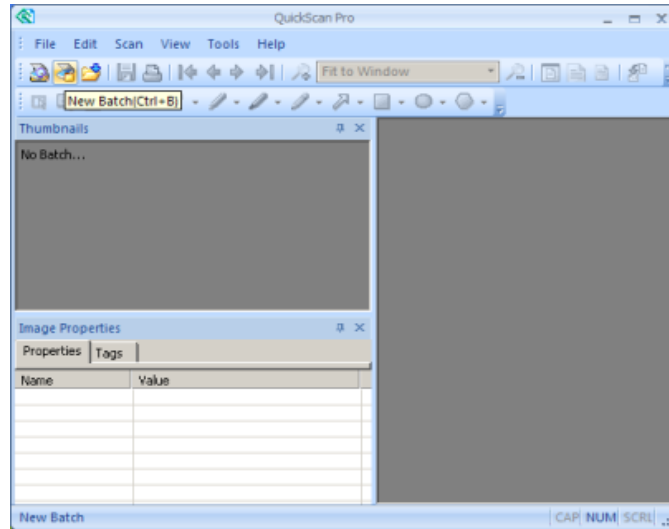
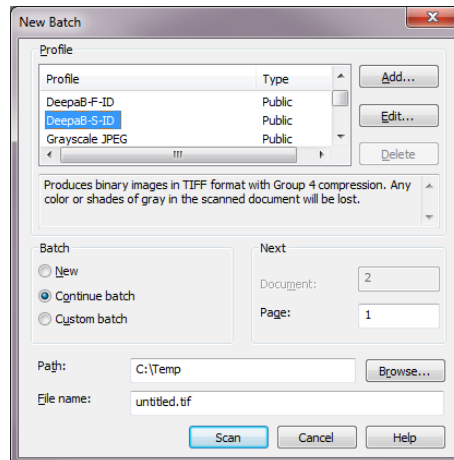


To update exporter profile in Quick Scan Pro with correct (MyPortal) login information

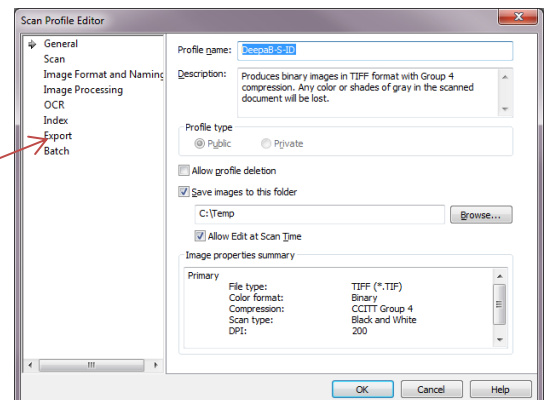
1. Click on the menu option Scan -> New Batch or click on the icon New Batch as follows:



2. The list of existing scan profiles will show up as follows:

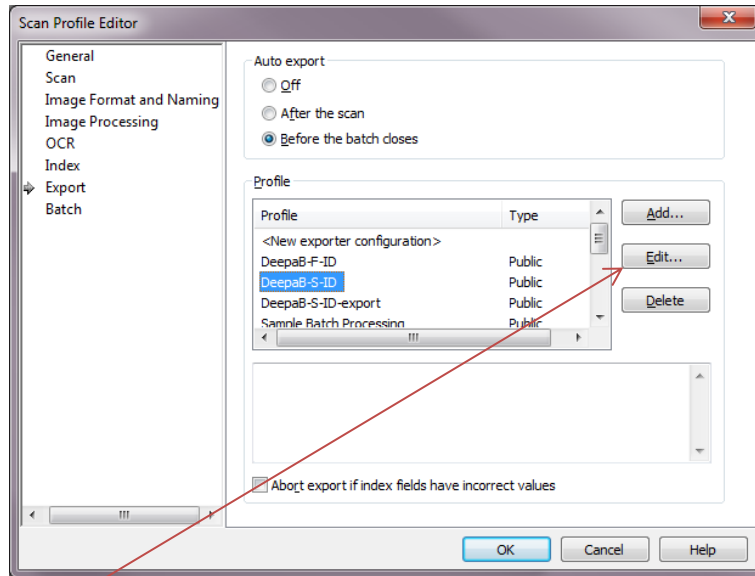


3. Click on the scan profile that needs to be updated and click on Edit; the Scan Profile Editor will display as follows:



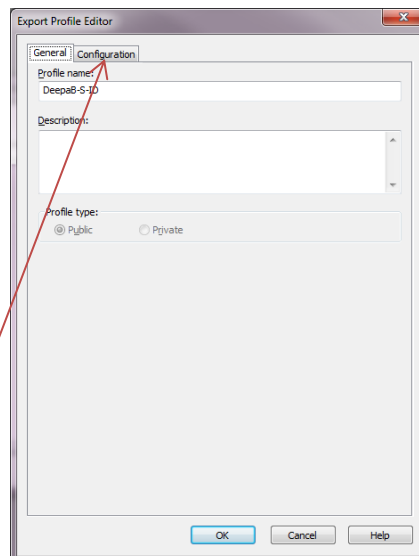
4. Click on Export

The list of existing export profiles will display as follows, highlighting the exporter associated with your (currently selected) scan profile:



***Note:** Make sure that you don't click on any of the other export profiles, as doing so would change the exporter associated with your scan profile*

- Click on Edit; the General tab showing the name of the exporter displays as follows:

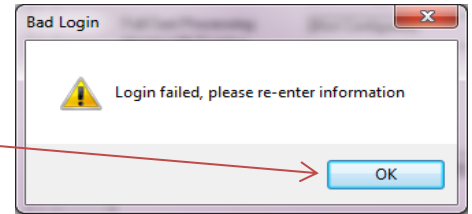


- Click on the Configuration tab and wait for the validation process to run in the background, do NOT click on anything.

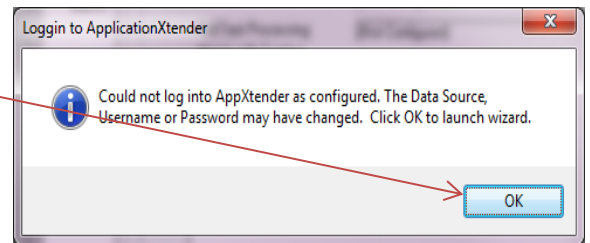
Updating Exporter Profile in QSP

IF the Validation process FAILS (e.g. due to a recent change in MyPortal login information):

Click OK

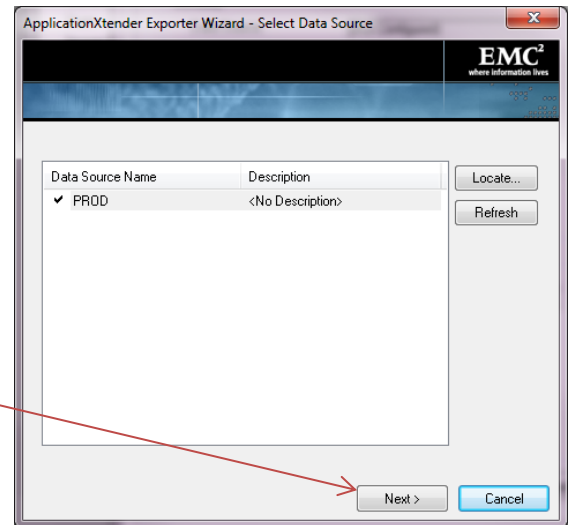


Click OK to launch wizard

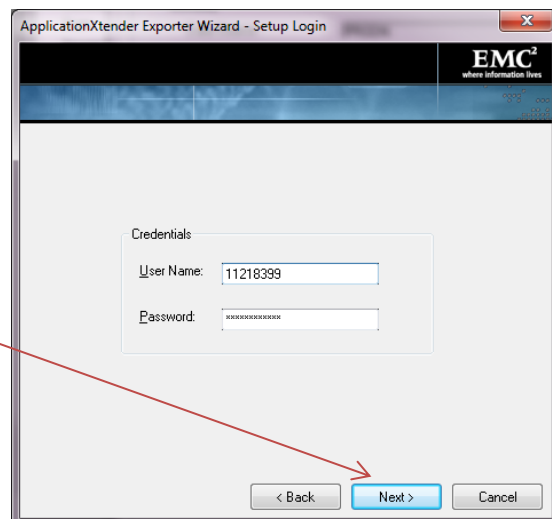


Once the Wizard is launched:

7. Click on Next

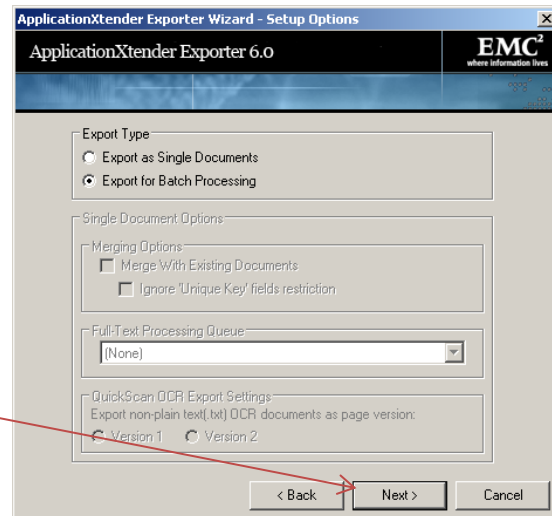


8. Correct the User Name and Password as needed (should be the same as for MyPortal), and click on Next

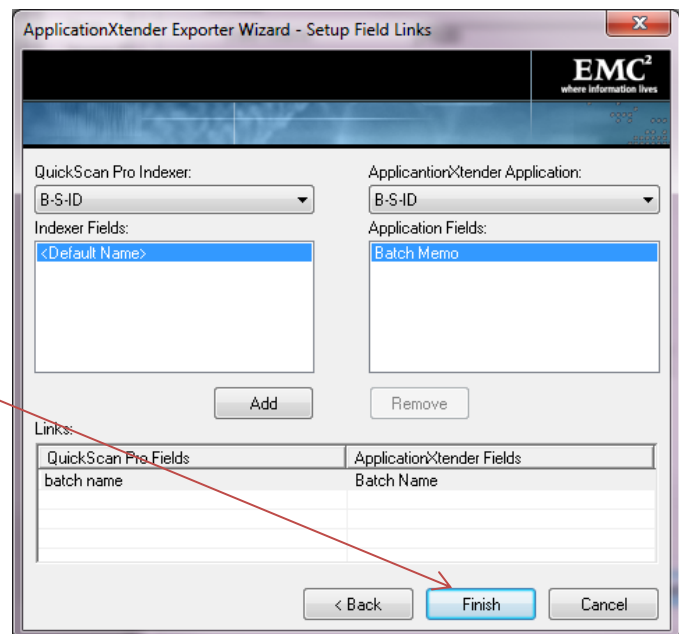


Updating Exporter Profile in QSP

9. Click on Next

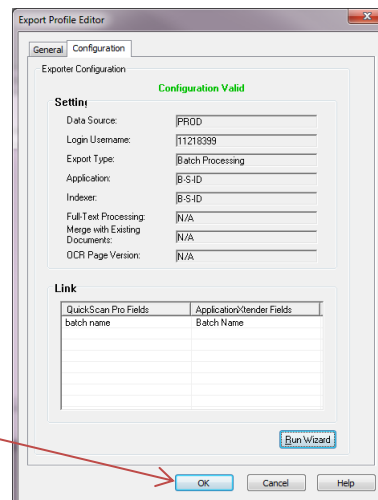


10. Click on Finish



The Export Profile Editor will now display as follows,
"Configuration Valid" message:

11. Click on OK

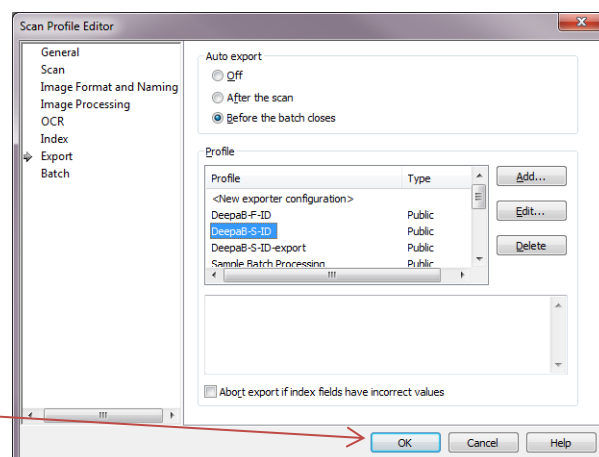


showing the

You are now returned to the Scan Profile Editor, with your exporter profile highlighted:

Again, make sure that you don't click on any of the other export profiles as doing so would change the exporter associated with your (currently selected) scan profile

12. Click on OK



The list of scan profiles (with yours highlighted) displays as follows:

Click on Scan if you need to start scanning a new batch using your just corrected scan profile

