

KIWI User Guide

Introduction

The K2 Indexing Workflow Interface (KIWI) application allows you to review digitized K2 images delivered from the Automated Document Retrieval System (ADRS), and either create an ADRS index or remove them from the system.

This user guide contains step-by-step instructions for using KIWI from the perspective of both the Indexer and Researcher. For easy reference, the sections are organized as follows:

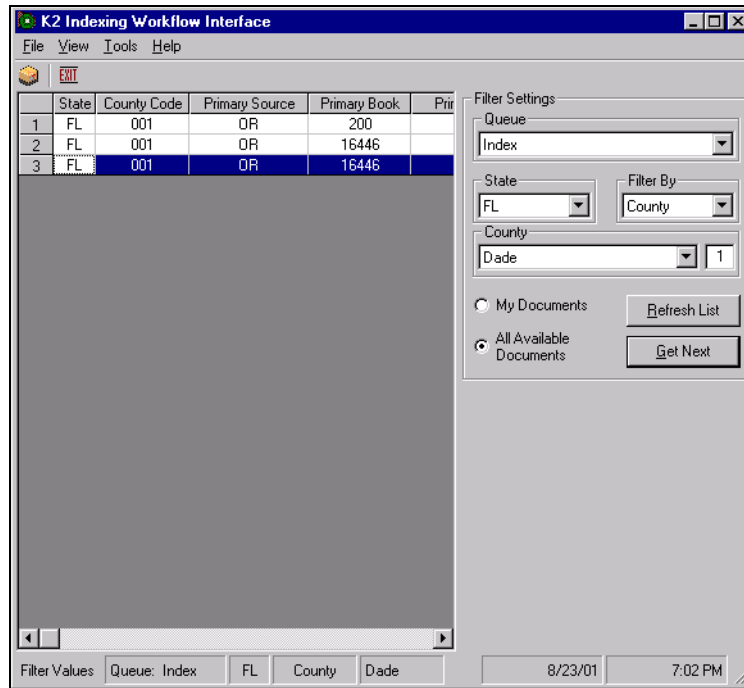
- Layout of the KIWI Window
 - Procedures for Indexer
 - Procedures for Researcher
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Questions or Problems

If you have any questions or problems using the KIWI application, call the Help Desk, 1-800-421-9378, Monday - Friday, 8:00 a.m. to 6:30 p.m.

Layout of the KIWI window

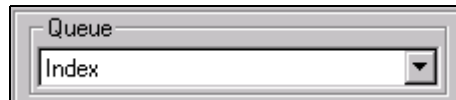
The KIWI window consists of a menu bar (File, View, Tools, Help), a toolbar with two buttons: **Refresh List** and **EXIT**, and two main window areas: the Documents are listed on the left, the Filter Settings are on the right.



Filter Settings

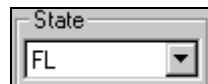
Queue

The **Queue** box allows you to select **Index** or **Research** for the job role of Indexer or Researcher.



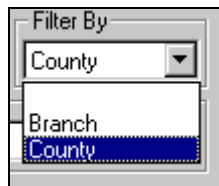
State

The **State** box allows you to select the specific state for the documents you want to review.



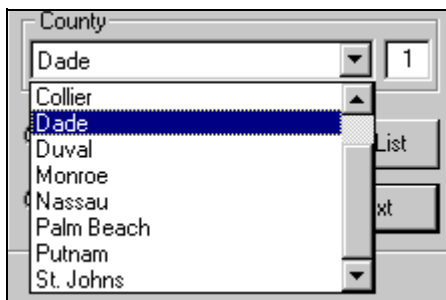
Filter by

In the **Filter by** box, select either **County**, for single county filtering, or **Branch**, to display all counties served by the branch.



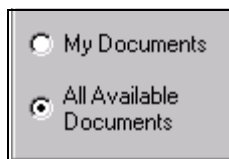
County/Branch

The **County** or **Branch** box (depending on your selection in the **Filter by** box) allows you to retrieve documents from the selected county or branch.



**My Documents/
All Available
Documents**

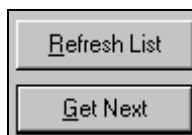
Select **My Documents** to retrieve the list of documents you own. Select **All Available Documents** to retrieve a complete list of all available documents.



**Refresh List/Get
Next**

 Select the **Refresh List** icon on the toolbar, or click the **Refresh List** button on the Filter Settings area of the window, to restore a list of documents.

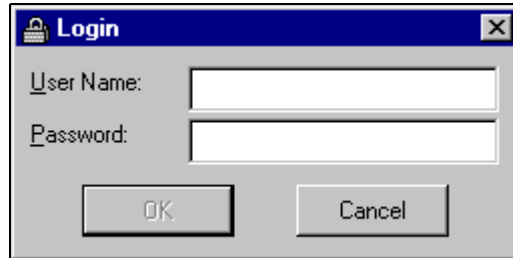
Click the **Get Next** button to retrieve the next available document in the queue.



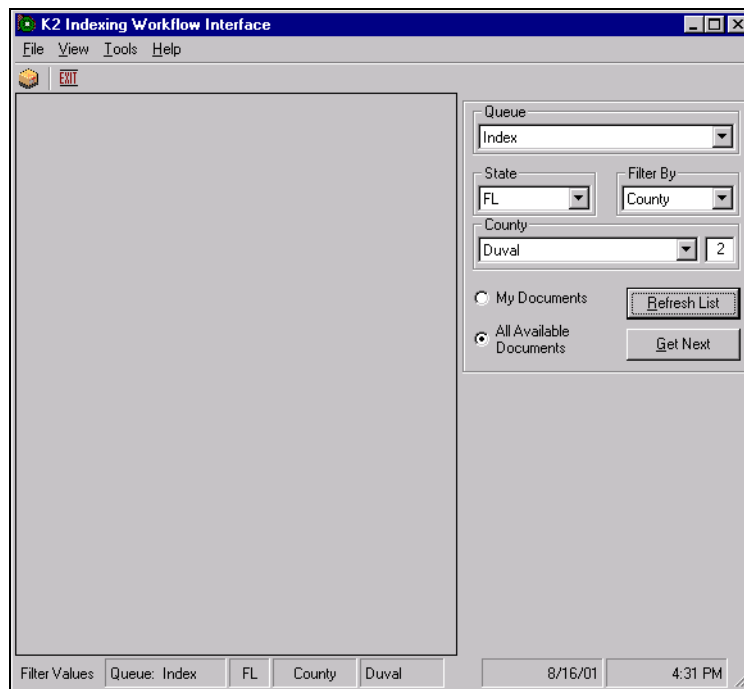
Procedures for Indexers

What you do	Comments
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1.  Double-click the **KIWI** icon on the Windows desktop. The **Login** window is displayed.



2. Type your user name and password and click **OK**. The main **KIWI** window is displayed.

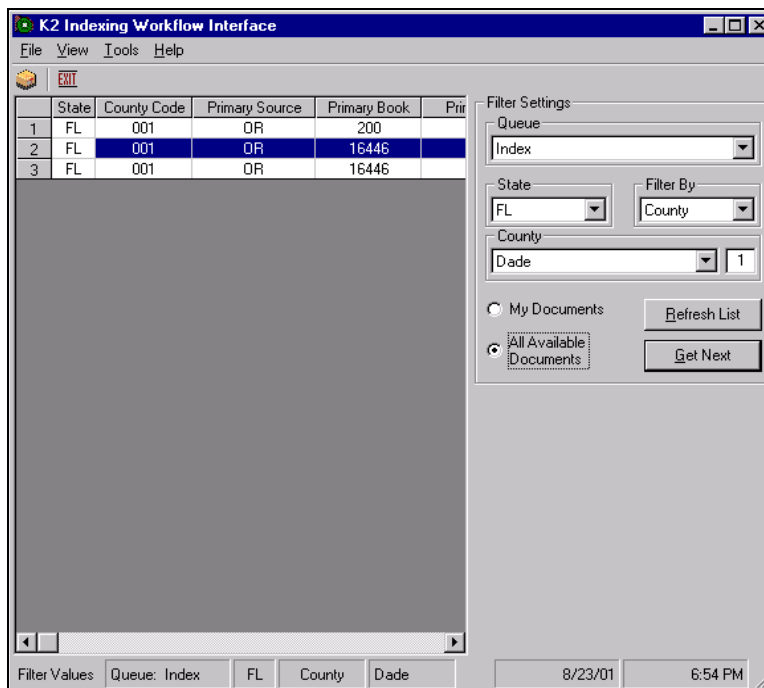


3. In the **Queue** box, select **Index**.
4. Select the state, then select to search by county or branch.
5. Select a county.
6. Select **All Available Documents**.

What you do **Comments**

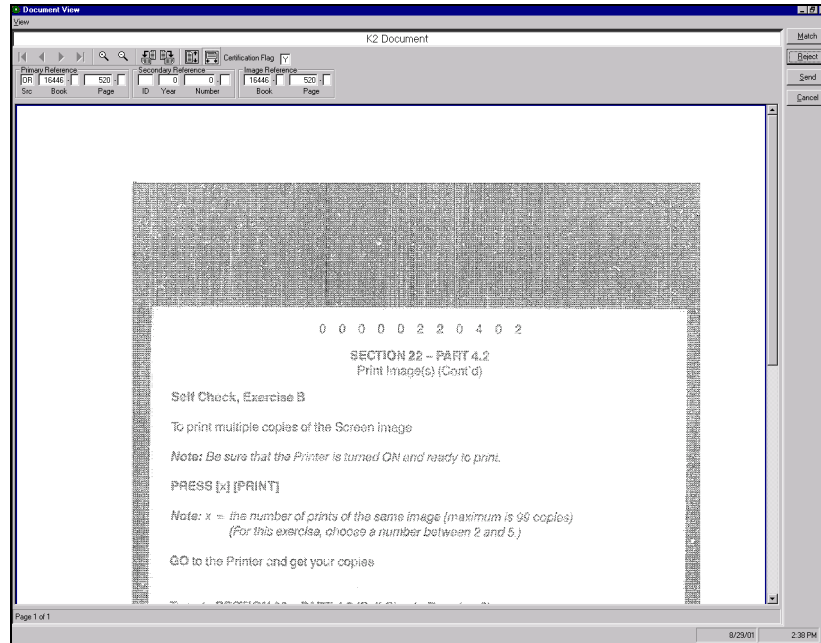
7. Press **Get Next**.

A list of documents is displayed on the left area of the window.



What you do	Comments
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|---|--|
| <p>8. Select a document, then double-click the row.</p> | <p>The Document View window is displayed.</p> |
|---|--|



- | | |
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| <p>9. Verify that the primary, secondary, and image references match those of the document displayed in the window, and modify as necessary. Also, confirm the document's certification status.</p> | <p>Use the toolbar to page forward through the document, zoom in for a magnified view, rotate the document, or re-position the document in the window.</p> <p>In the Certification Flag box:
 Y = Yes
 N = No
 F = Get from film
 R = Ready to certify</p> |
|---|---|

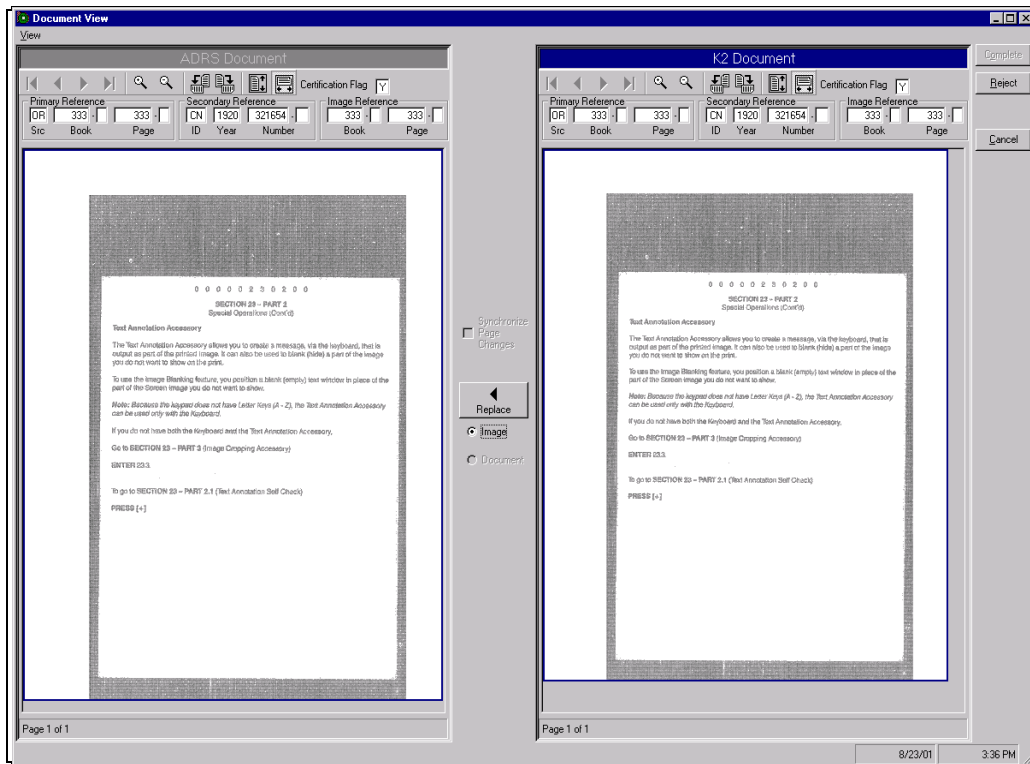


What you do **Comments**

10. Click **Match** to determine if an ADRS index already exists for the reference information entered. If it exists, compare the K2 document to the document in ADRS.

The ADRS document is displayed on the left and the K2 document is displayed on the right. If there is no match, a message is displayed asking if you want to complete the indexing process.


Note: Click **Reject** to remove the document from the system or **Send** to route the document to the Research queue.

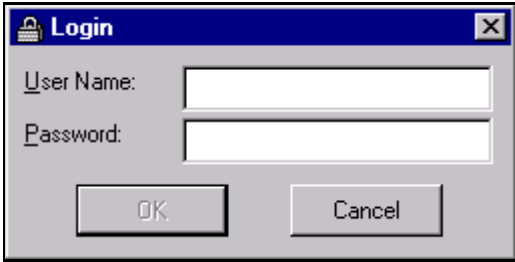


11. Select **Synchronize Page Changes** to make page by page comparisons of the ADRS and K2 documents.

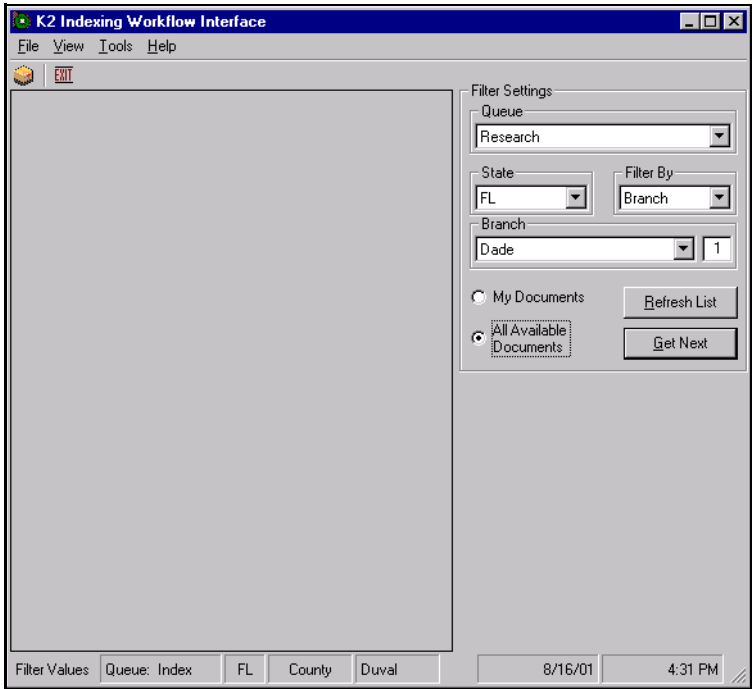
What you do	Comments
<p>12. Select Image, then click Replace to replace an image in the ADRS document with an image in the K2 document.</p> <p>Select Document, then click Replace to replace the entire ADRS document with the K2 document.</p>	<p>Click Revoke to cancel the replacement.</p>
<p>13. Click Complete to initiate the indexing process.</p> <p>Click Reject to remove the document from the system or Send to route the document to the Research queue.</p> <p>Click Cancel to return to the main KIWI window.</p>	<p><i>Warning:</i> If you click Cancel, no changes are saved.</p>

Procedures for Researchers

What you do	Comments
1.  Double-click the KIWI icon on the Windows desktop.	The Login window is displayed.



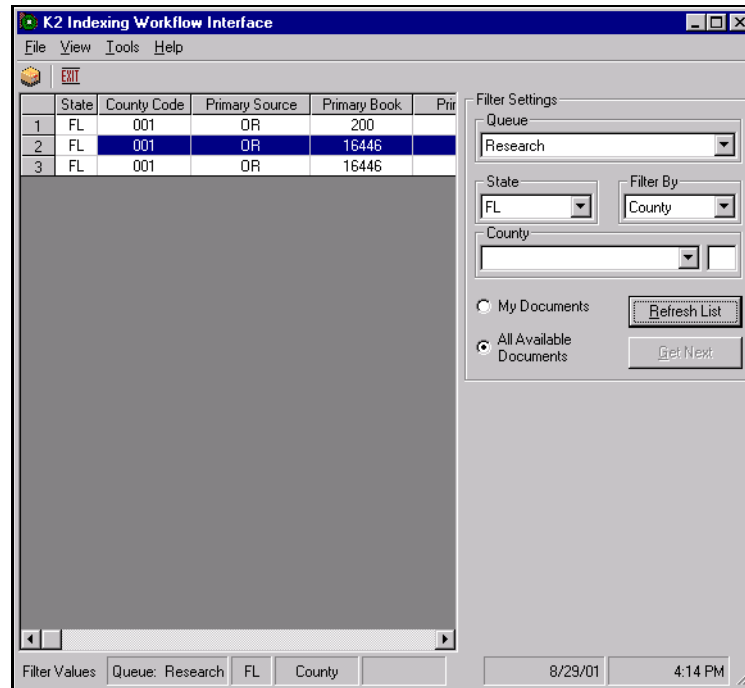
2. Type your user name and password and click OK .	The KIWI window is displayed.
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3. In the **Queue** box, select **Research**.
4. Select the state, then select to search by county or branch.
5. Select a county.

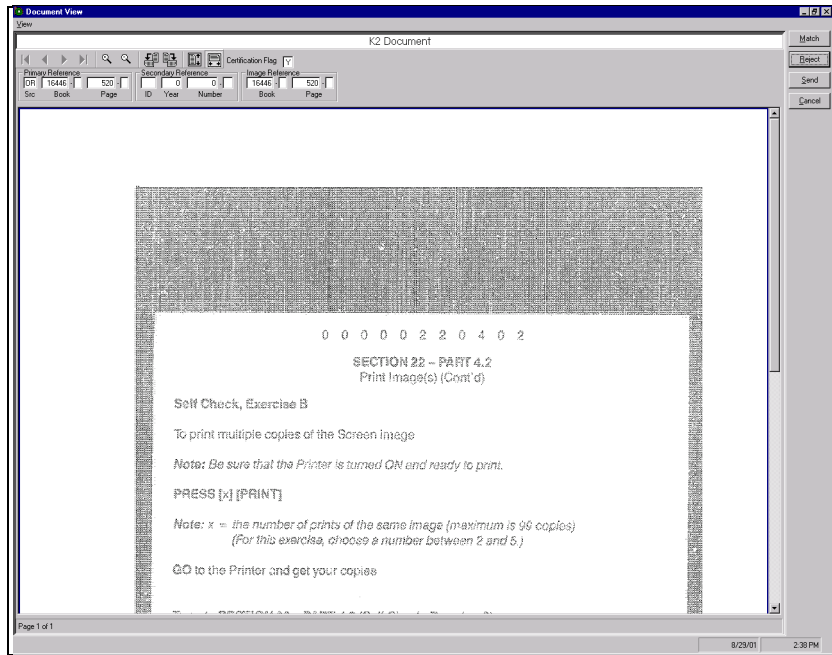
What you do**Comments**

6. Select **All Available Documents**.
7. Press **Get Next**. A list of documents is displayed on the left area of the window.



8. Select a document, then double-click the row. The **Document View** window is displayed.

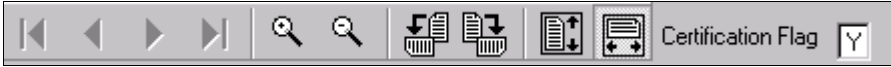
What you do **Comments**



- 9. Review the primary, secondary, and image references and certification status of the document displayed in the window.

Use the toolbar to page forward through the document, zoom in for a magnified view, rotate the document, or re-position the document in the window.

In the **Certification Flag** box:
Y = Yes
N = No
F = Get from film
R = Ready to certify



- 10. Click **Reject** to remove the document from the system or **Send** to route the document back to the originating indexer. Click **Cancel** to return to the main KIWI window.