



How To Rock with Effingo

And Get Certified Like a Star.

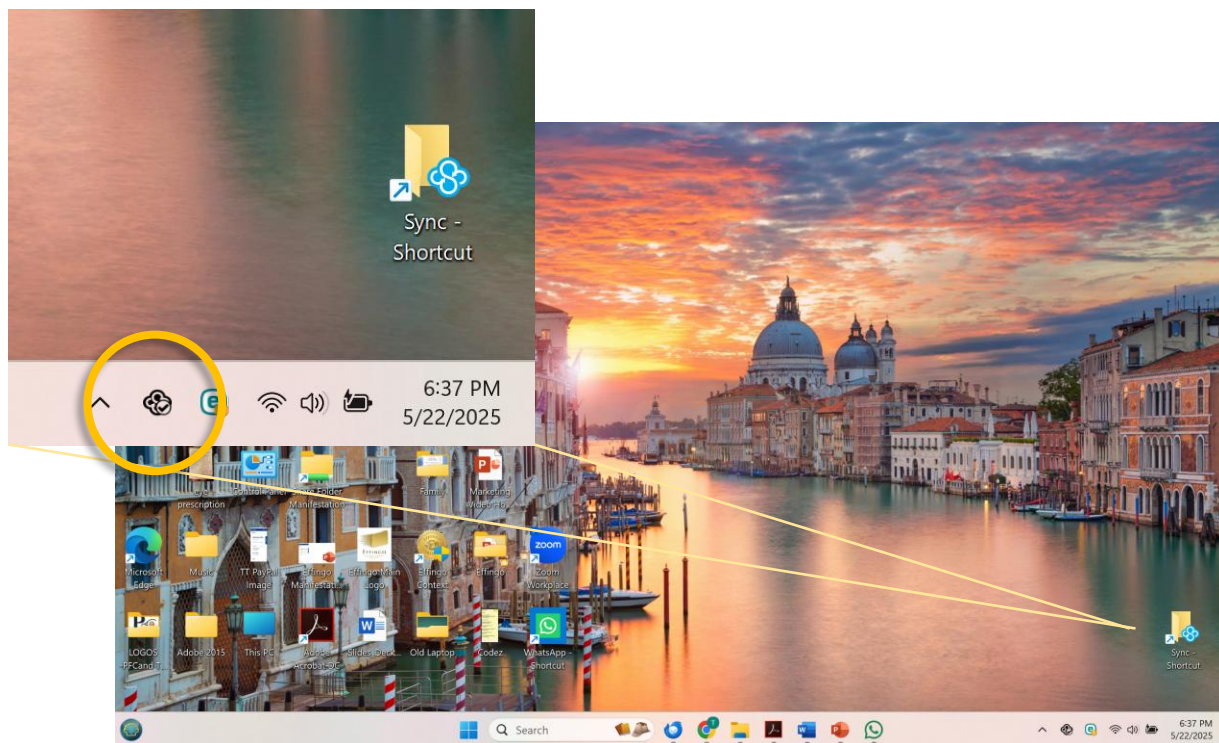
Getting Started with Effingo Certification

Your quick guide to making your files **Effingo Certified** — simple, smart and secure.

Step 1: Launch the HIPAA compliant Sync-Effingo Portal

Start your journey to files free of duplicates, blanks and other non-necessary pages, in one of two ways:

- Click the **desktop shortcut**
- Or tap the **taskbar icon** (the one that looks like it's ready to work!)

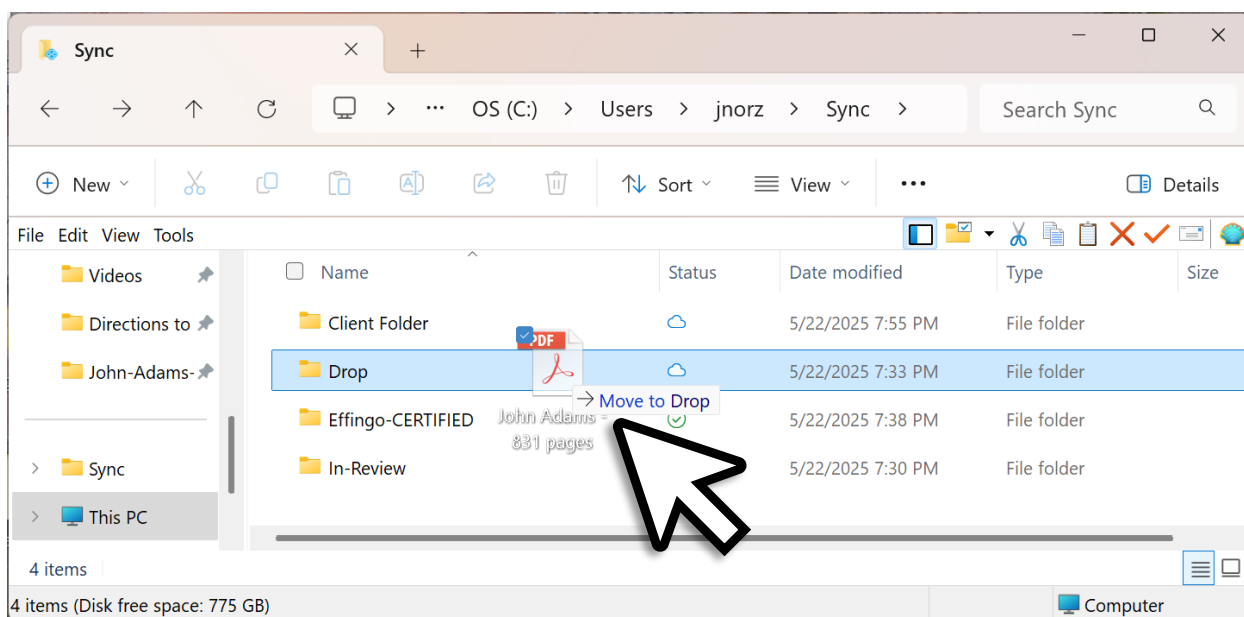


Step 2: Drop It Like It's Hot

You will see **4 Folders**:

1. Drop *(This is where you drop in your files to be certified by Effingo)*
2. In-Review *(This is where your files live once they have been run through Effingo technology and wait to be finalized by our expert human review. This process will be completed in a matter of minutes.)*
3. Effingo-Certified *(This is where your Certified Files will appear after they have been processed by Effingo technology and have also been certified by our expert team, human review process. This process will be completed within approximately 12 - 72 hours from Effingo processing completion.)*
4. Client Folder *(This is where you will find your Effingo stats and analytics)*

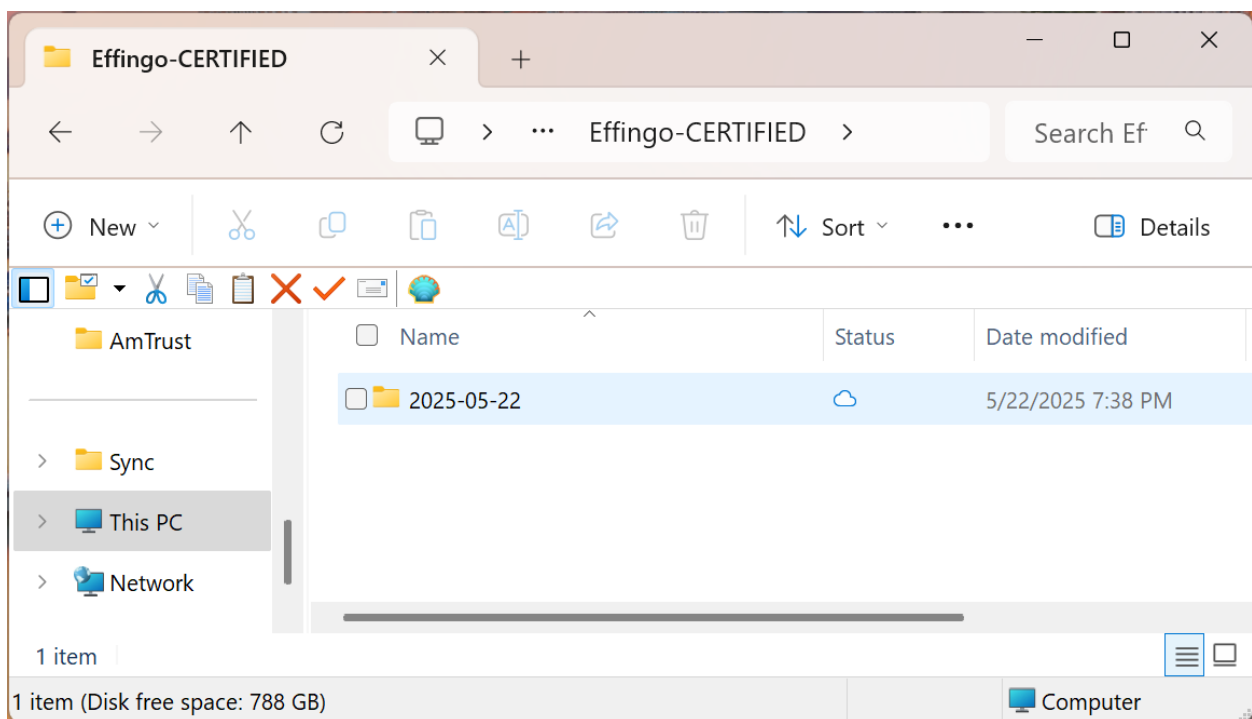
Have your file ready? Just **drag and drop** your file into the folder labeled **“Drop”**.
That's it — Effingo gets to work automatically.

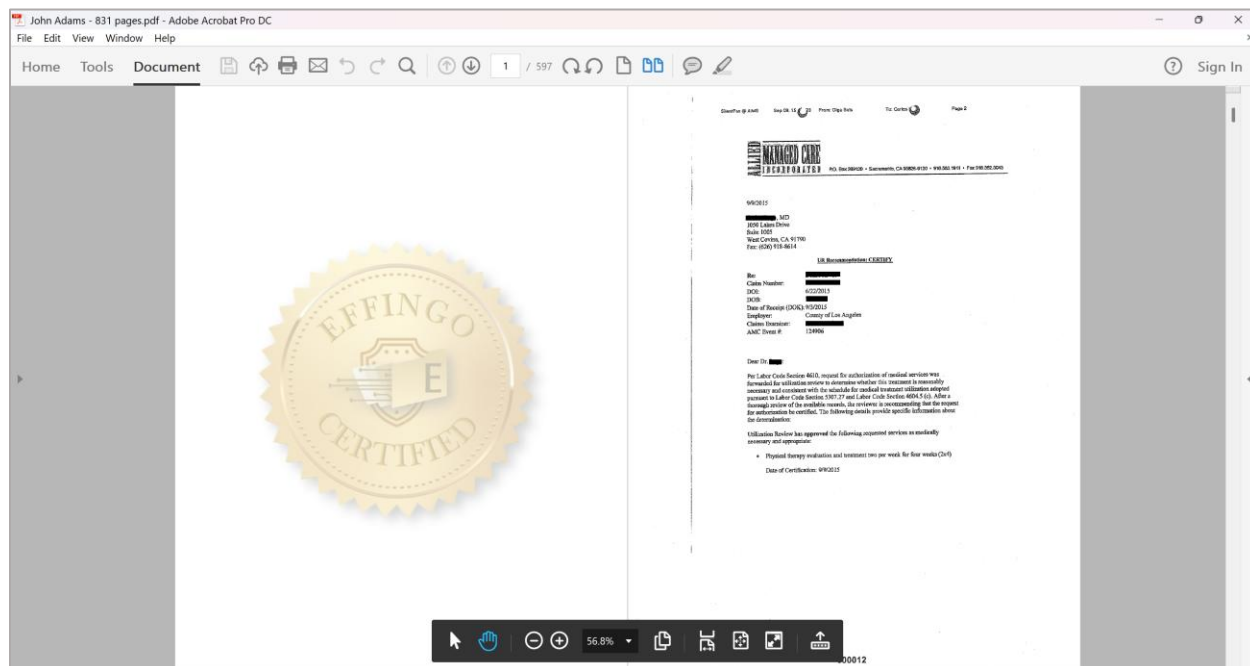
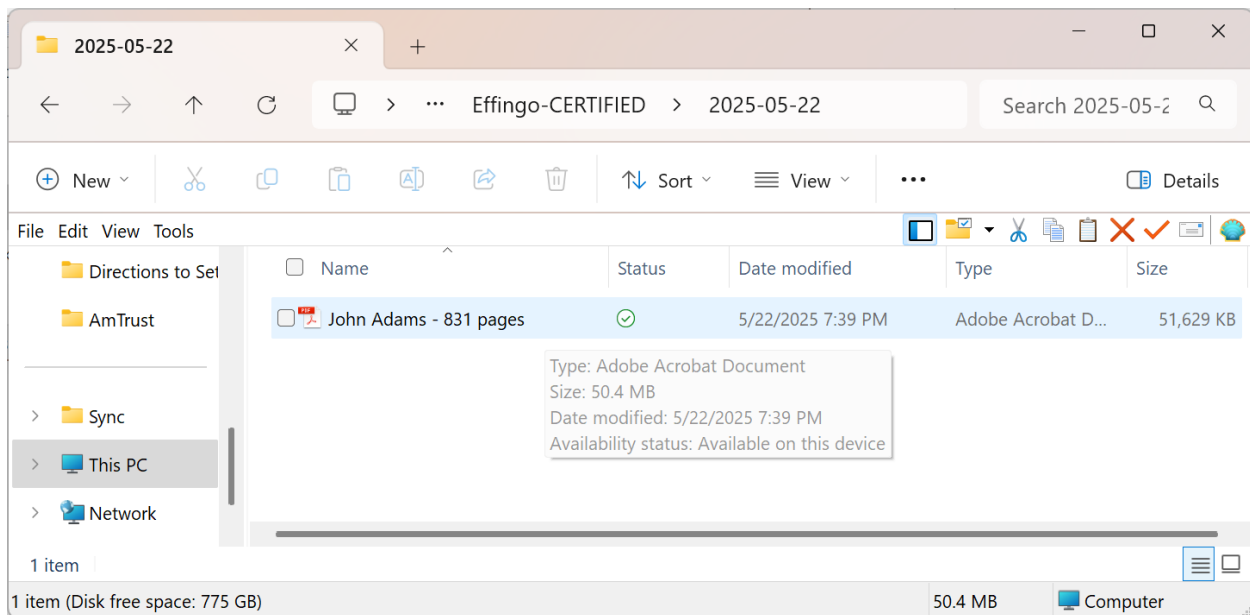


✓ Step 3: Grab Your Certified File

Once the magic is done:

- Go to the folder “Effingo-Certified” and open the folder named by the **date of certification**
- These files will be **available approximately 12-72 hours** after being processed by our expert human review. To view your files before final certification (the expert human review), they are available in the “In-Review” folder.
- Download your **Effingo Certified Report** — polished and ready to go!





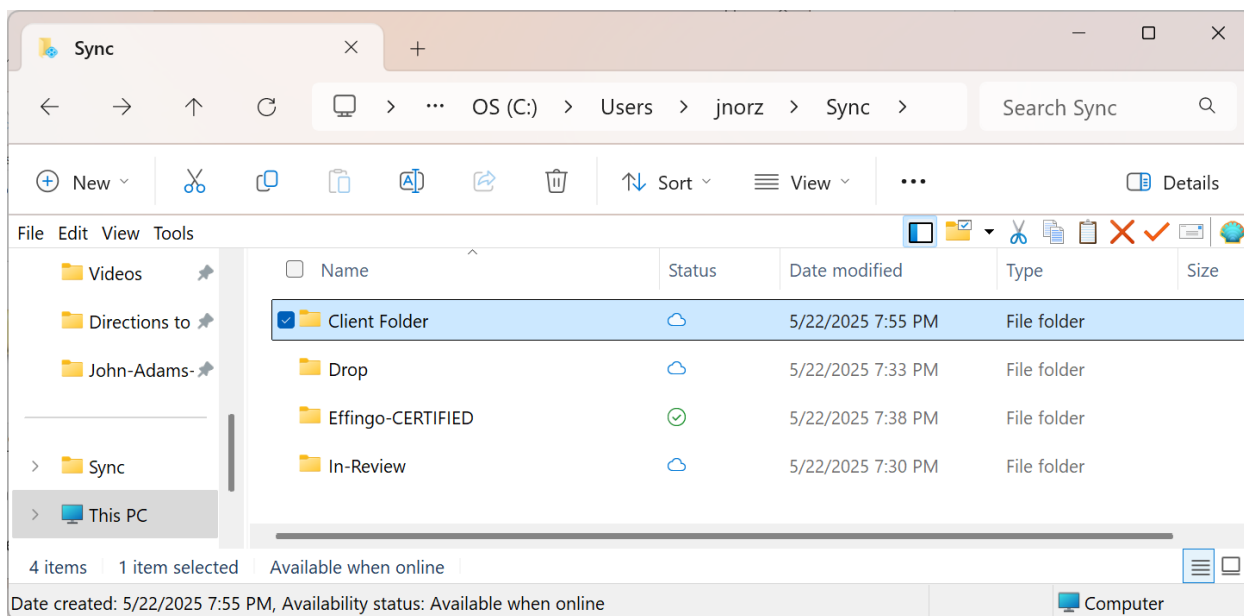


Dive into Effingo Certification Analytics

Want to see the story behind the certification? Here's how:

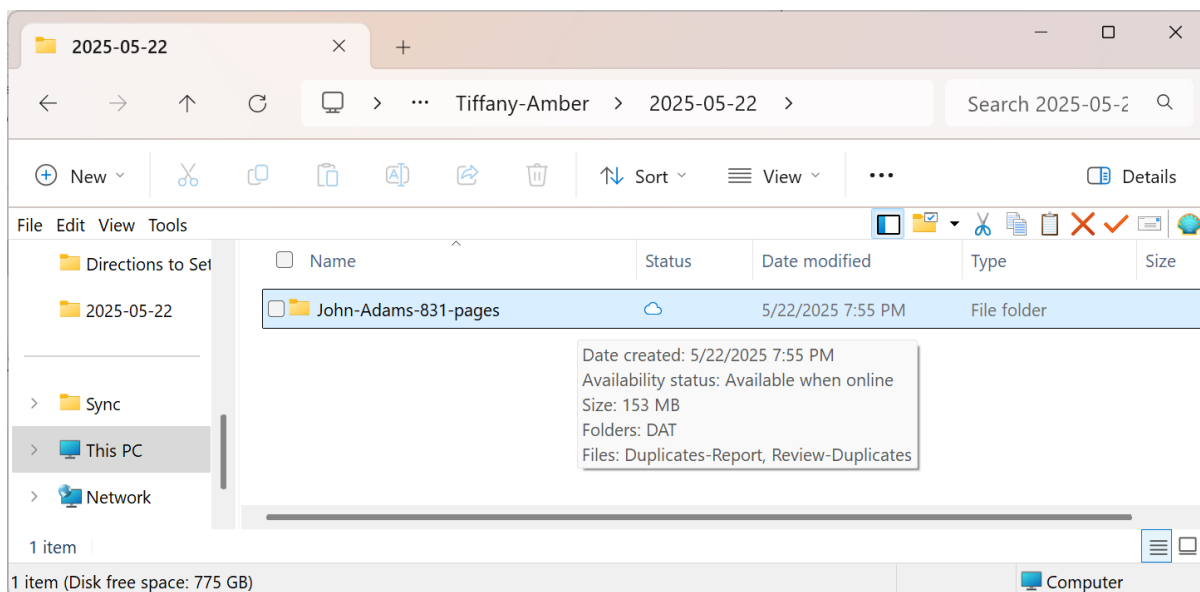


Step 1: Navigate to your Company folder



Step 2: Choose the Certification Date

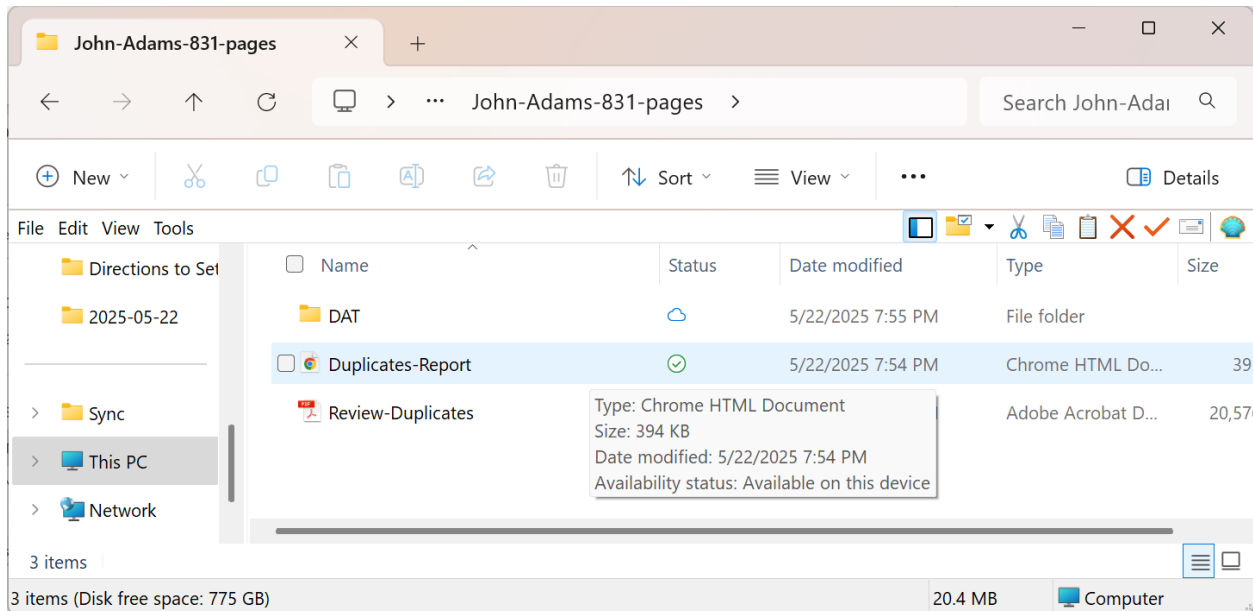
Open the folder for the date you submitted your file. Click into the specific client file.








Step 3: Open the "Duplicates-Report"

This is where the good stuff lives.

You can also access the PDF of duplicates removed in this folder labeled, "Review-Duplicates".



What You'll Find Inside the Report:

-  **Original Page Count**
-  **Number of Duplicate Pages Removed**
-  **Final Page Count in the Effingo Certified File**
-  **Pie Chart** showing match percentages
-  **Clickable Links** to each duplicate page

Report of Duplicate Pages Found



Effingo Technology Extraction Process

EFFINGO
DUPLICATE DOCUMENT
DISCOVERY

▼ Details

John Adams - 831 pages.pdf

[831] [Pages Original PDF File](#)

[234] [Duplicates Found](#)

[597] [Pages in CLEANED PDF File](#) (Effingo Certified)

[225] **Were TEXT Page Duplicates**

[9] **Were IMAGE Page Duplicates**



Side by Side Review



OCR Extraction



Highlighted Word
Index



Word Repetition



Visual Word Map



Statistics



Sync.com Portal



28% Duplicate Records

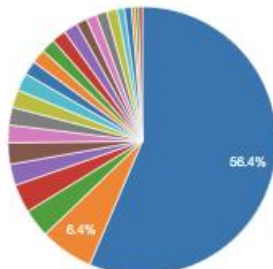
Stats: Histogram range from 100% to 40%

Median Value [66]

User did NOT specify Text percent. Using Median 66 for Text Percent.

Text Processing 66%, Image Processing 85%

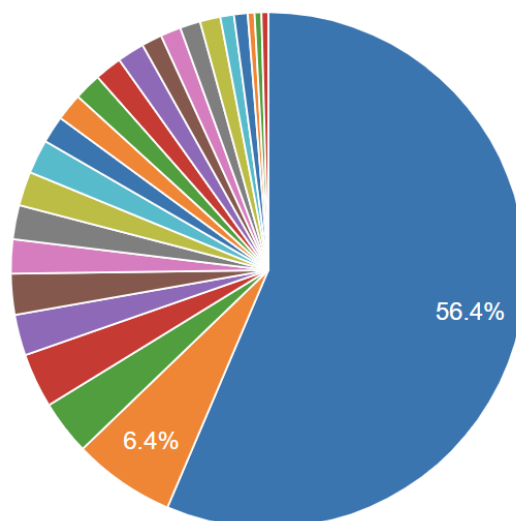
Matches by exact Percent (how many pages by percent)



132 Pages 100%	15 Pages 99%	8 Pages 93%	8 Pages 66%	6 Pages 71%
6 Pages 68%	5 Pages 97%	5 Pages 90%	5 Pages 86%	4 Pages 96%
4 Pages 82%	4 Pages 75%	4 Pages 74%	4 Pages 69%	3 Pages 94%
3 Pages 83%	3 Pages 79%	2 Pages 91%	2 Pages 77%	1 Pages 95%
1 Pages 88%				

234 Duplicates Found

Matches by exact Percent (how many pages by percent)











■ 132 Pages 100% ■ 15 Pages 99% ■ 8 Pages 93% ■ 8 Pages 66% ■ 6 Pages 71%
■ 6 Pages 68% ■ 5 Pages 97% ■ 5 Pages 90% ■ 5 Pages 86% ■ 5 Pages 80% ■ 4 Pages 96%
■ 4 Pages 82% ■ 4 Pages 75% ■ 4 Pages 74% ■ 4 Pages 69% ■ 3 Pages 94% ■ 3 Pages 85%
■ 3 Pages 83% ■ 3 Pages 79% ■ 2 Pages 91% ■ 2 Pages 77% ■ 1 Pages 95% ■ 1 Pages 88%
■ 1 Pages 72%

234 Duplicates Found

Bonus Tools at Your Fingertips

Inside the report, you'll also find buttons to:

-  **Compare Originals vs. Duplicates** (side-by-side view)
-  **Editable OCR Text Document** version
-  **Keyword Search with Hyperlinks** to exact matches
-  **Word Repetition Report**
-  **Visual Word Map**
-  **Customizable Statistics Dashboard**
-  **Quick Access to Your Sync.com Portal**
-  **Contact Effingo IT Support** anytime you need help



Side by Side Review



OCR Extraction



Highlighted Word
Index



Word Repetition



Visual Word Map



Statistics



Sync.com Portal



User Configuration Options



 **And that's it! You're ready to certify like a star.**

Welcome to a smarter, cleaner, and more efficient way to certify your documents — **the Effingo Technology way.**

