly from the socket connection. Enter the socket number in the **Socket Number** field. Files are not copied to a hard drive before processing.

  This option is only active for Check Image Processing.
- **Tape Drive**

  Tape Drive is generically available to all processing protocols, but is only used in specific Check Imaging processes. The name of the file on the tape is specified in the **Tape Name** text box.

Accessing Check Processing Download Protocols

1. In the Configuration module, select **Import** | **XML Index Document Import Processor**. The **XML Index Document Import Configuration** dialog box is displayed.
2. Select the correct **XML Index Document Import Processing Format**.
3. Click **Settings** to display the **Process Settings For:** dialog box.

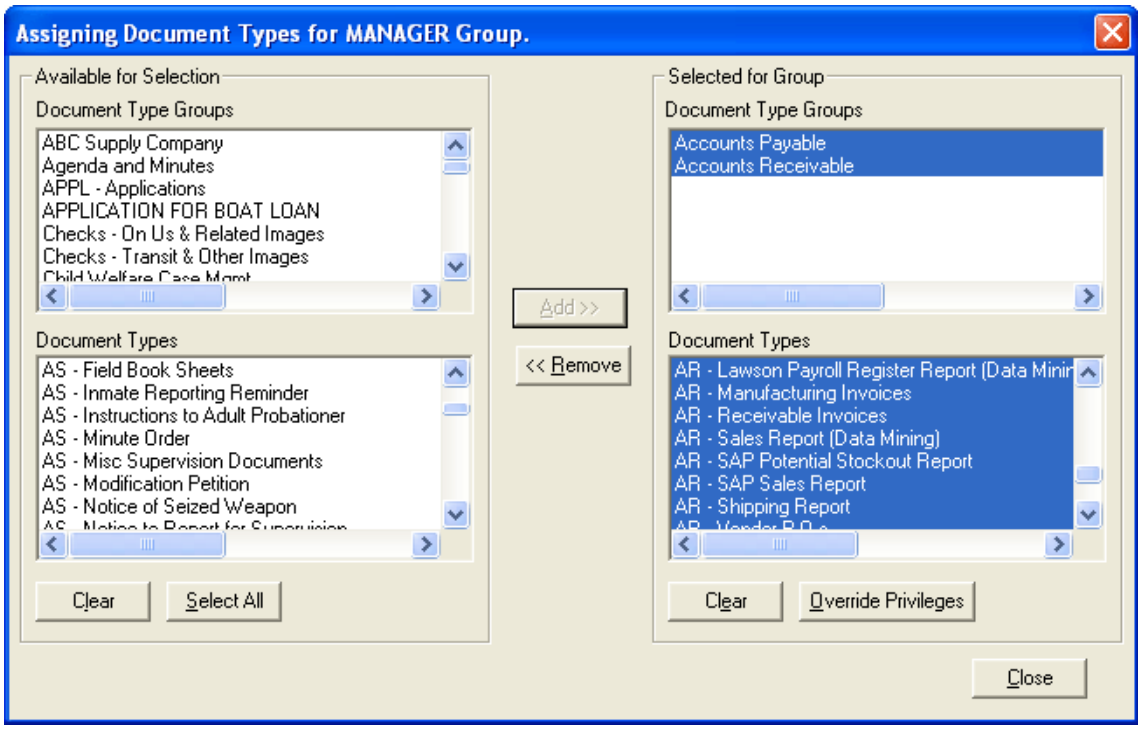
Note: For additional information on configuring XML Index DIP Formats and Settings, see Create an XML Index DIP Format on page 18.

To properly configure a XML Index Document Import Processor, users must have sufficient rights to Document Types, Privileges, Product Rights and Configuration Rights. These are assigned in User Groups & Rights in the Configuration Module.

Typically, the person running a XML Index DIP (Client) will have different rights than the person configuring XML Index DIP formats and processes (Admin). This section provides User Group Right configuration for both types of users.

Client User Group Configuration

1. Select **Users | User Groups/Rights**. The **User Groups & Rights** dialog box is displayed.
2. Click **Document Types**. The **Assigning Document Types** dialog box is displayed. If the user will need to retrieve and open documents after the XML Index DIP, they must have rights to all Document Type Groups and Document Types to which the imported documents will belong.
3. Select the desired Document Types or Document Type Groups on the left and click **Add>>** to move the type or group to the **Selected for Group** box.

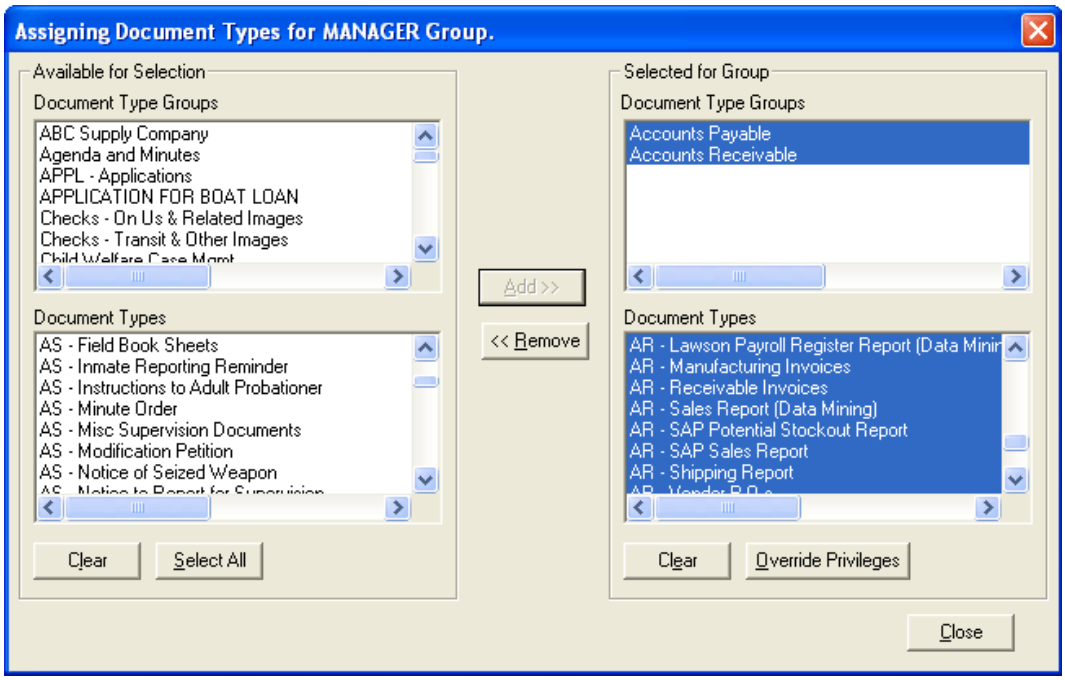


4. Click **Close** when you are finished.

5. At the User Groups & Rights dialog box, click **Product Rights**. You must grant Product Rights to User Groups that will run a XML Index DIP.
6. Under Registered Processing Products, select **Client** and **XML Index DIP**.
7. If you want to allow User Groups to purge XML Index DIP batches from the Incomplete Process, Awaiting Commit, and Incomplete Commit queues, under Administrative Processing Privileges select **XML Index DIP** and click **Save & Close**.
8. At the User Groups & Rights dialog box, click **Privileges**.
9. Select **Retrieve / View** under the documents section.
10. If you want a user group be able to process XML Index DIP data with the Accumulate Processing Information options enabled, you must grant the privilege to generate Daily Reports for XML Index DIP processing. Select **Create List Report** and click **Save & Close**.
11. Ensure that the user's Workstation is registered for **XML Index DIP**. See Register the Workstation on page 177 in the Usage section of this manual.

Admin User Group Configuration

1. Select **Users | User Groups/Rights**. The **User Groups & Rights** dialog box is displayed.
2. Click **Document Types**. The **Assigning Document Types** dialog box is displayed. In order to configure an XML Index DIP process, the user must have rights to all Document Type Groups and Document Types to which the imported documents will belong.
3. Select the desired Document Types or Document Type Groups on the left and click **Add>>** to move the type or group to the **Selected for Group** box.



4. Click **Close** when you are finished.

5. At the User Groups & Rights dialog box, click **Product Rights**. You must grant Product Rights to User Groups that will configure and process XML Index DIP formats.
6. Under Registered Processing Products, select **Client** and **XML Index DIP**.
7. Under Administrative Processing Privileges select **XML Index DIP**. Click **Save & Close**.
8. At the User Groups & Rights dialog box, click **Privileges**.
9. Select **Retrieve / View** under the **Documents** section.
10. Select **Create List Report**. Click **Save & Close**.
11. In order to configure a XML Index DIP process the user must have XML Index DIP configuration rights. Click **Configuration Rights**.
12. Select **Keyword Configuration**, **Document Configuration**, **System Configuration** and **Process Configuration**. Click **Save & Close**.

Note: Because XML Index DIP can be used to move batches into scan queues in Document Imaging for an automatic commit, Scanning Configuration Rights will be displayed in the Configuration module when XML Index DIP is licensed. This enables XML Index DIP administrators to configure the necessary scan queues for automatic commit.

XML Index Document Import Processor Best Practices

The following are considered best practices for XML Index DIP:

Usage

The following best practices should be considered when processing:

Store Files on the Processing Workstation

It is considered a best practice to store your data files locally on the processing workstation to improve performance.

Use As Few Index Files as Possible

For performance reasons, it is considered a best practice to limit the number of index files being processed. For example, it will be quicker to process a single index file that references 10 data files instead of processing 10 index files that each reference a single data file.

However, keep in mind that each file being processed will consume an amount of memory on the temporary hard drive location of the workstation equal to the size of the file being processed. Therefore, you should always ensure that your processing workstation has enough memory to process your index files before running the process.

System Administration & Maintenance

Commit Batches Regularly

It is considered a best practice to regularly commit batches during non-peak hours. Uncommitted batches are stored only in the first mass storage copy of the Disk Group; if this disk was to fail, these batches would be lost.

When batches are committed, documents in the batches are copied to the secondary and tertiary copies of the Disk Group. If one of these Disk Groups was to fail, the data could be recovered from another copy of the Disk Group.

Purge Incomplete Process and Incomplete Commit Queues

It is considered a best practice to purge batches residing in the **Incomplete Process** and **Incomplete Commit** queues and re-process these batches to prevent batches containing errors from residing in your OnBase solution.

Periodically Check to Ensure Processes are Accurate

It is considered a best practice to periodically check documents that have been processed to make sure the process formats are accurate and to ensure that there are no issues preventing new documents from being processed correctly. Examine the processed documents to ensure all pages are present and to review their Keyword Values.

View Verification Reports

It is considered a best practice to review the Verification Report after a process is run to ensure that it finished without any errors being reported. If there are multiple processes running on a daily basis, it may be beneficial to configure the process to use the **Accumulate Processing Information** option. This combines all Verification Reports configured to use this option into a single daily report, allowing administrators to view one report in a single location to check all processed batches for the day.

Review the SYS-Unidentified Items Document Type

It is considered a best practice to review the **SYS-Unidentified Items** Document Type periodically to ensure that your processes are correctly configured. Ideally, there should not be any items present; however, occasionally an unidentified item may be processed. If the unidentified item is an actual document, the process must be corrected. It is vital to determine the cause of any errors and correct it.

Ensure Temporary Disk Space is Sufficient

When files are processed, they are copied to a temporary storage location.

If there is insufficient space, a process will be unable to complete. Using Windows Explorer or another file management utility, check to make sure enough space is available. It is considered a best practice to keep at least enough space for the largest file to be processed.

Monitor Disk Group Space and Database Size

It is considered a best practice to monitor both the amount of free space available in your Disk Groups and the size of your OnBase database.

As more documents are added to your OnBase solution, the available space in your Disk Groups is decreased and the size of your OnBase database is increased. It is important to monitor the Disk Groups to ensure that the mass storage copy has enough space to maintain the required volumes. It is important to ensure that the growth of the OnBase database is monitored so it can be managed as needed.

Maintain Processing Queues

It is considered a best practice to perform the following maintenance activities on your processing queues:

- Delete any processes that are no longer being used.
- Delete any jobs that are not used.

Maintain Backup Locations

If a process format is configured to backup the data prior to running the process, or if a manual process is performed to copy data before running the process, it is considered a best practice to verify that the backup storage area is monitored and regularly purged and has plenty of disk space.

Delete Files After Processing

If you schedule a process, it is considered a best practice to select the **Delete** option in the **Residual File Post-Processing** option.

Configuration

The following best practices should be considered when configuring a process format:

Use Absolute Path Configuration

When configuring an index file, it is considered a best practice to use Absolute Path field configurations instead of Relative Path field configurations (when possible), as this will improve processing speed.

Validate Your XML Code

It is considered a best practice to validate your XML code using an XML file validator, such as the one found at `www.w3.org`.

Settings

The following best practices refer to the general process settings displayed on the **Process Settings For:<Process Format Name>** dialog box:

Processing Tab

Download and Process Section

- It is considered a best practice to use unique file names when generating your import index file - for example, you could use a timestamp to ensure each file generated is unique.
- It is considered a best practice to configure the file name in the **Default File Name** field be as restrictive as possible. You should enter as much of the file name as possible to ensure the processor does not attempt to process any other documents in the folder identified in the **Default Directory** field.

FTP Download

When using the **FTP download** option, it is considered a best practice to replace the server name with its IP address. Try some benchmarks, and if name resolution causes a performance degradation, then make the corresponding change in the Configuration module, under **Disk Groups** | **Volume Information**.

Preprocess Options Section

- If you are going to be using a preprocessor with a process format, it is considered a best practice to run the preprocessor over your sample import index file prior to configuring the process format.

  Running a preprocessor can alter the data in your import index file (i.e., adding/subtracting line or form feeds, shifting text vertically or horizontally), and could affect the Document Fields configuration for the process format.
- If you are going to be using a preprocessor with a process format, it is also considered a best practice to add comments to the Verification Report indicating the type of preprocessor used, and/or how the preprocessor affected the documents being imported into OnBase.
- It is considered a best practice to always select the **Backup Path** check box to backup your import file prior to processing.
- If you are running a large number of processes, it is considered a best practice to select the **Create Unique Subdirectories** check box.

Options Tab

Add Documents to Workflow Option

- When adding documents to Workflow, it is considered a best practice to always select the **On Commit** option.

Installation

Workstation Location

It is considered a best practice to keep your processing workstation as close to your database server as possible to reduce network latency and improve performance.

Licensing

It is considered a best practice to register a processing workstation as a Named or Workstation Client rather than a Concurrent Client. This ensures that the processing workstation always has access to the processing module; a workstation registered as a Concurrent Client cannot access the processing module if another workstation is currently registered for it.

OnBase®
Foundation EP5

XML Index Document Import Processor

User Guide

Foundation EP5

Usage

This section describes how to run an XML Index DIP process, verify that the process was successful, and commit imported files into the system.

If your solution uses legacy licensing, you must register your workstation before beginning processing. See Register the Workstation on page 177.

If your solution uses simplified licensing, no workstation registration is required and you can skip directly to processing. See Running an XML Index DIP Process on page 179.

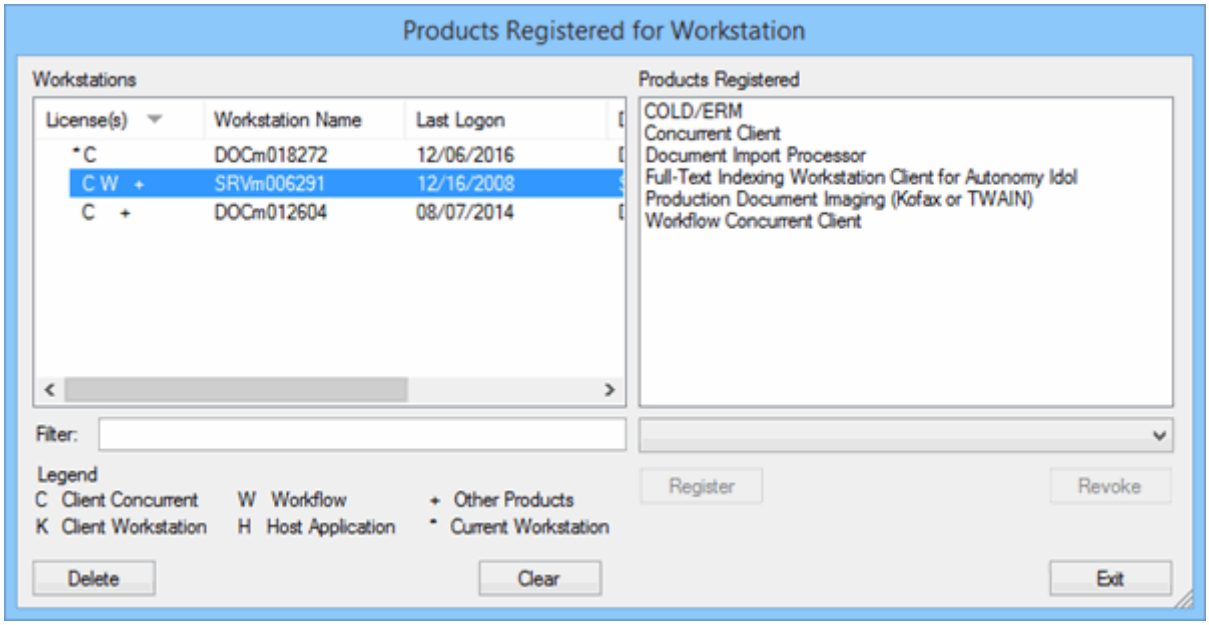
Register the Workstation

Before you can run an XML Index DIP process, you must verify that you are properly registered for XML Index DIP at the Client Workstation.

The XML Index DIP module must be registered at each workstation that uses or configures XML Index DIP.

1. Select **Admin | User Management | Workstation Registration** in the Client module. The **Products Registered for Workstation** dialog box is displayed.

   The left side of the screen displays a list of the workstations that have logged onto OnBase. The right side displays all products registered to the selected workstation. The current workstation is shown with an asterisk (*).



2. Select a workstation from the workstation list.
3. Click the drop-down list under the **Products Registered** window and select **XML Index Document Import Processor**.
4. Click **Register**. If you are properly licensed for XML Index DIP and XML Index DIP is not available from the drop-down list, it may be registered to another workstation.

   Select each workstation that is marked with a **+**, which indicates that the workstation is registered for XML Index DIP or another product, until XML Index DIP is found. If XML Index DIP is registered on one workstation, but it needs to be registered on another, you will need to first revoke one workstation's registration of XML Index DIP before registering it on a different one. To revoke registration from a workstation:

   a. Select **XML Index DIP** in the **Products Registered** field.

   b. Click **Revoke**.

   c. Select the current workstation and register it for XML Index DIP.

Note: A processing workstation should typically be registered as a Named Client rather than a Concurrent Client. This ensures that the processing workstation always has access to the processor. A workstation registered as a Concurrent Client cannot access the processor if another user is currently accessing it.

Verifying Registration

You can verify the registration through the **System Status** dialog box.

1. In the Client module, after closing the workstation registration screen, display the system status window by selecting **Window | System Status**.
2. A list of all products registered to the workstation is displayed at the bottom of the window. The status of each product is displayed to the right of the product name.

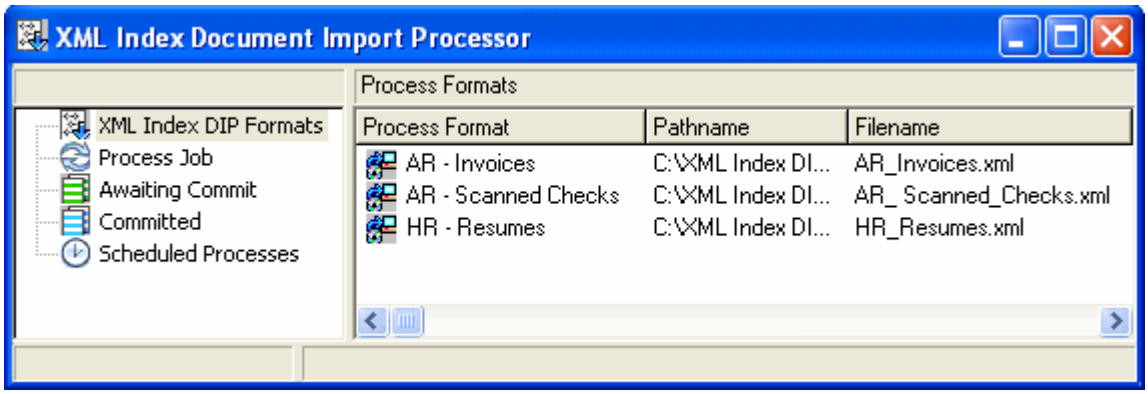
Running an XML Index DIP Process

To run an XML Index DIP process, you must be a member of a user group that has sufficient rights.

Caution: By default, the XML Import Index File is deleted after processing. To prevent the deletion of this file, flag it as **Read-Only**. In Windows Explorer, right-click the file, and then select **Properties | Read-only**. Depending on your system's configuration, you may be unable to flag the files as **Read-Only**. See your system administrator if you have questions.

1. Log onto the Client module.
2. From the Client module, select **Processing | XML Index DIP**. The **XML Index Document Import Processor** window is displayed. The left side of the **XML Index Document Import Processor** window displays the XML Index DIP Formats, Process Job, and status queues. The right side displays a list of whatever is selected in the left side (individual XML Index DIP formats, process jobs or batches).

Caution: The **Processing | Process Tuning** menu option contains advanced installation settings that, if modified, could have unintended consequences on your XML Index DIP solution. For more information, contact your solution provider.



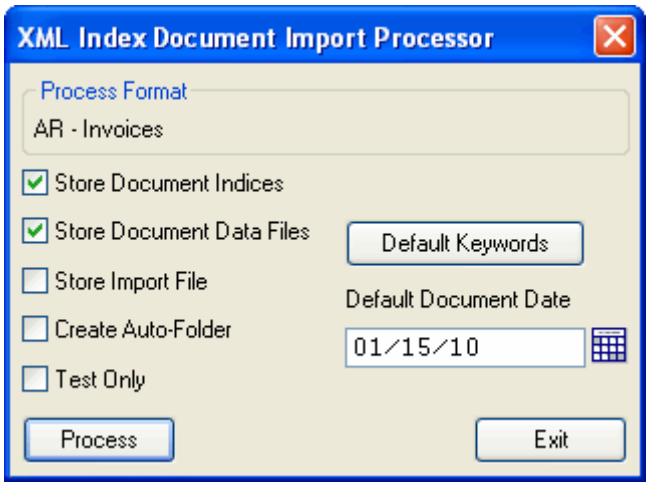
- **XML Index DIP Formats:** Lists available XML Index DIP formats.
- **Process Job:** Lists available process jobs. A Process Job is one or more processes (COLD, DIP, Check Processor, AutoFill Keyword Importer) set up to run sequentially.

- **Awaiting Commit:** Lists batches that were processed into the database and are in an uncommitted state. Batches in this queue can be purged from the system. Documents in a batch that is in **Awaiting Commit** can be retrieved by users, provided they have the rights to do so.
- **Committed:** Lists batches that have been verified and submitted to the system as valid documents.
- **Incomplete Process:** Lists batches that have started processing, but have encountered errors during processing. These batches can be viewed and retrieved within the document retrieval window. After resolving the processing issue, the batch should be purged.

Caution: If there is a disruption/errors in processing, the documents that were processed will go to the **Incomplete Process** queue. From this queue, the documents can be viewed and retrieved. If this XML Index DIP process has been set up to go to a Workflow during processing, the documents in the batch that were processed will go to the assigned Workflow, and are fully retrievable.

- **Incomplete Commit:** Batches that have started the commit process, but have encountered errors during the process. After resolving the commit issue, the batch should be committed.

3. From the left window, select **XML Index DIP Formats**. All available XML Index DIP formats display in the right window.
4. Select an XML Index DIP format and right-click.
5. Select **XML Index Document Import Processor**. The **XML Index Document Import Processor** dialog box is displayed.



6. Select **Store Document Indices** to store Keyword Values for the imported documents.
7. Select **Store Document Data Files** to copy the data files specified in the XML Import Index File into the corresponding Disk Group(s).
8. You do not need to select **Store Import File**. The XML Import Index File is stored by default to the SYS Import Indexes Document Type. This setting remains for backwards compatibility.

9. Select **Create Auto Folder** if the Document Type has been properly configured for foldering. This option will generate the folder structure for the Document Type if a structure does not currently exist.
10. Select **Test Only** to test the process by running the file through memory. This option will not delete the source document, create documents in OnBase, or copy the data to the Disk Group. It will only create a Verification Report for the process.
11. Select **Default Keywords** for the ability to assign Keyword Values to Keyword Types that are not configured to be obtained from the XML Import Index File. Default Keywords can be used in addition to Keyword Values obtained from the XML Import Index File.
    a. Click **Default Keywords**.
    b. Select the Keyword Type from the left side of the screen.
    c. Type the value in the **Keyword** entry field.
    d. Click **Add**.

Note: Default Keywords can only be assigned to Keyword Types that are properly configured for the Document Type.

12. Type a **Default Document Date** to set the Document Date for all Document Types that are not configured to obtain the date from the process format.
13. After you have selected the desired options, click **Process**. The process starts and a status bar is displayed. Click **Yes**. The documents have been imported into OnBase.

The ERROR_FILES Folder

If there is an error in the XML Import Index File (for instance, a missing end tag) the process will generate a folder named **ERROR_FILES** in the directory where the XML Import Index File originates. The XML Import Index File with an error will be placed in this folder.

Note: The XML Import Index File is moved to the **ERROR_FILES** folder even if it is marked as read-only.

If the process is configured to import multiple files, all files will be processed. In this case, the files with errors will be placed in the **ERROR_FILES** folder and the files without errors will be deleted. If the XML Import Index Files have been marked read-only and there is an error in one of the files, all files will be moved to the **ERROR_FILES** folder. The verification report will identify which XML Import Index File had an error during processing.

Verifying the Process

After the process runs, a new batch appears in the Awaiting Commit queue. This batch must be verified to ensure that the process ran successfully and that no errors were generated. Documents are not added to batches after initial processing.

When a process format is used for the second time, a new batch is created. Each batch also includes a verification report, which is a system-generated report detailing the progress and errors encountered during processing.

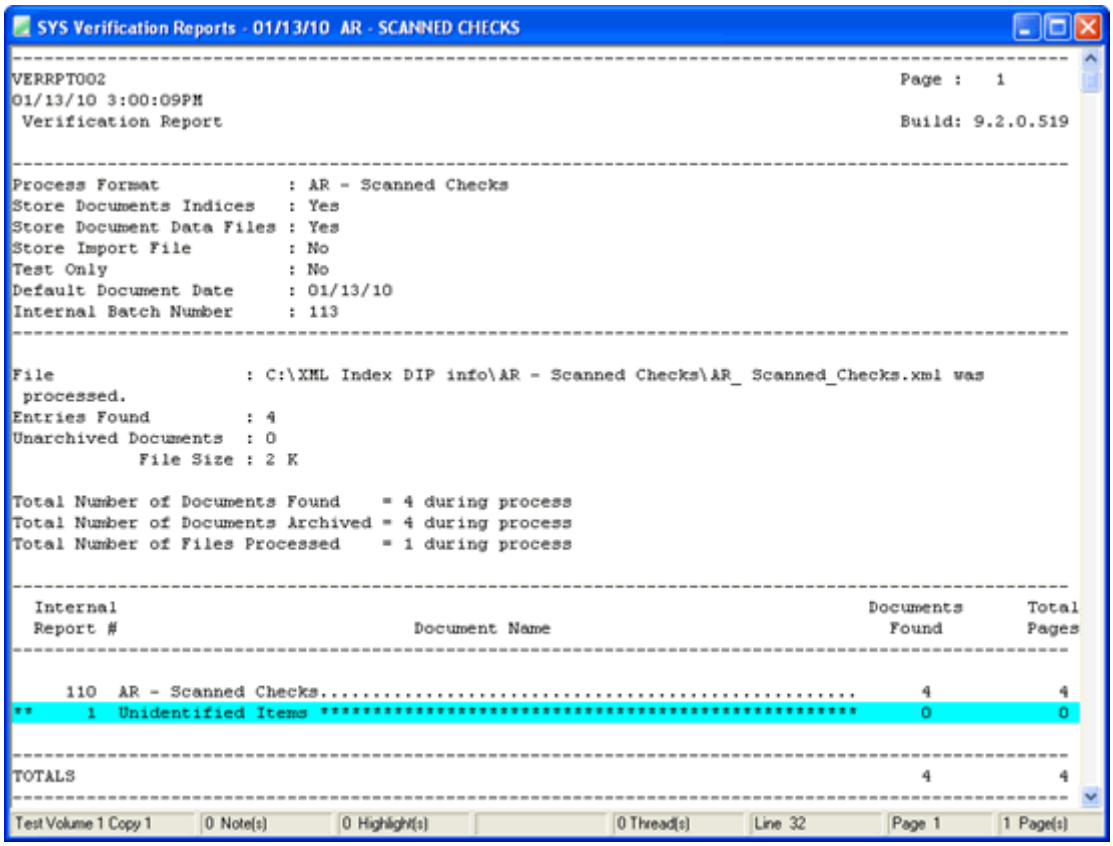
Note: A **Batch** is a collection of documents brought into the system by running a specific process format. When documents are imported via a process format, all documents processed at that time become part of a specific batch. Documents remain in batches and actions performed on a batch, such as commit or purge, affect all documents in the batch.

Verify the Batch

Verify the process by viewing the verification report.

1. From the Client module, select **Processing | XML Index DIP**. The **XML Index Document Import Processor** window is displayed. The left side of the **XML Index Document Import Processor** window displays the XML Index DIP Formats, Process Job, and status queues. The right side displays a list of whatever is selected in the left side (individual XML Index DIP formats, process jobs or batches).
2. Click **Awaiting Commit** on the left side of the window.
3. On the right side of the window, select the newly created batch.
4. Right-click and select the option **View Verification Report**. The **SYS Verification Reports** window is displayed. The verification report displays information on the process, including the format run, the files processed, the length of time it took to process, the documents found, errors generated, and the total number of pages and documents processed.

   The number of unidentified documents should be **0** (zero). If there are unidentified items, view the documents to determine why they are not identified. The process may need to be modified to accommodate the items.



5. You can also examine the individual documents and the XML Import Index File in the batch. Double-click the batch to display all documents in the batch as well as the XML Import Index File.

Note: In any process that includes a date, Windows Regional Settings can affect date formatting. If the date or date and time Keyword Types are not being populated correctly, the Keyword Type may be configured incorrectly for your Regional Settings. The correct format is YYYY-MM-DD HH:MM:SS. This format will work regardless of what the Regional Settings are.

Caution: After running a process, even if a user is restricted by a Security Keyword applied to the documents in a queue, the user can see both the document and the document's Keyword Values from the queue (**Awaiting Commit** or **Committed**). All Security Keyword rules still apply when the user tries to view documents from the **Document Retrieval** dialog box (even if the batch hasn't been committed and the document is being retrieved from the **Awaiting Commit** queue).

Note: The user cannot re-index the Keyword Values from the queue.

Note: The XML Import Index File is also stored as a **SYS Import Indexes** Document Type. For additional information on the XML Import Index File, see XML Import Index File on page 196. Verification Reports are also stored in the Document Type **SYS Verification Report.** For additional information on Verification Reports, see Verification Reports on page 202.

6. In most cases, the list of documents in the batch will contain an Auto-Name string, or document title, that contains one or more of the Keyword Values imported during the process. You can view all Keyword Values of individual documents in the batch by right-clicking a document and selecting **Keywords**.

Note: If there is no Auto-Name string for one or all of the items, the process may need to be reconfigured.

Note: Invalid Keyword Value warnings will not stop a batch from processing. Batches with invalid Keyword Values will be processed in OnBase and follow all configured options.

Commit or Purge the Batch

The **Awaiting Commit** queue is a temporary holding place. Batches in the **Awaiting Commit** queue must be committed or purged.

- After you have determined that the batch is valid, it can be committed. Failure to do so may compromise the system integrity.
- Batches in the **Awaiting Commit** queue are stored in the First Mass Storage Disk Group. When you commit a batch, its documents are copied to other Disk Group copies.
- Prior to upgrading, all batches must be committed.

Caution: Batches in the **Awaiting Commit** queue can be retrieved just like any other document in the system. Commit or Purge batches as soon as possible to avoid the possibility of users retrieving documents from an invalid batch.

Note: You must have **Administrative Processing Privileges** in order to Commit or Purge documents.

Committing a Batch

Once a batch is committed, it can no longer be purged. Documents can be deleted by selecting them from a hit list and selecting **Delete Selected**.

1. From the Client module, select **Processing | XML Index DIP**. The **XML Index Document Import Processor** window is displayed. The left side of the **XML Index Document Import Processor** window displays the XML Index DIP Formats, Process Job, and status queues. The right side displays a list of whatever is selected in the left side (individual XML Index DIP formats, process jobs or batches).
2. Click the **Awaiting Commit** queue.

3. Select the batch to commit.
4. Right-click and select **Commit Selected**. The batch is committed and moves to the **Committed** queue. This queue maintains all batches that are in the system.

Purging a Batch

If the process was not successful, modify the process and run it again. The batch should be purged if it is not valid.

1. From the Client module, select **Processing | XML Index DIP**. The **XML Index Document Import Processor** window is displayed. The left side of the **XML Index Document Import Processor** window displays the XML Index DIP Formats, Process Job, and status queues. The right side displays a list of whatever is selected in the left side (individual XML Index DIP formats, process jobs or batches).
2. Click the **Awaiting Commit** queue.
3. Select the batch.
4. Right-click and select **Purge | Purge Selected**. This removes the data files from the Disk Group and all database entries for the documents in the batch. This process will permanently delete the data and database entries.

Deleting a Batch that has Been Committed

Once the batch has been committed, the batch cannot be purged. You must delete it.

1. From the Client module, select **Processing | XML Index DIP**. The **XML Index Document Import Processor** window is displayed. The left side of the **XML Index Document Import Processor** window displays the XML Index DIP Formats, Process Job, and status queues. The right side displays a list of whatever is selected in the left side (individual XML Index DIP formats, process jobs or batches).
2. Click the **Committed** queue.
3. Double-click the batch that contains the documents you want to delete. This opens the batch.
4. Select the desired documents.
5. Right-click and choose the **Delete** option.

Committed Queue Options

There are several other options available from the **Committed** queue:

- **View Verification Report:** Display the verification report for the batch.
- **Print Selected:** Print the documents in the selected batch(es).
- **Export Selected:** Export the documents in the selected batches (only available if the system is licensed for Document Exporting).
- **Create List Report:** Generate a SYS List Contents Report containing the document names (Auto-Name strings) for the documents in the selected batch.
- **Create Keyword List:** Create an output file containing Keyword Values. See Create Keyword List on page 188 for instructions on how to use this feature.

- **Run Script:** Display a list of all the custom VBScripts available to the user. This option will run the selected VBScript against the document selected.
- **Extract Index Information:** Extract information based on the configuration of the index extraction format. See your system administrator for instructions on how to configure this feature.
- **Rename Batch:** This option allows you to rename the batch.
- **Re-Date Batch:** Modifies the Document Dates for items in the batch. Since most document Auto-Name strings contain the Document Date, this option will rename the documents as well. Depending on the number of documents in the batch, this option may take some time.
- **Clear Selected:** Remove (deselect) the selected items.
- **Select Batch Range:** Select a range of batches to view in the queue.
- **Refresh:** Refresh the queue. This option displays any new items that have been added to the queue since it was opened.

All of these options can be accessed by right-clicking a processed batch in the XML Index DIP queue.

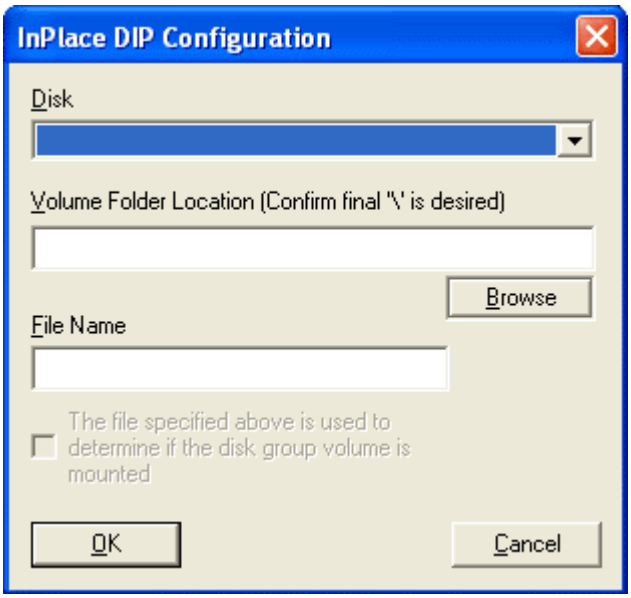
Running An In-Place XML Index DIP

In-Place DIP processes are used when documents to be imported reside in an existing OnBase or third-party system Foreign Disk Group. After the process, database pointers are redirected to access the existing documents. This import method requires that documents be stored to a Foreign Disk Group. In-Place import allows you to quickly access information residing in existing files, saving the time investment associated with Normal import.

In-Place XML Index DIP can also be used to import media stream files into OnBase that can trigger a post-processing Unity task. Media stream files archive differently if the Media Manager is licensed. For more information, see your system administrator.

If you are running a DIP process using the In-Place archiving method and the process is not configured to run silently, you must perform additional steps before it can start. After completing the procedure outlined in the section Running an XML Index DIP Process on page 179:

1. The **InPlace XML Index DIP Configuration** dialog box is displayed:



2. Select the Foreign Disk Group to import files to from the **Disk** drop-down list. The folder containing the imported files will be added as a new volume in this Disk Group.
3. Do one of the following:
   - If the Import Index file resides in the same folder as the files you want to import, click the **Browse** button, then navigate to and select the Import Index file. The **Volume Folder Location** and **File Name** fields are automatically populated based on your selection. Proceed to step 4.
   - If the Import Index file resides in the configured default location for the process and *not* in the same folder as the files to be imported, do not use the **Browse** button. Instead, enter the path to the folder containing the files to be imported in the **Volume Folder Location** field, and leave the **File Name** field blank. Then, click **OK** and the process will run using the default Import Index file.

Note: When you use the **Browse** button to populate the **Volume Folder Location** field, a **** (backslash) is appended to the path. However, if the **>>File Name** Keyword Values in your index file already each include a leading \, the one added here is not necessary and should be removed. But if there is no leading \ in the **>>File Name** value and no \ appended to the **Volume Folder Location**, files will not be imported properly. For best practice, ensure there is only one \ in either place.

4. If desired, you can select **The file specified above is used to determine if the disk group volume is mounted**. Enabling this option will make the imported files unavailable and unmount the volume they reside in when the Import Index file specified in the **File Name** field is not in the expected location.
5. When the process is properly configured, click **OK**.

Note: If you cancel out of the **InPlace XML Index DIP Configuration** dialog box instead of clicking **OK**, a verification report is still generated and can be found in the **Awaiting Commit** queue.

If you specified an Import Index file in the **File Name** field, a **User Confirmation** dialog box is displayed, asking you to confirm that the Import Index file is in the same folder as the files to be imported. Click **Yes** to proceed and run the process, or click **No** to return to the **InPlace DIP Configuration** dialog box and correct the process configuration as needed. (See step 3 for more information.)

Additional Usage (Secondary Concepts)

Create Keyword List

This feature is available from the **Committed** queue and provides the ability to create an output file containing common Keyword Values of selected batches. This feature is useful for creating a text file that can be imported into another system for verification or updating another application.

1. From the Client module, select **Processing | XML Index DIP**. The **XML Index Document Import Processor** window is displayed. The left side of the **XML Index Document Import Processor** window displays the XML Index DIP Formats, Process Job, and status queues. The right side displays a list of whatever is selected in the left side (individual XML Index DIP formats, process jobs or batches).
2. Select the **Committed** queue in the left window.
3. Select all batches you wish.
4. Right-click and select **Create Keyword List**.
5. Select the Available Keyword Type(s) on the left and click **Add**.
6. Click the **Browse** button to designate the output file and click **OK**.

Extract Index Information

Index Extraction provides the ability to configure an XML Index DIP process to extract Keyword Value data to a text file.

In order to do this, the process must be configured to extract index information and the extraction format must be assigned to the XML Index DIP process.

1. In the Client module, select **Processing | XML Index DIP.**
2. Double-click either the **Committed** or **Awaiting Commit** queues.

3. Select one or more batches and right-click to select **Extract Index Information**.

Caution: Batches in the **Awaiting Commit** queue can be retrieved just like any other document in the system. Commit or Purge batches as soon as possible to avoid the possibility of users retrieving documents from an invalid batch.

Note: If there are multiple Keyword Values for one Keyword Type, only the first value listed will be extracted.

AutoFill Keyword Set Considerations

Documents imported into the system with XML Index DIP can obtain Keyword Value information from an AutoFill Keyword Set. However, if Document Types are assigned to an AutoFill Keyword Set and they are processed by a format that has the **Store AutoFill Keyword Set Data** option selected in the **Process Settings For: <Process Name>** dialog box, all valid Keyword Values obtained will be added to the AutoFill Keyword Set.

These values can then be used when new documents are imported into the system via Document Imaging or **File** | **Import**.

Note: If there are a large number of documents that will be updating AutoFill Keyword Sets, this may slow down the process.

Note: If multiple values exist for a Primary Keyword Value in a Keyword Set, an AutoFill Keyword Import Processor file can be created from the XML Index DIP data. For more information, refer to the AutoFill Keyword Import Processor in the AutoFill Keyword Sets Module Reference Guide or online help files.

Process Multiple Files into One Document Using XML Index DIP

You can set up an XML Index DIP format to process multiple files into a single, multi-page document.

Note: This method of processing is not available for text format documents. When multiple text files are set up to create a multi-page document, the document will not archive and the Verification Report will give the message “Document has multiple non-image pages.”

Multiple Image Files Processed Into One Document

Multiple pages can be processed into a single document by creating an XML Import Index File that contains more than one file identified by the same tag. For example:

```
<NewDocument>
    <Name>Joe</Name>
```

<AccountNum>12345</AccountNum>
<FilePath>C:\XML Index DIP\11051.bmp</FilePath>
<FilePath>C:\XML Index DIP\11052.bmp</FilePath>
<FilePath>C:\XML Index DIP\11053.bmp</FilePath>
<FilePath>C:\XML Index DIP\11054.bmp</FilePath>
</NewDocument>

A four-page document is created for **AccountNum** 12345.

Expand AutoFill Keyword Sets

You can select the **Expand AutoFill Keyword Sets** option to index documents with values in an AutoFill Keyword Set based on a Primary Keyword Value in the import index file.

Note: External AutoFill Keyword Sets cannot be expanded. See the **AutoFill Keyword Sets** documentation for more information about External AutoFill Keyword Sets.

If the Primary Keyword Value is only associated with one AutoFill Keyword Set, that AutoFill Keyword Set is used to index the document. If the Primary Keyword Value is associated with more than one AutoFill Keyword Set, all of the associated AutoFill Keyword Sets are used to index the document, as well as the values in the import index file.

For example:

A Document Type uses a social security number as the Primary Keyword Value. An existing AutoFill Keyword Set is shown below:
999-99-9999, Sara Smith, 10/10/1966

999-99-9999 is the Primary Keyword Value.

Sara Smith's maiden name was Sara Adams.

When a document is imported using an import index value of **999-99-9999, Sara Adams, 10/10/1966**, the existing AutoFill Keyword Set is triggered by the Primary Keyword Value (**999-99-9999**). The document will be indexed with the values in the AutoFill Keyword Set (**999-99-9999, Sara Smith, 10/10/1966**).

Note: The **Expand AutoFill Keyword Sets** option only applies to AutoFill Keyword Sets assigned at the Document Type level. The **Expand AutoFill Keyword Sets** option is not supported for use with AutoFill Keyword Sets assigned at the Keyword Type level.

Administrative Concerns

XML Index DIP interacts with the Disk Groups, Document Types, and Keyword Types configured in the system. Items to keep in mind include the following:

- Maintenance Tasks for XML Index DIP Queues
- Network and Database Concerns
- Disk Group Document Types

- Document Type, File Format and Keyword Concerns
- Security

Maintenance Tasks for XML Index DIP Queues

There are a variety of administrative tasks that should be performed regularly. While this list is a good start, it is not comprehensive. Your administrative maintenance tasks will depend upon your system setup and requirements.

- Ensure Batches are Committed on a Regular Basis
- Check for Incomplete Processes or Incomplete Commits
- Check Daily Verification Reports by Accumulating Processing Information
- Purge the Daily Report
- View SYS Unidentified Items
- Clean Up Queues

Ensure Batches are Committed on a Regular Basis

While documents are in the Awaiting Commit queue, they only exist in the first mass storage copy of the Disk Group. Consequently, if the mass storage copy has a drive failure and a backup is not available, the data is lost.

Additionally, every system has a limit to the number of batches that can exist in the **Awaiting Commit** queue. Once this limit is met, no new processing is allowed. This limit is set during installation.

When documents are committed, data is copied to any secondary mass storage and removable copies assigned to the Disk Group. Each document is also updated in the database to modify its status as committed. Because of this, it is usually a good idea to commit during non-peak hours.

After a batch has been committed, it appears in the **Committed** queue. This queue maintains all of the XML Index DIP batches in the system. This queue will never “fill up”; it simply displays the status of the batches.

Check for Incomplete Processes or Incomplete Commits

- Incomplete Process

  This can happen if the processing machine encountered an operating system error, power was interrupted, the database was shut down or disconnected from the network during processing, or there was something wrong with the XML Import Index File. After verifying and reprocessing, batches in this state must be purged.

- Incomplete Commit

  Contains batches that have not completed committing. In most cases, the secondary mass storage or removable copies were not available or not appropriate because of a network security issue, or because the workstation was shut down prior to completing the commit step.

  After the cause of the error has been determined, these batches should be re-committed by selecting the batch, right-clicking, and selecting **Commit Selected**.

Check Daily Verification Reports by Accumulating Processing Information

If there are multiple processes running on a daily basis, it may be beneficial to have the processes configured to accumulate processing information. Doing so will combine the verification reports for each batch and present them in a single location. This provides the ability to view a single report to check all batches for the day.

To view the Daily Report, select **Processing | View Daily Report**.

This report details all Document Types that were searched for as well as the total number of documents found to date. Each batch also gets an entry detailing the file(s) processed and the number of documents in each. If an error occurred, it appears in the batch's section. The report is marked as preliminary until the report is purged. Then, it is saved as a final verification report.

Note: Depending on your system's configuration, you may be unable to access the **View Daily Report** or **Clear Daily Report** options. Contact your system administrator if you have questions.

Purge the Daily Report

In the Client module, select **Processing | Clear Daily Report**. Any new processing that occurs after the report is cleared will be in the new Daily Report.

View SYS Unidentified Items

Unidentified items should be handled when they occur. However, some may be in the system from a previous time or from a different process. It is vital to determine the cause of any errors and correct them. It is also possible that the unidentified items may be vital documents.

To review all SYS Unidentified Items in the system:

1. From the Client module, Select **File | Open | Retrieve Document**, or click the **Retrieve Documents** toolbar button.
2. Select the **System Documents** Document Type Group and the **SYS Unidentified Items** Document Type.
3. Click **Find**. Ideally, there should be no documents. If there are any, open the documents and verify that they are actual documents. Occasionally, extra field separators or tag characters may be separated out. If the item is an actual unidentified document, the process used may need to be modified.

4. To determine the batch the document belongs to, select it in the Document Retrieval list and right-click or right-click from an open document.
5. Select **Properties**. This screen will display the batch number the document is a part of. From here, the batch can be found and the process format determined. Most likely, the batch will be in the **Committed** queue.

View Batch History

The **Batch History** tab displays information about the batch in which a document was imported into OnBase. From an open document or the **Document Search Results** list, right-click and select **History**. The **Document History** dialog box displays all recorded batch actions in the **Batch History** tab.

Batch History

The following information is available on this tab:

- **Log Date** - the date the information was logged.
- **Log Time** - the time the information was logged.
- **User Name** - the name of the user who performed the interaction.
- **Batch Num** - the numeric label associating the batch with its column in the database.
- **Detail** - the type of interaction performed, such as the committal of the batch.

Generating a Document History Report

To generate a document history report, right-click in the **Document History** dialog box and select **Generate Report**. The new report is generated and displayed.

This report is stored in the **SYS - User Reports** Document Type and can be retrieved using this Document Type as a search criterion.

Clean Up Queues

Keep your queues clean and current:

- Delete any processes or jobs that are no longer being used.
- Remove any items from the **Incomplete Process** queue.
- Make sure batches are being committed within a day or two.
- Commit any batches that remain in the **Awaiting Commit** queue.

Network and Database Concerns

Keep in mind the following network and database concerns:

- Access
- Monitor Database Space
- Processing Resource Consumption on the Database Server

- Ensure Data File Location Space is Sufficient
- Delete the Data Files From Their Original Location
- Maintain/ Clean Up Data Backup Areas

Access

Ensure users have appropriate network access.

Network access is required for the files that are being processed as well as for the data storage locations.

Monitor Database Space

As documents are processed into the system, the database will grow. Growth depends on the number of documents, the number of Keyword Values, the Keyword Types, and how the documents are used (for example, if a document is used in Workflow).

With every OnBase system, the database should be periodically checked. Even if the database has been configured for restricted growth, it is better to anticipate reaching that point rather than encountering it during processing.

There are several ways to verify the size of a database.

- Observe the database files themselves as well as the log file and determine the total amount of space used.
- Databases may also have specific size requirements for different database files.
- The database server software itself will detail the statistics for the files including how much space is currently being used and how much is available.
- If the database files were assigned a specific amount of total space when the database was created, the file listing in Explorer will detail the total amount of space in the file, not how much is currently filled with data.

Processing Resource Consumption on the Database Server

Remember to consider processing resource consumption on your database server. Processing incurs a large drain on the database server's resources.

- In most cases, you will install an instance of the Client module on the database server, and run the process during non-peak times. Take into account the Client's additional resource requirements, in terms of process capabilities and memory, on the database server.
- The XML Index DIP process speed will be directly related to OnBase's ability to communicate with the database. Anything that improves the communication between the Client Workstation that is processing and the database server will increase the processing speed.
- Attempting to run an XML Index DIP process while running another process, such as COLD or another XML Index DIP, will result in a dramatic drop in all processing speeds. It is usually best to run a single automated process at a time.

- During XML Index DIP processing, the database will receive a large number of queries and updates. If the database is not configured correctly, the overall database performance could potentially be degraded.
- The system's ability to access the data files identified in the XML Import Index File and place them into the Disk Group will also affect speed. Processing will go faster if the data files are local to the processing workstation.

The process can be scheduled like all automated OnBase processes.

When a document is processed in, the database is updated with a new record for the document as well as all of the Keyword Value information for it. The record also includes the path to the data file. When all documents have been entered into the database for an XML Import Index File, OnBase will then place the file in the Disk Group.

The XML Index DIP configuration format is stored in the database. When the XML Index DIP process is selected in the Client module, the process format information is loaded. Changes to the process format will only be seen after the Client is re-launched.

Ensure Data File Location Space is Sufficient

The storage location of documents that need to be imported into the system may change based upon the XML Import Index File and its pointers (File Path and Full Path information). It is important to verify that this location that houses the data files is not running out of space.

Additionally, those data files should be removed after the process has been checked and the documents have been retrieved successfully.

Maintain/ Clean Up Data Backup Areas

If the process format is backing up the data files prior to executing the XML Index DIP process, or if there is a manual process to copy the data files before running the XML Index DIP process, verify that the backup storage area is being cleaned and is not running out of space.

Delete the Data Files From Their Original Location

By default, when an XML Index DIP process is successfully run, the data files remain in place. However, your OnBase solution can be configured to automatically delete the data files after they have been successfully imported via an XML Index DIP process. See your system administrator for more information.

Tip: If these files are not automatically deleted, they should be deleted at some point. You may want to check to see that they can be successfully retrieved in OnBase before deleting them.

Delete the Import Index File From Its Original Location

By default, when an XML Index DIP process is successfully run, the XML Import Index File is automatically deleted. However, your OnBase solution can be configured to not delete these files after they have been successfully processed. See your system administrator for more information.

Tip: If this file is not automatically deleted, it should be deleted at some point. You may want to check to see that it has been successfully archived in OnBase before deleting it.

Disk Group Document Types

When you perform an XML Index DIP process, three types of documents will be imported and stored to Disk Groups:

- XML Import Index File
- Imported Files
- Verification Report

XML Import Index File

The XML Import Index File becomes a document in the **SYS - Import Indexes** Document Type. The XML Import Index File will be stored in the Disk Group assigned to the **SYS - Import Indexes** Document Type.

Imported Files

Imported files become documents in the Document Type(s) assigned to them in the XML Index DIP format configuration.

The location in which the imported documents will be stored depends on the configuration settings for the XML Index DIP format. You select the Disk Group to which you want your documents stored in the **Process Settings** dialog box. You have two options:

- Assign the documents to go to a specific Disk Group, or
- Select to have the documents go to the Disk Group assigned to their Document Type

Verification Report

The Verification Report becomes a document in the **SYS - Verification Reports** Document Type. The Verification Report will be stored in one of two places:

- If you have assigned a specific Disk Group to which documents will be stored, the Verification Report will go to that Disk Group, or
- If you have selected to have documents go to the Disk Group assigned to their Document Type, the Verification Report will go the Disk Group assigned to its Document Type (**SYS - Verification Reports**)

When a document is processed in, the database is updated with a new record for the document as well as all of the Keyword Value information for it. The record also includes the path to the data file. When all documents have been entered into the database for an XML Import Index File, OnBase will then place the file in the Disk Group.

When the process is finished, the imported files will be stored in the first mass storage copy of the appropriate Disk Group. When the batch is committed, the files will be copied to any secondary mass storage and/or removable copies assigned to the affected Disk Groups.

See your system administrator for additional information about designating Disk Groups for an XML Index DIP process.

Disk Group Maintenance - Monitor Available Space

Processing will reduce the amount of available space in mass storage copies. These hard drive / RAID locations are typically managed from Platter Management in the Client module.

However, if there are other Disk Groups or applications using the same storage facilities, the space may not be available for the process. It is important to check the storage location using Explorer or another file management application to verify that the mass storage copy has enough space to maintain the required volumes.

Document Type, File Format and Keyword Concerns

Remember to consider the following concerns regarding Document Types, File Formats and Keyword Types and Values.

- Document Types and File Formats
- Keyword Values
- Documents do not have to be Committed to be able to be Viewed
- Adding New Document Types to an existing XML Index DIP Format
- Periodically Review Documents Imported Using XML Index DIP
- Review the Process to Change Keyword Values and Re-Index Documents

Document Types and File Formats

Document Types that will be used to index documents imported through XML Index DIP must be created prior to adding them to an XML Index DIP format. When a Document Type is configured, a File Format is specified. When documents are imported into the system through an XML Index DIP process, the File Format assigned to the Document Type can be used, or a different File Format can be used.

Tip: It is considered a best practice to include the **>>File Type** Default Keyword Type in the XML Import Index File if you are importing files of a different file format than the Document Type's Default File Format.

Note Types

Notes can be configured to be automatically added to documents being imported via an XML Index DIP process. If your XML Index DIP process is configured to add Notes to imported documents, the Note Type(s) of the notes being added must be created prior to configuring the Field Order of the XML Index DIP process.

For information on configured Note Types, see the System Administration documentation.

Keyword Values

When importing Keyword Values using XML Index DIP, ensure that the XML Import Index File field values are appropriate for the Keyword Type they will map to. Each Keyword Type is configured to hold values of a specific Data Type.

Processing in values that do not adhere to the data type will result in nothing being stored for that Keyword Value. The verification process will report an error when this happens. For example, if a Keyword Type has a Data Type of **Numeric (Up to 9 digits)**, you would not be able to import in a field that has an alphanumeric value containing 20 characters.

Additionally, all date and currency Keyword Types must have the appropriate format applied to the process in order for them to be added to the system. See your system administrator for additional information on properly formatting Date and Currency Field Configurations for XML Index DIP formats.

Note: The number of Keyword Values assigned to a process as well as the type of Keyword Values will have an impact on the overall speed of the process.

Keyword Type Groups

Using a Keyword Type Group may improve the overall speed of the XML Index DIP process, as using Keyword Type Groups improve database efficiency.

Documents do not have to be Committed to be able to be Viewed

Documents in a batch that is in **Awaiting Commit** can be retrieved by users, provided they have the rights to do so.

Adding New Document Types to an existing XML Index DIP Format

New Document Types that are added to an XML Index DIP process will not be identified until the process itself has been updated. This includes the creation of new document and Keyword Types.

Periodically Review Documents Imported Using XML Index DIP

It is important to not only review the Verification Reports, but to look at the actual documents themselves and review their Keyword Values. After the process has been complete, it is a best practice to randomly review documents every few weeks to make sure there are no issues with new Document Types, formatting changes, or Keyword Type field changes in the XML Import Index File.

Review the Process to Change Keyword Values and Re-Index Documents

You can change Keyword Values, or re-index the document as an entirely different Document Type with appropriate Keyword Values.

It is important to review the process on a regular basis to verify that all Keyword Values are being completely obtained and that the Document Types are being correctly identified. It is possible that a Keyword Value's field location has changed in the XML Import Index File, so that OnBase is pulling the wrong Keyword Values. This may not generate an error, and the only certain method to stop this situation is to look at the document and its Keyword Values.

View/Change Keyword Values

1. From the Client module, select **Processing | XML Index DIP**. The **XML Index Document Import Processor** window is displayed. The left side of the **XML Index Document Import Processor** window displays the XML Index DIP Formats, Process Job, and status queues. The right side displays a list of whatever is selected in the left side (individual XML Index DIP formats, process jobs or batches).
2. Open the batch by double-clicking it in the **Awaiting Commit** queue or **Committed** queue.
3. Select or open a document and right-click.
4. Select **Keywords**. The **Add/Modify Keywords** dialog box is displayed.
5. Check the Keyword Values; if they do not exist or are not accurate, enter the correct value in the appropriate text field and click **Save**.

Re-Index a Document

1. From the Client module, select **Processing | XML Index DIP**. The **XML Index Document Import Processor** window is displayed. The left side of the **XML Index Document Import Processor** window displays the XML Index DIP Formats, Process Job, and status queues. The right side displays a list of whatever is selected in the left side (individual XML Index DIP formats, process jobs or batches).

   You can also check documents through the Document Retrieval list.
2. Open the batch by double-clicking it in the **Awaiting Commit** queue or **Committed** queue.
3. Select or open a document and right-click. Select **Re-Index**. The **Re-Index Document** dialog box is displayed.
4. Select the appropriate Document Type from the drop-down list.

5. Enter the appropriate Keyword Values.
6. Click **Index** to save the changes.

Security

There are two levels of security required for XML Index DIP:

- Network Security
- User Group Security

Network Security

- The XML Index DIP workstation must be logged onto the network as a user that has write access to the storage location.
- If the documents in a batch will be retrieved, read access is necessary. In order to purge a batch, delete rights are required.
- Additionally, the processing workstation will need read / write / delete access to the temporary parse path and the temporary report path for the process to complete successfully.

User Group Security

User must have the proper rights to perform an XML Index DIP process. See User Group Rights on page 168 for additional configuration information about user groups and rights.

System Interaction

The following OnBase modules can be used in conjunction with XML Index DIP to extend the functionality of your OnBase solution. The features and modules described below may require additional licensing and registration.

Document Imaging

The Document Imaging module can be used in conjunction with XML Index DIP to automatically commit XML Index DIP batches.

E-Forms

XML Index DIP can be used to create batches of E-Forms in OnBase.

Because no actual document is required to create an E-Form (other than the HTML form template existing in OnBase), you can use XML Index DIP to export data from a third-party application to an E-Form, which can then be managed in OnBase.

Note: E-Form documents require a different XML Import Index File configuration than physical documents (i.e., text, image, PDF documents).

Exporting and Importing

In OnBase Configuration, in addition to the configuration items listed in the **System Administration** module reference guide, XML Index Document Import Processors can be exported and imported. However, the default directory for processing, backup paths, and paths for index extraction are not imported when importing an XML Index Document Import Processor. These file paths must be configured again in the Configuration module. Also, any configured Foreign Disk Groups that are associated with an XML Index DIP process are not included when performing an export or an import of an XML Index DIP process. Foreign Disk Groups must be recreated manually.

Note: For more information on creating Foreign Disk Groups, see the **Platter Management** module reference guide.

When importing an export package, additional associated configuration items may require decisioning.

Note: For more information see the **System Administration** module reference guide.

OCR

The OCR module can be used in conjunction with XML Index DIP. When image documents are imported with XML Index DIP, the process can be setup to automatically OCR the documents when the batch is committed.

The Importance of Verification Reports

The following sections describe Verification Reports, and how system administrators can use them:

- What is a Verification Report?
- Why Incorporate Verification Reports into the Processing Procedure?
- What Can a Verification Report Identify?
- How Do You Access a Verification Report?
- Can a Verification Report be Added to a Workflow Life Cycle?

What is a Verification Report?

Verification Reports are available for all processing modules. They provide valuable information to users about a process that imports documents into OnBase, including:

- Any errors encountered during processing.
- The number of documents and pages processed into OnBase.
- The names of the files processed.
- The total processing time.
- The average processing time per document.
- The average processing time per page.
- The date and time the process was run.
- The process format used.
- The processing options selected for the process (for example **Store Documents Indices**, **Store Document Data Files**, **Store Import File**, and **Test Only**).
- The process's Default Document Date.
- The process's Internal Batch Number.
- The path to the import file, the number of entries found, and the size of the file.
- The number of files processed.

Why Incorporate Verification Reports into the Processing Procedure?

The Verification Report should be viewed as part of the processing procedure. Regardless of whether a process is manually initiated or automatically run and committed, each processed batch should undergo a quality assurance check using the Verification Report. By viewing the Verification Report for each process, problematic configurations can be identified and corrected, and you can ensure that documents are being processed into OnBase accurately and efficiently.

When Verification Reports are reviewed regularly, configuration problems can be identified and resolved before a large number of process have been performed using the same erroneous configuration. Errors can be easily and quickly detected that may have otherwise not been caught. If Verification Reports are not reviewed consistently, users may assume that documents have been correctly imported into OnBase when they have not.

What Can a Verification Report Identify?

One of the most important reasons to view a Verification Report is to ensure that all documents imported into OnBase via the process were processed correctly.

Note: If a batch contains one or more corrupt image files, the batch will process correctly, but the corrupted files are not imported into OnBase. The batch is moved to the **Awaiting Commit** queue, but the Import Index file is moved to the **ERROR_FILES** folder.

You can ensure that no documents were lost, mishandled, or misidentified by comparing the number of documents that were actually imported into OnBase to the number of documents that were expected to have been imported. If the two numbers do not match, the process format configuration should be examined for accuracy and the import file should be checked for errors, such as scrambled or corrupt data.

The Verification Report also provides information about any errors encountered during processing. These errors could be due to improper or out-of-date configuration information or an incorrect path to the import files.

Errors Concerning Document Types

Verification Reports can help you detect if the Document Types configured for a process are valid.

Sample error text:

> **If there are more than one Document Types assigned to a DIP Process, one of the fields in the DIP file must be a Document Type field.**

This error indicates that the XML Index DIP process was configured with multiple Document Types, but no Document Types were assigned to the **>>Document Type** or the **>>Document Type Number** Default Keyword Type. To fix this error, modify the process format's configuration so that at least one Document Type is assigned to a **>>Document Type** or **>>Document Type Number** Default Keyword Type.

Errors Concerning Keywords

Verification Reports can help you detect if Keyword Types configured for a process or Keyword Values identified by process are valid.

Sample error text:

> **Warning: Invalid Keyword Amount: '5,123.00'**

This error indicates that the currency format for the **Amount** Keyword Type was not configured correctly. To fix this error, modify the process format's configuration so that the currency Keyword Type is correctly formatted.

Sample error text:

> **The following record cannot be archived, errors in required field below.**

This error identifies that there is an issue with the process format's configuration and helps you identify the area of the configuration that needs to be reviewed.

Sample error text:

> **Warning: Keyword <Keyword Type> (<Keyword Number>) is too long and will be truncated from <Keyword Value> to <Truncated Keyword Value>.**

This error indicates that the Keyword Value identified by the XML Index DIP processor exceeds the maximum Keyword Value length of the Keyword Type to which it belongs. For example, if the a Keyword Type was configured to have a maximum length of 3 characters and the Keyword Value identified by the XML Index DIP processor was **abcdefg**, then the Keyword Value would be truncated to **abc** when imported into OnBase. By viewing the Verification Report, this error can be detected and corrected.

Errors Concerning Identifying Documents

Verification Reports can record when documents cannot be identified from an import file.

Sample error text:

> **The process format did not contain any recognizable documents.**

This error indicates that the process did not identify any documents; therefore no documents were imported into OnBase. This is an indication that the process format's configuration needs to be reviewed.

Inaccurate Number of Documents and Pages

The Verification Report lists the number of documents and the number of pages within those documents that were successfully imported into OnBase. By comparing the actual number of documents and pages processed into OnBase with the expected number of documents and pages, users can ensure that the documents are being imported into OnBase accurately.

Sample error text:

> **Document 'x' has multiple non-image pages.**

This error is displayed when a document contains more than one non-image page.

How Do You Access a Verification Report?

There is more than one way to access Verification Reports. See the following for more information:

- Opening a Verification Report from a Batch
- Opening a Verification Report from the Document Search Results List

Opening a Verification Report from a Batch

To open a Verification Report from a processed batch:

1. From the OnBase Client, click **Processing | XML Index DIP**.
2. Select a queue, such as **Awaiting Commit** or **Committed**.
3. Do one of the following:
   - Double-click a batch to open it, then double-click the **SYS Verification Reports** document contained within.
   - Right-click a batch and select **View Verification Report**.

   The Verification Report for the selected batch is displayed.

Opening a Verification Report from the Document Search Results List

To use document retrieval to search for Verification Reports:

1. In the Client module, select **File | Open | Retrieve Document**.
2. Select the **System Documents** Document Type Group.
3. Select the **SYS Verification Reports** Document Type.
4. Do one of the following:
   - If you know exactly which Verification Report you are looking for, enter a value for the **Description** Keyword Type.
   - If you do not know which Verification Report you are looking for, leave the **Description** Keyword Type field empty.
5. Click **Find**. The Document Search Results list is displayed.
6. Double-click on the appropriate Verification Report from the Document Search Results. The Verification Report is displayed.

Can a Verification Report be Added to a Workflow Life Cycle?

A Verification Report can be routed through a Workflow Life Cycle. In order for a Verification Report to be automatically added to a Life Cycle upon its creation, the **SYS - Verification Reports** Document Type needs to be assigned to the appropriate Life Cycle.