

# Organize

## Separation

> Step

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

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

3. Name it something like **Change in Value (Invoice Number)**

> Step

1. Set the Provider property to **Change in Value Separation**

2. Set the Provider > Value Extractor > Type property to **Reference**

3. Set the Referenced Extractor property to the Data Extraction • Data Types > Training Materials > Invoice Number Data Type

> Step

1. Click on the Testing tab

2. Click the Separate Batch button

> Step

1. In the batch viewer, find Page 38

2. Right click and select Add Selection to New Folder

## Classification

### > Step

1. Navigate to (root) > Content Models
2. Right click and select Add > Content Model...
3. Name it something like **Invoices**

> Step

1. Right click on the Invoices Content Model and select Create Data Model
2. Right click on the Invoices Content Model and select Create Local Resources Folder

> Step

1. Right click on the Invoices Content Model and select Contents > Add Multiple Items...
2. In the Contents • Add Multiple Items window, set the Item Type property to **Document Type**
3. Edit the Item Names property and type out the names of each vendor
  - Acme
  - Enid
  - Express
  - Spartan
  - Standard
4. Click Execute to complete

> Step

1. On the Invoices Content Model in the General section, set the Classification Method property to **Lexical**
2. Still in the General section, navigate to Classification Method > Text Feature Extractor > Type
3. Set the Type property to **Reference**
4. Set the Referenced Extractor property to the Data Extraction > Downloads > Features > **Words (Stemmed)** Data Type

> Step

1. Click on the Acme Document Type
2. Set the Positive Extractor > Type property to **Internal**
3. Click to edit the pattern

> Step

1. In the batch viewer, make sure Folder (1) is selected
2. In the Value Pattern editor, type

**acme international**

3. Click OK to close

> Step

1. Repeat the previous two steps for each of the other four vendors, using the following patterns:

- For Enid, use

**enid parts**

- For Express, use

**express manufacturing**

- For Spartan, use

**spartan manufacturing**

- For Standard, use

**standard products**

> Step

1. Navigate to the Invoices Content Model
2. Click on the Classification Testing tab
3. Click the Classify Batch button
4. Click Execute