



IRISPowerscan™

Server

User Guide

Version 1.5

I.R.I.S. SA/NV

rue du Bosquet 10, B-1348 Louvain-la-Neuve

+32 (0) 10 45 13 64 - www.iriscorporate.com



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About this Documentation

Welcome

Welcome to the User Guide of **IRIS Powerscan™ Server**.

Purpose

The aim of this documentation is to help you get up to speed with using **IRIS Powerscan™ Server**. It covers the installation and configuration.

The descriptions in this documentation are based on the Windows® 10 Operating System. All information is subject to change without prior notice.

Legend



or **WARNING**. A **WARNING** informs you of danger, harm, or consequences that exist.



or **Caution**. A **CAUTION** advises you to act with care.



or **Note**. A **NOTE** tells you an additional information that is good to know.



or **Tip**. A **TIP** is a piece of advice or expert information.

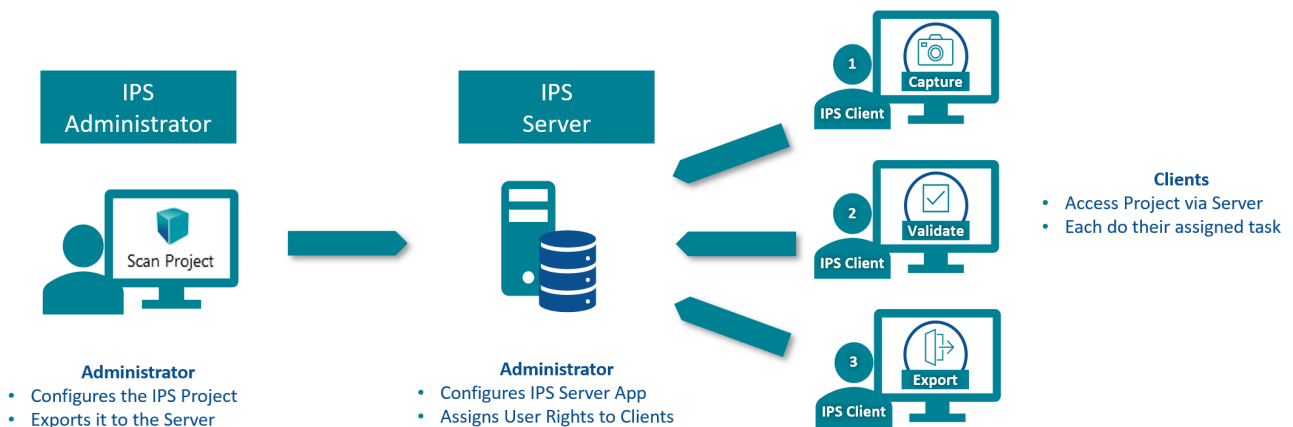
About IRIS Powerscan™ Server

By means of IRIS Powerscan™ Server, Administrators can set up a Client Server Architecture between IRIS Powerscan™ Server and multiple IRIS Powerscan™ Workstations - or Clients on the same LAN network.

This way the three activities of IRIS Powerscan™ - being Capture, Validation and Export - can be divided over different Clients and you can set up an entire workflow process. Some users take care of the scanning, while others do the index validation and the server does the export (most commonly used).

How does it work?

1. An Administrator configures a Project that different IRIS Powerscan™ Clients will work on.
2. He exports the project from the standalone application and imports it within the IRIS Powerscan™ Server application.
3. He configures the different users and their permissions inside the IRIS Powerscan™ Server application.
4. The users connect their IRIS Powerscan™ Client to the IRIS Powerscan™ Server using the credentials they obtain from the Administrator.



Client-Server overview



IMPORTANT

Before modifying a project, make sure that no batches are pending for that project. Failing to process all the batches before changing a project can lead to random errors.

- The IRIS Powerscan™ Server application must be installed on a computer/server to which all required IRIS Powerscan™ Clients have access.
- The IRIS Powerscan™ Server application itself can only be accessed via the computer on which it is installed, or via standard Remote Desktop Connection. There is no remote control or Web control foreseen.
- The Projects that are shared via IRIS Powerscan™ Server *cannot* be modified via the IRIS Powerscan™ Server application or by IRIS Powerscan™ Clients. These Projects are Read-only. The only setting in a Project that can be changed are the Scan Source settings.

If other modifications need to be made to a Project, an Administrator must:

- Export the Project from the IRIS Powerscan™ Server and import it to an IRIS Powerscan™ standalone application.
- Do the required modifications.
- Export the Project back to the IRIS Powerscan™ Server application. The original project on the Server will be overwritten if it has not been renamed.
- Restart the required IRIS Powerscan™ Clients again. The modified version of the Project will now be copied to the Clients.



- Standalone implies being *disconnected* from the Server. Even an Administrator cannot modify a Project if his IRIS Powerscan™ application is still connected to IRIS Powerscan™ Server.
- When working with IPS Server, a Standard Operating Procedure must be in place. The IPS server administrator must be trained and must control the daily production. Some project statuses or batch statuses may require some attention and appropriate actions.

Step 1: Install the IRIS Powerscan™ Server

System Requirements



- Running IRIS Powerscan™ on a virtual machine can be unusable, particularly on low specification hosts. Ensure that you allocate at least 4 cores / virtual processors when creating the guest VM.
- Please ensure that your system is up-to-date with the latest Windows Updates from Microsoft prior to the installation of IRIS Powerscan™.
- Systems using budget or low specification components (particularly small form factor computers) can be incompatible with IRIS Powerscan™. Please seek advice from IRIS Support should this be a concern providing the manufacturer, model and specification of the system.
- Terminal Server and Virtual Desktop are not supported.

IRIS Powerscan™ Server

REQUIREMENTS	OS	CPU	RAM	HDD
Recommended for IPS SERVER	Windows Server 2019, 2022 (64-bit)	If they are vCPU, it is highly recommended to have 8. (to have the final value if you have vSocket and vCore, simply multiply the number of vCore per the number of vSocket to get the total amount of vCPU.	16 GB Fast IO is highly recommended	100 GB free hard disk space SSD drives are highly recommended. Fast IO is highly recommended
Network requirements	<ul style="list-style-type: none"> • Internet connection • The Network infrastructure must be reliable and must have a decent bandwidth. The performance of the IRIS Powerscan™ Client Server is highly dependent on the quality and performance of the network and the server/computers. 			

- The Firewall and anti-virus software should block neither the ICMP ping commands, nor the HTTP port on which IRIS Powerscan™ Client Server is set up.

IRIS Powerscan™

REQUIREMENTS	OS	CPU	RAM	HDD
Recommended for IPS*	Windows 10, 11 (64-bit)	Processor Intel i7 or similar. 2.6 GHz or faster, with at least 4 cores	16 GB	50 GB free hard disk space preferably on a Solid State Disk drive.
Network requirements	Internet connection			

* IPS Standalone, Clients or Unattended

** WARNING: you won't be able to use a Scanner if you use IRIS Powerscan™ on Windows Server OS.

Licensing rules

- Each Client requires a Central Management add-on.
- Capture as a Service on the Server requires a PPM licence.
- Export to iHQC on the Server requires a PDF compression licence.
- If the Server does the Export, it requires the necessary connectors.

Installing IRIS Powerscan™ Server

Preliminary notes:

The IRIS Powerscan™ Server application must be installed on a computer to which the IRIS Powerscan™ Clients have access.

In a Client-Server configuration, both IRIS Powerscan™ Server and IRIS Powerscan™ Client applications must have the same version number (the 3 leftmost numbers), i.e. 12.0.6.

Although IPS 11 and 12 can be installed on the same computers, they cannot work together.

To install **IRIS Powerscan™ Server**:

- Download the IRIS Powerscan™ package from the I.R.I.S. [Partner Portal](#).
- Double-click IRIS PowerscanServer.msi
- Select I agree to the License terms and conditions.
- Click Install and follow the on-screen instructions.
- Click Close to finish the installation.



If you want to use the **IRIS Powerscan™ Server Service** to do the Import (Server is selected in the Capture activity), for instance to use IRIS Powerscan™ Server for Watched Folders, you need a Speed license (40, 90, 110, 140 or unlimited PPM) on IRIS Powerscan™ Server. This Speed license comes with a regular IRIS Powerscan™ package. You must select the one that best matches your requirements in terms of import speed, output connector and iHQC PDF compression.

To activate this license, simply follow the installation and activation procedure.

Configure your Anti-Virus Software

The anti-virus installed on your PC scrutinizes all the files that are being written on your hard disk. This may dramatically slow down the writing speed of the images being scanned with IRIS Powerscan™ or simply prevent IRIS Powerscan™ from running. Your target production level may thus not be reached.

In order to avoid such a problem, you must properly configure your anti-virus and exclude from the process the list of folders into which your images are being placed. This configuration depends on the anti-virus used. Please refer to your anti-virus manual to define the required settings.

In IRIS Powerscan™,

1. the folders to be excluded are:
 - %appdata%\IPS12
 - %programdata%\IPS12
 - C:\Program Files\IRIS Powerscan 12



Some anti-virus do not support %FolderName% syntax. In those cases, enter the full path, i.e. C:\Users\YourName\AppData\Roaming\IPS12 and C:\ProgramData\IPS12

2. the executables to be excluded are:
 - C:\Program Files\IRIS Powerscan 12\IPSxConsole.exe
 - C:\Program Files\IRIS Powerscan 12\IPSxService.exe
 - C:\Program Files\IRIS Powerscan 12\IRIS Powerscan.exe
 - C:\Program Files\IRIS Powerscan 12\Scan32\IPSxScan.exe
 - C:\Program Files\IRIS Powerscan 12\IPS11PdfConverter.exe
 - C:\Program Files\IRIS Powerscan 12\PDFConverter.exe
 - C:\Program Files\IRIS Powerscan 12 Server\IPSxServer.exe
 - C:\Program Files\IRIS Powerscan 12 Server\IPSxServerManager.exe

If you are using the Watched Folder feature, you must add all the watched folders in the exclusion list.

Without appropriate exclusions, random errors may occur.

For example:

- Some batches can be stuck in capture, validation or export
- Errors of missing files
- Errors of concurrent accesses to files

In such cases, exclusions *must* be added.

Configure IRIS Powerscan™ Server

Start the IRIS Powerscan™ Server Service

The IRIS Powerscan™ Server Service should start automatically.

To check if it is started:

- Open the IRIS Powerscan™ Server application.
- If the traffic light icon in the bottom ribbon is green, the service is started. If the traffic light icon is red, click it to start the service.



When setting up your users, groups and projects on the server, we recommend you to stop the IRIS Powerscan™ Server Service. Once all your settings are correct and ready, then you can start the IRIS Powerscan™ Server service.

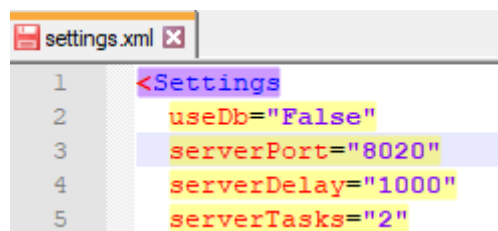
Open the Required Port

By default, TCP port 8080 must be open on the IRIS Powerscan™ Server in order for Clients to connect to the Server.

If that port is used by another application, you can configure IRIS Powerscan™ to use a different one.

To change the port:

- Start the IRIS Powerscan™ Server Service as described above.
- On the computer where IRIS Powerscan™ Server is installed, open a file explorer and go to %programdata%\IPS12Server\LocalProjects.
- Right-click settings.xml and click Edit.
- Change the serverPort value from 8080 to another one.



```
1 <Settings
2   useDb="False"
3   serverPort="8020"
4   serverDelay="1000"
5   serverTasks="2"
```

- Save the settings.xml file.

- Click the traffic lights icon again to stop and then to restart the IRIS Powerscan™ Server Service.



If the default port has been changed, the port information must be communicated to the different IRIS Powerscan™ Clients. They need it in order to connect to the Server.

The default port does not need to be specified.



IRIS Powerscan 12 Server

Step 2: Install the IRIS Powerscan™ Clients

On each computer you want to use as IRIS Powerscan™ Client you need to install an instance of the IRIS Powerscan™ application.

To install IRIS Powerscan™:

- Download the IRIS Powerscan™ package from the I.R.I.S. [Partner Portal](#).
- Run the IRIS Powerscan.msi.
- Click Next and follow the on-screen instructions.
- Click Finish to finish the installation.



You can find your activation code in the email you received from I.R.I.S.

Step 3: Configure a Project on the IRIS Powerscan™ standalone application

How to configure a Project is explained in the IRIS Powerscan™ User Guide and How To Guide.



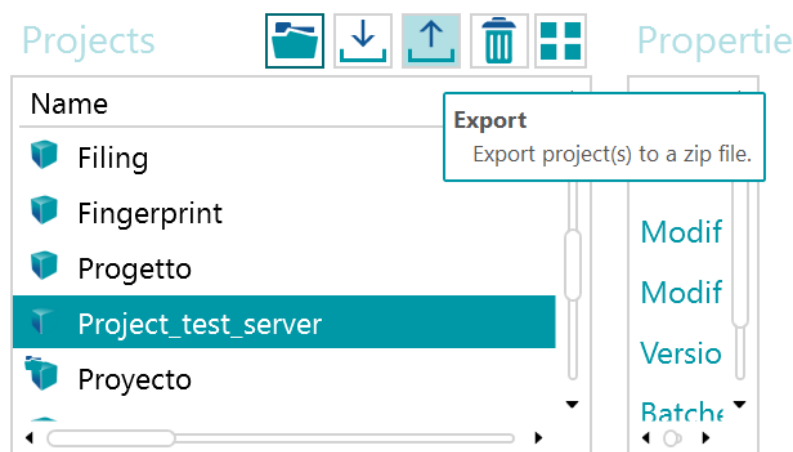
- The Project can only be configured in the IRIS Powerscan™ standalone application, when it is disconnected from the IRIS Powerscan™ Server.
- The Project cannot be configured in the IRIS Powerscan™ Server application or on IRIS Powerscan™ Clients that do not have Administrator rights.
- If changes need to be made, export the Project from the IRIS Powerscan™ Server application and import it back into the IRIS Powerscan™ standalone application, where an Administrator can modify it.

Export the Project

When you are done configuring the Project in the standalone application, export it.

- In the IRIS Powerscan™ standalone application, click File > Open.
- Select the Project you want to export.

Open



- Click the up arrow to export the project.
- Store it in a location to which you have access from the IRIS Powerscan™ Server. The project will be stored as .zip file.

Step 4: Configure the user groups on the IRIS Powerscan™ Server

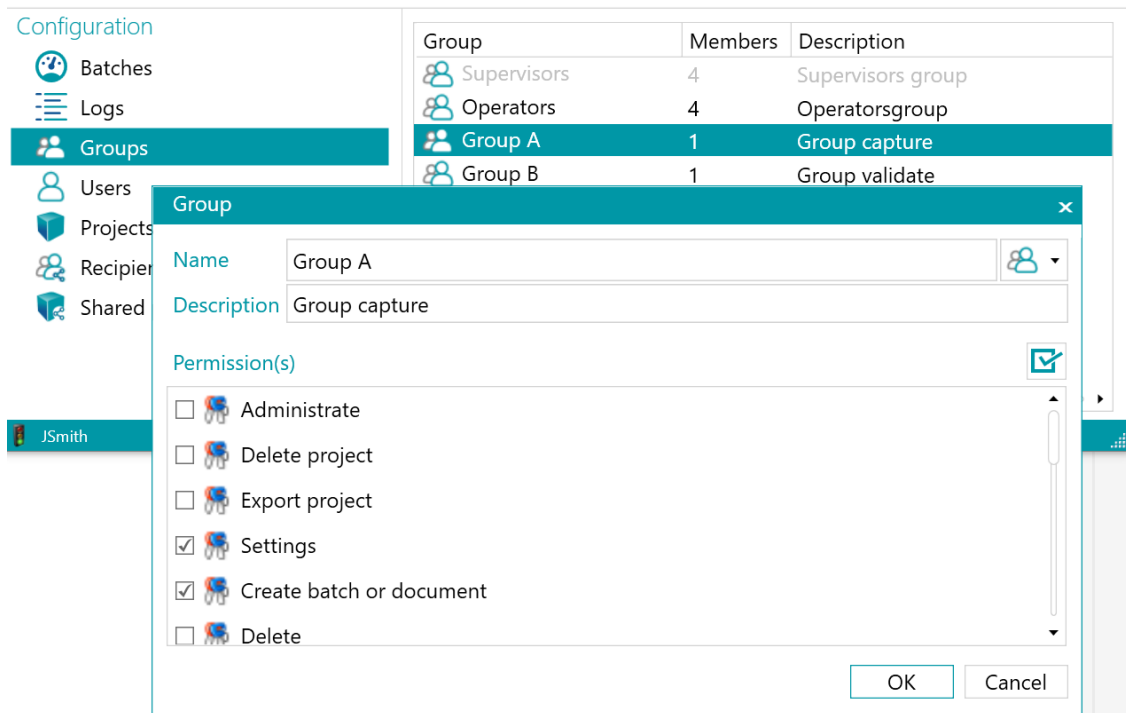
In order for IRIS Powerscan™ Clients to connect to the Server and access shared projects, they need the necessary user permissions and credentials. You can configure the User permissions, assign users to a Group and determine their credentials with the IRIS Powerscan™ Server application.

Creating User Groups

The user permissions are defined in the Groups section. Each user belonging to the same group has the same permissions. This way you avoid having to configure the permissions for each user separately.

To create a user group:

- Open the IRIS Powerscan™ Server application.
- In the Home tab, select Groups and click Create.
- The new Group is added to the Groups list.
- Double-click the new group to edit its Permissions. Or select it and click the Edit button.



Creating user groups

- Select the required Permissions from the list and click OK.
 - Administrate: user may access the Users, Groups and Batches sections in the IRIS Powerscan™ main application's Application menu.
 - Tip: do not enable this option for Clients.
 - Delete Project: user may delete projects.
 - Export Project: user may export projects so they can be used in other workstations or by the IRIS Powerscan™ Server.
 - Tip: do not enable this option for Clients.
 - Settings: user may modify the settings of the input source.
 - Create batch or document: user may create new Documents and Batches.
 - Delete: user may delete elements.
 - Undelete: user may undelete Pages that are marked for deletion.
 - Split: user may split batches and documents.
 - Merge: user may merge batches and documents.
 - Reorder: user may reorder the pages.
 - Cut: user may cut elements.
 - Copy: user may copy elements.
 - Paste: user may paste elements.
 - Swap: user may swap the sides of a Duplex page.
 - Attach: user may attach pages.
 - Detach: user may detach pages.
 - Rotate: user may rotate pages.
 - Crop: user may crop the size of pages.
 - Fill: user may fill parts of the pages.
 - Customize: user may customize the view of the projects.
(by means of the Show/Hide tools on the View tab)
 - Designer: not relevant in client-server mode. No impact.
- Now you must add at least one User to the Group.

Note that there are also two default groups: Supervisors and Operators.

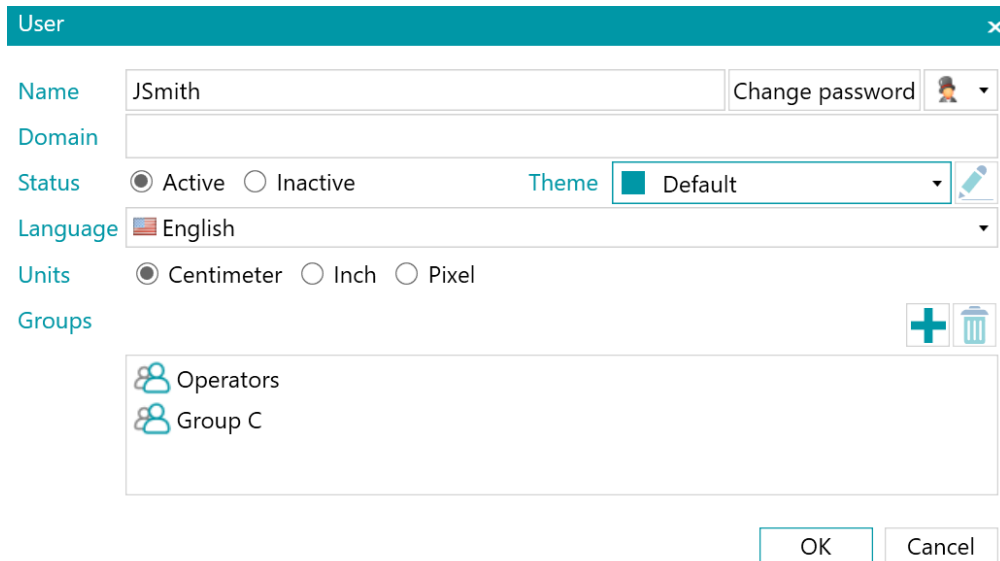
The Supervisors group has access to *all permissions*. In other words, Supervisors can do all configuration actions. The permissions of the Supervisors group *cannot* be modified.

The Operators group is by default allowed to scan and process documents in IRIS Powerscan™ but cannot do advanced configurations. The permissions of the Operators group *can* be modified.

Creating Users

To add a user to a group:

- Select Users and click Create.



- The new User is added to the Users list.
- Double-click the new user to edit its Settings. Or select it and click the Edit button.
- Enter a Name for the new user.
- To apply a password, click Change password. If this is the first time you attribute a password, leave the Old Password field empty, enter the password in the New Password field, and confirm it.
- To change the default user icon, select another icon from the list.
- If the user is/should be part of a domain, enter the domain in the Domain field.
- The Status of the new user is by default set to Active. To deactivate the user later on, return to this menu and select Inactive.
- Select the interface language from the Language list. When the user logs in, the interface is displayed in the selected language.
- Select the Unit in which measurements must be displayed: centimeter, inch or pixel.
- Select one or more Groups to which you want to add the user.
- Once you have created a user in IRIS Powerscan™ Server, he can connect his workstation to the Server and log in using his credentials.

Note that there are 2 default Users in IRIS Powerscan™: **guest** and SysAdmin. Both belong to the Supervisors group and therefore have all Permissions.



We recommend you to create new groups and new users that best describe your application.

Step 5: Import the Project into the IRIS Powerscan™ Server

- Start the **IRIS Powerscan™ Server** application.
- Go to **Home > Projects** menu.
If you are using IRIS Powerscan™ Server application for the first time, the Projects list should be empty.
- Click Import.
Now browse for the project you exported from the IRIS Powerscan™ standalone application. The project is in the .zip format.
- Then select Open.



Determine which User Groups may carry out which activity: Capture, Validation, Export








- In IRIS Powerscan™ Server, click Projects.
- Double-click the Project you configured.
- Select which activity should be carried out by which User Group.



If you choose Server as Group, the activity will be carried out by IRIS Powerscan™ Server in the background, and will not require a user intervention.

We recommend you NOT to assign an activity to Service, but instead to a group or server.




Configuration

-  Batches
-  Logs
-  Groups
-  Users
-  Projects
-  Recipients
-  Shared projects

Project	Batches	On hold	Error	Processed	BPD	IF
Project_test_server	0	0	0	0	0	0

Projecttest_server
✕

Activities

-  Group - Capture ▾ Capture
-  Group - Validation ▾ Validation
-  Server ▾ Export

Counters

- 0
- 0

Step 6: Connect Client to the IRIS Powerscan™ Server

In order for users to collaborate on projects that are managed by the IRIS Powerscan™ Server, they must connect their IRIS Powerscan™ Client to the IRIS Powerscan™ Server and log in using the credentials that were specified in the IRIS Powerscan™ Server.

Step 1: Connect an IRIS Powerscan™ Client to the IRIS Powerscan™ Server

- Open the IRIS Powerscan™ Client.
- Click File > Info > Generalities.
- In the **IRIS Powerscan™ 12 Server** section, enter the address where the IRIS Powerscan™ Server is installed.
For instance jsmith.
- Then click Connect.










IRIS Powerscan 12 Server















 Connect...


- When the connection is established, click Restart now to restart the application.

You can check on the client-server connections in the Users configuration:

Configuration

-  Batches
-  Logs
-  Groups
-  **Users**
-  Projects
-  Recipients
-  Shared projects

User	Active	Status
 guest	✓	
 operator	✓	
 SysAdmin	✓	
 JSmith	✓	
 User 1	✓	
 User 2	✓	
 User 3	✓	

 JSmith

Step 2: Log in from the **IRIS Powerscan™** Client

- Open the **IRIS Powerscan™** Client.
- Click File > Login.
- Click Yes to restart the application.
- When the application restarts, enter your Domain\Username and Password and click OK.



Login

User name iris_dom\jsmith

Password ●●●●●●●●●●

OK Cancel

- Select the Project you want to open.
The Projects that are listed here are the ones managed by the Server. A Client only sees the Projects to which he has access.
- Carry out the actions for which you have permissions and click Process to go to the next step of the process.



When processing heavy batches, it may take some time for the batches to be moved to the next step.

Example of a Workflow

In this section we provide an example of workflow of how different IRIS Powerscan™ Clients can collaborate using a shared project.

In our workflow, Client 1 does the Capture, Client 2 does the Validation, and the Export is done automatically by the Server.



Do not change a project when batches are pending.
Stop the [service](#) when changing groups, users or projects.

IRIS Powerscan™ Server Configuration

Create the required user group and user in **IRIS Powerscan™ Server**

- Add the group "Group - Capture", add "User 1" to the group "Group - Capture" and assign a password.
- Add the group "Group - Validation", add "User 2" to the group "Group - Validation" and assign a password.

See [Define Groups and Users](#) if necessary.

Share a project on which you want the Clients to collaborate

- Configure the project in the IRIS Powerscan™ standalone application, export the project and import it into the IRIS Powerscan™ Server application.
- Open the imported project in IRIS Powerscan™ Server and specify which activity should be carried out by which User Group.

In our example select:

- Select "Group - Capture" in the Capture list.
- Select "Group - Validation" in the Validation list.
- Select "Server" in the Export list.

Configuration

- Batches
- Logs
- Groups
- Users
- Projects**
- Recipients
- Shared projects

Project	Batches	On hold	Error	Processed	BPD	IF
Project_test_server	0	0	0	0	0	0

Projecttest_server ✕

Activities

- Group - Capture ▼ Capture
- Group - Validation ▼ Validation
- Server ▼ Export

Counters

- 0 ▲▼
- 0 ▲▼

- When the configuration is done, click the traffic lights icon in the bottom left corner to start or restart the IRIS Powerscan™ Server Service.



Workflow

User 1: does the Capture

- Start the **IRIS Powerscan™ Client**.
- Connect the Client to the Server via File > Info > Generalities.

IRIS Powerscan 12 Server

Connect...

- Go to **File** > Login and enter your credentials.

Login ✕

User name

Password

OK
Cancel

- Open the project and click **Scan** (in the Ribbon of the Navigation view).




To check the status of the batches, go to File > Manage. The batches in progress are listed.

- Info


- Login
- Create
- Open
- Save
- Save as...

- Manage

Manage

Name	Project	Date	Activity	Status	User
 Batch 1	Project_test_server	3/19/2024 4:35:45 PM	Capture	Completed	User 1



Notice the 3 tiny LEDs next to the Batch icon: . They indicate the different steps: Capture, Validation and Export. Each of the LEDs also indicates the status of the corresponding activity in a different color:

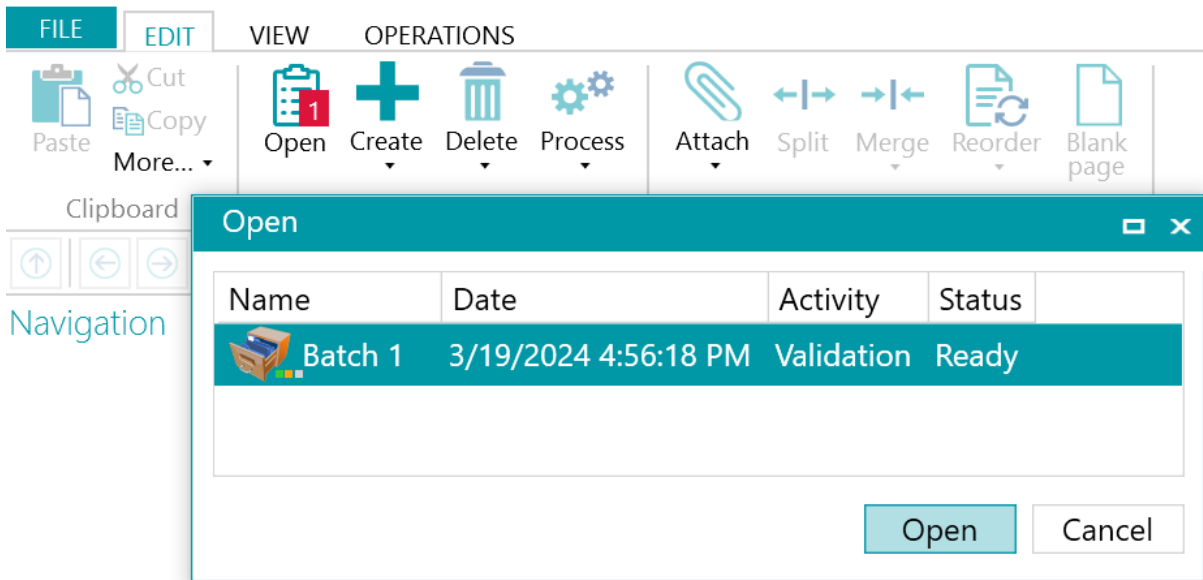
Color/ Activity	Capture	Validation	Export
Grey	not started	not started	not started
Orange		ready to be processed	ready to be processed
Orange (blinking)	in progress	in progress	in progress
Green	completed	completed	completed
Red	in error	in error	in error

So a batch with the leds green, orange and grey means the Capture is done, the Validation is ready to be done and the Export is not yet ready.

- When the scanning is done, click Process.
The task of User 1 is now completed. The batches are transferred to the IRIS Powerscan™ Server where they are available to User 2 to do the Validation.

User 2: does the Validation

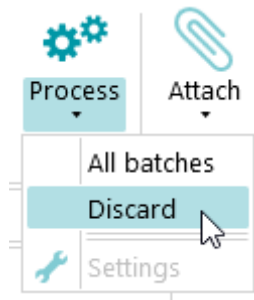
- Start the IRIS Powerscan™ Client.
- Connect the Client to the Server via File > Info > Generalities.
- Go to File > Login and enter your credentials.
- Open the project. You will notice that the batches that were scanned by User 1 are ready for validation.
- Click Open, select the batch you want to validate and click Open.



- Do the Validation. When you are done, click Process. The validated batch will be transferred to the IRIS Powerscan™ Server, where it is exported automatically to the configured destination.



If User 2 does not want to do the validation, he can discard the batch to release it for another User. To do so, click on the arrow below the Process button and select Discard.



Logs Information

The Administrator can access the Logs information via the IRIS Powerscan™ Server application (Home > Logs). There you can find the events reporting each Client's actions, their batches and their associated activities.

Note that Clients cannot access these Server logs, they can only access the information about their own batches.

Configuration			
Batches	Date	User name	Message
Logs	19/03/2024 08:50:28	IBE-LT155528	Server delay set to 1000 ms
Groups	19/03/2024 08:50:29	IBE-LT155528	License accepted
Users	3/19/2024 3:13:55 PM	JSmith	Imported Project_test_server
Projects	19/03/2024 15:13:56	IBE-LT155528	Updated Project_test_server Project_test_server
Recipients	19/03/2024 15:17:20	IBE-LT155528	Updated Project_test_server Project_test_server
Shared projects	19/03/2024 16:35:29	IBE-LT155528	Updated Project_test_server Project_test_server
	19/03/2024 16:35:45	User 1	Create Capture Ready Batch 1 Project_test_server
	19/03/2024 16:39:56	User 1	Create Capture Ready Batch 2 Project_test_server
	19/03/2024 16:40:21	User 1	Delete Capture Completed Batch 2 Project_test_serv
	19/03/2024 16:56:18	IBE-LT155528	Udpate Validation Ready Batch 1 Project_test_server
	19/03/2024 17:21:51	IBE-LT155528	Udpate Export Ready Batch 1 Project_test_server
	19/03/2024 17:21:57	IBE-LT155528	Export In progress Batch 1 Project_test_server
	19/03/2024 17:21:59	IBE-LT155528	Export Completed Batch 1 Project_test_server

Batch Lifecycle Information

- All batches and their status can be checked by the Administrator in the IRIS Powerscan™ Server application via Home > Batches.

Configuration

- Batches
- Logs
- Groups
- Users
- Projects
- Recipients
- Shared projects

●

Processed 1

On hold 0

Error 0

Name	Project	Date	Activity	Status
Batch 1	Project_test_server	3/19/2024 5:21:59 PM	Export	Completed








Double-click a Batch to display its lifecycle information. See the [3 tiny LEDs](#) meaning.

- The Administrator has the ability to change the status of a batch, or delete a batch in the IRIS Powerscan™ Server, if for instance an error occurred. To move the batch to a previous step, use the return arrows.

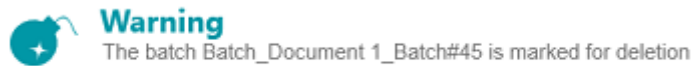


Action buttons (tooltips available in the User Interface)

Administrators can do the following actions:

-  Unlock a batch locked by a Client.
-  Move to validation: move the batch to validation activity.
-  Move to export: move the batch to export activity.
-  Show a batch history.
-  Delete a batch at any stage.

When Clients are still logged in and connected to the Server, a warning message is displayed as soon as a checked out batch is deleted or reset on the server. This warning message appears in Navigation mode.



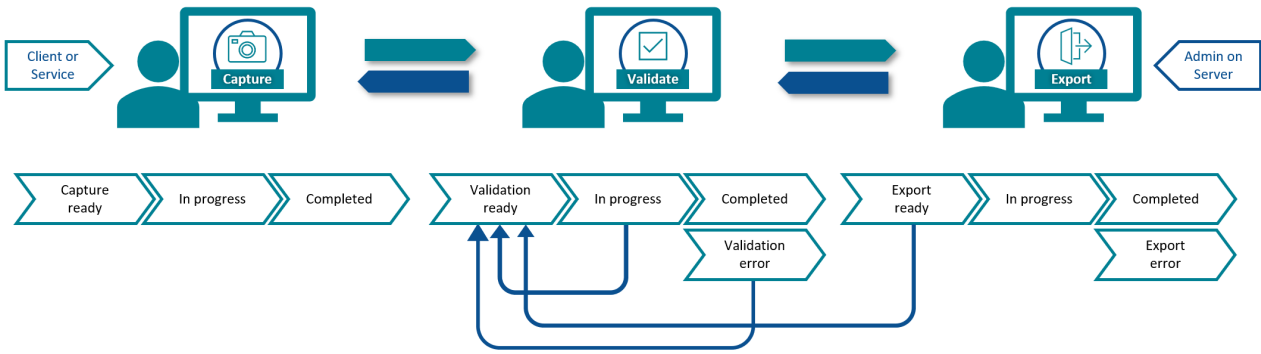
Client side: warning message

The batch goes back to the previous step and Clients need to perform their task on the batch again.

The Clients, in turn, can do the following actions:

- Delete a batch (provided they have the Administrate Permission).
- Redo the Capture.
- When a Validator opens a batch for validation, that batch will be locked (greyed out) to other clients. If this Validator leaves his computer without completing the validation, the batch will remain in that state until either the Validator returns to finish the job or until the Administrator/Production Manager* unlocks the batch on the Server and resets it to the "Validation Ready" state.

*In a Client-Server Architecture it is recommended to have a Production Manager who checks the production on a daily basis to guarantee that all batches are correctly processed without errors. In case of errors, he must check what happened, take corrective actions, restart the processing of the batch, restart the validation or ask for a batch rescan.



Batch states and lifecycle

- If a Client fails or cannot see his batches anymore, the batches are not lost. They are stored on the Server as a fail safe mechanism.



The server admin has full powers with NO undo possibilities. That means deleting or changing batches, groups or users can lead to data loss if not done carefully and at the right time.

Batch Activity View & Statistics

IRIS Powerscan™ Server brings a new batch activity view and statistics.

The batch activity view tells you the amount of batches that have been processed, or waiting to be processed or in error.

Name	Project	Date	Activity	Status	User
Batch 1	Project_test_server	3/19/2024 5:21:59 PM	Export	Completed	IBE-LT155528
Batch 3	Project_test_server	3/20/2024 12:06:54 PM	Capture	Ready	User 1
Batch 4	Project_test_server	3/20/2024 12:09:35 PM	Validation	In progress	User 2
Batch 5	Project_test_server	3/20/2024 12:07:50 PM	Validation	Ready	IBE-LT155528
Batch 6	Project_test_server	3/20/2024 12:08:24 PM	Capture	Completed	User 1
Batch 1	Filing	3/20/2024 12:12:57 PM	Capture	Completed	User 1
Batch 2	Filing	3/20/2024 12:13:13 PM	Capture	Completed	User 1
Batch 0	Filing	3/20/2024 12:14:12 PM	Capture	Ready	User 2

Batch view

In the project view, you can see some statistics for each one of your projects.

Project	Batches	On hold	Error	Processed	BPD	IPM	Avg IPM	IPD	Description
Project_test_server	5	1	0	1	1	85	85	14	
Filing	3	0	0	0	0	0	0	0	This module allows you to file on the fly, basec

Project view and statistics

Here are the information you can see for each projects (cf. Glossary):

BPD (batches per day)

IPM (images per minute)

IPD (images per day)

Avg IPM (average images per minute)

Reporting and Exporting Server Statistics

Statistics

Under the Info > Generalities tab, you can find the Statistics section where you can export or reset the server statistics.

Resetting the statistics flushes all *Processed*, BPD, IPM, Avg IPM and IPD data.



Last reset: 3/18/2024 12:40:47 PM

Reset

Export statistics

The *Export statistics* button allows the user to save the data in XML format:

```
<Statistics date="9/5/2024">
<Projects>
  <Project name="Server03" bpd="4" ipd="200" ipm="151" avgipm="109" >
    <Total None="0" OnError="1" Processed="4" OnHold="0" />
  </Project>
  <Project name="Server01" bpd="4" ipd="200" ipm="143" avgipm="108">
    <Total None="0" OnError="0" Processed="4" OnHold="1" />
  </Project>
  <Project name="Server02" bpd="4" ipd="200" ipm="126" avgipm="111">
    <Total None="0" OnError="1" Processed="4" OnHold="0" />
  </Project>
</Projects>
<Total None="0" OnError="2" Processed="12" OnHold="1" />
</Statistics>
```

Reporting

Under the Info > Reporting tab, you can find the Reporting section.

1. Logging

Send email on error: select this option if you want the user or users to receive an email notification when a project is on error.

Batch on error: select this option if you also want the same user or users to receive an email notification when a batch is on error.

You can set the Timeout time after which the system stops trying to send the email. The default time is 60 seconds.

If necessary select Use SSL to use a Secure Socket Layer.

Enter your User name and Password.

When you are done, click Send test to send a test email.

Logging

Send email on error

Batch on error

To	john.smith@mail.com		
Cc			
Host	iris.com	Port	587
User name			
Password			
Timeout	60	Seconds	
	<input type="checkbox"/> Use SSL?		

2. Activity Report

You can generate an activity report.

- a. Check the "Enable activity reports" box.
- b. Define the settings:
 - Logs path: give the path where to store the logs file of activity log file (local disk or network). The default path is the local path C: \ProgramData\I PS12\Temp.
 - Maximum activity file size: give the maximum size of the file (in MB). A new file is created every xxx MB.
 - Frequency of activity file archiving: select an archiving frequency. A new file is created daily, weekly (select a day of the week), monthly, or yearly.
- c. Check the "Enable automatic monthly reporting" box.
- d. Give a path for storing the report. The default path is C: \ProgramData\I PS12\Report.
You can also generate the report manually on request by clicking on Generate report.

The content of the report includes the following activities:

1. Date and time of activity report
2. Cumulative activities for all projects
3. Cumulative activities by project and user

Activities are:

- Activities executed inside the Viewer.

- Composition activities
- Export activities

Reporting

Enable activity reports

Activities path

C:\ProgramData\IPS12Server\Temp



Maximum activity file size

10 MB

Frequency of activity file archiving

Daily

Enable automatic monthly reporting

Reports path

C:\ProgramData\IPS12Server\Report



Generate report

Recipients and Shared projects


IRIS Powerscan™ Server can also serve as Central management for sharing projects only, without synchronizing the batches/documents.

This is useful for the following scenario: an administrator wants to send projects to defined Recipients, without necessarily having a view of the activities. All activities are done and kept on the Client side.

A Recipient group is a virtual group (rather than a group of users) that has all permissions except administrative. With recipient groups, any member who knows the recipient's credentials can access projects shared by the Server and update them on the Client side.

This use can be managed via the Recipients and Shared projects menus in the Configuration pane.


Configuration

 Batches


 Logs

 Groups

 Users

 Projects

 Recipients

 Shared projects

- No documents are transferred to the Server when using Shared projects.
- After the first connection and synchronization between Client and Server, Shared projects can be used offline on the Client.
- Shared projects are automatically updated/synchronized when a new project is uploaded to the server and a connection is established. (An update is not complete until you restart the application and log in with the same Recipient).
- The Shared projects menu is where you import projects and assign a Recipient or the Service to each activity.

Recipients

To create a Recipient:

- Open the IRIS Powerscan™ Server application.

- In the Home tab, select Recipients and click Create. A pop-up window opens.
- Select a name, a description and a password.
- Click OK.
- The new **Recipient** is added to the Recipients list.
- Double-click the new Recipient to change the settings.

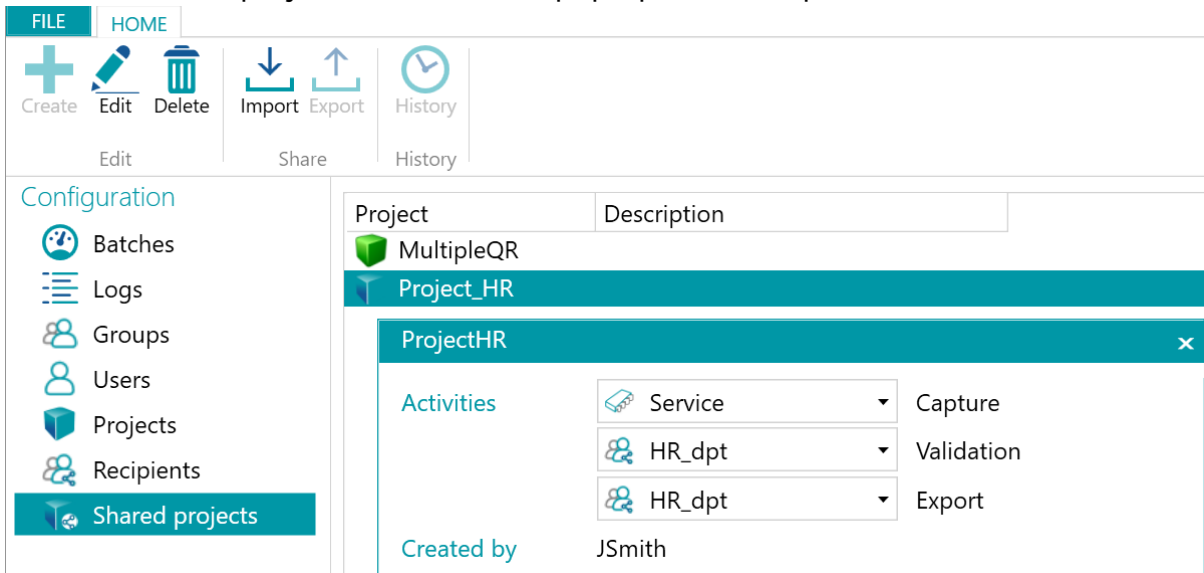
Shared Projects

To add a Shared project:

- Go to **Shared projects** and click Import.

To define/edit a Shared project:

- Go to Shared projects.
- Select a project.
- Double-click the project or click Edit. A pop-up window opens.



Project	Description
MultipleQR	
Project_HR	

ProjectHR		
Activities	Service	Capture
	HR_dpt	Validation
	HR_dpt	Export
Created by	JSmith	

- Assign a Recipient to each activity or assign the activity to the Service.

Enable support for SSL connection

The IRIS Powerscan™ Server optionally supports SSL connection.

To enable this connection, a valid SSL certificate must be installed on the server machine to authenticate the server.

The certificate can be signed by a publicly trusted certification authority or by a self-signed certificate.

In all cases, the SSL certificate must be linked to the HTTPs port of the IRIS Powerscan™ Server.

How to work with a self-signed certificate

The following procedure explains how to use a self-signed certificate to authenticate your server with OpenSSL on Windows 10.

Prerequisites

1. OpenSSL is installed on the machine.
2. You have administrator rights on the machine.

Procedure



Values between [] must be replaced by values of your choice.

On the server machine

The point of the following steps is to create a certification authority (ca) and use it to sign the server certificate.

- 1 Start a command prompt as administrator.
- 2 If necessary, update the PATH environment variable to include the path to OpenSSL.

```
set PATH=%PATH%; C:\Program Files\Git\usr\bin
```
- 3 Go to the directory (cd) where you want to save the files generated (keys, certificates, signature request).

```
cd [path-to-the-directory]
```
- 4 Create a Certification Authority.

- Create an encrypted key.

```
openssl genrsa -aes256 -out [ca-filename].key 4096
```

When prompted, enter the password of your choice for the generated key.

- Generate a root certificate.

```
openssl req -new -x509 -sha256 -days 3650 -key [ca-filename].key  
-out [ca-filename].crt
```

You will need to give the password for the key and provide the information requested for the certificate - most of the information can be left blank, with the exception of the organisation name.

5 Create a server certificate.

- Create an encrypted key.

```
openssl genrsa -out [certificate-filename].key 4096
```

- Create a Certificate Signing Request.

```
openssl req -new -sha256 -subj "/CN=[what-you-want]" -key  
[certificate-filename].key -out [certificate-filename].csr
```

- Create an external OpenSSL config file.

```
echo subjectAltName=DNS: [server-fqdn], IP: [server-ip] >> extfile.cnf
```

- Generate a server certificate with the CSR and the key and sign it with the root key of the Certification Authority.

```
openssl x509 -req -sha256 -days 365 -in [certificate-filename].csr  
-CA [ca-filename].crt -CAkey [ca-filename].key -out [certificate-  
filename].crt -extfile extfile.cnf -CAcreateserial
```

You will have to give the key password of the Certification Authority.

- (Optional) View the generated certificate.

```
openssl x509 -in [certificate-filename].crt -text -noout
```

- Combine server certificate and key in a .pfx file.

```
openssl pkcs12 -export -out [certificate-filename].pfx -inkey  
[certificate-filename].key -in [certificate-filename].crt -certfile  
[ca-filename].crt
```

6 Import certificates (ca and server) in the server certificate store.

- Start Microsoft Management Console (MMC).

```
mmc
```

- Add the Certificates snap-in to the Console Root.

- Select Console Root.
- Go to Menu File > Add/Remove snap-in.

- Select Certificates in the available snap-in list.
- Click on Add to add the snap-in to the Selected snap-in list.
- Select certificates for the Computer account and Local computer.
- Click on OK.
- Import the Certification Authority (CA) certificate in the Trusted Root Certification Authorities node.
 - Expand the Certificates (Local Computer) node to Trusted Root Certification Authorities > Certificates.
 - Go to Menu File > Add/Remove snap-in.
 - Right-click on Certificates and, in the context menu, select All tasks > Import...
 - Follow the wizard, specifying the [ca-filename].crt as the file to be imported.
- Import the server certificate in the Personal node of the server.
 - Expand the Certificates (Local Computer) node to Personal > Certificates.
 - Go to Menu File > Add/Remove snap-in.
 - Right-click on Certificates and, in the context menu, select All tasks > Import...
 - Follow the wizard, specifying the [certificate-filename].pfx as the file to be imported.



Make sure that the certificate is in the Personal node of the Local Computer store, and that the certificate icon has a key on it.

On the client machines

For clients to trust the server certificate, the certification authority must be installed in their certificate stores (in the Trusted Root Certification Authorities node).

If you are in a domain, you can use Windows Group Policy to do this operation globally. Alternatively, you can use the Certificates MMC snap-in for the user running IRIS Powerscan™ and for the local computer.

- 1 Start a command prompt as administrator.
- 2 Import the certificate (CA) into the client's certificate store.
 - Start Microsoft Management Console (MMC).

```
mmc
```

- Add the current user's Certificates snap-in to the Console Root.
 - Select Console Root.

- Go to Menu File > Add/Remove Snap-in.
- Select Certificates in the available snap-in list.
- Click on Add to add the snap-in to the Selected snap-in list.
- Select certificates for the 'Current User' (assuming you are the user running IRIS Powerscan™).
- Click on OK.
- Import the Certification Authority (CA) certificate in the Trusted Root Certification Authorities node of the current user.
 - Expand the Certificates (Current User) node to Trusted Root Certification Authorities > Certificates.
 - Right-click on Certificates and, in the context menu, select All tasks > Import...
 - Follow the wizard, specifying the [ca-filename].crt as the file to be imported.
- Add the local computer's Certificates snap-in to the Console Root.
 - Select Console Root.
 - Go to Menu File > Add/Remove Snap-in.
 - Select Certificates in the available snap-in list.
 - Click on Add to add the snap-in to the Selected snap-in list.
 - Select certificates for the 'Computer account and Local computer'.
 - Click on OK.
- Import the Certification Authority (CA) certificate in the Trusted Root Certification Authorities node of the local computer.
 - Expand the Certificates (Local Computer) node to Trusted Root Certification Authorities > Certificates.
 - Right-click on Certificates and, in the context menu, select All tasks > Import...
 - Follow the wizard, specifying the [ca-filename].crt as the file to be imported.

How to link the SSL certificate to the HTTPs port of the IPS server?

Whether you have chosen to work with a certificate signed by a public certificate authority or with a self-signed certificate, the HTTPs port of the IRIS Powerscan™ Server must be configured with the certificate. Here is the procedure.

- 1 Start a command prompt as administrator.
- 2 (Optional) Check the port bindings to see if the IRIS Powerscan™ Server HTTP port (8443 by default) is already taken.

```
netsh http show ssl cert
```

- 3 (Optional) Use the following command if you need to remove the certificate from the port [port].

```
netsh http delete ssl cert i pport=0.0.0.0: [port]
```

- 4 Get the server certificate thumbprint.
 - Start Microsoft Management Console (MMC).

```
mmc
```

- In MMC, right-click on the server certificate to get the certificate information window.
 - In the Details tab, show <All> fields and navigates to the Thumbprint field.
 - Select the Thumbprint field to get its value.
 - Copy the value.
- 5 Add the certificate binding to the [port] port (8443 if IRIS Powerscan™ Server uses the default HTTPs port).

```
netsh http add ssl cert i pport=0.0.0.0: [port] certhash=[certificate-thumbprint] appid={ [GUID] } clientcertnegotiation=enable
```

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Patents

IRIS Powerscan™ Server integrates the following patent-granted I.R.I.S. technologies:

US8068684; US8331706; US8666185; JP5501958; US8995780; EP2143039A2;
EP14163365.1; BE1022166; BE1022635; US8913836; BE1022630; US8897600; BE1022636;
US8811751; US8411940; BE1021013; US9058517; US9183636; US9311558; BE1025006;
BE1022562; US9798943; BE1024194; US9836646; BE1024836; CN106462773B;
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I.R.I.S. SA/NV

rue du Bosquet 10, B-1348 Louvain-la-Neuve

+32 (0) 10 45 13 64 - www.iriscorporate.com

