

12/01/2010

**Reform<sup>®</sup>12**

**Modular Object Scanning Technology**

**Alchemy For MOST**

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**Table of Contents**

System Requirements ..... 3  
Hardware Requirements ..... 3  
Other Requirements ..... 3  
Installation ..... 3  
Importing MOST Screen ..... 5  
MOST Manager Service ..... 5  
Setting Global Variables ..... 6  
Assigning the Alchemy Collection to Users..... 7  
MOST Alchemy Tutorial ..... 8  
Maintenance ..... 12  
Troubleshooting ..... 12

## System Requirements

- Reform 12 Enterprise or Reform 12 PDC
- MOST Plugin
- Alchemy Plugin
- MOST Alchemy Plugin
- For Evaluation and Demonstration: Windows XP, Windows 2003 Server, Windows Vista, Windows 7 or Windows 2008 Server (64 Bit Operating Systems are Supported)
- For Production Systems: Windows 2003 Server or Windows 2008 Server (64 Bit Operating Systems are Supported)

All required Reform software downloads can be found at >> [www.fabsoft.com](http://www.fabsoft.com) Downloads section.

## Hardware Requirements

Please reference both the Alchemy Plugin Documentation and MOST Documentation regarding Hardware Requirements.

## Other Requirements

- Before starting this manual, MOST and Alchemy for Reform should be working properly.

## Installation

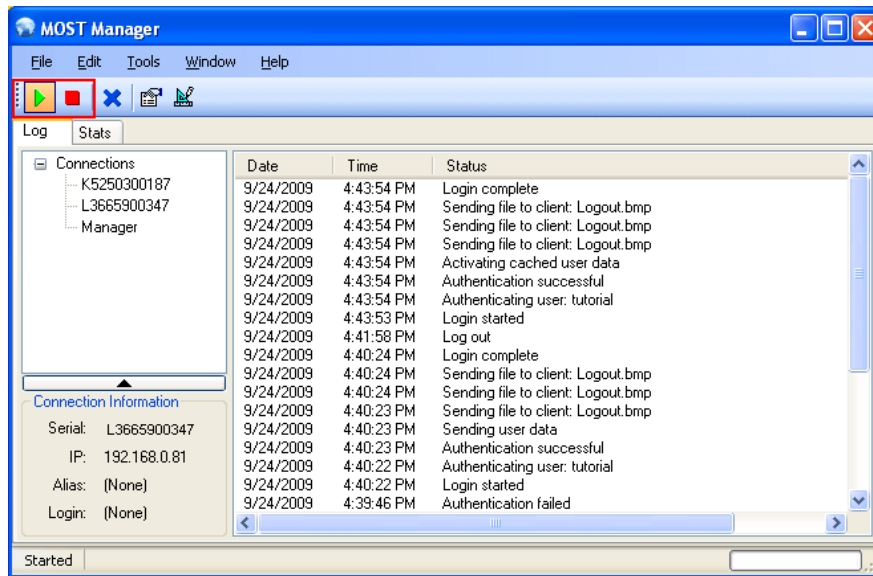
To install MOST-Alchemy to your existing Reform 12 installation, you will need to download and run the MOST-Alchemy installation executable.



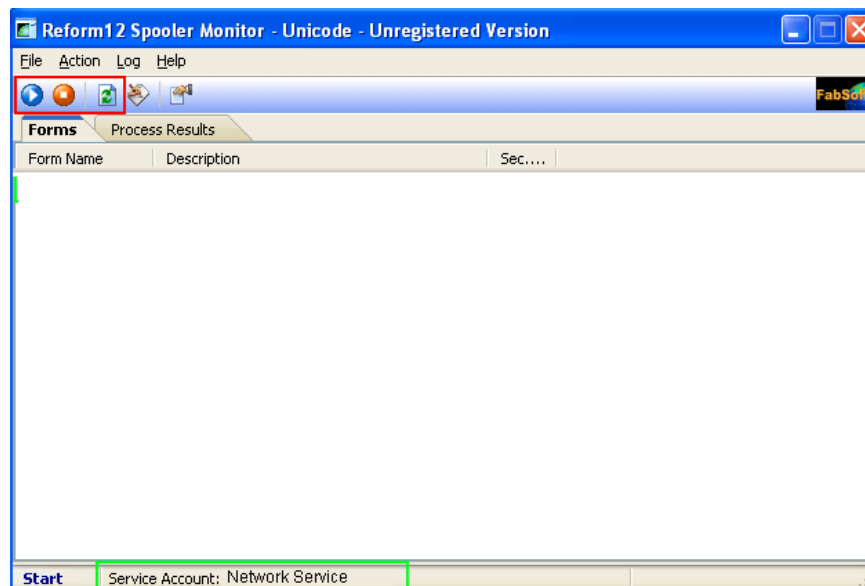
Step through the prompts and accept the User License Agreement. Allow the installation to complete.

The default installation directory for Reform 12 and its plugins is **C:\ProgramFiles\Reform...\**. If you have changed the path during the Reform installation routine, or if you are using a 64 bit operating system, please refer to the appropriate path instead of the default one referenced throughout this documentation.

After the installation, the MOST Manager should be restarted (may be running as a Service) as it requires newly added files to be loaded upon startup. To open the MOST Manager, go to **Start>Programs>Reform...>MOST>Manager**. Press the red **Stop** button and then the green **Start** button to do so.



The Reform Spooler Service must also be restarted. This is to allow the Spooler to recognize the newly installed forms. Open up the Spooler by going to **Start>Programs>Reform...>Spooler**. Click the **Refresh** button or the **red stop** button and then the **blue start** button.



## Importing MOST Screen

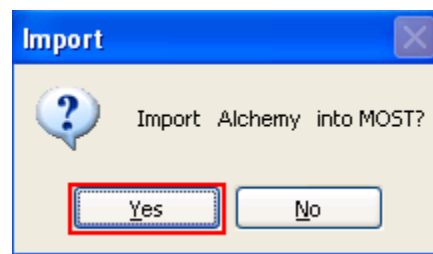
Please refer to the MOST manual for more information regarding MOST terminology, MOST Setup and Connection Test.

To import Most screens **Go to Start > Programs > Reform...> MOST-Alchemy > Install**

### MOST Screens



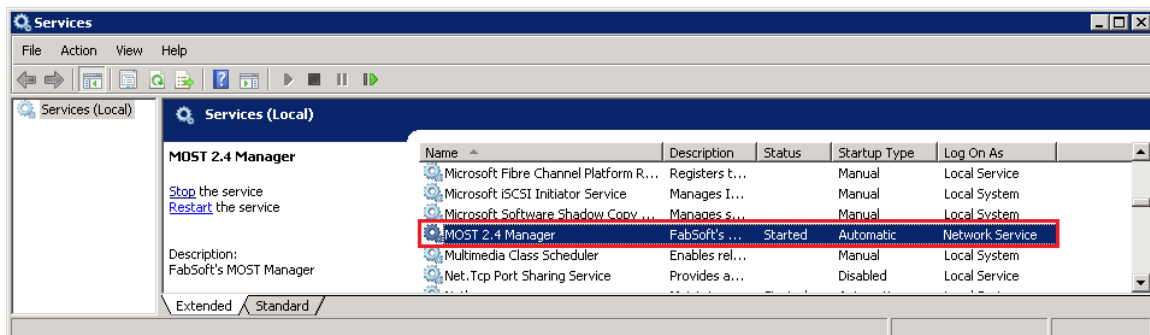
If not already open, MOST Designer will appear. You will be prompted if you want to Import Alchemy into MOST. Click **Yes**. If asked if you want to overwrite files, click **Yes**.



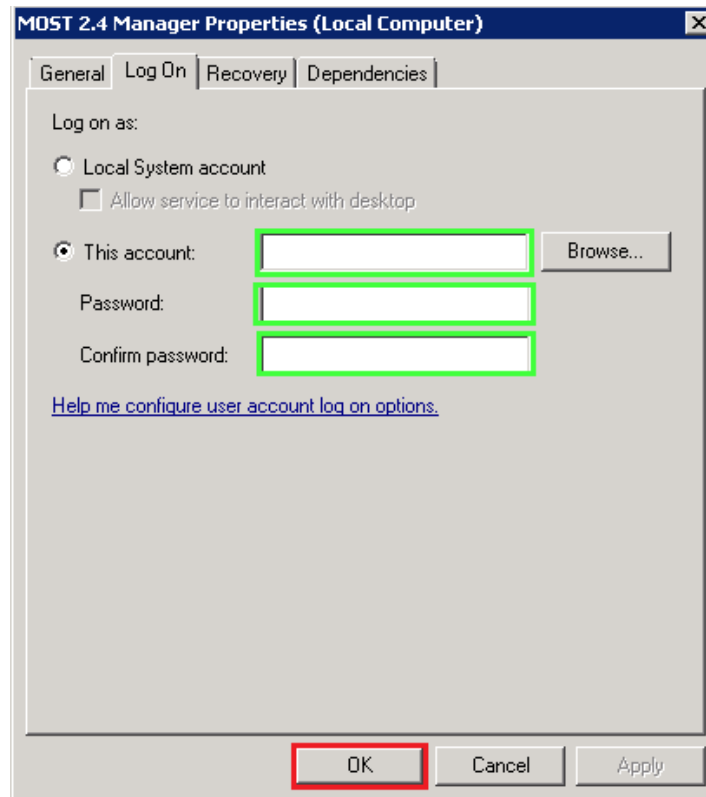
You can leave MOST Designer open as it will be used in the following section.

## MOST Manager Service

If running the MOST Manager as a service, the service logon account must have the correct permissions to access the Alchemy server. To check which account the service is running as, go to **Control Panel>Administrative Tools>Services**.



Network Service/Local System may or may not have enough permission depending on your environment. To change the service logon account, right click on **MOST 2.4 Manager** and go to **Properties**. Select the **Log On** tab.

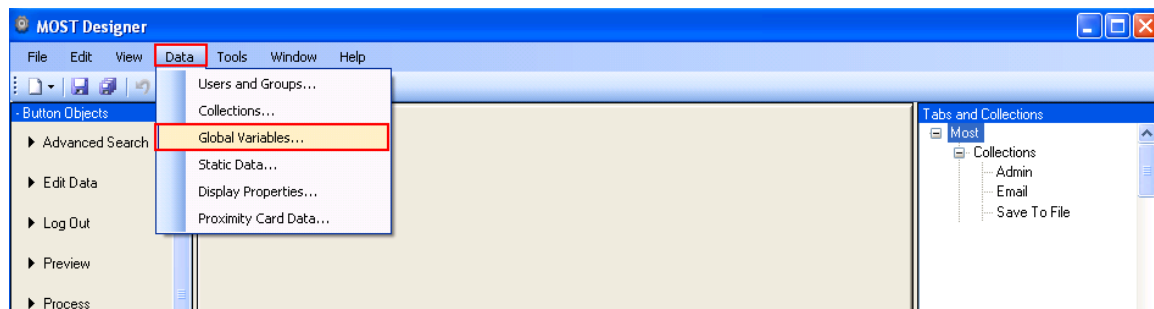


Here you can enter the account and password for an account that has access to the Alchemy server. It is recommended to use a domain account with administrative privileges on both the MOST server and the Alchemy server. Once completed, click the **OK** button. The service will need to be restarted for the new changes to take effect. This can be done by right clicking on the service and selecting **Restart** or simply by stopping and starting the service.

### Setting Global Variables

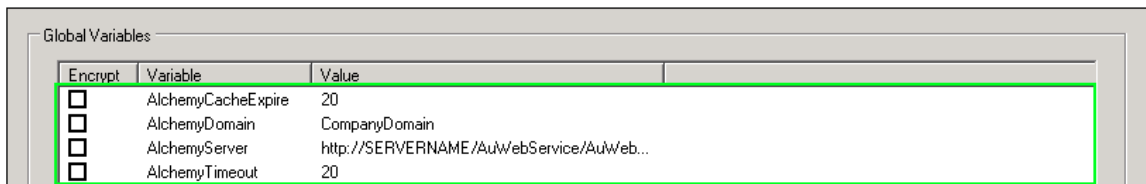
We need to setup the communication between MOST and Alchemy. To do so, we have to configure certain parameters in MOST's Global variables screen. If the MOST Designer is not already open, go to **Start>Programs> Reform... >MOST>Designer**.


On the MOST Designer's menu, go to **Data>Global Variables**



These are the Global Variables required to access your Alchemy server. For more information about the global variables, please see the Reform Alchemy documentation. Select each variable one by one, enter its value in the provided box and then click the update button.

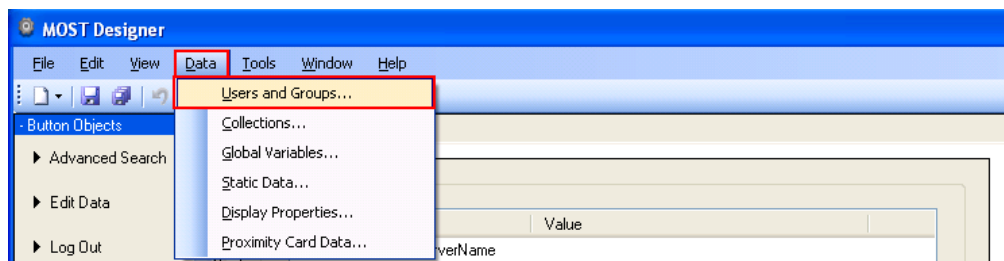
1. Variable Name = **AlchemyCacheExpire** Value= **20**
2. Variable Name=**AlchemyDomain** Value =**<Your Domain>**
3. Variable Name=**Alchemy Server** Value=  
**http://SERVERNAME/AuWebService/AuWebService.asmx**
4. Variable Name = **AlchemyTimeout** Value= **20**



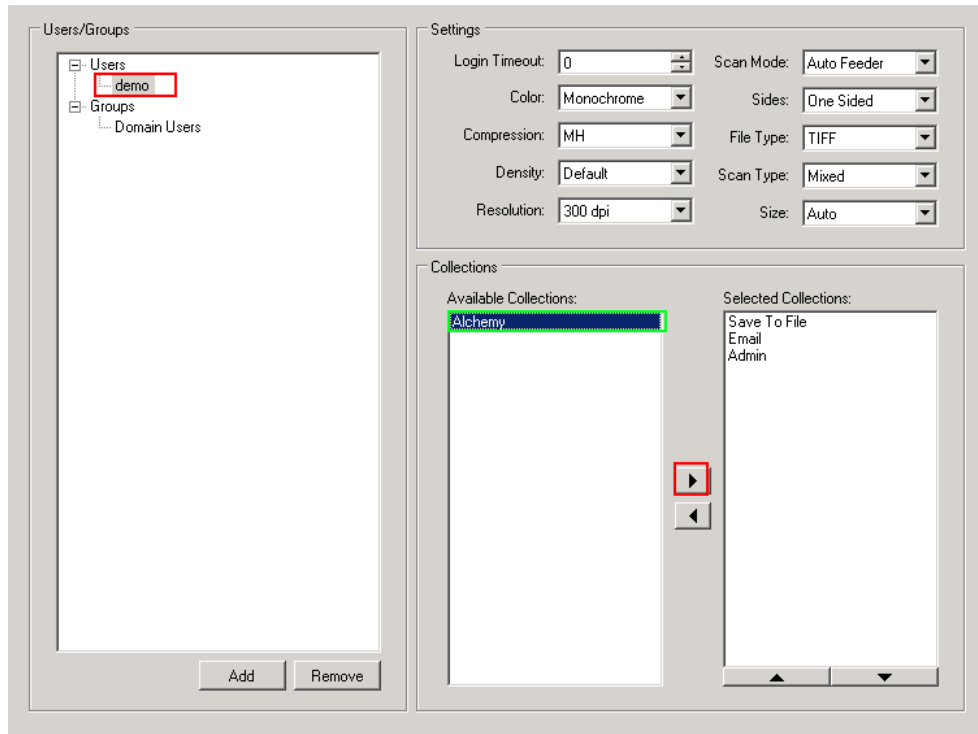
Click **File>Save** or use the small save icon  to save all the global variables.



### Assigning the Alchemy Collection to Users

1. Open your MOST Designer if not already opened (**Start>Programs> Reform...>MOST>Designer**).
2. On the MOST Designer tool bar, click on **Data > Users and Groups**



3. Select the user you want to assign the Alchemy collection to. The user that you are assigning the Alchemy collection to must be able to authenticate to the Alchemy server. To add a new user, use the **Add** button. For the tutorial, we will be using the user **demo**.



4. Select **Alchemy** from the Available Collections and click the  to add the Alchemy collection for the selected user.
5. **File>Save** or use the small save icon  to save your changes.

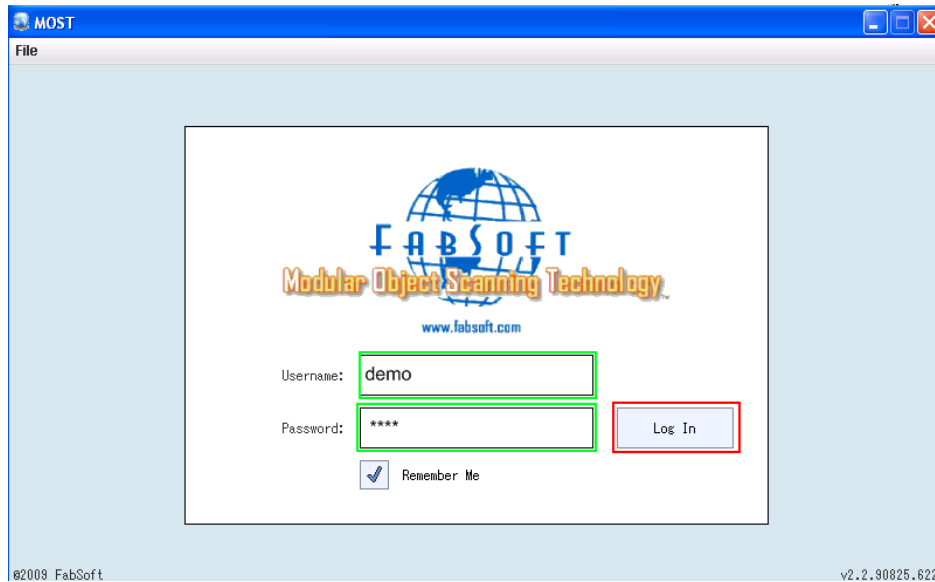
## MOST Alchemy Tutorial

The emulator shows you exactly what you would see on an MFP and it functions in the same manner. This same process could be tested with the same exact steps, but by installing MOST on the MFP by following the instructions in the MOST manual. (Please refer to the MOST manual on how to setup MOST on a MFP.)

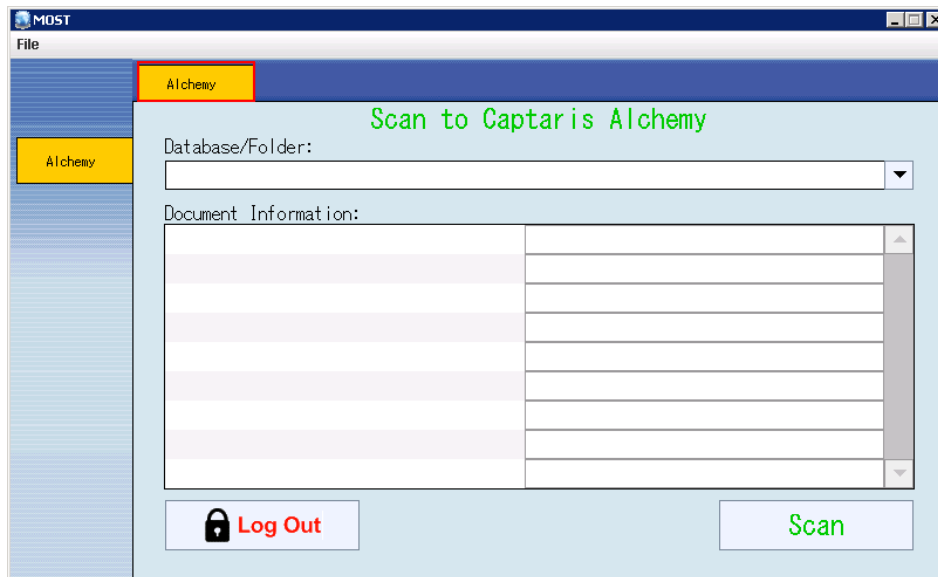
1. Login to MOST at an MFP or use MOST Desktop (**Start > Program > Reform...> MOST>Misc>MOST Desktop**).

Username: **demo** (The Username that was just added)

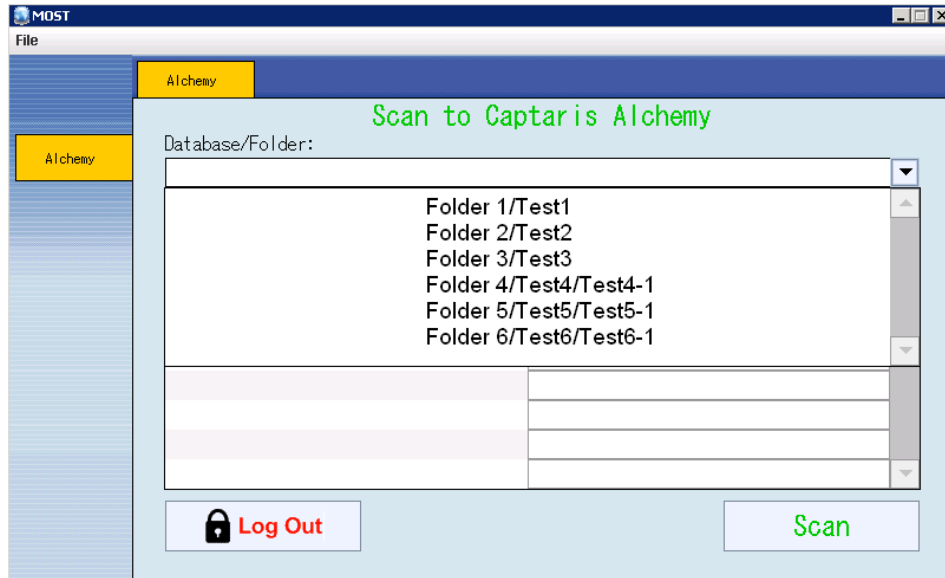
Password: **demo** (The Password for the username added)



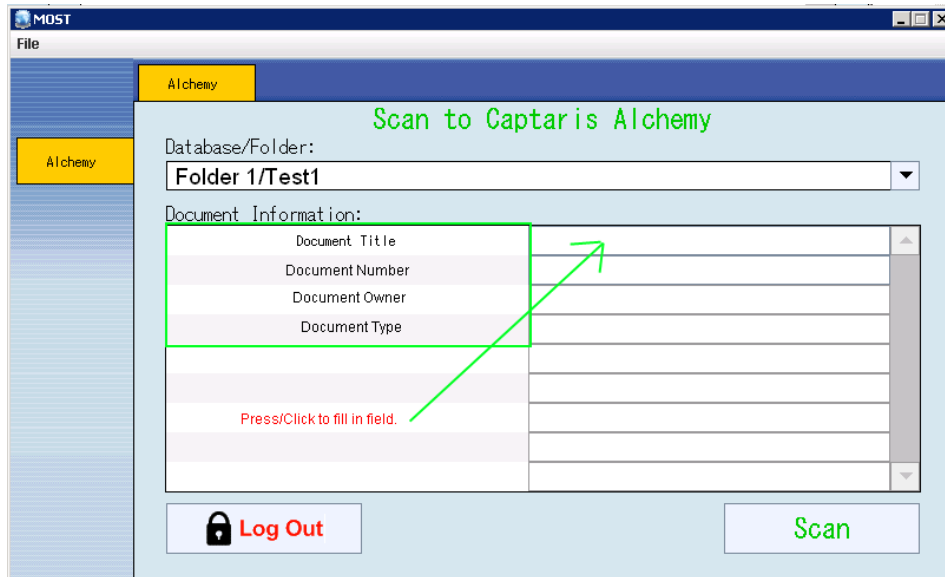
2. The emulator will now connect to the MOST server and login. It may take several seconds to log in, since MOST must connect to the Alchemy server to retrieve the account settings.



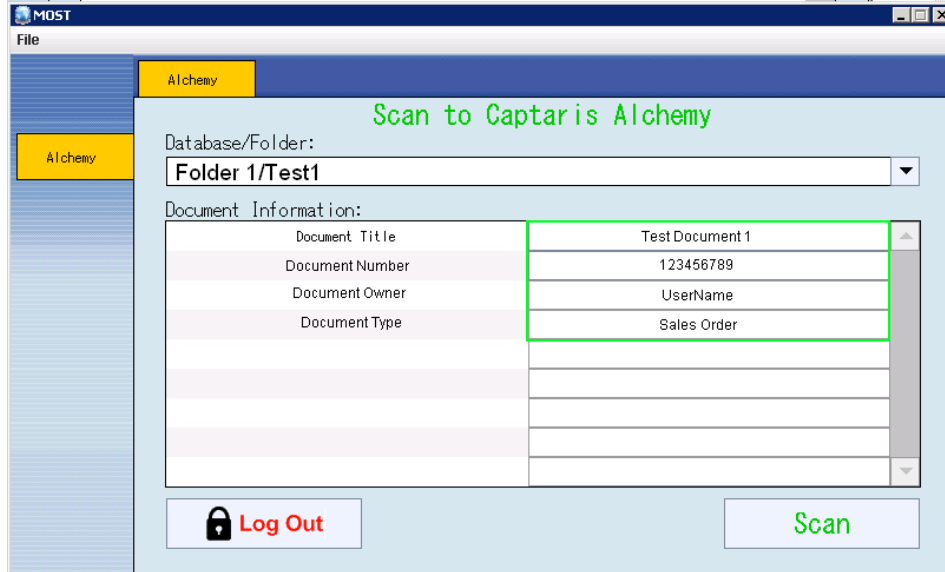
3. Use the **Database/Folder** drop down menu to see a list of available folders. Click anywhere on the combo box to pull up this list.



- After selecting a destination Database/Folder, the list box will be populated with The document’s properties. These are the properties set on the Alchemy database. To enter information for the fields, simply click the shaded area next to the field name.



- The above procedure can be repeated for each desired field.

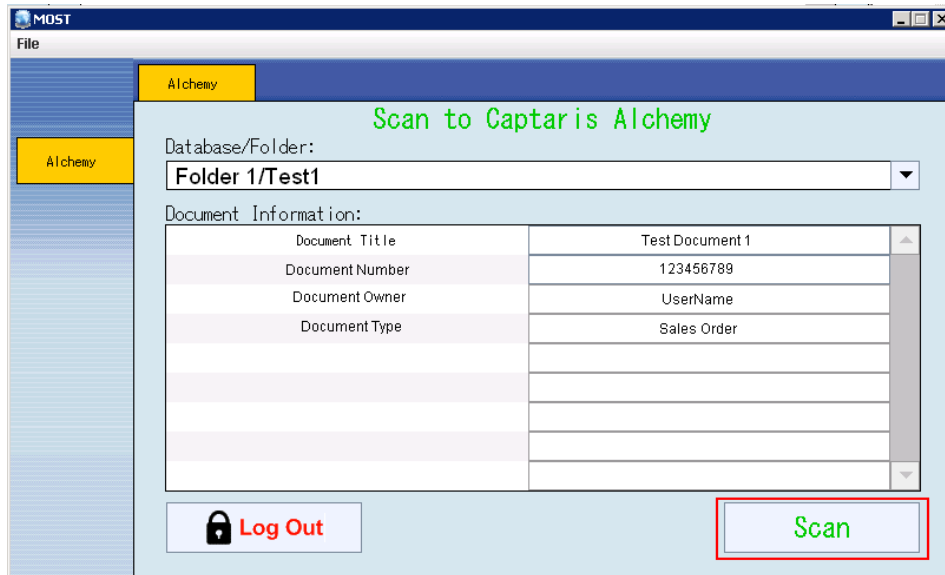


The screenshot shows the 'MOST' application window with the 'Alchemy' tab selected. The main area is titled 'Scan to Captaris Alchemy'. Below the title, there is a 'Database/Folder:' dropdown menu set to 'Folder 1/Test1'. Underneath is a 'Document Information:' table with the following data:

Document Title	Test Document 1
Document Number	123456789
Document Owner	UserName
Document Type	Sales Order

At the bottom of the window, there are two buttons: 'Log Out' (with a lock icon) and 'Scan' (in green text).

6. After you have finished populating the properties for the document, click the green **Scan** button to send your document to the Alchemy server.



This screenshot is identical to the previous one, but the 'Scan' button is highlighted with a red rectangular box, indicating it is the next step in the process.

7. You have completed the Alchemy tutorial. You can check that the document has successfully uploaded to the Alchemy server. If you do not see the document, please make sure you are able to upload documents using the Reform 12 Alchemy plugin by referencing the Reform Alchemy Documentation.

## Maintenance

There are certain directories that need to be monitored for growth along with the Alchemy plugin for Reform 12. As a system processes more and more jobs, the size of these directories can grow very quickly. Overall system performance can be affected by the large amounts of space that the files may take up. Obsolete files should be deleted according to your needs and file retention specifications. It is recommended to monitor the following directories for growth:

### Directories:

C:\Program Files\Reform...\Backups

C:\Program Files\Reform...\Spooler\ImageQueue

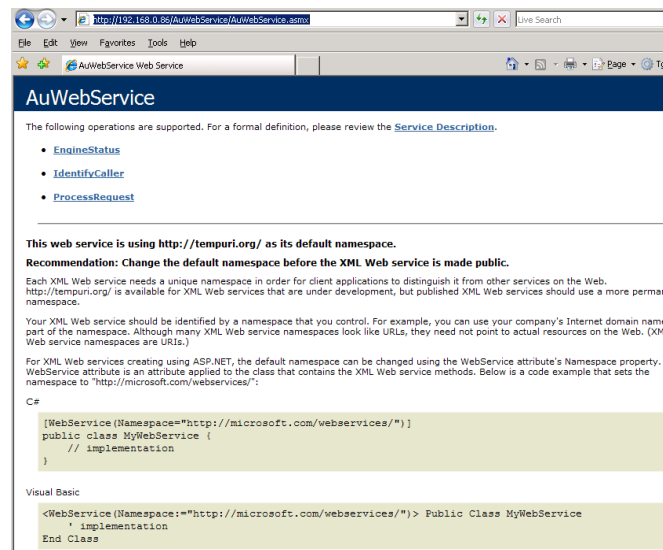
## Troubleshooting

1. If you are having problems connecting to your Alchemy server using the Reform or MOST, it is important that the server allows connections from your computer and service accounts for Reform Spooler and MOST Manager. The MOST Manager service account is responsible for viewing Alchemy directories on the MOST screen. The Reform Spooler service account is responsible for uploading the document when the **Scan** button is clicked. Both these services should have access to the Alchemy server.

Open up a Internet Explorer page. Type in **http://ALCHEMYSERVERNAME/AuWebService/AuWebService.asmx** in the address bar

Make sure you are have access to this page. If you are prompted with a login, please login with the correct credentials.

When you connect successfully, you should see the following:



Try running through the MOST Alchemy tutorial again after successfully connecting.

2. It is also important to note that the user in MOST that has access to the Alchemy collection must also be able to authenticate to the Alchemy server.
3. If running MOST as a service, please see. [MOST Manager Service](#)

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