WorkflowJAIL™

Workstation

Administration and Set-up Guide v1.0

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Revision History

Name	Date	Reason for Changes
J Basart	03/12/2014	Created first draft of Workstation Install Guide.
J Basart	04/02/2014	Added RTF plug-in.

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About this Guide

This guide describes how to set up the various components on your workstation such as the Imaging and fingerprint hardware and software.

Before Getting Started

Prior to performing any procedures, the following is recommended:

- Review and familiarize yourself with each section of this guide.
- Print and organize all the chapters relevant to your system.
- Use your printed guide as a checklist.

Please read these important notes before beginning installation!
When installing any of the components in this guide, please follow the documentation provided by the respective vendors.

Typographical Conventions

The following typographical conventions are used:

Convention	Purpose
Bold	Executable names, including titles of items you must select. For example: • Click a **button** on the screen with the mouse. • Press a **key.** • Type **information** in a field. • Select a **function** from a pull-down menu.
Italics	Important notes
Title Case	Proper names Names of WorkflowJAIL™ features, for example, 'Toolbar,' 'Header' block, 'Schedule Inquiry' button.
Other	Symbols are utilized to illustrate a procedure or other relevant information.

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Prerequisites

This installation guide specifies the set up and configuration for the components used on a Workstation in a typical environment.

Audience

This document is intended for any administrators with network and operating system experience who are installing Workstations.

Hardware Requirements

The following hardware can be used on the Workstation:

- USB Video Camera
- USB Fingerprint Scanner
- Signature Capture Device
- Barcode Scanner
- Printers

Software Requirements

The following software is required on the Workstation:

- WorkflowJAIL™
- Scanner software (if applicable).
- Camera software (if applicable).

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Biometrics

There are currently two Biometric components on your Workstation:

- Imaging
- Fingerprint Verification

Imaging

Image capture is performed using a **USB Video Camera** to capture an image and enter it into WorkflowJAIL™ so it can be used from within the application.

The camera is used for **Property**, **Inmate**, or **Visitation** Images, as well as **Tattoos** or **Incident** cataloging.

USB Video Camera

Any USB-enabled video or web camera can be used with your Workstation.

Note: A built-in camera can also be used with the Workstation.

Drivers

Use the drivers included with your USB video camera. For more information, see the vendor documentation.

Software

There is no set up from within Workflow as the application is ready to use a USB ready camera with no additional configuration.

Software included with Camera

Fingerprint Verification

Fingerprint verification is performed using a USB scanner so that the fingerprint image can be entered into WorkflowJAIL™ and used from within the application.

The Fingerprint module is comprised of a number of components (biometrics server, license server, client licenses, USB dongle, and fingerprint capture device).

The Fingerprint module is tested and supported with the Crossmatch Verifier 300 LC 2.0 USB device.

Vendor: Crossmatch
Model: Crossmatch Verifier 300 LC 2.0 USB
Vendor Website: https://www.crossmatch.com/

USB Scanner

Any USB-enabled scanner can be used with your Workstation.

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Drivers

Please note that the Crossmatch Verified 300 LC 2.0 USB 2.0 Devices require **CrossMatch USB_SDK5-3-1** drivers and are known to work with **Neurotechnology 4.5 SDK** (included with WorkflowJAIL™).

Currently Windows Vista, XP and Windows 7 are supported.

Software

There is no set up from within WorkflowJAIL™ as the application is ready to use a USB ready scanner with no additional configuration.

Software included with Scanner

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RTF Plug-in for Reports

To create a custom report using RTF, you need to install the BI RTF plug-in on the machine you are using to create the report.

The RTF plug-in can be accessed from:

http://www.oracle.com/technetwork/middleware/bi-publisher/downloads/index.html?ssSourceSiteId=otnes

- Oracle BI Publisher Desktop 11.1.1.7.0 for 32 bit Office on Windows (244 MB)
- Oracle BI Publisher Desktop 11.1.1.7.0 for 64 bit Office on Windows (237 MB)

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Optional Components

Signature Capture

WorkflowJAIL™ Integrated Word Processing IWP rendered files in Microsoft Word and allows for a field to be designated for signature capture. The signature capture field is embedded into the resulting documents and is not a direct integration with our application.

The signature capture device and the plugin for Microsoft Office are part of the solution and are available directly from the device manufacturer.

Vendor: Topaz Systems Inc.
Model: T-LBK460-HSB-R SigLite LCD 1x5
Vendor Website: http://www.topazsystems.com

Barcode Scanners

WorkflowJAIL™ includes the capability to have reports created that include barcodes. Barcode fonts 3of9 and code128 have been added to specific reports for wristbands, receipts, labels, etc.

Barcodes embedded in our reports can be scanned with commercial off the shelf barcode scanners.

Barcode scanners typically work by replicating keyboard data entry into a data entry field this is known as a keyboard wedge.

The barcode scanners that work as a keyboard wedge can sometimes include functionality that permits specific key sequences to be added to the data output allowing for a control key sequence that is specific to an application.

As the barcode scanners do not always include these features Syscon has a recommended barcode scanner:

Vendor: Symbol Motorola
Model: LS4208-SR20007ZZR
Vendor Website: http://www.motorolasolutions.com/US-EN/Product+Lines/Symbol

Printers

Label, Document, MICR, and Badge.

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Troubleshooting

If you require further assistance beyond the scope of this guide, Syscon provides technical support.

Contact Syscon Technical Support using your System Administrator or Designated Trainer for your office/area.

Email: support@syscon.net
Toll-free: +1 (888) 479-7266
After Hours: +1 (604) 341-6062

John Lok, Client Support Manager:
+1 (604) 606-7650 extension 8725

Jeannette English, Client Support Representative:
+1 (604) 696-7650 extension 8787

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Glossary

Term	Definition
App	Short for “application.” A collection of components such as task pages, tabs, reports, and dashboards, that address a specific business need.
Directory Structure	In computing, a directory structure is the way an operating system's file system and its files are displayed to the user. Files are typically displayed in a hierarchical tree structure.
Drivers	In computing, a device driver is a computer program that operates or controls a particular type of device that is attached to a computer. A driver typically communicates with the device through the computer bus or communications subsystem to which the hardware connects.
Installation	Installation (or setup) of a computer program (including device drivers and plugins), is the act of making the program ready for execution.
License Management	A software license manager is a software management tool used by Independent software vendors or by end-user organizations to control where and how software products are able to run. License managers protect software vendors from losses due to software piracy and enable end-user organizations to comply with software license agreements. License managers enable software vendors to offer a wide range of usage-centric software licensing models, such as product activation, trial licenses, subscription licenses, feature-based licenses, and floating licensing from the same software package they provide to all users.
Package Version	A package version is a number that identifies the set of components uploaded in a package. The version number has the format *majorNumber.minorNumber.patchNumber* (for example, 2.1.3). The major and minor numbers increase to a chosen value during every major release. The *patchNumber* is generated and updated only for a patch release. Unmanaged packages are not upgradeable, so each package version is simply a set of components for distribution.
Parameters	A numerical or other measurable factor forming one of a set that defines a system or sets the conditions of its operation.

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PRE-PUBLISHING CHECKLISTS:

Generic Proofing (self-check and peer check):

You may want to keep a printout of your document template handy so that you can double check the document against the formatting in the template.

Even the most carefully written guide will have a few typos, pages that break in awkward locations, or a table of contents with incorrect page numbers.

Catching these issues and fixing them requires a trained eye. You need to know what to look for. In such times, it helps to have a checklist of issues to watch for during your proofing pass.

Here is a list of items to watch for when taking a pre-publish look at your work or that of your peers.

- *Flip through review copies and make sure all comments from reviewers were incorporated*
- *Spell check*
- *Regenerate the Table of Contents, or at least spot check the headings and page numbers*
- *Verify that the headers and footers alternate correctly*
- *Verify that the headers match the chapter titles*
- *Verify that the pages are sequentially numbered*
- *Check the copyright date to insure that it includes the current year*
- *Look for images that extend beyond the margins and adjust them, if necessary*
- *Look for images lacking clarity and reshoot or resize them*
- *Check a printout for images that don't show up due to printer errors*
- *Scan a printout for any strange characters or font-substitution issues*
- *Scan for numbered lists and ensure that they are sequentially numbered*
- *Search for any notes to the writer that haven't been removed or hidden*
- *Look for pages that break in awkward places*
- *Verify that trademark symbols are used appropriately for your products and others*
- *Verify that the appropriate cover pages or end pages have been attached, if necessary*
- *Check for images that do not match information described in the text*
- *Regenerate any cross-references to ensure they are up to date*
- *Regenerate the Index [TOC], or at least make sure page numbers are up to date*
- *Check the formatting of headers and footers on special pages, such as the cover, copyright, and first pages of chapters and verify that they match your template / conventions*
- *Check for recent convention decisions that may have been made after the document was written*
- *Look for long tables that break across pages and verify that the column headings are repeated on each page*

This list obviously isn't comprehensive; every document is different and presentss unique proofing issues.

PUBLISHING CHECKLIST

- *Ensure proofing and all corrections are completed*
- *Create a PDF file*
- *Working with the PDF file, where a section contains an odd number of pages, insert a blank PDF page; this ensures an even number of pages for each section; this ensures an even number of pages in the entre PDF file; this also ensures the PDF is published for double-sided printing*
- *for guidance on placement of blank pages, see this example:*
- *http://info.syscon.net/download/attachments/230014/ILT_Property.pdf?version=1*

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