# TIBCO Foresight® Archive and Retrieval System

User's Guide Software Release 5.2 September 2017



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#### **General Contact Information**

TIBCO Software Inc. 3303 Hillview Avenue Palo Alto, CA 94304 USA Tel: +1 650 846 1000 Fax: +1 650 846 1005

#### **Technical Support**

E-mail: <a href="mailto:support@tibco.com">support@tibco.com</a>
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## 1 Introduction

### Intended Audience

This manual is intended for TIBCO Foresight® Archive and Retrieval System users. It will tell you how to use a browser to view and retrieve files that have been archived, and take other actions with archived data as set up by your administrator. Your administrator has set permissions for you that determine what you can do with Foresight® Archive and Retrieval System.

For other Foresight Archive and Retrieval System information, please see:

- TIB\_fsp\_archive\_n.n\_archiveadmin.pdf for administrative information
- TIB\_fsp\_archive\_n.n\_archivesystems.pdf for managing an existing installation
- **TIB\_fsp\_archive\_***n.n\_***installation.pdf** for installation and setup information.

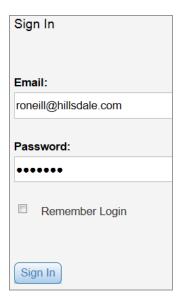
## Accessing Foresight Archive and Retrieval System

#### Accessing directly

- 1. Type the Email address and Password assigned to you by the TIBCO Foresight Portal Platform administrator. Your "Email" may not actually be an e-mail address.
- 2. Depending on the security settings of your environment, you may have the option to **Remember Login** if you want to save your Email and Password.

This is specific to your machine. If you choose Remember Login, you will skip the Account Login page when accessing the TIBCO Foresight Portal, and so will anyone else using your PC. If you use another PC to access the TIBCO Foresight Portal Platform, you will have to log in.

3. Click sign-in.



4. If you see the TIBCO Foresight Portal Platform icons, click **Archive**.



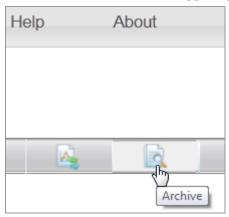
Depending on your configuration, you may skip this step.

You will see Foresight Archive and Retrieval System's welcome page:



#### Accessing from other portal applications

Use the toolbar buttons in the upper right:



#### Or ...

 Use the link at the right for a file on TIBCO Foresight® Transaction Insight®'s Search Transmissions page:

# Bad	Original File Name	Original File Date	Link To
1			Archive Op Oon
1			Archive Op Mon

## **2** Tutorial

## **Tutorial in PDF**

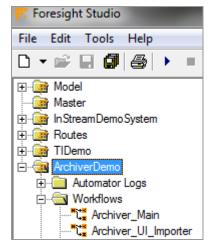
The fastest way to become familiar with the Foresight Archive and Retrieval System is to do the tutorial in **TIB\_fsp\_archive\_***n.n\_***archiveuser.pdf**. Your system administrator can provide you with this document.

## Archiving a File

Consult your Foresight Archive and Retrieval System administrator about putting a demo file into the database, or add one yourself, if permissible.

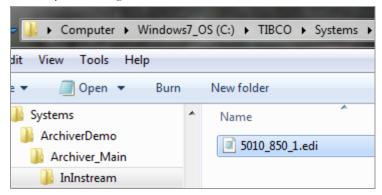
To archive a test file for these exercises:

1. Be sure the Archiver\_Main and Archiver\_UI\_Importer workflows are running:



Be sure Payara (formerly GlassFish) is running.

2. Copy **5010\_850\_1.txt** from Transaction Insight®'s **DemoData** directory to TIBCO Foresight's **\Systems\ArchiverDemo\Archiver\_Main\InInstream** directory and change its extension to **edi**:



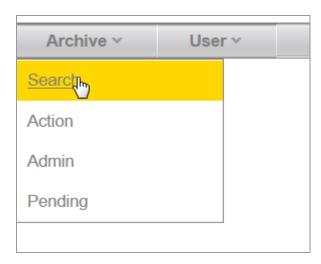
It should disappear within a few seconds as the workflow starts to process it.

3. Log in to **Archive**.

## Finding an Archived File

To find a file by searching information *about* the file, rather than some data *within* it:

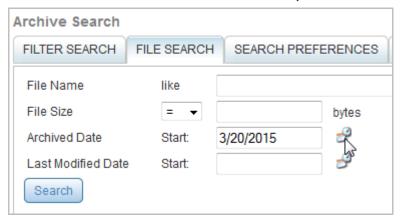
1. On Foresight Archive and Retrieval System's Archive | Search menu...



2. Choose File Search.



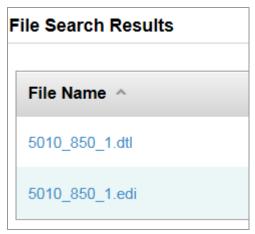
3. An easy way to find the file is to select files archived today. Use the calendar control to find files archived today, like this:



If you don't know when it was archived, you can use a combination of file size, name, and dates to see a list of likely files. See <u>File Search Page</u> on page 19 for more information about search parameters.

When finished, click Search.

4. Look for 5010\_850\_1.edi and dtl in Search Results.



This page is described in detail in File Search Page on page 19.

## Viewing the Raw EDI or DTL

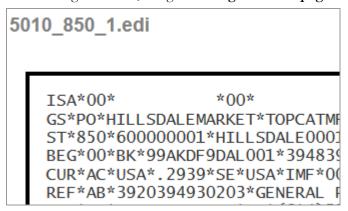
1. Under File Search Results, click the filename:



2. To view the raw EDI, click **View** at the end of the line for the EDI file:



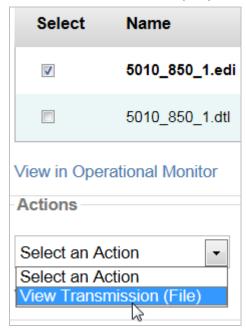
3. Look through the EDI, using **Next Page** or **Go to page** at the bottom.



4. Use your browser's back button to return to the Archive Action page, where you can view the corresponding **dtl** file by clicking **View** at the end of its line.

## **Viewing Transmission Details**

- 1. Return to the main **Search** page and choose **File Search**.
- 2. Find 5010\_850\_1.edi, and click on it in the Search Results.
- Check the Select box in front of 5010\_850\_1.edi.
   Choose View Transmission (File) and Perform Action.

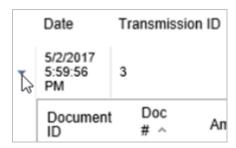


- 4. Refresh the page periodically so that the Status and Results columns will be updated when your transmission view is ready.
- 5. Watch the 5010\_850\_1.edi line until Status is **Complete**.

Target	Status	Results
5010_850_1.edi	Complete	View Results

- 6. Click View Results for that line.
- Look over the transmission details.
   See <u>Transmission View</u> on page 31.

8. To see more levels of detail, click the arrow.



A "document" is a transaction set in an 850. See **ApplicationDocTables.pdf** for a chart of application documents for each transaction type.

This page is described in detail in **Transmission View** on page 31.

## Viewing an Application Document's Summary Page

1. From the Transmission View, click a Document ID.



2. Look over the information on this page.

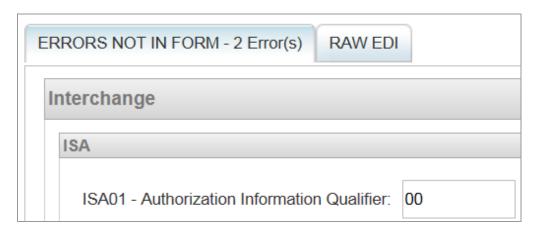
This page is described in detail in **Document Summary Page** on page 35.

## Viewing Data in a Form

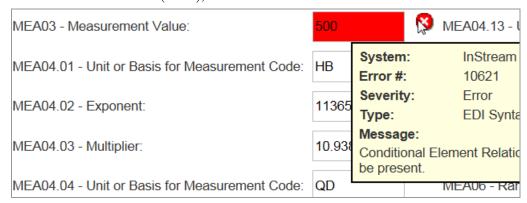
1. From the Document Summary page, choose Click here to View the document.



2. View each tab on the form. An 850 has these:



3. For details about an error (in red), click the red X:



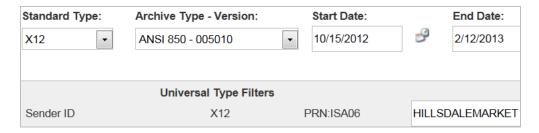
For details, see Viewing Data on page 37.

## Searching for Files containing certain Data

To search for a file by some information within the data:

- 1. Go to the **Search** page's **Filter Search** tab.
- 2. Select the standard, transaction and version, and start and end dates.

Type **HILLSDALEMARKET** for the Sender ID.



3. Click Search.

For details on searching, see <u>Filter Search Page</u> on page 17 and <u>File Search Page</u> on page 19.

## **Quick Searches**

To search for a file by:

- Its FSUID (Foresight Unique Identifier)
- Its Fileset ID (Foresight Archive and Retrieval System's number for the set of files that go together such as an EDI and DTL file)
- ... you can go directly to the Action page without having to go through the Search page.
- 1. Choose **Archive | Action**.



2. Select **FSUID** from the drop-down menu.

3. Type or paste (with Ctrl-V) the FSUID into the field to the right:



You can see a file's FSUID by clicking the Foresight Archive and Retrieval System link on Transaction Insight's Transmissions page. It takes you to the Archive Action page where it displays the file's FSUID.

For more information about the Action page, see Quick Search Page on page 22.

## **3** Page Details

## Overview

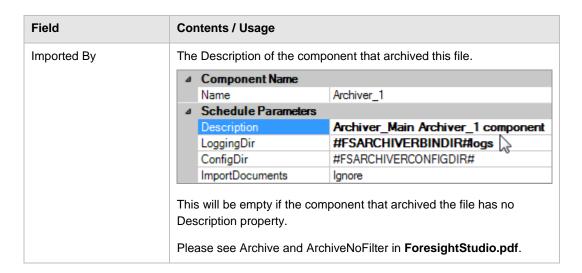
## **Limited EDIFACT Support**

EDIFACT documents can be viewed in Foresight Archive and Retrieval System, but cannot be edited. Differences in functionality between X12 and EDIFACT data will be noted throughout this document.

## **Common Elements**

Many Foresight Archive and Retrieval System pages have these fields:

Field	Contents / Usage
Standard Type	Select the underlying standard:  -All -X12 -EDIFACT -OTHER (For non-EDI data, choose <b>Other</b> .)
Archive Type - Version	Select the transaction and version.
Start Date	Enter the earliest date that the file might have been archived.  To do this, type the date in MM/DD/YYYY format, or use the calendar control by clicking the   to the right of the field.
End Date	Enter the latest date that the file might have been archived.

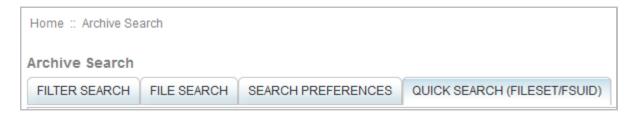


## **Archive Search Options**

#### Selecting Archive > Search



...presents the following options:



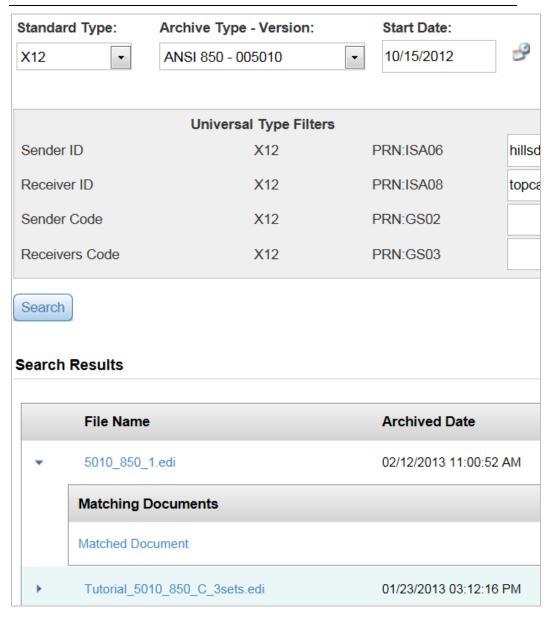
## Filter Search Page

#### What it Contains

This page contains fields where you can enter one or more search criteria.

After you click **Search**, Foresight Archive and Retrieval System searches its repository for files that match the criteria. It lists matching files at the bottom with links to the **Action** page.

#### Sample



#### Path to this view

Click **Archive | Search** on the top menu, and then select the **Filter Search** tab.

#### Fields

Field	Contents / Usage	
Standard Type	Select the underlying standard, if you want to filter the data by it.	
Archive Type - Version	Select the transaction/message and version to include in the search, if you want to filter by it.	
Start Date End Date	Set the date range to be searched. This is the date that the file was archived.	
Imported By	Type the name of the Foresight Archive and Retrieval System component in the workflow, if you want to filter by it. This field is not case sensitive.	
Universal Type Filters  Type Specific Filters	Type the value for any or all filters that you want to use, omitting trailing blanks even if the data contains them. This value is not case-sensitive.	
	Sender ID, Receiver ID, Sender Code, and Receivers Code always appear for X12 EDI.	
	Interchange Sender, Interchange Recipient, Application Sender, and Application Recipient always appear for EDIFACT EDI.	
	These do not apply if you selected <b>Other</b> under Archive Type.  Other filter values may appear if your administrator has set them up.	
	Type Specific Filters vary according to the Archive Type selected.  These are set up by your Foresight Archive and Retrieval System administrator.	
Search button	This processes your selections and lists matching files under <b>Search Results</b> at the bottom.	
Search Results	After clicking the Search button, found files appear at the bottom.	
	You can do either of these:	
	<ul> <li>Click a filename to go to the Archive Action page, which will list this file and any others that go with it (example: the EDI and DTL file).</li> </ul>	
	<ul> <li>Open the file by clicking the in the first column, which takes you directly to that document in the Archive Action page.</li> </ul>	

#### File Search Page

#### What it Contains

This page contains fields where you can enter various search criteria.

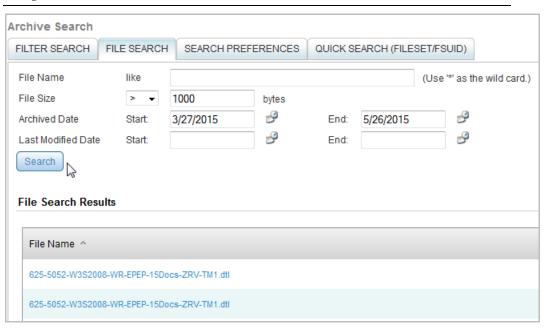
File Search allows you to find files stored in the Foresight Archive and Retrieval System database by searching for certain attributes.

- File Name search accepts multiple uses of the "\*" wild card character.
- Archived Date and Last Modified Date searches allow for a start and end date.

After clicking the **Search** button, Foresight Archive and Retrieval System searches its repository for files that match the criteria. It lists matching files at the bottom with links to the Action page. For complete information on File Search, see

**TIB\_fsp\_archive\_***n.n\_***archiveadmin.pdf**, Appendix A: Filtering Technical Details, File Search.

#### Sample



#### Path to this view

- 1. Click **Archive | Search** on Foresight Archive and Retrieval System's top menu.
- 2. Click the **File Search** tab.

#### Fields

Field	Contents / Usage
File Name	Any part of the filename, including the "*" wild card character, if desired. This is not case-sensitive.
File Size	File size in bytes.
Archived Date	Archived date.  Type the date in MM/DD/YYYY format, or use the  calendar control to the right of the field.
Last Modified Date	From the file's properties.
operators	= equals < is less than <= is less than or equal to > is greater than >= is greater than or equal to
Search button	This processes your selections and places links to found files under <b>File Search Results</b> at the bottom.
File Search Results	After clicking the Search button, found files appear at the bottom.  Clicking a filename takes you to the <b>Action</b> page and lists this file and any others in its Fileset (example: the EDI and DTL file).

## **Search Preferences Page**

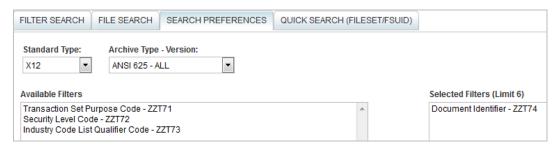
#### What it Contains

This page lets you select Type Specific Filters to offer on the Filter Search page for transaction types and versions.

When you search with these selected filters, the search results will display the value returned by the filter.

#### Sample

This causes the Document Identifier filter to appear on the Filter Search page when ANSI 625 - ALL is selected:



#### Path to this view

- 1. Click **Archive | Search** on Archive's top menu.
- 2. Click the **Search Preferences** tab.

#### **Fields**

Field	Contents / Usage
Standard Type	The data's underlying standard. For non-EDI data, choose Other.
Archive Type - Version	The data's transaction and version.
Available Filters	All Type Specific Filters for this Archive Type selected. These are set up by your Foresight Archive and Retrieval System administrator.
Selected Filters	The Type Specific Filters for which you want the additional information displayed in Search Results.
< and >	Click these to move filters back and forth between Available Filters and Selected Filters.
Save button	This saves your selections.

## **Quick Search Page**

#### What it Contains

This page lets you quickly find a file or document if you know its Fileset ID or its file-level or document-level FSUID.

#### Sample



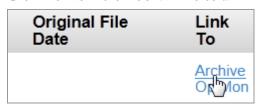
#### Path to this view

From Foresight Archive and Retrieval System:

- 1. Click **Archive | Search** on the top menu.
- 2. Click QUICK SEARCH (FILESET/FSUID).

From Transaction Insight®:

- 1. Find the file on the Transmission Search page.
- 2. Click Archive in the file's Link To column:



This displays the file-level FSUID and the files in its fileset.



#### How do I know the FSUID

In the validation DTL file, make note of the FSUIDs if you will need to find the file or document again.

#### File-level FSUID:

VER	2.0	
STRT		010002 102/12/13 15:16:22Analysis requested on
GEN		011005 1 00ede78b4-7551-11e2-93b8-b5c6eb0265cc
GEN		015072 1 OHIPAA Validator InStream (Version=8.2

Or, from the Transaction Insight Transmission Search page, click the Archive link for the file.

#### Document-level FSUID:

GEN	311001 1 OLoaded Transaction Set 850 from St
GEN	311213 1 OStart of Transaction Set, Ctl. No.
SVALU	3 STST 1 ST*850*600000001*HILLSDALE0001
IDENT	3   I   5be76283-752d-11e2-b001-6d1afcd74b0f   1
SVALU	4 BEGBeginningSegment 2 BEG*00*BK*99AKDF9DAL

#### How do I know the Fileset ID?

On the Archive Action page, make note of the Fileset ID if you will need to find the file again.

#### Fileset Information

Fileset ID: 41

Fileset Date: 2/12/2013 3:16:26 PM

Archive Type: ANSI 850

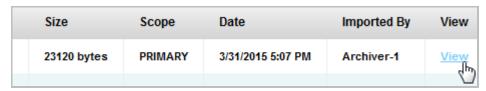
#### Fileset Information Area

The Fileset Information area contains the results of your search.

#### Fileset Information Fileset ID: Fileset Date: 3/27/2015 9:36:41 PM Archive Type: ANSI 873 Related Files Size Select Name 873-5052-W3S2008-LSF-CC-15Docs-ZRV-TM2.edi 38565 bytes 873-5052-W3S2008-LSF-CC-15Docs-ZRV-TM2.dtl 41181 bytes 873-5052-W3S2008-LSF-CC-15Docs-ZRV-TM2.xml 4574 bytes 873-5052-W3S2008-LSF-CC-15Docs-ZRV-TM2.edi.log.EDI 8128 bytes View in Operational Monitor

#### From this area you can:

View the file in Foresight Archive and Retrieval System.



Select and view the file in Foresight Operational Monitor.



 Select the file and take additional action using the Actions Area (see <u>Actions Area</u> on page 25).

#### **Fields**

Field	Contents / Usage	
Related Files	A list of files related selected by the search. This is typically the data file, the matching DTL file, and possibly an image.	
Select	Check file(s) that you menu below.	ou want to operate on with the Actions drop-down
Name	Filenames.	
Size	File sizes.	
Scope	PRIMARY	The data file that was archived with a matching DTL file
	DETAIL	The validation results (DTL) file
	ATTACHMENT	An attachment to the data, typically an image or text file.
Date	The date that this file was validated.	
Imported By	The Description of the component that archived this file.	
View	Display the raw contents of the document or file:	
View in Operational Monitor	View this fileset in Foresight Operational Monitor, if it is available and if your permissions are set up to do this.	
Actions and Perform Action	See Actions Area on page 25.	

#### Actions Area

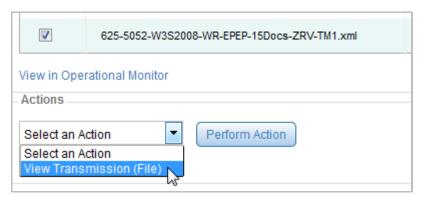
The Actions Area allows you to specify additional actions (if available) for the data.

#### **Fields**

Field	Contents / Usage
Actions	<b>View Transmission (File)</b> - View transmission information about the whole file. See <u>Transmission View</u> on page 31.
	<b>View Transmission (Document)</b> - View transmission information about an application document (a transaction set, for example) within the file. This appears when you have found a document rather than a file.
	Other custom actions as set up by your administrator.
Perform Action	Take the requested action with the selected files.  You will automatically arrive at the <b>Pending Actions</b> page to wait until your requested action has been completed.

#### X12 Data

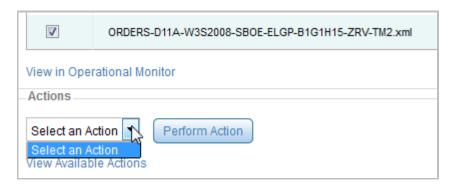
Select the checkbox to the left of the desired file and use the drop down menu to select View Transmission. Click **Perform Action**.



This will take you to the Pending Actions Page, where you can access the Transmission View. See <u>Pending Actions Page</u> on page 29 and <u>Transmission View</u> on page 31.

#### **EDIFACT Data**

There are no actions available for EDIFACT data.



## **Archive Search Options**

Selecting **Archive** > **Action** 



...takes you directly to the Archive Action Quick Search page.



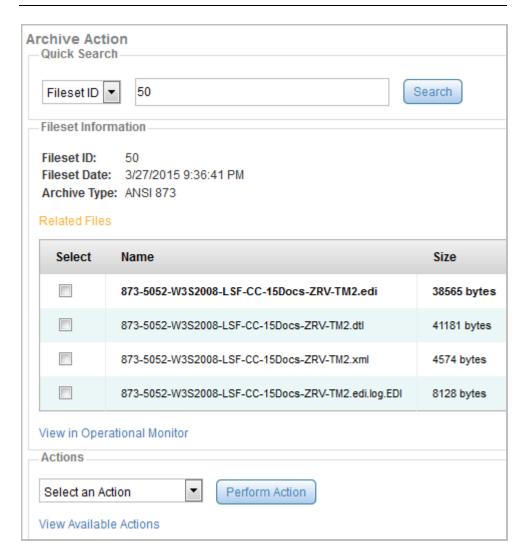
#### **Action Page (Direct)**

#### What it Contains

If you know the Fileset ID or FSUID for a file or document, you can skip the Search page and go directly to the Action page to find it.

This page is the same as the Action page that you get when you click a filename from the Search page results, except you have to first locate a file via Quick Search at the top.

#### Sample



#### Path to this view

Click **Archive** | **Action** on the top menu.

#### **Fields**

Field	Contents / Usage	
Quick Search	Choose one and enter the corresponding value:	
	Fileset ID A number that Foresight Archive and Retrieval System uses to identify the set of files that go together (example: EDI file and corresponding DTL or JPG file). You may have previously seen this value when you clicked on a file in the Search page's Search Results. This displays the Fileset ID in the Quick Search area.	
	FSUID A unique 36-character ID assigned to a file or document when it is validated by TIBCO Foresight Instream®.	
Search button	This executes the search and lists the resulting files or documents below. The page will now operate just like it would if you had arrived through the Search page.	

## **Archive Admin Options**

#### Selecting **Archive** > **Admin**



Takes you directly to the Archive Admin Settings pages. Refer to

TIB\_fsp\_archive\_nn\_archiveadmin.pdf for details on these settings.

## **Archive Pending Options**

#### Selecting **Archive** > **Pending**



Presents the Pending Actions Page.

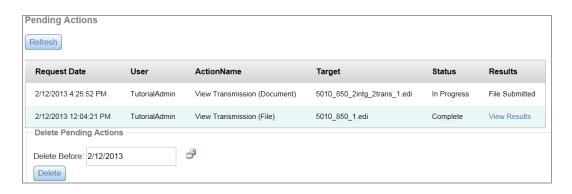
#### **Pending Actions Page**

#### What it Contains

This page lists requests from the **Action** page, including their current status and results.

There are no default actions for EDIFACT data.

#### Sample



#### Path to this view

Two possibilities:

- Click Archive | Pending on the top menu.
- Click **Perform Action** on the **Action** page.

#### Fields

Field	Contents / Usage	
Refresh	Refresh the page with updated information.	
Request Date	Date and time that the action was requested.	
User	User who requested the action.	
ActionName	Name of the action requested from the Actions menu.	
Target	Filename affected by the action.	
Status	In Progress	Foresight Archive and Retrieval System is working on this now
	Complete	Foresight Archive and Retrieval System has finished with your request without errors - see the Results column
	Failed	Action has failed to complete
	Submitted	Action has been submitted successfully and there are no results to view
Results	File Submitted	A copy of the file has been extracted from the archive and placed in the folder specified by the Action. See your Foresight Archive and Retrieval System administrator for location.
	View Results	Click the link to see a transmission view of the data.
Delete Pending Actions	An administrator can remove old pending actions before a date entered at the bottom of this page.	
	Pending actions will be removed from the list if they are before that date.	
	This does not delete any files. It just shortens the list displayed on this page.	

## **Transmission View**

This view is only available for X12-based standards including HIPAA. It is not available for EDIFACT data.

#### What it Contains

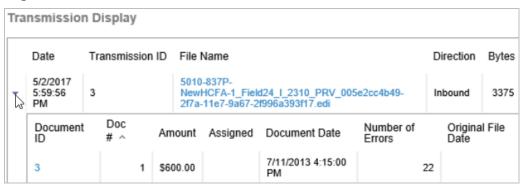
Information about a data file, including many levels of details, plus links to its Document Summary Page and from there to a form that shows the data and its errors.

#### Sample

#### Initial view



#### Expanded



#### Path to this view

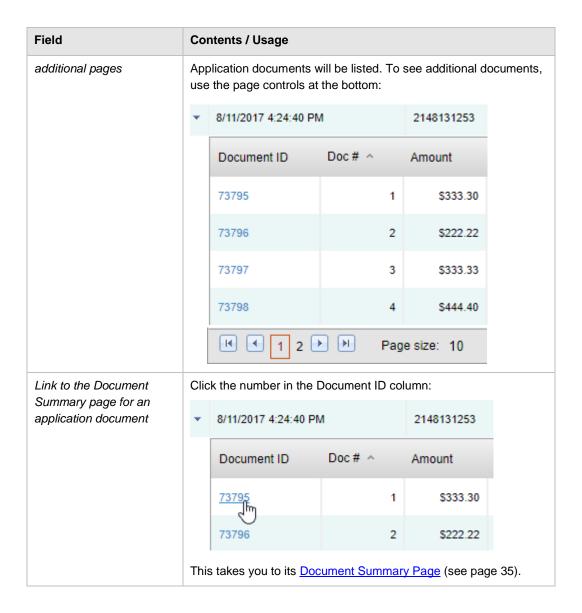
Click View Results on the Pending Actions page:



#### Transmission View Fields

Field	Contents / Usage		
Columns for Entire File			
Stamp	Date and time that the file was validated.		
Direction	Inbound	Data sent to the archiving organization.	
	Outbound	Data sent <i>from</i> the archiving organization.	
FileName	Name of the data file. Its FSUID (unique identifier) has been inserted before the file extension, like this:		
	FileName		
	5010_850_2intg -7551-11e2-93b b5c6eb0265cc.e		
File Size	Number of bytes in the data.		
Total Docs	Number of application documents in the file (number of claims, for example).		
	For a complete list of application documents in each transaction type, see the chart in <b>ApplicationDocTables.pdf</b> .		
Good Docs	Number of application documents with no errors.		
Rejected Docs	Number of application documents with errors.		
Original File Name Original File Date	Name supplied by:		
	<ul> <li>The -m Instream command line parameter during validation, if used.</li> </ul>		
	<ul> <li>Or else the validation detail file's STRT record, if Importer.ini contains useinputfileasoriginal=1.</li> </ul>		
	If you use neither, this field will be blank.		

Field	Contents / Usage	
Columns for Individual Application Documents		
Doc#	Sequence number for each application document in the transaction set. Five lines display at a time. To see the next set of five lines, click the next number below the list.	
	To investigate a particular application document, click on its number in the Doc # column. This takes you to its <a href="Document Summary Page">Document Summary Page</a> (see page 35), where you can request the document in a form.	
Amount	Only 277, 820, 835, and 837 documents have amounts. For the source of this information, see <b>ApplicationDocTables.pdf</b> .	
Assigned	Not used for Foresight Archive and Retrieval System.	
Document Date	Date from the EDI data itself. This varies by transaction. See List of Document Dates by Transaction in <b>ApplicationDocTables.pdf</b> .	
Number of Errors	Number of errors with severity greater than 2 (warning). See APF.pdf.	
Original File Date	Name supplied by the <b>-m</b> Instream command line parameter during validation.	
	The -m parameter also specifies the OriginalFileName, if included.	
Original File Name	Date supplied by the <b>-m</b> Instream command line parameter during validation.	
	The -m parameter also specifies the OriginalFileDate, if included.	
Receiver	Receiver information as set up by Transaction Insight administrator.	
Sender	Sender information as set up by Transaction Insight administrator.	
Status	Not used for Foresight Archive and Retrieval System.	
Submitter ID	This value comes from the EDI. It varies by transaction set. See ApplicationDocTables.pdf.	



# **Document Summary Page**

#### What it Contains

This page displays information about a specific application document, how it was validated, its errors, and provides a link to its data in a form. This view is only available for X12-based standards including HIPAA. This view is not available for EDIFACT data.

#### Sample

#### Document Summary for: 837P+P1 S1 PAT1 C1-W4S12-ARS-TM1

Transmission Name: 837P+W4S12-SoTF-TM1.edi

Transmission Date: 8/11/2017 4:24 PM

Standard: HIPAA/X12

Version: 5010 Transaction Set: 837P

Document Date: 8/20/2011 4:15 PM

Sender: Health Provider Receiver: Health Insurance

Dollar Amount: \$333.33

Click here to View the document

#### **Instream Error Summary**

Version: 8.6.0 [Build 008r(64 bit): 08/02/2016]

APF File: \$Custom.apf (version 8.6.0)

Error File: CustomerFSBRERRS.TXT

Error File: FSANERRS.TXT (version 8.6.0)

Error File: FSBRERRS.TXT (version 8.6.0)

Guideline: PDSA5010837P-ZREC

Code Table: fs\_hipaa.dat (version 8.6.0.20)

Original Document Name: 837P+W4S12-SoTF-TM1.edi

Original Document Date: 8/11/2017 4:24 PM

#### **External Notes**

No External Notes for this document.

#### Path to this view

- 1. From the **Pending Actions** page, click **View Results**.
- 2. Expand the file and click a link in the **Document ID** column.

#### Fields

Field	Contents / Usage	
Transmission Name	Name of the data file. Its FSUID (Foresight unique identifier) has been appended before the file extension.	
Transmission Date	Date and time that the file was validated.	
Standard	The data's underlying standard.	
Version	EDI version.	
Transaction Set	Transaction set number.	
Document Date	Date from the EDI data itself. This varies by transaction. See List of Document Dates by Transaction in <b>ApplicationDocTables.pdf</b> .	
Receiver	Receiver information as set up by Transaction Insight administrator.	
Sender	Sender information as set up by Transaction Insight administrator.	
Dollar Amount	Not all documents have dollar amounts. For the source of this information, see <b>ApplicationDocTables.pdf</b> .	
Instream		
Version	Version and build of the program that validated this document.	
APF File	Setup file used for validation.	
Error Files	All error files available for use by the validator.	
Guideline	Guideline used to validate this document.	
Code Table	Code tables used to validate this document. The default list of HIPAA codes is in fs_hipaa.dat.	
Message	Healthcare mode only.  Select the specific wording type you would like to see in error messages.	
ISA Errors	Errors in the ISA.	
GS Errors	Errors in the GS.	
ST Errors	Errors in the ST through the first repeating loop level.	
Document Errors	Errors in the application document.	
	See List of Application Documents in <b>ApplicationDocTables.pdf</b> .	

Field	Contents / Usage
Loopn Errors	Errors in each loop level, if present.  See Loop Numbers Chart in <b>ApplicationDocTables.pdf</b> .
Error	The TIBCO Foresight-assigned error number.
Severity	The severity of the error.
Туре	The HIPAA type of the error. See <b>APF.pdf</b> .
Description	The error's description.
Click here to View the document	View the application document in a form.  See <u>Viewing Data</u> on page 37.

# **Viewing Data**

From the bottom of the Document Summary page, use **Click here to View the document**.

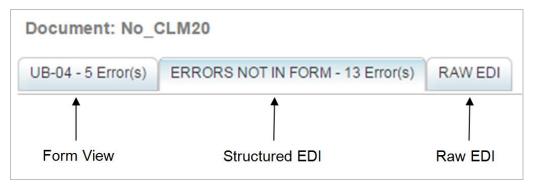
#### **Tabs**

When viewing EDI, up to four viewing formats are provided. Use the tabs to select different views.

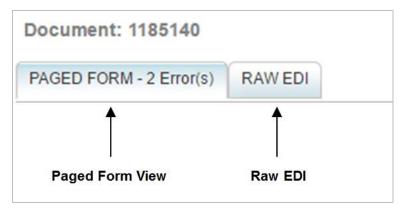
The available tabs and tab labels differ depending on the type of transaction being viewed, however the tab view order remains the same (from left to right):

- 1. Form or Paged Form View
- 2. Structured EDI/Errors not in Form (does not appear with Paged Form View)
- 3. Raw EDI
- 4. Validation Highlighter

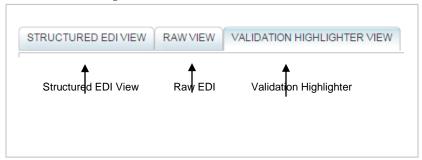
#### X12 Example (Form View)



#### X12 Example (Paged Form View)



#### **EDIFACT Example**



# **Export to XML**

View or save an XML representation of the data in this application document:

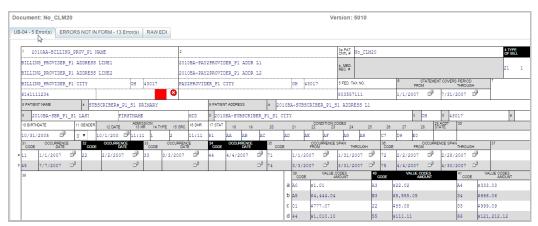
#### Form View

Form View presents the EDI in an easy-to-read format based on the appearance of a manual (paper) transaction, such as a healthcare claim form.

You can access Form View if:

- data is X12
- a form exists for the transaction type; for example, transaction types 835 and 837D have forms, while transaction types 850 and 212 do not
- data and validation detail results were submitted to Transaction Insight
- your Transaction Insight administrator has assigned you appropriate permissions including access control levels to fields.

#### Example:

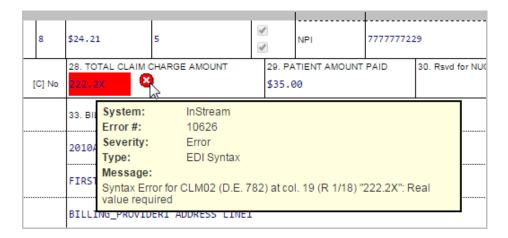


## Navigating Form View

You can edit the form if you are accessing it through Transaction Insight's My Tasks page and have clicked **Edit the Document**.

If accessed directly from the Document Summary page, the form is static. You can, however, view and obtain additional information about errors or warnings on the form by hovering over the error ( $^{\bigotimes}$ ) or warning ( $^{\triangle}$ ) icon beside the flagged field.

**Note:** By default, the Form View displays errors, but does not display warnings. Contact your Transaction Insight administrator to enable the display of warnings.



# Paged Form View

Paged Form View presents X12 EDI in a human-readable format based on the structure of the EDI. It provides specialized controls such as paging, searching, and filtering that allow for faster access to data in the case of very large documents.

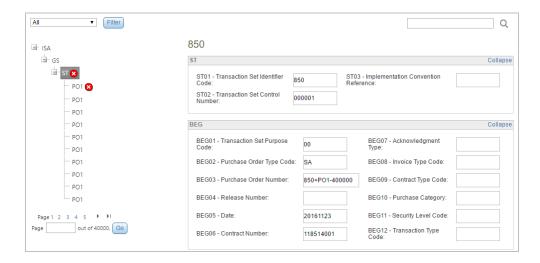
Availability of Paged Form View is specified on a per-transaction type basis. For example, your system may specify that all 850 transactions will appear in Paged Form view.

This view is always available for both data with errors ("bad" X12 EDI) and with no errors ("good" X12 EDI).

You can access Paged Form View for X12 data if:

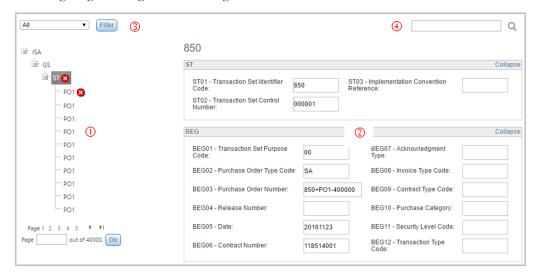
- data and validation detail results were submitted to Transaction Insight
- your administrator has assigned you appropriate permissions including partner group, roles, and access control to fields
- your administrator has set up this transaction type to use this view.

Example:



# Navigating Paged Form View

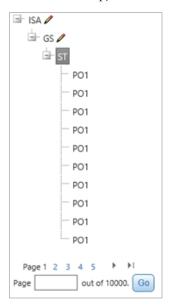
Paged Form View consists of the Form Details area and three specialized controls used for navigating, filtering, and searching.



- ① Tree View Control
- ② Form Details Area
- 3 Tree View Filter

## **Tree View Control**

The Tree View control is located to the left of the Form Details area and is used to navigate the data. The Tree View is initially opened to the document-level loop (in this case, the ST loop).



Move through the data by:

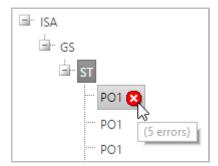
- selecting any of the nodes that are visible for the page
- clicking on the page links or typing a specific page number in the textbox and clicking the Go button.

#### Warning/Error Information

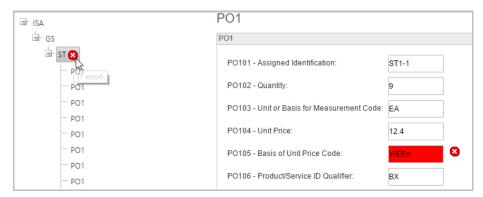
The Tree View displays icons for any loop that has errors ( or changes ( ). You can view and obtain additional information about errors or changes on the form.

**Note:** Warnings (△) (if enabled) do not appear in the Tree View. They appear in the Form Details Area only.

 Hover the cursor over the icon to display a tooltip with a count of the errors or changes.

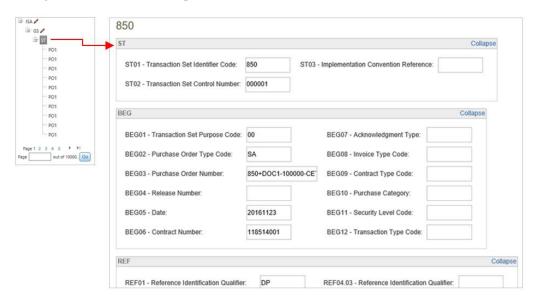


• Click on the icon to highlight the error or change in the Form Details area:



#### Form Details Area

The Form Details area is populated based on the selection in the Tree View. In this example, the ST loop is selected in the Tree View so the Form Details is populated with the segments under the ST loop.



To display or hide sections, click **Collapse** and **Expand** to the far right.

#### **Editing Data**

You can edit the Form Details Area if you are accessing the form through Transaction Insight's My Tasks page and have clicked **Edit the Document**.

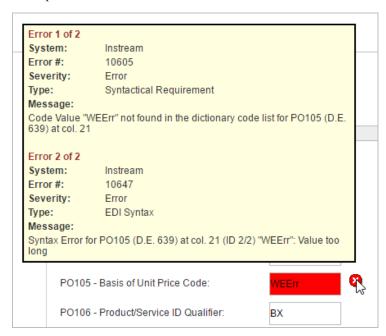
If accessed directly from the Document Summary page, the form is static; it cannot be edited.

#### Errors, Warnings, and Change Information

For information about errors, warnings (if enabled), or changes in the Form Details area, hover the cursor over the error ( ), warning ( ), or Change icon ( ).

**Note:** By default, the Paged Form View displays errors, but does not display warnings. Contact your Transaction Insight administrator to enable the display of warnings.

#### Example:



#### Tree View Filter

The Tree View Filter is located at the top left of the page, above the Tree View Control. It is used to restrict what is displayed in the Tree View Control and the Form Details area.



Use the drop-down menu to specify:

- All Display all loops (default)
- Errors Only Display only:
  - loops with at least one error in the Tree View
  - elements with errors in the Form Details area.

- Changes Only Display only:
  - loops with at least one change in the Tree View
  - elements with changes in the Form Details area.
- Errors and Changes Display only:
  - loops with at least one error or change in the Tree View
  - elements with errors or changes in the Form Details area.

**Note:** The ISA and GS loops (or any loop above the document level) are always displayed regardless of the presence of errors or changes. This ensures the root of the Tree View is always visible on the page.

#### Search Control

The Search control is located on the top right of the page, above the Form Details area. It allows you to search the data for a particular string.

Note: If you don't see the search box, you may need to scroll the screen to the right.



Enter a search string and click the search icon. Note that the search control is case insensitive.



Search result entries are displayed in two parts:

- A blue link to the loop that contains the data. When the link is selected, the
  Tree View displays and selects the page that contains that loop and the Form
  Details area is populated with the loop's data.
- The loop of data with the matching text highlighted in yellow.



If multiple pages of results are returned, use the page controls at the bottom of the box to scroll through the results.

To display or hide the search results, click the arrow to the right of the search icon.



#### Structured EDI View

Structured EDI View presents the EDI in a human-readable format based on the structure of the EDI. Structured EDI View differs between X12 and EDIFACT data.

- See <u>Structured EDI View for X12 Data</u> on page 46
- See <u>Structured EDI View for EDIFACT Data</u> on page 47.

This view is also referred to as **Errors Not in Form**.

## Structured EDI View for X12 Data

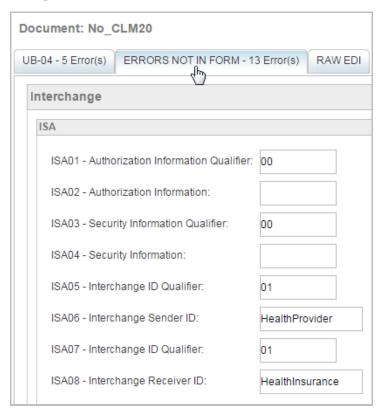
Structured EDI View presents X12 EDI in a human-readable format based on the structure of the EDI.

This view is always available for data with errors ("bad" X12 EDI). To access Structured EDI View for X12 data with no errors ("good" X12 EDI), your Transaction Insight administrator must set TurnOnAllErrorsNotInForm to True in the Transaction Insight Web.config file.

You can access Structured EDI View for X12 data if:

- data and validation detail results were submitted to Transaction Insight
- errors were found or the data was imported with Importer's savegooddata option
- your administrator has assigned you appropriate permissions including partner group, roles, and access control to fields.

#### Example:



#### Structured EDI View for EDIFACT Data

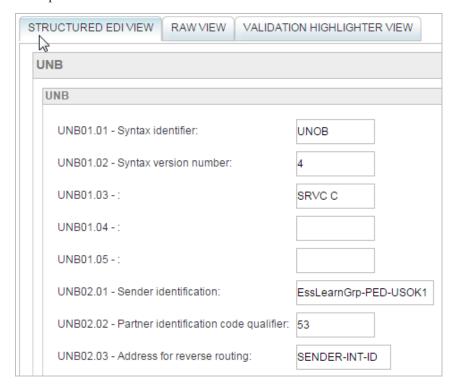
Structured EDI View presents EDIFACT EDI in a human-readable format based on the structure of the EDI.

The structured EDI view for EDIFACT data does not display warnings or errors. To see errors you must use the Validation Highlighter View. See <u>Validation Highlighter</u> <u>View</u> on page 52.

You can access Structured EDI View for EDIFACT data if:

- data is EDIFACT
- data and validation detail results were submitted to Transaction Insight and Foresight Archive and Retrieval System
- the Archiver\_UI\_Importer workflow is running
- your Transaction Insight administrator has assigned you appropriate permissions.

#### Example:

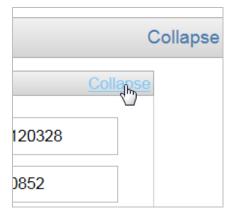


# Navigating the Structured EDI View

The Structured EDI View will show either a complete display of the document's data, or just the fields leading down to an error (X12 only). This is a configuration option set by your Transaction Insight administrator.

#### **Collapsible Sections**

This view has expandable/collapsible sections:



#### Editable for X12 Data

You can edit the data if:

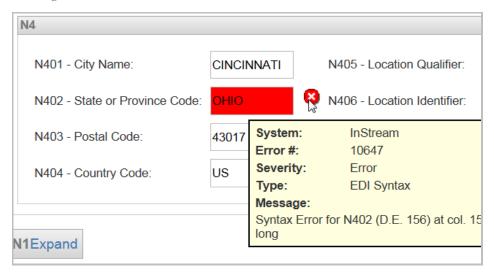
- the data is X12
- you are accessing it through Transaction Insight's My Tasks page and have clicked Edit the Document.

If accessed directly from the Document Summary page, the data is static.

#### **Error/Warning Information**

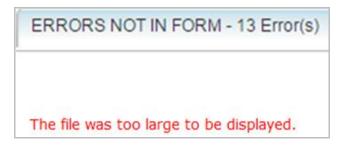
For X12 data, you can view and obtain additional information about errors on the form by hovering over the warning  $(\stackrel{\triangle}{})$  or error  $(\stackrel{\bigotimes}{})$  icon beside the flagged field.

**Note:** By default, the Structured EDI View displays errors, but does not display warnings. Contact your Transaction Insight administrator to enable the display of warnings.



#### Large Documents

If your document is very large, you may see a message that the file was too large to display:



To remedy this situation, the Transaction Insight administrator can adjust either of these Web.config file settings:

- TurnOnAllErrorsNotInForm set this to false
- DocumentFileSize increase (this may increase the likelihood of slow page loads or timeouts).

#### **Raw EDI View**

Raw EDI View presents the raw electronic data with no additional formatting.

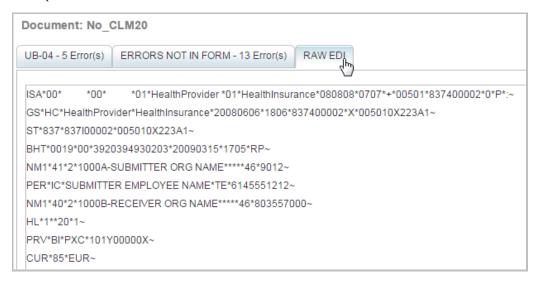
Warnings and errors are not shown in this view. To view warnings and/or errors:

- for X12, use the <u>Form View</u>, <u>Paged Form View</u>, or <u>Structured EDI View for X12 Data</u>
- for EDIFACT, use the <u>Validation Highlighter View</u>.

You can access the Raw EDI View if:

- data and validation detail results were submitted to Transaction Insight
- EDIFACT, data, and detail file are also in Foresight Archive and Retrieval System
- errors were found or the data was imported with Importer's savegooddata option
- your Transaction Insight administrator has assigned you appropriate permissions.

#### Example:



**Note:** Your Transaction Insight administrator will set the maximum file size for Raw EDI View using the DocumentFileSize entry in the web.config file. A file exceeding the limit will result in a message indicating the file is too large and can't be displayed.

#### Navigating the Raw EDI View

This page shows EDI as reconstituted from the Transaction Insight or Foresight Archive and Retrieval System database.

If the amount of X12 data is too large to display on the page, some may be eliminated when viewing from the Transaction Insight database. To access the entire file in its original form, use the Foresight Archive and Retrieval System.

#### Selecting the EDI

To select the Raw EDI for copying or printing, click the Select EDI Text button.



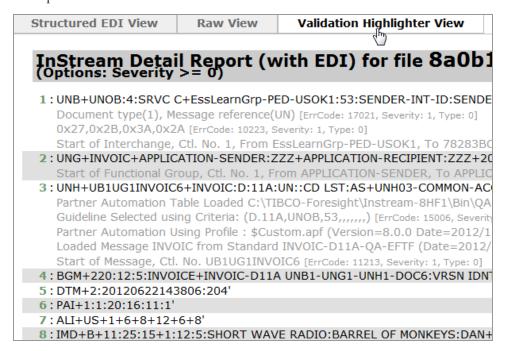
# Validation Highlighter View

Validation Highlighter View allows you to see warnings and errors in EDIFACT data.

You can access the Validation Highlighter View if:

- data is EDIFACT
- data and validation detail results were submitted to both Transaction Insight and the Foresight Archive and Retrieval System
- errors were found or the data was imported with Importer's savegooddata option
- the Archiver\_UI\_Importer workflow is running
- your administrator has assigned you appropriate permissions.

#### Example:



# Navigating the Validation Highlighter View

Validation Highlighter View presents the EDIFACT data with warnings highlighted in yellow and errors highlighted in red.

Click on the warning/error to obtain information about how the segment should be used.

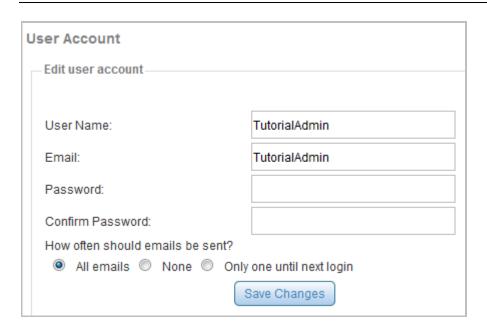
For more information about Validation Highlighter, refer to **ValidationHighlighter.pdf**.

# My Account

#### What it Contains

This page lets you change your own login information for the entire portal.

#### Sample



#### Path to this view

Click User | My Account on the top menu.

#### **Fields**

Field	Contents / Usage
User Name	The name that you are called in the portal.
Email	The Email you use for login.
Password	Type the password that you want to use.
Confirm Password	Type it again.
Email frequency choices at bottom	Not used by Foresight Archive and Retrieval System.
Save Changes	Saves your changes. The next time you go to the login page, these changes will be in effect.

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