
Omtool DMS Libraries v2.2 installation and integration guide for Single Page Image Files

For AccuRoute v2.1

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Section I: Introduction

This guide contains instructions on deploying Omtool DMS Libraries v2.2 for Single Page Image Files. It is written for systems administrators with detailed knowledge of the Omtool server and Single Page Image Files.

This section includes:

[Omtool DMS Libraries integration with Single Page Image Files](#) (I-1)

[Installation components](#) (I-1)

[Deployment summary](#) (I-2)

[Release notes](#) (I-2)

[Related documentation](#) (I-3)

Omtool DMS Libraries integration with Single Page Image Files

When submitting a patent application, intellectual property law firms require that the application include color JPEG or black and white TIF files of the design drawings. Each JPEG or TIFF can only consist of a single page of the design drawings (JPEG only supports one page per file).

Using Single Page Image Files, you can easily convert any supported document type into single page JPEG or TIF files.

AccuRoute Desktop v2.1 and higher allows you to profile the original file and send it to the Single Page Image Files DMS provider for conversion. You can define the file name and folder in which you want to store the converted files.

There are two ways to name the output files. You can name the output file by typing in a name, or, optionally, enter template variables within percent signs (%). The only variables you can use in the file name are variables that are available to the message.

Multiple page files are named with the file name you specified in the original profiling of the document plus a dash (-) and a three digit number. For example, a three page PDF file named document.pdf would be converted to three files: document-001.jpg, document-002.jpg, and document-003.jpg.

For more information on profiling documents to Single Page Image Files, go to [Section 7: Testing](#).

Installation components

Omtool DMS Libraries v2.2 is installed when you apply the AccuRoute Desktop v2.2 Update to the Omtool server.

Deployment summary

To deploy Omtool DMS Libraries v2.2 for Single Page Image Files:

- 1 Complete the installation requirements. (Go to [Section 3: Installation.](#))
- 2 Complete required server configuration. (Go to [Section 4: Required server configuration.](#))
- 3 Complete any optional server configuration. (Go to [Section 5: Optional server configuration.](#))
- 4 Complete the client configuration. (Go to [Section 6: Client configuration.](#))
- 5 Test profiling a document into Single Page Image Files. (Go to [Section 7: Testing.](#))
- 6 Troubleshoot the installation. (Go to [Section 8: Troubleshooting.](#))
- 7 Distribute the Naming Output Files using Variables section to your users. (Go to [Section 9: Naming output files using variables.](#))

Release notes

Enhancements

Omtool DMS Libraries v2.2 for Single Page Image Files includes the following enhancements:

Omtool DMS Libraries v2.2 for Single Page Image Files has been qualified with AccuRoute Desktop v2.2.

Resolutions

Omtool DMS Libraries v2.2 for Single Page Image Files includes the following resolved issues.

- If the subject and comment fields were large when sending a message to Single Page Image Files, the message could fail. The maximum value of these fields is 255 characters, and an error is now returned if the fields are greater than 255 characters. See Knowledge Base Article K04182.
- AccuRoute Desktop was not deleting temporary files called “stub documents” from some DMS applications. This issue impacted DMS applications that do not require AccuRoute Desktop to create a stub document before routing the document to the DMS application. See Knowledge Base Article K03805. (Go to [Online resources](#) on the inside front cover.)
- Updated Omtool DMS Library files were not included in the AccuRoute Desktop installation directory. As a result, files had to be manually installed on every workstation. See Knowledge Base Article K03889.

Limitations

Omtool DMS Libraries v2.2 for Single Page Image Files does not include any known limitations.

Related documentation

- AccuRoute Desktop installation guide - <http://www.omtool.com/documentation/AccuRoute/v22/AccuRouteDesktop/AccuRouteDesktopV22InstallGuide.pdf>
- AccuRoute Desktop users guide - <http://www.omtool.com/documentation/AccuRoute/v22/AccuRouteDesktop/AccuRouteDesktopV22UserGuide.pdf>
- Sending a message to SharePoint using AccuRoute Desktop - <http://www.omtool.com/documentation/dmslibraries/v22/SinglePage/OmtoolDMSLibrariesV22SinglePageImageFilesQuickStartGuide.pdf>
- Administrator help - <http://www.omtool.com/documentation/omtoolserver/v331/admin/>

Section 2: Requirements

This section includes:

[Server requirements](#) (2-1)

[Client requirements](#) (2-1)

Server requirements

The system where you install the DMS connector for Single Page Image Files must meet the following minimum requirements:

- AccuRoute v2.1
- Ghostscript v8.53 (available in a separate download) must be installed on all servers and Remote Compose servers before applying this update. You can verify this installation by looking for the following key in Regedit: HKEY_LOCAL_MACHINE > SOFTWARE > Omtool > Genifax > Current Version > Patches > GhostScript8.53. You can download this update from <http://www.omtool.com/support/>
- Tier 2 DMS connector license
- AccuRoute Desktop v2.2 Update, which includes Omtool DMS Libraries v2.2, must be applied to the server.

Client requirements

The system where you install the Omtool DMS Libraries must meet the following minimum requirements:

- AccuRoute Desktop v2.2 or higher
- FaxCenter and Swiftwriter do not support Single Page Image Files

Section 2: Requirements

Section 3: Installation

This section includes:

[Pre-installation configuration](#) (3-1)

[Adding the Single Page Image Files connector on the server](#) (3-3)

[Completing the Single Page Image Files connector Configuration Wizard](#) (3-5)

Pre-installation configuration

Before using Single Page Image Files, you must first create a file folder.

Continue to [Creating a Single Page Image Files folder](#).

Creating a Single Page Image Files folder

Note If a user does not have permission to read a file or folder, it will not appear in the file list.

Create a Single Page Image Files folder in the local area network. This folder must meet the following requirements:

- The sharing permissions for the Single Page Image Files folder must be configured. First, the Single Page Image Files folder must be shared. Additionally, the sharing permissions for the user credentials that are entered when the connector is added must grant read access to all Windows users who should be able to route documents to the Single Page Image Files folder.
- The security permissions for Single Page Image Files users must grant read and write access to all Windows users who should be able to route documents to the Single Page Image Files folder.
- If you are connecting via HTTP or HTTPS to an AccuRoute server in a different domain and the Single Page Image Files directory is configured on the local system, you must specify the location of the Single Page Image Files directory using the IP address, not a UNC path.
- Set permissions for the ...\\Program Files\\Common Files\\Omtool directory. The Domain Users group (or other appropriate user group) requires read/write permissions to this directory.

For more information on sharing properties, sharing permissions, and security permissions, consult Windows help.

The sharing permissions and security permissions on this folder should be configured according to the needs of your organization. Examples of a high security configuration and a low security configuration follow.

Continue to [Example of high security configuration](#).

Example of high security configuration

In some instances, you might want to maintain a high level of security on this folder. The following details provide you with an example of how you can set up this configuration with optimal security measures.

- Select the Windows user account that the Omtool DMS Libraries should use to route documents to the Single Page Image Files folder.
- Share the Single Page Image Files folder and grant read and change permissions only to the Windows user account that the Omtool DMS Libraries should use to route documents to the Single Page Image Files folder.
- Configure security permissions only for the Windows user account that the Omtool DMS Libraries should use to route documents to the Single Page Image Files folder. The security permissions must enable the Windows user to read and write to the folder.
- Configure the Omtool DMS Libraries to route documents to the Single Page Image Files folder using the Windows user account that has the required access and permissions to the Single Page Image Files folder.

Continue to [Example of low security configuration](#).

Example of low security configuration

In some instances, you might want to maintain a lower level of security on this folder. The following details provide you with an example of how you can set up this configuration with the lowest possible security measures.

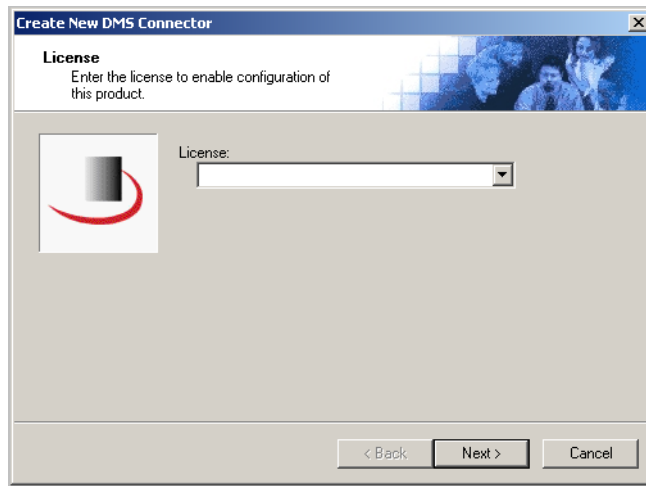
- Share the Single Page Image Files folder and grant read permissions to everyone or to groups that can route documents to the Single Page Image Files folder.
- Configure security permissions for everyone or for groups that can route documents to the Single Page Image Files folder. The security permissions must enable users or groups to read and write to the folder.
- Configure the Omtool DMS Libraries to route documents to the Single Page Image Files folder using the current Windows user account. (The system where the Omtool DMS Libraries is installed uses the login credentials of the current Windows user to access the Single Page Image Files folder.)

Continue to [Adding the Single Page Image Files connector on the server](#).

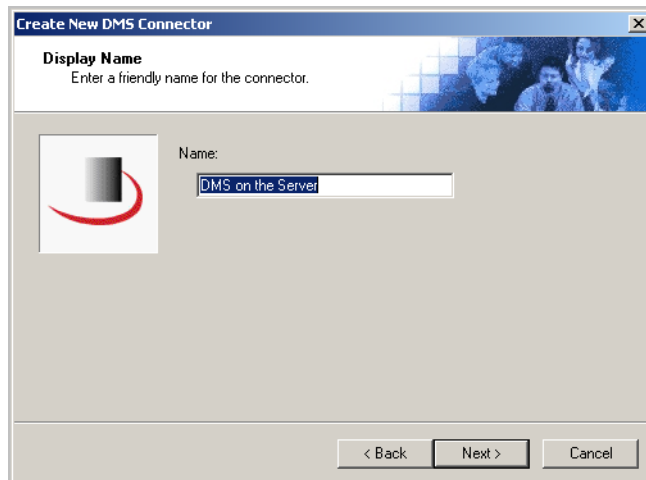
Adding the Single Page Image Files connector on the server

To add the **Single Page Image Files** connector to an **AccuRoute** server:

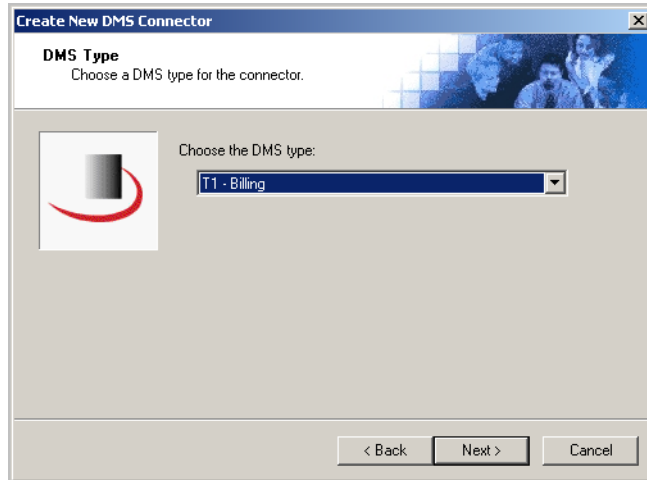
- 1 Right-click **CONNECTORS** in the console tree and select **NEW > DMS**. The License window appears.



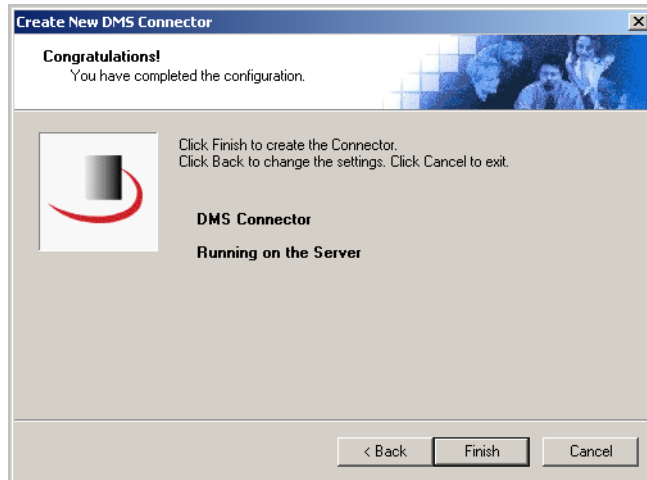
- 2 Type the license key for the Single Page Image Files connector in the **LICENSE** text box and click **NEXT**. The Display Name window appears.



- 3 Type a friendly name for this connector in the **NAME** text box and click **NEXT**. The DMS Type window appears.



- 4 Select **T2 - SINGLEPAGE** from the drop-down list and click **NEXT**. The Congratulations window appears.



- 5 Click **FINISH**.

The DMS configuration wizard launches and prompts you to configure the connector to support Single Page Image Files.

Continue to [Completing the Single Page Image Files connector Configuration Wizard](#).

Completing the Single Page Image Files connector Configuration Wizard

[All Omtool applications on the same system share the Omtool DMS Libraries configuration](#) (3-5)

[Configuring a new Single Page Image Files connector](#) (3-5)

[Configuring an existing Single Page Image Files connector](#) (3-7)

All Omtool applications on the same system share the Omtool DMS Libraries configuration

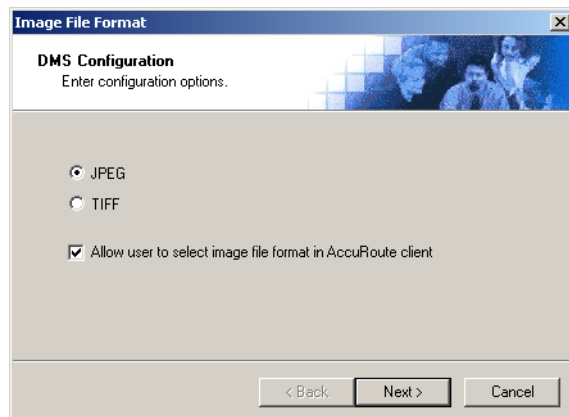
When multiple Omtool applications are installed on the same system, these applications share the same DMS configuration data. If you make changes to the DMS configuration settings for one Omtool application, those changes affect all Omtool applications installed on the system.

Configuring a new Single Page Image Files connector

The Image File Format window appears immediately after you complete the new connector wizard.

Figure 3-A: Image File Format window

Select the default image file format on this window. You can also select whether or not the user can change the image file format in AccuRoute Desktop.

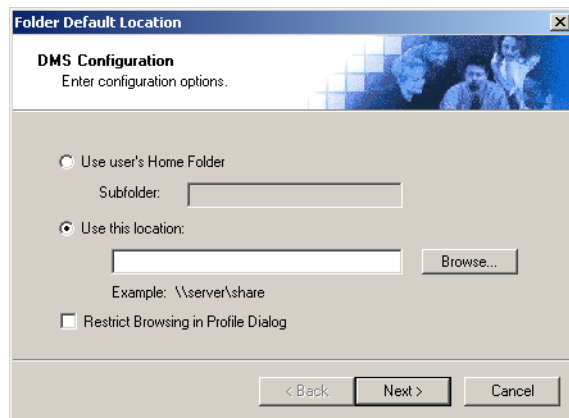


To complete the configuration wizard for a new Single Page Image Files connector:

- I Select either **JPEG** or **TIFF** to specify the default image file format.

If selected, **ALLOW USER TO SELECT IMAGE FILE FORMAT IN ACCURROUTE CLIENT** allows the user to change the image file format in AccuRoute Desktop. If it is not selected, the user will be prevented from changing the image file format. This option is selected by default.

- 2 Click **NEXT**. The Folder Default Location window appears.

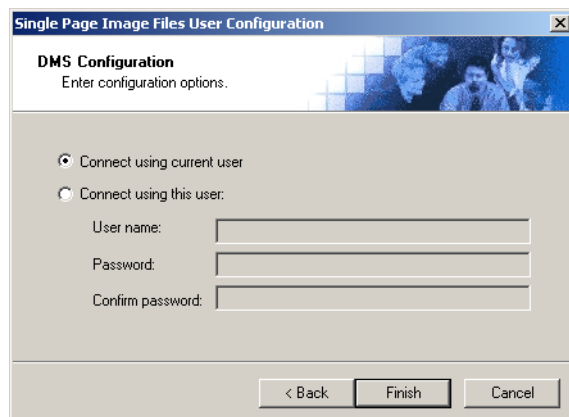


- 3 Indicate the location of the Single Page Image Files directory. Select **USE USER'S HOME FOLDER** to select the user's home folder as defined in their Windows NT profile; or, select **USE THIS LOCATION**, click **BROWSE**, go to the Single Page Image Files directory, select it, and click **OK**. For more information on the user's Home folder, see your Active Directory documentation.

Selecting **RESTRICT BROWSING IN PROFILE DIALOG** allows users to browse to this folder and below, but prevents them from browsing above this folder. This option is not selected by default.

If you are configuring the Single Page Image Files connector on an AccuRoute server, the option you select has no impact on document routing. When routing documents on behalf of an AccuRoute Desktop user, the server uses the Single Page Image Files configuration data from the workstation where the user generated the Routing Sheet.

- 4 Click **NEXT**. The Single Page Image Files User Configuration window appears.



5 Select an authentication method:

CONNECT USING CURRENT USER - Select this option to connect to the Single Page Image Files folder using the login credentials of the current Windows user. (This setting is recommended for single-user workstations.)

CONNECT USING THIS USER - Select this option to connect to the Single Page Image Files folder using specific login credentials, and type the user name and password in the **USER NAME**, **PASSWORD**, and **CONFIRM PASSWORD** text boxes.

If you are configuring the Single Page Image Files connector on the AccuRoute server, Omtool strongly recommends that you configure the AccuRoute server with the login credentials of Windows user account that has Windows sharing and security permissions to read and write to the Single Page Image Files folder. In rare circumstances, when the AccuRoute server cannot obtain the Windows login credentials of the AccuRoute Desktop user, the server uses these login credentials. This reduces the possibility of an authentication failure.

6 Click **FINISH**.

After you complete the Single Page Image Files configuration wizard, the Single Page Image Files connector appears in the Connectors details pane.

Configuring an existing Single Page Image Files connector

To complete the configuration wizard for an existing Single Page Image Files connector:

- 1** Click **CONNECTORS** in the console tree, and double-click the **SINGLE PAGE IMAGE FILES** connector in the details pane.
- 2** Click the **ADVANCED** tab.
- 3** Locate the **DMS CONFIGURATION** section, and click **CONFIGURE**. The Image File Format window appears.
- 4** Perform steps one through six in [Configuring a new Single Page Image Files connector](#) (3-5).

Section 4: Required server configuration

If you have added support for Single Page Image Files and you want to make it available to users as a recipient type in AccuRoute Desktop, you must modify the AccuRoute properties of registered users.

If any individual users are registered on the AccuRoute server, complete this procedure once to modify user defaults and once for each individual user.

To enable Single Page Image Files as a recipient type in AccuRoute Desktop:

- 1 Click **REGISTERED USERS** in the console tree and double-click an individual user in the details pane, or right-click **REGISTERED USERS** in the console tree and select **USER DEFAULTS**.
- 2 Click the **ACCURROUTE** tab.
- 3 Select **ENABLE USE OF THE ACCURROUTE CLIENT**.
- 4 Locate the **ALLOW USER TO ROUTE TO LIST** and select **SINGLE PAGE IMAGE FILES**.
- 5 Click **OK** to save your changes.

Note Changes made to **REGISTERED USERS > USER DEFAULTS** do not affect any individual registered user. Changes made here affect only those users who do not have an individual record in the Registered Users database.

Single Page Image Files becomes available when you start AccuRoute Desktop again.

Section 4: Required server configuration

Section 5: Optional server configuration

The Single Page Image Files DMS provider requires that the final destination format be PDF (the provider converts the source document to PDF and then creates JPEG and/or TIFF files, depending on your configuration). The user, therefore, must select PDF (image) as the document format within the AccuRoute Desktop. PDF (image) is the only valid document format for Single Page Image Files.

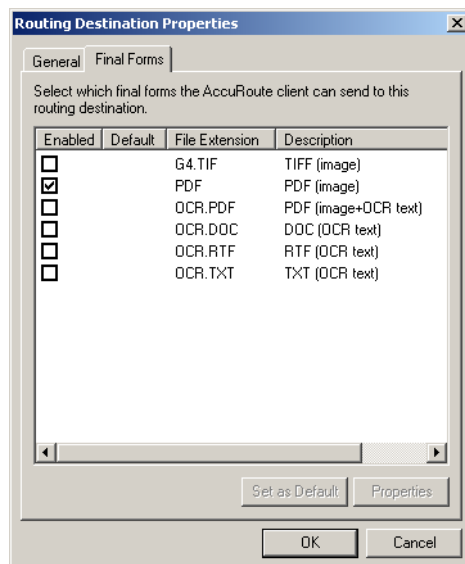
When the Single Page Image Files DMS provider is added, however, all available final forms display in the client by default. Configure the AccuRoute Desktop so that the only available document format is PDF (image).

Additionally, you can rename the PDF (image) final form to something more relevant to your environment, for example, JPEG, TIFF, or JPEG/TIFF.

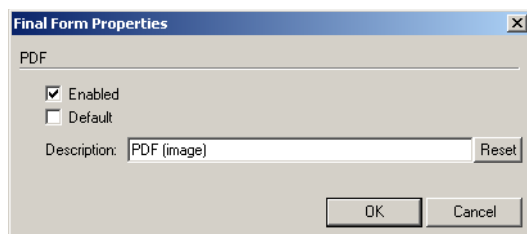
Note The following configuration steps must be done for the default Registered Users and any individual Registered Users.

To configure the Single Page Image Files final form in AccuRoute Desktop:

- 1 Right-click **REGISTERED USERS** in the console tree and select **USER DEFAULTS**.
- 2 Click the **ACCURROUTE** tab.
- 3 Highlight **SINGLEPAGE** in the **ALLOW USER TO ROUTE** to section and click **CONFIGURE**.
- 4 Click the **FINAL FORMS** tab.
- 5 Clear all check boxes except the one for **PDF**.



- 6 Highlight **PDF** and click **PROPERTIES**. The Final Form Properties window appears.



- 7 Replace **PDF (IMAGE)** in the **DESCRIPTION** text box with a relevant description for your environment. For example: **JPEG**, **TIFF**, or **JPEG/TIFF**.
- 8 Click **OK** three times to save the changes.

Perform steps three through nine for each individual user.

Section 6: Client configuration

This section includes:

[Configuring AccuRoute Desktop](#) (6-1)

[Client deployment methods](#) (6-1)

Configuring AccuRoute Desktop

To add Single Page Image Files functionality to the AccuRoute Desktop:

- 1 Start AccuRoute Desktop and log in.
- 2 Click **TOOLS** on the menu bar and select **CONFIGURE DMS**.
- 3 Select **SINGLEPAGE** from the menu that appears. The Image File Format window appears.

At this point, the configuration is identical to that of the connector configuration. Perform steps one through six in [Configuring a new Single Page Image Files connector](#) (3-5).

Client deployment methods

There are two methods available for deploying clients to individual workstations with Single Page Image Files functionality:

- Configure AccuRoute Desktop to support Single Page Image Files on one client workstation. Then copy the Omtool DMS Libraries configuration file to the Omtool DMS Libraries setup directory where it can be propagated to client workstations during installation. Continue to [Configuring Single Page Image Files for client rollout](#).
- Install AccuRoute Desktop on each individual workstation and perform the configuration steps for Single Page Image Files manually. Continue to [Configuring Single Page Image Files manually](#).

Configuring Single Page Image Files for client rollout

This procedure is optional. If you do not complete this procedure before deploying the Omtool DMS Libraries, you (or the user) must configure the Omtool DMS Libraries to support Single Page Image Files manually after you install AccuRoute Desktop.

To pre-configure the Omtool DMS Libraries for deployment:

- 1 Install AccuRoute Desktop v2.2 on a workstation.
- 2 Configure the Omtool DMS Libraries to support Single Page Image Files. Select the settings that should apply to all workstations in your environment.
- 3 Go to the...Program Files\Common Files\Omtool directory on the workstation where AccuRoute Desktop v2.2 is installed, and copy the **OmDMSDB.xml** file to the clipboard.
- 4 Go to the Omtool server where AccuRoute Desktop setup files are located, and paste the file to the following location. When prompted to replace the existing file, click **YES**.

...\OmtoolServer\Clients\AccuRouteDesktop\Common\Omtool

You have pre-configured the Omtool DMS Libraries setup with the configuration data for Single Page Image Files. When you are ready to deploy Single Page Image Files, launch setup.exe in the AccuRouteDesktop2.2 directory.

Configuring Single Page Image Files manually

To configure Single Page Image Files manually:

AccuRoute Desktop - (Go to [Configuring AccuRoute Desktop](#) on 6-1.) Follow these steps on all AccuRoute Desktop workstations.

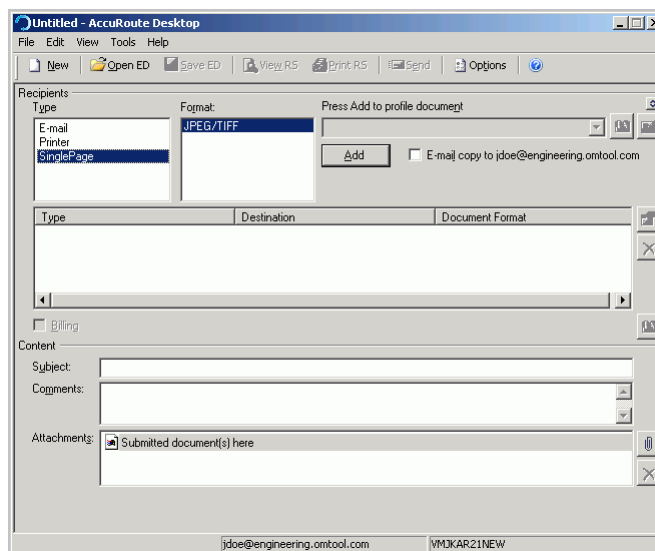
Section 7: Testing

To test the installation and configuration of Omtool DMS Libraries v2.2 for Single Page Image Files, send a message using AccuRoute Desktop.

For detailed information on sending messages using AccuRoute Desktop, consult the user guide. Go to [Related documentation](#) on I-3.

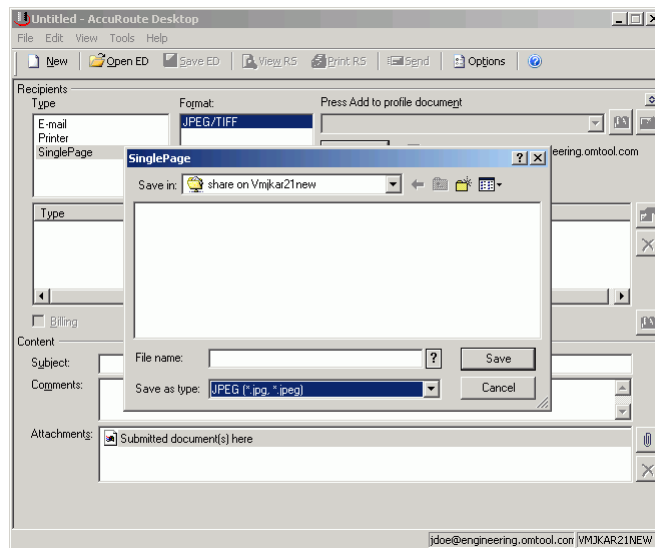
To send a message to Single Page Image Files using AccuRoute Desktop:

- 1 Start AccuRoute Desktop. Click **START**, go to the Omtool programs group, and select **ACCURROUTE DESKTOP**. Log in if prompted. The application appears on your desktop.

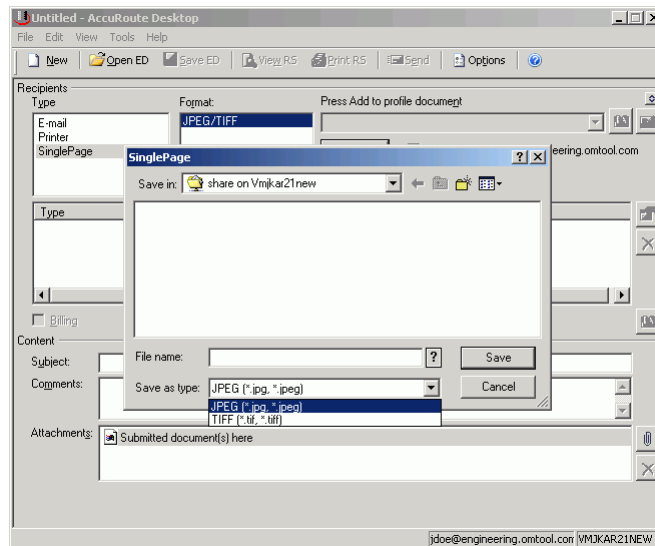


- 2 Select the destination type **SINGLEPAGE** in the **RECIPIENTS TYPE** list.
Only one file format should appear in the **FORMAT** list. If more than one format appears, contact your network administrator.

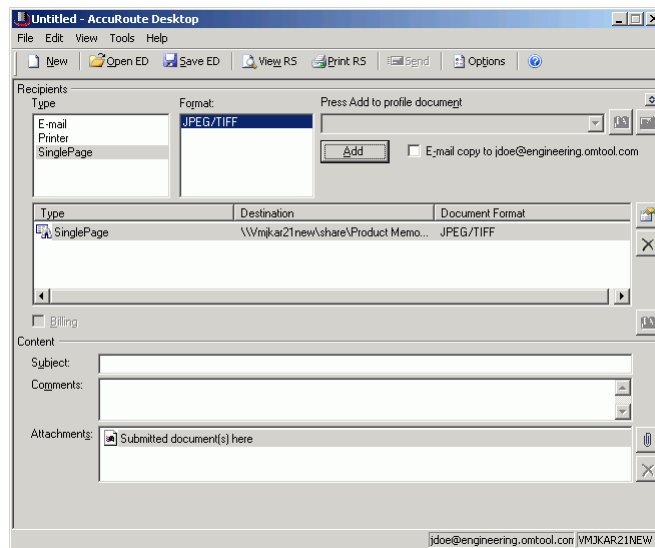
3 Click **ADD**. The SinglePage window appears.



- 4 In the **FILE NAME** text box, enter the file name you wish to assign to your document. Note that you can use variables when naming files. (Go to [Section 9: Naming output files using variables.](#))
- 5 From the **SAVE AS TYPE** drop-down list, select either **JPEG** or **TIFF**. Note that your company may have restricted your choice to one or the other, in which case, you do not need to make any changes to this option.



6 Click **SAVE**. A SinglePage destination appears in the message.

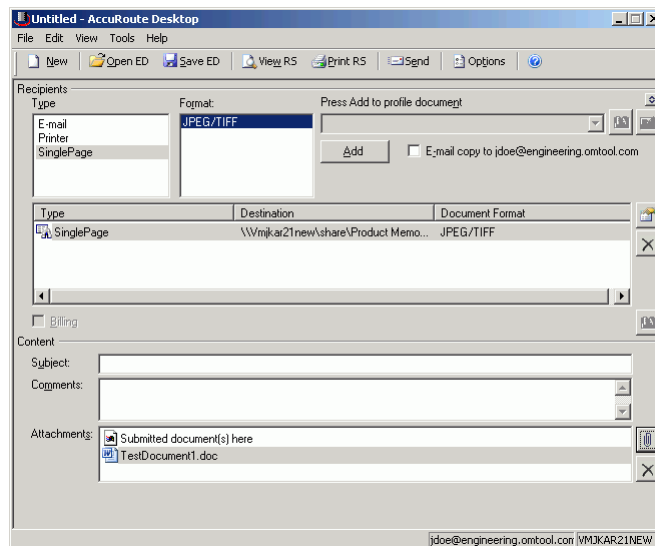


7 Add content to your message.

- a** Locate the **CONTENT** section at the bottom and type a subject and comments.
- b** Add any attachments you want to send with your message. Click the paperclip icon and do one of the following:

FILE - Select this option to attach a file saved from your computer or network share. Browse to the file, select it, and click **OPEN**. The file appears in the attachments list.

WEB DOCUMENT - Select this option to attach a web page from the Internet. Type the address of the web document, choose a file name for the attachment, select a file format for this attachment (such as PDF or HTML), and click **OK**.



8 Do any of the following:

Send the message immediately - Click **SEND** on the toolbar. A message box indicates that your message has been sent to the server. (Your message must have at least one attachment.)

Save the message as an Embedded

Directive - Click **SAVE ED** on the toolbar, type a title for the Embedded Directive, and click **SAVE**.

Print a Routing Sheet that can be scanned with hard copy documents - Save the message as an Embedded Directive. Then click **PRINT ED** on the toolbar. AccuRoute Desktop creates a Routing Sheet containing the Embedded Directive and displays it as a PDF file on your desktop. Print the Routing Sheet and include it as the first or last page of the hard copy document. Take the document to a network scanner and scan it using the instructions provided by your network administrator. (Your message can include both electronic and hard copy documents.)

Section 8: Troubleshooting

This section includes:

[Detecting workflow issues](#) (8-1)

[Troubleshooting the message on the Omtool server](#) (8-1)

[Troubleshooting the multifunction device](#) (8-3)

[Troubleshooting the client](#) (8-3)

Complete these procedures in the order they appear. If you cannot resolve the issue, contact Omtool. (Go to [Customer service and technical support](#) on the inside front cover.)

Detecting workflow issues

After a document has been profiled to Single Page Image Files, the document should arrive at its destination momentarily, but can take up to several minutes when the server workload is high. If a document does not arrive at its destination within a reasonable period of time, begin troubleshooting the environment. Omtool recommends troubleshooting the workflow in reverse order because this is the easiest way to troubleshoot the setup on your own.

The easiest way to troubleshoot a workflow issue is to follow the document through the workflow in reverse order. When a document does not arrive at its destination, troubleshooting starts with Single Page Image Files, and then continues to the Omtool server, the device (if applicable), and then the client.

Continue to [Troubleshooting the message on the Omtool server](#).

Troubleshooting the message on the Omtool server

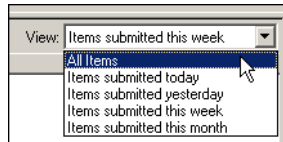
There are two important questions that can be resolved when troubleshooting a message on the Omtool server:

- Was the message submitted to the Omtool server?
- Assuming the message was submitted to the Omtool server, what caused the delivery failure? The state and status of the message, along with details in the message journal, provide some important clues.

Start troubleshooting by trying to locate the message on the Omtool server.

To locate the message on the Omtool server:

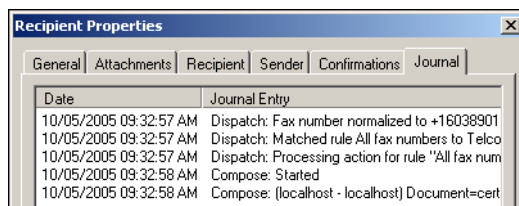
- 1 Start the Administrator.
- 2 Go to **OMTOOL SERVER ADMINISTRATOR > [SERVERNAME] > MESSAGES.**
- 3 Look for the message in the In Process queue:
 - a Click **IN PROCESS.**
 - b View **ALL ITEMS.**



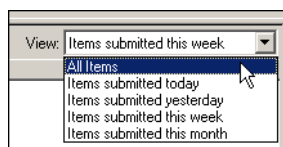
- c Sort all items by the date submitted.
 - d Look for the message.
- **Message found** - Double-click the message and then click the **JOURNAL** tab to view the message journal to determine the current state and status of the message. Then monitor the components and confirm that the message is moving through the processing queues on the Omtool server. If the Omtool server stops processing the message (for example, the message seems to be stuck in a processing queue), restart all the Omtool services.

Note If you open the Journal while the message is still processing, you need to close the Journal properties before the Journal will update.

Also, check the Event Viewer for any information that might help troubleshoot the issue.



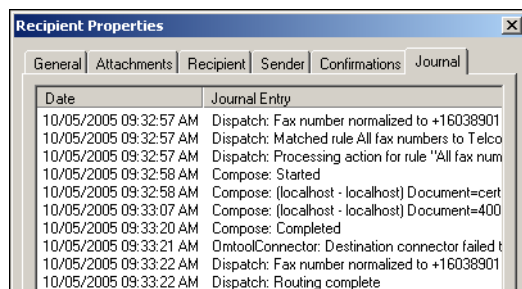
- **Message not found** - Go to step 4 and look for the message in the History queue.
- 4 Look for the message in the History queue:
 - a Click **HISTORY.** The message could be in either the Successful barometer or the General Failure barometer.
 - b View **ALL ITEMS.**



- c Sort all items by the date submitted.

d Look for the message.

- **Message found** - Double-click the message and then click the **JOURNAL** tab to view the message journal to determine the cause of the failure.



If the message failed, correct the issue and send the message again. Contact Omtool if you are unable to resolve the issue. (Go to [Customer service and technical support](#) on the inside front cover.)

If the journal states that Omtool server delivered the message but it still has not arrived at its destination, this indicates that the Omtool server transferred the message to Single Page Image Files successfully. Do some advanced troubleshooting on Single Page Image Files to determine why the message is not being delivered to its destination. Contact Omtool if you are unable to resolve the issue. (Go to [Customer service and technical support](#) on the inside front cover.)

Also, check the Event Viewer for any information that might help troubleshoot the issue.

- **Message not found** - If the message is not found, the next step is to troubleshoot the multifunction device.

Continue to [Troubleshooting the multifunction device](#).

Troubleshooting the multifunction device

After troubleshooting all other components in the workflow, troubleshoot the device. Consult the device manufacturer's documentation.

Continue to [Troubleshooting the client](#).

Troubleshooting the client

If the device is working properly, try sending a message from the client to a recipient other than Single Page Image Files. If you are able to send messages to recipients other than Single Page Image Files and Single Page Image Files is operating correctly, contact Omtool. (Go to [Customer service and technical support](#) on the inside front cover.)

Section 9: Naming output files using variables

There are two ways to name the output files. You can name the output file by typing in a name; or, optionally, enter template variables within percent signs (%).

When using variables, the only variables you can use in the file name are variables that are available to the message. You can combine variables with other variables and/or text. For example: MyFile%LEGAL_BILL_01%xyz.jpg.

The supported variables are:

- %SUBJECT%
- %COMMENT%
- %RECIP_TYPE%
- %FINALFORM_TEXT%
- %SENDER_NAME%
- %SENDER_EMAIL%
- %SENDER_BUSINESS_PHONE%
- %BILLING_CODE%
- %LEGAL_BILL_01% (if the respective billing field is set)
- %LEGAL_BILL_02% (if the respective billing field is set)
- %LEGAL_BILL_03% (if the respective billing field is set)

Distribute this list to your users.

For more information on these variables, see the Administrator help. Go to [Related documentation](#) on I-3.

Multiple page files are named with the file name you specified in the original profiling of the document plus a dash (-) and a three digit number. For example, a three page PDF file named document.pdf would be converted to three files: document-001.jpg, document-002.jpg, and document-003.jpg.

Section 9: Naming output files using variables