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GlobalScan NX HotFolder Plug-in
Administrator's Guide

The GlobalScan NX HotFolder Plug-in monitors a specified folder in GlobalScan NX (GSNX) and imports files from that folder. It automatically imports the inputted file, using the predefined delivery flow to deliver that file to the file server folder or send it by e-mail. You can use Monitor Folder Setting Tool to specify the folder to be monitored. In addition to a monitor folder, you can also specify a store folder for storing the imported file in and an alternative save folder for saving files in if an import error occurs.
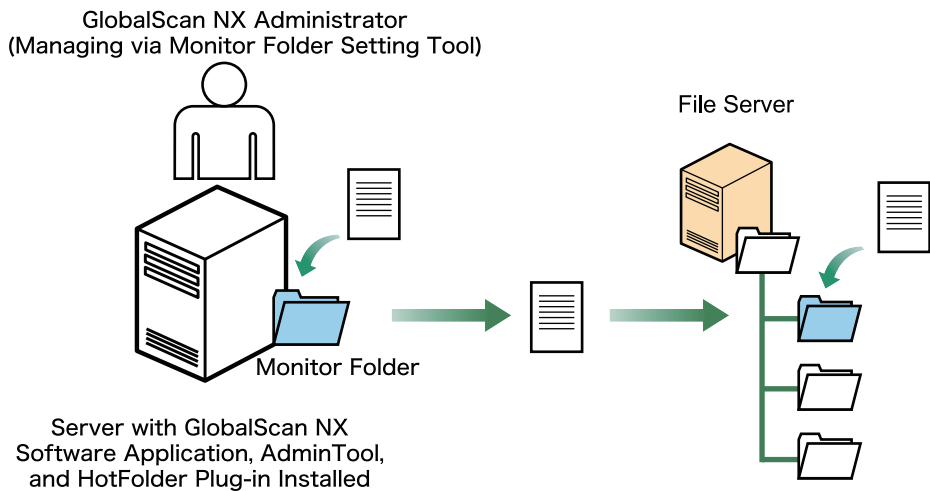
Fig. 1: GlobalScan NX HotFolder Plug-in workflow

📥 Note
- This manual explains the configuration procedures for the HotFolder Plug-in. For details about Administrator Settings and Service/Filter Settings, see *GSNX Administrator's Guide*.

Introduction

This manual contains detailed instructions and notes on the operation and use of this product. For your safety and benefit, read this manual carefully before using the product. Keep this manual in a handy place for quick reference.

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- Do not remove or insert any disk while operating this software.

Before You Begin

Abbreviations

The following abbreviations are used in this guide.

Product / Name	Abbreviation
GlobalScan NX	GSNX
Multifunctional Device	MFP, device
GlobalScan NX HotFolder Plug-in	HotFolder Plug-in

System requirements

To install the HotFolder Plug-in, one of the following versions of GlobalScan NX must be installed first:
- GlobalScan NX Business Server Edition (Ver. 1.3 or later)
- GlobalScan NX Enterprise Server Edition (Ver. 1.3 or later)

Monitor folder requirements

- The folder must exist in GSNX.
- The user who starts "GlobalScan" service must have all of the necessary privileges to read, write to, and delete the folder.
- The path to the folder must not exceed 128 characters.

  🔽 Note
  - Network folders cannot be specified.
  - Folders that already contain a file directly inside them cannot be specified.
  - Folders that contain folders directly inside them can be specified.
  - Folders with names that end with ".tmp" cannot be specified.
  - Folders with names that end with "." cannot be specified.
  - Folders with paths that contain invalid characters (~ " # % & * : < > ? { | }) cannot be specified.
  - Folders already used as the monitor folder in other monitor settings cannot be specified.
  - Folders already used as the store or save folder in the same or other monitor settings cannot be specified.
  - Hidden folders can be specified.

Store and save folder requirements

- The folder must exist in GSNX.
- The user who starts "GlobalScan" service must have all of the necessary privileges to read, write to, and delete the folder.
- The path to the folder must not exceed 128 characters.

  🔽 Note
  - Network folders cannot be specified.
  - Folders with names that end with ".tmp" cannot be specified.
  - Folders with names that end with "." cannot be specified.
  - Folders with paths that contain invalid characters (~ " # % & * : < > ? { | }) cannot be specified.
  - Folders already used as the monitor folder in the same or other monitor settings cannot be specified.
  - Hidden folders can be specified.

Import file requirements

- An import file must have one of the following file name extensions:
  .bmp, .gif, .jpeg, .jpg, .pdf, .png, .tif, .tiff
  Files with extensions other than those listed above will not be imported, and will instead be stored in the save folder.
- The name of an import file must not exceed 74 bytes. Files with names longer than 74 bytes will not be imported, and will instead be stored in the save folder.
- The size of an import file must not exceed 200 megabytes. Files larger than 200 megabytes will not be imported, and will instead be stored in the save folder.
- The user who starts "GlobalScan" service must have all of the necessary privileges to read, write to, and delete the folder.

  ⬇ Note

  - Hidden files can be imported.
  - Read-only files cannot be imported.
  - Files contained in a subfolder inside the specified monitor folder cannot be imported.
  - Depending on the state of communication with the destination server, files may not be delivered.

Monitor scheduling

When started, GSNX checks each monitor folder registered in Monitor Folder Setting Tool. If more than one batch of monitor settings is specified, the monitor folders are searched in descending order. If a monitor folder contains files directly inside it, they are imported one at a time as separate jobs. When delivering imported files, GSNX uses the project settings specified using the delivery setting function of Monitor Folder Setting Tool.

⬇ Note

- If a monitor folder contains more than one file, the files are imported in ascending order according to date and time of update.
- If a new file is added to a monitor folder after file import has started, the plug-in does not attempt to import the new file during the current import process. The new file will be imported during the next import process.
- Changes made to settings using Monitor Folder Setting Tool are not incorporated until the current import from the monitor folder is complete.

Configurable projects

Only one-touch scan projects can be used to make settings for delivery imported files.

⬇ Note

- Projects requiring authentication cannot be used to make settings for delivery imported files.
- GSNX AdminTool cannot be used to remove any profile, group, or project specified using the delivery settings of Monitor Folder Setting Tool.
- Projects specified using the delivery settings of Monitor Folder Setting Tool cannot be changed into projects that require authentication.
- The one-touch scan setting cannot be cleared from projects specified using the delivery settings of Monitor Folder Setting Tool.

Considerations for use of the HotFolder Plug-in

- If a store or save folder already contains a file with the same name as the transfer file, a suffix is added to the transfer file name.

  Examples: xxxxx(1).tif, xxxxx(2).tif
  The suffix number must not exceed 9999. If the suffix number is greater than 9999, an error occurs.
- If the system is initialized with GSNX, the settings for Monitor Folder Setting Tool are also initialized.
- When importing a file, a folder named "HF.tmp" is generated directly inside the monitor folder. The folder is kept after import is complete.
- The plug-in cannot remove files transferred to a store or save folder. Remove files if necessary.
- The settings for Monitor Folder Setting Tool are the target of GSNX backup and restore. Before restoring settings, make sure the HotFolder Plug-in is installed correctly.
- Because the HotFolder Plug-in cannot check whether or not an import file is a system file, be sure to specify a folder that does not contain any system files.

Installing the HotFolder Plug-in

⤓ Note

- Install the HotFolder Plug-in in the server PC where GSNX is installed.

Step 1: Pre-Installation Procedure

To log in to GSNX AdminTool, you must use either a Built-in Administrator account (specified during the installation of AdminTool) or an Administrator account (specified beforehand using AdminTool).

1. Open your Web browser.

2. Enter the GSNX AdminTool URL.

   http://IP address of the server where GSXN is installed:port number/the virtual directory name

   (Default setting: http://*IP address*:8080/gsnx/)

   ⤓ Note

   - The IP address, port number, and the virtual directory name vary with the GSNX settings.

3. Press **[ENTER]** or click [**Go**].
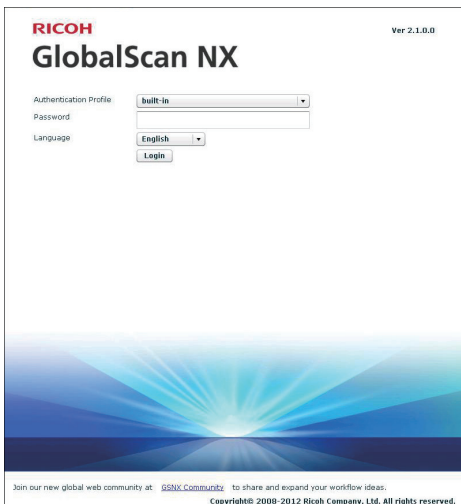
   The AdminTool login page appears

   Fig. 2: AdminTool login page

4. Select an authentication profile and enter the corresponding password.

5. Select a language from the drop-down list.

6. Click [**Login**].

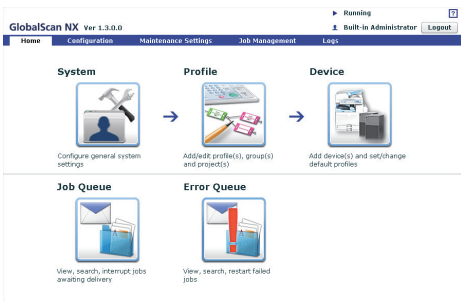   The AdminTool home page appears.

7. Click [**Maintenance Settings**].

   Fig. 3: AdminTool home page

8. Click [**System Control**].

9. Click [**Switch Delivery Service Status**] to switch the GSNX server status from [**Running**] to [**Suspended**].

   ⤓ Note

   - To update the "Delivery Service Status", click [**Refresh**], which is next to "Delivery Service Status".

10. Click **[Yes]**.

11. Click **[Logout]** to log out of AdminTool.

Step 2: Installation

1. Close all applications currently running on the GSNX server.

2. Double-click **GSLaunch.exe**.

   The "GlobalScan NX HotFolder Plug-in Setup" screen appears.

3. Click [**HotFolder Plug-in**].

   The welcome window appears.

4. Click [**Next**].

5. Read the license agreement, and then select "I accept…".

6. Click [**Next**].

   ⤓ Note

   - The folder where GSNX is installed is automatically selected as the location for the plug-in's installation files.

7. Click [**Next**].

   Installation starts.

8. Click [**Finish**].

   If a message prompting you to restart the computer appears, click [**OK**]. This will complete the installation.

9. Activate the HotFolder Plug-in.

   ⤓ Note

   - To activate the plug-in, select its name under [License Name] in the GlobalScan NX Activation Tool. For details about how to activate the HotFolder Plug-in, see *GSNX Installation Guide*.

Uninstalling the HotFolder Plug-in

To uninstall the plug-in, in Windows [Control Panel], click [Uninstall a Program] or [Programs and Features].

⭐ Important

- Before uninstalling the plug-in, be sure to deactivate it. Note that deactivating the plug-in will also deactivate the licenses of GlobalScan NX, its optional software, and other plug-ins. For details about uninstalling and deactivation, see GSNX Installation Guide.

Step 3: Start the Service

1. Login to GSNX AdminTool.

   📄 Reference

   - For details about how to log in to AdminTool, see P.4 "Step 1: Pre-Installation Procedure".

2. Click [**Maintenance Settings**].

3. Click [**System Control**].

4. Click [**Switch Delivery Service Status**] to switch the GSNX server status from [**Suspended**] to [**Running**].

   ⬇ Note

   - To update the "Delivery Service Status", click [**Refresh**], which is next to "Delivery Service Status".

5. Click [**Logout**] to log out of AdminTool.

Configuring monitor folders

Use Monitor Folder Setting Tool to specify the folders you want to monitor. With this tool, a batch of settings is registered for each monitor folder, and registered batches of settings are displayed on the main screen.

⬇Note
- You must have administrator privileges to use Monitor Folder Setting Tool.
- The number of registered monitor folders should not exceed 50.

Procedure

1. From the [Start] menu, point to [All programs] (or [Programs]) and then [GlobalScan NX], and then click [Monitor Folder Setting Tool].

2. On the main screen, click [Add] ([Edit]).

3. On the Add (Edit) Monitor Settings screen, specify the monitor settings.
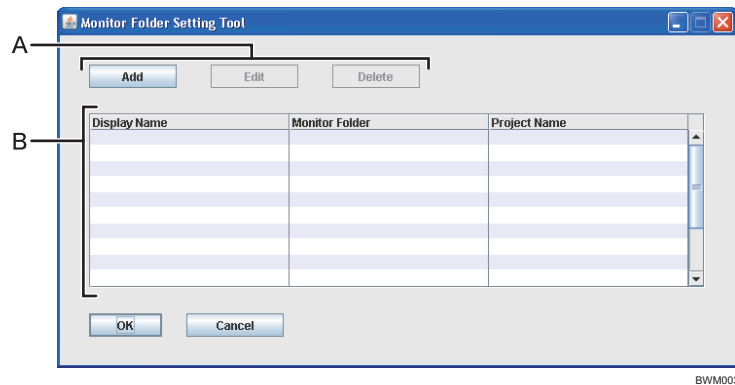
Main Screen Overview

Fig. 4: Main screen

A. Add / Edit / Delete
- **Add**
  Add new monitor settings.
- **Edit**
  Modify the selected monitor settings.
- **Delete**
  Delete the selected monitor settings.

B. Monitor Settings Management table

The Monitor Settings Management table lists the registered monitor settings.

To edit or remove a batch of monitor settings, select the batch from the list, and then click [Edit] or [Delete].

The table contains the following setting columns:

- Display Name
- Monitor Folder (path)
- Project Name

⬇Note
- Click a column header to sort that column.

Add/Edit Monitor Settings Screen Overview

Fig. 5: Add Monitor Settings screen

⬇Note
- Settings marked with an asterisk (*) must be specified.
- The Edit Monitor Settings screen contains the same items as the Add Monitor Settings screen shown above.

A. Display name

Enter a display name for the monitor settings.

⬇Note
- The display name can contain up to 128 characters.

B. Monitor Setting - Monitor Folder

Enter the path to the monitor folder. Multiple folder names can be separated by a slash (/) or backslash(\).

📄Reference
- For details about folders that can be specified, see P.2 "Monitor folder requirements".

C. Delivery Settings

Profile Name

Select the profile that contains the project used to specify the settings for delivery of imported files.

A list of profiles specified using GSNX AdminTool appears.

Project Name

Select the project used to specify the settings for delivery of imported files.

A list of projects specified using GSNX AdminTool appears.

Job Type

Select the job type for the file you want to import.

Scan / Fax are displayed as options.

D. Location to save file on error - Save Folder

Enter the path to an alternative save folder for use in the event of import error. Multiple folder names can be separated by a slash (/) or backslash(\).

📄Reference
- For details about folders that can be specified, see P.2 "Store and save folder requirements".

E. Store Imported File - Store Folder

Specify whether you want to keep an imported file after delivery has been completed.

To keep an imported file, select the [**Store already imported files**] check box and enter the path to the folder where you want to store it. Folders can be delimited by a slash (/) or backslash(\).

If the [**Store already imported files**] check box is not selected, imported files are not kept, and are instead deleted.

📄Reference
- For details about folders that can be specified, see P.2 "Store and save folder requirements".

Metadata added to delivered files

The metadata is added to files delivered by the HotFolder Plug-in. This section describes metadata specific to the HotFolder Plug-in. For details about other metadata, see *GSNX Administrator's Guide*.

Item Name	Description
sourceTimeZone	Always empty for the HotFolder Plug-in.
contentType	Always empty for the HotFolder Plug-in.
application	• Job queue type • The HotFolder Plug-in is configured for [scan] or [fax]. • The Type column in the job log displays the configured [scan] or [fax].
userName	Always empty for the HotFolder Plug-in.
docType	File name extension
device_name	• Display name of the monitor folder • Displayed as device_name [machineId] in the device column of the job log. • Displayed as device name if a device is used for inputting.
machineId	Always empty for the HotFolder Plug-in.