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VSS

# **VDE™ and VDE+Images™ Keyer Manual**

**By Viking Software Solutions**

**Version 4.20**

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# General

## Introduction

The **Viking Data Entry System (VDE)** controls what you see and what you can key on your personal computer. The appearance of the screen Forms, the acceptable responses to Menus and data field prompts, etc. are all set up by the person who develops the application. Please contact that person for answers to specific questions about an application.

This manual was designed specifically for the entry operator. The Terms, Function Keys, and use of VDE and VDE+Images are described. More detailed information can be found in the *VDE+Images User Reference Manual* or the On-line Manual.

Although VDE is designed to keep your hands on the keyboard, you may use the mouse to select items on the menu bar and to select items from a pop up list.

## Notation Conventions

Throughout this manual Special Function Keys that you are to press are referenced in bold and a different font. Example: **Enter** or **Field Correct**.

Instructions to select a menu item or key information are referenced in bold. Example: Select **Key-from-Paper** from the **Keyer** menu or Key **A Enter**.

## Viking Messages

If an error occurs a Viking Message will display indicating what occurred. After you have read the message, you must clear the message by pressing **Enter** or clicking **RESET**.



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# VDE Terms

## Batch

A Batch is a work unit consisting of a group of documents that need to be processed together.

## Character Sets

Character sets (sometimes called character sieves) determine which characters end users can key into a Data Field. They sieve out invalid characters.

## Cursor

The Cursor is a one character wide indicator of your current location on the computer screen. It is a solid block that shows you where the next character you key will be placed.

## Data Fields

Data Fields are the most important part of the Form. The Keyer keys data into these fields. During data entry, the cursor will only be in the Data Fields and will never enter the descriptive text area. Data Fields have many attributes that control the information that can be keyed into them. The three types of Data Fields are Standard Fields, Pop Up Fields, and Word Wrap Fields. Once you begin keying into a Data Field, you must complete the field, either by filling it with data or by pressing **Enter**, before you can move to another field.

## Data Record

Data Records consist of the data keyed by a Keyer from one or more Forms.

## Form

The word Form has a special meaning in the VDE System. It refers to all the information that appears in the Form window. Template, format and panel are some synonyms for Form. Developers use the Forms Painter to create Forms. Record Forms and Menu Forms are the two kinds of Forms. The elements of a Form are Text, Lines and Data Fields.

## Form Set

A group of Menu and Record Forms used for a particular application is called a Form Set.

## Form Set Files

The information in a Form Set is contained in a special data file called the Form Set File. There are three variations of the Form Set File:

- a Print File
- a Loadable Form Set File, or
- an Edit List File

## ICR/OCR/OMR (VDE+)

Image Character Recognition, Optical Character Recognition and Optical Mark Recognition are methods used by computers to "read" printed material from an image of a document (or the document itself) and output ASCII characters. The various ICR/OCR/OMR recognition engines can recognize varying percentages of information. All recognition engines make two kinds of errors; (1) Rejects, or unrecognizable characters, and (2) Substitutions, or mis-read errors.

## Image (VDE+)

A graphic picture of a document. Processing the document with a scanner produces an image, which usually creates an image file in one of the standard Image Formats. Viking supports most of the standard Image Formats in Black and White, Gray Scale and Color.

## Image File (VDE+)

Scanners store images in a file. They usually store one image per file; but could store multiple images in a file, which is commonly referred to as a multi-page Image File. An image file can contain images from more than one image class.

## Job

The VDE system uses the word 'Job' to refer to all the data files (or batches) created with a given Form Set. For example, jobs might be Payroll or Invoices or Test data, etc.

## Lines

Lines are a special kind of Text that use the special graphic features of the monitor. Lines and boxes are easy to draw and they make the Form more attractive and easier to read.

## Pop Up Fields

Contains a Pop List consisting of valid entries for the field. When the Keyer's cursor enters the field, the appropriate list pops up.

## Pop Up Lists

Pop Up Lists are assigned to Pop Up Fields with the Forms Painter and are activated when the Keyer's cursor enters the field. They consist of valid field entries that are selected by highlighting them with the **Arrow Keys** and pressing **Enter** or clicking on them.

Continuing to select Pop Up items after the maximum number of items have been selected will deselect the last selection. For example, if a pop up list has been defined to have a maximum of two selected items and a keyer tries to select three, the second selected item will be replaced by the Keyer's third selection. Keyers will not be able to select more than the maximum number of selected items.

## Record Form

Record Forms consist of text, lines and data fields that are used to key data into a Data Record.

## Scan Listing (VDE+)

A Scan Listing is an ASCII text file containing file names, paths, batch numbers, sequence numbers and other information that can be imported to VDE+.

## Scanner (VDE+)

A computer peripheral that inputs paper documents and outputs images of the documents in a special image format (e.g., TIFF).

## Scrolling Forms

A Scrolling Form is a very special type of Record Form. It is made up of a Fixed area consisting of one or more data fields, followed by a Scrolling area consisting of a variable number of repeated identical lines. As the cursor moves through the Scrolling Region, the data fields are moved up and down, in and out of view, as necessary.

- Scrolling Records use four Function Keys not used by Fixed Forms, **Page Down**, **Page Up**, **Last Scroll** and **Exit Scroll**.
- Some functions behave differently in a Scrolling Form. Refer to the *Function Key Considerations* topic.

## Standard Field

Standard Fields are the most common data field, consisting of a fixed length field that is contained on a single line.

## Text

Text is the information on the Form that appears for the benefit of the user. Text is not part of the output Data Record and it is not necessarily associated with any particular Data Field. Entry Operators never key or change the informational text.

## Word Wrap Fields

Word Wrap fields use free-form text. The field may extend over several lines. Data is continuously keyed in this type of field without regard to boundaries. Incomplete words will automatically wrap to the next line.

## Zone (VDE+)

A portion of an image which is to be magnified and displayed in the image window. VDE+ allows you to define up to 16 viewing zones. Display Zones provide a quick way to zoom a specified area of the image. The Entry operator can press the Special Function Key **Zone Change (F8)** to select the Zone to display in the image window.

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# Function Keys

Viking has assigned special functions to the Function Keys on your keyboard. Whenever possible these are single keys, however some of them require you to press the **Shift** key and the function key. Refer to the *Keyboard Diagram* topic or your VDE/VDE+ Keyboard template for the physical location of the Function Keys.

The VDE Function Keys are defined below.

## Auto Skip

This function key acts as a toggle switch to turn Auto Skip on and off. The Auto button is displayed on the menu bar and can be turned on or off by clicking the button with the mouse or by pressing the function key. When **Auto** is on, the cursor skips over all automatically duplicated fields and fields associated with an active Skip Set. When you turn Auto Skip off, the Auto button is grayed on the menu bar and the cursor stops at the beginning of every field not Protected or Locked.

## Character Back

This function is a non-destructive backspace. It moves the cursor to the preceding position in the current field. It does nothing if the cursor is already in the first position of the field.

## Character Delete (Backspace)

This function is a destructive backspace. It replaces the character to the left of the cursor with a blank and places the cursor on it. It does nothing if the cursor is already on the first character of the field. In **Insert** mode, **Ins**, the characters on the right of the cursor are moved to the left of the field replacing the deleted character(s).

## Character Forward

This function moves the cursor forward one character in the current field, provided the current character is valid for that field. The movement is non-destructive. If the cursor is on the last character of the field this function is ignored. Press **Field Forward** to move to the next field.

## Delete Immediate (Ctrl D)

You can only use this function in the Forms Painter in Normal Text mode. It deletes the character under the cursor.

## Duplicate Field

This function copies data from a Dup Buffer into the current field and displays it. It displays an error message if the field does not have a Dup Buffer assigned to it or if the Dup Buffer does not contain any data.

## Enter

This function signals that the field is complete. **Enter** is required to complete fields with the Enter Required attribute, even when the field is completely filled with data.

When you press **Enter** in **Fill** mode, **Fill**, it justifies and fills the remainder of the field with the assigned fill character.

When you press **Enter** in **Replace** or **Insert** mode, **Repl** or **Ins**, it advances the cursor to the next field and no data is lost as a result.

When you are painting a Form, **Enter** advances the cursor to the first character of the next line.

## Escape

Use this function to Exit some Forms and Menus.

## Exit Scroll

Use this function only in Scrolling Forms and Word Wrap fields. In Scrolling Forms, the entire Scrolling Form is completed unless you are in the Fixed Area and there are Must Enter fields that have not been completed. In Word Wrap fields, this function completes the field and moves forward to the next available field.

## Field Back

This function moves the cursor to the first position of the previous field. If your cursor is in the first field, this function is ignored. In Scrolling Items, it moves the cursor to the last field of the previous item or the last Fixed Field. In Word Wrap fields it moves the cursor up one line, retaining the current column position.

## Field Correct

In Verify or Update Stage this function disables field protection, so that a field can be modified. When you complete the field, it will restore protection. In Verify Stage the user must re-verify the field.

## Field Forward

This function moves the cursor forward to the beginning of the next field for entry. When the current field is the last field, it completes the Form. You can not use it to leave a field with the Must Enter attribute. In Word Wrap fields it moves the cursor down one line, retaining the current column position.

## Field Help

This function looks for a Help message associated with this field and displays it. If the developer has not created a Help message for the field, a message appears describing attributes (i.e., alphanumeric 15 characters).

## Flag Field

This function "flags" a field to show that keying valid data is not possible. The **VFMFLG** routine is used to place the # character in the first position of the field and fill the remainder of the field with blanks. Then it bypasses the field's Field Edit routine and does not store the field contents in a Dup Buffer. Using the API, programmers can modify **VFMFLG** to change the field contents in some other fashion.

## Force Character

This function allows you to key a character in a field even though that character is not a member of the field's character sets. The next character keyed will be forced through the character sieves.

## Form Change

This function presents a list of Forms in the Form Set to switch to, if there is more than one Form. It ignores this function if there is only one Form in the Form Set.

## Keyboard Shift

This function toggles the keyboard shift condition on and off. The Shift button is displayed on the menu bar and can be turned on or off by clicking the button with the mouse or pressing the function key. If Keyboard **Shift** is on, lowercase alpha characters are automatically shifted to uppercase. When you are using 029 translation, **Shift** automatically shifts the keys in the numeric cluster. If Keyboard Shift is off, the Shift button is grayed on the menu bar.

## Last Scroll

This function is active only in Scrolling Forms and Word Wrap fields. This function is ignored if the cursor is in the Fixed Area of a Scrolling Form. In Scroll Item fields, it advances the cursor to the last Scroll Item. It will scroll forward if necessary. In Word Wrap fields, it moves the cursor to the last line of the field.

## Location Return

Use this function to return to a record you have previously left by pressing **Location Return** one or more times. Inside a Scrolling Area the cursor returns to the first Scroll Item.

## Mode

This function changes the field completion mode. The field completion modes are **Fill**, **Replace**, and **Insert**. Shown on the menu bar as **Fill**, **Repl** and **Ins**. Each time you press this function the mode changes from one mode to the next. Pressing the **Mode** function key or clicking the menu bar button with the mouse changes **Fill** mode to **Repl**, **Repl** to **Ins**, and **Ins** back to **Fill**.

When **Fill** mode is active, if the user presses **Enter** the characters to the left of the cursor are justified and the remaining character positions are filled with the specified fill character. Characters to the right of the cursor will be lost.

When **Repl** or **Ins** modes are active, if the user presses **Enter** the cursor advances to the next field, no justification is done, and no data is lost. Use **Repl** and **Ins** modes in word processing-like applications and in Update Entry Stage.

If **Repl** mode is active, as you key over a character it is replaced. In **Ins** mode, the new character is inserted, and existing characters are moved to the right. The right-most character in the field may be lost if they are moved past the end of the field.

## Page Back

This function is active only in Scrolling Forms and Word Wrap fields. If the cursor is in the Scrolling Fixed Area, it performs a **Record Back**. In a Scroll Item, the window scrolls towards the top (up) to refill the Scroll Region. If the cursor is already in the first Scroll Item, it goes to the Fixed Area. If the cursor is in a Word Wrap field, this function scrolls the field up one full window.

## Page Forward

This function applies only to Scrolling Forms and Word Wrap fields. In the Scrolling Fixed Areas, it advances the cursor to the first Scroll Item. In Scroll Items, it scrolls forward (down) to refill the Scroll Region. In Word Wrap fields, it scrolls the window forward to refill the window.

## Record Back

This function displays the previous data record, if available.

## Record Correct

In Verify or Update Stage this function disables record protection so you can modify the entire record. When you complete the records last field, record protection is restored. In Verify Stage, the user must then re-verify the record.

After pressing **Record Correct** in **Fill** mode, use **Field Forward** to skip over fields that contain good information. If you use **Enter** to complete a field, the data is replaced with the specified fill character. E.g., it changes a Zero Fill field to zeroes, destroying the previous data.

## Record Delete

This function deletes the current data record. If the cursor is in a Scrolling Item, it deletes only that Scrolling Item. In Word Wrap fields, it deletes the entire line under the cursor.

## Record Forward

This function completes the current Form and presents the next Form unless you are in Create Stage and there are Must Enter fields that need to be keyed.

## Record Insert

This function inserts a new data record immediately in front of the current data record. If the cursor is in a Scrolling Item, it inserts a new Item immediately ahead of the current Item and remains in Create Stage until you key that Item. In Word Wrap fields, it inserts a new line and moves your text down one full line.

## Show Field

Used for Verify Stage only. This function displays the contents of the field currently being verified. The end user must still key Verify the field. In Word Wrap fields, this function displays only the current line being verified.

## Tab

This function moves the cursor forward, one or more fields, to the next field with the **Tab** attribute. If such a field is not found, the Form will be completed. It will also stop on Must Enter field's that have not been keyed, even though it does not have the **Tab** attribute. In Word Wrap fields, it moves the cursor to the next **Tab** in the text line. The default tab stops are every fifth character.

## Zone Change

This function pops a list of up to 16 pre-selected zones of an image. When you select a zone from the list, that area of the image will be displayed in the Image Window.

## Function Key Considerations

Some Function Keys behave differently when used in Fixed Area, Scrolling Forms and Word Wrap fields. The table below shows the different responses.

<b>Function</b>	<b>F</b>	<b>Fixed Part</b>
	<b>S</b>	<b>Scrolling Region</b>
	<b>W</b>	<b>Word Wrap Fields</b>
<b>Exit Scroll</b>	F	Advances to next Form.
	S	Advances to next Form.
	W	Advances to next field.
<b>Field Back</b>	W	Moves up to same position in previous line.
<b>Field Forward</b>	W	Moves down to same position in next line.
<b>Last Scroll</b>	F	Function Ignored.
	S	Advances to the last Scroll Item in the Scroll Region.
	W	Advances to last line in field.
<b>Location Return</b>	F	Returns to last active data record.
	S	Returns to the first Item in the Scroll Region.
<b>Page Backward</b>	F	Backs up one record.
	S	Scrolls backward to refill the Scroll Region. (Backs up to the Fixed Area when on the first Item.)
	W	Scrolls back one window.
<b>Page Forward</b>	F	Advances to the first Scroll Item.
	S	Scrolls forward to refill the Scroll Region.
	W	Scrolls forward one window.
<b>Record Back</b>	F	Backs up one record.
	S	Backs up to the previous Scroll Item.
<b>Record Delete</b>	F	Deletes entire record.
	S	Deletes current Scroll Item.
	W	Deletes the line under the cursor.
<b>Record Forward</b>	F	Advances one record.
	S	Advances to the next Scroll Item.

<b>Record Insert</b>	F	Inserts a new record.
	S	Inserts new Scroll Item before current Item.
	W	Inserts a new line.
<b>Tab</b>	F	Advances to the next Tab stop or to the first Scroll Item.
	S	Advances to next Scroll Item.
	W	Advances to next Tab stop (every 5th character) on line.

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**NOTE:** "ITEM" refers to one occurrence of the scrolling part of the Data Record. A Scrolling Item can occupy more than one line.

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## Function Keys in Word Wrap Fields

Several Function Keys behave differently in Word Wrap fields making it easier to move the cursor and edit data fields.

- Enter** becomes Line Completion. In **Fill** mode all text following the current cursor position moves to the next line.
- Exit Scroll** exits the Word Wrap field. In Verify Stage, it completes the verification of the field when all of the remaining characters are blanks.
- Field Back** becomes Line Back.
- Field Forward** becomes Line Forward.
- Last Scroll** positions the cursor in the last line of the Word Wrap field and changes the page displayed, if necessary.
- Page Back** moves back a page of text in the window.
- Page Forward** moves the next page into the display window.
- Record Delete** becomes Line Delete.
- Record Insert** becomes Line Insert.
- Tab** becomes a convenient way to move across a line five columns (default) at a time.

## Pop Up Lists

Certain applications may make use of Pop Up lists. A Pop Up list appears as a list of selection items surrounded by a box. One of the items is highlighted (displayed with the Reverse Video attribute). This highlight can be moved from one item to the next using the four **Arrow Keys**. The **Enter** key is then used to select one or more items from the list. A Pop Up list can be made up of more than one page (a 'page' is all of the menu items displayed in the window box at one time).

The default Function Keys are:

<b>Enter or Left Mouse button</b>	Selects the current item.
<b>Up Arrow</b>	Moves up one item in list.
<b>Down Arrow</b>	Moves down one item in list.
<b>Left Arrow</b>	Moves left 1 column or if in first column moves to a previous page
<b>Right Arrow</b>	Moves right 1 column or if in last column moves to the next page.
<b>Delete or Right Mouse button</b>	Removes a selection.
<b>Esc</b>	Exits the Pop Up List.



## Image Adjustment Hot Keys (VDE+)

The Image Adjustment Hot Keys are available only when an Image is active.

### Hot Key = Ctrl + Key

<b>Enlarge</b> Insert	<b>First Page</b> Home	<b>Prev. Page</b> Page Up
<b>Reduce</b> Delete	<b>Last Page</b> End	<b>Next Page</b> Page Down

↑ <b>Image Up</b> Slow
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<b>Image Left</b> Slow ←	<b>Image Down</b> Slow ↓	<b>Image Right</b> Slow →
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### Hot Key = Shift + Key

<b>Invert</b> Insert	<b>Initial Image</b> Home	Page Up
<b>Rotate 90°</b> Delete	<b>Full Image</b> End	Page Down

↑ <b>Image Up</b> Fast
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<b>Image Left</b> Fast ←	<b>Image Down</b> Fast ↓	<b>Image Right</b> Fast →
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# Using VDE

This topic teaches you about the Entry Stages, Stage Extensions, Batch Numbering and how to key data for Key-from-Paper jobs (VDE) and Key-from-Image jobs (VDE+).

The only requirement for a Key-from-Paper job is a Form Set with at least one Record Form. For a Key-from-Image Job there is an additional requirement of a Viking Image Detail (VID) file. The Image Detail file includes the batch name, Job Type and the image files that are to be keyed.

When all of the data fields on the Form have been keyed, another Form with more fields to be keyed may appear. Two people cannot key data simultaneously in the same batch.

## Starting Data Entry

1. For Paper Jobs, select **Key-from-Paper** from the **Keyer** menu, or  
For Image jobs, select **Key-from-Image** from the **Keyer** menu.
2. Select a job from the list of available VDE Jobs.

## Batch Selection Dialog

The **Entry Stage** is selected from the **Batch Selection** dialog. A brief discussion follows with more detailed information throughout this section.

**Batch Selection**

**Entry Stage**

- Create[ New ]
- Update
- Verify
- Sample Verify
- Examine

**Extension**

- DAT No Staging
- DS1 New/Updating
- DS2 Verifying
- DS3 Completed
- DS? Any Stage

**Batch Number**

1

**Open Batch**      **Exit this Task**

## Create Entry Stage

Key-from-Paper Jobs require you to enter a Batch Number that is not currently in use.

Key-from-Image Jobs require you to select a batch number from the available list.

## All other Entry Stages

In all other Entry Stages (Update, Verify, Sample Verify and Examine) you must select a batch from the Batch Number list.

### Batch Number

The Batch Number lists only batches available for the Entry Stage you selected. Example: If you select Update Entry Stage the Batch Number list contains only batches with **DS1** Extensions.

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**NOTE:** You must click the Batch Number drop down arrow to see the entire list.

---

## Extensions

### No Staging

If your job does not use staging all of your batches are extended with **DAT**. In Create you must enter a batch number that is not currently in use for this job. In all other Entry Stages you will select a batch from the Batch Number list. Note, that it will list all of your batches for that job.

### With Staging

Jobs that use VDE's staging feature will have an Extension (**DS1, DS2, DS3**) added to the batch name after the batch is created. Staging is used to monitor batch status and is set up by the developer. It allows the developer or supervisor to determine where the jobs are in the keying process. It allows keyers to determine what jobs need to be keyed.

Extension	Status
<b>DS1</b>	Batch has been Created and can still be Updated.
<b>DS2</b>	Batch is ready to be Verified or is being Verified.
<b>DS3</b>	Batch is Completed.

### Restage a Batch

You can override the Extension to restage a batch. The steps are as follows:

1. Select the Entry Stage that you want the batch to be Restaged to.
2. Click the Extension the batch is currently set to.
3. Click the Batch Number list down arrow to display the list of batches.
4. Select the batch to be restaged.
5. Click **Open Batch**.
6. Confirm that you wish to restage the batch.

## Entry Stages

### Create (New)

Use this option to create a new batch.

1. For Paper Jobs, select **Create (New)** Entry Stage and enter a new **Batch Number**. The batch number must be a number not currently in use for this job. Click **Open Batch**.

- or -

For Image Jobs, select **Create (New)** Entry Stage and select a **Batch Number** from the available list. Note that VDE+ Jobs are assigned a Batch Number by the Batch Load Operation. Click **Open Batch**.

2. The Form appears with the cursor in the first field to be entered. You can use the Special Function Keys to move the cursor, complete a field, ask for Field Help, etc.  
For Image Jobs, your first image will also appear in the Image Window.
3. If you select **Interrupt Batch** from the **File** menu, the Extension remains **DS1**. This allows you to continue adding records or to update this batch in Update Entry Stage.
4. If you select **Exit/Save Batch** from the **File** menu, the batch will advance to **DS2 Verify** stage (ready to be verified) or to **DS3 Completed** stage (when Verify is not required).

### Update

Use this option to update records or add records to an existing batch.

1. Select **Update** Entry Stage.
2. Click the Batch Number down arrow to see the list of batches available, **DS1** Extensions.
3. Select a batch from the list.
4. Click **Open Batch**.

At this point you can begin updating or adding records to the existing batch. Depending on the options set by the developer you will start on the first or last record of the batch.

## Updating Records

Use **Field Forward** and **Field Back** to move to the beginning of a field you want to update. You may be required to press **Record Correct** or **Field Correct** before you can modify the existing data. When you have made your changes, complete the Form and the record will be updated.

## Adding Records

There are two ways to add records in Update Stage:

Adding Records anywhere within the batch.

1. Press **Record Correct**.
2. Press **Record Insert** for each record to be inserted.
3. Begin keying the record.

Adding records at the end of the batch

1. Press **Location Return** to advance to the last record in the batch.
2. Press **Record Forward** to advance to a new empty record. The Entry Stage will change to Create, (displayed on the top line of the window).
3. Begin keying additional records.

## Deleting Records

1. Display the record that you wish to delete.
2. Press **Record Correct**.
3. Press **Record Delete** to remove the record from the batch.

## Verify

Use this option to re-key fields to ensure data accuracy. The developer specifies which fields to verify. The contents of these fields will be hidden. The cursor will advance into each field that requires verification. As you key, VDE compares your data, keystroke-by-keystroke, with the data already in the field and displays an error message when it is not the same.

### If the error occurred in the first entry stage:

There are two ways to correct the error, replace and verify the current character keyed or key and verify the entire field.

#### Character Correction

1. Press **Enter** or click **RESET** to clear the message.
2. Press the correct character **two times** in succession.

#### Field Correction

1. Press **Enter** or click **RESET** to clear the message.
2. Press **Show Field** to display the field. (optional)
3. Press **Field Correct**.
4. Key the whole field **two times** (once to key it, the second time to verify).

### If the error occurred in Verify stage:

1. Press **Enter** or click **RESET** to clear the message.
2. Re-key the correct character.

## Auto Skip in Verify Mode

In Verify Stage the Auto Skip condition affects how you verify fields that were left empty during Create Stage. You have control over how this works.

When **Auto** is displayed on the tool bar, all of the fields that were left empty (contain only the fill character) will not have to be verified and the cursor will skip over them.

When Auto is off, it is grayed out on the tool bar, all fields with the Verify attribute must be verified, no matter how the data was originally keyed.

You can turn **Auto** on and off by clicking it on the menu bar or by using the **Auto Skip** (F7) function key.

## Examine

Use this stage to display data records that have been keyed. In this stage you can look, but you cannot modify the data. Use **Field Back**, **Field Forward**, **Record Back**, **Record Forward** and **Tab** to move the cursor to various fields so that you can examine the data.

## Status Bar

The status bar provides you with valuable information about your job.

## VDE

In Key-from-Paper jobs your status bar will indicate the Job name, Options File Indicator (Y=Job.VEO, N=None, D=VDEFAULT), Batch Name, Entry Stage, Form Number, Current Record and Total Records in Batch.



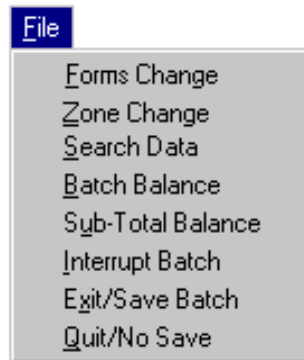
## VDE+

In Key-from-Image jobs your status bar will indicate the Job name, Options File Indicator (Y=Job.VEO, N=None, D=VDEFAULT), Batch Name, Entry Stage, Form Number, Current Record/Total Records, and the Current Image/Total Images in Batch.



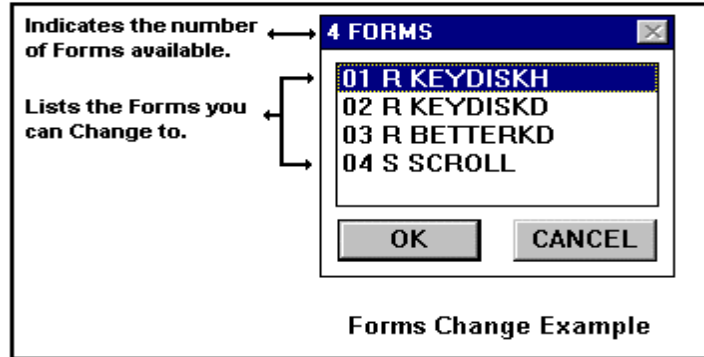
## File Menu

During entry click on the **File** menu (or press **Alt, F**) to select Form Change, Search for Data, do Balancing, Interrupt the Job, or Exit. Some selections may not be activated.



## Form Change

Select **Form Change** from the **File** menu to switch to a different Form. A list of available Forms appears. Select a Form to change to and click **OK** or click **CANCEL**.

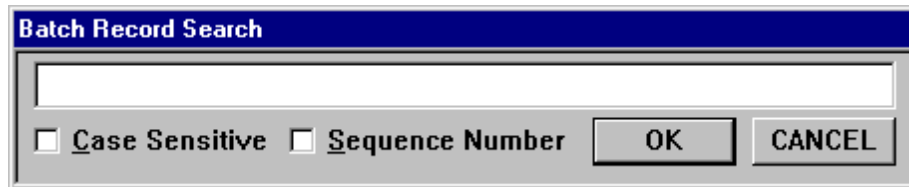


## Zone Change (VDE+)

To change the Image Zone displayed you can select **Zone Change** from the **File** menu or press **Zone Change (F8)**, select the Zone to display and click **OK**.

## Search Data

Select **Search Data** from the **File** menu to search for contents of a data field or its sequence number. The Batch Record Search dialog appears.



## Data Search

1. Key a search pattern.
2. If you want the search to be case sensitive (match search pattern exactly), click the **Case Sensitive** box.

3. To Continue searching, select **Search Data** again from the **File** menu, your search pattern will be displayed. Click **OK** to search again.

-or-

To enter a New search pattern, delete the old search pattern and enter a new search pattern. Click **OK**.

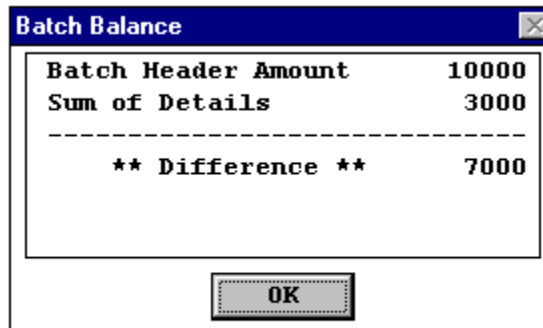
## Sequence Number Search

Use this search feature to search for a Record number within a batch. This is useful in updating records if you know the record number that needs to be updated.

1. Key a record number within the batch.
2. Click on **Sequence Number** box.
3. Click **OK**.

## Batch Balance

Select **Batch Balance** from the **File** menu to see if your entire batch is in balance. A Batch Balance Report appears. Click **OK** or press **Enter** to continue.



The screenshot shows a dialog box titled "Batch Balance" with a close button in the top right corner. The dialog contains a table with the following data:

<b>Batch Header Amount</b>	<b>10000</b>
<b>Sum of Details</b>	<b>3000</b>
-----	
<b>** Difference **</b>	<b>7000</b>

At the bottom center of the dialog is an **OK** button.

Batch Balance Example

## Sub-Total Balance

Select **Sub-Total Balance** from the **File** menu if you have multiple header and detail groups, and you wish to check the balance of your current group. A Sub-Total Balance Report appears. Click **OK** or press **Enter** to continue.

Sub-Total Balance	
Batch Header Amount	10000
Sum of Details	3000
-----	
** Difference **	7000
Number of Detail Records:	1

OK

Sub-Total Balance Example

## Interrupt Batch

Select **Interrupt Batch** from the **File** menu to save the changes made to the batch and leave the Extension set to **DS1**. This selection allows you to continue adding or updating the batch in Update Entry Stage. You may see your Session Statistics, (based on developer set up) if you do, click **OK** to return to the Batch Selection options.

Session Statistics		
Elapsed (hh:mm:ss)	0:00:00	
KeyStrokes		
Total	0	0 /hr
Valid Field	0	0 /hr
Valid Verify	0	0 /hr
Char. Corr.	0	
Field Corr.	0	
Record Activity		
Batch Total	0	
Displayed	0	
Written	0	
Updated	0	
Deleted	0	
Verified	0	

[USER ID] User Name      OK

## Exit/Save Batch

Select **Exit/Save** from the **File** menu when all records are complete for the Entry Stage. Your Session Statistics may display, click **OK** to return to the Batch Selection options. The Extension advances to **DS2** (ready for Verify) or to **DS3** (Completed).

## Quit/No Save

Select **Quit/No Save** from the **File** menu to exit without saving changes. Your Session Statistics may display, click **OK** to return to the Batch Selection options. The Extension does not advance and data keyed will not be saved.

## Menu Bar Functions

The Menu Bar can be used to turn Auto Skip On or Off, select the Field Completion Mode or turn Keyboard Shift On or Off. The menu bar functions are:



The functions can be selected by clicking on the menu bar button with the mouse or by pressing the Special Function Key. See *Entering Data* for more information.

### Auto Skip

This function acts as a toggle switch to turn Auto Skip on and off. The Auto button is displayed on the menu bar and can be turned on or off by clicking the button with the mouse or by pressing the function key. When **Auto** is on, the cursor skips over all automatically duplicated fields and fields associated with an active Skip Set. If you turn Auto Skip off, the Auto button is grayed on the menu bar and the cursor stops at the beginning of every field not Protected or Locked.

## Field Completion Modes

The field completion modes are **Fill**, **Replace**, and **Insert**. Shown on the menu bar as **Fill**, **Repl** and **Ins**. Each time you press this function the mode changes from one mode to the next. Pressing the **Mode** function key or clicking the menu bar button with the mouse changes **Fill** mode to **Repl**, **Repl** to **Ins**, and **Ins** back to **Fill**.

When **Fill** mode is active, if the user presses **Enter** the characters to the left of the cursor are justified and the remaining character positions are filled with the specified fill character. Characters under and to the right of the cursor will be lost.

When **Repl** or **Ins** modes are active, if the user presses **Enter** the cursor advances to the next field, no justification is done, and no data is lost. Use **Repl** and **Ins** modes in word processing-like applications and in Update Entry Stage.

If **Repl** mode is active, as you key over a character it is replaced. In **Ins** mode, the new character is inserted, and existing characters are moved to the right. The right-most character in the field may be lost if they are moved past the end of the field.











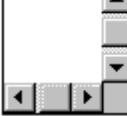
## Keyboard Shift

This function toggles the keyboard shift condition on and off. The Shift button is displayed on the menu bar and can be turned on or off by clicking the button with the mouse or pressing the function key. If keyboard **Shift** is on, lowercase alpha characters are automatically shifted to uppercase. When you are using 029 translation, **Shift** automatically shifts the keys in the numeric cluster. If Keyboard Shift is off, the Shift button is grayed on the menu bar.

## Image Adjustments

Anytime an image is displayed, there are three ways you can adjust the image:

- Use the mouse with the menu bar buttons and the scroll bars, or
- Use the hot keys, or
- Click and Drag to zoom an image area.

	<u>Function</u>	<u>Hot Key</u>
	Display Full Document	Shift + End
	Initial Image Display	Shift + Home
	Invert	Shift + Insert
	Rotate	Shift + Delete
	Enlarge	Ctrl + Insert
	Reduce	Ctrl + Delete
	First Page	Ctrl + Home
	Previous Page	Ctrl + Page Up
	Next Page	Ctrl + Page Down
	Last Page	Ctrl + End
	Image Up & Down	Ctrl + Up Arrow Ctrl + Down Arrow
	Image Left & Right	Ctrl + Left Arrow Ctrl + Right Arrow



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