

Acquire

Importing

Importing a pre-made batch

>

Step

1. Right click on (root) and select Import > Compressed Archive

2. Set the Import Path property to the Begin.zip file

Creating an empty test batch

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Step

1. Navigate to (root) > Batch Processing > Batches > Test

2. Right click and select Add > Batch...

3. Name it **Invoices**

Scanning

Creating a Scanner Profile

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Step

1. Navigate to (root) > Global Resources > Scanner Profiles

2. Right click and select Add > Scanner Profile...

3. Name it **Invoices Source Scan**

Configuring the Scanner Profile

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Step

1.

Set the Selected Device property to **File System Import**

2.

Click to edit the Device Settings property

3.

Set the Import Source property to **TestBatch**

4.

Set the Source Batch property to the Batches • Test > _Source > _Source batch

Testing the Scanner Profile

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Step

1.

Navigate to (root) > Global Resources > Scanner Profiles

2.

Click the Scanner Profile dropdown and select the Invoices Source Scan profile

3.

Click the Batch dropdown and select the Invoices batch

4.

Click Scan