

<u>iProfiler</u> Manual Guide

iProfiler Manual Guide

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Login

| _ | _ |
|---------|------------------|
| P | iProfiler |
| E | Encerprise |
| | |
| | |
| Server | |
| | |
| Usemame | |

- 1. Type in Server name, Username & Password
- 2. Click Login button to login Cancel to exit

Full view



- 1. Import- Import images from desktop to iProfiler
- 2. Scan Scan image use scanner into iProfiler
- 3. Clear Viewer Return to homepage at image viewer
- 4. Rotate Left Rotate image 90 degrees to the left
- 5. Rotate right rotate image 90 degrees to the right
- 6. Delete Page Delete the displaying current page
- 7. Fly OCR Captures information within the image displayed
- 8. Fly BCR Captures barcode within the image displayed
- 9. Data Log Displays the event logs.
- 10. Image Viewer Displays the selected image on it
- 11. **Document List** Shows the list of the imported/scanned document in batch
- 12. Thumbnail view display images in thumbnail.
- 13. **Save** save and upload the document.
- 14. Clear indexes remove all text within the index field
- 15. **Document type** list out the type of document within the dropdown box and list out the index field

| Import 1 | from De | <u>esktop</u> | | | | | | |
|---------------|------------------|---------------|-------------|--------------|-------------|--------|-------|--|
| File Setting: | s Help C | lick He | re | | | | | |
| Import | Scan Now (E5) | Clear Viewer | Rotate Left | Rotate Right | Delete Page | Ry-OCR | RyBCR | |

1. Click the import button to import images from desktop

| → ^ ↑ | his PC > Desktop > im | agetest | v © | Search imagetest | Q |
|--------------------|-----------------------|--------------------|----------|------------------|--------|
| Organize 👻 New fol | der | | | | |
| This PC | Name | Date | Туре | Size | Tags ^ |
| 3D Objects | e 0 | 23/10/2018 3:01 PM | TIF File | 28 KB | |
| Desktop | 1 | 23/10/2018 3:01 PM | TIF File | 44 KB | |
| | 2 | 23/10/2018 3:01 PM | TIF File | 46 KB | |
| Developed | 3 | 23/10/2018 3:01 PM | TIF File | 46 KB | |
| Downloads | a | 23/10/2018 3:01 PM | TIF File | 45 KB | |
| J Music | 5 | 23/10/2018 3:01 PM | TIF File | 35 KB | |
| Pictures | 6 | 23/10/2018 3:01 PM | TIF File | 33 KB | |
| Videos | 7 | 23/10/2018 3:01 PM | TIF File | 44 KB | |
| Windows (C:) | Image_00001 | 6/4/2018 4:03 PM | TIF File | 698 KB | |
| RECOVERY (D:) | Image_00002 | 6/4/2018 4:04 PM | TIF File | 721 KB | |
| M Filer (M) | Image_00003 | 6/4/2018 4:04 PM | TIF File | 1,665 KB | |
| M WI-Files (IVI.) | Image_00005 | 6/4/2018 4:02 PM | TIF File | 1,154 KB | ~ |
| 鹶 Network 🛛 👻 | < | | | | > |
| File | name: | | ~ | Supported files | ~ |

- 1. Select the images needed then clicked OPEN to proceed
- 2. Wait for the import to complete
- 3. Finish.

Scan Documents

Scanner settings



1. Click on the settings and select scanner

| Scanner Settings | | | |
|---|---------------|----------------|----------------|
| Scanner Source Show Scanner UI Auto De-Skew | XPCTWAIN TIFF | -/JPEG Scanner | Select Scanner |
| | | Update | Cancel |

2. Click on the select scanner to select your scanner.

| Se | elect Source | × |
|----|---------------------------------|------------|
| r | Sources: AV220D2+ FB2280E | Click Here |
| r | Xerox WorkCentre 3119 Series | |
| | | Select |
| | | |
| ĺ | | Cancel |
| 1 | L | 1 |

- 3. Click select after choosing your scanner
- 4. Tick on show scanner UI and Auto De-skew(optional)
- 5. Click update to confirm your settings

Scan Documents



- 1. Click the scan now button to open Scanner UI
- 2. Customize your properties(optional)
- 3. Click on the scan button to scan document
- 4. Wait for scanning to finish
- 5. Finish.

Indexing



1. Select the document type from the document dropdown box

Method 1: Manually type

| Invoice No. * 📧 | |
|------------------|--|
| | |
| Date * 📧 | |
| 30-Oct-2019 | |
| Total Amount * 📧 | |
| | |
| Terms 📧 | |
| | |

- 1) Type each index fields manually.
- 2) *Index with asterisk (*) need to be filled



3) Click the save button when finish

| Save Document? | c |
|--|---|
| Save & upload "{1}Document 132"? Click Here | |
| Cancel OK | 2 |

4) Click OK to confirm upload

Method 2: OCR Button



1. Click on the Fly-OCR button

| INVOICE |
|----------------------------------|
| DELIVER TO |
| KP1 TAWAKKAL SPECTALIST HOSPITAL |
| NO.1. JALAN PARANG BARAT |
| S1000 KUALA LUNPUR |
| (CST REG NO.: 001696546816) |
| 1 |
| |

- 2. Drag a box on in the image on the information needed
- 3. Information will display on the index field
- 4. Check the information in the index field is same as the image



5. Click the save button when finish

| Save Document? | c |
|---|---|
| Save & upload "{1}Document 132"? Click Here Cancel OK | > |

6. Click upload to confirm upload

Method 3: Memory Zone



1. Click on the gear button besides the index label after selecting the document type.



- 2. Click on proceed to continue.
- 3. Click on remove to delete previous memory zone.



- 4. Drag a box on in the image on the information needed
- 5. Information will display on the index field
- 6. Memory Zone will be saved unless a new one is made
- 7. Check the information in the index field is same as the image



8. Click the save button when finish

| Save Document? | c |
|---------------------------------|----------------|
| Save & upload "{1 Click Here | Document 132"? |
| Cancel | ОК |

9. Click upload to confirm upload