QUICK START GUIDE

trumpet

Welcome to Symphony Profiler – the fastest, easiest way to scan with Worldox. As a Symphony user, you will be creating reservations, and possibly scanning. This 3 minute video shows the core Symphony Profiler steps: **Getting Started Video**
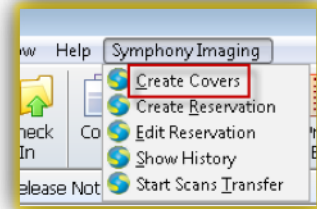
symphonyprofiler™

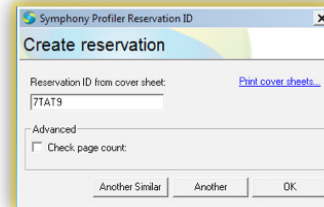| Task	How To	
CREATE COVER SHEETS	• Select "Symphony Imaging > Create Covers" from Worldox • Indicate how many cover sheets you want to print (cover sheets can be reused for other scans) • Print the resulting PDF document • Place the cover sheets in a stack on your desk	

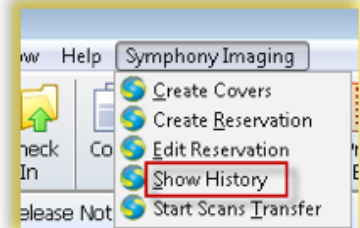| Task	How To	
CREATE RESERVATIONS ⚠ *Only place the cover onto the document **after** you complete the profile card*	• Select the "Symphony" icon in Worldox • Fill in the Worldox Profile, click "OK" • Type in the reservation ID from the first cover sheet • Click "OK" (or "Another"/"Another Similar" to profile another file) • Put the cover sheet on top of the document • Place the cover sheet and document in a 'To Be Scanned' stack • Repeat for all paper documents you want to profile **TIP: Complete the profile card prior to placing the cover sheet on top of the document.**	

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Task	How To
SCAN AND FULFILL RESERVATIONS	• Scan the entire 'To Be Scanned' stack in a single scan operation • Save the file to one of the Symphony Profiler monitored folders (this information will come from your system administrator) • Symphony Profiler will automatically parse out the cover sheets and file each document into Worldox

Task	How To	
CHECK STATUS OF RESERVATIONS	• Select "Symphony Imaging > Show History" from Worldox • Double-click on any history entry to retrieve the reservation or fulfilled document in Worldox	

Task	How To
DELETE A RESERVATION	• Search for the reservation in Worldox (TIP: type into the Location bar: *.xpf) • Delete the reservation just like you would any document in Worldox