Table of Contents

Key Personnel Information 1

System Overview 2

Purpose 3

Technical Support 3
- Submitting Support Requests 3
- Support Hours 3
- Incident Response 3
- Escalation Procedures 3
- Remote Support 3
- Professional Services and Maintenance Program 4
- Requesting Projects 4
- Questions and Additional Information 4

Administrative User ID's and Service Accounts 4

Server Environment 5
- *Install Notes* 5

Document Capture (Kofax environment) 1
- Ascent Capture Batch Classes 1
- Document Level Field Definition 4
  - *Annual Reports Archive 1 pg Appl Batch Class* 4
  - *Annual Reports Archive Sep AppID Batch Class* 5
  - *Annual Reports Import Batch Class* 5
  - *Charities Archive Batch Class* 5
  - *Charities Workflow Batch Class* 6
  - *Charity Front Counter W Barcode Batch Class* 7
  - *Checks Batch Class* 7
  - *Corporations Front Desk Barcode Batch Class* 7
  - *Corporations Workflow Batch Class* 8
  - *Domestic Partnership CoverSheet Batch Class* 8
  - *Domestic Partnership HandPrint Batch Class* 9
  - *Domestic Partnership MachineType* 10
  - *Return Mail W/ Barcode Batch Class* 13
  - *TradeMarks Batch Class* 14
  - *TradeMarks Active Batch Class* 14
- Pick Lists 15
- Indicius Batch Classes 16
- Indicius Field Definitions 17
  - *Checks1* 17
  - *Dissolutions* 17
  - *Non-Profit Workflow* 17

ILINX Import Agent Configuration 18

Document Archiving (Oracle IPM environment) 19
- *Oracle IPM Archive Applications* 19
- *WSOSImage Application Definition* 19
- *WSOSChcks Application Definition* 20
- *TradeMark Application Definition* 20

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System Summary

KEY PERSONNEL INFORMATION

Client Name	Washington State Office of the Secretary of State Corporations Division
System Core Software Names	WState OSOS ECM System Software - Oracle IPM v 7.7 (R10 G3) Kofax Capture v8 ILINX Release Script
Client Executive Sponsor	Pamela Floyd, Director pfloyd@secstate.wa.gov 360.725-0310
Client Project Manager	Bill Teed bteed@secstate.wa.gov 360.725.0300
WS SecState Network & Desktop Services Manager	Mike Huntley mhuntley@secstate.wa.gov 360-586-4662
ImageSource Project Manager	Neil W. Lindsey, ECM[M], CDIA+ Neill@imagesourceinc.com 206.396.8932
ImageSource Systems Engineer	Jeff Doyle, Sr. Systems Engineer jeffd@imagesourceinc.com 206.396.0008
ImageSource Systems Engineer	John Linehan, Sr. Systems Engineer johnl@imagesourceinc.com 360.239.7778

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SYSTEM OVERVIEW

System	**Washington State** Office of the Secretary of State – Corporations Division Enterprise Capture System – Kofax Capture, ILINX Release
ImageSource Assigned Staff	**Project Manager:** Neil W. Lindsey - *ImageSource, Inc.* **Sr. Systems Engineer:** Jeff Doyle - *ImageSource, Inc.* **Sr. Systems Engineer:** John Linehan - *ImageSource, Inc.*
Overview of System	The production system contains the following key elements:

Capture Methods:
Scanning using Kofax Capture 8.0. Images are released to Oracle IPM using the ILINX Kofax to Oracle Release Script. The Kofax Capture system is configured as a client/server environment.

IPM Application:
All workflow documents are stored in the WSOSImage application. Checks are scanned and stored in the WSOSChcks application.

Retrieval:
All images are retrieved using the IPM Windows Client by either selecting the Package Attachment in Process or through a Saved Search in Imaging.

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PURPOSE

This document is an Administrators Manual for the Washington State Office of the Secretary of State ECM Capture system. The Capture system is composed of multiple software platforms providing services in the following areas; capture, document archiving, e-forms and content management. This manual is organized in sections addressing each of those platforms and the administrative areas of focus and concern for the respective platform.

TECHNICAL SUPPORT

SUBMITTING SUPPORT REQUESTS

We encourage you to submit support requests directly via our ImageSource web support form. The form is directly linked to our internal ProSYNC support tracking systems. Using the support form can dramatically reduce the amount of time spent gathering fundamental information regarding the support request and decrease the time needed to resolve your problem. The form is located at:

http://www.imagesourceinc.com/Support/ContactSupport/index.htm

Support requests can also be submitted via phone:

- Dial in Support Request: 360.943.9273

SUPPORT HOURS

Normal support hours are 8:30am-5:00pm, Pacific Time, Monday through Friday, excluding holidays. Options for support outside those hours are available. Work performed outside normal support hours will be at our standard overtime rate.

INCIDENT RESPONSE

ImageSource will use its best efforts to respond to a request for services within one hour after report of an incident. If on-site diagnosis or service is necessary, then ImageSource will use its best efforts to arrange for such diagnosis or service to take place within eight business hours after a determination is made that it is necessary.

ESCALATION PROCEDURES

If our Technical Support staff cannot resolve your issue in a timely manner ImageSource has a number of resources that we call upon to ensure that your system is operational as soon as possible. That includes our experienced Professional Services staff and key contacts in our vendor technical support, development, and executive management groups.

Our objective is to be your partner in ensuring that your system is operational when you need it. Our technical support and management team is dedicated to making that happen.

REMOTE SUPPORT

ImageSource Technical Support can provide remote support through a variety of remote diagnostic tools. This will speed resolution of incidents and minimize the impact of problems on your users. Check with Technical support on requirements and options for remote support.

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PROFESSIONAL SERVICES AND MAINTENANCE PROGRAM

Pre-purchased Professional Services & Maintenance (ProSAM) support hours are used for support services. ProSAM hours can be purchased through your Account Executive.

ProSAM hours can also be used for a variety of other services such as consultation, standby support, reinstallation, training, analysis, project management, minor projects, enhancements, upgrade and update installation and documentation. See the following section for more information on your options.

REQUESTING PROJECTS

As an ImageSource client, our Professional Services group is available to help you with projects ranging from minor changes to full, integrated workflow design and implementation. We will use the appropriate level of support for your project needs.

- **PROSAM Hours** can be used for small time and materials or consulting type projects.
- When you have a small project we can use our ***ImageSource Express Project Management Methodology.*** These projects give you a quicker turnaround with a fixed project price.
- When you have complex or high business value projects we will use our full ***ImageSource Project Management Methodology.*** This helps to ensure the success of your project at a fixed price.
- Any of these projects can be initiated simply by submitting a request using the normal web form at: http://www.imagesourceinc.com/Support/ContactSupport/index.htm

QUESTIONS AND ADDITIONAL INFORMATION

For more details about your technical support options, rates, standard ImageSource holidays please refer to your ImageSource Software Support Agreement. Or contact your Account Executive or ImageSource at 360.943.9273.

ADMINISTRATIVE USER ID'S AND SERVICE ACCOUNTS

The user accounts listed below have been created for the purposes of administrating the different components of the system. Some of these accounts are used to run services on the Windows server. Others may be application specific user ID's.

Domain	User ID	Password	Description
SecState	srvcacorde_workflow	2266#WLW@cjv!R	This account is a generic service account used for the following functions: • ImageSource ILINX Release Script – Oracle IPM connection
Training	Administrator	techgod	This is the Administrator account for the Training domain.
n/a	Acordeuser	3dr0c@	SQL Account used for Kofax DB Lookups.

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SERVER ENVIRONMENT

The table below identifies the servers that comprise the Imaging system.

Domain	Server Name	IP Address	Location	Dev\Prod	Description\Function
SECSTATE	CORPONLINEREG	198.238.204.117	Server Room	Prod	Web Process Monitor
SECSTATE	STORAGE3	198.238.204.120	Server Room	Prod	Storage Server
SECSTATE	REQUESTBROKER3	198.238.204.119	Server Room	Prod	Request Broker
SECSTATE	PROCESSBROKER3	198.238.204.125	Server Room	Prod	Process Broker
SECSTATE	INFOBROKER3	198.238.204.126	Server Room	Prod	InfoBroker Server
SECSTATE	INTERNALWEBCORP	198.238.204.121	Server Room	Prod	IIS Web Server
SECSTATE	WEBSERVER	198.238.204.77	Server Room	Prod	IIS Web Server
SECSTATE	SOSSLCORP3	198.238.204.124	Server Room	Prod	SQL Server
SECSTATE	KOFAXRELEASE1	198.238.204.144	Server Room	Prod	Kofax Release Server
SECSTATE	KKOFAXRECON1	198.238.204.143	Server Room	Prod	Kofax Server
SECSTATE	INDICIUS1	198.238.204.142	Server Room	Prod	Indicius Processing Server
SECSTATE	INDICIUS2	198.238.204.142	Server Room	Prod	Indicius Processing Server

INSTALL NOTES

- Installation of the client is performed by running Setup.exe from the \AscentSV\WrkInst directory.
- This Kofax Ascent Capture environment is patched with the Ascent Capture 7.5 SP3 which is required for Patch Code separation to function. The patch has been applied to the server so all new client workstations receive it upon install.

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DOCUMENT CAPTURE (KOFAX ENVIRONMENT)

The document capture portion of the WA OSOS IDARS system is performed by the Kofax Ascent Capture Platform. Hardcopy standard sized documents are scanned via Kofax Ascent Capture using a scanner. All imaged documents will be validated or indexed using Kofax Ascent Capture to ensure database lookup capabilities.

ASCENT CAPTURE BATCH CLASSES

Name	Description	Document Separation	Details (i.e. lookups, etc...)	Queues	Release Application	Process Release Settings
Annual Reports Archive 1 pg Appl	Processes single sheet (front and back) annual reports already worked by the Department of Licensing. Looks up report data based on the MLS application ID number. Document separation is by page count.	Fixed Page (2)	DB Lookup against 'SOSApps' table in the Context database	• Scan • Validation • Release	WSOSImage	
Annual Reports Archive Sep AppID	Processes multiple sheet annual reports already worked by the Department of Licensing. Looks up report data based on the MLS application ID number. Document separation is by patch code separator.	Kofax Patch Code Separators	DB Lookup against 'SOSApps' table in the Context database	• Scan • Validation • Release	WSOSImage	
Charities Archive	Archive class for previously worked charities program documents.	Kofax Patch Code Separators	**Validation Scripting:** Database lookup against 'vw_charity' in Charities DB to populate Name and EIN fields based on RecID field **OR** EIN and RecID fields based on Name.	• Scan • Validation • Release	WSOSImage	
Charities WorkFlow	Batch class for incoming charity, charitable trust and fundraiser documents. Places workflow packages in the charities queue.	Kofax Patch Code Separators	DB Lookup against 'vw_ScanLookupWithEIN' view in the Charities database **Validation Scripting:** Upon Document Load a function to get the Appid from a Stored Procedure in the Datamart database runs.	• Scan • Validation • Release	WSOSImage	Start Process- • Find or New Package • Restart Package • Add Attachment Package Search Field = APPID

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Name	Description	Document Separation	Details (i.e. lookups, etc...)	Queues	Release Application	Process Release Settings
Charity Front Counter W Barcode	Archive batch class to scan completed charities program documents already worked at the counter and associate the documents with the data from the front counter transaction.	Barcode	DB Lookup against 'vw_IndexByAppID' view in the Charities database	• Scan • Validation • Release	WSOSImage	
Checks	Archive batch class to record payment instruments for use in audit, locating filings and processing refunds.	Fixed Page (2)		• Scan • Validation • Release	WSOSChcks	
Corporations Front Desk Barcode	Archive batch class to scan completed corporations program documents already worked at the counter and associate the documents with the data from the front counter transaction.	Barcode	DB Lookup against 'TransactionEntity' table in the DataMartProd database	• Scan • Validation • Release	WSOSImage	
Corporations Workflow	Batch class for incoming corporations program documents. Places workflow packages in the licensing or corporations queues.	Kofax Patch Code Separators	DB Lookup against 'entity' table in the DataMartProd database **Validation Scripting:** Upon Document Load a function to get the Appid from a Stored Procedure in the Datamart database runs.	• Scan • Validation • Release	WSOSImage	Start Process- • New Package • Add Attachment Package Search Field = APPID
Domestic Partnership CoverSheet	Batch Class for Domestic Partnership documents created at the front counter.	Barcode	Barcode with AppID value encoded in it for coversheet. **Database Validation:** Lookup based on the AppID to populate Doc Type and TrackingID.	• Scan • Recognition Server • Validation • Release	WSOSImage	Domestic PartnerShip Process - • Find or New • Add Attachment • Out of Flow
Domestic Partnership HandPrint	Batch Class to OCR Domestic Partnership documents filled out by hand.	Barcode	**Validation Scripting:** Upon Document Load a function to get the Appid from a Stored Procedure in the Datamart database runs. Document Class is determined by a Form ID zone.	• Scan • Recognition Server • Validation • Release	WSOSImage	Domestic PartnerShip Process - • Find or New • Add Attachment • Start Mail Process

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Name	Description	Document Separation	Details (i.e. lookups, etc...)	Queues	Release Application	Process Release Settings
Domestic Partnership MachineType	Batch Class to OCR Domestic Partnership documents filled out on the computer.	Barcode	**Validation Scripting:** Upon Document Load a function to get the Appid from a Stored Procedure in the Datamart database runs. Document Class is determined by a Form ID zone.	• Scan • Recognition Server • Validation • Release	WSOSImage	Domestic PartnerShip Process - • Find or New • Add Attachment • Start Mail Process
Return Mail W/ Barcode	Batch class for documents corrected by the customer and returned to the Corporations Division to complete a filing or registration. The bar coded app id matches the documents with the existing workflow package in either the charities or corporations program, and moves the workflow package from the pending queue to the appropriate active queue.	Barcode	DB Lookup against 'TransactionEntity' table in the DataMartProd database	• Scan • Validation • Release	WSOSImage	Start Process- • Find or New Package • Out of Flow • Update Package • Restart Package • Add Attachment Package Search Field = APPID
Scan and Release	Batch Class used for quick scanning of images.	Fixed Page (batch is one multi-page tiff)		• Scan • Release	n/a	
TradeMarks	Batch class for scanning existing filed trademarks and populating the trademarks database. Places workflow packages in the Trademarks queue.	Kofax Separator Sheets	**Validation Scripting:** Upon Document Load of 'TradeMarks' Batch Class a function to get the Appid from a Stored Procedure in the Datamart database runs. Custom scripting writes index values to a .ini file locally on the machine in order to pass index values from 'TradeMarks' to 'TradeMarks Sample' Document Classes.	• Scan • Validation • Release	TradeMark	Start Process- • Find or New Package • Restart Package • Add Attachment Package Search Field = APPID

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Name	Description	Document Separation	Details (i.e. lookups, etc...)	Queues	Release Application	Process Release Settings
TradeMarks Active	Batch class for scanning new incoming trademarks. Places workflow packages in the Trademarks Active queue for review and filing.	Kofax Separator Sheets	**Validation Scripting:** Upon Document Load of 'TradeMarks' Batch Class a function to get the Appid from a Stored Procedure in the Datamart database runs. Custom scripting writes index values to a .ini file locally on the machine in order to pass index values from 'TradeMarks' to 'TradeMarks Sample' Document Classes.	• Scan • Validation • Release	TradeMark	Start Active Tradmark- • Find or New Package • Restart Package • Add Attachment Package Search Field = APPID

DOCUMENT LEVEL FIELD DEFINITION

The following table outlines fields to be used in the Batch Class definition.

ANNUAL REPORTS ARCHIVE 1 PG APPI BATCH CLASS

Kofax Field Name	Kofax Field Type	Source	Validation	Context Field Name	Comments
ScanBatchID	VARCHAR (13)	Data Entry on Batch Creation		SCANBATCHID	Batch Level Field
APPID	VARCHAR (13)		Used for DB Lookup	MLSID	
UBI	VARCHAR (9)		DB Lookup	UBIRECID	
Name	VARCHAR (128)		DB Lookup	NAME	
ReceivedDate	DATE		DB Lookup	RECEIVEDDATE	
DOCTYPE	VARCHAR (58)	Default (Annual Report)		DOCTYPE	Hidden Field
2APPID	VARCHAR (13)			VALIDATIONID	Hidden Field
				PROGRAM	Text Constant Release of 'Corporations'

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ANNUAL REPORTS ARCHIVE SEP APPID BATCH CLASS

Kofax Field Name	Kofax Field Type	Source	Validation	Context Field Mapping	Comments
ScanBatchID	VARCHAR (13)	Data Entry on Batch Creation		SCANBATCHID	Batch Level Field
APPID	VARCHAR (13)		Used for DB Lookup	MLSID	
UBI	VARCHAR (9)		DB Lookup	UBIRECID	
Name	VARCHAR (128)		DB Lookup	NAME	
ReceivedDate	DATE		DB Lookup	RECEIVEDDATE	
DOCTYPE	VARCHAR (58)	Default (Annual Report)		DOCTYPE	Hidden Field
2APPID	VARCHAR (13)			VALIDATIONID	Hidden Field
				PROGRAM	Text Constant Release of 'Corporations'

ANNUAL REPORTS IMPORT BATCH CLASS

Kofax Field Name	Kofax Field Type	Source	Validation	Context Field Mapping	Comments
APPID	VARCHAR (13)		Pre-Populated	MLSID	Used for DB Lookup *Required Field*
UBI	VARCHAR (9)		Pre-Populated	UBIRECID	*Required Field*
Name	VARCHAR (128)		DB Lookup	NAME	*Required Field*
ReceivedDate	DATE		DB Lookup	RECEIVEDDATE	*Required Field*
DOCTYPE	VARCHAR (58)	Default (Annual Report)	Pre-Populated	DOCTYPE	*Required Field*
				PROGRAM	Text Constant Release of 'Corporations'

CHARITIES ARCHIVE BATCH CLASS

Kofax Field Name	Kofax Field Type	Source	Validation	Context Field Mapping	Comments
ScanBatchID	VARCHAR (13)	Data Entry on Batch Creation		SCANBATCHID	
Rec ID	VARCHAR (9)	Data Entry on Batch Creation		UBIRECID	
Charity Name	VARCHAR (128)			NAME	
Charity Doc Type	VARCHAR (58)			DOCTYPE	PickList 'CharityDocType' (see below)
Received Date	DATE	Default (Current Date)		RECEIVEDDATE	Sticky
EIN	VARCHAR (11)				
Expedite	CHAR (1)	Default (N)			Hidden Field

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Kofax Field Name	Kofax Field Type	Source	Validation	Context Field Mapping	Comments
AppID	VARCHAR (13)				Hidden Field
ValidationID	VARCHAR (15)				Hidden Field
Department	VARCHAR (12)				
				PROGRAM	Text Constant Release of 'CHARITY'

CHARITIES WORKFLOW BATCH CLASS

Kofax Field Name	Kofax Field Type	Source	Validation	Process Field Mapping	Context Field Mapping	Comments
ScanBatchID	VARCHAR (13)	Data Entry on Batch Creation			SCANBATCHID	Batch Level Field
Received Date	DATE			Received Date	RECEIVEDDATE	Sticky
TrackingID	VARCHAR (15)			Tracking ID	TRACKINGID	Sticky
ValidationID	VARCHAR (15)			Validation Document ID	VALIDATIONID	Sticky
RecID	VARCHAR (9)		Used for RECID lookup or populated by EIN lookup	UBI	UBIRECID	Sticky
EIN	VARCHAR (11)		Used for EIN lookup or populated by RECID lookup			
Charity Name	VARCHAR (128)		DB Lookup	Business Name	NAME	Sticky
Department	VARCHAR (12)		DB Lookup	Program	PROGRAM	PickList 'Charities Program' (see below)
						Required
						Sticky
Expedite	CHAR (1)			Expedite		Sticky
AppID	VARCHAR (13)			AppID	APPID	Sticky
Charity Doc Type	VARCHAR (58)					PickList 'CharityDocType' (see below)
					DOCTYPE	(Kofax Internal Value 'Document ID')

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CHARITY FRONT COUNTER W BARCODE BATCH CLASS

Kofax Field Name	Kofax Field Type	Source	Validation	Context Field Mapping	Comments
Scan Batch ID	VARCHAR (13)	Data Entry on Batch Creation		SCANBATCHID	Batch Level Field
AppID	VARCHAR (13)		Used for DB Lookup	APPID	
Legal Name	VARCHAR (128)		DB Lookup	NAME	
RecID	VARCHAR (9)			UBIRECID	
Program	VARCHAR (12)		DB Lookup	PROGRAM	PickList
TrackingID	VARCHAR (15)		DB Lookup	TRACKINGID	
DocumentValidationID	VARCHAR (15)		DB Lookup	VALIDATIONID	
ReceivedDate	DATE	Default (Current Date)	DB Lookup	RECEIVEDDATE	
DocumentType	VARCHAR (58)	Default (Kofax Internal Value 'Document ID')			PickList 'CharityDocType' (see below) Hidden

CHECKS BATCH CLASS

Kofax Field Name	Kofax Field Type	Source	Validation	Context Field Mapping	Comments
DateReceived	DATE	Default (Current Date)		Date Received	Batch Level Field
ValidationID	VARCHAR (15)			Tracking ID	Required
Name	VARCHAR (128)				

CORPORATIONS FRONT DESK BARCODE BATCH CLASS

Kofax Field Name	Kofax Field Type	Source	Validation	Context Field Mapping	Comments
Scan Batch ID	VARCHAR (15)	Data Entry on Batch Creation			Batch Level Field
AppID	VARCHAR (13)		Used for DB Lookup	APPID	
ScanBatchID	VARCHAR (15)	Default (Batch Level Field 'Scan Batch ID')		SCANBATCHID	
UBI	VARCHAR (9)		DB Lookup	UBIRECID	
DocType	VARCHAR (58)		DB Lookup	DOCTYPE	PickList 'Corp DocType' (see below)
TrackingID	VARCHAR (13)		DB Lookup	TRACKINGID	
ValidationID	VARCHAR (13)		DB Lookup	VALIDATIONID	

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Kofax Field Name	Kofax Field Type	Source	Validation	Context Field Mapping	Comments
Program	VARCHAR (12)	Default ('Corporations')	DB Lookup	PROGRAM	
CompanyName	VARCHAR (120)		DB Lookup	NAME	
ReceivedDate	DATE	Default (Current Date)	DB Lookup	RECEIVEDDATE	Sticky

CORPORATIONS WORKFLOW BATCH CLASS

Kofax Field Name	Kofax Field Type	Source	Validation	Process Field Mapping	Context Field Mapping	Comments
ScanBatchID	VARCHAR (13)				SCANBATCHID	
RECEIVED DATE	DATE	Default (Current Date)		Received Date	RECEIVEDDATE	Sticky
TrackingID	VARCHAR (15)			Tracking ID	TRACKINGID	
ValidationID	VARCHAR (15)			Validation Document ID	VALIDATIONID	
Expedite	CHAR (1)	Default ('N')		Expedite		PickList 'Expedite' (see below) Sticky
DOC TYPE	VARCHAR (58)			Document Type	DOCTYPE	
UBI	VARCHAR (58)		DB Lookup	UBI	UBIRECID	Hidden Field
BUSINESS NAME	VARCHAR (9)		DB Lookup	Business Name	NAME	Hidden Field
Program	VARCHAR (12)	Default ('Corporations')		Program	PROGRAM	Sticky
APPID	VARCHAR (13)			APPID	APPID	Hidden Field
attachmentitle	VARCHAR (128)					Hidden Field

DOMESTIC PARTNERSHIP COVERSHEET BATCH CLASS

Kofax Field Name	Kofax Field Type	Source	Validation	Context Field Mapping	Comments
ScanBatchID	VARCHAR (15)	User Input		SCANBATCHID	Batch Field
AppID	VARCHAR (15)	Barcode	Used for DB Lookup	APPID	
TID	VARCHAR (15)		DB Lookup	TRACKINGID	
ReceiveDate	Date	Defaults to Current Date		RECEIVEDATE	
DocType	VARCHAR (50)		DB Lookup	DOCTYPE	

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DOMESTIC PARTNERSHIP HANDPRINT BATCH CLASS

DECL_SRDP HandPrint Document Class

Kofax Field Name	Kofax Field Type	Source	Validation	Process Field Mapping	Context Field Mapping	Comments
ScanBatchID	VARCHAR (15)	User Input		Scan Batch ID	SCANBATCHID	Batch Field
ReceiveDate	Date	Defaults to Current Date			RECEIVEDATE	
APPID	VARCHAR (15)		Populated by DB SP.	Application ID Number	APPID	
TID	VARCHAR (15)			Tracking ID	TRACKINGID	
P1 Last Name	VARCHAR (50)	OCR		P1 Last Name		
P2 Last Name	VARCHAR (50)	OCR		P2 Last Name		
Program	VARCHAR (12)	Defaults to 'SRDP'			PROGRAM	

J_TERM_SRDP HandPrint Document Class

Kofax Field Name	Kofax Field Type	Source	Validation	Process Field Mapping	Context Field Mapping	Comments
ScanBatchID	VARCHAR (15)	User Input		Scan Batch ID	SCANBATCHID	Batch Field
ReceiveDate	Date	Defaults to Current Date			RECEIVEDATE	
APPID	VARCHAR (15)		Populated by DB SP.	Application ID Number	APPID	
TID	VARCHAR (15)	OCR		Tracking ID	TRACKINGID	
Registration Number	VARCHAR (12)	OCR	Used for DB Lookup	Registration Number		
P1 First Name	VARCHAR (50)		DB Lookup	P1 First Name		
P1 Last Name	VARCHAR (50)		DB Lookup	P1 Last Name		
P2 First Name	VARCHAR (50)		DB Lookup	P2 First Name		
P2 Last Name	VARCHAR (50)		DB Lookup	P2 Last Name		
Program	VARCHAR (12)	Defaults to 'SRDP'			PROGRAM	

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S_TERM_SRDP HandPrint Document Class

Kofax Field Name	Kofax Field Type	Source	Validation	Process Field Mapping	Context Field Mapping	Comments
ScanBatchID	VARCHAR (15)	User Input		Scan Batch ID	SCANBATCHID	Batch Field
ReceiveDate	Date	Defaults to Current Date			RECEIVEDATE	
APPID	VARCHAR (15)		Populated by DB SP.	Application ID Number	APPID	
TID	VARCHAR (15)	OCR		Tracking ID	TRACKINGID	
Registration Number	VARCHAR (12)	OCR	Used for DB Lookup	Registration Number		
P1 First Name	VARCHAR (50)		DB Lookup	P1 First Name		
P1 Last Name	VARCHAR (50)		DB Lookup	P1 Last Name		
P2 First Name	VARCHAR (50)		DB Lookup	P2 First Name		
P2 Last Name	VARCHAR (50)		DB Lookup	P2 Last Name		
Program	VARCHAR (12)	Defaults to 'SRDP'			PROGRAM	

DOMESTIC PARTNERSHIP MACHINETYPE

DECL_SRDP Document Class

Kofax Field Name	Kofax Field Type	Source	Validation	Process Field Mapping	Context Field Mapping	Comments
ScanBatchID	VARCHAR (15)	User Input		Scan Batch ID	SCANBATCHID	Batch Field
ReceiveDate	Date	Defaults to Current Date			RECEIVEDATE	
APPID	VARCHAR (15)		Populated by DB SP.	Application ID Number	APPID	
TID	VARCHAR (15)	OCR		Tracking ID	TRACKINGID	
P1 First Name	VARCHAR (50)	OCR		P1 First Name		
P1 Middle Name	VARCHAR (50)	OCR		P1 Middle Name		
P1 Last Name	VARCHAR (50)	OCR		P1 Last Name		
P1 Date of Birth	Date	OCR		P1 Date of Birth		
P1 City of Birth	VARCHAR (50)	OCR		P1 City of Birth		
P1 State of Birth	VARCHAR (50)	OCR		P1 State of Birth		
P1 Country of Birth	VARCHAR (50)	OCR		P1 Country of Birth		
P2 First Name	VARCHAR (50)	OCR		P2 First Name		
P2 Middle Name	VARCHAR (50)	OCR		P2 Middle Name		
P2 Last Name	VARCHAR (50)	OCR		P2 Last Name		
P2 Date of Birth	Date	OCR		P2 Date of Birth		
P2 City of Birth	VARCHAR (50)	OCR		P2 City of Birth		

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Kofax Field Name	Kofax Field Type	Source	Validation	Process Field Mapping	Context Field Mapping	Comments
P2 State of Birth	VARCHAR (50)	OCR		P2 State of Birth		
P2 Country of Birth	VARCHAR (50)	OCR		P2 Country of Birth		
SRDP Address	VARCHAR (250)	OCR		SRDP Address		
SRDP City	VARCHAR (50)	OCR		SRDP City		
SRDP State	VARCHAR (50)	OCR		SRDP State		
SRDP Zip	VARCHAR (50)	OCR		SRDP Zip		
SRDP Mailing Address	VARCHAR (50)	OCR		SRDP Mailing Address		
SRDP Mailing City	VARCHAR (50)	OCR		SRDP Mailing City		
SRDP MailingState	VARCHAR (50)	OCR		SRDP MailingState		
SRDP Mailing Zip	VARCHAR (50)	OCR		SRDP Mailing Zip		
Program	VARCHAR (12)	Defaults to 'SRDP'			PROGRAM	

J_TERM_SRDP Document Class

Kofax Field Name	Kofax Field Type	Source	Validation	Process Field Mapping	Context Field Mapping	Comments
ScanBatchID	VARCHAR (15)	User Input		Scan Batch ID	SCANBATCHID	Batch Field
ReceiveDate	Date	Defaults to Current Date			RECEIVEDATE	
APPID	VARCHAR (15)		Populated by DB SP.	Application ID Number	APPID	
TID	VARCHAR (15)	OCR		Tracking ID	TRACKINGID	
Registration Number	VARCHAR (12)	OCR		Registration Number		
P1 First Name	VARCHAR (50)	OCR		P1 First Name		
P1 Middle Name	VARCHAR (50)	OCR		P1 Middle Name		
P1 Last Name	VARCHAR (50)	OCR		P1 Last Name		
P1 Mailing Address	VARCHAR (250)	OCR		P1 Mailing Address		
P1 City	VARCHAR (50)	OCR		P1 City		
P1 State	VARCHAR (50)	OCR		P1 State		
P1 Country	VARCHAR (50)	OCR		P1 Country		
P1 Postal Code	VARCHAR (50)	OCR		P1 Postal Code		
P2 First Name	VARCHAR (50)	OCR		P2 First Name		
P2 Middle Name	VARCHAR (50)	OCR		P2 Middle Name		
P2 Last Name	VARCHAR (50)	OCR		P2 Last Name		
P1 Mailing Address	VARCHAR (250)	OCR		P1 Mailing Address		
P1 City	VARCHAR (50)	OCR		P1 City		

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Kofax Field Name	Kofax Field Type	Source	Validation	Process Field Mapping	Context Field Mapping	Comments
P1 State	VARCHAR (50)	OCR		P1 State		
P1 Country	VARCHAR (50)	OCR		P1 Country		
P1 Postal Code	VARCHAR (50)	OCR		P1 Postal Code		
Program	VARCHAR (12)	Defaults to 'SRDP'			PROGRAM	

S_TERM_SRDP Document Class

Kofax Field Name	Kofax Field Type	Source	Validation	Process Field Mapping	Context Field Mapping	Comments
ScanBatchID	VARCHAR (15)	User Input		Scan Batch ID	SCANBATCHID	Batch Field
ReceiveDate	Date	Defaults to Current Date			RECEIVEDATE	
APPID	VARCHAR (15)		Pop. by DB SP.	Application ID Number	APPID	
TID	VARCHAR (15)	OCR		Tracking ID	TRACKINGID	
Registration Number	VARCHAR (12)	OCR		Registration Number		
P1 First Name	VARCHAR (50)	OCR		P1 First Name		
P1 Middle Name	VARCHAR (50)	OCR		P1 Middle Name		
P1 Last Name	VARCHAR (50)	OCR		P1 Last Name		
P1 Mailing Address	VARCHAR (250)	OCR		P1 Mailing Address		
P1 City	VARCHAR (50)	OCR		P1 City		
P1 State	VARCHAR (50)	OCR		P1 State		
P1 Country	VARCHAR (50)	OCR		P1 Country		
P1 Postal Code	VARCHAR (50)	OCR		P1 Postal Code		
P2 First Name	VARCHAR (50)	OCR		P2 First Name		
P2 Middle Name	VARCHAR (50)	OCR		P2 Middle Name		
P2 Last Name	VARCHAR (50)	OCR		P2 Last Name		
P1 Mailing Address	VARCHAR (250)	OCR		P1 Mailing Address		
P1 City	VARCHAR (50)	OCR		P1 City		
P1 State	VARCHAR (50)	OCR		P1 State		
P1 Country	VARCHAR (50)	OCR		P1 Country		
P1 Postal Code	VARCHAR (50)	OCR		P1 Postal Code		
Program	VARCHAR (12)	Defaults to 'SRDP'				

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RETURN MAIL W/ BARCODE BATCH CLASS

Kofax Field Name	Kofax Field Type	Source	Validation	Process Field Mapping	Context Field Mapping	Comments
Scan Batch ID	VARCHAR (15)	Data Entry on Batch Creation				Batch Level Field
expedite	CHAR (1)	Data Entry on Batch Creation		Expedite		Batch Level Field Required
APPID	VARCHAR (13)		Used for DB Lookup	AppID	APPID	
ScanBatchID	VARCHAR (15)	Default (Batch Level Field 'Scan Batch ID')			SCANBATCHID	
UBI	VARCHAR (9)		DB Lookup	UBI	UBIRECID	
Doc Type	VARCHAR (58)	Default (Kofax Internal Value 'Document ID')	DB Lookup	Document Type	DOCTYPE	PickList 'Corp DocType' (see below)
Tracking ID	VARCHAR (13)		DB Lookup	Tracking ID	TRACKINGID	
Validation ID	VARCHAR (13)		DB Lookup	Validation Document ID	VALIDATIONID	
Program	VARCHAR (12)	Default ('Corporations')	DB Lookup	Program	PROGRAM	
CompanyName	VARCHAR (120)		DB Lookup	Business Name	NAME	
ReceivedDate	DATE	Default (Current Date)	DB Lookup	Received Date	RECEIVEDDATE	Sticky

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TRADEMARKS BATCH CLASS

Kofax Field Name	Kofax Field Type	Source	Process Field Mapping	Context Field Mapping	Comments
ScanBatchID	VARCHAR (13)			Scan Batch ID	
ReceivedDate	DATE	Default (Current Date)	Received Date	Received Date	
TrackingID	VARCHAR (13)		Tracking ID	Tracking ID	
ValidationID	VARCHAR (13)		Validation ID	DOC ID	
TradeMarkNumber	VARCHAR (15)			Trademark Number	
OwnersName	VARCHAR (120)			Owners Name	
AppID	VARCHAR (13)		APP ID	App ID	
Department	VARCHAR (15)	Default ('TradeMarks')	Program		Sticky (TradeMarks) Hidden (TradeMarks Sample)
Expedite	CHAR (1)		Expedite		Sticky (TradeMarks)
			Document Type	Doc Type	Text Constant of 'TradeMark' or 'TradeMark Sample' depending upon Document Class

TRADEMARKS ACTIVE BATCH CLASS

Kofax Field Name	Kofax Field Type	Source	Process Field Mapping	Context Field Mapping	Comments
ScanBatchID	VARCHAR (13)			Scan Batch ID	
ReceivedDate	DATE	Default (Current Date)	Received Date	Received Date	
TrackingID	VARCHAR (13)		Tracking ID	Tracking ID	
ValidationID	VARCHAR (13)		Validation ID	DOC ID	
TradeMarkNumber	VARCHAR (15)			Trademark Number	
OwnersName	VARCHAR (120)			Owners Name	
AppID	VARCHAR (13)		APP ID	App ID	
Department	VARCHAR (15)	Default ('TradeMarks')	Program		Sticky (TradeMarks) Hidden (TradeMarks Sample)
Expedite	CHAR (1)		Expedite		Sticky (TradeMarks)
			Document Type	Doc Type	Text Constant of 'TradeMark' or 'TradeMark Sample' depending upon Document Class

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PICK LISTS

These pick lists are used for the Kofax Ascent Capture Batch Classes. They will also be used for the pick lists in the Oracle IPM system. The pick lists in Kofax and Oracle must match exactly.

Batch Class	PickList Name	Values
Charities WorkFlow	Charities Program	• Charities • Fundraisers • Trusts • Unknown
Charities Workflow **Charity Front Counter W Barcode**	CharityDocType	• Application for Registration • Application to Register • Application to Register Commercial Co-venturer • Charitable Solicitation Renewal • Charitable Trust Financial Supplement • Commercial Fundraiser Renewal • Correspondence • Fundraising Service Contract / Contract • IRS Determination Letter • IRS Form 990 • Miscellaneous • Optional Statement in Support of Exemption • Supplemental Solicitation Report • Unified Registration Statement / Addendum
Corporations Front Desk Barcode **Corporations Workflow** **Return Mail W/ Barcode**	Corp Doc Type	• Agricultural Cooperative Application • Amendment • Annual Report • Application • Application For Status As A Public Benefit • Bankruptcy • Certificate of Status • Certificate of Withdrawal • Cooperative Annual Report • Dissolution Withdrawal • General Miscellaneous • Merger • Name Registration • Name Reservation • Non Profit Application for Status as a Public Benefit • Registered Office/Agent Changes

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Batch Class	PickList Name	Values
		• Reinstatement • Renewal • Resignation of Agent • Resignation of Officer/Director • Statement Of Change • Students Foreign Exchange • Summons and Complaint • Trademark Amendment • Trademark Application • Trademark Assignment • Trademark Name Reservation • Trademark Renewal • Unknown
Charities Workflow **Corporations Workflow** **Return Mail W/ Barcode** **TradeMarks** **TradeMarks Active**	Expedite	• N • Y

INDICIUS BATCH CLASSES

*All configuration files are located at \\KofaxRecon1\AscentSV\Advanced Capture. For Recognition and Correction settings see .idf file(s) corresponding to the Batch Class. For Completion Settings see .kfi and .ifv file(s) corresponding to the Batch Class.

Name	Description	Document Separation	Details (i.e. lookups, etc...)	Queues	Release Application	Process Release Settings
Checks1	Used for Archival scanning of checks received on a daily basis by WA OSOS.	Fixed Page (2) Duplex Scanning	Values captured for Transaction Number, Tracking ID, and Date are validated against a database view. PayeeName field is stripped of erroneous data.	• Scan • Recognition • Correction • Completion • Release	WSOSChcks	N/A
Dissolutions	Used for Archival Scanning of Certificates of Dissolutions created by WA OSOS on a regular basis.	Fixed Page (1)	Date field is checked for valid value and formatted.	• Scan • Recognition • Correction • Completion • Release	WSOSImage	N/A

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Name	Description	Document Separation	Details (i.e. lookups, etc...)	Queues	Release Application	Process Release Settings
Non-Profit Workflow	Used for scanning of Non-Profit corporation Annual Reports and Renewals	Based upon Form Recognition	Database lookup based upon the UBI field data to populate Business Name field. Stored Procedure 'SP_AppIDIssue' executed to populate AppID field.	• Scan • Classification and Separation • Document Review • Recognition • Correction • Completion • Release	WSOSImage	Corporations Workflow package in the License Queue

INDICIUS FIELD DEFINITIONS

CHECKS1

Field Name	Kofax Field Type	Source	Release Mapping	Comments
TrackingID	VARCHAR (15)	OCR or DB Lookup	TrackingID	
TransNum	VARCHAR (15)	OCR or DB Lookup	TransactionNumber	
PayeeName	VARCHAR (250)	OCR or DB Lookup	PayeeName	
Date	Date	OCR or DB Lookup	DateReceived	

DISSOLUTIONS

Field Name	Kofax Field Type	Source	Release Mapping	Comments
UBI	VARCHAR (9)	OCR	UBIRECID	
RevDte	Date	OCR	RECIEVEDDATE	
BusName	VARCHAR (128)	OCR	NAME	
Program	VARCHAR (12)		PROGRAM	Static Value of 'Corporations'
DocType	VARCHAR (58)		DOCTYPE	Static Value of 'Dissolution/Withdrawal'

NON-PROFIT WORKFLOW

Field Name	Kofax Field Type	Source	Release Mapping	Comments
ScanBatchID	VARCHAR (13)	User	SCANBATCHID	Batch Field

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Field Name	Kofax Field Type	Source	Release Mapping	Comments
ReceivedDate	Date	Current Date	RECIEVEDDATE	Batch Field
UBI	VARCHAR (9)	OCR	UBIRECID	
Name	VARCHAR (128)	DB Lookup	NAME	
TrackingID	VARCHAR (15)	OCR	TRACKINGID	
DocType	VARCHAR (25)		DOCTYPE	Value is either 'Annual Report' or 'Annual Report Delinquent' depending on form recognition
Program	VARCHAR (12)		PROGRAM	Static Value of 'Licensing'
AppID	VARCHAR (13)	Database Stored Procedure	APPID	

ILINX IMPORT AGENT CONFIGURATION

1. The ILINX Import Agent is installed on KOFAXRECON1 to process the incoming tiff images and XML metadata file from DOL. WA OSOS has configured the download and decryption of the images and XML metadata file and places them in the appropriate location on KOFAXRECON1 nightly. The download, decryption, and unzipping functions are handled by third party software called Robo-FTP and maintaining this function is the responsibility of WA OSOS (Swathi). The following index values are imported from the XML data file:
   - Application ID
   - UBI Number
   - DocType
2. Kofax Validation scripting is configured for the *Annual Reports Import* Batch Class to 'Save and Skip' fields if the field contains data. Data validations are in place to check for non-numeric characters in the AppID and UBI fields; if non-numeric characters are found the AppID or UBI fields the documents will be Rejected automatically so as not to disrupt the automated processing. Partial Batch Release is turned on in order to expedite the processing of documents with valid meta-data attached. This automated processing only occurs the first time a batch is opened in the Validation module, if a batch is opened in Validation a second time (as with rejected documents) processing is manual.
3. Database Validation is configured within Ascent Capture to Populate the **Business Name** and **Received Date** fields. The lookup is based upon the **Application ID** value and if multiple matches are found the user is prompted. If no match is found the automated processing is stopped to await user input. This lookup is identical to the existing *Annual Reports* Batch Classes.
4. Scripting is in place for documents that come from DOL with a Document Type value of 'SecState Renewal' to convert that value to 'Renewal'.
5. Scripting is in place to only process the leading nine characters of the UBI number from the DOL XML metadata file. The value comes in with a trailing '0010000' that needs to be removed in order for a successful database lookup.

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6. All index fields in the *Annual Reports* Import Batch Class are set to Required.
7. The ILINX Import Agent has the following configurations:
8. The ILINX Import agent is configured to monitor F:\DOL_Download directory for the XML metadata file and poll it every evening from midnight to 6:00 am.
9. The ILINX Import Agent inputs the images and data into Annual Reports Import batches that will be 50 documents in size.
10. The ILINX Import Agent is configured to send e-mail alerts to Bill Kellington, Ellen Meyers and Ian if errors occur.
11. The ILINX Import Agent archives the XML metadata file and associated tiff images for a period of 14 days to the F:\DOL_Download_Archive directory. After that period of time the data will be deleted.

DOCUMENT ARCHIVING (ORACLE IPM ENVIRONMENT)

ORACLE IPM ARCHIVE APPLICATIONS

Name	Description	Storage Class
WSOSImage	Oracle IPM Application used for the Archival of Charities and Corporations documents	MAGVOL
WSOSChcks	Oracle IPM Application used for the Archival of Check images.	MAGVOL
TradeMark	Oracle IPM Application used for the Archival of TradeMark documents.	MAGVOL

WSOSIMAGE APPLICATION DEFINITION

IPM Field Name	IPM Data Type	Comments
UBIRECID	String (9)	
NAME	String (20)	
RECEIVEDDATE	DATE (MDY)	
MLSID	String (15)	
DOCTYPE	String (54)	
APPID	String (15)	
PROGRAM	String (20)	
TRACKINGID	String (15)	
VALIDATIONID	String (15)	
SCANBATCHID	String (25)	

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WSOSCHCKS APPLICATION DEFINITION

IPM Field Name	IPM Data Type	Comments
TrackingID	String (20)	
CheckNumber	String (20)	
DateReceived	DATE (MDY)	

TRADEMARK APPLICATION DEFINITION

IPM Field Name	IPM Data Type	Comments
TradeMarkNumber	String (15)	
OwnersName	String (115)	
AppID	String (20)	
DocType	String (55)	
DocID	String (15)	
TrackingID	String (15)	
ReceivedDate	DATE (MDY)	
ScanBatchID	String (20)	

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