

# **Falcon32**

## **Workflow Management Tutorial**

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**Preliminary!**



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# Preface

## About This Tutorial

The **Automated Workflow Management Tutorial** introduces the Falcon32 workflow management system, allowing supervisors to organize the flow of data and distribute it to pre-specific operators by completing and assigning waybill work orders.

[Chapter 1 Introduction](#) defines the waybill workflow management system.

[Chapter 2 Supervisor Functions](#) explains how supervisors can create four common data entry jobs and waybill edit functions using the **Workflow Management Console** and **Waybill Entry** dialog boxes.

[Chapter 3 Operator Functions](#) describes how operators use the **Waiting for Work** dialog box to receive waybill work assignments.

[Chapter 4 Waybill Field Descriptions](#) define each field in the three waybill dialog boxes: **Workflow Management Console**, **Waybill Entry** and **Waiting for Work**.

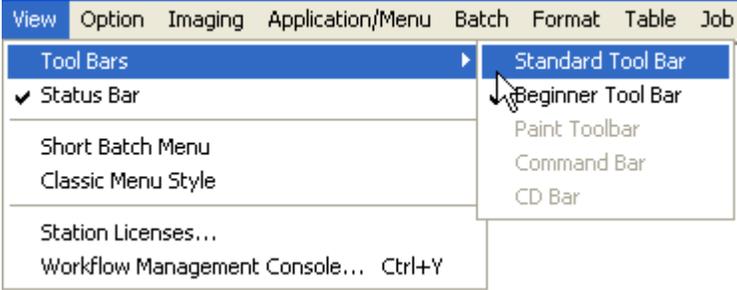
[Appendix 1 Robot ID](#) explains how to add and assign the Robot ID to a user profile. This ID allows users to initiate automated tasks that do not require operator assistance and are pre-specified in a waybill. Automated tasks include: importing and mounting images, extracting batches, and archiving files.

[Appendix 2 Signatures](#) explains how to create format and autograph book signatures in Falcon32.

Before you start, review the [Conventions Used in This Tutorial](#) section that follows. If you are not familiar with Windows applications, see the [Windows Features](#) section on the following page.

## Conventions Used in This Tutorial

Conventions are terms (words) and visual representations that help you to find and perform the Entrypoint and computer keyboard tasks described in this tutorial:

This convention...	Means this...
<b>Menu&gt;Option</b>	<p>Right angle brackets (&gt;) link a series of menu selections. For example, <b>View&gt;ToolBars&gt;Standard Tool Bar</b> instructs you to click on the <b>View</b> menu, and then select the <b>Tool Bars</b> and <b>Standard Tool Bar</b> options.</p>  <p>Menu and option items appear in <b>bold</b> letters.</p>
<b>Key</b>	A key on your computer keyboard, such as <b>Enter</b> .
<b>Key+Key</b>	A comma between two keys indicates that you press and release the first key, <i>then</i> press and release the next key; example: <b>Alt+N</b> .
<b>Bold words</b>	Button and tab names on computer screens, windows, and dialog <a href="#">boxes</a> ; examples: <b>OK</b> , <b>Yes</b> , and <b>Cancel</b> .
	Identifies a tip to help make your work easier

## Windows Terminology

This document uses the following standard Windows terminology for mouse actions and other Windows tasks.

<i>This term ...</i>	<i>Means this ...</i>
<b>Click</b>	Press the <i>left</i> mouse button.
<b>Right-click</b>	Press the <i>right</i> mouse button.
<b>Double-click</b>	Click (press the left mouse button) twice very quickly.
<b>Cursor</b>	The image on your computer monitor that indicates the mouse position. It can be an arrow, hourglass, or other shape depending on what you are pointing at and what you are doing. It moves either when you move your mouse or when you click, depending on the current function.
<b>Click and drag</b>	Press and hold down the left mouse button while you pull the mouse along your desk to move the cursor or selected item to a different location, or select an area.

<b><i>This term ...</i></b>	<b><i>Means this ...</i></b>
<b>Enter</b>	Type the letters or numbers indicated, then click <b>OK</b> or press the <b>Enter</b> key.
<b>Highlight</b>	Do one of the following: <ul style="list-style-type: none"><li>• Place your cursor in front of or after the text or object you wish to highlight, then press the left mouse button, hold it down, and drag the cursor over the text or object.</li><li>• Click to highlight field contents.</li></ul>
<b>Select</b>	Highlight text or select an option or checkbox option.
<b>Field</b>	An area in a window or dialog box where you can type or select information.

## Preface

# Chapter 1

# Introduction

## *About Waybill Workflow Management*

Falcon32 workflow management allows supervisors to organize data flow, distributing tasks to specific operators by completing and assigning waybill work orders.

Supervisors create and maintain waybill assignments using the **Waybill Entry** dialog box.

Once an operator uses the **Waiting for Work** dialog box to accept this assignment, the supervisor monitors the waybill's progress using the **Workflow Management Console** dialog box.

## Functions

*Supervisor functions* allow you to specify which operators receive work at a specific stage in data processing: batch creation, update, verification, extraction, and/or data archival. In addition, you have the flexibility to assign one operator in a data entry group to a specific batch (or group of batches) or designate any operator in a data group to a specific batch (or group of batches).

Workflow management allows you to automate the following tasks, which previously required only operator intervention: extracting verified batches, moving extracted batches to a directory for backup, preparing OCR data for inclusion in a batch, and assigning new image files to a batch as they are copied to a LAN directory from an external source.



If you receive a notify or warning message, supervisors can create a diagnostic report by right-clicking on a waybill file in the **Workflow Management Console** dialog box and selecting **Info** from the shortcut menu.

*Operator functions* allow you to accept work or reject it so incomplete work is routed to the next available operator. Operators can also indicate they are taking a break so Falcon32 will not reroute incomplete work to another operator.

## Auditing

The **Workflow Management Console** dialog box lists waybill files that store audit information and a list of the tasks to be run. *Supervisors* can view and edit any waybill.

As part of the archival process, an XML profile is also generated; it contains the audit trail for the waybill if the archive task completes without error.

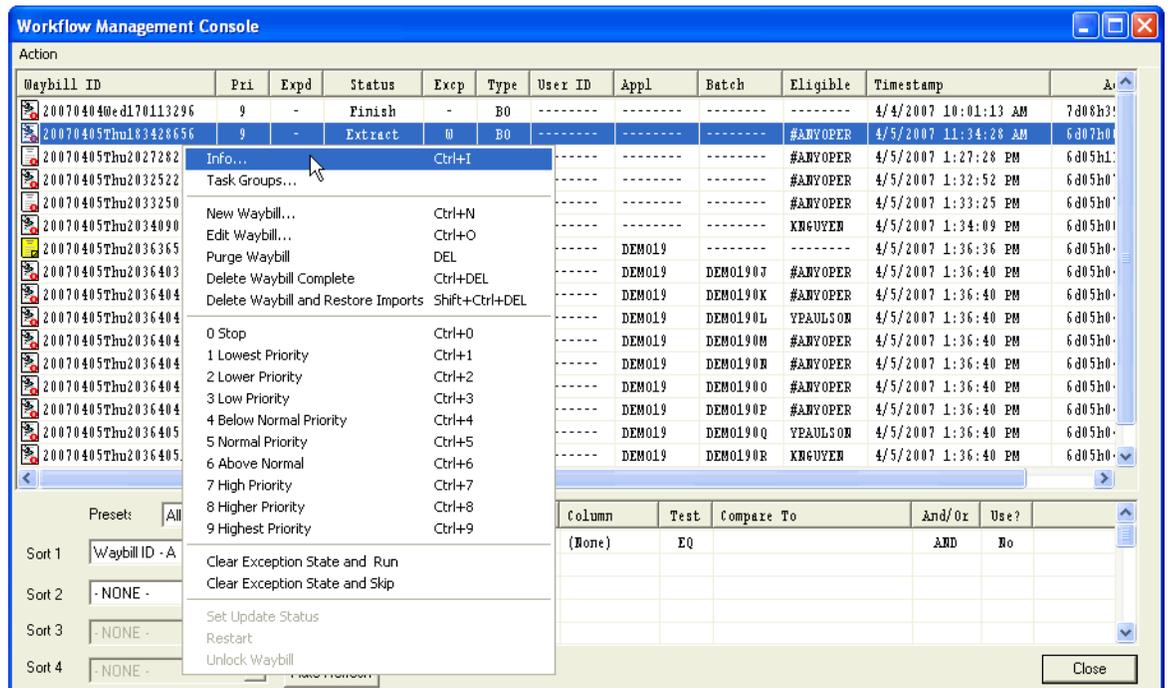
# Supervisor Functions

## Workflow Management Console (WMC) dialog box

The **Workflow Management Console** dialog box is where you create, view, and edit waybill files.

### Opening WMC

Open the Workflow Management Console (WMC) dialog box by selecting **View>Workflow Management Console...(Ctrl+Y)** from the Falcon32 main menu. To perform a variety of waybill functions, select a waybill file and then select an option from the **Action** menu.



**Figure 1** Workflow Management Console dialog box: Action menu.

## Moving and Sorting Columns

Sortable columns allow you to quickly display the most important work results, such as warnings or notifications (**Excp** [exception] column). To establish a column preference, left click on an **Action** column heading and drag it to the desired column location. In addition, click the column to change the sort from ascending (the default) to descending.

## Filtering Columns

There are multiple ways to filter columns in ascending or descending order:

- Use the **Sort 1-Sort 4** drop-down lists to select an ascending or descending option for each column and click **Use**.
- Left-click next to a waybill column heading at the top of the screen while pressing the **Ctrl** key and clicking **Sort Now**. (These sort results appear in the Sort 1, Sort 2, Sort 3, and Sort 4 fields. Click the same waybill column again to sort by **D**-descending order.)

For example, to create a four-level sort by **Waybill ID**, **Priority (Pri)**, **Status**, and **Age**, left click each of these four columns while continually pressing the **Ctrl** key. Click **Sort Now**.

- *Not yet implemented* You can select one of the preset options in the **Preset** drop-down list and click **Use**.

The results of these preset options are viewable in the **Column Filters** area. You can alter the **Preset** option you selected in the **Column Filters** area by single or double-clicking in the cell area until a drop-down list arrow appears. Then, open the list box and select an option.

**All**—all jobs display in ascending order.

**Inactive**—all unfinished jobs that are currently inactive (the user ID column displays dashes).

**Post-verify**—all jobs in either Extract, Archive or Finished status.

**Trouble**—all jobs with an **N** (notify) or **W** (warning) in the **Excp** (exception code) column.

**Prekey**—all jobs in start or create status.

*Not yet implemented* **1-Favorite (up to 6-Favorite)**—set up to six of your favorite sort orders by selecting one of these favorite options, using the **Column Filters** area to define a Workflow Management Console sort order, and then click **Save**.

Click the **Auto Refresh** button to continually refresh waybill data (and columns) every 30 seconds. (The **Refresh** button disables when **Auto Refresh** is active.)

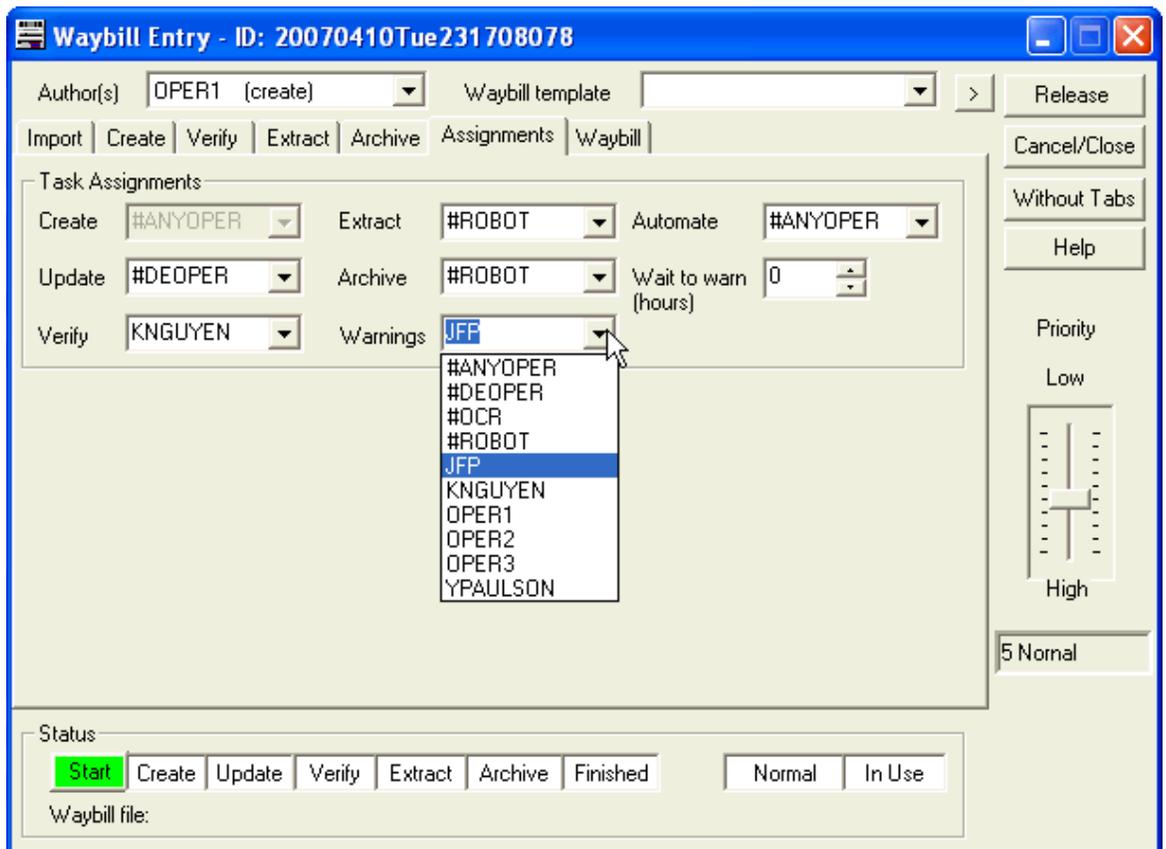
To perform a manual refresh of waybill data (and columns), click the **Refresh** button. (If the **Refresh** button is disabled, the **Auto Refresh** function is turned on. Click the **Auto Refresh** button to return to manual refresh mode.)

## Task Groups

### About Task Groups

In order to set up waybill assignments, you should create task groups and assign users to them. You can assign individual users, but this will restrict work on a waybill to the availability of that single user.

A list of Falcon32 user IDs and supervisor defined task Groups will appear in every **Task Assignments** drop-down list in the **Waybill Entry** dialog box. Task groups appear prefixed with a pound # sign. See Figure 2 Task Assignment Categories.



**Figure 2** Task Assignment Categories

It is recommended you create task group names that match task assignment categories in the **Assignments** tab of the **Waybill Entry** dialog box. See **Table 1** for task assignment descriptions.

Table 1 Assignments Tab: Task Definitions

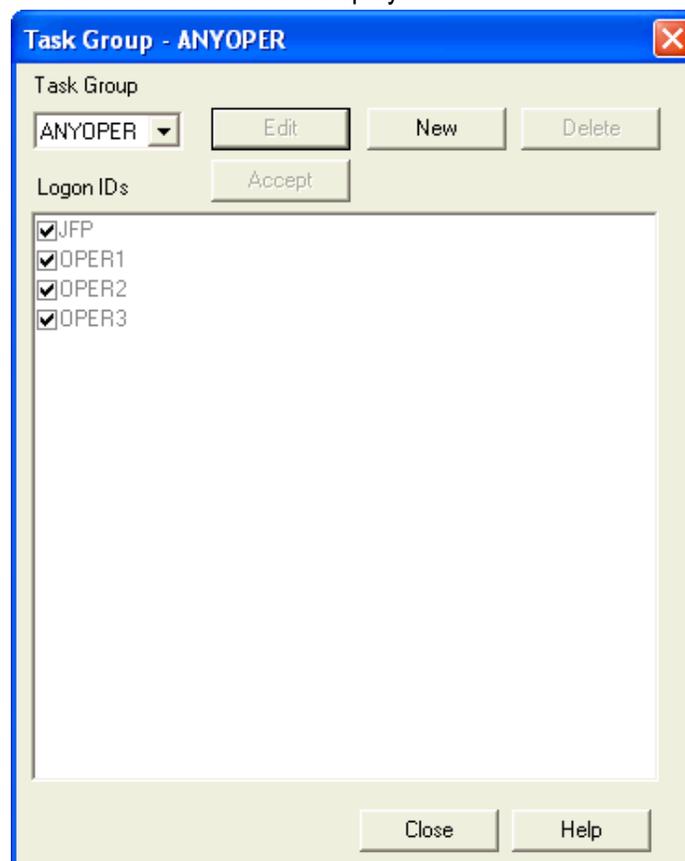
Task	Description
<b>Create</b>	Allows the selected person or group to create a batch. (Assigning images for KFI is done immediately after you click <b>Release</b> on the <b>Waybill Entry</b> dialog box. Importing images or text, pre-recording, and starting an expedited batch is handled by the person or group listed in the <b>Automate</b> drop-down list.)
<b>Update</b>	Allows the selected person or group to make edits to an existing batch. If an operator suspends a batch, it remains in the Update state. (Once an operator finishes creating a batch by saving it, it changes immediately to a <b>Verify</b> task.)
<b>Verify</b>	Allows the selected person or group to verify a batch. Once the operator finishes verifying the batch and saves it, the batch is ready for extraction. (The supervisor can select the <b>Notify user or group</b> option, located in the <b>Verify</b> tab, which suspends this state until the supervisor clears the notification by right-clicking a waybill in the <b>Workflow Management Console</b> dialog box and selecting the <b>Clear Exception to run</b> option. Make sure you select the person or group who can receive the <b>Notify user or group</b> notification that the batch is ready to verify.)
<b>Extract</b>	Falcon32 automatically extracts the verified batch, unless this stage of work is set to the <b>Notify user or group</b> option. This automated task can be performed at an unattended work station by one or more people assigned via the <b>Assignments</b> tab. (Make sure you select the operator or group that can receive the notification that a batch is ready for extraction.)
<b>Archive</b>	Falcon32 automatically archives the extracted batch, unless this stage of work is set to the <b>Notify user or group</b> option. This automated task can be performed at an unattended work station by one or more people assigned via the <b>Assignments</b> tab. (Make sure you select the person or group who can receive the notification that a batch is ready for archiving.)
<b>Warnings</b>	Allows the selected person or group to be notified if a waybill is suspended because it has generated warnings. Warning examples: no valid user ID to assign a task, failed extraction. See the <b>Wait to warn (hours)</b> topic below.
<b>Automate</b>	Automated tasks can be performed at an unattended workstation by one or more people assigned via the <b>Assignments</b> tab. The eligible operator logs on and opens the <b>Waiting for Work</b> dialog box to initiate the automated process. These processes include: importing images or text, prerecording, starting an expedited batch, extracting and archiving a batch. If the waybill specifies that Falcon32 should skip verification, the batch performs a “quick verify.” (Eligible operators can disable accepting automated tasks by selecting the <b>Do not accept automated tasks</b> check box in the <b>Waiting for Work</b> dialog box.)

## ANYOPER - A Task Group that Makes All Users Eligible for a Task

By using the built-in #ANYOPER task group, you tell Falcon32 that any logged on user is eligible to perform the specific task. The group is always up-to-date, thus you can view a list of all available user IDs assigned to Falcon32 using the Task Groups feature.

To view a list of all available users:

1. Logon to Falcon32 as a supervisor.  
The **Workflow Management Console** dialog box either opens automatically or you can open it by selecting **View>Workflow Management Console...(Ctrl+Y)** from the Falcon32 main menu.
2. From the **Action** menu, select **Task Groups...**  
The **Task Groups** dialog box opens.
3. Select the **ANYOPER** option from the **Task Group** drop-down list.
4. Click **Edit**.  
A list of all available users display.



**Figure 3** View all available users for any task group.

## Create Task Group

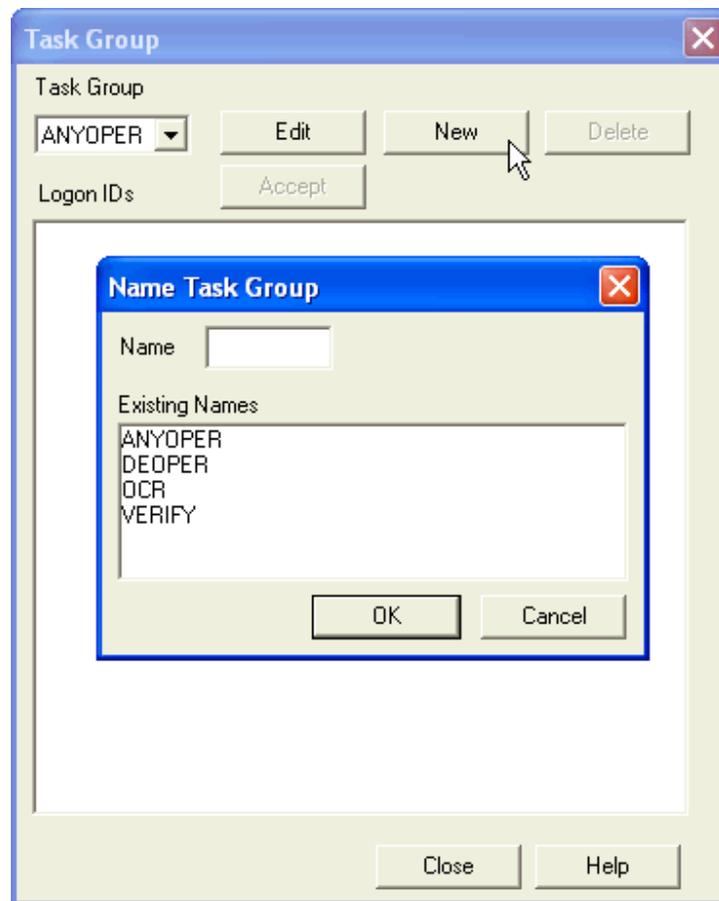
You can create user task groups that are eligible perform the following tasks identified in the **Assignments** tab of the **Waybill Entry** dialog box: Create, Update, Verify, Extract, Archive, Warnings, and Automate. Any task group can be assigned to any combination of tasks. See **Table 1 Assignments Tab: Task Definitions** on a previous page for an explanation of each category.

You can also create arbitrary task groups, for example, data entry operators allowed to create and update batches. The task group for data entry operators using workstations licensed for OCR work could be called DEOCR and non OCR operator work assignments could be assigned to a DEOnly task group.

**Note:** The only existing task group is ANYOPER; it lists all existing Falcon32 user IDs and is maintained by Falcon32. It cannot be changed.

To create a task group:

1. Logon to Falcon32 as a supervisor.  
The **Workflow Management Console** dialog box either opens automatically or you can open it by selecting **View>Workflow Management Console...(Ctrl+Y)** from the Falcon32 main menu.
2. From the **Action** menu, select **Task Groups...**  
The **Task Groups** dialog box opens.
3. Click **New**.  
The **Name Task Group** dialog box opens.



**Figure 4** Create task group.

4. Type the name of the group in the **Name** field (e.g., DEOPER (Data Entry operators), VEROOPER (verify operators), ROBOT (tasks set as automated (i.e., extract, archive and start), WARNING (supervisors who receive all waybill notifications and warnings).
5. Click **OK**.  
The new name displays in the **Task Groups** dialog box.

## Assign User to Task Group

You can assign more than one user to a task group.

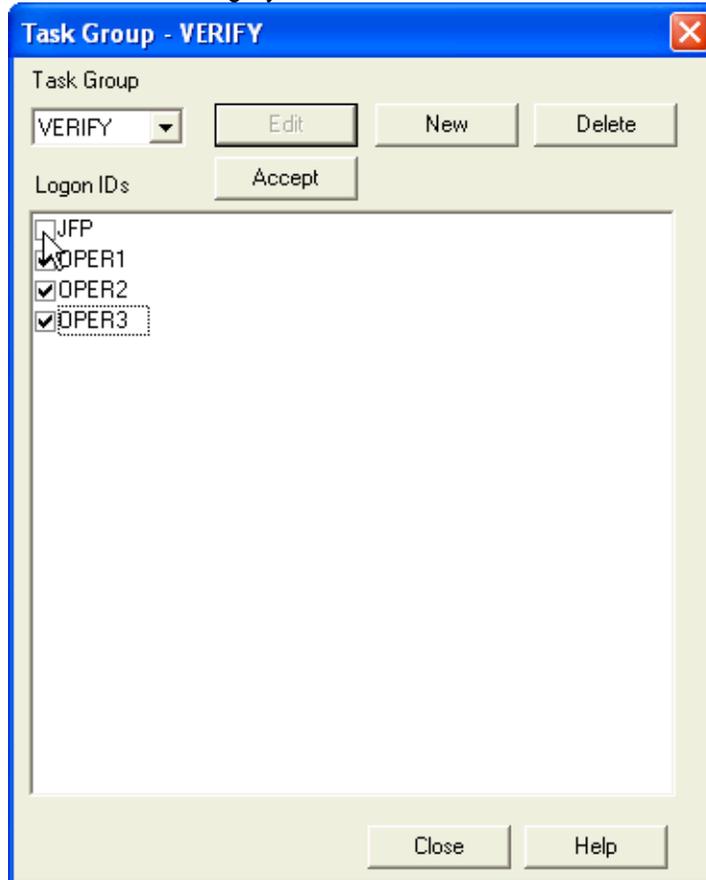
To assign a user to a task group:

1. Logon to Falcon32 as a supervisor.  
The **Workflow Management Console** dialog box either opens automatically or you can open it by selecting **View>Workflow Management Console...(Ctrl+Y)** from the Falcon32 main menu.
2. From the **Action** menu, select **Task Groups...**  
The **Task Groups** dialog box opens.

## Chapter 2 Supervisor Functions

3. Select a task group from the **Task Group** drop-down list.
4. Click **Edit**.  
All available user IDs display.

**Note:** If a user was permanently deleted from the Falcon32 system using the **Option>Security Properties...** function, their name appears grayed out, along with a cleared and grayed out check box. You will be unable to select it.



**Figure 5** Add user to task group.

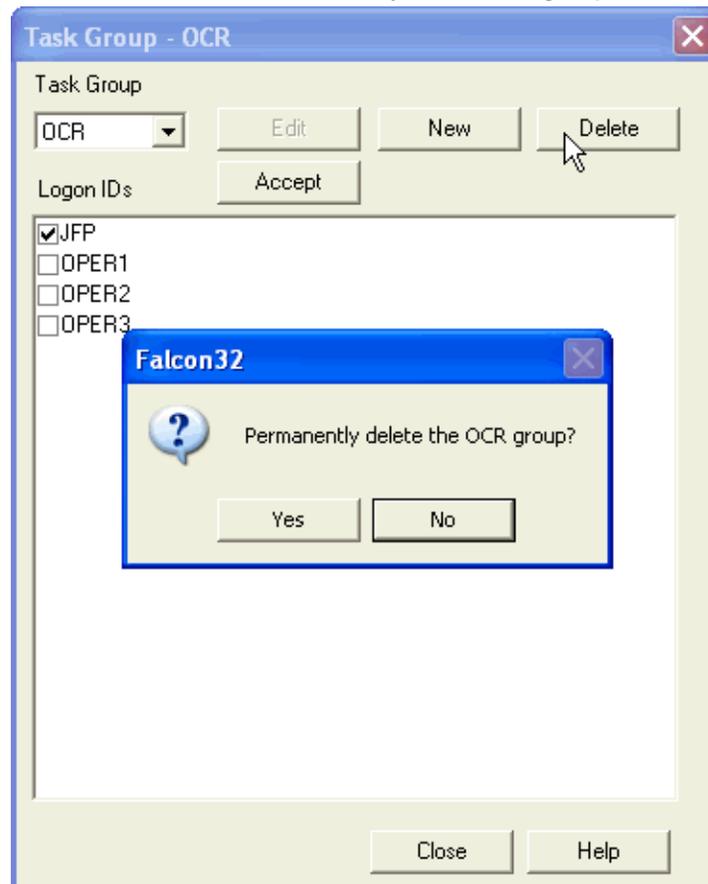
5. Select the check box next to one or more names.
6. Click **Accept**.
7. Click **Close**.
8. Once you create a new waybill, and click the **Assignments** tab, you can now associate the group with one of the following assignments: Create, Update, Verify, Extract, Archive, Warnings, and Automate.

## Delete Task Group

You can delete a task group using the **Task Groups** option.

To delete an entire group category:

1. Logon to Falcon32 as a supervisor.  
The **Workflow Management Console** dialog box either opens automatically or you can open it by selecting **View>Workflow Management Console...(Ctrl+Y)** from the Falcon32 main menu.
2. From the **Action** menu, select **Task Groups...**  
The **Task Groups** dialog box opens.
3. Select the correct task group from the **Task Group** list.
4. Click **Edit**.  
The selected check boxes identify the current group members.



**Figure 6** Delete Task Group.

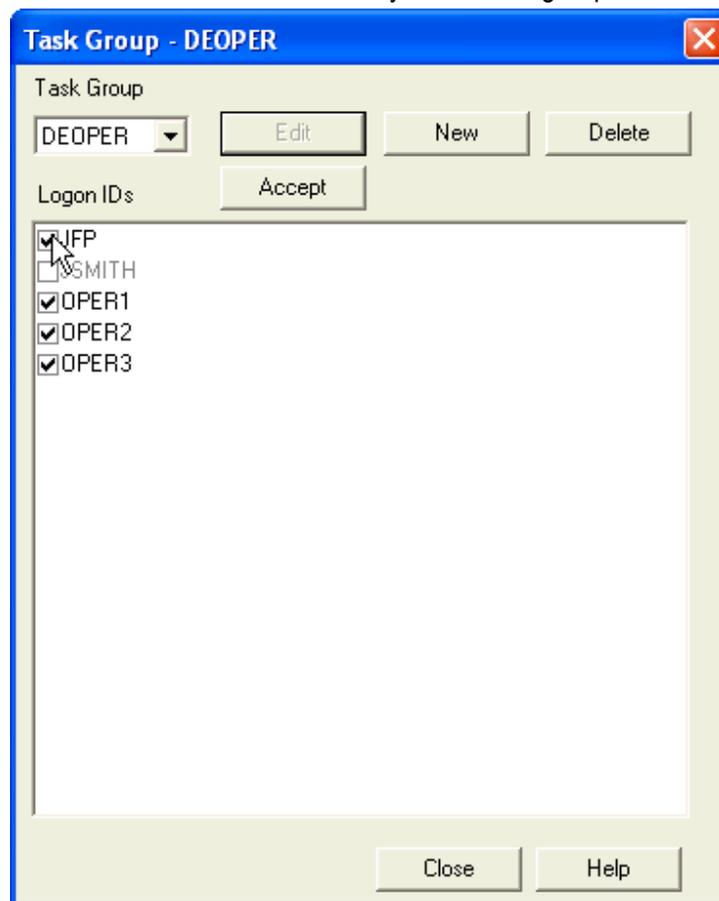
5. Click **Delete**.  
A prompt opens, asking if you want to permanently delete the task group.
6. Click **Yes**.

## Delete User From Task Group

You can delete a user from one or more task groups.

To delete a user(s) from a task group:

1. Logon to Falcon32 as a supervisor.  
The **Workflow Management Console** dialog box either opens automatically or you can open it by selecting **View>Workflow Management Console...(Ctrl+Y)** from the Falcon32 main menu.
2. From the **Action** menu, select **Task Groups...**  
The **Task Groups** dialog box opens.
3. Select the correct group from the **Task Group** list.
4. Click **Edit**.  
The selected check boxes identify the current group members.



**Figure 7** Delete user from task group.

5. Clear one or more check boxes of task group members.
6. Click **Accept**.
7. Click **Close**.

# Waybill Assignments

## Creating New Waybill

Create a waybill to automate data entry and verification tasks. Our examples will demonstrate creating Key-from-Paper and Key-from-Image workflows. Workflows that also do OCR are similar to Key-from-Image workflows but with additional options.

**Note:** After you select the settings for a new waybill, you can name and save it as a template for a specific waybill task by selecting the **Save As...** option from the **Waybill template** drop-down list. The **Save Waybill As Template** dialog box opens. Type a descriptive template name in the **File name** field and click **Save**. Then, click **OK** after the **Waybill** dialog box opens to finish naming the template.

To create a new waybill:

1. Logon to Falcon32 as a supervisor.  
The **Workflow Management Console** dialog box either opens automatically or you can open it by selecting **View>Workflow Management Console...(Ctrl+Y)** from the Falcon32 main menu.
2. From the **Action** menu, select **New Waybill...(Ctrl+N)**  
The **Waybill Entry** dialog box opens.

**Note:** This discussion below assumes that you are working with the tabbed version of the **Waybill Entry** dialog. If the expanded version of the **Waybill Entry** dialog box displays, click the **With Tabs** button to display the tabbed (condensed) version.

## Creating a Single Batch Assignment for Key-from-Paper

The following instructions show you how to use the **Workflow Management Console** to create and dispatch a key-from-paper batch work assignment.

To assign a key from paper batch work assignment:

1. From the Workflow Management Console main menu, left click the **Action** menu and select **New Waybill...**  
The **Waybill Entry** dialog box opens.
2. Click the **Waybill** tab and select a waybill creation option; keying from paper always requires the **Create a batch** default option.
3. Click the **Verify** tab and select the **Key verify the batch** option.
4. Click the **Extract** tab and select an extract action; **Auto-extract** is the default option.

*Not yet implemented*  **Manual Extraction Note:** If the operator manually extracts a batch that is part of a waybill, it automatically proceeds to the **Archive** waybill stage.

## Chapter 2 Supervisor Functions

5. Select the **Untranslated** extract type (default option).
6. Click the **Archive** tab; **Auto-archive extracted batch** is the default option.
7. In the **Archive** tab, select the **Do nothing** option to leave the relevant file (i.e., batch .fbf file) in the relevant directory (i.e., dat) for the following areas: **Batch File**, **Sidecar Files**, and **Copy/Moved Image or Text Files**.

### Notes:

- If the Imaging Add-on is not installed, the **Sidecar Files** area is grayed out. An .fsd sidecar file is created when Falcon32 is working with imaging files.
  - The **Delete file** option removes the relevant file (i.e., batch .fbf file) from the relevant directory (i.e., dat) while the **Archive file** option moves the relevant file from the relevant directory to the **Waybill** directory.
  - Select the **Change batch status to PROD** check box to set the internal Falcon32 batch status to PROD to make it easier to manually rerun a batch extraction.
8. (*Optional*) The **Archive Files Target Directory** drop-down list specifies the storage location of the archive file. Click **Browse...** to select a directory.
    - If left blank, files are archived in the Falcon32 Waybill directory (Falcon32\Waybill).
    - If you select a target directory and clear the **External Only** check box, files are archived in both the Falcon32 waybill directory and the specified target directory.
    - If you select a target directory and select the **External Only** check box, files are only archived in the specified target directory.
  9. Click the **Assignments** tab to assign a user or work group eligible to perform the following tasks. If it doesn't matter who performs the task, select the **#ANYOPER** (any operator) default group ID option.

**Note:** Since you set Extract and Archive tasks to automated, assign user IDs or task groups have the correct permissions. Automated assignments are dispatched to operators after all create, update and verify batch tasks are exhausted. See [Appendix 1 Robot ID](#) for more information about setting permissions.
  10. Click the **Create** tab and select a previously selected application from the **Assign Application** drop-down list. Or, to select a different application, click this drop-down list and choose **Select...** to open the **Assign Application** dialog box, left click an application and choose **Select** to return to the **Waybill Entry** dialog box with the new application selected.

**Note:** If the application doesn't automatically name the batch, you will see question marks appear in an editable **Batch name** field, signifying you need to name the batch. (Proper workflow management does not allow the operator to name a batch.)

11. *(Optional)* Type an instructional note for an operator in the **Instructions to Operator** field.
12. *(Optional)* Create a waybill template: Name and save the current waybill settings for paper keying a single batch by selecting the **Save As...** option from the **Waybill template** drop-down list. The **Save Waybill As Template** dialog box opens. Type a descriptive template name in the **File name** field and click **Save**. Then, click **OK** after the **Waybill** dialog box opens to finish naming the template.

**Future Template Use Note:** Save all the previous keying steps by using a previously saved template. From the **Waybill Entry** dialog box, select the saved template from the **Waybill template** drop-down list, and if the application doesn't automatically name the batch, click the **Create** tab to name the batch in the **Batch name** field and click **Release**.

13. Click **Release**.  
The Waybill file generates and appears in the **Workflow Management Console** dialog box.
14. In the Workflow Management Console, click the Age column to set it to descending order. (The Sort 1 field will display Age-D (descending)). See [Chapter 4, Waybill Field Definitions](#), for a description of each waybill column.

## Creating Multiple Batch Assignments for Key-from-Paper

The following instructions show you how to use the Waybill Generator feature to create and dispatch multiple key-from-paper batch work assignments.

To assign multiple key from paper batch work assignments:

1. From the Workflow Management Console main menu, left click the **Action** menu and select **New Waybill...**

The **Waybill Entry** dialog box opens.

2. Click the **Waybill** tab and select the **Waybill generator: Paper workflow** option and then select the number of waybills to generate in the **Count** field.



**Note:** This option only allows you to select applications that auto-name the batch. If you need to manually name (replaceable characters) your batches, you must create each waybill individually.

3. Follow steps 3-8 in the [Creating a Single Batch Assignment for Key-from-Paper](#) procedure.
4. Click the **Create** tab and select a previously selected application from the **Assign Application** drop-down list. Or, to select a different application, click this drop-down list and choose **Select...** to open the **Assign Application** dialog box, left click an application and choose **Select** to return to the **Waybill Entry** dialog box with the new application selected.
5. *(Optional)* Type an instructional note for an operator in the **Instructions to Operator** field.
6. *(Optional)* Create a waybill template: Name and save the current waybill generator settings for paper keying multiple batches by selecting the **Save As...** option from the **Waybill template** drop-down list. The **Save Waybill As Template** dialog box opens. Type a descriptive template name in the **File name** field and click **Save**. Then, click **OK** after the **Waybill** dialog box opens to finish naming the template.

**Future Template Use Note:** Save all the previous keying steps by using a previously saved template. From the **Waybill Entry** dialog box, select the saved template from the **Waybill template** drop-down list, and if the application doesn't automatically name the batch, click the **Create** tab to name the batch in the **Batch name** field and click **Release**.

7. Click **Release**.  
Multiple waybill files generate and appear in the **Workflow Management Console** dialog box.
8. In the **Workflow Management Console**, click the **Age** column to set it to descending order. (The **Sort 1** field will display **Age-D** (descending). See [Chapter 4, Waybill Field Descriptions](#) for a description of each waybill column.

## Creating Multiple Batch Assignments for Key-from-Image

The following instructions show you how to use the Waybill Generator feature to create and dispatch multiple key-from-image batch work assignments. This workflow is available only if the Imaging Add-on is installed and licensed.

To assign multiple key from image batch work assignments:

1. From the Workflow Management Console main menu, left click the **Action** menu and select **New Waybill...**  
The **Waybill Entry** dialog box opens.

2. Click the **Waybill** tab and select the **Waybill generator: Use new files in the “live” directory** option. If this option is grayed out, do step 5 and return to this step.

**Note:** This option only allows you to select applications that auto-name the batch. If you need to manually name (replaceable characters) your batches, you must create each waybill individually.

3. Follow steps 3-8 in the [Creating a Single Batch Assignment for Key-from-Paper](#) procedure.
4. From the **Create** tab, select:
  - a previously selected application from the **Assign application** drop-down list. Or, to select a different application, click this drop-down list and choose **Select...** to open the **Assign Application** dialog box, left click an application and choose **Select** to return to the **Waybill Entry** dialog box with the new application selected.

**Batch Note:** You will not be allowed to select an application that doesn't automatically name the batch. (Proper workflow management does not allow the operator to name a batch.)

**Note if the Assign application drop-down list is locked:** Selecting an autograph book (.book), disables the **Assign application** drop-down list because the autograph book identifies the application associated with the first image in the batch. (An autograph book is a collection of format signatures that identify and open an application for the user to start a new batch for keying. The .book file also identifies the first format in a batch.) For this example, do not use an autograph book. Clear the Form identification drop-down. Once you move the cursor from the field, the **Assign application** field will open. See [Appendix 2, Signatures](#), for detailed Signatures feature information.

5. From the **Create** tab, select the **Assign images for KFI** option. (You can select other image options but this example uses a commonly performed option.)
6. *(Optional)* Type an instructional note for an operator in the **Instructions to Operator** field.
7. Click the **Import** tab and use the **Live directory** drop-down list to select a previously selected directory to automatically load files into the workflow. Or, to select a different

## Chapter 2 Supervisor Functions

directory, click this drop-down list and select **Browse...** to open or create a new directory and then click **OK** to return to the **Waybill Entry** dialog box with the new directory selected.. (“Live” applies to directories that do not contain a fixed number of files because they often receive new files.) A good strategy for this type of workflow is to create a different live directory for each Falcon32 application used to key images for that application. If you mix images for different applications, you will need to use an autograph book to look at the first image in the file to determine the correct application.

**Note:** The **Live directory**, **File name** and **Extension** fields in the **Live Import (waybill auto-creation only)** area became active when the **Waybill generator: Use new files in the “live” directory** option on the **Waybill** tab in step 2 was selected.

8. Select a file from the **File name** drop-down list. If you need to select a different file name, you can type the file name, omitting the file extension. (You can type a file name prefix and asterisk to select all the files beginning with this file name, i.e., Pay\*.)
9. From the **Extension** drop-down list, select the extension used by the selected file(s) in the **File name** and **Live directory** (location) drop-down list. If you need to select a different extension, select **New...** to open the **Create Custom Type List** dialog box and select an extension type from the supported file types listed.
10. On the **Import** tab, select one of the following ways to use the selected files. For this example, select the **Copy to work directory** option.
  - The **Move to work directory** option (default) moves selected files from the source directory to the Falcon32 Waybill\Work directory. The subdirectory name created by Falcon32 is the name of the waybill being created.
  - The **Copy to work directory** option copies selected files from the source directory to the Falcon32 Waybill\Work directory. (One example of when you may use this option is if you specified a LAN directory that receives files via FTP) The subdirectory name created by Falcon32 is the name of the waybill being created.
  - The **Use in place directory** option uses the selected files from the source directory; it will not copy or move files to another directory.



**Note:** These source directories must be available to all operators using the same directory path, in order to use the files.

11. (*Optional*) Select the **Hide file after selecting** check box to assign the DOS hidden file attribute to files to indicate they were already selected and will not appear (or be grayed out, depending upon your Windows settings) in the **Open** dialog box when you click the **Select Files** button. This protects against selecting the same files and is recommended for the **Copy to work directory** and **Use in place directory** options in step 10. If this attribute is selected, a file will not be hidden if the waybill is cancelled before it is released, if you cancel and select other files, or if you delete a waybill before extraction (using the **Delete Waybill and Restore Imports** function in the Workflow Management Console).

**Note:** This option is only available if you select either the **Copy to work directory** or **Use in place directory** options.

12. (Optional) Click the **Waybill** tab and specify the number of images or text files to incorporate into each batch in the **Count needed for new waybill** field. If your images are stored as one image per file, choose a number consistent with your data entry work. Usually, an average of 25 images is assigned to each batch. If your images are stored together (i.e., batched) in multi-page files, 1 (default) is usually correct.
13. Select the **Waybill is finished when all files in the “live” directory are processed** so the waybill will process all the files in the live directory, create a final partial batch if needed, and then send a final waybill to the **Workflow Management Console** dialog box with a **Finished** status.

**Note:** If this option is not selected, Falcon32 will periodically check the indicated “live” directory for new files AND it will not change the waybill generator’s status to **Finished** in the **Workflow Management Console** dialog box. In this case, Falcon32 will not generate partial batches until an interval has passed. To set the interval, type a number in the **Delay before generating partial waybill (minutes)** field. This “set-once” feature allows you to create a waybill generator that will perpetually create new batches as images are loaded into the “live” directory. For that reason, it never is “finished” working.

14. (Optional) Create a waybill template: Name and save the current waybill generator settings for image keying multiple batches by selecting the **Save As...** option from the **Waybill template** drop-down list. The **Save Waybill As Template** dialog box opens. Type a descriptive template name in the **File name** field and click **Save**. Then, click **OK** after the **Waybill** dialog box opens to finish naming the template.

**Future Template Use Note:** Save all the previous keying steps by using a previously saved template. From the **Waybill Entry** dialog box, select the saved template from the **Waybill template** drop-down list, and if the application doesn’t automatically name the batch, click the **Create** tab to name the batch in the **Batch name** field and click **Release**.

15. Click **Release**.  
Multiple waybill files generate (including a single waybill generator file) and appear in the **Workflow Management Console** dialog box. In addition, Falcon32 generates batches from the waybill generator once a user with permissions to run automated tasks opens the **Waiting for Work** dialog box.
16. In the **Workflow Management Console**, click the **Age** column to set it to descending order. (The **Sort 1** field will display **Age-D** (descending). See [Chapter 4, Waybill Field Definitions](#) for a description of each waybill column.

## Creating an Individual Batch Assignment for Key-from-Image

The following instructions show you how to use the Workflow Management Console to create and dispatch an individual key-from-image batch work assignment.

To assign an individual key from image batch work assignment:

1. From the Workflow Management Console main menu, left click the **Action** menu and select **New Waybill...**  
The **Waybill Entry** dialog box opens.

2. Click the **Waybill** tab and select the **Create a batch** option.



**Note:** The **Create a Batch** option allows you to select applications that either auto-name batches or require you to manually name your batches.

3. Follow steps 3-8 in the [Creating a Single Batch Assignment for Paper Keying](#) procedure.
4. From the **Create** tab, select:
  - a previously selected application from the **Assign Application** drop-down list. Or, to select a different application, click this drop-down list and choose **Select...** to open the **Assign Application** dialog box, left click an application and choose **Select** to return to the **Waybill Entry** dialog box with the new application selected.
  - **Batch Note:** If the application doesn't automatically name the batch, you will see question marks appear in an editable **Batch name** field, signifying you need to name the batch. (Proper workflow management does not allow the operator to name a batch.)

**Note if the Assign application drop-down list is locked:** Selecting an autograph book (.book), disables the **Assign application** drop-down list because it identifies the application associated with it. (An autograph book is a collection of format signatures that identifies and opens an application for the user to start a new batch for keying. The .book file also identifies the first format in a batch.) For this example, do not use an autograph book. Clear the form identification drop-down. Once you move the cursor from the field, the **Assign application** field will open. See [Appendix 2, Signatures](#), for detailed Signatures feature information.

5. From the **Create** tab, select the **Assign images for KFI** option. (You can select other image options but this example uses a commonly performed option.)
6. (Optional) Type an instructional note for an operator in the **Instructions to Operator** field.
7. Click the **Import** tab and click **Select Files**.  
The **Select Images** dialog box opens.
8. Select an image and then click **OK** to return to the **Waybill Entry** dialog box.

**Note:** The **Select Files** button became active when the **Create a batch** option in step 2 was selected.

9. (Optional) Create a waybill template: Name and save the current waybill generator settings for image keying an individual batch by selecting the **Save As...** option from the **Waybill template** drop-down list. The **Save Waybill As Template** dialog box opens. Type a descriptive template name in the **File name** field and click **Save**. After the **Waybill** dialog box opens, click **OK** to finish naming the template.

**Future Template Use Note:** Save all the previous keying steps by using a previously saved template. From the **Waybill Entry** dialog box, select the saved template from the **Waybill template** drop-down list, and if the application doesn't automatically name the batch, click the **Create** tab to name the batch in the **Batch name** field and click **Release**.

10. Click **Release**.  
An individual waybill file generates and appears in the **Workflow Management Console** dialog box.
11. In the **Workflow Management Console**, click the **Age** column to set it to descending order. (The **Sort 1** field will display **Age-D** (descending). See [Chapter 2, Supervisor Functions, Filtering Columns](#) section for details.

## Editing Tasks

### Editing Waybills

You can edit an existing waybill using the Workflow Management Console.

To edit a waybill:

1. Logon to Falcon32 as a supervisor.
2. Select **View>Workflow Management Console...(Ctrl+Y)** from the Falcon32 main menu to open the **Workflow Management Console (WMC)** dialog box.
3. Double-click on a waybill file or select **Edit Waybill...(Ctrl+O)** from the **Action** menu.  
The **Waybill Entry** dialog box opens.
4. Make the appropriate edits. If waybill settings are changed, the settings become the default options when you create a new waybill.

**Note:** If you need to correct mistakes in a waybill file but the fields needed are not editable, you will need to delete (purge) and recreate the waybill(s).

### Change Waybill Priority Level

You can manually change the waybill priority level using the **Workflow Management Console** dialog box.

To change a waybill priority level:

1. From the **Workflow Management Console**, right-click a waybill and select one of the following priority levels:
  - 0=stop (Ctrl+0) A zero setting prevents the waybill from being dispatched to an operator, though you can still create and release it to appear in the **Workflow Management Console** dialog box.
  - 1=lowest (Ctrl+1) This is the lowest priority status.
  - 2=lower (Ctrl+2)
  - 3=low (Ctrl+3)
  - 4=below normal (Ctrl+4)
  - 5=normal (Ctrl+5) A setting of five is the default priority.
  - 6=above normal (Ctrl+6)
  - 7=high (Ctrl+7)
  - 8=higher (Ctrl+8)
  - 9=highest (Ctrl+9) This is the highest priority status.

## Clear Exception State and Run

If the waybill specifies a **Notify user or group** option at some point in the workflow or generates a warning exception, the batch is prevented from being dispatched to the next stage. To override this and dispatch the waybill to run at the same workflow stage, a supervisor can override this in the **Workflow Management Console** dialog box by right-clicking on the waybill and selecting the **Clear Exception State and Run** option.

**What caused the notification or warning?** Right-click on the waybill and select **Info**.



**Note:** If you want to prevent the waybill from being dispatched yet clear the exception, right-click the waybill and select **0 Stop**. Then, right-click again on the waybill, and select the **Clear Exception State and Run** option. Once you are ready to release the assignment, set the waybill to any priority number from 1-9.

## Clear Exception State and Skip

If the waybill specifies a **Notify user or group** option at some point in the workflow or generates a warning exception, the batch is prevented from being dispatched to the next stage. To clear this hold and omit the next stage, a supervisor can override this in the **Workflow Management Console** dialog box by right-clicking on the waybill and selecting the **Clear Exception State and Skip** option.

**What caused the notification or warning?** Right-click on the waybill and select **Info**.

## Change Waybill Status to Update

You may want to change a waybill from **Verify** to **Update** status for a variety of reasons: a batch was incorrectly sent to verify mode, you need to add additional records, there were batch import errors. To change a waybill status to update, right-click on the waybill in the **Workflow Management Console** dialog box and select the **Set Update Status** option.

## Unlock Waybill

A locked waybill usually means someone is working on the batch. You can unlock a waybill to allow assigned operators to work on the batch by right-clicking on the waybill in the **Workflow Management Console** and selecting the **Unlock Waybill** option.

**Warning:** Do not unlock a batch unless you are sure the batch listed in the **Batch** column of the **Workflow Management Console** dialog box is “stranded.” Instead, rescue the batch by using the **Batch>Open a Stranded Batch** function in the Falcon32 main menu

## Purge Waybill (but not data)

You can delete a waybill (but not its related files in the **WaybillWork** subdirectory) by right-clicking on the waybill in the **Workflow Management Console** and selecting the **Purge Waybill (DEL)** option. Depending upon the archive and extract options you set for the waybill, the subdirectory with the same name as the purged waybill (e.g.,

## Chapter 2 Supervisor Functions

N:\Falcon32\WaybillWork\20080130Wed220423227) could still contain the batch (or a copy), the extract (or a copy), sidecar files, and an XML file containing the audit trail for the waybill if the archive task completed without error.

### Delete Waybill Complete

You can delete a waybill and its related files in the **WaybillWork** subdirectory by right-clicking on the waybill in the **Workflow Management Console** and selecting the **Delete Waybill Complete (Ctrl+DEL)** option.

Depending upon the archive and extract options you set for the waybill, the waybill work directory could still contain the batch (or a copy), the extract (or a copy), sidecar files, and an XML file containing the audit trail for the waybill if the archive task completed without error.

**Warning:** Use this command with caution and only after backing up data.

### Delete Waybill Complete after Restoring Imports

Use this option if you want to create a new waybill using images previously assigned to a waybill you are completely deleting. This function returns to the source image directory the image files that the program copied or moved to the **WaybillWork** subdirectory. This is done before subsequently deleting the waybill and its related files from the **WaybillWork** subdirectory (as is done in the **Delete Waybill Complete** function).

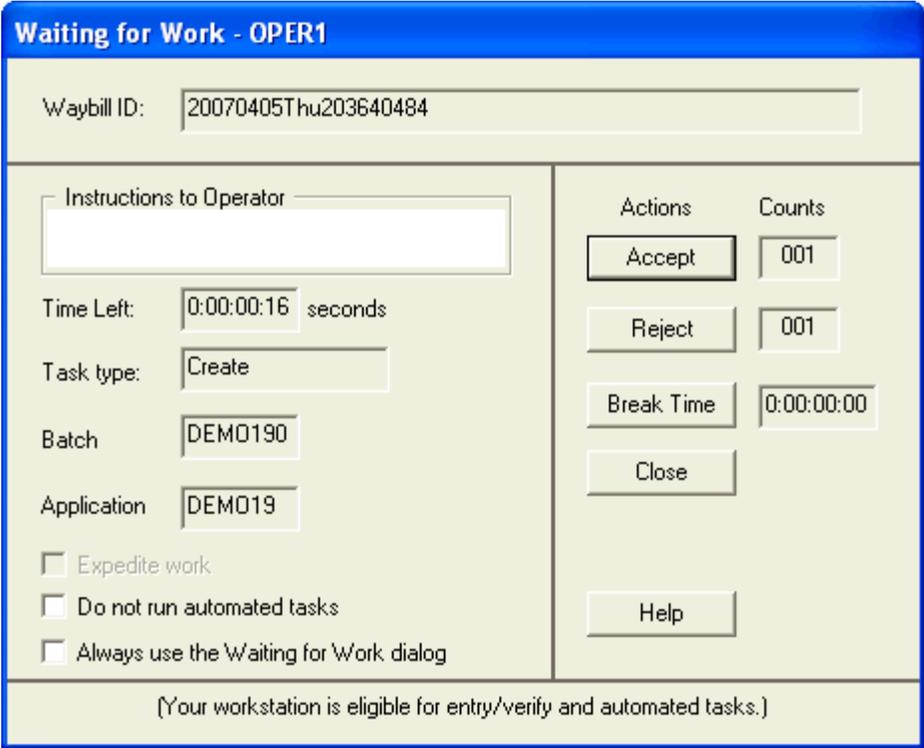
To perform this task, right-click on the waybill in the **Workflow Management Console** and select the **Delete Waybill Complete after Restoring Imports...(Shift+Ctrl+DEL)** option.

**Note:** Image files move when a user creates a waybill and selects the **Move to work directory** option in the **Import** tab.

# Operator Functions

## Waiting for Work dialog box

Falcon32 uses the **Waiting for Work** dialog box to dispatch work into the managed workflow, assigning entry, verify, and automated jobs to operators. Typically, one instance of Falcon32 displaying the Waiting for Work dialog is configured to run automated tasks. Operators will then receive work as it is automatically added to the workflow.



**Chapter 3**  
**Operator Functions**

**Figure 8** Waiting for Work dialog box.

## Opening the Waiting for Work Dialog

You can open the **Waiting for Work** dialog box in an automated or non automated manner.

To open the **Waiting for Work** dialog box automatically upon logon, in the Falcon32 main menu, update the operator's logon password via **Option>Security Properties**. See [Appendix 1, Add Automated Waybill Permissions to Existing User](#) topic to learn how to update these permissions.

Otherwise, select **Batch>Waiting for Work...(Ctrl+E)** from the Falcon32 main menu.

## Accepting a Job

At the bottom of the **Waiting for Work** dialog box, a message appears, letting the user know the tasks their logon password is eligible to perform. If entry and verify tasks are not mentioned, only automated tasks will run.

To accept work, click **A**cept before the **Time Left** field counts down to 0. The **Time Left** field counts the time a dispatched job is available for the operator to accept before it is routed to the next available operator.

**Automated Jobs Note:** If the **Task type** field indicates **Auto**, the task automatically runs, *eliminating the need for operator intervention*.

## Rejecting a Job

To reject work click **R**eject or let the **Time Left** field expire. The next available job will then be offered.

## Expediting Work

The **Expedite work** check box is activated when the user first selects this option and then accepts a job. Once this job is complete and the user saves it, the **Accept** and **Reject** options disable so the operator can receive the next and subsequent jobs immediately. To enable the **Accept** and **Reject** options again, cancel the current job.

## Looking for Work

The **Look Now** button appears when there is no eligible work for an operator and the system will search at the end of the **Time Left** field countdown. Click **Look Now** to search for available work before the **Time Left** field countdown ends.

## Close the Waiting for Work Dialog

- The **Close** button returns you to the Falcon32 main menu.

## Chapter 3 Operator Functions

**Note:** The **Close** button displays instead of the **Logoff** button if a user manually opens the **Waiting for Work** dialog box using **Ctrl+E** or selecting **Batch>Waiting for Work...** from the Falcon32 main menu.

- The **Logoff** button not only closes the **Waiting for Work** dialog box but logs you off from Falcon32.

**Note:** The **Logoff** button displays instead of the **Close** button if you select the **Always use the Waiting for Work** dialog check box or your workstation has been configured to only allow the **Waiting for Work** dialog to display.

# Waybill Field Descriptions

## Supervisor

### Workflow Management Console Columns

The following information defines each Workflow Management Console column. See [Chapter 2, Supervisor Functions](#), for specific procedures that show how supervisors can use the functions in this dialog box.

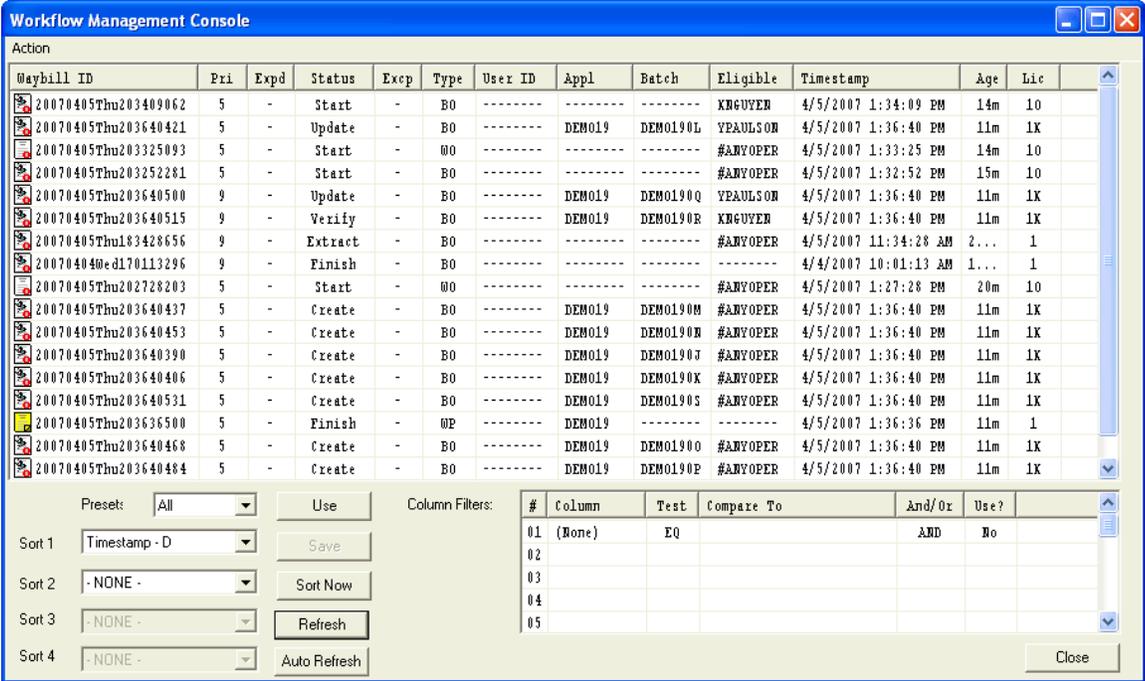


Figure 9 Workflow Management Console dialog box.

The **Way bill ID** column identifies the waybill by its auto generated file name; the file name is based on coordinated universal time (UTC).

## Chapter 4 Waybill Field Descriptions

The **Pri** (priority) column lists the waybill's priority of completion. After an operator completes a job, the highest priority work appears next. The default priority is 5 and the range is 0-9, nine being the highest priority. Set a waybill to 0 to prevent it from being dispatched.



**Note:** If all waybills were set at the standard default priority of 5, the highest priority tasks are: expedited waybills, create (i.e., importing images or text, pre-recording), update and verify tasks. If no waybills for these tasks exist, waybills needing to Start, Qverify, Extract, and Archive dispatch.

The **Expd** (expedited) column identifies with a **Y** (yes) or **N** (no) waybill files marked as expedited or given higher priority than waybills with the same numerical priority.

**Supervisors** can expedite the following work using the **Waybill Entry** dialog box:

- *Creating a new waybill with (pre-recorded or import) imaging:* Click the **Create** tab and select the **Expedite (Pre-record and/or import)** option.
- *Creating any new or editing any existing waybill:* Double-click a waybill file, move the **Priority** slider to a higher level, and click **Release**.

**Operators** can expedite a waybill by selecting the **Expedite work** check box on the **Waiting for Work** dialog box. See [Chapter 3, Expediting Work](#) section, for more details.

The **Status** column identifies the next stage of work to be done.

**Create**—generate a new batch by data entry.

**Start**—run the set up task (i.e., pre-record OCR) specified in the **Create** tab of the **Waybill Entry** dialog box.

**Update**—perform additional data entry to an existing batch suspended due to incomplete key entry or verification.

**Verify**—verify the batch

**QVerify** (Quick Verify) —the supervisor opted to skip the verify stage; the waybill moves to the next stage of work by flagging records and batches as if they were verified.

**Extract**—run the extract task (i.e., auto-extract, extract to untranslated data or XML) specified in the **Extract** tab of the **Waybill Entry** dialog box.

**Archive**—run the archive tasks specified in the **Archive** tab of the **Waybill Entry** dialog box.

**Finish**—all work is completed.

The **Excp** (exception) column identifies if the waybill file requires a supervisor's attention.

Review warnings and notifications by right-clicking on the waybill and selecting **Info** from the shortcut menu.

**---** (dashes)—the waybill is running normally.

**N** (notify) —the waybill specified the **Notify user or group** option at some point in the workflow. Supervisors can prevent the batch from being dispatched at a certain point in the process. For example, the supervisor can set a waybill to go into notify status once batches are ready for verification or extraction. A supervisor can override this in the **Workflow Management Console** by right-clicking on the waybill and selecting the **Clear Exception to Run** option.

**W** (warning)—the waybill is prevented from being dispatched because something unexpected occurred. In the **Assignments** tab of the **Waybill Entry** dialog box, the **Warnings** option lists one or more operators eligible to work on the common problems that issue a warning, like invalid user assignments, unprocessed batches, etc.

The **Type** column categorizes the various icons in the **Waybill ID** column into two groups.

*Type of waybill:* **W** (waybill generator - a waybill that generates waybills) and **B** (waybill that tracks a batch) refer to how the waybill was generated.

*Types of workflow:* **P** (paper), **K** (key-from-image), and **O** (OCR).

The **User ID** column identifies the user currently performing work from that waybill, noted also by a blue icon in the **Waybill ID** column. A series of dashes means no work is currently being done for that waybill.

The **Appl** (application) column identifies the application name assigned to the waybill. A series of dashes means there is no application name associated with the batch.

The **Batch** column identifies the batch name attached to the waybill. A series of dashes means there is no batch name associated with the waybill.

The **Eligible** column identifies which user or task group (if preceeded by a # symbol) is eligible for the work (AMY, #DEOPER, #ANYOPER). A series of dashes means there is no one eligible.

The **Timestamp** column identifies when the waybill was created.

The **Age** column identifies how long the waybill has been in existence.

The **Lic** (licensing) column identifies the licensing required in order for an assigned operator to be able to complete the task at their workstation. If a group of incomplete waybills display the same number in this column, it may indicate the workstation isn't licensed to process a particular waybill task. See **Table 2** Required License Definitions.

**Table 2** Required License Definitions

Code	Required licenses
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**Chapter 4**  
**Waybill Field Descriptions**

-	None
1	OCR required for START tasks. KFI required for CREATE, UPDATE, and VERIFY tasks.
2	KFI required for CREATE, UPDATE, and VERIFY tasks.
3	OCR required for CREATE and UPDATE tasks. KFI required for CREATE, UPDATE, and VERIFY tasks.

## Waybill Entry Fields

The following information defines each Waybill Entry field. See [Chapter 2 Supervisor Functions](#), for specific procedures that show how supervisors can use these functions to create waybills for a variety of jobs.

The dialog will disable certain controls based on context. By changing or setting certain options, other options may enable or disable. When tabs are shown (with tabs or "collapsed"), be aware that the change may occur on a tab other than the current tab.

There are two ways to view the **Defining Waybill Entry** dialog box: expanded (without tabs) and collapsed (with tabs).

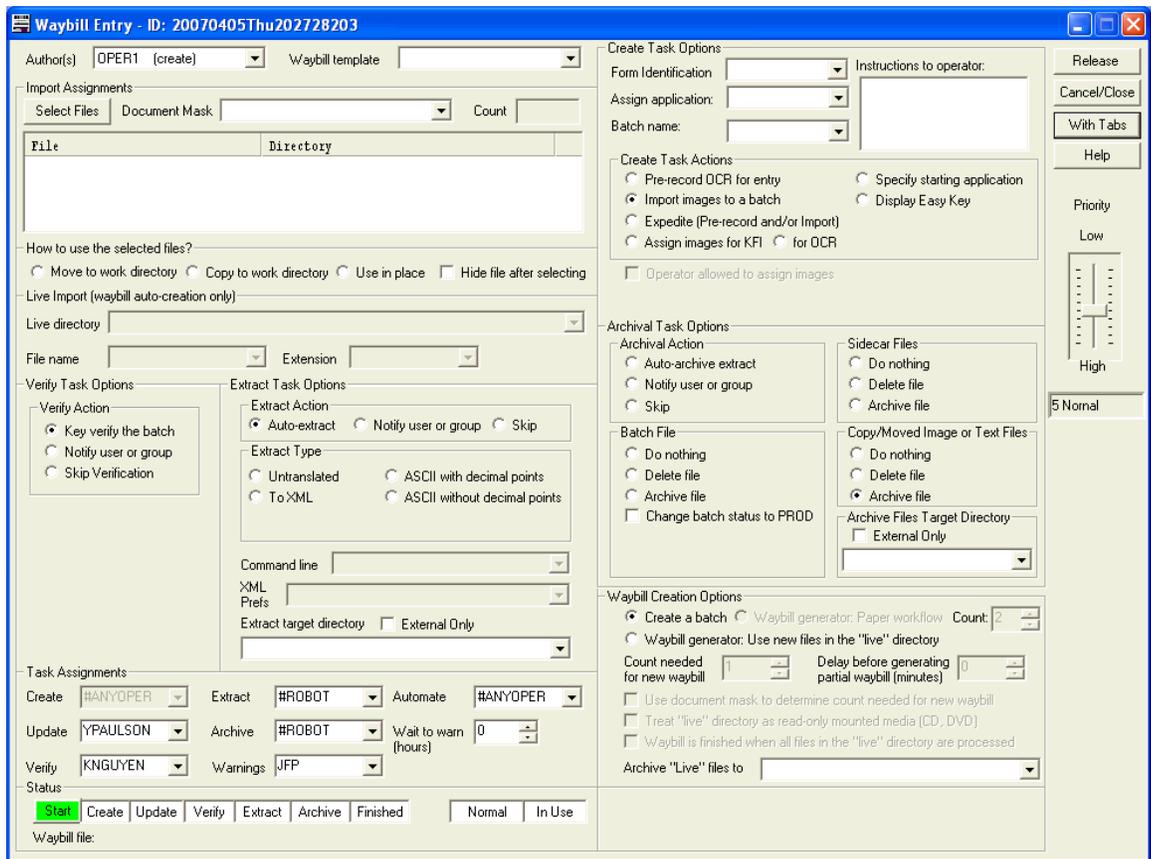
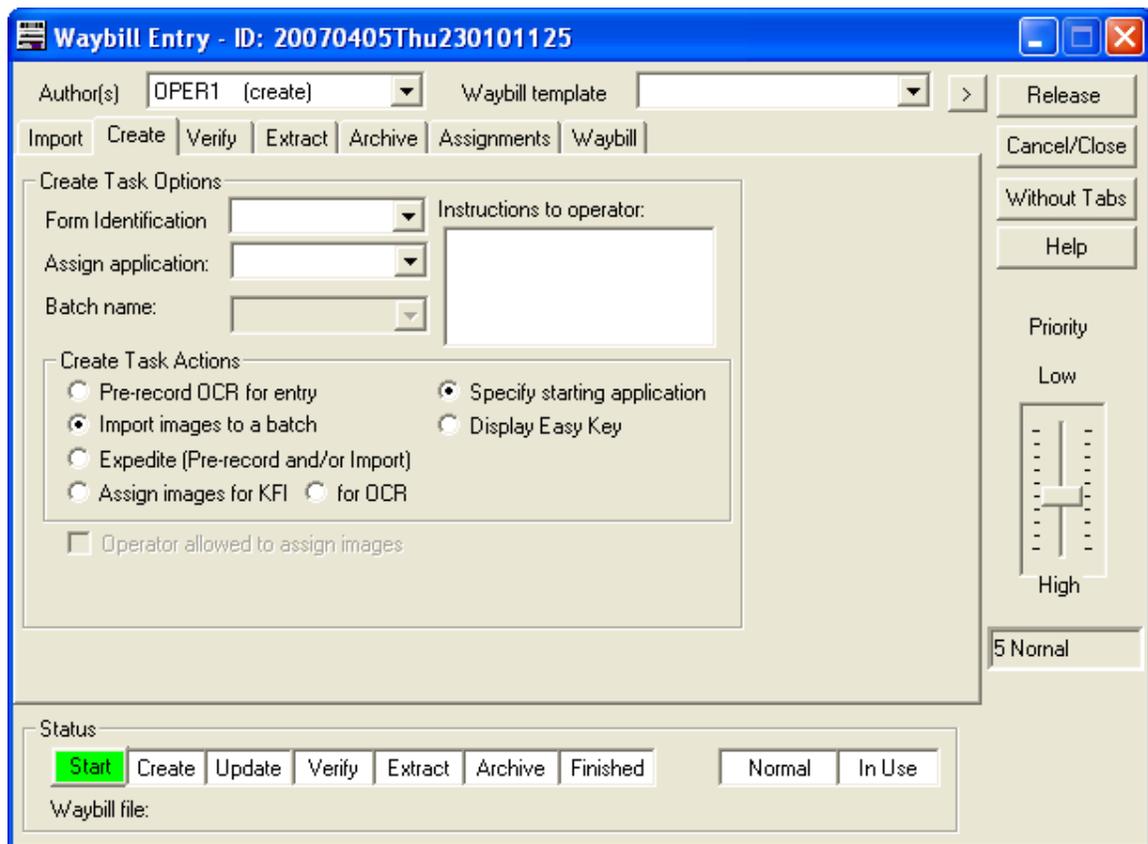


Figure 10 Waybill Entry dialog box: expanded.



**Figure 11** Waybill Entry dialog box: collapsed.

## Outside of Tab Area

The **Author(s)** drop-down list indicates all users who have edited the waybill.

(Optional) Select a saved waybill template from the **Waybill template** drop-down list to quickly create a new waybill with specific parameters. Select **Save As...** from the **Waybill template** drop-down list to name and save current waybill settings as a template.

Click the left arrow button to vertically place the Waybill tabs (**Import, Create, Verify...**) to the right of the **Waybill Entry** dialog box.

Click the **Release** button to dispatch a new waybill into the managed workflow. If you updated an existing waybill, the new settings take effect immediately if the batch is not in use. If in use, the changes take effect after the batch is saved, suspended, cancelled, or the task is completed.

Click the **Cancel/Close** button to close the **Waybill Entry** dialog box.

Click the **Without Tabs** button to expand the waybill to view all fields without tab separators.

Click the **With Tabs** button to collapse the waybill to view fields, organized by tab separators.

Click **Help** to open the Help topic for this dialog box.



When creating a new waybill or editing an existing one, you can move the **Priority** slider to set a lower or higher priority level for a waybill you are creating (After you finish setup, clicking **Release** saves this priority.) The priority levels are:

0=stop (Ctrl+0) A zero setting prevents the waybill from being dispatched to an operator, though you can still create and release it to appear in the **Workflow Management Console** dialog box.

1=lowest (Ctrl+1) This is the lowest priority status.

2=lower (Ctrl+2)

3=low (Ctrl+3)

4=below normal (Ctrl+4)

5=normal (Ctrl+5) A setting of five is the default priority.

6=above normal (Ctrl+6)

7=high (Ctrl+7)

8=higher (Ctrl+8)

9=highest (Ctrl+9) This is the highest priority status.

## Create Tab

The **Create** tab is the default customization tab that displays whether creating or viewing a waybill.

## Chapter 4 Waybill Field Descriptions

Waybill Entry - ID: 20070405Thu202158078

Author(s) OPER1 (create) Waybill template > Release

Import Create Verify Extract Archive Assignments Waybill

Cancel/Close

Without Tabs

Help

Priority

Low

High

5 Normal

Create Task Options

Form Identification Instructions to operator:

Assign application:

Batch name:

Create Task Actions

Pre-record OCR for entry  Specify starting application

Import images to a batch  Display Easy Key

Expedite (Pre-record and/or Import)

Assign images for KFI  for OCR

Operator allowed to assign images

Status

Start Create Update Verify Extract Archive Finished Normal In Use

Waybill file:

### Create Task Options

The **Form Identification** drop-down list displays previously selected \*\*autograph book (.book) files created to identify the correct form when keying from images. Click **Select...** to open the **Select Autograph Signature File** dialog box, select an autograph file, and click **OK**.

\*\* An autograph book is a collection of format signatures that identifies and opens the appropriate application based on the first batch image for the user to start a new batch for keying. (The .book file also identifies the format that best fits the first batch image.) Typically, you will associate two or more applications to each autograph book. See [Appendix 2, Signatures](#), for detailed Signatures feature information.

The **Assign application** drop-down list allows you to select a previously assigned application to a batch. Or, to select a different application, click this drop-down list and choose **Select...** to open the **Assign Application** dialog box, left click an application and choose **Select** to return to the **Waybill Entry** dialog box with the new application selected.

**Delete Note:** You can highlight an application and press the **Delete** key to remove an application from the list.

The **Batch name** drop-down list allows supervisors to name batches with a naming (replaceable characters) restriction. You can view names already assigned to batches to duplicate the established naming convention.

The **Instructions to operator** field allows you to type messages that appear within the **Waiting for Work** dialog box when this specific waybill is dispatched to operators.

### Create Task Actions

If you have the Imaging Add-on module, you can specify these image-related actions.

**Pre-record OCR for entry**—you pre-recorded OCR data to be played back during data entry. You must also select the correct autograph book from the **Form Identification** drop-down list.

**Signature and Autograph Book Note:** You must have created a format signature file (.sig) to pre-record OCR data while mounting image files. Then, to automatically recognize the associated application based on the first image, you must also have created an autograph book (.book) file. See [Appendix 2, Signatures](#), for detailed information about creating format signatures, autograph books and pre-recording OCR.

**Import images to a batch**—use this if you need to import and OCR images before you create a batch. If no OCR or validation errors occur, the batch moves to a Verify task. If you encounter KFI fields or errors, the batch moves to an Update task. Use the DM ERR command to find screens flagged in error. In both cases, the Create waybill state is skipped.

**Expedite (Pre-record and/or Import)**—separates OCR data that requires operator intervention from error-free, low-doubt-level OCR data. Depending upon the format design, good data can go directly from the source directory to a batch that is flagged as ready for extraction. This method is intended for use even with unrelated forms. (Dependencies between batch pages are not supported since images may be placed in either normal edit or extended edit checks in order to pass OCR checks.)

**Assign images for KFI**—you will assign images to the batch. KFI licensing is required at the workstation, along with OCR if images are connected with signature analysis.

**(Assign images) for OCR**—you will assign images to the batch. Both KFI and OCR licensing is required at the workstation.



**Note:** Though supervisors must pre-assign images if creating a single waybill, this isn't necessary if creating two or more waybills using the waybill generator function because Falcon32 does this automatically based on the **Live directory** settings on the **Import** tab.

You can also specify the following create actions:

## Chapter 4

### Waybill Field Descriptions

**Specify starting application**—starts a batch using the application specified in the **Assign application** drop-down list. If the application has a naming (replaceable characters) restriction, you must name the batch in the **Batch name** field.

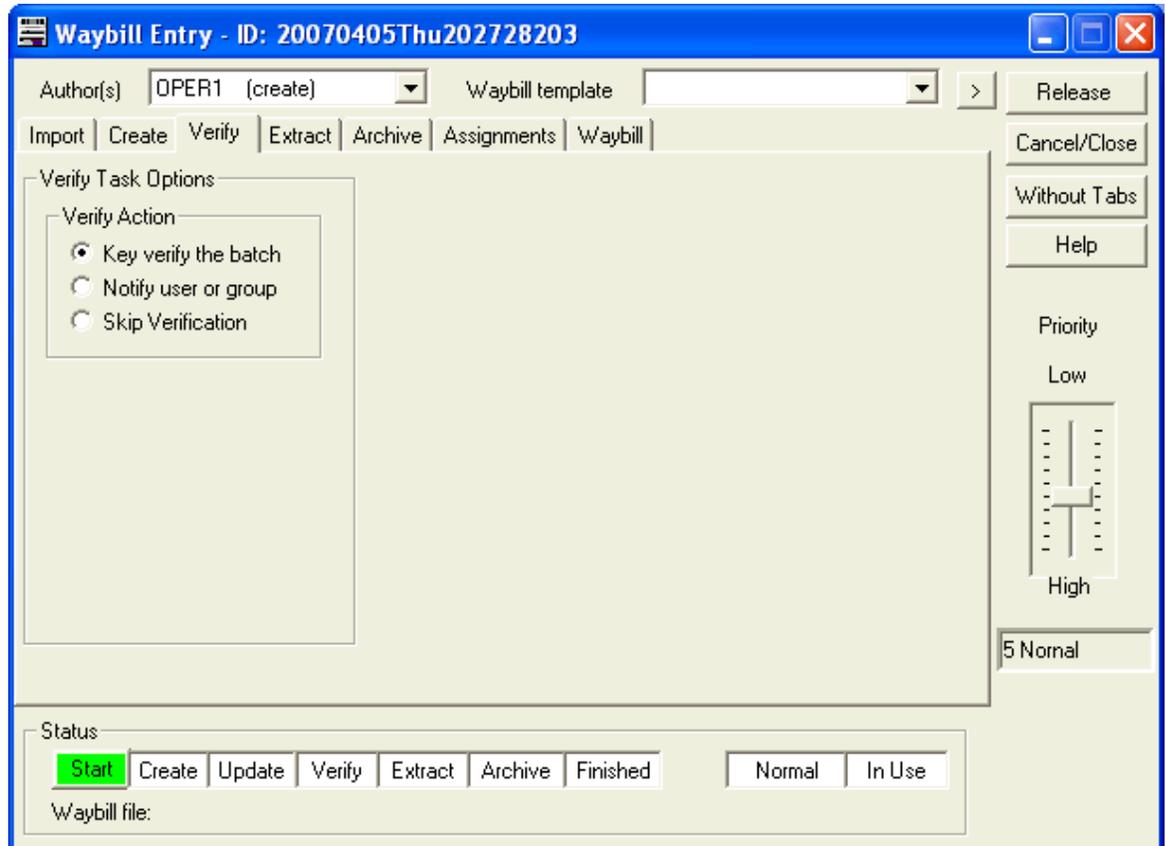
**Note:** The **Create a Batch** option in the **Waybill** tab allows you to select applications that either auto-name batches or require you to manually name your batches. If you select either of the Waybill generator options, you will only be allowed to select applications that auto name batches.

**Display Easy Key**—once the operator logs on, the **Easy Key** dialog box displays, with all options disabled except **1-Create a Batch** to prevent the user from working on batches outside the workflow. (This option is available for non-imaging only.)

Select the **Operator allowed to assign images** check box to allow the operator to perform an additional imaging add-on function: assign image files to the batch after the initial image list is exhausted. Since this isn't allowed under normal managed workflow circumstances the default for this option is not selected.

## Verify Tab

The **Verify** tab controls how an operator verifies a batch.



**Key verify the batch**—allows Falcon32 to assign the verify task. Use the **Assignments** tab to assign the verify task to one or more verify operators.

**Notify user or group**—notifies one or more supervisors that a batch is ready for verification. (These users are specified in the **Assignments** tab, **Warnings** drop-down list.)

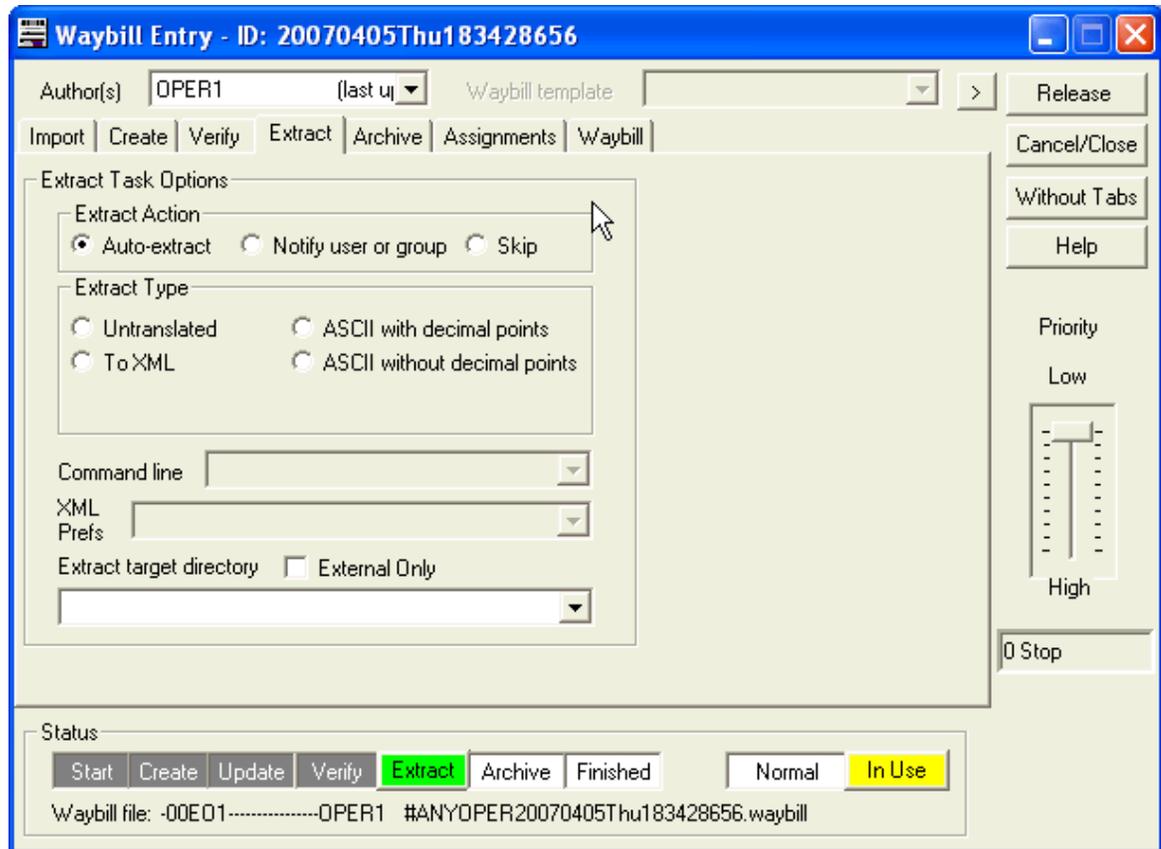
If this option is selected, the operator needs to use Falcon32 to manually verify the batch or a supervisor needs to manually promote the waybill job to the verify stage by right-clicking the waybill in the **Workflow Management Console** dialog box and selecting the **Clear Exception State and Run** option. Then, operators can initiate verification options manually or through the **Waiting for Work** dialog box.

*Not yet implemented* **Manual Verification Note:** If the operator manually verifies a batch that is part of a waybill, it automatically proceeds to the extract stage once verified and saved.

**Skip Verification**—does not verify data but marks the batch as verified once all records are initially keyed into the batch and saved.

## Extract Tab

The **Extract** tab allows you to automate and customize batch extraction. Otherwise, the operator needs to use Falcon32 to manually perform batch extraction.



### Extract Task Options

**Auto-extract**—automatically performs extraction.

**Notify user or group**—notify one or more supervisors that a batch is ready for extraction. (These users are specified in the **Assignments** tab, **Warning** drop-down list.)

If this option is selected, the supervisor needs to use Falcon32 to manually promote the waybill job to extract by right-clicking the waybill in the **Workflow Management Console** dialog box and selecting the **Clear Exception State and Run** option. Then, operators can initiate extraction options manually or automatically using a logon password allowing automated work. See [Appendix 1, Robot ID](#) to learn how to setup permissions for automated work.

*Not yet implemented*  **Manual Extraction Note:** If the operator manually extracts a batch that is part of a waybill, it automatically proceeds to the **Archive** waybill stage.

**Skip**—omits the extraction stage.

### Extract Type

The following options automatically extract the batch using built-in Falcon32 methods or by using an extra-cost utility.

**Untranslated**—extract individual untranslated data (appropriate format for mainframe).

**To XML**—XML data.

**ASCII with decimal points**—extract individual ASCII with decimal points.

**ASCII without decimal points**—extract individual ASCII without decimal points.

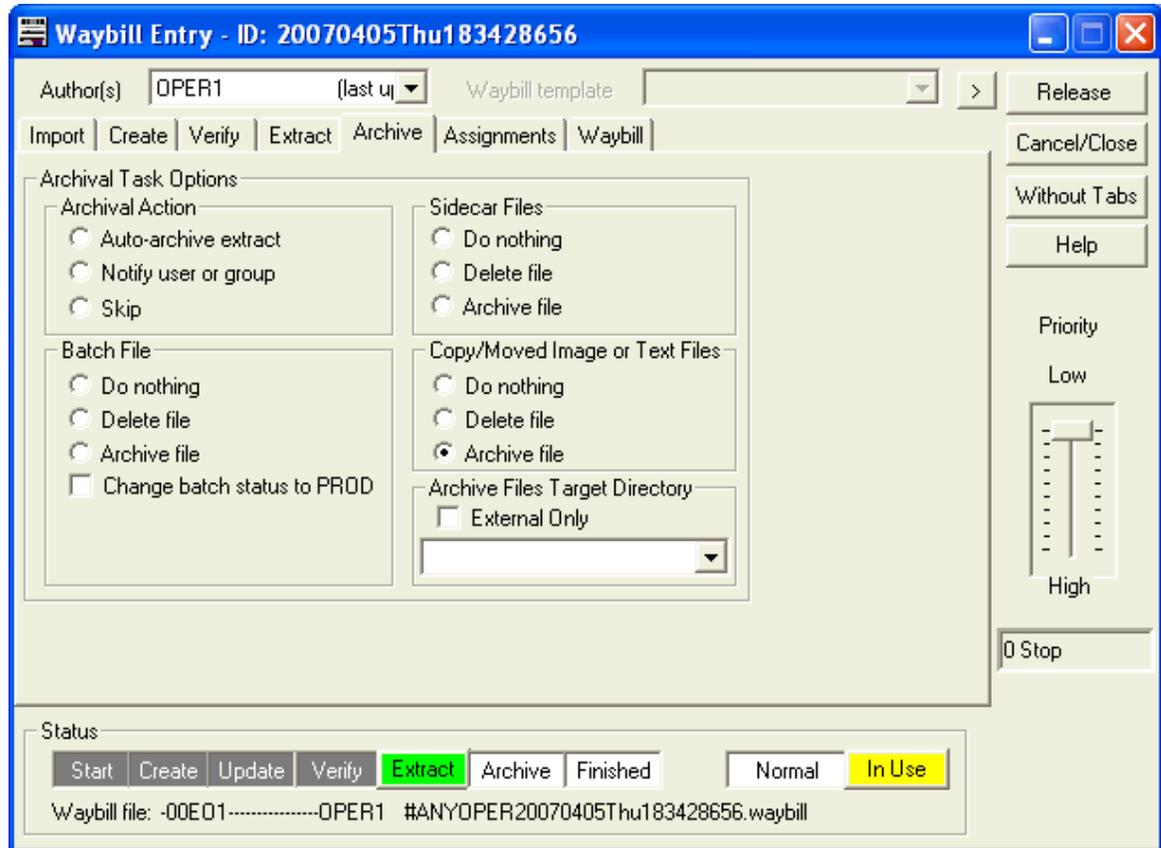
*Not yet implemented* **Command line**—This field is only enabled if FLCNEXTR.32.exe exists in the Falcon32 installation directory. Select **New...** or **Change...** to create or update a new set of options for extracting the batch using Falcon Extractor.

The **Extract target directory** drop-down list specifies the storage location of the extract file. Click **Browse...** to select directory.

- If left blank, extracts are stored in the Falcon32 extract directory (Falcon32\EXT).
- If you select a target directory and do not select the **External Only** check box, extracts are stored in both the Falcon32 extract directory and the specified target directory.
- If you select a target directory and select the **External Only** check box, extracts are only stored in the specified target directory.

## Archive Tab

The **Archive** tab allows you to automate and customize data archiving and removal from the workflow. Otherwise, the operator uses Falcon32 to manually perform archiving.



### Archival Action

**Auto-archive extract**—automatically archives the batch extract and enables all archival options. If this option is not selected, the supervisor needs to use Falcon32 to manually archive the batch extract and additional files.

Supervisors can promote this waybill to the archive stage by opening the **Waybill Job Status Console**, selecting the waybill file and choosing the **Change Waybill Status** option from the **Action** menu.)

**Notify user or group**—notifies one or more supervisors that a batch is ready for archiving. (These operators are specified in the **Assignments** tab, **Warning** drop-down list.

If this option is selected, the supervisor needs to use Falcon32 to manually promote the waybill job to the archive stage by right-clicking the waybill in the **Workflow Management Console** dialog box and selecting the **Clear Exception to run** option. Then, operators can perform archive options manually or automatically

using a ROBOT logon password. See [Appendix 1, Robot ID](#) to learn how to setup permissions for automated work.

**Manual Extraction Note:** If the operator manually archives a batch that is part of a waybill, it automatically proceeds to the **Finished** waybill stage.

**Skip**—will not auto archive the batch extract and relevant files.

### Batch File

**Do nothing**—leaves the batch in the batch directory

**Delete file**—deletes batch.

**Archive file**—used in tandem with the **Archive Files Target Directory** options, moves the batch to either (or both) the **Waybill** and specified location in the **Archive Files Target Directory** drop-down list.

**Change batch status to PROD**—changes the batch status to PROD, which assists in manually rerunning batch extraction. This option does not affect other selected options.

### Sidecar Files

Sidecar files contain image data for a file with the same name in the same folder except with a different extension; this includes .ilk, .fsd, .fmi, .fmi.ocr files.

**Do nothing**—leaves the sidecar files in the batch directory. This is the default option if the Imaging Add-on module is installed.

**Delete file**—deletes the sidecar file.

**Archive file**—moves the sidecar file to Falcon32's **Waybill** directory. This is the default option if there is no Imaging Add-on module.

### Copy/Moved Image or Text Files

These options apply if you selected either the **Move to work directory** or **Copy to work directory** from the **Import** tab.

**Do nothing**—if you selected **Move to work** directory or **Copy to work** directory from the **Image** tab, this option keeps the source image file(s) that was moved or copied into Falcon32's **Waybill** directory.

**Delete file**—if you selected **Move to work** directory or **Copy to work** directory from the **Image** tab, this option deletes the source image file(s) that was moved or copied into Falcon32's **Waybill** directory.

**Archive file**— if you selected **Move to work** directory or **Copy to work** directory from the **Image** tab, this option keeps the source image file(s) that was moved or copied into Falcon32's **Waybill** directory.

## Chapter 4 Waybill Field Descriptions

### Archive Files Target Directory

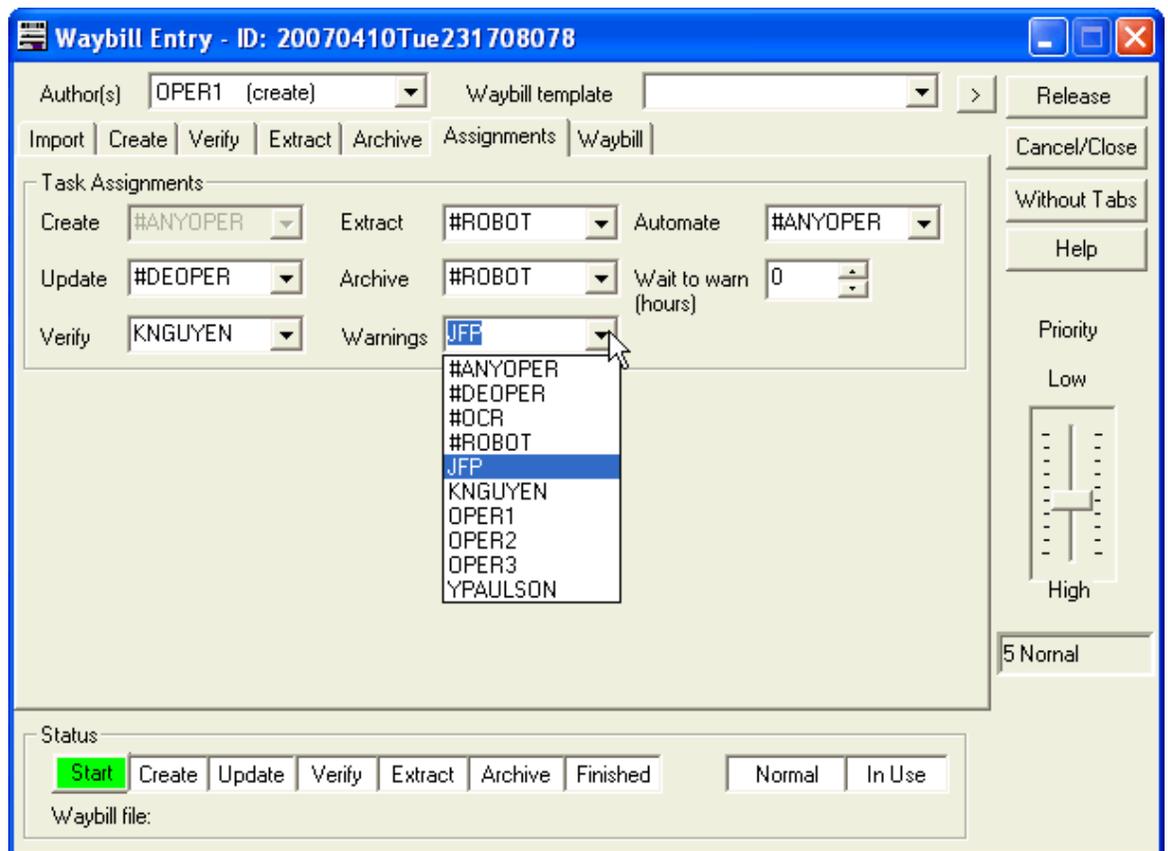
The **Archive Files Target Directory** drop-down list specifies the storage location of the archive file. Click **Browse...** to select a directory.

- If left blank, files are archived in the Falcon32 Waybill directory (Falcon32\Waybill).
- If you select a target directory and do not select the **External Only** check box, files are archived in both the Falcon32 waybill directory and the specified target directory.
- If you select a target directory and select the **External Only** check box, files are only archived in the specified target directory.

## Assignments Tab

The **Assignments** tab allows you to delegate each segment of work. If it doesn't matter who performs the task, select the **#ANYOPER** (any operator) default group ID option. You can create up to 15 group IDs (including the built-in #ANYOPER ID). See [Chapter 2, About Task Groups](#) section, to learn how to create task groups and assign users.

The Author(s) drop-down list displays all Falcon32 user IDs creating using the **Define User ID** option from the **Option >Security Properties** menu.



The **Create** drop-down list allows the selected person or group to create a batch.

 **Note:** Importing images or text, pre-recording, and starting an expedited batch is handled by the person or group listed in the **Automate** drop-down list. Assigning images for KFI is done immediately after you click **Release** on the **Waybill Entry** dialog box.

The **Update** drop-down list allows the selected person or group to make edits to an existing batch. If an operator suspends a batch during create, entry or update mode, or doesn't finish keying all the images the batch, the waybill remains in the **Update** state.

The **Verify** drop-down list allows the selected person or group to verify a batch. The supervisor can select the **Notify user or group** option, located in the **Verify** tab, to

## Chapter 4

### Waybill Field Descriptions

suspend this state until the supervisor clears this verify notification by right-clicking the waybill in the **Workflow Management Console** dialog box and selecting the **Clear Exception to run** option. Then, operators can initiate verification options manually or through the **Waiting for Work** dialog box.

The **Extract** drop-down list allows the selected person or group to run an automated extraction process. (Make sure you select the person or group who can receive the notification that a batch is ready for extraction.)

The **Archive** drop-down list allows the selected person or group to run an automated archive process. (Make sure you select the person or group who can receive the notification that a batch is ready for archiving.)

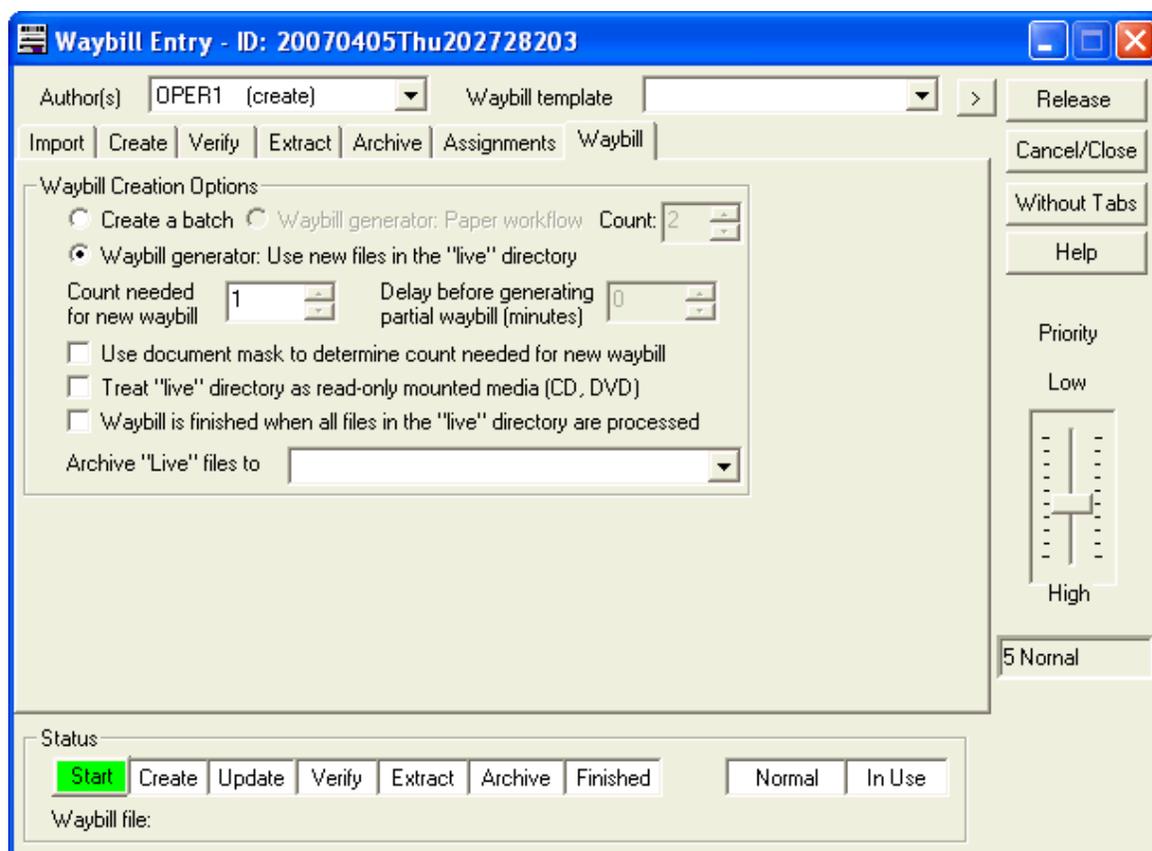
The **Warnings** drop-down list allows the selected person or group to be notified if a waybill is suspended because something unexpected occurred. Examples are: (Warnings)-access denied (no valid user ID to assign a task), failed extraction; (Notifications)-ready for verify, extract, or archive. See the **Wait to warn (hours)** topic below for an additional warning exception.

The **Automate** drop-down list allows you to indicate access to the selected person or group to log on to Falcon32 using a ROBOT (automated user ID) and open the **Waiting for Work** dialog box. This initiates automated processes without operator intervention. Eligible operators can disable accepting automated tasks by selecting the **Do not accept automated tasks** check box in the **Waiting for Work** dialog box.

**Note:** If all waybills were set at the standard default priority of 5, the highest priority tasks are: expedited waybills, create (i.e., importing images or text, pre-recording), update and verify tasks. If no waybills for these tasks exist, waybills needing to Start, Qverify, Extract, and Archive dispatch.

## Waybill Tab

The **Waybill** tab allows you to create and customize single or multiple waybills.



Select the **Create a Batch** option to create a single waybill for a batch.

Select the **Waybill generator: Paper workflow** option to create two or more waybills at the same time for multiple key-from-paper batches. This option only allows you to select applications that auto-name the batch. If you need to manually name (replaceable characters) your batches, you must create each waybill individually. Also, all Imaging Add-on options disable if you use this option.

Use the **Count** option to select the number of waybills to create at the same time.

Select the **Waybill generator: Use new files in the “live” directory** option to create a waybill from files in the live directory, specified via the **Import** tab. (“Live” applies to directories that do not contain a fixed number of files because they are usually receiving new files.) In addition, complete the **Count need for new waybill** field to configure the size of each batch and the **Delay before generating...** option.

- Select the **Count needed for new waybill** option to specify the number of images (or in rare cases, text files) to incorporate into each batch. If your images are stored as one image per file, choose a number consistent with your data entry work.

## Chapter 4

### Waybill Field Descriptions

Usually, an average of 25 images is assigned to each batch. If your images are stored as multiple images per file, you would typically select 1.

- Select the **Delay before generating partial waybill (minutes)** option to set the number of minutes to wait to create a waybill when insufficient files exist to create a full batch. After the time expires, Falcon32 will create a partial batch. The default is 0.

*Not yet implemented* Select the **Use the document mask to determine count needed for new waybill** option to sort a group of image or text files into groups using the document mask specified in the **Import** tab.

Select the **Treat “live” directory as read-only mounted media (CD, DVD)** option to create batches using all the files in the live directory, specified via the **Import** tab. When this option is selected, Falcon32 ignores the **Delay before generating partial waybill (minutes)** setting and creates partial batches.

Select the **Waybill is finished when all files in the “live” directory are processed** so the waybill will process all the files in the live directory, specified via the **Import** tab, create a final partial batch if needed, and then change the waybill status in the **Workflow Management Console** dialog box to **Finished**.

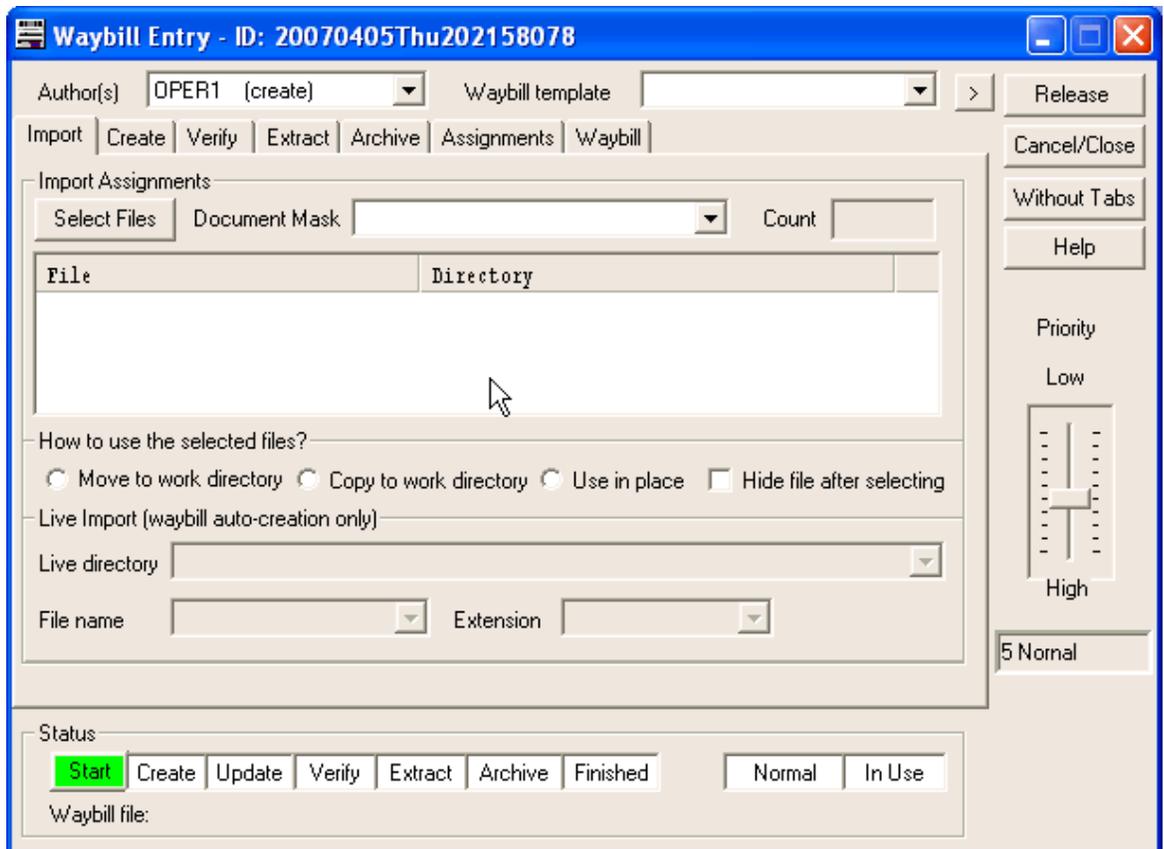


**Note:** If this **Waybill is finished when all files in the “live” directory are processed** option is not selected, Falcon32 periodically checks the indicated “live” directory for new files AND it will not change the waybill status to **Finished** in the **Workflow Management Console** dialog box. (The waybill generator’s status will also never change to Finished.) To generate a final partial batch and get a final indicator that all files are processed, type a number in the **Delay before generating partial waybill (minutes)** field.

Select the **Archive live files to:** option to specify a path that copies the files automatically from the source directory into an archive directory. This feature is useful if the source directory files are original files that are not backed up, as in the case of a source directory being an FTP destination directory.

## Import Tab

The **Select Files** button opens an **Open** dialog box for you to import either a text file or an image file but not both types at the same time.



The **Document Mask** drop-down list contains a list of previously selected masks. Or, you can create a document mask to sort a group of image or text files. To do this, create a document mask that inserts G or L characters where the document name changes (e.g., day of the month) to sort files in ascending **G** (greater than) or descending **L** (less than) alphanumeric order. When specifying a mask, start with the rightmost character (counting the period and extension). For example, to create a document mask for YYYYMMDD date where DD identifies a different document, you could use any of the following document masks.

YYYYMMDD.ext

200704GG.tif

yymmGG.jpg

GG.jpg

GGxxxx

**G** (greater than) indicates the sort character in the current file name is greater than the sort character in the previous document in the list.

**L** (less than) indicates the character in the current file name is less than that of the previous document in the list.

## Chapter 4 Waybill Field Descriptions

The **Count** field is the number of files selected in the **File and Directory** list.

The **File and Directory** list displays files associated with this batch.

### Directory Notes:

For the next three options, the source directory must be available to the workstation processing the Start task, using the same directory path, in order to use the files. For the **Use in place** option, the source directory must be available to all operators, using the same directory path, in order to use the files.

The **Move to work directory** option moves selected files from the source directory to that waybill's subdirectory of the Falcon32 Waybill directory. The subdirectory name given is the name of the waybill being created.

The **Copy to work directory** option copies selected files from the source directory to that waybill's subdirectory of the Falcon32 Waybill directory. The subdirectory name given is the name of the waybill being created.

The **Use in place** option uses the selected files from the source directory.

Select the **Hide file after selecting** check box to assign the DOS hidden file attribute to files to indicate they were already selected and will not appear (or will be grayed out) in Windows Explorer or any Windows Open dialog when you click the **Select Files** button. This protects against selecting the same files. If this attribute is selected, a file will not be hidden if the waybill is cancelled before it is released, you decide to cancel and select other files, or if you perform the **Delete Waybill and Restore Imports** action.



**Note:** The **Hide file after selecting** option is only available if you select either the **Copy to work directory** or **Use in place** options.

The **Live directory** drop-down list allows you to select a previously selected directory to automatically load files into the workflow. ("Live" applies to directories that do not contain a fixed number of files because they are usually receiving new files.) Select **Browse...** from this drop-down list to locate the appropriate directory.

The **File Name** drop-down list allows you to select a previous wildcard specification from the list. If you need to select a different file name, type the file name but omit the file extension, typing either an asterisk or question marks as a wildcard, in order to select multiple files (e.g., 2007\_04\_\* or 2007\_04\_??).

The **Extension** drop-down list allows you to select an extension that is combined with the file selected in the **File Name** and **Live directory** (location) drop-down lists.

*Not yet implemented* If you need to select a different extension, select **New...** to open the **Create Custom Type List** dialog box and select an extension type from the supported file types listed.

## Operator

### Waiting for Work Fields

The following information defines each **Waiting for Work** field. See [Chapter 3, Operator Functions](#), to learn the operator functions for this dialog box.

Waiting for Work - OPER1	
Waybill ID:	20070405Thu203640484
Instructions to Operator	
Time Left:	0:00:00:16 seconds
Task type:	Create
Batch	DEM0190
Application	DEM019
<input type="checkbox"/> Expedite work	
<input type="checkbox"/> Do not run automated tasks	
<input type="checkbox"/> Always use the Waiting for Work dialog	
Actions	Counts
Accept	001
Reject	001
Break Time	0:00:00:00
Close	
Help	
(Your workstation is eligible for entry/verify and automated tasks.)	

**Figure 12** Waiting for Work dialog box.

## Chapter 4 Waybill Field Descriptions

The **Way bill ID** field displays the waybill file name.

The **Instructions to Operator** field can include supervisor instructions for a specific waybill.

The **Time Left** field counts down the time a dispatched job is available for the operator to accept before it is routed to the next available operator.

The **Task type** field indicates which stage of work the job is in: create, update, verify, extract, or archive. It can also display Auto (automated). Auto means the task will automatically run after the time expires to accept a task, eliminating the need for operator intervention.

The **Task type** field indicates the type of or stage of work the job is in: create, update, verify, extract, archive, or Auto (automated). Auto means the task will run after the time expires to accept a task, eliminating the need for operator intervention.

The **Batch** field indicates the batch name.

The **Application** field indicates the application name assigned to the batch.

The **Expedite work** check box is activated when the user first selects this option and then accepts a job. Once this job is complete and the user saves it, the **Accept** and **Reject** options disable so the operator can receive the next and subsequent jobs immediately. To enable the **Accept** and **Reject** options again, cancel the current job.

The **Do not run automated tasks** check box prevents the **Waiting for Work** dialog box from running automated tasks that your logon password may be eligible to run.

The **Always use the Waiting for Work dialog** check box automatically displays the **Waiting for Work** dialog box each time a user logs on and redisplay after each new job.

The **Accept** button picks up the dispatched job. The **Counts** field to the right lists the number of jobs accepted since logging on.

The **Reject** button rejects the dispatched job. (The same job does not appear immediately unless there are no other jobs.) The **Counts** field to the right lists the number of jobs rejected since logging on.

The **Break Time** button should be used after your current job is completed. Once activated, it defers all incoming jobs. (Though the currently dispatched job will automatically reject once you click **Break Time**, it will not count as a rejected job and can be dispatched to you again.) The **Counts** field to the right displays the cumulative break time since logging on.

The **Close** button returns you to the Falcon32 main menu. (The **Close** button displays instead of the **Logoff** button if a user manually opens the **Waiting for Work** dialog box using **Ctrl+E** or selecting **Batch>Waiting for Work...** from the Falcon32 main menu.

The **L**ogoff button logs you off from Falcon32.

The **E**xit button closes the **Waiting for Work** dialog box and returns to the Falcon32 main menu. (The **C**lose button displays instead of the **L**ogoff button if a user manually opens the **Waiting for Work** dialog box using **Ctrl+E** or selecting **Batch>Waiting for Work...** from the Falcon32 main menu.



# Appendix 1

## Robot ID

### *Add Robot ID to User Profiles (Logon Passwords)*

The following procedures show how to create a unique logon password (ROBOT) for automated waybill tasks. Automated waybill tasks include: setting up imaging batches (when importing and mounting images), running the waybill generator, quick verifying batches, extracting batches, and archiving files.

To add automated waybill permissions for an existing user, see the [Add Automated Waybill Permissions to Existing User](#) procedure later in this appendix.

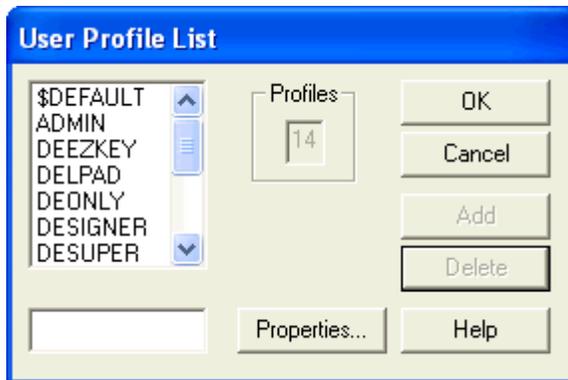
To create a unique logon password for automated waybill tasks:

1. Log onto Falcon32 as a Control User. To do this, type one of the predefined Logon IDs in the **Logon ID** field (OPER1, OPER2, OPER3) and then type either **POWER** in the **Password** field or leave the **Password** field blank.
2. Click **Logon** to launch the Falcon32 application.
3. From the Falcon32 main menu, select **Option >Security Properties...**  
The **Security Properties** dialog box opens.

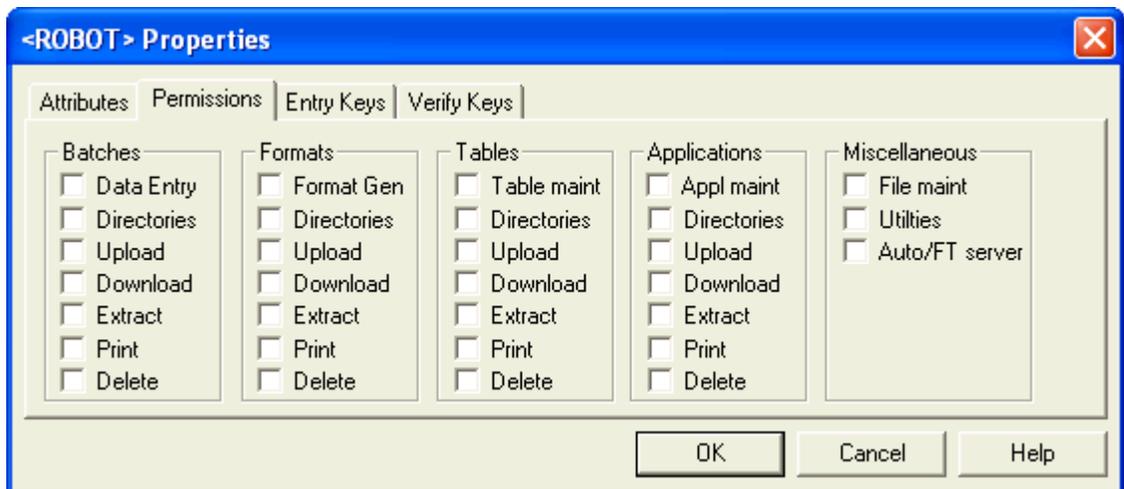
**Appendix 1**  
**Robot ID**



4. Click **Define User Profiles (Logon Passwords)**. The **User Profile List** dialog box opens.

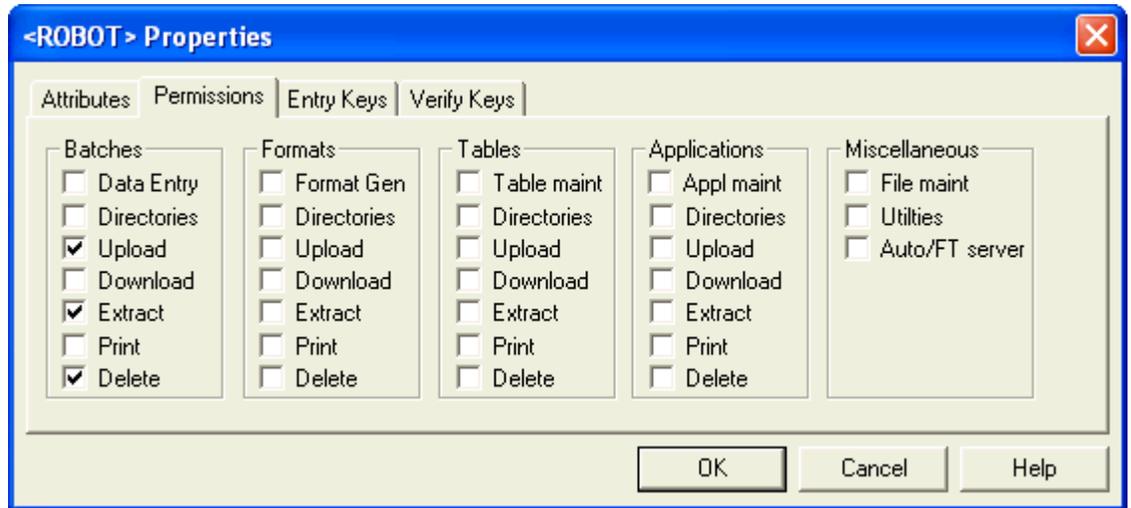


5. Type **ROBOT** in the blank field and click **Properties**. The **ROBOT Properties** dialog box opens, displaying the **Permissions** tab.

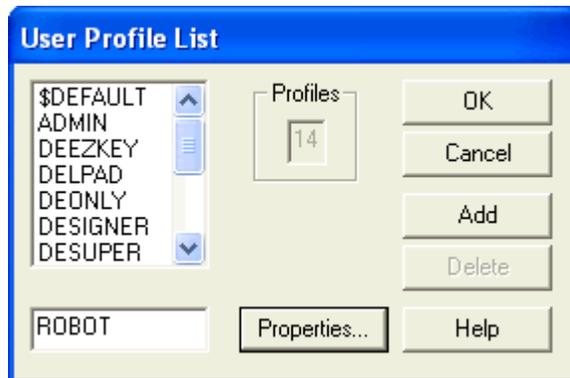


6. To create a password only for automated tasks that run immediately upon logon, select the **Upload**, **Extract** and **Delete** options from the **Permissions** tab, **Batches** column.

**Warning:** Make sure the **Data Entry** option in the **Batch** column is not selected because it causes a 30 second delay between automated batches AND sends the user entry and verify work.



7. Click **OK** to return to the **User Profile List** dialog box.



8. Click **Add** and then click **OK** to save.

## Add Automated Waybill Permissions to Existing User

Add permissions to existing users needing to log on and initiate tasks pre-specified as "automated" in a waybill assignment.

Automated waybill tasks include importing and mounting images, extracting batches, and archiving files and do not require a dedicated operator.

To add automated waybill permissions to an existing user profile (logon password):

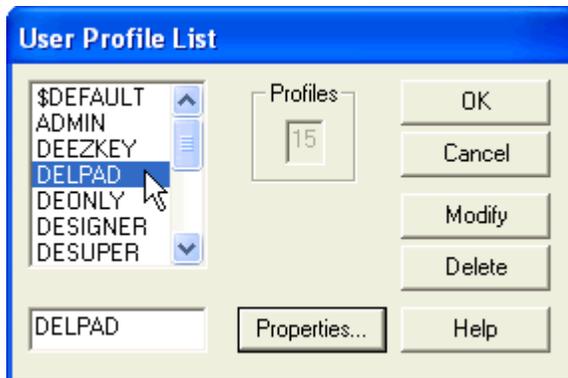
1. Log onto Falcon32 as a Control User. To do this, type one of the predefined Logon IDs in the **Logon ID** field (OPER1, OPER2, OPER3) and then type either **POWER** in the **Password** field or leave the **Password** field blank.

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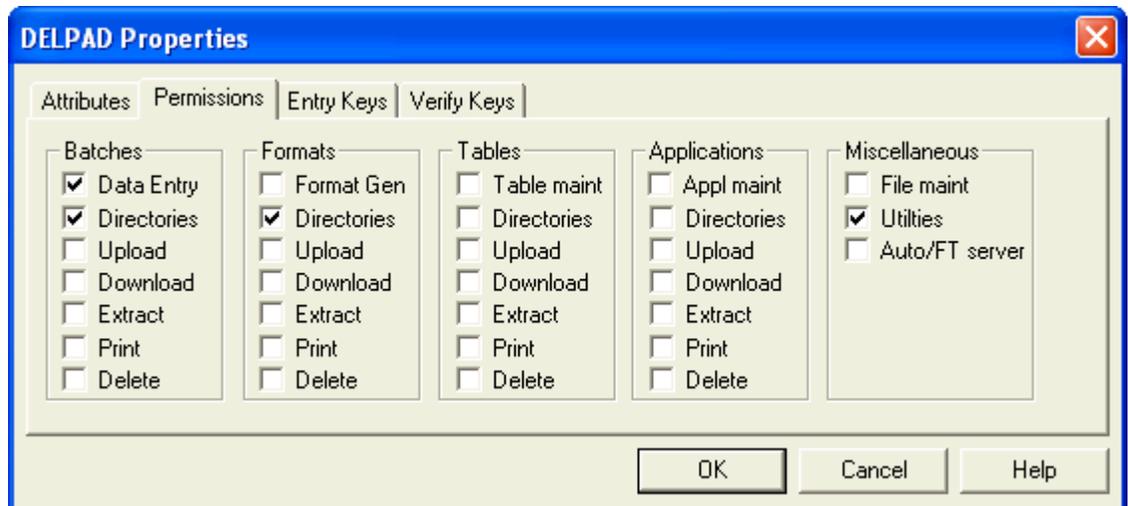
2. Click **Logon** to launch the Falcon32 application.
3. From the Falcon32 main menu, select **Option >Security Properties....**  
The **Security Properties** dialog box opens.



4. Click **Define User Profiles (Logon Passwords)**.  
The **User Profile List** dialog box opens.

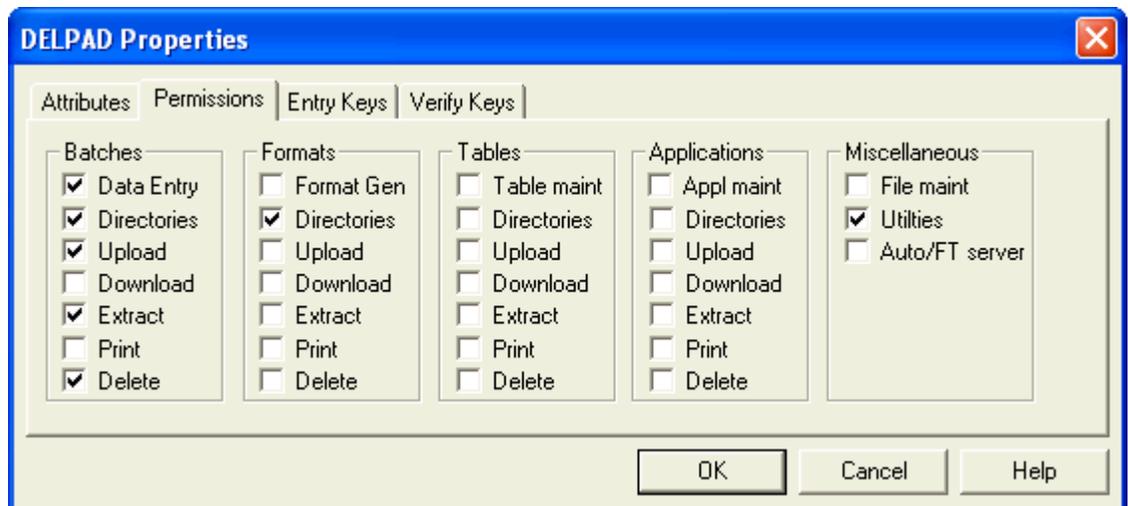


5. Select the existing user logon profile (this changes the **Add** button to a **Modify** button) and click **Properties**.  
The user logon **Properties** dialog box opens, displaying the **Permissions** tab.



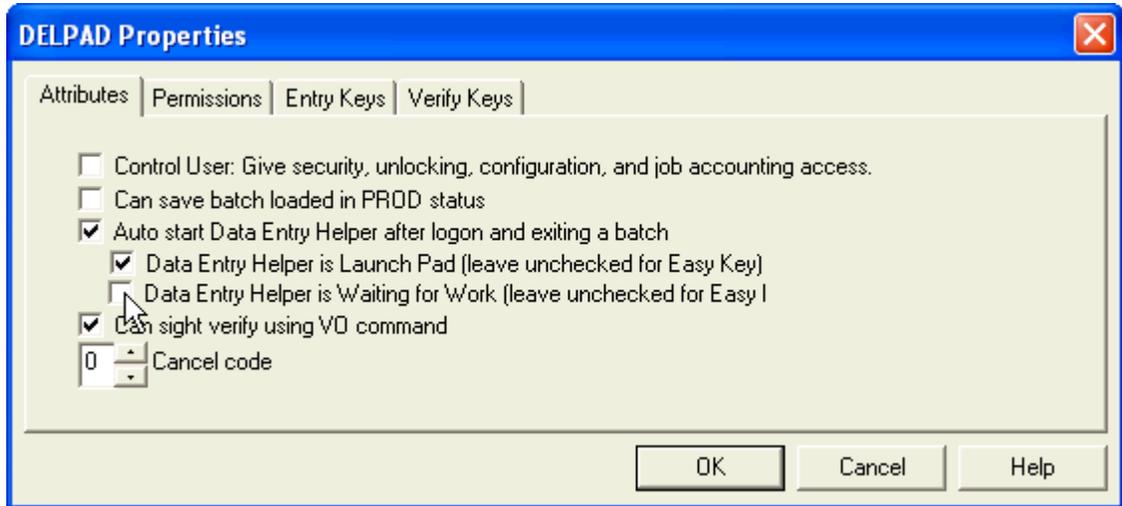
- To create a password for data entry, verify work, and automated tasks (up to 30 second delay between batches), select the **Data Entry**, **Upload**, **Extract** and **Delete** options from the **Permissions** tab, **Batches** column.

**Note:** To create a password only for automated tasks that run immediately upon logon, select the **Upload**, **Extract** and **Delete** options from the **Permissions** tab, **Batches** column AND clear the **Data Entry** check box. Since this password is used for data entry operators using the Launchpad dialog box, use the [Add Robot ID to User Profiles \(Logon Passwords\)](#) topic to create a dedicated automated task password.



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7. (Optional) To automatically open the **Waiting for Work** dialog box upon logon, select the **Data Entry Helper is Waiting for Work** check box in the **Attributes** tab.



8. Click **OK** to return to the **Security Properties** dialog box.



9. Click **OK** to save.

# Appendix 2

## Signatures

### Overview

Format signatures are a method by which Falcon32 can analyze the form depicted in an image and determine the format to be used to key or OCR the data in the image.

Signature analysis allows you to define a rectangular area, like a paper stencil. You apply that stencil to each image. If for example, you read "FORM-A" in the rectangle, you know it is FORM-A. This is the *signature* for FORM-A.

Now assume you have three forms. You cut out two more holes in the stencil. When you lay it on an image of FORM-A, one rectangle reveals "FORM-A" and the others "highlight" nonsensical wording but if you were to look at this stencil on an image of FORM-B, Form-B's rectangle would "highlight" "FORM-B." This "stencil" is called a format signature in Falcon32.

Falcon32 allows you to create two types of signature files, autograph books (.books) and format signature files (.sig). Both contain format signatures that operate as described above but they serve different purposes.

In an autograph book, each format signature also has the name of a Falcon32 application associated with it. So, when Falcon32 identifies FORM-A, it now knows that PAYABLE is the application required (along with format FORMA). Falcon32 can then either pre-record OCR data or start a batch. Falcon32 then uses the format it recognizes (in this case format FORMA used to key/OCR the FORM-A form), as the first format in the batch. Falcon32's autograph book only recognizes *the first image* in an image file and to assigns the application and the first format.

Falcon32 uses format signature files to determine the *next* format to assign to the *next* image in the image file. This works like format chaining, but it selects the next format not based on format order (sometimes called level order), but by examining the next image. When you start a batch using an application, Falcon32 searches for a format signature file

## Appendix 2 Signatures

with the same name as the application, and if located, automatically uses it. Since Falcon32 uses format signatures to determine the next format, format signatures generally work on the *second and subsequent images* in the image file. If you pre-record OCR or start a batch with an autograph book, programmatically assigning an application, for example, PAYABLE, Falcon32 uses the format signature file that corresponds to the assigned application, in this case, PAYABLE.SIG, for the second and subsequent images.

Autograph books can be used to pre-record OCR when the application is not known ahead of time by using the Mount Image Directory dialog box and the Select Image Files to Mount dialog box. You can also use autograph books to start a batch using the Easy Key dialog box: use function 5 (Create Image Batch) to specify the image file, press Enter, and then select an autograph book.

Format signature files can also be used to pre-record OCR, but by providing the name of the format signature file, you also specify the application of the same name. (Note that when pre-recording OCR using a format signature file, Falcon32 performs signature analysis on the first image in the image file using the format signature file to determine the first format.) As stated earlier, if a format signature file exists for the application assigned to a batch, Falcon32 automatically uses it. However, if a chain format is specified for a format in the batch or a format uses the FORMAT extended edit, Falcon32 will use the chain format name or FORMAT extended edit provided name and skip signature analysis. Signature analysis resumes on the next image, if possible.

## Create a Format Signature File

When keying from images, the Signature function allows you to create signature zones that tell Falcon32 where to look for text, marked fields (OMR), or barcode information on forms used to identify the form.

To perform signature analysis, complete the following for each sample form image: load each image, draw a signature zone around a static item, assign a recognition method, test the recognition method's readability (optional), and save.

**Chain and Extended Edit Note:** If a chain format is specified for a format or a format uses the FORMAT extended edit, Falcon32 uses the chain format name or FORMAT extended edit provided name and skips signature analysis. Signature analysis resumes on the next image, if possible.

**Warning:** You must first create a format and assign a sample image to the format.

To create one or more format signatures and zone tests:

1. Open an application.
2. On the **Imaging** menu, click **Signatures...**  
The **Format Signature Builder** dialog box opens.
3. Click **Zones**.  
The **Signature Zone Maintenance** dialog box opens.
4. Select a format from the **Format (sample Image)** list. Falcon32 displays only the formats for the application you opened which also have sample images.  
The form image displays in the **Image Pane** area, located on the right side of the dialog box. The image toolbar becomes active.
5. Use the mouse to draw a signature zone around a static item on the form that can uniquely identify it.  
The **Signature Zone Details** dialog box opens.
6. Type a recognizable zone name for that particular format in the **Name (required)** field. You can use up to 20 characters with spaces.
7. Click **OK**.  
The new zone displays in the **Zones** list.
8. (*Optional*) To test if the zone you defined captures the desired content, select the zone in the **Zones** list and click **Test**. To request the system view the zone contents differently, select the:
  - **Case sensitive** check box to show the text without converting the zone content to all uppercase; the zone content displays in the **Test Data** box as it appears on the form. Selecting or clearing the check box automatically initiates the different view.
  - **Ignore Spaces** check box to show the zone content without spaces. Selecting or clearing the check box automatically initiates the different view.

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**Note:** These settings are not remembered. If text doesn't accurately display, you may need to reposition or resize the zone.

9. Click **Save**.

The **Format Signature Builder** dialog box displays.

**Note:** If no "test suites" are assigned, the **Insert Test Suite** dialog box opens to insert at least one test. Perform the following bulleted items to create a "test suite," one or more tests the system performs while trying to identify, match, and process the correct formats and form images.

To insert subsequent tests, you must click **Insert** to open the **Insert Test Suite** dialog box and perform the following bulleted items.

- Type a recognizable test name (i.e., CMSformlabel) in the **Name** field, select the correct zone from the **Zone** list, and then click **Insert**.  
The new test opens in the **Test Suite** dialog box, with the cursor positioned in the **Format to test for signature** list.
- From the **Format to test for signature** list, select the format that will be used if the format signature matches. By default, Falcon32 displays the first format in the application automatically.
- Click **Insert** to create a single test of the signature zone.  
The **Insert Signature Test** dialog box opens.
- Click **Fill from Zone** to populate the **Data** area and then delete any content you do not want matched. So long as the data is unique in the zone on this form and on other forms that might be tested, the smaller the data the better to minimize recognition errors. For example, in "ATTENDING DENTIST'S STATEMENT DELTA 105 REV. 7189", "105 REV. 7189" would be sufficient and probably unique.
- Keep the **Ignore Spaces** check box selected to give the system the best chance of recognizing the data by eliminating judgement as to the spacing between letters.
- Click **Insert** to save the **Data** area's zone test content.
- Click **Close** to exit the **Insert Signature Test** dialog box.  
The **Test Suite** dialog box displays with the accepted test in the **Tests** list, with a list of columns that specify the test attributes.  
**Note:** Because recognition software sometimes identifies "0" as "O" and "1" as "l", etc., you may need to add additional tests.
- Click **Save**.  
The **Insert Test Suite** dialog box redisplay.
- Click **Close**.  
The **Format Signature Builder** dialog box redisplay.

10. Click **Save**.

The application list of formats redisplay.

11. Click **Close** on the **File** menu to close the application and return to the Falcon32 main menu.

## Modify an Existing Zone Test for a Format Signature

You can modify an existing zone test for a format signature by:

- editing the test content.
- changing how the test is processed (i.e., the order, recognize some or the entire content).

To modify an existing zone test:

1. Open an application.
2. On the **Imaging** menu, click **Signatures...**  
The **Format Signature Builder** dialog box opens.
3. Select a zone test name (**Name** column) for the signature zone name (**Zone** column) to modify.
4. Click **Modify**.  
The **Test Suite** dialog box opens, displaying the selected zone test.
5. Click **Modify**.  
The **Modify Signature Test** dialog box opens, displaying the zone content the system uses for matching a format signature.
6. Modify one or more of the following test search parameters for a format signature using the **Action** list:
  - **No Match**: test passes if the zone content does not match the test data.
  - **Immediate Match**: test passes if some or all of the zone content matches the test data.
  - **Group Match**: test passes only if some or all of the zone content, for all Group Match tests, matches the test data.
  - **Must be this**: test passes if the zone content matches the test data exactly.
  - **Default**: Test passes regardless of zone content and marks batch with an OCR error code.
  - **Match All**: Test passes regardless of zone content except it does not mark the batch with an OCR error code.

**Qualifiers** area:

- **Case sensitive** check box specifies that the system should not convert zone content to all uppercase before running a comparison; zone test content is checked as it appears on the form, whether mixed case or all uppercase. This is useful when the only distinction between two forms may be a case difference.
- **Ignore Spaces** check box specifies that the system should remove spaces in the zone contents before running a comparison.

**Data** area:

- Delete or add any content.

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7. Click **Modify**.  
The **Test Suite** dialog box displays.
8. Click **Save**.  
The **Format Signature Builder** dialog box redisplay.
9. Click **Save**.  
The application redisplay.
10. Click **Close** on the **File** menu to close the application and return to the Falcon32 main menu.

### *Delete an Existing Zone Test for a Format Signature*

You can delete a zone test for a format signature.

To delete a zone test:

1. Open an application.
2. On the **Imaging** menu, click **Signatures...**  
The **Format Signature Builder** dialog box opens.
3. Select the name (**Name** column) of the test suite you wish to delete for a particular signature zone (**Zone** column).
4. Click **Delete**.  
The test suite is removed from the list.  
**Note:** If you want to also delete the zone associated with the test suite, delete the zone in the **Signature Zone Maintenance** dialog box after you delete all its tests suites. To cancel delete actions, click **Cancel**.
5. Click **Save**.  
The application redisplay.
6. Click **Close** on the **File** menu to close the application and return to the Falcon32 main menu.

## Change Zone Test Order for Format Signatures

The **Up** and **Down** buttons change the order a signature test is run.

To change the order:

1. Open an application.
2. On the **Imaging** menu, click **Signatures...**  
The **Format Signature Builder** dialog box opens.
3. Select a test.
4. Click **Up** to move the zone test toward the top of the list, causing it to run before the tests below it.
5. Click **Down** to move the zone test toward the bottom of the list, causing it to run after the tests above it.
6. Click **Save**.  
The application redisplay.
7. Click **Close** on the **File** menu to close the application and return to the Falcon32 main menu.

## Open an Autograph Book

You can open existing autograph book (.book) files.

To open a .book file:

1. Select **Imaging > Open Autograph Book** from the main menu.  
The **Open Autograph Book** dialog box opens up to the format (.fmt) directory where all .book files are stored.
2. Select a .book file and click **Open**.  
The **Autograph Signature Builder** dialog box opens.

## Create a New Autograph Book

You can create an autograph book (.book) file, a collection of format signatures that identifies the application that could be assigned a batch for keying; the .book file also identifies the first format in a batch. Typically, you will associate two or more applications to each autograph book. (You can access a .book file to create a batch using the **Easy Key** dialog box.)

**Pre-recording OCR Note:** A .book file is required in order to pre-record OCR data while mounting file images. Pre-recording OCR allows you to run OCR on one workstation to play back on another machine. This saves the data entry operator for having to wait while OCR is done before the next image is presented. In this scenario, an OCR license is not required on the playback machine.

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Before you begin, you must assign form images to all formats in all applications you will assign to the autograph book. Additionally, you should also have a list of formats that correspond to the first image in the image files you will be using for data entry. (It is the first image in the image file that Falcon32 uses to determine which application to assign.)

To create a .book file:

1. Select **Imaging > New Autograph Book** from the main menu.  
The **Signature Zone Maintenance** dialog box opens.
2. Select a format from the **Format (sample image)** list that will be assigned to the application you will include in the autograph book.  
The **Image Pane** displays the sample image for the format. The image toolbar becomes active.  
**Note:** If your input image files will always have a header image, select the format representing that, otherwise you will need to add all the formats for the application by repeating these steps.
3. Use the mouse to draw a signature zone around static text that can uniquely identify the form.  
The **Signature Zone Details** dialog box opens.
4. Type a recognizable zone name for that particular format in the **Name (required)** field. You can use up to 20 characters with spaces.
5. Click **OK**  
The new zone displays in the **Zones** list of the **Signature Zone Maintenance** dialog box.
6. (*Optional*) To test if the zone you defined captures the desired content, select the zone in the **Zones** list and click **Test**. To request the system view the zone contents differently, select the:
  - **Case sensitive** check box to show the text without converting the zone content to all uppercase; the zone content displays in the **Test Data** box as it appears on the form. Selecting or clearing the check box automatically initiates the different view.
  - **Ignore Spaces** check box to show the zone content without spaces. Selecting or clearing the check box automatically initiates the different view.**Note:** These settings are not remembered. If text doesn't accurately display, you may need to reposition or resize the zone.
7. Repeat steps 2-6 for all the formats in all the applications you want to support.  
**Note:** It is allowed if two forms have a form ID in the same place; ensure each signature zone is sized and positioned so the zones do not overlap but still fit within the form image. You will later test the zone twice, looking for the ID.
8. Click **Save**.  
The **Insert Test Suite** dialog box displays. (This automatic, since you have defined no test suites yet. In the future, you will need to click the **Insert** button on the **Autograph Builder** dialog box first.)

9. In the **Name** field, type a recognizable zone test name (up to 20 characters including spaces).
10. Select the signature zone name from the **Zone** list.
11. Click **Insert**.  
The new test for the zone opens the **Test Suite** dialog box, with the cursor positioned in the **Application** combo box.
12. Select the correct application for this format from the **Application** list.  
The **Format to test for signature** combo box populates with a format. If there are multiple formats in the application, choose the format you want to test from the list.
13. Click **Insert**.  
The **Insert Signature Test** dialog box opens.
14. You can change the zone test in the following manner:
  - The **Action** list allows you to specify how to perform a test for a format signature.
  - The **Qualifiers** check boxes allow a user to alter how the system will compare the signature zone to the test data: **Case Sensitive** (will not convert the zone contents to uppercase during a search because the only distinction between forms may be a case difference), **Ignore Spaces** (default, performs a search without recognizing spaces in the zone content) and **Fuzzy** (not applicable at this time).  
**Note:** The default options (**Ignore Spaces** is selected and **Case Sensitive** is not selected) perform the most reliable test.
  - The **Zones** button opens the **Signature Zone Maintenance** dialog box, allowing the user to insert, modify, or delete signature zones.
  - Clicking the **Fill From Zone** option performs character recognition on the signature zone text and displays in the **Data** field. Modify test data in the **Data** field to alter what is tested.
15. Click **Insert**.
16. Click **Close** to exit the **Insert Signature Test** dialog box and return to the **Test Suite** dialog box.  
The **Test Suite** dialog box displays the accepted test in the **Tests** area with a list of columns, specifying the test attributes.
17. To add further tests using the same signature zone specified in step 10, click the **Insert** button and repeat steps 12-16.
18. Click **Save** to exit the **Test Suite** dialog box.  
The **Insert Test Suite** dialog box redisplay
19. To create tests that use other signature zones, repeat steps 9-18.
20. Click **Close** to exit the **Insert Test Suite** dialog box.
21. Click **Save** to save updates and close the **Autograph Signature Builder** dialog box.  
The **Save Autograph Book** dialog box displays showing the contents of the Falcon32 format directory.

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**Warning:** Since all signature files are stored in this location, do not save in another location.

22. Type an autograph book name in the **File name** field.
23. Click **Save**.

### *Pre-record OCR While Mounting Image Files*

You can pre-record any recognition method (OCR, IMR, OMR, barcodes), including OMRGRP edits, while mounting individual image files. Pre-recording OCR allows you to run OCR on one workstation to play back on another machine. This allows entry operators to avoid a pause between pages when Falcon32 recognizes text on the next image. This is also a way of associating a number of image files into one that contains all the images necessary for a batch. In this scenario, an OCR license is not required on the playback machine.

**Warning:** You must create a format signature file (.sig) to pre-record OCR data while mounting image files. To automatically recognize the associated application based on the first image, you must also create an autograph book (.book) file.

To use OCR while mounting file images:

1. On the **Imaging** menu, click **Mount Images**.  
The **Mount Image Directory** dialog box opens.
2. Click **Select Files**.  
The **Select Image Files to Mount** dialog box opens to the .dat directory.
3. Select the **Pre-record OCR** check to run character recognition while mounting the image files you select.  
The **Detect** and **Select signature file** areas display at the bottom of the dialog box.  
**Note:** The output file will have an **.FMI.OCR** extension.
4. Falcon32 can automatically determine the application to assign to the batch, or you can implicitly assign one. Do one of the following:
  - Select the **Application and its formats** option to select an application signature file (.book) from the **Select Signature File** list. Falcon32 will use this file and the first image to select the application to assign the batch and to select the first format needed for the image. Falcon32 will then proceed to use the format signature file (.sig) associated with the programmatically selected application.
  - Select the **Formats for a specific application** option to select a format signature file (.sig), associated with the application you want to open, from the **Select Signature File** list. This assigns the associated application to the batch. Formats are assigned to each image using the format signatures in the format signature file.
5. After selecting either a .book or .sig file from the **Select signature file** list, select any number of files in the file directory shown. If necessary, you can navigate to another directory to pick files.

**Note:** To select nonadjacent files, click one file, and then hold down the **Ctrl** key and click each additional file. To select adjacent files, click the first file in the sequence, and then hold down the **Shift** key and click the last file.

6. Click **Open**.  
The **Mount Image Directory** dialog box is revealed, displaying the list of selected images, the location of the source image file, and the destination directory.
7. Click **Mount** to copy files to the **Mount** directory.  
Falcon32 generates a report within seconds.
8. Click **Cancel** to exit the **Mount Image Directory** dialog box and read the output report.
9. (Optional) Print the output report by selecting **Print...** from the **File** menu and once the **Print** dialog box opens, click **OK**.
10. (Optional) Select **Save** from the **File** menu.  
The **Save As** dialog box opens.
11. Type a filename and click **Save**.  
The **.rtf** file saves in the default **.dat** folder location.
12. Select **Close** from the **File** menu to close the output report and return to the Falcon32 main menu.

## *Merge Individual Image Files to One Multi-page Image File*

You can merge individual image files into one multi-page image file. If the images are not compressed, this will compress the images and aid performance at the entry workstation. Merging can be an effective method of creating image files which correspond to a single batch, aiding the data entry operator. Merged images are created in a directory containing only merged files.

To merge individual file images into one large multi-page image file:

1. On the **Imaging** menu, click **Mount Images**.  
The **Mount Image Directory** dialog box opens.
2. Click **Select Files**.  
The **Select Image Files to Mount** dialog box opens to the **.dat** directory.
3. Select two or more image files.

**Note:** To select nonadjacent files, click one file, and then hold down the **Ctrl** key and click each additional file. To select adjacent files, click the first file in the sequence, and then hold down the **Shift** key and click the last file.

4. Select the **Merge to one file** option to attach all selected file images into one output file.  
**Note:** This action creates a new file with the following naming convention: the name of the first and last file and in parentheses, the number of images.

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5. Click **Open**.  
The **Mount Image Directory** dialog box is revealed, displaying the list of selected images, the location of the source image file, and the destination directory.
6. Click **Mount** to copy files to the **Mount** directory.  
Falcon32 generates a report within seconds.
7. Click **Cancel** to exit the **Mount Image Directory** dialog box and read the output report.
8. (Optional) Select **Save** from the **File** menu.  
The **Save As** dialog box opens.
9. Type a filename and click **Save**.  
The **.rtf** file saves in the default **.fmt** folder location.
10. Select **Close** from the **File** menu to close the output report and return to the Falcon32 main menu.

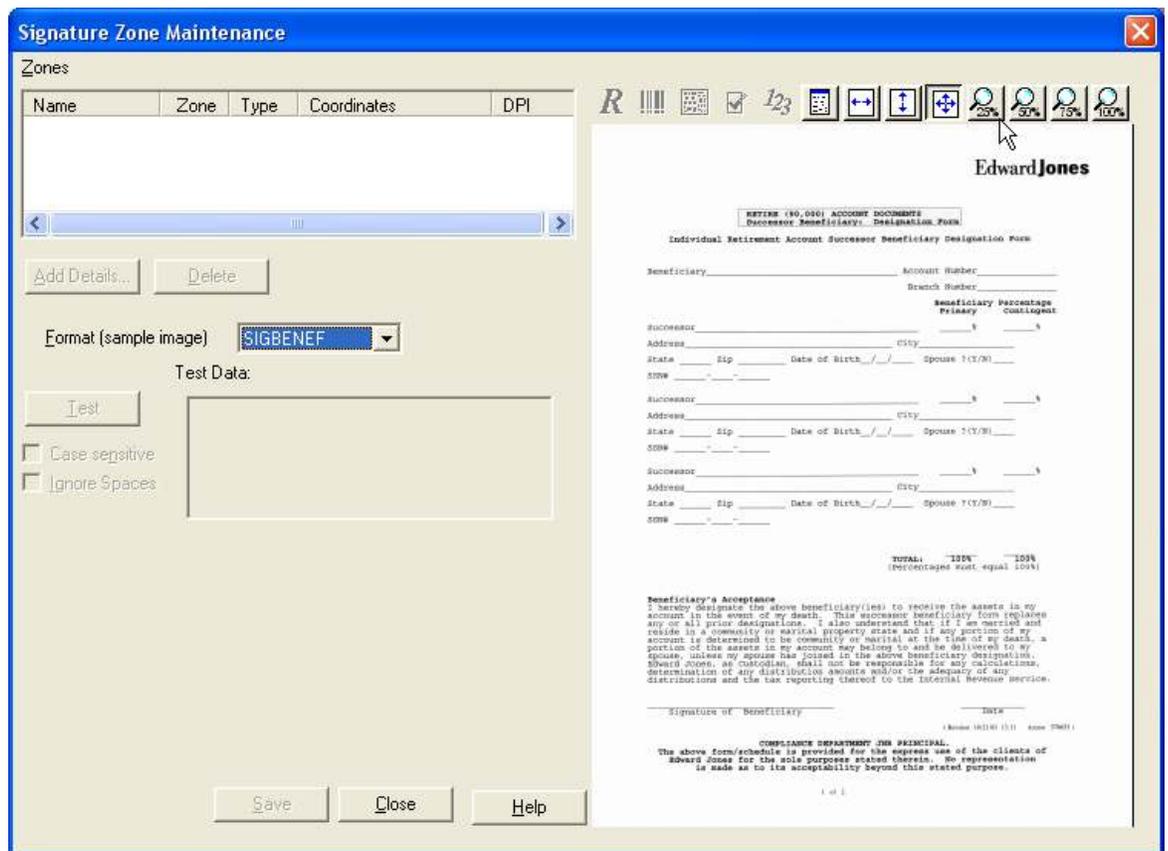
## Signature Zone Maintenance Dialog Box

The **Signature Zone Maintenance** dialog box allows you to create signature zones that tell Falcon32 where to look for text, marked fields (OMR), or barcode information on forms that can be used to identify the form. To perform signature analysis, perform the following for each sample form image: load each image, draw a signature zone around a static item, assign a recognition method, test the recognition method's readability (optional), and save.

**Chain and Extended Edit Note:** If a chain format is specified for a format or a format uses the FORMAT extended edit, Falcon32 uses the chain format name or FORMAT extended edit provided name and skips signature analysis. Signature analysis resumes on the next image, if possible.

**Warning:** You must first create a format and assign a sample image to the format.

## Signature Zone Maintenance Dialog Box



The **Zones** list contains the following column data for the signature zone you create for each form image:

- **Name** displays the signature zone name.
  - **Zone** displays the numeric location of the signature zone in the image pane. The number can change and is not significant except to help you map the name to the signature zone on the image.
  - **Type** identifies the recognition method used to read information from the image. It can read OCR, OMR, BAR, or 2D (2-dimensional barcode). OMR, BAR and 2d is not yet implemented.
- **Coordinates** shows the signature location relative the upper left corner of the image. The upper left corner of the zone is shown in parentheses and its dimensions follow.
- **DPI** displays the dots per inch resolution of the form image that corresponds to the signature zone. 300 DPI is recommended, though a range is allowed. If all samples do not share the same DPI, inaccuracies in the workflow may result.

**Add Details** displays a dialog box allowing you to change the recognition method, location, and size of a specific zone. Not implemented.

**Delete** removes the selected signature zone from the **Zones** window.

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The **Format (sample image)** list contains a list of formats containing at least one form image. Select from the list to display the corresponding sample image and draw or modify the corresponding signature zone. Select other images to ensure the zone doesn't contain matching information from another form.

*Autograph Signatures:* All formats that are available (that contain at least one assigned form image) display in this list.

*Format Signatures:* Displays formats already attached to the active (open) application.

The **Test** button allows you to run recognition on the signature zone selected from the Zone list. View the test results in the **Test Data** window to determine whether the zone is positioned correctly.

**Note:** If you want to test the results of a different image, select the image from the **Zones** list.

The **Test Data** window records the results of clicking the character recognition **Test** button.

The **Case sensitive** check box modifies the recognition data to not convert data to all uppercase. Selecting or clearing the check box automatically initiates another test.

The **Ignore Spaces** check box modifies the character recognition test to not include spaces. Selecting or clearing the check box automatically initiates another test.

The **Image Pane** displays the form image that is selected from the **Format (sample image)** list and a toolbar that contains character recognition and image size functions. All previously defined signature zones display – regardless of what image they were drawn on. This allows you to ensure that a zone intended to recognize one form doesn't accidentally contain the same data on a different form. All images in a data entry project share the same character recognition space and cannot overlap. You can resize these signature zones. Because images vary in size, predefined signature zones from other images may not appear because they are partially or completely outside the image area displayed. If this is the case, they will be ignored for signature analysis.

The **Font (machine-generated)**  icon recognizes text generated by typesetting, laser printing, fax, and dot matrix printers at Letter Quality or Near Letter Quality.

The **Barcode**  icon specifies the image contains from 1-10 one-dimensional barcodes. The output is numeric. (Falcon32 does not recognize text inside barcode zones; this text slows the character recognition rate.)

Supported barcodes are: CODE 39 (Code 3 of 9), CODABAR, ITF (2 of 5 interleaved), CODE 128, UCC Code 128, Code 2 of 5, Code 93, UPC-A, UPC-E, EAN-13, and Postnet.

The **2D Barcode**  icon specifies the image contains a single PDF 417 barcode. These barcodes can produce up to 2000 characters. Due to record size limitations, Falcon32 accepts up to 1024 characters.

## Signature Zone Maintenance Dialog Box

The **Check box**  icon specifies a non-text zone and recognition determines if the check box is selected or cleared.

The **Numbers Only**  icon indicates to recognition that the field contains only numbers; this improves character recognition accuracy.

The **Show/Hide Image Preview**  icon displays a full preview of the image in the **Image Pane**. Move the blue square around the image preview, using a mouse, and the image in the **Image Pane** moves to that area.

The **Fit Horizontal**  icon fits the image to the current **Image Pane** width.

The **Fit Vertical**  icon fits the image to the current **Image Pane** height.

The **Fit in Window**  icon fits the image to the current **Image Pane** dimensions.

The **Zoom 25%**  icon allows you to view the image at 25% of its original size.

The **Zoom 50%**  icon allows you to view the image at 50% of its original size.

The **Zoom 75%**  icon allows you to view the image at 75% of its original size.

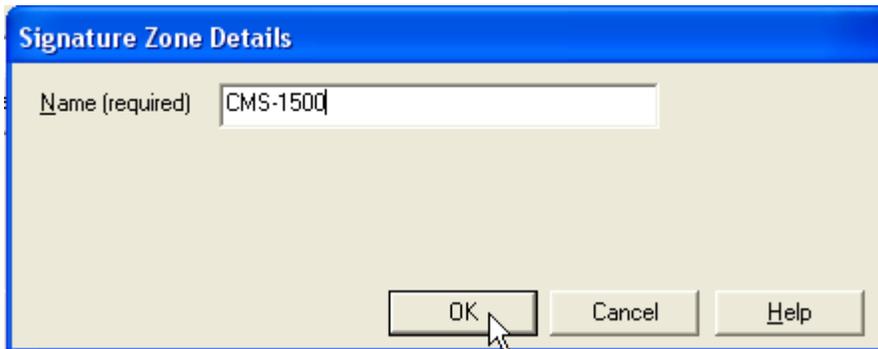
The **Zoom 100%**  icon allows you to view the image at 100% of its original size.

**Save** retains all signature zone changes.

**Close** discards signature zone changes.

**Help** opens online Help.

## Signature Zone Details Dialog Box



The **Name (required)** field allows you to name the newly defined zone.

**OK** saves the name.

**Cancel** closes the dialog box.

**Help** opens online Help.

## Insert Test Suites Dialog Box

This dialog box displays when inserting a signature test.



Specify a unique zone test name (up to 20 characters) in the **Name** field.

Select the signature zone name from the **Zone** list.

If applicable, the **Message** area displays status messages.

Click **Insert** to accept the zone name, insert this test, and display the **Test Suite** dialog box to define individual tests to determine which format corresponds to the tested image.

Click **Zones** to open the **Signature Zone Maintenance** dialog box and insert, modify, or delete signature zones.

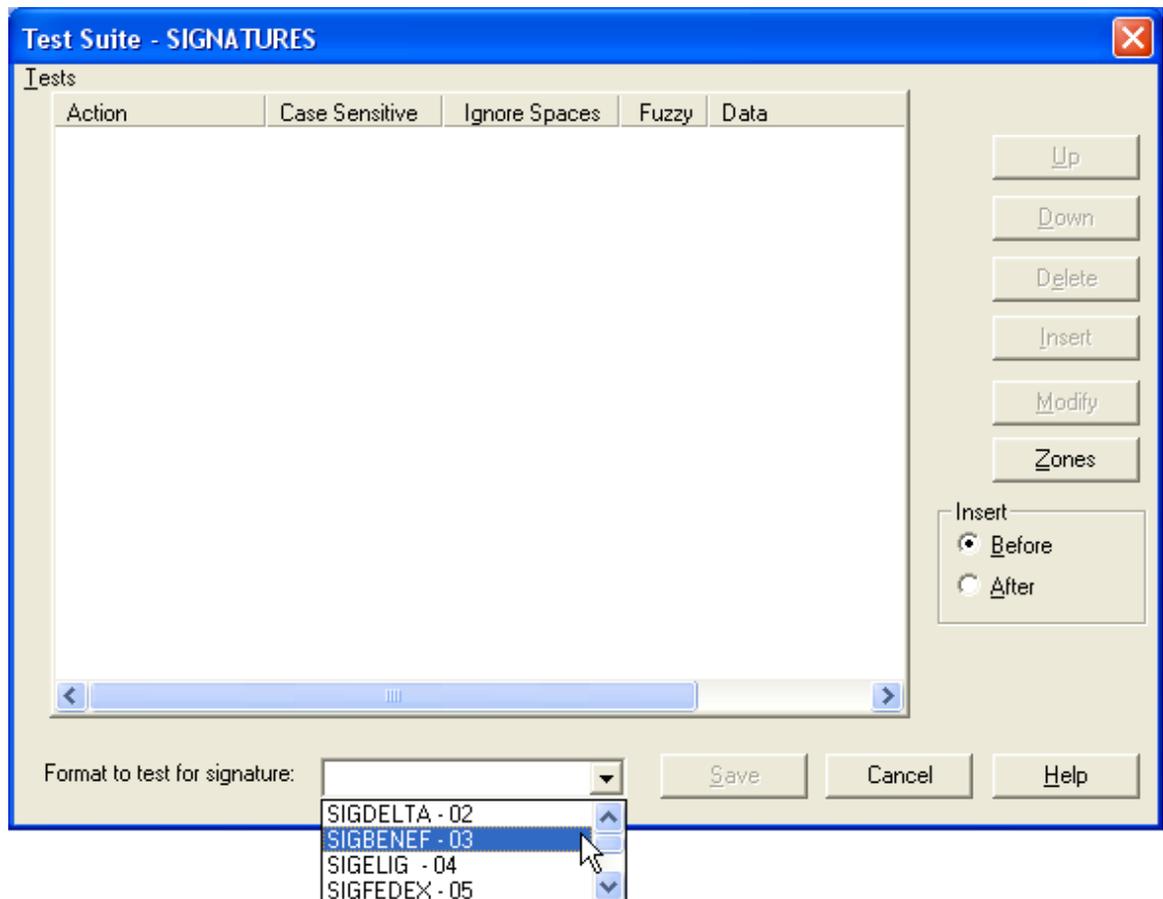
**Cancel** closes the dialog box.

**Help** opens online Help.

## Test Suite Dialog Box

The **Test Suite** dialog box allows you to insert a test, set and test the recognition method, determine the test run order, and delete a test.

*Autograph books only:* It also allows you to assign an application to a batch once the tests in the **Test Suite** dialog box pass.



The **Test** list contains the following column data for the format or application signature zone displayed. You can double-click an item in this column to open the **Modify Signature Test** dialog box and specify the following tests:

- The **Action** column allows you to specify how Falcon32 will perform the test for a format signature. If you want to perform a variety of different tests, make sure the **Match All** or **Default** test parameters are not specified because they override all other test parameters.
  - **No Match:** test passes if the zone content does not match the test data.
  - **Immediate Match:** test passes if some or all of the zone content matches the test data.
  - **Group Match:** test passes only if some or all of the zone content, for all Group Match tests, matches the test data.
  - **Must be this:** test passes if the zone content matches the test data exactly.

## Appendix 2 Signatures

- **Default:** Test passes regardless of zone content and marks the batch with an OCR error code.
- **Match All:** Test passes regardless of zone content except it does not mark the batch with an OCR error code.
- The **Case Sensitive** column indicates whether Falcon32 converts the zone contents to uppercase before the test data searches for matching zone content.
- The **Ignore Spaces** column indicates whether spaces are ignored (Yes) or read in the zone content (No) when the test data searches for matching zone content.
- The **Fuzzy** column identifies this item is an alternate, possible match. Not yet implemented.
- The **Data** column specifies the test data used to compare against zone content.  
(*Autograph books only*) The **Application** list displays autograph book (.book) files. If the tests in this **Test Suite** dialog box pass, Falcon32 assigns the selected .book file to the batch.

Select a format from the **Format to test for signature** list.

### Reminders:

*Format signatures:* This list displays available formats only for the application being edited.

*Autograph book:* This list only displays formats for the application you select from the Application list.

**U**p moves the signature test toward the top of the list, causing the test to run before the tests below it.

**D**own moves the signature test toward the bottom of the list, causing the test to run after the tests above it.

**D**elete removes the signature test. (To cancel a delete action, click **C**ancel.)

The **I**nsert button opens the **Insert Signature Test** dialog box and places a new test before or after the highlighted selection in the **T**est list, depending upon the **I**nsert option (**B**efore or **A**fter) selected.

**M**olify opens the **Modify Signature Test** dialog box, allowing you to alter the selected test.

Use the **I**nsert options **B**efore and **A**fter in conjunction with the **I**nsert button option to place a new test before or after the signature highlighted in the **T**ests list.

**S**ave allows you to save all changes.

**C**ancel ignores all changes and closes the dialog box.

**H**elp opens online Help.

## Insert/Modify Signature Test Dialog Box

The **Insert/Modify Signature Test** dialog box, allows you specify/alter test data in a signature zone.

The **Insert Signature Test** dialog box features a blue title bar and a light beige background. It includes the following controls:

- Test Number:** A text input field containing the number '1'.
- Action:** A dropdown menu currently set to 'Immediate match'.
- Qualifiers:** Three checkboxes: 'Case Sensitive' (unchecked), 'Ignore Spaces' (checked), and 'Fuzzy' (unchecked).
- Data:** Two buttons: 'Fill from Zone' and 'Zones'.
- Text Area:** A large empty rectangular text area for entering test data.
- Buttons:** 'Insert', 'Close', and 'Help' buttons located at the bottom right.

The **Modify Signature Test** dialog box has the same layout as the Insert dialog box but with the following differences:

- Test Number:** The text input field contains '1'.
- Action:** The dropdown menu is set to 'Immediate match'.
- Qualifiers:** The same three checkboxes as in the Insert dialog.
- Data:** The 'Fill from Zone' and 'Zones' buttons are present.
- Text Area:** The text area now contains the text 'DELTA105'.
- Buttons:** The bottom row of buttons includes '<< Previous', 'Modify', 'Next >>', 'Close', and 'Help'.

The **Test Number** indicates the order in which the test will be performed in the test suite.

The **Action** combo box allows you to specify how to perform a test for a format signature. Tests are always in the order listed below. Because certain tests prevent initiating other tests, only valid tests display in the combo box. For example, **Immediate Match** always precedes **Group Match** and if you select the **Default** or **Match All** option, you cannot insert any other type of test.

## Appendix 2 Signatures

- **No Match:** test passes if the zone content does not match the test data.
- **Immediate Match:** test passes if some or all of the zone content matches the test data.
- **Group Match:** test passes only if some or all of the zone content, for all **Group Match** tests, matches the test data.
- **Must be this:** test passes if the zone content matches the test data exactly.
- **Default:** If selected, this is the only allowable test in the test suite. Test passes regardless of zone content and marks batch with an OCR error code.
- **Match All:** If selected, this is the only allowable test in the test suite. Test passes regardless of zone content except it does not mark batch with an OCR error code.

Select the **Case Sensitive** check box to specify that Falcon32 convert the zone contents to uppercase before the test data searches for matching zone content.

Select the **Ignore Spaces** check box to specify that Falcon32 ignore spaces in the zone content when the test data searches for matching zone content.

Select the **Fuzzy** check box to perform alternate possible matches. Since recognition returns more than one result for each character position, Falcon32 compares and lists alternate possible matches for questionable characters. Not yet implemented.

The **Data** window allows the user to specify or alter the signature text.

The **Fill from Zone** option fills the **Data** window with the zone contents on the format sample image. Use this option to more accurately uncover inconsistencies in recognized text based on font.

The **Zones** option opens the **Signature Zone Maintenance** dialog box, allowing the user to insert, modify, or delete signature zones.

(*Modify only*) **P**revious and **N**ext displays the previous and next test from the **Test** window.

(*Modify only*) **M**odify allows you to save all changes.

(*Insert only*) **I**nsert allows you to insert a signature test.

**C**lose cancels actions and closes the dialog box.

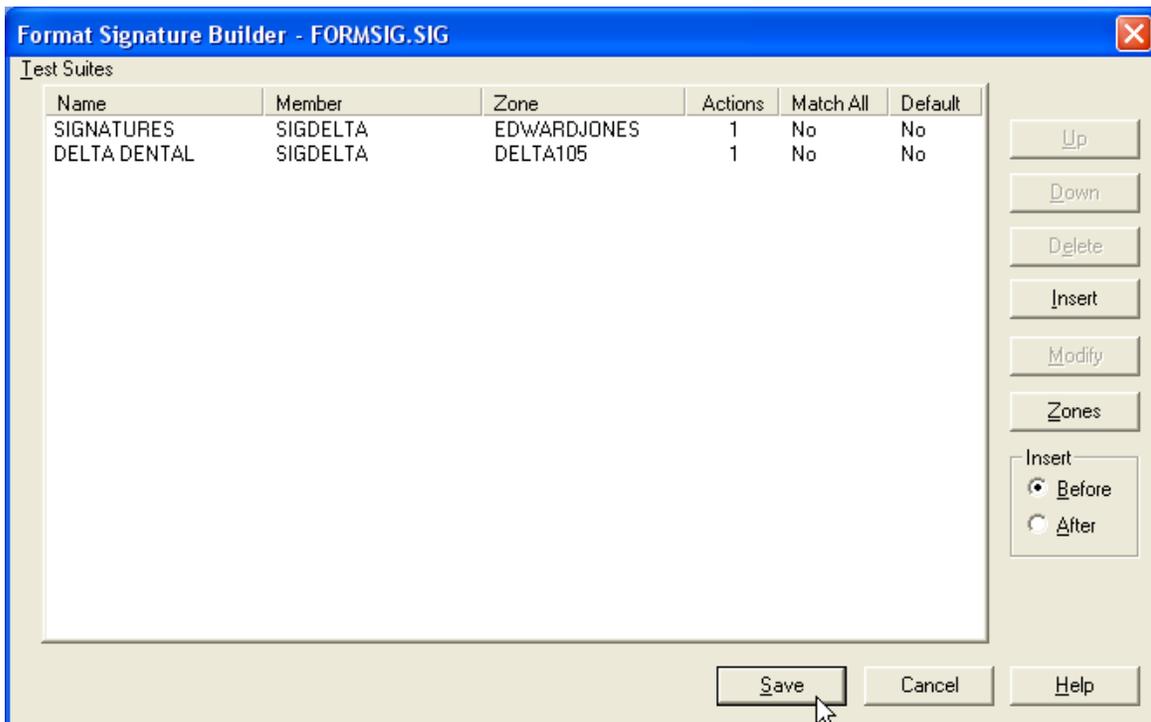
**H**elp opens online Help.

## Format/Autograph Signature Builder Dialog Box

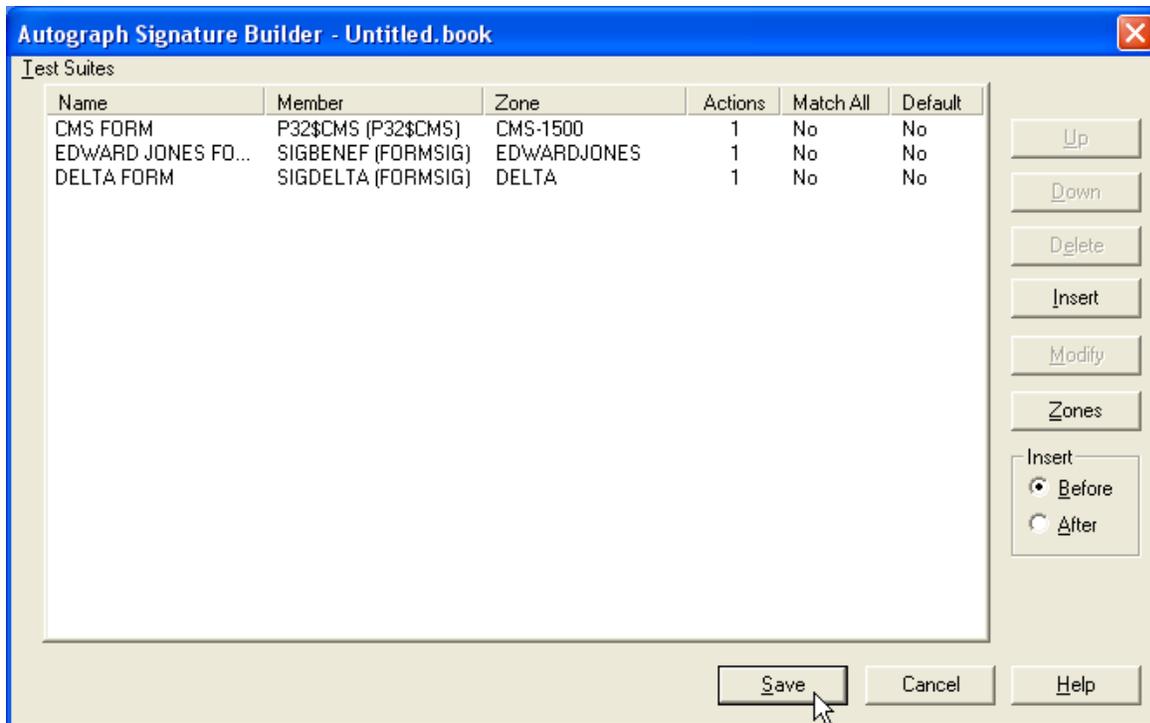
The **Format Signature Builder** dialog box and the **Autograph Signature Builder** dialog box are very similar dialog boxes, but modify different files.

*Format Signature Builder:* allows you to update existing format signature (.sig) files for an application.

*Autograph Signature Builder:* allows you to update format signatures stored in a standalone autograph book (.book) file.



## Appendix 2 Signatures



The **Test Suite** window contains the following column data for the displayed format signature zones in a format.

- The **Name** column displays the test suite name.  
**Note:** In addition to clicking **Modify**, you can double-click a row in the **Name** column to open the Test Suites dialog box.
- *Format Signature Builder:* The **Member** column displays the format name.
- *Autograph Signature Builder:* The **Member** column displays the format name, and (in parentheses) the name of the application.
- The **Zone** column displays the zone name the system uses to check the format signature.
- The **Actions** column displays the number of test suites (tests) defined to identify a format.
- If the **Match All** column is Yes, it identifies that a test will pass, regardless of zone content, except it does not mark the batch with an OCR error code. If selected, this is the only allowable test.
- If the **Default** column is Yes, it identifies that a test will pass, regardless of zone content, except it marks the batch with an OCR error code. If selected, this is the only allowable test.

**Up** moves the signature test toward the top of the list, causing it to run before the tests below it.

## Format/Autograph Signature Builder Dialog Box

**D**own moves the signature test toward the bottom of the list, causing it to run after the tests above it.

**D**elete removes the signature test. (To cancel a delete action, click **C**ancel to discard all changes.)

The **I**nsert button opens the **I**nsert Signature Test dialog box and places a new test before or after the highlighted selection in the **T**est window, depending upon the **I**nsert option (**B**efore or **A**fter) selected.

**M**odify opens the **M**odify Signature Test dialog box, allowing you to modify the selected zone test.

**Z**ones opens the **S**ignature Zone Maintenance dialog box and inserts, modifies, or deletes signature zones.

Use the **I**nsert options **B**efore and **A**fter in conjunction with the **I**nsert button option to place a new test before or after the signature highlighted in the **T**est Suites list.

**S**ave saves the change and closes the dialog box.

**C**ancel cancels an action and closes the dialog box.

**H**elp opens online Help.



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