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# Omtool Web Client installation guide

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- **Fax:** 978 659 1301
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# Section I: Introduction

This section includes:

[Introduction to Omtool Web Client](#) (I-1)

[About this guide](#) (I-1)

[Deployment summary](#) (I-1)

[Related documentation](#) (I-2)

## Introduction to Omtool Web Client

Omtool Web Client is an intranet-based user application providing network users a convenient method of creating Embedded Directives, generating Routing Sheets, and sending messages.

When a user logs in to Omtool Web Client, a series of tabs appear at the top of the window. Each tab is equipped with features that help users work with their messages and Routing Sheets.

### Figure I-A: Omtool Web Client pages

The default view of Omtool Web Client presents the user with a series of tabs. Each tab exposes features that help users work with their messages and Routing Sheets.



## About this guide

This guide provides instructions on installing and using Omtool Web Client. It is written specifically for a network administrator or other IT professional. In order to complete the procedures described herein, you should have detailed knowledge of your company's Omtool server.

## Deployment summary

To deploy Omtool Web Client:

- 1 Review and complete all installation requirements. (Go to [Section 2: Requirements.](#))
- 2 Install Omtool Web Client.(Go to [Section 3: Installation.](#))
- 3 Complete required server configuration. (Go to [Section 4: Required configurations.](#))
- 4 Complete any optional configuration that is necessary. (Go to [Section 5: Optional configuration.](#))
- 5 Send users the URL of the Omtool Web Client.

## Related documentation

A complete list of related documentation is available online at: <http://www.omtool.com/documentation/accuroute/v22/documentation.htm>

## Section 2: Requirements

This section includes:

[Hardware and software requirements](#) (2-1)

[Server requirement](#) (2-2)

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

### Hardware and software requirements

The system where you install Omtool Web Client must meet the following minimum requirements:

- System must belong to the same domain as the AccuRoute server. If it belongs to a separate domain, that domain should have bi-directional trust with the Omtool server's domain. System should not a domain controller.
- Pentium III-compatible processor; 1 GHz; 512 MB RAM; 100 MB available hard disk space; CD-ROM drive; and Microsoft mouse or compatible pointing device
- Windows 2003 Standard Edition, Windows 2000 Server SP4, or Windows 2000 Advanced Server SP4 (64 and 32-bit platforms)
- ASP.NET (Windows component)
- IIS (Windows component)  
  
IIS 5.0 must allow Active Server Pages. This configuration is located in the Web Service Extensions node in the IIS console tree.
- World Wide Web Service enabled

## Server requirement

- AccuRoute v2.2

## Client requirements

The client used to access Omtool Web Client must meet the following minimum requirements:

- Internet Explorer 5.5 or later
- Adobe Reader 5.0 or later, or Adobe Acrobat 5.0 or later.



# Section 3: Installation

This section includes:

[Introduction to installing Omtool Web Client](#) (3-1)

[Installing Omtool Web Client](#) (3-2)

[Installing multiple instances on the Omtool Web Client](#) (3-7)

## Introduction to installing Omtool Web Client

The Omtool Web Client setup can install up to three instances of Omtool Web Client on the web server and configures an IIS virtual directory in the Default Web Site for each instance.

The installation setup prompts you to:

- select the destination location for the Omtool Web Client program files;
- enter the name of the IIS virtual directory where you want the Omtool Web Client to run;
- choose an IIS authentication method for the Omtool Web Client;
- indicate the network name or IP address of the Omtool server;
- provide information on your mail system and the location of the mail server.

During the installation,

- installs the Omtool Web Client program files to the destination location you select
- adds a virtual directory to IIS using the name you enter
- configures the virtual directory with the authentication method you select
- configures the Omtool Web Client with the location of the Omtool server
- configures the Omtool Web Client with the identity and location of the mail system in your environment.

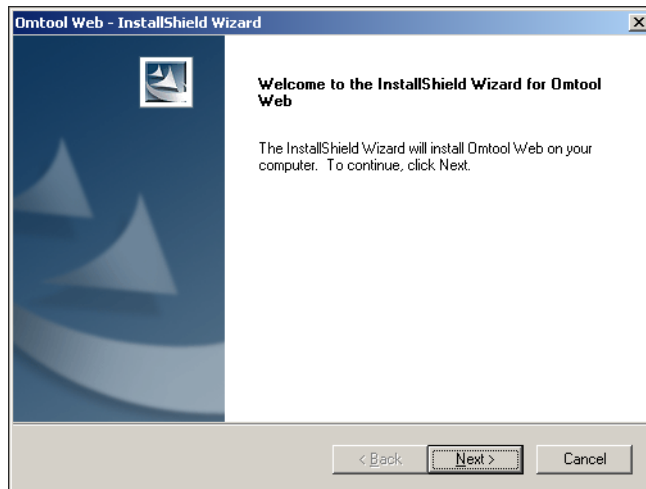
# Installing Omtool Web Client

**Note** Before you install Omtool Web Client for AccuRoute v2.2, remove any previous versions of Omtool Web Client or Genifax Web Client.

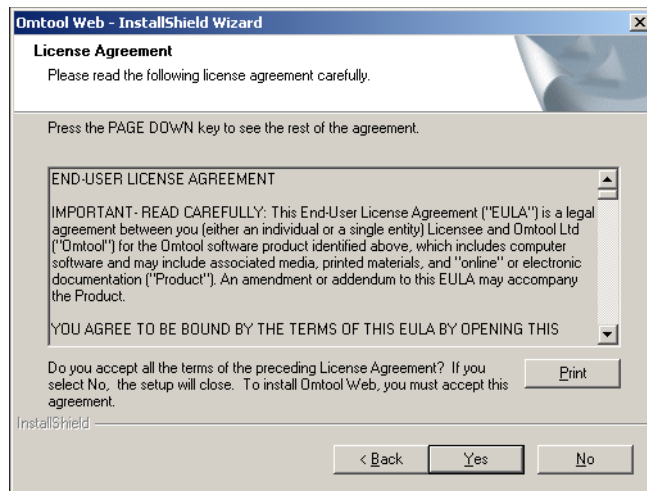
**Tip** The Omtool Web Client setup is installed with a complete AccuRoute server installation in \\AccuRoute\_server\Genifax\Clients\OmtoolWeb. Immediately following the AccuRoute server installation, only the Omtool service account has permissions to access client setup programs on the AccuRoute server, but additional users can be granted permissions if necessary.

## To install Omtool Web Client:

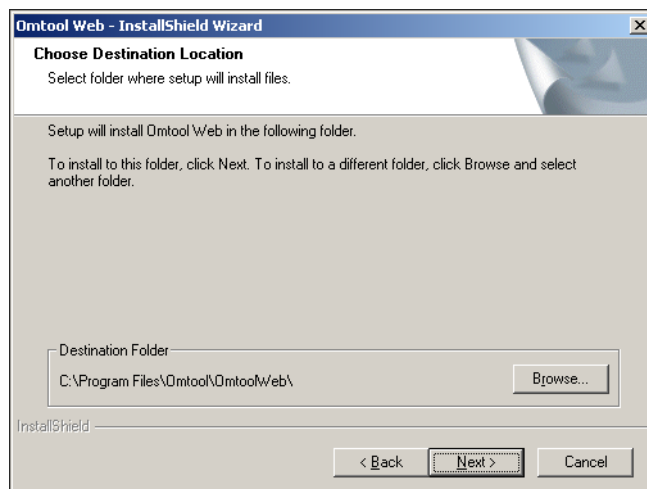
- 1 Log on to the system where Omtool Web Client is being installed using an account that belongs to the local Administrators group.
- 2 Insert the AccuRoute server installation C. Go to \MessageServer\Program Files\Omtool\Omtool Server\Clients\OmtoolWeb, and run **setup.exe**. The setup displays the welcome message.



**3** Click **NEXT**. The license agreement page opens.



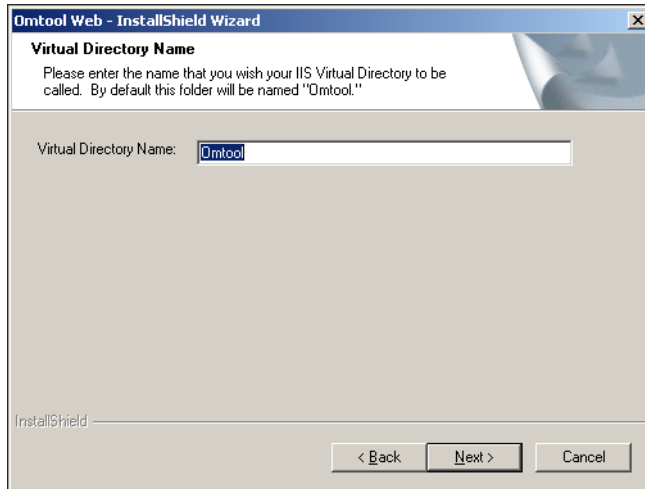
**4** In the **License Agreement** page, click **YES**. The destination location page opens.



**5** In the **Choose Destination Location** the default destination is:

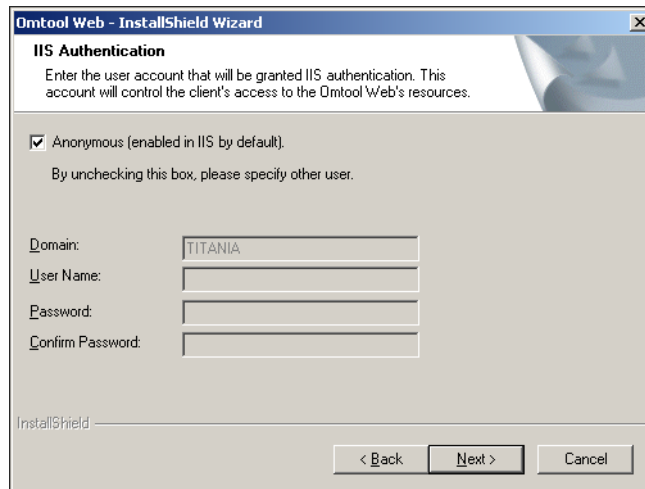
c:/Program Files\Omtool\OmtoolWeb

Alternately, if you want a separate destination, browse to the destination folder you want. Click **NEXT**. The Virtual Directory Name opens.

**6** If necessary, change the virtual directory name. Click **NEXT**.

**Note** The virtual directory name is used to create a virtual directory in IIS under Default Web Site.

The IIS Authentication configuration for Omtool Web Client opens.



## 7 Choose an IIS authentication method.

The authentication determines the Windows user account that IIS uses to run the Omtool Web Client. During the installation, the setup program saves the authentication method in the directory security configuration on each IIS virtual directory.

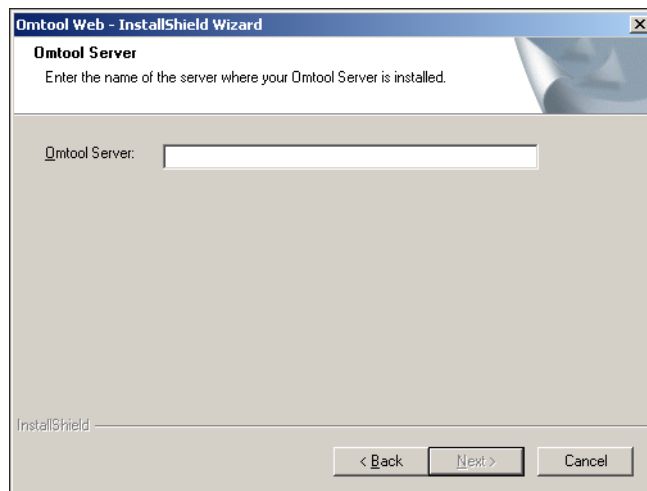
- If you are installing the Omtool Web Client on the same system that is running the AccuRoute server, choose **Anonymous** authentication.
- If you cannot choose **Anonymous** authentication, clear the Anonymous option. Enter the appropriate values for the following parameters with the logon credentials of a Windows user account.
  - ▲ Domain
  - ▲ User Name
  - ▲ Password
  - ▲ Confirm Password

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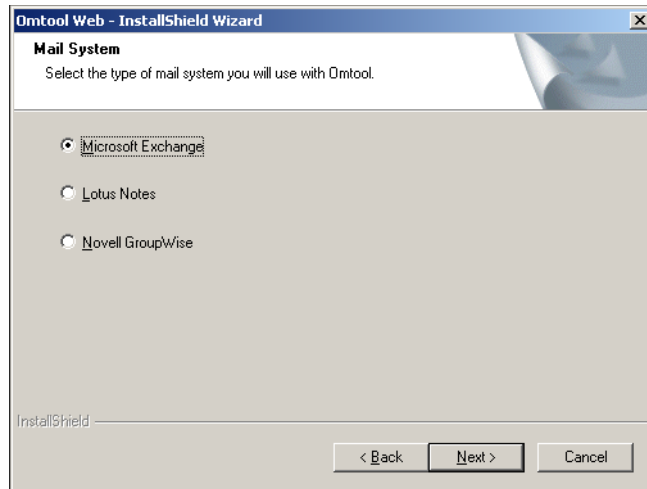
**Note** You cannot choose Anonymous authentication if you are installing the Omtool Web Client on a different system, you must use a Windows user account when the Omtool server and the Omtool Web Client are on different systems that are both running Windows 2003 with IIS 6.0.

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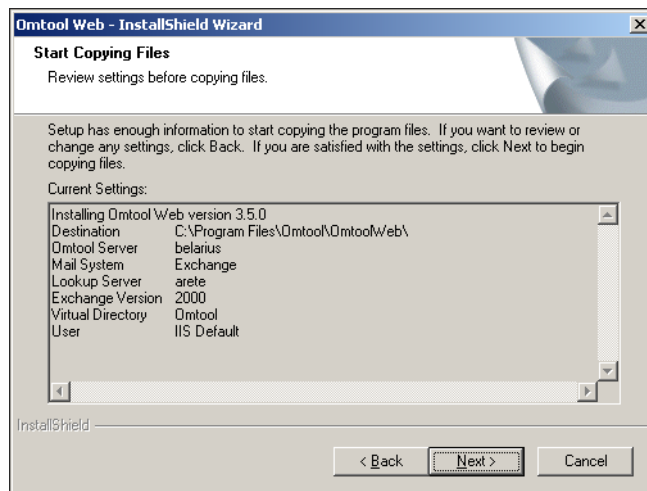
## 8 Click **NEXT**. The Omtool Server page opens.



- 9 Enter the computer name or IP address of the AccuRoute server. Click **NEXT**. The Mail Server page opens.



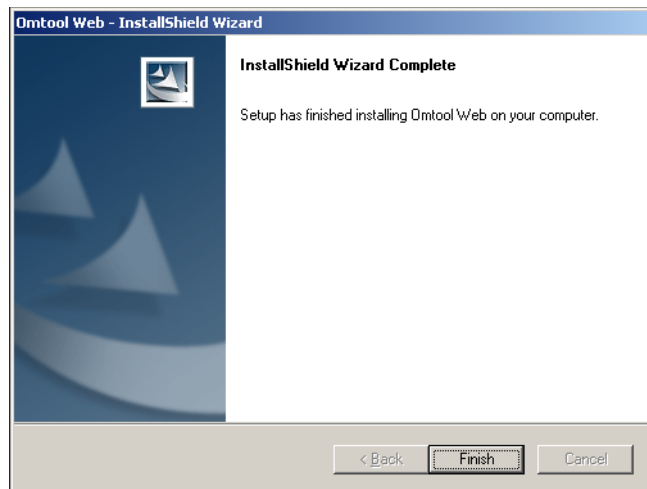
- 10 Select the mail system to which the AccuRoute server is connected.  
The next series of screens varies, depending on the mail system you selected and its version.
- 11 When you click **NEXT** on the last screen pertaining to your last system, the setup shows installation settings.



- 12 Review the installation settings and click **NEXT**.
- 13 The setup installs Omtool Web Client and shows a message box with the Omtool Web Client URL.



- 14** Click **OK**. The setup displays a message indicating that the installation is complete.



- 15** Click **FINISH**.
- Omtool Web Client installation is complete. Continue to [Required configurations \(4-1\)](#) for instructions on configuring the Omtool Web Client

## Installing multiple instances on the Omtool Web Client

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**Note** Before you install Omtool Web Client for AccuRoute v2.2, remove any previous versions of Omtool Web Client or Genifax Web Client.

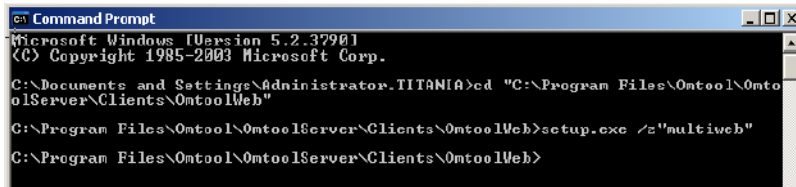
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**Tip** The Omtool Web Client setup is installed with a complete AccuRoute server installation in \\AccuRoute\_server\Genifax\Clients\OmtoolWeb. Immediately following the AccuRoute server installation, only the Omtool service account has permissions to access client setup programs on the AccuRoute server, but additional users can be granted permissions if necessary.

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## To install multiple instances of the Omtool Web Client

- 1 Log on to the system where you want to install the Omtool Web Client. Use an account that belongs to the Administrators group on that system.
- 2 Open a Windows command prompt, change the current directory to the Omtool Web Client setup directory



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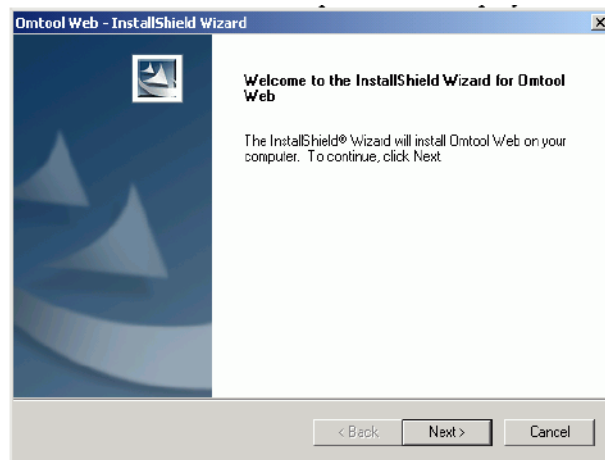
Microsoft Windows [Version 5.2.3790]
(C) Copyright 1985-2003 Microsoft Corp.

C:\Documents and Settings\Administrator\TITANIA>cd "C:\Program Files\Omtool\OmtoolServer\Clients\OmtoolWeb"

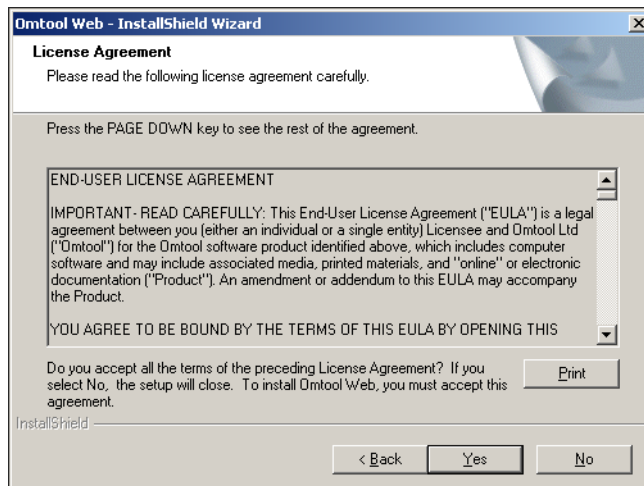
C:\Program Files\Omtool\OmtoolServer\Clients\OmtoolWeb>setup.exe /z "multiweb"

C:\Program Files\Omtool\OmtoolServer\Clients\OmtoolWeb>
  
```

- 3 Enter `setup.exe /z"multiweb"`. Press ENTER.  
The Omtool Web Client setup starts and displays the Welcome screen.

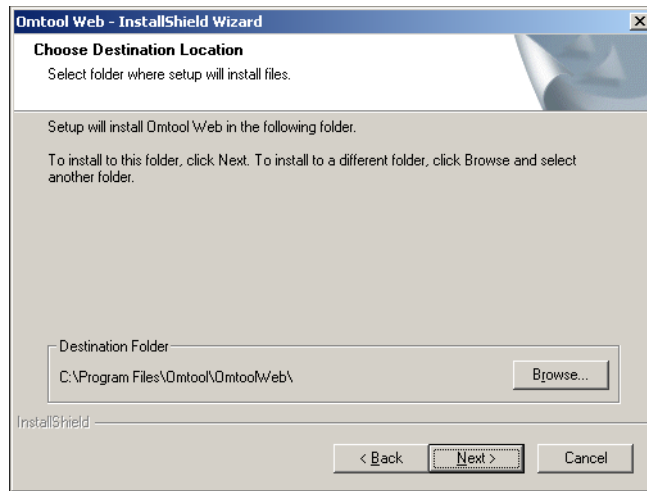


- 4 Click **NEXT**. The license agreement page opens.





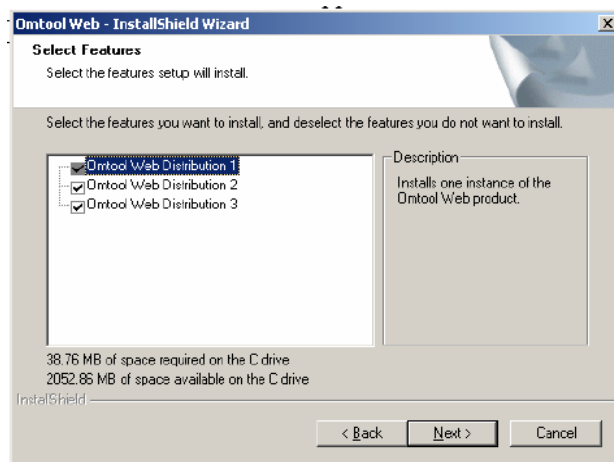
- 5 In the **License Agreement** page, click **YES**. The destination location page opens.



- 6 In the **Choose Destination Location** the default destination is:

`c:/Program Files/Omtool/OmtoolWeb`

Alternately, if you want a separate destination, browse to the destination folder you want. Click **NEXT**. The Select Features page opens.



- 7 Check the number of Omtool Web Client instances you want to install.

You can install up to three instances of the Omtool Web Client. The setup program installs each instance as OmWeb1, OmWeb2, and OmWeb3 under the destination location you specified in the previous screen.

For example, suppose the destination location is `C:\Program Files\Omtool\OmtoolWeb`, and you want to install two instances of the Omtool Web Client. The setup program installs these instances to:

- o `C:\Program Files\Omtool\OmtoolWeb\OmWeb1`
- o `C:\Program Files\Omtool\OmtoolWeb\OmWeb2`

- 8 Click **NEXT**. The Virtual Directory Name page opens.

**Omtool Web - InstallShield Wizard**

**Virtual Directory Name**

Please enter the name that you wish your IIS Virtual Directories to be called. By default they will be named Omtool, Omtool2 and Omtool3.

Virtual Directory 1 Name:

Virtual Directory 2 Name:

Virtual Directory 3 Name:

InstallShield

< Back   **Next >**   Cancel

- 9 Choose an IIS virtual directory name, or alias, for each instance of the Omtool Web Client. Click **NEXT**.

---

**Note**      The installation program automatically creates virtual directories in IIS under Default Web Site.

---

The IIS Authentication page opens.

**Omtool Web - InstallShield Wizard**

**IIS Authentication**

Enter the user account that will be granted IIS authentication. This account will control the client's access to the Omtool Web's resources.

Anonymous (enabled in IIS by default).

By unchecking this box, please specify other user.

Domain:

User Name:

Password:

Confirm Password:

InstallShield

< Back   **Next >**   Cancel

**10** Choose an IIS authentication method.

The authentication determines the Windows user account that IIS uses to run the Omtool Web Client. During the installation, the setup program saves the authentication method in the directory security configuration on each IIS virtual directory.

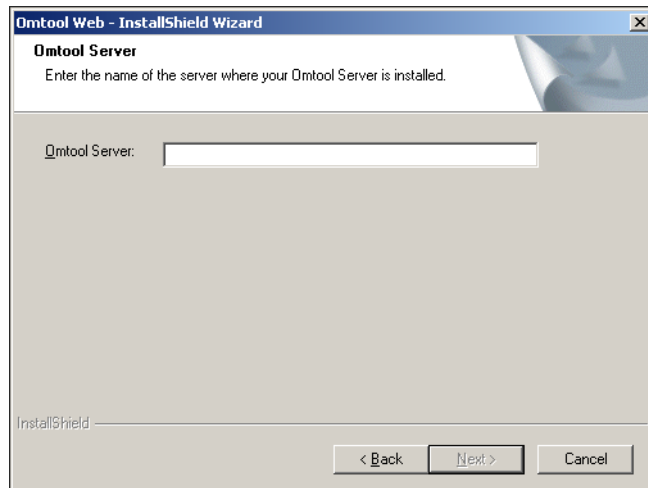
- If you are installing the Omtool Web Client on the same system that is running the AccuRoute server, choose **Anonymous** authentication.
- If you cannot choose **Anonymous** authentication, clear the Anonymous option. Enter the appropriate values for the following parameters with the logon credentials of a Windows user account.
  - ▲ Domain
  - ▲ User Name
  - ▲ Password
  - ▲ Confirm Password

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*Note* You cannot choose Anonymous authentication if you are installing the Omtool Web Client on a different system, you must use a Windows user account when the Omtool server and the Omtool Web Client are on different systems that are both running Windows 2003 with IIS 6.0.

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**11** Click **NEXT**. The Omtool Server page opens.



Omtool Web - InstallShield Wizard

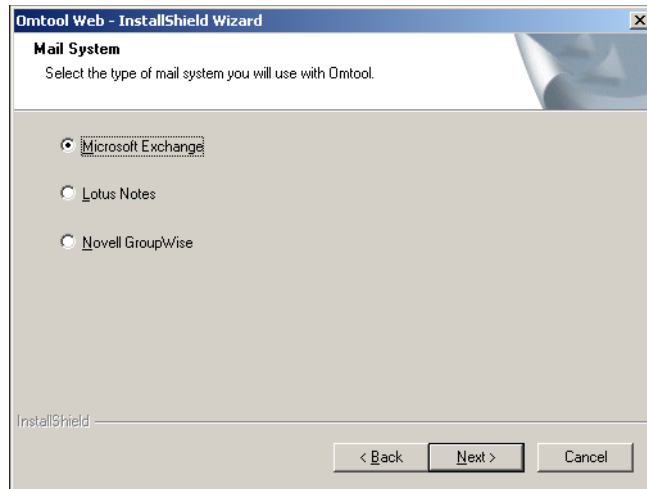
**Omtool Server**  
Enter the name of the server where your Omtool Server is installed.

Omtool Server:

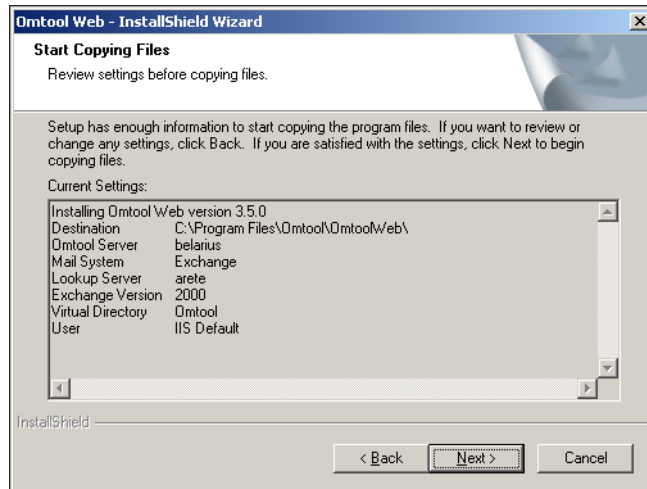
InstallShield

< Back Next > Cancel

- 12 Enter the computer name or IP address of the AccuRoute server. Click **NEXT**. The Mail Server page opens.



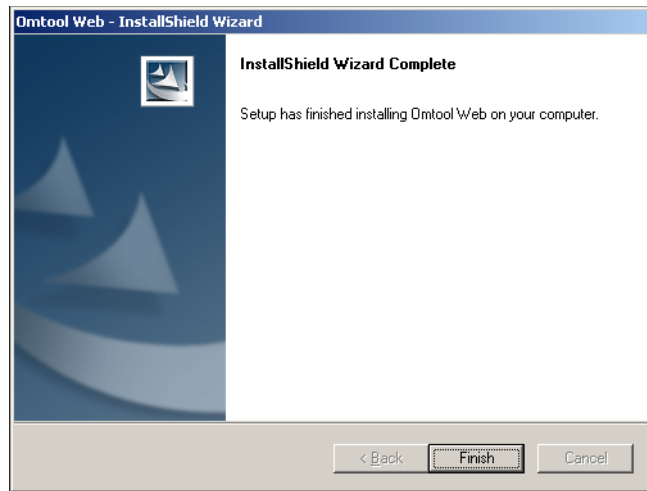
- 13 Select the mail system to which the AccuRoute server is connected.  
The next series of screens varies, depending on the mail system you selected and its version.
- 14 When you click **NEXT** on the last screen pertaining to your last system, the setup shows installation settings.



- 15 Review the installation settings and click **NEXT**.
- 16 The setup installs Omtool Web Client and shows a message box with the Omtool Web Client URL.



- 17 Click **OK**. The setup displays a message indicating that the installation is complete.



- 18 Click **FINISH**.  
Omtool Web Client installation is complete. Continue to [Required configurations \(4-1\)](#) for instructions on configuring the Omtool Web Client.



# Section 4: Required configurations

This section includes:

[Enabling Integrated Windows Authentication](#) (4-1)

[Configuring the web server](#) (4-1)

[Configuring Internet Explorer 7.0/6.0 on clients](#) (4-2)

[Adding the Omtool Web Client URL to the list of trusted sites \(required on Windows 2003\)](#) (4-3)

## Enabling Integrated Windows Authentication

Omtool Web Client authenticates users based on their Windows logon credentials. The logon credentials are either passed transparently from the client to the web server or entered manually by the user at the beginning of each session. The login method depends on how authentication is configured; both methods are described in the configuration instructions.

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*Note* Windows authentication is required with NTLM authentication. Skip this section for database authentication or Notes authentication.

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Configure Windows authentication on the web server and then configure Internet Explorer on clients.

## Configuring the web server

**To configure Integrated Windows Authentication on the web server:**

- 1 Log on to the web server using an account that belongs to the local Administrators group and start IIS.
- 2 Expand the server running Omtool Web Client and expand **DEFAULT WEB SITE**.
- 3 Click the virtual directory for Omtool Web Client. (The default name is Omtool.) The Omtool Web Client program files appear in the details pane.
- 4 Right-click **LOGIN-USER.ASP** in the details pane and select **PROPERTIES**.
- 5 Go to the **File Security** tab.
- 6 Go to **Authentication and access control** (Windows 2003) or **Anonymous access and authentication control** (Windows 2000) and click **EDIT**. The **Authentication Methods** dialog box opens.
- 7 Clear **ENABLE ANONYMOUS ACCESS** (Windows 2003) or **ANONYMOUS ACCESS** (Windows 2000).
- 8 Go to **Authenticated access** and select **INTEGRATED WINDOWS AUTHENTICATION**.
- 9 Click **OK** to save the changes and close the **Authentication Methods** dialog box.
- 10 Click **OK** to close the **Login-User.asp Properties** dialog box.
- 11 Repeat this procedure for additional instances of the Omtool Web Client.

Continue to [Configuring Internet Explorer 7.0/6.0 on clients](#) (4-2)

# Configuring Internet Explorer 7.0/6.0 on clients

Configure Integrated Windows Authentication on all clients running Internet Explorer 7.0/6.0. (Integrated Windows Authentication is enabled automatically in Internet Explorer 5.5.)

## To configure Integrated Windows Authentication on clients running Internet Explorer 7.0/6.0:

- 1 Log on to the client using an account that belongs to the local Administrators group and start Internet Explorer.
- 2 Go to the **Tools** menu and select **INTERNET OPTIONS**.
- 3 Go to the **Advanced** tab.
- 4 Go to the **Security** section and do one of the following:
  - ▶ Select **ENABLE INTEGRATED WINDOWS AUTHENTICATION** to authenticate the Windows user transparently.
  - ▶ Clear **ENABLE INTEGRATED WINDOWS AUTHENTICATION** to prompt the Windows user to enter logon credentials at the beginning of each session.
- 5 Click **OK**.
- 6 Restart Internet Explorer.
- 7 Type the Omtool Web Client URL in the Address field. Verify that one of the following happens:
  - ▶ If Integrated Windows Authentication is enabled, Omtool Web Client loads automatically and displays the name of the Windows user in the top right corner of the page.
  - ▶ If Integrated Windows Authentication is disabled, Omtool Web Client requires login. Log in to Omtool Web Client. Omtool Web Client loads and displays the name of the Windows user in the top right corner of the page.

Continue to [Adding the Omtool Web Client URL to the list of trusted sites \(required on Windows 2003\)](#) (4-3)



# Adding the Omtool Web Client URL to the list of trusted sites (required on Windows 2003)

Windows 2003 servers have a higher default security level than previous Windows versions. If Omtool Web Client is installed on a Windows 2003 web server, add the Omtool Web Client URL to the list of trusted sites on the web server.

## To add the Omtool Web Client URL to the list of trusted sites on a Windows 2003 web server:

- 1 Log on to the web server using an account that belongs to the local Administrators group and start Internet Options. (It is accessible from Control Panel or Internet Explorer.)
- 2 Go to the **SECURITY** tab.
- 3 Select **Local intranet** and click **SITES**.
- 4 Type the Omtool Web Client URL and click **ADD**.
- 5 Clear **REQUIRE SERVER VERIFICATION (HTTPS:) FOR ALL SITES IN THIS ZONE** if selected.
- 6 Click **CLOSE** to close the **Local intranet** dialog box.
- 7 Click **APPLY** to save the changes and click **OK** to close the dialog box.

The Omtool Web Client URL has been added to the list of trusted sites on the web server. To verify that the web server recognizes the Omtool Web Client URL as a trusted site, start Internet Explorer and go to the Omtool Web Client URL. Verify that Omtool Web Client loads. (Login might be required depending on the Windows Integrated Authentication configuration.)



# Section 5: Optional configuration

This section includes:

[Allow users to view and delete routing sheets](#) (5-1)

[Allow users to create new routing sheets and update existing routing sheets](#) (5-2)

[Allow users to send faxes](#) (5-2)

[Configure the AccuRoute server with the Omtool Web Client URL](#) (5-3)

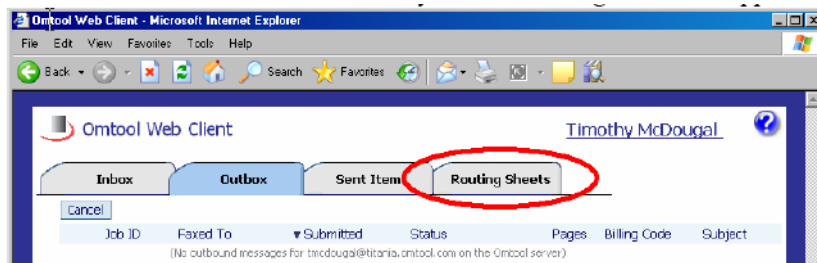
[Customize Omtool Web Client](#) (5-4)

## Allow users to view and delete routing sheets

A configuration change is required to display the Routing Sheets tab so users can view and delete Routing Sheets.

### To show the Routing Sheets tab in Omtool Web Client:

- 1 Log on to the system where Omtool Web Client is installed using an account that belongs to the Administrators group.
- 2 Go to ...\\Omtool\\OmtoolWeb\\OmWeb\\Includes and open Configuration.xml in Notepad.
- 3 Locate the **ed** element, and change the `<Visible>>false</Visible>` to `<Visible>>true</Visible>`.
- 4 Save the file and close it.
- 5 Start Omtool Web Client and verify that the Routing Sheets tab appears.



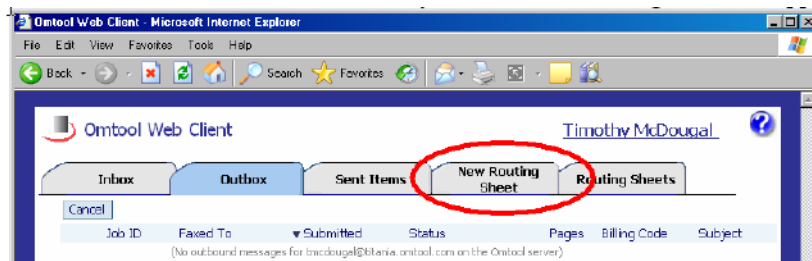
## Allow users to create new routing sheets and update existing routing sheets

A configuration change is required to display the New Routing Sheet tab so users can create and update Routing Sheets.

**Note** This configuration change enables all Omtool Web Client users to create Routing Sheets. If Omtool Web Client must be configured so that only some users can create Routing Sheets, install multiple instances of Omtool Web Client and configure the instances appropriately for the users of each instance.

### To show the New Routing Sheet tab in Omtool Web Client:

- 1 Allow users to view and delete routing sheets. (Go to [Allow users to view and delete routing sheets](#) on 5-1.)
- 2 Go to ...\\Omtool\\OmtoolWeb\\OmWeb\\ and open global.asa in Notepad.
- 3 Search on **EnableNewRoutingSheet**.
- 4 Set **EnableNewRoutingSheet** to true: `Session("EnableNewRoutingSheet") = true`
- 5 Save the file and close it.
- 6 Start Omtool Web Client and verify that the New Routing Sheet tab appears.



## Allow users to send faxes

User properties, including the option that enables users to send faxes, are configured in the Registered Users node in Omtool Server Administrator.

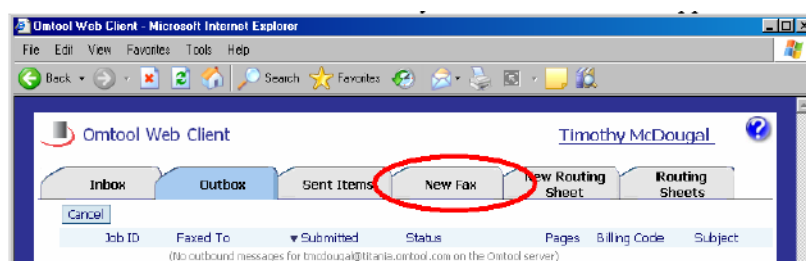
**Important** In order for users to send faxes, you must have an Omtool server with a Telco connector, and a modem server where at least one supported fax board is installed. (The modem server can be the same system as the Omtool server.)

**To enable all users to send faxes using the Omtool Web Client:**

- 1 Start Omtool Server Administrator and expand the items in the console tree.
- 2 Right-click **REGISTERED USERS** and select **USER DEFAULTS**.
- 3 Go to the **WEB CLIENT** tab.
- 4 Select **ALLOW USER TO SEND FAXES USING THE OMTOOL WEB CLIENT**.
- 5 Click **OK** to save the changes to the user defaults.

*Note* This procedure grants all unregistered users permissions to send faxes using the Omtool Web Client. If you want to allow individual users to send faxes using the Omtool Web Client, you must register each user and configure their Web Client permissions as desired. Consult the Administrator help for additional instructions.

- 6 Verify the configuration. Log on to a system with an account that should be able to send faxes and go to the Omtool Web Client URL. Verify that the **New Fax** tab appears.



## Configure the AccuRoute server with the Omtool Web Client URL

Preview, Approval, and Review are Genifax features that allow users to preview their own faxes, or evaluate faxes of other users. If users require any of these features, configure the AccuRoute server with the Omtool Web Client URL.

*Note* After the AccuRoute server is configured with the Omtool Web Client URL, configure Preview, Approval, and Review notification templates to use the same URL. For more information on modifying notification templates for Preview, Approval, or Review, consult the Omtool Server Administrator help. (Go to [Related documentation on I-2.](#))

**To configure the AccuRoute server with the Omtool Web Client URL (for Preview, Approval, and Review):**

- 1 Start Omtool Server Administrator and expand the items in the console tree.
- 2 Right-click the AccuRoute server and select **PROPERTIES**.
- 3 Go to the **SETTINGS** tab.
- 4 Enter the Omtool Web Client URL in the **URL** field and click **OK**.

The URL format should be: [http://<web\\_server\\_name>/<virtual\\_directory\\_name>](http://<web_server_name>/<virtual_directory_name>)

## Customize Omtool Web Client

There are two files on the AccuRoute server that contain configuration data:

- **Configuration.xml** – This file contains settings that control the display properties within Omtool Web Client. For example, these settings can be configured to show and hide tabs in Omtool Web Client.
- **global.asa** – This file contains settings that determine how Omtool Web Client interacts with the AccuRoute server. For example, the address book cache can be filtered using so that Omtool Web Client displays only the filtered results to the user.

All modifiable settings are described in [Modify Configuration.xml](#) (5-4) and [Modify Global.asa](#) (5-4).

### Modify Configuration.xml

This file is located in ...\\Omtool\\OmtoolWeb\\OmWebI\\Includes\\ on the web server. Edit the Configuration.xml file using Notepad.

The file has several sections:

- **<received>** - Settings pertaining to the display of inbound messages.
- **<outbox>** - Settings pertaining to the display of messages that are pending delivery.
- **<sent>** - Settings pertaining to the display of outbound messages that the server delivered successfully.
- **<ed>** - Settings pertaining to the display of routing sheets associated with the user's logon account.

Each of these sections contains settings that can be modified. These settings are listed in the following table.

**Table 5-A: Configurable settings in Configuration.xml**

Tag	Details and usage guidelines
<Visible>	Use true to display the tab, or false to hide the tab.
<Name>	Display name of the tab or column.
<Property>[value]</Property>	Database field containing the value that should be displayed in this column. (The source database is Genifax.sql, located in ...\\Omtool\\OmtoolServer\\Database on the AccuRoute server.)  By default, some special properties are included. OM#PRINTED displays a printer icon once the item has been printed from Omtool Web Client. OM#FFAVAILABLE displays icons (PDF, TIF, or both) indicating the file formats in which this item is available for viewing. To hide any of these properties, delete the column in Configuration.xml.
<Width >[value]</Width>	Width of the column in pixels.
<Url>[value]</Url>	Links to message properties. When true (<Url>true</Url>), the value displayed in the column contains a hyperlink to the message properties.
<MaxChars>[value]</MaxChars>	Maximum characters width of the column.

### Modify Global.asa

Global.asa is located in ...\\Omtool\\OmtoolWeb\\OmWebI\\ on the web server. Edit the global.asa file using Notepad.

The global.asa file contains many parameters that can be modified to customize Omtool Web Client. The following table contains a list of these parameters.

**Note** Some parameters have been intentionally omitted from this table because they should not be modified.

**Table 5-B: Global.asa parameters and usage guidelines**

Parameter	Usage guidelines
Session("strMessageServer")	Network name of the AccuRoute server.
Session("LoginType")	Method of authentication. Possible values are: "NTLM" for NT/Windows authentication, "db" for database authentication, or "notes" for Notes authentication.
Session("ExchangeServerType")	Version of the Exchange server. Possible values are "5.5" for Exchange 5.5 or "2000" for Exchange 2003/2000.
Session("ExchangeServerPrimaryOnly")	Set to "0" to display all e-mail accounts associated with the login user, or set to "1" to display only the primary e-mail account. (The "1" value works with Exchange 2003/2000 server types.)
Session("strLDAPServer")	Network name of the lookup server. The Omtool Address Book Manager service queries the lookup server and caches the results. Omtool Web Client displays the cache when users add recipients from the address book and uses the cache to resolve recipient addresses. Setting a GAL filter using Session("GALFilter") results in Omtool Web Client displaying filtered results to the user.
Session("LDAPLogin")	The default value "\" indicates the separator used in the login syntax. (This value is set during Omtool Web Client installation.)
Session("LDAPSearchBase")	Search base string used to query the lookup server.
Session("LDAPPort")	Port number used for lookups. Use "389" for LDAP, "636" for secure LDAP, or "3268" for Active Directory. If profiles are assigned to Exchange users, use 389.
Session("GALFilter")	E-mail address filter. To filter the address book cache on the AccuRoute server, use one of the following filter methods. Use "email=[e-mail address]" to create an e-mail address filter, "site=[name of the Exchange 5.5 site]" to create a site filter, or "name=[alias of a user account]" to create a name filter. (Use an asterisk to indicate a wildcard. For example: email=*@company.com)
Session("NovellTree")	Novell tree name.
Session("NovellContext")	Novell context.
Session("strConn")	Connection string to the GenifaxStatusLogon.mdb database in ...\\Omtool\OmtoolWeb\OmWeb\I\db on the web server. (This value is set during Omtool Web Client installation.)
Session("dbtablename")	Name of the database table used for database login.
Session("userIDcolumnname")	Name of the column containing user IDs. (for database login)
Session("passwordcolumnname")	Name of the column containing passwords. (for database login)
Session("WebTitle")	Title of Omtool Web Client, as displayed in the upper-left corner of the main pages.

**Table 5-B: Global.asa parameters and usage guidelines**

Parameter	Usage guidelines
Session("FinalForm")	File format in which Omtool Web Client displays faxes. Use "G4.TIF" to display faxes in TIF file format, or use "PDF" to display faxes in PDF format. These values are case-sensitive. Additionally, an application that can open this file format must be installed on the user's workstation. This setting pertains to faxes only. Routing sheets always appear in PDF format, and this is not configurable.
Session("svCoverStyleList")	List of cover sheet styles that appear in the drop-down menu. The value should be a semicolon-delimited list of all the cover sheet styles that need to be available to users in Omtool Web Client. Be sure to include the semicolon after each style. For example: "General; Sales;" Each cover sheet style must have a corresponding cover page template file in ...\\Omtool\OmtoolServer\Languages\ENU\Templates on the AccuRoute server. This value pertains to cover sheets only. The style menu for routing sheets is populated automatically and includes all the routing sheet template styles in ...\\Omtool\OmtoolServer\Languages\ENU\EmbeddedDirectives on the AccuRoute server.)
Session("RoutingSheetStyle")	Name of the routing sheet style used in routing sheets creating in Omtool Web Client. The name must correspond to the name of a routing sheet template in ...\\Omtool\OmtoolServer\Languages\ENU\EmbeddedDirectives on the AccuRoute server.
Session("EnableNewRoutingSheet")	Setting that determines whether users can create new routing sheets using Omtool Web Client. Use true to allow users to create new routing sheets using Omtool Web Client. Otherwise, use false.