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DocuWare Connector for eCopy™ ShareScan® OP

Administrator's Guide

Pre-Requisites

Before installing the DocuWare Connector for eCopy ShareScan OP please ensure that the following steps have been taken:

- Install and configure the eCopy ShareScan OP Administrator and client software.
- Install the DocuWare 5 client software.
- Configure the MFD/Scanner as required by eCopy.

Obtaining Support

Support for the Connector is provided by DocuWare Corporation either via e-mail: dwsupport@docuware.com or telephone: (888) 565-5907 or (845) 563-9045.

Installation

If installing from CD, place the CD in the drive and the setup will start automatically. If it does not start, browse to the CD drive and run setup manually by double-clicking SETUP.EXE.

If installing from hard drive, browse to the location of the distribution files and double-click SETUP.EXE to begin installation.

Read and accept the license requirements and press next.

Setup will continue automatically from this point.

Once the setup program has finished, you are ready to begin the configuration steps.

Configuring the DocuWare Connector for eCopy ShareScan OP

User Login Options

The Connector allows you to run the DocuWare client either using a fixed user login or an individual user login.

- The fixed user login uses a User Name and Password for DocuWare regardless of who is scanning and storing documents.
- The individual user login will prompt each user for their DocuWare credentials whenever they start a scan/store session.

If you elect to use the individual user login, it is important that at least one basket for each user that will use ShareScan OP, is available from the eCopy enabled device. This basket should be placed on a network share and be registered using a UNC path. If this is not done, when DocuWare starts on the eCopy enabled device using the current user's credentials, DocuWare will attempt to open all of the user's baskets. If no basket can be opened, then an error condition will occur.

User Interface Options

Depending on your document management requirements, you can opt to use either the Standard DocuWare Store dialog or use the Connector indexing function.

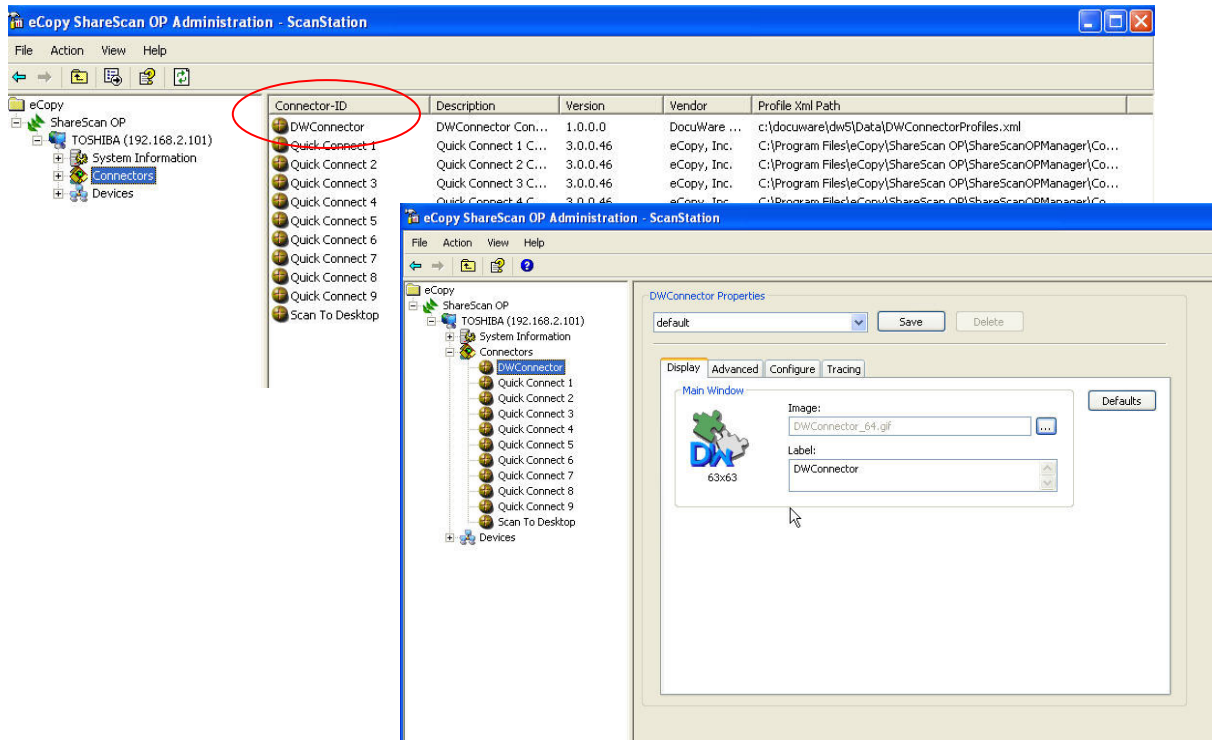
If your indexing needs are relatively simple with only a handful of fields to be indexed then using the Connector user interface may be appropriate. On the other hand, if you need to be able to view the document while indexing, use Point and Shoot, apply stamps or other annotations, or use the more powerful indexing capabilities of the DocuWare client, then you should opt to use the Standard DocuWare Store dialog for document indexing.

Configuring the DWConnector

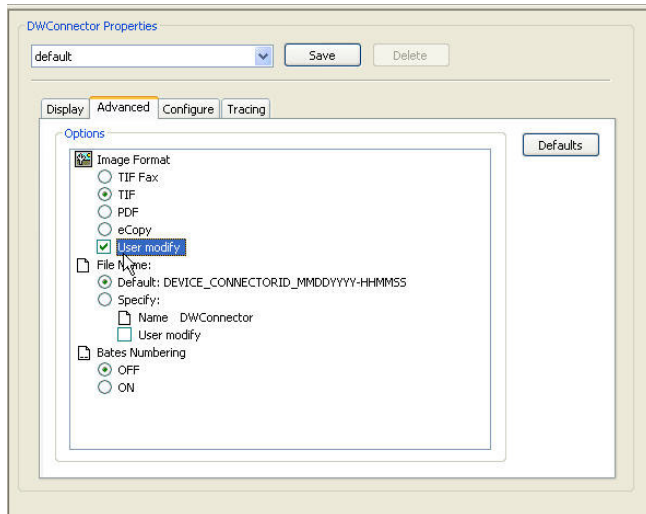
Start the ShareScan OP Administration program.

The DocuWare Connector for eCopy ShareScan OP will appear in the list of Connectors.

Double-click to open the Connector properties.

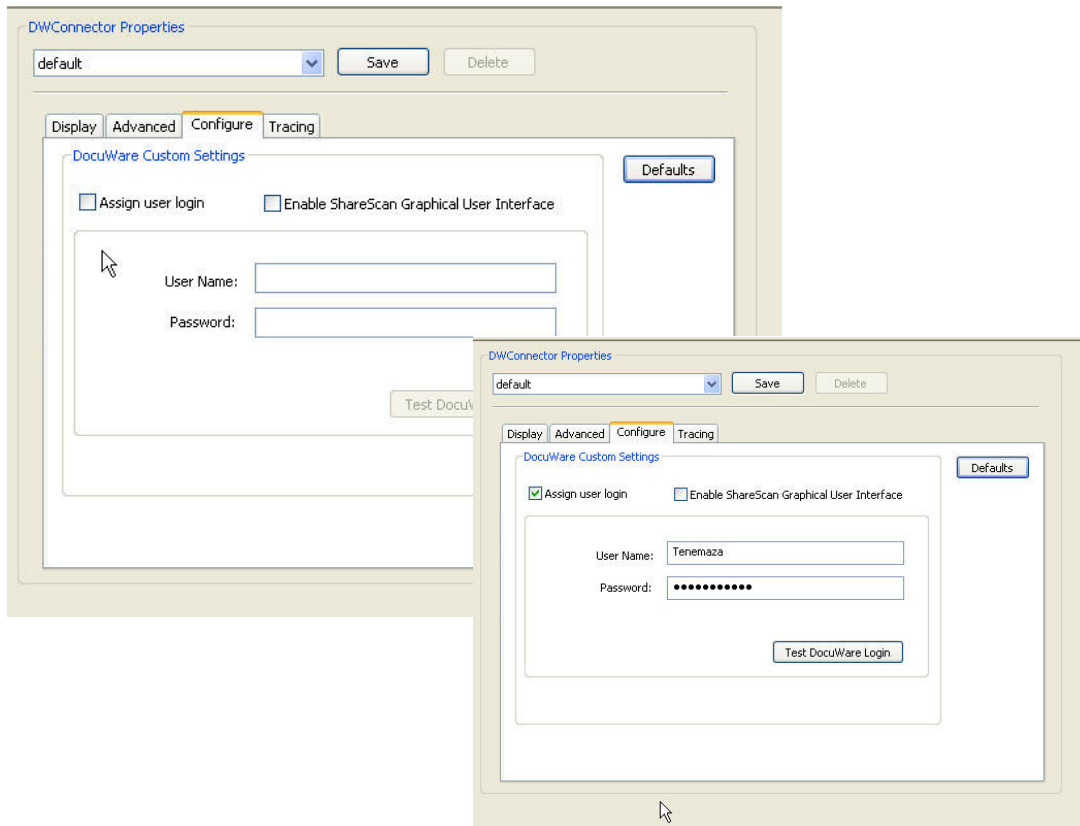


Select the Advanced tab and check the image format desired. The default is TIFF.

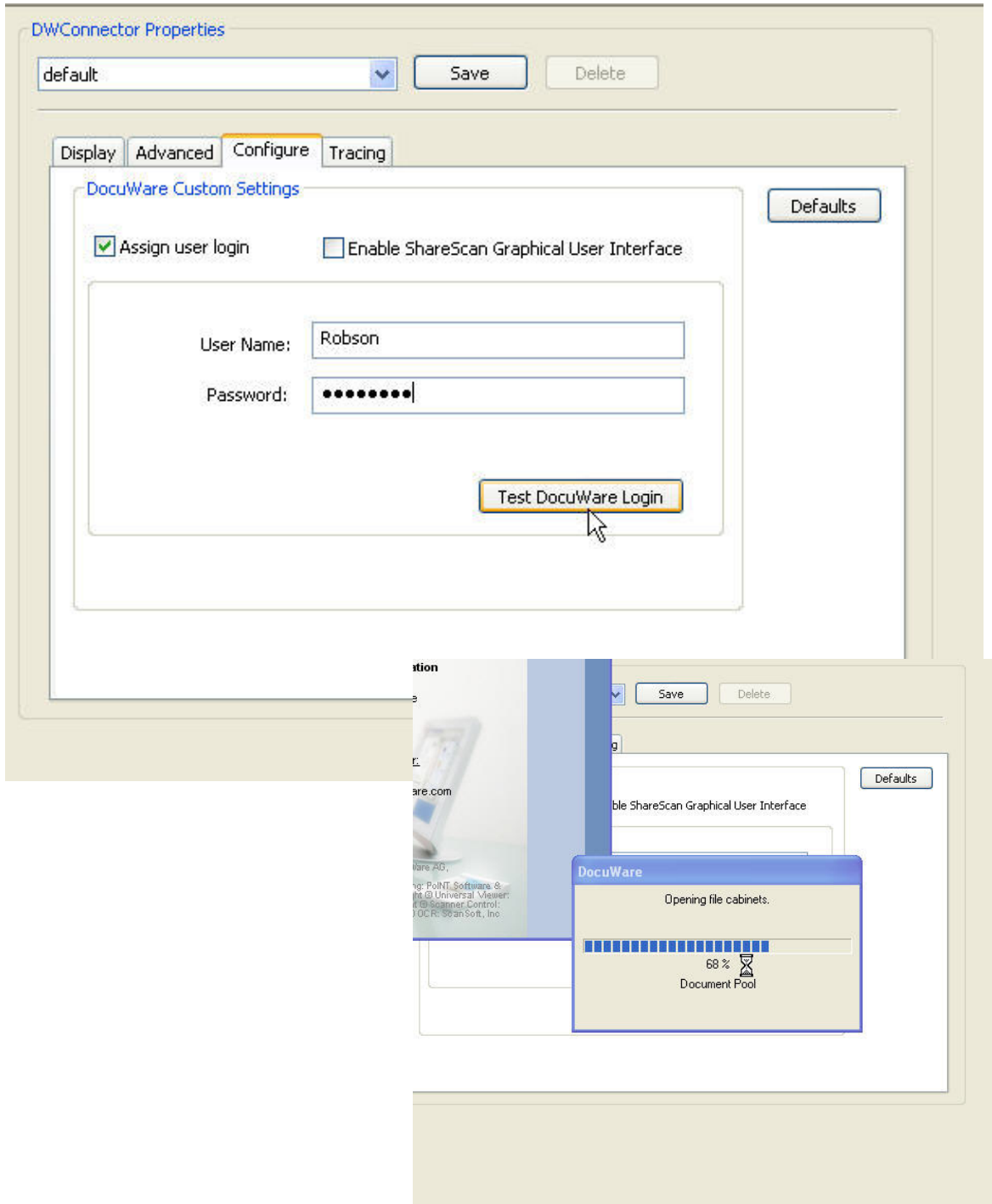


Select the Configure tab to define the DocuWare custom settings.
Here you have several options:

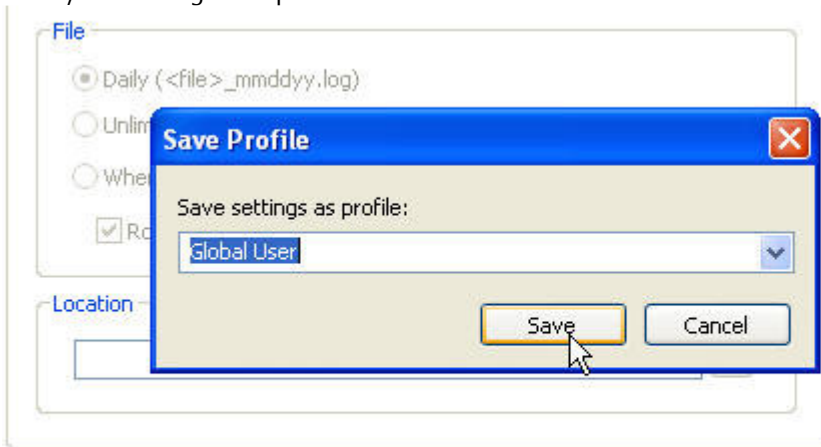
1. Check the Assign user login box to define a fixed User Name and Password to run the DocuWare Client.
2. Leave the Check Assign user login box unchecked and the User Name and Password boxes blank to have DocuWare prompt for a User Name and Password during the ShareScan OP session.
3. Check the Enable ShareScan GUI box to hide the standard DocuWare Store Dialog and use the Connector indexing function.



If you assign a User Name and Password, use the "Test DocuWare Login" button to test the connection.



Save your settings as a profile.



Configuration of the DocuWare Connector for eCopy ShareScan OP is now complete.

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