



Managing your Profiles

Stored preferences for specific jobs and document tasks

Your preferences for the various document processes you want to perform, can be stored in what we call Profiles. The available profiles are displayed to you in the tree. Selecting any of the profiles makes it active for basic tasks like Editing, Renaming, Deleting it, or even creating a new profile.

These profiles are then used for the folder watching or processing functions.



Profiles save the settings for your document tasks

Common tasks that you perform with your documents are stored in these profiles allowing for fast and easy access at a later time. These profiles can then be assigned folders as part of the watching process or assigned to a folder you can run at any time.

