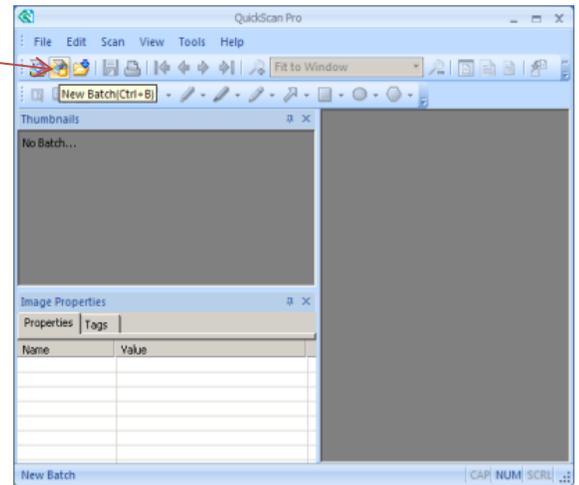
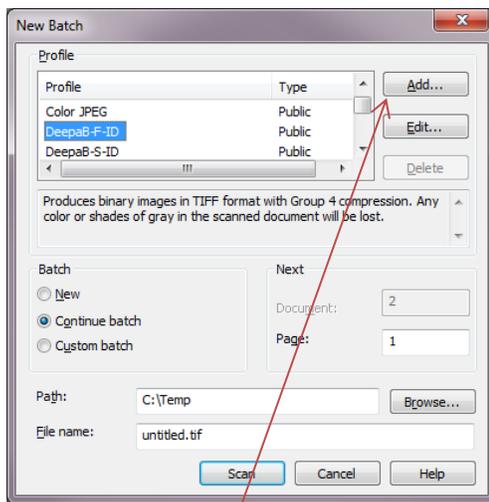


## To create a new user profile by copying an existing user profile in Quick Scan Pro

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



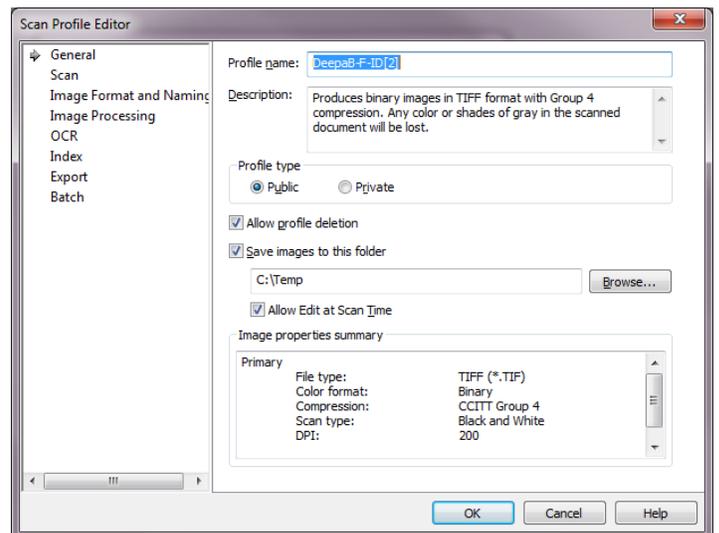
This will cause the list of existing user profiles to display:



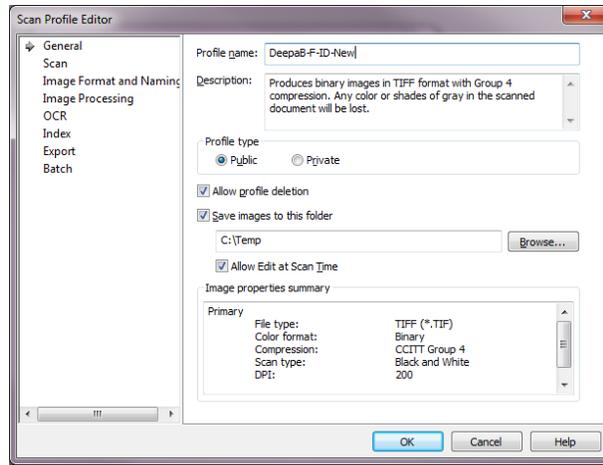
Click on Add.

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)

The Scan Profile Editor comes up as follows:



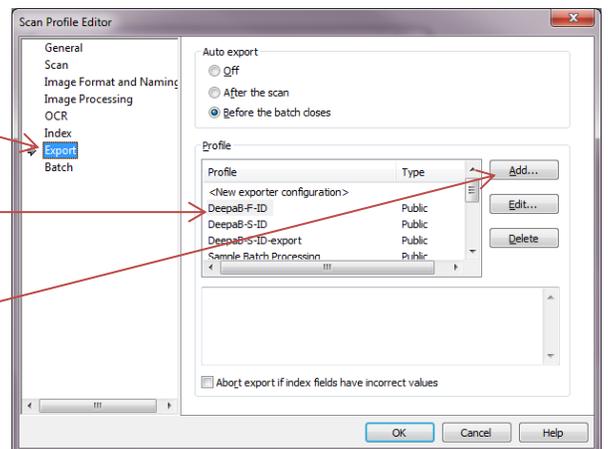
- Rename the profile before you make any changes. In this example we are renaming DeepaB-F-ID[2] to DeepaB-F-ID-New.



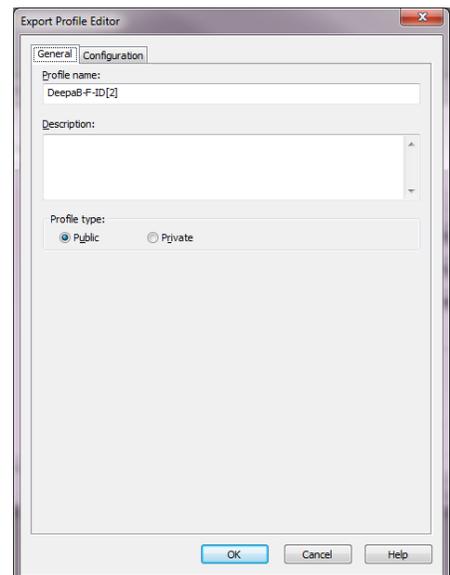
- Click on Export.

- Select the export profile of the original person whose user profile you are cloning. It needs to have the name of the same BDMS file cabinet where the batch has to be exported for indexing.

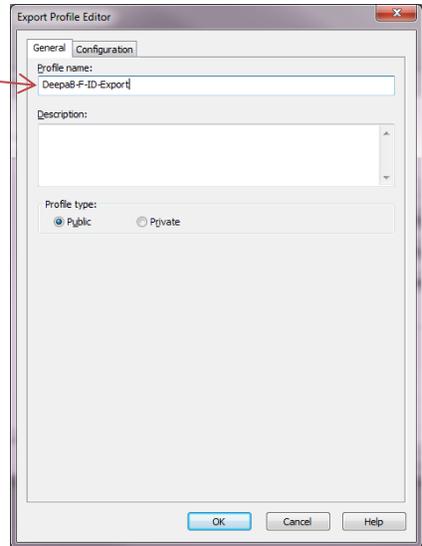
- Click on Add.



The Export Profile Editor comes up displaying the General tab.



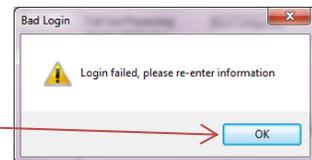
- Modify the name of the export profile on the General tab.



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

IF the Validation process FAILS:

Click OK

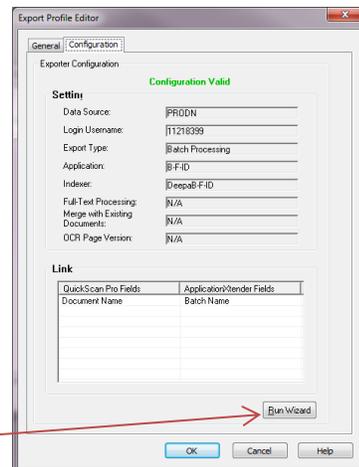


Click OK to launch the Wizard



IF the Validation process is successful:

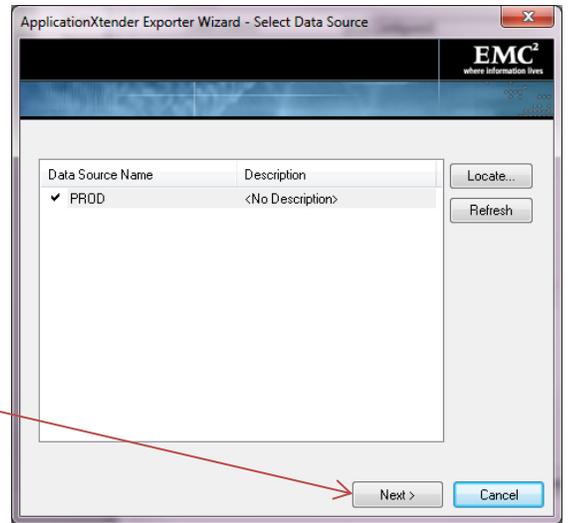
Click on the Run Wizard button to launch the Wizard



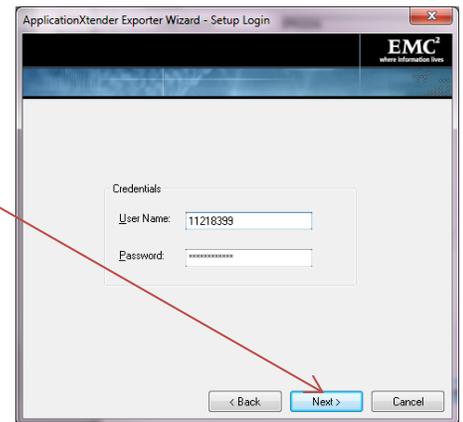
## Copy User Profile in QSP

Once the Wizard is launched:

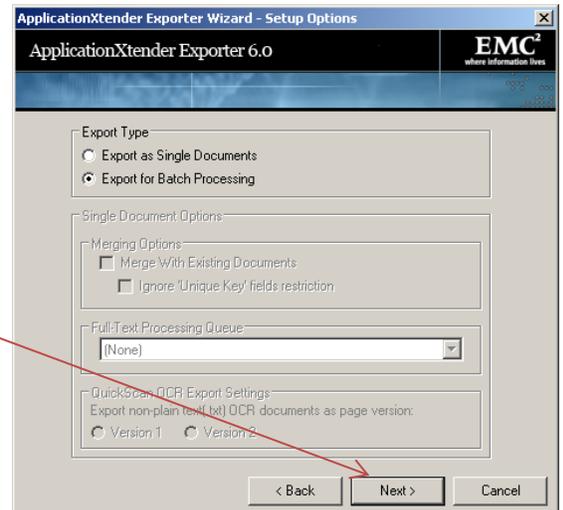
9. Click on Next



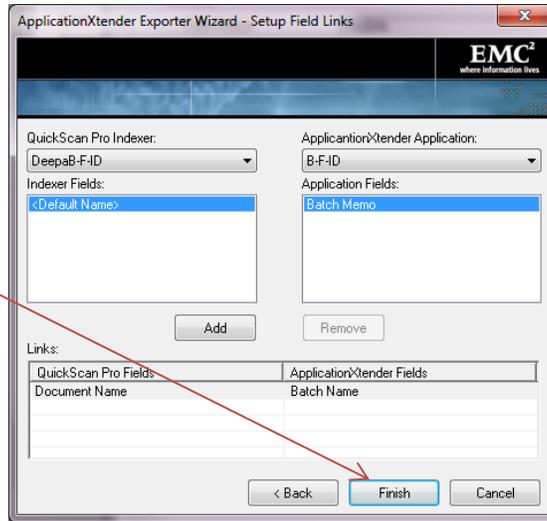
10. Enter the MyPortal User Id and Password, and click on Next



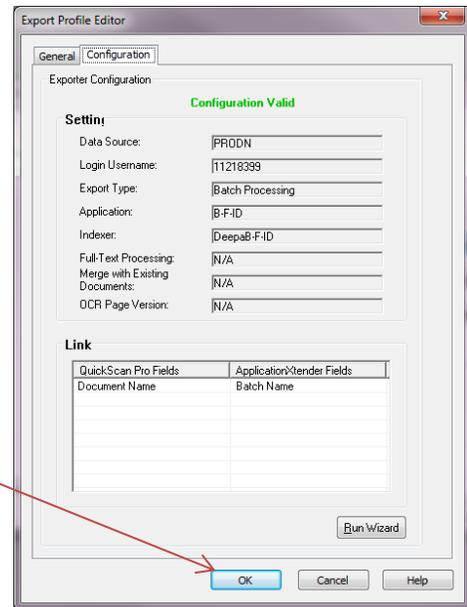
11. Click on Next



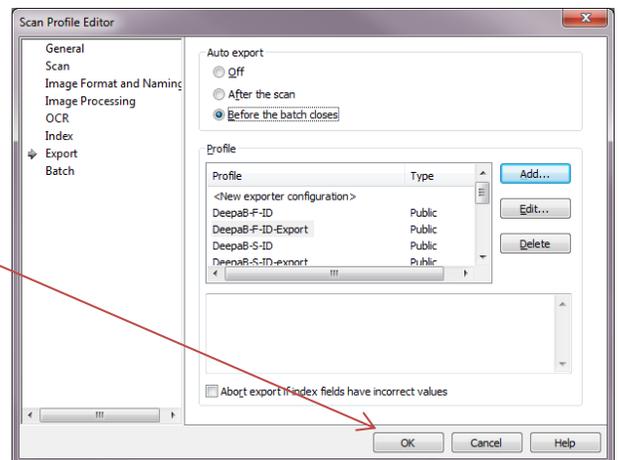
12. Click on Finish



13. Click on OK



14. Click on OK



The new user profile is now created

Click on Scan in order to scan a new batch

