



University of Colorado

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## **OnBase Guide – Unity Client – Activate Batch Scanning License**

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**Goal:** To activate the batch scanning license in the Unity client at the scan station workstation in order to perform batch scanning.

**Complexity Level:** Departmental Administrative Users

3/20/2019

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## Background

The Unity client can be used for Batch Scanning purposes, but in order to do so it must be licensed and activated. The license is called “Production Document Imaging.” You should only have to perform these steps once for each scan station.

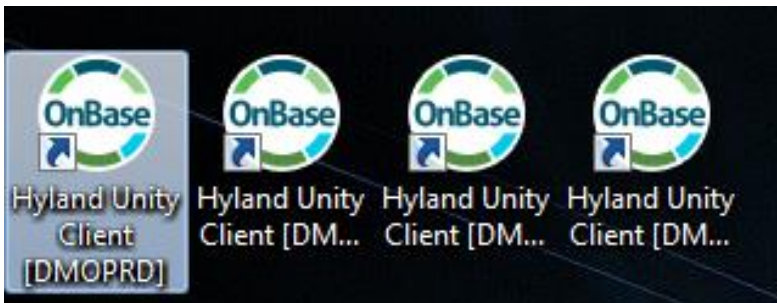
NOTE: The “Production Document Imaging” licensing is a limited license and monitored centrally. The license will be revoked from a workstation if applied without prior authorization.

More information is available in the System Administration MRG, Document Imaging MRG and Unity Client MRG. Contact [UIS\\_DM\\_Support@cu.edu](mailto:UIS_DM_Support@cu.edu) for assistance.

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## Launch the Unity Client and Log In

1. Launch the Production (DMOPRD) Unity client.



2. To apply the “Production Document Imaging” license to a workstation you must log into the Unity client with an account that has “Certified Departmental Admin” permissions.

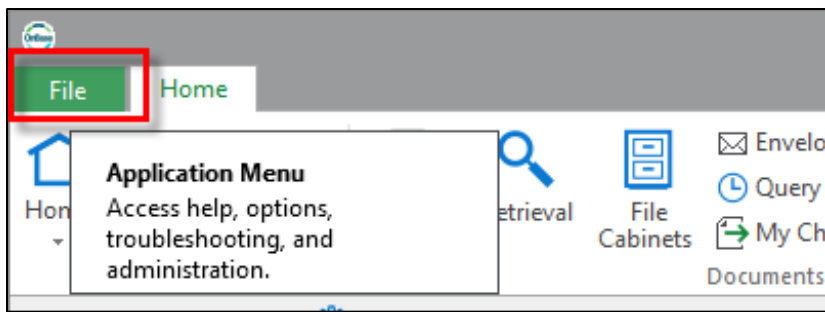
If you do not have an [individual with this permission in your organization](#), please contact [UIS\\_DM\\_SUPPORT@cu.edu](mailto:UIS_DM_SUPPORT@cu.edu) so that we can conduct a remote session and set the license.

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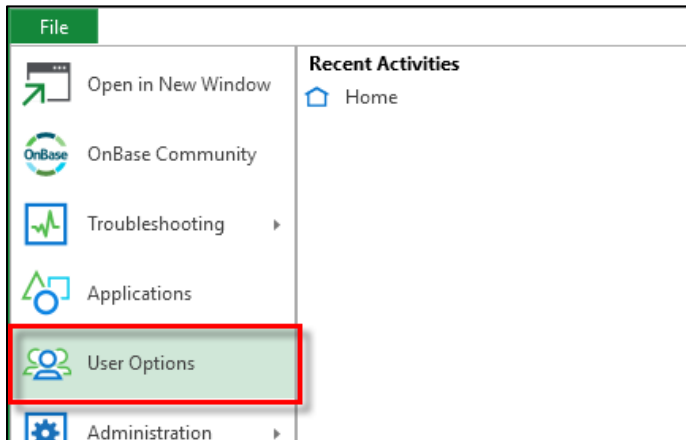
## Unity Client User Options/Settings

3. Once logged into the Unity client with proper credentials, select the green **File** tab at the top left.

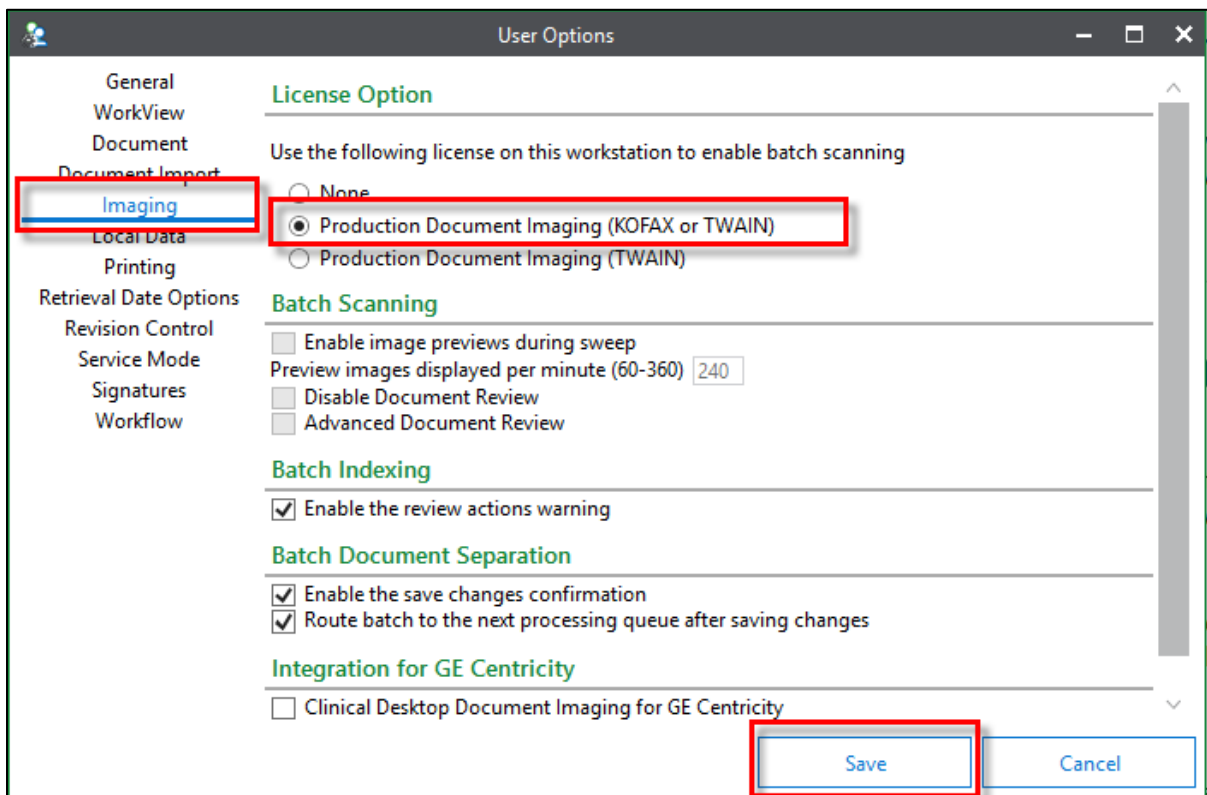




4. Select **User Options**.



5. Select the **Imaging** menu.



6. On the right hand side select the “Production Document Imaging” (KOFAX or TWAIN) option.
7. Finally, click on the **Save** button. This setting will apply to anyone using the computer and does not have to be applied on a per person basis.

