iProfiler
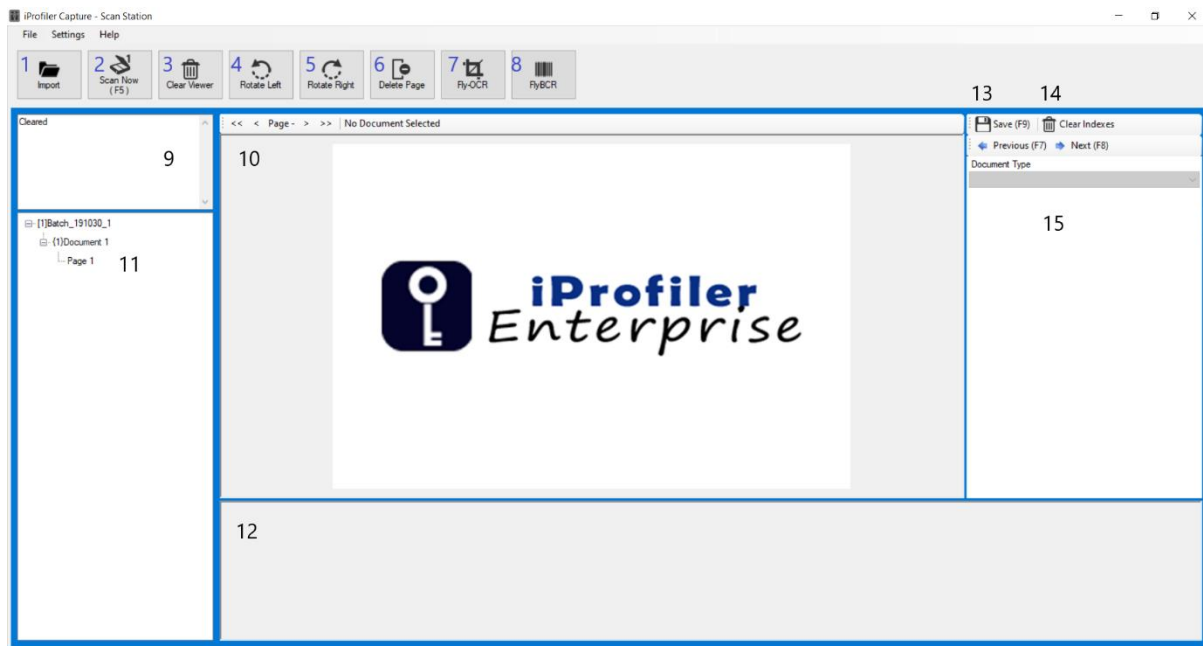
Manual Guide

# iProfiler Manual Guide

Contents

Login

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
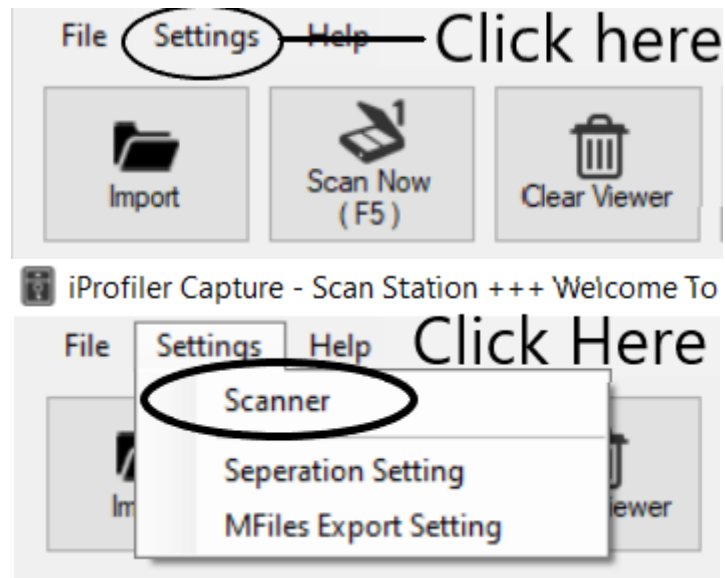
Import from Desktop
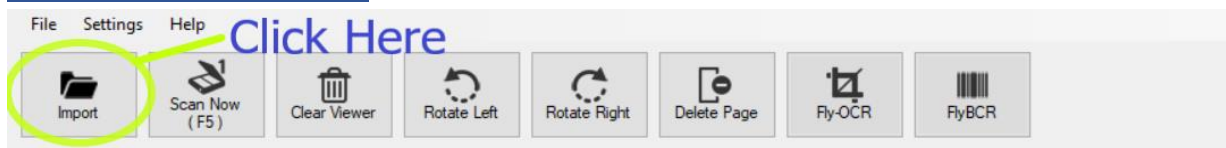
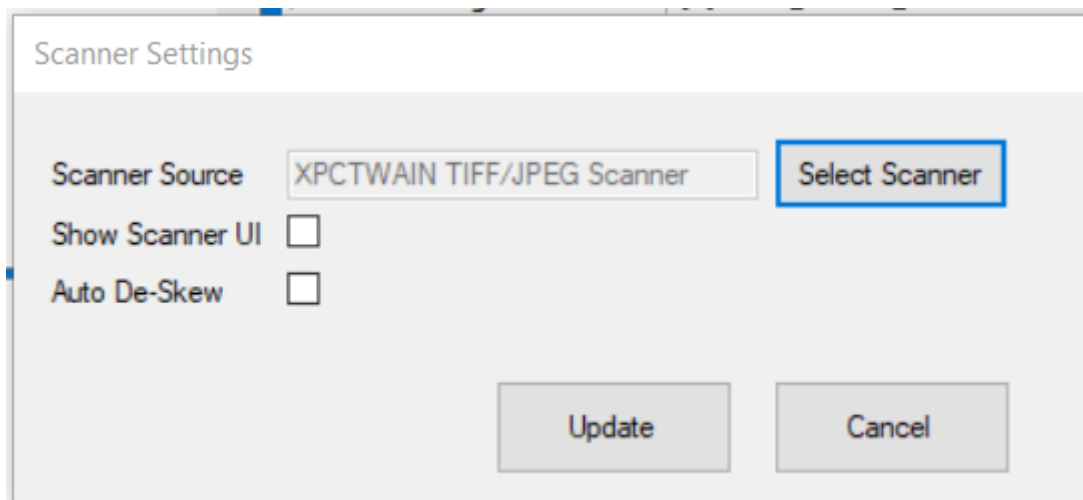1. Click the import button to import images from desktop
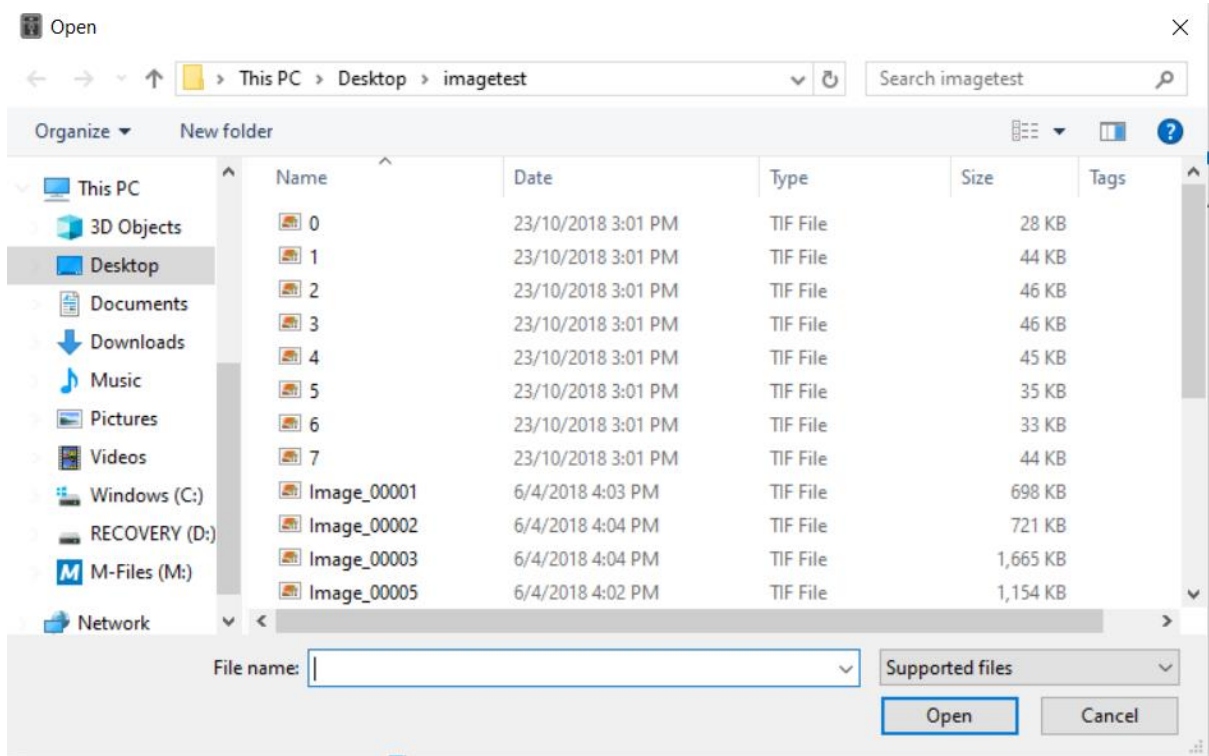
1. Select the images needed then clicked OPEN to proceed
2. Wait for the import to complete
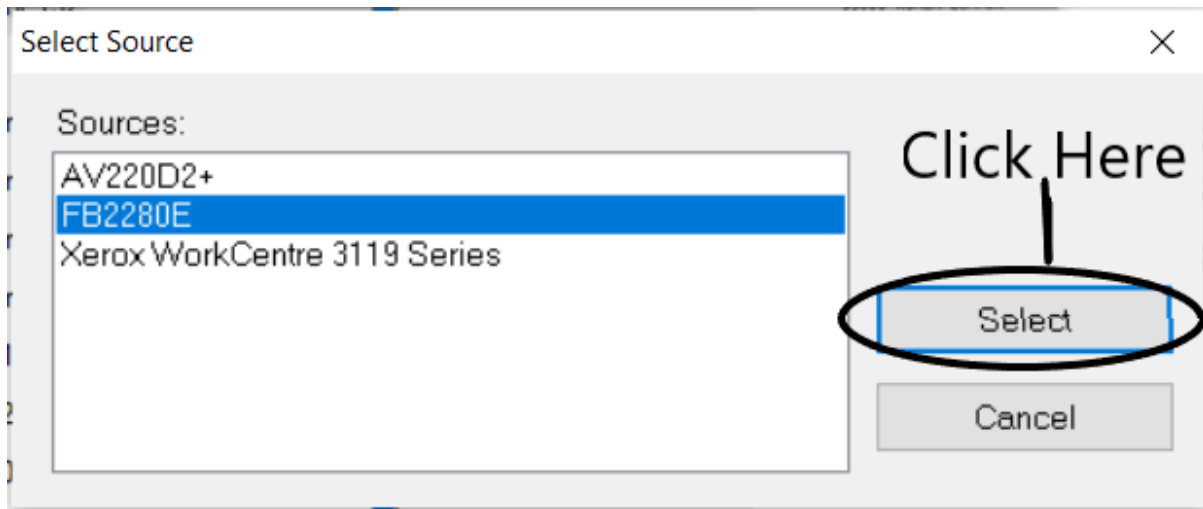3. Finish.

Scan Documents

Scanner settings

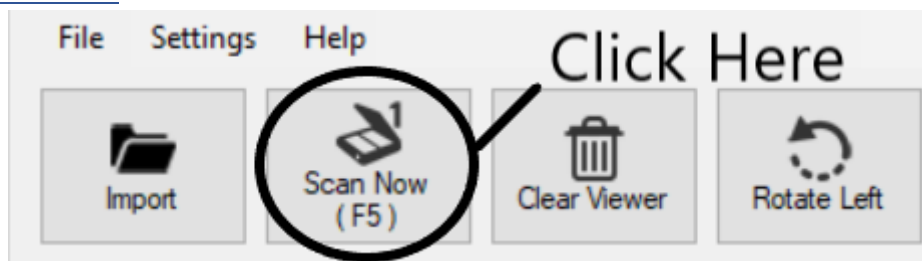1. Click on the settings and select scanner

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

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
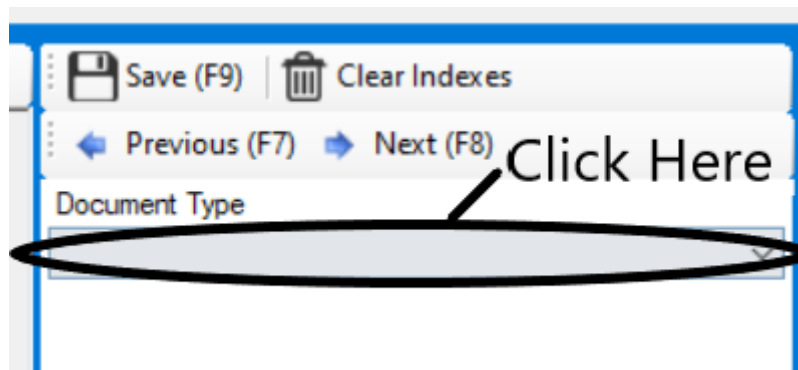
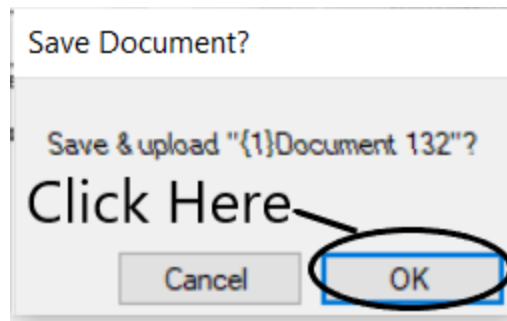1. Select the document type from the document dropdown box

Method 1: Manually type

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

3) Click the save button when finish

Save Document?

Save & upload "{1}Document 132"?

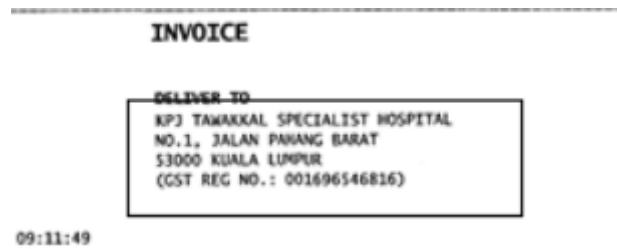Click Here

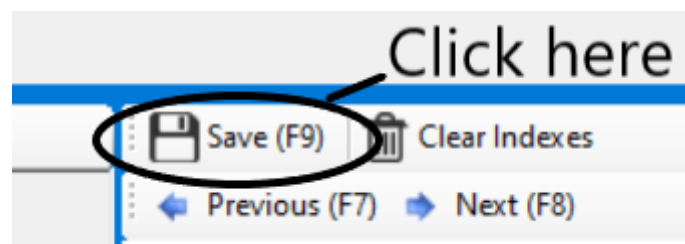Cancel OK

4) Click OK to confirm upload
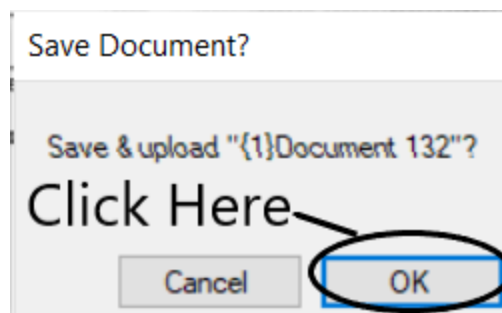
<u>Method 2: OCR Button</u>

1. Click on the Fly-OCR button

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
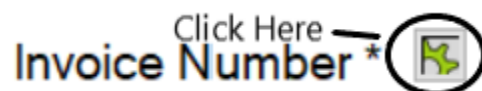

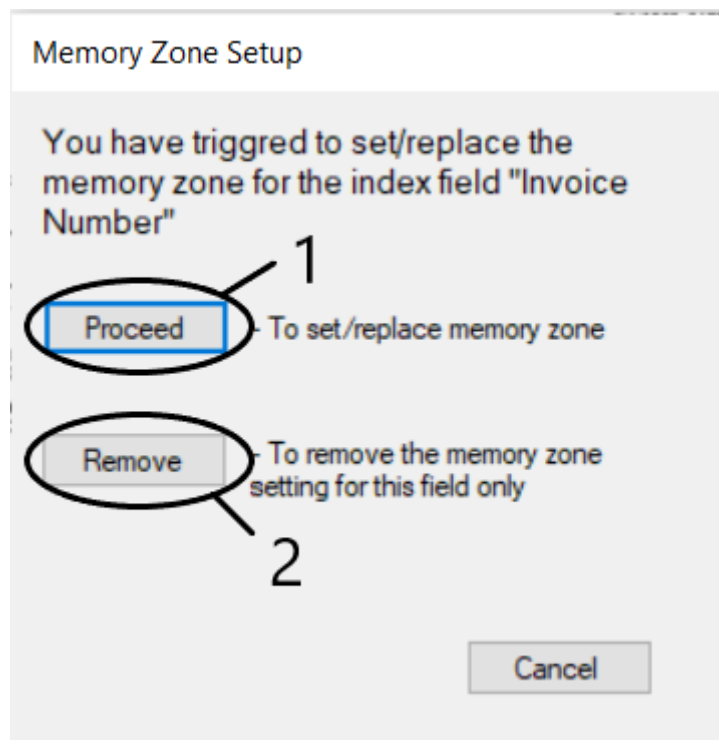5. Click the save button when finish
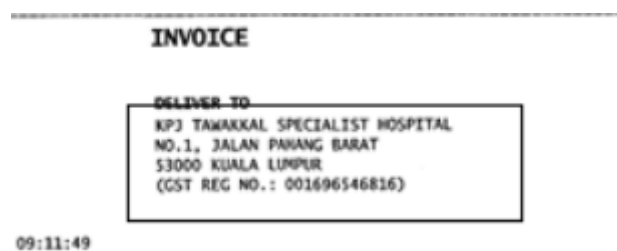

6. Click upload to confirm upload

[Method 3: Memory Zone]

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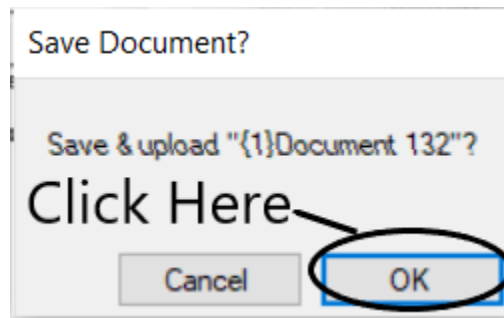

2. Click on proceed to continue.
3. Click on remove to delete previous memory zone.

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

9. Click upload to confirm upload