Aquarius DMS Web Server

User's Guide

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Today's demand for business-critical information implies fast access to valuable information, from any location around the world.

Using the power of Intranet and Internet technologies and building upon user's comfort with Web Browsers, Aquarius-Web Server is a highly innovative tool that provides immediate access to electronic documents at any time, through a LAN, WAN, or the World Wide Web.

Aquarius-Web Server drives Internet Explorer and Netscape users into a simple and intuitive user interface that provides access to all types of documents, images and reports. It is an ideal tool for 24-hour on-line access to the world.

DMS Web Installation

Aquarius DMS Web Requirements

DMS Web Server Requirements

Hardware

- 128 MB RAM (Suggested: +256MB RAM)
- VGA Monitor

Software

- OS: Windows 95 OSR2, Windows 98, NT4 Server SP3 or greater, or Window 2000
- IIS 4.0 or PWS 4.0
- Microsoft Data Access Components 2.1 or greater
- Scripting Host Engine 5.1 or greater

DMS Web Client Requirements

Software

- MSIE 3.0 or greater, or Netscape 2.0 or greater (MSIE is highly recommended).
- Kodak Imaging 2.0 (Standard or Professional) or any other browser TIF viewer (like QuickView, Pegasus, etc.).
- Internet/Intranet connection

Aquarius DMS Web Installation

DMS Web Installation Procedure

1. Install IIS 3.x or greater. If you installed IIS 4.x go to step 3.
2. Install Active Server Pages 2.x or greater.

3. Install Microsoft Data Access Components 2.1 or greater. This setup is usually found on your Aquarius CD, under \Service Packs\ODBC\mdac_typ.exe

4. Install Scripting Host Engine 5.1 or great. This setup is usually found on your Aquarius CD, under \Service Packs\Scripting\ste51en.exe

5. Create the img folder under \InetPub\wwwroot.

6. Copy the DMS Web file in the img folder.

7. Share this folder for Web use as img. Set the web share permissions to Read Only, Execute Scripts, and disable the Browse Directory option.

8. Share for Web use the folders where the document images are stored.

9. Configure the globalconsts.inc file according to your DMS setup values.

Configuring the Globalconsts.inc File

The Globalconsts.inc file is where the DMS Web holds all the configuration information. The most important variables you must configure here are:

*   **ServerName:** The name of server in which the DMS Web application exists.

*   **LocalPaths:** The path where document images are stored; several paths can be configured, each one separeted by a semicolon.

*   **SharedPaths:** The web share names of the folders defined in the Local Paths variable.

*   **UseAquariusERM:** True if Aquarius ERM reports will also be queried.

*   **AllowScanningBatches:** True if web users need access to the Scanning Batches.

*   **AllowUpdateDocuments:** True if web users will be allowed to add pages to a document.

*   **DaysToKeepOnDisk:** Number of days to keep the documents in the hard disk after being indexed through the web.

*   **AQUARIUSApplicationPath:** Home directory for Aquarius DMS.

*   **UploadPath:** The path in the server where the users will upload the files to.

*   **ODBCDriverName:** The ODBC driver for the database engine you are using.

Working with Aquarius DMS Web

## Aquarius Web Imaging System

The home page for the DMS Web is the **"System Login"** page, where you have to specify your Aquarius Login Name and password.
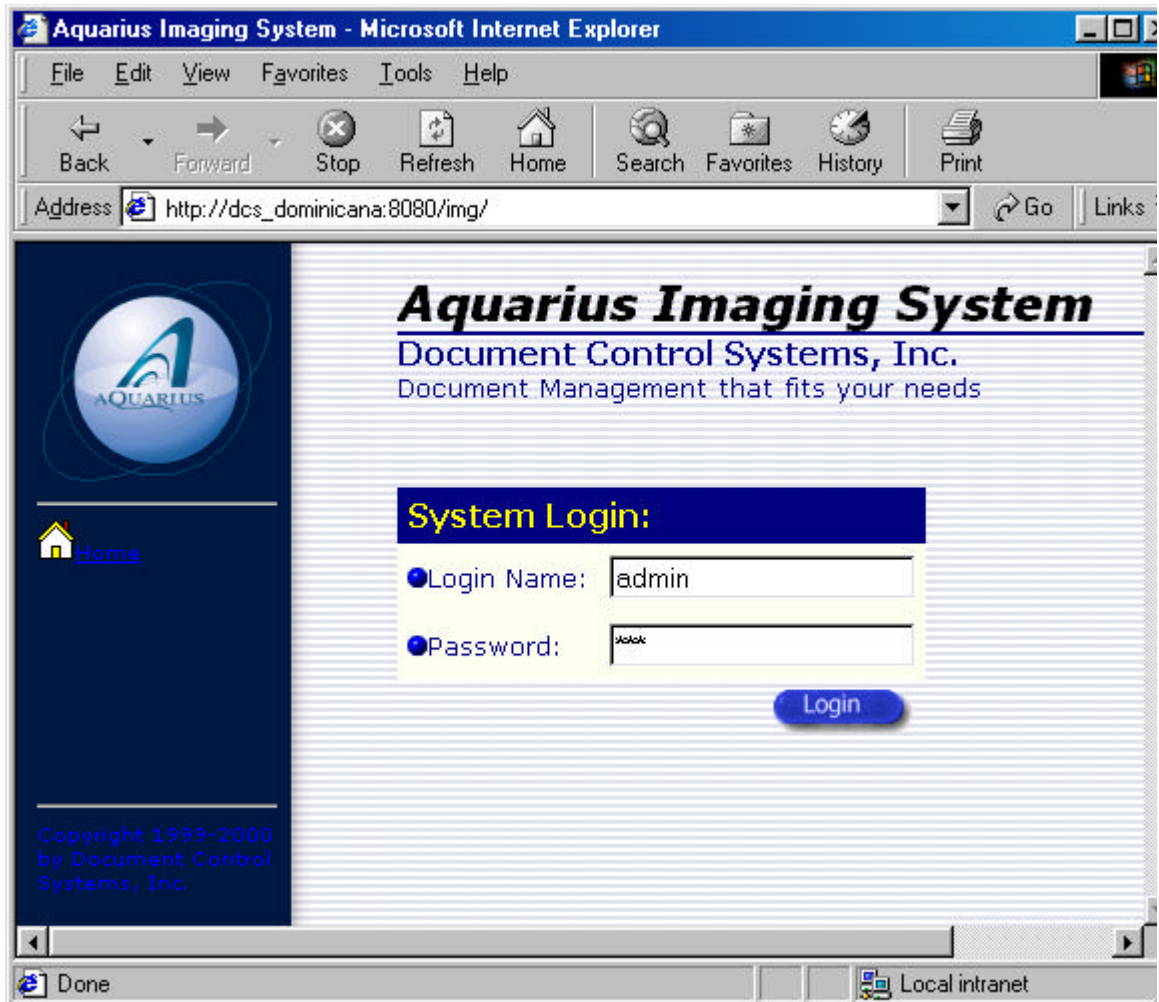
After the system validates the information, the next page will allow you to select any application you have access to. To select an application, just click on the application name; this will take you to the next step, selecting the document type.
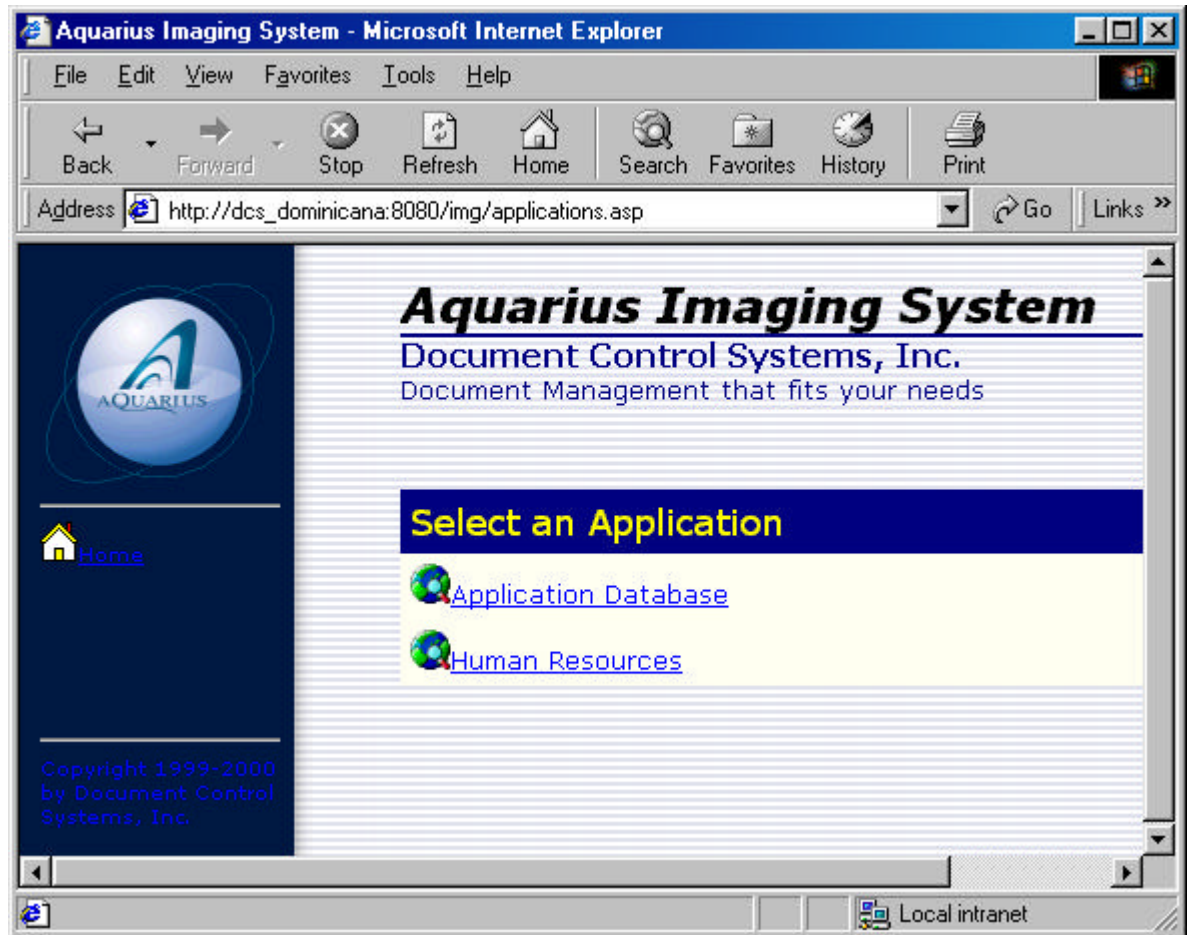
Click on the desired document type; in the next page you will be able to query the existing data.
(See Query Document Type.)
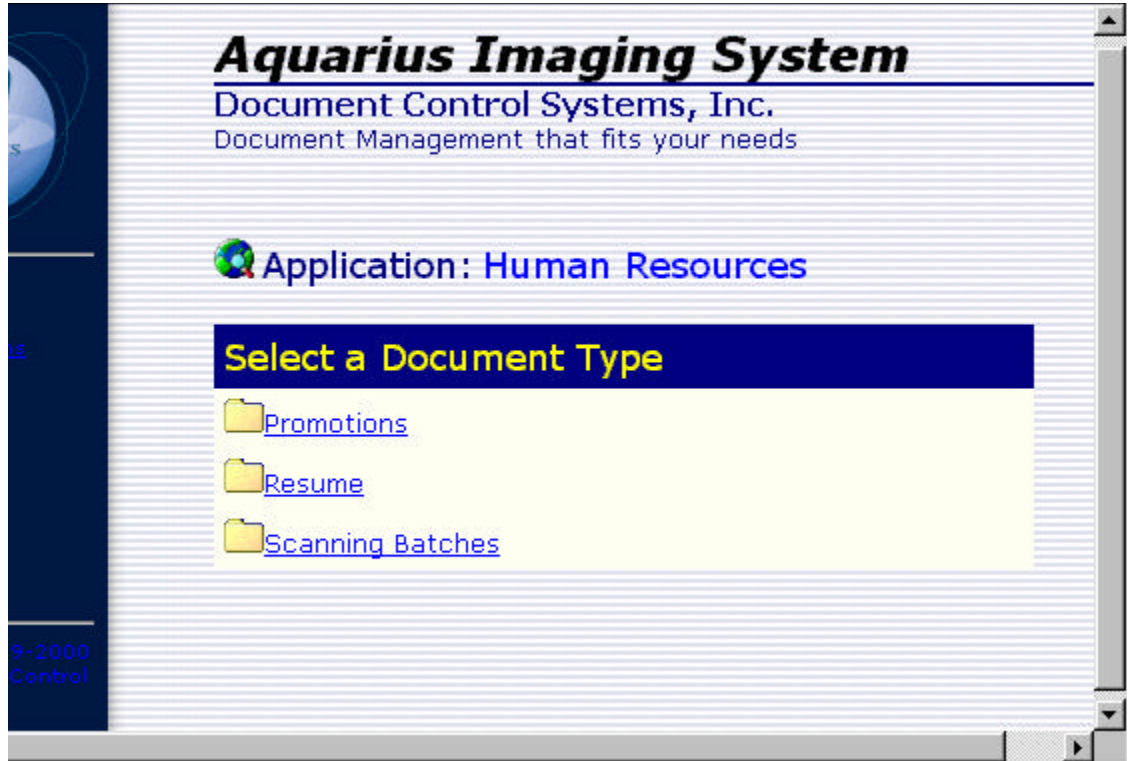
If the Globalconsts.inc file is properly configured, in this page will also appear a link to the Scanning Batches for the application.

The Query Document Type

After the document type selection, the Query Document Type page is presented. Here is where the query values are specified.
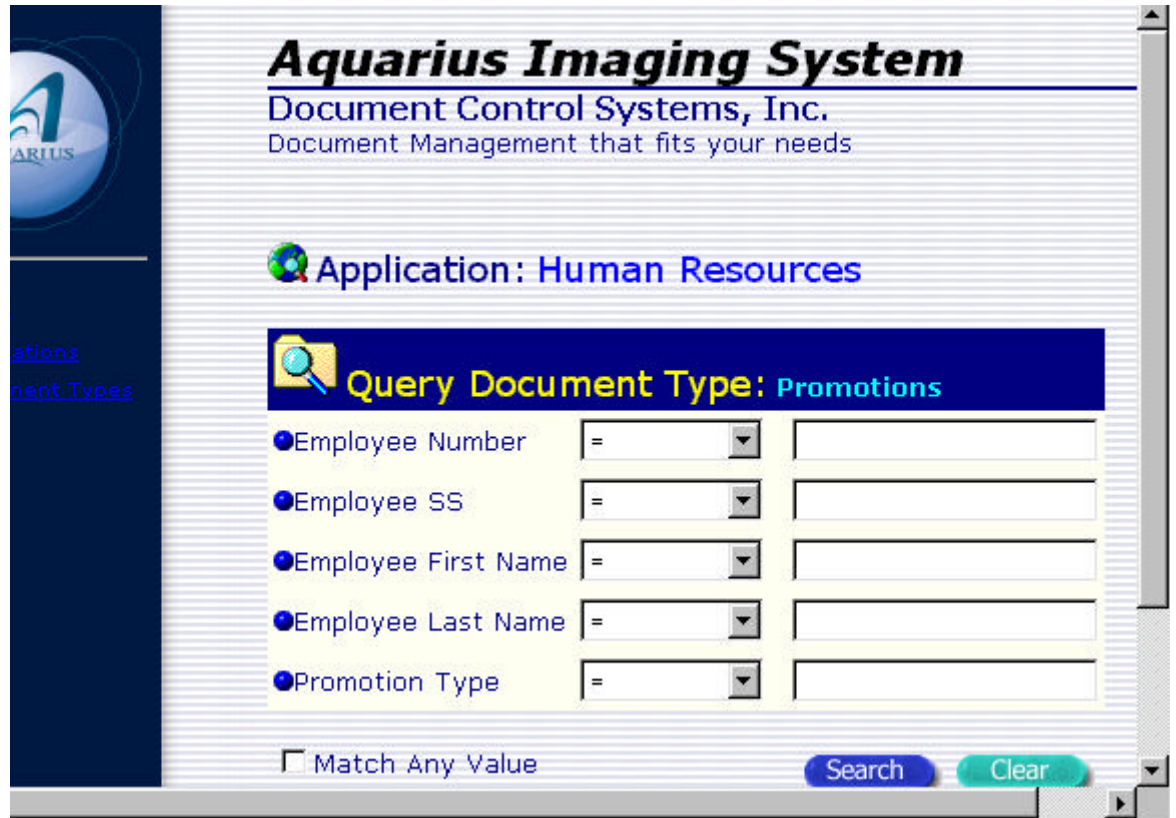
This view of the screen will vary depending of the fields defined for you document type. In this case, the "Query Document Type" is made of:
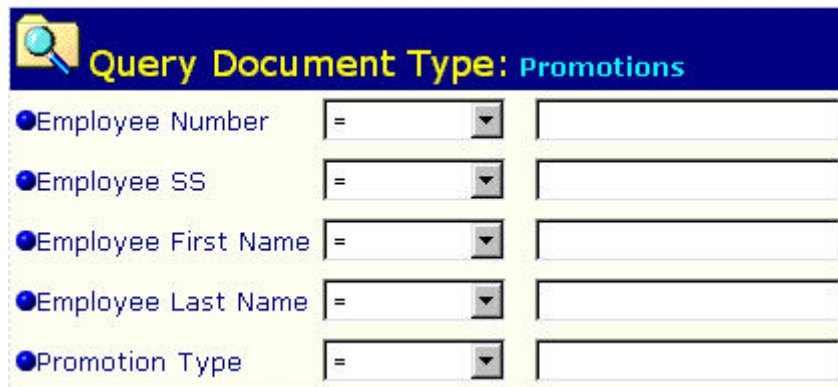
The fields are filled out depending of the type of query. Not all of the fields have to be filled out for the query to take place, just one field is enough to proceed.

Next to the name of the field, select the type of the relation between the field and the search value. The types of relations are:

```
=
>
<
>=
<=
not =
begins with
ends with
like
```
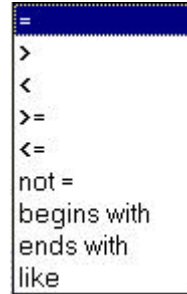
Depending on the relation you choose, the query results will change.

Equal (=): Finds the document(s) which index information matches exactly the typed value.

●Employee Last Name |= ▼ | Miller

Greater (>)/Smaller (<): Finds the document(s) which index information is greater than or smaller than the search value.

●Employee Number |> ▼ | 1000

Greater or Equal (>=): Finds the document(s) which index information is higher or the same as the search value. In the example bellow, the query will return all of the documents where the Employee SS is higher or the same as 079.

●Employee Number |>= ▼ | 1000

Begins With: Finds the document(s) which index information starts with the search value. In the example bellow, the result will be all of the documents where the Employee First Name begins with John.

●Employee First Name |begins with ▼ | John

Ends With: Finds the document(s) which index information ends with the search value. In the example bellow, the results will be all of the documents where the Employee Last Name ends with Miller.

●Employee Last Name |ends with ▼ | Miller

Not =: Finds the document(s) which index information is not the same as the value in the search box.

●Promotion Type |not = ▼ | Auxiliar 102

Like: Finds the document(s) which index information is LIKE or has a resemblance to the value in the search box.

> Note: Perform a character search within string; the wildcard character is %. For example %Laura%Marie%.

After all of the values of the Query are established, press the **"Search"** button to initiate the search. If you want to clean the search boxes and start all over, press the **"Clear"** button.

The **"Match any value"** option is selected when multiple values are entered, and you wish to retrieve the documents which index information matches any of the specified values.

After pressing the **"Search"** button, the results are presented on the next page.

When you select a document from the list, another page opens where the characteristics to that document and pages are shown.

The index information for the selected document can be modified and saved by pressing the **"Save"** button shown at the end of the page.

To view a pages, just click on the page and it will be presented on the right side of the browser.
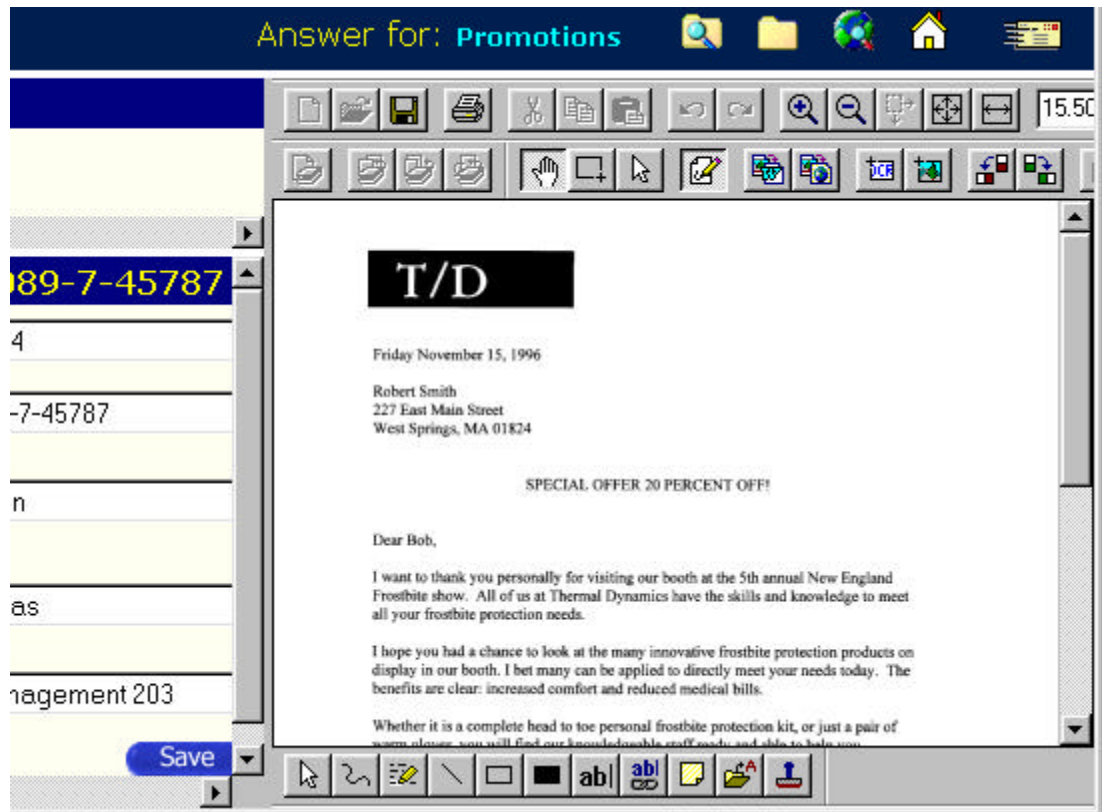
Additional Options

Other options may become available as you browse through different pages, and depending on your DMS Web configuration.

Query Answer: Return to the "Query" section.

Document Types: Return to the "Select Document Types" section.

Applications: Return to the "Select Application" section.

Home: Return to the "System Login Page" section.

Send Document: Send document by email. When this option is activated a page is presented where we can specify the email address, then we press the **"Next"** button and another

page is shown where we can add a note of the document. To send, just click the **"Send"** button or if you decide to correct something press the **"Back"** button.

Update Document: Updates the document after having made annotations to it.
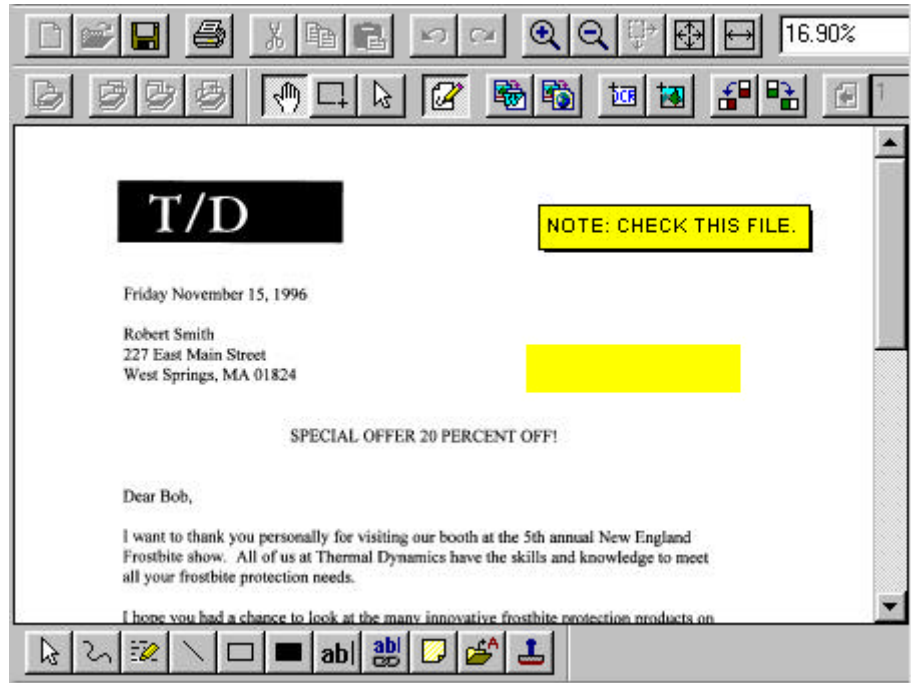
For example, attach a note on the document, then press the "Update Document" button. After saving the modified image file in your computer or anywhere on the network, follow these instruction:

1. Select modified image file you just saved.

2. On the next text box, type a name for the page. This name will be the one displayed on Aquarius DMS and DMS Web.

3. Choose one of this options:

    -   **Append the page at the end of document.**

    -   **Insert page as.**

    -   **Replace the page.**

    -   **Delete the page.**

4. Click on the **"Update"** button, then a message will inform you that the page was uploaded into the Page Viewer.
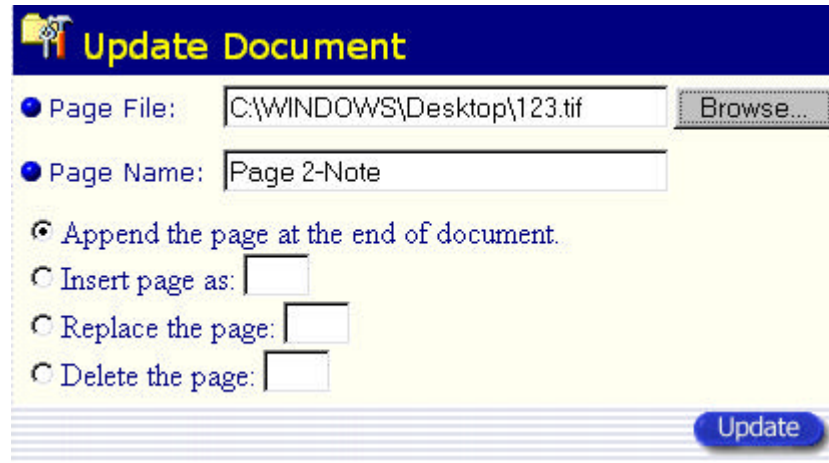
The Imaging Options

"Zoom Out or Zoom In": This options can also be performed selecting a rectangle in the page image or using the gray plus or minus keys.

"Fit to window": Fits the image to the window size of the viewer.

"Fit to width": Fits the document or page according to the window's width.

"OCR Convert": Applies OCR process to a page from OCR to text or URL.

"OCR Draw": Applies OCR process to a page, especially for the insertion of OCR text or picture region.

"Rotate": Rotates the page in any direction.

"Annotation Tools": When this button is pressed a toolbar appears with the following options:

> **"Select Annotation and Zones":** Selects a section of the document and immediately zoom it.

> **"Freehand Annotation":** For adding personal or by hand annotations.

> **"Highlighter":** Makes a section of the page stand out, the highlighter works like a marker.

> **"Draw Line":** Adds lines to the document.

> **"Rectangle":** Inserts a rectangle into the document.

> **"Filled Rectangle":** Posts a filled rectangle to a page.

"Text": Inserts text boxes in the document.

"Hyperlink": Adds a link to an Internet address from anywhere in the document.

"Attach a Notes": This option attaches a is for the introduction of remarks or information in the page in form of a sticky note.

"Stamp": Stamps text or images selected to the document.

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