

OpenText™ Intelligent Capture

Common Production Tasks Guide

This guide describes the common features and functionality of attended client modules: Completion, Identification, ScanPlus, and RescanPlus.

ECPCORE220300-UMD-EN-01

**OpenText™ Intelligent Capture
Common Production Tasks Guide**
ECPCORE220300-UMD-EN-01
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Chapter 1

Overview

Attended client modules share some common features when run for production. The information in these topics explain those similar characteristics and operating instructions. These instructions apply to the following attended modules:


- Completion
- Identification
- ScanPlus
- RescanPlus

Chapter 2

Running a Module for Production


Running a module for production means starting and logging into one or more Intelligent Capture Servers so that the module can process tasks.

The ability to run a module in production mode and access to certain module features are controlled by permissions that are managed in Intelligent Capture Administrator. If you are unable to start a module or access the features you need, consult your administrator. Details related to managing permissions and security are provided in *OpenText Intelligent Capture - Administration Guide (ECPCORE-AON)*.

 **Note:** When starting a module for production, you must log into an Intelligent Capture Server and supply a valid user name and password. Be aware that passwords cannot contain @ symbols. If your Windows password contains @ symbols, you must change it before you can start a module and connect to an Intelligent Capture Server.


To run a module for production from the Start menu:

1. From the Windows desktop, select **Start > All Programs > OpenText Intelligent Capture > <module name>** or **<module category> > <module name>**.

 **Note:** The **Login** window varies slightly among different modules. Some modules display an initial window that prompts for a server name followed by a second window that prompts for login credentials; other modules prompt for all information in a single window. In all cases, the requested information is the same.

2. Enter or select the following information.

Server name	<p>Specify the Intelligent Capture Servers to connect to, using a semicolon (;) to separate each server name, as follows:</p> <ul style="list-style-type: none">• TCP/IP If an Intelligent Capture Server has the TCP/IP protocol enabled, then enter its name.• HTTP/HTTPS If an Intelligent Capture Server has the HTTP or HTTPS protocol enabled, then use the following syntax: <code>http://<machine_name><[:port]>/<service_name></code> <code>https://<machine_name><[:port]>/<service_name></code> Where:<ul style="list-style-type: none">– <i>machine_name</i>: name of the host machine– <i>port</i>: number of the port for HTTP or HTTPS requests<ul style="list-style-type: none">○ HTTP default: 80○ HTTPS default: 443– <i>service_name</i>: the Intelligent Capture Server's service name
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	<p>To connect to all Intelligent Capture Servers in a ScaleServer group, specify one or more servers that exist in a ScaleServer group using a semicolon to separate each server name (using the TCP/IP or HTTP/HTTPS syntax) in the Server name field and select Connect to server group (if it is available). For example, for TCP/IP, you could specify the following:</p> <pre>iaserver1;iaserver2;iaserver3;iaserver4;iaserver5</pre> <p>To connect to specific Intelligent Capture Servers in a ScaleServer group, specify all of them (in any order) in the Server name field. For example, for TCP/IP, you could specify the following:</p> <pre>iaserver5;iaserver1;iaserver4</pre> <p>To connect to a single Intelligent Capture Servers in a ScaleServer group, specify its server name in the Server name field and append a semicolon to the end of it. For example, for TCP/IP, you could specify the following:</p> <pre>iaserver5;</pre> <p> Notes</p> <ul style="list-style-type: none">• Do not use “localhost” or an IP address in place of the machine name. For more information, see <i>OpenText Intelligent Capture - Installation Guide (ECPCORE-IGD)</i>.• In a ScaleServer group, if an Intelligent Capture Server has both protocols enabled, then the server uses the first specified protocol.• You can only connect to multiple Intelligent Capture Servers that belong to the same ScaleServer group. You cannot connect to multiple arbitrary Intelligent Capture Servers or to Intelligent Capture Servers belonging to different ScaleServer groups.• A connection to an Intelligent Capture Server does not fail over to another Intelligent Capture Server in the
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	<p>ScaleServer group; therefore it is a best practice to specify more than one Intelligent Capture Server.</p> <ul style="list-style-type: none"> • If an Intelligent Capture Server in a ScaleServer group becomes unavailable after connecting, the module would silently stop receiving tasks from that server. If the module is currently processing a task from a server that becomes unavailable, the task is discarded and is sent again when the Intelligent Capture Server becomes available. When resent, that task could be sent back to the same module instance/operator. Therefore, when an Intelligent Capture Server comes online, you may process a task that you have already processed. But it is equally possible that the task is sent to another module instance/operator.
Connect to server group	Select to connect to all of the servers in a ScaleServer group as identified by the Intelligent Capture Server in Server name .
Use Windows logon	Select to use your user account credentials for your computer.
User name	Select the user name and domain of the user account your administrator assigned to you.
Password	The password for your user account.

If any Intelligent Capture Servers are unavailable, a message prompts you to make one of the following selections:

- **Ignore:** Disregard the warning and continue to log in. The module periodically attempts to connect to the unavailable Intelligent Capture Servers and if successful, silently starts accepting ready tasks from them.
- **Cancel:** Cancel the login operation. Select this option if, for example, you misspelled the Intelligent Capture Server name and want to correct your mistake.

To run a module for production from a command prompt:

1. Open a command prompt window or the **Run** window from the **Start** menu.

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2. Type the appropriate command for the module you want to run as follows:

```
<module_exe> <parameter> [<parameter> ...]
```

- <module_exe>

The module's executable name.

- <parameter>

Command-line parameters. See *OpenText Intelligent Capture - Module Reference (ECPCORE-CMD)*. Some examples of the actions that command line parameters could perform are the following:

- Intelligent Capture Server login information (domain, user name, password, server name(s) or HTTP/HTTPS URIs, and ports. (Operators are automatically prompted for any required information that is omitted from the startup command.)



Caution

Be aware that supplying passwords as part of the module command line can compromise network security. Best practice is to omit the password from the startup command. When no password is specified, the operator is prompted to enter one when starting the module.

- For custom exporters, login information for the third-party repository to which the module exports.
- Departments from which to receive tasks.
- Automatic start up in All Batches mode to start processing tasks without operator intervention.
- User interface language.

➡ Example 2-1:

The following example specifies all departments. The module instance started with this command line can receive any task, regardless of whether it is associated with a department.

```
cpimgpro.exe -department:*
```



3. Press **ENTER** to execute the command line and start the module.

To run a module for production from a desktop shortcut:

1. Create a desktop shortcut for the module using the same arguments needed to run the module from a command line. If needed, edit the properties of the shortcut to fill in the necessary arguments.



Caution

Be aware that supplying passwords as part of a module shortcut can compromise network security. Best practice is to omit the password from the shortcut parameters. When no password is specified, the operator is prompted to enter one when starting the module.

2. Double-click the shortcut to start the module.
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Chapter 3

Changing the Image View

Some attended modules display images when run in production mode. These modules enable operators to change the way the images appear—their orientation, brightness and contrast, zoom level, and more.


To change the image view:

1. Locate the image view controls. Depending on the module, they may be located in the **View** or **View Settings** panel, in buttons on the **File View** toolbar, or in the **View** menu.
2. Use the image view controls as needed to adjust the appearance of the image. The following table explains the purpose of each image view control



Note: Not all image view settings are available in all modules.

Option	Description
Apply Settings to All Pages	Applies viewing options to all loaded images.
Brightness and Contrast	Controls the display of the image
Fit Width	Scales an image to fit the width of the Image pane. If you change the window size, then the image width changes accordingly.
Fit Window	Scales an image to fit into the Image pane. If you change the window size, then the image size scales accordingly.
Go to Page	If the current task contains multiple pages, enables you to select the page to display.
Invert	Inverts the image in the Image pane, replacing white pixels with black and black pixels with white.
Next Page / Previous Page	If the current task contains multiple pages, displays the next / previous page.

Option	Description
<p>Orientation</p>	<p>Changes the orientation of images. Generally only applicable when running the module in Open Batch mode because this is the only mode that enables an operator to manipulate pages before exporting.</p> <p>Select one of the following options from the Orientation menu:</p> <ul style="list-style-type: none"> • 0 Degrees (Portrait) Default orientation. • 90 Degrees (Landscape) • 180 Degrees • 270 Degrees <p>Applies to current page or all pages in the tree pane depending on Apply Settings To All Pages check box.</p> <p> Note: Changing the view orientation does not affect the orientation of the output image unless the Use Current Orientation check box was selected during module step.</p>
<p>Reset to Defaults</p>	<p>Restores all image view settings to their default values.</p>
<p>Scale 1 to 1</p>	<p>Displays one pixel of the image for each pixel in the Image pane. If you change the window size, then the image scale does not change.</p>
<p>Scale to Gray / Smoothing</p>	<p>Displays images smaller than a 1:1 image size by representing the average density of missing pixels with a shade of gray, making images more readable.</p> <p>If you do not select this option, then the module hides some pixels when an image is reduced. For example, when an image is displayed at 25% of its actual size, only one pixel out of 16 is visible. The remaining pixels are disregarded and the resulting image may be unreadable.</p>

Option	Description
Tree Preferences	<p>For modules that display a tree pane, enables you to make changes to the tree appearance, including:</p> <ul style="list-style-type: none"> • Color of background, lines, text for all/selected level names, text for all/selected thumbnail images. • Tree text font • Pairing arrangement for front and back sides of pages scanned in duplex mode. <p>Additional controls/commands enable you to save tree preferences now or when exiting the module.</p>
Zoom Factor	Changes the default zoom factor (10) to the number you specify.
Zoom In	Zooms in by the designated zoom factor (default 10).
Zoom Out	Zooms out by the designated zoom factor (default 10).

Chapter 4

Access Keys and Keyboard Shortcuts

Access keys facilitate navigation through module windows, menus, options, and panels. Access keys use **ALT**-key combinations. Underlined characters in menus and windows indicate the **ALT**-key combinations that activate each command or option. Depending on how Windows is configured, these underlined characters are visible either at all times or only when the **ALT** key is pressed. Access keys generally affect only the currently-active window, panel, or menu.

Keyboard shortcuts can be used to perform common functions. Keyboard shortcuts use **CTRL**-key combinations and **FUNCTION** keys and can help increase efficiency for advance users by providing quick keyboard access to commonly used commands. Keyboard shortcuts generally can be used in any context and are not limited to the active window, panel, panel, or menu.

“*Keyboard Shortcuts*” on page 17 describes the keyboard shortcuts available in most modules. Optional shortcut actions are shown in square brackets ([]) following the primary shortcut key.

Table 4-1: Keyboard Shortcuts

Shortcut	Action
ESC	Exits from the current mode and revert any changes. With character-repair, ESC exits the character validation level and highlights the field instead.
DELETE	Deletes selected item. If selection is an editable field in edit mode, the character to the right of the cursor is deleted.
SPACE	If selection is a link, button, or any other control that can be activated, launch it. Otherwise, behaves as a normal SPACE key.
TAB	Moves to next control defined in the tab order.
SHIFT+TAB	Moves to the previous control defined in the tab order.
CTRL+TAB or F6	Moves focus to the next field or panel.
CTRL+SHIFT+TAB or SHIFT+F6	Moves focus to the previous field or panel.

Shortcut	Action
PGUP	Moves focus and selection down by one viewport height.
PGDN	Moves focus and selection up by one viewport height.
HOME	If selection is an editable field in edit mode, moves the cursor to beginning of the field.
END	If selection is an editable field in edit mode, moves the cursor to end of the field.
CTRL+HOME	Sets focus and selection to top item.
CTRL+END	Sets focus and selection to the bottom item.
↑	Moves focus and selection up by one line (if applicable, set focus to first item of line).
↓	Moves focus and selection down by one line (if applicable, set focus to first item of line).
F1	Displays online help for the active module or topic.
SHIFT+F1	Shows a tooltip, if any, defined for the control with focus. Tooltip is dismissed when this key combination is released.
F2	An editable item must be selected. Enters edit mode.
F4	Displays the contents of a list box when the list has focus.
F5	Refreshes a list or items on the current panel with focus.
CTRL+C	Copies selected text from a field or text box.
CTRL+X	Cuts selected text from a field or text box retaining a copy to the Clipboard.
CTRL+V	Pastes text from the Clipboard to a field or text box.
CTRL+A	Selects all items in a list or group.
CTRL+Z	Undoes the most recent change.
CTRL+Y	Redoes the most recent change.
ALT+F4	Closes the application.
CTRL+F4	Closes the current active document.
SHIFT+F10	Show the context menu for selected item, if one is defined.

Shortcut	Action
CTRL+→	Moves one word to the right in a text box or field. Hold down the CTRL key while pressing the arrow key.
CTRL+←	Moves one word to the left in a text box or field. Hold down the CTRL key while pressing the arrow key.
SHIFT+[→][←][↑][↓]	Selects the text in a text box or field. Hold down the SHIFT key and use the arrow keys to navigate through the text box, selecting text.
CTRL+SHIFT+HOME	If at the end of a line, selects all text in the line.

