

KWizCom Corporation

Scan App

User Guide

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INTRODUCTION

GENERAL

This document provides all the information needed to install, evaluate and deploy this KWizCom product:

- Product Overview
- Installation Guide
- Administration Guide
- User Guide

PRODUCT OVERVIEW

Without leaving your SharePoint interface, you can easily scan documents into a library, or attach them to a list item, by using integrated scanning menus. With the multi-lingual OCR feature, you can easily save your scanned files as searchable PDF files - all designed for non-technical business users!

KEY FEATURES

Feature	KWizCom Scan app
Seamlessly integrated with SharePoint User Interface	✓
Supports TWAIN and WIA scanners (local or network)	✓
Output file format: TIFF, JPEG, GIF, BMP, PDF, PNG	✓
Supports preview before saving	✓
Supports automatically zipping large scanned files before saving to SharePoint	✓
Enables batch paper scanning to produce multiple documents (create a separate document for each scanned page)	✓
Does NOT require MS Office installation or scanning utilities	✓
Batch document properties update in a single operation	✓
Enables using tokens for auto-naming of scanned files	✓
Create searchable PDF documents - Multi-lingual OCR (PRO edition)	✓
Support silent mode scanning	✓

INSTALLATION

SOFTWARE REQUIREMENTS

SERVER REQUIREMENTS

- SharePoint 2013/2016 configured for app hosting
- SharePoint online (Office 365)

CLIENT REQUIREMENTS

- Windows 7+
- Microsoft Internet Explorer 9+, Mozilla Firefox (Latest version), Google Chrome (Latest version).

INSTALLATION PROCEDURE

To download and install this app please follow these steps:

1. Browse the KWizCom products page on Microsoft's Office app store:
<https://appsourc.microsoft.com/en-us/marketplace/apps?src=office&search=kwizcom>
2. Find and add the product to your site/s. This FREE evaluation version is fully functional, just displays a message letting you know that this is a trial version.
3. After you add the app to your site you must first visit the app's settings page (simply click the app).
When you go into the app's settings page for the 1st time, it will ask you to install the *KWizCom Apps Foundation* app. This app is a utility app that provides services to all KWizCom apps, and needs to be installed in your app catalog by your tenant admin (requires tenant trust).
For more details about *KWizCom Apps Foundation* [visit our website](#).
4. Scan app requires the download and installation of the "KWizCom Scan Client" client tool. When an end-user clicks "Scan" ribbon button for the first time he will be prompted to download and run an installer package. This installer package contains the client tool needed to communicate with the local scanner/s + includes several additional capabilities described later in this guide.

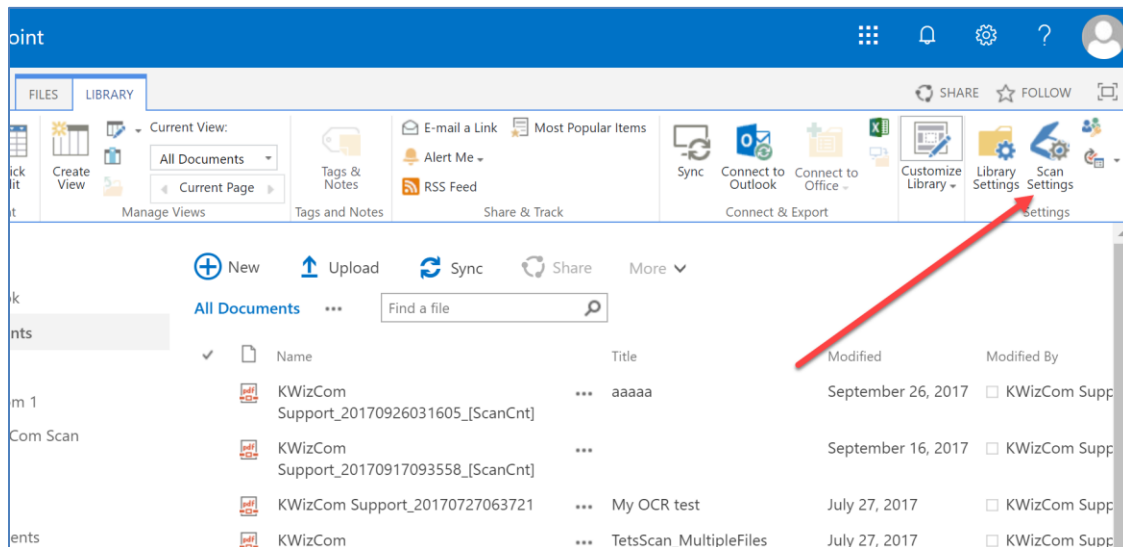
ADMINISTRATION GUIDE**SCAN APP CONFIGURATION**

The Scan app includes the following modules:

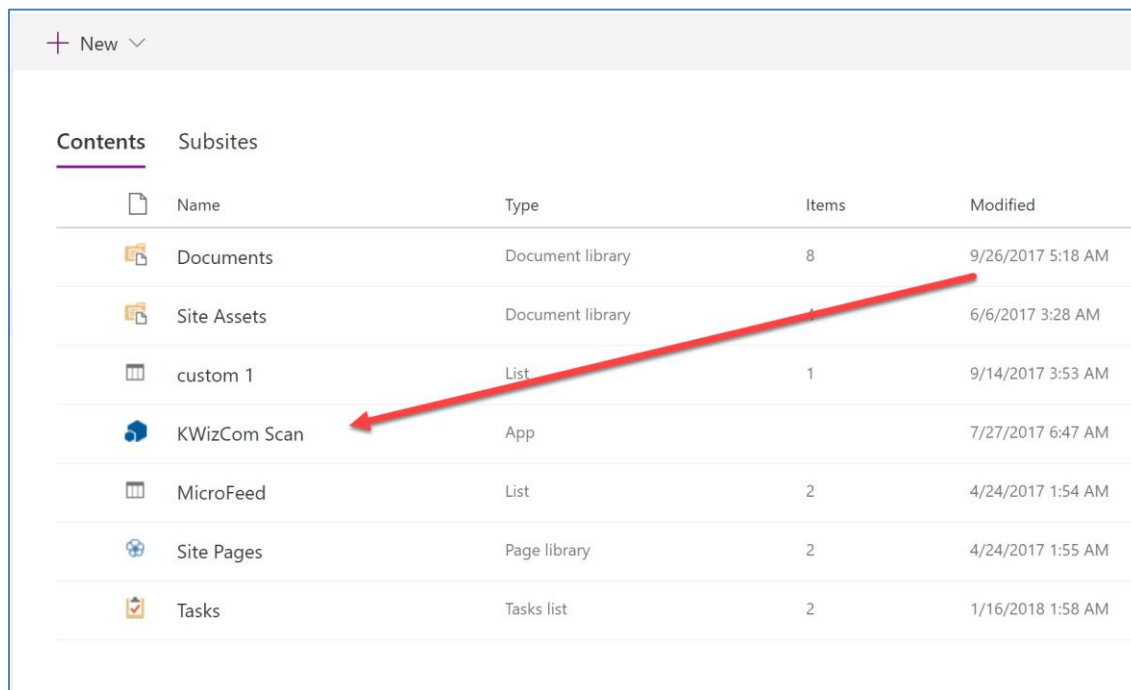
Module	Description
Print app settings page	This page allows configuring settings of the solution in the S.C, site and list/library level. Each level inherits its settings from the parent level by default.
Scan client	This client tool needs to be downloaded by each user. User will be prompted to download the tool when trying to Scan for the 1 st time. The KWizCom Scan Client runs on the user's local windows desktop. It communicates with the connected scanner/s and includes additional functions described later in this guide.

Before users can start using the Scan app, there are few settings that require configuration in the app's settings page. These settings can be configured at the list/library level, in the site level or in the site collection level (if the app is installed also at the site-collection level).


To configure the Scan app settings at the list/library level, click "Scan Settings" ribbon button under the "List"/"Library" ribbon:



To configure the Print app at the site level, simply click the app icon in the “Site Contents” page:



The Scan app site settings page displays the following options:



KWizCom Scan
Version 1.0 Build 14 Enterprise
License and support services are up to date ⓘ

Scan > Site Settings > Scan Settings

Use this page to configure the scan settings for this site. These settings will apply to all lists and libraries in this site.

Edit Site Scan Settings ▾

Inherit ⓘ

Inherit Site Collection Settings(Edit Site Collection Settings)

Default Settings ⓘ

Auto-generate file name

[User_] [Date] [Time_] [ScanCnt]

Overwrite existing document(s)

Default output format

PDF ▾

Restrictions ⓘ

Compress large files before upload

Allow users to perform multi-document scan

Allow user select scan mode

RESTORE DEFAULT SETTINGS

SAVE

CANCEL

APPLY

Property	Explanation
Inherit site collection settings	Check this checkbox to inherit site collection settings. This option is relevant only if the app is also added to the top level site.
Default settings	
Auto-generate file name	Type default name for the created files. The default name can include tokens such as [User] and [Date]. Complete list of supported columns is available when clicking the (i) icon above this field.
Default output format	Select the default created file's format.
Restrictions	

Property	Explanation
Compress large files before upload	Check to configure the file size from which it will be zipped on the user's desktop before uploaded to the SharePoint library/list.
Allow users to perform multi-document scan	Check to allow users to create a file per-page when scanning.
Allow user select scan mode	<p>Check to allow end-users to select their required scan mode.</p> <p>If not checked, you should configure the default scan mode, selecting between:</p> <ul style="list-style-type: none"> • Edit settings and scan in this mode user will see the scan settings page and will be able to configure the scan settings before scan starts. Once scan is done, user will see the result image and will be able to edit it before it is uploaded to SharePoint. • Scan using default settings in this mode user will not see the scan settings page, scan will use the default settings configured for the library/list. Once scan is done, user will see the result image and will be able to edit it before it is uploaded to SharePoint. • Quick Scan In this mode user will not see scan settings page and not the result image/s. the entire scan and upload process will be done in "silent" mode, and the user will be redirected to the library view to see the new uploaded file/s.

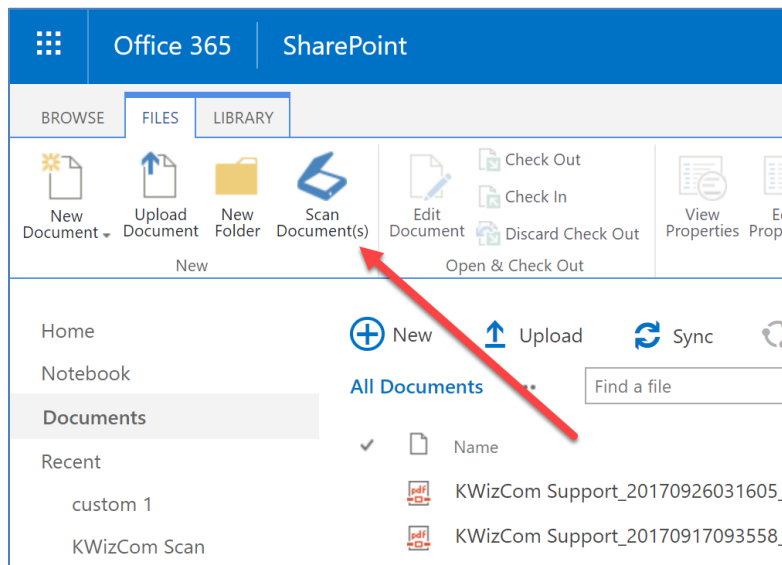
That's it about configurations, end-users can now start using the Scan app.

USER GUIDE

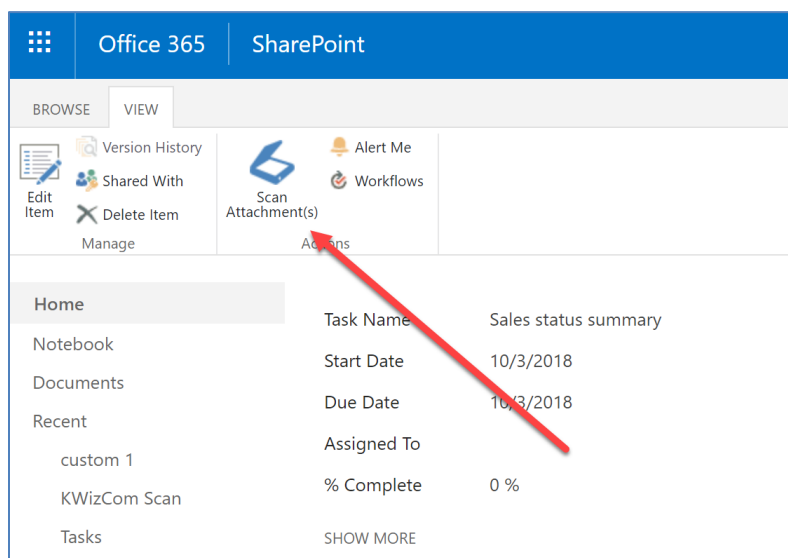
SCANNING DOCUMENTS

With Scan app end-users can scan, upload to SharePoint and tag the result file/s in one-shot.

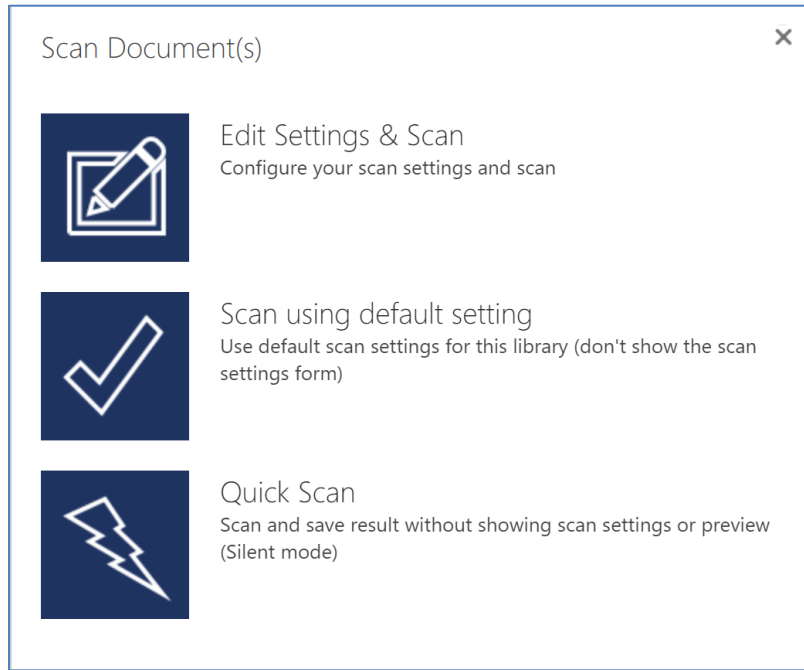
When browsing a library, the *Scan* menu is available in the “Files” ribbon:



For lists – in the “View Item” page:



When clicking the “Scan” ribbon button end-user will see the following dialog*:

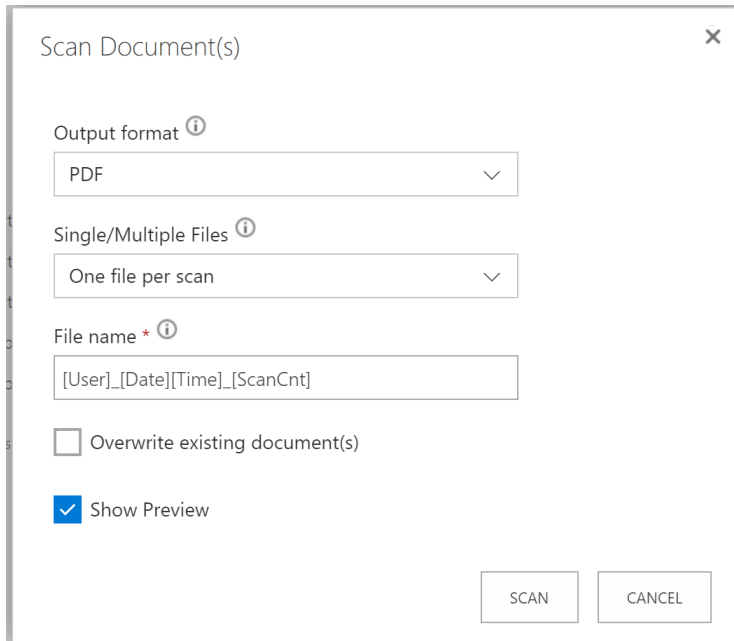


End-user can choose between:

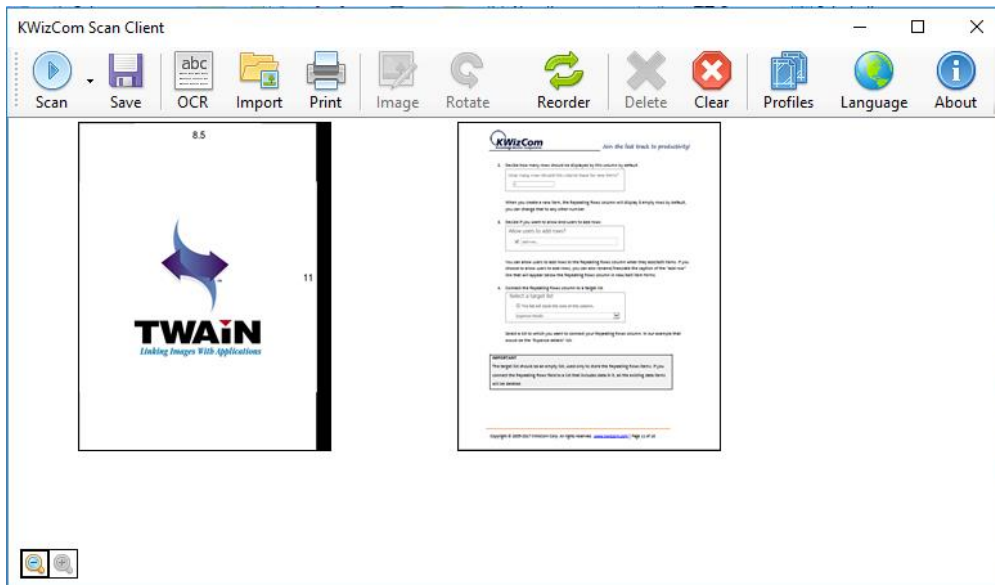
- **Edit settings & Scan**
in this mode user will see the scan settings page and will be able to configure the scan settings before scan starts.
Once scan is done, user will see the result image and will be able to edit it before it is uploaded to SharePoint.
- **Scan using default settings**
in this mode user will not see the scan settings page, scan will use the default settings configured for the library/list.
Once scan is done, user will see the result image and will be able to edit it before it is uploaded to SharePoint.
- **Quick Scan**
In this mode user will not see scan settings page and not the result image/s. the entire scan and upload process will be done in “silent” mode, and the user will be redirected to the library view to see the new uploaded file/s.

* As described in the previous section, you can configure the Scan app not to show this dialog, instead set one of these scanning options as default behavior for the list/library or site.

When clicking the “Edit setting & Scan” option, end-user will see the following dialog, which allows him to configure the current scan settings:



When clicking the “SCAN” button, scan will start and then a preview of the scan result will appear:



This preview is presented using the “KWizCom Scan Client”.

To save the created file/s in your SharePoint library/list item simply click the “Save” button



IMPORTANT:

1. When clicking “Scan” for the first time, end-user will be prompted to install the “KWizCom Scan Client” executable on his desktop. This client utility is used to connect to local scanners, scan documents, OCR and additional image manipulation functions.
2. After allowing the installation of this utility, the user will be prompted to add a scan profile which defines which exact scanner should be used for the scan operation.

More details are available in the next section.

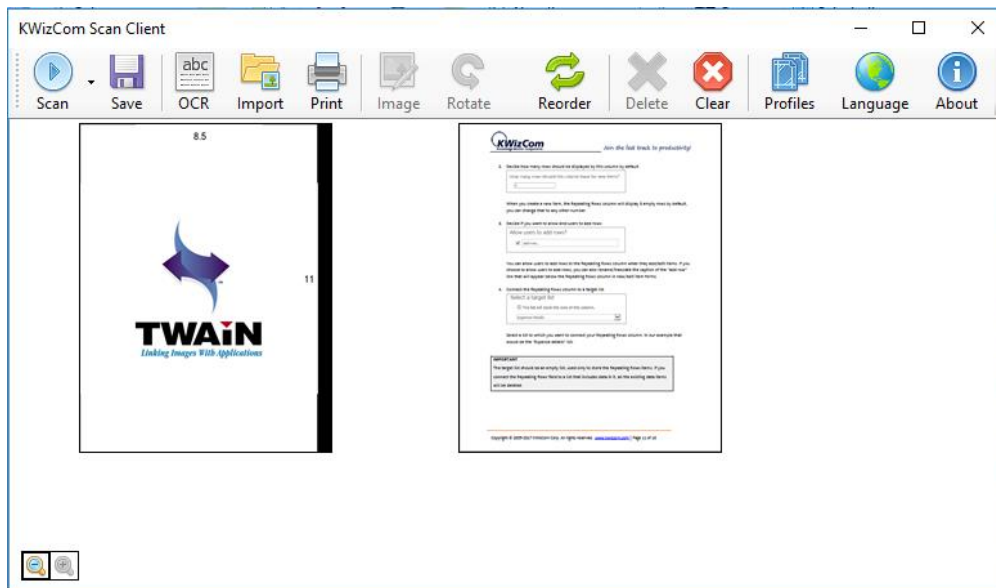
KWIZCOM SCAN CLIENT

As mentioned in the post installation section, part of KWizCom Scan Feature is the Scan Client executable. This utility is installed on every end-user’s desktop when clicking the “Scan” ribbon button for the 1st time.

So how does it work?

When end-user clicks the “Scan” ribbon and then clicks “Scan & Preview” in the scan settings page, the scanner will start scanning your papers, and a file/s will be created locally on your desktop.











You will then see the created file/s preview in the Scan Client window:



To save the created file/s in your SharePoint library/list item simply click the “Save” button



However, there are some additional things you can do prior to saving the file/s to SharePoint:

 <u>S</u> can	<p>Scan additional papers, the result files will be added to the current scan.</p>
 <u>O</u> CR	<p>In case the created file is a PDF file, you can make it searchable by checking the “make PDF’s searchable” checkbox (checked by default). You can also add additional languages to be supported by the OCR engine.</p>
 <u>I</u> mport	<p>Click to import additional images to the current scan.</p>
 <u>I</u> mage	<p>This button is enabled when selecting one of the images from the current scan. Clicking it to perform basic image processing (crop, brightness, contrast).</p>
 <u>R</u> otate	<p>Click to rotate the selected image.</p>
 <u>R</u> eorder	<p>Click to reorder the images in the current scan. You can also drag & drop images to change the order in the created file.</p>
 <u>D</u> elete	<p>Delete selected image/s.</p>
 <u>C</u> lear	<p>Deletes all images from the current scan.</p>
 <u>P</u> rofiles	<p>Click to create/edit scan profile.</p>
 <u>L</u> anguage	<p>Change the Scan Client user-interface language</p>