

**IBM Lotus Domino Document Manager Connector**

**Version 1.0.0.651**

**for**

**eCopy ShareScan**

**User Guide for eCopy ScanStation**



## Licensing, Copyright, and Trademark Information

The software described in this document is furnished under a license agreement. The software may be used or copied only in accordance with the terms of the agreement. It is against the law to copy the software on any medium except as specified in the license agreement. No part of this document may be reproduced, transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or information storage and retrieval systems, or translated into any language for any purpose other than the purchaser's personal use, without the written permission of Hadleigh Marshall International Ltd.

©2007 Hadleigh Marshall International Ltd.

eCopy, the eCopy logo, eCopyFax, the Simplify logo, the MailRoom logo, eCopy ShareScan OP, eCopy ScanStation, eCopy ScanStation OP, eCopy Desktop, eCopy Quick Connect, eCopy Xpert Compression, UniDoc, SpeedFax, and SpeedPrint are trademarks of eCopy, Inc. ShareScan, Simplify, and MailRoom are registered trademarks of eCopy, Inc.

IBM Lotus Domino Document Manager is a registered trademark of IBM Corporation.

All other terms and products are trademarks or registered trademarks of their respective owners and are hereby acknowledged

## Contents

Introduction .....	4
Intended Audience.....	4
Connector Features .....	4
Using the Connector .....	5

## **Introduction**

This document describes the user interface and scanning procedures for the IBM Lotus Domino Document Manager (LDDM) Connector for eCopy ShareScan.

LDDM provides a rich application environment for managing and controlling editable content. The application can be accessed using either a Notes client, web browser, or through the desktop integration features provided by the LDDM Client.

This connector allows users to scan paper documents directly to any LDDM Library, either from the embedded scanner interface or the ScanStation client.

## **Intended Audience**

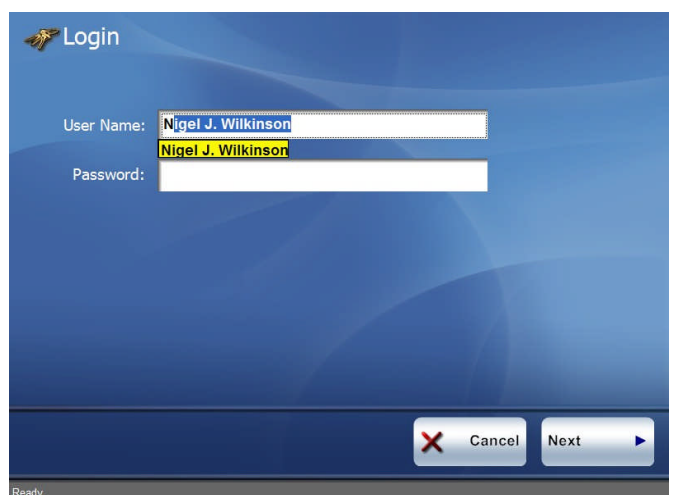
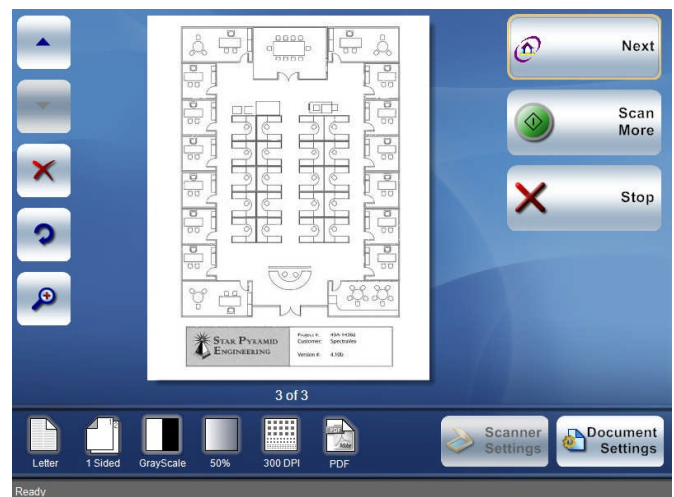
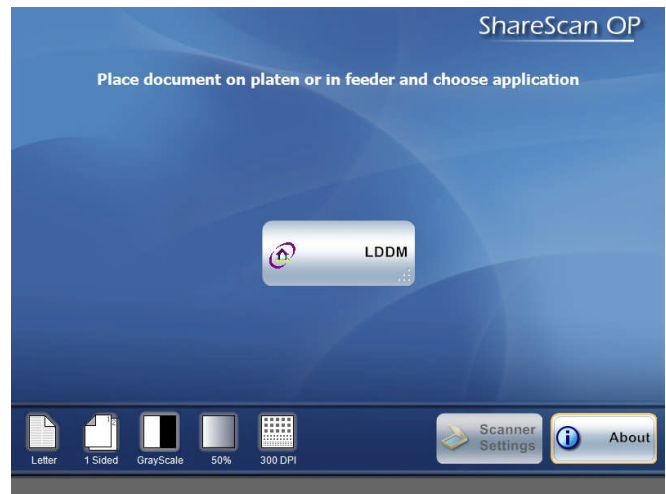
This document is intended for users who will be using the IBM Lotus Domino Document Manager Connector for eCopy ShareScan to scan documents into Document Manager using the ScanStation interface. The document will cover the scanning procedures and steps.

## **Connector Features**






- Supports the IBM Lotus Domino Document Manager structural and data model
- Type ahead search for user login
- Username lookup against any LDAP compliant directory
- Configurable Required / Optional profile field display
- Configurable Computed / Editable profile field display
- Validation for numeric and date profile fields
- Configurable shortcuts available per connector profile
- Support for both ScanStation and Embedded clients

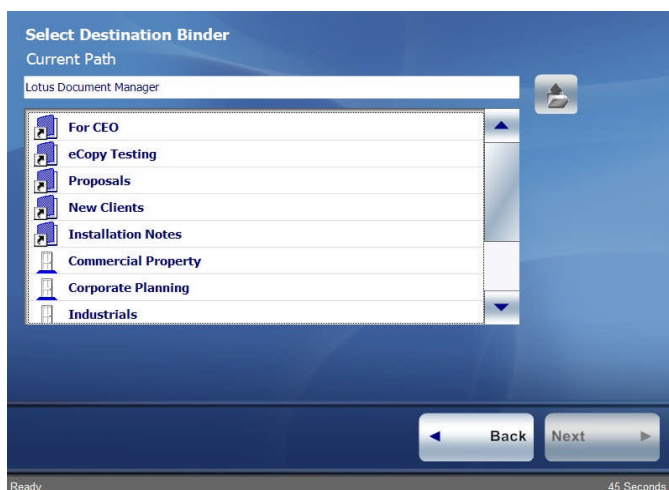
## Using the Connector

1. Before using a connector, review the *eCopy ShareScan OP Quick Reference* for an overview of the scanning process and for information that is common to all the connectors.
2. Place the document in the scanner feeder or on the scanner glass (platen)
3. Access the main ShareScan OP screen
4. Press **LDDM** (or whichever label has been assigned to the Domino Document Manager connector – there may be more than one)
5. Review the scanned document and scan any additional pages as required
6. When the document is ready, press **Next**
7. On the Login screen, enter your user name and then your password. Note that as you type the characters of your name, the connector will respond with suggested matching names which you can quickly select. (This feature must be configured to be active)
8. If you enter an invalid name or password, the connector will display an appropriate error message
9. Press **Next**



10. The Select Destination Binder screen displays the structure of the LDDM Library as a scrollable list of items. These items may be:

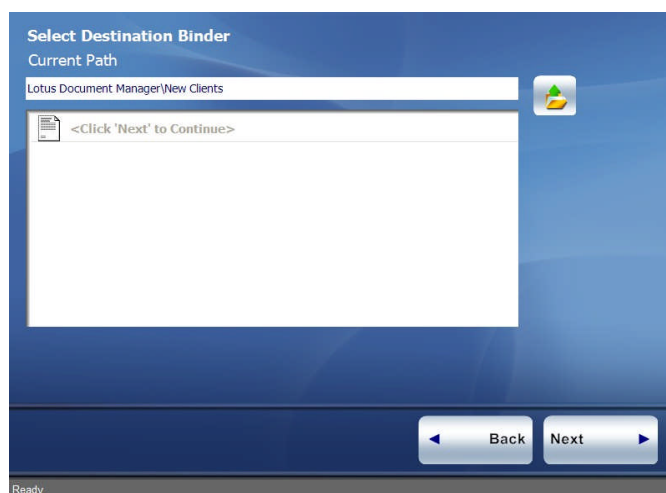
Binder ShortCut	
Room	
Cabinet	
Category	
Binder	



11. Selecting either a Binder ShortCut or a Binder causes the connector to enable the Next button and to show a single Document icon in the list.

Any other item selected will cause the connector to expand that item and re-display the item's subordinate items in the list. To return to the previous level, press the **up arrow**

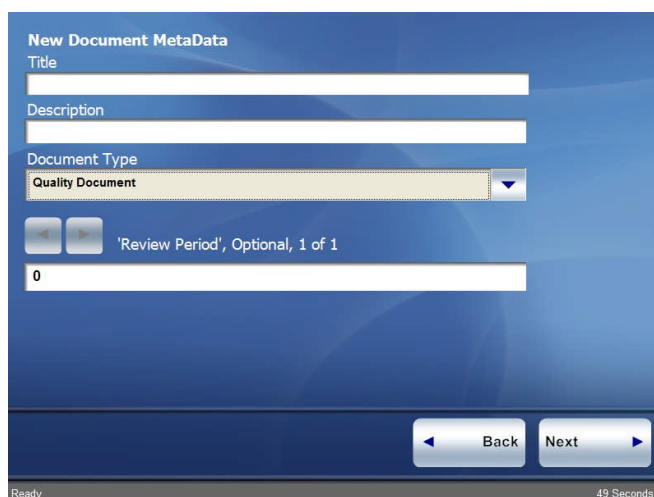
12. Press **Next**



13. The New Document screen displays  
 14. Enter a title for the document (this is required)  
 15. Enter a Description if desired  
 16. Select a Document Type from the drop-down list of types  
 17. Use the next field (→) and previous field (←) buttons to select each metadata field present on the selected document type. Enter the data for the field in the box below the previous and next buttons.

Note that, depending on the connector configuration, you may only see 'required' fields

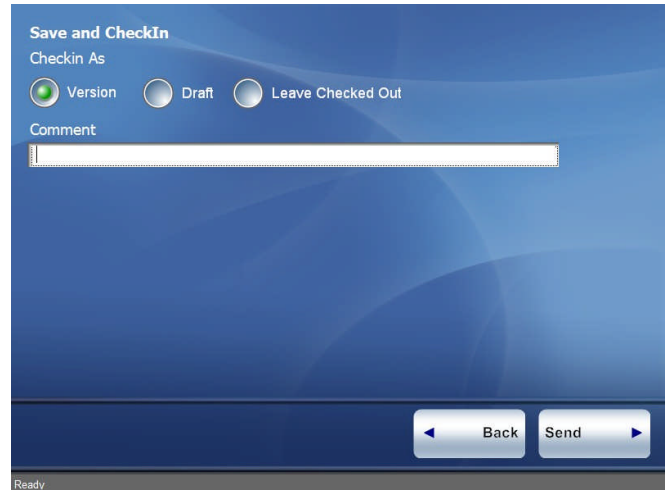
18. Press **Next**



19. The Save and Checkin screen displays
20. You can choose to checkin the new scanned document as either a version or draft, or you can choose to leave the document checked out

For information about document versions and drafts, refer to the LDDM User's Guide.

21. If desired, enter a comment. This will be added to the new document's activity log
22. Press **Send**



23. After the connector has successfully sent the document to the LDDM storage location, choose one of the following options:

- **Done.** Return to the main ShareScan OP screen
- **New Document.** Return to the scan preview screen to send a new document to the same LDDM storage location
- **New Destination.** Sends the same document to another connector

