



Exchequer Integration

EDM for Exchequer Release 1.5
OCR for Exchequer Release 1.5

Client Installation

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Exchequer V1 Integration – Client Installation

Background

This document provides step by step instructions on installing and implementing the Exchequer V1 Integration client side components.

Compatibility

There are a number of pre-requisites that must be satisfied before proceeding with the installation. These pre-requisites if ignored will compromise the success of the installation:

- Supported Client Operating system:
 - Microsoft Windows 7
 - Microsoft Windows 8
 - Microsoft Windows 10
- Exchequer client setup and running on client machine (including com components)
- Access to the Exchequer server through shared mapped drive (usually X:)



Note: So the configuration will be successful ensure the user that mapped the drive is the same user that will be configuring the client.

- Barcode printer installed as a shared / mapped network printer (detailed on Page 5)

V1 Client Components

Client workstations that are to use the integration on a day to day basis for either scanning and/or retrieving documents will need to have the V1 client components installed. Depending on the work required by the workstation the components required will vary. There are two types of workstation, Scanning and Viewer. A workstation can be a combination of both of these.

The following steps detail the different client machine installations and the components required for each.

Client Workstations

1. Browse to the server share location for the V1 distribution
2. Run the **iManager.exe** as administrator from the share
3. Select **Client Components**
4. Select and confirm the settings for each of the components in the tree below:
 - DbArchive
 - DbDeposit Client
 - V1 Archive Printer
 - DbWebQuery Clients
 - DbCapture*
 - DbScanner
 - DbScanner Client**
 - General
 - Help Documentation



***Note:** These clients will only be visible for installation if a license has been purchased for the OCR module.



****Note:** Only install the DbScanner Client if you are going to have a scanner physically attached to your workstation.

5. Having installed the clients, navigate to Printers / Faxes and rename V1 Archive Printer to Archive Printer.

Exchequer V1 Integration – Client Configuration

Install Client Software

Assumptions:

- This PC is called V1-00132 on the network
- It has a network connection to the Exchequer server
- The Exchequer EDM Installation media is accessible to this PC
- The barcode printer being used is the recommended Zebra GKD 420d

Instructions for installing client software:

1. Install the **Zebra GKD 420d** drivers onto this workstation



Note: These are present in the \Connector\Utils folder in the Exchequer EDM installation media

2. Once installed, go to **Devices / Printers**, right click on the printer, click **Printer Properties** and on the **General** Tab rename it to **ZebraGKD**.
3. Click the **Sharing** tab, select to share the printer and name the share also **ZebraGKD**
4. Tick the boxes to **“Render print jobs on client computers”** and to **List in directory**
5. Click **Apply**
6. Open Windows Explorer and ensure you can browse to your barcode printer via a UNC path. See Figure 1 - Barcode Printer
7. The barcode printer *may* require calibration before it can be used. This is done by pressing and holding the feed button on the printer until it flashes seven times. It will then print a series of labels that will calibrate to the labels loaded.

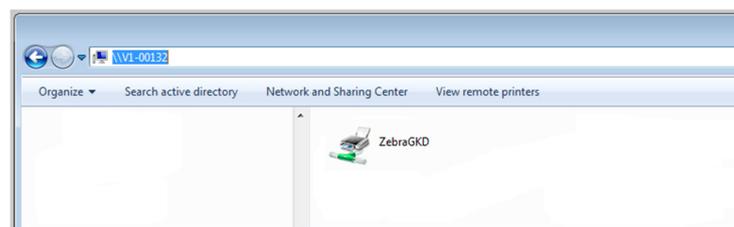


Figure 1 - Barcode Printer

8. Browse to the server share location for the V1 distribution
9. Open the \Connector directory and run the **Exchequer Integration Configuration Wizard**
10. Select **Client Configuration**
11. Browse to the **CurrentSettings.xml** again located in the share location for the V1 distribution (if default, in the CD folder)
12. Confirm the server name of Exchequer is correct
13. Browse to the mapped drive for Exchequer on this workstation, e.g. x:\EXCHEQR
 - You are given 2 chances to correctly identify the drive selection. On a third failed attempt a message is displayed informing the user to contact their I.T department. Re-launch the connector to try again if adjustments are necessary.
14. Confirm the Exchequer username for this workstation and select the corresponding Barcode printer as installed in steps 1 – 6
15. Click **Install**
16. When completed, click Close

Import Exchequer EDM Scan Profiles in to DbScanner

Assumptions:

- At least 1 Exchequer company code has been configured ZZZZ01
- The administrator DbLogin user has at least been given access to DbArchive, DbLogin and DbScanner

Instructions for installing Scanner Profiles:

In addition to the standard DbScanner installation, scan profiles for Exchequer document types need to be imported into the client scan stations

1. Log in to **DbScanner** as a user with 'Administrator' access
2. Under the **Configuration** menu select **Configure Scan Profiles > Add/Edit** local scan profile
3. Click the **Import** button and select the profiles that are to be used for the scan station, in our example we will use EDM – Purchase Transactions, the principals are the same for all.



For instance: If the scanning machine is to only scan purchasing documents select the profiles relating to Purchase Transactions

4. With Purchase Transactions now highlighted, click Edit
5. Click the Destination Details tab
6. Where you see Table, click the drop down and select 'EDM Purchase Transactions'
7. Tick the boxes:
 - a. Our Ref – Document Header
 - b. Our Ref – Passed for Server Lookup
 - c. OUTBOUND – Hide
 - d. MVAL – Hide
8. Populate the default values:
 - a. Archive User – ##USER##
 - b. Archive Date – ##DATE##
9. Finally, change the Profile Name to 'ZZZZ01 Purchase Transactions'
10. Click 'OK'

Repeat the above steps for each company you wish to scan barcode documents for by clicking Copy on the new profile just created and changing the values appropriately.



Note: Scanning workstations will also need to have the scan source set and configured for the scanner or image scan source. This will vary between client and customer sites depending on scanner. For further information on setting up scan sources please refer to the V1 DbScanner installation guide.

Add Exchequer OCR Scan Profiles into DbScanner

Assumptions:

- At least 1 Exchequer company code has been configured ZZZZ01
- The user who wishes to utilise the Exchequer OCR functionality has at least been given access to DbArchive, DbLogin, DbScanner and DbCapture
- The user who wishes to utilise the Exchequer POP OCR functionality has been given access to the DbCapture NONPOP and POP profiles



The following instructions are a required task that must be completed by an administrator class DbScanner user. Once this procedure has been completed, the profiles will be available for all DbScanner users to import.

Instructions for creating NONPOP OCR Scanner Profiles:

An OCR scan profile for NONPOP Exchequer Purchase Invoices (PIN) needs to be created on the client scan stations that wish to utilise the functionality.

1. Log in to **DbScanner** as a user with 'Administrator' access
2. Under the **Configuration** menu select **Configure Scan Profiles > Add/Edit** global scan profile
3. Click the **Add** button
4. When prompted for Profile name, enter **Single Page Purchase Invoice – OCR**
5. Tick the box for **Make One-Click toolbar**
6. Tick the box for **One page per document**
7. Click the **Process Settings** tab
8. Tick **Enter/Review tags before scanning, Image review required, Auto-export when valid** and set the drop down for **Tag validation type** to None.
9. Click the **Destination Details** tab
10. Click the radio button for **DbCapture**
11. In the Profile drop down, select the **Exchequer NONPOP Invoices** profile
12. In the **Hide** column, tick every corresponding row except **Process, Document Type** and **COMPANY** leaving them un-ticked.
13. On the **Document Type** row, click the word **Text** in the **Input Type** column, you will be prompted to select an Input Type. Click **Drop-down list** which should in turn display a (Collection) option in the Default value column. Just to the right of this there will be a browse button ([...]), click this to select the Item list for your Drop-down list
14. Click the **Add** button
15. Replace the text **New Item 0** with the word **INVOICE**
16. Tick the tick box for **IsDefault** in the **INVOICE** column, click **Close**
17. On the **ARCH_USER** row, click the cell on the **Default Value** column, select **##USER##**
18. On the **ARCH_DATE** row, click the cell on the **Default Value** column, select **##DATE##**
19. On the **COMPANY** row, click the word Text in the Input Type column, you will be prompted to select an Input Type. Click Drop-down list which should in turn display a (Collection) option in the Default value column. Just to the right of this there will be a browse button ([...]), click this to select the Item list for your Drop-down list
20. Click the **Add** button
21. Replace the text **New Item 0** with the Exchequer company code **ZZZZ01**.



Repeat this step for as many Exchequer company codes as are configured for use with Exchequer OCR, when completed tick the IsDefault next the company code used most often in the business.

22. On the **Coding Required** row, click the word Text in the Input Type column, you will be prompted to select an Input Type. Click Drop-down list which should in turn display a (Collection) option in the Default value column. Just to the right of this there will be a browse button ([...]), click this to select the Item list for your Drop-down list
23. Click the **Add** button
24. Replace the text **New Item 0** with the word **YES** and tick IsDefault.
25. Click the **Add** button
26. Replace the text **New Item 1** with the word **NO**.
27. Click **Close**
28. When the **Coding Required** Drop-down list has been configured, click **OK**

29. You are returned to the Scan Profile Management, click Close

This completes the process of adding an Exchequer NONPOP OCR scan profile.



If you wish to scan in Multi-page Purchase Invoices, repeat the above procedure as a secondary profile, but at step 4 enter a profile name of Multi Page Purchase Invoice – OCR and at step 6, ensure the tick box for One page per document is un-ticked.

Instructions for creating POP OCR Scanner Profiles:

An OCR scan profile for POP Exchequer Purchase Invoices (PIN) needs to be created on the client scan stations that wish to utilise the functionality.

1. Log in to **DbScanner** as a user with 'Administrator' access
2. Under the **Configuration** menu select **Configure Scan Profiles > Add/Edit** global scan profile
3. Click the **Add** button
4. When prompted for Profile name, enter **POP Single Page Purchase Invoice – OCR**
5. Tick the box for **Make One-Click toolbar**
6. Tick the box for **One page per document**
7. Click the **Process Settings** tab
8. Tick **Enter/Review tags before scanning, Image review required, Auto-export when valid** and set the drop down for **Tag validation type** to None.
9. Click the **Destination Details** tab
10. Click the radio button for **DbCapture**
11. In the **Profile** drop down, select the **Exchequer POP Invoices** profile
12. In the **Hide** column, tick every corresponding row except **Imported Document Type, Process,** and **COMPANY** leaving them un-ticked.
13. On the **Imported Document Type** row, click the word **Text** in the **Input Type** column, you will be prompted to select an Input Type. Click **Drop-down list** which should in turn display a (Collection) option in the Default value column. Just to the right of this there will be a browse button ([...]), click this to select the Item list for your Drop-down list
14. Click the **Add** button
15. Replace the text **New Item 0** with the word **INVOICE**
16. Tick the tick box for **IsDefault** in the **INVOICE** column, click **Close**
17. On the **PROCESS** row, click the word **Text** in the **Input Type** column, you will be prompted to select an Input Type. Click **Drop-down list** which should in turn display a (Collection) option in the Default value column. Just to the right of this there will be a browse button ([...]), click this to select the Item list for your Drop-down list
18. Click the **Add** button
19. Replace the text **New Item 0** with the text **Update [PIN] Status**
20. Click the **Add** button
21. Replace the text **New Item 1** with the text **Convert from [PDN] to [PIN]**
22. Click the **Add** button
23. Replace the text **New Item 1** with the text **Convert from [POR] to [PIN]**
24. Tick the tick box for **IsDefault** in the **Update [PIN] Status** column, click **Close**
25. On the **ARCH_USER** row, click the cell on the **Default Value** column, select **##USER##**
26. On the **ARCH_DATE** row, click the cell on the **Default Value** column, select **##DATE##**
27. On the **COMPANY** row, click the word **Text** in the **Input Type** column, you will be prompted to select an Input Type. Click **Drop-down list** which should in turn display a (Collection) option in the Default value column. Just to the right of this there will be a browse button ([...]), click this to select the Item list for your Drop-down list
28. Click the **Add** button
29. Replace the text **New Item 0** with the Exchequer company code **ZZZZ01**.



Repeat this step for as many Exchequer company codes as are configured for use with Exchequer OCR, when completed tick the IsDefault next the company code used most often in the business.

30. When the **COMPANY** list has been configured, click **OK**

31. You are returned to **Scan Profile Management**, click **Close**



If you wish to scan in Multi-page Purchase Invoices, repeat the above procedure as a secondary profile, but at step 4 enter a profile name of Multi Page Purchase Invoice – OCR and at step 6, ensure the tick box for One page per document is un-ticked.

Import Exchequer OCR Scan Profiles in to DbScanner for a user

Assumptions:

- At least 1 Exchequer company code has been configured ZZZZ01
- The user who wishes to utilise the Exchequer OCR functionality have at least been given access to DbArchive, DbLogin, DbScanner and DbCapture
- The procedure to add an OCR profile has been completed

Instructions for importing Scanner Profiles:

Now an OCR scan profile for Exchequer Purchase Invoices (PIN) has been created, it must be imported locally to then be used.

1. Log in to **DbScanner** as a user with DbCapture access
2. Under the **Configuration** menu select **Configure Scan Profiles > Add/Edit** local scan profile
3. Click the **Import** button and tick the box next to name of the profile you wish to import. Click **OK**
4. You will be asked to confirm this selection, click **Yes**
5. Select the profile you have imported and click **Edit**
6. On the Default Parameters tab, level with the Default Scan Source option, click the down arrow and select your default scan source
7. Click **OK**
8. Repeat steps 3-7 for all the profiles as you need to import
9. Click close to exit the Scan Profile Management screen

The one click profile button for the profile you imported should now be present at the top of your screen, the system is ready for use.

Updating NONPOP profile from previous versions

Extra fields have been added into the DbCapture profiles in Release 1.5.

You will need to update your DbScanner profiles to accommodate these additions.

To ensure your NONPOP DbScanner profile is up to date you should do the following:

1. Open DbScanner and navigate to Configuration > Configure Scan profiles > Add / Edit Global scan profile.
2. Select the NONPOP purchase invoices profile you wish to update and press Edit (You will need to do this for each NONPOP profile you have set up)
3. Go to the Destination Details tab
4. The DbCapture radio button will be selected, in order to add the extra field you need to select another radio button then reselect the DbCapture radio button.
5. Now select the Exchequer NONPOP invoices profile from the Profile drop down. You should find the Override Location row has appeared in the grid just above the Coding Required row.
6. You should now follow the instructions in the Client installation guide for recreating the NONPOP scanner profile. The Override Location should be ticked as hidden.
7. On each client you will need to re-import the NONPOP global profile.

Pass-through printing

Assumptions:

- The client has at least one networked / local printer available

What is pass-through printing?

Once the server configuration has been completed, the Archive Printer driver will natively archive an Exchequer document which can then be viewed from within the interface via the EDM button. If a client also wants to print a hard copy of the document as part of the archiving process, this is termed pass-through printing.

Pass-through Printing configuration

The following procedure will setup clients to print documents to the Archive Printer Driver and then print a hard copy to a physical printer.



Note: These instructions may differ depending on your operating system; see Windows help to achieve the equivalent result if you are lacking the exact options as described.

1. Start > Devices and Printers / Printers and Faxes
2. Right click on the Archive Printer and select Properties
3. Click Printing Preferences ...
4. Click the tab Redirect Printing
5. Click the check box Enable redirect printing
6. Select the printer where printouts are to be printed from the list
7. Click the Add button
8. Click Apply
9. Click the Advanced tab
10. Click Printing Defaults ...
11. Repeat steps 4 – 8
12. When completed, close the Archive printing Defaults window

Troubleshooting

Printing a Barcode

If you are a user (perhaps new to the system) and try to print a barcode and receive the following error:

Error: The user <USERNAME> has not been configured to use barcode printing.
Please consult the installation document on 'How to Setup a Barcode Printer for a user' then try again

This usually indicates either:

- This client hasn't ran the connector in client mode
 - *As the windows user who is using the system* browse to the V1 distribution and run the Exchequer Integration Configuration Wizard in client mode to completion.
- The client hasn't ran the connector in client mode as the user they are going to be using the system as and should do so.

If the error persists there is a more serious issue. Only experienced users should perform the following steps:

The registry must be added to / corrected on the client to fix the problem.

1. Start
2. Run
3. regedit
4. OK
5. Browse to HKEY_LOCAL_MACHINE\SOFTWARE\V1ExchequerInt
6. Create a STRING value giving in a name of the Exchequer username trying to print a barcode, i.e. PETE
7. Give it Value data of the exact UNC path of the barcode printer, i.e. [\\MYCLIENTPC\ZebraGKD](#)

*NOTE: Ensure when you browse to this path in Windows File Explorer, you can see it listed as available.

The error should now no longer occur.

Viewing an Image

As a user, you keep being asked to login again when clicking View Image.

Activity for image viewing is cached using a SID (session identification) logon. This means only when an image is successfully viewed having been archived you will no longer be asked for credentials in that session. If it persists, you may need to adjust your browser settings to allow caching.