



## Pacific Knowledge Systems

### RippleDown: Report Validator

*This document focuses on RippleDown Report Validator.*

### ***Copyright Notice***

The information provided in this User's Guide is subject to change without notice and is not a commitment by Pacific Knowledge Systems Pty Ltd. The software described in this User's Guide is provided under a license or non-disclosure agreement. It is unlawful to copy this software except as allowed in the agreement.

No part of this Guide may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or information retrieval systems, for any purpose other than for the purchaser's personal use, without the written consent of Pacific Knowledge Systems Pty Ltd.

Reproduction or disassembly of embodied programs or databases that make up the software is prohibited.

© Copyright Pacific Knowledge Systems Pty Ltd, 2013

All Rights Reserved.

### ***Disclaimer***

Pacific Knowledge Systems Pty Ltd makes no warranties, either express or implied, regarding these computer software packages, or their fitness for any particular purpose other than warranty provisions embodied in any agreement or purchase contract.

### ***Acknowledgments***

Microsoft and Windows are registered trademarks of Microsoft Corporation.

## Contents


<b>CONTENTS .....</b>	<b>3</b>
<b>REPORT VALIDATOR .....</b>	<b>4</b>
Login Screen .....	4
Main Screen .....	4
Reviewing a Case .....	5
Reason for reviewing current Case .....	6
Approving the Interpretation .....	6
Referring a Case .....	8
Skipping a Case .....	8
Going Back .....	8
Deleting a Case .....	8
Finding a particular Case .....	9
Closing the review screen .....	9
Purging a queue .....	<b>Error! Bookmark not defined.</b>
<b>CONTACT US .....</b>	<b>9</b>

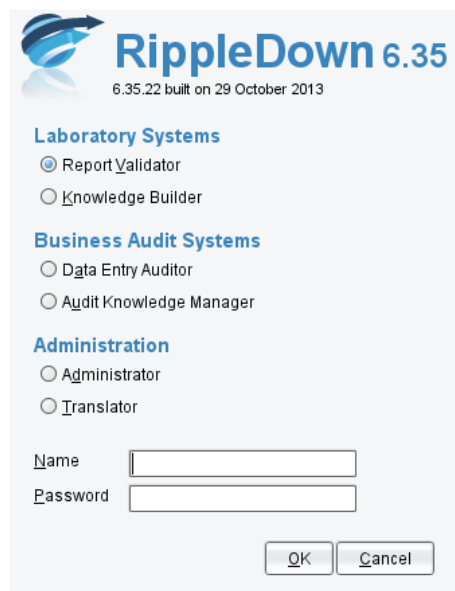
## Report Validator

The Validator is a RippleDown client component used for reviewing cases and their interpretive reports before they are released back to the Online Information System. Before approving a report, a Validator user is able to edit and correct a report if required. For a given RippleDown installation, some projects can be set up to use the Validator, whereas other projects may use the validation facilities provided by the Online Information System if required.

## Login Screen

To login to RippleDown:

1. Open the application using the icon: 
2. The below logon screen will appear. Select the Report Validator and enter your Username and Password.



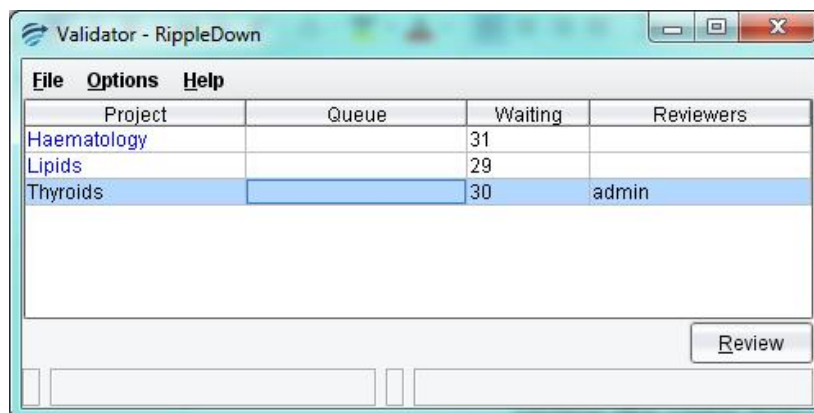
The screenshot shows the RippleDown 6.35 login dialog box. At the top left is the RippleDown logo, followed by the text "RippleDown 6.35" and "6.35.22 built on 29 October 2013". Below this, there are three sections of radio button options: "Laboratory Systems" with "Report Validator" selected, "Business Audit Systems" with "Data Entry Auditor" and "Audit Knowledge Manager", and "Administration" with "Administrator" and "Translator". At the bottom, there are two text input fields labeled "Name" and "Password", and two buttons labeled "OK" and "Cancel".

## Main Screen

The main screen of the Validator shows the list of queues. There is at least one queue for each project. In addition, there may be special-purpose queues that have been setup for the project, for example, to group particular types of cases. There may also be queues corresponding to users who have had cases referred to them by other Validator users. These special-purpose queues will only appear if there are cases waiting on them to be reviewed. As well as these queues, which are for reviewing cases prior to their release to the Online Information System, there may be Copy queues for the independent offline review of some or all cases.

Each queue shows the following information:

- The project name.
- The name of the queue within the project, e.g. the user name for a referred queue.
- The number of cases waiting on the queue.
- Any users that are currently reviewing the cases on the queue. Note, several users may review the same queue simultaneously. The RippleDown server will ensure that a particular case will only be reviewed by one user.

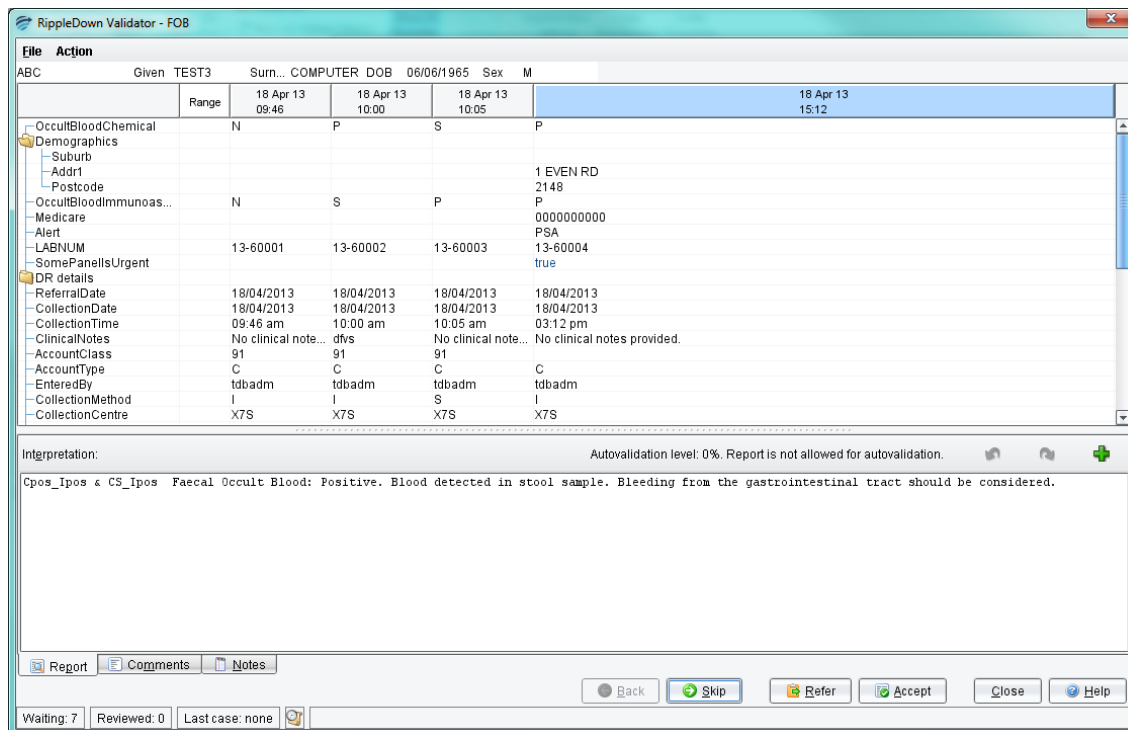


## Reviewing a Case

To begin reviewing the cases in a queue, select that queue and then press the 'Review' button. This will activate a new screen, the Validator Case Viewer, in which individual cases on that queue are presented for your review.

The screen will contain the following information:

- A view of the data in the case.
- The report given by the Knowledge Base.
- Any internal comments given by the Knowledge Base.
- Any notes added by another user (if this case has been referred)
- Buttons for working with the case.
- A status bar showing the history of the current validation session.

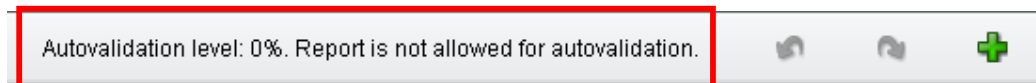


### Reason for reviewing current Case

The reason why the current case was queued to the Validator is shown in a message just above the report.

The reasons include:

- The report has not yet been allowed for autovalidation.
- One of the report sections has not yet been allowed for autovalidation, if the autovalidation policy is based on report sections.
- The report has an autovalidation level of less than 100%.
- There is an autovalidation setting given for the case, with a level of less than 100%.
- The report has an internal comment.
- The report has an unevaluated expression or an untranslated comment.

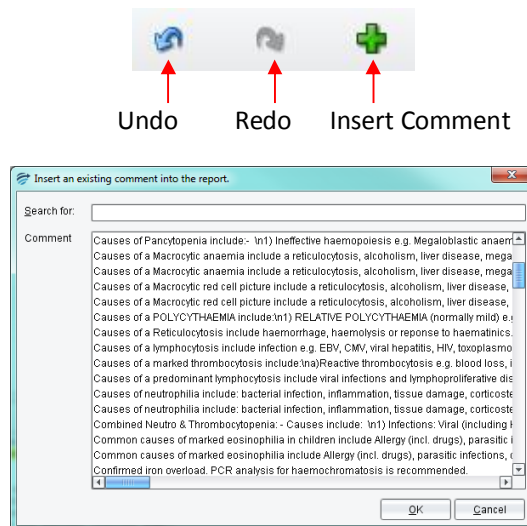


### Approving the Interpretation

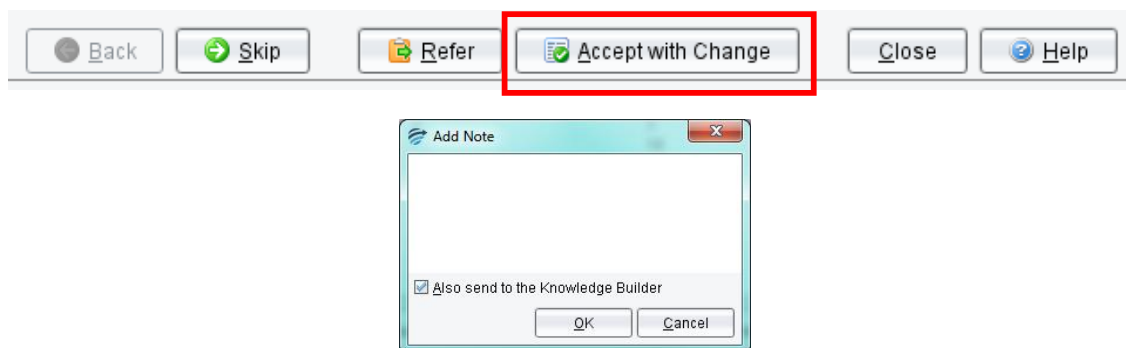
If you are satisfied that the current report is suitable for release, simply press the Accept button which will send that report back to the Online Information System with a flag indicating that the report is ready for release.



If the current report needs some modification before it can be released, edit the interpretation as required. If a complete comment needs to be added, you can pick from the list of existing comments using the Insert comment button. While making changes to the report, you have access to the Undo and redo buttons to help with the required changes.



Once the edited report is ready for release, press the Accept with Change button. You will then be asked to give a reason why the report was changed and have the option to send the case to the Knowledge Builder. Once you press OK, the edited report will be sent back to the Online Information System with a flag indicating that it is ready for release. A copy of the case, with your reason for change, will be sent to the Rejected queue in the Knowledge Builder. The Knowledge Builder user will then be able to update the Knowledge Base (i.e. the project) so that subsequent reports for this type of case will be correct.

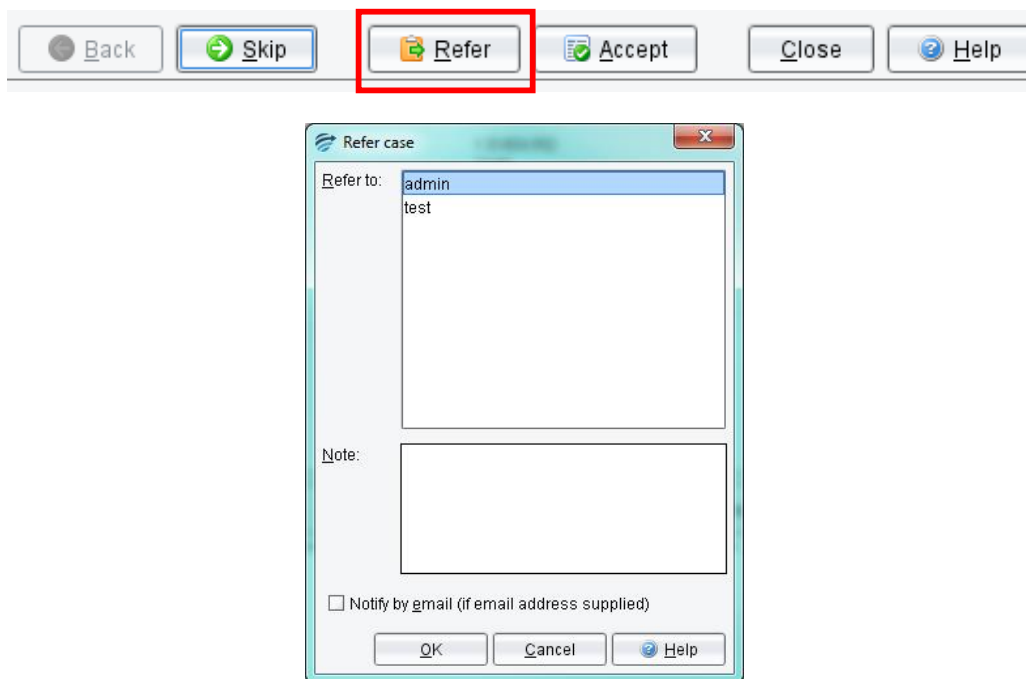


Once you have approved a report, it will immediately be sent back to the Online Information System. If you believe that you might have mistakenly approved an inappropriate report, contact your System Administrator immediately. The status bar contains a button for showing the cases that you have reviewed so far in this session.



## Referring a Case

If there is another Validator user who should check the report, the case can be referred to that person's queue. Click the Refer button and then select either the default queue or a specific user's queue. Your IT administrator can associate email addresses with each user so that the user is informed by email of the arrival of a case in their queue.



## Skipping a Case

If you wish to deal with the case at another time (e.g. when some pending tests have been completed), you can press the Skip button. The case will be available next time you review the queue. The latest version of the test results will be shown at that time.



## Going Back

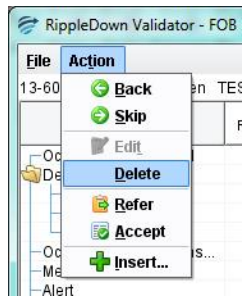
Press the Back button to look at cases you have previously approved, referred or skipped on this queue, in this current session. Please note, you will not be able to change a report that you had previously approved or referred.



## Deleting a Case

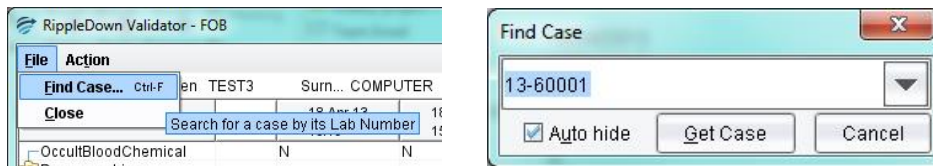
To delete a case, choose the Action menu and then select Delete. Note, this will mean that the corresponding report will not be sent back to the Online Information System.





### Finding a particular Case

By default, cases are presented for review in the order specified by the Validator main screen. If however you want to review a particular case that you believe is on this queue, choose the File menu and then Find Case. A window will appear allowing you to enter the name of the required case, or you can select it from the drop-down list. Once the required name has been selected, click the Get Case button to review the case.



### Closing the review screen

When a Validator user starts reviewing a queue, a batch of up to 10 cases is immediately sent from the RippleDown Server to the Validator workstation as a "buffer" behind the scenes. This is done so that when the Validator user approves a case, the next case can be shown immediately, without having to ask the RippleDown Server for another case. As the Validator user approves cases, the RippleDown Server automatically tries to keep the Validator workstation buffer full of cases. Once you have finished reviewing cases on a queue, it is important to close the queue by clicking the Close button. Any cases that have been queued to you but not yet reviewed will be returned to the RippleDown server and so will be accessible by other users.



### Contact Us

For technical support, contact:

E-mail : info@pks.com.au  
 Phone : +61 (0)2 8313 9990  
 Fax : +61 (0)2 8399 2178