

# RELEASE II

# WEBDOCS

## WEB ENABLED DOCUMENT CONVERSION SYSTEM

### USER'S GUIDE

## WEB DOCS RELEASE II

This document contains an introduction that outlines the enhancements of the new WEB DOCS release. It also contains installation directions, a tour of the screens and end user directions. In addition, there is a Frequently Asked Questions section and the report of results for the functional testing. Here is the index of what is in this document:

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### Introduction & Background:

There are no changes to scanning software, hardware, naming conventions for Release II. When you scan DTIDs, please scan them at the reduced height of 5.5 to alleviate the large black block at the bottom of the scanned image. The “height” setting in ScanApp allows you do make this change. Release II requires additional browser software and creation of two sub-folders.

The upload functions have been modified to support:

- Automatically read bar codes from scanned documents and populate the indexing fields
- Automatically display the next available document for indexing
- Automatically delete images once they are uploaded
- Upload documents in the background, eliminating user wait time between uploads
- Allow the user to index and store documents independent of a connection to the system. In order to enable off-line indexing, at the beginning of a session the user must complete a connection to download the applet. After the initial download, if connectivity is lost during a session, WEB DOCS will allow the user to continue to index and queue documents. When connectivity is restored, the images will automatically upload.

Release II operates based on a set of preferences the user provides at the beginning of a session. These preferences set the directory or folder where the system can find scanned images waiting for upload. Two folders are required. The folders may be on a shared LAN drive or local PC. The folders cannot be named the same. The system remembers the preferences and the user only needs to change them if the directory structure/file locations change.

- o Scan Directory is where images are saved and waiting for upload (from ScanApp)
- o Work Directory is where images are transferred to from the Scan Directory prior to the user indexing/uploading the image. Note, the user should not need to access any documents within the Work Directory, this is a system use only file.

Additional details about the technical operations of these directories can be found under “Frequently Asked Questions” sections in this document.

## WEB DOCS RELEASE II

Installation Directions:

1. Download and install Java Runtime Environment, Standard Edition, v 1.3.1 and Java Advanced Imaging. For your convenience, the files are located on your server. Go to your M:\ drive. Find the folder called Java Software. Inside that folder are two sub-folders called JRE and JAI. JRE must be installed first.
  - a. Go into the JRE file and double click the file called, j2e-1\_3\_1\_01-win.exe
  - b. The system will begin unpacking and reading the executable file
  - c. When complete, it will automatically begin installing. Answer “yes” to the software licensing agreement.
  - d. The set up wizard will go through a series of installation routines and questions. Answer “next” or “yes” to the prompts and allow the wizard to install the software.
  - e. When JRE install is complete, go into the JAI folder and double click the file called, jai-1\_1\_1-lib-win-jre.exe
  - f. This install will run the same as the JRE install. Answer all prompts “next” or “yes”.
2. Create two sub-folders. They cannot be named the same. Files may either on the local PC (C:/D: drive) or shared/LAN drive. We recommend naming them WEBDOCSscan and WEBDOCSwork.

*Note: Release II operates on a set of preferences the user provides at the beginning of the session. These preferences set the location (or directory/folder) where the system can find scanned images waiting to be uploaded and a working directory. The folders can be on a shared LAN drive or a local PC. The system remembers the preferences and the user only needs to change them if the directory structure or file locations change.*
3. The production web address or URL has not changed. It is:  
[https://www.drms.dla.mil/web\\_docs/index.html](https://www.drms.dla.mil/web_docs/index.html)
4. If you encounter difficulties setting the system up or following installation directions, please contact Sherri Underwood, DSN: 932-7229.

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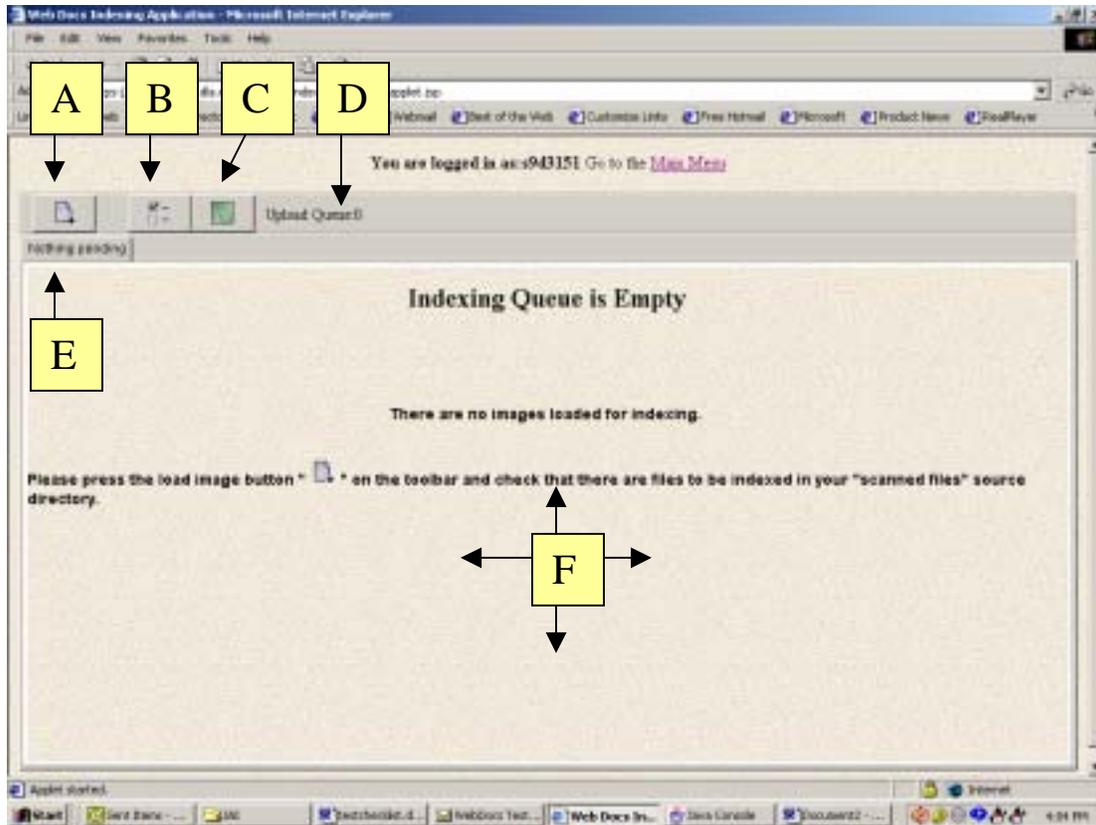
Let's take a tour of the WEB DOCS Release II. This is the main page. The URL for production is: [https://www.drms.dla.mil/web\\_docs/index.html](https://www.drms.dla.mil/web_docs/index.html)



Notice there are now two upload options. Document Upload is the original version of WEB DOCS. Release II Document Upload is the new release. Directions for Image Data Retrieval and Administrative Utilities are contained in the original documentation for WEB DOCS.

## WEB DOCS Release II

This is the Release II Document Upload screen. A description of the buttons is listed below.



## Key:

- A: This is the Load Button. It loads the next available image from the Scan Directory and presents it for indexing.
- B: This is the Preferences Button. It displays a pop up box that allows the user to Select folders for the Scan and Work areas (folders/directories).
- C: This is the Help Button. This button will display system help.
- D: This is the Upload Queue Counter. If there are images in queue to be uploaded to WEB DOCS, it will display the number of images being stored.
- E: This is the Image Tab. If an image(s) is available and displayed, the tab will reflect the name of the image (i.e., 1119001.tif). In this example, there is no image displayed so the tab reads, "Nothing Pending". Additionally, if an error occurs during the upload, the system will reject the image and it will appear back in the user's work window with a red exclamation point (!) in the tab.
- F: This is the working window of WEB DOCS. Indexing and images display here. This is also where you will see error messages appear. In this example, the indexing queue is empty and no images are available for indexing.

## WEB DOCS RELEASE II

The screenshot shows a web browser window displaying a document indexing application. The address bar shows the URL: https://www2.dms.dia.mil/web\_docs/indexing/indexing\_applet.jsp. The user is logged in as suz923151. The main form area contains several input fields and buttons:

- G:** Image Tab (points to the 'Upload Queue' area)
- H:** RIC field (points to the 'RIC: CIVICA' dropdown)
- I:** NSN field (points to the 'NSN: 5000012478188' field)
- J:** DTID field (points to the 'DTID: SC44029355X464' field)
- K:** UCN field (points to the 'UCN' field)
- L:** Records Retention Field (points to the 'Standard Files, 6 to 56 (3 years)' dropdown)
- M:** Submit to Queue button (points to the 'Submit to Queue' button)
- N:** Supplemental Page checkbox (points to the 'Supplemental Page' checkbox)
- O:** Generator RIC field (points to the 'Generator RIC' field)
- P:** Put Back button (points to the 'Put Back' button)

Below the form is a table with the following columns: UNIT, QUANTITY, SUPPLEMENTARY ADDRESS, and UNIT PRICE. The table contains one row of data:

UNIT	QUANTITY	SUPPLEMENTARY ADDRESS	UNIT PRICE
EA00011	SZ3028J	9	0A0NDNS9WIF

A barcode is located at the bottom of the page with the number SC44029355X464. The system also displays 'DOLLARS CTS' as 0412184 00 and 'B. DOC DATE' as 99356.

## Key:

- G: Image Tab. This tab reflects the name of the file displayed for indexing.
- H: This is the indexing field for RIC. It automatically puts the user's RIC in the field. User may click down arrow next to the field to change to a different RIC (the user must be authorized to enter data for other RICs). It is a sticky field-meaning once changed, it remains changed until the user exits the system or changes it.
- I: This is the indexing field for NSN. It is an optional entry field.
- J: This is the indexing field for DTID. It is a mandatory entry field.
- K: Unique Control Number field. Optional field used when DAISY generates a UCN.
- L: Records Retention Field. Default setting is 3 years, standard. User may click down arrow to select alternative retentions. It is a sticky field-meaning once changed, it will remain changed until the user exits the system or changes it.
- M: Submit to Queue button. When indexing fields are complete, this button moves the image to the queue for uploading. The short-cut key sequence "ALT +q".
- N: Supplemental Page box. If the image is a supplemental page, the box must be checked. The system searches for the parent DTID and adds the image as a second (or more) page.
- O: Generator RIC field. Optional field used if DRMO wishes to record the generator's RIC.
- P: Put Back button. Used to return the image to the Scan Directory without indexing. It only puts the image back by one file. If the image is 010.tif and you put it back, 011.tif will display. As soon as 011.tif is submitted to queue, 010.tif will load again. The only way to delete an image is to do into the scan directory and remove it.

## WEB DOCS Release II

### How To Upload Images:

These directions assume that the user followed the basic set up directions on page 2 of this document: 1) downloaded and installed the necessary Java software components on the PC; 2) set up the Scan and Work directories; and 3) has scanned image files available for upload in the WEBDOCSscan Directory.

1. Open Internet Explorer and go to: [https://drms.dla.mil/web\\_docs/index.html](https://drms.dla.mil/web_docs/index.html)
2. The system may display a “Security Alert” dialog box asking the user whether to proceed. If this displays, select “YES” (point & click).
3. The system displays the main system menu with four options (see example on page 3):
  - Document Upload
  - Release II Document Upload
  - Image Data Retrieval
  - Administrative Utilities
4. Select Release II Document Upload (point & click).
5. The system displays a dialog box asking the user to enter their User ID and Password. Enter User ID and Password and select “OK”
6. The system displays a “Java Plug-In Security Warning” dialog box asking if the user wants to install and run signed applet distributed by DRMS. Select “Grant always” by point & click.
7. The system will load the applet – it may take a few minutes to load the first time.
8. The Upload screen displays (example on page 4, Tour). The first time the user logs in, the system prompts to set file folder preferences. After the first log in, the system remembers the preferences and they remain the same unless the user changes them.

*Note: Setting user file folder preferences are where the user enters the WEBDOCSscan and WEBDOCSwork directories. If the preferences box does not display automatically, you may click the Preferences Button. Note: If you have trouble locating the button, refer to page 4, under Tour...it is a button that has two small boxes with one of them checked. You can also “mouse” over the buttons and the function will display (“Get Preferences”).*
9. A dialog box will display with the notation, “Please Configure Your System”, at the top. In set-up, the user should have created two folders/directories. WEBDOCSscan and WEBDOCSwork. If not, please do so now (refer to set up directions on page 2 if additional information about the folders is needed).

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How To Upload Images – Continued

10. To select Scan Directory, click on the small icon next to the text box that looks like a file folder. This will activate the browse function. Browse the files and locate the WEBDOCSscan directory. Click on the folder to select it. You should now see WEBDOCSscan in the File Name text box. Click open to select the folder and then click open again to accept the scanning directory folder. This will return you to the “Please Configure Your System” dialog box.
11. Next, select the Work Directory. Follow the same directions in step 9 to locate, select and accept the folder, WEBDOCSwork.
12. When preferences have been set, click “accept” button. The system is now configured to automatically load scanned images from the Scan Directory. Make sure there are images saved in the WEBDOCSscan Directory and proceed to next step.
13. Load the first image for indexing by clicking on the Load Button. (Refer to page 4, Tour, to locate the load button.) Images from this point on will automatically load/display as soon as the first one is saved to the queue.

NOTE: If an image displays that you are not ready to index yet, for instance, a supplemental page is out of order and displays before the parent DTID...you have two options:

-Use the “Put Back” button. This will put the image back to the Scan Directory and the system will display the next image available for indexing. Upon uploading this image, the very next image displayed will be the one that was put back.

OR

-Click the Load Image button again. This will force a second image to display for indexing. If two images are displayed in the working window of WEB DOCS, there will be two Image Tabs (the tabs that display the file name). Note that automatic loading of additional images will not be possible if there is more than one file in the working window of WEB DOCS.

14. Use the scroll bars on the right and bottom of the image to review it to make sure it is not skewed or otherwise unreadable. Use the WYSIWYG principal...What You See Is What You Get. If the image is backwards, upside down, sideways, reversed, that is how it will be stored in the system. It is important that images are checked for quality control to make sure they are 100% readable and all pertinent information is visible. If there is important information on the back of the DTID, this too must be scanned and loaded to the system as a supplement page.

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How To Upload Images – Continued

15. Index the image. If the scanned document has a barcode that is readable by the system, it will place it in the DTID indexing field. If there is a second barcode on the document, it will fill the NSN field. If no barcodes appear on the document or the barcode is unreadable, the information must be hand-keyed or manually scanned with a bar code reader into the indexing field.

*NOTE: There are basic edits on the DTID and NSN field. The system will not allow the user to get out of the field if the data is invalid. The "Submit to Queue" button will not show active until a complete DTID is entered into the indexing field.*

16. Once indexing field(s) are complete, submit the image for upload by either point & click on the "Submit to Queue" button or use the short-cut key "Alt + q". The Upload Queue counter will display "1". The counter will increment up and down as the user adds images to the queue and as the system uploads them to WEB DOCS. **TIP: Do not wait for images to upload out of the queue before you index and submit additional images. The system uploads files in the background to the WEB DOCS server.**

*NOTE: If for any reason WEB DOCS is not available, the images will be stored in the queue until the connection with the system can be established. As long as the initial applet download is complete, users may work off line. When connectivity is re-established, the system will begin uploading stored images.*

17. The next available image for indexing will display. Continue indexing documents until the Scan Directory is empty or the user wishes to quit the program.
18. To exit the program, click on the link at the top of the page, Main Menu. This will return the user to the WEB DOCS Main Menu and end the Upload Session. If there was an image in the work window, the system will automatically save the image. It will be displayed for indexing upon the users next session.

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### How to Load Supplemental Pages:

When an image is displayed for indexing that is a supplemental page to an existing parent DTID, the image must be indexed with the same DTID as the parent. For example, if there is a letter from the generator about a turn-in with a DTID of "SC440010234432" and that letter needs to be added to the imaging system. First scan the letter, and then go into Release II Document Upload. Load the image and index it using DTID "SC440010234432". The system will automatically match the supplemental page (letter) to the parent (DD 1348) DTID.

1. Load the supplemental page so it appears in the working window (or when a supplemental page displays in the working window). Enter the DTID number that you wish to add the image to as a supplemental page.
2. Check the "Supplemental Page" box. Use the mouse to point & click in the box or use the short-cut keystroke "Alt + s".
3. Once indexing field(s) are complete, submit the image for upload by either point & click the "Submit to Queue" button or use the short-cut key "Alt + q".

The system will search and locate the parent DTID and automatically append the record. If WEB DOCS cannot find the parent DTID or if it finds multiple records that match the DTID, the image will appear back in the users work window with a red exclamation point (!) in the tab. If this happens, click on the tab to re-index/correct the DTID or select the correct parent DTID.

## WEB DOCS RELEASE II

### Frequently Asked Questions:

1. When I submit a document to queue, the queue increases to 1. Then it goes back to 0. Is it supposed to count the total number of documents I've uploaded in a session? Also, do I have to wait for the counter to read zero before I submit another document?

ANSWER: The upload queue simply keeps track of how many documents are waiting in queue to upload to the WEB DOCS server. It does not count the total number of documents uploaded in a session. It will fluctuate up and down as images are submitted to the queue by the user and are subsequently loaded to the server. If you see the counter increasing and not going down, this means that the application cannot communicate with the server or there is some other problem. If this happens, please contact the DRMS Help Desk.

Do not wait for the counter to read zero before submitting your next image. The system is designed specifically so you can index and submit documents to the queue as fast as you are able to complete the indexing.

2. What is an applet and why do I need one?

ANSWER: An applet is a program written in the Java programming language that can be included in a web page, much the same way an image is included. When you use a Java technology enabled browser to view a page that contains an applet, the applet's code is transferred to your system and executed by the java plug-in. For WEB DOCS, the applet is downloaded to the computer and allows the user to work at their desktop faster and upload documents in the background.

3. I created a WEBDOCSwork directory just as the directions said. I never use it, why did I have to create it?

ANSWER: The WEBDOCS work directory or folder is a system use folder only. WEB DOCS uses this file folder to keep track of the images being displayed, indexed and uploaded to the server. This is how the system knows where you are, which document to load next, and why if you exit the system with an image in the working window, when you go back in, it is the first one displayed for you to index/submit. See the next question for a more technical description of how image files are moved through the system.

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### Frequently Asked Questions – Continued

4. Do you manually have to delete the files out of the WEBDOCSwork directory? I noticed the WEBDOCSwork folder empties as documents are imaged but at the end of all the documents being uploaded there are still files in the WEBDOCSwork directory.

ANSWER: The short answer is: no, you don't have to manually delete any files when using Release II of WEB DOCS. There is actually quite a bit of work going on in the WEBDOCSwork folder. For the long answer and details about the "life cycle" of a document, here is what happens from the time you load a document to the time it's uploaded:

1. The PCs folders are set as follows: Scan is set to C:\WEBDOCSscan\  
Work is set to C:\WEBDOCSwork\
2. The applet is loaded (see question 2 above for description of applet).
3. The user presses "Load Image" button. An image, we'll call it "sample010.tif", is moved from C:\WEBDOCSscan\ to C:\WEBDOCSwork.
4. The applet loads the C:\WEBDOCSwork\sample010.tif into the working window and displays it for indexing.
5. A data file is created in C:\WEBDOCSwork\indexingqueue called "sample010.dat".
6. The file C:\WEBDOCSwork\sample010.tif is moved to  
c:\WEBDOCSwork\save\sample010.tif
7. Now the user indexes the document and hits the Submit to Queue button.
8. The system moves C:\WEBDOCSwork\indexingqueue\sample010.dat to  
C:\WEBDOCSwork\uploadqueue\sample010.dat
9. The image and its indexing fields are then transferred to the server.
10. When a response from the server is returned that the image is accepted;  
C:\WEBDOCSwork\uploadqueue\sample010.dat is moved to  
C:\WEBDOCSwork\save\sample101.dat
11. The .tif and .dat files are stored in the save folder for 7 days.
12. Although this is more information than you probably ever wanted to know about operations, for those of you who are technically inclined, it is a good breakdown of what happens the images.

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### Frequently Asked Questions-Continued

5. It's too time consuming to keep pointing and clicking over to the "Submit to Queue" button or the "Supplemental Page" box. Is there an easier way?

ANSWER: The short-cut keystroke for the "Submit to Queue" button is "ALT + q". Hold the "Alt" button down and press the "q" key at the same time. The short-cut keystroke to mark the box for supplemental pages is "ALT + s".

6. What about back up images. In the old system, I was able to do my own files maintenance and when I knew everything uploaded okay, I would delete the files. Now they are deleted automatically. Where is the back up?

ANSWER: In question 4, page 11, the answer gave a detailed description of the life cycle of an image file. The last step in the cycle saves both the .tif and .dat file in the save directory for 7 days. After 7 days the files are deleted. This acts as an automatic back up to images.

7. At the beginning of our day, the Internet connectivity was down and we could not connect to WEB DOCS. We tried to work off-line but were unable to process documents. I thought the new version would allow us to work independent of the Internet?

ANSWER: In order to enable off-line indexing and queuing of images, the applet must be loaded to the PC. Currently, you must log-on and complete the download for the applet to start a session. Once the applet is installed on the PC, if you loose connectivity, you can still index and submit documents to the queue.

**WEB DOCS RELEASE II FUNCTIONAL TESTING**  
**Consolidated Report of Results**  
**December 17, 2001**

**SUMMARY:**

- Functional testing (FT) was conducted from November 19 - December 7, 2001. Eight DRMOs participated: Columbus (w/Rock Island), Hill, Hood, Jacksonville, Lejeune, Norfolk, Riley, and Kastel. Two DRMOs were new users to WEB DOCS, one DRMO was a mid-level user, and five were advanced/expert users.
- Sites were given a checklist of items to review and test: installation, functionality, operations, and a timed test. Each site successfully completed the items on the checklist.
- The first week of FT was marred by problems with the HQ DRMS Firewall. The problem was fixed on Friday, Nov. 23 at 1430. Basically, no testing was accomplished during this first week.
- Minor difficulties were encountered during FT that required system patches or modifications. For example, NSN field edit was incorrectly requiring a minimum of 11 characters. These items were quickly identified by the DRMOs and usually resolved within a few hours.
- Comments from the DRMOs are very positive and users are anxious to see the release move into production.
- DRMOs were asked to perform a timed test to see how many documents they were able to process in a 15-minute timeframe. This timed test was for indexing and uploading only. It did not include the time taken to scan documents. The document scanner operates at about 40 pages per minute. Here are the average times for the timed test:
  - Number of documents indexed and uploaded in 15 minutes: 66
  - Number of documents automatically read (bar code): 55%
  - Number of documents hand keyed (one or both fields): 45%
  - Number of documents new users processed in 15 minutes: 26
  - Number of documents expert users processed in 15 minutes: 80
- The current version of WEB DOCS processes documents at an average rate of about 100 per hour (indexing and uploading). Documents can be filed at an average rate of 200 per hour. Release II processes documents at an average rate of 264 per hour (indexing and uploading).

## Detailed Report of Results for WEB DOCS Release II Functional Testing

DRMO	Number Documents Entered in 15 Minutes	% of Bar Code Images Read	% of Images Hand Keyed	User Level	Comments (both Sherri's and DRMOs)
Columbus/ Rock Island	20 40	85%	15%	New	Columbus DRMO had never used WEB DOCS before. DRMO: "...testing on the new system was outstanding...hard to believe a system could change so much, and for the better."
Hill	82	82%	10%	Adv	Hill is an expert user, they loaded 1362+ documents during the FT. DRMO: "... averages 6 images per minute upload...upload time decreased as she (Barbara) became more familiar and comfortable with the whole process."
Hood	52	27%	73%	Adv	Hood concentrated on time it took to hand-key documents versus reading the bar code. DRMO: "...very good job on the improvements...really good job trying to implement our suggestions and the system is about 3 times faster"
Jacksonville	48	45%	55%	Med	Jacksonville worked extensively with us in finding/correcting the firewall problem. DRMO: "Everything went great"
Lejeune	91	52%	48%	Adv	Lejeune is an expert user, they loaded 227+ documents during the FT. DRMO: "it was almost there before I could turn the next sheet".
Norfolk	46	54%	46%	Adv	Norfolk had multiple people testing the release.
Riley	130	53%	47%	Adv	Riley is an expert user. DRMO: "very good program it will work well on most documents"
Kastel	17	41%	59%	New	Kastel is a relatively inexperienced user. DRMO: "I do like the way the new system will work, especially queue system."
AVG TOTALS	66	55%	45%		