



Setting Up For Scan To Home

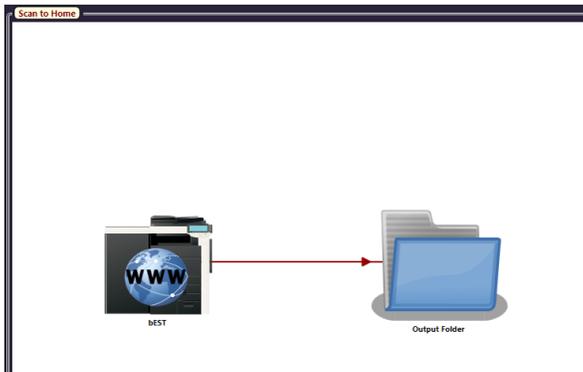
Dispatcher Phoenix allows you to scan to your Microsoft Active Directory Home folder, browse through sub-folders, and create new folders -- directly at the MFP. This functionality is commonly referred to as "Scan to Home." And, with Dispatcher Phoenix's support for single sign-on authentication, you can log into the MFP through Active Directory and access your home folder without having to log into Dispatcher Phoenix first.

This document will step you through the process of setting up your workflow for scanning to your Active Directory folder.

Follow these steps:

1. Make sure that Dispatcher Phoenix is installed on a computer that is part of the Active Directory domain.
2. Set up a simple "Scan to Home" workflow using a **bEST** node and **Output Folder** node.

Note: You can modify this workflow at a later point to increase its functionality.



3. Add an **Index Form** to the bEST node.



QUICK TIPS: MICROSOFT WINDOWS PROFILES AND FOLDERS

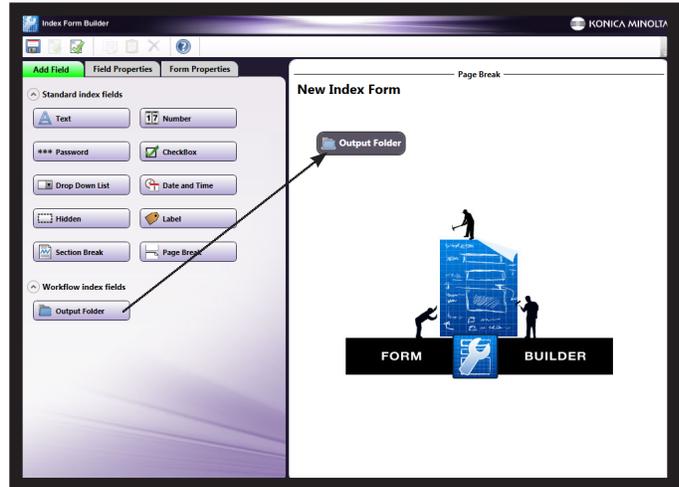
In Microsoft Windows, every user has a "profile" which controls the start-up features for each user's session, the types of applications that are available, desktop settings, etc.

- **Roaming Profiles** allow users to access the same profile no matter which computer they're using within the domain.
- **Home folders** are private network locations where Active Directory users can store their files.
- **Folder Redirection** lets administrators redirect the path of a folder to a new location (a folder on the local computer or a directory on a network file share). The documents in the folder are available to the user from any computer on the network.

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- Once in the Index Form Builder, you should see an **Output Folder** button under the **Workflow Index Fields** category on the left-hand side of the window. This represents the Output Folder that you added to the workflow.

Drag and drop that Output Folder button over to the Index Form's work area (see illustration for an example). An Output Folder field will then appear.



- Next, you need to configure the Output Folder to scan to the user's folder. This is done by using a variable that will expand at run-time (depending on the logged-in user).

Click on the **Edit** button that is next to the Output Folder Browser Data Source to open up the Folder Browser Configuration window.

- The Folder Browser Configuration window allows you to customize the Folder Browsing options that appear on the MFP panel.

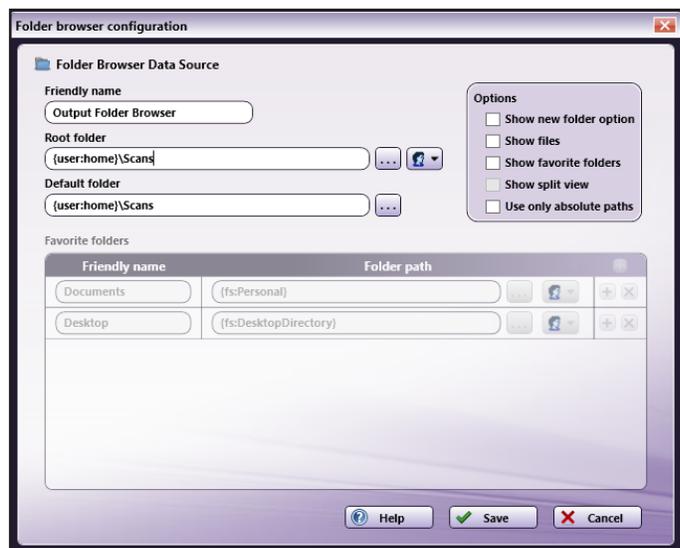
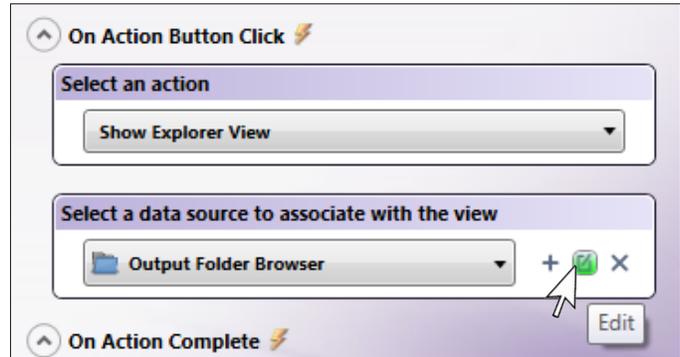
In the **Root Folder** field, you will use variables that will automatically expand when the workflow runs.

- If you have a home folder configured to scan to, enter {user:home}.
- If you are using a Roaming Profile with Folder Redirection or you are not connected to Active Directory, enter {fs:DesktopDirectory} to scan to your home directory.
- If you are using a Roaming Profile without Folder Redirection, enter {user:profile}

If not using a Roaming Profile, you must make use of existing variables to construct a path that will work for numerous users. As examples:

`\\ad-server\Profiles\{user:home}\Desktop`

`{user:home}\Scans`



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Note About Roaming Profile Compatibility: In older environments, when a user's home folder is shared via Active Directory and has been accessed by multiple operating systems, a v2, v3, etc. will be added to the profile folder to isolate the profile from profiles created by previous operating systems.

- Windows XP and 2003 profiles look like this: \\%server%\%share%\%Profiles%\%User%\
 - Windows Vista, Windows 7, and Windows 2008 will get their profile stored on the server with a .v2 added after the username, as follows: \\%server%\%share%\%Profiles%\%User%.v2\
 - Windows 8 creates a user profile and may append the suffix “.v3” to the profile folder name to differentiate it from version 2 of the profile for Windows 7. For more information, reference MSDN # kb2887239.
7. Save and close the Folder Browser Configuration window, the Index Form Builder tool, the bEST node window, and the Workflow Builder.
 8. In Dispatcher Phoenix's main application screen, share the workflow by clicking on the **Shared Status** icon on the tool bar. The workflow should have a Shared Status icon next to it in the Workflow List.

My Workflows	
Scan to Home	Draft
OnBase (Scan Queues)	Stopped
Redact and Highlight At MFP	Draft
Barcode Cover Pages - At MFP	Draft
 9. Run the workflow.
 10. At the MFP, log log into Dispatcher Phoenix with your Windows credentials (i.e., username or domain name \ username).