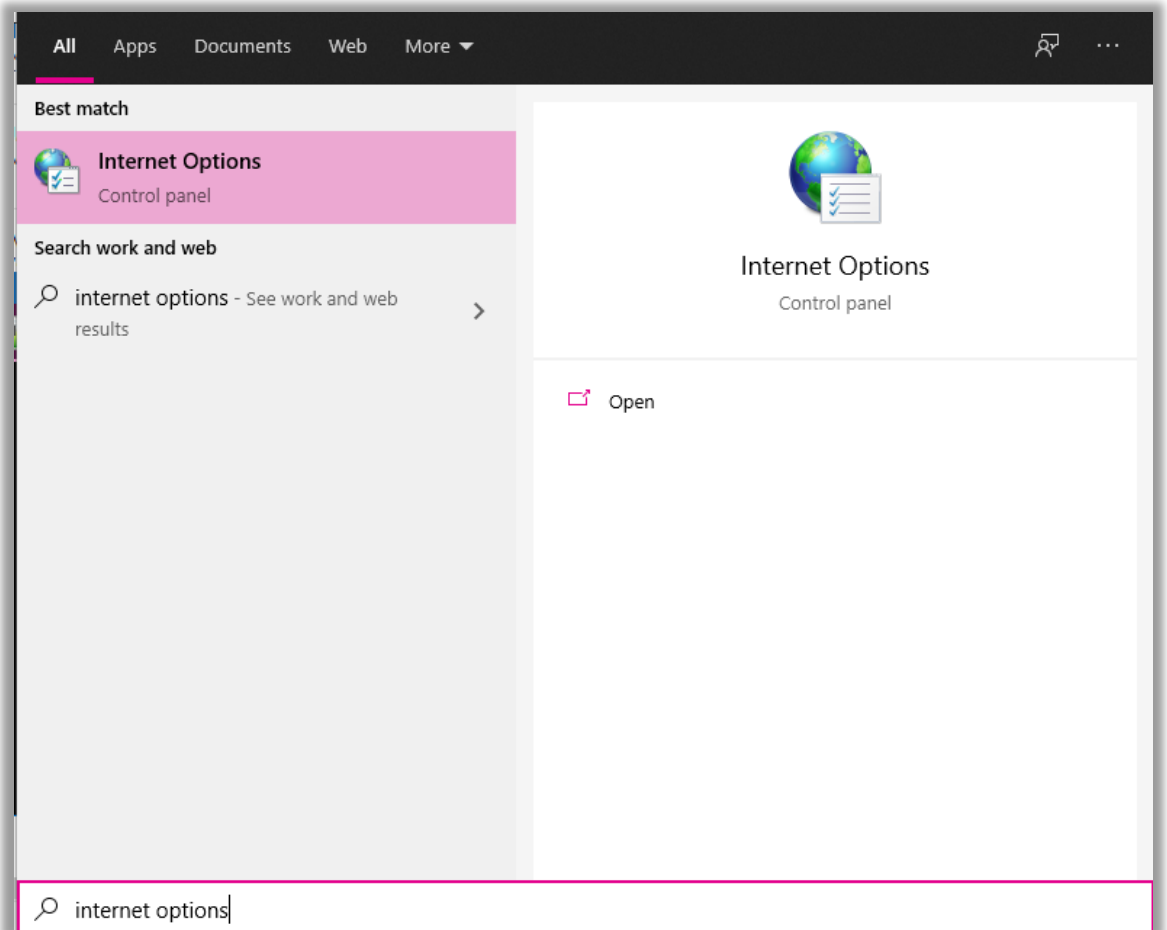# CAPSYS & ONBASE SETUP

Prior to using the new versions of Capsys and OnBase on your computer for the first time, there are some steps you need to do to get it working:
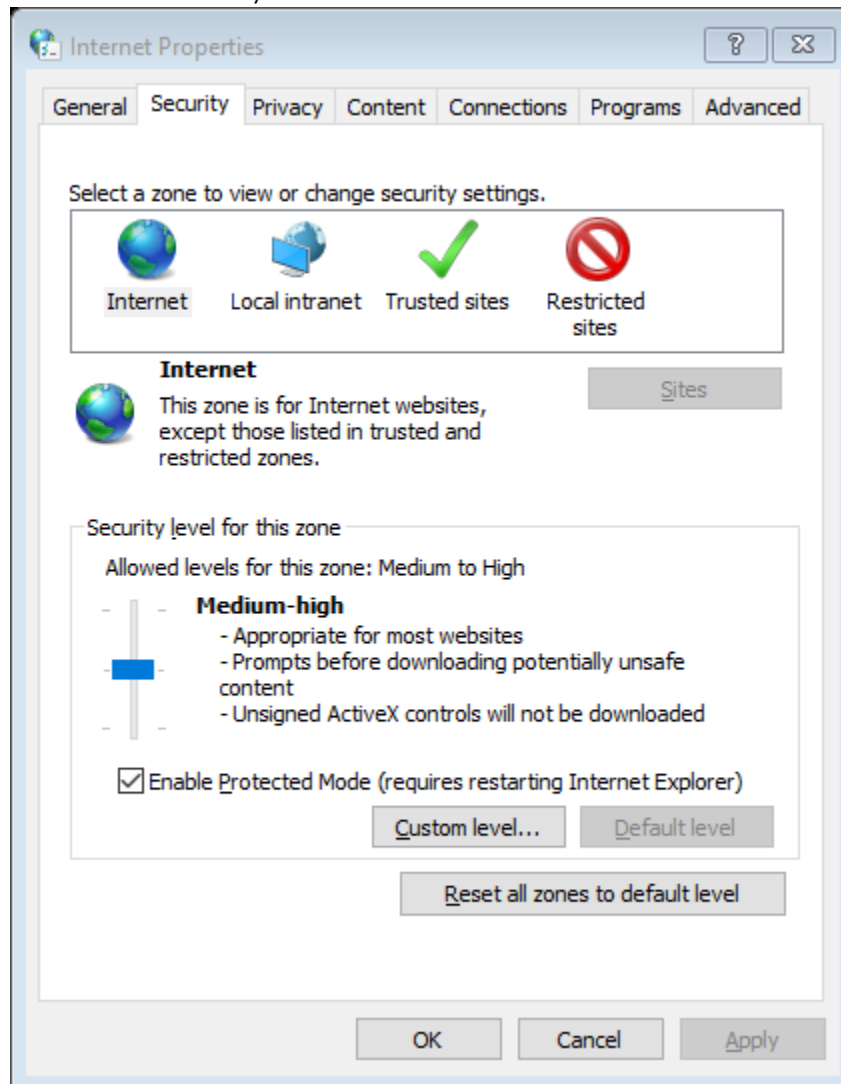
1. Update the Internet Options to enable Capsys and Onbase.
   a. Click on the windows Start button:

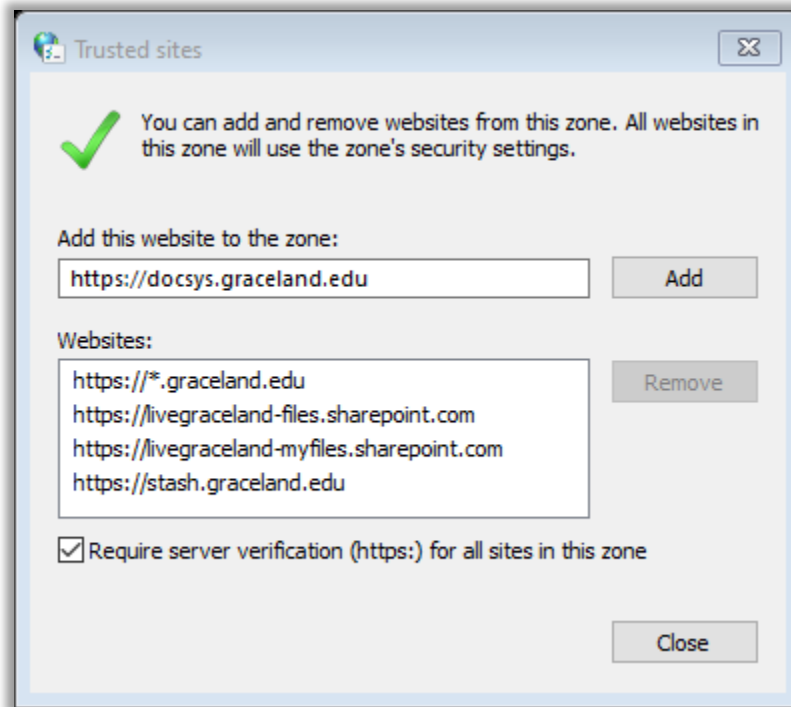   b. Type in "Internet Options" and select it:

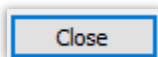
c. Go to the Security tab:
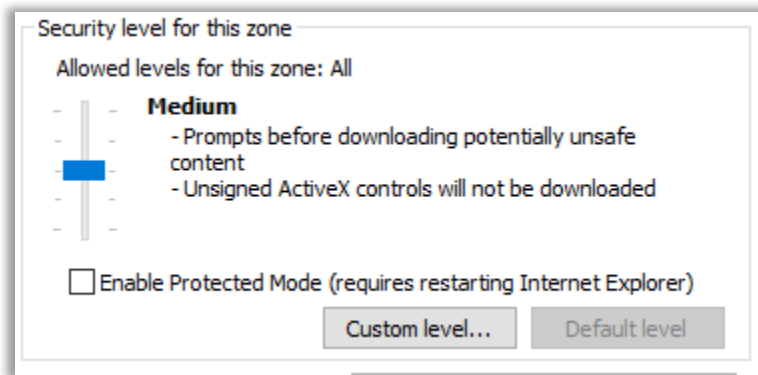

d. Select Trusted Sites:

e. Click the Sites button:

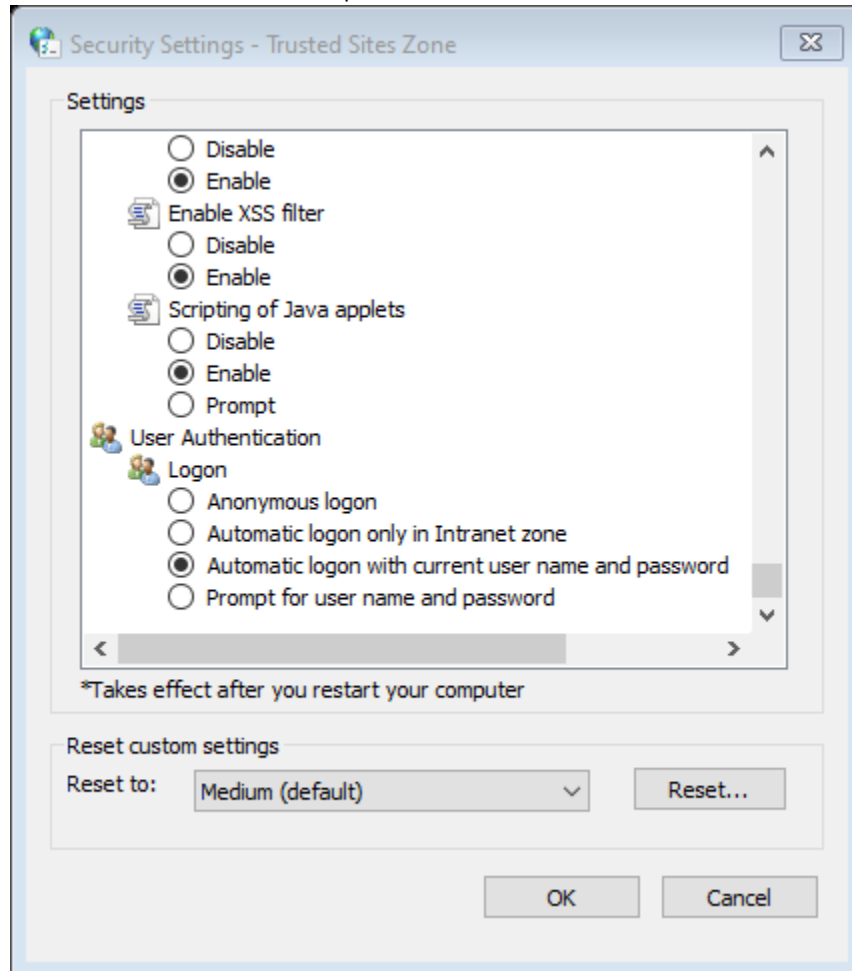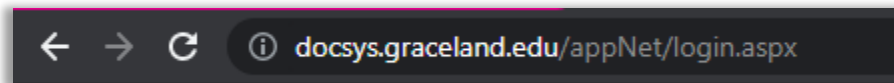f. Enter the URL https://docsys.graceland.edu/ and click Add:
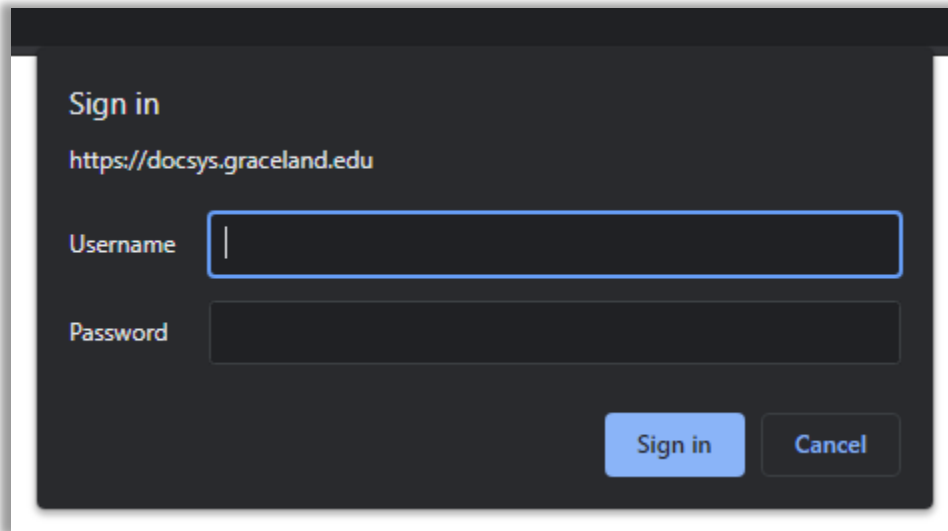

g. Click Close:

h. Click on Custom Level…

i.   Scroll to the very bottom of the window that opens, and under User Authentication and Logon categories, make sure "Automatic logon with current user name and password" is selected:

2. OnBase is now ready to use. If you do not need to use Capsys, you can ignore the rest of this document.
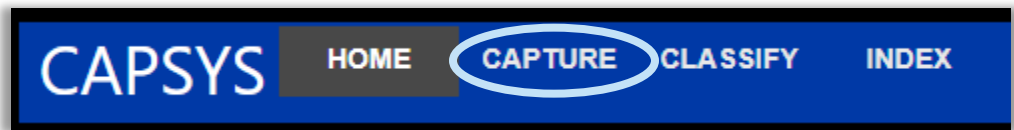3. Set up the scanner software.
    a. Navigate to Capsys: https://docsys.graceland.edu/capsys
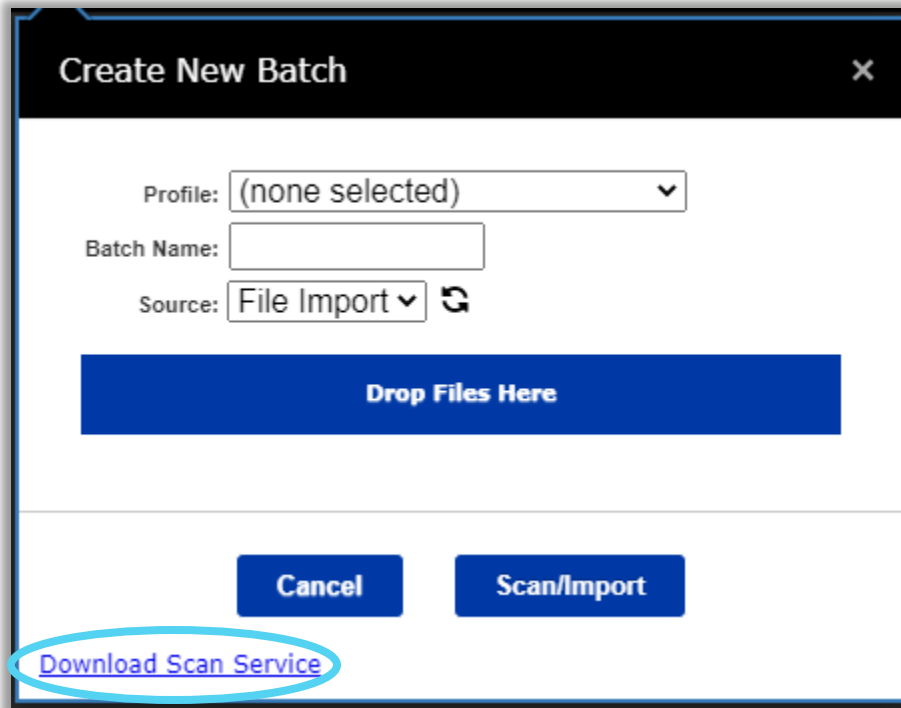
b. Log in when prompted:

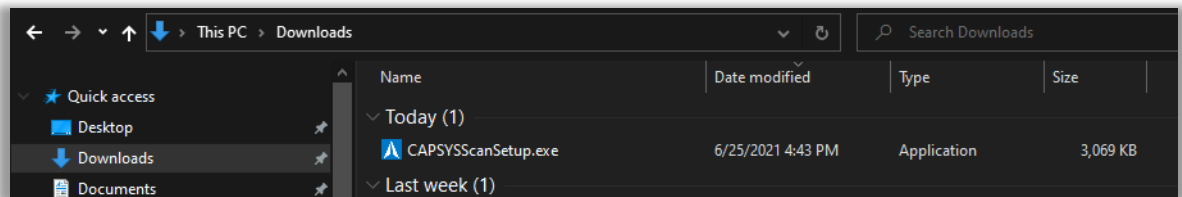c. Navigate to the Capture screen:

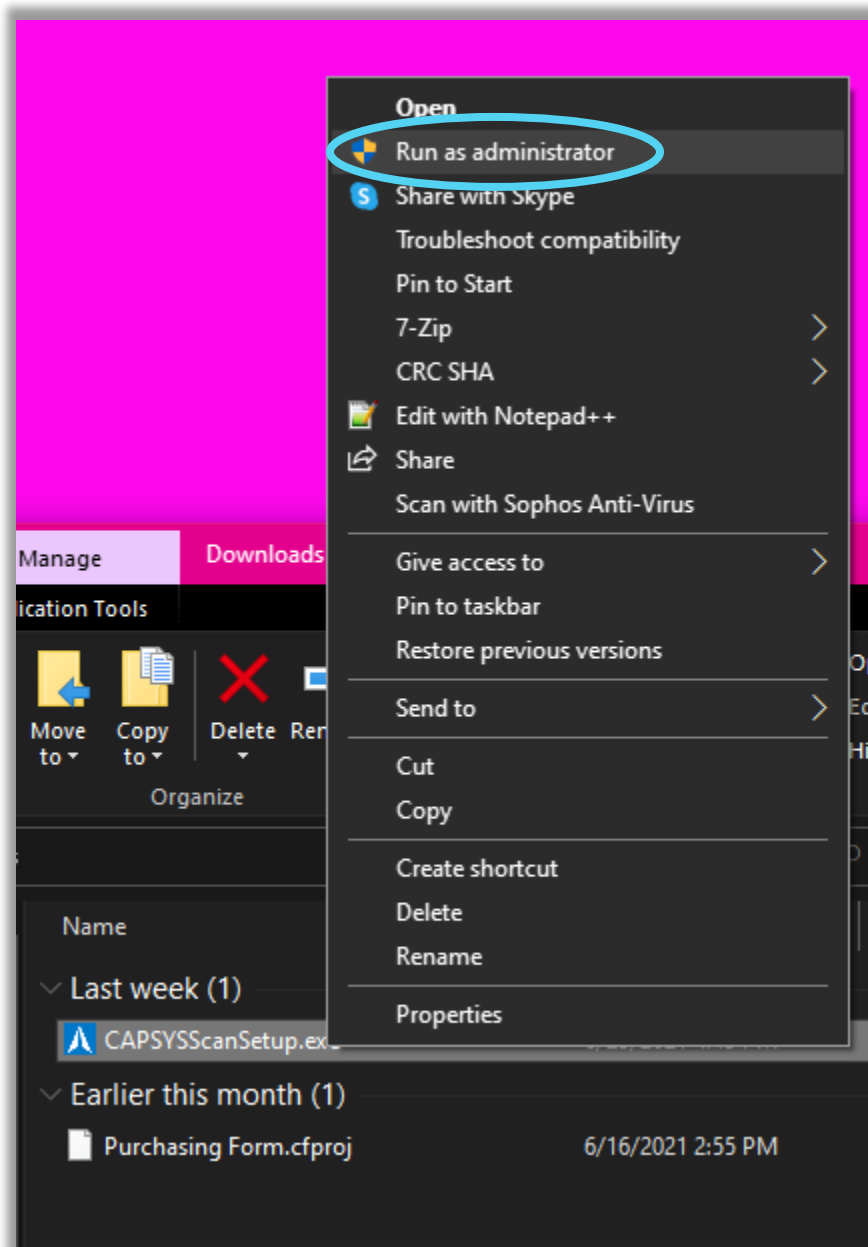d. Click on the Create New Batch button:

e. Click the link to Download Scan Service:
   IMPORTANT NOTE: Do not close this web page, you will come back to it later.

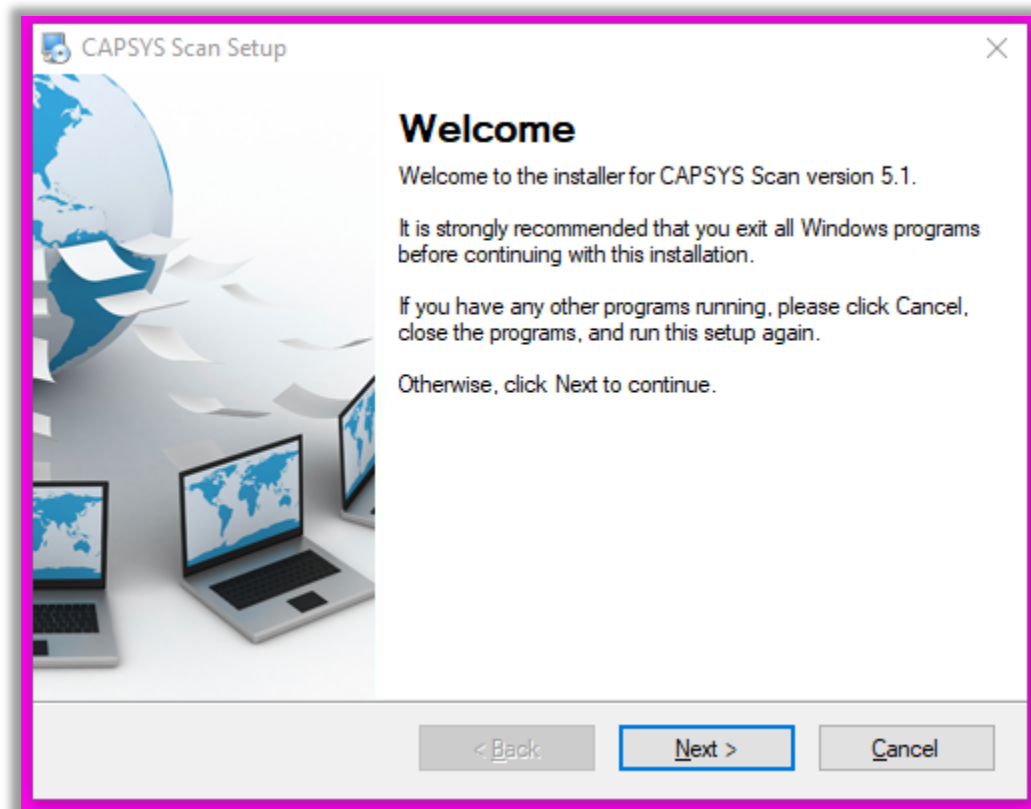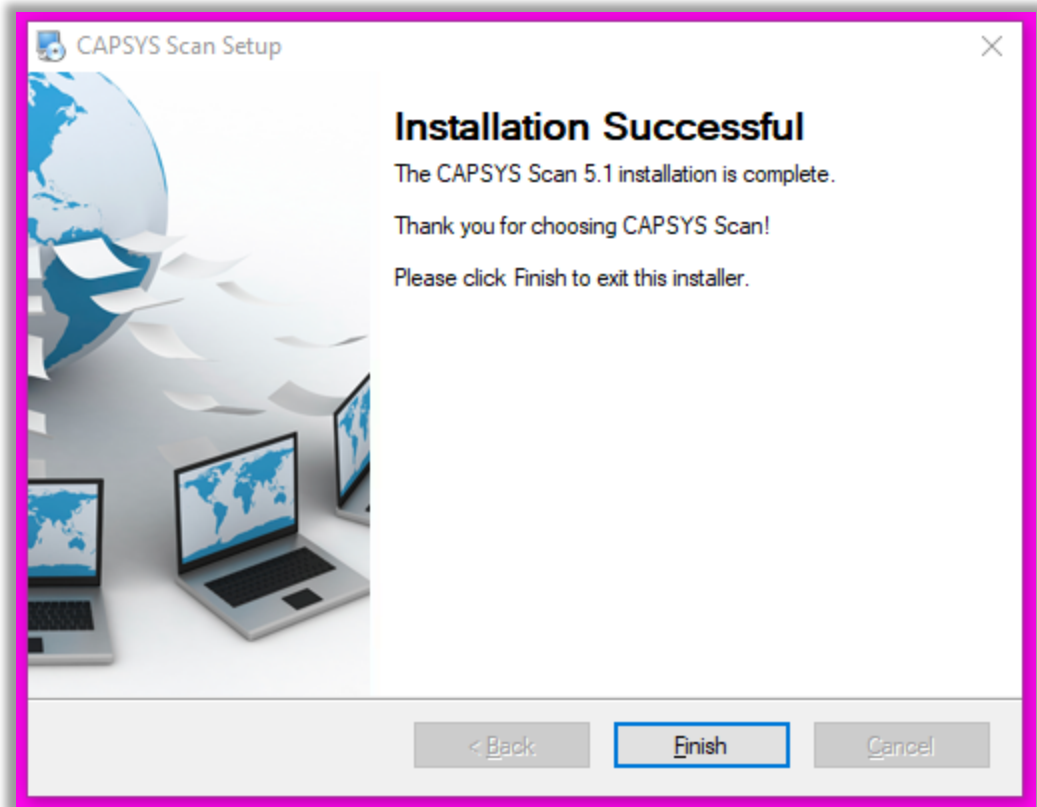f. Once the download is completed, open your Downloads folder:

g. Right-click on CAPSYSScanSetup.exe and click Run as Administrator:
IMPORTANT NOTE: You must be a local administrator to perform this step. If it doesn't work, contact techsupport@graceland.edu to request admin permissions. If you are a student worker, your supervisor needs to perform these steps.
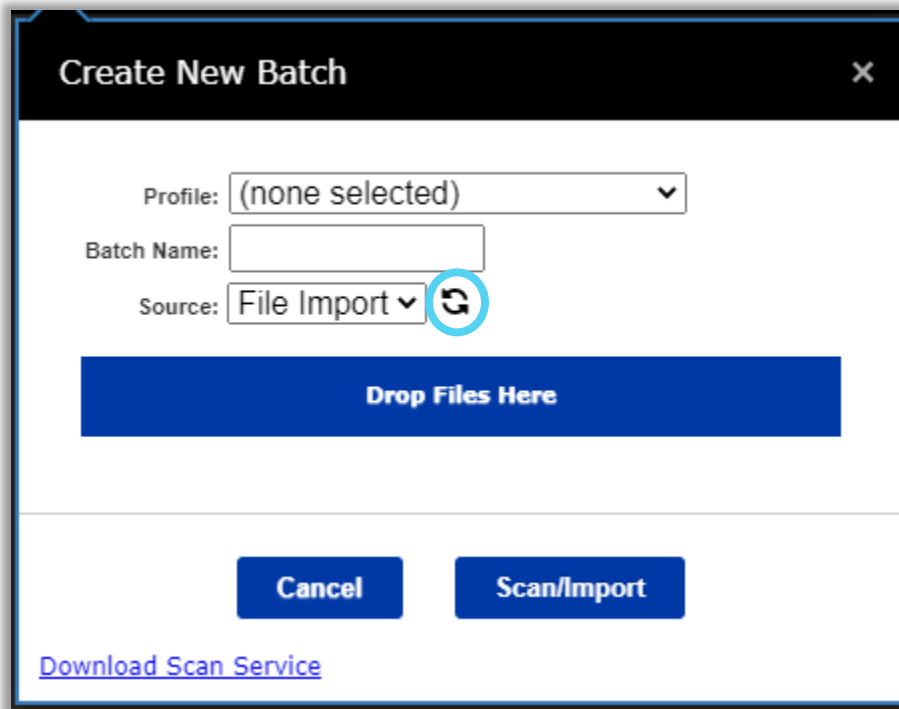

h. When it asks if you want to make changes to your computer, click Yes.

i. Follow the steps in the setup wizard:

j. Go back to the Capsys web page, and refresh your scanner list:

k. You should now have several options in your source drop-down. The screenshot below is an example, but the specific names for the scanner will vary based on the model you have attached to your scan station.

l. You may notice there are two versions of your scanner listed. The system should have selected the correct one by default, but if that doesn't work you can try the other one or contact ITS for assistance.