

Lasernet 10.

Lasernet Web Client 10

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1 Introduction.

1.1 Who Should Use This Guide?

This guide is written for everyone whose work involves Lasernet Input and Output workflows.

2 Terms of Use.

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3 Lasernet Web Client

3.1 Purpose

You can use Lasetnet Web Client to view job queues and perform basic tasks such as editing JobInfos, rescheduling, searching, viewing and removing jobs, and releasing paused jobs.

You must ensure that your Lasetnet Web Client and Lasetnet Server versions are in sync. The Lasetnet Web Client will only work if it is running the same version of the software as the Lasetnet Server.

Note: Features and images shown in this document might vary slightly from your particular configuration – don't worry, it is just a result of how certain settings have been defined in the back-end.

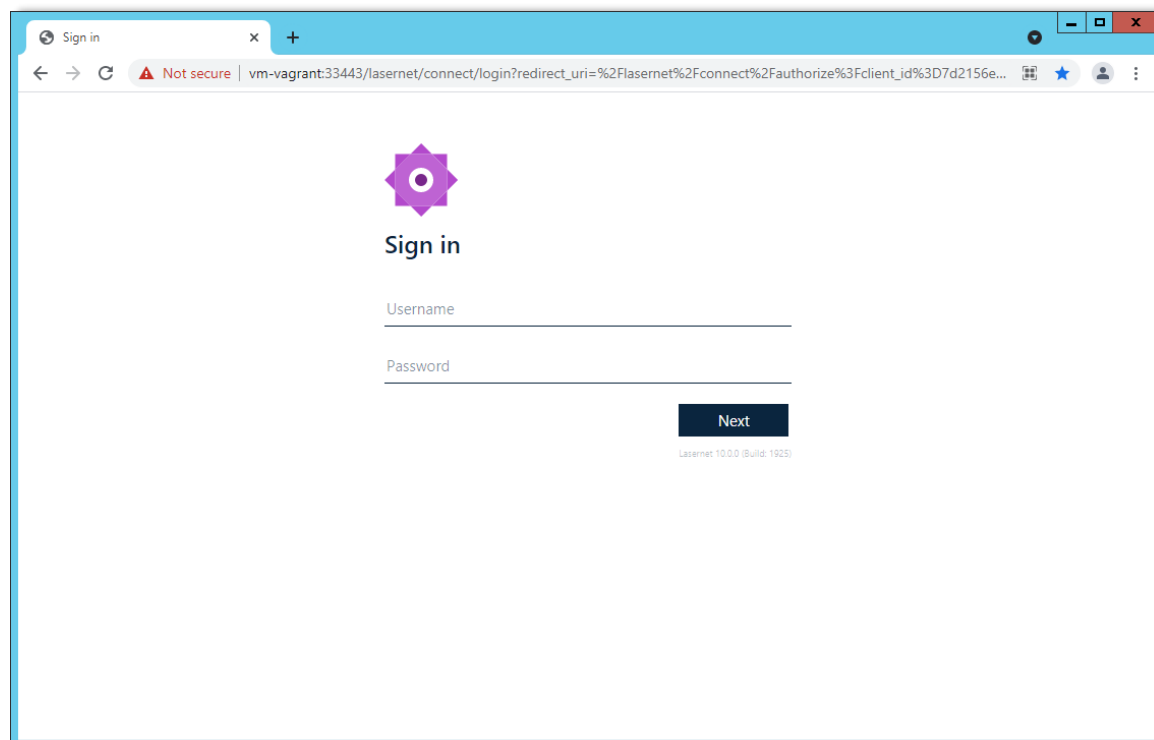
3.2 Server

3.2.1 Web Client

Type the relevant URL into your browser to access the log in screen. The format is:

<https://server:port>

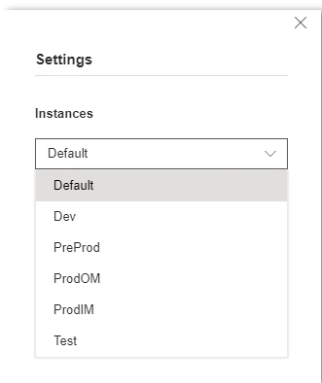
Sign in with your account credentials.



3.2.2 Server Instance

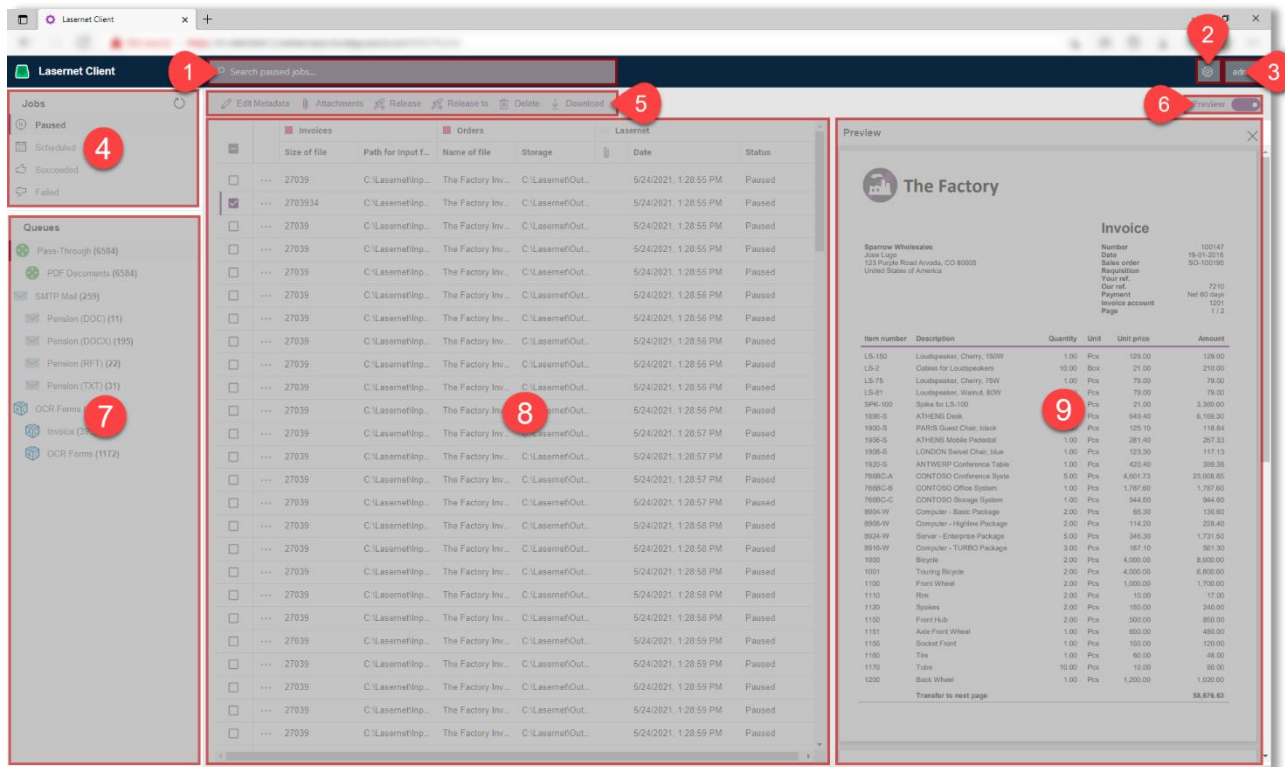
The server instance is selected from the settings drop-down menu. Click the  icon.

Note: The list of available instances is displayed. Just click the instance you require and the window will refresh.



3.3 Overview

Lasernet Web Client has an intuitive interface for viewing and managing the jobs stored in Lasernet.



The screenshot shows the Lasernet Web Client interface. The main area displays a list of jobs with columns for Invoices, Orders, Size of file, Path for input, Name of file, Storage, Date, and Status. A search box is located at the top left. On the left side, there are panels for Jobs (Paused, Scheduled, Succeeded, Failed) and Queues (Pass-Through, PDF Documents, SMTP Mail, Pension, OCR Forms, Invoice). A toolbar at the top contains options like Edit Metadata, Attachments, Release, Release to, Delete, and Download. A preview pane on the right shows an invoice for 'The Factory' with a table of items and their prices.

1. **Search box** – Finds values in any column and any queue for the selected job category. See section 3.3.1.
2. **Settings** – Displays the menu from which you select the server instance. See section 3.3.2.
3. **Account** – Shows the active account. Click to display the Sign Out option. See section 3.3.3.
4. **Jobs panel** – Lists the job categories and shows which one is currently selected. See section 3.3.4.
5. **Jobs toolbar** – Contains commands relevant to jobs. See section 3.3.5.
6. **Preview** – Toggles the document preview pane on or off. See section 3.3.6.
7. **Queues** – Shows the queued job category tree, with job totals in brackets. See section 3.3.7.
8. **Jobs pane** – The main area that lists jobs, and their metadata, in the selected queue. See section 3.3.8.
9. **Preview pane** – Displays a document preview for the selected job, if available. See section 3.3.9.

3.3.1 Search Box

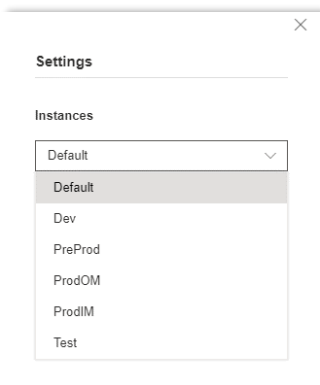
Searches all jobs in the selected job category.

Notes:

1. You cannot search by date, status or failure reason.
2. Keywords cannot be found in JobData.

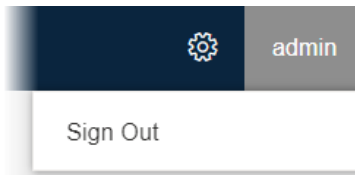
3.3.2 Settings

The list of available instances is displayed. Just click the instance you require and the window will refresh.



3.3.3 Account

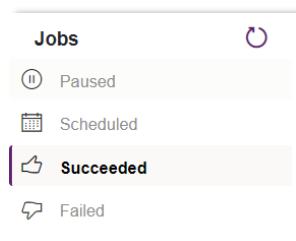
The active account is shown at all times. Click **Sign Out** when your session has finished.



3.3.4 Jobs Panel

The following job categories are available:

- **Paused** – Jobs that must be manually released (unpaused).
- **Scheduled** – Jobs that are awaiting automatic release at a predetermined time.
- **Succeeded** – Jobs that have been processed successfully. This queue will only show metadata but will not preview jobs. It is only visible if there are succeeded jobs in database.
- **Failed** – Jobs which have failed somewhere in Lasernet.



Click the  icon to refresh. This will retrieve new jobs from the server and update the list view.


Note: The total number of jobs within a category, shown in brackets, is updated when refreshing.

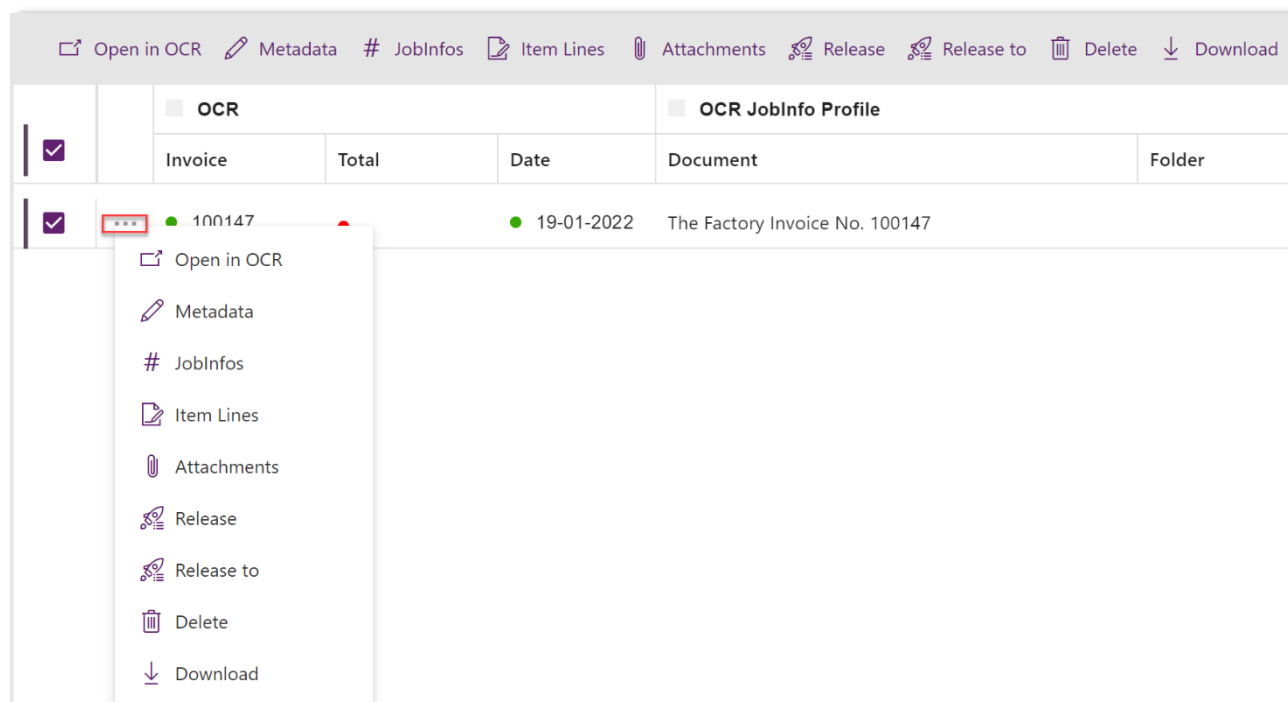
3.3.5 Jobs Toolbar

Commands are shown when a job is selected in the Jobs Pane.



Notes:

1. Particular options shown will change depending on what you select in the Jobs Pane.
2. Alternatively, you can show the commands available for a particular job by clicking the  icon.



Open in OCR

This command is only shown for users running the Lasernet Input Management solution and jobs stored in paused mode. A local installation of the Lasetnet OCR Editor application is required to open the selected job for editing.

Metadata

Displays the additional Metadata/JobInfos associated with the selected job.

JobInfos

Displays the primary user and system JobInfos fields associated with the selected job.

You can edit fields if they do not have a Read Only setting applied. System data cannot be edited. Click **Save** to apply your changes.

Save Cancel

Metadata JobInfos Lines Attachments

OCR

Invoice

100147

Total

Date

19-01-2022

OCR JobInfo Profile

Document

The Factory Invoice No. 100147

Folder

Lasernet

Date

6.7.2022 12.40.07

Status




Paused

Note: The system band will always be called Lasernet. Other names of band are configurable.

Some metadata requires validation. For example, item lines created using the OCR module. These show one of the following status indicator symbols. The color codes are:

- **Successful** – the field value has been validated by the system or user.
- **Tentative** – the field value requires validation and, if necessary, editing.
- **Failure** – the field value requires correction.

Depending on the status, any two of the following commands will be shown when you select a validation field:

-  **Successful** Sets the field status to Successful.
-  **Required** Sets the field status to Tentative.
-  **Failure** Sets the field status to Failure.

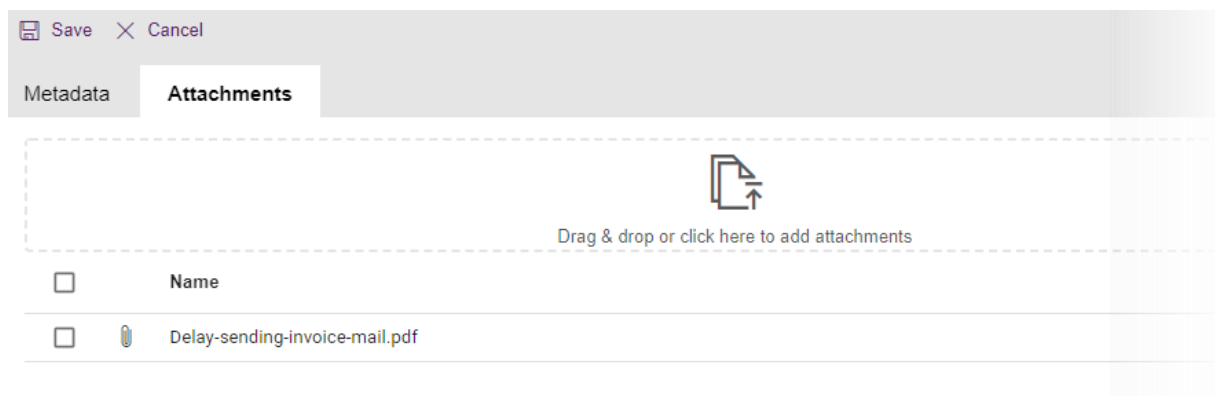
Click **Save** to apply your changes to the server.

We recommend all status indicator symbols are green before releasing a job.

Note: JobInfos that are marked as Read Only in the JobInfo Profile are not editable.

Attachments

Allows you to add new documents to, or delete existing documents from, a job.



To add a document, choose one of the following options:

- Drag and drop the document(s) you want to add onto the dashed box.
- Click within the dashed box to browse for the file.

Select an existing document from the list to delete or download it.

Click **Cancel** to restore deleted attachments and delete and new uploads.

Click **Save** to apply your changes to the server.

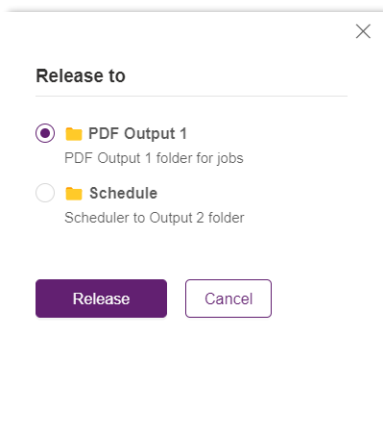
Release

Releases all jobs at a selected tree level to their default destinations.

Note: Failed jobs (if any) are retried.

Release to

Allows you to choose the destination to which all jobs at the selected tree level will be sent. A menu is displayed with all available options. Select the desired destination and click **Release**.



Delete

Deletes all jobs from any queue at any selected tree level.

Note: It is not possible to recover a deleted job.

Download

Downloads documents associated with a job.

Open in OCR

Opens the document in the OCR Editor.



Note: This option will only appear when you select an OCR Forms queue.

Edit Item Lines

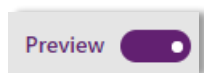
Shows the extracted item lines from the previewed document, if any.



Note: This option will only appear when you select an OCR Forms queue.

3.3.6 Preview


Click the Preview button to toggle visibility of the preview pane on and off.



3.3.7 Queues

Click a category to display the jobs it contains in the Jobs Pane.

The total number of jobs within a category is shown in brackets.


Note: Clicking the  icon refreshes the total number of jobs, shown in brackets.



3.3.8 Jobs Pane

All jobs in the selected queue are listed. The listing order is chronological with the oldest jobs at the top.

Scroll down to continuously fetch newer jobs from the server.

	Invoices		Orders		Lasernet		
<input type="checkbox"/>	Size of file	Path for Input file	Name of file	Storage		Date	Status
<input type="checkbox"/>	... 27039	C:\Lasernet\Input\	The Factory Invoice No. 100147 - C...	C:\Lasernet\Output\Office365		5/24/2021, 1:28:56 PM	Paused
<input type="checkbox"/>	... 27039	C:\Lasernet\Input\	The Factory Invoice No. 100147 - C...	C:\Lasernet\Output\Office365		5/24/2021, 1:28:56 PM	Paused
<input type="checkbox"/>	... 27039	C:\Lasernet\Input\	The Factory Invoice No. 100147 - C...	C:\Lasernet\Output\Office365		5/24/2021, 1:28:56 PM	Paused
<input type="checkbox"/>	... 27039	C:\Lasernet\Input\	The Factory Invoice No. 100147 - C...	C:\Lasernet\Output\Office365		5/24/2021, 1:28:56 PM	Paused
<input type="checkbox"/>	... 27039	C:\Lasernet\Input\	The Factory Invoice No. 100147 - C...	C:\Lasernet\Output\Office365		5/24/2021, 1:28:56 PM	Paused
<input type="checkbox"/>	... 27039	C:\Lasernet\Input\	The Factory Invoice No. 100147 - C...	C:\Lasernet\Output\Office365		5/24/2021, 1:28:57 PM	Paused

Some metadata associated with each job is shown. Some of this is configurable and can be grouped into bands – see section 3.4.7.

Lasernet system data cannot be overwritten. This includes number of attachments, timestamp and status.

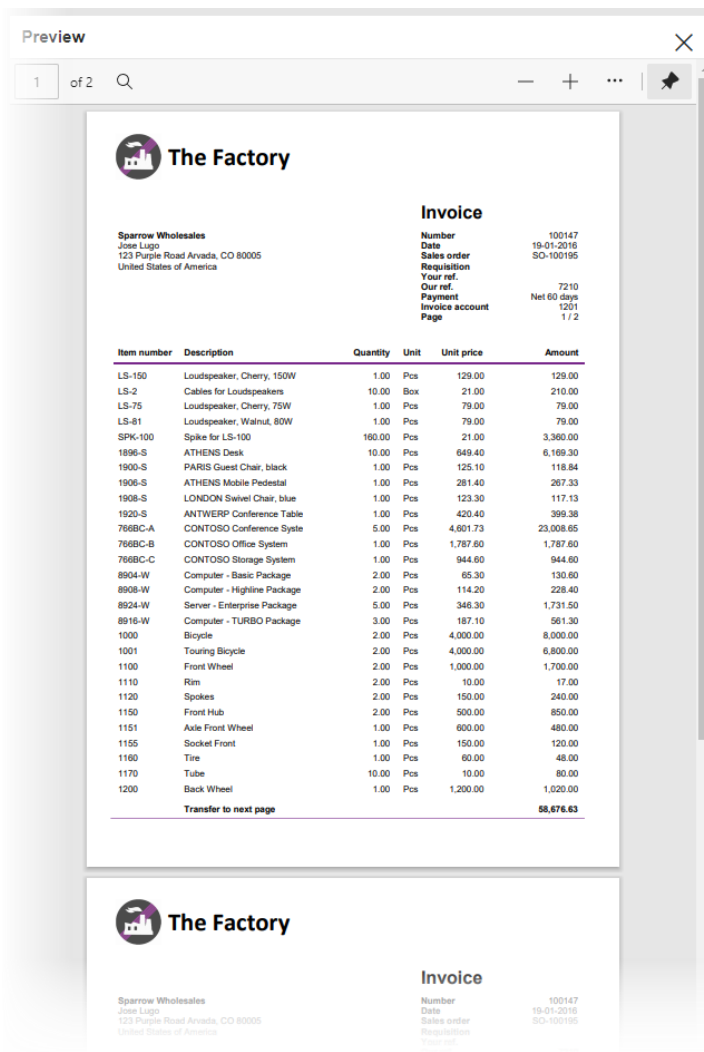
Note: Click the ******* icon to display relevant toolbar commands.

3.3.9 Preview Pane

Multiple formats are supported in preview, including PDF, DOCX, XLSX, RTF, TIF, TXT, HTML and XML.

Note: EMF jobs stored for printing devices will be previewed in PDF format.

You can click the ******* icon on the local toolbar to display a list of tools for viewing, printing and saving options, if required.



Preview

1 of 2

The Factory

Invoice

Sparrow Wholesales
Jose Lago
123 Purple Road Arvada, CO 80005
United States of America

Number 100147
Date 19-01-2016
Sales order SO-100195
Requisition
Your ref.
Our ref. 7210
Payment Net 60 days
Invoice account 1231
Page 1 / 2

Item number	Description	Quantity	Unit	Unit price	Amount
LS-150	Loudspeaker, Cherry, 150W	1.00	Pcs	129.00	129.00
LS-2	Cables for Loudspeakers	10.00	Box	21.00	210.00
LS-75	Loudspeaker, Cherry, 75W	1.00	Pcs	79.00	79.00
LS-81	Loudspeaker, Walnut, 80W	1.00	Pcs	79.00	79.00
SPK-100	Spike for LS-100	190.00	Pcs	21.00	3,360.00
1896-S	ATHENS Desk	10.00	Pcs	649.40	6,169.30
1900-S	PARIS Guest Chair, black	1.00	Pcs	125.10	118.84
1906-S	ATHENS Mobile Pedestal	1.00	Pcs	281.40	267.33
1908-S	LONDON Swivel Chair, blue	1.00	Pcs	123.30	117.13
1920-S	ANTWERP Conference Table	1.00	Pcs	420.40	399.38
766BC-A	CONTOSO Conference Syste	5.00	Pcs	4,601.73	23,008.65
766BC-B	CONTOSO Office System	1.00	Pcs	1,787.60	1,787.60
766BC-C	CONTOSO Storage System	1.00	Pcs	944.60	944.60
8904-W	Computer - Basic Package	2.00	Pcs	65.30	130.60
8908-W	Computer - Highline Package	2.00	Pcs	114.20	228.40
8924-W	Server - Enterprise Package	5.00	Pcs	346.30	1,731.50
8916-W	Computer - TURBO Package	3.00	Pcs	187.10	561.30
1000	Bicycle	2.00	Pcs	4,000.00	8,000.00
1001	Touring Bicycle	2.00	Pcs	4,000.00	8,000.00
1100	Front Wheel	2.00	Pcs	1,000.00	1,700.00
1110	Rim	2.00	Pcs	10.00	17.00
1120	Spokes	2.00	Pcs	150.00	240.00
1150	Front Hub	2.00	Pcs	500.00	850.00
1151	Axle Front Wheel	1.00	Pcs	600.00	480.00
1155	Socket Front	1.00	Pcs	150.00	120.00
1160	Tire	1.00	Pcs	60.00	48.00
1170	Tube	10.00	Pcs	10.00	80.00
1200	Back Wheel	1.00	Pcs	1,200.00	1,020.00
Transfer to next page					58,676.63

The Factory

Sparrow Wholesales
Jose Lago
123 Purple Road Arvada, CO 80005
United States of America

Number 100147
Date 19-01-2016
Sales order SO-100195
Requisition
Your ref.
Our ref.
Payment
Invoice account

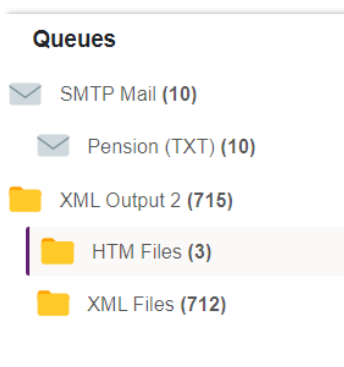
3.4 Functions

3.4.1 Queues

For each of the different queue types – Paused, Scheduled and Failed – there is a tree of queues that contain jobs. If there are no jobs in a queue or the queue type is successful, it is not displayed.

There are two queue levels in the tree:


- **Top:** Logical module name.
- **Bottom:** Instance grouped by the JobInfo FormType.




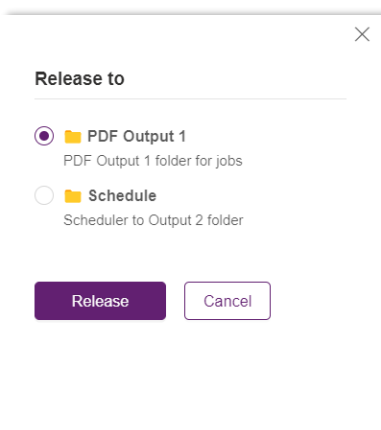
The higher you go in the tree, the more queues are covered and more jobs are shown.


The FormType JobInfo is a special JobInfo, defined on the server, which is used to group jobs in a queue in separate lists. If no FormType is specified for a job, it will automatically be in the list called '<None>'.

FormType is stored by default, so a JobInfo profile does not need to be created to use this feature.

Click  **Release to** to release all jobs at a selected tree level to their default destinations. Failed jobs are then retried.

Click  **Release to** to choose the destination to which all jobs at the selected level will be sent. A menu is displayed with all available options. Select the desired destination and click **Release**.



Click  Delete to remove all jobs from any queue at any selected tree level.

Note: It is not possible to recover a deleted job.

3.4.2 Search

Search is not a queue type. Search works across all queue types and shows jobs regardless of their status. The status of the job determines which actions are possible.

Note: It is not possible to search for a date, a status or a failure reason.

3.4.3 Paused Jobs

Pause a job to verify that the output from a module looks correct before releasing it to its output destination(s).

You need to manually release paused jobs (unpause) to continue.

When a paused job is released by a user it is passed to the job destination(s) specified in the module. It is possible to mark a pre-defined destination as an 'Alternative'. Alternative destinations are skipped unless you specifically choose to release a job to them.

3.4.4 Scheduled Jobs

Scheduled jobs are automatically released by the system from their paused state after a specified period. Alternative destinations are not configurable for scheduled jobs.

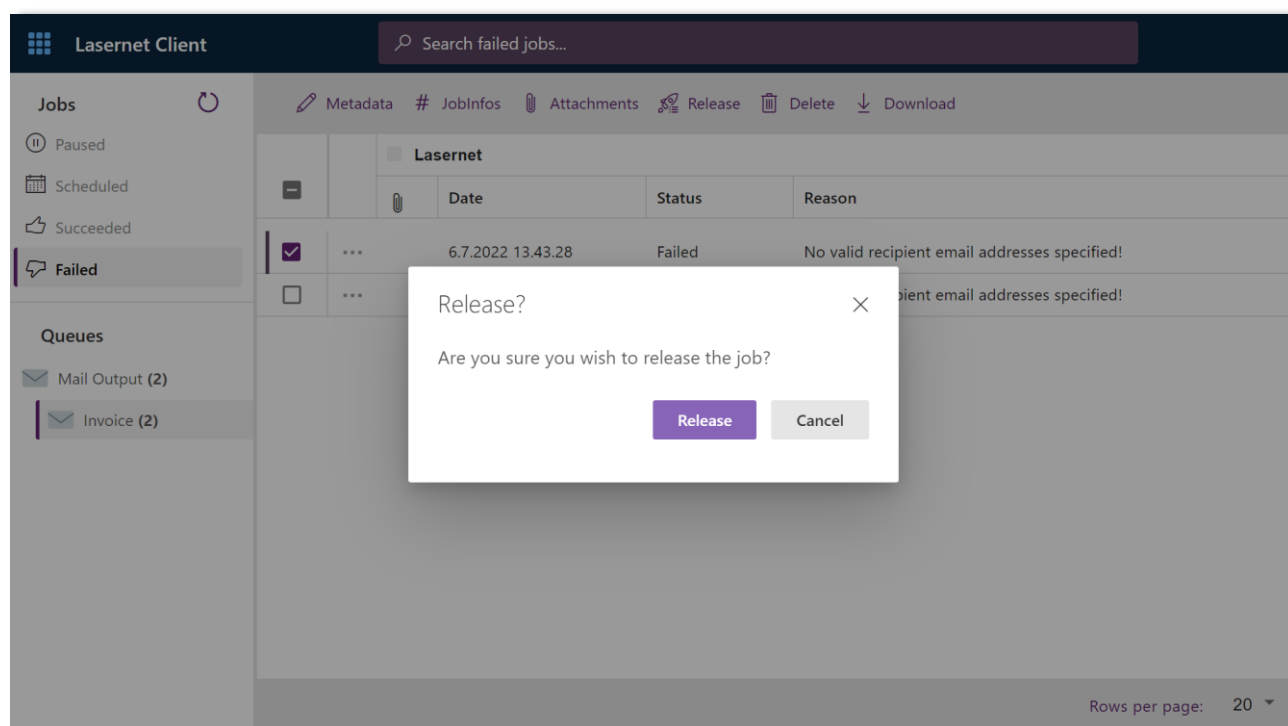
3.4.5 Succeeded Jobs

This queue is visible as soon as Lasernet successfully processes any jobs. If Job Mode tracking is enabled on the server, the metadata will be displayed for the defined retention period. When the retention period expires, records are automatically deleted by the server.

Note: There is no document to preview because only metadata is stored for successful jobs.

3.4.6 Failed Jobs

If a job has failed in Lasernet it is often because communication cannot be established between an output module and the external environment (e.g. an email server). To retry a failed job, select the queue or jobs you want to release and then click **Release**. Lasetnet will process the job again (from the same state as where the job failed) by attempting to re-connect and send the job again.



If the job is successful, it will be registered as a Succeeded job and will be removed from the Failed job queue.

Alternatively, click **Delete** to delete the selected job(s) from the failed job queue.

3.4.7 OCR Jobs

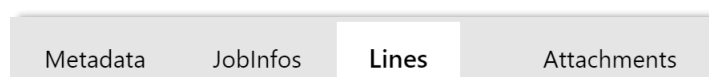
Jobs for the OCR Engine can have one of the following states:

The incoming document is not recognized by the OCR Engine

The job will be paused with only system metadata. You can select the document and click **Open in OCR** to define how to find and extract data from the document.

OCR Form is finalized in the OCR Editor

The job is ready to be released from the client. Click **Release** / **Release to** as necessary.



The Lines tab displays extracted item lines for the selected document. The color-coded status indicator symbols are also shown.

Metadata	JobInfos	Lines	Attachments
ItemLine			
<input type="checkbox"/>	Price	Quantity	Amount
<input type="checkbox"/>	1.199,00	1,00	1.199,00
<input type="checkbox"/>	379,00	1,00	379,00
<input type="checkbox"/>	49,00	1,00	49,00

Note: If validation fails, the job will go to the Paused queue, not the Failed queue.

3.4.8 Banding

Metadata (JobInfos) can be arranged into bands for display in Lasernet Web Client. Bands are shown in the top header row, indicated by colored squares.

<input checked="" type="checkbox"/> Invoices	<input checked="" type="checkbox"/> Orders	<input type="checkbox"/> Lasernet
Size of file	Path for Input file	Name of file
	Storage	Date

Bands and colours are configured via JobInfo Profiles in Lasetnet Developer. They can be used to display a list of relevant JobInfos in the Lasetnet Web Client.

Once configured, the metadata is shown in columns for the job. For example, useful information like invoice numbers, names or email addresses of clients can be displayed.