

Selecting a Folder to Process

You can begin using DocuFi Batch on any of your profiles by the **Process Folder** node in the interface. The default will be to load the last profile you had selected which is designated by the icon:



Getting Started

You can now use a drop down to select a desired profile with the specific instructions on what should be done to this folder (file naming, splitting, clean-up, DRM, etc. You can edit your profile from this screen by selecting the edit icon:



Browse to your **Source folder** and **Destination Folder** then Click the **Start button** to initiate the job on your desired folder.

