Kofax Capture's Administration Module at a Glance

Date	November 06, 2013
Applies To	Kofax Capture 10.0, 10.1
Summary	This application note provides a quick description of the Administration Module and the Administration Module's Home tab controls.
Revision	1.0

Overview

This application note contains a quick rundown of the Administration Module and its Home tab's controls.

Administration Module Main Window

The Administration module is used by one or more system administrators to set up batches and maintain the Kofax Capture installation. From this module, the administrator can do the following:

- Define the types of documents to be processed and how they are indexed.
- Decide which modules the documents will pass through for processing, and in which order.
- Set up each module for processing.
- Define processing profiles, such as document separation, form identification, image cleanup, and recognition profiles.
- Scan sample pages for automatic recognition and indexing.

> **NOTE:** Optical / Intelligent Character Recognition accuracy is affected particularly by, but not limited to, image quality and image cleanup configuration. Character recognition accuracy of 100 percent is not guaranteed.

Administration Module Home Tab

The Administration Module Home tab contains frequently used controls for performing basic tasks such as creating a new batch class, document class, form type, or folder class; publishing a batch class, adding an export connector, and more.

Icon	Group or Control Name	Description
	Clipboard group	
	Copy	Copies a selected Batch class, Document class, Form Type, Zone (Index and Group Index), or Folder class.
	Paste	Paste: Pastes a copied Batch class, Document class, Form Type, Zone (Index and Group Index), or Folder class. Paste Special: When pasting a copied Batch class, enables a selection between two types of paste: paste with a copy of the original Document class and paste with a link to the original Document class.

Icon	Group or Control Name	Description
	Batch Class group	
	Import	Opens the Open window, where you can select a .cab file for importing batch classes.
	Export	Opens the Export window, where you can select batch classes to export into a .cab file.
	Publish	Opens the Publish window, where you can validate and/or publish your batch classes.
	User Profiles	Opens the Assigned User Profiles window, which lists the users and groups who are assigned access rights to a specific batch class.
	Document Class group	
	Export Connectors	Opens the Export Connector window, where you can select an export connector for a document class. This option is only available when a document class is selected from the Batch class tree view tab. After selecting an export connector, you can display the associated setup window to configure export preferences.
	Database Validation	Opens the Database Validation window where you can add, edit, remove, and arrange database validation sources.
	Validation Script	Opens the Document Validation Script window, where you can associate a document validation script to a document class, and then create or edit the script. You can also launch VB .NET to create or edit a document validation script.
	Folder Class group	
	Validation Script	Opens the Folder Validation Script window, from which you can associate a folder validation script to a folder class and then create or edit the script. You can also launch VB .NET to create or edit a document validation script.
	Form Type group	
	Zone Test	Opens the Zone Test window, where you can test the settings for your index zones.
	Bar Codes	Select index fields to be associated with bar codes found on a page.
	Add Sample Page	Use this option to add sample pages for your form types. If a scanner source device is selected, the pages in your scanner are scanned. If an import source device is selected, the Import window appears so you can select the files to import as sample pages. This option is only available when a form type is selected from either the Batch class tree view tab or the Document class tree view tab.

Icon	Group or Control Name	Description
	Replace Sample Page	Replaces the selected sample page. For import operations, you can select the replacement file. For scan operations, a page in the scanner's input tray is scanned. All zones defined for the page are retained.
Edit group		
	Rename	Renames the currently selected Batch class or Document class.
	Remove	Removes the selected item from the batch class. A warning message is displayed regarding this action.
	Delete	Deletes the selected batch class, document class, form type, field type or sample page. If you delete a sample page, then it is removed, along with all the zones defined on it. Delete All deletes all the sample pages from the selected form type.
	Properties	Opens the properties window of the selected object. For example, it displays the Batch Class Properties window when a batch class is selected from the Batch class tree view tab.
Scan group		
	Scan	Scans or imports a page. If you are importing an image, the Import window appears when you click Scan, and then you select a file.
	Scan All	Scans or imports multiple pages.
	Stop	Stops the scan operation.

Additional information regarding the Kofax Capture's Administration Module can be found in the Kofax Capture 10.0 Online Help or Kofax Capture 10.1 Online Help files. Other Kofax Capture documentation can be found on the Kofax Capture 10 Documentation or Kofax Capture 10.1 Documentation Web pages.

NOTE:	The Online Help file should be downloaded a folder on your local PC drive. Once there, browse to the KC_main folder and open **Help.html** in a Web browser to access the Kofax Capture Online Help.