Collect

Section 4-1

> Step

1. Navigate to (root) > Content Models > Invoices > (data model)

2. Right click on the Data Model and select Add > Data Field...

3. Name it Invoice Number

> Step

1. Right click on the (local resources) folder and select Add > Data Type...

2. Name it Invoice Number

> Step

1. Right click on the Invoices Data Type and select Add > Data Format...

2. Name it Acme/Standard/Express

> Step

1. Select Acme (1) from the batch viewer

2. In the Value Pattern editor, type:

   ```
   invoice\snumber\s?:?\s(\d{8,10})
   ```

3. In the Output Format editor, type:

   ```
   {1}
   ```

> Step

1. Right click on the Invoice Number Data Type and select Contents > Add Multiple Items...

2. In the Contents • Add Multiple Items window, set Item Type to Data Format

3. Edit the Item Names property and type out the names of the other formats:

   • Spartan

   • Enid

4. Click Execute to complete

> Step

1. Select the Invoice Number > Spartan Data Format

2. Select Spartan (4) in the batch viewer

3. In the Value Pattern editor, type:

   `\w{2}\d{2}-\d{6}`

4. In the Look Behind editor, type:

   `\r\n`

> Step

1. Select the Invoice Number > Enid Data Format

2. Select Enid (5) in the batch viewer

3. In the Value Pattern editor, type:

   `(\w{3})(\d{8})`

4. In the Output Format editor, type:

   `{1} {2}`

-2

> **Step**

1. In the Invoices Content Model, navigate to (data model) > Invoice Number

2. In the General section, expand the Value Extractor property

3. Set the Value Extractor > Type property to Reference

4. Set the Value Extractor > Referenced Extractor property to the Invoices > Invoice Number Data Type

5. In the Behavior section, set the Required property to `True`

Section 4-2

> **Step**

1. Navigate to (root) > Batch Processing > Processes > Working > Invoices Process

2. Add a new step

3. Set the Activity Type property of the new step to `Extract`

> **Step**

1. Add a new step

2. Set the Activity Type property of the new step to `Data Review`

3. Save and Publish

> **Step**

1. Navigate to (root) > Batch Processing > Batches > Production > Invoices Process

2. Make sure the batch is paused

3. Right click on the Invoices Batch and select Update Process...

4. Set Target Step to `Extract`

5. Click Execute

> Step

1. Resume the batch

2. Click Process

> Step

1. After the Extract step has completed, click Process to start the Data Review step

2. In Grooper Data Review, press Ctrl + I on your keyboard

> Step

1. Fix the issue with the field

2. Use Ctrl + I to jump to the next document with an issue

3. Repeat until all documents are valid

4. In the toolbar, click the Complete Task button