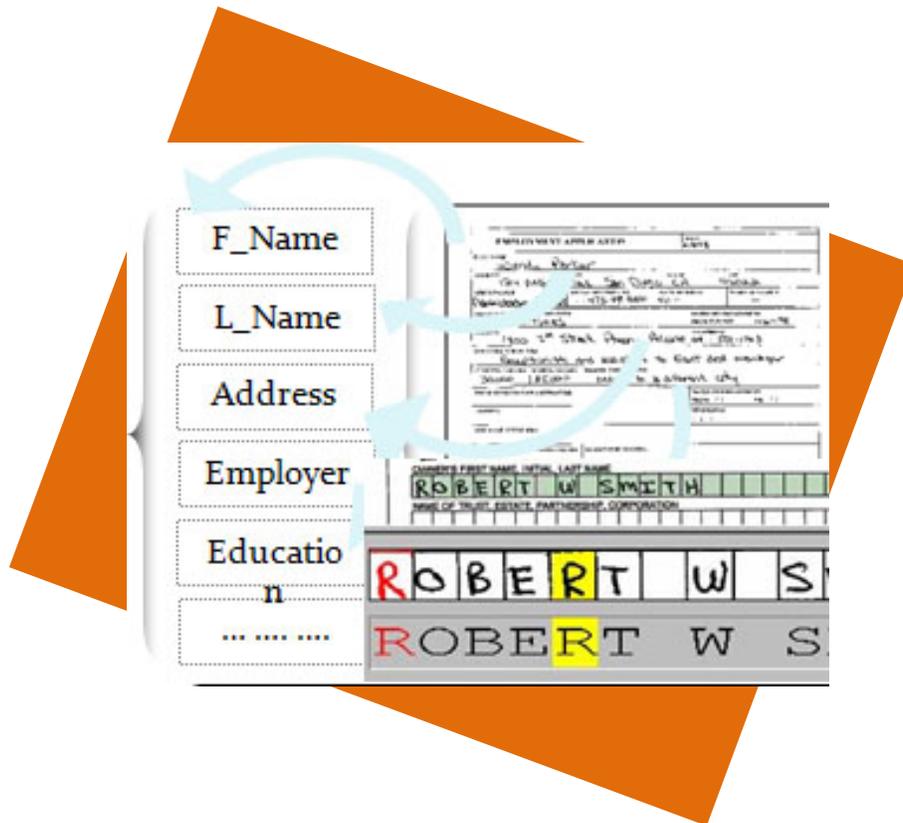


Workshop on Census Data Processing

Verifier User Manual



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Teleform Modules

Teleform consists of seven main programme modules: Designer, Automerger Publisher, ScanStation, Reader, Verifier, Remote Capture Station and Web Capture Option. Each of these serves a distinct function and each has its own icon in the Teleform programme group.

Teleform Verifier Module

Teleform Verifier allows the manual checking of fields that were marked for review during evaluation in the Teleform Reader. After confirming and/or correcting the interpreted data, the image is saved and the data is processed (stored and exported). If you are using batch processing (i.e. processing more than one form/document at a time) Teleform Verifier has features such as Image QC, Classification QC and Data Review that allow more manual intervention in the review of data being captured.

VERIFIER PROCESSING TASKS

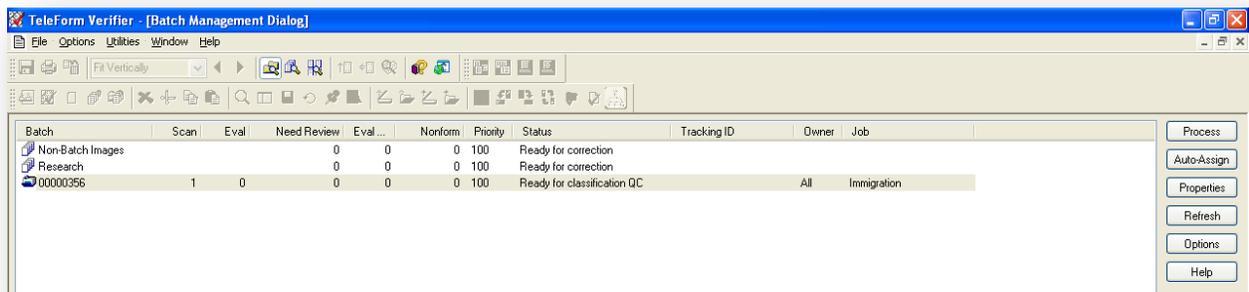
Image QC

This is not a required batch processing function, but is enabled when configuring the Job Setting used for scanning in a batch in Scan Station.

Classification QC

This is not a required batch processing function, but is enabled when configuring the Job Setting used for scanning in a batch in Scan Station.

1. Select the job to be classified and click Process.



2. The Classification QC window comprises a Classification and Indexing window, an Index Field List, an Items window and Item Details window.
3. The Classification and Indexing window displays all the levels of processing that have been or are to be performed on a batch.

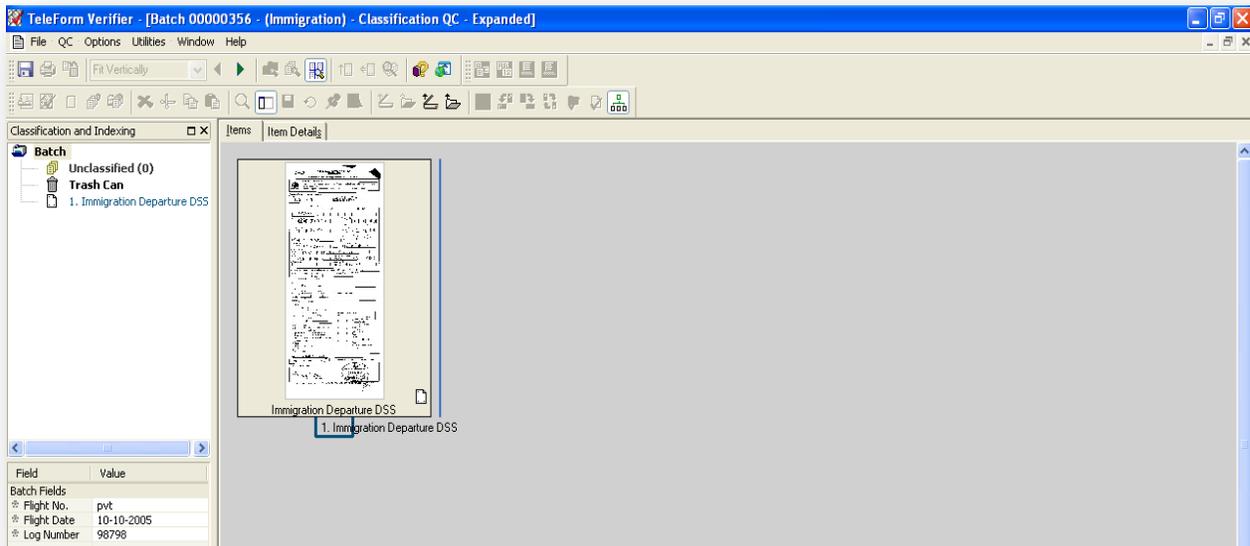
Batch – this is the top level folder that includes all items in the batch, but only displays the main template forms in the Item and Item Details windows.

Unclassified – this icon displays all images that have not been classified as yet.

Trash Can – this icon displays any items that you have deleted from the batch during a particular QC session.

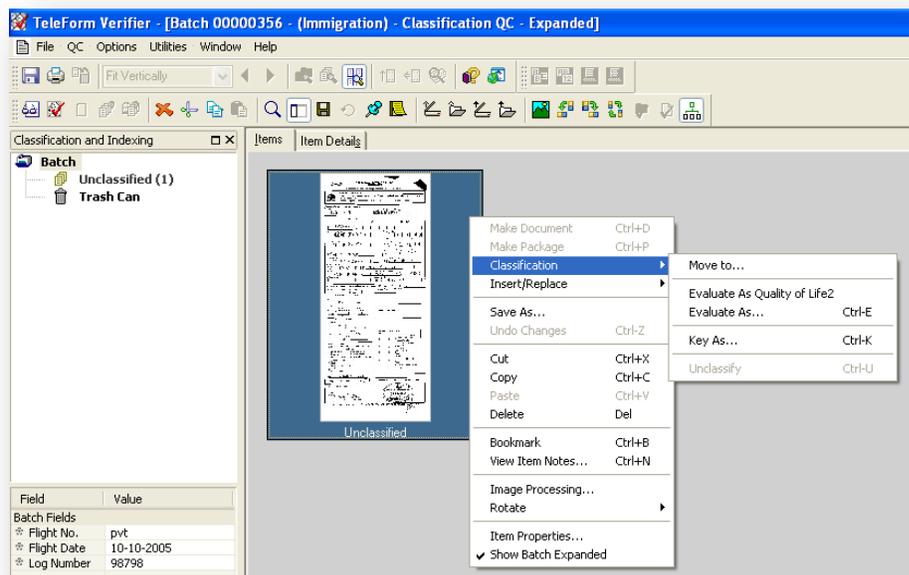
Specific Template Icons – items that have been classified or identified as specific Information Templates will be displayed under in this window.

Index Field List – this is a data entry interface for collecting index information. If you select an item under the **Batch** that includes **Index Fields**, these fields will be shown in the **Index Field List**. You will be able to type index data in the **Value** column for each field.

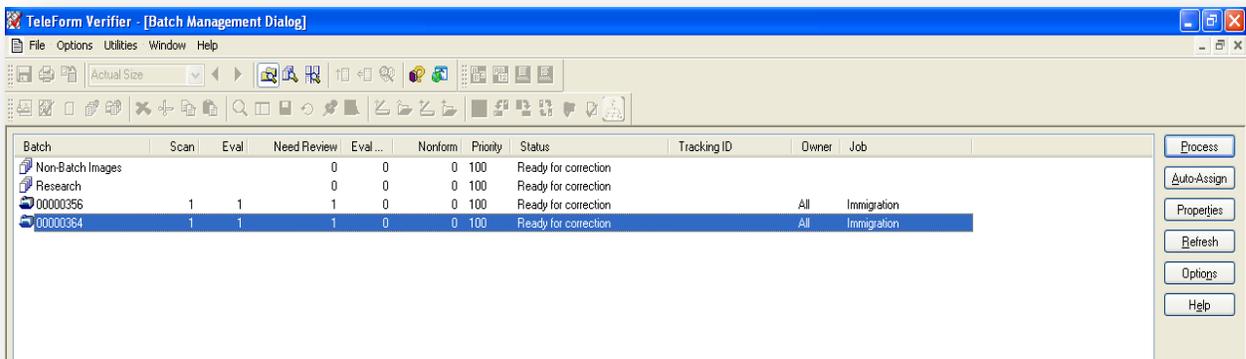


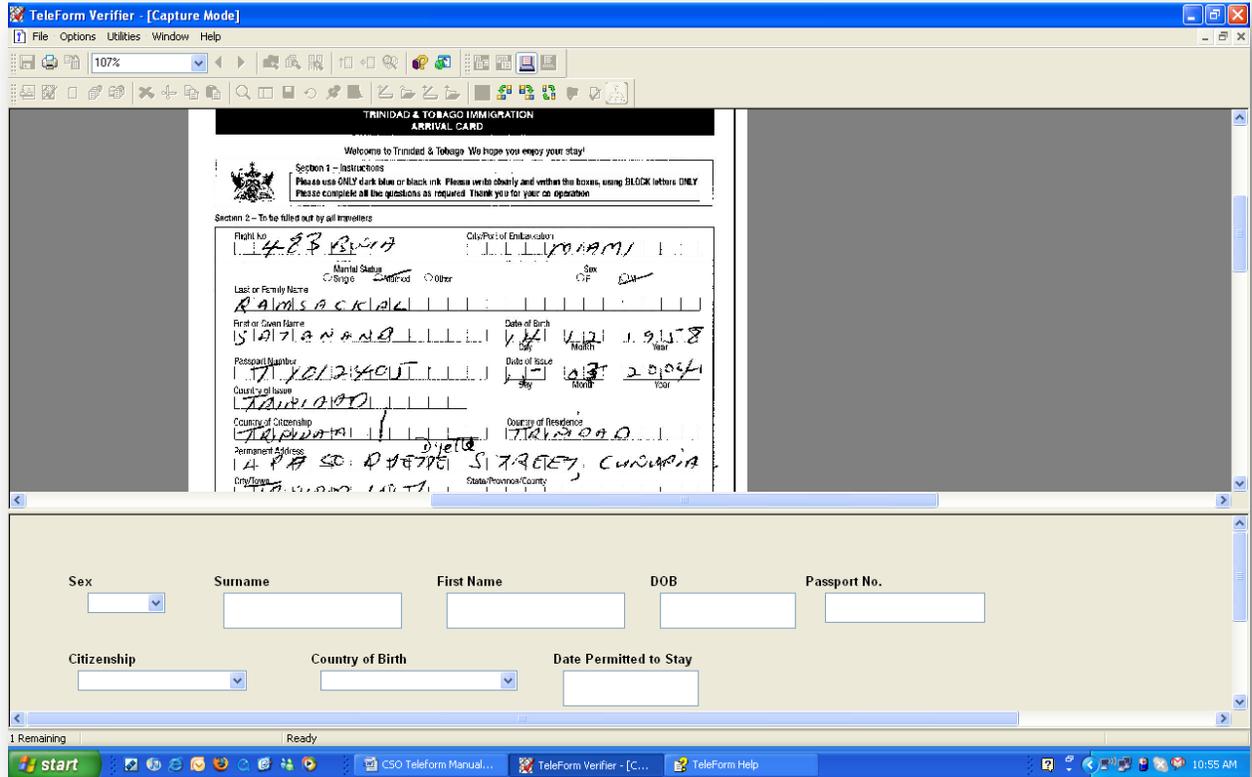
4. In the **Items** window, you can perform a variety of **QC (Quality Control)** commands to classify and enhance the images.
 - **Classify** – this process labels items in a batch as matching a particular Form Template. Classification performs the following functions:

- **Evaluate As** – this function matches an image file as a specific Form Template, regardless of any other classification or identification that has been made.
- **Key As** – this function overrides the item's current classification and identifies it as a specific Form Template. A Verifier operator must manually key data for the item, since it is not sent back to TeleForm Reader for evaluation.
- **Unclassify** – this function takes away the current [classification](#) / [identification](#) of an item and identifies that item as **Unclassified** in the Classification/Indexing window.
- **Improve Image Quality** – under the Image Preprocessing Dialogue box, you will find tabs such as Deskew Tab, Text & Graphics Tab, Border Tab, Lines Tab and Colour Conversion Tab.
- **Rotate/Flip Items** – this function changes the orientation of images.
- **Add Items** – this function allows you to add items to a batch by scanning them in or by selecting a file from a disk. These added items do not replace existing ones in the batch.
- **Remove Items** – deleting an item from a batch changes the batch structure, and this change is immediately saved. Even if you do not Save Changes when you exit QC, any changes made before you removed the item will be retained.
- **Replace Items** – items in a batch can be replaced by re-scanning (**Re-Scan Item**) or by selecting a replacement file stored on a disk (**Replace With Item From File**).



5. Once the required adjustments have been made to the batch click **Save** on the File menu or the Save icon on the menu bar.
 - In the Save Changes dialogue box, you can select one of the following:
 - **Save changes and release batch for further processing** — Saves the changes you made during QC and release the batch for further processing.
 - **Save changes for later review** — Saves the changes you made and transfers the batch to another user for further QC.
 - **Don't save changes** — Exits QC without saving the changes you made. However, if you have added an item to the batch, any changes made before that item was added will be retained.
 - **Pause Batch** — This option is available only if you select **Save changes for later review** or **Don't save changes**. Pausing a batch will stop it from being processed, either by TeleForm Reader or by a Verifier operator.
 - If you select **Save changes for later review**, the **Pause Batch** check box is also selected by default. This command prevents the batch from being reassigned to the same operator.
6. Click **OK**.
7. The **Batch Management Dialogue** window will reopen. The **Reader** will begin to process the batch to pass it over to the **Ready for Correction** status.
8. When **Ready for Correction** appears in the **Status** column in the **Batch Management Dialogue** window, click the **Process** button or double click the batch. This action will take you into the **Correction Mode** in Verifier. All form fields that require verification or data entry will be presented for you to review and correct as necessary.





9. When all data in the form fields have been verified, the Batch Management Dialogue window will reappear. The Status of the batch will now read "Batch Ready to be Committed".
10. Right click on the batch and select **Commit**.

How To Auto Commit a Batch

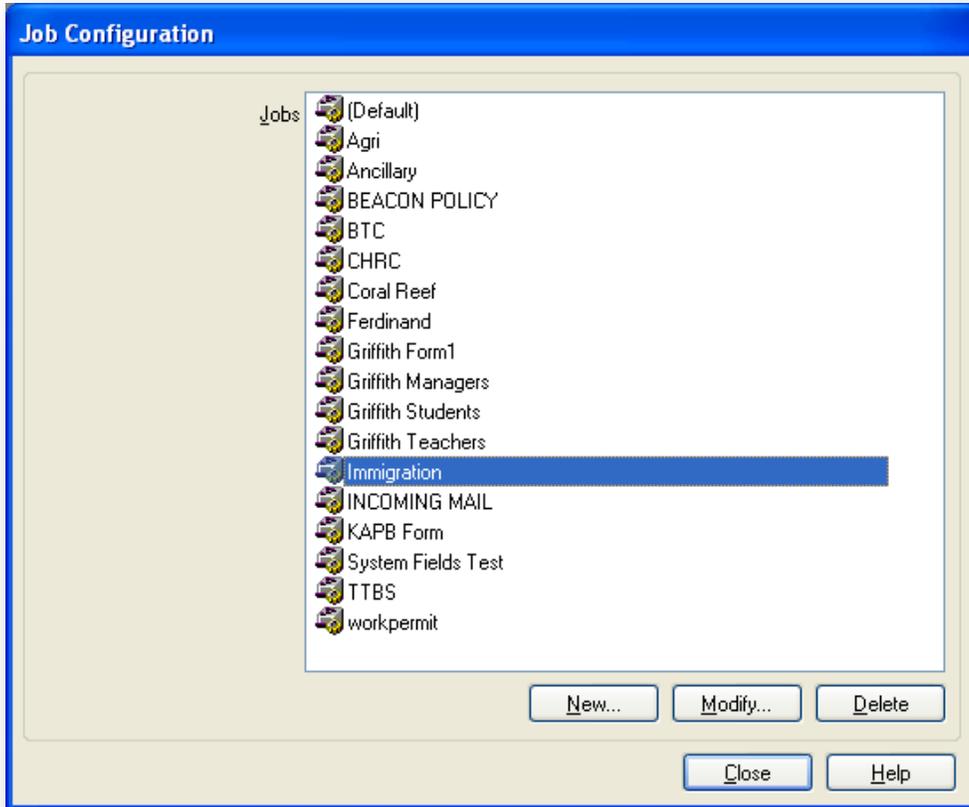
Batches can also be automatically committed once they are in the **Ready to Commit** status. The Auto Commit setting has to be configured in both the Reader and at the Job Configuration levels.

1. Open Scan Station and select Job Configuration under File on the menu bar.
2. Select the Job Configuration that you want to set to Auto Commit and click Modify.

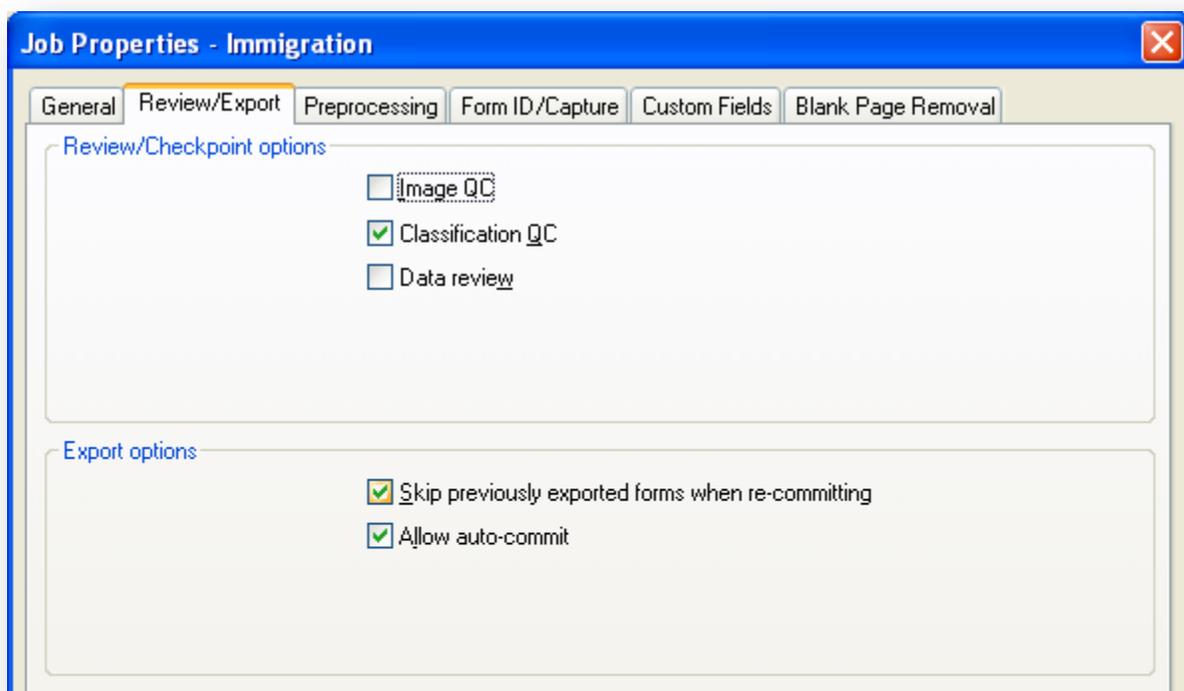
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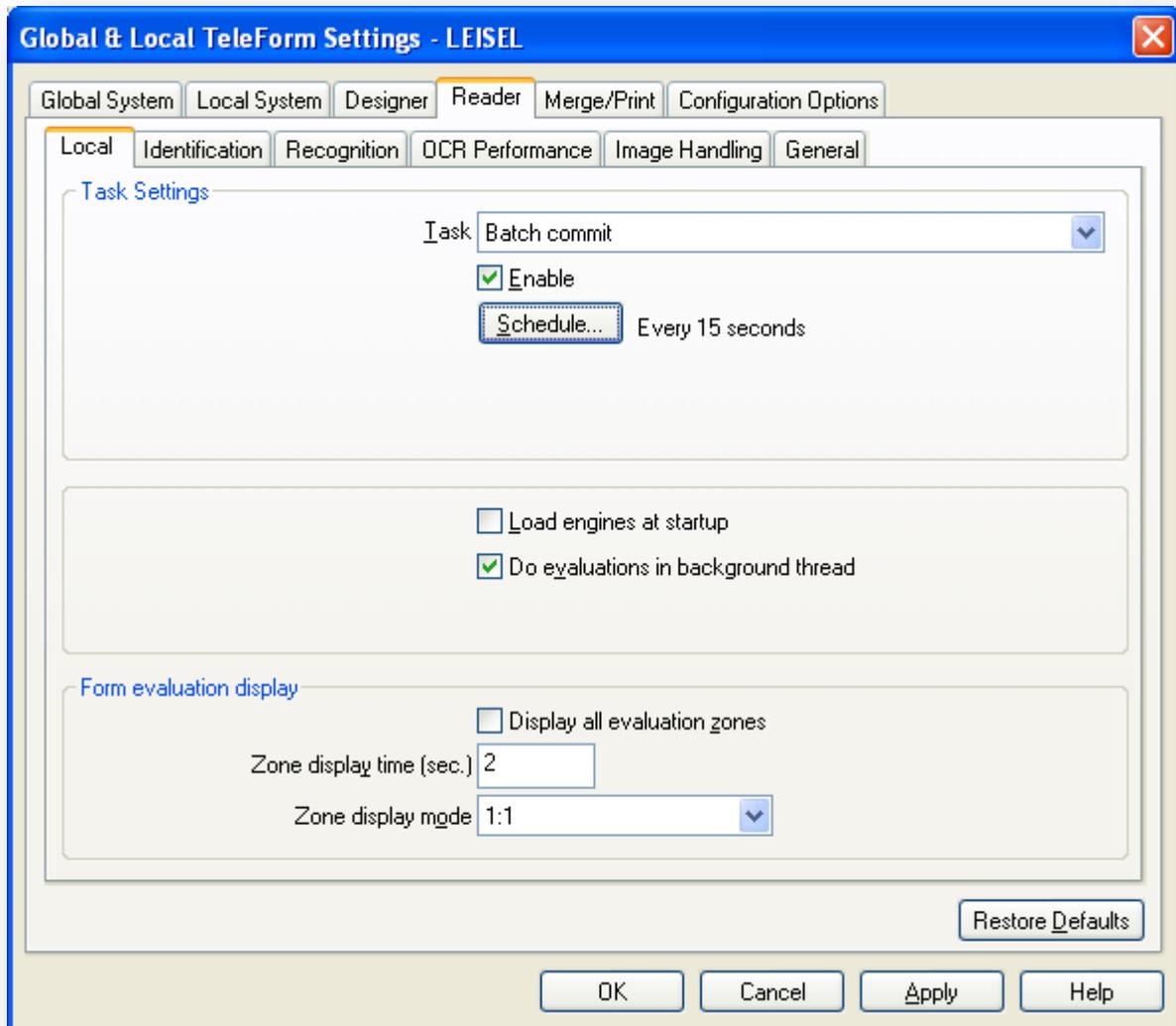


rt Tab, select **Allow Auto Commit**. Click **OK** and close the window. This action sets the Auto Export at the Job Configuration level.



4. Under **Utilities** on the menu bar in the Scan Station Module or any other of the Teleform Modules, select **Configuration**.
5. In the **Global and Teleform Settings** window, click on the **Reader-Local** tab.
6. In the **Task** box, select **Batch Commit** from the drop-down list and select **Enable**.
7. Click the **Schedule** button and make the appropriate selections on how often the Reader should look for batches to auto commit. Click **Ok**.

- Click **Apply** and **OK** in the **Reader-Local tab**. This action sets the Auto Export in the Reader Module.



Correction Modes

There are four separate modes that comprise the correction process. Verifier automatically switches from one mode to the next, depending on what items on a form need to be verified.

Character Mode – this mode presents all questionable characters for verification. The characters presented can either be corrected by typing in the correct character or holding it in review for another correction mode to examine.

Field Mode – this mode presents any questionable character along with the data entry field in which they have been placed. The characters in this mode usually come from Constrained Print fields although some Image Zone characters may be presented.

Capture Mode – this mode applies to Capture Zones and allows you to type or select the appropriate data based on the form and/or attached non-form images.

Form Mode – this mode gives an overall view of the fields on the form and allows you to correct Image Zones, Choice Fields and Entry Fields. Any Constrained Field that was skipped in Character or Field Mode can be corrected in Form Mode.