



Extract P0

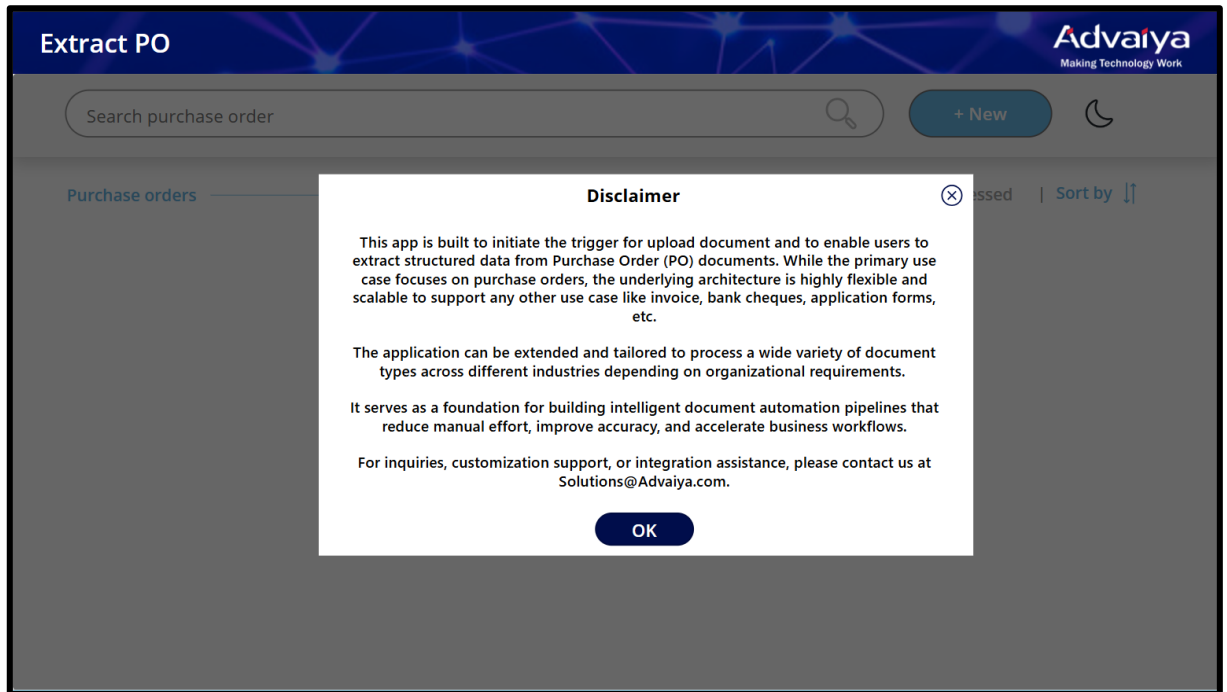
User manual

Contents

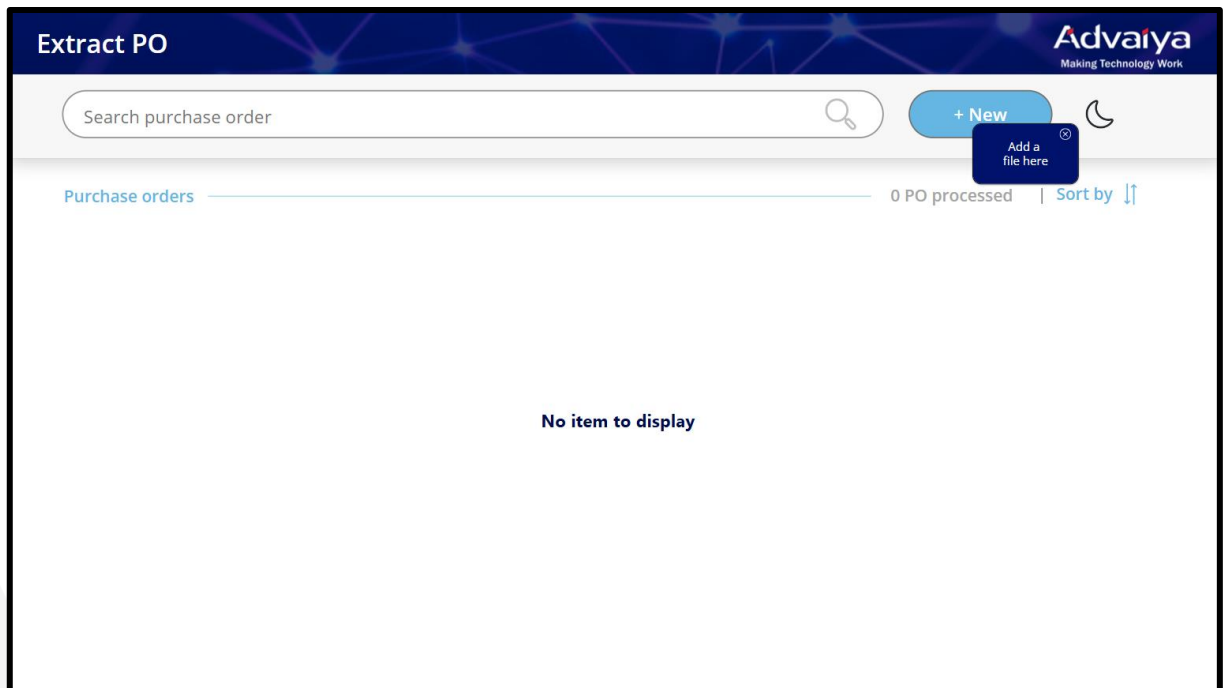
1. Extract PO	3
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1. Extract PO

1. Upon launching the application, users will be presented with a disclaimer screen introducing the Extract PO application.



2. Upon clicking the OK button, a guided walkthrough will be presented to the user shown only once when they open the app for the first time.



Extract PO

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Search purchase order

Search extracted PO here

+ New

Purchase orders

0 PO processed | Sort by

No item to display

Extract PO

Advaiya
Making Technology Work

Search purchase order

+ New

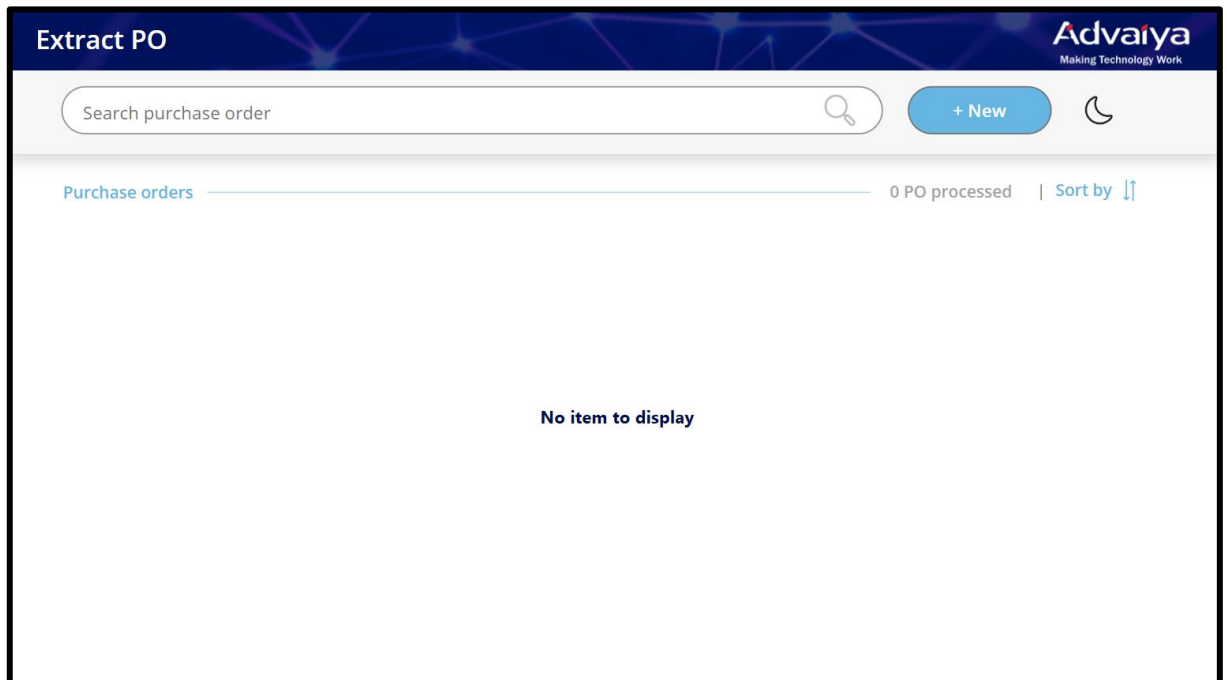
Change mode from here

Purchase orders

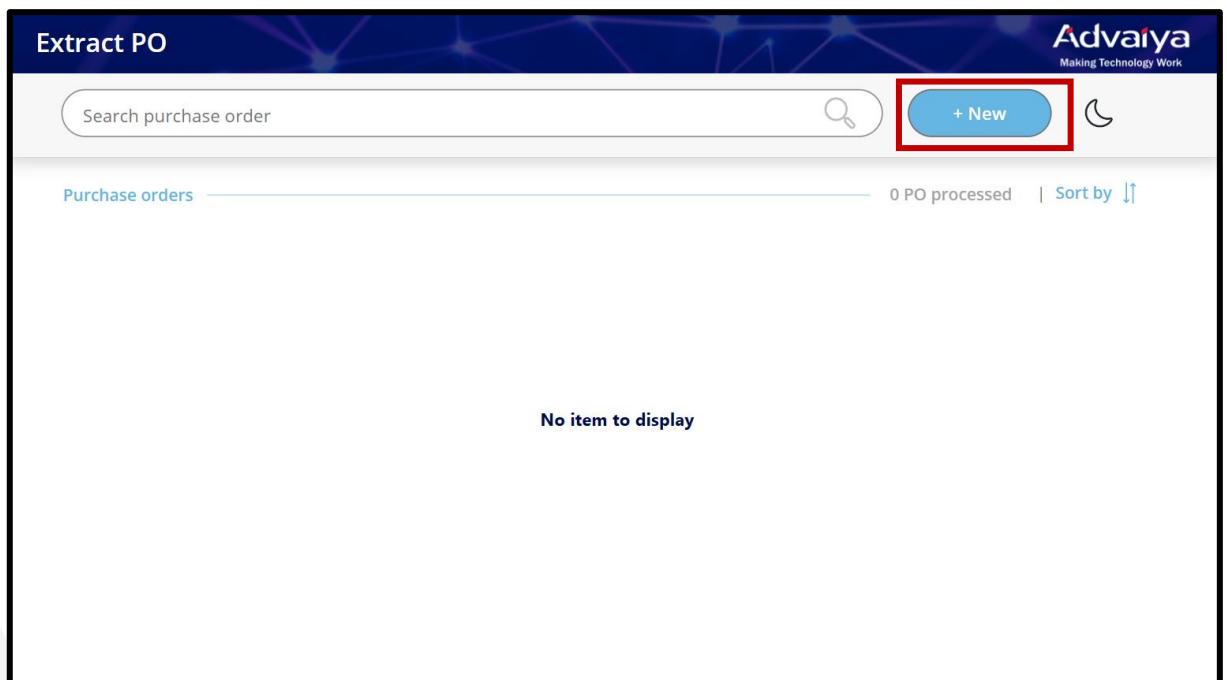
0 PO processed | Sort by

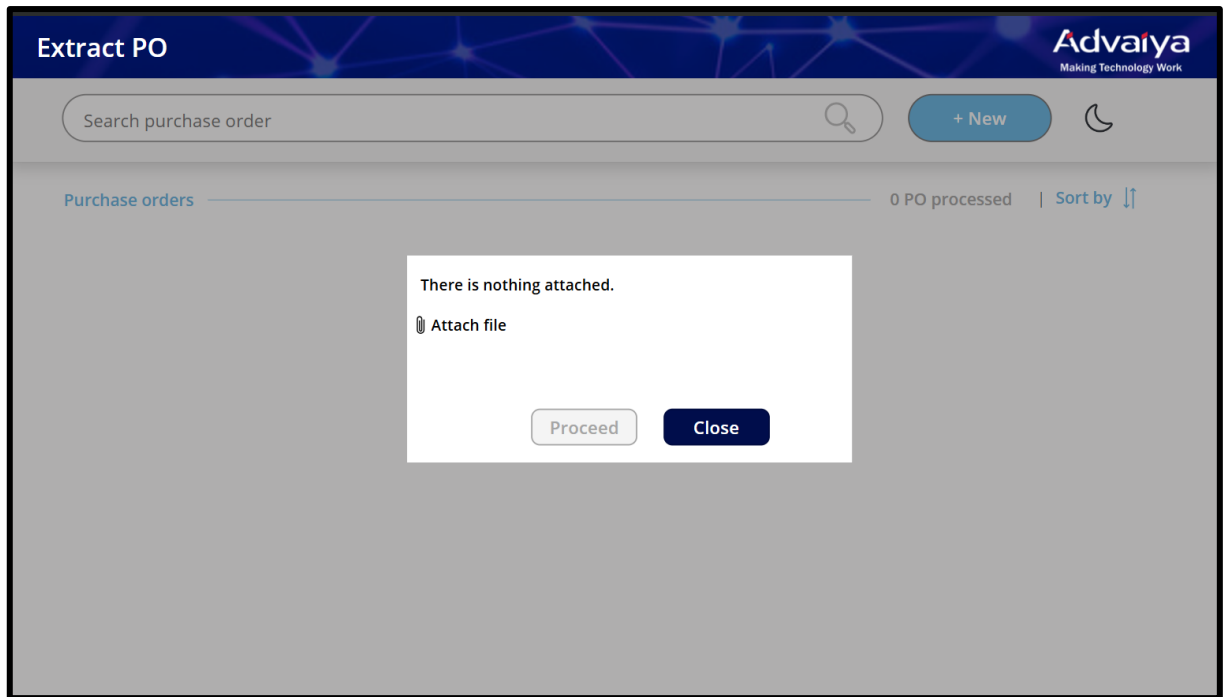
No item to display

- When a user logs in for the first time or has not performed any extraction previously, the gallery will appear empty, indicating that no documents have been extracted yet.

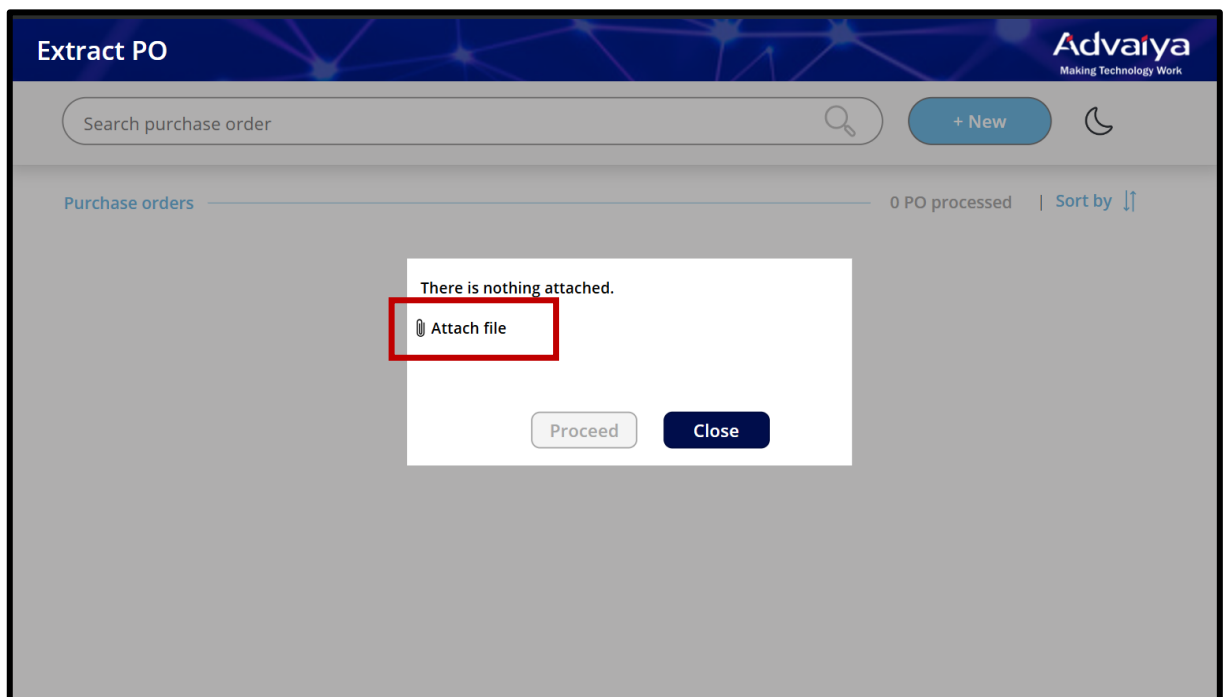


- When the user clicks on the '+ New' button, a file attachment popup will appear, allowing them to upload the PO pdf file.

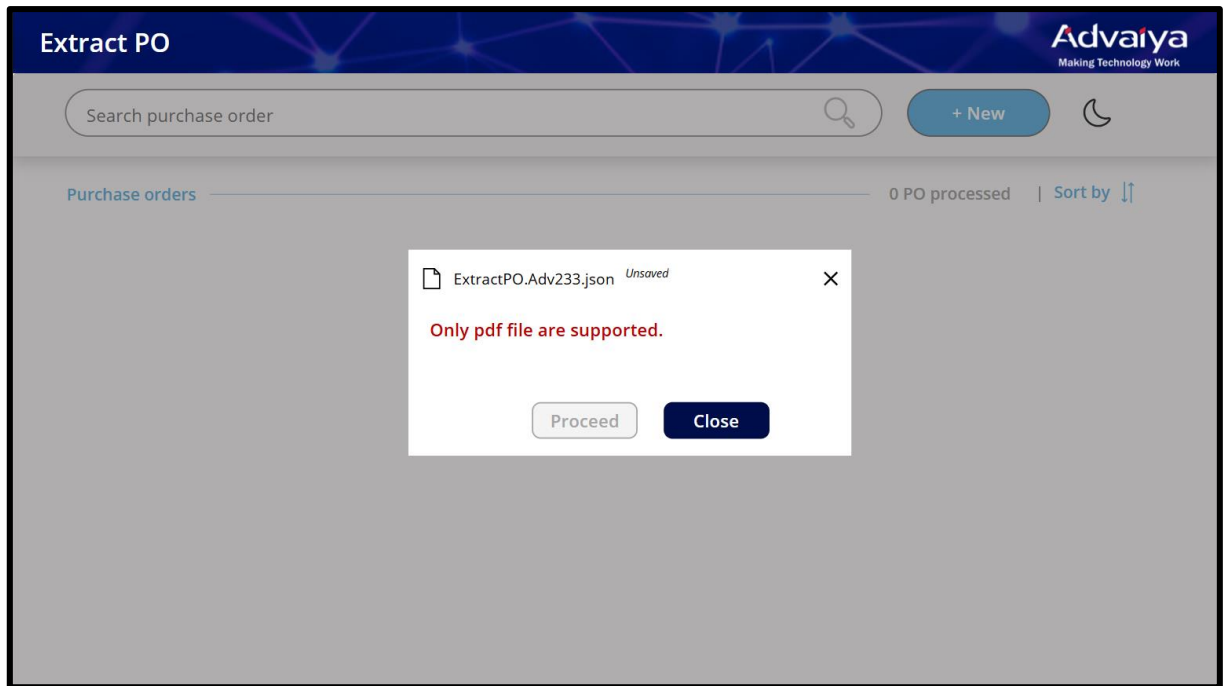




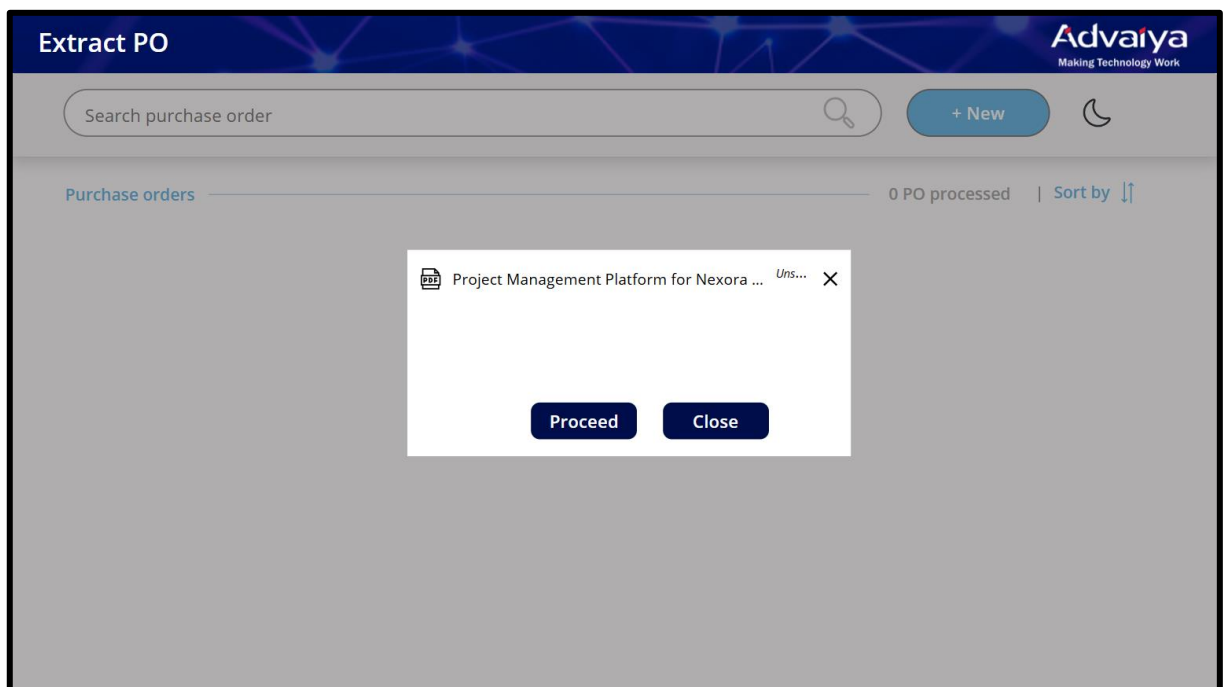
5. Click on 'Attach file' to upload your Purchase Order (PO) document.



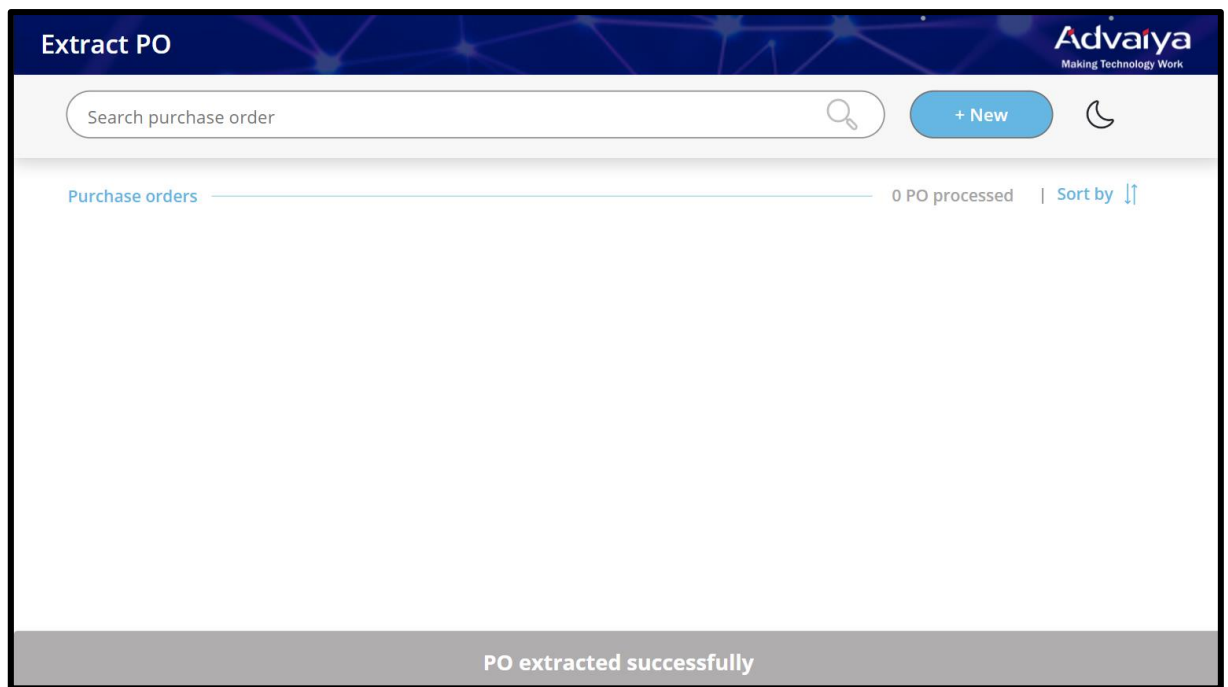
6. If a non-PDF file is attached, an error message will be displayed prompting the user to upload a valid PDF document.



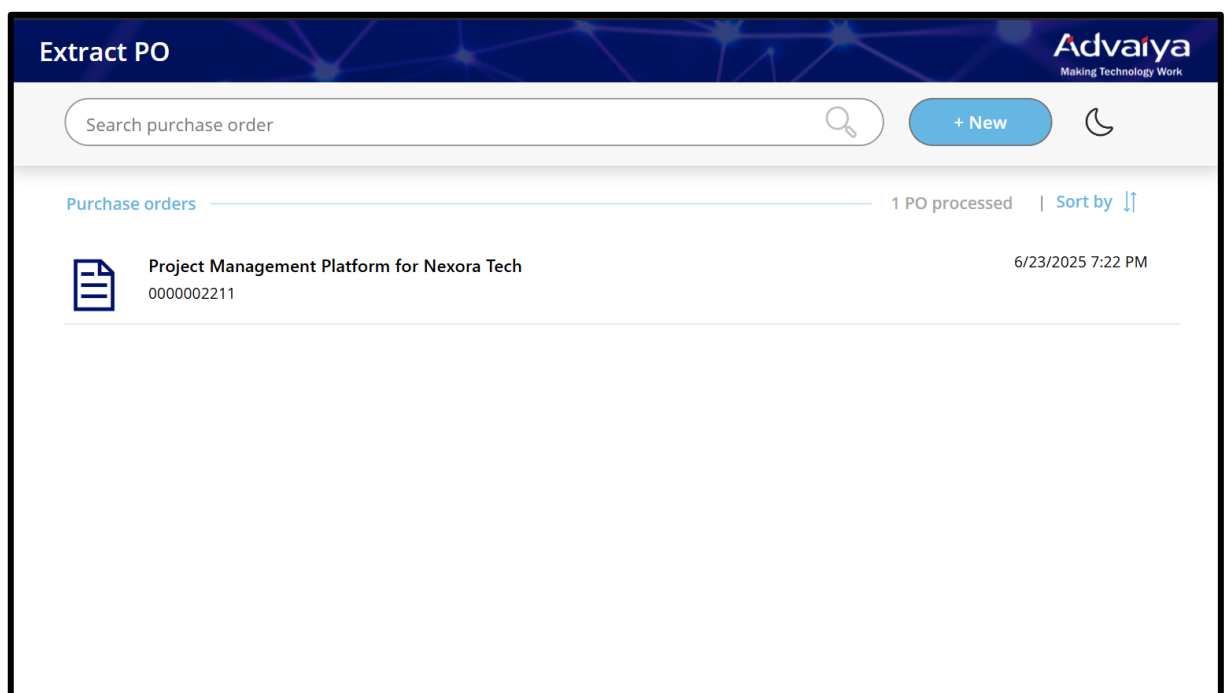
7. If the user attaches a valid PO PDF file, the 'Proceed' button will be enabled to continue the process.



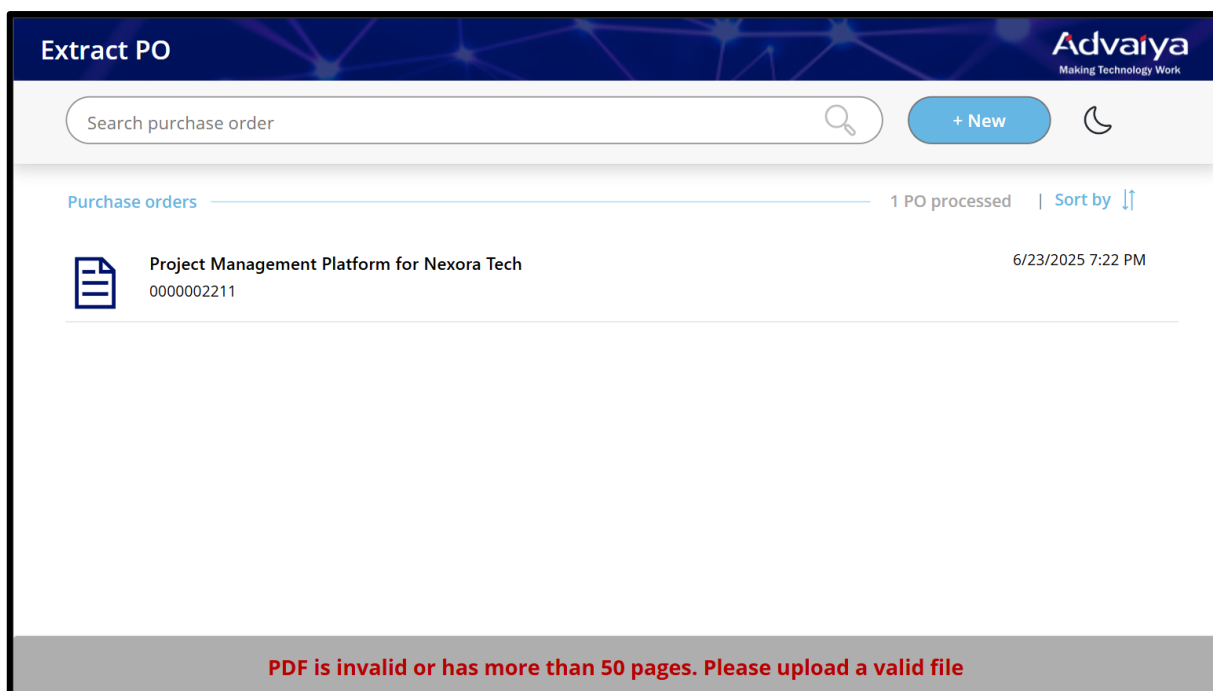
8. Once a valid file is selected, the 'Proceed' button will be enabled, allowing the user to upload the file by clicking it.
9. Upon successful completion, a pop-up message will appear stating 'PO extracted successfully.'



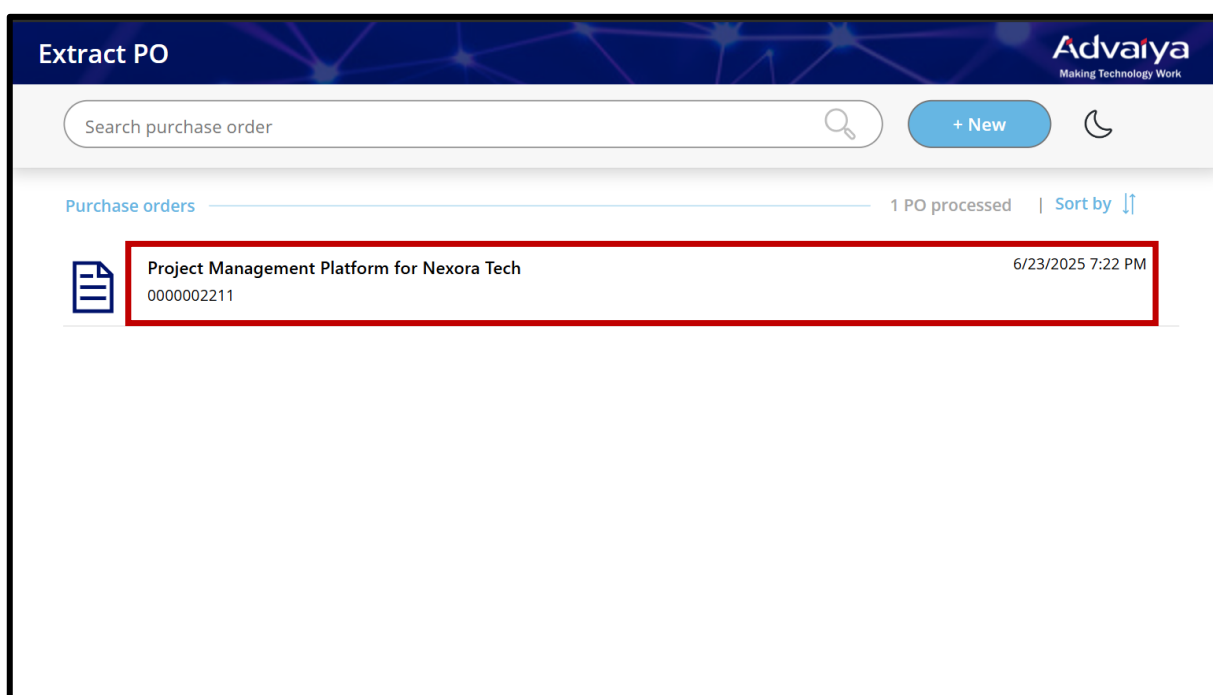
10. Once the file is successfully extracted, it will be displayed in the Document Gallery.



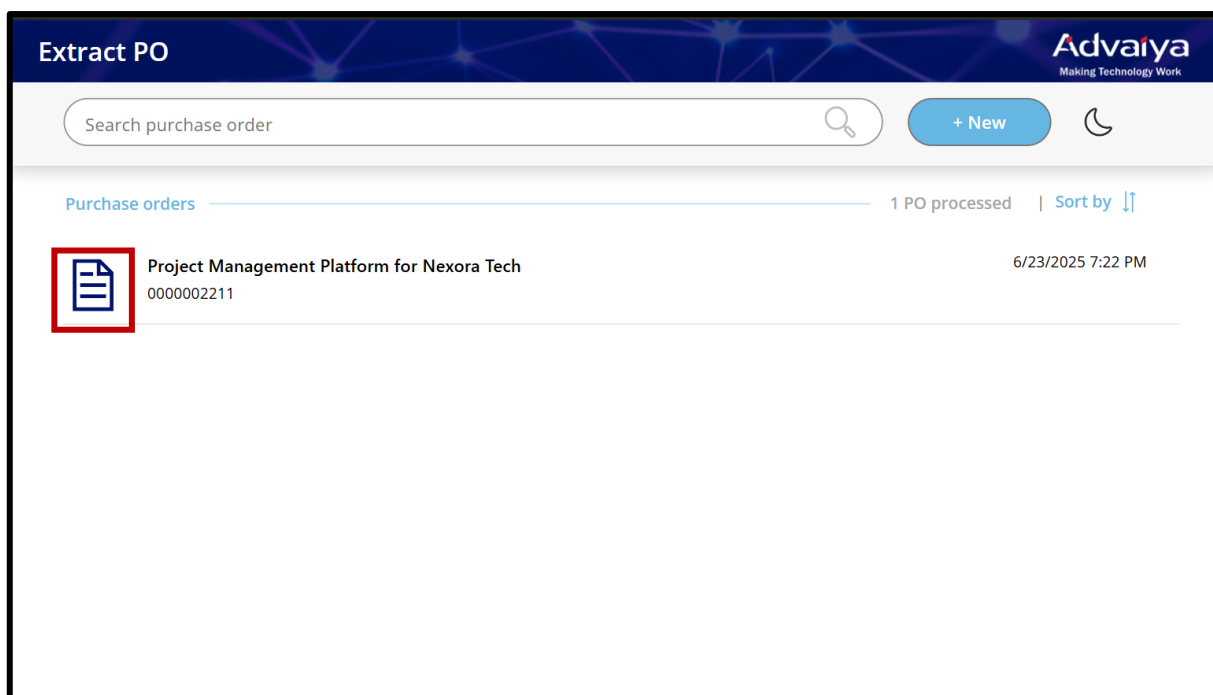
11. If the user uploads a PDF with more than 50 pages or a document that is not a valid Purchase Order (PO), an error message will be displayed.



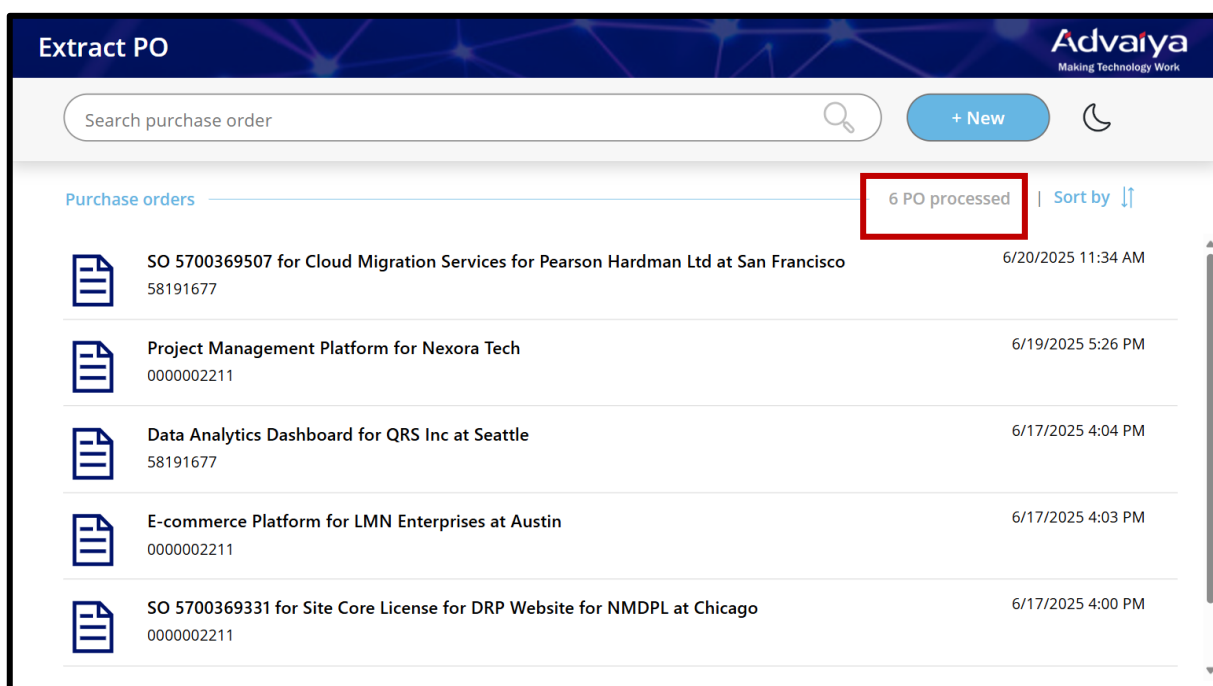
12. The “document name”, “PO number” and “creation date and time” will be displayed in the extracted PO gallery.



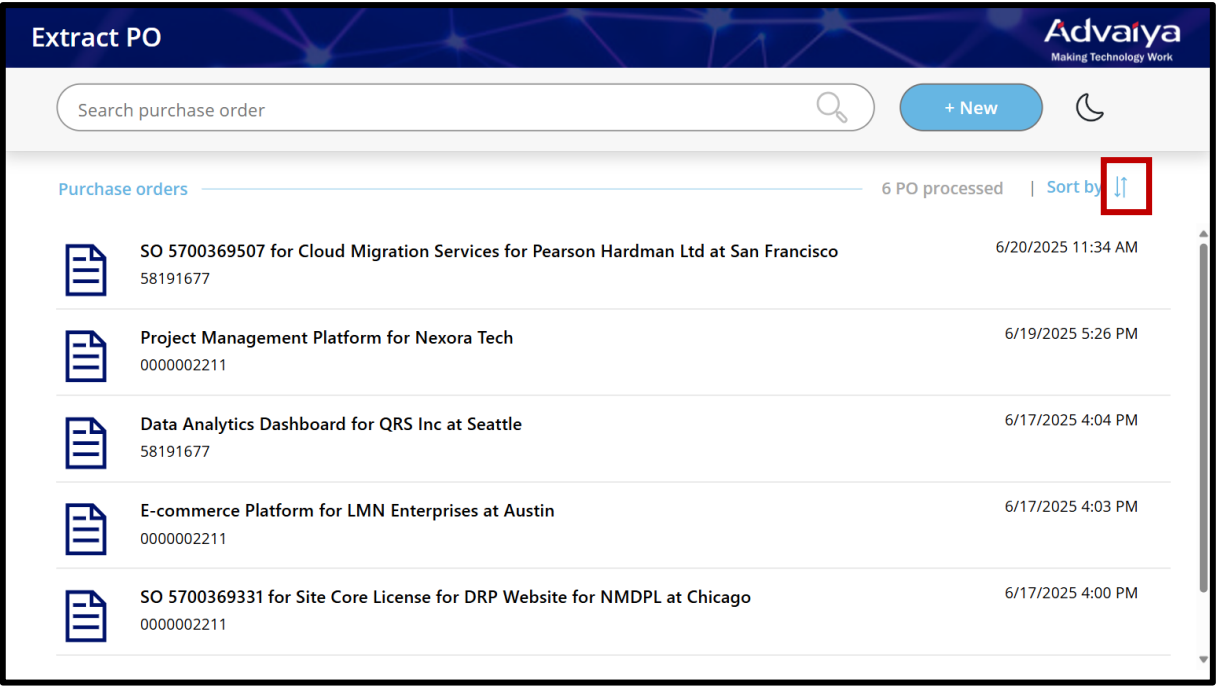
13. Upon clicking the folder icon, the user will be navigated to the extracted JSON document.



14. This label displays the total count of successfully processed and extracted purchase orders.



15. Upon clicking the “sort” icon, the user can sort the document gallery by date, either from oldest to newest or vice versa.



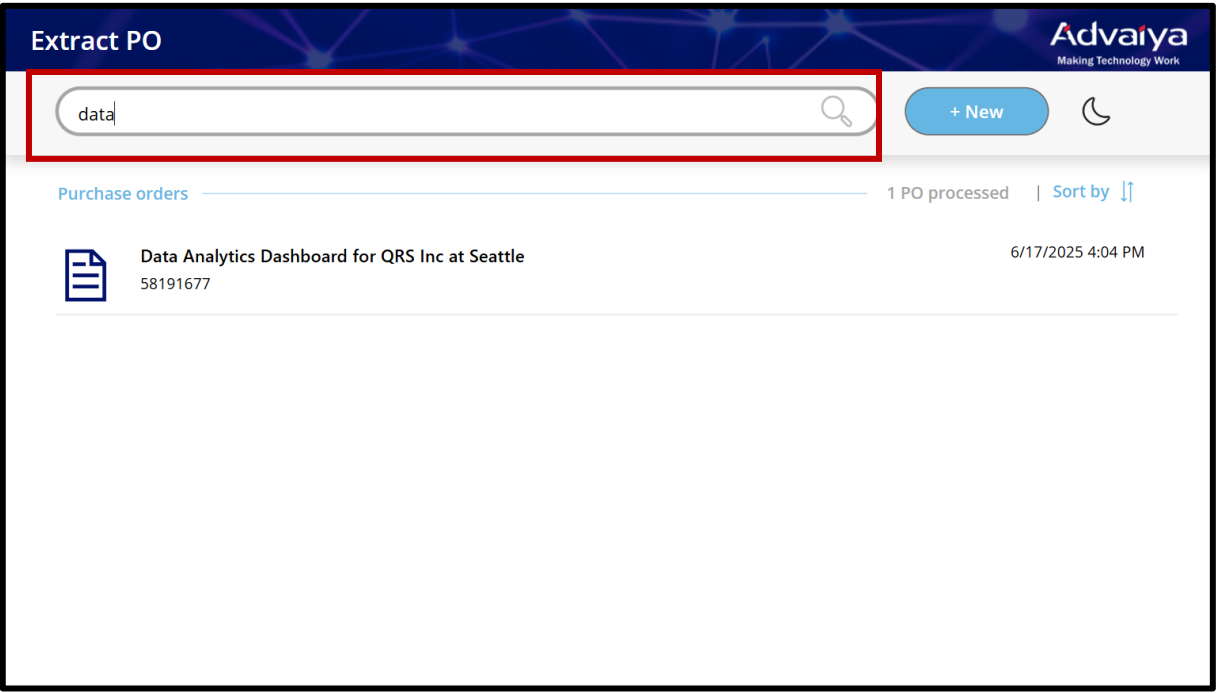
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Search purchase order + New

Purchase orders 6 PO processed | Sort by ↑↓

	SO 5700369507 for Cloud Migration Services for Pearson Hardman Ltd at San Francisco 58191677	6/20/2025 11:34 AM
	Project Management Platform for Nexora Tech 0000002211	6/19/2025 5:26 PM
	Data Analytics Dashboard for QRS Inc at Seattle 58191677	6/17/2025 4:04 PM
	E-commerce Platform for LMN Enterprises at Austin 0000002211	6/17/2025 4:03 PM
	SO 5700369331 for Site Core License for DRP Website for NMDPL at Chicago 0000002211	6/17/2025 4:00 PM

16. In the search panel, users can dynamically search using either the PO number or the document name.



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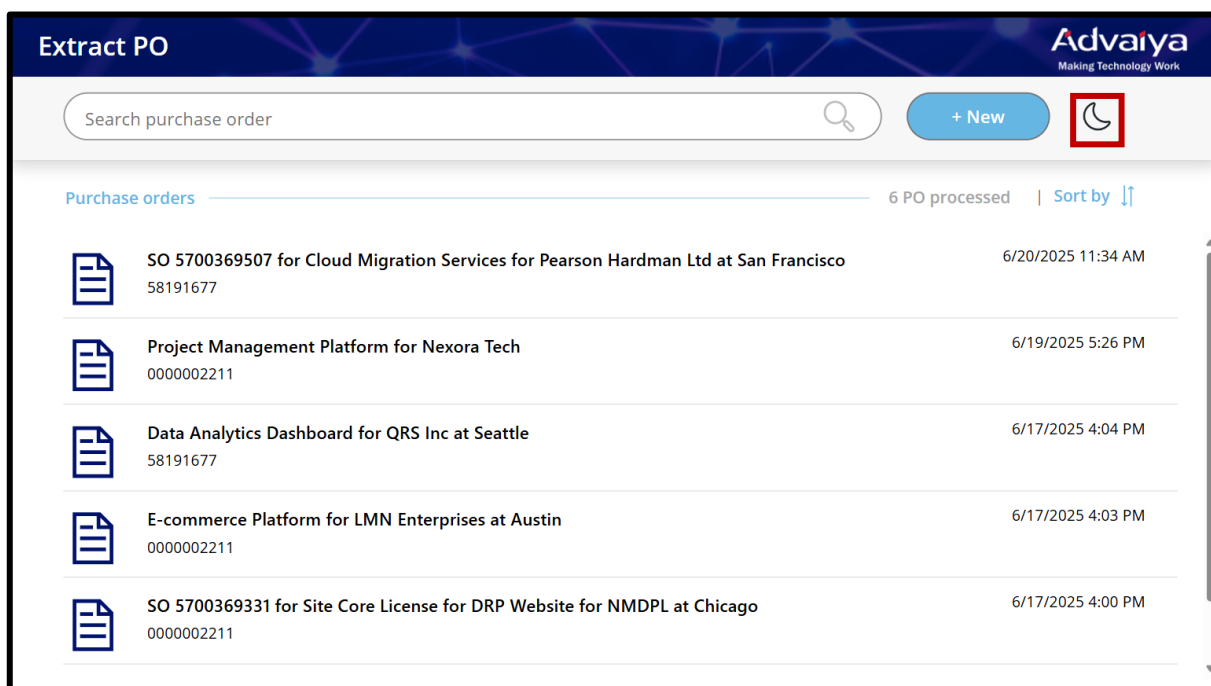
data + New

Purchase orders 1 PO processed | Sort by ↑↓

	Data Analytics Dashboard for QRS Inc at Seattle 58191677	6/17/2025 4:04 PM
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17. By clearing the search input, the document gallery will return to its original, unfiltered state.

18. By clicking the moon icon, the user can switch the display mode from light to dark.



Extract PO

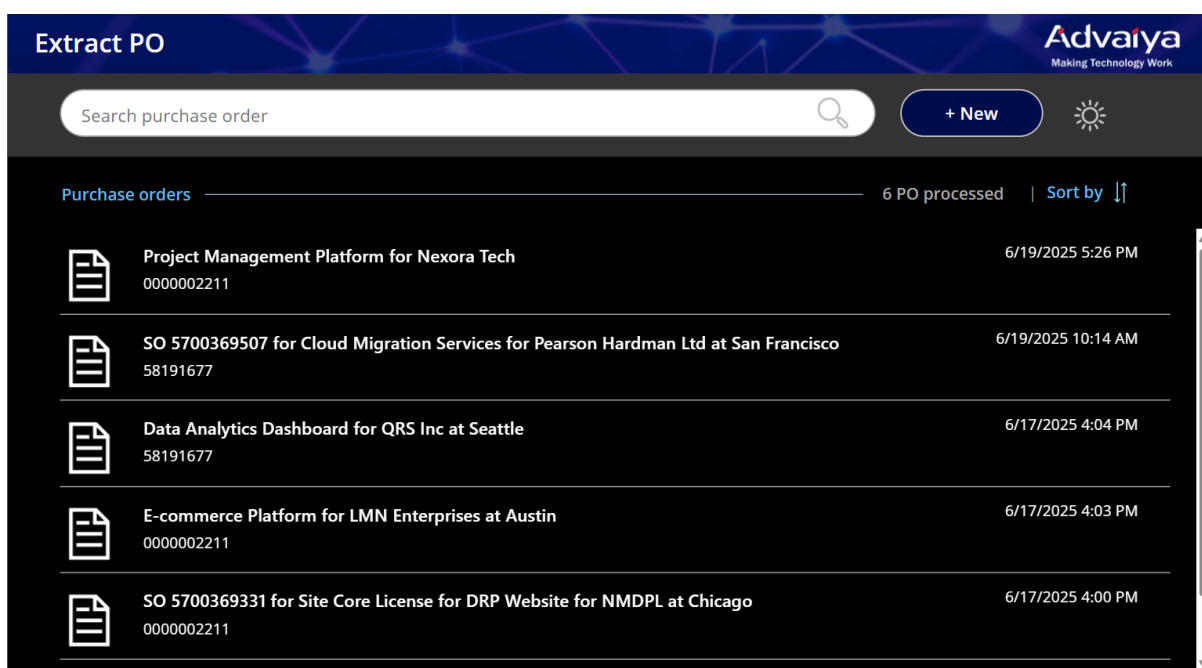
Search purchase order

+ New



Purchase orders 6 PO processed | Sort by ↑↓

	SO 5700369507 for Cloud Migration Services for Pearson Hardman Ltd at San Francisco 58191677	6/20/2025 11:34 AM
	Project Management Platform for Nexora Tech 0000002211	6/19/2025 5:26 PM
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Extract PO

Search purchase order

+ New



Purchase orders 6 PO processed | Sort by ↑↓

	Project Management Platform for Nexora Tech 0000002211	6/19/2025 5:26 PM
	SO 5700369507 for Cloud Migration Services for Pearson Hardman Ltd at San Francisco 58191677	6/19/2025 10:14 AM
	Data Analytics Dashboard for QRS Inc at Seattle 58191677	6/17/2025 4:04 PM
	E-commerce Platform for LMN Enterprises at Austin 0000002211	6/17/2025 4:03 PM
	SO 5700369331 for Site Core License for DRP Website for NMDPL at Chicago 0000002211	6/17/2025 4:00 PM