ScanRouter DocumentServer

eCabinet Converter Guide

- 1 Preparation
- 2 Converting
- 3 Appendix

Introduction

This manual describes basic instructions and notes about the use of this product. To get maximum versatility, all operators are requested to read this manual carefully and follow the instructions. Please keep this manual handy for future reference.

Trademarks

Windows is registered trademarks of Microsoft Corporation in the United States and/or other countries. Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

TABLE OF CONTENTS

How to Read This Manual	
Symbols	1
1. Preparation	
What is eCabinet Converter for SRDS?	3
Conversion	4
2. Converting	
Preparing Conversion Source/Destination	7
eCabinet	
ScanRouter DocumentServer	
Conversion	
3. Appendix	
Log Files	11
Adding to Properties	12

How to Read This Manual

Symbols

In this manual, the following symbols are used:

∰Important

This symbol indicates a situation that may result in property damage or malfunction if instructions are not followed. Be sure to read the instructions.

Preparation

This symbol indicates information or preparations required prior to operating.

𝒯 Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

This symbol indicates a reference.

[]

Elements on the machine's display panel or the computer's display, such as keys, buttons, and menus.

1. Preparation

What is eCabinet Converter for SRDS?

eCabinet Converter for SRDS is a tool for converting document management data, such as folder structure and custom fields of eCabinet, into document management data for ScanRouter DocumentServer (Ver.1.xxx). Only backup data can be converted.

Install eCabinet Converter for SRDS from the CD-ROM of ScanRouter DocumentServer.

₽ Reference

For location of the program and installation procedure of eCabinet Converter for SRDS, see the Readme file.

Conversion

You can convert the following items of eCabinet using eCabinet Converter for SRDS:

• Folders and documents

Convert the folder hierarchy of eCabinet into the followings according to the attribute (Public/Private).

Public

Documents are stored in "\Public\home\username\folder1".

For the access right to the folder, the right of full access is granted to the owner, and the right to view them is granted to other users.

Private

Documents are stored in "\home\username\folder1".

For the access right to the folder, the right of full access is granted to the owner, and no right is granted to other users.

The each content of the eCabinet document items is set in the each following item of the ScanRouter DocumentServer document.

Items of eCabinet document	Items of ScanRouter DocumentServer document
Filename	Document name
Size	Size
Owner	Creator
Creation Date	Added
Last Read On	Accessed
Folder	Location
Custom Fields	One item of document type

Note

- ☐ If items of the eCabinet document other than those in the table are set to be added as "remarks" to properties, they are added to the ScanRouter DocumentServer document properties. Bibliographic information can also be exported as a section of SRDS document (in text format).
- $\hfill \square$ After the conversion is completed, add users who access the cabinet ACL.

For details of the contents added to properties, see p.12 "Adding to Properties".

• Custom Field

Replace Custom Field in eCabinet with the document type of ScanRouter DocumentServer.

Convert the Field setting value of documents to the document type item value of ScanRouter DocumentServer.

• User

Specify correspondences between authentication users of eCabinet and those of ScanRouter DocumentServer. Based on these settings, make the settings for access rights to folders and documents converted to ScanRouter Document-Server.

𝒯 Note

- ☐ Invalid alphanumeric characters (\, /, ",:, *, ?, <, >, |) used in folder and document names in the conversion source, and "." when used as the first character, are replaced with "@".
- ☐ Documents in Stack of eCabinet are not converted.

2. Converting

Preparing Conversion Source/Destination

Before converting, set or confirm the environment of the conversion source eCabinet and the conversion destination ScanRouter DocumentServer.

eCabinet

Set or confirm the eCabinet environment as follows:

- Update the eCabinet version to V2.3.3, V3.0.3, or later.
 For details about updating, contact the eCabinet dealer.
- Only backup data can be converted. Prepare the backup data to be converted and the backup media (NFS/DVD).
- Select [Manual Only] for backup target settings.

ScanRouter DocumentServer

Set or confirm the ScanRouter DocumentServer environment as follows:

- Install ScanRouter DocumentServer.
- Install eCabinet Converter for SRDS.
- Resume the conversion destination cabinet of ScanRouter DocumentServer beforehand.

Conversion

Convert the eCabinet data into ScanRouter DocumentServer data.

1 Click [Start], point to [Programs] > [ScanRouter System] > [ScanRouter Document-Server], and then click [eCabinet Converter for SRDS].

eCabinet Converter for SRDS starts, and the **[eCabinet Settings]** dialog box appears.

- ☐ If a conversion was suspended during on the last startup of eCabinet Converter for SRDS, the **[Restart Conversion]** dialog box appears. See p.10 "Resuming Suspended Conversion".
- 2 Enter the host name, administrator user ID, and administrator password of the conversion source eCabinet. Click [Next].

The [ScanRouter DocumentServer Authentication] dialog box appears.

Enter the user name, password, and domain name of ScanRouter DocumentServer. Click [Next].

The [Select Cabinet] dialog box appears.



- ☐ Authenticate with the user who owns the conversion cabinet and has the full access rights.
- 4 Select the conversion destination.
 - 1 In [Conversion cabinet location], select the cabinet of the conversion destination ScanRouter DocumentServer.
 - 2 In [Document type], enter the document type to convert the folder attribute of eCabinet into.



- ☐ If the entered document type is already used in ScanRouter Document-Server, an error message appears.
- 5 Click [Next].

The [Conversion Option] dialog box appears.

6 Select the check box of the operation for attributes other than the section to be converted. Click [Next].

The [User Account] dialog box appears.

Make settings for converting a eCabinet user account to a ScanRouter DocumentServer user account. 1 In [eCabinet users], select an eCabinet user. Note ☐ To select all listed users, click [Select All]. 2 In [Users to be mapped], select the user you want to map. **3** Click [>>]. The user selected in [eCabinet users] is assigned to the user selected in [Users to be mapped]. This is displayed in [Mapping Status]. Note ☐ To remove map settings, select the user whose map you want to remove in [Mapping Status], and then click [<<]. 8 Click [Next]. The [Select Backup Data for Conversion] dialog box appears. Select the backup data for conversion, and then click [Next]. Conversion starts. When conversion finishes, a confirmation message about the conversion result appears. Ø Note ☐ When [Suspend] is clicked, the [Suspend/Cancel] dialog box appears and conversion can be suspended or canceled. To restart conversion later, click [Suspend the conversion]. To cancel conversion, click [Cancel the conversion]. ₽ Reference For details about resuming conversion, see p.10 "Resuming Suspended Conversion".

10 Click [Exit].

Note

☐ Click [Check logs] to display log files.

Resuming Suspended Conversion

Resume a suspended conversion.

Canceling and making new conversion settings is also possible.

Note

- ☐ When you cancel a suspended conversion, conversion and document information is lost.
- 1 Click [Start], point to [Programs] > [ScanRouter System] > [ScanRouter Document-Server], and then click [eCabinet Converter for SRDS].

eCabinet Converter for SRDS starts, and the [Restart Conversion] dialog box appears.

Resuming

① Click [Resume].

Conversion resumes.



☐ Conversion does not resume if source or destination settings have changed.

Canceling

① Click [Cancel].

A confirmation message appears.

2 Click [**0**K].

The $\[\[\]$ eCabinet Settings $\]$ dialog box appears.

For details about conversion of new documents, see p.8 "Conversion".

Converting New Documents

• Click [New Conversion].

A confirmation message appears.

2 Click [OK].

The **[eCabinet Settings]** dialog box appears.

₽ Reference

For details about conversion of new documents, see p.8 "Conversion".

3. Appendix

Log Files

After conversion, the following three types of logs are created in the installation folder of ScanRouter DocumentServer (X:\text{YProgram Files}\text{RDS}\text{Log}).

- System Log Files (YYYYMMDDHHMM.slg)
 Details of errors that occurred during conversion: classification and location.
- Conversion Log Files (eCabinetHostname.log) Warning statuses during conversion.
- Conversion Correspondence Table Files (eCabinetHostname_id.csv) Correspondence of conversion document serial numbers and new document IDs (CSV format).

Adding to Properties

The following items in eCabinet are added to the properties of ScanRouter DocumentServer documents:

𝚱 Note

 \square Up to 1,000 characters can be added in properties.

eCabinet document items	ScanRouter DocumentServer document properties equivalent
Serial Number	serial
Source	source
Capturer	capturer
Capture Date	capture_date
Notes	tags
Summary	summary
Fax In/Out	fax_in_out
То	email_to
From	email_from
Document Title	Subject
Home maching ID	HomeID
Home serial number	HomeSerial
userstring1-2	userstring1-2
usernum1-2	usernum1-2
userdate1-2	userdate1-2
copies	copies

change in the product	i.	,	,	uct due to improvement or
Notes:	• • • • • •	• • • • • • •	• • • • • • • • •	

- 1. The contents of this documents are subject to change without notice.
- 2. No part of this document may be duplicated, replicated, reproduced in any form, modified or quoted without prior consent of the supplier.
- 3. THE SUPPLIER SHALL NOT BE LIABLE FOR THE RESULT OF OPERATION OF THIS SOFT-WARE OR THE USE OF THIS DOCUMENT.

∰Important

- ☐ It is possible that any document or data stored in the PC will be damaged or lost by user error during operation or software error. Be sure to back up of all important data beforehand. Important documents and data should always be copied or backed up. Documents and data can be lost because of malfunction or human error. Furthermore, the customer is responsible for protection measures against computer viruses, worms, and other harmful software.
- ☐ Do not remove or insert any disk while operating this software.
- THE SUPPLIER SHALL NOT BE LIABLE TO YOU FOR DAMAGES OR LOSS OF ANY DOCUMENT OR DATA PRODUCED BY USING THIS SOFTWARE.
- ☐ THE SUPPLIER SHALL NOT BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL OR INDIRECT DAMAGES (INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, BUSINESS INTERRUPTION OR LOSS OF BUSINESS INFORMATION, AND THE LIKE) CAUSED BY FAILURE OF THIS SOFTWARE OR LOSS OF DOCUMENTS OR DATA, NOR FOR ANY OTHER DAMAGES ARISING OUT OF THE USE OF THIS SOFTWARE, IF THE SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.