Double Check
Quick Start Guide
Platform Services Version

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Double Check
Program updated by Brandon Strong
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Preface

This manual describes basic information to use the Double Check module.

What is Double Check?

This suite of software products enhances the functionality of the DocuWare Integrated Document Management system. Double Check detects duplicate documents in a DocuWare File Cabinet when documents are stored. Document index field values from documents in the File Cabinet are compared against the values of the document being stored. If a match is found then a duplicate is detected and the document cannot be stored. Double Check runs as a RESTful web service and is configured through a webpage.

Licensing

You must have a valid license file for the module that you are installing ([Contact us to find out how to obtain a license](#)). This license should be placed in a **License** folder that you've created in the DocuWare directory or under the *C:* root drive on the local machine. If you receive a license file with a .zip extension, place the .zip in the license folder and double click to extract the license file.
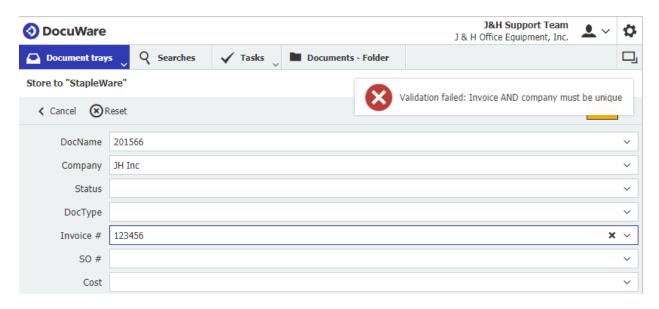
Installation

Double Check must run on a server that has access to the DocuWare web client. Download Double Check from the StapleWare website at www.stapleware.com. Unzip the folder to C:\inetpub\wwwroot and deploy the application in IIS with SSL/TLS enabled.

Note: If you're updating this software please replace the files in C:\inetpub\wwwroot and reset IIS.

Getting Started with Double Check

Double Check will detect duplicate entries in a DocuWare file cabinet during document storage. In the following screen shot Double Check is checking the file cabinet for any entry with COMPANY = 'JH Inc' and INVOICE# = '123456'. A duplicate was detected and an error message was displayed accordingly. The document cannot be stored until the COMPANY and INVOICE# are unique.
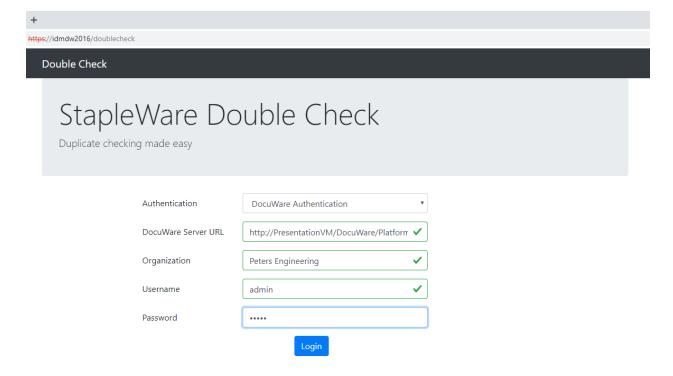
Starting Double Check

Below is an example of the parameters of the Double Check program.

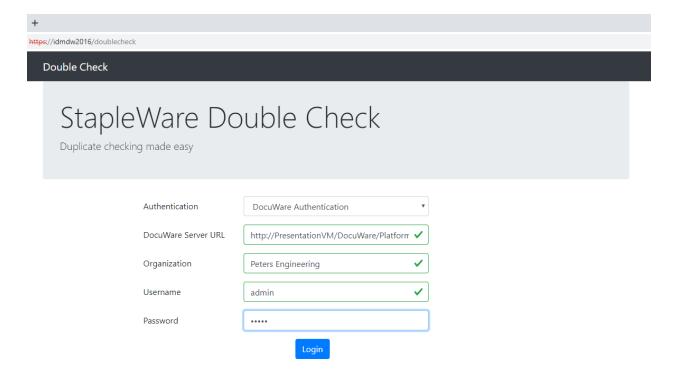Navigate to the Double Check website in a web browser. Enter a valid DocuWare server URL, organization, and DocuWare login credentials, then click 'Connect'.
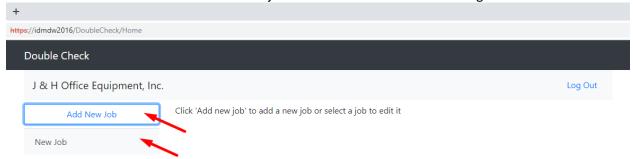
Connecting to DocuWare Cloud

Double Check works with DocuWare Cloud. Enter the DocuWare Cloud server URL, Organization, and DocuWare Cloud login credentials, then click 'Connect'. These credentials are the same as the credentials for the DocuWare Cloud Web Client.

Double Check Job Configuration

Click 'Add New Job' to add a new validation job then click on 'New Job' to configure it.

Configure the job in the using the configuration controls. The job can be renamed using the top textbox.

- **File Cabinet** – Choose a file cabinet to use for selecting validation fields
- **Operator** – Choose if validation fields are combined with 'AND' or 'OR'
- **Error text** – Type the error message to display when a duplicate is found
- **Fields to validate** – Pick which fields to validate

Click the Save button to save the job.

Enabling Validation in DocuWare

DocuWare validations are applied to the store dialog settings. A single Double Check validation job may be used in multiple DocuWare store dialogs.

1) Use the DocuWare web client to navigate to the 'More Options' section of the store dialog
2) Copy the URL from the 'DocuWare validation URL' box in the Double Check job configuration
3) Paste the URL to the 'Send all index values to this webservice' box in the DocuWare search dialog configuration
4) Click 'Test Accessibility', then click 'OK' then 'Save' in the DocuWare configuration window

Configure a Store Dialog

SO #	Change label	Text	☰	☐	👁
Cost	Change label	Decimal	☰	☐	👁
Completed Date	Change label	DateTime		☐	👁
Notes	Change label	Memo		☐	👁
Contact	Change label	Text	☰	☐	👁
Date	Change label	Date	☰	☐	👁
First Name	Change label	Text	☰	☐	👁
Last Name	Change label	Text	☰	☐	👁

Intelligent Indexing ☐ Use Intelligent Indexing to automatically fill index fields for this dialog
Configure fields to fill

∧ Less options

Validation ☑ Store documents only after validation. View our sample applications ⓘ

Send all index values to this webservice:

https://idmdw2016/DoubleCheck/Validation?clientid=1&jobid=1   [Test Accessibility]

Timeout if the service does not respond after [10] seconds

ID   0e075008-3250-417e-9702-1c18aafdb0ae   ⓘ

[Cancel]   [OK]