



trumpet

# QUICK START GUIDE

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](#)

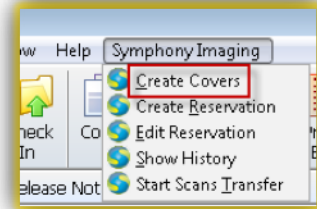


## Task

## 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

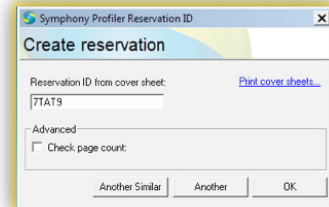
### CREATE RESERVATIONS



*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.**



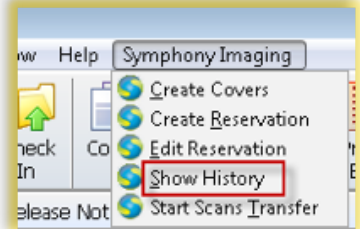
For detailed information on these steps, refer to the [Symphony Profiler End User Guide](#).



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Task	How To
<b>SCAN AND FULFILL RESERVATIONS</b>	<ul style="list-style-type: none"><li>• Scan the entire 'To Be Scanned' stack in a single scan operation</li><li>• Save the file to one of the Symphony Profiler monitored folders (this information will come from your system administrator)</li><li>• Symphony Profiler will automatically parse out the cover sheets and file each document into Worldox</li></ul>

Task	How To
<b>CHECK STATUS OF RESERVATIONS</b>	<ul style="list-style-type: none"><li>• Select "Symphony Imaging &gt; Show History" from Worldox</li><li>• Double-click on any history entry to retrieve the reservation or fulfilled document in Worldox</li></ul> 

Task	How To
<b>DELETE A RESERVATION</b>	<ul style="list-style-type: none"><li>• Search for the reservation in Worldox (TIP: type into the Location bar: *.xpf)</li><li>• Delete the reservation just like you would any document in Worldox</li></ul>

For detailed information on these steps, refer to the [Symphony Profiler End User Guide](#).