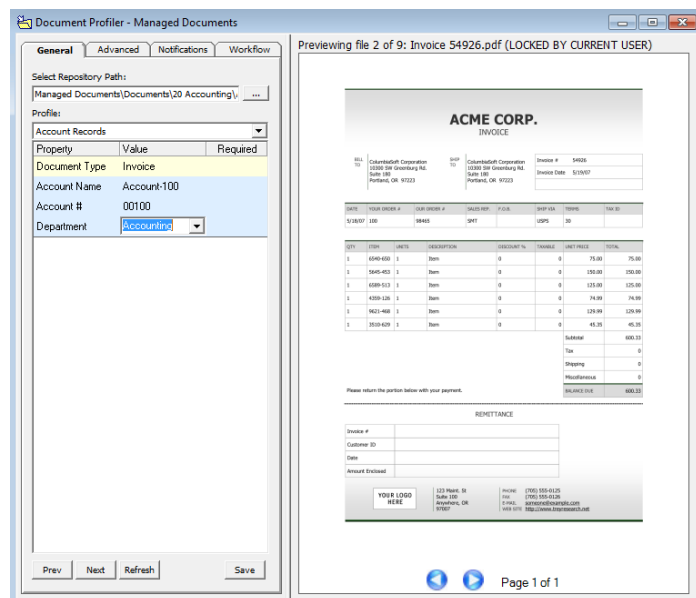## Streamline file processing with Document Profiler

Speed processing and classifying of files for more accurate searching, auditing, and automated workflow using the Document Profiler tool.

- Easy document indexing with side-by-side views of file content along with metadata entry fields on a single screen.
- Advanced post-processing options let you automate actions after documents are indexed.
- Makes it easy to systematically categorize large volumes of files and improve routine or reoccurring business processes.

Single screen profiling

Document Profiler displays a file preview along with entry fields for metadata (facts about the files) on a single screen. The side-by-side view makes it easy to quickly categorize files with profile property details.

Process documents quickly with side-by-side preview and metadata entry fields in the Document Profiler tool.

Automate post-processing actions

Advanced options in Document Profiler allow you to configure post-processing actions like workflow, notifications, auto-naming, and file-saving. This allows you to immediately place a document in an approval process, notify others, or save in a defined format.

Benefits

- **Speed Processing**
  Systematically categorize documents with metadata values and automate processing actions.

- **Structure information**
  Categorize files and structure information in the system.

Solutions

- **AP Processing**
  Quickly code invoices with metadata and automate approval routing procedures.

- **Backfile Scanning**
  Convert paper records into full text searchable digital files , then structure information with metadata using Document Profiler.

- **Business Process Automation**
  Speed virtually any process relying on high-volume categorization of files.

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Improve in-bound processing

Manage the processing of any routine or repeatable procedure involving the importing of files, or the bulk processing of large volumes of files.

Accounts Payable processing
Using Document Profiler, quickly code scanned invoices into the system. Add metadata values like amounts, vendor numbers, or project numbers. Use advanced options in Document Profiler to immediately kick-off approval procedures using workflow.

Backfile scanning
After converting paper documents and records from storage to digital, use Document Profiler to manage the categorization of files over time. Everything in Document Locator is immediately full-text searchable and secure, and you can deploy available resources over time to categorize files with metadata for greater organization.

Easy document importing and re-profiling

Get started with document management right away, and use Document Profiler to structure information and categorize files as time and resources allow. Once files are imported into the system, everything is searchable and secure even if it is not yet structured. Document Profiler makes it easy to categorize files with metadata values, and structure information as time permits. Files already in the system and categorized with metadata values can be easily re-profiled as well.

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