Kofax SafeCom G4 Server
Web Interface User's Guide

Version: 10.7

Date: 2023-05-02

KOFAX

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Preface

This guide provides instructions for the users for performing tasks on Kofax SafeCom G4 Server.

Chapter 1

Logging in

Login with Windows authentication

To log in using Windows authentication, execute the following steps:

ℹ The domain user must be a SafeCom user.

1. Open a web browser and enter the address of the web server that hosts the **SafeCom Web Interface** followed by the alias you created.
   For example: `https://localhost/webinterface`.
   Add the custom port if needed.
2. The web application authenticates the user, then Web Interface logs into the G4 server on behalf of the domain user logged on to the computer automatically.

Login with SafeCom authentication

To log in using SafeCom authentication, execute the following steps:

1. Open a web browser and enter the address of the web server that hosts the **SafeCom Web Interface** followed by the alias you created.
   For example: `https://localhost/webinterface`.
   Add the custom port if needed.
2. The SafeCom login page opens. Enter user credentials.
3. Click Login.

Managing pending print jobs

Log in

1. Open the **SafeCom G4 Web Interface** in a web browser.

2. If prompted, enter your credentials and click Login.

3. Click the **Pending print jobs** tile or select Documents > Pending print jobs in the menu.

Manage documents

Charging scheme: Selecting a charging scheme shows the specific price for each document.

The Document list contains all pending print jobs. Check one or more documents to perform the following actions:

- Click **Delete** to delete the selected documents.
- Click **Retain** to keep the selected documents on the SafeCom server after being printed and thus available for printing again later.
- Click **Unretain** to remove the retained state of the selected documents. Not retained jobs are deleted after printing.
- Click **Refresh page** to update the document list.
- Click **Find** and start typing to filter the document list.

You can click the table headers to sort the table based on the selected column.

> ⓘ The availability of the **Delete**, **Retain**, and **Unretain** options depends on the current configuration of the SafeCom Web Interface by the administrator.

Log out

Click the username in the top right corner and select **Log out**.

Managing scanned files

Log In

1. Open the **SafeCom G4 Web Interface** in a web browser.
2. If prompted, enter your credentials and click Login.
3. Click the **Files** tile or select Documents > Files in the menu.

Manage files

Check one or more documents to perform the following actions:

- Click **Delete** to delete the selected files.
- Click **Download** to get all selected files in ZIP format.
- Click **Refresh page** to refresh the document list.
- Click **Find** and start typing to filter the document list.
- Click the inline ☁ icon to download the related file. The operation does not impact the selected elements in the list.
- Click the inline 🖥 icon to preview the related file. You can preview files one by one.

You can click the table headers to sort the table based on the selected column.

> ⓘ Depending on your browser, you may need to install a separate PDF viewer to handle PDF files.

Log out

Click the username in the top right corner and select **Log out**.

Chapter 4

Viewing transactions

This feature is only available to Pay users.

Log In

1. Open the **SafeCom G4 Web Interface** in a web browser.

2. If prompted, enter your credentials and click Login.

3. Click the **Tarnsactions** tile or select Transaction in the menu.

View transactions

In the Transactions window, you can check the balance of your accounts and the different deposits.

Cash card
Available amount on a Cash Card.

Account 1: and Account 2
The balance of the two accounts.

Low limit
The minimum amount of credits that must be available in order to print or copy. Displayed only if the user has a **Low limit** value set.

Reserved
The amount of credits reserved due to a print or copy job that finished in error. Displayed only if the user has a **Reserved** value set.

Disposable
The actual available credits. It equals to the **Balance** minus **Low limit** and **Reserved**.

Time Interval
Allows you to set a period of time to filter transactions.

Show Details
Check to get a detailed information on the transactions.
The following additional fields appear:
- Device name
- Pages
- Color
- Duplex
- Size

Find

Click and start typing to filter the document list.

You can click the table headers to sort the table based on the selected column.

Log out

Click the username in the top right corner and select **Log out**.

Chapter 5

Depositing credit

This feature is only available to Pay users.

Log in

1. Open the **SafeCom G4 Web Interface** in a web browser.
2. If prompted, enter your credentials and click Login.
3. Click the **ePay** tile or select ePay in the menu.

Deposit Credits

1. Check the email address.

   After logging in, the email address is retrieved from the SafeCom server and filled in. You can change it if you want to use an alternate email address. After a successful transaction, an email is sent to this address.

2. Enter the amount to be transferred.

3. Select payment method.

   The following payment methods are available:

   - PayPal

     Click the PayPal icon to pay through PayPal. The payment processing gateway opens and prompts for PayPal account log in.

   - Debit or Credit Card

     Click the Debit or Credit Card icon to pay with a credit or debit card. The payment processing gateway opens and prompts for credit card information.

After the payment, the result of the transaction is displayed on the message bar.

> ℹ The screen to manage the payment is generated by the ePay provider. The application just hosts the user interface.

Log out

Click the username in the top right corner and select **Log out**.

Setting up client billing

Log in

1. Open the **SafeCom G4 Web Interface** in a web browser.

2. If prompted, enter your credentials and click Login.

3. Click the **Client Billing** tile or select Client Billing > Settings in the menu.

Manage billing code

1. Under **Reminder**, select your preferred email reminder options to add billing codes. The following options are available:
   - **Never remind me**: No email reminders are sent.
   - **Remind me as soon as a job completes**: A reminder is sent after each print job is completed.
   - **Remind me when job completes and there are more than X unbilled jobs**: A reminder is sent when there more than a specified number of print jobs are completed and ready for billing.

2. Under **Manage Billing codes** select the favorite billing codes and the default billing code. The current default billing code is displayed at the top of the section.

3. If the user is a billing user and choice of billing code is not restricted, then all available billing codes are listed on the page and the user can add or remove codes from the list of favorites. Billing codes assigned to user groups cannot be removed from the list.

   Choice of billing code can be configured through the SafeCom Administrator User properties dialog > Settings tab.

   ⓘ The default billing code can also be specified as Personal, which means that it is not billed. If the user is set up as pay user, the job will be billed to the user.

The list of billing codes can also be filtered.

Log out

Click the username in the top right corner and select **Log out**.

Chapter 7

Assigning billing codes

Log in

1. Open the **SafeCom G4 Web Interface** in a web browser.
2. If prompted, enter your credentials and click Login.
3. Click the **Client Billing** tile or select Client Billing > Settings in the menu.

Assign billing codes to completed jobs

1. Choose the billing code you want to add from the favorites drop-down list.
2. Depending on the billing status of the job, the jobs available to the user are listed under the following tabs:

    Unbilled jobs
    Print jobs that do not have a billing code added yet.

    Billed jobs
    Print jobs with billing codes that can still be changed.

    Personal jobs
    Print jobs that do not need a billing code. If the user is a Pay user, every job is billed to the user.

3. On the **Unbilled jobs** or **Personal jobs** tabs, select the jobs that you want to add billing codes to. Alternatively, select a job on the **Billed jobs** tab to modify the current billing code.
4. Select one of the following to add the billing code:

    Not billable
    Select to add a billing code to the job, but not actually bill the job. The job is moved to the **Billed jobs** list.

    Billable
    Select to add a billing code to the job and bill the job. The job is moved to the **Billed jobs** list.

    Personal
    Select if the job is personal. Billing code and whether the job is billable is not specified or tracked. The job is moved to the **Personal jobs** list.

Log out

Click the username in the top right corner and select **Log out**.

Managing PUK and ID codes

Log In

1. Open the **SafeCom G4 Web Interface** in a web browser.
2. If prompted, enter your credentials and click Login.
3. Click the **Codes** tile or select Setup > Codes in the menu.

Generate a new PUK code

1. In the **PUK** section, click **Generate new PUK**.
2. The new PUK code is displayed in the PUK section and the previous PUK code is no longer valid.

Generate a new ID code

1. On the **Codes** tab, click **Generate new ID code**.
2. The new ID code appears on the notification bar.
3. The new ID code is listed in the list of ID codes.

> ℹ️ If the name of the new ID code is not displayed, it was set to hidden by the administrator.

Delete an ID code

1. On the **Codes** tab, click the **Trashcan** icon next to the ID code you want to delete.
2. Click **Yes** in the confirmation dialogue.

Edit an ID code

1. On the **Codes** tab, click the **Calendar** icon next to the ID code you want to edit.

> ℹ️ Only temporary ID codes can be edited.

2. To change the expiry date of the ID code, choose a new date.
3. Click the **Stopwatch** icon to make the temporary ID code permanent

Log out

Click the username in the top right corner and select **Log out**.

Changing the language

Log In

1. Open the **SafeCom G4 Web Interface** in a web browser.

2. If prompted, enter your credentials and click Login.

3. Click the **Language** tile or select Setup > Language in the menu.

Change the language

Select your preferred language by clicking the relevant flag icon.

Log out

Click the username in the top right corner and select **Log out**.

Chapter 10

Changing themes

Log In

1. Open the **SafeCom G4 Web Interface** in a web browser.

2. If prompted, enter your credentials and click Login.

3. Select Themes in the menu.

Change Theme

Select your preferred UI theme from the following:

Default
The default theme selected by the administrator.

Light
Light mode with white background.

Dark
Dark mode with black background.

Light accessible
Light mode with support for visually impaired persons.

Dark accessible
Dark mode with support for visually impaired persons.

Log out

Click the username in the top right corner and select Logout.