



EUROPEAN COMMISSION

LEGAL SERVICE
IT GROUP

SUPPLEMENTARY SPECIFICATION - DOCUMENT SCANNING

This document contains the specifications describing the way physical (paper) documents are going to be scanned in the Legal Service. First, we describe the way scanning is supposed to be done in a use case, and then we give the details of the proposed implementation.

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1. USE CASE FOR DOCUMENT SCANNING

Although the following use case mentions Ares as an example, this use case applies to any document scanning need, provided the size of the document allows it to be fed to the scanner in a single batch.

1.1. Basic Flow: Scan an attachment available as paper through scanning

The user has an attachment available as paper. It may be an incoming mail or an outgoing mail for which recording of the handwritten signature is necessary.

She/He may need to attach it to an Ares document either:

- To a saved document,
- To a registered document using the 'modify special' feature in exceptional cases.

The first step is to scan the document to produce an electronic attachment file from the paper attachment.

The user goes to the scan and identifies her/himself. Two methods are available for identification on the scanner, depending on the hardware:

- Through the scanner screen and/or keyboard using her/his NET1 account (only on Digital Sender),
- Through a special paper page 'Personal barcode separator page' which will authenticate her/him automatically.

Once identified, the user proceeds by scanning the paper attachment following available instructions. She/He can enter in the 'subject' field, the save number/reference number for the document. The text entered here is free: the purpose of using a naming convention is only to retrieve later a scanned electronic attachment files among others in a folder.

He has the choice between two electronic formats:

- TIFF : pure scanning ,
- PDF text : scanning + OCR.

He chooses 'TIFF' because this is the one recommended for scanning of documents which are to be loaded later in Ares where OCR and PDF conversion will be taken in charge.

After a few minutes, the user receives a notification of the processed electronic attachment in his mailbox.

The link to the processed electronic attachment .TIF file is included into this email. The corresponding attachments file is stored in a personal 'My scans' share. This share is protected and available only to her/himself. The name of the scanned

attachment file is made up of the memo/subject the user entered when he was on the scanning device.

Then, he has to import the electronic attachment in Ares . By a proper use of the naming convention, it is straightforward to know which scanned attachment file has to be attached to which Ares document and the related meta-data.

1.2. Special Requirements

1.2.1. < Interface(s) with other Systems>

The system will be compatible with the current set of SJ scanning hardware (Digital Senders and Multi Function Devices).

1.2.2. Processing of large documents

The current system for splitting of large documents will have to be modified so that it is independent of Ares or the Solon Repository. The resulting file will have to be imported in Ares. Limitation regarding the size of files for importation in Ares will have to be assessed.

1.2.3. Security Requirements

Use of the scanning facilities is open to all SJ users. Possibility to import the attachment in Ares will be linked to Ares rights, like it was for the Repository.

2. TECHNICAL SPECIFICATIONS

2.1. Filesystem configuration

Each user will need a folder where the scanning workflow eventually puts the scanned document files.

2.1.1. "MyScans" folder

Each user of the Legal Service will need a "**I:\MyScans**" folder located on his private share of a network drive to hold the scanned files.

- Only he and administrators and workflow scripts should be able to access this folder.
- A unc path to this folder should be straightforward to figure out by the workflow scripts, given the user Net1 login , for instance: <\\sjfiler\home\abandje\MyScans>
- Scheduled clean-up: to avoid an ever increasing folder size, these folders should be "cleaned up" in an automated way on a daily basis, and files older than **10 days** should be deleted.

2.1.2. "My Scans" shortcut (nice to have)

It would be nice to have a "**My Scans**" windows shortcut file:

- Located into the user's (profile) "My Documents" folder
- Linking to the user's "I:\MyScans" folder

2.2. Scanning hardware configuration

The described hardware configuration should be setup on our own (IT) machines for setting up and testing the service. At some later date, it should be made available on all other devices before the Ares migration by end September 2010. This is considered as an improvement that will ease the Ares migration although, as stated previously, it does not imply technical connection with Ares.

2.2.1. MFD (copiers) configuration

Copiers would need to have 2 scanning destinations defined and attached to "logical buttons" available on the screen when the copier is in scanning mode.

- My Scans TIFF: this should send the scanned files to <\\sjscanr\lanier\myscanstiff> . As this feature will eventually replace the existing "SELF SERVICE SCAN" button, this button and its associated <\\sjscanr\lanier\scanneddocs> should eventually be deleted.
- My Scans PDF : this should send the scanned files to <\\sjscanr\lanier\myscanspdf>

2.2.2. Digital Senders configuration

2 sets of scanning should be possible:

2.2.2.1. Without prior Net1 login

2 buttons should be available on the screen, allowing the user to choose between:

- My Scans TIFF: that would send scanned files and hps metadata file to <\\sjscanr\ds\myscanstiff>
- My Scans PDF: that would send scanned files and hps metadata file to <\\sjscanr\ds\myscanspdf>

Each one of these applications should allow the user to enter free text into a non mandatory "Subject" field.

2.2.2.2. After Net1 login on the DS

Same setup as in 2.2.2.1 , it is there expected that the hps metadata will contain the user login or email address.

2.3. Workflow operations

2.3.1. DigiSend script

This script will fetch files scanned on Digital Senders to extract their metadata and either:

- Send them directly to the user's MyScans if they were scanned after Net1 authentication
- Send them to the BarRead script's MyScans application for Barcode processing if they were scanned with a Barcode page.

2.3.2. BarRead script

This script will:

- Fetch files scanned on MFD to process them
- Receive from DigiSend files scanned on DS without Net1 authentication for barcode processing.

