

Configuring Administrative Access in a Kofax Express 3.x Client/Server Installation

Application Note

Date	July 22, 2014
Applies To	Kofax Express 3.x
Summary	This application note provides instructions for configuring administrative access in a Kofax Express 3.x client/server installation.
Revision	1.0

Configuring Administrative Access in a Client/Server Installation

This document contains detailed instructions for configuring administrative access to Kofax Express options for all or specific users in a client/server installation. In a default Kofax Express installation, all users have full access to every feature in the product including: scanning, indexing, exporting, creating jobs and creating profiles. In a client/server installation, an administrator may want to restrict access to features for specific users or prevent users from making changes to jobs and profiles.

Access to features in Kofax Express is managed by editing the ExpressAccess.xml file. As an example, a scan operator can be restricted from accessing job setup or index setup features and a supervisor can be allowed access to all features except batch export. Full access can be granted to any user who is responsible for managing a Kofax Express installation. The level of access is based on each user's Windows login.

Kofax Express administrators must have administrative privileges on the Kofax Express workstations. It is strongly recommended that a Local Administrator account be used when applying the changes to the files.

The following topics will be covered in this application note:

- [Editing the ExpressAccess.xml file](#)
- [Restricting Access to Multiple Users](#)
- [Working with the App.AppProfile](#)
- [Limiting Access with the App.AppProfile](#)

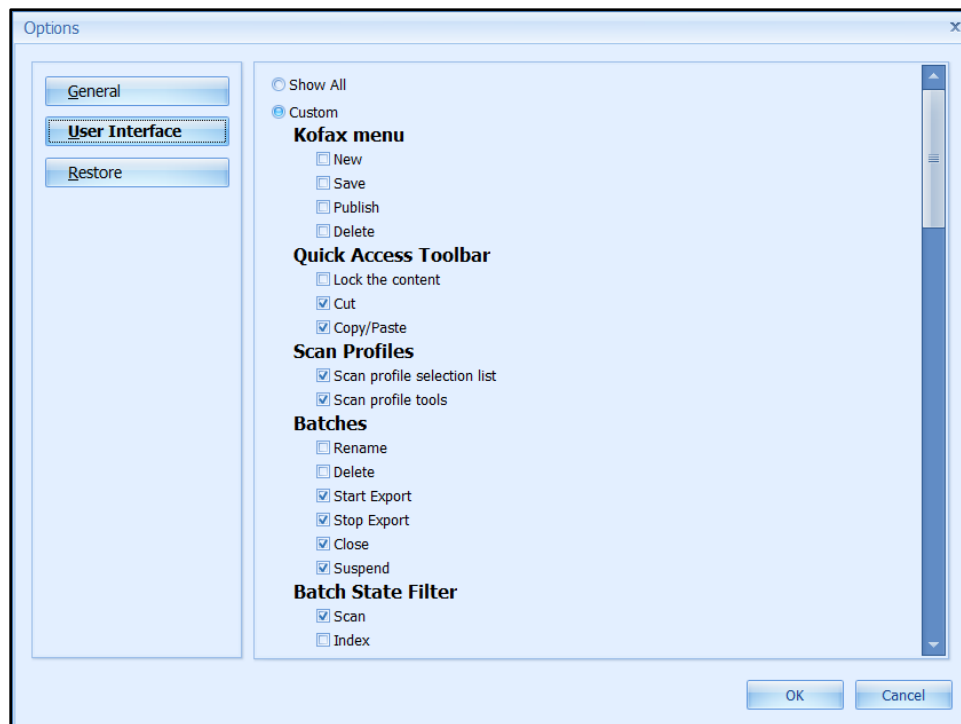
Configuring Administrative Access in a Kofax Express 3.x Client/Server Installation

Application Note

Editing the ExpressAccess.xml file

The ExpressAccess.xml file controls the currently logged-in user's access to Kofax Express. By default it is set to 0 (zero), which will grant full access to Kofax Express. When the **<DisableAllAdmin>** parameter is set to 1, the logged-in user is prevented from editing settings within the Options panel of Kofax Express.

Below is a screen capture of the Kofax Express Options window in a default state. The logged-in user can manage program access or edit settings that may affect other users. Editing the ExpressAccess.xml file will restrict user access in the Kofax Express Options menu.



The ExpressAccess.xml file is located in:

- **Windows 7 / Vista:**

\ProgramData\Kofax\Kofax Express 3.1

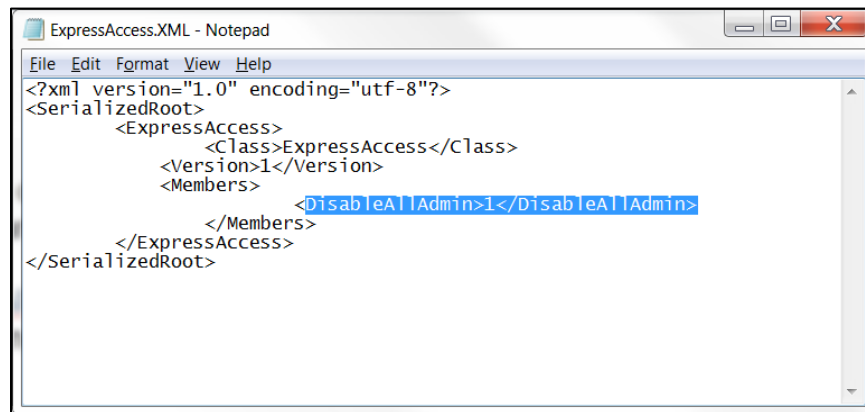
- **Windows XP:**

\Documents and Settings\All Users\Application Data\Kofax\Kofax Express 3.1

Configuring Administrative Access in a Kofax Express 3.x Client/Server Installation

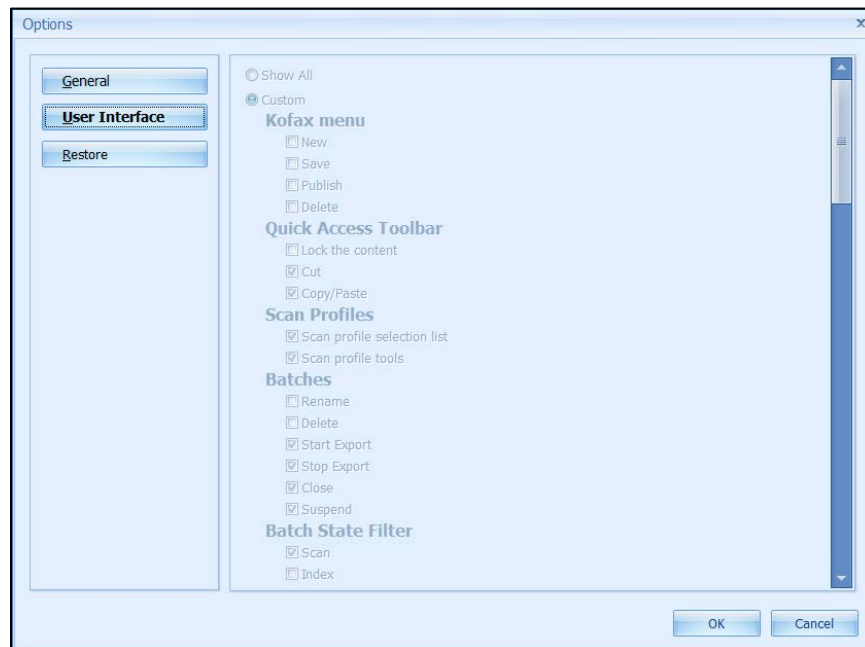
Application Note

1. Navigate to the ExpressAccess.xml file following the path for the specified OS as indicated above.
2. Open the ExpressAccess.xml file in a text editor such as Notepad. Change the **<DisableAllAdmin>** parameter from 0 (zero) to 1.



3. Save the changes to the Express Access.xml file and close.

After editing the ExpressAccess.xml file, the Options menu in Kofax Express displays with read only access for the logged-in users.



Restricting Access to Multiple users

The ExpressAccess.xml file saved to the local Kofax Express folder is the default file that is checked when Kofax Express is loading. Administrators can also restrict access to the Options in Kofax Express to individual users by copying the ExpressAccess.xml file to the individual user's Application Data folder.

Configuring Administrative Access in a Kofax Express 3.x Client/Server Installation

Application Note

When Kofax Express loads, the users Application Data folder is checked first for the ExpressAccess.xml file. If the file exists, the settings enabled are applied and the ExpressAccess.xml file located in the Kofax Express folder is overridden. The steps below can be repeated for each user where access should be restricted.

The Application Data folder is located in:

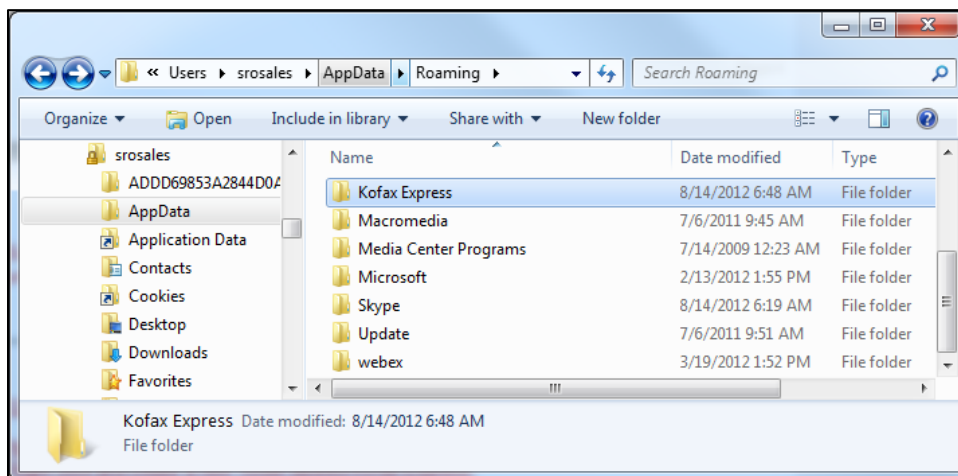
- **Windows 7 / Vista:**

\Users\\AppData\Roaming

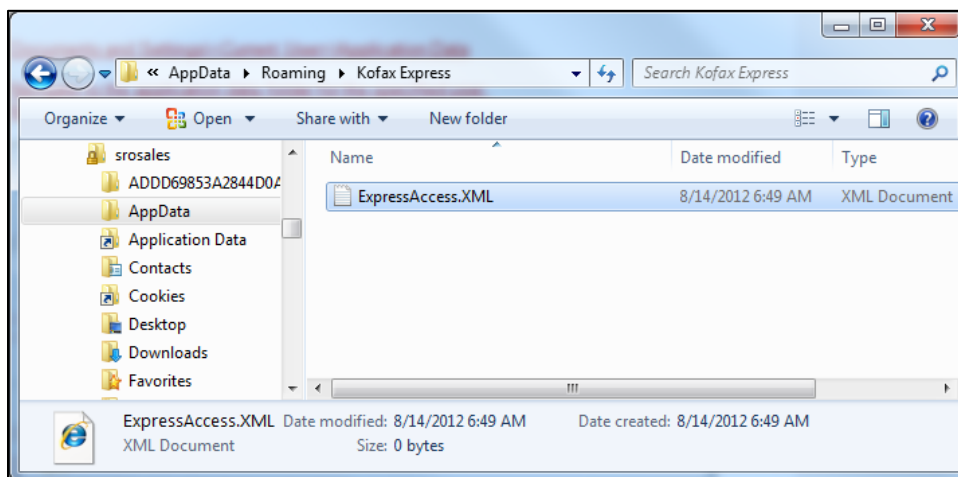
- **Windows XP:**

\Documents and Settings\\Application Data

1. Navigate to the Application Data folder for the specified user.
2. Right-click and create a new folder labeled Kofax Express.



3. Paste a copy of the edited ExpressAccess.xml file in the newly created Kofax Express folder.



Configuring Administrative Access in a Kofax Express 3.x Client/Server Installation

Application Note

Working with the App.AppProfile File

This file contains the current values for all settings on the Options window in Kofax Express. An administrator can configure the desired settings in the Options window for a specified user before editing the ExpressAccess.xml file to restrict them. This will allow the specified user access to only the features enabled by the administrator. The steps below can be repeated for each user where access should be restricted.

The App.AppProfile file is located in:

- **Windows 7 / Vista:**

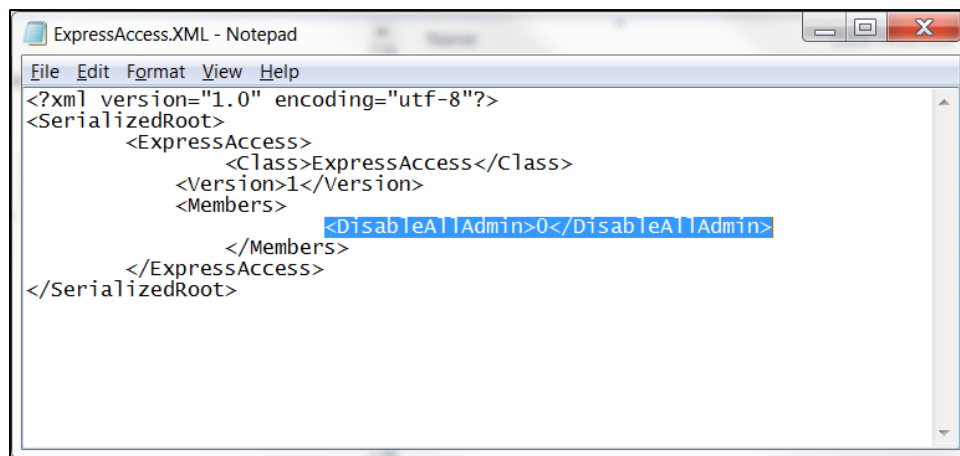
\ProgramData\Kofax\Kofax Express 3.1

- **Windows XP:**

\Documents and Settings\All Users\Application Data\Kofax\Kofax Express 3.1

Limiting Access with the App.AppProfile File

1. [Edit the ExpressAccess.xml](#) file to change the <DisableAllAdmin> value from 1 to 0 (zero). This will enable all settings in the Options window for configuration.

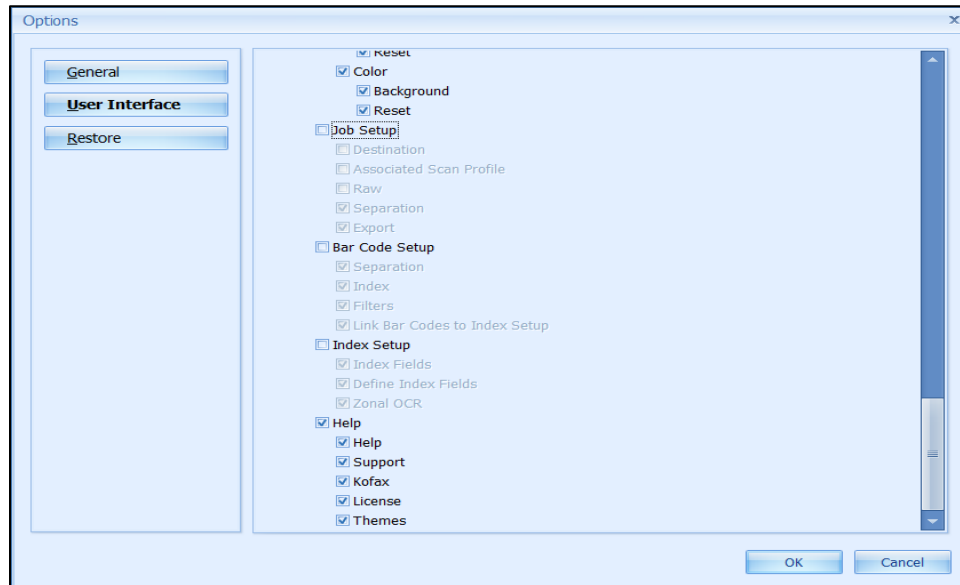


```
ExpressAccess.XML - Notepad
File Edit Format View Help
<?xml version="1.0" encoding="utf-8"?>
<SerializedRoot>
  <ExpressAccess>
    <Class>ExpressAccess</Class>
    <Version>1</Version>
    <Members>
      <DisableAllAdmin>0</DisableAllAdmin>
    </Members>
  </ExpressAccess>
</SerializedRoot>
```

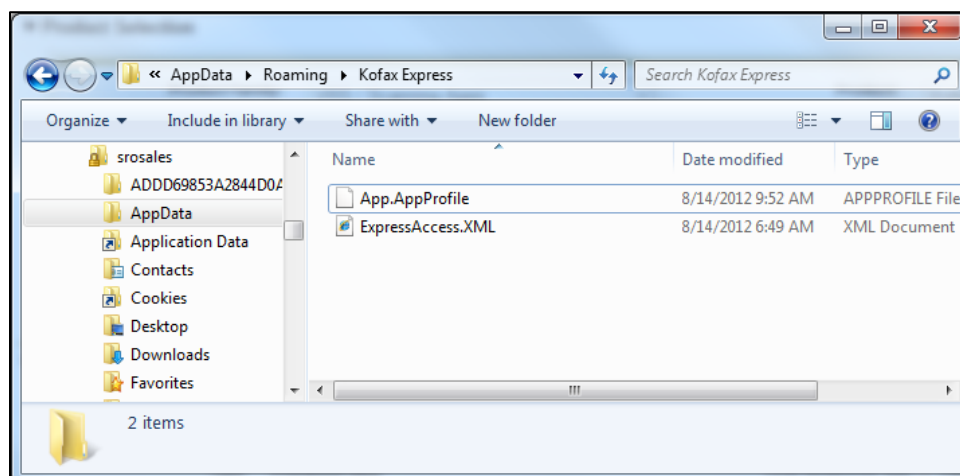
Configuring Administrative Access in a Kofax Express 3.x Client/Server Installation

Application Note

2. Launch Kofax Express and configure the desired settings for the specified user in the Options window.



3. Close Kofax Express to save the Options to the App.AppProfile file. By default, these settings are retained for the user account who saved these settings.
4. Follow the steps to [edit the ExpressAccess.xml file to restrict access to multiple users](#).
5. Navigate to the [common Application Data folder](#) for the specified OS and copy the App.AppProfile file.
6. Navigate to the newly created [users' Application Data Kofax Express folder](#) and paste the copied App.AppProfile file.
7. Then copy the [edited ExpressAccess.xml](#) file and paste it into the same [users' Application Data Kofax Express folder](#).



Configuring Administrative Access in a Kofax Express 3.x Client/Server Installation

Application Note

- 8. Launch the Kofax Express application and open the Options window. Notice that the desired settings are enabled but grayed out and no longer configurable by the user.

