

INDIANA OFFICE OF
TECHNOLOGY



WebCenter Enterprise Capture

Maintenance Tasks

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1. Unlock Batches

1. Login to EM.
2. Click "Weblogic Domain > System MBean Browser".
3. Navigate to "Application Defined MBeans > oracle.capture > Server: capture_server1 > Application: capture > config > Config".
4. Click the "Operations" Tab.
5. Click the "listWorkspaces" command.
6. Click "Invoke".
7. Make note of the <WORKSPACE_ID> for the workspace you will change.
8. Click "Return".
9. Click the "listLockedBatchesForWorkspace" command.
10. Enter the "workspaceID" value.
11. Click "Invoke".
12. Make note of the <BATCH_ID>'s for the workspace you will change.
13. Click the "clearBatchLock" command.
14. Enter the "batchID" value.
15. Click "Invoke".
16. Repeat for each "batchID" to unlock.

2. Copying Workspaces for New Facilities

Copy the workspace of another outside facility and update the configuration to match the new facility including:

- Workspace Name
- Workspace Security
- Classification Batch Statuses
- Profile Security
- Scan from ODC Outside Script Code
- Import Processor Directory
- Commit Directory

3. Adding a Workstation

3.1. Install Client

This can be done by navigating to the Capture client website. The site is here:

[https://\[hostname\].doc.in.gov/dc-client/](https://[hostname].doc.in.gov/dc-client/)

Click the Install Client button and follow the prompts. The client will install and provide a shortcut on the desktop.

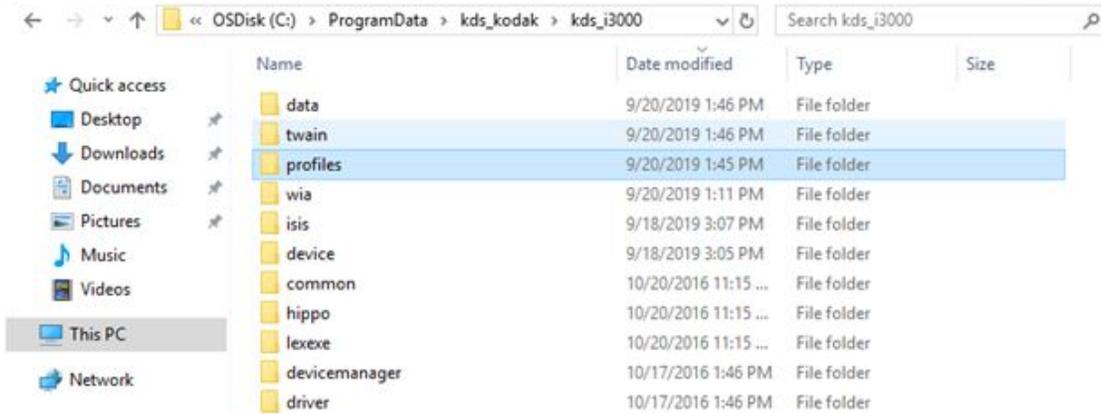
A rectangular button with a light gray background and a thin border. The text "Install Client" is centered on the button in a dark gray, sans-serif font.

Install Client

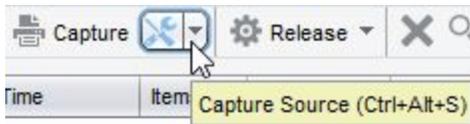
3.2. Configure Scanner Drivers/Profiles

Copy the profiles folder from: \\iotisip01pa\iotwcc\WCC-ODC\~ODC Profiles\DOC\DOC 12c Scan Profile\profiles

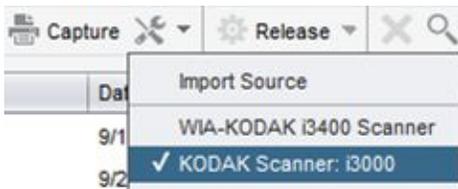
To the local workstation at this directory: C:\ProgramData\kds_kodak\kds_i3000



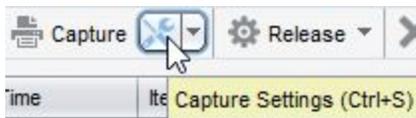
Click the dropdown portion of the “Capture Source/Capture Settings”  button.



Select the Production Level Kodak Scanner connected to the workstation.



Click the Settings portion of the “Capture Source/Capture Settings”  button.



3.3. Add Batch Status

1. Add workstation identifier “[Facility Acronym] Scan” to Classification List for “Outside - Index” Workspace
2. Add workstation identifier and workstation name to “Scan from ODC Outside” script in “[Facility Acronym] - Scan & Index” Workspace

4. Adding a User

4.1. Add Client and Console Access

AD users or groups must be granted the “Capture User” role to sign in and use the Capture Client to scan and index.

AD users or groups must be granted the “Workspace Manager” role to sign in to the Capture Console to update scan/index profiles.

4.2. Add Workspace Manager Access

Having access as a Workspace Manager does not give you access to specific workspaces. Workspace managers only automatically have access to workspaces they create. To access any other workspace a manager who already has access to the specific workspace workspaces must grant new managers access to it.

4.3. Add Client Profile Access

For a user to have access to a client profile a workspace manager must add that AD user, or an AD group that the user is in, to the client profile.

4.4. Add Batch Status

If the user is a COA User

1. Add to “COA - Scan & Index” Workspace Classification

5. Adding a RICOH

5.1. Update RICOH Address Book

Create the folder in the scan import share location. Navigate to the IP address of the printer in the browser and Add “IRIS” to the address book, point the record to the designated network folder.

Address Book Name: IRIS

Network User: 1-IOT-WCCODC@STATE.IN.US

Network Address: \\iotisip01pa\iotwcc\WCC-DOC\RemoteScanning\PROD\[Source Code]

5.2. Add Batch Status

Add the source code name to “Outside - Index” workspace classification.