

User Guide Manual: Document Upload and Processing System

Introduction

Welcome to the Document Upload and Processing System. This user guide will walk you through the process of logging in, uploading documents, selecting operations, and editing your files within the platform. Follow these steps to make the most of our document processing features.

Step 1: Accessing the Application

1. **Open the Marketing Site:** Navigate to the marketing website for the platform.
 2. **Login:**
 - Click on the **Login** button to be redirected to the login page.
 - If you are already registered, enter your login credentials to proceed.
 - If you are a new user, click on **Sign Up** to register a new account.
 3. After successful login or registration, you will be directed to your **User Dashboard**.
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Step 2: User Dashboard

- **For New Users:** Your dashboard will initially be empty, awaiting your first document upload.
 - **For Returning Users:** Your previous documents and their statuses will be displayed here.
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Step 3: Uploading a Document

1. **Click on "Add Document":** On the top right of the dashboard, click the **Add Document** button to start uploading a file.

2. **Document Type:** A pop-up will appear. Select the **Document Type** (e.g., PDF, Image, etc.) from the list.
 3. **File Upload:** A second pop-up will appear where you can choose the document from your local storage.
 4. **Operation Selection:** Select the **Operation** you wish to perform on the document:
 - **Model:** This option uses a pre-trained model to extract specific data from the uploaded document.
 - **OCR (Optical Character Recognition):** This operation will convert the PDF document into an editable text format.
 5. **Confirm Upload:** After selecting the operation and uploading your file, the document will be processed.
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Step 4: View All Documents

- **Documents List:** All uploaded files will appear under the **All Documents** section of the dashboard.
 - **Document Status:** Initially, all files will show as **Processing**. Once processed, the status will update to **Review**.
 - **Open File:** Click on any document to open it and review its content.
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Step 5: Editing the Document

- **OCR Documents:** If you have chosen the OCR operation, the system will redirect you to the **Editor** where you can view and edit the document.
 - **Edit the Document:** Make the necessary edits in the editor.
 - **Save the Document:** Once you've made your changes, save the document.
 - **Versioning:** The platform will maintain a version history of the document. You can view and manage previous versions from the editor.
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Step 6: Review Process

- After processing, you can review the document for accuracy, make any necessary edits, and save changes as needed.
- The system tracks all changes and versions, ensuring you can revert to any previous state of the document if required.

Troubleshooting & Support

If you encounter any issues or need further assistance, feel free to contact our support team through the help section in your dashboard.

Conclusion

This guide provides the basic steps for uploading, processing, and editing your documents. We hope you find this system useful and easy to navigate. If you need further assistance, our support team is always available.

FAQs

Q: What is the difference between Model and OCR operations?

- **Model:** Extracts specific data from documents using pre-trained models.
- **OCR:** Converts PDF documents into editable text format.

Q: Can I revert to a previous version of my document?

- Yes, all edited documents maintain a version history. You can access and revert to previous versions through the document editor.