FOIAXpress

Scanned Document Service



FOIA Xpress v11.8.0 Scanned Document Service Manual

Notice of Rights

Copyright © 2024, OPEXUS, LLC d/b/a OPEXUS. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of the publisher: OPEXUS, LLC. For information on obtaining permission for reprints and excerpts, contact info@opexustech.com.

Additionally, all copyrights, confidential information, patents, design rights and all other intellectual property rights of whatsoever nature contained herein are, and shall remain, the sole and exclusive property of the publisher.

Notice of Liability

The information in this publication is believed to be accurate and reliable. However, the information is distributed by the publisher (OPEXUS, LLC.) on an "As Is" basis without warranty for its use, or for any infringements of patents or other rights of third parties resulting from its use.

While every precaution has been taken in the preparation of this publication, neither the author (or authors) nor the publisher will have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused, directly or indirectly, by the information contained in this publication or by the computer software and hardware products described in it.

Notice of Trademarks

The publisher's company name, company logo, company patents, and company proprietary products are trademarks or registered trademarks of the publisher: OPEXUS, LLC. All other trademarks or registered trademarks are the property of their respective owners.

Non-Disclosure Statement

This document's contents are confidential and proprietary to OPEXUS, LLC. This document cannot be released publicly or outside the purchasing agency without prior written permission from OPEXUS, LLC.

Images in this manual are used as examples and may contain data and versioning that may not be consistent with your version of the application or information in your environment.

Additional Notice

Information in this documentation is subject to change without notice and does not represent a commitment on the part of OPEXUS, LLC.

Notwithstanding any of the foregoing, if this document was produced as a Deliverable or other work for hire under a contract on behalf of a U.S. Government end user, the terms and conditions of that contract shall apply in the event of a conflict.

Contents

1	Intro	Introduction		
1.1 Scope		4		
1.2 Overview		Overview	4	
	1.3	Prerequisites	4	
	1.4	About This Manual	4	
2	Insta	allation	6	
3	Con	figuration	9	
4	Usin	g Scanned Document Service	11	
	4.1	Scanning to Document Management	11	
	4.2	Scanning to Request Correspondence Log	12	
	4.3	Transfer Data Sets to EDR Server	14	

1 Introduction

1.1 Scope

The FOIAXpress Scanned Document Service (SDS) Manual provides instructions for installing, configuring, and utilizing the SDS feature for FOIAXpress.

1.2 Overview

The FOIAXpress Scanned Document Service provides a link between your local scanner and the FOIAXpress application, allowing users to send attachments to requests, and to send datasets to the Electronic Document Review (EDR) server for ingestion. By utilizing a barcode system and linked folder directories, you can place scanned documents in a specific network location. This network location is periodically scanned, and any newly added files are duplicated in FOIAXpress. By reading the associated barcodes, FOIAXpress can automatically associate scanned documents with the Review Log of a specific Request Folder. This provides an easy solution for importing documents into FOIAXpress without the need for manually uploading and associating files.

1.3 Prerequisites

Microsoft .NET Framework 4.8 or later must be installed locally prior to installing and configuring the Scanned Document Service.

1.4 About This Manual

This manual includes the following topics:

- Installation: How to install the SDS on your local machine.
- **Configuration**: Configuring your SDS.
- Using the Scanned Document Service: Steps to use SDS to scan documents to Document Management (DM) and the Request Correspondence Log, and transferring data sets to the EDR server.

Additionally, the following formatting conventions are used in this manual to highlight important information:

• Italicized text indicates a location, for example a particular Folder, Tab, or Window.

Introduction

- **Bold** text indicates a specific user action, such as clicking a **button**.
- **Red** text and this symbol (!!) are used in *Notes* to **bring attention to crucial information**.

2 Installation

This section provides steps for installing the FOIAXpress Scanned Document Service to your local machine. The Scanned Document Service must be installed on each user's local computer. To install SDS:

- 1. Right click **SDS.exe** and select **Run as Administrator** to launch the installation wizard. From the *Welcome* screen, click **Next**.
- 2. The *License Agreement* screen appears. From this screen, select (A) I accept the license agreement, then click (B) Next.



3. The User Information screen appears as shown below. Enter the (A) User Name and (B) Organization in the respective fields and click (C) Next.

Installation

FOIAXpress SDS Service Setup —		×
User Information		
Enter the following information to personalize your installation.	<	9
Full Name: A Windows User		
Organization: BAINS		
The settings for this application can be installed for the current user or for all users share this computer. You must have administrator rights to install the settings for a Install this application for:	that Ill users.	
Wise Installation Wizard (R)	Cano	cel

 On the Destination Folder screen, the default drive for FOIAXpress SDS is set as C:\Program Files (x86)\FOIAXpress SDS Service\. If you would like to select a different directory, click (A) Browse to locate and select another directory. After the Destination Folder is set, click (B) Next to install the files to the selected directory.

FOIAXpress SDS Service Setup	—		Х
Destination Folder			
Select a folder where the application will be installed.		<	3
The Wise Installation Wizard will install the files for FOIAXpress SDS Servic folder.	ce in the	following	
To install into a different folder, click the Browse button, and select another You can choose not to install FOIAXpress SDS Service by clicking Cancel Installation Wizard.	folder. to exit th	e Wise	
Destination Folder	- (A		
C:\Program Files (x86)\FOIAXpress SDS Service\	Brow	se	
Wise Installation Wizard (R) 		Canc	əl

5. The Ready to Install the Application screen appears. Click **Next** to start the installation.

Installation

FOIAXpress SDS Service Setup	_		×
Ready to Install the Application			
Click Next to begin installation.		<	3
Click the Back button to reenter the installation information or click Cancel t wizard.	o exit the		
Wise Installation Wizard (R)	_		
< Back	>_	Canc	el

- 6. Please wait while installation is in progress. Interrupting this process may cause the installation to fail.
- 7. When the installation is done, the *Successful Installation* screen appears. Click **Finish** to complete the installation. The Installer pop-up window closes, and the installation process is complete.

3 Configuration

This section provides details on configuring the FOIAXpress SDS to automatically upload scanned documents from a local scanner to your FOIAXpress application.

- 1. To configure FOIAXpress SDS, click **Windows Search** then type **FOIAXpress SDS** in the universal search bar. The *Configuration* option appears.
- 2. Right-click **Configuration** and select **Run as administrator**. After running the **Configuration** as an administrator, the *SDS Configuration* screen appears as shown below with three primary sections: *Scanned Paths*, *Authentication*, and *Schedule*. Each is outlined in the following steps.

Scanned Paths	
Scanned Path 1:	
Scanned Path 2:	
Scanned Path 3:	
EDR Folder Path:	C:\Users\amekala\Desktop\sds test
Note: Create fol	lder inside this folder and copy files to that folder.
Authentication Type:	Forms
Authentication Type: Note: Authentication 1	Forms
Authentication Type: Note: Authentication 1 User Name:	Forms
Authentication Type: Note: Authentication 1 User Name: Password:	Forms type should match with application authentication mode. admin Application User Login
Authentication Type: Note: Authentication 1 User Name: Password: Schedule	Forms
Authentication Type: Note: Authentication 1 User Name: Password: Schedule Run every	Forms type should match with application authentication mode. admin Application User Login x 2 minutes

3. Scanned Paths: You must configure at least one scanned path. Scanned documents, along with FOIAXpress Request/Document management barcodes, are placed in this configured location. The FOIAXpress SDS service first picks up each document and uploads it to the FOIAXpress document cache, then initiates a *Process Scanned Documents* job in FOIAXpress. After the scanned document is uploaded to FOIAXpress, it is automatically deleted from the corresponding scanned path. The *Process Scanned Documents* job splits the document pages from the barcode page, identifies the barcode details, and uploads the

remaining pages (not including the barcode page) to FOIAXpress. An email notification for this job is sent to the Administrator configured to receive notifications.

(!!) Note: The path configured within the Scanned Path fields must be either a local or shared location. Shared locations require sufficient permissions to allow access to the machine, as well as disk space for saving files, remote or network location.

- 4. *EDR Folder Path*: You must first create the folder on your local computer at the same location as the SDS Scan Location pathways, or alternatively, within the *Browse for Folder* pop-up window, navigate to the desired location and click **Make New Folder**.
- (!!) Note: A barcode is not required to upload documents to the EDR Server.
- 5. Authentication: These fields allow you to configure the SDS authentication settings. Properly configured, this integrates with your FOIAXpress application using the chosen method.
 - a. FOIAXpress URL: The URL used to access your FOIAXpress Application (example: <u>https://ains-dev/FOIAXpress</u>).
 - b. Authentication Type: Authentication type to be employed. Note that this type should match the preferred Authentication Mode of the FOIAXpress application.
 - c. User Name: Your FOIAXpress Administrator User Name.
 - d. Password: Your FOIAXpress Administrator Password.

(!!) Note: The SDS Service does not integrate with Single Sign On (SSO). The Authentication Type must be Forms or Windows.

- 6. *Schedule*: Determine how often, in minutes, the *Process Scanned Documents* job should occur.
- 7. When the fields are configured as needed, you can click to **Test** the configuration, or select **Configure** to save the selected configuration settings.
- (!!) Notes:
- After making changes to the configuration, you must restart the SDS service for the changes to take effect in the system. You can restart the SDS service using Command Prompt and entering "Services.msc". Command Prompt returns FOIAXpress.SDS Service. You can restart the service from this step.
- Administrators can view the status of the Process Scanned Documents job in the Jobs list, as well as within the My Jobs list in the FX Dashboard.

4 Using Scanned Document Service

You can use SDS (along with the EDR module) to simplify the process of uploading large data sets to FOIAXpress. The SDS allows for scanning and adding documents in three ways, and each method is described in the following sections:

- Scan and upload files to Document Management
- Scan and upload files to the Correspondence Log of a Request
- Transfer data sets to the EDR file server

4.1 Scanning to Document Management

To use the SDS to add files to DM, you will first acquire a barcode from the folder where you would like the scanned documents uploaded. This can be done through *Document Management*, and each Document Management folder/section and Request has a unique barcode that can be scanned along with the document set (barcode first, followed by the documents for scanning). Using the barcode reference, the SDS automatically uploads the scanned files to the DM folder/section associated with that barcode.

(!!) Note: Documents cannot be added to folders that already contain sections.

Follow the steps below to automatically scan documents to a specific Document Management folder/section using SDS. These steps assume creating a new folder/section in DM to capture scans; however, documents can also be scanned to an existing folder/section.

The steps below detail the process for scanning documents into document management:

1. In FOIAXpress, click **Document Management > Create New Folder**.

(!!) Note: To open an existing folder (that does not contain pages) skip to step 5 below.

2. Enter a (A) Folder Name and click (B) Create Folder.



(!!) Note: Optionally, you can also enter information/change a drop-down menu selection for any other available field.

- 3. A verification message displays. Click **OK**.
- 4. Select the checkbox next to the folder you created, and then click **Open Folders**. The newly created folder will open in *Document Management*.
- 5. From the left-hand navigation in *Document Management*, right-click the **(A) folder level**, and then click **(B) Print Barcode**.

(!!) Note: Optionally, you can also print a barcode from a section to upload documents to a specific section within the folder.

Document				
	Create Section			
	Add Pages Scan Pages			
	Add Folder to			
	Delete Folder			
	ADR Review Notes Log Document History Report			
B	Print Barcode			
	Refresh			
	Move			
	Сору			

- 6. Select a printer and click **Print**.
- 7. Attach the printed barcode to the front of the documents you want to scan, and then scan the documents using your scanning application.

(!!) Note: Documents must be scanned in PDF format or TIFF format.

- 8. Save the documents to one of the *Scanned Paths* configured for SDS.
- 9. The documents initially display in the selected *Scanned Path* before being transferred to the folder associated with the scanned barcode.

(!!) Notes:

- The SDS Service will not transfer the documents if they are open.
- This process may take several minutes depending on the size of the scanned documents.

4.2 Scanning to Request Correspondence Log

To use the SDS to add files to a Request Correspondence Log, you will first acquire a barcode from the Request where the scanned documents should be uploaded. Each Request has a unique barcode that can be scanned along with the document set (barcode first, followed by



the documents for scanning). Using the barcode reference, the SDS automatically uploads the scanned files to the Request Correspondence Log associated with that barcode.

Follow the steps below to automatically scan documents to a Request Correspondence Log using SDS.

- 1. In FOIAXpress, open the Request where you want to add scanned documents.
- 2. Click (A) More Actions > (B) Print Barcode Page:



3. The *Barcode Details* window displays. Select or enter a **Subject** and modify any other fields as needed.

(!!) Note: To upload documents as an Expedite Description, Fee Waiver Description, or Request Description, select the corresponding options from the Attachment Type dropdown menu.

Barcode - 24-FOI-00001					
Barcode Details					^
Request#:	24-FOI-00001				
Request Type:	FOIA				
Attachment Type*:	Other	-]		
Subject*:		•			
Received Mode*:	Other	-			
User:	Admin, Admin				
Created Date:	10/13/2023				
			Print Barcode	Close	
ki-k- * #-1d d-k					•

- 4. When complete, click **Print Barcode**.
- 5. Select a printer and click **Print**.
- 6. Attach the printed barcode to the front of the documents you want to scan, and then scan the documents using your scanning application.
- (!!) Note: Documents must be scanned in PDF or TIFF format.
- 7. Save the documents to one of the *Scanned Paths* configured for SDS.
- 8. The documents initially display in the selected *Scanned Path* before being transferred to the folder associated with the scanned barcode.

(!!) Notes:

- The SDS Service will not transfer the documents if they are open.
- You can check the progress of the job by logging into FOIAXpress and checking the My Jobs queue.



4.3 Transfer Data Sets to EDR Server

SDS allows you to transfer scanned data sets to your EDR file server.

(!!) Note: EDR can only be accessed by organizations that have purchased EDR licenses, and the license has been assigned to a user.

Follow the steps below to create a location for a data source to transfer the data sets to the EDR File Server:

1. Navigate to the EDR File Path configured for SDS (see the Configuration section for details):



- 2. In the toolbar, click **New Folder**.
- 3. Rename the folder to include the Request Number.

(!!) Notes:

- The EDR File Path must be local to your computer and cannot be a network location.
- If you are making an addition to a previous data set, add it as a new folder with a unique name. Reusing folder names creates issues with data quality and retention.
- Do not use ZIP folders when creating the data source location, ZIP folders will not transfer to the EDR server.
- 4. Copy the data source or files and paste them in the newly created folder.
- 5. Next, the application locates the folder during its next configured sync timeframe. After the application picks up the folder it is removed from the EDR File Path location and placed in the EDR File Server.
- 6. Return to the application and open the request.
- 7. Navigate to the *Electronic Document Review (EDR)* tab and click the **EDR File Server** button to retrieve the folder containing your data source.

o 1 of 2: Select Data Source, Indexing, and Clustering Options Step 2 of 2: Upload and Process Document			
Step 1 of 2: Select Data Source, Indexing, and Cluster	ring Options		
Data Source			
EDR Database : EDRDB1			
Locate Data Source : From Local Disk/Networ	rk From EDR File Serve	er Clear Data Source	
Data Source Path :			
Note: Please upload files larger than 10 GB directly to	the EDR server.		

8. The *Browse Folder* pop-up window appears. Expand the folder tree until you locate the desired folder path, then select it.

Using Scanned Document Service

l	Brows	e Folder - FOIAXpress
	Select	Close
	Select	Path
	Folder	Name : Filter
	C	\\Qa-fx-win2022\edr\Data