



# **Antelope 6 AI Capture App User Manual**

Created By  
Antelope International Limited  
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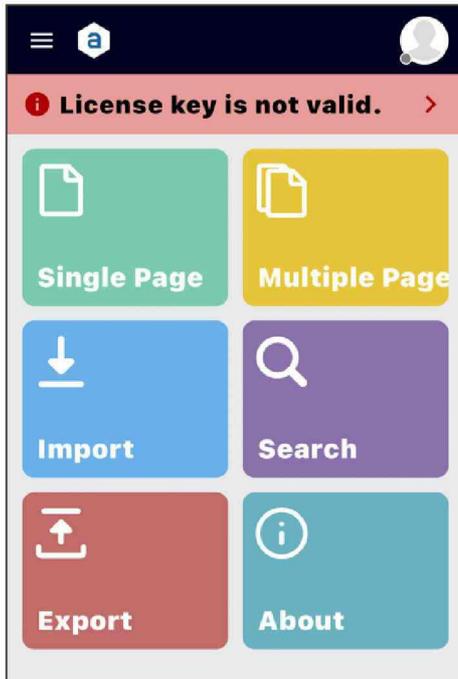
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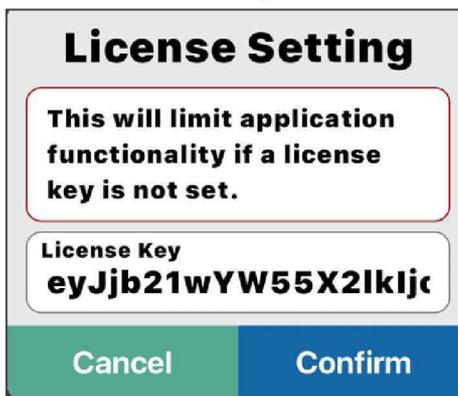
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## A. Apply a license

1. All new install AI Capture mobile app does not come with a license. Click on the license bar.



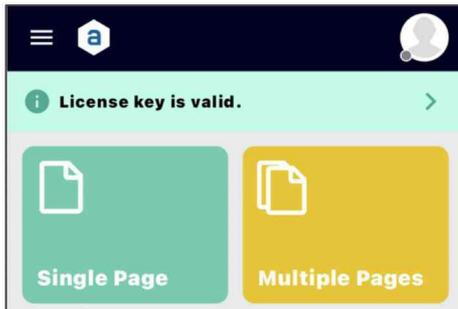
2. The License Setting window will appear. Input the license.



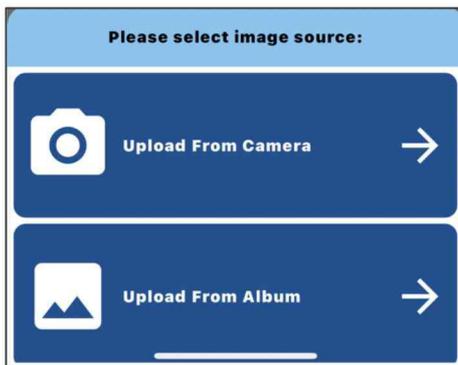
3. Click the Confirm button to apply the license.

## B. Scan by Single Page

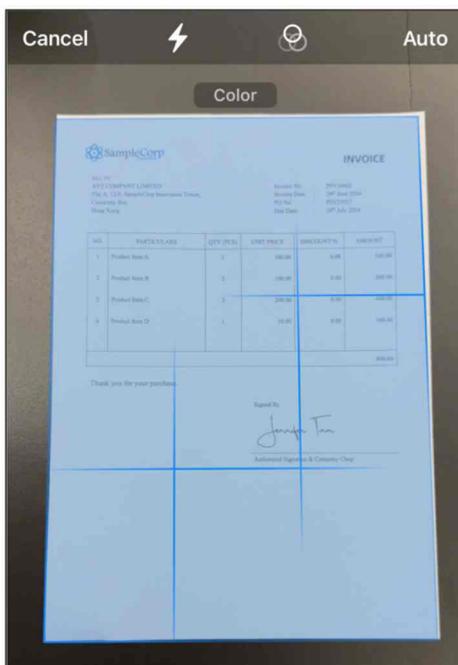
1. At the main Page, click “Single Page”.



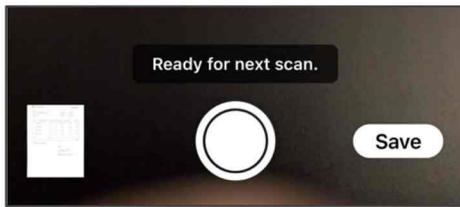
2. The select image source window will appear, choose “Upload From Camera”.



3. Wait for the camera to scan the document automatically.



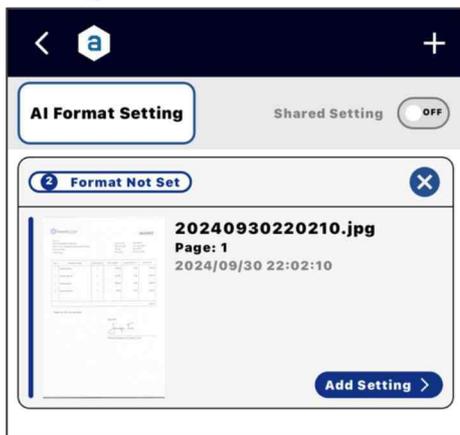
- After the document is captured, click “Save”.



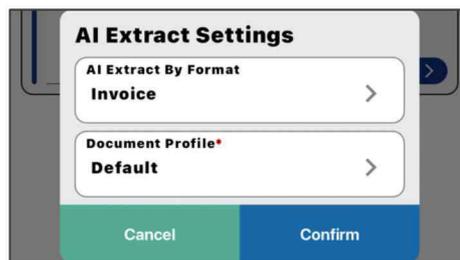
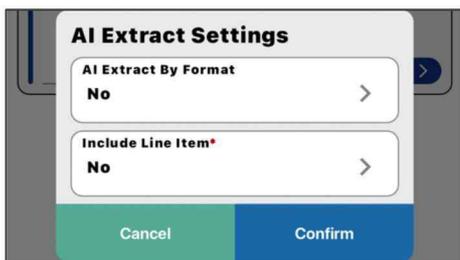
- If your document contains multiple pages, you can keep taking photo of it.



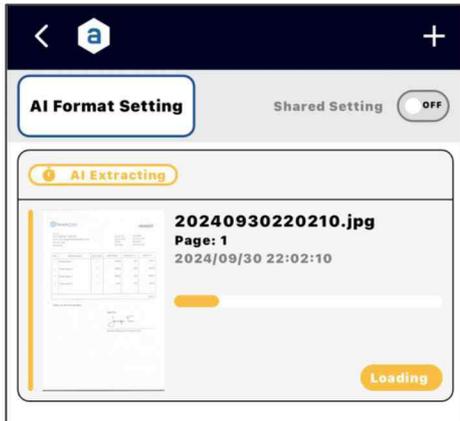
- The task list page will appear, find the document you captured and click “Add Setting”.



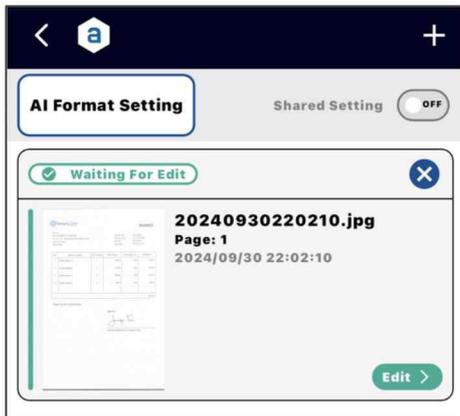
- In the ‘AI Extract by Format’ and ‘Document Profile’ fields, choose your preferred category.



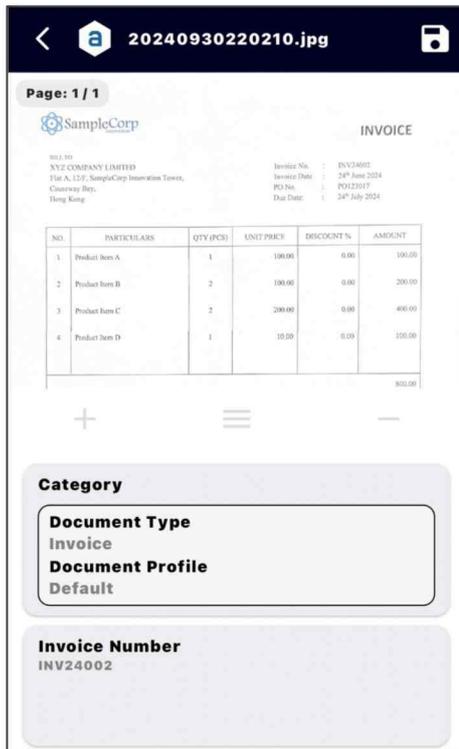
- The AI Capture will start processing the document and extract the index. The process bar and a “Loading” button will be displayed. Wait until the process bar is filled, then click edit.



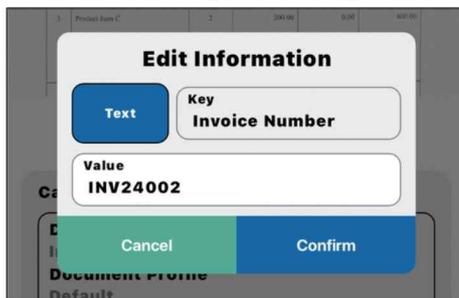
- Click Edit button to see the result.



10. The result is displayed. You can zoom the image and scroll down to see the result.



11. To modify the result, click the recognized field value. After modifying, click “Confirm” button to save your changes.



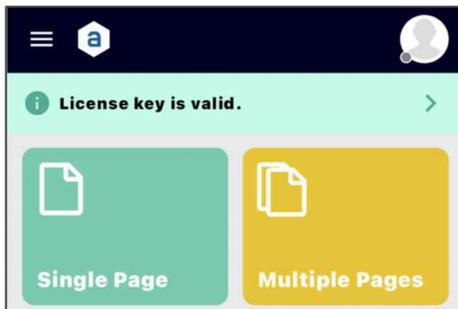
12. Finally, click the floppy disk button to save the record.



## C. Scan by Multiple Pages

In case you have multiple documents need to scan, you can use the Multiple Pages option.

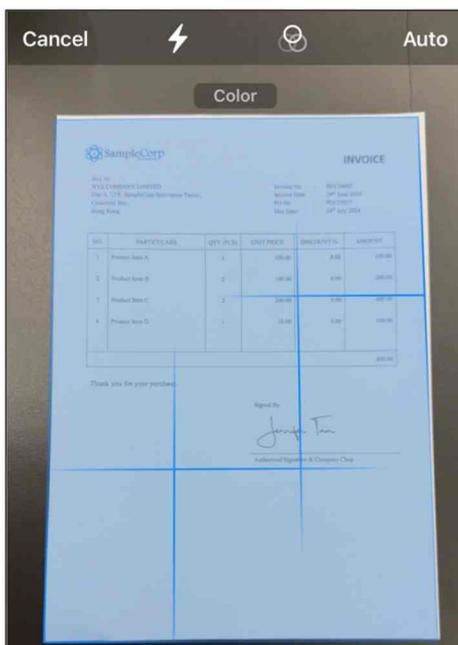
1. At the main Page, click “Multiple Pages”.



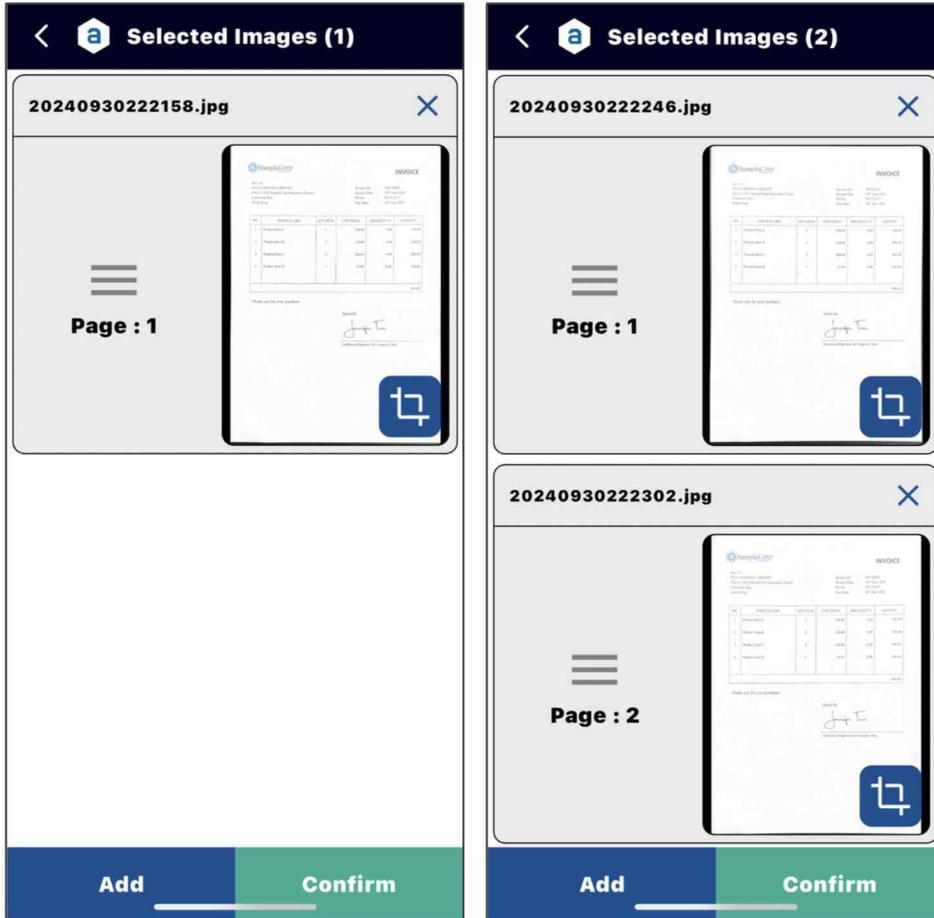
2. The select image source window will appear, choose “Upload From Camera”.



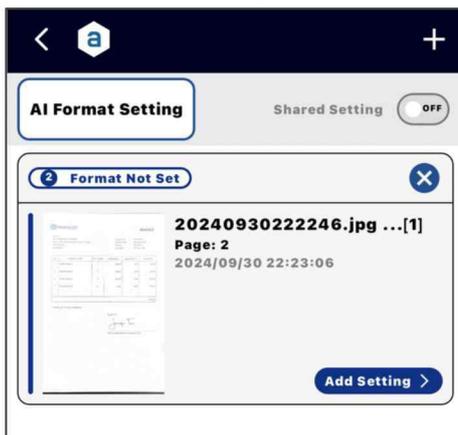
3. Wait for the camera to scan the document automatically.



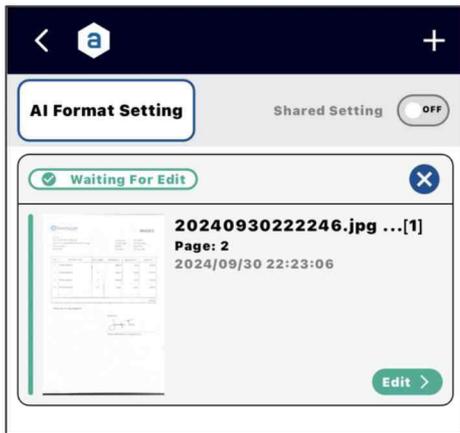
- 4. After complete taking photo of a document, you can either add another scanning by clicking the “Add” button or click “Confirm” to complete.



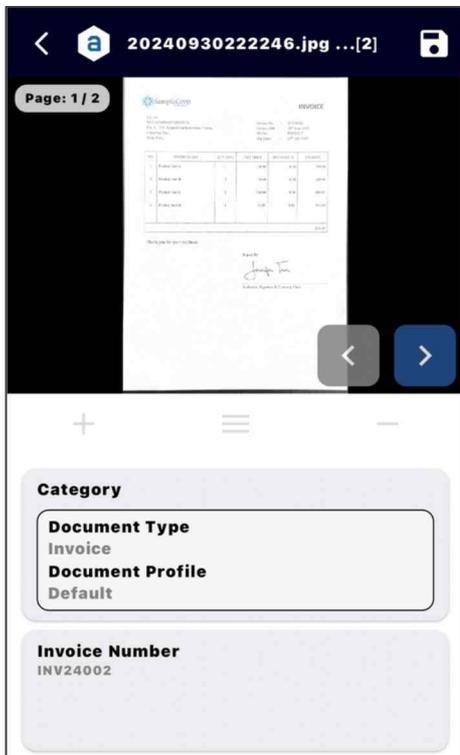
- 5. After confirmation, click “Add Setting” button.



- 6. Click “Edit” button to review the result.

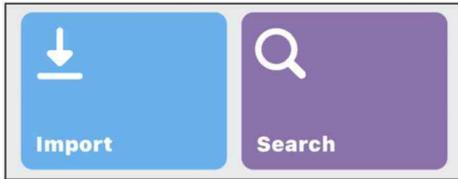


- 7. Click the blue arrow button to review the next document.



## D. Import

1. In case you already have scanned PDF, JPG or PNG files stored in mobile devices, you can import directly.



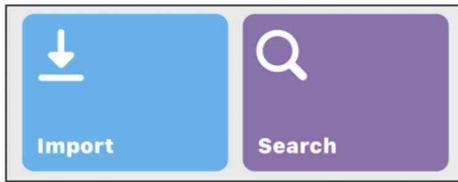
2. After import, you can click “Add Setting” to define the document profile.



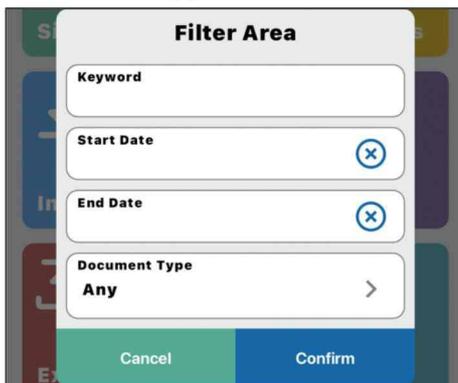
3. Please refer to Section B for the remaining steps.

## E. Search

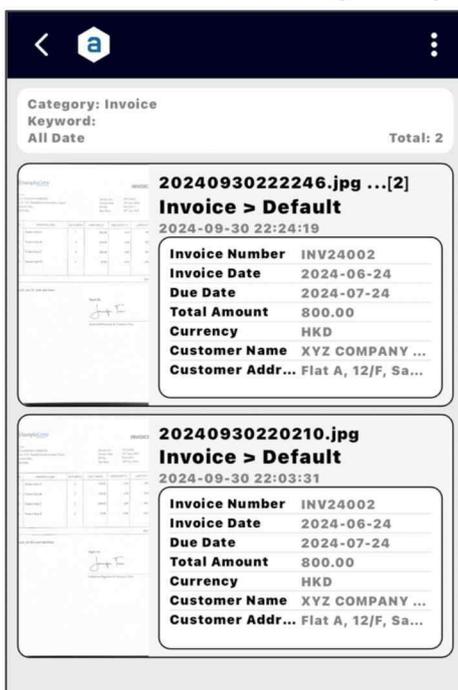
1. To search for a record store in the mobile device, click “Search” on the main page



2. The “Filter Area” window will appear. Enter the keyword, Start Date, End Date, or Document Type, then click “Confirm”



3. The search result will be displayed. Click on one of the records to view the document and the data extracted by AI Capture.

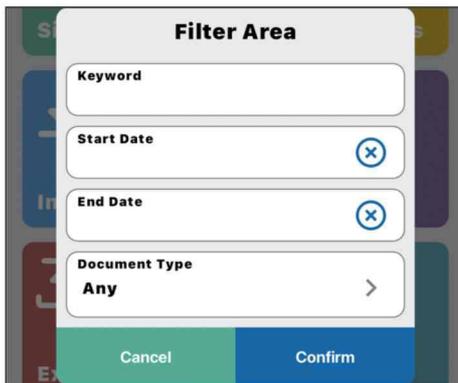


## F. Export

1. At the main page, Click “export”.



2. The “Filter Area” will appear, enter the keyword, start date, end date, or document type to select the target files to be exported.

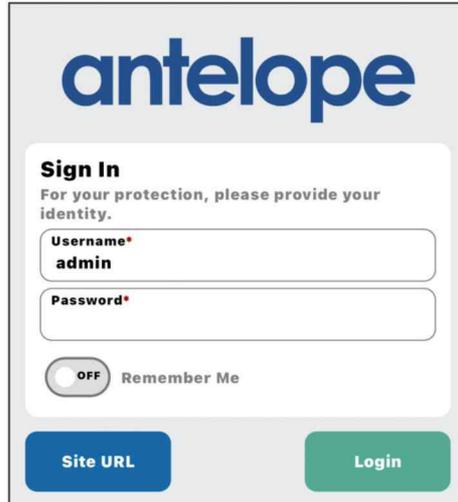


3. Choose either “Antelope Service” (Upload to Antelope Essentials, Antelope Workspace or Antelope Cloud), CSV files, or other files (JPG, PDF, JSON).



## I. Upload to Antelope

- a. Choose Antelope Services.
- b. If you haven't login Antelope, the app will prompt you for the login credentials. Click "Site URL".



The screenshot shows the Antelope Sign In interface. At the top is the Antelope logo. Below it is a white box with the heading "Sign In" and the text "For your protection, please provide your identity." There are two input fields: "Username\*" with the value "admin" and "Password\*". Below the password field is a "Remember Me" toggle switch set to "OFF". At the bottom are two buttons: "Site URL" (blue) and "Login" (green).

- c. Enter your site URL, and then click "Confirm" to save your changes.



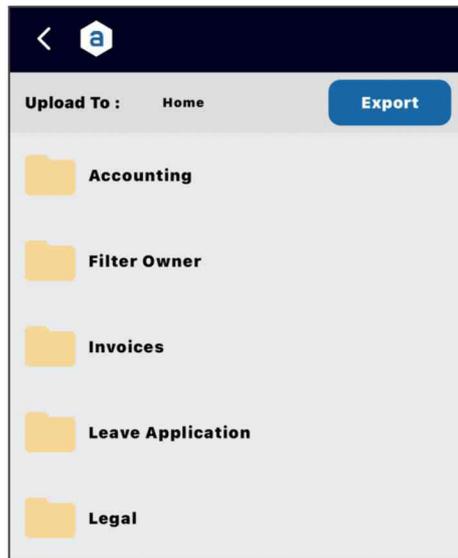
The screenshot shows the Antelope Server URL configuration screen. At the top is the Antelope logo. Below it is a white box with the heading "Server URL" and the text "Please register your site information:". There is one input field: "Site URL\*" with the value "https://apac.antelopecloud.net/xxxxxx/". Below the input field is a "Confirm" button (green).

- d. Input the username and password.

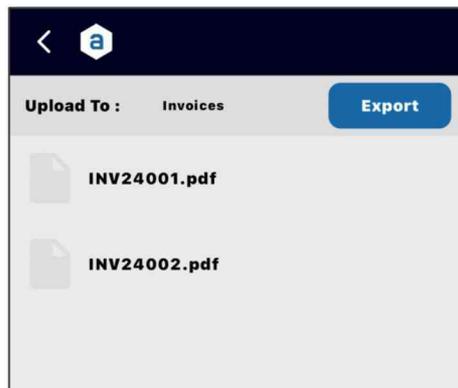


The screenshot shows the Antelope Sign In interface. At the top is the Antelope logo. Below it is a white box with the heading "Sign In" and the text "For your protection, please provide your identity." There are two input fields: "Username\*" with the value "jennifer" and "Password\*" with masked characters ".....". Below the password field is a "Remember Me" toggle switch set to "OFF". At the bottom are two buttons: "Site URL" (blue) and "Login" (green).

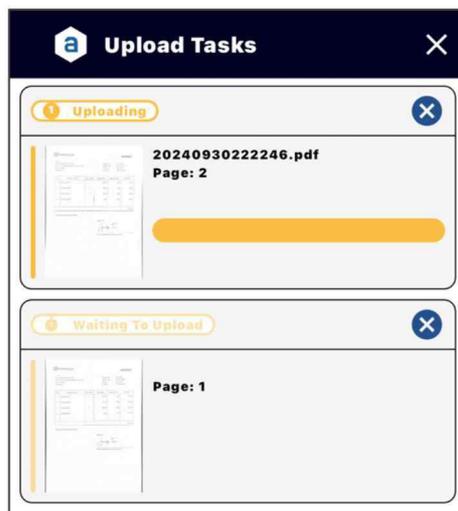
- e. The directory of the Antelope will appear, choose the destination folder, for example “Invoices”.



- f. Click “Export” button.



- g. The application will start uploading both document and data to the Antelope repository.

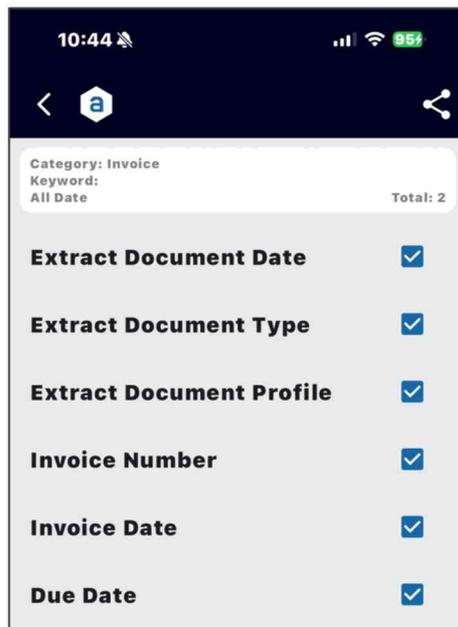


## II. Export as CSV file

- a. Choose the CSV file.



- b. The index list will show up, these are the index columns that will be exported to the Excel sheet.



- c. Tick the corresponding checkbox to export the index, or leave the checkbox blank to not export the index, then click the share button on the top-right hand corner.



- d. Choose "Save to Files".
- e. Navigate to the folder where you want to save your files and click 'Save'. The CSV file will be saved in the selected folder.

### III. Exported to Other Files

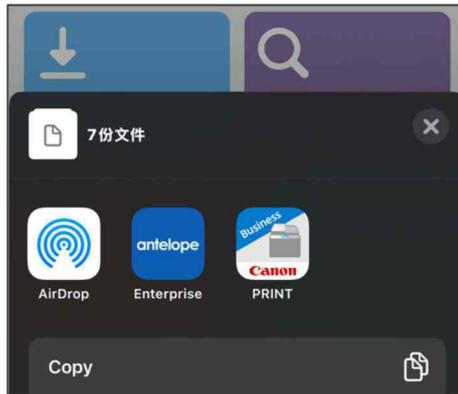
- a. Choose other files.



- b. Choose JPG, PDF, or JSON, then click “Confirm” button.

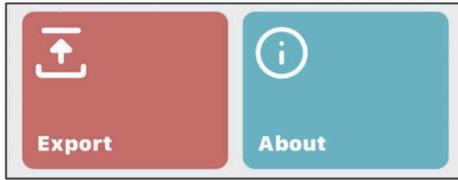


- c. Choose the location where you want to export.

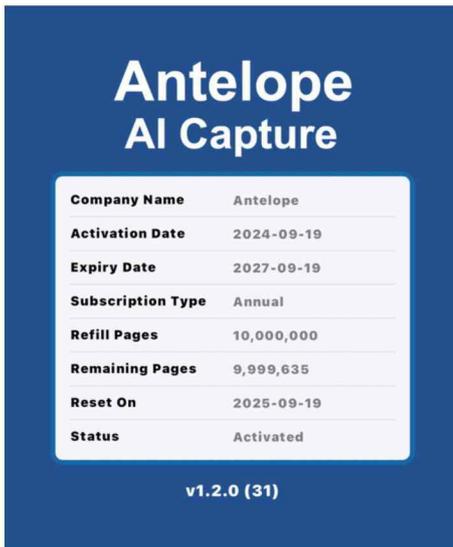


## G. About

1. At the main page, Click “About”.



2. The About page shows the profile of your current subscription and the remaining page counter.



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