

Oracle® Document Capture Import/Export Utility

Technical Note

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This document describes how to install and run the Import/Export utility for use with Oracle Document Capture and Oracle Distributed Document Capture.

This document covers the following topics:

- ["About the Import/Export Utility"](#)
- ["Installing and Starting the Utility"](#)
- ["Exporting Capture Elements"](#)
- ["Importing Capture Elements"](#)

1 About the Import/Export Utility

The Oracle Document Capture Import/Export Utility is used to migrate Oracle Document Capture or Oracle Distributed Document Capture elements from one instance to another.

You can select individual elements (such as a server batch job) or entire components (such as all Scan for ISIS profiles and macros). In addition, you can export and import an entire configuration in order to create a snapshot of the system configuration at a certain point in time. You can use the utility to migrate a system from testing to production, to aid in troubleshooting, or as a quick means of distributing profiles.

Note: The utility imports and exports configuration settings only. No data, such as uncommitted batches, is affected.

When you export, elements are stored in multiple XML files, then packaged as a zipped file containing all information needed to re-create those elements on another system. When you import, the utility looks for elements of the same name, overwriting them if a match is detected or adding them if not.

Note: All file cabinet-related elements are exported and imported together. This means that importing any exported file cabinet element (such as a database lookup profile) overwrites the entire file cabinet of the same name. For this reason, it is important to export all file cabinet elements you want the file cabinet to contain at the same time.

Note that you can import elements that are separate from file cabinets, such as profiles and pick-lists, individually.

[Table 1](#) lists, by component, elements available for import and export. You can import and export all profiles and macros, and all administration elements except users. Index system settings and Distributed Document Capture Server Configuration settings are not available for import. In addition, Commit Server, Recognition Server, and Import Server general settings and schedules are not available for import.

Table 1 Capture Elements Available For Export and Import

Component	Element	Export/ Import	No Export/ Import
All Components	Macros	X	
Administration	File cabinets	X	
	Index fields	X	
	Batch statuses	X	
	Database lookup profiles	X	
	Pick-list sources, pick-lists (database and native)	X	
	Pick-list relationship profiles	X	
	Users		X
Scan for ISIS	Scan profiles	X	
Scan for Adrenaline	Scan profiles	X	
Index	Index profiles	X	
	Index tool settings		X
Oracle Distributed Document Capture	Scan profiles	X	
	VBScripts	X	
	Server Configuration		X
Commit Server, Recognition Server, Import Server	Batch jobs	X	
	Scheduled jobs		X
	General Settings		X
Check Capture*	Check profiles	X	

* As of the Oracle 10gR3 release, the Check Capture component, formerly called Captovation Check Capture, is no longer offered.

2 Installation Requirements

The Import/Export utility requires that Java version 1.6 or higher is installed.

Note: If your configuration includes Oracle Document Capture components installed on separate workstations, you must install the Import/Export utility on each workstation containing one or more Oracle Document Capture components.

Note: If using Microsoft Vista, you must run the utility with Administrator permissions, in order for Commit Server batch jobs to be imported and exported.

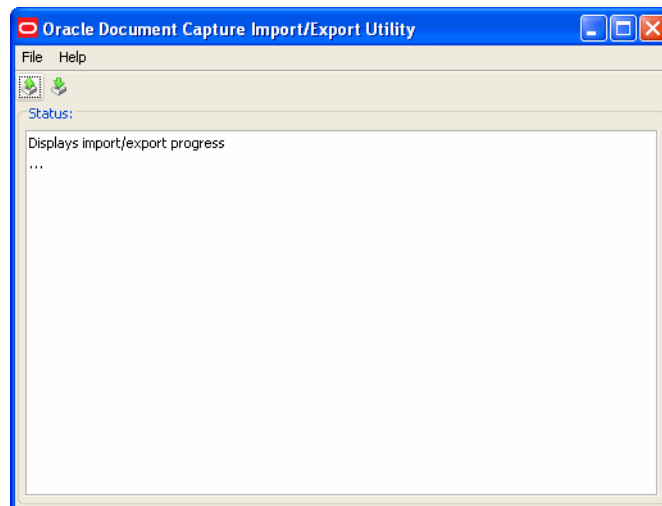
3 Installing and Starting the Utility

Follow these steps to download, install, and start the utility.

Note: You must install the Import/Export utility on each workstation that contains one or more Oracle Document Capture or Oracle Distributed Document Capture components.

1. Locate the Oracle Document Capture Import/Export Utility.
2. Run the Setup.exe file. The InstallShield Wizard leads you through the installation.
3. From the Start menu, choose Oracle Document Capture, then Oracle Document Capture Import Export Utility.
(Oracle Document Capture cannot be running when you start the utility.)
4. If prompted, log in. You must be authenticated as a Capture administrator to use the utility, either through logging in or domain security authentication.

The utility starts. It contains Export and Import buttons and a Status display area.



4 Exporting Capture Elements

Follow these steps to export selected Capture components or elements.

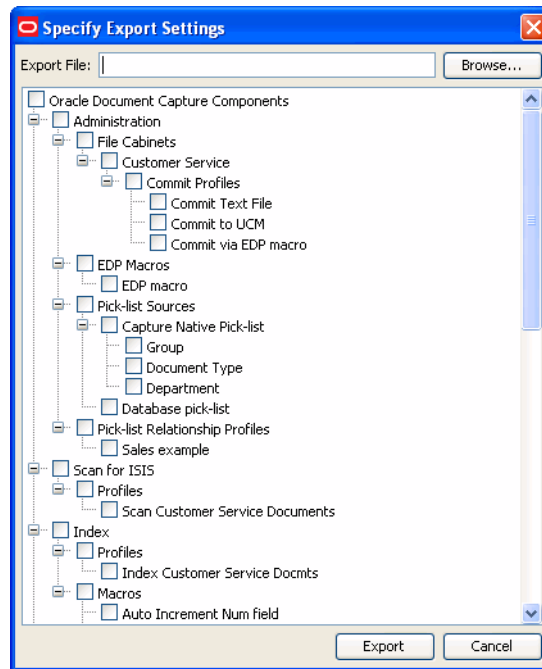
1. Click the **Export** button (Ctrl+E).

The Specify Export Settings screen is displayed. It displays a tree view of all Capture components and their elements available for export.

2. For each component, select the elements you want to export.

For example, select Index to select all index profiles and macros for export, or click an individual index profile to export.

Note: All file cabinet-related elements are exported and imported together. This means that importing *any* exported file cabinet element (such as a database lookup profile) overwrites the entire file cabinet of the same name. For this reason, it is important to export all file cabinet elements you want the file cabinet to contain at the same time.



3. Click the **Browse** button and specify a name and location for the export file to be written.

4. Click **Export**.

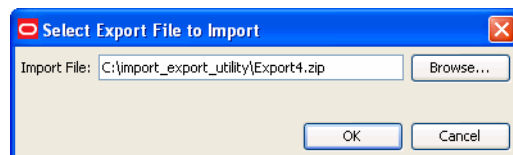
The export process begins. Details are displayed in the Status field. The zipped file is written to the specified folder.

5 Importing Capture Elements

Follow these steps to import a previously exported zipped file containing Capture elements.

Before importing, the utility verifies that its version is compatible with the installed Oracle Document Capture or Oracle Distributed Document Capture version. If the versions are not compatible, you cannot import.

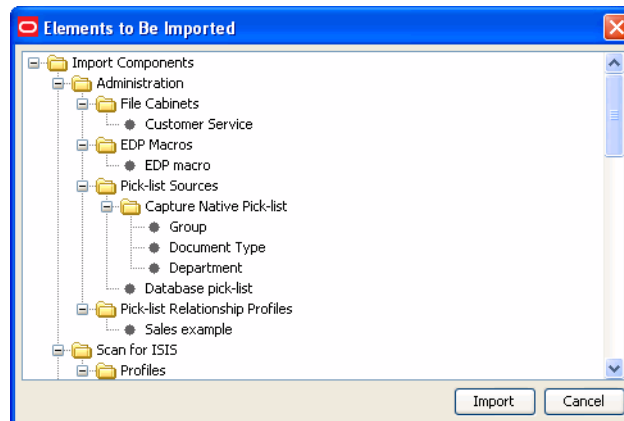
1. Click the **Import** button (Ctrl+I). The Select Export File to Import dialog box is displayed.



2. Click **Browse**, locate the zipped file you want to import, and click OK.

Note: Importing *any* exported file cabinet element (such as a database lookup profile) overwrites the entire file cabinet of the same name. Before importing, ensure that you are importing all file cabinet elements needed. If not, export again before importing.

The Elements to Be Imported screen is displayed.



3. Review the elements to be imported and click **Import**. (Click **Cancel** if changes are needed.)

As elements are imported, status information is displayed in the Status field. If a validation error occurs, you are given the option of continuing the import, skipping the profile causing the error, or stopping the import. Once finished, the status *Import completed* is displayed.

Oracle Document Capture Import/Export Utility

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