



# Kofax Capture Batch Removal and Export Utility

(For use with Kofax Capture Batches)

*Kofax Capture Utility ReadMe*

<b>Date</b>	November 22, 2011
<b>Applies To</b>	Kofax Capture 8.x Kofax Capture 9.x Kofax Capture 10.x Kofax Capture Batch Removal and Export Utility 10.0.1
<b>Summary</b>	This utility removes Batches from a Kofax Capture 8.x, 9.x, or 10.x system and, if required, exports selected Batches to be imported later by the XML Import Connector.
<b>Version</b>	1.8



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selecting an arbitrator and in scheduling the arbitration proceedings. Arbitration proceedings will be conducted by one arbitrator in the English language, applying the substantive state and federal laws of and for California, excluding its laws pertaining to "conflict of law". We specifically agree that that body of law known as the United Nations Convention on the International Sale of Goods shall not apply to this Agreement. The site of any proceedings shall be Orange County, California. The provisions of this section and any resulting award may be enforced by any court of competent jurisdiction. The prevailing party in any arbitration shall be entitled to an award of all costs, fees and reasonable expenses, including attorneys' fees, incurred as a result of the arbitration or any action to enforce the arbitration award. Punitive damages may not be awarded in connection with any arbitration proceeding arising out of or relating to this Agreement.

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## Overview

This document is comprised of the following sections related to the Kofax Capture Batch Removal and Export Utility.

- [Kofax Capture Batch Removal and Export Utility Summary](#)
- [Minimum Requirements](#)
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- [Known Issues](#)
- [Installing the Kofax Capture Batch Removal and Export Utility](#)
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- [Find and Select](#)
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- [Changes in the Kofax Capture Batch Removal and Export Utility Releases](#)

### ***Kofax Capture Batch Removal and Export Utility Summary***

The Kofax Capture Batch Removal and Export Utility performs the following functions for the Kofax Capture 8.x, 9.x, or 10.x product releases.

- Deletes the Batches in a controlled manner.
- Includes the capability to back up Batch databases and images to a specified folder.
- Includes the ability to generate XML files which can be imported later as new Batches using the Kofax Capture XML Import Connector.

These XML files contain all of the Index, Table, Document and Folder information necessary for the XML Import Connector to create duplicates of the original Batches.

- Eliminates usage of .ENC files generated by Support for Batch removal.
  - Allows immediate selection of Batches via the User Interface.
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### ***Minimum Requirements***

The Kofax Capture Batch Removal and Export Utility is designed to function on any Kofax Capture 8.x, 9.x, or 10.x Server, Workstation or Standalone installation. As such, it requires a supported Kofax Capture 8.x, 9.x, or 10.x environment to run. For further details on supported Kofax Capture 8.x, 9.x, or 10.x environments, please refer to the Kofax Cross Product Compatibility Matrix located on the Kofax Support Web site.

- [Kofax Cross Product Compatibility Matrix.pdf](#)
  - [Kofax Cross Product Compatibility Matrix.xls](#)
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### ***Windows Vista/Windows 7/Windows Server 2008 Compatibility***

When run under Windows Vista, Windows 7 or Windows Server 2008, the Kofax Capture Batch Removal and Export Utility requires local Administrator (Elevated) permissions. This is done to prevent accidental loss of data from the Kofax Capture system.

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### ***Known Issues***

- If there is a large number of Batches in Kofax Capture, the Kofax Capture Batch Removal and Export Utility will take longer to initialize or refresh the list of Batches.
  - If a Batch is opened by a module on the same computer running the Kofax Capture Batch Removal and Export Utility, the utility will appear to hang until the Batch is closed.
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### ***Installing the Kofax Capture Batch Removal and Export Utility***

The Kofax Capture Batch Removal and Export Utility is provided as a Microsoft Windows Installer (MSI) file. Follow the instructions below to install the Kofax Capture Batch Removal and Export Utility.

1. Extract the **KC Batch Removal Setup.msi** file from **KC Batch Removal Setup.zip**, downloaded from the Kofax Support Web site's [Kofax Capture 8, 9, or 10 Downloads](#) Web page.
2. Double-click on the **KC Batch Removal Setup.msi** file to launch the installation.

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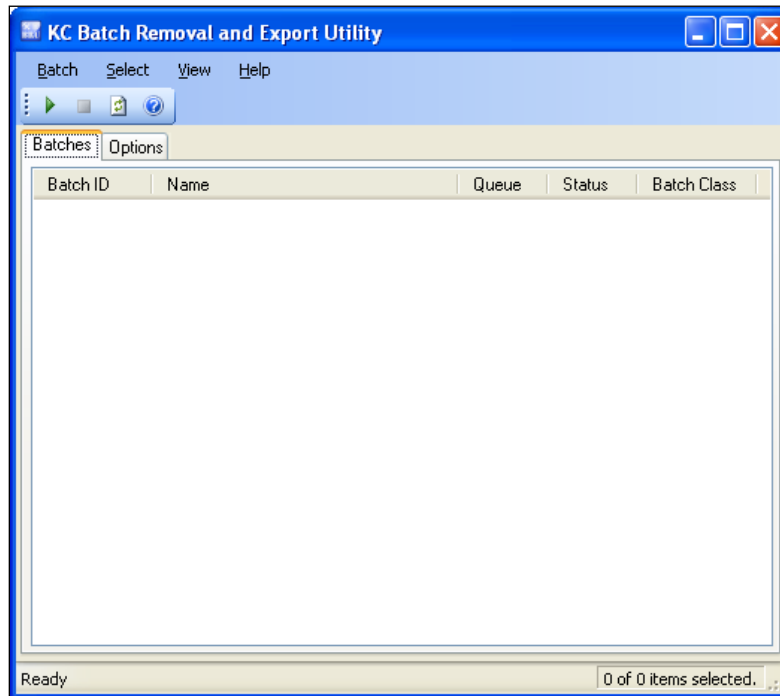
3. Follow the instructions in the Setup Wizard to install the Kofax Capture Batch Removal and Export Utility.

### **Using the Kofax Capture Batch Removal and Export Utility**

The Kofax Capture Batch Removal and Export Utility can be launched via the **KC Batch Removal and Export Utility** icon located on the Desktop or by clicking Start, Programs and selecting **KC Batch Removal and Export Utility**.

When launched, the KC Batch Removal and Export Utility will display the window below with the Batches tab selected.

**NOTE:** The information displayed in the Batch ID, Name, etc. fields, will be different than what is shown below.

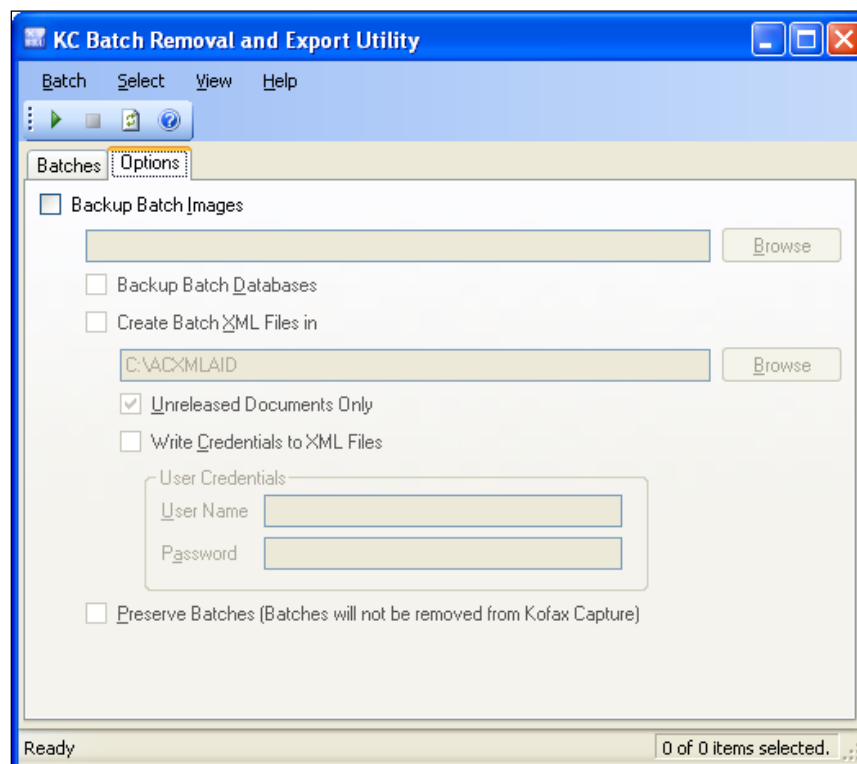


Batches are grouped by Queue, and can be selected individually by checking the box by each Batch.

In addition, the **Select** menu allows for selection of Batches by the Queue, Status or Batch Class of the currently highlighted Batch. This menu also allows the selection of All Batches, or None of the Batches.

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The **Options** tab allows the selection of options beyond the removal of Batches within the system:



The selections available on the Options tab provide for additional image handling as described below.

- Select the **Backup Batch Images** option to back up images and the Batch contents to a folder. By default, Batches are placed in the *My KC Backup* folder within *My Documents*. Click **Browse** to select a different folder.
- The **Backup Batch Databases** option backs up the Batch Database files, which contain all of the Index Field, Folder and other information related to the Batch.
- In the event that Batches will need to be re-created after removal, the **Create Batch XML Files** option will extract all of the Batch details into XML files in the selected folder, which by default is the *C:\ACXMLAID* folder. Click **Browse** to select a different folder.
- These files can be used with the XML Import Connector to create new Batches that mirror Batches removed from the system.
- The **Unreleased Documents Only** option excludes Documents that have been successfully released.
- Selecting **Write Credentials to XML Files** enables the addition of a Kofax Capture User Name and Password to be used by the XML Import Connector.
- By selecting **Preserve Batches**, Batches will be preserved within Kofax Capture, while still being exported as per the other options.

This allows for Batch information to be stored for backup and diagnostic purposes.

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To launch the Batch Removal/XML File Creation/Backup operation, Click on **Batch → Process**, or press **Ctrl+P**.

**WARNING:** If the **Backup Batch Images** and **Create Batch XML** Files options are not enabled, deleted Batches can NOT be recreated as they were, and Index Field and Folder information will be lost.

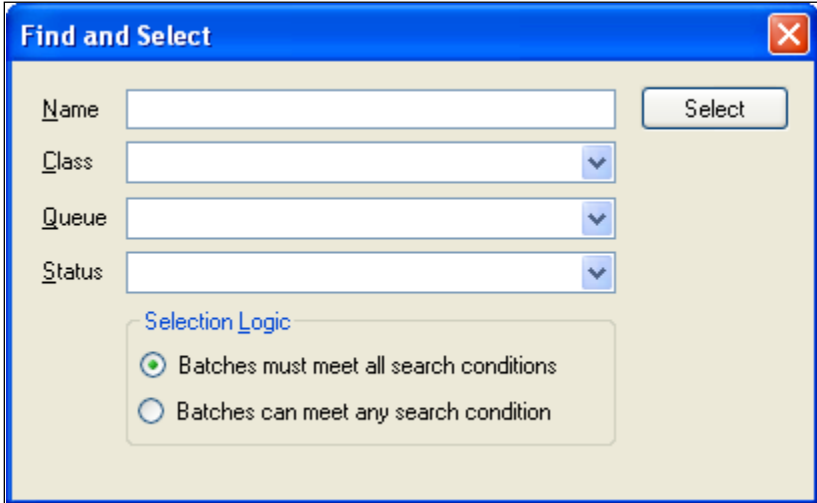
The Batch Removal/XML File Creation/Backup process can be cancelled at any time by pressing **Esc**.

## Find and Select

Starting with version 10.0.0, the Kofax Capture Batch Removal and Export Utility has the capability to search for and select Batches that meet specific criteria.

This capability can be useful in selecting a large number of Batches via specific criteria.

To access this option, from the Main Screen, select the **Select → Find and Select ...** menu option, or press **Ctrl+F**, and the floating Find and Select Dialog will be shown.



The following items can be searched:

<b>Name</b>	If entered, the utility selects Batches where the Batch Name contains the entered text.
<b>Class</b>	This allows the selection of Batches within the selected Batch Class.
<b>Queue</b>	This selection specifies the queue a Batch must belong to.
<b>Status</b>	This option allows for the selection of Batches within a given state.
<b>Selection Logic</b>	This option specifies whether Batches are selected based on meeting all criteria, or whether any criteria can be used.

### **Error and Activity Logging**

The Kofax Capture Batch Removal and Export Utility logs activity and exceptions in **KC Batch Removal and Export Utility.log** in the My Documents folder, as well as the Windows Event Log.

If advanced information is required for troubleshooting, it is possible to modify the **KC Batch Removal and Export Utility.exe.config** file in the Kofax Capture BIN folder to enable Verbose logging.

To do so, simply open the Configuration file in Notepad, comment out this line:

```
<add name="DefaultSwitch" value="Information" />
```

And uncomment this line:

```
<!-- <add name="DefaultSwitch" value="Verbose" /> -->
```

The result should be:

```
<!-- <add name="DefaultSwitch" value="Information" /> -->  
<add name="DefaultSwitch" value="Verbose" />
```

Then save the file.

This should **ONLY** be done if requested to do so by Kofax Capture support, since the resulting information is extensive and can lead to a large log file.

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### **Changes in the Kofax Capture Batch Removal and Export Utility Releases**

The changes located in each release of the Kofax Capture Batch Removal and Export Utility are listed below.

#### **Changes in version 10.0.1**

The following changes were included in the Kofax Capture Batch Removal and Export Utility v10.0.1 release.

- NEW: Restructured Batch XML Export to improve performance.
- NEW: Eliminated unnecessary database access for Batch Image Folder Path.
- FIX: Issue in restructuring found where large Table Index Field values were not correctly exported.
- FIX: If Batch Database is corrupted, Batch is now successfully deleted.

#### **Changes in version 10.0.0**

The following changes were included in the Kofax Capture Batch Removal and Export Utility v10.0.0 release.

- NEW: Splash Screen now dynamically loaded to reflect installed Capture version.
- NEW: Preliminary support for Capture 10.0.
- NEW: Find and Select functionality, including fuzzy search for Batch Name.
- NEW: Removed specific Capture version from application titles and resources.
- NEW: Added more detailed and frequent status updates while processing.
- FIX: Locked Batches were not deleted. (Introduced in 8.0.28)



### Changes in version 8.0.28

The following changes were included in the Kofax Capture 8.0/9.0 Batch Removal and Export Utility v8.0.28 release.

- NEW: Splash Screen updated to reflect Kofax Capture 9.0 Branding.
- NEW: Utilize Capture's internal methodology to delete Batches, ensuring that the User Tracking and Deleted Batches Log are correctly updated.
- FIX: Minor issue with detecting ReleaseOriginalFileName settings.

### Changes in version 8.0.26

The following changes were included in the Kofax Capture 8.0/9.0 Batch Removal and Export Utility v8.0.26 release.

- FIX: Installer correctly detects Capture 9.0 Service Pack 1 (prior to R2).
- FIX: Internal Check for Images stored under original file name now functions correctly.
- FIX: Message when Capture 8.0 or 9.0 is not installed corrected to include 9.0.

### Changes in version 8.0.25

The following changes were included in the Kofax Capture 8.0/9.0 Batch Removal and Export Utility v8.0.25 release.

- FIX: Value Attributes are not set when Index Fields are populated.

### Changes in version 8.0.24

The following changes were included in the Kofax Capture 8.0/9.0 Batch Removal and Export Utility v8.0.24 release.

- FIX: Documents without Form Types were not exported to the Import XML file. This has been corrected.

### Changes in version 8.0.23

The following changes were included in the Kofax Capture 8.0/9.0 Batch Removal and Export Utility v8.0.23 release.

- FIX: Corrected spelling.

### Changes in version 8.0.22

The following changes were included in the Kofax Capture 8.0/9.0 Batch Removal and Export Utility v8.0.22 release.

- NEW: Full support for Kofax Capture 9.0.
- FIX: Only specify OriginalFileName element when Batch Class supports Original File Name retention.

### Changes in version 8.0.16

The following changes were included in the Kofax Capture 8 Batch Removal and Export Utility v8.0.16 release.

- NEW: Added the ability to specify the folder in which Auto-Import Batch XML Files are created.

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- NEW: Added a Splash Screen when the Kofax Capture Batch Removal and Export Utility starts up.

### Changes in version 8.0.13

The following changes were included in the Kofax Capture 8 Batch Removal and Export Utility v8.0.13 release.

- FIX: Index Field values greater than 255 characters were not completely extracted. This has been fixed.

### Changes in version 8.0.12

The following changes were included in the Kofax Capture 8 Batch Removal and Export Utility v8.0.12 release.

- Fixed issue with generating Documents element.

### Changes in version 8.0.11

The following changes were included in the Kofax Capture 8 Batch Removal and Export Utility v8.0.11 release.

- DataReader Exceptions would occur occasionally in some systems. Code was restructured to decrease the number of open DataReaders open on any connection to the database.

### Changes in version 8.0.10

The following changes were included in the Kofax Capture 8 Batch Removal and Export Utility v8.0.10 release.

#### Resolved Problems

- Running the Kofax Capture Batch Removal and Export Utility against Kofax Capture 8.0 SP1 with the Batch Catalog in SQL Server without storing Batches in SQL Server caused errors. This has been fixed.
- Activity logging has been introduced with an optional Verbose mode for debugging.
- Unhandled exceptions are now handled internally and logged.

### Changes in version 8.0.5

The following changes were included in the Kofax Capture 8 Batch Removal and Export Utility v8.0.5 release.

#### Resolved Problems

- Generated Auto Import Batch XML files incorrectly excluded the TableRows element under each Table element. This has been fixed.
- Exception Handling was not adequately performed. This has been improved.

#### New Feature

- Under the Options tab, it is now possible to specify a Kofax User Name and Password to use for generated Auto Import Batch XML files.