

Glossary

Taskmaster Web

This Glossary contains brief definitions of terms associated with *Taskmaster Web*.

Important! The Glossary does not cover technical terms related to Web Site set up and Internet specifications. Instead, it is limited to terms and acronyms closely associated with *Taskmaster Web*.

Action

A concise procedure that is part of a rule.

A rule, in turn, is a member of a Ruleset – a category such as **Locate**, **Recognition**, **Validate**. The resulting Ruleset/Rule combination is bound to an object of an application's Document Hierarchy.

To be effective, the Ruleset itself must be part of a Task Profile, and the Task Profile has to be linked to a rulerunner task...a task that applies rules made up of actions.

See also: Datacap Studio, Document Hierarchy, Ruleset, Task Profile.

Admin Database

The application database that contains definitions of workflows, jobs, tasks, users and workstations. *Taskmaster Web's apps.ini* file identifies this database for your application, and its Engine database. *See also: Engine Database, Rules Database, apps.ini file*

Administrative Privileges

Attributes of a User Definition designating the ability of an individual to access *Taskmaster Web's* administrative pages and data, and to carry out administrative functions. *See also: User Definition, Job/Task Permissions.*

Administrator Page

The primary management page of the Taskmaster Web Site. The secondary pages of the **Administrator** page define workflows, jobs and tasks – and install and maintain elements of Application Security.

Application

The principal organizing entity of a *Taskmaster Web* configuration.

A *Taskmaster Web* application has four components:

- a Web Site that you assemble.
- a Document Hierarchy that you construct using Datacap Studio
- Ruleset/Rule combinations and Task Profiles defined in Datacap Studio
- Workflows, jobs and tasks that process each batch and its contents.

See also: Datacap Studio, Document Hierarchy, Rulesets, Task Profiles.

Apps.ini File

A file containing information that is required to link an application to a *Taskmaster Web* configuration.

This file is in your **Datacap** directory's **tmweb.NET** folder.

Autoform

A utility that uses the **Field** objects of a Document Hierarchy to automatically assemble a *Data Entry* panel for an application. *See also:* Data Entry Panel

Batch

An application's processing vehicle and container.

Usually created by a vScan task or rScan task, the batch moves from task to task within a job, and is stored in an application's **Batches** directory. The contents of a batch typically include Image files, Data files, Page files and (optionally) Log files. Export files often are not part of a batch; instead, they reside in a separate **Export** directory. *See also:* *Workflow, Image File, Page, Batch Contents File, Data File, Log File.*

Batch Selection Mode

A property of a *Taskmaster Web* Job-Task shortcut. There are four modes:

Prompt/WebSelect: The Job/Task combination that runs in response to the shortcut displays **or** suppresses the **Batch Finished** page after processing a batch.

Auto: The shortcut's Job/Task combination automatically processes all batches in the task's queue.

Manual. The **Batch Selection** page 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.

BPP Files

The Settings file for certain tasks in a *Taskmaster Web* job – typically, tasks that must be run by Taskmaster Client instead of Taskmaster Web Client.

Values in a Settings file determine the task’s scope and identify its User Interface.

Client

See also: Taskmaster Client, Taskmaster Web Client.

Confidence Level

A value between “0” and “9” stipulating a minimum degree of certainty on the part of a “recognition” task that it has accurately interpreted data in a particular field of a *source* page, or has accurately recognized the page itself.

“0” is the least stringent rating, while “9” means that a Recognition task will accept a field’s value only if it has interpreted the value with complete confidence.

Crystal Reports

Software that produces *Taskmaster Web*’s reports covering task activity.

Installation of this software is a required step in the configuration of *Taskmaster Web*.

Datacap Studio

An application’s essential development tool.

You use Datacap Studio to:

- Define, explore and possibly modify your application’s Document Hierarchy.
- Put together the fingerprints that supply the *source* pages in a batch with the locations of their fields, and assign recognition parameters to particular fields.
- Define and test the Ruleset/Rule combinations that determine how rulerunner tasks recognize pages, and recognize, validate and export data.
- Assign Rulesets to Task Profiles.
- Test and debug the components of your application.

Data Source Name (DSN)

Specifications defining the link between a specific data **source**—usually a database such as an application’s Engine or Admin database—and an **Open Database Connectivity (ODBC)** “driver.” Microsoft’s ODBC drivers allow a system using one type of database (an Access database, for example) to import data from a database of a different sort (perhaps a SQL Server database or DB2 database.) *See also: Application, Engine Database, Admin Database, Rules Database*

Data Edit Field

An interactive field of a Verification task’s *Data Entry* panel.

A data edit field is linked to a particular field of a *source* page and may contain its *recognized* value. After reviewing the field’s image, an operator can correct the value in the data edit field if there is an error.

In contrast, an Index task uses data edit fields exclusively for data entry.

See also: Data Entry Panel, Source Page

Data Entry Panel

An interactive panel with fields that correspond to certain fields on a *source* page.

A panel may present an operator with a field’s *recognized* value alongside the *image* of the field and its value. After comparing the two values, the operator can make whatever changes are necessary to the value in the interactive data edit field.

Operators of an Index task solicit data from the full image of a *source* page, and enter the data directly into the panel’s fields.

Data File (.xml)

A file containing values in fields of a *source* page, and certain supplementary values. After a “recognition” task fully processes a *source* page, the task adds these values to a Data file it assembles just for that page. If the succeeding Verification task alters a value, the task updates the Data file. *See also: Batch, Source Page*

Default Document

A required property (**default.aspx**) of a Taskmaster Web Site.

Document

An object on the second level of the Document Hierarchy, consisting of one or more **Page** objects.

Page files (.xml) generated by Recognition tasks identify the documents in the current batch, and the pages in each document. *See also:* Batch, Page, Page Type, Page File.

Document Hierarchy

An application's superstructure – with objects at four levels: **Batch**, **Document**, **Page** and **Field**. Objects have *setup* and *runtime* properties and variables

Ruleset/Rule combinations are bound to specific objects of the Document Hierarchy: the Rulesets can be assigned to Task Profiles.

Engine Database

The *Taskmaster* database containing processing results according to task, batch, document and page. *See also:* Admin Database.

Field

An object at the lowest level of a workflow's Document Hierarchy –and an element of a **Page** object one level above. *See also:* Document Hierarchy, Page.

File Server

The server on which the files of a **Datacap** configuration reside. Phase 1 of the Datacap Installation process copies these files from the Installation CD-ROM to the File Server.

Filters

Settings that limit the scope of the **Job Monitor** page's Batch Information Table – or restrict a task's processing to certain batches, documents or pages.

Fingerprint

A template made up of two files with information about an application's *source* page. An Image file(.tif) displays the complete page; a Recognition file (.cco) contains details of the locations of fields within the fingerprint, and the nature of the data in certain fields.

Groups

Sets of users responsible for identical jobs and tasks. Attributes of a User Group include the User ID's that designate its members, and the Job-Task Permissions assigned to the group and, by extension, to each member. *See also:* Job-Task Permissions.

High Confidence Value

A value in a field of a scanned page which a rulerunner task interprets with a degree of confidence that equals or exceeds the application's requirements. *See also: FormSpec.*

History

An area at the top of the Taskmaster Web Site which lists the pages you've visited recently. Clicking on a Page ID returns you to that page.

Home Page

The opening page of the Taskmaster Web Site. The **Home** page welcomes you to *Taskmaster Web*, and provides instant access to the Web Site's other primary pages: **Operations**, **Monitor** and **Administrator**.

Image File

An electronic representation a scanned page. The Image file is a digital picture of the actual page, usually stored as a .tif file.

ICP Files

Settings files for *Taskmaster Web* tasks such as rScan and Upload.

Index Task

A Data Entry task that allows an operator to enter values displayed in an directly into the "empty" fields of the *Data Entry* panel.

To ensure that these fields do not first contain values, the preceding task is *not* a Recognition task.

Job

A set of interrelated tasks that operate together to accomplish a specific goal. Usually, the purpose of a job is to convert paper documents to captured data.

In a typical *Taskmaster Web* job, only three tasks can be run by Taskmaster Web Client: rScan, Upload and Verify. *Taskmaster Web* handles rulerunner tasks such as Recognition and Export.

Job Monitor Page

A secondary page of the Web Site's **Monitor** page, with extensive batch listings.

Job Monitor Filter

A *Taskmaster Web* page with tools you can use to define a filter that determines the rows/batches displayed in the **Job 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

Job/Task Combination

The workflow's *fundamental processing unit*, forged by the assignment of a specific task to a specific job. *See also: Workflow, Job, Task*

Job-Task Permissions

Authorizations permitting individuals to carry out an application's Job/Task combinations. An application's Security Program includes these authorizations in its User, User Group, Station and Shortcut Definitions. *See also: Job/Task Combination, Administrative Privileges.* Job-Task Shortcut

Job-Task Shortcut

An icon in *Taskmaster Web's* **Operations** page that initiates one or more Job/Task combinations. A shortcut is an element of Application Security: it is available *only* to authorized operators, Supervisors and Administrators working from a station with comparable Job-Task permissions. *See also: Job-Task Permissions.*

Junction Point

A file system reference on the Taskmaster Web Server's computer.

As part of the installation process, you must define a Junction Point.

The Junction Point will link the **Datacap\TMWeb\task\run** folder of the Taskmaster Web Site to a folder outside the Web Site.

Alert! Because of features of ASP.NET 2.0, if you do *not* define a Junction Point, *Taskmaster Web* activity can be terminated at any time, without warning.

Local Station

See Station.

Log File

A file that tracks a task's progress as it processes a batch.

Main Job

A workflow's primary job, usually consisting of tasks in at least four categories: Scan, Recognition, Verification and Export. *See also: Task Definitions.*

Monitor Page

A primary page of the Taskmaster Web Site that provides administrators and supervisors with current and historical information about batches, users and workstations. The **Monitor** page has four secondary pages: **Job Monitor**, **Station Monitor**, **Web Monitor** and **Reports**. *See also: entries for each secondary page.*

Object

An element of an application's Document Hierarchy. The hierarchy has objects at four levels: **Batch**, **Document**, **Page** and **Field**. The properties of an object as well as the Ruleset/Rule combinations bound to the object determine how rulerunner tasks process the object. *See also: Document Hierarchy, Rules-based Task.*

Operations Page

A primary page of the Taskmaster Web Site, with two secondary pages. The **Select Shortcut to Run** page lists the Job-Task Shortcuts an authorized operator uses to launch the Job/Task combination(s) assigned to the shortcut. The **Run Batches for Selected Steps in Workflow** page lets the operator select and run individual Job-Task combinations.

Operator

An individual authorized by an application's Administrator to run one more tasks: Scan and Verification tasks usually require direct operator participation. Application Security procedures require a unique User ID and Password for each operator, and formal permission to carry out a specific Job/Task combination. *See also: Job/Task Combinations, Job-Task Permissions.*

Page

An object on the third level of an application's Document Hierarchy. A **Page** object is an element of a **Document** object one level above, and contains **Field** objects one level below. *See also: Document Hierarchy, Taskmaster Web Page.*

Page File (.xml)

A file generated by a task as it processes a batch.

The Page file (.xml) contains identifying codes and processing statistics about the batch, and about the documents and pages the batch contains. After a task has finished with a batch and compiled the file, the next task in the workflow refers to the Page file for processing benchmarks. *See also: Data File.*

Page Type

The unique identifying property of a **Page** object of the Document Hierarchy. A **Document** object must include one or more **Page** objects – each with its own Page Type value.

Panel

See Data Entry Panel.

Privileges

See Administrative Privileges.

QA Page

A secondary page of the **Administrator** page that lists the elements of any special-purpose Quality Assurance jobs you've defined, using the **QA Job Properties** sub-page. The properties of a QA Job Definition determine which batches will be diverted to the attention of Quality Assurance operators and supervisors.

Queue to...and Store Properties (Task Definitions)

Properties of a Task Definition that determine which operators and workstations can process individual batches.

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

Recognition Engine

Software a "recognition" task uses to read and interpret the values in the fields of a *source* page. Usually, an application uses different engines to read machine-printed and hand-printed text, and to "vote" on values in certain fields.

Recognition Task

The rulerunner task that is responsible for identifying the *source* pages in a batch; reading and interpreting values in the fields of these pages; and adding to the recognized values to a Data file for each page. Most Recognition tasks also organize the contents of a batch into a series of documents and their pages.

Because a Recognition task is a rulerunner task, it responds to the rules of the Rulesets associated with its Task Profile.

See also Task Profile.

Recognized Value

The *interpreted* value in a field of a *source* page.

Remote Station

See Station.

Reports Page

A secondary page of the Taskmaster Web Site's **Monitor** page. The **Reports** page generates *Detail* and *Summary* reports covering task activity.

rScan Tasks

A *Taskmaster Web* task that scans paper from remote locations. An rScan task is governed by the settings in an application's **rScan.icp** file, located in the application's **Process** directory.

Rule

A set of instructions that determines how a task is to carry out a narrowly-defined activity involving a single object of the Document Hierarchy.

A rule consists of one or more functions, and a function has one or more actions.

A rule belongs to a Ruleset – a category such as **Locate** or **Export**. Together, a Ruleset/Rule combination is bound to a specific object of the Document Hierarchy. The Ruleset, in turn, is assigned to a Task Profile...and the Task Profile is associated with a rulerunner task.

See also: Action, Datacap Studio, RuleSet, RuleSet Type.

Rulerunner Service

The service that manages the ways in which Taskmaster Client's *rulerunner* tasks retrieve and respond to the details embedded in their Task Profiles.

Rulerunner Web Service

The Rulerunner Service set up to run on the Internet rather than locally.

Ruleset

A group of rules in a single category such as **Locate**. A Ruleset consists of one or more rules. A Ruleset/Rule combination is bound to an object of the Document Hierarchy; the Ruleset is usually assigned to a Task Profile.

Security

Procedures that define and govern the access of individuals and workstations to an application's databases, jobs and tasks; and limit an individual's involvement in administrative activities. *See also: Administrative Privileges, Job-Task Permissions.*

Server

See *Taskmaster Server*, *Taskmaster Web Server*

Settings File

A file whose specifications govern certain aspects of the ways in which a task works, or determine the content of *the Rule Manager Window*.

Shortcuts

Items in the secondary **Select Short to Run** page of the primary **Operatons** page. Clicking on a shortcut initiates the activities of a Job/Task combination that selects and processes a batch. An application's Security Program assigns properties to a shortcut and determines who can use the icon.

Snippet

A field of a *Data Entry* Panel that shows the image of a field in a *source* page and of any data it contains. A snippet is paired with an interactive Data Edit field; this field contains a Recognition task's interpretation of the field's value. After comparing the values in each field, a Verification task operator can make any necessary changes. See also: *Data Edit Field*, *Data Entry Panel*, *Recognition Task*.

Source Page

A scanned page containing values that are to be located, read, interpreted, verified and exported.

Station

A computer running Taskmaster Web Client software and authorized to carry out one or more Job/Task combinations. Also known as workstations, *Taskmaster* security assigns each an access code; an operator can use this computer to run a task *only* if it has a valid Station ID (and the operator has a valid User ID and Password.) See also: *Security*.

Station Monitor Page

A secondary page of the Web Site's **Monitor** page. The **Station Monitor** page lists all workstations which are *currently* using the *Taskmaster Web* configuration to process batches. The page identifies each active station; its operator; the Job/Task combination it's running right now; and the number of batches in the task's queue.

Store Property (Task Definition)

See *Queue to...*

Task

The processing component of a job. A task must be part of a job; a job must be part of a workflow. The task's identity is defined in *Taskmaster*. However, a rulerunner task's Task Profile is defined in Datacap Studio.

Taskmaster

The administrative engine of an application. *Taskmaster* defines and manages the workflow—beginning with the physical scanning of a page, and ending when the values in the fields of a *source* page have been verified and exported. *See also: Source Page.*

Taskmaster Administrator

A secondary window of the *Taskmaster Window*, used to define an application's Workflow Hierarchy and Security Program. In a *Taskmaster Web* environment, the **Administrator** page is responsible for these procedures. *See also: Administrator Page.*

Taskmaster Client (thick)

Objects of a *Taskmaster* configuration responsible for initiating and monitoring tasks – and for accessing the application's databases and supporting files - through Taskmaster Server. The application's Security Program defines the scope of a client's activity: Administrative clients can carry out a full range of tasks and supplementary procedures. *See also: Taskmaster Server, Databases.*

Taskmaster Server Service

The object of a *Taskmaster* configuration responsible for linking the system's Engine and Admin database with Taskmaster Clients *if Taskmaster* has been set up in a client/server mode. *See also: Client/Server Mode, Databases.*

Taskmaster Web

A processing environment that uses a Taskmaster Web Site to link remote Taskmaster Web Clients to an application's administrative and operating functions.

Taskmaster Web Client

The object of a *Taskmaster Web* configuration that initiates and monitor tasks – and accesses an application's databases and supporting files – over the Internet through Taskmaster Web Server to the Taskmaster Web Site.

Taskmaster Web Server

The Internet Server which is host to the Taskmaster Web Site. The Taskmaster Web Server connects to a Datacap configuration's Taskmaster Server which, in turn, links clients to the configuration's File Server. *See also: Taskmaster Web Site.*

Taskmaster Web Site

Taskmaster Web's administrative and operating Internet Control Center. The Web Site features four primary pages: **Home**, **Operations**, **Monitor** and **Administrator**. Each primary page has a full set of secondary pages. Individual Help files explain the content and use of every page.

Task Module

Specifications that link a Task Definition to its setup and operating code, and to the *Taskmaster Web* environment. The Task Module also determines if a task will create batches, and if it can divert batches to special-purpose, child jobs if it encounters unusual processing conditions.

tmweb.NET

The **Datacap** directory's sub-directory. Folders and files of **tmweb.NET** help configure and run *Taskmaster Web* and its applications.

User

1. An individual who fills out the fields of a paper copy of a form.
2. An individual who has access to a *Taskmaster Web* application and its databases. The application's Security Program provides each user with a User ID and Password, and specify the limits of a user's processing and database access "privileges."

Web Monitor Page

A secondary page of the Web Site's **Monitor** page. The **Web Monitor** page provides network information about all Taskmaster Web Client workstations *currently* linked to *Taskmaster Web*.

Workflow

The top level of a *Taskmaster Web* application's Workflow Hierarchy. A workflow includes jobs, the tasks assigned to a job, any child jobs that branch from the job, and the tasks of these child jobs. *See also: Job, Task, Workflow Hierarchy.*

Workflow Hierarchy

The formal structure that an application employs to retrieve, interpret, verify and store the data on a scanned page.

A Workflow Hierarchy has three tiers. At the top is the workflow itself, which focuses on a particular form or operates within a particular environment. Jobs are objects of a workflow and occupy the second tier: a workflow usually has a Main job, and may have child jobs to handle special functions. Tasks are objects of a job, and occupy the hierarchy's third tier. *See also: Job, Task, Workflow.*