

Batch Activity Monitor
Batch Monitoring Application v1.01
for use with ABBYY FormReader 6.5 Enterprise
from
Criteria First

Setup & User Guide

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The Batch Activity Monitor allows supervisors and managers along with ABBYY FormReader 6.5 Enterprise Verification and Correction workstation users to view the content of the active batch listing to see the status of jobs currently being processed throughout the workflow. This has been requested to provide a view similar to that of the ABBYY Export and Monitoring workstation for informational purposes. As it is possible for only one session to be allowed at a time for the Export and Monitoring workstation, this capability cannot be met otherwise. The Batch Activity Monitor does not allow the user to directly interfere with production in any way provided FormReader 6.5 Enterprise is installed with Microsoft SQL Server. Due to the limitations of MSDE, an application level implementation of Microsoft SQL Server that may be installed for use with FormReader 6.5 Enterprise, it may be possible that additional users logged into the database with the Batch Activity Monitor could limit the ability of others to log in and use other workstations and thereby negatively impact productivity. If your installation is currently running on MSDE and you'd like to use Batch Activity Monitor, please upgrade MSDE to SQL Server or reinstall FormReader Enterprise on another server with SQL Server already installed. ABBYY FormReader 6.5 Enterprise does not support having its database on a separate server.

Using the Batch Activity Monitor will enable users to view, sort, and filter the same batch listing as is available on the ABBYY Export and Monitoring workstation. Supervisors will appreciate knowing whether work is being backed up, and to see which batches are in various queues and who's working on them. If reporting is required, ask your Export and Monitoring workstation user to generate them for you.

Requirements

For Batch Activity Monitor to work properly, you will need to have previously installed:

- Microsoft .NET 1.1 Framework (go to <http://windowsupdate.microsoft.com> if not already installed)

You will need to have a user account on the DocuShare server for adding content and a collection (web folder) into which you can upload your documents.

Installation

CDROM setup

- Install the CDROM in your CDROM drive.
- In the root directory, double-click on Setup.exe.
- Accept the default properties to install Batch Activity Monitor.

Downloaded file setup

- Download the trial to a common directory to view in Windows Explorer.
- Open the compressed folder or unzip the compress file.
- Extract the files to another folder.
- Double-click on Setup.exe program file.
- Accept the default properties to install Batch Activity Monitor.

Use the Windows Control Panel's Add/Remove Programs to uninstall Batch Activity Monitor. If necessary, you can run Setup.exe again to repair Batch Activity Monitor.

Registering Batch Activity Monitor

When starting Batch Activity Monitor for the first time you will be presented with a dialog window to register Batch Activity Monitor for ongoing use. You may select Cancel if you wish to evaluate Batch Activity Monitor for up to 14 days. If you've already purchased Batch Activity Monitor or choose to do so, you will be asked to submit the software code in the top field along with your purchase so that we

Register Batch Activity Monitor

Register your copy of Batch Activity Monitor using the Liberation Key provided by CriteriaFirst, Inc.

Batch Activity Monitor will run in evaluation mode for 15 days.
Your evaluation period has -15 days left! Please register.

Software code:

Liberation Key:

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can send you the liberation key to unlock it for perpetual use. If purchased online, email your Batch Activity Monitor software code to Criteria First support at support@criteriafirst.com for your liberation key.

Starting Batch Activity Monitor

Batch Activity Monitor must first be configured before using it to view FormReader Enterprise batches. To launch Batch Activity Monitor, select Start ► Program Files ► CriteriaFirst ► Batch Activity Monitor. The application main window will be displayed. To configure, select Database ► Configure and fill in the appropriate values. Administrators will need to decide whether to provide access using the Username and Password fields or alter permissions to the database so that a trusted connection can be established for the users. The default values are shown with the exception of the server name in the FormReader Server field. It's not necessary to create a DSN.

Configure SQL Server Database Configuration

Configure Database Connection

FormReader Server: TDCS04\FR6ENTERPRISE

FormReader Server Database: FR6EnterpriseDB

Trusted Connection?

Username: FRE6User

Password: 555555

OK Cancel

Once properly configured, the user selects Database ► Login option and a view of all batches should appear in the listing with the latest batches shown at the top of the list. The main Batch Activity Monitor window is shown in the following illustration.

Batch Activity Monitor for ABBYY FormReader Enterprise 6.5

Actions Database Help

#	Name	Type	Created	Pages	Queue	Operator	Role	Workstation	Session Started
▶ 242	242	Addison faxes	9/5/2007	1	Processed batches		Administrator		9/9/2007
241	241	Addison faxes	9/5/2007	1	Correction		Correction operator		9/23/2007
240	240	Addison faxes	9/5/2007	1	Processed batches		Administrator		9/6/2007
239	239	Addison faxes	9/5/2007	1	Processed batches		Administrator		9/5/2007
238	238	Addison faxes	9/5/2007	1	Processed batches		Administrator		9/5/2007
237	237	Addison faxes	9/5/2007	1	Processed batches		Administrator		9/5/2007
236	236	Addison faxes	9/5/2007	1	Processed batches		Administrator		9/6/2007
235	235	Addison faxes	9/5/2007	1	Processed batches		Administrator		9/9/2007
234	234	Addison faxes	9/5/2007	1	Processed batches		Administrator		9/5/2007
*									

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Menus and Options

The menu structure is as shown:

Action

- Filter** apply criteria to condition the view to your preference.
- Refresh** refreshes the current view (filtered or all).
- Show Filtered** shows filtered batch view if batch filter has been defined.
- Show All** overrides the current filter to show all available batches.
- Exit** closes this application.

Database

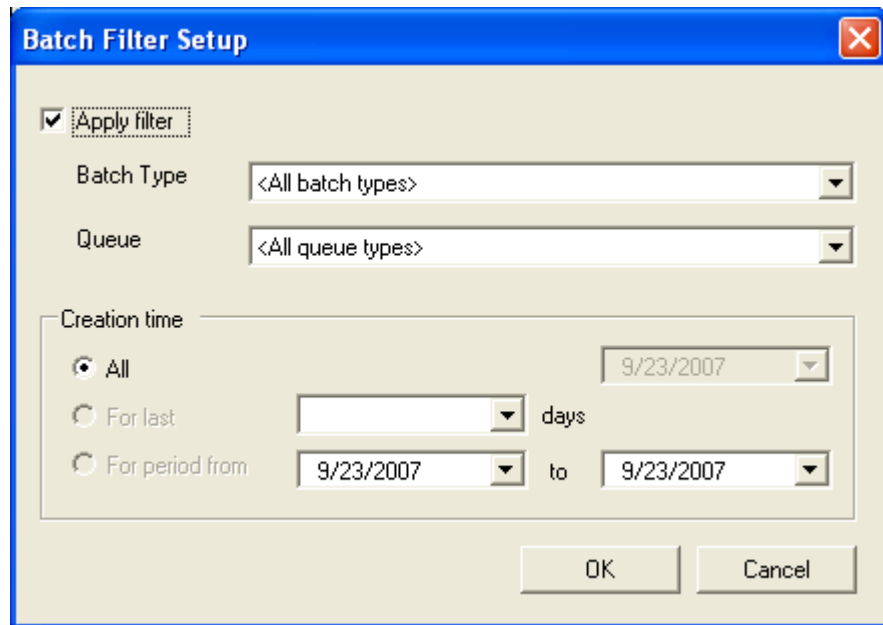
- Logon** Connects to the database and displays the batch listing.
- Configure** Configuration settings to access the ABBYY FormReader Enterprise database.

Help

- Topics** displays this documentation.
- About** displays the Batch Activity Monitor About dialog box for copyright and contact information for Criteria First.

Batch Filter Setup

Action ► Filter displays the Batch Filter Setup dialog and allows the user to limit viewing to a single batch type and/or a single queue within a range of dates. Default settings show all batches for all batch types, queues, and dates. Users can select any batch type and/or queue they wish to monitor and filter out the others from the view. By selecting the For Last button under Creation time you can limit the view to list only batches for the last one to seven days. For longer or more specific date ranges, choose the For period from through to dates.



Once your filter is set and you select OK, this becomes your default viewing. If you leave Batch Activity Monitor running for a while you can update the view by selecting Action ► Request or hitting F5. You can switch to viewing all batches by selecting Action ► Show all. Selecting Action ► Refresh will revert to your filtered view. You can exit the application and return with a view of your preferred filter settings.

After your view shows the batches of interest to you, you can sort the rows by clicking on the column heading. This allows you to group batches by Name, Creation date, Operator, Queue, etc.. For more versatile reporting, ask your Export & Monitoring station operator to generate them for you based on the standard reports provided or to create a custom report for you.

Support

Customer Support for Batch Activity Monitor is available Monday through Friday from 8:00 AM to 6:00 PM CST via email to support@criteriafirst.com or by calling 972-492-4428.