## To create a new user profile by copying an existing user profile in Quick Scan Pro

Click the New Batch icon
 OR select New Batch from the Scan drop-down menu.



2. Click on the profile you wish to clone (should be for the same BDMS filing cabinet that you are trying to create a profile for – B-F-ID/B-F-DOCS)



	Profile	Profile				
	Profile		Type	▲ <u>A</u> dd		
	Color JPEG		Public			
	DeepaB-F-ID		Public	<u>E</u> dit		
	DeepaB-S-ID	)	Public	7		
	•		· ·	Delete		
	color or shad	es of gray in the sca	nned document will be	lost.		
	Batch		Next			
	© <u>N</u> ew	© <u>N</u> ew				
	Continue batch		Document;	2		
	Custom bat	Custom batch		1		
	Path.	Culture				
	- ugu	C:(remp	_/	Browse		
	Eile name:	untitled.tif				
		s	ican Cancel	Help		
		/				

The Scan Profile Editor comes up as follows:

Scan Profile Editor				×
<ul> <li>General</li> <li>Scan</li> <li>Image Format and Naming</li> <li>Image Processing</li> <li>OCR</li> </ul>	Profile <u>n</u> ame: <u>D</u> escription:	DeepaB-F-ID[2] Produces binary imag compression. Any co document will be lost	ges in TIFF format with Group 4 lor or shades of gray in the scanne	d 🔹
Index Export Batch	Profile type	Private		
	✓ Allow profil ✓ Save image	le deletion es to this folder		
	C:\Temp	dit at Scan <u>T</u> ime	Br	owse
	-Image prope Primary C C Si	ile type: olor format: ompression: can type:	TIFF (*.TIF) Binary CCITT Group 4 Black and White	E
< >		F 2+		
			UK Cancel	нер

3. Rename the profile before you make any changes. In this example we are renaming DeepaB-F-ID[2] to DeepaB-F-ID-New.

	Scan Profile Editor		×		
	General Scan	Profile name: DeepaB-F-ID-New			
	Image Format and Naming Image Processing OCR	Description: Produces binary images in TIFF format with Group 4 compression. Any color or shades of gray in the scann document will be lost.	ned 🔶		
	Index Export Batch	Profile type			
		Allow profile deletion     Save images to this folder			
		C:\Temp	Browse		
		Allow Edit at Scan <u>Ti</u> me     Image properties summary			
		Primary File type: TIFF (*.TIF)	<u>^</u>		
		Compression: CCITT Group 4 Scan type: Black and White DPI: 200	E		
	< >		-		
		CK Cancel	Help		
Λ	Click on Export		Scan Profile Editor		
4.	Click off Export.		General Scan	Auto export	]
			Image Format and N Image Processing	aminc Qff After the scan	
			OCR Index	Profile	5
5.	Select the export pr	ofile of the original person	Batch	Profile	Type <u>A</u> dd
	whose user profile y	ou are cloning. It needs to _		<new configurat<br="" exporter="">DeepaB-F-ID DeepaB-S-ID</new>	ion> = Edit
	have the name of th	e same BDMS file cabinet		DeepaB-S-ID-export Sample Batch Processing	Public Public T
	where the batch has	s to be exported for			· · · ·
	indexing.				
				Abo <u>r</u> t export if index fiel	tids have incorrect values
6.	Click on Add.		- m	•	
					OK Cancel Help
			Export Profile	Editor	
			Profile na DeepaB	ene: F-TD[2]	
			Descriptio	n:	
	The Export Prof	ile Editor comes up displayin	g		<b>^</b>
	the General tab.				<u> </u>
			Profile t	ype: Dlic © P <u>ri</u> vate	
				ОК	Cancel Help

OK Cancel Help

Export Profile Editor	. Modify the name of the export profile on the General
General Configuration Profile name: Deepa8 F-ID-Export  Description: Profile type: Profile type: Public Pgivate	tab.
General Configuration Profile name: Despaid F-ID-Export Description: Profile type: Profile type: Public Pgivate	tab.

8. Click on the Configuration tab, and wait for the Validation process to complete.

IF the Validation process FAILS:	Bad Login	
Click OK ————	Login failed, please re-enter information	
	Loggin to ApplicationXtender	
Click OK to launch the Wizard		
IF the Validation process is successful:	Export Profile Editor       General     Configuration       Export Configuration     Configuration Valid       Setting     Data Source       Data Source     PRODN       Logn Username     T1218339       Export Type:     Batch Processing       Application     Batch Processing       Prior     Indexe:       Despati Frito     Indexe:       OCR Page Venion     N/A       OCR Page Venion     N/A       Decoment Name     Batch Name	
Click on the Run Wizard button to launch the Wizard –	Ban Wead	

## Copy User Profile in QSP





	ApplicationXtender Exporter Wizard - Setup Options ApplicationXtender Exporter 6.0	EMC <sup>2</sup>
lick on Next	Export Type C Export as Single Documents C Export for Batch Processing	
	Single Document Options  Merging Options  Merge With Existing Documents  Ignore 'Unique Key' fields restriction	
	Full:Text:Processing Queue  None  GuickScan-QDPI Export Settings  Export non-plain text [1xt] OCR documents as page version:  Version 1 C Version 2	]
	< Back Next >	Cancel



	New Batch			<b>— X —</b>	
	Profile				
The new user profile is now created	Profile		Туре	<u>A</u> dd	
	DeepaB-F-ID		Public	Edit	
	DeepaB-F-ID-	New	Public	<u>_</u> u	
	Veepab-S-ID		Public	Delete	
Click on Scan in order to scan a new batch	Produces bina color or shade Batch <u>New</u> <u>Continue bat</u> <u>Custom bat</u> <u>Path</u> : <u>File name</u> :	ry images in TIFF format v s of gray in the scanned of tch th C:\Temp untitled.tif Scan	vith Group 4 comp focument will be to Next Document: Page: Cancel	1 Browse Help	