



# Kofax Capture 11 Batch Removal and Export Utility

(For use with Kofax Capture 10.1, 10.2 or 11 Batches)

## Kofax Capture Utility ReadMe

<b>Date</b>	February 28, 2018
<b>Applies To</b>	Kofax Capture 10.1 Kofax Capture 10.2 Kofax Capture 11.0 Kofax Capture Batch Removal and Export Utility 11
<b>Summary</b>	This utility removes Batches from a Kofax Capture 10.1, 10.2 or 11.0 system and, if required, exports selected Batches to be imported later by the KIC-XML module.
<b>Version</b>	11.0.0



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## Overview

This document is comprised of the following sections related to the Kofax Capture 11 Batch Removal and Export Utility.

- [Kofax Capture 11 Batch Removal and Export Utility Summary](#)
- [Minimum Requirements](#)
- [Windows Vista/Windows 7/Windows Server 2008 Compatibility](#)
- [Known Issues](#)
- [Installing the Kofax Capture 11 Batch Removal and Export Utility](#)
- [Using the Kofax Capture 11 Batch Removal and Export Utility](#)
- [Find and Select](#)
- [Batch Removal Procedure](#)
- [Error and Activity Logging](#)
- [Changes in the Kofax Capture 11 Batch Removal and Export Utility Releases](#)

**IMPORTANT:** This Kofax Capture 11 Batch Removal and Export Utility should **ONLY** be used with Kofax Capture 10.1, 10.2 or 11.0 releases. If you have an earlier release of Kofax Capture, you **must use** the **Kofax Capture Batch Removal and Export Utility 10.0.x** which can be downloaded from the [Utilities, Samples, Etc. section of the Kofax Capture 10 Downloads](#) Web page.



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### **Kofax Capture 11 Batch Removal and Export Utility Summary**

The Kofax Capture 11 Batch Removal and Export Utility performs the following functions for the Kofax Capture 10.1, 10.2 or 11.0 software.

- 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 KIC-XML module.

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

- Allows immediate selection of Batches via the User Interface.

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### **Minimum Requirements**

The Kofax Capture 11 Batch Removal and Export Utility is designed to function on any Kofax Capture 10.1, 10.2 or 11.0 Server, Workstation or Standalone installation. As such, it requires a supported Kofax Capture 10.1, 10.2 or 11.0 environment to run. For further details on supported Kofax Capture 10.1, 10.2 or 11.0 environments, please refer to the desired Supported Configurations webpage for your version of Kofax Capture. The product specific webpage will contain a link to the latest product' specification file for that product.

- [Kofax Capture 11 Supported Configurations](#)
- [Kofax Capture 10.2 Supported Configurations](#)
- [Kofax Capture 10.1 Supported Configurations](#)

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### **Windows 7/Windows 8/Windows 10/Windows Server 2008 Compatibility**

When run under Windows 7, Windows 8, Windows 10 or Windows Server 2008, the Kofax Capture 11 Batch Removal and Export Utility requires 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 11 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 11 Batch Removal and Export Utility, the utility will appear to hang until the Batch is closed.
- This utility is site specific. Running this utility in a Kofax Capture Network Server environment may only impact the Batches removed at the specific site when this utility is used in a manner other than which it is designed for. For example, if a Batch at the Central Site is showing currently downloaded to a remote site, using this utility to delete that Batch from the Central Site will **not** automatically delete the Batch when it is uploaded to the Central Site. In such cases, the recall feature in Batch Manager should be used.

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### Installing the Kofax Capture 11 Batch Removal and Export Utility

The Kofax Capture 11 Batch Removal and Export Utility is provided as an executable setup installer, which installs the software via Windows Installer. Follow the instructions below to install the Kofax Capture 11 Batch Removal and Export Utility.

1. Extract the **kc\_11\_bru.exe** file from the **kc\_11\_bru.zip** file, downloaded from the [Utilities, Samples, Etc. section of the Kofax Capture 10.2 Downloads](#) web page.
2. Double-click on the **kc\_11\_bru.exe** file to launch the installation.
3. Follow the instructions in the Setup Wizard to install the Kofax Capture 11 Batch Removal and Export Utility.

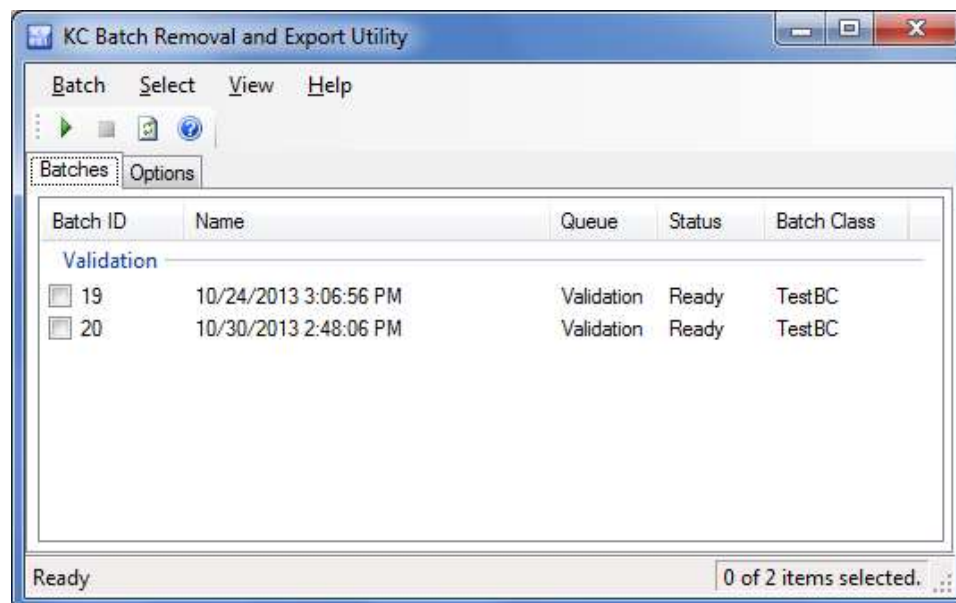
**NOTE:** The Kofax Capture 11 Batch Removal and Export Utility installation checks the currently installed Kofax Capture release for version 10.1, 10.2 or 11.0 and will abort the installation if Kofax Capture 10.1, 10.2 or 11.0 is not installed.

### Using the Kofax Capture 11 Batch Removal and Export Utility

The Kofax Capture 11 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, All Programs and selecting **KC Batch Removal Utility 11**.

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.



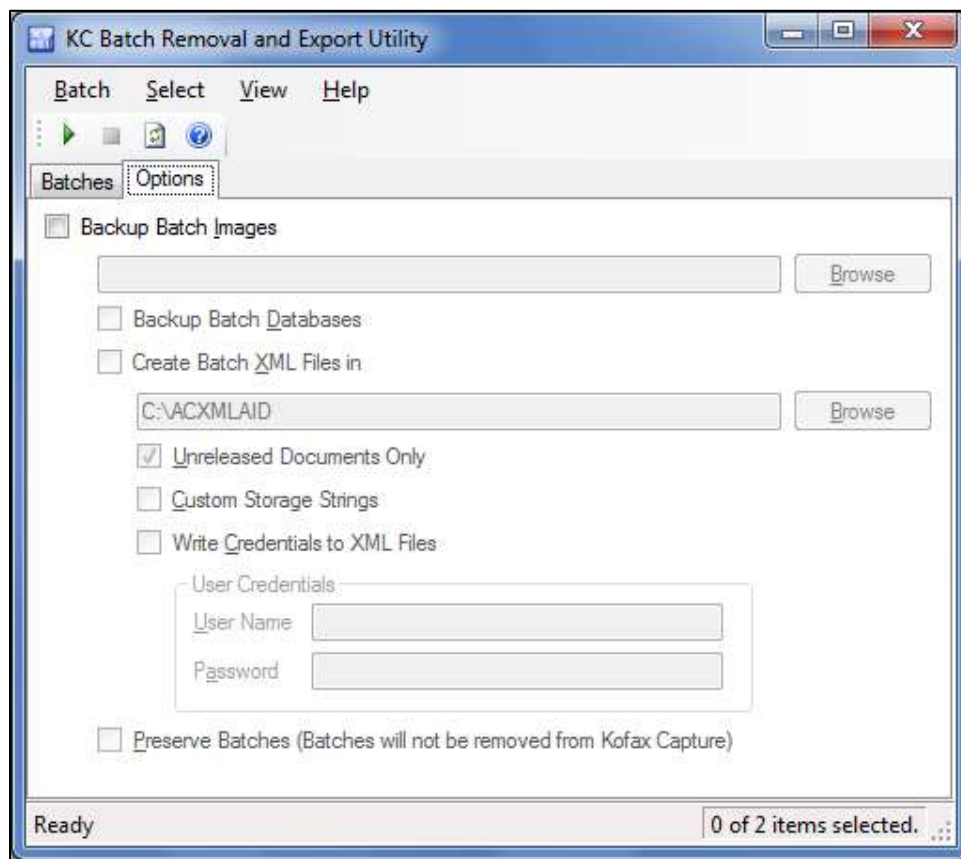
Batches are grouped by Queue, and can be selected individually by checking the box by each Batch.

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 KIC-XML to create new Batches that mirror Batches removed from the system.
- The **Unreleased Documents Only** option excludes Documents that have been successfully released.
- The **Custom Storage Strings** option will write Custom Storage Strings from the Batch. Note that KIC-XML does not recognize these values, and are ignored.
- Selecting **Write Credentials to XML Files** enables the addition of a Kofax Capture User Name and Password to be used by KIC-XML.

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- 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.

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

The Kofax Capture 11 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.



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### **Batch Removal Procedure**

When removing a Batch, the following steps are performed by the utility.

1. If **Backup Batch Images** is selected, the following takes place:
  - a. Batch Image files are copied to the Backup folder.
  - b. Full Page OCR files are copied to the Backup folder.
  - c. Kofax-generated PDF files are copied to the Backup folder.
  - d. If **Backup Batch Databases** is selected, the Batch Database is copied to the Backup folder.
  - e. If the **Create Batch XML File** option is selected, the Batch XML File is created in the selected folder.
2. If **Preserve Batches** is not selected, and no exceptions occur during step 1:
  - a. The Batch is unlocked, then deleted via standard means.

If standard Batch deletion fails, a "brute force" method is utilized to remove the Batch from the system.

**NOTE:** This step will leave internally backed-up files within Capture, as the Utility cannot reliably determine the correct location of these files.

### **Error and Activity Logging**

The Kofax Capture 11 Batch Removal and Export Utility logs activity and exceptions in **KC Batch Removal and Export Utility.log**. This file is located in the My Documents folder.

Activity and exceptions are also written to 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, open the Configuration file in Notepad, and 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.

## Kofax Capture Batch 11 Removal and Export Utility

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*Kofax Capture Utility Readme*

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### **Changes in the Kofax Capture 11 Batch Removal and Export Utility Releases**

The changes located in each release of the Kofax Capture 10.2 or 10.1 Batch Removal and Export Utility are listed below.

#### **Changes in version 11.0.0**

The following changes were included in the Kofax Capture 11 Batch Removal and Export Utility v11.0.0 release.

- NEW: Adjusted installer to allow installation on Capture 10.1, 10.2 and 11.0.
- NEW: Verified compatibility with Kofax Capture 11.0.
- NEW: Converted to .NET Framework 4.5.1 with backwards compatibility with .NET Framework 4.0 for compatibility with Kofax Capture 11.0.

#### **Changes in version 10.2.0**

The following changes were included in the Kofax Capture 10.2 Batch Removal and Export Utility v10.2.0 release.

- NEW: Adjusted installer to allow installation on both Capture 10.1 and 10.2.
- NEW: Verified compatibility with Kofax Capture 10.1 and 10.2.

#### **Changes in version 10.1.0.1**

The following changes were included in the Kofax Capture 10.1 Batch Removal and Export Utility v10.1.0.1 release.

- FIX: Exporting Custom Storage Strings would fail in some circumstances. This has been fixed.
- NEW: Changed User Interface to clarify that Custom Storage String export is for Diagnostic purposes.

#### **Changes in version 10.1.0**

The following changes were included in the Kofax Capture 10.1 Batch Removal and Export Utility v10.1.0 release.

- NEW: Implemented option to export Custom Storage Strings.
- NEW: Converted to .NET Framework 4.0 for compatibility with Kofax Capture 10.1.
- NEW: Implemented Parallel processing code to speed up file copy operations.