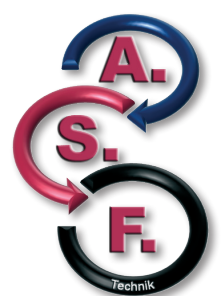




INSTRUCTION MANUAL



CHAPTER I

SETTING UP AND CONFIGURING THE SERVER

Scope of delivery	4
Help	4
Assembly	5
Start	5
User interface	6
Changing the settings	7
Changing the server date / server time	7
Changing the name of an archive	8
Changing the password	8
Number of search terms on the first page of the document	8
Separator page / blank pages / control commands (only in the Premium version)	9
Archiving with a scanner	10
Settings on your scanner	10
Scanning in the file format TIF/TIFF	10
Scanning in PDF, TIF, TIFF format without control commands	11
Overview of the delivery directories / scanning targets	12

CHAPTER II

ARCHIVING AND SEARCHING

Control characters / control commands	14
Archiving a file	15
Archiving a PDF/TIF/TIFF file	16
Archiving paper documents on a scanner without a control sheet	16
Archiving paper documents on a scanner using a control sheet	17
Interface for other software manufacturers / direct access	18
Direct import interface using a text file or XML file	19
Searching in an archive	20

CHAPTER III

DATA SECURITY

Exchanging a hard disc	22
Forbidding search terms (Archivio control database)	23
Command structure	23
Only authorize predefined search terms or time periods (Archivio control database)	24
Command structure	24
Only authorize certain time periods (Archivio control database)	25
Delete all settings for users / IP addresses (Archivio control database)	25
Passwords / keywords for archiving	25
Forbidding data exports (Archivio control database)	26
Forbidding partial word searches (Archivio control database)	26
User administration system	26

CHAPTER IV

ERROR ARCHIVE / ADMINISTRATION

Files in the error archive	28
Archiving files with errors	29
Data export	29
Adding subsequent search terms	30
Archiving with your own serial number	31
Deleting archived files	31
Accessory programs for BvLArchivio®	32

CHAPTER V

MAINTENANCE / FAULTS / LOG FILES

Shutting down the server	34
List all administration commands	34
Display, enter, and delete the default gateway	34
faults on the server	35
Exchanging the server	35
New server and new hard discs	36
Overnight system updates / downtime / server maintenance	36
Changing the language	36
Log files	37
Who is searching for what	37
Querying the processing status	38

CHAPTER I



SETTING UP AND CONFIGURING THE SERVER

CONGRATULATIONS!

You have purchased a quality product. During the entire guarantee period (48 months), you are entitled to free assistance by telephone and an immediate hardware exchange service.

<<Kundenname>>

Serial number: <<Seriennummer>>

2020-01

SCOPE OF DELIVERY

Instruction Manual

Application Examples

**SAFETY INSTRUCTIONS**

Never take the BvLArchivio® system apart and do not make any alterations to the system. You are not authorized to open the housing! If you remove the seal or open the housing then you lose your entitlement to a properly functioning system and you also violate any relevant license conditions at the same time, which could even result in criminal prosecution.

HELP**Free service number:**

00800 – 272 44 846

Central office:

BvL.com GmbH
Müllerstr. 138d
13353 Berlin · Germany

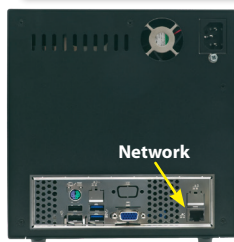
Tel. +49 (0)30 454 781-0
Fax +49 (0)30 454 781-781

Monday–Friday 9 a.m. to 5 p.m.

Internet:

www.BvLArchivio.com

ASSEMBLY



Unpack your BvLArchivio® server carefully. Leave the server turned off for at least one hour so that the electronics can adjust to the room temperature. Connect the power cable (included in the delivery) and the network cable (not included in the delivery). A keyboard and monitor are not required, there is no work carried out directly on the server!

Insert the hard disc with the red markings into the upper slot, the hard disc with the red markings always remains in the upper slot of the server!

Insert two of the other three discs into the lower slot. Regularly exchange the disc in the lower slot for another disc that does not have red markings. You should store one of the three hard discs in a different secure location and regularly alternate the discs.

The server always remains switched on!



Backup disc without markings

START

Turn on the main power switch on the back of the device. Now press the "ON" switch on the front, BvLArchivio® will start up and the power switch lights up blue. The switch below signals the workload of the server. In an extreme emergency, it also serves as a "Reset" button that must only be pressed if instructed to do so by the hotline. Now return to your workstation.

BvLArchivio® is only ready for use and accessible from workstations after approx. 20 minutes!

BvLArchivio® has a total of five archives and an error archive. The error archive holds all of the defect scans and is used at the same time for a diverse range of administrative tasks. The password and access to the error archive should only be provided to responsible persons.

All archives are protected by different user names and passwords. Immediately **changing the default passwords for the archive is recommended** (see page 8 and page 30). **Registering an additional user** is possible if the relevant user has already been set up (see page 26). Registering an additional user is only necessary if you want to have even more security (archive password and user password) when accessing an archive, if the relevant log file has been activated or if a user should only receive certain rights (see pages 23–26).

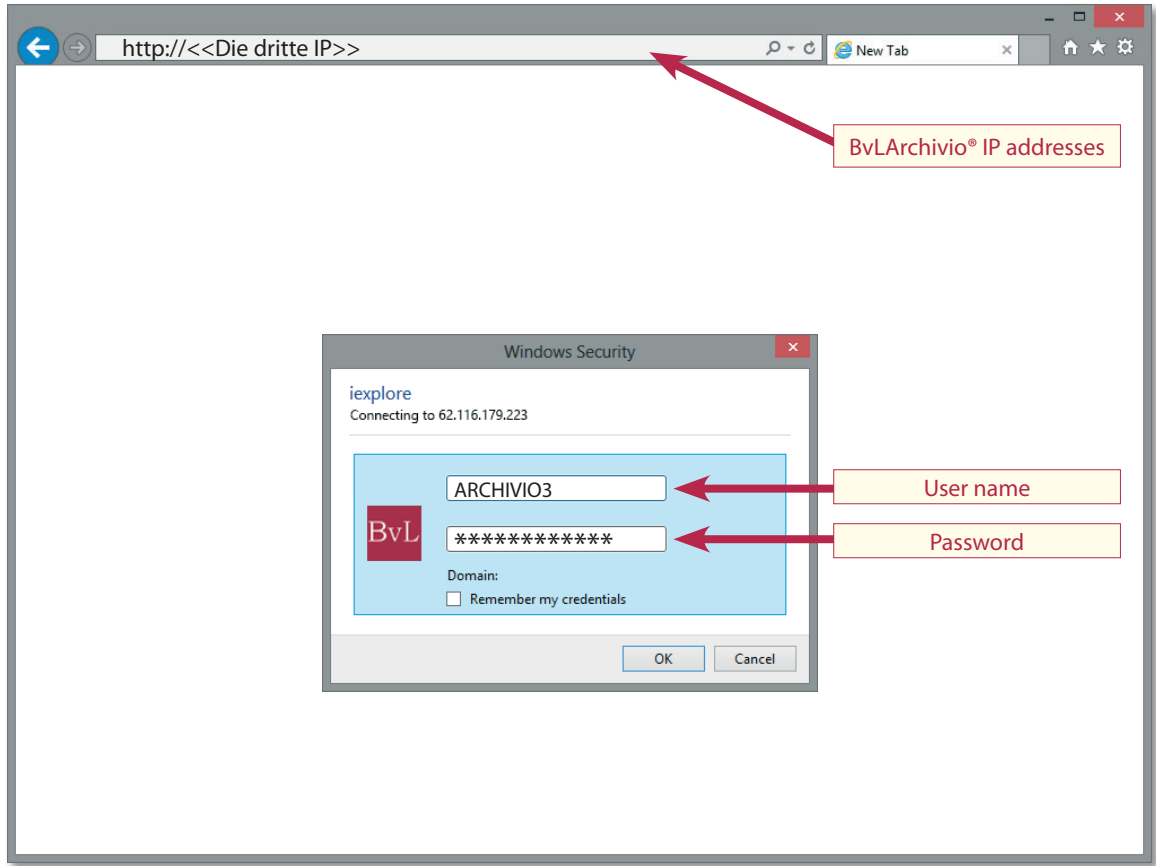
You can access the archive by entering the relevant address into your Internet browser (IP address for the archive). The individual addresses can be taken from the following list. Then enter the user name and password for the desired archive.

YOUR IP ADDRESSES & PASSWORDS

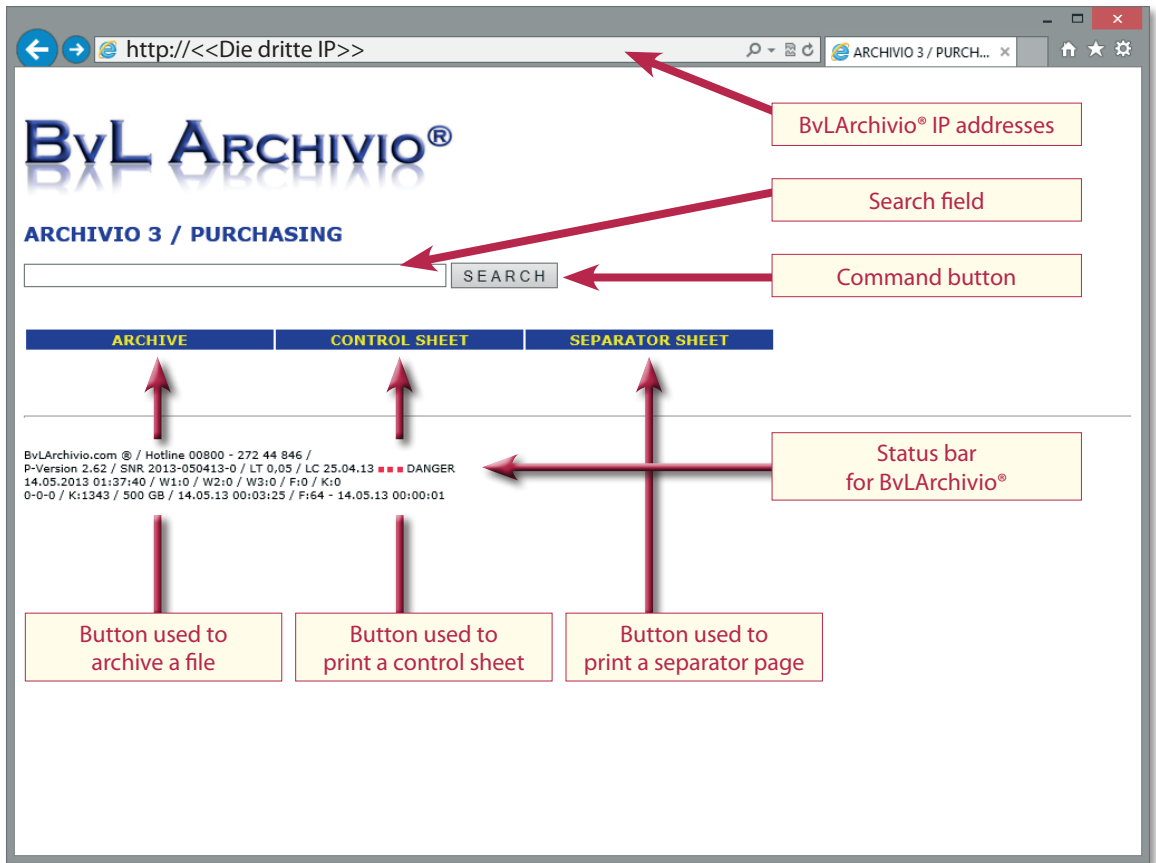
IP ADDRESSES	DEPARTMENT	USER NAME	PASSWORD
<i>http://<<Die erste IP>></i>	Archivio 1	Archivio1	111
<i>http://<<Die zweite IP>></i>	Archivio 2	Archivio2	222
<i>http://<<Die dritte IP>></i>	Archivio 3	Archivio3	333
<i>http://<<Die vierte IP>></i>	Archivio 4	Archivio4	444
<i>http://<<Die fünfte IP>></i>	Archivio 5	Archivio5	555
<i>http://<<Die sechte IP>></i>	Error archive	Archivio0	000
<i>http://<<Die sechte IP>></i>	Administration area	Archivio0	000
<i>ftp://<<Die sechte IP>></i>	FTP input directory The central delivery address only has write and viewing rights. Scanner settings: see page 10	Archivioi	000
<i>ftp://<<Die siebente IP>></i>	FTP export directory for exporting large volumes of data has read and write rights	Archivioe	000

USER INTERFACE

Login screen



User interface



Overview of the status bar



BvLArchivio® provides important information to users in these last four lines.

Line 1:

The free European hotline number.

Line 2:

The current version number, the **serial number**, the service life (LT) of the server, the ID of the current offline disk and the last time the data backup disc was changed (LC).

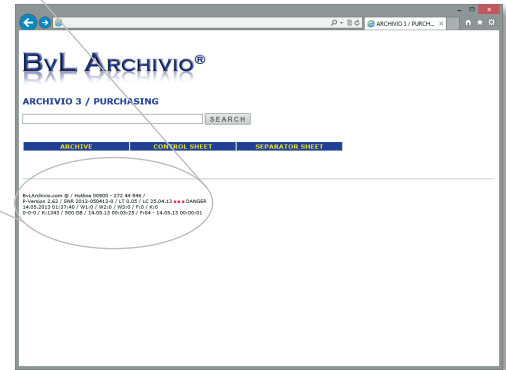
The "DANGER" warning: You have not changed the hard disc for a long time, exchange the hard disc in the lower slot at regular intervals.

Line 3:

23.06.2009 21:32:44 = time of your last search
W1:0 = number of files that are currently in the central FTP input directory for processing
W2:0 = number of files that are in the text recognition process
W3:0 = number of files that are being indexed
F:0 = number of files that contain your search terms; the number of hits
K:0 = number of search terms shown

Line 4:

The number of error files in the last three days (0-0-0 = 3 days ago – day before yesterday – yesterday). K: number of indexed search terms in the database. Free memory in GBytes, time calculated, F: total number of archived files (difference to the E-disc). If the free memory is **less than 30 GBytes**, call the **BvLArchivio®** hotline.



CHANGING THE SETTINGS

All settings for **BvLArchivio®** can only be changed in the **administration area** (error archive).

Calling up the administration archive:

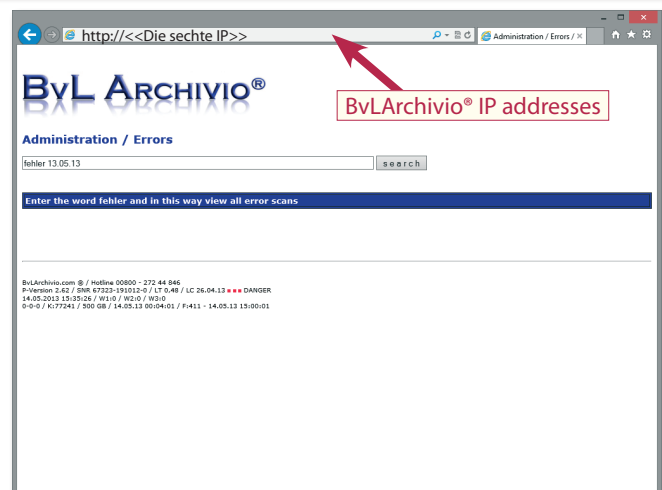
Enter the following line in the Internet browser:

http://<<Die sechte IP>>

User name: Archivio0

Password: 000

Default password at the time of delivery



CHANGING THE SERVER DATE / SERVER TIME

Enter the following line in the Internet browser: **http://<<Die sechte IP>>**

Enter the user name and password.

Now enter **bvl-serverdatum-08002852255-31.12.2012** in the search field and press **SEARCH**.

In this example, the date in the server is set to the last day of 2012.

The data setting is always entered in the syntax: **DayDay.MonthMonth.YearYear!**

Enter **bvl-serverzeit-08002852255-19:59** in the search field and press **SEARCH**.

In this example, the server time is set to one minute to 20:00.

The time is always entered in the 24 hour syntax: HourHour:MinuteMinute!

CHANGING THE NAME OF AN ARCHIVE

Enter the following line in the Internet browser: **http://<<Die sechte IP>>**

Enter the **user name** and **password** to access the administration area (error archive).

Now enter one of the desired command lines shown below and press .

You do not change the user names for an archive here, but just the description for this archive.

The user names cannot be changed!

Archivio1-0080028522555-Accounts

Changes the name of archive 1 to Accounts

Archivio2-0080028522555-Sales

Changes the name of archive 2 to Sales

Archivio3-0080028522555-Personnel

Changes the name of archive 3 to Personnel

Archivio4-0080028522555-Management

Changes the name of archive 4 to Management

Archivio5-0080028522555-Private

Changes the name of archive 5 to Private

CHANGING THE PASSWORD

Enter the following line in the Internet browser: **http://<<Die sechte IP>>**

Enter the **user name** and **password** to access the administration area (error archive).

Now enter one of the desired command lines shown below and press .

Archivio0-08002852255-000

Changes the password for **Archivio0** (administration archive/error archive) to 000

Archivio1-08002852255-111

Changes the password for **Archivio1** to 111

Archivio2-08002852255-222

Changes the password for **Archivio2** to 222

Archivio3-08002852255-333

Changes the password for **Archivio3** to 333

Archivio4-08002852255-444

Changes the password for **Archivio4** to 444

Archivio5-08002852255-555

Changes the password for **Archivio5** to 555

Archivioi-08002852255-000

Changes the password for **Archivioi** to 000

(The new password for the FTP input directory is only valid after the server has been restarted or on the next day!)

Archivioe-08002852255-000

Changes the password for **Archivioe** to 000

(The new password for the FTP export directory is only valid after the server has been restarted or on the next day!)

NUMBER OF SEARCH TERMS ON THE FIRST PAGE OF THE DOCUMENT

The first **999 terms (default setting)**, words or numbers on the first page of the document are automatically saved as search terms in the database. The search terms are used to find the document in the database again. You can change this value. **Tip:** The default setting should remain unchanged.

Enter the following line in the Internet browser: **http://<<Die sechte IP>>**

Enter the **user name** and **password** to access the administration area (error archive).

Now enter one of the desired command lines shown below and press .

Enter **ersteseite-08002852255-998** in the search field and press .

The value is set to 998 and is immediately valid. You can enter a value between **1 and 999**.

If your entry is correct, you will receive an OK message.

Examples

ersteseite-08002852255-1

No search terms from the first page of the document are automatically saved.

ersteseite-08002852255-999

Up to 999 search terms from the first page of the document are automatically saved.

Note

The **PDF/A file** created by BvLArchivio® can always be completely searched across all pages. You can search for both whole and also partial words, numbers, or other terms in a PDF/A file.

SEPARATOR PAGE / BLANK PAGES / CONTROL COMMANDS (ONLY IN THE PREMIUM VERSION)

Separator pages

You can find the separator page in the user interface for BvLArchivio®. You can place a number of different documents onto a scanner at the same time, and then scan them. If you place the separator page between different documents as the first sheet then the system will automatically separate the documents as if they had been individually placed onto the scanner and scanned. The separator page commands the system to separate the documents. Print the desired number of separator pages using the highest-quality printer settings. Do not make any copies; only use original printouts. The separator page contains a PDF417 barcode (%BVL4547810%) that commands the system to separate the documents. This barcode must be printed using the highest-quality print settings. Please observe the correct sequence for placing the documents onto the scanner and proceed as follows: separator page – your document – control sheet – separator page – your document – control sheet – etc.

If you integrate this barcode onto a control sheet then the control sheet fulfills a dual function: It commands the system to separate the documents and also tells the system the name of the archive where the document is to be saved and the search terms according to which this document should be retrieved in future. In this case, you need to activate the "Save separator page" option (see below). The disadvantage of this combination is that the first page is the combined separator page and control sheet and not the first page of the document. If the separator page is also the control sheet, BvLArchivio® cannot automatically read the search terms from the first page of the document because in this case it is the combined separator page and control sheet. The setting "Save/don't save separator page" should not be changed during the active archiving phase. Once the setting has been changed, the system should be shut down and subsequently restarted. This line calls up the original image file for the barcode: <http://<<Die erste IP>>/BvLTrennblatt.bmp>

Blank pages

You can command BvLArchivio® not to archive any blank pages. If you scan both sides of your documents, some of the reverse sides of the documents will be blank. If you do not want to archive these blank pages, BvLArchivio® can automatically remove them.

The setting "Save/don't save blank pages" should not be changed during the active archiving phase. Once the setting has been changed, the system should be shut down and subsequently restarted.

Control commands

You can command BvLArchivio® to make all of the control commands on documents invisible in the archive. If you now use **c0** instead of the parameter **c1**, the control commands in all PDF/A files will be whitened – made invisible – but continue to be present at a text level in the PDF/A files for verification purposes.

If you use the parameter **c2**, the control commands are only whitened in black-and-white documents – the control commands continue to remain visible in gray and color PDFs.

Changing the settings

Enter the following line in the Internet browser: <http://<<Die sechte IP>>>

Enter the **user name** and **password** to access the administration area (error archive).

Now enter one of the desired command lines shown below and press .

The server will answer with a number. Now enter the desired line in the search field once again and write the number displayed by the server directly after the last dash. Now press to save the setting.

bvl-trennblatt-leerblatt-version00-c1-	Don't save separator page / don't save blank pages / control commands visible
bvl-trennblatt-leerblatt-version10-c1-	Save separator page / don't save blank pages / control commands visible
bvl-trennblatt-leerblatt-version01-c1-	Don't save separator page / save blank pages / control commands visible
bvl-trennblatt-leerblatt-version11-c1-	Save separator page / save blank pages / control commands visible

bvl-trennblatt-leerblatt-version00-c0-	Don't save separator page / don't save blank pages / control commands invisible
bvl-trennblatt-leerblatt-version10-c0-	Save separator page / don't save blank pages / control commands invisible
bvl-trennblatt-leerblatt-version01-c0-	Don't save separator page / save blank pages / control commands invisible
bvl-trennblatt-leerblatt-version11-c0-	Save separator page / save blank pages / control commands invisible

bvl-trennblatt-leerblatt-version00-c2-	Don't save separator page / don't save blank pages / control commands invisible in black and white
bvl-trennblatt-leerblatt-version10-c2-	Save separator page / don't save blank pages / control commands invisible in black and white
bvl-trennblatt-leerblatt-version01-c2-	Don't save separator page / save blank pages / control commands invisible in black and white
bvl-trennblatt-leerblatt-version11-c2-	Save separator page / save blank pages / control commands invisible in black and white

ARCHIVING WITH A SCANNER

BvLArchivio® carries out all archiving processes according to your instructions (**commands**).

You decide in which of the five archives the document will be saved and according to which criteria (**search terms**) the document will be found in the archive in future.

Commands are instructions for BvLArchivio® that tell the system what to do with the document to be archived.

In BvLArchivio®, these instructions are called **control commands**. You can either issue the commands with your documents in writing or enter the commands on your scanner (e.g., directly select the desired archive (FTP target address) on the scanner).

The advantage of issuing the commands in writing is that at the time of the scanning process the person carrying out this process does not need to have any knowledge of what will happen to the document because the written instructions are scanned together with the document. Issuing the commands on the scanner is dependent on the fact that the person working the scanner has knowledge about where the scanned documents should be archived.

SETTINGS ON YOUR SCANNER

General FTP settings:

FTP target address <<Die sechte IP>>

Port: 21 **FTP mode:** active

User name: Archivioi **Password:** 000

TIF and PDF scanned format: 300 dpi
(G3 or G4 compression mode)

Optional FTP settings:

Directories and their scanning formats

(delivery format):

Enter the target directory on the scanner:

SCANNER SETTINGS

The diagram shows a form titled "SCANNER SETTINGS" with the following fields and annotations:

- FTP target address**: An annotation points to the "FTP" dropdown menu.
- File type TIF or PDF**: An annotation points to the "Format" dropdown menu, which is currently set to "PDF".
- IP Address or Hostname**: A text field containing "<<Die sechte IP>>".
- Format**: A dropdown menu with "PDF" selected.
- Directory**: A text field with an annotation: "Leave blank for file type TIF. Enter PDF for the file type PDF".
- User name**: A text field containing "archivioi".
- Password**: A password field with an annotation: "User name".

Leave blank

Scan file format is TIF, document is archived according to the control commands or control sheet.

Enter PDF

Scan file format is PDF, document is archived according to the control commands or control sheet.

Note

If you enter the file format PDF on the scanner and additionally set the function "Create a searchable text layer" then the text recognition and indexing will be carried out using the OCR function on your scanner. The OCR function installed in BvLArchivio® is generally significantly better. Therefore, switch off the "searchable text layer" option on the scanner.

SCANNING IN THE FILE FORMAT TIF/TIFF

Some scanners issue files with the file endings **.TIF** or **.TIFF**. You can amend the settings in BvLArchivio® to handle this format. You can make for the main delivery directory the following settings:

Enter the following line in the Internet browser: **http://<<Die sechte IP>>**

Enter the **user name** and **password** to access the administration area (error archive).

Now enter one of the desired command lines shown below and press **SEARCH**.

tifversion-08002852255-0

Files with the ending **.TIF** are processed by the OCR recognition function and converted into PDF/A files.

tifversion-08002852255-1

Files with the ending **.TIFF** are processed by the OCR recognition function and converted into PDF/A files.

tifversion-08002852255-2

Files with the ending **.TIF** and **.TIFF** are processed by the OCR recognition function and converted into PDF/A files.

- 0** = The file endings are received as **.TIF (default setting)**
TIF files are converted to PDF/A format. TIFF files remain in their original format.
- 1** = The file endings are received as **.TIFF**
TIF files remain in their original format. TIFF files are converted to PDF/A format.
- 2** = The file endings are received as **.TIF** and **.TIFF**
TIF files and TIFF files are converted to PDF/A format. **Attention!** In this setting, you do not have the option of archiving the **.TIF** files or **.TIFF** files via FTP upload as original files because both file formats will be processed by the OCR recognition function and converted into PDF/A files in this setting.

**All settings are only valid once BvLArchivio® has been restarted
or are automatically valid on the next day.**

SCANNING IN PDF, TIF, TIFF FORMAT WITHOUT CONTROL COMMANDS

Most scanners can save scanned documents in PDF, TIF or TIFF format.

BvLArchivio® enables you to archive documents without the use of a control sheet or the use of control commands on the documents.

This type of archiving requires you to enter special settings on your scanner.

The BvLArchivio® server has two delivery directories per archive and, therefore, a total of ten directories for the five archives on the BvLArchivio® server.

The two FTP delivery directories in each archive are split as follows:

1s	The document is saved to archive 1, indexing only on the 1st page
1v	The document is saved to archive 1, indexing on all pages
2s	The document is saved to archive 2, indexing only on the 1st page
2v	The document is saved to archive 2, indexing on all pages
3s	The document is saved to archive 3, indexing only on the 1st page
3v	The document is saved to archive 3, indexing on all pages
4s	The document is saved to archive 4, indexing only on the 1st page
4v	The document is saved to archive 4, indexing on all pages
5s	The document is saved to archive 5, indexing only on the 1st page
5v	The document is saved to archive 5, indexing on all pages

The letter **s** stands for indexing only on the 1st page.

The letter **v** stands for full text indexing.

The directories listed above must be set up as the target directories on your scanner.

Example for setting up target directories on a scanner

In this example, the target directory **2s** will be set up. All of the scanned documents for this target directory entered on your scanner will be saved as PDF files to Archivio 2 (archive 2) and the first page of the document will be automatically indexed for searching in BvLArchivio® in the future.

SCANNER SETTINGS

FTP ▾

IP Address or Hostname

Format

Directory

User name

Passwort:

FTP target address

Target directory 1s - 5v

User name

<<Die sechte IP>>

PDF ▾

2s

archivioi

.....

Note

You must carry out the described process for all ten directories on your scanner. You must ensure that the scanned documents are sent to the correct target directory when scanning because you have not issued any control commands here for BvLArchivio®.

OVERVIEW OF THE DELIVERY DIRECTORIES / SCANNING TARGETS OR DIRECTDELIVERYS

WITH A CONTROL SHEET: Directory entries for documents that are sent for OCR recognition and then processed according to the information from the control commands delivered with the documents:

DIRECTORY	FILE TYPE	DESCRIPTION
Main directory	TIF, TIFF	The file is sent for OCR recognition and then processed according to the information in the control commands delivered with the documents. Leave the "Directory" field on the scanner empty.
PDF	PDF, TIF, TIFF	The file is sent for OCR recognition and then processed according to the information in the control commands delivered with the documents. Enter PDF in the "Directory" field on the scanner.

WITHOUT A CONTROL SHEET: Directory entries for documents that are sent for OCR recognition and do not contain any control commands delivered with the document:

DIRECTORY	FILE TYPE	DESCRIPTION
1S	PDF, TIF, TIFF	Sent for OCR recognition and automatically saved in archive 1. All terms and numbers from the first page of the document are saved in the database as search terms. Enter 1S in the "Directory" field on the scanner.
1V	PDF, TIF, TIFF	Sent for OCR recognition and automatically saved in archive 1. All terms and numbers from the whole document are saved in the database as search terms. Enter 1V in the "Directory" field on the scanner.
2S	PDF, TIF, TIFF	Sent for OCR recognition and automatically saved in archive 2. All terms and numbers from the first page of the document are saved in the database as search terms. Enter 2S in the "Directory" field on the scanner.
2V	PDF, TIF, TIFF	Sent for OCR recognition and automatically saved in archive 2. All terms and numbers from the whole document are saved in the database as search terms. Enter 2V in the "Directory" field on the scanner.
3S	PDF, TIF, TIFF	Sent for OCR recognition and automatically saved in archive 3. All terms and numbers from the first page of the document are saved in the database as search terms. Enter 3S in the "Directory" field on the scanner.
3V	PDF, TIF, TIFF	Sent for OCR recognition and automatically saved in archive 3. All terms and numbers from the whole document are saved in the database as search terms. Enter 3V in the "Directory" field on the scanner.
4S	PDF, TIF, TIFF	Sent for OCR recognition and automatically saved in archive 4. All terms and numbers from the first page of the document are saved in the database as search terms. Enter 4S in the "Directory" field on the scanner.
4V	PDF, TIF, TIFF	Sent for OCR recognition and automatically saved in archive 4. All terms and numbers from the whole document are saved in the database as search terms. Enter 4V in the "Directory" field on the scanner.
5S	PDF, TIF, TIFF	Sent for OCR recognition and automatically saved in archive 5. All terms and numbers from the first page of the document are saved in the database as search terms. Enter 5S in the "Directory" field on the scanner.
5V	PDF, TIF, TIFF	Sent for OCR recognition and automatically saved in archive 5. All terms and numbers from the whole document are saved in the database as search terms. Enter 5V in the "Directory" field on the scanner.

FILES WITH METAFILES that are should be archived according to the control commands and search terms included in the separate text file (metafile):

DIRECTORY	FILE TYPE	DESCRIPTION
Main directory	TIF, TIFF, PDF	The file can sent for OCR recognition. The file is archived according to the information in the separate text file of the same name. Leave the "Directory" field empty.
Main directory	All other formats	The file is not sent for OCR recognition. The file is archived according to the information in the separate text file of the same name. Leave the "Directory" field empty.

CHAPTER II



ARCHIVING AND SEARCHING

CONTROL CHARACTERS / CONTROL COMMANDS

BvLArchivio® has nine control commands. Control commands serve to ensure that you do not need to further process the document after scanning in order to archive it. Control commands are located somewhere on the scanned document and tell BvLArchivio® what to do with the document.

The control characters must always be written in capitals!

%START%	Located at the start, acts as a marker for the starting position, tells the system that the processing should begin from this point.
%A%	Archivio 1 / Department 1 Instructs the system that this document should be saved to Archivio 1.
%E%	Archivio 2 / Department 2 Instructs the system that this document should be saved to Archivio 2.
%H%	Archivio 3 / Department 3 Instructs the system that this document should be saved to Archivio 3.
%N%	Archivio 4 / Department 4 Instructs the system that this document should be saved to Archivio 4.
%X%	Archivio 5 / Department 5 Instructs the system that this document should be saved to Archivio 5.
%NEIN%	Prohibits the system from automatically indexing the first page of the document. Otherwise, the first 999 words, terms, and numbers are always automatically saved as search terms from the first page of the document. You can also change this value (see page 8).
%JA%	Full text indexing will be carried out. All words, terms, and numbers from the whole document will be saved as search terms.
%ENDE%	Located at the end, acts as a marker for the end position, tells the system that the processing should end here.

Examples of the syntax for control characters / control commands

All commands can be written on individual control sheets. Commands can also be integrated into your own document pages or added as barcodes (BvLArchivio® Premium version). The control sheet itself must not be the first page. You can find other examples in the document "Application Examples"!

%START% %A% %ENDE%

You have not provided any search terms. The first 999 words, terms, and numbers from the first page of the document are automatically saved as search terms, the control sheet itself must not be the first page.

%START% %A% INVOICE RECEIVED %ENDE%

You have provided two search terms "Invoice" and "Received." The document is saved with the search terms "Invoice" and "Received," while the first 999 words from the first page of the document are also automatically saved as search terms. The control sheet itself must not be the first page.

%START% %A% INVOICE RECEIVED 4711 %ENDE%

You have provided three search terms "Invoice," "Received," and "4711." The document is saved with the search terms "Invoice," "Received," and "4711." The first 999 words, terms, and numbers from the first page of the document are also automatically saved as search terms. The control sheet itself must not be the first page.

%START% %A% INVOICE RECEIVED %NEIN% %ENDE%

You have provided two search terms "Invoice" and "Received." The document is saved with the search terms "Invoice" and "Received." The additional command **%NEIN%** prohibits the system from saving the first 999 words, terms, and numbers from the first page of the document as search terms.

Control commands in metafiles (not valid for scanning processes, see page 19)

- %JA-1%** Read and index the first page of the PDF file and save as a PDF/A file
- %JA-A%** Read and index all pages of the PDF file and save as a PDF/A file
- %JA-O%** Save the original PDF file (only valid in combination with %JA-1% or %JA-A%)

Note

A maximum of 200,000 search terms can be saved in the BvLArchivio® database per document (corresponds to approx. 500 fully written pages). These files are labeled with the search term xxxBVLxxx.

Note

Control characters must never be wrapped to the next line; control characters must always be written so that the whole word is on one line.

Search terms should always be written out as full words. Avoid using invented abbreviations that you would not also find in a dictionary. If you nevertheless need to use abbreviations, check the results in BvLArchivio® at the introductory phase.

In any case, the search terms – whether full words or abbreviations – must **always be separated by a blank space**.

Avoid using combined search terms such as **INVOICE4711**, instead it is better to write **INVOICE 4711**.

This will help to reduce the number of errors.

In general, the **text recognition function** (OCR) will initially attempt to recognize every individual character (letters and numbers). Depending on the clarity of the characters, it will then also attempt to compare them with the dictionary. Therefore, if you use abbreviations that are not present in the dictionary, the text recognition function can only focus on individual characters.

The **text recognition function** (OCR) only ever processes the image that has been produced by your scanner (TIF, PDF). Therefore, always ensure that the glass surface on the scanner is clean and that the paper feed functions perfectly. If any irregularities should occur on the scanner, this will significantly influence the text recognition function (OCR). If you purchase a new scanner, for example, check the results again in the archive for a certain period of time.

ARCHIVING A FILE**All types of files**

You want to save, e.g., a file in **archive 3**. Enter the address for **archive 3** in Internet Explorer.

Enter the following line:

http://<<Die dritte IP>>

Enter the user name and password.

Click in the archive on **ARCHIVE**.

A new window will open.

Press **SEARCH** to select the document or file that you want to save to the archive.

By pressing on **SEARCH** you will be directed to the directory on your own computer. Go to the place where the file is located. Click on the file that you want to select. The field will now display the path for your selected file.

Now enter all of your search terms (each one separated by a blank space) in the large text field that you want to be used to retrieve the file in future.

Upper and lower case letters are ignored. It is also irrelevant whether the words are entered as a proper sentence or mixed up. Avoid using punctuation marks directly after a word. Finally press **SAVE**.

The document is now saved to archive 3.

Check that the process has worked correctly. Click on Archivio 3 and search for your file using the search terms you just entered and then click on the relevant line in the results. The file that you just saved should now open. Every file that is saved to the archive will receive its own, unique and new file name issued by BvLArchivio®.

Files larger than 16 MBytes must be uploaded via FTP (see page 19).

The screenshot shows the BvL ARCHIVIO® web interface for 'Archivio 3 / purchasing'. The main heading is 'Now select the document / the file that is to be archived!'. Below this, a text field contains the file path 'C:\Users\Windows\Documents\Test.jpg' with a 'Browse...' button to its right. Underneath, there are three checkboxes for archiving options: 'Save the content of the first page as search terms', 'Save the content of all pages as search terms', and 'Keep PDF-Files in original format (recommended when signatures, certificates, form fields etc. are used)'. A section titled 'Enter all search terms that you want to be used to retrieve the file in future:' includes an example 'factura 123 smith john' and a large text input field containing 'Vacation Spain Pool Summer 2006'. Red arrows and labels point to specific elements: 'Your file and path' points to the file path field; 'Syntax I' points to the search terms input field; 'Syntax II' points to the search terms input field; and 'Text field for Search terms' points to the search terms input field. A 'SAVE' button is located at the bottom left of the search terms field.

ARCHIVING A PDF/TIF/TIFF FILE

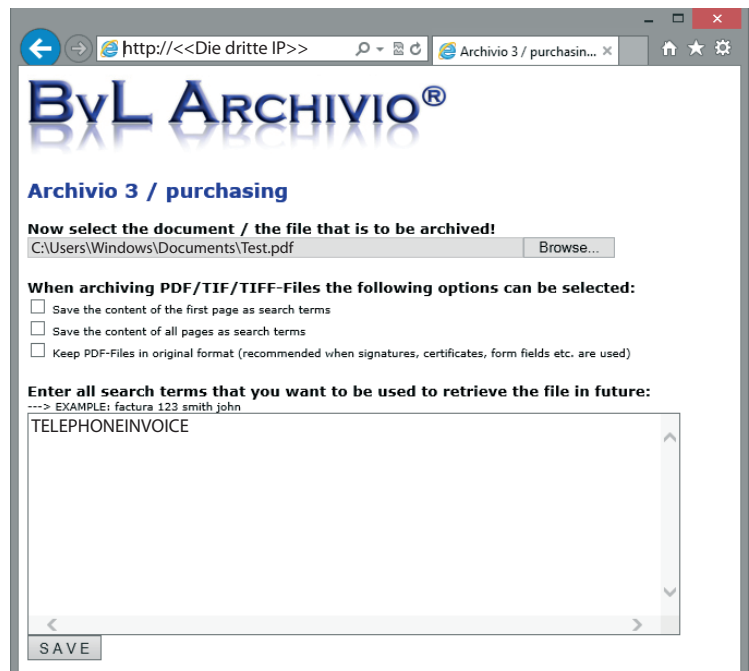
PDF, TIF or TIFF files

When you archive a PDF/TIF file, you can also decide in the Business and Premium versions whether the contents of the first page of the document or all pages of the document are saved as search terms. In addition, you can decide whether the PDF file is retained in its original format (recommended for PDF files containing signatures, certificates, form fields, or a password*) or whether the PDF/A file (recommended for long-term archiving) produced by BvLArchivio® should be saved in the archive.

The file is sent for text recognition and, therefore, cannot be called up immediately from the archive. Check that the process has worked correctly. Click on Archivio 3 and search for your file using the search terms that you just entered and then click on the relevant line in the results. The file that you just saved should now open. Every file that is saved to the archive will receive its own, unique and new file name issued by BvLArchivio®. If you save an identical file twice, two different file names are created by BvLArchivio®. You can retrieve the file at a later date by searching for the search terms that you entered when saving the file.

Files larger than 16 MBytes must be uploaded via FTP (see page 19).

***Password:** If a PDF file is protected by a password then you need to enter the password in the text field so that the text recognition function can open the PDF file. The password (e.g., 12345) must be entered as follows:
%password%12345%/password%



ARCHIVING PAPER DOCUMENTS ON A SCANNER WITHOUT A CONTROL SHEET

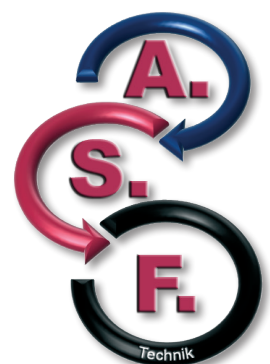
Scanning with A.S.F.* technology

You want to scan a document. Select the desired archive on the scanner (stored scanning destinations, see **page 12**) and scan the document. Your document will now be processed and archived in accordance with the stored scanning destination.

*** A.S.F. technology = Assign archive / scan / finished**



Stored scanning destinations



ARCHIVING PAPER DOCUMENTS ON A SCANNER USING A CONTROL SHEET

Standard control sheet

You want to, e.g., save a document in paper form to archive 5.
You require the control sheet for Archivio 5.

Enter **http://<<Die fünfte IP>>/archivio5.pdf** in Internet Explorer.

Enter the user name and password and then print out the control sheet.

In Archivio 3, enter the relevant line **http://<<Die dritte IP>>/archivio3.pdf**. This will open the PDF file that you need to print out.

Always add this sheet (control sheet for Archivio 3) to the document that you want to save in Archivio 3 as the last page.
The first 999 words, terms, or numbers on the first page of the document are automatically saved / indexed as search terms (default setting).

Creating a control sheet

You want to, e.g., save a document in paper form to archive 3.

Enter **http://<<Die dritte IP>>** in Internet Explorer.

Enter the user name and password.

Click on **CONTROL SHEET** in the archive, a new window will open.

Enter all of your search terms in the text field that you want to use to retrieve the document in future.

The search terms are separated from each other using blank spaces. Upper and lower case letters are ignored. It is also irrelevant whether the words are entered as a proper sentence or mixed up.

Avoid using punctuation marks directly after a word.

Complete the process by pressing **CREATE**.

All of the terms entered are converted into upper case letters and the button **PRINT VIEW** appears. Check the terms you have entered and make any corrections required. Finally press **CREATE** once again.

Now press **PRINT VIEW**, a new window will open that you need to print out.

The screenshot shows a web browser window with the address bar containing 'http://<<Die dritte IP>>'. The page title is 'ARCHIVIO 3 / PURCHASING'. Below the title, there is a text field for search terms. The text 'Vacation Spain Pool Summer 2006' is entered in the field. A red arrow labeled 'Text field for search terms' points to the text field. Another red arrow labeled 'Syntax I' points to the space between 'Vacation' and 'Spain'. A third red arrow labeled 'Syntax II' points to the space between 'Pool' and 'Summer'. At the bottom of the form, there is a 'CREATE' button.

Add this sheet (individual control sheet) to the document that you want to save in archive 3 and scan the complete document including the control sheet that you just printed out in one operation.

The control sheet must not be the first page of your document because the first 999 words, numbers, or terms on the first page of the document are automatically saved as search terms (default setting) in addition to your individually entered search terms. If you do not want to save the first 999 words, numbers, or terms on the first page of the document as search terms then please see pages 8 and 14.

If an error should occur during processing, the document will automatically land in the error archive. You can also create a control sheet with your own text program. A control sheet must only contain control characters (**see page 14**) and control commands!

Note

If you directly select the desired archive on the scanner (A.S.F.) and also scan the document using a control sheet then the control sheet is ignored.

Archiving a document with a barcode

If the barcode module has been activated (Premium version), all barcodes are automatically read from all pages of the document. All barcodes are saved as search terms. The following types of barcodes are recognized: EAN 8/13, ITF(2of5), Code39, Code128, Codabar, PDF417, and Data Matrix. Other barcodes can be read on request. Barcodes can also contain control commands and search terms.

You must always scan the control commands with the document, either in the form of a separate control sheet or by integrating them into the document. The system needs to be instructed by the control commands (see **page 14**) about the archive into which the document is to be saved. You can print them on your own documents yourself in written form.

Note

If you print your own barcodes then these must always be printed using the highest-quality print settings.



Note

You can also add the control characters to your own documents (e.g., forms, invoices, etc.) either by integrating them into existing systems or onto your own control sheets. The position of the control characters on the document is irrelevant. You only need to make sure that the sequence of the control characters is not changed. Start character, department, search terms and then the end character – this is the sequence in which the control characters must be arranged. The pages are always read from left to right and from top to bottom. You can also include the control characters and search terms in your own barcodes (Premium version). 2D barcodes e.g. PDF417 are capable of containing a large number of terms and numbers. The actual location of the barcode on the document is completely irrelevant.

INTERFACE FOR OTHER SOFTWARE MANUFACTURERS / DIRECT ACCESS

Directly searching from another software program

BvLArchivio® offers direct access to the archive for other applications / software manufacturers. For example, if you want to directly access Archivio 1 from another software program and search e.g., for Invoice 4711, ensure that the other software program / application can call up the following URL and use the syntax:

<http://<<Die erste IP>>/BvLTech1.afp?BvL1=Invoice&BvL2=4711>

For example, if you want to search for all invoices from the customer TONI from the year 2011 then use the following syntax:

[http://<<Die erste IP>>/BvLTech1.afp?BvL1=\(01.01.2011-31.12.2011\)&BvL2=Invoice&BvL3=toni](http://<<Die erste IP>>/BvLTech1.afp?BvL1=(01.01.2011-31.12.2011)&BvL2=Invoice&BvL3=toni)

A maximum of seven search terms can be assigned in this way, whereby **yoursearchterm** is replaced in each case by the real search term you actually want to use.

The complete syntax is as follows:

**[http://<<Die erste IP>>/BvLTech1.afp?BvL541b=20&BvL1=yoursearchterm
& BvL2=yoursearchterm& BvL3=yoursearchterm& BvL4=yoursearchterm
& BvL5=yoursearchterm& BvL6=yoursearchterm& BvL7=yoursearchterm](http://<<Die erste IP>>/BvLTech1.afp?BvL541b=20&BvL1=yoursearchterm&BvL2=yoursearchterm&BvL3=yoursearchterm&BvL4=yoursearchterm&BvL5=yoursearchterm&BvL6=yoursearchterm&BvL7=yoursearchterm)**

The value "BvL541b=20" is optional and defines the number of search terms to display in the hit list. If you do not enter a value then the default value of 20 is used. You can set the number of displayed search terms for this query to 100, 500, or 1000 (e.g., BvL541b=500). If the user administration setting has been activated, you need to also deliver the "session ID" by assigning the value **&BvL2511=your_sessionid**. The source text for the hit list will contain links to archived files (see text between tags <BVL_ARCHIVIO_LINK> and </BVL_ARCHIVIO_LINK> and the source text will contain a link to the text file in the comments section. Search for the tags %BVLTEXTDATEILINK% and %/BVLTEXTDATEILINK%. The link for the text file can be found between these two tags. This additional text file is automatically created with every search query and contains the hit list in a structured format. Send an e-mail to Script@BvLArchivio.com to receive code-examples.

The following elements are included for each hit:

%BvLLink%	=	contains the link to the file
%BvLDatum%	=	contains the date the file was archived
%BvLDatei%	=	contains the file type
%BvLText%	=	contains the first 20, 100, 500, or 1,000 search terms

You can ensure that the contents of the text file are immediately shown by using the additional parameter &BvL8=txt.

Example: **<http://<<Die erste IP>>/BvLTech1.afp?BvL541b=20&BvL1=4711&BvL8=txt>**

DIRECT IMPORT INTERFACE USING A TEXT FILE OR XML FILE

BvLArchivio® offers a simple direct import function for other applications / software manufacturers and users.

- Copy the file that you want to archive to the BvLArchivio® FTP directory: **ftp://<<Die sechte IP>>**.
- Afterwards (important!), copy the **TEXT file or XML file** of the same name to this FTP directory.
- The control characters and control commands must be contained in the TXT file or XML file.

It is important that the TEXT file or XML file (metafile) is copied over to the BvLArchivio® FTP directory last. The files are then copied over to the BvLArchivio® server via FTP upload. Do not copy over any folders, these will not be processed! Special characters are not permitted in file names.

The relevant department and the search terms according to which the archived file can be retrieved in the future are provided in your TXT or XML file of the same name. The control characters and search terms in the TXT or XML file of the same name must always be separated by blank spaces. The TXT file must be saved in ANSI Code.

The following example line could appear in the TXT or XML file of the same name:

%START% %A% INVOICE 4711 TONI %ENDE%

All search terms must always be separated by a blank space. The archived file remains in its original format. Therefore, you can retrieve this file in future and work on it in its original format at your workstation. Archiving the file again will not overwrite the file saved in the archive, but will save the amended file as a new file. Therefore, you will then have two files saved in the archive in this case.

Special commands for PDF files

When you upload a PDF file, you can issue the following instructions in the text or XML file:

%JA-1%

The PDF file is sent for OCR recognition and barcode recognition, all terms and numbers on the first page of the document are saved as search terms in addition to those search terms delivered in the text file.

%JA-A%

The PDF file is sent for OCR recognition and barcode recognition, all terms and numbers on all pages of the document are saved as search terms in addition to those search terms delivered in the text file.

%JA-O% (only in combination with %JA-1% or %JA-A%)

This command means that the PDF file you delivered is saved in its original format in BvLArchivio® and not in the PDF/A format produced by BvLArchivio® (recommended for signatures, certificates, forms, etc.). If this command is missing then the PDF/A file produced by BvLArchivio® will be automatically saved in the archive. If the PDF file is protected by a password then this password must be entered in the text or XML file so that the text recognition function can open the PDF file. The password (e.g., A1b2) must be entered as follows: **%password%A1b2%/password%**

The following example lines could appear in the TXT or XML file of the same name:

%START% %A% %JA-1% %JA-O% %password%12345%/password% INVOICE 4711 TONI %ENDE%

or

%START% %A% %JA-1% INVOICE 4711 TONI %ENDE%

Directly uploading files

Example of a file to be uploaded and its associated text file (or XML file):

PICTURE123.JPG	The image is saved in BvLArchivio® in its original format.
PICTURE123.TXT	The text file contains the archiving instructions (control commands and search terms).

Example of a file to be uploaded and its associated XML file (or text file):

LETTER.DOC	The Word document is saved in BvLArchivio® in its original format.
LETTER.XLS	The Excel document is saved in BvLArchivio® in its original format.
LETTER.PDF	The PDF file is saved in BvLArchivio® in its original format. If the commands %JA-1% or %JA-A% are contained in LETTER.TXT, the file is saved in PDF/A format – as long as %JA-O% is not also contained in LETTER.TXT
LETTER.XML	The XML file contains the archiving instructions (control commands and search terms).

Note

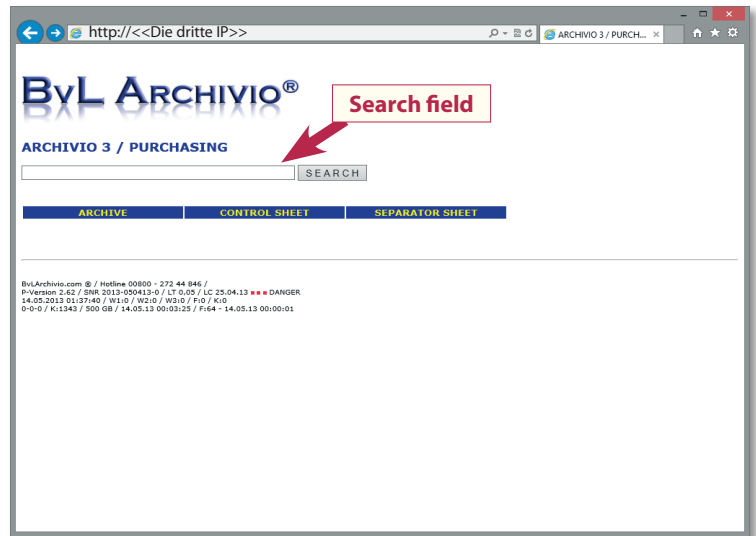
The BvLArchivio® FTP input directory is automatically closed (**FTP upload service is ended**) as soon as it contains more than 4,000 files. If the number of files left to process falls to under 400 then the central FTP input directory is automatically opened again (**FTP upload service is active**). Every delivery process will automatically receive a time-stamped file.

SEARCHING IN AN ARCHIVE

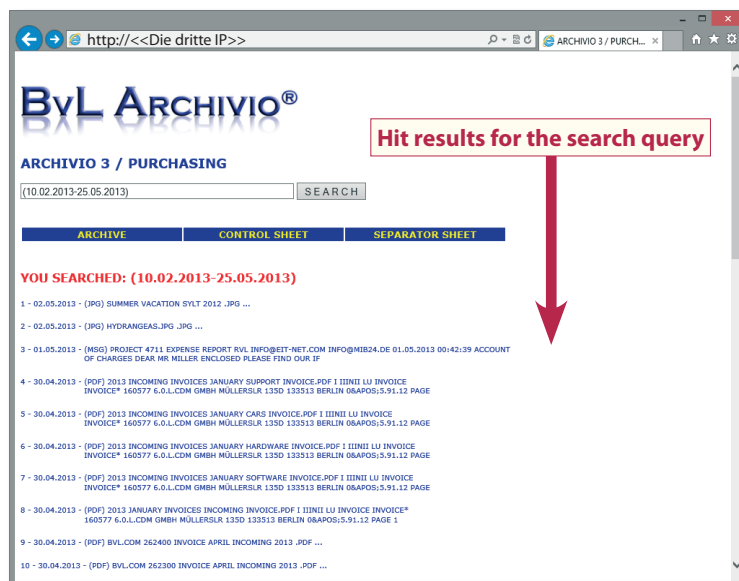
Finding a document in the archive

Enter, e.g., the address for **archive 3** in Internet Explorer. Enter the following line: **http://<<Die dritte IP>>**. Enter the user name and password to access **archive 3**. If you are also required to identify yourself, enter the following first in the search **!bvli! User name Password** (your personal identification attributes). Now enter, e.g., Invoice 4711 and press **SEARCH**.

The system will display all documents that were saved with the search terms "Invoice" and "4711." Documents that only contain either "Invoice" or "4711" will not be displayed because the search conditions have not been fulfilled. Only those documents that contain both "Invoice" and "4711" will be displayed.



A total of up to seven words or terms can be entered in the search field separated by blank spaces as so-called "AND CONDITIONS." In addition, you can also limit the results list to display hits for a certain time period.



E.g., enter the following in the search field

(10.02.2013-025.05.2013) Invoice 4711

and press **SEARCH**. The system will display all documents that were archived in this time period that also contain the search terms "Invoice" and "4711."

E.g., enter the following in the search field

(10.02.2013-025.05.2013) and press **SEARCH**.

The system will display all documents that were archived in this time period (see the image on the left).

E.g., enter the following in the search field

.XLS and press **SEARCH**. All files with the format XLS are displayed.

In order to view the relevant document or file, click on the relevant **line in the hit list**.

Show preview images (Server default setting - see page 36)

Enter just **!BvLp1!** or **!BvLp2!** in the search field and press **SEARCH**. (Note: This setting is only valid for this browser session.)

Displaying the latest archive processes in the order that they were saved

Enter just three dots in the search field and press **SEARCH**.

Changing the number of search terms displayed

Enter one of the following commands in addition at the end of the search field:

Example: Enter **Invoice 4711 !BvL1!** in the search field.

(Note: This setting is only valid for this browser session.)

!BvL1! = 100 search terms

!BvL2! = 500 search terms

!BvL3! = 1,000 search terms

!BvL0! = 20 search terms

Submitting a query to identify the number of files

Entering the **equals sign three times** at the start of the search field means you will only display the number of files found.

E.g., to find the number of invoices from customer "Mustermann" then enter the following: **=== Invoices Mustermann**

Partial word search

Entering the **comma sign three times** at the start of the search field means you will only display those entries containing the relevant partial word at the start of the word. For example, if you want to search for all invoices that begin with "47," enter the following: **,,, Invoice 47**. The hit results will be, e.g., Invoice 4701 and Invoice 4711 and Invoice 4784, etc.

Entering the **question mark symbol three times** at the start of the search field means you will display the documents containing the relevant partial word anywhere in the word. For example, if you want to search for all e-mail documents that contain "@BvLArchivio," enter the following: **??? @BvLArchivio**

(Note: This search query may take considerably longer.)

It is possible to prohibit certain workstations or users from issuing a partial word search (see pages 23 and 26)!

CHAPTER III



DATA SECURITY

Note: Emergency power supply systems

Connect the BvLArchivio® server to an emergency power supply system. This will prevent the system being shut down in an uncontrolled manner in the event of a power failure or power fluctuations. If the BvLArchivio® server loses power during an archiving process then this process is continued from the point at which it was interrupted.

Emergency power supply systems currently only cost about 200 euros. The emergency power supply system is easily connected upstream of the BvLArchivio® server. Emergency power supply systems do not only supply power for a certain period of time, but also permanently intercept dangerous power fluctuations, and thus prevent the destruction of the power supply unit in the BvLArchivio® server.

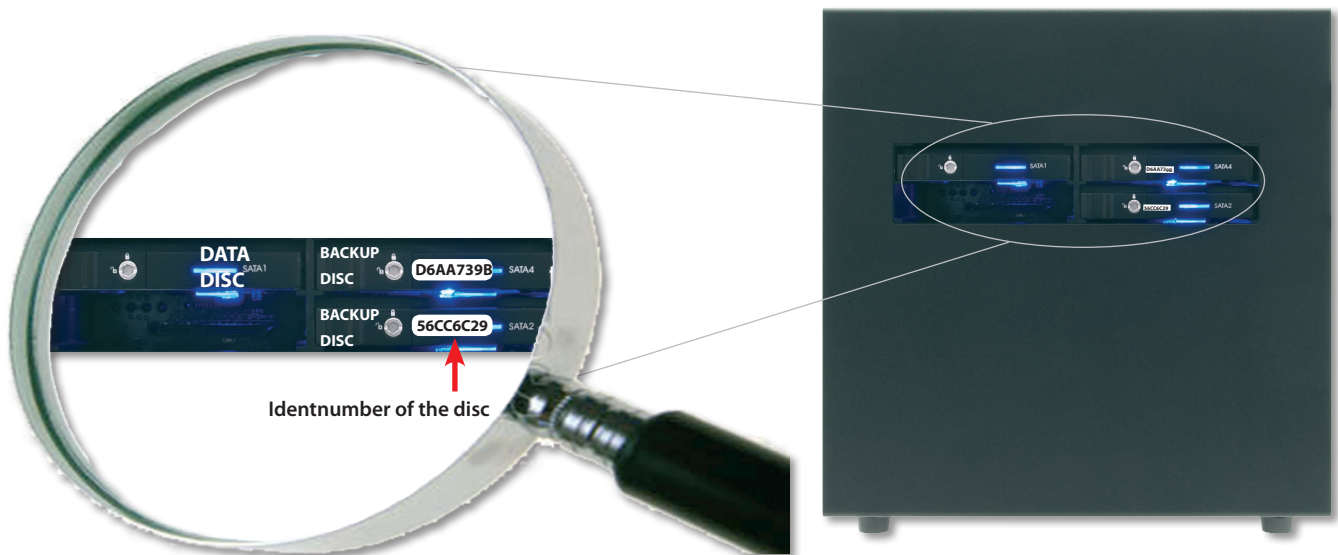
Therefore, we strongly recommend the use of this type of emergency power supply system.

Please don't hesitate to contact us by telephone if you have any questions about this subject.

EXCHANGING A HARD DISC DURING OPERATION**Exchanging a backup disc (E-disc) for another backup disc (E-disc)**

The main data disc with red markings (always remains in the system) and two E-discs are always inserted in the system, while one of the two E-discs is used alternatively each day (see page 36).

One E-disc is online and the other remains offline. The E-disc that is currently offline can be exchanged for a different E-disc at any time while the server is running – without having to shut down the server. The user interface for BvLArchivio® will indicate which disc is currently offline (identification number of the hard disc) in all archives if you press Offline Disk. Use a pen to press the eject button on the right hand side of the slot for the hard disc that is shown to be currently offline (see identification number). The hard disc will be ejected. Carefully remove the E-disc and insert a different E-disc into the slot. The E-disc removed from the system contains the whole data inventory up to this morning at 00:00. If you want to exchange both E-discs at the same time, it is necessary for the server to be properly shut down (see page 34).

**The three backup discs (E-discs)**

You need to regularly exchange the three backup discs (E-discs) in the system. You can define the time interval used for exchanging the discs (daily or weekly). **It is strongly recommended that you exchange the backup discs (E-discs) on a daily basis for data security reasons. Always store one of the three backup disc in another location!** In the event of the loss of the server incl. the data disc and the backup disc, the backup disc stored in another location is your last chance to restore the data! Purchasing additional backup discs offers even more security; the more copies of your data that exist on disc, the lower the chances of a complete loss of your data. If you want to work with more than one externally stored backup disc (E-discs) then you can order additional hard discs from us (mandatory) at any time. Ensure that your hard discs do not fall into the hands of unauthorized persons! Download the free monitoring program and it will inform you if the backup disc has not been changed as expected.

FORBIDDING SEARCH TERMS (ARCHIVIO CONTROL DATABASE)

BvLArchivio® makes it possible to limit the search queries issued. If only very specific documents and files should be displayed in a department, the search function can be limited for a particular workstation or user. Simply decide which search terms are authorized or forbidden for which workstations or which users are authorized or forbidden from entering which search terms. You need to set up the users in the system in advance (see page 26). Every workstation has an IP address; this IP address is used to identify all network devices in a network. For example, if an employee is provided with a fixed workstation then simply identify which IP address is used by this workstation. Now decide which search terms should be authorized or forbidden for this workstation in the relevant department (Archivio1 to Archivio 5). Whether a search query has been filtered or not by BvLArchivio® can be seen by the message "forbidden" in the last line.

Enter the following line in the Internet browser: **http://<<Die sechte IP>>**

Enter the user name and password to access the administration area (error archive). Enter the desired command (see below) and press **SEARCH**, the system will answer with a log entry.

ABC always stands for the IP address of the workstation or the user name.

XYZ always stands for the search term. All information is entered in brackets.

BLOCK SEARCH TERM

(Archivio1)(key)(0)(abc)(xyz)
(Archivio2)(key)(0)(abc)(xyz)
(Archivio3)(key)(0)(abc)(xyz)
(Archivio4)(key)(0)(abc)(xyz)
(Archivio5)(key)(0)(abc)(xyz)

UNBLOCK SEARCH TERM

(Archivio1)(ent)(0)(abc)(xyz)
(Archivio2)(ent)(0)(abc)(xyz)
(Archivio3)(ent)(0)(abc)(xyz)
(Archivio4)(ent)(0)(abc)(xyz)
(Archivio5)(ent)(0)(abc)(xyz)

The first set of brackets defines the archive / department for the desired measure.

The fourth set of brackets defines the user or workstation (controlled by the IP address) for the desired measure.

The fifth set of brackets defines the search term that is forbidden or authorized again (remove forbidden term).

Example:

(Archivio4)(key)(0)(10.10.10.10)(receipts) or (Archivio4)(key)(0)(abc)(receipts)

This example blocks **(workstation 10.10.10.10) or (user abc)** from issuing the search term "receipts" in Archivio 4. It is irrelevant whether the search term "receipts" is entered on its own or together with other search terms. BvLArchivio® will act as if the search term "receipts" was not entered at all.

Blocking a partial word search for a workstation:

(Archivio4)(key)(0)(10.10.10.10)(,,)

Blocking a partial word search for user abc:

(Archivio4)(key)(0)(abc)(,,)

Note

If you forbid certain search terms then you also need to **forbid partial word searches and three dot searches** because otherwise although the exact search term is forbidden, parts of the same search term or period of time could still be included in a search (see page 26).

COMMAND STRUCTURE

Enter the following into the search field in the administration archive (error archive):

(zzzzzzzzzzzz)(zzzzz)(n)(nnn.nnn.nnn.nnn)(zzzzzzzzzz)
(A) (B) (C) (D) (E)

Replace the letters with the desired values.

Note

Unblocking a search term will only become valid the next day.

DESCRIPTION

- A** For which department is this measure valid?
- B** Apply or cancel the measure.
- C** The measure is valid for all positions.
- D** For whom is the measure valid?
- E** What search term or time period?

INPUT VALUES

- Archivio1, Archivio2, Archivio3, Archivio4, Archivio5**
- key, ent**
- 0**
- Enter the IP address or the user name.**
- Enter the search term or time period.**

ONLY AUTHORIZE PREDEFINED SEARCH TERMS OR TIME PERIODS (ARCHIVIO CONTROL DATABASE)

Simply decide which users or which workstations are authorized to enter the search terms or time periods you have defined. In the event of a tax audit, you can enter the search terms and time periods that the tax auditors are authorized to enter (test) as part of their audit. Enter the following line in Internet Explorer: **http://<<Die sechte IP>>**.

Enter the user name and password to access the administration area (error archive).

Enter the desired command (see below) and press **SEARCH**, the system will answer with a log entry.

(A1)(B2)(C3)(D4)(E5)

The first set of brackets	(A1) defines the archive / department for the desired measure.
The second set of brackets	(B2) defines whether the command should be applied or canceled.
The third set of brackets	(C3) defines the position in the search field that the measure is valid.
The fourth set of brackets	(D4) defines the user or workstation (controlled by the IP address) for the desired measure.
The fifth set of brackets	(E5) defines the desired search term.

Example:

Enter the following lines in sequence:

(Archivio4)(key)(1)(abc)(APinvoice)
(Archivio4)(key)(2)(abc)(BvL)

This command forces **user abc in archive 4** to enter the search term **APinvoice** first and then BvL as the second search term. If "APinvoice" and "BvL" are not entered as the first and second search terms in the search field for Archivio 4 then the search query will be rejected. The search terms for all other positions (search terms 3–7) can be freely selected. The user is required to use these search terms in both of these positions and cannot enter a search using only one of these search terms.

Below are some examples for the user abc in Archivio 4:

APinvoice BvL	authorized
BvL APinvoice	not authorized, search query is rejected
APinvoice BvL 4711	authorized
APinvoice	not authorized, search query is rejected
BvL	not authorized, search query is rejected
APinvoice BvL 4711 mvl	authorized

COMMAND STRUCTURE

Enter the following into the search field in the administration archive (error archive):

(zzzzzzzzzzzz)(zzzzzz)(n)(nnn.nnn.nnn.nnn)(zzzzzzzzzz)
 (A) (B) (C) (D) (E)

Note

Unblocking a command will only become valid the next day.

Replace the letters with the desired value.

DESCRIPTION

A	For which department is this measure valid?
B	Apply or cancel the measure.
C	The measure is valid for this position.
D	For whom is the measure valid?
E	What search term or time period?

INPUT VALUES

Archivio1, Archivio2, Archivio3, Archivio4, Archivio5
key,ent
1–7
Enter the user names or the IP address.
Enter the search term or time period.

ONLY AUTHORIZE CERTAIN TIME PERIODS (ARCHIVIO CONTROL DATABASE)

Enter the following into the search field in the administration archive (error archive):

(**abc** stands for the IP address of the workstation or the user name.)

```
(Archivio1)(key)(0)(abc)(xxxBvL0xxx*01.01.2008-31.12.2008*)
(Archivio2)(key)(0)(abc)(xxxBvL0xxx*01.01.2008-31.12.2008*)
(Archivio3)(key)(0)(abc)(xxxBvL0xxx*01.01.2008-31.12.2008*)
(Archivio4)(key)(0)(abc)(xxxBvL0xxx*01.01.2008-31.12.2008*)
(Archivio5)(key)(0)(abc)(xxxBvL0xxx*01.01.2008-31.12.2008*)
```

Example: Enter the following line:

```
(Archivio1)(key)(0)(abc)(xxxBvL0xxx*01.01.2008-31.12.2008*)
```

This instruction tells the system that for user abc in Archivio 1, only the time period between January 1, 2008 and December 31, 2008 is authorized, all other time periods are forbidden. The date the document was archived is the valid date. Only the first entry is valid, even if multiple entries for this workstation or user are present.

Unblocking time period limitations

```
(Archivio1)(ent)(0)(abc)(xxxBvL0xxx*01.01.2008-31.12.2008*)
(Archivio2)(ent)(0)(abc)(xxxBvL0xxx*01.01.2008-31.12.2008*)
(Archivio3)(ent)(0)(abc)(xxxBvL0xxx*01.01.2008-31.12.2008*)
(Archivio4)(ent)(0)(abc)(xxxBvL0xxx*01.01.2008-31.12.2008*)
(Archivio5)(ent)(0)(abc)(xxxBvL0xxx*01.01.2008-31.12.2008*)
```

You can combine search terms and time periods!

DELETE ALL SETTINGS FOR USERS / IP ADDRESSES (ARCHIVIO CONTROL DATABASE)

You want to delete all of the entries for a certain archive that relate to one user or workstation – irrespective of whether a predefined time period has been entered, authorized search terms have been set, or have been added in combination with forbidden search terms. You can completely cancel everything with just one command.

Enter the following line in Internet Explorer: **http://<<Die sechte IP>>**

Enter the user name and password to access the administration area (error archive).

Enter the desired line in the search field and press .

abc stands for the IP address of the workstation or the user name.

```
(Archivio1)(ent)(9)(abc)()
(Archivio2)(ent)(9)(abc)()
(Archivio3)(ent)(9)(abc)()
(Archivio4)(ent)(9)(abc)()
(Archivio5)(ent)(9)(abc)()
```

Note

Unblocking a command will only become valid the next day. The system carries out a diverse range of control and administration tasks between 00:00 and 03:00 – this includes the processing of any cancellation commands.

Example:

Enter the following line: **(Archivio1)(ent)(9)(10.10.10.10)()**

This command will delete all entries for Archivio 1 for the workstation with the IP address 10.10.10.10 – irrespective of whether they authorize or block search terms, all entries are canceled.

PASSWORDS / KEYWORDS FOR ARCHIVING

Keyword for HTTP archiving in an archive

Enter the following line in the Internet browser: **http://<<Die sechte IP>>**

Enter the user name and password to access the administration area (error archive).

Now enter **Archivio1-http-08002852255-xyz** in the search field and press .

HTTP archiving in Archivio 1 is only possible when the password (keyword) xyz is added in addition to the search terms. Define your own keyword and replace xyz with your own password.

Keyword for FTP archiving

Enter the following line in the Internet browser: **http://<<Die sechte IP>>**

Enter the user name and password to access the administration area (error archive).

Now enter **Archivio-ftp-08002852255-oma** in the search field and press .

FTP archiving is only possible when the password (keyword) oma is added in addition to the search terms (only valid for scanner archiving / text recognition).

FORBIDDING DATA EXPORTS (ARCHIVIO CONTROL DATABASE)

Forbidding exports

If you want to block the export of files for a workstation or a user in an archive, you need to enter the export control command **xxxBvLexportxxx**. **abc** always stands for the IP address of the workstation or the user name that is not authorized to export. **All information is entered in brackets**. All measures are always carried out in the administration archive (error archive). Enter the following line in Internet Explorer: **http://<<Die sechte IP>>**

Enter the user name and password to access the administration area (error archive).

Enter the desired command.

BLOCK EXPORT

(Archivio1)(key)(0)(abc)(xxxBvLexportxxx)

(Archivio2)(key)(0)(abc)(xxxBvLexportxxx)

Example 1:

(Archivio1)(key)(0)(10.10.10.10)(xxxBvLexportxxx)

UNBLOCK EXPORT

(Archivio1)(ent)(0)(abc)(xxxBvLexportxxx)

(Archivio2)(ent)(0)(abc)(xxxBvLexportxxx)

Example 2:

(Archivio2)(key)(0)(toni)(xxxBvLexportxxx)

In the first example, the workstation 10.10.10.10 is forbidden (blocked) from exporting from Archivio 1.

In the second example, the user toni is forbidden (blocked) from exporting from Archivio 2.

FORBIDDING PARTIAL WORD SEARCHES (ARCHIVIO CONTROL DATABASE)

You can also forbid partial word searches for a workstation or user. **Abc** always stands for the IP address of the workstation or the user name, **all information is entered in brackets**. All measures are always carried out in the administration archive (error archive).

Enter the following line in Internet Explorer: **http://<<Die sechte IP>>**

Enter the user name and password to access the administration area (error archive).

Enter the desired command.

BLOCK PARTIAL WORD SEARCH

(Archivio1)(key)(0)(Abc)(,,,) or (Archivio1)(key)(0)(Abc)(???)

UNBLOCK PARTIAL WORD SEARCH

(Archivio1)(ent)(0)(Abc)(,,,)

USER ADMINISTRATION SYSTEM

In addition to the normal archive registration (Page 5), BvLArchivio® offers an optional user administration system. This administration system enables you to require users to identify themselves in the archive. In addition, it is possible to define which rights the user has in the individual archives. If the "Who is searching for what" log (page 37, 38) has been activated then all user queries are automatically logged. **The user administration system is compulsory when the "Who is searching for what" log has been activated or the Archivio control database (see pages 23–26) contains at least one entry.**

All measures are always carried out in the administration archive (error archive). Enter the following line in Internet Explorer:

http://<<Die sechte IP>>

Now enter the desired command in the search field.

PROCESS

Add user abc

Delete user abc

Set the password 123 for user abc

Authorize user abc to search in Archivio1

- Remove authorization

Authorize user abc to archive in Archivio1

- Remove authorization

Authorize no one to archive in Archivio1

- Remove command

Define a minimum length for passwords

COMMAND

!bvli1! abc

!bvli3! abc

!bvli2!/abc/123

(Archivio1)(key)(U)(abc)()

(Archivio1)(ent)(U)(abc)()

(Archivio1)(key)(A)(abc)()

(Archivio1)(ent)(A)(abc)()

!(Archivio1)(key)(X)()()

!(Archivio1)(ent)(X)()()

userpassword-08002852255-?

NOTE

Max. of 50 characters without blank spaces and special characters.

Entries in the Archivio control database must be deleted separately.

Blank spaces are not permitted in the passwords.

Set the search authorization for the user.

Delete the search authorization for the user.

Set the archive authorization for the user.

Delete the archive authorization for the user.

Enter a value between 0–99 in place of the "?".

USER REGISTRATION IN AN ARCHIVE

If the user administration system requires users to identify themselves in the archive, enter the following first in the search field for the archive **!bvli! User name Password** (your personal identification attributes / e.g., **!bvli! abc 123**).

USER WANTS TO CHANGE THEIR PASSWORD

The user can change their own user password themselves at any time. Enter the following first as the user in the search field for the archive **!bvli2! User name Password New-password New-password** (e.g., **!bvli2! abc 123 zz454 zz454**).

Enter the following line in Internet Explorer to display a **list of all registered users**.

http://<<Die sechte IP>>/BvLTech1_F_W5_.afp

Enter the following line in Internet Explorer to display a list of **all entries in the Archivio control database**.

http://<<Die sechte IP>>/BvLTech1_F_W6_.afp

CHAPTER IV



ERROR ARCHIVE / ADMINISTRATION

FILES IN THE ERROR ARCHIVE

Documents land in the error archive

- 1.) Check whether the control sheet you used was scanned together with your document in the same scanning process. The control sheet should not be the first page of your document.
- 2.) Check whether the correct control characters and search terms are included. Control characters and search terms must always be separated by blank spaces! The first control commands to be read are always accepted.

%START%	Control character for start
%A%	Control character to indicate the department
...	Your search terms (optional)
%ENDE%	Control character for end

If a control character is missing then the scanning process will be classed as an error. The sequence of the control characters must not be changed. **%START%** acts as a marker for the starting position, **%A%** stands for archive 1 (**%E%** stands for archive 2, **%H%** stands for archive 3, **%N%** stands for archive 4, **%X%** stands for archive 5) and instructs the system to save the document in archive 1. The search terms are now entered (as many as required and always in capitals). **%ENDE%** acts as a marker for the end position. It is irrelevant whether the control characters are listed next to each other or below one another. However, it is important that the control characters are entered so that they are read in the given sequence.

- 3.) Check whether the control sheet, stamp, or label has been printed with a sufficiently high printing quality. Toner smudges, faint printouts, or text that is too small or too big will lead to defective scanning processes. Use the control sheet provided by the system as a template. Ensure that the control characters and search terms are printed in capital letters.
- 4.) Check whether the scanning attributes on the scanner have been set correctly. If you are scanning a multiple-page document but you have set the attribute "one page – one file" on the scanner then all of the pages that do not contain the control characters will land in the error archive. Set the attribute on the scanner to "**multiple pages – one file.**"
- 5.) Check exactly which control character is missing and what exactly has been read by calling up the relevant analysis file. The **RESULT FILE** for scanning processes is the PDF/A file produced, while for directly delivered files it is the original file. The **XML FILE** contains the results read by the system (only for scanning processes) in the text recognition and barcode recognition processes. In scanning processes, the **TEXT FILE** contains all of the search terms not read by the system, while the **TEXT file** is your original text file in the case of a direct delivery. The **TIF FILE** (only for scanning processes) is the original file format from your scanner. This allows you to check the settings on your scanner, e.g., the dpi number set in the file (resolution / must be at least 300 dpi).

Documents with errors on one particular day

All documents that cannot be unambiguously allocated to an Archivio (department) will automatically land in the error archive. Enter the following line in Internet Explorer: **http://<<Die sechte IP>>** Enter the user name and password. The system will automatically issue you with information for the previous day but you can also specify any other day. For example, enter the following in the search field **fehler 24.12.08** and press . You will be shown all of the documents that were sent to the error archive on 24.12.08 and could not be allocated to an Archivio (department). Click on one of the lines displayed and the document will open.

Documents with errors in a particular month

All documents that cannot be unambiguously allocated to an Archivio (department) will automatically land in the error archive. Enter the following line in Internet Explorer: **http://<<Die sechte IP>>** Enter the user name and password. Now enter **fehler april 2008** in the search field and press . You will be shown all of the documents that were sent to the error archive in April 2008 and could not be allocated to an Archivio (department). Click on one of the lines displayed and the document will open.

ARCHIVING FILES WITH ERRORS

Copy error files directly to an Archivio

You can copy the **RESULT FILE** into the originally intended Archivio (archives 1 to 5).

Firstly, check to ensure that the **RESULT FILE** is readable and complete.

Then enter the number of the Archivio into which you want to copy the **RESULT FILE**:

1-5 = Archivio 1 to Archivio 5

Now enter all of the desired search terms into the text field below. You can also accept all of the recognized and read search terms from the XML file and add them to the text field.

The screenshot shows a web browser window with the URL `http://<<Die sechste IP>>`. The page title is "BvLArchivio". In the top right corner, there are links for "XML-FILE", "TXT-FILE", and "TIF-FILE". Below these, there is a section labeled "RESULT-FILE". A red arrow points from the text "Number of the archive" to a text input field labeled "Archivio Nr." which contains the number "3". Below this, there is a text area for search terms. The text area contains the following text: "Vacation Spain Pool Summer 2006", "Vacation", "Spain", "Pool", "Summer", and "2006". At the bottom of the text area, there is a "SAVE" button.

DATA EXPORT

Export documents / files and search terms

You can **export files and search terms** from an archive by simply adding the export command to your search query. Enter **xxxBvLexportxxx** in the search field as the final word. All files and search terms that correspond to the search query will be exported.

A maximum of **15,000 files** can be exported per export command. If your export request contains more than 15,000 files then any additional files above the 15,000 limit will not be exported. Refine your export request so that the number of files remains below 15,000.

For example, enter the following line for Archivio 3: **http://<<Die dritte IP>>**
Enter the user name and password. Now enter **Invoice 4711 xxxBvLexportxxx** in the search field and press **SEARCH**.

The system will prepare all files and documents in an export directory that were archived/saved with the search terms "Invoice" and "4711".

If you want to **only export the search terms**, enter **xxBvLexportxx** after your search query in the search field. All of the search terms will be copied into a text file but the files themselves will not be copied. This function enables you, e.g., to check the search terms saved for the archived files. This will allow you, e.g., to compare the search terms with other databases. You can limit the **number of search terms in the text file** to 1, 10, or 100. Enter the corresponding parameter **xx1xx**, **xx10xx**, or **xx100xx** into the search field. The export conditions are the same as those for a search query. After you have pressed **SEARCH**, BvLArchivio® will answer with a directory name. Note down this directory name.

All of the files and/or all of the search terms (in a text file) will have been prepared for you in this export directory. This process can take more time for larger files. All of the files will have been prepared for export as soon as the file **_ENDE.BvL** can be found in the export directory and/or the index file.

You can then copy the whole directory to your workstation and process the files further, e.g., copy them to a CD! Once you have copied all of the files to your workstation, you should immediately delete the export directory.

Copying all files form the export directory onto your own workstation

Connect to the FTP export directory either using an FTP client program or by entering the following in Windows Explorer (not Internet Explorer) **ftp://<<Die siebente IP>>**.

Now enter the user name **Archivioe** and the password. All export directories will be displayed. Select the export directory that you were allocated by the system. Mark the whole directory and copy it onto your workstation. Once you have copied all of the files to your workstation, you should delete the export directory. The export directory will include all of the export files that correspond to your search query and also an **Index TXT file** that contains all of the search terms for the files to be exported.

Controlling the volume of archived files

Enter a "?" in the search field in the administration area. A list of all commands will be displayed. Scroll down to the line "Mass query" and follow the instructions provided there for the desired volume query.

ADDING SUBSEQUENT SEARCH TERMS

Enter the following line in Internet Explorer: ***http://<<Die sechte IP>>***

Enter the user name and password to access the administration area (error archive).

Now enter **(archiviofile)=XXX=YYY** in the search field and press .

You have now subsequently added the **search term YYY** to the archived **file XXX**.

XXX is the original file name and **YYY** is the desired search term.

Example:

(archiviofile)=BvL1_2455245_2VA0CBBZI_2VA0CBBZJ=Invoice

The **original file names** can be found in the URL line when viewing the original file in the archive. Everything that is found **after the last question mark** in the URL is the original file name of the archived file.

Example URL:

http://<<Die erste IP>>/RNVL/BvLArchivio_2VA0D19BA_2VA0D19BB_2VA0D19BC.pdf?BvL1_2455245_2VA0CBBZI_2VA0CBBZJ

Original file name

Alternativ as a direct URL:

http://<<Die sechte IP>>/BvLTech1_F.afp?BvL1=(archiviofile)=XXX=YYY

You have now subsequently added the search term **YYY** to the archived file **XXX**.

XXX is the original file name without file extension and **YYY** is the one desired search term (without blank).

REMOVING EXISTING SEARCH TERMS

You can remove one or all of the search terms for a file. This process will make the search terms unrecognisable. You require a special password to complete this process that you need to set up (see below) and which should be kept highly confidential. Anybody who knows this special password can make one or all of the search terms unrecognisable for ever.

Enter the following line in Internet Explorer: ***http://<<Die sechte IP>>***

Enter the user name and password to access the administration archive (error archive).

Now enter one of the two following lines in the search field and press .

(Archiviofile!PPP=xxx=yyy

You have now made the search term **YYY** unrecognisable for file **XXX**.

!Archiviofile!PPP=xxx=

You have now made all search terms unrecognisable for file **XXX**.

PPP is the special password that you have set up for this function. Only those people who know this password are able to make search terms unrecognisable. **XXX** is the original file name and **YYY** is the desired search term.

Example:

(Archiviofile!secure=BvL1_2455245_2VA0CBBZI_2VA0CBBZJ=Ralph

SETTING UP A PASSWORD FOR ACTIVATE OR DEACTIVATE ADMIN-COMMANDS

Enter the following line in Internet Explorer: ***http://<<Die sechte IP>>***

Enter the user name and password to access the administration archive (error archive).

Now enter the following lines in the search field and press .

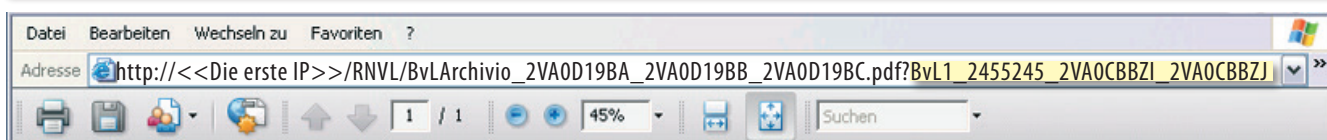
!BvLix!/PPP1/PPP2

PPP1 = old password or default password (BvLArchivio-Berlin)

PPP2 = your new password

You can only issue a new password if you already know the old password.

GET THE ORIGINAL FILE NAME



ARCHIVING WITH YOUR OWN SERIAL NUMBER

Your own and third-party control commands

You receive a document from a customer and both you and your customer use BvLArchivio®. You now want to archive a document from your customer that already contains BvLArchivio® control commands. This involves placing your customer's document together with your control sheet onto the scanner. The archiving process will be carried out incorrectly according to the instructions already found on the document from your customer because BvLArchivio® always processes the control commands that are found first. If you want to properly archive documents from third parties that already contain BvLArchivio® control commands, you can activate your own personal serial number (see page 4) to exclude any third-party control commands from being processed. BvLArchivio® will always process the control commands that are found first. If you do not want this to happen because your control commands appear later in the document, or even as the last page of the document in the form of a control sheet, then you can prevent this from happening by using your own personal serial number. All control commands found before your personal serial number will be ignored as a result. This will require your own personal serial number to be placed immediately before your own control commands. Add your serial number to your control commands by writing **%<<Seriennummer>>% %START% %A% %ENDE%** (e.g., **%<<Seriennummer>>% %START% %A% %ENDE%**).

It is now possible for third-party documents to be the first pages of the document processed. The control commands will only be processed after your own serial number has been found. It is possible to change the settings in BvLArchivio® to indicate whether the addition of the serial number is always mandatory. If the serial number is not found then the document is diverted to the error archive. The reason for this is that if the serial number is not read or is incorrectly read then the archiving process would be carried out according to the first control commands found, which in this case would result in them being sent to the incorrect archive. In order to avoid this problem, it is possible to change the settings in BvLArchivio® so that adding the serial number is always mandatory. If the serial number is not correctly read then this document will be saved in the error archive.

Enter the following line in the Internet browser: **http://<<Die sechte IP>>**

Enter the user name and password. Enter **nurmit_snr-08002852255-ja** in the search field and press . In this example, your own personal serial number is mandatory for all control commands. Only those control commands found after the serial number will be processed, and if the serial number is missing then the document will be saved in the error archive.

Example: %<<Seriennummer>>% %START% %A% %ENDE%

Enter **nurmit_snr-08002852255-nein** in the search field and press .

In this example, the first control command found is processed; it is not necessary for your own serial number to be entered.

DELETING ARCHIVED FILES

You should ensure that you are absolutely certain about how to carry out the following processes. If you are uncertain about these processes then you can and should contact our hotline or consult an expert who is familiar with the following processes, e.g., an IT administrator. A direct delete function is not available in BvLArchivio®. If you want to delete files then you need to delete the files in a targeted manner on all data discs. This involves connecting the data discs to a standard Windows computer with a SATA USB cable and subsequently deleting them. You must have possession of all data discs – this includes shutting down the BvLArchivio® server and removing all of the data discs. You are able to delete every file manually in a targeted manner if you know the file name and storage location. The file name for an archived file will also provide the storage location on the data disc. You can create a list of deletion commands in every archive. The list of deletion commands provides all of the required information including the location of the file and the deletion command itself. For example, if you want to delete all files from archive 1 that were saved with the search terms "Project" and "4711" then enter the following syntax:

http://<<Die erste IP>>/BvLTech1.afp?BvL1=Project&BvL2=4711&BvL8=del

This parameter must always be entered so that the list of deletion commands is created, otherwise only a basic search will be carried out. When this command is executed, nothing is actually deleted at this stage. A list of deletion commands is merely created and displayed. The LOESCH.BVL file (list of deletion commands) is available to download in the administration area / error archive. Enter the following line in the Internet browser:

http://<<Die sechte IP>>/loesch.bvl

Save the LOESCH.BVL file on your workstation and then rename the file as LOESCH.BAT. If you want to delete files locally on your own system, change the letter D: in the LOESCH.BAT file to the actual letter that has been allocated by Windows to the drive for the connected data disc. All lines from the letter E: must be removed. Run the .BAT file and all files will be irrevocably deleted. Repeat this process for all data discs. A maximum of seven search terms can be assigned. If you do not want to delete files locally on your own system, move the LOESCH.BAT file to the export area. The contents of the LOESCH.BAT file must not be changed. To irrevocably delete the files, run the deletion command (loesch-08002852255-yes-) in the administration area after moving the file to the export area. This deletion command only deletes the data on the main data disc (D-disc) and the current backup disc (E-disc online). It is necessary to run the deletion command again for all data discs that are either not currently online or are outside of the system if they are inserted in BvLArchivio and brought online.

The complete syntax is as follows:

**http://<<Die erste IP>>/BvLTech1.afp?BvL1=yoursearchterm
& BvL2=yoursearchterm & BvL3=yoursearchterm & BvL4=yoursearchterm
& BvL5=yoursearchterm & BvL6=yoursearchterm & BvL7=yoursearchterm & BvL8=del**

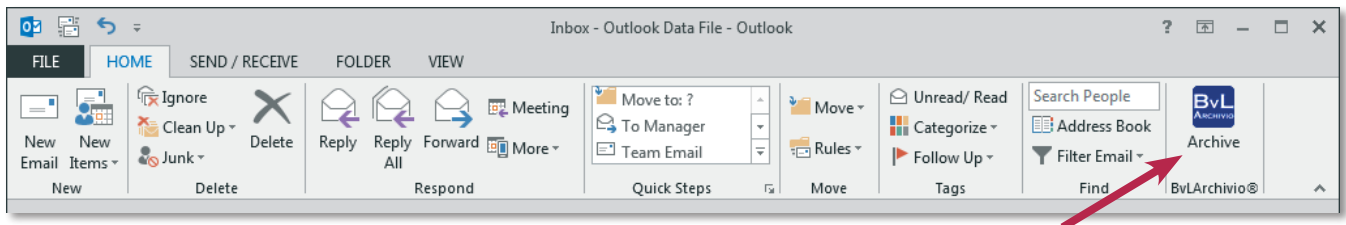
ACCESSORY PROGRAMS FOR BvLARCHIVIO®

The following accessory programs are designed specifically for BvLArchivio® and enable you to quickly and easily archive your files.

E-mail archiving from Outlook

Archive your e-mails directly from Outlook with just one click.

Available free of charge at: www.BvLArchivio.com/BvLArchivio_Outlook.zip

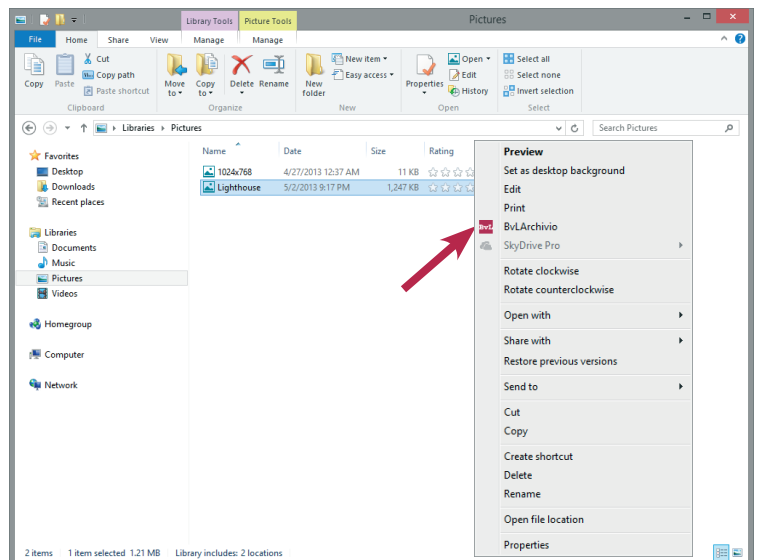


Archiving Windows files

Archive your files directly from Windows with just one click.

Available free of charge at:

www.BvLArchivio.com/BvLArchivio_Explorer.zip



Printing to the archive

Archive a document by printing directly to the archive using an image printer.

Available for a charge at:

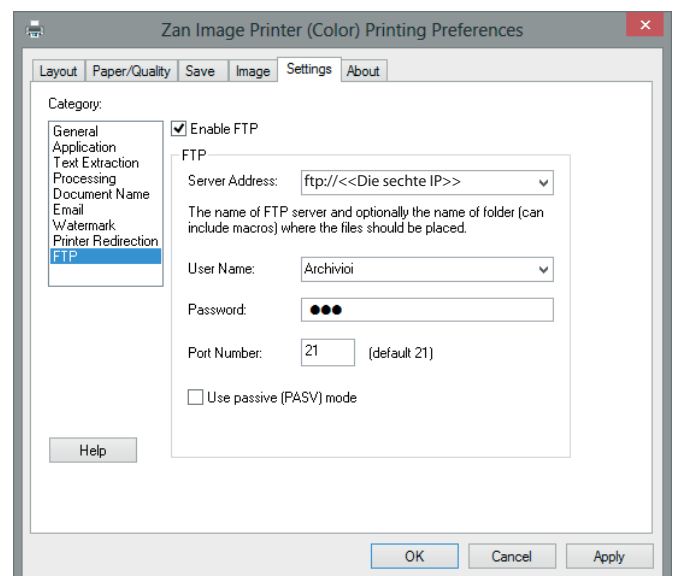
www.zan1011.com



Zan Image Printer (Color)



Zan Image Printer (BW)



CHAPTER V



MAINTENANCE / FAULTS / LOG FILES

SHUTTING DOWN THE SERVER

Shutting down the server properly

If possible, do not shut down the server if files are still being processed. This is the case if the number of files that are still to be processed in the fields **W1**, **W2**, or **W3** is larger than zero.

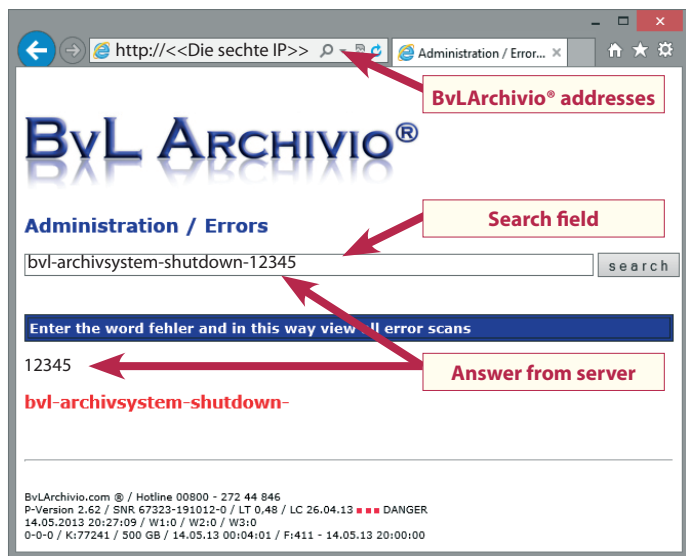
Enter the following line in the Internet browser:

http://<<Die sechte IP>>

Enter the user name and password to access the administration archive (error archive).

Now enter **bvl-archivsystem-shutdown-** in the search field and press **SEARCH**.

The server will answer with a number. Now enter **bvl-archivsystem-shutdown-** in the search field once again and write the number displayed by the server directly after the last dash (**bvl-archivsystem-shutdown-12345**).



Do not switch off the server – the server will shut down on its own!

You can use the blue power light on the housing of the server to see when the server has been switched off. Check the power lights on the server, all of the lights must be off. In order to place the server back into operation, simply press the "ON" switch on the server. If you shut down the server even though files are still being processed then the server will take considerably longer to shut down.

The server cannot be shut down between the hours of 00:00 and 03:00 (see page 36).

Forcing the server to shut down

If the server has not been properly shut down or an error message is displayed when entering a command then you can force the server to shut down using an emergency shutdown command.

This process should only be used as a last resort because any current archiving process may be improperly interrupted leading to a possible loss of data.

Enter the following line in the Internet browser:

http://<<Die sechte IP>>/BvL_Server_go_down3210.afp or http://<<Die siebente IP>>/BvL_Server_go_down3210.afp

LIST ALL ADMINISTRATION COMMANDS

Enter the following line in the Internet browser: **http://<<Die sechte IP>>**

Enter the **user name** and **password** to access the administration area (error archive).

Enter **?** in the search field and press **SEARCH**. The server will answer with a list of all commands that are possible for the administration of the BvLArchivio® server. **Relevant system commands can be enabled or disabled. The activation or deactivation is protected by a separate password.**

DISPLAY, ENTER, AND DELETE THE DEFAULT GATEWAY

Access to the BvLArchivio® server is only possible from your own subnet. Access from other networks is only possible if you set up a default gateway.

Enter the following line in the Internet browser: **http://<<Die sechte IP>>**

Enter the **user name** and **password** to access the administration area (error archive).

Now enter one of the desired command lines shown below and press **SEARCH**.

stdgateway-08002852255-???

Display all default gateway entries.

stdgateway-08002852255-xxx

Delete all default gateway entries.

stdgateway-08002852255-('10.10.10.10')

Enter default gateway 10.10.10.10.

stdgateway-08002852255-('10.10.10.10';10.10.11.10')

Enter default gateway 10.10.10.10 and 10.10.11.10.

FAULTS ON THE SERVER

Please call the **free hotline on 00800 – 272 44 846** in the event of a fault with your BvLArchivio® server. The hotline staff will immediately attempt to resolve the problem with you. If the fault cannot be resolved on the telephone, you will be immediately sent a new BvLArchivio® server. Should it still be possible at this stage, shut down the server properly.

EXCHANGING THE SERVER

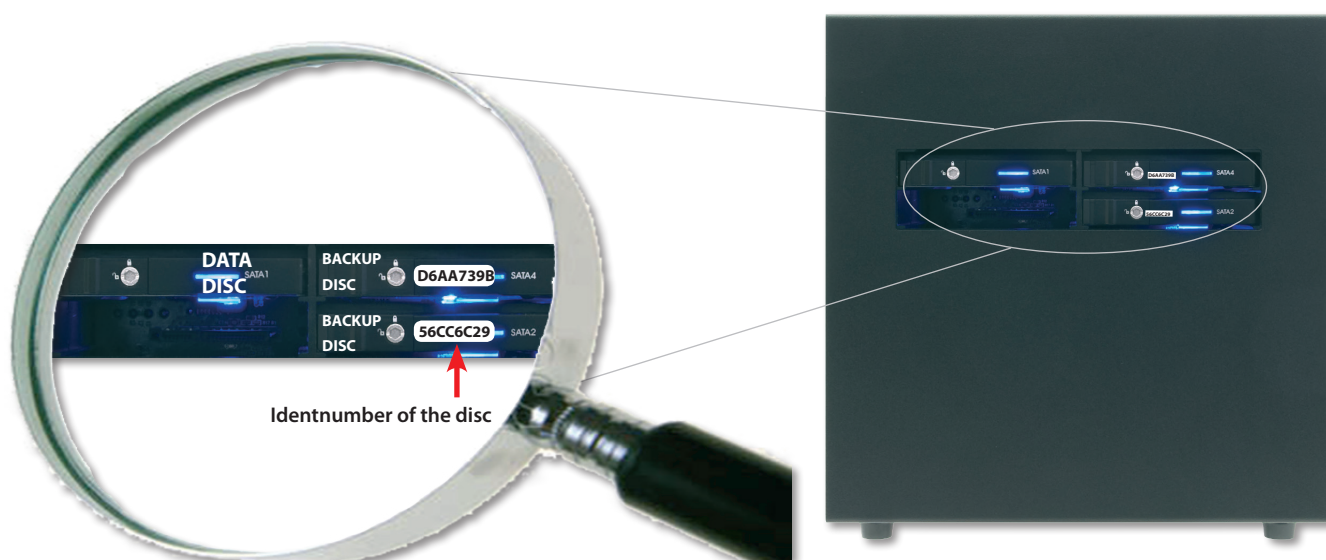
New server

You will receive a new BvLArchivio® server in the event of a fault or due to an extension of the rental period.

The replacement of the server after 48 months serves to ensure the fault-free operation of your BvLArchivio® server. Hardware becomes susceptible to defects over time due to heat, dust, and dirt particles and this can lead to a complete system breakdown. In order to ensure that the BvLArchivio® server always works perfectly, you can completely exchange your old or current hardware every 48 months for new hardware.

If you have been sent new hardware (new server), please proceed as follows:

- Shut down the old server.
- Remove the data discs from both of the slots and insert them into the new server.
- Ensure that the data disc with the red markings is inserted into the upper slot.
- Switch on the new server.
- The old server must not be switched on again because the use of both servers simultaneously will result in network conflicts with the IP addresses.
- The old server remains switched off and will be collected by BvL after approx. 2–5 days.
- BvL will handle the collection of the old server and will also cover all of the relevant costs.
- Use the cardboard box that contained the new server to return the old server!
- The new server checks all data discs and is therefore only ready for operation after a few hours. Do not on any account switch off the server during this time. The server will restart a number of times during this period!



Note

If the server is exchanged then these settings are reset, please check and adjust the following settings if required:

Archive passwords:	All passwords are reset to the default passwords.
HTTP password:	Archiving is possible without a password from the user interface.
FTP password:	Archiving is possible without a password via FTP upload.
Number of search terms:	A maximum of 999 search terms are taken from the first page of the document.
TIF format for scanner:	TIF files are sent for OCR recognition, while TIFF files are not sent.
Serial number:	Archiving without the need to enter your own serial number is possible.
Default gateway:	Please check.
Search log	Switched off.
OCR settings (Premium version): Don't save separator page and blank pages / control commands visible.	

NEW SERVER AND NEW HARD DISCS

New server including a new data disc (D-disc)

If your server has been completely lost, e.g., due to theft or fire damage then your insurance cover is responsible for the material damage.

Nevertheless, you will immediately receive a new server and a new **original hard disc with red markings**. Insert the latest data backup disc into the lower slot and the **new data disc with the red markings** into the upper slot. Switch on the new server. The server will copy all of the documents from the data backup disc onto the empty original data disc in the upper slot. Depending on the volume of data, this process can take a number of hours. Do not turn off the server. The system will automatically restart a number of times during this process and is then automatically available for all users. **Be sure that you only have insert the latest (current data) data backup disc!**

New backup disc (E-disc)

If a backup disc is defective, insert the new backup disc sent by BvL into the server and switch it on. The server will recognize the new backup disc in the lower slot and register it in the system. At the same time, a complete copy of your data will be saved to this backup disc. Depending on the volume of data, this process may take a number of hours. **Do not shut down the server.** The system will then be automatically available for all users.

New data disc (D-disc)

If the data disc (red markings) is defective or is being exchanged for a larger capacity disc, insert the new, empty data disc with the red markings sent to you by BvL into the upper slot. **Be sure that you only have insert the latest (current data) data backup disc! You have insert only one data backup disc.** Switch on the server by pressing the power button. The system will register the new data disc and automatically copy all of the files from your backup disc (**lower slot**) onto the data disc (**upper slot**). Depending on the volume of data, this process can take a number of hours. The process is carried out automatically. The system will then be automatically available again.

Do not shut down the server under any circumstances.



OVERNIGHT SYSTEM UPDATES / CHANGING DISK / DOWNTIME / SERVER MAINTENANCE

In general, all documents and files are immediately saved to both discs – the original data disc (D-disc) and the online backup disc (E-disc) – during the archiving process.

The system carries out a diverse range of control and administration tasks and disk changing between 00:00 and 03:00. You should not make any changes, e.g., to passwords or designations during this period of time. The system cannot be reached for a short period during this time. The system will restart every day at 03:00 and is not accessible for a short period. It is not possible to issue a shutdown command during this time.

SHOW HIT RESULTS WITH PREVIEW IMAGES

Enter the following line in the Internet browser: **http://<<Die sechte IP>>**

Enter the user name and password. Now enter **vorschau-0080028522555-1** (with preview) or enter

vorschau-0080028522555-0 (without preview). Enter one of the following options for the size:

vorschau-px-0080028522555-s (100px high), **-m** (300px high) or **-l** (600px high = default size).

CHANGING THE LANGUAGE

Enter the following line in the Internet browser: **http://<<Die sechte IP>>**

Enter the **user name** and **password** to access the administration area (error archive).

Now enter one of the desired command lines shown below and press **SEARCH**.

You can set the following languages:

Command in search field	Language
Sprache-08002852255-de	German
Sprache-08002852255-fr	French
Sprache-08002852255-uk	English
Sprache-08002852255-it	Italian
Sprache-08002852255-es	Spanish
Sprache-08002852255-tr	Turkish

LOG FILES

Viewing log files

Log files are used in order to document the changes that have been made. The log files can also be used to help speed up the process for localizing the cause of any faults that occur. Log files do not contain any personal data. Therefore, the log files can be handed over to the BvL help desk at any time. If the log files cannot be called up due to a fault, use **<<Die siebente IP>>** instead of the **<<Die sechte IP>>**.

- Log file 0** http://<<Die sechte IP>>/_BvLLog0.txt
Logs errors relating to the documents and tables.
- Log file 1** http://<<Die sechte IP>>/_BvLLog1.txt
Logs errors and missing hard discs.
- Log file 2** http://<<Die sechte IP>>/_BvLLog2.txt
Logs errors and events, e.g., the BvLArchivio® server being shut down.
- Log file 2b** http://<<Die sechte IP>>/_BvLLog2b.txt
Logs the FTP service.
- Log file 3** http://<<Die sechte IP>>/_BvLLog3.txt
Logs daily events, e.g., hard disc availability, the freely available storage memory on the hard discs, and other events.
- Log file 4** http://<<Die sechte IP>>/_BvLLog4.txt
Logs all settings that have been made or deleted for the workstations and users.
- Log file 5** http://<<Die sechte IP>>/_BvLLog5.txt
Full list of all workstations and users who have limitations to their search authorizations. This list is created once a day at 00:00 and includes all workstations and users with their relevant settings.
- Log file 6** http://<<Die sechte IP>>/_BvLLog6.txt
List of all file names uploaded by FTP that have been deleted due to an error, e.g., if a TXT file was uploaded first or on its own (the TXT file is not stored in the error archive).
- Log file 7/8/9** **Not used**
- Log file 10** http://<<Die sechte IP>>/_BvLLog10.txt
Date log with the number of archived files for a particular day.
- Log file 10b** http://<<Die sechte IP>>/_BvLLog10b.txt
Date log with a list of the archived files.
- Log file 11** http://<<Die sechte IP>>/_BvLLog11.txt
Hourly log file of activities.
- Log file 12/13** http://<<Die sechte IP>>/_BvLLog12.txt_BvLLog13.txt
Time-stamped file for activities, updated on an hourly basis, record of overnight status.
- Log file 14/15/16** http://<<Die sechte IP>>/_BvLLog14.txt_BvLLog15.txt_BvLLog16.txt
Logs the times and serial numbers for the hard discs in the system, including the number of files.
- Log file 17** http://<<Die sechte IP>>/_BvLLog17.txt
Logs the times for "Check and Copy" processes (missing files are copied over in the event of a change to the hard disc).
- Log file 18** http://<<Die sechte IP>>/_BvLLog18_200912.txt
Logs the incoming TIF/TIFF/PDF files for OCR recognition (via FTP upload in a year/month).
- Log file 19** http://<<Die sechte IP>>/_BvLLog19_200912.txt
Logs the incoming files not sent for OCR recognition (via FTP upload in a year/month).
- Log file 20** http://<<Die sechte IP>>/_BvLLog20_200912.txt
Logs the PDF files (file names) produced by the OCR function in a year/month.
- Log file 21–25** http://<<Die sechte IP>>/_BvLLog21.txt to http://<<Die sechte IP>>/_BvLLog25.txt
Logs the search terms subsequently added to an archived file for an archive (1–5).

WHO IS SEARCHING FOR WHAT

"Who is searching for what" log file

If switched on, BvLArchivio® automatically creates user logs and IP logs about who has searched for what in the archive. This information enables you to better understand which users and workstations have called up which information in the archive. The logs are written at an IP address and user level. Therefore, every IP address and every user has their own log file. You can call up a list of log files by entering the following:

Enter the following line in Internet Explorer: http://<<Die sechte IP>>/BvLTech1_F_W4_.afp

Switching the “Who is searching for what” log file on or off

This logging process is not switched on when the server is delivered – thus no log files are created. If you want to switch the logging process on or off, proceed as follows:

Enter the following line in Internet Explorer: **http://<<Die sechte IP>>**

Enter the user name and password to access the administration area (error archive).

Enter **sprotokoll-08002852255-yes** in the search field and press .

The log file is now switched on.

Now enter **sprotokoll-08002852255-no** in the search field and press .

The log file is switched off. If your entry is correct, you will receive an OK message.

Deleting the “Who is searching for what” log file

You can delete log files at any time. Every IP address and every user has their own log file. If you want to delete a log file, you need to enter the following in Internet Explorer:

http://<<Die sechte IP>>

Enter the user name and password to access the administration area (error archive).

ABC stands for the user names or the IP address.

Enter **!bvli4! ABC** and press , the log file will be immediately deleted.

Examples:

!bvli4! 10.10.10.10

!bvli4! user name

QUERYING THE PROCESSING STATUS

Number of files in the FTP input directory

The number of processes or files (W1) that are currently located in the FTP input directory and still need to be archived is shown in the user interface for BvLArchivio®. This number will change in relationship to the newly added files and the processed files. All of the scanned documents and files that are to be archived land in the central FTP input directory. The central FTP input directory is automatically closed (FTP upload service is ended) as soon as it contains more than 4,000 processes or files. As soon as the number of files left to process falls to under 400 then the central FTP input directory is automatically opened again (FTP upload service is active).

If you enter **http://<<Die sechte IP>>/BvL_server_kill_ftp3210.afp** in Internet Explorer, **all of the files in the central FTP directory will be irrevocably deleted without warning. This command should be used with care, all pending documents and files will be deleted!** The BvLArchivio® server will restart again twice during this phase.

Files and their names in the FTP input directory (Directory 1)

Enter the following line in Internet Explorer: **http://<<Die sechte IP>>**. Enter the user name and password to access the administration area (error archive). Now enter **BvL-Archivsystem-work1-list-** in the search field and press .

The server writes the result to a log file and this can be called up as follows:

http://<<Die sechte IP>>/_BvLLog7.txt. The source text for the log file is formatted by line.

Files in the text recognition process (Directory 2)

Enter the following line in Internet Explorer: **http://<<Die sechte IP>>**. Enter the user name and password to access the administration area (error archive). Now enter **BvL-Archivsystem-work2-list-** in the search field and press .

The server writes the result to a log file and this can be called up as follows:

http://<<Die sechte IP>>/_BvLLog8.txt. The source text for the log file is formatted by line.

Files being indexed (Directory 3)

Enter the following line in Internet Explorer: **http://<<Die sechte IP>>**. Enter the user name and password to access the administration area (error archive). Now enter **BvL-Archivsystem-work3-list-** in the search field and press .

The server writes the result to a log file and this can be called up as follows:

http://<<Die sechte IP>>/_BvLLog9.txt. The source text for the log file is formatted by line.

COMPANY'S OWN LOGO ON THE DESKTOP

This feature is only available to you if it has been purchased additionally and activated. Save the company logo to your desktop as a JPG file with a height of 55 pixels under the file name BvL89x91x94x98.jpg. Then copy this file to the export area (see page 29 of the instruction manual). Depending on the extent of archiving activity, you will see your logo on the desktop after a few seconds or several minutes.

INDEX

A		
Accessory programs	32	
Adding subsequent search terms	30	
Add user	26	
Administration area	5, 7	
Archive authorization for the user	26	
Archiving a file	15, 16	
Archiving documents with barcode	18	
Archiving documents with control sheet	17	
Archiving documents without control sheet	11, 16	
Archiving e-mails	32	
Archiving files with errors	29	
Archiving Windows files	32	
Archiving with your own serial number	31	
Authorize users	26	
B		
Barcode	18	
Blank pages	9	
Block search term	23	
C		
Changing the name of an archive	8	
Changing the password	8	
Changing the settings	7, 9	
Control commands	9, 14	
Control commands in metafiles	14	
Control sheet	17	
Copying files to my workstation	29	
Creating a control sheet	17	
D		
Data export	29	
Default gateway	34	
Define a minimum length for passwords	26	
Delete all settings for users / IP addresses	25	
Delete archive authorization for the user	26	
Delete function	31	
Delete user	26	
Deleting archived files	31	
Delivery directories	12	
Direct import interface	19	
Directly searching from another software program	18	
Directly uploading files	19	
Documents with errors	28	
E		
E-mail archiving from Outlook	32	
Emergency power supply systems	22	
Error archive	5, 28	
Error files	28, 29	
Exchanging a hard disc	22	
Exchanging the server	35	
Export directory	29	
Export documents	29	
F		
Faults on the server	35	
Files in the error archive	28	
Forbidding data exports	26	
Forbidding partial word searches	26	
Forbidding search terms	23	
Forcing the server to shut down	34	
Free service number	4	
FTP export directory	5	
FTP file type	12	
FTP input directory	5	
FTP input directory is closed	19	
FTP settings	10	
FTP target address	10	
G		
Gateway	34	
H		
Hard disc exchanging	22	
Hard disc last change	7	
Hotline	4	
Hotline for faults	35	
I		
Import interface	19	
Interface for other software	18	
IP addresses	5	
K		
Keyword for FTP archiving	25	
Keyword for HTTP archiving	25	
L		
Language	36	
Length for passwords	26	
List all administration commands	34	
Log files	37	
Login screen	6	
N		
Name of an archive	8	
New backup disc	36	
New data disc	36	
New server	36	
Number of search terms	8	
O		
Outlook	32	
P		
Partial word search	20	
Passwords	5, 8, 25, 26	
Printing to the archive	32	
Processing Status	38	
R		
Result file	28	
S		
Sanner settings	10	
Scanner	10	
Scanning targets	12	
Search authorization for the user	26	
Searching for what log file	37	
Searching for what log file on or off	38	
Searching in an archive	20	
Searching partial word search	20	
Searching time period	20	
Search term block / unblock	23	
Search terms adding subsequent	30	
Search terms authorize predefined	24	
Search terms forbidden	23	
Select the desired archive on the scanner	17	
Separator page	9	
Serial number on the status bar	7	
Server date	7	
Server maintenance	36	
Server start	5	
Server time	7	
Settings for user delete	25	
Shutting down the server	34	
Status bar	7	
Switch off the server	34	
T		
Third-party control commands	31	
Tif format	10	
Time periods authorize certain	25	
TXT file	19, 28	
U		
Unblock search term	23	
Uploading files	19	
User administration system	26	
User name	5	
User registration	5, 26	
W		
Windows files	32	
X		
XML file	19, 28	



BvL.com GmbH

HOTLINE 00800 - 272 44 846

HOTLINE 00800 - ARCHIVIO

www.BvLARCHIVIO.COM

SERVICE@BvLARCHIVIO.COM

© BvL.com 2020

Technical data may be amended without prior notice. All data was correct at the time of printing. BvLArchivio® is a registered trademark.