

Index Verify

Addendum to halFILE for Windows™ Document Storage & Retrieval

Version 1.4 SQL
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Systems Corporation

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Index Verify Overview

1. Double click the Index Verify icon (pictured below) in the halFILE group in Program Manager. If the icon does not exist, create one by pointing to HFVERIFY.EXE in the halFILE program directory.



If halFILE is setup for security, you will be given the standard user sign on screen.

2. Select Application, Database and Basket (see Figure 1) as you would in halFILE. The screen shows the last ones that were used in halFILE will appear as a convenience. To select a different Application, Database or Basket than the one shown, click the arrow to the right of the name and then click on the item you need. Click Next to proceed with the next step.

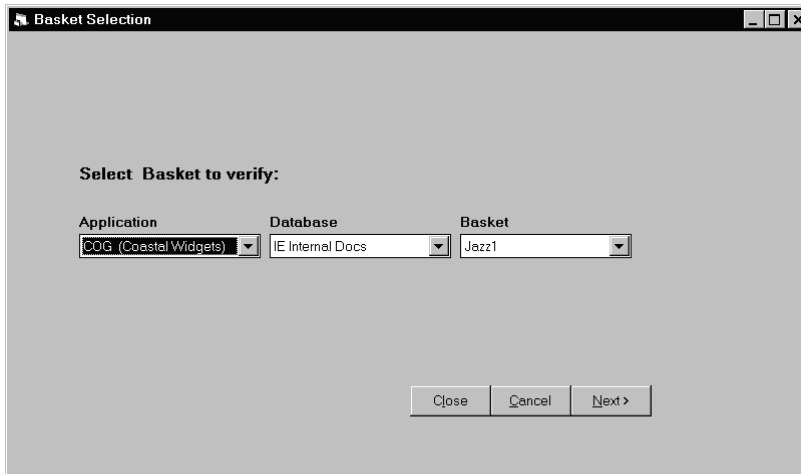


Figure 1

3. The database fields are listed in a box on the left (Figure 2). Add any fields you wish to verify to the right-hand box by highlighting and clicking the ADD button or by double-clicking the field name. The fields in the box on the right will be verified. If you wish to require verification before documents can be archived, check the 'require verification before Archive can be performed' option. Click Next.

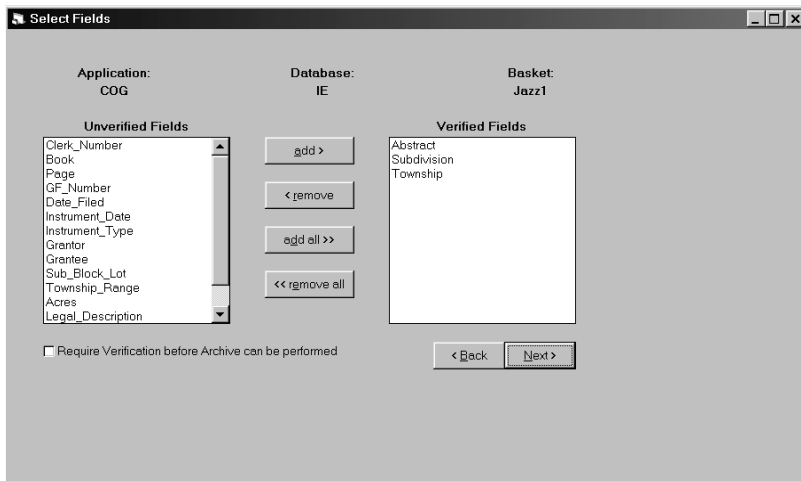


Figure 2

Note: When a new database is set up, you should set up this Verification Required option prior to indexing any documents. This enables the feature so the document status will be set to Indexed/Not Verified after it is indexed. If you do not set up this option, then the index routine sets the status to Index Complete which allows the documents to be archived before they are verified.

- The next screen shows all of the documents in the selected basket have the status **Indexed/Not Verified** if Require Verification is enabled or **Index Complete** if Require Verification is disabled. Also shown are any documents that were indexed without an image and have a status of **Archive Complete**. **Scan complete** and **Index in Progress** documents (as shown in halFILE Tools-Basket Status) do not appear in this list. The system keeps track of documents as they are verified so the next document to verify will automatically be highlighted. Select the document number you wish to begin verification and then click Next.

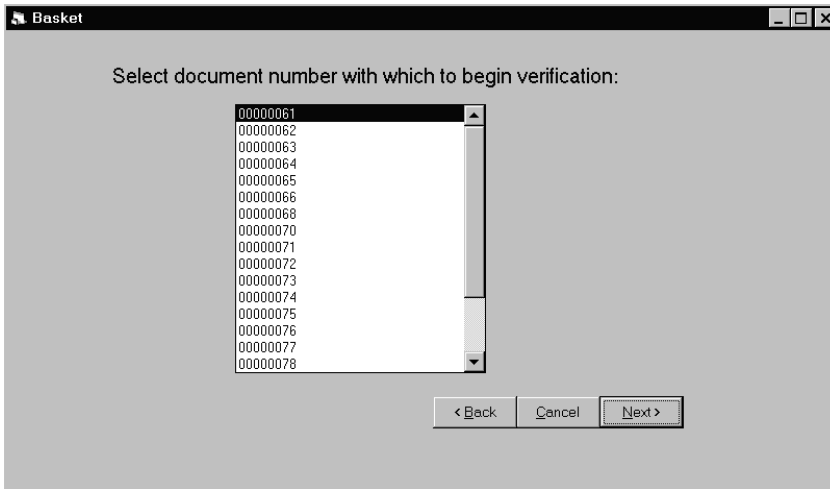


Figure 3

- The indexing windows appear showing the image and the document fields just as you see them during indexing in halFILE. The fields selected for verification in step 3 are blank. All other fields filled in and disabled (See Figure 4 below).

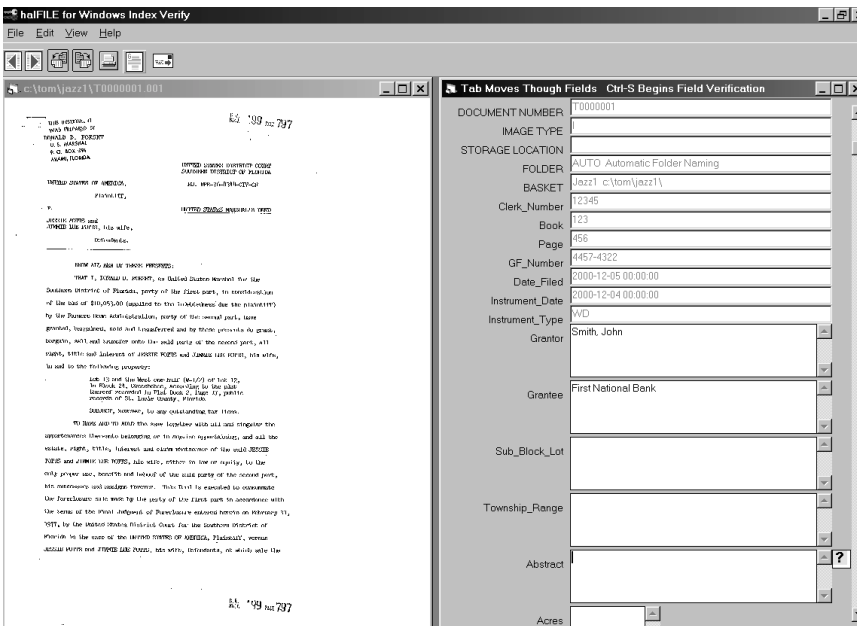


Figure 4

6. Enter data into the blank fields as you would for regular indexing in halFILE.
7. When all of the blank fields have had data entered, press control-S to verify the data against what was indexed the first time. If the data entered differs in any way from the data indexed the first time, a box appears (see Figure 5 below) with the field name at the top and the two different entries displayed in the first and second text areas. You may select either one, or re-enter the data in the bottom Edit entry text box. When you click on one of the three buttons, that data is saved and the verification moves on to the next field until all of the selected fields have been verified for that document.

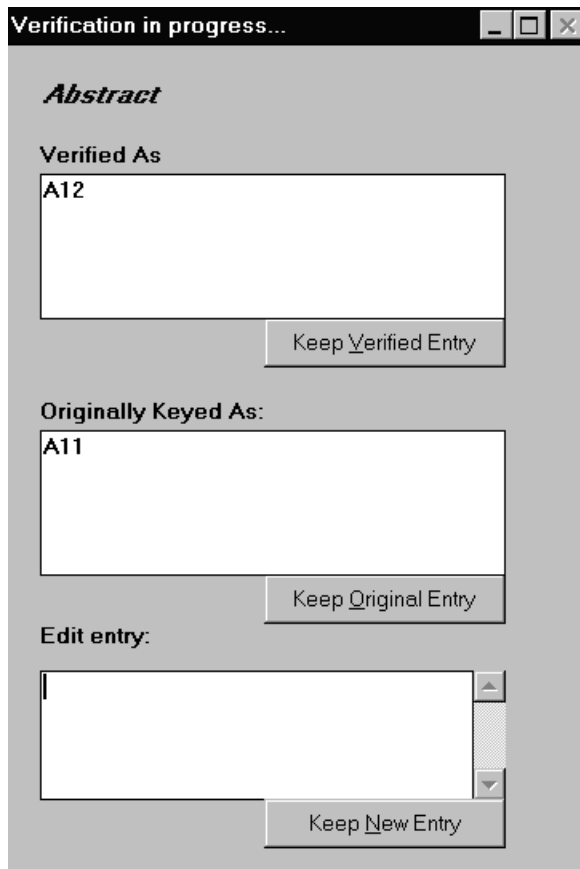


Figure 5

8. The Save or Cancel buttons appear (see Figure 6) if any data changes from the originally keyed data. Selecting Save will cause all the data you see in the fields to be saved to the database. If you choose Cancel nothing is saved and you are returned to the indexing screen where you may re-enter data. After saving, the program displays the next document in the basket to be verified. Go back to Step 6 and complete the process for each document until you get the message that all the documents have been verified. The indexing screens then close.

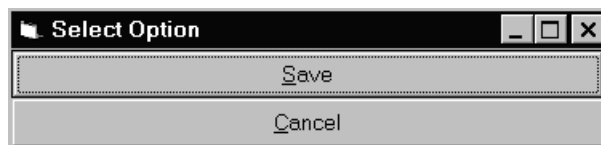


Figure 6

9. You may stop verification at any time before all of the documents in the basket have been verified by clicking File-Close. The system will begin with the next document when you resume verification at a

later time. After you select File-Close, the fields of the current document are verified and you will need to click on Save or Cancel before the indexing windows actually close.

10. You may verify a halFILE basket an unlimited number of times. If halFILE Security is enabled, you can verify only if you have Index privilege and you can change the fields to verify only if you have Setup privileges.

Basket Status Indicators when Verification Required option is enabled

Action Taken	Basket Status Indicator
Scan a document	Scan Complete
Begin Indexing a document	Index In Progress
Finish Indexing a document	Indexed/Not Verified
Verify the Document	Index Complete
Index a Document with no Image	Archive Complete
Verify a Document with no Image	Index Complete
Archive	Archives all documents set to Index Complete except those without an image which remain in the basket as Index Complete

Basket Status Indicators when Verification Required option is disabled

Action Taken	Basket Status Indicator
Scan a document	Scan Complete
Begin Indexing a document	Index In Progress
Finish Indexing a document	Index Complete
Verify the Document	Index Complete
Index a Document with no Image	Archive Complete
Verify a Document with no Image	Index Complete
Archive	Archives all documents set to Index Complete except those without an image which remain in the basket as Index Complete