
Pages of the Taskmaster Web Site

Chapter 3 introduces you to the primary and secondary pages of the Taskmaster Web Site. After explaining the format and role of a primary page – **Home**, **Operations**, **Monitor**, or **Administrator** - the chapter explores secondary pages and sub-pages.

- ✓ **Important!** This chapter does not describe the fields and settings of most pages. You'll find that level of detail in the Help file that accompanies a page. Where applicable, however, upcoming descriptions of a page refer you directly to supporting documentation in other Datacap texts: these texts are available in printed and PDF formats (see Chapter 1 for a complete list of supporting documentation).

Please note: “In this chapter, “Taskmaster Client” refers to Taskmaster “thick” Client, in contrast to Taskmaster Web Client.

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3.1 Home Page: Welcome and Login

When you log onto your *Taskmaster Web* application, the **Login** page of the Web Site’s **Home** page displays a hearty *Welcome*:



Taskmaster Web – Home Page

All pages of the Taskmaster Web Site have these elements:

Pages. The Web Site has four primary pages: **Home**, **Operations**, **Monitor**, and **Administrator**. Each primary page except Home has multiple secondary pages. And some secondary pages have sub-pages. To access a page, click on a title, tab or link.

Navigator. This is the ID of the current page and a link to the **Home** page. It also displays links to the primary pages and secondary pages you have recently visited.

Help. This link in a page’s upper right-hand corner 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. This is preceded by a warning message one minute before the automatic logoff. The “session timeout” can be changed from 20 minutes to another value in the IIS website configuration.

3.2 Home Page: Login

The **Home** page appears when you access the Taskmaster Web Site.

The **Home** page is the **Login** page.

The **Login** page is a practical, secure gateway to an application. If an Administrator, Supervisor or operator who attempts to sign on is unable to supply valid ID's for each field, the **Login** page responds with a message similar to the example below.



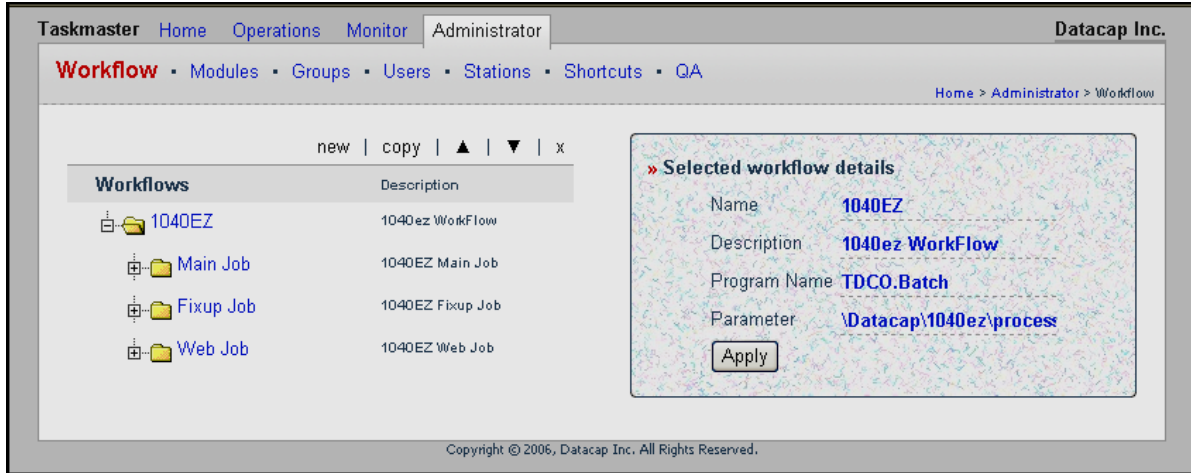
Home Page – Login

- ✓ The *Taskmaster Web* Settings file (**apps.ini**) lists all applications served by this instance/installation of *Taskmaster Web*. See the *Taskmaster Installation and Configuration Guide* for complete information. Security pages of the **Administrator** page manage User IDs, Passwords, and Station IDs .

3.3 Administrator Page

The **Administrator** page is the nexus of the application’s administrative functions. It has six tabs that lead to secondary pages.

- ✓ Access to this page and its secondary pages should be limited to authorized users.



**Administrator Page – Workflow Properties
1040EZ Workflow**

The application’s Administrative settings are stored in its Admin database. Applications may share Admin databases, in which case changes made to one application are mirrored in the other.

The secondary **Workflow** page constructs and modifies an application’s **Workflows** – each containing **jobs**, and **tasks** that belong to a job. Other secondary pages are responsible for the application’s Security parameters and for the shortcut icons that launch an application’s tasks. This section reviews the role of each secondary page and its sub-pages.

- ✓ Each **Administrator** page has one or more buttons:

The New button begins a process that defines a new workflow, jobs or task while the Copy button copies and pastes an existing element.

The ▲ and ▼ buttons move elements up or down within a list or hierarchy; the X button deletes an item after a proper warning.

3.3.1 Workflow Page

This page and its sub-pages are responsible for displaying, defining and maintaining an application’s Workflows. A Workflow Hierarchy consists of a workflow, its jobs and the tasks assigned to those jobs. All workflows in the application – not only those that have

Workflow Page

Taskmaster Web components – can be managed. (For a full explanation of Workflow Hierarchies, see Chapter 6 of the *Guide to Taskmaster Rules*.)

The hierarchy on the left side of this page expands to list each workflow's jobs, and the tasks that belong to a job. When you select an item in the hierarchy, a contextual list of its properties appears on the right.

Remember: For a complete description of a specific *Taskmaster Web* page, click on the Help button at the top of the Web Site.

Remember, too: These pages duplicate the functions of a Taskmaster Client's *Taskmaster Administrator* dialog. You'll find complete explanations of these procedures in the *Taskmaster Administrator's Guide* and the *Taskmaster Windows & Dialogs Reference*.

3.3.1.1 How to Define New Components

To define a new component such as a job or task:

- ◆ Highlight the parent workflow or job in the **Components** list on the left.
 - ◆ Press the New button.
 - ◆ Fill in the Properties fields on the right.
 - ◆ Click on the Save button.
- ✓ The **Workflow Help** page shows you how to define individual components. The illustrations below and on the next page highlight the development of members of the *New Workflow*.

Taskmaster Home Operations Monitor Administrator

Workflow • Modules • Groups • Users • Stations • Shortcuts • QA

new | copy | ▲ | ▼ | x

Workflows	Description
1040EZ	1040ez WorkFlow
1040Web	Web_Only

Selected workflow details

Name **1040Web**

Description **Web_Only**

Program Name **TDCO.Batch**

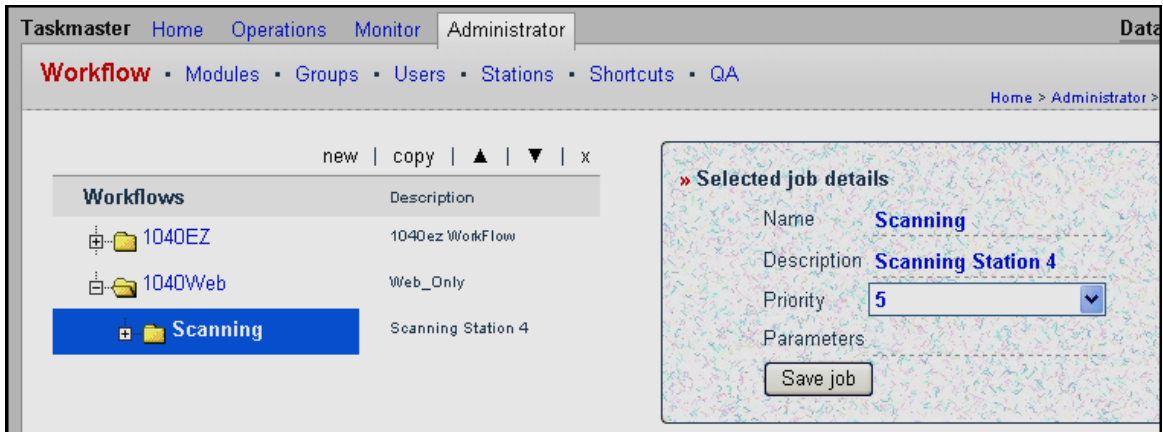
Parameter

Apply

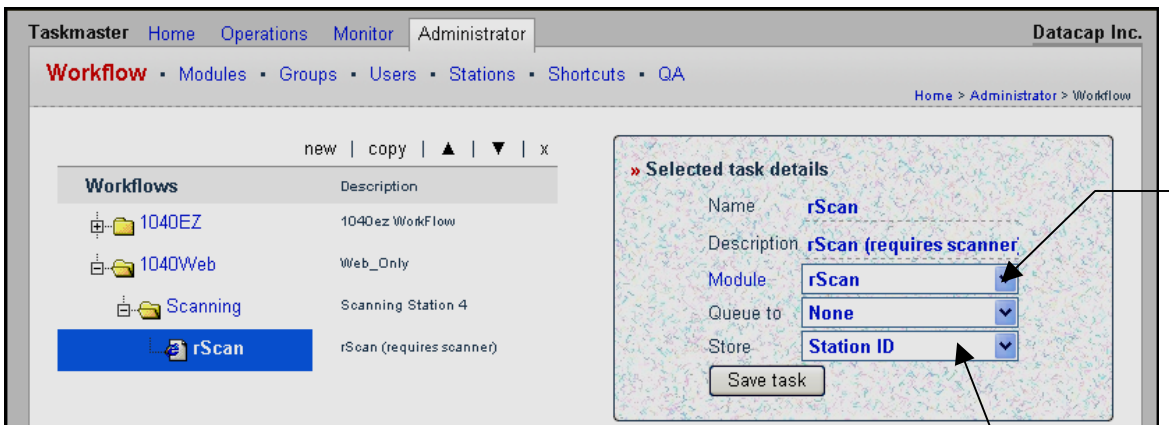
New button

Required setting

Administrator's Workflow Page
New Workflow -
1040Web



New Job - Scanning



New Task - rScan

Required specification

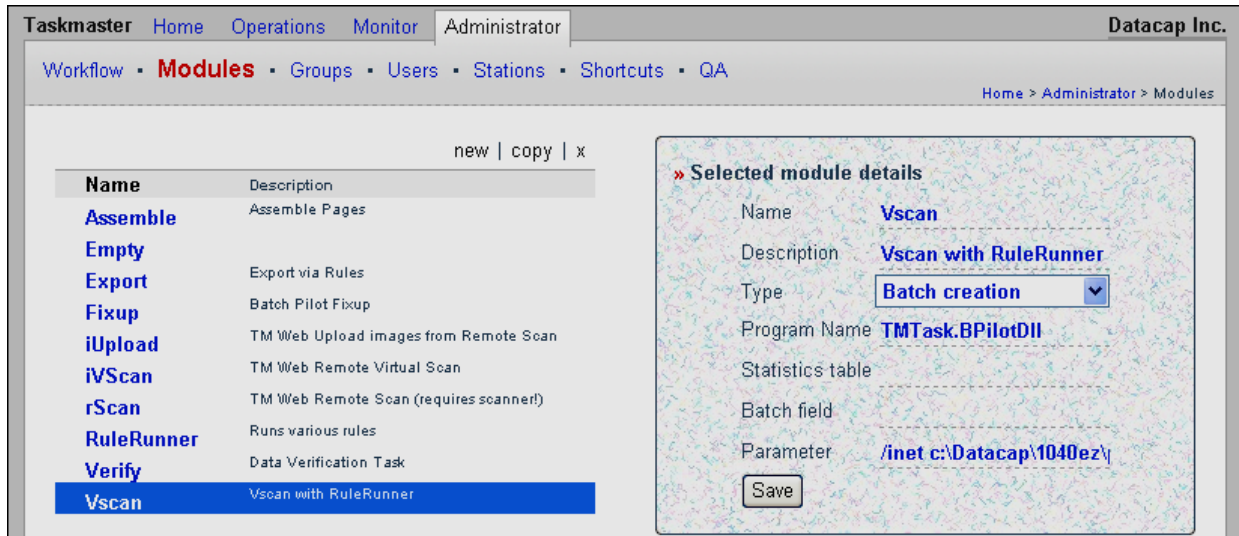
Optional Specification

3.3.2 Modules Page

As the previous illustration indicates, the designation of a module is required for every Task Definition. The **Module** drop-down list provides the ID of each module defined in the **Modules** page.

A Task Module links a Task Definition to the programming code that actually runs the task. Chapter 4 and Chapter 5 examine the settings of Task Modules used by *Taskmaster Web* tasks. For other modules, consult the applicable *Taskmaster* documentation.

(In the **Selected Task Details** illustrated above, the **Module** title is a link to the **Modules** page.)



Administrator's Modules Page

When you highlight a module's **Name** on the left, the module's properties appear in the **Selected Module Details** list on the right.

- ✓ The **Modules Help Page** describes these properties and shows you how to set up a new module. However, two properties deserve your immediate attention:

- **Type** determines the role of the module's task(s).

Normal: the task processes existing batches.

Batch Creation: the task will create new batches.

Router: after processing an existing batch, the task can route the current batch to another job; split the batch; or perform another workflow operation on the batch.

Batch Creation Router: the task can establish a new batch and route it.

- **Parameter** links this Task Module to the *Taskmaster Web* Settings file (.icp) or Task Project file (.bpp) that identifies the task's forms and contains its detailed specifications. **Important!** A parameter has one of two formats:

```
\Datacap\1040ez\proces\RRexport.bpp
```

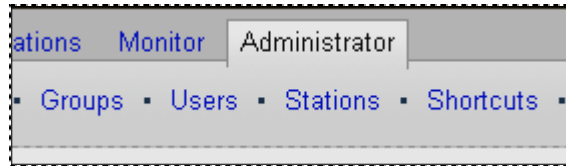
```
/inet c:\Datacap\1040ez\process\upload.icp
```

The first example locates a *Taskmaster* "thick client" Export task's Task Project file; the second specifies the Settings file (.icp) of a *Taskmaster Web* Upload task.

- ✓ Chapter 4 and Chapter 5 review the specifications of *Taskmaster Web's* jobs and tasks.

3.3.3 Security Pages – Users, Groups, Stations and Shortcuts

The **Administrator** page accesses four secondary pages to set up and manage details of Application Security. (Chapter 5 of the *Taskmaster Administrator’s Guide* reviews all aspects of an application’s Security Program.)



Administrator: Security Pages

The **Users** Page (below) displays and maintains User Definitions for individuals who can access *Taskmaster*, *Taskmaster Web* and your *Taskmaster Web* application (and *Taskmaster*) – and who carry out administrative procedures and task operations.

The **Groups** page (Page 12) puts together groups of Users with similar responsibilities and privileges.

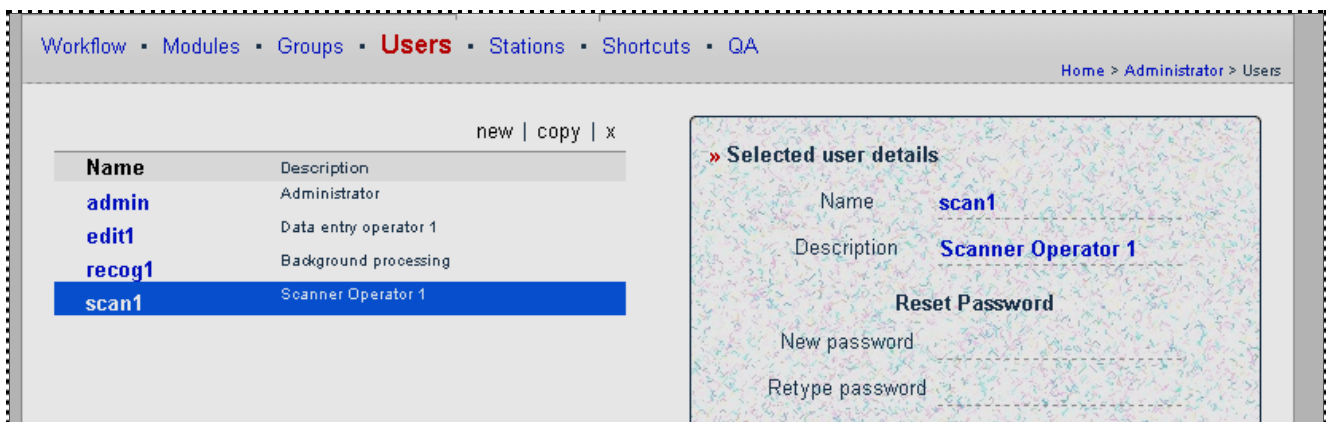
The **Stations** page (Page 14) assembles Station Definitions that limit the ability of each workstation to process specific jobs and tasks.

The **Shortcuts** page (Page 5) organizes the shortcut icons that launch Job/Task combinations, and places them in the primary **Operations** page (Page 20).

- ✓ **Please note:** Taskmaster Web does not provide LDAP or **Windows Authentication**.

3.3.3.1 Users Page

The **Administrator’s User** page lists current Users, and includes tools for updating User IDs and Passwords, or for constructing or modifying User Definitions for the current application.



Administrator Page – Users Page
Scan1 User

This page has six distinct sectors.

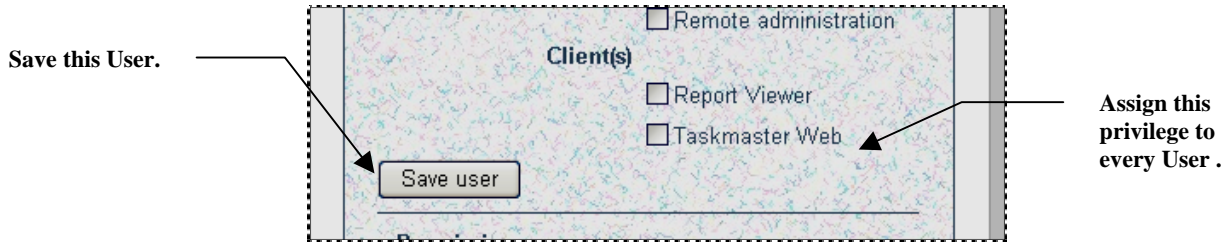
1. The left-hand side lists active User Definitions.
2. When you highlight a User ID, the sectors in the column on the right display **User Details**, beginning with a **Name** and **Description**. The name is the User ID.
3. The **Reset Password** fields assign or re-assign a Password to a User. Here is an example:

The screenshot shows a user management interface. On the left, a table lists users: 'admin' (Administrator), 'edit1' (Data entry operator 1), 'recog1' (Background processing), 'scan1' (Scanner Operator 1), and 'scan2' (Scan Station 2). The 'scan2' user is selected. On the right, the 'Selected user details' section shows the name 'scan2' and description 'Scan Station 2'. Below this is a 'Reset Password' section with fields for 'New password' and 'Retype password', both currently filled with six dots.

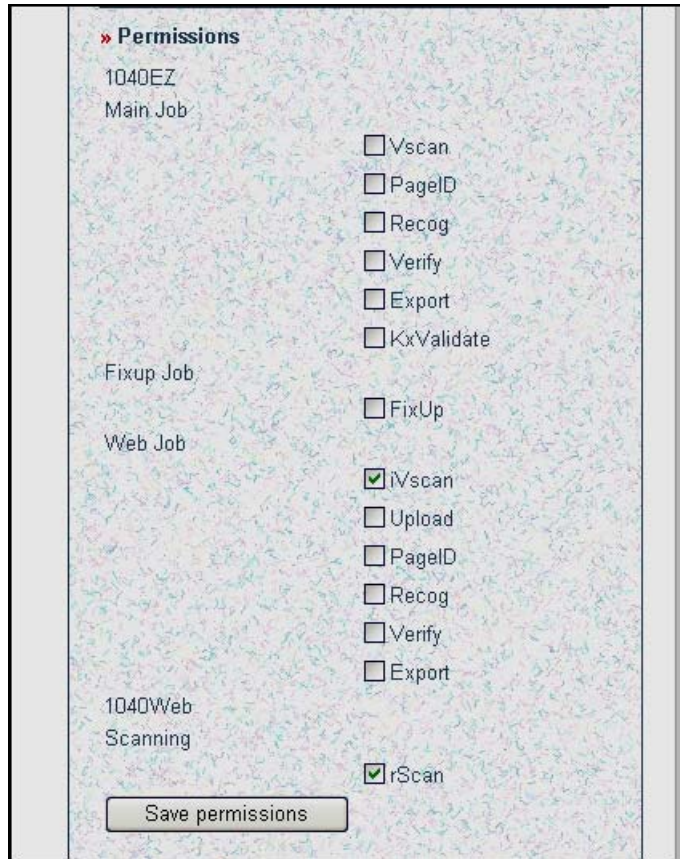
4. A long list of administrative **Privileges** comes next. By default, the *Admin* user has a full set of privileges. **Be sure** to review the privileges of other users.

The screenshot shows the same user management interface, but now the 'admin' user is selected. The 'Selected user details' section shows the name 'admin' and description 'Administrator'. Below this is a 'Privileges' section. Under the 'Job Monitor' heading, there are five checked checkboxes: 'Job Monitor', 'More than one JM', 'Delete batch(es)', 'Status change/Rollback', and 'Priority/Operator change'. The 'Reset Password' section is also visible but empty.

Alert! The User on the next page **cannot** access this Taskmaster Web Client because the *Taskmaster Web* privilege has not been selected. This is an essential privilege for any *Taskmaster Web* User.



5. If you are defining a User or make changes *of any kind*, be sure to press the *Save user* button (illustrated above).
6. The **Permissions** sector determines which Job/Task Combinations the current User can run. In this example, the new Scan2 operator can run the Web Job's iVscan task as well as the new Scanning job's rScan task. **Alert!** After you assign these Job-Task Permissions, be sure to click on the Save Permissions button at the bottom of this sector *and* the Save user button in the **Privileges** sector.



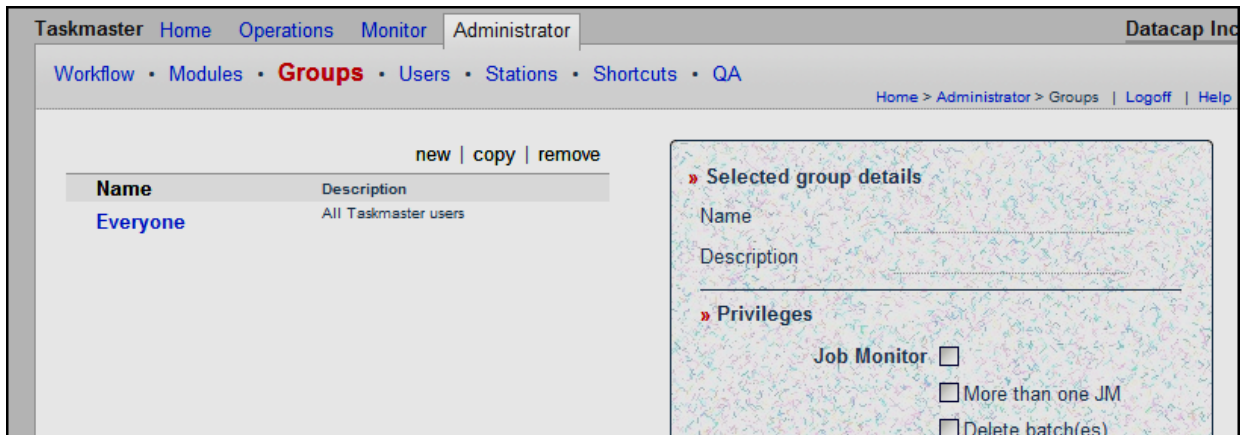
- ✓ The **Users Help Page** shows you how to define a new user, and describes each Administrative Privilege.

3.3.3.2 Groups Page

You can use the sub-pages and tools of the **Groups** page to define User Groups, and to assign users and Job/Task permissions to each group.

A User Group has three properties: **Membership**, **Administrative Privileges** and its **Job-Task Permissions**.

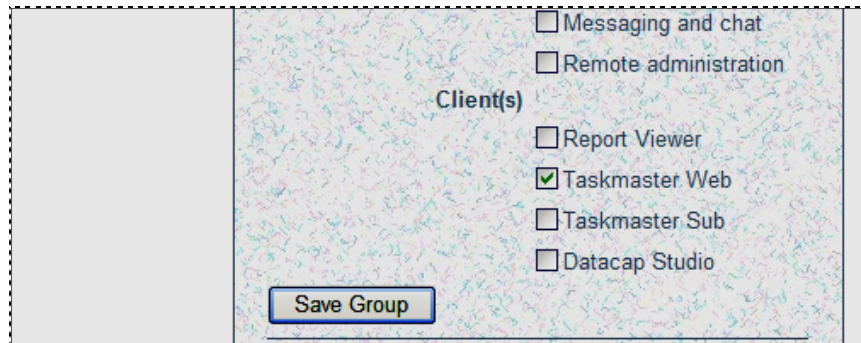
- The default *Everyone* group is made up of every User but no privileges or permissions.
- A new User Group consists of the Users you add to it, and the privileges and permissions they share.



Administrator Page – Groups Page

The page has four distinct sectors. To add a group, you have to work within each sector:

- First, press the New button in the Components sector on the left.
- Enter the group's **Name** and **Description** at the top of the **Selected Group Details** list on the right.
- Check the Administrative Privileges of this group: *be sure* to include the *Taskmaster Web* privilege.



- Press the Save Group button and confirm that the new Group ID appears in the **Name** column on the left. **Alert!** Be sure to click on this Save button without delay.

- Check the group's Job-Task Permissions, and assign users to the group.

The screenshot displays a configuration page for a 'Web Job' group. It is divided into two main sections: 'Job-Task permissions' and 'Users'. The 'Job-Task permissions' section contains a list of tasks with checkboxes: FixUp (unchecked), iVscan (checked), Upload (unchecked), PageID (unchecked), Recognize (unchecked), Verify (unchecked), and Export (unchecked). The 'Users' section, separated by a horizontal line, is titled '» Users in group' and contains a list of users with checkboxes: admin (checked), edit1 (unchecked), recog1 (unchecked), and scan1 (checked). Arrows on the left point from the labels 'Job-Task permissions' and 'Users' to their respective sections in the interface.

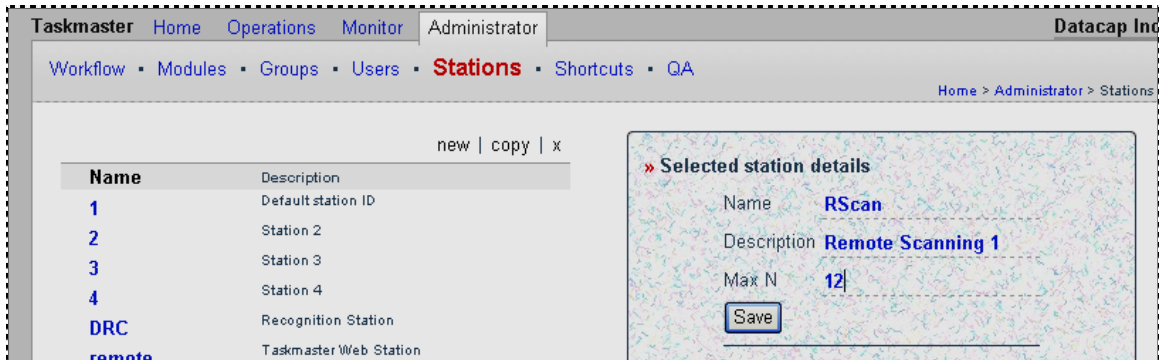
- Press the Save Group button again.
- ✓ Keep in mind that an application's Taskmaster Client and Taskmaster Web Client share their definitions of Users, User Groups and Stations. *Taskmaster Web* Security depends on your careful management of individuals and stations with Internet access to the application.

3.3.3.3 Stations Page

Very important! To log on to a *Taskmaster Web* application requires a User ID and Password (Page 4) – and a Station ID.

Just as important! To launch a task, the User, Station and Job-Task Shortcut (Page 15) must all have permission to run the task (technically, the Job/Task Combination.)

The **Stations** page constructs a Station Definition that satisfies both requirements.

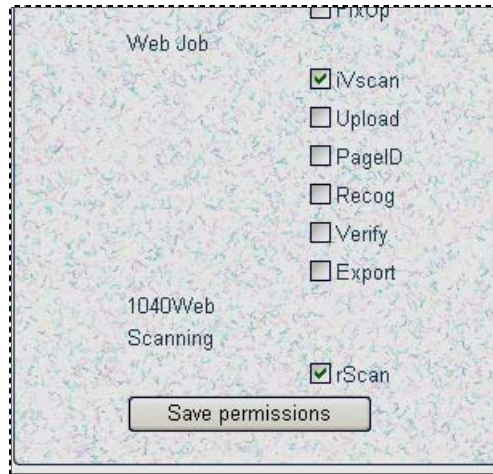


Administrator Page –Stations Page

The **Stations** page is similar to the **Users** and **Groups** pages. The upper portion lists active stations on the left, and details of a selected station on the right.

To define a new station:

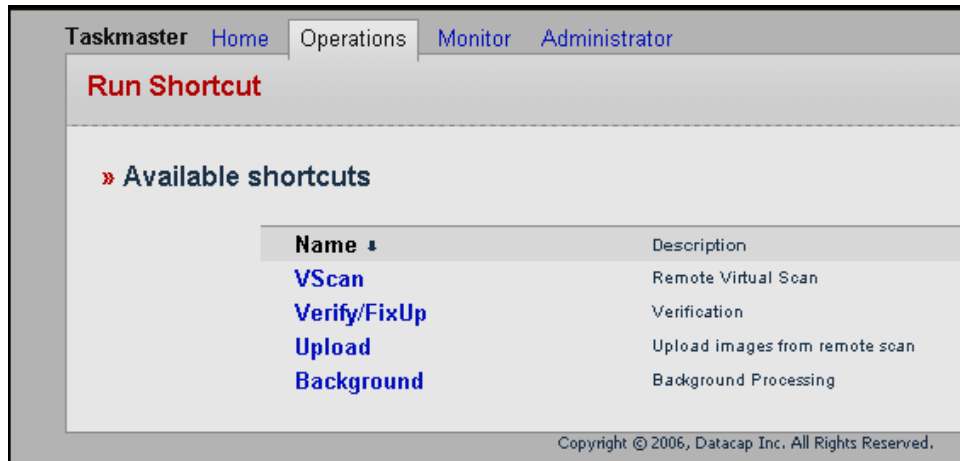
- Press the New button.
- Enter the station's **Name**. **Alert!** This value will be the Station ID.
- Add a brief **Description**.
- Use the **Max N** field to enter the number of workstations that can use this Station Definition to access *Taskmaster Web* application concurrently. (Enter "1" unless your application requires "virtual stations.")
- Press the Save button.
- In the **Permissions** area, assign the Job/Task Combinations that can be launched from this workstation – keeping in mind that a User and Job-Task Shortcut icon must have the same permission in order to run the task.



**Administrator Page – Stations tab
Station Properties Page – Job/Task Permissions**

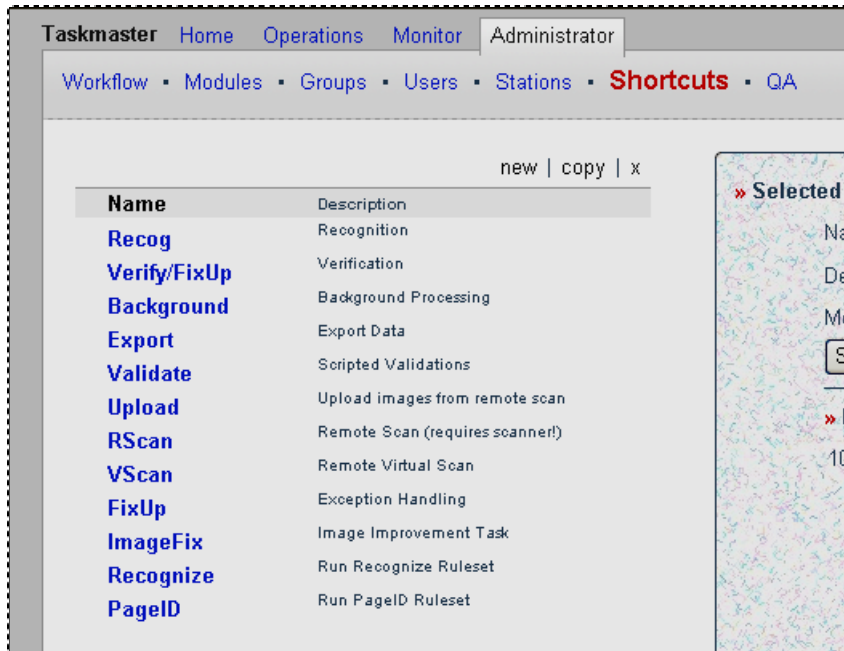
3.3.3.4 Shortcuts Page

A *Taskmaster Web* “shortcut” is an icon in the **Run Shortcut** page of the **Operations** page - an icon that launches one or more Job/Task Combinations. The example below shows four shortcuts available to an authorized user and station.



Operations Page: Run Shortcut Page

At the same time, however, the **Administrator’s Shortcuts** page illustrated on the next page displays many more.



Administrator Page – Shortcuts Page

This significant difference is an indication that most *1040EZ* Job/Task Combinations do not run in a *Taskmaster Web* environment. As a result, only a few shortcuts have permission to run the Web Job's tasks .

- ✓ Still, the **Shortcuts** page does list settings for all shortcuts defined for your application, and gives you a chance to define new shortcuts for any Job/Task Combination.

If you highlight a shortcut in the list, its properties appear in the column on the right. Pressing the New button lets you set up a new shortcut:



After you enter the shortcut's **Name** and **Description**, you must select a processing **Mode** from the drop-down list.



Shortcut Mode Options

The **Prompt/Web Select** mode begins by displaying a *Batch Selection* dialog similar to:

The screenshot shows a dialog box titled "Run Shortcut". It contains a table with the following data:

Job.Task	Batch	Status
Web Job.Upload	20060158.001	pending
Web Job.Upload	20060158.011	pending
Web Job.Upload	20060159.001	pending
Web Job.Upload	20060159.002	pending
Web Job.Upload	20060159.003	pending
1		

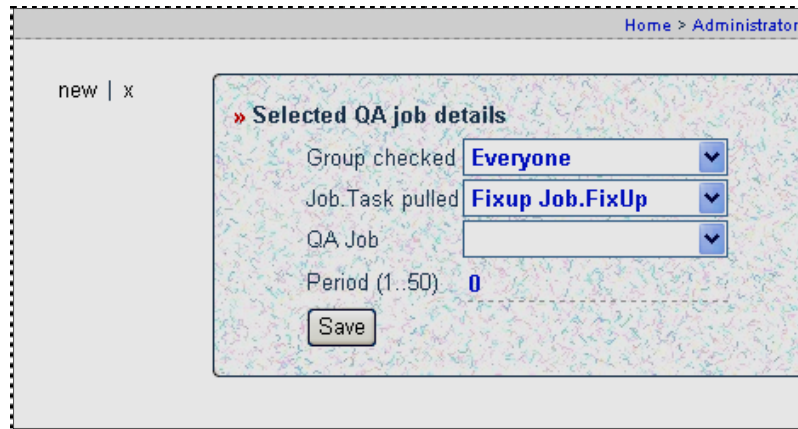
Auto: The shortcut’s Job/Task combination automatically processes all batches in the task’s queue. If no batches are available for processing, the task goes into a *resting* mode. When a batch enters the task’s queue, processing automatically continues.

Manual: The *Batch Selection* dialog will list all batches in the processing queue of the current Job/Task combination. The task will not process a batch until the operator selects it from the list.

Manual/Hold. The Batch Selection page will list only those batches with a *Hold* status, in the processing queue of the selected Job/Task combination

3.3.4 QA Page

You can use the **Administrator's** secondary **QA** page to set up special-purpose Quality Assurance jobs. Typically, these jobs evaluate of output of operator-intensive Scanning and Verification tasks.



QA Page

A Quality Assurance job sets aside every *nth* batch after it has been processed by a specific Job/Task combination, and hands the batch over to members of the QA Job's User Group (Page 12).

The page's default content does not list a QA Job in the **Components** area on the left, because you have to define essential components of a QA Job before you can set up the job itself. The components include:

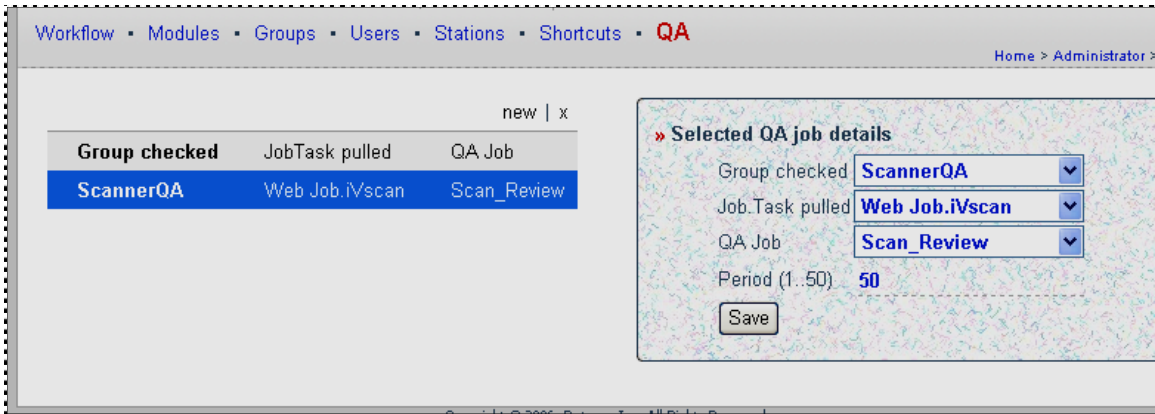
- A QA *child* job with at least one review task such as FixUp (Page 5).
- If necessary, additional User Definitions for QA personnel.
- Two User Groups (Page 12). One group consists of the operators who run the tasks to be evaluated; the other is made up of the QA people. Be sure to assign appropriate Job-Task Permissions to each.

When these elements are in place, you can take the steps below to define the QA Job:

Step	Action
1.	Press the New button in the Components area of the QA page.
2.	Select the title of the group to be checked from the Group checked list.
3.	Use the Job.Task pulled drop-down list to designate the Job/Task Combination that is subject to review.
4.	Select the Quality Assurance job that you set up previously from the QA Job drop-down list.

How to Define a QA Job (continued):

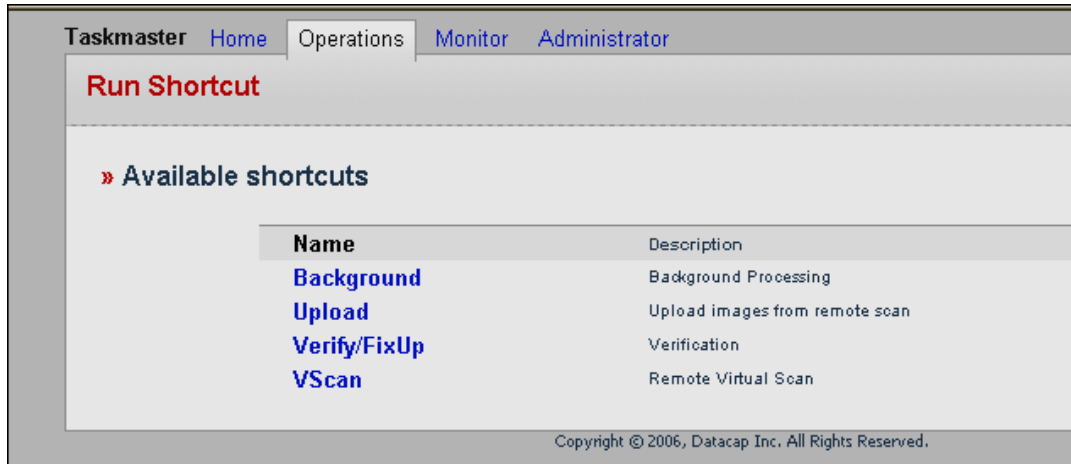
- | Step | Action |
|------|--|
| 5. | Enter the frequency of the QA job's batch selection and review in the Period field. |
| 6. | Press the Save button. |



Administrator Page – QA Page

3.4 Operations Page: Run Shortcut Page

Taskmaster Web's **Operations** page employs a single **Run Shortcut** page with a limited selection of the Job-Task shortcut icons listed in the **Administrator's Shortcuts** page (Page 15).



The example above shows a sample of *available* Job-Task shortcut icons for a *Taskmaster Web* version of the *1040EZ* training application.

Arranged alphabetically, the shortcuts initiate tasks in the following categories:

Background. This shortcut automatically selects and processes batches in line for tasks that do not require operator participation – tasks such as Upload, Validation and Export.

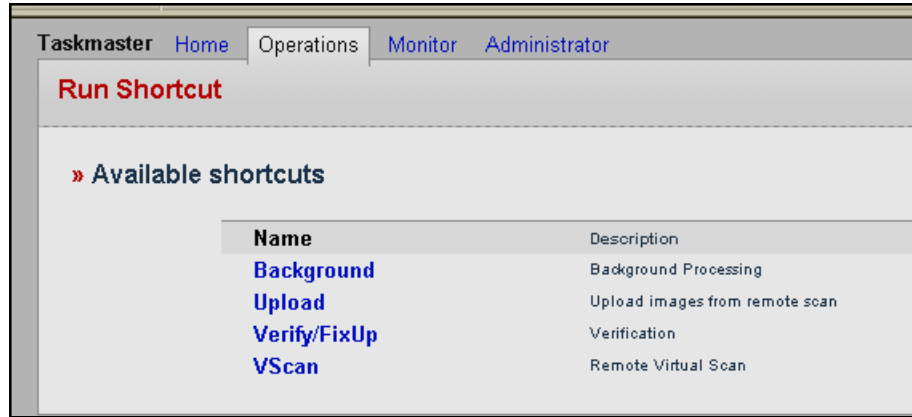
Upload. This shortcut uploads images after scanning.

Verify/FixUp. This shortcut's tasks use a *Data Entry* panel to display the *recognized* data in certain fields of a *source* page, along with images of these fields and of the page itself. A qualified Data Entry operator uses the panel and images to assess the data, and to make any necessary changes.

VScan. The *VScan* shortcut is responsible for running the Virtual Scan task that scans images of *previously* scanned pages and adding them to a new *Taskmaster Web* batch.

- ✓ **Important!** A Job-Task shortcut can be part of the list on this page only if it meets the requirements described on (Page 15).

To begin a task (technically, a “Job/Task Combination”), the operator clicks once on the shortcut.

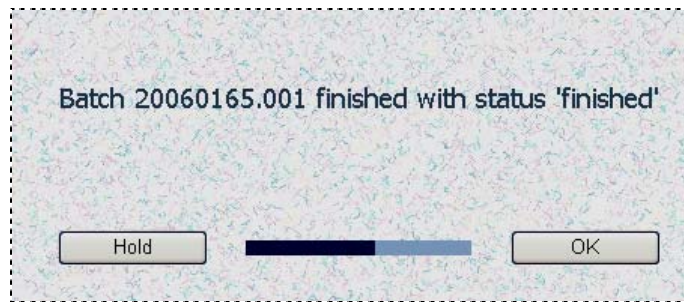


Operations Run Shortcut Page – Available Shortcuts

Taskmaster Web’s immediate response depends on the shortcut’s **Select** mode (Page 16); on the number of Job/Task combinations represented by the shortcut; and by the presence or absence of batches waiting to be processed (Chapter 4.)

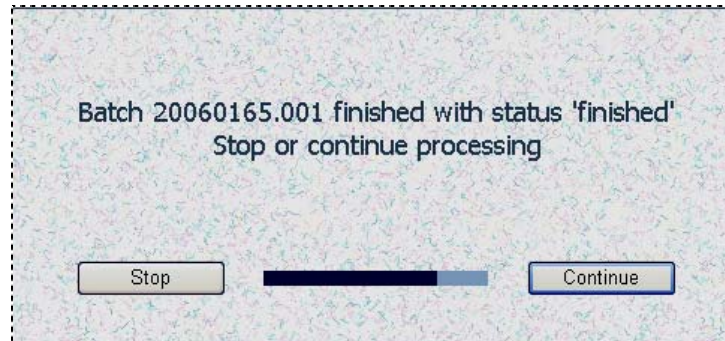
Once the task is finished, the **Batch Finished** page shows the task’s progress and waits until the operator clicks on the Ok or Hold button – or until the dialog times out.

- ✓ **Remember:** You can use settings in your <task>.icp file to hide this page and the subsequent **Continue Processing?** (Chapter 4).



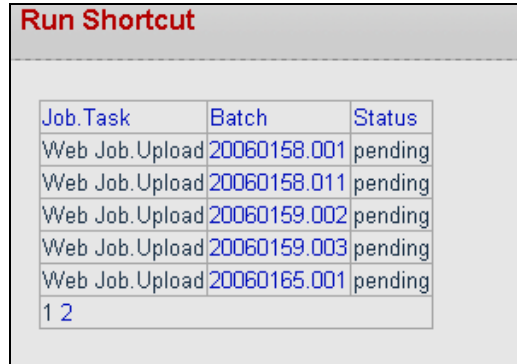
Batch Processing Complete

The **Continue Processing** page asks the operator if he or she intends to process the next batch in the current task’s queue or, instead, stop the task’s activity:



3.4.1 Batch Selection Page

This secondary page appears if the operator must select a batch for the task to process.



The screenshot shows a window titled "Run Shortcut" with a table of tasks. The table has three columns: Job.Task, Batch, and Status. There are five rows of data, all with a status of "pending". Below the table, there are page numbers "1" and "2".

Job.Task	Batch	Status
Web Job.Upload	20060158.001	pending
Web Job.Upload	20060158.011	pending
Web Job.Upload	20060159.002	pending
Web Job.Upload	20060159.003	pending
Web Job.Upload	20060165.001	pending

Batch Selection Page

The nature and size of the page's Batch Selection Table depend on a Job-Task shortcut's settings (Page 17). In the example above:

- ◆ The **Upload** shortcut has permission to launch the Web Job's Upload task, and the shortcut mode is "manual".
- ◆ The table shows five tasks in line for the Upload task – each with a *Pending* status.
- ◆ The Batch Selection Table continues on a second page.

Selection begins when an operator clicks on a Batch ID.

3.5 Monitor Page

The **Monitor** page of the Taskmaster Web Site has four secondary pages:

QID	Batch	Job	Task	Status
2	20060138.001	Web Job	Export	pending
3	20060138.002	Web Job	Verify	pending
4	20060138.003	Web Job	Verify	pending

Tabs of the Monitor Page

The **Job Monitor** (Page 24) lists information about all batches in the queues of the application’s Job/Task combinations. This page includes a valuable sub-page – the **Job Monitor Filter** (Page 33).

The **Station Monitor** (Page 39) tracks the connections and performance of all workstations with access to your *Taskmaster* configuration.

The **Web Monitor** (Page 40) provides additional data about Taskmaster Web Client workstations which are members of your *Taskmaster Web* network.

The **Reports** page (Page 41) generates *Summary* and *Detail* processing reports for each task.

3.5.1 Job Monitor

Each row of the Job Monitor contains information about a batch in your application. You can use buttons at the bottom of the page to turn a column On or Off.

The screenshot shows the Job Monitor interface with the following elements:

- Navigation:** Taskmaster Home Operations Monitor Administrator
- Breadcrumbs:** Job Monitor • Station Monitor • Web Monitor • Reports
- Controls:** Items per page (15), Delete batches, Filter..., Refresh rate (Default), Refresh button.
- Table:**

QID	Batch	Job	Task	Status	J time	T time	Oper	Station	Pr	Docs	Pages
9	20070079.008	Web Job	PageID	pending	21	0			5	1	1
8	20070079.007	Web Job	PageID	pending	24	0			5	1	6
7	20070079.006	Web Job	Recognize	pending	27	0			5	1	1
6	20070079.005	Web Job	Recognize	pending	38	0			5	1	4
5	20070079.004	Web Job	Recognize	pending	30	0			5	1	1
4	20070079.003	Web Job	Verify	pending	69	0			5	3	3
3	20070079.002	Web Job	Verify	running	56	0	admin	1	5	2	2
2	20070079.001	Main Job	PageID	aborted	50	10	admin	2	5	1	3
- Show Columns:** QID, Batch, Job, Task, Status, J start, J time, T start, T time, Oper, Station, Pr, Docs, Pages

Job Monitor

In the example above:

- The Batch Information Table lists eight batches in the **Batch** column. (Note that while most batches are waiting for tasks of the Web Job, one is still waiting for the PageID task of the Main Job.)
- Selections in the **Show Columns** area below the table determine the table's content.
- Clicking on a column's title sorts the batch listings alphabetically or numerically, according to values in the column. (Clicking on the title again sorts the batch in reverse order.)
- The drop-down list immediately below a column's title lists alternative values for that column associated with batches currently in the table. (The following pages show you how to use this tool.)
- In the upper right-hand corner, the Refresh button updates the table instantly when you click on it, or automatically according to the rate you specify in the accompanying field.
- The Default button resets the contents and format of the Batch Information Table.
- The Filter button accesses the **Job Monitor Filter** page (Page 33).

- The Delete Batches button removes all batches on the page.

3.5.1.1 Job Monitor Features

The following pages introduce you to features of the **Job Monitor** and its Batch Information Table. The section that begins on Page 30 shows you how to use these features.

- **Before you begin.** The *1040EZ* training application works effectively in the *Taskmaster Web* environment and is nearly indestructible! After you have configured *Taskmaster Web*, take a few moments to run *1040EZ* so that a number of batches populate the **Job Monitor**. Page 20 shows you how to generate *1040EZ* batches.

The **Job Monitor's** features include:

Feature	Description
Items per Page	A drop-down list of numbers you can use to limit the size of the Batch Information table.
Remove Batches button	Deletes <i>all</i> batches on the page.
Filter	Accesses the Job Monitor Filter page (Page 33).
Default button	Returns the Job Monitor page to its default layout .
Refresh button	Updates the Batch Information Table's contents.
Refresh rate	A dropdown list with values that determine how often Job Monitor will update the table's contents automatically. All values are in seconds or minutes, except "--", which removes automatic refreshment entirely.
Batch Information Table	The table that contains and displays information about individual batches.
Column Headers	Buttons that identify a column, and sort the table's rows by the values <i>in the column</i> .
Column Drop-down Lists	Filter values for the column. Selecting an item from the drop-down list limits the table to batches with comparable values. Important! Selecting the blank value – the first in the list - removes the limit.
Columns	Standard columns of the Batch Information Table. Note that a column is part of the table only if you have depressed its button in the Show Columns area at the bottom of the Job Monitor .

Job Monitor Features (continued)

Feature	Description
<p>The descriptions below cover the Batch Information Table's principal columns. Descriptions of the secondary columns are on Page 29.</p>	
Q ID	<p>A unique number assigned to identify each batch's progress in a job.</p> <p>If the batch is diverted to another job – a FixUp job, for example – an additional row for the batch will appear in the table, with a new Q ID.</p>
Batch	<p>A unique Batch ID, assigned by <i>Taskmaster</i> when the batch is created.</p> <p>Alternative Batch ID formats are available. For details, see Chapter 8 of the <i>Taskmaster Administrator's Guide</i>.</p> <p>If you click on the Batch ID, the Selected Batch Details page appears on your screen, with more information and options for the batch (Page 30).</p>
Job	The Job ID of the job that is processing the batch.
Job List	<p>You can limit the table's contents by selecting a job. However, you can only select one.</p> <p>Selecting the "blank" option at the top displays batches for all jobs.</p>

Taskmaster Home Operations Monitor Administrator Datacap Inc

Job Monitor • Station Monitor • Web Monitor • Reports Home > Monitor > Job monitor | Logoff | Help

Items per page: 15 Delete batches Filter... Refresh rate: -- Default

QID	Batch	Job	Task	Status	J time	T time	Oper	Station	Pr	Docs	Pages
9	20070079.008	Web Job	PageID	pending	21	0			5	1	1
8	20070079.007	Web Job	PageID	pending	24	0			5	1	6
7	20070079.006	Web Job	Recognize	pending	27	0			5	1	1
6	20070079.005	Web Job	Recognize	pending	38	0			5	1	4
5	20070079.004	Web Job	Recognize	pending	30	0			5	1	1
4	20070079.003	Web Job	Verify	pending	69	0			5	3	3
3	20070079.002	Web Job	Verify	running	56	0	admin	1	5	2	2
2	20070079.001	Main Job	PageID	aborted	50	10	admin	2	5	1	3

1

Show columns:

QID
 Batch
 Job
 Task
 Status
 J start
 J time
 T start
 T time
 Oper
 Station
 Pr
 Docs
 Pages

Job Monitor – Principal Columns



Multiple pages

Job Monitor – Show Columns buttons

Job Monitor Features (continued)

Feature	Description
Task	The Task ID of the task that has processed or is waiting to process the batch.
Task List	You can limit the table’s contents by selecting a task from this list. Selecting the “blank” option at the top lists batches for all tasks.
Status	The current processing status of the batch.
Status List	You can limit the table’s contents by selecting a status from this list.. Selecting the “blank” option at the top lists batches for all statuses.
Oper	The User ID of the last operator who worked on the batch, or the operator who is permitted to run the batch currently. Typically, a User ID can appear in a listing’s Oper column only if an operator (or Supervisor or Administrator) has intervened to abort the batch or put it on <i>Hold</i> status temporarily—or when the batch completes the workflow of a job or <i>child</i> job. Alternatively, the Oper field will include a value stored by a previous task. If you use the Selected Batch Details page to designate a different operator, <i>only</i> that operator can access the batch until the batch has completed the task at hand.
Oper List	A drop-down list of users to filter the list of batches displayed. Select the Blank item at the top to remove a limit.

Job Monitor Features (continued)

Feature	Description
Station	<p>The Station ID of the workstation where the batch was run (<i>Status = Pending, Hold, Offline or Aborted</i>).</p> <p>A Station ID rarely appears in this column - only if an operator has intervened to abort the batch or put it on <i>Hold</i> status, or in response to a combination of a Queue value in the definition of the current task, and a Store value in the definition of a previous task.</p> <p>If you use the Selected Batch Details page to designate a different workstation, <i>only</i> that station can launch the batch for the current Job/Task Combination.</p>
Station List	<p>A drop-down list of stations used to limit the list of batches to display.</p> <p>Selecting the “blank” option at the top lists all qualifying stations.</p>

The screenshot shows the 'Job Monitor' interface. At the top, there are navigation tabs: Taskmaster, Home, Operations, Monitor, and Administrator. Below these, there are links for Job Monitor, Station Monitor, Web Monitor, and Reports. A breadcrumb trail shows 'Home > Monitor > Job monitor'. There are also links for Logoff and Help.

The main content area features a table with the following columns: QID, Batch, Job, Task, Status, J time, T time, Oper, Station, Pr, Docs, and Pages. The table contains 9 rows of data. Above the table, there are controls for 'Items per page' (set to 15), 'Delete batches', 'Filter...', 'Refresh rate', and 'Default'. Below the table, there is a 'Show columns:' section with buttons for each column: QID, Batch, Job, Task, Status, J start, J time, T start, T time, Oper, Station, Pr, Docs, and Pages.

QID	Batch	Job	Task	Status	J time	T time	Oper	Station	Pr	Docs	Pages
9	20070079.008	Web Job	PageID	pending	21	0			5	1	1
8	20070079.007	Web Job	PageID	pending	24	0			5	1	6
7	20070079.006	Web Job	Recognize	pending	27	0			5	1	1
6	20070079.005	Web Job	Recognize	pending	38	0			5	1	4
5	20070079.004	Web Job	Recognize	pending	30	0			5	1	1
4	20070079.003	Web Job	Verify	pending	69	0			5	3	3
3	20070079.002	Web Job	Verify	running	56	0	admin	1	5	2	2
2	20070079.001	Main Job	PageID	aborted	50	10	admin	2	5	1	3

Job Monitor's Batch Information Table - Primary Columns

The screenshot shows the 'Job Monitor' page in the Taskmaster web application. The page has a navigation bar with 'Taskmaster Home Operations Monitor Administrator' and 'Datacap Inc'. Below the navigation bar, there are links for 'Job Monitor', 'Station Monitor', 'Web Monitor', and 'Reports'. The main content area displays a table of batch information. The table has columns for Job, Task, Status, J start, J time, T start, T time, Oper, Station, Pr, Docs, and Pages. The table contains 9 rows of data. Below the table, there is a 'Show columns:' section with checkboxes for each column: QID, Batch, Job, Task, Status, J start, J time, T start, T time, Oper, Station, Pr, Docs, and Pages. The 'Job' and 'Task' columns are currently selected.

Job	Task	Status	J start	J time	T start	T time	Oper	Station	Pr	Docs	Pages
Web Job	PageID	pending	2007-03-20T17:28:46	21	2007-03-20T17:30:01	0			5	1	1
Web Job	PageID	pending	2007-03-20T17:28:24	24	2007-03-20T17:29:55	0			5	1	6
Web Job	Recognize	pending	2007-03-20T17:28:00	27	2007-03-20T17:32:37	0			5	1	1
Web Job	Recognize	pending	2007-03-20T17:27:36	38	2007-03-20T17:32:17	0			5	1	4
Web Job	Recognize	pending	2007-03-20T17:27:12	30	2007-03-20T17:31:59	0			5	1	1
Web Job	Verify	pending	2007-03-20T17:26:44	69	2007-03-20T17:33:13	0			5	3	3
Web Job	Verify	running	2007-03-20T15:56:17	56	2007-03-20T16:23:17	0	admin	1	5	2	2
Main Job	PageID	aborted	2007-03-20T15:49:47	50	2007-03-20T15:53:10	10	admin	2	5	1	3

Job Monitor Batch Information Table - Secondary Columns

Job Monitor Features (continued)

Feature	Description
<p>The following descriptions cover secondary columns of the Job Monitor's Batch Information Table.</p>	
Pr	<p>The Priority value assigned to the batch.</p> <p>This classification is initially assigned to the batch when the job is run: "10" = Low; "1" = High; "5" is the default. <i>Raising</i> this number <i>lowers</i> the Priority of the batch</p> <p>You can use the Selected Batch Details page to change the Priority for a specific batch.</p>
J start	<p>The Date and Time when the <i>job</i> in the Job column began working with the batch.</p> <p>For a "Main" job such as the 1040EZ application's Web Job, this is the point at which the Scan task created the batch. In the case of a <i>child</i> job, however, this is the moment when the <i>child</i> job's first task began processing the batch.</p>
J time	<p>The cumulative time, in seconds, that the job's tasks have spent on the batch so far.</p>

Job Monitor Features (continued)

Feature	Description
T start	The Date and Time when the task in the Task column began processing the batch. This column includes values <i>only</i> if the task has spent time with the batch. If the batch is <i>Pending</i> , there is no entry.
T time	The cumulative time, in seconds, that the task component of the Job/Task Combination has spent on the batch so far. Again, this column contains an amount only if the task has already processed the batch.
Docs	The number of documents currently in the batch. <i>Alert!</i> This number may change during the workflow.
Pages	The number of pages in the batch.

3.5.1.1.1 Selected Batch Details Page

When you click on a Batch ID in the Batch Information Table, the secondary **Selected Batch Details** page appears (illustrated on the next page.). The dialog has more information about the batch, gives you a chance to modify values in certain columns and well as the contents of the Batch Information Table itself.

The **Selected Batch Details** page has three buttons:

- ◆ The **X** in the upper right-hand corner closes the page but does not update the Batch Information Table.
- ◆ The Apply button in the lower left-hand corner updates the Batch Information Table with changes you make using the **Selected Batch Details** page (see the next page.)
- ◆ After a proper warning, the Remove Batch button in the lower right-hand corner deletes the batch you've selected.

The next page describes the contents of the **Selected Batch Details** page. *Remember:* to access this page, just click on a Batch ID in the Batch Information Table.

Selected batch details

Batch ID: 20060144.003

Batch dir: c:\datacap\1040EZ\batche

Page file: iVscan.xml

Task ID: Upload

Status: pending

Operator: <none>

Station: remote

Priority: 5

Skip operator: <none>

Skip station: <none>

Apply Remove batch

Selected Batch Details page

Selected Batch Details Page

Batch ID: the unique Batch ID of the current batch. You cannot change this value.

Batch Dir: the name and path of the **Batch** directory that contains the application’s batches – including the batch you have selected. You can modify this value if the batch is moved.

Page file: the name of the Page file (.xml) generated by the job’s previous task. This file provides the current task with details of the batch contents and structure. In the example above, the Page file produced by the iVScan task (**iVScan.xml**) supplied batch information to the task designated in the **Task ID** field (below).

Important! If you “roll back” the batch to be processed by an earlier task, you must change this value.

Task ID: displays the name of a task that is next in line to process the batch (or last processed the batch if the Status is listed as *Aborted* or *Hold*, for example). This is a drop-list of all tasks in the job that processed the batch to this point. To roll back the batch to an earlier task, use this drop-down list to select the applicable Task ID (Page 5).

Status: the current processing status of the batch – and a drop-down list of the statuses of all current batches. You’ll use this important field to change a *Hold* or *Abort* status to a *Pending* status that allows the batch to be processed by the task you have specified.

Operator: the User ID of an individual who last processed the batch and left it with a Status of *Hold*, *Finished*, *Aborted* or *Offline*. The User ID that is Queued to process

the batch if Status is *Pending* or *Hold*. *<None>* is the default selection of this drop-down list; if an ID does appear, you can remove it by selecting *<None>*, or change it.

Station: the Station ID of a workstation that last processed this batch if the Status is *Hold*, *Finished*, *Aborted* or *Offline*. The Station ID that is Queued to process the batch if Status is *Pending* or *Hold*. *<None>* is the typical value; if an ID does appear, you can remove it by selecting *<None>*, or change it.

Priority: the current processing priority of the batch. You can use this drop-down list to lower it priority (“10” is Low, “1” is High, “5” is the default value.).

Skip Operator: a drop-down list of all Users (operators) you have defined for this application (Page 9) and the default *<none>* option. If you select an operator, the batch cannot be processed by future tasks launched by this operator if these tasks have **Queue to** properties set appropriately .

Skip Station: a drop-down list of all stations you have defined for this application (Page 14) and the default *<none>* option. If you select a station, the batch cannot be processed by future tasks launched by this station if these tasks have **Queue to** properties set appropriately.

- ✓ When you change a value in the **Selected Batch Details** page and press the Apply button, *Taskmaster Web* will automatically update the Batch Information Table with your modifications.

3.5.1.1.2 How to Add a Custom Column to Job Monitor

To add a “custom” column, follow the instructions in Chapter 5 of the *Taskmaster Windows & Dialogs Reference*.

3.5.1.2 Job Monitor Page - Filters

The **Job Monitor** page of an application may contain many rows. Two tools help manage the size and focus of a lengthy Batch Information Table:

- Below the titles of five columns there are drop-down lists with filtering alternatives. The *default* value for these lists is *None*, indicating that the table's content will *not* be filtered according to a parameter for this column. If you select a different value – *Pending* from the **Status** column as an example – the table will display only batches with that processing status. If you specify this parameter and a **Job ID** value, the table will only list *Pending* batches in the processing queue of the job you've chosen.

This approach selects and sorts batch information once. If you click on the **Refresh** icon, or if you leave the **Job Monitor** and return, the columns revert to *None*.

- The advanced **Job Monitor Filter** page, in contrast, stores selection criteria and applies it repeatedly and consistently until you clear or modify its settings. To access this page, press the tab's *Filter* link.

3.5.1.2.1 Job Monitor Filter Page

- ✓ To access the **Job Monitor Filter** page, click on the Filter button at the top of Batch Information Table.

This page contains tools you can use to define a filter that determines the rows/batches displayed in the monitor's Batch Information Table.

The page can assign selection/filter parameters to the following columns: **Job**, **Task**, **Station**, **User**, **Batch Processing Status**, **Timing** - and **Custom Field** specifications.

Illustrations are on the next page.

- ✓ **Remember!** The Batch Information Table itself lets you assemble a filter of limited scope and temporary duration by selecting criteria from drop-down lists at the top of these columns: **Batch ID**, **Job ID**, **Task ID**, **Status**, **Oper** (Operator) and **St** (Station).

The **Job Monitor Filter** page gives you additional options: the parameters you specify in this page *take precedence* over those of the **Monitor Batches** page and *remain in effect* until you clear them.

Job Monitor

Job ID	Task ID	User	Station	Q/User	Q/Station	Status
Main Job	iVscan	admin	1	admin	1	pending
Fixup Job	Upload	scan1	2	scan1	2	hold
Web Job	rScan	recog1	3	recog1	3	aborted
	Vscan	edit1	4	edit1	4	Job done

Job Start Range mins

≤ January 2007 ≥							≤ January 2007 ≥						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6	31	1	2	3	4	5	6
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31	1	2	3	28	29	30	31	1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10

WHERE

Filter Parameters

The sections below describe the parameters in each category, and the steps you take to select one or more specifications.

Job ID. This field lists the Job ID's of *all* jobs in all workflows of your application.

You can select a single job by highlighting its Job ID with your mouse.

If you click on a job, hold down the keyboard's *Shift* key, and click on another job, you'll select those jobs and any jobs in between.

To choose multiple jobs scattered throughout the list, use your mouse to select the first job - then hold down the *Ctrl* key as you highlight additional jobs.

To remove your selections, click in the field again. This leaves one highlighted item. Hold down your keyboard's *Ctrl* key and click on this item again to de-select it.

If you designate a single job and no other parameters in any other category, the Batch Information Table will list all batches in that job only.

Task ID. In this field, you'll find the ID's of *all tasks* in your application.

You use the same techniques to select tasks as you use for jobs (above).

If you designate a single task and no other parameters in any other category, the Batch Information Table will list all batches being processed by that task. If a task is part of multiple jobs, you might choose to filter by one Job ID and one Task ID. The *result*: a list of batches in line for processing by that Job/Task combination.

User. This is a list of the application's User ID's.

You use the same techniques to select users as you do to select jobs (above).

When you add a User ID to the filter, the Batch Information Table shows only batches that have this User ID listed in the table.

Stations. This field displays the Station ID's of all authorized *Taskmaster Web* workstations.

You use the same techniques to select stations as you do for jobs (above).

Q/User. This is also a list of the application's User ID's, but your selection from this field has a very different impact on the content of the Batch Information Table. (For details, see Page 45).

Store User is a task property that saves the User ID, when the task runs, into the Batch Information Table.

Queue by User is also a **task** property .If the Task Definition includes this property, the *next* task in line to process the batch *must* be launched by the *same user* as the current task. Consequently, a User ID in the Batch Information Table's **User** column means that **Store User** was indeed a property of a previous task.

Queue by Station ID. This list of the application's Station ID's has a role that is similar to the **Q/User** list. (For details, see Page 45).

Queue by Station is a **task** property (Page 45). If the Task Definition includes this property, the *next* task in line to process the batch *must* be launched from the *same station* as the current task. Consequently, a Station ID in the Batch Information Table's **Station** column means that **Queue by Station** was indeed a property of the previous task, and that the task identified in the listing must be run from that station.

You use the same techniques to select Station ID's as you do for jobs (above).

Status. This list includes the various processing statuses that *Taskmaster* can assign to a batch.

You use the same techniques to select statuses as you do to select jobs (above).

Selecting one or more Batch Statuses limits the Batch Information Table's listings to batches with these statuses.

Date Range. The calendars help define a range in days for the filter. To use the calendars:

- Select *Job Start* or *Task Start* from the drop-down list at the top, and Range from the list next to it.
- Select the starting date from calendar on the left, and the ending date from the calendar on the right.
- Confirm the parameters in the WHERE field.

The screenshot shows a web interface for filtering job data. At the top, there are two dropdown menus: 'Job Start' and 'Range'. To the right of these is a text input field containing 'mins'. Below these are two calendar pickers for 'January 2007'. The left calendar has the date '9' selected, and the right calendar has the date '9' selected. Below the calendars is a 'WHERE' field containing the SQL query: 'qu_start BETWEEN #1/1/2007# AND #1/9/2007#'. At the bottom of the form are two buttons: 'Clear all' and 'Submit'.

Job Monitor Filter

For practice, press the Submit button to review the content of the Batch Information Table. **Remember:** when you return, the filter will be unchanged.

These are the boundaries of a **batch selection period**. The filter will retain any listing in the Batch Information Table that has a **Task Start** or **Job Start** date within this period.

- ✓ As you will quickly note, each parameter you select appears immediately in the WHERE field – as part of a SQL Server WHERE statement. You can use this field to customize the filter's criteria.
- ✓ **Note 1:** The format of an entry in either of these fields *must* conform to the Windows **Short Date** or **Long Date** specifications for your computer. You'll find these specifications in the *Date* tab of the **Control Panel's Regional Settings** dialog.

As an example, you can enter *07/16/03* or *July 16, 2003* in a field if these values conform to the *Date* tab's formats.

- ✓ **Note 2:** The Date can include a Time parameter. For example: *07/16/03 08:12:44*. Be sure to insert a space between the Date and Time values. Keep in mind, too, that the Time format has to conform to settings in the *Time* tab of the **Control Panel's Regional Settings** dialog.

Age. Alternatively, you can select *Age* in the second drop-down list. The number you enter in the neighboring field is the minimum time (in minutes) a batch must have been in the current task's queue – or job's queue, awaiting processing – to be displayed.

The screenshot shows a web interface with a table of job information and a filter section below it. The table has columns: Job ID, Task ID, User, Station, Q/User, Q/Station, and Status. The filter section includes a 'Job Start' dropdown, an 'Age' dropdown, and a text input field containing '15 mins'. Below the filter is a SQL query: `WHERE qu_start >= DateAdd('n', -15, Date())`. There are also 'Clear all' and 'Submit' buttons.

Job ID	Task ID	User	Station	Q/User	Q/Station	Status
Main Job	iVscan	admin	1	admin	1	pending
Fixup Job	Upload	scan1	2	scan1	2	hold
Web Job	rScan	recog1	3	recog1	3	aborted
	Vscan	edit1	4	edit1	4	Job done

Job Start: [v] Age: [v] 15 mins

WHERE `qu_start >= DateAdd('n', -15, Date())`

Clear all Submit

For example, if you enter "10", the filter will calculate differences between **Start Time** values and the current time - and list those batches with a difference *equal to or greater than* ten minutes.

If you enter "60" the filter will list those batches that have been in their queues for an hour or more.

Custom Field Selection Parameter

You can define an arbitrary filter, which can include custom batch fields.

An entry in this field completes a SQL Server WHERE clause. The filter uses the clause to locate values in a **custom column** of the Batch Information Table, and to select listings with those values.

Suppose, for example, that your application can process forms of multiple types but a batch is limited to one form type. Suppose, too that you've added a **Form ID** column to identify the form the batch is handling.

To limit the scope of the Batch Information Table to batches that are processing forms with a *specific* FormID, you might enter the following value:

`pb_FormID = 'Tax Form'`

Alert! Adhere closely to SQL syntax: *be sure* to enclose filter value with single quotes.

- ☛ To use the advanced **Job Monitor Filter** page effectively, follow these basic guidelines:
 - Use the Clear button freely. Remember that the **Filter** page retains its settings unless you remove or change them - and that they supersede settings in the **Monitor Batches** page.
 - After you add, remove or change settings, click on the Apply button to update the filter *and* the contents of the Batch Information Table.

Buttons

The **Submit** button consolidates your selections from this page to form an overriding **Job Monitor** filter; immediately applies the filter to the contents of the Batch Information Table; and returns you to the **Job Monitor** page. *Alert!* The filter you have assembled remains in effect until you alter or clear its settings.

The **Clear all** button deletes all selections and entries from this page - and *eliminates* the current filter.

To return to the **Job Monitor** page without clearing fields or applying changes, press the Back button in your browser or click on the **Job Monitor** item in the **History** section at the top of the Taskmaster Web Site.

3.5.2 Station Monitor

The **Station Monitor** page lists all workstations which are *currently* logged in to your application.

For each active station, the page lists:

- ◆ **Station ID** (Section 3.3.3.3);
- ◆ The **Operator** who signed on to the station;
- ◆ The **Job/Task Combination** currently running from the station (if any)
- ◆ The number of **Batches** processed from this station.



The screenshot shows the 'Station Monitor' page with a navigation bar at the top containing 'Taskmaster', 'Home', 'Operations', 'Monitor', and 'Administrator'. The 'Datacap Inc.' logo is in the top right. Below the navigation bar, there are links for 'Job Monitor', 'Station Monitor' (highlighted in red), 'Web Monitor', and 'Reports'. A breadcrumb trail reads 'Home > Monitor > Station monitor'. The main content area is titled '» Active Taskmaster stations' and contains a table with the following data:


Station	Operator	Job.Task	Batches
remote.1	admin	.	1

Station Monitor Page

- ✓ The **Job Monitor** features a **Refresh** drop-down list that determines how often Taskmaster Web automatically updates that monitor's Batch Information Table (Page 25). The value you pick applies, as well, to the **Station Monitor** and **Web Monitor**.

3.5.3 Web Monitor Page

This page provides network information about Taskmaster Web Client workstations *currently* logged in to *Taskmaster Web*. Although the example below shows only one station, a fully-configured application will list all workstations which are participating in *Taskmaster Web* activities.



The screenshot shows the Taskmaster Web Monitor interface. At the top, there is a navigation bar with 'Taskmaster', 'Home', 'Operations', 'Monitor', and 'Administrator'. The 'Monitor' tab is selected. Below this, there are links for 'Job Monitor', 'Station Monitor', 'Web Monitor' (highlighted in red), and 'Reports'. A breadcrumb trail shows 'Home > Monitor > Web monitor'. The main content area is titled '» Active web clients' and contains a table with the following data:

Application	Station	Operator	IP Address	Login time	Alive at
1040ez	remote	admin	192.168.168.108	10:38 AM	10:49 AM

Web Monitor Page

Columns in the Active Web Clients table include:

Application: the name of the *Taskmaster* application that's being processed in a *Taskmaster Web* environment by a Taskmaster Web Client.

Station: the Station ID of the workstation that is host to the Taskmaster Web Client.

Operator: the User ID of the operator who has logged onto the *Taskmaster* application, with a Taskmaster Web Client, in a *Taskmaster Web* environment.

IP Address: a network protocol "address" specifying the station's connection to Taskmaster Server.

Login Time: the time (hour:min) at which *Taskmaster Web* login procedures began on this station.

Alive at: the time (hour:min) at which *Taskmaster Web* login procedures successfully opened the application.

3.5.4 Reports Page

Tools of this page generate reports covering a task’s transactions, batch by batch –during the period you choose.

Summary reports consolidate information about a task’s batch processing activity during a period you specify.

Detail reports list a task’s transactions, batch by batch – again, during the period you choose.

An illustration of the page and samples of its reports are below and on the next few pages.

- ✓ The **Reports** page offers exceptional flexibility. After you select on a report’s content and format, you can specify these properties in the *Selected Report Details* are on the right.

Available Filters is a drop-down list of filters that limit a report’s scope. Report filters can be defined by following the guidelines in Chapter 7 of the *Taskmaster Administrator’s Guide*.

Period. The radio buttons arrayed beneath the **Task ID** field determine the period of task activity to be covered by the report. If you select *Specify custom time filter*, the tab adds two **Date Range** fields.

Available reports

Name	Source
Scan	scan2kst
Scan Summary	scan2kst
Recognition	recog2kst
Recognition Summary	recog2kst
Verify	de2kst
Verify Summary	de2kst
FixUp	fixup2kst
FixUp Summary	fixup2kst
Workflow Audit	debug
Batch Aging	JobMonitor
Batch Productivity	JobMonitor

Selected report details

Available filters: All

Show data from: Today

June 2006

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

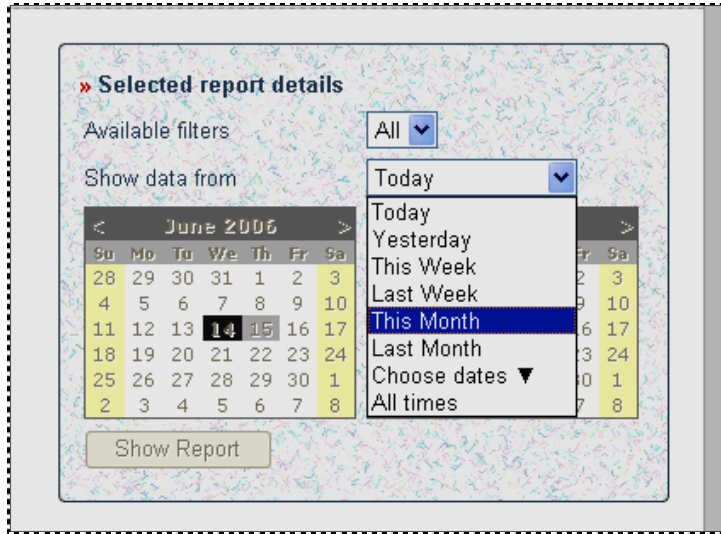
June 2006

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Show Report

Monitor Page – Reports Page

Reports Page



Reports Page – Show Data from...

1 remote

Datacap Scan Summary

Taskmaster

Station	Batches	Documents		Pages		Elapsed Time
		Total	Average Per Batch	Total	Average Per Batch	
1	5	5	1.00	12	2.40	0 : 01 : 37
remote	2	2	1.00	6	3.00	0 : 00 : 08
Report Total:	7	7	1.00	18	2.57	0 : 01 : 45

iVScan Task - Sample Summary Report

2/ 2

Datacap Scan Report

Taskmaster

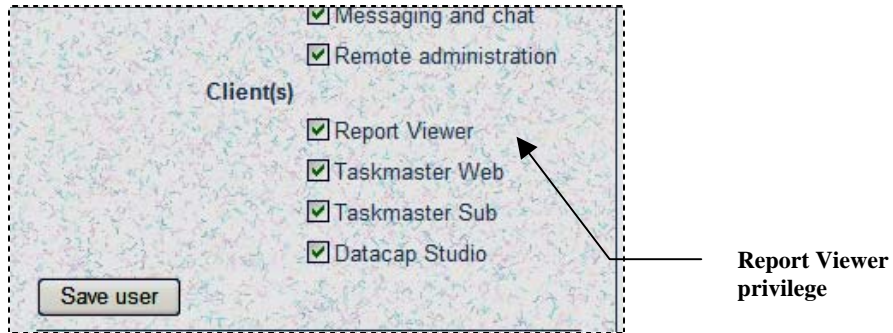
Date	Time	Operator	Station	Job ID	Task ID	Batch ID	Status	Docs	Pgs	Elapsed Time
02/09/2007	13:18	admin	remote	Web Job	iVscan	20070040.001	finished	1	3	0 : 00 : 01
02/09/2007	13:20	admin	remote	Web Job	Upload	20070040.001	finished	1	3	0 : 00 : 07
Operator Summary:		admin	02/09/2007			1		2	6	0 : 00 : 08
02/12/2007	09:03	admin	1	Web Job	iVscan	20070043.003	finished	1	3	0 : 00 : 30
02/12/2007	09:04	admin	1	Web Job	iVscan	20070043.004	finished	1	2	0 : 00 : 19
02/12/2007	09:04	admin	1	Web Job	iVscan	20070043.005	finished	1	1	0 : 00 : 16
02/12/2007	09:04	admin	1	Web Job	iVscan	20070043.006	finished	1	4	0 : 00 : 16
02/12/2007	09:05	admin	1	Web Job	iVscan	20070043.007	finished	1	2	0 : 00 : 16
Operator Summary:		admin	02/12/2007			5		5	12	0 : 01 : 37
Report Total:						6		7	18	0 : 01 : 45

iVScan Task - Sample Detail Report

3.5.4.1 How to Define a New Report

To produce a new report:

Step	Description
1.	Be sure that the administrative privileges of your User Definition (Page 9) include <i>Report Viewer</i> in the Clients section. Alert! Do not overlook this important first step.



2. Log on to *Taskmaster Web*.
3. Move to the secondary **Reports** page of the **Monitor** page.
4. Select a report (such as **Scan** or *Scan Summary* in the example below.)



5. After you click on the report's title, examine the default parameters of the *Report Filter* illustrated on the next page.
 6. Select alternative filter parameters: press the Show Report button when you are ready to examine a report's contents.
- ✓ **Remember!** The *1040EZ* training application is sturdy, and encourages your involvement.

» Selected report details

Available filters: None

Show data from: Today

Two calendar views for February 2007 are shown. The left calendar has the 12th highlighted. The right calendar has the 12th highlighted. A 'Show Report' button is at the bottom.

Annotations: 'All tasks' points to the 'None' filter dropdown. 'All times' points to the 'Today' date dropdown.

Default Filter

» Selected report details

Available filters: Web Vscan

Show data from: Choose dates

Two calendar views for February 2007 are shown. The left calendar has the 6th highlighted. The right calendar has the 12th highlighted. A 'Show Report' button is at the bottom.

Sample Filter Values

3.6 Queue and Store Properties of a Task (Workflow Page)

The **Store** and **Queue** properties of a Task Definition determine which operators and workstations can process individual batches. (Task Definitions are introduced on Page 6 and thoroughly examined in Chapter 4.)

A task's **Store** property looks forward; the **Queue** property looks back. These properties are assigned in the **Administrator's Workflow** page.

In the first illustration below, the definition of the Web Job's iVScan task specifies *Station ID* as its **Store** value. The definition of the Upload task in the second illustration indicates *by Station* as its **Queue** property. 6

The screenshot shows the Taskmaster Administrator interface. The breadcrumb trail is "Home > Administrator". The main navigation bar includes "Workflow", "Modules", "Groups", "Users", "Stations", "Shortcuts", and "QA". A table of workflows is displayed with columns for "Workflows" and "Description". The "iVScan" task is selected, and its configuration details are shown in a "Selected task details" panel.

Workflows	Description
1040EZ	1040ez WorkFlow
Main Job	1040EZ Main Job
Fixup Job	1040EZ Fixup Job
Web Job	1040EZ Web Job
iVScan	Taskmaster Web VScan task
Upload	Upload images via Taskmaster Web

Selected task details

- Name: **iVScan**
- Description: **Taskmaster Web VScan**
- Module: **iVScan**
- Queue to: **None**
- Store: **Station ID**

Save task

In this example, the **Store** property of the iVScan task (*Station ID*) means that the Station ID is assigned to the batch the task produces. Because the **Queue** value of the Upload task is *by Station*, the Upload task can process the batch **only** if it is launched from the same station that ran the iVScan tasks.

The screenshot shows the Taskmaster Administrator interface. The breadcrumb trail is "Home > Administrator". The main navigation bar includes "Workflow", "Modules", "Groups", "Users", "Stations", "Shortcuts", and "QA". A table of workflows is displayed with columns for "Workflows" and "Description". The "Upload" task is selected, and its configuration details are shown in a "Selected task details" panel.

Workflows	Description
1040EZ	1040ez WorkFlow
Main Job	1040EZ Main Job
Fixup Job	1040EZ Fixup Job
Web Job	1040EZ Web Job
iVScan	Taskmaster Web VScan task
Upload	Upload images via Taskmaster Web
PageID	Page Identification Rules

Selected task details

- Name: **Upload**
- Description: **Upload images via Task**
- Module: **iUpload**
- Queue to: **by Station**
- Store: **None**

Save task

If the workstation that is attempting to process batches in the Upload task’s queue also created those batches by running the iVScan task, the Upload task can proceed. If there is a difference in **either entity** – operator or station – the task will not run.

In the *Workflow* tab of the **Administrator** page, the **Store** and **Queue** fields are drop-down lists that display their values when you click once on the field. The following table lists and explains these options.

Store... →	Queue... ←	Explanation
“None” or “Station ID and User ID”	“None”	The Queue property’s <i>None</i> value allows any operator and Station ID to process batches in the task’s queue – and therefore overrides the Station ID and User value assigned to an earlier task’s Store property.
“Station ID” or “Station ID and User ID”	“by Station”	The task can process only those batches previously processed from the same workstation.
“UserID” or “Station ID and User ID”	“by User”	The task can process only those batches previously processed by the same operator.
“Station ID” or “Station ID and User ID”	“by Other Station”	The task can process only those batches previously processed from a different workstation.
“Station ID and User ID”	“by Station and User”	The task can process only those batches previously processed by the same operator, from the same workstation.
“Station ID and User ID”	“by Station and other User”	The task can process only those batches previously processed by a different operator, from the same workstation.
“Station ID and User ID”	“by User and Other Station ”	The task can process only those batches previously processed by the same operator, from a different workstation..
“Station ID and User ID”	“by other Station and other User”	The task can process only those batches previously processed by a different operator, from a different workstation.

