

What is verification?

Verification is the process of checking and correcting recognized data. You can create rules to check data in certain data fields. Rules are validated automatically. If a field value does not meet the criteria of a rule, this field is submitted to the operator for checking. During verification, document and batch assembly is also checked.

Document processing stages

Documents are processed in four stages:

Image import. Images are uploaded either automatically or scanned on the Scan Station (see Scanning Operator's Manual).

Recognition. At this stage, the data on document images are recognized. This process is carried out automatically.

Verification. At this stage, data are mainly processed by Verification Operators.

Export. Image and data export is initiated in accordance with the project settings or by the Senior Verification Operator.

Queues and tasks

At each stage, the documents to be processed are placed into a queue. At the verification stage, multiple queues can be formed, depending on the actions to be performed on the documents:

- Document assembly check
- Data verification (checking recognized data)
- Verification (correcting rule errors)
- Batch integrity check
- Export confirmation
- Exceptions (this queue consists of documents and pages with processing errors)

Queue	All Tasks Count	Max Priority	Personal Tasks Count
<Any>	0		
 Document Assembly C...	0		
 Data Verification	0		
 Verification	0		
 Batch Integrity Check	0		
 Export Confirmation	0		
 Exceptions	0		

If separate document assembly check or data verification queues are not selected, these processes are carried out within the verification queue.

Depending on their duties, the Operators are assigned with roles. The **Data Verification Operator** only has access to the data verification queue. The **Verification Operator** has access to all queues, except for export confirmation

and exceptions queues. The **Senior Verification Operator** can access all queues.

Start the station

Click **Start** → **Programs** → **ABBYY FlexiCapture 9.0 Stations** → **Data Verification Station** or **Start** → **Programs** → **ABBYY FlexiCapture 9.0 Stations** → **Verification Station**.

Select a project

When the application starts, you will be prompted to select the project for the verification to take place in. Choose a local project or a project on the server. Click **Open from Server...** to choose the Application Server the project is stored on.

Manage tasks

Documents are processed within tasks that are created automatically. To start working, obtain a task from the selected queue by clicking . When processing is complete, put the task back by clicking .

If you need to put the task off for a while, click  (Postpone Task). Tasks that were postponed will be displayed in the lower part of the window and won't be available to other operators. You can process other tasks and then return to working with the postponed ones. To stop working with a task, click  (Cancel Task). If an unforeseen situation arises when you are working with a task, you can add this task to the exceptions queue by clicking  (Send Task to Exceptions). The Senior Verification Operator can use this button to send a task to any of the queues.

Use the **Task** menu to send selected documents to the exceptions queue (**Send Documents to Exceptions...**), add documents to an existing exceptions queue (**Add Documents to Exceptions...**), remove documents from an exceptions queue (**Delete Documents from Exceptions...**), and view lists of exceptions (**View List of Exceptions...**). When you view the exceptions, you can see the comments made when sending a task or a document to the exceptions queue.

Check document assembly

Pages are assembled into documents automatically. Any assembly errors that occur can be easily corrected in page thumbnail view (click .

Common assembly errors:

1. Wrong page order. To change the order of pages, simply drag pages while holding down the left mouse button. You can also split a document into separate pages and then put together a new document from these pages by using the **Split** and **Merge** commands on the shortcut.
2. Non-matching key field values. Values may not match because of form completion or recognition errors. Correct any values that do not match. If the values do not match due to wrong page order, correct the page order as described above.

Verify the data

Some characters may be recognized incorrectly. You have to verify these characters and correct any errors. This process is called data verification. Fields to be verified are specified by the Administrator.

Data are verified in two steps: group verification and field verification. If there are no fields to be verified at one of these steps, it will be skipped.

In group verification, identically recognized characters are displayed. In field verification, individual field values are to be checked (i.e. suspect characters and format errors). Both group and field verification are done in a separate window.



Correct rule errors

Rule errors are corrected in the document window. To open the document window, double-click the document. Use the  and  buttons on the main toolbar to go to the next or previous error.

Add images

Images can be imported automatically or by the Scanning Operator. If required, the Verification Operator and the Senior Verification Operator can also scan documents (**File**→**Scan Images...**) or load images (**File**→**Load Images...**).

Recognize the documents

Document Definitions are selected and applied automatically. If required, the Verification Operator or the Senior Verification Operator can select or apply a Document Definition via the **Recognition** menu.

Export the data or images

Images are exported automatically in accordance with the settings in the Document Definition. If required, the Senior Verification Operator can export the data or images to the specified destination by clicking **File**→**Export To**.

Keyboard shortcuts

To quickly execute operations, use the following key combinations:

Get task	Ctrl+G
View list of batches	Ctrl+B
View list of queues	Ctrl+Q
Verify data	F7
Confirm	Enter
Postpone verification of an item	Ctrl+Enter
Previous verification item	Shift+F4
Next verification item	F4
Load image from file	Ctrl+O
Scan documents	Ctrl+K
Import images	Ctrl+I
Load images	Ctrl+L
Start recognition	Ctrl+R
Export	Ctrl+U
Help	F1

