

DataNOW® Affinity Quick Start Guide



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1 Introduction

DataNOW® Affinity is a multi-faceted integration tool that helps you quickly incorporate Laserfiche® document imaging functionality into virtually any application. This is known as image-enabling an application. Within minutes, you can be scanning and retrieving documents from within the applications you use most.

Getting started with Affinity is easy. Just install Affinity on your workstation, connect to a Laserfiche repository, and get to work. This quick start guide will help you get up and running in no time.

DataNOW Affinity version 1.0 is designed to work with the Laserfiche 7.2 document management system. The Laserfiche Client must be installed on your workstation. Affinity supports the following Microsoft® Windows® operating systems: 2000/XP/2003/Vista.

See the [Requirements](#) section for additional information.

If you need help, or you aren't sure how to make Affinity work for you, please contact your Laserfiche vendor, or call United Micro Data technical support (contact information below). Also, be sure to check out the [Troubleshooting](#) section of this document.

UNITED MICRO DATA

Affinity is presented by United Micro Data, a leading document solutions provider since 1983. United Micro Data has qualified as a Laserfiche Winners Circle VAR since 2000.

Sales and Product Information

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Technical Support

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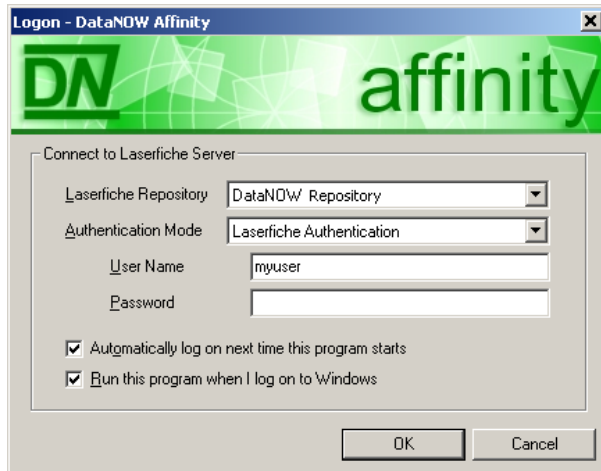
DATANOW – BUSINESS INFORMATION SOFTWARE

Affinity is a product of DataNOW, a Harris Computer Systems company. DataNOW specializes in delivering functional data for mission-critical environments. Our applications serve local governments, utilities, school districts, and private businesses. For more information about other DataNOW products and services, please visit our web site.

<http://www.datanow.net>

2 Logging On

After you install Affinity, a new shortcut will be installed for you in the Windows Start Menu under the DataNOW Affinity program group. There may also be a shortcut to Affinity on your desktop, if the option to install it was selected during setup. Start Affinity by clicking the appropriate shortcut. When Affinity starts, the logon dialog will be displayed.



Connect to the Laserfiche repository using the same user settings you would use in the Laserfiche Client. The Logon settings are described below.

LOGON SETTINGS

- **Laserfiche Repository** – Select the repository you want connect to from the dropdown list.
- **Authentication Mode** – Select the type of login you will use to connect to the Laserfiche server. If you usually use a user name and password to connect to your server, select Laserfiche Authentication. Otherwise, select Windows Authentication.
- **User Name/ Password** – This is the same user name and password you use in the Laserfiche Client. This is not required if you are using Windows Authentication.
- **Automatically log on next time this program starts** – Check this box to automatically connect to the repository next time you start Affinity. You can turn this option off from the Options dialog if you need to log on to another repository. **TIP:** Affinity starts faster when you choose this setting because it doesn't have to poll for the repositories at your site.
- **Run this program when I log on to Windows** – Check this box to start Affinity next time you log on to Windows. It is highly recommended that you select this option along with **Automatically log on next time this program starts**. This way, Affinity is already running and ready to go when you need it.

NOTE: Affinity is a very small and efficient program. It does not use excessive system resources when running in the background. Also, it does not tie up a Laserfiche connection when idle.

IMPORTANT: If you cannot connect to the Laserfiche repository using Windows Authentication, but you can log on to the Laserfiche Client without a user name and password, make sure that a password has been set for the 'admin' account on your Laserfiche server. A blank password for 'admin' will prevent users from logging on with Windows Authentication.

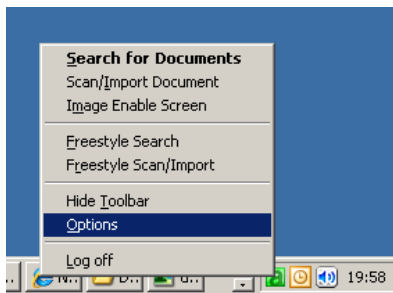
If you are connecting to a repository for the very first time at your site, the Options dialog will automatically open, and you will be prompted to enter a product key to activate the product. For more information about first time setup, see [Connecting to a Repository for the First Time](#).

Once you have logged on, you will see the Affinity icon appear in the system tray (also known as the notification area) on the Start Menu by the system clock. The Affinity icon is the small, green letter a.

Windows XP Classic	
Windows XP Luna	
Windows Vista	

TIP: If you can't see the icon in your system tray, make sure it isn't being hidden. Windows XP and Vista will automatically hide icons by default. You can change how Windows hides icons by right-clicking the Windows task bar and selecting **Properties** from the popup menu.

The icon in your system tray is referred to as the *session icon*. This indicates that you are logged on and Affinity is running in the background. Many functions in Affinity are accessed by right-clicking the session icon.



Other the popup menu will be covered elsewhere. The two most important items are addressed below.

- **Options** – Opens the Options dialog. The options dialog is used to configure all aspects of Affinity from user options to product activation.
- **Log off** – Ends the session and closes Affinity.

When you log on to Affinity, the floating toolbar (below) will also appear on your desktop. It is translucent until your mouse hovers over it. The transparency of the toolbar can be configured in the Options dialog under Local Options.

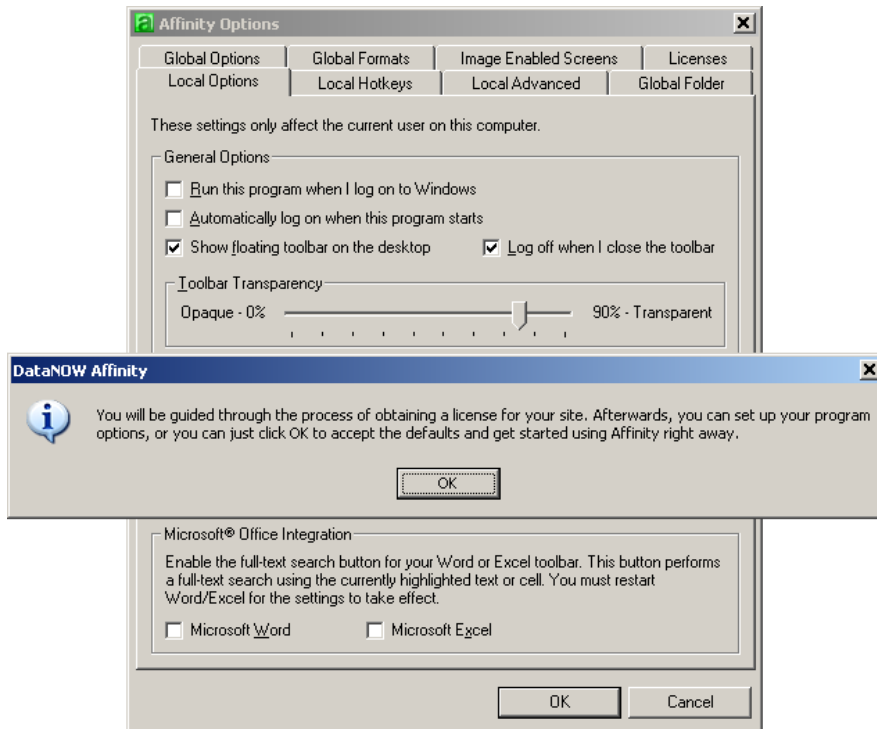


This toolbar is used with Affinity Screen Capture functions. Click and drag the grey bar to reposition the toolbar. Click the small **X** to log off of Affinity (this behavior can be changed in the Options dialog). The toolbar can be turned off by selecting **Hide Toolbar** from the session icon popup menu. For more information about this toolbar and Screen Capture, see [Affinity Screen Capture](#).

3 Connecting to a Repository for the First Time

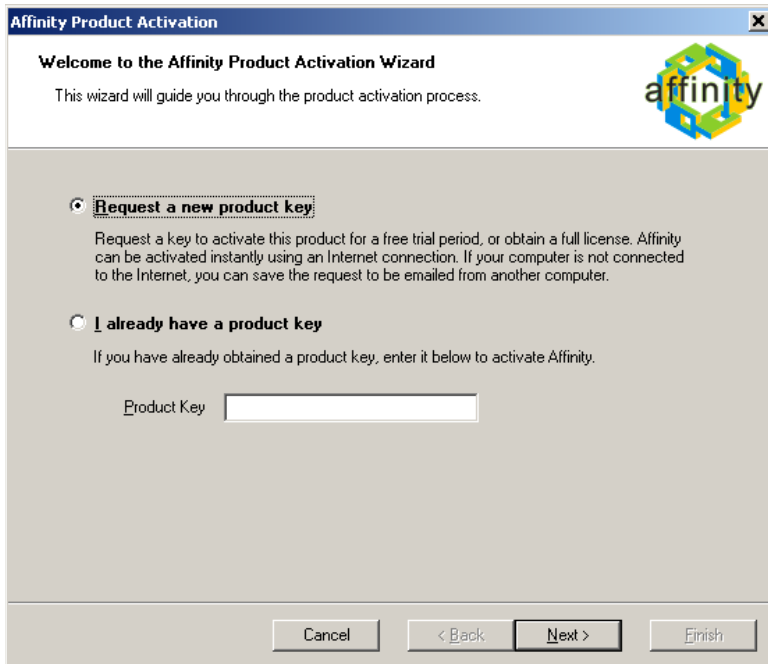
The first time Affinity connects to a repository, it will guide you through the process of activating your product. It will also prompt you to create a new folder on your repository where Affinity will save the settings that apply to all users (known as *global settings*). This procedure does not have to be repeated every time you install Affinity on a computer at your site. All subsequent installations will automatically retrieve the existing settings on the repository.

When you connect to the repository, the Affinity Options dialog will open and you will be prompted to obtain a license for your site.



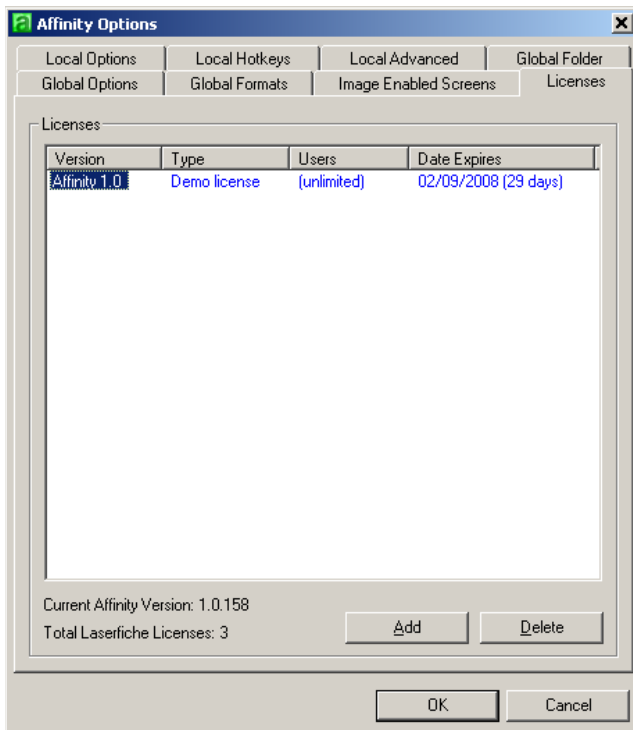
(Continued)

After you click **OK**, the Product Activation Wizard will open.



If you have a product key, enter it and click **Finish**. Otherwise, select **Request a new product key** and follow the wizard through the simple process of requesting a new product key. If your computer is connected to the Internet, you will be able to activate a fully functional trial license instantly. If you do not have an Internet connection, the wizard will help you save your request, which you can send as an email from another location. After you receive your product key via email, you can return to the wizard to activate the product by entering your product key.

After you activate Affinity, you will be returned to the options dialog Licenses tab. Your current license status will be shown. For more information on licensing, see [Product Activation and Licensing](#).



At this point, you can browse through the settings in the Options dialog, or you can just click **OK** to accept the default settings. When you click **OK**, you will be prompted for a location to save Affinity settings in your repository. This location is known as the *global configuration folder*. Click **Yes** to create the folder in the default location: \DataNOW\Affinity. You must have *create folder* access in the root folder of the repository to perform this action. All Affinity users must have *read* access to this folder and its contents. For more information about the global configuration folder and permissions, see the instructions on the Global Folder tab in the Options dialog.

4 Product Activation and Licensing

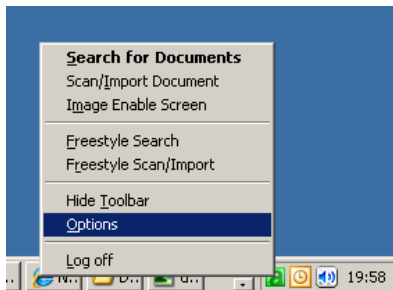
Affinity makes obtaining and managing licenses for your product simple. When you connect to a repository for the first time, Affinity guides you through the process of obtaining a demo license to activate your product for a trial period. You can purchase a full license by contacting your Laserfiche VAR, or United Micro Data (Craig Smith 1-800-375 – 0677). Your full license can be activated using Licenses in the Options dialog. If you accidentally delete or lose your license, your existing license can be re-acquired over the Internet from the Affinity license server.

Affinity is licensed by the number of connections allowed on your Laserfiche server. The Affinity license must equal or exceed the total number of full and retrieval connection on your Laserfiche server. In Affinity, *connections* are synonymous with *users*.

The same Affinity license (and product key) can be used with multiple repositories hosted by the same Laserfiche server. However, additional Affinity licenses must be acquired for use with multiple servers at your site.

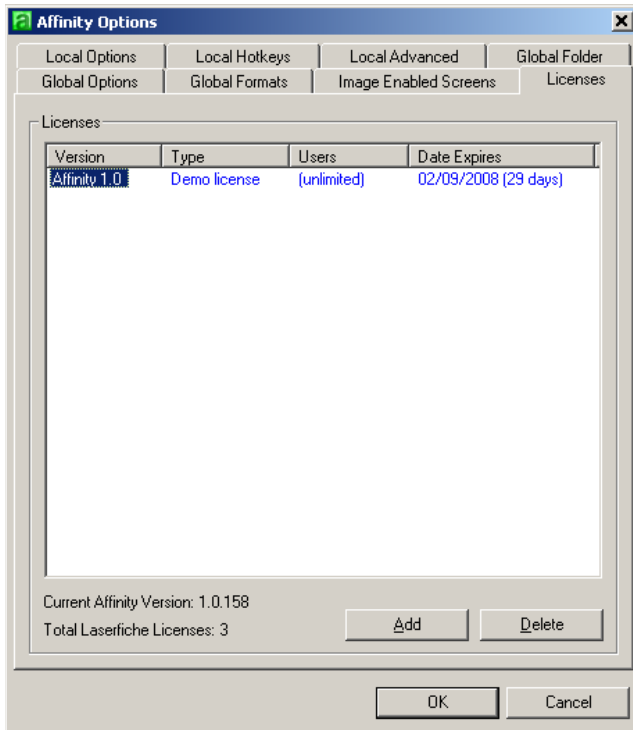
When new versions of Affinity are released, a new product license must be obtained for each version. The license version does not include the build number (e.g. 158 in version 1.0.158). Customers that pay annual support automatically qualify for new version licenses. Multiple licenses for Affinity can be managed on the same server to ease the transition between versions.

To manage your licenses, open the Affinity Options dialog by right clicking the Affinity session icon and selecting **Options**.



(Continued)

In the Options dialog, select the Licenses tab.



The current version of Affinity and the total number of Laserfiche licenses (full and retrieval) are listed at the bottom of the dialog.

Click **Add** to request a new product key, or to enter an existing product key. The Product Activation Wizard will open and guide you through the process of obtaining a product key. The first time you request a product key, a demo license will be activated for a trial period. If you purchase a full license, or if you are upgrading an existing license, return to the dialog and click **Add** and request a product key again. The upgraded license will automatically be retrieved from the Affinity license server and activated. You do not have to manually remove the previous license to upgrade.

5 Affinity Screen Capture

Affinity Screen Capture uses on-screen text fields in other applications to automate searches and to populate template fields for new documents. Affinity Screen Capture works with most Windows GUI screens, and can even be used to recognize multiple screens within the same application.




For more information about what kind of applications work with Screen Capture, see [Requirements](#).

5.1 Screen Capture Toolbar

The Screen Capture Toolbar automatically displays on your desktop when Affinity starts. It is translucent until your mouse hovers over it. The transparency of the toolbar can be configured in the Options dialog under Local Options. **NOTE:** Depending on your rights in Laserfiche and Affinity, you may not see all of the buttons in the toolbar.



Click and drag the grey bar to reposition the toolbar. Click the small **X** to log off of Affinity (this behavior can be changed in the Options dialog). The toolbar can be turned off by selecting **Hide Toolbar** from the session icon popup menu.

-  **Add Document** – Scan or Import a document into your repository. Data is captured from the current screen to populate template fields, folder names and file names. If the current screen has been configured ahead of time, the Affinity Import dialog will open. Otherwise, the Freestyle dialog will open to allow you to point-and-click data into the proper fields.
-  **Search** – Search for documents in your repository using data from the current screen. If the current screen has been configured ahead of time, the Laserfiche Client search window will automatically open with any hits. If only a single document is found, the document will automatically be opened. If the screen has not been configured, the Freestyle dialog will open to help you build a search by point-and-click.
-  **Image Enable Screen** – Configure the current screen for automatic search/scan/import.

TIP: Hold down Shift and click either the **Add Document** or **Search** buttons to open the Freestyle dialog for screens that have been image-enabled.

5.2 Screen Capture Hotkeys

The primary functions on the toolbar, **Add Document**, **Search**, and **Image Enable Screen**, can be mapped to keyboard shortcuts (hotkeys) in the Affinity Options dialog. This provides even quicker access to your documents, and truly makes Laserfiche feel like part of your business applications. If you use hotkeys, you might consider hiding the toolbar from the session icon popup menu.

5.3 Screen Capture – Freestyle

Freestyle Screen Capture lets you get right to work right away without any configuration or programming at all. Freestyle allows you to just point-and-click text on the screen to populate template fields for searches or for new documents.

TIP: The Freestyle dialog is always just a click away. Even if you aren't going to use data on the screen for searching, you can perform other searches from Freestyle. This is usually a lot quicker than opening the Laserfiche client to begin a search.

TIP: Hold down Shift and click either the **Add Document** or **Search** buttons on the Screen Capture toolbar to open the Freestyle dialog for screens that have been image-enabled instead of searching/scanning automatically.

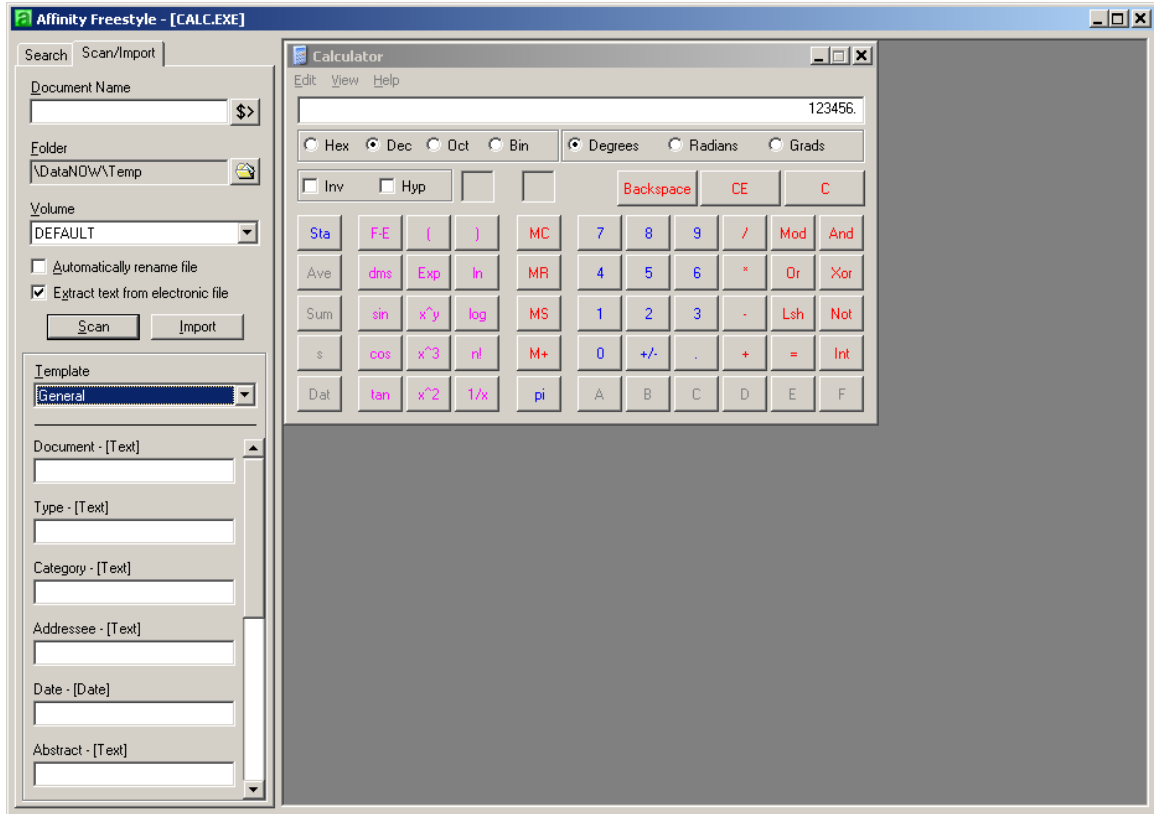
Follow the Freestyle walk-through example below to add a new document to your repository, and then find that document.



FREESTYLE SCAN/IMPORT

To quickly illustrate Freestyle, follow this step-by-step example using Windows Calculator. Using Calculator is for illustration purposes only; you would normally use your regular business applications.

1. Log on to Affinity if it isn't already started.
2. Open the Windows Calculator from the Accessories program group in the Start Menu. Or, click **Start** on the Windows task bar, and click **Run**. Type in **calc** and press **Enter**.
3. Type "123456" in the Calculator input window.

- Click the **Add Document** button on the Screen Capture toolbar. The Freestyle Scan/Import dialog will open.

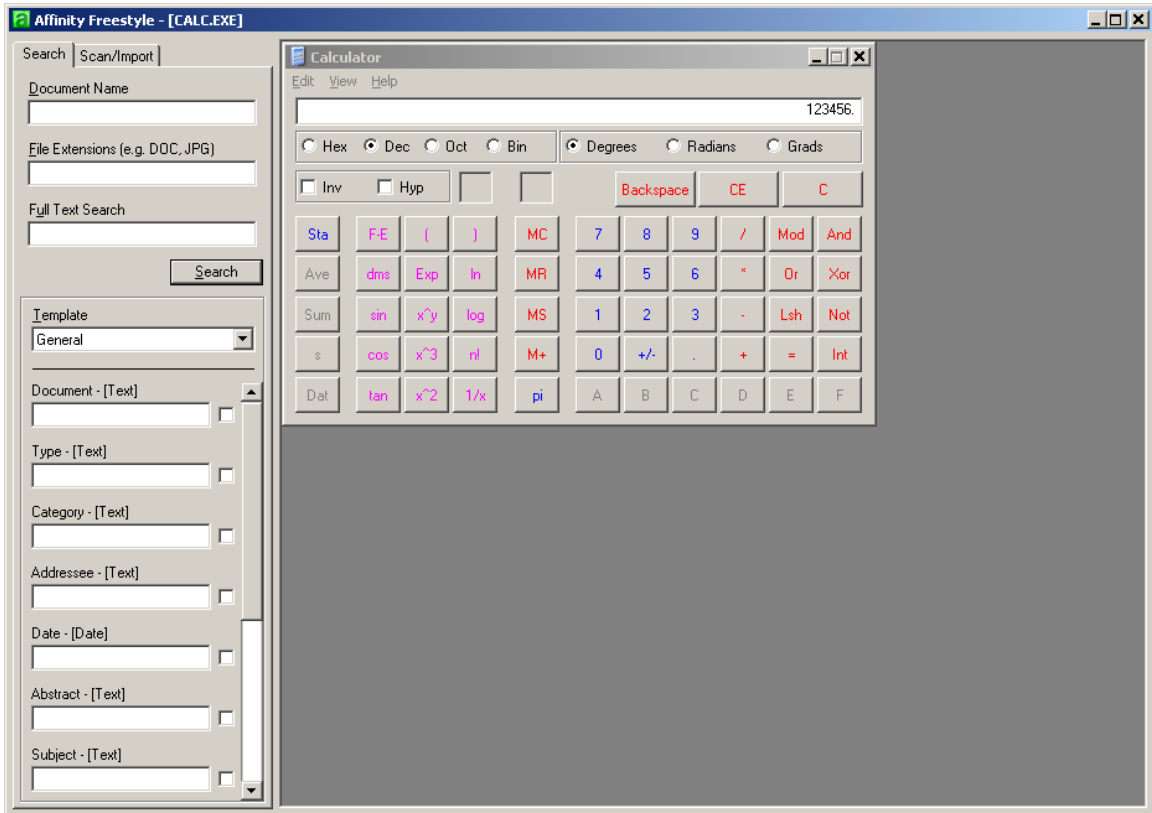


- Select **General** from the **Template** dropdown list.
- Click the Calculator text box containing “123456.”. A popup menu will appear with all of the template fields. Select the **Document** field. The text from the calculator input window will automatically be inserted into the **Document** template field on the left.
- Click the Calculator radio button **Degrees** and select the **Type** field from the popup menu. The text “Degrees” will be inserted into the **Document** template field on the left.
- Select the **Date** field from the template list on the left-hand side of the window. Press the Spacebar key to automatically insert today’s date (this is an interface feature similar to the Laserfiche Client). **TIP:** Tokens (such as \$Date\$) can also be used in template fields.
- Enter the text “New Document” in the **Document Name** field, followed by a space. Click the **Insert Token** button  (or press **F4**) and select **Date/Time** from the popup list of available tokens. The **Document Name** should contain the value “New Document \$Date/Time\$”. Tokens are replaced with variable when the document is imported.
TIP: If a destination document name is not specified when importing an electronic document, the original name of the document is used.
- Click the **Browse for Folder** button  (or press **F4**) and select a destination folder for the document.
- Click **Scan** to scan a new document, or click **Import** to import an electronic document. The new document will be created in the repository.

FREESTYLE SEARCH

To quickly illustrate Freestyle, follow this step-by-step example using Windows Calculator. Using Calculator is for illustration purposes only; you would normally use your regular business applications.

1. Log on to Affinity if it isn't already started.
2. Open the Windows Calculator from the Accessories program group in the Start Menu. Or, click **Start** on the Windows task bar, and click **Run**. Type in **calc** and press **Enter**.
3. Type "123456" in the Calculator input window.
4. Click the **Search** button on the Screen Capture toolbar. The Freestyle Search dialog will open.



5. Select **General** from the **Template** dropdown list.
6. Click the Calculator text box containing “123456.”. A popup menu will appear with all of the template fields. Select the **Document** field. The text from the calculator input window will automatically be inserted into the **Document** template field on the left.
7. Press Enter on your keyboard, or click **Search**. The Laserfiche Client search results window will open. If you completed the example from the “Freestyle Scan/Import” section above, your document will be listed. If there is only one document, it will automatically be opened..
8. The Freestyle dialog remains open for you to refine or modify your search.

TIP: Laserfiche wildcards and ranges are supported for searches.

TIP: If you specify multiple search items, they will be combined in an ‘AND’ search. In other words, only documents meeting all of the search criteria will be returned.

TIP: If you do not want to include template criteria in your search, select **(Do not search template)** from the **Template** dropdown list.

TIP: Check the checkbox by a blank template field to explicitly search for a field that contains no value.

TIP: Clear the checkbox next to a template field containing a value to exclude it from the search.

5.4 Screen Capture – Image Enable

Image enabling a screen using Affinity is the ultimate in quick integration. Once a screen is image-enabled, it will work the same way every time you click **Search** or **Add Document** on the Screen Capture toolbar. The configuration process can be summarized as follows.

1. Click the **Image Enable Screen** button on the Screen Capture toolbar. This will open the Image Enable dialog. If the screen has already been image-enabled with Affinity, you will first be prompted whether to edit, overwrite, or delete the screen's existing configuration.
2. Choose the Laserfiche template that will be used with this screen. This template will be used for both searches and adding new documents to the repository.
3. (Optional) Select the default destination folder, volume, and document name to be used when adding a document to your repository. This step is optional if you will only search from the screen.
4. Map text controls on the screen to fields in the selected template.
5. (Optional) Specify additional search parameters using Laserfiche advanced search syntax.

NOTE: When you image enable a screen, you can specify whether the configuration applies to all Affinity users connected to the same repository (*global*), or whether it applies only to your profile (*local*). Global configurations take effect instantly. The next time any Affinity user searches, scans, or imports using the screen, it will use the settings you specified.

IMAGE ENABLING A SCREEN

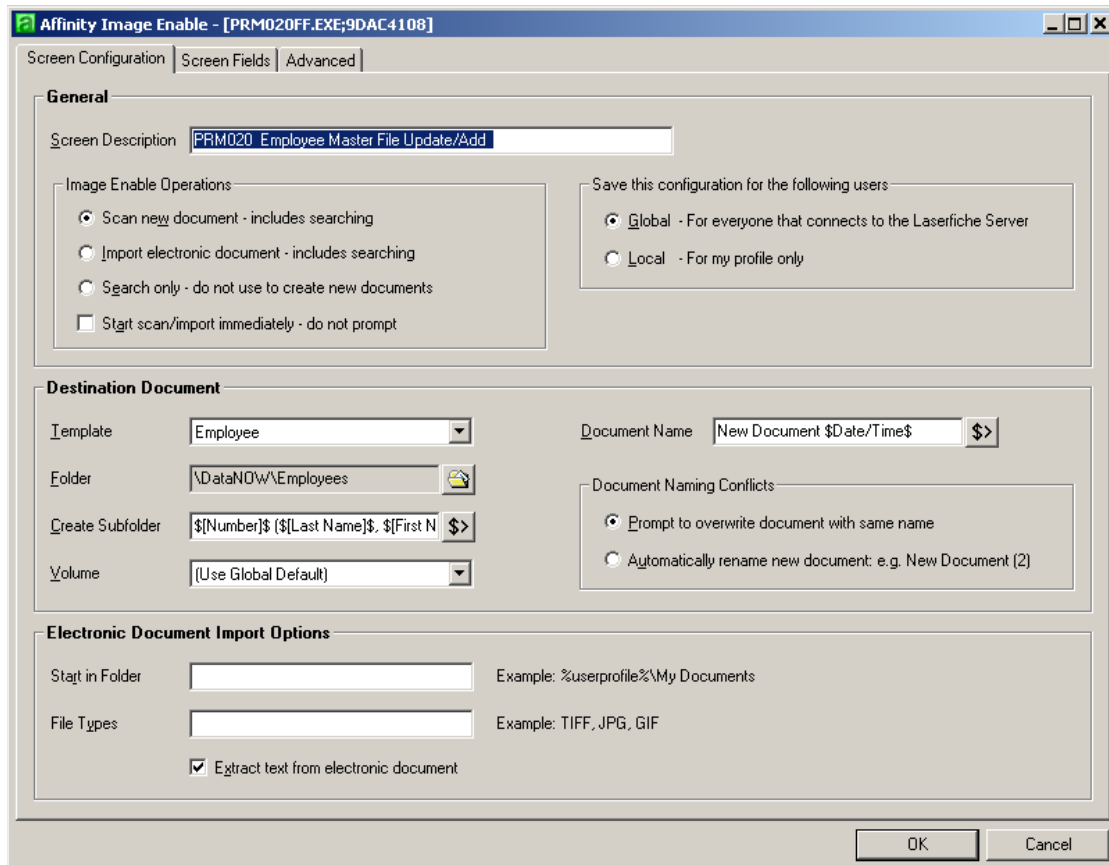
The following example illustrates image-enabling typical business application. In this case, the DataNOW Payroll Employee Master will be used.

The screenshot shows a software window titled "PRM020 Employee Maintenance 08.01.15.13.27 [floid]". The main content area is titled "Employee Profile" and contains various input fields and sections:

- Employee Information:** Employee Number (00019), Name Last/First (BARKER JOHN), Address (1) (321 Eastland Dr.), Address (2), City (Twin Falls), State (ID), Zip (83301), Country (US), Phone # (555 5555555 Ext 5555), Social Security # (999999999).
- Dates:** Birth Date (01/10/1963), Hire Date (01/01/1984), Anniversary (01/01/1984), Prd. Increment.
- Marital Status:** Federal (Married checked, Single, Hsehd), State (Married checked, Single, Hsehd).
- Termination Fields:** Flag, Date.
- Location/Department:** Location (PD), Fund, Department, Misc Field, Teacher/Substitute, Occupation Code.
- Hours/Hours:** Annual Hours (2080), FTE %, Deduct Limit (422.97), Cost Distribution (9), Tenure, Calendar.
- Rates:** Salary-CPP (2756.88), Draw-CPP, Hourly (34.461), Overtime, DoubleTime.
- Position:** Position, Job Class, Salary Code (PS), Grade (6339), Step (5), Max Step.
- Pay Data:** Pay Type (07), Pay Cycle (2), Shift Code, OT Exempt (0), No Pay.
- State Tax Data:** Exemptions (1), Additional Exemptions (0), Tax Table Code (CA), Addl Withhold \$, Addl Withhold %, Withhold Flag (0).
- Federal Tax Data:** Exemptions (1), Additional Exemptions (0), Tax Table Code, Addl Withhold \$, Addl Withhold %, Fixed Federal Flag (0), No FICA (9), No Medicare (9).

At the bottom of the window is a toolbar with buttons: Init Screen, Delete Record, New Hire, OR, Expanded Screen, Compute Salary, Return, Exit. Below the buttons are labels: UPDATE, CAPS, NUM, INS.

1. Click the **Image Enable Screen** button on the Screen Capture toolbar. The Image Enable dialog will open to the Screen Configuration page. (If the screen has already been image-enabled once, you will first be prompted whether to edit, overwrite, or delete the screen's existing configuration.)



Screen Description – Contains the caption of the captured window. This field is for descriptive purposes only. You can change the default text to anything that you find useful.


Image Enable Operations – These options determine what the default action will be when the user presses enter in the Affinity Import dialog. If **Search only** is selected, the screen's fields will not be used to automatically populate template fields. Instead, the Freestyle dialog will open when the Add Document button is clicked on the Screen Capture toolbar.

Start scan/import immediately – This option will automatically begin the scan or import process when the Affinity Import is displayed if all of the required fields are filled in.

Global – Applies the configuration to all Affinity users connected to the repository. Global configurations take effect instantly. The next time any Affinity user searches, scans, or imports using the screen, it will use the settings you specified.


Local – Saves the configuration for the current user's profile only. This configuration will not affect other users.

Template - Choose the Laserfiche template that will be used with this screen. This template will be used for both searches and adding new documents to the repository. An Employee template is used in this example, which contains the following fields: Number, First Name, Last Name and Category.

Folder – The default destination folder for new documents in the repository. Click the **Browse for Folder** button  (or press **F4**) to locate the folder.

NOTE: This folder is

Create Subfolder – If the specified folder does not exist, it will be created in the parent folder. If this field is left blank, the document will end up in the path specified in **Folder**. This field is used to dynamically create a folder structure and organize documents. It is recommended that tokens

be used to dynamically name the folders. Click the **Insert Token** button  (or press **F4**) to select from a list of available tokens. In this example, the following string is used to create the subfolder for the document: “\$[Number]\$ (\$[Last Name]\$, \$[First Name]\$)”. The tokens surrounded by dollar signs and brackets are fields in the selected Employee template. These tokens will be replaced with the data from the template fields. In the case of employee number 00019, JOHN A K BARKER, the folder will be named “00019 (BARKER, JOHN A K)”.

TIP: See the Global Formats tab in the Options dialog to configure how tokens are formatted.

Volume – The default destination volume for new documents. Select **(Use Global Default)** to use the default volume configured in the Options dialog under the Global Options tab.

Document Name – The default name for the destination document. If a name is not specified, the user will be required to enter a name, or the original name of the source file will be used if a document is imported. In this example, the default name will be “New Document \$Date/Time\$”. The \$Date/Time\$ token will be replaced with the current date and time.

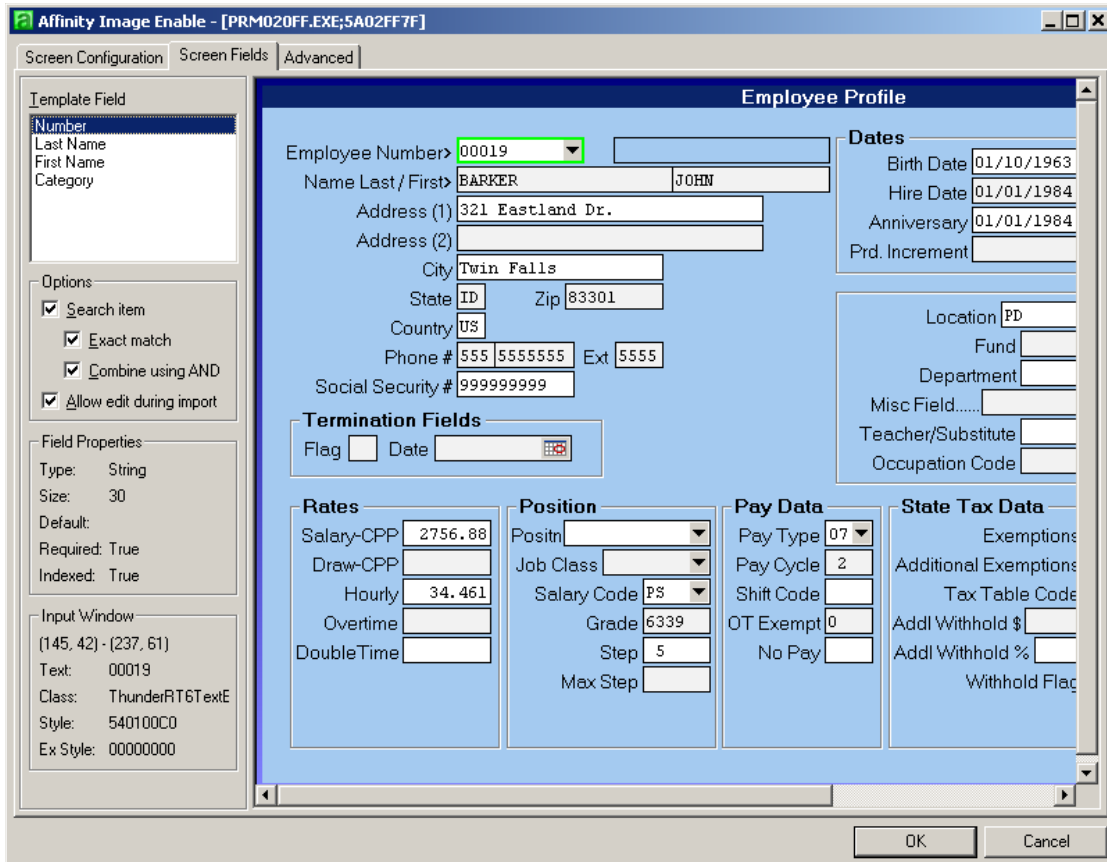
Document Naming Conflicts – These options specify how same-named documents will be handled.

Start in folder – The default source folder that will be opened in the file dialog if the user browses the file system to import an electronic document. Expandable environment strings are supported. By default, the current user’s **My Documents** folder will be used.

File Types – The types of files that will appear in the file dialog if the user browses the file system to import an electronic document.

Extract text from electronic document – Check this box if you wish to add the contents of the file to the full text index in the repository. Only files with IFilters will be extracted.

- Click the Screen Fields tab. This is the page where fields on the screen are mapped to template fields.



Select a template field in the list on the left, and click the corresponding control on the screen that will supply the value for that field. The control will be highlighted in green when selected. If the selected template field will be used when searching, check the **Search Item** checkbox. If **Search Item** is not selected, the field will not be used for searching but it will be populated with the screen value when a new document is added to the repository. Repeat the process for each template field you would like to map. In this case, the unique template field Number is selected for searching.

NOTE: Normally, only a single template field is used for searches. Selecting multiple fields combines the search criteria in an 'AND' search by default, meaning that only documents meeting all of the search criteria will be returned. To combine an item using 'OR' instead, uncheck the box labeled **Combine using AND**.

TIP: Your search field should contain unique, indexed values to yield maximum search performance and return the best search hits.

NOTE: Strong-typed template fields such as dates and numbers should be mapped to controls that contain compatible data.

- (Optional) Click the Advanced tab to specify additional search criteria using advanced search syntax. This is most useful when static values need to be added to narrow the search results. For example, say the selected template contains a Category field. The same template is used for many documents, but only the documents with the value "Tax Form" in the Category field are applicable to this screen. In that case, that criteria can be added to the search by specifying `{[Employee]:[Category]="Tax Form"}`

Another common technique is to limit the search results to a specific folder such as:
{LF:Lookin="\DataNOW\Employees", Subfolders=Y/N}

IMPORTANT: Affinity does not parse or validate the advanced search text. Syntax errors or bad criteria will yield no search results.

- Click **OK** to save the configuration and close the dialog.
- Bring the target application to the foreground, and click the **Add Document** button on the Screen Capture toolbar. The Affinity Import dialog will open, with the field values captured from the screen. Click the **Scan** or **Import** button to add a new document with provided template and values.

The screenshot shows the 'Affinity Import' dialog box. The 'Destination' section on the left contains the following fields: 'Document Name' with the value 'New Document \$Date/Time\$', 'Folder' with the value '\DataNOW\Employees', 'Subfolder' with the value '\$[Number]\$ \$[Last Name]\$, \$[First Name]\$', and 'Volume' with a dropdown menu set to 'DEFAULT'. There are two checkboxes: 'Automatically rename file' (unchecked) and 'Extract text from electronic file' (checked). The 'Employee Template' section on the right contains the following fields: 'Number - [Text] - [Required]' with the value '00019', 'Last Name - [Text]' with the value 'BARKER', 'First Name - [Text]' with the value 'JOHN A K', and 'Category - [Text]' with the value 'TAX FORM'. On the right side of the dialog, there are two buttons: 'Scan' and 'Import'.

NOTE: Leading and trailing spaces are automatically trimmed from template field values.

- Click the **Search** button on the Screen Capture toolbar. The document we just added to the repository should be returned, along with any other documents that match the search criteria.

6 Affinity Application Programming Interface (API)

ACTIVEX / COM

Affinity includes a fully-documented ActiveX/COM application programming interface (API) that is accessible from practically any development environment, including .NET and scripting languages like JavaScript and VBScript. The Affinity API is a perfect fit for Visual Basic for Applications (VBA) macros in ESRI® ArcMap® and Microsoft® Office. Web applications running in Microsoft® Internet Explorer® can be image enabled safely and quickly.

The Affinity API documentation can be found online at <http://affinity.datanow.net/api>. Examples from the Affinity API documentation can be pasted directly into your code or HTML. Very little (if any) programming experience is necessary.

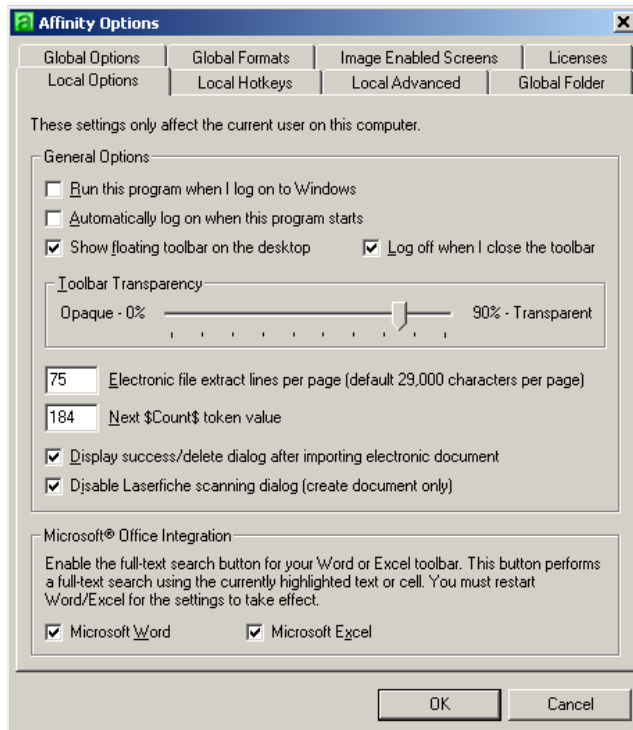
COMMAND LINE

Affinity features full command line support for document search and scan/import functions, allowing any program, script or batch file to be image enabled with minimal code. Command line syntax can be found on the web at <http://affinity.datanow.net/api>.

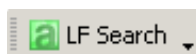
7 Microsoft Office Full-text Search

DataNOW Affinity includes a simple add-in for enabling full text searches from Microsoft Word and Excel.

To enable this add-in, close any instances of Word or Excel that are already running. Open the Affinity Options dialog and go to the Local Options tab. At the bottom of the dialog, select the Microsoft applications you would like to enable full-text search for.



Start Word or Excel. You will see a new toolbar with the Affinity icon labeled **LF Search**. Click and drag the toolbar to dock wherever you prefer in the Office interface. **NOTE:** In Microsoft Office 2007, the toolbar will show up under the Add-ins section of the band instead of on the main toolbar.



To search from Word, open a document and simply highlight text in the current document you would like to search for. Then, click the Affinity full-text button on the Office toolbar. The Laserfiche client will open with any search results for the selected word or phrase.

To search from Excel, open a spreadsheet and highlight a single cell that contains the value or phrase you would like to search for. Then, click the Affinity full-text button on the Office toolbar. The Laserfiche client will open with any search results for the current selection.

8 Troubleshooting

ISSUE	SOLUTION
Screen Capture won't capture the intended screen. Some other application like GoToMyPC or WebEx is interfering.	Add the application's executable name to the executable filter. To do this, make sure the interfering application is running. Open the Affinity Options dialog. If you want to add the executable to the filter for your own profile, go to the Local Advanced tab. If you want to add the executable to the filter for all users, go to the Global Options tab. Click the Settings button to open the filter dialog. Click Auto Detect to add the interfering applications to the filter. If your application is not detected, find the executable name and enter it manually. Save your settings. If you make the change to the global configuration, the change may not take effect immediately for other users. Ask them to log back on to Affinity to get the changes.
The Freestyle dialog keeps opening for a screen that I have image-enabled.	When you image-enable the screen, make note of the caption of the Image Enable dialog. It lists the executable's file name, and the 'fingerprint' or ID for the screen. When the Freestyle dialog appears, you will probably see that the ID in the dialog caption has changed. This means that some feature on the screen has changed and Affinity was not able to recognize it as a screen that had been image enabled. This generally means that a key control on the screen has moved or changed size.
I cannot log on using Windows Authentication.	If you cannot connect to the Laserfiche repository using Windows Authentication, but you can log on to the Laserfiche Client without a user name and password, make sure that a password has been set for the 'admin' account on your Laserfiche server. A blank password for 'admin' will prevent users from logging on with Windows Authentication.
It takes a very long time for the Affinity logon window to open.	The Affinity logon window automatically retrieves the names of all of the repositories that are visible on your network. This can take a while on large or slower networks. Enable the option to log on automatically, and Affinity will immediately connect to the selected repository next time you log on. This is much faster because Affinity caches the repository name in instead of searching the network.
I can't make the toolbar go to or stay on my secondary display device.	The toolbar in Affinity version 1.0 does not support docking on a secondary device.
When I right-click the Affinity session icon, nothing happens.	A modal dialog, such as an error window or the Options dialog is open. It is probably behind another window where you cannot see it. Find the window and close it.
I do not have the option to save an image enable screen configuration to my local profile.	Open the Affinity Options dialog and select the Global Options tab. Change the Image Enable Screen Policy to allow users to save configurations to their profile.

9 Requirements

DataNOW Affinity Software Requirements

DataNOW Affinity version 1.0 is designed to work with the Laserfiche® 7.2 document management system. The Laserfiche Client must be installed on your workstation.

Affinity supports the following Microsoft® Windows® operating systems: 2000/XP/2003/Vista.

DataNOW Affinity Screen Capture Requirements

Affinity Screen Capture (including Freestyle) works with graphical user interfaces (GUIs) that utilize input controls based on standard Windows control classes. Other controls that implement window classes, handles, and standard message handling are also supported. Examples of common control classes that work with Affinity include: Edit (text boxes); Rich Edit; ComboBox (drop downs); Button (push and radio); and Static (labels). Support for ListView-style controls is planned for future versions.

Most screens can be configured to automate searches and import/scanning using screen recognition techniques. However, screens whose controls change size and position (such as when the window resizes) may prevent the screen from being recognized. In cases where the screen cannot be consistently recognized for automation, the Freestyle dialog can still be used to make searching/scanning functions easier and faster.

DataNOW Affinity API Requirements

Affinity includes a fully-documented ActiveX/COM application programming interface (API) that is accessible from practically any development environment, including .NET and scripting languages like JavaScript and VBScript. The Affinity API is a perfect fit for Visual Basic for Applications (VBA) macros in ESRI® ArcMap® and Microsoft® Office. Web applications running in Microsoft® Internet Explorer® can be image enabled safely and quickly using examples directly from the online Affinity API documentation: <http://affinity.datanow.net/api>.

DataNOW Affinity Command Line Requirements

Affinity features full command line support for document search and scan/import functions, allowing any program, script or batch file to be image-enabled with minimal code.