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INTRODUCTION

GENERAL

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

- Introduction
- Installation Guide
- Administrator Guide
- FAQ
PRODUCT OVERVIEW

iMUSH Scanning Feature is part of the **iMUSH Bundle**

Scan and upload documents to SharePoint – the easy way!

With **iMUSH - Scan** You can easily scan papers into single or multiple documents, define property-values and upload the scanned documents – all in a single click!

Without leaving your SharePoint interface, you can easily scan documents into a library, or attach them to a list item, by using well integrated scanning menus:
WHY DID WE BUILD IT?

Many organizations which already decided on moving to paperless information management still find themselves having to manage large amounts of papers on a daily basis.

Scanning documents and uploading them to SharePoint is a process that takes a lot of time (scan to local folder, upload each scanned document and tag it), thus making it very difficult to store information originated from papers, into SharePoint.

**iMUSH-Scan** solves the SharePoint scanning issue by adding the missing “Scan” menus for libraries and lists, and by enabling batch scanning and tagging of documents – all in a single click!

### KEY FEATURES

<table>
<thead>
<tr>
<th>Feature</th>
<th>iMUSH-Scan standard</th>
<th>SharePoint 2007/2010/2013/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seamelessly integrated with SharePoint User Interface</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Cross-browser and cross-operating system (uses Java to interface with the local scanner instead of explorer-only ActiveX)</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Supports TWAIN and WIA scanners (local or network)</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Output file format: TIFF, JPEG, GIF, BMP, PDF, PNG</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Enables batch paper scanning to produce multiple documents (create a separate document for each scanned page)</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Enables uploading documents to libraries / attaching scanned documents to list items</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Enable preview scanned file before saving it to SharePoint</td>
<td>√*</td>
<td></td>
</tr>
<tr>
<td>Enable saving a local copy of the scanned file/s</td>
<td>√*</td>
<td></td>
</tr>
<tr>
<td>Enable zipping a scanned file before uploading it to SharePoint</td>
<td>√*</td>
<td></td>
</tr>
<tr>
<td>Does NOT require MS Office installation or scanning utilities</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Batch document properties update in a single operation</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Enables using tokens for auto-naming of scanned files</td>
<td>√</td>
<td></td>
</tr>
</tbody>
</table>

* Not available in the SP2007 version
INSTALLATION GUIDE

SOFTWARE REQUIREMENTS

SERVER REQUIREMENTS
- SharePoint 2007 / WSS 3.0 or
- SharePoint Server/Foundation 2010/2013/2016

CLIENT REQUIREMENTS
- Windows 8+
- Microsoft Internet Explorer 9+, Mozilla Firefox (Latest version), Google Chrome (Latest version), Safari (Latest version).

INSTALLATION PROCEDURE

SHAREPOINT 2007

1. Log in using SharePoint administrator account to your SharePoint front-end server.
2. Download the product’s latest evaluation version from KWizCom’s internet web site. This evaluation version is fully functional for 30 days. Further details about product activation can be found in the Administrator guide (next section).
3. Unzip the product’s zip file on your SharePoint server.
4. Double-click the .msi file in order to begin the web installation.
5. The installation includes all the products which are part of the iMUSH suite:
Please select only the products that you wish to install and click “Next”.

6. When the installation process is complete it will recycle all application pools automatically.

**SHAREPOINT 2010/2013/2016**

1. Log in as SharePoint administrator account to your SharePoint front-end server.
2. Browse the product’s page on KWizCom’s website and click the “Go” link under the “Install using our Web Installer” section. This will start the KWizCom web installer.
   
   **Note:** The KWizCom Web Installer will automatically offer you to upgrade other existing KWizCom products on your farm, in case you have old versions installed. You can check which products you wish to update at this time.

3. In case you prefer just to download the relevant .wsp packages and manually deploy them, then in the web installer UI check the “Download only” option (3rd page in the installer’s wizard). When the installer finishes you will be able to go to the installer’s folder on your server, and install the KWizCom packages by simply running the “SP-WSPInstaller” PowerShell script.

4. At the end of the installation process, you should see all packages deployed in the **Central Admin >System settings>Manage Farm Solutions** page, and the KWizCom SharePoint Foundation package should be deployed also in the Central Admin’s web application.
POST INSTALLATION

SHAREPOINT 2007

1. After completing the installation, you will see a new KWizCom entry in Windows Start -> All Programs -> KWizCom -> KWizCom iMUSH

2. The installation adds all iMUSH features to the farm level and to site collection level. By default the Farm level features are active, enabling you to start using this feature immediately:

![Manage Farm Features](image)

3. In case you wish this feature to be available only in a specific site collection, disable the farm feature, and enable the site collection feature.

SHAREPOINT 2010/2013

1. After you have successfully deployed the required iMUSH product/s, the following features will be activated on farm level: (You can disable them on farm level and activate them only for the desired site collections):
   a. KWizCom iMUSH – Scan
   b. KWizCom SharePoint iMUSH settings
2. When you click the “Scan” ribbon button for the 1st time, you will be prompted to install 2 executables:
   a. KWizCom Client Agent
   b. KWizCom Scan Client

These two executables enable the scanning feature to interact with the desktop: communicate with the connected scanners, save scanned files locally, zip them if required (according to settings), and upload the scanned files to SharePoint libraries/lists.

When prompt, you should allow the 1-time installation of these two executables.
UN-INSTALLATION PROCEDURE

SHAREPOINT 2007

1. Log in using SharePoint administrator account to your SharePoint front-end server.
2. Go to Control Panel and double-click Add or Remove Programs.
3. Select product entry and click Remove button.
4. Click Yes to approve the removal of the component.
5. Once the product was un-installed, close the Add or Remove Programs screen.

SHAREPOINT 2010/2013

1. Retract and remove the solution using SharePoint central admin or by using stsadm/powershell command line.
ADMINISTRATION GUIDE

This section describes all administration activities related to KWizCom File Controller feature, including: product activation, localization and configuration and customization.

PRODUCT ACTIVATION

KWizCom products are available for evaluation prior to purchase.

This way you can try our products and verify that they indeed meet your needs. Each evaluation version contains all features of the component's production version. The only difference between the versions is that the evaluation version is time-limited and will operate for a period of one month.

Once you decide to purchase a KWizCom product you will need to order and then to activate the product. The steps that need to be taken next are listed below.

SharePoint 2007

1. Order the product on the KWizCom website – www.KWizCom.com, or contact our sales team at sales@kwizcom.com.

2. After the order was made, activate your installed evaluation version through the Product Activation Request page on KWizCom’s web site: http://www.kwizcom.com/ProductReg. You will have to copy your Product Code (you will see the product code on the “About” product page):

   ![Product Code Image]
3. Get the product activation key – this key will be sent to you by email once your order is processed.

4. Activate your installed evaluation version -
   click **Start -> All Programs -> KWizCom -> [product name] -> Activate [product]**

SharePoint 2010/2013/2016

1. Order the product on the KWizCom website – [www.KWizCom.com](http://www.KWizCom.com), or contact our sales team at sales@kwizcom.com.

2. After the order was made, you can activate your installed evaluation version. Activation is done by the following steps:
   
   a. Open SharePoint Central Admin. On the main “Central Administration” page, you will see the “KWizCom Features Administration” icon:

   ![SharePoint Central Admin](image)

   b. Click the KWizCom Features Administration icon. You will be redirected to a page that allows you to manage all your installed KWizCom products’ licenses:
c. Click the “Manage License” link next to the product that you wish to activate. You will be redirected to that product’s license management page:

KWizCom Products List - KWizCom SharePoint iMUSH Print

<table>
<thead>
<tr>
<th>Product Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Version:</td>
</tr>
<tr>
<td>License:</td>
</tr>
<tr>
<td>Farm License:</td>
</tr>
<tr>
<td>Product Code:</td>
</tr>
</tbody>
</table>

License: Not licensed.

License scope for this site collection: http://sp20132501.

- License and support services are up to date.
- License or support services are about to expire in less than 30 days.

Click the "Manage License" link next to the product that you wish to activate. You will be redirected to that product’s license management page:

KWizCom Products List - KWizCom SharePoint iMUSH Print

<table>
<thead>
<tr>
<th>Product Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Version:</td>
</tr>
<tr>
<td>License:</td>
</tr>
<tr>
<td>Farm License:</td>
</tr>
<tr>
<td>Product Code:</td>
</tr>
</tbody>
</table>

d. Click on the “Request product code and start your evaluation now” link, a product code will be generated and displayed as in the following screenshot:

KWizCom Products List - KWizCom SharePoint iMUSH Print

<table>
<thead>
<tr>
<th>Product Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Version:</td>
</tr>
<tr>
<td>License:</td>
</tr>
<tr>
<td>Farm License:</td>
</tr>
<tr>
<td>Product Code:</td>
</tr>
</tbody>
</table>

Copy the product code.

f. Browse the Product Activation Request page on KWizCom’s web site:

Copy your Product Code into the “Product Code” field, and after you fill-out all other form fields, click “Send Activation Request button.

g. Once your order is confirmed, you will receive the Activation Code for your product by email.

h. Copy the activation code into the “Activation Code” field in the product’s license management page and click “Activate now!” link.

That’s it! Your product is now fully activated.
CONFIGURING GENERAL SCANNING SETTINGS

GENERAL

As an administrator, you can configure various scanning settings in a site or in a list/library level. By default, all lists & libraries in a site inherit their scanning settings from the site.

In Site Settings page, click the “KWizCom iMUSH Scan Feature Management” link:

Once you click that link, you’ll be redirected to the iMUSH Scanning Settings page:
The following table describes the page’s various properties:

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto-generate file name</td>
<td>By using this property you can define a default value for scanned documents. You can use some dynamic tokens: [Date], [Time], [User] and [ScanCnt] that can be included as part of the scanned file name.</td>
</tr>
<tr>
<td>Overwrite existing documents</td>
<td>Check this property if you wish to overwrite an existing document with the same name as the file you’re scanning.</td>
</tr>
<tr>
<td>Show scanner dialog</td>
<td>Check this property if you wish to display the Scan settings dialog to end-users when they click “Scan”. This allow end-users to configure various scan settings according to their preferences. Uncheck this property if you want end-users to have a quick scan, i.e: when end-users click “Scan” no settings dialog will be displayed, scan will be done according to the default library/list settings instead.</td>
</tr>
<tr>
<td>Allow users to perform multi-document scan</td>
<td>Check this option if you wish to enable users to perform bulk-scan operation which produces a separate document per each scanned page.</td>
</tr>
<tr>
<td>Default scan output format</td>
<td>Define the default scan output format (TIFF, JPEG, PDF etc.)</td>
</tr>
</tbody>
</table>
Compress files bigger than

Check this property and fill out the minimum file size, which any scanned file bigger than this size will be zipped before saved to SharePoint.

SCANNING FILES

Well..this is the easy part.

In SharePoint 2007

In order to scan and upload a file/s to a document library, simply click the “Scan Document” menu, below the “Upload” menu:

If you want to attach a scanned file to a list item, simply click the “Scan Attachment” menu is the list-item’s View page:
**Tasks: Approve TTK milestone**

<table>
<thead>
<tr>
<th>Title</th>
<th>Approve TTK milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority</td>
<td>(2) Normal</td>
</tr>
<tr>
<td>Status</td>
<td>Not Started</td>
</tr>
<tr>
<td>% Complete</td>
<td></td>
</tr>
<tr>
<td>Assigned To</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td>4/19/2010</td>
</tr>
<tr>
<td>Due Date</td>
<td>4/21/2010</td>
</tr>
</tbody>
</table>

Created at 4/19/2010 10:46 AM by System Account
Last modified at 4/19/2010 10:46 AM by System Account
In SharePoint 2010/2013/2016

In SharePoint 2010/2013/2016 library views you have the Scan menu available in the ribbon:

For lists – in the list view when selecting an item:

And in the list item edit/view pages:
When clicking the “Scan” button (and “Show scanner dialog” property checked), user will see the following scanner dialog:
These options enable the user to configure the scan settings:

- File format
- Scan all pages as a single file, or produce a file per-page
- Configure file name pattern by using various supported tokens
- Overwrite existing document with the same name
- Select Scanner profile.

**IMPORTANT:** 1st time you use iMUSH-Scan you will have to create a scanner profile by clicking this link.

User can then choose between clicking “Scan” and clicking “Scan & Preview”.
“Scan” will activate the scanner and upload the result document/s to your library/list item.
“Scan & Preview” will open the Scan client that allows the you to preview the scanned file and perform additional actions before uploading it to SharePoint (See details about the Scan Client 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:

![Scan Client Window](image)

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:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scan</td>
<td>Scan additional papers, the result files will be added to the current scan.</td>
</tr>
<tr>
<td>abc</td>
<td>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.</td>
</tr>
<tr>
<td>Import</td>
<td>Click to import additional images to the current scan.</td>
</tr>
<tr>
<td>Image</td>
<td>This button is enabled when selecting one of the images from the current scan. Clicking it to perform basic image processing (crop, brightness, contrast).</td>
</tr>
<tr>
<td><strong>Rotate</strong></td>
<td>Click to rotate the selected image.</td>
</tr>
<tr>
<td><strong>Reorder</strong></td>
<td>Click to reorder the images in the current scan. You can also drag &amp; drop images to change the order in the created file.</td>
</tr>
<tr>
<td><strong>Delete</strong></td>
<td>Delete selected image/s.</td>
</tr>
<tr>
<td><strong>Clear Profiles</strong></td>
<td>Deletes all images from the current scan.</td>
</tr>
<tr>
<td><strong>Language</strong></td>
<td>Click to create/edit scan profile.</td>
</tr>
<tr>
<td></td>
<td>Change the Scan Client user-interface language</td>
</tr>
</tbody>
</table>
APPLICATION PROGRAMMING INTERFACE (API)

This section describes the iMUSH-Scan programming interface which enables programmers to activate iMUSH-Scan by using their code.

CLIENT-SIDE API

iMUSH-Scan includes a client-side javascript API. By using this API you can scan documents, upload them and fill-out their properties.

The API format is:

```javascript
iMush.StartScan({scanMode:silent,targetLibrary:“Shared Documents”, presetValues:{Title:”Test”,Status:”In Progress”}}).then(… customer code …);
```

Where:

- **scanMode** parameter has several options:
  - silent – don’t ask the user anything (use target library’s settings), show only scan progress indicator. When scan is completed the file is uploaded to the target library.
  - normal – show iMUSH-Scan settings page. This enables the user setup all the settings and also preview the scanned file if he wants.
  - preview – don’t show the iMUSH-Settings page, show only scan progress indicator. After scan completes – show a preview of the scanned file before uploading.

- **TargetLibrary** = [Name or Full Url of library] (upload documents to this library).
  Name would look for library in current site, while full URL will upload to that specific folder (so, will support sub folders).

- **PresetValues**= [JSON formatted key/value] (a collection of values to set to the scanned document that will be saved to the matching document properties)

Example:

The following html code renders a button that when clicked calls iMUSH-Scan in “silent” mode, the result file is uploaded to “Shared Documents” library in the current site, and updates the document’s properties.

```html
<input type=“button” value=“Scan Silent” onclick=’KWizCom.iMUSH.Scan.StartScan({scanMode:“silent”,targetLibrary:“Shared Documents”, presetValues:{Title:”Test”,Status:”In Progress”}, success: function(res){alert(res.data);}, canceled: function(data){alert(“canceled”);}, error: function(err){alert(err.message);});’/>
```
FAQ

WHAT IS “IMUSH”?  
iMUSH – Information Management Utilities for SharePoint.  
iMUSH is a package of utilities, mostly used by offices working mainly with documents. It includes the following utilities: Scan, Print, File and Report.

Each one of the utilities is licensed and sold separately. Customers ordering the complete iMUSH bundle benefit from KWizCom’s bundle discounts.

WHAT DOES IMUSH-SCAN DO?  
iMUSH-Scan enables users to scan, tag and store the scanned documents in SharePoint, in a single click.

This includes both single document and multi-document scanning.

DOES IMUSH REQUIRE MS OFFICE INSTALLATION ON THE CLIENT/SERVER?  
No. iMUSH-Scan doesn’t require any MS Office installation.

CAN I USE IMUSH WITH BROWSERS OTHER THAN MICROSOFT INTERNET EXPLORER?  
Yes!

Since iMUSH-Scan uses Java to interface with the local scanner, you can use iMUSH-Scan with additional browsers such as Firefox, Google Chrome and Safari.

You can also use iMUSH-Scan with non-windows client operating systems (as long as they are supported by SharePoint).

WITH WHICH SHAREPOINT VERSIONS CAN I USE THIS FEATURE?  