

INVOICES

Installation Guide

Version: 5.9

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Overview

This guide contains instructions to help you install INVOICES 5.9. For information on how to use INVOICES, see *INVOICES Help*.

This guide is divided into multiple sections. Review the descriptions of each section below to determine which steps you need to take to install INVOICES.

- **Preparation** – (Required reading) This section describes important steps that must be taken before installing INVOICES.
- **Creating an INVOICES database** – (Required procedure for new installations) This section is not required if you are upgrading from a previous version of INVOICES.
- **Installing INVOICES in a network** – (Optional procedure for network installations) This section contains optional, timesaving procedures for installing INVOICES on several computers in a network.
- **Command-line installation** – (Optional procedure for advanced users only) This section may be helpful in large systems where a significant number of repetitive installations need to be performed.
- **Installing INVOICES** – (Required for all installations) This section describes how to install INVOICES.
- **Installing scanner drivers** – (Required procedures for new installations) This and the next section describe which scanner drivers are required depending on the scanner and scanner interface used. This section must be followed in new INVOICES installation on workstations where scanning will be done.
- **Installing drivers for scanner interfaces** – (Required procedures for new installations) This and the previous section describe which scanner drivers are required depending on the scanner and scanner interface used. This section must be followed in new INVOICES installation on workstations where scanning will be done.
- **After installation** – (Recommended reading) This section contains general information you need to know about INVOICES.
- **Troubleshooting** – (Optional reading) This section helps you if you have problems with your installation.

Installation process quick overview

To install INVOICES, follow these procedures in this order:

1. [Preparation](#).
2. [Create an INVOICES database](#) (new installations only). This can also be done after INVOICES is installed.
3. [Install INVOICES](#)
4. [Install the license manager \(FLEX/m\)](#).
5. [Connect the hardware lock](#).

Preparation

INVOICES is easy to install on a local computer or in a network with one or more scanners connected. The installation program on the CD provides instructions during installation.

Before you install INVOICES:

- Refer to the *INVOICES System Configuration Guide* for important information about hardware, software, and network requirements, and for scanner setup information.
- If you have a previous installation of INVOICES, read “Upgrading INVOICES,” below.
- If INVOICES will be used in a network, read “Installing INVOICES in a network.”
- **Important:** Before installing INVOICES, make sure that Windows Update is not installing automatic updates in the background. You can do one of the following:
 - Install all the Windows patches before installing INVOICES.
 - Temporarily disable automatic updates during the INVOICES installation.

Upgrading INVOICES

ReadSoft strongly advises customers against upgrading to INVOICES 5.9 themselves, due to significant changes in the database and initialization files. Upgrades should be performed by knowledgeable ReadSoft personnel or certified ReadSoft partners. A separate internal document, *INVOICES 5.9 Upgrade Guidelines*, is available to guide those performing upgrades. When an upgrade is done, it should be done in this order:

1. Backup the INVOICES and COLLECTOR databases.
2. Uninstall COLLECTOR.
3. Uninstall INVOICES.
4. Uninstall ReadSoft INVOICES X.X Mergemodules.
6. Install INVOICES 5-9.
7. Install COLLECTOR 6-4.
8. Upgrade the COLLECTOR database using the Database Maintenance Tool provided.

Do you need to reinstall or “repair” INVOICES 5.9?

If you run the **Repair** option after installing INVOICES 5.9, certain settings from `Eiglobal.ini` and `Eilocal.ini` are not retained. Therefore, back up those files before running **Repair**.

Creating an INVOICES database

Your database server must be running before you can create an INVOICES database. Do not confuse the INVOICES database with the database server. A database server is a platform needed to install a database. INVOICES' database then allows the program to interact with the database server.

You only need to create an INVOICES database once. If you install INVOICES on multiple computers in a network, you do not need to create a new database for each installation.

 **Note:** You must have system administrator rights on the computer when you create the INVOICES database.

SQL Server instructions

For instructions on setting up SQL Server and creating the INVOICES database, see *Installing and Configuring Microsoft SQL Server*, a ReadSoft document that is available on the installation CD in the `Documentation` folder. That document describes how to install SQL Server and create the INVOICES database.

Oracle instructions

For instructions on setting up Oracle, creating the INVOICES database, and creating the database tables used by INVOICES, see *Installing and Configuring Oracle*, a ReadSoft document that is available on the installation CD in the `Documentation` folder.

Installing INVOICES in a network

INVOICES can be installed in a variety of networks. The most common way of running the program with multiple users/workstations is to install the database on a shared database server.

Normally, the database does not require operator intervention. However, if there is a power failure, or if an INVOICES process is terminated unnaturally for any other reason, the database server or the databases themselves can become corrupt. In most cases, the database server handles such situations, and you need only restart INVOICES.

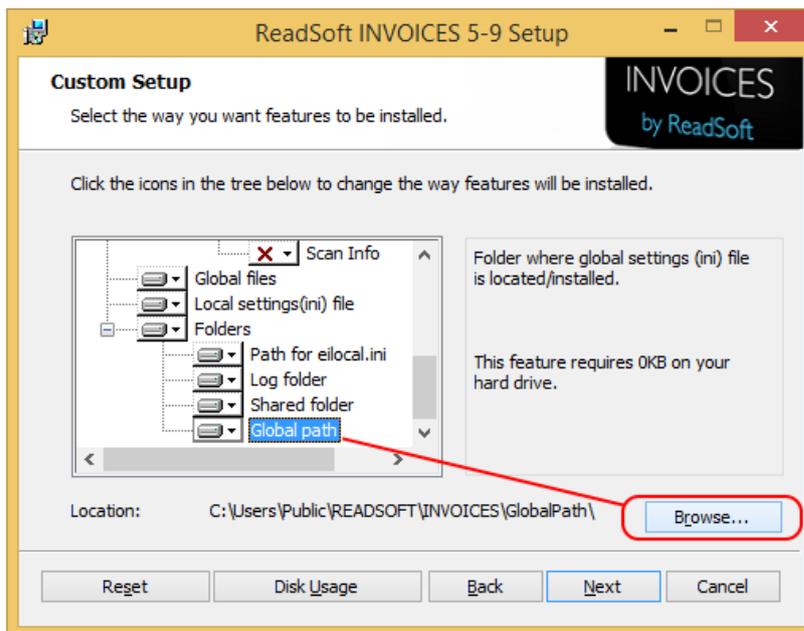
Some of the folders and files created during installation are later shared by all workstations. Therefore, you need to:

1. Create those shared folders and files during the first installation.
2. In subsequent installations, exclude the “global files” and instead *specify the path* to them.

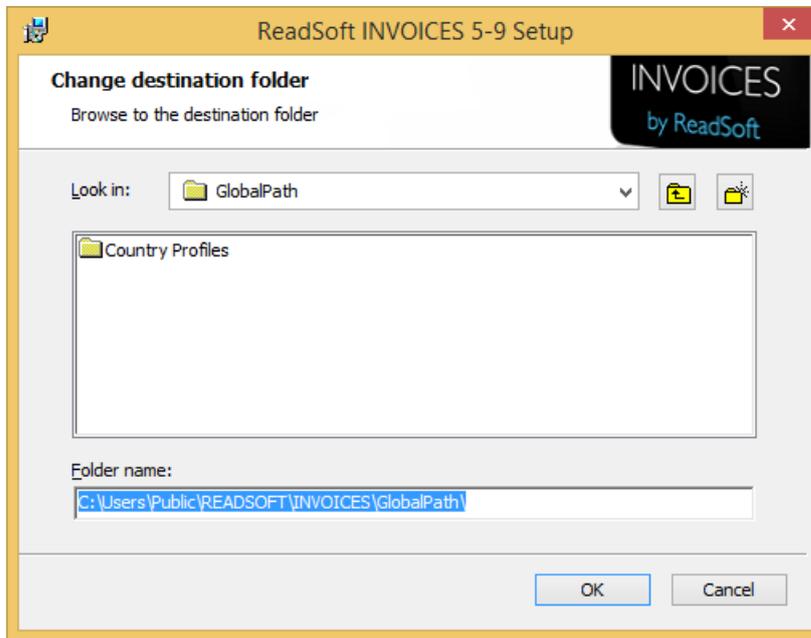
These procedures are explained in detail below.

The first installation – place shared objects in a globally available folder

1. To install the shared files (Eiglobal.ini, Ehcharset.ini, and country profiles) in a different location, expand **Folders** and select **Global folder**:



2. Click **Browse** and specify a location in the dialog that is displayed



Specify the parent folder (such as `GlobalPath`).

3. Optional: Click **Shared folders** and then **Browse** to specify a different location for these items, as well (that is, the object and its corresponding setting that is affected in `eilocal.ini`):
 - **Batch paper layouts** – `BatchPaperDir`
 - **Color images** – `ColorImageArchivePath`
 - **Event maps** – `eventMapDir`
 - **Images of scanned invoices** – `Images`
 - **Statistics saved to file after running a job** – `StatLogPath`
 - **Transfer files default directory** – `TransferFiles`

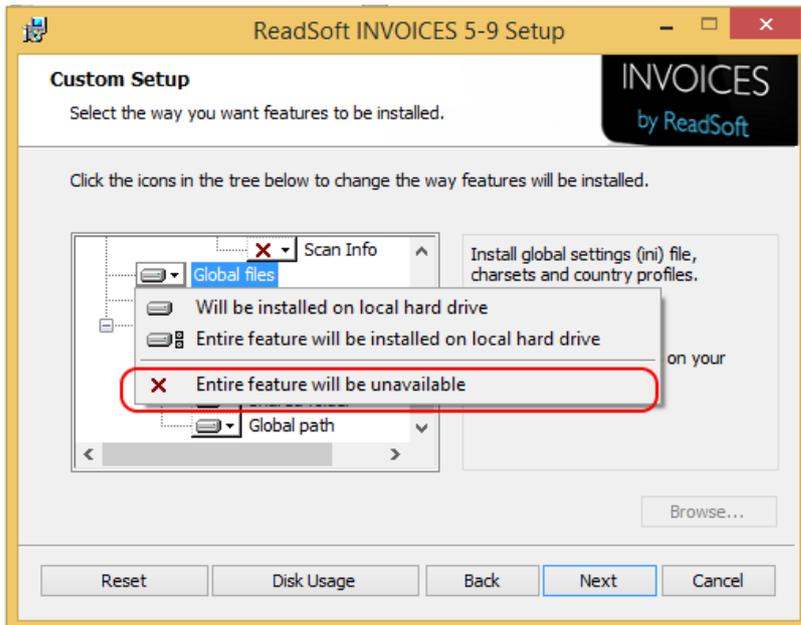
Here, too, specify the parent folder (such as `INVOICES`), not the actual folder for the items. (Changing the location of log files is not recommended. Store log files locally.)

4. After installation is complete, check the resulting `Eilocal.ini` file to ensure that all paths are set correctly.
5. Ensure that the folders you specified for **Global path** and **Shared folders** are shared if you are using a central location for those items.

Subsequent installations – exclude shared files, and specify the path instead

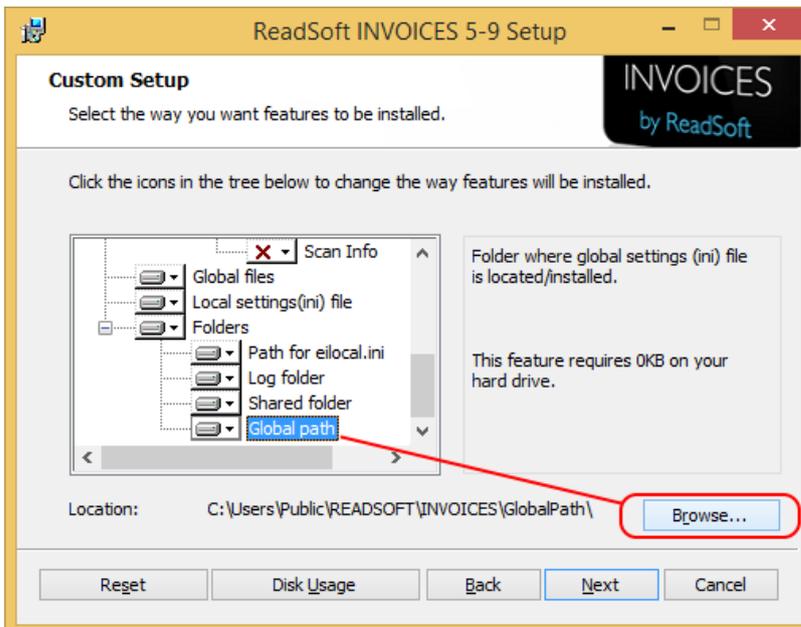
This section describes how to manually install INVOICES on subsequent workstations. You could instead perform automated workstation installations as described in the next section.

1. Exclude **Global files** from the installation:

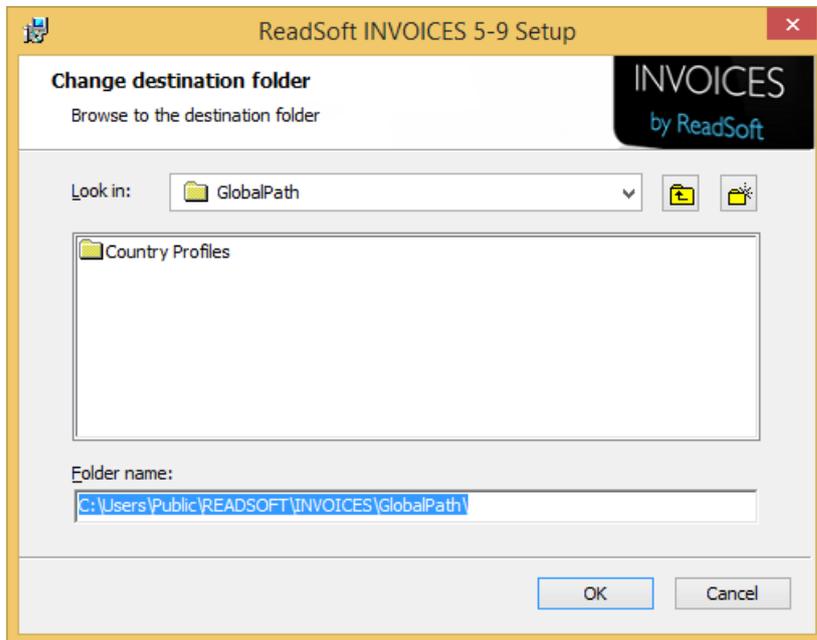


Contrary to the statement in the GUI, the global files will not actually be unavailable. In the next steps, you will “link” to centrally located files instead of installing them locally.

2. Expand **Folders** and select **Global path**:



3. Click **Browse** and specify the previously configured shared location:



Specify the `GlobalPath` folder where the global files and country folders are located.

4. Optional: As in the initial installation, you can click **Shared folders** and then **Browse** to specify a different location (including a shared location) for other items, as well. (See step 3 in "The first installation – place shared objects in a globally available folder")
5. After installation is complete, check the resulting `Eilocal.ini` file to ensure that all paths are set correctly.

Command-line installation

This section describes how to perform a command-line installation of INVOICES 5.9.

Using silent mode may be helpful in large systems where a significant number of repetitive installations need to be performed. However, due to the complexity of the possibilities, silent installation should only be used by advanced installers that are very familiar with the process. Using this mode, no dialogs (or very few) are displayed during installation, and problems can arise if the command line, which can be very long, is not written exactly.

Important: A full installation should be completed first at a main workstation to establish database connections, global path, etc.

Command line parameters

This section describes the command line parameters that are used to install INVOICES when using these options:

- The EXE file (full installation of all necessary features).
- The MSI file (INVOICES core files only)

Command line parameters when Installing INVOICES using the EXE file

- "INVOICES 5.9 Installation.exe" /qb! – INVOICES is installed, and the most basic user interface is shown during the process.
- "INVOICES 5.9 Installation.exe" /qn – INVOICES is installed, and no user interface is shown during the process.
- "INVOICES 5.9 Installation.exe" /uninstall /qb – INVOICES is uninstalled, and a basic user interface with a **Cancel** button is shown during the process.
- "INVOICES 5.9 Installation.exe" /log "c:\setup.log" – INVOICES is installed, and a "verbose" (detailed) log of the installation is created on C:\.

"INVOICES 5.9 Installation.exe" may need to be adjusted to the path where the file is located, depending on where the command is executed from.

EXE switches:

/? = all available switches

/install = install (default – no need to specify)

/uninstall = uninstall

/q = completely silent installation (not even status information is displayed)

/qb! = basic user interface with no **Cancel** button

/qb = basic user interface with **Cancel** button

/qn = no user interface displayed

/log = a log file is created as specified (see example above and below)

Parameters must be separated by a space, as shown in this example:

```
"INVOICES 5.9 Installation.exe" /uninstall /qb! /log "C:\Log\install.log"
```

Command line parameters when Installing INVOICES using the MSI file

- "msiexec.exe" /i "INVOICES 5.9.msi" /qb! – INVOICES is installed, and the most basic user interface is shown during the process.
- "msiexec.exe" /i "INVOICES 5.9.msi" /qn – INVOICES is installed, and no user interface is shown during the process.
- "msiexec.exe" /i "INVOICES 5.9.msi" /qb – INVOICES is uninstalled, and a basic user interface with a **Cancel** button is shown during the process.
- "msiexec.exe" /i "INVOICES 5.9.msi" /l*v "c:\setup.log" – INVOICES is installed, and a "verbose" (detailed) log of the installation is created on C:\. If you do not provide a path, the log is saved to the same location as INVOICES 5.8 SP2.msi.
- "msiexec.exe" /p "INVOICES 5.9 PatchX.msi" – An INVOICES patch is installed.

"INVOICES 5.9.msi" needs to be adjusted to the path where the file is located, depending on where the command is executed from:

MSI switches:

- /? = all available switches
- /i = install (default – no need to specify)
- /p = the specified patch is installed
- /x = uninstall
- /s = completely silent installation (not even status information is displayed)
- /qb! = basic user interface with no **Cancel** button
- /qb = basic user interface with **Cancel** button
- /qn = no user interface displayed
- /l = a log file is created as specified (see example above and below)

Parameters must be separated by a space, as shown in this example:
 msiexec.exe "INVOICES 5.9.msi" /x /qb! /l*v "C:\Log\install.log"

How to change the installation folder

By default, INVOICES is installed in C:\Program Files (x86)\ReadSoft\Invoices, and the OCR engines are installed in C:\Program Files (x86)\Readsoft\engines. However, you can change the installation folder if you need to.

The installation (EXE) file for INVOICES is found in the INVOICES folder of the installation package, and the installation (MSI) files for the OCR engines are located in the INVOICES /engines folder.

Use the following syntax in the cmd window to change the folders where the programs are installed. The example syntax would change the installation folders to the specified location on the e:\ drive:

Start with OmniPage and ABBYY.

```
"OmniPage Ultimate 19.20.msi" /qn OMNIPAGE_19_20="e:\readsoft\engines\omnipage"
```

```
"ABBYY FineReader 10.5.msi" /qn ABBYY_10_5_0_58="e:\readsoft\engines\abbyy"
```

Install INVOICES last:

```
".\INVOICES 5.9 Installation.exe" /s INSTALLDIR=e:\readsoft\invoices
```

Note that the OCR engines are not only used by the Interpret module!

Partial installation

Only those features (read INVOICES program modules) that are desired can be installed using ADDLOCAL in the command line. This can be used on production workstations on which the Manager or other modules are not necessary, for example, workstations that are dedicated to scanning or interpretation.

Requirements

A partial installation of INVOICES can be made by running `INVOICES 5.9.msi` or `INVOICES 5.9 Installation.exe`. If installation is performed with the `*.msi` package, only core INVOICES files can be installed (such as individual modules or INI configuration files). In this case to be able to run INVOICES correctly after installation, you will also need to install:

- `mdac_typ.exe`
- `SharedManagementObjects.msi`
- `SQLSysClrTypes.msi.msi`
- `vs_piaredist.exe`

These files are all included with the INVOICES software in the `\INVOICES\common\` folder. You will also need to install the `INVOICES 5.9 Mergemodules.msi` located in the `\INVOICES\invoices\` folder.

If Interpret, Verify, Transfer or Optimize modules are installed you will also need to install the interpretation engines located in the `\INVOICES\engines\` folder;

- `ABBYY FineReader 10.5.msi`
- `OmniPage Ultimate 19.20.msi`

If installation is performed with the `*.exe`, all necessary prerequisites to run INVOICES will be installed together with the features that you specify (see next section).

Available features

These “features” can be specified individually for installation in the command line:

- All – installs everything
- GeneralFiles – installs the required INVOICES core files – required*
- Folders – creates folders required by INVOICES – required*
- Globalfiles – installs `Eiglobal.ini`, `Ehcharset.ini`, and country profiles – optional (not normally used when installing client workstations in a network)
- LocalFiles – installs `Eilocal.ini` – required*
- Applications – installs all modules
- Manager – optional
- Scan – optional
- Interpret – optional
- Verify – optional
- Transfer – optional
- Optimize – optional
- PMWebFeature – optional. Installs the “Services Web Dashboard”
- InvoiceRules – optional. Installs the InvoiceRules plugin.
- ScanInfo – optional. Installs the ScanInfo plugin.
- RemoteScanImporter – optional. Installs the RemoteScanImporter plugin.

* These features must be included in all installations to install components that are common and necessary to all program modules.

Important: The names of the features are case sensitive. Write them exactly as indicated above.

Selecting features using the command line

Individual features are added to the installation using this syntax:

MSI:

```
msiexec.exe /I "INVOICES 5.9.msi" /s  
ADDLOCAL="GeneralFiles,Folders,Manager,LocalFiles"
```

EXE:

```
"INVOICES 5.9 Installation.exe" /qn  
ADDLOCAL="GeneralFiles,Folders,Manager,LocalFiles"
```

In this example, the required GeneralFiles and Folders are installed, as well as the optional Manager and Optimize. Note that there are no spaces in the string:

```
ADDLOCAL="GeneralFiles,Folders,Manager,Optimize,LocalFiles"
```

Available properties

These properties can be specified on the command line for both full and partial installations.

For a partial installation, add the property to the command line after the features, like this:

MSI:

```
Msiexec.exe /I "INVOICES 5.9.msi" /s
ADDLOCAL="GeneralFiles,Folders,Interpret,LocalFiles" SHARED_FOLDER=C:\temp
```

EXE:

```
"INVOICES 5.9 Installation.exe" /qn
ADDLOCAL="GeneralFiles,Folders,Manager,LocalFiles" SHARED_FOLDER=C:\temp
```

Important: Leave a single space between features and properties. See also "Specifying a path that includes a space."

The SHARED_FOLDER property

The SHARED_FOLDER property specifies the main path where many INVOICES objects will be located, affecting these settings in the [Directory] section of `Eilocal.ini` file:

Setting in Eilocal.ini	Result	Example setting in Eilocal.ini (SHARED_FOLDER=C:\Temp)
Images	<path>\Images	Images=C:\temp\Images
TransferFiles	<path>\Transfer	TransferFiles=C:\temp\Transfer
BatchPaperDir	<path>\BatchPaperDir	BatchPaperDir =C:\temp\ BatchPaperDir
StatLogPath	<path>\Stat	StatLogPath=C:\temp\Stat
ColorImageArchivePath	<path>\ColorImg	ColorImageArchivePath =C:\temp\ColorImg
EventMapDir	<path>\Evmmap	EventMapDir=C:\temp\Evmmap

Example using SHARED_FOLDER in a full installation:

```
"INVOICES 5.9 Installation.exe" /qn SHARED_FOLDER=C:\temp
```

As mentioned above, for a partial installation, add the property to the command line after the features, like this:

MSI:

```
Msiexec.exe /I "INVOICES 5.9.msi" /s ADDLOCAL="GeneralFiles,LocalFiles,
Folders,Interpret" SHARED_FOLDER=C:\temp
```

EXE:

```
"INVOICES 5.9 Installation.exe" /qn
ADDLOCAL="GeneralFiles,LocalFiles,Folders,Interpret" SHARED_FOLDER=C:\temp
```

The GLOBALFOLDER property

The GLOBALFOLDER property is commonly used when installing client workstations in a network installation of INVOICES. It specifies the location of `Eiglobal.ini`, `Ehcharset.ini`, and country profiles (`Eiglobalextra.ini` files), affecting this setting in the [Directory] section of `Eilocal.ini` file:

Setting in Eilocal.ini	Result	Example setting in Eilocal.ini (GLOBALFOLDER=C:\Temp)
GlobalPath	<path>\GlobalPath	GlobalPath=C:\temp\GlobalPath

Example using EXE to install a Verify client that uses a shared GlobalPath:

```
"INVOICES 5.9 Installation.exe" /qn
ADDLOCAL="GeneralFiles,Folders,LocalFiles,Verify"
GLOBALFOLDER="\\myserver\globalpath"
```

The LOCALFOLDER property

Use this property to specify where to put EILocal.

Example using LOCALFOLDER in a full installation:

```
"INVOICES 5.9 Installation.exe" /qn LOCALFOLDER=D:\ReadSoft\INVOICES
```

Example using LOCALFOLDER in a partial installation:

```
Msiexec.exe /I "INVOICES 5.9.msi" /qb
ADDLOCAL="GeneralFiles,Folders,Interpret" LOCALFOLDER=D:\ReadSoft\INVOICES
```

The LOGFOLDER property

The LOGFOLDER property specifies where log files are to be saved, affecting this setting in the [Directory] section of `Eilocal.ini` file:

Setting in Eilocal.ini	Result	Example setting in Eilocal.ini (LOGFOLDER=C:\Temp)
LogFile	<path>\Log	LogFile=C:\temp\Log

If you do not include the LOGFOLDER property on the command line, the default log path is used.

The INSTALLDIR property

Use this property to specify where to install INVOICES.

Example using INSTALLDIR in a full installation:

```
"INVOICES 5.9 Installation.exe" /qn INSTALLDIR=D:\ReadSoft\INVOICES
```

Example using INSTALLDIR in a partial installation:

```
Msiexec.exe /I "INVOICES 5.9.msi" /qb
ADDLOCAL="GeneralFiles,Folders,Interpret,LocalFiles"
INSTALLDIR=D:\ReadSoft\INVOICES
```

Specifying a path that includes a space

As stated above, there must be a single space between features and properties.

If a space also occurs someplace else (in a path, for example), that part must be enclosed by quotation marks ("), like this:

```
msiexec.exe /I "INVOICES 5.9.msi" /qb  
  ADDLOCAL="GeneralFiles,LocalFiles,Folders,Interpret" SHARDFOLDER="C:\my temp\"
```

In this example, there is a space between "my" and "temp", which is why C:\my temp is enclosed as shown above.

Other properties that can be set from the command line

SERVER = SQL Server or Oracle (SQL Server is default).

DATABASE_SERVER = The name of the computer on which the database server is located (SQL) or the Net Service Name of the INVOICES database (Oracle).

DBNAME = The SQL database name.

DBUSERNAME = User name with Admin privileges.

DBUSERPWD = Password to the above user name.

SCANCARD = SCSI or KOFAX (SCSI is default)

APPGUILANGUAGE = GUI language.

Installing INVOICES 5.9

Download the INVOICES 5.9 installation files

1. Navigate to the Lexmark Enterprise Software Customer Portal.
2. In the downloads page, search for all items relevant to INVOICES 5.9, and download them to a temporary folder on your computer.

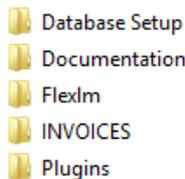
Installing the INVOICES software

During the installation procedure, you are prompted to answer some questions. In most cases, you can click **Next** to use the default settings.

- ⚠ **Warning:** If you have a prior version of INVOICES installed, read “Upgrading INVOICES” before installing the new version.

Note that INVOICE requires Microsoft .NET 4.5 or later to work, but if you are installing on Windows 8 or Windows Server 2012, you will have to enable/install Microsoft .NET 3.5 in the Windows Features on the computer, as well, before you will be able to install INVOICES (in the Control Panel, select **Programs and Features > Turn Windows features on or off > NET Framework 3.5 (includes .NET 2.0 and 3.0) and NET Framework 4.5**).

The contents of the INVOICES installation package is available in the following folder structure:



1. To install INVOICES, go to the temporary folder where the installation package is found, and in the INVOICES folder, open `INVOICES 5.9. Installation.exe`.
2. The installation setup starts. Press **Install** to continue.
3. If not already installed, the installation programs for both OmniPage Ultimate 19 (for ReadSoft products) and ABBYY FineReader 10.5 (for ReadSoft products) are presented so that they can be installed. Specify the installation location(s) and keep the default options.
4. Click **Next** when the **Welcome** dialog is displayed. The license agreement is displayed.
5. Carefully read the license agreement. If you agree with the terms, select **I accept...** and click **Next** to proceed with the installation.
6. Enter the required information in the **Database Access** dialog:
 - **Server Type** – MSSQL or Oracle
 - **Database server** – The name of the computer on which the database server is located (SQL) or the Net Service Name of the INVOICES database (Oracle).
 - **Database name** – The name of the INVOICES database.
 - **Database user login** – The user login needed to access database server.
 - **Database user password** – The user password needed to access the database server.

Click **Next** to continue

7. Select the type of scanner interface you use, and select a language for the user interface. Click **Next** to continue.
8. Customize settings such as the following:
 - Which modules are installed.
 - Where to install them
 - Where various objects are to be saved or found by default—for a network installation, for example.
 - Note that the Services Web Dashboard and Plugins are not selected by default. They must be selected manually to include them in the installation.

Click **Next** to continue.

9. Click **Install** to begin copying the program files. When the installation is complete, click **Finish**.

Notes

- Normally the setup program will prompt you if you need to restart the computer before using INVOICES. However, you can also get an error message when you start a module, stating that `Eilocal.ini` cannot be found. Restart the computer if that happens.
- During installation in addition to OmniPage Ultimate 19 and ABBYY FineReader 10.5, the following programs or components that INVOICES is dependent on are installed automatically. They are added to the computer's **Programs and Features** list and can be uninstalled separately from there if needed. To uninstall everything at once, click **ReadSoft INVOICES 5.9 Installation** and select **Uninstall**.
 - ReadSoft INVOICES 5.9 Installation
 - ReadSoft INVOICES 5.9 Mergemodules
 - ReadSoft INVOICES 5.9

Installing the license manager (FLEXIm)

We recommend that users running INVOICES in a network install a license manager on one computer. The Flexible License Manager (FLEXIm) makes INVOICES available anywhere on a network.

For installation instructions, see *Installing FLEXIm for INVOICES*, a ReadSoft document that is available on the installation CD. On the main installation menu, click **Documentation**. Then click **FLEXIm license manager**.

If you are upgrading from a version of INVOICES prior to INVOICES 5-4, you must reinstall FLEXIm. This procedure is also explained in the above document.

For any other information about FLEXIm, contact your ReadSoft representative.

Connecting the hardware lock

To prevent unauthorized use of the software license, a hardware lock (a USB dongle) has sometimes been supplied. Note that you must use the dongle that was provided for your particular installation if this is the case.

- **Do not insert the hardware lock until after INVOICES is installed.**



The correct driver must be used. This is described in *Installing FLEXIm for INVOICES*, a ReadSoft document that is available on the installation CD. On the main installation menu, click **Documentation**. Then click **FLEXIm license manager**.

Installing COLLECTOR

COLLECTOR 6-4 can be installed with INVOICES to add input possibilities using email or XML invoices.

For installation instructions, see *ReadSoft COLLECTOR Installation and Quick start guide.pdf*.

Installing scanner drivers

Scanner drivers are not installed with INVOICES 5.9. You must obtain and install them separately.

To verify the correct scanner for your INVOICES version, contact your Lexmark representative.

Scanners certified for use with INVOICES 5-2 Service Pack 8 or later

Install the scanner manufacturer's ISIS installation.

Scanners first certified for use with an INVOICES version earlier than 5-2 Service Pack 8

Obtain the drivers from ReadSoft Support.

Exception: With the following scanners, use the scanner manufacturers' own drivers.

- Kodak scanners in the i200, i600, or i800 series
- Canon DR-6080 or DR-9080C

Installing drivers for scanner interfaces

Kofax Adrenaline cards

The latest ImageControls drivers can be obtained from Kofax's website at <http://www.kofax.com>. You can also contact your local dealer or ReadSoft AB in Sweden, or you can obtain drivers from [Lexmark Support](#).

INVOICES always tries to scan using the scanner selected as the "default" scanner in the Kofax Scanner Manager utility (**KSM** in the Windows Control Panel). Ensure that your scanner is set as the default scanner before scanning with INVOICES.

Other SCSI cards

The SCSI drivers that are included with scanner manufacturers' standard installation are supported.

FireWire cards and USB

The drivers that are included with scanner manufacturers' standard installation are supported.

After installation

Eilocal.ini

The settings for each workstation are saved in the `Eilocal.ini` file. The settings are made during installation and normally do not require manual changes. Do not change these entries unless you are sure they need to be changed, and you know how to change them.

The default location of this file:

- Windows Server 2003 SP2: `C:\Windows`
- In the newer operating systems: `C:\Users\Public\ReadSoft\INVOICES`

Eiglobal.ini

Settings that are applied to all workstations in an installation, for example shared paper sizes, are saved in `Eiglobal.ini`. The settings are made during installation and normally do not require manual changes.

The default location of this file:

- In Windows Server 2003 SP2: The INVOICES root directory, normally `C:\Program Files\ReadSoft\INVOICES`
- In the newer operating systems: `C:\Users\Public\ReadSoft\INVOICES`
- **Note:** From INVOICES 5-4 SP1 and onward, the database password is encrypted by default. If you upgrade from a version prior to INVOICES 5-4 SP1 and choose to copy the Password setting from the old `Eiglobal.ini` file to the new one, you must also change `EncryptedPassword` to 0. Since `UseEncryptedPassword` is set to 1 by default, INVOICES then encrypts the value in the Password setting the first time a module is started, and sets `EncryptedPassword` to 1 to indicate that the password is now encrypted.

Ehcharset.ini

`Ehcharset.ini` contains character sets and other settings for interpretation. INVOICES uses the character set for the language listed for `DefaultCharSet` in `Eiglobal.ini`.

The default location of `Ehcharset.ini`:

- In Windows Server 2003 SP2: The INVOICES root directory, normally `C:\Program Files\ReadSoft\INVOICES`
- In the newer operating systems: `C:\Users\Public\ReadSoft\INVOICES`

See *INVOICES Help* for more information about `Ehcharset.ini`.

User authorization

INVOICES has a user authorization system that is enabled by default. The default user “admin” can be deleted once you set up your own users. The password for admin is “secret”.

To enable or disable user authorization, select **User authorization** on the **Settings** menu in Manager. When user authorization is enabled for a module, a user who starts the module must be authorized to do so. There are two types of user authorization:

1. Local user – INVOICES’ built-in system to control user access. Users must enter a user name and password to log in to the module. Enabled by default.
2. Network authentication – Uses Microsoft Windows users and groups to control access to INVOICES.

Which type of authorization specific users use is set in their user profile. You define users using the **Users** object bar in the Manager module.

All of this is explained in detail in *INVOICES Help*.

Setting up Windows users and user groups

As one part of configuring your network, you can create a unique Windows user name for each INVOICES user and include the users in INVOICES-oriented groups. This is useful when the volume of invoices is high.

Including users in program-oriented groups requires system administration knowledge. Refer to Windows online help for further information about user names and groups.

Benefits

- Permissions can be used to prevent unauthorized users from accessing sensitive data on shared INVOICES network resources.
- You can use VBA and batch files to make INVOICES report to users. Example:

```
OnJobNoMoreInvoices: Shell NoMoreInvoices.bat
Contents of NoMoreInvoices.bat: c:\>net send administrator "Transfer module
number 2 has no more invoices available."
```

Recommended procedure

- Create a unique Windows user name for each user who will work with INVOICES.
- Create six groups of users that correspond to the six different INVOICES modules, as shown in the table below.
- Include each user in one or more of these groups, assigning the permissions recommended in the table, depending upon the user’s role in the INVOICES system.

The permissions are:

- R (Read)
- W (Write)
- D (Delete)
- Change (All permissions)

Path name	Manager group	Scan group	Interpret group	Verify group	Transfer group	Optimize group
GlobalPath	Change	R	R	R	R	R
Programs	Change	R	R	R	R	R
LogFile	Change	RW	RW	RW	RW	RW
Images	Change	RW	R	R	RD	R
TransferFiles	Change	R	R	R	RWD	R
BatchPaperDir	Change	R	R	R	R	R
ColorImageArchivePath	Change	R	R	R	R	RWD
EventMapDir	Change	R	R	R	R	R

Default path for each setting

Each setting below is followed by the default path in the respective operating systems.

- GlobalPath
 - WS2003:* C:\Program Files\ReadSoft\INVOICES
 - Newer OS's:** C:\Users\Public\ReadSoft\INVOICES
- Programs – C:\Program Files\ReadSoft\INVOICES\Bin
- LogFile
 - WS2003:* C:\Program Files\ReadSoft\INVOICES\Log
 - Newer OS's:** C:\Users\Public\ReadSoft\INVOICES\Log
- Images
 - WS2003:* C:\Program Files\ReadSoft\INVOICES\Images
 - Newer OS's:** C:\Users\Public\ReadSoft\INVOICES\Images
- TransferFiles
 - WS2003:* C:\Program Files\ReadSoft\INVOICES\Transfer
 - Newer OS's:** C:\Users\Public\ReadSoft\INVOICES\Transfer
- BatchPaperDir
 - WS2003:* C:\Program Files\ReadSoft\INVOICES\Bin
 - Newer OS's:** C:\Users\Public\ReadSoft\INVOICES\Bin
- ColorImageArchivePath
 - WS2003:* C:\Program Files\ReadSoft\INVOICES\ColorImg
 - Newer OS's:** C:\Users\Public\ReadSoft\INVOICES\ColorImg
- EventMapDir
 - WS2003:* C:\Program Files\ReadSoft\INVOICES\Evmap
 - Newer OS's:** C:\Users\Public\ReadSoft\INVOICES\Evmap

* WS2003 is not supported by INVOICES 5-8 SP2 or later. The information is included here for reference in case files need to be moved over to a new machine from an older installation when upgrading.

** Windows Vista, Windows 7, Windows 8, Windows 10, Windows Server 2008, etc.

Note: In 64-bit operating systems, for each of the paths mentioned above, the default path is: C:\Program Files (x86)\ReadSoft\INVOICES\...

Back up the INVOICES system

To protect your installation from damage caused by power failure, disk crashes, software errors, incorrect user changes, and so on, it is important to set up routines for backing up program and data files. Please see recommendations and instructions in the *INVOICES System Configuration Guide*.

Troubleshooting

If INVOICES does not work after installation, make sure you have followed the instructions in the *INVOICES Readme*.

Conflicts with anti-virus programs

If possible, it is recommended to deactivate anti-virus software on all INVOICES workstations and servers, and instead use a centralized virus scanning method.

If you must run INVOICES on a PC that also runs an anti-virus program, you may need to configure it to recognize INVOICES and FLEX m as “friendly” programs. At the very least, ensure that INVOICES INI files are excluded from virus scanning. Otherwise invoice processing time can increase drastically.

The procedure depends on your anti-virus program and is outside the scope of this document.

“Cannot find Eilocal.ini” when starting INVOICES

Normally the setup program will prompt you if you need to restart the computer before using INVOICES. However, it can also happen that you get an error message when you start a module, saying that `Eilocal.ini` cannot be found. Restart the computer if that happens.

Confirm that the program is installed correctly

To confirm that INVOICES is installed correctly:

1. After you have prepared INVOICES for production, start an Interpret job and interpret one of the sample invoices provided in the program’s `Samples\Images` directory.
2. After the Interpret job is finished, exit Interpret and run Verify.
3. Open the **Inbox** and make sure the interpreted invoice is displayed in one of the **Inbox** folders.
4. You can now delete the invoice from the database by selecting **Clear databases** in the Manager’s **Administration** menu. When asked what you want to delete, select **Invoice definitions & invoices**.

Problems with installations

- If an installation fails, restart the installation from the command line, using the `/l` switch described in “Command line parameters when Installing INVOICES using the MSI file” to create a log. Then check the log for details about what went wrong.

Confirm that the program works with your scanner

After you ensure that INVOICES is installed correctly, start a Scan job and scan at least one invoice. Ensure that the image looks correct and that the scanner starts and stops on command.

Scanner problems

If you are using a Kofax Adrenaline interface, INVOICES always tries to scan using the scanner selected as the “default” scanner in the Kofax Scanner Manager utility (KSM, found on the Control Panel). Ensure that your scanner is set as the default scanner before scanning with INVOICES.

If you are using a scanner with a SCSI or FireWire interface and it does not appear in the Windows Control Panel, or if you are having trouble connecting to the scanner, try installing ASPI32 version 4.70 or later.

Note: If the card is installed before you install ASPI32, the ASPI32 installation will fail.

For more information about installing your scanner card, see the instructions supplied with it.

Port connection problems on some operating systems

Because of the built-in firewall, some operating systems prevent some ReadSoft products, or products with which they are integrated, from working properly:

- Microsoft Windows Vista
- Microsoft Windows 7
- Microsoft Windows 8
- Microsoft Windows 10

If you encounter problems, please see *Using INVOICES on Windows XP Service Pack 2 or later section of the INVOICES System Configuration Guide*, which is available in the `Documentation` folder on INVOICES' installation CD and in INVOICES' root directory after installation. The file name is `INVOICES System Configuration Guide Eng.pdf`.

Restore the system after a failure

Please see instructions in the *INVOICES System Configuration Guide*.

Where to find more information

If other types of problems occur, refer to the troubleshooting topics in *INVOICES Help* first.

You can access help even if INVOICES is not running. Browse to INVOICES' `C:\Program Files\ReadSoft\INVOICES\Bin` folder and double-click the `INVOICES5-ENG.CHM` file.

Depending on which language version you installed, other versions of *INVOICES Help* might also be available, such as `INVOICES5-SWE.CHM` (Swedish version) and `INVOICES5-ESP.CHM` (Spanish version).

If problems persist, contact your Lexmark representative.