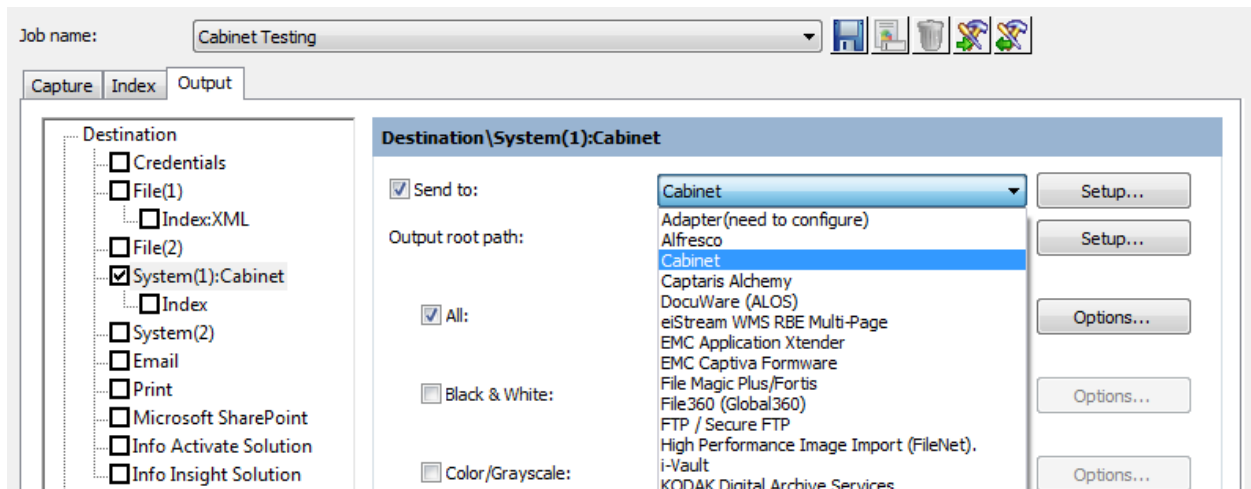# Configuring the Cabinet SOD and Release Notes

1. After installing the Cabinet System Output Destination (SOD), when you launch Capture Pro Software and go into Job Setup, you will now see "Cabinet" in the drop-down list for System (1) and System (2):
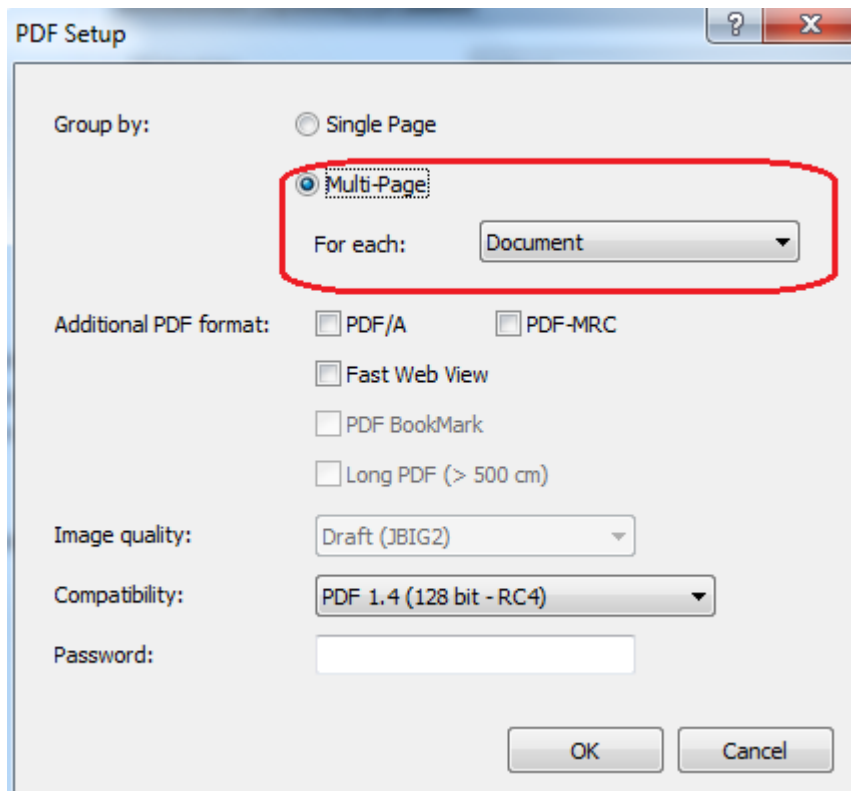

2. Check the "All" checkbox and select the output file type from the drop-down list. Then click on the "Options…" button to configure the file type you have selected:
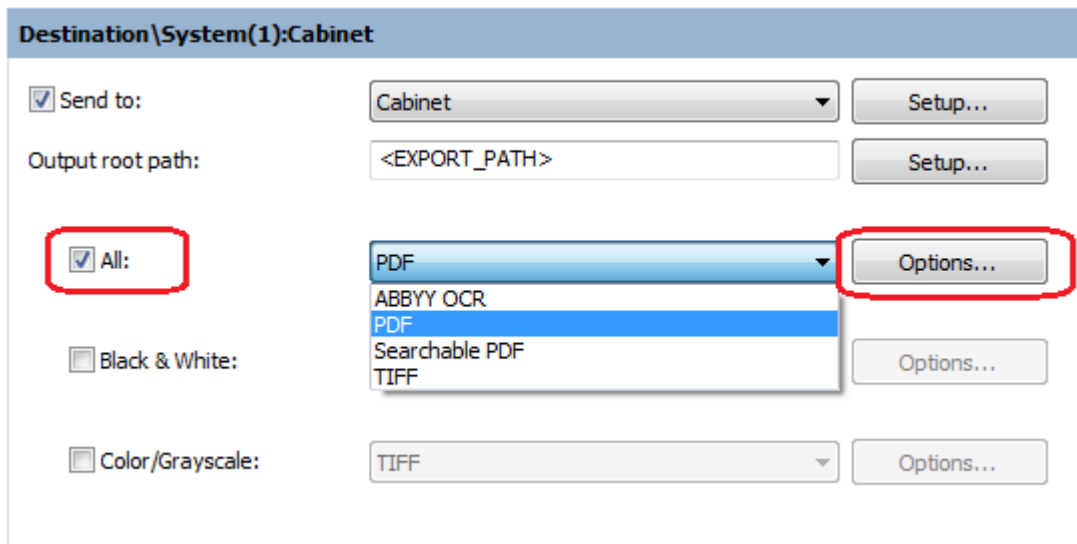

At present time, only **PDF and Searchable PDF** will work successfully. If you need TIFF file output, please let Kodak Alaris know.

3. Make sure that "Multi-Page" for each "Document" is selected:

PDF Setup

Group by:	○ Single Page
	● Multi-Page
	For each: Document ▼
Additional PDF format:	☐ PDF/A ☐ PDF-MRC
	☐ Fast Web View
	☐ PDF BookMark
	☐ Long PDF (> 500 cm)
Image quality:	Draft (JBIG2) ▼
Compatibility:	PDF 1.4 (128 bit - RC4) ▼
Password:	

OK   Cancel

4. Now click on the "Setup" button for Cabinet. This will bring up the Setup Dialog for the Cabinet SOD:
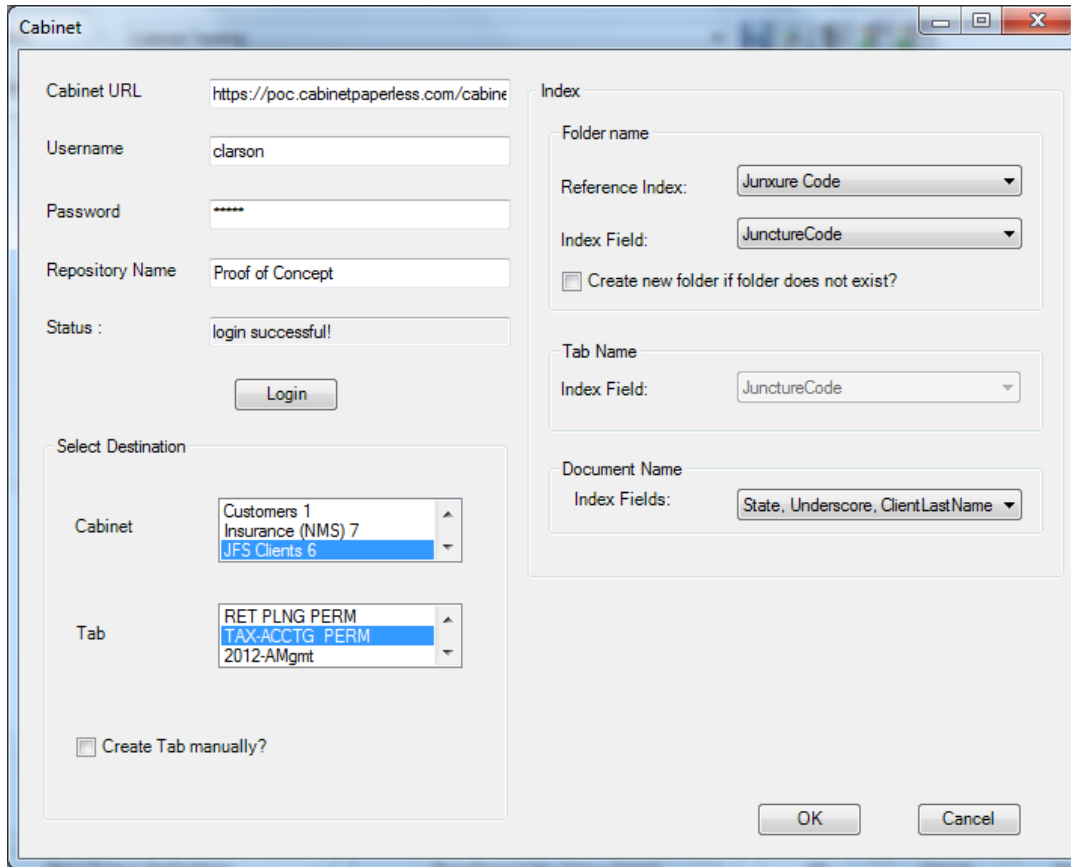
- Enter the URL for the Cabinet system. In the screen capture above, the URL is the Cabinet demo system in the cloud that is maintained by Cabinet.
- Enter a valid Username and Password credentials.
- Key in the Repository Name in the Cabinet system and then press the "Login" button.
- If successful, a list of the **Cabinet** and **Tabs** that exist in the Repository will be retrieve and displayed in the list boxes at the bottom of the dialog.

5. Select a Cabinet from the list box. The Tabs for the selected Cabinet will be displayed in the **Tab** list box.

6. Decide whether you want all documents scanned for the Job Setup to be output to the same Tab **OR** if you want the value of a Document Index field to determine the output Tab.

If you want all documents to be output to the same Tab, then keep the **Select Tab from Index Field** checkbox *unchecked* and select the appropriate Tab name from the list box.

If you want the value of a Document Index field to determine the output Tab then check the **Select Tab from Index Field** checkbox (the Tab list box will be grayed out and the user will not be able to select a Tab) and in the **Tab Name** drop-down list box on the right side of the dialog, select the name/label of the Document Index field that will contain the Tab Name value for each document in the batch.

7. In the **Folder name** section of the dialog, select the metadata field (from the **Reference Index** drop-down list) in the cabinet that will be used to determine to which Folder in the Cabinet the scanned documents will be uploaded. It is recommended to choose the metadata field that has been assigned the "Unique ID" for the Cabinet.

    In the drop-down list box right below the Reference Index drop-down list, select in the name/label of the Document Index field that will contain the "Unique ID" Folder value for each document in the batch. You must define a Document Index field in your Job Setup that will contain the unique Folder value for each scanned document.

8. Decide whether you want Capture Pro to create a new Folder in the Cabinet if the unique Folder value does not already exist. If you expect all scanned documents to be output to an already existing folder, then the **Create new folder if folder does not exist?** option should be disabled.

9. In the **Document Name** section in the lower right of the Setup dialog, select the names/labels of the Document Index fields whose values will make up the file names of the documents that will be uploaded to Cabinet. If more than one index field will make up the Document Name, check the index fields in the desired order. When this occurs, the values of all of the specified index fields will be concatenated together to form the output file name. In the screen capture on the previous page, 3 index fields are being used to form the output file name: **State**, **Underscore,** and **ClientLastName**.
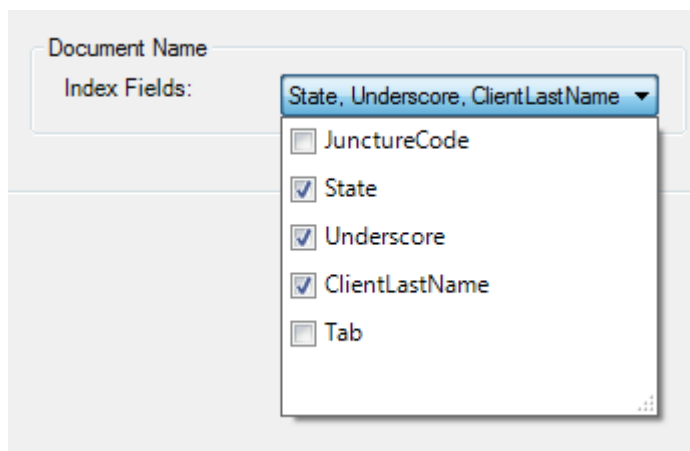
Press the "OK" button to save all changes/selections that have been made. Make sure to then click "Apply" in the Output Tab to save the Cabinet SOD setup changes.

If you need to go back into the Cabinet Setup dialog to make changes at a later time, your URL and credentials will be remembered. You will need to press the "Login" button each time. After successfully connecting to the Cabinet system, the Cabinet, Tab, and Folder selections that you saved previously will be retrieved and displayed.

Release Notes:

- When re-entering the Setup dialog for the Cabinet SOD, you must click on the selected and highlighted Cabinet to get the **Reference Index** to correctly display what was previously configured.
- When re-entering the Setup dialog, the Tab selection in the list box that was previously configured is not highlighted and will need to be re-selected if any other changes are made.
- When re-entering the Setup dialog, an additional Index Field, which make up the **Document Name**, that was previously not checked will now be checked. You will need to click on the Index Fields drop-down list and make sure that only the desired index fields are checked.