
Aquaforest Searchlight Reference Guide



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1 Product Overview

Aquaforest Searchlight is an in-place document processing tool that is designed to monitor and make files within an organization Searchable. It is able to integrate with Microsoft SharePoint and Windows File Systems.

1.1 The Business Problem: Documents that are not searchable.

Studies have shown that in most organizations over 20% of documents are not fully text searchable so will not be located by text search or discovery exercises. In addition a greater percentage of documents may not be tagged with appropriate metadata. With the increase in distributed capture and ad-hoc publishing to document stores such as Microsoft SharePoint, there is a need for a solution to this problem that doesn't require a strict capture-time process.

Many types of documents are not searchable without special processing. For example:

- Scanned TIFF Files
- Image PDF Files
- Image Files (BMP, PNG, JPG)
- Faxes

These types of files need to be processed with Optical Character Recognition (OCR) technology to create a text version of the file contents which allows a searchable PDF to be created by merging the original page images with the text. The text is stored in the PDF file as a hidden layer overlaying each page image. This enables the file to be searched.

Documents stored in Microsoft SharePoint may often be lacking key metadata required to enable straightforward metadata searches. For example, attributes such as "Keywords" or "Company" may not have been fully indexed when the document was stored in SharePoint. The Aquaforest Searchlight Metadata Extractor module can be configured to automatically add metadata to new and existing documents.

In order to enable searches across files in SharePoint, Windows Search or other Document Management Systems the searchable files need to be indexed by the system. System iFilters manage this automatically for Microsoft Office but for PDF files a separate iFilter is required. A free iFilter is available from Adobe which does a good job but only indexes basic PDF content, not PDF titles, subjects, authors, keywords, annotations, bookmarks, attachments, create time/date, number of pages.

1.2 The Solution: Aquaforest Searchlight

- Audits document stores to determine which documents require processing
- Document Stores are monitored to deal with new and updated documents.
- Dashboard provides a convenient summary of the state of all managed stores.
- Provides detailed conversion reporting.
- convenient GUI which enables management of all stores via a single interface
- OCR Support for 100+ languages including English, Spanish, German, French



2 Installation and Licensing

2.1 System Requirements

| | |
|------------------------------------|---|
| Supported Operating Systems | <ul style="list-style-type: none">• Windows 7 (x64)• Windows 8 (x64)• Windows 10(x64)• Windows Server 2008 R2 (x64)• Windows Server 2012 R2 (x64)• Windows Server 2016 |
| Supported Document Stores | <ul style="list-style-type: none">• SharePoint 2010• SharePoint 2013• SharePoint 2016• SharePoint Online (Office 365)• OneDrive for Business• Windows File Systems |
| Disk Space | 950 MB |
| Memory | Minimum 4GB (recommended 8GB) |
| Visual C++ Redistributable | Visual C++ 2010 Redistributable (x86 x64) and Visual C++ 2013 Redistributable (x86 x64) |
| .NET Framework | 4.5.2 |

2.2 SharePoint Online (Office 365) System Requirements

| | |
|------------------------------------|--|
| Supported Operating Systems | Windows 7 SP1 and above (x64) Windows 8 (x64) Windows 10 (x64) Windows Server 2008 R2 SP1 and above (x64) Windows Server 2012 (x64) Windows Server 2016 |
| Additional tools | SharePoint Server Client Components SDK (x86 x64) |

2.3 Licensing

Aquaforest Searchlight has 3 main licensing levels:

- Single Core
- 4 Cores
- 8 Cores

Further Modules are also available upon request. These are:

- Multi-core module with more than 8 cores. You can add additional blocks of 4 cores up to a maximum of 64
- Intelligent High Quality Compression
- Asian Languages OCR support
- Arabic & Farsi Languages OCR support

Trial licenses usually are time limited, that is, it will expire after a particular date or x days after installation. They may also limit the number of documents that can be OCRed.

2.3.1 Entering License Keys

Aquaforest Searchlight will not run without a valid license key. If you do not have a valid license key, you will be prompted to enter a valid license key.

You don't currently have a license key

If you registered for a trial or purchased a license you should have received an email containing your license key. If you have not received a key please contact support@aquaforest.com .

Please enter your license key below and click OK.

Email support@aquaforest.com to request a key if you do not have one. If you have a valid license key and wish to update it with a new one, go to **Settings > License** tab.

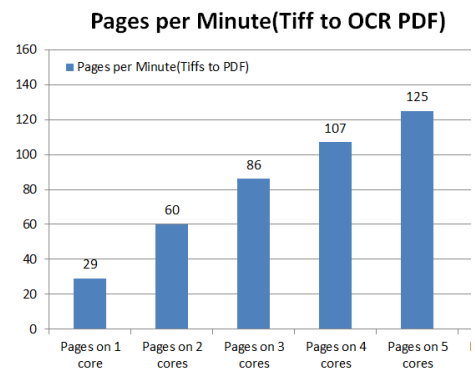
3 Aquaforest Searchlight Modules

3.1 Multi-core Module

This module is used to take full advantage of the number processors available on a computer.

The current release allows users to process up to 64 files in parallel.

The chart gives some indication of the improvement in throughput that can be expected when using the multi-core module.



3.2 OCR Engines Modules

OCR engines are the components that perform the task of text recognition on image files and extraction. Aquaforest Searchlight ships two OCR Engines namely the Aquaforest OCR Engine and the Extended (IRIS) OCR Engine. Below is an explanation of the OCR Engines.

3.2.1 Aquaforest OCR Module (Included with the standard product)

The Aquaforest OCR Engine is included as a standard part of the product and can be used to convert Image PDFs and Images to searchable PDF documents. This engine has support of about 24 European Languages, but you can only OCR using one language at a time.

Aquaforest

3.2.2 Extended (IRIS) OCR Module (Included with the standard product)

The Extended Engine has the following benefits over and above the standard Aquaforest OCR engine:

- Supports over 100 Languages.
- Support for multiple languages within a single document from the same alphabet e.g. French + German + Italian
- Canon IRIS OCR Engine - the same engine that is used in Adobe Acrobat
- Additional Advanced Pre-processing options for enhanced recognition, especially of poorer quality documents
- Optional Asian Languages Support
- Optional Arabic & Farsi Languages Support
- Optional IHQC Advanced PDF Compression



3.2.3 Extended OCR Asian Languages Module (Extra Cost)

Adds support for Korean, Japanese, Simplified Chinese & Traditional Chinese languages.

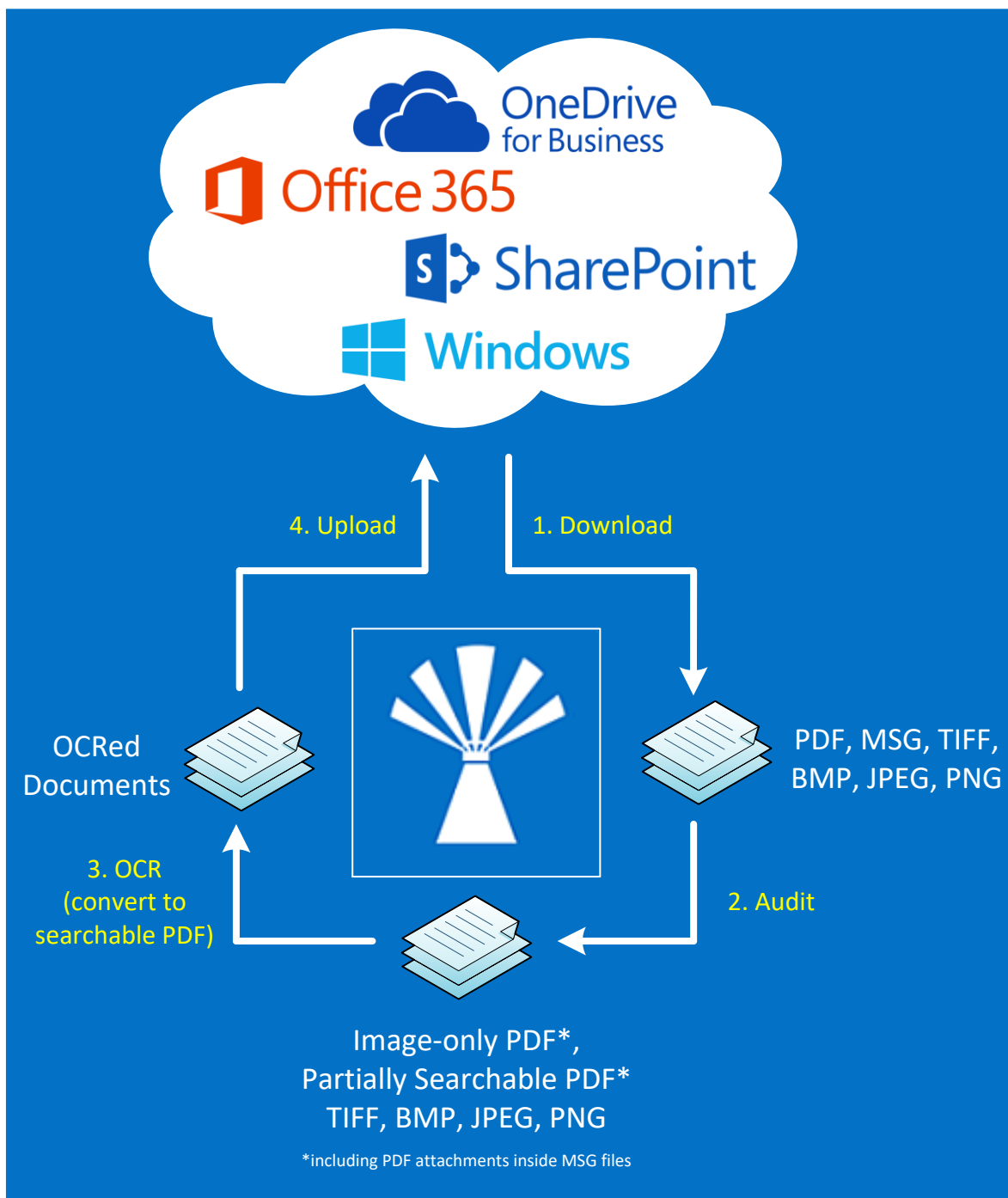
3.2.4 Extended Arabic & Farsi Languages Module (Extra Cost)

Adds support for Arabic and Farsi languages.

3.2.5 Extended OCR Advanced Compression (Extra Cost)

Aquaforest Searchlight uses IRIS's New Intelligent High-Quality Compression (IHQC). IHQC offers the most impressive PDF colour compression without compromising visual quality, text resolution and legibility of your documents. The IHQC module will be available if you purchase the IHQC license.

4 Searchlight Architecture and Concepts



There are 2 main stages when processing a Searchlight library, the Audit stage and the OCR stage. At its most basic level, Aquaforest Searchlight will:

1. download (for SharePoint locations) or copy (for file system locations) documents from the source location to a temp location,
2. analyse (Audit) them to identify whether they need to be OCR'd,
3. OCR them to convert them to searchable PDFs and
4. put them back in the source location, replacing the existing documents

See the following [blog](#) for a more detailed explanation.

4.1 Supported Formats

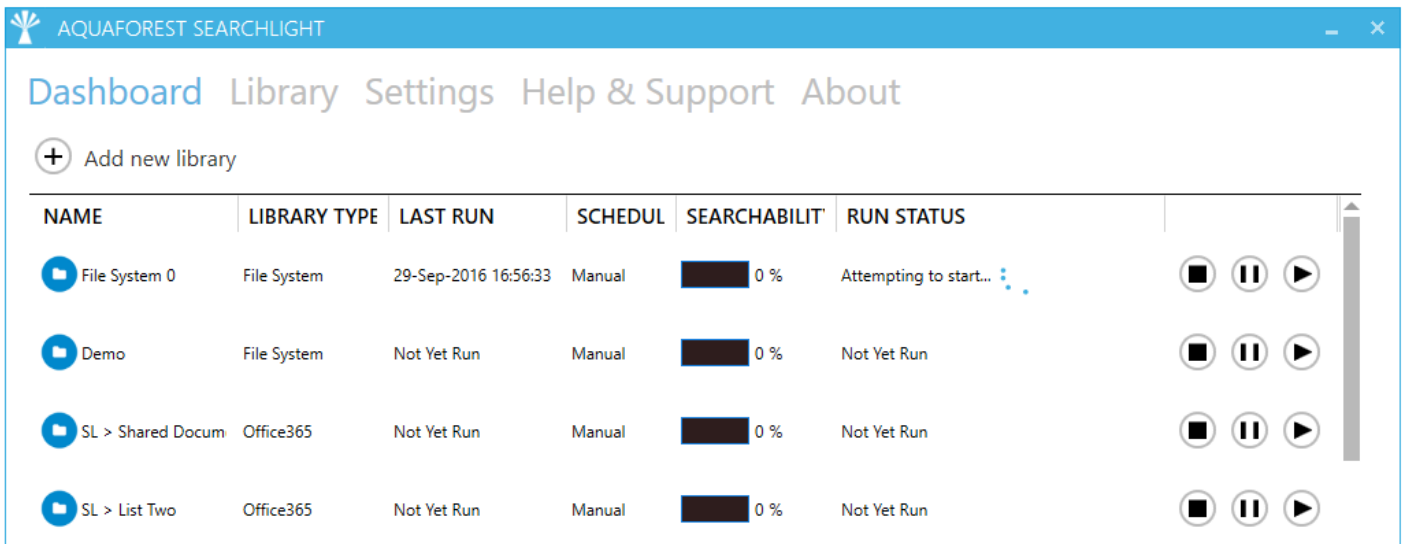
Aquaforest Searchlight currently supports TIFF, BMP, JPG, PNG and PDF documents (including PDF attachments inside MSG files) as input. As a result, candidate documents will always be one of these formats.

4.2 Searchlight Libraries

Aquaforest Searchlight revolves around the concepts of libraries. A Searchlight library can be described as a job in Aquaforest Searchlight that has all the settings required to process documents from specific Document Management Systems. It will usually consist of the following:

- The location(s) containing the documents that need to be processed.
- Document selection settings to indicate what types of documents to process (TIFF, PDF, etc.)
- OCR settings to use during the OCR phase

All Searchlight libraries are displayed in the Dashboard as shown below and the various settings associated with one can be accessed by double-clicking on it.



The screenshot shows the Aquaforest Searchlight Dashboard. At the top, there is a navigation bar with the following links: Dashboard, Library, Settings, Help & Support, and About. Below the navigation bar, there is a button labeled '+ Add new library'. The main content area contains a table with the following columns: NAME, LIBRARY TYPE, LAST RUN, SCHEDULE, SEARCHABILITY, and RUN STATUS. The table lists four libraries:

| NAME | LIBRARY TYPE | LAST RUN | SCHEDULE | SEARCHABILITY | RUN STATUS |
|-------------------|--------------|----------------------|----------|---------------|------------------------|
| File System 0 | File System | 29-Sep-2016 16:56:33 | Manual | 0 % | Attempting to start... |
| Demo | File System | Not Yet Run | Manual | 0 % | Not Yet Run |
| SL > Shared Docum | Office365 | Not Yet Run | Manual | 0 % | Not Yet Run |
| SL > List Two | Office365 | Not Yet Run | Manual | 0 % | Not Yet Run |

Each row in the table has a set of control icons on the right: a square stop icon, a vertical bar pause icon, and a right-pointing triangle play icon.

A Searchlight library should not be confused with a SharePoint document library, which is a document library in SharePoint.

4.3 Searchability Status

The searchability status of a document describes how indexable the document is. Searchlight will classify the searchability of documents in the following 3 categories:

- Fully Searchable
A PDF document is fully searchable if all its pages have text that can be indexed and searched
- Partially Searchable
A partially searchable document contains some pages with text, others with only images or no images and no text (blank)
- Image-only
This is a PDF that has been created from one or more images – most commonly as a result of scanning a document either directly to PDF or by converting a scanned TIFF image to

PDF. These files do not contain any searchable text and most often comprise a set of Group4 or JBIG2 images in a PDF “wrapper”.

Image documents (TIFF, BMP, JPG and PNG) are always identified as image-only.

4.4 Audit and Candidate Identification

Before processing a document library, Aquaforest Searchlight will perform an Audit (analysis) on the document library in order to determine which documents are candidates for processing by examining each document's searchability status and comparing it with the document selection settings in the **Library > Document Settings** tab.

4.5 Archiving

To avoid making inadvertent changes to the source document, it is recommended to turn Archiving on so as to have a backup of the source documents. Archiving is the process of copying over the source documents to an archive location specified by the user before performing any sort of processing on them.

4.6 SharePoint and Office 365 Document Stores Concepts

Aquaforest Searchlight can be configured to monitor multiple SharePoint libraries. Below are some concepts that should be taken into consideration during configuration.

4.6.1 Versioning

Since Aquaforest Searchlight uses in-place processing, the source document is replaced by the resulting PDF file. However, if versioning is turned on, the resulting PDF file will be created as another version of the input file in SharePoint. If versioning is turned off then the resulting PDF file replaces the source file.

4.6.2 URL format

Below are examples of SharePoint URL formats accepted by Searchlight when setting up a document library. NOTE: Make sure the URLs start with “http” or “https”

Site/Web:

- <https://myCompany>
- <https://myCompany/sites/mySite>
- <https://myCompany/sites/mySite/mySubSite>

Document Library:

- <https://myCompany/myLibrary>
- <https://myCompany/sites/mySite/myLibrary>
- <https://myCompany/sites/mySite/mySubSite/myLibrary>

List:

- <https://myCompany/Lists/myList>
- <https://myCompany/sites/mySite/Lists/myList>

OneDrive for Business

- https://myCompany-my.sharepoint.com/personal/firstname_lastname_aquaforest_onmicrosoft_com

- https://myCompany-my.sharepoint.com/personal/firstname_lastname_aquaforest_onmicrosoft_com/myLibrary

However, if the full URL is entered (i.e. ending with “.aspx”) as shown below, Searchlight will try to automatically format it to one of the above accepted formats:

- <https://myCompany/sites/mySite/SitePages/Home.aspx>
- <https://myCompany/sites/mySite/myLibrary/Forms/AllItems.aspx>
- https://myCompany/sites/mySite/_layouts/15/start.aspx#/myLibrary/Forms/AllItems.aspx
- <https://myCompany/sites/mySite/Lists/myList/AllItems.aspx>
- https://myCompany/sites/mySite/_layouts/15/start.aspx#/Lists/myList/AllItems.aspx
- https://myCompany-my.sharepoint.com/personal/firstname_lastname_aquaforest_onmicrosoft_com/_layouts/15/onedrive.aspx
- https://myCompany-my.sharepoint.com/personal/firstname_lastname_aquaforest_onmicrosoft_com/myLibrary/Forms/AllItems.aspx

4.7 Document Stores Concepts

Aquaforest Searchlight can be configured to monitor folders on the windows file system. Below are a few issues that need to be considered when using the Windows File System.

4.7.1 File Name Length

The windows operating system has a limit to file name length it can process. Aquaforest Searchlight always runs an audit before any conversion is carried out. Before the start of an audit, if any files with long names are found it will be reported to the user and the user can either shorten the file names or move the files.

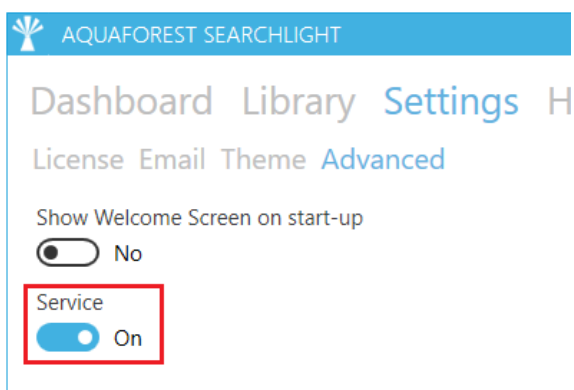
4.7.2 File Access Permissions

If there are any secured locations that are to be monitored, you will have to configure the Aquaforest Searchlight Service with the security credentials of a user that has permissions to access that particular location.

4.8 Aquaforest Searchlight Service

This is the heart of the product and controls the execution of all libraries. Without it running, a library cannot be audited or OCR'd. It is also used by the scheduler to automate the processing of libraries at regular time intervals without interfering with other work being performed on the machine it is installed in. It is also used to generate scheduled reports and sending email alerts.

The service can be turned on or off by going to **Settings > Advanced** tab.



5 Quick Start Guide

5.1 Creating a Library

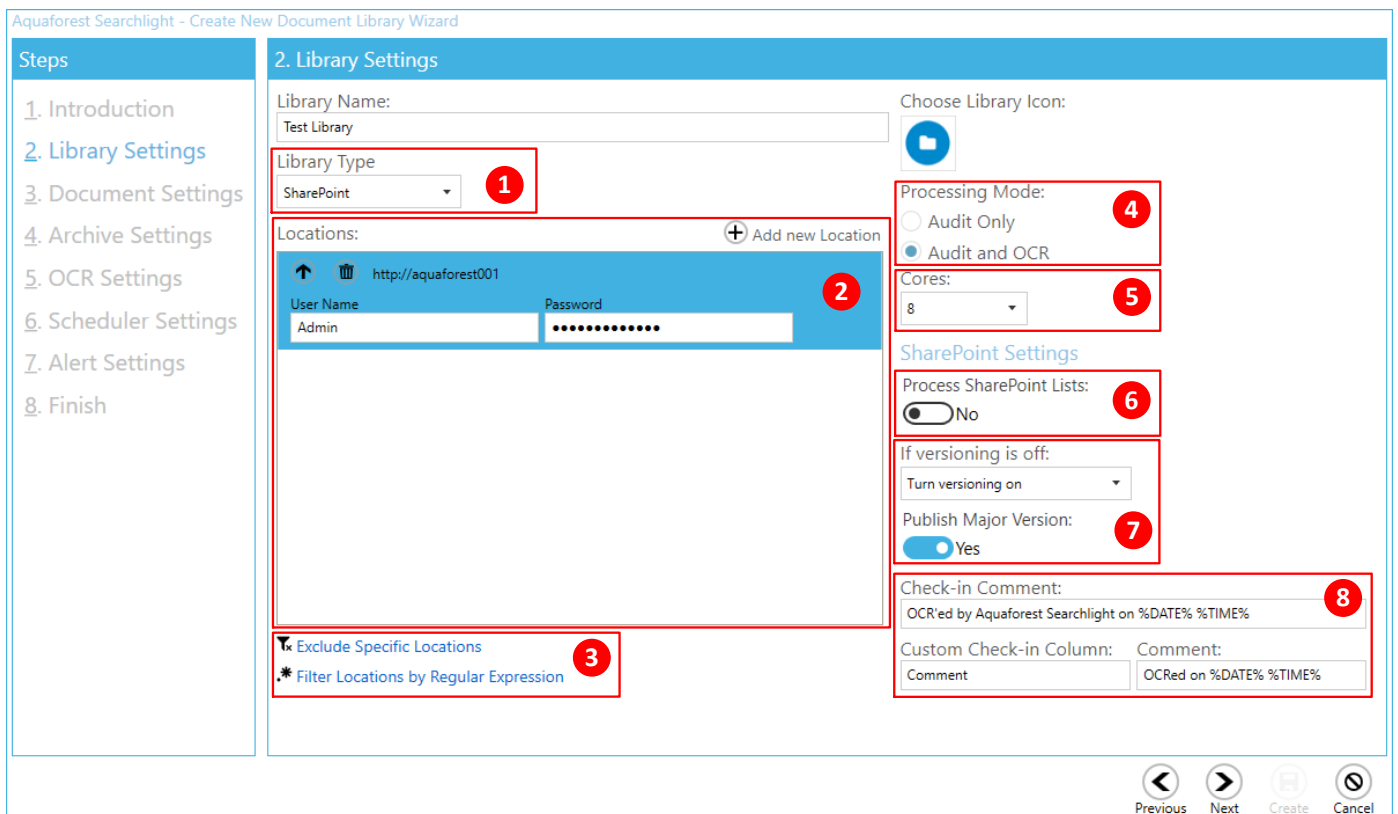
Creating Document Libraries in Aquaforest Searchlight is managed by a wizard. This wizard can be launched by clicking the **Add new library** button on the Dashboard.

Dashboard Library Settings



The wizard provides helpful information throughout the different stages of the document library creation process which aids in better understanding the various steps and settings involved. Refer to [section 6.3](#) for detailed description of each of the settings in each page.

5.1.1 Library Settings



1. Do the documents to be processed reside on a file system, SharePoint or Office 365?
2. Enter the location(s). It can consist of the following:
 - o one or more SharePoint site collections, SharePoint sites, SharePoint document libraries and/or SharePoint lists.
 - OR
 - o one or more File System paths
3. There are 2 ways to filter locations:
 - a. Excluding specific locations – locations that match the specified URL(s) are excluded
 - b. By regular expressions – locations (URLs) that match the specified regular expressions are included

This is useful if you are processing a whole site collection and want to excluded specific locations and/or include only specific sites or libraries.

4. Do you only want to **Audit Only**, or **Audit and OCR**? Audit means that Searchlight will analyze the searchability of the documents and report how many searchable, partially searchable and image-only documents are found in the location(s) specified, while Audit and OCR will find the non-searchable documents, and then make them searchable.
5. The number of cores to use to process documents in parallel. For instance, if 8 cores is specified, Searchlight will process 8 documents simultaneously, which will significantly reduce the total processing time.
6. Choose whether to process SharePoint Lists or not. If this is turned on, Searchlight will process the attachments in each list item. Note, however, that processing SharePoint lists can be extremely time consuming if they are very large.
7. Turn versioning on if you want to have a 'backup' of the original documents, otherwise the documents will be overwritten with new searchable ones.
8. You can choose to add a check-in comment to the OCR'd files once they are uploaded to SharePoint. Optionally, you can also add a custom comment to a custom SharePoint column. However, the custom SharePoint column must be either of 'Text' or 'Date' type.

5.1.2 Document Settings

This page enables the user to specify rules and criteria for the selection of documents to be processed.

The screenshot displays the '3. Document Settings' step of the wizard. On the left, a 'Steps' sidebar lists: 1. Introduction, 2. Library Settings, 3. Document Settings (highlighted), 4. Archive Settings, 5. OCR Settings, 6. Scheduler Settings, 7. Alert Settings, and 8. Finish. The main area is divided into several sections:

- PDF Selection:** Process PDF Documents (Yes), Image Only PDFs (Yes), Partially Searchable (Yes), Fully Searchable (No), Hidden Text (Yes).
- TIFF Selection:** Process TIFF Files (No), Delete Original TIFF (No).
- BMP Selection:** Process BMP Files (No), Delete Original BMP (No).
- JPEG Selection:** Process JPEG Files (No), Delete Original JPEG (No).
- PNG Selection:** Process PNG Files (No), Delete Original PNG (No).
- MSG Selection:** Process PDF Attachments (No).
- Temp Folder Location:** C:\Aquaforest\Searchlight\temp.
- Filter Settings:** Date Filter (No Filter), From: 21/03/2017, To: 21/03/2017. Options include 'Exclude Specific Documents' and 'Filter Documents by Regular Expression'.
- Document Error Settings:** Document Error Rule (Take no Action), Document Error Location (empty).
- Advanced Settings:** Retry (No), OCR Document Limit (0), Retain Creation Date (No), Retain Modified Date (No), Retain Created By (No), Retain Modified By (No).

At the bottom right, there are navigation buttons: Previous, Next, Create, and Cancel.

1. Select the document types to process. For image files, you can delete the original images from the source location after they have been converted to searchable PDFs.
2. The **Temp Folder Location** is where Searchlight temporarily stores downloaded files as well as files created during OCR.
3. There are different options to filter documents:
 - a. By modified or creation date – documents that fall within the specified range are excluded
 - b. By document paths – documents that match the specified paths are excluded
 - c. By regular expressions - documents whose properties match the specified regular expressions are included

- There is also the option of retaining the original metadata on the document and in SharePoint so that even after uploading the searchable PDF these columns will not be changed.

5.1.3 Document Archive Settings

This page provides the option of archiving source files so as to have a backup before OCR is applied to them.

5.1.4 OCR Settings

In this section, you can set the OCR settings. Aquaforest Searchlight comes bundled with two OCR Engines: Aquaforest OCR engine and the Extended IRIS (Canon) OCR engine. The Extended OCR is the default engine and supports more languages (100+) than the Aquaforest OCR engine and also has the ability to process documents that have pages in different languages. See [section 3.2](#) for more information about the OCR engines.

5.1.4.1 Extended OCR Engine Settings

5.1.4.2 Aquaforest OCR Engine Settings

Aquaforest Searchlight - Create New Document Library Wizard

Steps

- 1. Introduction
- 2. Library Settings
- 3. Document Settings
- 4. Archive Settings
- 5. OCR Settings**
- 6. Scheduler Settings
- 7. Alert Settings
- 8. Finish

5. OCR Settings

OCR Engine:
 Aquaforest Extended (IRIS)

General Settings PDF Source Settings Image Source Settings

Auto Rotate Off Despeckle

Deskew On OCR Language

Remove Lines Off Box Graphics

Stamps

Advance Flags

Previous Next Create Cancel

5.1.5 Scheduler

The scheduler allows Aquaforest Searchlight to automate the running of document libraries. You can either run it manually or run periodically, every day at a particular time or every hour etc.

Aquaforest Searchlight - Create New Document Library Wizard

Steps

- 1. Introduction
- 2. Library Settings
- 3. Document Settings
- 4. Archive Settings
- 5. OCR Settings
- 6. Scheduler Settings**
- 7. Alert Settings
- 8. Finish

6. Scheduler Settings

Manual
 Once per day
 Continuous
 Run once

At:

Every:

Between And

On:
At:

Previous Next Create Cancel

5.1.6 Alert Settings

The alert settings provide you with the option of periodically sending email alerts as well as generating reports of job runs within a particular date range. Creating alerts is managed by another wizard within the library creation wizard.

1. Select the action(s) you want to perform

Aquaforest Searchlight - Create New Document Library Wizard

| Steps | 7. Alert Settings | | | | | | | | | | | | | | |
|--|--|---------------|--------|--------|---|-------|--|--------|--|---------|---|--------|--|--|-----------------------------------|
| <ul style="list-style-type: none">1. Introduction2. Library Settings3. Document Settings4. Archive Settings5. OCR Settings6. Scheduler Settings7. Alert Settings8. Finish | <table border="1"><thead><tr><th>Configuration</th><th>Action</th></tr></thead><tbody><tr><td>Action</td><td>What action(s) do you want the alert task to perform?</td></tr><tr><td>Email</td><td>Send an email <input checked="" type="checkbox"/> Yes</td></tr><tr><td>Report</td><td>Generate a CSV report <input checked="" type="checkbox"/> Yes</td></tr><tr><td>Trigger</td><td>Attach the CSV report to the email <input checked="" type="checkbox"/> Yes</td></tr><tr><td>Finish</td><td>Save Report <input type="checkbox"/> No</td></tr><tr><td></td><td>Location: <input type="text"/></td></tr></tbody></table> <p style="text-align: right;">Previous Next</p> | Configuration | Action | Action | What action(s) do you want the alert task to perform? | Email | Send an email <input checked="" type="checkbox"/> Yes | Report | Generate a CSV report <input checked="" type="checkbox"/> Yes | Trigger | Attach the CSV report to the email <input checked="" type="checkbox"/> Yes | Finish | Save Report <input type="checkbox"/> No | | Location: <input type="text"/> |
| Configuration | Action | | | | | | | | | | | | | | |
| Action | What action(s) do you want the alert task to perform? | | | | | | | | | | | | | | |
| Email | Send an email <input checked="" type="checkbox"/> Yes | | | | | | | | | | | | | | |
| Report | Generate a CSV report <input checked="" type="checkbox"/> Yes | | | | | | | | | | | | | | |
| Trigger | Attach the CSV report to the email <input checked="" type="checkbox"/> Yes | | | | | | | | | | | | | | |
| Finish | Save Report <input type="checkbox"/> No | | | | | | | | | | | | | | |
| | Location: <input type="text"/> | | | | | | | | | | | | | | |

Previous Next Create Cancel

2. Select the email settings

Aquaforest Searchlight - Create New Document Library Wizard

| Steps | 7. Alert Settings | | | | | | | | | | | | | | |
|--|--|---------------|----------------|--------|----------------|-------|--|--------|--|---------|---|--------|---|--|--|
| <ul style="list-style-type: none">1. Introduction2. Library Settings3. Document Settings4. Archive Settings5. OCR Settings6. Scheduler Settings7. Alert Settings8. Finish | <table border="1"><thead><tr><th>Configuration</th><th>Action > Email</th></tr></thead><tbody><tr><td>Action</td><td>Email Settings</td></tr><tr><td>Email</td><td>From Email Address: <input type="text" value="support@aquaforest.com"/></td></tr><tr><td>Report</td><td>To Email Address: <input type="text" value="support@aquaforest.com"/></td></tr><tr><td>Trigger</td><td>Email Subject: <input type="text" value="%LIBRARYNAME% %STATUS%"/></td></tr><tr><td>Finish</td><td>Email Message: <input checked="" type="checkbox"/> Test Email</td></tr><tr><td></td><td><input type="text" value="Further processing of '%LIBRARYNAME%' has been suspended. Log file: %LOGFILEPATH%"/></td></tr></tbody></table> <p style="text-align: right;">Previous Next</p> | Configuration | Action > Email | Action | Email Settings | Email | From Email Address: <input type="text" value="support@aquaforest.com"/> | Report | To Email Address: <input type="text" value="support@aquaforest.com"/> | Trigger | Email Subject: <input type="text" value="%LIBRARYNAME% %STATUS%"/> | Finish | Email Message: <input checked="" type="checkbox"/> Test Email | | <input type="text" value="Further processing of '%LIBRARYNAME%' has been suspended. Log file: %LOGFILEPATH%"/> |
| Configuration | Action > Email | | | | | | | | | | | | | | |
| Action | Email Settings | | | | | | | | | | | | | | |
| Email | From Email Address: <input type="text" value="support@aquaforest.com"/> | | | | | | | | | | | | | | |
| Report | To Email Address: <input type="text" value="support@aquaforest.com"/> | | | | | | | | | | | | | | |
| Trigger | Email Subject: <input type="text" value="%LIBRARYNAME% %STATUS%"/> | | | | | | | | | | | | | | |
| Finish | Email Message: <input checked="" type="checkbox"/> Test Email | | | | | | | | | | | | | | |
| | <input type="text" value="Further processing of '%LIBRARYNAME%' has been suspended. Log file: %LOGFILEPATH%"/> | | | | | | | | | | | | | | |

Previous Next Create Cancel

- Select the report settings. You can choose to get a summary of the library status a whole and/or details about specific runs.

Aquaforest Searchlight - Create New Document Library Wizard

Steps

- 1. Introduction
- 2. Library Settings
- 3. Document Settings
- 4. Archive Settings
- 5. OCR Settings
- 6. Scheduler Settings
- 7. Alert Settings
- 8. Finish

7. Alert Settings

Configuration
 Action
 Email
Report
 Trigger
 Finish

Action > Report

Library Audit Summary

The library audit summary will contain statistics about current searchability status of the library as a whole as well as individual statistics about each document type in the library.

Show library audit summary in report
 Yes

Run Details Summary (OCR only)

The run details will contain a summary of all the documents that were processed in a particular run:

- No. of documents OCR'd
- No. of documents that failed to OCR
- etc...

Show run details summary in report
 Yes

Show details of individual documents that were processed
 No

Choose the columns that will appear in the report.

←
→

←
→
⏪
⏩

- Select when you want the task to run. Based on the current settings, you will get an email with the report attached every last Friday of the month at 8 am.

Aquaforest Searchlight - Create New Document Library Wizard

Steps

- 1. Introduction
- 2. Library Settings
- 3. Document Settings
- 4. Archive Settings
- 5. OCR Settings
- 6. Scheduler Settings
- 7. Alert Settings
- 8. Finish

7. Alert Settings

Configuration
 Action
 Email
 Report
Trigger
 Finish

Trigger

When do you want the task to start?

At 08:00, on the last Friday of the month.

Start: 17/10/2016 08:00:00 📅

Daily
 Weekly
 Monthly
 One time

Month(s): January, February, March, April, May, June, Ju
 Day(s):
 The: Last Friday

Advanced Settings

On Job Success
 No

On Job Error
 No

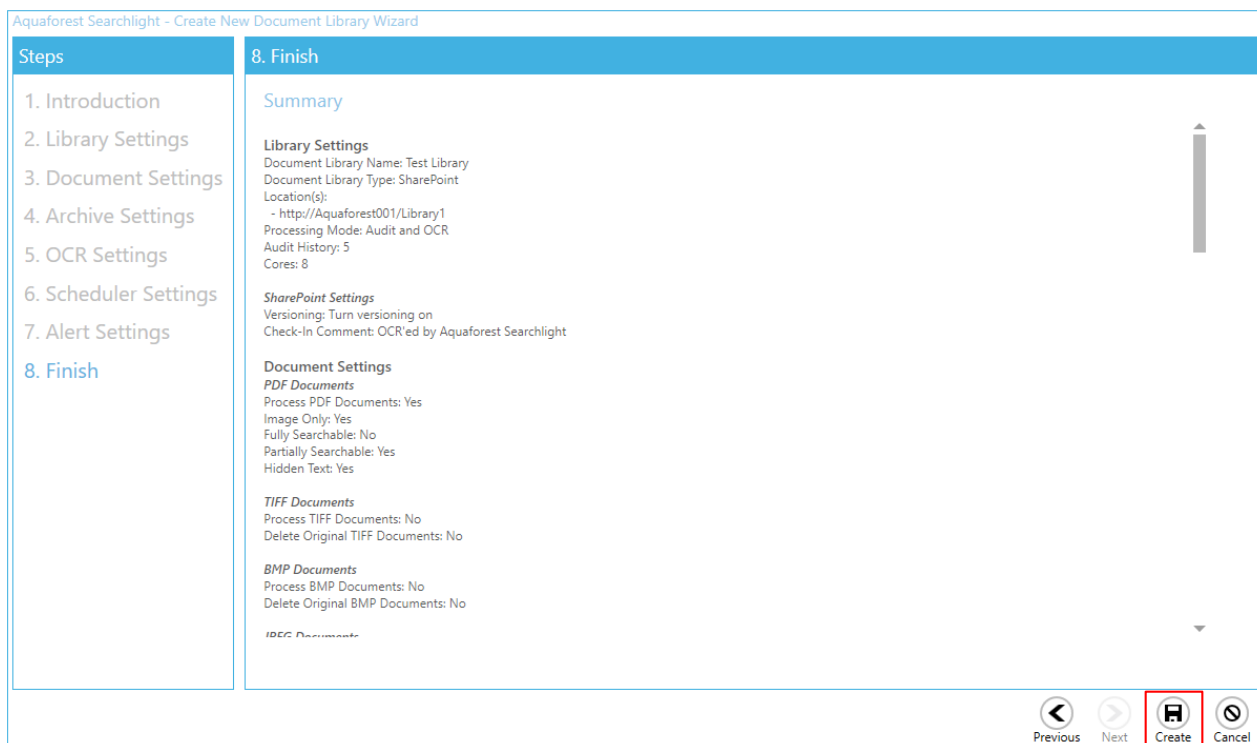
Expires

←
→

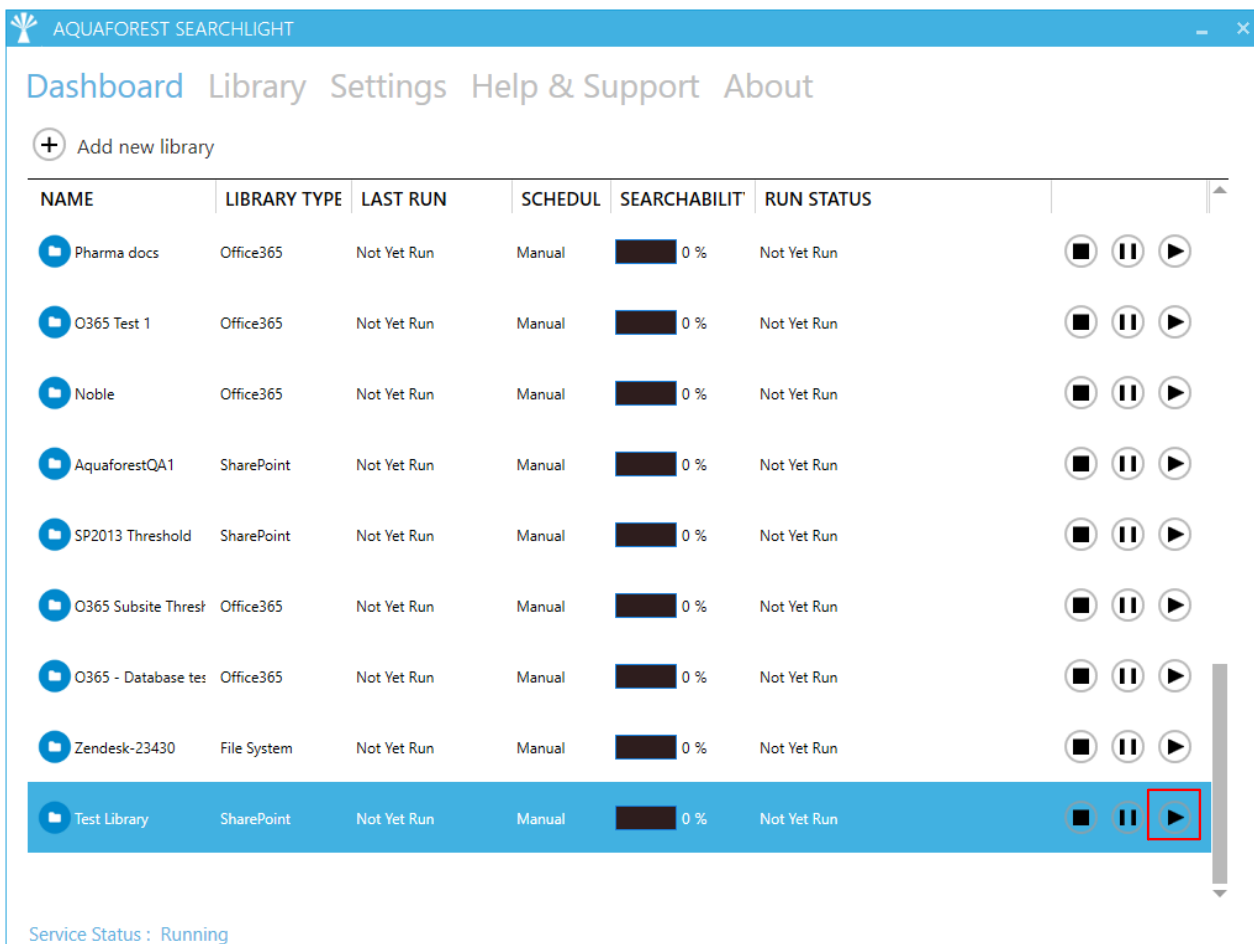
←
→
⏪
⏩

5.1.7 Finish

In the **Finish** page, you will get a summary of all the settings you selected for this library. You can review them to see if you missed anything. If not, click on the **Create** button at the bottom of the wizard to create the library.



The new library will be added to the dashboard. As the library is set to run manually, click on the **Run** button to start processing.



5.2 Updating a Library

1. All the settings of a library can be edited by double-clicking the library from the dashboard.
2. You can also select a library to edit by choosing the library from the combo box at the top of the page.
3. To delete the library, click on the **Delete** button at the bottom of the **Library Settings** page.

You can also, delete the library by right-clicking on the library from the dashboard and clicking on **Delete Document Library**

5.3 Importing settings from an existing Library

Searchlight also provides the ability to import settings from an existing library. However, "locations", "excluded locations" and "excluded documents" are not imported because it is not allowed to have the same locations in multiple libraries.

To import settings:

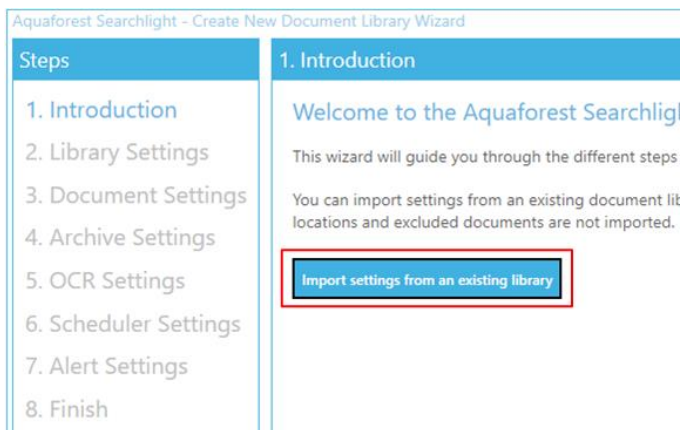
1. Click on the **Add new library** button on the Dashboard to open the wizard.

Dashboard Library Settings

 Add new library

| NAME | LIBRARY TYPE | LAST |
|------|--------------|------|
|------|--------------|------|

2. From the wizard select **Import settings from an existing library**



Aquaforest Searchlight - Create New Document Library Wizard

Steps

- 1. Introduction
- 2. Library Settings
- 3. Document Settings
- 4. Archive Settings
- 5. OCR Settings
- 6. Scheduler Settings
- 7. Alert Settings
- 8. Finish

1. Introduction

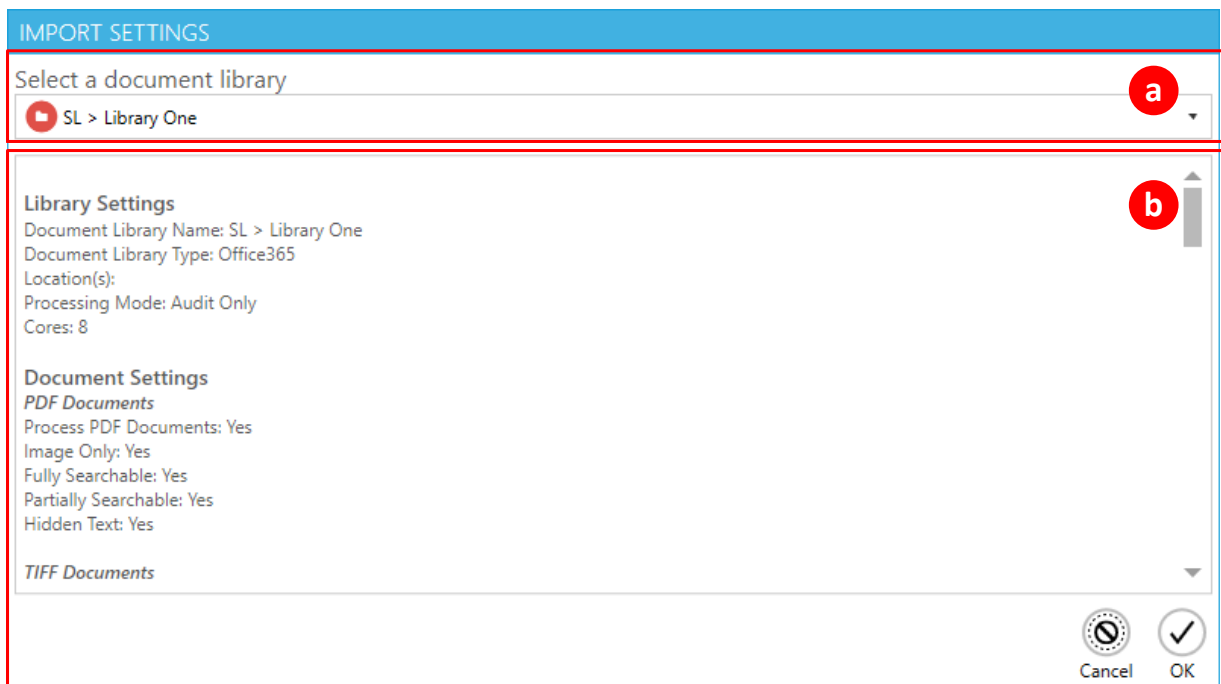
Welcome to the Aquaforest Searchlight

This wizard will guide you through the different steps

You can import settings from an existing document list locations and excluded documents are not imported.

Import settings from an existing library

3. From the Import Settings window:
 - a. Select the document library from which the settings are to be imported
 - b. A summary of the settings of the selected document library will be displayed in the text box underneath



IMPORT SETTINGS

Select a document library a

SL > Library One

Library Settings b

Document Library Name: SL > Library One
Document Library Type: Office365
Location(s):
Processing Mode: Audit Only
Cores: 8

Document Settings

PDF Documents
Process PDF Documents: Yes
Image Only: Yes
Fully Searchable: Yes
Partially Searchable: Yes
Hidden Text: Yes

TIFF Documents

Cancel OK

- After clicking **OK** from the Import Settings window, go to **Library Settings** and add the location(s) to process. Optionally, add specific locations and documents to exclude.
- Review all the settings in the other sections and click **Create**.

5.4 Audit & Conversion Status

After running a library, its current state will be summarised in the **Statistics** section of the **Status** tab as shown below:

The screenshot shows the Aquaforest Searchlight interface. The top navigation bar includes **Dashboard**, **Library**, **Settings**, **Help & Support**, and **About**. A dropdown menu is set to **File System**. Below the navigation, there are tabs for **Status**, **Library Settings**, **Document Settings**, **Archive Settings**, **OCR Settings**, **Run Details**, **Scheduler**, and **Alerts**. The **Status** tab is active, displaying two main sections: **STATISTICS** and **LOG OUTPUT**.

STATISTICS

- PDF Documents**
 - Total PDF Documents: 80
 - Image-only PDFs: 6 (7.6 %)
 - Partially Searchable PDFs: 12 (15.2 %)
 - Fully Searchable PDFs: 61 (77.2 %)
 - Error PDF Documents: 1
 - Total PDF Pages: 13,265
 - Image-only Pages: 307 (2.3 %)
 - Fully Searchable Pages: 12,958 (97.7 %)
- Image (TIFF,BMP,JPG,PNG) Documents**
- MSG Documents**
- Library Totals**
 - Total Documents: 80
 - Total Error Documents: 1
 - Total Pages: 13,265
 - Total Searchable Pages: 12,958 (97.7 %)

There is a **Generate Audit Report** button at the bottom of the statistics section.

LOG OUTPUT

```

number of image Pages: 1,   number of searchable Pages 1/87.

Checking document: C:\Aquaforest\OCRSDK\samples\documents\output\PDF\Set2\MA-
CICLO1_200808_T1_2_searchable.pdf
Searchability Status : searchable,   Number of Pages 5044.

Document library statistics after audit:
-----
PDF Documents
Total PDF Documents: 80
Image-only PDFs: 6 (7.6 %)
Partially Searchable PDFs: 12 (15.2 %)
Fully Searchable PDFs: 61 (77.2 %)
Error PDF Documents: 1
Total PDF Pages: 13,265
Image-only Pages: 307 (2.3 %)
Fully Searchable Pages: 12,958 (97.7 %)

Image (TIFF, BMP, JPEG and/or PNG) Documents
Total Image Documents: 0
Error Image Documents: 0
Total Image Pages: 0

Library Totals
Total Documents: 80
Total Error Documents: 1
Total Pages: 13,265
Total Searchable Pages: 12,958 (97.7 %)

24-Aug-2016 11:02:22: Audit ended
  
```

Service Status : Running

It provides a breakdown of all the documents processed grouped by the document format. For more detailed analysis of a library, go to the **Run Details** tab.

The screenshot shows the Aquaforest Searchlight interface. At the top, there are navigation tabs: Dashboard, Library, Settings, Help & Support, and About. Below these are sub-tabs: Status, Library Settings, Document Settings, Archive Settings, OCR Settings, Run Details, Scheduler, and Alerts. The main content area is divided into two sections: Run History and Run Details.

Run History: A table with columns: #, RUN ID, RUN DATE, PROCESSING MODE, Status, AUDIT RESULTS (Successful Documents, Error Documents), and CONVERSION RESULTS (Successful Documents, Error Documents). A filter above the table shows "Showing last 5 runs".

Run Details: A table with columns: #, DOCUMENT PATH, SEARCHABILITY, and MODIFIED. A dropdown menu for "SEARCHABILITY" is open, showing options: Searchable, Image Only, Partially Searchable, Error, and Hidden Text. A "Limit 500" filter is visible at the bottom right of the table. Navigation buttons (1 +/-) and action buttons (Export to CSV, Generate Log, View Full Log, Reload) are located at the bottom of the interface.


1. Select the number of previous runs to show. You need to click on the **Reload** button after updating this value. Clicking on a run history will display its details in the **Run Details** section below.
2. Select whether you want to display the documents that were audited or OCRed for that particular run.
3. All columns with the ▼ icon next to them can be filtered. You can filter the Searchability status to only display documents that errored during Audit or OCR (Conversion).
4. You can limit the number of documents to display per page. You need to click on the **Reload** button after updating this value.
5. Display the next/previous 500 documents (since **Limit** is set to 500).
6. You can:
 - a. Export the current run details to a CSV file
 - b. Generate a log file of the current selected run history which will show a file by file assessment of all documents processed. The log file can be generated in a PDF, RTF or HTML format.
 - c. View the log file of the selected run (as displayed in the **Library > Status** tab).

6 The Aquaforest Searchlight Tool

6.1 Welcome Screen

When Aquaforest Searchlight is launched for the very first time, a Welcome page is displayed to introduce the user to the different features of Aquaforest Searchlight and provide assistance in creating the first document library.

Welcome to Aquaforest Searchlight Version 1.20




Aquaforest Searchlight is able to monitor your SharePoint or File System document stores to ensure that all files are fully searchable.

To get started you will need to define a **Searchlight Document Library** that references the document store that you wish to monitor. You can process the Document Library in **Audit Mode** which will scan your documents and provide a report showing the number of files that are not fully searchable.

You can then process the library in **Make Searchable Mode** which will make use of OCR where required to make your documents fully searchable.

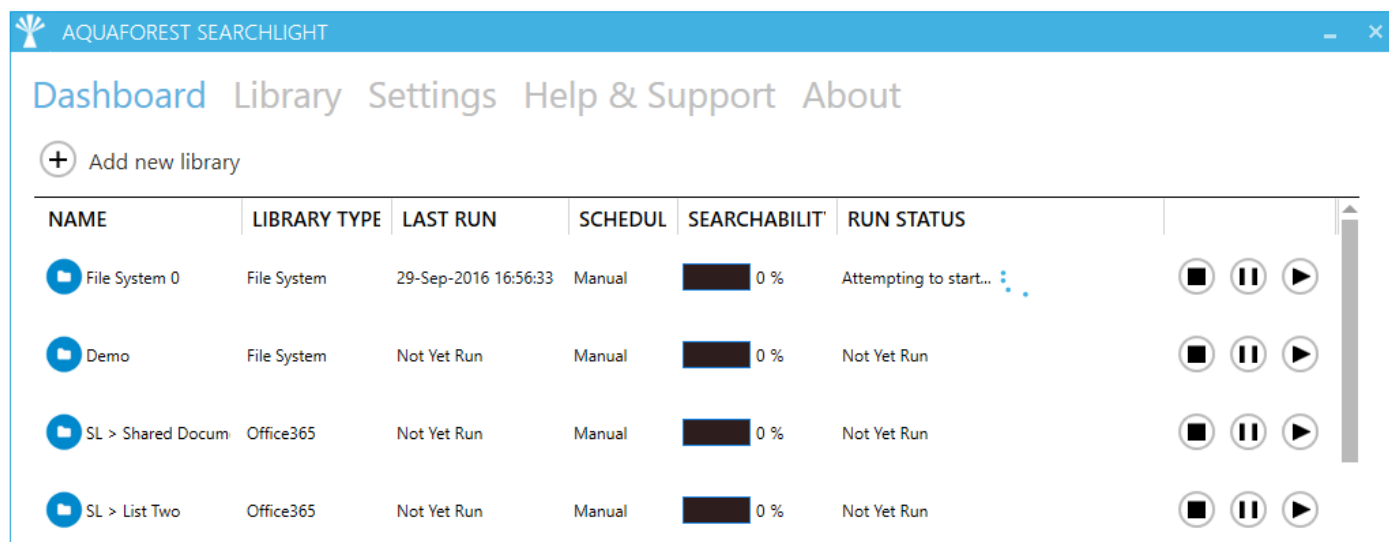
There is a sample Searchlight Document Library which you can process to get an understanding of how the product works and the [Reference Guide](#) provides more detailed information.


© Aquaforest Limited 2001-2016

Show this message on startup Yes

[Continue](#)

6.2 Dashboard



The dashboard gives a summary of the status of all the document libraries that have been created by the user.

| Column | Description |
|--------------|--|
| Name | Name of the document library |
| Library Type | The type of the document library: <ul style="list-style-type: none"> • SharePoint • Office 365 • File System |
| Last Run | Time and date of the last run |
| Schedule | Manual or Automatic |
| % Searchable | The percentage of pages that is currently searchable in the document library |
| Status | Current status of the document library: <ul style="list-style-type: none"> • Running • Completed • Error • Aborted |
| ■ ▶ | Abort, Pause, Start |

6.3 Library

6.3.1 Library Status

This screen provides a detailed breakdown of all the document libraries currently configured in Aquaforest Searchlight. Each document library will have detailed information about each of the documents it contains and details about each document.

AQUAFOREST SEARCHLIGHT

Dashboard Library Settings Help & Support About

Status Library Settings Document Settings Archive Settings OCR Settings Run Details Scheduler Alerts

STATISTICS

PDF Documents

| | |
|----------------------------|-----------------|
| Total PDF Documents: | 80 |
| Image-only PDFs: | 6 (7.6 %) |
| Partially Searchable PDFs: | 12 (15.2 %) |
| Fully Searchable PDFs: | 61 (77.2 %) |
| Error PDF Documents: | 1 |
| Total PDF Pages: | 13,265 |
| Image-only Pages: | 307 (2.3 %) |
| Fully Searchable Pages: | 12,958 (97.7 %) |

Image (TIFF,BMP,JPG,PNG) Documents

MSG Documents

Library Totals

| | |
|-------------------------|-----------------|
| Total Documents: | 80 |
| Total Error Documents: | 1 |
| Total Pages: | 13,265 |
| Total Searchable Pages: | 12,958 (97.7 %) |

Generate Audit Report

LOG OUTPUT

number of image Pages: 1, number of Searchable Pages 1787.

Checking document: C:\Aquaforest\OCRSDK\samples\documents\output\PDF\Set2\MA-CICLO1_200808_T1_2_searchable.pdf
Searchability Status : searchable, Number of Pages 5044.

Document library statistics after audit:

PDF Documents
Total PDF Documents: 80
Image-only PDFs: 6 (7.6 %)
Partially Searchable PDFs: 12 (15.2 %)
Fully Searchable PDFs: 61 (77.2 %)
Error PDF Documents: 1
Total PDF Pages: 13,265
Image-only Pages: 307 (2.3 %)
Fully Searchable Pages: 12,958 (97.7 %)

Image (TIFF, BMP, JPEG and/or PNG) Documents
Total Image Documents: 0
Error Image Documents: 0
Total Image Pages: 0

Library Totals
Total Documents: 80
Total Error Documents: 1
Total Pages: 13,265
Total Searchable Pages: 12,958 (97.7 %)

24-Aug-2016 11:02:22: Audit ended

Service Status : Running

6.3.2 Library Settings

Dashboard Library Settings Help & Support About

Status **Library Settings** Document Settings Archive Settings OCR Settings Run Details Scheduler Alerts

Library Name:

Library Type:

Locations:

[Exclude Specific Locations](#)

[Filter Locations by Regular Expression](#)

Choose Library Icon:

Processing Mode:

Audit Only

Audit and OCR

Cores:

SharePoint Settings

Process SharePoint Lists: No

If versioning is off:

Publish Major Version: Yes

Check-in Comment:

Custom Check-in Column:

Comment:

Delete Undo All Save

Service Status : Running

| Setting | Description |
|--|--|
| Document Library Name | Name/Title/Description of the document library |
| Document Library Type | The type of the document library: File System SharePoint Office 365 |
| Locations | One or more locations to be processed. |
| Excluded Specific Locations | Select this if you want to exclude specific locations from being processed. Site collections, sites and libraries that match the specified URLs are excluded. |
| Filter Locations by Regular Expression | Select this to only include locations whose URLs match specific regular expressions. |
| Choose Library Icon | Choose an icon to associate to the library. |
| Processing Mode | <ul style="list-style-type: none"> Audit Only Analyse the document library to find out the documents that need to be converted without actually converting them Audit & OCR Perform audit on the document library and OCR the documents that have been identified as candidates for processing |

| Setting | Description |
|--------------------------|---|
| Cores | This determines the maximum number of CPU cores that will be used when running the job. |
| Process SharePoint Lists | Whether or not to process SharePoint lists. NOTE: Process SharePoint lists can be very time consuming if the lists being processed are very large |
| SharePoint Versioning | This setting can be used to automatically turn versioning on. |
| Publish Major Version | Publish major version after OCR |
| Check-in Comment | <p>The check-in comment applied to the updated SharePoint file version.</p> <p>There is also the option of specifying the following templates in the check-in comment:</p> <ul style="list-style-type: none"> • %DATE% : will be replaced by the date the document OCRed • %TIME% : will be replaced by the time the document OCRed |
| Custom Check-in Column | Optionally, specify a SharePoint column to add a custom comment to after OCR. NOTE: This is case sensitive. |
| Comment | <p>The comment to add to the Custom Check-in Column.</p> <p>There is also the option of specifying the following templates in the comment:</p> <ul style="list-style-type: none"> • %DATE% : will be replaced by the date the document OCRed • %TIME% : will be replaced by the time the document OCRed |

6.3.3 Document Settings

PDF Selection

- Process PDF Documents: Yes
- Image Only PDFs: Yes
- Partially Searchable: Yes
- Fully Searchable: No
- Hidden Text: Yes

BMP Selection

- Process BMP Files: No
- Delete Original BMP: No

JPEG Selection

- Process JPEG Files: No
- Delete Original JPEG: No

PNG Selection

- Process PNG Files: No
- Delete Original PNG: No

MSG Selection

- Process PDF Attachments: No

Temp Folder Location: C:\Aquaforest\Searchlight\temp

Filter Settings

Date Filter: No Filter

From: 23/01/2017 To: 23/01/2017

- Exclude Specific Documents
- Filter Documents by Regular Expression

Document Error Settings

Document Error Rule: Take no Action

Document Error Location:

Advanced Settings

- Retry: No
- OCR Document Limit: 0
- Retain Creation Date: No
- Retain Modified Date: No
- Retain Created By: No
- Retain Modified By: No

Service Status: Stopped

Refresh Save

| Setting | Description |
|----------------------|---|
| Process PDF | Whether or not to process PDF documents |
| Image Only | Whether or not to process Image-only PDFs. An Image-only PDF is a PDF that originated from a scanned document or other digital image. An Image-only PDF does not contain any text, just pictures. |
| Partially Searchable | Whether or not to process PDF documents that are partially searchable, i.e., some pages are searchable and some are image-only. |
| Fully Searchable | Whether or not to process PDF documents that are fully searchable. |
| Hidden Text | Whether or not process PDF documents with hidden text in them. A Hidden Text PDF has pages that are Image-only with hidden (type 3) text. Such files are typically the output of running an OCR PDF process on an Image Only PDF. Note: If you set this setting to true, you might want to consider setting Remove Hidden Text to true in the "OCR Settings > PDF Source Settings", otherwise you will have multiple OCR text layers per page. |

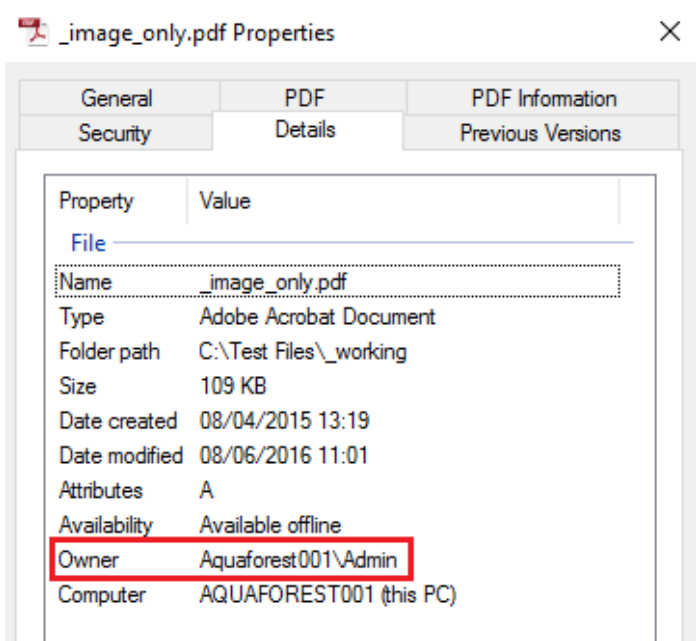
| Setting | Description |
|--|---|
| Process TIFF Files | Whether or not to process TIFF files |
| Delete Original TIFF | Whether or not to delete the original TIFF files after they have been converted to searchable PDFs. |
| Process BMP Documents | Whether or not to process BMP files. |
| Delete Original BMP | Whether or not to delete the original BMP files after they have been converted to searchable PDFs. |
| Process JPEG Files | Whether or not to process JPEG files |
| Delete Original JPEG | Whether or not to delete the original JPEG files after they have been converted to searchable PDFs. |
| Process PNG Files | Whether or not to process PNG files. |
| Delete Original PNG | Whether or not to delete the original PNG files after they have been converted to searchable PDFs. |
| Process PDF Attachments | Whether or not to process PDF attachments inside MSG files. |
| Temp Folder Location | The folder used to save documents temporarily for Audit and OCR processing. |
| Date Filter | Filter out documents by modified or creation date. Documents that fall within the specified "From" and "To" date will be excluded. |
| Exclude Specific Documents | Select this if you want to exclude specific documents by their paths. Documents that match the specified paths are excluded. |
| Filter Documents by Regular Expression | Select this to only include documents whose properties match specific regular expressions. E.g. Only include documents whose name matches a specific regular expression. |
| Document Error Rule | The operation to perform if a document fails to process: <ul style="list-style-type: none"> • Copy to error folder • Move to error folder (for file system library type only) |
| Document Error Location | The path of the error location |
| Retry | Whether or not to re-process documents that have previously failed to convert |
| OCR Document Limit | Limit the number of documents to OCR (not Audit) per run. Set to '0' for no limits. |
| Retain Creation Date* | Retain the creation date of the source document (SharePoint creation date, FileSystem creation date and created date in PDF properties) |
| Retain Modified Date* | Retain the modified date of the source document (SharePoint modified date, FileSystem modified date and modified date in PDF properties) |
| Retain Created By* | Retain the created user of the source document (SharePoint created by, FileSystem owner and author in PDF properties) |
| Retain Modified By* | Retain the created user of the source document (SharePoint modified by) |

* See the sections [6.3.3.1](#), [6.3.3.2](#) and [6.3.3.3](#) for more details about these settings.

6.3.3.1 Retain Creation/Modified Date/User

| | Creation Date | Created User | Modified Date | Modified User |
|-----------------------|---------------|--------------|---------------|---------------|
| SharePoint metadata** | ✓ | ✓ | ✓ | ✓ |
| PDF metadata** | ✓ | ✓ | ✓ | N/A |
| Windows File System | ✓ | ✓* | ✓ | N/A |

- * "Create User" maps best to "Owner" in Windows File System metadata.



For this to be manipulated, the Searchlight service would need to be running with sufficient administrative privileges.

- ** SharePoint metadata vs. PDF metadata

SharePoint metadata refers to the 'columns' available in SharePoint that stores information about each document.

Columns

A column stores information about each document in the document library. The following columns are currently available in this document library:

Column (click to edit)

Title

IM Address

Modified

Created

Created By

Modified By

Checked Out To

Type

Single line of text

Single line of text

Date and Time

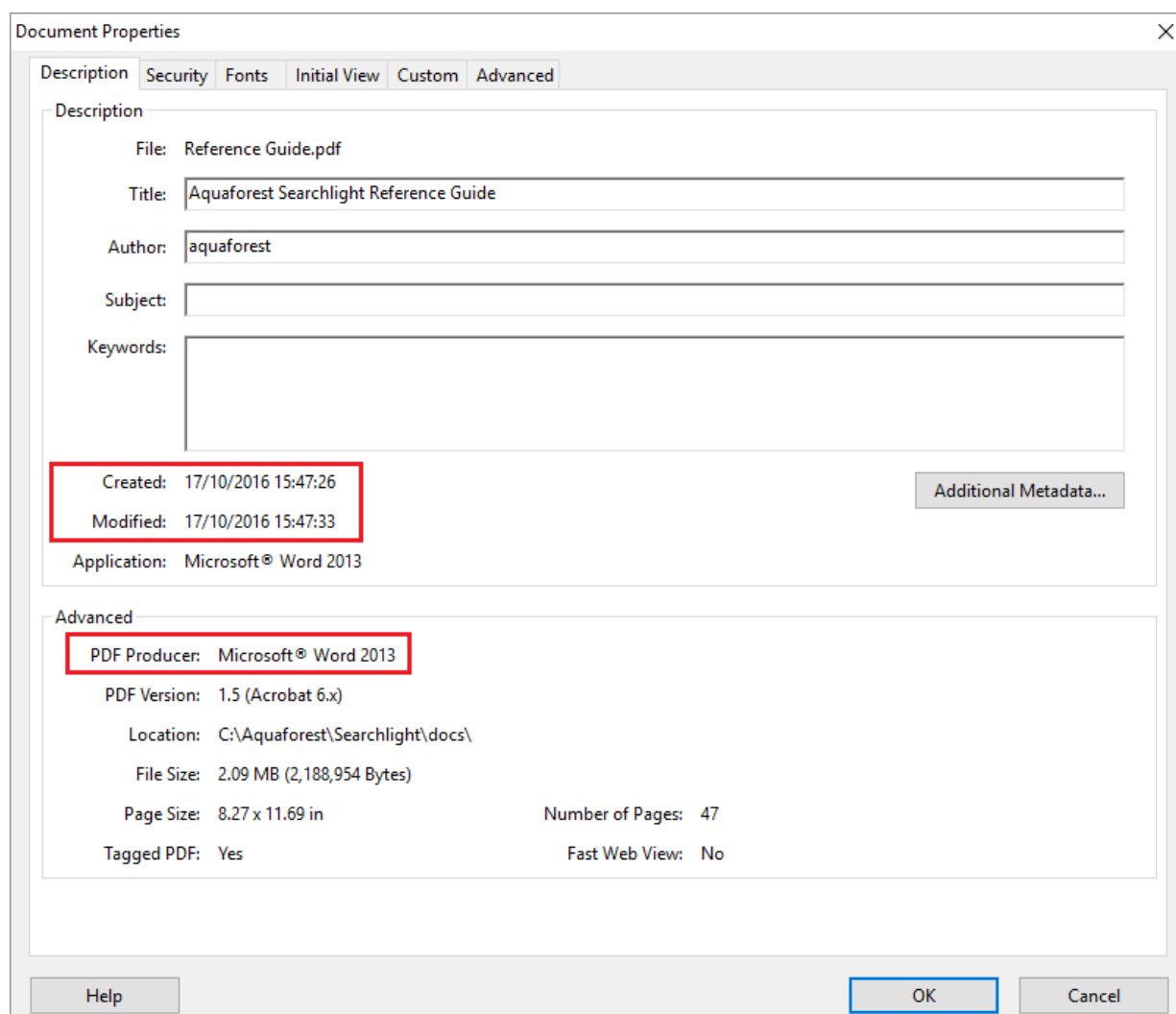
Date and Time

Person or Group

Person or Group

Person or Group

PDF metadata refers to the document properties (**File > Properties**) of a PDF document.



6.3.3.2 SharePoint Libraries

The behaviour of Retain Creation/Modified Date/User can vary depending on the settings used in SharePoint and Searchlight. The table below summarises when these will and will not be retained in SharePoint.

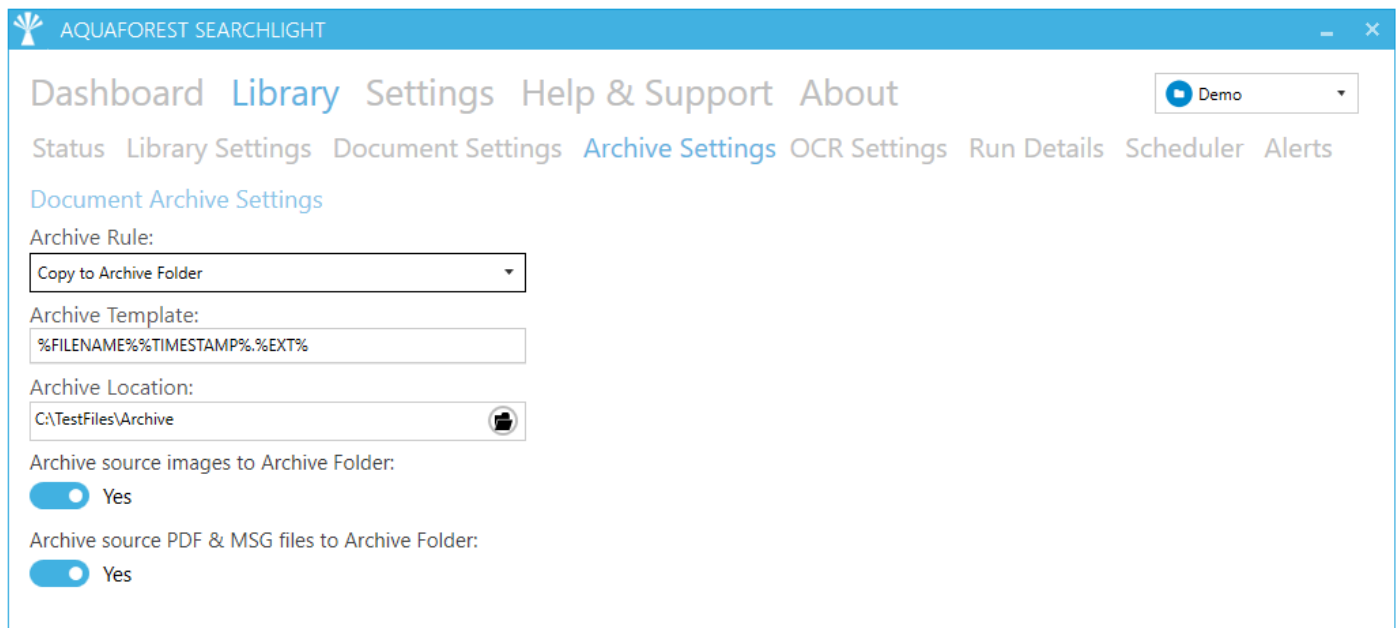
| SharePoint Settings | | Searchlight Settings | Created Date retained? | Created By retained? | Modified Date retained? | Modified By retained? |
|-----------------------|-----------------------|-----------------------|------------------------|----------------------|-------------------------|-----------------------|
| Create Major Versions | Create Minor Versions | Publish Major Version | | | | |
| x | x | n/a* | ✓ | ✓ | ✓ | ✓ |
| ✓ | x | n/a* | ✓ | ✓ | ✓ | ✓ |
| ✓ | ✓ | x | ✓ | ✓ | ✓ | ✓ |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | x |

n/a* - To publish major version, *both major and minor* versioning must be on in SharePoint

6.3.3.3 SharePoint Lists

| SharePoint Settings | Searchlight Settings | Created Date retained? | Created By retained? | Modified Date retained? | Modified By retained? |
|--------------------------|------------------------------|------------------------|----------------------|-------------------------|-----------------------|
| Create Versioning | Publish Major Version | | | | |
| x | n/a | ✓ | ✓ | ✓ | ✓ |
| x | n/a | ✓ | ✓ | ✓ | ✓ |
| ✓ | n/a | ✓ | ✓ | ✓ | ✓ |
| ✓ | n/a | ✓ | ✓ | ✓ | ✓ |

6.3.4 Document Archive Settings



| Setting | Description |
|--|--|
| Archive Template | The template to use to rename the archived file name. The default is: %FILENAME%%TIMESTAMP%.%EXT% |
| Archive Location | The folder location where original documents will be archived |
| Archive source Images to Archive folder | If enabled, this will Archive your source Images (TIFF, BMP, JPEG, PNG) to the Archive folder specified above. |
| Archive source PDF & MSG files to Archive folder | If enabled, this will Archive the source PDFs and MSG files that have PDF attachments to the Archive folder (even when versioning is enabled within SharePoint). A file is only archived before it is OCR'd. |

6.3.5 OCR Settings

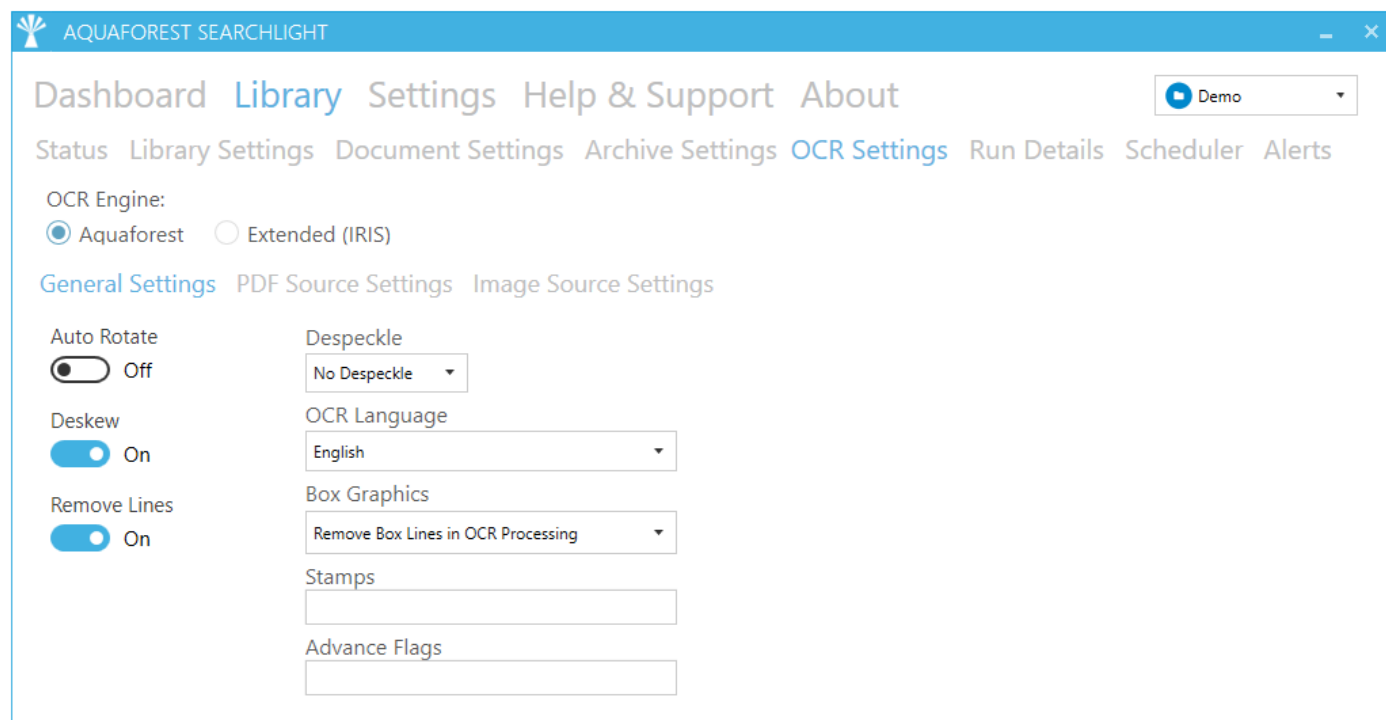
As described in [section 5.1.4](#), Aquaforest Searchlight has 2 OCR engines. When creating a new library, the default OCR settings are loaded from the Properties.xml file for each OCR engine.

- Aquaforest engine: “[installation path]\ocr\Properties.xml”
- Extended (IRIS) engine: “[installation path]\extendedocr\Properties.xml”

This can be useful if you have a set of OCR settings that work best for the type of documents you have and want to use the same OCR settings for all newly created document libraries.

Note: Aquaforest Searchlight does not modify the Properties.xml file. To set default values, you need to manually update the relevant Properties.xml file.

6.3.5.1 Aquaforest OCR Settings



| Setting | Description |
|-------------------------|--|
| General Settings | |
| Auto Rotate | Automatically rotate pages so that text flows left to right |
| Deskew | Straighten the image |
| Remove Lines | Remove lines and boxes during OCR processing to improve recognition – particularly in cases where characters touch lines |
| Despeckle | Remove specks below the specified pixel size from the image |

| Setting | Description |
|-------------------------|---|
| Box/Graphics Processing | <p>By default, if an area of the document is identified as a graphic area then no OCR processing is run on that area. However, certain documents may include areas or boxes that are identified as "graphic" or "picture" areas but that actually do contain useful text.</p> <p>To ensure that the OCR engine can be forced to process such areas there are two options :</p> <p><i>"Treat all Graphics Areas as Text"</i>. This option will ensure the entire document is processed as text.</p> <p><i>"Remove Box Lines in OCR Processing"</i>. This option is ideal for forms where sometimes boxes around text can cause an area to be identified as graphics. This option removes boxes from the temporary copy of the imaged used by the OCR engine. It does not remove boxes from the final image. Technically, this option removes connected elements with a minimum area (by default 100 pixels).</p> |

| Setting | Description | | | | | | | | | | | | | | |
|----------------------------|---|-----------|-------------|------------|---|-------------|--|-------------|--|--------------|--|-----------|--|------------|---|
| Stamps | <p>The "Stamps" parameter allows entry of a command-line style specification.</p> <p>For example, the string below will produce a stamp "Page Number000123Final" on page 1, "Page Number000124Final" on page 2, etc. Note the need to use escaped quotes for prefixes and suffixes with spaces.</p> <pre>/stamppref="\Page Number\" /stampstuff=Final /stampstart=123 /stampdigits=6 /stamppos=0 /stamptype=0</pre> <table border="1"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>/stamppref</td> <td>Prefix – a string to be added to the beginning of the stamp, before the number section.</td> </tr> <tr> <td>/stampstuff</td> <td>Suffix - a string to be added to the end of the stamp, after the number section.</td> </tr> <tr> <td>/stampstart</td> <td>Start – the value that the number portion of the stamp should start at. The number portion will be incremented by 1 each page.</td> </tr> <tr> <td>/stampdigits</td> <td>Digits – a value indicating the minimum length that the number portion of the stamp should be displayed as. Preceding 0's will be used to pad any numbers less than this whilst numbers greater than this will be displayed in full.</td> </tr> <tr> <td>/stamppos</td> <td>Stamp Position : <ul style="list-style-type: none"> • 0 is TopLeft, • 1 is TopCenter, • 2 is TopRight, • 3 is CenterLeft, • 4 is Center, • 5 is CenterRight, • 6 is BottomLeft, • 7 is BottomCenter, • 8 is BottomRight </td> </tr> <tr> <td>/stamptype</td> <td>Stamp Type : <ul style="list-style-type: none"> • 0 stamp is added as text • 1 stamp is added as an image </td> </tr> </tbody> </table> | Parameter | Description | /stamppref | Prefix – a string to be added to the beginning of the stamp, before the number section. | /stampstuff | Suffix - a string to be added to the end of the stamp, after the number section. | /stampstart | Start – the value that the number portion of the stamp should start at. The number portion will be incremented by 1 each page. | /stampdigits | Digits – a value indicating the minimum length that the number portion of the stamp should be displayed as. Preceding 0's will be used to pad any numbers less than this whilst numbers greater than this will be displayed in full. | /stamppos | Stamp Position : <ul style="list-style-type: none"> • 0 is TopLeft, • 1 is TopCenter, • 2 is TopRight, • 3 is CenterLeft, • 4 is Center, • 5 is CenterRight, • 6 is BottomLeft, • 7 is BottomCenter, • 8 is BottomRight | /stamptype | Stamp Type : <ul style="list-style-type: none"> • 0 stamp is added as text • 1 stamp is added as an image |
| Parameter | Description | | | | | | | | | | | | | | |
| /stamppref | Prefix – a string to be added to the beginning of the stamp, before the number section. | | | | | | | | | | | | | | |
| /stampstuff | Suffix - a string to be added to the end of the stamp, after the number section. | | | | | | | | | | | | | | |
| /stampstart | Start – the value that the number portion of the stamp should start at. The number portion will be incremented by 1 each page. | | | | | | | | | | | | | | |
| /stampdigits | Digits – a value indicating the minimum length that the number portion of the stamp should be displayed as. Preceding 0's will be used to pad any numbers less than this whilst numbers greater than this will be displayed in full. | | | | | | | | | | | | | | |
| /stamppos | Stamp Position : <ul style="list-style-type: none"> • 0 is TopLeft, • 1 is TopCenter, • 2 is TopRight, • 3 is CenterLeft, • 4 is Center, • 5 is CenterRight, • 6 is BottomLeft, • 7 is BottomCenter, • 8 is BottomRight | | | | | | | | | | | | | | |
| /stamptype | Stamp Type : <ul style="list-style-type: none"> • 0 stamp is added as text • 1 stamp is added as an image | | | | | | | | | | | | | | |
| Advanced Flags | Command line flags to be passed through to the underlying executable. Contact support@aquaforest.com for details on using this field. | | | | | | | | | | | | | | |
| PDF Source Settings | | | | | | | | | | | | | | | |
| Re-Image PDF | Each page of the source PDF is rasterized to an image and appended to a new PDF document. | | | | | | | | | | | | | | |
| Retain Bookmarks | Retains any bookmarks from the source file in the output PDF document when using 'Re-Image PDF'. | | | | | | | | | | | | | | |
| Retain Metadata | Retains any metadata from the source file in the output PDF document when using 'Re-Image PDF'. | | | | | | | | | | | | | | |

| Setting | Description |
|------------------------------|--|
| Compression | The image(s) in the output PDF file will be compressed using JBIG2 (for black and white image) or MRC (for color images) which can dramatically reduce the output size of PDFs. |
| Remove Hidden Text | Remove existing hidden text (text that was added as a result of a previous OCR) from the PDF file so that the resulting searchable PDF file does not have two layers of the same text. |
| Remove Visible Text | Whether or not to re-OCR existing visible text. |
| DPI | Sets the DPI of rasterized images. If 'Re-image PDF' is used, these images will be added to the output file. |
| PDF/A | Switch on to make sure the output PDF conforms to the PDF/A standards. |
| PDF/A Version | This determines the PDF/A version of the generated PDF. |
| Image Source Settings | |
| Compression | The image(s) in the output PDF file will be compressed using JBIG2 (for black and white image) or MRC (for color images) which can dramatically reduce the output size of PDFs. |
| PDF/A | Switch on to make sure the output PDF conforms to the PDF/A standards. |
| PDF/A Version | This determines the PDF/A version of the generated PDF. |

6.3.5.2 Extended OCR Settings

AQUAFORREST SEARCHLIGHT

Dashboard Library Settings Help & Support About Demo

Status Library Settings Document Settings Archive Settings **OCR Settings** Run Details Scheduler Alerts

OCR Engine:
 Aquaforest Extended (IRIS)

General Settings PDF Source Settings Image Source Settings Advanced Preprocessing Settings

Auto Rotate: Off
 Deskew: Yes
 Remove Dark Borders: No
 Keep Original Image: Yes

Despeckle: No Despeckle
 Advanced Despeckle: No Despeckle
 Remove White Pixels: No
 Work Depth: 0 + -
 Advanced Flags:

Remove Blank Pages: 1 + -
 Interpolate: No
 Interpolation Mode: Normal
 Interpolation Value: + -

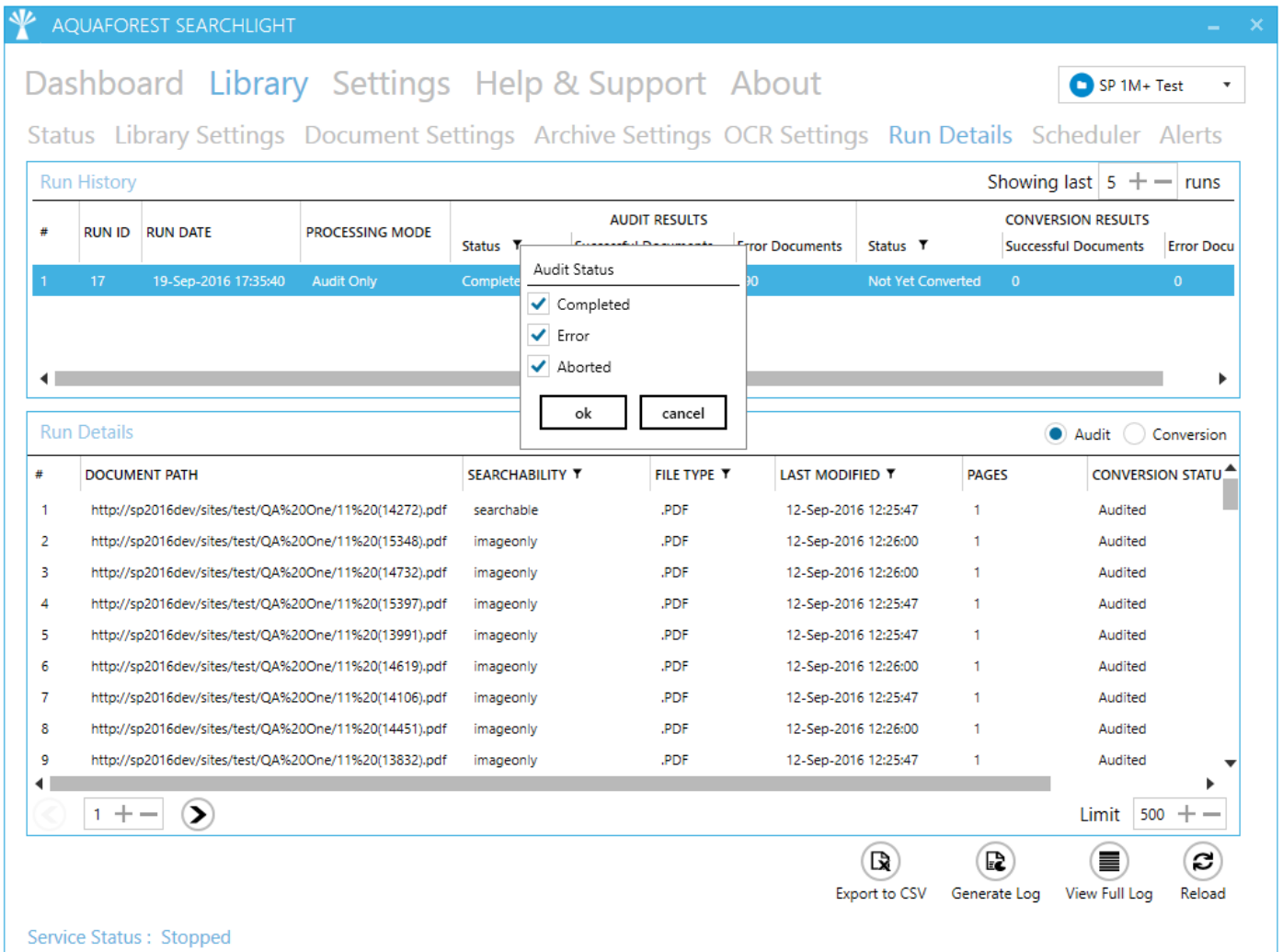
Select Language(s)
 Danish
 Dutch
 English
 Esperanto
 Estonian
 Faroese
 Fijian
 Finnish
 French
 Frisian
 English, French

| Setting | Description |
|----------------------------|---|
| Auto Rotate | Detect page orientation and correct if required |
| Deskew | Rotates the image to correct its skew angle. |
| Remove Dark Borders | Removes the dark surrounding from bitonal, grayscale or color images. The dark surrounding of the image is whitened. Note: The dark border should be touching the edge of the image/page for this to work. |
| Keep Original Image | Yes to keep the original image as it is. No to output the image generated after pre-processing is applied. Note: This only applies when the source document is an image (TIFF, BMP, JPEG, PNG) or 'Re-Image PDF' is used when the source is a PDF document. |
| Despeckle | Removes all the groups of connected pixels with a number of pixels below the parameter. |
| Advanced Despeckle | The size of the speckles to remove. |
| Remove White Pixels | By default, despeckle removes black pixels. If set to true, despeckle will remove white pixels rather than black pixels. |
| Work Depth | This parameter (0 – 255) defines how deeply the OCR engine will analyse a page with 255 being the deepest. For poorer quality documents, higher values can give better recognition results. |
| Remove Blank Pages | Set this to true to remove blank pages from output PDF documents. A value needs to be set for sensitivity (see below). |
| Sensitivity | The sensitivity, from 1 to 100. With a high sensitivity, less blank pages are detected. |
| Interpolate | Whether or not to interpolate. |
| Interpolation Mode | Sets the interpolation mode. |
| Interpolation Value | Interpolates the source image to the given resolution. This value (the target resolution) must be greater than the source image's resolution. |
| Language | Set the language(s) to use for OCR. Note: <ul style="list-style-type: none"> • Only a maximum of 8 languages can be selected • Only the English language can be used in conjunction with an Asian language |
| PDF Source Settings | |
| Re-Image PDF | Each page of the source PDF is rasterized to an image and appended to a new PDF document. |
| Output PDF Version | This determines the PDF version of the generated PDF. |
| Retain Bookmarks | Retains any bookmarks from the source file in the output PDF document when using 'Re-Image PDF'. |
| Retain Metadata | Retains any metadata from the source file in the output PDF document when using 'Re-Image PDF'. |

| Setting | Description |
|---|--|
| Remove Hidden Text | Remove existing hidden text (text that was added as a result of a previous OCR) from the PDF file so that the resulting searchable PDF file does not have two layers of the same text. |
| Remove Visible Text | Whether or not to re-OCR existing visible text. |
| DPI | Sets the DPI of rasterized images. If 'Re-image PDF' is used, these images will be added to the output file. However, applying 'Image Compression' or 'iHQC Compression' may reduce the DPI in the output PDF. |
| Image Compression | Compress color JPEG images in generated PDFs |
| JPEG Quality | This parameter (0 – 255) determines the compression/quality of color JPEG images in generated PDFs. 0 gives the smallest file size whilst 255 gives the best quality. |
| JPEG2000 Compression | Use JPEG 2000 compression |
| Compression Mode | The JPEG 2000 compression mode to use. |
| Compression Value | The value to use for the selected compression mode. |
| iHQC Compression | Apply intelligent High Quality Compression |
| Quality Factor | The IHQC quality factor. |
| Compression Level | The iHQC compression level to be used. Level 1 is the basic compression level. Level 3 is the most advanced intelligent High Quality Compression mode. |
| Image Source Settings | |
| Output PDF Version | This determines the PDF version of the generated PDF. |
| Image Compression | Compress color JPEG images in generated PDFs |
| JPEG Quality | This parameter (0 – 255) determines the compression/quality of color JPEG images in generated PDFs. 0 gives the smallest file size whilst 255 gives the best quality. |
| JPEG2000 Compression | Use JPEG 2000 compression |
| Compression Mode | The JPEG 2000 compression mode to use. |
| Compression Value | The value to use for the selected compression mode. |
| iHQC Compression | Apply intelligent High Quality Compression |
| Quality Factor | The IHQC quality factor. |
| Compression Level | The iHQC compression level to be used. Level 1 is the basic compression level. Level 3 is the most advanced intelligent High Quality Compression mode. |
| Advanced Pre-processing Settings | |
| Remove Lines | Whether or not to remove lines from an image (The image must be black and white). |
| Horizontal Clean X | The parameter for cleaning noisy pixels attached to the horizontal lines. |
| Horizontal Clean Y | The parameter for cleaning noisy pixels attached to the horizontal lines. |

| Setting | Description |
|--------------------------|--|
| Vertical Clean X | The parameter for cleaning noisy pixels attached to the vertical lines. |
| Vertical Clean Y | The parameter for cleaning noisy pixels attached to the vertical lines. |
| Horizontal Dilate | The dilate parameter that helps the detection of horizontal lines. |
| Vertical Dilate | The dilate parameter that helps the detection of vertical lines. |
| Horizontal Max Gap | The maximum horizontal line gap to close. It is useful to remove broken lines. |
| Vertical Max Gap | The maximum vertical line gap to close. It is useful to remove broken lines. |
| Horizontal Max Thickness | The maximum thickness of the horizontal lines to remove. It is useful to keep vertical lines larger than this parameter. Can be also useful to keep vertical letter strokes. |
| Vertical Max Thickness | The maximum thickness of the vertical lines to remove. It is useful to keep horizontal lines larger than this parameter. Can be also useful to keep horizontal letter strokes. |
| Horizontal Min Length | The minimum length of the horizontal lines to remove. |
| Vertical Min Length | The minimum length of the vertical lines to remove. |
| Binarize | Whether or not to perform binarization on the document. |
| Brightness | The brightness (higher values will darker the result). |
| Contrast | The contrast (lower values will darker the result). |
| Smoothing Level | Smoothing may be useful to binarize text with a colored background in order to avoid noisy pixels (0 disables smoothing, higher values smooth more). |
| Threshold | Sets the threshold for fixed threshold binarization (0 for automatic threshold computation). |

6.3.6 Run Details



Previous runs carried out on a particular document library are listed under the **Run History** section. The **Run Details** list provide detailed information about each run. Both the Run History and Run Details have columns where filters can be applied to limit what is displayed.

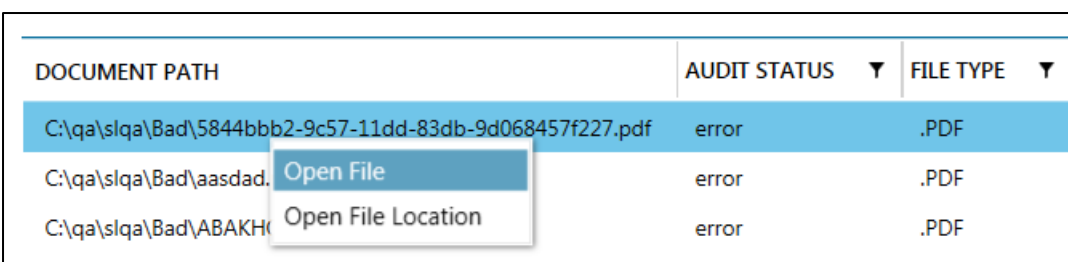
Use **Export to CSV** to export the run details to CSV file.

The **Generate Log** button is used to generate a log report of the selected run as a PDF, RTF or HTML file.

The **View Full Log** button can be used to display the full log file of a particular run.

6.3.7 Run Details Context Menu

Using the Right-Click context menu on a particular file allows the file or file location to be opened.



6.3.8 Scheduler Settings

| Setting | Description |
|--------------|--|
| Manual | This means that the document library has to be run manually by clicking on the "Run" button on the dashboard. |
| Once per day | This allows the document library to be scheduled to run at a specified time each day. |
| Continuous | This allows the document library to be scheduled to run periodically between a start time and end time each day. The periods may be minutes, hours, days or months. For example, a document library may be specified to run every 1 hour between 9:00 and 17:00. |
| Run Once | This allows the document library to be scheduled to run only once at a specified time. |

6.3.9 Alert Settings

Configuration

- Action
- Email
- Report
- Trigger
- Finish

Action

What action(s) do you want the alert task to perform?

Send an email
 Yes

Generate a CSV report
 Yes

Attach the CSV report to the email
 Yes

Save Report
 No

Location:

Service Status : Running

View Alert Log Refresh Save

| Setting | Description |
|------------------------------------|--|
| Action | |
| Send an email | Select this if you want to send an email |
| Generate a CSV report | Select this if you want to generate a report |
| Attach the CSV report to the email | Whether or not to attach the CSV report to the email |
| Save Report | Save the report locally |
| Location | The location to save the report |
| Email | |
| From Email Address | The email address to send the email from. |
| To Email Address | The email address to send the email to. |
| Email Subject | The email subject. You can use the following templates: %LIBRARYNAME% - will be replaced by the name of the library %STATUS% - will be replaced by "success" or "error" depending on whether the job ran successfully or not |

| Setting | Description |
|----------------|---|
| Email Message | The email message to send. You can use the following templates: %LIBRARYNAME% - will be replaced by the name of the library %STATUS% - will be replaced by "success" or "error" depending on whether the job ran successfully or not %LOGFILEPATH% - will be replaced by the path of the log file. |
| Trigger | |
| On Job Success | Run the alert task every time the library runs successfully |
| On Job Error | Run the alert task every time the library fails to run successfully |
| Expires | Whether or not the trigger expires |
| Expiry | The expiry date of the trigger. The alert task will not run after this date. |

6.4 Help & Support

Reference Guide
The [reference guide](#) contains detailed information about the product.

Support
For product technical support, send us an email at support@aquaforest.com or call us on +44 (0)1296 768 727.

Release Notes
See the [release notes](#) to see the changes made in the different versions of Aquaforest Searchlight.

Sales
For sales and pricing matters, send us an email at sales@aquaforest.com or call us on +44 (0)1296 768 727.

Troubleshooting Guide
The [troubleshooting guide](#) contains common configuration issues that can affect the operation of Aquaforest Searchlight.

Remote Session
Request a [remote session](#) if you want help setting up Aquaforest Searchlight on your system.

Blogs
The Aquaforest Searchlight [blogs](#) contain tips and best practices to get the best out of the product.

Live Chat
You can always contact us on [live chat](#) during office hours.

Diagnostics Tool
Run the [diagnostics tool](#) to see if your system meets all the requirements to run Aquaforest Searchlight successfully.

Estimate OCR Time
You can check this [blog](#) or [email](#) us details about the types of documents you wish to process, no. of pages and available hardware and we'll provide you with an estimate.







Service Status : Running

The Help & Support page is the starting point for help with Aquaforest Searchlight. It provides resources such as the reference guide, release notes and online blogs. It also provides the generic support email address which should be used in the first instance when reporting an issue or any queries.

6.4.1 Diagnostic Tool

In order to run the diagnostic tool, click on the “Diagnostics Tool” icon in the “Help & Support” tab as pointed out in the image below. This will initiate the diagnostic wizard which will run various checks to determine if your system meets all the requirements needed to run Aquaforest Searchlight as well as collect information related to a particular document library. All the gathered information will be made available in a zip file which can be sent to support@aquaforest.com for further investigation.

The screenshot shows a grid of service links. The 'Diagnostics Tool' link is highlighted with a red border. Below the grid, the service status is shown as 'Running'.

| | |
|--|--|
|  <p>configuration issues that can affect the operation of Aquaforest Searchlight.</p> |  <p>up Aquaforest Searchlight on your system.</p> |
|  <p>Blogs The Aquaforest Searchlight blogs contain advices on how to get the best of the product.</p> |  <p>Live Chat You can always contact us on live chat during office hours.</p> |
|  <p>Diagnostics Tool Run the diagnostics tool to see if your system meets all the requirements to run Aquaforest Searchlight successfully.</p> |  <p>Estimate OCR Time You can check this blog or provide us with the types of documents you wish to process, no. of pages and available hardware and we'll provide you with an estimate.</p> |

Service Status : Running

6.4.2 Database Clean-up Tool

Running Searchlight over a long period of time can dramatically increase the database size. This can be an issue if space is limited in the server running Searchlight.

Searchlight comes with a tool that will try to compact the database by deleting logs from previous runs. The runs from which the logs are to be deleted can be selected either by date last run or by the Run ID.

```
Aquaforest Searchlight Database Clean-up Tool
Searchlight database:
C:\Aquaforest\Searchlight\data\Searchlight.db

MAIN MENU
(1) Clean-up all runs whose IDs are less than a particular Run ID.
(2) Clean-up all runs which were run before a particular Date.
(3) Exit.

Select a clean-up option:
```

To find out the Run ID or the date a document library was last run, select a document library from the dashboard (preferably one that was run most recently) and go to the **Status** tab.

Dashboard **Library** Settings Help & Support Abc

Status Library Settings Document Settings Archive Settings OCR

STATISTICS

PDF Documents

Total PDF Documents: 136

Image-only PDFs: 0 (0 %)

Partially Searchable PDFs: 0 (0 %)

LOG OUTPUT

Aquaforest Searchlight 1.23.170707.0

Document Library ID: 1 | Run ID: 762795

12-Jul-2017 9:27:03: Job Start

Using 10 cores.

12-Jul-2017 9:27:03: Starting Audit...

Enumerating documents...

Documents enumerated (matching selectio

In the LOG OUTPUT section, you will be able to find the:

1. Run ID
2. Date the document library was run

The Database Clean-up Tool can be accessed at the following location:

"[Install location]/bin/ Aquaforest.Searchlight.DatabaseCleanup.exe"

6.5 Settings

6.5.1 License Settings

AQUAFORREST SEARCHLIGHT

Dashboard Library **Settings** Help & Support About

License Email Theme Advanced

License Type: Permanent

Computer Bound: X

Multi-core: ✓

Max Cores: 64

Document Limit: Unlimited

Trial Stamp: X

Expires: X

Features: Aquaforest OCR: ✓ | Extended OCR: ✓ (Asian Languages: ✓; IHQC: ✓)

License Key: [Redacted]

| Setting | Description |
|---------------------|--|
| License Type | Trial or Permanent |
| Computer Bound | Whether the license is computer bound or not computer bound |
| Computer Identifier | The name of the computer if the license is computer bound |
| Multi-core | Whether or not the license allows the use of multiple cores for processing |
| Max Cores | The maximum number of cores that can be used for processing |

| Setting | Description |
|----------------|--|
| Document Limit | The maximum number of documents that can be OCR'd. If this limit is reached, OCR will be disabled. |
| Trial Stamp | Whether or not the OCR'd documents will have a trial stamp |
| Features | Modules enabled by the current license |
| License Key | The license key currently being used |

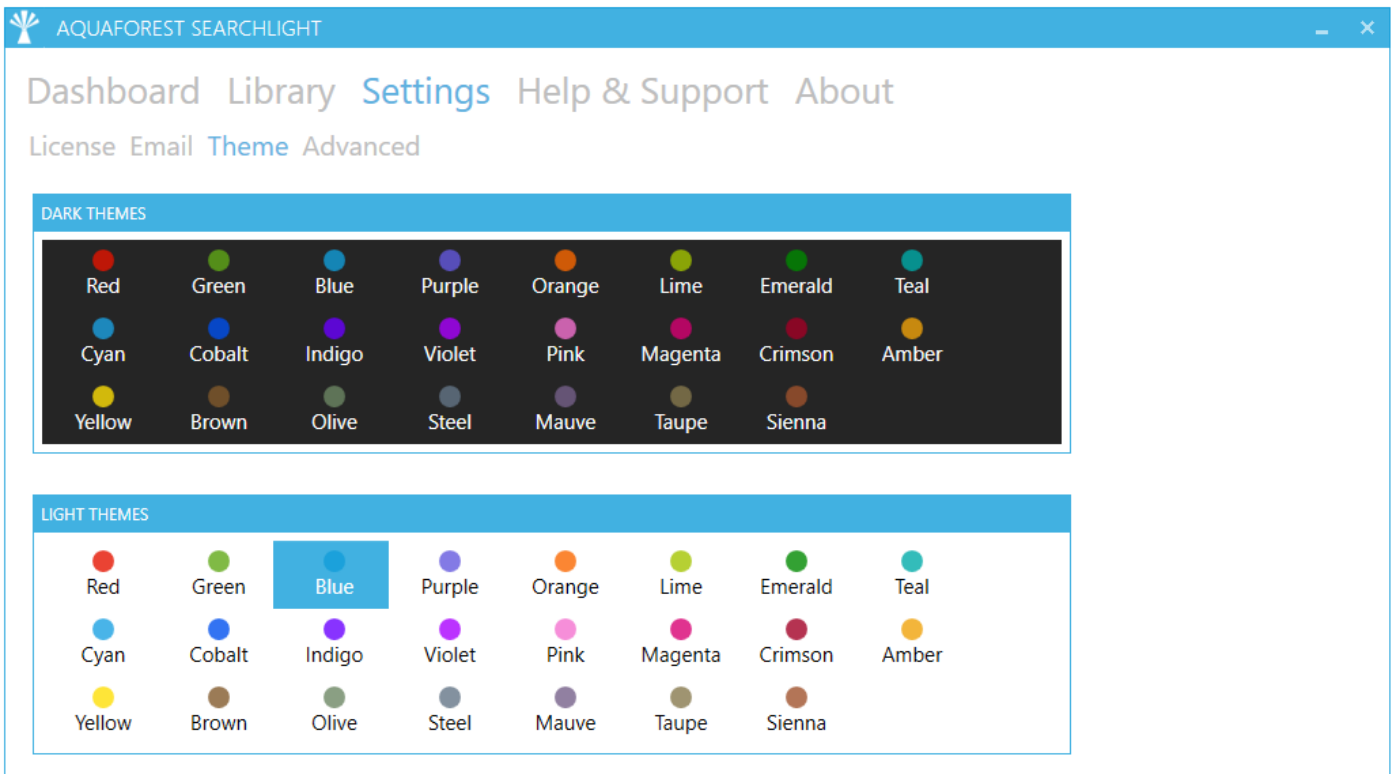
6.5.2 Email Settings

The settings screen allows email server information to be defined. This is used to support the “Alerts” functionality.

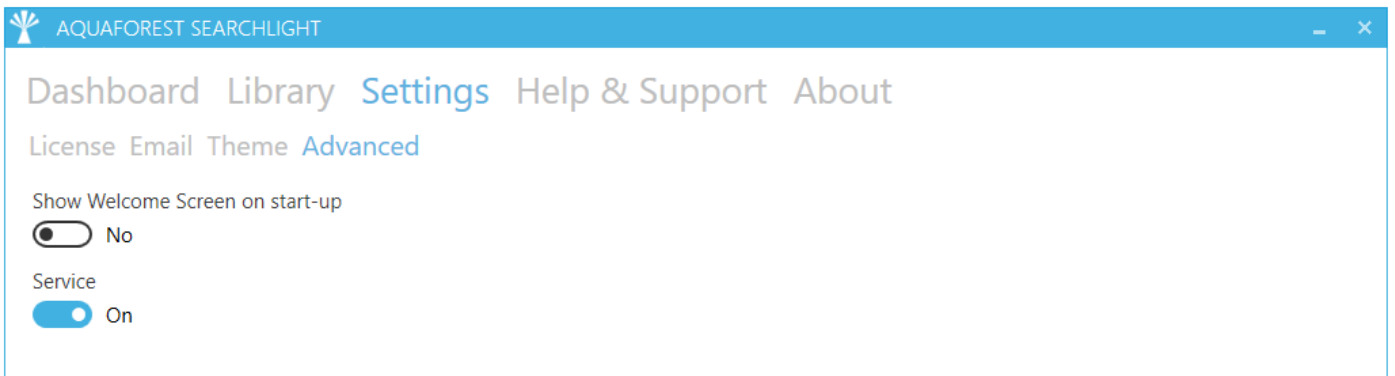
| Setting | Description |
|-------------|--|
| SMTP Server | Address of the server hosting the SMTP server. |
| SMTP Port | SMTP Server port. |
| Username | Username for authentication by the server. |
| Password | Password for the username. |

6.5.3 Themes

There is a selection of 23 accent colors available split between dark and light themes. The Light Blue is the default theme.



6.5.4 Advanced Settings



| Setting | Description |
|---------------------------------|---|
| Show Welcome Screen on start-up | Whether or not to show the Welcome Screen when launching the Aquaforest Searchlight UI. |
| Service | Switch to turn the Aquaforest Searchlight service on or off. The service is needed for Audit and OCR. |

6.6 Searchlight.config file

The **Searchlight.config** file contains advanced settings that should only be updated from guidance of the support team (support@aquaforest.com). The file is located in the following location: "[installation path]\config\Searchlight.config".

If a setting in the config file is updated, the Searchlight service must be restarted by going to **Settings > Advanced** and turning the service off and on again.

Some of the common settings available in the Searchlight.config file are described below.

| Setting | Description |
|---------------------------|---|
| skipEnumerationErrors | Set this to true to skip documents that can't be enumerated due to permissions restrictions, long path errors, etc. instead of failing the whole job. |
| checkServiceEvery | This interval to periodically check the status of the Searchlight service. If the status of a job is set to as running when the service has stopped, it will be put into an error state. The default is to check the service every 60 minutes. |
| enumerationMaxParallelism | When enumerating documents from large SharePoint libraries, Aquaforest Searchlight partitions the retrieval so that the documents are retrieved in chunks. These chunks can be retrieved in parallel which can significantly speed up enumeration. This setting is used to control the maximum number of chunks that can be retrieved at once. Note, however, that the maximum value will be limited to the maximum cores your license permits. |
| deleteDocumentsAfterAudit | If the processing mode is "Audit and OCR" and there is enough space in the local computer where the Temp Folder is defined, the same downloaded documents can be used for OCR after all documents have been audited. However, if space is an issue, the documents can be deleted as soon as they have been audited and they will be downloaded again during the OCR process. |
| processSharepointList | By default, Searchlight only processes SharePoint document libraries. Set this setting to "true" if you want to process attachments in SharePoint Lists as well. |
| skipCheckedOutDocument | Set this to true to skip checked-out documents from being processed (during OCR stage only). |

| Setting | Description |
|--------------------------------|---|
| retainApprovalStatus | <p>When Aquaforest Searchlight processes documents in a SharePoint library which requires Content Approval, it will set them to 'Pending' after processing. Set this setting to "true" to retain the original Approval Status after the documents have been processed.</p> |
| ignorePreviouslyOcredDocuments | <p>Searchlight may re-OCR documents that have already been processed previously if its modified date in SharePoint has changed since the last time it was processed and process "Fully Searchable" and/or "Partially Searchable" options are set in the Document Settings. The modified date can change if a document is replaced by a new one or its metadata/properties are modified in SharePoint.</p> <p>To avoid re-processing these documents again irrespective of whether the modified has changed, set this setting to "true". The default value is false.</p> |
| sharePointFailCheckinComment | <p>When a SharePoint document is successfully OCR'd, a comment indicating the file was processed by Aquaforest Searchlight is added during check-in. This check-in comment can be configured in the "Library Settings" tab. However, when a document failed to OCR, no comment is added.</p> <p>To force Searchlight to add a comment to the non-OCR'd document in SharePoint, specify a comment in this setting.</p> |
| failOnPixelLimit | <p>Force a document to error out in Native mode if it has an image in a page that exceeds the pixel limit (IRIS engine only). The default value is 'false' which will cause the page to be skipped.</p> <p>Extended OCR has the following image limits:</p> <ul style="list-style-type: none"> • Max Height = 32,768 pixels • Max Width = 32,768 pixels • Max Size = 75,000,000 pixels |
| pdfTextOperators | <p>The PDF text operators that need to be present in a page to consider it searchable.</p> |

| Setting | Description |
|--|--|
| <p>downloadAndUploadRetries sharePointRequestRetries</p> | <p>Occasionally, there might be some intermittent network problems or unusual extreme load on the SharePoint server which can cause problems when processing SharePoint document libraries. To cope with this, retry mechanisms have been implemented for different scenarios that will retry performing a particular task in the event of such problems (e.g. timeouts). There are 2 SharePoint retry settings available:</p> <ul style="list-style-type: none"> • downloadAndUploadRetries - used when downloading and uploading documents fail • sharePointRequestRetries - used when executing SharePoint queries fail <p>The number of retries and the amount of time to wait between retries can be controlled through the respective config settings. The value needs to be entered in the format "x,y", where x is the number of retries and y is the time (in milliseconds) to wait before the first retry). For subsequent retries, the time to wait will be twice the previous wait time.</p> |
| <p>databaseRetries</p> | <p>Sometimes, if a document library is set to process using multiple cores, Searchlight may encounter problems when it tries to update the database due to it being 'locked' because of concurrent updates. To overcome this problem, a retry mechanism has been implemented that will retry updating the database if it fails the first time. The number of retries and the amount of time to wait between retries can be controlled through this setting.</p> <p>The value needs to be entered in the format "x,y", where x is the number of retries and y is the amount of time in milliseconds to wait for each retry.</p> |

7 Acknowledgements

This product makes use of a number of Open Source components which are included in binary form. The appropriate acknowledgements and copyright notices are given below.

| Name | Homepage |
|---|--|
| AutoMapper | Homepage GitHub |
| AvalonEdit | Homepage GitHub |
| BitMiracle.LibTiff.NET | Homepage GitHub |
| BouncyCastle.Crypto | Homepage |
| Common.Logging | Homepage |
| CompareNETObjects | GitHub |
| CronExpressionDescriptor | Homepage |
| Extended.Wpf.Toolkit | Homepage |
| IKVM.NET | Homepage Sourceforge |
| Log4Net | Homepage |
| Lucene.Net | Homepage |
| MahApps MahApps.Metro MahApps.Metro.IconPacks | Homepage GitHub GitHub |
| Microsoft.WindowsAPICodePack.Core | Homepage |
| Microsoft.WindowsAPICodePack.Shell | Homepage |
| Modern UI (Metro) Charts | CodePlex |
| Newtonsoft.Json | Homepage |
| PDFBox | Homepage |
| Quartz | Homepage GitHub |
| System.Data.SQLite | Homepage |
| Tika | Homepage |
| ZXing.Net | Homepage |