
VDE and VDE+Images Tutorial Manual

By Viking Software Solutions

Version 4.20

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VDE and VDE + Images Tutorial

Version 4.20

General Overview

Introduction

This manual consists of a series of demo's which will allow you to accomplish two goals. First, you will get some "hands on" experience with Viking Data Entry (VDE) for Windows. Second, you will learn how easy it is to create and use data entry jobs with Viking Data Entry (VDE). After completing the tutorial you will be on your way to becoming an accomplished VDE user.

The tutorial is a series of demos. Each demo goes into more detail than the previous one. It is not necessary to complete all of the demos at one time. You can easily interrupt at the end of a demo and re-start at that point later. Some topics of concern to you may not be addressed initially. Eventually a majority of topics and features are presented.

It is assumed in this manual that the programs have been properly installed on your computer and that you have the appropriate keyboard template in place. Finally, we assume a modest familiarity with Windows.

Contact Viking Software Solutions at **(918)491-6144** if you have any questions. We think we have the best Customer Care Group in the industry. This is your opportunity to test an important part of our product. Don't be shy, call us!

Notation Conventions Used in this Document

In general these conventions are followed. Characters that are to be keyed into the computer and menu selections are shown in bold. (Example: key **AB**, select **Forms Painter** from the **Develop** menu.)

Special Function Keys are shown in a different font and are bold, for example **Record Back**.

Selections can be activated from the menu bar by clicking with the mouse or simultaneously pressing **Alt** and the underlined letter.

Use the **Arrow Keys** to highlight an item and press **Enter** or click the selection with your mouse.

This document refers to the Special Function Keys by their generic names, that is the name of the function they perform. Place the Viking keyboard template on your keyboard. This will help you locate the Special Function Keys.

Viking Messages

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

Installing VDE

Before you install VDE you need to plan where to install it. The installation requires about 10MB of disk space. However, all data files, databases, tables, etc. will be on the disk. Be certain that you have sufficient space and proper access rights to the disk. All production data will be placed in sub-directories under the VDE installation directory.

VDE will run on Windows 95/98/ME/NT/2000. You may install VDE on a shared network drive for multiple users or on a local drive for a single user.

Installation consists of:

- Loading the Files from the CD or diskettes
- VDE license installation
- Executing VDE to test the installation

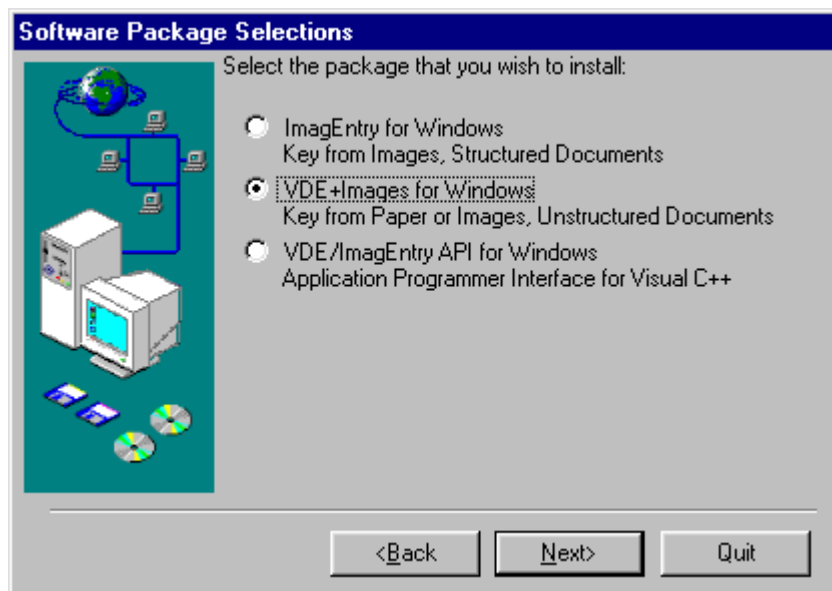
Loading the Files

1. Insert the CD or Disk 1. If Auto Run is enabled the set up program will be executed. If Auto Run is not enabled, select the **Run** command from the Windows Program Manager or from the Windows Start Menu and key **dev:\setup.exe** and click **OK**. "dev" represents your CD or Floppy drive.

If you are initializing from a set of floppy disks your screen dialogs may have a different appearance. At the end of this step go directly to step 5.

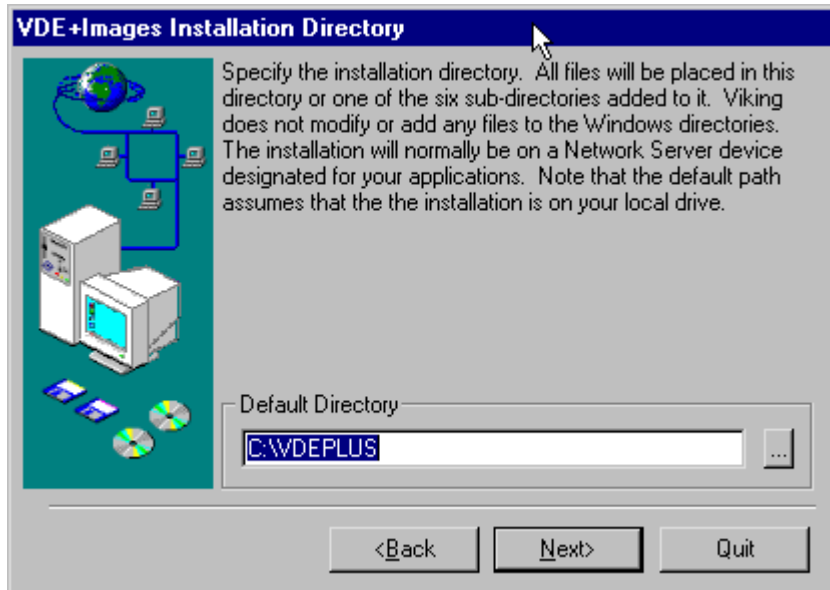


2. The Software Package Selections window appears.



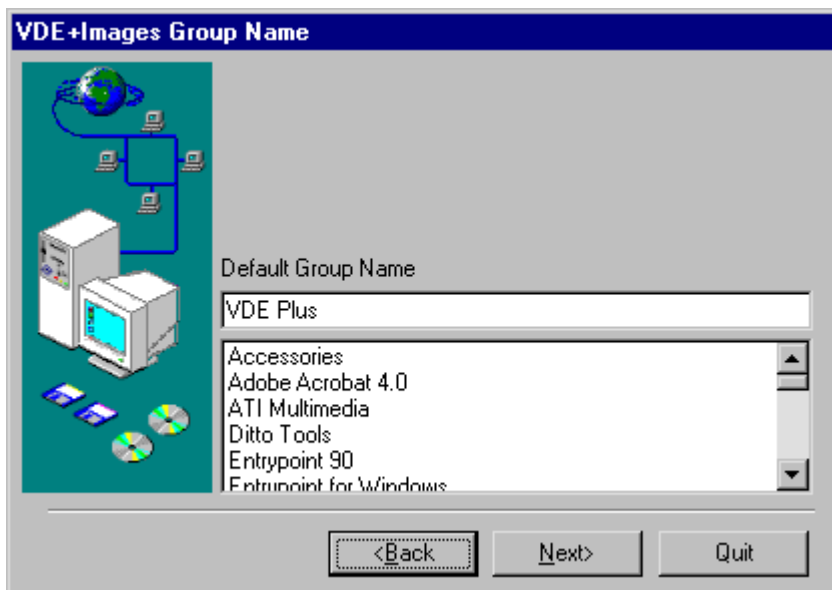
3. Select **VDE+Images for Windows**.
4. Click on the **Next>** button.

- The **VDE+Images Installation Directory** window appears. Specify the name of the VDE installation directory when the Install Destination window appears. The directory will be created if it does not exist. All of the VDE files and sub-directories will be installed in this directory. The default drive and directory is **C:\VDEPLUS**.



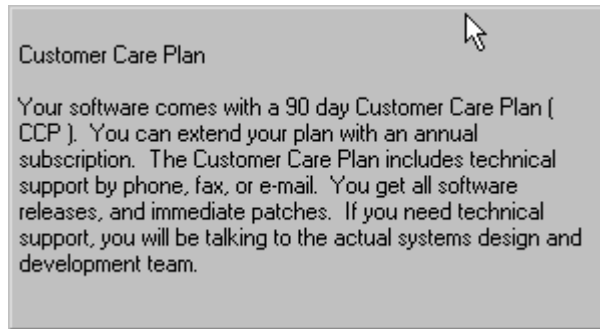
- The VDE Group Name window appears. Select the program group in which to place the VDE Icons. The default group name is **VDE Plus**. Select a group and click on the **Next>** button.

If you are installing from a set of floppy disks, click on the **Finish>** button to continue the procedure.

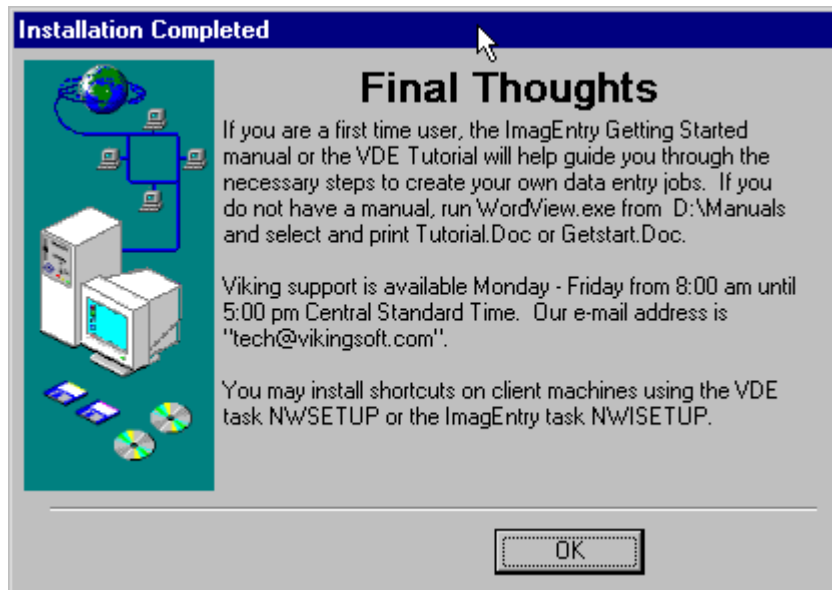


The install program displays the names of the files being copied and a percentage bar indicating its progress. If you are installing from diskettes you will be prompted to insert the requested diskette and click **OK**.

7. The **Customer Care Plan** dialog displays service information before the installation is complete.

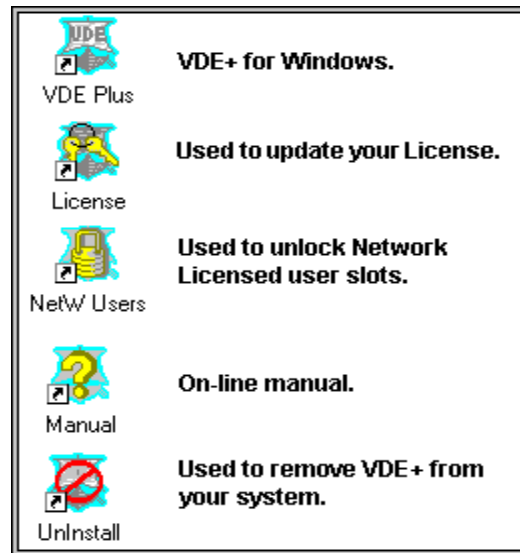


8. After the files have been installed, the **Installation Completed** window appears.



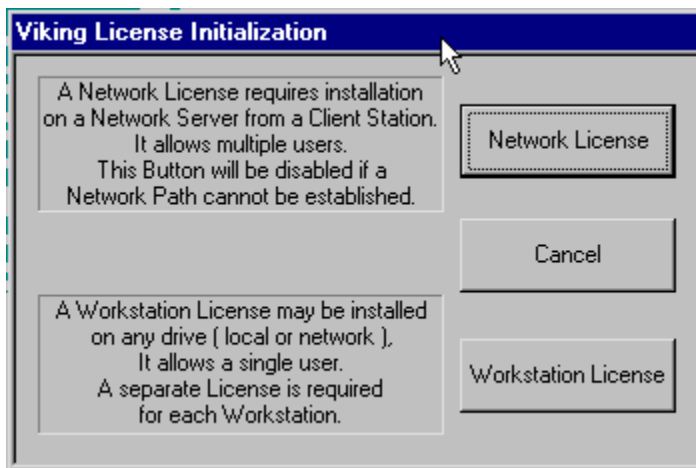
Click **OK** to complete the installation.

NOTE: The VDE program group created by the installation contains five icons: **License**, **Manual**, **NetW Users**, **UnInstall**, and **VDE Plus**.



License Installation

1. After installation is complete, select **Start/VDE Plus/License**. If the Viking license file, *Vlicense.vsl*, has not been created, the **Viking License Initialization** dialog appears.



If an *unauthorized* license file exists, proceed to step 3.

If an *authorized* license file exists, proceed to step 5.

If *no* license file exists, proceed to step 2.

2. Select either **Network License** for multiple users on a server or **Workstation License** for a single user on a specific PC.

NOTE: You cannot select **Network License** if you have not installed VDE on a network server.

3. A **Viking Network or Workstation License Generator** dialog appears. You must enter your Company Name.

There are several ways for you to provide a **License #** and either 2 or 4 **Authorization Codes** to complete the installation.

The screenshot shows the "Viking Network License Generator" dialog box. It has a blue title bar. The main area contains several input fields and a text box. The "Validation # 1" field contains "D486AF29" and the "Company Name" field contains "Viking Software Solutions". The "Validation # 2" field contains "BB8E5081" and the "Network Path" field contains "\\PHX100\PUBLIC\USERS\JERRY\VDE PLUS". Below these are fields for "License #" and "Authorization Codes". A text box contains instructions: "* To Complete your Installation * You must provide your Validation Numbers and Company Name to Viking. Viking will return to you a License Number and Authorization Codes." Below the text box is a list of three steps: 1. Call 918-491-6144 (8:30 am - 5:00 pm CST), ask for Technical Support and provide your Company Name and Validation Numbers. 2. Print and Fax this License information to 918-494-2701. 3. Send an E-mail to tech@vikingsoft.com, attaching your VLICENSE.VSL file. At the bottom are "OK", "Print", and "Cancel" buttons.

Validation # 1	Company Name
D486AF29	Viking Software Solutions
Validation # 2	Network Path
BB8E5081	\\PHX100\PUBLIC\USERS\JERRY\VDE PLUS
License #	Authorization Codes

* To Complete your Installation *
You must provide your Validation Numbers and Company Name to Viking.
Viking will return to you a License Number and Authorization Codes.

1. Call 918-491-6144 (8:30 am - 5:00 pm CST), ask for Technical Support and provide your Company Name and Validation Numbers.
2. Print and Fax this License information to 918-494-2701.
3. Send an E-mail to tech@vikingsoft.com, attaching your VLICENSE.VSL file.

OK Print Cancel

The screenshot shows the "Viking Workstation License Generator" dialog box. It has a blue title bar. The main area contains several input fields and a text box. The "Validation # 1" field contains "D43BA993" and the "Company Name" field contains "Viking Software Solutions". The "Validation # 2" field contains "A5303C44" and the "Workstation Description" field contains "JERRY". Below these are fields for "License #" and "Authorization Codes". A text box contains instructions: "* To Complete your Installation * You must provide your Validation Numbers and Company Name to Viking. Viking will return to you a License Number and Authorization Codes." Below the text box is a list of three steps: 1. Call 918-491-6144 (8:30 am - 5:00 pm CST), ask for Technical Support and provide your Company Name and Validation Numbers. 2. Print and Fax this License information to 918-494-2701. 3. Send an E-mail to tech@vikingsoft.com, attaching your VLICENSE.VSL file. At the bottom are "OK", "Print", and "Cancel" buttons.

Validation # 1	Company Name
D43BA993	Viking Software Solutions
Validation # 2	Workstation Description
A5303C44	JERRY
License #	Authorization Codes

* To Complete your Installation *
You must provide your Validation Numbers and Company Name to Viking.
Viking will return to you a License Number and Authorization Codes.

1. Call 918-491-6144 (8:30 am - 5:00 pm CST), ask for Technical Support and provide your Company Name and Validation Numbers.
2. Print and Fax this License information to 918-494-2701.
3. Send an E-mail to tech@vikingsoft.com, attaching your VLICENSE.VSL file.

OK Print Cancel

- At this time, no license file exists. You must click **OK** and then **Exit/Save** to output a license file with the currently displayed Validation numbers. If you cancel or quit, no license file will be created and the next time you run the license program, a new set of Validation codes will be generated. Save the license now. In order to be valid, the license file must be then updated with the **Authorization Codes** provided by Viking. Select one of the following procedures to request/receive authorization and update the license.

You may call Viking and provide your **Company Name** and **Validation Numbers**. Viking, in return, will provide you with the required **License #** and **Authorization Codes**. Run **Start/VDE Plus/License** and update the license file with the codes.

–or–

You may send a Fax Form to Viking requesting authorization. Select **Print** and a Fax Form will be printed. Viking will respond with a Fax that provides the **License #** and **Authorization Codes**. Run **Start/VDE Plus /License** and update the license file with the codes.

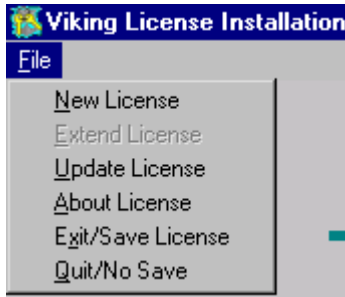
–or–

You may send the unauthorized license file to Viking, and we will complete and return the authorized file by e-mail. The license file is located in the main path and is named **vllicense.vsl**. When Viking returns the authorized file just replace the old one; no further update is required.

- From **Start/VDE Plus/License**, click on **About License**. If your license file exists and is authorized, you will see something similar to the following dialog:



6. Click on **OK** to clear the above dialog. Then, click on **File** to display the following menu options:



New License: Select this if your existing license is no longer valid. Repeat steps 1 through 3.

Extend License: Select this to change the expiration date of a lease or demonstration license.

Update License: Select this to change the licensed packages or user limits.

About License: Select this to display your current license information.

Exit/Save License: Select this to update your current license.

Quit/No Save: Select this to quit without changing your existing license file.

7. Once you have entered the authorization information, your license is complete. Click **OK** to clear the License Information. Select **Exit/Save** from the File menu to exit and update your License File.

Network User Setup

If VDE is installed on a network disk, or sharable drive, other users can access it if the files on the network are given the appropriate access privileges and each workstation is setup with the VDE group and icons.

Network Trustee Rights

Trustee rights must be granted to the appropriate users or groups. If all users belong to a common group, "**groupname**", the following statements will set the rights for the group. If there will be multiple users and no common group, it may be easier to use the Novell FILER program to grant these rights to the individual users. The SMODE command prevents VDE programs from using the search path for data files.

```
> SMODE . 2
> GRANT R F TO "groupname"
> GRANT ALL FOR DATA TO "groupname"
> GRANT ALL FOR HELP TO "groupname"
> GRANT ALL FOR LOGS TO "groupname"
> GRANT ALL FOR TBLs TO "groupname"
> GRANT ALL FOR DEMO TO "groupname"
> GRANT ALL FOR VDEP TO "groupname"
```

Privileges on Other Networks

On other networks, make sure that the VDE main directory has Read and Execute privileges for all users who will be using VDE. The sub-directories will need full rights so that data can be written into those directories.

Workstation Setup

If you installed VDE on a network disk drive, or shareable drive, others can use VDE. To make VDE available to another user, be certain that you know where VDE is installed and complete the following steps;

Windows 95/ 98/ME/NT/2000

1. In the **Windows Explorer**, open the VDEPLUS folder.
2. Double click on **NWSETUP**.

VDE Directories

In addition to the specified installation directory, six sub-directories are created. The installation directory contains the executable programs, libraries, license control files and the Keyboard definition files. The sub-directories and their contents are:

LOGS	Viking User File, Statistics Files, Statistics Reports and Log Files.
DATA	Suggested area to store Production Data Batches.
HELP	On-line Manual and Field Help files.
TBLS	Sequential Tables and Database Tables.
DEMO	Form Sets, etc. for various demos.
VDEP	VDE Production Directory - Form Sets, Option Files, Conversion Definitions and Image Definitions (VDE+).

Developers

Application developers should work in **Development** directories so that they can have separate databases and Form Sets from the "production" files in the VDE sub-directories.

Switch back and forth between these directories by clicking on **Misc** and selecting **Default Path** to specify a different development directory. See *Copy Utility* for information on copying VDE files between the production and development directories.

Trainees\Keyers

Keyers will usually work in the production directories. However, if a keyer is classified as a Trainee then they will be working in the current directory. This means that they can do practice work that does not affect the production area. The trainees could have their logins fixed to set them in the trainees' directory when they start up their computer or log onto the network.

Someone with Supervisor or Developer privileges will need to populate the training directory with the desired files before each training session begins.

Logging into VDE

1. Click on the **VDE Plus** icon.
2. Key **DEMO** for the User ID.
3. Press **Enter** for Password.

If your login fails, press **RESET** and try again.

After you have logged in as DEMO you can add users by selecting **Tables** and **User Maintenance**. See *User Maintenance* for details. After additional User ID's have been added you should either delete the DEMO User ID or give it a password to preserve the security of your VDE system. DEMO has full Developer privilege and not everyone should have access to it.

Before beginning the demo, click on the **Manual** icon or **Help** on the menu bar, and then click on **Overview**. Read all the topics listed under Overview. The demo is easier to use if you have a general concept of how VDE works, know the meanings of the terms used and know how the Special Function Keys work.

Setting up your own Login

Now you will set up your own private login account.

1. Select **User Maintenance** from the **Tables** menu.
2. Click on **Insert**. The Viking User Maintenance Entry Form appears.
3. Key **your initials** in the 'User ID' field and press **Enter**.
4. Press **Enter** in the 'Password' and 'Disable' fields.
5. Key **your full name** in the 'Name' field and press **Enter**.
6. Select **Developers** as your 'Access Level' to give yourself full privileges.
7. Click **OK** to complete the Entry Form.
8. Click **RESET** to clear the Viking Message "User Record was Updated."
9. Click **Exit** to Exit User Maintenance.

Logging in with your own ID and Password

1. Select **User ID** from the **Login** menu.
2. Login using your new User ID and password.

Basic Data Entry Demo

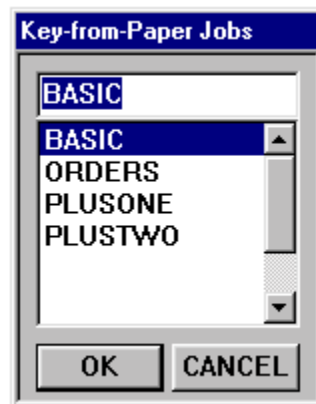
In this demo you will be keying six simple records of a data entry job.

Concepts illustrated are:

Full Window Forms	File Navigation
Keying data	Record Forward and Back
Response time	Searching for specific data records
Left and Right Justification	Advancing to the last record
Zero and Blank Fill	Field Forward and Back
Basic Cursor Navigation	Inserting and Deleting Records
Character Forward and Back	

Starting 'Basic' Demo

1. Select **Key-from-Paper** from the **Keyer** menu.
2. Select **BASIC** from the Key-from-Paper Jobs list and click **OK**.



3. Select **Create(New)** as the Entry Stage.

4. Key a Batch Number of **1** and click **Open Batch**.

If you see the message "Specified Batch Already Exists", press **RESET** and key a different Batch Number. This message occurs when multiple users test the demo.

The Basic Data Entry Form appears and you may begin keying.

Note the status line at the top of your window. It displays the Job Name, Batch Name, Entry Stage, Form No., and the number of data records in the batch.

The menu bar has four items.

- File** The File menu has options to change forms, search, perform balance operations, interrupt a batch, exit and save or quit without saving a job.
- Auto** The Auto button turns Auto Skip on and off. When Auto is grayed out Auto Skip is turned off.
- Fill** This button displays the field completion mode, **Fill** is the default which Justifies and Fills the field, also available are Replace, **Repl** and Insert, **Ins**.
- Shift** The Shift button turns auto Shift on or off. When Shift is grayed out Shift is turned off.

Keying Data

Now you are ready to key some test data. Be sure your menu bar is set to **Auto, Fill**, and **Shift**. Key the data shown in **Table 1**, the Names will be automatically shifted to uppercase for you.

Name	Number
Samuel	123
Thomas	456
Mary Enter	788
Jane Enter	1 Enter
Sam Enter	52 Enter
Sue Enter	5 Enter

Table 1

Now, let's review what you just keyed. Locate the **Record Back (Up Arrow)** on your keyboard and press it **3** times, watching how the status line changes. The Entry Stage changes from Create Form to Update Form and the Record # changes for each Data Record.

Press **Record Forward (Down Arrow)** and notice that the next record appears. This illustrates two important File Navigation features of VDE, **Record Back** and **Record Forward**. You will see more File Navigation features in later demos.

Searching the File

Field Contents Search

1. Select **Search Data** from the **File** menu.
2. On the Batch Record Search, key the search criteria **MA** and click **OK**.
Record 2 should be displayed on the Status Line and the second Data Record (Thomas) appears. Searching for the pattern in the Data Record that you wish to find is unrestricted and the pattern may even cross field boundaries. Also notice that the search will locate a record even if it is behind your present location in the file.
3. To continue your search of **MA**, select **Search Data** from the **File** menu, again. Notice your previous search pattern is still in the dialog box.
4. Click **OK** to search for additional **MA** records (the next record the search will find is Mary).

Record Number Search

1. Select **Search Data** from the **File** menu.
2. Delete the search string **MA**, using **Record Delete**.
3. Key **1** as the search pattern.
4. Click on **Sequence Number** and click **OK**. This search locates Record 1.

Now you know how to locate a record by field contents or record number.

Insert a Record

Make note of the present record number shown on the status line.

1. Press **Record Correct (F3)** and then press **Record Insert**.
2. Key **Harry** and press **Enter** then key **97** and press **Enter**.
3. Press **Record Back (Up Arrow)** and notice that the information you keyed is the new first record and all the other records have been renumbered.

You can insert a record anywhere, even a new first or last record.

Delete a Record

1. Press **Record Delete** to delete the Record that you just inserted.
2. Read the Viking Message that displays, this illustrates that you cannot accidentally delete a record. Click **RESET** to clear the Viking Message.
3. Records must be unprotected before they are deleted, so press **Record Correct** and then press **Record Delete** again. The record will be deleted.

Return to previous Record Location

1. Press **Location Return** to see the last record you keyed (SUE, Record 6 of 6).

Appending Records to the Batch

1. Press **Field Forward (F10)** twice and you will advance to a new record.
The status line will indicate that you are creating again (Create Form) and you can now add more records to the batch.
2. Key **your name (or any five characters)** in the **Name** field and press **Enter**.
3. Press **Field Back (F9)** to return to the **Name** field. Use **Character Forward** and **Character Back** to move the cursor within the field without affecting the data.
4. You can type over one of the characters or use **Backspace** to rub out a character.

Note: Moving the cursor in the Navigation Functions **Character Forward** and **Character Back** does *not* destroy the data. However, in the Navigation Functions **Field Forward** and **Field Back**, moving the cursor *may* destroy data unless the cursor is in the *first* position of the field.

Exiting Data Entry

Be sure you are not in the middle of a field when you try to Exit.

1. Select **Interrupt Batch** from the **File** menu.
2. If you did not complete the last record, you will see the Viking Message **Record was NOT Completed, Do you wish to SAVE it?** Select **NO**.
3. Your Session Statistics will be displayed. Press **Enter** or click **OK** to clear the panel.
4. Click **Exit this Task** when you see the Batch Selection panel.

Other Batch Selection options will be investigated later in the demo. This may be a good time to take a break as the next section will take about 30 minutes and it is best to do it all at one time.

Painting Demo

Concepts illustrated in this demo are:

Forms Painting and Compiling.

Creating a simple data entry job.

Using the job you created.

Next, let's see how easy it is to create a VDE job like the one just demonstrated. Data Entry Jobs are created by painting the Forms using the Forms Painter. Some other names for Forms are templates, formats or panels.

Starting the Forms Painter

1. Select **Forms Painter** from the **Develop** menu.

Naming Your Form

1. Key **your initials** as one word (e.g. ABC) in the file name box and click **OK**.
2. A message will inform you that the file does not exist and will ask if you want to create a new Form Set. Click **YES**.
3. The Forms Painter window appears. Click on **Help** on the menu bar to access the on-line manual. The on-line manual is an excellent reference for questions and details that may not be addressed in this demo.
4. Select **Exit** from the On-line Help **File** menu to return to the Forms Painter.

Creating Your Form

1. Select **Create Record** from the **Paint** menu.

You will see the Record Header Form. This Header contains some basic information VDE needs to know about your Form. Record Forms are used to create data records.

The diagram shows a form with the following fields and annotations:

- Record's ID Number**: Points to the **RECORD FORM ID:** field.
- Record's Name**: Points to the **FORM NAME:** field.
- DATA AREA SIZE:**: Points to the **DATA AREA SIZE:** field.
- Next Record ID**: Points to the **NEXT RECORD ID:** field.
- Form Name**: Points to the **FORM NAME:** field.
- For Linking Forms. (optional)**: Points to the **CLEAR WINDOW - FROM (lin,col): (1, 1)** field.
- Size of the data area containing the fields of this record. (optional)**: Points to the **DATA AREA SIZE:** field.
- Area at the top of the window to be cleared when the Form is displayed. (optional)**: Points to the **CLEAR WINDOW - FROM (lin,col): (1, 1)** field.

2. Key **01** in the **Record Form ID** field to identify this as the first Record Form of the Form Set.
3. Key **BASIC1** in the **Form Name** field and press **Enter**.
4. The Forms Painter will determine the Data Area Size, so press **Field Forward** and in the **Next Record ID** field key **01**.
5. The remaining fields are okay, so press **Tab** to clear the window for painting.

Painting Text

You are in Normal Text Mode and ready to begin painting text. To paint text, position the cursor where you want text and then type it. Be sure to use the mouse or the **Arrow Keys** to move the cursor. **Do not use the spacebar to position the cursor.**

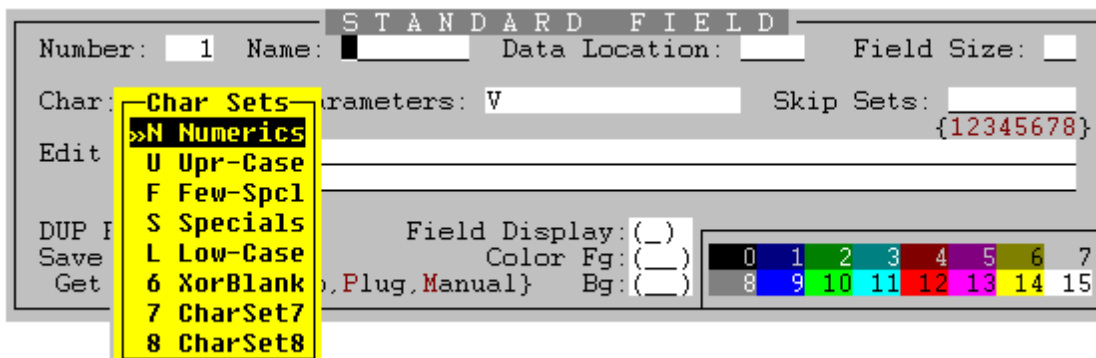
1. Press the **Down Arrow** three times to move the cursor down three lines.
2. Key the title for your Form which is **Basic Data Entry Demo**. If you make an error you can use the **Backspace** key to remove characters and then retype the text.
3. Press **Enter** 3 times and key **Name**.

Defining a Field

Define a data entry field for **Name**.

1. Press the **Right Arrow** two times.
2. Select **Field Definition** from the **Form menu**.
3. Select **Standard** from the **Field Type** menu and press **Enter** (or double click on Standard).

The Standard Field Definitions appear. The '1' in the **Number** field indicates that this is the first field of the Form. You are going to define a 6 character Name field, that accepts only Upper Case Alpha's.



4. Key **NAME** in the **Name** field and press **Enter**.
5. Press **Enter** in the **Data Location** field. (It is an optional field.)
6. Key a **6** and press **Enter** in **Field Size**.

7. Deselect each Character Set except **Upr-Case**.

To deselect an item, click on it with the right mouse button or press the **Backspace** key when the item is highlighted.

The Character Set field is an example of a Poplist field. When the cursor enters the field the Poplist appears for you to make your selection(s).

NOTE: Character sets are a very powerful and flexible way to define what characters are allowed in a data field. On this simple Form you will allow only uppercase letters for the **Name** field and only numerics for the **Number** field. As you will see in later examples, you can have powerful character acceptance (or character sieving) capabilities.

8. Press **Field Forward (F10)** to advance to the next field.
9. In the **Parameters** field, select **Verify** and **Shifted Field**.
To select an item from the list, click on it with the mouse or use the Arrow keys to highlight it and press **Enter**. Press **Field Forward** to complete the field.
10. Press **Enter** 7 times to advance to the **Field Display** field.
11. The underscore is the default **Field Display** character, press **Tab** twice to return to your Form. The field you defined will be displayed with six underscores.

Defining another Field

Define a 3 character, numeric only field.

1. Press the **Right Arrow** 10 times and key the text, **Number**.
2. Press the **Right Arrow** twice and select **Field Definition** from the **Form** menu.
3. Select **Standard** as the Field Type.
4. Give this field a name. Key whatever you wish as the **Name** field.
5. **Field Forward** to **Field Size**, key a **3** and press **Enter**.
6. Deselect each Character Set except Numerics and press **Field Forward**.
7. Press **Field Forward** to accept the default in the **Parameters** field, which is Right Justified, Zero Filled, and Verified, JZV.
8. You can accept the default values in the remaining fields, by pressing **Esc** to return to your Form.

Block Operations

Your Form should look very similar to the Form you keyed data into earlier, except that it is not centered. It is easy to center a block of information using Block Operations.

Define the Block

1. Position the cursor on the 'B' in the title **Basic Data Entry Demo**.
2. Select **UL Block Corner** from the **Block** menu to set the upper left corner of a block.
3. Use the **Right Arrow** or **Use your mouse** to position the cursor on the 'o' in the word Demo.
4. Select **LR Block Corner** from the **Block** menu to set the lower right corner of a block. You have just defined a block of text.

Center the Block

1. Select **Center** from the **Block** menu to center the text.

The title is now centered in your window. Now you are ready to center the remaining text strings and fields.

Define Another Block

1. Position the cursor on the 'N' in the **Name** field.
2. Select **UL Block Corner** from the **Block** menu.
3. Position the cursor on the last underscore in the **Number** field.
4. Select **LR Block Corner** from the **Block** menu.

Notice that the block markers have changed position and are now around the **Name** and **Number** fields.

5. Select **Center** from the **Block** menu to center the two fields and their associated text.

Your Basic Data Entry Form now looks similar to the one you used in the first demo. The only difference is that the status bar shows your initials as the Form Set name.

Compiling the Form

You have completed the Painting process and are ready to Save and Compile the Form.

1. Select **Exit Form** from the **Form** menu.
2. Select **Save/Compile** from the **File** menu.
3. On the Compiling: panel, select **Print File** and **Loadable File**.
4. Click **OK** to begin compiling your Form.
5. A Viking Message will display when the Compiler Output is Complete, click **RESET**.

Printing the Form Set

To print a listing of your Form Set, follow these steps.

1. Select **Viewer/Printer** from the **Misc** menu.
2. Select **Form Set Listing (.lis)** and click **OK**.
3. Select your Form Set and click **OK**.

The Form Set listing will appear in your Viewing window. Use the scroll bars to view the listing. Select **Print File** from the **File** menu if you want a printed copy.

4. Select **Exit** from the **File** menu to exit the Viewer/Printer.

Testing the Form Set with Data Entry

1. Select **Key-from-Paper** from the **Keyer** menu.
2. Select your **Loadable Form Set file** and click **OK**.
3. Select **Create (New)**, **Key a batch number** and click **Open Batch**. Your Form will display in the window for you to begin keying data.
4. Key the data from **Table 1** into your Form. You will see that it works just like the Basic Data Entry Demo worked. In fact, you now know how easy it is to set up a data entry job using the Forms Painter and Compiler.

Name	Number
Samuel	123
Thomas	456
Mary Enter	788
Jane Enter	1 Enter
Sam Enter	52 Enter
Sue Enter	5 Enter

Table 1

5. When you are finished, select **Exit/Save Batch** from the **File** menu.
6. Click **OK** to clear your Session Statistics.
7. Select **Exit this Task** on the Batch Selection panel.

Orders Demo

Concepts illustrated in this demo are:

Keying data with Two Forms, One Form or a Scrolling Form in the Form Set.

Using a User Defined Character Set that accepts only an X or a Blank.

The Field Edits:

DATECHEK to insure a correct date is keyed.

DBTABLES to look up and plug the **Name** and **Phone** fields when the Customer Number is keyed. Also used to look up and plug the **Description** and **Price** fields when the Item is keyed.

NUMPLUG - multiplies the **Price** field by the **Quan** field and plugs the **Total**.

Subtotal and Crossfoot Balancing to validate the Total Order.

Verifying a Batch.

The demos that follow use two table lookups. The Tables are called by the Field Edit, DBTABLES. You will not build a table in this demo, but we thought you might like to know how the tables were built. Each Table was setup by painting a simple Form and Compiling it. The Table was then moved into the tables directory where the Database Tables routine was used to define the Key fields and the data was loaded into the table. Data can be keyed or imported to load the table.

Using Data Entry with two Forms

This demo will illustrate how to use two Forms in the Form Set for a data entry job.

1. Select **Key-from-Paper** from the **Keyer** menu.
2. Select **ORDERS** from the Key-from-Paper Jobs list and click **OK**.
3. Select **Create(New)**, **key a batch number** of your choice and click **Open Batch**. If the batch number already exists, key a different batch number.

The Customer Order Form appears.

This Form is used to capture the Customer Number, Date, if the order requires Express Shipping, Customer Name, Phone Number and the Order Total.

You will now key the information as shown below, on the sample order for Montage Mortgage. However, so that we can demonstrate some of the features more effectively to you, please follow the numbered instructions 4 through 19.

Bookers Office Supply					
Customer #	2 4 1 7 6	Date	7-14-98	Express	X
Name	Montage Mortgage		Phone #	744-0500	
Item	Description	Quan	Price	Total	
407373	Wall Pocket, Legal	1	19.99	19.99	
778	Invisible Tape	10	5.69	56.90	
TOTAL				76.89	

- Key **24176** in the **Customer Number** field.

The Field Edit, DBTABLES, is used to validate the Customer Number. When a Customer Number is found in the table, the **Name** and **Phone** fields are plugged.

- Key **13** into the first part of the **Date** field. The Viking Message **Invalid Month** is displayed because there are only 12 months in a year.
- Press **Enter** to clear the message then key **7** and press **Enter**.
- Key **33** in the next part of the 'Date' field. The Viking Message **INVALID DAY OF MONTH** is displayed.
- Press **Enter** to clear the message and key **14**.
- Key **A** in the last part of the **Date** field. The Viking Message **Character is NOT VALID for this Field.** displays.
- Press **Enter** to clear the message and key **98**.

The date is entered into 3 fields, 2 characters each for month, day and year. The Field Edit, DATECHEK is assigned to insure accuracy of dates keyed and allow year 2000 validation dates.

- Key **X** in the **Express Order** field.

A special character set was assigned to this field that only accepts an X for express shipping or a Blank when express shipping is not needed.

- Key **7689** in the **Order Total** field and press **Enter** to complete the Form.

This will bring up the second form, **Order Details**. The Customer Order Form was setup to link to the Order Details Form. This Form is used to capture the order details; Item #, Description, Quantity, Item Price and Total.

The Auto Dup feature was used to carry the Customer Number over from the Customer Order Form, so that it does not require entry on each Detail Record.

13. Key **407373** in the **Item #** field.

The Field Edit, DBTABLES, is used to validate the Item Number. When an Item Number is found in the table, the **Description** and **Price** fields are plugged.

14. Key **1** and press **Enter** in the **Quan** field.

This field calculates the quantity times price and plugs the **Total** field.

15. Press **Record Back** to see the Detail Record that you just keyed then press **Record Forward** to begin keying the next item.

16. Key **778** in the **Item #** field and press **Enter**.

This performs a partial key lookup and lists all entries in the table that match the number of characters entered. In this case, all entries that begin with 778.

17. Press the **Down Arrow** to highlight **Invisible Tape** and press **Enter**.

18. Key **10** in the **Quan** field and press **Enter**. You have completed the entry order for Montage Mortgage.

19. This entry job is using two forms, CUSTOMER and DETAILS.

CUSTOMER is the Customer Record. **DETAILS** is the Order Detail Record.

To begin keying the next order you need to get back to the Customer Form. To do this press **Form Change (F6)** and select **01 CUSTOMER**. Before you begin keying the Economy Electronic Order, please read the notes below.

Caution: If you have not keyed all of the items, or you have keyed the items incorrectly, a Sub-Total Balance message appears. This message shows the Total Amount of the Order, the sum of the Detail Orders and the Difference. Click **OK** to clear the message. Press **Record Back** to move back into the order, press **Field Forward** to the field that needs to be corrected then press **Field Correct** and key the correct information. After all of the errors are corrected, repeat step 19 to continue the demo.

Notes on Keying Orders

- When the data you key in a field does not completely fill the field, you must press **Enter** to complete the field and advance to the next field.
- When the data you key completely fills the field, the cursor will automatically advance to the next field.
- The **Express Order** field accepts only an **X** or a **blank**. Press **Enter** or the **spacebar** to leave a blank in this field.
- Do not key a decimal in the **Total** fields.
- If you get a Viking Message, press **Enter** or click **RESET** to clear the message.

Bookers Office Supply				
Customer #	9 1 2 0 4	Date	7-21-98	Express <input type="checkbox"/>
Name	Economy Electronic		Phone #	620-5477
Item	Description	Quan	Price	Total
011123	Pens (Rollerball)	2	6.99	13.98
243441	Hi-liters, small	4	2.99	11.96
329127	Pocket Planner	12	16.99	203.88
TOTAL				229.82

Using a Single Form

This part of the demo uses one Form to replace the two Forms used in keying the previous two orders. Notice how this form allows the keying of an entire order in one screen. This is a much better way to key orders.

20. Press **Form Change (F6)** and select **03 ONEFORM** from the Forms List. Click **OK** and you will see the Full Order Form.
21. Key the NDS Temporary Serv. Order.

Note: On this form, the last item you key is the order **TOTAL**. After you key the last **Detail Item**, press **Tab** and key the **TOTAL**.

Bookers Office Supply				
Customer #	4 4 0 1 2	Date	7-10-98	Express <input type="checkbox"/>
Name	NDS Temporary Serv.		Phone #	636-7808
Item	Description	Quan	Price	Total
011795	Blue Pens	50	.89	44.50
329783	Leather Planner	3	64.49	193.47
813324	#9, Win Env's, 500	1	13.99	13.99
133218	File Folders, Ltr	5	10.53	52.65
TOTAL				304.61

Using a Scrolling Form

This part of the demo illustrates using a Scrolling Form to replace the Form used to key the previous Order. Frequently you can not display all of the information to be keyed in one screen, but it is desirable to keep it together as one record. Scrolling Forms can be used to do this when there is a repeated set of items such as the item details of the Orders Form.

22. Press **Form Change** and select **04 Scroll** from the Forms List. Click **OK** and you will see the Scrolling Order Form.
23. Key the Channing Equipment Order.

Bookers Office Supply				
Customer #	6 5 3 8 8	Date	4-12-98	Express <input checked="" type="checkbox"/>
Name	Channing Equipment		Phone #	823-4104
Item	Description	Quan	Price	Total
243119	Yellow, Hi-liters	4	5.49	21.96
243120	Pink, Hi-liters	1	5.49	5.49
133223	Colored Folders	2	10.99	21.98
813417	#6, Bus Env's, 100	10	7.99	79.90
329783	Leather Planner	1	64.49	64.49
TOTAL				193.82

Note: On this form, you must press **Exit Scroll** to complete the Form.

24. Select **Exit/Save Batch** from the **File** menu.
25. The Batch Balance Report displays, click **OK** to clear the report.
26. When the Session Statistics appear click **OK**.

Key Verification

Key verify, also known as double key verify, is the traditional way to insure the accuracy of your data. This demo illustrates this important feature of VDE.

1. Select **Verify** as your Entry Stage on the Batch Selection panel.
2. From the drop down list in the Batch Number box, select the Batch Number **ORDERSnn.DS2** (where **nn** is the 2-digit batch number) and click **Open Batch**.
3. The Form is displayed for you to re-key the Sample Orders. The sample Orders are repeated here for your convenience. Please read the notes below before you begin verifying your data.

Notes regarding Verify Keying

- If you receive a Viking Message while re-keying, press **Enter** and try again.
- Press **Show Field (Shift F4)** to display the original data.
- If the original data is incorrect, press **Field Correct** and correct it. You must then Verify the corrected field.
- The Forms you used when you first keyed the data will automatically be selected for you.

Re-key the Orders that are shown on the next 2 pages.

Bookers Office Supply					
Customer #	2 4 1 7 6	Date	7-14-98	Express	<input checked="" type="checkbox"/>
Name	Montage Mortgage		Phone #	744-0500	
Item	Description	Quan	Price	Total	
407373	Wall Pocket, Legal	1	19.99	19.99	
778243	Invisible Tape	10	5.69	56.90	
TOTAL				76.89	

Bookers Office Supply					
Customer #	9 1 2 0 4	Date	7-21-98	Express	<input type="checkbox"/>
Name	Economy Electronic		Phone #	620-5477	
Item	Description	Quan	Price	Total	
011123	Pens (Rollerball)	2	6.99	13.98	
243441	Hi-liters, small	4	2.99	11.96	
329127	Pocket Planner	12	16.99	203.88	
TOTAL				229.82	

Bookers Office Supply				
Customer #	4 4 0 1 2	Date	7-10-98	Express <input type="checkbox"/>
Name	NDS Temporary Serv.		Phone #	636-7808
Item	Description	Quan	Price	Total
011795	Blue Pens	50	.89	44.50
329783	Leather Planner	3	64.49	193.47
813324	#9, Win Env's, 500	1	13.99	13.99
133218	File Folders, Ltr	5	10.53	52.65
TOTAL				304.61

Bookers Office Supply				
Customer #	6 5 3 8 8	Date	4-12-98	Express <input checked="" type="checkbox"/>
Name	Channing Equipment		Phone #	823-4104
Item	Description	Quan	Price	Total
243119	Yellow, Hi-liters	4	5.49	21.96
243120	Pink, Hi-liters	1	5.49	5.49
133223	Colored Folders	2	10.99	21.98
813417	#6, Bus Env's, 100	10	7.99	79.90
329783	Leather Planner	1	64.49	64.49
TOTAL				193.82

4. The Batch Balance Report displays. Click **OK** to clear.
5. The message "Verify Completed" displays when you have finished re-keying the invoices. To clear the message press **Enter** or click **RESET**.
6. The Session Statistics will display automatically. Click **OK**.
7. Select **Exit this Task**.

Break Time!

This is a good time for a break.

The next demo will take about two hours. It is a training tool that takes you step-by-step through painting a scrolling form, setting up balancing options, and defining a conversion. It will teach you how to set up a Form, how to define the data field attributes and illustrate to you how the entry operator will be affected by the field attributes you define.

Painting a Scrolling Form

Concepts illustrated in this demo are:

How to paint a Scrolling Form.

Establish Field Edits.

Plug data into fields.

In this demo you will paint a Record Form very similar to the Scrolling Solution Form you used in the previous demo.

Start the Forms Painter

1. Select **Forms Painter** from the **Develop** menu.
2. Key your initials, (e.g. ABC) followed by **SCR** as one word (e.g. ABCSCR) as the File Name and click **OK**.
3. A Viking Query displays, stating that this Form Set does not exist and asking if you want to create it, click **YES**.

NOTE: If you do not see the message, it means there is already a Form Set with that name. Exit the Forms Painter and start over using a different Form Set name that will be unique.

Define your Window Layout

1. Select **Form Set Header** from the **General** menu.
2. Press **Enter** 3 times.
3. Key **L** to select the Large Font.
4. Press **Enter** in the **ImageWin** field.

This application does not require an Image. However, the painting instructions will make allowance for an Image Window so that this Form Set can be easily modified for use with Images later.

5. Press **Enter** for a Black **Foreground**.
6. Key **07** for a Light Gray **Background**.

Define a new Character Set

The Form you will be painting requires a special character set. This character set will accept only an X or a blank in the field. To define this character set, follow the instructions below.

1. Select **Character Sets** from the **General** menu.
2. Press **Field Forward** until the cursor is on the 'C' in **CharSet6**.
3. Define the new character set name by keying over **CharSet6**. Key **XorBlank** – do not key any spaces.
4. Press the **spacebar** and key an **X**. The space character must be defined as the first character of the new character set.

5. Press **Tab** to exit Character Set Definitions.

Create the Record Header Form

1. Select **Create Record** from the **Paint** menu.
2. Key **01** in the **Record Form ID**.
3. Key **ORDERS** in the **Form Name** field and press **Enter**.
4. **Tab** to complete the Record Form Header.

Change your Form Defaults

1. Select **Change Defaults** from the **Form** menu.
2. Press **Enter** to advance to the **Character Sets** field and deselect all **Character Sets** except **Numerics**.

Deselect by pressing the **Backspace** key when an item is highlighted or clicking the right mouse button when the item is highlighted.

3. Press **Esc** 2 times to return to your Form.

Paint the Form

Now that you have specified all of the general information about the Form it is time to paint the Text, Fields and Lines that will make up the Form.

Painting Text

You begin painting in Normal Text Mode, this mode allows you to key informational text on the Form before you define the data field.

Caution: Do not to use the spacebar to move the cursor, use the **Arrow Keys**. If you key spaces, remove them with the **Backspace key**.

1. Use the **Down Arrow** to position the cursor on line 16. You can see what line you are on by watching the Status line at the top of your screen.
2. Key the text listed on the **Text Entry Form** below.

The number listed in the circle is the number of times you need to press the **Right Arrow** before keying the next piece of text.

Do not use the spacebar to move the cursor. Spaces are significant and occupy a position in the Form. If you use the spacebar, your data location will not be empty and you will not be able to define a data field in that area. If you accidentally use the spacebar, use the **Backspace** key to delete the spaces.

Press **Enter** 2 times to complete each line of text.

Customer Number	(10)	Date	(13)	Express Order	(6)	Total \$
Name	(30)	Phone				
Item #	(12)	Description	(15)	Quan	(4)	Price (6) Total

Text Entry Form

Defining Fields

Now that all of the information text has been keyed you can begin defining the data Fields of the Form.

Customer Number Field

1. Position your cursor, using the **Right Arrow**, two spaces after the text **Customer Number**.
2. Select **Field Definition** from the **Form** menu.
3. Select **Standard** as the Field Type. (Select Standard and press **Enter** or double click on it.)

The Standard Field Definition Form appears. The **1** in the **Number** field indicates that this is the first field of the Form.

4. Key the following information into the indicated fields.

Note: Use **Field Forward** to move over fields not requiring an entry and press **Enter** to complete fields.

<u>Field</u>	<u>Key or Select</u>
Name:	CUSTNUM
Field Size:	5
Char:	N
Parameters:	VM (Verify and Must Enter)
Edit & Args:	DBTABLES CUSTDEMO,CUSTNUM(),CUSTNAME,PHONENO(CUSTNUM ,CUSTNAME,PHONENO)
Save:	4
Get:	0
Background:	15 (white)

The 5 character, numeric, field you defined is displayed with underscores.

Date Field

Next, define a field for **Date** using the Field Edit, DATECHEK. The Field Edit Arguments, that you define will check the accuracy of the complete date and allow for a year 2000 compliant date.

****** Please **Field Forward** past the Fields that do not require an entry or change. ******

1. Position your cursor, using the **Right Arrow**, 2 spaces after the text **Date**.

2. Select **Field Definition** from the **Form** menu and select **Standard**.
The **2** in the **Number** field indicates that this is the second field of the Form.
3. Key the following information for field 2, the **Date** field.

<u>Field</u>	<u>Key or Select</u>
Name	DATE
Field Size:	6
Char:	N
Edit & Args:	DATECHEK MDY(DATE)(C=20<40)
Save:	1
Get:	1
(?)	M
Bg:	15 (white)

The Field Edit, DATECHEK, specifies that the Date field includes a 2 digit month, day and year, in that order. The default Century is 19. However, if the year keyed is less than 40 then it assumes the Century 20. (So, if a operator keys the date as 121239 the date is tested to be December 12, 2039.)

The Dup Buffer you assigned, will Save and Get the date from Dup Buffer 1. This allows the operator to press **Field Dup** to duplicate the date previously keyed, saving valuable keystrokes.

Express Order Field

Next, define the **Express Order** field using the Character Set you created.

1. Position your cursor 2 spaces after the text **Express Order**.
2. Select **Standard** field and define the field as follows:

<u>Field</u>	<u>Key or Select</u>
Name	EXPRESS
Field Size:	1
Char:	6 (XorBlank)
Parameters:	VMS (Verify, Must Verify and Shifted)
Bg:	15 (white)

You have defined a 1 character field that will accept only an **X** or a **blank**, because you assigned the customized character set that you defined previously. The field Must be Verified and if a lowercase **x** is keyed it will automatically be Shifted to uppercase.

The **Total \$** data field will be defined under the text, instead of beside it, so you can define the **Name** and **Phone** data fields first.

Name Field

1. Use your mouse pointer to position your cursor 2 spaces after the text **Name**.
2. Select **Standard** and define the fields as follows.

<u>Field</u>	<u>Key or Select</u>
Name	CUSTNAME
Field Size:	25
Char:	NUSL
Parameters:	Deselect all and press Field Forward .
Fg:	15 (white)
Bg:	8 (dark gray)

Phone Field

1. Position your cursor 2 spaces after the text **Phone**.
2. Select **Standard** and define the fields as follows.

<u>Field</u>	<u>Key or Select</u>
Name	PHONENO
Field Size:	15
Char:	NS
Parameters:	Deselect all and press Field Forward .
Fg:	15 (white)
Bg:	8 (dark gray)

Total \$ Field

Next, define the **Total \$** data field.

1. Position your cursor at Line 18, Col: 61 (see your status line at the top of your screen).
2. Select **Standard** and define the fields as follows.

<u>Field</u>	<u>Key or Select</u>
Name	TOTAL
Field Size:	10
Char:	N
Parameters:	JZEV
Bg:	14 (yellow)

Paint Scrolling Line Items

Before you set up your Scrolling Window you will need to paint one instance of the Scrolling Line as if it were like any other part of the Form.

1. Position your cursor on Line:22 Col:1. This will leave one blank line between the text and the data fields, so that you can draw lines on this Form later in the demo.
2. Define a field named **ITEM**, that is **6** characters, Numeric only, Must be **Entered** and **Verified**.
3. Assign the Field Edit, **DBTABLES** and the following arguments. Remember, do not key spaces.
PRICDEMO,ITEMNUMB()ITEM,DESC,PRICE(ITEM,DESC,PRICE)
4. Make the Foreground Black and the Background White.
5. Position your cursor on Line:22 Col: 10.
6. Define a field named **DESC**, that is **32** characters. Select Character Sets **NUSL** and do not select any Parameters (deselect all parameters).
7. Make the Foreground White and the Background Dark Gray.
8. Position the cursor on Line:22 Col:45.
9. Define a field named **QUAN**, that is **4** characters, Numeric only, will Right **Justify**, **Zero Fill**, that must be **Entered** and **Verified**.
10. Assign the Field Edit **NUMPLUG** and the arguments **TOT=QUAN*PRICE**.
11. Make the Foreground Black and the Background White.
12. Position the cursor on Line:22 Col:52.
13. Define a field named **PRICE**, that is **6** characters, Numeric only, will Right **Justify**, **Zero Fill**, and **Blank Fill** if empty.
14. Assign the Field Edit **NUMPLUG** and the arguments **TOT=QUAN*PRICE**.
15. Make the Foreground White and the Background Dark Gray.
16. Position the cursor on Line:22 Col:63.
17. Define a Field named **TOT**, that is **8** characters, Numeric only, the field is **Protected** and is assigned the Skip Set **1**.
18. Make the Foreground White and the Background Dark Gray.

Center the Form

Before setting the Scrolling Window you need to center the Form.

1. Position the cursor on the 'C' in **Customer Number**.
2. Select **UL Block Corner** from the **Block** menu, to define the upper left corner.
3. Position the cursor on the last underscore '_' in the **Total** field.
4. Select **LR Block Corner** from the **Block** menu, to define the lower right corner.
5. Select **Center** from the **Block** menu and the text and fields will be centered.

Paint Lines

1. Position the cursor two spaces to the left of the 'C' in **Customer Number**.
2. Select **Line Drawing** from the **Form** menu.

You are now in Line Drawing mode. **Backspace** and the **Arrow Keys** are the only keys you can use in Line Drawing Mode. Use the **Arrow Keys** to draw lines. When you change directions, the Painter will know what to do. Use the **Up** and **Down Arrows** to draw vertical lines. Notice that the corners and intersections will be put in automatically for you.

3. Press the **Up Arrow** 2 times and then press the **Right Arrow** until you are at Line: 15 Col: 77.
4. Press the **Down Arrow** until you are on Line:26 Col:77. This will leave additional space for the Scrolling Line Items.
5. Use the **Left Arrow** and **Up Arrow** to complete the box around the text and fields.

Notice that the Forms Painter turned the corners for you. If you make a mistake, **Backspace** will remove the line drawing characters in reverse order. You will have three blank lines inside the box immediately under the one Scrolling Item you painted. This will allow four lines of scrolling inside the window that you will set next.

6. Draw the additional lines shown on the Order Form, below.

Customer Number <input type="text"/>		Date <input type="text"/>		Express Order <input type="checkbox"/>	Total \$
Name <input type="text"/>			Phone <input type="text"/>		<input type="text"/>
Item #	Description	Quan	Price	Total	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

NOTE: You should get the Form to look exactly as you want it to look, before setting the Scrolling Window.

7. When the Form you have painted looks like you want it to look, select **Normal Text** from the **Form** menu.

Setting the Scrolling Window

1. Select **Set Scroll Window** from the **Form** menu. The Scroll Item Header displays.
2. The **Scroll Item Name** field is optional but let's give it a name. Key **ORDRITEM**.
3. **Field Forward** to pass the **Item Data Area Size** field which is optional.
4. You must specify the maximum number of times this item can occur so key **100** and press **Enter** in the **Item Maximum** field, this will return you to your Form.
5. Position the cursor on the first underscore under the text **Item #** field.
6. Select **Top Line, Item 1** from the **Scroll** menu.
7. Do not move the cursor, select **Bottom Line, Item 1** from the **Scroll** menu. You have now defined a single line scroll item.

NOTE: The Scrolling Window must be large enough for two Items to be displayed and the window size must be an even multiple of the number of lines required to display a single item. That is, if there are three lines defined in the Form for the Scrolling Items, the window must be at least six lines long or any other multiple of three.

8. Press the **Down Arrow** 3 times to position the cursor on the last line of the scroll window. This can be any where in the last line, but must be above the line you drew around your text and data fields.
 9. Select **Last Scroll Line** from the **Scroll** menu.
-

NOTE: If you need to make any changes to the scrolling portion of your Form, you should undo the Scrolling Form by selecting **Undo Scroll Form** from the **Scroll** menu. You may then make changes and reset the Scroll Window.

10. Select **Scroll Item Header** from the **Scroll** menu. Notice that the location of the Scroll Window, is defined by the assigned line numbers.
11. Press **Esc** to return to your Form.
12. Select **Exit Scroll Form** from the **Scroll** menu and then select **Exit Form** from the **Form** menu.

Saving and Compiling the Scrolling Form

1. Select **Save/Compile** from the **File** menu.
2. On the Compiling: panel, select **Print File** and **Loadable File**. Click **OK**.
3. Click **RESET** to clear the "Compiler Output Completed" message.

The compilation begins immediately.

If you have any compile errors, the Forms Painter will list the errors at the top of the window and it will list the name of your Print File. Read the information at the top of the window.

You can View or Print your Form Set and the error file, if any. See *Printing the Form Set* on Page 25 for information on how to use the Viewer/Printer.

Note: The printed Form Set will be helpful to you later in this session.

Option Definitions

In this demo you will define Options for the Form Set you just created. You will also have an opportunity to alter some of the default settings that come with VDE to do Automatic Saves, Time-Out, Crossfoot Balancing, and to accumulate a grand total of all the orders in a batch.

Defining Options

1. Select **Option Definitions** from the **Develop** menu.
2. Key your Form Set Name (**your initials followed by SCR** as one word) and click **OK**.
3. A Viking Query displays, indicating that your defining a new VDE Options file for your Form Set and asking if you wish to continue, click **YES**.

The Basic Options - Page 1 appears, with the default settings listed.

4. Change the **Perform transaction logging** option from **N** to **Y**, and key an interval of **5** minutes to minimize your risk of lost data, press **Enter**.
5. Change **Set a time-out period** from **N** to **Y** and key **30**. This will cause the program to do an Exit and Save if 30 minutes elapses without a key being pressed by the entry operator.
6. You can accept the remaining defaults on Page 1. Read through the rest of Page 1 to become familiar with the many Options that are available.
Press **Tab** to bring up the Basic Options - Page 2.
7. Read the Page 2 Options that are available and press **Tab** to complete the Basic Option Definitions

Defining a Crossfoot Balance

In order to define Crossfoot and Balance Operations you must have available a Form Set Print File Listing. This List provides all of the Form and Field numbers and other information required to define your calculations.

If you printed your Form Set Print File, the Listing should correspond to the Form and Field numbers referenced below.

The first Crossfoot Calculation Balance will make sure that the **Total \$** field is equal to the sum of the Line Item **Total** fields.

1. Select **Record Crossfoot** from the **File** menu to access the Crossfoot Balance panel.
2. Key a **1** and press **Enter** in **Crossfoot Balance for Record Form** field.
3. Key **F6-S5** in the **Balance Calculation** field and press **Enter**.

This will subtract the **Total \$** field (fixed field 6) from the sum of the line item **Total** field (scrolling field 5).

4. Select item **D** on the Balance Error menu.

This specifies that an error is to be displayed if the result is not equal to zero, when the keyer presses **Exit Scroll** to complete the record.

5. Press **Enter** in the **Balance Tolerance Range** field.

No tolerance is acceptable, the difference must be zero to be in balance.

6. Select **A** to resume the current record after the message is cleared.

If an error occurs, this allows the operator to clear the message and resume on the same record until it is in balance.

7. Key a **6** and press **Enter** in the **Resume on Field Number** field.

If an error occurs, after the message is cleared and the record resumed the cursor will be in field 6, which is the **Total \$** field.

8. Key **Out of Balance:** in the **Message** field and press **Enter**.

This is the message the Keyer will see, if an error occurs.

A new Crossfoot Balance panel appears to define additional Crossfoot Balances.

Defining Batch Totals

Now you will define a Batch Total to count the number of Orders in the batch, obtain a Total of all Orders in the batch, obtain a Line Item Total for the batch and compare the two totals to confirm all orders are in balance.

1. Select **Batch Total** from the **File** menu.

The information that you will key in the **A#** and **Balance Report Text** fields serves two purposes:

The **A#** (Blue) field is where you define the accumulator number that will be used.

The **Balance Report Text** (Yellow) field is the description that the Keyer will see when the batch is completed or when a Batch Balance is requested. If an Accumulator number is specified for a Text line, its value will be inserted on the right margin.

The Batch Total Panel is used to determine other specific options for balancing.

2. Key **1** and press **Enter** in the first **A#** field.
3. Key **Total # of Orders** in the first yellow **Balance Report Text ..** field and press **Enter**.
Accumulator 1 will be used to store the number of orders in the Batch.
4. Press **Enter** (this will leave a 00 in the **A#** field). In the yellow field, **key dashes** (see example on the next page).
5. Press **Enter** twice to leave a blank line.
6. Key **2** and press **Enter** then key **Batch Order Totals** and press **Enter**.
Accumulator 2 will be used to store the sum of all the **Total \$** fields in the batch.
7. Key **3** and press **Enter** then key **Line Item Totals** and press **Enter**.
Accumulator 3 will be used to store the total of all of the line item **Total** fields in the batch.
8. Press **Enter** and key another line of dashes.
9. Key **20** in the next **A#** field then key ****Difference**** and press **Enter**.

Accumulator 20 is the only accumulator that can be tested for a balance condition. It will be used to calculate the difference between the Grand Total of all of the **Total \$** fields and the Grand Total of all of the line item **Total** fields.

10. **Tab** to the Batch Total panel.
11. Press **Field Forward** 2 times, in the **Balance Option** field select item **E**.
 Choosing option E means that you want the Accumulator Balance to display upon exit, every time. So, at the end of a batch the keyer will see the Balance Report Text that you keyed and will see if the Batch is in balance.
12. You can accept the other defaults, so press **Tab** to complete the Batch Total panel.

B A T C H T O T A L		A#	Balance Report Text.....Value
Optional FORM ID: <input type="checkbox"/>	Leads/Trails: <input type="checkbox"/>	01	Total # of Orders
Balance Option: E	Tolerance: <input type="text"/>	00	-----
		00	
		02	Batch Order Total
		03	Line Item Total
		00	-----
CONDITIONAL VERIFY Balance Fields? N	Y/N	20	** Difference **
Bypass VERIFY STAGE if in Balance? N			
No COMPLETED STAGE until Balanced? N			

Defining Record Form Operations

Now you will associate the Accumulators referenced in your Balance Report to the Fields in your Form. The Calculations define the arithmetic functions using fields and numeric constants which are to be added to the specified Accumulator. Multiple Accumulator operations can be defined.

Accumulator 1

1. Key **1** in the **Accumulator** field and press **Enter**.
2. Key **1** in the **for Form ID** field and press **Enter**.
3. Key a **1** on the blank calculation line and press **Enter**.

This calculation will add 1 to Accumulator 1 for each Order in the batch.

You will again be presented with a blank Record Calculations panel.

Accumulator 2

1. Key **2** in the **Accumulator** field and press **Enter**.
2. Key **1** in the **for Form ID** field and press **Enter**.
3. Key **F6** on the blank calculation line and press **Enter**.

This calculation will add the contents of Field 6 (**Total \$**) to Accumulator 2 for each Order in the batch.

You will again be presented with a blank Record Calculations panel.

Accumulator 3

1. Key **3** in the **Accumulator** field and press **Enter**.
2. Key **1** in the **for Form ID** field and press **Enter**.
3. Key **S5** on the blank calculation line and press **Enter**.

This calculation will add all of the Line Item Totals (Scrolling field 5) for an Order and add this sum to Accumulator 3 for each Order in the batch. Note that a reference to a scrolling field implies the sum of all occurrences of that field within the scrolling record.

All of the calculations involving the Form have been defined. The remaining calculation to define is the subtraction of two accumulators. Accumulator Operations are performed after all Record Form Operations are completed.

Defining Accumulator Operations

1. Select **File, Balance Operations, and Accumulators**.
2. Key **20** in the **Accumulator** field.
3. Key **A2-A3** on the blank calculation line and press **Enter**.

This calculation subtracts Accumulator 3 from Accumulator 2 and stores the result in Accumulator 20. If any order is out of balance, Accumulator 20 will be non-zero.

4. Select **Exit/Save** from the **File** menu.

An Option File with your Form Set Name has been created and will be used to control the Batch during Data Entry. You may now test the options by following the instructions below.

Testing your Scrolling Form

1. Select **Key-from-Paper** from the **Keyer** menu.
2. Select your Form Set, **xxxSCR**, where xxx is your initials, from the Key-from-Paper Jobs list and click **OK**.
3. Key Batch Number **1** and click **Open Batch**. If the batch already exists key a different batch number.

The Scrolling Record Form you painted displays for you to begin keying data.

4. Key the Sample Orders listed on the next page. Please, read the Notes on Keying before you begin.

Notes on Keying:

- Be sure to test the Must Enter, Numeric Only and Field Edit attributes you assigned.
- When you receive a Message, press **Enter** or **RESET** to clear the message and continue.
- When you key the second order, press **Field Dup (F5)** in the **Date** field, so that you can see how the Dup Buffer you assigned works.
- To complete an invoice, press **Exit Scroll** any time you are in a blank **Item #** field.
- The mouse, Function Keys or a combination can be used while keying the data.

Bookers Office Supply					
Customer #	2 4 1 7 6	Date	7-14-98	Express	<input checked="" type="checkbox"/>
Name	Montage Mortgage		Phone #	744-0500	
Item	Description	Quan	Price	Total	
407373	Wall Pocket, Legal	1	19.99	19.99	
778243	Invisible Tape	10	5.69	56.90	
TOTAL				76.89	

Bookers Office Supply					
Customer #	9 1 2 0 4	Date	* 7-14-98	Express	<input type="checkbox"/>
			* press Field Dup		
Name	Economy Electronic		Phone #	620-5477	
Item	Description	Quan	Price	Total	
011123	Pens (Rollerball)	2	6.99	13.98	
243441	Hi-liters, small	4	2.99	11.96	
329127	Pocket Planner	12	16.99	203.88	
TOTAL				229.82	

5. Select **Exit/Save Batch** from the **File** menu.

Notice that the Batch Balance Report displays, indicating that there are 2 orders in the batch and that the Batch is in Balance, because the Difference is 0.

6. Click **OK** to clear the Batch Balance Report.
7. Click **OK** to clear the Session Statistics.
8. Select **Exit this Task** to exit back to the main window.

VDE File Conversion

You have created a Scrolling Form which outputs a variable length record for each Order. This format will probably not be acceptable to downstream processing systems. These systems are generally looking for fixed formats with information for one item per record. In this demo, you will convert your variable length record to one fixed length record containing the Customer information and one fixed length record for each Item in the Order.

The File Conversion is used to reformat ASCII sequential data files created by VDE. Uses of the Conversion Utility include splitting one record into multiple records, merging data records, or simply stripping the four characters that VDE appends to each record.

```
DATE: 30-Jul-98          VIKING FORMS MANAGER V4.00          PAGE 3
TIME: 08:56:01          CMRSCR V 1.00

          SCROLL FORM: 1 ORDERS

FLD IDENTITY DATA FLD F COLOR CHAR SET FLD SKIP PARAMETERS          SAV GET WINDOW
NO. NAME          LOC.  SZ D FG BG NUFSL678 12345678 JZBECPVNTDMSO.. DUP DUP LN, COL
-----
 1 CUSTNUM        1   5 _ 0 15 N..... ..E..V.....          4  0 16,22
   EDIT: DBTABLES  CUSTDEMO,CUSTNUM() CUSTNUM,CUSTNAME,PHONENO(CUSTNUM
                   ,CUSTNAME,PHONENO)
 2 DATE           6   6 _ 0 15 N..... ..JZ....V.....          1  IM 16,36
   EDIT: DATECHK  MDY{DATE}(C=20<40)
 3 EXPRESS        12  1 _ 0 15 .....6.. ..V...MS...          0  0 16,62
 4 CUSTNAME       13  25 _ 15 8 NU.S.... .. .. .. ..          0  0 18,11
 5 PHONENO        38  15 _ 15 8 N..S.... .. .. .. ..          0  0 18,46
 6 TOTAL          53  10 _ 0 14 N..... ..JZ.E..V.....          0  0 18,66
(S) ORDRITEM          SCROLLING ITEM ( 0 TO 100 TIMES)
 1 ITEM           1   6 _ 0 15 N..... ..E..V.....          0  0 22, 6
   EDIT: DBTABLES  PRICDEMO,ITEMNUMB() ITEM,DESC,PRICE{ITEM,DESC,PRICE}
 2 DESC           7  32 _ 15 8 NU.SL... .. .. .. ..          0  0 22,15
 3 QUAN           39  4 _ 0 15 N..... ..JZ.E..V.....          0  0 22,50
   EDIT: NUMPLUG  TOT=QUAN*PRICE
 4 PRICE          43  6 _ 15 8 N..... ..JZB.....          0  0 22,57
   EDIT: NUMPLUG  TOT=QUAN*PRICE
 5 TOT            49  8 _ 15 8 N..... 1..... ..P.....          0  0 22,68
-----
FIXED_AREA LENGTH = 62 NEXT RECORD ID: 0
ITEM_AREA LENGTH = 56 ITEM USES 1 LINES WINDOW LINES 22-25
MAX RECD LENGTH = 5662 MAX FLD COUNT = 506
```

Print File - Orders

The Print File you created when you compiled your Form Set is listed as the Print File-Orders, above. The Print File for your Scroll Form shows that the Fixed Area Length = 62, that the Item Area Length = 56, and that the Scrolling Item (S) can occur 100 times. Thus, total length = 5662 (62 + (56 * 100)). Note that the four Form and Flag characters that are added to the end of each VDE record are not included in this count.

Defining the Conversion

Your instructions are to transmit your data file to another computer as Header records and Fixed Length Detail records. The Conversion Utility makes this easy. You will use Conversion Definitions to define the conversion and Convert Files to do the conversion.

1. Select **Conversion Definitions** from the **Develop** menu.
2. Key the name of your job, **xxxSCR**, where xxx is your initials, and click **OK**.
3. When asked if you wish to continue, select **YES**.

The Comments and Options Form will display. This Form allows you to record a brief comment about the purpose of your conversion and to set most of the processing options.

4. Key **To reformat Order records** in the **Comments/Notes** field and press **Enter**.
5. Key a **Y** to Auto-select the Form Set with the same name.
6. Key an **A** to Ask the operator if they want a single output file.
7. Key an **N** because you Do not want to rename input files to DS5 extension.
8. Key an **N** because you Do not want to change the log file name.
9. Key a **C** to Create a new log.
10. Select **Inputs** from the **File** menu to define the Input Records.
Here you will specify that you want to use input Record Form 01, that the maximum record size is 5662, and that the record contains the four additional Form and Flag characters created using VDE.
11. Key **01** for **ID**, key **5662** and press **Enter** in **Size** and key **V** in **Method**.
12. Press **Tab** to complete this Form. You are only converting one type of record and you are not locating it by pattern.
13. Now select **Buffers** from the **File** menu.

You need to define the buffers to store the two Fixed Length records.

14. Key **01** in **Buffer ID**, **63** and press **Enter** in **Maximum Size** and **N** in **Plug?(Y/N)**.

Buffer 1 will provide enough room to store a Header record that contains a Header identifier, **H** and 62 characters of the Fixed Area of your record.

15. Key **02, 30** and press **Enter** and **N** on the next line.

Buffer 2 will provide enough room to store a Detail record that contains a Detail identifier, **D** plus the 5 character Customer Number and 24 characters from each Scrolling Line Item. The 24 characters of the Scrolling Line Item include the Item # (6), Quan (4), Price (6), and Total (8). Your detail record does not require the Description.

16. **Tab** to complete the Form.
17. Select **File, Define Actions, and Records**.

The Input Record Processing Form will display.

V I R I N G F I L E C O N V E R S I O N											
INPUT RECORD 01 PROCESSING											
CONV. ACTION	IDENTIFIER 1				IF OP	IDENTIFIER 2				STRG,CHAR, TABLE NAME	C O M M E N T S
	TYPE	ID	LOC	SIZE		TYPE	ID	LOC	SIZE		
MOVE	CHAR					BUFR	01	00001	0001	H	Header Record ID Move Customer Text Write Customer Recd Detail Record ID Move Customer Numb Start Item Process Move Item Number Move Quan,Price,Tot Write Detail Recd End of Loop
MOVE	RECD		00001	0062		BUFR	01	00002	0062		
OUTP	BUFR	01									
MOVE	CHAR					BUFR	02	00001	0001	D	
MOVE	RECD		00001	0005		BUFR	02	00002	0005		
BEGS	RECD		00063	0056							
MOVE	RECD		00001	0006		BUFR	02	00007	0006		
MOVE	RECD		00039	0018		BUFR	02	00013	0018		
OUTP	BUFR	02									
ENDS											

18. You will key the data as shown on the Input Record Processing Form above. First we suggest that you read the following text to better understand the Conversion Definition steps that you will be defining on this Form.

The first Conv. Action moves the Header identifier, **H**, into Column 1 of Buffer 1.

The second action moves the 62 characters of the Fixed Area of your record into Columns 2-63 of Buffer 1.

The third action, OUTP, outputs Buffer 1 the Customer record.

Action four moves the Detail identifier, **D**, into Column 1 of Buffer 2.

Action five moves the 5 character Customer Number, into Column 2-6 of Buffer 2.

Note: Actions 4 and 5 above will only be done once per scrolling record. This text does not change from item to item.

Action six, BEGS, begins the scroll item processing. The initial record pointer location, 63 is the start of the scrolling items. The record pointer will move 56 characters at a time until an end of record is reached.

Action seven moves the 6 character, Item Number, into Column 7 -12 of Buffer 2.

Action eight moves 18 characters, Quan, Price and Total, into Columns 13-30 of Buffer 2.

The next action, OUTP, outputs Buffer 02, the Detail record.

The last action, ENDS, ends the loop started by the BEGS action and repeats until an end of record is encountered.

Now, key the information shown on the Input Record Processing Form.

19. Press **Tab** to complete the Form.
20. Select **Print** from the **File** menu. A print file with the extension of .CLS is created. You can view or print this file if you wish, using the Viewer/Printer.
21. Select **Exit/Save** from the **File** menu. A Conversion File with the extension of .CON will be created.

Starting the File Conversion

1. Select **Convert Files** from the **Supv** menu to test the conversion that you just defined.
2. Click **Conversion** (listed under VDE Batches).
3. Select your Job, **xxxSCR**, and click **OK**.
4. The File Conversion Options panel displays. Select Extension **DS2** and click **OK**.
5. Next a panel for the Batches to be Converted appears. The name of your file should be listed in the first column. **Highlight your file** and click the **Add** button. This will add the file to the Selected list.
6. Click **OK** when you have selected your file.

As the conversion is being performed, the Conversion Statistics are continually updated to let you monitor the conversion process. This information is also written to the conversion log file, named **CONFILE.LOG**.

7. A Viking Message will display when the File Conversion is Complete, click **RESET**. The output file name will have the same name as your data file but the extension will be DS4.
8. Select **Exit** to finish the file conversion.

Sample of the Converted File

This is what the converted file looks like.

```

H24176071498XMontage Mortgage          744-0500          0000007689
D241764073730001001999          1999
D241767782430010000569          5690
H91204071498 Economy Electronic System620-5477          0000022982
D912040111230002000699          1398
D912042434410004000299          1196
D912043291270012001699          20388

```

To view your converted file, use the Viewer/Printer.

1. Select **Viewer/Printer** from the **Misc** menu.
2. Select **All File Extensions** and click **OK**.
3. Select your job, **xxxSCRnn.DS4**, where xxx is your initials and nn is your batch number.
4. Click **Open** to view your converted file.
5. Select **Exit** from the **File** menu.

This is a good time to take a break. You have completed the VDE demos. In the next section, you will learn how to add images to your window so you can Key-from-Images. All of the development tools you have been using are also used by the VDE+Images System.

Concepts illustrated in this demo are:

Keying a VDE+Images 1:1 Job (1 Form per Image)

Keying a VDE+Images Multi-Page Job (1 Form with multi-page Images)

Adjusting Images

Defining Zones

Changing Zones

Creating a 1:1 Image Job

Starting an Image Job

1. Select **Key-from-Image** from the **Keyer** menu.
2. Select **PLUSONE** from the Key-from-Image Jobs list and click **OK**.
3. Select **Create(New)** Entry Stage.
4. Select Batch Number **PLUS1001.VID** and click **Open Batch**. If the batch number, Plus1001 has already been used, select batch number PLUS1002 or PLUS1003.




Note: In VDE when you selected the Entry Stage Create, you had to key a batch number. In **VDE+**, the batches are pre-defined in the Batch Loader Operation. So you simply select a Batch that has already been assigned its batch number.

Your screen will now display an Image in the Image Window and the same Scrolling Form that you used in the previous demo. Before you can begin keying you need to get familiar with how to adjust the Images.

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

Zones

Zones are predefined areas of an image to be displayed in the Image Window. Image zones can be defined and then easily displayed by pressing the **Zone Change (F8)** key. Up to 16 zones may be defined. In this job there are 3 zones defined;

- Customer** Zooms the top part of the Image for Customer information.
- Items** Zooms bottom part of Image for Item and Total information.
- FullPage** This will display the entire Image.

Keying from Images

Begin keying the data from the Image above the Form.

- Remember to use the Zones, Scroll Bars, Menu Bar Buttons or the Hot Keys to move the Image so that you can key the data.
- Press **Exit Scroll** to complete each record.
- An important feature of a 1:1 VDE+ Job is that when you press **Record Back**, the correct image will display with the data.

After keying the second record, Finley Manufacturing, you will see an "End of File" message. Press **Enter** or click **RESET** to clear the message and select **Exit/Save Batch** from the **File** menu.

The Batch Report will display, click **OK** to clear this Report and click **OK** to clear the session statistics then select **Exit this Task**.

Keying with Multi-page Images

This demo illustrates displaying text to the left of and below the image and using multi-page images with one Form.

1. Select **Key-from-Image** from the **Keyer** menu.
2. Select **PLUSTWO** from the Key-from-Images Jobs list and click **OK**.
3. Select **Create**, and Batch Number **PLUS2001.VID** and click **Open Batch**. If the batch number, PLUS2001 has already been used, select batch number PLUS2002 or PLUS2003.
4. This is a multi-page job, the order takes 2 order forms (2 images) each. Page 1 has the word Cont'd in the Total and you will need to advance to the next image to display the Total for the order.

Then you will need to back up to the first page of the image so that you can key the line items on the first image, then key the line items on the second page (image) before pressing **Exit Scroll**.

Before you begin keying from these Images, press **Zone Change** and try out each of the Zones available for this job. This will help you become familiar with moving the images in this job, to quickly display the area you need to key

5. Key the data from the Images displayed.

In a multiple Job Type, the keyer must control both the images displayed and the current data record. This is similar to moving through paper documents in a key-from-paper job.

6. Select **Exit/Save Batch** from the **File** menu.
7. Click **OK** to clear Session Statistics and select **Exit this Task** to return to the main window.

Adding an Image to your Job

You will access your Scrolling Form and change it to an Image job by defining an image window. The Image Definition tool will be used to set the Job Type and to define Zones. Then you will use the Batch Loader tool to create a Batch for your Image Enabled Job.

1. Select **Forms Painter** from the **Develop** menu.
2. Select the file named **xxxSCR**, where xxx is your initials and click **OK**.
If you did not paint this form, select **PLUSONE**.
3. Select **Form Set Header** from the **General** menu.
4. If you selected PLUSONE in step 2, change the Form Set Name to, **xxxSCR**, where xxx is your initials.
5. **Field Forward** and key a **Y** in the ImageWin field to allow room for an image.
6. Key **00** in the Cols. Left field and key **12** in the Lines Below field.
Allowing zero columns of text to the left of the image and 12 lines below the image. Your image will display in the top half of the screen.
7. Press **Record Forward** to complete the Form Set Header.
8. Select **Update Record** from the **Paint** menu, select **ORDERS** and click **OK**.
Your scrolling form should display below the area designated for the image and you should now be able to see where the image will be displayed.
9. Select **Exit Form** from the **Form** menu.
10. Select **Save/Compile** from the **File** menu. Select **Loadable File** and click **OK**.
11. Click **RESET** to clear the Compiler Output Completed message and return to the main screen.

Defining Job Type

1. Select **Image Definition** from the **Develop** menu.
2. Key **xxxSCR** as the Image Definition Name and click **OK**.
3. Click **YES** to the Viking Query that your existing Form Set is Present in the Folder.
4. Select your Form Set File, **xxxSCR**, and click **OK**.
The VDE+Image Job Definition appears.
5. The Job Type **1**, (1:1) is the default. This is the Job Type you will need for your job, as you will be keying from 1 image per form.

Defining Zones

To define zones for your image, you will need to access and display a sample image. You can then adjust the image in the window and define up to 16 zones.

1. Select **Image Files** from the **File** menu.
2. Select **Plus1001** and click **Open**. The Image displays above your Form.

3. Adjust the image so that you can easily see the Customer #, Date and Express fields.
4. Select **Add Zone** from the **Zones** menu.
5. Key **Customer** as the Zone Name and click **OK**.
6. Adjust the image so that all of the Items of the order are displayed.
7. Select **Add Zone** from the **Zones** menu.
8. Key **Items** as the Zone Name and click **OK**.
9. Adjust the image so that the Total field is displayed clearly and define a zone for **Total**.
10. Press **Full Image (Shift, End)** and define a zone for **FullPage**.
11. Select **Exit/Save** from the **File** menu.

Loading Images

Now you are ready to load the images to make a batch.

1. Select **Load Image Batches** from the **Supv** menu.
2. Select **xxxSCR** and click **OK**.
3. Key batch number **22** and click **OK**.
4. Select images, **plus1001.tif** and **plus1002.tif**. You can highlight both of these files with your mouse to select both of them at the same time and click **OK**.
5. The Viking Query will tell you that your Batch contains 2 Image Records and will ask you if you want to select more Image Files, click **NO**.
6. Click **Cancel** to exit the Batch Loader.

Testing your Image Enabled Job

1. Select **Key-from-Image** from the **Keyer** menu.
2. Select your job, **xxxSCR** and click **OK**.
3. Select the batch you created, **xxxSCR22.vid** and click **Open Batch**.
4. Key from the images displayed.
5. Clear the End of File message.
6. Select **Exit/Save Batch** from the **File** menu.
7. Click **OK** to clear the Batch Balance Report.
8. Click **OK** to clear the Session Statistics
9. Click **Exit this Task** to return to the main menu.

Now you know how easy it is to create key-from-image jobs with VDE+Images. You use the same development tools to paint the Forms and specify options. The user will quickly learn to key-from-images of documents and can easily switch between key-from-paper and key-from-image jobs. You have all of the same power/precision features and functionality.

Conclusion

This concludes the tutorial of demos. Select **Exit** from the **Login** menu.

Even this rather extensive tutorial does not show all the features and capabilities of VDE. Hopefully, you will now feel confident to explore some more on your own.

The Viking Customer Care Group is available during our usual business hours to assist you by Phone, Fax and E-mail. They are highly skilled at assisting VDE users whether they are experienced customers or new customers just learning to use VDE. Viking also offers Training Classes to accelerate the learning process.

Contact your Viking representative for more information or for a price quotation. Plan to upgrade to VDE+Images soon!

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