

QUICK START GUIDE

Welcome to Symphony Profiler – the fastest, easiest way to scan with Worldox. As a Symphony user, you will be creating reservations, and possibly scanning. This 3 minute video shows the core Symphony Profiler steps: <u>Getting Started Video</u>



Task	How To	
CREATE COVER SHEETS	 Select "Symphony Imaging > Create Covers" from Worldox Indicate how many cover sheets you want to print (cover sheets can be reused for other scans) Print the resulting PDF document Place the cover sheets in a stack on your desk 	w Help Symphony Imaging Create Covers G Create Reservation Heck Co S Edit Reservation In In Bease Not Start Scans Transfer

Task

How To

CREATE RESERVATIONS <i>Only place the</i> <i>cover onto the</i> <i>document after</i> <i>you complete the</i> <i>profile card</i>	 Select the "Symphony" icon in Worldox 	Symphony Profiler Reservation ID Create reservation
	• Fill in the Worldox Profile, click "OK"	Reservation ID from cover sheet: Print cover sheets 7TAT9
	 Type in the reservation ID from the first cover sheet 	Advanced Check page count:
	 Click "OK" (or "Another"/"Another Similar" to profile another file) 	Another Similar Another OK
	Put the cover sheet on top of the document	
	 Place the cover sheet and document in a 'To Be Scanned' stack 	
	 Repeat for all paper documents you want to profile 	
	TIP: Complete the profile card prior to placing the cover sheet on top of the document.	



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Task	How To	
SCAN AND FULFILL RESERVATIONS	 Scan the entire 'To Be Scanned' stack in a single scan operation Save the file to one of the Symphony Profiler monitored folders (this information will come from your system administrator) Symphony Profiler will automatically parse out the cover sheets and file each document into Worldox 	
Task	How To	
CHECK STATUS OF RESERVATIONS	 Select "Symphony Imaging > Show History" from Worldox Double-click on any history entry to retrieve the reservation or fulfilled document in Worldox Create Reservation heck Co Show History elease Not Start Scans Transfer 	
Task	How To	

DELETE A	 Search for the reservation in Worldox (TIP: type into the Location
RESERVATION	bar: *.xpf)
	• Delete the reservation just like you would any document in Worldox