

SCATS

EDI File Verification

User Manual

Helpdesk Phone Number: 601-359-3205

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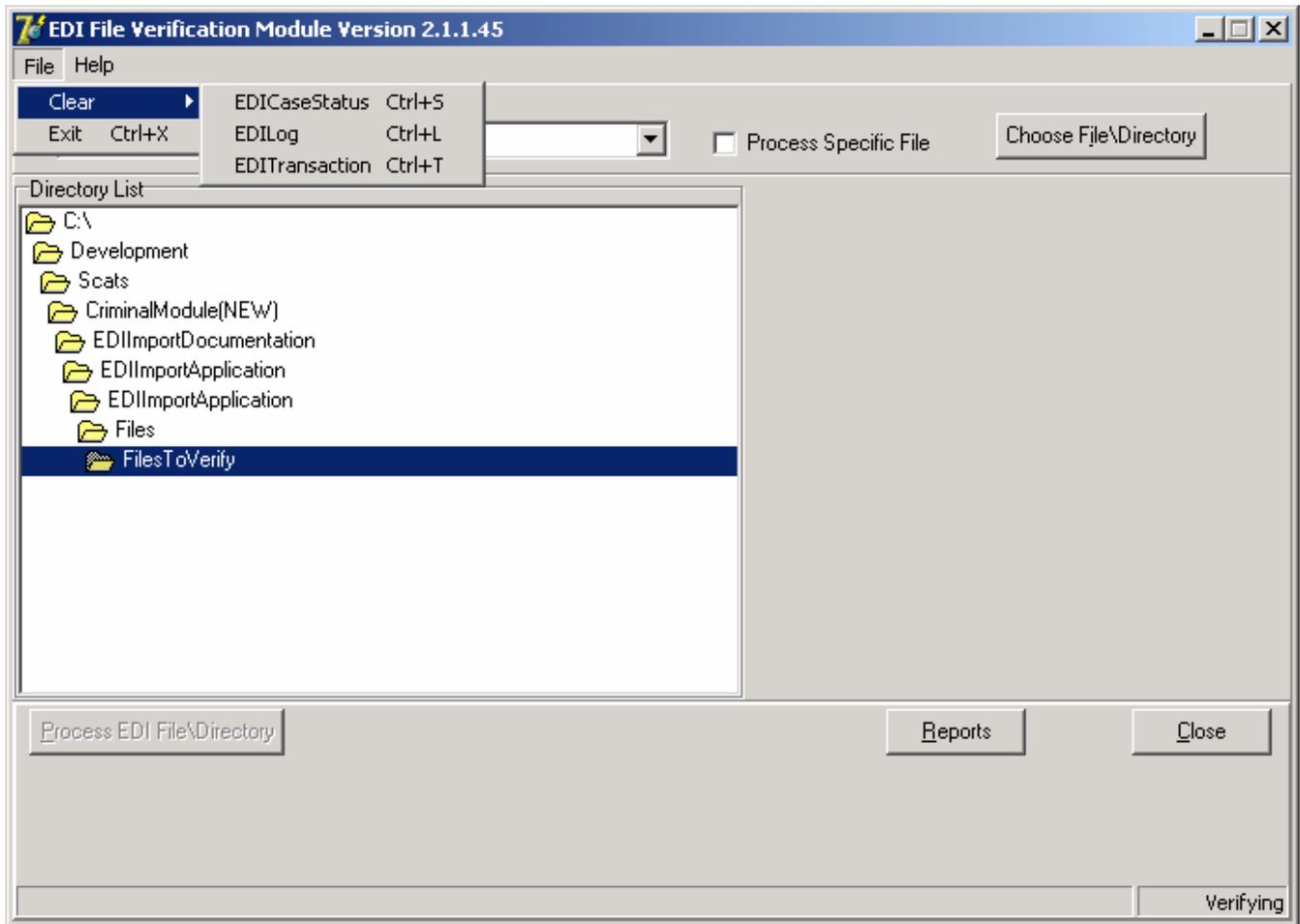
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Buttons

You can access the buttons of the application by using a keyboard shortcut or by use of the mouse. To use a keyboard shortcut, simply press the 'Alt' key in combination with the first character of the menu that is underscored.

Menus

The application's menu system is located at the very top left of the main screen. Different options are available, depending on the menu you have selected. The Menu has two menu options: the 'File' Menu and the 'Help' Menu.



(Figure 1)

You can access the menus by using a keyboard shortcut. To use a keyboard shortcut, simply press the 'Alt' key in combination with the first character of the menu that is underscored.

To access the submenus under each menu item, simply click on the menu item with the mouse or press the 'Ctrl' key in combination with the specified key, which is again underscored.

File Menu Items

Clear

Clear: Allows User to clear the following tables.

EDICaseStatus: Allows User to clear information stored per header during the validation of a file.

EDILog: Allows User to clear the errors stored during the verification of a file.

EDITransaction: Allows User to clear the transaction numbers stored during the verification of a file.

Note: When the EDICaseStatus, EDILog and/or EDITransaction Tables are cleared, the information to be reported on will be deleted and the EDI File Validation Report will no longer be valid (see Reports Section).

Exit

Exit: Used to close the application.

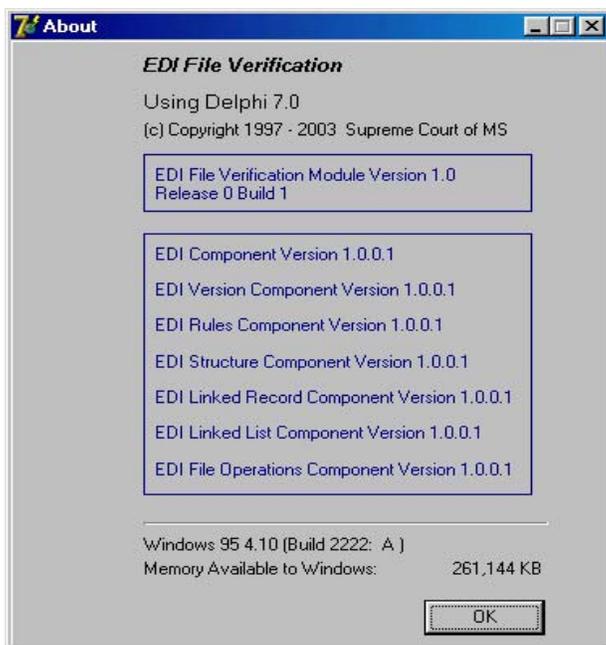
Help Menu Items

User Manual

User Manual: Displays this User's Manual for the User.

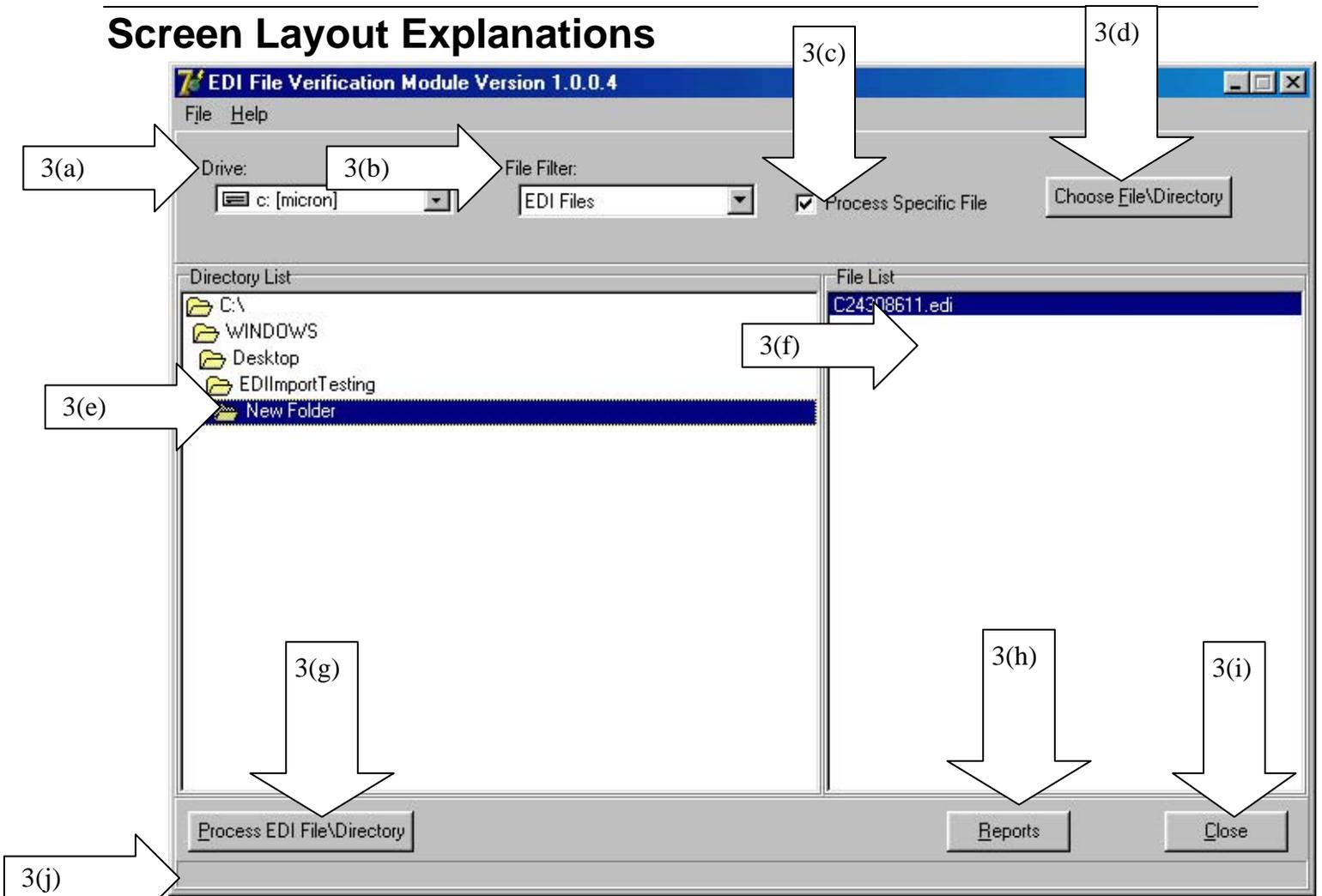
About

About: Used when user calls Helpdesk for technical assistance. Helpdesk's phone number is (601) 359-3205.



(Figure 2)

Screen Layout Explanations



(Figure 3)

Drive Selector (arrow 3(a)):

The drive selected will determine the directories listed in the **Directory List** (arrow 3(e)).

File Filter Selector (arrow 3(b)):

The file filter selected will determine the files listed in the **File List** (arrow 3(f)).

Process Specific File Check Box (arrow 3(c)):

The **Process Specific File** Check Box will determine if a directory or a specific file will be processed. If the **Process Specific File** Check Box is unchecked, all files with the extensions of .civ, .crim, and .edi in the directory selected in the **Directory List** (arrow 3(e)) will be processed. If the **Process Specific File** Check Box is checked, the file selected in the **File List** (arrow 3(f)) will be the only file processed.

Choose File\Directory Button (arrow 3(d)):

The **Choose File\Directory** Button will select the file or directory that will be processed when the **Process EDI File\Directory** Button (arrow 3(g)) is pressed. After selecting the

Choose File\Directory Button (arrow 3(d)) the **Process EDI File\Directory** Button (arrow 3(g)) will be enabled.

Directory List (arrow 3(e)):

The **Directory List** is a listing of the directories determined by the selected drive in the **Drive Selector** (arrow 3(a)).

File List (arrow 3(f)):

The **File List** is a listing of the files determined by the selected drive in the **Drive Selector** (arrow 3(a)) and selected directory in the **Directory List** (arrow 3(e)).

Process EDI File\Directory Button (arrow 3(g)):

The **Process EDI File\Directory** Button will process the file or directory selected during the **Choose File\Directory** Button (arrow 3(d)).

Reports Button (arrow 3(h)):

The **Reports** Button allows user to run reports against the case status table or the errors encountered during file validation.

Close Button (arrow 3(i)):

The **Close** Button will close the application. Note: If a file is being processed when the **Close** button is pressed, the current case header will continue processing until complete and the application will then close.

Status Bar (arrow 3(j)):

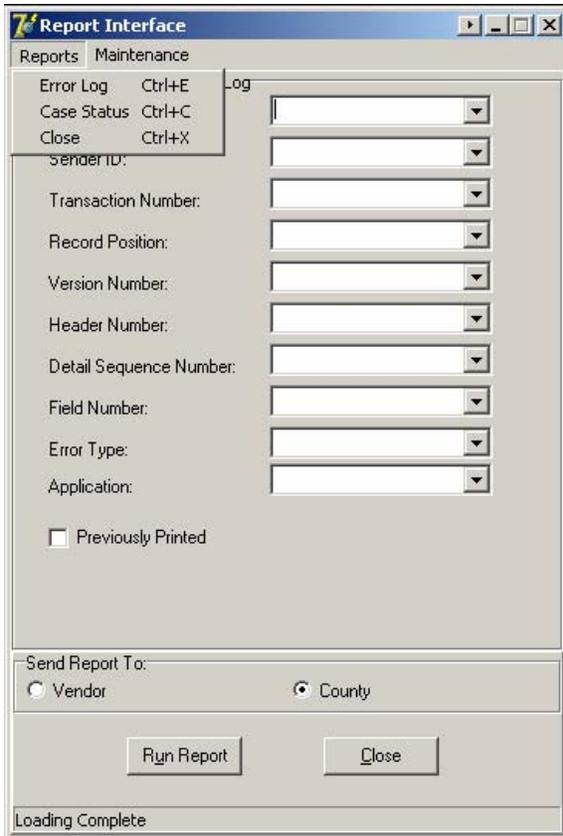
The **Status Bar** will display information about the current status of the file validation process.

Reports

Report Interface Screen

The screenshot shows a window titled "Report Interface" with a menu bar containing "Reports" and "Maintenance". Below the menu bar, there is a section titled "Additional Limitations: Error Log" containing ten dropdown menus for filtering: File Name, Sender ID, Transaction Number, Record Position, Version Number, Header Number, Detail Sequence Number, Field Number, Error Type, and Application. Below these is a checkbox labeled "Previously Printed". A section titled "Send Report To:" contains two radio buttons: "Vendor" and "County", with "County" selected. At the bottom of the window are two buttons: "Run Report" and "Close". A status bar at the very bottom of the window displays the text "Loading Complete".

(Figure 4a)



(Figure 4b)

Additional Limitations: Error Log (Prints Log of Errors Encountered During Validation)

File Name: Displays all files that have been verified and stored in the log table.

Sender ID: Displays all sender-ids of files that have been verified and stored in the log table.

Transaction Number: Displays all transaction numbers of files that have been verified and stored in the log table.

Record Position: Displays all record positions of files that have been verified and stored in the log table.

Version Number: Displays all version numbers of files that have been verified and stored in the log table.

Header Number: Displays all header numbers of files that have been verified and stored in the log table.

Detail Sequence Number: Displays all detail sequence numbers of files that have been verified and stored in the log table.

Field Number: Displays all field numbers of files that have been verified and stored in the log table.

Error Type: Displays all error types of files that have been verified and stored in the log table.

Application: Displays the application types that have been verified and stored in the log table. 'C' for Civil, 'R' for Criminal.

Previously Printed: Allows report to be run for only log entries that have or have not been previously printed. After a report has ran, the message (Figure 4c) will be displayed. This will allow log information to be saved, but not printed when another edi file has been verified.

Send Report To: Allows report to be distinguished as errors that either the county or vendors will need to correct. Note: County selection will not see issues that they may not have control over, such as "Invalid Record Version Number" or "County Control Already Exists".

Additional Limitations: Case Status (Prints Case Status of Each Header Encountered During Validation)

File Name: Displays all files that have been verified and stored in the log table.

Sender ID: Displays all sender-ids of files that have been verified and stored in the log table.

Transaction Number: Displays all transaction numbers of files that have been verified and stored in the log table.

Record Position: Displays all record positions of files that have been verified and stored in the log table.

Version Number: Displays all version numbers of files that have been verified and stored in the log table.

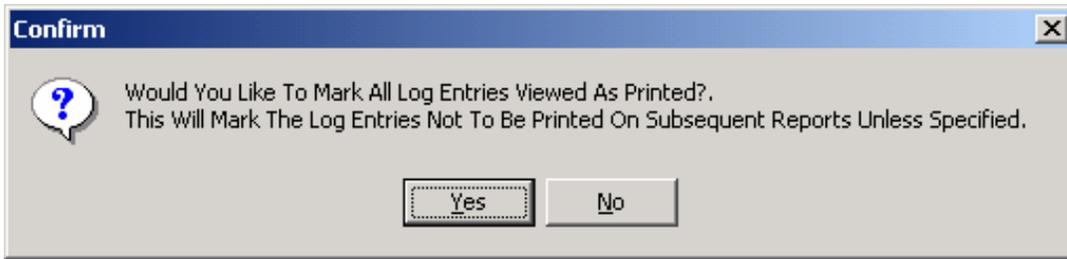
Header Number: Displays all header numbers of files that have been verified and stored in the log table.

Detail Sequence Number: Displays all detail sequence numbers of files that have been verified and stored in the log table.

Field Number: Displays all field numbers of files that have been verified and stored in the log table.

Previously Printed: Allows report to be run for only log entries that have or have not been previously printed. After a report has ran, the message (Figure 4c) will be displayed. This will allow log information to be saved, but not printed when another edi file has been verified.

Application: Displays the application types that have been verified and stored in the log table. 'C' for Civil, 'R' for Criminal.



(Figure 4c)

When running the EDI File Verification Report, any of the Additional Limitations that are chosen above will be used to limit the information displayed in the EDI File Verification Report.

Note: When the EDILog and/or EDITransaction Tables have been cleared (see "Clear" in the File Menu Items Subsection), the information on the EDI File Verification Report will no longer be valid.

Sample Report (Error Log for Vendor)

EDI File Verification Error Report
08/06/2005 11:11:56

HINDS/Jackson--CIRCUIT CIVIL
Docket Number

Yr: 2003 Num: 0387 Pre: Loc: 03-0387

Record Position: Detail Party Record	Version Number: 3	Detail Seq Number: 7
FieldName: 81: First Name	Error Type: R	Date Processed: 08/04/2005 11:22:17
Element: *		FileName: Example.edi
<u>Error Statement:</u> Associated Value Must Be Populated.		

Yr: 2004 Num: 0380 Pre: Loc: 1321

Record Position: Detail Nature of Suit Record	Version Number: 3	Detail Seq Number: 2
FieldName: 57: Nature of Suit	Error Type: R	Date Processed: 08/04/2005 11:30:12
Element: *		FileName: Example.edi
<u>Error Statement:</u> Mandatory Field Not Populated.		

Record Position: Header Ending Record - Civil	Version Number: 2	Detail Seq Number: 0
FieldName: 36: Detail Record Count	Error Type: R	Date Processed: 08/04/2005 11:30:16
Element: CountFound: 2 / CountExpected: 3		FileName: Example.edi
<u>Error Statement:</u> Count Of Unique Detail Sequence Numbers Is Less Than That Stored In The Header Ending Record's Detail Count.		

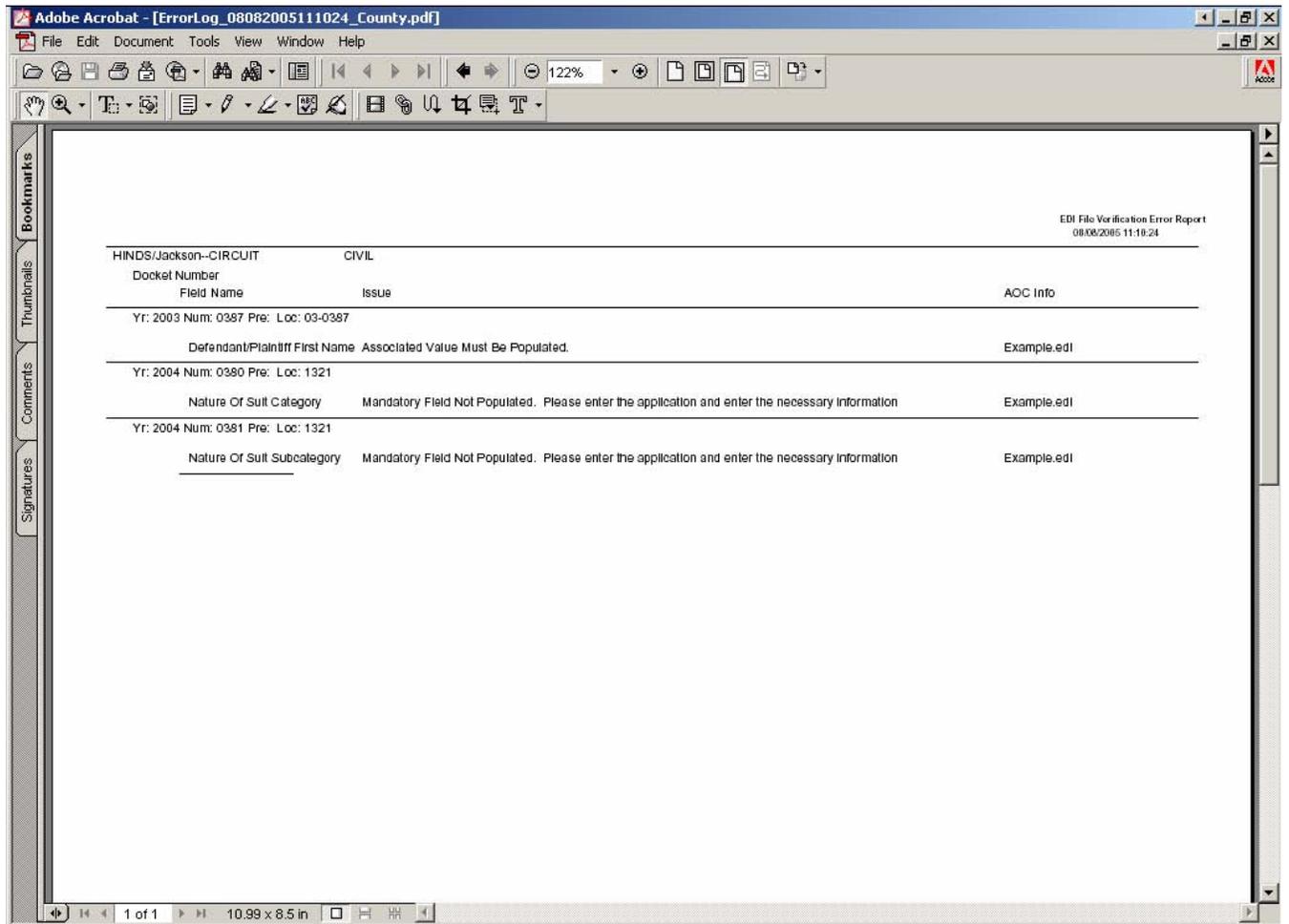
Yr: 2004 Num: 0381 Pre: Loc: 1321

Record Position: Detail Nature of Suit Record	Version Number: 3	Detail Seq Number: 2
FieldName: 59: Nature of Suit Subcategory	Error Type: R	Date Processed: 08/04/2005 11:30:12
Element: *		FileName: Example.edi
<u>Error Statement:</u> Mandatory Field Not Populated.		

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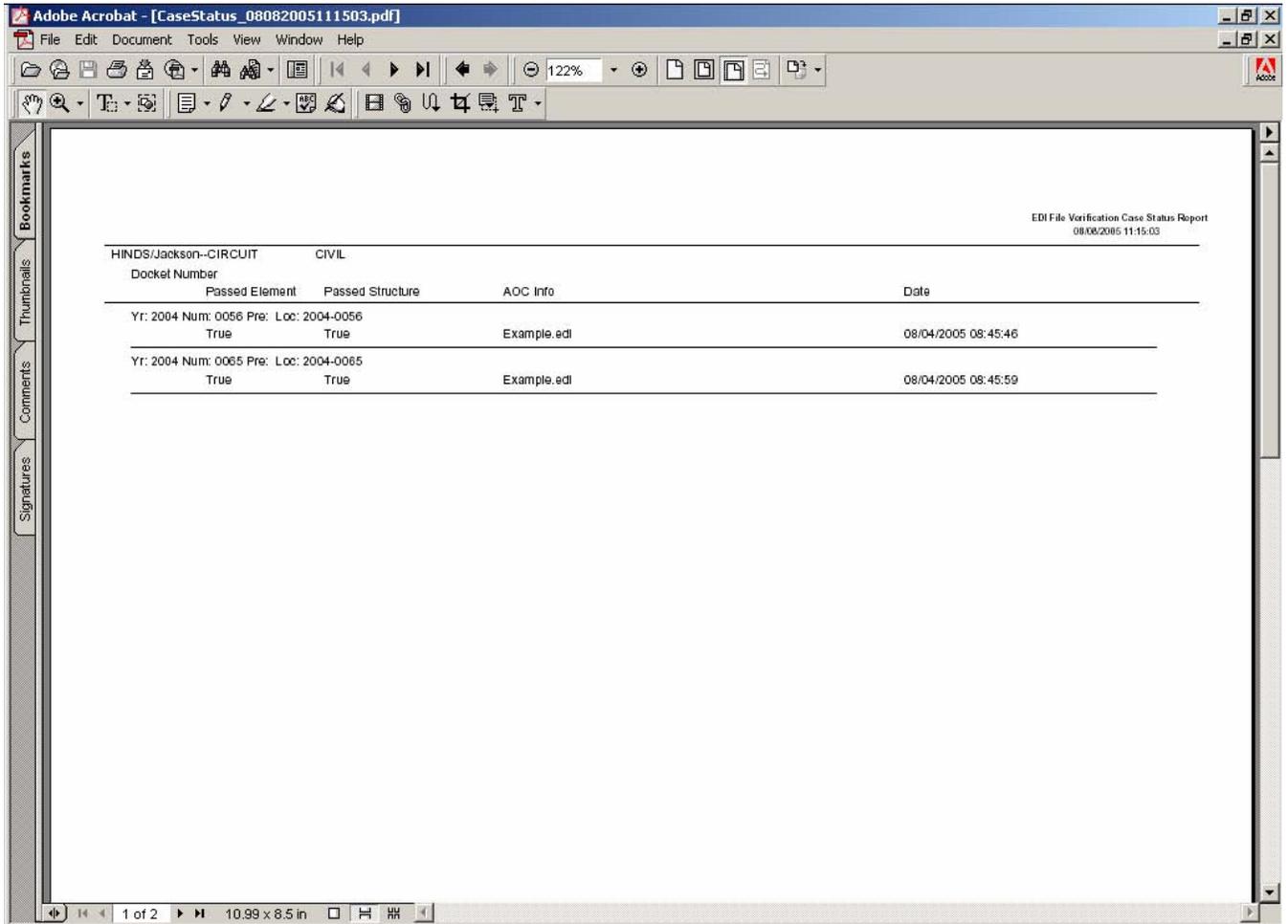
(Figure 5a)

Sample Report (Error Log for County)



(Figure 5b)

Sample Report (Case Status)



(Figure 5c)

Listing of EDI Documents

The validation used in this application refers to the EDI Documentation for both Civil and Criminal EDI formats that can be found on the Mississippi Supreme Court's website (<http://www.mssc.state.ms.us/AOC/default.asp> and scroll to the bottom of the left-hand side of the page).

In the following Listing of Errors, there is a distinction made between the Non-Versioned and Versioned EDI Documentation.

Non-Versioned EDI Documentation – is dated 3/24/2000 with the Civil Revision dated 4/19/1999 and the Criminal Revision dated 9/21/1999.

Versioned EDI Documentation – Civil is dated 3/29/2002 and Criminal is dated 3/01/2002. This documentation included the Version Number on each of the records in the formats.

Listing of Errors

Application Errors:

Could Not Read Ini File – Problems occurred while trying to initialize data using the application's ini file. Please verify the ini file (See Application Ini File Subsection) and if problems continue please contact Helpdesk for assistance.

Please Correct Database Directory in the Ini File – Problems occurred while trying to connect to the database used by the EDI File Verification Application. Please verify the ini file (See Application Ini File Subsection) and if problems continue please contact Helpdesk for assistance.

Unable to Prepare All Necessary Queries Used In (TEDI, TEDIrules, TEDIstructure) – These queries are used in the validation of the edi files. Please contact HelpDesk for assistance.

File Specific Errors:

All file specific errors printed on the EDI File Verification Report contain the following information:

FileName: the filename of the file that is currently being reported.

Record Position: the record position of the current record being reported.

Header Number: the header number of the current case being reported.

Docket Number: the docket number of the current case being reported.

Error Statement: the statement containing the description of the error.

Possible Error Statements

Dummy Header Number does not equal 99999 – Transaction End Record's Header Dummy Field (TE 342) Must Be 99999 to be used in the sorting of the EDI file. See either the Non-Versioned and Versioned EDI Documentation for further information.

Header Number of Cases Must Be Unique Within a File – Each transaction file is allowed up to 50 cases, with each case using a distinct header number of 1-50. See Rule FN:5 of the Non-Versioned EDI Documentation or Rule 17 of the Versioned EDI Documentation for further information.

Unable to Find Header Ending Record – Required record for the end of a case transmitted was not found. See either the Non-Versioned and Versioned EDI Documentation for further information.

County Control Reference Number Already Exists For This Case – The county control reference number is a unique identifier of case information throughout a data structure. The county control reference number cannot be used to identify two different sets of case information. See Rule FN:3 of the Non-Versioned or Rule 14 of the Versioned EDI Documentation for further information.

- Invalid Court Found – Court Number is not a valid court type. See Court Type Master.txt for valid court types.
- Invalid County Found – County Number is not a valid county number. See County Master.txt for valid county numbers.
- Invalid Judicial District Number – Judicial District Number is not a valid judicial district number using the court type and county number. See District Master.txt for valid judicial district numbers for the court type and county number.
- Invalid District Number Found – District Number is not a valid district number using the court type, county number, and judicial district number. See the District Master.txt for the valid district numbers of the case’s court type, county number, and judicial district number.
- Invalid District Number Found Due To Court Being Invalid – District Number is not a valid district number due to court type being invalid. See the District Master.txt for the valid district numbers of the case’s court type, county number, and judicial district number.
- Case Number must be a valid number – Case Number must be a number of numeric type. See Rule A:12 of the Non-Versioned or Rule 18 of the Versioned EDI Documentation for further information.
- Case Year must be a valid year – Case Year must be a year between 1900 and 2100.
- Must have either a Case Number or Pre94/Pre98 Docket Number and Cannot have both – Docket numbers for a case must have either a case number or a Pre94/Pre98 docket number; both the case number and Pre94/Pre98 docket number cannot be * or populated with information. See Rule FN:9 of the Non-Versioned or Rules 21,41 of the Versioned EDI Documentation for further information.
- Testing Rule: *RuleNumber* of Record Position: *RecordPosition* Field Number: *FieldNumber* Mandatory Field Not Populated – Required field does not contain information; * or empty field is not allowed. See Rule FN:1 of the Non-Versioned or Rule 12 of the Versioned EDI Documentation for further information.
- Testing Rule: *RuleNumber* of Record Position: *RecordPosition* Field Number: *FieldNumber* Null or Blank Fields Must Contain a Single * – A nullable field contains either multiple * or is completely empty. See Rule A:4 of the Non-Versioned or Rule 4 of the Versioned EDI Documentation for further information.
- Testing Rule: *RuleNumber* of Record Position: *RecordPosition* Field Number: *FieldNumber* Invalid Attorney BarRoll Number – Barroll Number is not a valid barroll number. Please verify and if the barroll number is correct contact Helpdesk for an updated barroll table.
- Testing Rule: *RuleNumber* of Record Position: *RecordPosition* Field Number: *FieldNumber* Field is less than the minimum length – Field specified has a

required minimum and maximum length, which has not been met. See the corresponding Non-Versioned or Versioned EDI Documentation for further information on the field's minimum and maximum lengths.

Testing Rule: *RuleNumber* of Record Position: *RecordPosition* Field Number: *FieldNumber* Field is greater than the maximum length – Field specified has a required minimum and maximum length, which has not been met. See the Non-Versioned or Versioned EDI Documentation for further information on the field's minimum and maximum lengths.

Testing Rule: *RuleNumber* of Record Position: *RecordPosition* Field Number: *FieldNumber* Invalid Decimal Amount – Field specified does not meet the requirements of the EDI Documentation. See Rule A:12 of the Non-Versioned or Rule 18 of the Versioned EDI Documentation for further information.

Testing Rule: *RuleNumber* of Record Position: *RecordPosition* Field Number: *FieldNumber* Invalid Numeric Amount – Field specified does not meet the requirements of the EDI Documentation. See Rule A:12 of the Non-Versioned or Rule 18 of the Versioned EDI Documentation for further information.

Testing Rule: *RuleNumber* of Record Position: *RecordPosition* Field Number: *FieldNumber* Invalid field type found – Field specified does not meet the type requirements of the EDI Documentation. Contact Helpdesk for assistance.

Testing Rule: *RuleNumber* of Record Position: *RecordPosition* Field Number: *FieldNumber* Could Not Validate Element In Table – Field specified is not a valid value of the corresponding master table. See the Non-Versioned or Versioned EDI documentation to determine the master table referenced and verify the value is located within the master table.

Testing Rule: *RuleNumber* of Record Position: *RecordPosition* Field Number: *FieldNumber* There is a Mississippi Attorney with the Selected BarRoll Number – An Out-Of-State Attorney must not conflict with a Mississippi Attorney's BarRoll Number. See Rule FN:7 of the Non-Versioned EDI Documentation or Rule 19 of the Versioned EDI Documentation for more information.

Testing Rule: *RuleNumber* of Record Position: *RecordPosition* Field Number: *FieldNumber* There is NOT a Mississippi Attorney with the Selected BarRoll Number – Barroll Number is not a valid barroll number. Please verify and if the barroll number is correct contact Helpdesk for an updated barroll table.

Invalid County ID Found In the SenderID of SenderID – Invalid County Number found during verification of the Transaction Record's SenderID Field. See the Non-Versioned or Versioned EDI Documentation for further information on the SenderID Field's value and see the County Master.txt for valid county numbers.

Invalid Court ID Found In the SenderID of SenderID – Invalid Court Type found during verification of the Transaction Record’s SenderID Field. See the Non-Versioned or Versioned EDI Documentation for further information on the SenderID Field’s value and see the Court Master.txt for valid court types.

Invalid Judicial District Number Found In the SenderID of SenderID – Invalid Judicial District Number found during verification of the Transaction Record’s SenderID Field. See the Non-Versioned or Versioned EDI Documentation for further information on the SenderID Field’s value and see the District Master.txt for valid district numbers.

Invalid District Number Found In the SenderID of SenderID – Invalid District Number found during verification of the Transaction Record’s SenderID Field. See the Non-Versioned or Versioned EDI Documentation for further information on the SenderID Field’s value and see the District Master.txt for valid district numbers.

Validation of the Individual Elements of Record Position: *RecordPosition*
FAILED – This statement states that either rule validation or table validation of a record failed and must be corrected.

Error Inserting Record Into EDITransaction Table Using Values: – Will occur when trying to validate the same transaction number multiple times. Transaction numbers are unique and cannot be used more than once. In order to no longer receive this message for this transaction user must clear the EDILog and EDITransaction tables (see Clear under the File Menu Items Section and make notice of the notes).

Error Updating Record In EDITransaction Table Using Values: – Transaction number of the file in verification cannot be updated. Contact Helpdesk for assistance.

Can not validate the rest of the file due to the transaction record not validating correctly: -- Validation of the Transaction Header Record failed and file validation cannot continue since information from the transaction header record is used in validation of the additional records.

Case Failed Structure Validation Requirements, Please Check Verification Report: -- Errors occurred due to the structure of the case listed on the EDI File Verification Report. Reference the EDI File Verification Report for more information of the specific error.

Could Not Verify Structure Due To No Records Passing Validation Requirements: -- Only records that correctly validate as stored and verified during the structure validation.

Link Value: *LinkValue* Parent Record Not Found: -- Record Specified contains a field that links this record to a separate record associated with this case, which was unable to be located due to either not being created or failing verification. See the Non-Versioned or Versioned EDI documentation for further information.

Unable To Determine The (IF) Valid Values For Possible Associations: -- Please contact HelpDesk for assistance.

Unable To Determine The (Association) Valid Values For Possible Associations: -- Please contact HelpDesk for assistance.

Associated Field Value Not Found In Master Table: -- Field Specified stores information that may or may not be required depending on values from another field. Field specified is not a valid value of the corresponding master table. See the Non-Versioned or Versioned EDI documentation to determine the master table referenced and verify the value is located within the master table.

Associated Value Must Be Populated: -- Field Specified stores information that may or may not be required depending on values from another field. Required field does not contain information; * or empty field is not allowed. See Rule FN:1 of the Non-Versioned or Rule 12 of the Versioned EDI Documentation for further information.

Associated Value Must Be a valid date: -- Field Specified stores information that may or may not be required depending on values from another field. Value stored does not correspond to a valid date. See the Non-Versioned or Versioned EDI Documentation for further information on the Field's valid values.

Associated Value Is Not A Valid Value For This Element: -- Field Specified stores information that may or may not be required depending on values from another field. Value stored does not correspond to a valid value specified for this field. See the Non-Versioned or Versioned EDI Documentation for further information on the Field's valid values.

Could Not Validate Valid Elements Due To Unknown Integer Set: -- Please contact HelpDesk for assistance.

Could Not Validate Valid Elements Due To Unknown Character Set: -- Please contact HelpDesk for assistance.

Value *Value* Is Not A Valid Value For This Field: -- Field Specified contains a value that does not correspond to a valid value specified for this field. See the Non-Versioned or Versioned EDI Documentation for further information on the Field's valid values.

Unknown Valid Value Type Found: -- Please contact HelpDesk for assistance.

Error Occurred While Attempting To Validate Valid Values For A Field: -- Please contact HelpDesk for assistance.

Link Value: *LinkValue* Associated Parent Record Not Found: -- Record Specified contains a field that links this record to a separate record associated with this case, which was unable to be located due to either not being created or failing verification. See the Non-Versioned or Versioned EDI documentation for further information.

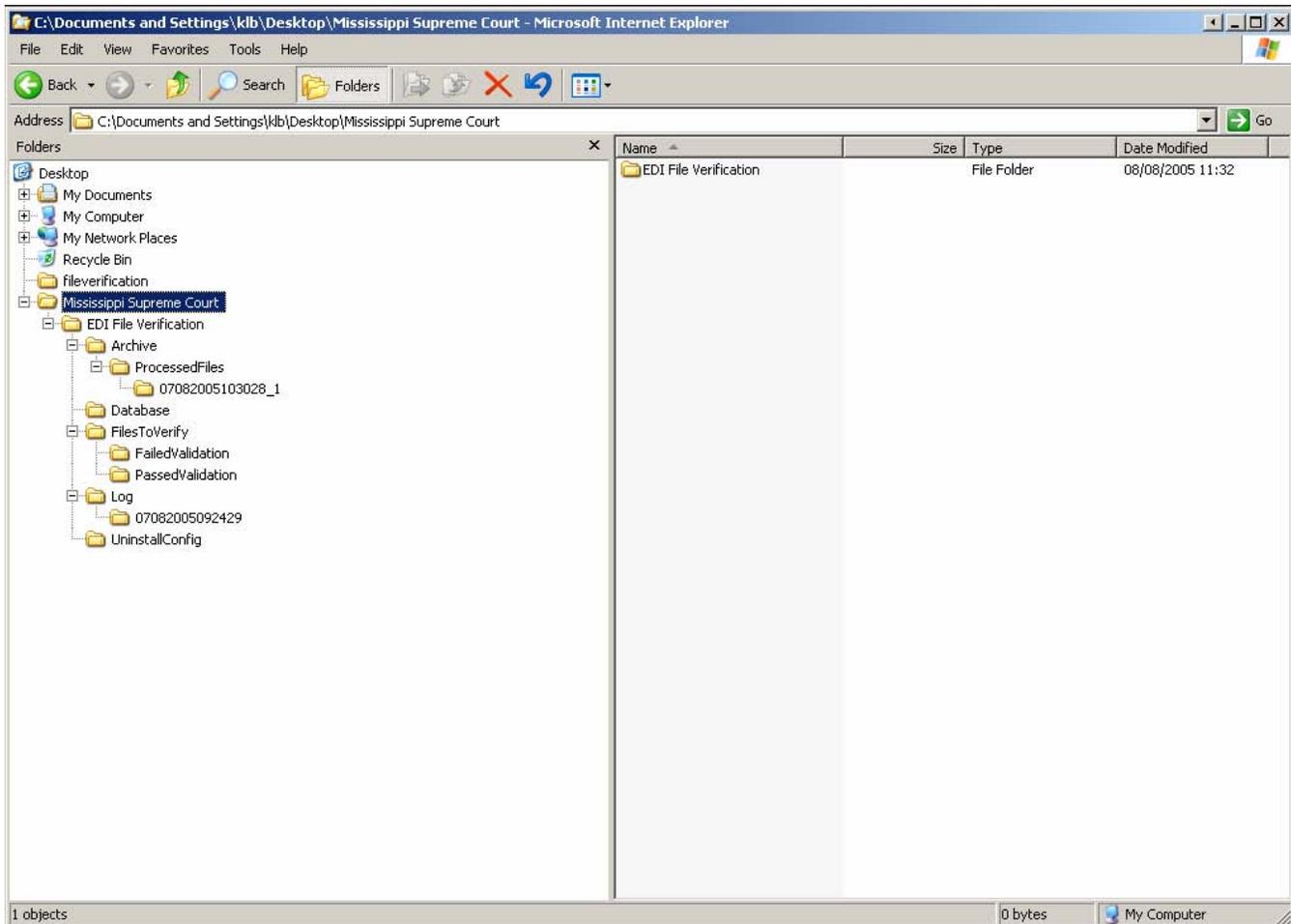
Log Files

A log file for each verified file is created and stored in a log directory using the verified file's name with .log as the file's extension. The log directory is located in the folder where the EDI File Verification Application is stored (see Figure 6 for further explanation).

The log file contains much of the same information that is displayed in the EDI File Verification Report, with the addition of two statements that are only written to the log file.

Count of Unique County Control Ref Num: -- Is a count of the unique county control reference numbers for each case verified. This can be used to verify that all records with a county control reference number field were counted.

Error Inserting Record Into EDILog Table Using Values: -- Contact Helpdesk for assistance.



(Figure 6)

Getting Started

Application Parameters

The EDI File Verification Application can be run interactively or by the command prompt.

Interactive Processing: Allows user to select the file or directory to process and run the EDI File Verification Report with the Additional Limitations of the Report Interface Screen (see Reports Section).

Command Prompt Processing: Allows user to schedule the application to run at a specific time with no user interaction. The EDIFileVerification.ini file will be used to determine which directory of files will be processed (see Application Ini File Section). The Command Prompt Processing will validate all .civ, .crim, and .edi files in the files directory of the ini file and optionally print the EDI File Verification Report of the errors encountered.

Additional parameters used in Command Prompt Processing:

\s: (required for Command Prompt Processing.) Stating the application is to run in silent mode with no user interaction.

\sm: (optional for Command Prompt Processing.) Stating the application is to not display error message to screen and await user input of OK button press.

Note: No Additional Limitations seen on the Report Interface Screen (see Reports Section) are used in this EDI File Verification Report. All validation done to this point will be reported.

Note: include a space between the application's file name and each of the parameters.

Example of the command prompt parameters:

```
"C:\Program Files\EDI File Verification\EDIFileVerification.exe" \s \sm
```

Application Ini File

The EDI File Verification Application uses an .ini file (EDIFileVerification.ini) to determine the path to the database used in the verification process and the files that are to be verified. See Figure 6 for an example directory layout.

The EDIFileVerification.ini file values are seen below:

[Parameters]

ParamMode = set of available parameters to use with the application along with the Application Parameters.

Available parameters are:

pmNone: User Interaction

pmDebug: Debug, writing to logfile in subdirectory

pmIgnoreMessages: No Information/Error Messages displayed.

pmPrintReport: Used to create a pdf of current errors. Only used when pmAuto in ParamModes.

Note: \s in Application Parameters and pmNone cannot be used at same time.

[Database]

Directory = Path to the Database Tables Used for the EDI File Verification Application.

[Files]

Directory = Path to the Default Directory Used for the EDI File Verification Application when Command Prompt Processing is ran.

ArchiveDirectory = Path to the Archive Directory Used for the EDI File Verification Application when files are processed. When the Process EDI File\Directory Button is pressed the current date and time is determined and used as the subfolder under the Archive Directory that all files during the current process will be stored to.

PassedDirectory = Directory Path of the files created during validation containing only the headers that passed validation.

FailedDirectory = Directory Path of the files created during validation containing only the headers that passed validation.

[Adobe]

Path = Path to the Adobe Acrobat Application installed on the PC.

[Separating]

SeparationOfFilesOnly = Boolean to determine if files are separated into the Passed or Failed Folders listed above in the subsection "Files". Values 0: no separation, 1: separation.

[Sorting]

SortFile = Boolean to determine if files are sorted before files are validated. Values 0: no sorting, 1: sorting. This will need to be set to 1 to validate files properly.

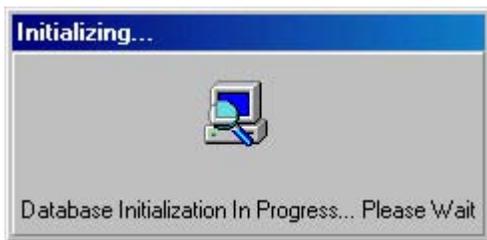
DataElementSeparatorHex = Value of the Data Element Separator used in the SortFile Routine.
Value = 1D.

EndOfRecordSeparatorHex = Value of the End Of Record Separator used in the SortFile
Routine. Value = 1C.

File Verification Directions

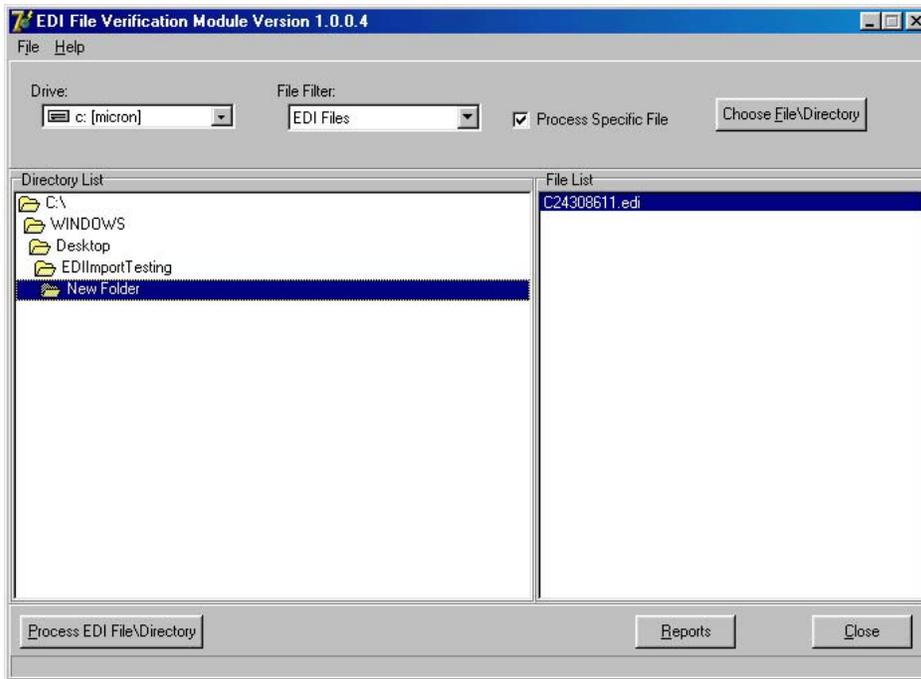
To use the EDI File Verification Application you must first start the application by double-clicking the EDI File Verification icon on your desktop or running the application through a command prompt. During the start-up process of the application, the necessary database connections and interactions are initialized. The Initialization Screen (see fig. 7) will be displayed while the database is initializing.

Note: The necessary time to complete this initialization depends on the processor speed and memory of the PC the application is installed on.



(Figure 7)

After the initialization is complete the Main Interface Screen (see fig. 8) will be displayed.



(Figure 8)

At this point the user will determine the directory (or specific file) to process and press the **Choose File \Directory** Button to select the file\directory and enable the **Process EDI File\Directory** Button. The user will then press the **Process EDI File\Directory** Button to run the file validation process against the file or directory selected until all files selected have been validated. After the validation of files has completed, the user will then have the ability to press the **Reports** Button and run the EDI File Verification Report to view the errors found during validation. The files that are processed during the validation are moved to the Archive, Passed, and Failed directories as discussed during the Application Ini File Section.