



KONICA MINOLTA

KOMI Sync User guide (EN)

✂ Version: 1.0



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KOMI Sync is a software that lets you synchronize and file your documents between your computer and your KOMI Doc. Thanks to automatic or manual synchronizations, your documents will be saved remotely in order to optimize your work. This way, you can edit them in the train, in the plane, at the office or at the hotel. Moreover, they will be immediately updated on all of your devices (computer, smartphone, tablet, etc.). With KOMI Sync, you can also file your scanned paper documents into KOMI Doc.

With **KOMI Sync**, you can:

- Directly upload scanned paper documents from your scanning device.

KOMI Sync monitors a specific folder where the scanning device will send scanned paper documents. Each time a new file appears, this one is automatically sent to **KOMI Doc** "Filing" section, ready to be indexed and filed.

- Synchronize documents between your Windows workstation and KOMI Doc

KOMI Sync enables to synchronize documents so that you get the most recent version of the file you want to work on.

- Bulk upload documents

The "drag-and-drop" function in **KOMI Sync** lets you upload one or more documents (and folders) with a simple drag and drop from your PC into **KOMI Doc**

▀ Installer guide

- [System requirements](#)
- [Installing KOMI Sync](#)
- [Software uninstallation](#)

▀ System requirements

The system requirements for the application to run depend on various factors, including the size of the scanned documents. KOMI Sync speed of execution depends on the power of the PC on which the software is installed, but also on its memory, on the quality of the network signal and on the server load. The configuration described here will change according to the needs of each type of use. These are the minimal system requirements so that KOMI Sync can run properly :

- A processor Intel Core™ 2 Duo or equivalent
- Microsoft® Windows® 7 SP1 (professional versions 32 and 64 bits), Microsoft® Windows® 8 (professional versions 32 and 64 bits), Microsoft® Windows® 10 Pro, Microsoft® Windows® 2008 or 2012 Server
- 2 GB RAM
- 400 MB free space on the hard drive (variable depending on the volume of documents to store)
- Screen resolution 800x600 or above
- A scanner and its own driver
- Microsoft® Framework.Net 4.6 or above
- TCP/IP network card
- Internet access
- Recommended bandwidth – DSL or above recommended

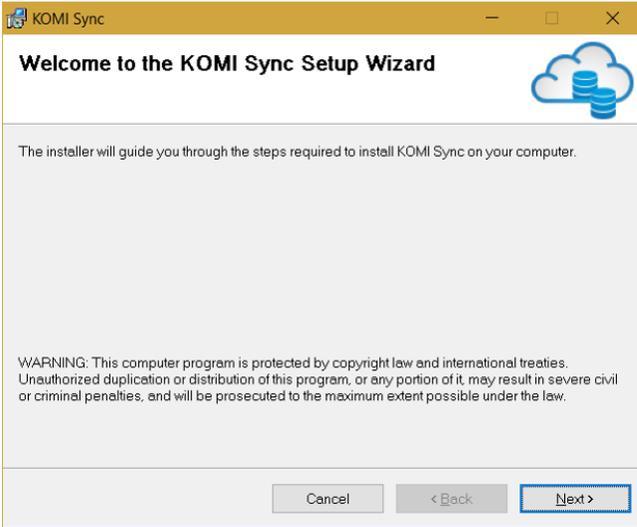
KOMI Sync only works with electronic document management servers **KOMI Doc** version 6.2 or above.

KOMI Sync can only process files with complete qualified file names (folder path and file name) that contain less than 260 characters, and/or that repositories names contain less than 248 characters.

Installing KOMI Sync

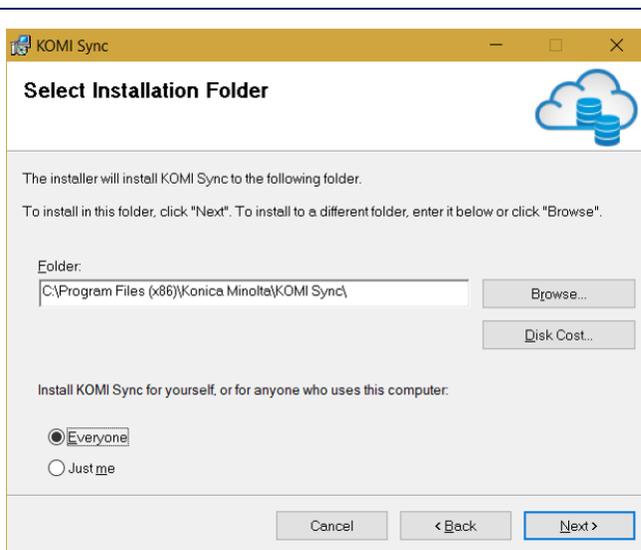
The KOMI Sync Installer will guide you step by step through the software installation process.

*Before installing **KOMI Sync**, please make sure to be logged as an administrator of you workstation.*

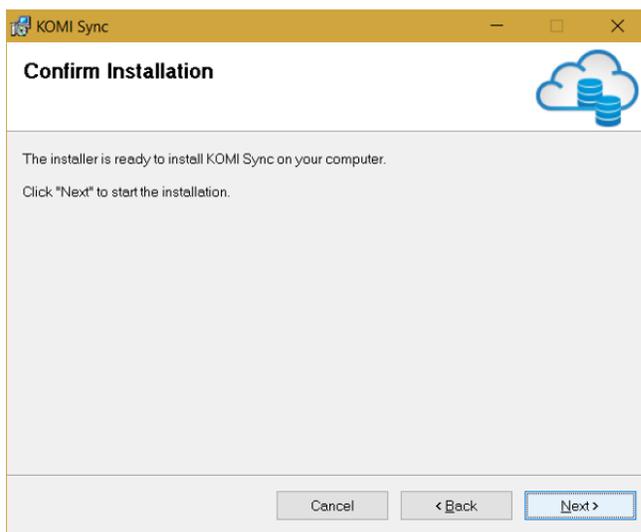
Description	Illustration
1. Double-click " Setup " to run the installer.	
2. The home page displays. Click " Next "	

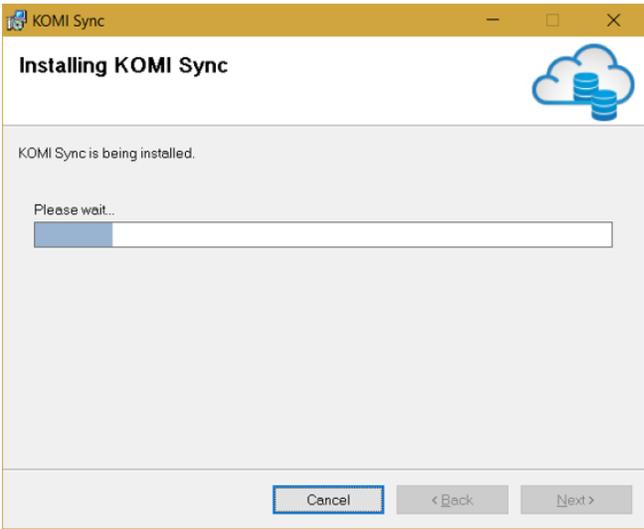
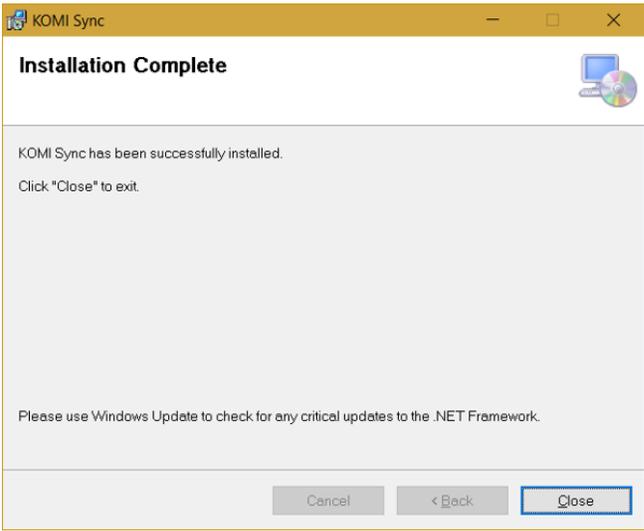
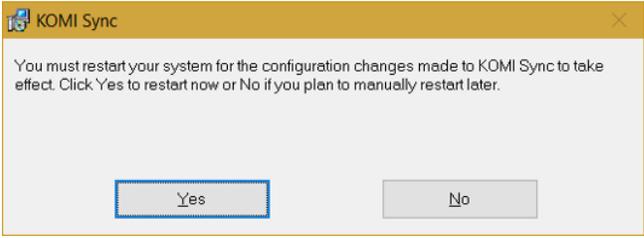
3. Click "**Browse...**" to select where you want to install the software.

4. Click "**Next**" when you have chosen a location.



5. A confirmation page displays.
Click "**Next**" to start the installation process.



<p>6. Wait until the installation is done.</p>	
<p>7. The installation is now finished. Click "Close"</p>	
<p>8. A small window will display and ask you to restart your computer. Click "Yes" if you want to restart now, or click "No" if you want to restart later..</p>	
<p>9. A shortcut will be added to your desktop and in your "Start" menu (if you use Windows 7 and anterior versions), or in your "Home" menu if you use Windows 8.</p>	

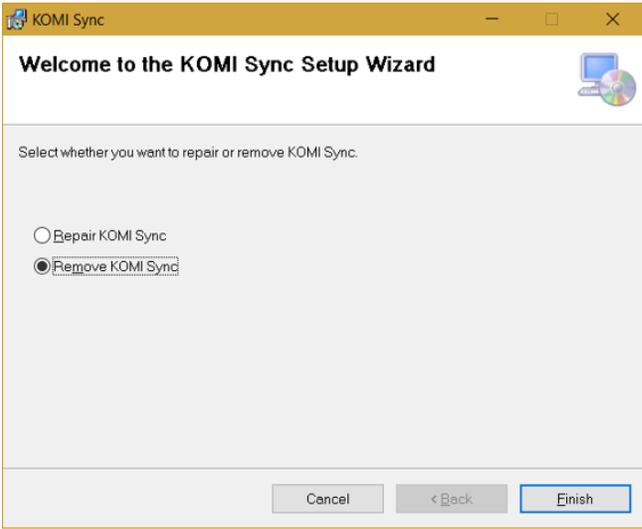
10. **Double-click** this shortcut to start the software.

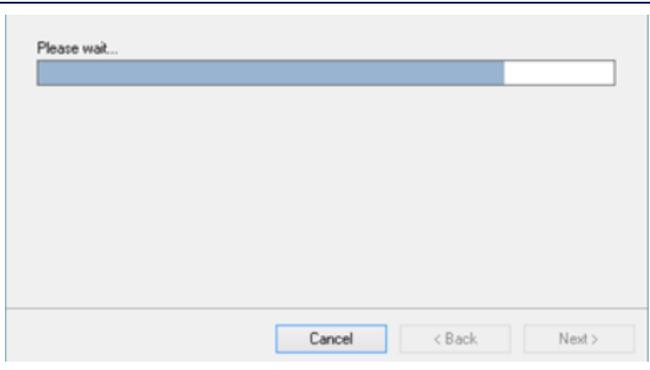
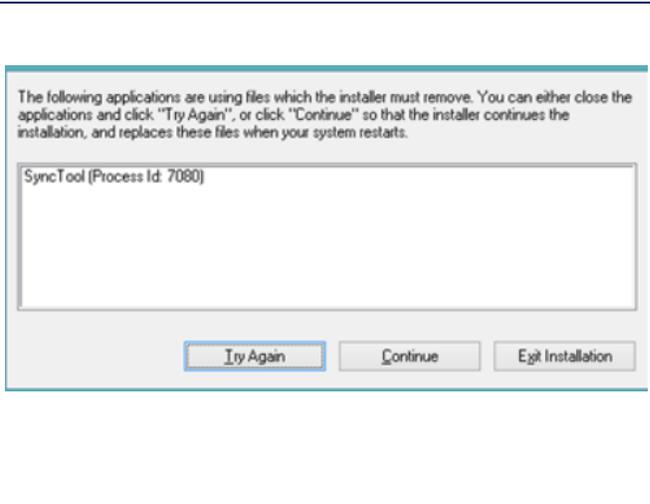
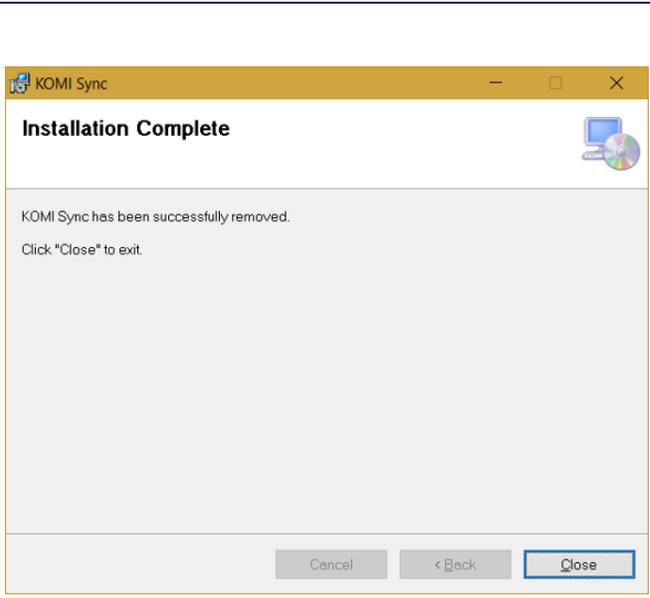
Software uninstallation

The uninstalling section of KOMI Sync will guide you step by step through the software uninstallation process.

Before uninstalling KOMI Sync:

- Close all active applications, especially your anti-virus software.
- Login as an administrator on your workstation.

Description	Illustration
1. Double-click " Setup " to run the uninstallation file.	
2. The home page displays. 3. Choose " Remove KOMI Sync " and then click " Finish "	
4. Wait until the uninstallation is done.	

	
<p>4.1 If this window displays, it means that KOMI Sync is still active. Access to SysTray, click on the right button of your mouse on the KOMI Sync icon, and then click "Quit". Make sure your Internet browser and the KOMI Sync application are closed, and then click "Try Again".</p>	
<p>5. The installation is now finished. Click "Close".</p>	

Others possibilities:

- If you have **Windows 7**, you can uninstall the software with the following method:

“Start > Konica Minolta > KOMISync > **Uninstall**”.

- If you have **Windows 8**, in the start screen, click right on the **KOMI Sync** application.

A taskbar appears on the bottom of the screen with different options.

Click on “**Uninstall**”

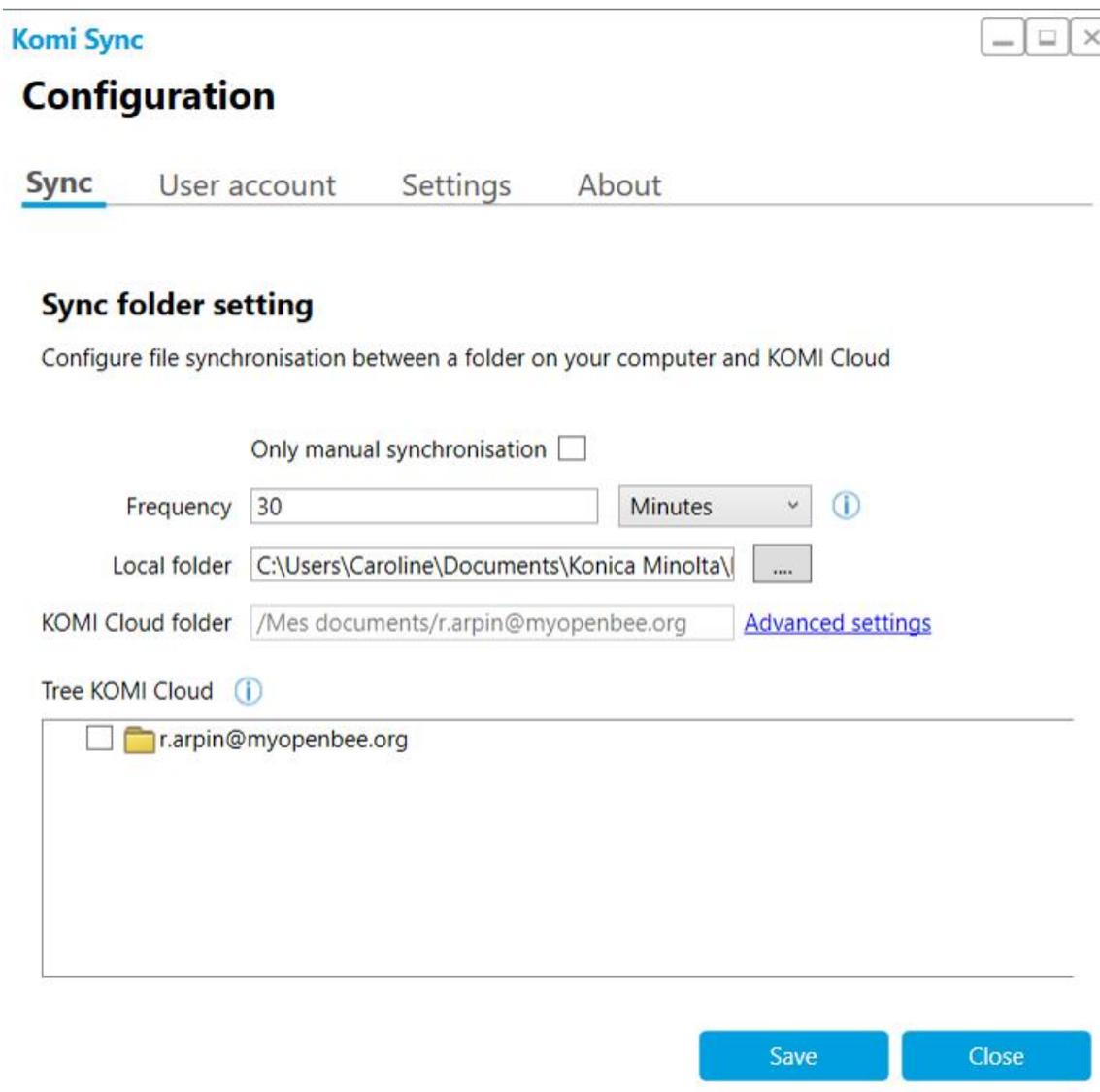
Administrator guide

Settings tab

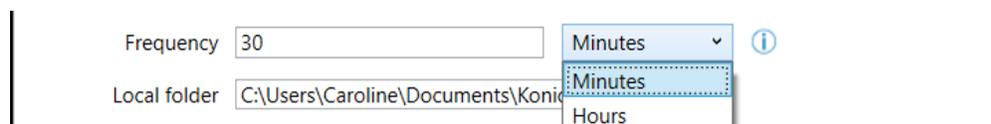
- [Settings tab : Sync](#)
- [Settings tab : User account](#)
- [Accessing your proxy server](#)
- [Language selection](#)
- [Confirmations configuration](#)

Settings tab : Sync

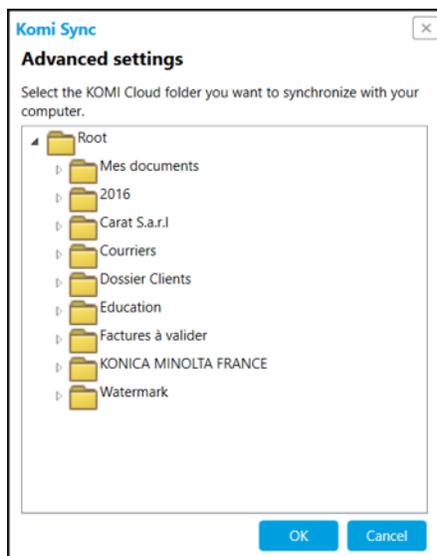
In the "Sync" tab, you can configure file synchronisation between a folder on your computer and your **KOMI Doc** space :



- Select the frequency (in minutes or hours)



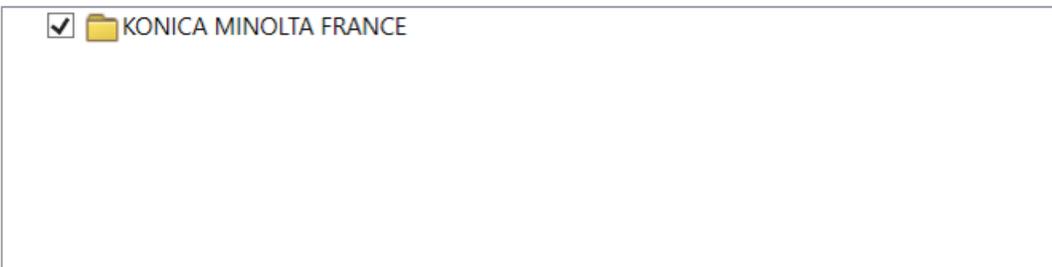
- Browse to select your local folder



- Click on "Advanced Settings" to change the KOMI Cloud / KOMI Doc folder

The **KOMI Doc** folders tree will display below.

Tree KOMI Cloud ⓘ

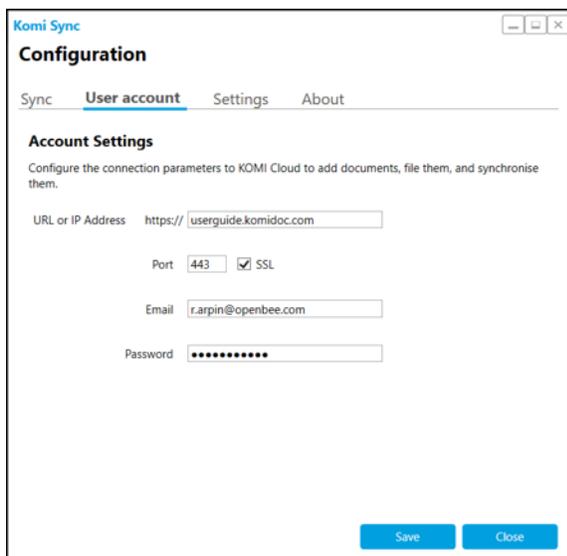


Click on "Save" to finish.

Settings tab : User account

In order to use your **KOMI Sync**, you must be connected to **KOMI Doc** DMS.

Access the **Settings** tab by clicking on the ⚙ icon :



Then fill in the login information, as in the following example:

- Fill in your URL or your IP address of your **KOMI Doc** DMS.
- Fill in your port and check the **"SSL"** option if you want to use a secured connection
- Fill in your KOMI Doc username and password

URL or IP Address https://

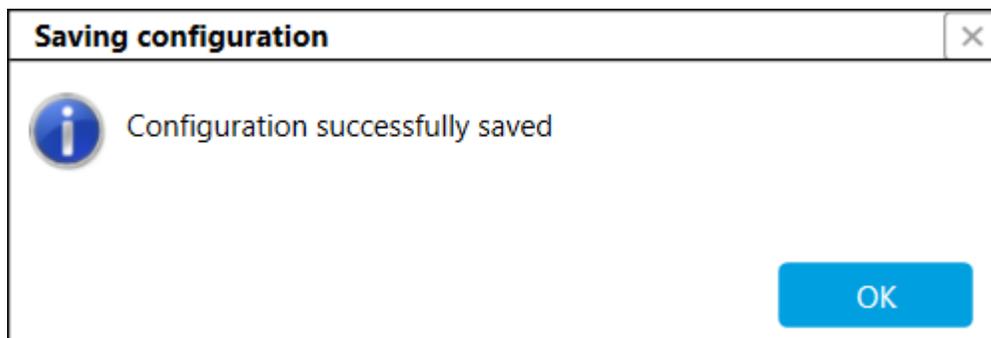
Port SSL

Email

Password

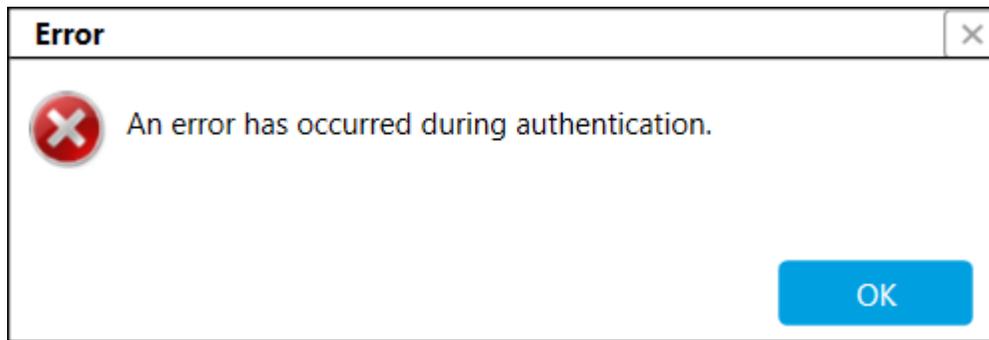
Once you have filled in all the fields, click **"Save"** in order to establish the connection.

A confirmation window will appear to inform you that the connexion has been successfully performed.



Click **"OK"**.

If your password or your username is incorrect, one of the following windows will appear:

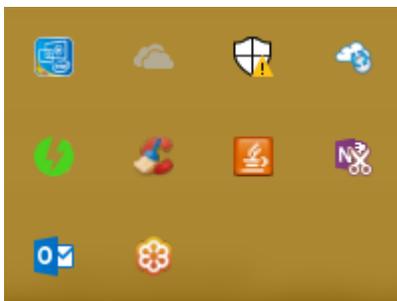


Tip

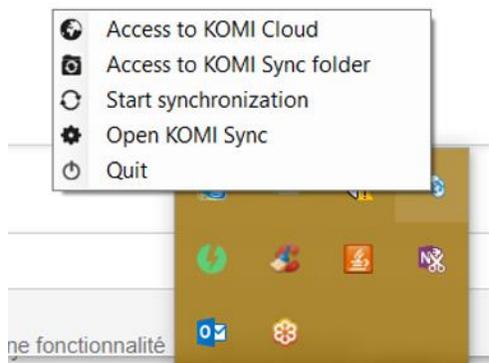
*If you don't have an **KOMI Doc DMS** username or password yet, contact your system administrator to have an account created for you.*

When you are done using **KOMI Sync** or when you click the red X to close the window, connection to the software is not interrupted.

If you want to re-open the software window, click in your task bar and then double-click on the **KOMI Sync** icon, as depicted below:



To close the software for good, right-click on the small **KOMI Sync** icon, then click "Quit".



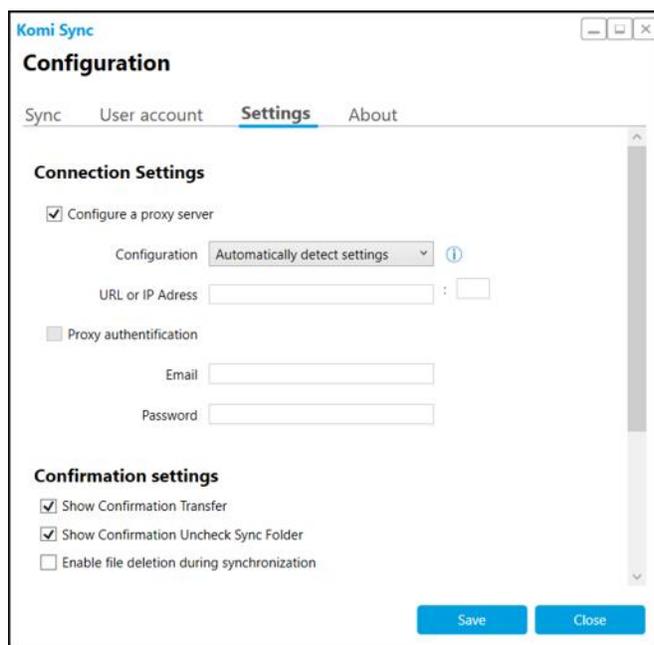
Accessing your proxy server

If your local network has a proxy server, you can configure it in the "**Settings**" tab.

In this tab, you can also change the display language for **KOMI Sync**.

You can choose between two configuration modes for your proxy server :

- **Automatic configuration** mode
- **Manual configuration** mode



Automatic configuration of the proxy server

Choose the "**Automatically detect settings**" to do an automatic detection of your proxy server's parameters.

*This option is available only if you have checked the "**Configure a proxy server**" box.*

Automatic detection of the proxy server is based on the proxy configuration in Internet Explorer or in the system configuration (Control panel -> Internet options -> Logins -> LAN settings).

*If you choose the automatic configuration, **KOMI Sync** will search for a configuration done from Internet Explorer/System and will use it.*

Manual configuration of the proxy server

Choose the "**Manually set proxy setting**" to do a manual configuration of your proxy server's parameters.

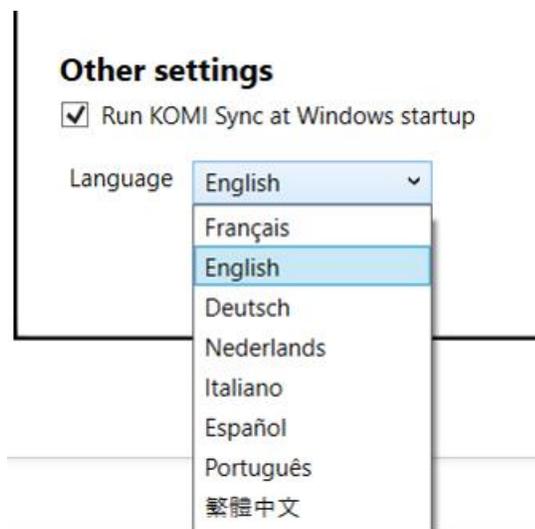
As for the automatic connection, this option is available only if you have checked the "**Configure a proxy server**" box.

- Then fill in your URL or IP address, as well as the port your connection uses.
- Use "Proxy authentication" if your proxy is configured with a user and a password.

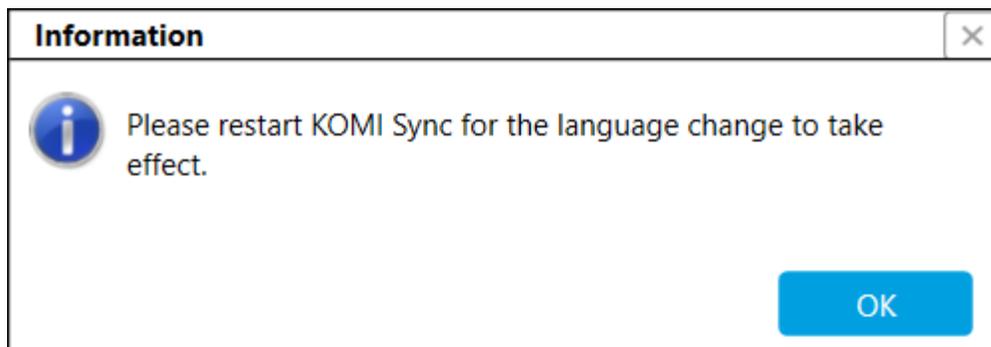
Now type the login and password required for the proxy connection

Language selection

You can choose the language in which you want your software to be configured as well.



The following window will appear to inform you that you will have to restart **KOMI Sync** in order for the language change to take effect.

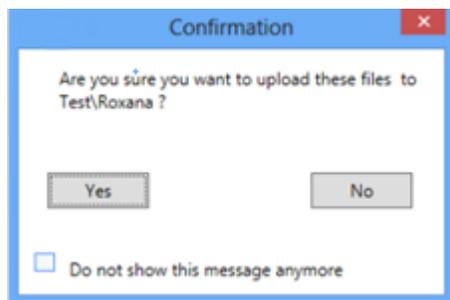


Confirmations configuration

Confirmation settings

- Show Confirmation Transfer
- Show Confirmation Uncheck Sync Folder
- Enable file deletion during synchronization

Show Confirmation Transfer: will display the file transfer configuration window in the "File" tab



Click "**Yes**" to confirm or "**No**" to cancel.

Show Confirmation Uncheck Sync Folder: will display the following information window that informs you that if you uncheck a folder in the **Sync** tab, it will be deleted when you save the configuration:

When you have configured all of your parameters, save the configuration with the "**Save**" button

A small window will appear to inform you that the details you filled in have been taken into account.



Click "**OK**".

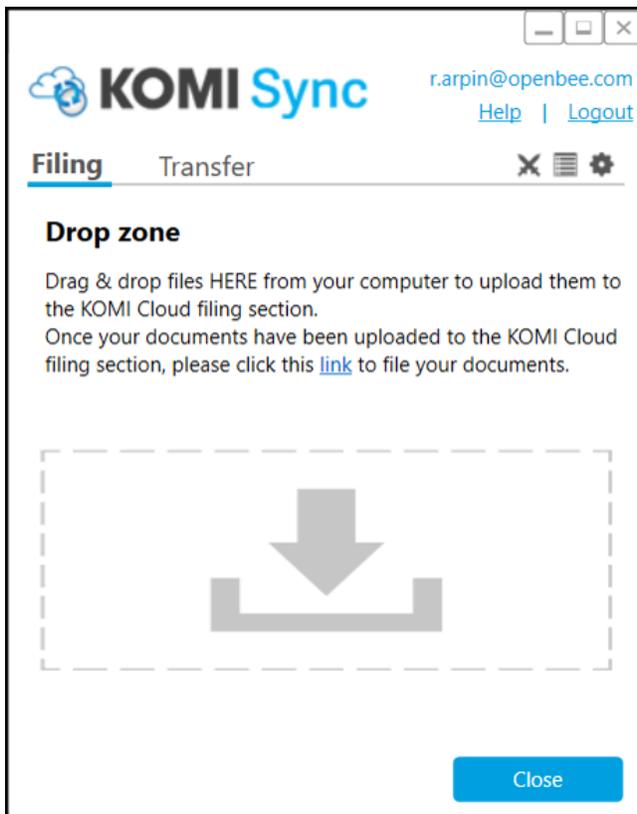
KOMI Sync is now properly configured. You can now start synchronizing your folders and files with your KOMI DocDMS.

▀ User Guide

- [The "File" tab](#)
- [The "Upload" tab](#)
- [The "File sync conflict" tab](#)
- [The "Event logs" tab](#)

▀ The "File" tab

The "**Filing**" tab allows you to transfer one or more documents to **KOMI Doc** online from your workstation. This section details the two transfer options available for you.



You can transfer documents from your workstation to **KOMI Doc** online, in two different ways :

- Drag and drop your files through the drop zone

- File your scanned paper documents directly from your scanning solution

Option n°1 : Drop zone

Drop zone

Drag & drop files HERE from your computer to upload them to the KOMI Cloud filing section.

Once your documents have been uploaded to the KOMI Cloud filing section, please click this [link](#) to file your documents.



Drag and drop your files into the dotted box located under "**Drop zone**".

This option allows you to send as many documents as you want from your workstation to the online "**Filing**" section **KOMI Doc** online.

Option n°2 : File your scanned paper documents directly from your scanning solution

Select your destination folder for scanned paper documents in option 2 "**Scan to KOMI Doc**".

All documents deposited in this folder will be automatically sent to the "**Filing**" section of your **KOMI Doc** online.

Scanning folder

Scan folder

Setting up your scanning solution

So that your **KOMI Sync** can transfer your scanned paper documents directly into the "**Filing**" section of your **KOMI Doc** online, it is necessary that your scanning solution has been previously set up so that the scanned paper documents are placed in the same folder as the folder selected in option 2 "**Scan to KOMI Doc**" of **KOMI Sync**.

Once your "scan" folder is selected, click on the "**Save**" button to validate the configuration.

Congratulations, you can now send paper documents from your scanning solution directly to the "**Filing**" section of **KOMI Doc** online.
To view your scanned paper document in **KOMI Doc** online, click on "link" in the next screen.

The "Upload" tab

The "**Transfer**" allows you to preview the folder and document tree view on your **KOMI Doc** online.



The icon to the left of each folder allows you to view the lower folder level and view the folders, subfolders, and files in your treeview.

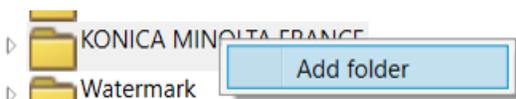
To file one or more documents from your workstation to a folder on your **KOMI Doc** online, simply drag-and-drop document(s) into the corresponding folder.

A double click on a document will allow you to download the document from **KOMI Doc** on your local workstation.

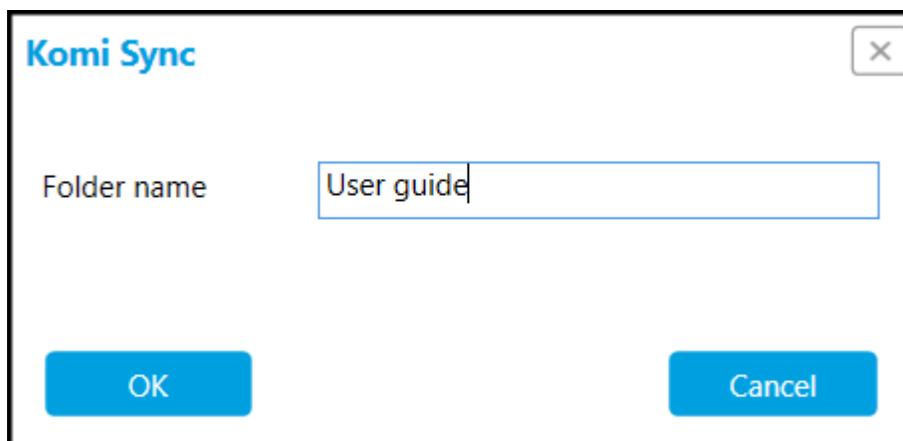
Folder creation in the tree:

You have the option to create a folder in the **KOMI Doc** online.
To do this :

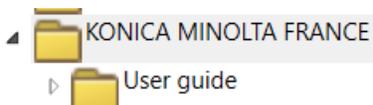
- Perform a "right click" on a folder of the tree,
- Select the « **Add folder** » option in the menu that appears



- The following window appears
- Fill in the name of the folder you want to create :

A screenshot of a dialog box titled 'Komi Sync'. It has a close button (X) in the top right corner. The main area is labeled 'Folder name' and contains a text input field with the text 'User guide'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

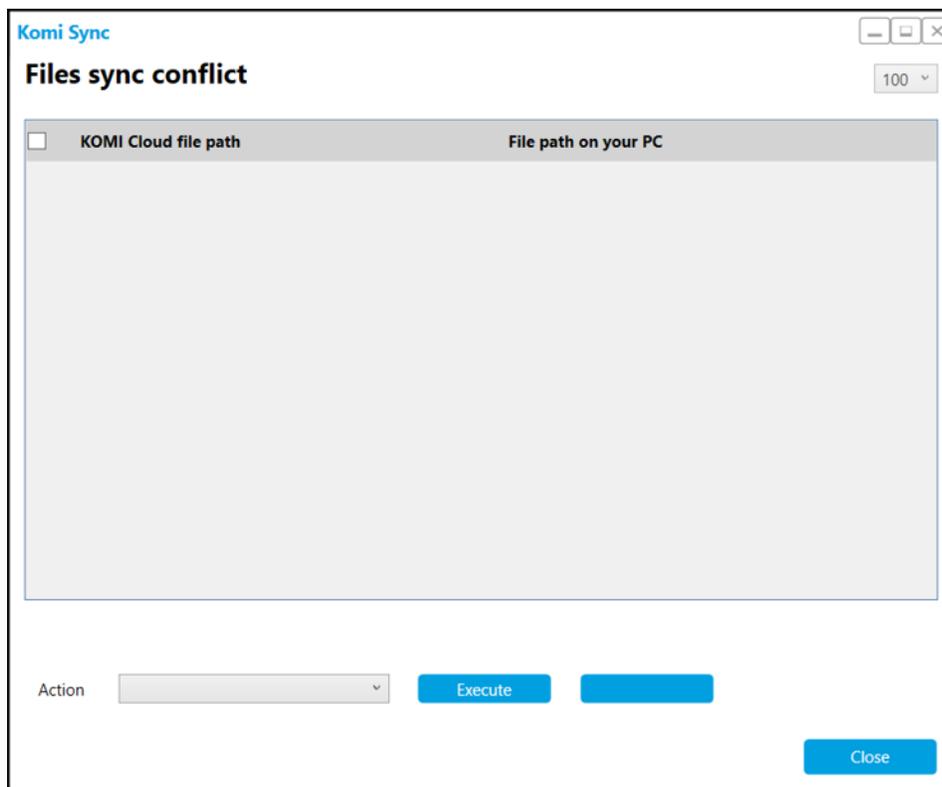
- Click on « **OK** » :



The folder is then created and appears in the **KOMI Doc** tree view.

The "File sync conflict" tab

Click on the  icon to access the "Files Sync Conflict"

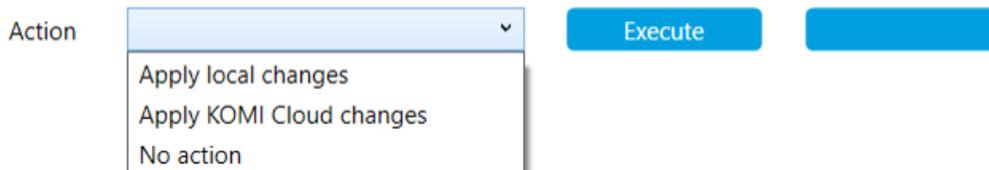


Presence of folders in this section means that a problem occurred during synchronization.

A synchronization conflict occurs when a document exists on your workstation and in your **KOMI Doc DMS** with different saving date (while they are identical, one is more recent than the other). In this situation, **KOMI Sync** offers you two options:

- You can keep the version present on your workstation and overwrite the version
- You can download the **KOMI Doc DMS** version and replace the one on your workstation

- The "**KOMI Doc DMS file path**" column displays the access path to the document that encountered a synchronization problem.
- The "**Local path**" column displays the access path to the document that encountered a synchronization problem on your computer.
- The "**Action**" option offers you three choices: "**Apply local changes**", "**Apply KOMI Doc DMS changes**", "**No action**". Click "**Execute**" when you have selected an action.



If the document has been deleted on one side and changed on the other, its path will appear as blank in the conflicts table. This indicates that the document no longer exists in the corresponding part.

Conflicts situations

In **KOMI Sync**, conflicts arise when a file is changed on the server and the corresponding local file is changed too between 2 synchronizations.

To explain the notion of conflict, let's examine the following synchronized folders tree:

- Company 1
- Company 2
- Company 3

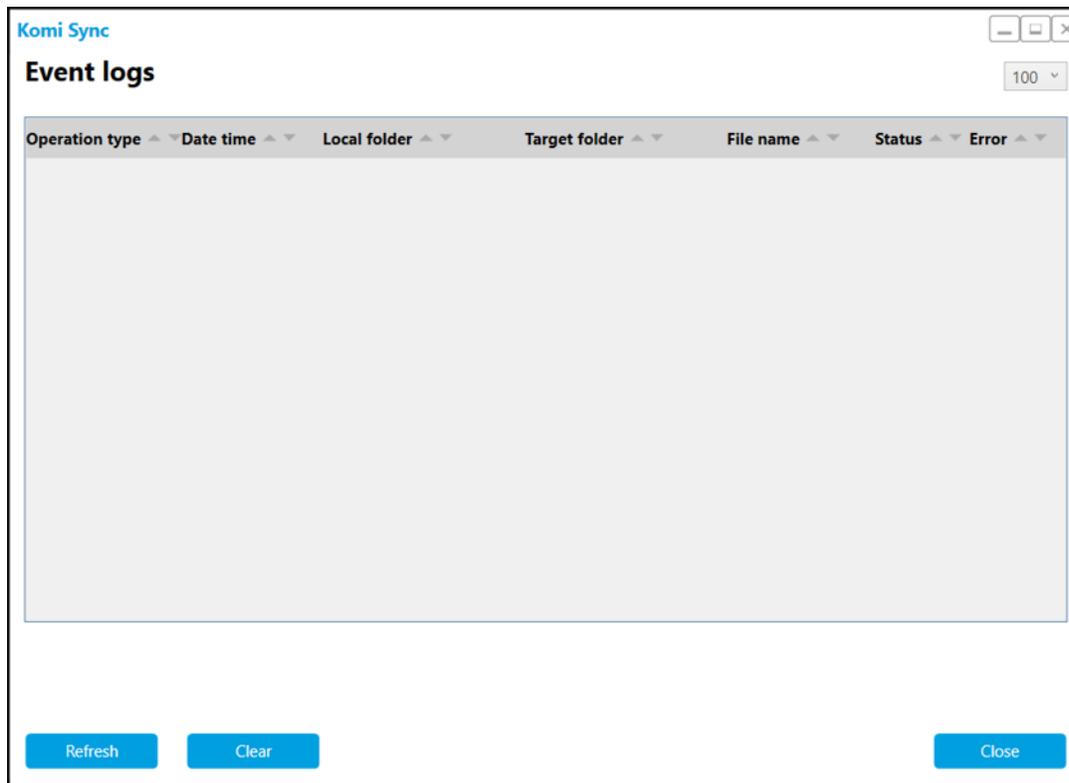
Conflict situations

1. File created locally; file created on the server, with the same name and in the same folder as the local file.
2. File re-created (deleted and replaced by another with the same name) locally; corresponding file changed on the server.
3. File re-created (deleted and replaced by another with the same name) locally; corresponding file deleted from the server.
4. File re-created (deleted and replaced by another with the same name) locally; corresponding file deleted, another file renamed with the same name as the local file in the corresponding folder on the server.
5. File re-created (deleted and replaced by another with the same name) locally; file deleted, another file with the same name is moved into the corresponding folder on the server.
6. File changed locally; corresponding file re-created (deleted and replaced by another with the same name) on the server.
7. File changed locally; corresponding file changed on the server.
8. File changed locally; corresponding file deleted from the server.
9. File changed locally; corresponding file deleted, another file renamed with the same name as the local file in the corresponding folder on the server.

10. File changed locally; file deleted, another file with the same name is moved into the corresponding folder on the server.
11. File deleted locally; corresponding file deleted from the server, another file created with the same name as the old one.
12. File deleted locally; corresponding file changed on the server.
13. File deleted locally; corresponding file deleted, another file renamed with the same name as the local file in the corresponding folder on the server.
14. File deleted locally; corresponding file deleted, another file with the same name as the local file moved into the corresponding folder on the server.
15. File renamed locally; corresponding file re-created (deleted and replaced by another with the same name) on the server.
16. File renamed locally; corresponding file changed on the server.
17. File renamed locally; corresponding file deleted from the server.
18. File renamed locally; corresponding file deleted, another file renamed with the same name as the local file in the corresponding folder on the server.
19. File renamed locally; corresponding file deleted, another file with the same name as the local file moved into the corresponding folder on the server
20. File changed locally; corresponding file deleted from the server (file that has the same name as this one).
21. File not changed locally; corresponding file deleted from the server, another file renamed with the same name, but with a different content placed into the corresponding folder on the server.
22. File not changed locally; corresponding file deleted from the server, another file with the same name, but with a different content moved into the corresponding folder on the server.

The "Event logs" tab

Click on the  icon to access the "Event logs" tab. It gives you information about all the actions that have been performed during your synchronizations and upload operations.



- In "**Date time**" indicate the date and time when your document has been transferred/synchronized.

Date time
15-01-2014 04:04
15-01-2014 04:04
15-01-2014 04:04

- "**Local folder**" displays the location of the local folder/your PC.

Local folder
C:\Users\claire_g.MBII\Desktop\Nouveau dossier
C:\Users\claire_g.MBII\Desktop\Nouveau dossier

- "**Target folder**" contains the name of the corresponding folder in your **KOMI Doc** DMS.

Target folder
Meeting rooms
Meeting rooms

- In "**File name**"

File name
Transfer
Transfer
invoice.rtf
invoice.rtf

- In "**Status**" displays the processing status for your document.

Status
Finished
Finished

= This means that the transfer/download process for your document is finished.



The green square indicates that the synchronization of your document was successful.

The red square indicates that a problem occurred during synchronization. It should change to green during the next synchronization.

If you have encountered a sending problem, "**status**" should display:

"There was an error while uploading the file(s)".

In this case, the files sent from the "**File**" tab have not been transferred.

They will not be synchronized either during the next synchronization and you will have to send them again from the "**File**" tab.

Status
Finished
There was an error while uploading the file(s).
There was an error while uploading the file(s).
Finished
There was an error while uploading the file(s).
Finished
There was an error while uploading the file(s).

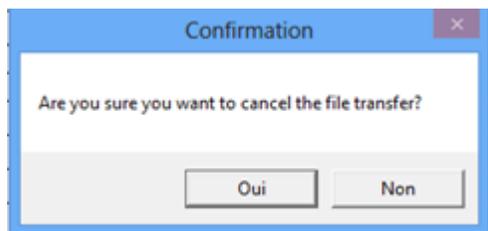
During a transfer or download process

Transfer	In progress 8/11 sent files
----------	--

If, during a **transfer**, you click on "**In Progress**", you can cancel the transfer, providing that you are transferring several documents (the document currently being transferred cannot be cancelled).

You can interrupt the **download process** in progress for a file.

The following window displays:



Click "**Yes**" to validate the cancellation.

Transfer finished

The "**File name**" column displays the name of the document and the "**Status**" displays the progress of the transfer:

BC100.docx	Finished
----------------------------	----------

A line is added in the "**Event logs**".

When the download/transfer process is finished, the "In progress" "**Status**" will be renamed "**Finished**".

When the download process is finished, the document automatically opens, its name is changed into a link in the "**Event Logs**" and the document opens if you click its name.