



# Validations

English

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*Version: v2.0*

## **Validation**

### **What is the main purpose**

In this page, you can see all the different documents that have entered that system and that need validation from an individual before being accepted into the system. All documents that have been validated are also seen and reviewed on this page.

All documents can automatically enter the system via a connection with a dedicated e-mail address, or you can also manually add a document to the system by entering it.

Additionally, all the documents are divided at a first level between **incoming documents**, **outgoing documents** and **drafts**.

### **How does the Extractational algorithm work**

The Extractational algorithm will search for a suitable template and then start to extract the values according to this template. If some fields are not recognized, they will stay empty, and you will have the possibility to fill them manually (unless it has been defined as non-type-in field).

In addition, if the system does not find any corresponding templates, it will not extract any data and let all fields empty.

Moreover, if the system finds two different templates for the same document, it will simply choose the first one.

### **Prerequisites**

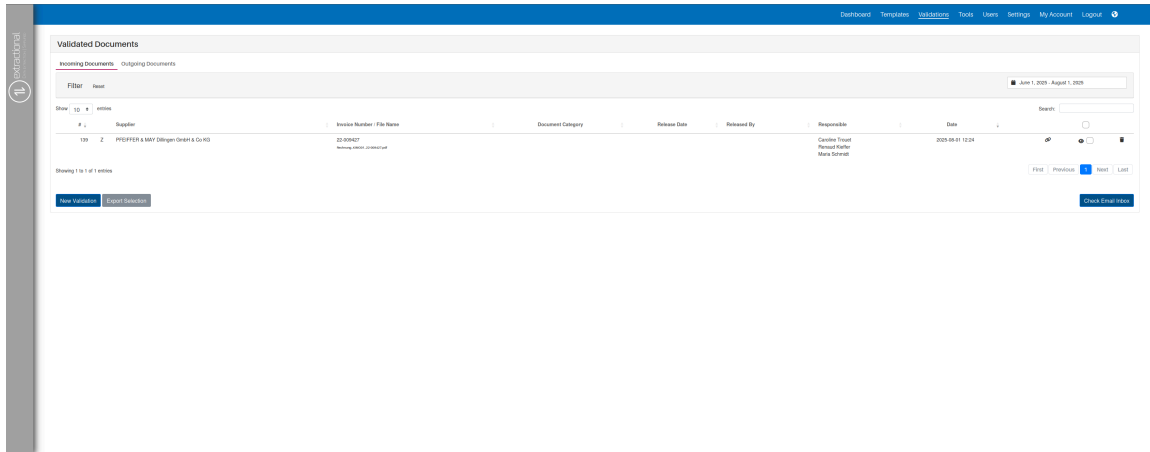
There are a few prerequisites that we recommend before starting to create and validate the system.

We recommend to create the respective templates as soon as you have the possibility, since otherwise the user will not profit from the advantages of Extractational.

## Important

In addition, we also highly recommend defining all roles before starting to validate documents within the system. This will allow you to control who are the people who shall have the control to validate documents in your system/company.

## Overview



The screenshot displays the 'Validated Documents' section of a web application. The interface includes a navigation bar at the top with links for Dashboard, Templates, Validated, Tools, Users, Settings, My Account, and Logout. A sidebar on the left contains a 'Validated' button. The main content area shows a table with the following columns: #, Supplier, Invoice Number / File Name, Document Category, Release Date, Released By, Responsible, and Date. A search bar is located on the right side of the table. The table contains one entry with the following details:

#	Supplier	Invoice Number / File Name	Document Category	Release Date	Released By	Responsible	Date
139	Z PEPPER & MARY Dilligen GmbH & Co KG	22-209427 www.pepper-mary.com/pep				Cathrin Truesel Michael Fahnke Marie Schmitt	2025-08-01 12:24

Below the table, it indicates 'Showing 1 to 1 of 1 entries'. At the bottom of the table area, there are buttons for 'New Validation' and 'Export Selection'. On the right side, there are navigation controls for 'First', 'Previous', 'Next', and 'Last', along with a 'Check Status' button.