



SimpleExport 1.4 MANUAL

www.SimpleIndex.com

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SimpleExport Documentation

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1 Introduction

1.1 Welcome to SimpleExport

SimpleExport is a conversion tool that allows you to take the output from SimpleIndex and other capture applications and convert it to virtually any document management system, for example Computihink ViewVise BIF file or Digitech's PaperVision XML datagroup file. SimpleExport works with any delimited text file, which virtually all document capture applications can output and uses XSLT templates for transformations.

SimpleExport will also run from a command line, making it possible to automatically add documents to existing output file after scanning using SimpleIndex's command line execute option.



1.2 Getting Started

The idea of SimpleExport is to map the fields from a delimited index file to search fields, where one of the fields in the index file contains the path to the file being imported.

To configure SimpleExport you first set the appropriate project identifiers for output file, then list the field names and types to use for each column in your index file. One of these columns must be labeled "IMAGEPATH" and contains the full or relative path (Image Folder) to the image file. When you run SimpleExport it formats the index data into output file using XSLT template and moves the files to the output folder automatically. XSLT template contains tructure of output file and logic for mapping fields, variables etc.. Variables can be added, deleted or edited using "Add",

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"Delete" buttons and "EDIT" option from variable's value drop down list. Once all fields and options for particular index file or group of index files are set they can be saved as a SimpleExport SEJ job file. SEJ file will store all input, fields, delimiter, variables and options. Values in SEJ can be changed anytime within SimpleExport. SEJ can be installed as a SimpleExport service and will be executed every minute.

2 Freeware Features & Licensing

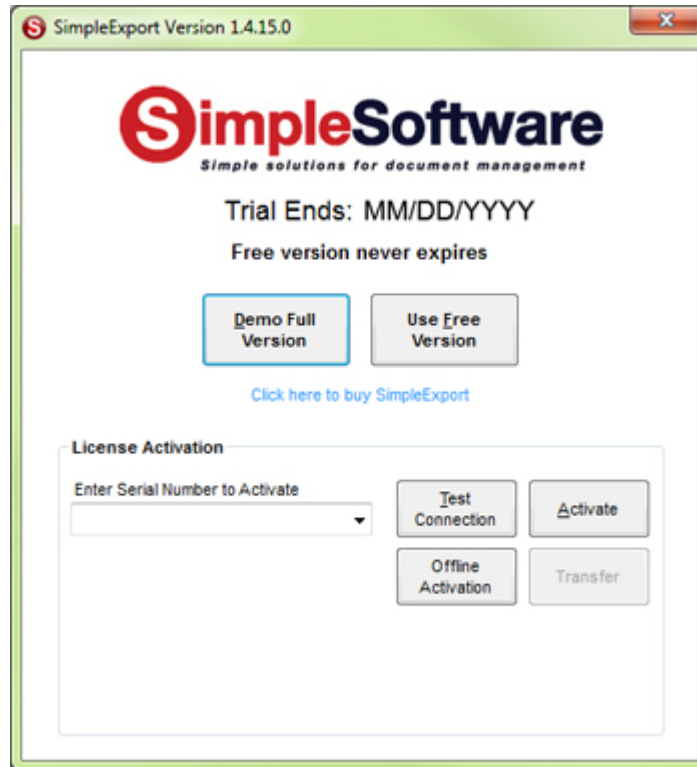
2.1 Compare Free & Full Features

When SimpleExport is first installed, it is automatically set to run in *Freeware Mode*, with only certain features enabled. The differences between the freeware and the full version of SimpleExport are below:

<i>Features</i>	<i>Free</i>	<i>Full</i>
Configure customized export scripts	✓	✓
Convert delimited text files to any format (XML, HTML, etc.)	✓	✓
Customize conversion scripts using XSLT	✓	✓
Templates for common document management systems	✓	✓
Perform single conversion jobs interactively	✓	✓
Convert images to BASE64 encoding	✓	✓
Run conversions from a command line		✓
Automate conversions using a background service		✓

If you want to use the full feature set, you can try the demo for 30 days or purchase the software to activate the full version with a serial number.

2.2 Running in Free & Demo Modes



Click the *Demo Full Version* button to launch SimpleExport in demo mode. During the 30 day trial this option will enable all features of the full version.

Click *Use Free Version* to launch SimpleExport in free mode. This option never expires.

2.3 Activating the License

To activate the full version of SimpleExport, enter your serial number in the box and click *Activate*. If you are connected to the Internet and no firewall is blocking it, SimpleExport will connect to the activation server and register automatically.

If connectivity problems prevent communication with the activation server, you may activate offline by clicking the *Offline Activation* button and following the on-screen instructions.

3 Menus

3.1 File

3.1.1 New

Create a new SimpleExport Job file SEJ from SimpleExport Template file SET.

3.1.2 Open

Opens a saved configuration from an SEJ file.

3.1.3 Save

Saves the current configuration Settings, overwriting the existing SEJ file.

3.1.4 Save As...

Displays the Save As dialog to save settings to a new SEJ file.

3.1.5 Save As Template

3.1.6 Convert File

Initiates the conversion. Conversion happens automatically when SimpleExport is executed from the command line, unless it is disabled with the “/m” option.

3.1.7 Start Automatic Processing

Starts automatic processing every 1 minute.

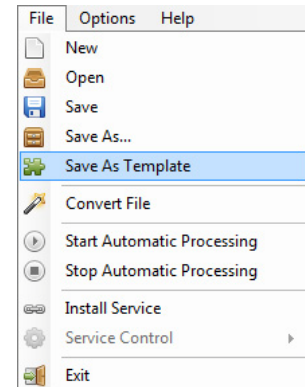
3.1.8 Stop Automatic Processing

Stops automatic processing every 1 minute.

3.1.9 Install Service

Installs SimpleExport as system service

3.1.10 Service Control



3.1.10.1 Start

Starts SimpleExport service.

3.1.10.2 Stop

Stops SimpleExport service.

3.1.10.3 Restart

Restart SimpleExport service.

3.1.10.4 Remove Service

Removes SimpleExport service.

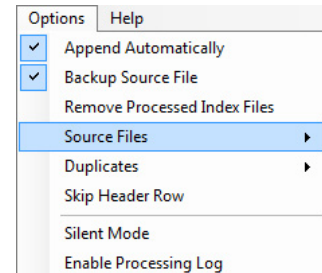


3.1.11 Exit

Exits SimpleExport

3.2 Options Menu

The items in this menu can be checked or unchecked to enable or disable their functions. These Settings are saved with the other options in the SEJ file.



3.2.1 Append Automatically

Will append data to the existing output file.

3.2.2 Backup Source File

Will save existing output file with BAKextension.

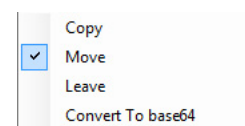
3.2.3 Remove Processed Index Files

If checked, automatically removes all processed files once they are completed. This prevents the same files from being processed twice when running SimpleExport as a scheduled task or using wildcards.

3.2.4 Source Files

3.2.4.1 Copy

Will copy source files to output folder.



3.2.4.2 Move

Will move source files to output folder. Source files will be deleted.

3.2.4.3 Leave

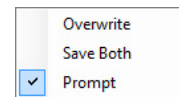
Source files will not be copied or moved to output folder.

3.2.4.4 Convert to base64

Source files will be base64 encoded and placed into output XML file.
Source files will not be copied or moved to output folder.

3.2.5 Duplicates

When this option is selected, any files that already exist in the output folder will have a unique, sequential number added to the filename in the format “-0001”, “-0002”, etc. and will be added to the output file as a new file. This is useful when making incremental additions to a document over time. In PaperVision, these documents will show up as multiple line items with the same index field data. The Merge function can be used to combine these into a single line.



When this option is unchecked, the user will be prompted if the file already exists in the output file. They may select “Yes” to replace the file, “No” to skip it or “Cancel” to abort processing.

3.2.5.1 Overwrite

If target file exists it will be overwritten without user interaction.

3.2.5.2 Save Both

Duplicate image will be saved with unique file name if already exists in the output folder.

3.2.5.3 Prompt

If target file exists user will be prompted for action.

3.2.6 Skip Header Row

If checked, skips the first row of each file under the assumption it contains field names and no data.

3.2.7 Silent Mode

SimpleExport will close automatically after job finishes.

3.2.8 Enable Processing Log

Processing log file will be created in Application Data Folder.

Windows 7, Vista:

C:\ProgramData\Simple Software\SimpleExport

Windows XP:

C:\Documents and Settings\All Users\Application Data\Simple Software\SimpleExport

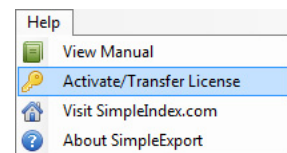
3.2.9 Prompt When Finished

When this option is checked, the user will see a dialog box at the end of each batch indicating that the process completed successfully. By default, no dialog is displayed to allow automatic processing in the background.

3.3 Help Menu

3.3.1 View Manual

Displays this file in Adobe Acrobat.



3.3.2 Activate/Transfer License

Displays the registration screen. From this screen you may Activate your copy of SimpleExport or Transfer it, allowing you to Activate the license on another computer.



3.3.3 Visit SimpleIndex.com

Opens the SimpleIndex home page in a browser window.

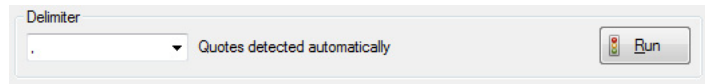
3.3.4 About SimpleExport

Displays version information for your copy of SimpleExport.

4 Run Button

Initiates the conversion.

Conversion happens automatically when SimpleExport is executed from the command line, unless it is disabled with the “/m” option.



5 Input

5.1 Index File

The full path to the SimpleIndex IDX log file or comma-separated (CSV) export file containing the index information. May contain wildcards to process multiple files at once (eg. *.idx).

To indicate multiple input files, separate them with a pipe “|” character.

5.2 Output File

The full path to the PaperVision XML datagroup file or ViewWise BIF file. Datagrpxml files will actually reside in subfolders using the

Datagroup Number . For example "C:\Images\Invoice Processing\XML\%CompanyID%\%Number%\datagrpxml" where \%CompanyID% will substituted with "CompanyID" variable and \%Number% with "Number" variable.

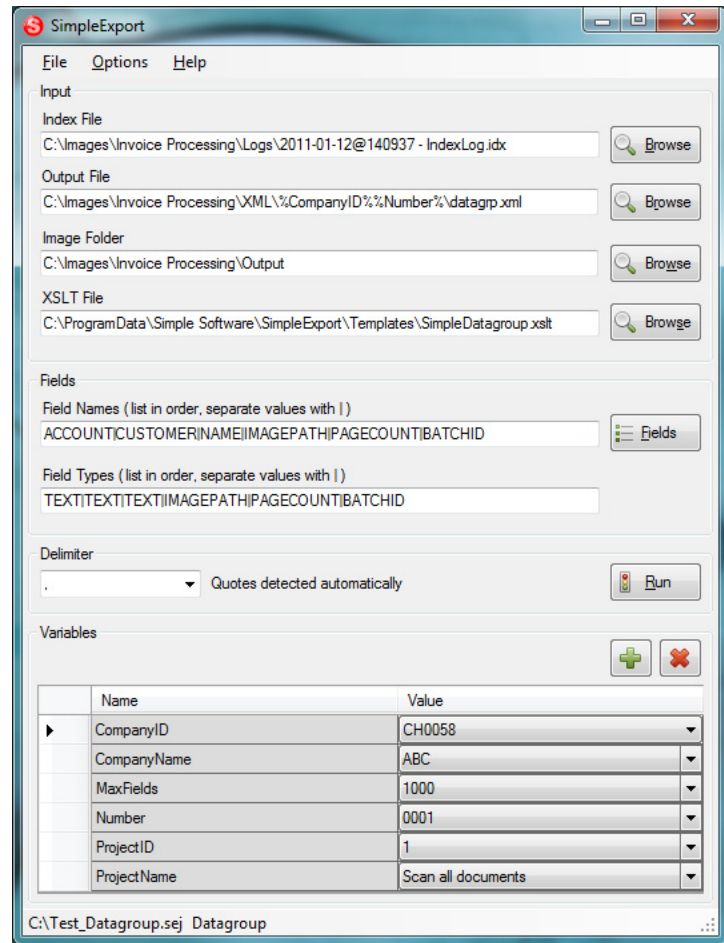
5.3 Alternate File Folder

By default, the image file field will either be a full path or relative path using the *Index File* folder as the base. If the images being processed actually reside in another folder, enter the path to this folder here.

Command line usage: /a:"c:\Images\Output"

5.4 Image Folder

This SETting is not needed if the full path to the files being imported is stored in the index file.



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SET this field to the source folder for the original input files if the filename or relative path is stored in the index file (“\Subfolder\Filename.TIF”, “Filename.TIF”) or if the image files reside in a different folder than the one indicated in the index file.

If the index file uses relative paths, the folder structure may be used to SET the destination folder in ViewWise. For example, the entry “\Folder1\Folder2\Folder3\FileName.TIF” would SET the cabinet to Folder1, the drawer to Folder2 and Folder to Folder3.

5.5 XSLT File

Path to XSLT template file used for transformations.

6 Fields

6.1 Field Names

This is a list of the field names that will appear in PaperVision or ViewWise. The names in this list are separated by the pipe character “|” and must be in the same order that they appear in the index file. All of the fields in the file you are processing must appear in this list. If any fields are extra and will not be used for searching, enter “SKIP” for its name.

There are 3 “Key” fields that must be referenced with a specific Field Name. These are:

- IMAGEPATH – the full or relative path to the image files. When using relative paths, SimpleExport will assume that images are located in subfolders of the import file folder.
- PAGECOUNT – the number of pages in the file referenced above.
- BATCHID – this allows you to skip processing of the Batch ID field automatically, since it is not usually used in searches.

The complete field name list from the example is:

Invoice Number|Date|Customer|IMAGEPATH|PAGECOUNT|BATCHID

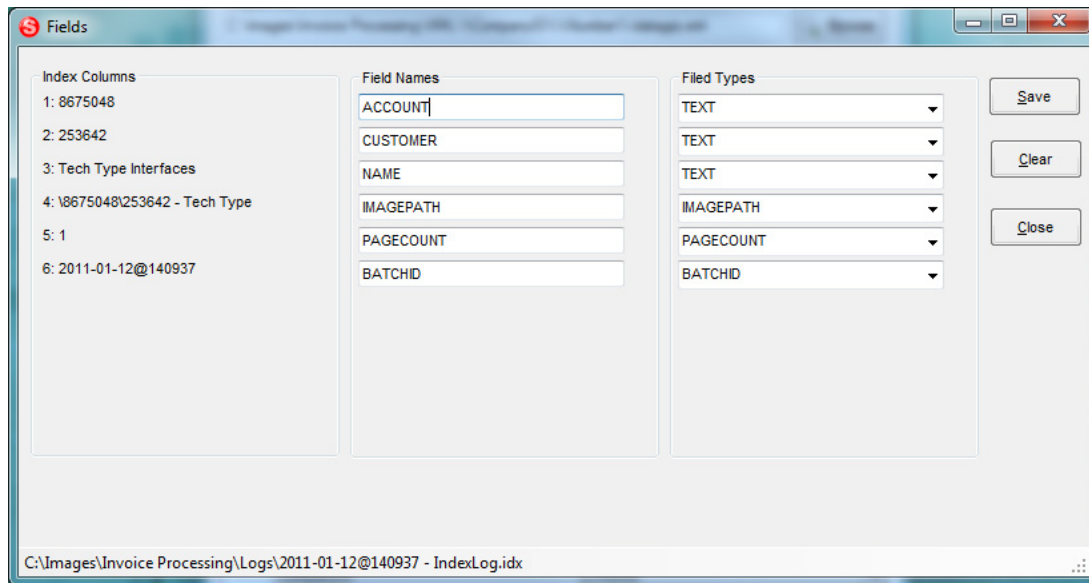
6.2 Field Types

This is a list of the field types that will be used in PaperVision or ViewWise. The names in this list are separated by the pipe character “|” and must be in the same order that they appear in the index file. The possible types are:

- Text – any data can be searched as text
- Number – imports numeric data to allow for >< searches
- Date – imports date/time data to allow for date range searches
- IMAGEPATH – specifies this field is the path to the image file
- PAGECOUNT – specifies this field contains the number of pages
- BATCHID – specifies this field contains the Batch ID
- SKIP – this field will not be imported for searching

The complete field type list from the example is:
Number|Date|Text|IMAGEPATH|PAGECOUNT|BATCHID

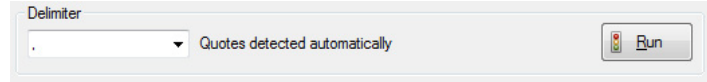
6.3 Fields Button



Will automatically populate Field Names and Field Types. User can change Field Names by typing in each text field or change Field Types by selecting filed type from drop down list.

7 Delimiter

Indicates the character used to separate index field values on each line. Quotes are detected automatically. Any value may be entered.

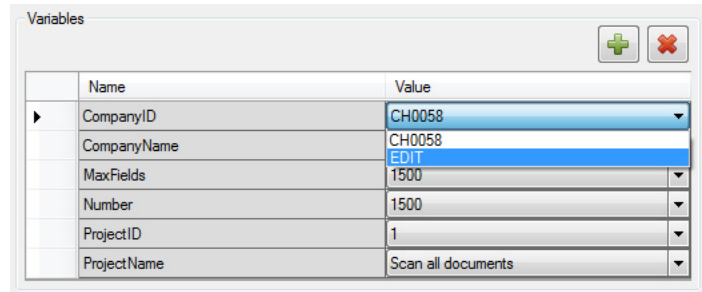


The screenshot shows a control panel for the 'Delimiter' setting. It features a dropdown menu with a period character '.' selected. To the right of the dropdown, the text 'Quotes detected automatically' is displayed. On the far right of the panel is a 'Run' button with a play icon.

8 Variables

Variables can be added, removed using "Add", "Delete" buttons or can be edited using "EDIT" option from the variable value's drop down menu. For example to add a new variable

you should click "Add" button, then new empty row will be added to the bottom of variables list. Enter variable Name then enter value using value's drop down menu option "EDIT", in the pop up window enter new value and click submit. After editing completed you can save it as a new template using file menu Save As Template option.



The screenshot shows a window titled "Variables" with a table containing the following data:

Name	Value
CompanyID	CH0058
CompanyName	CH0058
MaxFields	1500
Number	1500
ProjectID	1
ProjectName	Scan all documents

9 Command Line Usage

The command line interface is provided to allow automatic conversion of IDX and CSV files to PaperVision XML Datagroups. Most Settings can be configured via the command line. However, a saved configuration is necessary to configure the *Field Names* and *Field Types* Settings. Typically, all Settings are SET using a saved SEJ config file, making this is the only parameter needed.

If a parameter value includes spaces it must be surrounded by “quotes”.

Example:

```
SimpleExport.exe /c:"c:\My Configs\sample.SEJ" /f:"c:\Images\Logs\2005-07-01.idx" /a:"c:\Images\Output"
```

To automatically process SimpleIndex batches with SimpleExport, you must first configure your log filenames to create unique files for each batch. Do this by selecting the *Time* constant as part of the log's filename. Then configure the SimpleExport command line in the PostProc SETting, using the %IDXFILE% and %OUTPUTFOLDER% constants:

```
SimpleExport.exe /c:"c:\My Configs\sample.SEJ" /f:"%IDXFILE%"  
/a:"%OUTPUTFOLDER%"
```

All available options:

- /m – Manual mode, disables unattended processing and just loads values (ex: /m)
- /c – Configuration file (/c:"x:\Configs\sample.SEJ")
- /f – Input file (/f:x:\Logs\2005-07-01.idx)
- /a – Alternate file folder (/a:"c:\Images\Output")

10 Contacting Simple Software

SimpleExport is a product of Simple Software. Simple Software is a wholly owned subsidiary of Meta Enterprises, LLC.

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