

eFLOW Web Validate

User Guide

Version 5.2

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Web Validate

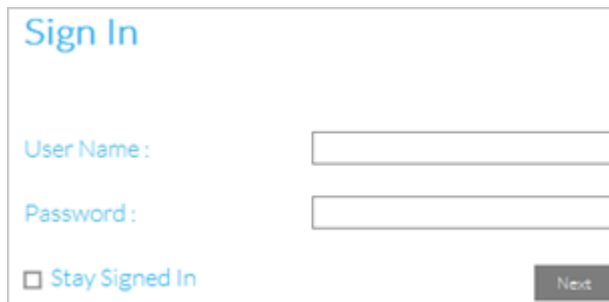
In the eFLOW Web Validate station, you can correct and complete fields that were not correctly recognized or that did not pass validations in the Recognize station.

You can open the eFLOW Web Validate station in any of the popular Internet web browsers. eFLOW Web Validate does not require an eFLOW client installation. You should enable cookies to ensure the proper functioning of the station.

Note: eFLOW Web Validate is customizable. Depending on your system configuration, some features described in this guide may not be available, or may be different than described.

Open Web Validate

1. Open your preferred web browser.
2. In the address line, enter the Web Validate station URL: *http://<WebStationServerName>/WebValidate*.
3. On the **Sign In** screen, enter your user name and password.
4. (Optional) Select **Stay Signed In** to save your user name and password locally as cookies. Do not use this option if your computer is open to public access.



The screenshot shows a 'Sign In' form with the following elements:

- Title: Sign In
- User Name: [text input field]
- Password: [text input field]
- Stay Signed In: Stay Signed In
- Next: [Next button]

5. Click the **Next** button.

- If you have more than one eFLOW application, select the **Application** and **Station** that you want to work with.

Select a station

Application : ▼

Station : ▼

- Click the **Next** button.

The **Validate** window opens. Usually, collections load automatically and the fields and image are displayed.

If collections do not automatically load, click the **Get Batch** button.

You can now navigate to fields that need correction and type in the values, transfer them from lookup tables or capture them from the image.

Web Validate WebAdvanceDemo OfficeForms Collection 00000002 1/1 Form EasyOrderFax 1/7 Page

Current Layout :

fgDate

Date

Phone Area

Phone No

Fax Area

Fax No

Address

Pay Type

Credit Card

Exp Date

Page	ItemID	Quantity	Price	Description	
1	306	020581172	5	8.99	Stacking Letter Tray
2	314	020413641	19	8.99	Desk Pad Calendar
3	322	020954247	1	1549.99	Laser Jet 4050
4	349	020509525	2	52.99	Maxwell Micro Cassette
5	53	020619834	7	19.99	Large Envelopes
6					
7					

EASY Order Fax Form

Photocopy this form and fax to: **1-800-685-5010**

Date:

Phone Number: Fax Number:

METHOD OF PAYMENT

Cash Credit Card Credit Card Billing Address

SERVICE REQUESTED

Deliver to the address above Addition to an existing order Check here to order our complete office product catalog

ITEMS TO ORDER

Page	Item #	Quantity	Price	Description	
1	306	020581172	5	8.99	Stacking Letter Tray
2	314	020413641	19	8.99	Desk Pad Calendar
3	322	020954247	1	1549.99	Laser Jet 4050
4	349	020509525	2	52.99	Maxwell Microcassettes
5	53	020619834	7	19.99	Large Envelopes
6					
7					
8					
9					
10					
11					
12					
13					
14					

RETURN:

Item	Quantity	Original Order #	Reason

Thank You For Your Order!

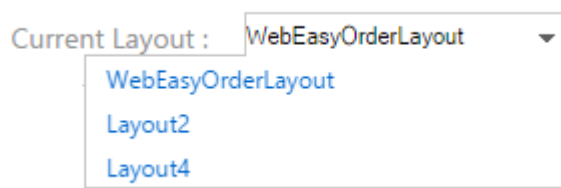
Fields and values on the image are highlighted:

Color	Screen area	Meaning
Blue	Image	Currently selected field.
Yellow	Field layout Field layout and image	Invalid mandatory field. You must correct invalid fields before you can move to the next field or form. If you cannot correct the value for some reason, set an exception .

Layouts




The layout of the fields depends on the configuration.

The name of the current layout is displayed at the top right of the screen. To select a different layout (if available), click the arrow and select the layout from the list.



Collections






Use the following buttons or shortcut keys to work with collections.

Command	Button	Shortcut	Description
Get Batch		F6	Retrieves available collections from the server. The number of collections retrieved in one batch is defined in the Validate station configuration. Available only when no batch is currently loaded.
Put Batch		F7	Writes the collections back to the server after work on the collections is completed. Available only when all fields in the collection are valid.
Save Batch		CTRL+B	Saves the collections without writing them back to the server.

Command	Button	Shortcut	Description
Discard Batch		CTRL+ALT+D	Discards the collections without saving any changes.
Exceptions		ALT+E	Opens the Exceptions list dialog box. See Exceptions .

Navigation

Use the following shortcut keys or buttons to navigate between fields and forms.

Go to	Button	Shortcut	Description
Next field		TAB	The next or previous field is determined by the tab index order defined in the Layout Designer.
Previous field		SHIFT+TAB	
Next invalid field		ENTER	The next or previous invalid field is determined by the tab index order defined in the Layout Designer. When there are no more invalid fields in the current form, the cursor moves to the next form that contains invalid fields, if such a form exists.
Previous invalid field		SHIFT+ENTER	Available only when invalid fields are present.
Next screen		CTRL+PGDN	The next form. Available only when all fields of the current form are valid.
Previous screen		CTRL+PGUP	The previous form.
Next invalid form		CTRL+PGDN	The next form containing invalid fields. When there are no more invalid fields in the current form, the cursor moves to the next form that contains invalid fields, if such a form exists.








Go to	Button	Shortcut	Description
Previous invalid form		CTRL+PGUP	The previous form containing invalid fields. When there are no more invalid fields in the current form, the cursor moves to the next form that contains invalid fields, if such a form exists.

Image viewer

Use the following buttons or shortcut keys to work with images.

Command	Button	Shortcut	Description
Zoom In		CTRL +	Increase the image size.
Zoom Out		CTRL -	Decrease the image size.
Fit Viewer to Window Width		F2	Adjust the image viewer to show the full image width.
Fit Viewer to Window Size		F3	Adjust the image viewer to show the entire image.
Rotate Left			Rotate the image counter-clockwise.
Rotate Right			Rotate the image clockwise.

Validation

The Web Validate station performs field validations according to the setup definitions. A field is considered invalid if any of the required validations fail.

The validations listed below are always performed automatically by the Web Validate station. You cannot cancel and do not have to take any active actions to invoke these validations.

- Unrecognized characters
 - The field should not contain any unrecognized characters.
- Type (integer, float, date)
 - The field contents type should match the type defined in Visual Designer.

- Min / Max field length




Defines the minimum and maximum allowed number of characters in the field.

- Masks

When a mask is attached to a field, you can only type values that match the mask pattern. For example, you can use 9 in the mask (999-9999) to indicate a numeric field that matches the specific pattern.

Tables

Use the following buttons or shortcut keys to work with tables.

Command	Button	Shortcut	Description
Delete Row		CTRL+H	Deletes the current row.
Insert Row Above		CTRL+I	Inserts a new row above the current one.
Insert Row Below		CTRL+J	Inserts a new row below the current one.

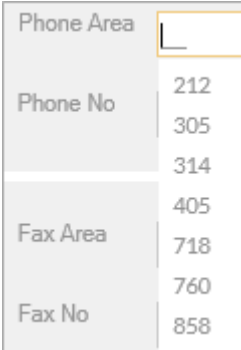
Lookup tables

Lookup tables enable you to search for field values and transfer them to the fields.

Depending on the field configuration, lookup tables display automatically, or you open them manually by pressing a shortcut key. By default, the shortcut key for lookup tables is F9.

To use a lookup table:

1. Delete the existing field content.
2. Press the lookup table shortcut key.
3. Select a value from the list.



Phone Area	<input type="text" value="L"/>
Phone No	212
	305
	314
Fax Area	405
	718
	760
Fax No	858

To validate the typed field value against the lookup table:

1. Type any content in the edit box.
2. Press ENTER to move to the next field.

The content is validated according to the lookup table definitions set in the Design module.

Capture values from the image

You can capture a value on the image and transfer it directly to a field.

1. Click in the field.
2. Hold down the left mouse button and draw a rectangle around the corresponding value in the image.