


PaperStream Capture Pro DocuWare Connector

User's Guide

How to Use This Manual

The following shows the tips for using this manual.

- To display or print this manual, either Adobe® Acrobat® (7.0 or later) or Adobe® Reader® (7.0 or later) is required.
- In this manual, you can use the Search tool of Adobe® Acrobat® or Adobe® Reader®. For details, refer to the Help of Adobe® Acrobat® or Adobe® Reader®.
- Use the [Page Up] key to return to the previous page, and the [Page Down] key to go to the next page.
- Click the text that is in blue or the text in the Contents (the text where the cursor of the mouse changes to the shape (such as ) indicating that a page is linked to it) to go to the linked page.

Introduction

Thank you for using PaperStream Capture Pro DocuWare Connector (referred to as the "DocuWare Connector" hereinafter).

DocuWare Connector is an application that is used to link PaperStream Capture Pro with DocuWare.

This manual contains an overview of DocuWare Connector and explains how to install it, how to use it, and how to troubleshoot problems.

For details about the PaperStream Capture Pro functions, refer to the PaperStream Capture Pro Help.

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August 2024

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Manufacturer

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Conventions

Abbreviations Used in This Manual

The operating systems and products in this manual are indicated as follows.

Indication	Name
Windows 10	Windows® 10 Home (32-bit/64-bit)
	Windows® 10 Pro (32-bit/64-bit)
	Windows® 10 Enterprise (32-bit/64-bit)
	Windows® 10 Education (32-bit/64-bit)
Windows Server 2016	Windows Server® 2016 Standard (64-bit)
Windows Server 2019	Windows Server® 2019 Standard (64-bit)
Windows Server 2022	Windows Server® 2022 Standard (64-bit)
Windows 11	Windows® 11 Home (64-bit)
	Windows® 11 Pro (64-bit)
	Windows® 11 Enterprise (64-bit)
	Windows® 11 Education (64-bit)
Windows	Windows 10, Windows Server 2016, Windows Server 2019, Windows Server 2022, or Windows 11
Word	Microsoft® Word
Excel	Microsoft® Excel®
PowerPoint	Microsoft® PowerPoint®

Arrow Symbols in This Manual

Right-arrow symbols (→) are used to separate icons or menu options you should select in succession.

Example: Click [Start] menu → [Control Panel].

Screen Examples in This Manual

Microsoft product screenshots are reprinted with permission from Microsoft Corporation.

The screen examples in this manual are subject to change without notice in the interest of product development.

The actual windows and operations may differ depending on the operating system.

If the actual window differs from the screen examples in this manual, operate by following the actual displayed screen.

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Before Using Connector

This section provides an overview of DocuWare Connector and describes the installation instructions.

Overview

DocuWare Connector is an application that is used to link PaperStream Capture Pro with DocuWare.

With DocuWare Connector, images scanned with the scanner from PaperStream Capture Pro can be saved in the DocuWare, which allows you to use the simple and secure file collaboration service provided by DocuWare.

Installation

The download package for DocuWare Connector contains the following files:

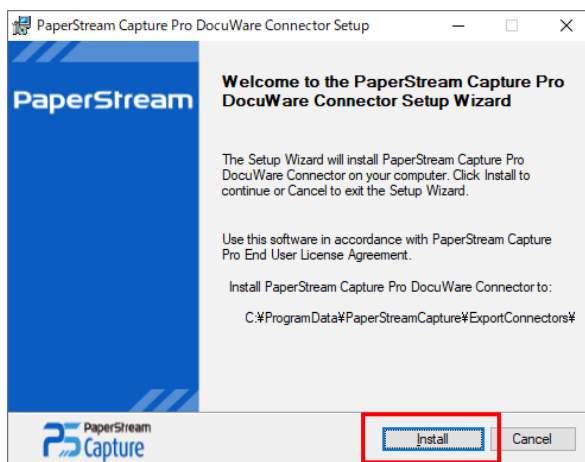
- UG_EN.pdf (this manual)
- PSCDCx.x.x.exe (x.x.x varies depending on the version.)

Installation Instructions

Install DocuWare Connector in the following procedure.

Start the procedure after exiting PaperStream Capture Pro.

1. Run PSCDCx.x.x.exe.
2. If the [User Account Control] window appears, click the [OK] button.
3. In the language selection window, select a language for the product to install and click the [OK] button.
4. In the [PaperStream Capture Pro DocuWare Connector Setup], click the [Install] button.



⇒ Installation starts.

5. Click the [Finish] button.

Uninstallation Instructions

Uninstall DocuWare Connector in the following procedure.

1. Display the [Control Panel] window.
 - For Windows 10/Windows Server 2016/Windows Server 2019/Windows Server 2022
Click [Start] menu → [Windows System] → [Control Panel].
 - For Windows 11
Click [Start] menu → [All apps] → [Windows Tools] and double-click [Control Panel].
2. Click [Uninstall a program].
⇒ The [Programs and Features] window appears with a list of currently installed software programs.
3. To uninstall this version of DocuWare Connector, click [PaperStream Capture Pro DocuWare Connector].
4. Click the [Uninstall] button or the [Uninstall/Change] button.
5. If a confirmation window for the uninstallation appears, click the [OK] button or the [Yes] button.
⇒ The program is uninstalled.

ATTENTION

Uninstalling PaperStream Capture Pro does not uninstall DocuWare Connector. When you uninstall PaperStream Capture Pro, be sure to uninstall DocuWare Connector too.

How to use DocuWare Connector

DocuWare Connector is easy to use. Just create a job for DocuWare, scan a document by using the job, edit the data extraction field if necessary, and release the data extraction field.

This section describes how to use DocuWare Connector, such as creating a job for DocuWare, and using the job to scan a document.

ATTENTION

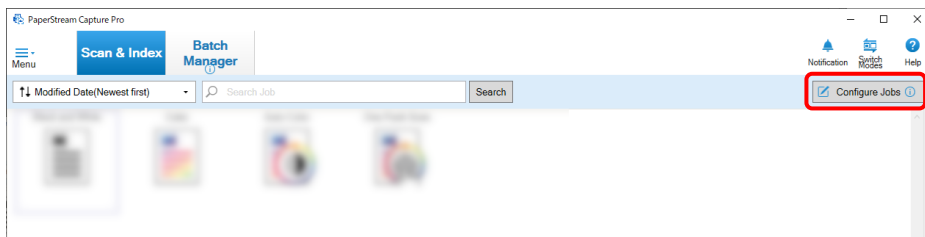
When you sync the PaperStream Capture Pro data extraction field with the DocuWare index entries, you can add PaperStream Capture Pro data extraction field to a DocuWare document as index entries. Doing so allows you to manage and search for files easily.

For details about how to sync data extraction field, refer to "Creating a job for DocuWare".

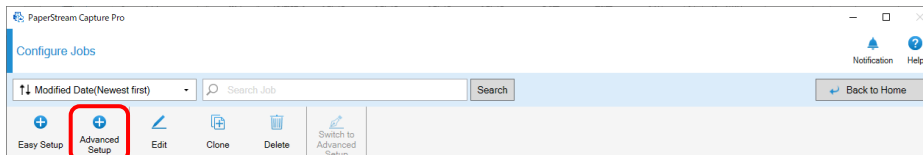
Creating a job for DocuWare

This section describes the procedure for creating a job for DocuWare.

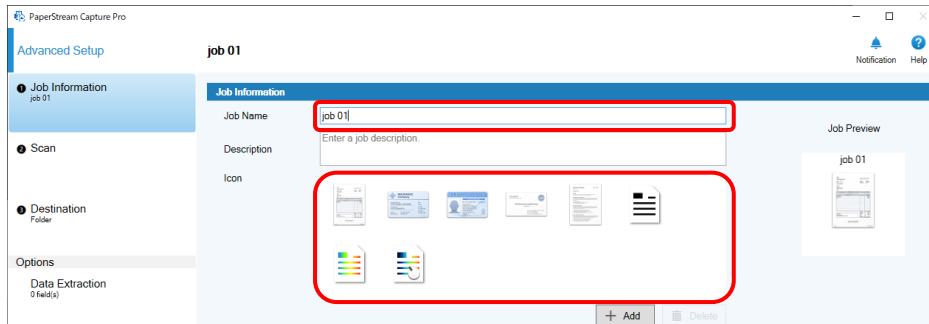
1. On the main screen of PaperStream Capture Pro, click the [Configure Jobs] button.



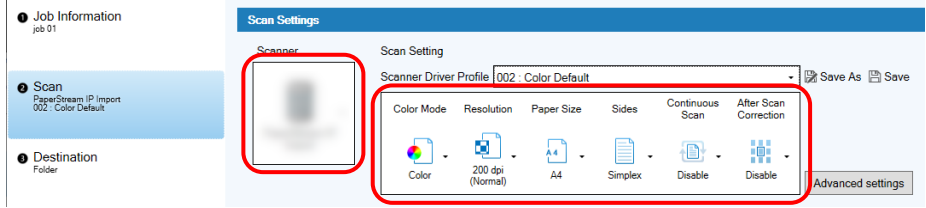
2. Click the [Advanced Setup] button.



3. On the Job Information tab, enter the Job Name and select the Icon.

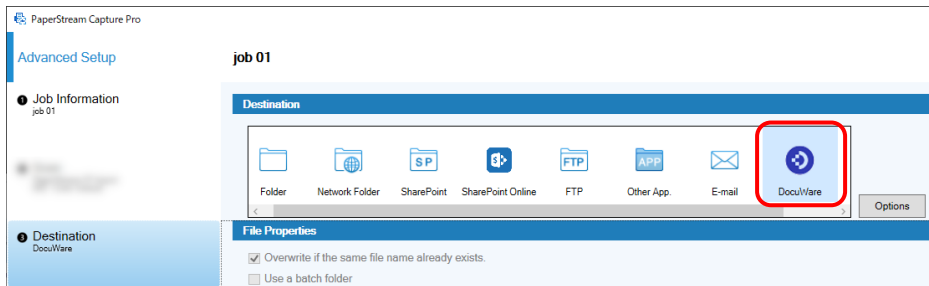


4. On the Scan tab, select the scanner and configure the Scan Setting.



5. On the Destination tab, select the DocuWare as the destination and configure the file format and file name.

Select the DocuWare icon on the Destination tab. If the icon is not displayed, scroll right.



ATTENTION

- DocuWare Connector does not overwrite existing files with the same file name.
- If you enter the path delimiter (\) to file name, it is ignored. No folder will be created in the specified DocuWare destination. Only the file with the specified file name will be saved.

6. Click the [Options] button and configure the DocuWare destination setting.

Enter the account information of DocuWare in the following window and click the [Connect] button. Once you successfully log in to DocuWare, you can obtain a list of Document Tray/File Cabinet. Select a Document Tray/File Cabinet as save destination.

Once select a Document Tray/File Cabinet, the list of indexes set in DocuWare will be displayed in Index Entries.

Field Name	Type
<input type="checkbox"/>	Text
<input type="checkbox"/>	Text
<input type="checkbox"/>	Date
<input type="checkbox"/>	Text
<input type="checkbox"/>	Text
<input type="checkbox"/>	Text
<input type="checkbox"/>	Text
<input type="checkbox"/>	Text
<input type="checkbox"/>	Date
<input type="checkbox"/>	Text
<input type="checkbox"/>	Text
<input type="checkbox"/>	Text
<input type="checkbox"/>	Decimal
<input type="checkbox"/>	Text

*If you select a document tray, index entries are not shown.

*Index entries of type “Table” are not supported by DocuWare Connector and will not appear in the list.

Select the index entries that you want to sync with data extraction field of PaperStream Capture Pro.

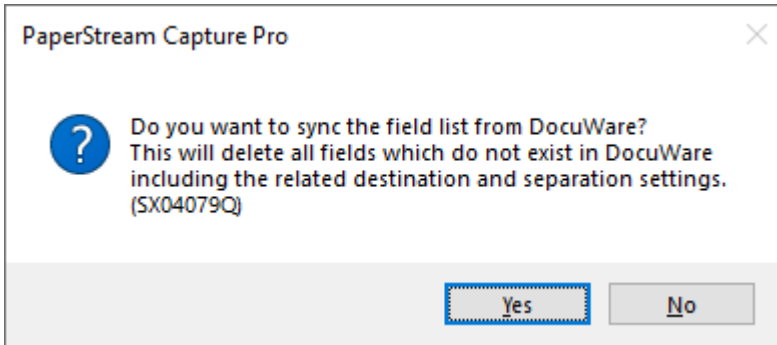
ATTENTION

If you are using an authenticated proxy, a proxy authentication screen may be displayed. Enter the authentication information and continue the process. If you save the authentication information on the [Options] button at the bottom left of the destination setting, you will not need to enter the authentication information every time you access to DocuWare.

If you are using a shared computer, do not save the authentication information of proxy. If you want to delete the authentication information, click the [Options] button and clear the authentication information, then click the [OK] button.

7. Click the [OK] button.

Click the [OK] button to save the settings. If one or more of index entries are selected, the following message will be displayed.



If you click the [Yes] button, the index entries of DocuWare are synced to the data extraction field of Paper Stream Capture Pro. All existing data extraction fields will be deleted and new data extraction fields with the same name as the index entries of DocuWare will be added to the PaperStream Capture Pro. If you click the [No] button, the data extraction field of PaperStream Capture Pro will not be changed.

ATTENTION

Clicking the [Yes] button resets all existing extraction field settings, even if no changes are made to the selection in index entries. If there is no change to the selection in index entries, click [No] button.

Scanning with a job for DocuWare

To scan with a job for DocuWare that you created, click the job in the [Scan & Index] window or the [Scan] window.

Indexing and Releasing

When data extraction field is defined in the job, enter a value in the data extraction field after a scan, click the [Complete Batch] button, and then release the batch to the DocuWare. The release status is displayed in Batch Manager.

Troubleshooting

This section explains how to troubleshoot problems that occur during the installation and operations.

How to Troubleshoot Problems That Occur during the Installation

Installation Cannot Be Completed

- If PaperStream Capture Pro 4.0 or later is not installed, the installation of DocuWare Connector will not complete. Update PaperStream Capture Pro that you are using before installing this application.
- If PaperStream Capture or one of its background processes is running, the installation of DocuWare Connector will not complete. For some of the background processes associated with PaperStream Capture Pro, you are asked to terminate the background processes and install the application again. If you cannot terminate the processes, you will need to terminate them using the Windows Task Manager or restart your computer before installing the application again.

Error Occurs during Installation

- If an error occurs during installation, uninstall DocuWare Connector, restart your computer, and install it again. For details about the uninstallation instructions, refer to "[Uninstallation Instructions](#)".

A log file provides information about why the installation has failed.

PSCPDocuWareSetup.log is the log file, which is saved in the temporary folder (%TEMP%) for the login user.

How to Troubleshoot Problems That Occur during the Operations

Uploading a File That Is Large in Size Takes Time

Note that uploading a file that is large in size may be time consuming depending on the network. This can result in a network timeout as well.

Uploading a File That Is Large in Size Fails

If the upload to DocuWare fails and the following message appears on Batch Manager, it is due to a size limit on DocuWare. Reduce the number of pages to scan and try the job again.

Failed to release to DocuWare : Failed to save the image. The size of the scanned data has exceeded the maximum size. (DC02007E)。

Word/Excel/PowerPoint Files Are Not Uploaded

Configure the output settings for Word/Excel/PowerPoint files in the [Output] tab in the [PaperStream Capture Pro Administrator Tool] Window. Click the [Settings for ABBYY FineReader for ScanSnap] button to display the [ABBYY FineReader for ScanSnap x.x Settings] window ("x.x" indicates the version). Clear the [Open recognized documents] check box in the [General settings] tab.

Notes

DocuWare also provides product for on-premise uses.

DocuWare Connector can be used with DocuWare Cloud only. Please contact DocuWare GmbH about the differences between DocuWare Cloud and DocuWare On-premise

(<https://start.docuware.com/>).