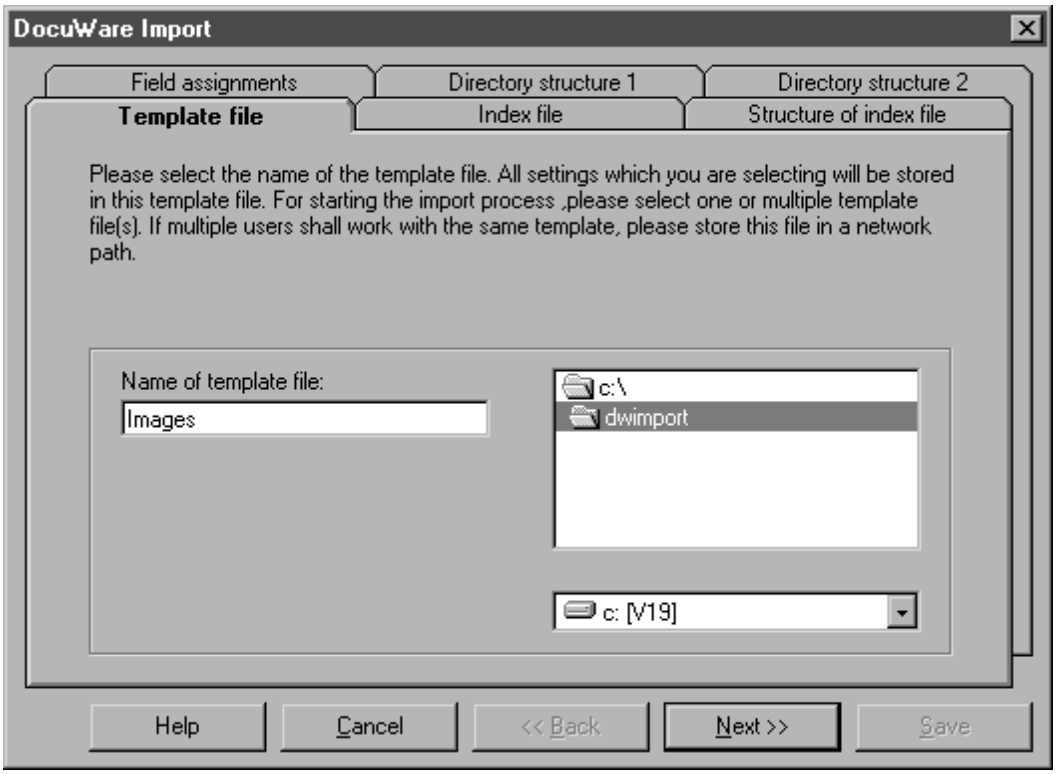
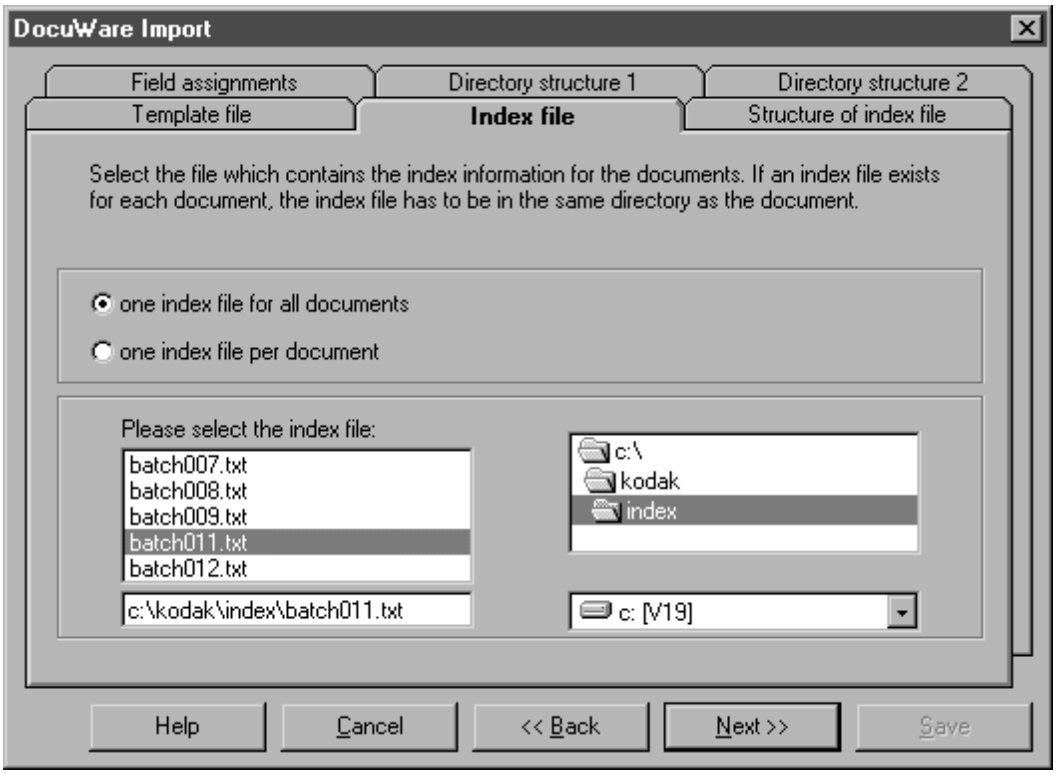
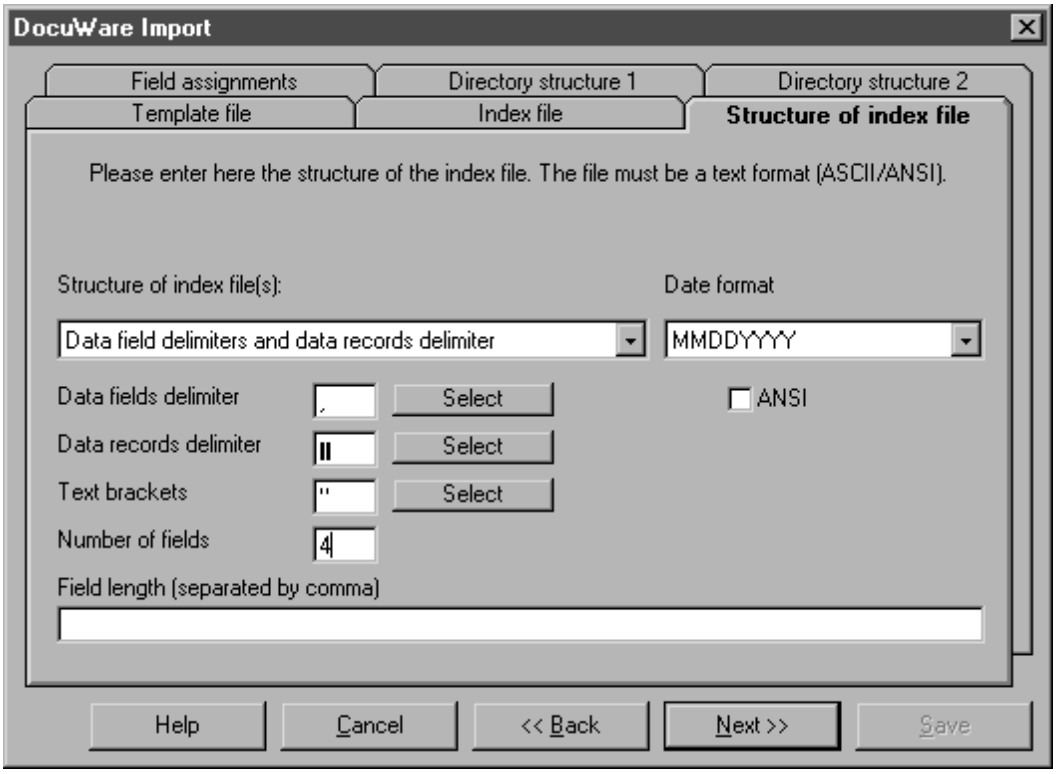
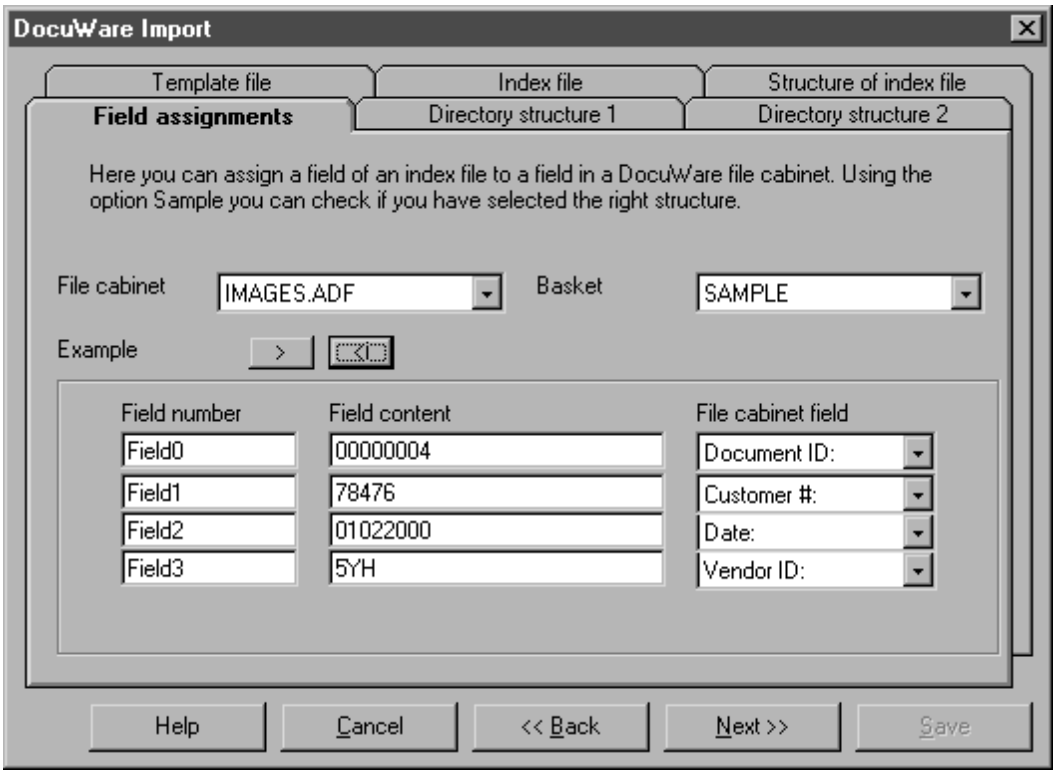
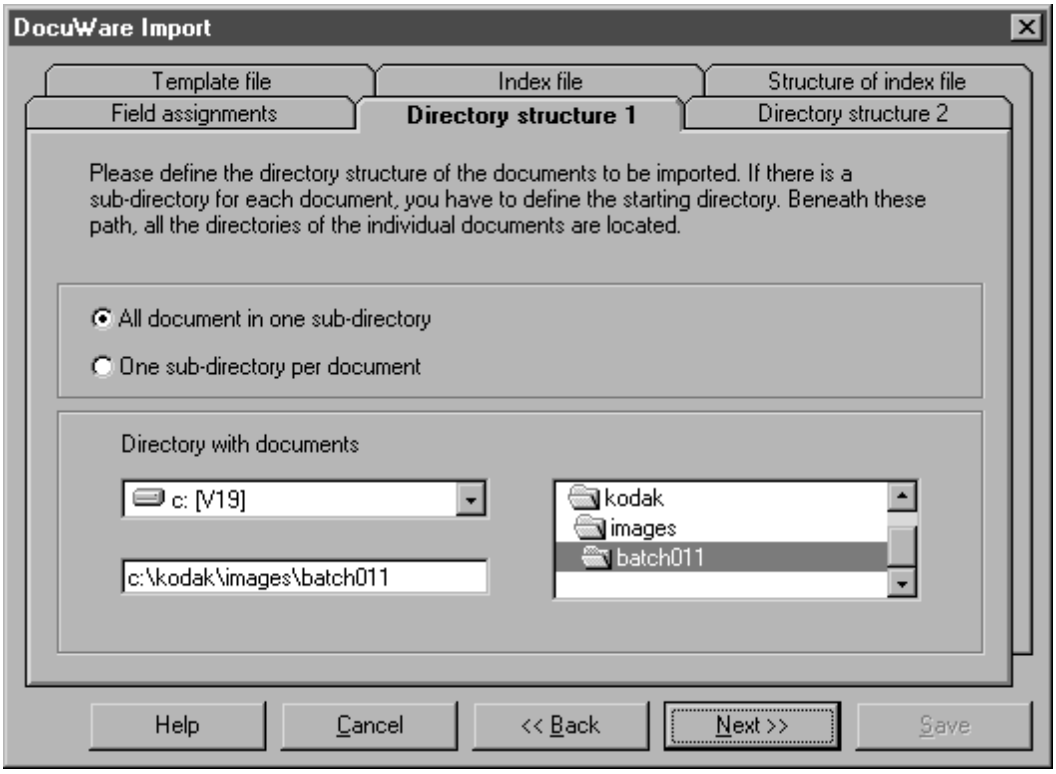
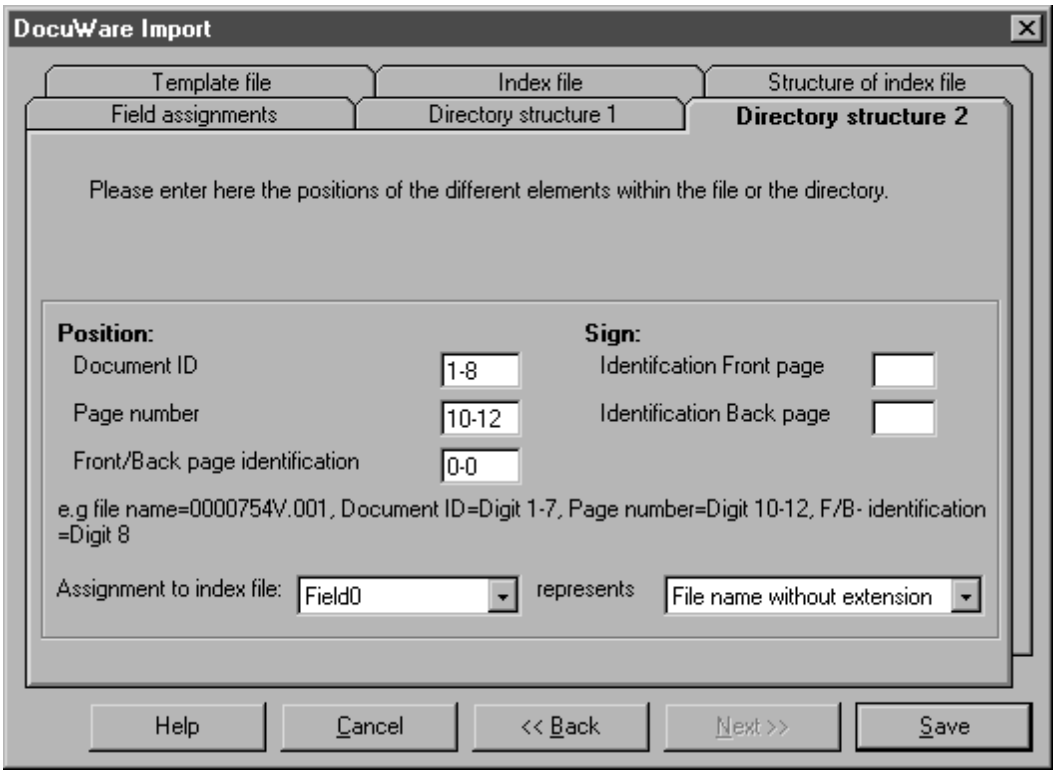

DocuWare Import
Field assignments
Directory structure 1
Directory structure 2
Template file
Index file
Structure of index file
Please select the name of the template file. All settings which you are selecting will be stored in this template file. For starting the import process ,please select one or multiple template file(s). If multiple users shall work with the same template, please store this file in a network path.
Name of template file:
Images
c:\
dwimport
c: [V19]
Help
Cancel
<< Back
Next >>
Save


DocuWare Import
Field assignments
Directory structure 1
Directory structure 2
Template file
Index file
Structure of index file
Select the file which contains the index information for the documents. If an index file exists for each document, the index file has to be in the same directory as the document.
one index file for all documents
one index file per document
Please select the index file:
batch007.txt
batch008.txt
batch009.txt
batch011.txt
batch012.txt
c:\kodak\index\batch011.txt
c:\
kodak
index
c: [V19]
Help
Cancel
<< Back
Next >>
Save


DocuWare Import
Field assignments
Directory structure 1
Directory structure 2
Template file
Index file
Structure of index file
Please enter here the structure of the index file. The file must be a text format (ASCII/ANSI).
Structure of index file(s):
Data field delimiters and data records delimiter
Date format
MMDDYYYY
Data fields delimiter
,
Select
ANSI
Data records delimiter
||
Select
Text brackets
''
Select
Number of fields
4
Field length (separated by comma)
Help
Cancel
<< Back
Next >>
Save


DocuWare Import
Template file
Index file
Structure of index file
Field assignments
Directory structure 1
Directory structure 2
Here you can assign a field of an index file to a field in a DocuWare file cabinet. Using the option Sample you can check if you have selected the right structure.
File cabinet
IMAGES.ADF
Basket
SAMPLE
Example
>
Field number
Field content
File cabinet field
Field0
00000004
Document ID:
Field1
78476
Customer #:
Field2
01022000
Date:
Field3
5YH
Vendor ID:
Help
Cancel
<< Back
Next >>
Save


DocuWare Import
Template file
Index file
Structure of index file
Field assignments
Directory structure 1
Directory structure 2
Please define the directory structure of the documents to be imported. If there is a sub-directory for each document, you have to define the starting directory. Beneath these path, all the directories of the individual documents are located.
All document in one sub-directory
One sub-directory per document
Directory with documents
c: [V19]
c:\kodak\images\batch011
kodak
images
batch011
Help
Cancel
<< Back
Next >>
Save


DocuWare Import
Template file
Index file
Structure of index file
Field assignments
Directory structure 1
Directory structure 2
Please enter here the positions of the different elements within the file or the directory.
Position:
Document ID
1-8
Page number
10-12
Front/Back page identification
0-0
Sign:
Identifcation Front page
Identification Back page
e.g file name=0000754V.001, Document ID=Digit 1-7, Page number=Digit 10-12, F/B- identification =Digit 8
Assignment to index file:
Field0
represents
File name without extension
Help
Cancel
<< Back
Next >>
Save