Kofax Express
Installation Guide

Version: 3.3.0

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KOFAX

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Preface

This guide includes the information you need to successfully install Kofax Express and activate the product license.

Product Files Location

If you downloaded Kofax Express from the Kofax Fulfillment Site, refer to the instructions on the site to extract the installation files. If you received Kofax Express as a package, the installation files are included in your electronic media.

Related Documentation

The documentation set for Kofax Express 3.3.0 is available here:[1]

https://docshield.kofax.com/Portal/Products/Express/3.3.0-8vueggfgfv/Express.htm

You can also access individual guides and online help directly from the Kofax Express 3.3.0 product. When you click the Help button located in the top right corner of the Kofax Express window or pressF1 on the keyboard, the online documentation appears in a new browser window.

> ❶ If the security policy for your organization restricts Internet access or the Internet connection is not stable, you can access the documentation in offline mode while using the product.

In addition to this guide, the documentation set includes the following items:

Kofax Express Release Notes
Contains late-breaking information that is not available in other Kofax Express documentation.

Kofax Express Technical Specifications
Contains information on supported operating systems and other system requirements.

Help for Kofax Express
Gives you online product assistance, including step-by-step procedures, description of the typical task workflow, and details about the user interface.

Kofax Express Developer's Guide
Contains information for developers who are responsible for creating and customizing validation scripts and export connectors in the Kofax Express environment.

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[1] You must be connected to the Internet to access the full documentation set online.

Kofax Express SDK

Includes an API reference and the information about creating custom export connectors and validation scripts.

Offline Documentation

To make the documentation available for use in offline mode, obtain the documentation files from the Kofax Express product package that you downloaded from the Kofax Fulfillment Site. The product package includes the following documentation files for offline use:

- KofaxExpressDocumentation_3.3.0_EN.zip

  Contains the entire Kofax Express documentation set in English. This file is required for all users working in offline mode.

- Zip files that contain Kofax Express documentation translated to Arabic, Czech, German, Spanish, French, Italian, Japanese, Portuguese (Brazilian), Russian, and Chinese (Simplified). For example, the German .zip file name is KofaxExpressDocumentation_3.3.0_DE.zip.

The English .zip file includes the `Help` and `Print` folders:

- The `Print` folder contains the Installation Guide and the Developer's Guide.
- The `Help` folder contains Help for Kofax Express.

The `Print` and `Help` folders for the other languages contain only the translated Installation Guide and Help for Kofax Express, respectively.

After you install the product, extract the contents of the `Print` folder to a location on your computer. Make sure that you extract the `Print` folder from the .zip file for English and the .zip file for the other language that you require.

To configure Help for Kofax Express to work in offline mode, see Configure Help to Work in Offline Mode.

Configure Help to Work in Offline Mode

To configure Help for Kofax Express to work in offline mode, use the following procedure:

Extract the contents of the `Help` folder to: `[drive:]\ProgramData\Kofax\Kofax Express\Help\<language code>`.

> ❶ The help files must be located in the respective `<language code>` folder. For example, extract the German help files to `[drive:]\ProgramData\Kofax\Kofax Express\Help\de`.

Offline Help is now accessible directly from Kofax Express 3.3.0 by clicking the ❓Help button located in the top right corner of the Kofax Express window or by pressing F1 on the keyboard.

Training

Kofax offers both classroom and computer-based training to help you make the most of your Kofax Express solution. Visit the Kofax Education Portal at https://learn.kofax.com/ for details about the available training options and schedules.

Also, you can visit the Kofax Intelligent Automation SmartHub at https://smarthub.kofax.com/ to explore additional solutions.

Getting Help with Kofax Products

The Kofax Knowledge Base repository contains articles that are updated on a regular basis to keep you informed about Kofax products. We encourage you to use the Knowledge Base to obtain answers to your product questions.

To access the Kofax Knowledge Base:

1. Go to the Kofax website home page and select **Support**.
2. When the Support page appears, select **Customer Support** > **Knowledge Base**.

> ⓘ The Kofax Knowledge Base is optimized for use with Google Chrome, Mozilla Firefox or Microsoft Edge.

The Kofax Knowledge Base provides:
- Powerful search capabilities to help you quickly locate the information you need.

  Type your search terms or phrase into the **Search** box, and then click the search icon.
- Product information, configuration details and documentation, including release news.

  Scroll through the Kofax Knowledge Base home page to locate a product family. Then click a product family name to view a list of related articles. Please note that some product families require a valid Kofax Portal login to view related articles.

From the Knowledge Base home page, you can:
- Access the Kofax Community (for all customers).

  Click the **Community** link at the top of the page.
- Access the Kofax Customer Portal (for eligible customers).

  Click the **Support** link at the top of the page. When the Customer & Partner Portals Overview appears, click **Log in to the Customer Portal**.
- Access the Kofax Partner Portal (for eligible partners).

  Click the **Support** link at the top of the page. When the Customer & Partner Portals Overview appears, click **Log in to the Partner Portal**.
- Access Kofax support commitments, lifecycle policies, electronic fulfillment details, and self-service tools.

  Go to the **General Support** section, click **Support Details**, and then select the appropriate tab.

Overview

Kofax Express is an easy-to-use, batch-oriented document scan application capable of high-speed scanning with real-time image display, indexing, and bar code detection. Kofax VRS technology is built into the application to ensure optimal image quality. Kofax Express can export captured content to a location that is accessible to industry-standard document management or storage systems.

System Requirements

For information about supported operating systems and other Kofax Express requirements, see the *Kofax Express Technical Specifications* document, which is available on the Kofax Express Documentation site.

Install and Activate .NET Framework 4.8

To run the Kofax Express installation successfully on Windows 8.x, Windows 10, or Windows Server 2012, you must install and activate Microsoft .NET Framework 4.8 before you start the installation process. Otherwise, the installation will fail.

During a Kofax Express 3.3.0 standalone or server installation, the installer checks to determine if .NET Framework 4.8 or later is already installed. If not, .NET Framework 4.8 is installed automatically for you.

During a Kofax Express 3.3.0 client workstation installation, .NET Framework 4.8 is not installed automatically. Verify that .NET Framework 4.8 or later is pre-installed before you install Kofax Express 3.3.0 on a client workstation. If not, the .NET Framework 4.8 installer is available via **KofaxExpress-3.3.0.ISO** at the following path:

```
..\ISSetupPrerequisites\{C1015097-96FE-4C5E-BD95-37910B3B16FF}\ndp48-x86-x64-
allos-enu.exe
```

The same requirement applies to any other Windows operating system that does not have Microsoft .NET Framework 4.8 pre-installed.

Firewall Settings

In a client/server installation, client workstations cannot connect to the server if the Windows Firewall is turned on. To ensure that the connection between the client workstations and the server is not blocked, use Control Panel to do one of the following:

- Add Net.TCP Port Sharing to the list of programs and services that are not blocked by the firewall.
- Turn off Windows Firewall on the server computer.

Certified Scanners

Kofax Express is certified with a wide range of industry-standard scanners, and new scanners are certified on a regular basis in the following license categories:

- Kofax Express for Desktop or Workgroup Scanners: Supports throughput up to 50 duplex pages per minute (based on letter-size pages scanned in landscape mode).
- Kofax Express for Low-Volume, Mid-Volume, or High-Volume Scanners: Supports throughput between 50 and 130 duplex pages per minute (based on letter-size pages scanned in landscape mode).

For the most current list of certified scanners, visit the Kofax Scanner Configurator Site. To obtain the appropriate driver, check the installation media that came with your scanner or the scanner manufacturer's website.

Image Storage

By default, Kofax Express stores images in the common application data folder within the `ProgramData` folder. Be sure to reserve sufficient disk space for scanned images.

Kofax Express and Kofax Capture

You can install Kofax Express and Kofax Capture on the same computer, provided that Kofax Capture is installed first.

If you plan to use a Kofax export connector while both applications are installed on the same computer, be sure to review the requirements for installing and registering export connectors. See Export Connector Installation and Registration.

Installation

To perform a new installation, download Kofax Express from the Kofax Fulfillment Site to a local drive or use the removable installation media issued at the time of purchase (see Product Files Location). You can install Kofax Express in a standalone or client/server environment.

> ⓘ For information about performing a silent installation, see Silent Installation.

If Kofax Express 3.2.x is currently installed on your computer, you do not need to uninstall it before upgrading to Kofax Express 3.3.0.

If Kofax Express 1.x.x, 2.x.x, 3.0.x, or 3.1.x is currently installed on your computer, do one of the following:
- Upgrade to version 3.2.x, and then upgrade to version 3.3.0.
- Uninstall version 1.x.x, 2.x.x, 3.0.x, or 3.1.x, then install version 3.3.0.

> ⓘ When upgrading to Kofax Express 3.3.0 from version 3.2.x, all of the jobs, batches and scanner profiles are retained and remain fully functional.

Standalone Installation

A standalone configuration is appropriate if you plan to perform all Kofax Express administration, scan, index, and export tasks on the same computer.

1. Confirm that your scanner is installed and connected to the computer according to the manufacturer's instructions.
2. Close all applications on the computer and make sure that you are logged in as a user with Administrator rights.

   Some Domain Administrator accounts prevent you from accessing certain folders and/or registry entries on the local computer. Make sure that your Administrator account gives you the same level of folder and registry access as a Local Administrator account.
3. If applicable to your version of Windows, turn off User Account Control (UAC) until the installation is complete.
4. Start the installer by double-clicking the `setup.exe` file from either of the following locations:
   - Folder containing Kofax Express 3.3.0 product files
   - Removable electronic media

   The Kofax Express installer screen appears.

5. Click **Next** and follow the setup instructions on the screen.

   During setup, you are prompted to accept the license agreement and specify a location for installing the Kofax Express 3.3.0 software on your computer.

6. When prompted to choose the installation type, select the **Standalone** check box and click the **Install** button to start the installation.

7. When you are notified that the installation is complete, click the **Finish** button.

8. Follow the procedure in Setting the License to activate the license.

Client/Server Installation

A client/server configuration is appropriate if you plan to use multiple workstations to perform scan, index, and export tasks. In this environment, the server computer is typically used for centralized tasks related to job, batch, and scan profile management, and the client workstations are used for scan, index, and export operations. You must complete the Kofax Express server installation to create a deployment package that is required to install the Kofax Express client software.

Install Kofax Express Server

1. If you plan to scan on the server computer, confirm that your scanner is installed and connected to the computer according to the manufacturer's instructions. Otherwise, continue to the next step.

2. Close all applications on the computer and make sure that you are logged in as a user with Administrator rights.

3. If applicable to your version of Windows, turn off User Account Control (UAC) until the installation is complete.

4. Start the installer by double-clicking the `setup.exe` file from either of the following locations:
   - Folder containing Kofax Express 3.3.0 product files
   - Removable electronic media

   The Kofax Express Server installer screen appears.

5. On the installer screen, click **Next** and follow the setup instructions on the screen.

   During setup, you are prompted to accept the license agreement and specify a location for installing the Kofax Express software and database on your computer. If necessary, click **Change** to update the location.

6. When prompted to choose the installation type, select the **Server** check box and click the **Install** to start the installation.

7. When you are notified that the server installation is complete, click **Finish**.

8. Verify that the `ClientSetup` deployment folder was automatically created during the server installation. By default, the path to the deployment folder is:

   `{installation path}\ClientSetup`

   The `ClientSetup` folder contains preconfigured information required to install the Kofax Express client software. Client workstations contact the centralized job and scan profile repository on the server computer.

9. Do one of the following:
   - Make the `ClientSetup` folder accessible to each client workstation where you plan to install Kofax Express. You can share the folder, or copy it to a network location or the removable media.
   - Copy the `ClientSetup` folder to each client workstation.
10. Copy the `ISSetupPrerequisites` folder from the **KofaxExpress-3.3.0.ISO** root folder to each client workstation where you plan to install Kofax Express.

Deploy a Client Workstation

After installing Kofax Express Server, use the procedure in this section to install Kofax Express on a client workstation.

1. On a workstation to be used for scanning, confirm that your scanner is installed and connected to the client workstation according to the manufacturer's instructions. Otherwise, continue to the next step.
2. Close all applications on the workstation and make sure you are logged in as a user with Administrator rights.

   Some Domain Administrator accounts prevent you from accessing certain folders and/or registry entries on the local computer. Make sure that your Administrator account gives you the same level of folder and registry access as a Local Administrator account.
3. Install the following third-party software from the `ISSetupPrerequisites` folder:
   - Microsoft Visual C++ 2013 Update 5 Redistributable

     The installer is available at:

     ```
     {Installation Path}\ISSetupPrerequisites
     \{CC2DF5F8-4454-44B4-802D-5EA68D086676}
     ```
   - MicrosoftVisual C++ 2015-2019 Latest Redistributable

     The installer is available at:

     ```
     {Installation Path}\ISSetupPrerequisites\{8ECB9800-52FD-432D-83EE-
     D6E037E96CC2}
     ```
   - Microsoft .NET Framework 4.8

     The installer is available at:

     ```
     {Installation Path}\ISSetupPrerequisites\{C1015097-96FE-4C5E-
     BD95-37910B3B16FF}
     ```
4. If applicable to your version of Windows, turn off User Account Control (UAC) until the installation is complete.
5. On the client workstation, navigate to the root of the `ClientSetup` deployment folder and do one of the following to start the installer:
   - Right-click the `Kofax Express.msi` file and select the **Install** option on the drop-down menu.
   - Open a Command Prompt window with Administrator rights and change the working folder to the `ClientSetup` folder by typing:

     ```
     CD <path to ClientSetup folder>
     ```

     Then type the following command: `msiexec.exe /i "Kofax Express.msi"`

     The Kofax Express Installation Wizard screen appears.

6. On the installer welcome screen, click **Next** to proceed.

   During the setup, you are prompted to accept the license agreement and specify a location for installing the Kofax Express client software on your workstation.

7. Click **Install** to start the installation.

8. When you are notified that the installation is complete, click **Finish**.

9. In the Kofax Express program folder, remove the shortcuts that do not apply to applications to be used on the client workstation.

   For example, if the client workstation is to be used only for scanning, remove the **Index**, **Export**, and **Operations** shortcuts. See Kofax Express Applications for details.

   a. On the Start menu, point to **All Programs** and **Kofax Express**.

   b. In the Kofax Express program folder, right-click a shortcut you do not need and click **Delete**.

   c. When prompted to confirm the deletion, click **Delete Shortcut**.

      The shortcut is removed from the Kofax Express program folder.

   d. As applicable, delete other application shortcuts from the Kofax Express program folder.

Kofax Express Applications

When you install Kofax Express on a client workstation, a set of shortcuts is automatically created in the program folder. Each shortcut represents a different Kofax Express application:

- **Kofax Express**: Includes all of the product features.
- **Scan**: Includes the features required to operate a scan station, which is typically used to create and scan batches of documents or apply image quality corrections.
- **Index**: Includes the features required to operate an indexing station, which is typically used to index scanned documents before they are exported.
- **Export**: Includes features required to operate an export station that automates the process of exporting documents after they are scanned and indexed. Batches are exported to Kofax Capture, Microsoft SharePoint, or another document storage or content management system.
- **Operations**: Includes a combined set of scan, index, and export features.

Silent Installation

This section explains how to perform a silent Kofax Express installation in a standalone or client/server environment.

Do not perform a silent installation on a mapped drive or UNC path.

Standalone

Use this procedure to perform a silent installation on a standalone computer.

1. Close all applications on the computer and make sure that you are logged in as a user with Administrator rights.

2. If applicable to your version of Windows, turn off User Account Control (UAC) until the installation is complete.
3. Do one of the following:
   - Extract the **KofaxExpress-3.3.0.ISO** image file to a folder on your computer.
   - If your computer is running Windows version 8.1 or later, mount the **KofaxExpress-3.3.0.ISO** file as a CD/DVD drive.
4. Open a Command Prompt window with Administrator rights and change the working folder by typing:

   `CD <path to extracted ISO/mounted CD/DVD drive>` to either of the following:
   - The folder where the **KofaxExpress-3.3.0.ISO** image file is extracted.
   - The CD/DVD drive where the **KofaxExpress-3.3.0.ISO** image file is mounted to.
5. Then type the following command:

   `setup.exe /s /v"/qn"`

Server

Use this procedure to perform a silent installation on a server computer.

1. Close all applications on the server computer and make sure that you are logged in as a user with Administrator rights.
2. If applicable to your version of Windows, turn off User Account Control (UAC) until the installation is complete.
3. Do one of the following:
   - Extract the **KofaxExpress-3.3.0.ISO** image file to a folder on your computer.
   - If your computer is running Windows version 8.1 or later, mount the **KofaxExpress-3.3.0.ISO** file as a CD/DVD drive.
4. Open a Command Prompt window with Administrator rights and change the working folder by typing:

   `CD <path to extracted ISO/mounted CD/DVD drive>` to either of the following:
   - The folder where the **KofaxExpress-3.3.0.ISO** image file is extracted.
   - The CD/DVD drive where the **KofaxExpress-3.3.0.ISO** image file is mounted to.
5. Then type the following command:

   `Setup.exe /s /v"INSTALLTYPE=CLIENTSERVER /qn"`
6. When the server installation is complete, verify that the `ClientSetup` deployment folder was automatically created.
   By default, the path to the deployment folder is similar to the following:

   `{Installation path}\ClientSetup`
7. Verify that the `ClientSetup` deployment folder is able to access each client workstation where you plan to install Kofax Express. You can share the folder, or copy it to a network location or the removable media.

Client

Use this procedure to perform a silent installation on a client workstation.

1. Close all applications on the client workstation and make sure that you are logged in as a user with Administrator rights.
2. If applicable to your version of Windows, turn off User Account Control (UAC) until the installation is complete.
3. Copy the **ClientSetup** deployment folder created during the server installation to each client workstation. By default, the path to the deployment folder is similar to the following:

   ```
   {Installation path}\ClientSetup
   ```
4. Open a Command Prompt window with Administrator rights and change the working folder to the folder where `ClientSetup` folder is copied from the server by typing:

   ```
   CD <path to ClientSetup folder>
   ```
5. Then type the following command:

   ```
   msiexec.exe /i "Kofax Express.msi" /qn
   ```

Setting the License

When starting Kofax Express the first time, specify your license type and select your scanner. The license and scanner settings stay in effect for subsequent Kofax Express sessions.

1. If applicable, turn on your scanner.
2. Do one of the following:
   - Click the Kofax Express shortcut on your Windows desktop.
   - On the Start menu, select the **Kofax Express** program folder and click the applicable shortcut.

   With a standalone installation, the **Evaluation** window appears the first time you start Kofax Express.
3. Do one of the following:
   - If you want to use Kofax Express with an evaluation license, click **Evaluation** and see Evaluation License (applies only to a standalone installation).
   - If you have a software license, follow the procedure in Activating a Software License.
   - If you have a hardware key license, follow the procedure in Registering a Hardware Key License.

   The predefined **Scan to Desktop** job is opened in the Kofax Express window.

   The predefined job contains an empty batch and settings intended to produce excellent image quality for most document types.

   > ℹ On a Kofax Express client workstation that is not connected to a scanner, no further action is necessary. Otherwise, continue to the next step.

4. On the **Scan Settings** tab, in the **Scanner** group, click **Select**.
   The **Select Scanner** window appears.

5. Select the name of your scanner on the list and click **OK**. (If your scanner is not listed, see Certified Scanners for information about obtaining the appropriate driver.)

   On the toolbar, the name of the current scanner is refreshed with the name of your scanner.

   You are now ready to use Kofax Express. For more information, press F1 to open the online help.

Evaluation License

With a standalone installation, an evaluation license goes into effect when you start Kofax Express the first time. During the evaluation period, you can use all of the product features without limitations.

If you do not activate your purchased license before the end of the evaluation period, Kofax Express switches to demonstration mode. As a result, a stamp is applied to images that you scan and export operations are limited.

While the evaluation period is active, a reminder is displayed each time you start Kofax Express. Once your purchased license is active, reminders are discontinued.

You can discontinue the evaluation license at any time by activating a software license or registering a hardware key license.

Activating a Software License

You must activate the license to be eligible for technical support and product updates.

You need an Internet connection to access the Kofax Express activation Web site. If necessary, go to another computer with a working Internet connection and activate your product license here:

http://activate.kofax.com/kofaxexpress/activate.aspx

> ℹ If you attempt license activation without completing it successfully, a grace period is started. While the grace period is active, you can continue to use all of the product features that are appropriate for your license level. If the grace period elapses without successful license activation, the product switches to demonstration mode. As a result, a stamp is applied to scanned images, and limitations are applied to the export process.

1. As applicable, click **Activate** on any of the following:
   - **Kofax Express Evaluation** window
   - **Kofax Express Evaluation Reminder** window
   - **Kofax Express in Demonstration Mode** window
   - **Kofax Express Help** tab

   The **Activate Kofax Express** window appears.
2. Fill in the required information.

   If necessary, press F1 for online assistance.
3. Click **Activate**.

Registering a Hardware Key License

Use the procedure in this section to start using your hardware key license. You must register the hardware key license to be eligible for technical support and product updates. If you plan to continue using the hardware key license from the previous Kofax Express version, you do not need to complete registration again.

You need an Internet connection to access the Kofax Express registration Web site. If necessary, go to another computer with a working Internet connection and register your product license here:

http://activate.kofax.com/kofaxexpress/activate.aspx

1. Insert your Kofax Express hardware key in a USB port on your computer.

   > ℹ If an error occurs after you insert the hardware key, you may need to install the latest Sentinel driver to ensure full compatibility. The driver is available from the Dongle Drivers folder in your product files.

2. As applicable, click **Hardware Key** (or **Register**) on any of the following:
   - **Kofax Express Evaluation** window
   - **Kofax Express Evaluation Reminder** window
   - **Kofax Express in Demonstration Mode** window
   - **Kofax Express Help** tab

   The **Register Kofax Express** window appears, unless you used the previous Kofax Express version to register your hardware key license. If the license is already registered, no further action is necessary.

3. On the **Register Kofax Express** window, fill in the required information.
   If necessary, press **F1** for assistance.

4. Click **Register Now**.
   Once you register the hardware key license, automatic reminders are discontinued.

Export Service Installation

The Kofax Express Export Service gives you the ability to export batches automatically on an unattended workstation in a multiuser environment. When run as a service, the Export application is started automatically upon startup of the workstation where it is installed.

To install and run the Export Service successfully, you must have an activated Kofax Express Workstation license (or higher) in place.

> ℹ You cannot run the Export Service while the Kofax Express Export application is running on the same workstation.

Auto Export

When the Export Service is used to export a batch, the batch owner name is listed on the Batches panel as *Export Service*.

Export Folder

The workstation where you run the Export Service must be able to access any potential export folder location. If the service attempts to export a job to a folder that cannot be accessed, the export process will fail.

Suppressing Export Confirmation Messages

When a batch is exported successfully, a confirmation message appears. When running the Export Service, you can suppress export confirmation messages so that user intervention is not required to clear them.

You can suppress the messages by opening `App.AppProfile` and setting the `<DisableExportConfirmation>` value to `1`.

For more information about `App.AppProfile`, see Administrator Access.

Logging

The Kofax Express Export Service logs information to the Windows Event log and the following log file:

```
<ProgramData>\Kofax\Kofax Express 3.3\logExportSvc.txt
```

Service-related events (stop, start, uninstall, and errors) and batch-related events (start export, stop export, etc.) are written to both logs.

Installing the Export Service

Use a Command Prompt window to install the service with the Install parameter, as described in the following procedure.

1. Verify that an activated Workstation license (or higher) is in place.
2. Verify that you are logged in with Administrator rights on the workstation where you want to run the Export Service.
3. Before opening a Command Prompt window, do one of the following:
   - Turn off User Account Control (UAC).
   - Select "Run as administrator."

4. In the Command Prompt window, enter the following:

`"<installation path>\bin\KofaxExpressExportService.exe" -Install`

A message appears to confirm successful installation of the Export Service.

After successful installation, you can use the Service Management Console to configure, start, or stop the Export Service. The Pause and Resume functions are not supported with the Export Service.

Removing the Export Service

To remove the export service, run the same executable that was used to install the service.

1. Verify that you are logged in to the Export workstation with Administrator rights.
2. Before opening a Command Prompt window, do one of the following:
   - Turn off UAC.
   - Select "Run as administrator."
3. In the Command Prompt window, enter the following:

`"<installation path>\bin\KofaxExpressExportService.exe" -Uninstall`

A message appears to confirm successful removal of the Export Service.

Export Connector Installation and Registration

An export connector is used to export batches to a specific document storage or content management system. You can use any export connector that is installed and registered for use with Kofax Express.

In a multiuser environment, an export connector must be installed on every workstation where export operations will be run. An export connector must be registered only once.

Default Export Connectors

The following export connectors are automatically installed and registered for use with Kofax Express:
- Multipage
- Single page
- Kofax Capture
- Database

Other Kofax Export Connectors

In addition to the default export connectors, Kofax offers export connectors (IBM FileNet, Documentum, and others) that you can add to your Kofax Express installation. These connectors are installed separately.

> ⓘ Before installing a Kofax export connector, close Kofax Express. If applicable, also close Kofax Capture or other Kofax software.

The process for registering a Kofax export connector with Kofax Express may vary; review the following guidelines to determine which approach applies to your situation.

- If you install a Kofax export connector on a computer where Kofax Express already exists, the connector is automatically registered and no further action is required.
- If you install a Kofax export connector on a computer where Kofax Capture and Kofax Express both exist, use "Run as administrator" to log in to Kofax Express. Then follow the registration procedure described in *Help for Kofax Express*. You will be able to use the export connector with both applications.
- If you plan to use a Kofax export connector on a computer where Kofax Capture and Kofax Express both exist, but you want to use the connector only with Kofax Express, you must use a utility to perform the installation and registration.

  The utility (`InstallExportConnector.exe`) is available from the `bin` folder in your Kofax Express installation.

  To run the utility, use "Run as administrator" to open a Command Prompt window and navigate to the `bin` folder. Then enter the executable file name followed by the path to the export connector installer, similar to following:

  ```
  InstallExportConnector.exe "c:\setup.msi"
  ```

Custom Export Connectors

If you install a custom export connector, follow a manual process for registration. Copy the applicable `.dll` file to `<installation path>\bin\ExportConnectors`. After you copy the file, no further action is required.

Remove Kofax Express

Use the procedure below to remove Kofax Express and related components from your computer.

You must deactivate your license if you plan to remove Kofax Express and reuse the license when the software is installed on another computer. If you plan to remove Kofax Express and reinstall it on the same computer, deactivation is not required.

1. In Control Panel, click **Programs and Features**.
2. On the list of currently installed programs, click **Kofax Express**.
3. Click **Uninstall**.
4. Click **Yes** in response to the confirmation prompt.
5. When prompted to remove user files, do one of the following:
   - Click **Yes** to remove all jobs, batches, and job template files that you created with Kofax Express.
   - Click **No** to save the files, so that your jobs, batches, and job templates are available again if you reinstall Kofax Express.
6. When you are notified that the process is complete, click **Finish**.

Silent Uninstallation

This section explains how to perform a silent Kofax Express uninstallation in a standalone or client/server environment.

Do not perform a silent uninstallation on a mapped drive or UNC path.

Standalone

Use this procedure to perform a silent uninstallation on a standalone computer.

1. Close all applications on the computer and make sure that you are logged in as a user with Administrator rights.
2. If applicable, turn off UAC until the uninstallation is complete.
3. Open a Command Prompt window with Administrator rights and type the following command:
   `msiexec.exe /x{F26B4150-8FFB-41CD-8616-15CC68957C26} /qn`

Client

Use this procedure to perform a silent uninstallation on a client workstation.

1. Close all applications on the client workstation and make sure that you are logged in as a user with Administrator rights.
2. If applicable, turn off UAC until the uninstallation is complete.
3. Open a Command Prompt window with Administrator rights and type the following command:
   `msiexec.exe /x{F26B4150-8FFB-41CD-8616-15CC68957C26} /qn`

Server

Use this procedure to perform a silent uninstallation on a server computer.

1. Close all applications on the server computer and make sure that you are logged in as a user with Administrator rights.
2. If applicable, turn off UAC until the uninstallation is complete.
3. Open a Command Prompt window with Administrator rights and type the following command:
   `msiexec.exe /x{F26B4150-8FFB-41CD-8616-15CC68957C26} /qn`

Chapter 3

Administrator Access

With a standalone installation, Kofax Express users have full access to every feature in the product. If you prefer to grant full access only to certain users, use the `ExpressAccess.xml` and `App.AppProfile` files to manage access based on user-specific permissions. Both files are available in the common application data folder:

```
ProgramData\Kofax\Kofax Express 3.3
```

For example, you might use the files to restrict a scan operator from job setup or index setup features while assigning the scan operator's supervisor access to all features except batch export. You could grant full access to any user who is responsible for managing a Kofax Express installation. The level of access is based on each user's Windows login.

ExpressAccess.xml

This file controls the logged-in user's access to Kofax Express. By default, `<DisableAllAdmin>` is set to **0** (zero), granting full access to Kofax Express. When `<DisableAllAdmin>` is set to **1** (one), the logged-in user can view (but not change) settings in the Options window, which controls general preferences and access to individual features.

`ExpressAccess.xml` excerpt:

```
<ExpressAccess>
    <Class>ExpressAccess</Class>
    <Version>1</Version>
    <Members>
        <DisableAllAdmin>0</DisableAllAdmin>
    </Members>
</ExpressAccess>
```

To set more than one level of access to Kofax Express on the same computer, create a folder named `Kofax Express` containing an override copy of `ExpressAccess.xml` with the alternate setting. Copy the folder to the current user's application data folder:

```
Users\<Current User>\AppData\Roaming
```

When a Kofax Express user logs in to the computer, the current user's application data is always checked first for the override file. If the file exists, it is used even if empty, in which case it has the same effect as the default `ExpressAccess.xml` file that grants full access to Kofax Express. Otherwise, the `ExpressAccess.xml` file in the common application data folder is used.

The override file is useful if you are a Kofax Express administrator, because you can log in to any Kofax Express workstation and customize the settings on the Options window. Apply read-only permission to `ExpressAccess.xml` to prevent unauthorized users from altering the file.

App.AppProfile

This file contains the current values for all settings in the Options window. After customizing the Options window settings, copy the updated `App.AppProfile` to workstations where you want to restrict or control access to individual features. For example, you might customize the settings so that the Job Setup, Bar Code Setup, and Index Setup tabs do not appear on the Kofax Express user interface. You could copy the updated `App.AppProfile` file to any workstation where users do not require access to those tabs. Additionally, you could copy an override version of `ExpressAccess.xml` to the current user's application data folder on those workstations, so the logged-in user would not be able to use the Options window to restore access to those tabs.