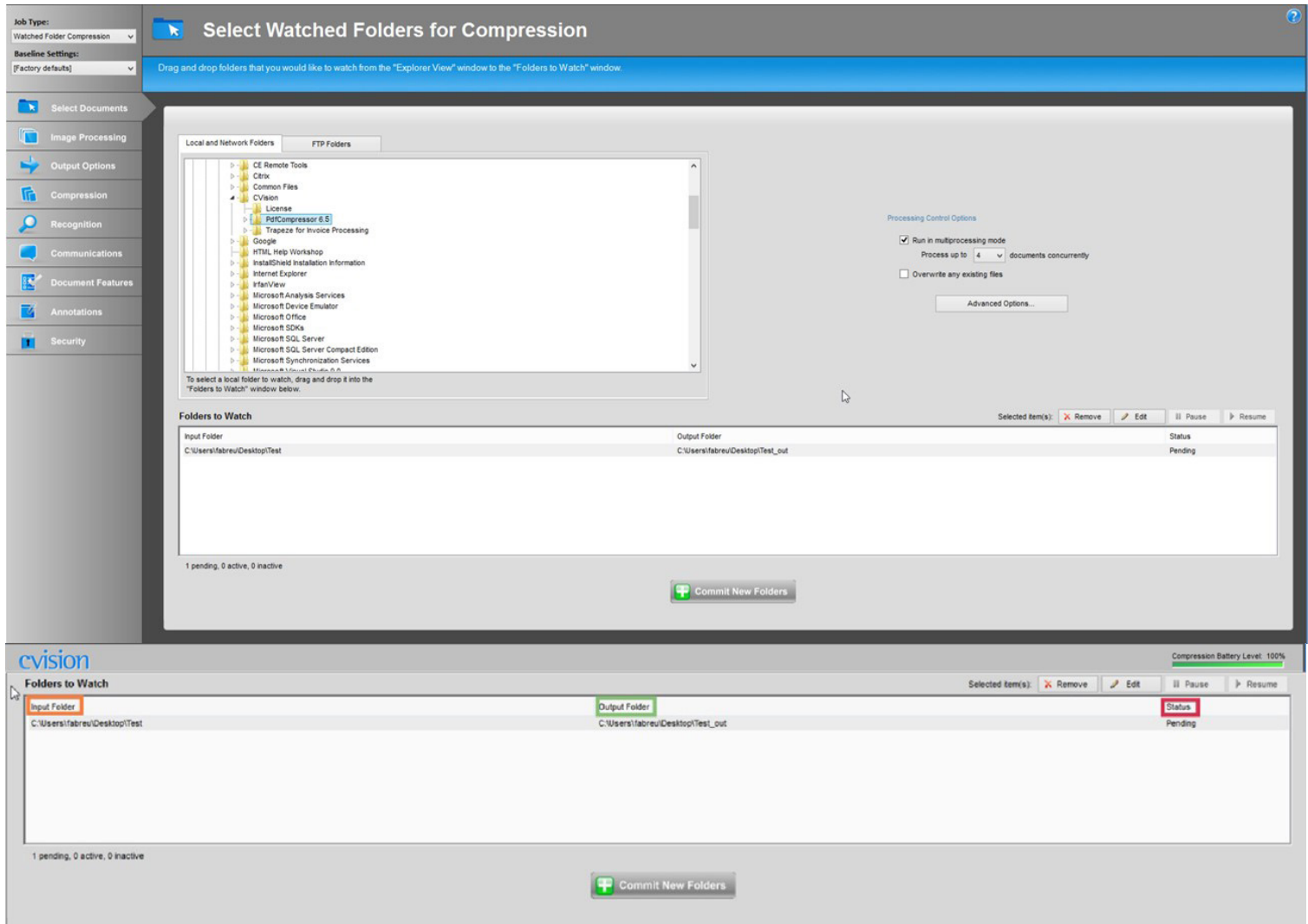


Watched Folder Processing

(Local and Network):

The following document contains information on how to set up a local and network folder to be watched. The GUI (Graphical User Interface, basically the screen that is displayed below) for watched folder mode is very similar to the GUI in Batch Mode with the exception of the “Select Watched Folders for Compression” screen. This screen allows the user to up the source folder(s) which the service will be monitoring.

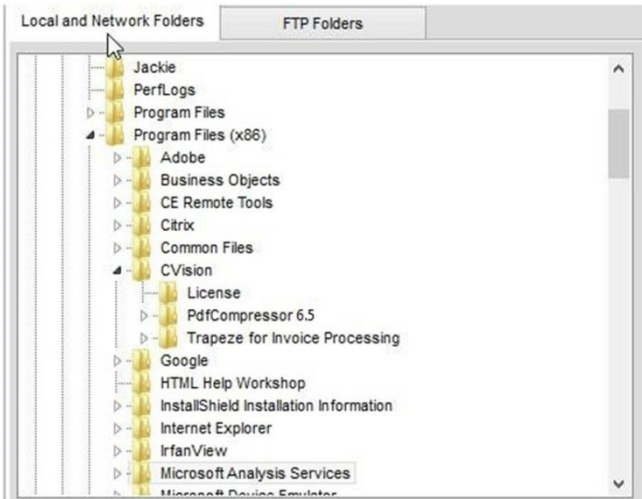


Input Folder: This is the location of the folder(s) which the user would like the service to watch (this is where the user can place the files/folders to be processed).

Output Folder: This will tell the user where the output documents will be located once they have been processed.

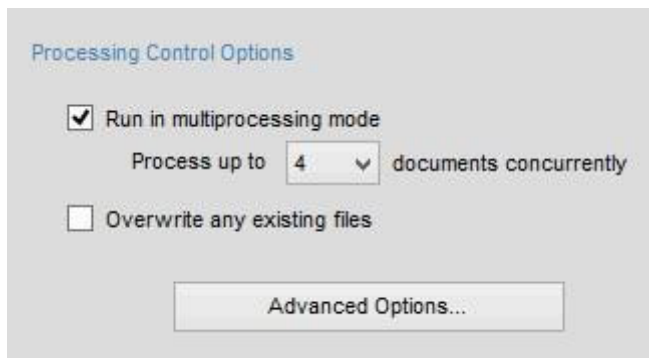
Status: this will show the user what state the watched folder is in. For example Pause, Running, Pending etc. Above the “Status” there are a few items that help the user control each watched folder. Using these buttons the user can remove a watched folder, can edit the basic settings of the watched folder or the user can control the state of the watched folder.

NOTE: The user can drag and drop folders FROM the “Windows Explorer” window into the “Folders to Watch” white space.

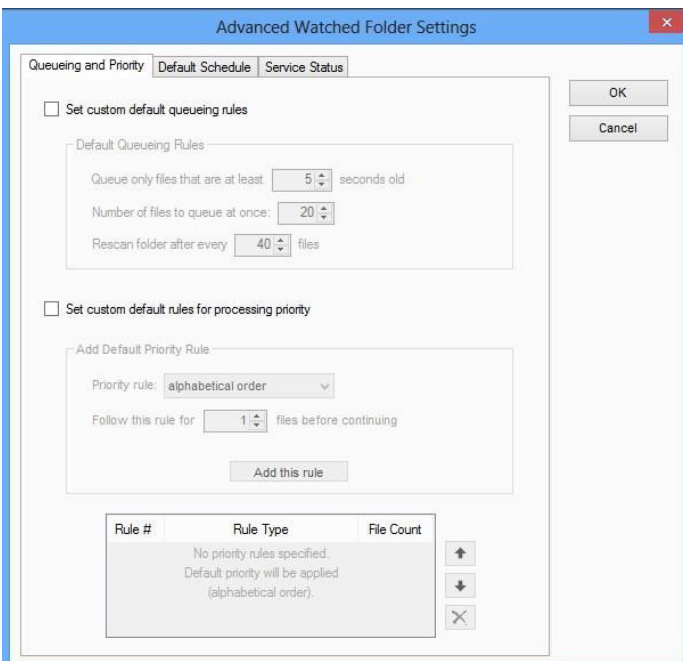


The screen shot to the left identifies another area in the GUI where the user can browse folders to be watched. From here the user can once again **drag and drop** it to the white space under folders to watch.

Another area of the Select Folders screen is the “Processing Control Options” box.



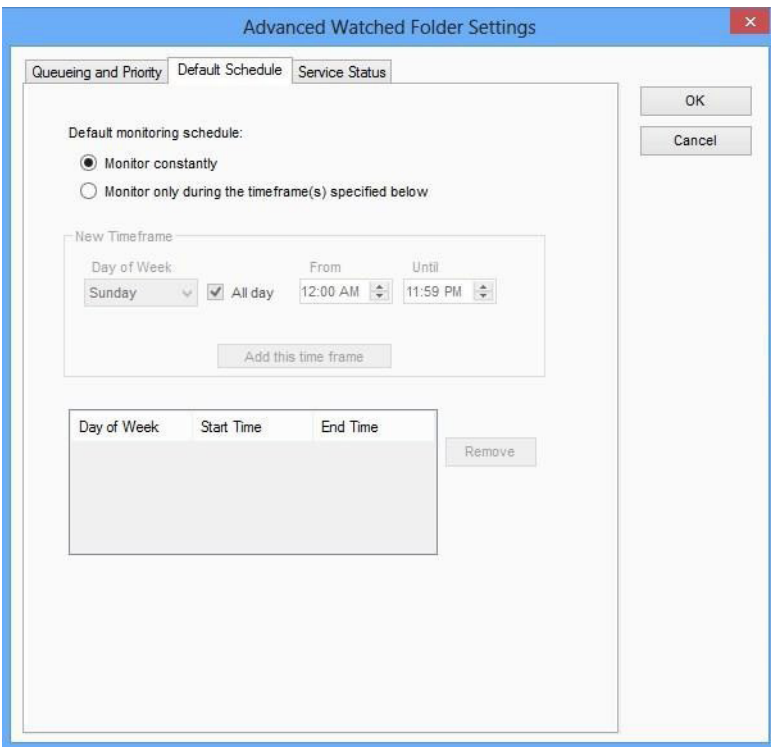
From the following the user can choose how many cores of the machine the user would like to utilize by running the software in multiprocessing mode. When all cores are selected the processing speed will be maximized and the service will be using 100% of the machines CPU.



“Advanced Options...” will open up the “Advanced Watched Folder Settings” window.

Under the Queueing and Priority tab, the first check box that appears is to enable custom queuing rules. These rules will dictate when a file is pulled from the watched folder and queued to be processed.

The second check box is to add a rule to dictate which order the files in the queue will be

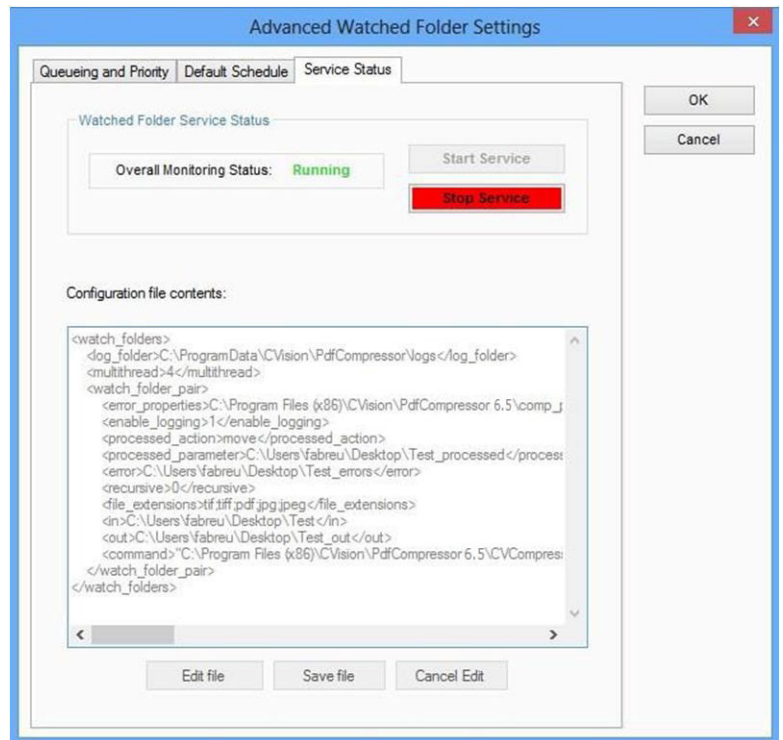


The second tab of the advanced settings is the tab to set up a schedule for processing the files. This tab scheduler will be the schedule for all folders that are being watched by the service. This will globally set the schedule (to define the schedule per watched folder please see page 4).

The box to the right shows the service status. It is also an easy way to start and stop the service. The user can also edit the watched folder configuration file here manually by selecting the “Edit file” button.

NOTE: Before making modifications to the configuration file please save a copy of the working watched folder configuration file which the GUI generated.

NOTE: Each watched folders status can be changed from the “Select Folders” screen, please see page 1 for more information.

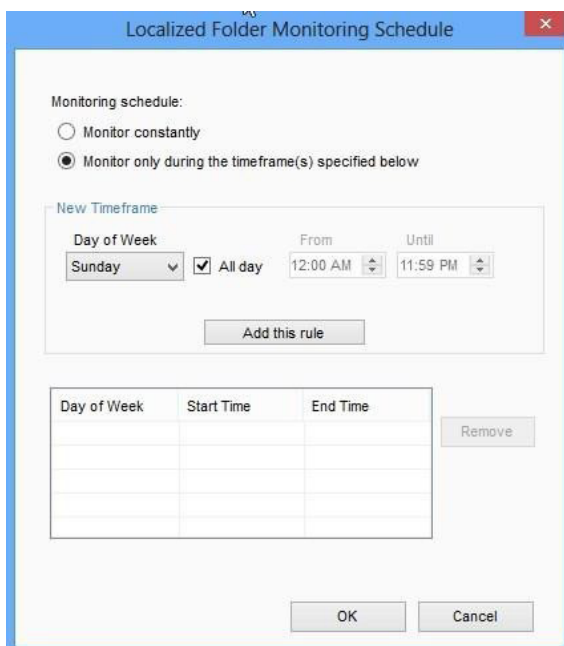
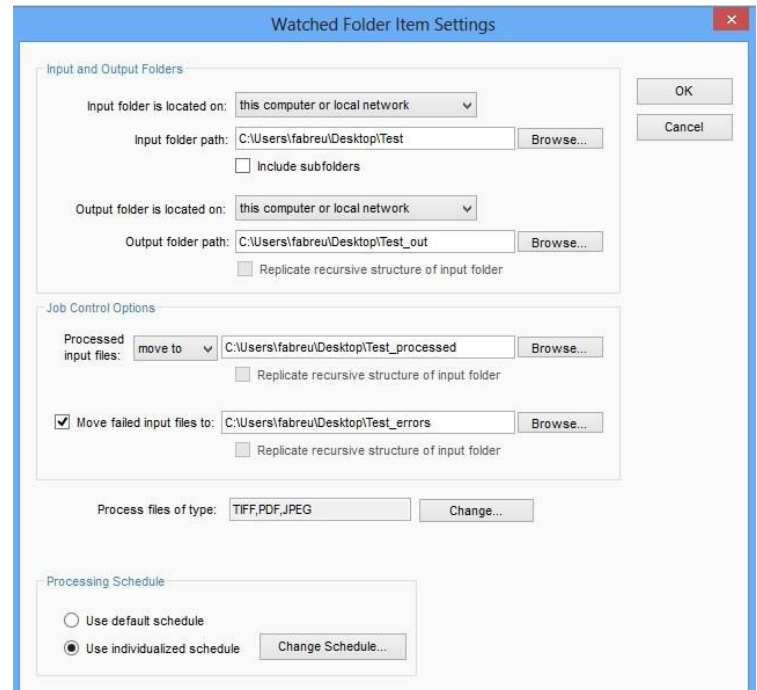


When the user drags and drops a folder to be watched into the “Folders to be Watched” white space, the box below will pop up.

There are a few options here, such as where the user would like the output to appear. Also with this screen the user can select what action to take with the processed (original) files. The user is also able to choose the file types the user would like to compress.

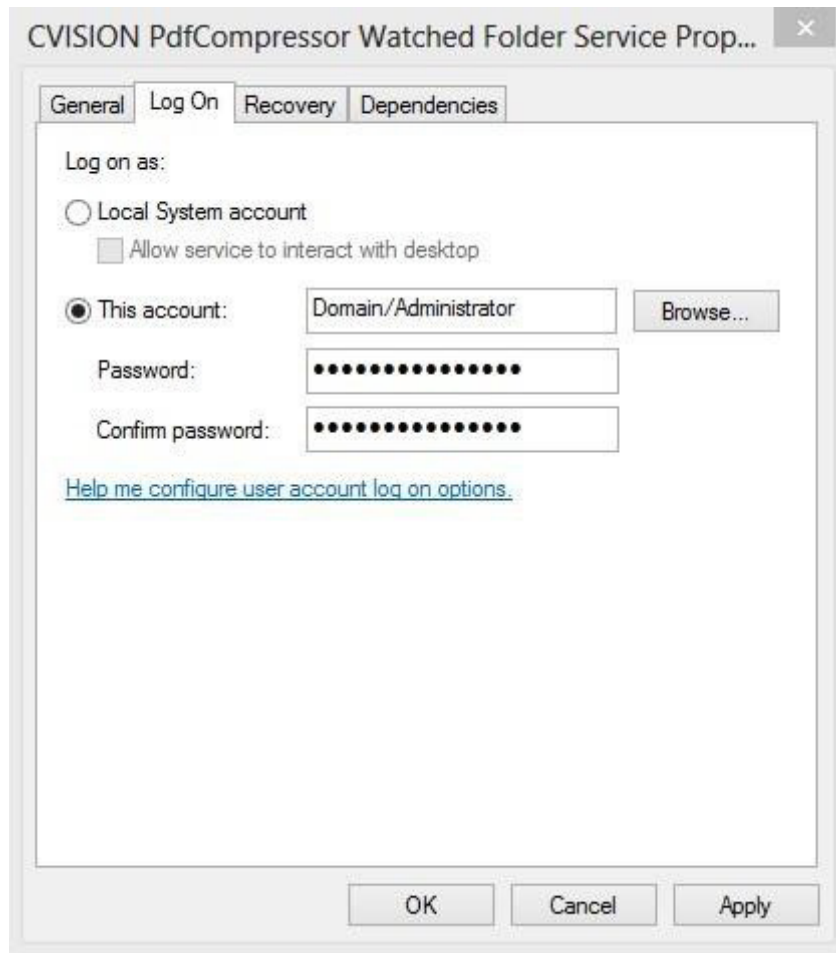
This is also the screen where the user would select where to move the error files to in the event a file does not process (due to things such as license errors or if a document is password protected).

At the bottom of this screen there is button to use individualized schedule. Once pressed the user will get the below pop-up.



This is where the user can configure the watched folder service to only process files during certain time periods. Or can simply leave it on the default setting which is “**Monitor Constantly**”, this will process any files that are dropped into the watched folder(s).

This scheduler is on a per folder basis. This will define the schedule for a particular watched folder, in other words this is where the user could define the schedule locally as opposed to globally (to set the schedule globally please see page 3).



To enable the watch folder service over a network:

Rule 1- Use UNC notation as opposed to map annotation.

Rule 2- Grant CVISION Service administrative privileges for all watched folders.

Steps are as follows:

1. Right click on my computer and select **“Manage”**
2. From the menu on the left side of the window select **“Services”**
3. Select **“Services”**
4. On the right side find the **“CVISION PdfCompressor Watched Folder Service”** and double click it
5. Select the **“Log On”** tab
6. Select **“This Account”**
7. Enter the domain administrator that has rights to run a service over the network.