
Document Insighter - NB COA

User Manual

DEEPSITE LIMITED

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1 General Information

1.1 Purposes

This User Manual introduces the DEEPSITE Document Insighter system including the interface and management functions to help users quickly log in, browse and use this system. And provide you with solutions to the problems encountered in the use of the system and how to access the resources and help.

1.2 System Overview

Document Insighter is a digitizing solution with AI-Powered Advanced Content Intelligence that can be quickly consumed as a service providing the ability to carry out a task like reading a document, digitizing an image or a table, extracting data interested, or any other tasks related to understanding and processing content as well as analyzing data. Document Insighter also provides auto validation/ontology against with the data from user's database such as enterprise SAP using the extracted data from documents. In addition, Document Insighter supports user feedback and continuous learning to improve precision via the cloud-based portal.

2 Getting Started

2.1 Logging on

Open the browser and enter the URL <https://document-insighter.godeepsite.com> to visit the login website as shown:

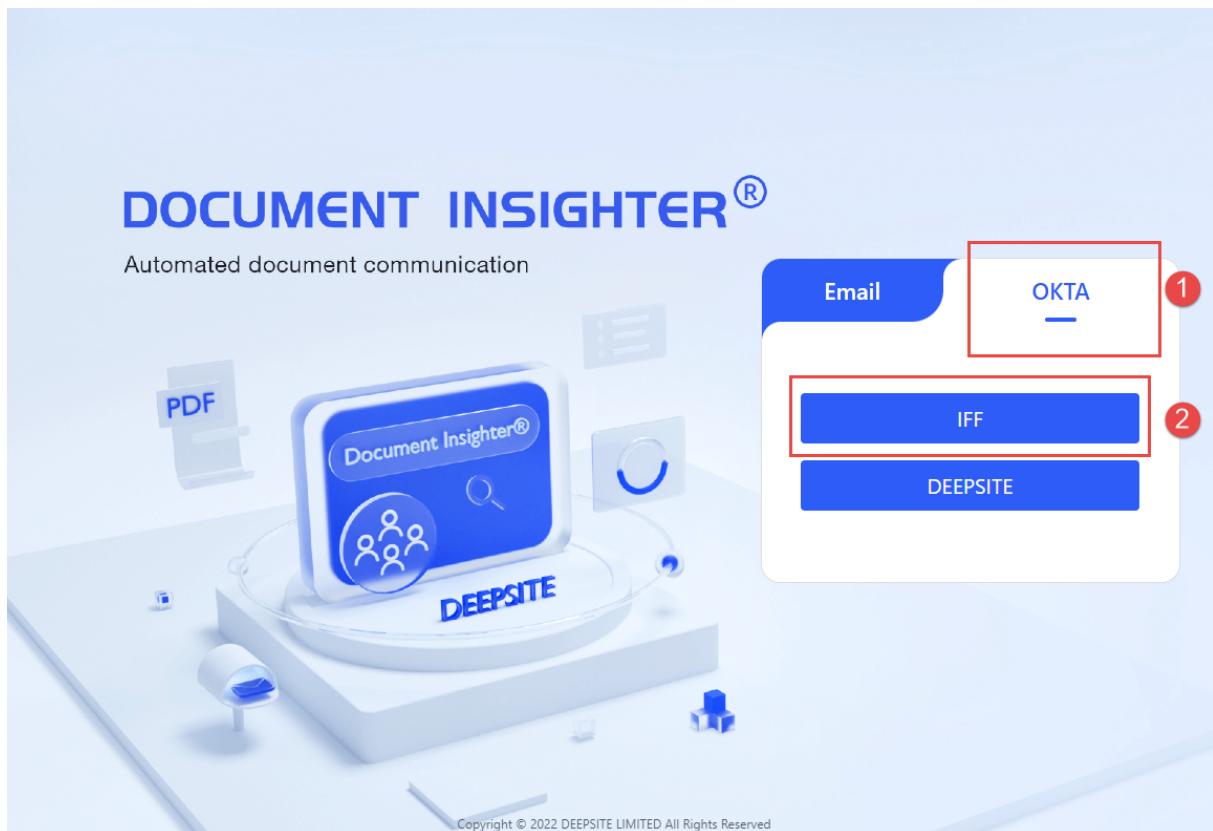


Figure 1: Log on

Users can log in the DEEPSITE Insighter portal by clicking button ☰ “OKTA” and choosing “IFF” and then typing in their authorized account name and password.

2.2 Role Types

Users belonging to different role types will have different permissions:

Role Type	Access	User Profile	Permission Level
Viewer	view/access portal	users/technicians	default
API User	pull data from API	data scientist/IT	default

2.3 Homepage

The system can archive documents/data automatically with convenient and rich search capabilities. After logging in or clicking the “Home” button in the top ribbon to enter the home page, as shown.

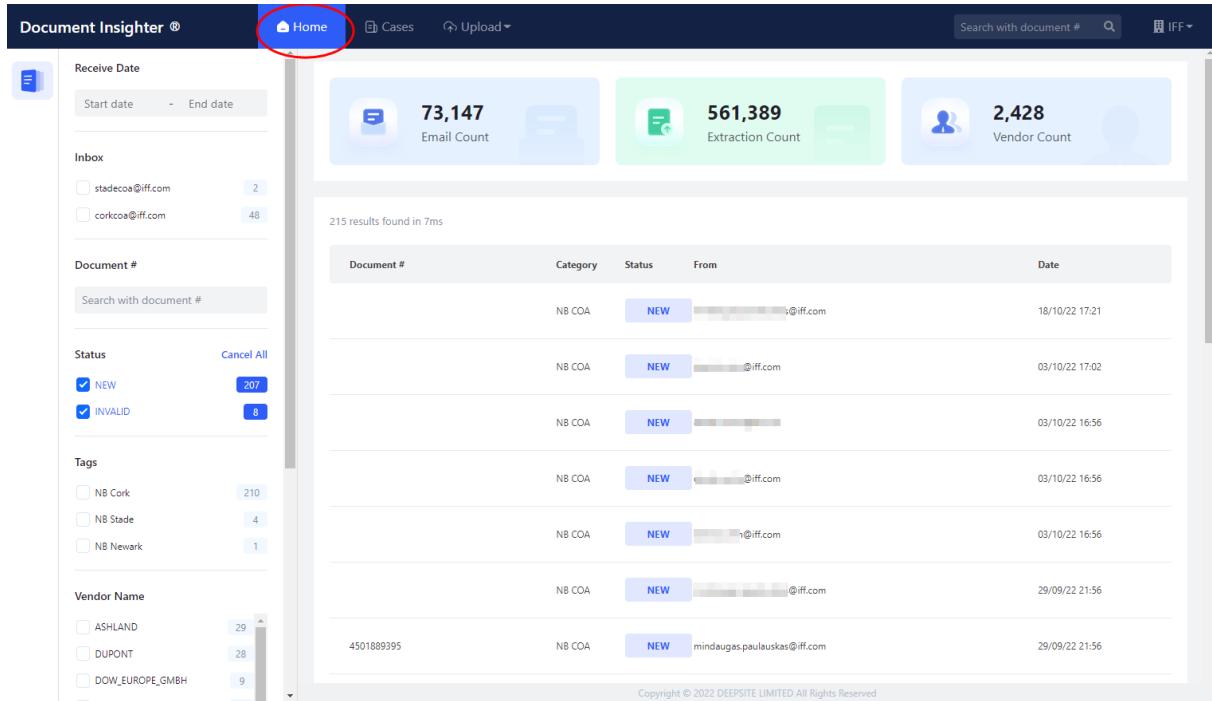


Figure 2: Home Button

The left filter function bar provides users with more detailed classification and filtering functions:

1. “Receive Date”: The email received date or uploaded date.
2. “Inbox”: Which shared mailbox the email/docs came from.
3. “Document #”: The number of OCR document, like PO number.
4. “Status”: Default value is “NEW”. If user revised the results, it will become “MODIFIED”.
5. “Tags”: Which plant the docs should belong to.
6. “Vendor Name”: List all vendors.
7. “Product Name”: Filtered by the mapped standard product name if it exists.
8. “Batch Name”: Filtered by the extracted batch number if it exists.
9. “Mail From/Upload By”: Filter all the extractions by User’s email address.
10. “Mail/Document”: Filtered by the type of COA(only email or email with documents attached).

Document Insighter ®

Receive Date

Start date - End date

Inbox

- stadeco@iff.com 2
- corkcoa@iff.com 48

Document #

Search with document #

Status

NEW 207

INVALID 8

Tags

- NB Cork 210
- NB Stade 4
- NB Newark 1

Document Insighter ®

NB Newark 1

Vendor Name

- ASHLAND 29
- DUPONT 28
- DOW_EUROPE_GMBH 9
- SHANGHAI_EVER_BRIGHT 6
- RAYONIER_CANADA 3
- SAPP_SAICCOR 3
- DOW_SWITZERLAND_GMBH 2

Product Name

Batch Number

Advance

Mail From/Upload By

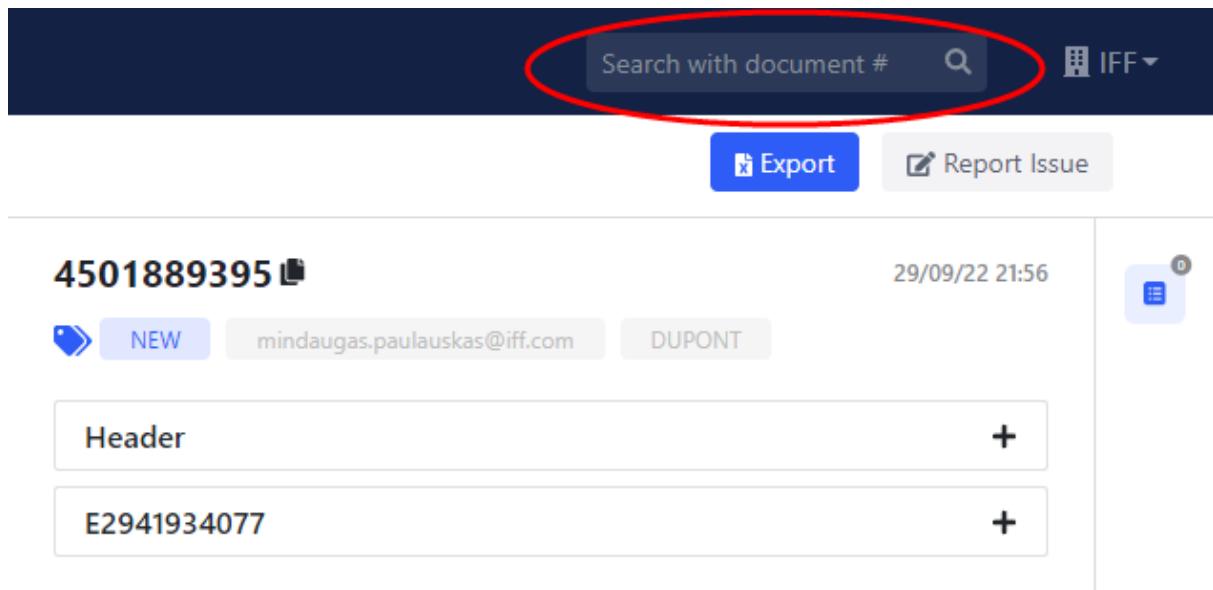
Search with email address

Mail

- Mail Only
- With Document

2.3.1 Quick Search Area

Users can quickly access the search function at the top ribbon. After entering the PO number here, it will jump to the corresponding review page.



The screenshot shows the Document Insighter interface. At the top, there is a search bar with the placeholder "Search with document #". To the right of the search bar is a magnifying glass icon. Further to the right is a dropdown menu labeled "IFF". Below the search bar are two buttons: "Export" (blue) and "Report Issue" (grey). The main content area displays a document with the ID "4501889395" and a small document icon. To the right of the ID is the date and time "29/09/22 21:56". Below the ID are three status indicators: a blue "NEW" button, an email address "mindaugas.paulauskas@iff.com", and a "DUPONT" button. The document content area contains two entries: "Header" and "E2941934077", each with a plus sign to its right. On the far right, there is a small blue icon with a "0" in a circle.

Review Page

2.3.2 Display and download the original documents and email

After logging in, the COA document if existed and email will be shown in the left side of the page. User can also download the PDF version of the document file or the eml version of the email by clicking the download button.

Page: 1 / 2

Document Insighter ®

Document Mail

Page Preview & Jump to

Download Icon

4502204130

13/04/22 18:42

MANUAL NEW stamping@ godeepsite.com RAYONIER_CANADA

Header

Aggregation

200693

200694

200695

200696

200697

200698

200699

200700

200701

200702

200703

200704

200705

200706

200707

200708

200709

200710

200711

200712

200713

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Figure 3: Download PDF

From: stamping@godeepsite.com
Subject: COA for order 4502204130
To: stamping@rcoaas@document-insighter.com
Sent: Wed Apr 13 10:42:05 UTC 2022

Regards,
Email: stamping@godeepsite.com
Tel: (652) 12345678

Download Icon

4502204130

13/04/22 18:42

MANUAL NEW stamping@godeepsite.com RAYONIER_CANADA

Header

Aggregation

200693

200694

200695

200696

200697

200698

200699

200700

200701

200702

200703

200704

200705

200706

200707

200708

200709

200710

200711

200712

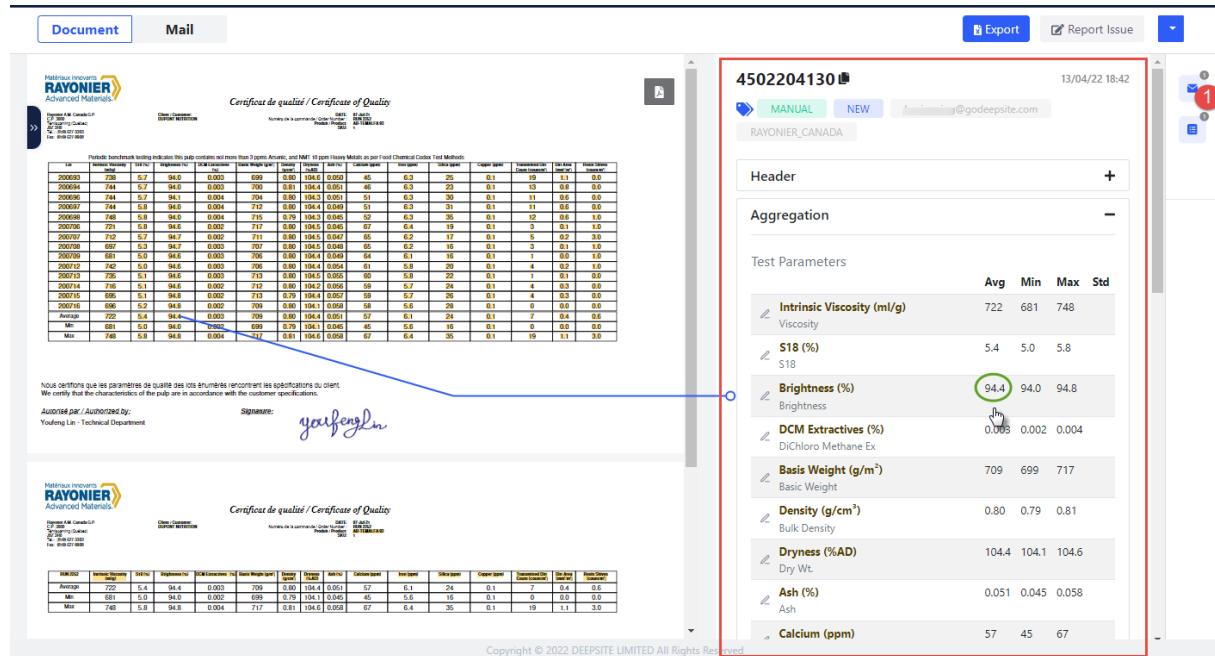
200713

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Figure 4: Download Email

2.3.3 Extracted Result Display

The extracted data will be shown in the right side of the page including Test parameter results and mapped Spec codes. Clicking the button  in the following picture will display the historical extracted records of the COA under the same PO number:



Document **Mail**

4502204130 13/04/22 18:42

MANUAL **NEW** 1234567890@ godeepsite.com

RAYONIER_CANADA

Header

Aggregation

Test Parameters

	Avg	Min	Max	Std
Intrinsic Viscosity (ml/g)	722	681	748	
S18 (%)	5.4	5.0	5.8	
Brightness (%)	94.4	94.0	94.8	
DCM Extractives (%)	0.003	0.002	0.004	
Basis Weight (g/m ²)	709	699	717	
Density (g/cm ³)	0.80	0.79	0.81	
Dryness (%AD)	104.4	104.1	104.6	
Ash (%)	0.051	0.045	0.058	
Calcium (ppm)	57	45	67	

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Figure 5: Result Page

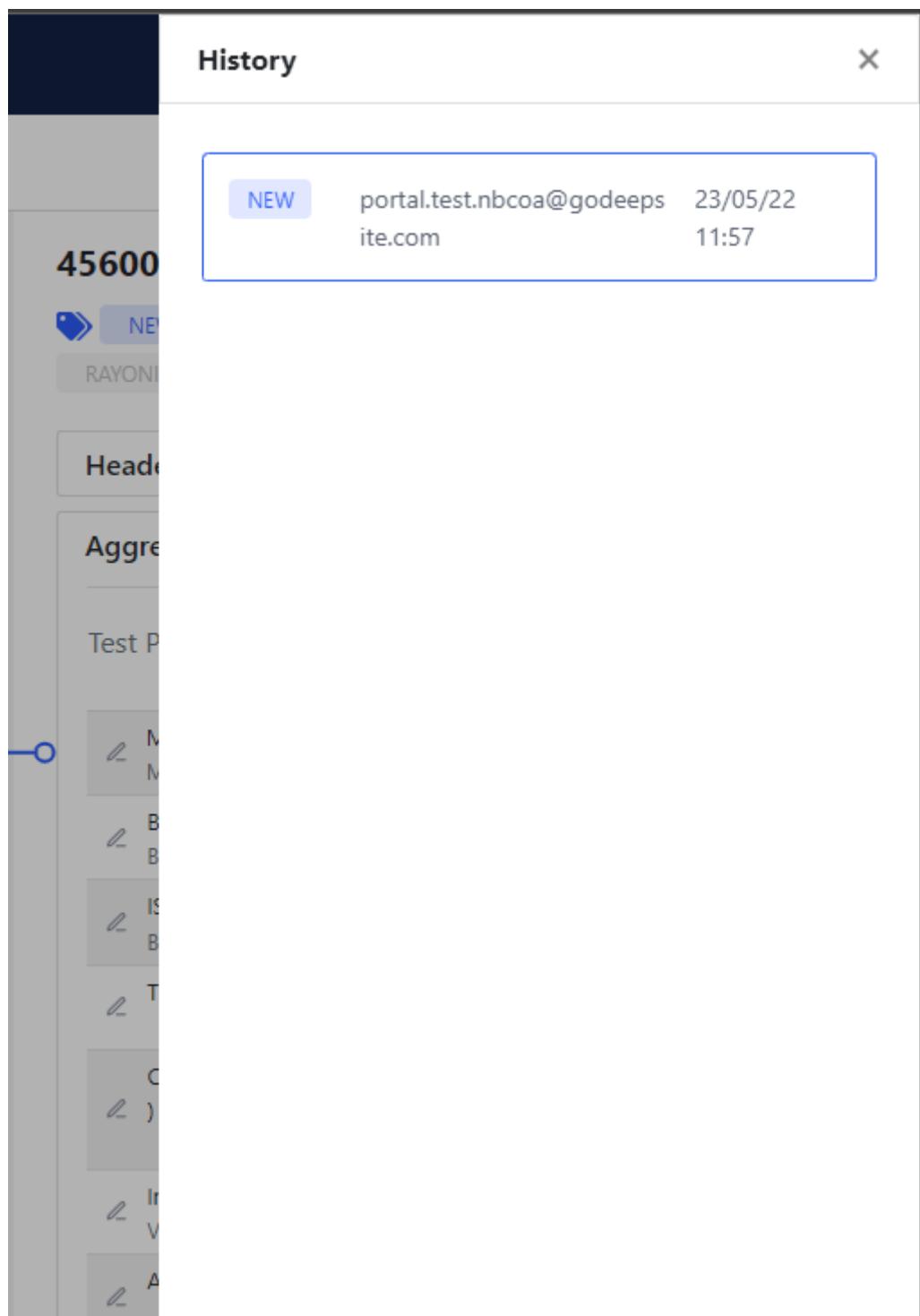
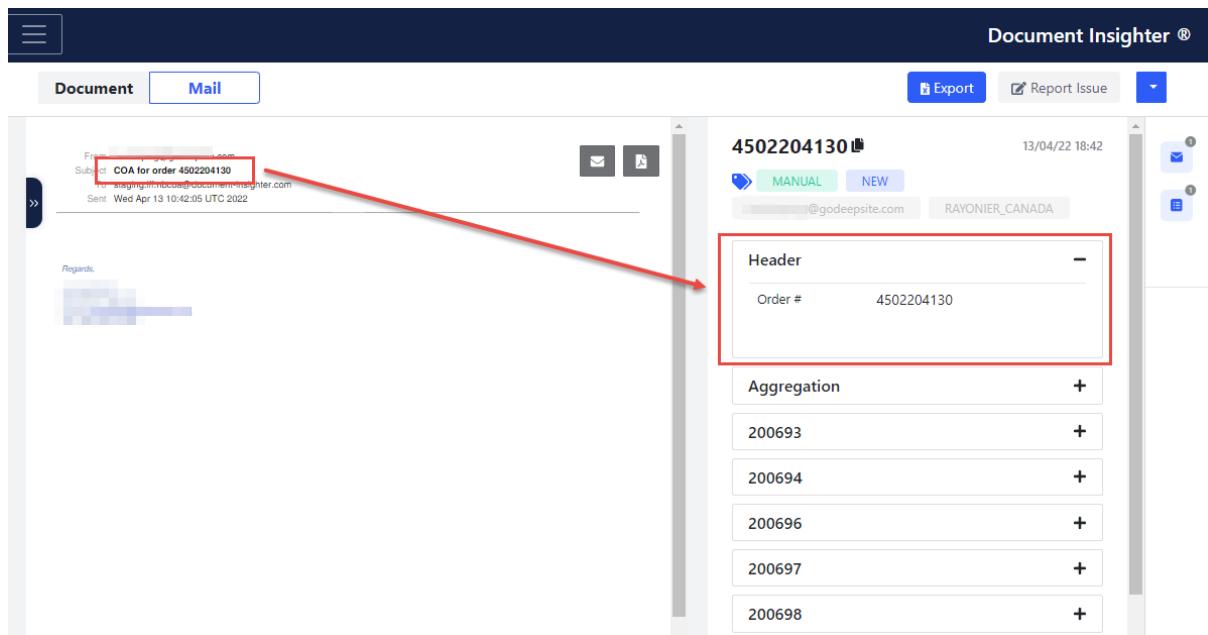


Figure 6: Extracted Records

The “Header” in the right side panel shows the PO number extracted from the document, emial sub-

ject or the user input when they uploaded the file manually.



The screenshot shows the Document Insighter interface. On the left, a COA document is displayed with a red box highlighting the subject line: "COA for order 4502204130". A red arrow points from this box to the right panel. The right panel shows the "Header" section, which is also highlighted with a red box. The header information includes "Order # 4502204130". Below the header, there is a section titled "Aggregation" with several entries: 200693, 200694, 200696, 200697, and 200698, each preceded by a plus sign.

Figure 7: Extraction Header

The “Aggregation” part shows the cross-batch aggregation statistics for each test parameter in the COA document.

Figure 8: Aggregation

Click the “Batch Number”, user can review the detailed test result including “Manufacturing Date”, “Product Name” and test values for each batch.

Aggregation

200693

Batch # 200693

Field	Value
Manufacturing Date	AB-TEMALFA93
Product Name	SAP Mat_1 (Tembec Pulp)

Test Parameters

Result	
Intrinsic Viscosity (ml/g)	738
S18 (%)	5.7
S18	5.7
Brightness (%)	94.0
Brightness	94.0
DCM Extractives (%)	0.003
DiChloro Methane Ex	0.003
Basis Weight (g/m ²)	699
Basic Weight	699
Density (g/cm ³)	0.80
Density (g/cm ³)	0.80

Multiple Batches Case Support Document Insighter supports users email or upload COA documents with multiple batches in a mail now.

Header

2021021-0037 Batch 1

2020269-0001 Batch 2

2021006-0026 Batch 3

Figure 9: Multi Batches Case

Click the button the pdf document browser window on the left will automatically jump to the cur-

rent extraction(current order) and highlight the corresponding pages.

2.3.4 Ontology Result

The contents in the following picture with the red box show the extracted test values in vendor's COA document. Our ontology engine will map it to the your standard SpecCode/Product name automatically.

72506	Batch #	72506				
Manufacturing Date						
Product Name	Sulfatake HJ		Product name extracted in the Document			
	Sulfatake HJ-HD		Mapped standard name			
Test Parameters			Avg	Min	Max	Std
Oven Dry % [Dry Wt.]		Test parameter extracted in the Document	93.8	93.8	94.2	
Basis Weight , g / m2 [Basic Weight]		Mapped standard SpecCode	750	740	754	
Dirt Count , / 4ft2 [Dirt Area]			3	3	9	
Density , g / cm3 Bulk Density			0.82	0.77	0.86	
R - 10 , % R10			97.6	97.2	97.8	
S18 , % S18			1.1	1.0	1.2	
IV , dl / g Viscosity			7.05	6.58	7.35	
CH2CL2 Extract , % DiChloro Methane Ex			0.01	0.01	0.02	

Figure 10: Ontology Results

2.3.5 Extraction Validation

The system considered three main factors to do the validation: PO #, Batch# and document type. Users can find all the archived “Invalid” mails in the portal homepage through the Status Filter:

Click the extraction to enter the review page, then the specific Error Message shows at the top of the “Text Result” in red, which include the following possible cases:

- No PO number found.
- No Batch number found
- No COA Document is attached.

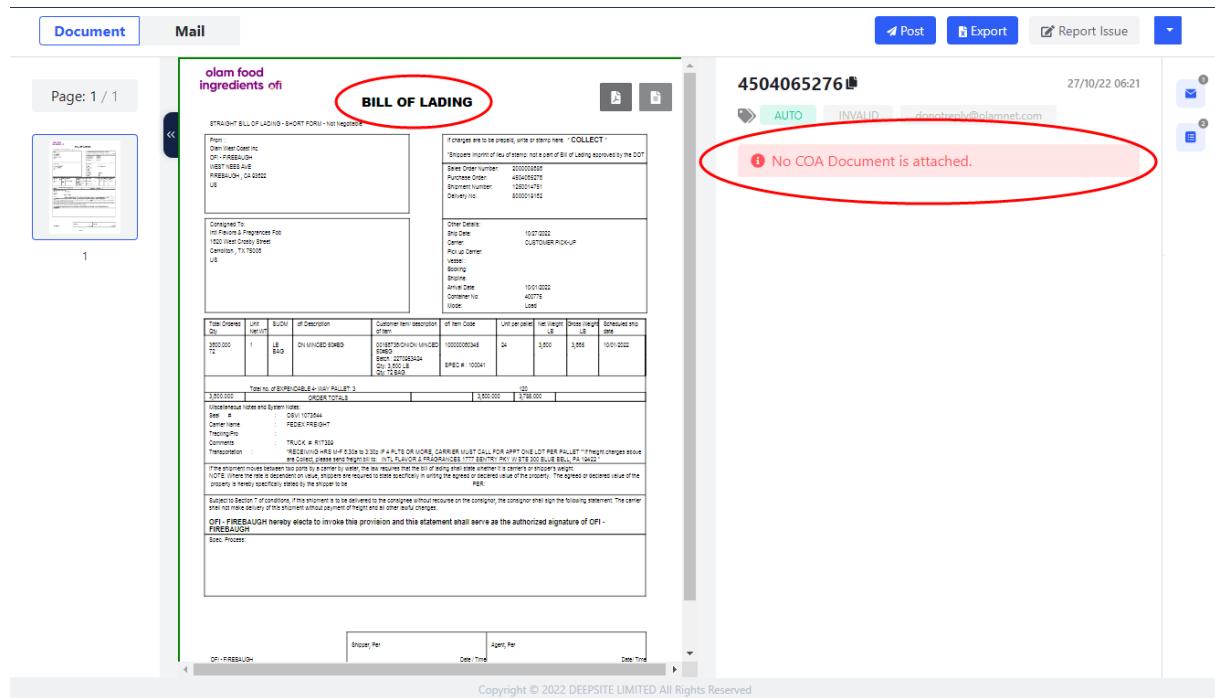


Figure 11: Error Message Display

2.4 Main Functions

2.4.1 Review Extracted Results and Auto Highlight

Clicking on each extraction result will automatically jump to the corresponding position in the document

Document Mail Export Report Issue 13/04/22 18:42

4502204130 RAYONIER_CANADA

Header

Aggregation

Test Parameters

	Avg	Min	Max	Std
Intrinsic Viscosity (ml/g)	722	681	748	
Viscosity				
S18 (%)	5.4	5.0	5.8	
S18				
Brightness (%)	94.4	94.0	94.8	
Brightness				
DCM Extractives (%)	0.003	0.002	0.004	
DiChloro Methane Ex				
Basis Weight (g/m ²)	709	699	717	
Basis Weight				
Density (g/cm ³)	0.80	0.79	0.81	
Bulk Density				
Dryness (%AD)	104.4	104.1	104.6	
Dry Wt.				
Ash (%)	0.051	0.045	0.058	
Ash				
Calcium (ppm)	57	45	67	

Nous certifions que les paramètres de qualité des échantillons rencontrant les spécifications du client.
We certify that the characteristics of the pulp are in accordance with the customer specifications.

Autorisé par / Authorized By: Signature: *Yves Feng Lin*

Younglin - Technical Department

Certificat de qualité / Certificate of Quality

Partie	Spécification	Unité	Test	Résultat																				
Average	722	1.4	94.6	0.003	709	0.80	104.4	0.005	67	0.1	29	0.1												
Min	681	5.0	94.6	0.002	699	0.79	104.1	0.005	45	0.6	29	0.1	0	0.0	0.0									
Max	748	5.8	94.8	0.004	717	0.81	104.6	0.008	67	0.4	35	0.1	19	1.1	3.0									

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Figure 12: Auto Highlight

2.4.2 Revise Extracted Results

User can open the edit panel to revise the extracted results by clicking the edit icon.

Test Para	Edit Icon	Avg	Min	Max	Std
Intrinsic Viscosity (ml/g) Viscosity		722	681	748	
S18 (%) S18		5.4	5.0	5.8	
Brightness (%) Brightness		94.4	94.0	94.8	
DCM Extractives (%) DiChloro Methane Ex		0.003	0.002	0.004	
Basis Weight (g/m²) Basic Weight		709	699	717	
Density (g/cm³) Bulk Density		0.80	0.79	0.81	
Dryness (%AD) Dry Wt.		104.4	104.1	104.6	
Ash (%) Ash		0.051	0.045	0.058	
Calcium (ppm) Calcium		57	45	67	
Iron (ppm) Iron		6.1	5.6	6.4	
Silica (ppm) Silica		24	16	35	
Copper (ppm) Copper		0.1	0.1	0.1	

Figure 13: Reivse Icon

User can change the default mapped code to others if it is not correct or just leave it blank if it is not the critical one, also can revise the test value extracted.

Edit Row X

Attribute	Oven Dry %
Mapped	Re-map the test parameter to correct standard code
Avg	94.0
Min	93.8 Revise the number extracted if it is not correct
Max	94.2
Std	

Save

Figure 14: Reivse Results

After clicing the “Save” button, there will be a green ticker icon appeared behind the item user edited before. When you hover the mouse on the icon, it will show the last revise record information.

Test Parameters		Avg	Min	Max	Std
<input checked="" type="checkbox"/>	Intrinsic Viscosity (ml/g) Viscosity	722	681	748	
<input type="checkbox"/>	S18 (%) S18	5.4	5.0	5.8	
<input type="checkbox"/>	Brightness (%) Brightness	94.4	94.0	94.8	

Figure 15: Reivse Record

2.4.3 Export Results

Clicking the button  in the following picture will export the extracted results to Excel file(.xlsx).

The screenshot shows the Document Insighter interface with the following details:

- Header:** Order # 4502204130
- Aggregation:** 200693, 200694, 200696, 200697, 200698
- Buttons:** Export (highlighted with a red circle containing the number 1), Report Issue, and a dropdown menu.
- Side Panel:** Shows two notifications: an email icon with 1 message and a document icon with 1 message.
- Timestamp:** 13/04/22 18:42

Figure 16: Export Results

A	B	C	D	E	F
1 Order Number	4500000206				
2					
3 Aggregation	Click this button to expand the extracted results				
21					
22 Batch/Lot Num					
23 Manufacturing Date					
24 Product Name	Sulfate HJ	Sulfate HJ-HD			
25					
26 Test Parameters					
27	Mapped	Avg	Min	Max	Std
28 Oven Dry %	Basic Weight	94.0	93.8	94.2	
29 Basis Weight , g / m2	Dirt Area	750	740	754	
30 Dirt Count , / 4ft2	Bulk Density	6	3	9	
31 Density , g / cm3	R10	0.82	0.77	0.86	
32 R - 10 , %	S18	97.6	97.2	97.8	
33 S18 , %	Viscosity	1.1	1.0	1.2	
34 IV , dl / g	DiChloro Methane Ex	7.05	6.58	7.35	
35 CH2CL2 Extract , %	Ash	0.01	0.01	0.02	
36 Ash , %	Calcium	0.07	0.06	0.08	
37 Calcium , %	Iron	0.001	0.000	0.003	
38 Iron , mg / kg	Copper	2	0	6	
39 Copper , mg / kg	Manganese	0.0	0.0	0.1	
40 Manganese , mg / kg	Brightness	0.1	0.0	0.1	
41 ISO Brightness , %		93.8	93.3	94.0	
42					
43					
44					

Figure 17: Export Excel

2.4.4 Issue Report

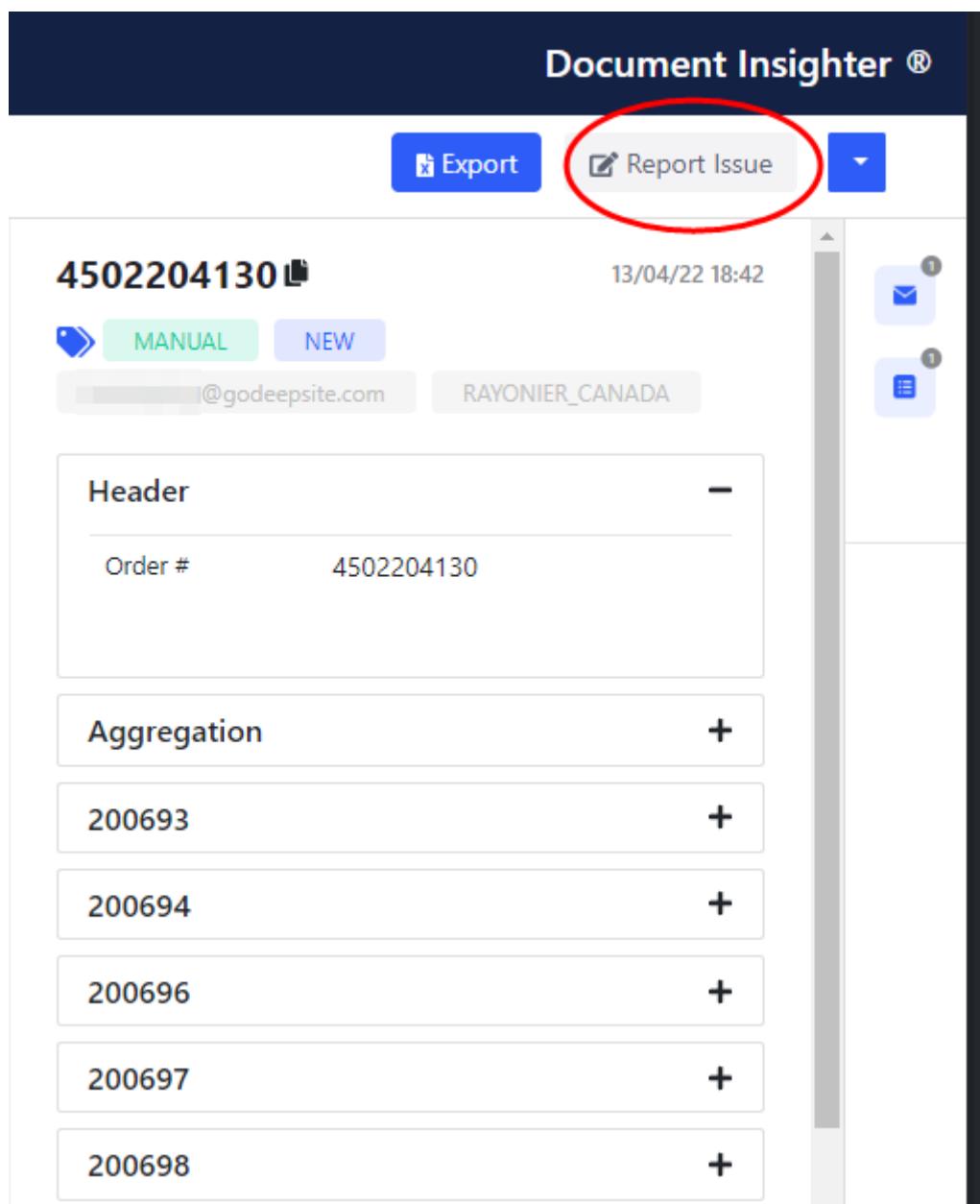
For most cases, even in some new document formats/layouts, our A.I. engine can automatically detect and extract the tables and data points that users are interested in. For some processing failure cases, the system needs to collect samples in order to finetune the model and continuously optimize model performance. The system will collect user feedback on extraction issues in the following ways:

1. Send email directly to support@godeepsite.com for issues like:

- 1 * Cannot access the Insighter web portal
- 2 * Insighter system related question or queries
- 3 * Or other general issues

2. Report issue for a specific COA document:

- 1 Report issue manually by clicking the “Report Issue” button. Pick an issue category, like “IPC/”Extraction and leave your comment in the dialog.



The screenshot shows the Document Insighter interface. At the top, there is a header bar with the title "Document Insighter ®". Below the header, there are three buttons: "Export", "Report Issue" (which is circled in red), and a dropdown menu. The main content area displays an order detail for "4502204130". The order status is "MANUAL". The creation date is "13/04/22 18:42". The recipient is "RAYONIER_CANADA" and the email is "godeepsite.com". Below the order detail, there are two sections: "Header" and "Aggregation". The "Header" section shows the order number "4502204130". The "Aggregation" section lists several order numbers: "200693", "200694", "200696", "200697", and "200698". Each aggregation item has a "+" sign to its right.

Figure 18: Report Issue Button

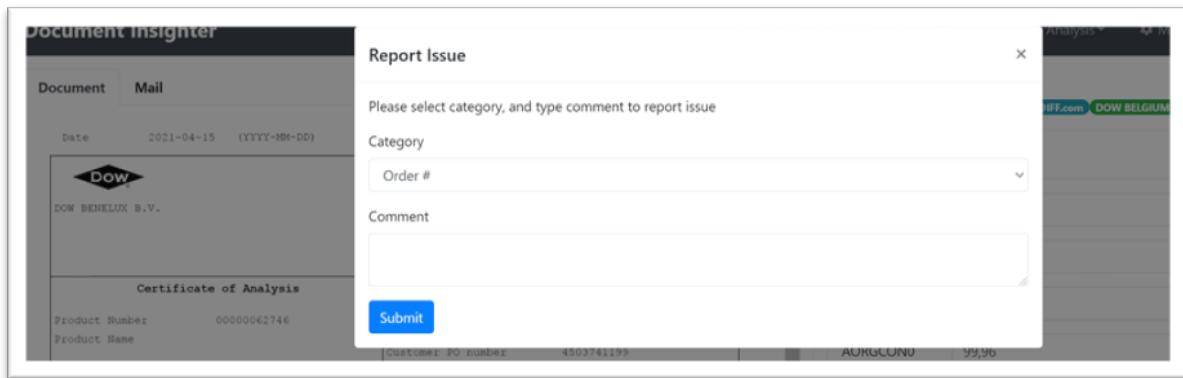
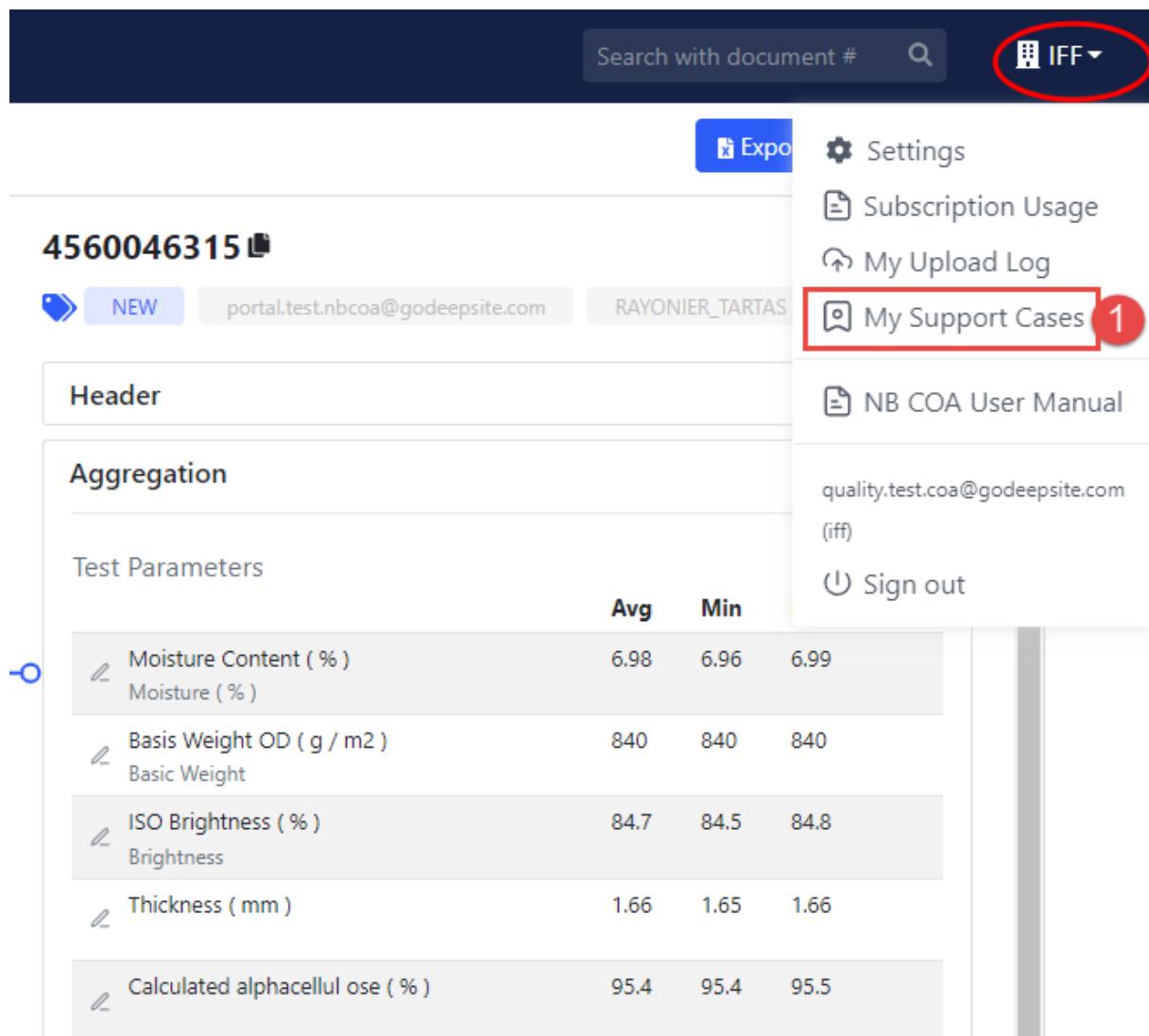


Figure 19: Report Issue Options

3. Users can check the status of following up and review all the support cases/issues they reported by clicking the button to open the “My Support Cases” page.



The screenshot shows the Document Insighter - NB COA interface. At the top, there is a search bar with the placeholder "Search with document #". To the right of the search bar is a red oval highlighting a dropdown menu labeled "IFF" with a downward arrow. Below the search bar, there are several navigation links: "Expo", "Settings", "Subscription Usage", "My Upload Log", "My Support Cases" (which is highlighted with a red box and has a red notification badge with the number "1"), and "NB COA User Manual". The main content area displays a table of test parameters. The table has columns for the parameter name, "Avg", and "Min". The parameters listed are: "Moisture Content (%)", "Moisture (%)", "Basis Weight OD (g / m²)", "Basic Weight", "ISO Brightness (%)", "Brightness", "Thickness (mm)", and "Calculated alphacellulose (%)".

	Avg	Min
Moisture Content (%)	6.98	6.96
Moisture (%)		6.99
Basis Weight OD (g / m ²)	840	840
Basic Weight		840
ISO Brightness (%)	84.7	84.5
Brightness		84.8
Thickness (mm)	1.66	1.65
		1.66
Calculated alphacellulose (%)	95.4	95.4
		95.5

Figure 20: My Support Cases

1 * The system will forward **this** issue to our Technical Support team, the team will follow up on the issue, and update you within 4 days.

3 Process for Manually Uploading COA

The system support users upload the COA document manually through the following methods:

- Scan the document by desktop Scanner and send to COA processing mailbox
- Scan the document by MS Lens or MS Office Mobile App and share to COA processing mailbox

- Upload the PDF version of COA documents via the Insighter portal upload function

3.1 Uploading via MS Lens

Users can install the Microsoft Lens in the iOS or Android App store, and here are MS official User Guide for reference:

- Microsoft Lens for Android
- Microsoft Lens for iOS

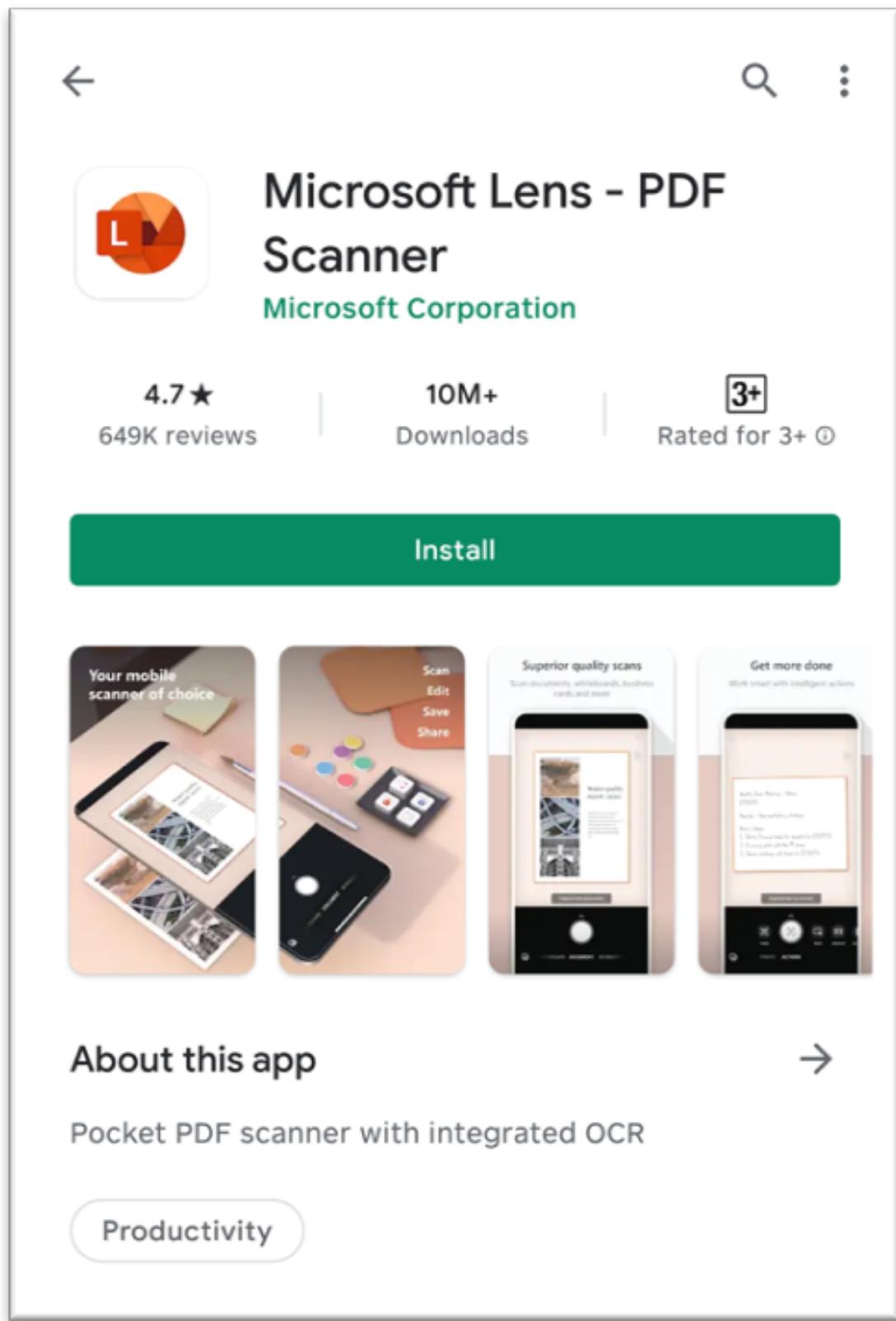


Figure 21: Install App

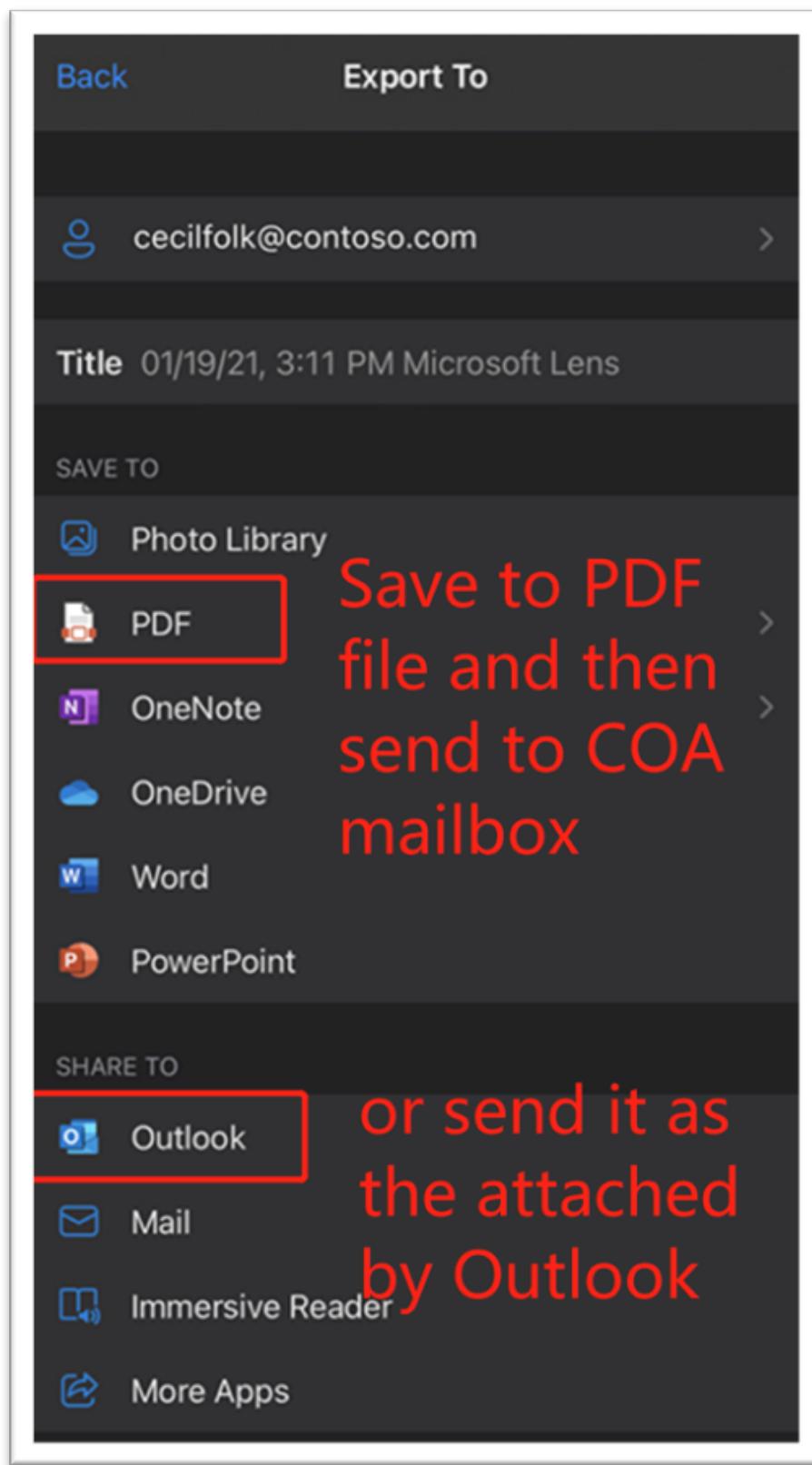
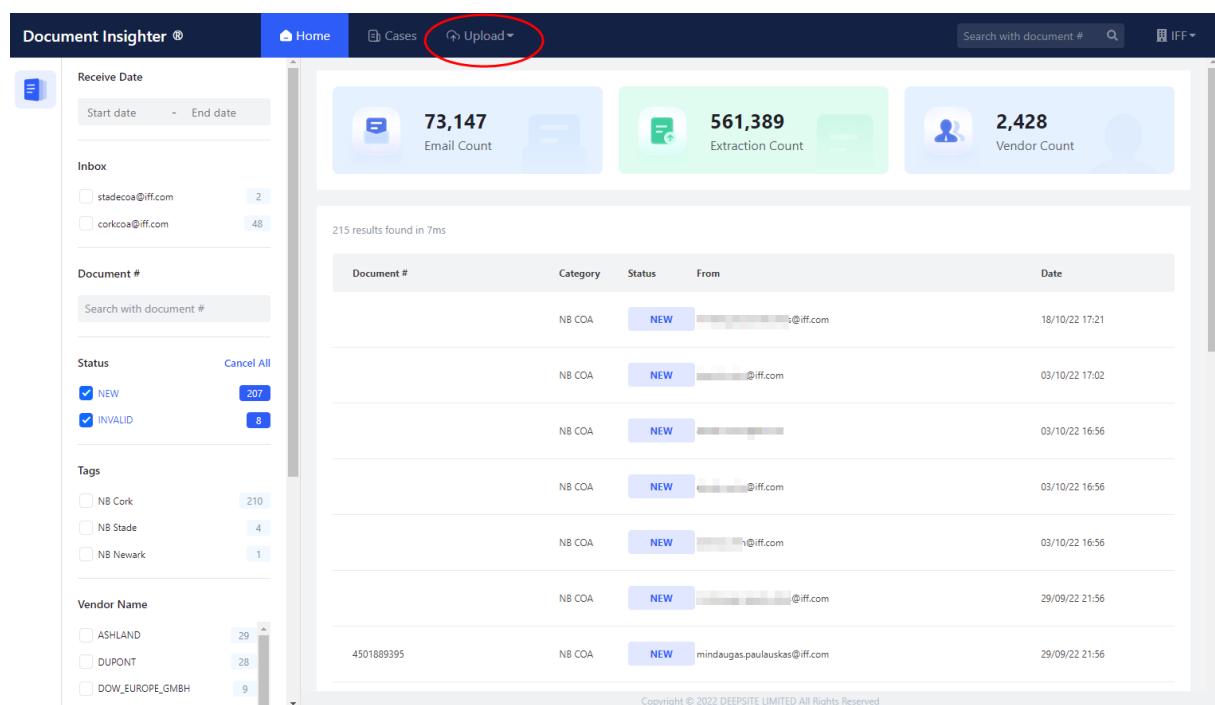


Figure 22: Scan and Save to PDF

After scanning, users can send the image version or PDF version of scanned copy to the mailbox staging.iff.nbcoa@document-insighter.com(For UAT phase). Please make sure you have read the **Email Limitation and Requirements** in section 5 Appendix of this User Guide before sending the mail. The system tries to read order # from the document automatically.

3.2 Uploading via Insighter Portal

On the homepage of the Insighter portal, users can click the “NB COA” button to manually upload the COA documents:



The screenshot shows the Document Insighter portal homepage. The top navigation bar includes 'Home', 'Cases', and an 'Upload' button, which is circled in red. Below the navigation is a summary section with three cards: 'Email Count' (73,147), 'Extraction Count' (561,389), and 'Vendor Count' (2,428). The main content area displays a table of 215 results found in 7ms. The table columns are 'Document #', 'Category', 'Status', 'From', and 'Date'. The data shows several entries for 'NB COA' documents, all marked as 'NEW'. The table includes a footer with the text 'Copyright © 2022 DEEPSITE LIMITED All Rights Reserved'.

Figure 23: Uploading via Portal

Users can drag or choose the PDF file to upload the document. Users can delete the files from the uploading list. The system will try to extract the PO# from the title of the file automatically. If there exist batch information in the document, you can leave it blank. Once the list is ready, remember pick the plant tag for further searching, click the “Upload” button to complete the uploading process.

Figure 24: Input Order# and Plant

Please note that:

- Only PDF files are accepted now.
- Users can choose up to 10 documents at once.
- Please fill in an Order # (not mandatory) when you upload a file. If the Order # is unavailable, just leave it blank and you may need to use batch # or product name to search the COA.
- The system tries to read the batch number from the document automatically. You can leave it blank if it exists in the document, especially for the multiple batches case, if you type in a specific value, the system will use the one you input to overwrite all of the extracted batch numbers in the document. You only need to fill in batch information if it does not appear in the document.

3.3 Check Uploaded Files Status

On the homepage of the Insighter portal, users can click the “Account” button, then click “My Upload Log” to review all the process status of COA documents they uploaded before:

Search with document #

IFF 1

[Expo](#) [Settings](#)

[Subscription Usage](#)

[My Upload Log](#) 2

[My Support Cases](#)

[NB COA User Manual](#)

quality.test.coa@godeepsite.com
(iff)

[Sign out](#)

Header

Aggregation

	Avg	Min	
Moisture Content (%)	6.98	6.96	6.99
Moisture (%)			
Basis Weight OD (g / m ²)	840	840	840
Basic Weight			
ISO Brightness (%)	84.7	84.5	84.8
Brightness			
Thickness (mm)	1.66	1.65	1.66
Calculated alpha cellulose (%)	95.4	95.4	95.5

Figure 25: My Upload Log

Date	Category	Status	Filename	Metadata	Extractions
26/04/22 18:54	COA	COMPLETED	4503651260_document.pdf	• poNumber: 4503651260	Quick view
24/04/22 00:45	COA	COMPLETED	4503965090_document.pdf	• poNumber: 4503965090	Quick view
19/04/22 13:40	COA	COMPLETED	4503964391_document.pdf	• poNumber: 4503964391	Quick view
10/04/22 01:00	COA	COMPLETED	4503922660_document.pdf	• poNumber: 4503922660	Quick view
09/04/22 23:56	COA	COMPLETED	4503894844_document.pdf	• poNumber: 4503894844	Quick view

Figure 26: Document Upload Status

Please note that:

- After uploading the file, if the status is “UPLOADED” means that the system has received the document user uploaded successfully.
- A moment later(around 5 mins), refresh the page, the status will become “COMPLETED”, users can check and view the processed results through the filtering function on the homepage. Input your email address to check all your uploaded file and the corresponding results:

Document #	Category	Status	From	Date
	NB COA	NEW	david.curtin@iff.com	03/10/22 17:02
	NB COA	NEW	david.curtin@iff.com	03/10/22 16:56
	NB COA	NEW	david.curtin@iff.com	03/10/22 16:56
	NB COA	NEW	david.curtin@iff.com	03/10/22 16:56

Figure 27: Check Uploaded Files

4 Technical Support

Help desk information including responsible technical contact phone numbers for assistance is currently available at the following period.

- Phone Support: 9:30 – 18:00 HKT, Mon to Fri
- Email Support (service desk connected): 24-Hours as per Section 3.3 of this agreement.

5 Appendix

5.1 Email Limitation and Requirements

- Do not send the same COA document to this mailbox multiple times.
- CorkCOA@iff.com is the email address for Cork plant COA extraction only; NewarkCOA@iff.com is the email address for Newark plant COA extraction only; StadeCOA@iff.com is the email address for Stade plant COA extraction only.
Please note that staging.iff.nbcoa@document-insighter.com is only for UAT testing.
- The system tries to read order # from the document automatically. If the PO# is not present in the document, please write the PO# in the mail subject (not mandatory). Current PO# pattern follows IFF's: [4501000000 - 4505999999]. If the Order # is unavailable, user may need to use batch # or product name to search the COA.
- These email addresses are connected with our automated extracting system. Our colleagues are not checking the query emails here. If you have any COA related question or queries, please contact IFF NB team mailbox.
- Please note that our system can read PDF/JPG/PNG/TIF format and the COA documents should be attached directly to the email. The size of one e-mail can't exceed 5MB. Our system is not able to open attached emails and Zip folders.
- If you would like to submit or email multiple COA tests/Batches in one PDF document, please make sure that the PDF document should contain **Batch Number for each test batch**.