

# Kofax eFlow

## Web Scan User Guide

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# KOFAX

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# Preface

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

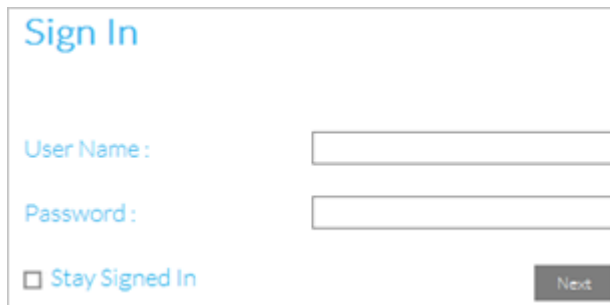
You can open the eFlow Web Scan station in any of the popular Internet web browsers. eFlow Web Scan does not require an eFlow client installation. You should enable cookies to ensure the proper functioning of the station.

# Open Web Scan

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.

This station functionality was developed with the help of EMC Captiva Cloud Toolkit.

1. Open your preferred web browser.
2. In the address line, enter the following Web Scan station URL.  
`http://<WebStationServerName>/WebScan`
3. On the **Sign In** screen, enter your user name and password.
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.


A screenshot of a web-based 'Sign In' form. The title 'Sign In' is at the top left in blue. Below it, the labels 'User Name :' and 'Password :' are in blue, each followed by a white text input field. At the bottom left, there is a checkbox followed by the text 'Stay Signed In' in blue. At the bottom right, there is a grey button with the word 'Next' in white.

5. Click **Next**.

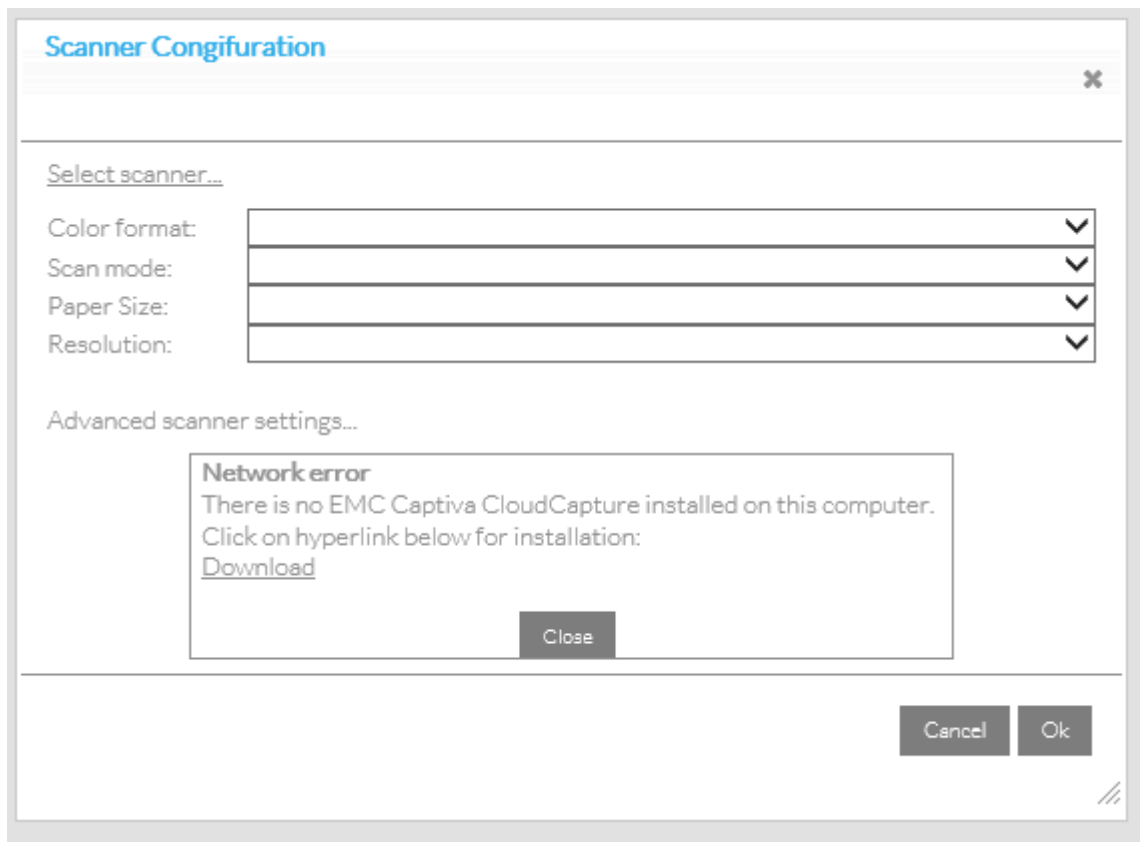
# Scanner settings

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 **Configuration**  to open the **Scanner Configuration** dialog box.

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.

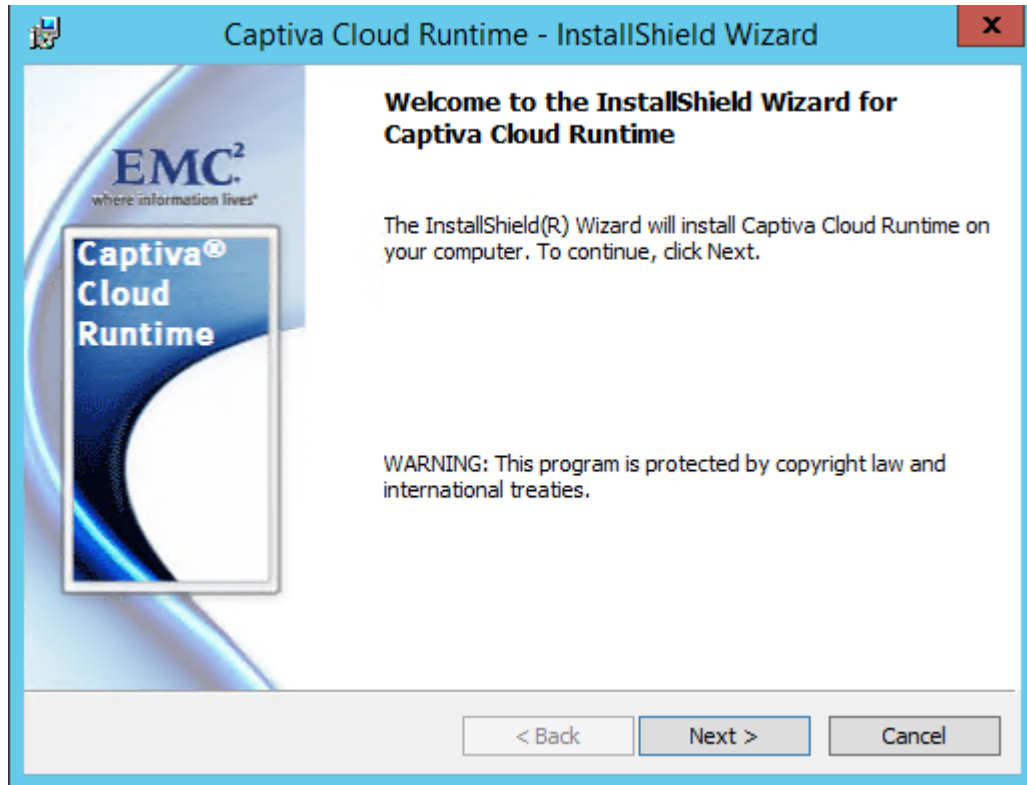


The image shows a 'Scanner Configuration' dialog box. At the top, it has a title bar with the text 'Scanner Configuration' and a close button (X). Below the title bar, there is a section labeled 'Select scanner...' with a dropdown menu. Underneath, there are four settings, each with a label and a dropdown menu: 'Color format:', 'Scan mode:', 'Paper Size:', and 'Resolution:'. Below these settings, there is a link 'Advanced scanner settings...'. In the center, there is a message box titled 'Network error' with the text 'There is no EMC Captiva CloudCapture installed on this computer. Click on hyperlink below for installation: Download'. At the bottom right of the dialog box, there are 'Cancel' and 'Ok' buttons. A 'Close' button is also present within the 'Network error' message box.

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.



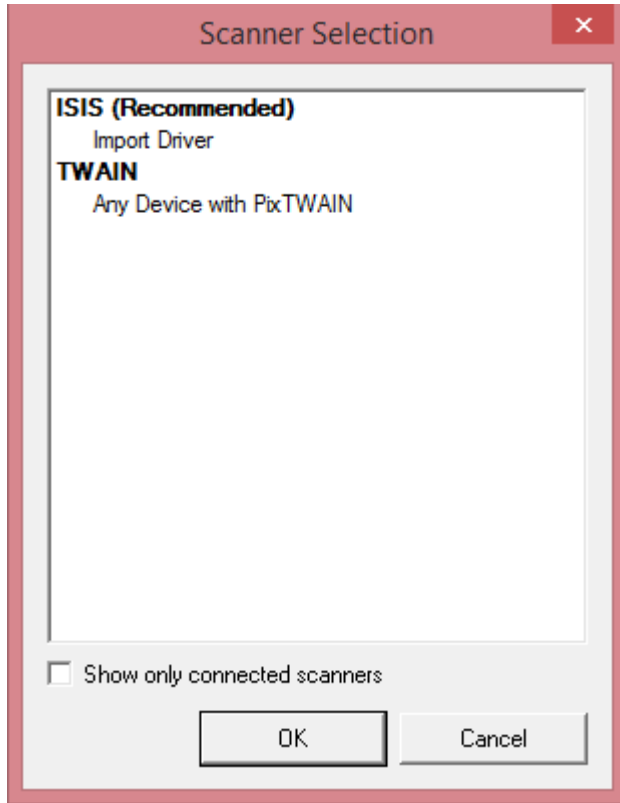
3. After installing the EMC.Captiva.WebCapture service, click **Select Scanner**.  
A request message from the EMC Captiva Cloud Toolkit appears.



4. Click **Allow** to permit the Web Application to scan and retrieve images.  
The **Scanner Selection** dialog box 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.

# Basic scanning procedure

This section describes the basic procedure for scanning documents.

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 **Scan**  to begin scanning paper documents or **Get File**  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 **Put Collections**  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.
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.