eFLOW Web Scan

User Guide

Version 5.2

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Web Scan

In the eFLOW Web Scan station, you can scan paper documents or upload image files and send the scanned images to the eFLOW server.

You can access the eFLOW Web Scan station from any of the popular Internet browsers. eFLOW Web Scan does not require an eFLOW client installation. This station functionality was developed with the help of EMC Captiva Cloud Toolkit.

Before you begin

Before you begin working with the Web Scan station, make sure that a scanner is connected to your local computer and the ISIS scanner driver is properly installed. You can also connect to TWAIN-based scanners using the PixTWAIN driver.

You should enable cookies to ensure the proper functioning of the Web Scan station.

Open Web Scan

1. Open your preferred web browser.

2. In the address line, enter the Web Scan station URL : *http://<eFlowWebStationServer>/WebScan*.

    > **Note:** *eFlowWebStationServer* is the Web Scan station server name and not the eFLOW server machine name or IP address.

    The current station type is shown in the upper left corner of the **Login** screen.

3. On the **Sign In** screen, enter your user name and password according to your eFLOW security definitions.

    Default eFLOW security definitions are saved in the *DomainSecurity.xml* and *UserId.xml* files on the eFLOW server.

4.   (Optional) Select **Stay Signed In** to save your user name and password locally as cookies. Do not use this option if your computer is open to public access.

5. Click the **Next** button.

Scanner settings

When you connect to the Web Scan station for the first time, you must define the scanner settings. The settings are saved locally as cookies and can be updated later if required.

To configure the scanner:

1. Click the **Configuration** button ⚒ to open the **Scanner Configuration** dialog.

   If you are connecting to Web Scan for the first time from this machine, this dialog may display a message indicating that you must download the EMC Captiva toolkit.
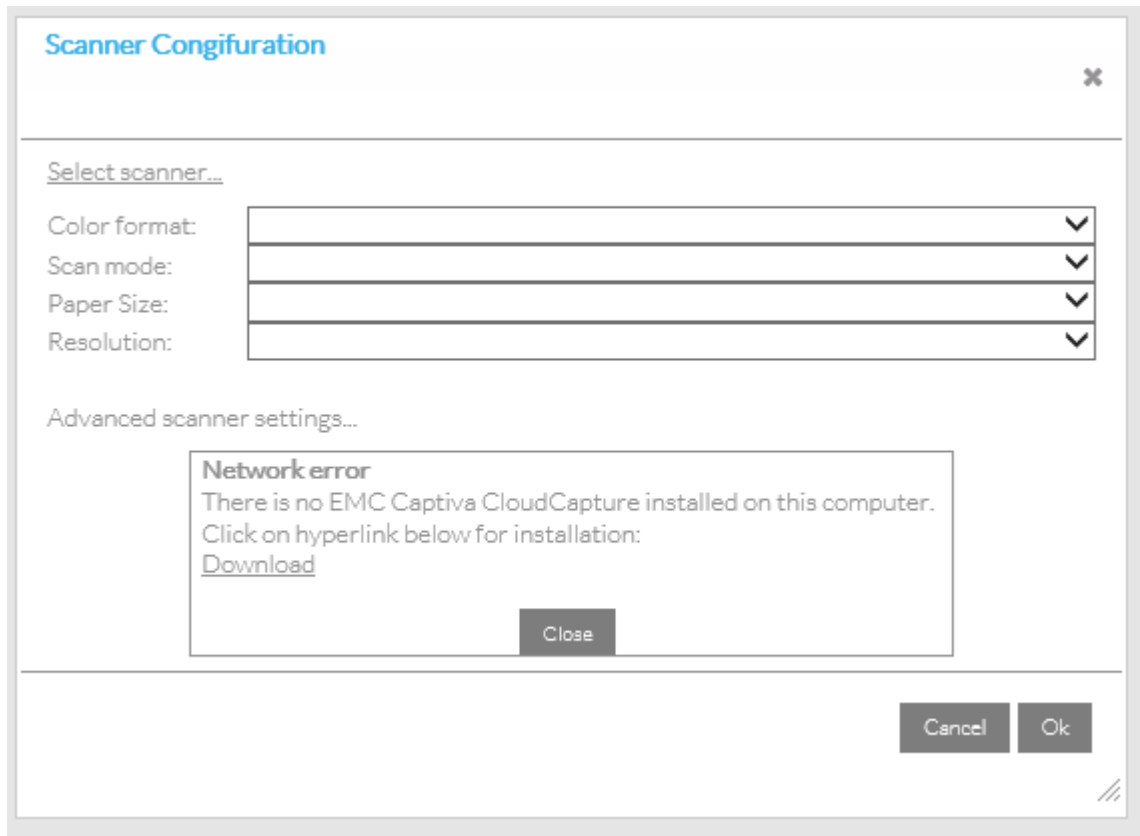
2. Download and install the EMC Captiva CloudCapture software.

   EMC Captiva CloudCapture installs the *EMC.Captiva.WebCapture* service that provides connectivity between the local scanner driver and the web interface.

   There is no need to define anything during this installation, and it will be completed in a couple of minutes.

3. After installing the *EMC.Captiva.WebCapture* service, click **Select Scanner**.
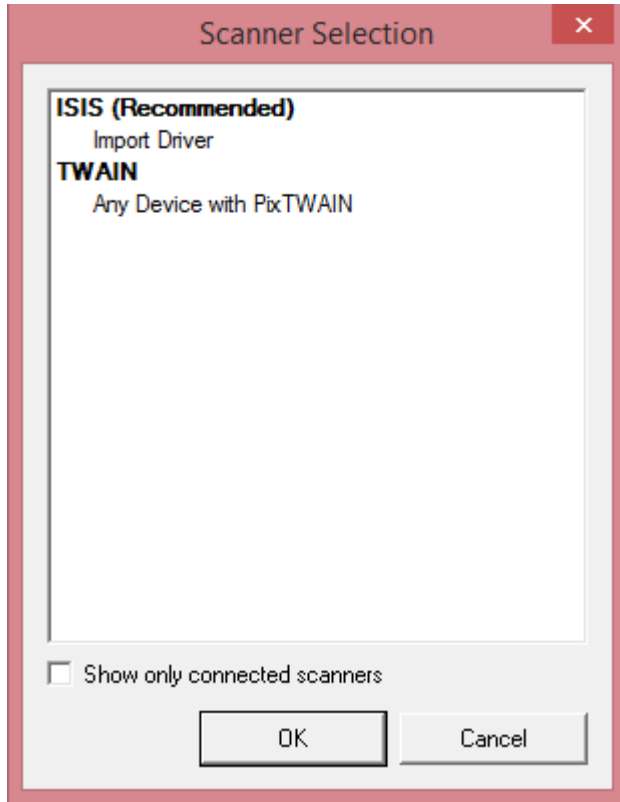
A request message from the EMC Captiva Cloud Toolkit appears:
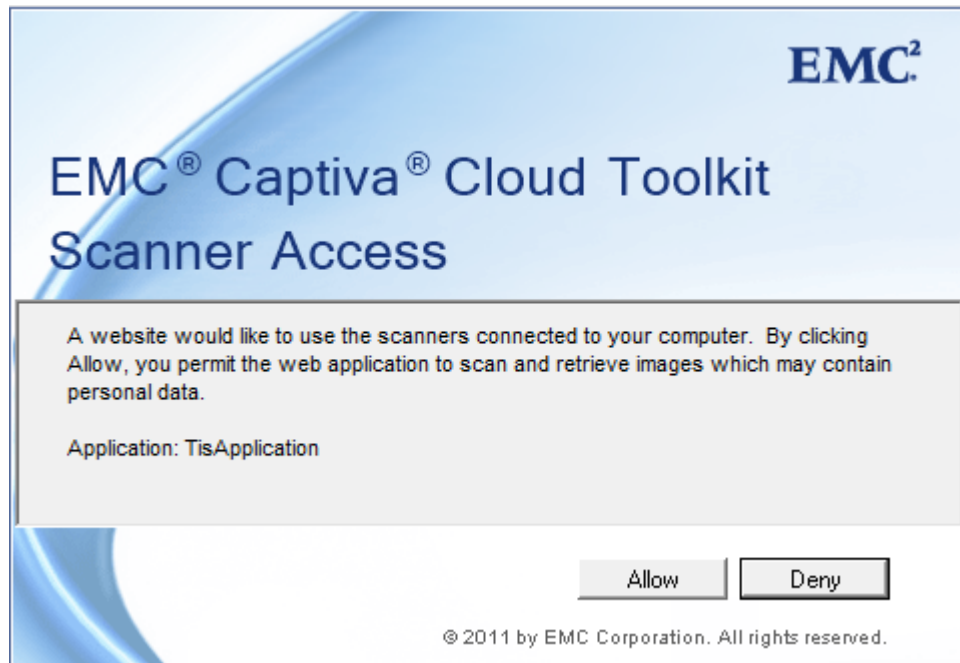
4. Select **Allow** to permit the web application to scan and retrieve images.

The **Scanner Selection** dialog opens. It displays a list of all scanner drivers installed on your computer.

5. Select **Show only connected scanners** to exclude scanners that are not physically connected to your machine.

6. Select the scanner you want to work with.

   The **Scanner configuration** dialog data is filled automatically. The following properties are set:

Property	Values
Color format	Black and White Color
Scan mode	Automatic Landscape Portrait
Paper size	Paper size formats supported by the selected scanner, such as A4, Letter, or A6.
Resolution	The flow resolution defined in Visual Designer. This resolution should be supported by the selected scanner.

7. Select **Advanced Scanner Settings** to configure the selected scanner.

   The **Scanner settings** dialog depends on the scanner model.

   The scanner configuration will be saved in cookies on the local machine.

   Next time you log on to Web Scan, the configuration will be loaded automatically.

   If necessary, you can replace the default configuration settings.

Basis scanning procedure

1. Prepare the documents:

   - Paper documents: insert the document in the scanner feeder.

   - Image files: make sure that your local folder contains the files you want to upload to eFLOW server.

2. Click the **Scan** button to begin scanning paper documents or the **Get File** button to upload image files.

   Thumbnails of the newly acquired images appear in the left panel, and the current image is shown in the image viewer in the right panel.

3. Click the **Put Collections** button to send the scanned images to the eFLOW server.

   Web Scan always sends all scanned images as a single collection containing one-page forms. Batch or form separators are not supported.

Advanced Web Scan commands

Command	Icon	Description
Stop		Pause the scanning.
Continue		Continue the scanning that was paused before.
Rescan		Rescan the selected image.
Remove		Remove the selected image.
Rotate left		Rotate the image counter-clockwise.
Rotate right		Rotate the image clockwise.

Command	Icon	Description
Zoom in		Increase the image size.
Zoom out		Decrease the image size.
Restore zoom		Return to the default image size.
Reset		Remove all scanned images.
Back		
Start		
Send All		Send all scanned images to the eFLOW server.