

# Scanning Profiles

You may have two or three different ways you scan 90% of the time. Changing the same settings over and over can be a real nuisance, not to mention inefficient and error-prone. Enterprise Organizer Pro solves this problem by letting you store your most common scanner settings as "profiles", or presets. When you want to do a different kind of scan, all you have to do is select a different profile and Enterprise Organizer Pro will apply the right settings for you. This topic describes the simple steps for setting up and using profiles.

**NOTE:** For a description of the available options, see [Scanning Options](#).

## Selecting a Profile

When you scan, you'll see an option on the scan dialog called *Profile*. Use this to choose a profile or create a new one.

**Tip:** You can select a profile then change the options a bit. That's not a problem. Just select the profile you want on the list, then tweak the settings. The changes won't stick with the profile unless you click *Save*.

## Creating a Profile

The easiest way to create a new profile is when you do a scan. Just do the following:

1. Start a new scan
2. Click the *New* button next to the profile list
3. Give the profile a name and click *OK*
4. Select the settings you want for this profile
5. Click the *Save* button next to the profile list to save the settings

Whenever you scan, you can select your new profile from the list to recall the settings.

## Editing a Profile

You can update a profile the same way. Just select your profile on the list, update the settings, then click *Save*.

## Picking a Default Profile

One profile will be your *default profile*. Enterprise Organizer Pro defaults to this profile until you pick another one.

1. Go to *Settings > Scan*
2. Under *Default Profile*, select the profile you want to make the default
3. Click *OK*

## Managing Your Profiles

You can make most changes to your profiles right on the *Scan* dialog. For more advanced management, go to the drop-arrow under the *Scan* button > *Manage Profiles*.

### Re-Order the Profiles

Here you can choose the order for your profiles. Use *Sort* to order them alphabetically, or the arrow buttons to arrange them manually.

### Additional Option: ***Default Scan Name***

When you edit a profile from the *Manage Profiles* dialog, you'll see an additional option: *Default Scan Name*. New scans will default to this name when you scan in the *Manage* tab. Naming Options are available. The *Default*

*Scan Name* comes in handy for speed scanning with profiles, described below.

**NOTE:** If you have a file selected in *Manage* view when you start your scan, that file name will override the *Default Scan Name*.

## Speed Scanning with Profiles

If you have profiles set up, you can skip the *Scan* dialog completely.

Click the drop-arrow under the *Scan* button. You'll notice your scan profiles listed at the bottom of the menu. Select a profile to begin scanning immediately using that profile's options.

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