ScanRouter DocumentServer
Version 2

SRDS Cabinet Converter Guide

Read this manual carefully before you use this product and keep it handy for future reference.

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.

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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.

📝 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.

🔎Reference

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 SRDS Cabinet Converter?

SRDS Cabinet Converter is a tool for converting folders, documents, and shortcuts in ScanRouter DocumentServer (Ver.1.xxx or earlier) into data for ScanRouter DocumentServer (Ver2.xxx).

Settings for document types and wordlists in documents can also be converted and inherited.

Install SRDS Cabinet Converter from the CD-ROM of ScanRouter DocumentServer (Ver.2.xxx).

$\mathcal{P}$ Reference

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

Conversion

The following information in ScanRouter DocumentServer (Ver.1.xxx or earlier) documents is converted:

Items in ScanRouter DocumentServer (Ver.1.xxx or earlier)	Conversion Job Results
Folder	The name and hierarchy are reflected without change.
Document name	Reflected without change.
Section name	Reflected without change.
Section	Reflected without change.
Cover (First section)	Reflected without change.
Created	Reflected without change.
Content Text Search data	Reflected without change.
Thumbnail	Reflected without change.
Web Viewer Display Data	Reflected without change.
PDF data	Not created.
Shortcut	Reflected without change.
Document Type	• When there is a same name document type: A new document type name can be created. • When there is no same name document type: Reflected without change.
Wordlist	• When there is a same name wordlist: Word matches between conversion source and destination are checked. If a word in the conversion source is not in the destination, a dialog box appears prompting you to add the word to the destination's wordlist or create a new wordlist without adding the word to the destination. • When there is no same name wordlist: Reflected without change.

Note
❒ The following information in the cabinet is not converted:
- Owner
- Cabinet Policy
- Settings for Cabinet Password

Preparing Conversion Source and Destination

Before converting, set and confirm the environment of the conversion source cabinet and the conversion destination cabinet.

Conversion Source ScanRouter DocumentServer (Ver.1.xxx or earlier) Cabinet

Set or confirm the conversion source cabinet environment as follows:

- When converting the cabinet on the removal disk, move it to a browseable location in advance.
- Suspend the cabinet, and remove its registration.
- Back up the cabinet in the conversion source.

Conversion Destination ScanRouter DocumentServer (Ver.2.xxx) Cabinet

Set or confirm the conversion destination cabinet environment as follows:

- Install ScanRouter DocumentServer (Ver.2.xxx).
- Install SRDS Cabinet Converter.
- Create an empty cabinet to be the conversion destination, and then suspend the cabinet.
- For access right to the conversion destination cabinet of the administrator performing conversion, select **[Full access]**.

Conversion

Convert the data in ScanRouter DocumentServer (Ver.1.xxx or earlier) into data for ScanRouter DocumentServer (Ver.2.xxx).

⚠️**Important**

❒ Before converting, confirm no users are accessing SRDS Manager.

❒ During conversion, do not operate SRDS Manager.

A **Click [Start], point to [Programs] > [ScanRouter System] > [ScanRouter Document-Server], and then click [SRDS Cabinet Converter].**

SRDS Cabinet Converter starts, and the dialog box for the authentication appears.

B **Enter the user name, password, and domain name of ScanRouter Document-Server (Ver.2.xxx), and then click [Next].**

The dialog box for selecting a cabinet appears.

📝 **Note**

❒ When ScanRouter DocumentServer (Ver.2.xxx) uses Basic Authentication, **[Domain]** is not required.

C **Select the conversion source and conversion destination.**

❶ **Enter the path of the folder where the data in ScanRouter Document-Server (Ver.1.xxx or earlier) is stored in [Path of the cabinet to convert]. You can click [Browse] to select a path.**

❷ **In [Conversion cabinet location], select a ScanRouter DocumentServer (Ver.2.xxx) cabinet.**

📝 **Note**

❒ The conversion destination must be an empty cabinet.

D **Click [Next].**

The dialog box for selecting a conversion method appears.

E **Select a conversion method.**

- Copy
  Copy data to the conversion destination. Data in the conversion source is not deleted.

- Convert (Suspendable)
  Source data is deleted when conversion is complete. Therefore, it can be suspended during conversion.

- Convert (Unsuspendable)
  Source data is deleted as it is converted. Therefore, it cannot be suspended.

⚠️**Important**

❒ Be sure to back up cabinet data in the conversion source.

🔟 Click [Start].

Conversion starts.

After the process is complete, a conversion status dialog box appears.

🖉 Note

❒ To cancel the conversion process, select **[Copy]** or **[Convert (Suspendable)]** in **[Conversion Method]**, and then click **[Cancel]**. Click **[OK]** in the cancellation confirmation dialog box that appears to cancel the conversion process. A canceled conversion process cannot be restarted.

❒ When there are the same name document types or wordlists in the conversion source and conversion destination, a matching process is performed. If a document type in the conversion source is not in the destination, a new document type in added to the conversion source. If a word in the conversion source is not in the destination, a dialog box appears prompting you to add the word to the destination's wordlist or create a new wordlist in the destination.

🔢 Click [OK].

The dialog box for selecting a cabinet appears.

🔢 Click [Exit].

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3. Appendix

Logs

After conversion, the following is created:

- System Log
  Processes caused during the conversion are logged.
  Log contents can be checked using SRDS Manager.

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Part of illustrations or explanations in this guide may differ from your product due to improvement or change in the product.

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Notes:

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✹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.

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