

SPELL CHECK

SPELL CHECK OVERVIEW

SPELL CHECK FUNCTIONALITY

ADDING PERSONAL WORDS

SPELL CHECK ON ECM SCREENS

SPELL CHECK OVERVIEW

ECM provides a Spell Check capability for the following free-form entry fields:

Synopsis

Folder Notes and

Complete Task Remarks.

SPELL CHECK FUNCTIONALITY

Spell check capability is provided by integrating Spellex spell checking software with the ECM application. The spell check software allows USDA to add organization-specific words to the main dictionary used by all users. It also allows users to add their own words to their version of the dictionary. The diagram in **Figure 1** shows how the dictionaries work together.

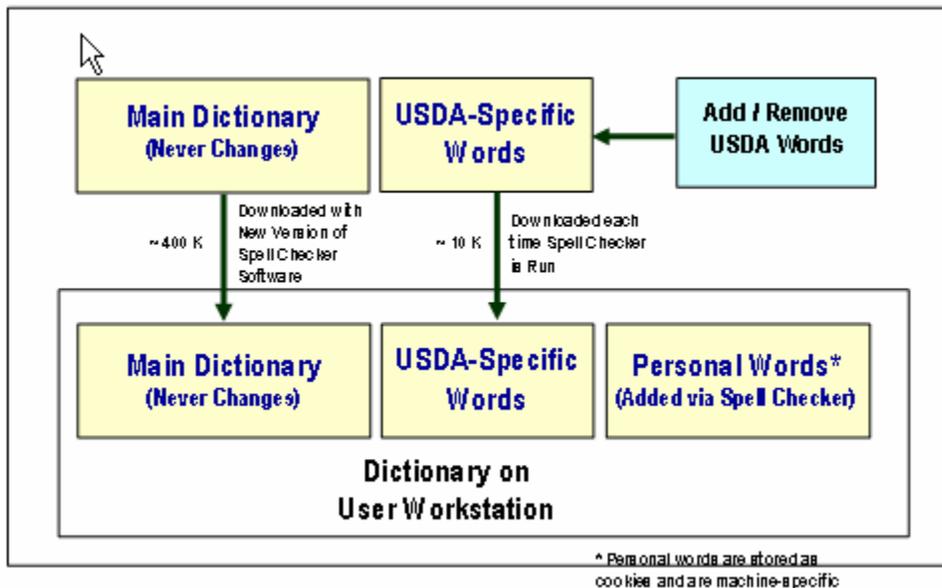


Figure 1: Spell Check Dictionary Architecture

The main dictionary is provided by the Spellex software and never changes. It is downloaded to the user's workstation automatically with the spell checker applet the first time the spell checker is invoked. This download is approximately 400 KB. It would only be downloaded again if a new version of Spellex is installed.

Through the Administrator Menu, an ECM administrator can add or remove additional words from a USDA-specific dictionary. The administrator first looks for the word using the 'Word Text' search field. If the word is not found, the administrator can add it by entering the word and clicking the <Add New> button. To remove a word, the administrator selects the word and clicks the <Remove> button.

These words are downloaded each time the spell checker is invoked. The download is small (approximately 10 KB). The application includes USDA-specific words with the other words in the main dictionary. The screen for maintaining the additional words is shown in **Figure 2**.

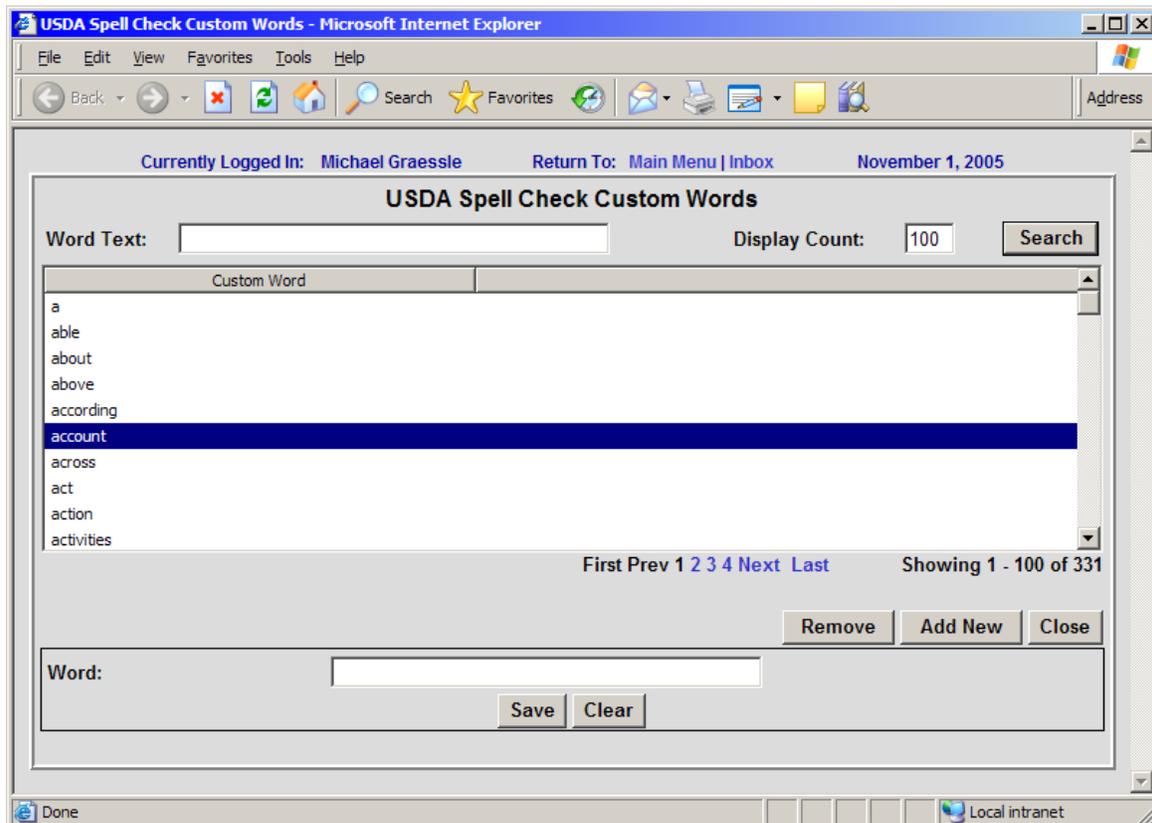


Figure 2: Maintenance Screen for USDA-Specific Words

ADDING PERSONAL WORDS

Personal words can be added by the user while using the Spell Check applet. When the Spell Check applet indicates that a word is not found in the dictionary, the user can click

the <ADD> button. This will add the personal word to the user's workstation. Personal words are only included when the spell checker is running on the user's workstation. These words are stored as cookies so they are not available if the user runs Spell Check on a different workstation. This is illustrated in **Figure 3**.

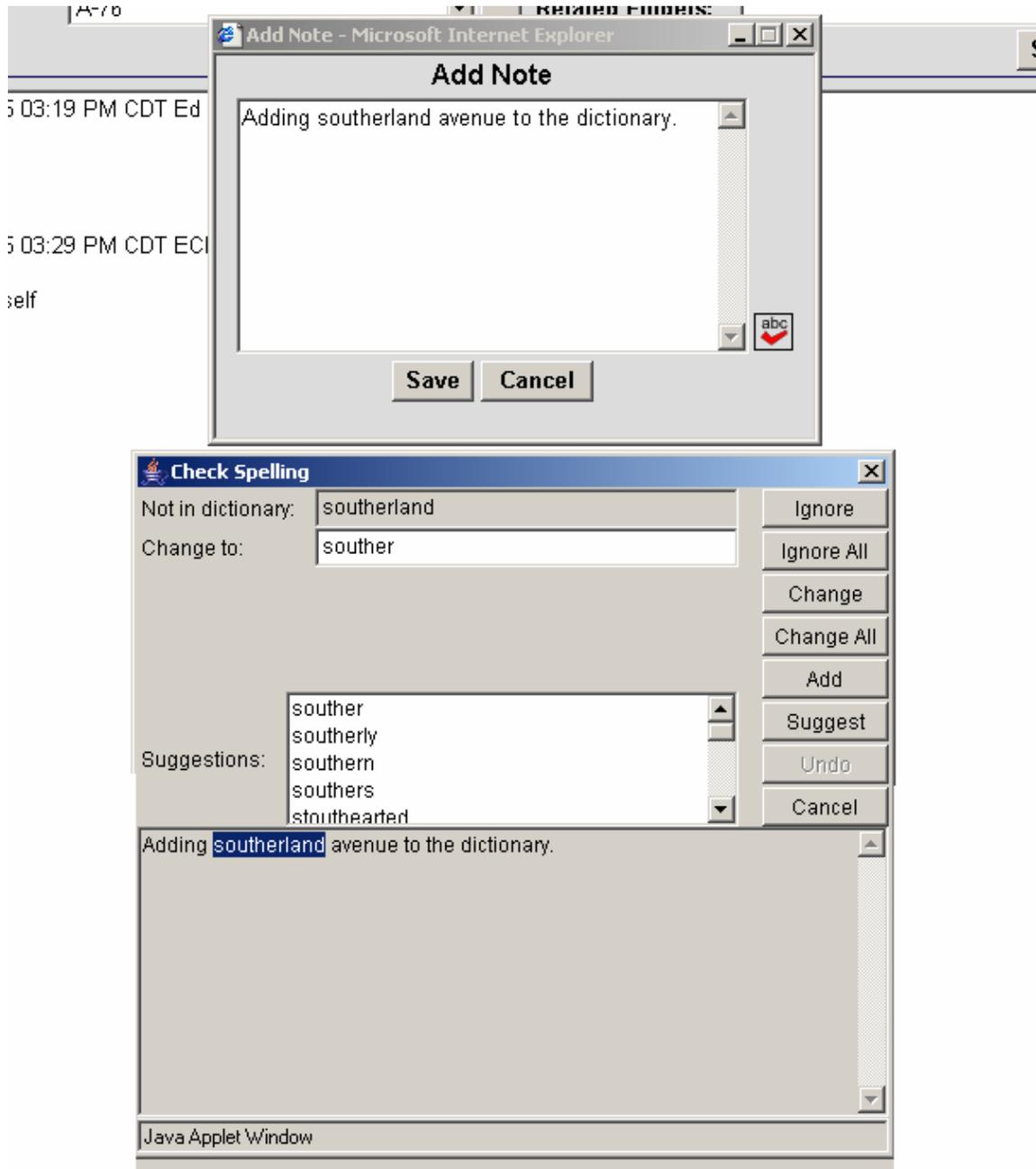


Figure 3: Adding a personal word

SPELL CHECK ON ECM SCREENS

Figure 4 shows a folder with the Spell Check running against the synopsis field.

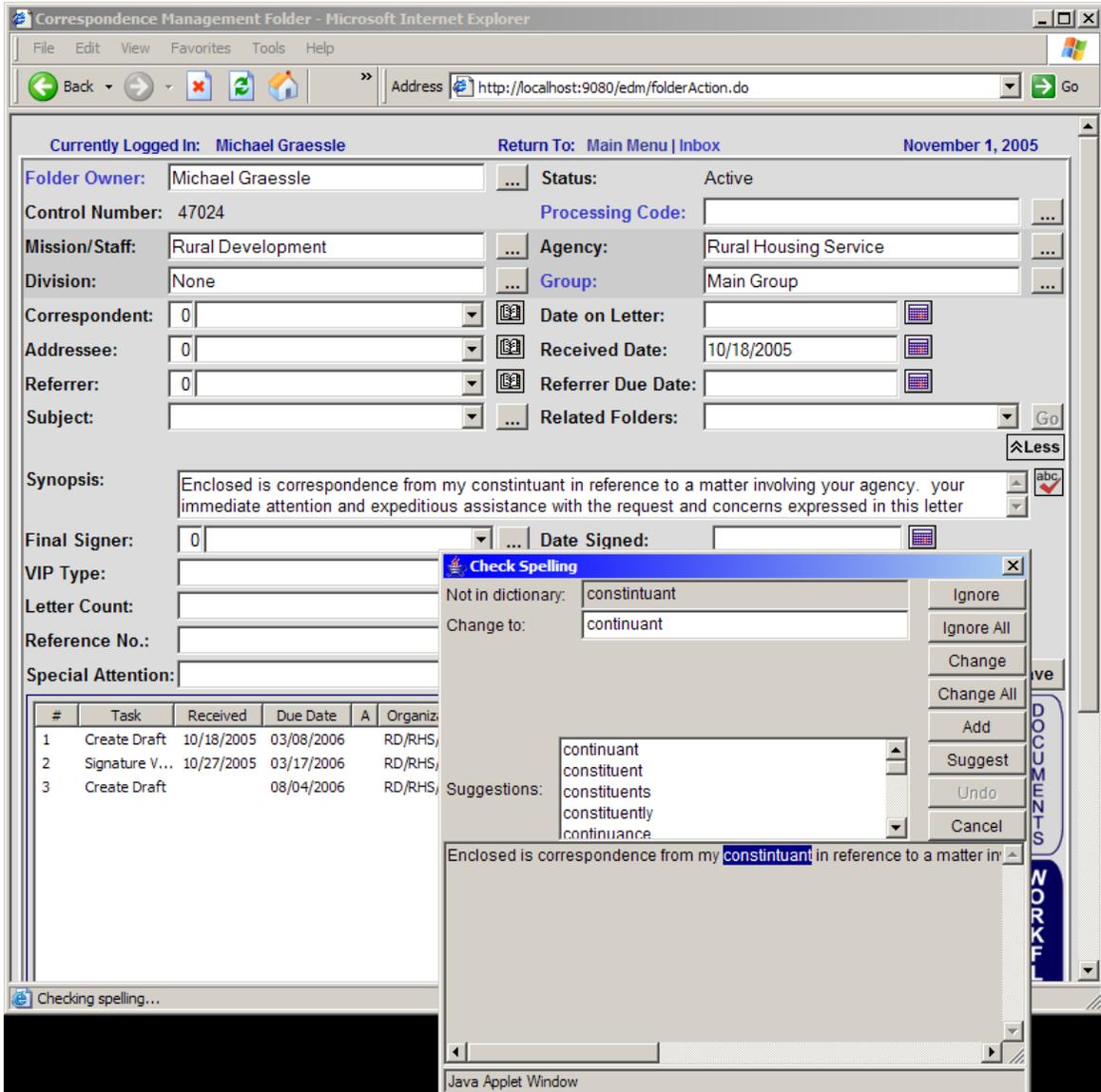


Figure 4: Synopsis Field with Spell Check

The spell check button is on the right side of the Synopsis field. After entering text in the synopsis field, the user clicks the Spell Check button. The spell check applet appears and begins spell checking the Synopsis text. This applet works the same as other standard

spell checkers. If a word needs to be added to the dictionary, the user enters it in the 'Change to' field and clicks the <Add> button. This adds the word to the personal dictionary. The spell checker closes after it finishes checking all words.

For the Synopsis, the user can click the 'Synopsis' label and a pop-up screen will display the full synopsis. The user can edit the synopsis text in the pop-up window. The pop-up window has a spell check button so the user can invoke the spell checker. This is shown in **Figure 5**.

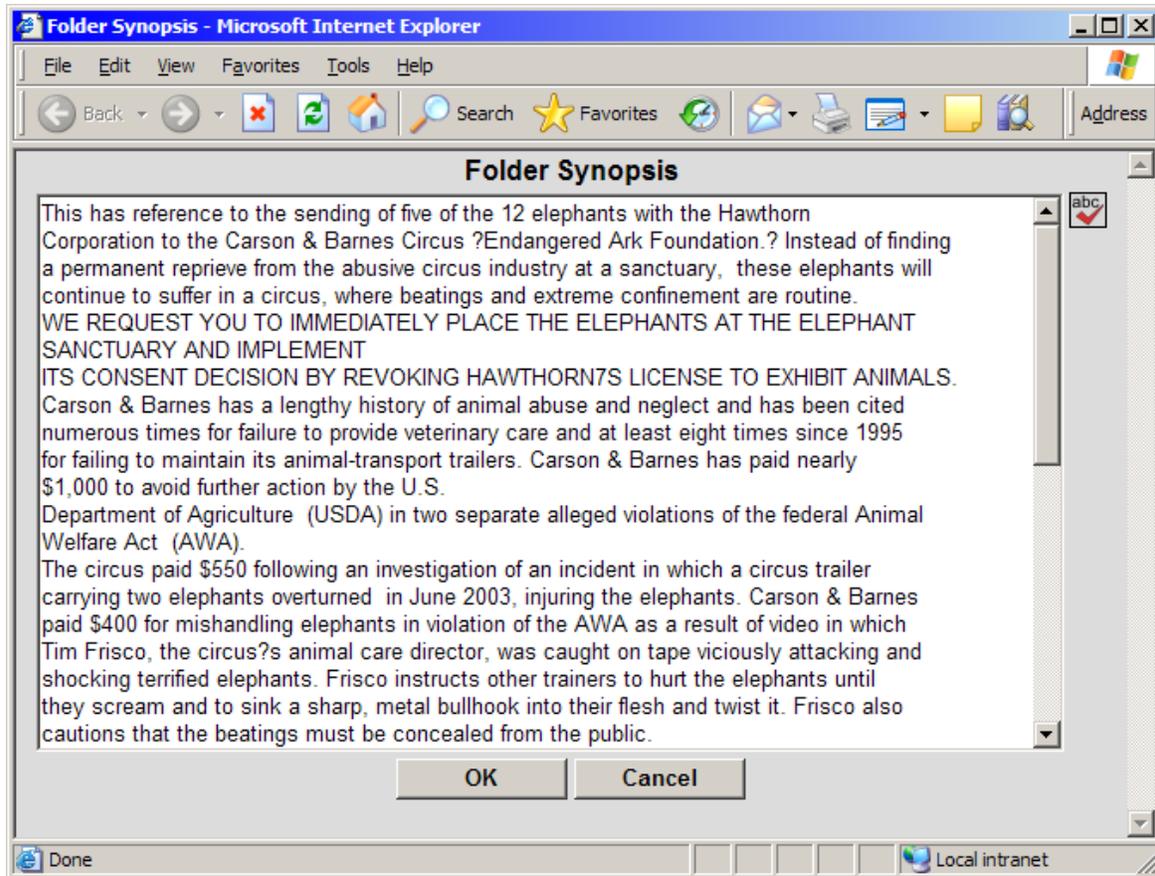


Figure 5: Spell Check Synopsis in Pop-Up Window

The spell checker can also be used with notes that are being added to the Notes tab of the folder. **Figure 6** shows the spell checker used on the Notes tab.

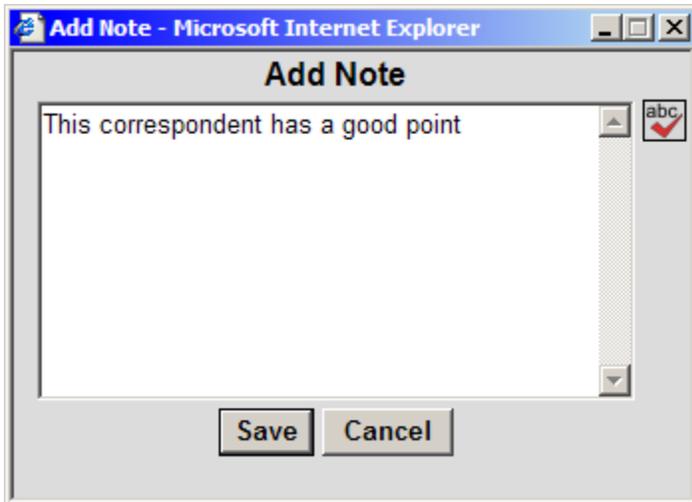


Figure 6: Spell Check on Notes Tab

Spell Check is also available when entering remarks for a completed task. **Figures 7 and 8** show the spell check application on the 'Complete Task' screens.

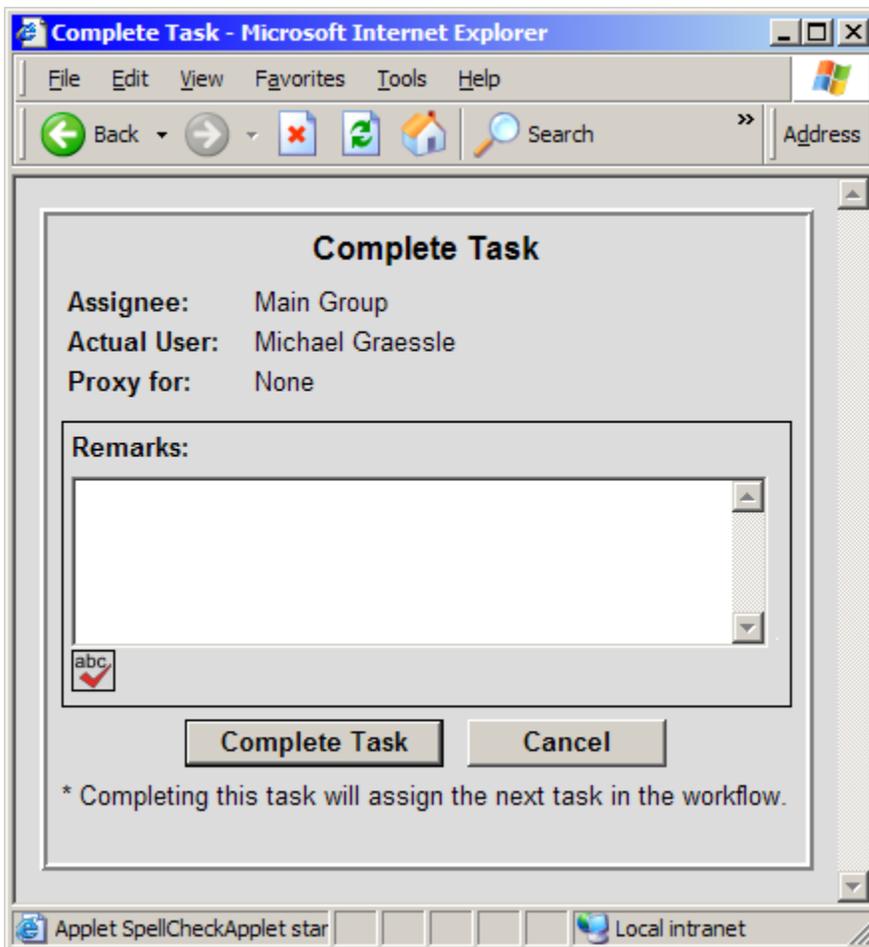
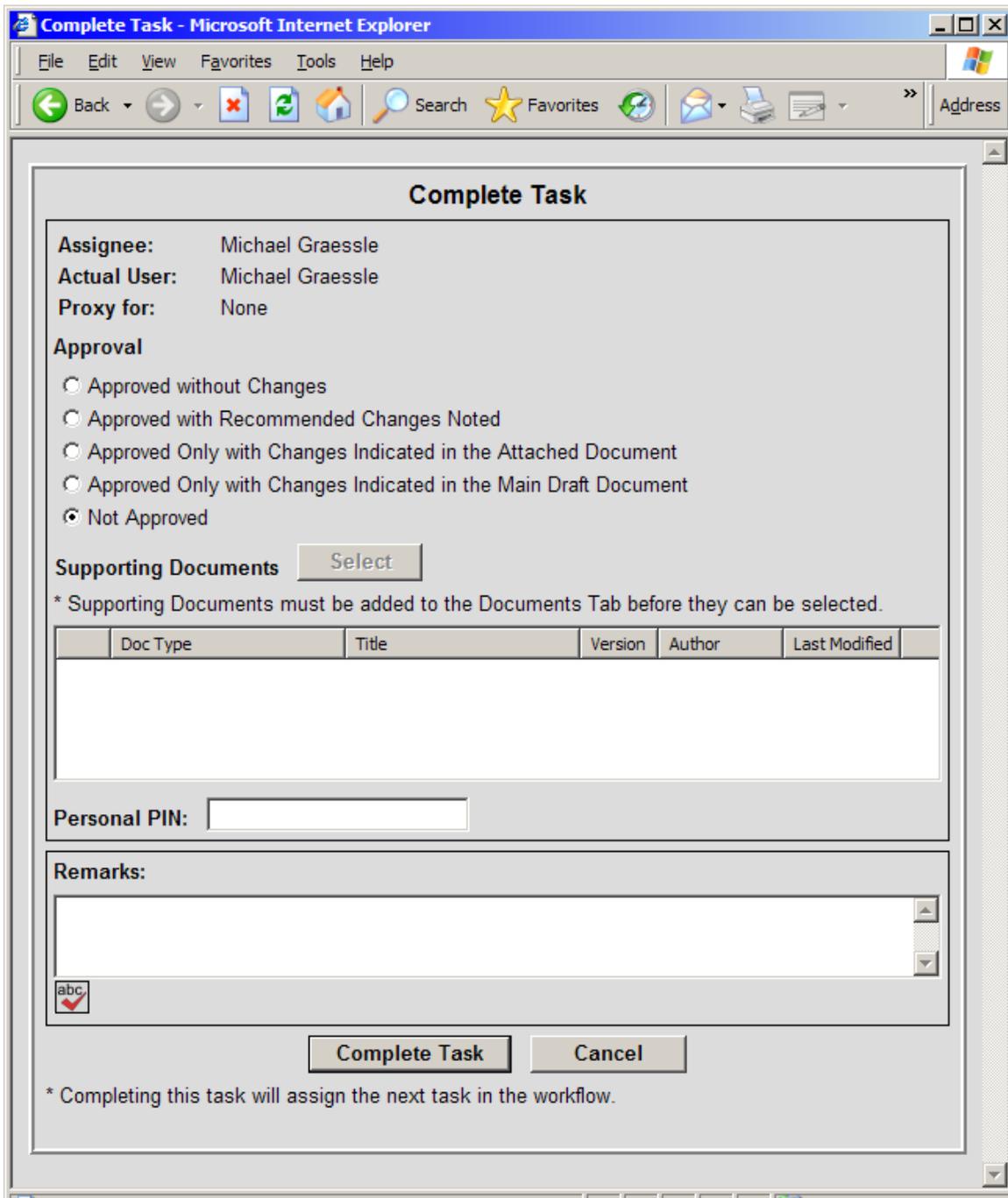


Figure 7: Spell Check on Complete Task



Complete Task

Assignee: Michael Graessle
Actual User: Michael Graessle
Proxy for: None

Approval

Approved without Changes
 Approved with Recommended Changes Noted
 Approved Only with Changes Indicated in the Attached Document
 Approved Only with Changes Indicated in the Main Draft Document
 Not Approved

Supporting Documents

* Supporting Documents must be added to the Documents Tab before they can be selected.

Doc Type	Title	Version	Author	Last Modified
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Personal PIN:

Remarks:

abc

* Completing this task will assign the next task in the workflow.

Figure 8: Spell Check on Complete Task with Approval