

Kofax SafeCom Reports

Administrator's Guide

Version: 10.530.0

Date: 2020-12-11

The logo for KOFAX, consisting of the word "KOFAX" in a bold, blue, sans-serif font.

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Table of contents

Preface	4
Related documentation	4
Training..	4
Getting help for Kofax products.....	4
Introduction	5
SafeCom Reports.....	5
Prerequisites	5
Install SafeCom Reports.....	5
Create a Reports user	6
Windows authentication	6
Start SafeCom Reports.....	7
Create a report	8
Report types	11
Supported export formats	11
Add customized reports.....	12
Command line interface	12
Report file names	13
Job type.....	14
Report format parameters	14
Device report parameters	15
System report parameters.....	15
User report parameters.....	16

Preface

This guide includes instructions for installing and using Kofax SafeCom Reports.

Related documentation

The full documentation set for Kofax SafeCom is available at the following location
<https://docshield.kofax.com/Portal/Products/SafeCom/10.530-jaah72kksf/SafeCom.htm>

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

SafeCom G4

- *Kofax SafeCom G4 Administrator's Guide*
A comprehensive guide that the administrator should consult to make a successful SafeCom solution. Includes information about SafeCom Tracking, SafeCom Rule Based Printing, SafeCom Client Billing, and SafeCom Pay.

Training

Kofax offers both classroom and online training to help you make the most of your Kofax solution. To learn more about training courses and schedules, visit the [Kofax Education Portal](#) on the Kofax website.

Getting help for 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, go to the [Kofax website](#) and select Support on the home page.

Note 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.
- Access to the Kofax Customer Portal (for eligible customers).
- Click the Customer Support link at the top of the page, and then click Log in to the Customer Portal.
- Access to the Kofax Partner Portal (for eligible partners).
- Click the Partner Support link at the top of the page, and then click Log in to the Partner Portal.
- Access to Kofax support commitments, lifecycle policies, electronic fulfillment details, and self-service tools.

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

Introduction

SafeCom Reports

SafeCom Reports enables viewing of main tracking statistics, user statistics, device statistics, client billing statistics and job list.

SafeCom Reports builds on Crystal Reports from Business Objects. SafeCom Reports includes a number of predefined, but parameterized reports. SafeCom can develop and supply additional reports according to specification.

This chapter describes how to install SafeCom Report and generate a report.

Prerequisites

- SafeCom Reports is only supported when used together with SafeCom G2 version S82 070.370*01 or newer.
- Disk space: 260MB.
- TCP Port 1433 and 1116 must be open on the SQL server that hosts the SafeCom SQL databases.

Note SafeCom Reports does not connect if another port than TCP 1433 is used for the SQL server instance for the primary server.

SafeCom Reports supports TLS 1.2 encryption in the communication towards G4 Server.

- The feature requires version 11 or above of the ODBC driver for SQL Server
- By default, SafeCom Reports uses the latest "ODBC Driver XX for SQL Server" driver.

To use a specific driver, create and configure the following registry setting:

```
[HKEY_LOCAL_MACHINE\SOFTWARE\WOW6432Node\SafeCom\SafeCom Reports]  
"ODBC Driver for SQL Server"="ODBC Driver XX for SQL Server"
```

Install SafeCom Reports

1. Download the software from the link supplied to you.
Notes The installation must be **Run as administrator**.

Before you upgrade your SafeCom Reports installation you must uninstall the previous version. Go to Windows' **Control Panel**, then in **Programs and Features**, right-click **SafeCom Reports** and select **Uninstall**.

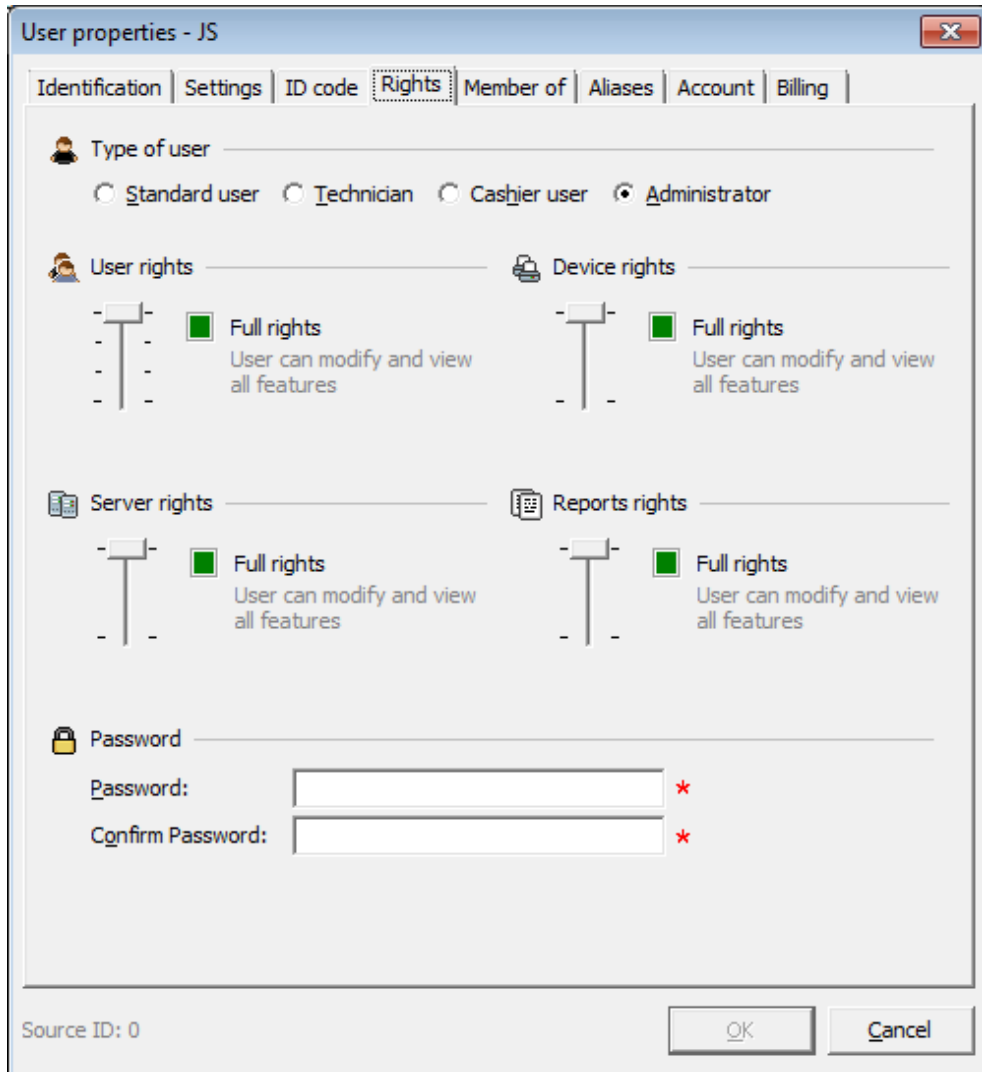
2. Run the installation file. When the SafeCom Reports Setup Wizard appears click **Next**.
3. Choose the destination folder for the SafeCom Report files. Optionally click **Disk Cost** to check the available disk drives for required disk space. Check **Everyone** to install SafeCom Reports so everyone who uses the computer can use it. Click **Next**.
4. Click **Next** to start the installation. A progress bar appears.
5. Click **Close** when the installation has completed.

The default installation folder is C:\Program Files\SafeCom\SafeCom Reports.

Create a Reports user

Users with Administrator rights and Report rights are allowed to log in to **SafeCom Reports**. User rights are assigned in **SafeCom Administrator**.

1. Start **SafeCom Administrator** and log in to the server.
2. Use the **Add user** command to add a new user or use the **Find** command to find an existing user.
3. Open the **User properties** dialog and click on the **Rights** tab.



4. Click **Administrator** to give the user Administrator rights and enter a **Password** of your own choice. Check **Full rights** under **Reports rights**.
5. Click **OK**.

Windows authentication

If the SafeCom G4 server is using Windows authentication for the SQL database then SafeCom Reports will also use this.

To work with Windows Authentication on the primary SQL server in a primary-secondary environment, perform the following steps on the listed components.

On the Domain controller, do the following:

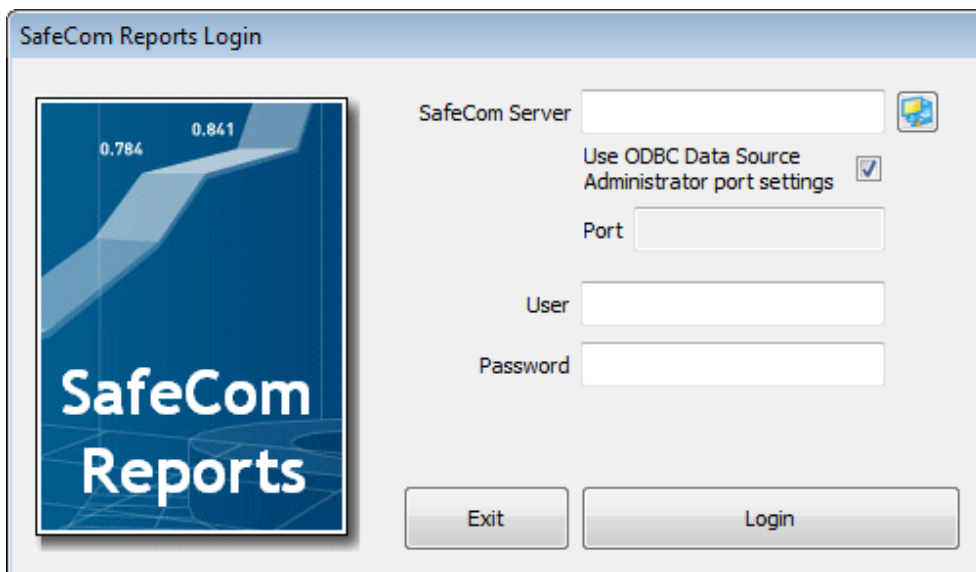
1. Create a windows security group (YourDomain\YourGroup) e.g. domain\safecom_reports.
2. Add the SafeCom report users (windows logons) to the windows security group.

On the SQL server for the primary server, do the following:

3. Log in to the SQL server instance with system administrator rights.
4. Open the provided grant permissions.sql in MS SQL Server Management Studio, and provide the name of the created group by correcting YourDomain\YourGroup in the line: SET @LoginGroup=[YourDomain\YourGroup]' (as selected in step 1).
5. Execute the grant permissions.sql script located in the SafeCom Reports folder.

Start SafeCom Reports

1. Click the **SafeCom Reports** icon on the desktop.
2. Enter **SafeCom Server** (hostname or IP address) or click the SafeCom Server button to broadcast for available SafeCom servers. Enter **User** (default is ADMIN), **Password** (default is nimda).



Notes If the user belongs to a domain the domain followed by a slash (/) or a backslash (\) must be specified in front of the user's logon. Example: MYDOMAIN\JS.

You can also specify the port used or check the **Use ODBC Data Source Administrator port settings** option.

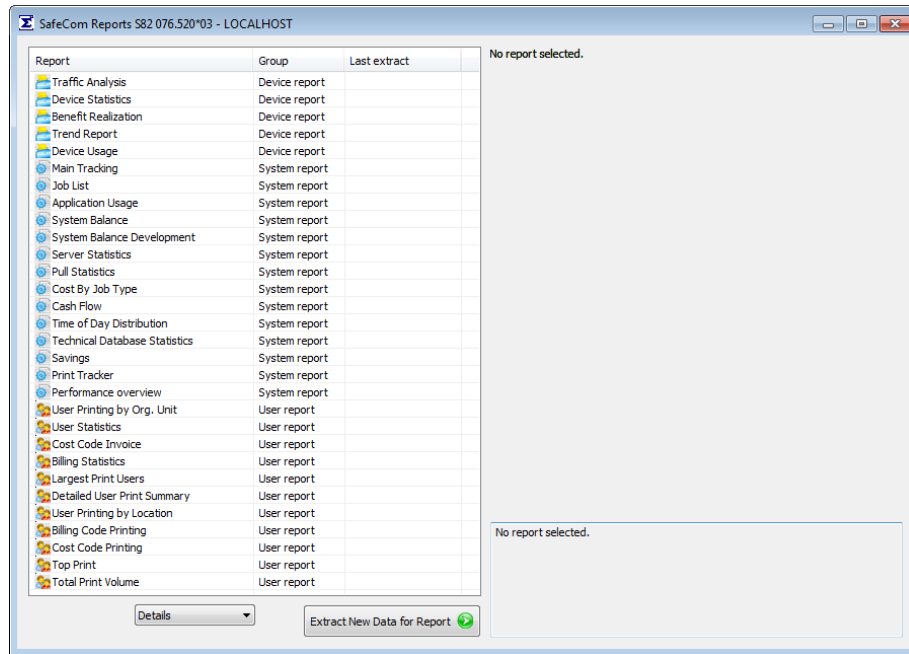
3. Click **Login**. You must have Administrator rights and Reports rights to log in.

Note If the SafeCom G4 server is using Windows authentication for the SQL database then SafeCom Reports will also use this. Please refer to section 2.4.1 for additional details.

Create a report

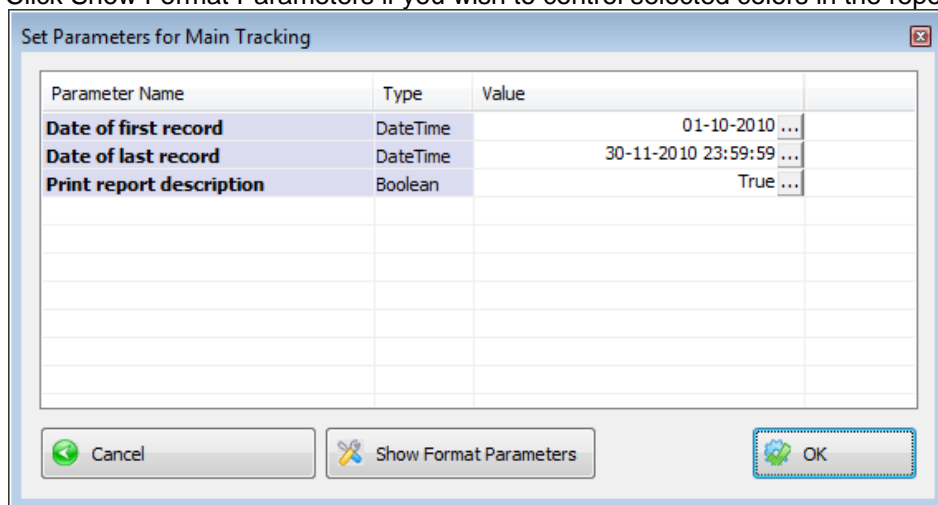
Once you are logged into **SafeCom Reports** you will be able to generate a report.

1. Select a report of in the **Report** column.
2. Click **Extract New Data for Report**.

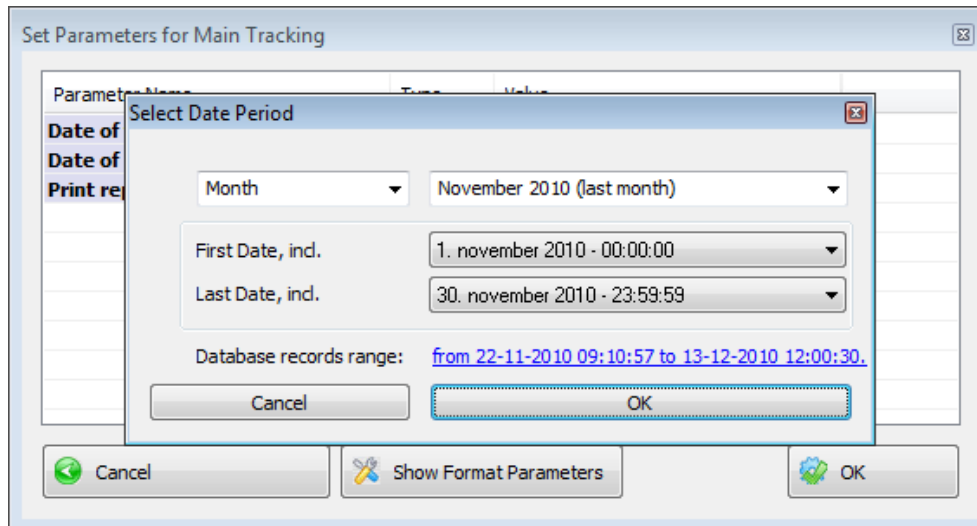


Note The reports **Billing statistics** and **Billing code printing** can only be run with SafeCom G3 Server version S82 070.410*05.

3. In most reports you need to specify the following:
 - Date of first record and Date of last record.
 - Change Print report description to False to remove the one-page report description that is otherwise appended to the report.
 - Click Show Format Parameters if you wish to control selected colors in the report.



4. Click the [...] button in **Parameter Value** to select the date.



The default period is the previous month.

For quick selection choose among these periods in the menu:

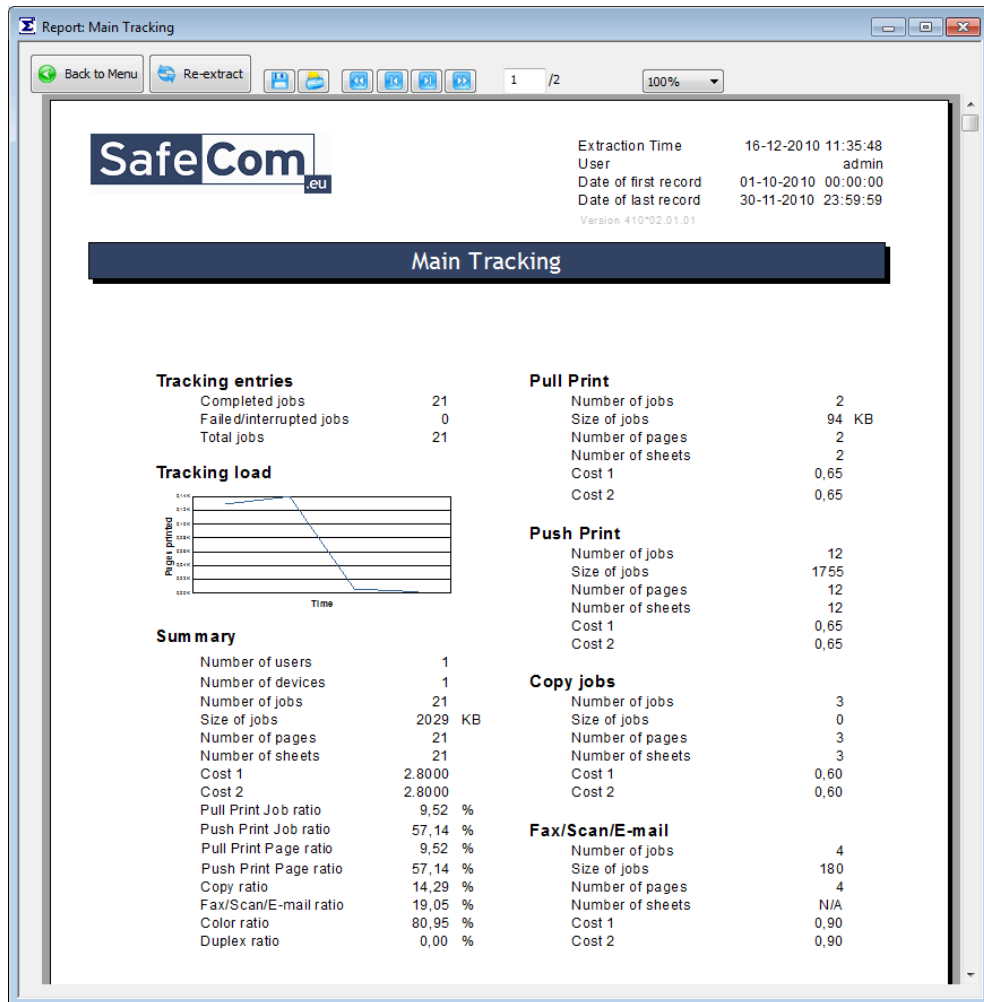
- **Year** as period and then the actual year. The current year will be listed as (incomplete) and the previous year as (last year). Example: 2007.
- **Quarter** as period and then the actual quarter. Example: Q4 2007, October. The current quarter will be listed as (incomplete) and the previous quarter as (last quarter). Quarters starts at January 1st 00:00:00, April 1st, July 1st, October 1st.
- **Month** (default) as period and then the actual month. The current month will be listed as (incomplete) and the previous month as (last month). Example: December 2007.
- **Week** as period and then the actual week. Weeks are listed by number (1-52) and the date of the Monday in the week. Example: 52, 24-dec-2007. The current week will be listed as (incomplete) and the previous week as (last week). A week completes midnight of Sunday to Monday. Mon, 00:00:00 <= T <= Sun, 23:59:59.
- **Day** as period and then the actual day. The current day will be listed as (incomplete) and the previous day as (last day). Example: 31-Dec-2007. Today is any time T that falls within: 00:00:00 <= T <= 23:59:59.

Or click **First Date** or **Last Date** to choose the start and end date directly via a calendar.

5. When the parameters have been specified click **OK** to generate the report. In the **Exporting Records** dialog you can monitor the progress as records are being exported.



- When the report is finished generating, the report opens.



- Click **Back to Menu** or close the Window to close the window and return to the **SafeCom Reports** menu.
- Click **Re-extract** to change the parameters and generate the report again.



Save the report in PDF, CSV, Excel and other formats (2.6.2)

Print the report.



Go to the **first page** in the report.

Go to the **previous page** in the report.

Go to the **next page** in the report.



Go to the **last page** in the report.

Report types

SafeCom Reports offer different reports grouped into these categories:

- Device reports
- System reports
- User reports

A description of each report is available in PDF format in the SafeCom Reports installation folder. The PDF is named the same as the corresponding report (RPT) file (2.8.1). The description (one page) is appended at the end of all reports by default. To remove the description from reports, you must change **Print report description** to **False** when setting up the parameters for the report.

Click view in PDF  and in the PDF, it is possible to search on specific text within the report by clicking the search button .

The screenshot shows the 'SafeCom Reports' application window. On the left, there is a list of reports with columns for 'Report', 'Group', and 'Last extract'. The 'Main Tracking' report is selected. On the right, a preview of the 'Main Tracking' report is shown, displaying various statistics and a line graph. Below the preview, there is a metadata box with the following information:

Title: Main Tracking
 Author: SafeCom A/S
 Creation date: 10-12-2010 13:15:50
 Last extraction: 16-12-2010 11:41:07
 Last extraction time: 4.2 seconds.
 Group: System report
 Comments: Global main tracking statistics.

Supported export formats

Reports can be saved in any these formats:

- Adobe Acrobat (PDF)
- Crystal Reports (RPT)
- HTML 4.0
- Microsoft Excel 97-2000 (XLS)

- Microsoft Excel 92-2000 – data only (XLS)
- Microsoft Word (RTF)
- Microsoft – Editable (RTF)
- ODBC
- Record Style – Columns with spaces (REC)
- Record Style – Columns without spaces (REC)
- Rich Text Format (RTF)
- Separated Values (CSV)
- Tab Separated Text (TTX)
- Text (TXT)
- XML

Add customized reports

If you need to customize reports you should first investigate if the customization can be accomplished by changing the parameters in the report. By changing the parameters (2.8.3) you can for example include a different logo and also change fonts and colors.

If you have Crystal Reports from Business Objects you can copy and rename the supplied *.rpt files in the SafeCom Reports installation folder. Subsequently you open the *.rpt file in Crystal Reports and make the desired changes. This method allows you to change layout and the content in the reports.

Note In some reports the Crystal Reports generated SQL queries has been replaced with SafeCom a/s developed SQL queries to get much faster performance. Customization of these reports and specialized SQL queries are discouraged as they can contain thousands of lines.

When making changes you need to be aware that SafeCom a/s reserves the rights to change the underlying SafeCom database structure at any time without further notice.

SafeCom is always ready to discuss customized development, if this is required to optimize your reports. Please contact [Kofax Support](#) to hear about possibilities.

Command line interface

C:\Program Files\SafeCom\SafeCom Reports\RptExport.exe

Usage on **Windows 32-bit**:

```
RptExport.exe /srv='zzzz' /usr='xxxx' /pwd='yyyyy'  
{src="sourcereport1.rpt" dst="destfile1.pdf" type=[see export types] }  
{src="SCR_STD_Dev_03 - Trend Report.rpt" type=pdf  
period=week-1 arg#SYSPARM_LocaleFile=lang-dk.txt }
```

Usage on **Windows 64-bit**:

```
C:\Program files (x86)\SafeCom\Safecom Reports\rptexport.exe" /srv='MyScServer'  
/usr='MyUser' /pwd='MyPassword' {src=""C:\Program files (x86)\SafeCom\Safecom  
Reports\SCR_STD_Usr_02 - Cost Code Invoice.rpt" exptype=pdf arg#Cost Code=cc-jae }
```

Export Types (on Windows 64-bit, use exptype):

type=pdf	Portable Document Format(*.pdf), Acrobat Reader.
type=html	HTML 4.0
type=xls	Microsoft Excel Format
type=xlsdata	Microsoft Excel Format, data only
type=rtf	Rich Text Format
type=rtfedit	Rich Text Format, editable
type=txt	Plain Text Format
type=xml	XML
type=ttx	Tabulator-separated file
type=csv	Comma-separated file
type=doc	Word for windows

Periods:

day-0	Today
day-1	Yesterday
week-1	Last week
week=12,2007	Week 12 of year 2007
month-2	Two months ago
month=03/2005	The full month of March 2005
quarter-1	Last quarter
quarter=q1,2007	First quarter of 2007
year-1	Last year

A list of source report files is available in 2.8.1. The report is generated based on the last used parameters.

The SafeCom Reports distribution includes a number of BAT files that can be used for inspiration.

Report file names

The reports files are stored as *.rpt files in the SafeCom Reports installation folder. For a description of the reports refer to the identically named PDF file in the SafeCom Reports installation folder.

Device reports:

SCR_STD_Dev_00 - Traffic Analysis.rpt
SCR_STD_Dev_01 - Device Statistics.rpt
SCR_STD_Dev_02 - Benefit Realization.rpt
SCR_STD_Dev_03 - Trend Report.rpt
SCR_STD_Dev_04 - Device Usage.rpt

System reports:

SCR_STD_Sys_00 - Main Tracking.rpt
SCR_STD_Sys_01 - Job List.rpt
SCR_STD_Sys_02 - Application Usage.rpt
SCR_STD_Sys_03 - System Balance.rpt
SCR_STD_Sys_04 - System Balance Development.rpt
SCR_STD_Sys_05 - Server Statistics.rpt
SCR_STD_Sys_06 - Pull Statistics.rpt
SCR_STD_Sys_07 - Cost By Job Type.rpt
SCR_STD_Sys_09 - Time of Day Distribution.rpt
SCR_STD_Sys_10 - Technical Database Statistics.rpt
SCR_STD_Sys_11 - Savings.rpt
SCR_STD_Sys_12 - Print Tracker.rpt
SCR_STD_Sys_13 - Performance overview.rpt

User reports:

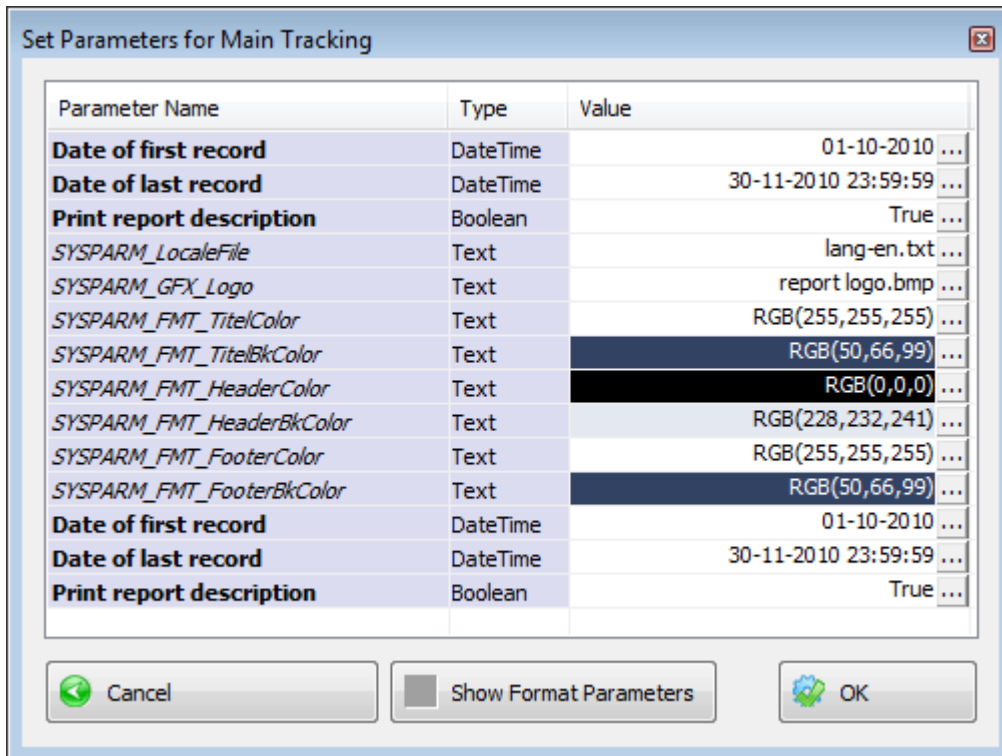
- SCR_STD_Usr_00 - User Printing by Org. Unit.rpt
- SCR_STD_Usr_01 - User Statistics.rpt
- SCR_STD_Usr_02 - Cost Code Invoice.rpt
- SCR_STD_Usr_03 - Billing Statistics.rpt
- SCR_STD_Usr_04 - Largest Print Users.rpt
- SCR_STD_Usr_05 - Detailed User Print Summary.rpt
- SCR_STD_Usr_06 – User Printing By Location.rpt
- SCR_STD_Usr_08 – Billing Code Printing.rpt
- SCR_STD_Usr_10 - Cost Code Printing.rpt
- SCR_STD_Usr_11 – Top Print.rpt
- SCR_STD_Usr_12 – Total Print Volume.rpt

Job type

For most reports, you can specify the job type. The job type can be one of the following options:

- | | | |
|-----------------|-----------------|----------------|
| All | Paper (default) | Paperless |
| Pull/Push print | Pull print | Push print |
| Copy | Scan | Fax |
| E-mail | Deleted | System-deleted |
| User-deleted | RBP-deleted | |

Report format parameters



Parameter	Description
Date of first record	[DateTime] DateTime T, from and including T, of the first record to retrieve data from. See remarks.
Date of last record	[DateTime] DateTime T, up to and including T, of the last record to include

Parameter	Description
	in the report.
SYSPARM_TITLE	Title of Report.
SYSPARM_LocaleFile	[FilePath String] Translation file path. This file can be opened with Excel and edited on the 2nd column for text lookups.
SYSPARM_GFX_Logo	[FilePath String] Path of Logotype graphics file. BMP and JPG are supported.
SYSPARM_FMT_TitelColor	Color of text displaying the reports title. [RGB String], see remarks.
SYSPARM_FMT_TitelBkColor	Background color in title bar.
SYSPARM_FMT_HeaderColor	Color of text showing in column headers
SYSPARM_FMT_HeaderBkColor	Background color of column headers
SYSPARM_FMT_FooterColor	Text of color in footer text
SYSPARM_FMT_FooterBkColor	Background color in report's footer bar.

Device report parameters

All device reports support these parameters:

- Date of first record
- Date of last record
- Print report description

Report	Additional parameters
Traffic Analysis	Job Type
Device Statistics	Job Type
Benefit Realization	-
Trend Report	Job Type
Device Usage	Show Top 5 Jobs for each device
	Show Top 5 Busy days for each device
	Job Type

System report parameters

All system reports support these parameters:

- Date of first record
- Date of last record
- Print report description

Report	Additional parameters
Main Tracking	-
Job List	Job Type
Application Usage	-
System Balance	Balance Calculation Date
System Balance Development	Day step
	Month step
Server Statistics	Histogram Frequency
Pull Statistics	-
Cost By Job Type	-
Time of Day Distribution	-

Report	Additional parameters
Technical Database Statistics	-
Savings	Charging Scheme
Print Tracker	-

User report parameters

All user reports support these parameters:

- Date of first record
- Date of last record
- Print report description

Report	Additional parameters
User Printing by Org. Unit	Job Type
User Statistics	Job Type
Cost Code Invoice	Cost Code (25 parameters in total)
Billing Statistics	Job Type
Largest Print Users	Top N, N =
Detailed User Print Summary	User Logon
	Job Type
User Printing by Location	Show Users
	Job Type
Billing Code Printing	Show Users
	Billing Code
	Job Type
Cost Code Printing	Cost Code reference
	Show records w/o Cost Code
	Only Specific Cost Code
	Job Type
	Show records w/o Cost Code