

EdgeXperience Capture Service

User's Guide for SuperAdmin

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Introduction

Thank you for purchasing this product.

This manual provides administrators who control the operations of this product, with an overview and an explanation about the windows for this product.

The contents of this manual are subject to change as this product is upgraded.

In that case, refer to the manual provided upon upgrading the software.

Manuals

The following manuals are included for this product. Read them as needed.

Manual	Description
EdgeXperience Capture Service User's Guide for SuperAdmin (this manual) (PDF)	Describes an overview of this product and installation for an administrator.
EdgeXperience Capture Service User's Guide for AdminUser (HTML/ PDF)	Describes an overview of this product and describes items displayed in the windows for an administrator.
EdgeXperience Capture Service Connector User's Guide	Describes a cloud service that this product can establish a link with and describes the settings that are required to establish a link with the cloud service.
EdgeXperience Capture Service User's Guide (HTML/PDF)	Describes the overview of this product as well as detailed information on how to make preparations, operate this product, and troubleshoot problems, and also describes the items displayed in the screens on the scanner and the user information windows. (This guide is for operators.)

Trademarks

Besides the software authored by the product developer (PFU Limited), this product contains open source software created by third parties. For details concerning the conditions of the licenses for the open source software, refer to the window that appears by clicking [About] in the left menu in the administrator window (on the web) of EdgeXperience Capture Service.

EdgeXperience and PaperStream are registered trademarks or trademarks of PFU Limited in Japan. Other company names and product names are the registered trademarks or trademarks of the respective companies.

Manufacturer

PFU Limited

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Use in High-Safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU Limited assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

Abbreviations Used in This Manual

The following abbreviations are used in this manual.

Name	Indication
Azure™ Active Directory™	Azure AD

Notice

- The contents of this manual are subject to change without notice.
- PFU Limited assumes no liability for incidental or consequential damages arising from the use of this product, and any claims by a third party.
- Copying of the contents of this manual, in whole or in part, as well as the scanner applications is prohibited under the copyright law.

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Before Using This Service

This section provides the information that super administrators need to know before using the EdgeXperience Capture Service.

Overview

The EdgeXperience Capture Service is a cloud service (SaaS) that connects a managed scanner to the EdgeXperience Capture Service and saves scanned document images to a designated location.

System Requirements

For details on system requirements, refer to EdgeXperience Capture Service User's Guide for AdminUser.

User Types

There are three types of EdgeXperience Capture Service users.

- SuperAdmin SuperAdmins configure the authentication method for EdgeXperience Capture Service. In addition, they can perform the operations that administrators and users are able to perform.
- Administrator Administrators create users and other administrators for EdgeXperience Capture Service and set jobs. In addition, they can perform the operations that users are able to perform.
- User Users perform jobs using EdgeXperience Capture Service.

HINT

A job is a collection of settings that allows users to scan documents from a scanner and save images to a destination.

The settings such as scanning profile and save destination are configured in the job.

Preferences

This section describes the configuration flow for the EdgeXperience Capture Service as performed by a super administrator.

Deployment	<ul style="list-style-type: none">• Subscribe to the EdgeXperience Capture Service from Microsoft® Azure Marketplace. This account is used for subscription and becomes the superadmin account.• Log into the administrator window (on the web portal) with this account
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Configuration	<ul style="list-style-type: none">• Create a job for initial test (Optional / the wizard starts automatically on first login)• Configure the authentication method• Configure the method for managing user accounts
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Administrators Creation	<ul style="list-style-type: none">• Create administrators
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Deployment

This section describes the deployment of the EdgeXperience Capture Service.

Subscribe EdgeXperience Capture Service from Microsoft® Azure Marketplace

After subscription, a URL and tenant code for logging into the administrator window (on the web portal) will be sent to the subscriber's email address used to subscribe the service. Use the account you used to subscribe EdgeXperience Capture Service from Microsoft® Azure Marketplace, to log into the EdgeXperience Capture Service administrator window (on the web portal) from a browser and configure the preferences.

HINT

A tenant code is the information used to configure the scanner to connect to the EdgeXperience Capture Service. It is not the tenant ID of Microsoft® Azure. The settings such as scanning profile and save destination are configured in the job.

Configuration

This section describes the configuration of the EdgeXperience Capture Service.

The first time you log into the administrator window (on the web), the wizard starts automatically. You can setup job and job group for initial test (You can also start the wizard by clicking the following icon). This step is optional.



HINT

If you select the "Manual Configuration" in the wizard, jobs and job groups are not created.

Next step, you need to configure the authentication settings in the following window.

[Authentication] Window

Click [Authentication] in the left menu in the administrator window (on the web portal).

Authentication Method

Select the method for logging into the EdgeXperience Capture Service from the scanner.

Username/Password or NFC

Select when managing jobs for users.
Log in with either username or NFC card.

User Code/PIN or NFC

Select when managing jobs for users.
Log in with either user code or NFC card.
For details on user code and PIN, refer to EdgeXperience Capture Service User's Guide for AdminUser.

HINT

When [Azure Active Directory] is selected for [Managing Account] and Multi-Factor Authentication is enabled on Azure AD, you must select the [User Code/PIN or NFC] for [Authentication Method].

Scanner

Select when managing jobs for scanners.
Log in automatically after turning on the scanner.

HINT

You can change the authentication method after the service starts operation. Changing the authentication method removes the association between the job group and the user or scanner, and you must reconfigure the job group again. For more information on job groups, refer to EdgeXperience Capture Service User's Guide for AdminUser.

Managing Account

Select the method for managing user accounts. You must select one regardless of the authentication method.

Local Account

Use EdgeXperience Capture Service to manage users.

Azure Active Directory

Use Azure AD to manage users.

Enter a Microsoft® Azure tenant ID to retrieve user information

Tenant ID

When [Azure Active Directory] is selected for [Managing Account], enter a Microsoft® Azure tenant ID.

Group Name

When [Azure Active Directory] is selected for [Managing Account], enter a group name of Azure AD. Only users in the group are synced and displayed in the user list. Groups are not displayed in the user list. If no group name is entered, all users of Azure AD are synced.

HINT

- You can specify a nested group. If you have multiple groups that you want to sync, create a group with those groups as members.
- Azure AD allows whitespace at the beginning or end of the group name. The group name entered here will not be trimmed, so please enter the same as the Azure AD group name.

Save

Save the settings. When [Azure Active Directory] is selected for [Managing Account], Microsoft® Azure sign-in window will be displayed.

Sign in with an account that has Azure AD Administrator rights, and grant EdgeXperience Capture Service access to Azure AD.

Administrators Creation

This section describes the creation of the EdgeXperience Capture Service administrators.

Super administrators create administrators after setting up the authentication method and account management method.

Click [User] in the left menu in the administrator window (on the web portal) to create administrators.

For details on creating administrators, refer to EdgeXperience Capture Service User's Guide for AdminUser.