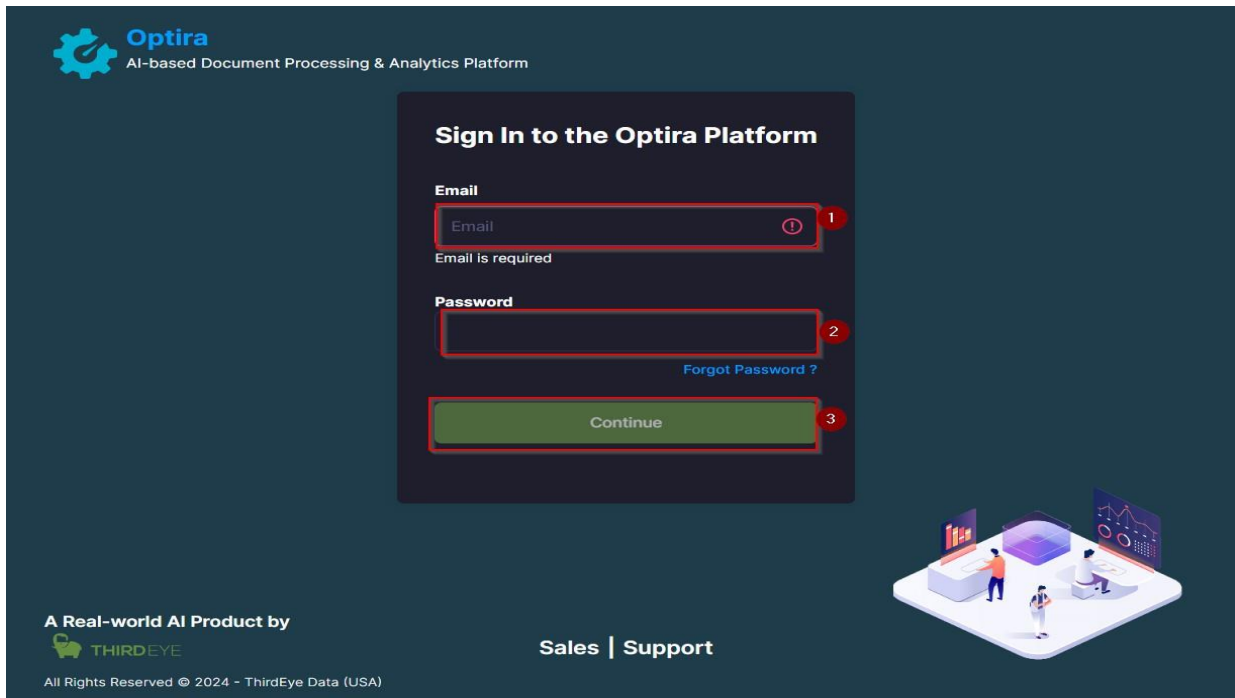


Optira Platform Invoice Processing Guide

1. Login

- Go to website [Optira](https://demo.optira.ai/auth/) (https://demo.optira.ai/auth/) and Click on login button.
- Enter **email** and **password** then continue.



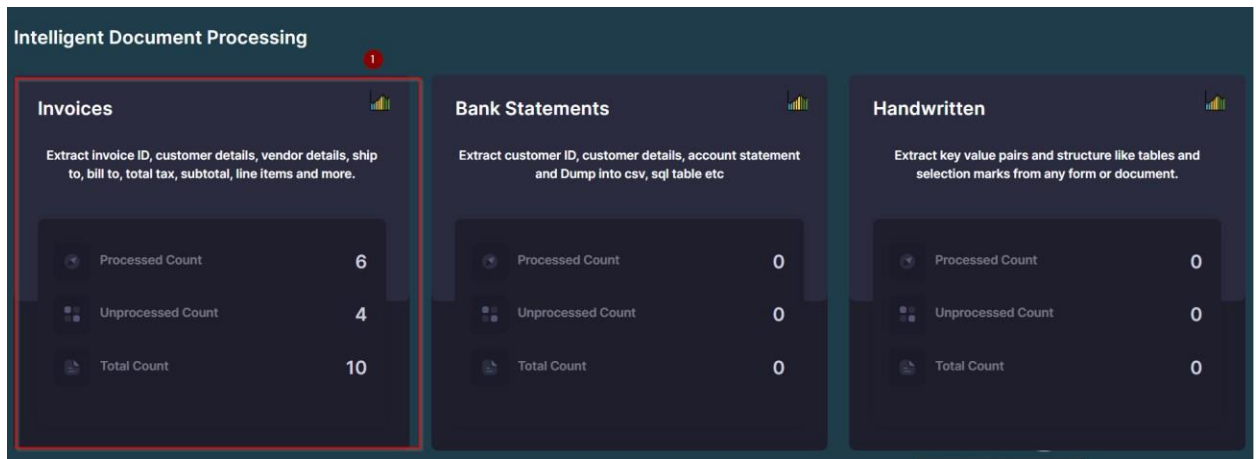
2. Intelligent Document Processing

Once login to website follow the below steps to Process the documents.

- Click on Intelligent Document Processing as shown below screenshot.

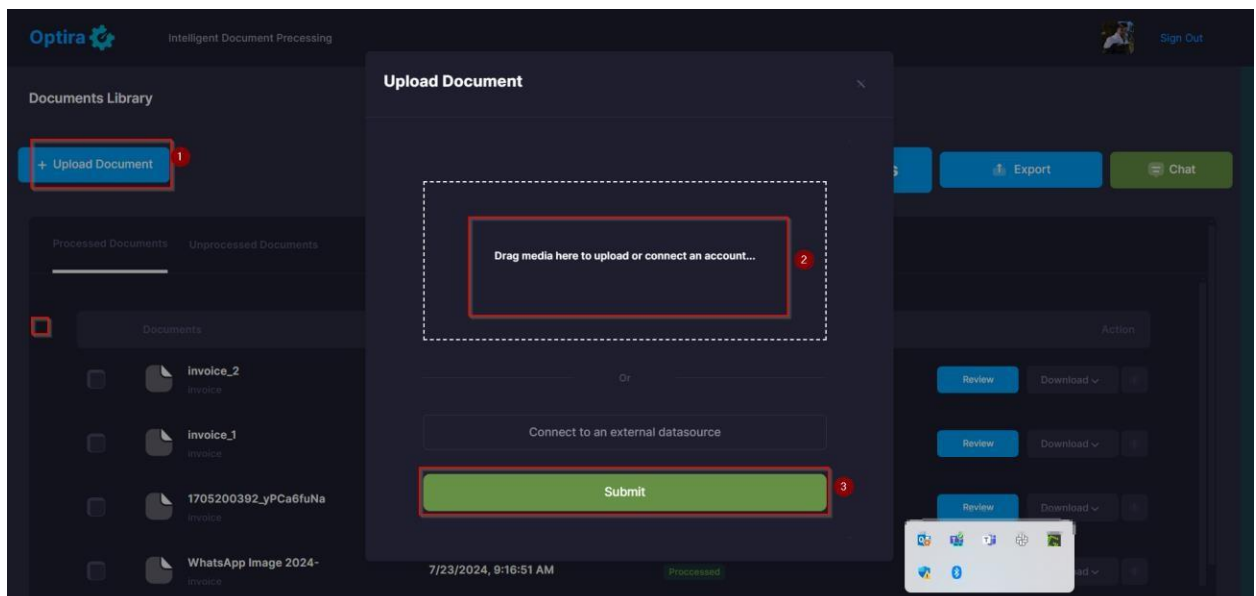


- Select **“Invoices”** option as shown in the below screen shot to process the invoice documents.

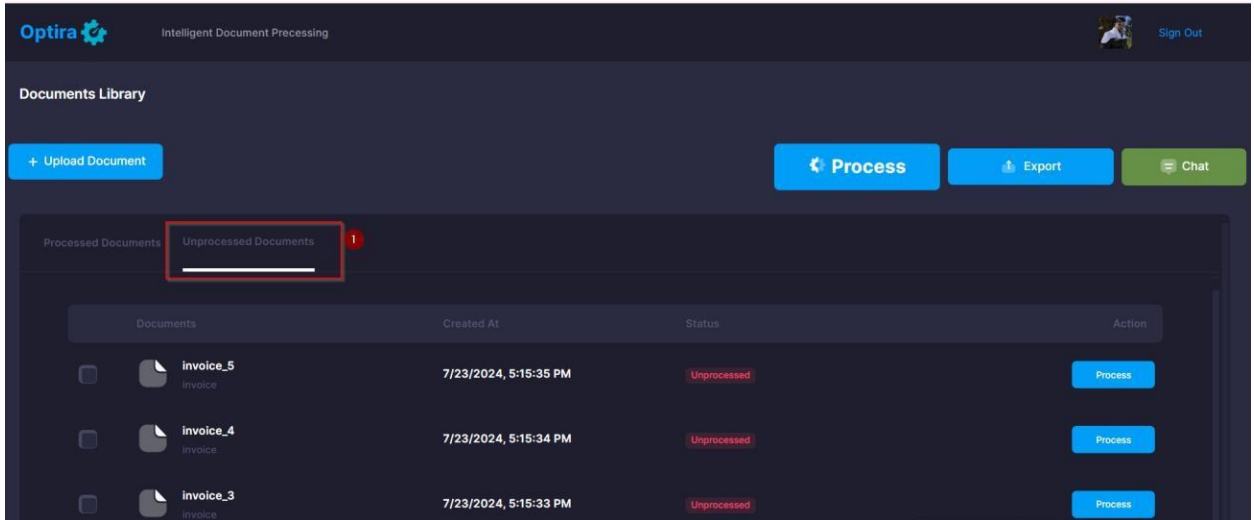


2.a) Upload and Process files

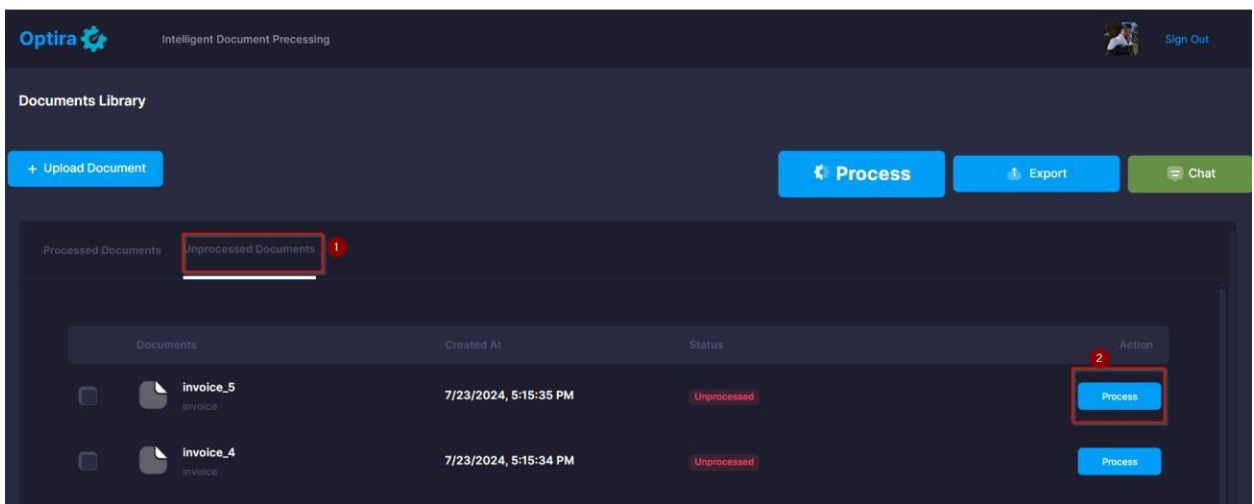
- Follow below steps to Upload the single or Multiple documents.
 - Click on Upload Document,
 - Click on Drag media,
 - Click on submit



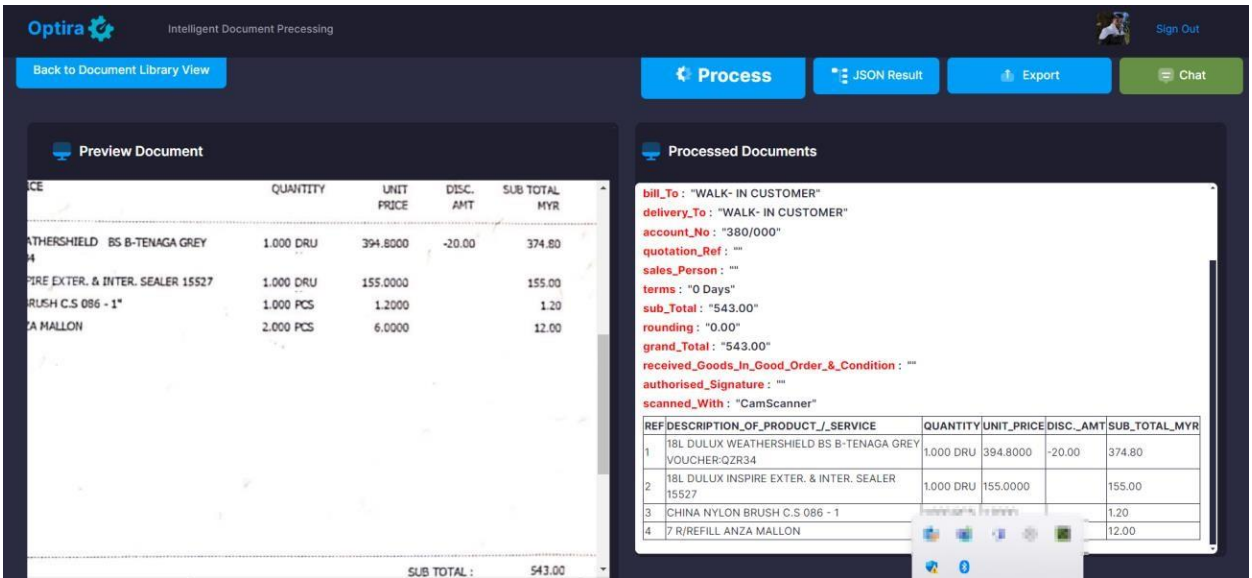
- Once files are uploaded, the uploaded files are present in **'Unprocessed Documents'** section.



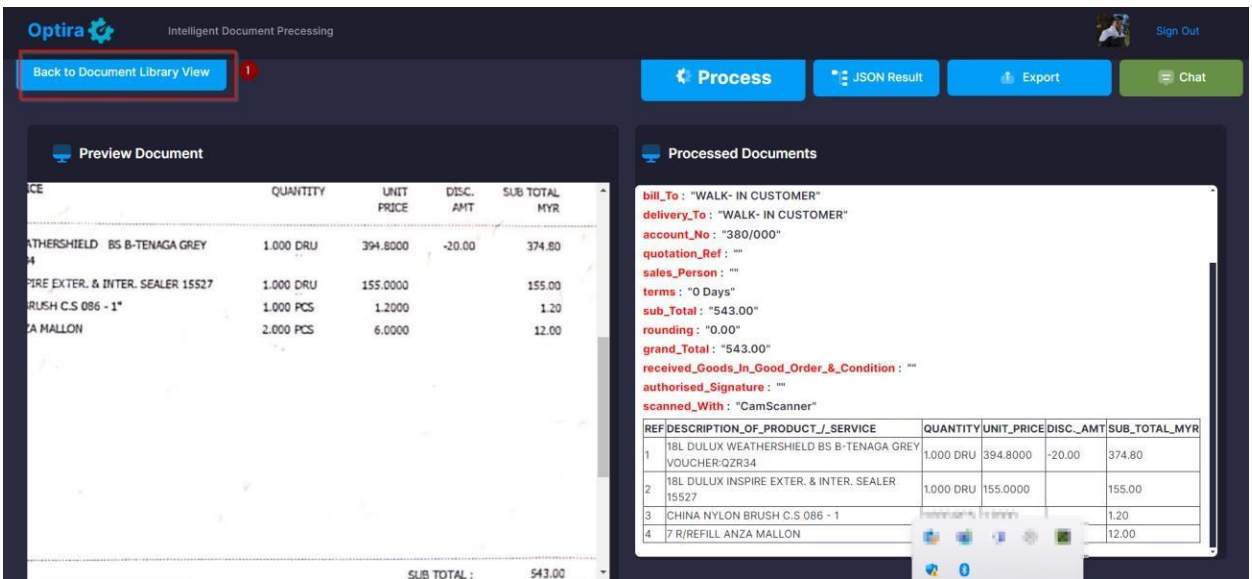
- To Process the Uploaded file go to Unprocessed Document section and click on 'process' icon.



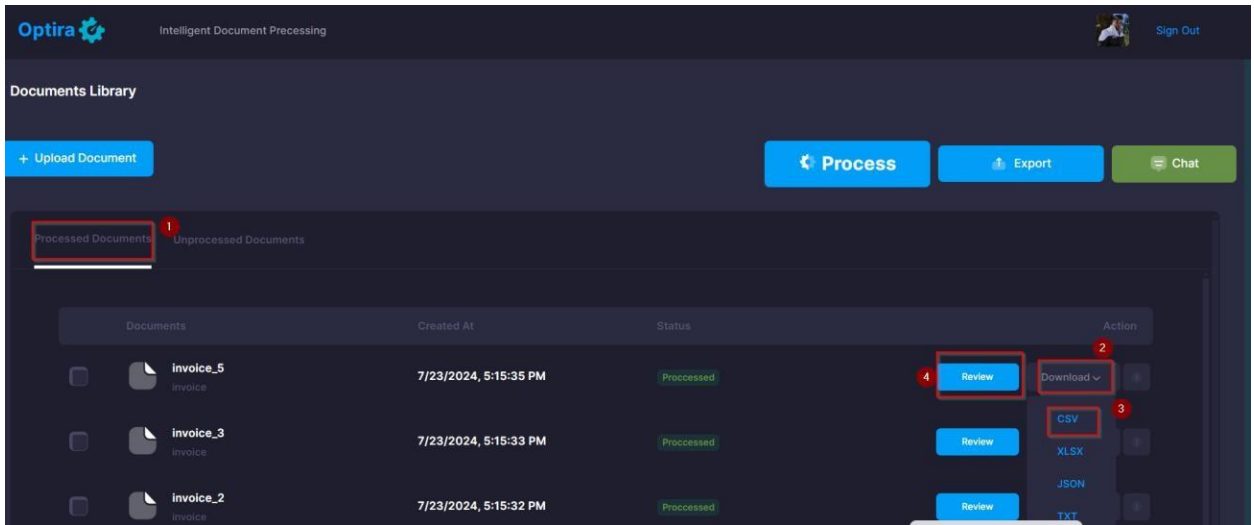
- After that you will be able to see your processed file as shown below screen shot.



- To come back from the previous page, click **Back to Document Library View**.
 1. Click On Json Result To see in processed document in Json format.



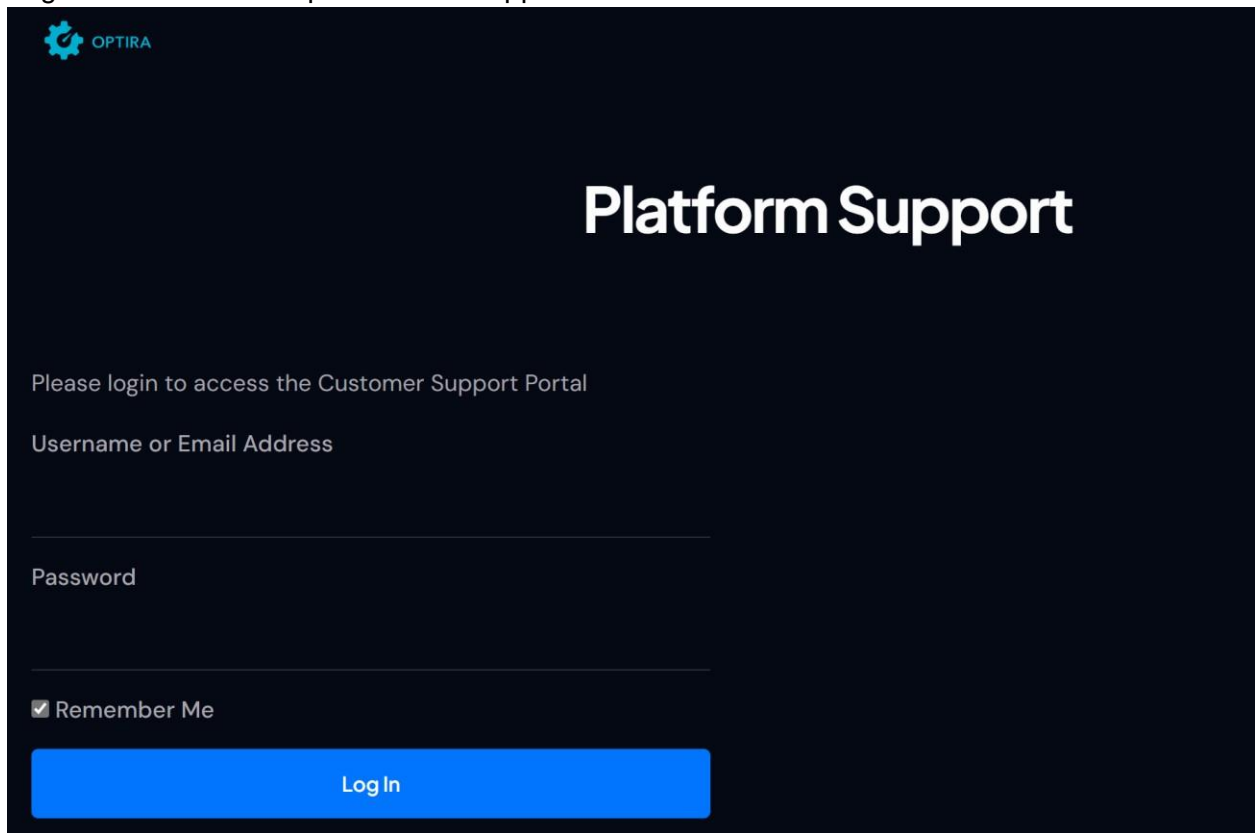
- Now your Processed files will be present in '**Processed Documents**' Section.
 1. To download csv file follow below Screen shot steps.
 2. And to check your processed file click on Review option as shown below screenshot.



Optira Support Portal Guide

1. Go to the [support portal to raise a ticket](https://optira.ai/raise-support-ticket/). (<https://optira.ai/raise-support-ticket/>)

2. Login With Credentials provided for Support Portal.



The screenshot shows a dark-themed login page for the OPTIRA Platform Support portal. In the top left corner, there is a logo consisting of a gear icon and the word "OPTIRA". The main heading "Platform Support" is displayed in large, white, bold font on the right side. Below the heading, a message reads "Please login to access the Customer Support Portal". There are two input fields: "Username or Email Address" and "Password", both with horizontal lines below them. A checkbox labeled "Remember Me" is checked. At the bottom, there is a prominent blue button with the text "Log In".

3. Click on Create a ticket
4. Fill Ticker Information with details, also you can upload(Photos, CSV, PDF/Docs, Zip, JSON and max file size: 2.0MB)
5. Click on Create Ticket.