Oracle® WebCenter Forms Recognition

Product Migration Guide

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Contents

1 Introduction 4

1.1 About this User Guide 4
1.2 Upgrading from Oracle Forms Recognition 10.1.3.5.0 4
1.3 Features and Fixes 11.1.1.8.0 4

2 Back-up and Preparation 5

2.1 Introduction 5
2.2 Items of Note 5
2.3 Backup Steps – Further Information 6

2.3.1. Runtime Server Settings 6
2.3.2. Project Related Data 6
2.3.3. Application Files Backup 7

3 Un-Installation of Version 10.1.3.5.0 8

3.1 Introduction 8
3.2 Items of Note 8
3.3 Uninstall Steps 8

4 Installation and Migration to Version 11.1.1.8.0 9

4.1 Items of Note 9
4.2 Installation Steps 9
4.3 Configuring the Application Modules 9

4.3.1. Designer Projects (Server / Development Workstations) 9
4.3.2. Configuring RTS Settings (Server) 10
4.3.3. Configuring Verifier Settings (Server or Client) 11
4.3.4. Configuring Web Verifier Settings (Server) 11
4.3.5. Configuring Web Verifier Settings (Client) 12

4.4 Script Migration 12

4.4.1. New behavior in cut/append document process 12

4.5 Batch Migration from File System to Database 12

1 Introduction

1.1 About this User Guide

The following document outlines the migration considerations and steps to upgrade from WebCenter Forms Recognition version 10.1.3.5.0 to 11.1.1.8.0.

The following chapters contained within this document provide guidelines to follow migrating the project and environment to the latest version of WebCenter Forms Recognition.

Please follow the preparation steps in Chapter 2.

It is strongly recommended that Oracle Professional Services are consulted with regards to project specific customization.

1.2 Upgrading from Oracle Forms Recognition 10.1.3.5.0

Due to the WebCenter Forms Recognition database focusing from version 11.1.1.8.0 on which has to be established during the setup process, WebCenter Forms Recognition version 10.1.3.5.0 must be uninstalled prior to installation of version 11.1.1.8.0. Please refer to 2, 3 and section 4.2.

1.3 Features and Fixes 11.1.1.8.0

Please reference the Release Notes document accompanying WebCenter Forms Recognition 11.1.1.8.0 for a full listing of all new features and fixes provided with this release.

2 Back-up and Preparation

2.1 Introduction

It is imperative that backups of project, data, and configuration files are taken prior to migration. These will ensure that in the event of a restore, this can be performed using the original materials from the earlier release.

As it is expected that some downtime may be incurred during the migration, this should be planned in advance with all user groups prior to the migration.

The migration for this will entail updating the following workstations/machines

- WebCenter Forms Recognition Runtime Server Machines
- WebCenter Forms Recognition Verifier Workstations (Thick Client install only)
- WebCenter Forms Recognition Development Workstations
- WebCenter Forms Recognition Web Verifier Server

The following materials should be backed up in accordance with the internal processes implemented at site:

- All Project related data. (See section 2.3.2 PROJECT RELATED DATA) This may include the following items
  - Project SDP file.
  - Project Learnset.
  - ASSA Pool Files
  - Project utilization files (INI, Custom DLLs, etc.).
- Batch Folder. If the batch folder is not empty, and resides on the file system, backup the Batch folder.
- Backup the application files located in Program Files\Oracle (See section 2.3.3 APPLICATION FILES BACKUP)
- Backup the configuration files (.Config). These are located throughout Program Files\Oracle
- Settings Files (See instructions in section 2.3.1 RUNTIME SERVER SETTINGS)
  - DVS – WebCenter Forms Recognition Verifier Settings
  - SET – Runtime Server Settings
- OCR Language Files. Note any additional language files that were added post installation. These will also need to be added manually.
- OCR engine used within the Project Files (FineReader8.1 and 10).

Further information regarding collection of these can be found in later chapters of this document.

2.2 Items of Note

- Stop the WebCenter Forms Recognition services before taking a backup.
- Once a project is saved in a later version of WebCenter Forms Recognition, it cannot be opened in an earlier version of the product.

- The backed up data must be kept for at least 1 month in read only.
- Reference project related documentation for further information that may be specific to your project requirements and installations (scheduled tasks, custom DLLs, special configurations, etc.).
- Familiarize yourself once more with the permissions/security of any shares that are used (e.g. Shared License folder, Batch folder, Project Data, etc.). You may also wish to ensure that the share names remain the same for any folders that are moved.
- Ensure that no batch exports are pending prior to the migration.
- Ensure that there are no Accumulated Documents pending in the Learnset Manager prior to upgrade. These should be completed (Rejected/Accepted) and migrated into the project prior to the migration.
- Review any scheduled tasks or additional services which may be running on the system as these will also need to be temporarily stopped during the upgrade.
- Prior to commencing with any upgrade, please ensure that the following pre-requisites have been adhered:
  - All users logged out of the system (Designer, Verifier, Learnset Manager, Web Verifier)
  - All RTS instances are in a stopped state, and the WebCenter Forms Recognition services have been stopped.
- The new software should be downloaded locally on disk and available for installation.
- It is highly recommended that the migration process is tested on a development environment prior to migration to a production environment.
- Review the Windows Services used and locate any account credentials used to run the services (e.g. the WebCenter Forms Recognition Runtime Server Service). These will need to be reentered after installation.

2.3 Backup Steps – Further Information

2.3.1. Runtime Server Settings

1. Launch the WebCenter Forms Recognition Runtime Service Management Console.
2. Select the instances from first RTS Group/Machine.
3. Stop the instances.
4. Right click on the instance and select Export Settings from the menu list.
5. Save the RTS settings file with an appropriate name to a secure backup location.

   Hint: In the filename, use machine, RTS name to simplify re-importing the settings.
6. Repeat the above step for all the RTS instances on all the WebCenter Forms Recognition machines.
7. Close the WebCenter Forms Recognition Runtime Service Management Console.
8. Stop WebCenter Forms Recognition services for Runtime Service Manager and System Monitoring. This can be done using Windows Services pane, or via the application shortcut.
9. Check Task Manager to ensure that no DstHost.exe or DstMgr.exe tasks are present.

2.3.2. Project Related Data

The project files are typically located in one folder, which may include

- .SDP files (Global, Local, Template, etc.).
- Learnset Folder and files
- ASSA Pool(s)
- Batch Folder
- License Share (if exists in the project folder)
- Custom DLLs
- Any other project related data. Please consult your solutions documentation for further details regarding the upgrade.

Ideally, the batch folder should not contain any batches for verification. It is not a requirement to have an empty batch list for the migration, but it can simplify it.

2.3.3. Application Files Backup

1. Program files - Backup all files in C:\Program Files\Oracle to a secure backup location(Important)

   Hint: You may wish to delete all historical logs prior to archiving to reduce the backup size.

2. Save the .Config files for Designer, Verifier, Runtime Server, Learnset Manager, and Web Verifier for future reference in the migration steps.

3 Un-Installation of Version 10.1.3.5.0

3.1 Introduction

Due to the WebCenter Forms Recognition database focusing from version 11.1.1.8.0 on which has to be established during the setup process, Oracle Forms Recognition version 10.1.3.5.0 must be uninstalled prior to installation of version 11.1.1.8.0

The following chapter describes the un-installation of the old version of Oracle Forms Recognition.

Note: Reference section 2.2 ITEMS OF NOTE for further information on preparation steps.

3.2 Items of Note

- Review and ensure that all backup steps/precautions have been taken and that all users have exited the application.
- All Services, and scheduled tasks, relating to the application should be in a stopped state.

3.3 Uninstall Steps

The following steps outline removing the software from the machine.

1. Launch the Windows Control Panel
2. Navigate to *Add or Remove Programs*, or *Programs and Features*.
3. Select Oracle Forms Recognition in the list of Programs.
4. Select *Remove*.
5. Follow the steps to completely remove the selected application and all its features.

   Note: You may reference the Installation Guide for uninstalling the application.
6. On completion of un-installation, re-boot the server/workstation.
7. After re-boot, delete all files which are left inside the C:\Program Files\Oracle, retain the C:\Program Files\Oracle folder.
8. Navigate to the Windows\Temp folder and delete Bwe, Dist and CdrDbCache folders. This step is only applicable for the Runtime Server machine.

4 Installation and Migration to Version 11.1.1.8.0

4.1 Items of Note

- Review the WebCenter Forms Recognition 11.1.1.8.0 Installation Guide prior to following the steps outlined below.
- Do not copy the old configuration (.config) files into the root of the installation.
- Do not use the back-up configuration (.config) files with the new version. This will render the system unstable. You may use them as reference points to any custom settings used in the older version.
- Check the script for upgraded use of properties: *Filename* refers to the database workdoc ID and *DocFileName* corresponds to the original image file (see section 4.4 and Scripting Reference Guide for details).

4.2 Installation Steps

1. Run the Setup for WebCenter Forms Recognition 11.1.1.8.0.

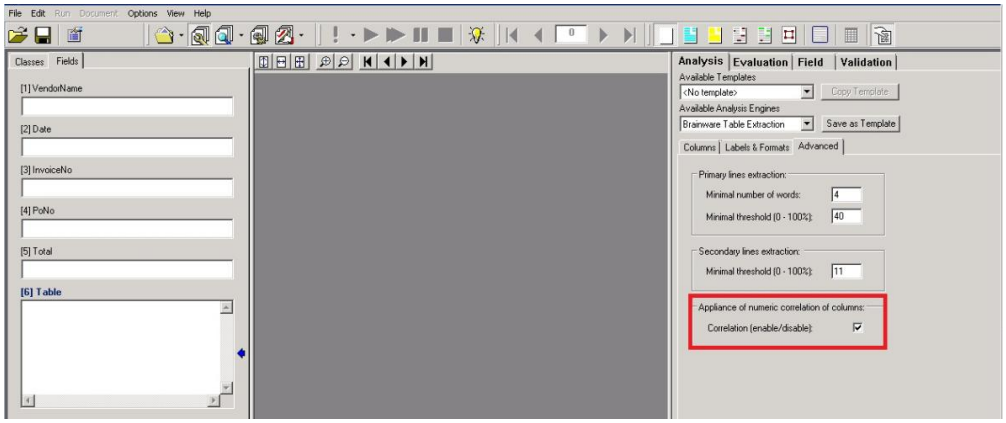
4.3 Configuring the Application Modules

4.3.1. Designer Projects (Server / Development Workstations)

1. Launch Designer and open the Project File.

   Note: The backup should not be modified, as once a project is saved in WebCenter Forms Recognition, it cannot be opened in an earlier version of the product.

2. From the *Options* Menu, select *Settings* and configure the Batch root and Global Learnset path to the location of the project file.
3. Navigate to Definition Mode.
4. Bring up the Settings Panel for the project node.
5. Select *OCR* and ensure that the OCR engine is correctly installed and configured with all used OCR language files.
6. Once the OCR engine review is completed, proceed to the next step.
7. Note that projects saved in version 11.1.1.8.0 have by default the correlation enabled:



To review and to disable this setting:

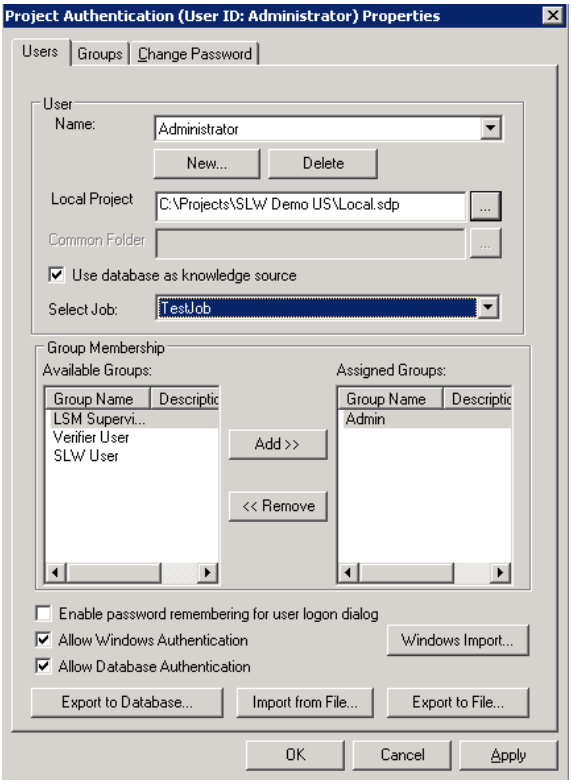
- Navigate to Definition Mode
- Select the class node.
- Select the Fields tab.
- Select the Table field.

- Bring up the Properties Pane.
- Select the Advanced tab on the Analysis Property Pane.
- Uncheck the Correlation option.

8. Note that from version 11.1.1.8.0, also for local projects which are configured with a database job, the setting 'Allow Database Authentication' needs to be enabled. Furthermore, the users need to be exported to the database. Otherwise, when launching the project in the Verifier application, the user would receive an error notification.

   To review and to enable this setting:

   - Select *Options* → *Users, Groups and Roles.*
   - Enable the option 'Allow Database Authentication'.
   - Review users in database and configure them if needed.
   - Save the project!



9. Navigate to Train Mode in the project file.
10. Press *Learn* to rebuild the Learnset under the current version.
11. On completion of the Learnset update, select *File* → *Save* to update the project to the new version.

Repeat the above steps for all project files.

4.3.2. Configuring RTS Settings (Server)

1. Navigate to Windows Control Panel.
2. Select the *Administration* panel.
3. Open the Windows Services window and locate the two WebCenter Forms Recognition services.
4. Change the *Run As* account credentials for the services to match the ones that were used previously.

5. Start the WebCenter Forms Recognition Runtime Service from Windows Services pane.
6. In the WebCenter Forms Recognition Runtime Service Management Console, expand the console *Root* and re-create the RTS group; then proceed to add the RTS machine(s).
7. Re-create the RTS instances with same name as the settings (SET file) being backed up.
8. For each instance, right click on the instance and select *Import Settings...*
9. Navigate to the backup location and select the RTS settings for the current instance configured.
10. Check that the batch list is correctly displayed and there is no errors appear in *Statistics* view.

When the Runtime Servers are fully configured, proceed to process a single document from start (Import) to end (Export) to ensure that no errors/issues occur.

4.3.3. Configuring Verifier Settings (Server or Client)

1. Copy the backup of Verifier settings to the desired location of usage.
2. Launch Verifier by double clicking on the setting file.
3. When prompted, type in the user credentials to log onto the project file.
4. Verify that the batch list is displayed correctly.
5. Check that the batch is verified correctly with no errors.

In a typical environment, a collection of settings files may be present to simulate different roles. Step 5 is only required for one Verifier setting file, whilst the others should be checked to ensure that they open correctly.

4.3.4. Configuring Web Verifier Settings (Server)

1. Navigate to the WebCenter Forms Recognition Web Server directory.
2. Start the Web Verifier Application in IIS manager.
3. Run *iisreset* as administrator.
4. Start http*://localhost/WebVerifier/* in an Internet Explorer browser.
5. Delete all local cache information from the browser (From Internet Options).
6. Login with a user and verify that the project is loaded, and that it is possible to verify a batch.
7. Click on *Menu→Help About* of WebCenter Forms Recognition Web Verifier and check that the license displayed is correct.
8. Close the *Help About* dialog box
9. Verify a single batch to completion to ensure that there are no issues.

4.3.5. Configuring Web Verifier Settings (Client)

1. Start Web Verifier in a supported browser.
2. Delete all local cache information from the browser.
3. Login with a user and verify that the project is loaded correctly.

4.4 Script Migration

The ***WorkDoc.FileName*** **property** relation changed from the filename of the workdocs origin file to the workdocs database ID/Name. To retrieve the filename of the image from which the workdoc was created please use the *DocFileName* property. Update the use of these properties in your projects custom script accordingly. Consult the Scripting Reference Guide for details.

4.4.1. New behavior in cut/append document process

pWorkdoc.Pages (x).OriginalDocumentFileName

Since version 11.1.1.8.0, the stapling process returns a single multipage document referenced by the associated workdoc. The consequence is that there is only one single document, and any attempt to extract "**pWorkdoc.DocFileName(x)**" with an index greater then 0 result in an index out of range error.
The new way to retrieve the original file name of a page is to use **"pWorkdoc.Pages(x).OriginalDocumentFileName**". The scripter should also always check the document count using the "**pWorkdoc.DocFileCount**" property after Append/Cut operations in order to get the DocFileCount value.

The script example below uses "**pWorkdoc.Pages(x).OriginalDocumentFileName**" property to create an array of the original File Name of all pages of the Workdoc.

```
Private Sub CreateCollectionofPageOrgFileName(pWorkdoc As SCBCdrPROJLib.ISCBCdrWorkdoc)

Dim WdcPageCount As Long ' Total Number of pages associated to the WorkDoc
Dim CurPage As Long ' Current Page Number
Dim OrgFilename As String ' Original File Name of the selected page
Dim OrgFilenames() As String ' Array of Original File Name of all Pages of the WorkDocument

WdcPageCount = pWorkdoc.PageCount
ReDim OrgFilenames(WdcPageCount)

For CurPage=0 To WdcPageCount-1
OrgFilenames(CurPage) = pWorkdoc.Pages(CurPage).OriginalDocumentFileName
Next CurPage

' Write the original file name of all pages to log.

For CurPage=0 To WdcPageCount-1
OrgFilename = OrgFilenames(CurPage)
Project.LogScriptMessageEx CDRTypeInfo, CDRSeverityLogFileOnly, " Original File Name of Page: " &
CStr(CurPage+1) & " is [" & OrgFilename & "]"
Next CurPage

End Sub
```

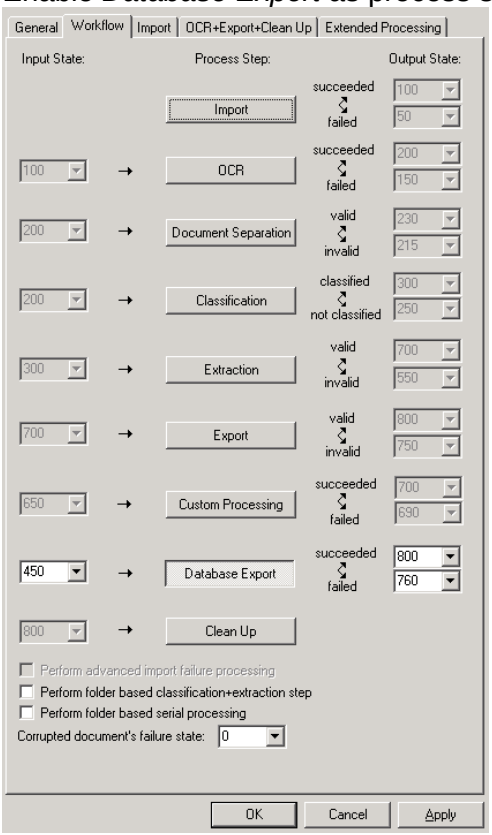
4.5 Batch Migration from File System to Database

If you have an RTS instance pointing to file system batches, you need to migrate those batches to the database in order to take advantage of the fully database based functionality of WebCenter Forms Recognition 11.1.1.8.0.

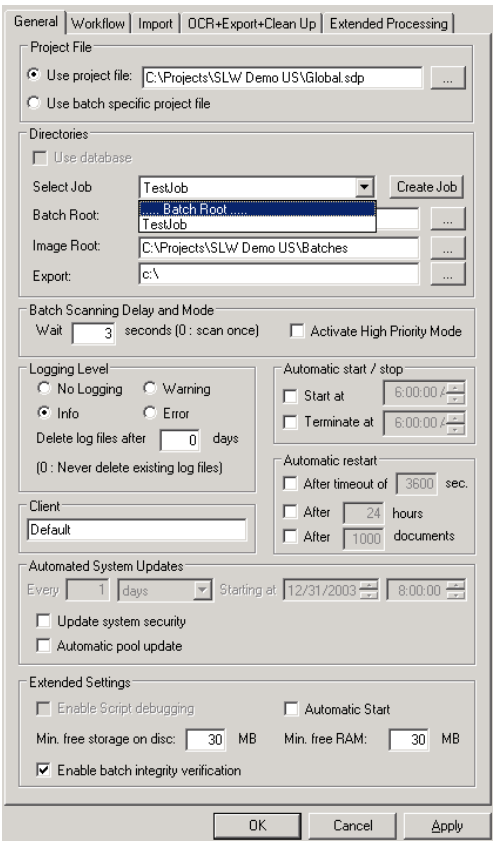
To migrate a file system batch to the database, the migration steps have to be executed for each of the states within the batch starting with the lowest batch state. This is necessary because of database requirements: A single batch for each of the states will be created. If a file system batch contains documents at two different states, this batch will be split to two different database batches.

Prior to migration, backup the appropriate file system batches.

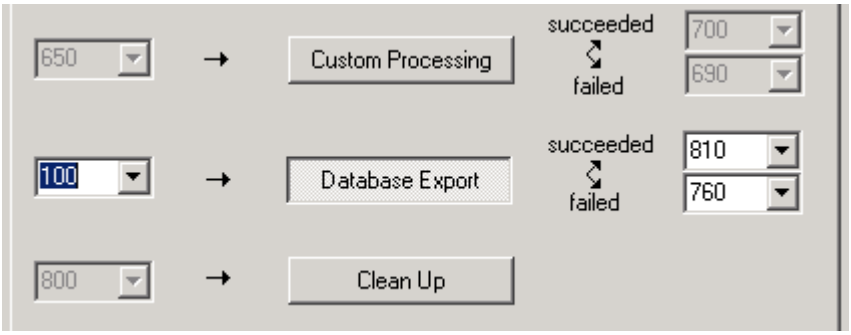
1. Open the Runtime Service Management Console.
2. Right-click the RTS instance pointing to a file system batch
3. Open the *Properties* window.
4. Bring up the *Workflow* tab.
5. Enable *Database Export* as process step, disable everything else.



6. On the emerging message box press *OK*, and re-open the settings window. Only then, on the General tab, the dropdown list for Select Job will be visible and accessible.



7. Create a new job or select an existing one.
8. Bring up the Workflow tab.
9. Explore your batch list for the lowest state, and type that lowest batch state as Input State for Database Export.
10. Define separate states as *Output State for Database Export* which are different from the existing default output states. Please make sure that the failure state is lower than the succeeded state.



11. Confirm by clicking *OK*, and start the export from the toolbar.
12. Create a new RTS instance called for instance *'DB Job for FS'* importing the settings from the RTS instance pointing to the file system batches. Then you will be able to monitor your exported batches.

    Explore the batch list for the newly created database RTS instance. The exported batches at state 100 can be found there. At export, they were given a new batch ID, e. g.:

    00001770_00000016

    The left part of this ID represents the Database ID while the right part represents the previous file system batch ID.

13. Repeat the steps 8 to 11 for all the remaining states in your batch list.

As already mentioned above, in case of two different states, two different database batches will be created. The different parts of the originally one single batch can be easily found by its batch name using the WHERE text field. Type in a search request with the syntax

batch.name like '%_16'

if you want to display all of the parts for batch 16.

If you switch to the file system RTS instance, the file system batch will still show the original number of documents even if a part of the documents have already been exported. The reason for this is, that the documents which have been exported, are still part of the batch. However, now after export they are at a higher state according to the output state you have defined for database export.