

# **Contacting ISIS Papyrus for Support**

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## **General Information**

**ISIS Papyrus Europe AG**

Papyrus Platz 1  
A-2345 Brunn/Gebirge  
Phone: +43-2236-27551  
Fax: +43-2236-21081  
E-Mail: [info@isis-papyrus.com](mailto:info@isis-papyrus.com)  
Website: [www.isis-papyrus.com](http://www.isis-papyrus.com)

**Product Support:**

Phone: +43 2236 27551-111  
E-Mail: [support@isis-papyrus.com](mailto:support@isis-papyrus.com)

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# 1 Introduction

ISIS Papyrus Europe AG provides support services throughout the entire Papyrus implementation and operation process including training and consulting, analysis of customer processes and custom application development.

In order to facilitate communications and responsiveness in case help is needed from us, we have compiled this guideline.

This document describes how to prepare technical information when you ask a question about the use of ISIS products, applications built on top of them or when reporting unexpected product behavior. This information is required by ISIS Papyrus Product Support ([support@isis-papyrus.com](mailto:support@isis-papyrus.com)) and provided to internal support teams like the ISIS Papyrus Project Quality Assurance representatives, if needed.

Note that, if a question is more related to marketing, sales or administration, you can contact your ISIS Papyrus customer care representative via your local ISIS Papyrus office, directly by phone, or by e-mail to [info@isis-papyrus.com](mailto:info@isis-papyrus.com).

Before getting in contact with ISIS Papyrus Product Support, please prepare all the necessary information, as described in the chapter see chapter "[4 Steps to take if you need support](#)".

The more relevant information we get, the more likely it is that a question can be answered in a short time.

Help us to help you. Thank you!

## 2 Availability of ISIS Papyrus product support

If you have questions or need help with one of our products, please do not hesitate to call us or send us a support request.

### **ISIS Papyrus Support Center for Europe and International**

ISIS Papyrus Europe AG

Papyrusplatz 1  
A-2345 Brunn/Gebirge  
Austria

**Business hours:** Monday to Friday 8:00 a.m. to 6:00 p.m. CET.

**Phone:** +43 (0)2236 27551 EXT 111

**E-mail:** [support@isis-papyrus.com](mailto:support@isis-papyrus.com)

**Internet contact form:** <http://www.isis-papyrus.com/support-request>

### **ISIS Papyrus Support Center for USA**

ISIS Papyrus America, Inc.

301 Bank St.  
Southlake, TX 76092  
USA

**Business hours:** Monday to Friday 8:00 a.m. to 6:00 p.m. CST.

**Phone:** +1 817 4162345

**E-mail:** [support@isis-papyrus.com](mailto:support@isis-papyrus.com)

**Internet contact form:** <http://www.isis-papyrus.com/support-request>

### **ISIS Papyrus Support Center for Asia Pacific**

ISIS Papyrus Asia Pacific Pte Ltd

9 Temasek Boulevard  
#29-01 Suntec City Tower 2  
Singapore 038989

**Business hours:** Monday to Friday 8:00 a.m. to 6:00 p.m. SGT.

**Phone:** +65 6339 8719

**E-mail:** [support@isis-papyrus.com](mailto:support@isis-papyrus.com)

**Internet contact form:** <http://www.isis-papyrus.com/support-request>

**Note:** In case of production critical situations always call ISIS Papyrus Product Support and do not rely on e-mail only.

## 3 Types of technical ISIS Papyrus support

We offer two kinds of technical support services to meet our customers' requirements: Product support and application support. The currently supported releases are stated on the ISIS Papyrus website under <http://www.isis-papyrus.com/support.html>.

Every customer with a valid product maintenance is eligible to make use of the available support services.

### 3.1 Product support

ISIS Papyrus Product Support is your first level contact for any type of technical product inquiry or software problem. We will reply and attend to your questions promptly and try to provide you with an answer and resolution as soon as possible. The reported request will be analyzed in the ISIS Papyrus labs, and if necessary, we will send you a software update, service pack or hotfix to solve the problem.

Papyrus software upgrades can be technically supported (software installation, framework import) if the customer provides a remote access to the Papyrus installation. If that is not sufficient we offer payed consultancy services on request.

The replication of customer setups at ISIS Papyrus labs for problem analysis or application support is limited due to the enforced GDPR situation. Customers have to be prepared to provide GDPR-compliant test data and test systems and sign a confidentiality agreement with ISIS Papyrus.

### 3.2 Application support

The design of document applications and the development of business applications is not covered by the standard ISIS Papyrus maintenance contract.

If you have questions, we will try to provide technical support and offer solutions based on available business application knowledge.

However, tasks like identifying application programming errors, fine-tuning of Papyrus Designer DOCDEF applications and Capture Designer extraction definitions as well as system analysis of the Papyrus Objects platform, require detailed knowledge of the customer specific business applications and thus can only be handled on an advisory level.

If suggestions provided by ISIS Papyrus Support are not sufficient or applicable in the given situation, or if the implementation of any new requirement is requested, you can request assistance from an ISIS Papyrus consultant.

Customers may request the services of an ISIS Papyrus consultant for a fee with ISIS Papyrus Marketing Services (e-mail: [info@isis-papyrus.com](mailto:info@isis-papyrus.com)) or by contacting the customer care representative or local ISIS Papyrus company office for the appropriate pricing and resources for your situation.

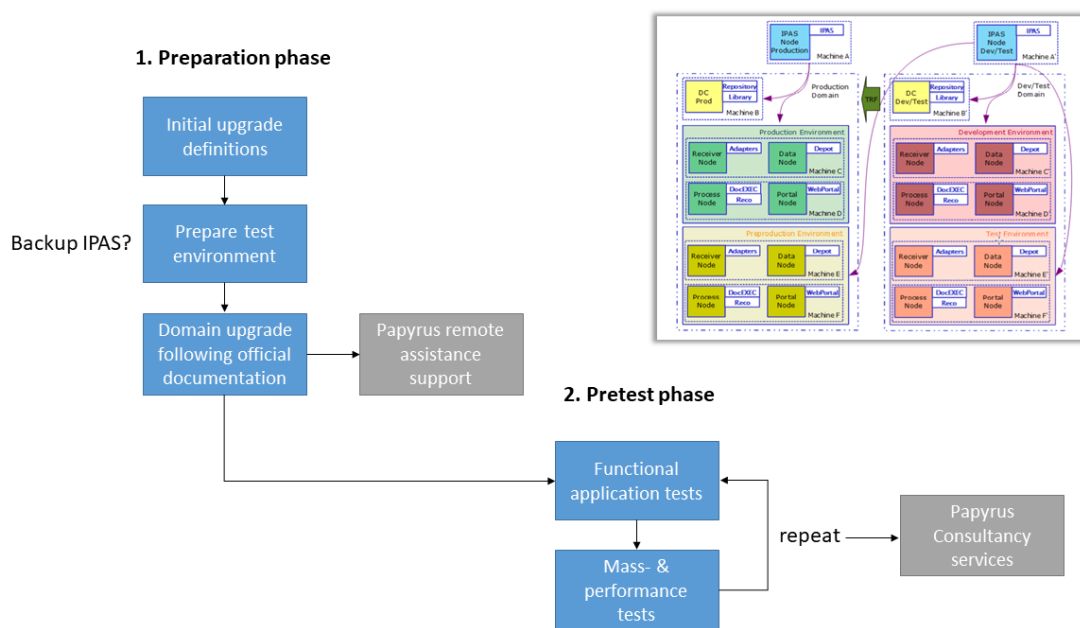
### 3.3 Papyrus system upgrade and migration support

Upgrades to the latest Papyrus release level are recommended to guarantee a maintainable system. For the currently supported releases, see the ISIS Papyrus Website under <http://www.isis-papyrus.com/support.html>.

We strongly recommend to follow the procedure outlined below with the assistance of an ISIS Papyrus consultant throughout the described phases. Note that booking an ISIS Papyrus consultant usually needs up to 4 weeks lead time.

Efforts of each of the phases need to be carefully estimated and planned as they depend on system complexity and size, skills of involved people and completeness of available test plans but typically range from weeks to months.

#### 3.3.1 Preparation phase and pretest phase



#### 1. Preparation phase

The customer defines a project plan with timings, resource needs and prepares a dedicated test environment to provide a completely separated infrastructure which does not conflict with daily production and development/test environments. For the typical two-domain scenario depicted in the graphic above you have to consider that the Dev/Test environment usually serves "production" purposes and thus, cannot be used for the upgrade testing. Reason is that if this environment would be upgraded and used for testing (see phases 2-4 below), it could not serve the exchange workflows with the Production environment as long as the Production environment was not updated. You have to consider to prepare a completely separate environment with the necessary product authorizations. A Backup IPAS with a quota keyset is available for such purposes and needs to be arranged with Papyrus Marketing.

A copy of the production setup is deployed on the test infrastructure and the official upgrade procedure as documented in chapter "Upgrading Papyrus Objects Installations" in "WebRepository and WebControl Installation and Administrator Guide (pointse)" was executed. Papyrus Product Support can assist when remote access is provided. For more detailed support or analysis you can order payed consultancy services.

## 2. Pretest phase

After the technical upgrade was successfully completed we recommend to execute a set of functional test cases for each application following your test plan. See the Papyrus test plan template document **Test Plan for the Papyrus System at [Customer] (custteste)**, which is an editable document that is available with every Papyrus software delivery.

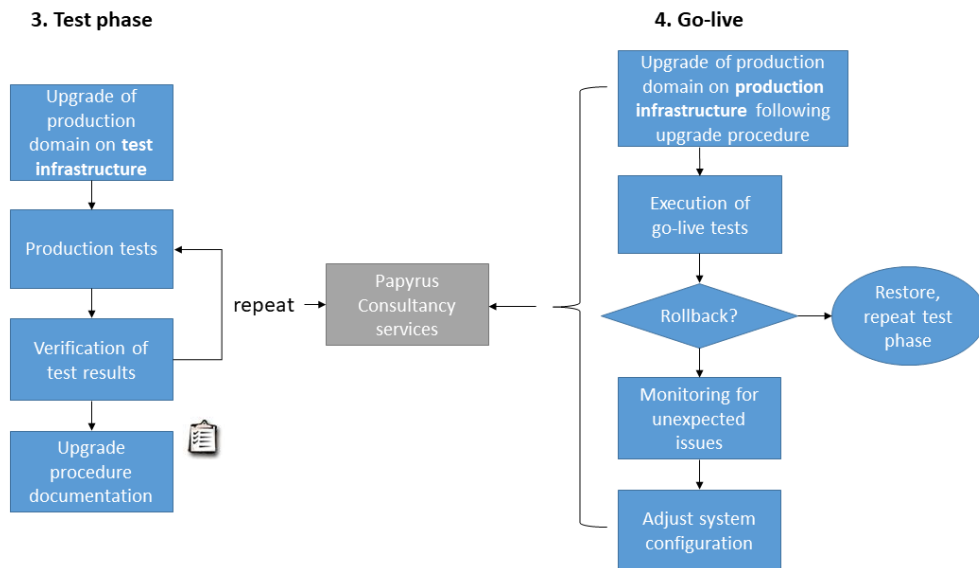
In order to guarantee a well performing system it is recommended to run a set of mass- and performance tests which have to evaluate that the expected throughput and response times are met.

Iterations have to be considered in order to care for necessary improvements.

Goal of the pre-test phase is to have a proof for the functional and performance equivalence of the application with the upgraded software version.



### 3.3.2 Test phase and go-live



#### 3. Test phase

This phase repeats the upgrade procedure from step (2) in order to provide an environment for full application tests involving all stake holders (SIT, UAT).

We strongly recommend to define a detailed test plan with test data and expected results for each test and mark them if successfully passed or not.

Calculate for necessary iterations to investigate encountered deviations and resolve issues.

Papyrus consultancy services are available to support you and have to be ordered in advance from Papyrus Marketing services.

At the end you will have a detailed document which describes all necessary steps to be taken in order to successfully upgrade the Papyrus system in the next and last phase.

#### 4. Go-live

ISIS Papyrus recommends that the go live phase is be accompanied by an ISIS Papyrus consultant.

1. The customer executes the steps of the upgrade plan from the test phase in the production system.
2. Customer runs the go live test cases.
3. Decision: go/no-go?
4. In case of a rollback the full backup must be restored and the customer test phase restarted in order to analyze and resolve the encountered issues.
5. In case of successful go live, a system and application monitoring must be established which allows to react on unexpected situations which have to be individually handled.

## 4 Steps to take if you need support

Before contacting ISIS Papyrus Product Support, please try to answer the following questions as precisely as possible.

The following questions highlight the type of information that should be readily available to be provided to the ISIS Papyrus Product Support in order to clarify the customer situation.

Answers to these questions will help ISIS Papyrus Product Support to understand the situation and to determine what additional information may be needed to analyze and reproduce the problem at ISIS Papyrus.

Providing specific and detailed information can speed up analysis and shorten the time for providing a solution.

### 4.1 What kind of information is essential?

- *Identify the product(s) involved in the questions or causing troubles, e.g.:*

Overview AFP Designer  
 Papyrus Designer and/or DocEXEC  
 Papyrus Designer Package/Capture  
 Papyrus Server Module  
 Papyrus WebControl or Papyrus WebRepository  
 Papyrus Desktop  
 Papyrus Kernel  
 Papyrus FreeForm®  
 ...

- *What version and compile date is used?*

This can be found in GUI products in the "Help About" and for all other products in the Product Log.

- *Logs:*

+ Product Logs containing information/messages that define the problem you are experiencing.  
 + PCS log that contains information from the processes and time under investigation (default location is the "ISISCOMM" directory).  
 + Trace logs from products which include options for tracing operations.

- *Dump or core files (zipped)*

For more details, see chapter see chapter "ISIS Dump Utility" in "Software Installation and Product Authorization Installation and Administrator Guide (iinste)" in the see "Software Installation and Product Authorization Installation and Administrator Guide (iinste)".

- *Hanging processes or blocked Kernels:*

In case of problems with hanging processes or blocked Papyrus Objects Kernels it is also required to save the PCS shared memory information as following:

+ Start PCS Monitor (PCSMON)  
 + Select the option 'S' from the main menu and specify a file name where the Shared Memory Segment

(SHM) file should be saved to

- S. Save shared memory segment into dump file for offline diagnostics  
Enter the path/name of the file:

+ Create a running dump from the kernel through option 'V'

- V. Create a dump/core file of a process without aborting it  
Enter the process id (first column)

+ Restart the related node.

+ Provide PCS Logs of involved nodes, saved Shared Memory Segment (SHM) file and the running dump to ISIS.

- *Application Data needed for the analysis of the behavior*

Project export  
AFP  
input data  
resources  
output data  
Project definitions

- *Objects Data needed if Papyrus Web Control or Papyrus Web Repository is involved*

Object Space of the Domain Controller  
Object Space of the node where the problem occurred.  
Product logs like material log, tool journal, tool log relating to the PCS Log for Papyrus Objects

## 4.2 What kind of information should you provide when contacting ISIS Papyrus for technical issues?

*Would you please describe what happened in detail?*

- Which part of the Papyrus System failed?
- How does the product/process fail?
- Did the product produce an error message, crash, or dump or special message about the nature of the problem?
- Send a screen shot of the message or product windows.
- Did the application generate incorrect output?
- If the product output is wrong - explain what is wrong? What was expected to happen?
- Can the job be run successfully with other data or files?
- Does the product work on another system with the same data/file?
- Was there a check whether the data are correct - i.e. compared to data that do work.
- Did the workstation or server seem slow or overloaded?
- Did some components of the system (e.g. a node) "freeze"?
- When does the situation occur?
- Has anything been changed recently on the workstation or server or with the use of the product?
- Any other observations (system activities, other applications running and so on)?
- Could you locate the source of the problem?
- In which environment did the problem happen (PROD, TEST, DEV, ...)?
- Could the problem be reproduced? If so, please provide a step-by-step description.
- Did you check the documentation on the error message "ISIS Papyrus Product Messages General Users Guide (ipmgue).pdf" or the Product Reference Manuals for information on messages or use of functions?
- Did you discuss the problem with your colleagues and did you try to find a solution?

- What steps have been tried to solve the problem?
- Have you noticed anything we did not ask?

# 5 Data exchange information

## 5.1 HTTPS

ISIS Papyrus prepared its own application where our customers have the opportunity to exchange data with ISIS Papyrus via HTTPS. Single file size must not exceed 400 MB. For the upload of bigger data please use the FTP transfer.

The website providing this data exchange application based on HTTPS can be reached via the following URL:

<https://support.isis-papyrus.com>

A user name and password can be requested via e-mail:

[support@isis-papyrus.com](mailto:support@isis-papyrus.com)

After login the following functionality can be selected:

<b>Home</b>	To navigate to the first view from anywhere in this application.
<b>Create New Folder</b>	To create a new folder for a new upload where the <b>Subject</b> field is mandatory.  Within the Create New Folder it is possible to:  Edit Folder Delete Folder Upload File Commit Upload, which is required to confirm and provide an upload into the ISIS Portal.
<b>Help</b>	Show online help for the HTTPS data exchange application.
<b>Logout</b>	Log out of the HTTPS data exchange application.

## 5.2 FTP

Alternatively to HTTPS a FTP Server is available for data exchange where every user has a secure and individual space. Access will be provided from ISIS Product Support.

For data transfers this FTP address is available

<ftp://ftps.isis-papyrus.com>

The FTP Server is for short term transfer only. Files will be automatically deleted after 30 days.

The following FTP services are available:

- **FTP** on port **TCP/21** (can be used with **standard FTP Clients** and **web browsers (NOT Internet Explorer 7)**)

If you want to access the FTP folder with a web browser, be sure to use the correct syntax:

**ftp://<username>:<password>@ftps.isis-papyrus.com**

- **SFTP** over ssh on port **TCP/22** (needs a **SFTP** or **SCP** Client ... e.g. FileZilla, WinSCP)

- **FTP/TLS** (ssl secured FTP) on port **TCP/21** (needs a suitable FTP Client ... e.g. FileZilla)

**We recommend using FileZilla** (<http://filezilla-project.org/download.php?type=client>) **as FTP Client.**

For access please contact [support@isis-papyrus.com](mailto:support@isis-papyrus.com).

**Disclaimer for the ISIS Papyrus support server usage:** Access to the ISIS Papyrus support server is solely for business purposes in line with the provisions outlined in the ISIS Papyrus maintenance order. Any infringement of these provisions will lead to the account being locked. If access is no longer required for reasons of the withdrawal of a client's employee or any changes to their responsibilities, ISIS Papyrus must be immediately informed in order to disable the account. The client will be held responsible for losses arising from incorrect or delayed indication of such changes.

The ISIS Papyrus support server will not be monitored and any uploads should be explicitly disclosed to the ISIS Papyrus Product Support by telephone or e-mail. ISIS Papyrus will automatically delete content on the FTP Server every 30 days.

# Support and contact information

If you need support or general information, do not hesitate to contact ISIS Papyrus:

## General contact information

ISIS Papyrus Europe AG  
Phone: +43 2236 27551  
Fax: +43 2236 21081  
E-mail: [info@isis-papyrus.com](mailto:info@isis-papyrus.com)  
Website: [www.isis-papyrus.com](http://www.isis-papyrus.com)

## Product & Project Support

Phone: +43 2236 27551-111  
E-mail: [support@isis-papyrus.com](mailto:support@isis-papyrus.com)

We will attempt to answer all inquiries within 24 hours.

Click here to open the **ISIS Papyrus Product Support Request** form where you can enter and submit information:

[www.isis-papyrus.com/support-request](http://www.isis-papyrus.com/support-request)

It will help us answering your inquiries if you send us the version number and compilation date of the relevant Papyrus products. To find out this information, choose **Help | About...** or **Help | Product information** from the main menu.