

PF Batch Export User Guide

Version 4.0

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System Overview

This tool is designed to export documents from OnBase or INFO-ACCESS Internal Storage without deleting them from OnBase or INFO-ACCESS so they can be sent to auditors or attorneys. Users can specify which documents to export using the new interface by indicating the Document Type Groups, Document Types and keywords. Users can also save the configuration settings for use at a later time.

All document types can be exported. Scanned image documents (TIFF, IMG) can be converted to Adobe PDF format or left as multipage Group IV TIFF images. COLD reports stored in OnBase will be saved uncompressed. All other file types will be exported as their native format (PDF, DOC, DOCX, XLS, XLSX, etc).

All document types in OnBase and INFO-ACCESS are supported: Loans, Entity, Collateral, Deposits, Safe Deposit Box, COLD reports.

Documents can be stored in directories based on the keyword(s) selected if you chose that criteria.

The PF Batch Export version 3.0 and higher product replaces the old PF Batch Export tool which did not have a user interface and did not work on 64-bit machines.

PF Batch Export now supports AD Authentication allowing user to only see document type groups and document types they have been given access to. If you are not using AD Authentication in OnBase or in INFO-ACCESS Internal Storage, you will be able to view all the document type groups and document types in the system.

This application is not a deconversion tool and has a limit of exporting 1,000 documents in a single run.

Users Guide

The FILE menu has corresponding icons on the top toolbar that can be used. The HELP menu has a submenu to display the application version. To view PF Batch Export Help, Adobe Reader must be installed.

NOTE: A PF Batch Export configuration file from version 3.x will not work in version 4.0 and later.

The name of the current configuration file in use will be displayed in the applications status area.

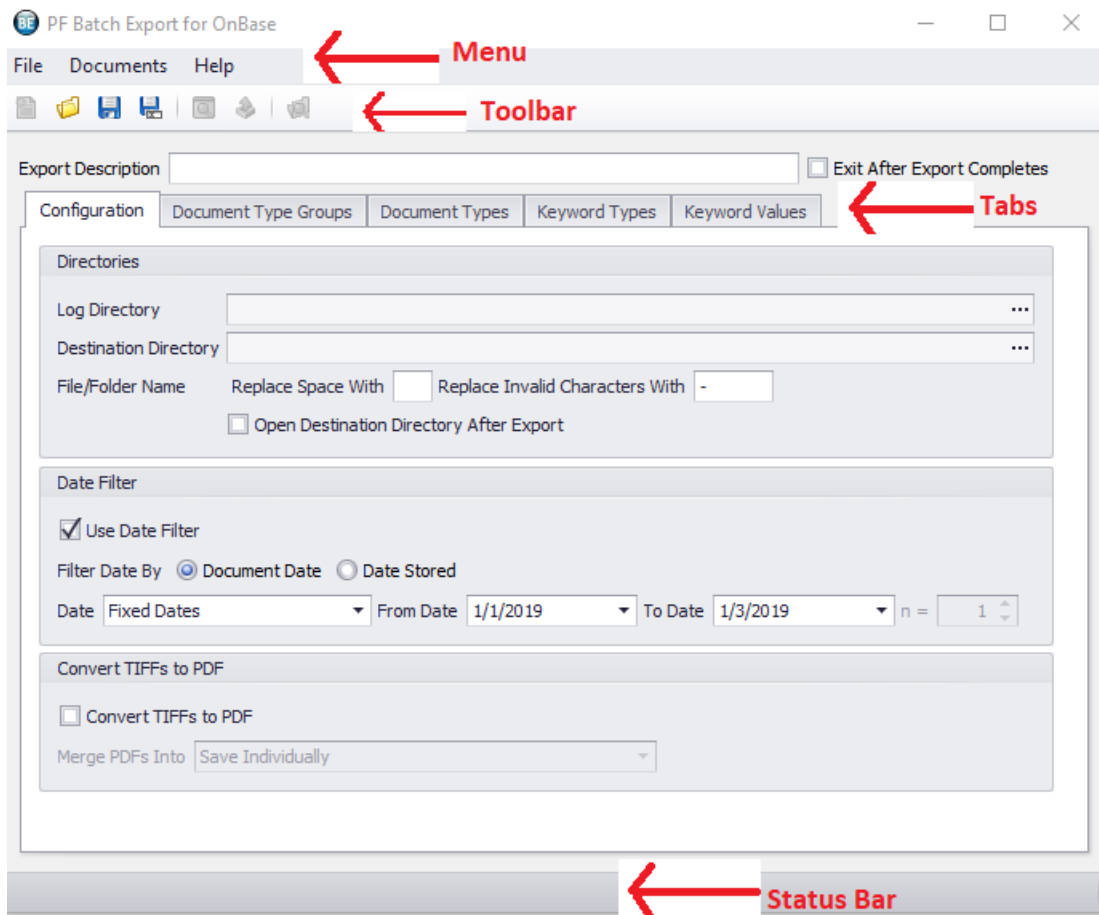
When the user executes the Export process, a log file will be generated listing the progress and any failures or errors during the export. The log file will be saved to the Log Directory folder. The log file name is:

<configuration file name>_<current date/time>_Log.TXT

PF Batch Export now supports searching in OnBase Keyword Groups. If you are searching for a specific keyword, Social Security Number for example, the system will search the Social Security Number keyword and if that keyword is in any Keyword Groups, they too will be searched. Searching OnBase Keyword Groups is default functionality and not configurable to turn off.





Configuring an Export

The application has five tabs to help define which documents to export from OnBase. Each tab will be described below.





Toolbar Icons Description

These toolbar icon actions are also available on the FILE menu.

 New	Start a new export configuration.
 Open	Open a previously saved export configuration.
 Save	Save the current settings to a configuration file so they can be retrieved at a later time. If the file does not exist, it will be created in the directory specified by the Destination Directory path. If you are editing a previously saved configuration, that configuration file will be overwritten.
 Save As	Allows the user to specify the directory path and file name to save the export configuration to.


These toolbar icon actions are also available on the DOCUMENTS menu.

 Review	Allows the user to preview the documents found by the configuration settings. If desired you can pick a subset of the documents in the listing to export.
 Export All	Exports all the documents found based on the current configuration settings.

The DOCUMENTS menu option additionally has a feature that will allow the system to create an XML Index file. To activate the generation of the XML index file, check the "Create Index XML File" menu option. The index file will be

placed in the same folder as the exported documents. The file name of the index file will be similar to “__IndexFile YYYYMMDDNNNNNN.xml” where YYYYMMDD is YearMonthDay and NNNNNN represents a unique number.

Additional toolbar features:

 Open Log Directory	Opens the directory where the configuration file (PBE) and export log file are stored.
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Job Configuration tab

This tab allows you to set up general setting for the documents to be exported. Each item is described below

Export Description	Give a brief description of what this job exports. This field is required. This description is used as the name of the .LOG file that is created so do not use characters that are not allowed as part of a Microsoft filename such as \ or /
Exit After Export Completes	You can select to close the PF Batch Export application after the export is complete.
Directories	
Log Directory	Directory to write the export Log file to. The log file will records the documents exported. The directory must exist and you must use the ellipsis to locate the directory.
Destination Directory	Directory to write the exported documents to. The configuration file will also be saved to this location. The directory must exist and you must use the ellipsis to locate the directory.
Replace space with	When exporting documents, if the document type name contains spaces, you can replace those spaces with a character you place here. You can leave this field blank to keep spaces in the file name. This field will not allow for invalid directory/filename characters (\ / : * ? " < >).
Replace invalid characters with	If the document type has a character that is invalid for a directory/filename (\ / : * ? " < >), that character will be replaced with the character entered in this field.
Open Destination Directory after Export	You can open the directory where the exported documents were saved once the export is complete
Date Filter	
Use Date Filter	If you want to use a date filter, check this box.
Filter Date By	You can select to export documents based on the Document Date (date document is valid) or the Date Stored (scan/import date).
Date	Selection of possible dates: Fixed Date, Today, Yesterday... See detailed description below.
From Date	Starting date range
To Date	End date range
n =	Used when “Date” selected is Last n Weeks and n Weeks Ago
Convert TIFFs to PDF	
Convert TIFFs to PDF	You can elect to export imaged documents as PDF files. You can also indicate to export all the image documents into a single PDF file (Merge All) or export the image documents into a separate PDF file for each document (Individual).
Merge PDFs Into	Select if you would like the documents in individual PDF files or converted images merged into one PDF file.

As you enter data in the fields on the Job Configuration tab, the entry field will have a red border if the data entered is invalid.

The Start date and End date can be any valid date. The system will not allow you to enter an invalid date. The invalid numbers will be “thrown away”. I.E. 4/31/13. In this case, for the day, the 3 would be accepted but when you enter the 1 (for 31) it will change the date to 4/1/13.

Besides entering a specific date, you can also enter any of the following date range commands. These commands start from today. For example, if you enter 2 DAYSBACK for the Start date and today is 9/9/2013 then the Start date will be 9/7/2013. If you save the configuration file and open it on 10/1/2013, the Start date will then be 9/29/13. These date commands do not require an additional parameter:

Fixed Dates	Yesterday	Today	Last Week
This Week	Last Month	This Month	Last Year
This Year			

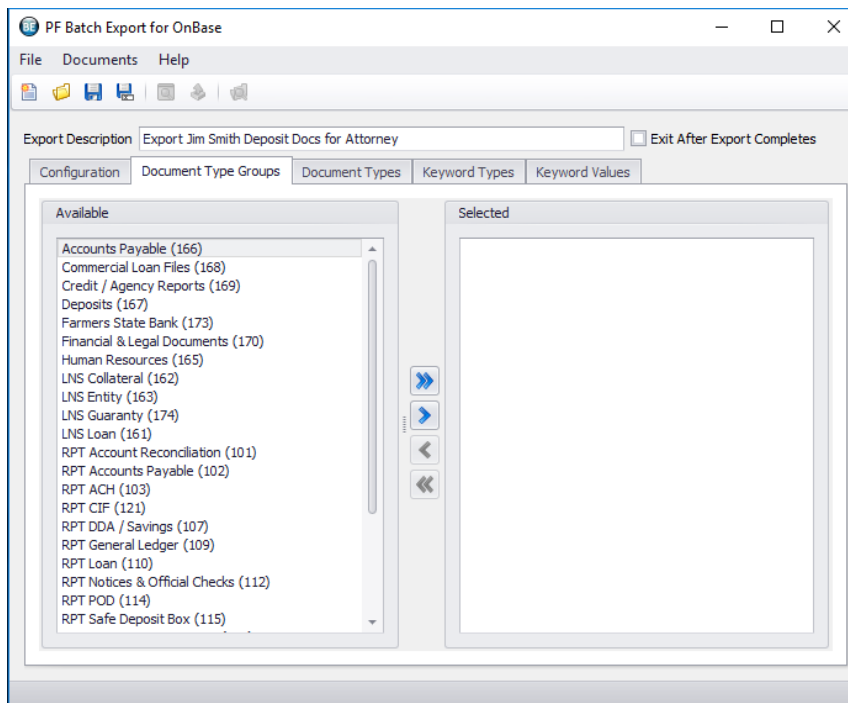
These date commands require a numerical parameter within the command. i.e. (2 Weeks Ago) The value will represent the last full day/week/month. So if today is 12/16/2018 and you select “Last 2 Months” it will run for October and November. If you selected “n Months Ago” it would return documents for October only.

Last n Weeks	n Weeks Ago	Last n Months	n Months Ago
Last n Days	n Days Ago	Last n Years	n Years Ago

Document Type Groups/Document Type Owners

To select one or more document type groups to review for export, use the arrow keys in the middle of the window or double-click a document type group to move it from one side of the window to the other.

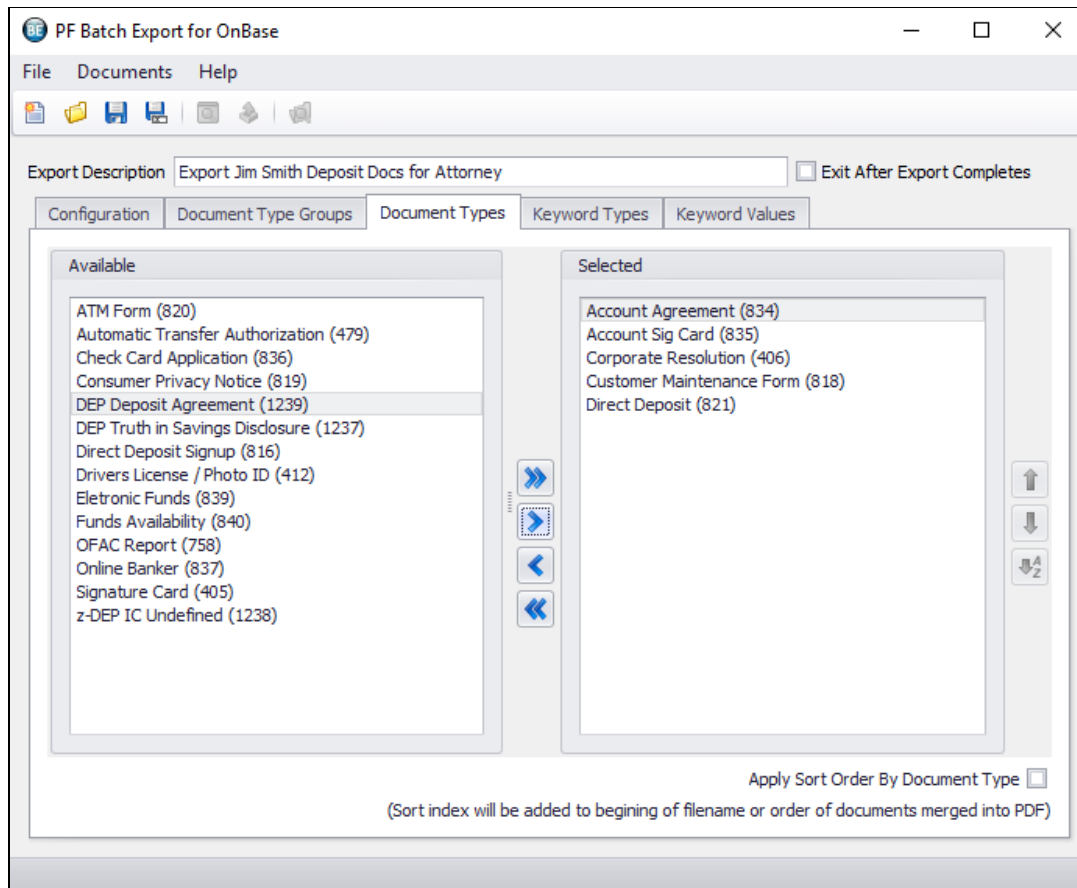
The numbers in parenthesis beside the document type group names are the Internal Storage or OnBase Document Type Group numbers.



Document Types

Document types assigned to any document type groups selected in the Document Type Groups tab will be listed. To select one or more document types to review for export, use the arrow keys in the middle of the window or double-click a document type to move it from one side of the window to the other.

The numbers in parenthesis beside the document type names are the Internal Storage or OnBase Document Type numbers.



The “Apply Sort Order By Document Type” allows the user to select how the documents will be listed in the folder once the documents are exported. To accomplish this, the tool appends the order number to the beginning of the document’s file name.

Use the Up, Down and A-Z buttons on the right side of the screen to move the document types to the order you would like them listed in after the export.

Here is an example of Sorted and Not Sorted folders.

Not Sorted	Sorted
Name	Name
CIF Articles of Inc-Org-Ptnshp. 70397 3-31-2006 20190110113	00001_CIF Articles of Inc-Org-Ptnshp. 70397 3-31-2006 20190110
CIF Financial Statement 68694 2-8-2005 20190110113102.pdf	00002_CIF Credit Report 7452 12-15-2000 20190110113148.pdf
CIF Financial Statement 70785 2-27-2003 20190110113103.pdf	00003_CIF Financial Analysis 7416 11-12-2000 20190110113149.xls
CIF Financial Statement 70787 3-12-2005 20190110113103.pdf	00004_CIF Financial Statement 70785 2-27-2003 20190110113148.
CIF Financial Statement 70788 3-24-2006 20190110113103.pdf	00005_CIF Financial Statement 70789 3-9-2004 20190110113148.p
CIF Financial Statement 70789 3-9-2004 20190110113103.pdf	00006_CIF Financial Statement 70787 3-12-2005 20190110113149.
CIF Tax Return 70792 4-15-2007 20190110113103.pdf	00007_CIF Financial Statement 70788 3-24-2006 20190110113149.
CIF Tax Return 70793 4-15-2008 20190110113103.pdf	00008_CIF Financial Statement 68694 2-8-2005 20190110113149.p
CIF Tax Return 70794 4-5-2004 20190110113103.pdf	00009_CIF Tax Return 70795 3-27-2003 20190110113149.pdf
CIF Tax Return 70795 3-27-2003 20190110113103.pdf	00010_CIF Tax Return 70794 4-5-2004 20190110113149.pdf
CIF Credit Report 7452 12-15-2000 20190110113102.pdf	00011_CIF Tax Return 70792 4-15-2007 20190110113149.pdf
CIF Financial Analysis 7416 11-12-2000 20190110113103.xls	00012_CIF Tax Return 70793 4-15-2008 20190110113149.pdf

NOTE: The “Review...” option will not show the documents in Sorted order if that feature is selected but they will be exported in sorted order.

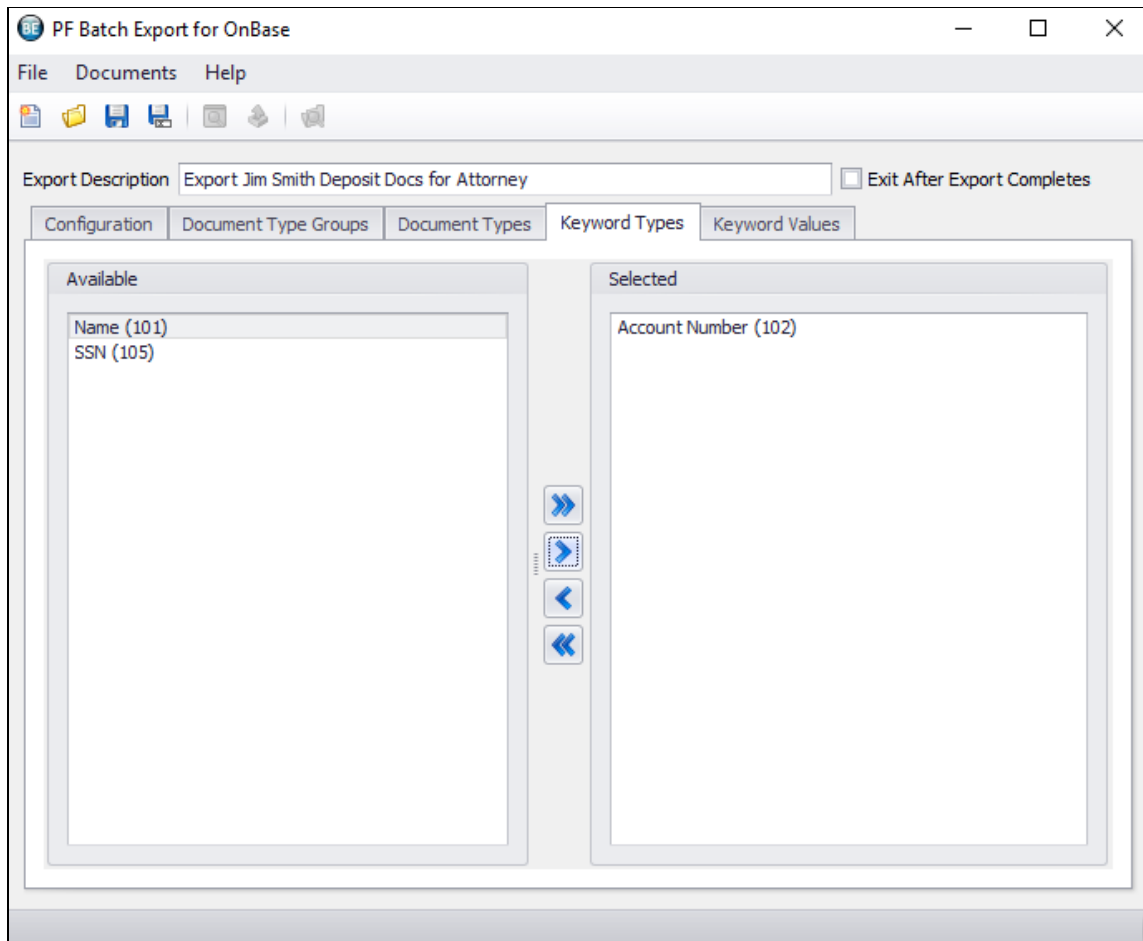
Keyword Types

Keywords that are associated with the document types selected will be displayed.

In PF Batch Export for OnBase, in order for a keyword to be displayed in this list, it must exist on all the document types selected in the previous tab. In PF Batch Export for Internal Storage, all the keywords will be listed.

For each keyword selected, you will be asked to provide the export criteria for that keyword on the next tab. In this example, I only want to export documents based on the keyword “Account Number”.

The numbers in parenthesis beside the keyword type are the Internal Storage or OnBase Keyword Type numbers.



Keyword Values

This tab allows you to indicate what documents to export for the values you supply for the document types/keywords selected on the previous tabs.

In this example we want to export based on Account Numbers 123456789, 456321987 and/or 85236974.

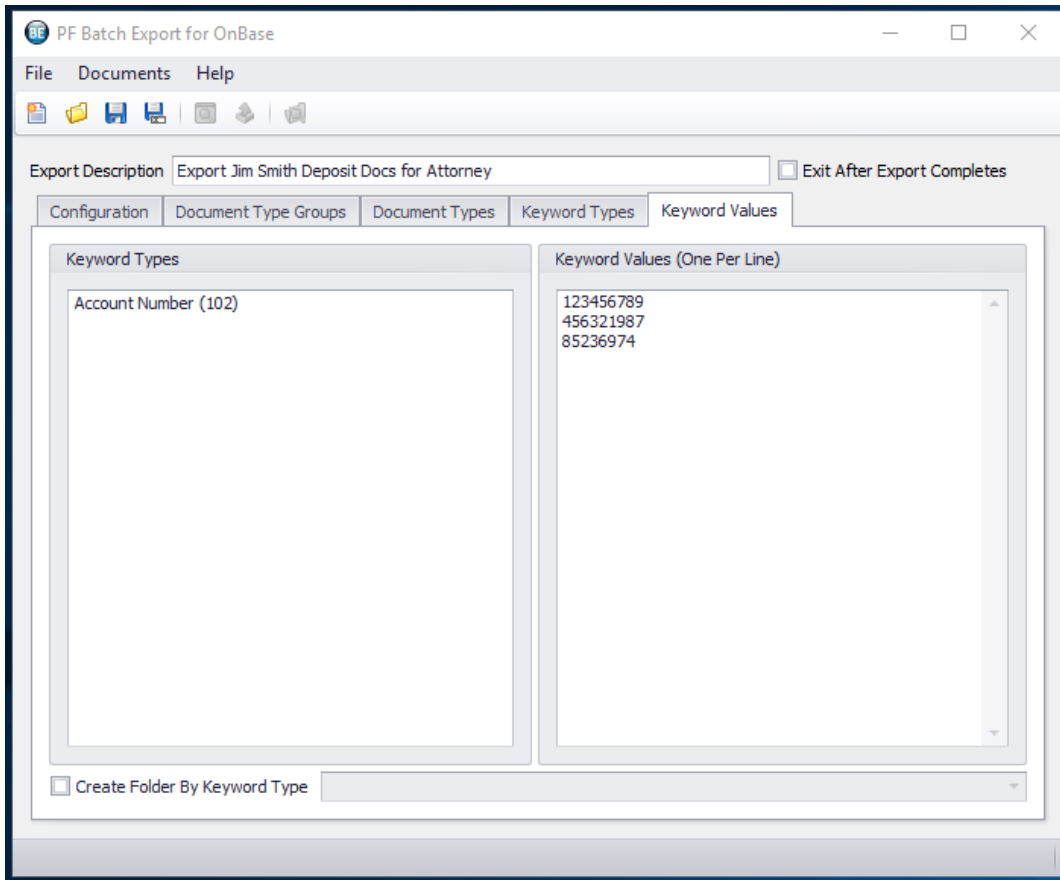
If I had selected Account Number and another keyword, I would first highlight Account Number and enter all the account numbers I am interested in. Then I would highlight the second keyword and enter all the values I would like to export.

In the case of multiple keywords, each document must have both a Account Number from the Account Number listing and the second keyword/value combination.

You can clear out the Keyword values by highlighting the value(s) to delete and pressing **DEL/Delete** key.


You must enter Keyword Value(s) to export by if you selected a keyword on the previous tab. Values must be one per line. No comma separation. There is not a maximum number of Keyword values that can be entered.

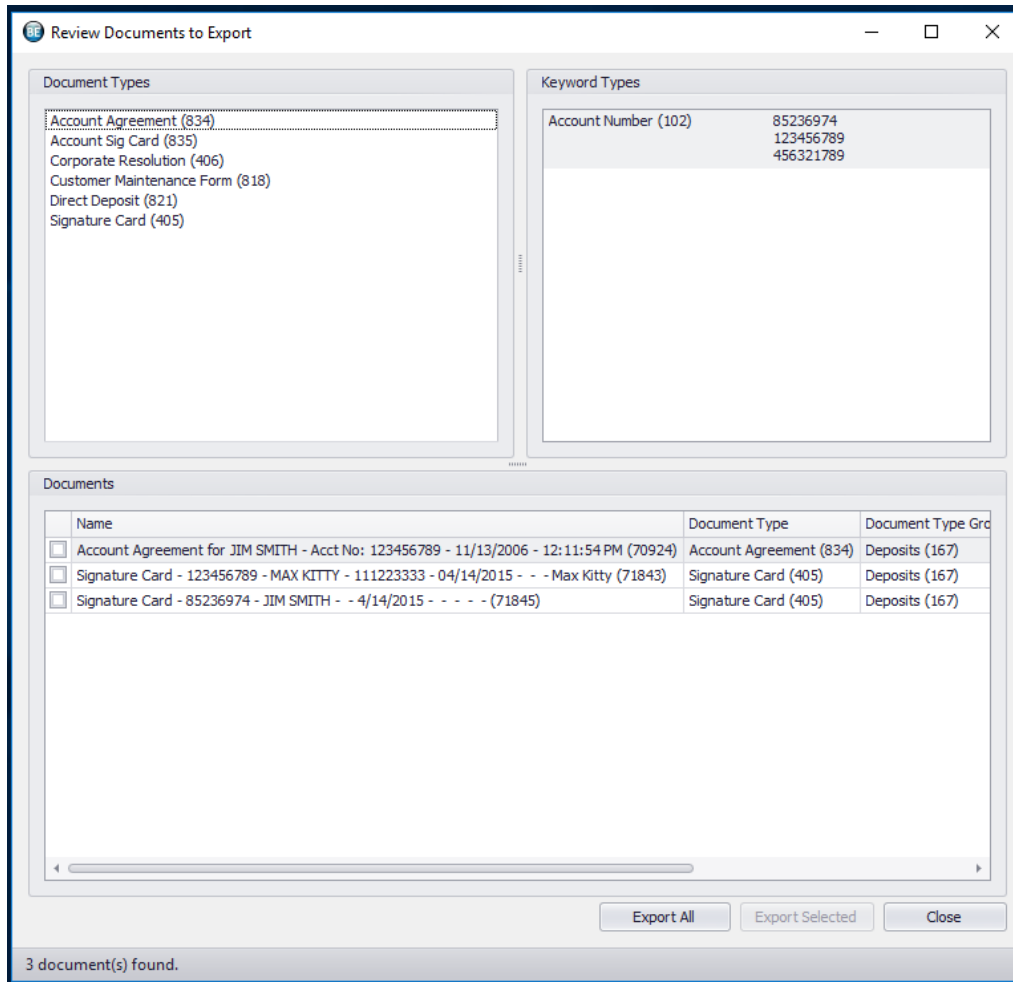
The wildcard asterik (*) is now supported in the keyword values area. For example, I could have entered 123456* instead of 123456789.



The “Create Folder By Keyword Type” allows you to separate the documents by the keyword values entered here. If you do not check this box, all the documents for all three account numbers will be in the same Destination Directory. If you do check this box, the documents for each account number will be placed in a subfolder of the Destination Directory with the account number as the name of the folder.

Review Job Export

This window will allow you to review the criteria settings and preview the documents which matched the criteria entered. At this point, you can hand select a subset of the documents to export by checking the documents to export and clicking the **Export Selected** button. Or you can export all the documents listed by clicking the **Export All** button. You can also close this window and click the Export All icon  from the toolbar.



Exporting Documents

OnBase scanned documents are stored in OnBase as a single .IMG file per page scanned. A 5 page document for example, will store 5 IMG files on the server, one for each page. When PF Batch Export exports the documents, it will combine multiple .IMG pages of a single document into one Multipage Group IV TIFF document. If you selected “Convert TIFFs to PDF”, that multipage TIFF will then be converted to a PDF file.

Documents stored in OnBase or Internal Storage as PDF files can be exported onto a server or workstation that does not have Adobe Reader installed. The application does not open the files, it only copies the file from the server to the export destination directory. This is true for all other file types except OnBase scanned documents and TIFF files. OnBase scanned documents are going through a conversion process as described in the previous paragraph. TIFF files in OnBase may go through a conversion process if you elected to “Convert TIFFs to PDF”

For PF Batch Export for OnBase application, the names of the documents exported consist of the document type name, OnBase document handle, document date and the export date/time. For PF Batch Export for Internal Storage, the names of the documents exported consist of the Document Name, the IA Document ID, document date and the export date/time.

Exporting using the Command Prompt

Once you have a configuration file created, you can use that config file to export documents via a command prompt. The format for the command prompt run is:

"<application path/name>" "<configuration file path/name>"

Use double quotes around both the command and the configuration file to help support spaces in the file names and paths.

Reading the Export Log File

For each export run, a log file will be generated. The header information in the log file will indicate information about the export process. Each document exported will be listed. If there were any errors during the export of a document, information about the error will be listed below the document information.

```
File Edit Format View Help
Batch export name: New batch export configuration
Date: 9/17/2013 12:14:29 PM
Number of documents: 6
Destination directory: C:\OnBase\PF Batch Export\3.0\ExtractData
Batch export type: Native format

Exporting documents...

Exported document IMG CIF Credit Analyst for - LN# 882233 - 03/31/2006 (70388)
```

Folder structure...

882233	9/17/2013 12:14 PM	File folder
7786351	9/17/2013 12:14 PM	File folder

The following message will be displayed when the document is stored as single page image files and merged into a single TIFF image.

Merged document Direct Deposit Signup - 11/13/2006 (70923)

Error Deleting Temp Folder

When exporting TIFF image documents, the application creates a temp folder for each document so that the document can be pieced together as a multi-page document. When the document build is complete, the temp folder is deleted. In some cases, users might not have rights to delete the temp folders. In this case the document will still be generated but the temp folder will remain. The log file will indicate the inability to delete the temp folder.

```
Exported document IMG CIF Credit Report for - LN# 882233 - 03/31/2006 (70393)
Failed to delete temp directory: Access to the path '0.tif' is denied.
```

Folder structure...

2ae1780-cac3-44b5-abe5-196a405b8bc6	9/17/2013 12:14 PM	File folder
748c0ee6-7db7-4f88-9f8c-a5e5e2a80adb	9/17/2013 12:14 PM	File folder
94086f0e-ec45-44d3-b09e-c217259791c2	9/17/2013 12:14 PM	File folder

File Not Found

If a record exists for a document in the database, but the file is missing on the file server, the following message will appear in the export log file.

Could not find Signature Card for DANNY BABCOCK - Acct No: 1011152 - 7/27/2001 (9816) in source directory (\\myserver\obdata\images)

Error building Multipage TIFF

If a page is corrupt or not found in a multipage OnBase scanned document, the following error will be displayed.

Exception merging document's multi pages: A generic error occurred in GDI+.

Troubleshooting

No Documents Exported

- Check the date range (Start date/End date) on the Job Configuration tab.
 1. Are there documents within that date range?
 2. Is the formatting of date range commands correct? # DAYSBACK
 3. Is the number of days provided in the date range commands starting from today?
- Check the Date range type (Document Date vs. Date Stored)

Unable to Open Document

- The document is a file type that does not have the appropriate application installed to open the document. I.E. The file is a PDF file and the workstation does not have Adobe Reader installed. The document is a DOC, DOCX, XLS, XLSX file and the workstation does not have Microsoft Word or Excel installed.

Application won't start export

- The application is designed so that if it is already in an export process, it can't be run again until the first process has completed.

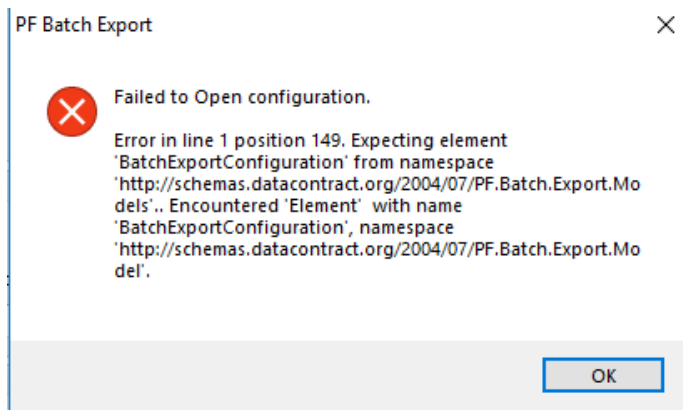
Parameter is not valid

- This error might indicate there was a corrupt page or file or the file is too large.
Exception merging document's multi pages: Parameter is not valid.

Review and Export All buttons Grayed Out

- The Review and Export All buttons will be grayed out if the Destination Directory does not exist. If you open an existing configuration file and someone has deleted the Destination Directory or the Log Directory, these buttons will remain grayed out. You can either select a new directory or create the directory indicated. If you choose the later, you will have to reopen the configuration file for PF Batch Export to recognize the directory now exists.

Error when opening a Configuration File



This error indicated you tried to open a configuration file from a previous version of PF Batch Export. Configuration files created in PF Batch Export version 3.xx will not work with version 4.xx.

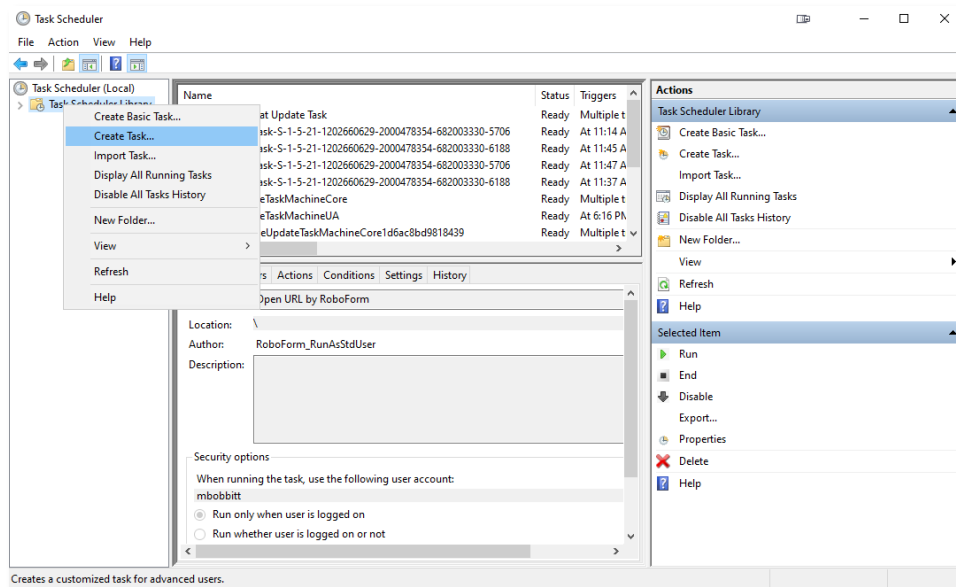
Features and Limitations

- The purchase of this product is for bank-wide use. You may install and run it on as many workstations as needed.
- This upgrade supports the ability for multiple people to run the application at the same time.
- This product is now registered based on the domain name of the company not the machine name of the workstation.
- Supports directory paths with spaces and long filenames.
- Does not access the INFO-ACCESS metadata for the OnBase version.
- Does not currently accept a file with a listing of loan/account numbers.

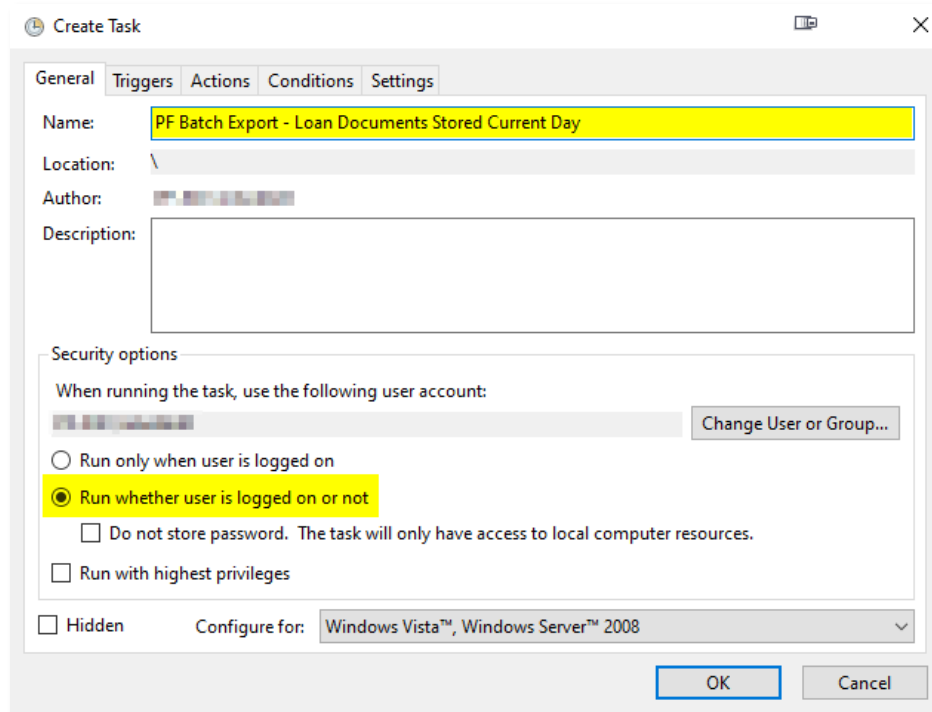
Scheduling Export Jobs

Export jobs may be scheduled using the Task Scheduler on the server using the steps below. These schedules can be set up by an appropriate financial institution personnel or by a PROFORMANCE support person, if needed.

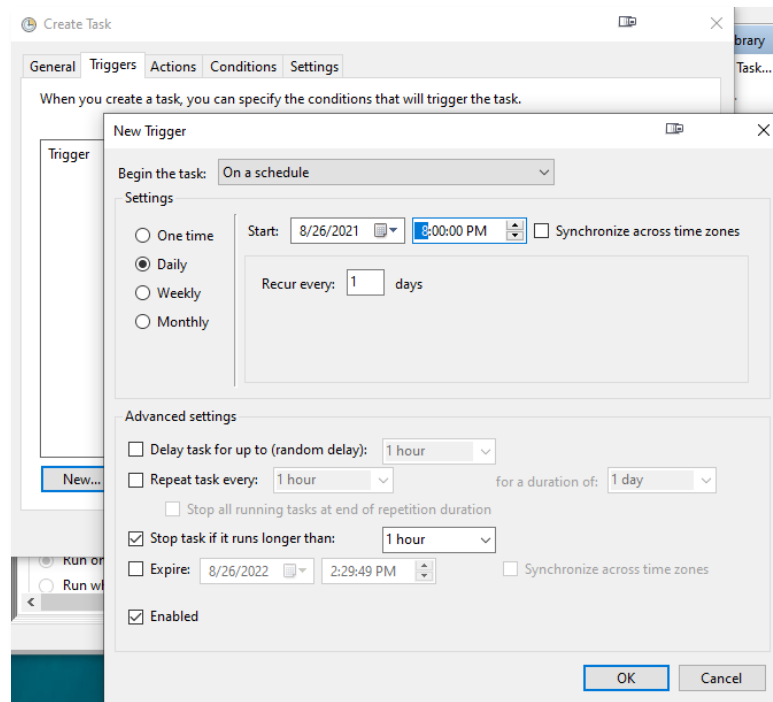
1. Open Task Scheduler and create a new task.



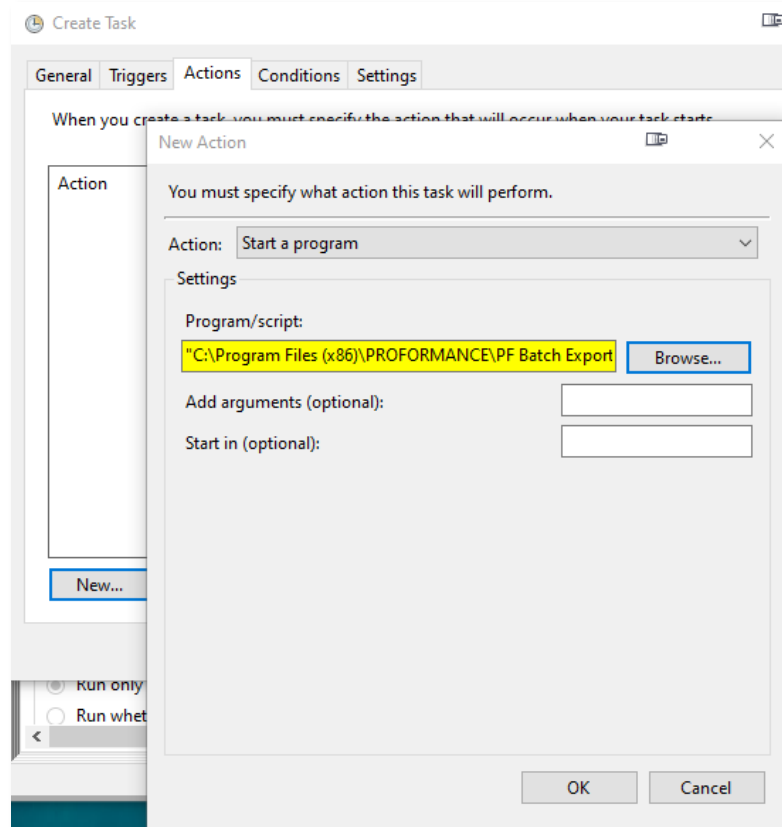
2. Give the new task a descriptive name and set the appropriate security options. For the name, it is recommended to start with "PF Batch Export - " so all PF Batch Export jobs will be grouped together. Please make sure that the security account used has appropriate read/write rights.
 - a. Make sure to select the option to "Run whether user is logged on or not" to ensure the task runs without interruption.



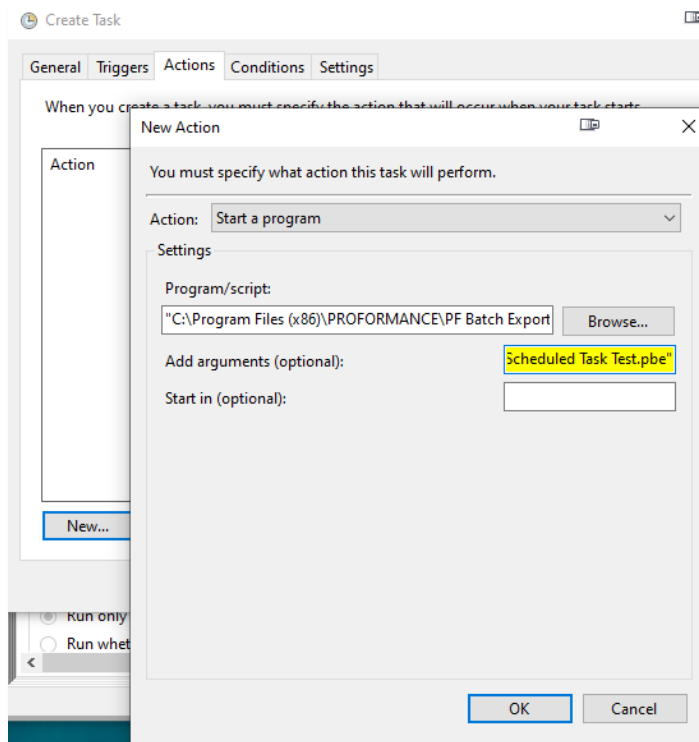
3. Create a new trigger and specify when you want the job to run and how often it should run.



4. Create a new action and browse to the local copy of PF Batch Export.



5. In the "Add arguments (optional)" field, enter in the full path to the PF Batch Export configuration file (.pbe) that has been saved which should be processed during this task. Multiple actions running different configuration files is permissible. In the sample below, the configuration path is "C:\PF Batch Export Jobs\Scheduled Task Test.pbe". Quotes are required.



6. Make any other appropriate configuration settings for the scheduled task as needed.

Release Notes

Release Date	Version	Notes
10/18/13	3.0.9.29	Initial Release
4/10/14	3.0.9.30	When running the application across a network/storing the files on the network, some documents would intermittently get a "Could not find xxxxxxxx in source directory" where xxxxxxxx is the name of the document even though the document existed on the server. This was an issue when the TEMP file used to build the document would be deleted by the next document prematurely. This has been corrected.
6/22/15	3.0.9.32	Without specifying the keyword/keyword value, you can not run PF batch export. This has been corrected.
9/29/15	3.0.9.39	When rendered pdf files are saved in different document types (other than the TIFF images' document types), export would fail. This has been corrected.
9/30/15	3.0.9.40	Fixed PDF rendition documents when copy saved in a different disk group issue. This version does not work for customers who have the OnBase revision feature turned on for the document types.
12/12/16	3.0.9.41	When creating documents by using the Export All or Export Selected buttons, the application would crash if the user did not have permissions to the location the application was installed at. The application now uses the user's window's temp folder as temporary workspace to create the documents.
6/20/18	3.0.9.42	Support for running PF Batch Export from the command line using a preconfigured configuration file.
10/15/18	3.1.18288.1	1) Support added for handling documents stored in OnBase Copy 2 disk group and were deleted from Copy 1 disk group. 2) Fixed bug when running in batch mode from the command prompt.
12/19/18	4.0.18353.1	Now lists the exported documents in ordering preference by document type Allows the user to place documents in folders by keyword selected Support for INFO-ACCESS Internal Storage
01/22/19	4.0.19022.1	For OnBase exports, honors OnBase user security and for INFO-ACCESS Internal Storage exports, honors INFO-ACCESS user security when AD Authentication is used. Audit trail of exported documents (document, user, date/time)
03/26/19	4.0.19085.1	Added support for the following: <ul style="list-style-type: none"> Searching OnBase Keyword Groups Exporting COLD reports uncompressed Create of XML index file for exported documents Fixed wildcard searches using the asterisks on the front or back of the text search string (not in the middle of the text)
03/28/19	4.0.19087.1	<ul style="list-style-type: none"> Remove files from the Index file when the file is unable to be exported Added logging of the Index file creation Added support for when a document is imported into OnBase but the user who imported the document was not recorded Updated formatting of the index file so that it is easier to read
11/11/19	4.0.19315.1	<ul style="list-style-type: none"> Fixed Folder by Keyword so it will add the same document in each keyword folder where it applies Add support for IA 5.8 Internal Storage for General Business Documents with keywords belonging to an OnBase Keyword Group were not being returned when searching by Keywords
02/28/20	4.0.20059.1	Fixed Bug:

		When trying to use special characters (<, >, :, ;, ", \, /, ?, *) in the Export Description, the application would error and close.
04/26/21	4.0.21113.1	<ul style="list-style-type: none">• Updated application to support OnBase EP3• Fixed error when filtering on Keywords that are defined as Mixed Case, Alphanumeric