

ASCENT CAPTURE 5

Scan/Quality Control Module Quick Reference

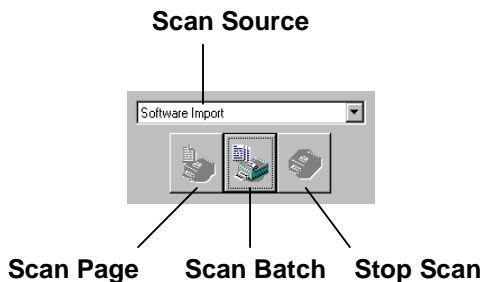
- 1 Batch creation:** From the menu bar, click Batch/New (Scan only).

Setup Options	Description
Batch class	The batch class required for the current batch
Description	A description of the batch class, as entered in the Administration module
Batch name	The name of the batch. By default, it is the current date and time
Description	A description of the batch (optional)
Pages per document	Specifies the number of pages per document (if documents are fixed size)
Documents per batch	Specifies the size of the batch in documents (optional)
Pages per batch	Specifies the size of the batch in pages (optional)
Batch fields	Filled in as needed
Totals	Batch total information (if batch totaling enabled)
Endorser	The starting number for the scanner endorser (optional)

- 2 Batch options:** When the batch is finished, click on the Batch menu.

Options	Description
Close	Close the batch and send it to the next queue
Suspend	Suspend the batch so that you can continue working later
Delete	Delete the batch and start over

3 Scan panel



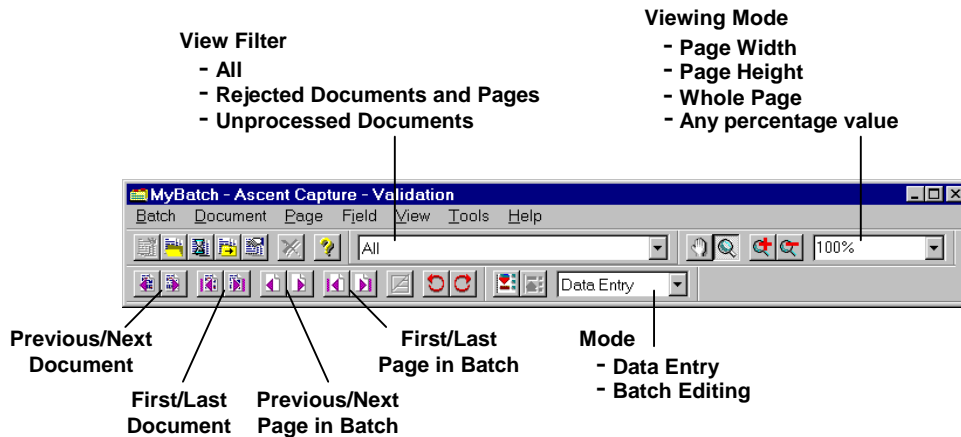
4 Accelerator keys

Num Key	Description
*	Expand everything under selection
+ or -	Expand / collapse selection
Key	Description
-	Reject page or doc (then press a number or type a rejection reason)
=	Unreject page or document
Enter	Move to the next document or page
'	Change form type
/	Edit document properties
] or [Rotate image right / left and save
C	Create a document
S	Split a document
D	Combine documents/pages

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Validation Module Quick Reference

1 Toolbar options



2 Data Entry accelerator keys

Key	Description
Tab	Move to the next field
Shift-Tab	Move to the previous field
Ctrl-Tab	Select the entire field
Enter	If "Enter key moves to next field" is selected (from the Tools/Options menu), the Enter key works the same as the Tab key
Shift+Enter	Same as the Enter key
Shift-Del	Deletes entire selection. If nothing is selected, deletes one character to the left of the insertion point
Up/Down	Move up/down in a drop-down list
Left/Right	Move the cursor left or right

3 Batch Editing accelerator keys

Num Key	Description
*	Expand everything under selection
+ or -	Expand / collapse selection
Key	Description
-	Reject page or doc (then press a number or type a rejection reason)
=	Unreject page or document
Enter	Move to the next document or page
'	Change form type
/	Edit document properties
] or [Rotate image right / left and save
C	Create a document
S	Split a document
D	Combine documents/pages