

RESOURCES

ADMINISTRATION TOOL

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WHAT IS A RESOURCE FILE?

A resource file is a file stored on the Gargantua server in order to display it in the Web Client interface.

You can use a resource file:

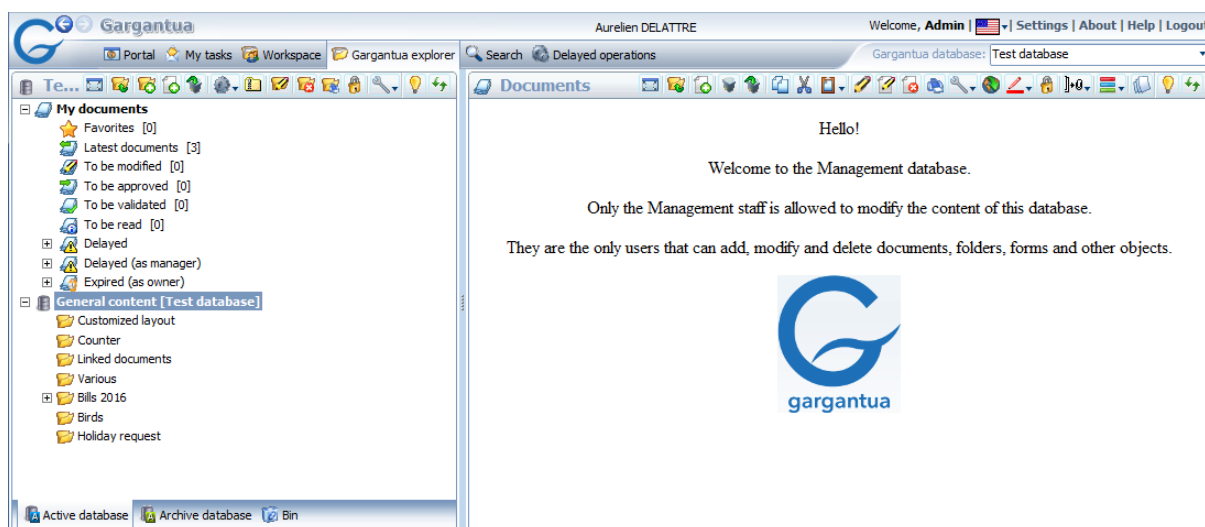
- In the Web Client, when a Gargantua database or a view opens;
- In a form (logo...) created in “Custom form layout” mode;
- As a watermark (background image visible only on printed documents) when uploading documents into Gargantua with an IntelliScan job.

A resource file can be a logo, an icon, a watermark, a web page or a text file containing a description of the database’s content or work instructions, for example.



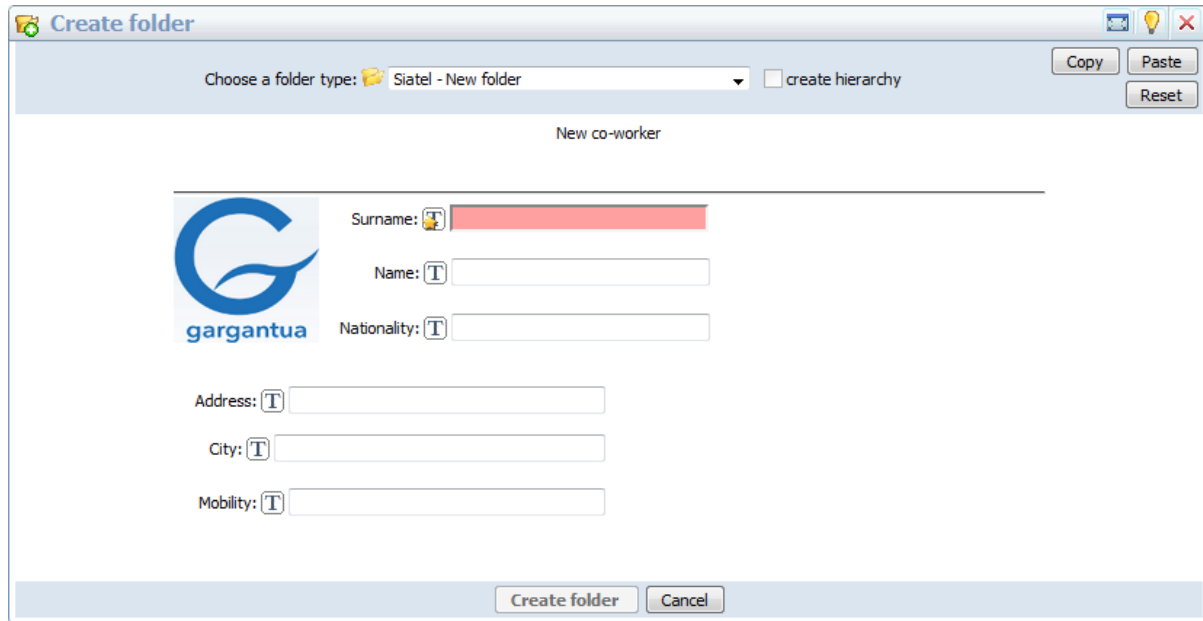
A resource web page can contain text and images which must be stored individually as resource files.

Example 1: Gargantua database with a resource web page displayed:



In this example, the HTML page contains text and a logo. The page and the logo are both stored as resource files. The HTML page automatically displays when someone connects to the database. To display it again, in the tree click “Database contents”.

Example 2: Form with a logo resource file displayed in the Web Client:



The screenshot shows a 'Create folder' dialog box. At the top, there's a title bar with a folder icon and the text 'Create folder'. Below the title bar, there's a section for folder creation with a dropdown menu showing 'Siatel - New folder', a 'create hierarchy' checkbox, and buttons for 'Copy', 'Paste', and 'Reset'. The main area of the dialog is titled 'New co-worker'. On the left side of this area is the Gargantua logo, which consists of a stylized blue 'G' and the word 'gargantua' in lowercase. To the right of the logo are several text input fields: 'Surname:' (with a small icon), 'Name:' (with a small icon), 'Nationality:' (with a small icon), 'Address:' (with a small icon), 'City:' (with a small icon), and 'Mobility:' (with a small icon). At the bottom of the dialog are two buttons: 'Create folder' and 'Cancel'.

To use resource files as in the examples above, you need to:

1. [Create the resource files in their native application](#) on your computer;
2. [Save the files as resource files in the Administration Tool](#) in order to store them on the Gargantua server;
3. [Assign a resource file to a database](#) or a view, or [insert a resource file in a form](#).

CREATING A RESOURCE FILE IN ITS NATIVE APPLICATION

GENERAL CASE

First a resource file must be created in its native application and saved on your local HD. The file format can be: text (.txt, .doc...), image (.jpg, .bmp), watermark (.tiff), or other (web page: .html, .htm...).



Save your resource files in the same folder on your local HD or on a network HD in order to find them easily.

PARTICULAR CASE: HTML FILE WITH TEXT AND IMAGE

You can save a web page with text and one or more images as a [resource file](#) in order to display it when a Gargantua database or view opens.

1. Using a web editor, create a web page containing the text that you want to display.

If you want to insert an image in the web page, do steps 2 to 6. Otherwise, go directly to step 7.

2. [Save the images you want to include in the web page as resource file.](#)
3. In the left pane of the Administration Tool, click the **Resources** branch.

The **Resources list** displays in the right pane.

4. Select the resource corresponding to the image.

The resource properties display at the bottom of the screen.

5. Copy the content of the **URL** field.
6. In the web page's source code, paste the path as in the following example:

```

```

7. [Save the web page as a resource file](#) in the Administration Tool.

The web page can now be used when opening a database or a view.

SAVING A RESOURCE FILE IN THE ADMINISTRATION TOOL

After creating resource files, you need to save them in the Administration Tool in order to store them on the Gargantua server.

To save a resource file, proceed as follows:

1. In the left pane of the Administration Tool, click the **Resources** branch.

The **Resources list** displays in the right pane.

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

The **New resource** dialog displays.

3. Specify a name and, if you want, a description for the new resource.
4. In the **Type** drop-down list, select a file type:
 - For text (.txt) or Office (.doc...) files, select **Text**.
 - For images files such as logos (.jpg, .bmp...), select **Image**.
 - For image files to be used as watermarks (.png), select **Watermark**. A watermark is an image located in the background of a document (for example, your company logo or the word "Confidential"). The imported watermark must respect the following conditions:
 - Being created by a graphics editor such as GIMP;
 - Being saved in .png;
 - Being transparent (32 bit per pixel).
 - For the files whose type is unknown, select **Unknown**.

5. Click the **Browse** button.

The file explorer displays.

6. Browse to the folder where you have saved the file, select it, and click **Open**.
7. Click the **Add** button.

The new resource displays in the list. Its address on the Gargantua server displays in the **URL** field.

ASSIGNING A RESOURCE FILE TO A GARGANTUA DATABASE

After creating and saving a resource file in Gargantua Administration Tool, you can assign it to a database or to a view. The file will display in the right pane of the Web Client when the database or the view is opened.

To assign a resource file to a database or a view, proceed as follows:

1. In the left pane of the Administration Tool, expand the **Databases** branch.
2. Click the sub-branch corresponding to the database (or view) of your choice.

The database or view management screen displays in the right pane.

3. In the **Resources** drop-down list, select a resource file to assign to the database or view.
4. In the bottom left corner of the right pane, click the **Apply** button.

INSERTING A RESOURCE FILE INTO A CUSTOMIZED FORM

After creating and saving a resource file in the Administration Tool, you can insert it in a form. The file must be of image type and will display when opening the form in the Web Client.

To insert an image resource file in a form, proceed as follows:

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

The forms list displays in the right pane.

3. Click the name of the form of your choice.

The form management screen displays.



To insert an image, the form needs to be in custom layout mode.

4. In the **Content** tab, in the toolbar, click the  **Convert to custom form layout** button.

A message informing you that the operation is irreversible displays.

5. Click **Yes**.
6. In the toolbar, click the  **Image** tool.

An image frame is inserted in the top left corner of the form.

7. Drag and drop it where you want.
8. In the **image source** property of the item inserted, select a resource in the drop-down list:

Properties	
Property	Value
x	0
y	0
width	100
height	100
image source	
style	"Urgent" Watermark
visible	Company Logo
ID	Help: Classification Scheme
	Product Logo

9. In the bottom left corner of the right pane, click the **Apply** button.

The resource image displays in the form:

Event invitation

This form is used to fill in the main details coming from the invitation.



Name of the event

Who's inviting me?

Where?

When?

Contact

- Documents [using a specific form](#);
- Documents [scanned using the browser plugin](#);
- Documents [scanned as part of an IntelliScan job](#).



The defined watermark will apply on the documents when printing them using the ActiveX document view plugin, or when converting them in PDF using the PDF document view plugin.

APPLYING WATERMARKS TO FORMS

The **Watermarks** tab of a form management screen allows you to set one or more watermarks for the form. These watermarks will be automatically applied to the files associated to the form.

APPLYING A WATERMARK TO ALL THE FILES ASSOCIATED TO THE FORM

To apply the same watermark to all the files associated to this form, proceed as follows:

1. In the management screen of the form of your choice, click the **Watermarks** tab.

The **Watermarks** tab displays.

2. Select the **Documents using this form are** option.
3. Select the **Always marked with the same watermark** option.

The **Watermarks** drop-down list displays.

4. Select the watermark that will apply to the objects associated to the form.
5. Click the **Apply** button.

The watermark has been applied to the files associated to this form.

APPLYING WATERMARKS ACCORDING TO CONDITIONS

To set the conditions to meet in order to determine the watermark to apply, proceed as follows:

1. In the management screen of the form of your choice, click the **Watermarks** tab.

The **Watermarks** tab displays.

2. Select the **Documents using this form are** option.
3. Select the **Marked with one or more watermarks according to defined criteria** option.

A table displays.

4. To add a condition, click the  button.

The **Watermarks conditions** dialog displays.

5. In the **Watermark** drop-down list, select the watermark for which you want to set a condition.
6. In the **IF/NOT IF** column, select **IF** if the value has to be as described in the **Attribute**, **Operator** and **Value** columns, or **NOT IF** if the value must not be as described in these columns.
7. In the **Attribute** column, select the attribute which value will be checked.
8. In the **Operator** column, select the operator which will be used to relate the attribute and the value.
9. In the **Value** column, enter the value to use.
10. If you want to add another condition, click again the  button, in the **AND/OR** column, select the **AND** or **OR** boolean operator to establish a relation with the previous condition, and repeat steps 4 to 9. Add as many conditions as needed.
11. Click **OK**.

The conditions created display in the table. You can modify them using the  button or delete them using the  button.

12. Click the **Apply** button.

The watermarks have been applied to the files associated to this form and which meet the defined conditions.

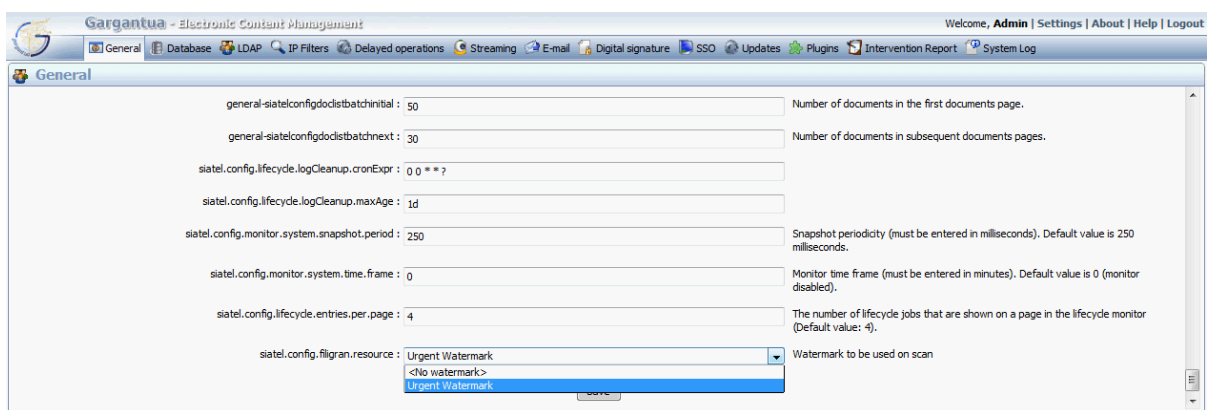
APPLYING A WATERMARK TO DOCUMENTS SCANNED USING THE INPUT PLUGIN

To apply a specific watermark on all the documents scanned using the Gargantua browser plugin, you need to define it as generic watermark at the server level. Proceed as follows:

1. Access the Web Client as the “Admin” superuser.
2. In the G Menu in the top left corner of the screen, select the **Server configuration** module.

The **General** tab of the **Server configuration** module displays.

3. Search the **siatel.config.filigran.resource** configuration key. Its default value is **<No watermark>**.



The screenshot shows the 'General' configuration page of the Gargantua system. The configuration key 'siatel.config.filigran.resource' is selected, and its value is set to 'Urgent Watermark'. The dropdown menu is open, showing the options '<No watermark>' and 'Urgent Watermark'.

4. In the corresponding drop-down list, select the watermark of your choice.

5. Click the **Save** button at the bottom of the screen.

The selected watermark will apply automatically from now on to all the documents scanned using the Gargantua browser plugin.

ADDING A WATERMARK TO AN INTELLISCAN JOB

To define a specific watermark for all the documents imported within an IntelliScan job, proceed as follows:

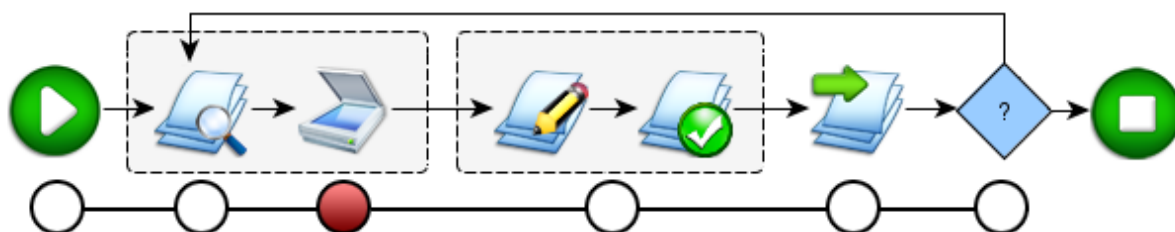
1. In the left pane of the Administration Tool, deploy the sub-branch corresponding to the Gargantua database of your choice.
2. Deploy the **IntelliScan jobs** sub-branch, then click the name of the IntelliScan job where you want to apply the watermark.

The **Manage IntelliScan jobs** screen displays in the right pane.

3. In the right pane, click the **Content** tab.

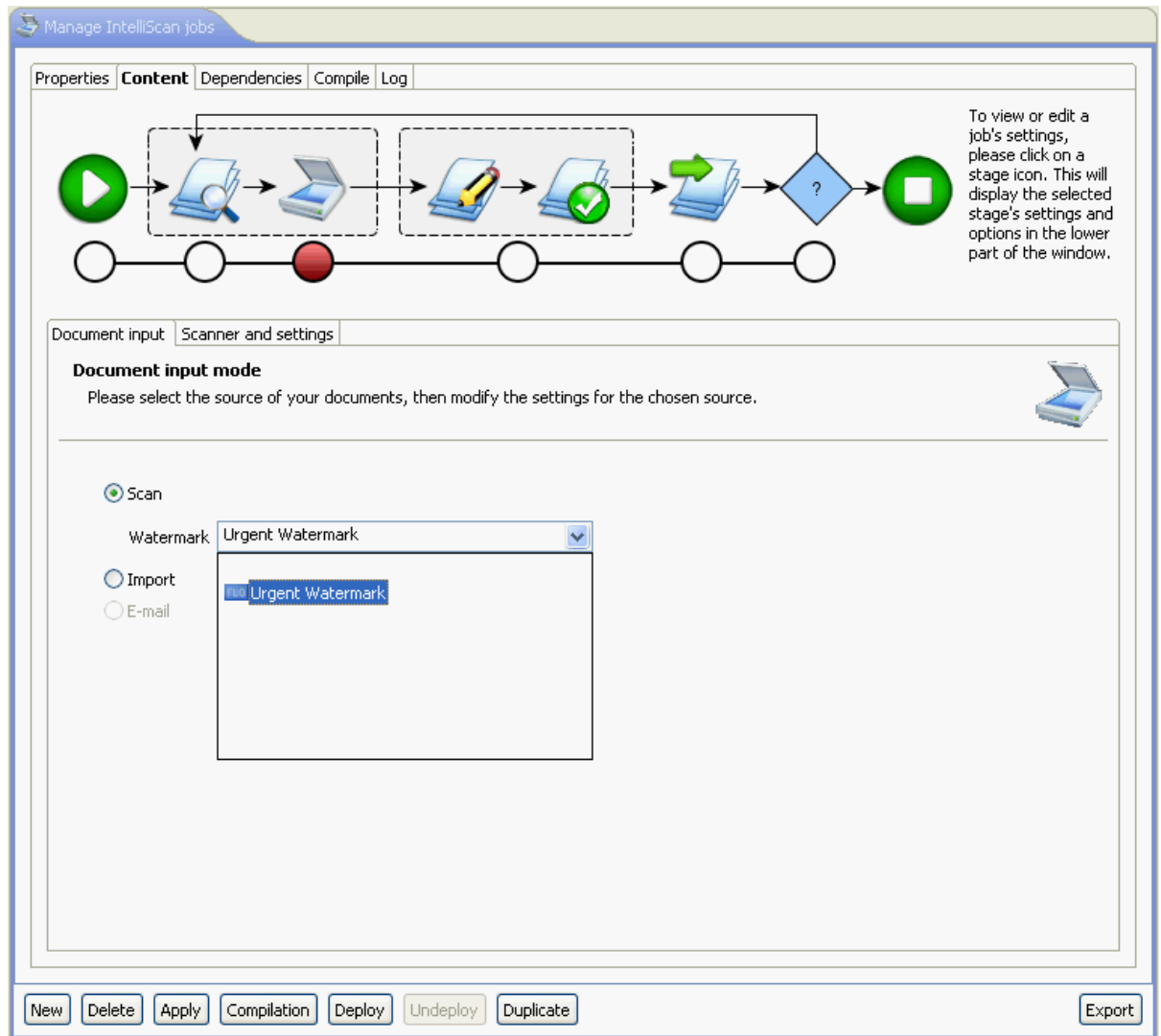
The **Content** screen displays in the right pane.

4. Click the icon corresponding to the **Document input and related settings** step.



The **Document input** tab displays.

5. Select the **Scan** option.
6. In the **Watermark** drop-down list, select the watermark you want to apply on the documents.



7. Click the **Save** button at the bottom of the right pane.

The selected watermark will apply automatically from now on to all the documents scanned within the IntelliScan job.

PRINTING DOCUMENTS WITH A PREDEFINED WATERMARK

If a watermark has been defined at a server, [IntelliScan job](#) or [document form](#) level, the watermark will apply automatically to the document when printing it using the ActiveX document view plugin.

To print a document with the corresponding watermark, proceed as follows:

1. Access the Web Client as an identified user.
2. In the explorer, access the database then the folder containing the concerned document.

The documents list displays in the right pane.

3. In the documents list, click the name of the document you want to print.

The document displays in the right pane.

4. In the toolbar of the document viewing frame, if the  **Display with ActiveX plugin** option is not enabled, click the corresponding icon.

The document displays in ActiveX plugin mode.

5. In the toolbar of the ActiveX plugin mode, click the  **Print** tool.

The document is printed with the predefined watermark.

IMPRIMER DES DOCUMENTS AVEC UN FILIGRANE NON PRÉDÉFINI

If no watermark [saved in the Administration Tool](#) have been applied automatically, and if the Web Client user has the necessary right (see the documentation of Web Client - Identified user > Requisites for using the plugins), he can apply a filigrane on the document when printing it using the ActiveX document view plugin.

To print a document with the corresponding watermark, proceed as follows:

1. Access the Web Client as an identified user.
2. In the explorer, access the database then the folder containing the concerned document.

The documents list displays in the right pane.

3. In the documents list, click the name of the document you want to print.

The document displays in the right pane.

4. In the toolbar of the document viewing frame, if the  **Display with ActiveX plugin** option is not enabled, click the corresponding icon.

The document displays in ActiveX plugin mode.

5. Click the ▼ arrow on the right side of the  icon; in the drop-down list that displays, click the **Print with options** tool.

The printer settings dialog displays.

6. In the **Watermark** drop-down list on the bottom right corner of the printer settings dialog, select the watermark you want to apply.
7. Click the **Print** button.

The document is printed with the selected watermark.