

# halFILE Capture Server

## Addendum to halFILE for Windows? Document Storage & Retrieval

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## halFILE Capture Server 2.1: Description of Application

halFILE Capture Server is a add-on utility to halFILE. This document describes the utility for halFILE versions 2.1 or later. If you are on a prior release, you should reference the halFILE Capture Server documentation for that release. halFILE Capture Server is used to perform the following functions:

1. Monitor folders on a network and automatically file image documents into a halFILE basket. Multiple folders can be set up with each folder referencing a particular halFILE database and basket.
2. Monitor folders on a network and automatically post index information into a halFILE database.

halFILE Capture Server is typically used to automatically file documents captured by the following:

1. External scan or capture applications on the same network. You could scan a multi-page TIFF document with a different scan application, save the document to the appropriate folder and Capture server will place the images into a Basket.
2. E-mailed documents. If a multi-page TIFF image was attached to an e-mail message, the attachment could be saved to the appropriate folder and Capture server will place the images into a Basket.
3. Ftp scanning applications. FTP or Internet scan/capture applications can ftp multi-page TIFF images to the folder and Capture server will place the images into a Basket.
4. An Exchange Server dumps into a folder, e-mail forms containing information that needs to be imported into a halFILE database. Capture server processes the forms and posts the data.

An example Capture server application is:

1. Remote users use ftp scanner to scan documents to a host server.
2. Ftpfile32 splits the TIFF image into single page TIFF images. These images are placed into the appropriate basket folder.
3. An index operator indexes the documents.
4. The operator archives the documents or, overnight, Auto Archive archives the images.

## Program Features/Limitations

Capture server expects documents that are placed into the folder to be of the same type of file (i.e. multi-page TIFF images or text files or associated documents).

## halFILE Capture Server Setup

Select a computer to install Capture server on. Capture server (ftpfile32.exe) can be configured to run as a constant process or to run one pass through the configured databases. It can also run as a service on an NT Server. If you run it as a constant process, the computer selected should be a low-use user machine. If you run it as an NT Service, it can be placed on any server.

From the Capture server installation disk or folder, run Setup.exe to install Capture server. Select the halFILE program directory for the target folder.

After the application is has been installed, you need to set up Ftpfile32.ini to tell the application where images that need to be filed will be placed. Ftpfile32.ini is placed in the halFILE program folder. The following describes the Ftpfile32.ini options. The parts in curly brackets are documentation only and are not part of the INI file.

[FtpFile32]	{ The main section for Capture server }
db1=GATHFWPR	{ the database sections that Capture server should check. You
db2=HALHFWBD	can have up to 99 sections db1, db2... db99 sections. Each section referenced should
	have a corresponding section as you see below on this example. The section name must
	be a valid halFILE database name – the first 3 characters is a valid application id,
	characters 4-6 = 'HFW' and characters 7-8 is a valid database id)
db3=ATIHFWR_post	(you can use a suffix on the database name. This is useful for setting up a second
	procedure for the same database)
db4=ATIHFWR_text	(You can use the Basket name as the suffix and then set up halFILE to run ftpfile32.exe
	whenever someone goes into Index the basket. In this example the basket name is Ftp)
db5=ATIHFWR_assoc	

IntervalWait=60 {number of seconds to wait after each cycle through all the sections}  
 FieldTop=100 {Capture server program screen position – top}  
 FieldLeft=100 {Capture server program screen position – left}  
 FieldWidth=5500 {Capture server program screen position – width}  
 FieldHeight=100 {Capture server program screen position – height}  
 OnePass=FALSE (set to TRUE to make the program perform only one pass through the list of databases)  
 StopService=FALSE (set to TRUE to stop the NT Service)

[GATHFWPR] {the first database section}  
 ImageFolder=c:\gathfwpr\ {the folder where images will be placed}  
 TargetBasket=Import {the basket into which the images will be split. This must be a valid basket for the designated database}  
 NoIndex=TRUE {Always TRUE for Ftpfile32.exe}

[HALHFWBD] {a second database section}  
 ImageFolder=c:\halhfwbd\ {the image folder}  
 TargetBasket=Memos {the target basket}  
 DisableDatabase=FALSE {DisableDatabase is set to 'TRUE' if you wish to have this database ignored by the Ftpfile32.exe process}  
 NoIndex=TRUE  
 NoBasket=TRUE (set to TRUE if you want the images to be split and placed into a folder as designated by the NoBasketFolder parameter. Set to FALSE to import into the TargetBasket)  
 NoBasketFolder=c:\halhfwbd\import\ (if NoBasket=TRUE then this parameter must be set to designate the basket to place the images into. The user must import the images into a halFILE basket manually.)

[ATIHFWTR\_post] (this section is an example of running an external program. In this case it runs HFPOST.EXE which can process a text file of index values and post them to the database)  
 UploadFolder=\\halfile\weborder\ (the location of the text files to process)  
 UploadFileMask=\*.txt (the mask used to determine the text files to process)  
 PostProgram=\\halfile\hfpost.exe %appl%;%doctype%;%filename% (the %appl% is replaced by the application, the %doctype% is replaced by the document type, the %filename% is replaced by the file name being processed)  
 DisableDatabase=FALSE  
 DeleteSourceDoc=TRUE (set to TRUE to delete the text file after it is processed)  
 MoveSourceDoc=\\web1\data\weborder\%date%\ (set to TRUE to move the text file to another location after it is processed. %date% is replaced by the current date in yyymmdd format)

[ATIHFWTR\_Ftp] {a database section that refers to a basket as well}  
 ImageFolder=c:\atihfwtr\ftp\ {the image folder}  
 TargetBasket=Ftp {the target database}  
 DisableDatabase=FALSE {DisableDatabase is set to 'TRUE' if you wish to have this database ignored by the Ftpfile32.exe process}  
 NoIndex=TRUE  
 NoBasket=FALSE (set to TRUE if you want the images to be split and placed into a folder as designated by the NoBasketFolder parameter. Set to FALSE to import into the TargetBasket)

[GATHFWPR] {the first database section}  
 ImageFolder=c:\gathfwpr\ {the folder where images will be placed}  
 TargetBasket=Import {the basket into which the images will be split. This must be a valid basket for the designated database}  
 NoIndex=TRUE {Always TRUE for Ftpfile32.exe}

[ATIHFWTR\_text] {a 4th database section}  
 ImageFolder=c:\atihfwtr\_text\ {the folder where text files are placed}  
 TargetBasket=Text {the target basket}  
 DisableDatabase=FALSE  
 NoIndex=TRUE  
 NoBasket=FALSE  
 ProcessAsText=TRUE (indicates that source documents are to be treated as text files)  
 BasketState=0 {set basket status to scan-complete}

[ATIHFWR_assoc]	{ a 5th database section }
ImageFolder=c:\atihfwr_assoc\	{ the folder where associate docs are placed }
TargetBasket=Assoc	{ the target basket }
DisableDatabase=FALSE	
NoIndex=TRUE	
NoBasket=FALSE	
ProcessAsAssoc=TRUE	(indicates that source documents are to be treated as associated files)
BasketState=0	{ set basket status to scan-complete }

## Starting and Stopping halFILE Capture Server

### Standard Method

When the halFILE Capture Server is run as a program, you can start it by placing it into Windows Startup folder or by manually starting it. The program name is ftpfile32.exe.

To stop the halFILE Capture Server, press F10 twice. The next time the program cycles (based on the Interval Wait), it will unload.

### NT Service Method

When the halFILE Capture Server is run as an NT Service, you can install and start the services as follows:

1. Install the service by running <program folder>\ftpfile32.exe -install
2. Start the service from within NT's Control Panel | Services.

To stop the service, return to NT's Control Panel Services and stop the service.

To uninstall the service run <program folder>\ftpfile32.exe -uninstall

## Running Capture Server from halFILE

As noted above, you can set up halFILE to run ftpfile32.exe whenever a person goes in to index a selected basket. To do this you would first set up Ftpfile32.ini for the database and basket. Use a suffix as the basket name so, if the database was ATIHFWR and the basket was FTP, then set up a section named [ATIHFWR\_Ftp].

Then, to configure halFILE to run Ftpfile32.exe, you would place the following line in the database section in hfglobal.ini.

```
[ATIHFWR]
IndexLoadExecute=f:\halfile\ftpfile32.exe -RUNTAG=%Appl%HFw%DocType%_%Basket%
```

HalFILE will substitute %Appl% with the application id, %DocType% with the database id and %Basket% with the basket name. So, if the Application Id was ATI and the database id was TR and the Basket was FTP then it will run f:\halfile\ftpfile32.exe -RUNTAG=ATIHFWR\_FTP which would run that section of Ftpfile32.ini.

Typically this would be used instead of the Service Process described above. It would import any documents found in the Image Folder and then load the first document in the basket for indexing.

## Capture Server Command Line Switches

<b>Ftpfile32.exe -Install</b>	install halFILE Capture Server as an NT Service
<b>Ftpfile32.exe -NoService</b>	starts the halFILE Capture Service as a normal application (not a service)
<b>Ftpfile32.exe -Uninstall</b>	uninstalls halFILE Capture Server as an NT Service
<b>Ftpfile32.exe -RUNTAG=&lt;ftpfile32.ini section name&gt;</b>	runs the specified tag in Ftpfile32.ini
<b>Ftpfile32.exe</b>	no switches assumes it is running as an NT service

## Notes

1. halFILE Capture Server requires a 32-bit Data Source to the halFILE database.
2. If the halFILE Capture Server fails to connect to the database, the DisableDatabase tag in Ftpfile32.ini is set to TRUE. You must correct the ODBC Data Source so the database connection can be successfully made and edit the Ftpfile32.ini and set the DisableDatabase tag back to FALSE.
3. The OnePass tag does not affect halFILE Capture Server running as an NT Service.
4. Setting the StopService tag to TRUE is meant as an emergency way to stop the NT Service.