

Quantum[®]

Quantum[®] Enterprise Content Solutions

Intelligent Data Capture (IDC)
Administrator Manual

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About This Manual

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Introduction

This manual describes how to access and use the Quantum[®] Enterprise Content Solutions (ECS) Intelligent Data Capture (IDC) application. It is primarily intended for Operators and Administrators of IDC, and provides a reference of end user functionality and tasks.

Documentation Conventions

This manual uses the following conventions:

- Special terms, webpage and dialog box titles, menu items, toolbar button names, labels that appear on webpages and dialog boxes, and keyboard key names appear in *italic*.

Italic is also used to indicate variables. For example, an email address might be presented as *name@company.com*. When typing the address, you would use the actual username and company name rather than *name* and *company*.

- Words that are being emphasized appear in **bold**.
- Text that you type as well as messages and prompts that appear on the screen appear in `this type style`.
- The greater than symbol (>) indicates a series of menu items to click. For example, the instructions to click the *File* menu item and then click *Open* will be presented in the following way: “Click *File* > *Open*.”
- This manual calls your attention to important information in the following way:

Tip: A tip contains information that, while not essential, might make your task easier.

Note: A note indicates exceptions to the stated rule, or information that emphasizes or supplements important points in the main text. A note can supply information that might apply only in a special case.

Caution! A caution indicates that failure to take or avoid a specified action could result in losing data. When you see a caution, follow the instructions carefully.

Chapter 1: About Intelligent Data Capture

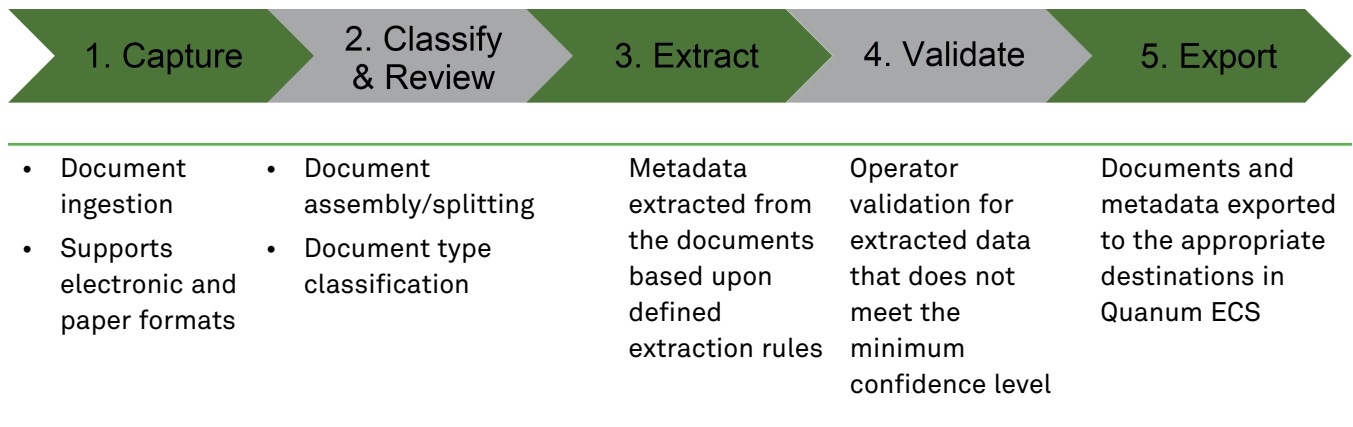
In This Chapter:

- Quantum ECS Intelligent Data Capture Product Overview 2
- Navigating IDC 3

Quantum ECS Intelligent Data Capture Product Overview

Quantum ECS Intelligent Data Capture (IDC) is a web-based document processing solution which allows organizations to ingest documents received through various means like paper, fax, or email, and to extract metadata from the documents. Metadata extraction relies upon the index fields and rules defined for the document types in the associated batch class; IDC does not extract any other data from the Quantum ECS database than is defined by the rules. To perform document processing, IDC leverages [Ephesoft Transact](#), an industry-leading solution which automates the end-to-end document processing workflow with minimal user interaction.

Document Processing Workflow



Notes:

- Batch instances which contain at least one document that IDC was unable to classify are assigned a status of *Ready for Review* and Operators can manually correct assembly and classification for these documents from the *Review* page.
- Batch instances that contain at least one field in which IDC was not confident are assigned a status of *Ready for Validation* and Operators can manually correct information, or provide missing information from the *Validate* page.

For more information, see ["Navigating the Review and Validation Pages"](#) on page 70.

User Roles

The resources (ie, IDC apps, batch classes, etc) available to IDC users is determined by their role, and the permissions given to that user role. In Quantum ECS, System Administrators identify new or existing user groups in Security Manager as an *Intelligent Document Capture Group*. These groups are then used to establish Administrator and Operator roles in IDC. See the *Add Groups* topic in Security Manager help for more information about making groups available as an IDC role.

The following describes the permissions typically granted to the Administrator and Operator roles in IDC:

- Administrator.** Users with Administrator permissions can manage batches by adding new document types, building extraction and validation rules, and configuring work flows for each batch class. Administrators can also view batches and restart or delete batches, if necessary.
- Operator.** Users with Operator permissions can upload documents for batch processing and review documents that Ephesoft has determined were not classified correctly. Operators can validate the exceptions and, if necessary, manually populate the fields in question.

Navigating IDC

This section describes the main features that are available in the IDC navigation menu. To access the navigation menu, hover over the left-hand tab.

Note: The menu options available to users is determined by their role in IDC. Administrators can access all of the *Administrator* and *Operator* menu options. By default, Operators can only access the *Operator* menu options; however, they can be granted access to *Administrator* options such as *Batch Class Management*, if needed. The *System Configuration* menu option is exclusive to Administrators. For assistance with accessing the *Administrator* options, contact Quantum ECS Technical Support.

The screenshot displays the Quantum Enterprise Content Solutions interface. On the left, a navigation menu is visible with the following options: Administrator, Batch Class Management, Batch Instance Management, Folder Management, System Configuration, Reports, Operator, Batch List, Review Validate, Web Scanner, and Upload Batch. A red bar highlights the 'Administrator' and 'Batch Class Management' options. A purple arrow points from the 'Administrator' option to the 'Review Validate' option in the main content area. The main content area features a table with columns: Id, Batch Class Name, Batch Name, Priority, Batch Updated On, Batch Imported On, and Batch Status. The table contains 15 rows of data. At the top left of the main content area, there is a small bar chart showing 'Review' and 'Validation' counts. The interface also includes a top navigation bar with 'Review', 'Validation', 'Assigned To Me', and 'Open' buttons, and a bottom status bar showing 'Page 1 of 2', 'Displaying 1 - 15 of 22', and 'Showing 15 Records per page'.

Id	Batch Class Name	Batch Name	Priority	Batch Updated On	Batch Imported On	Batch Status
B17E	ART_TEST_CM	BCE_al_07-06-202105_49_53	20	06-Jul-2021 20:27:58	07-Jun-2021 17:51:05	Ready For Review
B17C	yashouMBC1	BC12_yash_27-04-202105_50_18	20	27-Apr-2021 17:51:40	27-Apr-2021 17:51:05	Ready For Review
B17B	yashouMBC1	BC12_yash_27-04-202105_47_45	20	27-Apr-2021 17:51:34	27-Apr-2021 17:51:05	Ready For Review
B172	yashNew	BCB_medplus_07-08-202005_35_45	20	27-Apr-2021 18:42:35	07-Aug-2020 17:35:54	Ready For Review
B171	DevTest	BC5_tsa_07-08-202005_21_47	20	07-Aug-2020 17:24:09	07-Aug-2020 17:22:06	Ready For Review
B170	DevTest	BC5_tsa_05-08-202011_24_23	20	05-Aug-2020 11:26:40	05-Aug-2020 11:24:38	Ready For Review
B162	ART_TEST	BC6_al_15-06-202007_27_09	20	24-Nov-2020 17:46:29	15-Jun-2020 19:28:05	Ready For Review
B159	yashouscol	BCD_yash_04-06-202007_32_47	20	04-Jun-2020 19:34:57	04-Jun-2020 19:34:05	Ready For Review
B156	YCC3	BC11_yash_04-06-202007_14_49	20	17-Dec-2020 19:50:11	04-Jun-2020 19:17:05	Ready For Review
B153	YCC1	BCF_yash_29-05-202001_06_21	20	29-May-2020 13:09:31	29-May-2020 13:08:05	Ready For Review
B14E	YCC3	BC11_yash_28-05-202008_35_11	20	28-May-2020 20:38:36	28-May-2020 20:37:05	Ready For Review
B145	YCC3	BC11_yash_28-05-202006_01_16	20	28-May-2020 18:07:40	28-May-2020 18:04:05	Ready For Review
B145	YCC3	BC11_yash_28-05-202006_00_54	20	28-May-2020 18:03:31	28-May-2020 18:02:05	Ready For Review
B144	yashouscol	BCD_yash_28-05-202005_58_08	20	28-May-2020 17:59:41	28-May-2020 17:59:05	Ready For Review
B143	yashouscol	BCD_yash_28-05-202005_53_38	20	28-May-2020 17:58:04	28-May-2020 17:55:05	Ready For Review

Administrator Menu Options

Option	Description
<i>Batch Class Management</i>	<p>Area where all existing batch classes appear and where Administrators can add, remove, and configure batch classes (eg, creating workflows, classification rules, extraction rules, document types, index fields, and extraction rules).</p> <p>For more information about batch class management, see "Batch Class Management" on page 20.</p>
<i>Batch Instance Management</i>	<p>Dashboard that displays all batches that are currently being processed, as well as a real-time status per batch in the overall workflow. This enables Administrators to monitor work and intervene when an error occurs with a batch instance. Additionally, Administrators can view which batches are currently locked for use by other users and to test new batch classes.</p>
<i>Folder Management</i>	<p>Several files are created as batch instances are processed and written to an area on the server defined as <i>SharedFolders</i>. This application provides a way to access that folder, and can be used for troubleshooting.</p>
<i>System Configuration</i>	<p>Administrators can use the System Configuration interface to manage user security, database connections, licensing, security tokens and keys, and the regular expression pool.</p>
<i>Reports</i>	<p>Provides access to standard and advanced reports that enable Administrators to view performance data for IDC.</p> <p>Note: Advanced reports are available for an additional fee, so not all sites will have access to these reports.</p> <p>For more information about standard and advanced reports, see "Reporting" on page 105.</p>

Operator Menu Options

Option	Description
<i>Batch List</i>	<p>Displays all batch instances waiting for review or validation. If there are batch instances for review, the <i>Review</i> list appears in the <i>Batch List</i> by default; otherwise, the <i>Validation</i> list appears, even if there are no batch instances to validate. Operators can click the <i>Review</i> or <i>Validation</i> button at the top of the page to switch between the two lists.</p> <p>To manage a batch instance, Operators can double-click an instance in the list, or select a batch instance and then click <i>Open</i>. The batch instance opens in the <i>Review</i> or <i>Validate</i> page as appropriate.</p> <p>For more information about reviewing or validating a batch instance, see "Document Review and Validation" on page 68.</p>
<i>Review Validate</i>	<p>Displays the next batch instance ready for review or validation based on rules such as priority or creation date. The batch instance priority (a numerical value from 1-100 with 1 being the highest priority) sets the order in which a batch will be executed.</p> <p>The <i>Review</i> page enables Operators to review and correct document assembly (how pages are assembled into documents – including inserting or deleting pages) and classification (what document type is assigned).</p> <p>The <i>Validate</i> page enables Operators to correct information or provide information that is missing in a batch document, as well as change the document type.</p> <p>For more information about reviewing or validating a batch instance, see "Document Review and Validation" on page 68.</p>
<i>Web Scanner</i>	<p>Browser-based scanning interface that allows local TWAIN-based scanners to scan documents directly to IDC.</p> <p>For more information about web scanners, see "Scanner Installation and Setup" on page 6.</p>
<i>Upload Batch</i>	<p>Provides an interactive environment for Operators to upload electronic documents into IDC for processing.</p> <p>For more information about uploading documents, see "Document Ingestion" on page 58.</p>

Chapter 2: Scanner Installation and Setup

In This Chapter:

- About Scanner Installation and Setup 7
- Web Scanner Installation 8
- Scanner Profiles 13
- Web Scanner Settings 17

About Scanner Installation and Setup

IDC can ingest both electronic and paper documents. Each batch class has its own set of ingestion points and multiple methods are supported, including manual methods like scanning. In order to scan documents into IDC, you need to install the Ephesoft Web Scanner. The Web Scanner allows you to securely scan documents at your workstation using a local TWAIN-enabled scanner and import them directly in to IDC. To assist with quickly applying scanner settings like color depth and resolution when using the Web Scanner, you can define scanner profiles for the batch classes. For information about installing the Web Scanner or managing scanner profiles, see ["Web Scanner Installation" on the next page](#) and ["Scanner Profiles" on page 13](#).

To learn more about using the Web Scanner to scan documents and initiate batch processing, or to re-scan or insert pages when reviewing or validating batch instances, see ["Scanning Documents" on page 61](#), ["Rescanning Pages" on page 101](#), and ["Inserting Pages" on page 103](#).

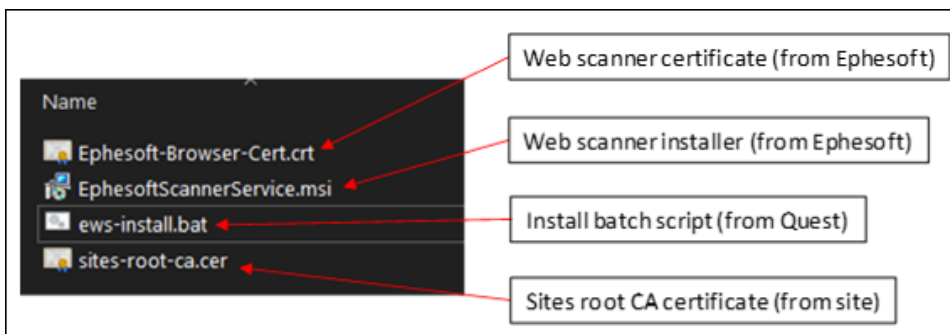
Web Scanner Installation

Ephesoft Transact, the tool that is used in IDC, scans and extracts data from documents that arrive in formats such as paper, fax, and email attachments. If you are scanning documents into IDC, you need to install the Ephesoft Web Scanner which allows you to securely scan images at your client workstation.

Install the Web Scanner

1 Prior to installing the web scanner on a workstation, do the following:

- Ensure the proper local scanner driver (TWAIN) is installed on your workstation.
- Copy the site's public CA root certificate from the IDC server. This is the same CA root file that was imported into the IDC keystore after receiving a signed certificate from the site.
- Copy the site's public CA root certificate into the folder containing the web scanner installer and installation batch script "install.bat". The resulting folder contents should look similar to this:

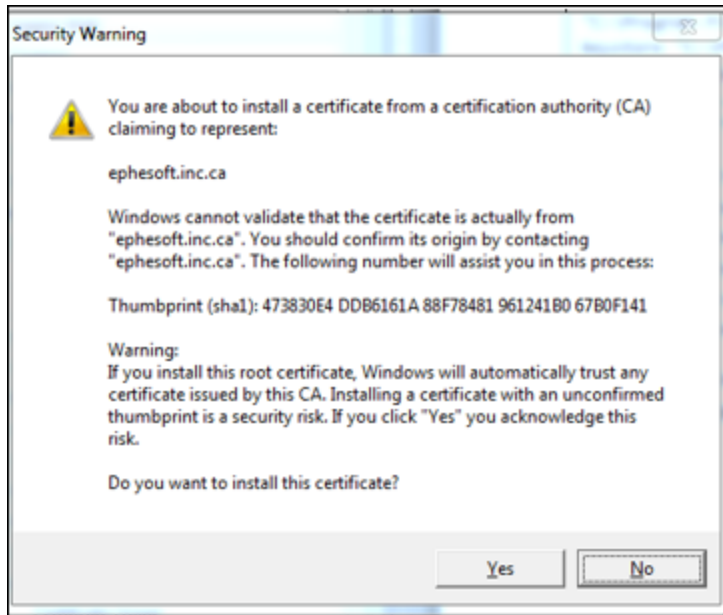


- After copying the certificate to the installation folder, edit the **ews-install.bat** file by replacing `<sites public CA root certificate file>` with the name of the public CA file you copied to this folder.

```
@echo off
echo .
echo Running Ephesoft Web Scanner installer
EphesoftScannerService.msi /q
timeout 2 >nul
echo .
echo Adding server root CA to web scanner JRE runtime
"C:\Program Files (x86)\EphesoftTransactScannerService\jre\bin\keytool" -importcert -keystore "C:\
\cacerts" -storepass changeit -alias ephesoftrootCA -file <sites public CA root certificate file>
timeout 2 >nul
echo.
echo Adding server root CA to Windows local computer trusted store
certutil -addstore -f "Root" "<sites public CA root certificate file>"
timeout 2 >nul
echo.
echo Adding web scanner root CA to Windows local computer trusted store
certutil -addstore -f "Root" "C:\Program Files (x86)\EphesoftTransactScannerService\Ephesoft-Brows
timeout 2 >nul
|
```

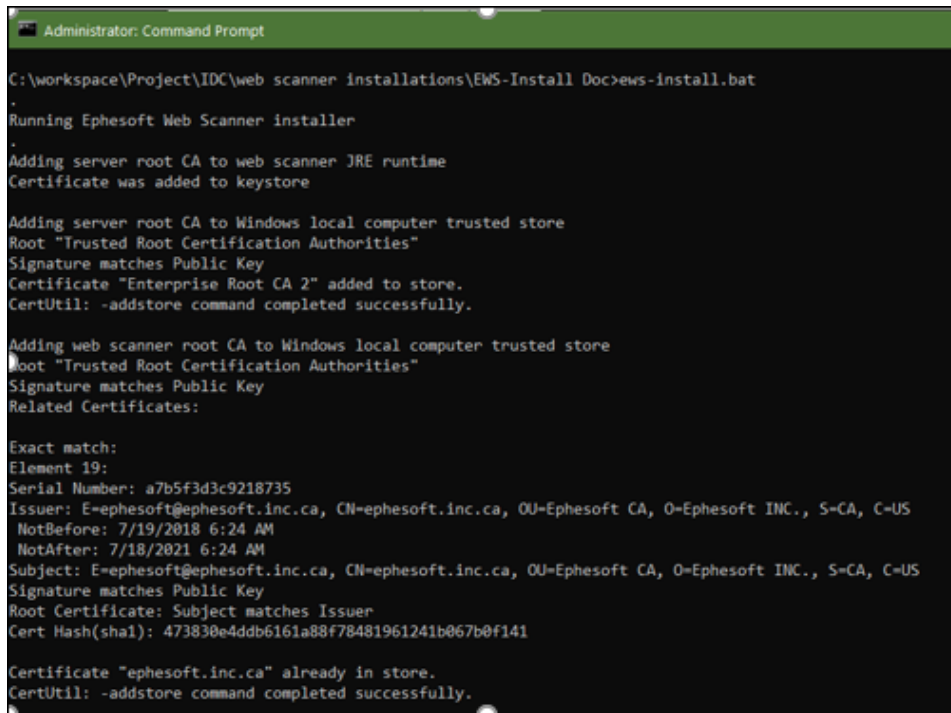
- Copy this installation folder to a workstation for installation of the web scanner.

- To begin the installation of the web scanner, open an administrator command window in the installation folder and run the *install.bat* file. The following window may appear:

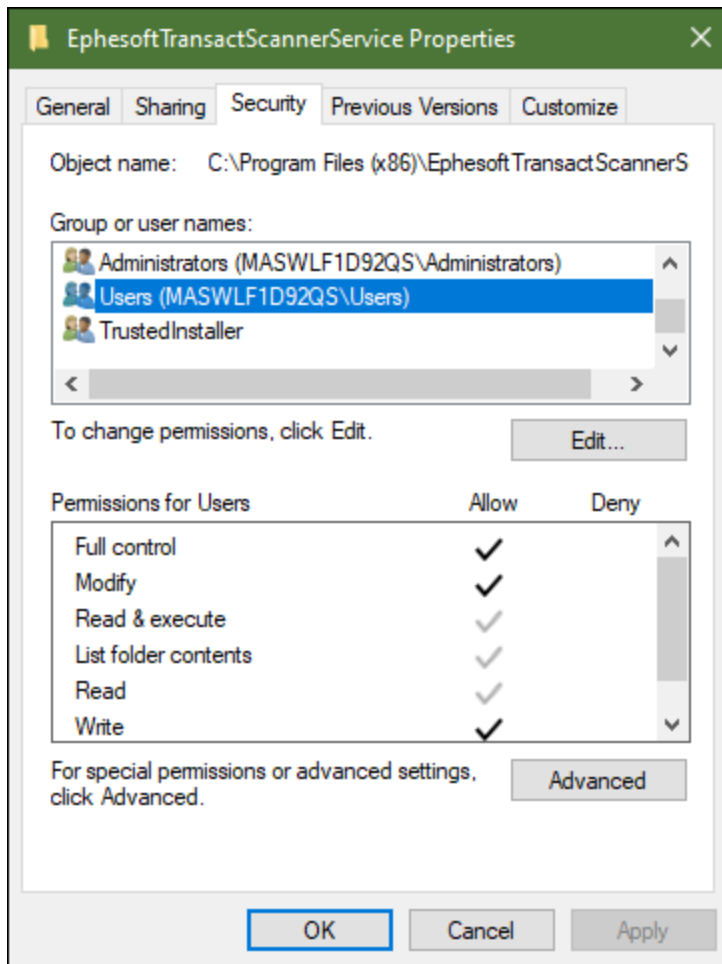


- Click Yes.

The output in the command window appears similar to the following:

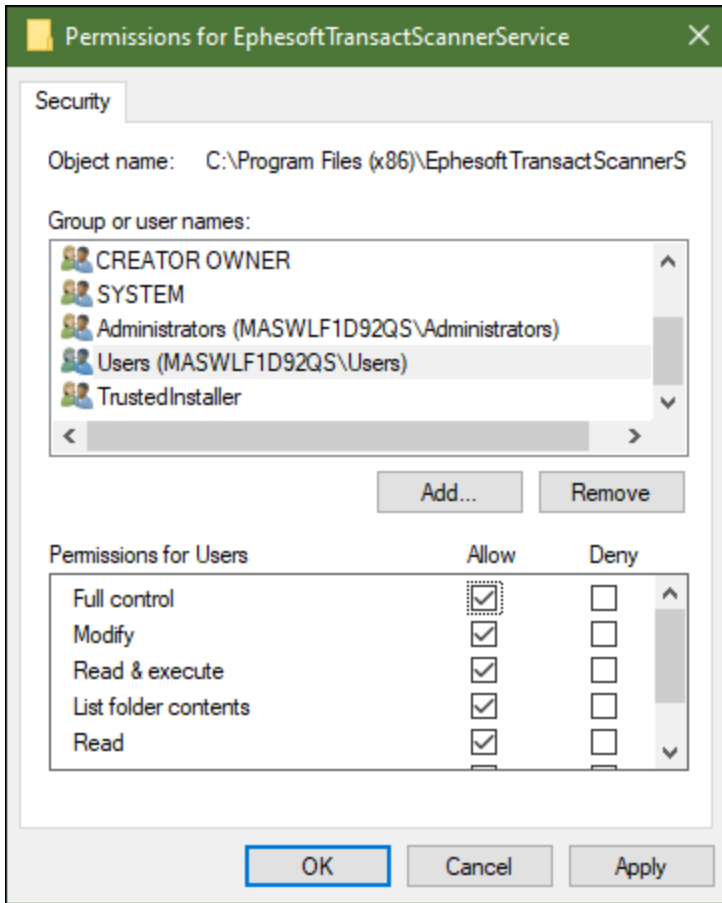


b In the *EphesoftTransactScannerService Properties* dialog box, do the following:



- i Click the *Security* tab.
- ii In the *Group or user names* list, click *Users*.
- iii Click *Edit*.

- c In the *Permissions for EphesoftTransactScannerService* dialog box, do the following:



- i In the *Group or user names* list, click *Users*.
- ii In the *Permissions for Users* area, select the *Allow* check box for *Full control*.
- iii Click *Apply* and then *OK*.

- d In the *EphesoftTransactScannerService Properties* dialog box, click *OK*.

The web scanner should now be installed and functional.

Scanner Profiles

A Scanner Profile is a named set of scanner settings that include things like color depth, resolution, and duplex. Scanner profiles are defined for a specific batch class that can be selected and applied when using the web scanner application.

For information on setting up and modifying scanner profiles, see ["Creating Scanner Profiles"](#) below and ["Managing Scanner Profiles"](#) on page 15.

Creating Scanner Profiles

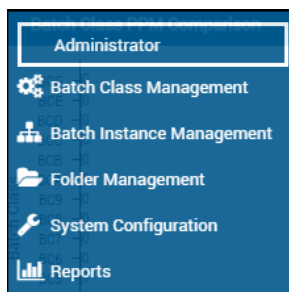
Each batch class contains a default web scanner profile that cannot be modified. However, you can create additional customized profiles to accommodate specific document types and batch classes. Profiles allow you to assign features like color depth, resolution, and duplexing of pages to a specific profile, which you then assign to a batch. You can create a scanner profile for any combination of settings that you find to be useful.

Tips:

- Scanner settings not managed by the scanner profile can often be set in the scanner driver.
- Windows Image Acquisition (WIA) scanner drivers are not supported due to poor quality.
- In scanner profiles, select *Paper Size = 0* (PAPER_NONE) for a portrait US letter.
- Create common scanner profiles in BC1 so that they get copied when building new batch classes.
- When using the *WebScanner* application, you cannot modify individual scanner settings; you can only select a scanner profile.
- Create separate scanner profiles for black and white, color, and possibly grayscale as well as low resolution color and high resolution color.

Set up a Scanner Profile

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.



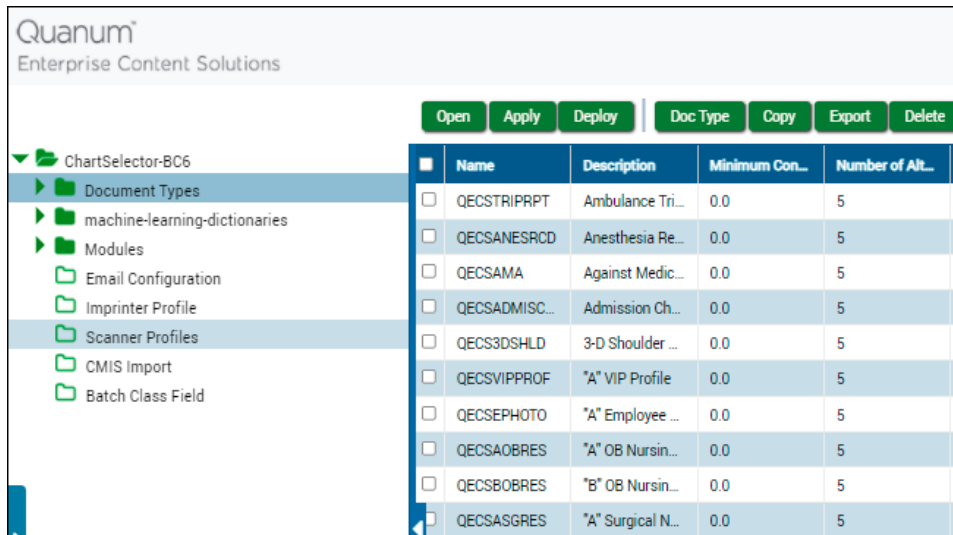
- 2 Select the check box (next to the *Identifier* column) for the batch class you want to manage, and then click *Open*.

A screenshot of a web application interface showing a table of batch classes. Above the table are several buttons: 'Open', 'Apply', 'Add', 'Copy', 'Export', 'Unlock', 'Encrypt', and 'Delete'. The table has a header row with columns: 'Batch Class PPM Comparison', 'Identifier', 'Name', 'Description', 'Drop Folder', and 'Version'. There are three rows of data. The first row has a checkbox, 'BC0', 'GlobalBatchClass', 'Global Batch Class', '/opt2/cmax/Ephe...', and '1.0.0.1'. The second row has a checkbox, 'BC1', 'LooseSheetTemp...', 'Loose Sheet Temp...', '/opt2/cmax/Ephe...', and '1.0.0.1'. The third row has a checkbox, 'BC2', '...', '...', '...', and '1.0.0.1'. The 'BC1' row is highlighted in blue, and its checkbox is checked.

Batch Class PPM Comparison	Identifier	Name	Description	Drop Folder	Version
<input type="checkbox"/>	BC0	GlobalBatchClass	Global Batch Class	/opt2/cmax/Ephe...	1.0.0.1
<input checked="" type="checkbox"/>	BC1	LooseSheetTemp...	Loose Sheet Temp...	/opt2/cmax/Ephe...	1.0.0.1
<input type="checkbox"/>	BC2	1.0.0.1

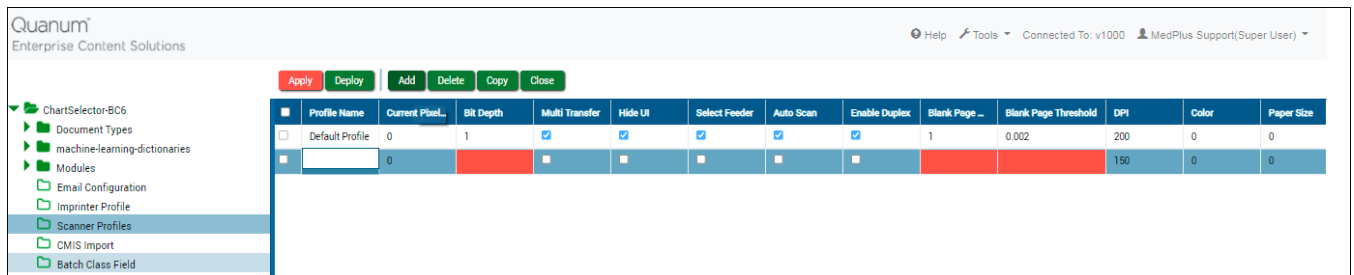
3 In the left-hand pane, click *Scanner Profiles*.

The default profile appears.



4 Click *Add*.

A new blank profile appears.



5 Enter a profile name.

Note: If a field in the *Scanner Profiles* configuration screen is missing or invalid, the field will display in red. Refer to the "[Web Scanner Settings](#)" on page 17 for fields available for customization, and their customized values.

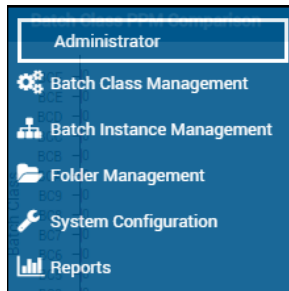
6 When you have completed the fields, click **Apply** , and then click **Deploy** .

Managing Scanner Profiles

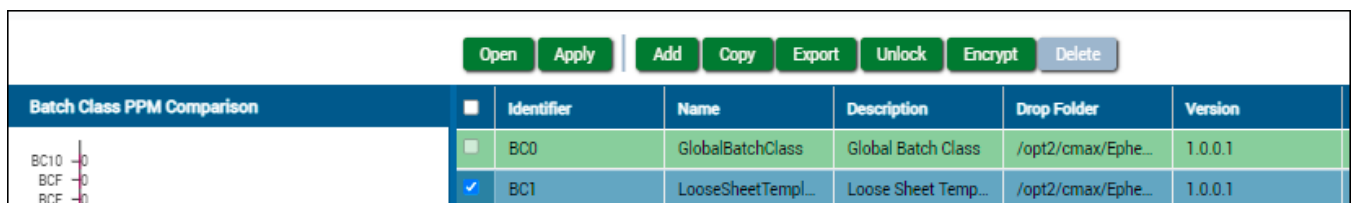
You can make changes to custom profiles that you have created, copy a custom profile and edit it to make it unique, or delete a custom profile.

Edit a Scanner Profile

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.



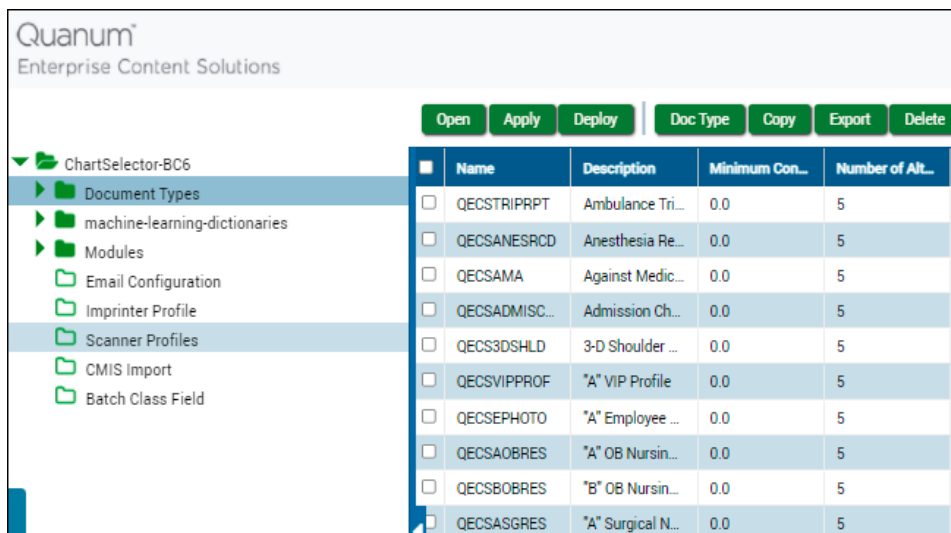
- 2 Select the check box (next to the *Identifier* column) for the batch class that contains a custom scanner profile, and then click *Open*.

A screenshot of the 'Batch Class PPM Comparison' table. The table has columns for Identifier, Name, Description, Drop Folder, and Version. There are three rows: BC0 (GlobalBatchClass), BC1 (LooseSheetTempl...), and BCE. The BC1 row is selected, and the 'Open' button is highlighted.

Batch Class PPM Comparison	Identifier	Name	Description	Drop Folder	Version
<input type="checkbox"/>	BC0	GlobalBatchClass	Global Batch Class	/opt2/cmax/Ephe...	1.0.0.1
<input checked="" type="checkbox"/>	BC1	LooseSheetTempl...	Loose Sheet Temp...	/opt2/cmax/Ephe...	1.0.0.1
<input type="checkbox"/>	BCE				

- 3 In the left-hand pane, click *Scanner Profiles*.

The default profile appears.

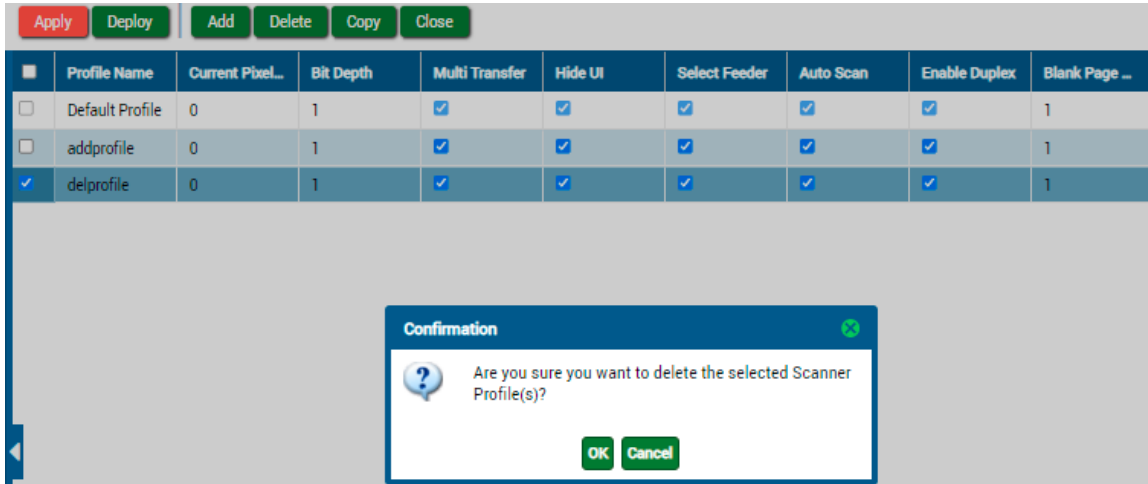


- 4 Select the check box next to the custom scanner profile you want to change and do one of the following:
- Click any field to edit it.
 - Click *Copy* to create an additional, similar profile. You can then edit any of the fields.

Notes:

- The name of the profile must be unique.
- If a field in the *Scanner Profiles* configuration screen is missing or invalid, the field will display in red. Refer to the "[Web Scanner Settings](#)" on the next page for fields available for customization, and their customized values.

- Click *Delete* to remove the profile, then click Yes on the confirmation dialog.



- 5 When you have completed the fields, click **Apply** , and then click **Deploy** .

Web Scanner Settings

The following table provides all web scanner settings available for configuration and their possible values. The recommended settings for IDC are highlighted.

Settings	Possible Values
<p>Current Pixel Type</p> <p>Recommended Settings:</p> <ul style="list-style-type: none"> For black and white scanning, set to 0. For color scanning, set to 2. For grayscale scanning, set to 1. 	<p>0: 1-bit per pixel, black and white</p> <p>1: grayscale, normally 8 but can be 4- or 16-bit</p> <p>2: RGB color, 24-bit (can also be 48-bit, and rarely 15-, 16-, or 32-bit)</p> <p>3: indexed color (image has a color table) 8 or 4-bit.</p> <p>4: CMY color, 24-bit</p> <p>5: CMYK color, 32-bit</p>
<p>Bit Depth</p> <p>Specifies bit depth per color channel (eg, 24-bit RGB has a bit depth of 8).</p> <p>Recommended Settings:</p> <ul style="list-style-type: none"> For black and white scanning, set to 1. For color scanning, set to 24. For grayscale scanning, set to 8 	<p>1: 1-bit per pixel, black and white</p> <p>8: grayscale, but some scanners may require it to be 4- or 16-bit</p> <p>24: RGB color, but some scanners may require it to be 48-bit, and rarely 15-, 16-, or 32-bit</p>
<p>Multi Transfer</p> <p>Recommended Setting:</p> <p>Accept the default for all batch profiles.</p>	<p>True: Scan multiple pages in one session</p> <p>False: Scan and close the TWAIN session</p>
<p>Hide UI</p> <p>Hides the source</p> <p>Recommended Setting:</p> <p>Set to True to hide the scanner source user interface. The interface can be used to access additional scanner settings that can be enabled per device/software being used.</p>	<p>True</p> <p>False</p>

Settings	Possible Values
Select Feeder Controls the Automatic Document Feeder (ADF).	True False
Auto Scan	True: Web Scanner will scan pages before they are requested, and buffer them in the scanner or host PC. Use this option to achieve maximum throughput on ADF scanners. False
Enable Duplex Sets the scanner for duplex scanning if the scanner supports it.	True: Scan Duplex False: Scan Simplex
Blank Page Mode Signals Web Scanner to detect and discard blank pages.	True (discard): 1 False (do not discard): 0
Blank Page Threshold Specifies the 'dark' pixel percentage threshold, below which the page is considered 'blank.'	Between 0 and 1.0, The Default blank page threshold is: 0.02 (= 2% dark pixels).
DPI This option specifies the dots per inch.	200 300 Values supported by other scanners
Color	0: 1-bit per pixel, black and white 1: grayscale, normally 8 but can be 4- or 16-bit 2: RGB color, 24-bit (can also be 48-bit, and rarely 15-, 16-, or 32-bit) 3: indexed color (image has a color table) 8 or 4-bit. 4: CMY color, 24-bit 5: CMYK color, 32-bit
Paper Size	0: NONE 19: A0 37: JISB3 1: A4 20: A1 38: JISB4 2: B5 21: A2 39: JISB6 3: US Letter 22: A7 40: JISB7 4: US Legal 23: A8 41: JISB8

Settings	Possible Values
	5: A5 24: A9 42: JISB9 6: B4 25: A10 43: JISB10 7: B6 26: ISOB0 44: C0 9: US Ledger 27: ISOB1 45: C1 10: US Executive 28: ISOB2 46: C2 11: A3 29: ISOB5 47: C3 12: B3 30: ISOB7 48: C7 13: A6 31: ISOB8 49: C8 14: C4 32: ISOB9 50: C9 15: C5 33: ISOB10 51: C10 16: C6 34: JISB0 52: US Statement 17: 4A0 35: JISB1 53: Business Card 18: 2A0 36: JISB2
Back Page Rotation Multiple Specifies the multiples of 90 degrees in which back pages should be rotated.	1: 90 degrees 2: 180 degrees 3: 270 degrees
Front Page Rotation Multiple Specifies the multiples of 90 degrees in which front pages should be rotated.	1: 90 degrees 2: 180 degrees 3: 270 degrees
Enable Rescan	Enables or disables rescanning of scanned documents. Rescan is enabled by default.
Enable Delete	Enables or disables the ability to delete scanned document pages. This property is enabled by default.

Chapter 3: Batch Class Management

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About Batch Class Management

The foundation of IDC's document processing workflow is batch classes. Batch classes provide the global settings and configurations for the operations performed during the IDC workflow, defining how pages will be processed from ingestion to export.

The main elements which comprise batch classes include:

- **Document Types.** A list of the document types that will be supported by the batch class must be assembled. It is recommended that batch classes only contain the document types that are needed. There are global document types (can be used by all batch classes) and local document types (apply only to specific batch classes). For more information about managing global document types, see ["Global Document Types" on page 46](#).

Note: There is a document synchronization process between Quantum ECS Table Manager and IDC. When a document type is added, modified, or deleted in Quantum ECS, a corresponding global IDC document type in BC0 is updated.

- **Modules.** The batch class modules represent and define the order of stages in the batch processing workflow, such as *Page Process* (individual image processing of images/pages within the batch) and *Extraction* (extraction of metadata from each document in the batch). These modules act as containers for plugins.
- **Plugins.** Within each module are sets of plugins which perform specific operations. You can add, remove, or change the order of any modules or plugins in the workflow; however some do have a recommended or required order for performance. For information about custom plugins provided for Quantum ECS, see ["Plugins" on page 27](#).
- **Scanner Profiles.** Specific profile configurations such as color depth, resolution, and duplexing of pages can be created to optimize Web Scanner functionality. Each batch class contains a default Web Scanner profile; however, Administrators can set up additional customized profiles to accommodate specific document types and batch classes. These custom profiles are available to Operators for selection when using the Web Scanner. For more information about managing scanner profiles, see ["Scanner Profiles" on page 13](#).

The *Batch Class Management* page displays all of the existing batch classes and enables Administrators to add, remove, and configure batch classes, as well as backup batch classes using the export function. IDC provides you with two batch class templates, by default, that you can use to make your own batch classes. For more information about the batch class templates or tasks related to creating a new batch class, see ["Batch Class Templates" on the next page](#), ["Creating Batch Classes" on the next page](#), or ["Importing Batch Classes" on page 55](#). For more information about exporting batch classes, see ["Exporting Batch Classes" on page 54](#).

Creating Batch Classes

The foundation of IDC's document processing workflow is batch classes, which provide the global settings and configurations for the operations performed during the workflow. The basic processes to set up a workflow in IDC includes creating a batch class, and then performing additional configuration for the batch class like the following:

- Adding or removing modules and plugins as needed to support the workflow.
- Creating and learning document types. For more information about learning documents, see "[Learning Files](#)" on page 50.
- Creating index fields to extract data from documents.
- Create key-value extraction rules to populate the index fields with the data extracted from a document.

Note: The key-value (KV) extraction rule is the most common way to build out extraction logic, but there are other extraction rule types that can be created as well.

While you can create and configure batch classes manually, IDC also provides you with templates that you can use when creating your own batch classes, as well as an option to import a batch class. The BC0 Global Batch Class template is used to define the global document types that can be utilized in any other batch class. The BC1 Loose Sheet Template is the base template for all Quantum ECS batch classes (for more information, see "[Batch Class Templates](#)" below). It is recommended that any new batch classes are created by copying the BC1 batch class and then modifying the new batch class, as needed. For more information about creating a new batch class by copying the BC1 Loose Sheet Template or by importing a batch class, see "[Create a New Batch Class](#)" on the next page or "[Importing Batch Classes](#)" on page 55.

Note: If needed, you can request modifications to existing batch classes or the creation of custom batch classes by contacting Quantum ECS Technical Support.

Batch Class Templates

IDC provides you with batch class templates that you can use to make your own batch classes. Currently the following batch class templates are available:

- **BC0 Global Batch Class.** The BC0 Global Batch Class template is a special batch class where document types defined here can be made "global". When a document type is made "global", it can be used in other batch classes and any changes made to that global document type will affect **all** of the batch classes that use it. For Quantum ECS, these global document types have names and Index field names that directly map to Quantum ECS document types and document type attributes. These document types can be defined as either a folder document type or a chart document type depending on how the index fields are configured. This allows the Export plugin to export the document to Quantum ECS as the proper document type and with the proper values used as document attribute values. For more information about managing global document types, see "[Global Document Types](#)" on page 46.

Note: If a document type is deleted in Quantum ECS *Table Manager*, it will no longer be available to select in IDC.

- **BC1 Loose Sheet Template.** The BC1 Loose Sheet Template is the base template for all Quantum ECS batch classes. New batch classes are created by copying the BC1 batch class and then modifying the new batch class, as needed. The BC1 Loose Sheet Template includes a reference to all of the global document types in the in BC0 Global Batch Class. Any changes made to the global document types will impact your new batch class; however, when any new global document types are added to the BC0 batch class, they are **not** automatically added to your new batch class.

By default, the BC1 Loose Sheet Template utilizes modules and plugins to complete the following workflow:

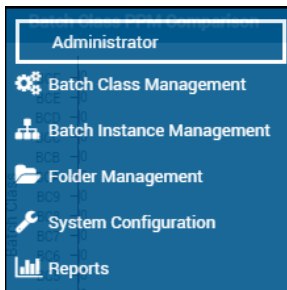
- Barcode classification
- Lookup document name for bar code value
- Barcode extraction
- Validation process
- Export to Quantum ECS

For more information about the modules and plugins included with the BC1 Loose Sheet Template, see ["Create a New Batch Class"](#) below.

Create a New Batch Class

Note: This topic describes how to create a batch class by copying the BC1 Loose Sheet Template. You can also create a new batch class by importing a batch class. For more information about importing, see ["Importing Batch Classes"](#) on page 55.

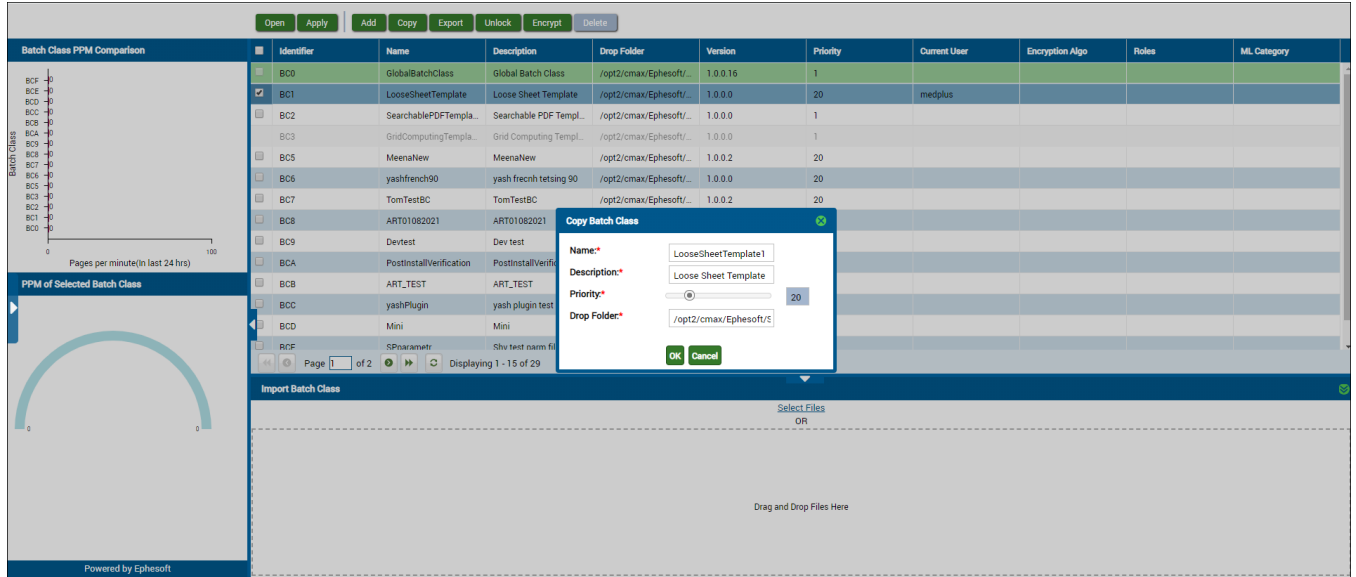
- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.



- 2 Select the check box (next to the *Identifier* column) for *BC1 LooseSheetTemplate*, and then click *Copy*.

Batch Class PPM Comparison						
	Identifier	Name	Description	Drop Folder	Version	
<input type="checkbox"/>	BC0	GlobalBatchClass	Global Batch Class	/opt2/cmax/Ephesoft/...	1.0.0.16	
<input checked="" type="checkbox"/>	BC1	LooseSheetTemplate	Loose Sheet Template	/opt2/cmax/Ephesoft/...	1.0.0.0	
<input type="checkbox"/>	BC2	SearchablePDFTempla...	Searchable PDF Templ...	/opt2/cmax/Ephesoft/...	1.0.0.0	
<input type="checkbox"/>	BC3	GridComputingTempla...	Grid Computing Templ...	/opt2/cmax/Ephesoft/...	1.0.0.0	
<input type="checkbox"/>	BC5	MeenaNew	MeenaNew	/opt2/cmax/Ephesoft/...	1.0.0.2	
<input type="checkbox"/>	BC6	yashfrench90	yash french tetsing 90	/opt2/cmax/Ephesoft/...	1.0.0.0	
<input type="checkbox"/>	BC7	TomTestBC	TomTestBC	/opt2/cmax/Ephesoft/...	1.0.0.2	
<input type="checkbox"/>	BC8	ART01082021	ART01082021	/opt2/cmax/Ephesoft/...	1.0.0.25	

3 In the *Copy Batch Class* dialog box, do the following:



a In the *Name* box, type a name for the new batch class.

Notes:

- The name cannot contain spaces.
- Maximum length is 255 characters.

b In the *Description* box, type a description for the batch class. Consider using a standard naming convention, for example the department that will use the batch class.

Note: Maximum length is 255 characters.

c At *Priority*, leave the default value of 20.

d In the *Drop Folder* box, it is recommended to replace the last folder of the path with the value for *Name* (eg (/opt2/cmax/Ephesoft/SharedFolders/drop-folders/[Name])).

4 Click *OK* to create the batch.

5 Make additional changes to the batch class, as needed. By default, the BC1 Loose Sheet Template is as follows:

- Operate as a loose sheet batch that reads Code39 barcodes and use document type barcodes for Classification, and MRN and Acct# for metadata extraction.
- Only handles chart documents.
- Includes the following modules and related plugins:

Modules	Description	Related Plugins
Folder Import	Includes operations related to the ingestion of files.	IMPORT_MULTIPAGE_FILES IMPORT_BATCH_FOLDER
Page Process	Includes operations related to individual processing of images/pages within the batch.	NUANCE_HOCR CREATE_DISPLAY_IMAGE SEARCH_CLASSIFICATION

Modules	Description	Related Plugins
		MULTI_DIMENSIONAL_CLASSIFICATION ADVANCED_BARCODE_READER QECS_BARCODE_MAPPING_PLUGIN
Document Assembly	Includes operations related to defining/classifying document(s) (1 or more pages), and assembling the documents.	DOCUMENT_ASSEMBLER QECS_COALESCE_ADJACENT_PAGES_PLUGIN QECS_REMOVE_DOCUMENT_HEADER_PLUGIN QECS_DOCUMENT_SPLIT_PLUGIN_2 QECS_DOCUMENT_SPLIT_PLUGIN Note: The QECS_DOCUMENT_SPLIT_PLUGIN has been deprecated; QECS_DOCUMENT_SPLIT_PLUGIN_2 should be used instead.
Review Document	Includes operations related to reviewing the assembly and classification of documents within the batch when Operator interaction is required.	REVIEW_DOCUMENT
Extraction	Includes operation related to the extraction of metadata from each document in the batch.	NUANCE_EXTRACTION_PLUGIN REGULAR_REGEX_EXTRACTION KEY_VALUE_EXTRACTION CROSS_SECTION_EXTRACTION PARAGRAPH_EXTRACTION ADVANCED_BARCODE_EXTRACTION MACHINE_LEARNING_BASED_EXTRACTION TABLE_EXTRACTION EXTRACTION_SCRIPTING_PLUGIN QECS_ENCOUNTER_BATCH_PLUGIN
Automated Validation	Includes operations related to validating metadata to determine if the document is complete.	AUTOMATED_REGEX_VALIDATION QECS_FIELD_VALIDATION_PLUGIN AUTOMATED_VALIDATION_SCRIPTING_PLUGIN

Modules	Description	Related Plugins
Validate Document	Includes operations related to validating metadata when Operator interaction is required.	VALIDATE_DOCUMENT
Export	Includes operations related to completing the batch process by exporting the document to an appropriate destination, usually Quatum ECS.	CREATE_MULTIPAGE_FILES QECS_EXPORT_PLUGIN CLEANUP

Notes:

- After you create the new batch class (by copying BC1), you should optimize your batch class by removing the plugins you do not need. Even if a batch class *Switch* is set to *OFF*, it will still be loaded and execute until it is determined that the *Switch* is *OFF*.
- For information about the custom "QECS" plugins, see ["Plugins" on the next page](#). For information about IDC plugins provided by Ephesoft Transact by default, refer to the [Ephesoft documentation](#).

Plugins

IDC provides you with plugins that help to provide a seamless integration between other Quantum ECS applications and IDC. Currently the following custom plugins are available:

Note: If needed, you can request modifications to existing custom plugins or the creation of additional custom plugins by contacting Quantum ECS Technical Support.

- **QECS_BARCODE_MAPPING_PLUGIN.** In order for IDC to classify a document using barcode classification, the barcode value needs to match the document type name. The *QECS_BARCODE_MAPPING_PLUGIN* will modify the barcode value to match the associated document type name.
- **QECS_BATCH_INSTANCE_INFO_PLUGIN.** The *Batch List* and *Batch Instance Management* pages display a table of batch instances that can be configured to show and hide columns that display information for each batch instance. There are four columns that are reserved for custom use. This plugin allows you to define what information appears in these columns. When this plugin runs, it loops through each document in the batch instance, building a delimited string of unique values found for the specified index field.
- **QECS_COALESCE_ADJACENT_PAGES_PLUGIN.** There is a Quantum ECS Document Type parameter called Coalesce Adjacent Pages that can be managed through Document Types in Table Manager. In Scan Operator, this parameter would determine if documents of the specified type positioned adjacent to one another in the batch would be combined into a single document. This is often used for document types like Nurses Notes, where a standard bar coded form that is filled out multiple times during a patient stay would be stored as a single document instead of each page as its own document in the chart. In order to enable this plugin, the plugin must be turned on in IDC and the document type parameter must be set in Table Manager.
- **QECS_DOCUMENT_SPLIT_PLUGIN.** In Quality Review, a user could specify specific pages of a document to be sent to a specific destination and made into a new document. For example, this was often done with specific pages of a Cash Posting Report in the PFS department so that the relevant pages would be attached to the correct chart. To replicate this behavior in IDC, this plugin will duplicate, split, and re-assemble the document into multiple documents that can be attached to the appropriate charts.

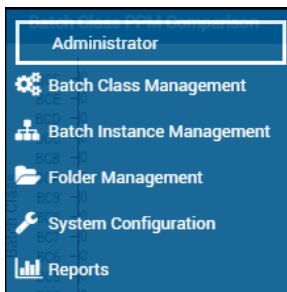
Note: *QECS_DOCUMENT_SPLIT_PLUGIN* has been deprecated; *QECS_DOCUMENT_SPLIT_PLUGIN_2* should be used instead.

- **QECS_DOCUMENT_SPLIT_PLUGIN 2.** This plugin is a replacement for the *QECS_DOCUMENT_SPLIT_PLUGIN*. It allows you to do complex split operations on a document. These operations allow you to identify static pages that should be included with each split page. This plugin can be configured via file or through the UI configuration.
- **QECS_ENCOUNTER_BATCH_PLUGIN.** Encounter Batch is a legacy batch that was supported by the Scan Operator application. The main difference between Encounter Batch and Loose Sheet batch is that the Encounter batch type uses a batch header sheet that includes the MRN/Acct (or Cabinet/Drawer/Folder) for all documents within the batch. In IDC this is supported with the *QECS_ENCOUNTER_BATCH_PLUGIN*. This plugin copies the MRN/Acct number from a source document to all of the other documents in the batch. The source document will most likely be the batch header sheet, but it doesn't have to be.
- **QECS_EXPORT_PLUGIN.** The *QECS_EXPORT_PLUGIN* allows a batch class to send scanned images to Quantum ECS, so that all scanned documentation is stored in Quantum ECS.

- **QECS_FIELD_VALIDATION_PLUGIN.** After data has been extracted from a document and before the batch is made available to an end user, a validation operation occurs on the current state of the batch. This operation attempts to ensure that the batch documents can be considered complete. The *QECS_FIELD_VALIDATION_PLUGIN* does this initial validation.
- **QECS_REMOVE_DOCUMENT_HEADER_PLUGIN.** A Quantum ECS document header that was historically used to provide a document type barcode for a document that does not include one for processing in the Scan Operator application. It was printed from Scan Operator and included two bar codes; DOCHEADER, to indicate that this is a document header, and the barcode for the document type as defined in Table Manager. Scan Operator would use the document header to identify the document type and then discard the image of the document header so it would not be presented as part of the batch. The *QECS_REMOVE_DOCUMENT_HEADER_PLUGIN* allows IDC to recognize the header sheet, use the document type it represents, and discard the image.

Manage QECS_BARCODE_MAPPING_PLUGIN

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.

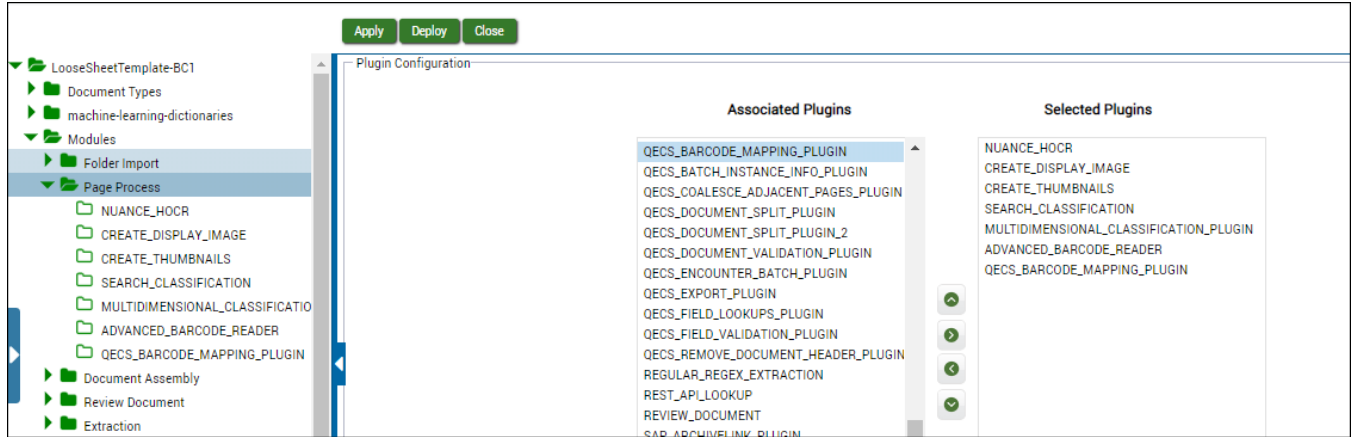



- 2 Select the check box (next to the *Identifier* column) for the batch class you want to manage, and then click *Open*.

Note: For BC1, this plugin is already added.

Batch Class PPM Comparison										
	Identifier	Name	Description	Drop Folder	Version	Priority	Current User	Encryption A...	Roles	ML Category
BC10	<input type="checkbox"/>	BC0	GlobalBatch...	Global Batc...	/opt2/cmax...	1.0.0.1	1			
BCF	<input type="checkbox"/>	BC1	LooseSheet...	Loose Sheet...	/opt2/cmax...	1.0.0.3	20			
BCE	<input checked="" type="checkbox"/>	BC2	SearchableP...	Searchable ...	/opt2/cmax...	1.0.0.0	1			
BCB	<input type="checkbox"/>	BC3	GridComputi...	Grid Comput...	/opt2/cmax...	1.0.0.0	1			
BCA	<input type="checkbox"/>	BC5	TestBC	TestBC	/opt2/cmax...	1.0.0.14	20			
BC8	<input type="checkbox"/>	BC6	SelectorTest	SelectorTest	/opt2/cmax...	1.0.0.15	20			
BC7										
BC6										
BC5										

3 In the left-hand pane, click *Modules > Page Process*.

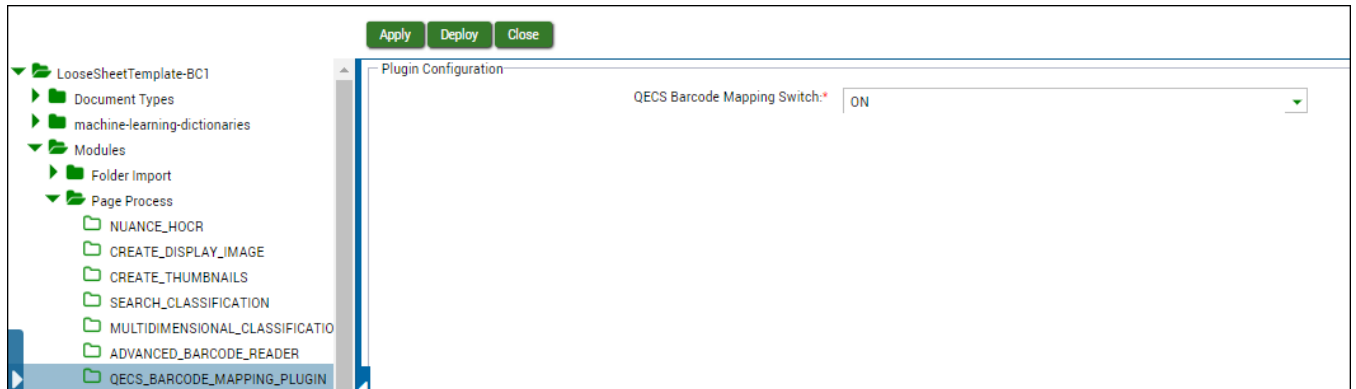


4 From the *Associated Plugins* list, click *QECS_BARCODE_MAPPING_PLUGIN*, and then click  to add it to the *Selected Plugins* list.

Note: Make sure that the barcode mapping plugin comes **after** *ADVANCED_BARCODE_READER*.

5 Click *Apply* to save the plugin to the module and enable plugin configuration.

6 To configure the plugin, do the following:



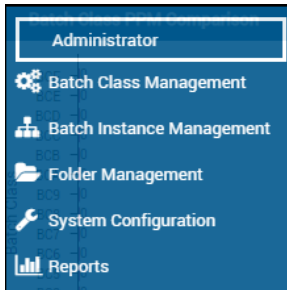
a In the left-hand pane, click *Modules > Page Process > QECS_BARCODE_MAPPING_PLUGIN*.

b In the *QECS Barcode Mapping Switch* list, click *ON* or *OFF*.

7 Click *Apply* to save your changes, or click *Deploy* to save your changes and start the workflow.

Manage QECS_BATCH_INSTANCE_INFO_PLUGIN

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.

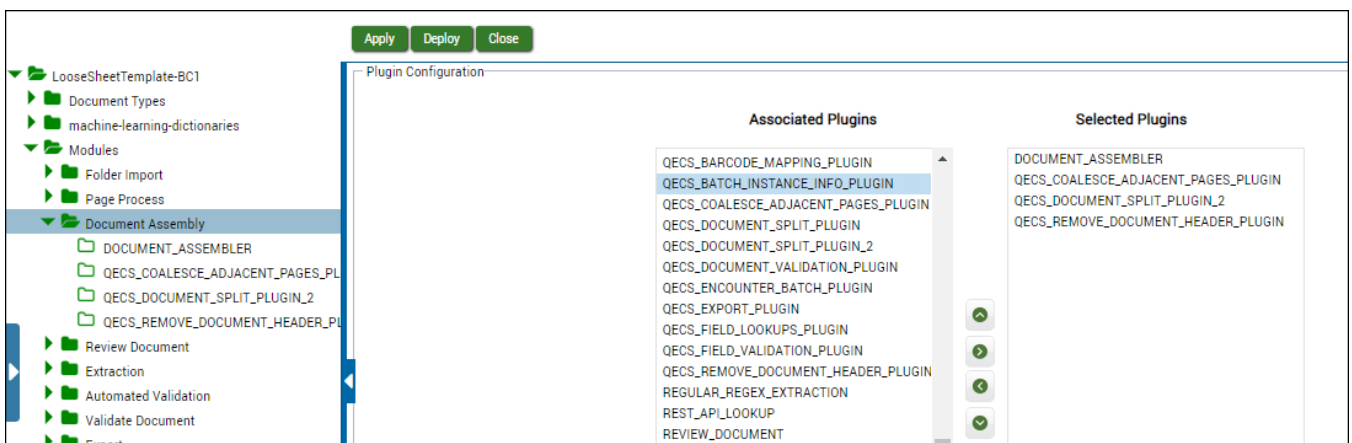



- 2 Select the check box (next to the *Identifier* column) for the batch class you want to manage, and then click *Open*.

Batch Class PPM Comparison										
Identifier	Name	Description	Drop Folder	Version	Priority	Current User	Encryption A...	Roles	ML Category	
<input type="checkbox"/>	BC0	GlobalBatch...	Global Batc...	/opt2/cmax...	1.0.0.1	1				
<input type="checkbox"/>	BC1	LooseSheet...	Loose Sheet...	/opt2/cmax...	1.0.0.3	20				
<input checked="" type="checkbox"/>	BC2	SearchableP...	Searchable ...	/opt2/cmax...	1.0.0.0	1				
<input type="checkbox"/>	BC3	GridComputi...	Grid Comput...	/opt2/cmax...	1.0.0.0	1				
<input type="checkbox"/>	BC5	TestBC	TestBC	/opt2/cmax...	1.0.0.14	20				
<input type="checkbox"/>	BC6	SelectorTest	SelectorTest	/opt2/cmax...	1.0.0.15	20				

- 3 In the left-hand pane, click *Modules > Document Assembly* or *Extraction*.

Note: While you can place the plugin wherever you find it useful, placing it in the *Document Assembly* or *Extraction* modules may be a logical place. Because the plugin loops through each document in the batch to find unique index fields, you will want to put the plugin after the point where the data of interest exists and right before the point where you want to see the data of interest. If document types are your data of interest, then you would put the plugin after *Document Assembly*, as that's where the document is classified. The first point where you can observe data about the batch is in the *Review Document* module so you want to make sure the plugin is between these two points. If your data of interest is collected through extractions, you would place the plugin after *Extraction* and before *Validate Document* to observe data about the batch.



- 4 From the *Associated Plugins* list, click *QECS_BATCH_INSTANCE_INFO_PLUGIN*, and then click  to add it to the *Selected Plugins* list.

- 5 Click *Apply* to save the plugin to the module and enable plugin configuration.

Note: The plugin can appear multiple times in a single batch class.

- 6 To configure the plugin, do the following:
- a In the left-hand pane, click *Modules*, and then click the module to which you added *QECS_BATCH_INSTANCE_INFO_PLUGIN*.
 - b Set the *QECS Batch Instance Info Switch* to *ON*. If it is set to *OFF*, no columns will appear.

Apply Deploy Close

Plugin Configuration

QECS Batch Instance Info Switch:* ON

Custom1 - Index Field Name: QECSDocumentType

Custom1 - Delimiter:* :

Custom2 - Index Field Name: QECSMedicalRecordNumber

Custom2 - Delimiter:* Default

Custom3 - Index Field Name: QECSAccountNumber

Custom3 - Delimiter:* Default

Custom4 - Index Field Name: QECSUserDefinedId

Custom4 - Delimiter:* Default

- c In the *Custom 1 - Index Field Name* box, type the field name to appear in the first column on the *Batch List* and *Batch Management* pages.

Note: You can configure any, some, or all of the custom columns. If the index field name is blank, the column is not used.

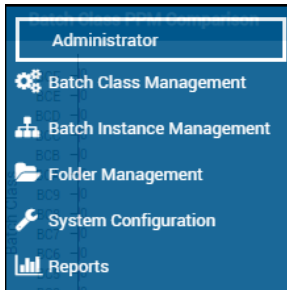
- d In the *Custom 1 - Delimiter* box, type one or more characters. This box cannot be blank if there is a field name for this column.
- e Repeat steps c and d for the remaining columns.
- 7 Click *Apply* to save your changes, or click *Deploy* to save your changes and start the workflow.

Note: If an index field name is provided, but does not exist in a specific document, no value is added to the custom column for that document.

For more information on custom column names, see <https://ephesoft.com/docs/kb0011987-be-able-to-modify-the-custom-column-names/>.

Manage QECS_COALESCE_ADJACENT_PAGES_PLUGIN

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.

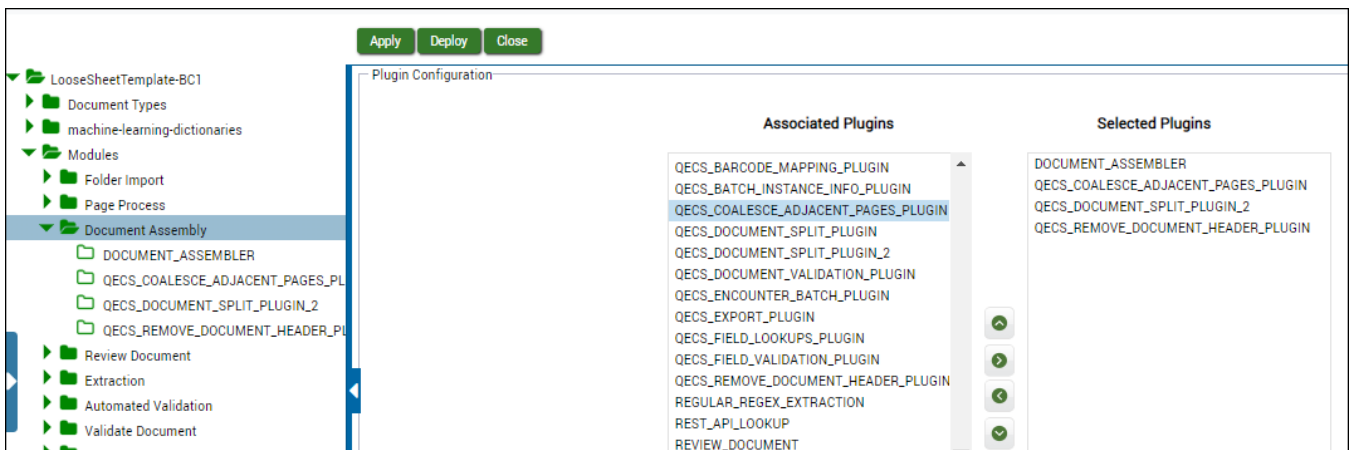


- 2 Select the check box (next to the *Identifier* column) for the batch class you want to manage, and then click *Open*.

Note: For BC1, this plugin is already added.

Batch Class PPM Comparison											
	Identifier	Name	Description	Drop Folder	Version	Priority	Current User	Encryption A...	Roles	ML Category	
<input type="checkbox"/>	BC0	GlobalBatch...	Global Batc...	/opt2/cmax...	1.0.0.1	1					
<input type="checkbox"/>	BC1	LooseSheet...	Loose Sheet...	/opt2/cmax...	1.0.0.3	20					
<input checked="" type="checkbox"/>	BC2	SearchableP...	Searchable ...	/opt2/cmax...	1.0.0.0	1					
<input type="checkbox"/>	BC3	GridComputi...	Grid Comput...	/opt2/cmax...	1.0.0.0	1					
<input type="checkbox"/>	BC5	TestBC	TestBC	/opt2/cmax...	1.0.0.14	20					
<input type="checkbox"/>	BC6	SelectorTest	SelectorTest	/opt2/cmax...	1.0.0.15	20					

- 3 In the left-hand pane, click *Modules > Document Assembly*.

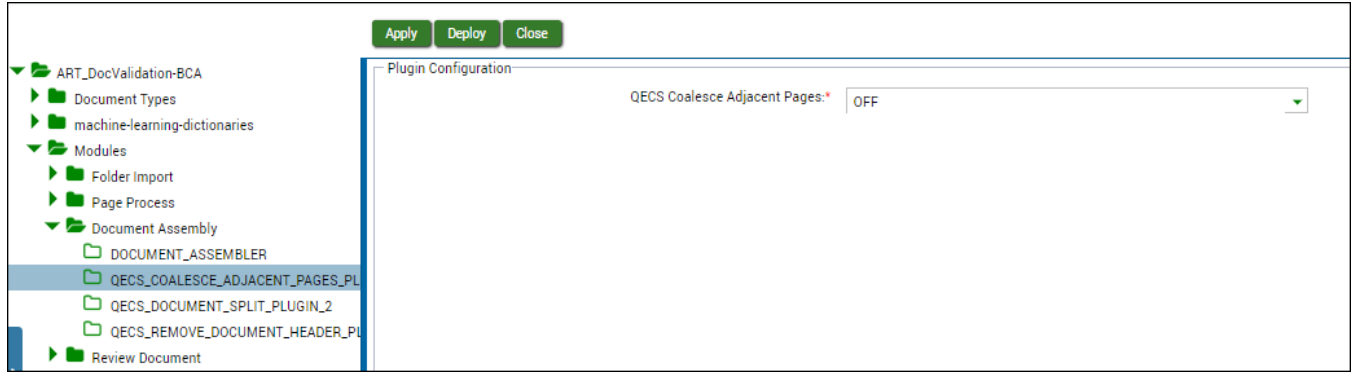


- 4 From the *Associated Plugins* list, click *QECS_COALESCE_ADJACENT_PAGES_PLUGIN*, and then click  to add it to the *Selected Plugins* list.

Note: Make sure that the *QECS_COALESCE_ADJACENT_PAGES_PLUGIN* comes **after** the *QECS_REMOVE_DOCUMENT_HEADER_PLUGIN*.

- 5 Click *Apply* to save the plugin to the module and enable plugin configuration.

6 To configure the plugin, do the following:



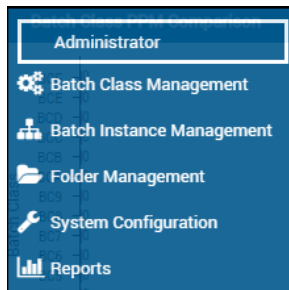
- a In the left-hand pane, click *Modules > Document Assembly > QECS_COALESCE_ADJACENT_PAGES_PLUGIN*.
- b In the *QECS Coalesce Adjacent Pages* list, click *ON* or *OFF*. The default is *OFF*.

7 Click *Apply* to save your changes, or click *Deploy* to save your changes and start the workflow.

Manage QECS_DOCUMENT_SPLIT_PLUGIN

Note: *QECS_DOCUMENT_SPLIT_PLUGIN* has been deprecated; *QECS_DOCUMENT_SPLIT_PLUGIN_2* should be used instead. For more information, see "[Manage QECS_DOCUMENT_SPLIT_PLUGIN_2](#)" on page 35.

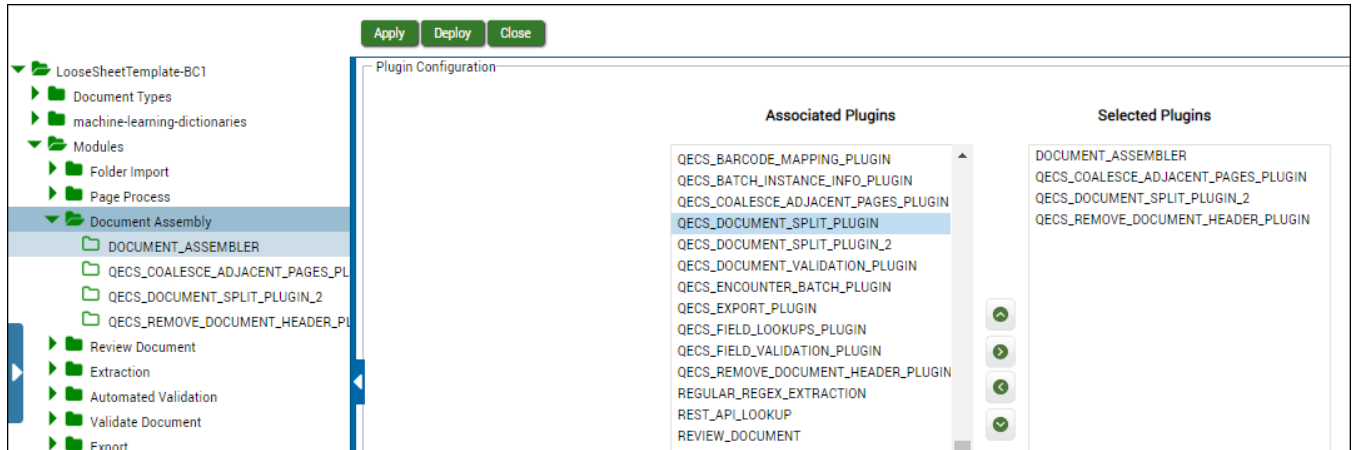
1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.




2 Select the check box (next to the *Identifier* column) for the batch class you want to manage, and then click *Open*.

Batch Class PPM Comparison											
	Identifier	Name	Description	Drop Folder	Version	Priority	Current User	Encryption A...	Roles	ML Category	
<input type="checkbox"/>	BC0	GlobalBatch...	Global Batc...	/opt2/cmax...	1.0.0.1	1					
<input type="checkbox"/>	BC1	LooseSheet...	Loose Sheet...	/opt2/cmax...	1.0.0.3	20					
<input checked="" type="checkbox"/>	BC2	SearchableP...	Searchable ...	/opt2/cmax...	1.0.0.0	1					
<input type="checkbox"/>	BC3	GridComputi...	Grid Comput...	/opt2/cmax...	1.0.0.0	1					
<input type="checkbox"/>	BC5	TestBC	TestBC	/opt2/cmax...	1.0.0.14	20					
<input type="checkbox"/>	BC6	SelectorTest	SelectorTest	/opt2/cmax...	1.0.0.15	20					

3 In the left-hand pane, click *Modules > Document Assembly*.

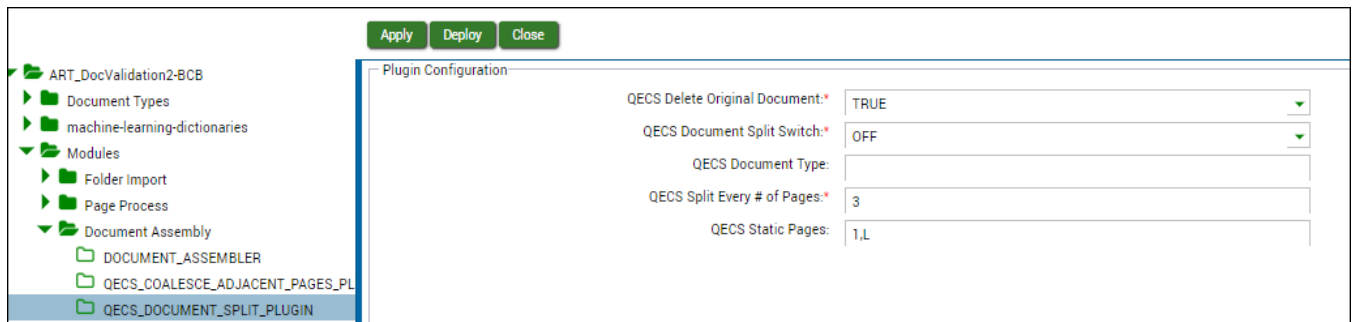


4 From the *Associated Plugins* list, click *QECS_DOCUMENT_SPLIT_PLUGIN*, and then click  to add it to the *Selected Plugins* list.

Note: Make sure that the *QECS_DOCUMENT_SPLIT_PLUGIN* comes **after** the *DOCUMENT_ASSEMBLER* plugin and **before** *QECS_COALESCE_ADJACENT_PAGES_PLUGIN*.

5 Click *Apply* to save the plugin to the module and enable plugin configuration.

6 To configure the plugin, do the following:



a In the left-hand pane, click *Modules > Document Assembly > QECS_DOCUMENT_SPLIT_PLUGIN*.

b In the *QECS Document Split Switch* list, click *ON* or *OFF*.

c In the *QECS Document Type* box, type the document type you want to split.

Note: If you want to define different behavior for multiple document types, leave the document type blank. You can create a configuration file on the server that defines these behaviors and will be used when this field is blank. For information on how to create this file, contact your QECS technical representative.

d In the *QECS Static Pages* box, type the pages you want to remain static. You can enter page numbers separated by a comma or a page range. You can also use L to symbolize last page followed by the page number from the end. For example, L1 to symbolize second to last.

e In the *QECS Split Every # of Pages* box, type the number between pages you want to split. This does not require you to select static pages.

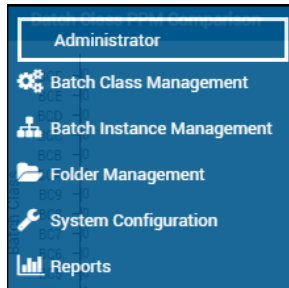
f In the *QECS Delete Original Document* list, click *TRUE* or *FALSE*. Default is *FALSE*.

7 Click *Apply* to save your changes, or click *Deploy* to save your changes and start the workflow.

Manage QECS_DOCUMENT_SPLIT_PLUGIN_2

Note: If you have batch classes using the original *QECS_DOCUMENT_SPLIT_PLUGIN*, and you want to use the new *QECS_DOCUMENT_SPLIT_PLUGIN_2*, it is recommended that you turn off the original split class for your batch. You can copy the xml file from BC1, turn on the *QECS_DOCUMENT_SPLIT_PLUGIN_2*, and then modify the property file accordingly.

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.

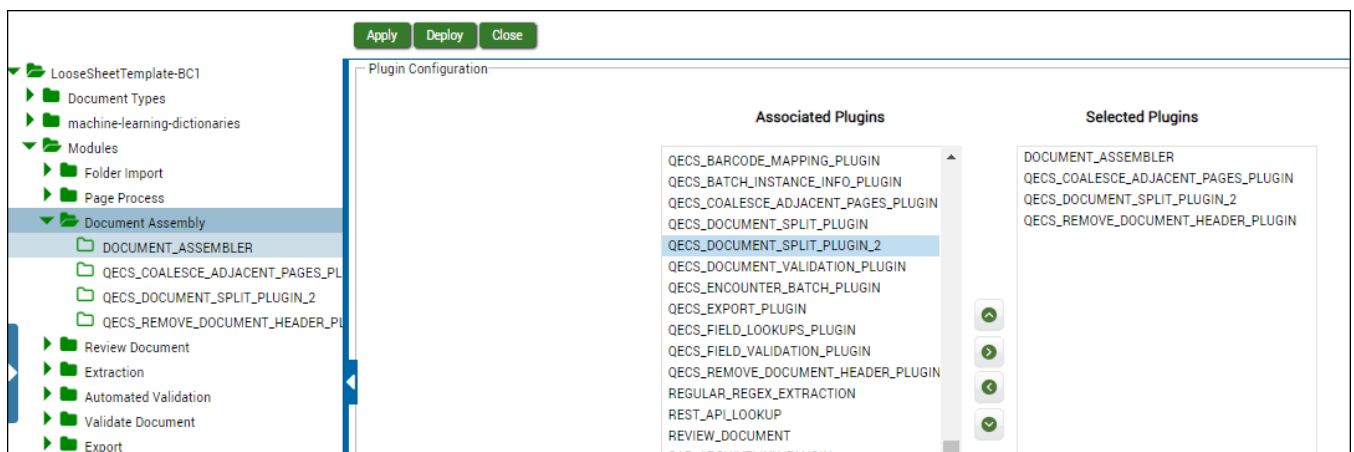



- 2 Select the check box (next to the *Identifier* column) for the batch class you want to manage, and then click *Open*.

Note: For BC1, this plugin is already added.

Batch Class PPM Comparison											
	Identifier	Name	Description	Drop Folder	Version	Priority	Current User	Encryption A...	Roles	ML Category	
BC10	<input type="checkbox"/>	BC0	GlobalBatch...	Global Batc...	/opt2/cmax...	1.0.0.1	1				
BCF	<input type="checkbox"/>	BC1	LooseSheet...	Loose Sheet...	/opt2/cmax...	1.0.0.3	20				
BCE	<input checked="" type="checkbox"/>	BC2	SearchableP...	Searchable ...	/opt2/cmax...	1.0.0.0	1				
BCB	<input type="checkbox"/>	BC3	GridComputi...	Grid Comput...	/opt2/cmax...	1.0.0.0	1				
BCA	<input type="checkbox"/>	BC5	TestBC	TestBC	/opt2/cmax...	1.0.0.14	20				
BC8	<input type="checkbox"/>	BC6	SelectorTest	SelectorTest	/opt2/cmax...	1.0.0.15	20				
BC7	<input type="checkbox"/>										
BC6	<input type="checkbox"/>										
BC5	<input type="checkbox"/>										

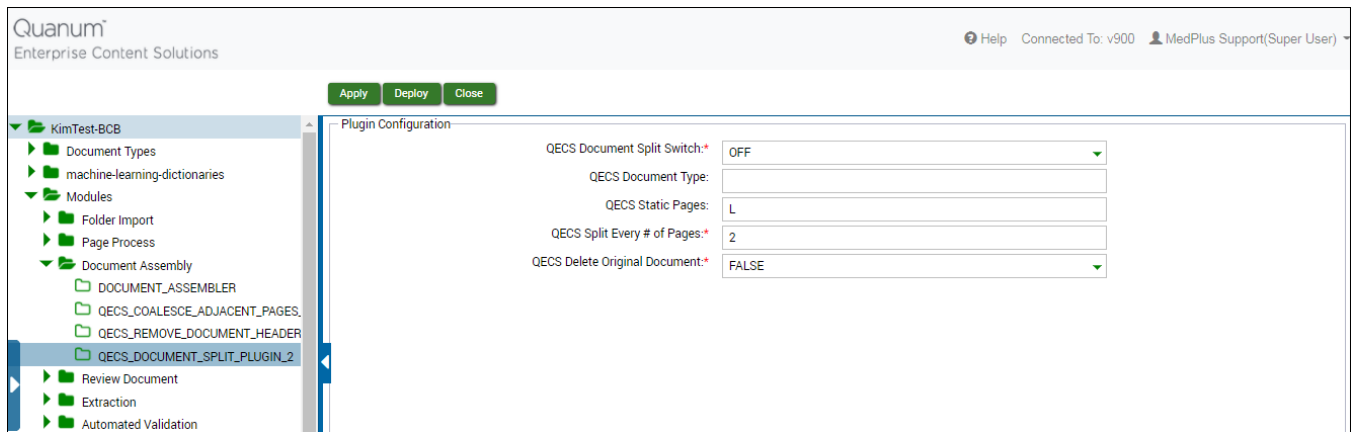
- 3 In the left-hand pane, click *Modules > Document Assembly*.



- From the *Associated Plugins* list, click `QECS_DOCUMENT_SPLIT_PLUGIN_2`, and then click  to add it to the *Selected Plugins* list.

Note: You can place the `QECS_REMOVE_DOCUMENT_HEADER_PLUGIN` before the `QECS_DOCUMENT_SPLIT_PLUGIN_2` in the *Document Assembly* module to allow you to remove header documents before running the split plugin.

- Click *Apply* to save the plugin to the module and enable plugin configuration.
- To configure the plugin, do the following:



- In the left-hand pane, click *Modules* > *Document Assembly* > `QECS_DOCUMENT_SPLIT_PLUGIN_2`.
- In the *QECS Document Split Switch* list, click *ON* to allow the document to be split.
- In the *QECS Document Type* box, type the document type you want to split.

Notes:

- If you want to include all document types, enter `*`.
- If you want to define different behaviors for multiple document types, leave the document type blank. You can define these behaviors on a properties file on the server. See ["Configuring the Properties File for DOCUMENT_SPLIT_PLUGIN_2"](#) below.

- In the *QECS Static Pages* box, type the pages you want to remain static. You can enter page numbers separated by a comma or a page range. You can also use `L` to symbolize last page followed by the page number from the end. For example, `L1` to symbolize second to last.
 - In the *QECS Split Every # of Pages* box, type the number between pages you want to split. This does not require you to select static pages.
 - In the *QECS Delete Original Document* list, click *TRUE* or *FALSE*. Default is *FALSE*.
- Click *Apply* to save your changes, or click *Deploy* to save your changes and start the workflow.

Configuring the Properties File for DOCUMENT_SPLIT_PLUGIN_2

You can configure the properties file to set the policies and rules, and configure the data. The configurable policies map to the last three fields on `QECS_DOCUMENT_SPLIT_PLUGIN_2`.

Notes:

- If you copy a new batch class from BC1, the directory and property file are created. Edit the property file as indicated in the comments in the sample file that was created.
- Click ["Sample DocumentSplitConfig.properties"](#) on the next page

Complete the following steps to configure the properties file:

- 1 In the *Administrator* options, click *Folder Management*.
- 2 Select *[BatchClassFolder] > qecs-document-split-plugin > DocumentSplitConfig.properties*.
- 3 Open the properties file and make changes to the following items as necessary:
 - POLICY is a list of rules. The rules display in a pipe-delimited format. For example :
SINGLEPAGE|DOUBLEPAGE|DEFAULT
 - FORMAT is the way the rules that come from the POLICY are displayed;
staticpages|splitpage|deleteOriginalBased on the above example,
 - The first rule is SINGLEPAGE. An example for the rule format is SINGLEPAGE = L|1|TRUE.
 - The second rule is DOUBLEPAGE. An example for the rule format is DOUBLEPAGE = L|2|false.
 - The third rule is DEFAULT. An example for the rule format is DEFAULT = 1,X|1|false.
 - The VALID VALUES for the rules are:
 - Static Pages: Comma-delimited list of pages, examples: 1,L,L1, page 1, second to last page, last page are included in every new document;1-3 pages 1, 2, and 3 are included in every new document.
 - Split Pages: Numeric value must be value that is > 0 and less than the total pages in original document.
 - Delete Original Document: True or False (case insensitive).
 - The LIST OF DOCUMENTS WITH 'RULE' is where you can set up rules for document types. The document names must match the IDC document types exactly, as they are case sensitive. Example:

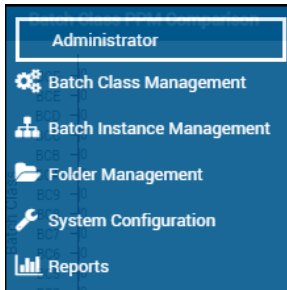
```
QECSDTDOC2=SINGLEPAGE
QECSDTDOC3=DOUBLEPAGE
```

Sample DocumentSplitConfig.properties

```
#POLICY LIST CASE SENSITIVE
POLICY=SINGLEPAGE|DOUBLEPAGE|DEFAULT
#
#FORMAT FOR RULES OR POLICY: staticpages|splitpage|deleteOriginal
#
#VALID VALUES FOR STATICPAGES:
# 1,L,L-1 page 1, second to last page, last page are included in every new document
# 1-3 pages 1, 2, and 3 are included in every new document
#
#VALID VALUES FOR SPLITPAGE:
# numeric value must be value that is > 0 and less than the total pages in original
document
#
#VALID VALUE FOR DELETEORIGINAL:
# true or false (case insensitive)
#
#RULES FOR POLICIES (CASE SENSITIVE):
SINGLEPAGE = 1|2|false
DOUBLEPAGE = L|2|false
DEFAULT = 1,X|1|false
#
#LIST OF DOCUMENTS WITH 'RULE' - VALID DOCUMENTS MUST MATCH IDC QECS DOCUMENT TYPE EXACTLY
CASE SENSITIVE:
QECSDT110=DOUBLEPAGE
QECSARADRES=DEFAULT
```

Manage QECS_EXPORT_PLUGIN

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.



- 2 Select the check box (next to the *Identifier* column) for the batch class you want to manage, and then click *Open*.

Note: For BC1, this plugin is already added.

Batch Class PPM Comparison											
	Identifier	Name	Description	Drop Folder	Version	Priority	Current User	Encryption A...	Roles	ML Category	
BC10	<input type="checkbox"/>	BC0	GlobalBatch...	Global Batc...	/opt2/cmax...	1.0.0.1	1				
BCF	<input type="checkbox"/>	BC1	LooseSheet...	Loose Sheet...	/opt2/cmax...	1.0.0.3	20				
BCE	<input checked="" type="checkbox"/>	BC2	SearchableP...	Searchable ...	/opt2/cmax...	1.0.0.0	1				
BCB	<input type="checkbox"/>	BC3	GridComputi...	Grid Comput...	/opt2/cmax...	1.0.0.0	1				
BCA	<input type="checkbox"/>	BC5	TestBC	TestBC	/opt2/cmax...	1.0.0.14	20				
BC8	<input type="checkbox"/>	BC6	SelectorTest	SelectorTest	/opt2/cmax...	1.0.0.15	20				
BC7	<input type="checkbox"/>										
BC6	<input type="checkbox"/>										
BC5	<input type="checkbox"/>										

- 3 In the left-hand pane, click *Modules > Export*.

Plugin Configuration

Associated Plugins

- NUANCE_EXTRACTION_PLUGIN
- NUANCE_HOCR
- PAGE_PROCESS_SCRIPTING_PLUGIN
- PARAGRAPH_EXTRACTION
- QECS_BARCODE_MAPPING_PLUGIN
- QECS_BATCH_INSTANCE_INFO_PLUGIN
- QECS_COALESCE_ADJACENT_PAGES_PLUGIN
- QECS_DOCUMENT_SPLIT_PLUGIN
- QECS_DOCUMENT_SPLIT_PLUGIN_2
- QECS_DOCUMENT_VALIDATION_PLUGIN
- QECS_ENCOUNTER_BATCH_PLUGIN
- QECS_EXPORT_PLUGIN
- QECS_FIELD_LOOKUPS_PLUGIN
- QECS_FIELD_VALIDATION_PLUGIN
- QECS_REMOVE_DOCUMENT_HEADER_PLUGIN

Selected Plugins

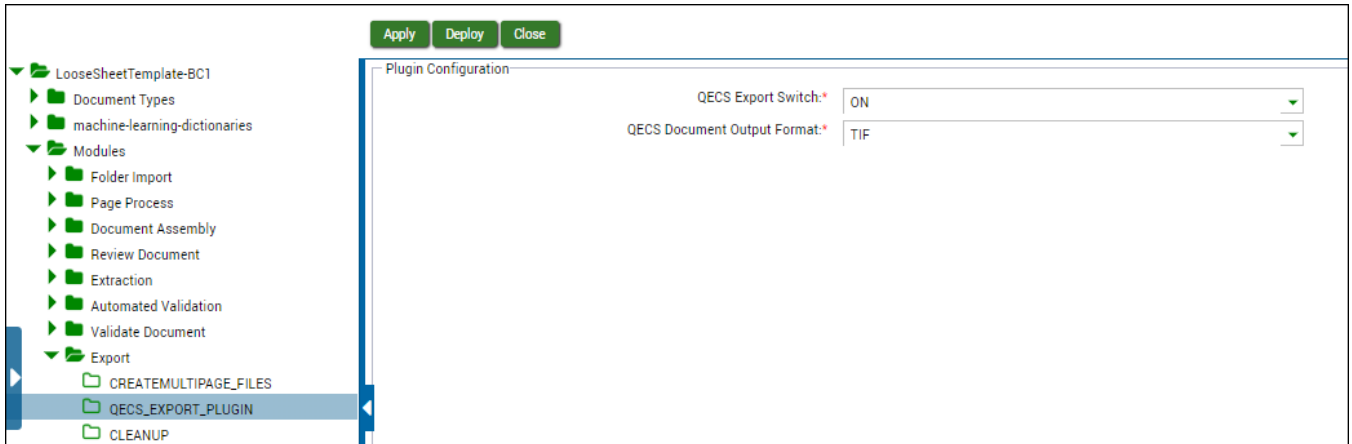
- DOCUMENT_ASSEMBLER
- QECS_COALESCE_ADJACENT_PAGES_PLUGIN
- QECS_DOCUMENT_SPLIT_PLUGIN_2
- QECS_REMOVE_DOCUMENT_HEADER_PLUGIN

- 4 From the *Associated Plugins* list, click *QECS_EXPORT_PLUGIN*, and then click  to add it to the *Selected Plugins* list.

Note: Make sure that the *QECS_EXPORT_PLUGIN* comes **before** *CLEANUP*.

- 5 Click *Apply* to save the plugin to the module and enable plugin configuration.

- 6 To configure the plugin, do the following:
 - a In the left-hand pane, click *Modules > Export > QECS_EXPORT_PLUGIN*.



- b In the *QECS Export Switch* list, click *ON* or *OFF*.
 - c In the *QECS Document Output Format* list, click *PDF* or *TIF*.

Note: The availability of PDF and TIF format are determined by the configuration of the *CREATEMULTIPAGE_FILES* plugin. Your preferences for these 2 plugins should match. If you select an output not configured in the *CREATEMULTIPAGE_FILES* plugin, it will default to the available format.

- 7 Click *Apply* to save your changes, or click *Deploy* to save your changes and start the workflow.

Create Cabinet/Drawer/Folder for Documents to be Exported

You can use the export plugin to create a cabinet/drawer/folder (CDF) for documents to be exported to by modifying the properties file that is created by the *QECS_EXPORT_PLUGIN* the first time it runs. Complete the following steps to modify the properties:

- 1 In the *Administrator* options, click *Folder Management*.
- 2 Select *[BatchClassFolder] > qecs-export-plugin > qecs-export-plugin.properties*.
- 3 Open the properties file and modify it.

The available rules are:

- Allow Create Cabinet (*QECSAllowCreateCabinet*) – default false
- Allow Create Drawer (*QECSAllowCreateDrawer*) – default true

If these rules are more restrictive than the validation rules, the batch will go into error in the *QECS_EXPORT_PLUGIN*.

When the plugin creates a folder, the start date is today and the end date is 30 days from today. Also, a container created by IDC includes a "created by IDC" note. These items cannot be configured here. If you need to configure these items, see the ["Using the ScriptFunctionKey to Create CDF" on the next page](#).

Using the ScriptFunctionKey to Create CDF

You can use the ScriptFunctionKey to allow IDC to create Cabinets, Drawers, and Folders (CDF) for documents to be exported to. A method called CreateFolder has been added to the ScriptFunctionKey and is available when configuring the Function Key Mapping for a document type. This function will create the CDF indicated by the current values of the Cabinet/Drawer and Folder index fields.

If a document type is global, it must be configured in BC0. Local document types are configured in the batch class where it is defined. No mappings are added by default.

Complete the following steps to configure the restrictions:

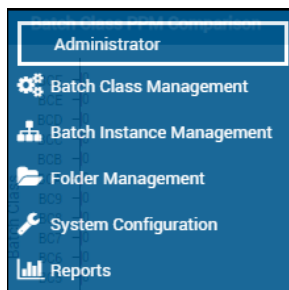
- 1 In the *Administrator* options, click *Folder Management*.
- 2 Select *[BatchClassFolder] >Scripts>ScriptFunctionKey.java*.
- 3 Search the file for this code:

```
//Default values. These may be customized for site.-----
private static final String DEF_ALLOW_CREATE_CABINET = "false";
private static final String DEF_ALLOW_CREATE_DRAWER = "true";
private static final DateTime createCDFStartDate = new DateTime().withTimeAtStartOfDay();
private static final DateTime createCDFEndDate = new DateTime().plusDays(30);
//-----
```

- 4 If you leave the code as it is, you can click the function key to immediately create the folder, which should then make the Cabinet/Drawer and Folder valid. Otherwise, you can modify the DEF_ALLOW_CREATE_CABINET and DEF_ALLOW_CREATE_DRAWER restrictions.
- 5 If applicable, modify the start date and end date.

Manage QECS_ENCOUNTER_BATCH_PLUGIN

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.

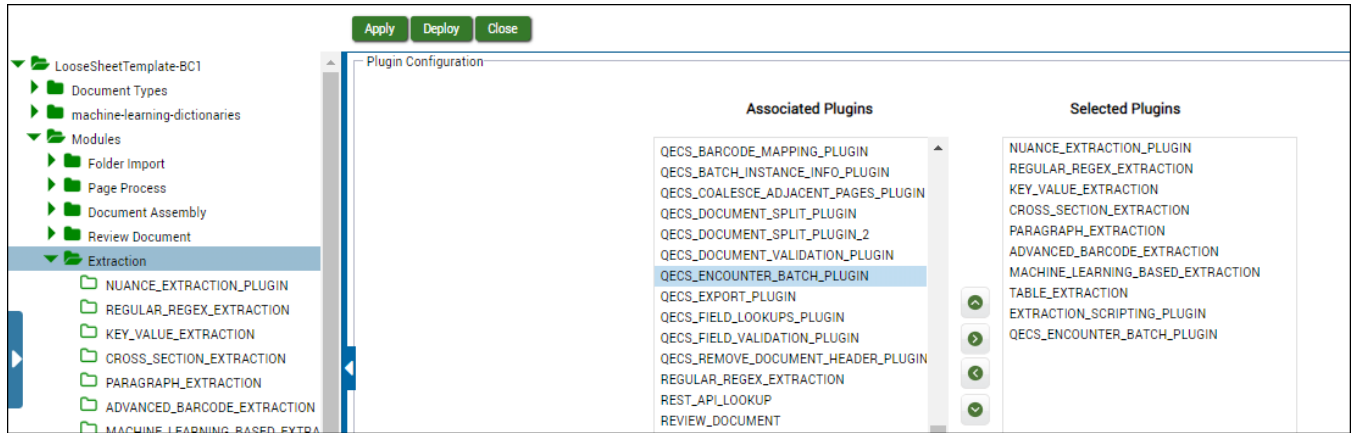



- 2 Select the check box (next to the *Identifier* column) for the batch class you want to manage, and then click *Open*.

Note: For BC1, this plugin is already added.

Batch Class PPM Comparison											
	Identifier	Name	Description	Drop Folder	Version	Priority	Current User	Encryption A...	Roles	ML Category	
<input type="checkbox"/>	BC0	GlobalBatch...	Global Batc...	/opt2/cmax...	1.0.0.1	1					
<input type="checkbox"/>	BC1	LooseSheet...	Loose Sheet...	/opt2/cmax...	1.0.0.3	20					
<input checked="" type="checkbox"/>	BC2	SearchableP...	Searchable ...	/opt2/cmax...	1.0.0.0	1					
<input type="checkbox"/>	BC3	GridComputi...	Grid Comput...	/opt2/cmax...	1.0.0.0	1					
<input type="checkbox"/>	BC5	TestBC	TestBC	/opt2/cmax...	1.0.0.14	20					
<input type="checkbox"/>	BC6	SelectorTest	SelectorTest	/opt2/cmax...	1.0.0.15	20					

3 In the left-hand pane, click *Modules > Extraction*.

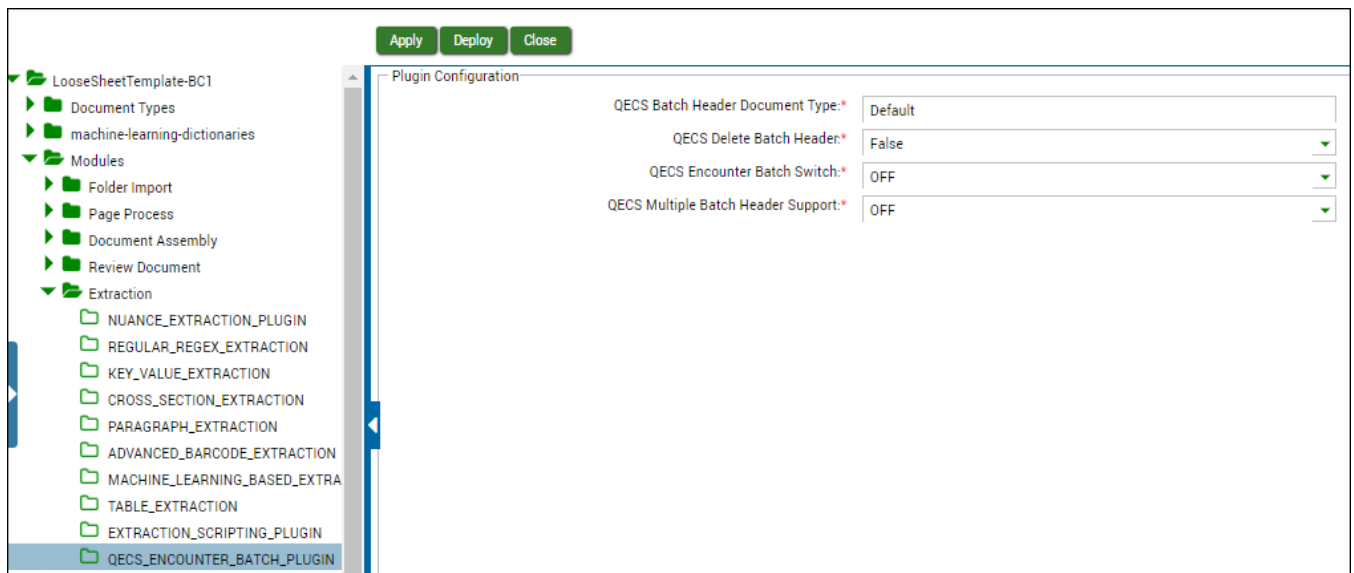


4 From the *Associated Plugins* list, click *QECS_ENCOUNTER_BATCH_PLUGIN*, and then click  to add it to the *Selected Plugins* list.

Note: Make sure that the *QECS_ENCOUNTER_BATCH_PLUGIN* comes **last** in the *Selected Plugins* list.

5 Click *Apply* to save the plugin to the module and enable plugin configuration.

6 To configure the plugin, do the following:



a In the left-hand pane, click *Modules > Extraction > QECS_ENCOUNTER_BATCH_PLUGIN*.

b In the *QECS Multiple Batch Header Support* list, click *ON* or *OFF*.

c In the *QECS Delete Batch Header* list, click *True* or *False*. Default is *False*.

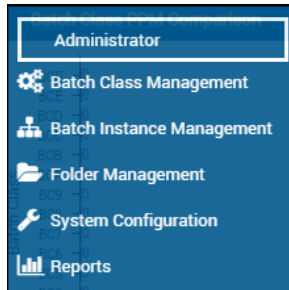
d In the *QECS Batch Header Document Type* box, type the document type that matches the barcode on the document header.

e In the *QECS Encounter Batch Switch* list, click *ON* or *OFF*.

7 Click *Apply* to save your changes, or click *Deploy* to save your changes and start the workflow.

Manage QECS_FIELD_VALIDATION_PLUGIN

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.

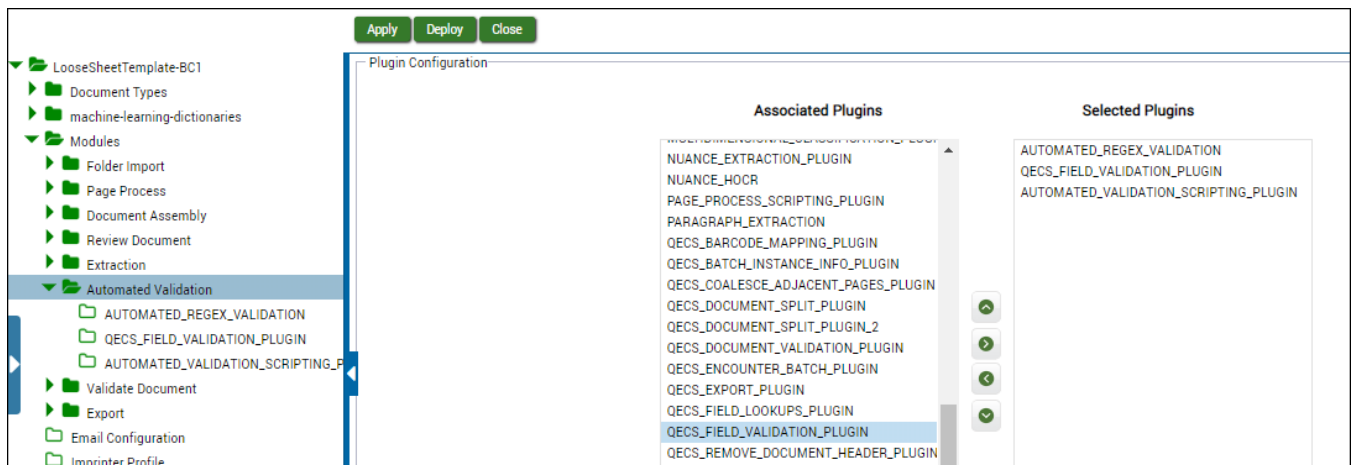



- 2 Select the check box (next to the *Identifier* column) for the batch class you want to manage, and then click *Open*.

Note: For BC1, this plugin is already added.

Batch Class PPM Comparison											
	Identifier	Name	Description	Drop Folder	Version	Priority	Current User	Encryption A...	Roles	ML Category	
<input type="checkbox"/>	BC0	GlobalBatch...	Global Batc...	/opt2/cmax...	1.0.0.1	1					
<input type="checkbox"/>	BC1	LooseSheet...	Loose Sheet...	/opt2/cmax...	1.0.0.3	20					
<input checked="" type="checkbox"/>	BC2	SearchableP...	Searchable ...	/opt2/cmax...	1.0.0.0	1					
<input type="checkbox"/>	BC3	GridComputi...	Grid Comput...	/opt2/cmax...	1.0.0.0	1					
<input type="checkbox"/>	BC5	TestBC	TestBC	/opt2/cmax...	1.0.0.14	20					
<input type="checkbox"/>	BC6	SelectorTest	SelectorTest	/opt2/cmax...	1.0.0.15	20					

- 3 In the left-hand pane, click *Modules > Automated Validation*.

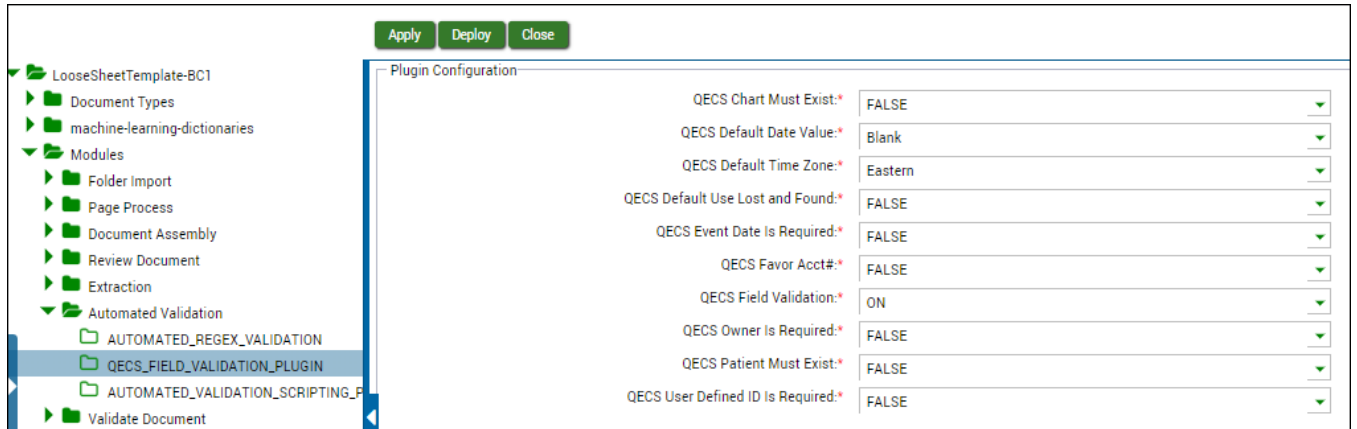


- 4 From the *Associated Plugins* list, click *QECS_FIELD_VALIDATION_PLUGIN*, and then click  to add it to the *Selected Plugins* list.

Note: Make sure that the *QECS_FIELD_VALIDATION_PLUGIN* comes **before** *AUTOMATED_REGEX_VALIDATION*.

- 5 Click *Apply* to save the plugin to the module and enable plugin configuration.

6 To configure the plugin, do the following:



- a In the left-hand pane, click *Modules > Automated Validation > QECs_Field_Validation_Plugin*.
 - b In the *QECs Favor Acct#* list, click *TRUE* or *FALSE*. *TRUE* indicates that a validation/search using the account number should be tried first and, if it returns a single chart, overwrite any existing MR# with the MR# of the returned chart.
 - c In the *QECs User Defined ID is Required* list, click *TRUE* or *FALSE*.
 - d In the *QECs Event Date is Required* list, click *TRUE* or *FALSE*.
 - e In the *QECs Owner is Required* list, click *TRUE* or *FALSE*.
 - f In the *QECs Patient Must Exist* list, click *TRUE* or *FALSE*.
 - g In the *QECs Chart Must Exist* list, click *TRUE* or *FALSE*.
 - h In the *QECs Default Use Lost and Found* list, click *TRUE* or *FALSE*.
 - i In the *QECs Default Date Value* list, click *Blank* or *Now*.
 - j In the *QECs Default Time Zone*, click a US time zone.
 - k In the *QECs Field Validation* list, click *ON* or *OFF*.
- 7 Click *Apply* to save your changes, or click *Deploy* to save your changes and start the workflow.

Validate Documents for Cabinet/Drawer/Folder Creation

The *QECs_Field_Validation_Plugin* can be configured to allow a document that is assigned to a not yet created CDF to be seamlessly exported to Quantum ECS once validation is complete. Since the default rules are CDF must exist = true, then the rule defaults must be changed to false in the properties file that the plugin will use to validate.

Complete the following steps to configure the properties file of the *QECs_Field_Validation_Plugin*:

- 1 In the *Administrator* options, click *Folder Management*.
- 2 Select *[BatchClassFolder] > qecs-field-validation-plugin > qecs-field-validation-plugin.properties*.

3 Open the properties file and modify.

The available rules are:

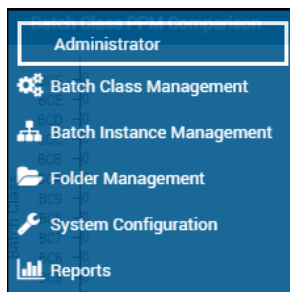
- Folder Must Exist (QECSFolderMustExist) – default true
- Drawer Must Exist (QECSDrawerMustExist) – default true
- Cabinet Must Exist (QECS CabinetMustExist) – default true

The properties file affects validation in three places:

- *QECS_FIELD_VALIDATION_PLUGIN*, which generally executes prior to the Validation UI
- *ScriptFieldValueChange*, which executes after (focus leaves index field) the Cabinet/Drawer or Folder value is changed. You can turn this on or off in the *VALIDATE_DOCUMENT* plugin configuration. The default is on.
- *ScriptValidation*, which executes when you click the *Validate* button in the Validation UI. You can turn this on or off in the *VALIDATE_DOCUMENT* plugin configuration. The default is on and typically should not be turned off.

Manage QECS_REMOVE_DOCUMENT_HEADER_PLUGIN

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.

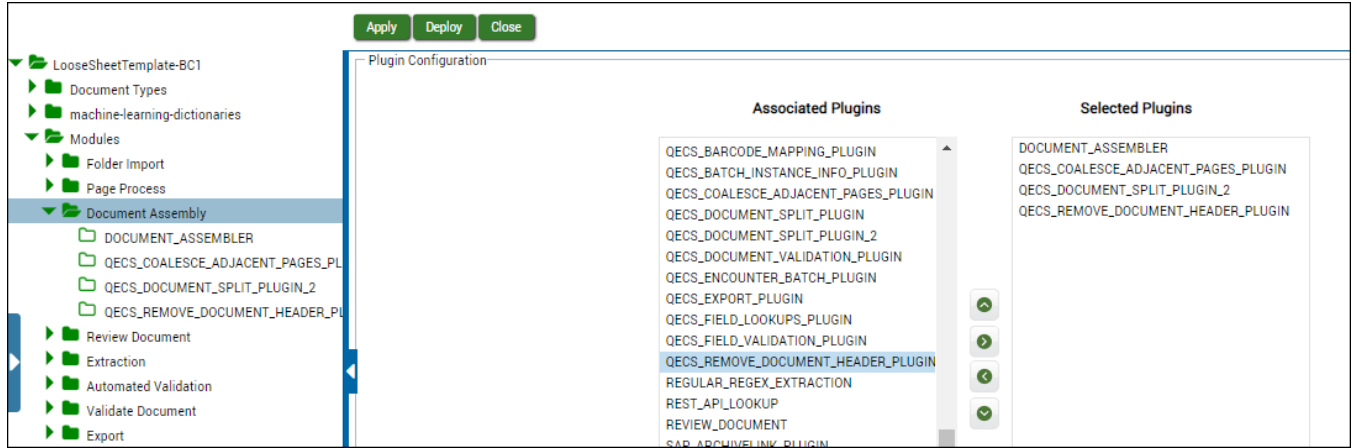



- 2 Select the check box (next to the *Identifier* column) for the batch class you want to manage, and then click *Open*.

Note: For BC1, this plugin is already added.

Batch Class PPM Comparison										
	Identifier	Name	Description	Drop Folder	Version	Priority	Current User	Encryption A...	Roles	ML Category
BC10 -0	<input type="checkbox"/>	BC0	GlobalBatch...	Global Batc...	/opt2/cmax...	1.0.0.1	1			
BCF -0	<input type="checkbox"/>	BC1	LooseSheet...	Loose Sheet...	/opt2/cmax...	1.0.0.3	20			
BCE -0	<input checked="" type="checkbox"/>	BC2	SearchableP...	Searchable ...	/opt2/cmax...	1.0.0.0	1			
BCB -0	<input type="checkbox"/>	BC3	GridComputi...	Grid Comput...	/opt2/cmax...	1.0.0.0	1			
BCA -0	<input type="checkbox"/>	BC5	TestBC	TestBC	/opt2/cmax...	1.0.0.14	20			
BC8 -0	<input type="checkbox"/>	BC6	SelectorTest	SelectorTest	/opt2/cmax...	1.0.0.15	20			
BC7 -0										
BC6 -0										
BC5 -0										

3 In the left-hand pane, click *Modules > Document Assembly*.

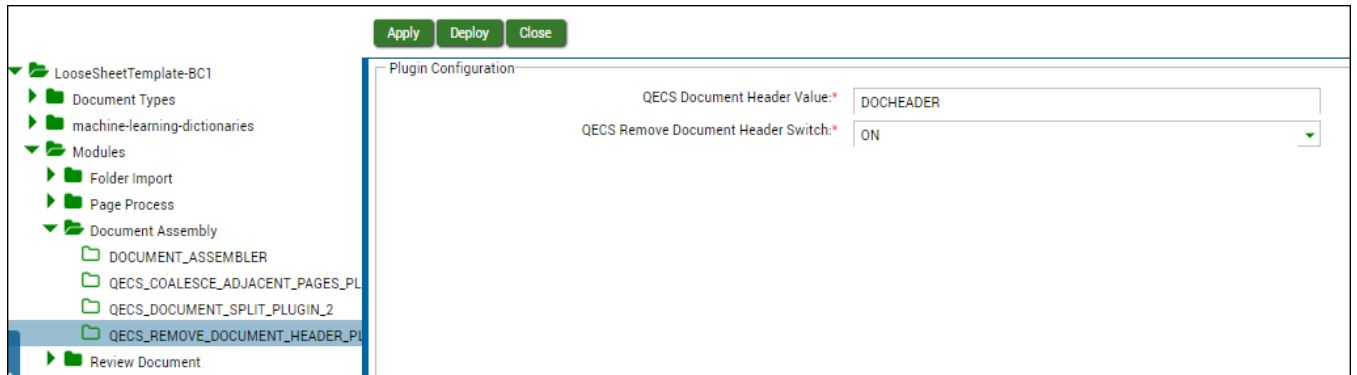


4 From the *Associated Plugins* list, click *QECS_REMOVE_DOCUMENT_HEADER_PLUGIN*, and then click  to add it to the *Selected Plugins* list.

Note: Make sure that the *QECS_REMOVE_DOCUMENT_HEADER_PLUGIN* comes **after** *DOCUMENT_ASSEMBLER*.

5 Click *Apply* to save the plugin to the module and enable plugin configuration.

6 To configure the plugin, do the following:



a In the left-hand pane, click *Modules > Document Assembly > QECS_REMOVE_DOCUMENT_HEADER_PLUGIN*.

b In the *QECS Remove Document Header Switch* list, click *ON* or *OFF*.

c In the *QECS Document Header Value* box, use the default value of *DOCHEADER* or type a new value.

7 Click *Apply* to save your changes, or click *Deploy* to save your changes and start the workflow.

Global Document Types

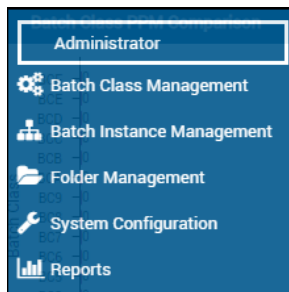
Global document types can be used by any batch class, while local document types apply only to specific batch classes. The BC0 Global Batch Class exists to hold all the global document types and is the only location where global document types can be modified. For information on adding global document types to BC0, see "Create Global Document Types" below.

Because a global document type can be referenced by any batch class, a change to a global document type will impact **all** batch classes that reference it. If you want to make changes to a global document type for only a specific batch class, you can copy the global document type as a local document type in the batch class where it has been added, and then modify the local document type. Making changes to a local document type will **not** affect other batch classes. For information on adding a global document type to a batch class or copying global document types as local document types, see "Add Global Document Types to a Batch Class" on the next page or "Copy Global Document Types in a Batch Class" on page 48.

Note: There is a document synchronization process between Quantum ECS Table Manager and IDC. When a document type is added, modified, or deleted in Quantum ECS, a corresponding global IDC document type in BC0 is updated.

Create Global Document Types

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.



- 2 From the *Batch Class Management* page, double-click the Global Batch Class (BC0).

A screenshot of the Batch Class Management interface. At the top, there are several action buttons: Open, Apply, Add, Copy, Export, Unlock, Encrypt, and Delete. Below the buttons is a table with columns: Identifier, Name, Description, Drop Folder, Version, Priority, Current User, Encryption, Roles, and ML Category. The table contains several rows, with the first row (BC0) highlighted in green. To the left of the table is a sidebar with a tree view of batch classes (BCF, BCE, BCD, BCC, BCE, BCA, BC9, BCB, BCT, BC6, BC5, BC3, BC2, BC1, BC0) and a graph showing "Pages per minute (in last 24 hrs)" for the selected batch class. Below the table, there is a pagination bar showing "Page 1 of 2", "Displaying 1 - 15 of 29", and "Showing 15 Records per page". At the bottom, there is a section for "Import Batch Class" with a "Select Files" button and an "OR" option.

- In the toolbar at the top of the panel, click *Doc Type*.
A blank row appears at the bottom of the *Document Types* list.



- Enter a unique name and description for the document type in the red text box.

Notes:

- The document type name cannot include any special characters (including a period character).
- The document type name cannot be changed once the workflow has been deployed.

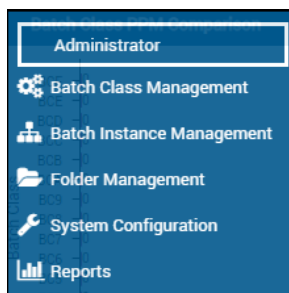
- Select the *Global* check box.

Note: Once a document type is marked as global, it cannot be reverted back to a normal document type. If you're not ready for a document type to be globally available, keep the global check box unchecked until you have finished configuration.

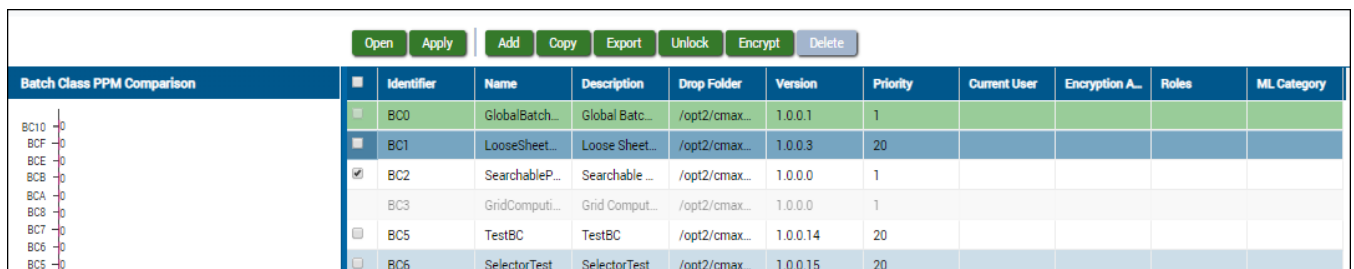
- Click *Apply*.

Add Global Document Types to a Batch Class

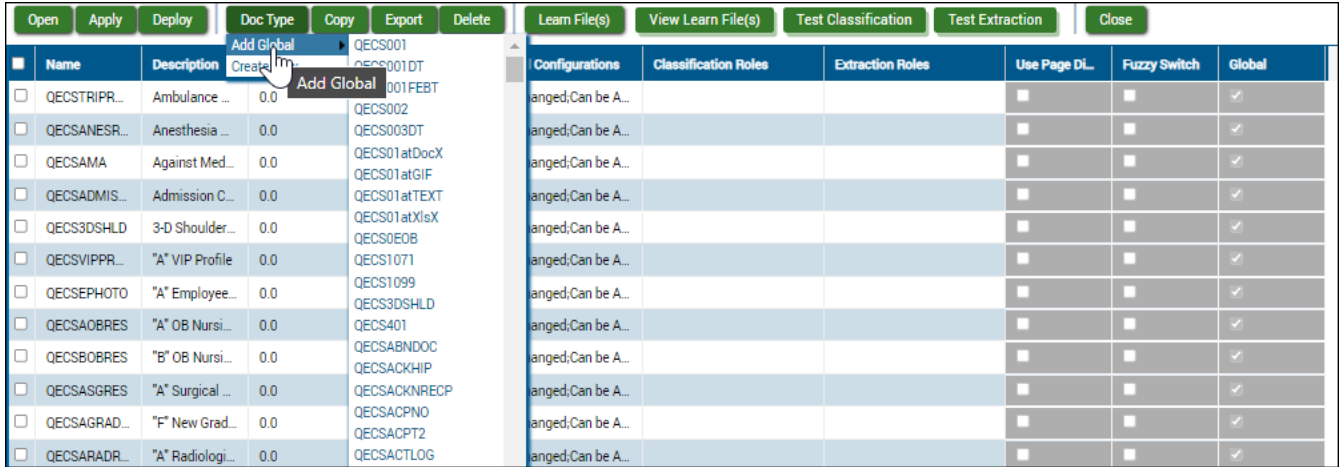
- Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.



- Select the check box (next to the *Identifier* column) for the batch class you want to manage, and then click *Open*.



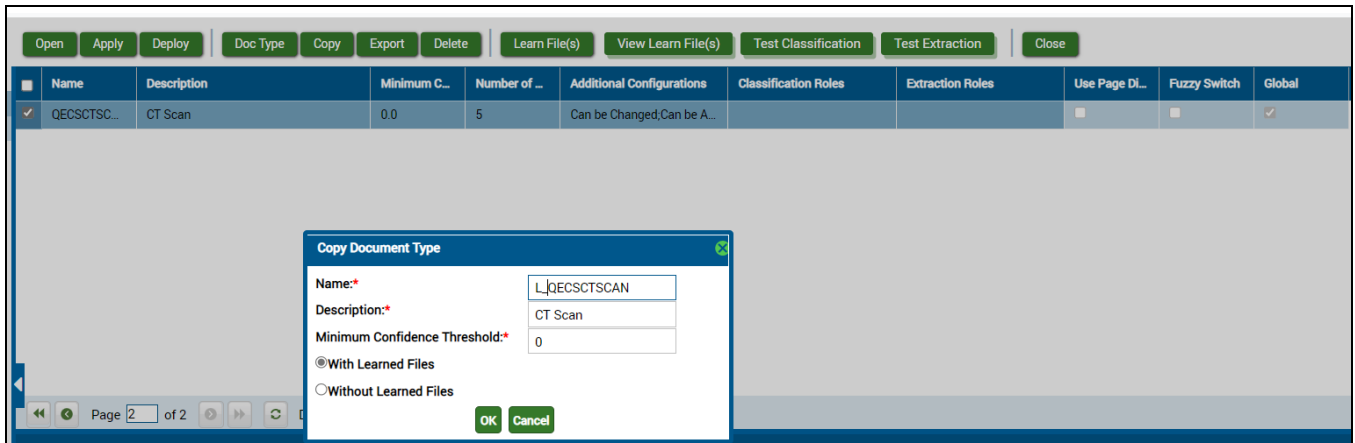
3 In the toolbar, click *Doc Type*, and then select *Add Global*.



4 Select your global document type from the displayed options.
The global document type is added to your batch class and the *Global* check box is selected.

Copy Global Document Types in a Batch Class

- 1 Add the global document type to your batch class. See "Add Global Document Types to a Batch Class" on the previous page
- 2 In the *Document Type* list, select the newly added global document type and click *Copy*.



- 3 On the *Copy Document Type* dialog box, do the following:
 - a Edit the name by typing `L_` in front of it.
 - b Edit the description, if necessary.
 - c Edit the *Minimum Confidence Threshold*, if necessary.

Note: Confidence threshold values can vary between 0.00 to 100.00 and indicate the minimum confidence for the batch to be identified under the document type.

- d Choose either *With Learned Files* or *Without Learned Files*.

Note: Learned files include the information that allows you to replicate the batch class on another system or environment.

- e Click *OK*.

Note: If you chose *With Learned Files*, you are prompted to click *Learn File(s)* to regenerate the indexes.

The global document type you copied now appears as a local document type.

- 4 You can delete the global document type from your batch class, if necessary, by selecting the global document type and clicking *Delete*.

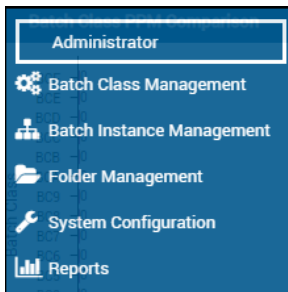
Note: Global document types can be deleted from local batch classes with no impact to other batch classes.

Learning Files

Classification is the process used by IDC to identify document types so that the appropriate rules and logic can be applied to extracted data. This allows IDC to ingest documents of multiple types in a single batch and act upon each of them according to their own rules. There are multiple classification methods available for associating document type (eg Search, Image, Barcode, and Keyword). Methods such as Search classification use learn/sample files to determine document type, while others like Barcode classification do not. Administrators can upload the learn files to the appropriate document types while managing the batch class(es). For more information, see "[Learn Files](#)" below.

Learn Files

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.



- 2 Select the check box (next to the *Identifier* column) for the batch class you want to manage (typically BC0, which is your global batch class), and then click *Open*.

Batch Class PPM Comparison										
	Identifier	Name	Description	Drop Folder	Version	Priority	Current User	Encryption A...	Roles	ML Category
<input type="checkbox"/>	BC0	GlobalBatch...	Global Bat...	/opt2/cmax...	1.0.0.1	1				
<input type="checkbox"/>	BC1	LooseSheet...	Loose Sheet...	/opt2/cmax...	1.0.0.3	20				
<input checked="" type="checkbox"/>	BC2	SearchableP...	Searchable ...	/opt2/cmax...	1.0.0.0	1				
<input type="checkbox"/>	BC3	GridComputi...	Grid Comput...	/opt2/cmax...	1.0.0.0	1				
<input type="checkbox"/>	BC5	TestBC	TestBC	/opt2/cmax...	1.0.0.14	20				
<input type="checkbox"/>	BC6	SelectorTest	SelectorTest	/opt2/cmax...	1.0.0.15	20				

- 3 Select the check box of the document type for which you want to upload learned files.

Name	Description	Minimum Con...	Number of Alt...	Additional Configurations	Classification Roles	Extraction Roles	Use Page Dim...	Fuzzy Switch	Global
<input type="checkbox"/>	QECSSBOINAUT	BO Insurance ...	0.0	5	Can be Changed,Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSSBOINSV...	BO Insurance ...	0.0	5	Can be Changed,Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSSLABOR	Labor and Deli...	0.0	5	Can be Changed,Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSSMEDSH...	Medication A...	0.0	5	Can be Changed,Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSSMOMEDI...	Medications	0.0	5	Can be Changed,Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSSPPDISC...	Post Partum ...	0.0	5	Can be Changed,Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSSPRECHE...	Pre-Op Checkl...	0.0	5	Can be Changed,Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSSPROBLE...	Problem List	0.0	5	Can be Changed,Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSSPROCDL...	Procedures & ...	0.0	5	Can be Changed,Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSSPTRINTY	Paternity Affid...	0.0	5	Can be Changed,Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Upload File(s)

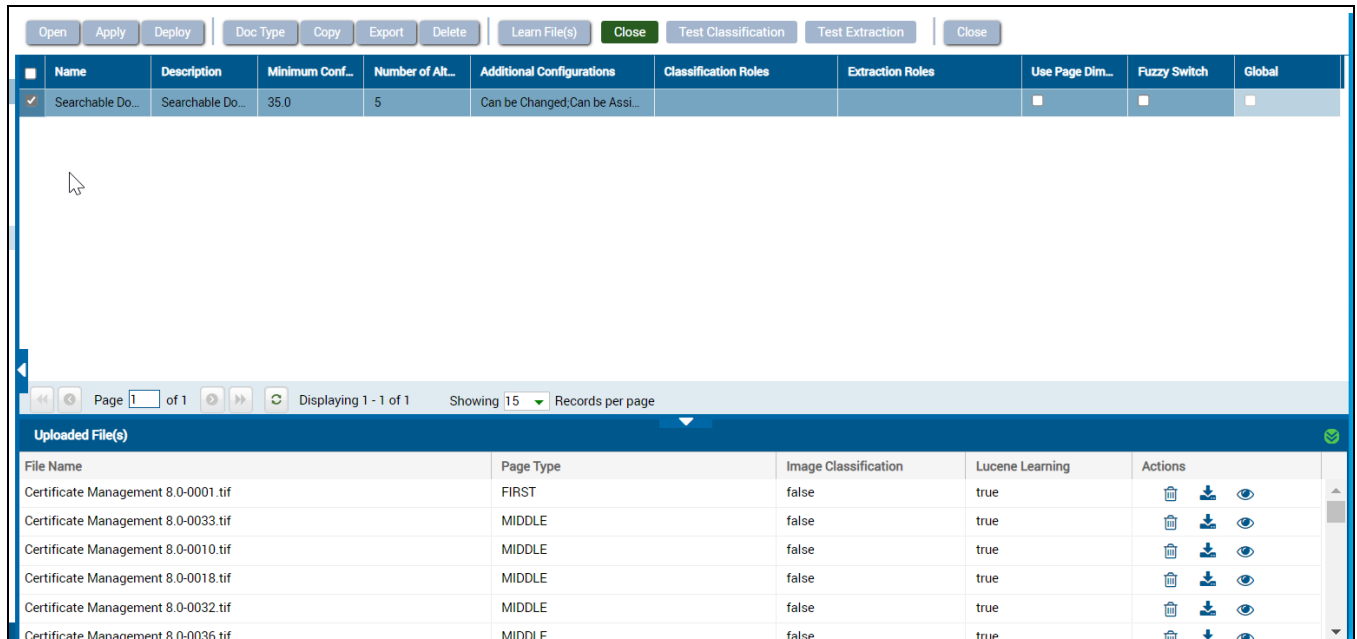
Upload Learn File(s)	Upload Test Classification File(s)	Upload Test Extraction File(s)	Import Document Type
OR	OR	OR	OR
Drag and Drop Files Here	Drag and Drop Files Here	Drag and Drop Files Here	Drag and Drop Files Here

- 4 Do one of the following in the *Upload Learn Files* section:
 - Click *Upload Learn Files* and browse to the files on your machine.
 - Drag and drop the files associated with the selected document type.

A processing message appears. When processing is complete, another message appears stating the files have been learned successfully.

Note: When learning files in IDC, it is important that you select the check box of the document type you wish to learn. Failing to check a specific document type, or selecting two or more document types, may result in the learned file being listed under all the document types types selected during the learning process.

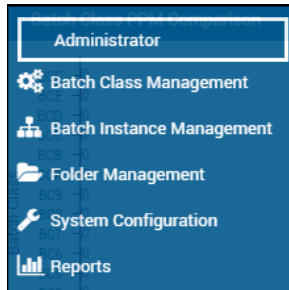
- 5 To view the learned file(s) you uploaded, click *View Learn File(s)* in the horizontal toolbar. The files you uploaded appear in the lower part of the page:



- 6 You can take the following actions on each page of the file you uploaded:
 - **Delete.** Click to delete the page.
 - **Download.** Click to download the page.
 - **View.** Click to view the page.

View Learn Files

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.



- 2 Select the check box (next to the *Identifier* column) for the batch class you want to manage (typically BC0, which is your global batch class), and then click *Open*.

Batch Class PPM Comparison										
	Identifier	Name	Description	Drop Folder	Version	Priority	Current User	Encryption A...	Roles	ML Category
<input type="checkbox"/>	BC0	GlobalBatch...	Global Batc...	/opt2/cmax...	1.0.0.1	1				
<input type="checkbox"/>	BC1	LooseSheet...	Loose Sheet...	/opt2/cmax...	1.0.0.3	20				
<input checked="" type="checkbox"/>	BC2	SearchableP...	Searchable ...	/opt2/cmax...	1.0.0.0	1				
<input type="checkbox"/>	BC3	GridComputi...	Grid Comput...	/opt2/cmax...	1.0.0.0	1				
<input type="checkbox"/>	BC5	TestBC	TestBC	/opt2/cmax...	1.0.0.14	20				
<input type="checkbox"/>	BC6	SelectorTest	SelectorTest	/opt2/cmax...	1.0.0.15	20				

- 3 Select the check box of the document type for which you want to view learned files.

Name	Description	Minimum Con...	Number of Alt...	Additional Configurations	Classification Roles	Extraction Roles	Use Page Dim...	Fuzzy Switch	Global
<input type="checkbox"/>	QECSBOINAUT	BO Insurance ...	0.0	5	Can be Changed, Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSBOINSV...	BO Insurance ...	0.0	5	Can be Changed, Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSLABOR	Labor and Deli...	0.0	5	Can be Changed, Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSMEDSH...	Medication A...	0.0	5	Can be Changed, Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSMOMEDI...	Medications	0.0	5	Can be Changed, Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSPPDISC...	Post Partum ...	0.0	5	Can be Changed, Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSPRECHE...	Pre-Op Checkl...	0.0	5	Can be Changed, Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSPROBLE...	Problem List	0.0	5	Can be Changed, Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSPROCDI...	Procedures & ...	0.0	5	Can be Changed, Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	QECSPTRNTRY	Paternity Affid...	0.0	5	Can be Changed, Can be Assi...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- 4 Click *View Learn File(s)* in the horizontal toolbar.

The files learned for this document type appear in the lower part of the page:

The screenshot shows a web interface with a top navigation bar containing buttons: Open, Apply, Deploy, Doc Type, Copy, Export, Delete, Learn File(s), Close, Test Classification, Test Extraction, and Close. Below this is a table with columns: Name, Description, Minimum Conf., Number of Alt., Additional Configurations, Classification Roles, Extraction Roles, Use Page Dim., Fuzzy Switch, and Global. The first row is checked and contains: Searchable Do..., Searchable Do..., 35.0, 5, Can be Changed, Can be Assi..., and three empty checkboxes.

Below the table is a pagination bar: Page 1 of 1, Displaying 1 - 1 of 1, Showing 15 Records per page.

Below the pagination bar is a section titled "Uploaded File(s)" with a table:

File Name	Page Type	Image Classification	Lucene Learning	Actions
Certificate Management 8.0-0001.tif	FIRST	false	true	
Certificate Management 8.0-0033.tif	MIDDLE	false	true	
Certificate Management 8.0-0010.tif	MIDDLE	false	true	
Certificate Management 8.0-0018.tif	MIDDLE	false	true	
Certificate Management 8.0-0032.tif	MIDDLE	false	true	
Certificate Management 8.0-0036.tif	MIDDLE	false	true	

5 You can take the following actions on each page of the learned files:

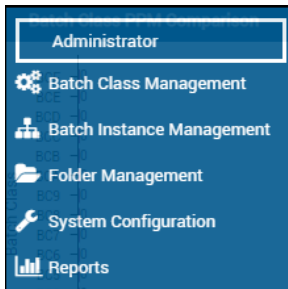
- **Delete.** Click to delete the page.
- **Download.** Click to download the page.
- **View.** Click to view the page.

Exporting Batch Classes

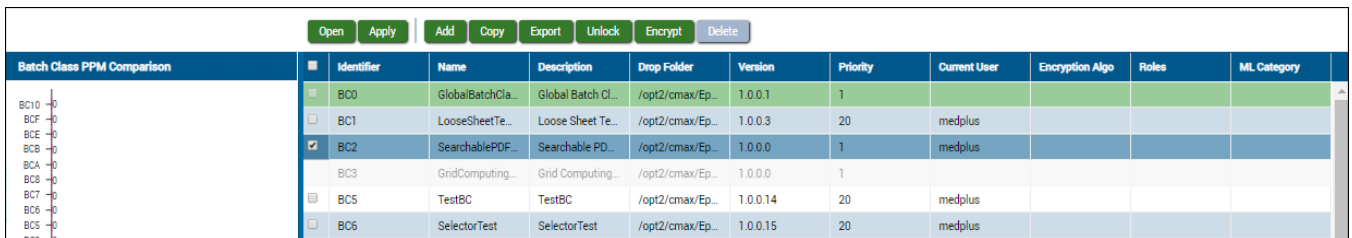
Batch Class definitions contain some of the most important data in the IDC system. Because of this, you should export your batch classes on a regular basis as a backup. Exporting your batch classes allows you to transfer the configurations of a batch class. In the event of a system fault that prohibits migrating the environment to run batches, you still have a record of your batch class configurations.

Export a Batch Class

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.



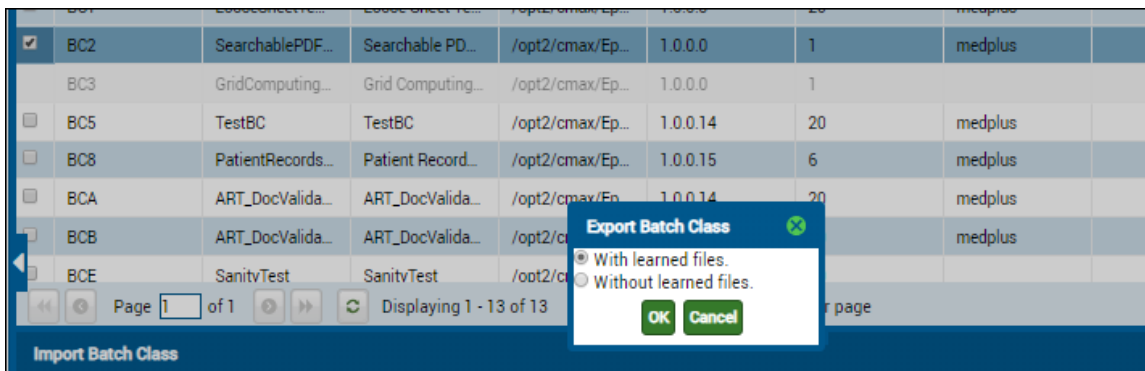
- 2 Select the check box (next to the *Identifier* column) for the batch class you want to export, and then click *Export*.



The image shows a table titled 'Batch Class PPM Comparison'. Above the table are buttons: 'Open', 'Apply', 'Add', 'Copy', 'Export', 'Unlock', 'Encrypt', and 'Delete'. The table has columns: Identifier, Name, Description, Drop Folder, Version, Priority, Current User, Encryption Algo, Roles, and ML Category. The row for 'BC2' is selected, and the 'Export' button is highlighted.

Batch Class PPM Comparison	Identifier	Name	Description	Drop Folder	Version	Priority	Current User	Encryption Algo	Roles	ML Category
<input checked="" type="checkbox"/>	BC0	GlobalBatchCla...	Global Batch Cl...	/opt2/cmax/Ep...	1.0.0.1	1				
<input type="checkbox"/>	BC1	LooseSheetTe...	Loose Sheet Te...	/opt2/cmax/Ep...	1.0.0.3	20	medplus			
<input checked="" type="checkbox"/>	BC2	SearchablePDF...	Searchable PD...	/opt2/cmax/Ep...	1.0.0.0	1	medplus			
<input type="checkbox"/>	BC3	GridComputing...	Grid Computing...	/opt2/cmax/Ep...	1.0.0.0	1				
<input type="checkbox"/>	BC5	TestBC	TestBC	/opt2/cmax/Ep...	1.0.0.14	20	medplus			
<input type="checkbox"/>	BC6	SelectorTest	SelectorTest	/opt2/cmax/Ep...	1.0.0.15	20	medplus			

- 3 On the *Export Batch Class* pop-up window, accept the default *With learned files*, and then click *OK*.



A .zip file of folders containing the configuration files is created and downloaded to your computer.

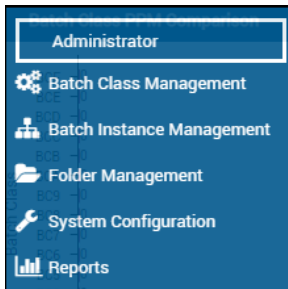
Note: Learned files include the information that allows you to replicate the batch class on another system or environment.

Importing Batch Classes

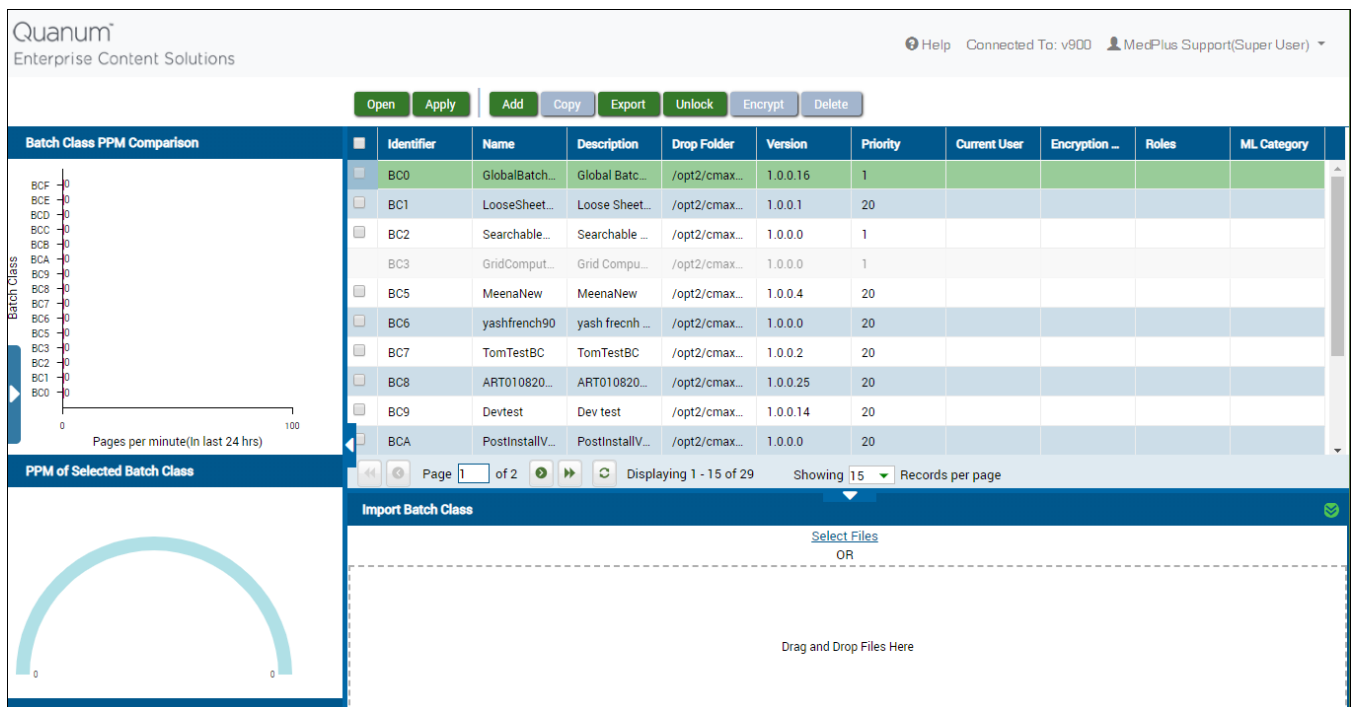
IDC provides multiple options for creating a new batch class. In addition to creating batch classes manually and copying existing batch classes, IDC also allows you to import batch classes via an exported batch class .zip file. Importing a batch class creates a new batch class with the same configuration and rules defined in the imported batch class, including local and global document types and related learned files.

Import a Batch Class

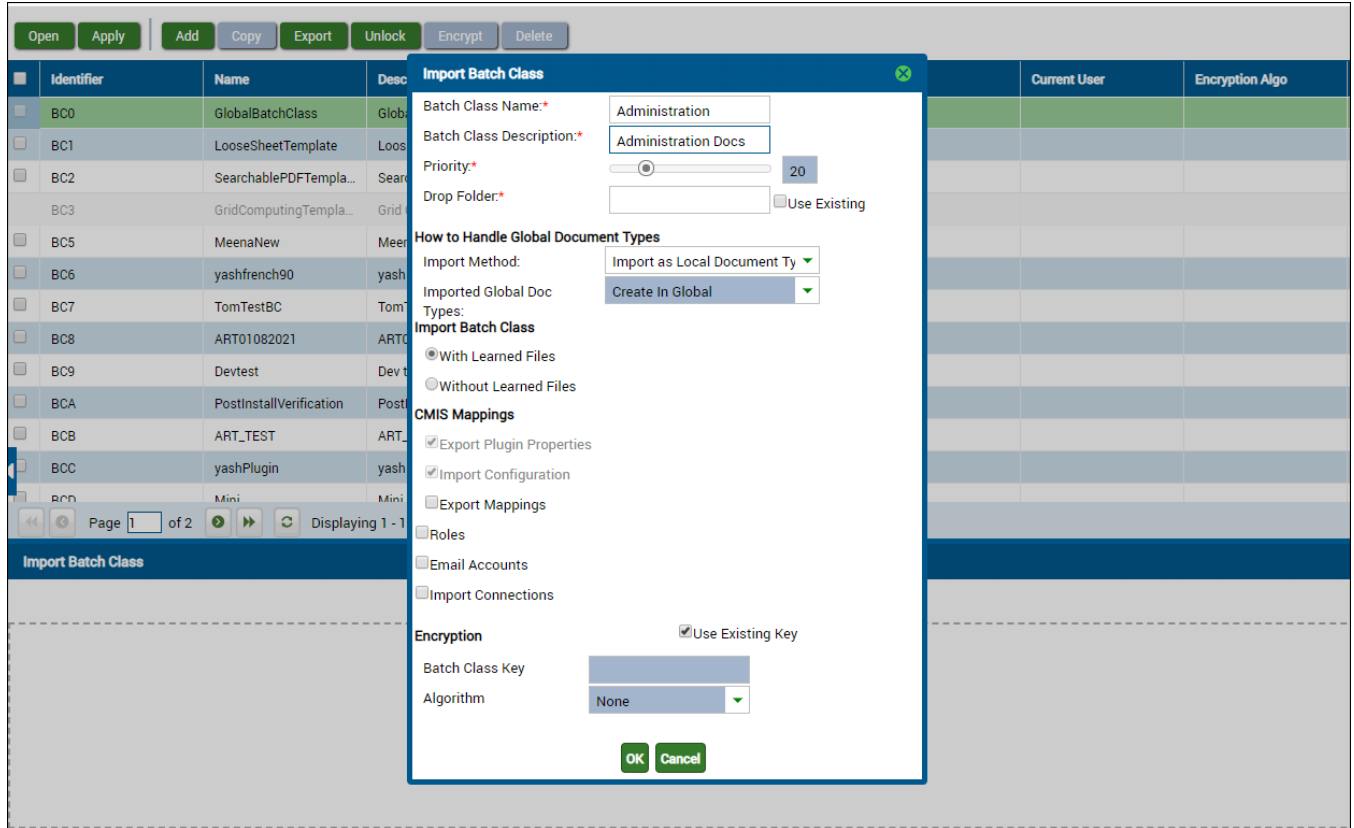
- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Class Management*.



- 2 In the *Import Batch Class* section at the bottom of the *Batch Class Management* page, drag and drop the document(s) you want to import, or click *Select Files* and browse to the .zip.

A screenshot of the Quantum Enterprise Content Solutions interface. The top navigation bar includes 'Help', 'Connected To: v900', and 'MedPlus Support(Super User)'. Below the navigation bar are buttons for 'Open', 'Apply', 'Add', 'Copy', 'Export', 'Unlock', 'Encrypt', and 'Delete'. The main content area is divided into several sections. On the left, there is a 'Batch Class PPM Comparison' chart showing a vertical bar chart with labels BCF, BCE, BCD, BCC, BCB, BCA, BC9, BC8, BC7, BC6, BC5, BC3, BC2, BC1, and BCD. Below this is a 'PPM of Selected Batch Class' chart showing a semi-circular gauge. The central part of the interface is a table with columns: Identifier, Name, Description, Drop Folder, Version, Priority, Current User, Encryption, Roles, and ML Category. The table contains 10 rows of data, including entries like BC0 (GlobalBatch...), BC1 (LooseSheet...), BC2 (Searchable...), BC3 (GridComput...), BC5 (MeenaNew), BC6 (yashfrench90), BC7 (TomTestBC), BC8 (ART010820...), BC9 (Devtest), and BCA (PostinstallV...). At the bottom, there is an 'Import Batch Class' section with a 'Select Files' button and a dashed box containing the text 'Drag and Drop Files Here'.

3 In the *Import Batch Class* dialog box, do the following:



a In the *Batch Class Name* box, type the name of your new batch class.

Note: The batch class name must be unique and cannot contain any special characters that are defined in the properties file.

b In the *Batch Class Description* box, type a description for your new batch class.

c At *Priority*, move the slider to select the priority or type a numerical value in the box.

Note: The value can range from 1-100 with 1 being the highest priority.

d At *Drop Folder*, do one the following:

- Select the *Use Existing* check box to view and click an existing folder for the new batch class.
- Type a unique folder path for the batch class in the box (eg (/opt2/cmax/Ephesoft/SharedFolders/drop-folders/[Name])).

e In the *How to Handle Global Document Types* area, do the following:

- Click an option in the *Import Method* list. The import method controls how global document types in the imported batch class are linked to the global batch class in the destination system. For more information about global document types, see "[Global Document Types](#)" on page 46.
 - **Import as Local Document Types.** Creates local document types for the global document types in the imported batch class.
 - **Link to Global Batch Class.** Links the global document types from the imported batch class to the global batch class.

- Click an option in the *Imported Global Doc Types* list:

Note: These options are only available if *Link to Global Batch Class* is selected as the *Import Method*.

- **Create In Global.** Creates document types in the global batch class (BC0) if the global document types in the imported batch class are **not** defined in the global batch class. The global document types in the imported batch class are linked to the global document types in the global batch class.
- **Create Locally.** Defines imported document types in the imported batch class as non-global document types if the imported global document types do **not** exist in the global batch class (BC0).
- **Ignore Missing.** Excludes any global document types from the imported batch class that do **not** exist in the global batch class.
- **Abort Import.** Ends the import process if global document types in the imported batch class are **not** available in the global batch class of the destination environment.

f In the *Import Batch Class* area, click one of the following option buttons:

- **With Learned Files.** Includes the learned document images and data from the imported batch class. By default, learned data is imported in the imported batch class.
- **Without Learned Files.** Excludes the learned document images and data from the imported batch class.

g In the *CMIS Mappings* area, select one or more of the following check boxes, as needed:

- **Export Plugin Properties.** Transfers the available plugin properties of the imported batch class.
- **Import Configuration.** Includes the CMIS credentials and configurations defined under the CMIS Import screen in the batch class.
- **Export Mappings.** Imports and overwrites the mapping files defined at `Ephesoft_Installation_Directory\SharedFolders\{Batch Class}\cmis-plugin-mapping` folder.

Notes:

- These mapping files are used for document and aspect mapping in Alfresco.
- The *Export Plugin Properties* and *Import Configuration* check boxes are automatically selected when the *Use Existing* checkbox for the *Drop Folder* is **not** selected.

h Select one or more of the following check boxes, as applicable:

- **Roles.** Applies the roles from the imported batch class.
- **Email Accounts.** Includes email account configurations from the imported batch class.
- **Import Connections.** Imports DB Export and Fuzzy DB connections if they are configured in any exported batch class.

i In the *Encryption* area, do the following to determine the encryption algorithm:

- Clear the *Use Existing Key* check box to apply a new encryption algorithm for the batch class. Click an *Algorithm* in the list, and then type the *Batch Class Key* in the box.
- Select the *Use Existing Key* check box to include the same encryption algorithm for the imported and exported batch class.

4 Click *OK* to create a new batch class.

A confirmation message appears indicating that the batch was imported successfully.

Chapter 4: Document Ingestion

In This Chapter:

- About Document Ingestion 59
- Scanning Documents 61
- Uploading Documents 66

About Document Ingestion

Document ingestion, or importing, is the process of bringing documents in to IDC for batch processing. IDC can ingest both electronic and paper documents and supports various electronic formats such as PDF, .tiff, and .doc. Each batch class has its own set of ingestion points and multiple methods are supported, including manual and automatic methods. Manual methods include the *Web Scanner* and *Upload Batch* options available in the *Operator* menu. Ingestion can occur automatically using monitored network folders or email accounts configured by Administrators during batch class setup or management.

For more information about the manual ingestion methods, see "[Scanning Documents](#)" on page 61 or "[Uploading Documents](#)" on page 66. For more information about monitored folders or email accounts, see the following sections.

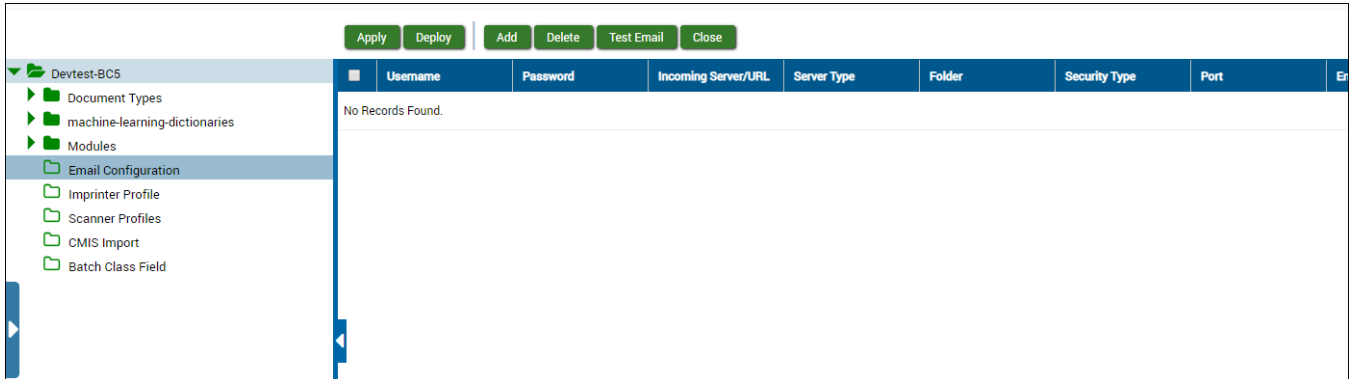
Monitored Folders

Documents can be automatically imported in to IDC using monitored network folders. The monitored folders, also referred to as drop folders, can be configured by Administrators while adding a batch class. Drop folders must be unique for each batch class. When document(s) are "dropped" in to the monitored network folder, a batch instance is automatically created in IDC. Drop folders also serve as the destination or export folder for any batch instances processed for the associated batch class.

Identifier	Name	Description	Drop Folder	Version	Priority	Current User	Encryption AL	Roles	ML Category
BC15			/Ephesoft/SharedFolders/drop-folders/ART0311	1.0.0.42	20				
BC16			/Ephesoft/SharedFolders/drop-folders/KIM_BC	1.0.0.24	20				
BC17			/Ephesoft/SharedFolders/drop-folders/YashRag65	1.0.0.19	20				
BC18			/Ephesoft/SharedFolders/drop-folders/MON	1.0.0.1	20				
BC19			/Ephesoft/SharedFolders/drop-folders/AT0226	1.0.0.29	20				
BC1A			/Ephesoft/SharedFolders/drop-folders/MeenaNew	1.0.0.2	20				
BC1C			/Ephesoft/SharedFolders/drop-folders/loosesheet-ds	1.0.0.0	20				
BC1E			/E	1.0.0.2	20				
BC1F			/E	1.0.0.25	20				
BC20			/E	1.0.0.30	20				
BC21			/E	1.0.0.10	20				
BC23			/E	1.0.0.10	20				
BC24			/E	1.0.0.9	20				
BC25			/net/encmax/E	1.0.0.0	20				

Monitored Emails

Documents can be automatically imported in to IDC from an email account. While performing batch class management, Administrators can add an email account for use with IDC. Administrators can also perform additional configuration to specify which information is imported from an email (documents attached to the email, content in the body of the email, or both). Multiple email accounts can be set up for a batch class.

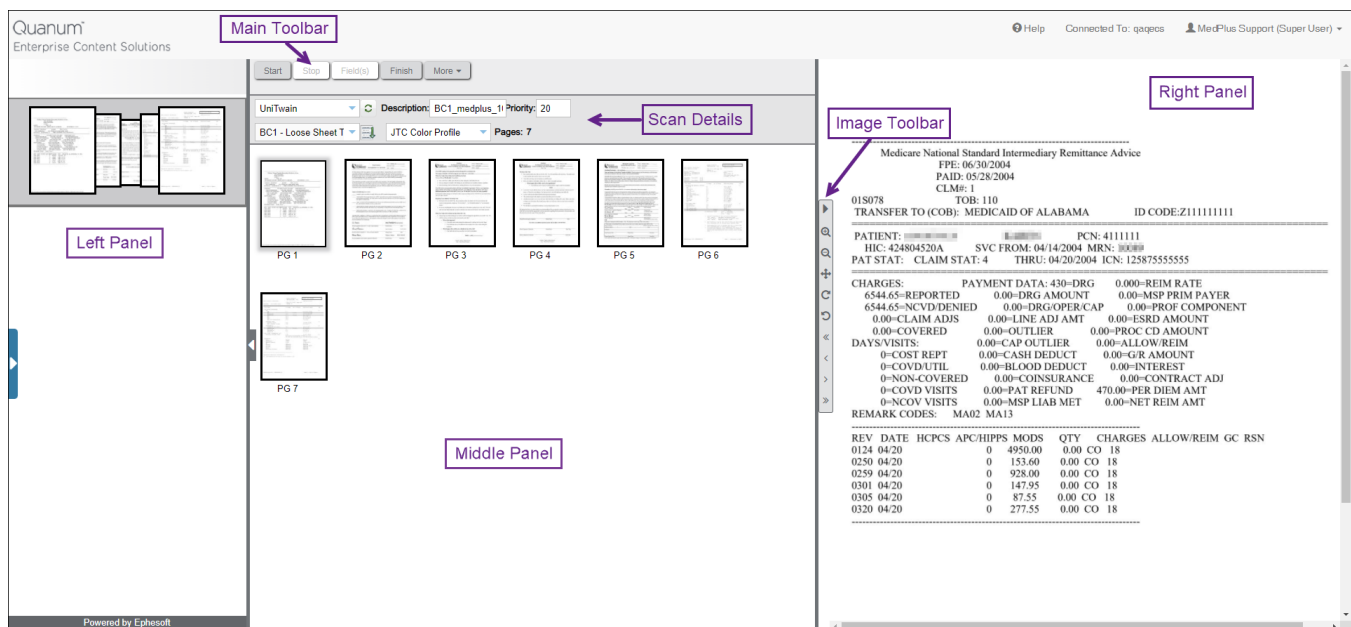


Scanning Documents

You can use the *Web Scanner* option to manually import documents in to IDC for batch processing. The Web Scanner option allows you to scan documents using a local TWAIN-enabled scanner and import them directly in to IDC. The Web Scanner also provides options to preview or manipulate scanned images (eg rotate, rescan, delete). In order to use scanning, the Web Scanner must be installed on the workstation and a connection must be established between the local scanner and IDC. For more information about installing Web Scanner, see "[Scanner Installation and Setup](#)" on page 6.

Specific profile configurations are also available to optimize Web Scanner functionality. Each batch class contains a default Web Scanner profile; however, Administrators can set up additional customized profiles to accommodate specific document types and batch classes. These custom profiles are available to Operators for selection when using the Web Scanner. For more information about scanner profiles, see "[Scanner Profiles](#)" on page 13.

The following table describes the options available when reviewing a batch instance. For more information about using the Web Scanner, see "[Scan Documents](#)" on page 63.

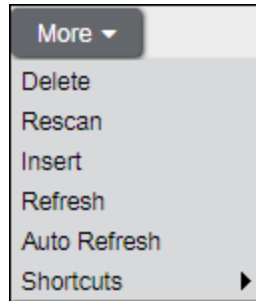


Option	Description
Left Panel: Thumbnail stack	The left portion of the user interface displays a stack of the images.
Middle Panel: Thumbnail list	The middle panel displays individual thumbnails of the scanned images.
Main Toolbar	The middle panel also includes the main toolbar, which has the following options: <ul style="list-style-type: none"> Start. Initiates scanning.



Option	Description
--------	-------------

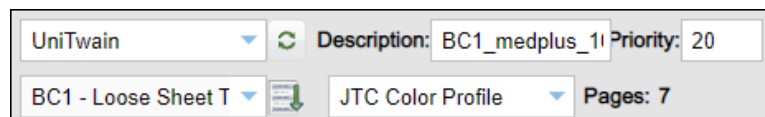
- **Stop.** Cancels scanning.
- **Field(s).**
- **Finish.** Completes the scanning and initiates the batch instance processing.
- **More.** Includes the following additional sub-menu options:



- **Delete.** Removes the selected page(s) from the batch.
- **Rescan.** Re-scans the currently selected page.
- **Insert.** Inserts an additional page into the batch.
- **Refresh.**
- **Auto Refresh.**
- **Shortcuts.** Includes all of the keyboard shortcuts supported for moving between the thumbnail images in the middle panel.

Scan Details

Below the main toolbar are selections for performing the scan (scanner, batch name, priority level, batch class, and scanner profile).



Right Panel: Image Preview and Toolbar

The right panel displays a preview of the selected image and the image toolbar. The image toolbar provides various ways to interact with and adjust the image preview, including the following:










Move Right/Move Left. Moves the toolbar to the opposite side of the image preview.



Zoom-in. Zooms in on the image preview.

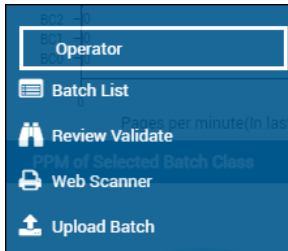


Zoom-out. Zooms out of the image preview.

Option	Description
	Fit Image. Fits the image preview to the window size.
	Rotate Clockwise. Rotates the image preview 90 degrees to the right.
	Rotate Counterclockwise. Rotates the image preview 90 degrees to the left.
	First Page. Moves to the first page when multiple images are available.
	Previous Page. Moves to the previous page when multiple images are available.
	Next Page. Moves to the next page when multiple images are available.
	Last Page. Moves to the last page when multiple images are available.

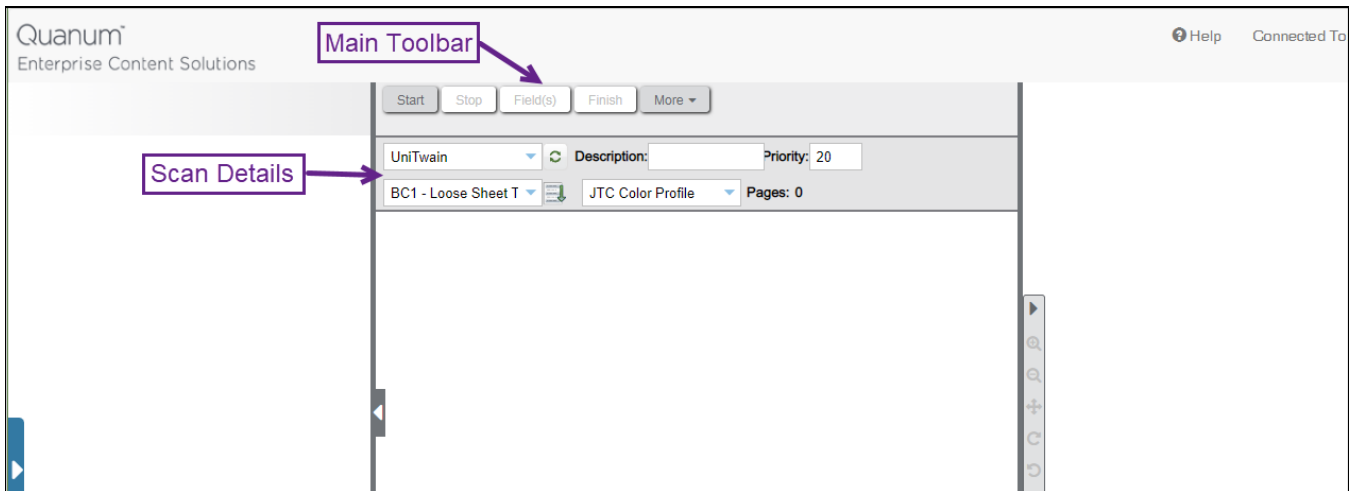
Scan Documents

- 1 Hover over the left-hand tab to access the navigation menu, and then select *Web Scanner* from the *Operator* options.

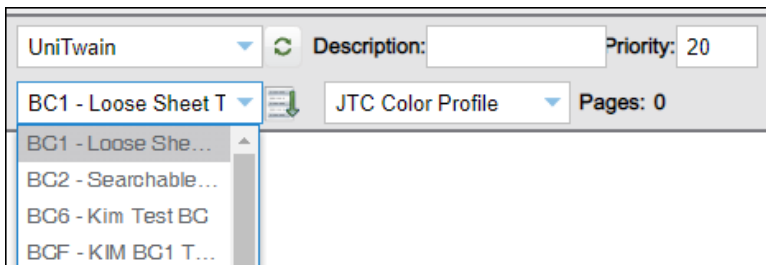


The Web Scanner opens.

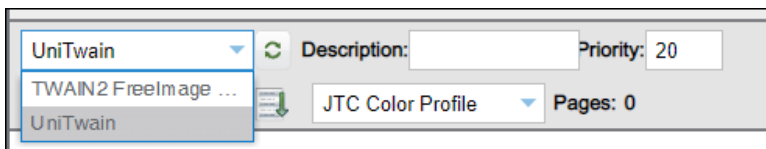
- 2 In the scan details area below the main toolbar, do the following:



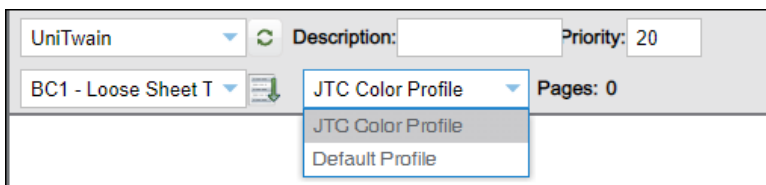
a Click the appropriate batch class for the documents being scanned.




b If you are using multiple scanners, select the correct scanner in the scanner list.




c If available, click a custom scanner profile in the list.



3 In the main toolbar, click  to scan and import the images.

When the page(s) have been scanned, the image(s) appear in the Web Scanner interface. A stack of images appear in the left panel, individual thumbnails of images in the middle panel, and a full image of a selected images appears in the right panel. For more information about the Web Scanner interface, see ["Scanning Documents" on page 61](#).

Note: If you click  again, the images are appended to the previously scanned images.

4 Review the scanned images, and then do any of the following as needed:

- **Delete pages.** In the middle panel, click the page(s) you want to delete, and then in the main toolbar, click *More > Delete*.

Tip: To select multiple pages, press Ctrl and then click the pages.

Note: You also have the option to delete pages from the *Validate* and *Review* pages. For more information, see ["Delete Pages" on page 96](#).

- **Rescan a page.** In the middle panel, click the page you want to rescan, and then in the main toolbar, click *More > Rescan*.



Note: You also have the option to rescan pages from the *Validate* and *Review* pages. For more information, see ["Rescan Pages" on page 101](#).

- **Insert pages.** In the main toolbar, click *More > Insert*. Follow your scanner prompts to import the new page(s) for the batch instance.


Note: You also have the option to insert pages from the *Validate* and *Review* pages. For more information, see ["Insert Pages" on page 103](#).

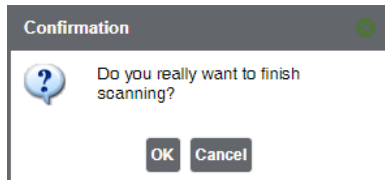
- **Reorder pages.** In the middle panel, click and drag the page(s) to reorder as needed.

Note: You also have the option to reorder pages from the *Validate* and *Review* pages. For more information, see ["Reorder Pages" on page 97](#).

- **Manipulate a selected image using the image toolbar.** In the middle panel, click an image, and then click an option in the image toolbar (eg  or ). For more information about the image toolbar options, see ["Scanning Documents" on page 61](#).

Note: You also have option to rotate or resize images from the *Validate* and *Review* pages. For more information, see ["Rotate Images" on page 95](#) or ["Resize Images" on page 99](#).

- 5 After you are done viewing and manipulating the scanned pages, click  in the main toolbar.
- 6 Click *OK* to confirm that you are finished scanning.



Batch instance processing is initiated. If a batch instance needs to be manually reviewed or validated, it will appear in the *Batch List* with a status of *Ready for Review* or *Ready for Validation*. For information about reviewing or validating batch instances, see ["Reviewing Documents" on page 79](#) or ["Validating Incoming Documents" on page 81](#).

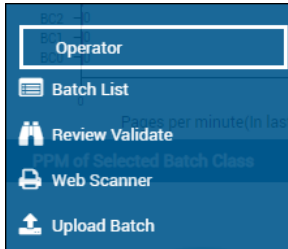
Note: An Administrator can view batch instance processing from the *Batch Instance Management* page. They can also troubleshoot batch instances from this page with an *Error* status. For more information, see ["Viewing Log Files" on page 153](#).

Uploading Documents

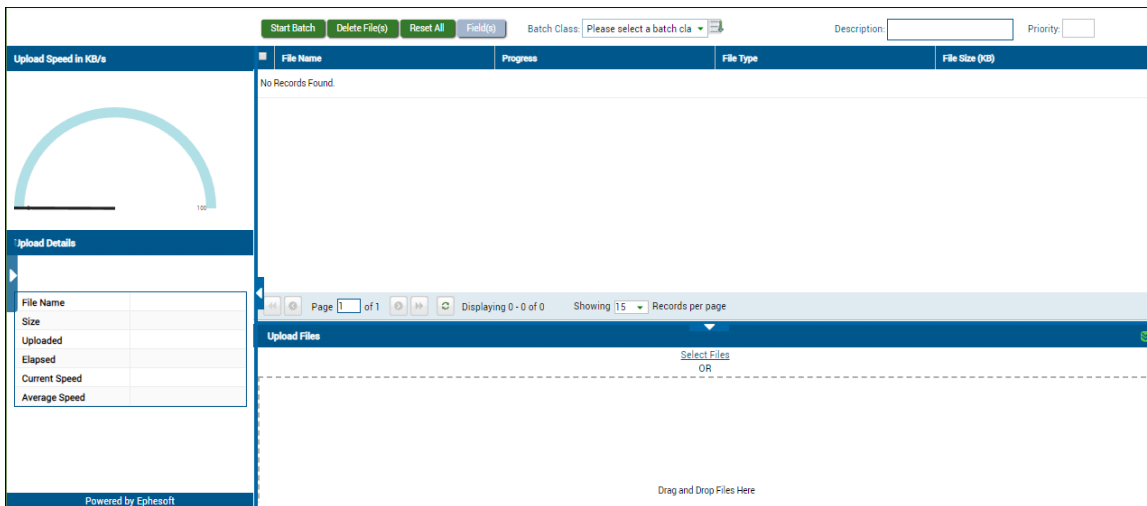
IDC enables you to manually upload one or more documents from your computer to initiate batch processing. The uploaded document(s) will be processed as a single batch instance for the selected batch class. Once the batch instance has been processed, you can open the batch instance from the *Batch List* in order to review or validate, as needed.

Upload Documents

- 1 Hover over the left-hand tab to access the navigation menu, and then select *Upload Batch* from the *Operator* options.

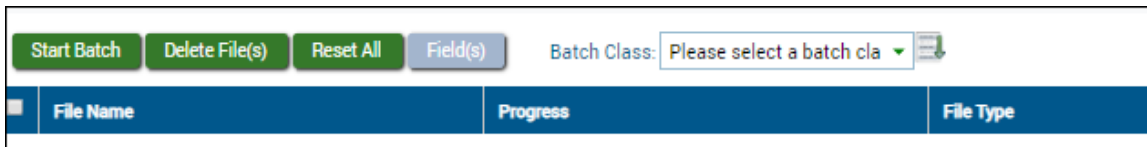


The *Upload Batch* page appears.

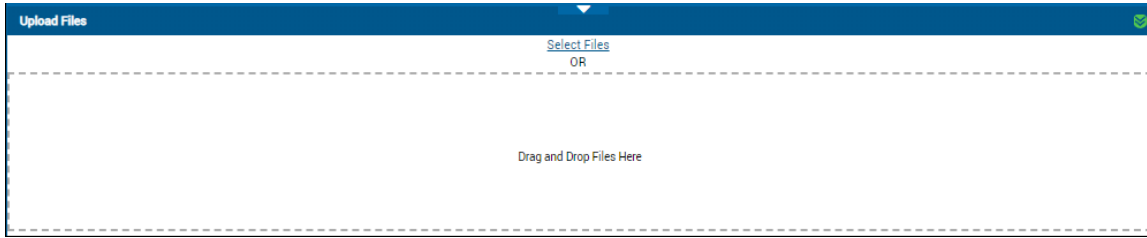


- 2 In the *Batch Class* list, click the appropriate batch class for the document(s).

Note: The uploaded files will be processed as a single batch instance.



- 3 In the *Upload Files* section at the bottom of the page, drag and drop the document(s) you want to import, or click *Select Files* and browse to the document(s).



- 4 If needed, you can delete uploaded files on the *Upload Batch* page by selecting the check box next to each document that you want to delete in the file list at the top of the page. and then click *Delete File(s)*.

File Name	Progress	File Type	File Size (KB)
<input checked="" type="checkbox"/> 9055.TIFF	100%	image/tiff	146
<input checked="" type="checkbox"/> 9347.TIFF	100%	image/tiff	5068
<input type="checkbox"/> 9348.TIFF	100%	image/tiff	783
<input type="checkbox"/> 9352.TIFF	100%	image/tiff	375
<input type="checkbox"/> 9369.TIFF	100%	image/tiff	5068

- 5 Click **Start Batch** to initiate batch processing.

A success message appears indicating the batch instance has been queued for processing, and the uploaded files are removed from the files list. For information about accessing the batch instance from the *Batch List* and reviewing or validating the batch, see ["Reviewing Documents" on page 79](#) or ["Validating Incoming Documents" on page 81](#).

Note: An Administrator can view batch instance processing from the *Batch Instance Management* page. They can also troubleshoot batch instances from this page with an *Error* status. For more information, see ["Viewing Log Files" on page 153](#).

Chapter 5: Document Review and Validation

In This Chapter:

- About Document Review and Validation 69
- Navigating the Review and Validation Pages 70
- Reviewing Documents 79
- Validating Incoming Documents 81
- Exporting to Multiple Destinations 87
- Use Indexing for Batch 89
- Optional Validation Process 91
- Manipulating Documents 92
- Rescanning Pages 101
- Inserting Pages 103

About Document Review and Validation

IDC automates the end-to-end document processing workflow with minimal Operator interaction. There are instances; however, when the batch contains at least one document that IDC was unable to classify, or at least one field in which IDC was not confident. These batch instances are assigned a status of *Ready for Review* or *Ready for Validation* and move to the *Batch List* to await manual intervention. Operators can open a batch instance from the list and then review and correct document assembly and classification from the *Review* page, or correct and provide missing information from the *Validate* page, as needed. Once Operators confirm that the review or validation of a batch instance is complete, the instance can proceed to the next phase in the workflow.

The screenshot displays the Quantum Enterprise Content Solutions interface, showing two overlapping windows for batch review and validation. Both windows feature a navigation bar with 'Review', 'Validation', 'Assigned To Me', and 'Open' buttons. The main content area includes a 'Review Validate Batches' table and a bar chart.

Review Window Data:

Id	Batch CL	Batch Name	Pr.	Batch Updated On	Batch Imported On	Batch Status
BIB	PatientRecordsAL	BC8_al_10-06-202110_24_08	6	01-Jul-2021 12:57:20	10-Jun-2021 10:25:...	Ready For Review
BIA	PatientRecordsAL	BC8_al_10-06-202109_56_41	6	01-Jul-2021 12:57:26	10-Jun-2021 09:58:...	Ready For Review

Validation Window Data:

Id	Batch CL	Batch Name	Pr.	Batch Updated On	Batch Imported On	Batch Status
B19	TestBC	BC5_al_07-06-202102_00_02	20	01-Jul-2021 13:08:...	07-Jun-2021 14:01:...	Ready For Validation
B18	JunkTest	BC7_al_21-04-202109_09_56	20	01-Jun-2021 17:03:...	21-Apr-2021 09:11:...	Ready For Validation
B17	SelectorTest	BC6_al_14-04-202104_05_45	20	28-Jun-2021 11:00:...	14-Apr-2021 16:07:...	Ready For Validation
B13	SelectorTest	BC6_iss_30-03-202109_24_45	20	24-Jun-2021 15:54:...	30-Mar-2021 09:29:...	Ready For Validation
B12	SelectorTest	BC6_al_17-03-202112_53_24	20	28-Apr-2021 10:24:...	17-Mar-2021 12:54:...	Ready For Validation
B11	TestBC	BC5_al_17-03-202111_21_26	20	30-Mar-2021 09:23:...	17-Mar-2021 11:23:...	Ready For Validation

Both windows include a bar chart titled 'No of batches' with 'Review' and 'Validation' categories. The 'Urgent' category is highlighted in red. The Review window shows 2 batches for Review and 6 for Validation. The Validation window shows 2 batches for Review and 6 for Validation. The interface also includes a footer with 'About Enterprise Content Solutions Customer Portal' and '© 2021 Quest Diagnostics Inc. All rights reserved.'.

Navigating the Review and Validation Pages

The *Review* and *Validate* pages enable Operators to manage batch instances manually when the system is not confident in a document's classification or assembly, or in the data that was extracted from the ingested documents. Batch instances needing reviewed or validated will not move on to the next phase of the workflow (data extraction or data and document export) until an Operator takes action on the document (s) in the instance. Operators can perform actions such as classifying the document type, splitting documents, merging pages to form a document, deleting unnecessary pages from a document, and correcting or adding data.

Batch instances that are *Ready for Review* or *Ready for Validation* can be accessed from the left-hand navigation panel by clicking *Batch List* or *Review Validate*. Clicking *Review Validate* opens the next batch instance ready for review or validation based on rules such as priority or creation date; however, Operators can click *Next Batch* to move through the batch instances.

The following sections describe the options available on the *Review* and *Validate* pages, and the actions that can be performed from each page. For more information about the *Batch List*, see ["Navigating IDC" on page 3](#).

Review Page

Batch instances which contain at least one document that IDC was unable to classify are assigned a status of *Ready for Review*. The *Review* page enables Operators to correct assembly and classification for documents in these batch instances. Classification must be completed in order for data extraction to occur. The following table describes the options available when reviewing a batch instance. For more information about accessing and reviewing batch instances, see ["Reviewing Documents" on page 79](#).

The screenshot displays the Quantum Enterprise Content Solutions interface. At the top, there is a navigation bar with links to various applications like Kronos WORKFORC..., ourQuestOnline.com, Rally Login, Junos Pulse Secure..., Imported, Software Request p..., EHR - Release Wiki, and Medplus Intranet. Below this, the Quantum logo and 'Enterprise Content Solutions' are visible. The interface is divided into several panels:

- Left Panel:** A list of documents. Two documents are shown: DOC1 and DOC2, both with a status of 'Unknown'.
- Main Toolbar:** A horizontal bar with buttons for 'Review', 'Next Batch', 'Merge', 'Split', 'Table', and 'More'.
- Middle Panel:** A document preview area showing 'PG 1' of a document. It includes a zoom and navigation toolbar.
- Right Panel:** A document preview area showing an 'Admission Notification' from 'Medical Center'. It includes fields for 'To:', 'From:', 'Attn:', 'Pages:', 'Fax:', 'Date:', 'Patient Name:', and 'MR#'. A red 'X' icon and the text 'For Your Review' are prominently displayed. Below this is a 'Comments' section.

At the bottom of the interface, there is a footer with 'Powered by Enhesoft' on the left, '© 2021 Quest Diagnostics Inc. All rights reserved.' in the center, and 'Support Feedback Privacy Terms' on the right.

Option	Description
Left Panel: Document Types and Pages	The left portion of the user interface displays the documents in the batch using a red light/green light system, just like in the <i>Validate</i> page. Green indicates no action is needed, while red indicates an Operator needs to review the document classification or assembly.
Middle Panel: Review Document	The middle panel displays the document preview as well as the <i>Document Type</i> field where Operators can add or edit the <i>Document Type</i> .

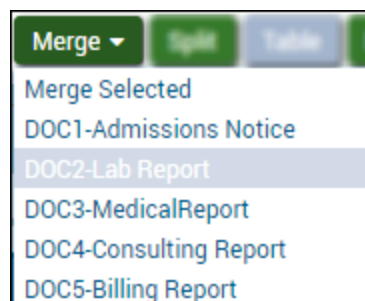
When processing multi-page documents, you can reorder the pages from the middle panel by dragging the pages to reorder as needed.

Main Toolbar

The middle panel also includes the main toolbar, which has the following options:

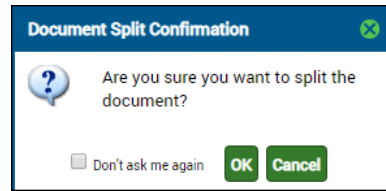


- **Review.** Reviews the currently selected document.
- **Next Batch.** Proceeds to the next batch. If no batches remain, you will be redirected to the *Batch List* page.
- **Merge.** Used to merge two or more documents together. When selected, opens a drop-down with the documents in the batch, and the currently selected document highlighted.

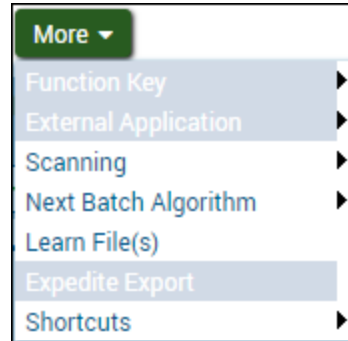


- **Merge Selected.** Merges all documents selected in the left panel. Currently selected documents are highlighted gray in the left panel. Select multiple documents by holding down Ctrl and clicking each document you want to merge.
- **DOC.** Merges the currently selected document with another document selected in the drop-down list.
- **Split.** Splits a multi-page document into two documents. When selected, a confirmation message appears.













Note: You cannot split the first page of a document or documents that contain only one page.



- **Table.** Enabled for validation **only**. Replaces the index field view with the table view.
- **More.** Includes the following additional sub-menu options:



- **Function Key.** Includes function key scripts if configured by the Administrator. If none are available, this sub-menu is disabled.
- **External Application.** Includes external applications if configured by the Administrator. If none are available, this sub-menu is disabled.
- **Scanning.** Includes the following options:
 - **Re-Scan.** Opens the web scanner to re-scan the currently selected page
 - **Insert Page(s).** Opens the web scanner to insert an additional page into the batch. For more information, see "[Inserting Pages](#)" on page 103. For more information about scanners, see "[Scanner Installation and Setup](#)" on page 6.
- **Next Batch Algorithm.** Contains options that control how the next batch will be chosen, including the following:
 - **Highest Priority** (default)
 - **Order** (*Ascending or Descending*)
- **Learn File(s).** Performs machine learning of a document configured with Search Classification or Multidimensional Classification. For more information about document learning, see "[Learning Files](#)" on page 50.
- **Expedite Export.** Enabled for validation **only**. Moves currently validated documents to a new batch and sends it to the next stage of the workflow process, if configured.
- **Shortcuts.** Includes all of the keyboard shortcuts supported during review.

Option	Description
	<p>Batch Details</p> <p>Below the main toolbar is various information about the batch (batch ID, name, priority level, and the selected document type).</p> <div data-bbox="479 357 1429 451" style="border: 1px solid black; padding: 5px;"> <p>ID BI4F Name BC7_yash_29-04-202103_51_11 Priority 20</p> <p>Document Type</p> <p>Unknown</p> </div>
<p>Right Panel: Image Preview and Toolbar</p>	<p>The right panel displays the image preview and the image toolbar. The image toolbar provides various ways to interact with and adjust the image preview during review, including the following:</p> <ul style="list-style-type: none"> <li data-bbox="495 630 1421 693">  Move Right/Move Left. Moves the toolbar to the opposite side of the image preview. <li data-bbox="495 724 1437 787">  Split Image. Splits a multipage document into two documents. Performs the same action as the Split button in the Main Toolbar. <li data-bbox="495 808 1128 850">  Zoom-in. Zooms in on the image preview. <li data-bbox="495 871 1161 913">  Zoom-out. Zooms out of the image preview. <li data-bbox="495 934 1274 976">  Fit Image. Fits the image preview to the window size. <li data-bbox="495 997 1404 1081">  Rotate Clockwise. Rotates the image preview 90 degrees to the right. <li data-bbox="495 1092 1453 1165">  Rotate Counterclockwise. Rotates the image preview 90 degrees to the left. <li data-bbox="495 1176 1372 1228">  First Page. Moves to the first page of a multipage document. <li data-bbox="495 1249 1339 1323">  Previous Page. Moves to the previous page of a multipage document. <li data-bbox="495 1333 1372 1386">  Next Page. Moves to the next page of a multipage document. <li data-bbox="495 1407 1372 1449">  Last Page. Moves to the last page of a multipage document. <li data-bbox="495 1470 1453 1690">  View OCR/View Image. Toggles between the image preview and the OCR (Optical Character Recognition) data. The OCR view can be useful when troubleshooting a document that couldn't be classified, or when data is missing or incorrect, as it allows you to view the metadata that was extracted from the document. For more information, see "Viewing the OCR Layer" on page 155.

Option

Description



Magnification Mode. Enabled for validation **only**. Allows you to select a portion of the full-page image and view the magnified selected area.



Duplicate Image. Duplicates a page in the selected document.



Pop Out Image. Opens the image preview in a separate window.




Delete Image. Deletes the selected page(s) from the document. If you delete all pages in a document, the entire document is removed from the batch.

For more information about using some of the image toolbar options for manipulating the document(s) or related images in a batch instance, see "[Manipulating Documents](#)" on page 92.

Validate Page

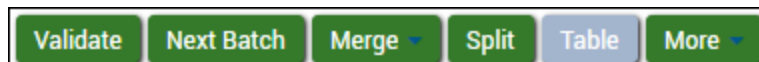
Batch instances that contain at least one field in which IDC was not confident are assigned a status of *Ready for Validation*. The *Validate* page enables Operators to correct information, or provide information that is missing in a document, as well as change the document type. Validation must be completed in order for data and document export to occur. The following table describes the options available when validating a batch instance. For more information about accessing and validating batch instances, see "[Validating Incoming Documents](#)" on page 81.

The screenshot displays the Quantum Enterprise Content Solutions interface. The **Main Toolbar** at the top contains buttons for **Validate**, **Next Batch**, **Merge**, **Split**, and **Table**. The **Image Toolbar** on the right side of the main panel includes icons for image manipulation. The **Left Panel** shows a list of documents, including **DOC1 Batch Header**, **DOC2 "A" OB Nursing Resumes**, and **DOC3 "A" Radiologic Technologist Resumes**. The **Middle Panel** contains form fields for document details such as **QECS Medical Record Number**, **QECS Patient Name**, **QECS Account Number**, **QECS Admit Discharge Date**, **QECS Lost-N-Found OK**, **QECS Event Date**, and **QECS Time Zone**. The **Right Panel** displays a patient record form with sections for **PATIENT INFORMATION**, **ADMISSION INFORMATION**, **GUARANTY INFORMATION**, **PROVIDER INFORMATION**, and **INSURANCE INFORMATION**. The patient record includes fields for **Patient Name**, **MRN**, **Sex**, **Date of Birth**, **Address**, **City**, **State**, **Zip**, **County**, **Home Phone**, **Mobile Phone**, **Work Phone**, **Parent/Guardian phone**, **Room**, **Admit Type**, **Admit Source**, **Employer**, **Employer Phone**, **Employment Status**, **Religion**, **Preferred Oral Language**, **Reason for Admission**, **Admission/Provider Comments**, **Guarantor Name**, **Relationship**, **Referring Provider**, **Referring Provider Phone**, **Primary Care Provider**, **Primary Care Provider Phone**, **Primary Care Clinic**, **Payor/Plan**, **Subscriber Name**, **Rel**, **Member #**, and **Group #**.

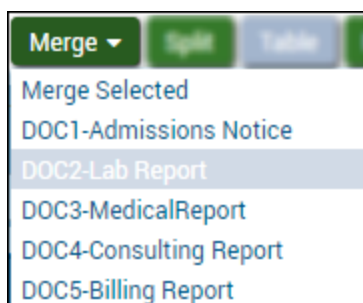
Option	Description
Left Panel: Document Types and Pages	<p>The left portion of the user interface displays the documents in the batch using a red light/green light system, just like in the <i>Review</i> page. Green indicates no action is needed, while red indicates an Operator may need to add missing information or confirm that the data extracted is correct.</p> <p>When processing multi-page documents, you can reorder the pages from the left panel by clicking the document icon () in the top left, and then dragging the pages to reorder as needed.</p>
Middle Panel: Validate Extracted Data	<p>The middle panel displays the index fields and data that was extracted from a document. These fields are configured by the Administrator when setting up the batch class. Some fields may be highlighted red during validation, meaning that the field must be addressed by an Operator.</p>

Main Toolbar

The middle panel also includes the main toolbar, which has the following options:

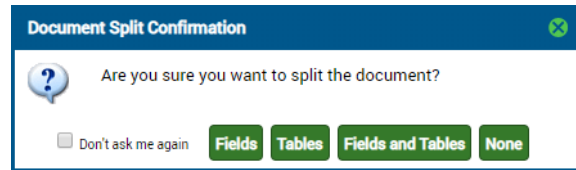


- **Validate**. Validates the currently selected document and proceeds to the next document in the batch. Once the last document in the current batch is reviewed, it will automatically proceed to the next batch.
- **Next Batch**. Proceeds to the next batch. If no batches remain, you will be redirected to the *Batch List* page.
- **Merge**. Used to merge two or more documents together. When selected, opens a drop-down with the documents in the batch, and the currently selected document highlighted.



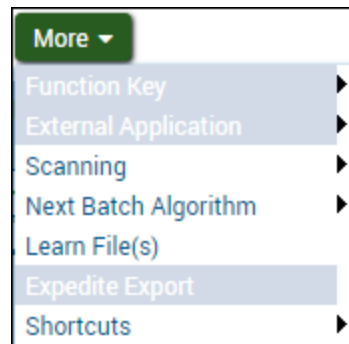
- **Merge Selected**. Merges all documents selected in the left panel. Currently selected documents are highlighted gray in the left panel. Select multiple documents by holding down Ctrl and clicking each document you want to merge.
- **DOC**. Merges the currently selected document with another document selected in the drop-down list.
- **Split**. Splits a multi-page document into two documents. When selected, a confirmation message appears displaying multiple options.

Note: You cannot split the first page of a document or documents that contain only one page.



These options determine what will be available in the split document:

- **Fields.** Only extracted index fields.
- **Tables.** Only extracted table fields.
- **Fields and Tables.** Both extracted index fields and table fields.
- **None.** All fields will be empty.
- **Table.** Replaces the index field view with the table view. This button is only enabled if an Administrator configures table extraction for the selected document type. While viewing the table view, you can click the *Field View* button to switch to the index field view. For more information, see "[Validate Table Data](#)" on page 85.
- **More.** Includes the following additional sub-menu options:

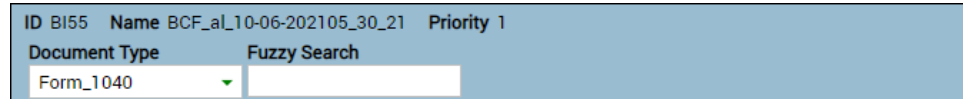


- **Function Key.** Includes function key scripts if configured by the Administrator. If none are available, this sub-menu is disabled.
- **External Application.** Includes external applications if configured by the Administrator. If none are available, this sub-menu is disabled.
- **Scanning.** Includes the following options:
 - **Re-Scan.** Opens the web scanner to re-scan the currently selected page
 - **Insert Page(s).** Opens the web scanner to insert an additional page into the batch. For more information, see "[Inserting Pages](#)" on page 103.
 For more information about scanners, see "[Scanner Installation and Setup](#)" on page 6.
- **Next Batch Algorithm.** Contains options that control how the next batch will be chosen, including the following:
 - **Highest Priority** (default)
 - **Order** (*Ascending* or *Descending*)

Option	Description
	<ul style="list-style-type: none"> • Learn File(s). Performs machine learning of a document configured with Search Classification or Multidimensional Classification. For more information about document learning, see "Learning Files" on page 50. • Expedite Export. Moves currently validated documents to a new batch and sends it to the next stage of the workflow process, if configured. • Shortcuts. Includes all of the keyboard shortcuts supported during validation.

Batch Details

Below the main toolbar is various information about the batch (batch ID, name, priority level, and the selected document type), and the *Fuzzy Search* option if enabled by the Administrator in the VALIDATE_DOCUMENT plugin configuration (default is on). The *Fuzzy Search* option allows you to add missing information to the index fields by performing a search against the database and then selecting an item in the *Fuzzy Search Results* list.



Group Tabs

If configured by the Administrator, the middle panel also displays tabs that group similar index fields together. Any index field that does not have a group specified will be assigned to *Group 1* by default.



If all index fields in a group have been extracted correctly, the tab will be marked with a green circle (🟢). If any index fields in the group require validation, the tab will be marked with a red exclamation mark (🚫).

Right Panel: Image Preview and Toolbar

The right panel displays the image preview and the image toolbar. The image toolbar provides various ways to interact with and adjust the image preview during validation, including the following:

















Move Right/Move Left. Moves the toolbar to the opposite side of the image preview.



Split Image. Splits a multipage document into two documents. Performs the same action as the Split button in the Main Toolbar.



Zoom-in. Zooms in on the image preview.

Option	Description
	Zoom-out. Zooms out of the image preview.
	Fit Image. Fits the image preview to the window size.
	Rotate Clockwise. Rotates the image preview 90 degrees to the right.
	Rotate Counterclockwise. Rotates the image preview 90 degrees to the left.
	First Page. Moves to the first page of a multipage document.
	Previous Page. Moves to the previous page of a multipage document.
	Next Page. Moves to the next page of a multipage document.
	Last Page. Moves to the last page of a multipage document.
	View OCR/View Image. Toggles between the image preview and the OCR (Optical Character Recognition) data. The OCR view can be useful when troubleshooting a document that couldn't be classified, or when data is missing or incorrect, as it allows you to view the metadata that was extracted from the document. For more information, see "Viewing the OCR Layer" on page 155 .
	Magnification Mode. Allows you to select a portion of the full-page image and view the magnified selected area. You can only have one magnified area displayed at a time.
	<p>Notes:</p> <ul style="list-style-type: none"> • When <i>Magnification Mode</i> is enabled, the icon in the toolbar is green () , and the green magnification icon also appears at the top of the image preview. • When using <i>Magnification Mode</i>, some other options in the image toolbar such as <i>Split Image</i> will be disabled.
	Duplicate Image. Duplicates a page in the selected document.
	Pop Out Image. Opens the image preview in a separate window.
	Delete Image. Deletes the selected page(s) from the document. If you delete all pages in a document, the entire document is removed from the batch.

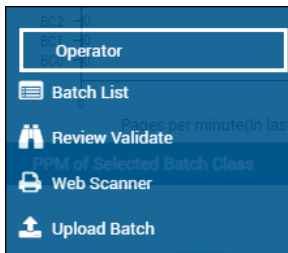
For more information about using some of the image toolbar options for manipulating the document(s) or related images in a batch instance, see ["Manipulating Documents" on page 92](#).

Reviewing Documents

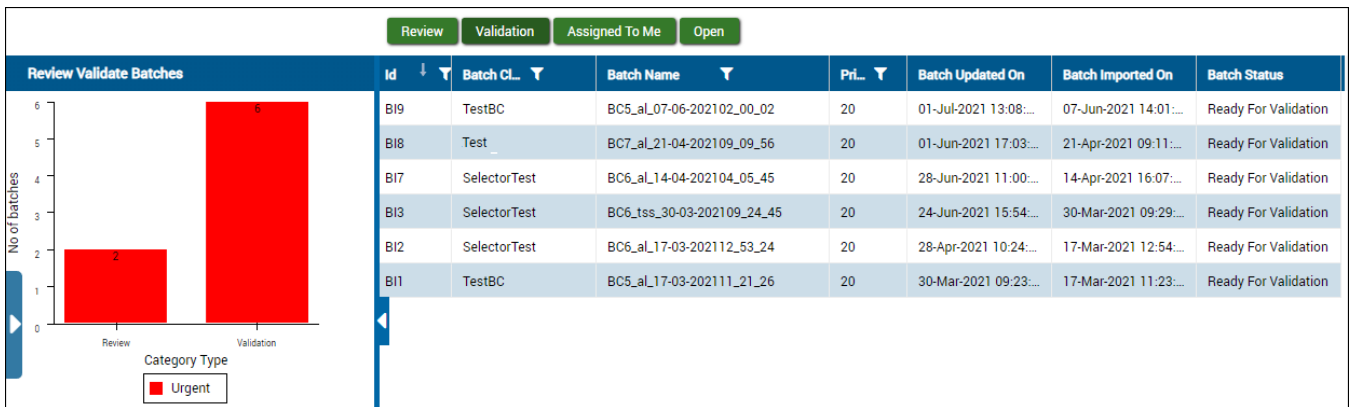
Batch instances which contain at least one document that IDC was unable to classify are assigned a status of *Ready for Review* and require intervention by an Operator. Batch instances needing reviewed will not move on to the next phase of the workflow until an Operator takes action on the document(s) from the *Review* page. Depending upon the permissible actions defined for an Operator's role, they may be able to perform actions such as assigning the document type and correcting document assembly (eg splitting documents, reordering pages in a document, deleting unnecessary pages from a document, and inserting pages).

Review Documents

- 1 Hover over the left-hand tab to access the navigation menu, and then select *Batch List* from the *Operator* options.



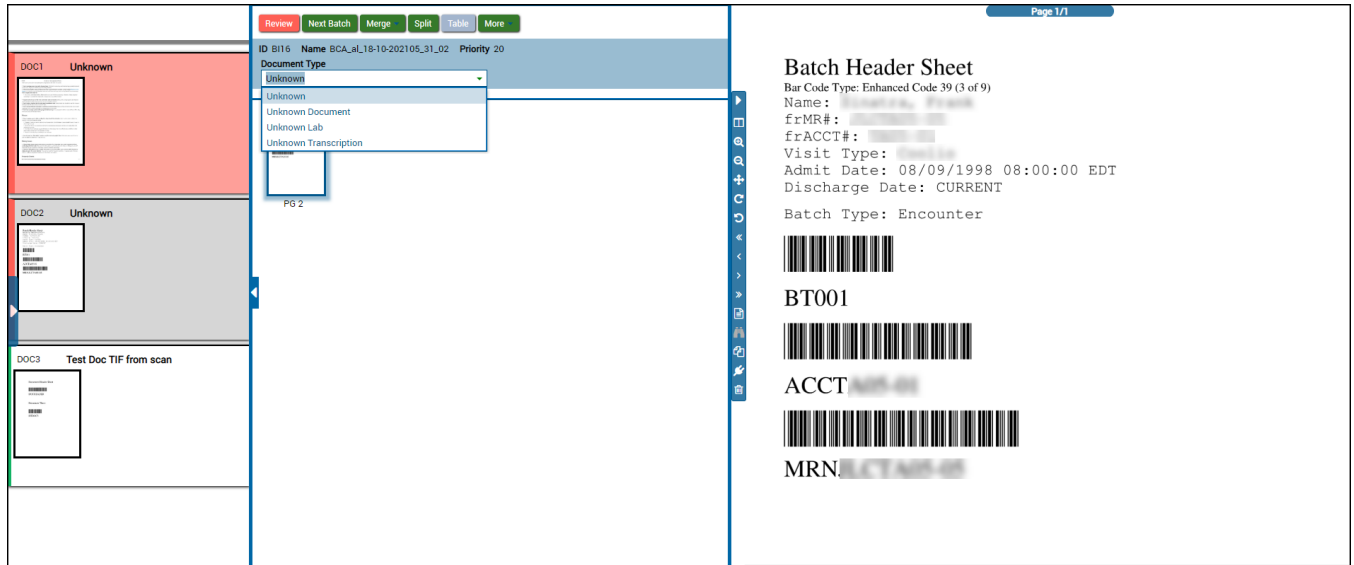
- 2 Click the *Review* button at the top of the page to view batch instances that are ready for review, and then double-click an instance to open it in the *Review* page.



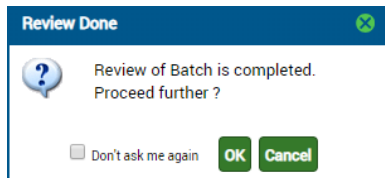
3 In the left panel of the *Review* page, click the document you want to view.

Notes:

- A red light/green light system is used to indicate which documents in the batch instance need to be addressed by an Operator. Green indicates no action is needed, while red indicates an Operator may need to assign or confirm the document type classification for documents in the batch instance.
- Selected documents are highlighted in gray.



- 4 In the middle panel of the *Review* page, assign the *Document Type* by doing one of the following:
- Click the arrow in the *Document Type* box and then scroll to click the appropriate document type in the list.
 - Type a document type in the *Document Type* box to narrow the results, and then click the appropriate document type in the list.
- 5 If necessary, manipulate the document assembly (eg splitting documents, reordering pages, deleting unnecessary pages, and inserting pages). For more information about manipulating a document using options in the main toolbar or image toolbar, see "[Manipulating Documents](#)" on page 92.
- 6 When finished updating the *Document Type* and correcting the document assembly, click *Review*. The document is reviewed and, if IDC determines the document type is valid, it opens the next document in the batch. Once the last document in the current batch is reviewed, a confirmation dialog box appears.
- 7 In the *Review Done* dialog box, click the appropriate option to confirm whether you want the batch instance to proceed to the next phase of the document processing workflow. If you click *OK*, the batch instance moves to the data extraction phase, and the *Batch List* appears.



Validating Incoming Documents

As documents are added to IDC, data is extracted from the documents so that they can be properly identified and validated.

There are three phases to the validation process:

- **"Initial Validation" below.** This phase validates the documents, searches for missing data, and, if any document within the batch is still invalid, places them in a *Ready for Validation* state.
- **"Field Value Change Validation" on the next page.** When the value of a field is changed during validation, a script runs that performs additional validation, and when data is available, can automatically makes changes to associated field values. For information about adding missing data or fixing incorrect data, see **"Correct Index Fields" on page 83** and **"Validate Table Data" on page 85**.
- **"Final Validation" on the next page.** This phase validates all fields within the current document when you select the *Validate* button.

Note: If there are no errors on any of the documents in a batch, the batch proceeds from the Initial Validation phase to the Export phase without any interaction from you.

Initial Validation

Chart and folder documents may end up in the validation queue because of issues with the following fields:

Chart Documents

- **QECS Document Type:** If the document is classified as a document type that cannot be mapped to a Quantum ECS document type, the document would be invalid. It is rare that this would happen unless the batch class contains document types that were created directly in IDC rather than through Table Manager. There is no visual indication if this is the case, but one thing that all valid IDC document types should have is the form **"*QECS*"** (where the **"*"** can be any text and the leading **"*"** can be blank).
- **QECS Medical Record Number** and/or **QECS Account Number:** If either index field is blank, the document is invalid. The field will be colored red to indicate that it is invalid.
 - **Lost-N-Found OK:** If both the MRN and Account Number can't be validated to a patient or a chart, and the *QECS Lost-N-Found* check box is selected, the validation process will enter *LOST-N-FOUND* to replace the blank MRN or Account Number field. This action allows the document to continue flowing through the validation process.

Folder Documents

- **QECS Cabinet Drawer.** If this index field is blank, the document is invalid. The field will be colored red to indicate that it must be completed and functions similar to *QECSMedicalRecordNumber*.

Note: If a value is entered for a Drawer, a Cabinet value must also be entered. A Cabinet value can be entered without a Drawer.

- **QECS Folder.** If this index field is blank, the document is invalid. The field will be colored red to indicate that it must be completed and functions similar to *QECSAccountNumber*.

Note: If the two fields are not sufficient to identify a single folder, the *QECS Cabinet Drawer* and *QECS Folder* index fields are blank.

- **QECS Folder Dates.** The start and end dates will be completed if a single folder has been identified.

Chart and Folder Documents Common Fields

- **QECS Owner Name.** This index field is not required to be filled in. However, if it does contain text, the text will be used to locate a Quatum ECS user. If the text in this field is insufficient to locate a Quatum ECS user, the field will be colored red to indicate it is invalid.
- **QECS Event Date.** This index field is not required to be filled in. However, if it does contain a value, it must be in a defined format (default is mm/dd/yyyy hh:mm). If there is a value and it is not in that format, the index field will be colored red to indicate it is invalid. A sub-field of *QECS Event Date* is the *QECS Time Zone* field. Both of these fields can be set through a plugin to default to the current date and time, if the field is blank.

Field Value Change Validation

If you make a change to one of the following fields during the validation process, another validation specific to the changed field, will be executed:

Chart Documents


- **QECS Medical Record Number**
- **QECS Account Number**
- **QECS Owner Name**
- **QECS Event Date**
- **QECS LostNFound** check box

Folder Documents

- **QECS Cabinet Drawer**
- **QECS Folder**
- **QECS Owner Name**
- **QECS Event Date**



The Document Type validation always runs, regardless of the changes made.

Final Validation


The final validation runs when you click  on the *Validate* page. This final phase allows IDC to make sure the document(s) are acceptable to export. If the final validation finds the document to be invalid, the document will remain red. The offending index field will be colored red (unless it's invalid due to document type) and you will need to make a modification and click the *Validate* button again. If the document is valid, it will turn green.

- 4 Click inside the index fields highlighted in red to manually enter or correct data, or do one of the following to copy the data from the image preview:

Notes:

- If an Administrator configures table extraction for the selected document type, you can click  in the main toolbar to replace the index field view with the table view. For more information about using the table view to validate data, see ["Validate Table Data" on the next page](#).
- If you want to view the metadata that was extracted from the document, click  in the image toolbar. For more information about the Optical Character Recognition (OCR) layer, see ["Viewing the OCR Layer" on page 155](#).
- If the Medical Record Number (MRN) and Account Number are missing or incorrect, and you are unable to provide that information or capture it from the image preview, you can search for a patient or their associated MRN and Account Number in other Quanum ECS applications, such as Navigator, Chart Editor, and Search. For more information about performing a search, refer to the online help available from the application's *Help* menu.

- **Single word or number set.** To copy a word or number set (without spaces) into an index field, click the highlighted field, and then left-click the text on the image preview.
- **Multiple words or number sets.** To copy multiple words or number sets into an index field, click the highlighted field, and then hold down Ctrl while clicking the text on the image preview.
- **Line or block of text.** To copy a line or block of text into an index field, click the highlighted field, and then select the text in the image preview by doing the following:
 - a Right-click once at the starting point of the text to be copied.
 - b Drag your mouse to highlight the entire line or block to copy, and then right-click again to finish selecting the text.

- 5 When finished updating the fields in the document, click  in the main toolbar.

The document is validated and, if IDC determines the document is valid, it opens the next document in the batch. Once the last document in the current batch is validated, IDC automatically proceeds to the next batch for validation.

Note: This button is only enabled if an Administrator configures table extraction for the selected document type.

5 Click inside the cells highlighted in red to manually enter or correct data.

Notes:

- Hover over the cell to view information about the rules or issue with the data.
- When you click a cell, the extracted data for that cell is highlighted in the table in yellow.

Mileage Table:

Odometer Stop	Mileage Total	Odometer Start
12	30	12
12	50	12
12	16	12
12	33	12
12	51	12
12	30	12
12	32	12
12	50	12
12	30	12
12	30	12
12	80	12
12	30	12
13	50	12
13	148	13
13	30	13
13	30	13
13	28	13
13	500	13

Vehicle Log Data:

NAME: John Doe GST#: 8123456789
 ADDRESS: Amulbase, Alberta VEHICLE: Ford F150

Date (mm/dd/yyyy)	Description of Trip	Goods/Services Passenger Carried	Point of Origin	Destination	Odometer Readings		Distance Driven	Business Use (%)
					Start (mi)	End (mi)		
T10	Auction to check for Truck	None	Home	Westlock	12500	12500	0	26
T11	Auction to buy combine header	Combine header	Home	Edmonton	12500	12560	60	26
T11	Keller - purchase clothing	Purchases	Edmonton	Edmonton	12560	12568	8	18
T11	Bank withdrawal	None	Edmonton	Winnipeg	12568	12528	40	3
T11	Take farm hands to feed	3 INC/okers	Mormonville	Westlock	12528	12880	352	5
T13	Bank	Deposit book	Home	Westlock	12880	12710	170	0
T13	Check cattle	None	Home	Field 1	12710	12742	32	3
T14	Dentist	Wife	Home	Edmonton	12742	12762	20	0
T16	Bank and pick up parts	Parts	Home	Westlock	12762	12822	60	11
T18	Dinner	Wife	Home	Westlock	12822	12852	30	0
T19	Move cattle	Cattle and trailer	Home	Rosington	12852	13022	170	8
T20	Bank and mail	Deposit book and mail	Home	Westlock	13022	12982	40	0
T21	Feed feeders	Grain and Trailer	Home	Edmonton	12982	13012	30	0
T21	Fishery trip	Son	Home	Muskeg Lake	13012	13160	148	0
T22	Tractor parts	Parts	Home	Westlock	13160	13188	28	0
T23	Mail and tractor parts	Mail and tractor parts	Home	Westlock	13188	13220	32	0
T23	Coffee shop	None	Home	Clyde	13220	13248	28	0
T24	Purchase subsoiler	Subsoiler	Home	Head Deer	13248	13748	500	60
Total Distance							1,248	9%

Summary:
 A. Odometer Close: 13,748
 B. Odometer Start C: 12,500
 Total Km Driven D: 1,248
 Business Km: 916
 E. Business Use DIC x 100: 73%

6 When finished updating the cell(s), do one of the following:

- Click **Validate**. The document is validated and, if IDC determines the document is valid, it opens the next document in the batch that needs addressed.
- Click **Field View**. The index field view of the *Validate* page appears. For information about adding missing data or fixing incorrect data from the index field view, see "[Correct Index Fields](#)" on page 83.

- 3 In the *QECS Additional Destinations* box, type each destination on a separate line by pressing Enter after each line.

Note: The destinations must be entered in the following format: <mrn>/<acct> or <cabinet>/<drawer>/<folder>.

The screenshot displays the QECS system interface. On the left, there are document thumbnails for 'DOC1 Acceptance 2' and 'DOC2 HR - Background Check (local)'. The main area shows a form for document details: ID B135, Name BCB_al_04-02-202204_11_20, Priority 20, and Document Type Acceptance 2. Below this, there are two columns of input fields for 'T-Main' data, including 'QECS Medical Record Number', 'QECS Patient Name', 'QECS Account Number', 'QECS Admit Discharge Date', 'QECS Lost-N-Found OK', 'QECS Event Date', 'QECS Time Zone' (with a dropdown menu showing Atlantic, Eastern, and Central), 'QECS Owner Name', and 'QECS User Defined Id'. At the bottom, the 'QECS Additional Destinations' field contains the text '0730/0730'. A toolbar at the top of the form includes buttons for 'Validate', 'Next Batch', 'Merge', 'Split', 'Table', and 'More'. On the right side of the interface, a 'Page 1/1' indicator is visible above a large 'Page 1' heading and several paragraphs of placeholder text.

- 4 In the main toolbar, click **Validate**. The system validates each destination and if one or more is incorrect, the field is invalid (red) and must be corrected.

Note: If a value is entered for a drawer, but not a cabinet in the *Drawer/Cabinet* box, that field is invalid (red) and must be corrected.

Use Indexing for Batch

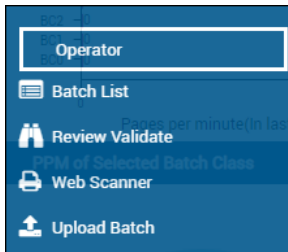
The Use Indexing for Batch functionality allows you to copy the primary indexing in a document to all other documents in a batch. When using this feature, documents must be of a like source for copying. For example, if the source document is a *Chart* document, then the MRN and Account # are copied to all other chart documents within the batch. If the source document is a *Folder* document, then cabinet, drawer, and folder are copied to all other folder documents within the batch.

Notes:

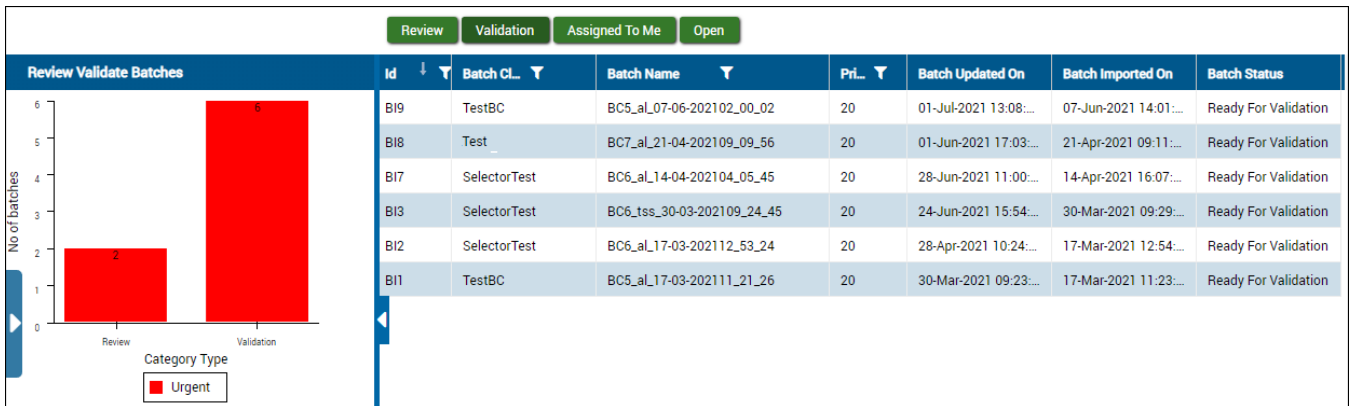
- This feature can be applied only to batches with a status of *Ready for Validation*.
- If needed, this function key script can be configured for use with any of the index fields.

Use Indexing for Batch

- 1 Hover over the left-hand tab to access the navigation menu, and then select *Batch List* from the *Operator* options.

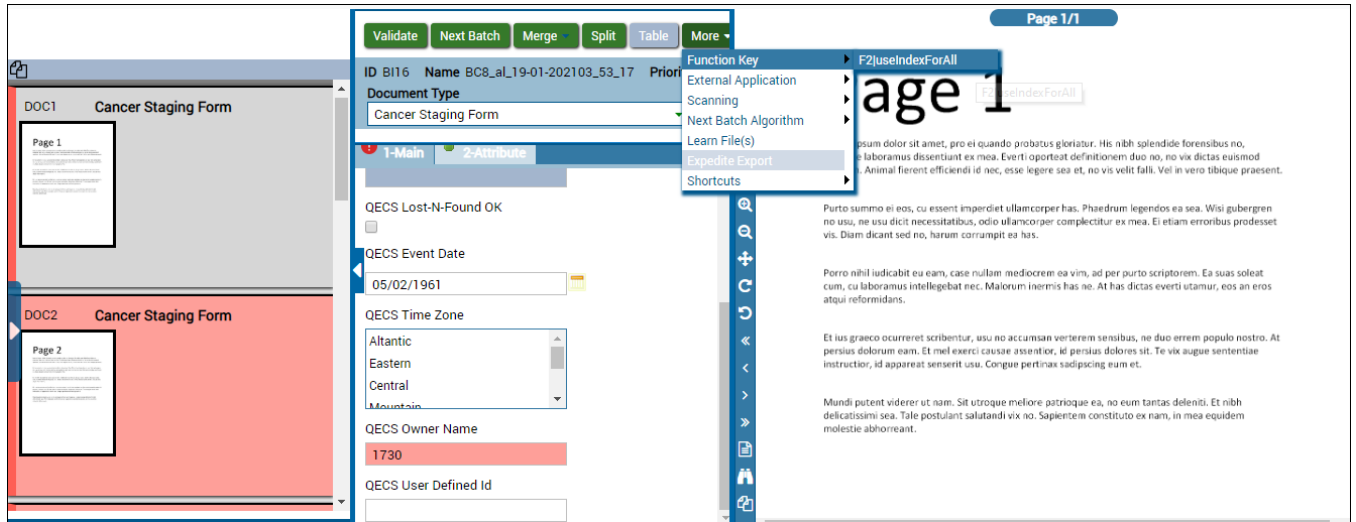


- 2 On the *Batch List* page, click the *Validation* button, and then double-click an instance to open it in the *Validate* page.

A screenshot of the 'Review Validate Batches' page. At the top, there are four buttons: 'Review', 'Validation', 'Assigned To Me', and 'Open'. Below the buttons is a bar chart on the left and a table on the right. The bar chart shows the number of batches for 'Review' (2) and 'Validation' (6), with a legend indicating 'Urgent' in red. The table has columns for 'Id', 'Batch CL', 'Batch Name', 'Pri...', 'Batch Updated On', 'Batch Imported On', and 'Batch Status'.

Id	Batch CL	Batch Name	Pri...	Batch Updated On	Batch Imported On	Batch Status
BI9	TestBC	BC5_aL07-06-202102_00_02	20	01-Jul-2021 13:08:...	07-Jun-2021 14:01:...	Ready For Validation
BI8	Test_	BC7_aL21-04-202109_09_56	20	01-Jun-2021 17:03:...	21-Apr-2021 09:11:...	Ready For Validation
BI7	SelectorTest	BC6_aL14-04-202104_05_45	20	28-Jun-2021 11:00:...	14-Apr-2021 16:07:...	Ready For Validation
BI3	SelectorTest	BC6_tss_30-03-202109_24_45	20	24-Jun-2021 15:54:...	30-Mar-2021 09:29:...	Ready For Validation
BI2	SelectorTest	BC6_aL17-03-202112_53_24	20	28-Apr-2021 10:24:...	17-Mar-2021 12:54:...	Ready For Validation
BI1	TestBC	BC5_aL17-03-202111_21_26	20	30-Mar-2021 09:23:...	17-Mar-2021 11:23:...	Ready For Validation

- 3 On the *Validate* page, do one of the following:
- Click *More* > *Function Key* > *Use Indexing for Batch*.
 - Press *F2* on your keyboard.



Optional Validation Process

Batch classes can be designed to validate that the data meets minimum business requirements to be exported. If your organization requires further validation, a set of optional validation parameters are provided:

- *QECS Chart Must Exist = TRUE/FALSE*
- *QECS Patient Must Exist = TRUE/FALSE*
- *QECS Owner is Required = TRUE/FALSE*
- *QECS Event Date is Required = TRUE/FALSE*
- *QECS User Defined ID is Required = TRUE/FALSE*
- *QECS Favor Acct# = TRUE/FALSE*

If you choose to turn on the optional validation parameters, they are all set to *TRUE* when on and therefore required in the phase.

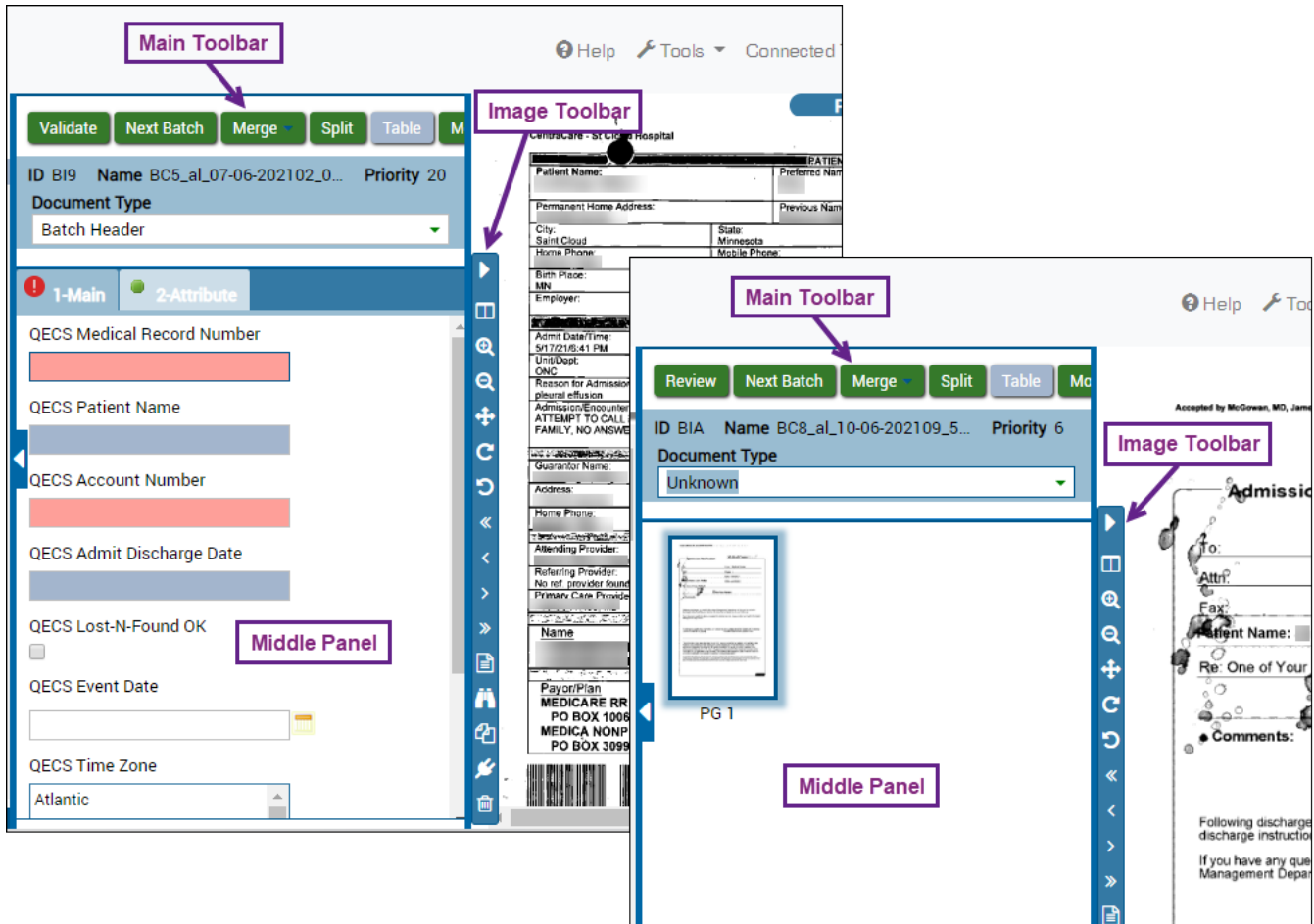
In the field value change validation phase, the optional parameters are affected as follows:

- *QECS Chart Must Exist*, *QECS Patient Must Exist*, and *QECS Favor Acct#* are all considered when the *QECS Medical Record Number* or *QECS Account Number* change.
- *QECS Owner is Required* is triggered if *QECS Owner Name* changes.
- *QECS Event Date is Required* is triggered if *QECS Event Date* changes.
- *QECS Chart Must Exist* or *QECS Defined ID Required* is triggered if *QECS User Defined ID* changes.

For more information on the Optional Validation Parameters, see "[Manage QECS_FIELD_VALIDATION_PLUGIN](#)" on page 42.

Manipulating Documents

Toolbars on the *Review* and *Validate* pages provide options for manipulating the document(s) or related images in a batch instance. This section describes some of the actions that can be performed using the toolbar options.

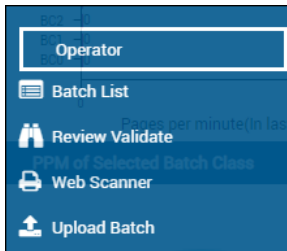


- **Split documents.** The *Split* option enables you to create a new document by splitting one or more pages from a selected document. For more information, see "[Split Documents](#)" on the next page.
- **Merge documents.** The *Merge* options enable you to combine two or more documents, either by merging all of documents selected in the left panel, or by merging the document currently selected in the left panel with a document selected in the *Merge* drop-down list. For more information, see "[Merge Documents](#)" on page 94.
- **Rotate images.** The *Rotate Clockwise* and *Rotate Counterclockwise* options enable you to rotate the image preview for a selected page by 90 degrees clockwise or counterclockwise. For more information, see "[Rotate Images](#)" on page 95.
- **Delete pages.** The *Delete Image* option enables you to delete one or more pages from a document. If you delete all pages in a document, the entire document is removed from the batch. For more information, see "[Delete Pages](#)" on page 96.
- **Reorder pages.** When viewing a document, you can click and drag pages in a document to reorder them. For more information, see "[Reorder Pages](#)" on page 97.

- **Duplicate pages.** The *Duplicate Image* option enables you to duplicate a page in the selected document. For more information, see "[Duplicate Pages](#)" on page 97.
- **Magnify a selected area.** The *Magnification Mode* option enables you to select an area in the image preview to magnify. When the Magnification Mode option is enabled, some options in the image toolbar are disabled, and some options will function in relation to the magnified area, not the full image. For more information, see "[Magnify a Selected Area](#)" on page 98.
- **Adjust the image size.** The *Zoom-in*, *Zoom-out*, *Fit Image*, and *Pop-out Image* options enable you to adjust the size of the image preview for a selected page. For more information, see "[Resize Images](#)" on page 99.


Split Documents

- 1 Hover over the left-hand tab to access the navigation menu, and then select one of the following from the *Operator* options:





- **Batch List.** Displays all batch instances waiting for review or validation. Click the *Review* or *Validation* button at the top of the page to switch between the batch instances, and then double-click an instance to open it in the *Review* or *Validate* page.
 - **Review Validate.** Displays the next batch instance ready for review or validation based on rules such as priority or creation date.
- 2 In the left panel of the *Review* or *Validate* page, click the document that you want to split in to two documents.

Note: You cannot split the first page of a document or documents that contain only one page.

- 3 Select the page(s) you want to split in to a new document by doing one of the following:
 - **Review page.** In the middle panel of the *Review* page, click the page(s) that you want to split from the selected document.
 - **Validate page.** At the top of the left panel of the *Validate* page, click  to access the document page view, and then click the page(s) that you want to split from the selected document.

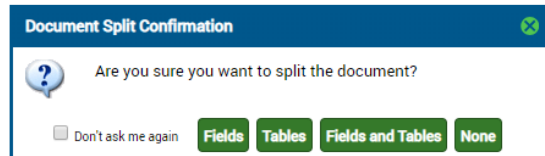
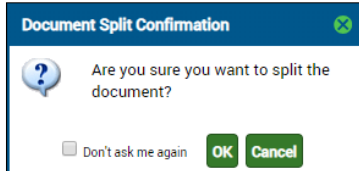
Tip: To select multiple pages, hold down Ctrl and then click each page.

- 4 Click  in the main toolbar, or  in the image toolbar.

- 5 In the *Document Split Confirmation* dialog box, click the appropriate option to confirm that you want to split the document.

Note: The confirmation dialog box has additional options on the *Validate* page which determine what will be available in the split document:

- *Fields*. Only extracted index fields.
- *Tables*. Only extracted table fields.
- *Fields and Tables*. Both extracted index fields and table fields.
- *None*. All fields will be empty.

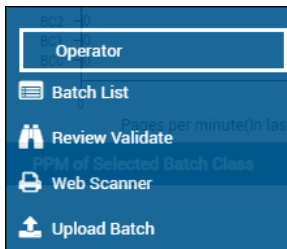


Once the split is confirmed, the new document appears in the left panel.

- 6 If needed, from the *Validate* page, click  to close the document page view.

Merge Documents

- 1 Hover over the left-hand tab to access the navigation menu, and then select one of the following from the *Operator* options:

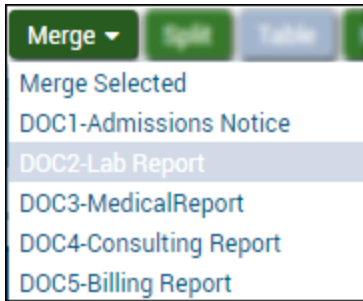


- **Batch List**. Displays all batch instances waiting for review or validation. Click the *Review* or *Validation* button at the top of the page to switch between the batch instances, and then double-click an instance to open it in the *Review* or *Validate* page.
 - **Review Validate**. Displays the next batch instance ready for review or validation based on rules such as priority or creation date.
- 2 In the left panel of the *Review* or *Validate* page, click the document(s) to be merged. To select multiple documents, hold down Ctrl and then click each document.

Note: Selected documents are highlighted in gray.

- 3 Click **Merge** in the main toolbar.

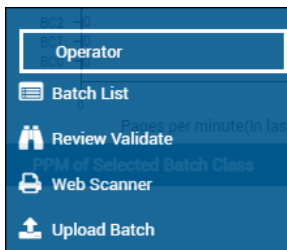
A drop-down containing all of the documents in the batch appears, with the document currently selected in the left panel highlighted in gray. If you selected multiple documents in the left panel, only the document selected first is highlighted.



- 4 Select one of the following *Merge* options:
 - **Merge Selected.** Merges **all** of the documents selected in the left panel.
 - **DOC.** Merges only two documents; the document currently selected in the left panel with another document selected in the drop-down list. If you selected more than one document in the left panel, only the document selected first will be highlighted and merged with the document you select in the list.
- 5 In the *Merge Selected* dialog box, click *OK* to confirm that you want to merge the selected documents.


Rotate Images




- 1 Hover over the left-hand tab to access the navigation menu, and then select one of the following from the *Operator* options:



- **Batch List.** Displays all batch instances waiting for review or validation. Click the *Review* or *Validation* button at the top of the page to switch between the batch instances, and then double-click an instance to open it in the *Review* or *Validate* page.
 - **Review Validate.** Displays the next batch instance ready for review or validation based on rules such as priority or creation date.
- 2 In the left panel of the *Review* or *Validate* page, click the document you want to view.

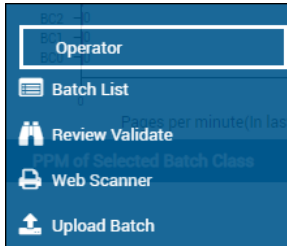
Note: Selected documents are highlighted in gray.

- 3 Select the page that you want to rotate by doing one of the following:
 - **Review page.** In the middle panel of the *Review* page, click the page that you want to rotate.
 - **Validate page.** At the top of the left panel of the *Validate* page, click  to access the document page view, and then click the page that you want to rotate.

- 4 In the image toolbar, click  or  to rotate the image preview of the selected page by 90 degrees clockwise or counterclockwise.
- 5 If needed, from the *Validate* page, click  to close the document page view.

Delete Pages



- 1 Hover over the left-hand tab to access the navigation menu, and then select one of the following from the *Operator* options:

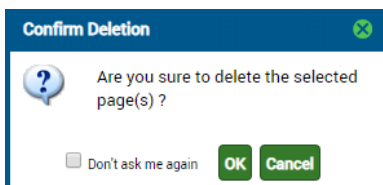


- **Batch List.** Displays all batch instances waiting for review or validation. Click the *Review* or *Validation* button at the top of the page to switch between the batch instances, and then double-click an instance to open it in the *Review* or *Validate* page.
 - **Review Validate.** Displays the next batch instance ready for review or validation based on rules such as priority or creation date.
- 2 In the left panel of the *Review* or *Validate* page, click the document you want to view.

Note: Selected documents are highlighted in gray.

- 3 Select the page(s) you want to delete from the document by doing one of the following:
 - **Review page.** In the middle panel of the *Review* page, click the page(s) that you want to delete.

Tip: To select multiple pages, press Ctrl and then click the pages.
 - **Validate page.** At the top of the left panel of the *Validate* page, click  to access the document page view, and then click the page(s) that you want to delete.
- 4 In the image toolbar, click  to delete the selected page(s).
- 5 In the *Confirm Deletion* dialog box, click the appropriate option to confirm that you want to delete the selected page(s).

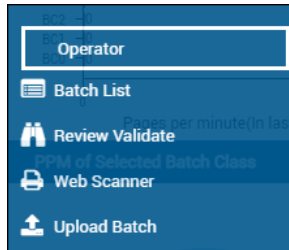


Note: If you delete all pages in a document, the entire document is removed from the batch.

- 6 If needed, from the *Validate* page, click  to close the document page view.



Reorder Pages

- 1 Hover over the left-hand tab to access the navigation menu, and then select one of the following from the *Operator* options:



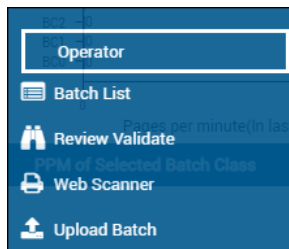
- **Batch List.** Displays all batch instances waiting for review or validation. Click the *Review* or *Validation* button at the top of the page to switch between the batch instances, and then double-click an instance to open it in the *Review* or *Validate* page
 - **Review Validate.** Displays the next batch instance ready for review or validation based on rules such as priority or creation date.
- 2 In the left panel of the *Review* or *Validate* page, click the document containing the pages you want to reorder, and then do one of the following:

Note: Selected documents are highlighted in gray.

- **Review page.** In the middle panel of the *Review* page, click and drag the page(s) to reorder as needed.
- **Validate page.** At the top of the left panel of the *Validate* page, click  to access the document page view. Click and drag the page(s) to reorder as needed, and then click  again to close the document page view.



Duplicate Pages

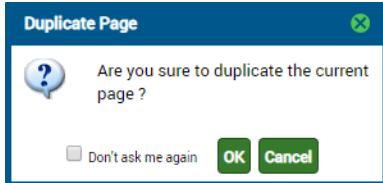
- 1 Hover over the left-hand tab to access the navigation menu, and then select one of the following from the *Operator* options:



- **Batch List.** Displays all batch instances waiting for review or validation. Click the *Review* or *Validation* button at the top of the page to switch between the batch instances, and then double-click an instance to open it in the *Review* or *Validate* page.
 - **Review Validate.** Displays the next batch instance ready for review or validation based on rules such as priority or creation date.
- 2 In the left panel, click the document that you want to view.

Note: Selected documents are highlighted in gray.

- 3 Select the page you want to duplicate in the document by doing one of the following:
 - **Review page.** In the middle panel of the *Review* page, click the page that you want to duplicate.
 - **Validate page.** At the top of the left panel of the *Validate* page, click  to access the document page view, and then click the page that you want to duplicate.
- 4 In the image toolbar, click  to duplicate the selected page.
- 5 In the *Duplicate Image* dialog box, click the appropriate option to confirm that you want to duplicate the selected page.

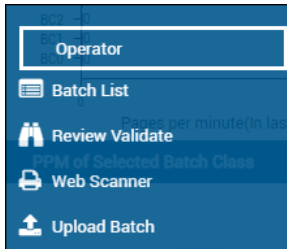


Once the duplication is confirmed, the new page appears in the left panel.

- 6 If needed, from the *Validate* page, click  to close the document page view.

Magnify a Selected Area

- 1 Hover over the left-hand tab to access the navigation menu, and then select *Batch List* from the *Operator* options.







- 2 On the *Batch List* page, click the *Validation* button, and then double-click an instance to open it in the *Validate* page.
- 3 In the left panel, click the document that you want to view.

Note: Selected documents are highlighted in gray.

- 4 In the image toolbar, click  to enable *Magnification Mode*.


Note: The *Magnification Mode* option is available for validation **only**.

- 5 In the right panel, view the image preview. For a multipage document, use the page options in the image toolbar (   ) to move through the document.
- 6 Draw the area you want to magnify in the image by doing the following:
 - a Left-click once at the starting point (upper-left corner) of the area.
 - b Drag your mouse to highlight the entire area to magnify, and then left-click to finish selecting the area.











A new panel displays over the image preview with the text (in the area you selected) magnified. If needed, you can click and drag the panel to another area of the image preview; you cannot re-size the panel.

7 To magnify another area, repeat step 6.

The original panel is updated with text from the newly selected area.

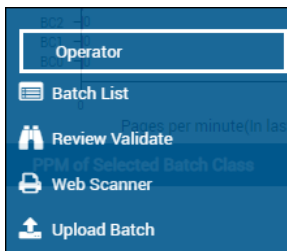
8 To close the panel and disable *Magnification Mode*, click  in the image toolbar.

Notes:

- Moving to another page or document in the batch closes the panel automatically, but *Magnification Mode* remains enabled.
- When *Magnification Mode* is enabled, the following options in the image toolbar are disabled:  
  .
- When *Magnification Mode* is enabled, the following options in the image toolbar are enabled, but function in relation to the magnified area, not the full image:     . For example, selecting a zoom option adjusts the size of the magnified area, not the full image. The magnification in the panel resets when you select a new area to magnify.

Resize Images

1 Hover over the left-hand tab to access the navigation menu, and then select one of the following from the *Operator* options:











- **Batch List.** Displays all batch instances waiting for review or validation. Click the *Review* or *Validation* button at the top of the page to switch between the batch instances, and then double-click an instance to open it in the *Review* or *Validate* page
- **Review Validate.** Displays the next batch instance ready for review or validation based on rules such as priority or creation date.

2 In the left panel, click the document that you want to view.

Note: Selected documents are highlighted in gray.

3 Select the page that you want to adjust by doing one of the following:

- **Review page.** In the middle panel of the *Review* page, click the page that you want to adjust.
- **Validate page.** At the top of the left panel of the *Validate* page, click  to access the document page view, and then click the page that you want to adjust.

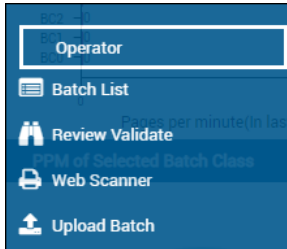
- 4 In the image toolbar, click one of the following options to adjust the size of the preview for the selected page:
- **Zoom-in.** Click  to zoom-in on the image preview.
 - **Zoom-out.** Click  to zoom out of the image preview.
 - **Fit Image.** Click  to fit the image preview to the window size.
 - **Pop-out Image.** Click  to open the image preview in a separate window. You can click and drag the edges of the window to resize it, or click and hold the title bar to move the window to another location on the screen. To close the window and return the preview to its normal location on the right-hand side of the screen, click  in the window's title bar or  in the image toolbar.
- 5 If needed, from the *Validate* page, click  to close the document page view.

Rescanning Pages

When reviewing or validating batch instances, you might encounter quality issues or other problems that require you to re-scan a page. IDC provides an option to open the Web Scanner and re-scan a selected page. In order to use the *Re-Scan* option, you must have a TWAIN-enabled scanner as well as the Web Scanner installed. For more information about installing the Web Scanner, see "[Web Scanner Installation](#)" on page 8.


Rescan Pages

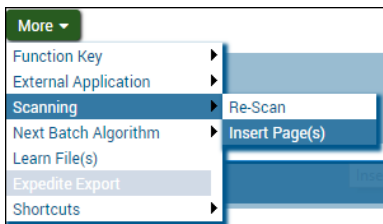
- 1 Hover over the left-hand tab to access the navigation menu, and then select one of the following from the *Operator* options:



- **Batch List.** Displays all batch instances waiting for review or validation. Click the *Review* or *Validation* button at the top of the page to switch between the batch instances, and then double-click an instance to open it in the *Review* or *Validate* page.
 - **Review Validate.** Displays the next batch instance ready for review or validation based on rules such as priority or creation date.
- 2 In the left panel of the *Review* or *Validate* page, click the document you want to view.

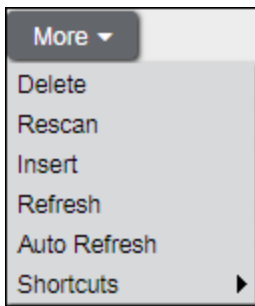
Note: Selected documents are highlighted in gray.

- 3 Select the page you want to re-scan by doing one of the following:
 - **Review page.** In the middle panel of the *Review* page, click the page that you want to re-scan in the selected document.
 - **Validate page.** At the top of the left panel of the *Validate* page, click  to access the document page view, and then click the page that you want to re-scan in the selected document.
- 4 In the main toolbar, click *More > Scanning > Re-Scan*.

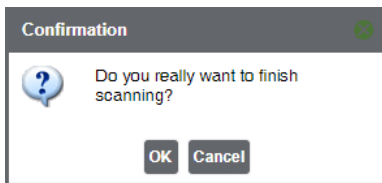


The Web Scanner opens displaying the page you selected to re-scan.

- 5 In the Web Scanner, do the following:
- a In the main toolbar, click *More > Rescan*.



- b Follow your scanner prompts to select the page to re-scan.
- c After you are done scanning the page, click in the main toolbar.
- d Click *OK* to confirm that you are finished scanning.



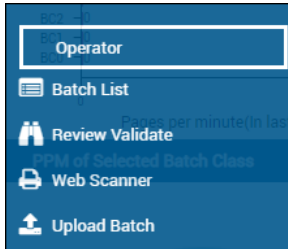
The *Review* or *Validate* page appears showing the batch instance.

Inserting Pages

When reviewing or validating batch instances, you might encounter missing pages. IDC provides an option to open the Web Scanner and insert an additional page(s) into the batch currently being viewed. In order to use the *Insert Page(s)* option, you must have a TWAIN-enabled scanner as well as the Web Scanner installed. For more information about installing the Web Scanner, see "[Web Scanner Installation](#)" on page 8.

Insert Pages

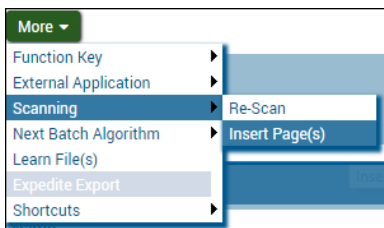
- 1 Hover over the left-hand tab to access the navigation menu, and then select one of the following from the *Operator* options:



- **Batch List.** Displays all batch instances waiting for review or validation. Click the *Review or Validation* button at the top of the page to switch between the batch instances, and then double-click an instance to open it in the *Review or Validate* page.
 - **Review Validate.** Displays the next batch instance ready for review or validation based on rules such as priority or creation date.
- 2 In the left panel of the *Review or Validate* page, click the document you want to view.

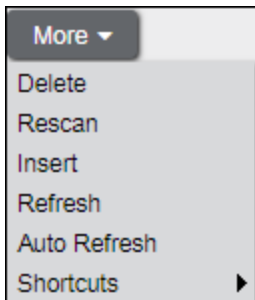
Note: Selected documents are highlighted in gray.

- 3 In the main toolbar, click *More > Scanning > Insert Page(s)*.




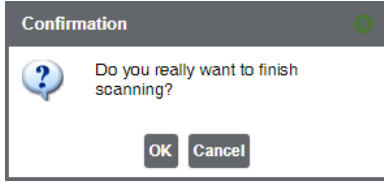
The Web Scanner opens.

- 4 In the Web Scanner, do the following:
 - a In the main toolbar, click *More > Insert*.



- b Follow your scanner prompts to import the new page(s) for the batch instance.

- c After you are done scanning the new page(s), click  in the main toolbar.
- d Click *OK* to confirm that you are finished scanning.



The *Review* or *Validate* page appears showing the batch instance.

Chapter 6: Reporting

In This Chapter:

- About Reporting 106
- Dashboard Reports 107
- Throughput Reports 112
- Advanced Reports 130
- Analysis Grid Reports 148

About Reporting

Reporting provides information to Administrators about the performance of the IDC application. Multiple reporting functions such as data migration, data calculation, and data cleanup are supported.

There are four classes of reports:

- **Dashboard Reports.** For more information, see "[Dashboard Reports](#)" on the next page.
- **Throughput Reports.** For more information, see "[Throughput Reports](#)" on page 112
- **Advanced Reports.** For more information, see "[Advanced Reports](#)" on page 130.
- **Analysis Grid.** For more information, see "[Analysis Grid Reports](#)" on page 148.

Dashboard Reports

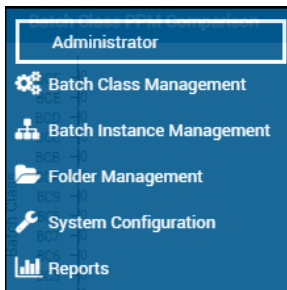
The *Dashboard Reports* page, by default, shows the following three tabs: *System Health*, *System Reporting*, and *Batch Processing*.

- The *System Health* tab displays the status of IDC servers and services.
- The *System Reporting* tab shows batches per status (error, finished, ready for review), batches that are awaiting manual operator input, sorted according to the time duration they have been in that state, and batches grouped by priority.
- The *Batch Processing* tab shows information using number of pages in a batch to show pages processed per unit time, pages processed per batch class, and average pages processed.

The dashboard is configurable as all of the report widgets available in the different tabs are interactive. The widgets can be dragged, dropped, re-sized, and renamed with their respective tabs or moved across different tabs. The tabs themselves are also configurable and can be renamed, deleted, and added. If you make changes to the dashboard, your changes are saved, so you see the new configuration when you return to the *Dashboard Reports* page. Saved dashboards are stored in this folder: *{Ephesoft SharedFolders}/SavedDashboards*.

View Dashboard Reports

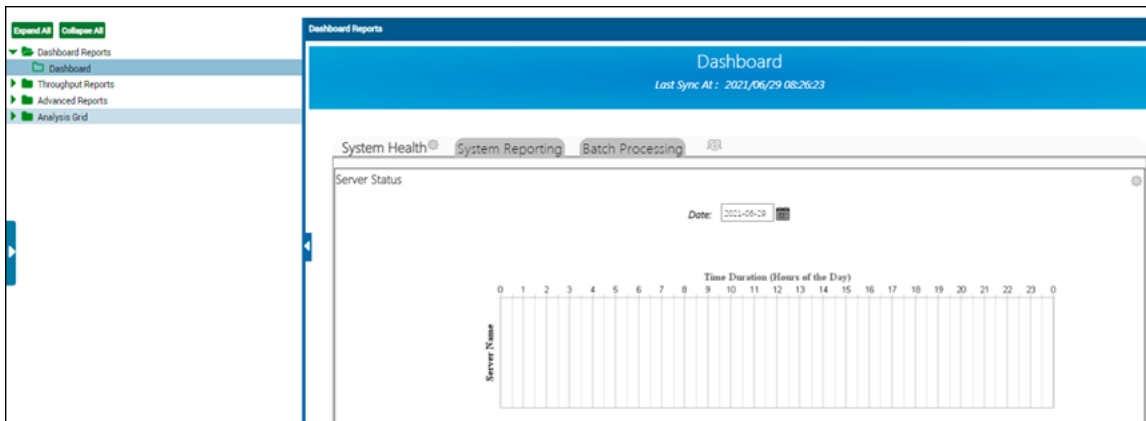
- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.







- 2 In the left-hand pane, click *Dashboard Reports* > *Dashboard*. By default, the *System Health* tab is displayed.




On this tab you can:

- View the status of the IDC servers and services for the current date.



- View the time duration for previous dates by typing another date in the *Date* box, or clicking  to select a date.
- View the *Server and Services* table to see the status of the *Pickup Service*, *License Service*, and *Folder Monitor*.

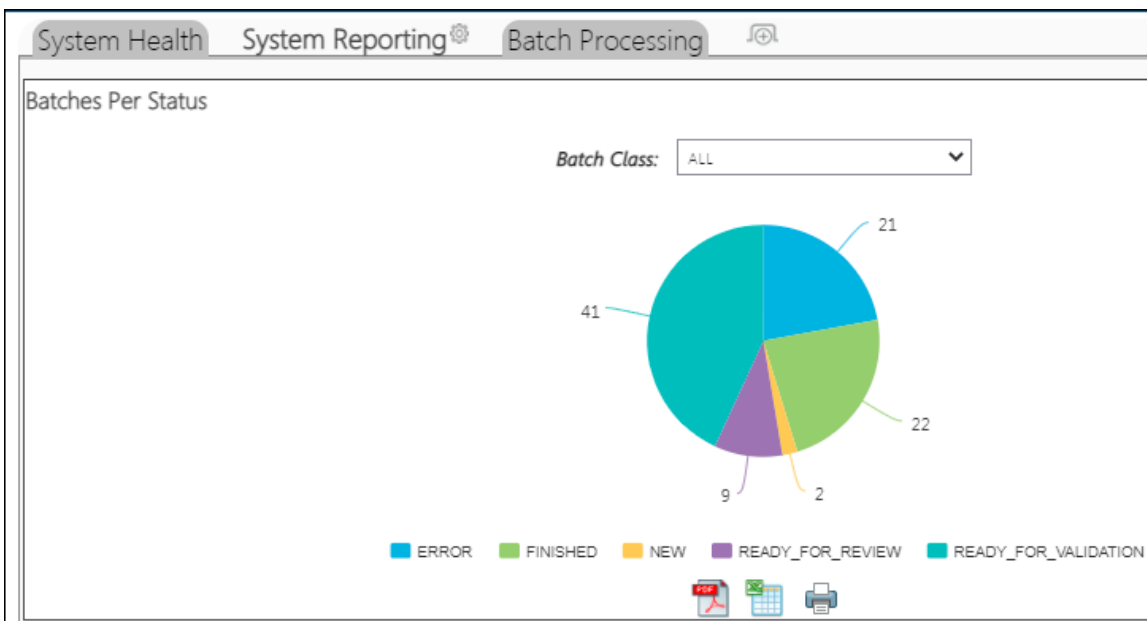
Server and Services				
Server Name	Last Server Down Time	Pickup Service	License Service	Folder Monitor
cmrh7dev12:8443/dcma	2021/06/16 06:11:00			

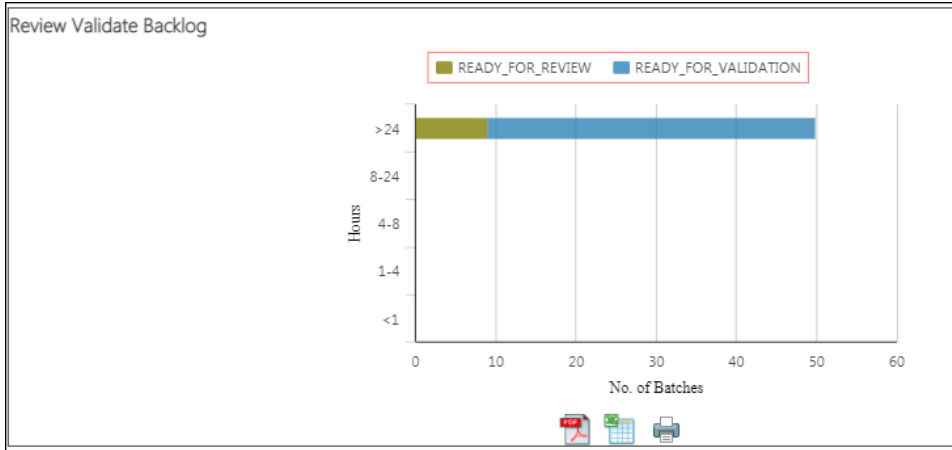
3 Click the *System Reporting* tab to display overall batch processing metrics.

On this tab you can:

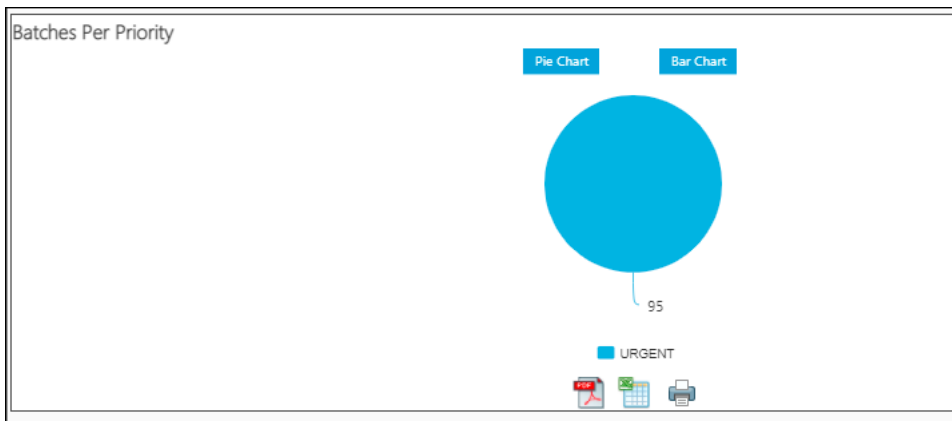
- View batches per status



- View the batches ready for review compared to the batches ready for validation.



- View the number of batches in a priority (urgent) state by either pie chart or bar chart.

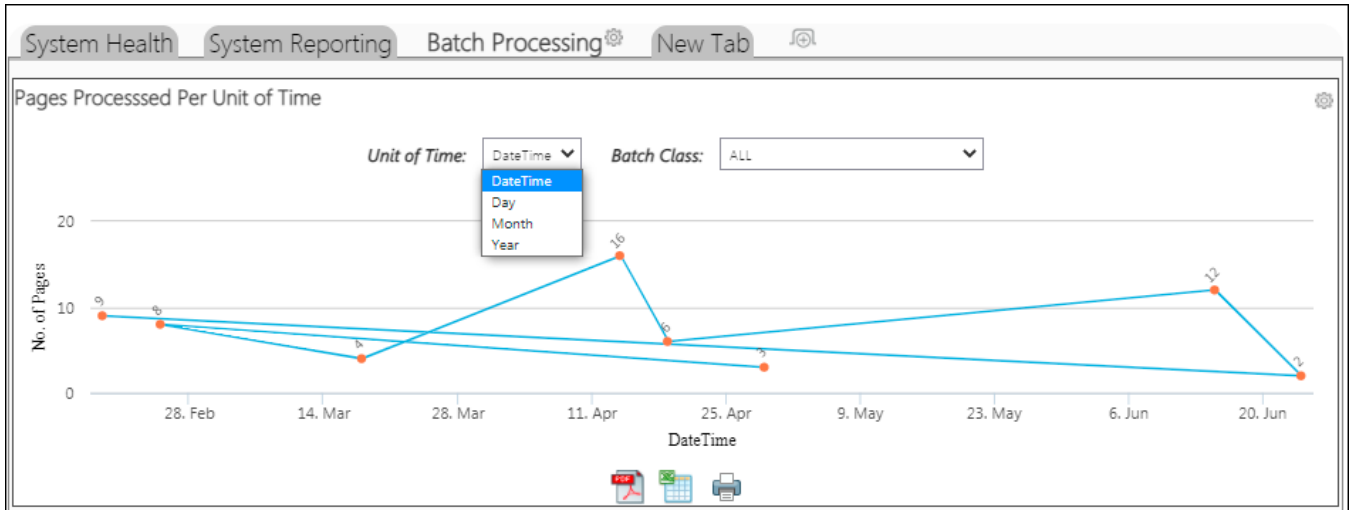


- 4 Click the *Batch Processing* tab to display page processing metrics.

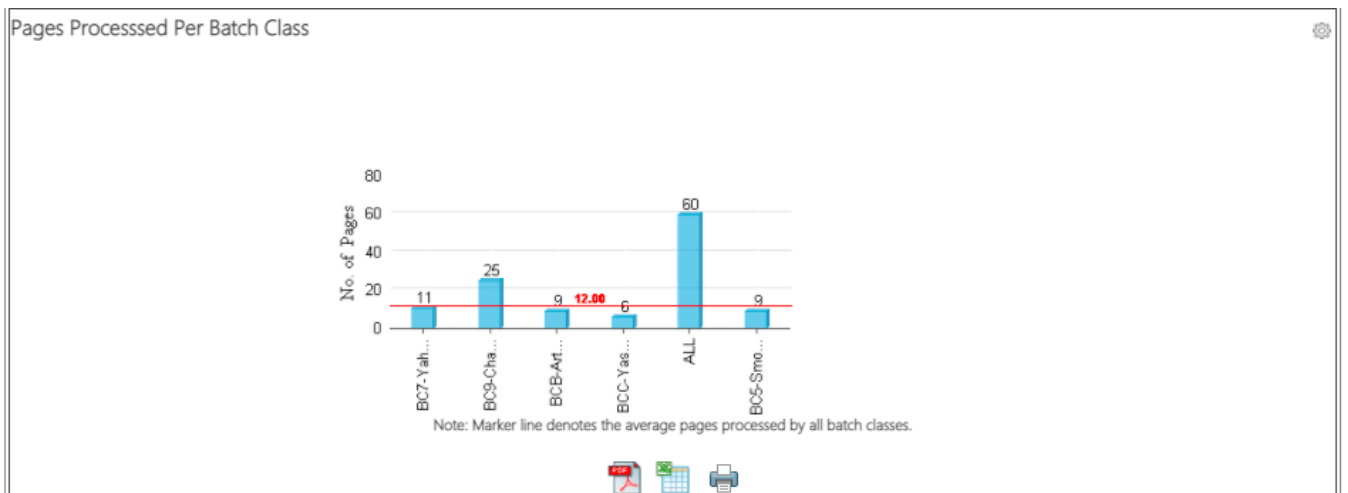
On this tab, you can:

- View the pages processed by either current date and time, day, month, or year. You can also choose to see all batch classes or a specific batch class.

Note: The page count is cumulative over a period of time for recurring entries. For example, pages processed for the month of January will show pages processed in January 2019 along with January 2020, and so on.

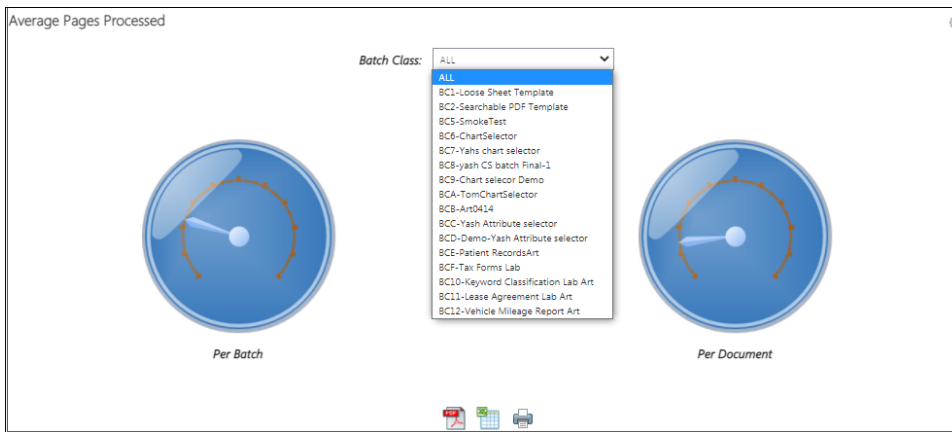


- View a bar chart that displays the number of pages processed per batch class. A marker line also displays the average number of pages processed by all batch classes.

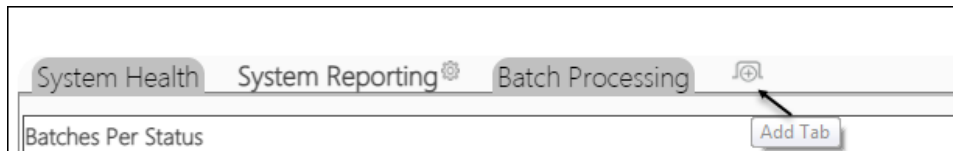


- View gauge charts that display the average number of pages processed, according to batch and according to document.

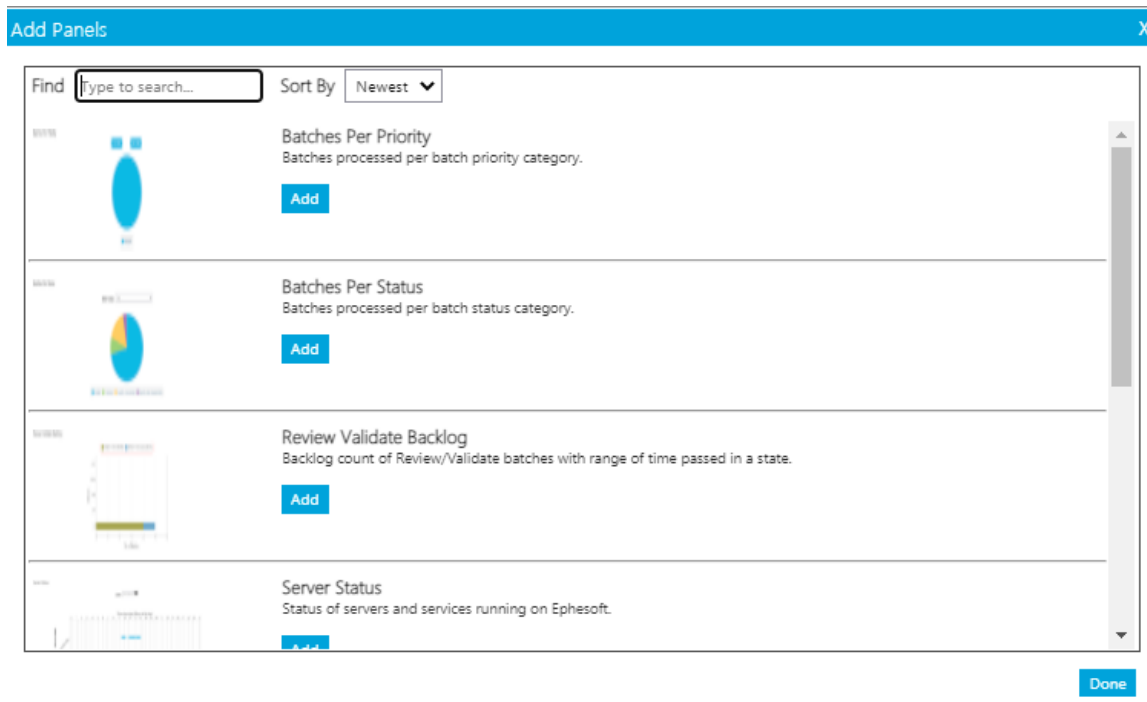
You can filter the data to be displayed by selecting a batch class from the *Batch Class* list; the average number of pages of only the selected batch class are displayed in the gauges.






- To add a new tab to the page, click the *Add Tab* icon.



- Click the *Add* button for the panel you want to display, and then click *Done*.



- To export the information in any of the reports, click  for PDF, or  for Excel.
- To print any report, click .

Throughput Reports

Throughput Reports can be configured using numerous parameters to analyze different aspects of IDC performance. The `rp_throughput_module_data` table is used internally and stores the number of pages and documents available in a batch instance at the end of a module execution. This table can be used to track where pages are added or deleted in a batch instance by the Operator.

Throughput Reports filters allow you to set the parameters that generate reports. Depending on the value selected in filters, the result is maximized or minimized. The available filters are shown below with a table describing the options for each filter:

The screenshot shows a web-based filter configuration interface. It includes the following elements:

- Start Date:** A date picker set to 2016-09-19.
- End Date:** A date picker set to 2016-09-19.
- Batch Class:** A dropdown menu currently showing 'ALL'.
- Submit:** A blue button to execute the report.
- Unit of Time:** A dropdown menu currently showing 'Per Minute'.
- Include Operator Time:** A dropdown menu currently showing 'No'.

Filter Options

Filter Name	Options	Submit Type	Description
<i>Start Date</i>	Calendar	<i>Submit</i> button	Start date of the period for which executed batch report has to be generated.
<i>End Date</i>	Calendar	<i>Submit</i> button	End date of the period for which executed batch report has to be generated.
<i>Unit of Time</i>	<ul style="list-style-type: none"> <i>Per Second</i> <i>Per Minute</i> <i>Per Hour</i> 	Auto submit	The selected unit of time taken to process the batches. Default Value: <i>Per Minute</i>
<i>Include Operator Time</i>	<ul style="list-style-type: none"> <i>Yes</i> <i>No</i> 	Auto submit	Option to include the operator time to review and validate the documents/pages/batches. Default value: <i>No</i>
<i>Batch Class</i>	Batch class IDs of all batches accessible to logged in user.	Auto submit	IDs of the batch classes Example: BC1 for Mailroom Automation Template Batch Class Default Value: <i>ALL</i>
<i>Chart Type</i>	<ul style="list-style-type: none"> <i>Pie</i> <i>Bar</i> <i>Heatmap</i> 	Auto submit	Chart type to represent the report. Default value: <i>Pie</i>
<i>Label Column</i>	<i>Batch Class</i>	Auto submit	
<i>Data Column</i>	<ul style="list-style-type: none"> <i>Batches</i> <i>Pages</i> <i>Documents</i> 	Auto submit	Generates the processed report on the basis of type selected. Default Value: <i>Batches</i>

Default Filter Configuration

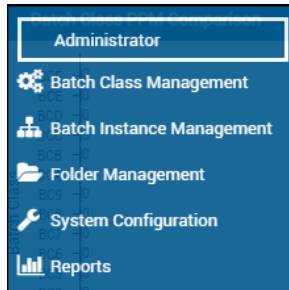
Default filter configurations for *Throughput Reports* are based on *Start Date* and *End Date*. These are logically uniform. This ensures that data within the proper and relevant range is loaded for the reports.

Throughput Report Types

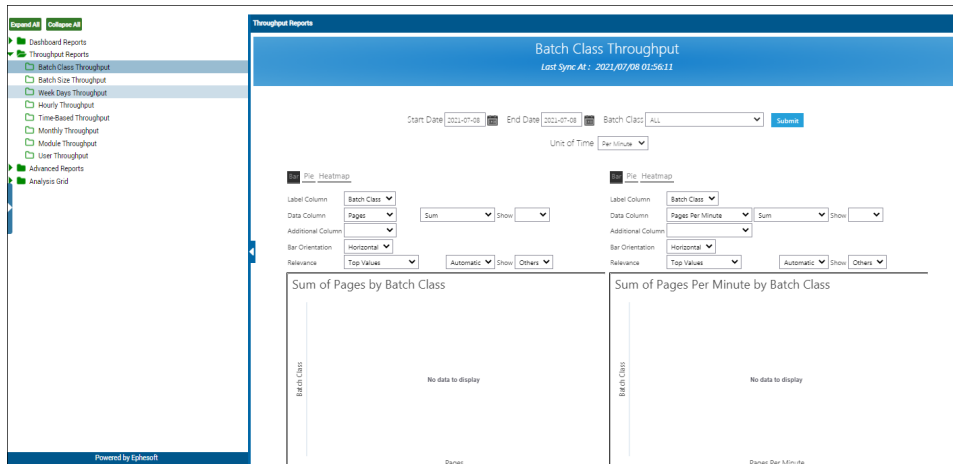
- **Batch Class Throughput.** This module generates a report of completed batches, based on the batch class, start date, and end date. For more information, see ["View Batch Class Throughput Reports" on the next page.](#)
- **Batch Size Throughput.** This module generates a report of completed batches based on the batch class, start date, and end date. Reports are displayed as pages processed per batch size and pages processed per unit time per batch size. For more information, see ["View Batch Size Throughput Report" on page 116.](#)
- **Week Days Throughput.** This module generates a report for completed batches, based on the batch class, start date, and end date. Reports are displayed as batches processed by day of the week and batches processed per unit time for the day of the week. For more information, see ["View Week Days Throughput Report" on page 118.](#)
- **Hourly Throughput.** This module generates a report for completed batches, based on batch class, start date, and end date. Reports are displayed as pages processed by hour and pages processed per unit time per hour. For more information, see ["View Hourly Throughput Report" on page 120.](#)
- **Time-based Throughput.** This module generates a report for completed batches, based on batch class, start date, and end date. Reports are displayed as pages processed by end date and pages processed per unit time by end date on a daily, monthly, quarterly, or yearly basis. For more information, see ["View Time Based Throughput Report" on page 122.](#)
- **Monthly Throughput.** This module generates a report for completed batches, based on batch class, start date, and end date. Reports are displayed as pages processed monthly and pages processed per unit time monthly. ["View Monthly Throughput Report" on page 124.](#)
- **Module Throughput.** This module generates a report for completed batches, based on batch class, start date, and end date. Reports are displayed as pages processed per module and pages processed per unit time per module. For more information, see ["View Module Throughput Report" on page 126.](#)
- **User Throughput.** This module generates a user-oriented report for completed batches, based on the time taken by user during the review and validation process. Batch class, start date, and end date can be used as the filtering parameters. For more information, see ["View User Throughput Report" on page 128.](#)

View Batch Class Throughput Reports

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.

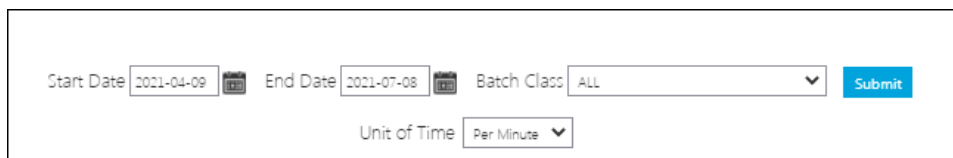



- 2 In the left-hand pane, click *Throughput Reports > Batch Class Throughput*.



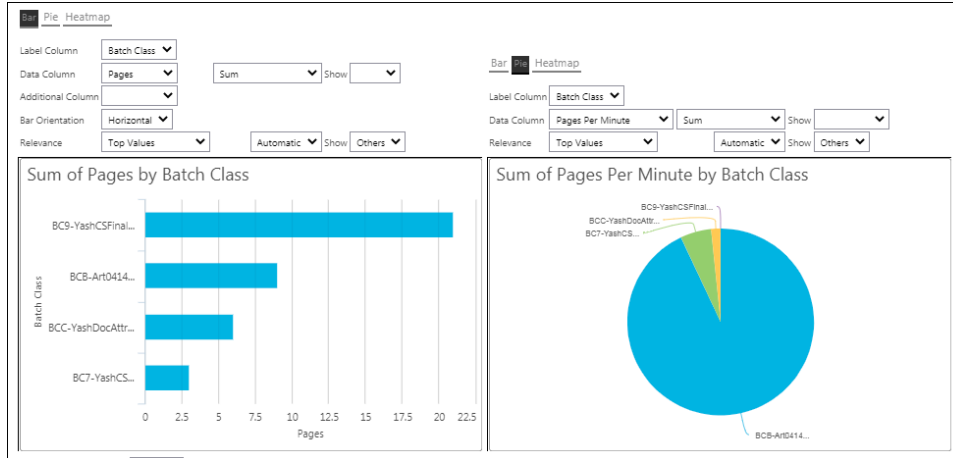
The *Batch Class Throughput* report generates a report of completed batches and is made up of three components:

- **Throughput Reports filters.** Determines the data source based on start and end date, and batch class.
 - **Report body.** Determines how the data is analyzed and displayed.
 - **Data grid.** Displays information about the executed batches in tabular format.
- 3 Do the following in the *Throughput Reports* filters component:



- a Type the *Start Date* and *End Date*, or click  to select a date.
- b Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes.
- c Click a *Unit of Time*.
- d Click *Submit*.

4 Do the following in the report body component, which is made up of two separate reports:



- Select one of the following display types for the *Sum of Pages by Batch Class* report on the left side:
 - *Bar*
 - *Pie*
 - *Heatmap*
- Modify the display options for this report using the drop-down lists as necessary.
- Select one of the following display types for the *Sum of Pages Per <Unit of Time> by Batch Class* report on the right side:
 - *Bar*
 - *Pie*
 - *Heatmap*
- Modify the display options using the drop-down lists as necessary.

5 Do the following in the data grid component:

Page 1 of 5

Batch Class ID	Batch Class Name	Batch Name	Batch Instance ID	Start Time	End Time	Pages	Documents	Execution Time without Operator Duration (Minutes)	Operator Duration (Minutes)
BC7	YashCS	BC7_yash_29-04-202103_18_38	B148	2021/04/29 09:19:05	2021/04/29 09:23:25	2	2	2.88	0.53
BC9	YashCSFinal	BC9_yash_14-04-202111_41_00	B129	2021/04/14 11:48:06	2021/04/14 02:31:00	1	1	28.50	1.34
BC9	YashCSFinal	BC9_yash_14-04-202103_10_17	B128	2021/04/14 03:11:06	2021/04/14 03:14:19	1	1	2.75	0.15
BC9	YashCSFinal	BC9_yash_14-04-202103_49_58	B131	2021/04/14 03:51:06	2021/04/14 04:05:02	2	2	2.75	0.81
BCB	Art0414	BCB_a14-04-202112_26_23	B12A	2021/04/14 12:27:06	2021/04/14 12:33:15	9	3	1.66	0.69

- Review the data from the charts in a tabular format.
- Use the page arrows to advance to the next page.

Note: The data grid tracks two additional items:

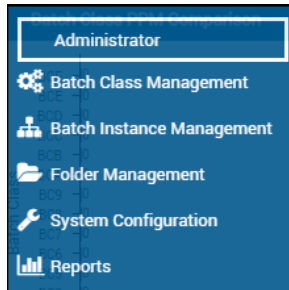
- *Execution Time without Operator Duration (Unit of Time)*. Displays the execution time for each batch.
- *Operator Duration (Unit of Time)*. Displays the time taken by the Operator to review and validate the documents/pages in the batch.

6 To export the information in any of the reports, click for PDF, or for Excel.

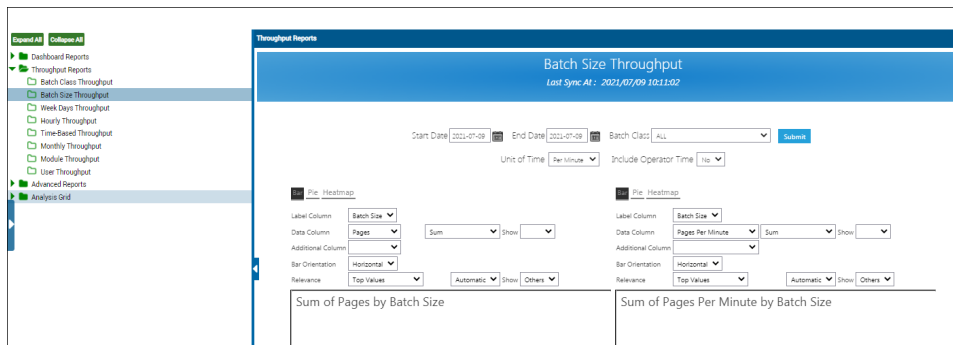
7 To print any report, click .

View Batch Size Throughput Report

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.



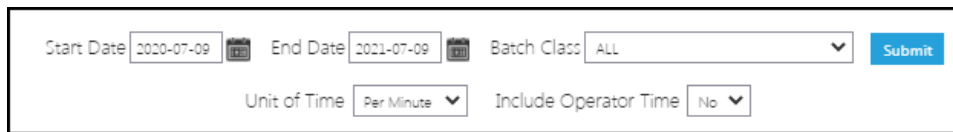
- 2 In the left-hand pane, click *Throughput Reports > Batch Size Throughput*.




The *Batch Class Throughput* report generates a report of completed batches and is made up of three components:

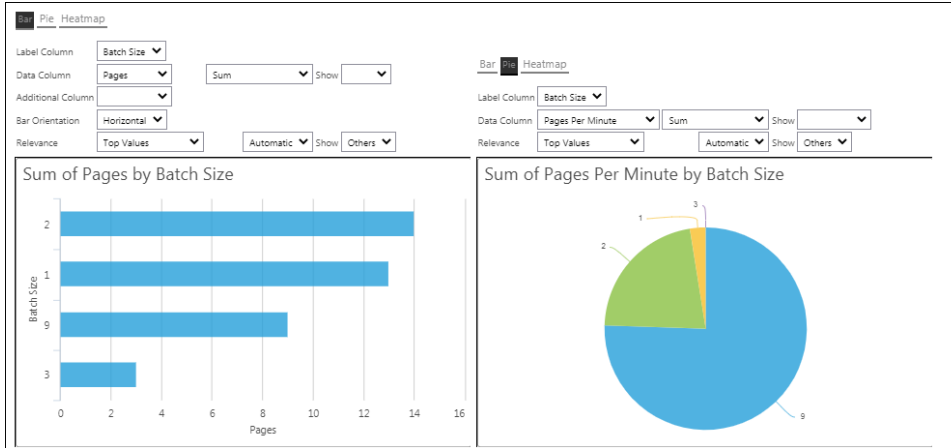
- **Throughput Reports filters.** Determines the data source based on start and end date, and batch class.
- **Report body.** Determines how the data is analyzed and displayed.
- **Data grid.** Displays information about the executed batches in tabular format.

- 3 Do the following in the *Throughput Reports* filters component:



- a Type the *Start Date* and *End Date*, or click  to select a date.
- b Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes .
- c Click a *Unit of Time*.
- d Click *Yes* or *No* to include the time it takes the operator to review and validate the batches.
- e Click *Submit*.

4 Do the following in the report body component, which is made up of two separate reports:



- a Select one of the following display types for the *Sum of Pages by Batch Size* report on the left side:
 - Bar
 - Pie
 - Heatmap
- b Modify the display options for this report using the drop-down lists as necessary.
- c Select one of the following display types for the *Sum of Pages Per <Unit of Time> by Batch Size* report on the right side:
 - Bar
 - Pie
 - Heatmap
- d Modify the display options using the drop-down lists as necessary.

5 Do the following in the data grid component:

Page 1 of 5

Batch Size	Batch Class ID	Batch Class Name	Batch Name	Batch Instance ID	Start Time	End Time	Pages	Documents	Execution Time without Operator Duration (Minutes)	Operator Duration (Minutes)
2	BC7	YashCS	BC7_yash_29-04-202103_18_38	B148	2021/04/29 09:19:05	2021/04/29 09:23:25	2	2	2.88	0.53
1	BC9	YashCSFinal	BC9_yash_14-04-202111_41_00	B129	2021/04/14 11:48:06	2021/04/14 02:31:00	1	1	28.50	1.34
1	BC9	YashCSFinal	BC9_yash_14-04-202103_10_17	B128	2021/04/14 03:11:06	2021/04/14 03:14:19	1	1	2.75	0.15
2	BC9	YashCSFinal	BC9_yash_14-04-202103_49_58	B131	2021/04/14 03:51:06	2021/04/14 04:05:02	2	2	2.75	0.81
9	BC8	Am0414	BC8_al_14-04-202112_26_23	B12A	2021/04/14 12:27:06	2021/04/14 12:33:15	9	3	1.66	0.69

- Review the data from the charts in a tabular format.
- Use the page arrows to advance to the next page.

Note: The data grid tracks two additional items:

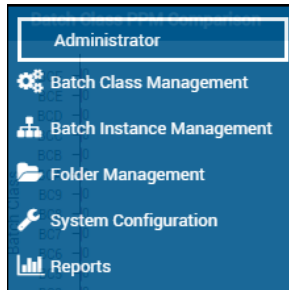
- *Execution Time without Operator Duration (Unit of Time)*. Displays the execution time for each batch.
- *Operator Duration (Unit of Time)*. Displays the time taken by the Operator to review and validate the documents/pages in the batch.

6 To export the information in any of the reports, click for PDF, or for Excel.

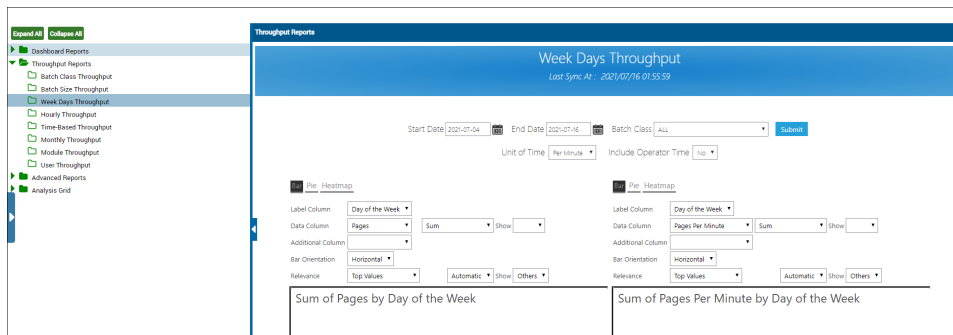
7 To print any report, click .

View Week Days Throughput Report

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.

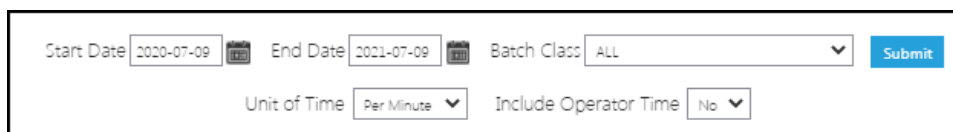



- 2 In the left-hand pane, click *Throughput Reports* > *Week Days Throughput*.



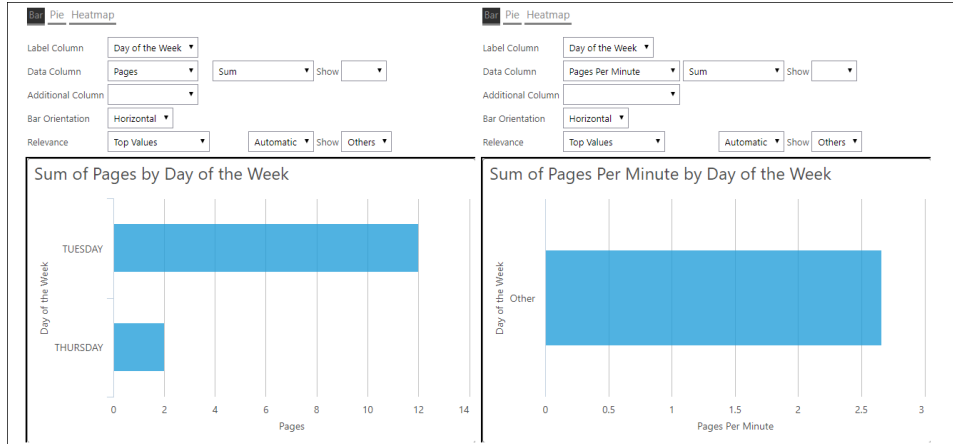
The *Week Days Throughput* report generates a report of completed batches and is made up of three components:

- **Throughput Reports filters.** Determines the data source based on start and end date, and batch class.
 - **Report body.** Determines how the data is analyzed and displayed.
 - **Data grid.** Displays information about the executed batches in tabular format.
- 3 Do the following in the *Throughput Reports* filters component:



- a Type the *Start Date* and *End Date*, or click  to select a date.
- b Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes .
- c Click a *Unit of Time*.
- d Click *Yes* or *No* to include the time it takes the operator to review and validate the batches.
- e Click *Submit*.

4 Do the following in the report body component, which is made up of two separate reports:



- a Select one of the following display types for the *Sum of Pages by Day of the Week* report on the left side:
 - Bar
 - Pie
 - Heatmap
- b Modify the display options for this report using the drop-down lists as necessary.
- c Select one of the following display types for the *Sum of Pages Per <Unit of Time> by Day of the Week* report on the right side:
 - Bar
 - Pie
 - Heatmap
- d Modify the display options using the drop-down lists as necessary.

5 Do the following in the data grid component:

Page 1 of 2

Batch Instance Report Data										
Day of the Week	Batch Class ID	Batch Class Name	Batch Name	Batch Instance ID	Start Time	End Time	Pages	Documents	Execution Time without Operator Duration (Minutes)	Operator Duration (Minutes)
TUESDAY	BC9	YashCSFinal	BC9_yash_15-06-202103_53_02	B15E	2021/06/15 03:55:06	2021/06/15 04:10:13	1	1	0.53	1.00
THURSDAY	BC9	YashCSFinal	BC9_al_14-06-202103_04_55	B15B	2021/06/14 03:06:06	2021/06/24 09:19:30	2	2	0.71	20.58
TUESDAY	BC9	YashCSFinal	BC9_yash_15-06-202105_48_37	B162	2021/06/15 05:50:06	2021/06/15 06:19:59	2	2	0.69	12.31
TUESDAY	BC9	YashCSFinal	BC9_yash_15-06-202106_21_48	B164	2021/06/15 06:23:06	2021/06/15 06:28:38	2	2	0.65	1.45
TUESDAY	BC9	YashCSFinal	BC9_yash_15-06-202112_22_06	B15C	2021/06/15 12:23:07	2021/06/15 05:17:40	3	3	-103.11	2.52

- Review the data from the charts in a tabular format.
- Use the page arrows to advance to the next page.

Note: The data grid tracks two additional items:

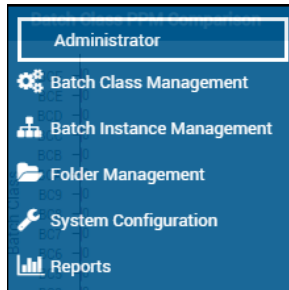
- *Execution Time without Operator Duration (Unit of Time)*. Displays the execution time for each batch.
- *Operator Duration (Unit of Time)*. Displays the time taken by the Operator to review and validate the documents/pages in the batch.

6 To export the information in any of the reports, click for PDF, or for Excel.

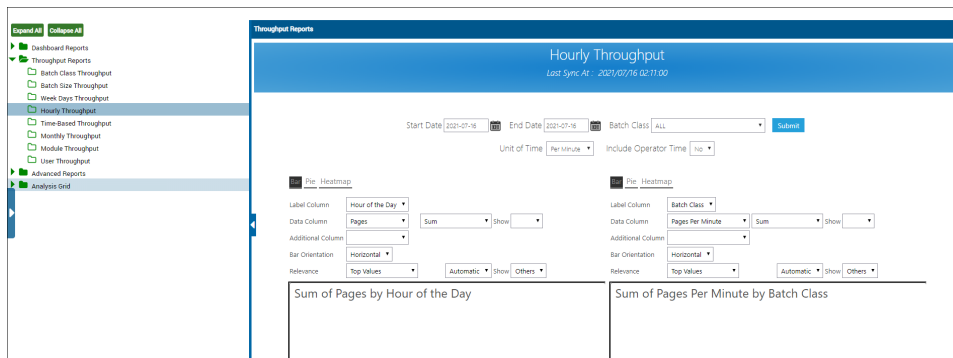
7 To print any report, click .

View Hourly Throughput Report

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.

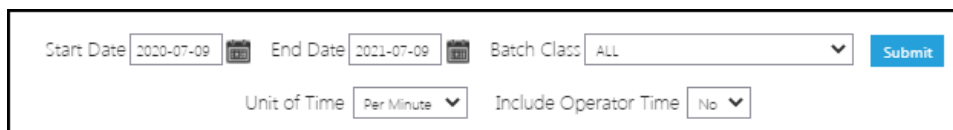



- 2 In the left-hand pane, click *Throughput Reports > Hourly Throughput*.



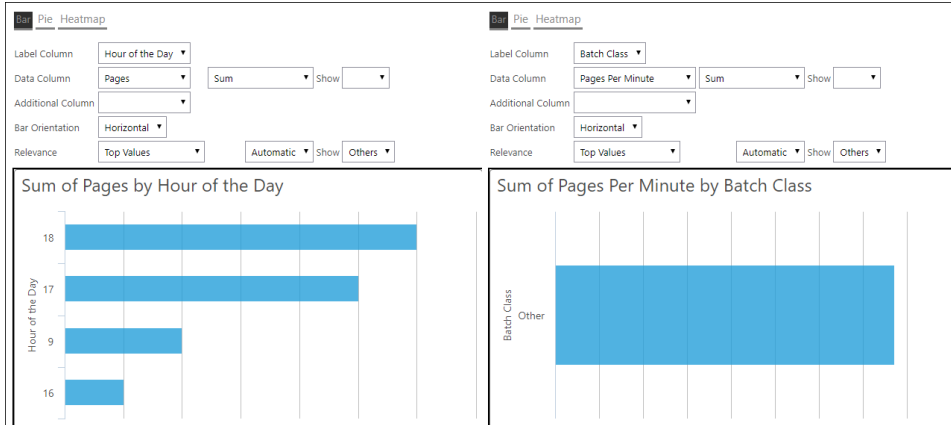
The *Hourly Throughput* report generates a report of completed batches and is made up of three components:

- **Throughput Reports filters.** Determines the data source based on start and end date, and batch class.
 - **Report body.** Determines how the data is analyzed and displayed.
 - **Data grid.** Displays information about the executed batches in tabular format.
- 3 Do the following in the *Throughput Reports* filters component:



- a Type the *Start Date* and *End Date*, or click  to select a date.
- b Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes .
- c Click a *Unit of Time*.
- d Click *Yes* or *No* to include the time it takes the operator to review and validate the batches.
- e Click *Submit*.

4 Do the following in the report body component, which is made up of two separate reports:



- Select one of the following display types for the *Sum of Pages by Hour of the Day* report on the left side:
 - Bar
 - Pie
 - Heatmap
- Modify the display options for this report using the drop-down lists as necessary.
- Select one of the following display types for the *Sum of Pages Per <Unit of Time> by Batch Class* report on the right side:
 - Bar
 - Pie
 - Heatmap
- Modify the display options using the drop-down lists as necessary.

5 Do the following in the data grid component:

Page 1 of 2

Hour of the Day	Batch Class ID	Batch Class Name	Batch Name	Batch Instance ID	Start Time	End Time	Pages	Documents	Execution Time without Operator Duration (Minutes)	Operator Duration (Minutes)
16	BC9	YashCSFinal	BC9_yash_15-06-202103_53_02	BI5E	2021/06/15 03:55:06	2021/06/15 04:10:13	1	1	0.53	1.00
9	BC9	YashCSFinal	BC9_al_14-06-202103_04_55	BI5B	2021/06/14 03:06:06	2021/06/24 09:19:30	2	2	0.71	20.58
18	BC9	YashCSFinal	BC9_yash_15-06-202105_48_37	BI62	2021/06/15 05:50:06	2021/06/15 06:19:59	2	2	0.69	12.31
18	BC9	YashCSFinal	BC9_yash_15-06-202106_21_48	BI64	2021/06/15 06:23:06	2021/06/15 06:28:38	2	2	0.65	1.45
17	BC9	YashCSFinal	BC9_yash_15-06-202112_22_06	BI5C	2021/06/15 12:23:07	2021/06/15 05:17:40	3	3	-103.11	2.52

- Review the data from the charts in a tabular format.
- Use the page arrows to advance to the next page.

Note: The data grid tracks two additional items:

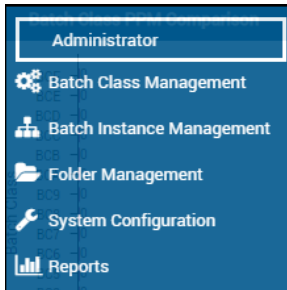
- *Execution Time without Operator Duration (Unit of Time)*. Displays the execution time for each batch.
- *Operator Duration (Unit of Time)*. Displays the time taken by the Operator to review and validate the documents/pages in the batch.

6 To export the information in any of the reports, click for PDF, or for Excel.

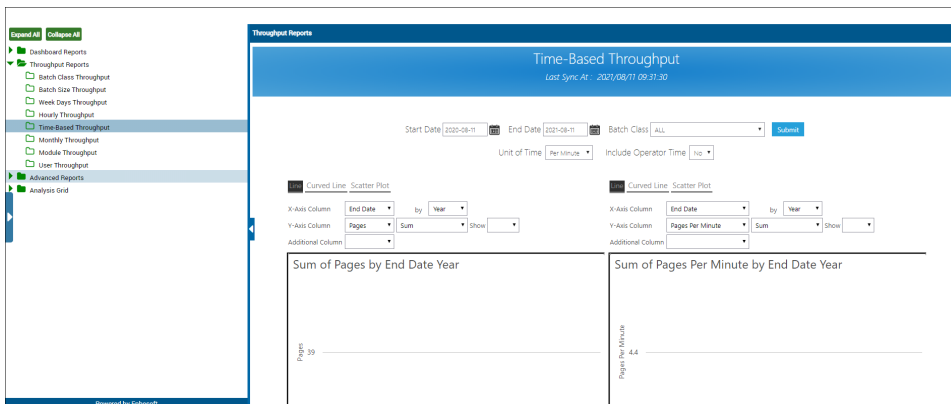
7 To print any report, click .

View Time Based Throughput Report

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.




- 2 In the left-hand pane, click *Throughput Reports > Time-Based Throughput*.



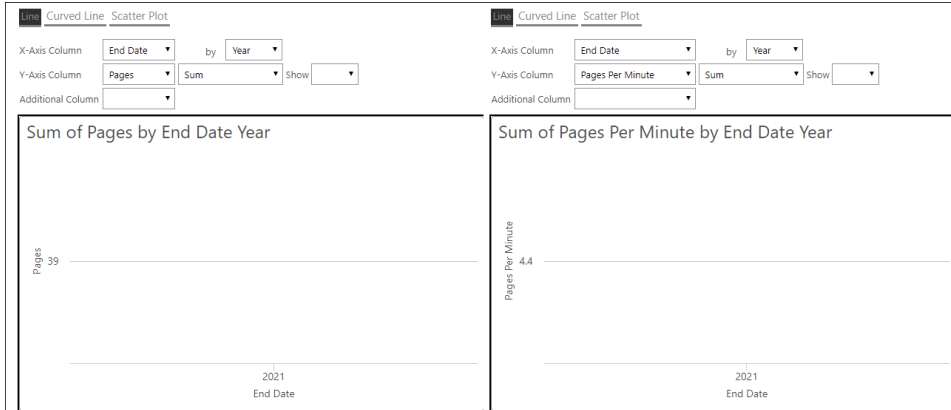
The *Time-Based Throughput* report generates a report of completed batches and is made up of three components:

- **Throughput Reports filters.** Determines the data source based on start and end date, and batch class.
- **Report body.** Determines how the data is analyzed and displayed.
- **Data grid.** Displays information about the executed batches in tabular format.

- 3 Do the following in the *Throughput Reports* filters component:

- a Type the *Start Date* and *End Date*, or click  to select a date.
- b Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes .
- c Click a *Unit of Time*.
- d Click *Yes* or *No* to include the time it takes the operator to review and validate the batches.
- e Click *Submit*.

4 Do the following in the report body component, which is made up of two separate reports:



- a Select one of the following display types for the *Sum of Pages by End Date Year* report on the left side:
 - *Line*
 - *Curved Line*
 - *Scatter Plot*
- b Modify the display options for this report using the drop-down lists as necessary.
- c Select one of the following display types for the *Sum of Pages Per <Unit of Time> by End Date Year* report on the right side:
 - *Line*
 - *Curved Line*
 - *Scatter Plot*
- d Modify the display options using the drop-down lists as necessary.

5 Do the following in the data grid component:

Page 1 of 5

Batch Instance Report Data									
Batch Class ID	Batch Class Name	Batch Name	Batch Instance ID	Start Time	End Time	Pages	Documents	Execution Time without Operator Duration (Minutes)	Operator Duration (Minutes)
BC7	YashCS	BC7_yash_29-04-202103_18_38	BI48	2021/04/29 03:19:05	2021/04/29 03:23:25	2	2	2.88	0.53
BC9	YashCSFinal	BC9_yash_14-04-202111_41_00	BI29	2021/04/14 11:48:06	2021/04/14 02:31:00	1	1	28.50	1.34
BC9	YashCSFinal	BC9_yash_14-04-202103_10_17	BI28	2021/04/14 03:11:06	2021/04/14 03:14:19	1	1	2.75	0.15
BC9	YashCSFinal	BC9_yash_14-04-202103_49_58	BI31	2021/04/14 03:51:06	2021/04/14 04:05:02	2	2	2.75	0.81
BC8	Art0414	BC8_al_14-04-202112_26_23	BI2A	2021/04/14 12:27:06	2021/04/14 12:33:15	9	3	1.66	0.69

- Review the data from the charts in a tabular format.
- Use the page arrows to advance to the next page.

Note: The data grid tracks two additional items:

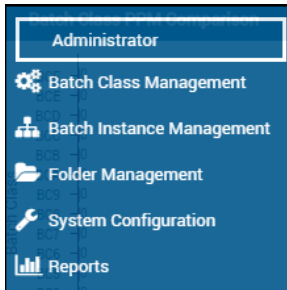
- *Execution Time without Operator Duration (Unit of Time)*. Displays the execution time for each batch.
- *Operator Duration (Unit of Time)*. Displays the time taken by the Operator to review and validate the documents/pages in the batch.

6 To export the information in any of the reports, click for PDF, or for Excel.

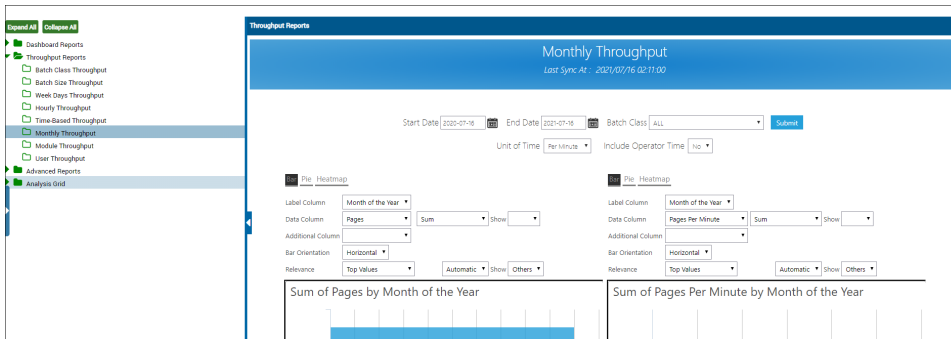
7 To print any report, click .

View Monthly Throughput Report

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.

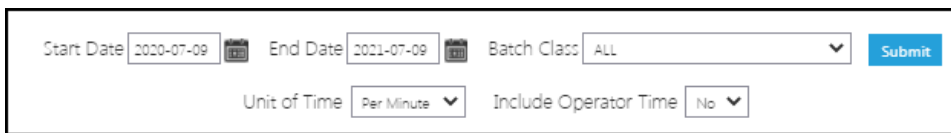



- 2 In the left-hand pane, click *Throughput Reports > Monthly Throughput*.



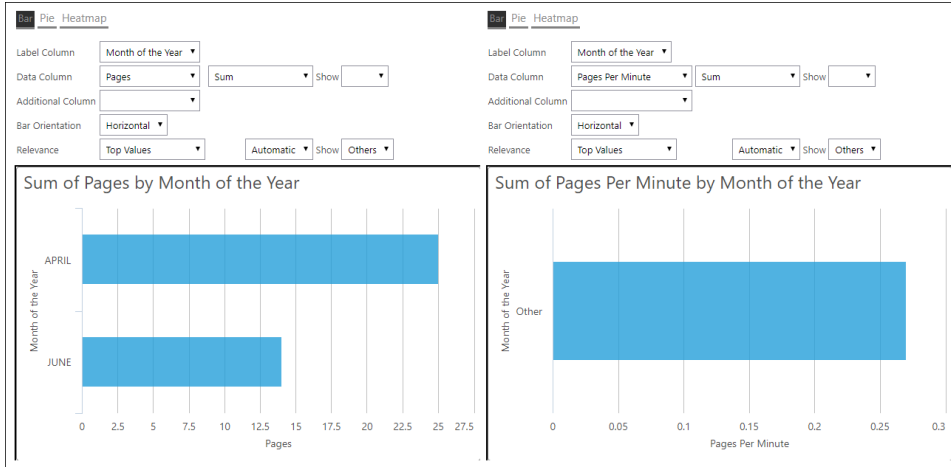
The *Monthly Throughput* report generates a report of completed batches and is made up of three components:

- **Throughput Reports filters.** Determines the data source based on start and end date, and batch class.
 - **Report body.** Determines how the data is analyzed and displayed.
 - **Data grid.** Displays information about the executed batches in tabular format.
- 3 Do the following in the *Throughput Reports* filters component:



- a Type the *Start Date* and *End Date*, or click  to select a date.
- b Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes.
- c Click a *Unit of Time*.
- d Click *Yes* or *No* to include the time it takes the operator to review and validate the batches.
- e Click *Submit*.

4 Do the following in the report body component, which is made up of two separate reports:



- Select one of the following display types for the *Sum of Pages by Month of the Year* report on the left side:
 - Bar
 - Pie
 - Heatmap
- Modify the display options for this report using the drop-down lists as necessary.
- Select one of the following display types for the *Sum of Pages Per <Unit of Time> by Month of the Year* report on the right side:
 - Bar
 - Pie
 - Heatmap
- Modify the display options using the drop-down lists as necessary.

5 Do the following in the data grid component:

Page 1 of 5

Month of the Year	Batch Class ID	Batch Class Name	Batch Name	Batch Instance ID	Start Time	End Time	Pages	Documents	Execution Time without Operator Duration (Minutes)	Operator Duration (Minutes)
APRIL	BC7	YashCS	BC7_yash_29-04-202103_18_38	BI48	2021/04/29 03:19:05	2021/04/29 03:23:25	2	2	2.88	0.53
APRIL	BC9	YashCSFinal	BC9_yash_14-04-202111_41_00	BI29	2021/04/14 11:48:06	2021/04/14 02:31:00	1	1	28.50	1.34
APRIL	BC9	YashCSFinal	BC9_yash_14-04-202103_10_17	BI28	2021/04/14 03:11:06	2021/04/14 03:14:19	1	1	2.75	0.15
APRIL	BC9	YashCSFinal	BC9_yash_14-04-202103_49_58	BI31	2021/04/14 03:51:06	2021/04/14 04:05:02	2	2	2.75	0.81
APRIL	BCB	Ant0414	BCB_al_14-04-202112_26_23	BI2A	2021/04/14 12:27:06	2021/04/14 12:33:15	9	3	1.66	0.69

- Review the data from the charts in a tabular format.
- Use the page arrows to advance to the next page.

Note: The data grid tracks two additional items:

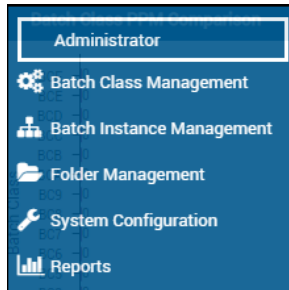
- *Execution Time without Operator Duration (Unit of Time)*. Displays the execution time for each batch.
- *Operator Duration (Unit of Time)*. Displays the time taken by the Operator to review and validate the documents/pages in the batch.

6 To export the information in any of the reports, click for PDF, or for Excel.

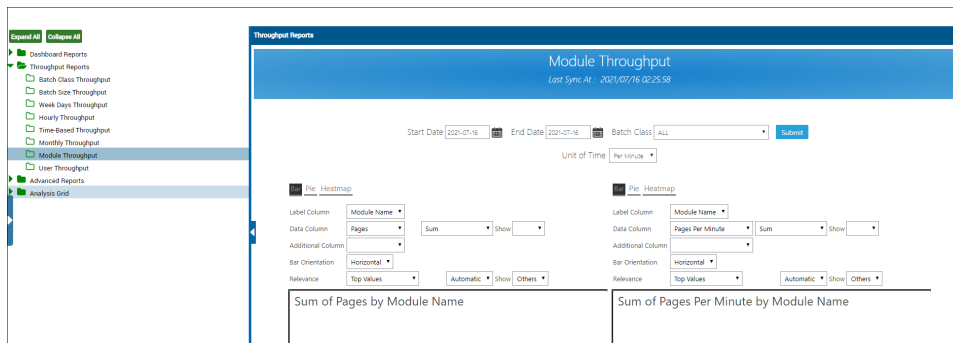
7 To print any report, click .

View Module Throughput Report

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.

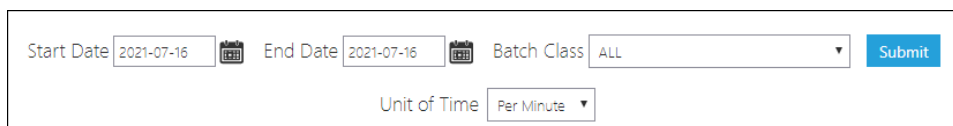



- 2 In the left-hand pane, click *Throughput Reports > Module Throughput*.



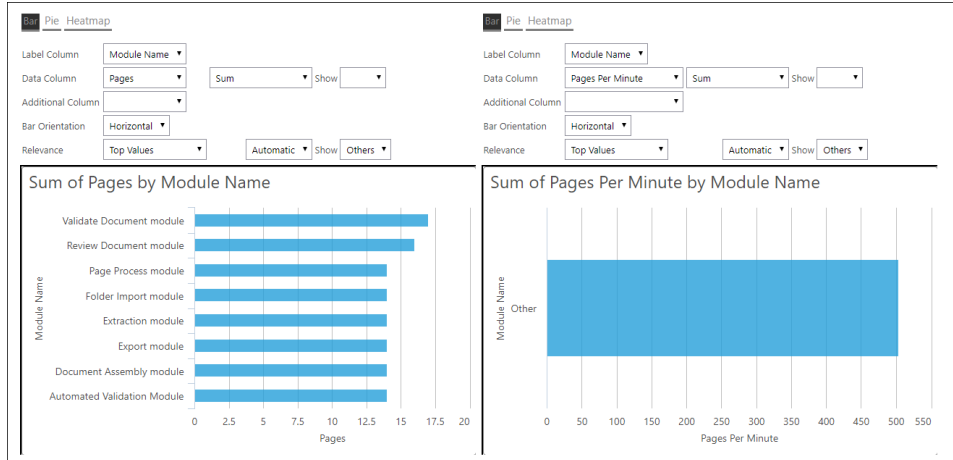
The *Module Throughput* report generates a report of completed batches and is made up of three components:

- **Throughput Reports filters.** Determines the data source based on start and end date, and batch class.
 - **Report body.** Determines how the data is analyzed and displayed.
 - **Data grid.** Displays information about the executed batches in tabular format.
- 3 Do the following in the *Throughput Reports* filters component:



- a Type the *Start Date* and *End Date*, or click  to select a date.
- b Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes .
- c Click a *Unit of Time*.
- d Click *Yes* or *No* to include the time it takes the operator to review and validate the batches.
- e Click *Submit*.

4 Do the following in the report body component, which is made up of two separate reports:



- Select one of the following display types for the *Sum of Pages by Module Name* report on the left side:
 - Bar
 - Pie
 - Heatmap
- Modify the display options for this report using the drop-down lists as necessary.
- Select one of the following display types for the *Sum of Pages Per <Unit of Time> by Module Name* report on the right side:
 - Bar
 - Pie
 - Heatmap
- Modify the display options using the drop-down list as necessary.

5 Do the following in the data grid component:

Page 1 of 14

Module Name	Batch Class ID	Batch Class Name	Batch Instance ID	Start Time	End Time	Pages	Documents	Execution Time with Operator Duration (Minutes)
Folder Import module	BC9	YashCSFinal	BISE	2021/06/15 03:55:06	2021/06/15 03:55:12	1	1	
Page Process module	BC9	YashCSFinal	BISE	2021/06/15 03:55:12	2021/06/15 03:55:27	1	1	
Document Assembly module	BC9	YashCSFinal	BISE	2021/06/15 03:55:27	2021/06/15 03:55:28	1	1	
Review Document module	BC9	YashCSFinal	BISE	2021/06/15 03:55:28	2021/06/15 04:09:03	1	1	
Extraction module	BC9	YashCSFinal	BISE	2021/06/15 04:09:03	2021/06/15 04:09:07	1	1	

- Review the data from the charts in a tabular format.
- Use the page arrows to advance to the next page.

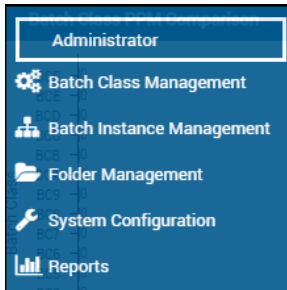
Note: The data grid tracks two additional items:

- *Execution Time without Operator Duration (Unit of Time)*. Displays the execution time for each batch.
- *Operator Duration (Unit of Time)*. Displays the time taken by the Operator to review and validate the documents/pages in the batch.

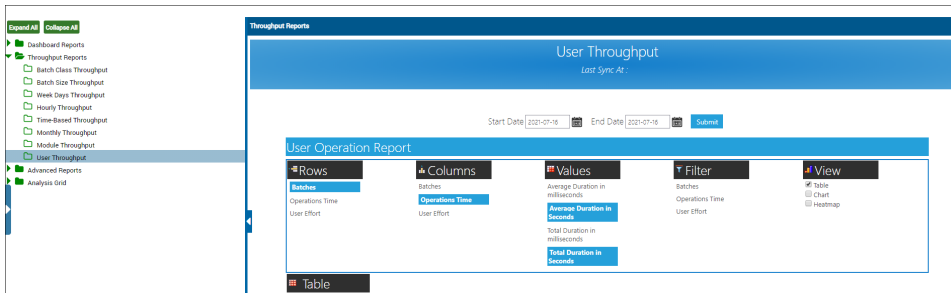
- To export the information in any of the reports, click for PDF, or for Excel.
- To print any report, click .

View User Throughput Report

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.




- 2 In the left-hand pane, click *Throughput Reports > User Throughput*.



The *User Throughput* report generates a report of completed batches and is made up of two components:

- **Throughput Reports filters.** Determines the data source based on start and end date, and batch class.
 - **Report body.** Determines how the data is analyzed and displayed.
- 3 Do the following in the *Throughput Reports* filters component:

A form with two date pickers. The first is labeled 'Start Date' and has the value '2021-07-16'. The second is labeled 'End Date' and has the value '2021-07-16'. Both date pickers have a calendar icon to their right. To the right of the date pickers is a blue 'Submit' button.

- a Type the *Start Date* and *End Date*, or click  to select a date.
- b Click *Submit*.
- c Under *Rows*, select **one** of the following options:
 - *Batches*
 - *Operations Time*
 - *User Effort*
- d Under *Columns*, select **one** of the following options:
 - *Batches*
 - *Operations Time*
 - *User Effort*
- e Under *Values*, select one or more of the following options:
 - *Average Duration in milliseconds*
 - *Average Duration in Seconds*
 - *Total Duration in milliseconds*
 - *Total Duration in Seconds*
- f Under *Filter*, select **one** of the following filters:




- *Batches*
- *Operations Time*
- *User Effort*

g Under *View*, select one or more of the following display types for the *User Operation* report:

- *Table*
- *Chart*
- *Heatmap*

If you choose *Table*, the following report appears:

Table							
Batches	Operations Time		REVIEW		VALIDATION		
	All Operations Time						
	Average Duration in Seconds	Total Duration in Seconds	Average Duration in Seconds	Total Duration in Seconds	Average Duration in Seconds	Total Duration in Seconds	
All Batches	146.48	2,636.59	88.63	709.03	192.76	1,927.56	
B1C9	146.48	2,636.59	88.63	709.03	192.76	1,927.56	
B158	411.53	1,234.60	31.42	31.42	601.59	1,203.19	
B15C	50.45	151.35	20.62	20.62	65.36	130.72	
B15E	29.96	59.92	34.80	34.80	25.12	25.12	
B160	29.06	58.13	21.88	21.88	36.25	36.25	
B161	45.50	91.00	33.44	33.44	57.55	57.55	
B162	369.29	738.57	500.93	500.93	237.65	237.65	
B163	108.14	216.28	48.27	48.27	168.01	168.01	
B164	43.37	86.75	17.68	17.68	69.07	69.07	

- 4 To export the information in any of the reports, click  for PDF, or  for Excel.
- 5 To print any report, click .

Advanced Reports

Advanced Reports are informative tools that assist Administrators in analyzing and optimizing the parameters used by IDC in the Document Assembly and Extraction modules. Reports are generated for batches that have the Review or Validation module present in the workflow. The following *Advanced Reports* are available:

- **Document Correction.** A top-level reports that provide the user with all document types and the number of manual corrections that the batch instance Operator made during the Document Assembly phase. For more information, see [“View Document Correction Reports” on page 133.](#)
- **Classification Accuracy.** A mid-level report that aggregates corrections made to document types within Classification with respect to all batches run. This gives the user a measure of accuracy for each document type of every batch class. For more information, see ["View Classification Accuracy Report" on page 134.](#)
- **Classification Correction Details.** A low-level report detailing corrections made to document types within Classification. A classification correction is the result of a change in the document type of documents in Review state by the user. For more information, see ["View Classification Correction Details Report" on page 136.](#)
- **Separation Accuracy.** A mid-level report which aggregates corrections made to page counts in Review module with respect to all batches run. This gives the user a measure of accuracy for each document type of every batch class. For more information, see ["View Separation Accuracy Report" on page 137.](#)
- **Separation Correction Details.** A low-level report detailing corrections made to page counts within Review module. Separation correction is the result of a split, merge, or deletion of a page in a document during Classification. These result in the modification of the number of pages within a document. For more information, see ["View Separation Correction Details Report" on page 139.](#)
- **False Positive.** False Positive is the opposite of an Unnecessary Review. It occurs when a document goes through Classification without any issue, such as the document confidence being higher than the threshold for the document type, but the document is changed by an Operator in Validation. For more information, see ["View False Positive Report" on page 140.](#)
- **Unnecessary Review.** A document is labeled as an unnecessary review if it goes into review when the document confidence is below threshold, and the operator simply confirms the auto-classified document type. This issue is caused by thresholds that are set too high. By looking at the Unnecessary Review report, the user can determine a more appropriate threshold to be set in IDC. For more information, see ["View Unnecessary Review Report" on page 141.](#)
- **Extraction Correction.** Top level reports that provide the user with all document types and the number of manual corrections during Extraction. Users are able to easily identify which document types (if any) require further investigation. For more information, see ["View Extraction Correction Report" on page 143.](#)
- **Field Correction.** Mid-level reports that provide the user with all fields of all document types and the number of manual corrections during Extraction. Users are able to easily identify which fields of document types (if any) require further investigation. For more information, see ["View Field Correction Report" on page 145](#)
- **Field Correction Details.** Low-level reports that provide the user with all fields of all document types and the number of manual corrections during Extraction. Users are able to easily identify which fields of document types (if any) require further investigation. For more information, see ["View Field Correction Details Report" on page 146](#)

Advanced Reporting Definitions

The following tables define the filter options and columns used throughout *Advanced Reports*.

Filter Options

Filter Name	Options	Description
<i>Start Date</i>	Calendar	Start date of the period for which executed batch report has to be generated.
<i>End Date</i>	Calendar	End date of the period for which executed batch report has to be generated.
<i>Batch Class</i>	Batch class IDs of all batches accessible to logged in user.	IDs of the batch classes. Example: BC1 for Mailroom Automation Template Batch Class Default Value: <i>ALL</i>
<i>Document Type</i>	All types of documents defined in each batch class.	Types of documents defined in each Batch Class. Default Value: <i>ALL</i>
Field Name	All field names that can be extracted.	Name of the fields that can be extracted. Default Value: <i>ALL</i>

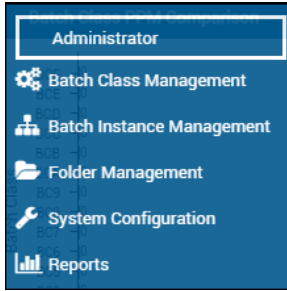
Column Descriptions

Column	Description
<i>Accuracy</i>	The accuracy with which each document type of every batch class is classified. It is measured in percentage.
<i>Average Confidence</i>	Average confidence of all extracted values for all fields. extraction correction.
<i>Batch Class ID</i>	ID of the batch class. Example: BC1 for Loose Sheet Template
<i>Batch Instance ID</i>	ID assigned to each batch instance.
<i>Batch Class Name</i>	Name of the batch class. Example: Chart Batch
<i>Change Ratio</i>	Change ration = (field change count/number of fields).
<i>Classification Correction Count</i>	Number of classification corrections made by the reviewer. Classification correction is the change in document type in the Review module.
<i>Confidence</i>	The score with which document is identified by IDC.

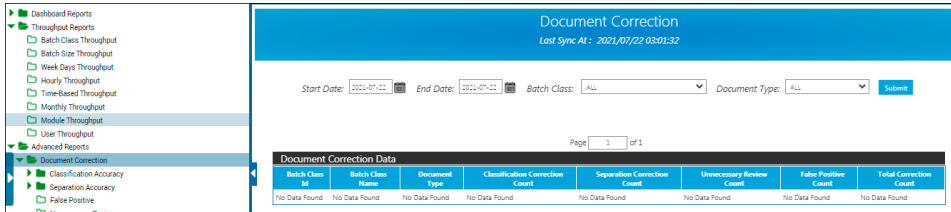
Column	Description
<i>Document Type</i>	Types of documents defined in the batch class.
<i>Document Type (Extraction Correction)</i>	Document type to which the corrected field belongs to.
<i>Extraction Confidence (Field Correction)</i>	The confidence with which the value is extracted.
<i>False Positive Count (Document Correction)</i>	Change of document type during validation when batch did not stop for review, in the Review module.
<i>Field Change Count</i>	Sum of field changes for all batches of this field, this document type, and this batch class.
<i>Field Name (Field Correction Details)</i>	Field name for which the value is corrected.
<i>Field New Value</i>	Value updated by the validator for the field.
<i>Field Old Value</i>	Value of the field extracted by IDC.
<i>New Doc Type</i>	New document type selected by validator.
<i>New Page Count</i>	Number of pages identified and updated by the reviewer.
<i>Old Doc Type</i>	Document type identified by IDC.
<i>Old Doc Type Threshold</i>	Document threshold value of old document type.
<i>Old Page Count</i>	Number of pages identified by IDC.
<i>Page Count</i>	Number of pages in each document.
<i>Separation Accuracy</i>	The accuracy with which each page of the document type of every batch class is separated, measured in percentage.
<i>Separation Correction Count</i>	Number of page separations made by the reviewer. Separation correction is the change in page count due to Split/Merge/Delete.
<i>Start Date</i>	Date when the batch was picked up by IDC for execution.
<i>Threshold</i>	The minimum confidence for the batch to be identified under specified document.
<i>Total Correction Count</i>	The total number of all types of corrections made by the reviewer or validator.
<i>Total Field Count</i>	Total number of fields for which values are extracted by IDC.
<i>Unnecessary Review Count</i>	Number of unnecessary reviews made by the reviewer. It is the number of document types or pages changed by user during review.

View Document Correction Reports

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.



- 2 In the left-hand pane, click *Advanced Reports > Document Correction*.



The *Document Correction* report is made up of the following components:

- **Report filters.** Determines the data source based on start and end date, batch class, and document type.
- **Report body.** Determines how the data is analyzed and displayed.
- **Data grid.** Displays information about the executed batches in tabular format.
- **Drilldowns and navigation.** Allows you to access other reports from the data grid.

Note: For a complete list of column and filter descriptions, see “[Advanced Reporting Definitions](#)” on [page 131](#)

- 3 Do the following in the report filters component:



- a Type the *Start Date* and *End Date*, or click to select a date.
- b Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes .
- c Click a specific document type in the *Document Type* list, or click *ALL* to view **all** document types.
- d Click *Submit*.

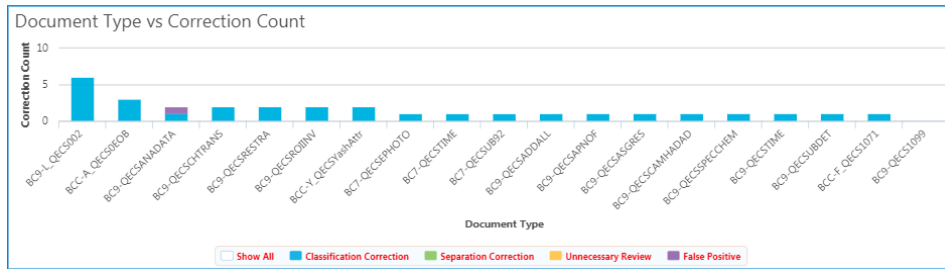
- 4 Do the following in the data grid component:

Batch Class Id	Batch Class Name	Document Type	Classification Correction Count	Separation Correction Count	Unnecessary Review Count	False Positive Count	Total Correction Count
BC9	YaachCSFinal	L_QECS002	5	0	0	0	6
BCC	YaachDocAttr	A_QECS0EOB	2	0	0	0	3
BC9	YaachCSFinal	QECSANADATA	1	0	0	1	2
BC9	YaachCSFinal	QECSCHTRANS	2	0	0	0	2
BC9	YaachCSFinal	QECSRESTRA	2	0	0	0	2

- Review the data from the charts in a tabular format.
- Click values in columns to display the report that correlates to the column.
- Use the page arrows to advance to the next page.

- In the report body component, *Document Type vs Correction Count*, click a color-coded bar to see the corresponding advanced report.

For example, if you click a blue bar in the report above, the *Classification Accuracy* report appears, displaying data specifically for the batch class - document type combination shown.



- To return to the *Document Correction* report, click the link in the top left corner.

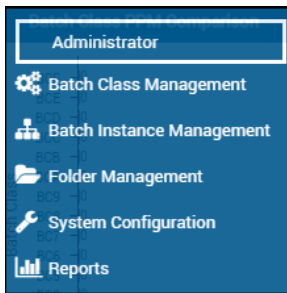


When you return to the *Document Correction* report, the data displayed is filtered to show only the batch class - document type combination from the *Classification Accuracy* report.

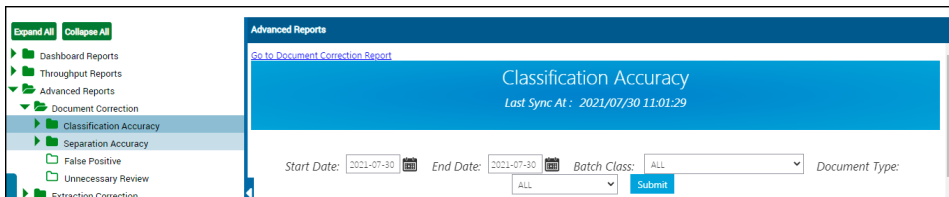
- To export the information in any of the reports, click for PDF, or for Excel.
- To print any report, click .

View Classification Accuracy Report

- Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.



- In the left-hand pane, click *Advanced Reports > Classification Accuracy*.



The *Classification Accuracy* report is made up of the following components:

- **Report filters.** Determines the data source based on start and end date, batch class, and document type.
- **Report body.** Determines how the data is analyzed and displayed.
- **Data grid.** Displays information about the executed batches in tabular format.
- **Drilldowns and navigation.** Allows you to access other reports from the data grid.

Note: For a complete list of column and filter descriptions, see “[Advanced Reporting Definitions](#)” on page 131

3 Do the following in the report filters component:

- Type the *Start Date* and *End Date*, or click to select a date.
- Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes .
- Click a specific document type in the *Document Type* list, or click *ALL* to view **all** document types.
- Click *Submit*.

4 Do the following in the data grid component:

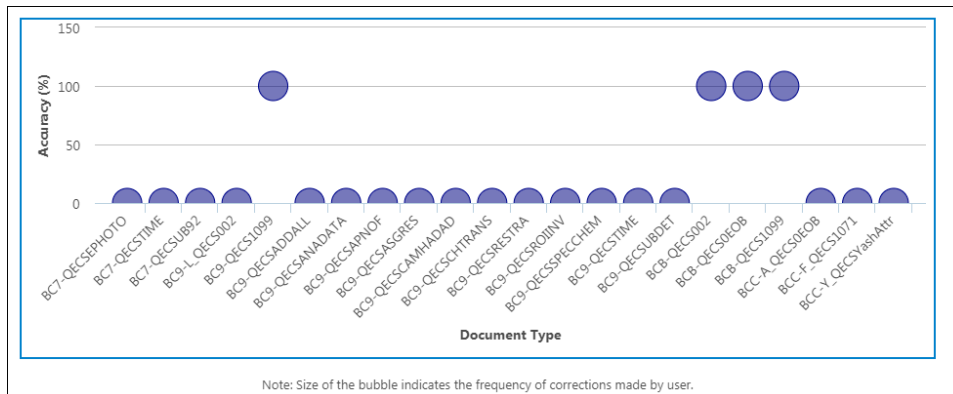
Page 1 of 5

Batch Class Id	Batch Class Name	Document Type	Accuracy
BC7	YashCS	QECSEPHOTO	0.00%
BC7	YashCS	QECSTIME	0.00%
BC7	YashCS	QECSUB92	0.00%
BC9	YashCSFinal	L_QECS002	0.00%
BC9	YashCSFinal	QECS1099	100.00%

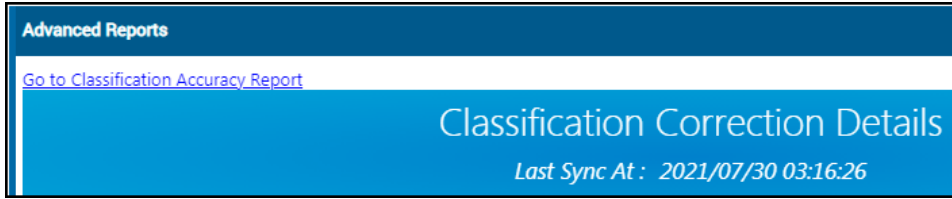
- Review the data from the charts in a tabular format.
- Click values in the *Accuracy* column to display the *Classification Correction Details* report.
- Use the page arrows to advance to the next page.

5 In the report body component, *Document Type vs Accuracy*, click a blue bubble to see the corresponding advanced report.




For example, if you click a blue bubble in the report above, the *Classification Correction Details* report appears, displaying data specifically for the accuracy /document type combination shown.



- To return to the *Classification Accuracy* report, click the link in the top left corner.

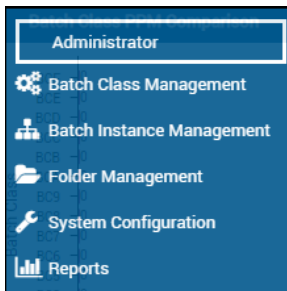


When you return to the *Classification Accuracy* report, the data displayed is filtered to show only the batch class - document type combination from the *Classification Correction Details* report.

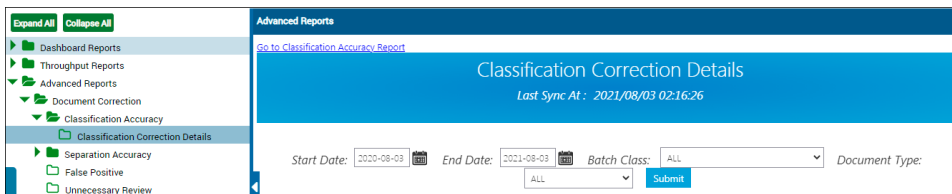
- To export the information in any of the reports, click  for PDF, or  for Excel.
- To print any report, click .

View Classification Correction Details Report

- Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.



- In the left-hand pane, click *Advanced Reports* > *Classification Correction Details*.




The *Classification Correction Details* report is made up of the following components:

- Report filters.** Determines the data source based on start and end date, batch class, and document type.
- Data grid.** Displays information about the executed batches in tabular format.

Note: For a complete list of column and filter descriptions, see [“Advanced Reporting Definitions” on page 131](#)

- Do the following in the report filters component:



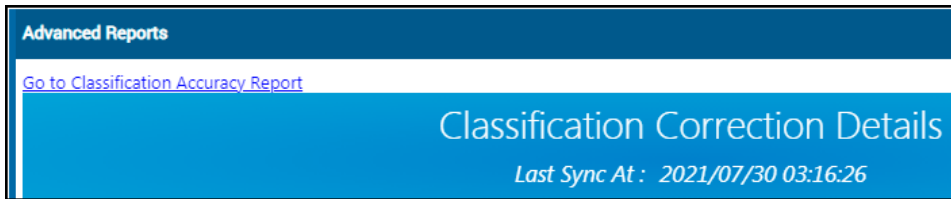
- Type the *Start Date* and *End Date*, or click  to select a date.
- Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes.
- Click a specific document type in the *Document Type* list, or click *ALL* to view **all** document types.
- Click *Submit*.

4 Do the following in the data grid component:

Classification Correction Data										
Batch Class Id	Batch Class Name	Batch Instance Id	Start Date	Document Id	Old Doc Type	New Doc Type	Threshold	Confidence	Page Count	
BC7	YashCS	B148	4/29/2021	DOC1	Unknown	QECSTIME	0.00	0.00		1
BC7	YashCS	B148	4/29/2021	DOC2	Unknown	QECSUB92	0.00	0.00		1
BC7	YashCS	B14D	4/29/2021	DOC1	Unknown	QECSEPHOTO	0.00	0.00		1
BC9	YashCSFinal	B164	6/15/2021	DOC1	Unknown	QECASGRES	0.00	0.00		1
BC9	YashCSFinal	B164	6/15/2021	DOC2	Unknown	QECSUBDET	0.00	0.00		1
BC9	YashCSFinal	B162	6/15/2021	DOC1	Unknown	QECROINV	0.00	0.00		1
BC9	YashCSFinal	B162	6/15/2021	DOC2	Unknown	QECRESTRA	0.00	0.00		1
BC9	YashCSFinal	B15E	6/15/2021	DOC1	Unknown	QECROINV	0.00	0.00		1
BC9	YashCSFinal	B15B	6/14/2021	DOC1	Unknown	QECADDALL	0.00	0.00		1
BC9	YashCSFinal	B15B	6/14/2021	DOC2	Unknown	QECANADATA	0.00	0.00		1

- Review the data from the charts in a tabular format.
- Use the page arrows to advance to the next page.

5 To navigate to the *Classification Accuracy* report, click the link in the top left corner.

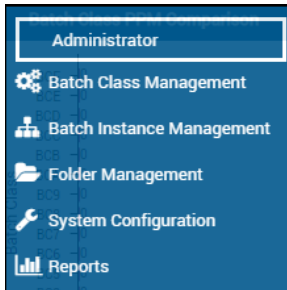


6 To export the information in any of the reports, click for PDF, or for Excel.

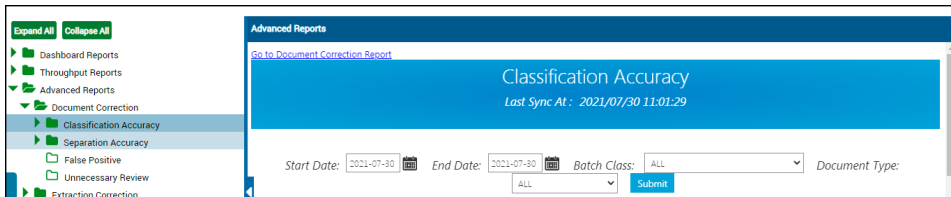
7 To print any report, click .

View Separation Accuracy Report

1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.



2 In the left-hand pane, click *Advanced Reports > Separation Accuracy*.



The *Separation Accuracy* report is made up of the following components:

- **Report filters.** Determines the data source based on start and end date, batch class, and document type.
- **Report body.** Determines how the data is analyzed and displayed.

- **Data grid.** Displays information about the executed batches in tabular format.
- **Drilldowns and navigation.** Allows you to access other reports from the data grid.

Note: For a complete list of column and filter descriptions, see “Advanced Reporting Definitions” on page 131

3 Do the following in the report filters component:

- Type the *Start Date* and *End Date*, or click to select a date.
- Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes.
- Click a specific document type in the *Document Type* list, or click *ALL* to view **all** document types.
- Click *Submit*.

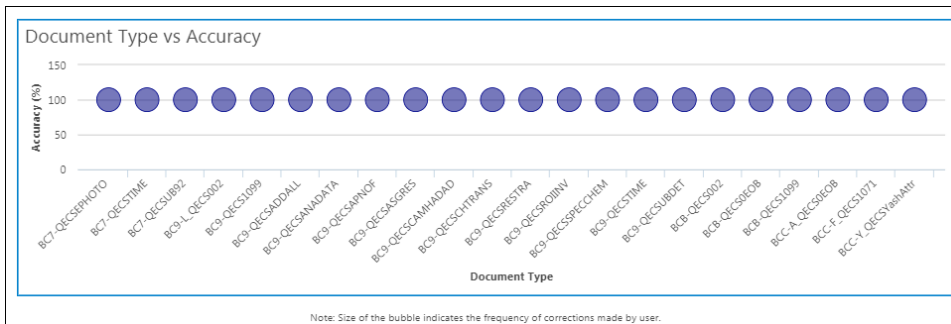
4 Do the following in the data grid component:

Batch Class Id	Batch Class Name	Document Type	Separation Accuracy
BC7	YashCS	QECSEPHOTO	100.00%
BC7	YashCS	QECSTIME	100.00%
BC7	YashCS	QECSUB92	100.00%
BC9	YashCSFinal	L_QEC5002	100.00%
BC9	YashCSFinal	QEC51099	100.00%

- Review the data from the charts in a tabular format.
- Use the page arrows to advance to the next page.

5 In the report body component, *Document Type vs Accuracy*, click a blue bubble to see the corresponding advanced report.

For example, if you click a blue bubble in the report above, the *Separation Correction Details* report appears, displaying data specifically for the accuracy /document type combination shown.



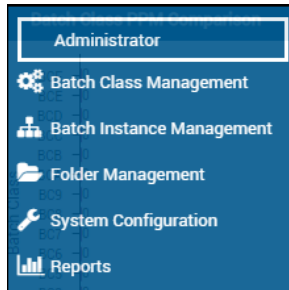
6 To return to the *Separation Accuracy* report, click the link in the top left corner.

When you return to the *Separation Accuracy* report, the data displayed is filtered to show only the batch class - document type combination from the *Separation Correction Details* report.

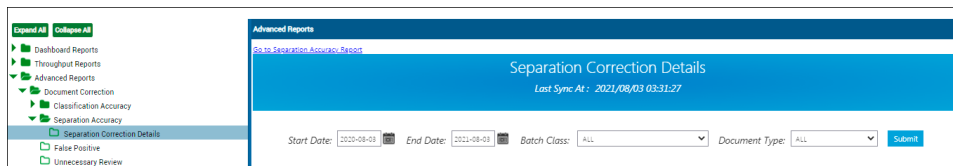
- To export the information in any of the reports, click for PDF, or for Excel.
- To print any report, click .

View Separation Correction Details Report

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.



- 2 In the left-hand pane, click *Advanced Reports > Separation Correction Details*.




The *Separation Correction Details* report is made up of the following components:

- **Report filters.** Determines the data source based on start and end date, batch class, and document type.
- **Data grid.** Displays information about the executed batches in tabular format.

Note: For a complete list of column and filter descriptions, see “[Advanced Reporting Definitions](#)” on [page 131](#)

- 3 Do the following in the report filters component:



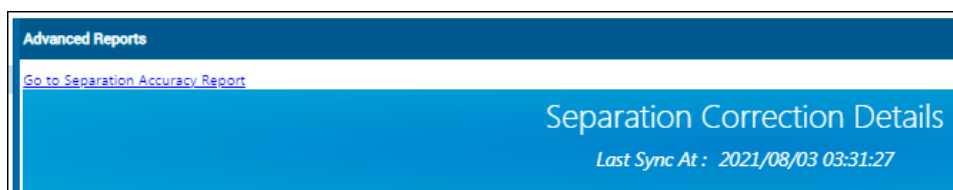
- a Type the *Start Date* and *End Date*, or click  to select a date.
- b Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes .
- c Click a specific document type in the *Document Type* list, or click *ALL* to view **all** document types.
- d Click *Submit*.




- 4 Do the following in the data grid component:

Separation Correction Report Data							
Batch Class Id	Batch Class Name	Batch Instance Id	Start Date	Document Id	Document Type	Old Page Count	New Page Count
No Data Found	No Data Found	No Data Found	No Data Found	No Data Found	No Data Found	No Data Found	No Data Found

- Review the data from the charts in a tabular format.
- Use the page arrows to advance to the next page.

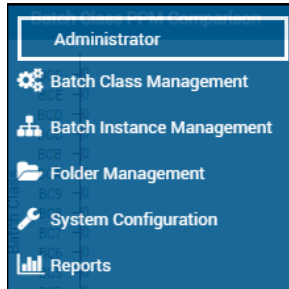
- 5 To navigate to the *Separation Accuracy* report, click the link in the top left corner.



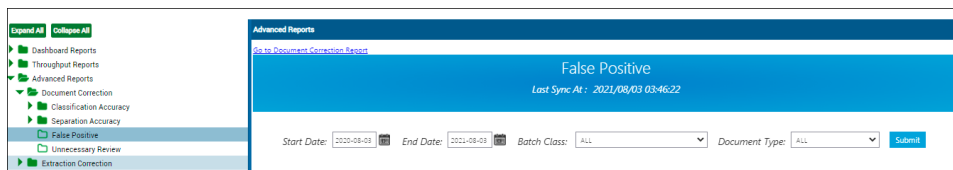
- 6 To export the information in any of the reports, click  for PDF, or  for Excel.
- 7 To print any report, click .

View False Positive Report

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.



- 2 In the left-hand pane, click *Advanced Reports* > *Document Correction* > *False Positive*.




The *False Positive* report is made up of the following components:

- **Report filters.** Determines the data source based on start and end date, batch class, and document type.
- **Report body.** Determines how the data is analyzed and displayed.
- **Data grid.** Displays information about the executed batches in tabular format.

Note: For a complete list of column and filter descriptions, see “Advanced Reporting Definitions” on page 131

- 3 Do the following in the report filters component:



- a Type the *Start Date* and *End Date*, or click  to select a date.
- b Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes .
- c Click a specific document type in the *Document Type* list, or click *ALL* to view **all** document types.
- d Click *Submit*.

- 4 Do the following in the data grid component:

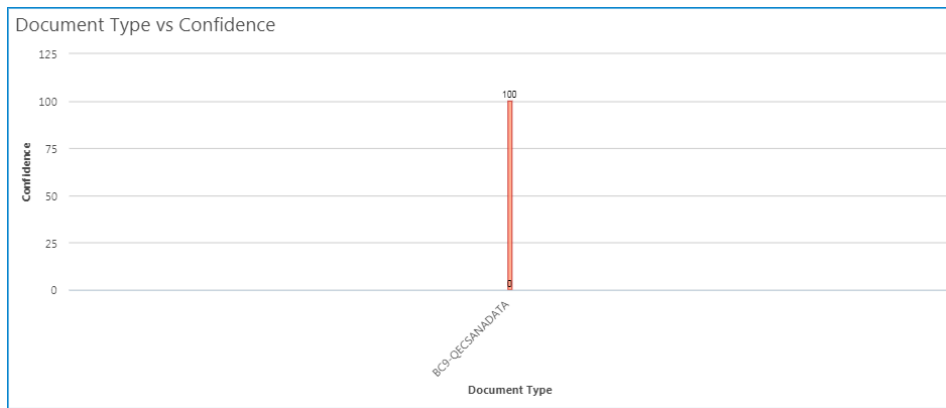
Page 1 of 1

False Positive Report Data									
Batch Class Id	Batch Class Name	Batch Instance Id	Start Date	Document Id	Old Doc Type	New Doc Type	Confidence	Old Doc Type Threshold	
BC9	YashCSFinal	B15B	6/14/2021	DOC2	QECSANADATA	QECsADDALL	100.00	0.00	

- Review the data from the charts in a tabular format.
- Use the page arrows to advance to the next page.




- In the report body component, *Document Type vs Confidence*, hover over a document type to see the threshold and confidence values.

For example, a short bar indicates low confidence because of a high threshold. A high confidence with a low or no threshold set indicates a potential false positive.



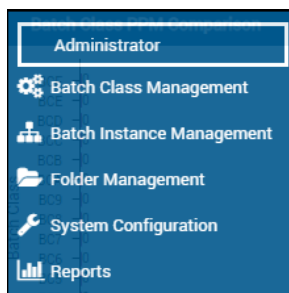
- To navigate to the *Document Correction* report, click the link in the top left corner.



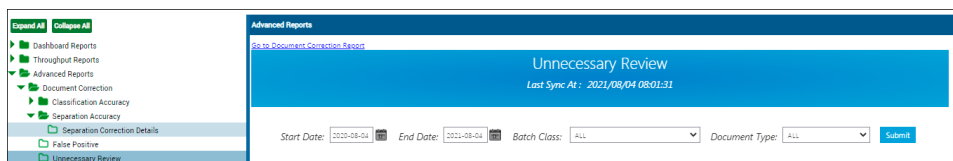
- To export the information in any of the reports, click  for PDF, or  for Excel.
- To print any report, click .

View Unnecessary Review Report

- Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.



- In the left-hand pane, click *Advanced Reports* > *Document Correction* > *Unnecessary Review*.



The *Unnecessary Review* report is made up of the following components:

- **Report filters.** Determines the data source based on start and end date, batch class, and document type.
- **Report body.** Determines how the data is analyzed and displayed.
- **Data grid.** Displays information about the executed batches in tabular format.

Note: For a complete list of column and filter descriptions, see “Advanced Reporting Definitions” on page 131

3 Do the following in the report filters component:

- Type the *Start Date* and *End Date*, or click to select a date.
- Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes .
- Click a specific document type in the *Document Type* list, or click *ALL* to view **all** document types.
- Click *Submit*.

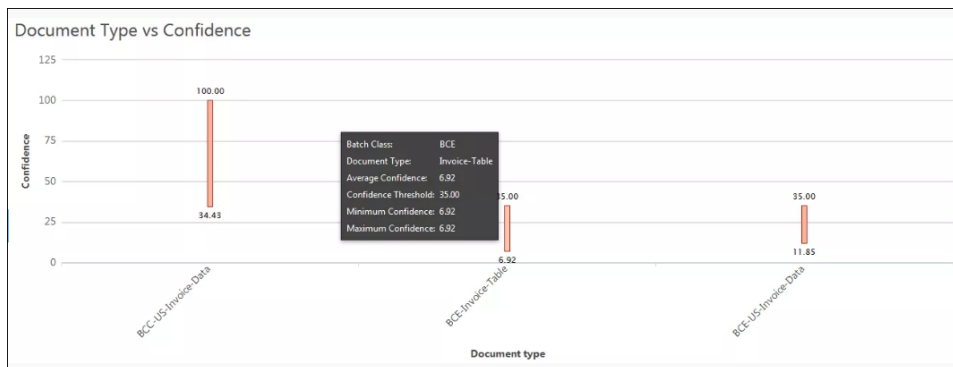
4 Do the following in the data grid component:

Page 1 of 2

Batch Class Id	Batch Class Name	Batch Instance ID	Start Date	Document Id	Document Type	Confidence	Threshold
BCC	Netch_BatchClass2	818	2/4/2015	DOC1	US-Invoice-Data	34.43	100.00
BCC	Netch_BatchClass2	819	2/4/2015	DOC1	US-Invoice-Data	34.43	100.00
BCC	Netch_BatchClass2	81A	2/4/2015	DOC1	US-Invoice-Data	34.43	100.00
BCC	Netch_BatchClass2	8113	2/4/2015	DOC1	US-Invoice-Data	34.43	100.00
BCC	Netch_BatchClass2	8114	2/4/2015	DOC1	US-Invoice-Data	34.43	100.00

- Review the data from the charts in a tabular format.
- Use the page arrows to advance to the next page.

5 In the report body component, *Document Type vs Confidence*, hover over a document type to see the threshold and confidence values.

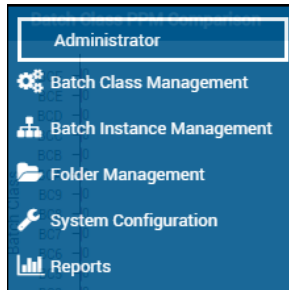


6 To navigate to the *Document Correction* report, click the link in the top left corner.

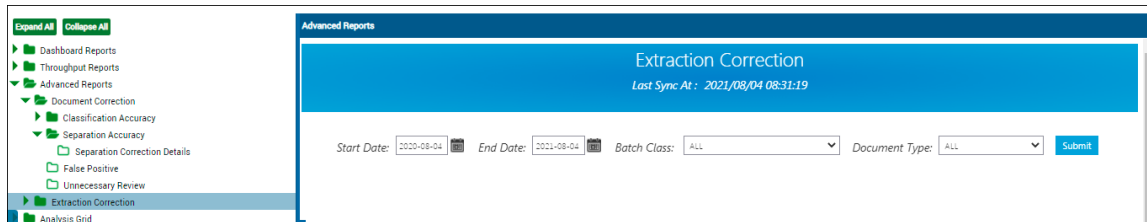
- To export the information in any of the reports, click for PDF, or for Excel.
- To print any report, click .

View Extraction Correction Report

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.



- 2 In the left-hand pane, click *Advanced Reports* > *Extraction Correction*.




The *Extraction Correction* report is made up of the following components:

- **Report filters.** Determines the data source based on start and end date, batch class, and document type.
- **Report body.** Determines how the data is analyzed and displayed.
- **Data grid.** Displays information about the executed batches in tabular format.
- **Drilldowns and navigation.** Allows you to access other reports from the data grid.

Note: For a complete list of column and filter descriptions, see [“Advanced Reporting Definitions” on page 131](#)

- 3 Do the following in the report filters component:



- a Type the *Start Date* and *End Date*, or click  to select a date.
- b Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes .
- c Click a specific document type in the *Document Type* list, or click *ALL* to view **all** document types.
- d Click *Submit*.

4 Do the following in the data grid component:

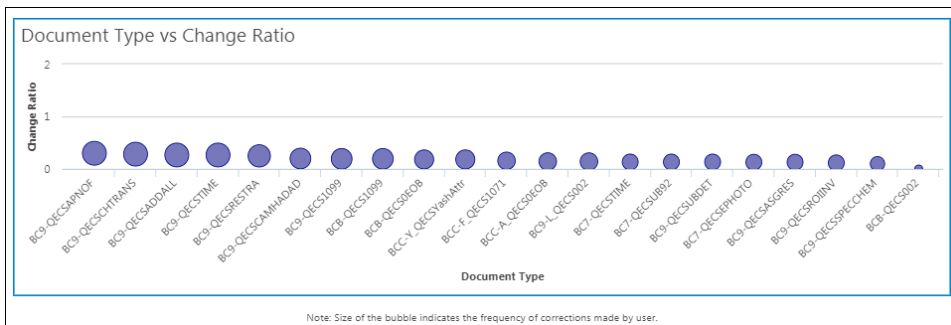
Page 1 of 5

Batch Class Id	Batch Class Name	Document Type	Total Field Count	Average Confidence	Field Change Count	Change Ratio
BC9	YashCSFinal	QEC SAPNOF	30	0.00	9	0.30
BC9	YashCSFinal	QEC SCHTRANS	60	0.00	17	0.28
BC9	YashCSFinal	QEC SADDALL	30	0.00	8	0.27
BC9	YashCSFinal	QEC STIME	30	0.00	8	0.27
BC9	YashCSFinal	QEC SRESTR	72	0.00	18	0.25

- Review the data from the charts in a tabular format.
- Click values in the change ratio column to display the *Field Correction* report.
- Use the page arrows to advance to the next page.

5 In the report body component, *Document Type vs Correction Count*, click a color-coded bar to see the corresponding advanced report.

For example, if you click a blue bar in the report above, the *Field Correction* report appears, displaying data specifically for the batch class - document type combination shown.



6 To return to the *Extraction Correction* report, click the link in the top left corner.

Advanced Reports

[Go to Extraction Correction Report](#)

Field Correction

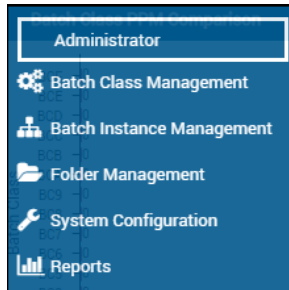
Last Sync At : 2021/08/05 04:16:24

When you return to the *Extraction Correction* report, the data displayed is filtered to show only the batch class - document type combination from the *Field Correction* report.

- 7 To export the information in any of the reports, click for PDF, or for Excel.
- 8 To print any report, click .

View Field Correction Report

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.



- 2 In the left-hand pane, click *Advanced Reports > Extraction Correction > Field Correction*.




The *Field Correction* report is made up of the following components:

- **Report filters.** Determines the data source based on start and end date, batch class, and document type.
- **Report body.** Determines how the data is analyzed and displayed.
- **Data grid.** Displays information about the executed batches in tabular format.
- **Drilldowns and navigation.** Allows you to access other reports from the data grid.

Note: For a complete list of column and filter descriptions, see “[Advanced Reporting Definitions](#)” on [page 131](#).

- 3 Do the following in the report filters component:



- a Type the *Start Date* and *End Date*, or click  to select a date.
 - b Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes.
 - c Click a specific document type in the *Document Type* list, or click *ALL* to view **all** document types.
 - d Click *Submit*.
- 4 Do the following in the data grid component:

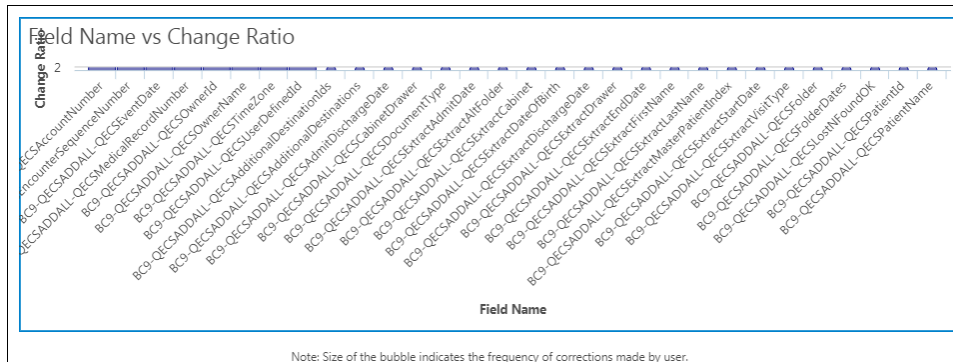
Page 1 of 6

Batch Class Id	Batch Class Name	Document Type	Field Name	Total Count	Average Confidence	Field Change Count	Change Ratio
BC9	YashCSFinal	QECSADDALL	QECSAccountNumber	1	0.00	1	1.00
BC9	YashCSFinal	QECSADDALL	QECSEncounterSequenceNumber	1	0.00	1	1.00
BC9	YashCSFinal	QECSADDALL	QECSEventDate	1	0.00	1	1.00
BC9	YashCSFinal	QECSADDALL	QECSMedicalRecordNumber	1	0.00	1	1.00
BC9	YashCSFinal	QECSADDALL	QECSOwnerId	1	0.00	1	1.00

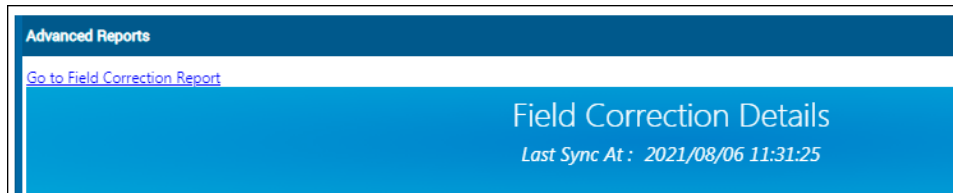
- Review the data from the charts in a tabular format.
- Click values in the change ratio column to display the *Field Correction Details* report.
- Use the page arrows to advance to the next page.

- In the report body component, *Field Name vs Change Ratio*, click a color-coded bar to see the corresponding advanced report.

For example, if you click a blue bar in the report above, the *Field Correction Details* report appears, displaying data specifically for the field name/change ratio combination shown.



- To return to the *Field Correction* report, click the link in the top left corner.

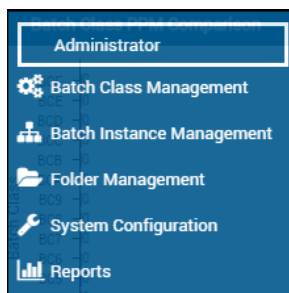


When you return to the *Field Correction* report, the data displayed is filtered to show only the field name/change ratio combination from the *Field Correction Details* report.

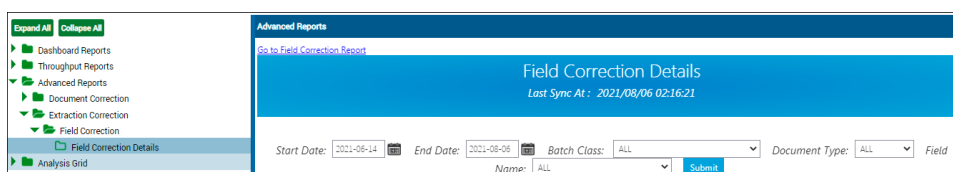
- To export the information in any of the reports, click for PDF, or for Excel.
- To print any report, click .

View Field Correction Details Report

- Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.



- In the left-hand pane, click *Advanced Reports* > *Extraction Correction* > *Field Correction* > *Field Correction Details*.



The *Field Correction Details* report is made up of the following components:

- **Report filters.** Determines the data source based on start and end date, batch class, and document type.
- **Data grid.** Displays information about the executed batches in tabular format.

Note: For a complete list of column and filter descriptions, see “Advanced Reporting Definitions” on page 131

3 Do the following in the report filters component:

- Type the *Start Date* and *End Date*, or click to select a date.
- Click a specific batch class in the *Batch Class* list, or click *ALL* to view **all** batch classes.
- Click a specific document type in the *Document Type* list, or click *ALL* to view **all** document types.
- Click *Submit*.

4 Do the following in the data grid component:

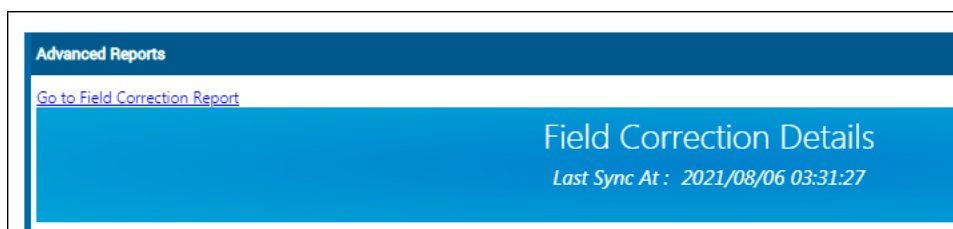
Advanced Reports

Page 1 of 9

Batch Class Id	Batch Class Name	Batch Instance Id	Batch Start Date	Document Id	Document Type	Field Name	Field Old Value	Field New Value	Extraction Confidence
BC9	YashCSFinal	BI5C	2021-06-15	DOC1	L_QECS002	QECSCabinetDrawer	00 - RaoLATHA -10/Human Resources		0.00
BC9	YashCSFinal	BI5C	2021-06-15	DOC1	L_QECS002	QECSCFolder	Documents		0.00
BC9	YashCSFinal	BI5C	2021-06-15	DOC1	L_QECS002	QECSCFolderDates	Unknown - Unknown		0.00
BC9	YashCSFinal	BI5C	2021-06-15	DOC1	L_QECS002	QECSEncounterSequenceNumber	1744		0.00
BC9	YashCSFinal	BI5C	2021-06-15	DOC1	L_QECS002	QECSEventDate	14/06/2021 16:34		0.00
BC9	YashCSFinal	BI5C	2021-06-15	DOC1	L_QECS002	QECSTimeZone	Alaska	Central	0.00
BC9	YashCSFinal	BI5C	2021-06-15	DOC1	L_QECS002	QECSEwnerName	Kunduru, yashodha deep search, yashdeep		0.00
BC9	YashCSFinal	BI5C	2021-06-15	DOC1	L_QECS002	QECSEwnerId	yashdeep		0.00
BC9	YashCSFinal	BI5C	2021-06-15	DOC1	L_QECS002	QECSEuserDefinedId	1234		0.00
BC9	YashCSFinal	BI5C	2021-06-15	DOC2	QECSCHTRANS	QECSEmedicalRecordNumber	Ky		0.00

- Review the data from the charts in a tabular format.
- Use the page arrows to advance to the next page.

5 To navigate to the *Field Correction* report, click the link in the top left corner.



- To export the information in any of the reports, click for PDF, or for Excel.
- To print any report, click .

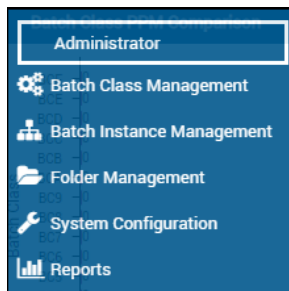
Analysis Grid Reports

Analysis Grid reports provide data and charts to analyze the *Document Type Correction rate* and *Field Value Correction rate* corresponding to a batch class. With the grid reports, you can save your preferred report below the data grid and view it any time by using the reload feature.

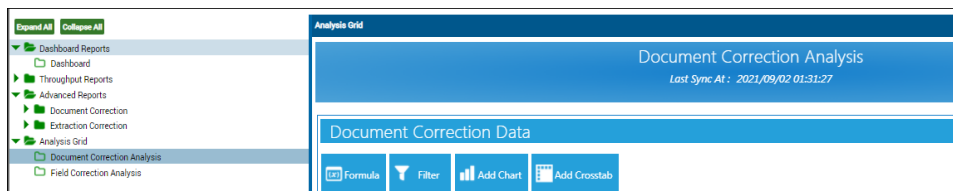
For more information about *Analysis Grid* reports, see "[View Document Correction Analysis](#)" below and "[View Field Correction Analysis](#)" on the next page.

View Document Correction Analysis

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.



- 2 In the left-hand pane, click *Analysis Grid* > *Document Correction Analysis*.



- 3 Click any of the following options to customize the analysis of your data:
 - **Formula.** Adds a new column with a formula.
 - **Filter.** Removes rows with a filter.
 - **Add Chart.** Adds a chart.
 - **Add Crosstab.** Creates a crosstab view.

The following grid displays:

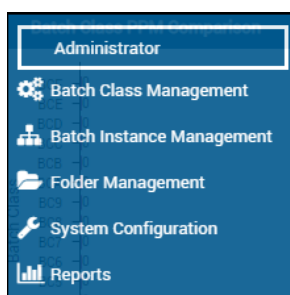
Batch Class Id	Batch Class Name	Batch Start Date	Document Id	Old Document Type	New Document Type	Batch Class-Document Type Label	Old Document Confidence	Old Document Confidence Threshold	Is Document Type Changed?	Old Page Count	New Page Count	Page Count Change
BC9	YashCSFinal	2021-04-14	DOC1	Unknown	L_QECS002	BC9-L_QECS002	0	0	TRUE	1	1	0
BC9	YashCSFinal	2021-04-14	DOC1	Unknown	L_QECS002	BC9-L_QECS002	0	0	TRUE	1	1	0
BC9	YashCSFinal	2021-04-14	DOC1	Unknown	L_QECS002	BC9-L_QECS002	0	0	TRUE	1	1	0
BC9	YashCSFinal	2021-04-14	DOC2	Unknown	QECSS1099	BC9-QECS1099	100	0	FALSE	1	1	0
BC9	YashCSFinal	2021-04-14	DOC1	Unknown	L_QECS002	BC9-L_QECS002	0	0	TRUE	1	1	0
BC9	YashCSFinal	2021-04-14	DOC1	Unknown	L_QECS002	BC9-L_QECS002	0	0	TRUE	1	1	0
BC9	YashCSFinal	2021-04-14	DOC2	Unknown	QECSAMHADAD	BC9-QECSAMHADAD	0	0	TRUE	1	1	0
BCC	YashDocAttr	2021-04-19	DOC1	Unknown	Y_QECSYashAttr	BCC-Y_QECSYashAttr	0	0	TRUE	1	1	0
BCC	YashDocAttr	2021-04-19	DOC1	Unknown	Y_QECSYashAttr	BCC-Y_QECSYashAttr	0	0	TRUE	1	1	0
BCC	YashDocAttr	2021-04-19	DOC1	Unknown	A_QECS0E0B	BCC-A_QECS0E0B	0	0	TRUE	1	1	0
BCC	YashDocAttr	2021-04-19	DOC1	Unknown	A_QECS0E0B	BCC-A_QECS0E0B	0	0	TRUE	1	1	0
BCC	YashDocAttr	2021-04-19	DOC1	Unknown	F_QECS1071	BCC-F_QECS1071	0	0	TRUE	1	1	0
BC7	YashCS	2021-04-29	DOC1	Unknown	QECSTIME	BC7-QECSTIME	0	0	TRUE	1	1	0
BC7	YashCS	2021-04-29	DOC2	Unknown	QECSub92	BC7-QECSub92	0	0	TRUE	1	1	0
BC7	YashCS	2021-04-29	DOC1	Unknown	QECSEPHOTO	BC7-QECSEPHOTO	0	0	TRUE	1	1	0
BC9	YashCSFinal	2021-06-14	DOC1	Unknown	QECSADDALL	BC9-QECSADDALL	0	0	TRUE	1	1	0
BC9	YashCSFinal	2021-06-14	DOC2	Unknown	QECSANADATA	BC9-QECSANADATA	0	0	TRUE	1	1	0
BC9	YashCSFinal	2021-06-15	DOC1	Unknown	L_QECS002	BC9-L_QECS002	0	0	TRUE	1	1	0
BC9	YashCSFinal	2021-06-15	DOC2	Unknown	QECSCHTRANS	BC9-QECSCHTRANS	0	0	TRUE	1	1	0

[Refresh](#) | [Save](#) | [Restores](#) | [Reset](#) | [Print](#)

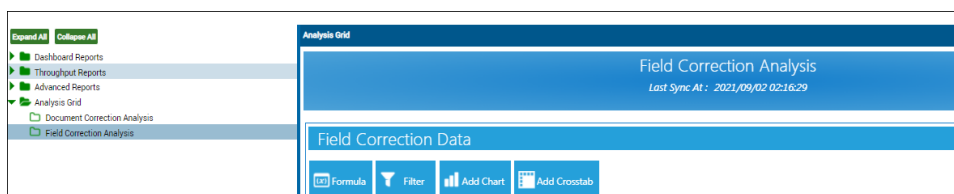
- Click any of the following buttons below the table, if necessary:
 - Refresh.** Refreshes the grid data from the data source while maintaining any customizations made during this session.
 - Save.** Saves your Analysis Grid customization to a file so you it may be recalled in a later session.
 - Restore.** Loads your saved grid customizations.
 - Reset.** Clears the settings automatically maintained during your session.
 - Print.** Prints the analysis grid.

View Field Correction Analysis

- Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Reports*.



- In the left-hand pane, click *Analysis Grid > Field Correction Analysis*.



3 Click any of the following options to customize the analysis of your data:

- **Formula.** Adds a new column with a formula.
- **Filter.** Removes rows with a filter.
- **Add Chart.** Adds a chart.
- **Add Crosstab.** Creates a crosstab view.

The following grid displays:

Batch Class Id	Batch Class Name	Batch Start Date	Document Id	Document Type	Batch Class-Document Type Label	Batch Class-Document Type-Field Name Label	Field Name	Field Old Value	Field New Value	Extraction Confidence	Is Field Value Changed?
BC9	YashCSFinal	2021-06-15	DOC1	QECASAGRES	BC9-QECASAGRES	BC9-QECASAGRES-QECSDocumentType	QECSDocumentType	ASGRES	ASGRES	0	FALSE
BC9	YashCSFinal	2021-06-15	DOC1	QECASAGRES	BC9-QECASAGRES	BC9-QECASAGRES-QECSMedicalRecordNumber	QECSMedicalRecordNumber	KYUP		0	TRUE
BC9	YashCSFinal	2021-06-15	DOC1	QECASAGRES	BC9-QECASAGRES	BC9-QECASAGRES-QECSCabinetDrawer	QECSCabinetDrawer			0	FALSE
BC9	YashCSFinal	2021-06-15	DOC1	QECASAGRES	BC9-QECASAGRES	BC9-QECASAGRES-QECSPatientId	QECSPatientId			0	FALSE
BC9	YashCSFinal	2021-06-15	DOC1	QECASAGRES	BC9-QECASAGRES	BC9-QECASAGRES-QECSPatientName	QECSPatientName			0	FALSE
BC9	YashCSFinal	2021-06-15	DOC1	QECASAGRES	BC9-QECASAGRES	BC9-QECASAGRES-QECSAccountNumber	QECSAccountNumber	KYUP		0	TRUE
BC9	YashCSFinal	2021-06-15	DOC1	QECASAGRES	BC9-QECASAGRES	BC9-QECASAGRES-QECSFolder	QECSFolder			0	FALSE
BC9	YashCSFinal	2021-06-15	DOC1	QECASAGRES	BC9-QECASAGRES	BC9-QECASAGRES-QECSAdmitDischargeDate	QECSAdmitDischargeDate			0	FALSE
BC9	YashCSFinal	2021-06-15	DOC1	QECASAGRES	BC9-QECASAGRES	BC9-QECASAGRES-QECSFolderDates	QECSFolderDates			0	FALSE
BC9	YashCSFinal	2021-06-15	DOC1	QECASAGRES	BC9-QECASAGRES	BC9-QECASAGRES-QECSLostNFoundOK	QECSLostNFoundOK			0	FALSE
BC9	YashCSFinal	2021-06-15	DOC1	QECASAGRES	BC9-QECASAGRES	BC9-QECASAGRES-QECSEncounterSequenceNumber	QECSEncounterSequenceNumber	0		0	TRUE
BC9	YashCSFinal	2021-06-15	DOC1	QECASAGRES	BC9-QECASAGRES	BC9-QECASAGRES-QECSEventDate	QECSEventDate		31/03/2021 18:21	0	TRUE
BC9	YashCSFinal	2021-06-15	DOC1	QECASAGRES	BC9-QECASAGRES	BC9-QECASAGRES-QECSTimeZone	QECSTimeZone	Eastern	Eastern	0	FALSE

4 Click any of the following buttons below the table, if necessary:

- **Refresh.** Refreshes the grid data from the data source while maintaining any customizations made during this session.
- **Save.** Saves your Analysis Grid customization to a file so you it may be recalled in a later session.
- **Restore.** Loads your saved grid customizations.
- **Reset.** Clears the settings automatically maintained during your session.
- **Print.** Prints the analysis grid.

Chapter 7: Troubleshooting

In This Chapter:

- About Troubleshooting 152
- Viewing Log Files 153
- Viewing the OCR Layer 155

About Troubleshooting

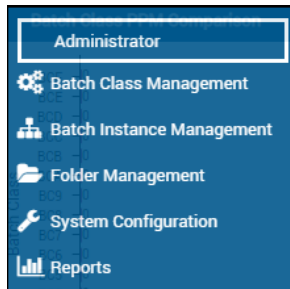
IDC provides you with multiple methods for troubleshooting issues with batch instances. A *Troubleshoot* section is available when viewing execution details for a batch instance from the *Batch Instance Management* page. Administrators can use the *Troubleshoot* section to download multiple types of logs, batch instance files, and batch class files. Operators can also view the Optical Character Recognition (OCR) layer to help troubleshoot documents that couldn't be classified, or that has missing or incorrect data. For more information about these options, see ["Viewing Log Files" on the next page](#) or ["Viewing the OCR Layer" on page 155](#).

Viewing Log Files


Administrators can access application log files when troubleshooting issues with a batch instance. The main application log file is *dcma-all.log*. This log can be accessed from the IDC server (*/opt2/cmax/Ephesoft/Application/logs/dcma-all.log*) or downloaded from the *Troubleshoot* section of the *Batch Instance Management* page.

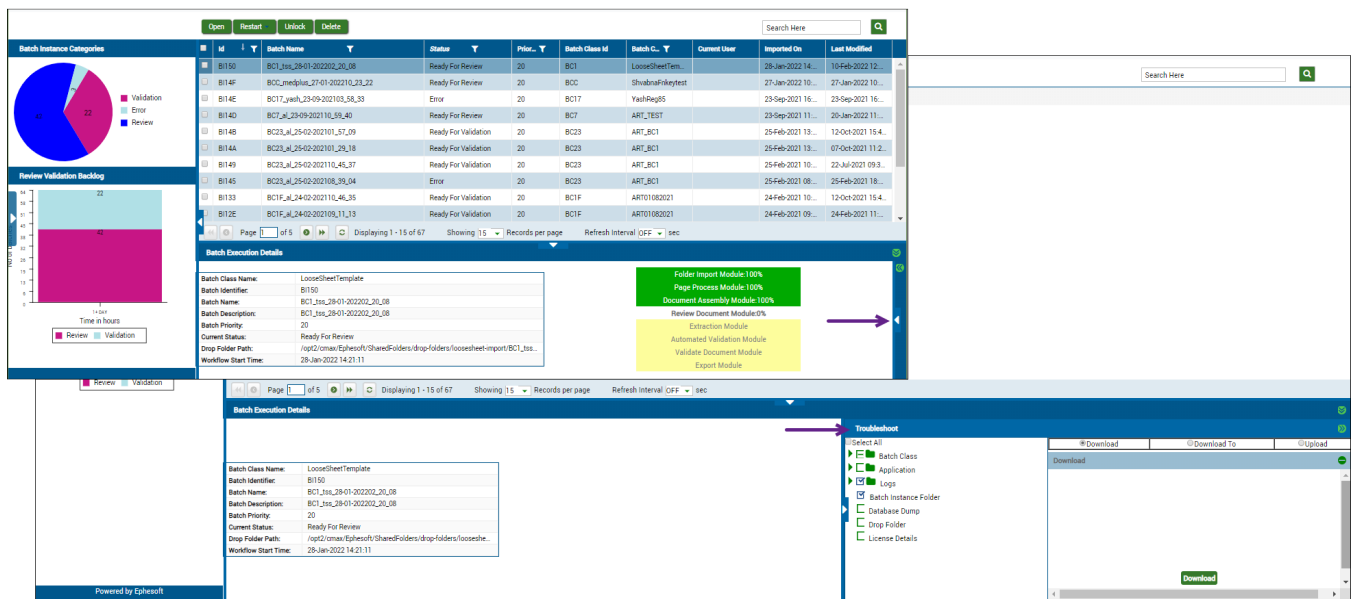
Download the *dcma-all.log*

- 1 Hover over the left-hand tab to access the navigation menu, and then in the *Administrator* options, click *Batch Instance Management*.



- 2 On the *Batch Instance Management* page, select a batch instance in the list to view its details.

- 3 In the *Batch Execution Details* area, click  to open the *Troubleshoot* section.



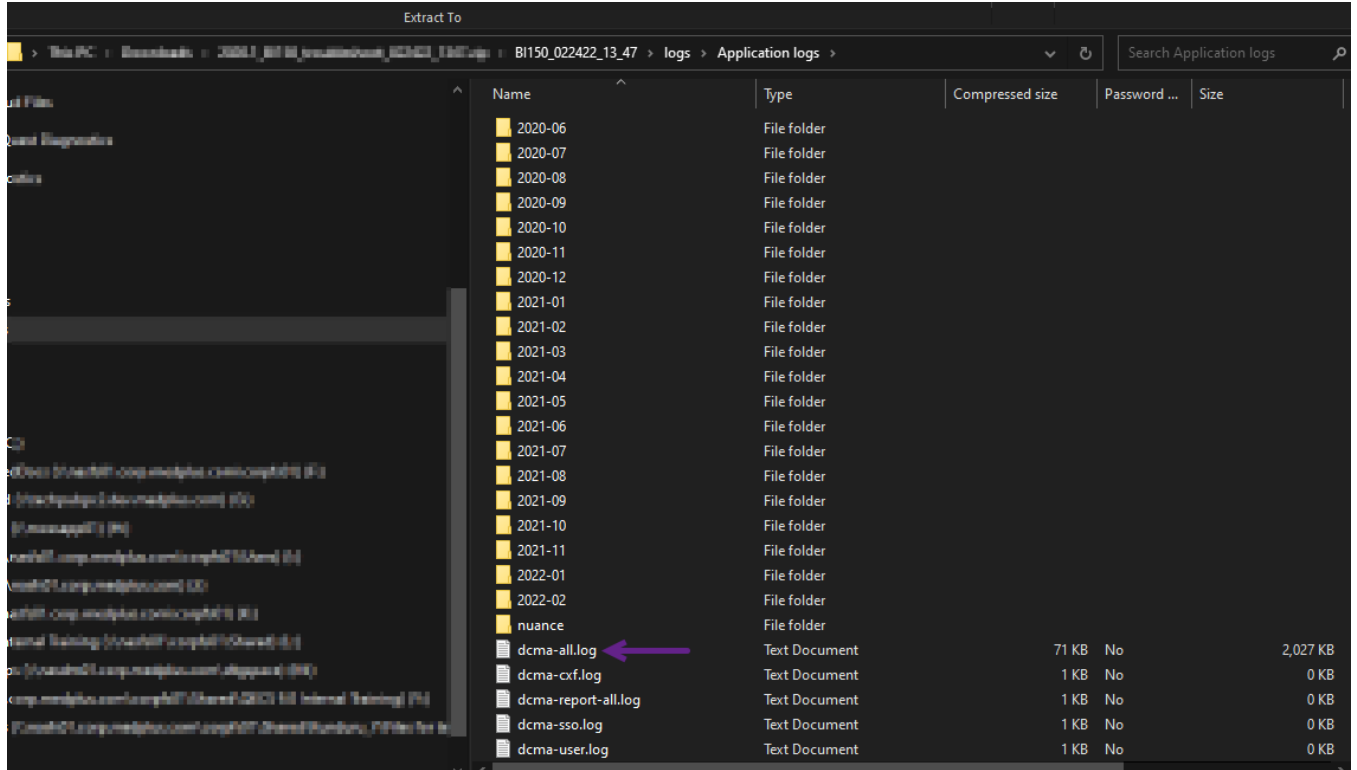
- 4 In the *Troubleshoot* section, select the *Logs* check and the check box(es) for any other information you want included in the download, and then click **Download**.


A .zip file of folders containing the information you selected to include is created and downloaded to your computer.

5 In your workstation's *Downloads* directory, locate the .zip file and extract the files.




Tip: The file name of the .zip includes the batch identifier (for example, 2020.1_BI14F_troubleshoot_022822_157.zip).

6 Once the files are extracted to your workstation, navigate to the *Application logs* folder to view the *dcma-all.log*.



- 3 Select the page that you want to view by doing one of the following:
 - **Review page.** In the middle panel of the *Review* page, click the page that you want to view.
 - **Validate page.** At the top of the left panel of the *Validate* page, click  to access the document page view, and then click the page that you want to view.

Note: If there is no OCR data available for a page, a message appears at the top of the image preview when you initially view the page.

- 4 In the image toolbar, click  to view the metadata that was extracted from the document. When finished viewing the OCR data, click  to return to the image view.
- 5 If needed, from the *Validate* page, click  to close the document page view.

Glossary

Account Number (Acct#)

A numeric identifier assigned to a patient for an individual visit to a care site. Each time a patient visits a medical facility for care, the patient receives a new account number. Quantum ECS uses the account number, along with the patient's medical record number, to reference the collection of documents related to a specific patient visit. See also Medical Record Number (MR#).

Administrators

Users with Administrator permissions can manage batches by adding new document types, building extraction and validation rules, and configuring work flows for each batch class. Administrators can also view batches and restart or delete batches, if necessary.

Assigning Authority

See Medical Record Number Assigning Authority.

Attribute

See Document Attribute.

Bar Code

A machine-readable printed strip of vertical bars used for identification. Quantum ECS uses bar codes for identifying batch types, document types, and patient index information (medical record numbers and/or account numbers).

Base Medical Record Number

See Medical Record Number (MR#).

Batch

A set of paper documents that share identical scanning parameters, for example, paper size, page orientation, scanning resolution, paper density, scanning mode, and bar code recognition characteristics.

Batch Instance

A batch instance contains all the documents that are being processed in a particular work session. The batch instance may be made up of multiple documents of any document type supported by the batch class.

Batch Lock

A lock that is placed on a scanned batch whenever a user retrieves a batch. This lock remains on the batch as long as the batch is open. The lock is released when the batch is closed. This lock protects the scanned images in the batch from being edited or indexed by any other Quantum ECS users.

Batch Type

Scanner, imaging, and indexing information associated with each batch (set of paper documents that share identical scanning parameters) that you scan into Quantum ECS. See also Batch.

Batch Type Header Sheet

The first page of each encounter batch to be scanned. Batch type header sheets provide indexing information for a specific patient encounter.

Cabinet

A storage container that has an assigned name and may contain one or more drawers and numerous folders. Typically, cabinets represent a collection of drawers and folders, which can be used to store non-patient specific or administrative documents such as checks or remittance information. See also Drawer; Folder.

Chart

A collection of documents and discrete information that represents documentation for an episode of care.

Document

The basic unit of information containing specific data that is stored and organized in a patient chart or administrative folder. A document, in Quanam ECS, is very similar to a paper document in the sense that both documents serve the same purpose—providing information. Both paper and Quanam ECS documents have a name that is specific to a department or speciality. Both paper and Quanam ECS documents share many similar attributes such as both can be one page, single sided, multi-paged, double-sided, and both types can be added, edited, annotated, and signed. However, each time a document is revised, Quanam ECS maintains a revision history that tracks each change and creates an audit trail. Documents are stored in Quanam ECS in a variety of formats. The most commonly used document formats are as follows: Text (.txt or .rtf). A text file is a document that someone typed in a word processing program. Scanned Images (.tif, .jpg, .gif, or .png). A scanned image file is a graphic file that someone created by scanning a document. Portable Document Format (.pdf). A PDF document is a generated file that consists of graphics and text. Discrete Data (.rtf). A discrete data document is a file specific to Quanam ECS. The application creates a fielded document based upon information that is stored in the Quanam ECS database. Electronic Forms. An electronic form is a file specific to Quanam ECS. Electronic forms are based upon the form templates your organization created using OpenText™ LiquidOffice™. See also Current Document; Document Instance; Document Version; Obsolete Document.

Document Attribute

A piece of information that occurs within a document and that your organization defines as custom search criteria.

Document Classification

Classification is the process used by IDC to identify document types so that the appropriate rules and logic can be applied to extracted data. This allows IDC to ingest documents of multiple types in a single batch and act upon each of them according to their own rules. Administrators are responsible for setting up classification rules and training IDC to recognize documents that match the classification rules using sample documents.

Document Ingestion

Ingestion is the first step in batch processing, and is also referred to as importing. IDC can ingest both electronic and paper documents. There are several methods for ingesting documents into IDC as well as configurations that control how Transact manages the documents once they've been ingested. For example, things such as local scanners, email import, and other ingestion methods can be used to upload document batches into IDC.

Document Type

A document that belongs to a specific category. For example, document types for medical records might include discharge summaries, invoices, payments received, operative reports, and admission forms. Document types are defined for each batch class. Each document in a batch instance must be classified with a document type.

Document Type Header Sheet

A page that introduces a document within a scanning batch. The document type header sheet is used to index the subsequent pages to a specific document type.

Document Type Properties

Information (for example, minimum and maximum pages, whether or not the document is double sided, the document type bar code, etc) for each document type that will be scanned in as part of a batch.

Document Validation

Validation is the process of verifying that the data IDC extracted from the batch is correct. If data is not correct, Operators can update the information or provide information that is missing. Validation must be completed in order for data and document export to occur.

Drawer

A storage container that contains one or more folders. Folders are used to store non-patient or administrative documents such as checks or remittance information. See also Cabinet; Folder.

Edit

A modification of a document that creates a new version.

Encounter

An episode of care that represents treatment of a patient for a specific issue. See also Account Number (Acct#) or Visit.

Encounter Batch

A batch prepared for scanning that is composed of documents for one patient's account. See also Loose Sheet Batch.

Event

Any action related to a request, including receiving the request, entering the request, printing a response, etc.

Event Date and Time

The date and time of a document, based upon the event that created the “need” for the document. For example, the date and time of a document could be: the date and time the document was scanned into Quanum ECS, when the lab test was reported, or when a transcription is either dictated or the date and time of the event described in the dictation.

External Application

A third-party application that Quanum ECS is configured to start. Based upon how the third-party application is configured to work with Quanum ECS patient-level or account-level information may automatically be retrieved.

Extraction

During the extraction process, targeted data values are extracted from batch documents. IDC can extract data using several methods including key-value extraction, table extraction, fixed-form extraction, and more. Administrators define what information is extracted from the batch documents you process.

File Format

The electronic file format of the document. For example, the format may be .tif, .txt, .rtf, .pdf, .png, or .jpg.

Folder

A storage container that has an assigned name and may contain one or more non-patient specific or administrative documents. See also Cabinet; Drawer.

Group

A collection of users who share the same security permissions.

Header Sheet

See Batch Type Header Sheet and Document Type Header Sheet.

Loose Sheet Batch

A scanning batch composed of documents for several patients and charts. See also Encounter Batch.

Lost & Found

Quanum ECS uses medical record number and account number information to index a patient’s medical information. When incoming patient information includes just the medical record number, just the account number, or neither the medical record number nor the account number, Quanum ECS assigns the documents to the Lost & Found. The Lost & Found can only be accessed from the Lost & Found Search dialog box in Chart Editor.

Master Patient Index (MPI)

A unique number generated by a third-party software system to identify a specific person across a health-care system.

Medical Record Number (MR#)

A unique number generated by the Hospital Information System (HIS) to identify a specific person as a patient. The medical record number stored in Quanam ECS is composed of two elements: a medical record number assigning authority and a base medical record number. The medical record number assigning authority is generally a one or two character code that identifies what system or hospital assigned the medical record number. The MRN Assigning Authority is optional and used in cases where hospitals have multiple facilities or systems that use similar MRN formats in order to avoid overlap between them. The base medical record number is the actual medical number assigned by the system or hospital. Together the medical record number assigning authority and the base medical record number make up a unique number, the composite medical record number, that is stored in Quanam ECS. See also Account Number (Acct#).

Operators

Users with Operator permissions can upload documents for batch processing and review documents that IDC has determined were not classified correctly. Operators can validate the exceptions and, if necessary, manually populate the fields in question.

Optical Character Recognition (OCR)

Recognition of printed or written characters by computer. Each page of text is converted to a digital image using a scanner and OCR technology is then applied to this image to produce a text file. The quality of scanned images is important for OCR.

Quality Review

A Legacy Quanam ECS application that allows a user to perform quality review on scanned documents before uploading them to the Quanam ECS database. All documents that are batch scanned are routed to this application in Quanam ECS.

Scan Operator

A Legacy Quanam ECS application used to scan batches of documents into Quanam ECS.

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[Click here to open the Feedback Form](#)

After you have completed the form, do one of the following (from within the form) to submit your feedback:

- **Email your responses.** To send your responses to us electronically, click *Submit by Email*.
Your default email application is used to email the form content to us.
- **Print the form.** To print the completed form and then mail or fax it to us, click *Print Form*.
Our address and fax number appear at the bottom of the form.

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