Use Documents

User Guide

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HYLAND™

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Table of Contents

Documentation Notice **3**
What is a document? **18**
What is a folder? **18**
What is a page? **19**
Capture **19**
What is desktop capture? 19
Select location 19
Create a document without pages 20
One page at a time 20
Drag a file to Perceptive Content *20*
Drag a folder of files to Perceptive Content *21*
Drag a file to a workflow queue *21*
Import a file using a Single mode capture profile *22*
Import a file into a folder *22*
Scan a page into a folder *23*
Scan a page using a Single mode capture profile *24*
Packages 24
Import a package of files *24*
Scan a package of pages *25*
Batches 26
Import a file using a Batch mode capture profile *26*
Scan a page using a Batch mode capture profile *26*
Quality assure a batch 26
What is quality assurance? *26*
Quality assure a batch *27*
Commit a batch as QA complete *27*
Rescan a page in a batch *27*
Process a batch 28
Set the number of pages to link *28*
Remember document key values in batch processing *28*
Confirm when discarding pages *28*
Suspend linking a batch *28*
Use ImageNow Printer 29

What is ImageNow Printer? ... *29*
ImageNow Printer properties ... *29*
Advanced features ... 29
Compression ... 30
FAX and TIFF ... 30
Layout ... 31
Paper and quality ... 31
Watermark ... 32
Create an ImageNow Printer document ... *32*
Add a watermark to an ImageNow Printer document ... *33*
Reset ImageNow Printer properties ... *34*
Print a file to ImageNow Printer using a Batch mode capture profile ... *35*
Print a file to ImageNow Printer using a Single mode capture profile ... *35*
Identify ... **36**
Assign custom and composite properties ... 36
What is a custom property? ... *36*
Create a custom property overview ... 36
Delete a custom property ... 36
View custom property data ... 37
What is a composite property? ... *37*
Create a composite property ... 37
Edit custom or composite property data ... *38*
Assign document properties ... 38
What is a document property? ... *38*
About assigning document property values ... *39*
Modify document property values ... *39*
Manually assign properties to a document ... *39*
Manually assign properties to a batch ... *40*
Assign properties to a document using an application plan ... *41*
Add a note ... *42*
Document properties ... *42*
Document ... 42
Document Properties ... 44
Workflow ... 46

Workflow Process Details 46
Workflow Archive 47
Archived Workflow Process Details 47
Shortcut locations 48
Drawer-Level Shortcuts 49
Folder-Level Shortcuts 49
Tasks 50
Task Details 50
Version History 52
Version Detail 53
Document property types *54*
Assignable document properties *55*
Properties for a document not stored in a folder 55
Properties for a document stored in a folder 58
Definable document properties *61*
Properties for a document not stored in a folder 61
Properties for a document stored in a content model 65
Assign folder properties 69
Folder properties *69*
Folder 69
Workflow 70
Workflow Process Details 70
Workflow Archive 72
Archived Workflow Process Details 72
Shortcut Locations 73
Folder-Level Shortcuts 73
Tasks 74
Task Details 74
Assignable folder and shortcut properties *76*
Folder properties 76
Shortcut properties 77
Organize **78**
What is a folder? 78
What is a folder? *78*

About moving folder content ... *79*
Modify a folder's type ... *79*
Use shortcuts ... 79
What is a shortcut? ... *79*
Shortcut actions ... *80*
Document shortcuts ... 80
Folder shortcuts ... 81
Create custom shortcut keys ... *82*
Create a document shortcut ... *82*
Create a folder shortcut ... *82*
Create shortcuts by dragging ... *83*
View document shortcut locations ... *83*
View folder shortcut locations ... *83*
Search for shortcuts in a container ... *83*
Open a shortcut ... *84*
Rename a shortcut ... *84*
Move a shortcut to a folder ... *84*
Assignable folder and shortcut properties ... *84*
Folder properties ... 84
Shortcut properties ... 86
Delete a shortcut ... *86*
Add physical file references ... 87
Create a physical file reference ... *87*
Add a physical file reference to an item ... *87*
Override an inherited physical file reference ... *88*
View an inherited physical file reference ... *88*
Process ... **88**
Use workflow ... 88
Add an item to workflow ... *88*
Process an item in workflow ... *88*
Route an item in workflow ... *89*
Change document keys in workflow ... *89*
Set the status of an item in workflow ... *89*
View workflow history ... *90*

View next item in workflow *90*
Open a workflow item *90*
View item start date and time *90*
View recently routed items *91*
Mark an item as pending *91*
Mark an item as idle *91*
Mark item priority *91*
Recall an item in workflow *91*
Merge with viewed item *91*
Place a workflow item on hold *92*
Archive an item in workflow *92*
Delete an item from workflow *92*
Remove an item from workflow *92*
Customize workflow *92*
Add a custom property column 92
Change how items are fetched 93
Change item color when it revisits a queue 94
Change how a workflow alerts you 94
Change how workflow closes 95
Monitor workflow with Message Center 95
What is the Message Center? 95
Show the Message Center 95
Show the queue status list 95
Resize the queue status list 96
Select queues for status list 96
Change Message Center window animation 96
Modify the Message Center marquee 96
Use tasks 97
What is a task? *97*
About using tasks with a versioned document *97*
Create Tasks *98*
What is a task series level? 98
What is a task series hierarchy? 98

Create a signing task ... 98
Create a document deficiency task ... 99
Create a pointer task ... 100
Work with Tasks ... *101*
Open a task ... 101
Sign a task ... 101
Complete a task ... 101
Return a task ... 102
Reassign a task ... 102
Modify a task ... 102
Cancel a task ... 103
Delete a task ... 103
Skip a task ... 103
Reset a skipped task ... 103
Add a comment to a task ... 103
Open completed version of a task ... 104
Create an Out of Office event ... 104
What is an approval task? ... *104*
Process an approval task ... 105
Search for approval tasks ... 105
Skip an approval task ... 106
Return an approval task ... 107
Delete an approval task ... 107
What are Folder Viewer tasks? ... *107*
Create a folder task ... 108
Create a document task with a folder association ... 108
Set My Assigned view task options ... *109*
Revisit skipped tasks ... 109
Set Tasks pane view ... 110
Work with folders ... 110
What is a folder? ... *110*
About moving folder content ... *111*
Modify a folder's type ... *111*
Use annotations ... 111

What is an annotation? ... *111*
Add an annotation overview ... *112*
Add a check annotation ... 112
Add a highlight annotation ... 112
Add a line annotation ... 113
Add a pen annotation ... 113
Add a rectangle annotation ... 113
Add a stamp annotation ... 113
Add a sticky note annotation ... 113
Add a text annotation ... 114
Add a URL annotation ... 114
Add an arrow annotation ... 114
Add an oval annotation ... 115
Add an image, sound, or video as an annotation ... 115
Apply annotations to a document in version control ... *116*
Hide annotations ... *116*
View annotation properties ... *116*
Move or resize an annotation ... *116*
Delete an annotation ... *117*
Stamp annotation codes ... *117*
Modify an annotation instance ... *119*
Redact information ... *120*
What is redaction? ... 120
Add a redaction to a page ... 120
Work with digital signatures ... 121
What is a digital signature? ... *121*
Sign a document ... *121*
Automatically verify signatures ... *122*
Move a signature representation ... *122*
Delete a digital signature representation ... *123*
Set digital signature time out ... *123*
Show a digital signature representation ... *123*
Void a digital signature ... *123*
Verify digital signatures ... *123*

View digital signature properties ... *124*
Troubleshoot digital signatures ... *124*
I cannot sign or add a signature representation to a document ... 124
My signing password does not work ... 124
The current version of a document I signed does not show my signature ... 125
Modify content ... 125
Delete a page ... *125*
Copy ... *125*
Copy a page using a thumbnail ... 125
Move ... *125*
Move a page ... 125
Share content ... 126
Export an item to a file ... *126*
Fax an item ... *126*
Send documents from the client ... *127*
About sending documents ... 127
Send a document to users ... 127
Email items ... *128*
Email an item link ... 128
Email an item as an attachment ... 128
Output items ... *129*
Output file name variables ... 129
Guidelines ... 129
Variables ... 129
Output items as individual files ... 129
Output items as a single PDF ... 131
Output item as a multi-page TIFF ... 131
Troubleshoot item output ... 133
Output takes longer than expected ... 133
Microsoft Outlook settings are not available when outputting an item to email ... 133
What are ImageNow links? ... *133*
Create an ImageNow link overview ... 133
Open an ImageNow document link ... 133
Share an ImageNow link ... 134

Print items ... 134
Print an item ... *134*
Print a form ... *134*
View ... **135**
Get started with view ... 135
What is Viewer? ... *135*
What is a view? ... *136*
Open an item in the viewer ... *137*
Types of views ... *137*
Application Plan ... 137
Batches ... 138
Document ... 138
File Plans ... 138
Folder ... 139
Folder content ... 139
Recently received documents ... 140
Record ... 140
Record Folder ... 140
Record Folder Content ... 141
Recycled documents and document folders ... 141
Related ... 141
Task ... 142
Workflow process ... 142
Workflow queue ... 143
What are manual and automatic views? ... *143*
What is a related view? ... *143*
What is a variable? ... *144*
What is a column layout? ... *144*
What is an associated viewer? ... *144*
Customize your view ... 144
Smooth images ... *144*
Fit image to window size ... *145*
Resize an item ... *145*
Invert an item's colors ... *145*

Rotate an item ... *145*
Reposition action panes ... *145*
Set Folder Viewer options ... *146*
View documents ... 146
View a document in its original application ... *146*
View an earlier version of a document ... *147*
Edit a text file ... *147*
View a document page ... *147*
View document properties ... *147*
View related documents ... *148*
View multiple pages ... *148*
View folders ... 148
View a document's folder ... *148*
View related folders ... *148*
View the folder one level higher ... *148*
View folder properties ... *149*
View search results ... 149
Export a grid ... *149*
Work with zoom regions ... 149
What is a zoom region? ... *149*
Create a zoom region ... *149*
Rename a zoom region ... *150*
Delete a zoom region ... *150*
Search ... **150**
Types of search interfaces ... 150
Quick Search ... *150*
Advanced search ... *151*
Prompted and variable searching ... *151*
Excluded search characters ... 151
Set maximum user display limit ... 152
Search within the results grid ... 152
Create a prompted search ... 152
Create an application plan search ... 153
Search documents ... 153

About searching for documents ... *153*
Create a document search with multiple values ... *153*
Document search conditions ... *154*
Document searching guidelines ... 154
Composite property ... 154
Custom property ... 155
Date ... 156
Document key ... 157
Document property ... 159
Physical property ... 161
User ... 162
Status ... 163
Search for a document ... *164*
Search for documents by date or time ... *165*
Search for text in an item ... *165*
Search on composite properties for a document ... *166*
Search on document notes content ... *166*
Search for documents by user ... *167*
Search folders ... 167
About searching for folders ... *167*
Folder search conditions ... *167*
Search for a folder ... *171*
Search for record folders by date ... *172*
Search for record folders by status ... *172*
Search for folders by user ... *172*
Folder content ... *173*
About searching folder contents ... 173
Folder content search conditions ... 173
Search for content in a container ... 180
Search for shortcuts in a container ... 180
Search for results in a container hierarchy ... 181
Search tasks ... 181
About searching for tasks ... *181*
Task search conditions ... *182*

Composite property 182
Custom property 183
Date 184
Document key 185
Document property 186
Folder property 187
Physical property 188
Status 189
Task property 190
Search for a task 191
Search for container tasks 191
Search for tasks by task property 192
Search for tasks by user 193
Search for tasks assigned to a group 193
Search for tasks by date 194
Search for tasks by an item's key 195
Search for tasks by due date 195
Search for tasks by status 197
Search for items or containers by task count 198
Search for items or containers by task due date 198
Search for items or containers by task status 199
Search custom properties 199
About searching on custom properties 199
Search on custom properties 199
Search on composite properties for a document 200
Search retention items 201
Search for documents with an applied hold 201
Search for documents with a physical file reference 201
Search for approval tasks 201
Search for documents by physical property 202
Use conditions 203
What is a condition? 203
Create a condition 203
Grouping and ordering evaluation of conditions 204

Evaluation order of conditions 204
Example 1 204
Example 2 204
Example 3 205
Grouping three or more conditions 205
Example 1: Grouping rows 1 and 2 first 205
Example 2: Grouping rows 2 and 3 first 206
Modify a condition *206*
Delete a condition *206*
Group two conditions *207*
Ungroup conditions *207*
Record search conditions *208*
Record searching guidelines 208
Composite property 208
Custom property 209
Date 210
Declared property 210
Page metadata 212
Record key 216
Record property 218
Status 219
User 219
Types of conditions *220*
Normal 220
LearnMode 220
Prompted 221
Variable 221
Relationship 221
Variable condition components *221*
Define dynamic user name view 221
User attribute view 222
Dynamic date view 222
Use filters 223
Create a public filter *223*

Delete a filter *223*
Create a private filter *223*
Delete a private filter *224*
Modify or rename a private filter *224*
Add a container search to a public filter *224*
Add a container search to a view *225*
Work with search results 226
What is column layout? *226*
Change grid lines and text *226*
Select columns to display *226*
Rename a column *227*
Reorder a column *227*
Add a custom property column *227*
Sort view or search results *228*
Group view or search results *229*
Group search results by document keys *229*
Ungroup view or search results *229*
Number search results *229*
Copy a grid *230*

What is a document?

A document contains data or files that Perceptive Content, so that users can add comments and annotations, and link to different files and applications for business processing.

Documents are created, updated and shared using Perceptive Content. Documents normally consists of one or more pages, and they can be e-mails, reports, invoices, and non-image file formats such as DOC and TXT. Perceptive Content can also import pages in any file format, and pages in different formats can reside in a single document. For example, an imported document might contain several pages in Microsoft Word format and additional pages in PDF or Microsoft Excel format. Perceptive Content stores, secures, and retrieves a document using document properties.

What is a folder?

Folders allow you to group documents and folders together according to a logic that you and the administrator define.

While documents continue to be grouped or categorized by document keys and properties, folders provide another way for you to group or filter on documents. Based on a folder type set up by a user with folder management privileges, you can create a new folder. When you locate the documents that you want to move to a folder, you can then move them to a folder of a certain folder type. You can also add documents to a folder at capture time.

One advantage of the folder design is that folder types can contain criteria and other metadata, such as assigned document types and other customized properties, which assist users in their review of folders and documents grouped by folder.

A folder hierarchy establishes the structure of your folders as well. The hierarchy establishes types of folders you can add to a folder. For example, an accounts payable clerk is given privileges to access the Accounts Payable folder. This folder contains a separate subfolder for each vendor from whom the clerk typically receives invoices.

> Suppose a Human Resources clerk hires a new employee. Because the new employee does not already have a folder in the Human Resources folder, the clerk creates a new folder for the employee using the New Hire folder type. The New Hire folder type provides a template of the folder types and document types that the employee's folder can contain. In this case, the folder type requires that the application document types be included in Acme Corporation’s folder.

You can search for a folder based on its properties. In Folder Viewer, you can perform various actions for folders and their contents. For example, in Folder Viewer, you can modify the general properties and custom properties, and work with documents as you normally would using the options provided in the Actions pane for documents that appear in all viewing modes. Folders are commonly used for healthcare patient charts, student folders, financial claim packages, and document management users who like to keep related items together in a folder-like context. Folders can contain folders, documents, shortcuts to documents in other folders, and shortcuts to folders in other folders. When you open a folder, the folder contents appear in a grid similar to ImageNowExplorer.

Folder security follows the model for using all features. Users can perform functions to which they are assigned through privileges. To work with folders, you will need one or more folder-specific privileges.

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What is a page?

A page represents an image captured by a scanner, normally saved as a TIFF file, or a file imported from your file system.

You can import pages in any file format, and pages in different formats can reside in a single item. For example, your imported item might contain several pages in Microsoft Word format and additional pages in PDF or Microsoft Excel format.

If you delete all of the pages from an item, you can still perform certain actions on it, such as adding new pages, changing its properties, and returning the item in search results.

Capture

What is desktop capture?

The CaptureNow product suite drives the desktop, ImageNow Client-based collection and processing of documents from multiple sources with a rich collection of scanning and importing functionality.

You can collect files manually or automatically from a centralized location or distribute the capture of documents to different locations. Using CaptureNow, you can capture all types of documents, individually or in batches, into a secure, organized, and accessible repository.

Capture and source profiles defined by your administrator store hardware and software settings such as resolution, page size, orientation, brightness, threshold detection, and duplex scanning. With these profiles, you can quickly select parameters that match a particular type of file you need to capture and create a document.

You can deliver captured files directly into workflow processes and use automatic indexing features such as barcode recognition and, when CaptureNow is used with Recognition Agent, OCR processing. Quality Assurance features ensure images appear clean and readable before you assign the location and property values to a new document and store it in the repository. For the files you need to scan, Perceptive Content is compatible with a wide range of scanners from Lexmark, Canon, Fujitsu, Xerox, and other manufacturers to ensure a flexible capture environment.

Select location

You can select a container in which to store an item such as a document, record, folder, or shortcut. To select a container for your item, complete the following steps.

1. In the **Select Location** dialog box, under **Container name**, perform one of the following actions.
   - Type the name of an existing drawer or folder to select a container for a document, folder, or shortcut.
   - Type the name of an existing record category or record folder to select a container for a record.

   Note: To view records functionality, you must install a Records Manager license.
2. Optional. Under **Filter by**, click the drop-down box to limit your search results to existing drawers or to existing file plans.
3. Click **Search**.
4. Under **Select the location**, choose the desired location for your content. Results are limited to the first

fifty paths. If you do not see the desired location, you can try repeating the optional step above, limiting your search results to a different drawer or file plan.

Note: Similar paths might seem to display multiple times because your system can have many containers with the same name. However, each path is unique. For example, Drawer/Folder and Drawer/Folder/Folder are not the same location. Be sure to pick the lowest path in which you want your item stored.

5. Click **OK**.

Create a document without pages

To create a document that does not contain pages, complete the following steps.

1. In **Perceptive Content**, click on **New > New Document**.
2. Assign properties to the document using one of the following procedures.
   - Assign properties to a document using an application plan
   - Manually assign properties to a document
3. Optional. Under **Document Options**, select any of the following.
   - To place the new document under version control, select **Add to version control**. You must have a Document Control Suite license to use this option.
   - To submit the new document to Recognition Agent for bar code scanning, select **Submit to Cotent Server**.
   - To route the new document to a workflow queue for further review or processing, select **Send to workflow queue**.
   - To create a shortcut to the document in another folder, select **Create shortcut in folder**. A shortcut allows you to reference the document in multiple folders while maintaining the integrity of the document in a single location. If you choose to create a shortcut, the **Select Location** dialog box appears when you click on the **Folder** icon. Refer to Select location for more information.
4. Click **OK**.

One page at a time

Drag a file to Perceptive Content

To add a document by dragging a file from your computer, complete the following steps.

1. Drag the file you want to import to the **Perceptive Content** toolbar or **ImageNowExplorer**.
2. To assign properties to the document, do one of the following procedures.
   - Assign properties to a document using an application plan
   - Manually assign properties to a document
3. Optional. Under **Document Options**, select any of the following.
   - To place the new document under version control, select **Add to version control**. You must have a Document Control Suite license to use this option.
   - To submit the document to Recognition Agent for bar code scanning, select **Submit to Content Server**.
   - To route the new document to a workflow queue for further review or processing, select **Send to workflow queue**.

- To create a shortcut to the document in another folder, select **Create shortcut in folder**. A shortcut allows you to reference the document in multiple folders while maintaining the integrity of the document in a single location. If you choose to create a shortcut, the **Select Location** dialog box will appear when you click on the folder icon. Refer to Select location for more information.

4. Click **OK**.

Drag a folder of files to Perceptive Content

You can drag a folder of files from your computer to Perceptive Content to capture the files as new documents. This procedure does not add documents to subfolders. To drag a folder of files to Perceptive Content, complete the following steps.

1. Drag the folder of files you want to import from your computer to the **Perceptive Content** toolbar or to **ImageNowExplorer**.
2. Assign properties to the document using one of the following procedures.
   - Assign properties to a document using an application plan
   - Manually assign properties to a document
3. Optional. Under **Document Options**, select any of the following.
   - To place the new document under version control, select **Add to version control**. You must have a Document Control Suite license to use this option.
   - To submit the new document to Recognition Agent for bar code scanning, select **Submit to Content Server**.
   - To route the new document to a workflow queue for further review or processing, select **Send to workflow queue**.
   - To create a shortcut to the document in another folder, select **Create shortcut in folder**. A shortcut allows you to reference the document in multiple folders while maintaining the integrity of the document in a single location. If you choose to create a shortcut, the **Select Location** dialog box will appear when you click on the **Folder** icon. Refer to Select location for more information.
4. To add the current file and move to the next file, click **OK**.
5. Repeat the previous steps for each file in the folder.

Result Each new document displays in a separate viewer.

Drag a file to a workflow queue

To drag a file from your computer's operating system to a workflow queue, which creates a new document, complete the following steps.

1. In **ImageNowExplorer**, in the **Views** pane, under **Workflow**, select the workflow queue to which you want to add a document.
2. Drag a file from its file location to the workflow queue search results grid.
3. The **New Document** dialog box appears. Assign properties to the document using one of the following processes.
   - Assign properties to a document using an application plan
   - Manually assign properties to a document
4. The **Send to workflow queue** box is already selected. Verify that the workflow queue you want appears in the drop-down.
5. Optional. Under **Document Options**, select any of the following.
   - To place the new document under version control, select **Add to version control**. You must have

a Document Control Suite license to use this option.

- To submit items to Recognition Agent for bar code scanning, select **Submit to Content Server**.
- To create a shortcut to the document in another folder, select **Create shortcut in folder**. A shortcut allows you to reference the document in multiple folders while maintaining the integrity of the document in a single location. If you choose to create a shortcut, the **Select Location** dialog box will appear when you click on the folder icon. Refer to Select location for more information.

6. Click **OK**.

Import a file using a Single mode capture profile

When you use a Single mode capture profile to import one or more electronic files, Perceptive Content creates a single document. To import a file using a Single mode capture profile, complete the following steps.

Prerequisite This procedure requires a capture profile set to File source and Single mode.

1. On the **Perceptive Content** toolbar, click the arrow next to the **Capture** button and select a capture profile set to the File source and Single mode.

   If the capture profile you select or the application plan in use has any values that require user input, the **Proposed Keys** dialog box appears.
2. Optional. In the **Proposed Keys** dialog box, perform the following substeps.
   1. To store the new document in the folder or drawer path you define, under **Location**, click the **Create Location** button, and then in the **Create Location** dialog box, enter the location values you want, and click **OK**.
   2. To apply property values, in the **Proposed Keys** dialog box, under **Document Keys**, select the values you want, including any **Notes** you want to add, and click **Capture**.
3. In the **Import Files** dialog box, select the file you want to import and click **Open**.
4. Perform one of the following actions.
   - Assign properties to a document using an application plan
   - Manually assign properties to a document
5. Optional. Under **Notes**, add additional text to describe the new document.
6. On the **Scan** toolbar, click one of the following options:
   - **Save Scanned Image**. Saves the imported file as a document.
   - **Rescan Page**. Replaces the file currently displayed with a new file that you select to import.
   - **Discard Scanned Image**. Removes the file currently displayed.

   After you click **Save Scanned Image**, **ImageNowViewer - Single Scan** automatically closes.

Import a file into a folder

When importing one or more files into a folder in a viewer, Perceptive Content imports them into the folder defined in the capture profile and creates a single item. In the displayed folder, Perceptive Content creates a shortcut to the new item. To import a file into a folder, complete the following steps.

Prerequisite This procedure requires a capture profile set to Single mode and File source that is configured to store an item in a folder and the Drawer > Content > Create/Append privilege.

1. Open the folder that you want to contain a shortcut to the new item.
2. In the viewer, in the **Capture** menu, select a capture profile set to the **Single** mode and **File** source.

   If the capture profile you select or the application plan in use has any values that require user input, the **Proposed Keys** dialog box appears.

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3. Optional. In the **Proposed Keys** dialog box, perform the following substeps.
    1. To store the new item in the folder or drawer path you define, under **Location**, click the **Create Location** button, and then in the **Create Location** dialog box, enter the location values you want, and click **OK**.
    2. To apply property values, in the **Proposed Keys** dialog box, under **Document Keys**, select the values you want, including any **Notes** you want to add, and click **Capture**.
4. In the **Import Files** dialog box, select the file you want to import and click **Open**.
5. Assign property values using one of the following methods.
    - Assign properties to a document using an application plan
    - Manually assign properties to a document
6. Optional. Under **Notes**, add additional text to describe the new item.
7. On the **Scan** toolbar, click one of the following options.
    - **Save Scanned Image**. Saves the imported file.
    - **Rescan Page**. Replaces the file currently displayed with a new file that you select to import.
    - **Discard Scanned Image**. Removes the file currently displayed.

    After you click **Save Scanned Image**, **ImageNowViewer- Single Scan** automatically closes.

Scan a page into a folder

To scan a page into Folder Viewer, which creates a new document with a shortcut to the document in the associated folder, complete the following steps.

Prerequisite This procedure requires a capture profile set to the scanner source and the single mode that is configured to store a document in a folder.

1. Load the page you want to scan into the document feeder of your scanner.
2. Open the folder that you want to contain a shortcut to the new document.
3. On the **Perceptive Content** toolbar, click the arrow next to the **Capture** button and select a capture profile set to Scanner source and Single mode.

    If the capture profile you select or the application plan in use has any values that require user input, the **Proposed Keys** dialog box appears.
4. Optional. In the **Proposed Keys** dialog box, perform the following substeps:
    1. To store the new document in the folder or drawer path you define, under **Location**, click **Create Location**, and then in the **Create Location** dialog box, enter the location values you want, and click **OK**.
    2. To apply property values, in the **Proposed Keys** dialog box, under **Document Keys**, select the values you want, including any notes you want to add, and click **Capture**.
5. In the **New Document** dialog box, assign document properties using one of the following methods:
    - Assign properties to a document using an application plan.
    - Manually assign properties to a document.
6. Optional. Under **Notes**, add additional text that describes the new document.
7. Verify the quality of the scanned file and, on the **Scan** toolbar, click one of the following options:
    - **Save Scanned Image.** This saves the scanned file as a document and assigns the property values that you specified.
    - **Rescan Page**. This replaces the file currently displayed file with a new file that you scan.
    - **Discard Scanned Image**. Removes the file currently displayed.

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Result After you save the scanned image, ImageNowViewer closes automatically.

Scan a page using a Single mode capture profile

When you use a Single mode capture profile to scan one or more pages, Perceptive Content creates a single document. To scan a file using a Single mode capture profile, complete the following steps.

Prerequisite This procedure requires a privilege and a capture profile set to Scanner source and Single mode.

1. Load the page in the scanner.
2. On the **Perceptive Content** toolbar, click the arrow next to the **Capture** button and select a capture profile set to the Scanner source and the Single mode.

   If the capture profile you select or the application plan in use has any values that require user input, the **Proposed Keys** dialog box appears.
3. Optional. In the **Proposed Keys** dialog box, perform the following substeps:
   1. To store the new document in the folder or drawer path you define, under Location, click the **Create Location** button, and then in the **Create Location** dialog box, enter the location values you want, and click **OK**.
   2. To apply property values, in the **Proposed Keys** dialog box, under **Document Keys**, select the values you want, including any Notes you want to add, and click **Capture**.

Packages

Import a package of files

Depending on your organization's business processes, the steps you take to import a package of files might differ from this procedure. To import a package of files and assign property values using a LearnMode application plan, complete the following steps.

Prerequisite This procedure requires a capture profile set to Package Mode and File source, and a LearnMode application plan with the ability to assign document property values.

1. In your business application, display the object to which you want to link your imported files.
2. On the **Perceptive Content** toolbar, click **Applications** and select the application plan for your business application.
3. To access **Package Mode**, perform one of the following actions.

Situation	Steps
The **Basket Group Selection** dialog box displays when you log in to Perceptive Content.	1. Select the check box next to the baskets you want to use for processing. 2. Click **OK**.
The **Basket Group Selection** dialog box does not display when you log in to Perceptive Content.	• On the Perceptive Content toolbar, click **Capture > Package Mode**.

4. In **ImageNowViewer- Package**, click **View > Package**.

5. On the **Package** toolbar, in the **Capture Profiles** list, use the already selected capture profile or select a new capture profile.
6. On the **Package** toolbar, click **Capture**.
7. In the **Package** pane, to move a document from its receiving basket to another basket, in the basket group tree, drag the document from its receiving basket and drop it under the basket where you want it to appear.
8. To enter additional property values for a document, under its basket, click the document to open it, and in the **Properties** pane, make your changes.
9. After you import and update all of the files, click **Submit**.

Scan a package of pages

To scan a package of pages and assign the location and property values to each document based on settings your administrator defined in an application plan and the basket into which you scan the pages, complete the following steps.

1. In your business application, display the record to which you want to link your scanned files.
2. On the **Perceptive Content** toolbar, click the **Applications** arrow and select the application plan for your business application.
3. To access **Package Mode**, perform one of the following actions.

Situation	Steps
The **Basket Group Selection** dialog box displays when you log in to Perceptive Content.	1. Select the check box next to the baskets you want to use for processing. 2. Click **OK**.
The Basket Group Selection dialog box does not display when you log in to Perceptive Content.	• On the Perceptive Content toolbar, click **Capture > Package Mode**.

4. If **Scan Prompter** displays, perform one of the following actions for each listed document.
   - If the **Scan** button displays and the other buttons are unavailable, insert your documents into the scanner feeder and, in the corresponding row in Scan Prompter, click **Scan**.
   - If the **Review** button displays and the **Defer** button is unavailable, in the corresponding row in **Scan Prompter**, click the `Review` button to inspect the document that was previously scanned.
   - If the **Defer** button displays with the **Scan** and **Review** buttons, you can click **Defer** to continue to the next row in Scan Prompter.
5. If **Scan Prompter** does not display, or if you need to scan documents in addition to those that **Scan Prompter** lists, perform the following substeps.
   1. In **ImageNowViewer** - Package, on the **View** menu, select **Package**.
   2. In **ImageNowViewer** - Package, on the **Package** toolbar, in the **Capture Profiles** list, use the already selected capture profile or select a new capture profile.
   3. Insert the documents you want to capture into the scanner feeder.
   4. On the **Package** toolbar, click the **Capture** button.
6. In the **Package** pane, perform any of the following actions.
   - To move a document from its receiving basket to another basket, in the basket group tree, drag the document from its receiving basket and drop it under the basket where you want it to appear.

- To enter additional document key values for a document, under its basket, click the document to open it and, in the **Properties** pane, make your changes.

7. After you import and update all of the files, click the **Submit** button.

Batches

Import a file using a Batch mode capture profile

When you use a Batch mode capture profile to import one or more files, Perceptive Content creates a new batch. You quality assure and assign the location and property values to files in the batch later in your business process. To import a file using a Batch mode capture profile, complete the following steps.

Prerequisite This procedure requires the capture profile set to the File source and Batch mode.

1. On the **Perceptive Content** toolbar, click the arrow next to the **Capture** button and select a capture profile set to the **File** source and **Batch** mode.
2. In the **File Capture - Batch** window, select the files you want to import and click **Open**.

Scan a page using a Batch mode capture profile

When you use a Batch mode capture profile to scan one or more pages, Perceptive Content creates a new batch. You quality assure and assign the location and property values to pages in the batch later in your business process. To scan a page using a Batch mode capture profile, complete the following steps.

Prerequisite This procedure requires a capture profile set to the Scanner source and Batch mode.

1. Load the page in the scanner.
2. On the **Perceptive Content** toolbar, click the arrow next to the **Capture** button and select a capture profile set to the Scanner source and Batch mode.
3. If the **Supply Group Information** dialog box displays, Select or type values for **Prep User**, **Prep Date**, and **Pages** to show which user captured the batch and when, and to validate the page count.
4. If the **Batch Report** dialog box displays, click **OK**.

Quality assure a batch

What is quality assurance?

Quality assurance (QA) is the first step in processing a document after you capture it.

During QA you verify that each document meets the standards of image quality that you require in order to store, view, and work with that document. You achieve this goal by deciding which pages to keep, discard, and rescan. Performing quality assurance on documents is recommended, but it is not required. If your organization's business processes do not require the quality assurance step, your administrator can define your system to bypass it.

For Batch mode, you quality assure a document after the capture process when its status displays as Ready for QA. Whether you are quality assuring one page, a document (which may contain multiple pages), or a batch of documents, you can always approve it as QA complete. If the first few pages meet the standards you require, you can approve all pages in the batch as QA complete. When a page does not meet your standards of quality assurance, you can rescan it. Perceptive Content automatically discards the previous version of the scanned image. If you suspend processing of a batch, you remain in QA mode and can QA another document or batch and return to the original one later. However, if you stop processing, you end the current QA session. Perceptive Content alerts you any time you complete a QA process.

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Quality assure a batch

When you quality assure a batch, you inspect each document page to ensure it is properly oriented and its elements are legible. To quality assure a batch, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Batches > Ready for QA**.
2. In the search results grid, double-click the batch you want to quality assure.
3. Open a page in a viewer and inspect the page. It is acceptable when it meets most or all of the following standards.
   - The scanned or imported image resembles the original document.
   - No part of the page is missing due to a scanner misfeed.
   - All critical elements of the document are legible (for example, signatures, account numbers, and totals).
   - The document is properly oriented and aligned.
4. In the **Actions** pane, under **Batch Processing**, click one of the following options.
   - **Mark page as OK**. Shows you the next page in the batch to quality assure.
   - **Rescan this page**. Replaces a page that does not meet your quality standards. Locate the original page and scan or import it to replace the existing image.
   - **Commit this batch**. Submits the batch without reviewing all pages.
   - **Suspend this batch**. Enables you to review another batch and return to this batch later.
   - **Delete this page**. Removes the page from ImageNow.

Result When the batch contains no further pages to quality assure, you return to the batch grid where you can open another batch to review.

Commit a batch as QA complete

To commit an entire batch as QA (Quality Assurance) complete, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Batches > Ready for QA**.
2. In the grid, double-click the batch you want to quality assure.
3. On the **Batch QA** toolbar, click the **Commit batch**button.

Rescan a page in a batch

To rescan a page during the QA stage of batch processing, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Batches > Ready for QA**.
2. In the grid, double-click the batch that contains the page you need to rescan.
3. Click **File > Open**.

   The first page in the batch appears.
4. Insert the document you want to rescan into your scanner.
5. On the **Scan** toolbar, click the **Rescan** button and select the scanning profile you want to use to rescan your document.
6. Click **OK**.

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Process a batch

Set the number of pages to link

To determine the number of pages you link in a batch, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Settings > Options**.
2. In the **Perceptive Content Options** dialog box, in the left pane, click **Batches**.
3. In the right pane, under **Link Groups**, do one of the following actions:
   - To link all pages, select **All pages in batch** and, to display a message asking you to confirm linking all pages to the same record, select the **Prompt user for verification** check box.
   - To link a fixed number of pages, click the **Custom Size** box and then type the number of pages you want to link to the same record of the business application.
4. Click **OK**.

Remember document key values in batch processing

You can set up batch processing to copy the document key values, such as drawer and name, from the previously linked document into the corresponding boxes of the next document you link. To remember document key values, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Settings > Options**.
2. In the **Perceptive Content Options** dialog box, in the left pane, click **Batches**.
3. In the right pane, under **General**, select the **Remember document key values between links** check box.
4. Click **OK**.

Confirm when discarding pages

To confirm when discarding pages, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Settings > Options**.
2. In the **Perceptive Content Options** dialog box, in the left pane, click **Batches**.
3. In the right pane, under **General**, select the **Confirm page discards** check box.
4. Click **OK**.

Suspend linking a batch

To suspend linking a batch for later processing, complete the following step.

- In a viewer, click **Batch Link > Suspend Batch**.
  The batch is put on hold for later processing.

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Use ImageNow Printer

What is ImageNow Printer?

ImageNow Printer allows you to import an electronic file, such as a Microsoft Office document or an email, convert it to TIFF format, and store it.

You can use ImageNow Printer from any software program that has a print option. The options you set in a capture profile determine how to process documents. Because ImageNow Printer documents are stored as TIFF files, you can annotate them, set the page orientation, color, and watermark options. You can also use ImageNow Printer to highlight a Word document or add a sticky note to an email.

ImageNow Printer is included with ImageNow Client and does not require a separate license.

ImageNow Printer properties

ImageNow Printer prints an electronic file from an application, such as Microsoft Excel, into a document. You can configure property options such as color, orientation, and watermark type. The following tables describe each ImageNow Printer property.

Advanced features

The following table lists the options available on the Advanced Features tab.

Units

Determines whether the units of measure for the hardware margins and custom paper options are in one-hundredths (0.01) of an inch or in tenths (0.1) of a millimeter.

Hardware Margins

Allows you to customize the size of the printer-supplied edge of your outputted image. Enter Left/Right and Top/Bottom hardware margin settings into the appropriate field, using the measurement option you selected for Units.

Enable Custom Paper

Allows you to set a custom paper size for the generated image file. This selection overrides any other paper size selections you set.

Paper Size

Allows you to enter the desired Width and Height for the custom paper size, using the measurement option you selected for Units.

Printer Area Margins

Allows you to enter Left, Right, Top, and Bottom printer area margin settings for the custom paper size, using the measurement option you selected for Units.

License

Allows you to view license information.

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Restore defaults

Restores advanced features defaults.

Compression

The following lists the options available on the Compression tab.

Color Images

Allows you to select the compression method to use for color images. Available options are Uncompressed RGB, Uncompressed CMYK, Low Quality JPG, Medium Quality JPG, High Quality JPG, Packbit RGB, Packbits CMYK, LZW RGB, and LZW CMYK.

Indexed Images

Allows you to select the compression method to use for indexed images. Available options are Low Quality JPG, Medium Quality JPG, High Quality JPG, Packbits, LZW, and None.

Greyscale Images

Allows you to select the compression method to use for greyscale images. Available options are Low Quality JPG, Medium Quality JPG, High Quality JPG, Packbits, LZW, and None.

Monochrome Images

Allows you to select the compression method to use for monochrome images. Available options are CCITT Group 4 Fax, CCITT Group 3 2D Fax, CCITT Group 3 1D Fax, CCITT Modified Huffman, LZW, Packbits, and None.

License

Allows you to view license information.

Restore defaults

Restores compression defaults.

FAX and TIFF

The following lists the features available on the Fax/TIFF Options tab.

Enable fax mode

Creates faxable images when selected.

Fax Profile

Allows you to select either Profile F (standard) or Profile S (simplified) as your fax format profile. A fax profile is required if you want to select Enable fax mode.

Fax Resolution

Allows you to select an output resolution. A resolution is required when you select Enable fax mode. Note that this selection overrides any other resolution selection that you set.

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EOLs byte aligned

Instructs ImageNow Printer to align rows of CCITT Group 3 1D and 2D image data on word boundaries.

Reverse Bit Order

Specifies whether image data in a CCITT compressed TIFF file is stored in LSB to MSB or MSB to LSB order. Enable this check box to select MSB to LSB order. This option does not apply if you select Enable fax mode and select Profile S as your fax profile.

Invert Photometric

Determines the order of the black and white palette entries for a monochrome TIFF file (MINISWHITE or MINISBLACK). Select this check box to choose MINISBLACK order.

Include creation date and time

Adds the creation time and date to the generated TIFF file.

Use Motorola format

Creates TIFF images using Motorola (big-endian) byte order. The default format is Intel (little-endian) byte order. This option does not apply if you enable fax mode and select Profile S as your fax profile.

Layout

The following lists the options available on the Layout tab.

Orientation

Specifies how the document is positioned on the page. Portrait orients the paper vertically. Landscape rotates the paper 90 degrees clockwise.

Print on Both Sides

Specifies how the document is printed on the page. Choose None, Flip on Long Edge, or Flip on Short Edge.

Advanced

Displays the Advanced Options dialog box.

Paper and quality

The following table lists the options available on the Paper/Quality tab.

Color

Converts documents to color.

Black & White

Converts documents to black and white.

Advanced

Displays the Advanced Options dialog box.

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Watermark

The following table lists the options available on the Watermark tab.

Enabled

Allows you to use the watermark feature.

Watermark the first page only

Allows you to apply the watermark to the first page only.

Portrait Pages Image File

Allows you to enter the full path to the image file to use as the watermark.

Portrait Pages Position

Determines how the watermark image is placed on the page in portrait orientation. Available options are Stretch to fit, Tile, and Center.

Portrait Page Brightness

Allows you to adjust the brightness level of the watermark image.

Landscape Pages Image File

Allows you to enter the full path to the image file to use as the watermark.

Landscape Pages Position

Determines how the watermark image is placed on the page in landscape orientation. Available options are Stretch to fit, Tile, and Center.

Landscape Pages Brightness

Allows you to adjust the brightness level of the watermark image.

Create an ImageNow Printer document

ImageNow Printer prints an electronic file from an application, such as Microsoft Excel, into a document. To print an electronic file into ImageNow Printer to create a document, complete the following steps.

1. Open the file you want to print into **ImageNow Printer**.
2. In the application that created the file, click **File > Print**.
3. Set the printer name to **ImageNow Printer**.
4. Click **Printer Properties**.
5. In the **ImageNow PrinterDocument Properties** dialog box, do any of the following actions.

Situation	Steps
To create a color document	1. In the *inowprint.ini* file, in the `[Save]` section, change the `Color reduction` setting from `BW` to `none`.

Situation	Steps
	2. On the **Paper/Quality** tab, select **Color**. **Note:** Color printing is not enabled by default. Until the `Color reduction` setting is changed to **none**, all printing will be in black and white.
To create a landscape document	• On the **Layout** tab, in the **Orientation** section, select **Landscape**.
To create a portrait document	• On the **Layout** tab, in the **Orientation** section, select **Portrait**.

6. In the **Print** dialog box, click **OK**.
7. In the **Print** dialog box, in the **Capture Profile** list, select a capture profile.
8. Click **OK**.
9. Link and save your document.

   The steps needed to link and save your document can vary and are based on the settings configured in the selected capture profile.

Add a watermark to an ImageNow Printer document

To set the watermark options for an ImageNow Printer document, complete the following steps.

1. Open the file you want to print into **ImageNow Printer**.
2. In the application that created the file, click **File > Print**.
3. Set the printer name to **ImageNow Printer**.
4. Click **Printer Properties**.
5. In the **ImageNow PrinterDocument Properties** dialog box, on the **Watermark** tab, perform the following options as needed:

Situation	Steps
To apply a watermark	1. Select **Enabled**.
To apply a watermark to only the first page of a document	1. Click **First page only**. If you do not select this option, a watermark is applied to each page in the document.
To apply a watermark to documents you print in portrait	1. In the **Portrait Pages** section, in the **Image File** box, click **Browse**. In the **Watermark Image** dialog box, locate the watermark file you want to apply to your documents and then click **Open**.

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Situation	Steps
	2. In the **Position** list, select **Stretch to fit**, **Tile**, or **Center** to designate the location of the watermark. 3. In the **Brightness** list, select the brightness level of the watermark.
To apply a watermark to documents you print in landscape	1. In the **Landscape Pages** section, in the **Image File** box, click **Browse**. In the **Watermark Image** dialog box, locate the watermark file you want to apply to your documents and then click **Open**. 2. In the **Position** list, select **Stretch to fit**, **Tile**, or **Center** to designate the location of the watermark. 3. In the **Brightness** list, select the brightness level of the watermark.

6. Click **OK**.
7. In the **Print** dialog box, click **OK**.
8. In the **Print** dialog box, in the **Capture Profile** list, select a capture profile and then click **OK**.
9. Link and save your document.

   The steps needed to link and save your document can vary and are based on the settings configured in the selected capture profile.

Reset ImageNow Printer properties

To reset ImageNow Printer properties, complete the following steps.

1. Open the file you want to print into **ImageNow Printer**.
2. In the application that created the file, click **File** > **Print**.
3. Set the printer name to **`ImageNow Printer`**.
4. Click **Printer Properties**.
5. In the **ImageNow Printer Document Properties** dialog box, perform one or more of the following actions:
   - To reset compression settings, on the **Compression** tab, click **Restore Defaults**.
   - To reset watermark settings, on the **Watermark** tab, click **Restore Defaults**.
   - To reset advanced feature settings, on the **Advanced Features** tab, click **Restore Defaults**.
   - To reset image option settings, on the **Image Options** tab, click **Restore Defaults**.
6. Click **OK**.

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Print a file to ImageNow Printer using a Batch mode capture profile

When you use a Batch mode capture profile, ImageNow Printer prints one or more electronic files from an application, such as Microsoft Excel, into a batch. You quality assure and assign the location and property values to files in the batch later in your business process. To print an electronic file into a batch, complete the following steps.

Prerequisite This procedure requires a capture profile set to the ImageNow Printer source and Batch mode, and the Drawer > Content > Create/Append privilege.

1. Open the file you want to print into **ImageNow Printer**.
2. In the application that created the file, click **File > Print**
3. Set the printer name to **ImageNow Printer**.
4. Click **OK**.
5. If the **Print** dialog box displays, in the **CaptureNow** profile list, select a capture profile set to the **ImageNow Printer** source and **Batch** mode and click **OK**.

Print a file to ImageNow Printer using a Single mode capture profile

When you use a Single mode capture profile, ImageNow Printer prints one or more electronic files from an application, such as Microsoft Excel, into a single document. To print an electronic file into ImageNow Printer, complete the following steps.

Prerequisite This procedure requires a capture profile set to the ImageNow Printer source and Single mode, and the Drawer > Content > Create/Append privilege.

1. Open the file you want to print into **ImageNow Printer**.
2. in the application that created the file, click **File > Print**.
3. Set the printer name to **ImageNow Printer** and click **OK**.
4. If the **Print** dialog box displays, in the **Capture Profile list**, select a the single mode **ImageNow Printer** capture profile and click **OK**.

   If the capture profile you select or the application plan in use has any values that require user input, the **Proposed Keys** dialog box appears.
5. In the **Proposed Keys** dialog box, enter the property values you want to define for the new document and click **Capture**.

   The **ImageNowViewer - Single Scan** window appears.
6. In **ImageNowViewer - Single Scan**, set any additional property values you want to define and click the **Save** button.
7. Verify the quality of the printed file and, on the **Scan** toolbar, click one of the following options:
   - **Save Scanned Image.** Saves the imported file as a document and assigns the property values that you defined.
   - **Rescan Page**. Replaces the currently displayed file with a new file that you select to import.
   - **Discard Scanned Image**. Removes the file currently displayed.

   After you import the new file, you must click **Save Scanned Image**.

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Identify

Assign custom and composite properties

What is a custom property?

A custom property is a property field that is populated with data relating to an item or container.

A custom property allows you to store unlimited data beyond the standard item properties or container structure. You make custom properties available to items and containers by assigning them to item types or container types.

You can define a custom property using one of the following data types: Composite, Date, Flag, List, Number, String, and User. Formatting settings let you control the data entry and display appearance of the custom property for viewing by your end users. If you choose the Composite data type, you can create a composite property that is a single property that contains one or more custom properties. Some data types require default values. For others, default values are optional.

Suppose, for example, that the Human Resources Department has a "New Hire" folder type that is used to create a folder for each new employee. When Human Resources hires a new Marketing director, the user creates a new folder using the New Hire folder type and enters the following custom property values in Perceptive Content for the folder:

- A string custom property for "Job Title" with the value "Marketing Director".
- A date custom property for "Date of Hire" with the value "05/08/2012".

As another example, a document assigned with the "Medical Enrollment Form" document type is added to each new employee's folder. When the new employee completes the form, the user enters the following custom property values in Perceptive Content for the document:

- A list custom property for "Plan Year" with the value "2012".
- A date custom property for "Coverage Start Date" with the value "06/01/2012".

Create a custom property overview

To create a custom property you can assign to a document or folder type or use as part of a composite property, complete any of the following procedures.

- Create a date custom property.
- Create a flag custom property
- Create a list custom property
- Create a number custom property.
- Create a string custom property.
- Create a user custom property.

Delete a custom property

To delete a custom property, complete the following steps.

Because deleting a custom property that is already in use can take a long time, cause a potentially unacceptable delay, and use significant resources, we recommend you perform this procedure during non-peak hours.

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1. In **Management Console**, in the left pane, click **Custom Properties**.
2. In the right pane, select the custom property you want, and click **Delete**.
3. On the **Delete Property** dialog box, click **Yes**.

View custom property data

To view custom property data for an item, complete the following steps.

1. Open the item.
2. In a viewer, click **View > Properties**.
3. In the **Properties** pane, expand the **Custom Properties** section to view the custom property values.

What is a composite property?

A composite property allows you to store multiple values or sets of values that are based on one or more existing custom properties, and group and refine the metadata that your users use to describe the documents and folders in your system.

Composite properties also allow users to store differing numbers of values in a single property. In the custom properties of a document or folder, the user can add values to, change existing values in, or remove values from a composite property at any time.

You can perform a search to locate documents, folders, and workflow items based on composite property values just as you would when searching on any document or folder property.

The following examples show how you might use composite properties:

- You define a composite property to store values using a single custom property. In this example, suppose you are tracking test scores for a student. Whenever a student repeats a test, the user tracking the test scores must add the new score to the Test Results property in that student's document. For one student, the score might contain one value, and for another it may contain fifteen values.
- You define a composite property to store sets of values using multiple custom properties. Expanding on the previous example, suppose the user tracking the test scores needs to enter a date along with each test score and a flag value that indicates whether a retest is required. This expanded Test Results property contains one property set for a student who has taken the test only once, but for a student who has taken the test and then retested five times, it contains six property sets, each with its own score, date, and retest values.

Create a composite property

To create a composite property, complete the following steps.

1. In **Management Console**, in the left pane, click **Custom Properties**.
2. In the right pane, click **New > Composite**.
3. In the **New Composite Property** dialog box, in the **Name** box, type the name of the composite property and do the following substeps:
    1. Optional. In the **By Type** list, select the data type of the custom property you want to add.
    2. In the **Available** list, select a custom property you want to include in the composite custom property and then click **Add**.
4. Repeat the previous substeps until you have added all the custom properties you need.
5. Optional. To reorder the hierarchy of custom properties within the composite, in the **Added** list, select

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the property you want to reorder and then click **Move Up** or **Move Down**.

6. Click **OK**.

Next You can assign the composite property to a document type, folder type, record type, or record folder type.

Edit custom or composite property data

To change a custom property or composite property value for an item, complete the following steps.

1. Open the item.
2. In a viewer, click **View > Properties**.
3. In the **Properties** pane under **Custom Properties**, type or select a value in the property.

   If an arrow icon appears to the left of the property, it is a composite property, where you can type or select a value for each row that appears. For this type of property, you can also add a new set of properties if needed.
4. Optional. To add a new composite property row or set, right-click the property name and then do one of the following options:
   - If **Insert Row** appears, click it and then type or select a value in the new row.
   - If Insert **Property Set** appears, click it and then type or select any values that you want to store in the new set.
5. Optional. To reset rows to default values, right-click the row you want to reset and then click either **Reset Row** or **Reset Property Set**. To remove rows or sets, right-click the row you want to remove and then click either **Delete Row** or **Delete Property Set**.
6. In the **File** toolbar, click the **Save** button.

Assign document properties

What is a document property?

Document properties include information about a document that Perceptive Content uses to store, secure, and retrieve a document.

The information that is included in document properties includes the following:

- The values that describe the document that appear in the Drawer, Field1 through Field5, and Type fields.
- Created and modified information, custom properties, workflow history, version history, task history, and retention history.
- For a document stored in a folder, document properties also include the document name, path, and information about the folder where the document is stored.

You can define a set of these properties to customize your Perceptive Content system for your organization's business needs. You define how properties are assigned to a document, as well as the type of information that can be assigned, in an application plan, a capture profile, or a basket definition.

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About assigning document property values

Perceptive Content use document properties to store, secure, and retrieve a document. Many document properties exist and you assign a set of these properties to best fit your organization's business needs.

When your administrator defines the properties for a document in a capture profile or an application plan, the administrator defines the method you use to assign property values as well as the type of information you can assign.

To make a document distinguishable from other documents, you must assign a Type value from a pre-defined list of values. In addition, depending on how your administrator defined the properties for a document, you must assign a unique name and location (a name along with a folder) or a unique set of document keys (Drawer along with Field1, Field2, Field3, Field4, or Field5).

Suppose, for example, that your administrator creates a capture profile for you to scan new employment applications. In the capture profile, your administrator might specify for you to assign property values to a new employment application by linking it to a record in your business application, scanning a barcode with the new employment application, manually entering property values, or using a combination of these methods. Your administrator will specify the method in the capture profile that best fits your organization's process to capture new employment applications.

Modify document property values

You can modify property values by displaying the document or a shortcut to a document. To change the values assigned as document properties, complete the following steps.

1. Open the document.
2. In the viewer, click **View > Properties**.
3. In the **Properties** pane, modify any of the following property values:
   - Under **Location**, modify the document's drawer or folder path, depending on the location, and the name.
   - Under **Document Keys**, modify the document's key values.
   - Under **Custom Properties**, modify the custom property values.
4. In the **File** toolbar, click the **Save** button.

Manually assign properties to a document

To manually assign the location and property values to a document, complete the following steps.

1. In **ImageNowViewer**, in the **Properties** pane, under **Document Keys**, or in **ImageNowExplorer**, in the **New Document** dialog box, under **Location**, complete one of the following actions, depending on the situation.

Situation	Steps
To store a document at the drawer level	1. In the **Drawer** list, select a drawer. 2. Define values for **Field1** through **Field5**. You must define at least one of these property fields.

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Situation	Steps
To store a document in a folder	1. Click **Drawer > Path**. 2. Refer to Select location to complete the steps in the **Select Location** dialog box. 3. After closing the **Select Location** dialog box, type a unique name for your document in the **Name** field. 4. Define values for **Field1** through **Field5**.

2. In the **Type** list, select a document type.
3. Under **Custom Properties**, if custom properties display for the assigned document type, perform the following substeps:
    1. Optional. To use the default values your administrator defined for the custom properties, select the **Use default values** check box.
    2. Select or type a value for the other custom properties where needed.
4. Click **OK**.

Manually assign properties to a batch

To manually assign property values to a file after it was captured in a batch, complete the following steps.

Prerequisite If your business process requires the quality assurance step, you must quality assure the batch before completing this procedure.

1. On the **Perceptive Content** toolbar, click **Batches > Ready for Linking**.
2. In the search results grid, double-click the batch to which you want to assign property values.
3. In the viewer, identify the displayed page from its name, account number, or other distinguishing information.
4. In the **Properties** pane, under **Document Keys**, perform one of the following actions:

Situation	Steps
To store a document or physical file reference at the drawer level	1. Under **Location**, under **Drawer**, select the name of the drawer where you want to store the document. 2. Enter an optional name for the document. 3. In the property assignment dialog box, under **Properties**, define values for **Field1** through **Field5**.
To store a document or physical file reference in a folder	1. Under **Location**, click **Drawer > Path**. 2. In the **Set Location** dialog box, in the **Drawer** list, select the drawer that contains the folder. 3. In the **Folder name** box, type part or the

Situation	Steps
	entire folder name and click **Search**. 4. In the **Select path** box, select the path that points to the folder where you want to store the document and click **OK**. 5. Under **Location**, in the **Name** box, type a document name. 6. In the property assignment dialog box, under **Properties**, define values for **Field1** through **Field5**.

If you did not select a path, you must define at least one of the fields.

5. In the **Type** list, select a document type.
6. If custom properties display for the selected document type, under **Custom Properties**, select or type a value for each custom properties where needed.
7. Optional. Under **Notes**, add additional text to describe the document.
8. **On the Batch Link** toolbar, click the **Save Batch Page**button.

   Perceptive Content displays the next page in the batch.
9. Assign property values to each remaining file in the batch.

Assign properties to a document using an application plan

To assign location and property values to a document using an application plan that maps to your business application, complete the following steps.

1. Open your content in the business application to which you want to link the new document.
2. In the **New Document** dialog box, under **Application Plan**, in the **Select an application plan** list, select the application plan defined for your business application and click the **Get Keys** button.
   1. If the **Create Location** dialog box appears, enter the location values you want and click **OK**.
   2. If the selected application plan has automatically filled in some values under **Location**, but others require user input, manually enter the values you want.
3. Optional. Under **Application Plan**, select the **Use as default application plan** check box to make the selected application plan the default plan when defining documents.
4. If the **Create Location** dialog box does not appear, select a location that has already been defined. Under **Location**, perform one of the following actions.

Situation	Steps
Store the document in a drawer.	1. Under **Location**, in the **Drawer** list, select a drawer.
Store the document in a folder hierarchy	1. Under **Location**, click **Drawer > Path**. 2. Refer to Select location for completing the steps in the **Select Location** dialog box.

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Situation	Steps
	3. After closing the **Select Location** dialog box, type a unique name for your document in the **Name** field.

5. Under **Properties**, modify the values captured from your business application as needed and select a document or folder type from the **Type** list.
6. Under **Custom Properties**, if custom properties display for the assigned document or folder type, modify the values captured from your business application as needed.

Add a note

To add and modify notes for an item, complete the following steps.

1. Open the item.
2. Click **View > Properties**.
3. In the **Properties** pane, in the **Notes** box, type the note text.

Document properties

Document properties include the document name, ID, type, path, and information about the folder where the document is stored. Document properties also include created and modified information, custom properties, workflow history, shortcut locations, task history, version history, and retention history.

Document

Properties for holds, physical files, policies, and approval requests are only available if Retention Policy Manager is installed, and these options are defined for the document. Also, document versions are only available if Document Control Suiteis installed and the document is under version control. The following document properties exist:

Document Keys tab

The following properties appear on the Document Keys tab of the Document Properties window.

Drawer

The drawer assigned to the document. Drawer provides the highest level within the document key structure.

Name

The name assigned to the document. Name applies to documents stored in a folder hierarchy, and it provides a unique identifier for the document within a folder or drawer.

Field1, Field2, Field3, Field4, Field5

The Field1, Field2, Field3, Field4, or Field5 assigned to the document. Field1 through Field5 are string or text values that are defined through an application plan, entered as literal values entered by a user, or display the name of the current user, the date and time, a number in a sequence, or a unique ID assigned.

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Type

The type assigned to the document. Type categorizes a document so that you can easily identify its purpose. For example, an employment application would be assigned the Employment Application type.

Path

The path assigned to the document. For a document stored in a folder, a path stores and retrieves the document. The document path includes the drawer, any folders, and the document name assigned to the document.

Notes

Notes written about the document. This value is optional.

Details tab

The following properties appear on the Details tab of the Document Properties window.

Total pages

The number of pages in the document. A document can contain multiple files where each file is a page. For example, a 5-page PDF file is one page of a document.

Document ID

The unique system ID assigned to the document.

Created

The date the document was captured or created.

Created by

The user name of the user who captured or created the document.

Modified

The date the document was last modified.

Modified by

The user name of the user who last modified the document.

Content indexed

The date and time the document was indexed.

Content status

Displays a Not Set, Submitted, Processing, Batched, Indexing, Indexed, Partially Indexed, Skipped, Stale, Marked for Deletion, Error, or Unknown value to specify the status of the document.

This document has one or more shortcuts

Displays a Yes or No value to specify whether the document currently has one ore more shortcuts.

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This document is in workflow

Displays a Yes or No value to specify whether the document is currently in workflow.

This document is under version control

Displays a Yes or No value to specify whether the document is currently under version control.

This document is checked out

Displays a Yes or No value to specify whether the document is currently checked out under version control.

Additional tabs

The following properties appear on additional tabs of the Document Properties window.

Custom Properties

A list of any custom property fields defined for document type. For example, the custom property fields assigned to the Medical Enrollment Form document type might be Plan Year and Coverage Start Date.

The custom property values assigned to the document. Custom properties provide defined information about a document beyond the document keys, document path, and general properties.

Holds

Provides a summary of the holds placed on the document. Values include the hold name, the user name of the user who assigned the hold, the date the user applied the hold, and the date through which the hold is effective.

A hold allows your organization to preserve a document so that a user cannot delete or modify the document for a specific period of time or indefinitely. Some holds allow a user with privileges to modify the document key and custom property values assigned to the document. A document under hold can also be under a retention policy, as holds and policies are independent of each other. Holds are available when Retention Policy Manageris installed.

Document Properties

Page tab

The following properties appear on the Page tab of the Document Properties window.

File Type

The file type, such as TIFF, PDF, or DOC, assigned to the page.

File size

The file size of the page.

Captured

The date the page was captured or created.

Captured by

The user name of the user who captured or created the page.

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Linked

The date the page was indexed.

Linked by

The user name of the user who indexed the page.

Modified

The date the page was last modified.

Modified by

The user name of the user who last modified the page.

Source tab

The following properties appear on the Source tab of the Document Properties window.

Source

The source used to capture or create the document. For example, if Single mode and the ImageNow Printersource are used to capture the document, the Single ImageNow Printervalue displays for the Source property.

Source ID

The unique system ID assigned to the page when it was captured.

Source page

The page number assigned to a page when it was captured in a batch before it became a document or was appended to an existing document.

For example, if you capture a batch that contains four source pages, the source page numbers would be 1 through 4. The Source page value displays these original page number values even after you append the pages to an existing document that already has two pages. So, the source page numbers are 1 through 4, but the same pages might be pages 3 through 6 in the document.

Additional

The Additional box displays the following properties if the document was captured in a batch: Batch Sequence, Captured Pages, Discarded Pages, Processed Pages, Prep Pages, Created, Created By, Link Start Time, Link Complete Time, and Linked By.

Content tab

The following properties appear on the Content tab of the Document Properties window.

Recognition Status

Displays a Recognized or Unrecognized value to specify whether the document page content was recognized by Recognition Agent.

Recognized

The date the page content was recognized by Recognition Agent.

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Content

The content that Recognition Agentrecognized on the page.

Workflow

Workflow tab

The following properties appear on the Workflow tab of the Document Properties window.

A list of all workflow processes in which the document is currently participating.

Summarizes the name, queue, status, start time, and priority values for each workflow process in which the document is currently participating.

Workflow Process Details

Details tab

The following properties appear on the Details tab of the Document Properties window.

Process

The name assigned to the workflow process.

Queue

The queue in the process where the document is located.

Routed

The date and time the document was routed to the queue.

Routed by

The user name of the user who routed the document to the queue.

Status

Displays an Any, Idle, Working, On Hold, Pending, Finished, Completed, Waiting for Routing, Waiting for Siblings, Waiting for Inbound Action, or Error value to specify the status of the document in the workflow process.

Priority

Displays a Normal, High Priority, or Low Priority value to specify the priority of the document in the workflow process.

Added

The date and time the document was added to the workflow process.

Added by

The user name of the user who added the document to the workflow process.

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Item ID

The ID number assigned to the document when it was added to workflow.

Last event time

The date and time of the last event. A workflow event is an action that resets the Time in queue value.

Last event user

The user name of the user who performed the last event.

On hold until

Displays a date or N/A value to specify the date a workflow processing hold ends.

When a user is in the middle of processing a document in workflow but needs to stop, the user can place the document on a workflow processing hold.

Split

Displays a Yes or No value to specify whether the document is in more than one queue at the same time in the workflow process. For example, suppose an employee review is routed at the same time to the queue monitored by the employee's manager and to the queue monitored by the employee's team lead.

Additional tabs

The following properties appear on tabs of the Document Properties window.

History tab

Summarizes the status, reason, last event, queue name, and user name values for each queue in the workflow process.

Workflow Archive

A document is archived from a workflow process to remove it from workflow while maintaining it in the system and preserving its workflow history. The following workflow archive properties exist if the document was archived from a workflow process:

Workflow tab

The following properties appear on the Workflow tab of the Document Properties window.

A list of all workflow processes from which the document was archived.

Summarizes the name, queue, status, and priority values for each workflow process from which the document was archived. The date the workflow item was archived is also displayed.

Archived Workflow Process Details

A document is archived from a workflow process to remove it from workflow while maintaining it in the system and preserving its workflow history. The following archived workflow process properties exist if the document was archived from a workflow process:

Details tab

The following properties appear on the Details tab of the Document Properties window.

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Process

The name assigned to the workflow process from which the document was archived.

Queue

The last queue where the document resided before it was archived.

Archived

The name of the workflow agent that archived the document from the workflow process.

Status

Displays an Any, Idle, Working, On Hold, Pending, Finished, Completed, Waiting for Routing, Waiting for Siblings, Waiting for Inbound Action, or Error value to specify the status of the document in the workflow process.

Priority

Displays a Normal, High Priority, or Low Priority value to specify the priority of the document when it was archived from the workflow process.

Archive time

The date and time the document was archived from the workflow process.

Archive user

The user name of the user who archived the document from the workflow process.

Item is split

Displays a Yes or No value to specify whether the document was in more than one queue at the same time in the workflow process from which it was archived. For example, suppose an employee review was routed at the same time to the queue monitored by the employee's manager and to the queue monitored by the employee's team lead.

Workflow start time

The time the document was originally added to the workflow process.

Additional tabs

The following properties appear on tabs of the Document Properties window.

History tab

Summarizes the status, reason, last event, queue name, and user name values for each queue in the workflow process from which the document was archived.

Shortcut locations

The following shortcut location properties exist:

Shortcuts tab

The following property appears on the Shortcuts tab of the Document Properties window.

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A list of all shortcuts to the selected document.

The Details button allows you to view the details of a shortcut's location.

Drawer-Level Shortcuts

The following drawer-level shortcut properties for the document exist:

Details tab

The following property appears on the Details tab of the Document Properties window.

Drawer

The name of the drawer where the shortcut is located.

Folder-Level Shortcuts

The following folder-level shortcut properties for the document exist:

Details tab

The following properties appear on the Details tab of the Document Properties window.

Type

The type assigned to the folder. Type categorizes a folder so that you can easily identify its purpose. For example, suppose the Human Resource clerk assigns the New Hire folder type each time she creates a folder for a new employee.

Name

The name assigned to the folder.

Folder ID

The ID number assigned to the folder.

Created

The date and time the file was created.

Created by

The user name of the user who created the folder.

Status

Displays an Active or Inactive value to specify the status of the folder.

Path

The path assigned to the folder. For a folder stored in a folder hierarchy, a path stores and retrieves the folder. The folder path includes the drawer and any other folders in the hierarchy.

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Additional

The Additional box displays the following properties: Modified, Modified by, Required documents, Status changed by, Status time, and Type description.

Custom Properties tab

The following properties appear on the Custom Properties tab of the Document Properties window.

A list of any custom property fields defined for the folder type.

The custom property values assigned to the folder. Custom properties provide defined information about a folder beyond the path and general properties.

Tasks

The following task properties exist when the Document Control Suiteis installed and a task was assigned to the document:

Workflow tab

The following properties appear on the Workflow tab of the Document Properties window.

A list of all tasks assigned to the document.

Summarizes the ID, template name, status, and type for each task assigned to the document, as well as the dates the task was created and due, and the user name of the task assignee.

Task Details

The following task detail properties exist when the Document Control Suiteis installed and a task was assigned to the document:

Details tab

The following properties appear on the Details tab of the Document Properties window.

Task ID

The ID number assigned to the task.

Template name

The name of the template used to create the task.

Task type

Displays the Approval, Document deficiency, Pointer, or Signature required value to specify the task type.

An Approval task indicates when a user must approve the disposition action set in a retention policy before the action can occur. This task type is available if Retention Policy Manageris installed and a retention policy is defined for the document.

A Document deficiency task indicates when a document is missing or is incomplete. A Pointer task draws attention to a specific document or folder location for further action. A Signature required task indicates when a user needs to digitally sign a document.

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Assigned

The date and time the task was assigned to the document.

Assigned by

The user name of the user who assigned the task to the document.

Assigned to

The user name of the user who needs to complete the task.

Start date

The date a user assigned the task.

Due date

The date a user specified the task is due.

Status

Displays an Assigned, Returned, Complete Pending Review, Complete, Cancelled, or Invalid value to specify the status of the task.

Template ID

The ID number assigned to the template used to create the task.

Task location

Displays a Folder, Document, Page without a visual representation, or Page with a visual representation value to specify the location of the task.

Completion method

Displays an Automatic with valid signature, Complete pending review, or Manual value to specify how a user must complete the task.

Delete completed task

Displays a Yes or No value to specify whether to delete the task after its state changes to Complete.

Expedite request

Displays a Yes or No value to specify whether the task creator chose to expedite the task. If a task is marked as expedited, the task is presented to the assignee first when starting automatic task processing.

Created

The date and time a user created the task.

Created by

The user name of the user who created the task.

Modified

The date and time a user last modified the task.

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Modified by

The user name of the user who last modified the task.

Completed

The date and time the task entered a Complete state.

Completed by

The user name of the user who completed the task.

Reviewed

The date and time a user reviewed the task.

Reviewed by

The user name of the user who reviewed the task.

History tab

The following properties appear on the History tab of the Document Properties window.

Show start or stop events

If the Show start or stop events check box is cleared, Perceptive Contentdoes not display start and stop events. If the Show start or stop events check box is selected, Perceptive Contentdisplays a summary of actions the assigned user performed on the document. For example, the displayed results enable you to see that the assigned user viewed the task, even if the assigned user did not complete the task.

Summarizes the event time, reason, user name, status values for each stage in the task process.

Version History

The following version history properties exist when the Document Control Suiteis installed and the document is under version control:

Version tab

The following properties appear on the Version tab of the Document Properties window.

Is checked out

Displays a Yes or No value to specify whether the current version of the document is checked out under version control.

Checked out

The date and time the current version of the document was checked out.

Checked out by

The user name of the user who checked out the current version.

Comments

Comments added by the user who checked out or checked in the current version of the document. This value is optional.

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Version history

Provides a summary of the versions that exist for the document, including the user name of the user who checked in the version, the date the user checked in the version, any comments about the checked in version, and whether the version is private. You can also view a past version of the document, and promote an older version to be the current version.

When a user marks a current version as private, the user locks out other users, except for Department Managers, from viewing and working on the version.

Version Detail

Document versions are only available if the Document Control Suiteis installed, and the document is under version control. In addition to viewing the following version properties, you can view, export, or promote a version:

Details tab

The following properties appear on the Details tab of the Document Properties window.

Version number

The version number assigned to the version. When a document is under version control, Perceptive Contentautomatically assigns a version number each time a user checks out the document for editing and then checks in the document.

Created

The date and time a user created the version.

Created by

The user name of the user who created the version.

Last viewed

The date and time a user last viewed the version.

Last viewed by

The user name of the user who last viewed the version.

Checked in

The date and time a user checked in the version.

Checked in by

The user name of the user who checked in the version.

Version is private

Displays a Yes or No value to specify whether the version is private.

When a user marks a current version as private, the user locks out other users, except for Department Managers, from viewing and working on the version.

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Comments

Comments added by the user who checked out or checked in the version. This value is optional.

Document property types

In an application plan, you define a type for each document property. The document property type specifies the type of information that you want Perceptive Content to store as the document property value when a document is captured. The following table describes each of the document property types.

Document Property Type	Description
Batch ID	A batch is a group of files scanned or imported into Perceptive Content using Batch mode. Each batch created in Perceptive Content is assigned a unique number or Batch ID. This number is recorded and can be assigned as a document property value.
Dictionary	The Dictionary type associates a data element in the application plan dictionary with a document property.
Literal	The Literal type automatically enters static text as the value for the document property.
Predefined List	A property defined with the Predefined List type requires some user interaction. In this case, a user selects an item from a predefined list of options. You can set up and maintain multiple predefined lists, though you can only define one list for a document property. After selecting Predefined List as the type, choose the list you want to use.
Sequence Number	For the Sequence Number type, Perceptive Content assigns numbers to the document property in sequential order.
Time/Date	For the Time/Date type, Perceptive Content records the current time and date as the document property value.
Undefined	By default, the type for a document property is set to Undefined. This indicates that the property is not used. You do not need to set a document property type to undefined unless you are editing an existing application plan and want to clear the contents of the property.
Unique ID	Perceptive Content has the ability to generate a Unique ID number and assign it as a document property value. Defining a document property with the Unique ID type ensures uniqueness within your

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Document Property Type	Description
	Perceptive Content system.
User Entry	You can set a document property to the User Entry type to receive manual input from a user.
Username (Current)	Using the Username (Current) type automatically enters the name of the current user as the document property value. The name of the user is the same name used to log into Perceptive Content.
Username (Select)	Using the Username (Select) type allows you to enter the name of a user in the document property. The name of the user is the same name used to log into Perceptive Content. You can use Username (Select) when you want to track which user enters document property values for a document.

Assignable document properties

This topic explains the set of property values you can assign to a document.

Perceptive Content use document properties to store, secure, and retrieve a document. Many document properties exist and you assign a set of these properties to best fit your organization's business needs.

Properties for a document not stored in a folder

For a document that is not stored in a folder, the Drawer and Type properties are required. You must also assign one of the following properties: Field1, Field2, Field3, Field4, or Field5. Additional properties that you can assign to a document include custom and composite properties, notes, and physical properties. The following table shows how you might assign property values to a new employment application that is not stored in a folder.

Drawer

Drawer provides the highest level within the document property structure and is often defined as a department or function, such as Accounts Payable, Human Resources, Registrar, or Financial Aid. Privileges to access a document are tied to the Drawer and Type properties.

Required

Yes

Modifiable In

Search results grid in ImageNowExplorer

Properties pane in ImageNowViewer

Required privileges

Drawer > Content > Edit Drawer for the original drawer

Drawer > Content > Create/Append for the target drawer

Example value

Human Resources

Field1, Field2, Field3, Field4, or Field5

You must assign at least one of these five document key fields.

Required

Yes

Modifiable In

Search results grid in ImageNowViewer or ImageNowExplorer

Content tab in ImageNowViewer

Properties pane in ImageNowExplorer or ImageNowViewer

Privileges Required

Documents > Edit Keys privilege for the associated drawer or document type

Example configuration and value

Field1 represents an employee ID: 12345

Field 2 represents a last name: Jones

Field3 represents a first name: Martha

Field4 represents a job code: 32156

Field5 represents employment status: Full Time

Type

Type categorizes a document so that you can easily identify its purpose. You select a value for the Type field using a list of document type values that your administrator defines. Privileges to access a document are tied to the Type and Drawer properties.

Required

Yes

Modifiable In

Search results grid in ImageNowExplorer or ImageNowViewer.

Content tab in ImageNowViewer

Properties pane in ImageNowExplorer or ImageNowViewer

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Privileges required

Document Type > Documents > Edit Type or Drawer > Content > Edit Type

Example configuration and value

Employment Application

Custom properties

You can assign custom property values defined for the document type you choose. Custom properties store unlimited data beyond the standard document properties.

Required

No - unless your administrator defines the property as required

Modifiable in

Properties pane in ImageNowExplorer or ImageNowViewer

Privileges required

Document Type > Documents > Edit Custom Properties or Drawer > Content > Edit Custom Properties

Example configurations and values

Job Title: Physician

Posted Date: 05/08/12

Notes

The Notes field enables you to type and view additional text about a document.

Required

No

Modifiable in

Properties pane in ImageNowViewer

Privileges required

Documents > Edit Notes privilege for the associated drawer or document type

Example configuration and value

Samantha Smith at Acme Corporation called September 9 to verify employment dates.

Physical properties

You can assign physical properties that are defined for the physical file reference associated with a document.

Required

No

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Modifiable in

Modify Physical File Reference in Actions pane in ImageNowViewer.

Example configurations and values

Building: 301-D

Shelf: 17-J

Properties for a document stored in a folder

For a document that is stored in a folder, Perceptive Content uses the Type property as well as the document path to store, secure, and retrieve the document. The properties that make up the path, as well as Type, are required. You can store additional information about a document in the following properties: Field1, Field2, Field3, Field4, Field5, Notes, custom and composite properties, and physical properties.

The folder in which you attempt to store a document, as well as the Type assigned to a document, must work with the folder hierarchy that your administrator defines for a drawer. To perform any action in a folder hierarchy, you must have the Folder Type > Useprivilege.

Path

A document path indicates where a document is stored in your system. The path contains the values assigned to the Drawer and Name property fields. The path also contains any folder or folders in which the document is stored. Each document path is unique.

Required

Yes

Modifiable in

Properties pane of ImageNowViewer

Set Location dialog box

Required privileges

Drawer > Content > Move for the original drawer

Drawer > Content > Create/Append for the target drawer

Example configuration and value

The following structure applies to the document path: <Drawer> \ <folder> \ <subfolder> \ <Name>

Human Resources \ Martha Jones \ Onboarding \ Application

Name

Name provides a unique identifier for the document within the folder it is stored.

Required

Yes

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Modifiable in

Search results grid in ImageNowExplorer

Content tab in Folder Viewer

Privileges required

Drawer > Content > Rename

Example configuration and value

Application

Drawer

Drawer provides the highest level within the folder structure and is often defined as a department or function, such as Accounts Payable, Human Resources, Registrar, or Financial Aid. Privileges to access a document are tied to the Drawer and Type properties.

Required

Yes

Modifiable in

Set Location dialog box

Privileges required

Drawer > Content > Move for the original drawer and Drawer > Content > Create/Append for the target drawer

Example configuration and value

Human Resources

Type

Type categorizes a document so that you can easily identify its purpose. You select a value for the Type field using a list of document type values that your administrator defines. Privileges to access a document are tied to the Type and Drawer properties.

Required

Yes

Modifiable in

Search results grid in ImageNowExplorer

Content tab in Folder Viewer

Properties pane in ImageNowExplorer

Privileges required

Document Type > Documents > Edit Type or Drawer > Content > Edit Type

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Example configuration and value

Employment Application

Field1, Field2, Field3, Field4, Field5

Field1 through Field5 enable you to provide additional information about a document.

Required

No

Modifiable in

Search results grid in ImageNowExplorer

Content tab in Folder Viewer

Properties pane in ImageNowViewer

Privileges required

Documents > Edit Keys privilege for the associated drawer or document type

Example configurations and values

Field1 represents an Employee ID: 12345

Field2 represents a last name: Jones

Field3 represents a first name: Martha

Field4 represents a job code: 32156

Field5 represents employment status: Full time

Custom properties

You can assign custom property values defined for the document type you choose. Custom properties store unlimited data beyond the standard document properties.

Required

No - unless your administrator defines the property as required

Modifiable in

Properties pane in ImageNowViewer

Privileges required

Document Type > Documents > Edit Custom Properties or Drawer > Content > Edit Custom Properties

Example configurations and values

Job Title: Marketing Director

Posted Date: 05/08/12

Notes

The Notes field enables you to type and view additional text about a document.

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Required

No

Modifiable in

Properties pane in ImageNowViewer

Privileges required

Documents > Edit Notes privilege for the associated drawer or document type

Example configuration and value

Samantha Smith at Acme Corporation called September 9 to verify employment dates.

Physical properties

You can assign physical properties that are defined for the physical file reference associated with a document.

Required

No

Modifiable in

Modify Physical File Reference in Actions pane in ImageNowViewer

Example configurations and values

Building: 301-D

Shelf: 17J

Definable document properties

Perceptive Content uses document properties to store, secure, and retrieve a document. Many document properties exist and you can define a set of these properties to customize your Perceptive Content system for your organization's business needs. The following information focuses on the set of document properties you can define.

To make a document distinguishable from other documents, you must define the Type property. In addition, you must define a unique name and location (a name along with a folder) or a unique set of document keys (Drawer along with Field1, Field2, Field3, Field4, or Field5). You define how properties are assigned to a document, as well as the type of information that can be assigned, in an application plan or a capture profile. The following tables further explain the definable document properties and provide an example value for each property.

Properties for a document not stored in a folder

For a document that is not stored in a folder, the Drawer and Type properties are required. You must also define one of the following properties: Field1, Field2, Field3, Field4, or Field5. Additional definable properties include custom properties and notes. The following table shows how you might define document properties for documents owned by the Human Resources Department that are not stored in folders.

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Document Property	Description	Example Configuration	Example Value	Required
Drawer	Drawer provides the highest level within the document key structure and is often defined as a department or function, such as Accounts Payable, Human Resources, Registrar, or Financial Aid. You can restrict access to documents based on their assigned Drawer values.	Human Resources	Human Resources	Yes
Field1	You can use Field1 through Field5 to define values through a selected data element in your application plan dictionary, a literal value that you enter, the name of the current user, the date and time, a number in a sequence, or a unique ID assigned by Perceptive Content.	Employee ID	12345	Yes - You must define at least one field value.
Field2	You can use Field1 through Field5 to define values through a selected data element in your application plan dictionary, a literal value that you enter, the name of	Last Name	Jones	Yes - You must define at least one field value.

Document Property	Description	Example Configuration	Example Value	Required
	the current user, the date and time, a number in a sequence, or a unique ID assigned by Perceptive Content.			
Field3	You can use Field1 through Field5 to define values through a selected data element in your application plan dictionary, a literal value that you enter, the name of the current user, the date and time, a number in a sequence, or a unique ID assigned by Perceptive Content.	First Name	John	Yes - You must define at least one field value.
Field4	You can use Field1 through Field5 to define values through a selected data element in your application plan dictionary, a literal value that you enter, the name of the current user, the date and time, a number in a sequence, or a unique ID assigned by Perceptive Content.	Job Code	32156	Yes - You must define at least one field value.

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Document Property	Description	Example Configuration	Example Value	Required
Field5	You can use Field1 through Field5 to define values through a selected data element in your application plan dictionary, a literal value that you enter, the name of the current user, the date and time, a number in a sequence, or a unique ID assigned by Perceptive Content.	Employment Status	Full Time	Yes - You must define at least one field value.
Type	Type categorizes a document so that your users can easily identify its purpose. A user selects a value for the Type field using a list of document type values that you predefine. You can restrict access to documents based on the Type values assigned to them.	Employment Application	Employment Application	Yes
Custom Properties	You can define custom property values for a document type. Custom properties let you define and store unlimited data beyond the standard document properties.	Job Title	Marketing Director	No
Notes	The Notes field	Notes	Samantha Smith	No

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Document Property	Description	Example Configuration	Example Value	Required
	enables a user to type and view additional text about a document.		at Acme Corporation called September 9 to verify employment dates.	

Properties for a document stored in a content model

When a document is stored in a content model, Perceptive Content stores the document in a folder that resides in a drawer. Many folder levels can exist within a folder. For a document that is stored in a content model, Perceptive Content uses the Type property as well as the document path to store, secure, and retrieve the document. The properties that make up the path, as well as Type, are required. You can store additional information about a document in the following definable properties: Field1, Field2, Field3, Field4, Field5, notes, and custom properties.The folders in which a user attempts to store a document, as well as the Type a user assigns to a document, must work with the folder type hierarchy that you define for a drawer. The following table shows how you might define document properties for documents owned by the Human Resources Department that are stored in a content model.

Document Property	Description	Example Configuration	Example Value	Required
Path	A document path indicates where a document is stored in your Perceptive Content system. The path contains the values assigned to the Drawer and Name property fields. The path also contains any folder or folders in which the document is stored. Each document path is unique.	The following structure applies to the document path: <Drawer> \ <folder> \ <subfolder> \ <Name>	Human Resources \ John Jones \ Onboarding \ Application	Yes
Name	Name provides a unique identifier for the document within the folder it is stored. A name cannot exceed 128 characters.	Application	Application	Yes

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Document Property	Description	Example Configuration	Example Value	Required
Drawer	Drawer provides the highest level within the folder structure and is often defined as a department or function, such as Accounts Payable, Human Resources, Registrar, or Financial Aid. You can restrict access to documents based on their assigned Drawer values.	Human Resources	Human Resources	Yes
Type	Type categorizes a document so that your users can easily identify its purpose. A user selects a value for the Type field using a list of document type values that you predefine. You can restrict access to documents based on the Type values assigned to them.	Employment Application	Employment Application	Yes
Field1	You can use Field1 through Field5 to define values through a selected data element in your application plan dictionary, a literal value that you enter, the name of the current user, the date and time, a number in a sequence, or a	Employe ID	12345	No

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Document Property	Description	Example Configuration	Example Value	Required
	unique ID assigned by Perceptive Content.			
Field2	You can use Field1 through Field5 to define values through a selected data element in your application plan dictionary, a literal value that you enter, the name of the current user, the date and time, a number in a sequence, or a unique ID assigned by Perceptive Content.	Last Name	Jones	No
Field3	You can use Field1 through Field5 to define values through a selected data element in your application plan dictionary, a literal value that you enter, the name of the current user, the date and time, a number in a sequence, or a unique ID assigned by Perceptive Content.	First Name	John	No
Field4	You can use Field1 through Field5 to define values through a	Employment Status	Full Time	No

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Document Property	Description	Example Configuration	Example Value	Required
	selected data element in your application plan dictionary, a literal value that you enter, the name of the current user, the date and time, a number in a sequence, or a unique ID assigned by Perceptive Content.			
Field5	You can use Field1 through Field5 to define values through a selected data element in your application plan dictionary, a literal value that you enter, the name of the current user, the date and time, a number in a sequence, or a unique ID assigned by Perceptive Content.	Job Code	32156	No
Custom Properties	You can define custom property values for a specific document type. Custom properties let you define and store unlimited data beyond the standard definable document properties.	Job Title	Marketing Director	No
Notes	The Notes field	Notes	Samantha Smith	No

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Document Property	Description	Example Configuration	Example Value	Required
	enables a user to type and view additional text about a document.		at Acme Corporation called September 9 to verify employment dates.	

Assign folder properties

Folder properties

Folder properties include the folder name, ID, type, path, created and modified information, custom properties, workflow history, shortcut locations, and task history.

Folder

Folders apply only to documents in a folder hierarchy. The following properties appear for folders.

Detail properties

The following properties appear on the Details tab of the Folder Properties dialog box.

Type

The type assigned to the folder. Type categorizes a folder so that you can easily identify its purpose. For example, suppose the Human Resource clerk assigns the New Hire folder type each time she creates a folder for a new employee.

Name

The name assigned to the folder.

Folder ID

The ID number assigned to the folder.

Created

The date and time the file was created.

Created by

The user name of the user who created the folder.

Status

Displays an Active or Inactive value to specify the status of the folder.

Path

The path assigned to the folder. For a folder stored in a folder hierarchy, a path stores and retrieves the folder. The folder path includes the drawer and any other folders in the hierarchy.

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Modified

The date the folder was last modified.

Modified by

The user name of the user who last modified the folder.

Required documents

Displays a Yes or No value to specify whether specified document types were defined as required for the folder.

Your administrator can specify that some or all document types assigned to a folder type are required. You can view a list of the required document types for a folder. Additionally, workflow can be configured to identify when a folder contains all of the required document types.

Status changed by

Displays an Active or Inactive value to specify whether the user who changed the status of the folder is an active user.

Status time

The date and time the status of the folder changed.

Type description

A description of the folder type. This value is optional.

Custom properties

The following properties appear on the Custom Properties tab of the Folder Properties dialog box.

A list of any custom property fields defined for the folder type

The custom property values assigned to the folder. Custom properties provide defined information about a folder beyond the path and general properties.

Workflow

A list of all workflow processes in which the folder is currently participating appears on the Workflow tab of the Folder Properties window. Summarizes the name, queue, status, start time, and priority values for each workflow process in which the folder is currently participating.

Workflow Process Details

The following workflow process properties appear if the folder is currently in workflow.

Detail properties

The following properties appear on the Details tab of the Folder Properties dialog box.

Process

The name assigned to the workflow process.

Queue

The queue in the process where the folder is located.

Routed

The date and time the folder was routed to the queue.

Routed by

The user name of the user who routed the folder to the queue.

Status

Displays an Any, Idle, Working, On Hold, Pending, Finished, Completed, Waiting for Routing, Waiting for Siblings, Waiting for Inbound Action, or Error value to specify the status of the folder in the workflow process.

Priority

Displays a Normal, High Priority, or Low Priority value to specify the priority of the folder in the workflow process.

Added

The date and time the folder was added to the workflow process.

Added by

The user name of the user who added the folder to the workflow process.

Item ID

The ID number assigned to the folder when it was added to workflow.

Last Event Time

The date and time of the last event. A workflow event is an action that resets the Time in queue value.

Last Event User

The user name of the user who performed the last event.

On hold until

Displays a date or N/A value to specify the date a workflow processing hold ends.

When a user is in the middle of processing a folder in workflow but needs to stop, the user can place the folder on a workflow processing hold.

Split

Displays a Yes or No value to specify whether the folder is in more than one queue at the same time in the workflow process. For example, suppose a folder containing a job candidate's resume, references, and application is routed at the same time to the queue monitored by the job applicant's future manager and to the queue monitored by job candidate's future team lead.

The History tab of the Folder Properties window summarizes the status, reason, last event, queue name, and user name values for each queue in the workflow process.

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Workflow Archive

A folder is archived from a workflow process to remove it from workflow while maintaining it in the system and preserving its workflow history. The Workflow tab of the Folder Properties dialog box lists all workflow processes from which the folder was archived and summarizes the name, queue, status, and priority values for each workflow process from which the folder was archived. The date the workflow item was archived is also displayed.

Archived Workflow Process Details

A folder is archived from a workflow process to remove it from workflow while maintaining it in the system and preserving its workflow history. The following archived workflow process properties appear if the folder was archived from a workflow process.

Detail properties

The following properties appear on the Details tab of the Folder Properties dialog box.

Process

The name assigned to the workflow process from which the folder was archived.

Queue

The last queue where the folder resided before it was archived.

Archived

The name of the workflow agent that archived the folder from the workflow process.

Status

Displays an Any, Idle, Working, On Hold, Pending, Finished, Completed, Waiting for Routing, Waiting for Siblings, Waiting for Inbound Action, or Error value to specify the status of the folder in the workflow process.

Priority

Displays a Normal, High Priority, or Low Priority value to specify the priority of the folder when it was archived from the workflow process.

Archive time

The date and time the folder was archived from the workflow process.

Archive user

The user name of the user who archived the folder from the workflow process.

Item is split

Displays a Yes or No value to specify whether the folder is in more than one queue at the same time in the workflow process. For example, suppose a folder containing a job candidate's resume, references, and application is routed at the same time to the queue monitored by the job applicant's future manager and to the queue monitored by job candidate's future team lead.

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Workflow start time

The time the folder was originally added to the workflow process.

The History tab of the Folder Properties window summarizes the status, reason, last event, queue name, and user name values for each queue in the workflow process from which the folder was archived.

Shortcut Locations

A list of all shortcuts to the selected folder appears on the Shortcuts tab of the Folder Properties dialog box. The Details button allows you to view the details of a shortcut's location.

Folder-Level Shortcuts

The following folder-level shortcut properties for the folder appear.

Detail properties

The following properties appear on the Details tab of the Folder Properties dialog box.

Type

The type assigned to the folder. Type categorizes a folder so that you can easily identify its purpose. For example, suppose the Human Resource clerk assigns the New Hire folder type each time she creates a folder for a new employee.

Name

The name assigned to the folder.

Folder ID

The ID number assigned to the folder.

Created

The date and time the file was created.

Created by

The user name of the user who created the folder.

Status

Displays an Active or Inactive value to specify the status of the folder.

Path

The path assigned to the folder. For a folder stored in a folder hierarchy, a path stores and retrieves the folder. The folder path includes the drawer and any other folders in the hierarchy.

Additional

The Additional box displays the following properties: Modified, Modified by, Required documents, Status changed by, Status time, and Type description.

Custom properties

The following properties appear on the Custom Properties tab of the Folder Properties dialog box.

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A list of any custom property fields defined for the folder type

The custom property values assigned to the folder. Custom properties provide defined information about a folder beyond the path and general properties.

Tasks

When the Document Control Suite is installed and a task was assigned to the folder, a list of all tasks assigned to the folder appears on the Tasks tab of the Folder Properties dialog box. This tab summarizes the ID, template name, status, and type for each task assigned to the folder, as well as the dates the task was created and due, and the user name of the task assignee.

Task Details

When the Document Control Suite is installed and a task was assigned to the folder, the following properties appear.

Detail properties

The following properties appear on the Details tab of the Folder Properties dialog box.

Task ID

The ID number assigned to the task.

Template name

The name of the template used to create the task.

Task type

Displays the Approval, Document deficiency, Pointer, or Signature required value to specify the task type.

An Approval task indicates when a user must approve the disposition action set in a retention policy before the action can occur. This task type is available if Retention Policy Manager is installed and a retention policy is defined for the folder.

A Document deficiency task indicates when a document is missing or is incomplete. A Pointer task draws attention to a specific document or folder location for further action. A Signature required task indicates when a user needs to digitally sign a document.

Assigned

The date and time the task was assigned to the folder.

Assigned by

The user name of the user who assigned the task to the folder.

Assigned to

The user name of the user who needs to complete the task.

Start date

The date a user assigned the task.

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Due date

The date a user specified the task is due.

Status

Displays an Assigned, Returned, Complete Pending Review, Complete, Cancelled, or Invalid value to specify the status of the task.

Template ID

The ID number assigned to the template used to create the task.

Task location

Displays a Folder, Document, Page without a visual representation, or Page with a visual representation value to specify the location of the task.

Completion method

Displays an Automatic with valid signature, Complete pending review, or Manual value to specify how a user must complete the task.

Delete completed task

Displays a Yes or No value to specify whether to delete the task after its state changes to Complete.

Expedite request

Displays a Yes or No value to specify whether the task creator chose to expedite the task. If a task is marked as expedited, the task is presented to the assignee first when starting automatic task processing.

Created

The date and time a user created the task.

Created by

The user name of the user who created the task.

Modified

The date and time a user last modified the task.

Modified by

The user name of the user who last modified the task.

Completed

The date and time the task entered a Complete state.

Completed by

The user name of the user who completed the task.

Reviewed

The date and time a user reviewed the task.

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Reviewed by

The user name of the user who reviewed the task.

History properties

The following properties appear on the History tab of the Folder Properties pane, and summarize the event time, reason, user name, status values for each stage in the task process.

Show start or stop events

If the Show start or stop events check box is cleared, Perceptive Content does not display start and stop events. If the Show start or stop events check box is selected, Perceptive Content displays a summary of actions the assigned user performed on the folder. For example, the displayed results enable you to see that the assigned user viewed the task, even if the assigned user did not complete the task.

Assignable folder and shortcut properties

This topic describes the set of property values you can assign to a folder or shortcut.

Folder properties

Perceptive Content uses folder properties to store, secure, and retrieve a folder. Many folder properties exist and you assign a set of these properties to best fit your organization's business needs.

Path

A folder path indicates where a folder resides in your system. The path contains the values assigned to the Drawer and Name property fields. The path also contains each folder level in which the folder resides.

Required

Yes

Example configuration and value

The following structure applies to the folder path: <Drawer> \ <folder name> \ <subfolder name>

Human Resources \ Martha Jones \ Onboarding

Name

Name provides a unique identifier for the folder within the drawer or folder it resides.

Required

Yes

Example configuration and value

Martha Jones

Drawer

Drawer provides the highest level within the folder hierarchy and is often defined as a department or function, such as Accounts Payable, Human Resources, Registrar, or Financial Aid.

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Required

Yes

Example configuration and value

Human Resources

Type

Type categorizes a folder so that you can easily identify its purpose. You select a value for the Type field using a list of folder type values that your administrator defines.

Required

Yes

Example configuration and value

New Hire

Shortcut properties

Perceptive Content uses shortcut properties to store, secure, and retrieve a shortcut. Many shortcut properties exist and you assign a set of these properties to best fit your organization's business needs. A document shortcut inherits the Type, Field1 through Field5, custom property, and Notes values from its target document. A folder shortcut inherits the Type and custom property values from its target folder.

Path

A shortcut path indicates where a shortcut resides in your system. The path contains the values assigned to the Drawer field as well as each folder level in which the shortcut is stored.

Required

Yes

Folder example configuration and value

The following structure applies to the folder shortcut path: <Drawer> \ <folder name> \ <subfolder name>

Human Resources \ Martha Jones \ Onboarding

Document example configuration and value

The following structure applies to the document shortcut path: <Drawer> \ <folder name> \ <subfolder name>

Human Resources \ Martha Jones \ Onboarding

Name

Name provides a unique identifier for the shortcut within the folder it resides.

Required

Yes

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Folder example configuration and value

Martha Jones

Document example configuration and value

Application

Drawer

Drawer provides the highest level within the hierarchal structure.

Example configuration and value

Human Resources

Organize

What is a folder?

What is a folder?

Folders allow you to group documents and folders together according to a logic that you and the administrator define.

While documents continue to be grouped or categorized by document keys and properties, folders provide another way for you to group or filter on documents. Based on a folder type set up by a user with folder management privileges, you can create a new folder. When you locate the documents that you want to move to a folder, you can then move them to a folder of a certain folder type. You can also add documents to a folder at capture time.

One advantage of the folder design is that folder types can contain criteria and other metadata, such as assigned document types and other customized properties, which assist users in their review of folders and documents grouped by folder.

A folder hierarchy establishes the structure of your folders as well. The hierarchy establishes types of folders you can add to a folder. For example, an accounts payable clerk is given privileges to access the Accounts Payable folder. This folder contains a separate subfolder for each vendor from whom the clerk typically receives invoices.

> Suppose a Human Resources clerk hires a new employee. Because the new employee does not already have a folder in the Human Resources folder, the clerk creates a new folder for the employee using the New Hire folder type. The New Hire folder type provides a template of the folder types and document types that the employee's folder can contain. In this case, the folder type requires that the application document types be included in Acme Corporation’s folder.

You can search for a folder based on its properties. In Folder Viewer, you can perform various actions for folders and their contents. For example, in Folder Viewer, you can modify the general properties and custom properties, and work with documents as you normally would using the options provided in the Actions pane for documents that appear in all viewing modes. Folders are commonly used for healthcare patient charts, student folders, financial claim packages, and document management users who like to keep related items

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together in a folder-like context. Folders can contain folders, documents, shortcuts to documents in other folders, and shortcuts to folders in other folders. When you open a folder, the folder contents appear in a grid similar to ImageNowExplorer.

Folder security follows the model for using all features. Users can perform functions to which they are assigned through privileges. To work with folders, you will need one or more folder-specific privileges.

About moving folder content

In Perceptive Content you can move documents, shortcuts, and folders to new folder locations in the same drawer or in a different drawer.

When you move content from one drawer to another, the original drawer is called the "source" drawer and the new drawer is called the "target" drawer. To move a document, folder, or shortcut within your system, you must specify a new drawer or folder to store the document.

When you move a folder, you also move all subfolders, documents, and shortcuts within the folder's hierarchy. Depending on the amount of content in the folder, the move operation might take a few minutes to complete. You cannot move content in a folder hierarchy that another user is moving until the move operation is complete. When you move a shortcut, you do not affect the folder location of the document or folder referenced by the shortcut. To move a document under version control, you must check out the document. Additionally, the source document must not be under a hold.

Modify a folder's type

Modifications from this procedure do not affect any of the folder's subfolders. To modify a folder’s type in Folder Viewer, complete the following steps.

1. Open the folder.
2. In **Folder Viewer**, in the **Properties** pane, select the new folder type from the **Type** list.
3. Close the folder.

Use shortcuts

What is a shortcut?

You must store each document that you capture in a folder that acts as the electronic file storage point for the document. However, you can also create pointers, called shortcuts, to the document within other folders in your environment. Shortcuts allow you to reference a document in multiple folders but maintain the integrity of the original document in a single location.

For documents that were previously referenced in projects in earlier versions of Perceptive ContentPerceptive Content, a shortcut appears in each folder that corresponds to the project name. Shortcuts only exist in a folder context.

You can perform actions using a shortcut to modify the target document or folder as long as you have the security privileges to do so. For example, if you have the Open privilege granted for the document type but have the Edit Keys privilege denied for the drawer, you can use the shortcut to open the document but you cannot change the document's property values. If you do not have the necessary privileges to view the target document or folder in search results, the shortcuts do not appear in folder content search results. Deleting, moving, or renaming a shortcut does not affect the target document or folder.

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Updating certain properties assigned to the shortcut does affect the target document or folder. A document shortcut shares Field1, Field2, Field3, Field4, Field5, Type, and any assigned custom properties with the target document. A folder shortcut shares Type and any assigned custom properties with the target folder. For example, if you change the Type value assigned to a shortcut, the system updates the Type value assigned to the document as well as to any other shortcuts to the document. In addition to having the required security privileges to modify document properties, any changes you make to the Drawer and Type properties for the shortcut, target document, or target folder must follow the folder hierarchy restrictions that your administrator defines.

You can also view the locations of any shortcuts that you have security privileges to view from the viewer menu, the explorer menu, or by right-clicking the item in the explorer. If there are multiple shortcuts to the document or folder you select, a list of shortcut locations appears and you can filter that list to refine it. You can also open a folder to view shortcuts. If there are no available shortcuts, or the available shortcuts reside in a location you do not have security privileges to view, the list is empty. If there is only one shortcut to the content, the folder opens automatically.

For example, after a doctor visit, a patient's doctor requires that the patient visit to a specialist within the same hospital system. The patient's pathology report was captured in his chart folder at his primary doctor's office, but the specialist also needs the report in the patient's chart at his office. Rather than faxing a copy of the document, which creates separate instances of the report, the specialist creates a shortcut to the original pathology report in the patient's chart folder, which opens the document captured in the chart folder associated with the patient's primary doctor. After he creates the shortcut, the specialist can annotate the document and make notes as he normally would, and his changes are immediately visible to the patient's primary doctor. Similarly, Jonas is an admissions counselor at Perceptive Software University and is responsible for recruiting at four local high schools. His system stores individual student folders in a folder hierarchy for records management that makes quick navigation difficult. Jonas creates a new folder for each school in his recruitment area and then creates shortcuts to the original student folders for quick access each time he logs in.

Shortcut actions

The following table indicates whether an action you perform for a shortcut in Folder Viewer affects the target document or target folder.

Document shortcuts

Action	Affects Shortcut	Affects Target Document
Open	No	Yes
Copy	No	Yes
Edit Keys	No	Yes
Edit Notes	No	Yes
Rename	Yes	No
Delete	Yes	No

Action	Affects Shortcut	Affects Target Document
Add to Version Control	No	Yes
Email	No	Yes
Send to Perceptive Content User	No	Yes
Add to Workflow	No	Yes
Apply Document Hold	No	Yes
Merge	Yes	Yes
Properties	No	Yes
Launch Associated Application	No	Yes
Export	No	Yes
Fax	No	Yes
Print	No	Yes
Move	Yes	No
View folder	Yes	No

Folder shortcuts

Action	Affects Shortcut	Affects Target Folder
Open	No	Yes
Rename	Yes	No
Delete	Yes	No
Add to Workflow	No	Yes
Properties	No	Yes
Move	Yes	No
View Source Folder	No	Yes

Create custom shortcut keys

Shortcut key functions vary depending on which search results grid or Perceptive Content component you are using. To create custom shortcut keys, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Perceptive ContentSettings > Customize**.
2. In the **Customize** dialog box, on the **Keyboard** tab, perform the following steps:
    1. In the **Category** list, select a category.
    2. In the **Commands** list, select the command you want to create a shortcut for.
    3. Click your mouse in the **Press new shortcut key** box.
    4. On your keyboard, press the shortcut key you want to use for the selected command.
    5. The shortcut key appears in the **Press new shortcut key** box.
    6. Click **Assign**.
3. Repeat the customization substeps to assign shortcut keys for any remaining commands.
4. Click **Close**.

Create a document shortcut

The following steps explain how to create a shortcut to a document in a different folder than the original document.

1. Open the document.
2. In the viewer, in the **Actions** pane, click **Create a shortcut to this document**.
3. In the **Select Location** dialog box, in the **Container name** section, enter the name of the container.
4. In the **Filter by** list, select a filter and click **Search**.
5. In the **Select the location** section, select the destination folder for the shortcut and click **OK**.
6. Optional. Change the name of the shortcut as necessary.

    By default, new shortcuts appear with the name `Shortcut to <document name>`.

Create a folder shortcut

To create a folder shortcut, perform the following steps.

1. Open the document.
2. In the viewer, in the **Actions** pane, click **Create a shortcut to this folder**.
3. In the **Select Location** dialog box, in the **Container name** section, enter the name of the container.
4. In the **Filter by** list, select a filter and click **Search**.
5. In the **Select the location** section, select the destination folder for the shortcut and click **OK**.
6. Optional. Change the name of the shortcut as necessary.

    By default, new shortcuts appear with the name `Shortcut to <document name>`.

Create shortcuts by dragging

When you drag an item or container from a search results list into a container, Perceptive Content creates a shortcut to the item or container you selected. To create a shortcut by dragging an item or container, complete the following steps.

1. Open the container to which you want to add the shortcuts.
2. In **ImageNowExplorer**, select the item or container to which you want to create a shortcut.
3. Drag your selection into **Folder Viewer**.

View document shortcut locations

To view and open folder locations where a document has shortcuts, complete the following steps.

1. Open the document.
2. Click **Folders > View Shortcut Locations**.

   If there is only one shortcut location to the document, the folder containing the shortcut automatically opens. If multiple shortcut locations exist, the **View Shortcut Location** dialog box appears, showing paths to all shortcut locations to that document.
3. Optional. If there are multiple shortcut locations, you can refine the results in the **View Shortcut Location** dialog box using one or more of the following options.
   - To filter the list to a particular drawer, in **Drawer**, select a drawer name.
   - To filter the list to locations with a specific folder type, in **Folder type**, select a folder type.
   - To open the folder location for a shortcut when multiple shortcut locations are listed, in **Path**, select the path to the shortcut location and click **View Location**.

View folder shortcut locations

To view and open folder locations where a folder has shortcuts, complete the following steps.

1. Open the folder.
2. In **Folder Viewer**, click **Folders > View Shortcut Locations**.

   If there is only one shortcut location to the folder, the folder containing the shortcut automatically opens. If multiple shortcut locations exist, the **View Shortcut Location** dialog box appears, showing paths to all shortcut locations to that folder.
3. Optional. If there are multiple shortcut locations, you can refine the results in the **View Shortcut Location** dialog box using one or more of the following options:
   1. To filter the list to a particular drawer, in **Drawer**, select a drawer name.
   2. To filter the list to locations with a specific folder type, in **Folder type**, select a folder type.
   3. To open the folder location for a shortcut when multiple shortcut locations are listed, in **Path**, select the path to the shortcut location and click **View Location**.

Search for shortcuts in a container

To search for shortcuts in a container, complete the following steps.

1. Open the folder.
2. In the viewer, click **View > Search**.
3. In the **Search** pane, click **Add**.
4. In the **Add Condition** dialog box, in the **Constrain by list**, select **Content property**.

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5. In the **Type** list, select **Normal**.
6. In the **Field** list, select **Content type**.
7. In the **Operator** list, select **is equal to**.
8. In the **Value** list, select the type of shortcut you want to search for.
9. Click **OK**.
10. Click **Go**.

Open a shortcut

To open an item from a shortcut, complete the following steps.

1. Open the folder where the shortcut is filed.
2. In **Folder Viewer**, select the shortcut and, in the **Explorer** toolbar, click the **Open**button.

Rename a shortcut

Renaming the shortcut does not affect the target item or container. To change the name of a shortcut, complete the following steps.

1. In **Perceptive Content Folder Viewer**, right-click the shortcut and select **Rename**.
2. In the **Rename** dialog box, type a new name for the shortcut and click **OK**.

Move a shortcut to a folder

This procedure does not affect the target item associated with the shortcut. To move a shortcut into a folder in the same drawer or in a new drawer, complete the following steps.

1. Open the folder that stores the shortcuts.
2. In **Folder Viewer**, select the shortcuts you want to move.
3. In the **Explorer** toolbar, click the **Move**button.
4. In the **Set Location** dialog box, complete the following substeps.
    1. Optional. In the **Drawer** list, select the drawer associated with the folder.
    2. In the **Folder name** box, type the beginning or the entire target folder name.
    3. In the **Select** path list, select the path that points to the folder where you want to store the shortcut.

       Multiple paths might display because your system can contain multiple folders with the same name. Each folder has a unique path, and the path indicates where the folder resides in your system.
5. Click **OK**.

Assignable folder and shortcut properties

This topic describes the set of property values you can assign to a folder or shortcut.

Folder properties

Perceptive Content uses folder properties to store, secure, and retrieve a folder. Many folder properties exist and you assign a set of these properties to best fit your organization's business needs.

Path

A folder path indicates where a folder resides in your system. The path contains the values assigned to the Drawer and Name property fields. The path also contains each folder level in which the folder resides.

Required

Yes

Example configuration and value

The following structure applies to the folder path: <Drawer> \ <folder name> \ <subfolder name>

Human Resources \ Martha Jones \ Onboarding

Name

Name provides a unique identifier for the folder within the drawer or folder it resides.

Required

Yes

Example configuration and value

Martha Jones

Drawer

Drawer provides the highest level within the folder hierarchy and is often defined as a department or function, such as Accounts Payable, Human Resources, Registrar, or Financial Aid.

Required

Yes

Example configuration and value

Human Resources

Type

Type categorizes a folder so that you can easily identify its purpose. You select a value for the Type field using a list of folder type values that your administrator defines.

Required

Yes

Example configuration and value

New Hire

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Shortcut properties

Perceptive Content uses shortcut properties to store, secure, and retrieve a shortcut. Many shortcut properties exist and you assign a set of these properties to best fit your organization's business needs. A document shortcut inherits the Type, Field1 through Field5, custom property, and Notes values from its target document. A folder shortcut inherits the Type and custom property values from its target folder.

Path

A shortcut path indicates where a shortcut resides in your system. The path contains the values assigned to the Drawer field as well as each folder level in which the shortcut is stored.

Required

Yes

Folder example configuration and value

The following structure applies to the folder shortcut path: <Drawer> \ <folder name> \ <subfolder name>

Human Resources \ Martha Jones \ Onboarding

Document example configuration and value

The following structure applies to the document shortcut path: <Drawer> \ <folder name> \ <subfolder name>

Human Resources \ Martha Jones \ Onboarding

Name

Name provides a unique identifier for the shortcut within the folder it resides.

Required

Yes

Folder example configuration and value

Martha Jones

Document example configuration and value

Application

Drawer

Drawer provides the highest level within the hierarchal structure.

Example configuration and value

Human Resources

Delete a shortcut

To delete a shortcut to an item, complete the following steps.

1. Open the container that stores the shortcut.

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2. In **Folder Viewer**, select the shortcut you want to delete and, in the **Actions** pane, click **Delete this shortcut**.
3. In the **Delete** dialog box, click **Yes** to confirm the deletion.

Add physical file references

Create a physical file reference

The physical file reference allows you to track the physical location, such as the building, shelf, or box location, of an item. Use this procedure to reference a file that is not stored in Perceptive Content, or to store the physical file reference data separate from the item that you want to reference. To create a physical file reference, complete the following steps.

The method you use to assign the location and property values to the new physical file reference depends on how your administrator defined your system.

1. In the explorer, click **New > New Physical File Reference**.
2. Perform one of the following actions to assign properties to the new physical file reference:
   - Assign properties to a document using an application plan.
   - Manually assign properties to a document.
3. Under **Document Options**, select any of the following options:
   - **Add new item to version control**. Places the new physical file reference under version control.
   - **Send to workflow queue**. Enables you to select a queue to route the physical file reference for further review or processing.
4. Under **Physical Properties**, in the **Physical file template** list, select the name of the template on which you want to base the physical file reference.
5. In the **Physical properties** box, select or type a value for each property that describes the physical location of the item.
6. Click **OK**.

Result After you create the physical file reference on for an item, the physical file reference indicator appears in status bar in the explorer and in the Has Physical File Reference column in the search results grid.

Next You can add pages to the physical file reference.

Add a physical file reference to an item

The physical file reference allows you to track the physical location, such as the building, shelf, or box location, of an item. To add a physical file reference, complete the following steps.

1. Open the item in a viewer.
2. In the **Actions** pane, click **Create physical file reference**.
3. In the **Create physical file reference** dialog box, perform the following substeps:
   1. In the **Select a physical file template** list, select the name of the template on which you want to base the new physical file reference.
   2. In the **Physical properties** box, select or type a value for each property that describes the physical location of the document or record.
   3. Click **OK**.

Result After you create the physical file reference, the physical file reference indicator appears in the status bar in the viewer and the Has Physical File Reference column in the search results grid.

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Override an inherited physical file reference

An inherited physical file reference occurs when a parent record folder contains a physical file reference and a child record or record folder does not have a directly inherited physical file reference. You can override the inherited physical file reference to directly apply a physical file reference. To override an inherited physical file reference on a record folder, complete the following steps.

1. In **Perceptive Content**, select **Records** or **Record Folders**.
2. In the **ImageNowExplorer** grid, double-click a record or record folder.
3. In the viewer, in the **Actions** pane, click **View inherited physical file reference**.
4. In the **Inherited Physical File Reference** dialog box, select the **Override inherited** check box.
5. In the **Select a physical file template** section, select a physical file template from the list.
6. Optional. In the **Physical properties** section, click a physical property and select a setting from the list.
7. Click **OK**.

View an inherited physical file reference

An inherited physical file reference can be found on a record or record folder through inheritance from an ancestor record folder. To view an inherited physical file reference on a record or record folder in Record Viewer or Record Container Viewer, complete the following steps.

1. In **Perceptive Content**, select **Records** or **Record Folders**.
2. In the **ImageNowExplorer** grid, double-click a record or record folder.
3. In a viewer, in the **Actions** pane, click **View inherited physical file reference**.

Process

Use workflow

Add an item to workflow

To add a document, folder, or shortcut to a queue in a workflow process, complete the following steps.

You can add to workflow using the document, folder, or a shortcut to the document or folder.

1. Open the document or folder you want to add to workflow.
2. In the **Actions** pane, click **Add this folder to workflow** or **Add this document to workflow**.
3. In the **Add to Workflow** dialog box, select a process, select a queue, select a priority, and then click **Add**.

Process an item in workflow

To process an item in a workflow, complete the following steps.

1. Verify that the document is in the workflow.
2. On the **Perceptive Content** toolbar, click **Documents**, and then search for the document you want to process.
3. In **ImageNowExplorer**, in **Documents** view, right-click the document and click **Open in Workflow**.
4. In the viewer, complete one or more of the following actions.

- View the document
- Add any annotations
- Rotate and/or resize the document
- Apply any other options you want available in the Viewer

5. Click **File > Close Viewer** to return to **ImageNowExplorer**.

Route an item in workflow

To route an item from one workflow queue to another, complete the following steps.

Note Message Center, Icon, and Audible alarms are not activated for owners, managers, or users with the Department Privileges > Manage > Workflow Processes privilege.

1. Open the workflow item.
2. In viewer, on the **Workflow** toolbar, complete one of the following actions:
   - To send the document to the next queue in the workflow process flow, click the **Route Forward** button and, in the **Route Forward** dialog box, select the route you want. When only a single route is defined for the queue, the **Route Forward** dialog box does not appear and the item is automatically routed.
   - To send the document back to any queue from which it came previously, click the **Route Up** button.
   - To send the document back to the previous queue, click the **Route Back** button.
   - To select a queue in the workflow process to which to send the document, click the **Route Anywhere** button.
   - To send the document to multiple queues in parallel, click **Route Forward** and, in the **Route Forward** dialog box, under **Automatic**, select a parallel route.
   - To send the document to another sub queue within a super queue, click **Route Forward** and, in the **Route Forward** dialog box, under **Peer Routes**, select the sub queue.

Change document keys in workflow

If application plan linking is enabled for the queue, you can change the properties of a document in the workflow queue. To change a document property value, complete the following steps.

1. Open the document in workflow.
2. In **ImageNowViewer**, in the **Properties** pane, under **Document Keys**, change the document keys as needed.
3. Close the document and in the confirmation box, click **Yes**.

Set the status of an item in workflow

To set the workflow status of a document or folder in workflow, complete the following steps.

1. In **ImageNowExplorer**, in the **Views** pane under **Workflow**, select the workflow queue.
2. In the workflow grid, right-click the item and select one of the following options.
   - **Workflow** > **Mark Item as Idle**.
   - **Workflow** > **Mark Item as On Hold**.
   - **Workflow** > **Mark Item as Pending**.

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3. If placing the item on hold, in the **Hold Item** dialog box, enter any comments associated with putting the item on hold, and then click **OK**.

View workflow history

To view the workflow history of a document or folder, complete the following steps.

1. Open the workflow item.
2. In **ImageNowViewer**, click **View > Actions**.
3. In the **Actions** pane, under **Workflow**, click **View workflow history**.
4. In the **Document Properties** or **Folder Properties** dialog box, view the workflow item history, and then click **OK**.

View next item in workflow

When you are viewing a workflow item in ImageNowViewer, you can view the next item in the queue based on the sort order in the workflow view. To view the next workflow item, complete the following steps.

1. In the **Actions** pane, under **Workflow**, click **View next item**.
2. In the dialog box that appears, click **Put on Hold** or **Return to Queue** to view the next item in the queue.

   If you choose to put the item on hold, complete the **On Hold** dialog box to proceed.

Open a workflow item

To view or open a document or folder in its workflow queue, complete the following steps.

1. In **ImageNowExplorer**, in the **Views** pane under **Workflow**, select a workflow queue.
2. From the search results grid, double-click an item to open it in a viewer.

View item start date and time

To view the date and time a workflow item entered a queue in ImageNowViewer, complete the following steps.

1. In **ImageNowExplorer**, in the **Views** pane under **Workflow**, select the workflow queue you want.
2. Click **View > Columns**.
3. In the **Columns** dialog box, in the **Column Name** list, select the **Routed** check box.
4. Click **OK**.
5. In the search results grid, in the **Routed** column, verify that the date and time displays. If the time does not display, complete the following substeps:
   1. On the **Perceptive Content** toolbar, click **Settings > Options**.
   2. In the **Options** dialog box, in the left pane, click **General**.
   3. In the right pane, under **Date and Time**, select the **Display Time** check box.
   4. Click **OK**.
6. Verify that the queue start time now displays.

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View recently routed items

To view a list of workflow items recently routed to another queue, complete the following steps.

1. Open a workflow item.
2. In **ImageNowViewer**, click **View > Actions**.
3. In the **Actions** pane, under **Workflow**, click **View recently routed items**.

Mark an item as pending

To mark a workflow item as pending, complete the following steps.

1. In **ImageNowExplorer**, in the **Views** pane, expand the **Workflow** tree and select the workflow queue you want.
2. In the workflow grid, right-click the document and select **Workflow > Mark Item as Pending**.

Mark an item as idle

To mark a workflow item with a status of idle, complete the following steps.

Prerequisite This procedure requires the queue lead role.

1. In **ImageNowExplorer**, in the **Views** pane, expand the **Workflow** tree and select the workflow queue you want.
2. In the workflow grid, right-click the document and select **Workflow > Mark Item as Idle**.

Mark item priority

By default, all items are marked with a normal priority. To change the priority of a workflow item, complete the following steps.

1. In **ImageNowExplorer**, in the **Views** pane, expand the **Workflow** tree and select the workflow queue you want.
2. In the workflow grid, right-click the item and point to **Workflow**.
3. To change the priority from normal, complete one of the following actions.
   - To set to a high priority, click **Mark Item as High Priority**.
   - To set to a low priority, click **Mark Item as Low Priority**.

Recall an item in workflow

You can recall an item in workflow to make changes to the item or to reprocess an item. To recall an item in workflow, complete the following steps.

1. In **ImageNowExplorer**, under **Workflow**, select the workflow queue.
2. In the workflow grid, right-click a document and click **Workflow > Recall workflow item**.

Merge with viewed item

To merge an item with an item open in workflow, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Workflow**.
2. In **ImageNowExplorer**, in the left pane under **Workflow**, select the workflow queue you want.
3. Open the workflow item with which you want to merge.

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4. In **ImageNowExplorer**, in the workflow queue search results grid, right-click the item you want to merge and select **Workflow > Merge with Viewed Item**.
5. In the **Merge with Viewed Item** confirmation box, to merge the selected item with the open item, click **Yes**.

Place a workflow item on hold

If you are processing a document but need to stop, you can place a workflow item on hold and finish processing the document at a later time. To place a workflow item on hold, complete the following steps.

1. Close the workflow item.
2. At the prompt, click **Put on Hold**.
3. In the **On Hold** dialog box, enter the date, reason for the hold, and comments.
4. Click **OK**.

Archive an item in workflow

When you archive a workflow item, you remove it from the active workflow process but retain the item's workflow history. To archive an item, complete the following steps.

1. Open the workflow item.
2. In **ImageNowViewer**, click **View > Actions**.
3. In the **Actions** pane, under **Workflow**, click **Archive this item**.
4. In the confirmation box, click **Yes**.

Delete an item from workflow

To delete an item from workflow, complete the following steps.

This action permanently deletes the workflow item and the document or folder associated with it.

1. In **ImageNowExplorer**, in the **Views** pane under **Workflow**, select the process or queue.
2. In the search results grid, right-click the item you want to delete and click **Delete**.

Remove an item from workflow

When you remove an item from workflow, you do not permanently delete the document or folder associated with the item. To remove an item from workflow, complete the following steps.

1. Open the workflow item.
2. In the **Actions** pane, under **Workflow**, click **Remove this item from workflow**.
3. In the **Remove from Workflow** confirmation box, click **Yes**.

Customize workflow

Add a custom property column

To add columns to display custom property values for content, complete the following steps.

1. Access the view using one of the following methods:

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Situation	Steps
Add a custom property column for a workflow queue view	1. Open the workflow process in **Workflow Designer**. 2. In **Workflow Designer**, open the desired queue. 3. In the **Queue Properties** dialog box, click **Appearance**. 4. In the right pane, click **Preview**.
Add a custom property column for a view	1. Open the view in **View Designer**. 2. In **View Designer**, click **View > Preview**.
Add a custom property column for a folder content view	1. In **Management Console**, in the left pane, click **Folder Types**. 2. In the right pane, on the **Folder Types** tab, select the folder type and click **Modify**. 3. In the **Folder Type** dialog box, on the **Appearance** tab, click **Preview**.

2. In the **View Preview** window, click the **Columns** button.
3. In the **Columns** dialog box, click **Add**.
4. In the **Custom Property** dialog box, select the **Filter by** list and do one of the following actions:
   - To display a custom property based on item type, select **Document Types**.
   - To display a custom property based on folder type, select **Folder Types**.
   - To display all custom properties, select **All Custom Properties**.
5. In the **Type** list, select a custom property.

   The **Type** list options change based on the **Filter by** option selected.
6. Select a custom property and click **Add**.
7. Click **OK**.

Change how items are fetched

To change the way workflow items appear during workflow processing, complete the following steps.

1. Open the **ImageNow Options** dialog box.
2. On the **Perceptive Content** toolbar, click **Settings > Options**.
3. In the **ImageNow Options** or **Explorer Options** dialog box, in the left pane, click **Workflow**.
4. In the right pane, under **Workflow Processing**, perform one or more of the following actions.

Situation	Steps
Designate the next item workflow retrieves	• In the **Next action** list, select **Oldest item in Queue**, **Next item in Workflow Grid**,

Situation	Steps
	or **Next item from top of Workflow Grid**.
Retrieve the next item automatically	• Select the **Automatically fetch new item upon completion of existing item** check box.
Retrieve pending items automatically	• Select the **Allow pending items to be auto fetched for processing** check box.
When selecting a new item	• In the **When selecting a new item** list, select **Put active item on hold**, **Return active item to existing Queue**, or **Prompt user for choice**. **Note:** If your Workflow configuration allows for multiple viewers, the above options only apply when selecting **Next Item** in a viewer. If you select an item from the grid, a new viewer opens, and the status of the item in the already opened viewer does not change.

When you want to retrieve items in a process view, set the **Next action** list to **Next item in Workflow Grid** or **Next item from top of Workflow Grid**. If you set the **Next action** list to **Oldest item in Queue** for a process view, the view determines the starting point for processing. With this option, the next item to display is from the same queue as the previous item, therefore, the item that displays might not be the next item in the process grid.

5. Click **OK**.

Change item color when it revisits a queue

To change the color of an item that has been in a queue more than once, complete the following steps.

1. Open the **ImageNow Options** dialog box.
2. On the **Perceptive Content** toolbar, click **Settings > Options**.
3. In the **ImageNow Options** or **Explorer Options** dialog box, in the left pane, click **Workflow**.
4. In the **General** tab, under **Workflow Grid**, select the color you want from the **Alternate text** list.

Change how a workflow alerts you

provides alerts in workflow that notify you when an item is left in a workflow queue longer than a specified time. To change how workflow alerts you, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Settings > Options**.
2. In the **ImageNow Options** dialog box, in the left pane, click **Workflow**.

3. In the right pane, under **Alerts**, in the **Alert user when item is older than** boxes, select the number and the time unit (days, weeks, hours, or minutes).
4. Click **OK**.

Change how workflow closes

To change the way workflow closes after a user processes items, complete the following steps.

1. Open the **ImageNow Options** dialog box.
2. On the **Perceptive Content** toolbar, click **Settings > Options**.
3. In the **ImageNow Options** dialog box, click **Workflow**.
4. Under **Workflow Closing**, in the **On workflow session cancel or close** list, choose one of the following options.

Situation	Steps
Place the current item on hold	• Select **Put active item on hold**.
Return the item to the queue	• Select **Return active item to existing Queue**.
Display a dialog box that prompts you to put the item on hold or return it to the queue	• Select **Prompt user for choice**.
Change the way document keys are saved as you exit	• In the **Save changes to document keys** list, choose **Yes**, **No**, or **Prompt**.

5. Click **OK**.

Monitor workflow with Message Center

What is the Message Center?

The Message Center provides interactive workflow status monitoring across all queues you can process.

Show the Message Center

Message Center provides animated alarm notification and displays a workflow queue status list below the Perceptive Content toolbar. To show or hide Message Center, complete the following procedure.

- On the **Perceptive Content** toolbar, click **Settings > Show Message Center**.

Show the queue status list

To set up the queue status list to appear whenever you display the Message Center, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Settings > Options**
2. In the **Perceptive ContentOptions** dialog box, in the left pane, click **Toolbar**.

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3. In the right pane, on the**Message Center** tab, under **General**, in the **Default mode** list, click **Expanded**.
4. Click **OK**.

Resize the queue status list

To resize the Message Center queue status list, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Settings > Options**.
2. In the **Perceptive Content Options** dialog box, in the left pane, click **Toolbar**.
3. On the **Message Center** tab, under **General**, in the **Window size** list, select **Small**, **Medium**, or **Large**.
4. Click **OK**.

Select queues for status list

To determine the contents of the Message Center queue status list that appears in the lower pane of the Message Center, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Settings > Options**.
2. In the **Perceptive ContentOptions** dialog box, click **Toolbar > Message Center**.
3. To designate which workflow queues display in the **Message Center** window, select the queues under **Workflow Queue Status**.
4. Click **OK**.

Change Message Center window animation

You can change the animation settings for the Message Center window. To change window animation, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Settings > Options**.
2. In the **Perceptive Content Options** dialog box, in the left pane, click **Toolbar**.
3. In the right pane, on the **Message Center** tab, under **General**, in the **Animation style** list, select one of the following options.
   - **Scroll**. Shows the **Message Center** window moving downward as it opens.
   - **None**. Disables scrolling.
4. Click **OK**.

Modify the Message Center marquee

To modify the font color and scroll rate of the horizontal marquee below the Perceptive Content toolbar, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Settings > Options**.
2. In the**Perceptive Content Options** dialog box, in the left pane, click **Toolbar**.
3. In the right pane, on the **Message Center** tab, under **Marquee**, you can modify the horizontal strip below the toolbar using the following options.
   - In the **Font color** list, select the color you want.
   - In the **Scroll rate** box, type a number from `1` (fastest) to `35` (slowest) to change the speed of the messages as they move across the marquee.
4. Click **OK**.

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Use tasks

What is a task?

A task is work that you assign to one or more users for documents and folders.

There are three task types: document deficiency, pointer, and signature required. You choose the task that best matches the work that task assignees must complete. The task types are defined below.

- Document deficiency, which you create to indicate when a document is missing or is incomplete.
- Pointer, which you use to draw attention to a specific document or folder location for further action.
- Signature required, which you assign when a user needs to digitally sign a document. You must have the Document Management Suite license installed on your Perceptive Content system for this task type to be available.

The primary task roles are creator, assignee, and reviewer. A task creator creates and assigns tasks to task assignees. These assignees, in turn, sign, complete, or return tasks. You can assign tasks to multiple users or to a single group. After a task assignee completes a task, a task reviewer may be required to review the task. A review is required when the completion method is set to "Complete pending review" in the task template.

About using tasks with a versioned document

You can create and work with tasks that apply to documents in version control. However, version control does affect the task process.

A task always applies to the most current version of a document. When a task assignee opens a task to process it, the most current version of the document appears. Additionally, when you create and work with tasks for documents in version control, the following statements apply.

- If an incomplete task was created on a version of the document that is not the most current, the following message appears in the Tasks pane: "Task created on another version of this document." If needed, a user can view an earlier version of the document, but the task applies to and can only be completed for the current version.
- To view what the document looked like when the task was completed, select Open completed version in the Tasks pane.
- If you check out a document that has incomplete tasks and you are not the creator, assignee or reviewer for any of them, the following message is displayed: "Other users have incomplete tasks associated with the selected documents." You can continue to check out the document or you can cancel the check out action. Regardless of the action taken, the tasks remain incomplete.
- When a task assignee signs a document, the assignee's digital signature applies only to the current document version and not subsequent versions. When you check out a document that has been digitally signed, the following message appears: "The current version of this document is digitally signed. The signatures will not apply to any subsequent versions." You can continue to check out the document, or you can cancel the check out action.

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Create Tasks

What is a task series level?

Task series levels enable you to specify an order to complete a series of sequential tasks.

Each level in a series represents a single task. In a series, you can assign up to 10 levels. When task assignees complete the Level 1 task, Perceptive Content creates the Level 2 task. When task assignees complete the Level 2 task, Perceptive Content creates the Level 3 task, and so on. You can assign multiple users to each level and you can assign the same users to multiple levels. Only the users and groups assigned to the task template are available for assignment.

You can set levels in a task series as a hierarchy where an assignee at a higher level becomes an optional assignee for all prior levels and can complete the task at any time.

> Suppose, for example, that you work in an accounts payable (AP) department that requires two levels of signatures for invoices over a certain amount before the invoice is paid. To address this requirement, you can create a signature required task with two levels. You assign the AP team lead to the first level and AP manager to the second level. Once the team lead completes the signing task for an invoice, a new signing task for that invoice appears for the AP manager.

What is a task series hierarchy?

A task series allows you to accelerate task completion using a hierarchy.

Each level you create establishes the hierarchy for that series. The task series hierarchy starts with Level 1 and must contain at least two levels. The users you assign to a level are mandatory assignees. As you create additional levels, the users on these higher levels become optional task assignees for all prior levels. Any mandatory or optional assignee can complete a task.

When a mandatory user completes a task, the next task in the series appears. If an optional task assignee completes a task, that assignee's level in the hierarchy determines whether the next task in the series appears or if the series is complete. For example, when the top level assignee completes a task as an optional assignee, the task series is complete and no additional tasks appear. In addition, when an optional task assignee completes a task, the mandatory task for that user is also complete. When you create a task series hierarchy, you can assign levels to users only and each level must contain unique users.

Create a signing task

To create and assign a signature required task for a document, complete the following steps.

1. Open the document for which you want to create a signing task.
2. In **ImageNowViewer**, click **View > Tasks**.
3. On the **Tasks** toolbar, right-click the **New signing task** button and select the signing task template you want.
4. In the **New Task** dialog box, on the **Assignments** tab, assign the signing task to one or more users or to a group.
5. On the **Assignment** tab, under **Location**, select one of the following locations to place the task:
   - **Document**. Creates a task for a document. This is the only available option for non-raster images, such as a Word documents.
   - **Page with a visual representation**. Creates a task, along with a visual representation, for a page in a document.

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6. In the **Start date** box, set the start date for the task.
7. In the **Due date** box, set the due date.
8. On the **Options** tab, set the task options.
9. Click **OK**.
10. Optional. In the confirmation dialog box, click **OK** and drag the visual representation to the location you want on the document. The dialog box appears when you select **Page with a visual representation** under **Location**.

Create a document deficiency task

To create and assign a new document deficiency task for a document or folder, complete the following steps.

1. Open the document or folder.
2. In **ImageNowViewer**, click **View > Toolbars > Tasks**.
3. On the **Tasks** toolbar, right-click the **New document deficiency task** button and select the document deficiency task template you want.
4. In the **New Task** dialog box, on the **Assignment** tab, click **Add Users** or **Add Group**.
5. In the **Select Users and Groups** dialog box, complete the following substeps.
    1. To add a user, on the **Users** tab, search for and select a user and click **Add**.
    2. To add a group, on the **Groups** tab, search for and select a group and click **Add**.
    3. Add as many users or groups as necessary.
    4. Click **OK**.
6. To conduct additional task assignment procedures, on the **Assignment tab**, perform the following substeps.
    1. Optional. To assign additional task levels, click the **Add Level** tab or the **PLUS SIGN** (+) and then select and add users or a group.

        Note: To add an additional level, clear the individual task check box, if it is selected. When you add an additional level, a single task is created for all task assignees on that level.

    2. To create a task that is created and assigned to each user or group member, select the **Create an individual task for each user or group member** check box. When you do not select this option, a single task is created and assigned to all users.

        Note: When you create a task for the All Users group, this option is ignored and only a single task is created.

    3. Optional. To create a user task series based on hierarchy, select the **Set series as a hierarchy** check box and click **Add Users**.
    4. Repeat the previous substeps to create additional levels. A task series hierarchy must contain at least two levels. You can create a maximum of ten levels.

    Note: When you set the task series to a hierarchy, a single task is created for all task assignees on that level.

    As you add levels, the tab name displays as Level <x>, where <x> is a placeholder for the level number. If only a single user is on the task template Assignment List, that user displays on the Level 1 tab by default.
7. In the **Details** section of the **New Task** dialog box, under **Location**, select one of the following

locations:

- **Folder**- Create a task for a folder.
- **Document** - Create a task for a document.
- **Page without a visual representation** - Create a task for a page in a document with no visual representation.
- **Page with a visual representation** - Create a task, along with a visual representation, for a page in a document.

1. In the **Start date** box, set the start date for the task.
2. In the **Due date** box, set the due date.

8. On the **Options** tab, perform the following substeps:
   1. Optional. Under **General**, select the **Expedite this task** check box to present the task to the assignee first when starting automatic task processing.
   2. In the **Instructions** box, type the instructions you want task assignees to see.
   3. In the **Comments** box, type your comments.

      Comments appear in the History box of a task and are not modifiable.
   4. Optional. Under **Workflow**, in the **Send to queue** list, select the queue you want to send documents or folders to after tasks are assigned to the associated documents or folders.

      The queues available in the **Sent to queue** list are those queues for which you have the Add privilege.
   5. Optional. Select the **Send folder instead of document** check box to send folders to a workflow queue after you assign a task to a document in the associated folders.
9. Click **OK**.
10. Optional. In the confirmation dialog box, click **OK** and then drag the visual representation to the location you want on the document.

    The dialog box appears when you select Page with a visual representation under Location.

Create a pointer task

To create a new pointer task for a document or folder, complete the following steps.

1. Open the document or folder for which you want to create a pointer task.
2. In **ImageNowViewer**, click **View > Tasks**.
3. On the **Tasks** toolbar, right-click the **New pointer task** button and select a pointer task template.
4. In the **New Task** dialog box, on the **Assignments** tab, assign the pointer task to one or more users or to a group.
5. On the **Assignment** tab, under **Location**, select one of the following locations to place the task.
   - **Folder**. Creates a task for a folder.
   - **Document**. Creates a task for a document.
   - **Page without a visual representation**. Creates a task for a page in a document with no visual representation.
   - **Page with a visual representation**. Creates a task, along with a visual representation, for a page in a document.
6. In the **Start date** box, set the start date for the task.
7. In the **Due date** box, set the due date.
8. On the **Options** tab, set the task options.

9. Click **OK**.
10. Optional. In the confirmation dialog box, click **OK** and drag the visual representation to the location you want on the document. The dialog box appears when you select **Page with a visual representation** under **Location**.

Work with Tasks

Open a task

To open a task and its associated document or folder, complete the following steps.

1. On the **Perceptive Content** toolbar, click the**Tasks** down arrow and click one of the following task views:
   - All Tasks
   - My Assigned
   - To Review
   - Returned to Me
   - Complete Pending Review
   - Returned by Me
   - Complete
   - Canceled
   - Invalid
2. In the search results grid, select the task.
3. In the **Explorer** toolbar, click the **Open** button.

Sign a task

To apply your digital signature in order to complete a signature required task, complete the following steps.

1. Open the task.
2. In the viewer, in the **Tasks** pane, in the **Reason** list, select a signing reason to indicate why you are signing a document.
3. In the **Tasks** pane, click **Sign**.
4. If prompted, in the **Digital Signature Authentication** dialog box, in the **Password** box, type your password and then click **OK**.

   If this is your first time signing a task, you are prompted to complete information for your digital ID.

Complete a task

To complete a pointer or document deficiency task assigned to you, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Tasks > My Assigned**.
2. Open the task you want to complete.
3. In the viewer, in the **Tasks** pane, in the **Reason** list, select an action reason.

   Note: In the Reason list, None displays if an action reason is marked as not required in the task template.

4. In the **Tasks** pane, click **Complete**.

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Return a task

You can return a task if you are unable to complete it or were assigned it in error. To return a task to the user who assigned it, complete the following steps.

1. Open the task you want to return.
2. To return the task to the task creator, in the viewer, in the **Tasks** pane, click **Return**.
3. In the **Return Task** dialog box, complete the following substeps.
    1. In the **Reason** list, select the reason you are returning the task.
    2. Optional. In the **Comments** box, type any comments you want the task creator to see.
    3. Click **OK**.

Reassign a task

You can reassign a task to users and groups associated with the respective task template in Management Console. When you reassign multiple tasks simultaneously, you can only reassign to users or groups that are associated with every task template referenced by the tasks in your selection. To assign a returned or assigned task to another user or group, complete the following steps.

1. Open the task.
2. In the **Tasks** pane toolbar, click the **Reassign** button.
3. In the **Reassign Task** dialog box, under **Users or Group**, select one of the following options.

Situation	Steps
Reassign a task to one or more user	1. Click **Add Users**. 2. In the **Select Users** dialog box, select one or more users and click **Add**. 3. Click **OK**.
Reassign a task to a group	1. Click **Add Group**. 2. In the **Select Group** dialog box, select a group. 3. Click **OK**.

4. Optional. To override the start or due date defined in a task template, under **Dates**, complete one or more of the following actions.
    - If reassigning one task, in the **Start date** box, set a start date for the task.
    - If reassigning one task, in the **Due date** box, set a task due date.
    - If reassigning multiple tasks, select the **Override start dates** check box and then set a start date.
    - If reassigning multiple tasks, select the **Override due dates** check box and then set a due date.
5. Click **OK**.

Modify a task

To modify an assigned, returned, cancelled, or completed task, complete the following steps.

1. Open the task.

2. In the **Tasks** pane toolbar, click the **Modify** button.
3. In the **Modify Task** dialog box, make your changes and click **OK**.

Cancel a task

When you cancel a task, you remove the task assignments but retain the task history. To cancel a task, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Tasks > My Assigned**.
2. Open the task you want to cancel.
3. In the **Tasks** pane grid, right-click the task you want to cancel and click **Cancel**.
4. In the **Cancel Task** dialog box, to cancel a task and retain the task history, click **Yes**.

Delete a task

When you delete a task, you remove all task assignments and related history. To delete a task, complete the following steps.

1. Open the task.
2. In the **Tasks** pane grid, right-click the task you want to delete and then click **Delete**.
3. In the **Delete Task** confirmation dialog box, click **Yes**.

Skip a task

To skip processing a specific task in the My Assigned tasks view, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Tasks** > **My Assigned**.
2. Open a task.
3. In the viewer, in the **Tasks** pane, click **Skip**.
4. Optional. To view and process skipped tasks, in the **Views** pane, under **Tasks**, click **My Assigned**.

Reset a skipped task

To reset the skipped tasks in the All Tasks and My Assigned views, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Tasks > My Assigned**.
2. In the search results grid, perform one of the following actions:
   - To reset specific tasks in this view, press `CTRL`, select the tasks you want to reset and then click **Reset Skipped Tasks**.
   - To reset all of the skipped tasks in this view, right-click and click **Reset All Skipped Tasks**.

Add a comment to a task

To add a text comment to a task, complete the following steps.

1. Open the task.
2. In the viewer, in the **Tasks** pane, under **Comments**, click **Add**.
3. In the **Task Comments** dialog box, in the **Enter** text box, type the comments you want and click **Add**. Comments appear in the History box and are not modifiable.
4. Click **Close**.

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Open completed version of a task

When you open the completed version of a task associated with a document in version control, the system displays the completed task and the version of the document in which the task was completed. To open the completed task, complete the following steps.

1. Open the document or folder associated with the task.
2. In the **Tasks** pane grid, right-click the completed task you want to open and then click **Open completed version**.

Create an Out of Office event

To create an Out of Office event, complete the following steps.

1. On the **Perceptive Content** toolbar, on the **Settings** menu, click **Out of Office**.
2. In the **Out of Office New Event** dialog box, specify the following information for your Out of Office event.
   - In the **Begin date** box, specify the date and time you want your Out of Office event to start. The default begin date is the current date and time.
   - In the **End date** box, specify the date and time you want your Out of Office event to end, or leave the box blank if you do not know the end date.

     Note:
     If you leave the box blank, you must disable the event to begin processing items again.

   - In the **Reason** box, select the reason for your Out of Office event.
   - Optional. In the **Delegate User** box, select the user who will serve as the delegate task assignee.
   - Optional. In the **Comments** box, enter any comments about the Out of Office event.
3. Click **OK**.

What is an approval task?

An approval task is a task type that Retention Policy Manager automatically generates for all approvers assigned within a retention policy. An approval task enables you to approve disposition actions such as destruction, offline transfer, or accession.

Retention Policy Manager assigns approval tasks to system-generated folders containing shortcuts to documents. A task assigned to a system-generated folder applies to all shortcuts within the folder.

Retention Policy Manager also assigns approval tasks at the record and record folder levels. An approval task applies to the contents of the record folder. If a record is located directly under a category, an approval task is assigned directly to the record.

Approval task templates for retention approvals are created the first time a retention policy is created within the scope of a department. Individual task templates are created for each of the possible retention approval types.

- Destroy
- Retain Permanent
- Transfer Online
- Transfer Offline

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- Accession
- Next Phase

An approver is a user or group member who must approve the disposition action set in a policy before that action can occur. When the retention period ends, Retention Policy Manager creates an approval task and associates that task with the set of items that are ready for approval. After creating the task, Retention Policy Manager assigns that task to the approver. If multiple approvers are defined, then Retention Policy Manager assigns an individual task to each user or group member. To streamline the approval process, Retention Policy Manager sends email notifications to all approvers. A notification includes a link to the approval task and any instructions entered by the policy creator. After an approver processes an approval task, the system deletes the task.

Process an approval task

To approve the disposition action for items that fall under a retention policy, complete the following steps.

1. Open the item with the associated approval task.
2. To verify the disposition action and approver instructions, in the **Tasks** pane, review the **Instructions** field.
3. Optional. To add comments to the task, in the **Tasks** pane, under **Comments**, click **Add** and complete the following substeps.
    1. In the **Task Comments** dialog box, in the **Enter text** box, type the comments you want and click **Add**.

       Comments appear in the **History** box and are not modifiable.
    2. Click **Close**.
4. Optional. To return the task, click **Return**.
5. To approve the disposition action for one or more documents associated with the approval task, or for individual records and record folders, complete one of the following steps.

Situation	Step
Documents	• In the **Approval Request** pane, click **Approve All**.
Records	• In the **Approval Request** pane, click **Approve**.
Record folders	• In the **Approval Request** pane, click **Approve**.

Search for approval tasks

To search for sets of items with an approval task, complete one of the following procedures.

1. In the **Views** pane, select the view to use as a basis for your search.
2. In the right pane, on the **Search** tab, click the **Add** button.
3. In the **Add Condition** dialog box, complete one of the following actions.

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Situation	Steps
Search for items pending approval	1. In the **Constrain by** list, select **User**. 2. In the **Type** list, select the type of search to perform. 3. In the **Field** list, select **Pending approval by**. 4. In the **Operator** list, select an operator to use when comparing the field and the value. 5. If you are performing a **LearnMode** search, in the **Plan** list, select an application plan. 6. In the **Value** box, select or type a user name. 7. Click **OK**.
Search for approval tasks	1. In the **Add Condition** dialog box, in the **Constrain by** list, select **Task** property. 2. In the **Type** list, select the type of search to perform. 3. In the **Field** list, select **Task Type**. 4. In the **Operator** list, select **is equal to**. 5. If you are performing a **LearnMode** search, in the **Plan** list, select an application plan. 6. In the **Value** box, select **Approval**. 7. Click **OK**.

Note: If you selected **Prompted** in the **Type** list, the **Message** box appears instead. Enter instructions indicating what value to enter.

4. Optional. To add another search condition, repeat the previous substeps.
5. Click the **Go** button.

Skip an approval task

When you skip an approval task in your My Assigned task view list, the task does not reappear for the remainder of your session. To skip an approval task during task processing, complete the following steps.

1. Open the approval task.
2. On the **Tasks** tab, in the **Approval Request** pane, click **Skip**.

   The options you have set for task processing determine which tasks, if any, appear automatically.
3. To verify your **Task Processing** options, perform the following optional substeps.
   1. On the **Perceptive Content** toolbar, click **Settings > Options**.
   2. In the **Options** dialog box, in the left pane, click **Tasks**.
   3. In the right pane, under **Task Processing**, verify the options you have set.

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Return an approval task

To return an approval task, complete the following steps.

1. Open the approval task.
2. On the **Tasks** tab, in the **Approval Request** pane, click **Return to return the task**.
3. In the **Return Task** dialog box, complete the following substeps.
    1. In the **Reason** list, verify that **Approval Process** appears.
    2. Optional. In the **Comments** box, type any comments you want the task creator to see.
4. Click **OK**.

Delete an approval task

If you delete an approval task, the items associated with that task are not deleted, but you cannot view that task and the associated item in a viewer. To maintain the ability to approve or deny the disposition action for all items in the document or record set, do not delete an approval task. To delete an approval task, complete the following steps.

1. Open the approval task.
2. In the **Tasks** pane toolbar, click the **Delete** button.
3. To delete the task and its related history, in the **Delete Task** confirmation dialog box, click **Yes**.

What are Folder Viewer tasks?

In Folder Viewer, you can create folders and document tasks to optimize document control functionality.

When you create tasks from Folder Viewer, task assignees are able to view their tasks in the context of a folder. You can create document deficiency and pointer tasks for folders. In addition to folder tasks, you can create tasks for documents in the folder.

Task assignees can view document tasks in the context of the folder if the task is associated with the folder and document. You can create document deficiency, pointer, and signature required tasks for documents.

You set the following Folder Viewer options.

- Launch a new viewer when opening a folder.
- Open the documents in this folder in an associated viewer.
- Dock the associated viewer.

Note that when creating folder and document tasks, the location options available are based on the options selected in the task template you are using.

> As an illustration of a folder task, the admissions department at YUR University creates a folder for each student applicant and routes the student folder to admissions counselors for review. A complete student folder contains the following documents: application letter, counselor evaluation, transcript, and personal statement. When reviewing the documents for applicant Jane Smith's folder in Folder Viewer, the admissions counselor discovers that the application letter is missing. The admissions counselor creates a document deficiency task for the Jane Smith folder, and routes the folder back to the appropriate queue so that the application letter can be added to the folder.

As an illustration of a document task with folder associations, the Medical Records department at CM Hospital creates folder charts for each patient that visits the hospital. Elle Walker is responsible for reviewing patient charts after an outpatient visit or an inpatient discharge to identify deficiencies. Elle is currently reviewing the chart for patient Z1602037. Based on the Folder Viewer options Elle has selected, patient Z160237's documents opens in a docked viewer. Elle discovers that patient Z160237's chart contains an unsigned physician order. In Folder Viewer, Elle creates a new signing task for the unsigned order. Because Elle creates the task on the document in the Folder Viewer, the signing task is associated with the folder and the document. When the physician of record opens the signing task, it opens in Folder Viewer. The physician is able to review patient Z160237's other documents as needed, and signs the signing task.

Create a folder task

You can create and assign document deficiency and pointer tasks for an entire folder. To create folder tasks, complete the following steps.

1. Open the folder.
2. In **Folder Viewer**, click **View > Toolbars > Tasks**.
3. On the **Tasks** toolbar, perform the following substeps:
    1. Right-click the **New pointer task** or the **New document deficiency task** button to display the available task templates.
    2. In the template list, click the template you want to use for task creation.
    3. In the **New Task** dialog box, set your options on the **Assignment** and **Options** tabs and then click **OK**.
4. Click **OK**.
5. Click **File > Close**.

Create a document task with a folder association

You can create tasks for the documents in a folder. To create a document task with a folder association, complete the following procedures.

Prerequisite This procedure requires the Task Template > Create privilege.

1. Open the folder.
2. In **Folder Viewer**, click **File > Options**.
3. In the **Folder Viewer** dialog box, under **General**, select one or both of the following options:
    - **Open the documents in this folder in an associated viewer** check box to open folder documents in **ImageNowViewer**.
    - Optional. Dock the associated viewer check box to attach the viewer to **Folder Viewer**.

    This feature is available only when you select the **Open the documents in this folder in an associated viewer** check box.
4. On the **Documents** tab, double-click the document you want to create a task for.

    The document opens in the specified method.
5. Optional. To create a task for a specific page in the document, on the **Navigate** toolbar, in the **Page Selection** box, select or type a page number.

    Note: If you are creating a task that has a page location, verify that the page that is displayed is the

page where you want to create the task.

6. On the **Tasks**toolbar, perform the following substeps:
   1. Right-click the **New signing task, New document deficiency task, or New pointer task** button to display the available task templates.
   2. In the template list, click the template you want to use for task creation.
   3. In the **New Task** dialog box, set your options on the **Assignment** and **Options** tabs and then click **OK**.
7. Optional. To view the tasks you have created in relation to the folder, click the **Tasks** tab and in the **Views** box, select **All Tasks**.
8. Click **File > Close**.

Set My Assigned view task options

When you work with tasks in the My Assigned view, you set the startup and processing options. To set the My Assigned task view options, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Settings > Options**.
2. In the **Explorer Options** dialog box, in the left pane, click **Tasks**.
3. In the right pane, under **Task Startup**, in the **Start action** list, select one of the following options to set what tasks appear when you launch the My Assigned view.
   - To display a list of all tasks assigned to you, click **Show list**.
   - To open a task that is next due, click **Get next task due**.
   - To open a selected type of task that is next due, click **Get next task due of selected type** and, in the **Task type** list, select a task type.
   - To open the oldest task, click **Get oldest task**.
   - To open the oldest task of a selected type of task, click **Get oldest task of selected type** and then, in the **Task type** list, select the task type you want.
4. To set the next action processing options in the **My Assigned** view, under **Task Processing**, complete one or more of the following actions.
   - To automatically open a task, select the **Automatically launch next task upon task completion** check box. When you select this option, in the **Next action** list, select a task action.
   - To process all the tasks associated with a folder or document before moving on to the next document or folder where a task is assigned, select the **Process all the tasks for the current folder or document** check box. Clear the check box to move to the next task in the task list without first completing all the tasks associated with the current folder or document.
5. To automatically view tasks you skip in the My Assigned view, under **Skipped Tasks**, select the **Revisit skipped tasks after all other tasks have been completed** check box.
6. Click **OK**.

Revisit skipped tasks

To have skipped tasks open automatically in the My Assigned view after you complete all other tasks, complete the following steps.

1. On the **Perceptive Content** toolbar, click **Options** or **Settings > Options**.
2. In the dialog box that appears, in the left pane, click **Tasks**.

3. In the right pane, under **Skipped Tasks**, select the **Revisit skipped tasks after all other tasks have been completed** check box.
4. Click **OK**.

Set Tasks pane view

To set the view that appears in the current viewer session for tasks, complete the following steps.

1. Open the task.
2. In the **Tasks** pane, on the **Tasks** pane toolbar, in the **Views** box, select one of the following views:
   - `All Tasks`. Displays all tasks associated with a document or folder that you have a role or privilege for.
   - `My Assigned`. Displays tasks assigned to you.
   - `To Review`. Displays tasks you need to review.
   - `Returned to Me`. Displays tasks you created that have been returned to you by an assignee.
   - `Complete Pending Review`. Displays tasks you completed that still need to be reviewed.
   - `Returned by Me`. Displays tasks assigned to you that you returned to the task creator.
   - `Complete`. Displays tasks you completed.
   - `Canceled`. Displays tasks assigned to you that have been canceled.
   - `Invalid`. Displays tasks assigned to you that are invalid.

Work with folders

What is a folder?

Folders allow you to group documents and folders together according to a logic that you and the administrator define.

While documents continue to be grouped or categorized by document keys and properties, folders provide another way for you to group or filter on documents. Based on a folder type set up by a user with folder management privileges, you can create a new folder. When you locate the documents that you want to move to a folder, you can then move them to a folder of a certain folder type. You can also add documents to a folder at capture time.

One advantage of the folder design is that folder types can contain criteria and other metadata, such as assigned document types and other customized properties, which assist users in their review of folders and documents grouped by folder.

A folder hierarchy establishes the structure of your folders as well. The hierarchy establishes types of folders you can add to a folder. For example, an accounts payable clerk is given privileges to access the Accounts Payable folder. This folder contains a separate subfolder for each vendor from whom the clerk typically receives invoices.

> Suppose a Human Resources clerk hires a new employee. Because the new employee does not already have a folder in the Human Resources folder, the clerk creates a new folder for the employee using the New Hire folder type. The New Hire folder type provides a template of the folder types and document types that the employee's folder can contain. In this case, the folder type requires that the application document types be included in Acme Corporation’s folder.

You can search for a folder based on its properties. In Folder Viewer, you can perform various actions for folders and their contents. For example, in Folder Viewer, you can modify the general properties and custom properties, and work with documents as you normally would using the options provided in the Actions pane for documents that appear in all viewing modes. Folders are commonly used for healthcare patient charts, student folders, financial claim packages, and document management users who like to keep related items together in a folder-like context. Folders can contain folders, documents, shortcuts to documents in other folders, and shortcuts to folders in other folders. When you open a folder, the folder contents appear in a grid similar to ImageNowExplorer.

Folder security follows the model for using all features. Users can perform functions to which they are assigned through privileges. To work with folders, you will need one or more folder-specific privileges.

About moving folder content

In Perceptive Content you can move documents, shortcuts, and folders to new folder locations in the same drawer or in a different drawer.

When you move content from one drawer to another, the original drawer is called the "source" drawer and the new drawer is called the "target" drawer. To move a document, folder, or shortcut within your system, you must specify a new drawer or folder to store the document.

When you move a folder, you also move all subfolders, documents, and shortcuts within the folder's hierarchy. Depending on the amount of content in the folder, the move operation might take a few minutes to complete. You cannot move content in a folder hierarchy that another user is moving until the move operation is complete. When you move a shortcut, you do not affect the folder location of the document or folder referenced by the shortcut. To move a document under version control, you must check out the document. Additionally, the source document must not be under a hold.

Modify a folder's type

Modifications from this procedure do not affect any of the folder's subfolders. To modify a folder’s type in Folder Viewer, complete the following steps.

1. Open the folder.
2. In **Folder Viewer**, in the **Properties** pane, select the new folder type from the **Type** list.
3. Close the folder.

Use annotations

What is an annotation?

An annotation is a graphic that you can add anywhere on an item in Perceptive Content to show markups or comments without affecting the original image.

For example, you can express your review of an item by stamping it approved, signing off on it using a pen, or adding a check mark. You can also add sticky notes to add small notes to an item object, either inline or as a global comment on the item. In the ImageNow Client, you can add annotations on the following file types: TIFF, BMP, and JPG. Not all compression formats are supported.

Each annotation requires an annotation template that is created and customized for any supported annotation type. Security options are also available based on the template. For example, you can create a Stamp template with the following text: Received by Accounts Payable. Your administrator can set the template security so that only users in the Accounts Payable group can use, modify, or delete annotations created

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using that Stamp template. If your administrator does not grant users in the Human Resources access to view stamps created using that stamp template, those users cannot view, modify, or delete this annotation. Contact your administrator if you need new annotation templates.

You cannot conduct a search based on the content of an annotation, such as Stamp or Sticky Note annotations. However, you can search for an item based on the contents of the item's Notes pane.

Add an annotation overview

To apply an annotation based on an existing annotation template to an item, complete any of the following procedures.

- Add a check annotation.
- Add a highlight annotation.
- Add a line annotation.
- Add a pen annotation.
- Add a rectangle annotation.
- Add a stamp annotation.
- Add a sticky note annotation.
- Add a text annotation.
- Add a URL annotation.
- Add an arrow annotation.
- Add an oval annotation.
- In **ImageNow Client**, Add an image, sound, or video as an annotation.

Add a check annotation

The Check button annotation lets you place a check mark on an item image. To add a check annotation, complete the following steps.

1. Open an item.
2. In the viewer, on the **Annotations** toolbar, right-click the **Check** button and then select a check annotation from the list.
3. Click the item image where you want the check mark to be placed.

Add a highlight annotation

The Highlight button annotation lets you highlight an area on an item image. To add a highlight annotation, complete the following steps.

1. Open an item.
2. In the viewer, on the **Annotations** toolbar, right-click the **Highlight** button and then select a highlight annotation from the list.
3. Click and hold the mouse button on the item image where you want to start highlighting.
4. While holding the mouse button, drag the mouse to select the area you want to highlight and then release the mouse button.

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Add a line annotation

The Line button annotation lets you place a line on an item image. To add a line annotation, complete the following steps.

1. Open an item.
2. In the viewer, on the **Annotations** toolbar, right-click the **Line** button and then select a line annotation from the list.
3. Click and hold the mouse button on the item image where you want to start the line and, while holding the mouse button, draw a line, and then release the mouse button.

Add a pen annotation

The Pen button annotation enables you to draw on an item image. To add a pen annotation, complete the following steps.

1. Open an item.
2. In the viewer, on the **Annotations** toolbar, right-click the **Pen** button and then select a pen annotation from the list.
3. Click the mouse button on the item image where you want to start the pen image and, while holding the mouse button, move the mouse to create the drawing.
4. Release the mouse button when you are finished.

Add a rectangle annotation

The Rectangle button annotation lets you place a rectangle on an item image. The rectangle annotation can appear hollow or filled, depending on the appearance defined in the annotation template. To add a rectangle annotation, complete the following steps.

1. Open an item.
2. In the viewer, on the **Annotations** toolbar, right-click the **Rectangle** button and then select a rectangle annotation from the list.
3. Click and hold the mouse button on the item image where you want to start the rectangle and, while holding the mouse button, draw the rectangle.
4. Release the mouse button at the endpoint of the rectangle.

Add a stamp annotation

The Stamp button annotation lets you stamp predefined (Approved, Confidential, Rejected) or custom messages on item images. To add a stamp annotation, complete the following steps.

1. Open an item.
2. In the viewer, on the **Annotations** toolbar, right-click the **Stamp** button and then select a stamp annotation from the list.
3. Click the item image where you want the stamp to appear.

Add a sticky note annotation

The Sticky Note button annotation lets you add small notes to item images. To add a sticky note annotation, complete the following steps.

1. Open an item.

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2. In the viewer, on the **Annotations** toolbar, click the **Sticky Note** button.
3. Click the item image where you want the sticky note to appear.
4. In the **Sticky Note** dialog box, type your text and click **Add**.

   After you add text, you cannot change the sticky note text.
5. Click **Close**.

Add a text annotation

The Text button annotation lets you place text on item images. To add a text annotation, complete the following steps.

1. Open an item.
2. In the viewer, on the **Annotations** toolbar, right-click the **Text** button and then select a text annotation from the list.
3. Click the item image where you want the text to be placed.
4. In the **Add Text** dialog box, type your text message and then click **OK**.

Add a URL annotation

The URL button annotation lets you place a link to a URL address on an item image. To add a URL annotation, complete the following steps.

1. Open an item.
2. In the viewer, on the **Annotations** toolbar, right-click the **URL** button and then select a URL annotation from the list.
3. Click the item image.
4. If you are prompted to do so, in the **URL** dialog box, complete the following substeps.
   1. In **Address**, type the web address.
   2. In **Text to Display**, type the text you want to appear on the item image.
   3. Click **OK**.

Add an arrow annotation

The Arrow button annotation lets you place an arrow on an item image. To add an arrow annotation, complete the following steps.

1. Open an item.
2. In the viewer, on the **Annotations** toolbar, right-click the **Arrow** button and then select an arrow annotation from the list.
3. Click and hold the mouse button on the item image where you want to place the end of the arrow.
4. While holding the mouse button, draw a line towards the area of the item to which you want the arrow to point.
5. Release the mouse button.

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Add an oval annotation

The Oval button annotation lets you place an oval on an item image. The oval annotation can appear hollow or filled, depending on the appearance defined in the annotation template. To create an oval annotation, complete the following steps.

1. Open an item.
2. In the viewer, on the **Annotations** toolbar, right-click the **Oval** button and then select an oval annotation from the list.
3. Click and hold the mouse button on the item image where you want to start the oval and, while holding the mouse button, draw the oval.
4. Release the mouse button.

Add an image, sound, or video as an annotation

The OLE annotation uses the Microsoft OLE (Object Linking Embedding) technology to insert objects as annotations. This technology lets you insert images, audio files, video files with audio, or any other object supported by your system. To insert an OLE Item into an item as an annotation by creating a new object or inserting an existing object, complete the following steps.

This annotation type is only available in ImageNow Client.

1. Open the item.
2. In the viewer, on the **Annotation** toolbar, click the **OLE** button.
3. Click the mouse button on the item image where you want to insert an object and then do one of the following actions:

Situation	Steps
Insert an existing object	1. In the **Insert Object** dialog box, select the **Create from File** option. 2. Use the **Browse** button to locate the object you want to insert. 3. Optional. Select the **Link** check box to create a shortcut to the file so changes made outside of Perceptive Content are reflected in the item.
Create and insert an object	1. In the **Insert Object** dialog box, select the **Create New** option. 2. Select the type of object you want to insert from the **Object Type** list.

4. Choose how you want the OLE item to display:
   - To display the item as an icon, select the **Display As Icon** check box.
   - Remove the check box selection to display an icon-sized version of the OLE item.
   - Change the icon by clicking **Change Icon**. In the **Change Icon** dialog box, for the icon, select **Current**, **Default**, or **Browse** to the icon of your choice, then click **OK**.
5. Click **OK**.

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If you are creating a new object, the associated application of the object you selected starts.

6. If creating a new object, do the following substeps:
   1. In the associated application, create the object.
   2. Close the application to create the object.

      You do not need to save the object in the associated application to create the OLE annotation.

Result The object appears as an icon in the item. You can view the contents of the OLE annotation by double-clicking the image, which opens the object in its associated application.

Apply annotations to a document in version control

Using version control allows you to manage changes to a document during the content authoring process while ensuring the integrity of your documents at all times. To apply annotations to a document in version control, complete the following steps.

1. Open the document.
2. In **ImageNowViewer**, in the **Actions** pane, under **Version Control**, click **Check Out**.
3. In the **Check Out** dialog box, add any comments.
4. If the **Edit locally check box** is enabled, leave it blank and then click **OK**.
5. To edit the image, on the **Annotations** toolbar, add an annotation.
6. In the **Actions** pane, under **Version Control**, click **Check In**.
7. In the **Check In** dialog box, add any comments, click the **More** button to verify that the **Mark as Private** check box is clear, and then click **OK**.

Hide annotations

Hiding annotations enables you to view the original unmarked item without deleting the annotations. To hide annotations, complete the following steps.

Closing the item with the annotations hidden does not permanently hide the annotations. Annotations show automatically when reopening the item.

1. Open the item.
2. In the viewer, click **Annotation > View** and then do one of the following actions:
   - To hide annotations of a specific type, clear the corresponding check box.
   - To hide all annotations, clear the **All** check box.

View annotation properties

To view annotation properties, complete the following steps.

1. Open the item.
2. In the viewer, right-click the annotation and select **Properties**.

Move or resize an annotation

To move or resize an annotation, complete the following steps.

The stamp, text, and sticky note annotations cannot be resized.

1. Open the item.
2. To move an annotation, complete the following substeps.

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1. On the item image, click and hold the mouse button on the selected annotation, drag the annotation to the location you want, and then release the mouse button.
2. Click outside of the annotation to deselect it.

3. To resize an annotation, complete the following substeps.
   1. On an item image, click the annotation you want to resize.
   2. Click and hold the mouse button on one of the black squares, drag to resize the annotation as needed, and then release the mouse button.
   3. Click outside of the annotation to deselect it.

Delete an annotation

To delete an annotation, complete the following steps.

1. Open the item.
2. In the viewer, on the **Annotations** toolbar, click the **Select Annotation** button.
3. Choose one of the following options:

Situation	Steps
Delete a single annotation	• Right-click the annotation and select **Delete**.
Delete multiple annotations	1. Use CTRL+click to select multiple annotations. 2. Right-click and select **Delete**.
Delete all annotations	1. Click **Annotation > Select All**. 2. Right-click and select **Delete**.

4. In the confirmation dialog box, click **Yes**.

Stamp annotation codes

You can insert the following predetermined codes in a stamp or text annotation to represent current time, dates, and user attributes. For example, the default code "% m/%d/%y" displays the current date (month/day/year).

The following codes are available:

Code	Description	Example
%%	Percent sign	%
%a	Abbreviated weekday name	FRI
%A	Full weekday name	FRIDAY
%b	Abbreviated month name	OCT

Code	Description	Example
%B	Full month name	OCTOBER
%c	Date and time representation appropriate for locale	10/18/01 10:15:45
%d	Day of month as decimal number (01-31)	18
%H	Hour in 24-hour format (00-23)	22
%I	Hour in 12-hour format (01-12)	10
%j	Day of year as decimal number (001-366)	245
%M	Minute as decimal number (00-59)	02
%m	Month as decimal number (00-12)	05
%m/%d/%y	Mm/ dd/ yy	10/18/01
%m/%d/%Y	Mm/ dd/ yyyy	10/18/2001
%p	Current locales AM/PM indicator for 12-hour clock	AM
%S	Second as decimal number (00-59)	45
%U	Week of year as decimal number, with Sunday as first date of week (00-51)	19
%W	Week of year as decimal number, with Monday as first date of week (00-51)	20
%w	Weekday as decimal number (0-6; Sunday is 0)	5
%x	Date representation for current locale	10/18/01
d %X	Time representation for current locale	10:15:45

Code	Description	Example
%Y	Year with century, as decimal number	2001
%y	Year without century, as decimal number (00-99)	01
%z or %Z	Time-zone name; no characters if time zone is unknown	CENTRAL STANDARD TIME
<user.d>	User description	plan assessment coord
<user.e>	User e-mail	Bwhite@conacm.xyz
<user.eid>	An identifier that logs the user in to a separate system, such as a business application	bwhite77
<user.f>	User fax number	999-000-0000
<user.fn>	User first name	bob
<user.l>	User location	san rafael
<user.ln>	User last name	white
<user.m>	User mobile number	999-000-0000
<user.o>	User organization	consolidated acme
<user.ou>	User organizational unit	budgeting & Planning
<user.p>	User prefix	Dr.
<user.pa>	User pager number	999-000-0000
<user.ph>	User phone number	999-000-0000
<user.s>	User suffix	esq.
<user.t>	User title	vice president Planning
<user>	User name	Bob White

Modify an annotation instance

You can modify the content and appearance of most annotations, except Sticky Note and OLE annotations. To modify an annotation instance, complete the following steps.

1. Open the item.

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2. Right-click an annotation that appears on an item image and click **Properties**.
3. In the **Annotation** dialog box, select **Appearance** from the left pane, and modify the available options, depending on the annotation type.

   Note: When you select **Automatic Color** when modifying an annotation instance the system applies black to the color property being modified.

4. To modify the content, in the left pane, select **Content**.
5. Modify any of the font options applicable.
6. Click **OK**.
7. Optional. To edit a Sticky Note, double-click the sticky note, in the **Sticky Note** dialog box, type your text and click **Add**.

Redact information

What is redaction?

A redaction is a solid, rectangular graphic that covers a portion of an item page and provides permanent masking of sensitive, private, or confidential information in an item.

After you add a redaction to a page and generate a redacted item, the system replaces the information that you designate with a solid mask that you cannot move, alter, or hide. For example, you can redact a tax identification number or a social security number from a page so the information is no longer available in the redacted item.

The redaction options available to you are based on annotation templates that your administrator defines with the Redaction annotation type. In ImageNow Client, you can add a redaction to an item page stored in one of the following file formats: TIFF, BMP, and JPG. Not all compression formats are supported.

Your organization's business processes determine if you maintain both the original and redacted items in your system. You can, for example, make the redacted item more available while storing the original item in a highly secured area of your system. This enables your organization to maintain the original item as a legal record for auditing, assessment, or litigation purposes. You can place the redacted item in a separate container from the original item or assign a different Type value to the redacted item.

Another option is to maintain only the redacted item in Perceptive Content. When you generate a redacted item, and you save the redacted item without changing its properties, the system automatically appends the redacted item to the original item. You can then delete any pages from the combined item, such as the pages without redactions, that you do not want to keep in your system.

Add a redaction to a page

To add a redaction to a document page and generate a redacted document, complete the following steps.

You can only perform this procedure on a document page in TIFF, BMP, or JPG format. Not all compression formats are supported.

1. Open the document to which you want to add a redaction.
2. On the **Annotations** toolbar, right-click the **Redact** button and select the type of redaction you want to add to the page.
3. To mask information on the page with a redact rectangle, perform the following substeps.
   1. Beginning at one corner of the area where you want to start the redact rectangle, drag a rectangle.

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2. Release the mouse button at the endpoint of the redact rectangle.
3. Repeat the previous steps to add additional redact rectangles where needed.

4. Click **File > Generate Redacted Document**.
5. In the **Generate Redacted Document** dialog box, assign the properties for the redacted document, and click **OK**.

Work with digital signatures

What is a digital signature?

A digital signature is an electronic certification that represents the act of signing the document using the Perceptive Content interface.

Digital signatures play an important role in moving processing from paper to electronic systems. A digital signature is usually a cryptographic signature. Although you use digital signatures to electronically replace a handwritten signature, they are not images of handwritten signatures. According to the E-SIGN Act of 2000, digital signatures are legally binding as long as they meet the provisions outlined in the laws governing their use.

Digital signatures provide four benefits for documents:

- Authenticity, which provides proof of the identity of the individual who signs a document.
- Data integrity, which ensures that the document has not been altered by a third-party.
- Non-repudiation, which prevents the signer of a document from later denying association with that document.
- Confidentiality, which ensures that data is only readable to the sender and the intended recipient, providing protection from third party snooping.

Digital signature functionality is separately purchased and licensed as part of the Document Control Suite. Digitally signing a document requires that it be checked in to version control. Once signed, the document is made secure from alterations to the signed version. Signing a document entails entering a password, selecting a reason for the signature, and optionally placing one or more visual representations of the signature on the document. Perceptive Content automatically generates a Digital ID for the signing user if none exists. Otherwise, it uses the existing Digital ID to encrypt the digital signature.

After a document has been digitally signed, any user who can access the document can verify the signature. When a document is opened, the signature is automatically authenticated against the stored hash value of the document that was generated at the time of signing. Verifying a digitally signed document recalculates the document hash value and compares it with the signature to get real-time status. If the recalculated hash value matches the signature, the signature is validated; if the hash value does not match the signature (which could indicate tampering with the document outside of Perceptive Content), the signature is marked invalid.

A document can have multiple valid signatures by a signer, and you can place as many visual representations of your signature on the document as you like. However, visual representations are only supported on images on which annotations are supported (TIFF, JPEG, and BMP).

Sign a document

While you can apply a digital signature annotation to any image file, you can digitally sign documents of any file type. To sign a document, complete the following steps.

1. Open the document.

2. In **ImageNowViewer**, click **File > Digitally Sign**.
3. In the **Digital Signature Authentication** dialog box, complete one of the following actions.

Situation	Steps
If this is your first time signing a document	1. Enter and confirm a password. 2. Optional. In the **Password hint** box, enter a hint for your password. 3. Confirm your user profile information.
If this is not your first time signing a document	• In the **Password** box, enter your password.

Note: If your system has been upgraded from a previous version of ImageNow to Perceptive Content 7.x, you must create a new Digital ID and password to apply digital signatures.

4. In the **Reason** list, select the reason you are signing this document and then click **OK**.

Automatically verify signatures

You can apply automatic verification of signatures to all documents that have a common drawer or document type. To activate automatic verification of signatures, complete the following steps.

Applying this setting to a large number of documents can occasionally slow performance of ImageNow Server.

1. Depending on which category of documents you want to affect, in **Management Console**, in the left pane, click **Drawers** or **Document Types**.
2. In the right pane, click the drawer or document type for which signatures will be automatically verified, and then click **Modify**.
3. Do one of the following actions:
   - In the **Drawer** dialog box, on the **Digital Signatures** tab, select the **Automatically verify signatures for this drawer** check box.
   - In the **Document Type** dialog box, on the **Digital Signatures** tab, select the **Automatically verify signatures for this document type** check box.
4. To specify how often the signatures are verified, in the **Verification interval** boxes, select the number and time unit and then click **OK**.
5. Optional. Repeat this procedure for any additional drawers or document types to which automatic signature verification must be applied.

Move a signature representation

To move a signature representation, complete the following steps.

1. Open the signed document.
2. On the **Annotations** toolbar, click the **Select Annotation** tool.
3. Locate the signature and drag it to its new location on the document.

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Delete a digital signature representation

You can delete only signature representations that you created. Deleting a visual representation does not affect the signature status of the document. To delete a digital signature representation, complete the following steps.

1. Open the signed document.
2. On the **Annotations** toolbar, click the **Select Annotation** tool.
3. On the document image, right-click the signature representation and click **Delete**.
4. In the confirmation box, click **OK**.

Set digital signature time out

The time-out feature requires a user who digitally signed a document, but who did not log out before the specified time out value, to re-enter his or her digital signature password. The time out applies globally to all digital signatures. To set digital signature time out, complete the following steps.

1. In **Management Console**, in the left pane, click **Digital Signatures**.
2. On the **Digital Signatures** tab, under **Signing Password**, set the **Prompt user to enter password** option to **Once per session**.
3. In the **Password time out** list, select the amount of time to elapse between the last digital signature activity and timing out (which requires the user to re-enter his or her digital signature password).

   Note: The timeout value can range from **Never** (the default) to specific time values up to 60 minutes.

4. Repeat the previous step for the password time out list, which can have a different value.

Show a digital signature representation

To show a digital signature representation, complete the following step.

- In **ImageNowViewer**, click **Annotation > View > Digital Signatures**.

Void a digital signature

To void a digital signature applied to a document by yourself or another user, complete the following steps.

1. Open the document.
2. If the **Properties** pane is not visible, click **View > Digital Signatures**.
3. In the **Digital Signatures** pane, double-click the row that contains the digital signature you want to void.
4. In the **Digital Signature** dialog box, click **Void**, select a reason for voiding the digital signature, and then click **Close**.

Verify digital signatures

To verify a digital signature, complete the following steps.

1. Open the signed document.
2. Click **File > Properties**.
3. In the **Document Properties** dialog box, in the left pane, open **Version History** and click the version you want to verify.

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4. On the **Digital Signatures** tab, do one of the following:
   - To verify all signatures on the selected version, click **Verify All.**
   - To verify a single signature, double-click the item in the list, and then, in the **Digital Signature** dialog box, click **Verify**.

   A message appears indicating that the signatures have been verified as of the current date. In addition, the status indicator for each invalid signature changes to .

View digital signature properties

To view digital signature properties, complete the following steps.

1. Open the signed document.
2. Click **View > Digital Signatures**.
3. In the **Digital Signatures** pane, double-click the signature.

Troubleshoot digital signatures

If you experience issues adding or viewing digital signatures in Perceptive Content, you can try any of the following possible resolutions.

I cannot sign or add a signature representation to a document

Cause	Resolution
The file type does not allow annotations.	You can add visual representation only to raster images, such as the TIFF, BMP, JPEG, GIF, and PNG image format.
The Digital Signature annotation button is not available.	Use the ImageNowViewer File menu to sign the document.
Your Perceptive Content signing password is invalid.	Contact your Perceptive Content administrator to get this resolved.
The document is checked out.	Check the document in or ask the user who has the document checked out to check it in.

My signing password does not work

Cause	Resolution
If the password hint does not remind you, you need your password reset.	Contact your Perceptive Content administrator so he or she can Expire a Digital ID or Void a Digital ID.htm#id12BFF09G05Z.
When systems are upgraded from ImageNow 6.x to Perceptive Content 7.x and when patches for version 7.x are applied, the Digital IDs and passwords are not retained.	You must create a new Digital ID and password to sign a document.

The current version of a document I signed does not show my signature

Cause	Resolution
Each version of a document in version control is signed separately.	If you sign one version, only that version is signed. If you check out and check in that version, you are then working on the next version of the document. This version remains unsigned until you or other users sign it.

Modify content

Delete a page

Pages that you delete with this procedure cannot be recovered. To delete a page from an item, complete the following steps.

1. Open the item.
2. If the item is in version control, check it out.
3. In the viewer, click **View > Thumbnails**.
4. In the **Thumbnails** pane, right-click the page you want to delete and then click **Delete**.
5. In the **Delete Page** dialog box, click **Yes**.

Copy

Copy a page using a thumbnail

To copy a page from one item to another using a thumbnail, complete the following steps.

1. Open the item that contains the page you want to copy.
2. In the viewer, click **View > Thumbnails**.
3. In the **Thumbnails** pane, click on the page you want to copy and, in the **Thumbnails** pane toolbar, click the **Copy**button.
4. Open the item to which you want to copy the page. If the item is a document in version control, check it out.
5. In the **Thumbnails** pane, click the **Paste**button.
   You can move the page thumbnail to a different position in the document.
6. If applicable, check in any documents you checked out.

Move

Move a page

Items normally consist of one or more pages. You can move pages within the same item or move a page from one item to another. To move a page, complete the following steps.

1. Open the item.
2. If the item is a document in version control, check it out.

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3. Complete one of the following actions, depending on the situation.

Situation	Steps
Move a page within the same item	• In the **Thumbnails** pane, drag the item page to the new position.
Move a page to another item	1. In the **Thumbnails** pane, right-click the page you want to move and select **Cut**. 2. Open the item to which you are moving the page. If the item is a document in version control, check it out. 3. Right-click in the **Thumbnails** pane and then click **Paste**.

4. If applicable, check in any documents you checked out.

Result When you move a page from one item to another, Perceptive Content do not remove the page from the first item until you paste it into the second item.

Share content

Export an item to a file

When you export an item using an output profile, the settings automatically appear for the export. You must modify or complete the settings manually. To export an item to a file, complete the following steps.

1. Open the item.
2. Click **File > Export**.
3. In the **Export** dialog box, under **General**, in the **Profile** list, select an output profile.
4. In the **Format** list, select one of the following output formats for the item.
   - **Individual files**
   - **Multi-page TIFF for each item**
   - **Single PDF**
5. To change or define the export destination, in **File Name**, click **Browse** and select the directory.
6. Under **Pages**, select which pages of the item to include in the output file.
7. Optional. Create a folder hierarchy for output files.
8. Optional. Define output content settings to change the settings inherited from the output profile.
9. Click **OK** to export the item.

Fax an item

If you have a configured fax output profile, you can fax items using the settings defined in the output profile. You can change these settings when faxing or enter them manually. To fax an item, complete the following steps.

1. Open the item.
2. Click **File > Fax**.

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3. In the **Fax** dialog box, in **Profile**, select the appropriate output profile for the individual or group you want to fax the item.
4. Optional. Define fax settings for an output profile to change the settings inherited from the output profile.
5. Optional. Define output content settings to change the settings inherited from the output profile.
6. In the **Fax number** box, enter or change the fax number.
7. Under **Notifications**, in the **Email** box, type the email address of the individual or company to where you want to send a notification of a sent fax.

   The email address is remembered and displayed here the next time you send a fax.
8. Click **OK**.

Send documents from the client

About sending documents

You can choose to e-mail a document to a user, fax a document, or send a document to another user.

There are three available formats for e-mailing a document to another user.

- With the Perceptive Content link format, you send a document link through e-mail. The recipient clicks this link to open the document in the ImageNowViewer.
- With the Attachments format, the document object is sent as an attachment to the recipient in its native format. The recipient can then view the document using a native application.

For example, if you send a document that is a TIFF file, the user can open the attachment using any application that can view graphics files. If you send a document that is a Word file, the user can open the file in Microsoft Word.

If you have Fax Agent, you can choose to fax a document to a user. This feature also requires that you are using the TR1034 fax board and you enable the outbound fax feature in the Fax Agent configuration file. See the Fax Agent Installation Guide for more details on configuration. All file types that are supported by the ImageNowViewer can be sent. You can fax documents to any fax number you set in the Fax Numbers dialog box, or you can enter fax numbers ad-hoc for one-time use. Typically, your administrator sets up the fax numbers and security privileges required for this procedure.

You can choose to send a document to other users who are logged into the same ImageNow Server. With this method, the document you send opens in the ImageNowViewer for the recipients you select. Additionally, recipients can set options to control how the document is received, such as whether to display the document immediately, be prompted to accept or reject the document, or disable the receipt of any documents sent from other users. Recipients can also choose whether the sent document appears in an existing instance of the ImageNowViewer window or opens a new one.

Send a document to users

You can send a document to a user using either the document or a shortcut to the document. The following steps explain how to send documents to users who are currently logged into the same ImageNow Server.

1. Open the document.
2. Click **File > Send to > User**.
3. In the **Send Document to Connected Users** dialog box, search for and select the recipients.
4. Optional. Under **Notes**, type any comments you want the recipient to receive along with the document.
5. Click **Send**.

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Result This feature notifies you of a failed send when you attempt to send a document to a user who is not connected to ImageNow Server. However, you are not notified that the recipient has viewed the document.

Email items

Email an item link

To email a link to an item, complete the following steps.

1. Open the item.
2. Click **File > Send to > Email**.
3. In the **Email** dialog box, to use settings from an email output profile, select it from the **Profile** list.
4. In the **Email** box, confirm or enter the recipient email addresses or leave the box blank to select the recipient in your email client.
5. In the **Method** list, select the method you want to use to email the link.
6. In the **Email** dialog box, click **OK**.
7. Optional. If emailing through SMTP, in the **Output Item** dialog box, enter the name or IP address of the SMTP server that your organization is using.

   After you enter this information, the system remembers these settings and you no longer receive this prompt.

Email an item as an attachment

To email an item with at least one page as an attachment, complete the following steps.

1. Open the item.
2. In the **File** toolbar, click the **Email** button.
3. Optional. To use an email output profile to set the email options, in the **Email** dialog box, in the **Profile** list, select an output profile.
4. Verify the recipients in the **Email** box or leave the box blank to select recipients in your email client.
5. In the **Method** list, select **Attachment**.
6. Optional. To change the format inherited from the output profile or to set the format manually, from the **Format** list, select one of the following options.
   - **Individual files**
   - **Multi-page TIFF for each item**
   - **Single PDF**
7. Optional. Define output content settings to change the settings inherited from the output profile.
8. Under **Pages**, select the pages you want to include if applicable.
9. Click **OK** to send the email.
10. Optional. If emailing through SMTP, in the **Output Item** dialog box, enter the name or IP address of the SMTP server that your organization is using.

    After you enter this information, the system remembers these settings and you no longer receive this prompt.

Output items

Output file name variables

The following topic lists the variable text you can use when generating a custom file name to email an item as an attachment or export an item to a file.

Note:
You can only use these variables with the multi-page TIFF and Individual file export formats. The Single PDF file export does not support using these variables.

Guidelines

When entering variables, separate text with underscores and enclose variables with square brackets. The entire file path, which includes the file name and extension, cannot exceed the character limit of your operating system.

Variables

Variable	Description	Example
[DOCID]	The item ID	Document_[DOCID]
[DRAWER]	The item drawer value	[DOCID]_Account_[DRAWER]
[FIELD1]	The item Field1 value	[DOCID]_Account_[FIELD1]
[FIELD2]	The item Field2 value	[DOCID]_Patient_[FIELD2]
[FIELD3]	The item Field3 value	[DOCID]_Invoice_[FIELD3]
[FIELD4]	The item Field4 value	[DOCID]_Student_[FIELD4]
[FIELD5]	The item Field5 value	[DOCID]_Program_[FIELD5]
[DOCTYPE]	The item type	[DOCTYPE]_[DOCID]

Output items as individual files

When emailing or exporting items to a file, you can output multiple pages within each item as individual output files. To output items as individual files, complete the following steps.

1. Perform one of the following actions, depending on the situation.

Situation	Steps
Set the output format in an output profile.	1. In **Management Console**, in the left pane, click **Output Profiles**.

Situation	Steps
	2. In the right pane, click the **Email** or **File** tab, select the output profile, and click **Modify** to display the **Output Profile** dialog box. 3. If you select **Email**, on the **Output** tab, in the **Method** list, select **Attachment** and from the **Format** list, select **Individual files**. 4. If you select **File**, on the **Output** tab, from the **Format** list, select **Individual files**.
Set the output format manually when emailing an item in Perceptive Content.	1. Open the item. 2. Click **File > Send To > Email** 3. In the **Email** dialog box, in the **Method** list, select **Attachment**. 4. In the **Format** list, select **Individual files**. 5. Click **Options**.
Set the output format manually when exporting an item to a file.	1. Open the item. 2. Click **File > Export**. 3. In the **Export** dialog box, in the **Format** list, select **Individual files**. 4. Click **Options**.

2. On the **Content** tab, in **Name Format**, select one of the following methods to name the output file:
   - **ID** to name the output file with the item ID.
   - **Keys** to name the output file with the item's key string.
   - **Name** to name the output file with the item's name.
   - **File name** to name the output file with the original file name.
   - **Custom** to enter your own file name for the output file.
3. If you selected **Custom** for the name format in the previous step, for **File name**, type a name for the output file.

   You can define one or more variables to generate the name or part of the name of the output file.
4. For **Image color conversion**, select one of the following options:
   - **None** to not modify the color of the output file.
   - **Grayscale** to convert the color of an output file to grayscale.
   - **Black and White** to convert the color of an output file to black and white.

   Converting a black and white output file to grayscale increases its size. Converting a color output file to grayscale reduces its size. Selecting black and white reduces the size of the output file.
5. Click **OK**.

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Output items as a single PDF

To output multiple pages within an item as a single PDF when emailing or exporting items to a file, complete the following steps.

1. Perform one of the following actions, depending on the situation.

Situation	Steps
Set the output format in an output profile	1. In **Management Console**, in the left pane, click **Output Profiles**. 2. In the right pane, click the **Email** or **File** tab, select the output profile, and click **Modify**. 3. If you select **Email**, on the **Output** tab, in the **Method** list, select **Attachment** then select **Single PDF** from the **Format** list. 4. If you select **File**, on the **Output** tab, select **Single PDF**.
Set the output format manually when emailing an item in Perceptive Content	1. Open the item. 2. Click **File > Send to > Email**. 3. In the **Email** dialog box, in the **Method** list, select **Attachment**. 4. In the **Format** list, select **Single PDF**. 5. Click **Options**.
Set the output format manually when exporting an item to a file	1. Open the item. 2. Click **File > Export**. 3. In the **Export** dialog box, in the **Format** list, select **Single PDF**. 4. Click **Options**.

2. On the **Content** tab, in the **File name** box, type a name for the output file.
3. For **Image color conversion**, select one of the following options:
   - **None** to not modify the color of the output file.
   - **Grayscale** to convert the color of an output file to grayscale.
   - **Black and White** to convert the color of an output file to black and white.

   Converting a black and white output file to grayscale increases its size. Converting a color output file to grayscale reduces its size. Selecting black and white reduces the size of the output file.
4. Click **OK**.

Output item as a multi-page TIFF

You can email or export an item as a multi-page TIFF. To output an item as a multi-page TIFF, complete the following steps.

1. Perform one of the following actions, depending on the situation.

Situation	Steps
Set the email or file output format in an output profile.	1. In **Management Console**, in the left pane, click **Output Profiles**. 2. In the right pane, click the **Email** or **File** tab, select the output profile, and click **Modify** to display the **Output Profile** dialog box. 3. If you select **Email**, on the **Output** tab, in the **Method** list, select **Attachment** and from the **Format** list, select **Multi-page TIFF for each item**. 4. If you select **File**, on the **Output** tab, in the **Format** list, select **Multi-page TIFF for each item**.
Set the output format manually when emailing an item in Perceptive Content.	1. Open the item. 2. On the **File** toolbar, click **Email**. 3. In the **Email** dialog box, in the **Method** list, select **Attachment**. 4. In the **Format** list, select **Multi-page TIFF for each item**. 5. Click **Options**.
Set the output format manually when exporting an item to a file.	1. Open the item. 2. Click **File > Export**. 3. In the **Export** dialog box, in the **Format** list, select **Multi-page TIFF for each item**. 4. Click **Options**.

2. On the **Content** tab, in **Name Format**, select a method for naming the output file.
3. If you selected **Custom** for the name format in the previous step, for **File name**, type a name for the output file.

   You can define one or more variables to generate the name or part of the name of the output file.
4. For **Image color conversion**, select one of the following options:
   - **None** to not modify the color of the output file.
   - **Grayscale** to convert the color of an output file to grayscale.
   - **Black and White** to convert the color of an output file to black and white.

   Converting a black and white output file to grayscale increases its size. Converting a color output file to grayscale reduces its size. Selecting black and white reduces the size of the output file.
5. Click **OK**.

Troubleshoot item output

If you experience issues outputting an item to email, file, fax, or printer, you can try any of the following possible resolutions.

Output takes longer than expected

Cause	Resolution
The output job submitted is too large for ImageNow Client.	For large and complex output jobs, consider using Output Agent, a server-side process that allows you to output items on a job-by-job basis or in a batch.
Added colors and annotations are slowing the output job.	For best performance, configure your output profiles to convert color images to black and white and only use the color conversion option when needed.

Microsoft Outlook settings are not available when outputting an item to email

Cause	Resolution
Perceptive Content only supports a text-based editor in Outlook.	If you are using Microsoft Word as your default email editor in Outlook, settings such as signature, spell-check, and other editing capabilities may not be available when outputting an item.

What are ImageNow links?

Perceptive Content links let you transfer objects and files easily between Perceptive Content and your desktop, any folder on your file system, or a communication program such as Microsoft Outlook or IBM Lotus Notes.

Perceptive Content links are created automatically whenever you drag an item from Perceptive Content onto the desktop. You can also create an item when you drag a file such as a spreadsheet or a graphic, from the desktop to Perceptive Content.

Create an ImageNow link overview

To create a Perceptive Content link, complete any of the following procedures.

- Create a task link.
- Create a workflow link.

Open an ImageNow document link

When you drag an object from Perceptive Content onto your desktop, into a folder or another application, you create a document link. You can click on this link to open the object in the corresponding destination. To open a document link, complete the following steps.

1. Double-click the link icon on the desktop.
2. Depending on the server on which you are logged in, perform the following actions.

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- If the document is on the same server, the console displays the document.
- If the document is not on the same server, when you are asked to log out and log into a different server, click **OK** and log into the other server.
- If you are not connected to an ImageNow Server, a login screen appears. Log in to view the document.

Share an ImageNow link

To link to an item in Perceptive Content in an email or message, complete the following steps.

1. Open the **Perceptive Content** window that contains the item you want to send as a link.
2. Drag the item from **Perceptive Content** into the message window of an email or chat program, or drag the item to the desktop and then send it as an attachment to an email message.

Print items

Print an item

If you have a configured print output profile, you can print items using the settings defined in the output profile. You can change these settings when printing or enter them manually. To print an item, complete the following steps.

1. Open the item.
2. Click **File > Print**.
3. In the **Print** dialog box, to use settings defined in a print output profile, select it from the **Profile** list.
4. Under **Printer**, select the printer to which you want to send the item.
5. Under **Print Range**, select the pages you want to print.
6. Under **Copies**, select the number of copies you want to print.
7. Click **Print**.

Print a form

Using the standard Print feature does not print the form. To print the form field and data entered in the form fields, complete the following steps.

1. Open the form.
2. In **Perceptive Content Folder Viewer**, in the **Forms** pane, click the **Print Form** button.
3. In the **Print** dialog box, click **Print**.

View

Get started with view

What is Viewer?

ImageNowViewer enables you to view items.

The viewer appears when you double-click an item or task in ImageNowExplorer. Your administrator can replace the title of the viewer window, so the title may not be ImageNowViewer. In ImageNowViewer, the Page pane displays a resizable view of the item you opened. You can open up to nine item viewers (combined) at one time

In addition to displaying the items, ImageNowViewer can also display information about the items in panes that appear when they are selected in the View menu.

- In the Actions pane, you can email the item, export the item to a file, fax or print the item, edit the item properties, apply a hold, digitally sign the item, add the item to a container or workflow, or launch the application that is associated to the item. If the selected item is in version control, the Actions pane includes an additional section that allows you to check out or check in the item, view version history of the item, and remove the item from version control.
- In the Contents Search Results pane, if you have a licensed Content Server, the results of the most recent content search appear. The pane lists all pages in a document where the search content appears. You can display these pages sequentially by clicking the Next or Previous button, or display a specific page by double-clicking a row in the list.
- In the Digital Signatures pane, you can view the details of any signatures on the item.
- In the Forms pane, you can view electronic forms that allow you to capture additional data for the item you opened in ImageNowViewer. You can then type data into the fields on the form you select.
- In the Properties pane, you can display and update the item and custom property values that describe and define the item. You can also add a note to the item or update an existing note.
- In the Related Documents pane, you can select a view in the Relationship list. The relationship view then runs automatically and shows all of the items in Perceptive Content that satisfy the conditions defined in the related view.
- In the Tasks pane, you can view item-related tasks assigned to you as well as complete, return, or temporarily skip a task.
- In the Thumbnails pane, you can double-click a different page of a multiple-page item to display it in the Page pane.

Other elements of ImageNowViewer are the status bar and toolbars.

- The status bar at the bottom of the viewer window provides information that relates to the item you select, including the path, number of tasks, workflow queue, version control status, and number of pages associated with the item.
- Depending on your privileges and the format of the item in the Page pane, you can perform additional functions, such as rotating, smoothing, inverting, or annotating, by selecting items in the View menu or clicking buttons on the toolbars.

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What is a view?

A view is a predefined set of criteria you can use as a basis to search for content.

A view contains just the content you need to work with. Because a view is a subset of all content that is tailored for you, the view can hide dozens, hundreds, or even thousands of results that might otherwise clutter your search results list. Views display only the columns you need to see or work with, including custom property columns. In addition, your view is customized so that the appearance, name, and width of columns fit your needs.

A view displays a set of results that are arranged according to the content you wish to create for your users. Views can include any of the following components:

- A condition forms the part of a view or filter that controls which items, containers, or tasks are returned in a view.
- A filter is an optional component of a view that serves as a saved search which narrows the view results.
- A column layout defines column order, sorting, and appearance for a view or a filter.
- Statistics are calculations such as the maximum, minimum, and average of all the values in a specific column.

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Open an item in the viewer

To open an item in a viewer, complete the following steps.

- From the **Perceptive Content** toolbar, complete one of the following procedures.

Viewer	Steps
Document	1. Click the Documents button. 2. From the document grid, double-click a document.
Record	1. Click the Records button. 2. From the record grid, double-click a record.
Folder	1. Click the Folders or Record Folders button. 2. From the grid, double-click a folder.
Workflow	1. Click the Workflow button. 2. From the workflow grid, double-click a workflow item.
Package	• Click Capture drop-down arrow and select Package Mode.
QA	1. Click Batchesand select Ready for QA. 2. Double-click an item in the grid.
Link	1. Click Batches and select Ready for Linking. 2. Double-click an item in the grid.
Single Scan	• Click Capture and select the desired single mode capture profile.

Types of views

The following list summarizes views available in Perceptive Content, including views created by you, your view manager, and views created automatically by the Perceptive Content system.

Application Plan

An application plan view returns a set of documents captured using a specific application plan. Application plans that do not have a defined view action do not display results.

Modifiable components

View conditions

Column layout

View statistics

Sorting and grouping

Security considerations

Users with application plan management privileges can modify application plan views, including view actions and components, in Application Plan Designer.

Users with the View privilege for the application plan can run the view. For the active business application plan screen, the view returns the associated results.

Batches

A batch view returns the batches in your Perceptive Content system. By default, batch users can see all batches, batches that are ready for QA, and batches that are ready for linking.

Modifiable components

Column layout

Sorting and grouping

Document

A document view returns a set of documents. Document views appear in the Views pane under Documents.

Modifiable conditions

View name

View privileges

View conditions

Public filters

Private filters

Column layout

View statistics

Sorting and grouping

Security considerations

Users with view access can run a document view.

File Plans

A file plan view returns a set of records within a particular record category or record folder. File plan views appear in the Views pane under File Plans, and are organized according to the hierarchy of file plans, record categories, and record folders in the system. When you select one of these items, Perceptive Content retrieves the set of records within that item.

ImageNowExplorer uses the system-defined view and it cannot be modified. You can modify a view during a viewing session, but you can’t create and save filters or views for file plan view.

File plan view does not use Quick Search, only Advanced Search.

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Modifiable components

View conditions

Column layout

Sorting and grouping

Security considerations

In the views tree, users see only the file plans for which they have been granted Search privileges, and the record categories and record folders for which they have been granted Use privileges.

Folder

A folder view returns a set of folders. Folder views appear in the Views pane under Folders.

Modifiable conditions

View name

View privileges

View conditions

Public filters

Private filters

Column layout

View statistics

Sorting and grouping

Security considerations

Users with view access can run a folder view.

Folder content

When the user opens a folder, Folder Viewer displays a secondary grid that lists the folder's contents. This secondary grid is called a folder content view. Because document and folder shortcuts can belong to any number of folders, the same document or folder might appear as a representation in Folder Viewer with different grid layouts, depending on the type of folder the user opens.

Changes you make apply to all folders associated with the modified folder type. Because you can represent a document or folder using shortcuts in any number of folders, the same item might appear in a folder content view with different grid layouts, depending on the folder's type.

Modifiable conditions

Column layout

View statistics

Sorting and grouping

Security considerations

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Users with folder type management privileges can modify components of the folder content view in Management Console.

Recently received documents

Recently received documents appear in a temporary view that appears when one Perceptive Content user transfers documents to another user with the Send to User feature. This transfer must occur while both users are connected to the same ImageNow Server. The view sorts the received documents according to the name of the sending user and the time they were sent.

Record

To view records functionality, you must install a Records Manager license.

A record view returns a set of records. Record views appear in ImageNowExplorer, in the Views pane under Records.

Modifiable conditions

View name

View privileges

View conditions

Public filters

Private filters

Column layout

View statistics

Sorting and grouping

Security considerations

Users with view access can run a record view.

Record Folder

A record folder view returns a set of record folders and record categories. Record Folders views appear in ImageNowExplorer, in the Views pane under Record Folders.

Modifiable conditions

View name

View privileges

View conditions

Public filters

Private filters

Column layout

View statistics

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Sorting and grouping

Security considerations

Users with view access can run a record folder view.

Record Folder Content

When the user opens a record folder, Record Folder Viewer displays a secondary grid that lists the folder's contents. This secondary grid is called a record folder content view. Because record folder shortcuts can belong to any number of record folders, the same record folder might appear as a representation in Record Folder Viewer with different grid layouts, depending on the type of record folder the user opens. Changes you make apply to all record folders associated with the modified record folder type.

Modifiable conditions

Column layout

View statistics

Sorting and grouping

Security considerations

Users with record folder management privileges can modify components of the record folder content view in Management Console.

Recycled documents and document folders

When the user deletes a document or folder, Perceptive Content moves the item to a system view called My Recycled Documents or My Recycled Folders.

Items remain in the recycled view for the number of days that you specify in the *inserverFS.ini* file.

Modifiable conditions

Private filters

Security considerations

If the user is a Department Manager, two additional views appear. These views, All Recycled Documents and All Recycled Folders, display all items deleted by all users. As long as the user can see a recycled document or folder, the user can restore it to its previous state, at which time the document or folder keeps the attributes it had before deletion, if possible.

Related

Related views appear in the Related Documents pane of the document viewer and in the Related Folders pane of the folder viewer. A related view applies the relationship selected in the list to the current document or folder. The view displays a list of all documents or folders that satisfy the conditions of the relationship.

Modifiable conditions

Relationship name

View privileges

View conditions

Public filters

Private filters

Column layout

View statistics

Sorting and grouping

Security considerations

Users with document view management privileges can create and modify document relationships in Management Console. Users with folder view management privileges can create and modify folder relationships in Management Console.

Task

A task view returns a list of tasks assigned to the user according to the type of task, such as My Assigned or To Review. Task views appear in the Views pane under Tasks.

Modifiable conditions

Public filters

Private filters

View statistics

Column layout

Sorting and grouping

Workflow process

A workflow process view returns a list of items (representing documents or folders) when the user accesses a workflow process, which appears in the Views pane under Workflow.

Modifiable conditions

Private filters

Security considerations

Workflow process views appear automatically depending on the workflow queues for which a user has the necessary privileges. Users with workflow process management privileges can modify workflow queue view components in Workflow Designer.

Security considerations

Users with view access can run a folder view.

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Workflow queue

A workflow queue view returns a list of items (representing documents or folders) when the user accesses a workflow queue, which appears in the Views pane under Workflow.

Modifiable conditions

Column layout

View statistics

Private filters

Grouping and sorting

Security considerations

Workflow queue views appear automatically depending on the workflow queues for which a user has the necessary privileges. Users with workflow process management privileges can modify workflow queue view components in Workflow Designer.

What are manual and automatic views?

Views are classified by the way you run them. Run icons appear in the Views pane to the left of each view name. The run state determines how the search results update.

- The manual run icon requires you to click the Go button to display the view results. A manual run view gives you a chance to select or create a filter before displaying the results, thus narrowing the range of the search and displaying fewer results.
- The automatic run icon indicates a view that displays its results as soon as you click it in the Views pane. Automatic views typically return a small number of rows, so that it is less important to apply a filter to the results before displaying them.

What is a related view?

A related view establishes a relationship view for an item.

When a user selects a related view to apply to an active item, the relationship displays items that match the item with respect to the conditions you define for a related view.

Suppose you want to select a related view to apply to an item. For example, you want to view a student information document with a Field2 value that contains the student's ID number. You also want to see all the other items with the same Field2 value. You can create a normal condition for this view, and the Related pane displays any other item that has a Field2 value that matches the student ID number in the active item.

For folders, related views match the condition on folder properties. For example, suppose you work at a hospital. Your environment is set up so that each time a patient visits the hospital, a new folder is created and contains all documents related to that visit. If a patient makes a return visit, that patient will have two folders, one for each visit. You view a recent patient's visit and realize you need to see all other folders from past visits. You can create the conditions for this relationship, and then see all folders that correspond to the patient's identification code and open any folders you need to view.

The Related pane also displays three copied relationships in ImageNow Client, if the relationships are active.

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- The Copies of Original relationship returns all items copied from the same original item as the copied item that is active in ImageNowViewer.
- The Copies of this relationship returns all items copied from the same original item when the original item is active in ImageNowViewer.
- The Original relationship returns the original item when the copied item is active in ImageNowViewer.

You can add key and custom property columns to a copied item's relationship, but you cannot modify it in View Designer.

What is a variable?

A variable is an element you can use to conditionally style a report or to conditionally render a report.

Each variable contains a set of values that completes the condition. A condition is a combination of a variable and its possible values. By combining custom properties with the Variable type of condition, you can define views or filters that return results keyed exclusively to the user name of the person who is running the view, to some attribute of that user (such as the user's location or organizational unit), or to the date on which the user runs the view.

What is a column layout?

A column layout defines column order, sorting, and appearance for a view or filter.

When defining column layout, you can reorder, rename, hide, and show columns within the results grid. You can also add one or more custom property columns and group or sort the search results in the column layout.

Pre-formatting the display of columns is an important advantage of views. This feature saves the user the time and effort required by manually adjusting columns each time the user opens a view or to create private filters.

What is an associated viewer?

An associated viewer allows you to view Folder Viewer documents in an associated viewer.

The association teams the folder name with the viewer, which appears in the title bar of Folder Viewer.

For example, if you open an item while working in ImageNowViewer, the item opens in Folder Viewer. You can view the item and can see the folder name in the viewer title bar. Depending on your preference, you can dock the viewers or open them separately.

Customize your view

Smooth images

To enable a smooth appearance for item images in the viewer, complete the following steps.

1. Open an item.
2. In the viewer, click **File > Options**.
3. In the **Viewer Options** dialog box, on **General > Images > Smooth**, select **Enabled**.
4. Click **OK**.

Next Reopen the viewer to view your change to this option.

Fit image to window size

To fit an image to the window size, complete the following steps.

1. Open an item.
2. In **ImageNowViewer**, click **File > Options**.
3. In the **Viewer Options** dialog box, on the **General** tab, locate the **Images** section.
4. In the **Default size** list, select one of the following options.
   - To maximize the image within the available window height and width, select **Fit Window**.
   - To resize the image to the window height, select **Fit Height**.
   - To resize the image to the window width, select **Fit Width**.
5. Click **OK**.

Next You must close and reopen the viewer for the changes to take effect.

Resize an item

The Page pane displays a resizable view of an item (a document or record) you opened. To resize an item, complete the following steps.

1. Open the item.
2. In the viewer, click **View > Resize** and then select the resize option you want.

Invert an item's colors

When viewing an item, you can invert its colors, such as changing black to white and white to black. To invert an item's colors, complete the following steps.

1. Open the item.
2. In the viewer, click **View > Invert**.

Rotate an item

You can rotate any raster image item but can only save image rotations for TIF items. To rotate the appearance of the image file for a captured item, complete the following steps.

1. Open the item.
2. In the viewer, click **View > Rotate** and then select the option you want.
3. Optional. For a TIFF document or record type, to save the rotation change, click **View > Rotate > Save Image Rotation to Server**.

Reposition action panes

In ImageNowViewer, you can reposition any action pane. To reposition action panes, complete the following steps.

1. Double-click the **Actions** pane title bar.

   To view records functionality, you must install a Records Manager license.
2. Drag the pane to the desired location.
3. Optional. Click and hold the left mouse button, and then drag the title bar over an arrow either in the middle of the window or at the edge of the window.

   The pane automatically resizes to show the new docking position.

4. Release the mouse button to place the pane in the new position.

Set Folder Viewer options

To configure the default behavior for documents and folders in Folder Viewer, complete the following steps.

1. In **Folder Viewer**, click **File > Options**.
2. In the **Folder Viewer Options** dialog box, under **General**, select one or more of the following options.
   - **Launch a new viewer when opening a folder.** Opens a new viewer for each folder you open.
   - **Open the documents in this folder in an associated viewer**. Opens documents in an associated viewer that teams the document with the folder. You must select this option to create document and page tasks in **Folder Viewer**.
   - **Dock the associated viewer**. Attaches the viewers together.
   - **Set default folder when creating a document.** Sets the location for a new document to the path of the currently open folder. When disabled, Perceptive Content sets the location for a shortcut to the new document to the currently open folder. You can specify a different location for the document or the shortcut.
3. Under **Related Folders**, to remember and run the last viewed relationship, select the **Remember and run the last viewed relationship** check box.
4. Click **OK**.

View documents

View a document in its original application

To open a document in its associated application, such as a spreadsheet in Microsoft Excel or a PDF file in Adobe Acrobat Reader, complete the following steps.

1. If you are viewing a PDF file, choose one of the following methods to verify Adobe Acrobat is configured to display PDFs in a browser.

Situation	Steps
Adobe Acrobat Reader version 8 or 9	1. In Adobe Acrobat Reader, click **Edit > Preferences** and in the **Categories** list, click **Internet**. 2. Clear the **Display PDF in browser** check box and then click **OK**.
Adobe Acrobat Reader version 7 or earlier	• Set Reader to display PDFs.

2. Open the document.
3. In the **File** toolbar, click the **Launch associated application** button.
4. If the **Launch Associated Application** dialog box appears, select the page you want to view and then click **Open**.

View an earlier version of a document

Using version control allows you to manage changes to a document during the content authoring process while ensuring the integrity of your documents at all times. To view an earlier version of a document, complete the following steps.

1. Open the document.
2. Click **File > Version Control > Version History**.
3. In the **Document Properties** dialog box, on the **Version** tab, select the version of the document that you want to view and click **View**.

Edit a text file

You can edit a TXT or RTF file directly in the viewer. To edit an item, complete the following steps.

Prerequisite Before you can edit an item in the viewer, you must set it as the default text editor.

To edit a non-text item, you must edit its latest version in its associated application.

1. Open the item and select the page you want to edit.

   You can edit more than one page at a time and skip back and forth between pages in the Thumbnails pane.
2. In the page toolbar, click the **Start Edit** button.

   If editing a document, Perceptive Content automatically adds it to version control, if necessary, and checks out the document. If the page toolbar does not appear, the document might be checked out by another user.
3. If editing an RTF file, you can select text and click the buttons in the page toolbar to apply bold, italic, and underline or select a font family, size, and color.
4. If editing a document, check in the document when finished.

View a document page

To view a specific page in a multi-page document, complete the following steps.

1. Open the document.
2. Open the **Thumbnails** pane by clicking **View > Thumbnails**.
3. In the **Thumbnails** pane, double-click the page you want to view.

View document properties

To view a document's properties, complete the following steps.

1. Open the document.
2. On the **File**toolbar, click the **Properties** button.
3. In the **Document Properties** window, perform any of the following actions.
   1. On the **General Properties** tab, view the document’s property values and folder location.
   2. On the **Details** tab, view additional document properties, such as the date the document was created.
   3. On the **Custom Properties** tab, view the document’s custom property values.

4. To view document version information, in the left pane, click **Version History**.
5. To view document workflow information, in the left pane, click **Workflow**.
4. Click **Close**.

View related documents

To view the related documents defined by a document relationship view, complete the following steps.

1. Open the document.
2. In the viewer if the **Related Documents** pane is not already visible, click **View > Related Documents**.
3. In the **Related Documents** pane, in the **Relationship** list, select the relationship view you want to display.

View multiple pages

To view multiple pages in a viewer, complete the following steps.

1. Open an item.
2. From the **Window** menu, choose from the following options.

Option	Description
Cascade	• Diagonally displays pages in the viewer.
Tile vertically	• Vertically displays pages in the viewer.
Tile horizontally	• Horizontally displays pages in the viewer.

View folders

View a document's folder

To view the folder that contains a document, complete the following steps.

1. Open the document.
2. In **ImageNowViewer**, in the **Actions** pane, click **View this document's folder**.

View related folders

To view the related folders defined by a folder relationship view, complete the following steps.

1. Open the folder you want to view.
2. In **the viewer**, if the **Related Folders** pane is not already visible, click **View > Related Folders**.
3. In the **Related Folders** pane, in the **Relationship** list, select the relationship view you want to display.

View the folder one level higher

When viewing a folder, to view the folder one level higher in the defined hierarchy, complete the following steps.

1. Open a folder.
2. In **Folder Viewer** in the **Actions** pane, click **View folder**.

View folder properties

To view a folder's properties, complete the following steps.

1. Open the folder.
2. In the **Perceptive Content** toolbar, click the **Properties** button.
3. In the **Folder Properties** dialog box, in the right pane, view the following properties:
   - On the **Details** tab, view general folder properties such as the date the folder was created.
   - On the **Custom Properties** tab, view the custom properties.
4. Click **OK**.

View search results

Export a grid

You can export a search results grid to a CSV file. To export a grid, complete the following steps.

1. Right-click inside the search results grid and then click **Export Grid**.
2. In the **Export Grid Data** dialog box, navigate to the desired file location, enter a file name for the grid file, and click **Save**.

Result This procedure exports all rows of the grid, whether the entire list is visible on the screen or not.

Work with zoom regions

What is a zoom region?

The viewer provides controls in items for the magnification and rotation of raster-based images, and allows you to store specific combinations of magnification, rotation, and positioning as settings referred to as zoom regions.

From the zoom region list, you can name, retrieve, and delete these settings. These settings are always available to any user with View privileges while accessing any ImageNow Server from the same computer that the zoom regions were created.

Create a zoom region

To create a zoom region for an item, complete the following steps.

1. Open the item.

   To view records functionality, you must install a Records Manager license.
2. In the viewer, on the **View** toolbar, complete any of the following actions:
   - To zoom in on the item, click the **Zoom In** button.
   - To zoom out on the item, click the **Zoom Out** button.
   - To rotate the item 90 degrees to the left, click the **Rotate 90º Left** button.
   - To rotate the item 90 degrees to the right, click the **Rotate 90º Right** button.
   - To adjust the item to fit the space available in the window, click the **Fit Window** button.
   - To adjust the item to fit the width of the window, click the **Fit Width** button.
   - To adjust the item to fit the height of the window, click the **Fit Height** button.

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3. On the **View** toolbar, select **Create Zoom Region** from the list.
4. In the **Create Zoom Region** dialog box, enter a unique name for the region you just created and click **OK**.

Rename a zoom region

To rename a zoom region for an item, complete the following steps.

1. Open an item.
2. On the **View** toolbar, select **Edit Zoom Regions**.
3. In the **Edit Zoom Regions** dialog box, select the region you want to rename and click **Rename**.
4. In the **Rename Zoom Region** dialog box, type the new name of your zoom region and click **OK**.
5. Click **Close** to close the **Create Zoom Region** dialog box.
6. Click **Close**.

Delete a zoom region

The View toolbar provides controls for the magnification and rotation of raster-based images, and allows you to store specific combinations of item magnification, rotation, and positioning as settings referred to as zoom regions. To delete a zoom region, complete the following steps.

1. Open an item.
2. In **ImageNowViewer**, on the **View** toolbar, click **Edit Zoom Regions**.
3. In the **Edit Zoom Regions** dialog box, select the region you want to delete and click **Delete**.
4. Click **Close**.

Search

Types of search interfaces

You can use the following search interfaces in Perceptive Content.

Quick Search

A quick search applies a single condition to the items in the current view and returns the results that satisfy that condition. You define the condition on the Quick Search tab of ImageNowExplorer, which includes the property list, operator list, and value box, and the Go button .

The options in the property list vary depending on the view selected in the Views pane of ImageNowExplorer and the set of operators and the method for selecting the value vary with the selection you make in the property list. For example, when you search on a document key, such as Drawer or Field1, only documents and forms are returned. If you search on a record folder property, such as Name, then record folders are returned. A limited subset of the search operators is available in the quick search.

You can create filters based on searches performed using the Quick Search.

Advanced search

An advanced search allows you to define multiple conditions to the documents, folders, forms, records, record folders, tasks, or workflow items in the current view and returns the results that satisfy any or all of the defined conditions. You define the conditions on the Search tab of ImageNowExplorer, in the Add Condition dialog box, which allows you to build conditions using the following elements.

- A search constraint, such as date, a document key, or a custom property.
- A search type, which allows you create a prompted or variable search.
- A search field specific to the constraint and current view selected.
- An extensive list of operators that evaluates the field against the value.
- A value for the search condition.

After you define the search conditions you want to apply, you can group the conditions, reorder the conditions, and save searches performed with the search as a filter. The search evaluates the conditions in the order in which you define them. You can save a multiple condition search as a filter.

Prompted and variable searching

When you build an advanced search in ImageNowExplorer, you can opt to use a variable in your search conditions or create a prompt for the search. To build a prompted search, you simply select Prompted from the type list in the Add Condition dialog box when creating conditions for the advanced search. When you select prompted, you do not need to specify a value for the search. Instead, you type an instruction message that will appear in the Select a Search Value dialog box when the user performs the search. The message appears above the entry box. When you supply a prompt, we recommend you be as specific as possible when writing the instruction message, particularly when using operators such as "starts with" and "is between" to indicate the type of entry the user should make. You can save prompted searches as a filter.

Variable searches allow you to use a variable value, such as the current user or current date and time, instead of a static value. You can specify a user or date variable for any search constraint that could use a date or user variable as a value. You can save variable searches as a filter.

Excluded search characters

Perceptive Content reserves specific characters and character strings for internal application processing. Including these characters in your search criteria may cause errors or return unexpected results.

It is recommended that you exclude the following list of characters and character strings from your Perceptive Content search criteria to avoid unreliable or unexpected results.

Character(s)	Key Strokes
--	(dash)(dash)
%	(percent sign)
_	(underscore)
;	(semicolon)

Character(s)	Key Strokes
$true	(dollar sign)true
$false	(dollar sign)false
$null	(dollar sign)null
startswith	startswith
doesnotstartwith	doesnotstartwith

Set maximum user display limit

You can use this procedure to determine the number of user names or group names that appear in the Value list when defining an advanced user search.

1. On the toolbar, click **Settings > Options**.
2. In the **Explorer Options** dialog box, in the left pane, click **General**.
3. In the right pane, under **Maximum Display Limits**, in the **User or groups in search results** list, select or type a number from 25 to 500.
4. Click **OK**.

Search within the results grid

You can use this procedure to find items within the search results grid that match specified text. Items that match the specified text appear highlighted in the grid.

1. In the **Views** pane, select a view or the filter you would like to search.
2. On the toolbar, click the **Find** button.
3. In the **Find** bar below the results grid, enter the text you want to find from the items currently in the grid. The matching items are highlighted.
4. Optional. To select the next item that matches your search criteria, click the **Next** button. To select the previous item that matches your search criteria, click the **Previous** button.
5. When you are finished, close the **Find** bar.

Create a prompted search

To create a search that prompts the user for a search value, complete the following steps.

1. In **ImageNowExplorer**, in the **Views** pane, select a view.
2. In the right pane, on the **Search** tab, click the **Add** button.
3. In the **Add Condition** dialog box, do the following substeps:
    1. In the **Constrain by** list, select the search constraint to use.
    2. In the **Type** list, select **Prompted**.
    3. In the **Field** list, select the field to search by.
    4. In the **Operator** list, select an operator.

       If you use the **is between** or **is not between** operator in the search, you can enter two boundary

values in the **Select a Search Value** dialog box. The value in the first box is the minimum value. The value in the second box is the maximum value.

5. In the **Message** list, type an instructional message to appear in the prompt.
6. Click **OK**.

4. Click the **Go** button.
5. In the **Select a Search Value** dialog box, select or type the value or values for the search and then click **OK**.

   If you use the **is one of** or **is not one of** operator in the search, you can add multiple values in the **Select a Search Value** dialog box.
6. Optional. To cancel a record or record folder search that's in progress, click **Cancel Search**.

Create an application plan search

You can create an advanced search that returns values based on a dictionary element in an application plan. To create an application plan search, complete the following steps.

1. Open your business application to the screen that contains the value you want to use in the search.
2. In **ImageNowExplorer**, in the **Views** pane, select the view to use as a basis for your search.

   Note:
   To view records functionality, you must install a Records Manager license.
3. In the right pane, on the **Search** tab, click the **Add** button.
4. In the **Add Condition** dialog box, in the **Constrain by** list, select a search constraint.
5. In the **Type** list, select **LearnMode**.
6. In the **Plan** list, select the application plan.
7. Define the **Field**, **Operator**, and **Value** to locate results associated with the record represented on your application plan screen.
8. Click **OK** and then click the **Go** button.

Result If the search field and value do not evaluate to a dictionary element in the application plan, the search returns no results.

Search documents

About searching for documents

When searching for documents, you can use the Quick Search or Search tab to perform your search.

When you use the Quick Search feature, you can search for a document based on its name, drawer, or document property value. When you use the Search feature, you can search for a document based on a composite property or custom property value, a document property, status, or a user.

You can save document searches as private filters.

Create a document search with multiple values

To create a condition in an advanced search that includes a list of values, complete the following steps.

1. In **ImageNowExplorer**, in the **Views** pane, select the document, folder, task, or workflow view to use as a basis for the search.

2. In the right pane, click the **Search** tab and then click button.
3. In the **Add Condition** dialog box, In the **Constrain by** list, click the document search constraint to use.
4. In the **Type** list, select **Normal** or **Prompted**.
5. In the **Field** list, select the field to use in the search.
6. In the **Operator** list, complete one of the following actions.
   - To build a list of values, select **is one of**.
   - To build a list of values to exclude, select **is not one of**.
7. To add values, in the **Value** box, complete the following substeps.
   1. Click **Add**.
   2. In the dialog box that appears for the field, type or select a value and then click **OK**.
   3. Repeat substeps to add more values.

   If you want to create a prompted search with multiple values, you must specify the value list when running the search.
8. Click **OK** and then click the **Go** button.

Document search conditions

When you use the Search tab for document searches, several conditions are available. The Add Condition dialog box allows you to build a search using a combination of the constraints, fields, operators, and values described in the following topic.

Document searching guidelines

When building a document search condition in the Add Condition dialog, keep the following guidelines in mind:

- If you are performing a prompted search, you do not specify a value when creating a search condition. A message box appears instead of a value box.
- If you are performing a LearnMode search, you must select an application plan in the Add Condition dialog box.
- If you are performing a variable search, you can select one of the following values to use as a variable for the current user: user name, first name, last name, title, organization, organization unit, locality, or user ID. You can also use the current date and time as a variable.

Composite property

Composite properties are defined by your Perceptive Content administrator. The operators that appear depend on the type of custom property.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

contains

does not contain

is blank

is not blank

is one of

is not one of

is between

is not between

Fields

The following fields are available when constraining by composite property

Composite

In the Composite list, select a composite property.

Possible values include all composite properties the user can access.

Field

In the Field list, select a custom property.

Possible values include all custom properties associated with the selected composite.

Custom property

Custom properties are defined by your Perceptive Content administrator. The operators that appear depend on the type of custom property.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

contains

does not contain

is blank

is not blank

is one of

is not one of

is between

is not between

Fields

The following fields are available when constraining by custom property.

Custom property

Select a custom property.

Possible values include all custom properties the user can access.

Date

The following operators and fields allow you to search for documents based on a date value. To specify a value, type a value or select a value from the calendar.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

is one of

is not one of

is between

is not between

Fields

The following fields are available when constraining by date.

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Checked out

The date the document was checked out in version control.

Created

The date the document was captured.

Last viewed

The date a user last viewed the document.

Modified

The date a user last modified the document.

Next task due

The nearest date a task is due for the document.

Document key

The following operators and fields allow you to search for documents based on a document key value.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

contains

does not contain

is blank

is not blank

is one of

is not one of

is between

is not between

Fields

The following fields are available when constraining by document key.

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Drawer

The drawer value for the document. If you specified a different label for the Drawer column for the selected view, the label you defined appears in the Field list.

Possible values include all drawers the user can access.

Name

The document name value for the document. If you specified a different label for the Document name column for the selected view, the label you defined appears in the Field list.

Possible values include all names the user can access.

Field1

The Field1 value for the document. If you specified a different label for the Field1 column for the selected view, the label you defined appears in the Field list.

Possible values include any alphanumeric value.

Field2

The Field2 value for the document. If you specified a different label for the Field2 column for the selected view, the label you defined appears in the Field list.

Possible values include any alphanumeric value.

Field3

The Field3 value for the document. If you specified a different label for the Field3 column for the selected view, the label you defined appears in the Field list.

Possible values include any alphanumeric value.

Field4

The Field4 value for the document. If you specified a different label for the Field4 column for the selected view, the label you defined appears in the Field list.

Possible values include any alphanumeric value.

Field5

The Field5 value for the document. If you specified a different label for the Field5 column for the selected view, the label you defined appears in the Field list.

Possible values include any alphanumeric value.

Document type

The document type value for the document. If you specified a different label for the Document type column for the selected view, the label you defined appears in the Field list.

Possible values include all document types the user can access.

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Any document key

The value for the Drawer, Name, Type, Field1, Field2, Field3, Field4, or Field5 associated with the document.

Possible values include any alphanumeric value.

Document property

The following operators and fields allow you to search for documents based on a document property value.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

contains

does not contain

is blank

is not blank

is one of

is not one of

is between

is not between

Fields

The following fields are available when constraining by document property.

Check out comments

The comments entered by the user that checked out a version of the document in version control. This field only returns documents that are currently checked out.

Possible values include any alphanumeric value.

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Created within (days)

The number of days within which the document was captured.

Possible values include any numeric value.

Current version

The number of the current version of the version controlled document.

Possible values include any numeric value.

Document ID

The unique ID of the document.

Possible values include any alphanumeric value.

Folder path

The path to the folder that stores the document. This field is only available for LearnMode type searches.

Possible values derived from application plan.

Hold name

The name of the retention hold applied to the document.

Possible values include all retention holds the user can access.

Name

The name of the document.

Possible values include any alphanumeric value.

Notes

The contents of the Notes box in the Properties pane for the document.

Possible values include any alphanumeric value.

Number of pages

The total number of pages in the document.

Possible values include any numeric value.

Summary task count (active)

The number of active tasks assigned for the document.

Possible values include any numeric value.

Summary task count (inactive)

The number of inactive tasks associated with the document.

Possible values include any numeric value.

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Workflow item ID

The unique ID of the workflow item associated with the document.

Possible values include any alphanumeric value.

Workflow queue

The workflow queue the document is currently in.

Possible values include all workflow queues the user can access.

Physical property

The following operators and fields allow you to search for documents based on a physical property value. Physical file templates and physical properties are defined by your Perceptive Content administrator.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

contains

does not contain

is blank

is not blank

is one of

is not one of

is between

is not between

Fields

The following fields are available when constraining by physical property.

Template

In the Template list, select a physical file template.

Possible values include all physical file templates the user can access.

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Field

In the Field list, select a physical property.

Possible values include all physical properties associated with the template.

User

The following operators and fields allow you to search for documents based on a user value. You can type an alphanumeric value or select any valid user name.

Operators

is equal to

is not equal to

starts with

does not start with

ends with

is blank

is not blank

is one of

is not one of

Fields

The following fields are available when constraining by user.

Checked out by

The user who checked out the document in version control.

Created by

The user who created the document.

Last viewed by

The user who last viewed the document.

Modified

The user who last modified the document.

Pending approval by

The user assigned to an approval task for the document.

Private by

The user who marked the document private in version control.

Workflow user

The user who added the item to workflow.

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Status

The following operators and fields allow you to search for documents based on a status value.

Operators

is equal to

is not equal to

Fields

The following fields are available when constraining by status.

Digital signature status

The status of the digital signature for the document.

Possible values include Valid, Invalid, Void, and Not signed.

Has physical file reference

Whether the document has a reference to a physical file.

Possible values include yes or no.

Has hold applied

Whether the document is under a direct or inherited retention hold.

Possible values include yes or no.

Has shortcuts

Whether shortcuts to the document appear in other folders or drawers.

Possible values include yes or no.

Is checked out

Whether the document is checked out in version control.

Possible values include yes or no.

Is in workflow

Whether the document is in workflow.

Possible values include yes or no.

Is private

Whether the document is marked private in version control.

Possible values include yes or no.

Is version controlled

Whether the document is in version control.

Possible values include yes or no.

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Summary task status

The status of the task associated with the document.

Possible values include Assigned, Returned, Complete, Complete Pending Review, Canceled, and Invalid.

Workflow status

The status of the document in workflow.

Possible values include Idle, Working, On hold, Pending, Waiting for routing, and Waiting for inbound action.

Search for a document

To search for a document using a quick selection or using multiple conditions, complete the following steps.

1. In the **Views** pane, select the view you want to use as a basis for your search.
2. In the right pane, do one of the following actions:

Situation	Steps
Perform a quick search	1. Click the **Quick Search** tab. 2. In the property list, select the property to use. 3. In the operator list, select an operator to use in the comparison. 4. In the value box, select or type a value.
Perform an advanced search	1. On the **Search** tab, click the **Add** button. 2. In the **Add Condition** dialog box, in the **Constrain by** list, click the search constraint to use. 3. In the **Type** list, select the type of search to perform. 4. In the **Field** list, select the item field to use in the search. 5. In the **Operator** list, select an operator to use when comparing the field and the value. 6. If you are performing a **LearnMode** search in Perceptive Content, in the **Plan** list, select an application plan. 7. In the **Value** box, select or type a value for the search. 8. Click **OK**.

Note: If you selected Prompted in the Type list, the Message box appears instead of the Value list. Enter instructions indicating what value to enter.

3. Optional. To add another search condition, repeat the advanced search steps.
4. Click the **Go** button.

Search for documents by date or time

To search for documents based on any property that contains a date or a time value, such as the Created or Modified fields, complete the following steps.

1. In **ImageNowExplorer**, in the **Views** pane, select a documents view to use as the basis for your search.
2. In the **Add Condition** dialog box, in the **Constrain by** list, click **Date** or **Custom Property** depending on the context of your search.
3. In the **Type** list, select the type of search to perform.
4. In the **Field** list, select the date field or custom property to search.
5. In the right pane, on the **Search** tab, click the button.
6. In the **Operator** list, complete one of the following actions:
   - To search on a specific date range, click **is between** or **is not between**.
   - To search on a list of specific dates, click **is one of** or **is not one of**.
   - To search on a date range without a start date or end date, select an operator such as **is greater than**, **is less than**, or **is equal to**.
   - To search on a specific date, select **is equal to**.
7. In the box, complete one of the following actions:
   - To change the date, click the down arrow and select the date you want from the calendar. To change the time value, click inside the hour, minute, or second area and type the value you want to use.
   - If you are searching a specific date range, to change the earliest and latest dates, click the down arrows and select the dates from the calendar. To change the time values, click inside the hour, minute, and second area and type the value you want to use.
   - If you are searching a list of dates and times, define the list.
8. Click **OK**.
9. Click the **Go** button.

Search for text in an item

To search for text in an item, complete the following steps.

1. Open the item you want to search.
2. Position the mouse pointer where you want to begin the search, right-click, and then click **Find**.
3. In the **Find** dialog box, in the **Find what** box, type the text string you want to find.
4. Perform any of the following optional tasks to refine the search:
   - To specify that the results of the search contain the entire string you entered, select **Match whole word only**.
   - To specify that the results of the search match the uppercase and lowercase characters of the value string you entered, select **Match case**.
   - To search up from the mouse pointer position you specified, under **Direction**, select **Up**. To search down, select **Down**.

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5. Click **Find Next** to highlight each occurrence of the value string beginning at the insertion point.
6. Optional. If you reach the end or beginning of the item and want to continue searching from the beginning, click **Find Next** again.

Search on composite properties for a document

To search for an document based on the value of a custom property that is part of a composite, complete the following steps.

1. In the **Views** pane, select a view to use as a basis for your search.
2. In the right pane, click the **Search** tab and then complete the following substeps.
    1. Click the button.
    2. In the **Add Condition** dialog box, in the **Constrain by** list, select **Composite property**.
    3. In the **Type** list, select the type of search to perform.
    4. In the **Composite** list, select the composite property to use.
    5. In the **Field** list, select the custom property associated with the composite property.
3. In the **Operator** list, select the operator to use in the search.
4. In the **Value** box, type or select the value you want to specify.

    If you selected Prompted in the Type list, the Message box appears instead. Enter instructions indicating what value to enter.
5. Click **OK**.
6. Optional. To add more conditions to the search, repeat the previous substeps.
7. Click the **Go** button.

Search on document notes content

To search for a document based on the contents of the document's Notes pane, complete the following steps.

When you search on notes, you can search on only the first 50 characters of the field.

1. In the **Views** pane, select a view to use as a basis for your search.
2. In the right pane, click the **Search** tab and then complete the following substeps.
    1. Click the **Add** button.
    2. In the **Add Condition** dialog box, in the **Constrain by** list, select **Document Property**.
    3. In the **Type** list, select the search type to use.
    4. In the **Field** list, select **Notes**.
    5. In the **Operator** list, select the operator to use.

        If you use the **is equal to** operator, you must enter the entire contents of the **Notes** pane in the **Value** box. For this reason, we recommend using a different operator, such as **starts with**.
    6. In the **Value** box, type or select a value.
    7. Click **OK**.
3. Click the **Go** button.

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Search for documents by user

You can search for an document based on the user that created it, last viewed it, or last modified it. To search for items by user, complete the following steps.

1. In the **Views** pane, select a document view to use as a basis for your search.
2. In the right pane, on the **Search** tab, click the button.
3. In the **Add Condition** dialog box, in the **Constrain by** list, click **User**.
4. In the **Type** list, select the search type to use.
5. In the **Field** list, select one of the following options:
   - To search for items created by a specific user, select **Created by**.
   - To search for items modified by a specific user, select **Modified by**.
   - To search for items that a specific user viewed recently, select **Last viewed by**.
6. In the **Operator** list, select an operator.
7. In the **Value** list, select or type a value.
8. Click **OK**.
9. Click the **Go** button.

Search folders

About searching for folders

To search for folders, you select the Folders button on the Perceptive Content toolbar. This opens the All Folders view, which you can use as a basis for your folder search.

You can also select another view to use as a basis for your folder search. Normally, you have access to the following views:

- All Folders, which returns all the folders for which you have the necessary privileges.
- My Recycled Folders, which returns all the folders you deleted.

Additional folder views appear under Folders in the Views pane of ImageNowExplorer.

When searching for folders, you can use the Quick Search or Search tab to perform your search. When you use the Quick Search feature, you can only search for a folder based on its name or type or by a custom property. When you use the Search feature, you search for folders based on a composite property, a custom property, a date, a folder property, the folder's status, or a user.

If you have the Filter privilege for the view you use to build the search, you can save the search as a private filter. After you save the search, you can access the filter from the Views pane in ImageNowExplorer.

Folder search conditions

When you use the Search tab for folder searches, several conditions are available.

The Add Condition dialog box allows you to build a search using a combination of constraints, fields, operators, and values described in the following table.

When building a folder search condition in the Add Condition dialog, keep the following guidelines in mind.

- If you are performing a prompted search, you do not specify a value when creating a search condition. A message box displays instead of a value box.
- If you are performing a LearnMode search, you must select an application plan in the Add Condition dialog box.
- If you are performing a variable search, you can select one of the following values to use as a variable for the current user: user name, first name, last name, title, organization, organization unit, locality, or user ID. You can also use the current date and time as a variable.

Constraint	Operators	Field	Field Description	Possible Values
Composite property	is equal to, is not equal to, is less than, is greater than, is less than or equal to, is greater than or equal to, starts with, does not start with, ends with, does not end with, contains, does not contain, is blank, is not blank, is one of, is not one of, is between, is not between	In the Composite list, select a composite property. In the Field list, select a custom property.	Composite properties are defined by your Perceptive Content administrator.	All defined composite properties
Custom property	is equal to, is not equal to, is less than, is greater than, is less than or equal to, is greater than or equal to, starts with, does not start with, ends with, does not end with, contains, does not contain, is blank, is not blank, is one of, is not one of, is between, is not between	Select a custom property.	Custom properties are defined by your Perceptive Content administrator.	All defined custom properties
Date	is equal to, is not equal to, is less than, is greater than, is less than or equal to, is greater than or	Created	The date the folder was created.	Type a date or select a date from the calendar

	equal to, is one of, is not one of, is between, is not between			
Modified	The date the folder was last modified.	Type a date or select a date from the calendar.		
Status changed	The date the folder's status changed to active or inactive.	Type a date or select a date from the calendar.		
Next task due	The date the next task associated with the folder is due.	Type a date or select a date from the calendar.		
Folder property	is equal to, is not equal to, is less than, is greater than, is less than or equal to, is greater than or equal to, starts with, does not start with, ends with, does not end with, contains, does not contain, is blank, is not blank , is one of, is not one of, is between, is not between	Created within (days)	The number of days within which the folder was created.	Type any numeric value
Folder path	The path to the folder that stores the folder. This field is only available for LearnMode type searches.	Value derived from application plan		
Name	The folder name.	Type any alphanumeric value.		
Folder ID	The unique ID of the folder.	Type any alphanumeric value.		

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Summary task count (active)	The number of active tasks for the folder.	Type any numeric value.		
Summary task count (inactive)	The number of inactive tasks for the folder.	Type any numeric value.		
Type	The folder type value.	All folder types the user can access		
Workflow item ID	The workflow item ID for the folder.	Type any alphanumeric value.		
Workflow queue	The workflow queue the folder is currently in.	All workflow queues the user can access		
Status	is equal to is not equal to	Has required documents	Whether the folder has required document types	Yes No
Is in workflow	Whether the folder is in workflow			
Folder status	Whether the folder is active or inactive	Active, Inactive		
Summary task status	The status of the task associated with the folder.	Assigned Returned Complete Pending Review Complete Invalid Canceled		
Workflow status	The status of the folder in workflow.	Idle, Working, On hold Pending Waiting for routing, Waiting for inbound action		
User	is equal to, is not equal to, starts with, does not start with, ends with, is blank, is not blank, is one of, is not one of	Created by	The user who created the folder	Type an alphanumeric value. Any valid user name.
Modified by	The user who last modified the			

	contents or properties of the folder.			
Status changed by	The user who last changed the folder status.			
Workflow user	The user who added the folder to workflow.			

Search for a folder

To search for a folder using a quick selection or using multiple conditions, complete the following steps.

1. On the **Perceptive Content** toolbar, select **Folders**.
2. In the **Views** pane, select the folder view you want to use as a basis for your search.
3. In the right pane, complete one of the following actions.

Situation	Steps
Perform a quick search	1. Click the **Quick Search** tab. 2. In the property list, select the folder property or custom property to use. 3. In the operator list, select an operator to use in the comparison. 4. In the value box, select or type a value.
Perform an advanced search	1. On the **Search** tab, click the **Add** button. 2. In the **Add Condition** dialog box, in the **Constrain by** list, click the folder search constraint to use. 3. In the **Type** list, select the type of search to perform. 4. In the **Field** list, select the folder field to use in the search. 5. In the **Operator** list, select an operator to use when comparing the field and the value. 6. If you are performing a **LearnMode** search in Perceptive Content, in the **Plan** list, select an application plan. 7. In the **Value** box, select or type a value for the search. 8. Click **OK**.

Note: If you select **Prompted** in the **Type** list, the **Message** box displays instead of the **Value** list.

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Enter instructions indicating what value to enter.

4. Optional. To add another search condition, repeat the previous substeps.
5. Click the **Go** button.

Search for record folders by date

To search for record folders based on the date they were created or modified, complete the following steps.

1. In the **Views** pane, select the record folder view you want to use as a basis for your search.
2. In the right pane, on the **Search** tab, click the button.
3. In the **Add Condition** dialog box, in the **Constrain by list**, select **Folder property** or **Date**.
4. In the **Type** list, select the type of search to perform.
5. In the **Field** list, select **Created within (days)** or **Created or Modified**.
6. In the **Operator** list, select an operator to use when comparing the field and the value.
7. If you are performing a **LearnMode** search in **Perceptive Content**, in the **Plan** list, select an application plan.
8. In the **Value** box, select or type a date.

   If you selected Prompted in the Type list, the Message box appears instead. Enter instructions indicating what value to enter.
9. Click **OK** and then click the **Go** button.

Search for record folders by status

To search for active and inactive record folders based on the status, the user that changed the status, or the date the status changed, complete the following steps.

1. In the **Views** pane, select the record folder view you want to use as a basis for your search.
2. In the right pane, on the **Search** tab, click the button.
3. In the **Add Condition** dialog box, in the **Constrain by list**, select **Status**, **User** or **Date**.
4. In the **Type** list, select **Normal**.
5. In the **Field** list, select **Folder status** or **Status changed by** or **Status changed**.
6. In the **Operator** list, select **is equal to**, or another operator to use when comparing the field and the value.
7. In the **Value** box, **Active** or **Inactive**.
8. Click **OK** and click the **Go** button.

Search for folders by user

To search for folders based on the user that created or last modified the folder, complete the following steps.

1. In **ImageNowExplorer**, in the **Views** pane, select the folder view you want to use as a basis for your search.
2. In the right pane, on the **Search** tab, click the **Add** button.
3. In the **Add Condition** dialog box, in the **Constrain by** list, select **Folder property**.
4. In the **Type** list, select the type of search to perform.
5. In the **Field** list, select **Created by** or **Modified by**.
6. In the **Operator** list, select an operator to use when comparing the field and the value.

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7. If you are performing a **LearnMode** search in **Perceptive Content**, in the **Plan** list, select an application plan.
8. In the **Value** box, select or type a user name.

   If you selected **Prompted** in the **Type** list, the **Message** box displays instead. Enter instructions indicating what value to enter.
9. Click **OK** and then click the **Go** button.

Folder content

About searching folder contents

To search within the contents of a folder, you simply open a folder. The contents of the folder display according to the folder content view associated with the folder type.

When searching for folder contents, you can use the Search feature on the Content tab to perform your search. When you use the Search feature, you can search for documents, subfolders, and shortcuts based on a composite property, a content property (which applies to the document, folder, or shortcut), a custom property, a date, the document or folder status, a physical property, a user, or a workflow item property.

If the folder type associated with the folder content view allows you to search within subfolders, you can also create a folder content search that also searches within all subfolder levels available in the folder hierarchy.

The Quick Search feature is not available for folder content searching. You cannot create private filters to save folder content searches.

For example, Alex is a medical records technician who stores each patient chart in a folder. Within each patient folder, Alex creates a subfolder for each visit the patient makes to any of his hospital system'sfacilities.Within each patient visit subfolder, there are additional subfolders for each physician who saw the patient during his visit. Alex needs to find a patient's pathology report, but is unsure of which visit the pathology report is associated with, and which physician created the pathology report. Alex searches the patient's chart folder, chooses to search within subfolders, and the search results contain documents stored in any subfolder associated with the patient's chart, regardless of their position in the hierarchy.

As another example, Alex knows the patient visit in which the pathology report was created, but does not know which physician created the report. Alex opens the subfolder associated with the patient visit within the patient's chart, searches within subfolders, and the search results only contain documents stored in any subfolder associated with the patient visit he selected.

Folder content search conditions

When you display the Search pane on the Content tab of Folder Viewer, several conditions are available. The Add Condition dialog box allows you to build a search using a combination of constraints, fields, operators, and values described in the following table.

If you are performing a variable search, you can select one of the following values to use as a variable for the current user: user name, first name, last name, title, organization, organization unit, locality, or user ID. You can also use the current date and time as a variable.

Composite property

The Composite property constraint allows the following operators: is equal to, is not equal to, is less than, is greater than, is less than or equal to, is greater than or equal to, starts with, does not start with, ends with, does not end with, contains, does not contain, is blank, is not blank is one of, is not one of, is between, and is not between.

The composite properties, which can contain all possible values, are defined by your administrator.

You can select a composite property is the Composite list, or you can select a custom property in the Field list.

Custom property

The Custom property constraint allows the following operators: is equal to, is not equal to, is less than, is greater than or equal to, starts with, does not start with, ends with, does not end with, contains, does not contain, is blank, is not blank, is one of, is not one of, is between, is not between, is equal to, is not equal to

Constraint	Operators	Field	Field Description	Possible Values
Composite property	is equal to, is not equal to, is less than, is greater than, is less than or equal to, is greater than or equal to, starts with, does not start with, ends with, does not end with, contains, does not contain, is blank, is not blank, is one of, is not one of, is between, is not between	In the Composite list, select a composite property. In the Field list, select a custom property.	Composite properties are defined by your administrator.	All defined composite properties
Content property	is equal to, is not equal to, is less than, is greater than, is less than or equal to, is greater than or equal to, starts with, does not start with, ends with, does not end with, contains, does not contain, is blank, is not blank, is one of, is	Content type	The type of content in the folder.	• Document • Document Shortcut Folder • Folder Shortcut

Constraint	Operators	Field	Field Description	Possible Values
	not one of, is between, is not between			
Added to folder within (days)	The number of days within which the document, folder, or shortcut was added or moved to the folder.	Type any positive integer.		
Created within (days)	The number of days within which the document, folder, shortcut was created.	Type any positive integer.		
Name	The name value of the document, folder, or shortcut.	Type any alphanumeric value.		
Drawer	The drawer value associated with the document, folder, or item referenced by a shortcut.	Type any alphanumeric value.		
Document ID	The unique ID of the document.	Type any alphanumeric value.		
Field1	The Field1 value associated with the document or document referenced by a shortcut.	Type any alphanumeric value.		
Field2	The Field2 value associated with the document or document referenced by a shortcut.	Type any alphanumeric value.		
Field3	The Field3 value	Type any		

Constraint	Operators	Field	Field Description	Possible Values
	associated with the document or document referenced by a shortcut.	alphanumeric value.		
Field4	The Field4 associated with the document or document referenced by a shortcut.	Type any alphanumeric value.		
Field5	The Field5 associated with the document or document referenced by a shortcut.	Type any alphanumeric value.		
Document type	The document type associated with the document or document referenced by a shortcut.	Type any alphanumeric value.		
Folder ID	The unique ID of the folder.	Type any alphanumeric value.		
Folder type	The folder type associated with the folder or folder referenced by a shortcut.	Type any alphanumeric value.		
Custom property	is equal to, is not equal to, is less than, is greater than, is less than or equal to, is greater than or equal to, starts with, does not start with, ends with, does not end with, contains,	Select a custom property.	Custom properties are defined by your administrator.	All defined custom properties

Constraint	Operators	Field	Field Description	Possible Values
	does not contain, is blank, is not blank, is one of, is not one of, is between, is not between			
Date	is equal to, is not equal to, is less than, is greater than, is less than or equal to, is greater than or equal to, is one of, is not one of, is between, is not between	Added to folder	The date the content was added or moved to the folder.	Type or select a date value.
Checked out	The date the document or document referenced by a shortcut was checked out in version control.	Type or select a date value.		
Created	The date the document, folder, or shortcut was created.	Type or select a date value.		
Last viewed	The date the content was last viewed by a user.	Type or select a date value.		
Modified	The date the document, folder, or shortcut was last modified.	Type or select a date value.		
Status changed	The date the folder's active or inactive status changed.	Type or select a date value.		
Document Status	is equal to, is not equal to	Digital signature status	The status of the version controlled digital signature of	Valid, Invalid, Void, Not Signed

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Constraint	Operators	Field	Field Description	Possible Values
			the document.	
Has hold applied	Whether the document has a direct or inherited retention hold applied.	Yes, No		
Has physical reference	Whether the document had a physical file reference.	Yes, No		
Is private	Whether the document is marked private in version control.	Yes, No		
Is version controlled	Whether the document is added to version control.	Yes, No		
Folder Status	is equal to, is not equal to	Folder status	The active or inactive status of the folder.	Active, Inactive
Has required documents	Whether the folder has required document types.	Yes, No		
Physical property	is equal to is not equal to, is less than, is greater than, is less than or equal to, is greater than or equal to, starts with, does not start with, ends with, does not end with, contains, does not contain, is blank, is not blank, is one of, is not one of, is between, is not between	In the Template list, select a physical file template. In the Field list, select a physical property.	Physical file templates and physical properties are defined by your administrator.	Template: All physical file templates the user can access, Field: All physical properties associated with the template

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Constraint	Operators	Field	Field Description	Possible Values
User	is equal to, is not equal to, starts with, does not start with, ends with, is blank, is not blank, is one of, is not one of	Checked out by	The user who has the document checked out in version control.	Type an alphanumeric value. Any valid user name.
Created by	The user who created the document, folder, or shortcut.			
Last viewed by	The user who last viewed the document, folder, or item referenced by a shortcut.			
Modified by	The user who last modified the document, folder, or shortcut.			
Private by	The user who marked the document private in version control.			
Status changed by	The user who last changed the folder status.			
Workflow item property	is equal to, is not equal to, is less than, is greater than, is less than or equal to, is greater than or equal to, starts with, does not start with, ends with, does not end with, contains, does not contain, is blank, is not blank, is one of, is not one of, is	Is in workflow	Whether the document or folder is added to workflow.	Yes, No

Constraint	Operators	Field	Field Description	Possible Values
	between, is not between			
Workflow queue	The workflow queue associated with the document, folder, or item referenced by a shortcut.	Type an alphanumeric value.		
Workflow item user	The user who added the document, folder, or item referenced by a shortcut to workflow.	Type an alphanumeric value. Any valid user name.		
Workflow item status	The status of the document, folder, or item referenced by a shortcut in workflow.	Idle, Working, On hold, Pending, Waiting for routing, Waiting for inbound action		

Search for content in a container

To search for items, containers, and shortcuts in a container within Folder Viewer, complete the following steps.

1. Open the container.
2. In the viewer, click **View > Search**.
3. In the **Search** pane, click the **Add** button and then, in the **Add Condition** dialog box, do the following substeps:
    1. In the **Constrain** by list, click the container content search constraint to use.
    2. In the **Type** list, select the type of search to perform.
    3. In the **Field** list, select the container field to use in the search.
    4. In the **Operator** list, select an operator to use when comparing the field and the value.
    5. In the **Value** box, select or type a value for the search.
    6. Click **OK**.
4. Optional. To add another search condition, repeat the previous substeps.
5. Click the **Go** button.

Search for shortcuts in a container

To search for shortcuts in a container, complete the following steps.

1. Open the folder.

2. In the viewer, click **View > Search**.
3. In the **Search** pane, click **Add**.
4. In the **Add Condition** dialog box, in the **Constrain by list**, select **Content property**.
5. In the **Type** list, select **Normal**.
6. In the **Field** list, select **Content type**.
7. In the **Operator** list, select **is equal to**.
8. In the **Value** list, select the type of shortcut you want to search for.
9. Click **OK**.
10. Click **Go**.

Search for results in a container hierarchy

To search for items, containers, and shortcuts in a container and all of its subcontainers in the hierarchy, complete the following steps.

Depending on the number of subcontainers in the container you selected as a basis for the search, the search might take longer than typical for a standard content search.

1. Open the container.
2. In the viewer, click **View > Search**.
3. In the **Search** pane, click **Add**.
4. In the **Add Condition** dialog box, in the **Constrain by list**, click the container content search constraint to use.
5. In the **Type** list, select the type of search to perform.
6. In the **Field** list, select the container field to use in the search.
7. In the **Operator** list, select an operator to use when comparing the field and the value.
8. In the **Value** box, select or type a value for the search.
9. Click **OK**.
10. Select the **Search within subfolders** check box and click **Go**.

Search tasks

About searching for tasks

When searching for tasks, you can use the quick search or advanced search features to perform your search based on one of the predefined task views.

You can search for tasks based on any date, a document property, a folder property, a task property, the task status, or a task user. You can also save the search as a private filter.

Perceptive Content include the following predefined task views:

- `All Tasks`. Displays all tasks for which the user has the necessary privileges.
- `My Assigned`. Displays all incomplete tasks to which the user is assigned.
- `To Review`. Displays all incomplete tasks the user needs to review.
- `Returned to Me`. Displays all tasks that were returned to the user.
- `Complete Pending Review`. Displays all tasks in a complete pending review state for which the user has necessary privileges.
- `Returned by Me`. Displays all tasks the user returned.

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- `Complete`. Displays all tasks in a complete state for which the user has the necessary privileges.
- `Canceled`. Displays all tasks in a canceled state for which the user has the necessary privileges.
- `Invalid`. Displays all tasks in an invalid state for which the user has the necessary privileges.

Task search conditions

When you use the Search tab for task searches, several conditions are available. The Add Condition dialog box allows you to build a search using a combination of the constraints, fields, operators, and values described in the following table.

When building a task search condition in the Add Condition dialog, keep the following guidelines in mind:

- If you are performing a prompted search, you do not specify a value when creating a search condition. A message box appears instead of a value box.
- If you are performing a LearnMode search in Perceptive Content, you must select an application plan in the Add Condition dialog box.
- If you are performing a variable search, you can select one of the following values to use as a variable for the current user: user name, first name, last name, title, organization, organization unit, locality, or user ID. You can also use the current date and time as a variable.

Composite property

Composite properties are defined by your Perceptive Content administrator. The operators that appear depend on the type of custom property.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

contains

does not contain

is blank

is not blank

is one of

is not one of

is between

is not between

Fields

The following fields are available when constraining by composite property

Composite

In the Composite list, select a composite property.

Possible values include all composite properties the user can access.

Field

In the Field list, select a custom property.

Possible values include all custom properties associated with the selected composite.

Custom property

Custom properties are defined by your Perceptive Content administrator. The operators that appear depend on the type of custom property.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

contains

does not contain

is blank

is not blank

is one of

is not one of

is between

is not between

Fields

The following fields are available when constraining by custom property.

Custom property

Select a custom property.

Possible values include all custom properties the user can access.

Date

The following operators, fields, and values are available when specifying a date constraint.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

is one of

is not one of

is between

is not between

Field	Field Description
Assigned	The date the task was assigned.
Completed	The date the task was completed.
Created	The date the task was created.
Due	The date the task is due.
Modified	The date the task was last modified.
Obsolete	The date the document or folder associated with the task was deleted.
Reviewed	The date the task was reviewed.
Started	The start date for the task.

Possible Values

Type a date or select a date from the calendar.

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Document key

The following operators, fields, and values are available when specifying a document key constraint.

Operators

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to
- starts with
- does not start with
- ends with
- does not end with
- contains
- does not contain
- is blank
- is not blank
- is one of
- is not one of
- is between
- is not between

Field	Field Description	Possible Values
Drawer	The drawer value for the document. If you specified a different label for the Drawer column for the selected view, the label you defined appears in the Field list.	Any drawer the user can access
Field1	The Field1 value for the document. If you specified a different label for the Field1 column for the selected view, the label you defined appears in the Field list.	Any alphanumeric value

Field	Field Description	Possible Values
Field2	The Field2 value for the document. If you specified a different label for the Field2 column for the selected view, the label you defined appears in the Field list.	Any alphanumeric value
Field3	The Field3 value for the document. If you specified a different label for the Field3 column for the selected view, the label you defined appears in the Field list.	Any alphanumeric value
Field4	The Field4 value for the document. If you specified a different label for the Field4 column for the selected view, the label you defined appears in the Field list.	Any alphanumeric value
Field5	The Field5 value for the document. If you specified a different label for the Field5 column for the selected view, the label you defined appears in the Field list.	Any alphanumeric value
Document type	The document type value for the document. If you specified a different label for the Document type column for the selected view, the label you defined appears in the Field list.	All document types the user can access

Document property

The following operators, fields, and values are available when specifying a document property constraint.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

contains

does not contain

is blank

is not blank

is one of

is not one of

is between

is not between

Field	Field Description
Document ID	The unique ID of the document associated with the task.
Name	The name of the document associated with the task.

Possible Values

Any alphanumeric value.

Folder property

The following operators, fields, and values are available when specifying a folder property constraint.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

contains

does not contain

is blank

is not blank

is one of

is not one of

is between

is not between

Field	Field Description	Possible Values
Name	The name of the folder associated with the task.	Any alphanumeric value
Folder ID	The unique ID of the folder associated with the task.	Any alphanumeric value
Type	The folder type associated with the task.	Any folder type the user can access.

Physical property

The following operators and fields allow you to search for documents based on a physical property value. Physical file templates and physical properties are defined by your Perceptive Content administrator.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

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contains

does not contain

is blank

is not blank

is one of

is not one of

is between

is not between

Fields

The following fields are available when constraining by physical property.

Template

In the Template list, select a physical file template.

Possible values include all physical file templates the user can access.

Field

In the Field list, select a physical property.

Possible values include all physical properties associated with the template.

Status

The following operators, fields, and values are available when specifying a status constraint.

Operators

is equal to

is not equal to

Field	Field Description	Possible Values
Is expedited	Whether the task has been expedited	Yes No
Task status	The current status of the task.	Assigned Returned Complete pending review Complete Canceled Invalid

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Task property

The following operators, fields, and values are available when specifying a task property constraint.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

contains

does not contain

is blank

is not blank

is one of

is not one of

is between

is not between

Field

Completion Method.

Field Description

The method the task uses for completion.

Possible Values

Automatic with valid digital signature

Complete pending review

Manual

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Search for a task

To search for a task using a quick selection or using multiple conditions, complete the following steps.

1. On the toolbar, click **Tasks**.
2. In the **Views** pane, select the task view you want to use as a basis for your search.
3. In the right pane, do one of the following actions:

Situation	Steps
To perform a quick search	1. Click the **Quick Search** tab. 2. In the property list, select the property to use. 3. In the operator list, select an operator to use in the comparison. 4. In the value box, select or type a value.
To perform an advanced search	1. On the **Search** tab, click the **Add** button. 2. In the **Add Condition** dialog box, in the **Constrain by** list, click the task search constraint to use. 3. In the **Type** list, select the type of search to perform. 4. In the **Field** list, select the task field to use in the search. 5. In the **Operator** list, select an operator to use when comparing the field and the value. 6. If you are performing a **LearnMode** search, in the **Plan** list, select an application plan. 7. In the **Value** box, select or type a value for the search. 8. Click **OK**.

Note: If you selected **Prompted** in the **Type** list, the **Message** box appears instead of the **Value** list. Enter instructions indicating what value to enter.

4. Optional. To add another search condition, repeat the advanced search steps.
5. Click the **Go** button.

Search for container tasks

To search for tasks associated with a container based on one of the container's properties, complete the following steps.

1. In the **Views** pane, select the task view you want to use as a basis for your search.
2. In the right pane, on the **Search** tab, click the **Add** button.
3. In the **Add Condition** dialog box, in the **Constrain by list**, select container property.
4. In the **Type** list, select the type of search to perform.

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5. In the **Field** list, select one of the following fields:
   - To search for a container task based on the name of the container, select **Name**.
   - To search for a container task based on the container ID, select **Folder ID**.
   - To search for a folder task based on the folder type, select **Type**.
6. In the **Operator** list, select an operator to use when comparing the field and the value.
7. If you are performing a **LearnMode** search in **Perceptive Content**, in the **Plan** list, select an application plan.
8. In the **Value** box, select or type a value for the search.

   Note: If you selected Prompted in the Type list, the Message box appears instead. Enter instructions indicating what value to enter.

9. Click **OK**.
10. Click the **Go** button.

Search for tasks by task property

To search for a task based on one or more properties of the task, complete the following steps.

1. In the **Views** pane, select the task view you want to use as a basis for your search.
2. In the right pane, do one of the following options:

Situation	Steps
Perform a quick search	1. Click the **Quick Search** tab. 2. In the property list, select **Task type** or **Days until due**. 3. In the operator list, select an operator, such as is equal to or is greater than to use in the comparison. 4. In the value box, select or type a value.
Perform an advanced search	1. On the **Search** tab, click the **Add** button. 2. In the **Add Condition** dialog box, in the **Constrain by** list, select **Task property**. 3. In the **Type** list, select the type of search to perform. 4. In the **Field** list, select the task property to use in the search. 5. In the **Operator** list, select an operator to use when comparing the field and the value. 6. If you are performing a **LearnMode** search, in the **Plan** list, select an application plan. 7. In the **Value** box, select or type a value for the search. 8. Click **OK**.

Note: If you selected **Prompted** in the **Type** list, the Message box appears instead. Enter instructions indicating what value to enter.

3. Optional. To add another search condition, repeat the advanced search steps.
4. Click the **Go** button.

Search for tasks by user

To search for tasks by user, complete the following steps.

If no user reassigns the task, the Created by and Assigned by users are the same.

1. In the **Views** pane, select the task view to use as a basis for your search.
2. In the right pane, do one of the following actions:

Situation	Steps
Perform a quick search for the assigned or assigning user	1. Click the **Quick Search** tab. 2. In the property list, select **Assigned by** or **Assigned to**. 3. In the operator list, select an operator. 4. In the value box, select a user.
Create an advanced search	1. Click the **Search** tab and then click the **Add** button. 2. In the **Add Condition** dialog box, in the **Constrain by** list, select **User**. 3. In the **Type** list, select the type of search to perform. 4. If creating a **LearnMode** search, in the **Plan** list, select an application plan. 5. In the **Field** list, select the user to search for. 6. In the **Operator** list, select an operator to use when comparing the field and the value. 7. In the **Value** box, select a user name. 8. Click **OK**.

   If you selected **Prompted** in the **Type** list, the Message box appears instead of the Value box. Enter instructions indicating what value to enter.
3. Optional. To add another search condition, repeat the previous step.
4. Click the **Go** button.

Search for tasks assigned to a group

You can create a standard or prompted search for tasks assigned to groups. To search for a task that is assigned to a group, complete the following steps.

1. In the **Views** pane, select the task view you want to use as a basis for your search.

2. In the right pane, on the **Search** tab, click the **Add** button.
3. In the **Add Condition** dialog box, in the **Constrain by list**, select **User**.
4. In the **Type** list, select the type of search to perform.
5. In the **Field** list, select **Assigned to**.
6. In the **Operator** list, select an operator to use when comparing the field and the value.
7. In the **Value** list, type a group name.

   Note: You cannot select group names from the Value list. If you selected **Prompted** in the **Type** list, the Message box appears instead. Enter instructions indicating what value to enter.

8. Click **OK**.
9. Click the **Go** button.

Search for tasks by date

You can search for tasks based on the date the task was created, assigned, completed, modified, reviewed, started, or made obsolete. To search for tasks by date, complete the following steps.

1. In the **Views** pane, select the task view you want to use as a basis for your search.
2. In the right pane, complete one of the following actions:

Action	Steps
Complete a quick search that uses a single search condition	1. On the **Quick Search** tab, in the **Property** list, click **Assignment date**, **Start date**, **Completion date**, or **Obsolete date**. 2. In the **operator** list, select an operator, such as **is equal to** or **is greater than** to use in the comparison. 3. In the **value** box, select or type a date. 4. Click **Go**.
Complete an advanced search that uses two or more search conditions	1. On the **Search** tab, click **Add**. 2. In the **Add Condition** dialog box, in the **Constrain by** list, click **Date**. 3. In the **Type** list, select the type of search to perform. 4. If creating a **LearnMode** search, in the **Plan** list, select an application plan. 5. In the **Field** list, select the date field to use in the search. 6. In the **Operator** list, select an operator to use when comparing the field and the value. 7. In the **Value** box, select or type a value for the search. 8. Click **OK**.

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3. Optional. Repeat steps to add additional search conditions.
4. Click the **Go** button.

Search for tasks by an item's key

You can search for tasks associated with a document or folder based on one or more of its keys or the drawer or record folder associated with the container location. To search for tasks by the document or folder key, complete the following steps.

1. In the **Views** pane, select the task view you want to use as a basis for your search.
2. In the right pane, on the **Search** tab, and then click the **Add** button.
3. In the **Add Condition** dialog box, complete the following substeps:
    1. In the **Constrain by** list, select **Document or Folder key**.
    2. In the **Type** list, select the type of search to perform.
    3. In the **Field** list, select the field to use in the search.
    4. In the **Operator** list, select an operator to use when comparing the field and the value.
    5. If you are performing a **LearnMode** search in **Perceptive Content**, in the **Plan** list, select an application plan.
    6. In the **Value** box, select or type a value for the search.

       If you selected Prompted in the Type list, the Message box appears instead. Enter instructions indicating what value to enter.
    7. Click **OK**.
4. Click the **Go** button.

Result Tasks associated with folders do not appear in the search results.

Search for tasks by due date

To search for a task based on its due date using a quick selection or using multiple conditions, complete the following steps.

You can also search for a item or container based on the next task that is due for it.

1. In the **Views** pane, select the task view to use as a basis for your search.
2. In the right pane, do one of the following actions:

Situation	Steps
Quick search for a due date	1. Click the **Quick Search** tab. 2. In the property list, select **Due Date**. 3. In the operator list, select an operator, such as is equal to or is greater than, to use in the comparison. 4. In the value box, select or type a value.
Quick search for the days until due	1. Click the **Quick Search** tab. 2. In the property list, select **Days until due**. 3. In the operator list, select an operator, such

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Situation	Steps
	as is equal to or is greater than, to use in the comparison. 4. In the value box, select or type a value.
Search for tasks by due date	1. On the **Search** tab, click **Add**. 2. In the **Add Condition** dialog box, in the **Constrain by** list, select **Date**. 3. In the **Type** list, select the type of search to perform. 4. In the **Field** list, select **Due Date**. 5. In the **Operator** list, select an operator to use when comparing the field and the value. 6. If you are performing a **LearnMode** search, in the **Plan** list, select an application plan. 7. In the **Value** box, select or type a date for the search. 8. Click **OK**.
Search for tasks due in a certain number of days	1. On the **Search** tab, click **Add**. 2. In the **Add Condition** dialog box, in the **Constrain by** list, select **Task Property**. 3. In the **Type** list, select the type of search to perform. 4. In the **Field** list, select **Days Until Due**. 5. In the **Operator** list, select an operator to use when comparing the field and the value. 6. If you are performing a **LearnMode** search, in the **Plan** list, select an application plan. 7. In the **Value** box, type a number for the search. 8. Click **OK**.
Search for tasks with a due date	1. On the **Search** tab, click **Add**. 2. In the **Add Condition** dialog box, in the **Constrain by** list, select **Task Property**. 3. In the **Type** list, select the type of search to perform. 4. In the **Field** list, select **Has Due Date**. 5. In the **Operator** list, select **is equal to**. 6. If you are performing a **LearnMode** search, in the **Plan** list, select an application plan.

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Situation	Steps
	7. In the **Value** box, select **Yes**. 8. Click **OK**.
Search for tasks without a due date	1. On the **Search** tab, click the **Add** button. 2. In the **Add Condition** dialog box, in the **Constrain by** list, select **Task Property**. 3. In the **Type** list, select the type of search to perform. 4. In the **Field** list, select **Has Due Date**. 5. In the **Operator** list, select **is equal to**. 6. If you are performing a **LearnMode** search, in the **Plan** list, select an application plan. 7. In the **Value** box, select **No**. 8. Click **OK**.

Note: If you selected **Prompted** in the **Type** list, the Message box appears instead. Enter instructions indicating what value to enter.

3. Optional. To add another search condition, repeat the advanced search steps.
4. Click the **Go** button.

Search for tasks by status

To search for tasks based on the current state of the task and search for expedited tasks, complete the following steps.

1. In the **Views** pane, select the task view you want to use as a basis for your search.
2. In the right pane, do one of the following options:

Situation	Steps
Perform a quick search	1. Click the **Quick Search** tab. 2. In the property list, select **Task status**. 3. In the operator list, select an operator to use in the comparison. 4. In the value box, select or type a status.
Perform an advanced search	1. On the **Search** tab, click the **Add** button. 2. In the **Add Condition** dialog box, in the **Constrain by** list, select **Status**. 3. In the **Type** list, select the type of search to perform.

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Situation	Steps
	4. In the **Field** list, select **Is expedited** or **Task status**. 5. In the **Operator** list, select an operator to use when comparing the field and the value. 6. If you are performing a **LearnMode**, in the **Plan** list, select an application plan. 7. In the **Value** box, select or type a value for the search. 8. Click **OK**.

Note: If you selected **Prompted** in the **Type** list, the Message box appears instead. Enter instructions indicating what value to enter.

3. Optional. To add another search condition, repeat the advanced search steps.
4. Click the **Go** button.

Search for items or containers by task count

To search for items or containers based on the number of active or inactive tasks associated with them, complete the following steps.

1. In the **Views** pane, select the items or container view to use as a basis for your search.
2. In the right pane, on the **Search** tab, click the **Add** button.
3. In the **Add Condition** dialog box, complete the following substeps:
    1. In the **Constrain by** list, click the item property or the container property.
    2. In the **Type** list, select the type of search to perform.
    3. In the **Field** list, click **Summary task count (active)** or **Summary task count (inactive)**.
    4. If you are performing a **LearnMode** search in **Perceptive Content**, in the **Plan** list, select an application plan.
    5. In the **Operator** list, select an operator to use when comparing the field and the value.
    6. In the **Value** box, select or type a value for the search.

        Note: If you selected **Prompted** in the **Type** list, the **Message** box appears instead. Type instructions indicating what value to enter.

    7. Click **OK**.
4. Click **Go**.

Search for items or containers by task due date

To search for items or containers based on the due date associated with them, complete the following steps.

1. In the **Views** pane, select the document or folder view to use as a basis for your search.
2. In the right pane, on the **Search** tab, click the **Add** button.
3. In the **Add Condition** dialog box, in the **Constrain by list**, select **Date**.

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4. In the **Type** list, select the type of search to perform.
5. In the **Field** list, select **Next task due**.
6. In the **Operator** list, select an operator to use when comparing the field and the value.
7. In the **Value** box, select or type a date.
8. Click **OK**.
9. Click **Go**.

Search for items or containers by task status

To search for items or containers by task status, complete the following steps.

1. In the **Views** pane, select the view to use as a basis for your search.
2. In the right pane, on the **Search** tab, click the **Add** button.
3. In the **Add Condition** dialog box, complete the following substeps:
    1. In the **Constrain by** list, click **Status**.
    2. In the **Type** list, select the type of search to perform.
    3. If you are creating a **LearnMode** search, in the **Plan** list, select an application plan.
    4. In the **Field** list, click **Summary task status**.
    5. In the **Operator** list, select an operator to use when comparing the field and the value.
    6. In the **Value** box, select or type a value for the search.

        Note: If you selected **Prompted** in the **Type** list, the **Message** box appears instead. Type instructions indicating what value to enter.

    7. Click **OK**.
4. Click the **Go** button.

Search custom properties

About searching on custom properties

To search for items based on custom properties, you can use the Quick Search and Search features.

When you perform a quick search, you can search for custom properties assigned to an item or container type. In an advanced search, you can define search conditions for composite and physical properties.

You can save a search that uses a custom property condition as a public or private filter and add custom property columns to the search results grid.

Search on custom properties

To perform a search using quick selection or multiple conditions based a custom property value, complete the following steps.

1. In the **Views** pane, select the view you want to use as a basis for your search.
2. In the right pane, complete one of the following actions:

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Situation	Steps
Perform a quick search	1. Click the **Quick Search** tab. 2. In the **Property** list, select **Custom property**. 3. In the **Custom property** dialog box, select a custom property and click **OK**. 4. In the **Operator** list, select an operator to use in the comparison. 5. In the **Value** box, select or type a value.
Perform an advanced search	1. Click the **Search** tab and click the **Add** button. 2. In the **Add Condition** dialog box, in the **Constrain by** list, select **Custom property**. 3. In the **Type** list, select the type of search to perform. 4. In the **Field** list, select the custom property to use in the search. 5. In the **Operator** list, select an operator to use when comparing the field and the value. 6. In the **Value** box, select or type a value for the search. 7. Click **OK**.

When performing an advanced search, if you selected **Prompted** in the **Type** list, the Message box appears instead of the Value box. Enter instructions indicating what value to enter.

3. Optional. To add another search condition, repeat the previous step.
4. Click the **Go** button.

Search on composite properties for a document

To search for an document based on the value of a custom property that is part of a composite, complete the following steps.

1. In the **Views** pane, select a view to use as a basis for your search.
2. In the right pane, click the **Search** tab and then complete the following substeps.
    1. Click the button.
    2. In the **Add Condition** dialog box, in the **Constrain by** list, select **Composite property**.
    3. In the **Type** list, select the type of search to perform.
    4. In the **Composite** list, select the composite property to use.
    5. In the **Field** list, select the custom property associated with the composite property.
3. In the **Operator** list, select the operator to use in the search.
4. In the **Value** box, type or select the value you want to specify.

    If you selected Prompted in the Type list, the Message box appears instead. Enter instructions

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indicating what value to enter.

5. Click **OK**.
6. Optional. To add more conditions to the search, repeat the previous substeps.
7. Click the **Go** button.

Search retention items

Search for documents with an applied hold

To search for a documents with an active retention hold applied, complete the following steps.

1. In the **Views** pane, select the view to use as a basis for your search.
2. In the right pane, on the **Search** tab, click the button.
3. In the **Add Condition** dialog box, complete the following substeps.
    1. In the **Constrain by** list, click **Status**.
    2. In the **Type** list, select the type of search to perform.
    3. If you are performing a **LearnMode**, in the **Plan** list, select an application plan.
    4. In the **Field** list, click **Has hold applied**.
    5. In the **Operator** list, click **is equal to**.
    6. In the **Value** list, click **Yes**.

        If you selected **Prompted** in the **Type** list, the **Message** box appears instead. Type instructions that indicate what value to enter.
    7. Click **OK**.
4. Click the **Go** button.

Search for documents with a physical file reference

To search for documents that have a physical file reference associated with them, complete the following steps.

1. In the **Views** pane, select the view to use as a basis for your search.
2. In the right pane, on the **Search** tab, click the **Add** button.
3. In the **Add Condition** dialog box, in the **Constrain by list**, select **Status**.
4. In the **Type** list, select the type of search to perform.
5. In the **Field** list, select **Has physical file reference**.
6. If you are performing a **LearnMode** search, in the **Plan** list, select an application plan.
7. In the **Operator** list, select an operator to use when comparing the field and the value.
8. In the **Value** box, select **Yes**.
9. Click **OK**.
10. Click **Go**.

Search for approval tasks

To search for sets of items with an approval task, complete one of the following procedures.

1. In the **Views** pane, select the view to use as a basis for your search.
2. In the right pane, on the **Search** tab, click the **Add** button.

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3. In the **Add Condition** dialog box, complete one of the following actions.

Situation	Steps
Search for items pending approval	1. In the **Constrain by** list, select **User**. 2. In the **Type** list, select the type of search to perform. 3. In the **Field** list, select **Pending approval by**. 4. In the **Operator** list, select an operator to use when comparing the field and the value. 5. If you are performing a **LearnMode** search, in the **Plan** list, select an application plan. 6. In the **Value** box, select or type a user name. 7. Click **OK**.
Search for approval tasks	1. In the **Add Condition** dialog box, in the **Constrain by** list, select **Task** property. 2. In the **Type** list, select the type of search to perform. 3. In the **Field** list, select **Task Type**. 4. In the **Operator** list, select **is equal to**. 5. If you are performing a **LearnMode** search, in the **Plan** list, select an application plan. 6. In the **Value** box, select **Approval**. 7. Click **OK**.

Note: If you selected **Prompted** in the **Type** list, the **Message** box appears instead. Enter instructions indicating what value to enter.

4. Optional. To add another search condition, repeat the previous substeps.
5. Click the **Go** button.

Search for documents by physical property

To search for documents based on one of the physical properties associated with the item's physical file reference, complete the following steps.

1. In the **Views** pane, select an document or workflow view to use as a basis for your search.
2. In the right pane, click the **Search** tab and click the button.
3. In the **Add Condition** dialog box, complete the following substeps:
    1. In the **Constrain By** list, select **Physical Property**.
    2. In the **Type** list, select the type of search to perform.

Note: You cannot perform a **LearnMode** search when searching by physical property.

3. In the **Template** list, select the physical file reference associated with the physical property.
4. In the **Field** list, select the physical property you want to use.
5. In the **Operator** list, select the operator to use in the search.
6. In the **Value** box, type or select the value you want to specify.

   Note: If you selected **Prompted** in the **Type** list, the **Message** box appears instead of the **Value** box. Enter instructions indicating what value to enter.

7. Click **OK**.

4. Click the **Go** button.

Use conditions

What is a condition?

Conditions form the part of a search, through a view or filter, that controls which results are returned in a view. A condition is analogous to a true-or-false question.

If the answer to the question is true, the result is included in the view. If the result is false, the result does not appear in the view. Conditions are applied one at a time to each result to determine whether the result appears.

When you create conditions at the view level, the condition applies to the view as well as all public and private filters associated with the view. When you create conditions at the filter level, the conditions of the filter and the view apply to the search results. For related views, you can only create conditions at the view level.

Create a condition

To add a condition to a view or public filter in View Designer, perform the following steps.

1. In **View Designer**, on the **View** or **Filter** tab, click the button.
2. In the **Add Condition** dialog box, in the **Constrain By** list, select the constraint to use.
3. In the **Type** list, select the type of search to perform.
4. In the **Field** list, select the field to use in the search.
5. In the **Operator** list, select the operator to use when comparing the field and the value.
6. If you are performing a **LearnMode** search in **Perceptive Content**, in the **Plan** list, select an application plan.
7. In the **Value** box, select or type a value for the search.

   If you selected **Prompted** in the **Type** list, the **Message** box appears instead. Enter instructions indicating what value to enter.
8. Click **OK**.

Grouping and ordering evaluation of conditions

When you group and reorder multiple search conditions for a view or filter, you determine the method in which the search conditions are evaluated to return the results you want.

Evaluation order of conditions

When building a multiple-condition view or filter, it is important to understand the order in which Perceptive Content evaluates (or applies) the individual conditions. If all of your conditions are connected by AND operators, you can leave them ungrouped, as in Example 1.

Example 1

In this example, all the search conditions are connected by AND operators. For this reason, you can leave the conditions ungrouped. The search expression contains the following three conditions:

```
Drawer is equal to Accounts Receivable

AND Field1 is not equal to Region Two

AND Field4 is greater than 2010
```

In the above example, for an item to be returned by the search, all three conditions must be true. No grouping is necessary because `[A AND (B AND C)]` is equivalent to `[(A AND B) AND C]`. If any condition evaluates to false, the item does not appear in the results grid.

Example 2

In this example, you include an OR operator in the conditions. For this reason, you must group them to ensure uniform order of evaluation. The search expression below shows one effect of grouping conditions.

Ungrouped	Grouped

`Drawer is equal to Accounts Receivable`
`OR Field1 is equal to Region 2`
`AND Submit Date is greater than 2010`
	`[(Drawer is equal to Accounts Receivable OR Field1 is equal to Region 2) AND Submit Date is greater than 2010]`

In the above example, grouping the first two conditions ensures that `(Drawer is equal to Accounts Receivable OR Field1 is not equal to Region Two)` is evaluated first. If this grouped condition evaluates to false, the remaining AND condition is ignored, and the item does not appear in the search results grid. However, if the grouped condition evaluates to true, then the third condition must also evaluate to true for the item to appear in the search results grid.

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Example 3

In this example, you include an OR operator in the conditions and group the second and third conditions with an AND operator. The search expression below shows one effect of grouping conditions.

Ungrouped	Grouped
Drawer is equal to Accounts Receivable OR Field1 is equal to Region 2 AND Submit Date is greater than 2010	(Drawer is equal to Accounts Receivable OR (Field1 it equal to Region 2 AND Submit Date is greater than 2010))

In the above example, grouping ensures that the grouped second and third conditions `(Field1 is equal to Region 2 AND Submit Date is greater than 2010)` are evaluated first. The ungrouped first conditions is evaluated one of two ways:

- If the grouped conditions evaluate to true, the condition is satisfied, the condition `(Drawer is equal to Accounts Receivable)` is ignored, and the item appears in the search results grid.
- If the grouped conditions evaluate to false, the condition `(Drawer is equal to Accounts Receivable)` is evaluated. If this condition evaluates to true, the item appears in the search results grid. If the condition evaluates to false, the item does not appear.

Grouping three or more conditions

You can group three or more conditions by creating one group using two conditions and then grouping it with a condition above or below the grouped row. The adjacent row can be a single condition, or it can be a group. The following examples show different ways of grouping three conditions. The condition rows are numbered in the examples for quick reference. Row numbers do not appear in the Search tab.

Example 1: Grouping rows 1 and 2 first

Before grouping, the conditions of search expression are:

```
1 Drawer is equal to Accounts Receivable

2 OR Field1 is equal to Region 2

3 AND Submit Date is greater than 2010
```

First, you group rows 1 and 2, and then click AND in the grouped row to change it to OR. The search expression becomes:

```
1 Drawer is equal to Accounts Receivable OR Field1 is equal to Region
2)

1) AND Submit Date is greater than 2010
```

Then, you group rows 1 and 2 again. The search expression becomes:

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```
1 ((Drawer is equal to Accounts Receivable OR Field1 is equal to
Region 2) AND Submit Date is greater than 2010)
```

Example 2: Grouping rows 2 and 3 first

Before grouping, the conditions of the search expression are:

```
1 Drawer is equal to Accounts Receivable

2 OR Field1 is equal to Region 2

3 AND Submit Date is greater than 2010
```

First, you group rows 2 and 3. The search expression becomes:

```
1 Drawer is equal to Accounts Receivable 2 OR (Field1 is equal to
Region 2 AND Submit Date is greater than 2010)
```

Then, you group rows 1 and 2, then click the first AND in the grouped row to change it to OR. The search expression becomes:

```
(Drawer is equal to Accounts Receivable OR (Field1 is equal to Region
2 AND Submit Date is greater than 2010))
```

Modify a condition

To modify a condition for a view, public filter, or advanced search, complete the following steps.

1. Perform one of the following actions, depending on the situation.

Situation	Steps
Modify a condition in **View Designer**	• In **View Designer**, click the **View** or **Filter** tab.
Modify a condition in a Perceptive Content search	• In **ImageNowExplorer**, click the **Search** tab.

2. Click the text of the condition you want to modify.
3. In the **Add Condition** dialog box, change one or more selections or values.
4. Click **OK**.

Delete a condition

To remove a condition from a view or public filter in View Designer or ImageNowExplorer perform the following steps.

1. Complete one of the following actions, depending on the situation.

Situation	Steps
To delete a condition in **View Designer**	• Click the **View** or **Filter** tab.
To delete condition in **ImageNowExplorer**	• Click the **Search** tab.

2. On the selected tab, point to the condition you want to select so that a blue arrow appears in the pane to the left of the condition or conditions.
3. In the pane to the left of the condition, click the blue arrow.
4. In the **Conditions** toolbar, click the **Delete** button.

Group two conditions

You can group two conditions in a view, filter, or advanced search. To group two conditions, complete the following steps.

1. Complete one of the following actions, depending on the situation.

Situation	Steps
Group conditions in a view or filter in **View Designer**	• In **View Designer**, click the **View** or **Filter** tab.
Group conditions in an advanced search in **Perceptive Content**	• In **ImageNowExplorer**, click the **Search** tab.

2. To select the two conditions you want to group, point to the first condition you want to select so that a blue arrow appears in the pane to the left of the condition.
3. In the pane to the left of the condition, click the blue arrow.
4. Hold down the `CTRL` key, and then repeat the previous steps to select the second condition.
5. In the toolbar, click the **Group** button.
6. Optional. Click the operator to change it from **AND** to **OR**.

Ungroup conditions

You can remove a grouping between two or more conditions to change the way they are evaluated. To ungroup conditions, complete the following steps.

1. Complete one of the following actions, depending on the situation.

Situation	Steps
Modify a condition in **View Designer**	• In **View Designer**, click the **View** or **Filter** tab.
Modify a condition in an Perceptive Content search	• In **ImageNowExplorer**, click the **Search** tab.

2. On the selected tab, point to the grouped conditions you want to select so that a blue arrow appears in the pane to the left of the conditions.
3. In the pane to the left of the grouped conditions, click the blue arrow.
4. In the conditions toolbar, click the **Ungroup** button.

Record search conditions

When you use the Search tab for record searches, several conditions are available. The Add Condition dialog box allows you to build a search using a combination of the constraints, fields, operators, and values described in the following topic.

Record searching guidelines

When building a record search condition in the Add Condition dialog box, consider the following guidelines.

- If you are performing a prompted search, a message box appears prompting you for a value to use in the search.
- If you are performing a LearnMode search, you must select an application plan in the Add Condition dialog box.
- If you are performing a variable search, you can select one of the following values to use as a variable for the current user: user name, first name, last name, title, organization, organization unit, locality, or user ID. You can also use the current date and time as a variable.

Composite property

Composite properties are defined by your Perceptive Content administrator. The operators that appear depend on the type of custom property.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

contains

does not contain

is blank

is not blank

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is one of

is not one of

is between

is not between

Fields

The following fields are available when constraining by composite property.

Composite

In the Composite list, select a composite property.

Possible values include all composite properties the user can access.

Field

In the Field list, select a custom property.

Possible values include all custom properties associated with the selected composite.

Custom property

Custom properties are defined by your Perceptive Content administrator. The operators that appear depend on the type of custom property.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

contains

does not contain

is blank

is not blank

is one of

is not one of

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is between

is not between

Fields

The following fields are available when constraining by custom property.

Custom property

Select a custom property.

Possible values include all custom properties the user can access.

Date

The following operators and fields allow you to search for records based on a date value. To specify a value, type a value or select a value from the calendar.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

is one of

is not one of

is between

is not between

Fields

The following fields are available when constraining by date.

Created

The date the record was captured.

Last viewed

The date a user last viewed the record.

Modified

The date a user last modified the record.

Declared property

The following operators and fields allow you to search for records based on the record's metadata.

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Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

contains

does not contain

is blank

is not blank

is one of

is not one of

is between

is not between

Fields

The following fields are available when constraining by record metadata.

Addressees

The name of the organizations or individuals to whom a record is addressed.

Possible values include any alphanumeric value.

Author

The person, office, or designated position responsible for creation or issuance of a record.

Possible values include any alphanumeric value.

Date filed

The date and time that the electronic document was filed and declared a record.

Format

The computer file format of the record.

Possible values include any alphanumeric value.

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Media type

The material or environment on which the record information is inscribed.

Possible values include any alphanumeric value.

Originating organization

The official name or code identifying the office responsible for the creation of a record.

Possible values include any alphanumeric value.

Publication date

The date the author or originator completed the development of the record.

Received date

The date the addressees received the record.

Page metadata

The following operators and fields allow you to search for records based on the page metadata. The operators that appear depend on the type of metadata property.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

contains

does not contain

is blank

is not blank

is one of

is not one of

is between

is not between

Fields

The following fields are available when constraining by page metadata.

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Email - Attachment count

The number of files attached to the email.

Possible values include any numeric value.

Email - Bcc

The email address of the recipient who was blind copied on the email.

Possible values include any alphanumeric value.

Email - Cc

The email address of the recipient copied on the email.

Possible values include any alphanumeric value.

Email - From

The sender's email address.

Possible values include any alphanumeric value.

Email - Received date

The date the email was received.

Email - Reply to

The email address of the recipient who received a reply to the original email.

Possible values include any alphanumeric value.

Email - Sent date

The date the email was sent.

Email - Subject

The subject of the email.

Possible values include any alphanumeric value.

Email - To

The recipient's email address.

Possible values include alphanumeric value.

PDF - Creating application

The application used to create initial record content.

Possible values include any alphanumeric value.

PDF - PDF version

The version of the PDF record.

Possible values include 1.0, 1.1, 1.2, 1.3, and 1.4.

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PDF - Producing application

The application used to render content to PDF.

Possible values include any alphanumeric value.

PDF - Producing application version

The version of the application used to render content to PDF.

Possible values include any alphanumeric value.

PDF - Security settings

The security settings applied to the PDF record.

Possible values include any alphanumeric value.

Photo - Bit depth

The bit depth of the transferred file.

Possible values include any numeric value.

Photo - Caption

A short description of the image.

Possible values include any alphanumeric value.

Photo - Compression format

The file compression method used (if applicable) for the image.

Possible values include: CCITT G3, CCITT G3 2D, CCITT G4, Deflate, Huffman, IBM MMR, JBIG, JPEG, LZW, Packed Bits, Progressive, RAW, and RLE.

Photo - Compression level

The file compression level (medium, high, and so on) selected for the image.

Possible values include any alphanumeric value.

Photo - Copyright

A restriction on the use of the image due to a copyright or other intellectual property right.

Possible values include any alphanumeric value.

Photo - EXIF information

Exchangeable Image File Format (EXIF). The information embedded in the header of the image files (as TIFF tags or JPEG markers) by certain digital cameras. For example, the digital camera's make and model.

Possible values include any alphanumeric value.

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Photo - ICC/ICM profile

International Color Consortium/Image Color Management (ICC/ICM). The custom or generic color profiles, if available, for the digital camera or scanner used. For example, standard Red Green Blue (sRGB).

Possible values include any alphanumeric value.

Photo - Image height

The image height, in pixels.

Possible values include any numeric value.

Photo - Image width

The image width, in pixels.

Possible values include any numeric value.

Photo - Image source

The original medium used to capture the image.

Possible values include any alphanumeric value.

Photo - Photographer

The full name (and rank, if military) and organization (agency, if federal) of the photographer credited with the photograph, if available.

Possible values include any alphanumeric value.

Scanned - Bit depth

The bit depth relative to the image encoding standard.

Possible values include any alphanumeric value.

Scanned - Format

The format of the scanned image.

Possible values include TIFF (4.0, 5.0, and 6.0), JPEG, GIF (87a, 89a), BIFF, and PNG (1.0).

Scanned - Resolution

The image resolution relative to the image encoding standard.

Possible values include any alphanumeric value.

Web - Capture date

The date the record was captured.

Web - Capture method

The name and description of the harvester used to capture the file.

Possible values include any alphanumeric value.

Web - Contact

The point of contact information for the person responsible for capturing the web record.

Possible values include any alphanumeric value.

Web - Content management system

The application used to manage files on the web.

Possible values include any alphanumeric value.

Web - File name

The name of the web file.

Possible values include any alphanumeric value.

Web - Web platform

The software applications and, if available, intended browser applications and versions.

Possible values include any alphanumeric value.

Web - Website name

The title of the website from the landing page.

Possible values include any alphanumeric value.

Web - Website URL

The URL of the transferred content's landing page.

Possible values include any alphanumeric value.

Record key

The following operators and fields allow you to search for records based on a record key value.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

contains

does not contain

is blank

is not blank

is one of

is not one of

is between

is not between

Fields

The following fields are available when constraining by record key.

File Plan

The file plan value for the record. If you specified a different label for the File Plan column for the selected view, the label you defined appears in the Field list.

Possible values include all file plans the user can access.

Field1

The Field1 value for the record. If you specified a different label for the Field1 column for the selected view, the label you defined appears in the Field list.

Possible values include any alphanumeric value.

Field2

The Field2 value for the record. If you specified a different label for the Field2 column for the selected view, the label you defined appears in the Field list.

Possible values include any alphanumeric value.

Field3

The Field3 value for the record. If you specified a different label for the Field3 column for the selected view, the label you defined appears in the Field list.

Possible values include any alphanumeric value.

Field4

The Field4 value for the record. If you specified a different label for the Field4 column for the selected view, the label you defined appears in the Field list.

Possible values include any alphanumeric value.

Field5

The Field5 value for the record. If you specified a different label for the Field5 column for the selected view, the label you defined appears in the Field list.

Possible values include any alphanumeric value.

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Type

The type value for the record. If you specified a different label for the Type column for the selected view, the label you defined appears in the Field list.

Possible values include all record types the user can access.

Any key

The value for the File plan, Type, Field1, Field2, Field3, Field4, or Field5 associated with the document.

Possible values include any alphanumeric value.

Record property

The following operators and fields allow you to search for records based on a record property value.

Operators

is equal to

is not equal to

is less than

is greater than

is less than or equal to

is greater than or equal to

starts with

does not start with

ends with

does not end with

contains

does not contain

is blank

is not blank

is one of

is not one of

is between

is not between

Fields

The following fields are available when constraining by document property.

Created within (days)

The number of days within which the record was captured.

Possible values include any numeric value.

Hold name

The name of the retention hold applied to the record.

Possible values include all retention holds the user can access.

Hold reason

The reason for the hold.

Possible values include all hold reasons the user can access.

Name

The name of the record.

Possible values include any alphanumeric value.

Number of pages

The total number of pages in the record.

Possible values include any numeric value.

Record ID

The unique ID of the record.

Possible values include any alphanumeric value.

Status

The following operators and fields allow you to search for records based on a status value.

Operators

is equal to

is not equal to

Fields

The following fields are available when constraining by status.

Has physical file reference

Whether the record has a reference to a physical file.

Possible values include yes or no.

Has hold applied

Whether the record is under a direct or inherited retention hold.

Possible values include yes or no.

User

The following operators and fields allow you to search for records based on a user value. You can type an alphanumeric value or select any valid user name.

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Operators

is equal to

is not equal to

starts with

does not start with

ends with

is blank

is not blank

is one of

is not one of

Fields

The following fields are available when constraining by user.

Created by

The user who created the record.

Last viewed by

The user who last viewed the record.

Modified

The user who last modified the record.

Pending approval by

The user assigned to an approval task for the record.

Types of conditions

View condition types can be Normal, LearnMode, Prompted, Variable, and Relationship. This topic explains when to use each type.

Normal

Most conditions use the Normal type because they do not require the special settings described below. Unless your view requires one of these, use the Normal condition type.

LearnMode

If you want the view or filter to search for matches between a document or record key value and a dictionary field within an application plan, use the LearnMode condition type. Before running a view containing a LearnMode condition, the user must open the corresponding application plan. You cannot create LearnMode conditions for a related view.

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Prompted

If you want the user to enter or select a value (as part of a condition) before running the view or filter, use the Prompted condition type. You can prompt for multiple values by adding multiple prompted conditions.

Variable

If you want a document, folder, or record to be included in a view or filter based on the following values, use the Variable condition type.

- The user name of the person running the view
- A user attribute (for example, last name, locality, organization unit)
- The date of the run

Relationship

If you want a related view to search for the following values, use the Relationship condition type.

- Folder property, document, or record key values
- Custom property values that match the specified document or record key
- Custom property value when viewing a document, folder, or record

Variable condition components

When you combine custom properties with the Variable type of condition, you can define views with variable components. The following examples demonstrate how to work with variable condition components.

Define dynamic user name view

You can define a view that includes only items that contain a custom property value that matches the currently logged-in user. For example, to return only items that have an Employee custom property that contains the user name of the person running the view, you would add a condition that determines if the Employee field is equal to the current user's user name. The following table provides the settings you use to define a dynamic user name view.

Condition Component	Value
Constrain by	Custom Property
Type	Variable
Field	User custom property
Operator	Any
Value	Customer user’s user name

If you want to return only items that are captured by the person running the view, you add a condition that determines if the Created By field is equal to the current user's user name. To include only items that are routed in a workflow, checked out, created, last viewed, modified, or marked private by the currently logged-in user, refer to the following settings for the condition:

Condition component	Value
Constrain by	User
Type	Variable
Field	Any
Operator	Any
Value	Customer user’s user name

User attribute view

You can define a user attribute view by including only items that contain a custom property value that matches a specific attribute value of the currently logged-in user (such as first name, last name, locality, or organization unit.) For example, all items are in folders created from a folder type that has a custom property called Region. Region has values such as Northeast, Mid-Atlantic, and Southeast. In the same context, the users are assigned region properties, using exactly the same values (Northeast, Mid-Atlantic, and so on) stored in the user attribute called Locality. The following table provides the settings you use to define the user attribute view.

If you want to return only items with a folder Region custom property that matches the Locality value of the person running the view, add a condition that determines if Region is equal to Current user’s locality.

Condition component	Value
Constrain by	Custom property
Type	Variable
Field	Any custom property value that uses a user attribute
Operator	Any
Value	Customer user’s user name

Dynamic date view

You can define a dynamic date view by including items that contain a custom property date value that can be compared to the date when the view is run. For example, to return invoice items that are past due, you would add a condition that determined if the payment due date is less than the current date and time. The following table provides the settings you use to define a dynamic date view.

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Condition component	Value
Constrain by	Custom property
Type	Variable
Field	Any date custom property
Operator	Any
Value	Current date and time

Use filters

Create a public filter

You can create a public filter for a view. To complete a public filter, perform the following steps.

You cannot perform this procedure for a related view.

1. In **View Designer**, on the **Filters** tab, click the **New Filter** button.
2. In the **New Public Filter** dialog box, type a name, add a description that will appear as the ToolTip for the filter, and then click **OK**.
3. Optional. Add conditions to the filter.

   The original view conditions appear, dimmed and unavailable, at the top of the conditions area. The filter you create builds upon these conditions.
4. Optional. Modify the column layout for the filter.
5. Click the **Save** button.

Delete a filter

To delete a public or private filter from a view, perform the following steps.

1. In **View Designer**, on the **Filter** tab, select the public or private filter you want to delete and then click the **Delete** button.
2. In the confirmation dialog box, click **Yes**.

Create a private filter

A private filter is saved search criteria that is accessible to you. To create a private filter, complete the following steps.

1. In the **Explorer** grid, in the **Views** pane, select the view you want to use as a basis for your filter.
2. In the right pane, define your quick search or create conditions for an advanced search.
3. If the search returned the results you want, in the **Current View** toolbar, click the **Save private filter** button. If not, refine your search and then repeat this step.
4. In the **Save Filter** dialog box, type a name and an optional description for the filter and then click **OK**.

   After you save the private filter, it appears below the view you used to create it in the **Views** pane.

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Delete a private filter

To delete a saved search filter, complete the following steps.

1. In **ImageNowExplorer**, in the **Views** pane, select the view that contains the filter you want to delete.
2. In the **Current View** toolbar, click the **Edit private filters** button.
3. In the **Edit Private Filters** dialog box, select the filter you want to delete and click **Delete**.
4. In the confirmation dialog box, click **Yes** to confirm the deletion of the filter.
5. Click **Close**.

Modify or rename a private filter

You can change the name and description of a saved search filter or the conditions associated with the filter. To modify a private filter, complete the following steps.

1. In **ImageNowExplorer**, in the **Views** pane, select the view associated with the filter.
2. To rename a filter or change its description, complete the following substeps:
    1. In the **Current View** toolbar, click the **Edit private filters** button.
    2. In the **Edit Private Filters** dialog box, select the filter and then click **Modify**.
    3. In the **Modify Filter** dialog box, type your changes in the **Name** and **Description** boxes and then click **OK**.
    4. In the **Edit Private Filters** dialog box, click **Close**.
3. To change a condition in the filter, complete the following substeps:
    1. In the **Views** pane, select the filter.
    2. On the **Search** tab, click the condition you want to change.
    3. In the **Add Condition** dialog box, modify the necessary components of the condition and then click **OK**.
    4. In the **Current View** toolbar, click the **Save private filter** button.
    5. When prompted to overwrite the original filter, click **Yes**.

Add a container search to a public filter

You can narrow a filter to show only records that appear within record folders or record categories that meet certain conditions. To add a container search to a filter, complete the following steps.

You cannot perform this procedure for a related view.

1. In **View Designer**, on the **Filters** tab, click the **New Public Filter**button.
2. In the **New Public Filter** dialog box, type a name, add a description that will appear as the ToolTip for the filter, and then click **OK**.

    Note: You can skip the “Create a public filter” portion of this procedure if you only want to constrain by a container search.

3. To create a public filter, complete the following substeps.
    1. Click the **Add** button.
    2. In the **Add Condition** dialog box, in the **Constrain by** list, click the record search constraint to use.
    3. In the **Type** list, select the type of search to perform.

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4. In the **Field** list, select the record field to use in the search.
5. In the **Operator** list, select an operator to use when comparing the field and the value.
6. Click **OK**.

4. To add a container search, complete the following steps.
   1. Select the **Add Container Search** check box. A second conditions box opens.
   2. Optional. Click the **Save** button to save the search. If you uncheck the **Add Container Search** check box before saving the search, the container search will not be saved.
   3. Click the **Add** button on the second conditions box.
   4. In the **Type** list, select the type of search to perform.
   5. In the **Field** list, select the record field to use in the search.
   6. In the **Operator** list, select an operator to use when comparing the field and the value.
   7. In the **Value** box, select or type a value for the search.
   8. Click **OK**.

Add a container search to a view

You can narrow a view to show only records that appear within record folders or record categories that meet certain conditions. To add a container search to a view, complete the following steps.

1. In **Management Console**, in the left pane, click **Views**.
2. In the right pane, on the **Records** tab, select the view you want to change and click **Modify**.

   Note: You can skip the “Create a view” portion of this procedure if you only want to constrain by a container search.

3. Complete the following procedures.

Situation	Steps
Create a view	1. In the **View** tab, click the **Add** button. 2. In the **Add Condition** dialog box, in the **Constrain by** list, click the record search constraint to use. 3. In the **Type** list, select the type of search to perform. 4. In the **Field** list, select the record field to use in the search. 5. In the **Operator** list, select an operator to use when comparing the field and the value. 6. Click **OK**.
Add a container search	1. Select the **Add Container Search** check box. A second conditions box opens. 2. Optional. Click the **Save** button to save the

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Situation	Steps
	search. **Note:** If you uncheck the **Add Container Search** check box before saving the search, the container search will not be saved. 3. Click the **Add** button on the second conditions box. 4. In the **Type** list, select the type of search to perform. 5. In the **Field** list, select the record field to use in the search. 6. In the **Operator** list, select an operator to use when comparing the field and the value. 7. In the **Value** box, select or type a value for the search. 8. Click **OK**.

Work with search results

What is column layout?

Column layout enables you to reorder, rename, hide, and show columns within the search results grid to meet your business needs.

You can define column layout, sorting, and appearance for the active view or filter. You can perform these actions directly in ImageNowExplorer by dragging or right-clicking column headings, or by making changes in the Columns dialog box. You can also add one or more custom property columns. For the active view or filter, you can also group, sort, and number the search results in the column layout.

Change grid lines and text

To change the appearance for the results of a view or filter in the ImageNowExplorer, complete the following steps.

1. Click **File > Options**.
2. In the **Explorer Options** dialog box, in the left pane, click **Grid Appearance** or **Grid Options**.
3. In the right pane, select the font, size, style, color, and line values for the grid lines.

Select columns to display

To show or hide columns in a view or public filter, complete the following steps.

1. In **View Designer**, in the **Preview** pane, click the **Columns** button.
2. In the **Columns** dialog box, do the following substeps:
    1. For the column or columns you want to hide, clear the check box. To hide all columns, right-click anywhere in the dialog box and then click **Clear All**.

2. For the column or columns you want to show, select the check box. To show all columns, right-click anywhere inside the dialog box and then click **Select All**.
3. Click **OK**.

3. In the **Designer** toolbar, click the **Save** button.

Rename a column

To rename a property column in a view or filter, complete the following steps.

1. Click the **Columns** button.
2. In the **Columns** dialog box, select one of the following columns:
   - Drawer
   - Field1
   - Field2
   - Field3
   - Field4
   - Field5
   - Type
3. Click **Edit** in the **Label** column, type the new name, and press ENTER.
4. Repeat the previous steps to rename additional columns and click **OK**.
5. Save the view or filter to preserve the column names.

Reorder a column

To determine the order of the columns in the search results grid for a view, public filter, private filter, or search results grid, complete the following steps.

1. Do one of the following actions, depending on the situation:
   - In **View Designer**, in the **Preview** pane, click the **Columns** button.
   - In **ImageNowExplorer**, in the **Explorer** toolbar, click the **Columns** button.
2. In the **Columns** dialog box, do the following substeps:
   1. Select the column you want to reorder and then click **Move Up** or **Move Down**.
   2. Repeat the previous step for any other columns you want to rearrange.
   3. Click **OK**.
3. In the **Designer** toolbar, click the **Save** button or save the search results as a private filter.

Add a custom property column

To add columns to display custom property values for content, complete the following steps.

1. Access the view using one of the following methods:

Situation	Steps
Add a custom property column for a workflow queue view	1. Open the workflow process in **Workflow Designer**.

Situation	Steps
	2. In **Workflow Designer**, open the desired queue. 3. In the **Queue Properties** dialog box, click **Appearance**. 4. In the right pane, click **Preview**.
Add a custom property column for a view	1. Open the view in **View Designer**. 2. In **View Designer**, click **View > Preview**.
Add a custom property column for a folder content view	1. In **Management Console**, in the left pane, click **Folder Types**. 2. In the right pane, on the **Folder Types** tab, select the folder type and click **Modify**. 3. In the **Folder Type** dialog box, on the **Appearance** tab, click **Preview**.

2. In the **View Preview** window, click the **Columns** button.
3. In the **Columns** dialog box, click **Add**.
4. In the **Custom Property** dialog box, select the **Filter by** list and do one of the following actions:
   - To display a custom property based on item type, select **Document Types**.
   - To display a custom property based on folder type, select **Folder Types**.
   - To display all custom properties, select **All Custom Properties**.
5. In the **Type** list, select a custom property.
   The **Type** list options change based on the **Filter by** option selected.
6. Select a custom property and click **Add**.
7. Click **OK**.

Sort view or search results

You can sort the rows in the results grid for a view or public filter. To sort view results, complete the following steps.

1. In the view preview or search results grid, to sort by a single column, right-click the column heading and then do one of the following:
   - To sort the results in ascending order, select **Sort Ascending**.
   - To sort the results in descending order, select **Sort Descending**.
2. To sort by additional columns, hold the `SHIFT` key and click the column heading once to sort the results in ascending order or twice to sort the results in descending order.

   Note: To sort on multiple columns, you must group the results.

3. Optional. To remove all sorting, right-click a column heading and select **Reset sort order**.
4. Save the view or filter to preserve the sort order.

Group view or search results

You can group the results of a view, filter, or search by one or more columns into groups you can expand and collapse. To group view results, complete the following steps.

1. In the search results grid or view preview grid, right-click a column heading, and then click **Group by this Column**.

   Groups are initially collapsed when the view or filter runs.
2. Optional. To create a subgroup under the grouped column, right-click a column heading, and then click **Group by this Column**.
3. Optional. To expand the grouped results, right-click a column headings, and then click **Expand All Groups**.
4. Save the view or filter to preserve the column grouping.

Group search results by document keys

You can group document or workflow search results for the active view or filter in descending order by the defined document keys. To group search results in Perceptive Content by document keys, complete the following steps.

1. In the search results grid, right-click a column heading, and then select **Group by Keys**.
2. Optional. To expand the grouped results, right-click a column headings, and then click **Expand All Groups**.
3. Optional. To save the current column layout, complete one of the following options.
   - If you selected a view, save the search column layout as a private filter.
   - If you selected a filter, save the column layout for the filter.

Ungroup view or search results

To remove grouped results of a view, filter, or search, complete the following steps.

1. In the view preview or search results grid, right-click a column heading and select **Show Group Area**.
2. Right-click the grouped column heading you want to ungroup, and then select **Remove Column Grouping**.
3. Repeat the previous step for all grouped columns you want to ungroup.
4. Save the view or filter to preserve ungrouped results.

Number search results

You can use this procedure to add row numbers to the list of search results for a view or filter.

1. In the search results grid, right-click a column heading, and then select **Show Row Numbers**.
2. Optional. To save the current column layout, do one of the following options:
   - If you selected a view, save the search column layout as a private filter.
   - If you selected a filter, save the column layout for the filter.

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Copy a grid

You can copy an entire grid or specific search grid results to the clipboard as comma-separated values (CSV) and paste the grid data into a word processor, text editor, spreadsheet, or supported email program. To copy a search results grid, complete the following steps.

1. In **ImageNowExplorer**, select the row or rows of the search results grid you want to copy.
2. Right-click the selected rows and then click **Copy Selected Grid Rows**.

   The rows are copied to the clipboard.
3. Paste the rows into the external program.

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