

Users Manual

Version 2.5



KENDOX

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General

What is Kendox SCAN?

Kendox SCAN is a high-standard scanning software that allows the user to read in big amounts of data in short time, and archive it in a clear and ordered way. Special filters allow the program to recognize document types automatically and assign them with index values. In this way documents can be indexed and archived in a fast and correct way.

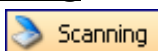
Function overview

Batches



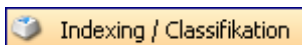
A batch is a collection of documents that should be edited in ONE work-process. Working with batches allows the user to archive his documents in a clear and ordered way. To work with Kendox SCAN it is necessary to create at least one batch.

Scanning



The „Scanning“ function offers the user the opportunities of scanning documents direct from a Scanner, or of reading in digitised documents. It is the main element of Kendox SCAN. Scanners can be chosen and configured, and a detailed document-preview is given.

Indexing / Classification



Using modern technology, this function allows the user to analyse documents for certain criterions and to endue them with keywords. Keywords are index values that are linked to the document directly. The „Auto-index“ function allows the program to localise these keywords via OCR in the document and to take them over unchanged.

Archive

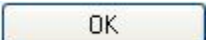


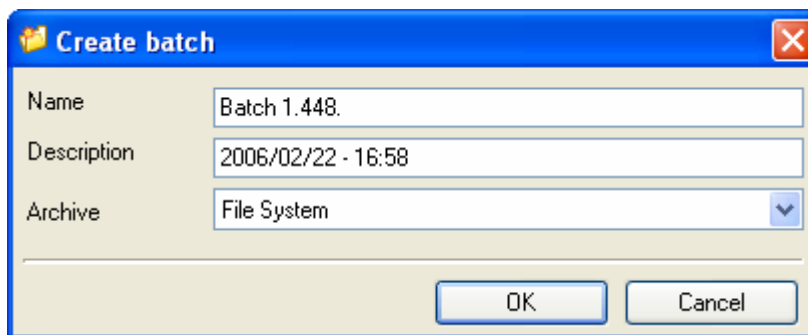
The Kendox SCAN archive function provides for the definite archiving of documents that have already been indexed with keywords (index values). These documents can be transferred into the InfoShare.Client archive to stay there in accordance of existing law, or filed in the local filesystem.

Working with Kendox SCAN

How can I work with batches?

Creating a new batch

- 1) Press the „Create batch“-button in the toolbar!
- 2) Name the batch and choose an accordant description!
- 3) Chosse an archive!
- 4) Confirm with 



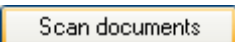
Deleting an existing batch

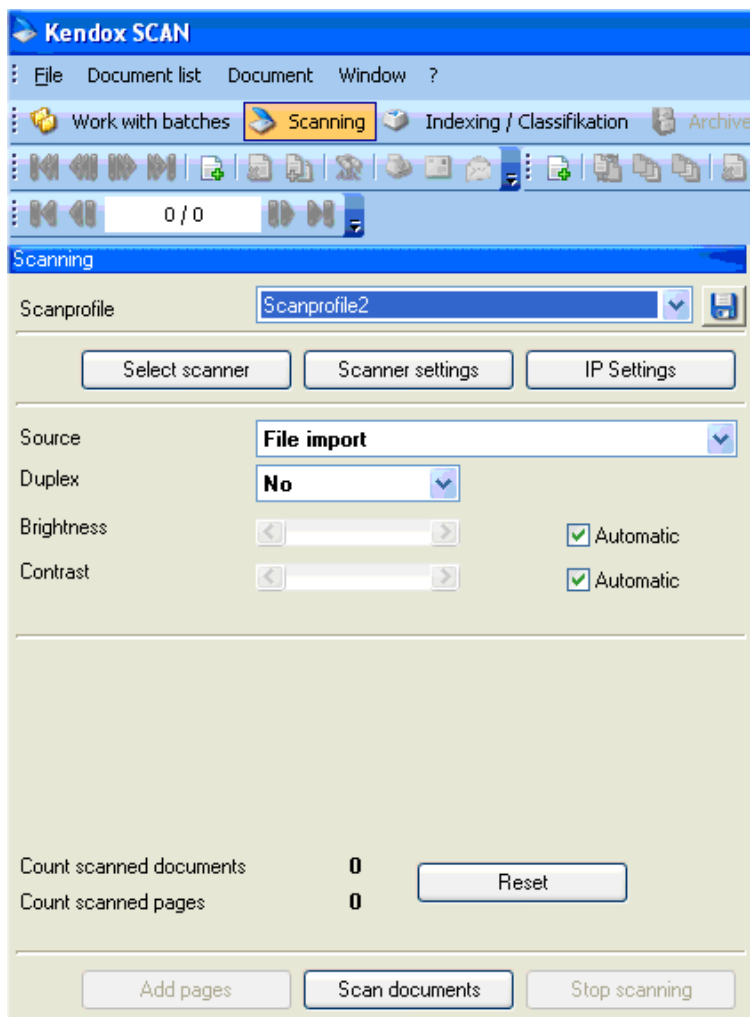
- 1) Mark the batch you want to delete!
- 2) Press the „Delete batch“-button in the toolbar!

NOTIZE: All contained documents are lost irrecoverable after deleting the accordant batch!

How can I scan documents?

Scanning of new documents

- 1) Doubleclick on a created batch!
- 2) The „Scanning“-mode starts automatically.
- 3) Choose a Scanprofile!
- 4) Choose the driver-software for your scanning machine! (Select Scanner)!
- 5) If there are still no drivers installed choose „Add“, insert the driver-disk and choose the accordant drive!
- 6) Choose the accordant data source (Flatbed, manual feeder, etc...)
- 7) Press 



Every scanned document is shown in the preview.

Document list

You can change the listview of the read in documents in the menu
File → *Settings* → *Document view*.

When you are working with multilateral documents the tree view is recommended. Every side is visible and can be shifted easily by drag & drop to another document.

Import of scanned documents (file import)

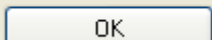
- 1) Doubleclick on a created batch!
- 2) The „Scanning“-mode starts automatically!
- 3) Choose a Scanprofile!
- 4) Choose „Import Driver“ for your scanning machine (Scanner selection)!
- 5) Choose „File import“ as source!
- 6) Press „Scan documents“!
- 7) Open the file folder with the desired documents!
- 8) Mark all documents, which should be imported, and confirm with the button „Open“!

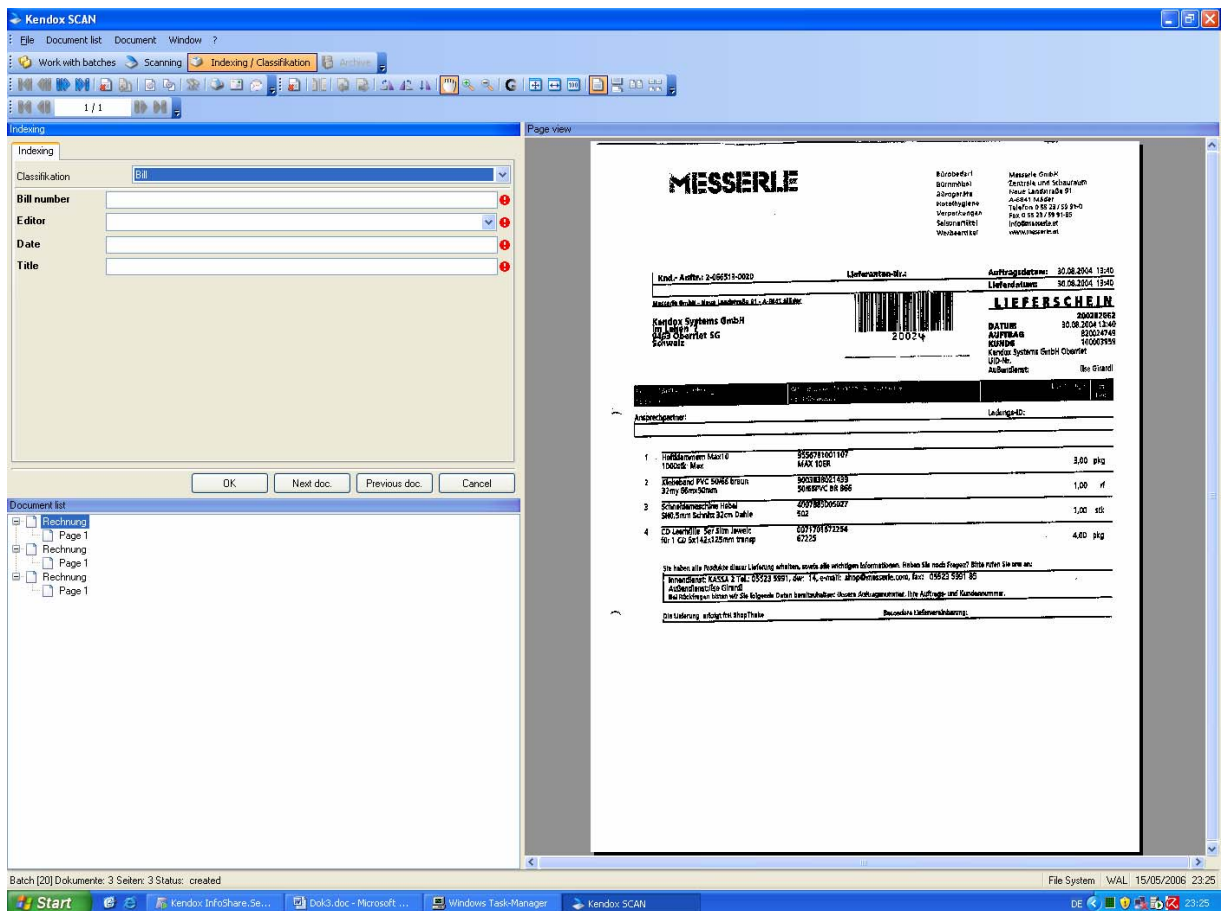
Explanation of the functions

- 1) Scanprofile:
Choose one of the scanprofiles.
- 2) Scanner settings:
Dependent on the selected scanner, different side or color attitudes can be defined.
- 3) Select Scanner:
Choose the type of scanner with which you want to scan the documents.
- 4) IP Settings:
This menu is used for the configuration of various filters.
- 5) Source:
Select the kind of data sources (zB manuel feeder, file import, flatbed, usw.).
- 6) Safe-Button
The scanprofile can be changed and safed any time.

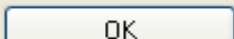
How can I index documents?

Manual Indexing/Classification

- 1) Choose „Indexing/Classification“
- 2) Mark the document you want to index!
- 3) Choose in the dropdown-menu „Classification“ the accordant document type!
- 4) Define the next index values!
- 5) Confirm with 



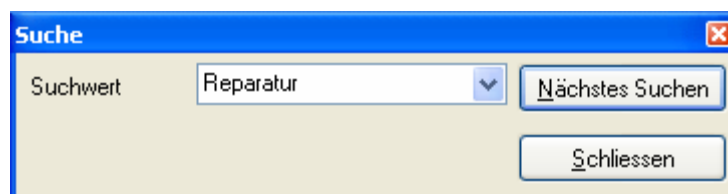
Indexing/Classification automatically

- 1) Choose „Indexing/Classification!“
- 2) Mark the document you want to index!
- 3) Choose in the dropdown-menu „Classification“ the accordant document type, if no recognition attitudes were defined!
- 4) Confirm with „index all documents automatically“ in the tool bar!
- 5) The auto index function fills out all index fields, whose index value was already configured!
- 6) Confirm with 

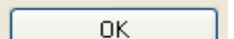
HINWEIS: It's necessary to index documents before you can archive them.

How can I search for documents?

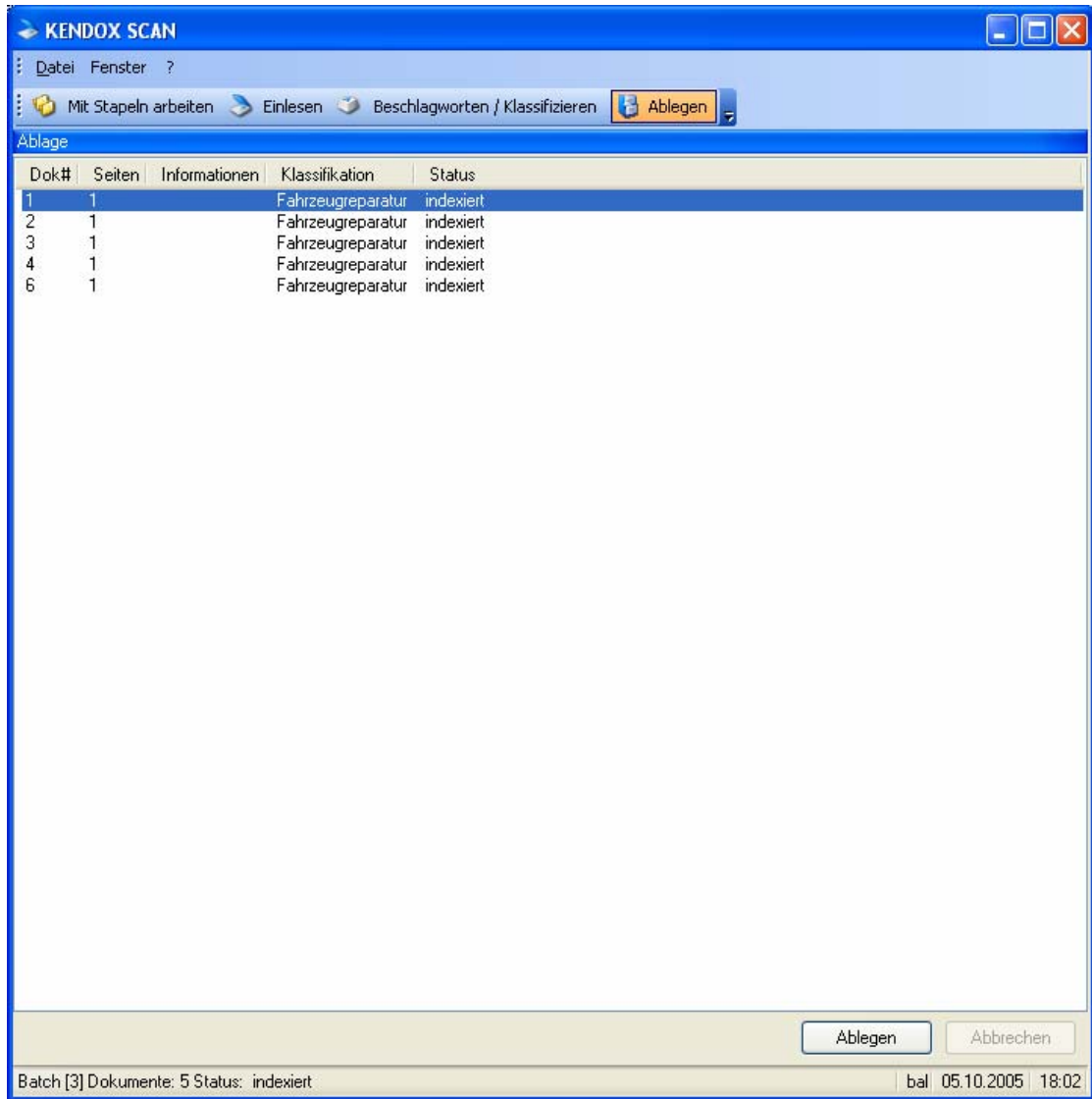
Kendox SCAN offers a limited search function. Searching for documents select: document list → Search! (Strg+F)



How can I archive documents?

- 1) Choose „Archive“ in the menu!
- 2) Mark the document you want to archive!
- 3) Choose „Archive“!
- 4) Confirm with 

The documents are now in that archive file, which was defined by creating the batch.

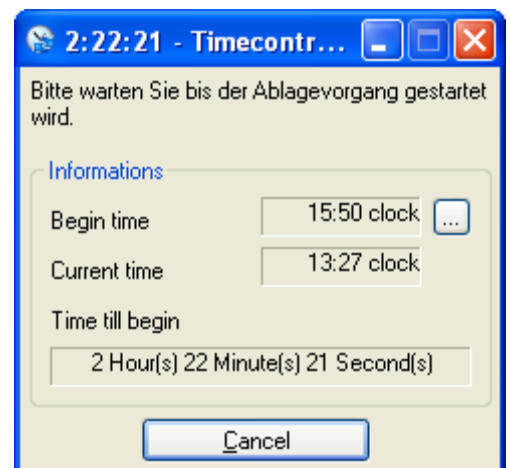


Time controlled archive

This menu item allows the administrator to define a time-controlled file archiving by default. That means that scanned documents get transferred into the defined archive system every day at the same time. The user has the possibility to change the point of time temporary by defining the desired starting time and to activate the function. But the user cannot change the defined administrator settings.

After activating the time controlled archive the function „Archive Batch“ gets assigned to the menu-entry „Batches“!

This button starts the time controlled archiving. The archiving of an indexed batch is immediately started with "/StartArchive" in the commandline.

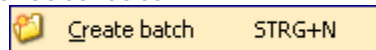


Function overview

This is a short explanation of the most important functions in Kendox SCAN including the shortcuts:

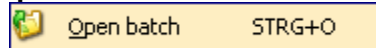
1. **Batch**

1.1. **Create batch**



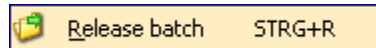
Creates a new batch. To work with Kendox SCAN it is necessary to create at least one batch.
STRG+N

1.2. **Open batch**



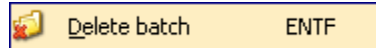
Opens a created batch to scan documents.
STRG+O

1.3. **Release batch**



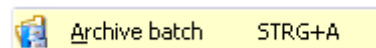
Releases the batch for editing.
STRG+R

1.4. **Delete batch**



Deletes the batch and all contained documents.
ENTF

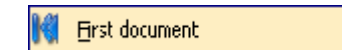
1.5 **Archive batch**



Starts the time controlled archiving of the chosen batch.
STRG+A

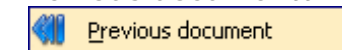
2. **Document list**

2.1. **First document**



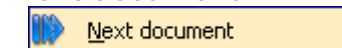
Shows the first document of the batch.

2.2. **Previous document**



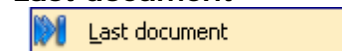
Shows the previous document of the batch.

2.3. **Next document**

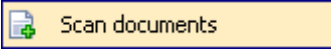
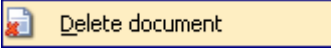
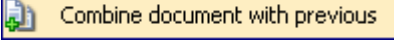
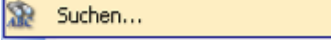
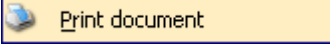
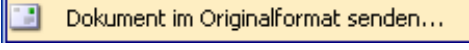
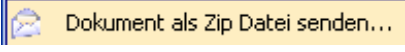
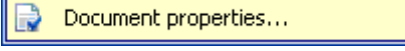


Shows the next document of the batch.

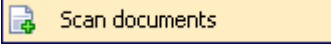
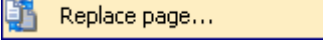
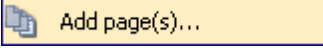
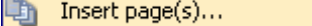
2.4. **Last document**


























Shows the last document of the batch.

- | | | |
|-------|--|---|
| 2.5. | Scan documents
 | Starts the scanning process. |
| 2.6. | Delete document
 | Deletes the desired document from the batch. |
| 2.7. | Combine document with prv.
 | Combines the marked document with the previous.
STRG+F |
| 2.8. | Search
 | Opens the search dialogue. |
| 2.9. | Print document
 | Prints the marked document.
STRG+P |
| 2.10. | Send doc. in original formate
 | Sends the chosen document via E-mail.
STRG+S |
| 2.11. | Send doc. as Zip file
 | Converts the chosen document into a Zip-file and sends it via E-mail. |
| 2.12. | Document properties
 | Shows the document properties like file path, document type. |



3. **Document**

- | | | |
|------|---|---|
| 3.1 | Scan document
 | Starts the scanning process. |
| 3.2. | Replace page
 | Replaces the selected page by another.
STRG+E |
| 3.3. | Add page
 | Adds another page to the selected page. |
| 3.4. | Insert page
 | Inserts an arbitrary page. |

- 3.5. **Delete page**
 Delete page
Deletes the desired page..
- 3.6. **New document from here**
 New document from here
Separates a multipage-document.
STRG+T
- 3.7. **Move page left**
 Move page left
Moves the desired page to the left.
- 3.8. **Move page right**
 Move page right
Moves the desired page to the right.
- 3.9. **Rotate right 90°**
 Rotate right 90 degree
Rotates the desired page 90° to the right.
STRG+R
- 3.10. **Rotate left 90°**
 Rotate left 90 degree
Rotates the desired page 90° to the left.
STRG+L
- 3.11. **Rotate 180°**
 Rotate 180 degree
Rotates the desired page 180°.
STRG+K
- 3.12. **Move mode**
 Move mode
Allows the user to move the page(s) in the preview window just as he wants to.
- 3.13. **Zoom in**
 Zoom in
Allows the gradual zooming in to the document.
- 3.14. **Zoom out**
 Zoom out
Allows the gradual zooming out from the document.
- 3.15. **Grayscale**
 Grayscale
Gives the document a better quality by changing the grey-scale.
STRG+Q
- 3.16. **Fit to window**
 Fit to window
Adjusts the desired page to the window size.
STRG+F
- 3.17. **Fit to width**
 Fit to width
Adjusts the desired page to the window width.
STRG+B
- 3.18. **Original size**
 Original size
Restores the original page size.
STRG+I

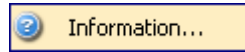
- 3.19. Single pages**
 Single pages
- The page view displays only one page.
- 3.20. Sequentially**
 Sequentially
- The page view displays all scanned pages sequentially.
- 3.21. Double pages**
 Double pages
- Two single pages are displayed as a double page.
- 3.22. Double pages - Sequentially**
 Double pages - Sequentially
- The page view displays all double pages sequentially.
- 3.23. First page**
 First page
- Shows the chosen documents first page.
- 3.24. Previous page**
 Previous page
- Shows the chosen documents previous page.
- 3.25. Next page**
 Next page
- Shows the chosen documents next page.
- 3.26. Last page**
 Last page
- Shows the chosen documents last page.
- 3.27. Page properties**
 Page properties...
- Shows the page properties like all founded barcodes.

4. Window

- 4.1. View all windows**
 View all windows
- Restores the original window view in every category.
- 4.2. Save current view**
 Save current view
- Savest he current window view for every user. (stays obtained after client reboot)

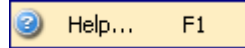
5. Help

5.1. **Information...**



Shows information about the application.

5.2. **Help...**



Opens the clients online-help document.