

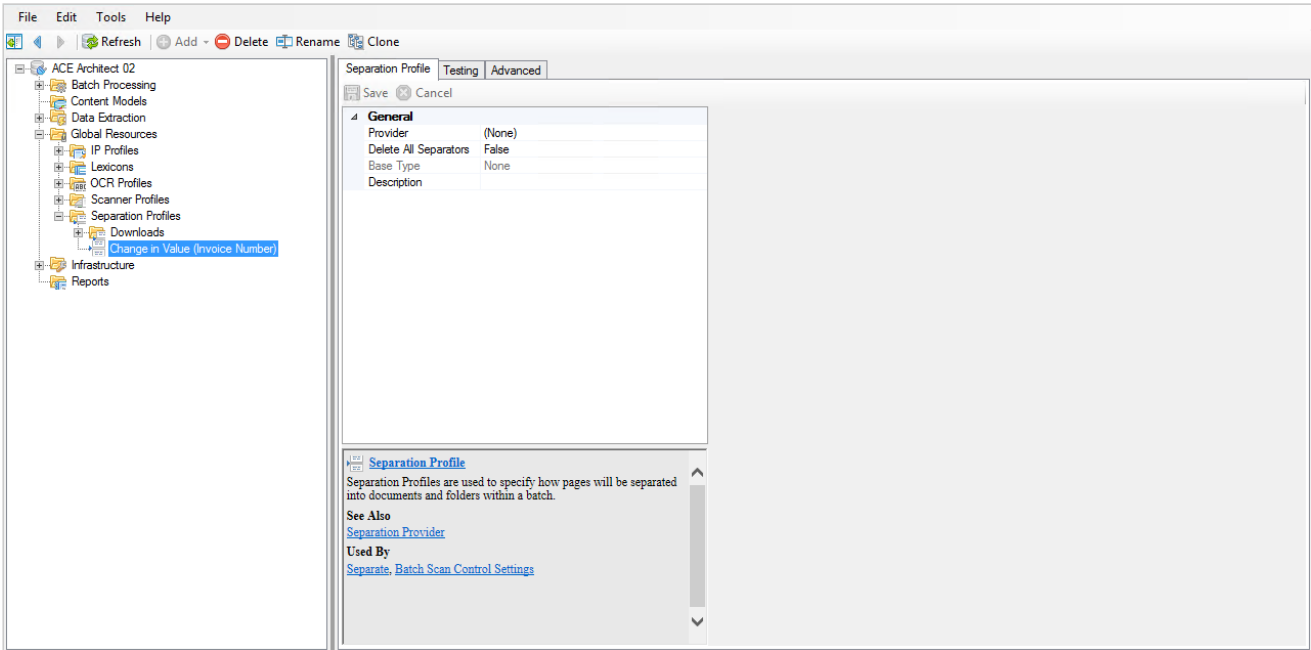
Organize

Separation

Creating a Separation Profile

> Global Resources / Separation Profiles

1. Right click and select Add > Separation Profile... .
2. Name it Change in Value (Invoice Number) .

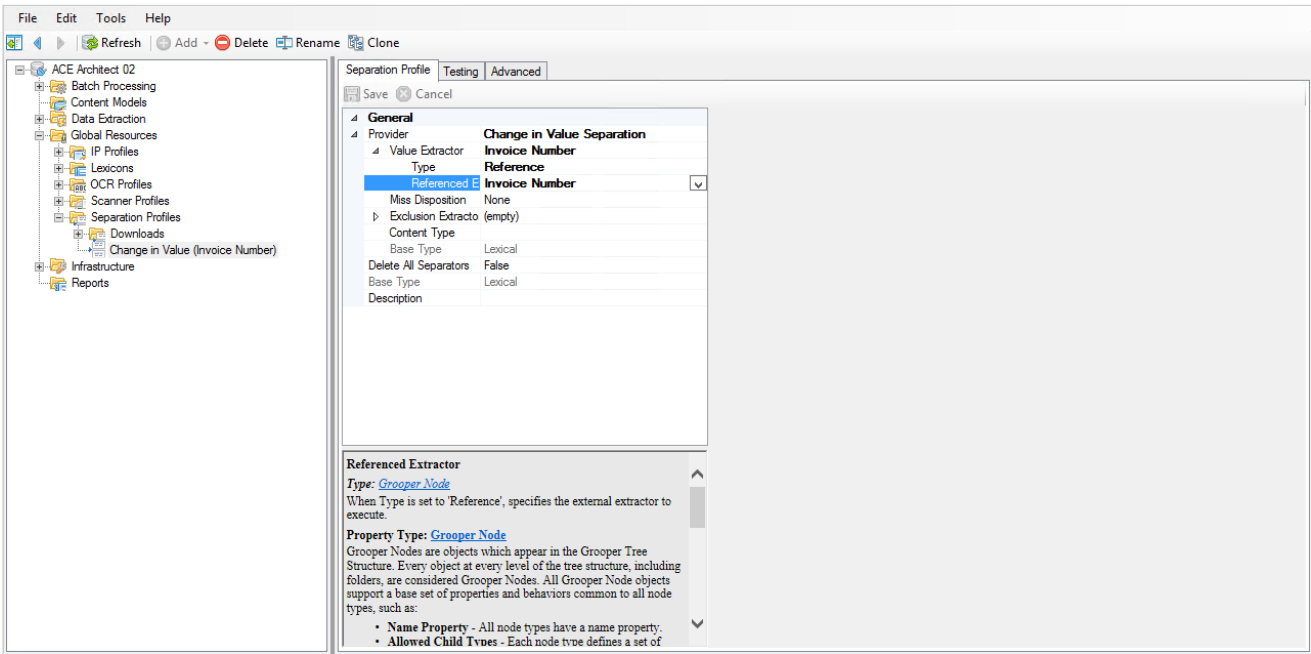


Configuring "Change in Value" separation

> Global Resources / Separation Profiles / Change in Value (Invoice Number)

Change the following property values:

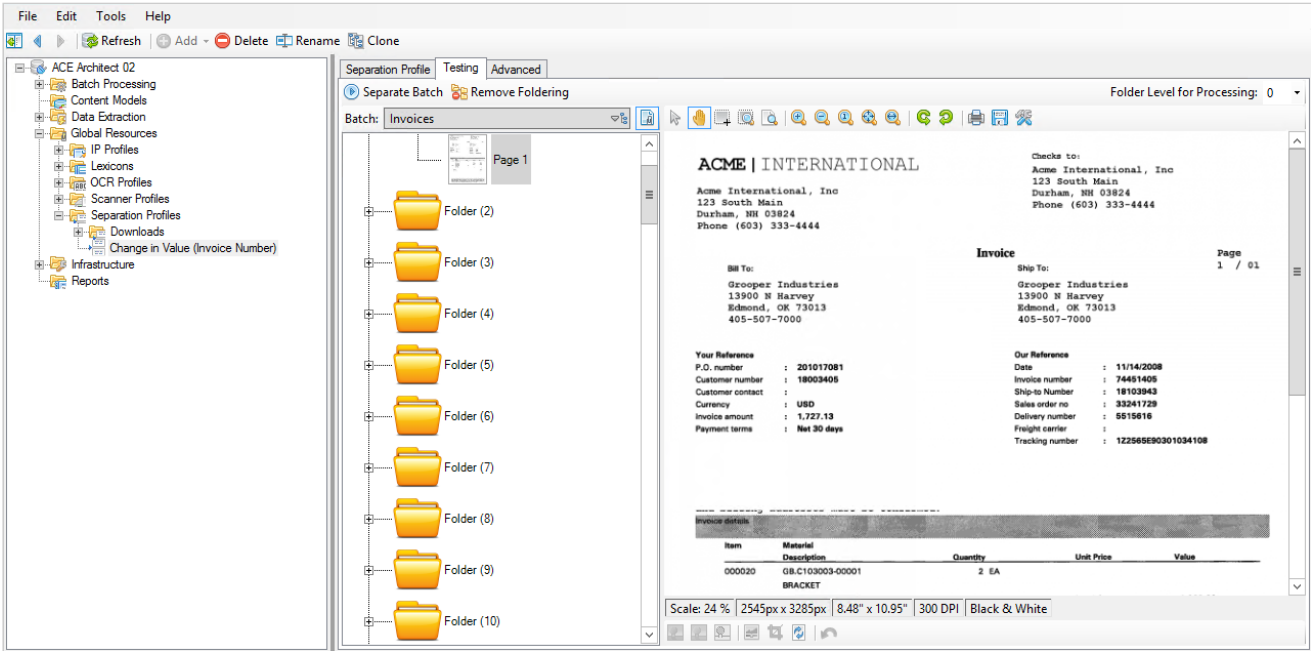
Property	Default Value	New Value
General		
Provider	-	Change in Value Separation
Value Extractor		
Type	None	Reference
Referenced Extractor	-	Invoice Number



Testing the Separation Profile

➤ Global Resources / Separation Profiles / **Change in Value (Invoice Number)**

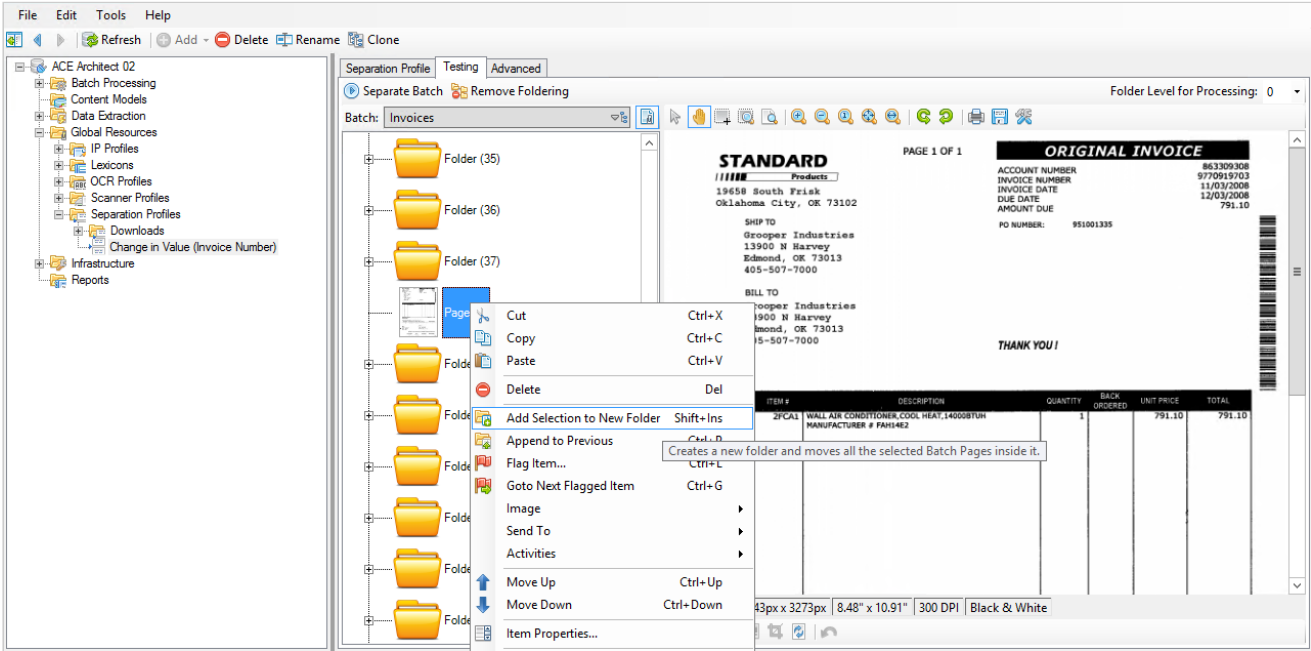
1. Switch to the **Testing** tab.
2. Press **Separate Batch**.



Correcting issues

➤ Global Resources / Separation Profiles / **Change in Value (Invoice Number)**

1. Select **Page 38**.
2. Right click and select **Add Selection to New Folder**.

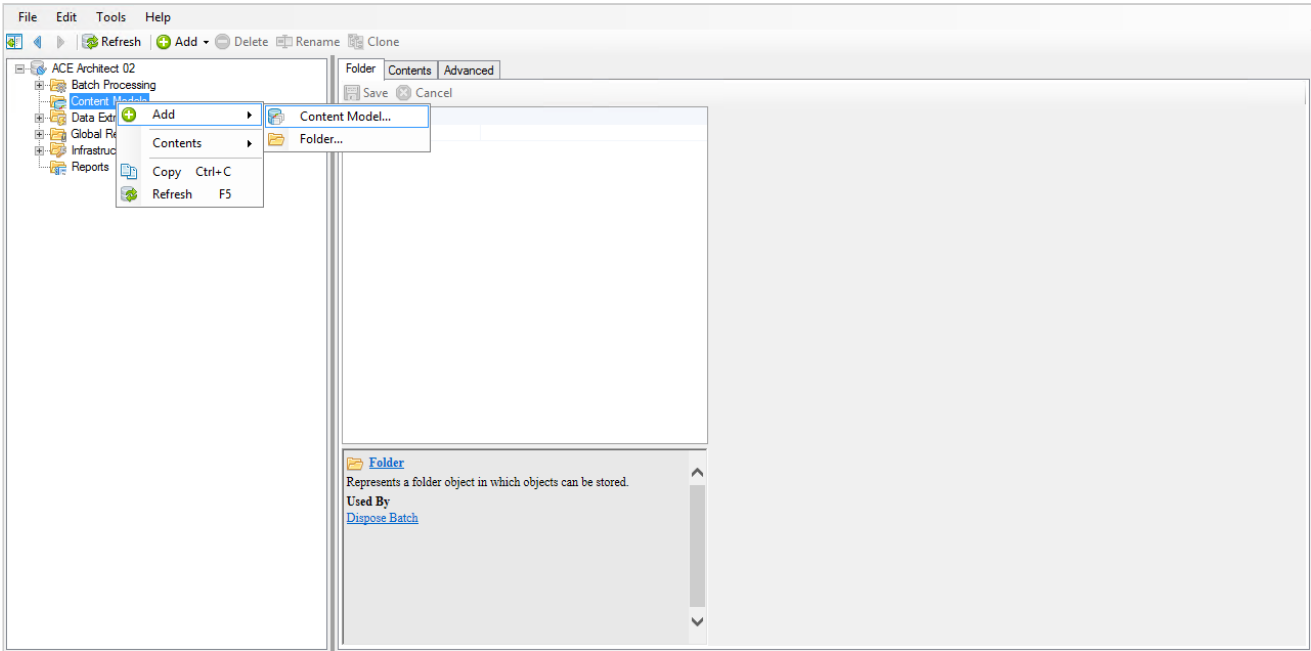


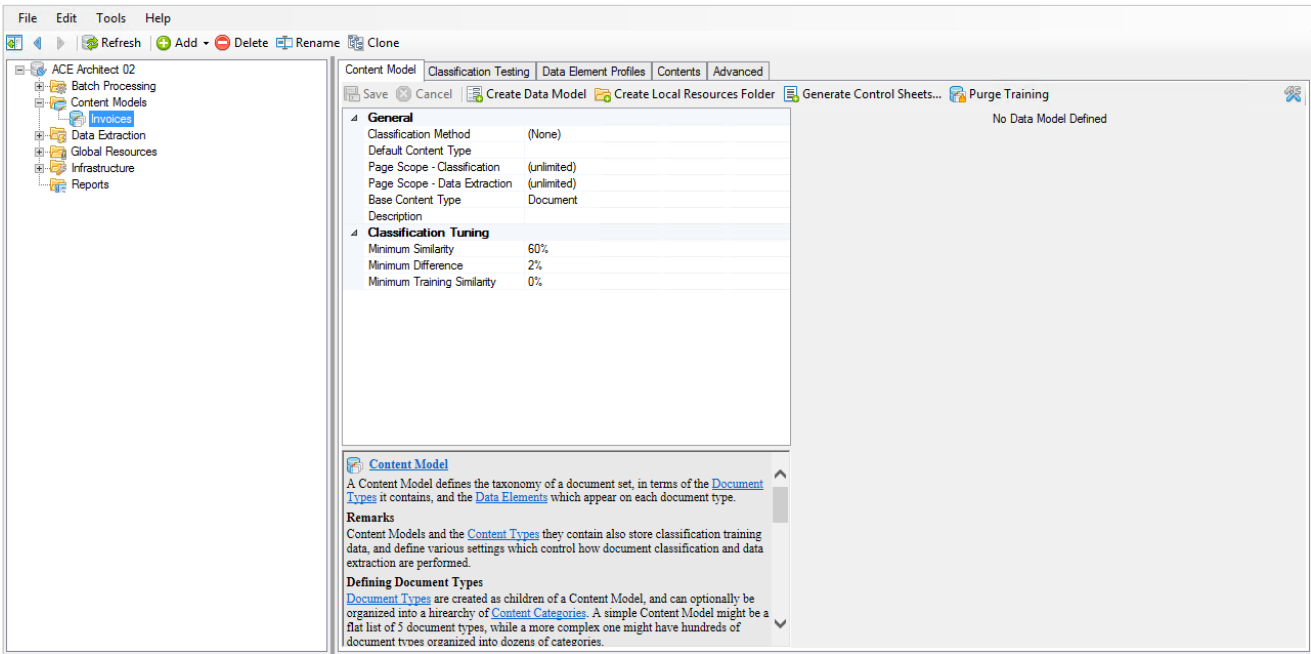
Classification

Setting up the Content Model

> Content Models

- 1. Right click and select Add > Content Model... .
- 2. Name it Invoices .

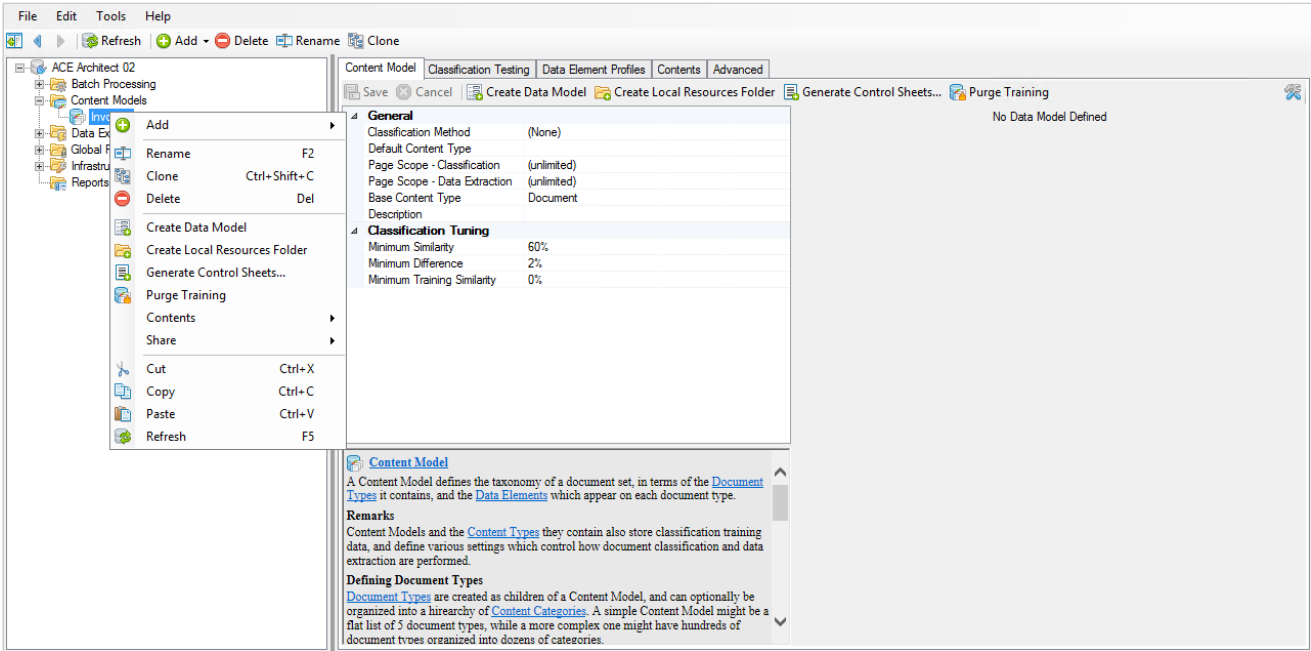


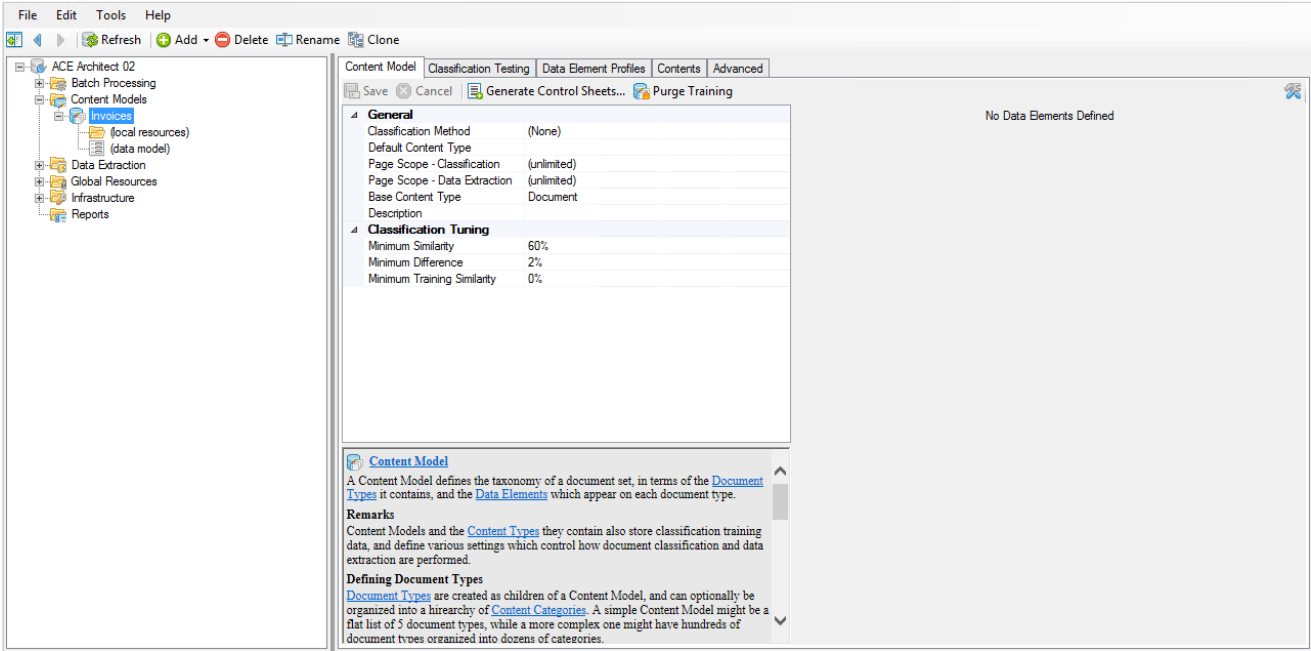


Creating the Data Model and Local Resources folder

> Content Models / Invoices

1. Right click and select `Create Data Model` .
2. Right click and select `Create Local Resources Folder` .





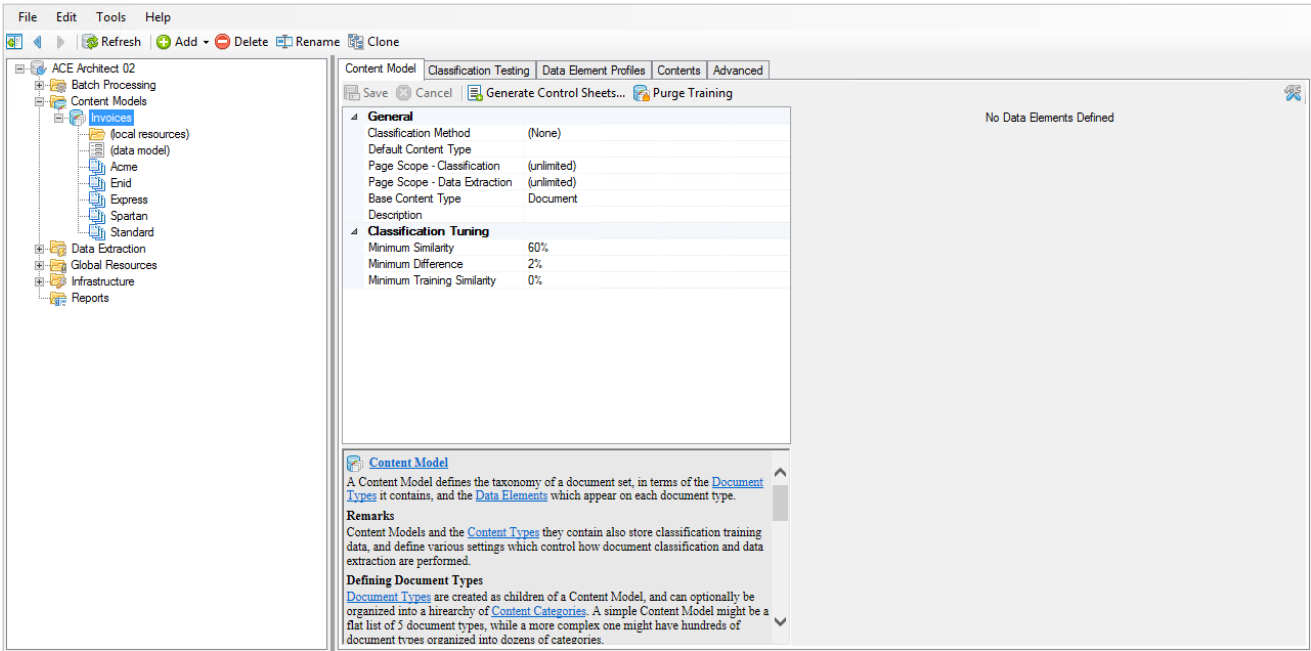
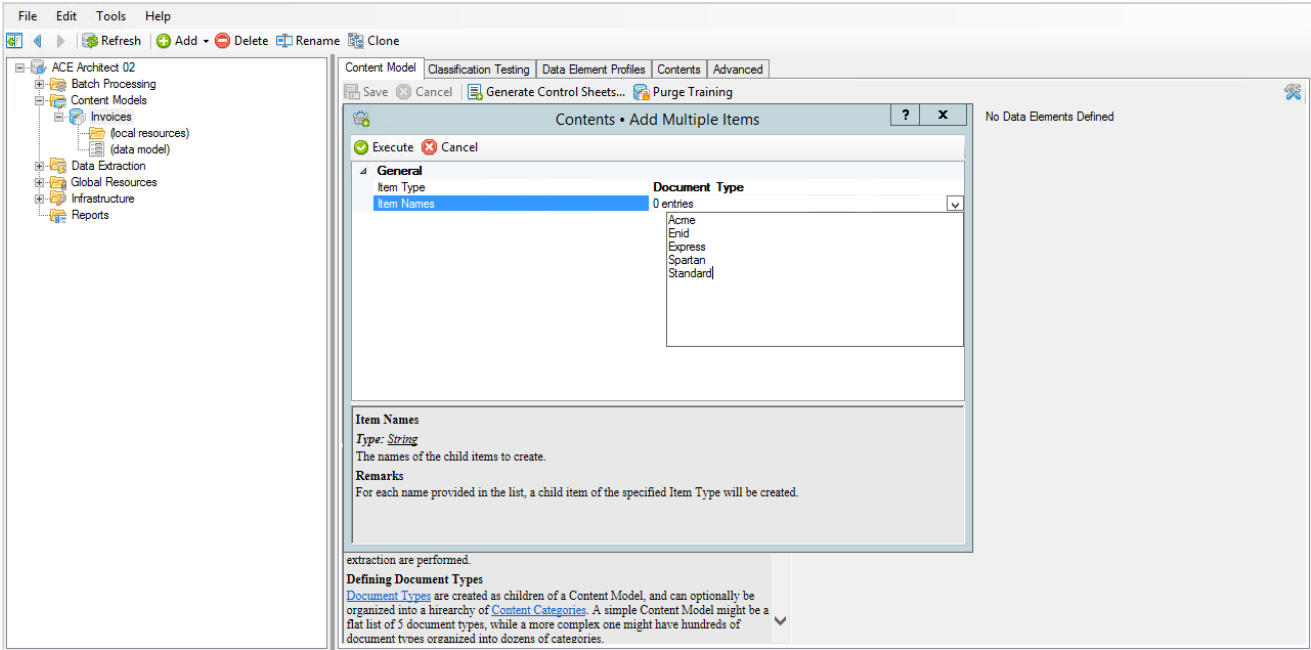
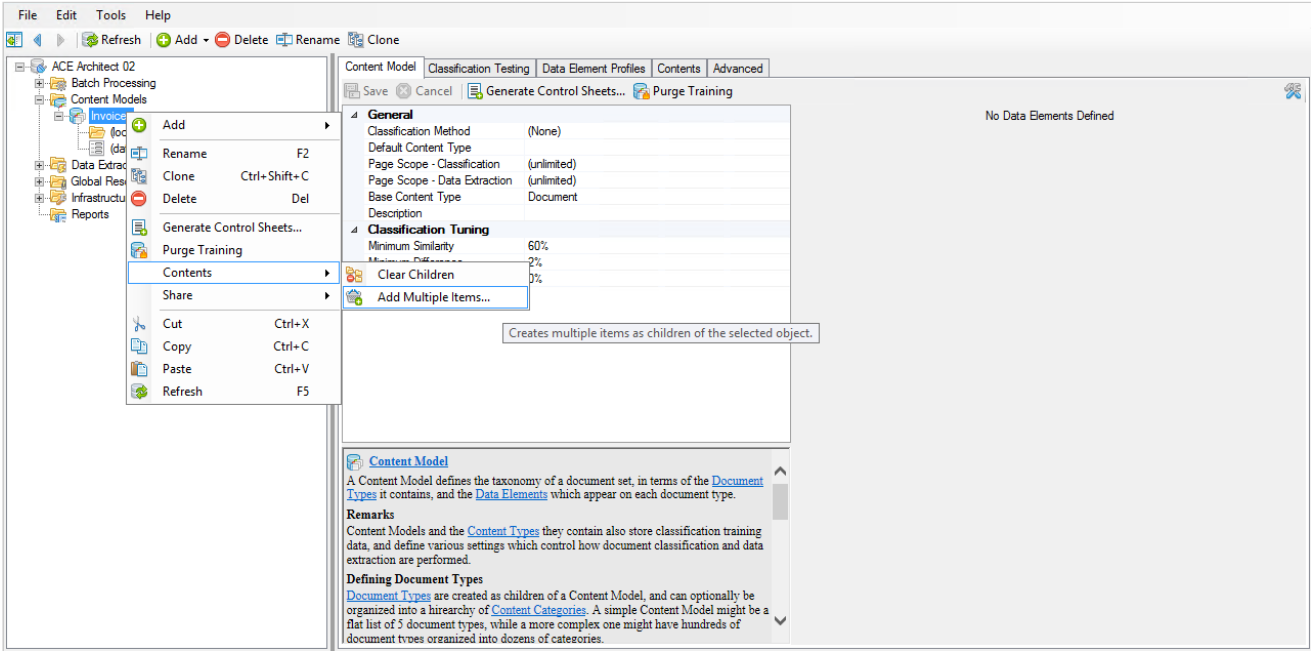
Adding Document Types

> Content Models / Invoices

1. Right click and select Contents > Add Multiple Items... .
2. In the Contents • Add Multiple Items window, change the following property values:

Property	Default Value	New Value
General		
Item Type	Content Category	Document Type
Item Names	-	Acme Enid Express Spartan Standard

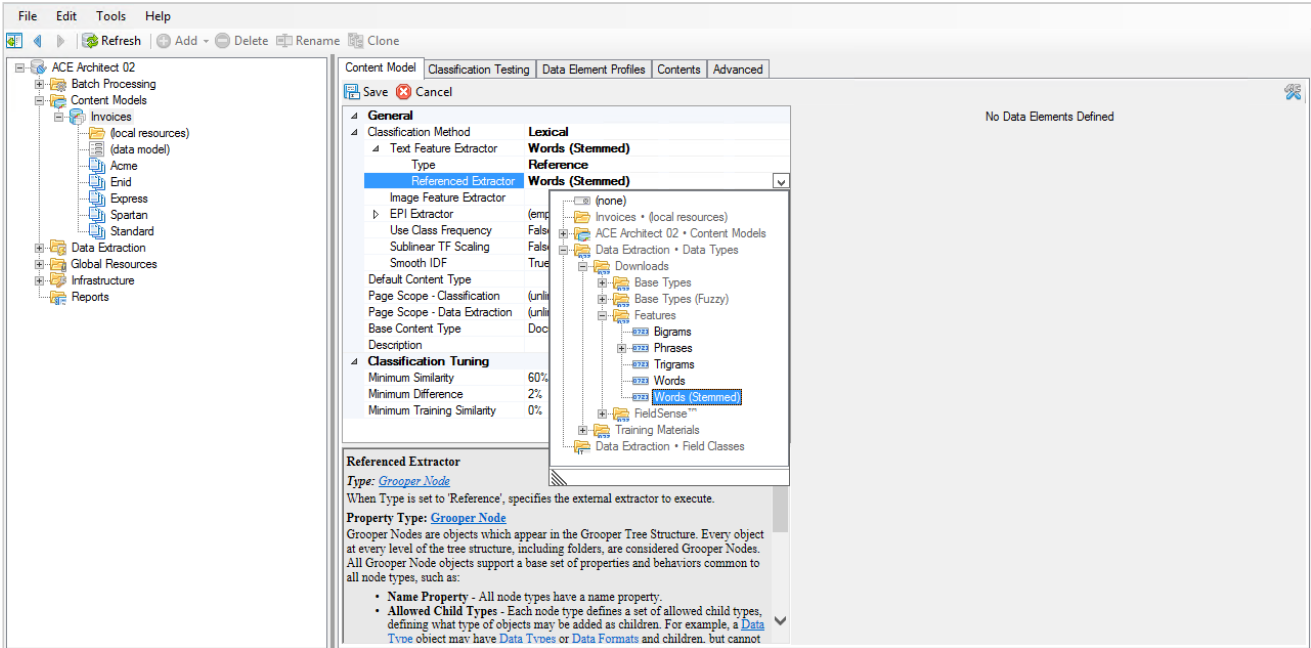
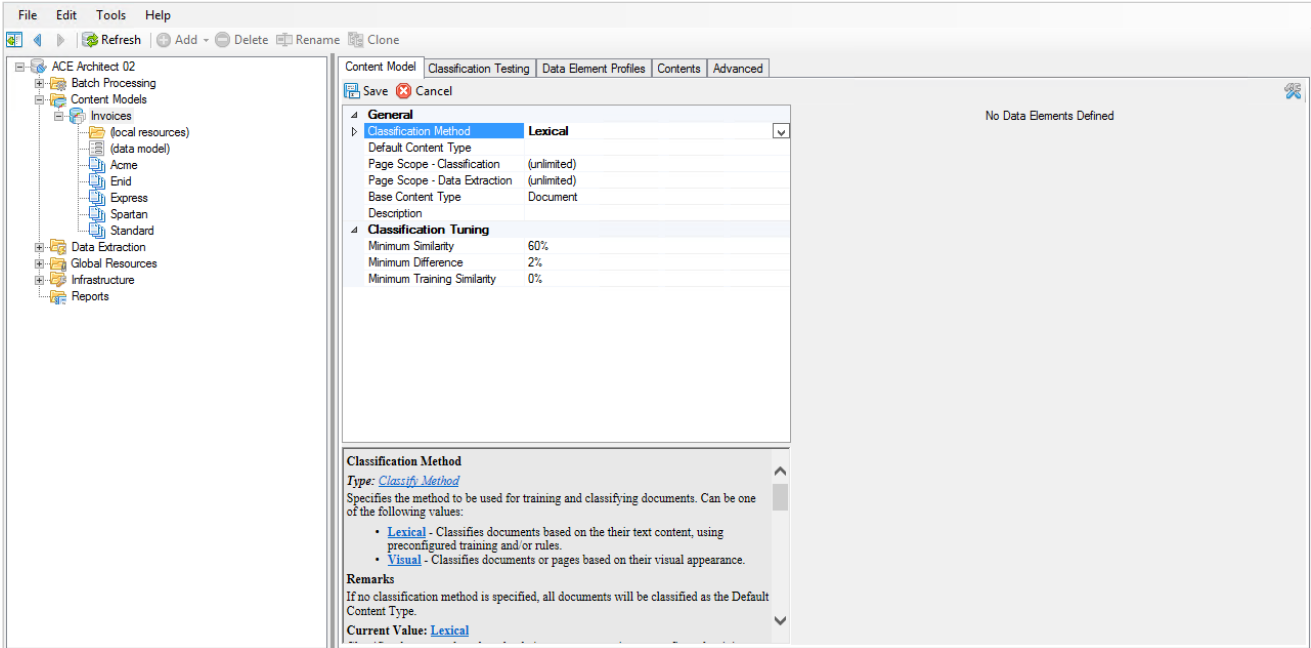
3. Press Execute .



Setting the Classification Method

Change the following property values:

Property	Default Value	New Value
General		
Classification Method	(None)	Lexical
Text Feature Extractor		
Type	None	Reference
Referenced Extractor	-	Words (Stemmed)

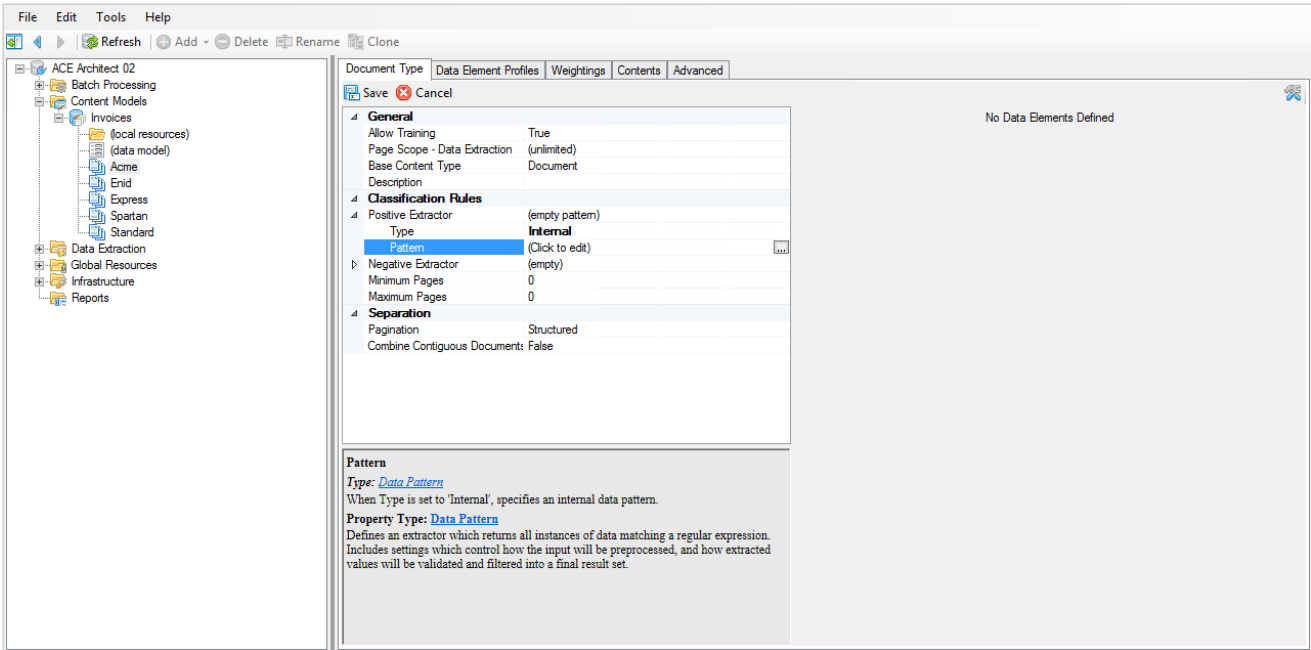
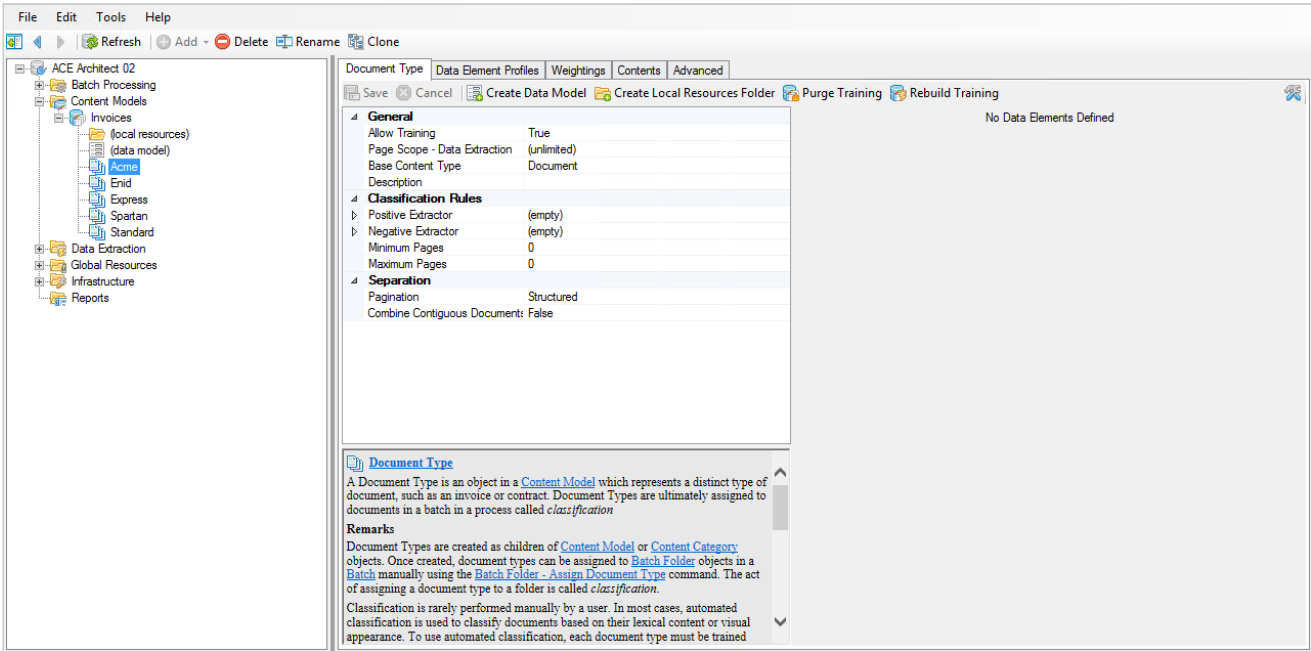


Setting a positive extractor for classification

> Content Models / Invoices / Acme

Change the following property values:

Property	Default Value	New Value
Classification Rules		
Positive Extractor		
Type	None	Internal
Pattern	(Click to edit)	(Click to edit)

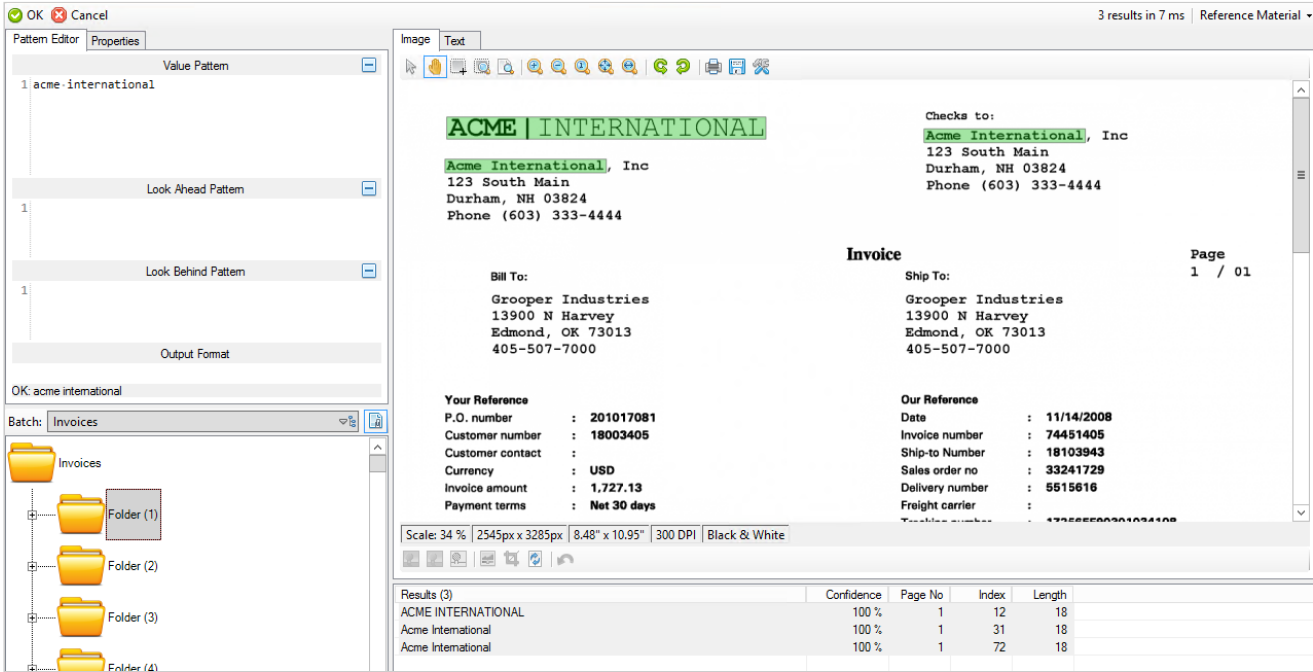


- 1. Select `Folder (1)` .
- 2. Edit the pattern(s):

Value Pattern

acme international

- 3. Press `OK` .

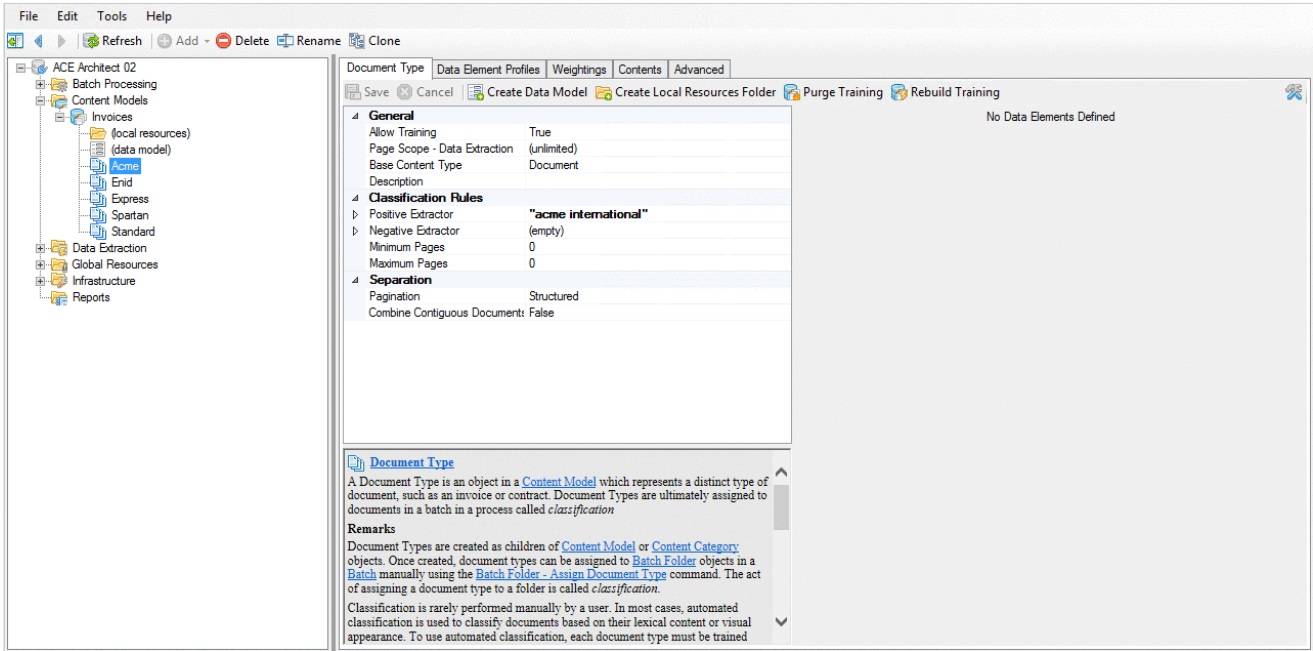


Repeat the previous two steps for each of the other four vendors, using the following patterns in their respective `Value Pattern` editors:

Enid

enid parts

Express Spartan Standard



Testing classification

> Content Models / Invoices

1. Switch to the Classification Testing tab.
2. Press Classify Batch .
3. Press Execute .

