

# Kofax OmniPage Server

## Administrator's Guide

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The KOFAX logo is displayed in a bold, blue, sans-serif font. The letters are thick and closely spaced, with a consistent weight throughout the word.

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# Preface

This document describes the OmniPage Server Admin Console tools and features that are available for OmniPage Server administrators.

## Product documentation

The full documentation set for Kofax OmniPage Server is available online:

<https://docshield.kofax.com/Portal/Products/OmniPageServer/3.0.0-g6hc8b14r5/OmniPageServer.htm>

The Kofax OmniPage Server documentation set includes:

- *Kofax OmniPage Server Installation Guide*
- *Kofax OmniPage Server Administrator's Guide*
- *Kofax OmniPage Server API Reference Guide*
- *Kofax OmniPage Server API Sample Reference Guide*
- *Kofax OmniPage Server Folder Watcher Administrator's Guide*
- *Help for Kofax OmniPage Server Conversion Client*
- *Help for Kofax OmniPage Server Folder Watcher*
- *Kofax OmniPage Server Release Notes*
- *Kofax OmniPage Server Technical Specifications*

## Prerequisites

The Admin Console web application requires the following:

- Kofax OmniPage Server 3.0.0 installed, running, and accessible on the network. Refer to the *Installation Guide* for details.
- A compatible Internet browser. Refer to *Technical Specifications* for browser compatibility details.

# Key concepts

The OPS Admin Console is a web-based administration tool for managing the services and resources for the OmniPage Server instance.

The current release includes the following key features:

- Management of system-related services
- Conversion job and processed page statistics
- System messages with filtering
- System configuration
- Link to the licensing administration

## Document conversion

In this document, document conversion refers to the process of transforming a set of input documents into a set of output documents. The transformation typically includes file conversion, OCR (Optical Character Recognition), or both.

## File conversion

File conversion is the process of transforming information from one source file format to another.

**Note** File conversion might result in information loss if the destination file format cannot represent everything represented by the source file format.

## Job

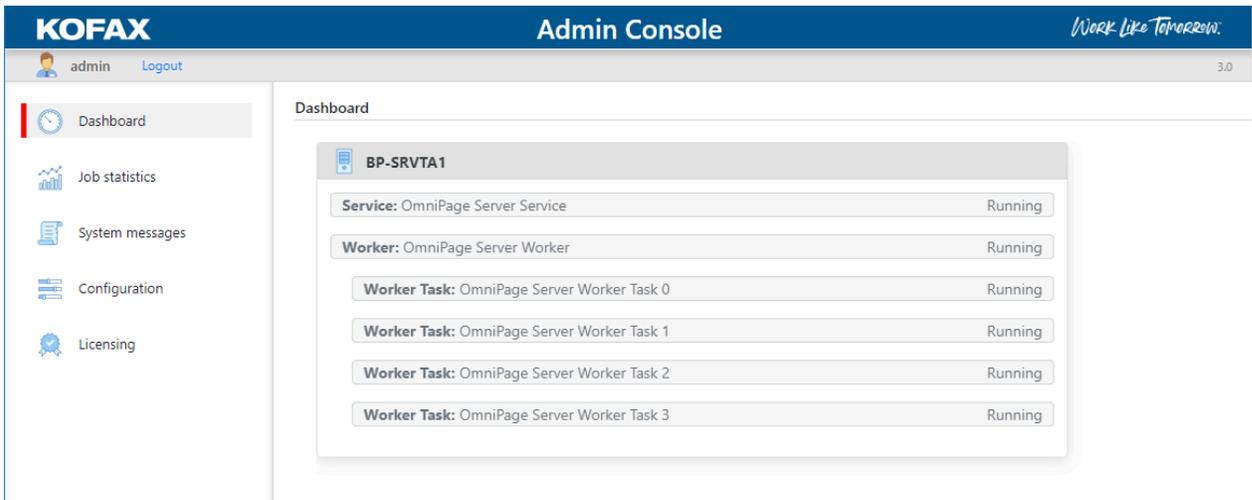
Jobs are the units of work for OPS. Jobs encapsulate everything related to a single document conversion.

## Optical character recognition (OCR)

OCR is the process of translating digital images to machine-encoded text.

# User interface

This section gives an overview of the Admin Console user interface. See [Start Admin Console](#) for details on how to start the application.



## User interface layout

User menu (top-left corner)	Use this menu to change your password or log out.
Menu (left pane)	This pane shows the menu items. Click an item to display expanded details in the right pane. <ul style="list-style-type: none"><li>• <a href="#">Dashboard</a></li><li>• <a href="#">Job statistics</a></li><li>• <a href="#">System messages</a></li><li>• <a href="#">Configuration</a></li><li>• <a href="#">Licensing</a></li></ul>
Details (right pane)	This pane displays the settings for the selected menu item.

## Start Admin Console

1. Start your Internet browser.

2. Type the URL for the Admin Console into the address bar, and press Enter.

**Note** Ask your system administrator for the actual URL, which follows the schema below:

```
http://{hostname}:{port}
```

**Example**

```
http://ops-server:5004
```

3. [Log in](#).  
See [Authentication](#) for details on authentic

When Admin Console is run the first time, an administrator must be registered if no administrator users were specified during the installation.

# Authentication

OmniPage Server can work in two different authentication modes.

- **Domain environment:** In a Windows domain environment, the application is installed using Windows authentication settings. In this case, the application authenticates the user and checks the access rights before the user tries to modify the configuration file related to the personal folder of the user.
- **Workgroup environment:** In a Workgroup environment, there is no authentication defined, so the application does not try to identify users or check folder-related user rights. The system user performs all file system functions.

## Domain authentication

Administrator users can be specified during the installation process and are stored in the database.

If you do not designate an administrator user during the installation process, any domain users can access the Admin Console.

After installation, you can configure users or groups of administrators on the Configuration page or via the Command Line Interface (CLI).

You should restart the Admin Console Windows service ("OmniPage Server AdminConsole") after the installation is finished.

**Tip** If you lose control of the Admin Console, you can configure users or groups through the CLI.

## Basic authentication

In a Workgroup environment, where Windows Domain authentication is not applicable, the OPS Admin Console provides form-based authentication.

You must register the first user on the [Admin Console interface](#) before using it the first time.

### Log in

Users need to log in when working with the application.

1. In the login screen, enter **User name**.
2. Enter **Password**.
3. Optionally, select **Remember me?** if you want to stay logged in.
4. Click **Log in**.

If the credentials are adequate, the application proceeds.

## Log out

Users need to log out when their work with the application is over.

Click **Logout** in the menu.

The user exits the application.

## Change user password

You need to [log in](#) before changing your password.

1. Click your user name or the user icon at the top-left.  
The **Manage your account** screen appears.
2. Click **Password**.  
The **Change password** screen appears.
3. Enter your **Current password**.
4. Enter the **New password**.

**Note** Make sure your password is safe: use both small and capital letters, numbers, and signs.

5. In the **Confirm new password** field, enter the same password again.

**Note** Do not use copy and paste, but type instead.

6. Click **Update password**.

You can use the new password from now on when you log in.

## Reset administrator list

Administrator login information is stored in a local file in the application data folder. In the event that the file becomes corrupted, administrators cannot log in. In this case, you need to delete the file manually.

1. Locate the "Admin Console 3.0.db" file, which is placed in the folder below:

```
%SystemDrive%\ProgramData\Kofax\OmniPage Server\
```

2. Delete the file "Admin Console 3.0.db".

With the deletion of the file, the user management is set to a default state. When you [start the Admin Console](#) next time, it requires you to register an administrator again.

# Dashboard

Use the Admin Console Dashboard to review deployment details, including the list of servers, computers and hosted services.

## Dashboard

---

The screenshot displays the Admin Console Dashboard for a server named BP-SRVTA1. The dashboard is organized into a list of components, each with a status indicator. The components and their statuses are as follows:

Component	Status
<b>Service:</b> OmniPage Server Service	Running
<b>Worker:</b> OmniPage Server Worker	Running
<b>Worker Task:</b> OmniPage Server Worker Task 0	Running
<b>Worker Task:</b> OmniPage Server Worker Task 1	Running
<b>Worker Task:</b> OmniPage Server Worker Task 2	Running
<b>Worker Task:</b> OmniPage Server Worker Task 3	Running

## Admin Console Dashboard

# Job statistics

Use the "Job statistics" page to query statistical information about processed jobs in the selected resolution.

## Job statistics

Date:    User:

2020. January:	Completed 0	Failed 0	Cancelled 0	Abandoned 0
2020. February:	Completed 0	Failed 0	Cancelled 0	Abandoned 0
2020. March:	Completed 0	Failed 0	Cancelled 0	Abandoned 0
2020. April:	Completed 0	Failed 0	Cancelled 0	Abandoned 0
2020. May:	Completed 0	Failed 0	Cancelled 0	Abandoned 0
2020. June:	Completed 0	Failed 0	Cancelled 0	Abandoned 0
2020. July:	Completed 0	Failed 0	Cancelled 0	Abandoned 0
2020. August:	Completed 0	Failed 0	Cancelled 0	Abandoned 0
2020. September:	Completed 0	Failed 0	Cancelled 0	Abandoned 0
2020. October:	Completed 19	Failed 1	Cancelled 0	Abandoned 0
2020. November:	Completed 0	Failed 0	Cancelled 0	Abandoned 0
2020. December:	Completed 0	Failed 0	Cancelled 0	Abandoned 0

## Admin Console Dashboard

By default, the "Job statistics" page lists the number of jobs by job status from all users in a monthly resolution. Results print in the background color associated with the job status:

- Completed (blue)
- Failed (red)
- Cancelled (yellow)

- Abandoned (green)

See [Filter job statistics](#) and set query parameters such as time interval, resolution, and User.

## Filter job statistics

By default, the "Job statistics" page lists the number of jobs by job status from all users in a monthly resolution. You can set the filtering parameters by using the controls above the list.

**Tip** You need to click Refresh to reflect any parameter changes in the result list.

To reset parameters, click another menu item, then select Job statistics again.

1. Under **Date**, in the first list, select a year to display.
2. Optionally, under **Date**, in the second list, select the month to display.  
If you select a month, the result list displays in a daily resolution.
3. Optionally, under **Date**, in the third list, select the day to display.  
If you select a day, the result list displays in an hourly resolution.
4. Optionally, under **User**, select a user from the list to narrow the query.
5. Click **Refresh** to update the list according to the specified filtering parameters.

# System messages

To inform administrator users, the system generates and stores messages if any types of events occur. Use the "System messages" page to query messages, displaying the following details per message:

- Creation time (UTC): The date and time of creation.
- Type: Origin of the message, such as system, or non-system.
- Severity: The level of severity of the message, such as Low, Medium, or High.
- Code: The message type, such as Service, Error, Job, Storage, Configuration, or Licensing.
- Message: The text of the message.
- Metadata: Additional information from the sender.

See [Filter messages](#) and set query parameters such as time interval, Severity, and Code.

## Filter messages

You can set the filtering parameters for "System messages" by using the controls above the list.

**Tip** You need to click Refresh to reflect any parameter changes in the result list.

To reset parameters, click Clear.

1. Click inside the **Date from** box and select the starting date from the calendar.
2. Click inside the **Date to** box and select the closing date from the calendar.
3. In the **Severity** list, select the [severity](#) to filter.
4. In the **Code** list, select the [code](#) to filter.
5. Click **Refresh** to update the list according to the specified filtering parameters.

# Configuration

You can configure OmniPage Server on the Configuration page by editing the following global parameters:

- **AuthenticationMode:** Authentication mode to access the OPS WEB API and Admin Console.
  - None: No authentication required.
  - Windows: Domain authentication is required.
- **StoragePath:** Storage path for conversion-related documents.
- **LicensingConfig:** The content of the "licensing.config" file. Modify this parameter only if the licensing agent is running on a separate computer or you have multiple agents involved. For details, see the [OmniPage Licensing Agent \(OPLA\) documentation](#), which is part of the OmniPage Capture Software Development Kit (CSDK) Help.  
For details about setting the **LicensingConfig** parameter, see [Licensing agent configuration](#).
- **LicensingAgents:** Comma-separated list of OmniPage Licensing Agent URLs in use. Modify this parameter only if the licensing agent is running on a separate computer or you have multiple agents involved.
- **AllowSelfSignedCertificate:** In case of HTTPS hosting, is it allowed to use a self-signed certificate.
  - True: Enables self-signed SSL certificates.
  - False: Disables self-signed SSL certificates.
- **AllowedNotificationUrls:** Comma-separated list of the allowed service URLs to which notification is enabled.
- **ConversionServiceUrl:** The URL of the conversion service.
- **Users:** Comma-separated list of domain users that you grant access to the OmniPage Server WEB API. The expected format is `Domain\UserName`.
- **UserGroups:** Comma-separated list of domain roles or groups that you grant access to the OmniPage Server WEB API.
- **AdminUsers:** Comma-separated list of domain users that you grant access to Admin Console. The expected format is `Domain\UserName`.

**Note** This setting requires a service restart. Restart the windows service called "OmniPage Server AdminConsole".

- **AdminUserGroups:** Comma-separated list of domain roles or groups that you grant access to Admin Console.

**Note** This setting requires a service restart. Restart the windows service called "OmniPage Server AdminConsole".

The rest of the parameters are local.

- **LogFolder:** The full path of the log folder.

- **LogLevel:** The logging level. The following levels are supported:
  - ERROR
  - WARN
  - INFO
- **ServiceUrls:** The URLs where the API service is hosted.

**Note** This setting requires a service restart. Restart the windows service called "OmniPage Server Service".

- **AdminConsoleUrls:** The URLs where the Admin Console is hosted.

**Note** This setting requires a service restart. Restart the windows service called "OmniPage Server AdminConsole".

- **WorkerTaskCount:** The maximum number of tasks to run parallel on a Worker server. It is limited due to the memory size and number of processor cores of the relevant computer.

# Licensing

The Licensing page displays the URL for the OmniPage Licensing Agent (OPLA) related to the actual OPS instance. Click the link of the agent to open the OmniPage Licensing Agent web application in a new browser tab.

You can perform the following tasks with this application:

- Activate a license
  - [Activate license in OPLA, using the web interface, online mode](#)
  - [Activate license in OPLA, using the web interface, offline mode](#)
  - [Activate license in OPLA, using the command line interface, online mode](#)
  - [Activate license in OPLA, using the command line interface, offline mode](#)
- Move a license
  - [Move license in OPLA, using the web interface, online mode](#)
  - [Move license in OPLA, using the web interface, offline mode](#)
  - [Move license in OPLA, using the command line interface, online mode](#)
  - [Move license in OPLA, using the command line interface, offline mode](#)

Refer to the [Licensing overview](#) in the CSDK Help for details on license management.

**Important** OPS supports PagePack licenses only.

## Licensing agent configuration

You can run OmniPage Licensing Agent (OPLA) locally, on the OPS Master server without any specific configuration required. You should configure licensing only in the following cases:

- If you want to run Licensing Agent on another computer.
- If you plan to use multiple licensing agents.
- If you reconfigure your local Licensing Agent.

The configuration of the licensing agents is stored in two parameters:

- LicensingConfig: Licensing agent configuration.

The content of the "licensing.config" file, which describes how the CSDK can access the licensing agent. The configuration contains a block of space-separated parameters for each server. A comma separates the blocks for different servers.

You can edit the [LicensingConfig parameter](#) on the Configuration page.

- LicensingAgents: Licensing agent URL configuration.

This string contains the URL for each Licensing Agent WEB interface. A comma separates the URLs for different servers.

You can edit the [LicensingAgents parameter](#) on the Configuration page.

For example, you have two licensing agents installed with the following configuration:

```
machine name: licensing.server1  
CSDK port: 18019  
Web port: 5000  
IP version: IPV4  
Type: Primary
```

```
machine name: licensing.server2  
CSDK port: 18019  
Web port: 5000  
IP version: IPV4  
Type: Backup
```

In this case, the licensing agent configuration parameter string should look like this:

```
licensing.server1 18019 IPV4 Primary,licensing.server2 18019 IPV4 Backup
```

The licensing agents URL configuration string should look like this:

```
http://licensing.server1:5000,http://licensing.server2:5000
```

**Important** Make sure that Worker machines can access the licensing agents on the configured ports.

# Command Line Interface

OmniPage Server provides a Command Line Interface (CLI) for deployment configuration.

To access the CLI, start an elevated command prompt on the OPS Master server and navigate to the OPS service binary folder:

```
c:\Program Files\OmniPage Server\OmniPage Server 3.0\Service\
```

The path depends on your installation.

Enter the following line to get help on supported commands and parameters:

```
$ Kofax.OmniPage.Server.Service.exe Help
```

The general syntax looks like this:

```
$ Kofax.OmniPage.Server.Service command -[options]
```

- See the available [commands](#) below.
- See the available [options](#) below.
- See the available [examples](#) below.

## Commands

The following commands are available as the *command* parameter for the OPS command line.

- **Help:** Print the help of the Command Line Interface.
- **Version:** Print the version information.
- **GetConfiguration:** Get the configuration entries.
- **SetConfiguration:** Set the configuration entries.

## Options

The `SetConfiguration` command has the optional parameters listed below. Do not forget to type a leading dash for all optional parameters. If the parameter requires a value to specify, use an equal sign between the two.

- **AdminConsoleUrls:** The URLs where the Admin Console is hosted.

**Note** This setting requires a service restart. Restart the windows service called "OmniPage Server AdminConsole".

- **AdminUsers:** Comma-separated list of domain users that you grant access to Admin Console. The expected format is `Domain\UserName`.

**Note** This setting requires a service restart. Restart the windows service called "OmniPage Server AdminConsole".

- **AdminUserGroups:** Comma-separated list of domain roles or groups that you grant access to Admin Console.

**Note** This setting requires a service restart. Restart the windows service called "OmniPage Server AdminConsole".

- **AllowedNotificationUrls:** Comma-separated list of the allowed service URLs to which notification is enabled.
- **AllowSelfSignedCertificate:** In case of HTTPS hosting, is it allowed to use a self-signed certificate.
  - True: Enables self-signed SSL certificates.
  - False: Disables self-signed SSL certificates.
- **AuthenticationMode:** Authentication mode to access the OPS WEB API and Admin Console.
  - None: No authentication required.
  - Windows: Domain authentication is required.
- **ConversionServiceUrl:** The URL of the conversion service.
- **DownloadExpirationSec:** The retention period for the result files in seconds. OPS discards the result files as soon this period expires.
- **LicensingAgents:** Comma-separated list of OmniPage Licensing Agent URLs in use. Modify this parameter only if the licensing agent is running on a separate computer or you have multiple agents involved.
- **LicensingConfig:** The content of the "licensing.config" file. Modify this parameter only if the licensing agent is running on a separate computer or you have multiple agents involved. For details, see the [OmniPage Licensing Agent \(OPLA\) documentation](#), which is part of the OmniPage Capture Software Development Kit (CSDK) Help.  
For details about setting the **LicensingConfig** parameter, see [Licensing agent configuration](#).
- **LogFolder:** The full path of the log folder.
- **LogLevel:** The logging level. The following levels are supported:
  - ERROR
  - WARN
  - INFO
- **Scope:** The scope of the setting. Assign Global as a value to extend the scope to the whole installation, or specify the name of the relevant computer. The default value is the name of the Master server.
- **ServiceUrls:** The URLs where the API service is hosted.

**Note** This setting requires a service restart. Restart the windows service called "OmniPage Server Service".

- **StoragePath:** Storage path for conversion-related documents.

- **Users:** Comma-separated list of domain users that you grant access to the OmniPage Server WEB API. The expected format is `Domain\UserName`.
- **UserGroups:** Comma-separated list of domain roles or groups that you grant access to the OmniPage Server WEB API.
- **WorkerTaskCount:** The maximum number of tasks to run parallel on a Worker server. It is limited due to the memory size and number of processor cores of the relevant computer.

## Examples

Enter the following command to print the help:

```
$ Kofax.OmniPage.Server.Service Help
```

Enter the following command to print the current configuration:

```
$ Kofax.OmniPage.Server.Service GetConfiguration
```

Enter the following command to set the storage path for conversion-related documents to `c:\ops\storage` on all Worker computers:

```
$ Kofax.OmniPage.Server.Service SetConfiguration -Scope=Global  
-StoragePath=c:\ops\storage
```

Enter the following command to set the number of parallel conversions to 4 on `MyWorkerServer`:

```
$ Kofax.OmniPage.Server.Service SetConfiguration -Scope=MyWorkerServer -  
WorkerTaskCount=4
```

Enter the following command to set the log file path to `c:\ops\logs` and set the level of logging to `INFO` on `MyWorkerServer`:

```
$ Kofax.OmniPage.Server.Service SetConfiguration -Scope=MyWorkerServer  
-LogFolder=c:\ops\logs -LogLevel=info
```