KONICA MINOLTA

Dispatcher
Phoenix

Setting Up For Active Directory

Dispatcher Phoenix allows you to scan to your Microsoft Active Directory Home folder, browse through sub-folders, and create new folders -- directly at the MFP. This functionality is commonly referred to as "Scan to Home." And, with Dispatcher Phoenix's support for single sign-on authentication, you can log into the MFP through Active Directory and access your home folder without having to log into Dispatcher Phoenix first.

This document will step you through the process of setting up your workflow for scanning to your Active Directory folder.

Follow these steps:

1. Make sure that Dispatcher Phoenix is installed on a computer that is part of the Active Directory domain.

2. Check whether Active Directory users are set up with **Roaming Profiles** or **Home Folders**.

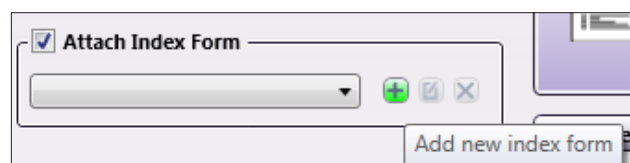3. Set up a simple "Scan to Home" workflow using a **bEST** node and **Output Folder** node.

   Note: You can modify this workflow at a later point to increase its functionality.

> **MICROSOFT ACTIVE DIRECTORY PROFILES AND FOLDERS**
>
> In Microsoft Windows, every user has a "profile" which controls the start-up features for each user's session, the types of applications that are available, desktop settings, etc. **Roaming Profiles** allow users to access the same profile no matter which computer they're using within the domain. **Home folders** are defined as private network locations where Active Directory users can store their files.
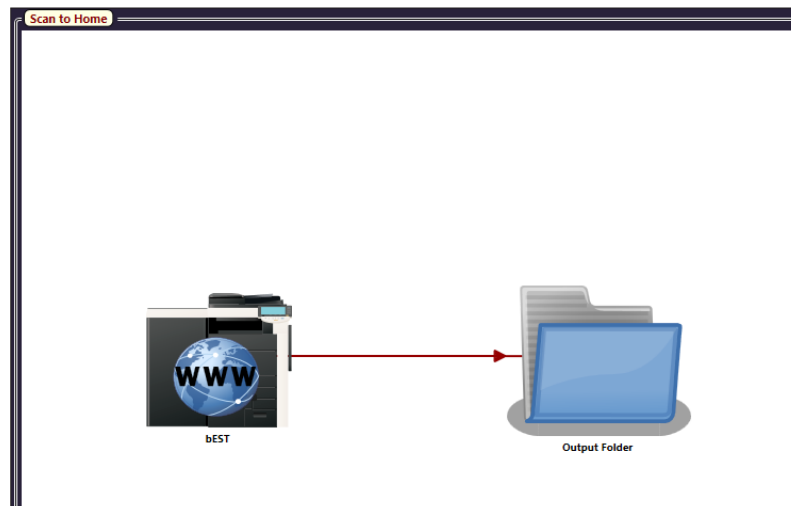

4. Add an **Index Form** to the bEST node.

12/2013

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5. Once in the Index Form Builder, you should see an **Output Folder** button under the **Workflow Index Fields** category on the left-hand side of the window. This represents the Output Folder that you added to the workflow.

    Drag and drop that Output Folder button over to the Index Form's work area (see illustration for an example). An Output Folder field will then appear. This will allow MFP users to choose an output directory for their scanned documents.
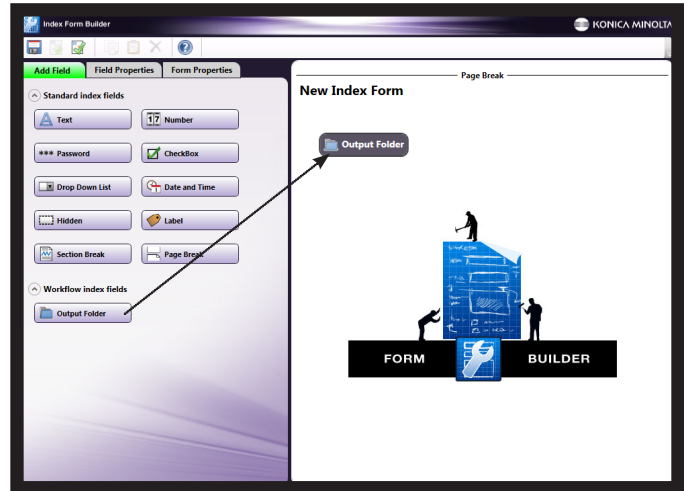
6. Next, you need to configure the Output Folder to scan to the user's folder in Active Directory. This is done by using a variable that will expand at run-time (depending on the logged-in user).

    Click on the **Edit** button that is next to the Output Folder Browser Data Source to open up the Folder Browser Configuration window.
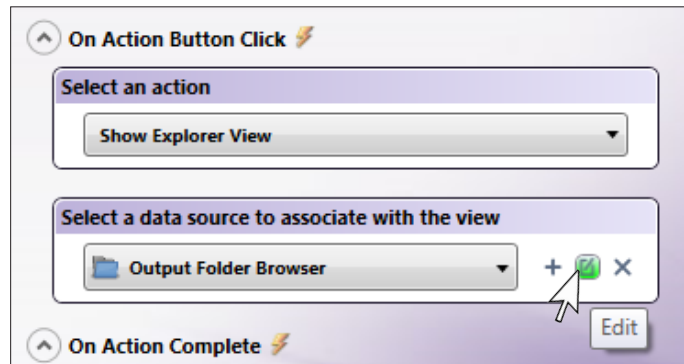
7. On the Folder Browser Configuration window, do <u>one</u> of the following:

    -   *If Active Directory is set up with Roaming Profiles*, enter the {fs:DesktopDirectory} variable in the Root Folder field. The {fs:DesktopDirectory} variable will automatically expand to the user's Active Directory folder when the workflow runs.

    -   *If Active Directory is set up to use Home Folders*, enter the share details and the {user:name} variable in the Root Folder field, using this syntax:
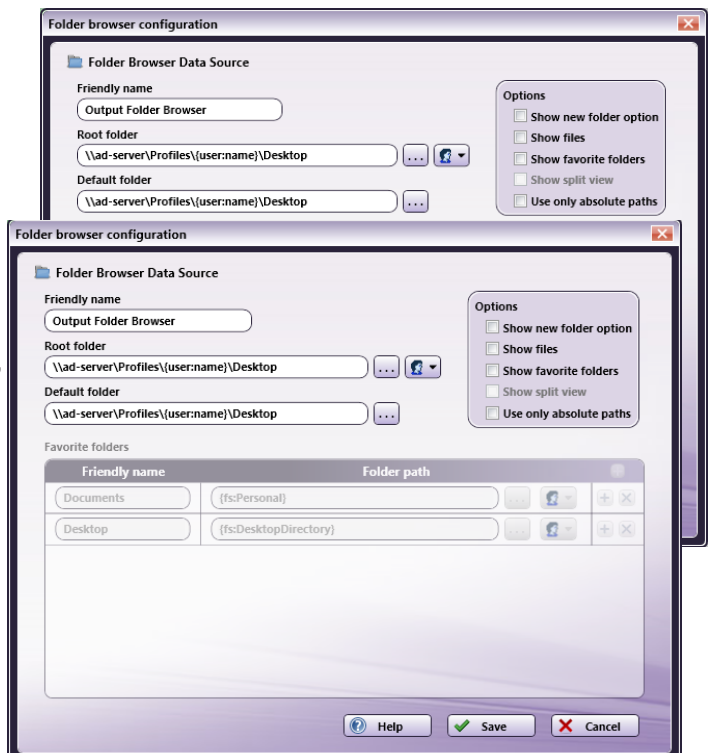
    \\ %Server%\%Share%\{user:name}\Desktop

    Examples:

    \\ad-server\Profiles\{user:name}\Desktop

    \\ad-server\Users\{user:name}\Desktop

    The {user:name} variable will automatically expand to the name of the logged-in user when the workflow is running.

Note: In older environments when a user's home folder is shared via Active Directory and has been accessed by multiple operating systems (e.g., Windows XP and Windows Vista), a v1, v2, v3, etc. will be added to the profile folder to isolate the profile from profiles created by previous operating systems.

For example:
\\server\share\users\{user:name}\Profilev1\Desktop

7. Save and close the Folder Browser Configuration window, the Index Form Builder tool, the bEST node window, and the Workflow Builder.

8. In Dispatcher Phoenix's main application screen, share the workflow by clicking on the **Shared Status** icon on the tool bar. The workflow should have a **Shared Status** icon next to it in the Workflow List.

Workflow Name	Status
My Workflows	
Bates Stamp at MFP	Draft
Bates Stamp and Redact at MFP	Draft
Email Print	Draft
Scan to Home	Running

9. Run the workflow.

10. At the MFP, log into Dispatcher Phoenix with your Windows credentials (i.e., username or domain name \ username).