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Welcome to Taskmaster Web

Welcome to *Taskmaster Web* – and to the *Guide to Taskmaster Web*/

We have prepared this text for individuals who are responsible for installing and managing *Taskmaster Web* to take advantage of the Internet's scope to run data capture and verification procedures.

This reference begins with an introduction to *Taskmaster Web* concepts, and to the terminology which appears throughout the book.

Succeeding chapters introduce you to the pages and sub-pages of the Taskmaster Web Site, then examine the nature of *Taskmaster Web* tasks of two types – Scanning and Verification.

Chapter 1 describes the contents of each chapter, and reviews conventions and standard documentation terminology. The chapter also lists the sources of **Datacap** service and assistance.

The contents of Chapter 1 include:

1.1 Introduction to Taskmaster Web

Taskmaster Web's basic structure is the product of *Taskmaster Server Installation*. The setup of a *Taskmaster Web* enterprise to create and process the batches of your application is the result of additional steps you take to configure *Taskmaster Web* to meet your needs:

- Datacap's *Taskmaster Installation and Configuration Guide* describes every step in the installation, configuration, and run processes. Like most Datacap documentation, this text is available in PDF format in the **Docs** folder of your **Datacap** directory.

- Chapter 2 provides additional material that complement's the material in the *Taskmaster Installation and Configuration Guide.*

The Taskmaster Web Home page looks like this: **Help**

Taskmaster Web – *Home Page*

The Taskmaster Web Site has these elements:

Pages. The Web Site has four primary pages. Each primary page has multiple secondary pages. And some secondary pages have sub-pages! To access a page, click on a title, tab or link. Chapter 3 describes these pages.

Help. This link leads you to a Help file with detailed explanations of all aspects of the current page.

Logoff. Unless you take action of some sort *Taskmaster Web* automatically shuts down after 20 minutes.

Toolbar icons The main icons of the Web Site's toolbar include:

History, The pair of stars in the upper left-hand corner (see the illustration on the next page) provides alternative lists of pages, and gives you access to each. This is a convenient, helpful tool of the Taskmaster Web Site.
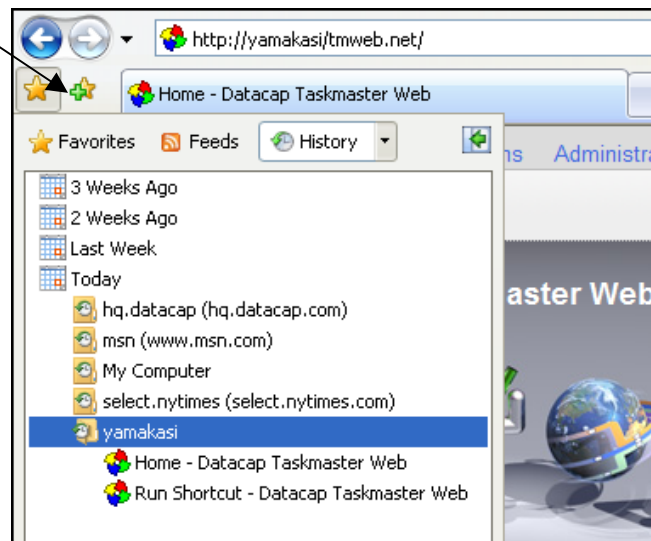
Home. On the right, the **Home Page** makes adding or removing a Home Page to your Taskmaster Web Site easy, and almost instantaneous.

Print. Clicking on this icon prints the current page and its contents if the current computer is sharing a network printer.
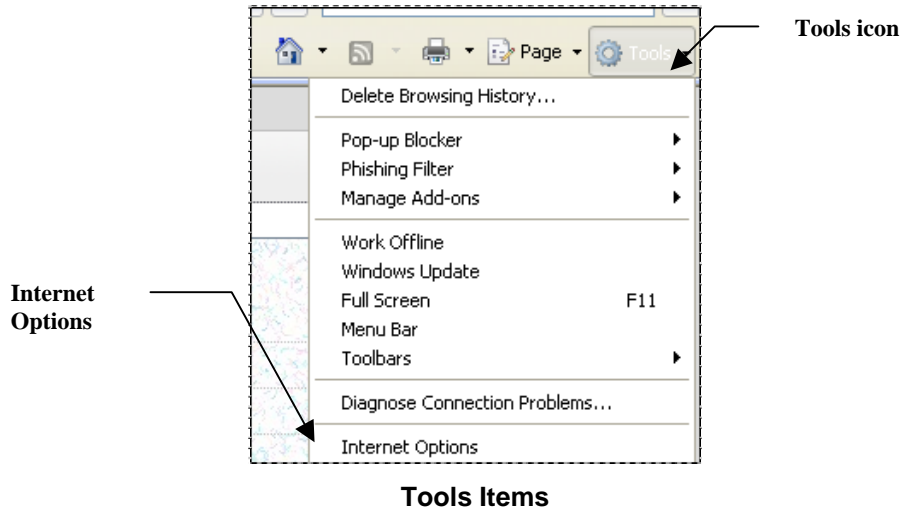
Page displays options for modifying the organization and presentation of data within pages of the Site.

Tools has items you use to set up and manage the components of your Taskmaster Web Site: for details, see Chapter 2.

History

History Icon

Tools icon

Internet Options

Tools Items

1.2 Overview of the Guide to Taskmaster Web

The *Guide to Taskmaster Web* has these chapters:

Chapter 1: Welcome

Chapter 1 introduces you to *Taskmaster Web* and to this text.

Chapter 2: Taskmaster Web Configuration

For complete installation, configuration, and how-to-run Taskmaster Web "out of the box" information, see the *Taskmaster Installation and Configuration Guide* found in your \Datacap\Docs\Installation Guide directory.

Chapter 2 provides material that complement's the material in the *Taskmaster Installation and Configuration Guide*.

Chapter 3: The Taskmaster Web Site User Interface

This chapter explains elements of the Taskmaster Web Site, then introduces *Taskmaster Web's* four primary pages – **Home**, **Operations**, **Monitor** and **Administrator** – as well as their secondary pages.

The explanation of a page includes introductions to its secondary pages. The **Administrator** page, for example, has seven secondary pages – and most of the seven have additional sub-pages.

Chapter 4: rScan, VScan and Upload Tasks

This chapter shows you how to set up and run two types of *Taskmaster Web* Scan tasks. The rScan task uses scanners that process paper on remote workstations. As scanning begins, the task sets up a processing batch and fills it with the Image files (.tif) that represent the scanned pages.

A VScan task runs very much as an rScan task – except that it processes waiting Image files instead of paper.

The Upload task uses *Taskmaster Web* to forward the contents of a batch produced by either Scan task to a waiting Recognition task.

Chapter 5: Data Entry Tasks: Verify and Index

Chapter 5 concentrates on two *Taskmaster Web* approaches to verifying a *source* page's recognized data, using *Data Entry* panels.

The Verify task's panel focuses on the *recognized* data in "problem" fields. The panel displays the entire page's data in a series of field pairs: a **snippet** shows the operator a particular field's image, and the accompanying, interactive **Data Edit** field reveals the field's *recognized* value. If there is a problem…if a value is unclear, missing or invalid…

the operator can change the value in the Data Edit field after studying the contents of the snippet and the Data Edit field.

Usually, an Index task works in a more restricted setting as it presents an operator with the image of a portion of the *source* page, and just a few empty Data Edit fields. The operator fills in the fields according to values in the image.

Glossary

The Glossary defines key *Taskmaster Web* terms.

Index

This is an alphabetical listing of topics covered by the *Guide to Taskmaster Web.*

1.3 Typographic and Terminology Conventions

This book uses the following typographic and terminology conventions.

Convention:	Example:
Menu names are in **Bold** type.	From the **View** menu…
Menu commands are in **Bold** type.	From the **View** menu, select the **Operations** command.
Page names are in **Bold** type.	The **Administrator** page has seven tabs.
Tab names are in *Italics*.	The *Monitor* tab of the **Administrator** page…
Hyperlink titles are in *Italics.*	Clicking on a *Task ID* opens the **Task Properties** page.
Dialog names are in ***BoldItalic*** type.	The ***User ID & Password*** dialog requires Security codes.
Window names are in ***BoldItalic*** type.	The ***Rule Manager Window*** defines fingerprints and rules.
Field names are in **Bold** type.	Enter a Security Code in the **Password** field.
Component *types* within a Document Hierarchy are in **Bold** type; component *names* are in *Italics*.	*Number* is a **Field** component of the *Express* application's Document Hierarchy.
Button names are in Regular type.	Click on the OK button.
Drop-down list items are in *Italic* type.	The *KScan* module is an option in the **Task Module** drop-down list.
Datacap product and application names are in *Italic* type.	*Taskmaster*, *Taskmaster Web* and *Rule Manager* are Datacap products. *1040EZ* and *Express* are applications.

1.4 If You Need Help

Here is the number for Datacap technical support:

☎ **914-259-1300**

Please note that if you need to **fax** Datacap technical support, the fax number is:

☎ **914-366-0500**

If you want to **e-mail** Datacaptechnical support, here is the e-mail address:

⊠   support@datacap.com

1.5 Supporting Documentation

The table below lists additional *Taskmaster* documentation with particular relevance to the setup and operation of *Taskmaster Web*.

You will find PDF versions of these texts in the **Docs** folder of your configuration's **Datacap** directory.

Text	Chapter	Description
Guide to Datacap Studio	All	Complete explanations of every component of the new development workshop responsible for an application's Document Hierarchy, fingerprints, Ruleset/Rule combinations and Task Profiles.
Taskmaster Administrator's Guide	2	A thorough examination of the *Taskmaster* architecture…and of its contributing components.
Taskmaster Installation and Configuration Guide	All	Installation and setup of all **Taskmaster** components.
Taskmaster Administrator's Guide	4	A hands-on review of the nature and components of the *Taskmaster* application, using the *1040EZ* training application for examples.
Taskmaster Administrator's Guide	5	Details of *Taskmaster's* Application Security specifications and requirements.
Guide to Taskmaster Rules	3	A broad explanation of the nature and definition of an application's Document Hierarchy; and of its **Batch**, **Document**, **Page** and **Field** objects.
Guide to Taskmaster Rules	7-10	The setup and operation of tasks in four categories: Scan, RuleRunner, Verify and FixUp. Individual chapters pay special attention to the dialogs used by these tasks. Chapter 10 looks carefully at the development and modification of the Verify tasks' **Data Entry** panels.
Rule Manager Reference	4	A guide to all actions that can be assigned to the rules that determine the nature and scope of a task's procedures. *Very important!* These explanations are repeated in the **Actions Information** that is immediately available from the *Actions Library* tab of Datacap Studio's **Rulemanager Page.**

Text	Chapter	Description
Taskmaster Windows & Dialogs Reference	*All*	A handy, comprehensive guide to the windows and dialogs on the *Taskmaster* side of your *Taskmaster* configuration The information in this reference is also available in *Taskmaster* Help. For a list of all topics, press the **Help** icon in the **Taskmaster Window**; for topics covering the current window or dialog, press your keyboard's F1 key.
Guide to Datacap Taskmaster Documentation	*All*	An interactive listing of all texts and their chapters, with instant access to each text.
Summary Index of Documentation Topics	*All*	An interactive list of topics covered throughout **Datacap Taskmaster** documentation, with instant access to the relevant text.