The URL to access this is: https://kofax.uark.edu/Kofax/KFS/ThinClient/login.html

You may need to add https://kofax.uark.edu as a trusted site in your web browser before you can connect successfully. In addition, the browser needs to allow pop-ups.

You log in with your uark/email userid and password. This password will change when you change your uark/email password.

On the Home page, choose the appropriate Kofax KFS Batch Class for the documents you want to scan.

The Scan page is presented. The first time you scan or to change scanner settings, you must install the Kofax Web Scanning Control. This is an add-on for your browser. You must be logged on to your computer as a user with administrator rights and have .NET Framework 4.0 installed on the computer. If you need to disable or uninstall the Kofax Web Scanning Control, use the browser's add-on manager. This control is accessed from the "Settings" icon at the right side of the icon ribbon. Then the "Scan" icon will run the scanner.

If you are submitting images that are already in digital form, you do not need this control. Use the "Import" icon to bring up the browse window. Use the browse button to find an image to import.

You can select more than one image from this screen by using standard Windows functions like shift and control to make multiple selections, but you must select at least one image. **You should scan and upload images in black and white, .tif format, and at no more than 300 dpi.** Please do not import a .pdf file; it is difficult to view images in the .pdf format. Any other file type (like .png) will fail and send your batch to Quality Control status.

Select an image by clicking on it. The lines around the image become dark when an image is selected. You can select more than one page at a time using standard Windows functions like shift or control. Use the "Submit Selected" icon to proceed. That will take you to the screen to enter the validation information.

Caution: Remember to use the "Submit Selected" icon. Using the Submit icon will result in all the images on the screen going to the same index information.

Enter the information for each of the requested fields and press the submit button at the bottom of this page. The images will be sent to Perceptive Content within a few minutes.