



INTELLIGENT CAPTURE

ADMINISTRATION TOOL

TABLE OF CONTENTS

ABOUT THE INTELLIGENT CAPTURE MODULE.....	5
MANAGING INTELLIGENT CAPTURE JOBS.....	6
Creating an Intelligent Capture job	6
Intelligent Capture jobs management screen - Available tabs	7
“Properties” tab	8
“Dependencies” tab	8
“Compilation” tab	13
“Summary” tab	15
“Log” tab	16
Deploying an Intelligent Capture job.....	17
Undeploying an Intelligent Capture job.....	18
Exporting Intelligent Capture jobs.....	18
Importing Intelligent Capture jobs	19
Deleting an Intelligent Capture job	20
INTELLIGENT CAPTURE JOBS CREATION STAGES	21
Welcome	21
Attribute input.....	21
Manual	21
OCR.....	22
File metadata	22
LAD/RAD.....	23
Document input and related settings.....	23
“Document input” tab.....	23
“Scanner and settings” tab.....	24
“Preview settings” tab.....	24
“Document pack settings” tab.....	25
“Import settings” tab.....	27
Validation settings	27
“Validation settings” tab	28
“Header” tab	29
“Attributes” tab	30
Final object added in GARGANTUA.....	31
Target type	32
Classification	33

Name composition	34
Repeat job	35

EXAMPLE OF AN INTELLIGENT CAPTURE JOB 36

OCR MODELS 37

Standard OCR models.....	37
What is a standard OCR model?.....	37
Creating a standard OCR model	38
OCR models management screen - Available tabs	39
Configuring the display of the reference file	49
Linking attributes to reference file areas.....	49
Deleting areas or breaking links between areas and attributes	51
LAD/RAD models	51
How does LAD/RAD work?	51
Requirements	52
Installing the ABBYY FlexiCapture Engine.....	53
Importing FlexiCapture projects.....	54
Configuring a LAD/RAD model	55

ABOUT THE INTELLIGENT CAPTURE MODULE

Intelligent Capture is an optional GARGANTUA module allowing to automate the acquisition of large volumes of documents through scan or import.

From the Administration Tool, the administrator creates **Intelligent Capture jobs**: groups of settings that automate the input of a given type of documents.

For each job, the administrator specifies the form to be used for indexation (it corresponds to the type of documents to be scanned or imported, for example “invoice form”), the documents acquisition mode (scan or import), scanner settings if necessary, the indexing type (manual or automatic with OCR model or LAD/RAD), the destination folder(s) in the GARGANTUA database, etc.

Once the Intelligent Capture jobs have been created, the user can start the GARGANTUA Intelligent Capture module (to install on each client computer where it is needed). He logs in, selects the job corresponding to the type of documents to input, and follows the Intelligent Capture job steps: acquisition, indexing, attributes and documents check, classification in the GARGANTUA database...



Every Intelligent Capture job is associated to a GARGANTUA database. Users only see the jobs of the GARGANTUA databases they are allowed to access.

MANAGING INTELLIGENT CAPTURE JOBS

CREATING AN INTELLIGENT CAPTURE JOB

To create an Intelligent Capture job, proceed as follows:

1. In the left pane of GARGANTUA Administration Tool, expand the branch corresponding to the GARGANTUA database of your choice.
2. Click the **Intelligent Capture** sub-branch.

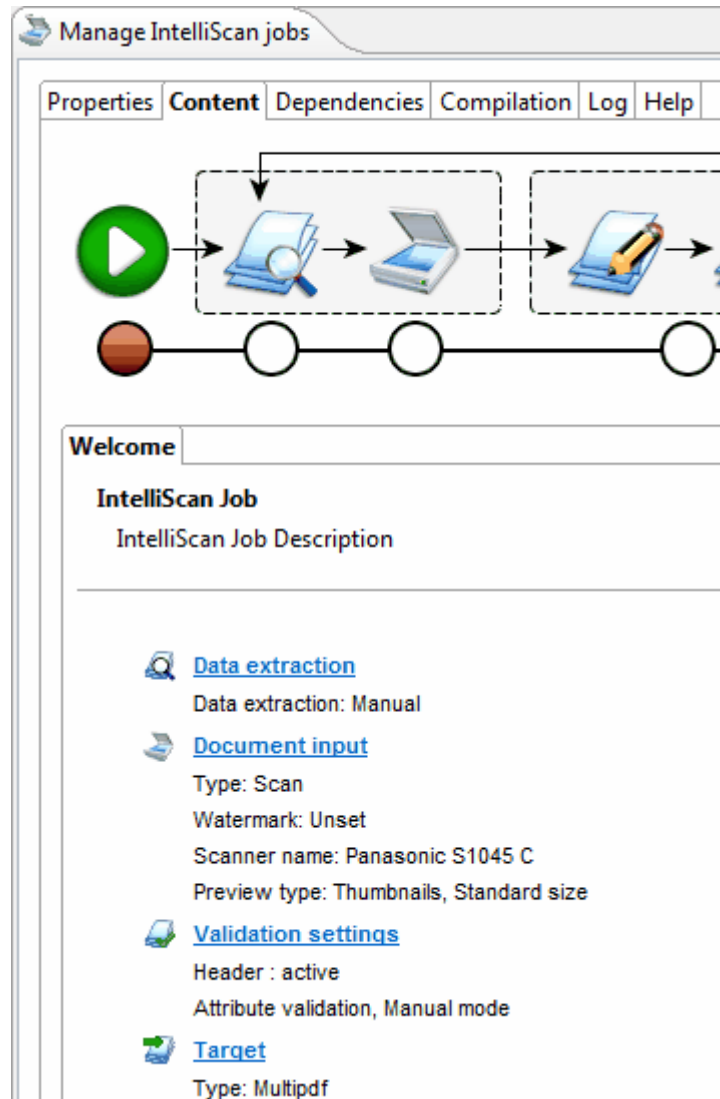
The **Manage Intelligent Capture jobs** screen displays in the right pane.

3. In the bottom left corner of the right pane, click the **New** button.

The new Intelligent Capture job management screen displays.

4. In the **Properties** tab, fill in the **Name** field, and, if you want, the **Description** field.
5. In the **Content** tab click the circle of the stage you want to configure.

The circle of the current stage turns red:



6. Once you have configured the stages, save, compile and deploy the job.

INTELLIGENT CAPTURE JOBS MANAGEMENT SCREEN - AVAILABLE TABS

The **Intelligent Capture jobs** management screen contains the following tabs:

- The **Properties** tab allows you to view the main features of a Intelligent Capture job: name, description, history and assignments.
- The **Content** tab allows you to define the steps to create a Intelligent Capture job (see from [Intelligent Capture jobs creation stages](#)).
- The **Dependencies** tab allows you to view the items used by a Intelligent Capture job.
- The **Compilation** tab allows you to view the potential errors in a Intelligent Capture job.
- The **Summary** tab allows you to view a summary of a Intelligent Capture job.
- The **Log** tab allows you to view the list of all the operations performed on a Intelligent Capture job, and to filter them according to some criteria.

- The **Help** tab allows you to access the contextual help.

“PROPERTIES” TAB

The **Properties** tab allows you to name or rename a IntelliScan job (**Name** field), to type a description (**Description** field), to add it to a package (**Package** field) and to view the history of its deployed versions (**Deployment history** table).

The **Properties** tab also allows you to assign a Intelligent Capture job to various users, with the  button of the **Assignments** frame.

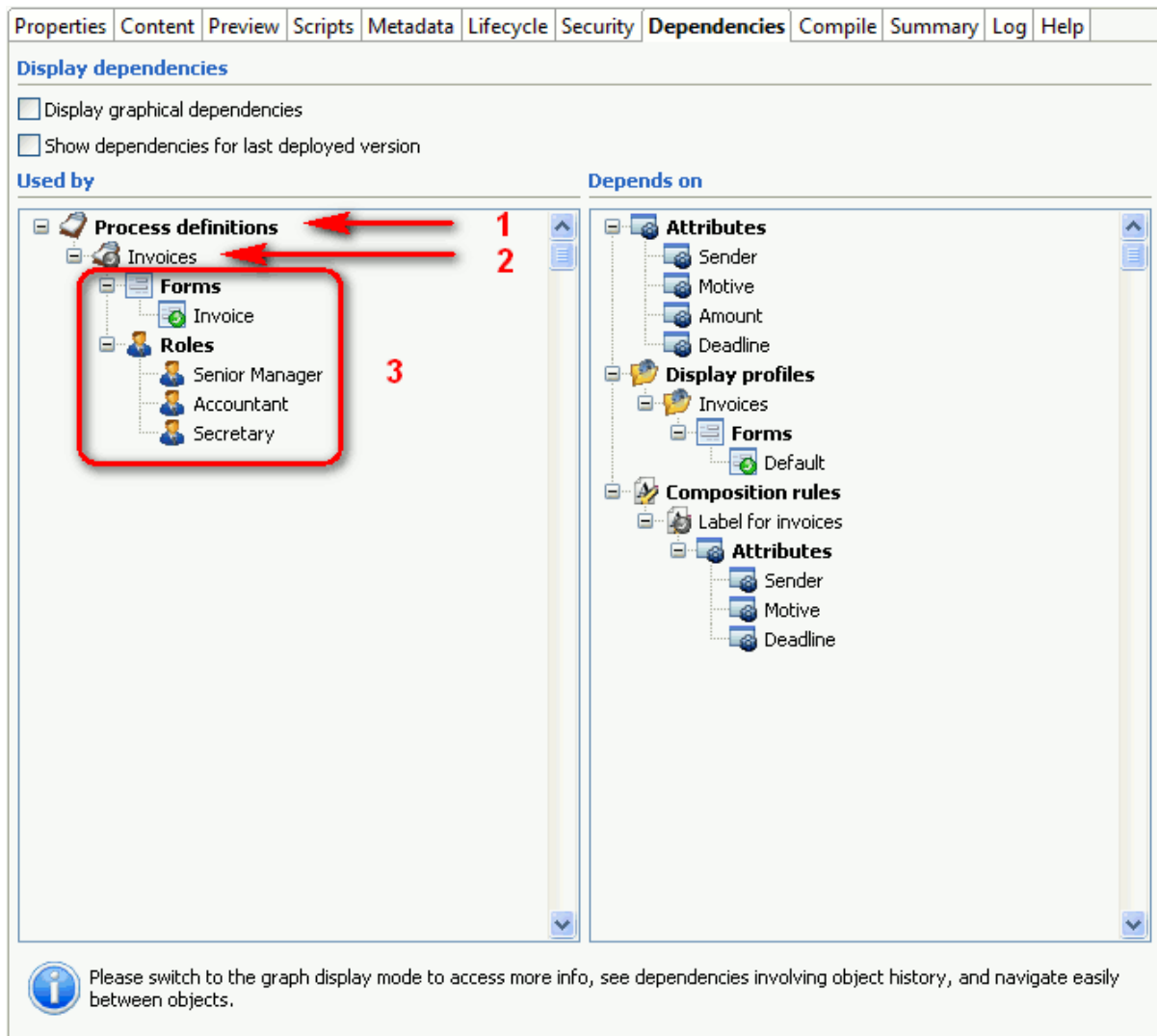
“DEPENDENCIES” TAB

The **Dependencies** tab allows you to know which other objects rely on or are used by the current design object.

DISPLAYING DEPENDENCIES IN LIST MODE

By default, dependencies are displayed in **list mode** and the **working copies** of the objects are taken into account.

Depending on whether the current object is used by and/or relies on other objects, dependencies are displayed in 1 or 2 columns. If there are 2, the objects that rely on the current object are listed in the left column, and the objects that are used by the current object appear in the right column:



1. Some objects in this category have dependencies to the current object.
2. This object has a dependency to the current object, that is the “Invoices” process uses the “Invoice” form.
3. Here is the list of all objects that have a dependency to the “Invoices” process.

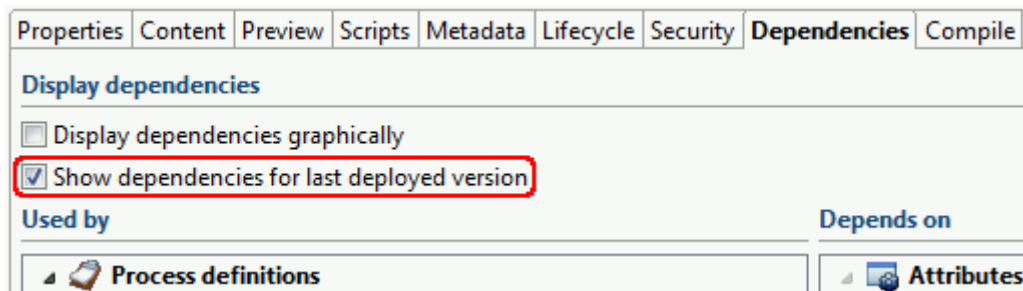
In the dependencies analysis screens as well as everywhere else in the interface, the  icon indicates whether an object is currently deployed and, if so, whether the deployed version is identical to the working copy:

- No icon - The object is not deployed.
-  - The object is deployed and there is no difference between its last deployed version and its working copy.
-  - The object is deployed but its last deployed version is not identical to its working copy.

WHAT IS THE “SHOW DEPENDENCIES FOR LAST DEPLOYED VERSION” OPTION FOR?

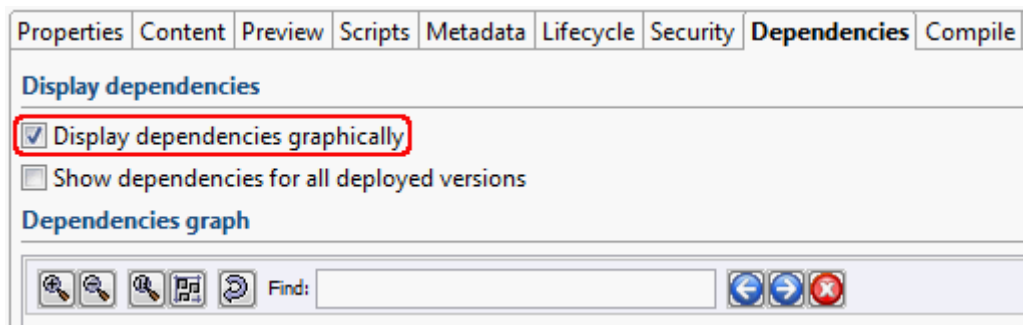
By checking the **Show dependencies for last deployed version** checkbox, you can choose to display the dependencies for the version of the object that is currently deployed, instead of the dependencies for the working copy.

This option is only available in list mode, for objects that support the **Deployment history** feature:

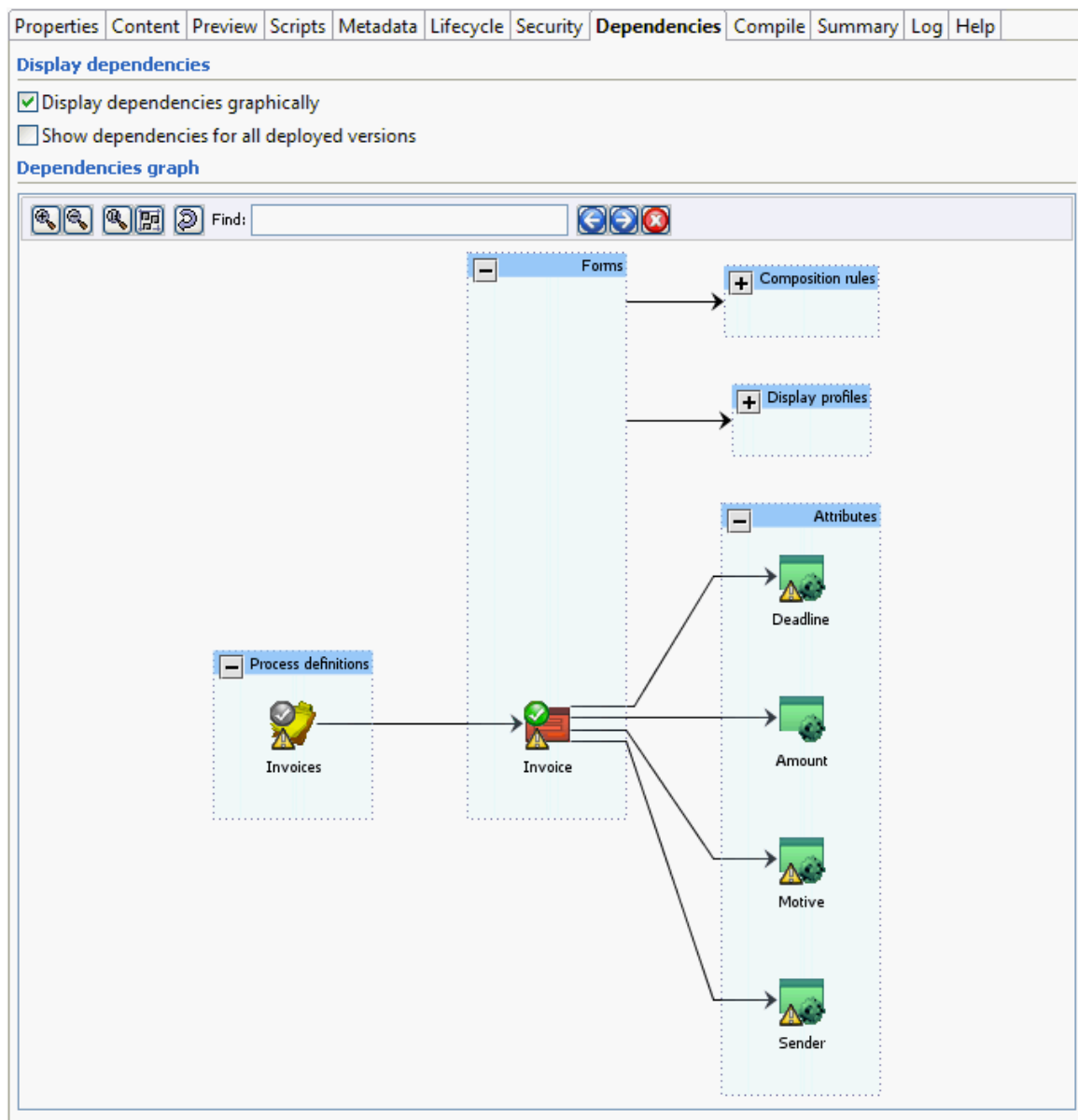


DISPLAYING DEPENDENCIES GRAPHICALLY

In order to switch from the list mode to the graphical display, check the **Display dependencies graphically** option:



The dependencies between the working copies of the various objects now take the form of a graph:



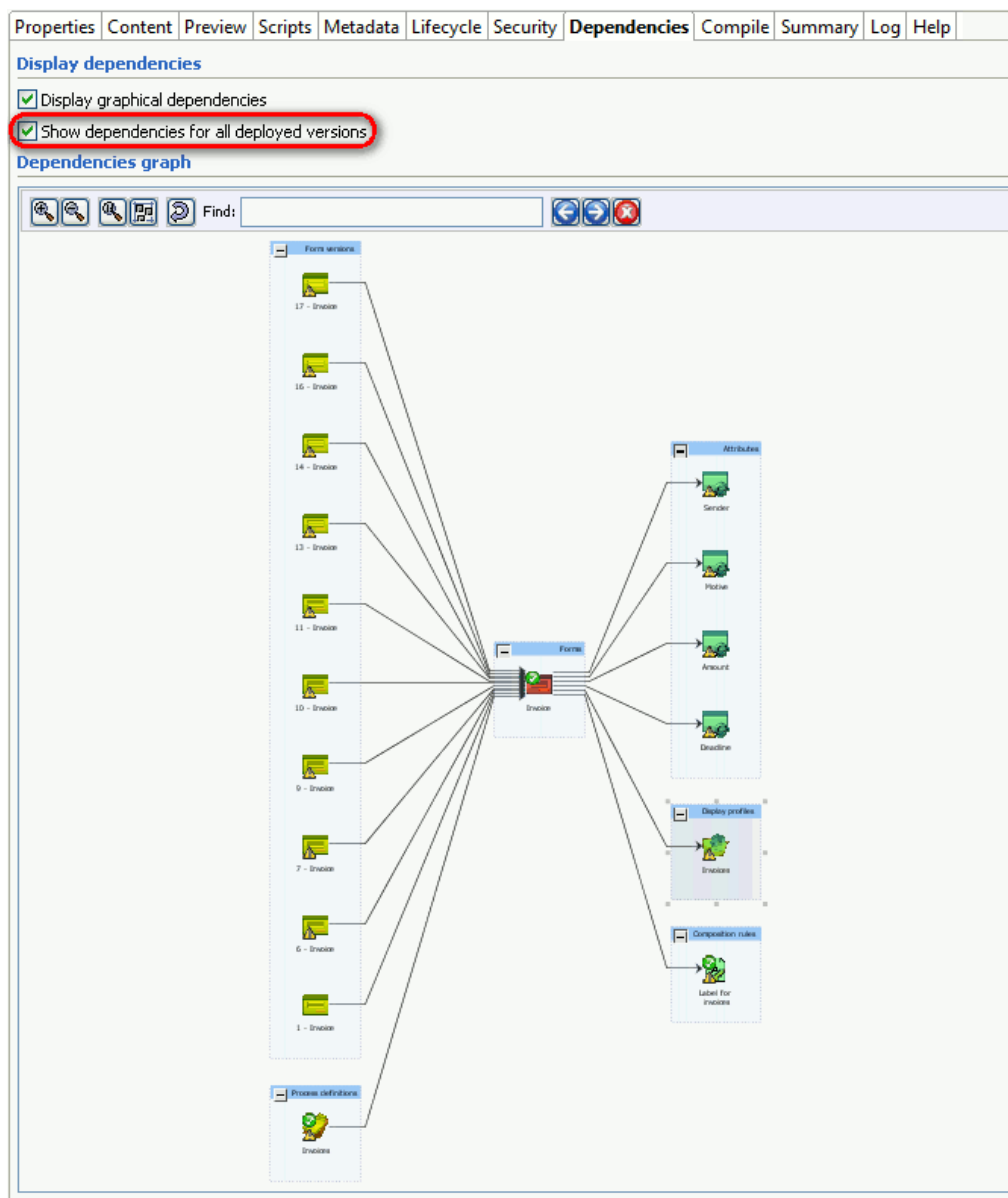
The toolbar above the graph allows you to:

- - Enlarge the graph;
- - Make the graph smaller;
- - Restore the default size for the graph;
- - Optimize the size of the graph;
- - Refresh the graph;
- Find: - Search the names of the objects in the graph for a particular string; the objects that match the search criterion are highlighted in pale blue;
- - Navigate between the objects that contain the search string;
- - Reset the search results so that no more objects are highlighted.

WHAT IS THE “SHOW DEPENDENCIES FOR ALL DEPLOYED VERSIONS” OPTION FOR?

If you check the **Show dependencies for all deployed versions** box, the dependencies graph will include all previously deployed versions of the objects, instead of just their working copies. If the current object supports the **Deployment history** function, then the list of all its previously deployed versions will also appear in the graph.

This option is only available when dependencies are displayed graphically:



“COMPILATION” TAB

The **Compilation** tab makes it possible to diagnose and solve errors and inconsistencies before an object is published. This feature is also available at database level, so that all objects can be compiled in a single move.

HOW AND WHEN TO USE THE GARGANTUA COMPILER

Before you deploy or redeploy a design object, you need to compile it in order to solve any potential errors or problems:

1. Click the name of the object you want to deploy in the left pane of the Administration Tool - or the name of a database, if you want to deploy all the objects it contains in a single move.

The corresponding management screen appears in the right pane.

2. In the lower part of the right pane, click the **Compilation** button.

The Compile tab opens and a list of messages appears.

3. If the list only contains success and/or information messages (see [Structure of the messages list](#)), you can proceed and deploy the object.

On the other hand, if the list contains error and/or warning messages (see [Structure of the messages list](#)), you must solve the corresponding problems before you deploy the object.

STRUCTURE OF THE MESSAGES LIST

The list of the compiler's messages contains the following information:

Properties	Assignments	Compile	IP Filters	Storage rules	Log	Database logging options	Help
3 errors, 2 warnings, 3 infos							
		Invoices by Sender : Incorrect criteria combinations (multiple actual objects for folders and/or processes)					
		Invoices					
		Invoices : The role assigned to this process is not assigned to the database					
		Invoices : Unlinked cancel thread					
		Validation					
		Finance : The database is using the default storage.					
		It is recommended that each Gargantua database use one or more dedicated storage areas, not the system default. You should create these storage areas and rules that make use of them. You cannot disable this message, only make it a warning.					
		Invoices by Sender : No actor(s) assignment(s) to view (the view is not public)					
		Invoices : No planner selected					
		Invoices : Expected an identifier and instead saw 'var'					Line: 2
		Invoices : Stopping, unable to continue (50% scanned).					Line: 2
1	2	3	4				5

1. Icons indicating the type of each message:



- Success;



- Information;



- Warning;

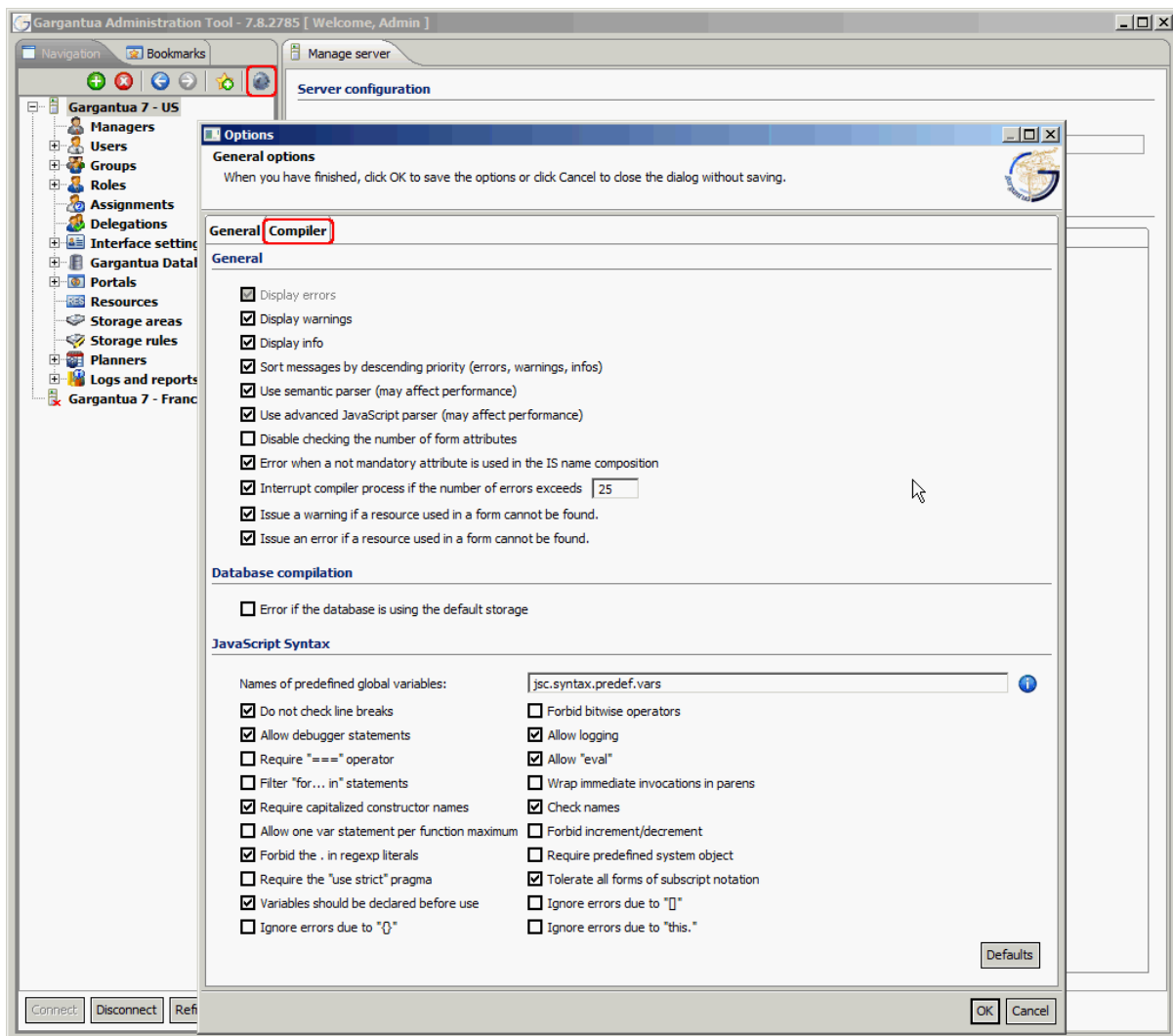


- Error;

2. Icons indicating the type of the objects the messages are about;
3. Links leading to the management screens where the problems can be solved;
4. Details about the current problem;
5. If the object is a script, line where the problem occurs.

CUSTOMIZING THE COMPILER'S BEHAVIOR

If you wish, you can customize the messages list (order, contents...) and the behavior of the JavaScript parser with the help of the **Options** dialog:



See the “General – Connection to Server” chapter of this manual for more information on the different options available.

“SUMMARY” TAB

The **Summary** tab allows you to display a summary of an item that presents its main features, like its manager, form, priority, content, etc.

The **Summary** tab is particularly helpful to have a general insight of the item, without having to browse through each tab.

The **Summary** tab also has a saving option in PDF format, which allows to view the summary of an item without

the GARGANTUA Administration tool.

“LOG” TAB

The **Log** tab allows you to view a list of all the operations performed in one of the branches of GARGANTUA Administration Tool.

You can filter your search through the following criteria:

- Start date, end date;
- User;
- Operation.

To filter by dates:

1. Fill in the date from which you want to view the operations performed, in the **Start date** field.
2. Fill in the date until which you want to view the operations performed, in the **End date** field.
3. Click on **Display**.

The list of the operations performed between the two dates is displayed in the **Log entries** field.



You can also click on the “Week audits”, “Month audits”, “Year audits” and “All audits” icons, so as to view the operations performed in larger periods of time.

To filter by users:

1. Click on the magnifying glass, close to the **User** field.
2. Fill in the user name from whom you want to view the performed operations.
3. Click on **Display**.

The list of the operations performed by the user is displayed in the Log entries field.

To filter by operation:

1. Click on the arrow of the **Operation** field.
A list of the possible operations is displayed.
2. Click on the type of operation desired.
3. Click on **Display**.

The list of the operations performed in relation with the selected type of operation is displayed in the **Log entries** field.



You can tick the “Show login/logout events” box to display the users connections and disconnections. This functionality is only available for the “Users” and “Server log” branches.

You can tick the “Only Show error audits box” to only display the failed operations.



The “Reset” button allows you to cancel the last filtering.

You can also export the list of the performed operations, in .csv format.

To export a list of the performed operations:

1. Generate a list, depending on the previous criteria.
2. Click on the **CSV Export** button.
3. Choose the place where you want to save the export.
4. Click on **Save**.

You have exported a list of the performed operations.

DEPLOYING AN INTELLIGENT CAPTURE JOB

As most production objects, Intelligent Capture jobs have three different statuses:

-  - The Intelligent Capture job is not deployed, and is not visible to Intelligent Capture client users.
-  - The latest deployed version of the Intelligent Capture job is the same as the working copy currently saved and displayed in GARGANTUA Administration Tool.
-  - The latest deployed version of the Intelligent Capture job differs from the working copy currently saved and displayed in GARGANTUA Administration Tool.

To (re)deploy an Intelligent Capture job, proceed as follows:

1. In the left pane of GARGANTUA Administration Tool, expand the sub-branch corresponding to the GARGANTUA database of your choice.
2. Click the **Intelligent Capture** sub-branch.

The **Manage Intelligent Capture jobs** screen displays in the right pane.

3. Click the name of the Intelligent Capture job you want to deploy.

The Intelligent Capture job management screen displays in the right pane.

4. At the bottom of the right pane, click the **Compilation** button.

The **Compile** tab opens.

5. If the **Compile** tab contains error or warning messages, first solve the problems: you cannot deploy the Intelligent Capture job as is. To fix an error, click the link with the job name on the corresponding line: you will be redirected to the job configuration step where the problem needs to be solved.

If the **Compile** tab does not contain any error or warning messages, go to the next step of this procedure.

6. At the bottom of the right pane, click the **Deploy** or **Redeploy** button.

If it is the first time the Intelligent Capture job is deployed, the procedure is complete.

Otherwise, the **Deploy** dialog displays: perform the next steps of this procedure.

7. If you want to keep a backup of the previous deployed version of the Intelligent Capture job, select the **Create new object version** option and enter, if necessary, a comment allowing you to easily identify in the history the version you are about to deploy.

Otherwise, select the **Override current version** option: the previous version of the Intelligent Capture job will be replaced with the one you are about to deploy.

8. When you are finished, click **OK** to close the dialog.

The **Properties** tab displays: the new version of the Intelligent Capture job has been deployed.

UNDEPLOYING AN INTELLIGENT CAPTURE JOB

Undeploying an Intelligent Capture job is helpful in case of update, so that the users do not start the job as long as the modifications are not complete. To undeploy an Intelligent Capture job, proceed as follows:

1. Make sure that there is no user connected to the Intelligent Capture client, or you will not be able to undeploy the Intelligent Capture job.
2. In the left pane of GARGANTUA Administration Tool, click the name of the Intelligent Capture job you want to undeploy.

The Intelligent Capture job management screen displays in the right pane.

3. At the bottom of the right pane, click the **Undeploy** button.

The  icon displays to the left of the Intelligent Capture job in the GARGANTUA Administration Tool left pane: the Intelligent Capture job has been undeployed.

EXPORTING INTELLIGENT CAPTURE JOBS

GARGANTUA allows you to export Intelligent Capture jobs as .sxa archives, in order to import them later into another database or onto another server.

Proceed as follows:

1. In the left pane of GARGANTUA Administration Tool, expand the sub-branch corresponding to the GARGANTUA database of your choice.
2. Click the **Intelligent Capture jobs** sub-branch.

The **Manage Intelligent Capture jobs rules** screen displays in the right pane.

3. In the bottom right corner of the right pane, click the **Export** button.

A dialog allowing to select the objects to export displays.

4. In the **Object** column of the dialog, check the checkboxes corresponding to the Intelligent Capture jobs that you want to export.
5. In the **History** column, check the checkboxes corresponding to the objects for which you want to export not only the version currently deployed, but also the history of former versions.
6. Click **OK** to close the dialog.

The file explorer displays.

7. Browse to the local or remote folder where you want to save the .sxa export, and click **Save**.

A confirmation message displays.

8. Click **OK**.

The .sxa export has been saved on your disk.

IMPORTING INTELLIGENT CAPTURE JOBS

To import an Intelligent Capture job previously exported as an .sxa archive:

1. In the left pane of GARGANTUA Administration Tool, expand the **Intelligent Capture jobs** sub-branch.

The **Manage Intelligent Capture jobs** screen displays in the right pane.

2. In the bottom right corner of the right pane, click the **Import** button.

The file explorer displays.

3. Browse to the folder where you have saved the .sxa archive, select it, and click **Open**.

A dialog allowing to select the objects to import displays.

4. In the **Object** column of the dialog, check the checkboxes corresponding to the Intelligent Capture jobs that you want to import.
5. In the **History** column, check the checkboxes corresponding to the Intelligent Capture jobs for which you want to import the history of former versions.
6. If you want to override the composition rules of the target database that have the same name as imported rules, check the **Overwrite** checkbox.

Otherwise, leave the checkbox unchecked. The rules imported will be renamed as “xxx **(1)**” if rules with the same name already exist in the database.

7. Click **OK**.

A confirmation message displays.

8. Click **OK**.

The Intelligent Capture jobs imported are now available in the database.

DELETING AN INTELLIGENT CAPTURE JOB

To delete an Intelligent Capture job, proceed as follows:

1. Make sure that there is no user connected to the Intelligent Capture client, or you will not be able to delete the Intelligent Capture job.
2. In the left pane of GARGANTUA Administration Tool, expand the sub-branch corresponding to the database of your choice.
3. Click the line of the Intelligent Capture job you want to delete.
4. In the bottom left corner of the right pane, click the **Delete** button.

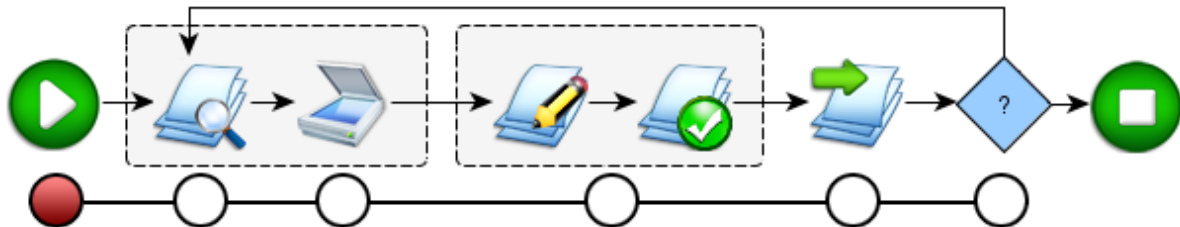
A warning message displays.

5. Click **Yes**.

The Intelligent Capture job has been deleted.

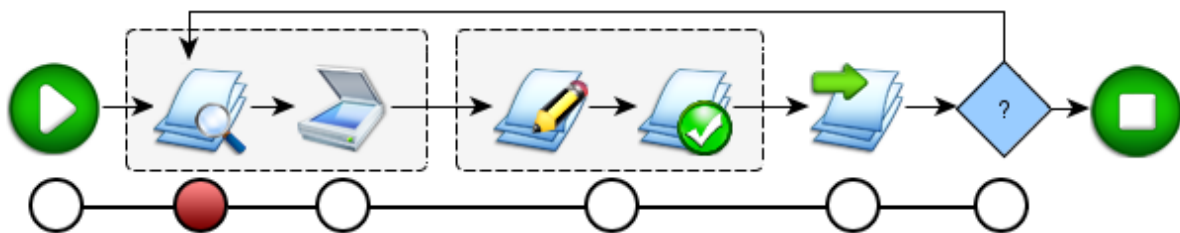
INTELLIGENT CAPTURE JOBS CREATION STAGES

WELCOME



The first stage gives a summary of the different settings. When creating a new job, it shows the default settings.

ATTRIBUTE INPUT

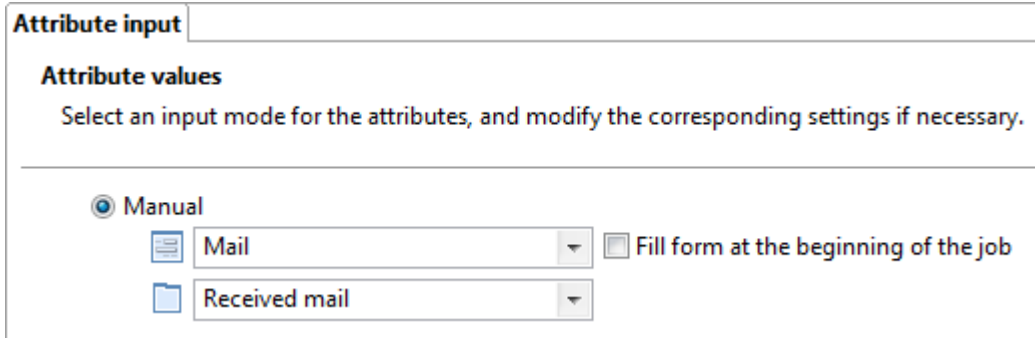


This step allows you to select the form that will be associated to the documents imported and to determine how the form attributes will be filled. Select one of the following input methods:

MANUAL

The attributes will be entered manually for each document sub-package. Configure the following options:

1. In the first drop-down list, select the form that will be used to index the document packs processed with the Intelligent Capture job.
2. In the case of a multipage form, select, in the second drop-down list, the form page that will be used to index the documents processed with the Intelligent Capture job. If you do not select any specific page, the form default page will be used.



3. Check the **Fill form at the beginning of the job** checkbox to display the form at the beginning of the job and allow users to enter attributes manually before paper documents are scanned or imported.

OCR

The attributes values will be automatically extracted by the OCR/ICR engine.



To use this option, you need to create an [OCR \(Optical Character Recognition\) model](#).

Configure the following options:

1. In the first drop-down list, select the form that will be used to index the document packs processed with the Intelligent Capture job.
2. In the second drop-down list, select the OCR model that will be used to extract data automatically from the barcode separator sheet in order to fill the form attributes.
3. Check the **Fill form at the beginning of the job** checkbox to display the form at the beginning of the job and allow users to enter attributes manually before paper documents are scanned or imported. It is recommended to leave the checkbox unchecked, so that the OCR model extracts data first, and then the user corrects the captured data if necessary.

FILE METADATA



This feature is not available yet.

The attributes will be automatically filled with the file metadata. Configure the following options:

1. In the drop-down list, select the form that will be used to index the document packs processed with the Intelligent Capture job.
2. Check the **Fill form at the beginning of the job** checkbox to display the form at the beginning of the job and allow users to enter attributes manually before paper documents are scanned or imported.

LAD/RAD

The attributes will be automatically extracted by the Automatic Document Processing and Automatic Document Reading (LAD/RAD) engine.



This option is grayed if no [LAD/RAD model](#) has been imported in the database.

Configure the following options:

1. In the drop-down list, select the LAD/RAD model that will be used to extract automatically the scanned document data in order to fill the form attributes.



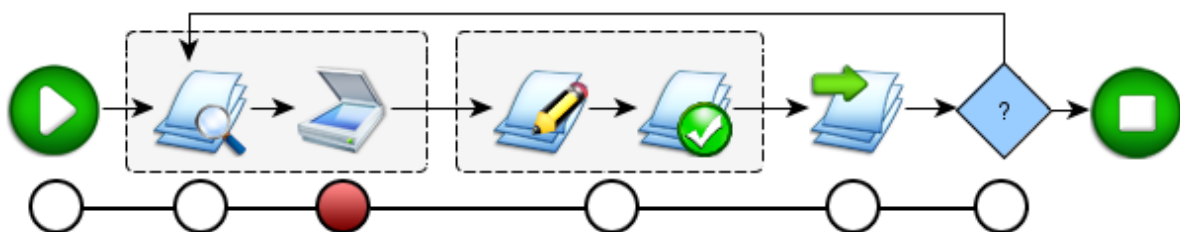
The GARGANTUA form used is the one assigned to the Flexicapture model.

2. A LAD/RAD model may have several sub-models. By default, a target directory will be assigned to each sub-model. Check the **Use the same target for all LAD/RAD models** checkbox to put the documents corresponding to all the sub-models in the same target directory.

There are some restrictions compared to the other attribute inputs:

- In case of import (and not of scanning), only the files of image and PDF type can be processed.
- The types of packs that can be scanned are **Fixed number** and **All documents**. The packs of **Control sheet** type cannot be processed.
- Only the file validation is available.

DOCUMENT INPUT AND RELATED SETTINGS



“DOCUMENT INPUT” TAB

Choose how documents will be added to GARGANTUA. The tabs available in this step and the settings of the following steps will differ according to the document input mode selected.

- **Scan** - Select this option if the job is to be used to [scan documents](#).

- **Watermark** - A watermark is an image located in the background of a document (for example, your company logo or the word “Confidential”). In the drop-down list, select a watermark to apply to all the scanned documents. You need to have created before one or more watermarks from the **Resources** branch of the Administration Tool.
- **Import** - Select this option if the job is to be used to [import documents from a local or network location](#).
- **E-mail** - This option allows you to import documents from an e-mail account.



This feature is not available yet.

“SCANNER AND SETTINGS” TAB

This tab only displays if you have selected **Scan** in the **Document input** tab. Configure the following options:

- **Scanner name** - Select a scanner for the job.



If you are using Windows Server 2003 or Windows Server 2008, you need to install some components manually before you can display the scanners list. Go to “Server Manager” > “Functionalities” > “Add functionalities”, check the “User experience” checkbox and follow the instructions in order to install the corresponding components.

- **Default settings** - Open the selected scanner settings window.



If you are using Windows 7, the scanner settings window may not display when clicking the button. In that case, close the Administration Tool and start it again as administrator (right click on the shortcut > “Run as administrator”).

These settings apply by default to extra documents scanned after the whole pack with the **Add file** and **Replace file** tools. The [settings defined for the sub-packages](#) do not apply to the documents added with these tools.

“PREVIEW SETTINGS” TAB

This tab only displays if you have selected **Scan** in the [“Document input” tab](#), and if you have selected a scanner in the **Scanner name** drop-down list of the [“Scanner and settings” tab](#).

Configure the following options:

- **Document preview** - Display the scanned documents one by one.
- **Thumbnails** - Display the scanned documents as a series of thumbnails.
 - **Standard size** - Apply thumbnail standard size: 100 x 100 pixels, as it is defined on the server.
 - **Custom size** - Apply custom dimensions to thumbnails.
 - **Width** - Indicate thumbnail width (in pixels).

- **Height** - Indicate thumbnail height (in pixels).

“DOCUMENT PACK SETTINGS” TAB

This tab only displays if you have selected **Scan** in the [“Document input” tab](#).

Scan sub-packages are a set of identical scan settings (number of pages, file format, resolution, duplex...) applied to a given number of documents. The following buttons allow you to create and manage scan sub-packages:

-  Click this button to add a scan sub-package. You can add as many scan sub-packages as necessary.
-  Click this button to delete the selected scan sub-package.
-  Click this button to move the selected sub-package up one position.
-  Click this button to move the selected sub-package down one position.

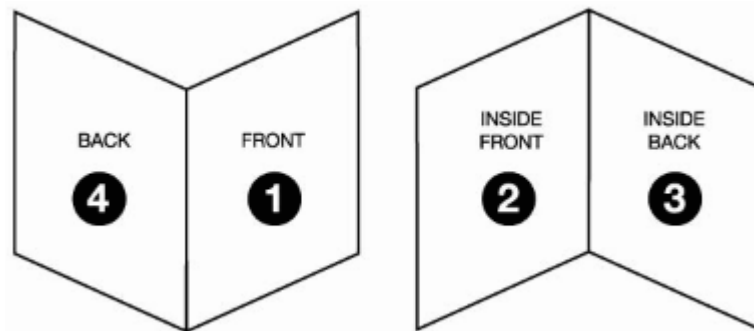
For each sub-package, configure the following options:

- **Name** - Enter a name for the sub-package.
- **Type** - Select an option to set the limit for the number of sub-package pages.
 - **Control sheet** - A control sheet indicates the beginning of the sub-package.
 - **All documents** - Scan all documents in the scanner feeder.
 - **Fixed number** - Allows to enter in the **Number** field a fixed number of pages to be scanned for the sub-package.
 - **Fixed number (confirmation)** - Allows to enter in the **Number** field a fixed number of pages to be scanned for the sub-package.

When running the job, a message prompting the user to modify this number if needed will display.

- **All (Ctl. sheet)** - Scan all documents up to next control sheet.
- **Number** - If **Type** = **Fixed number**, indicate a fixed number of pages to scan for the sub-package.
- **Color** - Select a printing mode: **Black and White**, **Dither/Halftone**, **Grayscale**, **True color**, **Binary and grey**, **Binary and color**.
- **Format** - Select the format of the files generated: **TIFF**, **PNG**, **BMP**, **PDF**, **multipage TIFF**, **multipage PDF**.
- **Resolution** - Select the resolution of the files generated: from **100 x 100** to **600 x 600**.
- **Size** - Select the paper format of the scanned documents: **Legal**, **Letter**, **A4**, **A5**, **Custom** (specify custom dimensions in the **Width** and **Height** fields).
- **Width** - If **Size** = **Custom**, enter a page width (in cm).
- **Height** - If **Size** = **Custom**, enter a page height (in cm).
- **Automatic Height** - Enable the page height automatic detection.
- **Portrait / Landscape** - Indicate the page orientation.
- Scan document
 -  **Front** - Scan only the front side of the page.

- 
Both sides separated - Scan both sides of the page. Each front and back generates one separated image file.
- 
4-page booklet - Scan documents composed of 2 sheets linked together as a booklet. The document generated by the scan operation will respect the following order:



When scanning, the operator will put the booklet unfolded on the scanner, starting with the outside face of the booklet.

- Rotations**
 - None** - No rotation applied.
 - 90, 180, 270** - Rotate all pages by 90, 180 or 270 degrees clockwise.
 - Alternated 0-180, Alternated 90-270, Alternated 180-0, Alternated 270-90** - If you selected **Both sides separated**, and if you want to apply a different rotation to the front and the back of the page, select one of these options. The first value will apply to the front of the page, the second value to the back of the page.
- White page detection** - Enable white page detection.

The page is not scanned if it is white enough (see **Black px(%)** and **White page threshold**).

- Black px(%)** - Indicate a percentage of black pixels under which the page should be considered as "white", therefore not scanned.

The percentage of black pixels in a page applies to all types of colors: **Black and White, Grayscale, True color**, etc.



This feature is grayed if the "White page detection" option is disabled.



The default value is 0.15%

- White page threshold** - Indicate a page whiteness threshold under which colored pixels are considered "black".

This value is spread from 0 to 255, 0 being absolute black, and 255 being absolute white.

In a page scanned with a format different from **Black and White** (**True color**, **Grayscale...**), the threshold allows to indicate which colored pixels are considered “white” and which are considered “black”. Thus separated in “white” and “black” pixels, the percentage of “black” pixels can be computed (see **Black px(%)**).



This feature only applies to the following colors: “True color”, “Grayscale”, “Binary and grey”, “Binary and color” (see “Color”).



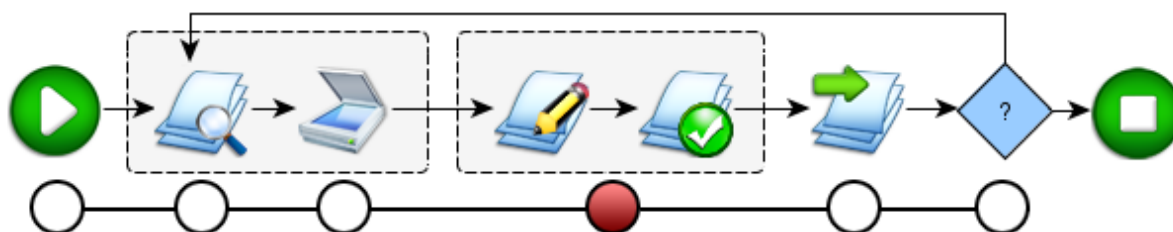
The default value is 75.

“IMPORT SETTINGS” TAB

This tab only displays if you have selected **Import** in the [“Document input” tab](#).

- **Import folder content** - Allows for the selection of a folder in order to import the documents it contains.
 - **Include subfolders content** - Allows for the import of the selected folder content and its subfolders content, if any.
- **Import one document** - Allows for the selection of one file in order to import it.
- **Index documents content** - Allows for the content of imported documents to be indexed for full-text search.
- **Delete the files after import** - Allows for the documents to be automatically deleted from the disk after their import.
- **Import files with the following extensions** - Only allows the import of documents with the extensions specified in the field below. Specify the extensions with the “.xxx” format and separate them with commas (no space).

VALIDATION SETTINGS



The following options allow you to enable the manual validation of some elements by the operator, and to apply an automatic signature to documents.

“VALIDATION SETTINGS” TAB

VALIDATION OPTIONS

The following options allow you to set additional validation steps:

- **File validation** - If you enable this option, a file validation window displays during the Intelligent Capture job execution.

The file validation window allows the operator to view the full pages of the scanned documents in order to control and validate the image files quality. He can delete, add, and rescan the documents.

- **Attribute validation** - If you enable this option, an attribute validation step is added during the Intelligent Capture job execution.



This option is not available if you chose “LAD/RAD” as [attribute input mode](#). It is recommended to enable this option if the attribute input mode is automatic (OCR).

Select one of the following attribute validation modes:

- **Manual mode** - During the Intelligent Capture job, the operator checks and corrects the attributes values. At the end of the Intelligent Capture job, the new target objects are created.
- **Search mode** - During the Intelligent Capture job attribute validation step, the operator can search for an already existing folder to use as target folder. The Intelligent Capture job documents are added to the existing folder. No new folder is created.

The existing folder is retrieved using the attributes set in the **Attributes** tab, in the **Attributes for target folder search** frame.



This attribute validation mode is only available if the job's [form](#) is not the default form, and if the job's [target type](#) is “Folder”.

- **Automatic search** - If you enable this option, the search is done automatically according to values extracted by OCR.



This option is only available if an OCR model is associated to the Intelligent Capture job.

- **Automatic selection of results** - If you enable this option, the search result is automatically selected by the system. If there are several results, the first one is selected.



This option is only available if the “Auto search” option is enabled.

- **Allow the creation of a new folder** - If you enable this option, the operator can create a new folder during the execution of the Intelligent Capture job if the search did not give any satisfactory result.
- **Allow the modification of the target folder attributes** - If you enable this option, the operator can modify the target folder attributes during the execution of the Intelligent Capture job.

When filling the target folder form, for each non-search attribute, the operator can either enter a value in order to overwrite the already existing value, or leave the field blank in order to keep the existing value.

SIGNING OPTIONS

The following options allow you to set the automatic addition of a signature to the Intelligent Capture job documents.



Only PDF and image documents can be signed. Image documents are converted to PDF during the Intelligent Capture job execution. If files with other formats are among the Intelligent Capture job documents, they are not processed.

- **Sign PDF documents:** If you enable this option, the operator can choose to digitally sign all the documents during the execution of the Intelligent Capture job.

After starting the Intelligent Capture job, the operator is asked to insert the USB eToken allowing to add a digital signature to documents. Once the USB eToken password has been provided and the certificate selected, this information is kept for all the Intelligent Capture jobs until the operator quits GARGANTUA Intelligent Capture.

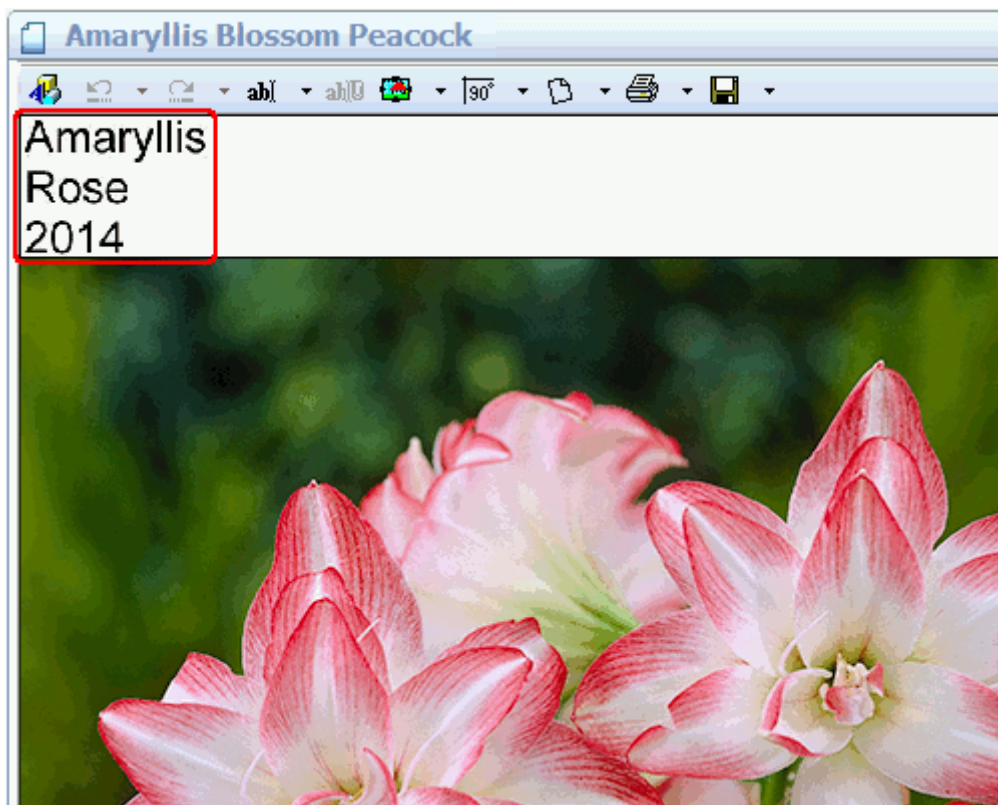
If there is no USB eToken inserted in the operator's computer or if the operator cannot/does not want to use the certificate, he can choose to execute the Intelligent Capture job without signing the documents. In that case, the documents are still converted to PDF.

- **Mandatory:** If you enable this option, the operator cannot execute the Intelligent Capture job without signing the documents: the Intelligent Capture job stops if there is no USB eToken inserted in the operator's computer or if the operator does not use a certificate.

“HEADER” TAB

This tab only displays if you have selected **Scan** in the [“Document input” tab](#). It allows you to select the

attributes that will be inserted in the header of the documents scanned using the Intelligent Capture job:



Implementing header attributes does not impact in any way the scanning operation with GARGANTUA Intelligent Capture. The header attributes are automatically inserted in the documents when they are uploaded into GARGANTUA. This is useful for printing documents along with attributes values.



Header attributes only apply to image files. They cannot be used on:

- **"PDF" and "multipage PDF" sub-packages;**
- **"Folder", "Pin" and "Process" final objects.**

To set the attributes that will be inserted in the documents header, select the attributes of your choice in the **Attributes available** frame, and move them to the **Header attributes** frame with the ➡ button.

"ATTRIBUTES" TAB

This tab only displays if you have selected the **Attribute validation > Search mode** options in the ["Validation" tab](#).

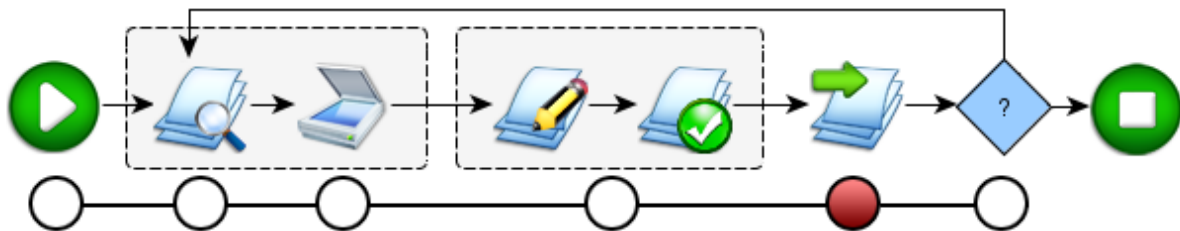
During the Intelligent Capture job attribute validation step, the search mode allows the operator to search for an already existing folder in order to use it as target folder. The Intelligent Capture job documents are added to this existing folder.

To set the attributes that will be used by the operator to search for an existing folder, select the attributes of

your choice in the **Attributes available** frame, and move them to the **Attributes for target folder search** frame with the ➡ button.

You can also set the attributes that will display as columns in the results list by moving them to the **Attributes displayed in the results list** frame with the ➡ button.

FINAL OBJECT ADDED IN GARGANTUA



This step allows you to specify the type of objects to be created in GARGANTUA when the job ends, the classification structure where these objects will be added, and the name of the different elements created (classification folders and target documents).

To configure the final object added to GARGANTUA, proceed as follows:

1. Select a module:
 - **EDM**: When an Intelligent Capture job ends, the resulting files are available in the GARGANTUA EDM module. Users are then able to access the files through the explorer or through searches.
 - **Workflow**: When an Intelligent Capture job ends, the resulting files are inserted into the process of your choice.
2. In the **Target type** drop-down list, select a [target type](#).
3. If you have selected the **Workflow** module, select the process where you want to insert the scanned files. In the drop-down list, there is an entry for each process start task of the GARGANTUA database.

Check the **Start process** checkbox if you want the process to start automatically when the Intelligent Capture job ends. If you do not check the checkbox, the process will remain a draft until a user starts it manually.

If you have selected the **EDM** module, skip directly to the next step.

4. Set the classification scheme of the target objects in the [Classification](#) frame.
5. Set the name of the classification folders and of the target objects in the [Name composition](#) frame.
6. For each classification folder, you can select a form in the **Form** drop-down list located under the **Name composition** frame.
7. For each classification folder, if you did not leave the default form, you can check the **Copy attributes** checkbox.

If the form of the target object and the form selected for the classification folder in the **Form** drop-

down list have attributes in common, this feature allows copying the values entered in the form of the target object and pasting them into the form of the classification folder.

Example: The target object is a document indexed with the "Invoice" form, which contains, among others, the "Vendor" field. This document is stored in a classification folder for which the "Classification by Vendor" form has been selected and which only contains the "Vendor" field. During the job execution, a user fills in the "Vendor" field. The classification folder automatically gets the value entered in its "Vendor" field.



When a job uses LAD/RAD, if you have unchecked the "Use the same target for all LAD/RAD models" checkbox during the "Attribute input" step, a tab is available for each sub-model of the LAD/RAD model linked to the job. An "Error" tab allowing you to set the classification structure of objects that are not automatically recognized by LAD/RAD is also available. You need to configure the options in each tab.

TARGET TYPE

The **Target type** drop-down list allows you to specify the type of object(s) to be created in the GARGANTUA database when the job ends.

The type of object created when the Intelligent Capture job ends depend on the selected module:

- If you have selected **EDM**, when the Intelligent Capture job ends, the generated objects are placed in the last level of the folder tree defined in the [Classification frame](#). The available object types are the following:

- **Folder** - The Intelligent Capture job generates a folder. This folder (represented by the 📁 icon in the **Classification** frame) gets the Intelligent Capture job form.

The generated documents are placed in the target folder, and get a default form and name. The name can be modified manually by the user when running the job.

- **Document** - The Intelligent Capture job generates a document pack, and each document gets the Intelligent Capture job form.

The documents get a default name that can be modified manually by the user when running the job.

- **Pin** - The Intelligent Capture job generates a pin. This pin (represented by the 📌 icon in the **Classification** frame) gets the Intelligent Capture job form.

The generated documents are the pin elements. They get a default form and name, which can be modified manually by the user when running the job.

- **Multipage TIFF** - The Intelligent Capture job generates a multipage TIFF. The multipage TIFF (represented by the 📄 icon in the **Classification** frame) gets the Intelligent Capture job form.

The generated documents are the pages of the multipage TIFF file.

- **Multipage PDF** - The Intelligent Capture job generates a multipage PDF. The multipage PDF (represented by the  icon in the **Classification** frame) gets the Intelligent Capture job form.

The generated documents are the pages of the multipage PDF file.

- If you have selected **Workflow**, when the Intelligent Capture job ends, the generated objects are placed in the process you have selected in the **Processes** drop-down list. The available object types are the following:

- **Document** - The Intelligent Capture job generates a document pack, and each document gets the Intelligent Capture job form.

The documents get a default name that can be modified manually by the user when running the job.

- **Pin** - The Intelligent Capture job generates a pin. This pin (represented by the  icon in the **Classification** frame) gets the Intelligent Capture job form.

The generated documents are the pin elements. They get a default form and name, which can be modified manually by the user when running the job.

- **Multipage TIFF** - The Intelligent Capture job generates a multipage TIFF. The multipage TIFF (represented by the  icon in the **Classification** frame) gets the Intelligent Capture job form.

The generated documents are the pages of the multipage TIFF file.

- **Multipage PDF** - The Intelligent Capture job generates a multipage PDF. The multipage PDF (represented by the  icon in the **Classification** frame) gets the Intelligent Capture job form.

The generated documents are the pages of the multipage PDF file.

CLASSIFICATION

In the **Classification** frame, you can set the classification structure created into the GARGANTUA database at the end of the Intelligent Capture job. You can configure the name of the elements of this structure with attribute values from the job's form and/or the date of the day and/or a fixed character string (see [Name composition](#)).

The following buttons allow you to create and manage classification folders and sub-folders:

-  Click this button to add a new classification sub-folder under the current folder.
-  Click this button to add a new classification sub-folder with the same name composition configuration as the current folder.
-  Click this button to delete the current classification folder.
-  Click this button to move the current classification folder up one level in the structure.
-  Click this button to move the current classification folder down one level in the structure.

NAME COMPOSITION

In the **Name composition** frame, you can configure the name composition of the element selected in the **Classification** frame:

- The right frame displays the elements selected for the name composition. The variables compose the folder's name in the order they display in the frame.
- The left frame displays the available variables for the name composition: **Today**; attribute values from the job's form.



Make sure the attributes involved in the name composition are mandatory: in the corresponding form management screen, select the attribute > "Properties" > "Mandatory" = yes.

The following buttons allow you to manage the name composition of an item:

-  Click this button to add a text area where you can type a fixed character string.
-  Click this button to move to the right frame the variable (**Today**; attribute) selected in the left frame.
-  Click this button to move the current element up one slot.
-  Click this button to move the current element down one slot.
-  Click this button to delete the current element.
-  Click this button to open the pop-up menu where you can select the value variable format.

If the variable is **Today**, the available formats are:

-  Inserts the whole attribute value.
- **2000** Only inserts the current year.
- **31/12** Only inserts the current month in numbers.
- **31/12** Only inserts the current day in numbers.
- **31/Ab** Only inserts the current month as text.
- **Ab/12** Only inserts the current day as text.

If the variable is an attribute, the available formats are:

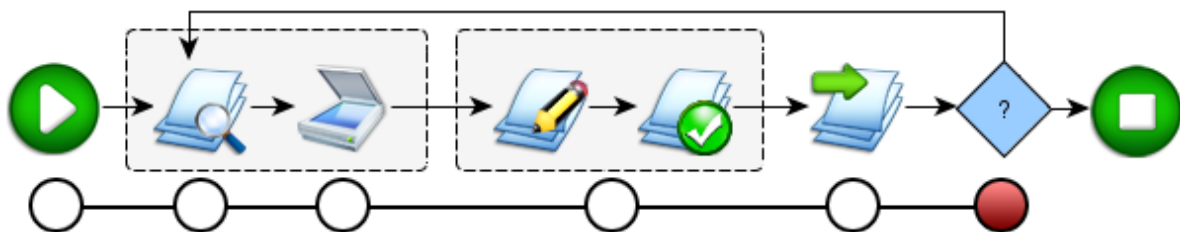
-  Inserts the whole attribute value.
- **ABC** Inserts the whole attribute value in upper case.
- **abc** Inserts the whole attribute value in lower case.
- **Abc** Inserts the attribute value first letter.
- **Abc** Inserts the attribute value first two letters.
- **ABC** Inserts the attribute value first letter in upper case.
- **ABC** Inserts the attribute value first two letters in upper case.
- **abc** Inserts the attribute value first letter in lower case.
- **abc** Inserts the attribute value first two letters in lower case.

Example:

T Customer	-
Tr -	
1 Contract number	-

In the figure above, the name of the classification folder is composed of the value of the "Customer" attribute, of the "-" ("/space/-/space/") character string, and of the value of the "Contract number" attribute.

REPEAT JOB



In this stage, you can indicate Intelligent Capture's behavior when the next pack is to be processed. The end option for the last sub-package determines the end of the whole pack. The end of a pack can be marked up with: a control sheet, a specific number of documents, no more documents in the scanner feeder (see "[Document pack settings](#)" tab).

- **Automatic** - Automatically start again the job at the end of the pack.
- **Prompt** - Display a confirmation message that prompts the user to indicate manually if the job should be started again or not at the end of the pack.
- **None** - The Intelligent Capture job just stops at the end of the pack.

EXAMPLE OF AN INTELLIGENT CAPTURE JOB

The goal is to create an Intelligent Capture job that allows you to scan the received mail. The scanned documents will be inserted directly into the “Incoming mail” process. Once the “Incoming mail” has started, it will be able for example to send an e-mail to the recipient and to classify the mail in an EDM folder. The different pages of the mail are grouped in a PDF file.

The necessary attributes (for example, “Recipient”, “Department” and “Sender”) are created and added to the form for all the documents in “Incoming mail”. The “Incoming mail” process has been created. The Intelligent Capture job needs to satisfy the following conditions:

- Assigning the job to the role in charge for scanning the mail (for example, “Secretary”);
- No automatic data extraction (manual entry);
- Defining the “Incoming mail” form as the Intelligent Capture job form;
- Selecting “Scan” as document input mode;
- Selecting the available scanner model;
- Creating a unique color scanning sub-package;
- Selecting the Workflow module for the generated objects;
- Selecting multipage PDF as target type;
- Selecting “Incoming mail” as target process;
- Defining today’s date as name composition rule.

OCR MODELS

STANDARD OCR MODELS

WHAT IS A STANDARD OCR MODEL?

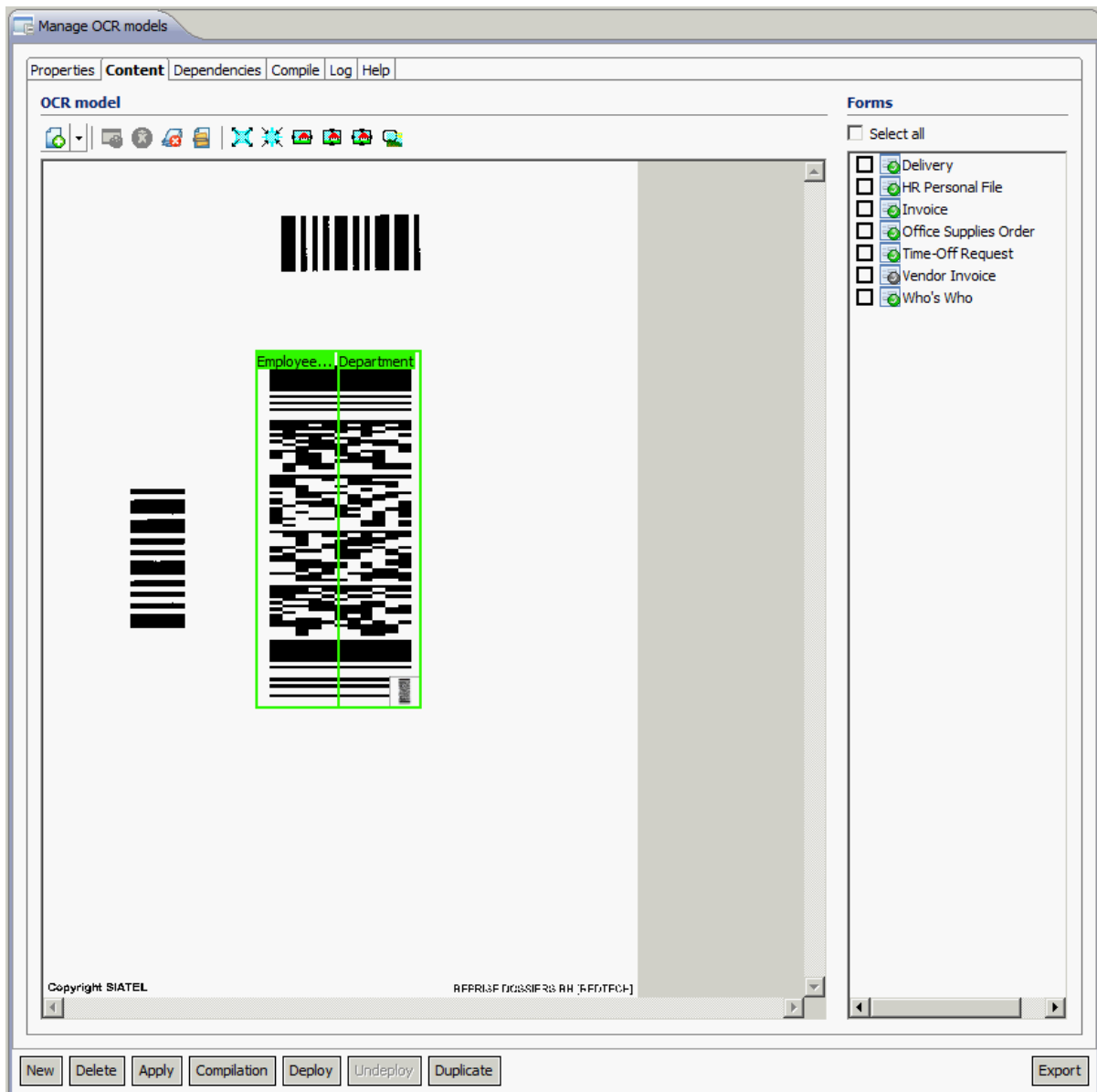
Standard OCR models allow you to automatically recognize and extract data from barcode separator sheets or “control sheets”.

You can generate barcode separator sheets containing specific information directly from your business application, if the corresponding developments have been made, or manually with the barcode printing tool (for more information, see the “Barcode printing tool” documentation).

Then, this specific information can be associated to GARGANTUA attributes in order to be automatically extracted when running an Intelligent Capture job.

Example:

We want to automate the scanning of HR personal files of our employees using an Intelligent Capture job. These files will be classified in GARGANTUA explorer according to the employee's department and name. We print for each employee a barcode separator sheet with this information. Then, with a reference barcode separator sheet, we create an OCR model as follows:



The area corresponding to the barcode is linked to the attributes that will be filled with the data captured by the OCR engine: "Department" and "Employee's Name".

When running the Intelligent Capture job associated to the OCR model, users will put the corresponding barcode separator sheet on top of each sub-package to scan in order to fill these attributes automatically.

CREATING A STANDARD OCR MODEL

To create a standard OCR model, proceed as follows:

1. In the left pane of the Administration Tool, expand the sub-branch corresponding to the GARGANTUA database of your choice.
2. Click the **OCR models** sub-branch.

The **Manage OCR models** screen displays in the right pane.

3. In the bottom left corner of the right pane, click the **New** button.

The new OCR model management screen displays.

4. In the **Properties** tab, in the **Identification** section, enter the name and, if necessary, the OCR model description.
5. In the **Content** tab, click the  **From disk** button to import a reference barcode separator sheet.

The file explorer displays.

6. Browse to the folder where you have saved the reference barcode separator sheet, select it, and click **Open**.

All the documents processed with the OCR model must have the same structure as the reference barcode separator sheet.



The file selected as reference barcode separator sheet must have one of the following extensions: .jpg, .tif, .gif, .png. The file size must be at least 400 x 400 pixels.

The reference barcode separator sheet displays in the preview. You can now set the attributes to extract from the barcode (see [Linking attributes to reference file areas](#)).

OCR MODELS MANAGEMENT SCREEN - AVAILABLE TABS

The **OCR models** management screen contains the following tabs:

- The **Properties** tab allows you to view the main features of a OCR model: name, description, and history.
- The **Content** tab allows you to define the content of a OCR model (see from [Configuring the display of the reference file](#)).
- The **Dependencies** tab allows you to view the items used by a OCR model.
- The **Compilation** tab lists the potential errors in a OCR model.
- The **Summary** tab allows you to view a summary of a OCR model.
- The **Log** tab lists all the operations performed on a OCR model, and allows you to filter them according to some criteria.
- The **Help** tab allows you to access the contextual help.

“PROPERTIES” TAB

The **Properties** tab allows you to name or rename a OCR model (**Name** field), to enter a description (**Description** field), to add it to a package (**Package** field), to assign it to users (**Assignments** table), and to view the history of its deployed versions (**Deployment history** table).

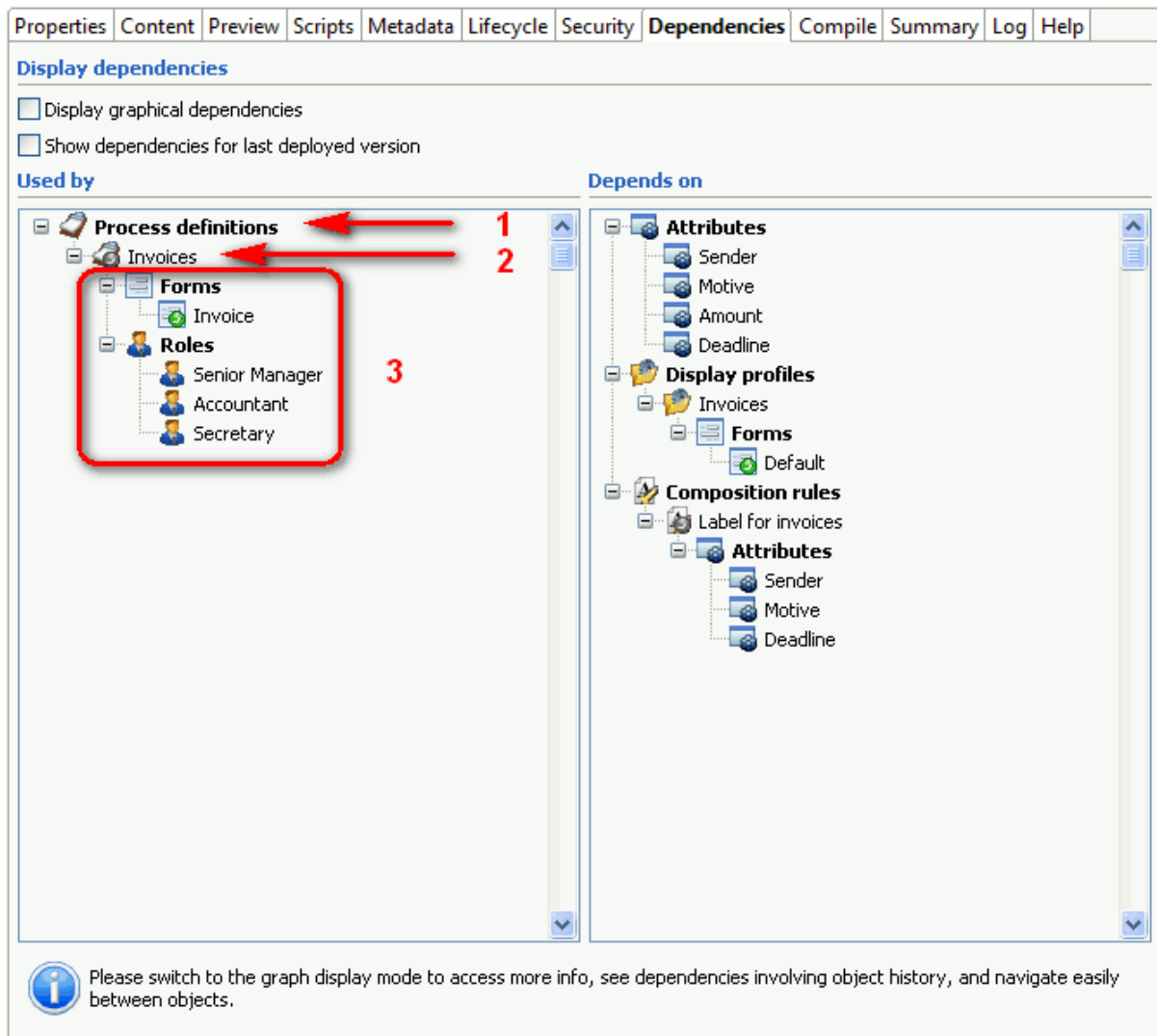
“DEPENDENCIES” TAB

The **Dependencies** tab allows you to know which other objects rely on or are used by the current design object.

DISPLAYING DEPENDENCIES IN LIST MODE

By default, dependencies are displayed in **list mode** and the **working copies** of the objects are taken into account.

Depending on whether the current object is used by and/or relies on other objects, dependencies are displayed in 1 or 2 columns. If there are 2, the objects that rely on the current object are listed in the left column, and the objects that are used by the current object appear in the right column:



1. Some objects in this category have dependencies to the current object.
2. This object has a dependency to the current object, that is the “Invoices” process uses the “Invoice” form.
3. Here is the list of all objects that have a dependency to the “Invoices” process.

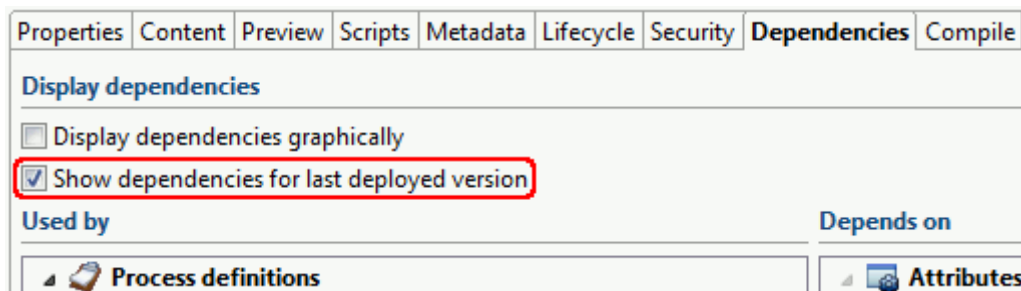
In the dependencies analysis screens as well as everywhere else in the interface, the  icon indicates whether an object is currently deployed and, if so, whether the deployed version is identical to the working copy:

- No icon - The object is not deployed.
-  - The object is deployed and there is no difference between its last deployed version and its working copy.
-  - The object is deployed but its last deployed version is not identical to its working copy.

WHAT IS THE “SHOW DEPENDENCIES FOR LAST DEPLOYED VERSION” OPTION FOR?

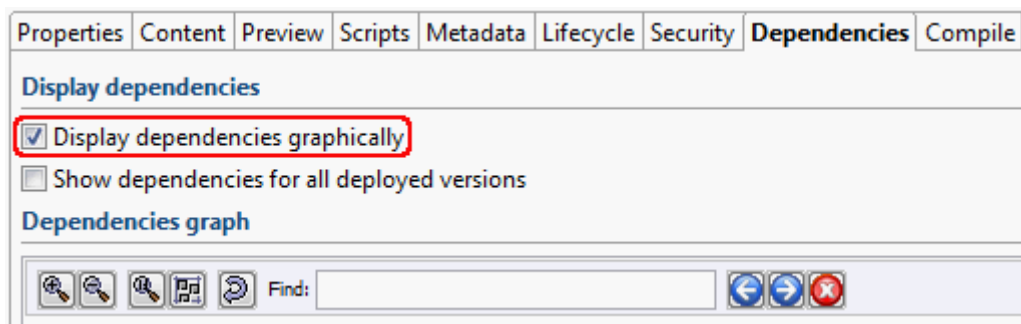
By checking the **Show dependencies for last deployed version** checkbox, you can choose to display the dependencies for the version of the object that is currently deployed, instead of the dependencies for the working copy.

This option is only available in list mode, for objects that support the **Deployment history** feature:

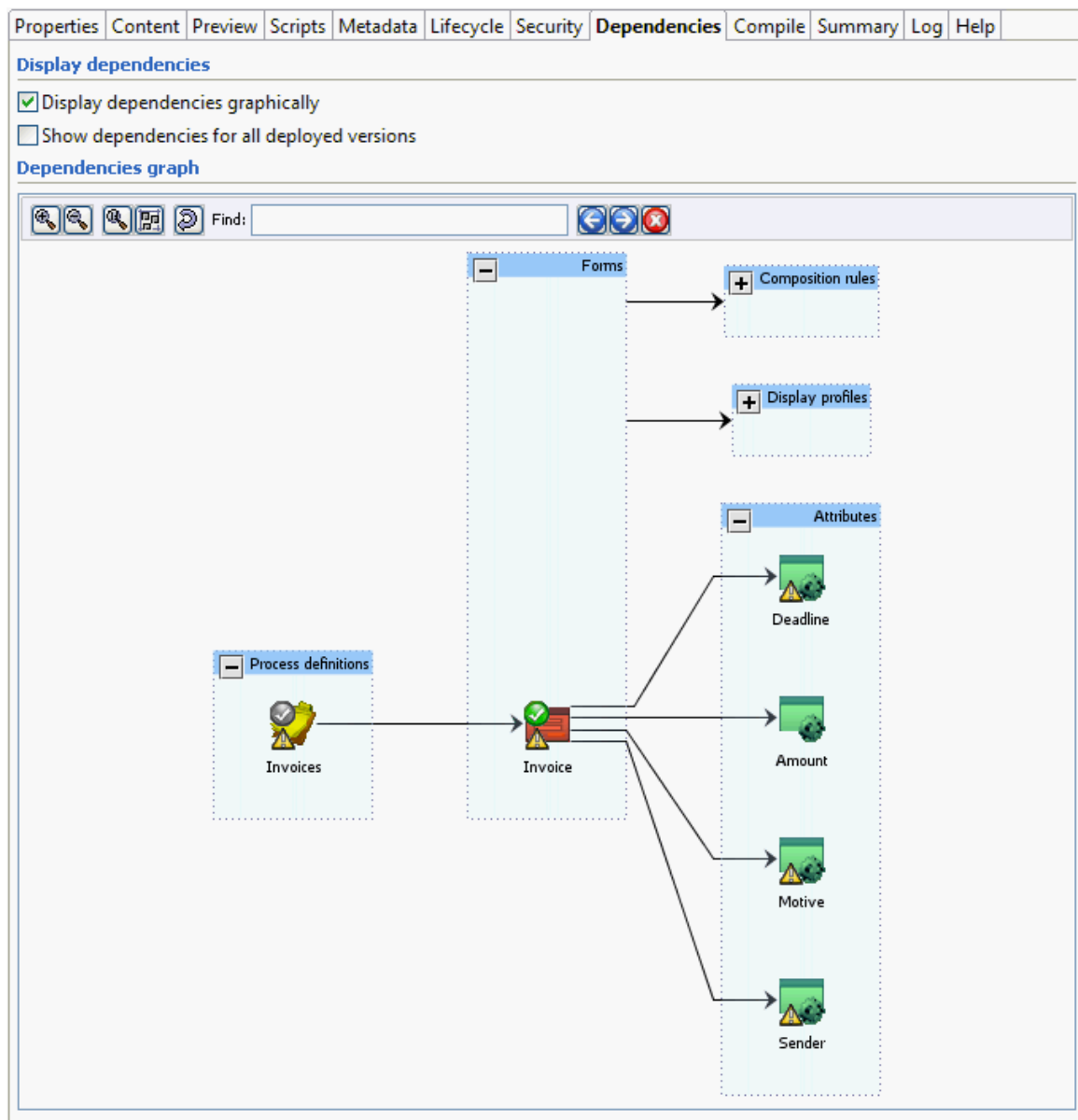


DISPLAYING DEPENDENCIES GRAPHICALLY

In order to switch from the list mode to the graphical display, check the **Display dependencies graphically** option:



The dependencies between the working copies of the various objects now take the form of a graph:



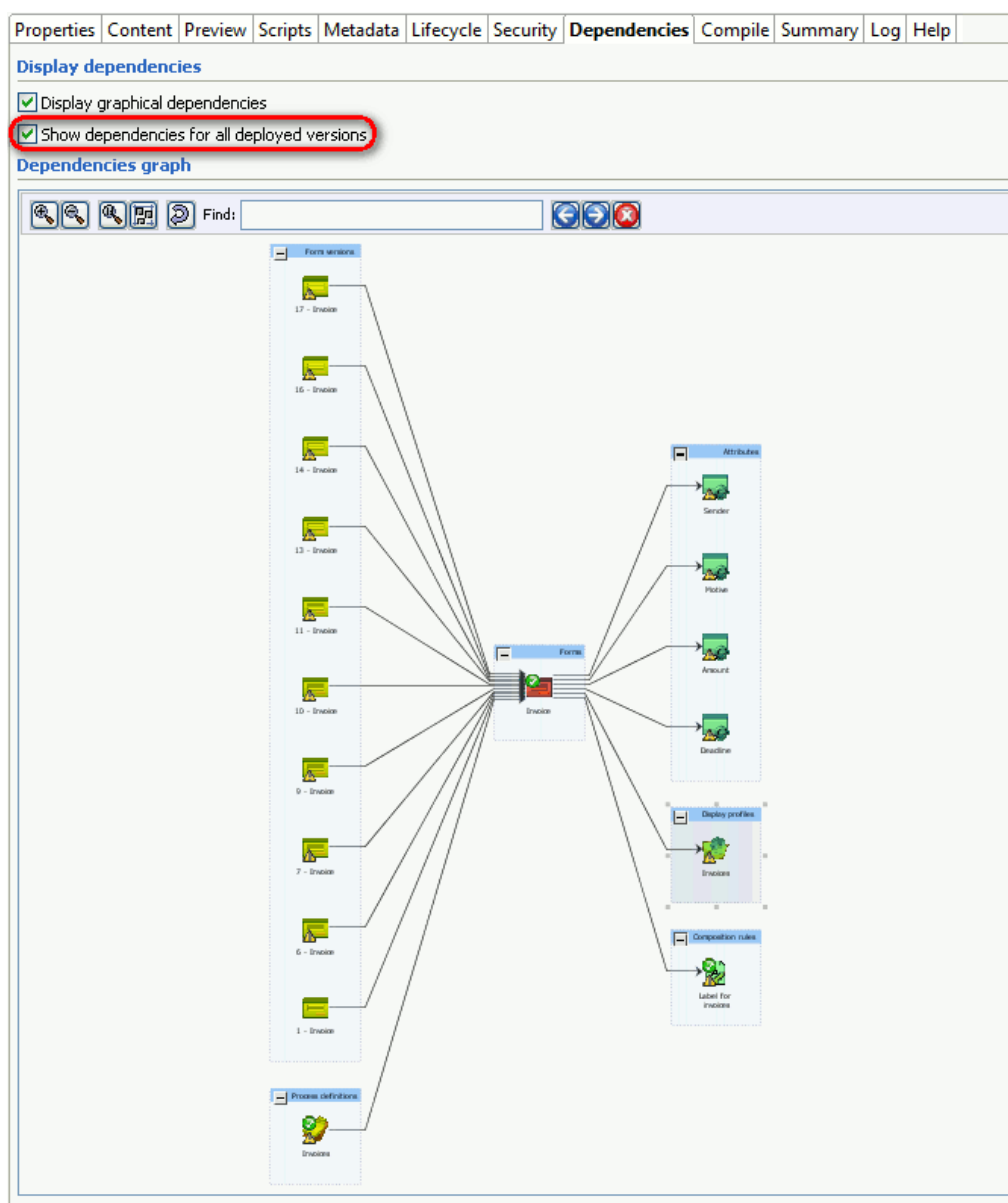
The toolbar above the graph allows you to:

- - Enlarge the graph;
- - Make the graph smaller;
- - Restore the default size for the graph;
- - Optimize the size of the graph;
- - Refresh the graph;
- Find: - Search the names of the objects in the graph for a particular string; the objects that match the search criterion are highlighted in pale blue;
- - Navigate between the objects that contain the search string;
- - Reset the search results so that no more objects are highlighted.

WHAT IS THE “SHOW DEPENDENCIES FOR ALL DEPLOYED VERSIONS” OPTION FOR?

If you check the **Show dependencies for all deployed versions** box, the dependencies graph will include all previously deployed versions of the objects, instead of just their working copies. If the current object supports the **Deployment history** function, then the list of all its previously deployed versions will also appear in the graph.

This option is only available when dependencies are displayed graphically:



“COMPILATION” TAB

The **Compilation** tab makes it possible to diagnose and solve errors and inconsistencies before an object is published. This feature is also available at database level, so that all objects can be compiled in a single move.

HOW AND WHEN TO USE THE GARGANTUA COMPILER

Before you deploy or redeploy a design object, you need to compile it in order to solve any potential errors or problems:

1. Click the name of the object you want to deploy in the left pane of the Administration Tool - or the name of a database, if you want to deploy all the objects it contains in a single move.

The corresponding management screen appears in the right pane.

2. In the lower part of the right pane, click the **Compilation** button.

The Compile tab opens and a list of messages appears.

3. If the list only contains success and/or information messages (see [Structure of the messages list](#)), you can proceed and deploy the object.

On the other hand, if the list contains error and/or warning messages (see [Structure of the messages list](#)), you must solve the corresponding problems before you deploy the object.

STRUCTURE OF THE MESSAGES LIST

The list of the compiler's messages contains the following information:

Properties	Assignments	Compile	IP Filters	Storage rules	Log	Database logging options	Help
3 errors, 2 warnings, 3 infos							
		Invoices by Sender : Incorrect criteria combinations (multiple actual objects for folders and/or processes)					
		Invoices					
		Invoices : The role assigned to this process is not assigned to the database					
		Invoices : Unlinked cancel thread					
		Validation					
		Finance : The database is using the default storage.					
		It is recommended that each Gargantua database use one or more dedicated storage areas, not the system default. You should create these storage areas and rules that make use of them. You cannot disable this message, only make it a warning.					
		Invoices by Sender : No actor(s) assignment(s) to view (the view is not public)					
		Invoices : No planner selected					
		Invoices : Expected an identifier and instead saw 'var'					Line: 2
		Invoices : Stopping, unable to continue (50% scanned).					Line: 2
1	2	3	4	5			

- Icons indicating the type of each message:



- Success;



- Information;



- Warning;



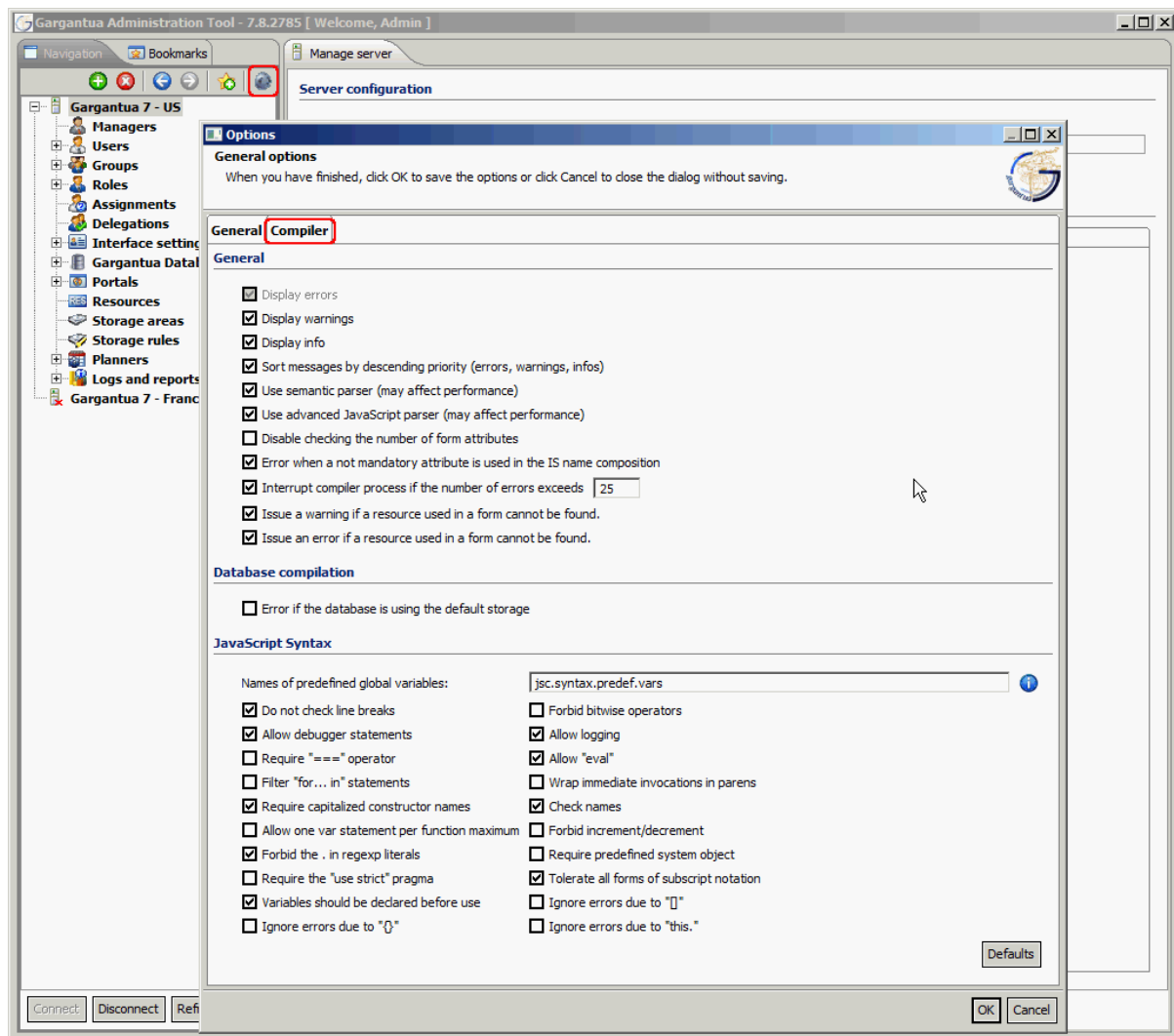
- Error;

- Icons indicating the type of the objects the messages are about;
- Links leading to the management screens where the problems can be solved;
- Details about the current problem;
- If the object is a script, line where the problem occurs.

CUSTOMIZING THE COMPILER'S BEHAVIOR

If you wish, you can customize the messages list (order, contents...) and the behavior of the JavaScript parser

with the help of the **Options** dialog:



See the “General – Connection to Server” chapter of this manual for more information on the different options available.

“SUMMARY” TAB

The **Summary** tab allows you to display a summary of an item that presents its main features, like its manager, form, priority, content, etc.

The **Summary** tab is particularly helpful to have a general insight of the item, without having to browse through each tab.

The **Summary** tab also has a saving option in PDF format, which allows to view the summary of an item without the GARGANTUA Administration tool.

“LOG” TAB

The **Log** tab allows you to view a list of all the operations performed in one of the branches of GARGANTUA Administration Tool.

You can filter your search through the following criteria:

- Start date, end date;
- User;
- Operation.

To filter by dates:

1. Fill in the date from which you want to view the operations performed, in the **Start date** field.
2. Fill in the date until which you want to view the operations performed, in the **End date** field.
3. Click on **Display**.

The list of the operations performed between the two dates is displayed in the **Log entries** field.



You can also click on the “Week audits”, “Month audits”, “Year audits” and “All audits” icons, so as to view the operations performed in larger periods of time.

To filter by users:

1. Click on the magnifying glass, close to the **User** field.
2. Fill in the user name from whom you want to view the performed operations.
3. Click on **Display**.

The list of the operations performed by the user is displayed in the Log entries field.

To filter by operation:

1. Click on the arrow of the **Operation** field.
A list of the possible operations is displayed.
2. Click on the type of operation desired.
3. Click on **Display**.

The list of the operations performed in relation with the selected type of operation is displayed in the **Log entries** field.



You can tick the “Show login/logout events” box to display the users connections and disconnections. This functionality is only available for the “Users” and “Server log” branches.

You can tick the “Only Show error audits box” to only display the failed operations.



The “Reset” button allows you to cancel the last filtering.

You can also export the list of the performed operations, in .csv format.

To export a list of the performed operations:

1. Generate a list, depending on the previous criteria.
2. Click on the **CSV Export** button.
3. Choose the place where you want to save the export.
4. Click on **Save**.

You have exported a list of the performed operations.

CONFIGURING THE DISPLAY OF THE REFERENCE FILE

To configure the display of the reference file, you can use the following buttons:

- **Zoom in** - Click this button to zoom in on the reference file.
- **Zoom out** - Click this button to zoom out on the reference file.
- **Fit Width** - Click this button to fit the barcode separator sheet width to the frame width.
- **Fit Height** - Click this button to fit the barcode separator sheet height to the frame height.
- **Fit to window** - Click this button to fit the barcode separator sheet dimensions to the frame dimensions in order to display it entirely.
- **Original size** - Click this button to display the barcode separator sheet in its original dimensions.

LINKING ATTRIBUTES TO REFERENCE FILE AREAS

To link attributes to areas in the reference barcode separator sheet, proceed as follows:

1. In the left pane of the Administration Tool, expand the sub-branch corresponding to the GARGANTUA database of your choice.
2. Click the **OCR models** sub-branch.

The **Manage OCR models** screen displays in the right pane.

3. Click the OCR model name of your choice.

The OCR model management screen displays.

4. On the reference barcode separator sheet preview, select the area corresponding to the central barcode.

The area is inside the green frame.

5. Right-click the area and select the **Area Properties** option.

The **Area Properties** dialog displays. The area under configuration is inside the red frame.

6. In the **Engine** drop-down list, select the **Barcode pdf417** OCR engine type.
7. In the **Number of sub-areas** field, indicate the number of attributes to extract from the barcode. You have set the number of attributes when creating the reference barcode separator sheet.

In the **Attributes** table, a line is created for each sub-area.

8. In the **Separator** field, select the **#** value used to separate the values in the barcode.



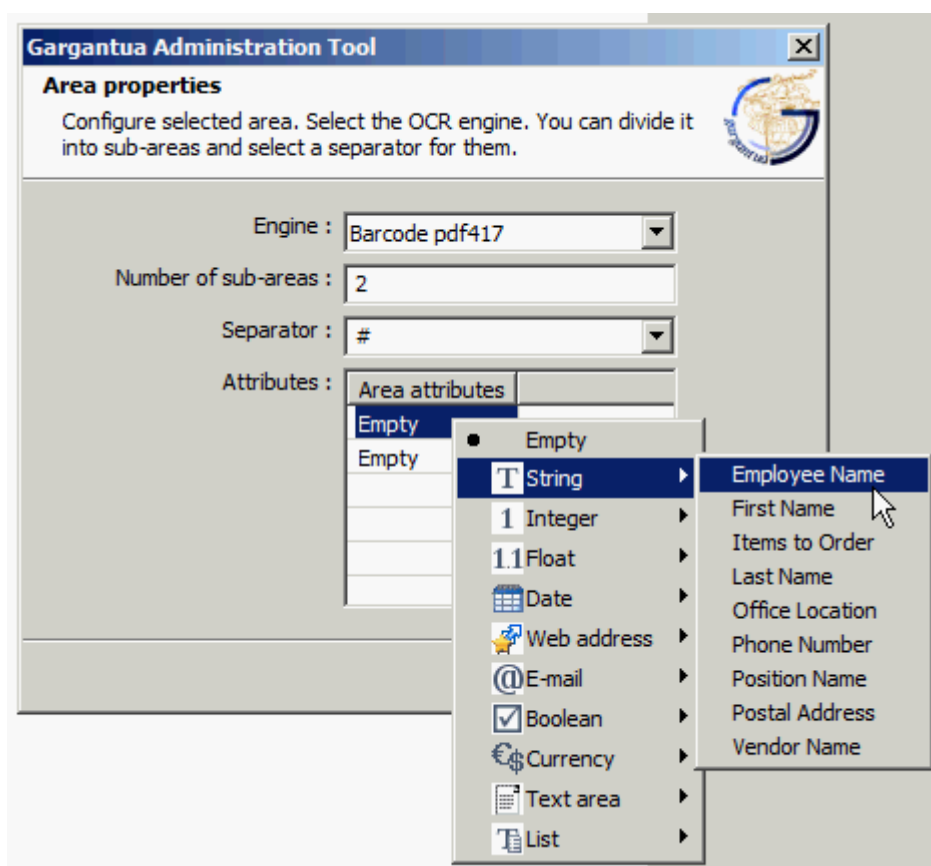
If “Number of sub-areas” = 1, this field is grayed.

9. In the **Attributes** table, set the GARGANTUA attributes you want to link to each sub-area.



The order of the attributes in the table is consistent with the order in which the OCR engine reads the sub-areas. Respect the order set when creating the reference file.

To link an attribute to a sub-area, in the **Attributes** table right-click **empty** (or the attribute name if you want to modify it). In the pop-up menu, select an attribute type and then an attribute:





You can limit the number of suggested attributes by selecting one or more forms in the “Forms” frame on the right side of the screen.

10. Click **OK**.

The dialog closes.

11. Click the **Apply** button to save your modifications.

The new extraction area has been saved.

DELETING AREAS OR BREAKING LINKS BETWEEN AREAS AND ATTRIBUTES

To delete an area from a reference barcode separator sheet:

1. On the reference barcode separator sheet preview, select the area to be deleted.

The selected area frame displays in red.

2. Right-click the area and select the  **Delete** option.

The frame disappears. The area has been deleted.

To delete all the areas from a reference barcode separator sheet:

1. Right-click anywhere on the reference barcode separator sheet preview.
2. Select the  **Delete all** option.

A confirmation message displays.

3. Click **Yes**.

All the frames disappear. All of the areas have been deleted.

To break all the links set between areas of the reference barcode separator sheet and attributes, without deleting these areas:

1. Right-click anywhere on the reference barcode separator sheet preview.
2. Select the  **Unlink all** option.

The name of the attributes disappears from the frames. All of the links have been deleted.

LAD/RAD MODELS

HOW DOES LAD/RAD WORK?

LAD/RAD (Automatic Document Processing/Reading) allows you to recognize and extract automatically text

contained in documents.

The procedure is as follows:

1. With the ABBYY FlexiCapture tool, a user creates a **FlexiCapture model**. A FlexiCapture model allows you to process a type of document (for example, vendor invoices) and may contain several sub-models (for example, telephone or electricity bill...).
2. In ABBYY FlexiCapture, the user chooses a template document (for example the latest invoice received) and **sets areas where the information to be extracted is located** (for example the vendor name and the amount). Indeed, this information is always located in the same areas or after the same keywords. The user [associates a FlexiCapture field with each area](#).
3. A GARGANTUA administrator [installs ABBYY FlexiCapture Engine](#), allowing you to use the LAD/RAD feature with GARGANTUA.
4. A GARGANTUA administrator [imports the FlexiCapture model in GARGANTUA Administration Tool](#) to create an OCR model of LAD/RAD type. For all the sub-models, he [associates each FlexiCapture field with a Gargantua attribute](#).
5. A GARGANTUA administrator configures an Intelligent Capture job (for example “Vendor invoice scanning”) using the LAD/RAD as an attribute input method, and associates to the job the LAD/RAD model created (see [LAD/RAD](#)).
6. The documents to be processed are scanned or imported thanks to an Intelligent Capture job using the Intelligent Capture client.
7. GARGANTUA performs the automatic document processing (LAD): it detects the type of document to be processed. After analyzing the document layout, GARGANTUA compares it to the different sub-models available (for example, telephone or electricity bill...) in order to identify it.
8. Different information is extracted depending on the sub-model. The optical character recognition (OCR) technology reads the text contained in the defined areas.
9. The extracted information is used to fill the GARGANTUA attributes automatically.

REQUIREMENTS



Configuration and use of LAD/RAD models only work on 32-bit machines.

To use an LAD/RAD model in Intelligent Capture jobs, you need to:

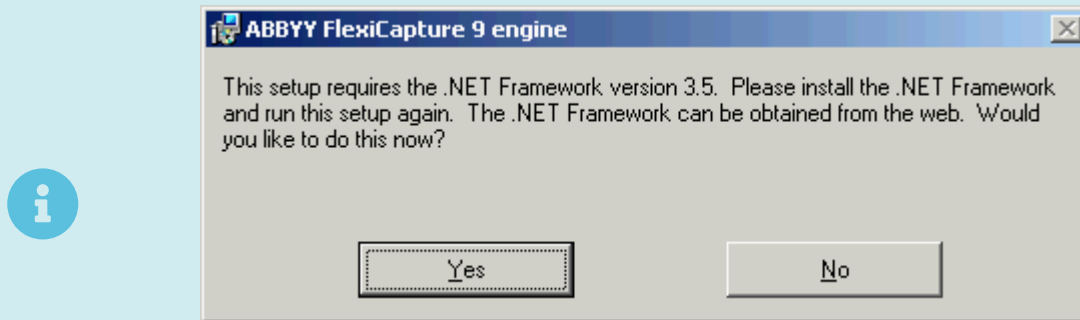
1. Have FlexiCapture projects (.fcproj files) created with the **ABBYY FlexiCapture** tool (for more information, see the documentation provided by ABBYY);
2. Have [installed the ABBYY FlexiCapture Engine](#) on the machine on which you will create Intelligent Capture jobs with the Administration Tool and on each client machine on which the jobs will be run;
3. Have [imported FlexiCapture projects](#) in GARGANTUA.

INSTALLING THE ABBYY FLEXICAPTURE ENGINE

To install the ABBYY FlexiCapture Engine, proceed as follows:

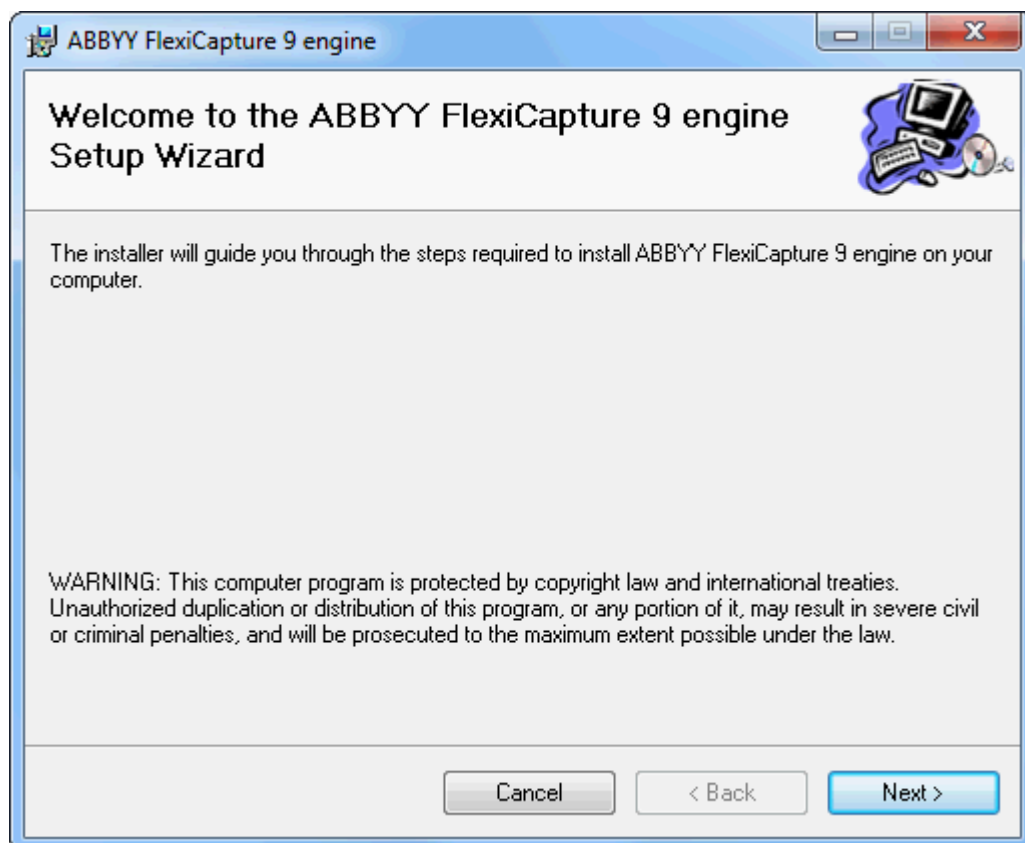
1. Double-click the `siatel-flexicapture-v9.msi` file provided by SIATEL.

The following message may display:



Click "Yes". You will be redirected to Microsoft website. Download and install .NET Framework 3.5 SP1, and restart the installation of the ABBY Flexicapture Engine.

The ABBYY FlexiCapture 9 engine setup wizard starts:



2. Click **Next**.

The **Select Installation Folder** screen displays.

3. In the **Folder** field, keep the default installation directory (recommended) or select another one by clicking **Browse**.
4. Select the **Everyone** option, which indicates that all the users connecting to this machine will be able to use the tool, and click **Next**.

The **Confirm Installation** screen displays.

5. Click **Next** to confirm the installation.

The **Installing ABBYY FlexiCapture engine** screen with a progress bar displays.

6. Wait during installation, and click **Next**.

The **Installation Complete** screen displays.

7. Click **Close**.
8. In the Windows **Start** menu, select **Control Panel > Programs and Features / Add or Remove Programs** and make sure the **ABBYY FlexiCapture 9 engine** program displays in the list.

The installation is complete. An **Import FlexiCapture** button is now available in the Administration Tool, in the bottom right corner of the **Manage OCR models** screen.

IMPORTING FLEXICAPTURE PROJECTS

Once the ABBYY FlexiCapture 9 engine is installed, you need to import a FlexiCapture project into GARGANTUA to configure a LAD/RAD model you can use in an Intelligent Capture job.

To import a FlexiCapture project, proceed as follows:

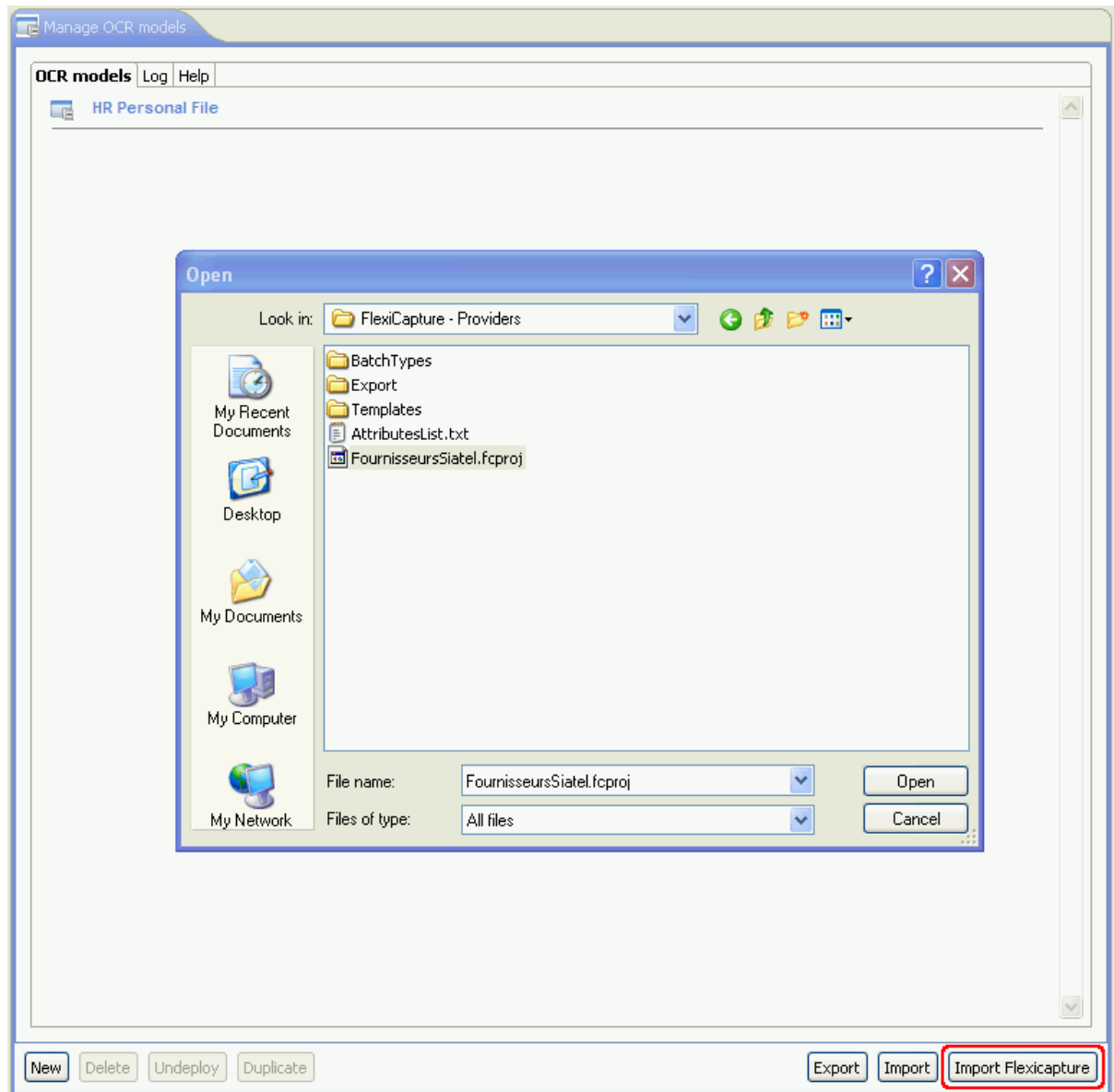
1. Insert the FlexiCapture 9.0 dongle provided by SIATEL in a USB port on the computer.
2. In the left pane of the Administration Tool, expand the sub-branch corresponding to the database of your choice.
3. Click the **OCR Models** sub-branch.

The **Manage OCR models** screen displays in the right pane.

4. In the bottom right corner of the right pane, click the **Import FlexiCapture** button.

The file explorer displays.

5. Browse to the folder where you have saved the FlexiCapture project in the .fcproj format, select it and click **Open**:



A message indicating the import has been successful displays.

6. Click **OK**.

A new OCR model appears in the list and in the tree structure. The  icon shows it is a LAD/RAD model, in contrast with the standard OCR models.

CONFIGURING A LAD/RAD MODEL

To configure a LAD/RAD model to use in an Intelligent Capture job, you need to have [imported a FlexiCapture project](#).

Proceed as follows:

1. Insert the FlexiCapture 9.0 dongle provided by SIATEL in a USB port on the computer.

- In the left pane of the Administration Tool, expand the sub-branch corresponding to the database of your choice.
- Click the **OCR models** sub-branch.

The **Manage OCR models** screen displays in the right pane.

- In the list, click the LAD/RAD model name of your choice.

The model management screen displays.

- In the **Content** tab, select in the drop-down list the form you want to associate with the LAD/RAD model.
- In the table below, associate each FlexiCapture model field with a GARGANTUA attribute:

Flexicapture model field	Link
Invoice No.	None
Vendor Address	String Invoice Number Vendor Address
Issued On	None
Total excl. taxes	None
Taxes	None
Total incl. taxes	None

- Repeat the procedure for each tab corresponding to a sub-model. You can choose to use a form and/or different attributes for each sub-model, or to use the same ones.

In the example below, if you aim to classify the received invoices according to the vendor and to extract different information depending on whether it is a telephone or electricity bill, use a form and different attributes for each sub-model.

If you aim to classify all invoices by date independently of the vendor, use the same form and attributes for each sub-model.

Form	Attributes
EPIC Factory	Electronics Ltd Office Supplies Corp My ISP A Furniture Retailer

Select a form: Providers

- Click the **Save** button.

The LAD/RAD model has been configured. You can now use it in an Intelligent Capture job (see [LAD/RAD](#)).