



# Kofax eFlow

## Web Validate User's Guide

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**KOFAX**

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# Preface

In the Kofax eFlow Web Validate station you can correct and complete fields that were not correctly recognized, or did not pass the validations in the Recognize station. You need an Internet web browser to log in the Kofax eFlow Web Validate station.

## Product documentation

To access the full Kofax eFlow documentation set online, see the [Kofax eFlow Product Documentation page](#). For a complete set of Kofax eFlow documents, refer to the Kofax eFlow Release Notes.


# Web Validate

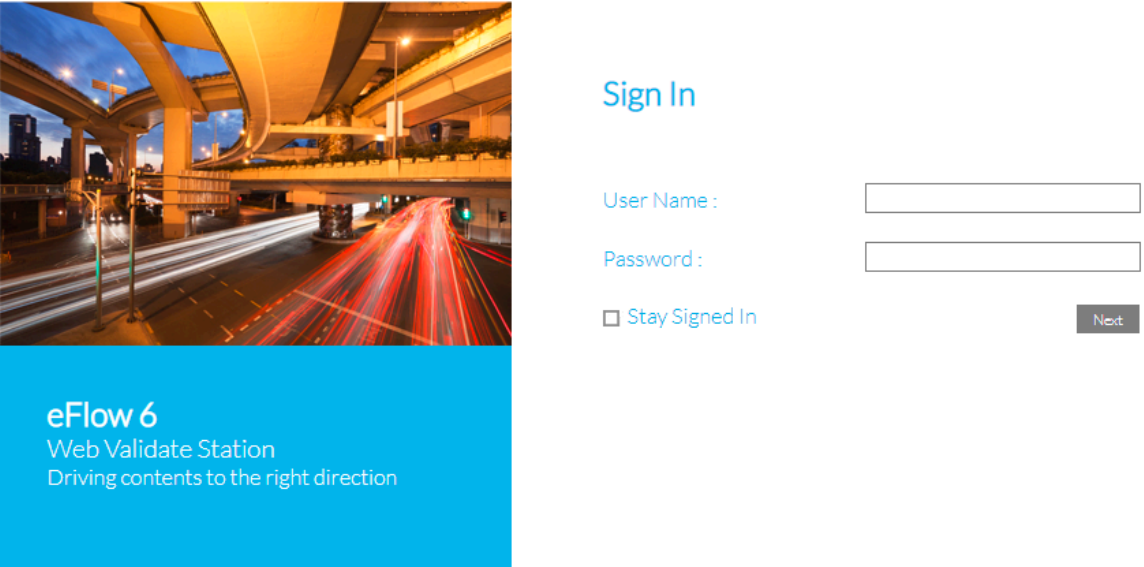
You can access the eFlow Web Validate station from any Internet browsers. eFlow Web Validate does not require an eFlow client installation. You should enable cookies to ensure the proper functioning of the station.

eFlow Web Validate is customizable. Depending on your system configuration, the availability of some features may vary from the description in this guide.

## Open Web Validate

1. Open your preferred web browser.
2. In the address line, enter the following Web Validate station URL.  
`http://<WebStationServerName>/WebValidate`
3. On the **Sign In** screen, enter your user name and password.
4. Optional. Select **Stay Signed In** to save your user name and password locally as cookies.

 Do not use this option if your computer is open to public access.



**Sign In**

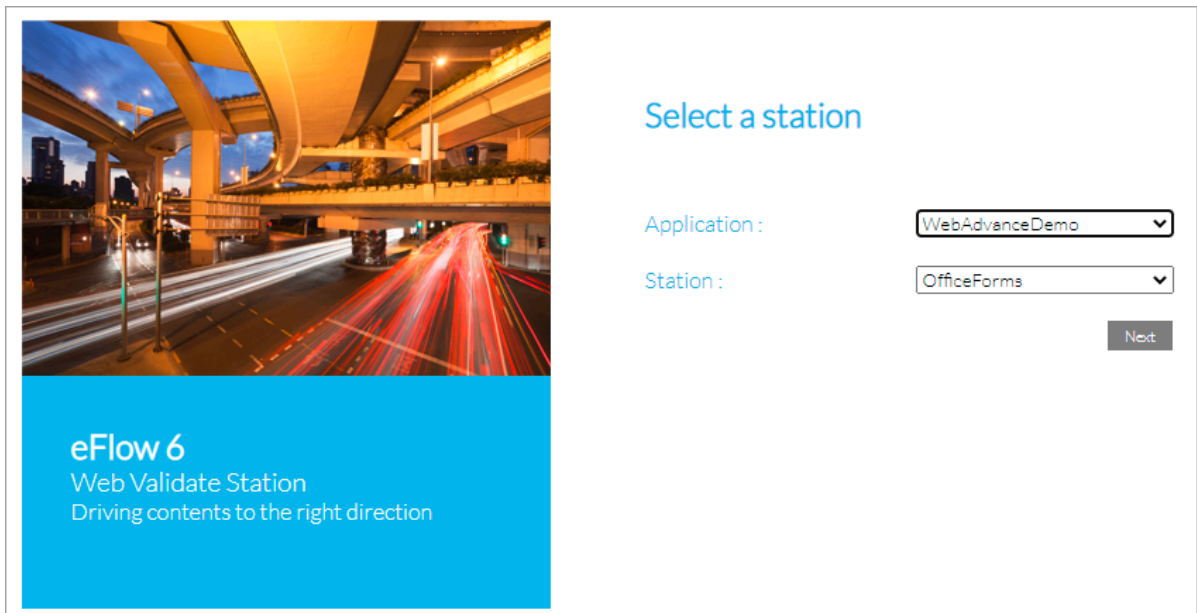
User Name :


Password :

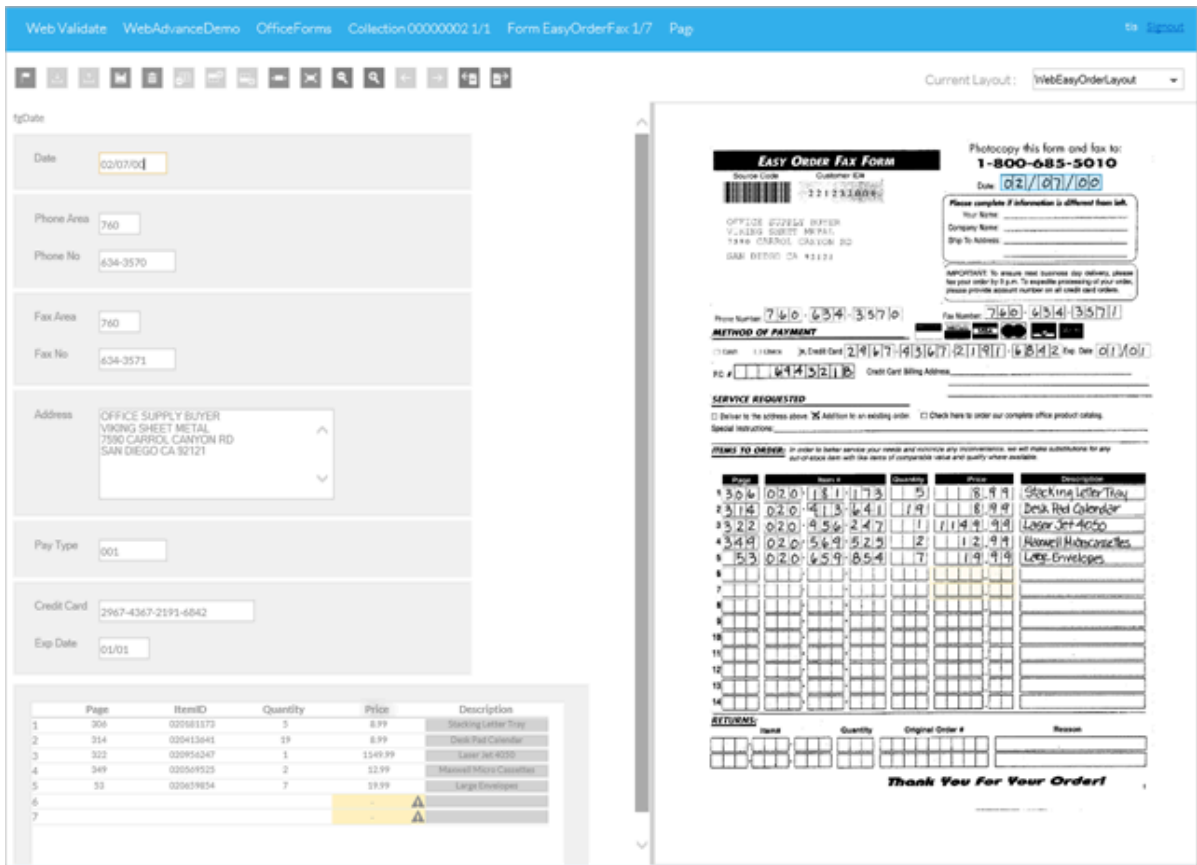
Stay Signed In

**eFlow 6**  
Web Validate Station  
Driving contents to the right direction

5. Click **Next**.
6. If you have more than one eFlow application, select **Application** and **Station** that you want to work with.



7. Click **Next**.  
The **Validate** page opens.  
Usually, collections load automatically, and the fields and image are displayed. If collections do not automatically load, click **Get Batch** .  
You can now [navigate](#) to fields that need correction and type in the values, transfer them from lookup tables or capture them from the image.



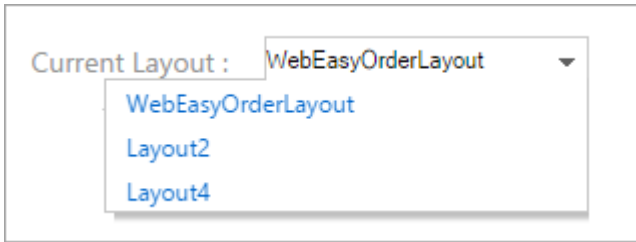
Fields and values on the image are highlighted.

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

## Layouts






The layout of the fields depends on the configuration.

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





## Collections

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





Command	Button	Shortcut	Description
Get Batch		F6	Retrieves available collections from the server. The number of collections retrieved in one batch is defined in the Validate station configuration. Available only when no batch is currently loaded.
Put Batch		F7	Writes the collections back to the server after work on the collections is completed. Available only when all fields in the collection are valid.
Save Batch		Ctrl+B	Saves the collections without writing them back to the server.
Discard Batch		Ctrl+Alt+D	Discards the collections without saving any changes.
Exceptions		Alt+E	Opens the Exceptions list dialog box.

## Navigation

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







Go to	Button	Shortcut	Description
Next field		Tab	The next or previous field is determined by the tab index order defined in the Layout Designer.
Previous field		Shift+Tab	
Next invalid field		Enter	The next or previous invalid field is determined by the tab index order defined in the Layout Designer. When there are no more invalid fields in the current form, the cursor moves to the next form that contains invalid fields, if such a form exists. Available only when invalid fields are present.
Previous invalid field		Shift+Enter	



Go to	Button	Shortcut	Description
Next form		Ctrl+PgDn	Shows the next form. Available only when all fields of the current form are valid.
Previous form		Ctrl+PgUp	Shows the previous form.
Next invalid form		Ctrl+PgDn	The next form containing invalid fields. When there are no more invalid fields in the current form, the cursor moves to the next form that contains invalid fields, if such a form exists.
Previous invalid form		Ctrl+PgUp	The previous form containing invalid fields. When there are no more invalid fields in the current form, the cursor moves to the next form that contains invalid fields, if such a form exists.

## Image viewer

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

Command	Button	Shortcut	Description
Zoom In		Ctrl +	Increases the image size.
Zoom Out		Ctrl -	Decreases the image size.
Fit Viewer to Window Width		F2	Adjusts the image viewer to show the full image width.
Fit Viewer to Window Size		F3	Adjusts the image viewer to show the entire image.
Rotate Left			Rotates the image counter-clockwise.
Rotate Right			Rotates the image clockwise.

## Validation

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

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




- Unrecognized characters  
The field should not contain any unrecognized characters.
- Type (integer, float, date)  
The field contents type should match the type defined in Visual Designer.
- Min / Max field length  
Defines the minimum and maximum allowed number of characters in the field.

- Masks

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

## Tables

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

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

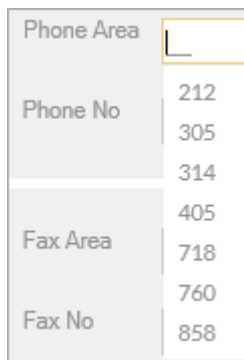
## Lookup tables

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

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

To use a lookup table:

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



Phone Area	L
Phone No	212
	305
	314
Fax Area	405
	718
Fax No	760
	858

To validate the typed field value against the lookup table:

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

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

## Capture values from the image

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

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