

# eFLOW Web Validate

## User Guide

Version 6.0

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# Web Validate

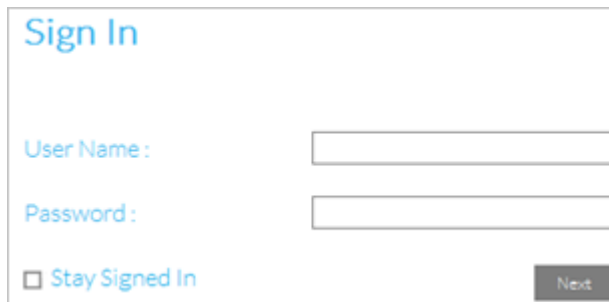
In the eFLOW Web Validate station, you can correct and complete fields that were not correctly recognized or that did not pass validations in the Recognize station.

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 web form titled "Sign In". It contains two input fields: "User Name:" and "Password:". Below the "Password:" field is a checkbox labeled "Stay Signed In". To the right of the checkbox is a "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	020956247	1	1549.99	Laser Jet R550
4	349	020509525	2	12.99	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	020956247	1	1549.99	Laser Jet R550
4	349	020509525	2	12.99	Maxwell Micro Cassettes
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!

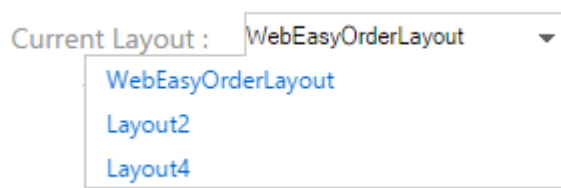
Fields and values on the image are highlighted:

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 <a href="#">exception</a> .

## 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 <b>Exceptions list</b> dialog box. See <a href="#">Exceptions</a> .

## 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	<p>The next or previous invalid field is determined by the tab index order defined in the Layout Designer.</p> <p>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.</p> <p>Available only when invalid fields are present.</p>
Previous invalid field		SHIFT+ENTER	
Next screen		CTRL+PGDN	<p>The next form.</p> <p>Available only when all fields of the current form are valid.</p>
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.

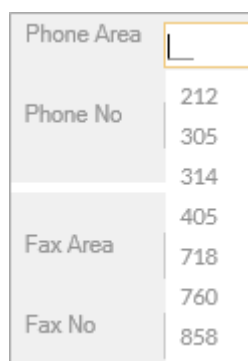
## Lookup tables

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.



The screenshot shows a form with a dropdown menu open. The dropdown is currently displaying a list of area codes. The visible items are: Phone Area (with a search box containing 'L'), Phone No (212, 305, 314), Fax Area (405, 718), and Fax No (760, 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.