User Manual
I. Document capture program

Overview

The content of this user manual is directed specifically at users who archive, search, retrieve and manage documents using HABEL. The manual provides detailed instructions regarding the use of the system and its user interfaces. The necessary background information and definitions are also provided for better comprehension. In addition, we offer further support via a wide range of training courses at HABEL or on your own premises.

Syntax conventions used in this manual

Representation	Meaning
HABEL NOTE plus	Indication that the function described here constitutes an additional module that may possibly not be included in the scope of the system.
	A symbol is used to denote (warning) instructions and/or information to be observed.
	A symbol is used to denote background information and tips.

Discrepancies

The screenshots may differ in detail from your HABEL® document management program, as functions may be included that have not been purchased and/or activated for your system. Generally it is easy to add to your system. Please contact your consultant for details.

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Archiving

A large number of capturing programs are available for the archiving of documents. These allow hard copy and electronic documents (e.g. from MS Office or ERP programs) and emails, to be archived quickly and securely. In addition, the archiving program offers functions to replace the manual input of criteria and above all enable uniform structures.

Menu/tool bar or multi-function bar (ribbon)

Depending on user the *File* menu can be used to define whether access to commands will be via menu and toolbars or using a multifunction bar (ribbon).

Menu/toolbar
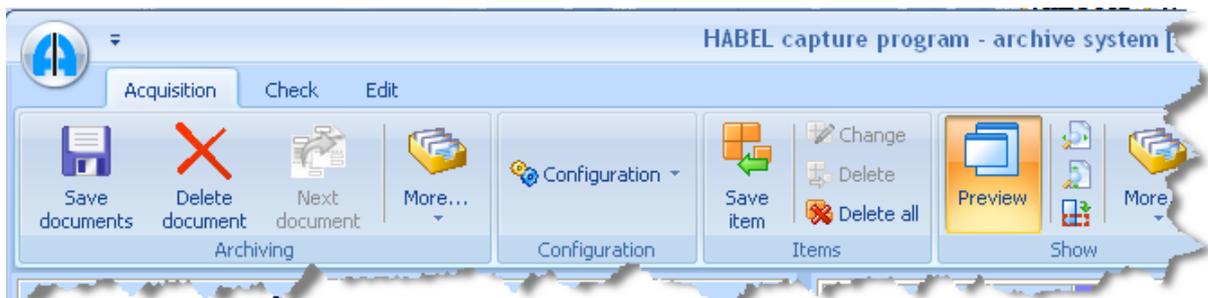
Multifunction bar (ribbon)

In the user manual employs the ribbon as standard for representing functions. An overview table is provided in the appendix for the placement of menus and commands in the menu/toolbar version.

> The advantage of the ribbon is that it is context-sensitive (i.e. the active commands are those that can currently be used). In addition, the important commands are immediately accessible by clicking on them.

To switch from menu/toolbar display to ribbon display, select the *Ribbon* function in the menu bar.
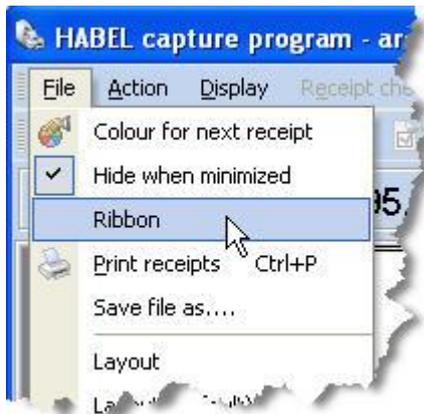
Click on the *Ribbon* option and close the capturing program. The next time you start the capture program the ribbon version will be displayed.

The ribbon interface contains the command for switching to the menu/toolbar display within *all* tabs - *Action – Extras.*

Use of shortcut keys

Within the ribbon user interface commands can also be accessed via shortcut keys:

Pressing the ALT key displays letters in the tabs via which the respective tab and then command can be activated.
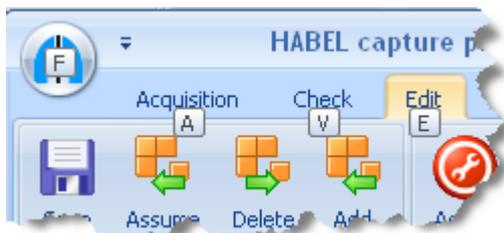
Some functions also have shortcut keys CTRL + key or function key (F1, F2 etc.) and can be accessed in this way.

Structure

The mask structure is identical for all capture programs, the only difference being the tabs, which are configured specifically to meet the requirements of the type of archiving **(1)**.

The input mask is divided into two halves:
- On the left you see the document that has currently been transferred for archiving **(2)**.
- The search criteria can be added on the right **(3)**.

The footer contains various buttons for saving, deleting, saving the next document and exiting **(4)**.
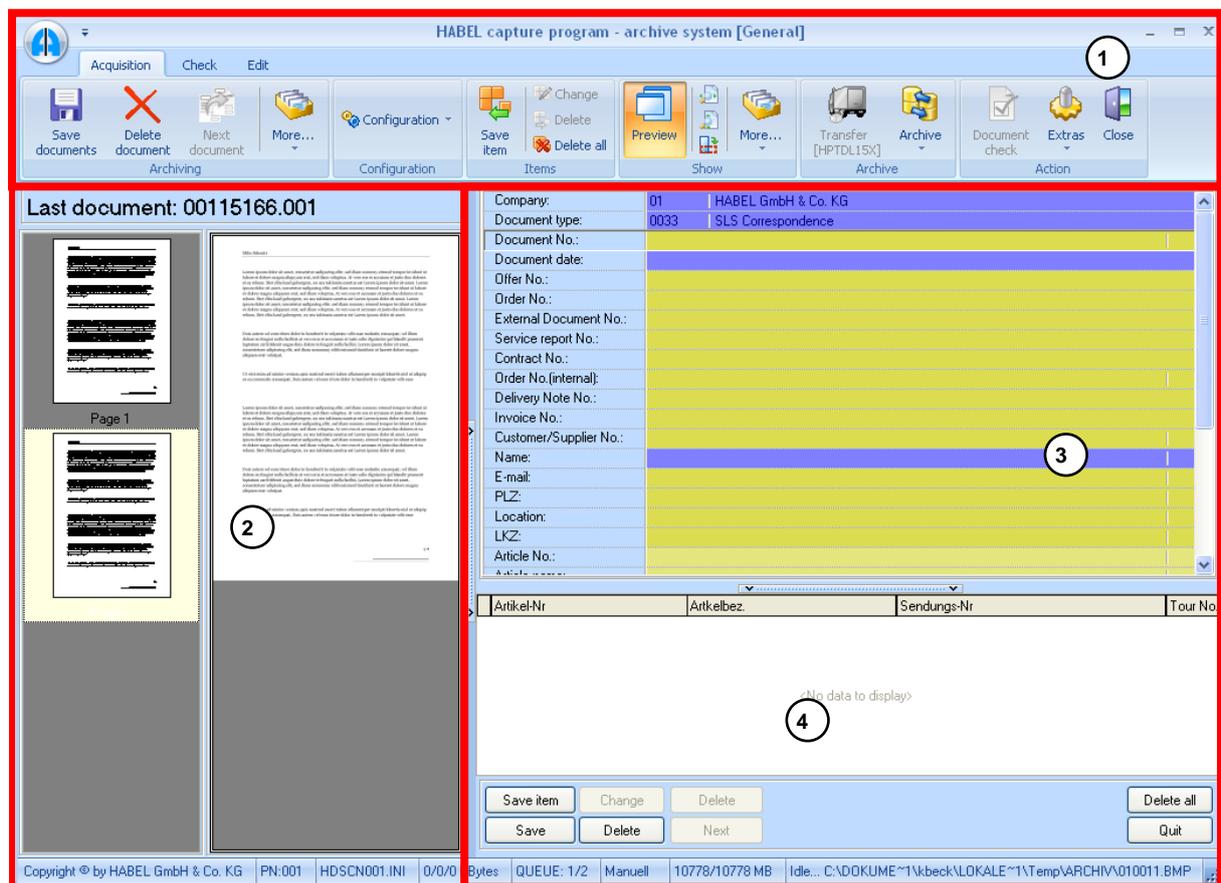
1. Database fields

Database fields are the fields available for input of search terms (also known as search criteria or index criteria). The database field display changes depending on selected document type, as not all document types require all criteria for capture (and subsequent search function).

Generally, as many criteria as possible should be entered in order to simplify the subsequent search.

In the standard version the fields have a yellow, light yellow, blue and light blue background. The color settings can be customized using the functions in *all tabs – Action – Extras – Change colors and styles*.
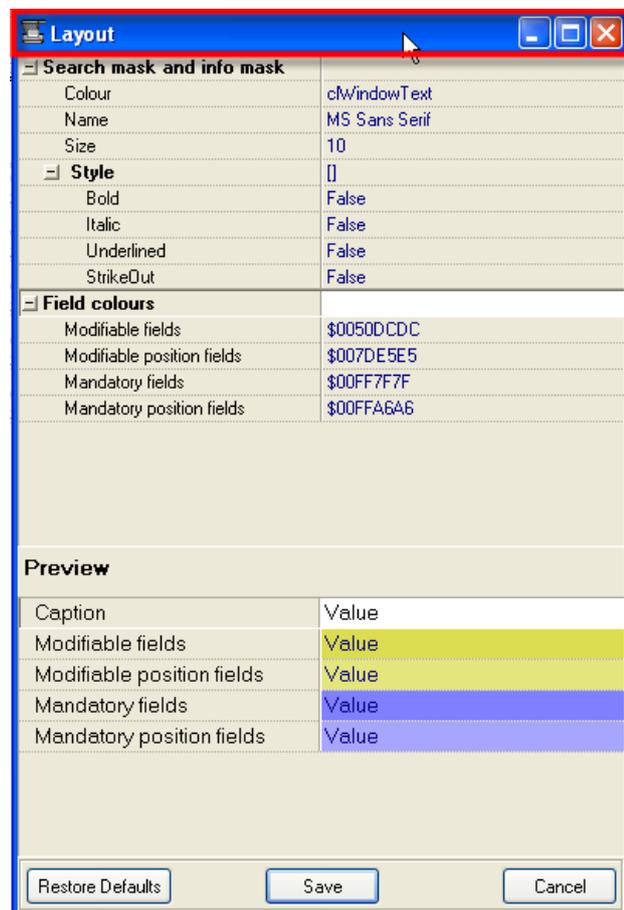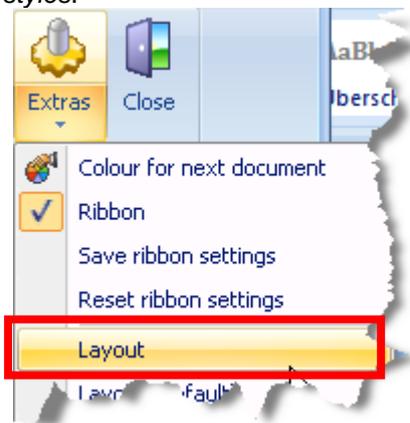
Fields with a default yellow background are optional fields, i.e. they can be completed but do not have to be completed in order to save the record.

Fields with a light yellow background as default are optional, multiple-entry fields. Multiple-entry field input means that the fields can contain several values. For example a dossier or file will often include several item or project numbers or client references *(cf. Chapter: General – Multiple-Entry Fields).*

Fields with a blue background as default are mandatory. If this field is left blank the document cannot be saved and archived.

Fields with a light blue background as default are mandatory fields for multiple-entry input.

To clear all fields use the function in *Capture – Acquisition – More – Clear fields* or *function key F6.*
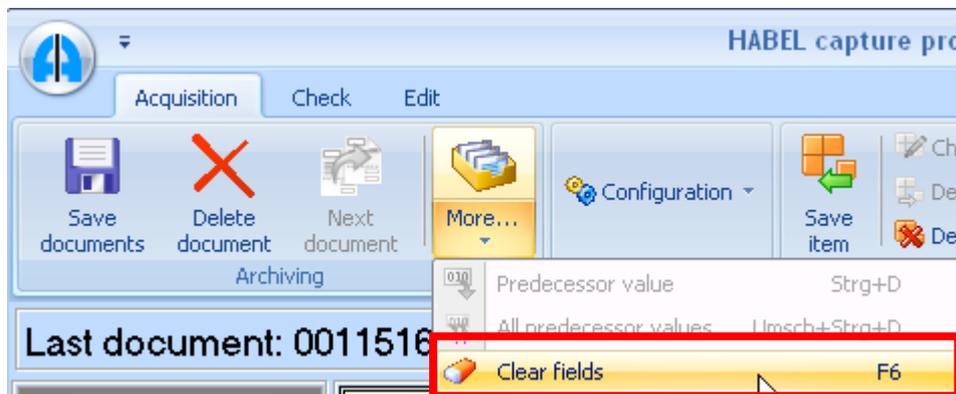
2. Multiple-entry input

Multiple-entry input is used if fields are to contain several values, e.g. because there are several items, order numbers, customer names etc. associated with a record.

First of all enter all required search criteria (the so-called header data) such as type of document, date of document, existing document numbers etc. Add the first value in the field for the multiple-entry **(1)**. Click on the button *Save item* **(2)**. The input data **(3)** appear in the multiple-entry field, if selected for display in this box (configured by system). Even if not all data are displayed in the box they will nevertheless have been background saved and are available in the search function as search criteria. Of course within the scope of multiple-entry input saved master records can also be accessed, the corresponding database fields are completed.

Tab Capture - Items
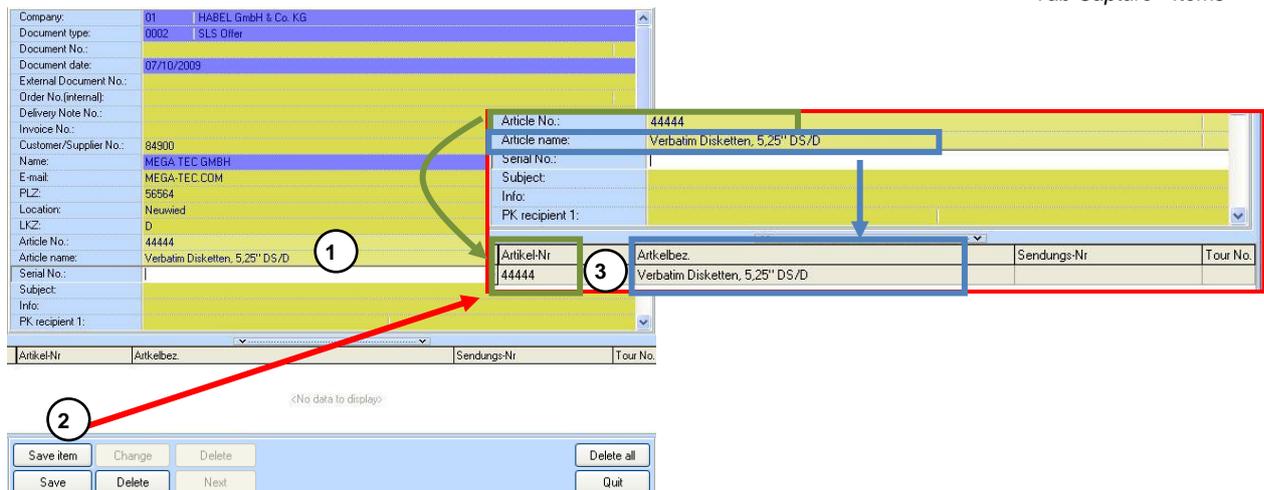
The multiple-entry field is cleared by pressing the *Save item* button and is then free for input of the next value. The other search criteria already entered are still visible in the fields (i.e. are available). This multiple-entry input process can be repeated as often as required.

Artikel-Nr	Artkelbez.	Sendungs-Nr	Tour No.
44444	Verbatim Disketten, 5,25'' DS/D		
10099	UDO-Platte Plasmon 30 GB		

Tab Capture - Items

If incorrect values have been entered they can be changed. Click the *Change item* button and select the entry that you would like to change. You can then make the change directly in the database fields for this entry.

If it is a field with master access, all database fields associated with the master access have to be cleared, otherwise it will not be possible to initiate a new master access.

In "Change" mode the buttons that are available change too. The change process can be cancelled by pressing *Cancel*. The entry can be deleted using the *Delete* button.

To interrupt the entire multiple-entry process and delete all items recorded and other search criteria entered, press the *Delete all* button.

3. Master access

For some fields "master access" can be defined. The icon at the end of the database field shows you whether the field has master access.

HABEL allows you to configure such access for all master data that can be made available, e.g. customer/supplier master, article master, drawing master, delivery master, etc. For each master it is necessary to use the module **HABEL MASTER DATA.**

If you enter a search term into a field with master access, the associated master data provided by an external program are retrieved. To do this either exit the field using the TAB key, or press ENTER or click on the icon (all master data will be shown if you click on the icon without entering values in the field). For example the customer / supplier master can be used to add customer or supplier master data. To do so enter in the field the name of the customer or supplier. A checkbox appears with the hits from the external customer or supplier master data. Select the correct entry and the correct data is automatically entered into a series of other database fields.

The benefit for you: existing master data are used and the records are archived with uniform syntax conventions and complete data.

4. Adopting values from previous documents

Another feature facilitating the archiving process is the adoption of values input for the document that has just been captured. Content can be transferred from the immediately preceding record. If the record has been archived since the last capture there is no longer any data available for transfer.

If individual values are to be transferred, the cursor has to be in the corresponding field and the content has to be duplicated either in the tab *Capture – Acquisition – More – Predecessor values* or using the shortcut key *CTRL + D*. To transfer all field contents use the same menu with the function *All predecessor values* or shortcut key *Shift + CTRL + D.*
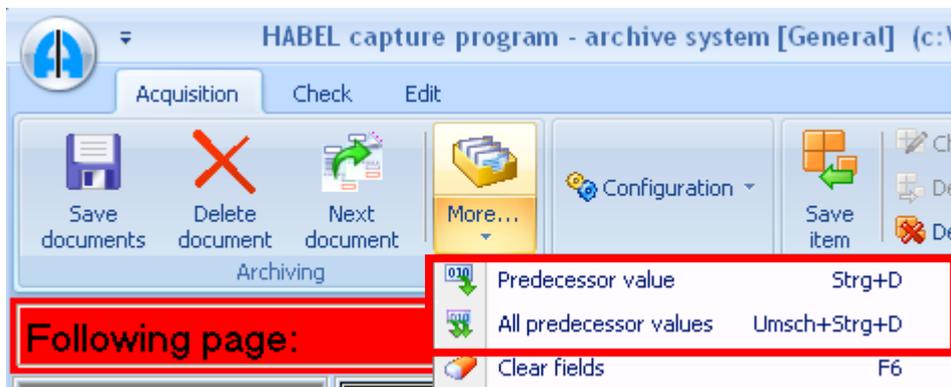
5. Document display – Document preview
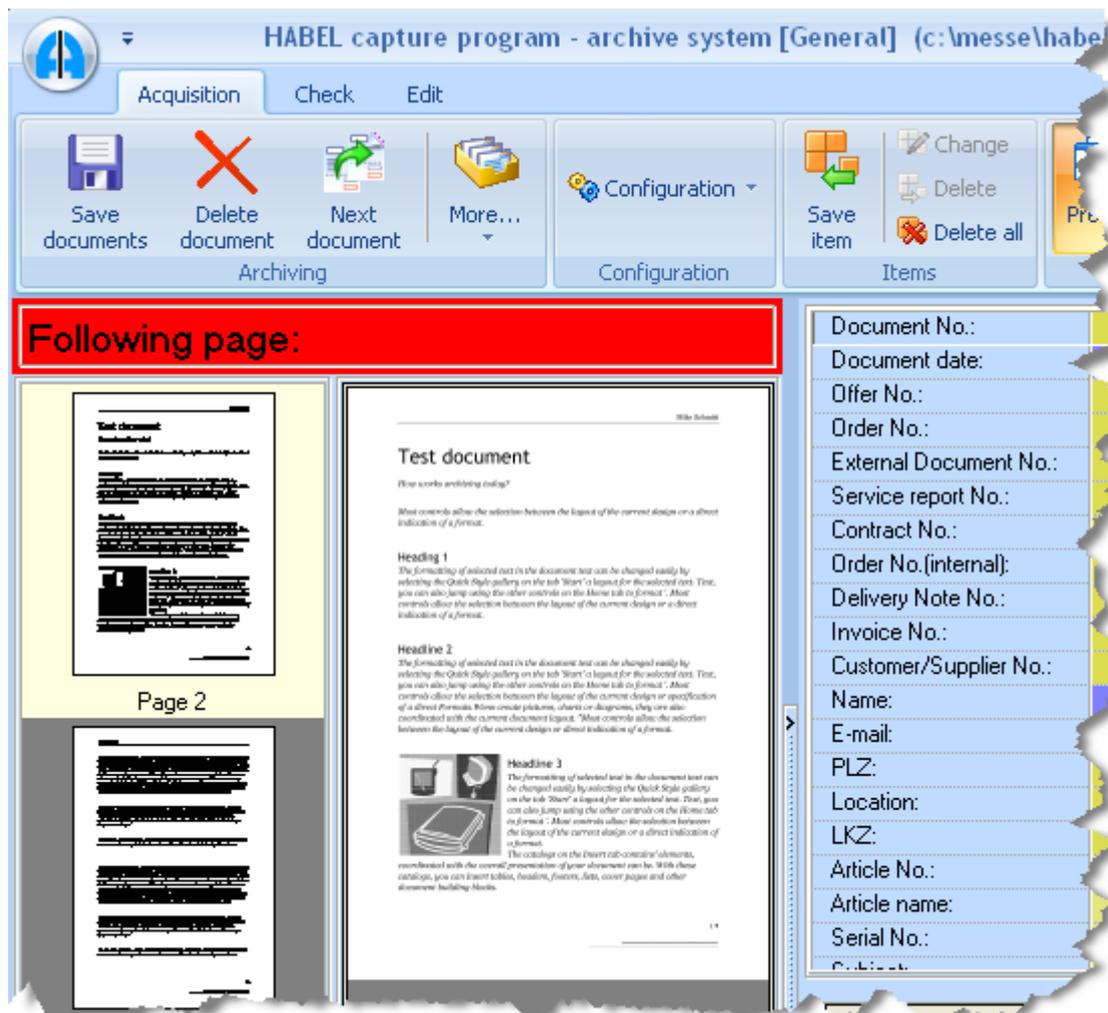
Document display **(1)** is the display of the document in the display window in which various processing options are available. If you would also like an overview of all documents from this dossier, activate "Preview" **(2)**. An overview of all pages is provided on the left-hand side **(3)**. Clicking on the respective page in the preview causes this page to be shown in the document display.
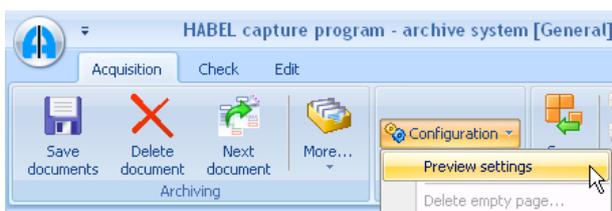
In *Tab Capture – Acquisition – Configuration* the document preview can generally be (de)activated.

6. Document display settings

To make the document currently being archived readily visible in document display mode too, adjustments can be made to width, height or page fit. You can also revert to the original size. The document can be rotated (*CTRL + R* – by 90° clockwise), and also saved in rotated form. This means that it is not necessary to rescan or print to archive, if the document has been captured incorrectly.
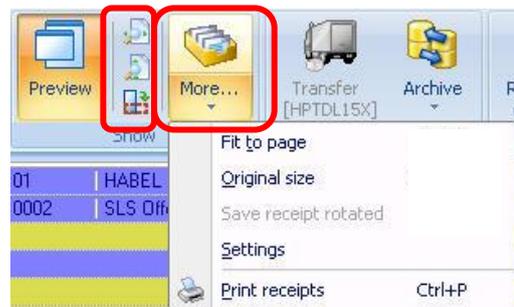
These functions are accessible via the tab *Acquisition – Display – More* (in sub-menu *Settings* they are pre-definable) **(1)** or alternatively, they can be accessed via the pop-up menu (right click on "display").

For example:
The document should generally be fitted to the height or width in the document display. When scanning documents in landscape view it would be worth setting a general rotation of the document display.
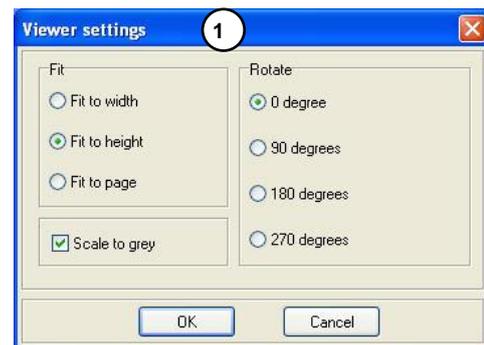
Scale to gray means to display the document in grayscale, which allows a better quality image on the screen (if this box is not ticked the display will be in black and white).

Displayed with Scale to Gray   Displayed without Scale to Gray
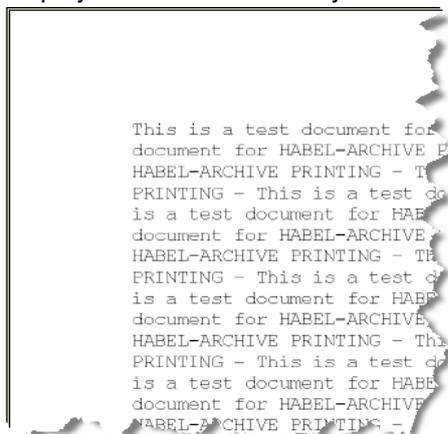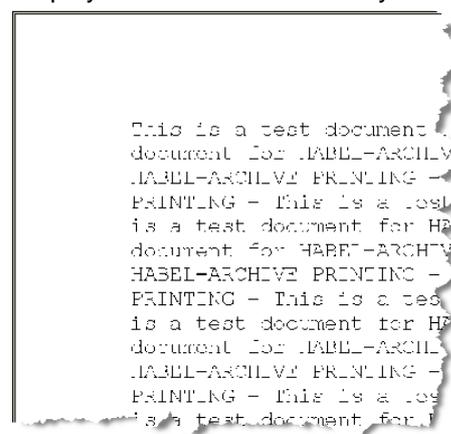
7. Adapting the input mask

Settings can be customized in the input mask, for example to change the order of input fields. The commands are accessible via the pop-up menu (right click on an input field in the input mask).

By selecting the function "Adapt input mask" the pop-up menu changes accordingly so that "Save input mask", "Input fields" and "Save as default setting" are active.

You can now configure a new sequence simply by dragging the fields.
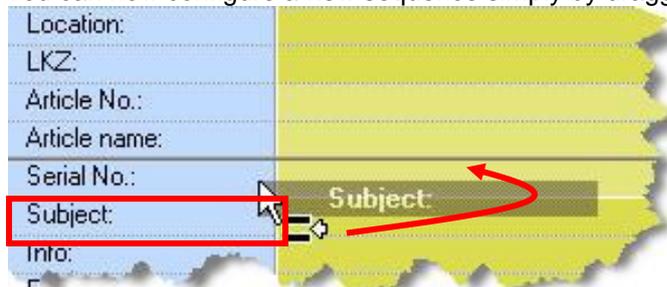
Likewise, the input fields function can be used to add database fields (if available) not previously visible in the mask (checkbox appears containing the available fields). If these changes are to apply to specific types of document only, the required document type must be selected in the corresponding database field before modifying the input mask. If it is saved after changing, this setting will apply only to the selected document type. The changes have to be saved after completion (save input mask). If you do not save the changes you will be prompted to save them before closing the program. Save as default setting (standard setting) means that these settings apply for all users. Here too, the administrator can change user and customize changes for this particular user. If access rights are not available the fields are grayed out.

8. Change colors and styles

Commands for changing the settings of the styles and colors of the input fields are accessible via the buttons, sub-menus and pop-up menus.
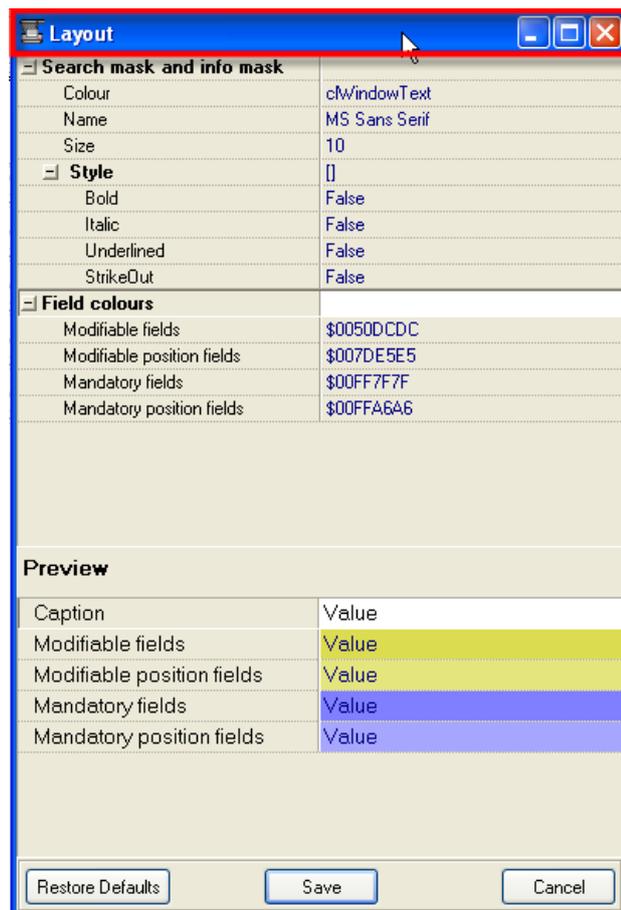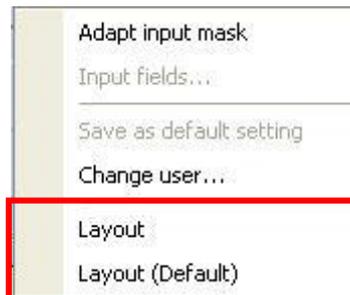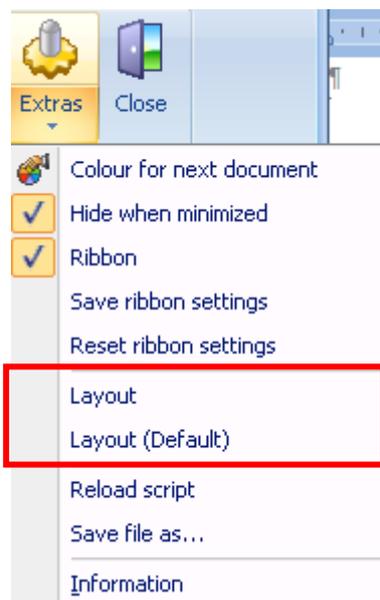
The default settings are a blue background for mandatory fields (light blue for multiple-entry mandatory fields) and a yellow background for optional fields (light yellow for multiple-entry optional fields).

Select the corresponding values using the check boxes and save them with the "save" button. The access rights to carry out these changes are controlled by your administrator.

Use the "Restore Default" button to reset the original values.

9. Commands in document check

The transfer of the saved dossiers to the database does not start until the capture programs are finished. Up to this point changes to the document check are still possible in the program. For example, additional search criteria can be entered or entire dossiers deleted. Document check is accessible via the tab *Acquisition – Action – Document Check* or function key *F7*.

Change

(1)	Change *(F12)*	Change database field contents
(2)	As next document *(F4)*	Assign document to previously captured document as next document
(3)	Delete document *(DELETE)*	Delete entire document
(4)	Delete stack	Delete dossier captured in a stack

Check tab

The document check provides an overview of all dossiers captured up to this point that have not yet been transferred to the archive.

One entry per page (associated dossiers have the same page number **(1)**. (Note: in many systems the "pages" column may not be displayed). This means that it is possible to delete individual pages without deleting the entire dossier.

FA	BA	Barcode	SplNr.	WN.	Dateinr	Seiten
01	0033		1	1	115096	115096
01	0033		1	1	115097	115096
01	0033		1	1	115098	115096
01	0002		2	1	115099	115099
01	0002		2	1	115100	115099
01	0002		2	1	115101	115099

Clicking on the *Change* button switches to the *Edit* tab, within which various changes can be made to the criteria that have been input.
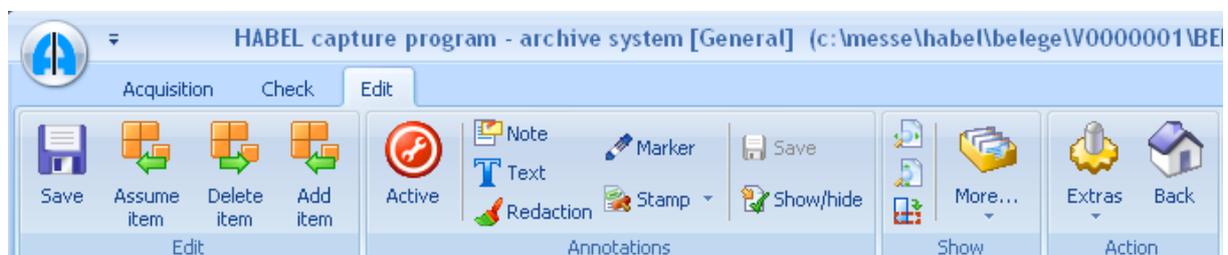
Edit tab

For example, in editing mode all index fields can be amended or deleted. Changes to company and type of document are also possible, as is the adding or deleting of item data.

Changes only have to be done on one page, as they are automatically transferred to the other pages.

Document display

Check tab – Display group

	Optimum width Document is displayed with optimum width in preview window.	CTRL + 4
	Optimum height Document is displayed with optimum height in preview window.	CTRL + 2
	Rotate Document is rotated clockwise (90°).	CTRL + R
	More	
	Fit to page Document is displayed with optimum height and width in preview window.	CTRL + 5
	Original size Document display reset to original size.	CTRL + O
	Save document in rotated view After rotating the document it can be saved in this view (useful, for example, if documents have been captured the wrong way round).	
	Settings The standard settings for the viewer are done via the menu.	
	Print documents Use this function to print the captured documents.	CTRL + P

Notes

	Only activated if using the HABEL ANNOTATION module. Further details on this module are contained in User Manual II. Retrieval.

Check tab – Annotations group

	Annotations active Edit mode has to be launched in order to edit annotations already attached to the document. The color of the frame around the document indicates whether edit mode is active.	
	Note To attach notes (known as "post-its") to the document.	
	Text To add plain text to documents.	
	Redaction To black out text passages in documents.	
	Marker To color mark text passages.	
	Stamp To affix stamps to documents.	
	Save Annotations to document must be saved. If you forget to do this and close the document you will be asked whether you want to continue without saving.	
	Show/Hide All annotations attached to the document (with the exception of the redaction) can be shown/hidden by clicking, in order to display the original document status.	

	Attaching annotations does not change the original status of the document. Information is merely placed "above" the document. Corresponding authorizations must be assigned in order to attach annotations, change or delete documents.
	The functions document display and annotation are also accessible via the pop-up menu (right click on document) and are available in the check and edit tabs.

10. Retrospectively adding documents to archived files

If you require to add documents to a dossier that has already been archived, this can be done with a command sequence in the search function, provided you have installed HABEL OFFICE Integration..

Search for the required dossier and in the *Hit list – Edit – More* tab choose the command *Add document to dossier.* This opens the capturing program (archive print or scan). Depending on definition the database fields are already initialized with the file data you have selected in the search function.
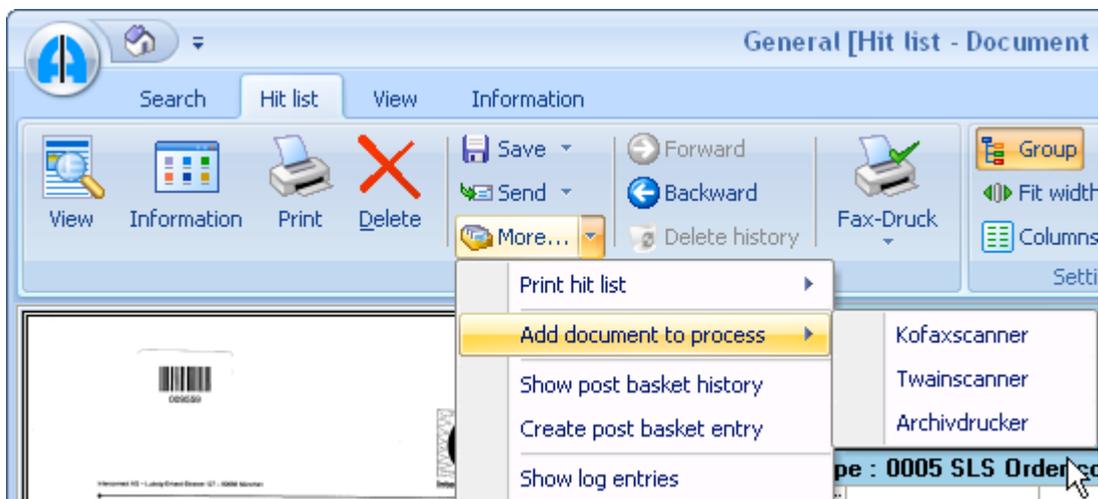
Tab Hit list – Edit – More – Add document to dossier

	When you search for the dossier generally two separate entries in the archive will be displayed with the same search terms.

11. Transfer to database

Dossiers saved in the capture programs are not available in HABEL SEARCH at this stage. This means that several documents and dossiers can be quickly captured one after the other, possibly changed again, added to and checked and then undergo final archiving. To do this you must initiate a transfer to the database. It is not possible to forget the transfer as there is a prompt at the end of the capture program.

Optionally it is possible to deactivate the query so that the dialogue "End capture program" or alternatively the additional dialogue of the transfer to the database will be left out. In this case the transfer will be carried out automatically and cannot be influenced any more.
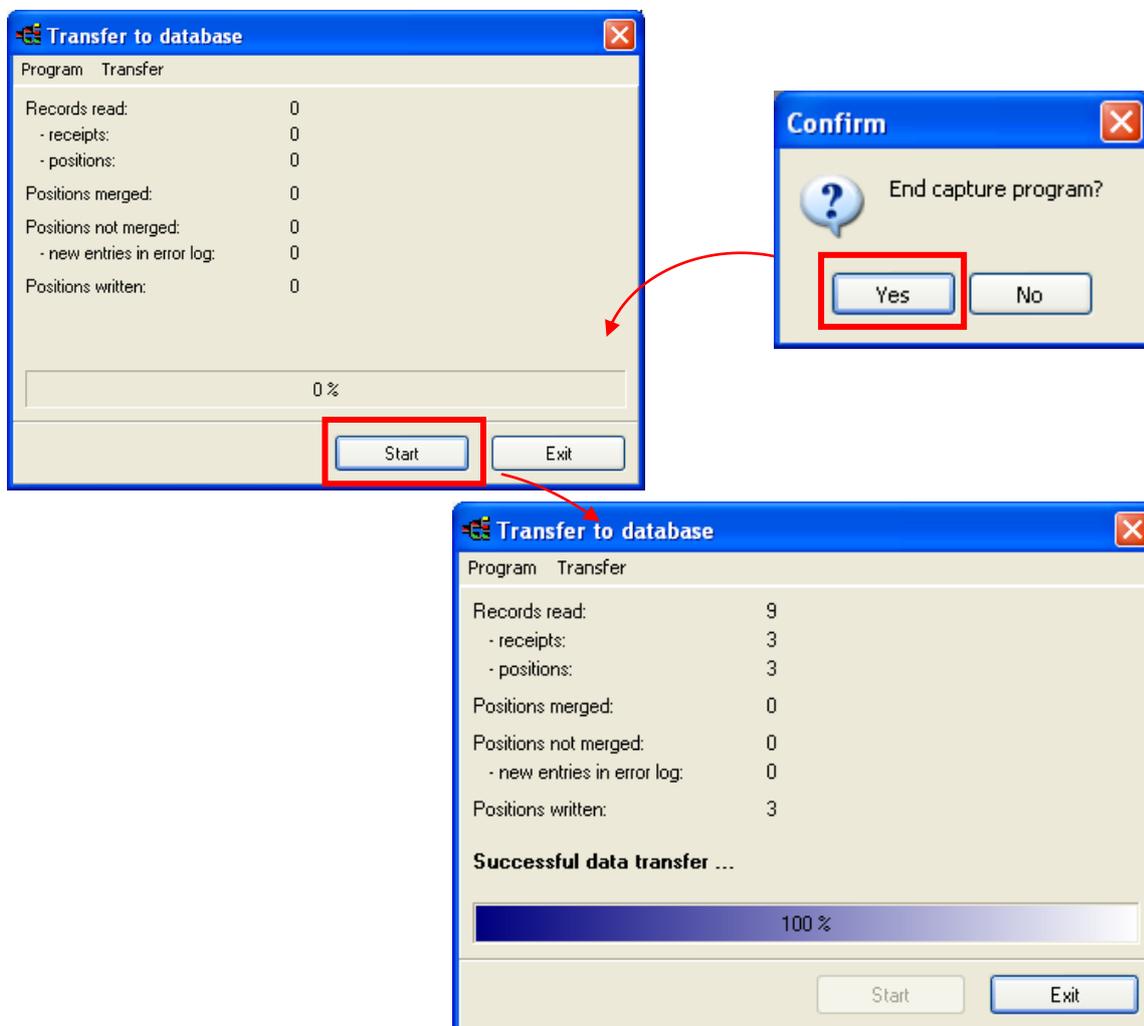
The transfer can also be started at any time by ending the archiving program using the function key *F10* or *Capture – Archive – Transfer*.

Definition of terms
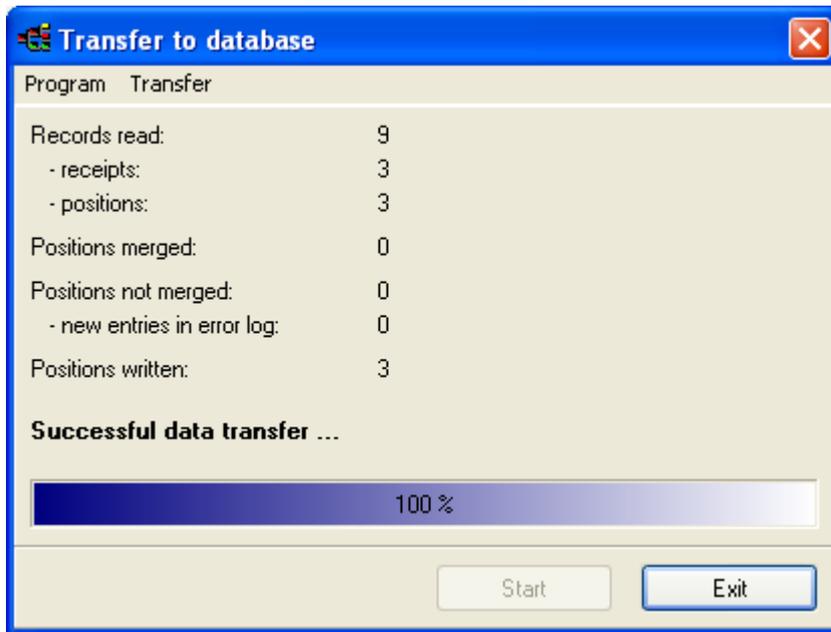
Datasets
Every page produces a dataset. A document can comprise several pages and thus several datasets. Equally, each item can be evaluated as a dataset (if no item was recorded for a document, the page counts as one dataset and as an item – in the case of multiple-field entries the page as such is not considered a dataset but the first item as the first dataset).

In our example the following has been archived:
- 1 document with 2 pages (2 datasets – 1 document – 1 item)
- 1 document with 1 page and 2 items (2 datasets – 1 document – 2 items)
- 1 document with 8 pages (8 datasets – 1 document – 1 item)

Merged items: If documents are scanned (with barcode recognition) for which index data are available, the number of items that could be merged (i.e. added to the document) is displayed here. *Non-merged items* create entries in the error log, as there are still no index data for them yet. In *Items written* the items actually written are taken into account, i.e. including those recognized as merged items.

Meaning of merge: cf. also page 49
You can also view a log for this transfer (see example on next page)

Example of transfer log:

```
Log                                                                    ☒

Kundenspezifische Einstellungen lesen ...
Aufruf als:                            HPPRT100
Konfiguration über:                    HPTDL154
Programmtyp:                           ptPrinting
Rechnernummer:                         1
Lockdatei anlegen:                     Ja
Lokale Erfassungsdatei:                Nein
-----------------------------------------------------
 1) Positionserfassung aktiv:          Ja
 2) Postkorbeinträge erstellen:        Ja
 3) Führende Nullen ...                
 4) Mit ...                            
 5) ...                                Nein
 6) Aut...  Sort:                      Nein
 7) ...ne DB-Einträge behalten:        Nein
 8) Protokollflags berücksichtigen:    Nein
 9) Erfassungsdatei exklusiv öffnen:   Nein
10) Multi-Page-TIFFs erstellen:        Nein
11) Firma aus Hostdaten übernehmen:    Nein
12) Belegart aus Hostdaten übernehmen: Nein
13) Leere Erfassungsdatei ignorieren:  Nein
Benutzerschnittstelle initialisieren ...
Öffne Liste der Speichermedien ...
Öffne Hostdatenbanken ...
Fehlerprotokoll öffnen ...
Öffne Postkorbdatenbank ...
Öffne alle Zieldatenbanken ...

        9 records read,
          split into 3 receipts
          with 3 positions.
        0 positions merged.
        0 positions not merged,
of which      0 positions have been written to the error log.
        3 positions written.
Successful data transfer ...

                                        [ Clear ]  [ Close ]
```

12. HABEL SCRIPT for Archiving

By means of the extra module **HABEL SCRIPT for Archiving** and by saving scripts, database fields can be controlled as a function of specific criteria. Scripts are understood to be programs executing such tasks as changing field definitions, starting up other applications, transferring field contents to other applications etc.

As a user you will only notice this function to the extent that database fields change after inputting search terms during archiving. For example, database fields are controlled as a function of other fields: Optional fields become mandatory fields, e.g. after entering a certain term in a field, or generally, whenever a certain field is filled in combination with a defined document type. In addition, checking rules can be configured to check the content for plausibility on leaving the field.

13. HABEL ENCRYPTION

The extra module **HABEL ENCRYPTION** can be used to archive the documents in encrypted form. Files archived in this way can only be displayed again using appropriate encryption software.

To archive a document in encrypted form, a checkbox in the tab *Capture – Archive – Archive* allows you to choose the document group to which the encryption has been assigned (e.g. Management). The document is encrypted at the point in time at which it has been archived.
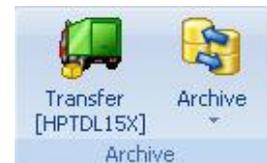
Alternatively, if **HABEL SCRIPT** (extra module) is used, there is no need to change the document group manually; instead it is selected in the input mask via a combo box separately for each document.

| | Third party software is used for the encryption. Instructions for the administration and handling of this encryption software will be sent to you separately following installation of HABEL ENCRYPTION and the necessary third party components. |

14. The electronic barcode

When you are already using the module HABEL AUTO INDEX, you have the option of issuing electronic document numbers/barcodes during archiving. Such numbers are made available for linking with other data from external programs, e.g. ERP programs.

For example, you receive a customer order not as a hard copy that will be scanned, but as an email. In your ERP program you record the associated order confirmation, the data from which you would also like to use to index the email. To do so use HABEL E-MAIL-ARCHIVING *(see chapter: HABEL E-MAIL-ARCHIVING)* and give the dossier an electronic document number (either by clicking on the symbol or using the function key *F9*).

Document type	0005	SLS Order confirmation	▼
Document No.	0000225612		
Document date	27/05/2009		

The next available counter number is assigned and placed on the clipboard, so that it can be inserted into a different place using "insert" or CTRL + V (in this instance: in the barcode field for the associated file in your ERP program). The external program makes the input data available for indexing of the file in HABEL. By **the autojob** these are added to the corresponding document (in this case: email).

15. Separate indexing and scanning (HABEL CLIENT INDEX)

The **HABEL CLIENT INDEX** module can be used for paper documents that are to be assigned their search terms separately from the scanning process, e.g. because not every workstation is equipped with a scanner. The advantage of recording the search terms separately is on the one hand that the index data you require for this document can be input without having to inform the person who scans the document afterwards, and on the other that the document can be scanned more quickly (in a stack in conjunction with barcode recognition).

First of all a barcode is affixed to the document. Make sure that the selected number range is on no account used at another location (e.g. in conjunction with the electronic barcode). Otherwise the barcodes already in use can be employed.

Start the program (if you do not have the icon contact your system administrator) and enter the search terms into the usual input mask. It is important to enter the number of the barcode affixed to the paper document into the barcode field. This number is used for subsequent data linking. After saving this dossier other documents can be captured or transfer to the database initiated. The collected data are now waiting on the associated document (identification feature: barcode).

The scanning of the paper document with barcode recognition is effected separately from the capturing process (e.g. also in a stack). The recorded search terms are available as index data with indication of barcode number and are added to the document when it is scanned. This is done automatically via autojob in connection with the module HABEL AUTO INDEX.
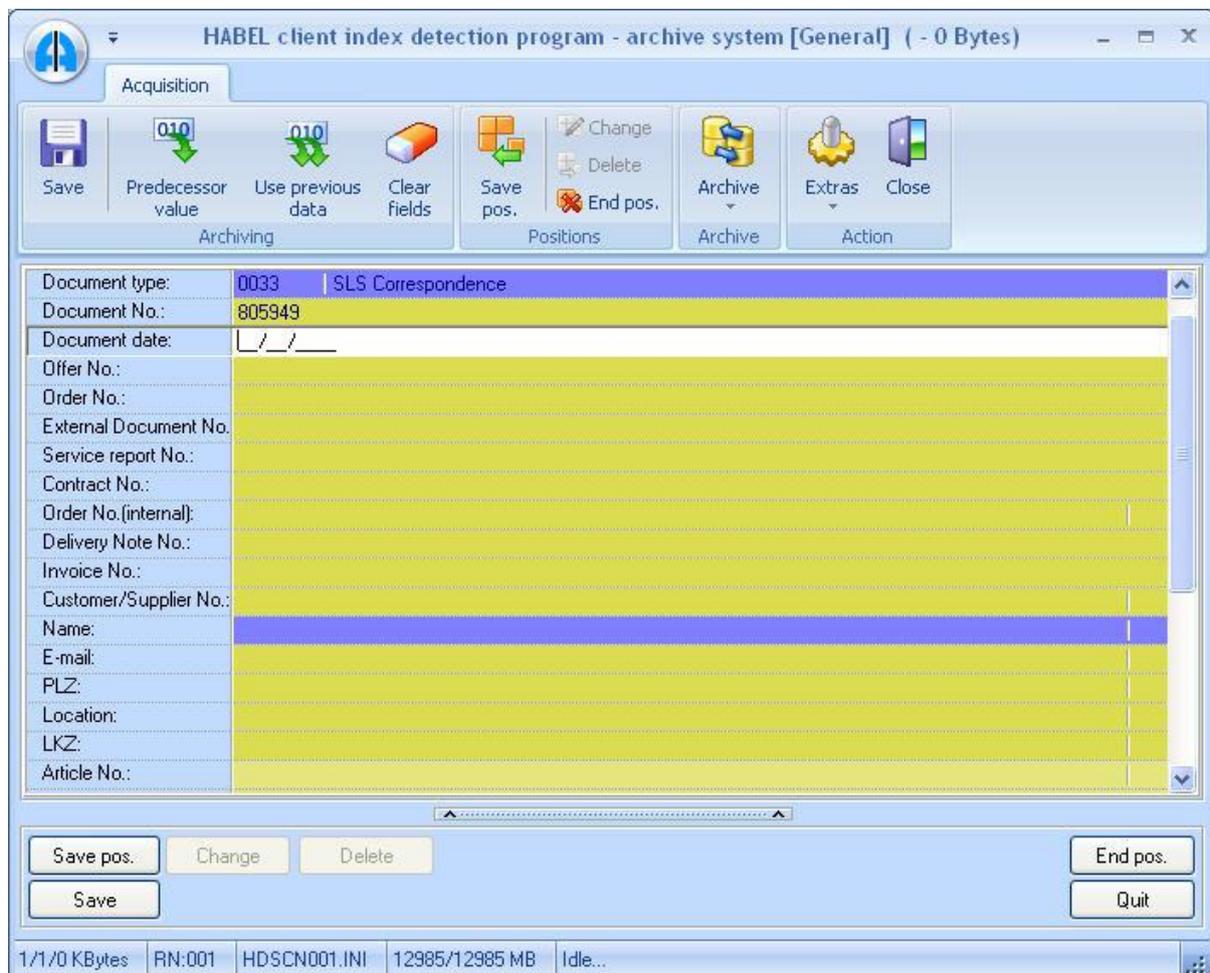
HABEL SCAN

General

Documents of all kinds produced in the context of your daily business processes, e.g. order confirmations, delivery notes, invoices, correspondence etc., are captured at a central location or at a workstation using a scanner. But what does "scanning" mean?

A "scanning process" is nothing other than a digitalization of a paper document. The result is a digital image file in a standardized format – nowadays that is generally TIFF. Prior to the scanning process the defined search criteria are recorded in the input mask and thus assigned to the document. This allows you to take documents that have previously been stored manually in files/ring binders and save them as image files in your system. Various control functions during and after the capturing process ensure that the documents are archived correctly and in their entirety (e.g. documents that have been scanned at an angle can be rescanned without having to re-enter the search criteria, or specific fields are defined as mandatory fields).

You have the option of scanning via a TWAIN or KOFAX interface.

The following explanations are based on a KOFAX interface, as it offers more convenient features in respect of scanning quality and also barcode recognition. The differences in respect of the TWAIN interface are also described. Compared to the TWAIN interface the KOFAX interface has some more advanced commands in conjunction with the settings options of the KOFAX VirtualReScan software for optimizing scan quality and barcode recognition.

Definition of terms:

TWAIN
A TWAIN driver is used for the TWAIN interface. TWAIN is a standard, established since 1992, for the exchange of data between image input devices (in this case: scanner) and programs (in this case: HABEL). TWAIN is used as a mediator between devices and programs that cannot work directly with one another.

KOFAX
For the KOFAX interface we use KOFAX VirtualReScan software to communicate between scanner and HABEL. This software offers a host of setting options to optimize scan quality (rescanning of documents assumed to be badly captured is often superflous in comparison with the TWAIN interface).

Overview of functions

Like all user interfaces in HABEL the scan mask also has a simple structure with readily accessible functions. Like all archiving programs it covers the three areas capture, checking and editing.

☝	The different tab display and associated functions in the "Scan with preview" version are discussed separately in *2. Archiving process with HABEL SCAN in "Scan with preview" mode*.
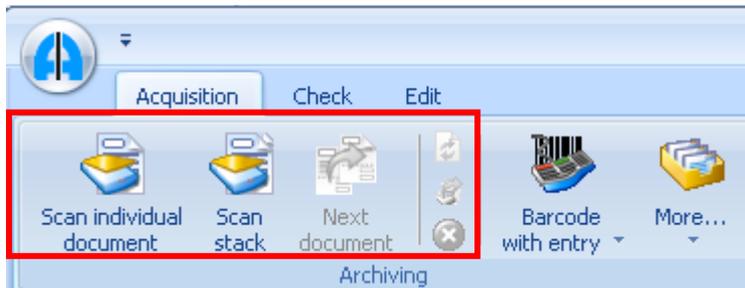
Tab Capture - Acquisition

	<u>Scan single document</u> Start scanning process for single documents.	F2
	<u>Scan stack</u> Start scanning process for several documents (in a stack).	F3
	<u>Next document</u> Add document now to be scanned to the previous file as next (i.e. follow-on) document.	F4
	<u>Scan last page again,</u> e.g. because it was pulled in at an angle. Not necessary to input data again. Also possible only for individual pages of an entire dossier.	F5
	<u>Scan stack and create single dossiers</u> A stack of pages is scanned, but as individual jobs per page with the same search criteria.	
	<u>Abort scan</u> Current scanning job is aborted.	ESC

Tab Capture - Acquisition

	Barcode with entry Various functions for the scanning process with barcode recognition and/or recording. For details see *4. Archiving process with HABEL SCAN and barcode.*	
	More **Predecessor value** and/or **All predecessor values** Search criteria from the immediately preceding document archived can be transferred for the current archiving process, provided the document has not yet been sent to the archive. The transfer of search criteria can be done for each database field or for all database fields at once. **Clear fields** The input search criteria are cleared. **Repeat** Last scanning process is repeated. Only active if there is an option to rescan the previous job. Useful if an error has occurred in scanning or the scan was interrupted. This function can be used to rescan the entire stack; successfully scanned documents stay in the document check function and should be deleted as necessary.	CTRL + D and/or shift + CTRL + D F6

Tab Capture - Configuration

	Duplex Switch scanner to duplex scanning (i.e. scan both sides) (only active for duplex scanners)	
	More **Scan with preview** Change to scan with preview mode. **Reset scanner** Scanner is reset to default settings. **Scanner source** Select defined scanners.	
	Special document 	
	Configuration Various setting options for the quality of scanning. Precise details are provided in *7. Configuration Settings*.	
	Resolution and size settings This is where you set the resolution for the document to be scanned (from 75 dpi to 600 dpi). Standard setting 200 dpi generally provides a good quality at normal file size. (Also depends on scanner model) This is where you also set the dimensions of the document to be scanned. Recommendation for HABEL FULL TEXT: 300 dpi	

Capture tab

	<u>Save/change/delete/delete all items</u> In the "items" tab group there are various functions available for multiple entry input.	
	<u>Optimum width</u> Document is displayed with optimum width in preview window.	CTRL + 4
	<u>Optimum height</u> Document is displayed with optimum height in preview window.	CTRL + 2
	<u>Rotate</u> Document is rotated clockwise (90°).	CTRL + R
	<u>More</u> Various document display setting options	
	<u>Transfer</u> Starts the transfer program to the archive database.	F10
	<u>Archive</u> Change archive selection e.g. to another client.	

Tab Capture – Action

	Document check Switch to document check for correction/review of archived documents that have not yet been transferred. The menu option document check remains inactive until this button is used to switch to document check. The various actions can then be performed via the document check menu option.	F7
	Extras Calls up various setting options	
	Close Exit the archiving program	ALT+F4

The scanning program using the **TWAIN interface** has the following additional commands:

These check boxes can be used to regulate the brightness and contrast for the quality of the scanned documents. For most documents the middle setting of 5 or default will be suitable. If you are scanning documents that are very bright, increase the brightness (and vice-versa) and for high-contrast documents increase the contrast factor (and vice-versa).

1. Archiving process using HABEL SCAN

After your scanner has been connected and the scanning station set up, please start the program using the icon. This will take you to the HABEL SCAN input mask.

If you would first like to scan the document in test mode, as you are unsure of the quality, you can switch to test mode (tab *Capture – Action – Extras – Scan in test mode)*.

The scanned document is not transferred to the database. In order to scan the document to the database and thus to the archive, please deactivate the function *Scan in test mode* by clicking on it again.

By the way: if you have several scanners connected you can change the current scanner via the menu (tab *Capture – Configuration – More – Scanner source*).
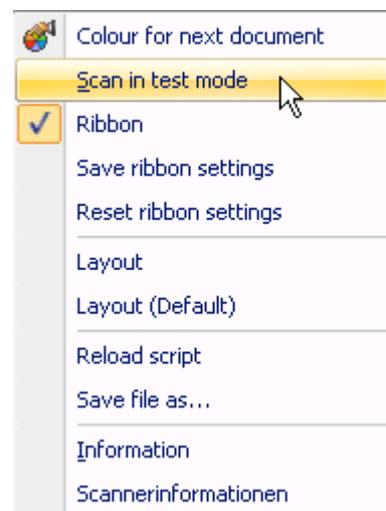
To do so first of all enter the appropriate search terms into the mask. You can also use the master access here **(1)** as well as adopt the predecessor values or the terms from existing checkboxes **(2)**. When capturing using a scanner mandatory fields **(3)** or multiple entry fields **(4)** can also be defined *(cf. chapter General: Database fields/Multiple entry fields/Master Access/Transfer values from previous documents)*. Then place the document in the scanner and start the scan using the function key *F2* or button *Scan single document (tab Acquisition – Capture).*

If the next document is to be scanned as a follow-on document to this dossier, insert this document too and press the function key *F4* or the button *Next Document* (alternatively the "next" button). You can see from the color that it is a follow-on document.

If it is a new job, repeat the steps as before: Enter search terms – insert document – start scanning process using function key *F2* or button *Scan single document*.

If you have a dossier comprising several pages, you can put all documents into the scanner at once. This is called scanning a stack. Likewise, when scanning with barcode recognition we also refer to scanning a stack, if several files are placed in the scanner at one time and these are always separated from one another by sticking a barcode to the first page of a file.
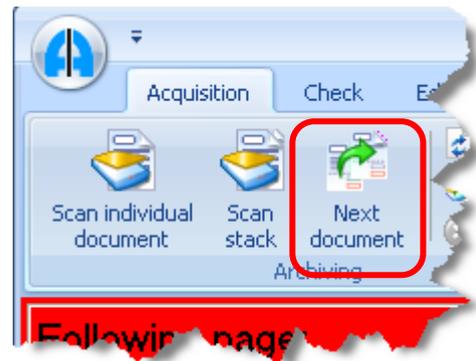
For stack scanning, instead of selecting the button *Scan single document* select *Scan stack* or use the function key *F3*. All documents in the scanner belonging to this dossier are scanned. Once all documents have been processed you will be advised that there is no more paper in the scanner.
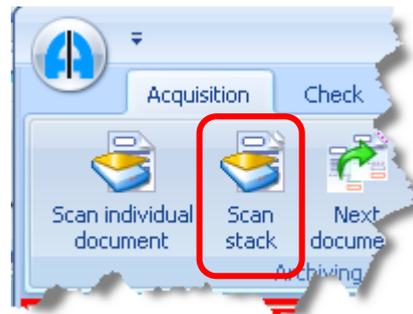
If there are additional pages for this dossier, place them in the scanner and press the *Next* button, or the function key *F4*, otherwise select OK and continue the archiving process with the next dossier.

During the scanning process you can perform changes etc. in document check mode *(cf. chapter General: Document check commands)*.
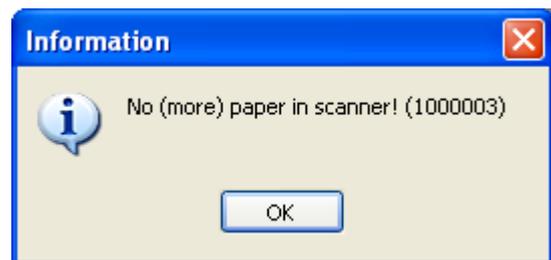
In addition to the known options in the document check function there is a further command in the scan program to also allow recognized bar codes to be changed. Access it via the tab *Check – Change – Change barcode or function key Del.*
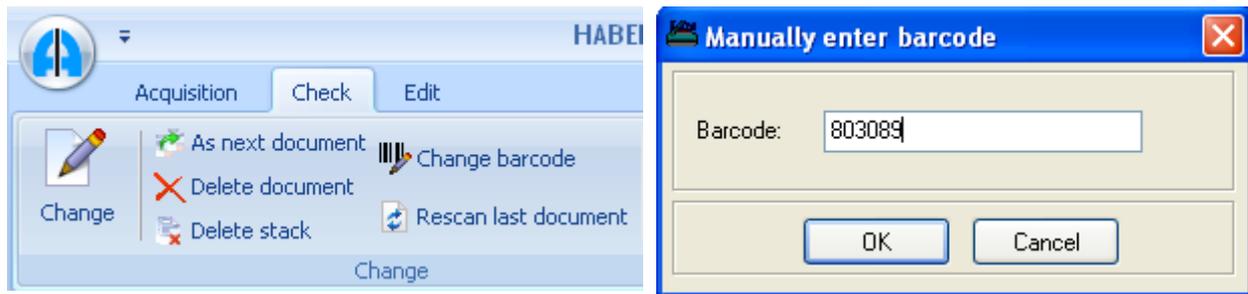
Changing the barcode has various consequences:

- In the case of multiple page files all pages get the new barcode.

- If a barcode is changed to the same barcode before or after, the file is summarized.
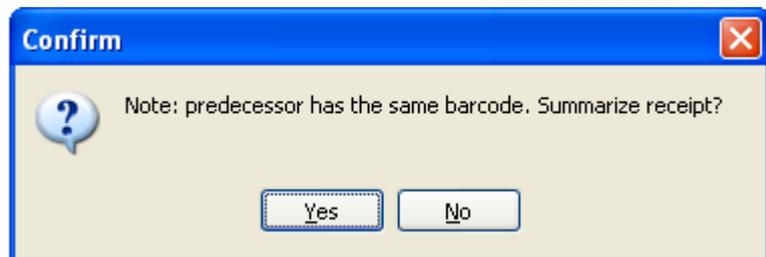
The menu for changing the barcode can also be called up by right-clicking on the entry. The command *Rescan last document* (*F5*) is added to this pop-up menu.
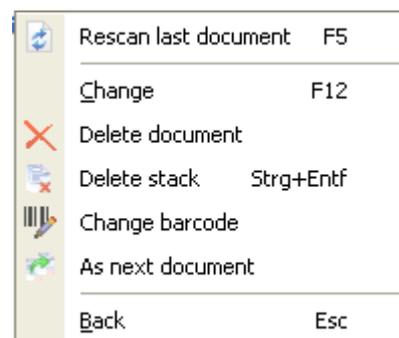
Once all documents have been scanned, transfer the documents to the database by starting the transfer program (button *Transfer* or function key *F10*). The transfer program is also launched when the archiving program is ended (*End* button).

2. Archiving process using HABEL SCAN in "Scan with preview" mode

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Alternatively, you can first scan and then index. This can be configured via *Capture – Configuration – More – Scan with preview*.

> Each user can decide which variant to use (setting is user-specific and not workstation-specific).

As soon as the document type has been selected the button *Scan with preview* becomes active. Insert all documents and press this button. The documents are scanned as a stack and are visible in the preview. Other documents can be added to the scanning process at any time (regardless of processing status).
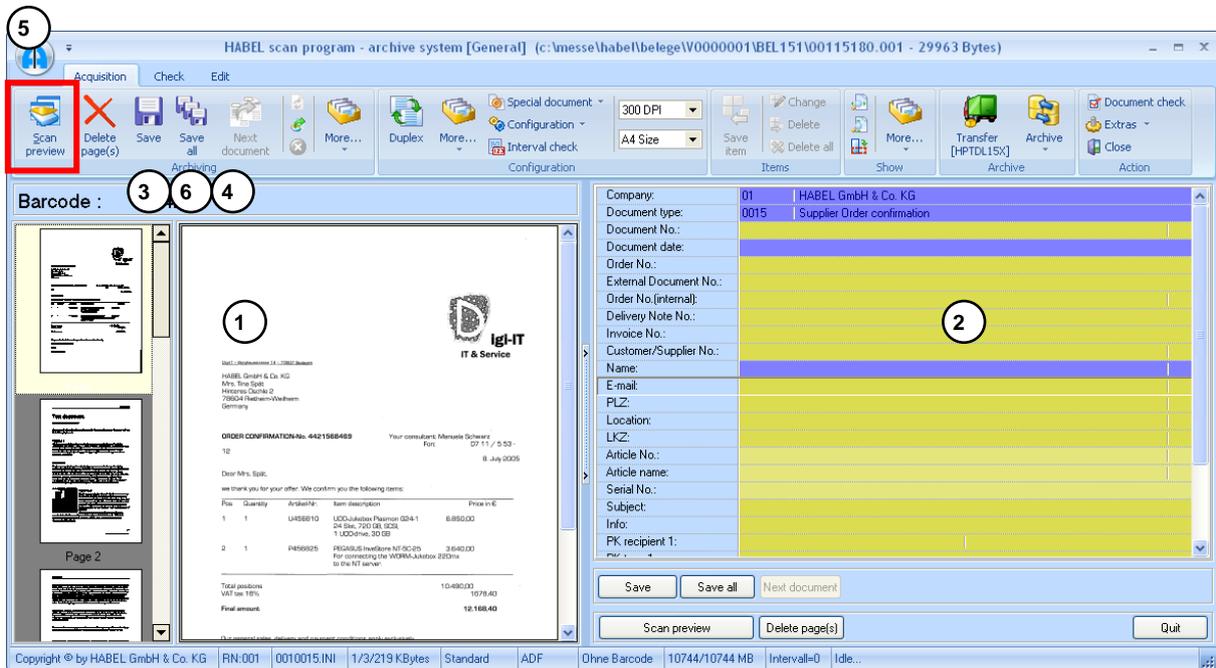
On the left, select the document to be indexed in any order **(1)**, it will be shown enlarged in the document display. Enter the required index criteria into the mask **(2)** and press the *Save* button **(3)** or function key *F2*. If several documents are combined into one dossier, this can be done by clicking on the respective page with the CTRL button or shift button held down (multiselect option). When saved the dossier is combined with the criteria input. Any documents (regardless of position in the overview) can be assigned to the dossier as follow-on documents (e.g. page 3 of the entire stack is the second page of the dossier, page 2 the first page): First, select page 2, enter the criteria for it and save them. Then mark the actual document that comes next (in this case page 3) and select the button *Next document* **(4)** or function key *F4.* Any pages not needed can be deleted from the preview via the button *Delete page(s)* **(5)**.

Press *Save* to send the selected documents to document check and remove them from the preview. *Save all* **(6)** sends all documents in the preview to the document check as one dossier with the index criteria currently entered. If after "scan with preview" the scanning program is terminated without saving, the documents will continue to be available the next time it is opened.

3. Archiving process using HABEL SCAN in conjunction with HABEL OCR INDEX

In conjunction with preview scanning and the **HABEL OCR INDEX** module with appropriate OCR licenses, content from the document can be read and used for indexing purposes. On the one hand this speeds up the capturing process and on the other it avoids inputting errors (transposed digits, long and complex terms). The scanning is done with the usual capturing program.

Activate the scan with preview mode. In addition, the tab *Capture – Configuration – OCR* contains further settings for using the **HABEL OCR INDEX** module. It is important that the workstation where the scanning and/or indexing is being done has access to a free OCR license.

The settings for OCR Index are done by the system administrator.
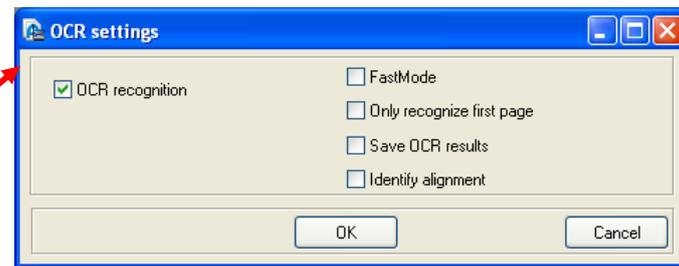
Activate OCR
Check *OCR recognition* to activate (if these settings are saved this will then continue to apply for this document type in the future).

Fast Mode
Faster OCR with minimal loss of quality.

Only recognize first page
May suffice, for example, if the information important for indexing purposes is contained on the first page of the dossier.

Save OCR result
The rough text is re-used for **HABEL FULL TEXT**.

Identify alignment
Documents in landscape format are displayed in this format in the document preview. Documents that have been scanned upside-down are automatically rotated.

Start the scanning process using the button *Scan with preview*. The documents can be scanned as a stack, as the indexing and classification takes place after scanning.

You see the scanned pages in the overview next to the document preview.

The pages that have not yet been read by the OCR are framed in red.

However, the indexing can still be done as the OCR is continued in the background.

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For indexing, position the cursor over the term. The recognized value is displayed as a yellow note. Double click to transfer the term to the currently active field.

Alternatively, move it into the field using drag and drop. To do this hold the mouse button down when the yellow reference appears and position the cursor in the corresponding field, which is filled when you release the mouse button.

If you hold down the CTRL button during the double-click or drag & drop function, the terms are written into the field one after the other (with space between them); and without a space if you hold down the shift key.

To get to the next available field press Enter or change field using a mouse click. In addition you can use the functions described in *3. Archiving process with HABEL SCAN in scan preview mode*.

4. Archiving process using HABEL SCAN in conjunction with barcode

Documents belonging to files that are used in external applications such as the ERP program can be easily linked and indexed using the barcode. On the one hand this saves time in collecting the data, on the other it means that the data are adopted in a consistent manner. Which documents are to be scanned with barcode is defined and stored in the configuration (e.g. documents such as customer inquiries, customer orders, incoming invoices etc.).

	When you are inputting such a file, please stick an unambiguous barcode on the document. This barcode must also be assigned to the associated file in the external application (e.g. ERP program). Ideally the external application will have a field set up entitled barcode and that will be transferred to HABEL with the rest of the file's index data.

You can purchase the barcodes from HABEL or produce them yourself on standard laser printers. For your own printout you can use the **HABEL BARCODE PRINT** module. Please contact your consultant for details.

If the scanning program is not already open, start it up using the icon for HABEL SCAN. You will get to the usual input mask. Select the appropriate document type. The database fields are hidden as you do not need to enter them. Place the document in the scanner and select the *Single* button if you want to scan one document or the *Stack* button to scan several documents belonging to one dossier and/or several dossiers with a barcode on each cover sheet. The barcode is recognized automatically during scanning and assigned to the document (this separates the dossiers).

	If the stack scanning (with barcode) is interrupted, e.g. due to a paper jam, first open the scanner and remove the jammed paper. Then use document check to determine the last document captured. You can then either delete the dossier and start a new stack scan or put the documents missing from the dossier into the scanner and assign them to this dossier using the "Next" button. The scanning process with barcode recognition can then be restarted. Never leave stack scanning with barcode recognition to take place unsupervised, so that you can intervene immediately in the event of interruptions.

If the barcode is not recognized you will get a corresponding message.

The barcode can be entered manually by activating the tab *Capture – Acquisition – Barcode with entry – Manually enter barcode* or shortcut key *CTRL + F8*.

The document/file has to be scanned again.

| The message "Barcode not recognized" can only occur with the first file in the stack to be scanned, as the system assigns documents without barcode in the stack scan to the previous document as a follow-on document. This is why it is important to supervise scanning of a stack with barcode recognition. |

Alternatively, an *Interval Check* (if activated) can also be configured. This is used for example when scanning documents with barcode recognition that always have the same number of pages and where they are to be scanned as a stack.

The setting options are located in *Capture – Configuration – Interval check*.
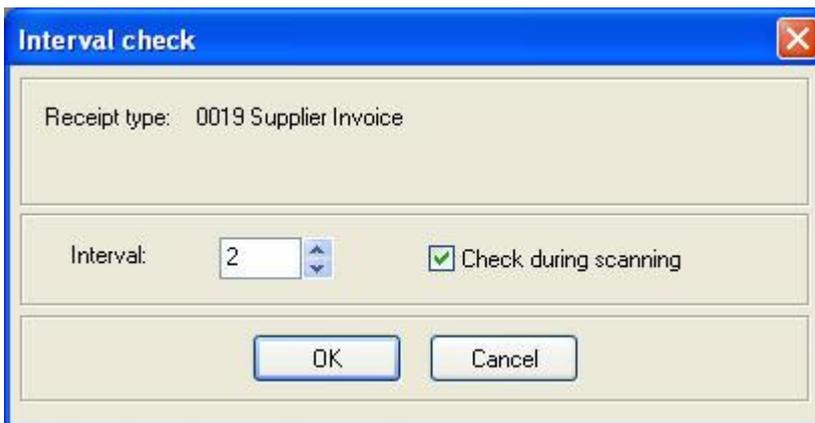
In addition to document type it specifies the number of pages after which a barcode has to be recognized (interval). If a zero has been entered here there is no interval check.

If the barcode (in this case) has not been recognized on every second page, you will be prompted to manually enter the barcode on the document after scanning. All documents not recognized will be displayed one after the other.
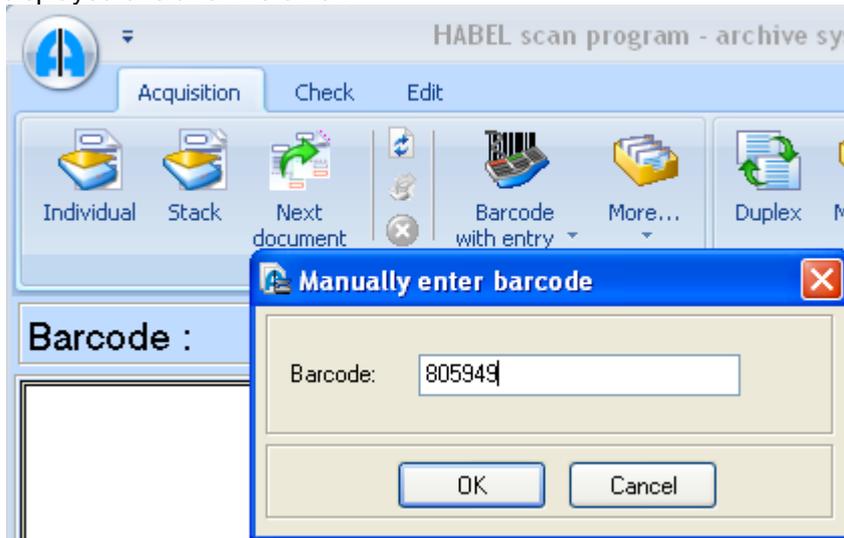
If "Check during scanning" is deactivated, the check of those documents whose barcode was not identified by interval checking will take place subsequently during the document check. A symbol is used to designate those documents where errors occurred.

To do this switch to document check and in the *Change* tab select *Interval check – Start check*.
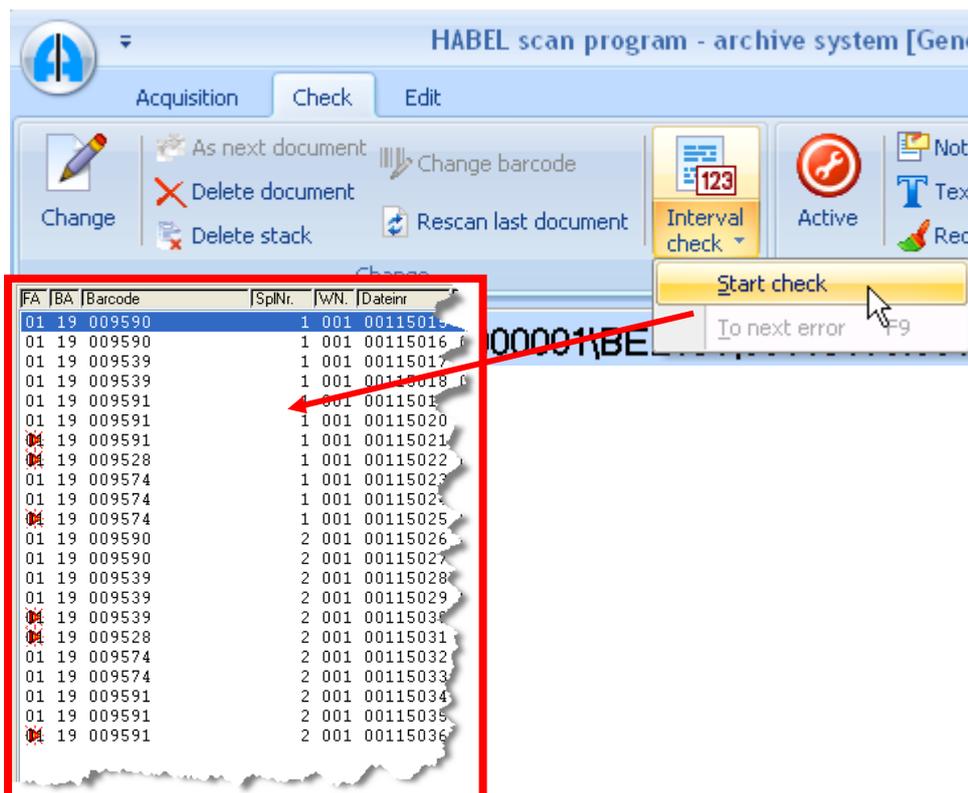
To reach the respective error use the function *To next error*.

In the case of document types configured for barcode recognition, the input fields are hidden. To be able to enter additional search terms for these document types too (e.g. post basket recipient), the input fields may be shown (tab *Capture – Acquisition – Barcode with entry* or use the shortcut key *CTRL + Shift + F8*)

If data are entered manually for document types with barcode recognition, these are definitive. This means that the data provided for the document from the external application (e.g. ERP program) are only adopted into the fields that are empty. For all others the value from the manual input within the scope of the capturing process is maintained.

If you want to scan a document with barcode that is not normally set up for this, you can use *F8* or *Capture – Acquisition – Barcode with entry – Barcode recognition* to manually activate barcode recognition.

Following scanning of the documents and provision of the index data by the external application (e.g. the ERP program) the **HABEL AUTO INDEX** module links the document to the associated index data. HABEL calls this process *"Merging".* It is possible to search for this document in the archive using all search criteria. If the index data are not available in the correct form and/or they cannot be assigned, or if index data are there and the document is missing, the files appear in the error lists "List of non-scanned documents" or "List of missing host data".

5.   HABEL DOCUMENT NUMBER CHECK

If the module **HABEL DOCUMENT NUMBER CHECK** is being used, an automatic check is performed when the barcodes are recognized to determine whether they already exist, so as to prevent duplication of barcodes. Of course other database fields can also be checked to determine whether they are already in the archive in this configuration.

If during processing the system detects a duplication of these numbers you will be prompted to abort the archiving process. If the archiving occurs nevertheless, this document is designated accordingly (e.g. with an attached note: document exists already). In order to mark the document in this way you have to have **HABEL ANNONATION.**

6. Special document
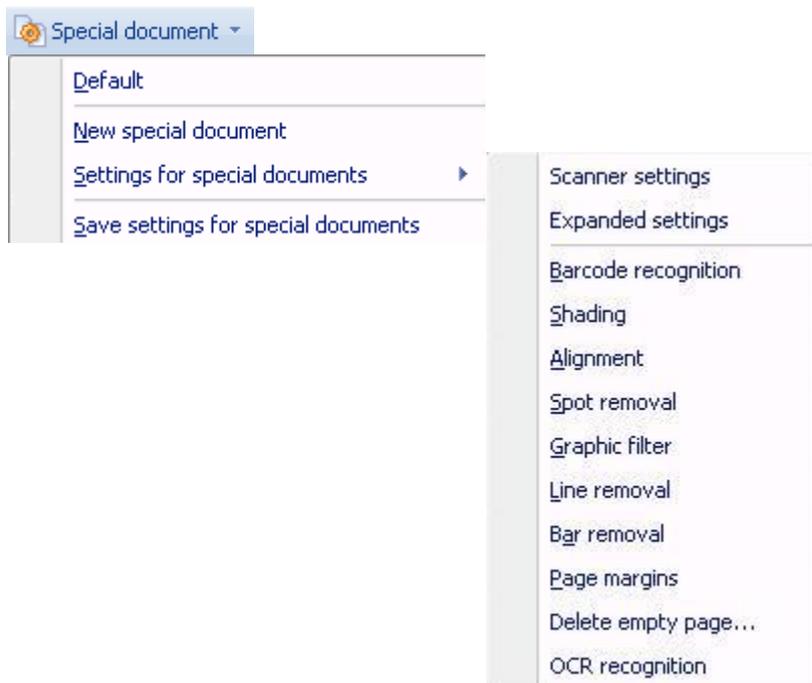
Using the *Capture – Configuration – Special document* menu up to 10 special documents can be configured to be available for special scanning jobs that cannot be scanned using the normal settings for type of document.

This might apply, for example, to printed documents where color ribbon, ink or toner have faded. These can not longer be read with the normal settings, because the barcode or other data are not legible enough. Another example would be a document printed on colored paper. The legibility of such documents is also poor. In order to be able to scan these documents too without difficulty, special document configurations can be created and set. These are merely additional settings for a document type. The advantage of these additional settings is that the original settings for the document type are still available. If no special document configuration has been activated you will see a tick in front of the menu option Special document – Default. Otherwise the tick will be in front of the special document that is currently active.

7. Configuration settings

Various settings for scan quality can be done via *Capture – Configuration – Configuration*.

Ideally you should initially work with the scanning function in test mode, so that you can process the scanned document until it meets your requirements. The "Configuration" menu option contains the functions for the scanner settings, as well as for barcode recognition and other functions to improve the image quality of the scanned document. By trying out these functions and looking at the effects displayed you will soon get used to setting the best image quality.

In the menu bar you will also find four windows containing the setting parameters most often required and used.

Of course it is important after configuring the best settings to save these settings so that they are available to you the next time you start up the program. After successfully saving the settings you can leave the test mode again via *Capture – Action – Extras – Scan in test mode*.

Overview

TWAIN-Program   KOFAX-Program
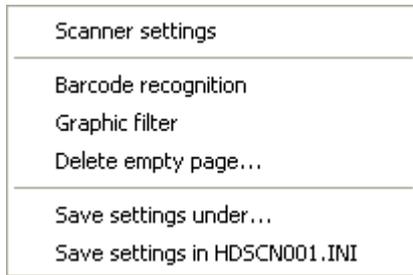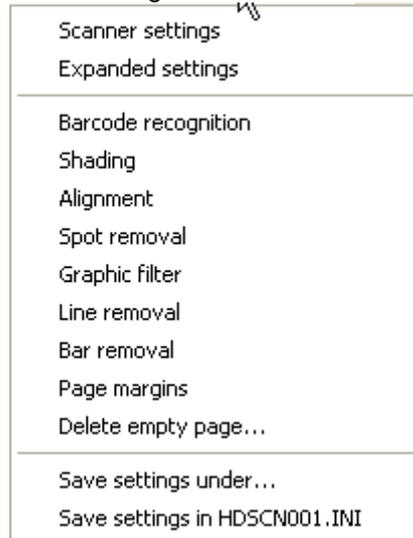
Scanner settings (TWAIN and KOFAX)
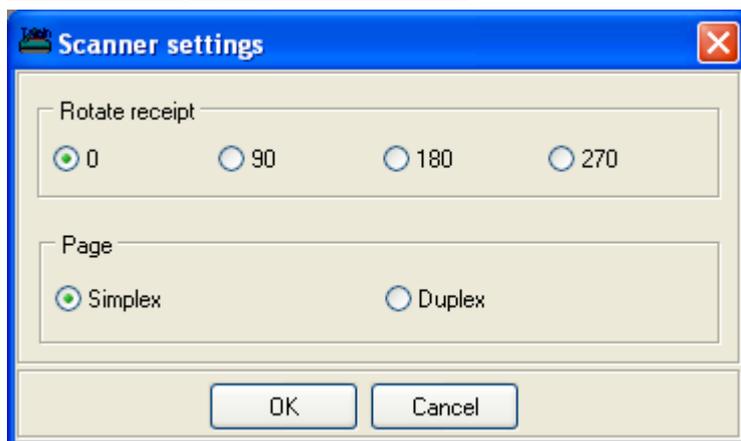
This is where you configure the general settings for scanning the document (e.g. rotated if the document is scanned in landscape view) or determine that front and rear pages of the documents are to be scanned.

Barcode recognition – TWAIN
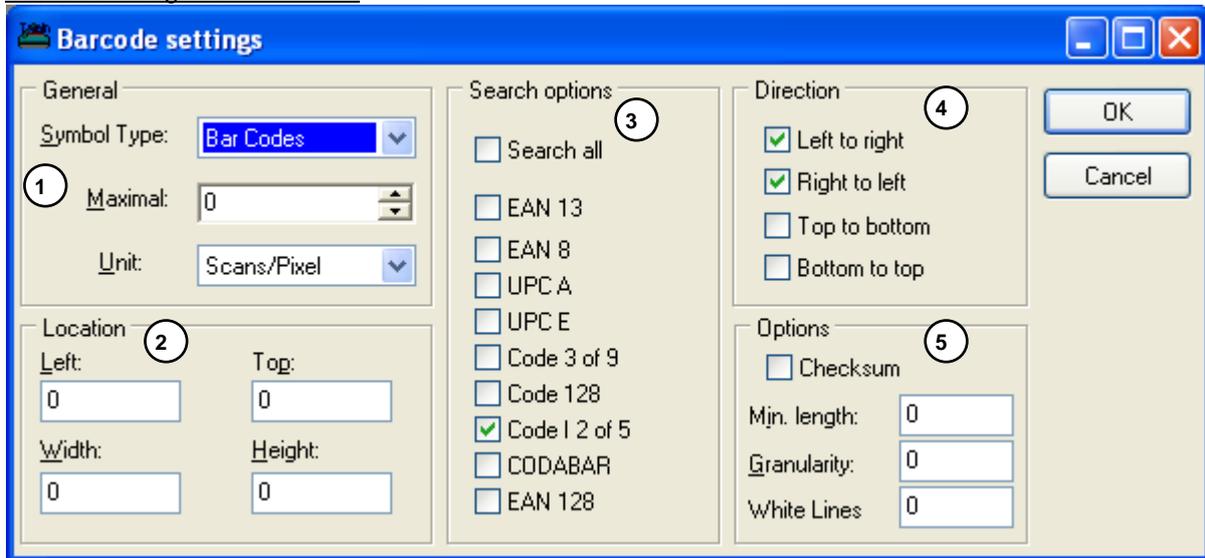
The barcode settings determine

1 which barcode type is recognized and/or how many of them and how they are represented.

2 where the barcode is located (<u>warning</u>: if you specify settings here the barcode must be placed at exactly this location on the document. Any deviations from these settings could result in the barcode not being found. We therefore recommend leaving the settings at 0, which means that the barcode can be positioned at any location on the document). Left and top describe a point with the respective distance to page edge, width and height represent a square around an area from this point with the respective page length (Unit = Unit under "General").

3 What kind of barcode the program should search for (note: we do not recommend activating the function "Search All", as this will slow down the search considerably, as the program "runs through" all barcode types in the search).

4 in which direction it should be read (e.g. rotated or upside-down barcodes – again, do not select too many options as this will extend the search time)

5 whether the barcodes have a check digit.

> *Definition of term*:
>
> ***Check digit***
> A **check digit** is the simplest form of a checksum and is calculated using a specific formula from the remaining digits of a longer number. When entering barcodes with check digit this is compared and therefore points to input errors because the check sum is not correct.

Barcode recognition – KOFAX
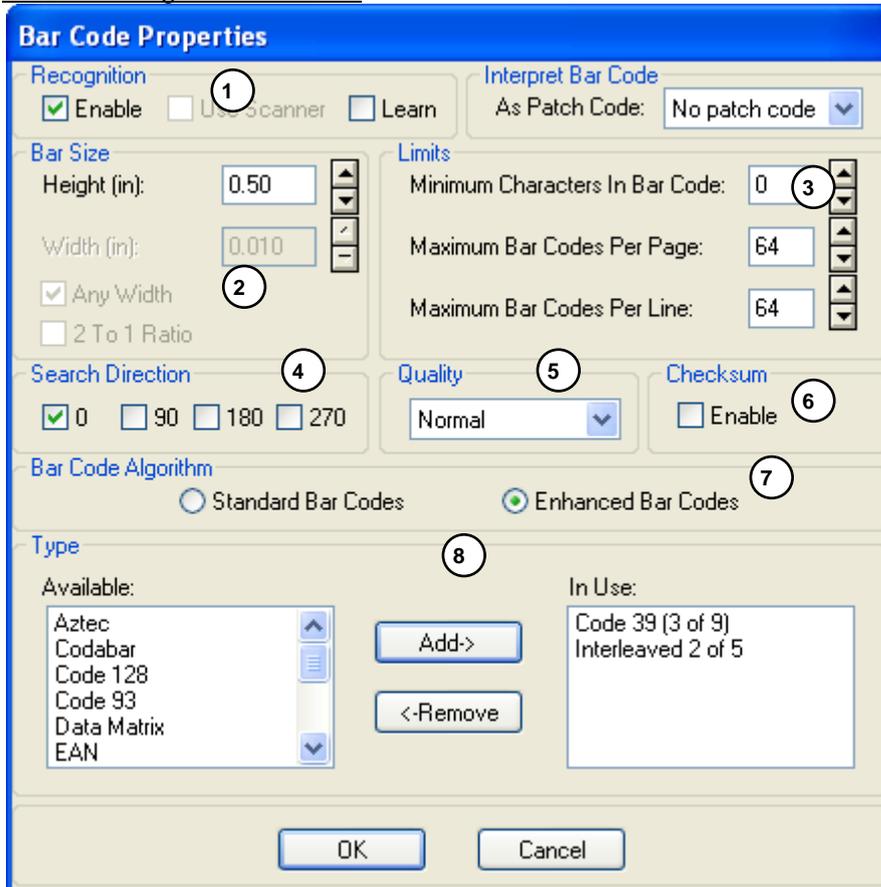
(1) Settings in this program can only be carried out if enable is ticked; using the "Learn" function test settings can be performed.

(2) Setting the size of the barcode

(3) Setting the length of the barcode (0 = any length, other numbers = exact length)

(4) Setting the direction for searching for barcodes on the document. 180 means searching for barcodes that are "upside-down". Note: do not check all options as every selection you make slows down the search.

(5) Quality of barcodes

(6) Whether the barcodes have a check digit.

(7) Are barcodes to be considered that are not standard.

(8) Which barcode types are possible.

Graphic filter (TWAIN and KOFAX)
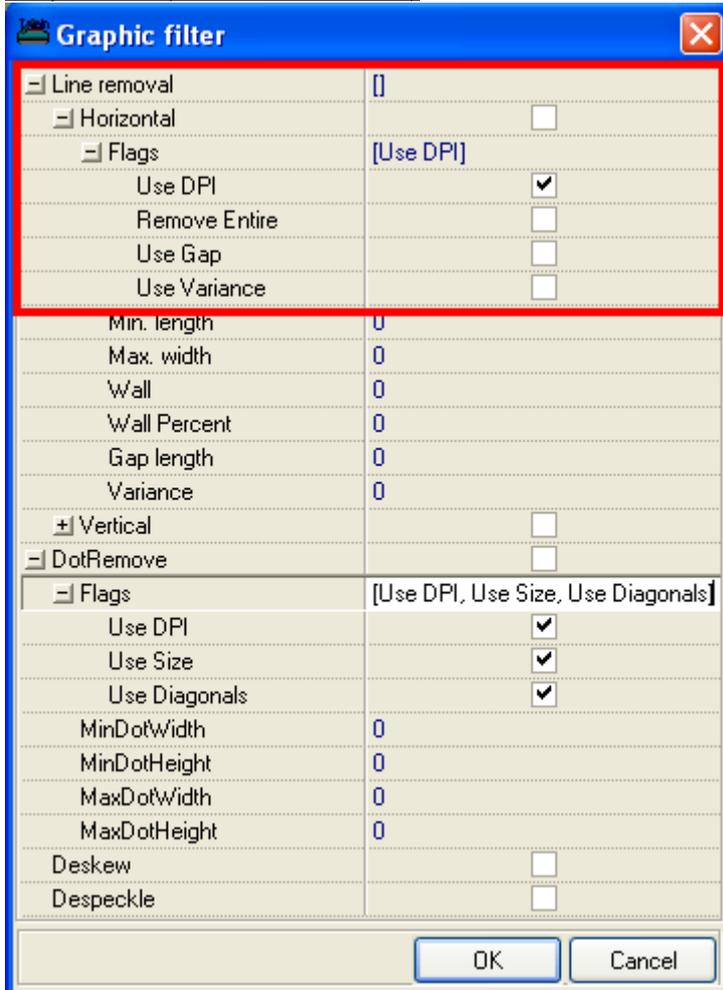
In the graphic filter settings lines and dots occurring in the scanning process can be reduced.

Various filter mechanisms are available. You can also use several filters simultaneously.

Line removal –
Horizontal / Vertical
To remove horizontal and vertical lines on the document.
Within this function under the "Flags" option the following settings are available:

Use DPI: In the default setting all parameters for removing lines are specified in millimeters. If this option is checked the parameters are given in pixels per inch.

Remove Entire: Removes the entire line, even if it goes through characters or dashes.

Use Gap: If this option is checked gaps between lines are taken into account. The tolerance is specified via the parameter "Gap length" (maximum length of a gap, a break or space between lines).

Use Variance: By setting this parameter discontinuous lines can be protected from deletion. The tolerance can be defined via "Variance" (how large the gap between discontinuous lines should be in order not to be deleted).
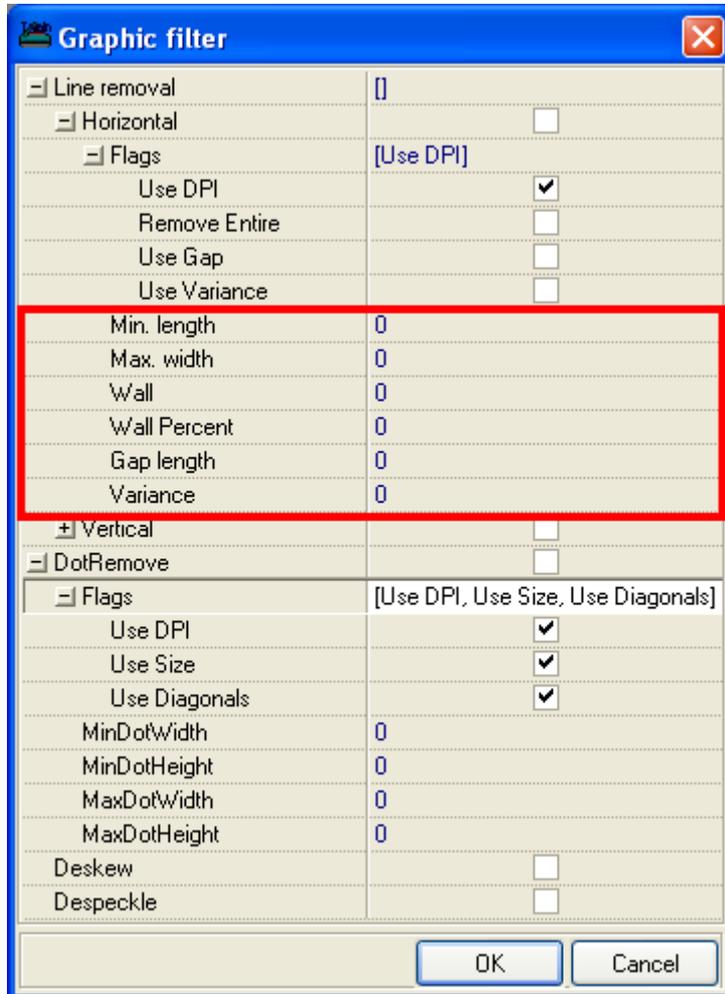
Line removal –
Min. length and/or max. width
Minimum length from which lines are removed (lines falling short of this range are not removed). Maximum standard width of a line to be removed (lines wider than this are not removed).

Line removal – Wall
Definition of the height of a wall (parts of a line that are too wide to be treated as a part of a line). If the image contains lines that run through characters, set "Wall" to equal to/slightly larger than the "max. width".

Line removal – Wall Percent
How much may the thickness of a line change before it is removed. Lines with a percentage greater than the maximum are not removed.
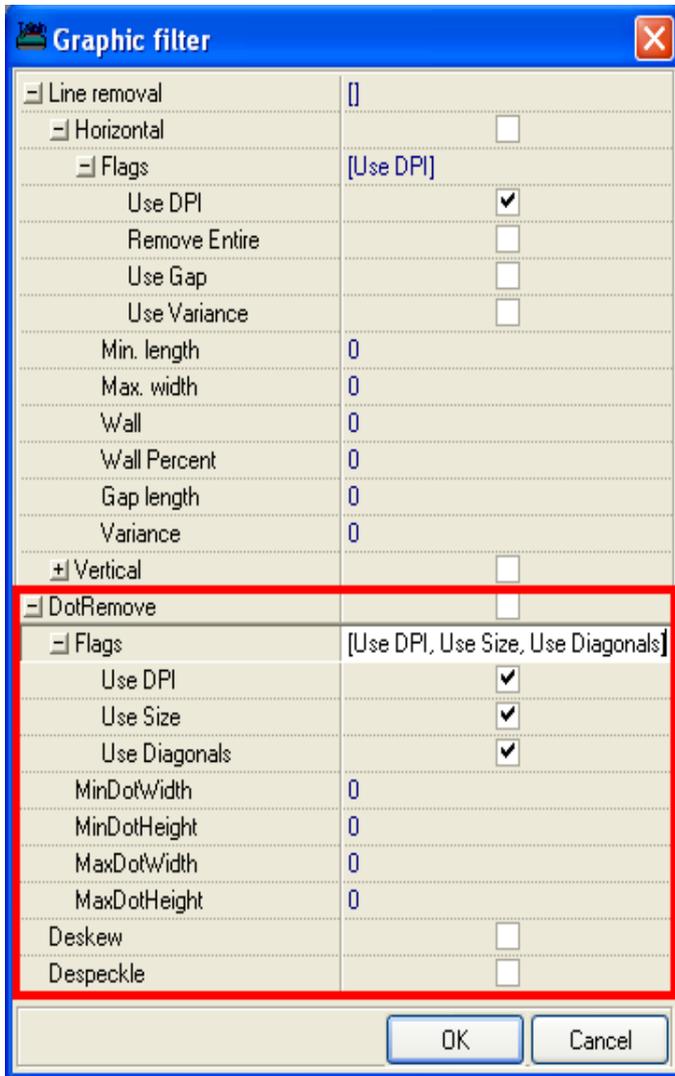
DotRemove – Removing dots
To detect and remove spots or dots. Here too, functions for detailed settings are available under the "Flags" option:

Use DPI: The unit of measurement for all parameters is millimeters. If this option is not set the unit of measurement is pixel.

Use Size: Use MinDotWidth (minimum width of a dot that is to be removed), MinDotHeight (minimum height of a dot to be removed), MaxDotWidth (maximum width of a dot to be removed), MaxDotHeight (maximum height of a dot to be removed) in order to define the size of dots to be removed. If this option is not set the default settings are used. These are:
MinDotWidth = 1, MinDotHeight = 1, MaxDotWidth = 2, MaxDotHeight = 2.

Deskew – Sheet alignment
Using this function scanned documents are rotated automatically. The fixed values for this are 10° in each direction. The setting affects scanned documents with mostly straight lines of text. The results with other types of image are not predictable.

Despeckle – Dirt removal
Used to clean scanned images (e.g. fax documents). Dirty areas a pixel in size are removed.

Delete empty page (TWAIN and KOFAX)
The function "Delete empty page" has to be activated for using. This setting can be used to ensure that blank scanned pages are automatically deleted. You must specify up to which KB size the page will be classified as empty. *Caution*: If the byte size is set too high documents with a small file size because they do not have a lot of text on them could be deleted. Therefore it is better to choose a low setting and accept that blank pages with a few pixels on them due to dirt will also be archived.

Save settings (TWAIN and KOFAX)
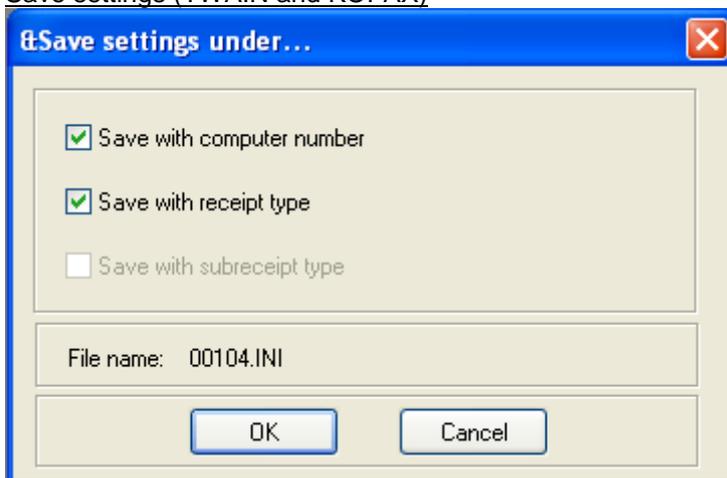
The changes made in document type configuration can be saved so that they apply only to this computer number, document type or sub-document type.

If the settings are to apply for all system users, the menu "Document types – Configuration – Save settings in HDSCN001.INI" should be used.

Expanded settings (KOFAX)

This is where settings in conjunction with Virtual ReScan are offered, to additionally optimize scan quality. For more details please see the Virtual ReScan manual of your scanner.

Additional setting commands in the KOFAX program

Scanner settings
Expanded settings
Barcode recognition
Shading
Alignment
Spot removal
Graphic filter
Line removal
Bar removal
Page margins
Delete empty page…
Save settings under…
Save settings in HDSCN001.INI

In addition, the KOFAX program offers settings for

- Shading
- Alignment
- Spot, line and bar removal
- Page margins

General:

The corresponding authorizations must be available to make changes in the Document Type Configuration. In addition it is absolutely essential that the member of staff making the changes has received special instruction in the functioning of the scanner.

Automatic recognition of document contents

Using the separate module **HABEL SCAN OCR** and in conjunction with KOFAX scanning a criterion on the document can be read in the scanning process and adopted for indexing purposes. The criterion and its mode of recognition are defined (e.g. specific structure of the criterion, certain location in the document or identified by a fixed term such as "invoice number").

The documents are scanned as a stack (as in normal scanning with input of document type), with the criterion being identified in the background. This criterion is entered in the document in the defined database field (manual input possible if necessary). Ideally **HABEL AUTO INDEX** is used to add other criteria made available to the document by external programs in the form of index data (linked using the known criterion).

HABEL DOCUMENT READER is used for the recognition of all values on a document, and automatic comparison of the recognized data to external programs or the transfer of the document to a workflow on the basis of the recognized criteria. More information on this is provided in the HABEL DOCUMENT READER user manual.

HABEL OFFICE Integration
Using the virtual printer "archive printer"

General

Documents produced electronically e.g. in MS-Word, MS-Excel, OpenOffice.org Writer etc. can be easily archived without having to be printed and scanned first. The archive printer is available to perform this function. This module is part of the HABEL OFFICE Integration and will be installed at each workstation as a virtual printer and can be activated via the "Select Printer" function. Settings can be configured for different resolution, formats and color. Transfer to HABEL is in TIFF format, meaning that it can therefore only be searched for as an image file.
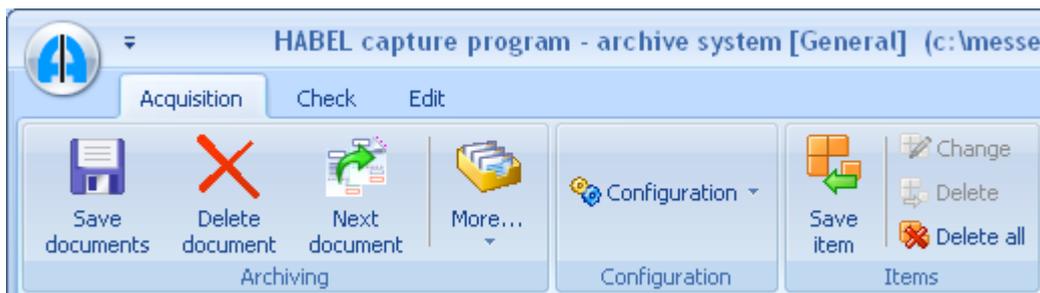
	Save documents The captured file is saved and is ready to transfer to the archive.	F2
	Delete document The document is not transferred for archiving.	DELETE
	Next document Active as soon as a document has been saved. Using this function the current document can be saved with the previous document as its follow-on document.	F4

	More **Predecessor value** and/or **All predecessor values** Search criteria from the immediately preceding document archived can be transferred for the current archiving process, provided the document has not yet been sent to the archive. The transfer of search criteria can be done for each database field or for all database fields at once. **Clear fields** The input search criteria are cleared.	**CTRL + D and/or shift + CTRL + D** **F6**
	Configuration Preview settings can be used to define whether document preview is active or not. The function "Delete empty page" is has to be activated. This setting can be used to ensure that blank scanned pages are automatically deleted.	
	Save/change/delete/delete all items In the "items" tab group there are various functions available for multiple entry input.	

	Preview Displays all pages of the document in the overview.	
	Optimum width Document is displayed with optimum width in preview window.	CTRL + 4
	Optimum height Document is displayed with optimum height in preview window.	CTRL + 2
	Rotate Document is rotated clockwise (90°).	CTRL + R
	More Fit to page Strg+5 Original size Strg+O Save document rotated Strg+S Settings Print documents Strg+P Various document display setting options	
	Transfer Starts the transfer program to the archive database.	F10
	Archive Change archive selection e.g. to other databases.	
	Document check Switch to document check for correction/review of archived documents that have not yet been transferred. The menu option document check remains inactive until this button is used to switch to document check. The various actions can then be performed via the document check menu option.	F7

	Extras	
	Calls up various setting options	
	Close Exit the archiving program.	ALT+F4

1. Archiving process using the archive printer

To archive using archive printer, the program does not have to be opened manually. It is selected only after compilation of the electronic document via the printer selector of the archive printer **(1)**, which initiates the archiving program.
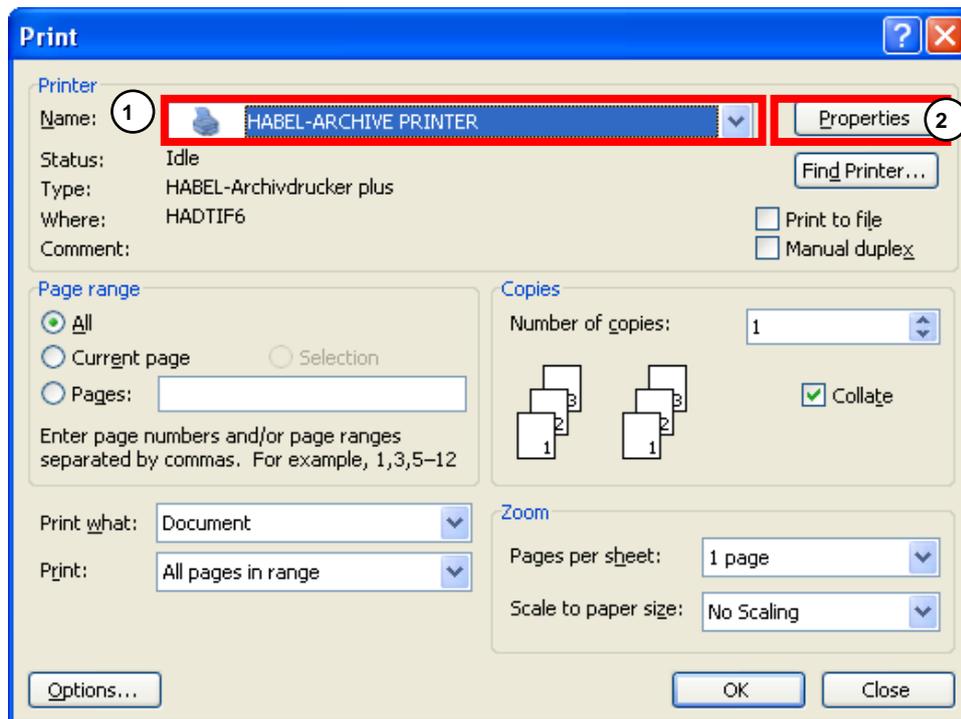
Various changes to color, size etc. are possible using the "Properties" **(2)** button.

The required search criteria are input directly into the right-hand mask. For the capturing process the functions explained in *Chapter: General* can be used, e.g. transferring predecessor values or master access. To complete the dossier it has to be saved.
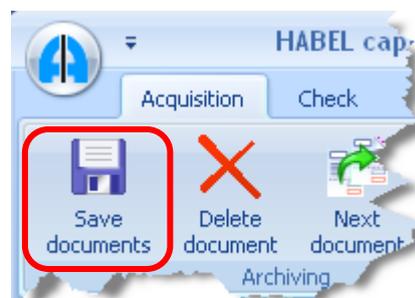
The saved dossiers are available for checking until complete transfer to the archive. They are accessible via the *Document Check* button or *F7 (see chapter General: Commands in document check).*
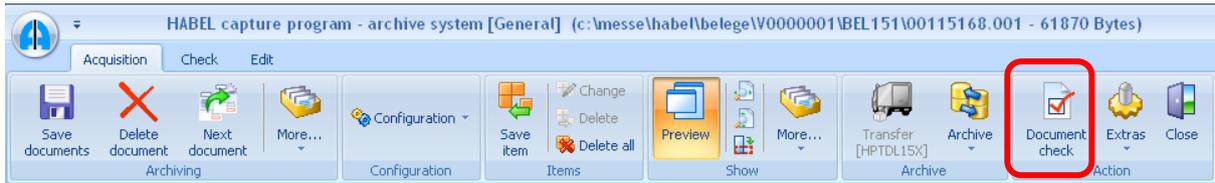
To archive additional documents with the archive printer the program does not have to be closed. By calling up the document to be archived and selecting the archive printer as printer this document will also be sent for archiving. If it is a file that belongs to the previous one it can be archived as next document **(1)**. In the input mask the document is designated as next document **(2)**. The documents are combined and following transfer to the archive are displayed as one file (i.e. as a hit too) in the search function.
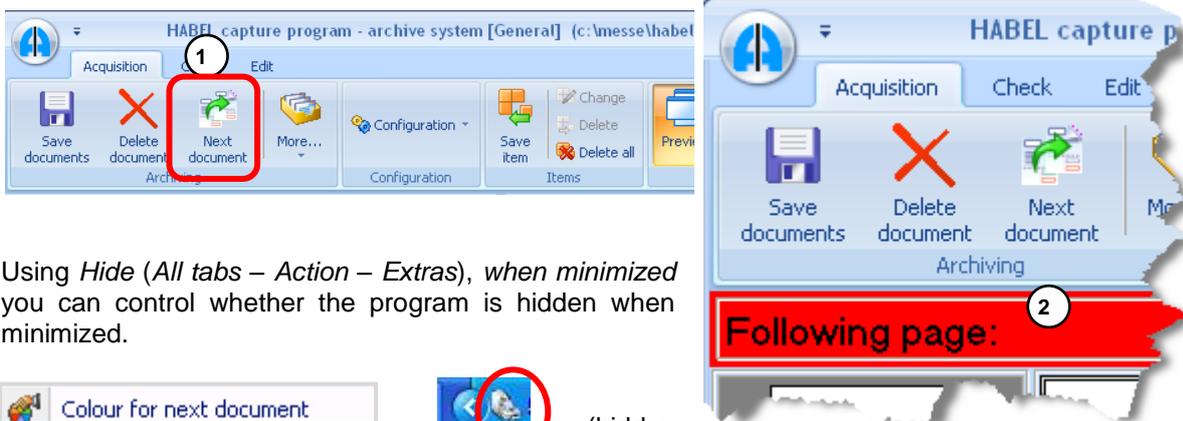
Using *Hide* (*All tabs – Action – Extras*), *when minimized* you can control whether the program is hidden when minimized.

 (hidden display)
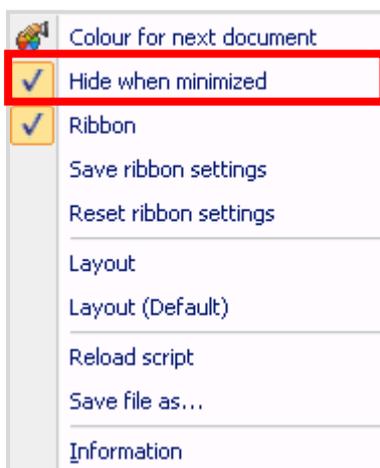
If all documents to be archived at this time have been saved, the transfer is then carried out *(cf. Chapter – General)*

2. Archiving process using the archive printer in conjunction with HABEL OCR INDEX

If the **HABEL OCR INDEX** is additional used with the archive printer, content from the document can be read and used for indexing purposes.

Activate the OCR recognition in the tab *Capture – Configuration – OCR recognition.*
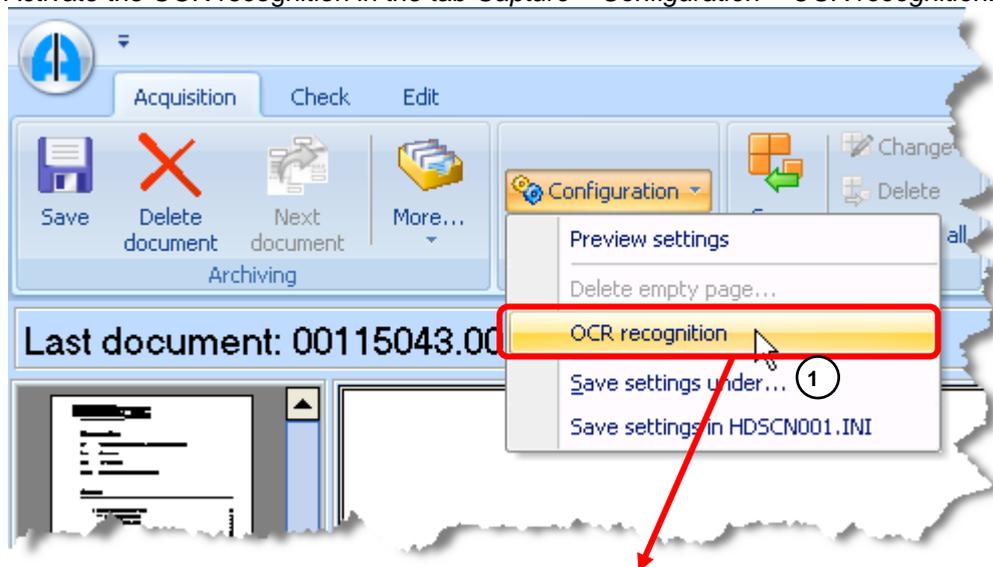
Activate OCR
Check *OCR recognition* to activate (if these settings are saved this will then continue to apply for this document type in the future **(1)**).
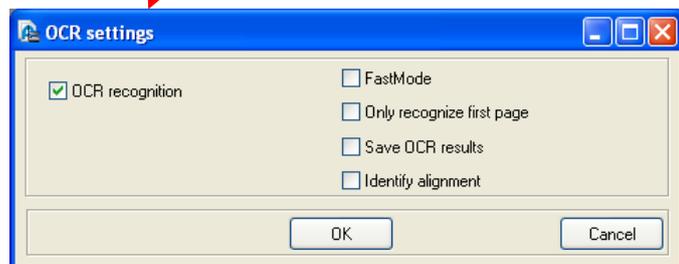
Fast Mode
Faster OCR with minimal loss of quality.

Only recognize first page
May suffice, for example, if the information important for indexing purposes is contained on the first page of the dossier.

Save OCR result
The rough text is re-used for **HABEL FULL TEXT**.

Identify alignment
Documents in landscape format are displayed in this format in the document preview. Documents that have been captured upside-down are automatically rotated.

If you activate the OCR recognition during the capturing process you have to start the recognition of the pages additional (mouse click right hand on the document in the preview). The document will be recognized automatically if the document type is defined for OCR recognition (save settings) and is chosen while capturing.
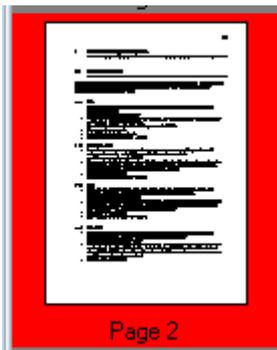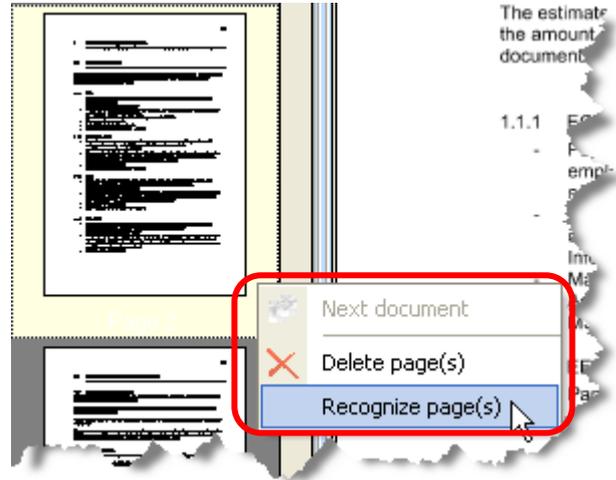
You see the captured pages in the overview next to the document preview.
The pages that have not yet been read by the OCR are framed in red.
However, the indexing can still be done as the OCR is continued in the background

For indexing please the mouse has to be positioned on the text. The recognized text will be shown as a yellow hint. With a double click you can transfer the text into the index field (this field has to be currently activated).

For indexing, position the cursor over the term. The recognized value is displayed as a yellow note. Double click to transfer the term to the currently active field.

Alternatively, move it into the field using drag and drop. To do this hold the mouse button down when the yellow reference appears and position the cursor in the corresponding field, which is filled when you release the mouse button.

If you hold down the CTRL button during the double-click or drag & drop function, the terms are written into the field one after the other (with space between them); and without a space if you hold down the shift key.

To get to the next available field press Enter or change field using a mouse click. In addition you can use the functions described in *1. Archiving process with the archive printer*.

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I. Document capture programs
HABEL DATCOLD plus and HABEL DIG

Archiving in the original format

General

Electronically compiled documents, which may need to be edited again at a later date, can be archived in the original format. To meet statutory regulations the originally archived version is never overwritten but the new version archived a second time. The document is displayed in the original program.

For the archiving of all current formats (also graphic formats) the HABEL OFFICE Integration is used.

Documents archived in their original format will also be captured in tiff, so that a display of these documents can always be guaranteed. Today it isn't possible to say whether a later MS Office version will be able to display a document created today. Also it is possible to put annotations on the document, e.g. marks or notices. Documents archived in tiff format will also be used for the full text search and displays in the preview.
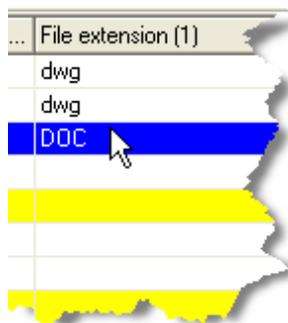
As regards the input mask the program to capture files in their original format is similar to the archive printer.
*(cf. Chapter **HABEL OFFICE Integration***
Using the virtual printer "archive printer")

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1. Archiving process in the original format using the function keys
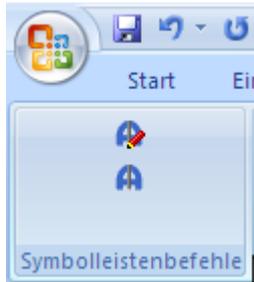
The function buttons are located in MS Word, MS EXCEL and MS PowerPoint in Office version 2007 under the Add-Ins tab. In earlier versions they are available as icons in the menu bar.

If they are not available they can be installed by your administrator.

Index document and check in to HABEL
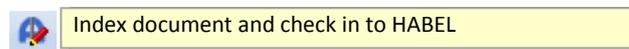
Transfer current document for archiving with the option of entering search terms. Use this button for example if the document has never been archived or if you do not want to re-archive a searched document with the same search terms.

Activating this button will take you to the familiar input mask *(cfg. I. Capturing programs – General).* If it is a document you have searched for and opened from the archive, the search terms from the original version are already initialized and can be changed. Otherwise you will get a blank input mask that you can fill with the corresponding terms *(cf. Chapter General: Master access/ Adopting values from previous documents).*

In the document preview you merely see the icon for the type of document and the current temporary storage location for the document.

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⚙ Automatically check document into HABEL
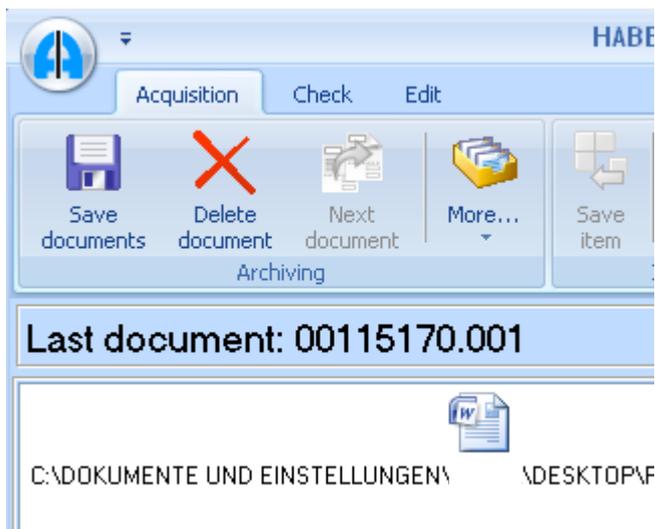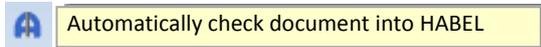
Transferring the current document for archiving without entering search terms. Use this button if it is a document you have searched for and which should be re-archived with the same search terms (as additional version). The system configures which database fields are adopted for the new version. If you are not sure that you want to adopt the existing data select the other button "Index document and check into HABEL".

Note: You will not be able to see the archiving process with the button "Automatically check document into HABEL" as the input mask is not opened in this case. Transfer to the database is automatic. As usual you will find the file in the search with the same data as the original document.

2. Archiving process in the original format via "Send to" function

Saved files can be sent to HABEL for archiving in original format via the pop-up menu. If this function is not active contact your consultant.
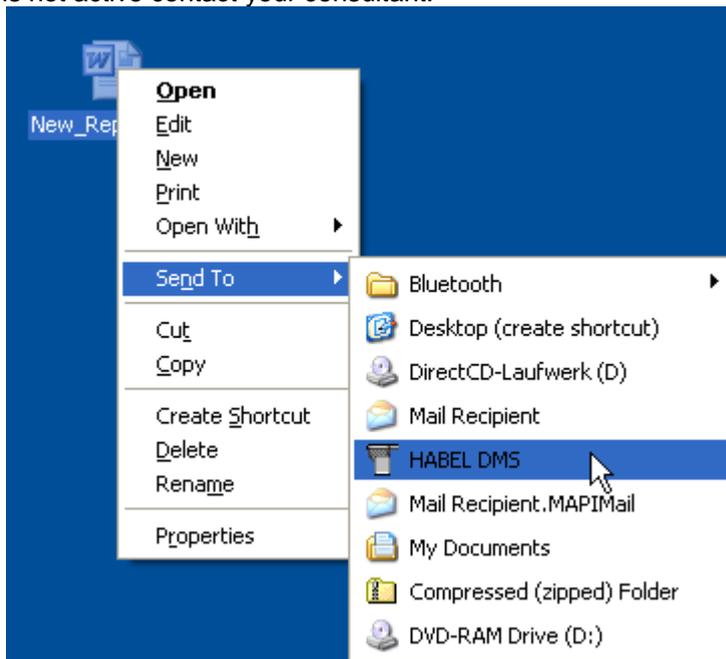
The usual input mask opens for input of the search terms.

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3. Archiving process in the original format via Drag & Drop

If you have files to be archived in original format along with a document located in the archive (i.e. with the same search terms) you can do this using the drag & drop function.

Search for the file in the archive and drag the file to the required entry with the mouse button held down. You will then be asked whether you want to archive the file (belonging to the marked entry in the archive). On confirmation the file is archived automatically. It is not necessary to initiate a transfer to the archive.

Document typ	Document date	Customer/Suppl	Name	Location
— Name Document type : SLS Correspondence				
0033	08/10/2009	00001	HABEL GMBH & Co. KG A	Rietheim-Weilheim
0033	08/10/2009	00001	HABEL GMBH & Co. KG A	Rietheim-Weilheim

Confirm

Archive file: (C:\Dokumente und Einstellungen\kbeck\Desktop\HABEL Information.docx)?

[Yes]   [No]

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4. Archiving process in the original format out of the import directory

You can use the import function to archive files located in a specific directory in a stack. First of all, open the program. If you do not have a link or access to this program consult your administrator.

Using the tab *Capture – Configuration – Import settings* the administrator can set the directory in which the files to be archived are located.
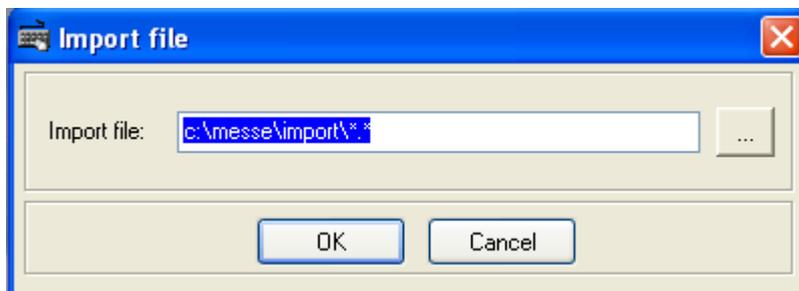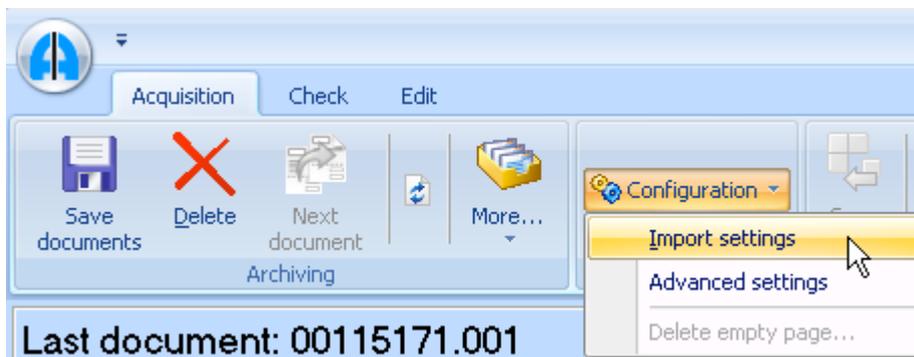
Choose the directory (here: all files in this directory with the file format jpg.) and press OK. The files located in the selected directory are now proposed for archiving one after the other. As usual you can enter search terms, use the master access or adopt predecessor values, and on saving the file prepare it for final transfer to the archive. When you have transferred all required files you can initiate the transfer to the archive with the "End" or "Data transfer" button.

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	By default the files are automatically deleted from the directory following archiving. If you do not want this to happen consult your administrator.

	By activating the delete button **you delete the current file** (not only for archiving but also in the directory).

However, if you do not want to archive certain files, but also do not want to delete them, skip the document via the *Skip document* button in the tab *Capture – Acquisition – More.* The next file in the directory is then retrieved.

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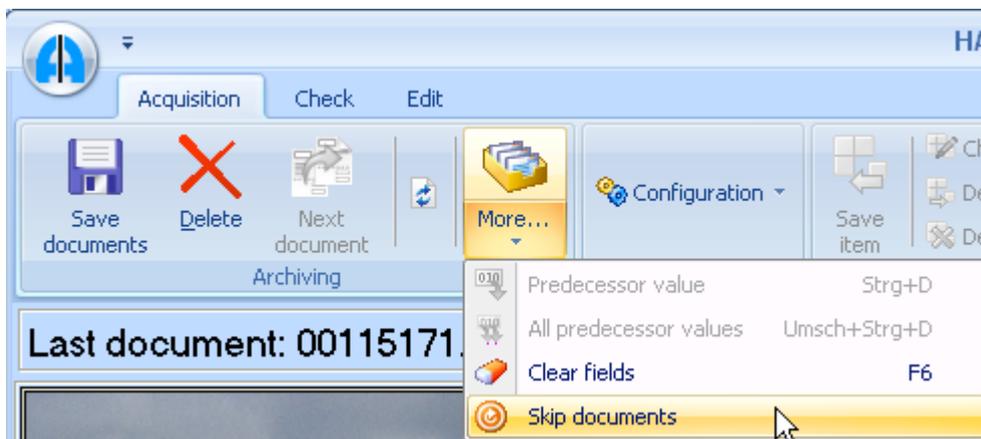
5. Versioning

With the versioning administration in the Office-Integration it is possible to mark different versions of documents that were archived. If documents will be researched, changed and researched again, the archived documents can be signed with versions.

Example: The entry version 1 of the XX.XX.XXXX is a defined database field. The new version would be provided with "up-to-date yes" and version 2 of the XX.XX.XXXX.

Here there are several possibilities of definition that can be deposited. If you are interested in this function please contact our customer care.

HABEL E-MAIL ARCHIVING

General

Using HABEL E-MAIL ARCHIVING emails can be archived directly from your email program. This is done via function keys or menus that are embedded into the email program. Following transfer to the email archive you get to the usual input mask for entering search terms, whereby data from the email can be used to predefine fields. In addition there are various options for processing email attachments (differs from email program to email program).

If the emails are archived in original format, the emails can still be processed in the original program following the search.

At present interfaces are available to the following email programs:
- MS Outlook
- TOBIT David
- Lotus Notes
- Mozilla Thunderbird

1. HABEL E-MAIL ARCHIVING Outlook

After pressing the button **(1)** the entire email including attachments is sent to the archive. Various settings are possible for this:
a) No original format: transfer email in TIFF format + index data + attachments
b) Original format and attachments, inclusive: email in TIFF format + original file in msg format with attachments
c) Original format and attachments, separately: email in TIFF format + original file in msg format without attachments + every attachment separately in original format

The advantage of TIFF format is that notes etc. can be attached. With the email in original format editing in the email program is possible at all times (e.g. forwarding, reply).

Alternatively, by pressing the button **(2)** the email attachment only is sent to the archive. The attachment is archived in original format and can be searched for separately from the email (the search terms are also input manually and therefore can be customized for this particular file). It is possible to transfer all attachments or just specific attachments.

Once the transfer has been completed the input mask opens for entering the search terms (depending on definition some fields have already been predefined from the data in the email).

	So as to be able to ensure complete archiving without gaps it is not possible to work with Outlook again until the archiving process has been completed, i.e. until HABEL has notified Outlook that the data/document has been transferred and saved (data transfer to the archive does not have to have taken place at this stage). This block can be deactivated generally or per workplace; this is not recommended because this means that there is no feedback about the correct archiving process.
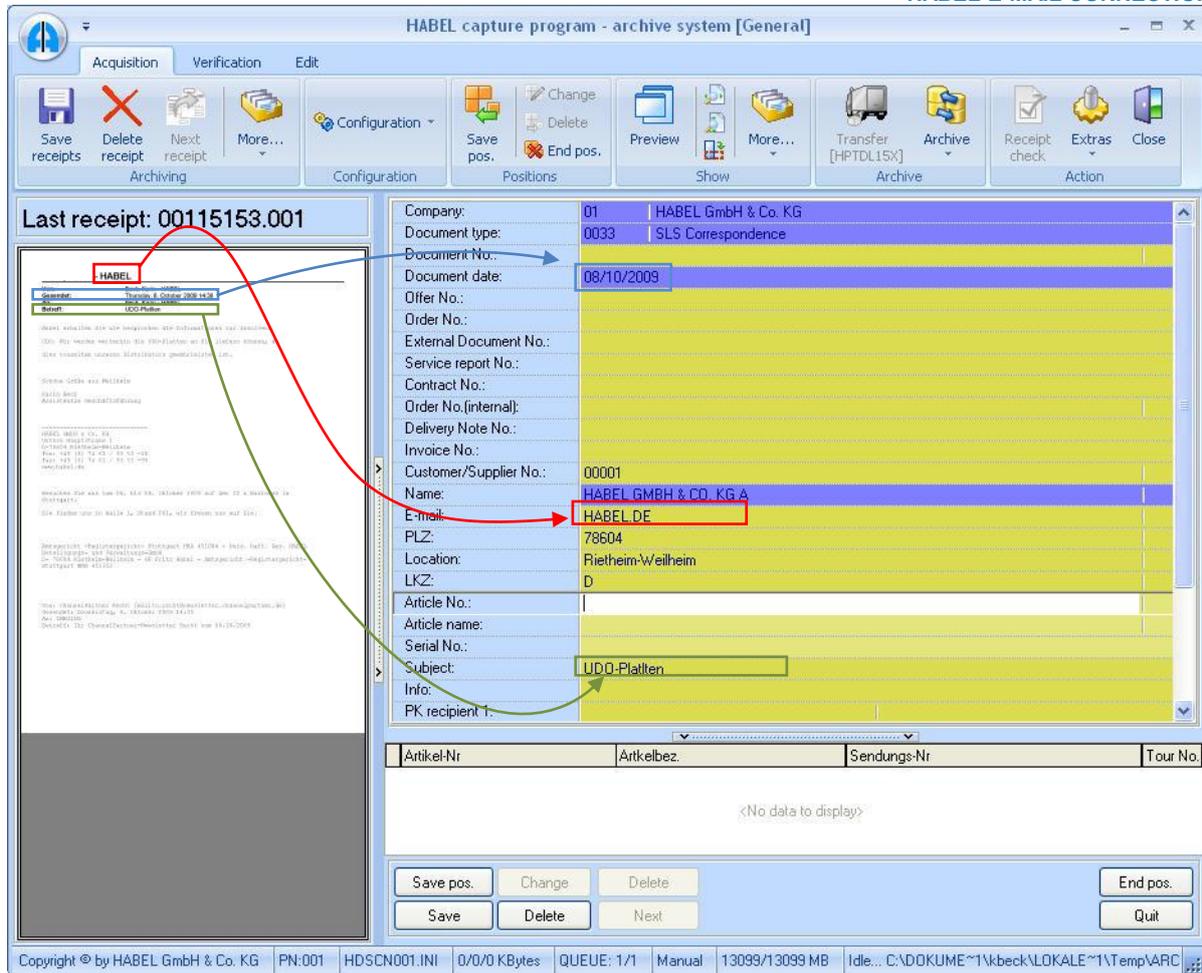
Following archiving the email is designated accordingly in your inbox. Alternatively the email could be deleted in your inbox. If you transfer an email for archiving twice you will receive the following prompt:
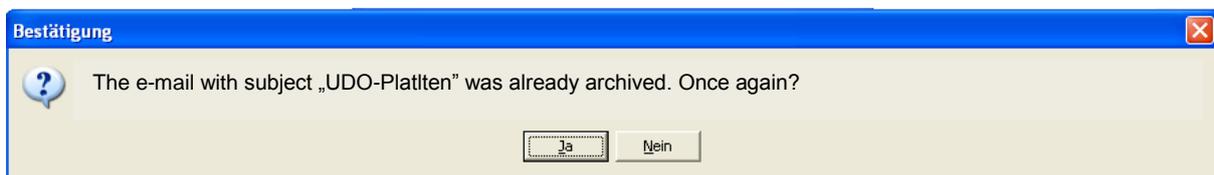
2. HABEL E-MAIL ARCHIVING LOTUS NOTES
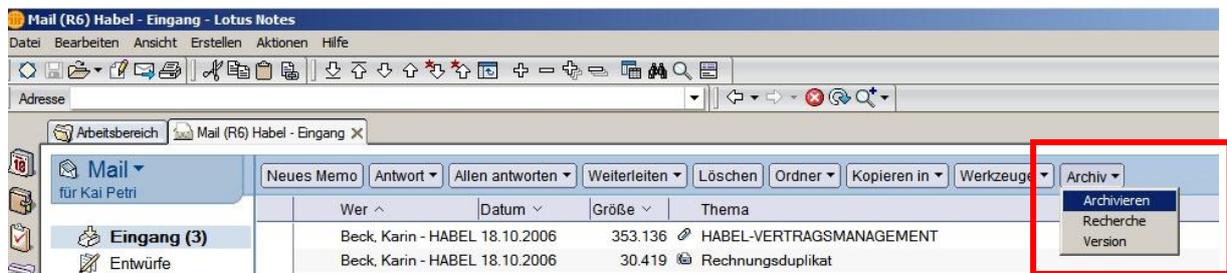
In Lotus Notes the archiving is done via a button. The emails and their attachments are sent to the archive. The input mask is identical to the other input masks. If desired, the complete original mail or individual elements (attachments) can be automatically deleted. The email is saved in its original format, provided that LOTUS NOTES Version 6 or higher is installed (earlier versions do not support this function).

3. HABEL E-MAIL ARCHIVING TOBIT

In Tobit David the archiving of emails and faxes is done via a pop-up menu. The emails and their attachments are sent to the archive. The input mask is identical to the other input masks. If desired, the complete original mail or individual elements (attachments) can be automatically deleted. The email is not saved in its original format.
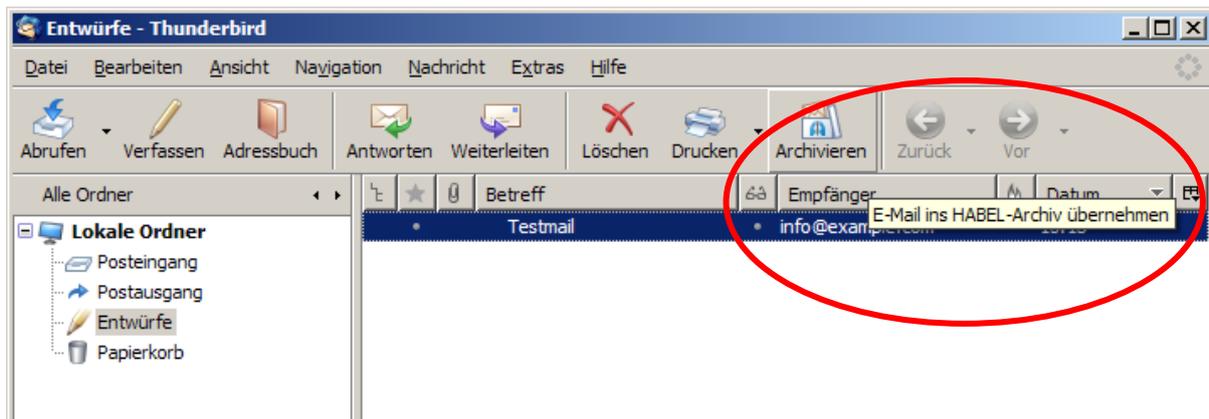
4.   HABEL E-MAIL ARCHIVING THUNDERBIRD

In Mozilla Thunderbird a function key is used to perform the archiving. The emails and their attachments are sent to the archive. The input mask is identical to the other input masks. If desired, the complete original mail or individual elements (attachments) can be automatically deleted. The email is archived in its original format and can therefore still be processed in Mozilla Thunderbird after the search.

HABEL CONTRACT MANAGEMENT

Using HABEL CONTRACT MANAGEMENT contracts can be managed efficiently in respect of due date, extension and termination and also displayed in a clearly laid out way at the touch of a button. The program is used wherever document maturity dates and deadlines have to be monitored. This ensures that you no longer miss any contract termination deadlines, prevents contracts from simply being extended automatically and informs you in good time about contracts that are due to expire.

For HABEL CONTRACT MANAGEMENT a separate database is created with predefined document types and search criteria typical of contract documentation. In the archiving process important contract contents are input as search criteria, which then control the monitoring and reminder dates. Check routines and rules support the user right from the document capturing stage, so that all criteria necessary for the contract and its associated management are input correctly and completely.

Blue fields are mandatory, pale yellow fields are item fields. The standard package provides for several contracting parties to be input for one contract.

Depending on the selected contract attribute fields become mandatory or become inactive (grayed out).

Only if "original" is entered in the "reason for issue" field will the defined recipient also be notified.

Further details on the fields can be accessed within the search function using the info button. The standard package already contains detailed information on the respective fields. These can be supplemented individually by the administrator.

To be able to evaluate risks, costs, revenues, payment intervals etc. following archiving, details must be entered into the fields from "Evaluation of Contract Partner" up to "Payment Interval". This allows overviews of contracts as per required criteria to be compiled within the search function.

Firma	01	HABEL GmbH & Co. KG	
Belegart	0153	Verkauf	
Unterbelegart	V303	Verkaufsvertrag	
Beleg-Datum	21.05.2010		
Vertragspartner Nummer			
Vertragspartner Name			
Vertragspartner PLZ			
Vertragspartner Ort			
Vertragspartner LKZ			
Vertragspartner E-Mail			
Barcode			
Vertragsnummer			
Version			
Ausfertigungsgrund	OR	Original	
Vertragsabschluss	26.05.2010		
Rücktritt bis			
Vertragsbeginn	31.05.2010		
Vertragsmodalitäten	04	befristeter Vertrag (mit Verlängerungsmöglichkeit)	
rollierende Kündigungsmöglichkeiten			
Kündigungs-/ Verlängerungsfrist (M...	3		
Ankündigung(Wochen)	1		
Kündigungstermin(e)			
Vertrag gekündigt am			
Vertrag gültig bis			
Original bei			
Ansprechpartner (intern1)	U950		
Ansprechpartner (intern2)			
Ansprechpartner (extern)			
Betreff			
Besondere Vereinbarung			
Info			
Bewertung des Vertragspartners			
Bewertung des Vertrags			
Vertragsrisiko			
zugehörige Verträge			
einmalige Kosten			
rollierende Kosten			
einmaliger Ertrag			
rollierender Ertrag			
Währung			
Zahlungsart			
Zahlungsintervall			
Betreff			
Info			
MSG ID			

The contract terms and conditions (its attributes) affect other qualifying criteria. The standard package contains seven defined contract attributes. The termination periods/deadlines entered, and the period of notice (in weeks) affect the time of the notification:
E.g.: *If the termination/extension period is one month two (weeks) has to be entered as period of notice. If the termination date is 30.06.2010 this would mean notification one month and two weeks prior to the termination date (mid May 2010).*

The following shows the effects of contract attributes on other fields in the overview.

Contract attribute: fixed term, can be terminated prematurely

Practical example: Loan agreement with unscheduled repayment arrangement
Contracts which a priori cannot be extended but may be terminated prematurely. Notification is made in good time before the termination date.

For example:

Vertragsmodalitäten	07	befristet, vorzeitig kündbar
rollierende Kündigungsmöglichkeiten	03	vierteljährlich
Kündigungs.-/ Verlängerungsfrist (Monate)	1	
Ankündigung(Wochen)	2	
Kündigungstermin(e)	30.06.2010	
Vertrag gekündigt am		
Vertrag gültig bis	31.05.2012	
Original bei		
Ansprechpartner (intern1)	U123	

Contract attribute: fixed term with extension option

Practical example: Leasing (vehicle), tenancy agreement
Fixed term contracts that are not extended automatically but which have the option of being extended. Notification that the contract will end soon is made in good time prior to expiry of the contract, so that an extension could be sought. In this case there are no premature termination dates so these fields are inactive.

Vertragsmodalitäten	04	befristeter Vertrag (mit Verlängerung ▾	❓
rollierende Kündigungsmöglichkeiten		▾	❓
Kündigungs.-/ Verlängerungsfrist (Monate)	3		❓
Ankündigung(Wochen)	4		❓
Kündigungstermin(e)			❓
Vertrag gekündigt am			📅
Vertrag gültig bis	31.05.2012		📅
Original bei			🔍
Ansprechpartner (intern1)	U123		🔍

Contract attribute: fixed term without extension option

Practical example: Contract for services, loan agreement, tenancy agreement (hereditary lease)
Fixed-term contracts that cannot be extended. Notification of end of contract. Other fields are not relevant.

Vertragsmodalitäten	05	befristeter Vertrag (ohne Verlänger ▾	❓
rollierende Kündigungsmöglichkeiten		▾	❓
Kündigungs.-/ Verlängerungsfrist (Monate)			❓
Ankündigung(Wochen)			❓
Kündigungstermin(e)			❓
Vertrag gekündigt am			📅
Vertrag gültig bis	31.05.2012		📅
Original bei			🔍
Ansprechpartner (intern1)	U123		🔍

Contract attribute: fixed term, can be terminated prematurely (without reminder)

Practical example: Loan agreement with unscheduled repayment arrangement
Fixed-term contracts that cannot be extended but that can be terminated prematurely. Notification that contract has expired.

Vertragsmodalitäten	06	befristeter Vetrag, vorzeitig kündba ▾ ⓦ
rollierende Kündigungsmöglichkeiten	KT	Siehe Kündigungstermine ▾ ⓦ
Kündigungs.-/ Verlängerungsfrist (Monate)	3	ⓦ
Ankündigung(Wochen)	4	ⓦ
Kündigungstermin(e)	15.07.2010;15.10.;15.01.;15.04.	ⓦ
Vertrag gekündigt am		🗓
Vertrag gültig bis	31.05.2012	🗓
Original bei		🔍
Ansprechpartner (intern1)	U123	🔍

Contract attribute: one-off occurrence (without reminder)

Practical example: Purchase agreement
One-off contracts without duration or end, and that therefore do not need to be monitored. All fields relating to termination/period of notice/deadlines etc. have therefore been grayed out.

Vertragsmodalitäten	01	einmaliges Ereignis (ohne Erinnerung) ▾ ⓦ
rollierende Kündigungsmöglichkeiten		▾ ⓦ
Kündigungs.-/ Verlängerungsfrist (Monate)		ⓦ
Ankündigung(Wochen)		ⓦ
Kündigungstermin(e)		ⓦ
Vertrag gekündigt am		🗓
Vertrag gültig bis		🗓
Original bei		🔍
Ansprechpartner (intern1)	U123	🔍

Contract attribute: open-ended contract

Practical example: Employment contract, rental agreement, leasing agreement, cell phone service agreement
Open-ended contracts that are to be reviewed regularly or at specific dates. A reminder is issued either at certain times or at regular intervals, depending on the selection made.

Vertragsmodalitäten	03	unbefristeter Vertrag	▼	ⓘ
rollierende Kündigungsmöglichkeiten	12	jährlich	▼	ⓘ
Kündigungs.-/ Verlängerungsfrist (Monate)	3			ⓘ
Ankündigung(Wochen)	4			ⓘ
Kündigungstermin(e)				ⓘ
Vertrag gekündigt am				📅
Vertrag gültig bis				📅
Original bei				🔍
Ansprechpartner (intern1)	U123			🔍

Contract attribute: open-ended contract (without reminder)

Practical examples: Employment contract or rental/leasing agreement
Contracts that do not need to be monitored and do not require any reminders.

Vertragsmodalitäten	02	unbefristeter Vertrag (ohne Erinnerung)	▼	ⓘ
rollierende Kündigungsmöglichkeiten	12	jährlich	▼	ⓘ
Kündigungs.-/ Verlängerungsfrist (Monate)	3			ⓘ
Ankündigung(Wochen)	4			ⓘ
Kündigungstermin(e)				ⓘ
Vertrag gekündigt am				📅
Vertrag gültig bis				📅
Original bei				🔍
Ansprechpartner (intern1)	U123			🔍

Termination options/deadlines

The rolling cancellation deadlines indicate the intervals at which the contract can be cancelled, e.g. monthly, quarterly or annually. In addition, a minimum period before cancellation may be specified. For example, with cell phone contracts it is usually possible to cancel annually, but only after expiry of the minimum term of two years. In this case, the rolling cancellation option "annually" is entered in the contract management system, while the earliest date for cancellation is specified under "cancellation date". In this case a reminder is sent initially on 20 August 2011 (four weeks before the three month period of notice ending on 17.12) and then again every year on 20 August.

Vertragsmodalitäten	03	unbefristeter Vertrag	
rollierende Kündigungsmöglichkeiten	12	jährlich	
Kündigungs.-/ Verlängerungsfrist (Monate)	3		
Ankündigung(Wochen)	4		
Kündigungstermin(e)	17.12.2011		

If quarterly or monthly cancellation options are entered, and/or a fixed date as cancellation date, no reminders will be sent up to the cancellation deadline. From this date reminders will be sent monthly on the 17th (example below).

Vertragsmodalitäten	03	unbefristeter Vertrag	
rollierende Kündigungsmöglichkeiten	01	monatlich	
Kündigungs.-/ Verlängerungsfrist (Monate)	3		
Ankündigung(Wochen)	4		
Kündigungstermin(e)	17.12.2011		

If "any time" is specified as the cancellation option reminders will be sent at the end of the month. The setting "see cancellation dates" will only apply if the interval between cancellation dates does not always reflect the same time period between cancellation opportunities. For example, in the case of cancellation interval with different time periods the option of cancelling each year on either 30.06 or 30.09 is available. In such cases select "see cancellation dates" and
enter the appropriate data in the "cancellation dates" field:

dd.mm.yyyy	if a fixed date is to be entered
dd.mm.	if a day and a month of each year is to be entered
dd.mm.;dd.mm.;dd.mm.;...	if several dates every year are to be entered

For example: first cancellation date or rolling cancellation date from 15.06.2013

Kündigungstermin(e)	15.06.2013	

For example: Cancellation possible on 15.01. / 15.05. and 15.07.

Kündigungstermin(e)	15.01.;15.05.;15.07.	

Background archiving

General

Many documents in the archive are not activated manually but are archived automatically and/or adopted by other programs. The user has very little to do with this but it is important to know these archiving methods too.

HABEL COLD

Archiving via the COLD interface is used if documents are to be taken over from ERP programs, accounting software, operating software etc. It is not necessary here to again print and scan documents compiled in these external applications. An up-to-date interface description (which data are provided for the transfer and how) can be obtained from your consultant/administrator.

HABEL provides the documents compiled to the external application as image files, as well as the associated index data. HABEL archives the document automatically and adds the supplied index data as search terms.

To complete the process correctly letter headed sheets are stored with the file supplied from the external application, so that a complete file in the archive can be represented by showing the background form. Prerequisite for this function: **HABEL DYNAMIC FORM DEPOSIT** The selection of the dynamic form deposit function is made in the search operation.

HABEL INDEX UPDATE

Using the HABEL INDEX UPDATE module index data are added automatically to documents that have already been archived.

The thread is generally formed via the job number from sales or order number from purchasing. Via the ERP system the order number is passed to the subsequently compiled documents such as job order, delivery note, invoice and also incorporated into these documents via COLD archiving. If subsequently a search is performed using the order number all documents are found, starting with the customer order right through to the invoice.

The methodology of supplemental indexing is to enable this thread via various document numbers. For example, it should also be possible to search for the complete thread using the invoice number. In this case the invoice number must be added to the already archived documents.

If several values are to be entered retrospectively for a field, e.g. because there are several delivery notes or invoices for a job, several values can also be entered retrospectively into the fields.

The values are entered separately into a defined field, using any separator you like (e.g. , .,). Prerequisite: The field must make enough characters available. In the case of a MySQL database the field can be extended, but for DB/C databases it is difficult to do this, as the maximum length of the field is limited (default 999 characters) and for large call-off orders there is often a large number of values that would have to be added.

Overview function keys and/or shortcut keys

Program	Function	Keys/shortcut keys
All	Print	CTRL + P
All	Back	ESC
Capture	Copy field content to previous entry	CTRL + D
Capture	Copy all field contents from previous entry	CTRL + Shift + D
Capture	Counter field (*only for defined document types*)	F9
Capture	Switch to document check	F7
Capture	Save documents	F3
Capture	Clear fields	F6
Capture	Optimum width	CTRL + 4
Capture	Optimum height	CTRL + 2
Capture	Fit to page	CTRL + 5
Capture	Original size	CTRL + O
Capture	Rotate document clockwise	CTRL + R
Document check	Change (*in document check*)	F12
Document check	Save change	F2
Document check	Delete page	DELETE
Document check	Delete stack	CTRL + DEL
Capture scan	Scan single document	F2
Capture scan	Scan stack	F3
Capture	Transfer	F10
Capture scan	Scan preview	F3
Capture scan	Save (*Scan preview*)	F3
Capture scan	Save all (*Scan preview*)	CTRL + F2
Capture scan	Change barcode (*Document check*)	Insert

Capture scan	Re-scan page	F5
Capture scan	Barcode with entry	CTRL + Shift + F8
Capture scan	Barcode recognition	F8
Capture scan	Enter barcode manually	CTRL + F8

**"Stop improving and
you cease to be good!"**

Send your improvement proposals and ideas to handbuch@habel.de.
Thank you.