

01. JOB PROCESSING SMART FILTER

A Job Processing Smart Filter has been added. This filter, located under the Work Product Smart Filter group, allows you to identify documents that were part of a specific job. Tracked jobs include global redactions, global redaction removal, bulk printing, conversion, reconversion, and production. Exceptions occurring during a job are also tracked.

02. PRODUCTION TEXT OPTIONS

Production Rules allow extracted text to be produced for slip-sheeted documents. To use the extracted text option:

1. Open an existing Production Rule or create a new rule.
2. Navigate to the Format tab.
3. Select Slip-sheets.
4. The text format options are seen when both Slip-sheets and Text are selected. The default text setting is “Production text matches slip-sheet.” To produce extracted text, select “Production text matches native file.”



TIP: If you have already produced documents and your original Production Rule is locked down to prevent changes, follow the steps below to use the new text option for future productions:

1. Clone the original Production Rule.
2. Modify the cloned rule to produce extracted text for slip-sheeted documents and save it.
3. Configure the existing Production Workflow (Actions>Configure) to delete the original Production Rule and add the cloned rule.

03. RECONVERSION

Document reconversion is supported within the Axcelerate 5 user interface. Reconversion allows you to retry documents that initially failed conversion or reconvert documents with new settings, e.g., turn tracked changes on or off for Microsoft Word documents.

To reconvert documents:

1. Isolate and select the documents to be reconverted in the Results list. Keep in mind:
 - Documents containing redactions on the near native cannot be reconverted unless the redactions are first removed.
 - Reconversion deletes annotations.
2. Click the toolbar button in the Results list panel header and select Actions > Convert.
3. In the Convert Documents window, specify the Conversion Reason and Scope, select the applicable Reconversion option, give the conversion job a name, and click Convert.

Convert Documents

Conversion Reason and Scope

☒ Viewing

Highly recommended mime types (MS Excel, MS PowerPoint and MS Project)

☐ Producing

☐ Printing

Reconversion

No changes that affect redactions will be performed; if needed, remove redactions first. Reconversions will delete annotations.

☒ Do not perform any reconversions; only convert unconverted documents
Use this option to add missing conversions for the selection

☐ Reconvert documents that previously failed conversion and convert unconverted documents
Use this option to retry failed conversions and add missing conversions for the selection

☐ Reconvert all previously converted documents and convert unconverted documents
Use this option to apply current conversion settings to all documents in the selection

Job Settings

Job Name *

Bulk Conversion

4. Monitor the conversion job on the Administration > Jobs page.