

Kofax RPA

Getting Started with Document Transformation

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Preface

This guide provides a tutorial that explains how to use Document Transformation functionality in a Kofax RPA environment. The tutorial covers functionality such as OCR, extraction, field formatting, and validation.

The instructions provided in this document assume that you have successfully downloaded and installed Kofax RPA on your computer. After you start the Management Console and Development Database from the Kofax RPA product group, ensure that "Document Transformation - Server Scheduler Service" is started in the Windows Services panel.

For a detailed explanation of the Document Transformation functionality, see *Help for Kofax RPA*.

Related documentation

The documentation set for Kofax RPA is available here:¹

https://docshield.kofax.com/Portal/Products/RPA/10.5.0_vx4he5v1hz/RPA.htm

In addition to this guide, the documentation set includes the following items:

Kofax RPA Release Notes

Contains late-breaking details and other information that is not available in your other Kofax RPA documentation.

Kofax RPA Installation Guide

Contains instructions on installing Kofax RPA and its components in a development environment.

Kofax RPA Administrator's Guide

Describes administrative and management tasks in Kofax RPA.

Help for Kofax RPA

Describes how to use Kofax RPA. The Help is also available in PDF format and known as *Kofax RPA User's Guide*.

Kofax RPA Getting Started with Desktop Automation Guide

Provides a tutorial that walks you through the process of using Kofax RPA Desktop Automation to build a robot.

¹ You must be connected to the Internet to access the full documentation set online. For access without an Internet connection, see the *Installation Guide*.

Kofax RPA Desktop Automation Service Configuration Guide

Describes how to configure the Desktop Automation Service required to use Desktop Automation on a remote computer.

Kofax RPA Developer's Guide

Contains information on the API that is used to execute robots on RoboServer.

Kofax Analytics for RPA Release Notes

Contains late-breaking details and other information on Kofax Analytics for RPA.

Kofax Analytics for RPA Administrator's Guide

Contains instructions for installing and using Kofax Analytics for RPA.

Training

Kofax offers both classroom and computer-based training to help you make the most of your Kofax RPA solution. Visit the Kofax website at www.kofax.com for details about the available training options and schedules.

Getting help for Kofax products

Kofax regularly updates the Kofax Support site with the latest information about Kofax products.

To access some resources, you must have a valid Support Agreement with an authorized Kofax Reseller/ Partner or with Kofax directly.

Use the tools that Kofax provides for researching and identifying issues. For example, use the Kofax Support site to search for answers about messages, keywords, and product issues. To access the Kofax Support page, go to www.kofax.com/support.

The Kofax Support page provides:

- Product information and release news
Click a product family, select a product, and select a version number.
- Downloadable product documentation
Click a product family, select a product, and click **Documentation**.
- Access to product knowledge bases
Click **Knowledge Base**.
- Access to the Kofax Customer Portal (for eligible customers)
Click **Account Management** and log in.

To optimize your use of the portal, go to the Kofax Customer Portal login page and click the link to open the *Guide to the Kofax Support Portal*. This guide describes how to access the support site, what to do before contacting the support team, how to open a new case or view an open case, and what information to collect before opening a case.

- Access to support tools
Click **Tools** and select the tool to use.
- Information about the support commitment for Kofax products
Click **Support Details** and select **Kofax Support Commitment**.

Use these tools to find answers to questions that you have, to learn about new functionality, and to research possible solutions to current issues.

Chapter 1

Tutorial

This guide is a step-by-step tutorial that explains how to create a Document Transformation robot similar to the sample robot included in your product. The sample robot, called *DocumentTransformationInvoiceExample*, already contains a .tif file that is ready to transform.

You can test the *DocumentTransformationInvoiceExample* robot provided with the product without creating a new robot and types. In **Design Studio**, in the **Examples** folder, simply open the robot, open the types *invoice* and *DocumentTransformationInput*, and then follow this guide to see how the robot is built.

If you decide to create a new robot from scratch, use the procedure in this guide and be sure to assign the robot and types unique names that differ from the examples.

The tutorial covers some of the most commonly used Document Transformation functions and consists of three main parts:

1. Create a transformation robot and types, add required variables, and add a Desktop Automation step to the robot.
2. Create the Document Transformation workflow in the Desktop Automation step, which includes setting up the Open Document Transformation Browser step, extracting data from the .tif document, and configuring human and non-human validation of the transformed document.
3. Validate the transformed document.

Preliminary steps

Create a Transformation robot and types

This section shows how to create a robot and types.

1. **Create a robot**
 - a. In **Design Studio**, click **File > New Robot**.
 - b. Name the robot **DocumentTransformationInvoiceExample**, select a project, and then click **Next > Next**.
By default, the Smart Re-execution (Full) execution mode is selected.
 - c. Click **Finish**.
By default, the End step is selected in the newly created robot.
2. **Create new types**

With this robot, you extract the ID of the vendor, invoice number, invoice date, and total sum. To store the extracted data, create the following types.

- a. Click **File > New Type**.
- b. Name the type **invoice**, select a project, and then click **Next**.
- c. Click the plus sign to add new attributes to the type. Add the following attributes and specify their types:

Name	Attribute Type
VendorID	Short Text
InvoiceNumber	Short Text
InvoiceDate	Short Text
Total	Number

Document Transformation provides a string and date format for dates, and string and number formats for numbers.

- d. Create another type called **DocumentTransformationInput**.
- e. Add the following attribute and specify its type:

Name	Attribute Type
doc	Binary

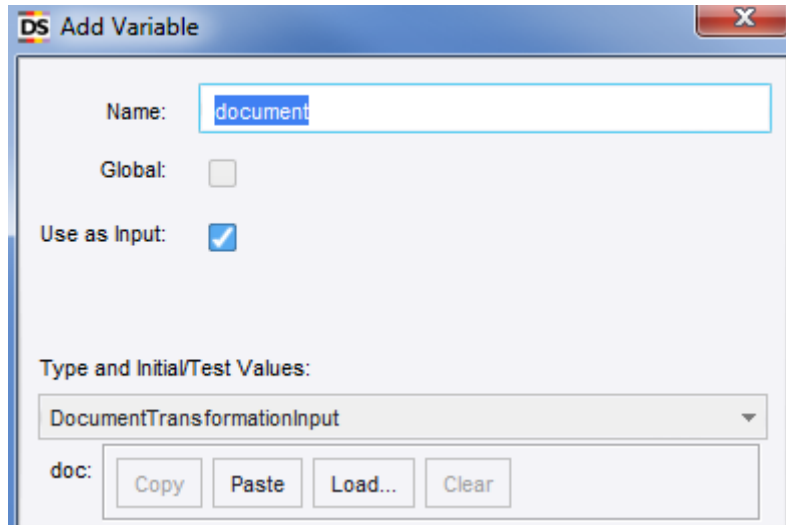
- f. Save the changes.

When finished, proceed to the next section.

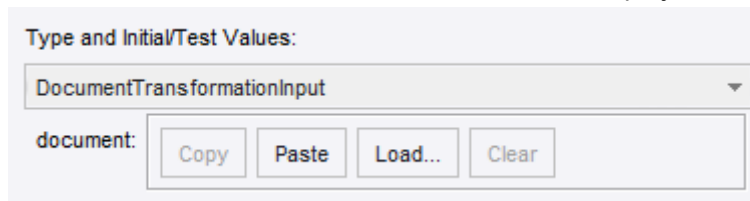
Add variables to the transformation robot

In this procedure, you add variables of complex and simple types. A complex variable can contain several named values, which is useful for extracting diverse data such as from an invoice. A simple variable can only contain a single value such as a text string.

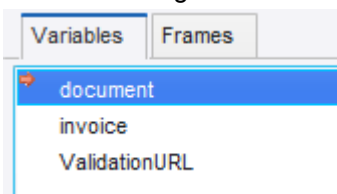
1. In **Design Studio**, in the bottom right corner, right-click in the **Variables** field and click **Add Variable of Complex Type > DocumentTransformationInput**.
 - a. In the new dialog box, rename the **DocumentTransformationInput** variable to **document** and select **Use as Input**.



- b. Click **Load** and open the invoice document to transform. Navigate to the Kofax RPA **Examples** folder of the sample project and select the file **InvoiceExampleDocument.tif**. This invoice will be read with the built-in Invoice VAT Transformation project.



- c. Save the changes.
2. Right-click in the **Variables** field and click **Add Variable of Complex Type > invoice**.
3. Right-click in the **Variables** field and click **Add Variable of Simple Type > Short Text (simple)**. Name the new variable **ValidationURL**.
4. Save the changes.

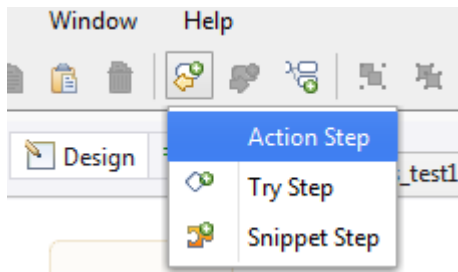


When finished, proceed to the next section.

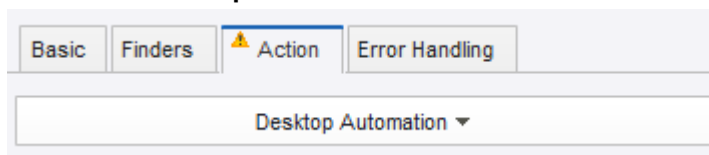
Add a Desktop Automation step

To create a Document Transformation workflow, you need to add a Desktop Automation step to your transformation robot.

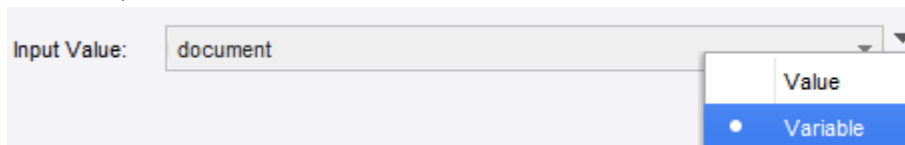
1. In **Design Studio**, insert an **Action Step** in the **DocumentTransformationInvoiceExample** robot.



2. To make it a Desktop Automation step, on the **Action** tab on the right, click **Select an Action** and then select **Desktop Automation**.




3. Rename the step to **Transform Document**.
4. In the **Input Value** section, click the plus sign. In the drop-down list, click **Variable** and select **document**.



5. Click **OK**.
6. In the **Output Mapping** section, add the **invoice** and **ValidationURL** variables in the same way.
7. Save the changes.

When finished, proceed to the next section.

Upload the robot to Management Console

1. In the **Projects** tree view, right-click the **DocumentTransformationInvoiceExample** robot and click **Upload** to upload it to the Management Console.
2. Open the URL for Management Console and open the tab **Repository > Robots**.
In this tutorial, we use `http://127.0.0.1:50080` as the URL for Management Console.
3. Select the **DocumentTransformationInvoiceExample** robot.
4. Scroll to the right of the line and double-click  under **REST**.
5. Copy the REST URL. You will need it later to configure Document Transformation.

When finished, proceed to the next section.

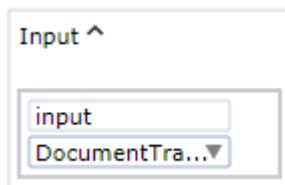
Create the Document Transformation workflow

In this procedure, you configure variables, set up an Open Document Transformation Browser step, and add a guard to wait for the transformed document.

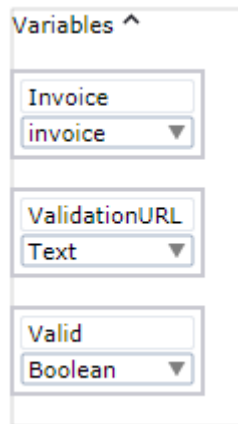
1. In the **Transform Document** step of the robot, in the **Workflow** property, click **Edit** to start designing the automation workflow.

The Desktop Automation Editor appears.

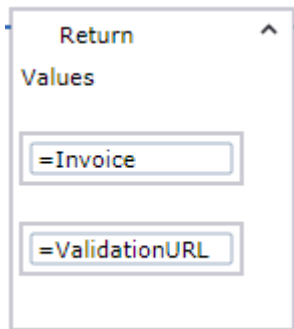
2. In **Automation Workflow**, follow these steps.
 - a. Ensure that the **Input** box is configured in this way.



- b. This variable will contain the transformed document after it is validated.
- c. In the **Variables** box, add the following variables and specify their types.



- d. In the workflow, expand the **Return** step and add the following variables:
 1. **Invoice**. Ensure that you start the name with a capital letter.
 2. **ValidationURL**.

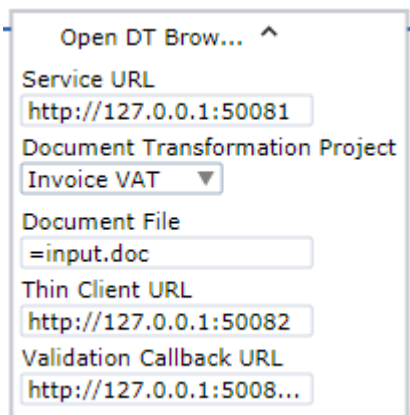


3. To add an Open Document Transformation Browser step, right-click the program point (small circle) before the **Return** step and click **Open Document Transformation Browser step**.

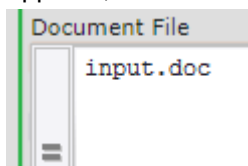
This step will extract information from InvoiceExampleDocument.tif.

The **Open DT Browser** step is inserted in your workflow.

4. Set the properties as follows.




- a. In **Document File**, type **input.doc** and then click the gray bar on the left so the equal sign appears, and the variable can be evaluated.



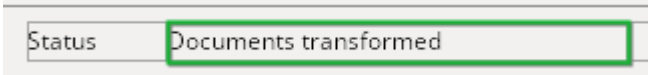
- b. In **Validation Callback URL**, paste the REST URL that you copied in [Upload the robot to Management Console](#).

The Thin Client Service will call this URL after a document is validated. When validation is complete, the Management Console uses this URL to start the robot.

Note The REST URL starts with 127.0.0.1 by default. If the Management Console runs on a different computer than the Document Transformation Service, specify the correct URL for the service to access the Management Console.

- c. Click **Step Over**  to execute this step.
The status is changed to "Waiting for transformed documents." Wait until it changes to "Documents transformed."

5. Click **Documents transformed** to add a guard to wait for the transformed document.

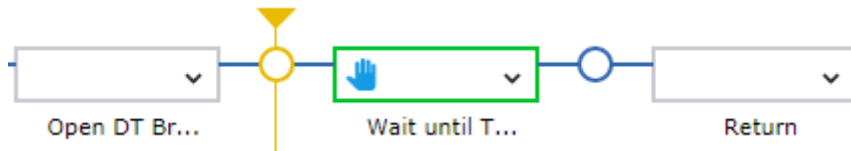


- a. To ensure that the guard looks for the correct text, expand the following label in the XML tree.

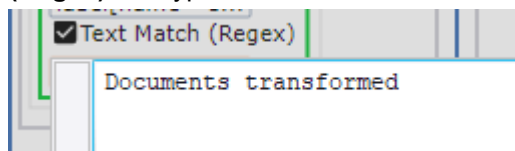
```
<label name="status_message" der_x="494" der_y="56" der_width="230" der_height="20">Documents transformed</label>
```

Right-click the text "Documents transformed" and click **Guard > Location Found**.

The Guard step is inserted in your workflow. Rename it to **Wait until Transformed**.



- b. In the **Wait until Transformed** step, expand the **Location Found** guard, select **Text Match (Regex)** and type **Documents transformed**.



- c. Click **Step Over**  to execute this step.

When finished, proceed to the next section.

Add a step to check document validity

To check if the transformed document is valid, add the following step to the Document Transformation workflow. If the document appears to be invalid, it can be sent for human validation (see [Configure steps for human validation](#)).

1. In the XML tree view, locate and expand the **document** element, right-click and click **Extract Value From > Attribute > valid Into > Valid: Boolean**.

```

<application >
  <toolbar >...</toolbar>
  <document class="Invoice" confidence="0" classifi
    guid="02926209-f33a-11e8-9f56-a434d9ca2f7d" ind
    timeExtraction="5798" timeOCR="4028" valid="false"
  >...</document>
  <fields >...</fields>
  <pages >...</pages>

```

A new step is inserted in your workflow. Rename it to **Extract Document.valid**.

2. Click  **Step Over** to execute this step.



When finished, proceed to the next section.

Extract data from the document

In this procedure, you extract data from InvoiceExampleDocument.tif into the variables VendorID, InvoiceNumber, InvoiceDate, and Total. At the end, you add a Return Value step to the robot, so it returns the extracted values.

1. In the XML tree view, expand the **fields** element under **application/folder/document**.

```

<dts >
  <application >
    <toolbar >...</toolbar>
    <folder >
      <xvalues >/>
      <document >
        <fields der_x="0" der_y="84" der_width="0" der_height="0">...</fields>
        <xvalues >...</xvalues>
        <pages >...</pages>
      </document>
    </folder>
  </application>

```

2. To extract values:
 - a. Expand the second field, which is for **VendorID**, to see its values and alternatives.
 - b. Right-click the **field** element and click **Extract Value From > Attribute > validatedText Into > Invoice: invoice > VendorID: Text**.

```

<field name="VendorID" page="0" confidence="0.613246" errorD
  formattingFailed="false" valid="true" validatedText="198000" verifie
  198000
  <alternative >198000</alternative>

```

Note Ensure that you do **not** click the text 198000.

A new Extract Value step is inserted in your workflow. Rename it to **Extract Vendor ID**.

- c. Repeat this action for field 17, **InvoiceNumber**, and for field 18, **InvoiceDate**.

New Extract Value steps are inserted in your workflow. Rename them to **Extract Invoice Number** and **Extract Invoice Date**, respectively.

- d. Right-click the third from the last field, **TotalAmount**, and click **Extract Value From > Attribute > doubleValue Into > Invoice: invoice > Total: Number**.

The transformation project has a number formatter on this field and converts it to a numerical value.

Another Extract Value step is inserted in your workflow. Rename it to **Extract Total Number**.

3. Click **Start Execution** ▶ to execute the workflow to the end.

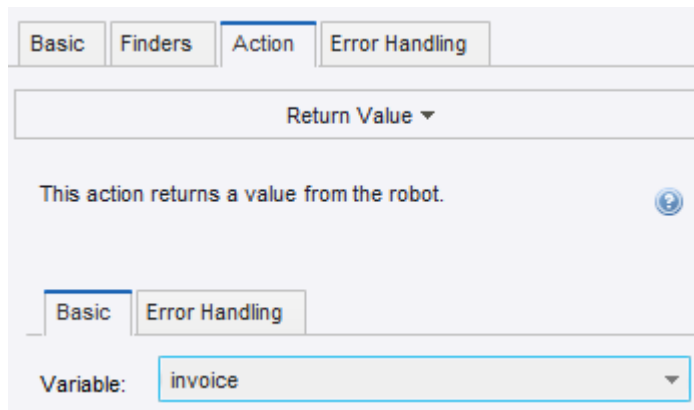
After the Extract Value steps are executed, you can check the extracted values. In the **Workflow State** pane on the right, expand the **Variables** branch.

4. Save the changes and close the Desktop Automation Editor.

Your Document Transformation robot now has all of the available invoice details. Check the **invoice** variable in the **Variables** section in Design Studio.

5. In Design Studio, add another **Action Step** to the robot and make it a **Return Value** step. On the toolbar, click **Insert Step After Selected Step** ➤ > **Action Step** and then select **Return Value** on the **Action** tab.

In the **Variable** list, select **invoice**.



This way the robot debugger will show the invoice parameters.

6. Save the changes.

You now have a valid robot that runs in the Management Console. This robot will be called by the Document Transformation Client.

Important Ensure that you have a backup copy of your document before the transformation is completed. If the transformation is completed or an error occurs, the document and data are not stored.

When finished, proceed to the next section.

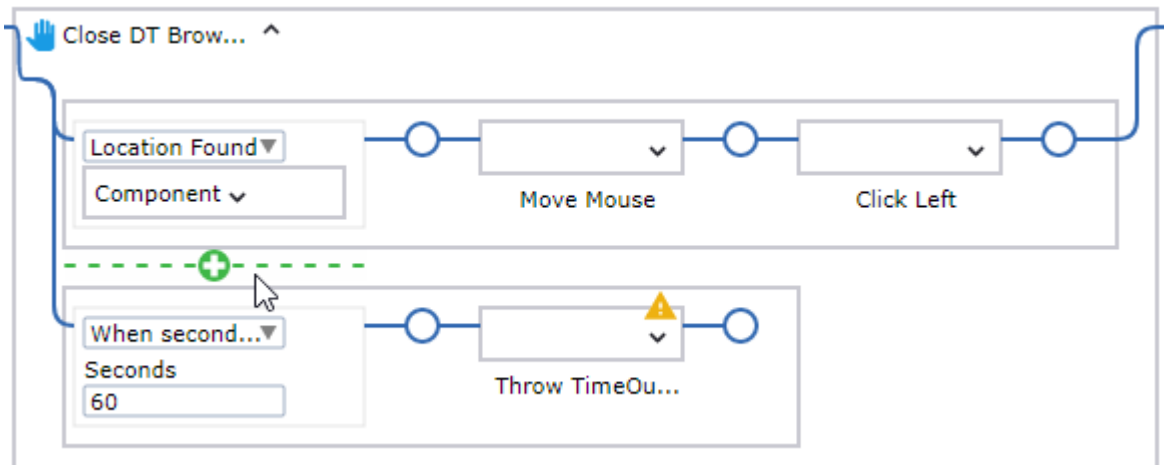
Configure steps for human validation

In this procedure, you configure guards to handle a scenario for sending the document for human validation and add a special conditional branch in the workflow for human validation.

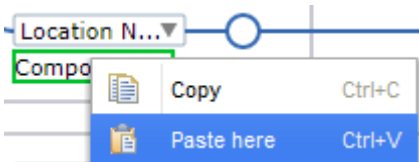
You need to re-open the Desktop Automation step of your Document Transformation robot again. Before doing so, refresh the robot to ensure that the Document Transformation browser window opened in the previous robot run is now closed.

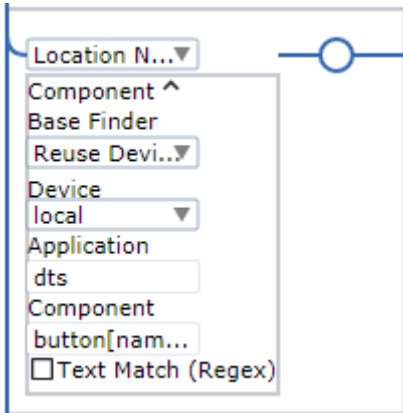
Tip: Alternatively, you may add a Click step to close the browser window after the robot finishes executing. To do so, in the **Desktop Automation Editor**, right-click the Close button for the browser and click **Click > Left**. A new step is added to the workflow.

Expand the new step, click the green plus icon in the middle, and add a new **Guard**.



Set the new guard to **Location Not Found** and copy the **Component** from the **Location Found** guard to the **Component** box for the **Location Not Found** guard.





The created step closes the Document Transformation Browser immediately if it is open, or continues to run. Rename the step to **Close DT Browser**.









When finished, proceed to the following steps to configure human validation. In this procedure, we handle the case where the validated document is returned through the Validation Callback from the Document Transformation Client.

1. Double-click the program point after the **Open DT Browser** step.

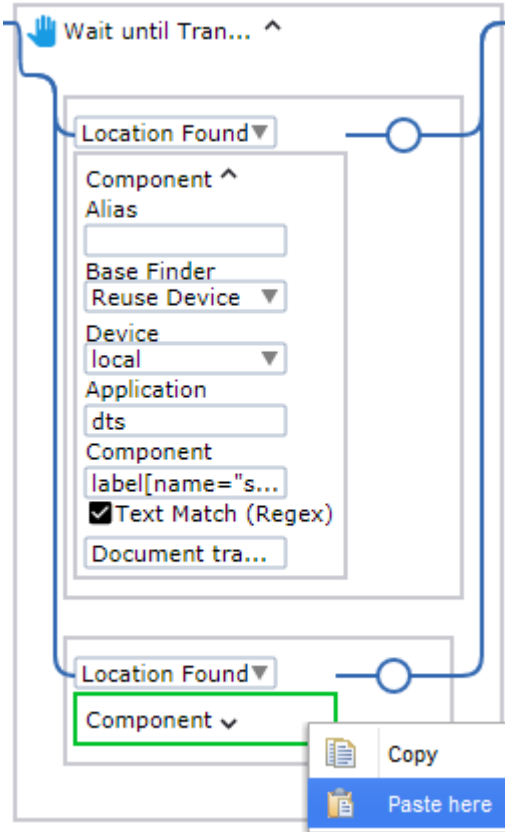
The Location Found guard in the **Wait until Transformed** step is waiting for the transformed document.

When Document Transformation Client calls the Validation Callback URL, `http://127.0.0.1:50080/rest/run/Default project/Examples/Transform/DocumentTransformationInvoiceExample.robot`, after human validation, it passes the transformed document as a .zip file to the **input.doc** variable in the robot. The .zip file looks similar to the following:

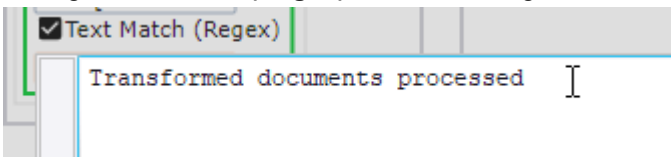
	config.xml	XML Document	1 KB
	document.tif	TIFF image	38 KB
	document.xdc	Kofax Transformation XD...	39 KB
	page1.png	PNG image	43 KB
	page2.png	PNG image	35 KB
	tree.dat	DAT File	16 KB

When the Document Transformation Browser opens the .zip file, the status is changed to "Transformed document processed."

2. To configure the guards, in the **Wait until Transformed** step, create an additional **Location Found** guard and then copy the **Component** box of the first **Location Found** guard and paste it in the **Component** box for the second guard.

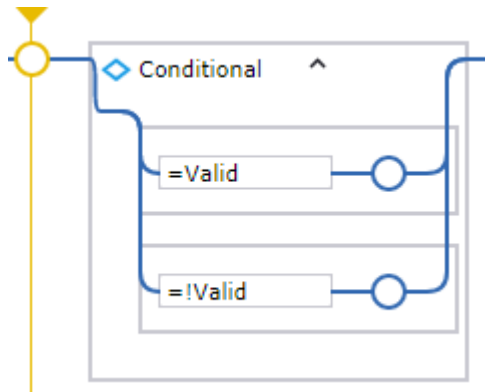


Change **Text Match (Regex)** of the second guard to **Transformed documents processed**.



With the two guards, the workflow now handles two scenarios: with human validation and without it.

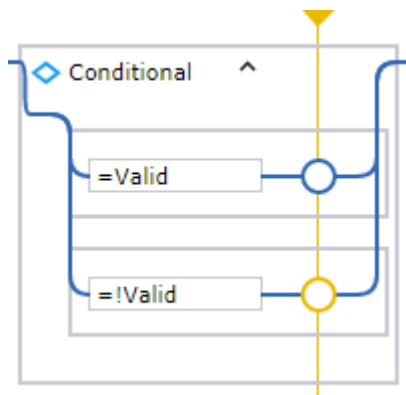
3. Double-click the program point after the **Extract Document.valid** step to execute to this point.
4. Add a special branch for human validation. Right-click the program point and click **Conditional step**. A new step is inserted in your workflow.
 - a. Add the following two conditions to the **Conditional** step.



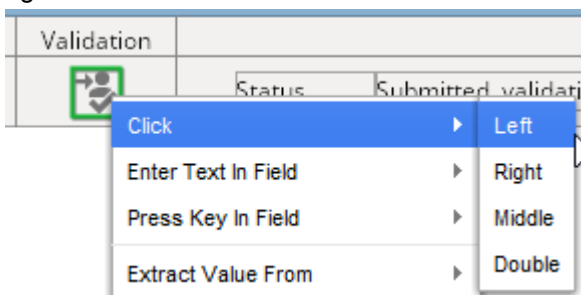
The exclamation mark in **=!Valid** denotes "not" ("invalid").


- b. Click **Step Into**  to step into the **Conditional** step.

As the document in the robot is not valid at this point, the second condition (branch) is executed.



5. Now you need to send the document to the Document Transformation Client. In the **Recorder View**, right-click the validation button and click **Click > Left**.

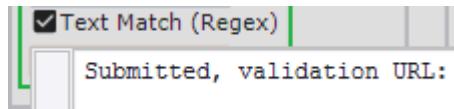


A new step is inserted in the second branch of the **Conditional** step. Rename it to **Send to Validation**. Click **Step Over**  to execute it.

- a. When the status is changed to **Submitted, validation URL:**, click it, and then click **Guard > Location Found**.

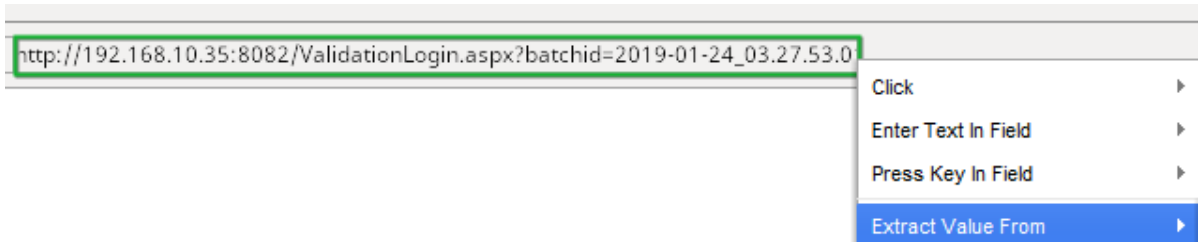
A new step is inserted in the second branch of the **Conditional** step. Rename it to **Wait for URL**.

- b. In the **Wait for URL** step, expand the **Component** box, select **Text Match (Regex)** and type **Submitted, validation URL:**

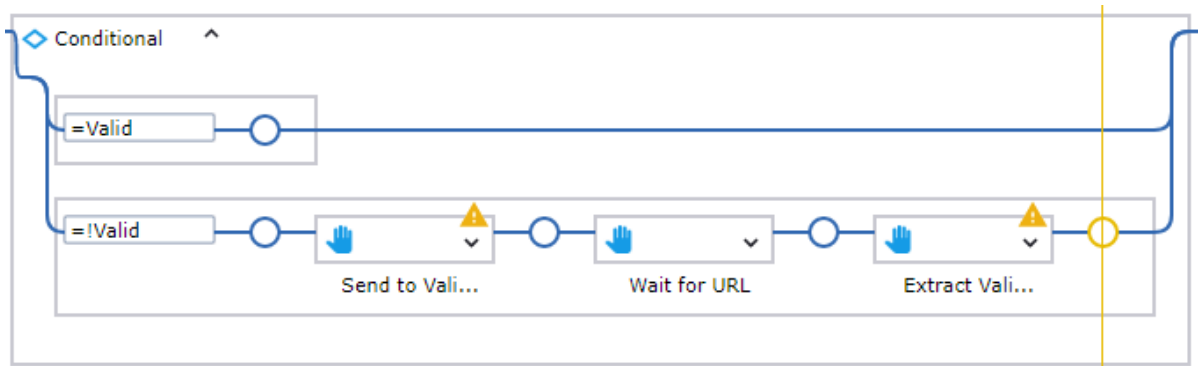


- c. Click **Step Over** .

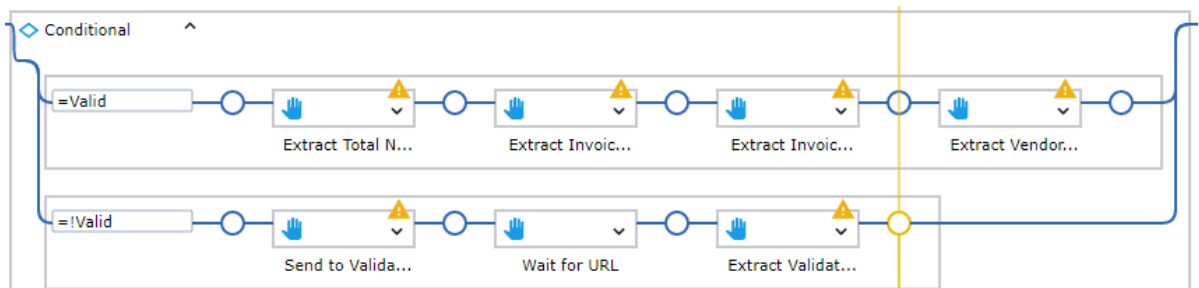
6. Right-click the following URL and click **Extract Value From > Text Into > ValidationURL: Text**.



The Extract Value step is inserted in the **Conditional** step. Rename it to **Extract Validation URL** and then execute it.



7. Select the four **Extract Value** steps after the **Conditional** step, and then cut and paste them into the **=Valid** branch of the **Conditional** step.



Your transformation workflow is finished. Click **Start Execution**  to run the workflow to the end. The workflow now has three possible paths:


- New document is sent to the Document Transformation Service for extraction and classification and returns "Valid." The document does not require human validation.

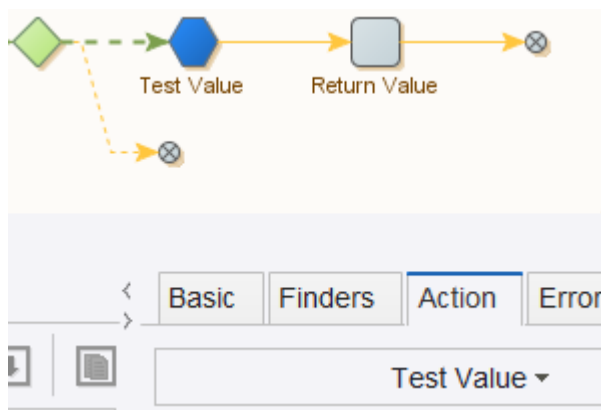
- New document is sent to the Document Transformation Service for extraction and classification and returns "Invalid." The document requires human validation.
- Document .zip package is sent from the Document Transformation Client after human validation and returns "Valid." The Validation URL is retrieved.

When finished, close the Desktop Automation Editor and proceed to the next section.

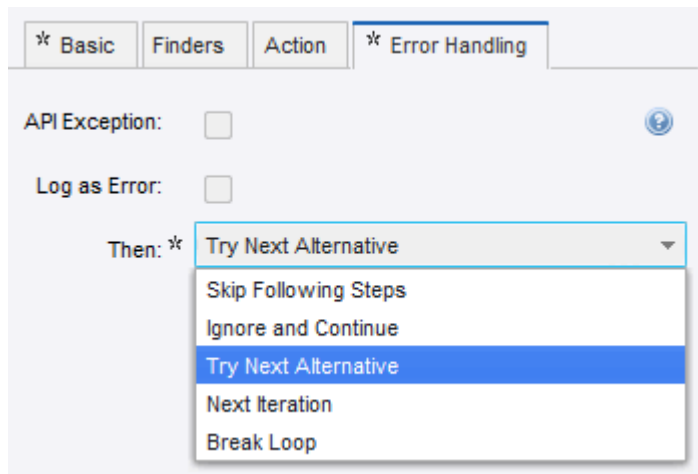
Configure the robot to handle invalid and valid documents

In this procedure, you configure branches in the robot in Design Studio to handle two scenarios: when the document is valid or invalid. If the document is valid, the robot sends the values extracted in the Desktop Automation step in an email to a human. If the transformed document is invalid, it is sent for human validation.

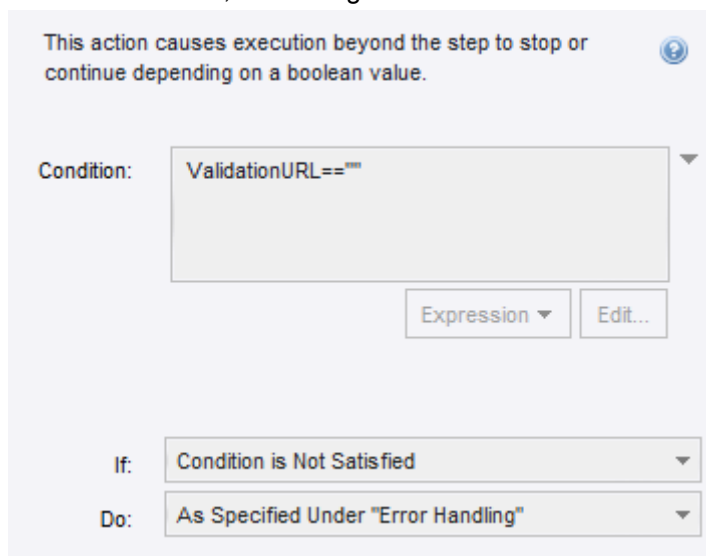
1. In **Design Studio**, add a **Try Step** after the Desktop Automation step.
Click the Desktop Automation step, and on the toolbar, click **Insert Step After Selected Step**  > **Try Step**.
2. On the first branch, add an **Action Step** and make it a **Test Value** step.
Right-click the **Return Value** step, click **Insert Step Before** > **Action Step** and then select **Test Value** on the **Action** tab.



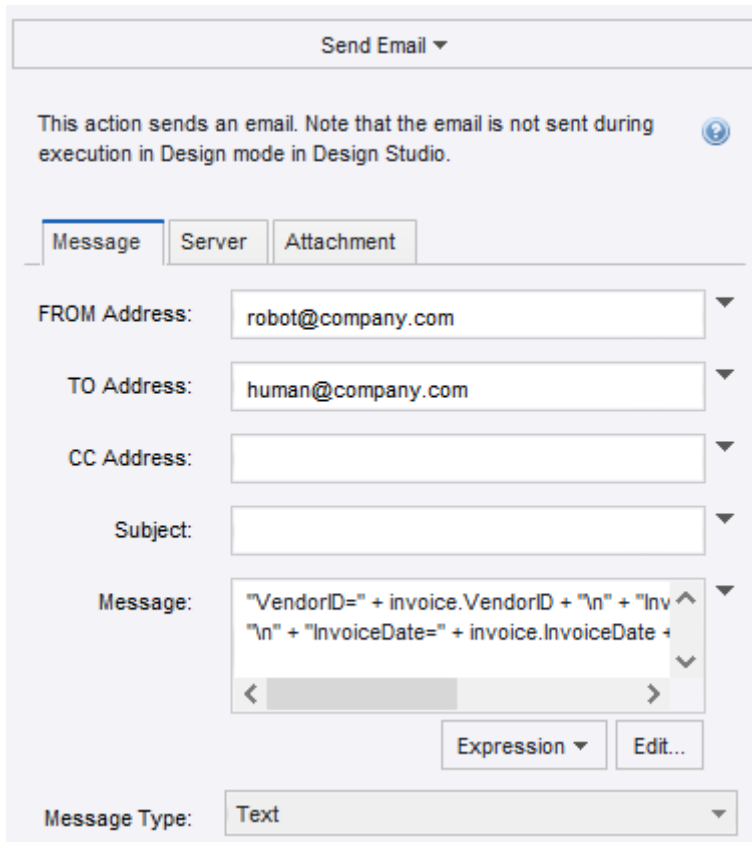
- a. In the **Condition** section, type **ValidationURL==""**. Use straight quotation marks.
- b. Set **Error Handling** to **Try Next Alternative**.



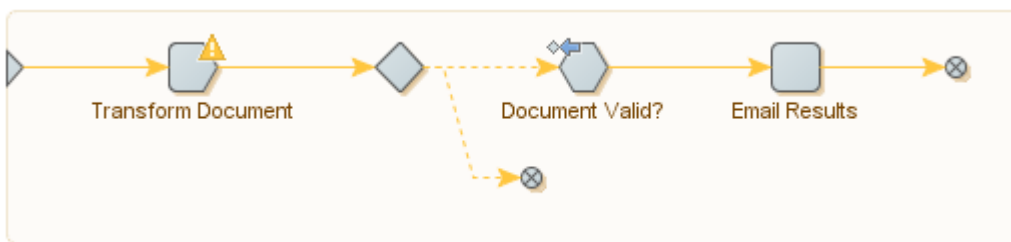
- c. On the **Action** tab, the setting should look similar to the following.



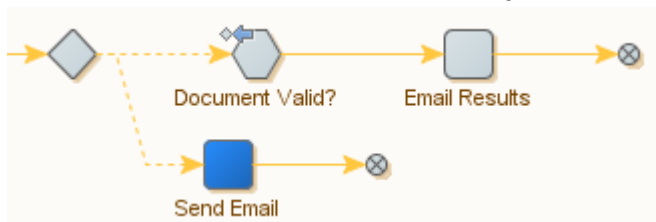
- d. In the robot, rename the **Test Value** step to **Document Valid?**.
3. Click the **Return Value** step and make it a Send Email step. On the **Action** tab, select **Output > Send Email**.
 4. Configure the Send Email step as follows.
 - a. In the **FROM Address** and **TO Address** fields, enter the sender and recipient email addresses, respectively.
 - b. Set the **Message** field for this step to **Expression** and add the following expression:
`"VendorID=" + invoice.VendorID + "\n" + "InvoiceNumber=" + invoice.InvoiceNumber + "\n" + "InvoiceDate=" + invoice.InvoiceDate + "\n" + "Total=" + invoice.Total`
 - c. Set **Message Type** to **Text**.
 - d. In the **Subject** field, enter text similar to the following: "This is the result of the robot execution."



- e. On the **Server** tab, configure your SMTP server settings and save the changes.
- f. In the robot, rename the step to **Email Results**.



- 5. On the second branch, add an **Action Step** and then also make it a **Send Email** step.



6. Configure the second Send Email step as follows.
 - a. In the **FROM Address** and **TO Address** fields, enter the sender and recipient email addresses, respectively.
 - b. Set the **Message** field for this step to **Expression** and add the following expression:


```
>><a href="<<+ValidationURL+>>">Click me!</a><<
```
 - c. Set **Message Type** to **HTML**.
 - d. In the **Subject field**, enter text similar to the following: "Please validate this invoice."

Send Email ▾

This action sends an email. Note that the email is not sent during execution in Design mode in Design Studio. ⓘ

Message | Server | Attachment

FROM Address: robot@company.com ▾

TO Address: human@company.com ▾

CC Address: ▾

Subject: Please validate this invoice ▾

Message: >><a href="<<+ValidationURL+>>">Click me!<< ▾

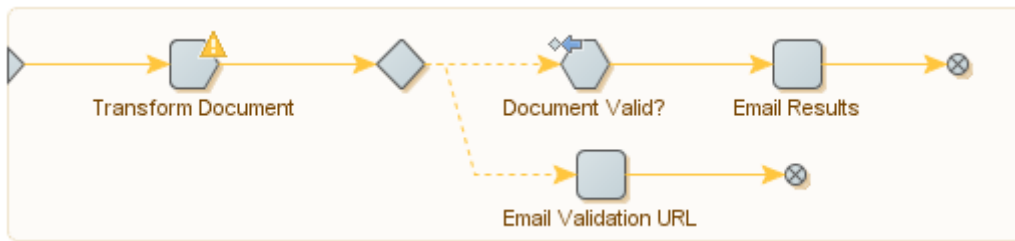
Expression ▾ Edit...

Message Type: HTML ▾

- e. On the **Server** tab, configure your SMTP server settings.
- f. In the robot, rename the step to **Email Validation URL** and save the changes.

Note The **Send Email** steps cannot be run in Design mode and you need to execute them in Debug mode. To switch to this mode, on the toolbar, click **Debug**  and then click **Single Step** .

The robot workflow is now ready for use, and it looks similar to the following:



If the document is valid, the robot emails the values from the transformed document: VendorID, Number, Date, and Total. If the transformed document is invalid, an email containing the Validation URL is sent to a human who can click it to validate the document.

Upload the robot to the Management Console. You can now test your robot in Design Studio.

All available documents that require validation can be now found at the following URL:

`http://127.0.0.1:50082/Validation.aspx`

For an introduction to the human validation procedure, see the next section.

Validate the transformed document

This topic describes basic steps that you can perform to validate the transformed invoice.

After you open the Validation URL `http://127.0.0.1:50082/Validation.aspx` in a browser, open the batch containing your transformed document. In the Classification Result pane on the left, you see the Document Transformation results.

Tip To facilitate and accelerate the process of validating the document, we recommend that you use the keyboard whenever possible. For example, press Ctrl+S to suspend a batch (save and close until later).

1. The value of the Vendor Valid field is selected requiring you to confirm the vendor name.

Vendor Valid

Please confirm that this is the correct vendor !

Company Code

3 🔒

NameBooker

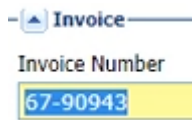
HAL Ltd 🔒

To validate the field and confirm that the correct vendor name (HAL Ltd) is extracted, press Enter.

Vendor Valid

Confirmed

2. The next potentially invalid field, Invoice Number, is now selected.

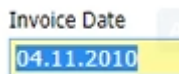


You can check the number in the top right corner of the document. It is marked red to notify you that it needs validation.

Date: 06.11.2010
Invoice No: 67-90943

To validate the field and confirm that the correct invoice number is extracted, press Enter.

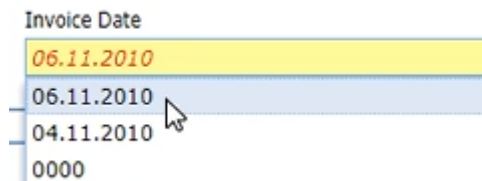
3. The next potentially invalid field, Invoice Date, is shown.



In the top right corner of the document, you can see that the actual date is 06.11.2011. The extracted date was deliberately made invalid for training purposes.

To fix the date, you can follow one of the following methods.

- Use automatic field completion. First, clear the incorrect date using the Backspace key. Type "0" to see all of the numbers in the document that start with a zero. Press the Down Arrow key to select "06.11.2010".



The invoice date in the document is now marked green.

Date: 06.11.2010
Invoice No: 67-90943

Press Enter to confirm the new date.

Tip When validating documents, you can enable the Online Learning feature to increase the rate of field recognition on similar documents. This feature is based on remembering the layout of a sample document, such as an invoice. By using automatic field completion, manually typing or selecting the correct value in the document (such as the correct invoice date), you contribute to the knowledge base. As a result, when you work on a similar document next time, the invoice date will be correct automatically.

The feature is enabled on the General tab in the Project Settings.

- In the document, click or lasso the invoice date to select it, and then press Enter.



4. The next potentially invalid field, PO Number, is now shown.

PO Number

Confirm that the extracted number is correct. After you confirm that the PO number is correct, the value of the Document Type field, which used to be marked as invalid, is automatically confirmed.

5. The Currency field is now selected.

Currency

Confirm that the extracted currency is correct.

After you confirm all of the values, you receive a notification that the batch is valid. You can now close it. The extracted values will be sent in an email to a human as you configured in [Configure the robot to handle invalid and valid documents](#).

You have now completed the tutorial.