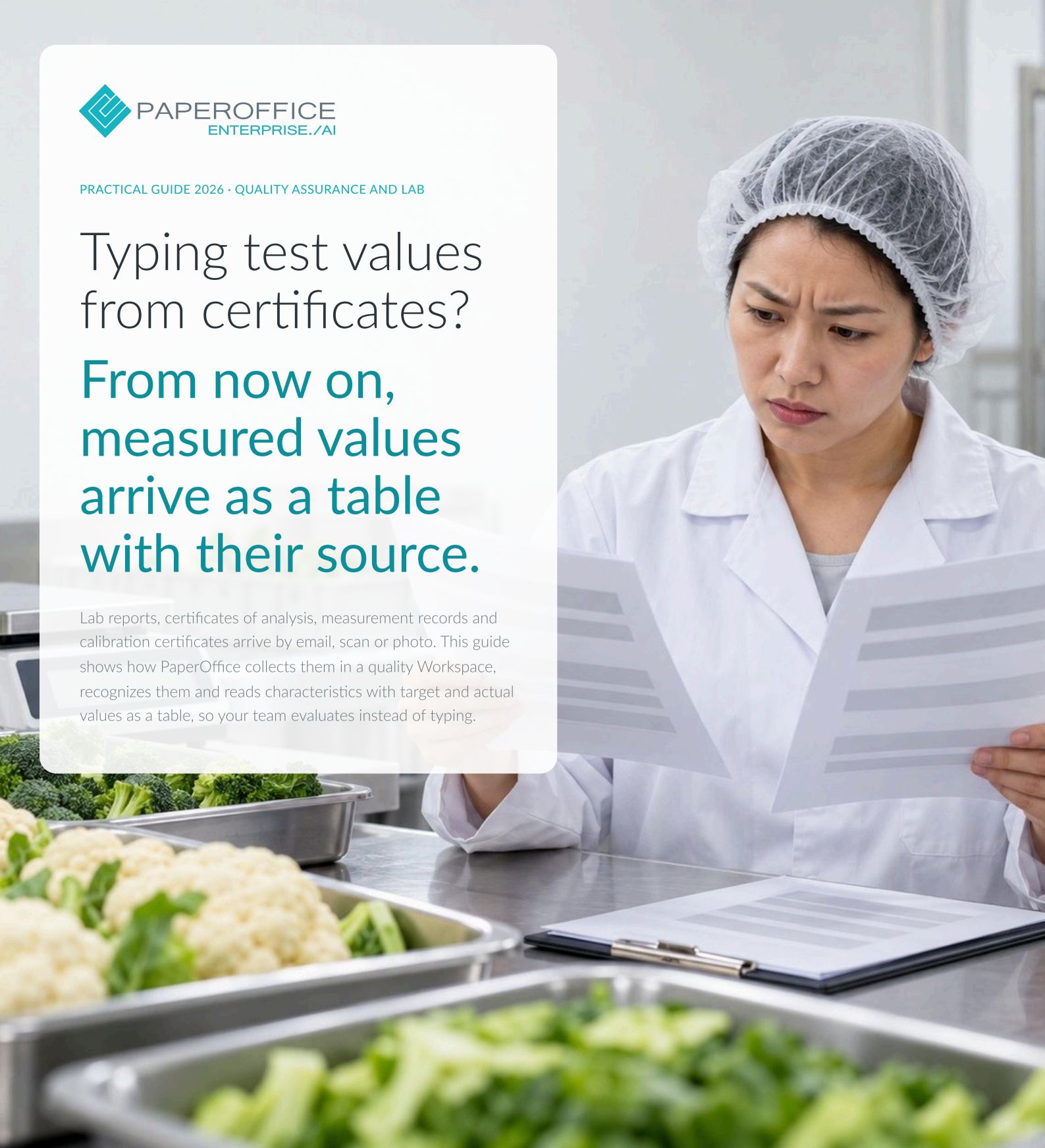


# Typing test values from certificates?

## From now on, measured values arrive as a table with their source.

Lab reports, certificates of analysis, measurement records and calibration certificates arrive by email, scan or photo. This guide shows how PaperOffice collects them in a quality Workspace, recognizes them and reads characteristics with target and actual values as a table, so your team evaluates instead of typing.



TRY IT YOURSELF IN 45 MINUTES

One week of incoming goods in six files: lab report, certificate without a batch, certificate with a covered value, handwritten measurement record, calibration certificate and complaint. Includes a test package to follow along.

## WHY THIS GUIDE

# Time isn't lost in the evaluation. It's lost in the typing.

Suppliers, labs and your own metrology deliver inspection documents in every layout. Before anyone can judge whether a batch is fine, someone copies values by hand.



In many companies, quality inspection starts with searching and typing. Values from lab reports and certificates move row by row into a spreadsheet, and a missing batch number only shows up when someone opens every document.

This guide shows how PaperOffice takes over this part: a quality Workspace, inputs for email, scanner and smartphone, your own document types, an IDP Agent for your characteristics and a view for everything that is missing. With our test package, you can try the whole path yourself in 45 minutes.

**Daniel Schönland**

Founder and CEO, PaperOffice

## WHO THIS IS FOR

**Quality Assurance**

You check incoming goods and supplier certificates and need the values legible and side by side.

**Lab**

You create measurement records and receive reports from external labs that someone has to evaluate.

**Quality Management**

You own releases and corrective actions and want to know what is on file for every batch.

## WHAT YOU CAN DO AFTERWARD

Set up a quality Workspace, pull in certificates with an email connector, add your own types, build and test a characteristics agent, route gaps to review, check PDF certificates and record corrective actions with a deadline.

## OVERVIEW

# Contents

|    |                                       |    |
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| 01 | Monday at incoming goods              | 04 |
| 02 | What holds inspection documents up    | 05 |
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**AT A GLANCE**

- Inspection documents arrive via email connector, scanner or smartphone in a quality Workspace with AI-DMS Premium.
- AI-DMS recognizes test report, measurement record, certificate and complaint. You add calibration certificate or certificate of analysis as a custom type.
- An IDP Agent reads batch, date, result and the characteristics table with target and actual value, with the source in the document.
- If the batch is missing or a report says "n. i. O." (not OK), the "IDP Review" view shows the document. Your inspector makes the call.
- The Trust Agent checks PDF certificates for covered text. You record corrective actions as a task with a deadline on the document.

## 01 · MONDAY AT INCOMING GOODS

# Five open inspection documents. And at nine, a complaint arrives.

Monday, 7:20 a.m. Miriam Haller, quality inspector at Wendeler Feinkost GmbH, a German delicatessen producer, comes back from incoming goods. On her desk and in her mailbox are last week's inspection documents.



In the mailbox, the certificate of analysis from Gemüsebau Ostermoor for the carrots is waiting, without a batch number. The certificate from Ölmühle Saalbach for the rapeseed oil looks clean. Next to them are the measurement record from incoming goods, filled in by hand, and the calibration certificate of the platform scale, valid until the end of October.

At the very bottom lies Wednesday's lab report on the carrot salad from batch L-26-0412. In one row, the actual value is above the target. At 9 a.m., a retail customer files a complaint about exactly this batch.

## THE REAL HURDLE

Miriam Haller can only evaluate once the values are in front of her, row by row next to the target, and once she knows what is missing. Most of the time is lost before that point.

## 02 · WHAT HOLDS INSPECTION DOCUMENTS UP

# Four time-wasters. Each one small on its own.

Hardly any inspection document is difficult. The time goes into the fact that each one looks different and the values have to go into a spreadsheet before anyone can compare them.

## Every layout is different

Lab, supplier and metrology arrange characteristics, targets and tolerances differently. Anyone comparing first has to find the right row.

## Manual typing

Measured values are copied into a spreadsheet row by row. A transposed digit only shows up when someone checks against the original.

## What is missing?

Whether a batch number is missing or a report states "n. i. O." only shows up when you open every document.

## Is the certificate genuine?

PDF certificates can be edited. A covered value is hard to spot on screen.

| TIME-WASTER                 | HOW PAPEROFFICE HELPS                                                                         | IN THE TEST PACKAGE                               |
|-----------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------|
| Every layout is different   | AI-DMS recognizes the type, custom types such as "Calibration Certificate" extend the catalog | 6 files, 5 kinds of inspection documents          |
| Manual typing               | An IDP Agent reads characteristic, target, tolerance, actual value and unit as a table        | Lab report with 6 characteristics                 |
| What is missing?            | Required fields, allowed values and the "IDP Review" view                                     | Certificate without batch, report with "n. i. O." |
| Is the certificate genuine? | The Trust Agent checks PDF certificates for covered and hidden text                           | Certificate with a covered value                  |

The test package is invented and tailored to these four cases (Chapter 14).

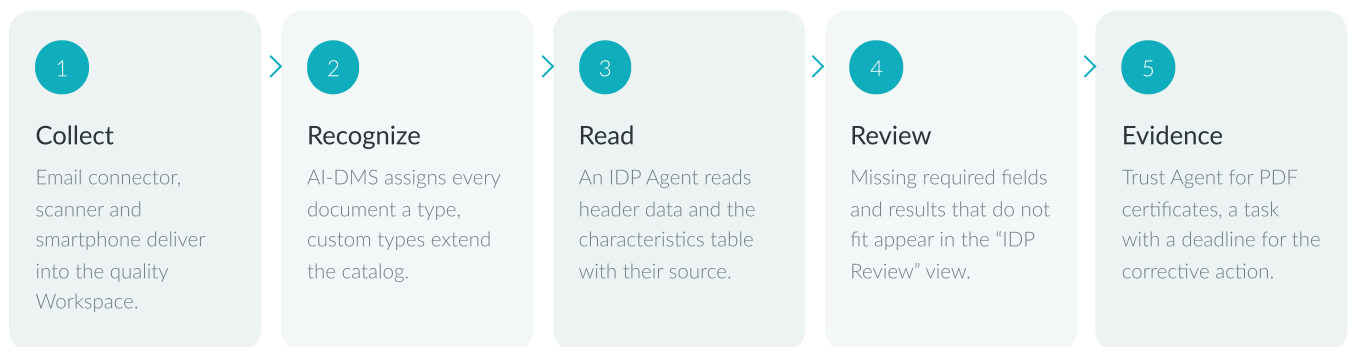
## WHAT REMAINS IN YOUR HANDS

Evaluating target and actual values, releasing the batch and the corrective action. PaperOffice reads the values, puts them side by side and shows what is missing or stands out.

03 · THE PROCESS AT A GLANCE

# Five stages. From mailbox to corrective action.

Every inspection document follows the same path, whether it arrives by email, is scanned or photographed.



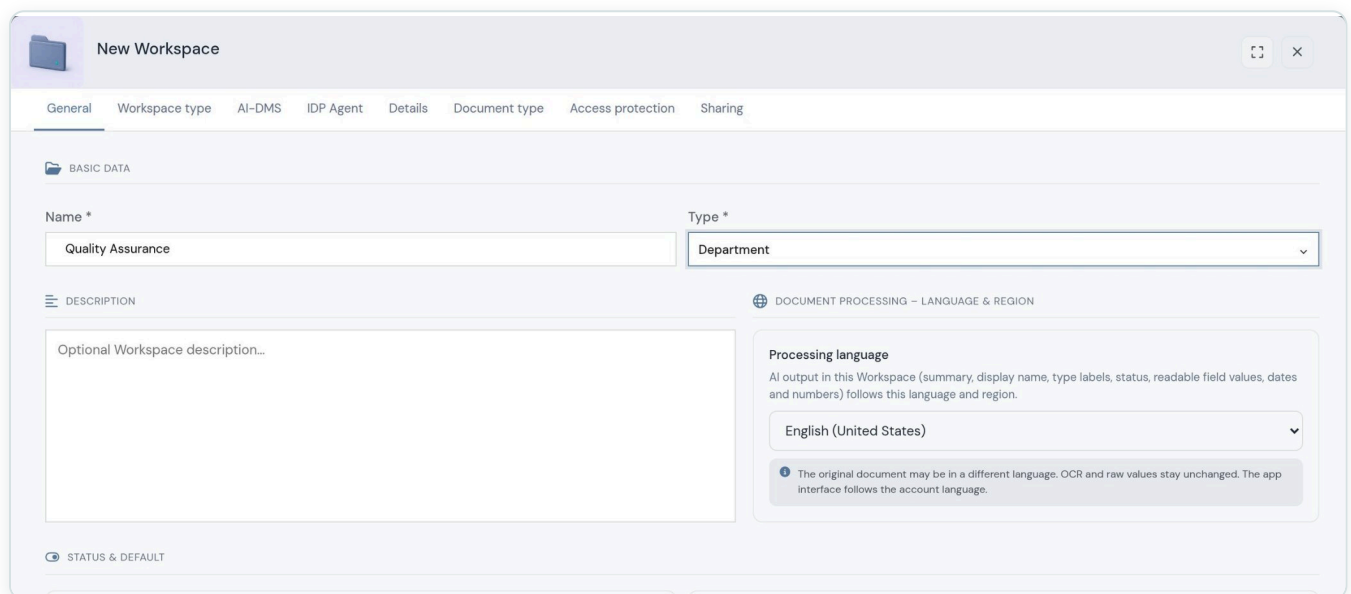
| STAGE     | WHAT PAPEROFFICE DOES                                           | WHAT YOUR QA TEAM DECIDES           |
|-----------|-----------------------------------------------------------------|-------------------------------------|
| Collect   | picks up attachments from the mailbox, accepts scans and photos | which mailboxes and devices deliver |
| Recognize | assigns a type to every document                                | which custom types you need         |
| Read      | batch, inspection date, lab, result and characteristics         | which fields are required           |
| Review    | flags gaps and results outside your allowed values              | who reviews and evaluates every day |
| Evidence  | result of the Trust check, tasks with deadlines                 | who owns corrective actions         |



## 04 · ONE WORKSPACE FOR QUALITY

# One home for inspection documents. With AI-DMS Premium.

Under **Document AI** > **Workspaces**, click "Create New Workspace". On the **General** tab, choose the name and type.



- Create.** Name "Quality Assurance", type "Department". The processing language determines the language in which the summary, type and field values appear.

## Type Business

On the "Workspace type" tab, Business enables details, access protection, external sharing and the trash.

## Level Premium

On the "AI-DMS" tab, select Premium. From this level on, AI-DMS also reads sender, recipient and dates such as "Valid until".

## IDP Agent tab

After AI-DMS processing, the IDP Agents selected here run automatically on every document, in the configured order.

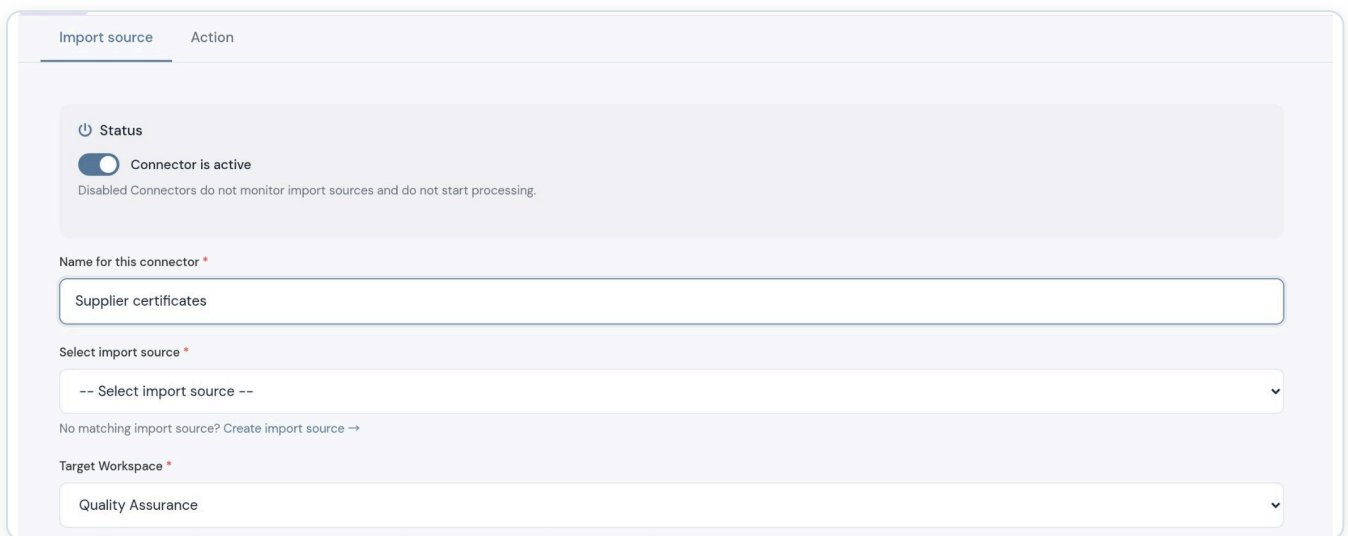
## GOOD TO KNOW

In search, everyone sees hits from the Workspaces they have permissions for. Purchasing and quality assurance can therefore work in separate Workspaces.

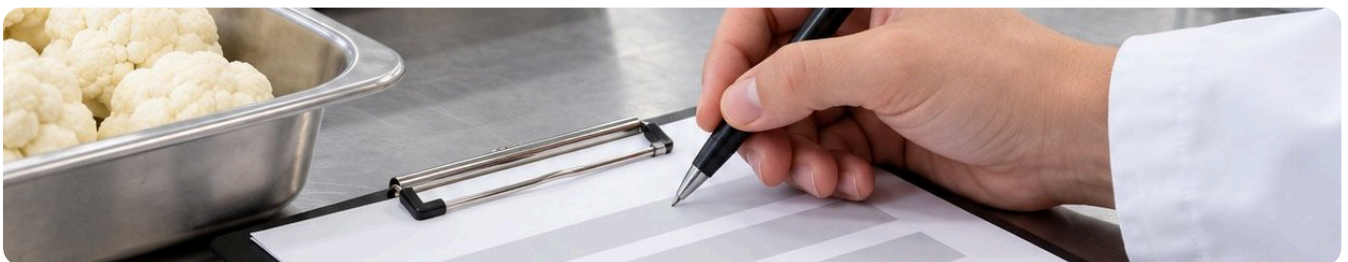
## 05 · COLLECTING INSPECTION DOCUMENTS

# Three ways in. All into the same Workspace.

Supplier certificates usually arrive by email. An email connector picks them up from the mailbox, while scanner and smartphone deliver lab reports and measurement sheets.



- 1 **Email connector.** Under **Document AI** > **Connectors**, click "Create connector", then on the "Import source" tab select the mailbox under "Select import source" and the "Target Workspace" below it. Every attachment becomes a separate document.
- 1 **Connect the mailbox:** under **Document AI** > **Storage Mounts**, click "Add Storage Mount", purpose "Use as import source", connection type Email (IMAP), then "Test Connection".
- 2 **Pick up:** the connector fetches unread messages and then marks them as read. You set the interval on the "Action" tab.
- 3 **Scanner:** in the Workspace, "Add document", "Scanner" tab. Set up a Scanner Endpoint once, with /inbox as the target folder.
- 4 **Smartphone:** "Mobile devices" tab, scan the QR code with your camera app. From then on, send photos of measurement sheets from the app to this Workspace, or use "Send to desktop" to add them to the open upload dialog.



## 06 · RECOGNIZING THE TYPE

# Test report, certificate, complaint. You add the rest.

AI-DMS assigns every document a type. For inspection documents, the catalog includes six system types: Test Report, Measurement Record, Inspection Report, Certificate, Declaration of Conformity and Complaint.

- 1 **Custom type.** Under **Document AI** > **Document Types** , "New document type": display name "Calibration Certificate", and under "Instruction for the AI", in English, the typical traits and how to tell it apart from similar types. In the test, the calibration certificate then got this type.

```
# Instruction for the AI for the type Calibration Certificate
Calibration certificate for a measuring instrument such as a scale
or thermometer. Names the instrument, its serial number, the
calibration date, measured deviations and a validity date.
Not a test report on a product or a batch.
```

### Certificate of analysis

You add your suppliers' certificates for a raw material as a custom type the same way, for example with "certificate of analysis for one batch of raw material".

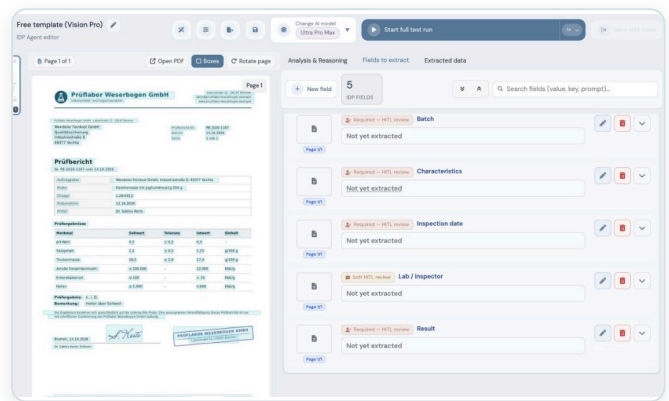
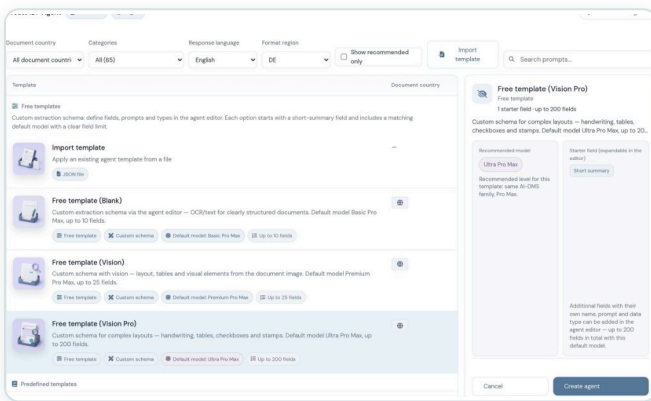
### Wrong type?

You change the type on the document in the "Properties" tab. If no type fits confidently enough, it stays under "Other / Uncategorized". In the test, the lab report got the type "Lab Result".

## 07 · BUILDING THE CHARACTERISTICS AGENT

# Describe once. Read every test report.

Select the lab report, then **Actions** > **Agents & workflows** > **IDP**, “Create new agent”. Choose “Free template (Vision Pro)” and click “Create agent”.



1 **Template.** “Free template (Vision Pro)” is a custom schema for complex layouts with handwriting, tables, checkboxes and stamps.

2 **Fields.** Use “New field” to add each field: field label, field type and, in your own words, what should be read.

| FIELD           | FIELD TYPE                        | BEHAVIOR WHEN VALUE IS MISSING |
|-----------------|-----------------------------------|--------------------------------|
| Batch           | Text                              | Required — HITL review         |
| Inspection date | Date                              | Required — HITL review         |
| Lab / inspector | Text                              | Soft HITL review               |
| Result          | Text, allowed values (Chapter 10) | Required — HITL review         |
| Characteristics | Table                             | Required — HITL review         |

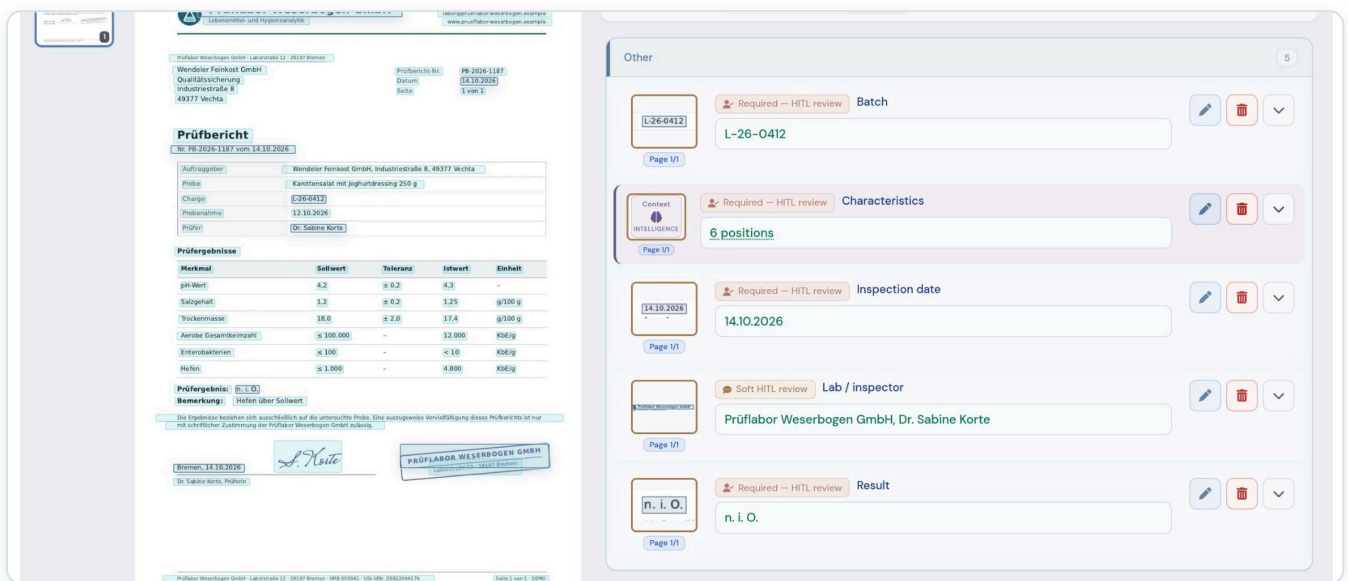
### DESCRIPTIONS FOR CHARACTERISTICS AND BATCH

Characteristics: “All rows of the test table with characteristic, target, tolerance, actual value and unit, exactly as they appear in the report.” The columns themselves come from the document after the first test run (Chapter 08). Batch: “Batch or lot number of the sample, not the delivery note or order number.”

## 08 · TESTING UNTIL THE VALUES HOLD

# Test first. Then automate.

In the agent editor, click “Start full test run”. The test run shows result, page and the detected snippet for every field.



- 1 **Test run on the lab report.** Batch L-26-0412, six positions in Characteristics, inspection date, lab with inspector and result “n. i. O.”, each field with page and snippet.
- 1 **Name the columns:** after the test, the Characteristics field lists the columns from the document under “Column definition”. Adjust the internal keys, such as characteristic, target, actual.
- 2 **Repeat:** next to the button, choose 3x, 5x or 10x. If the values stay the same, the agent reads this layout consistently.
- 3 **Model and save:** under “Change AI model”, choose the level that fits the number of fields and pages, then “Save and close”.

### Automatically per type

Under **Document AI** > **Document Types**, use “Bind IDP Agent” on the “Test Report” type (in the test “Lab Result”) to set the agent as the Default IDP Agent. Do the same for certificates on the “Certificate of Analysis” type, on the “Default IDP Agent” tab.

### Automatically in the Workspace

Or on the Workspace’s “IDP Agent” tab: the selected agents run after AI-DMS on every new document in this Workspace. If it also holds calibration certificates and complaints, use the per-type route.

## 09 · CHARACTERISTICS AS A TABLE

# Target and actual value. In one row.

Open the **Data Fields** tab of the lab report. If the agent is bound, the values are already there; otherwise click “Apply Agent”.

**Prüfbericht**  
Nr. PS-2026-1187 vom 14.10.2026

|              |                                                         |
|--------------|---------------------------------------------------------|
| Auftraggeber | Wendeler Feinkost GmbH, Industriestraße 8, 49377 Vechta |
| Probe        | Karottensalat mit Joghurtressing 250 g                  |
| Charge       | L-26-0412                                               |
| Probenahme   | 12.10.2026                                              |
| Prüfer       | Dr. Sabine Korte                                        |

**Prüfergebnisse**

| Merkmal               | Sollwert  | Toleranz | Istwert | Einheit |
|-----------------------|-----------|----------|---------|---------|
| pH-Wert               | 4,2       | ± 0,2    | 4,3     | -       |
| Salzgehalt            | 1,2       | ± 0,2    | 1,25    | g/100 g |
| Trockenmasse          | 18,0      | ± 2,0    | 17,4    | g/100 g |
| Aerobe Gesamtkeimzahl | ≤ 100.000 | -        | 12.000  | KbE/g   |
| Enterobakterien       | ≤ 100     | -        | < 10    | KbE/g   |
| Hefen                 | ≤ 1.000   | -        | 4.800   | KbE/g   |

**Prüfergebnis:** n. i. O.  
**Bemerkung:** Hefen über Sollwert

Die Ergebnisse beziehen sich ausschließlich auf die untersuchte Probe. Eine auszugsweise Vervielfältigung dieses Prüfberichts ist nur mit schriftlicher Zustimmung der Prüflabor Weserbogen GmbH zulässig.

Bremen, 14.10.2026  
Dr. Sabine Korte, Prüferin

**PRÜFLABOR WESERBOGEN GMBH**  
Laborstraße 12 · 38127 Bremen

Prüflabor Weserbogen GmbH | Laborstraße 12 · 38127 Bremen | HB 800041 | USt-IdNr. DE312044176  
Gesamtleistung: Dr. Ole Hansen · Beratertelefon: 0430 220 6000 (Mo-Fr 9-17)

Batch: L-26-0412

Inspection date: 2026-10-14

Lab / inspector: Prüflabor Weserbogen GmbH, Dr. Sabine Korte

Result: n. i. O.  
Not in allowed list – please check

**Characteristics** TABLE AI 6 rows · 5 Columns

Copy for Excel

|   | Characteristic     | Target Value | Tolerance | Actual Value | Unit    |
|---|--------------------|--------------|-----------|--------------|---------|
| 1 | pH-Wert            | 4,2          | ± 0,2     | 4,3          | -       |
| 2 | Salzgehalt         | 1,2          | ± 0,2     | 1,25         | g/100 g |
| 3 | Trockenmasse       | 18,0         | ± 2,0     | 17,4         | g/100 g |
| 4 | Aerobe Gesamtkeimz | ≤ 100.000    | -         | 12.000       | KbE/g   |
| 5 | Enterobakterien    | ≤ 100        | -         | < 10         | KbE/g   |
| 6 | Hefen              | ≤ 1.000      | -         | 4.800        | KbE/g   |

✓ The lab report from the test package. On the left the report, on the right batch, date, lab, result “n. i. O.” flagged “Not in allowed list – please check” and the Characteristics table with six rows. In the Hefen (yeast) row, the target “≤ 1.000” and the actual value “4.800” (4,800 CFU/g) sit in the same row.

### Source

Each row is anchored at its position on the page where the table appears. If a table spans several pages, check the following pages against the original.

### Copy for Excel

The button above the table copies all rows, for example into your inspection log or your analysis.

### For your QMS

Your system fetches the fields through the REST API. A webhook reports “document.processed” as soon as a document is ready.

### THE EVALUATION STAYS WITH THE INSPECTOR

PaperOffice puts target and actual value side by side, as the report states them. Your inspector decides against the original whether a value fits and the batch is released.

## 10 · GAPS GO TO REVIEW

# Batch missing? “n. i. O.”? Both end up in review.

For every field, you decide what happens when a value is missing or does not fit. The “IDP Review” view then shows the documents your team needs to look at.

The image shows two configuration panels for an AI agent. The left panel, 'ADVANCED VALIDATION', has tabs for 'Pattern (regex)' and 'Allowed values'. Under 'Allowed values', there's a list with 'i. O.', 'i.O.', and 'in Ordnung', each with a delete 'X' icon. Below this, a section 'If validation fails' contains three options: 'Soft HITL review', 'Required — HITL review' (highlighted in green), and 'Keep value (no review flag)'. The right panel, 'BEHAVIOR WHEN VALUE IS MISSING', shows a dropdown menu with 'Required — HITL review' selected. A tooltip explains: 'The AI finds no value on the document. The field is marked missing for filters/KPIs as required HITL. A review queue is created only when a HITL agent is bound or legacy triggers match. Example: Invoice number illegible → field missing, required badge. Queue only with a bound HITL agent or legacy trigger.' Other options in the dropdown include 'Soft HITL review', 'Ignore in KPI', 'Use default value when missing', and 'Allow empty (no sentinel)'.

1 · Result field in the agent editor

### Missing batch

Under “Behavior when value is missing”, set “Required — HITL review”. If the AI finds no batch, the field counts as missing.

### Result not “i. O.”

Under “Advanced validation”, choose the validation method “Allowed values” and, under “If validation fails”, “Required — HITL review”. Another result keeps its wording and is flagged. The wording is compared, so add every spelling your labs use for a pass, such as “i. O.”, “i.O.” and “in Ordnung”.

Quality Assurance (new)

Options

Manual review required

Value could not be recognized

Optional field not filled

Current versions

Add document

DOCUMENT

DOCUMENT TYPE

KEYWORDS

DOCUMENT STATUS

ADDED

AUTOMATION

Certificate LS-55871 Wendeler Feinkost GmbH 2...

Analysenzertifikat

This document is an analysis certificate issued by Gemüsebau Ostermoor GbR for washed carrots delivered to Wendeler Feinkost GmbH. The test results confirm that the product meets the specified quality...

Certificate

Email

Gemüsebau Ostermoor ...

Wendeler Feinkost GmbH

Analysenzertifikat

Karotten gewasc... +4

11 hours ago

10/21/2026, 08:31 PM

AI-DMS Premium

AI-DMS Premium

IDP

Prüfbericht PB-2026-1187 Wendeler Feinkost G...

Prüflabor Weserbogen GmbH – Prüfergebnis Karottensalat mit Joghurt dressing

This document is a test report issued by Prüflabor Weserbogen GmbH to Wendeler Feinkost GmbH regarding the analysis of carrot salad with yogurt dressing. The results indicate that most parameters ar...

Lab Result

Prüflabor Weserbogen G...

Wendeler Feinkost GmbH

Prüfbericht

Karottensalat +4

11 hours ago

10/21/2026, 08:31 PM

AI-DMS Premium

AI-DMS Premium

IDP

2 “IDP Review” view. Under Options → IDP Review, it lists under “Manual review required” the Ostermoor certificate without a batch and the lab report with “n. i. O.”.

### REVIEW TASKS FOR THE TEAM

Under Workflow AI → HITL Agents, use “New HITL Agent” to create a review queue and select it in the characteristics agent under “Review queue when required fields are missing”. A task is then created for each case under “Human In The Loop Tasks”. Review tasks are included in the Professional plan.

## 11 · CHECKING CERTIFICATES FOR ALTERATIONS

# Looks clean. But is it?

A PDF certificate can be edited. The Trust Agent checks the file itself: hidden and covered text, embedded files and scripts, and from Premium on the text layer against the page image.

- 1 **Create the agent:** Document AI > Trust Agent , "Create Trust Agent", profile "General document", check level Premium, turn on "Highlight findings in the document".
- 2 **Check:** select the certificates in the list, Actions > Agents & workflows > Trust , "Check with Trust Agent".
- 3 **Result:** "View certificate" shows the risk score from 0 to 100, the assessment and the findings with their page.

Integrity check result

**Analysenzertifikat\_Saalbach.pdf**  
Findings: 1, of which relevant: 1. Risk score: 10/100. Assessment: Review recommended.

PREMIUM

General document

Manual review recommended

10

Review recommended

1

Relevant findings

1

Medium

Evidence

Download evidence PDF

Save in current Workspace

Check scope

Hidden content

Finds content that can be missed in normal viewing.

PDF structure

Checks whether the PDF contains unusual or risky technical elements.

Visible check plus comparison

Compares what is visible with what is stored in

Why this assessment?

The assessment is based on 1 medium anomaly/anomalies. Score and result are derived from type, number and severity of the findings.

Anomalous findings

Text under an opaque area

Page 1

The PDF text layer contains text that is covered by an area drawn later in the rendered document.

2,6 → 0,8

MEDIUM

- ✓ **The rapeseed oil certificate from the test package.** Under the visible peroxide value, the text layer holds a different one. The Trust Agent reports text under an opaque area on page 1, "2,6 → 0,8", risk score 10 out of 100, "Review recommended".

## A finding is a hint

The assessment ranges from "No anomaly" to "Critical". A person makes the decision, for example after checking with the supplier.

## The right profile

For supplier certificates, use "General document". The "Certificate / diploma" profile is designed for certificates with grades and degrees.

PAPEROFFICE / KNOWLEDGE LIBRARY

14 / 20

12 · ACTIONS, DEADLINES, BATCHES

# Next steps live on the document. Expiry dates on the timeline.

Tasks with deadlines are attached to the document. New tasks have “Deadline reminder (paid)” switched on; it reminds you before the deadline and when it is reached. The timeline orders calibration certificates by their validity date, and search finds everything for a batch.

- Task on the certificate.** “Activities” tab, “New”: task “Request certificate of analysis with batch number”, deadline 11/04/2026 (November 4), reminder cleared here. Under “Who must complete this?”, choose “User” or “Group”.

- Timeline.** Under **Options** > **Configure view**, choose “Timeline”, the date field “Valid until” and the grouping “Day”. The scale’s calibration certificate appears at October 30, 2026.

## Search for a batch

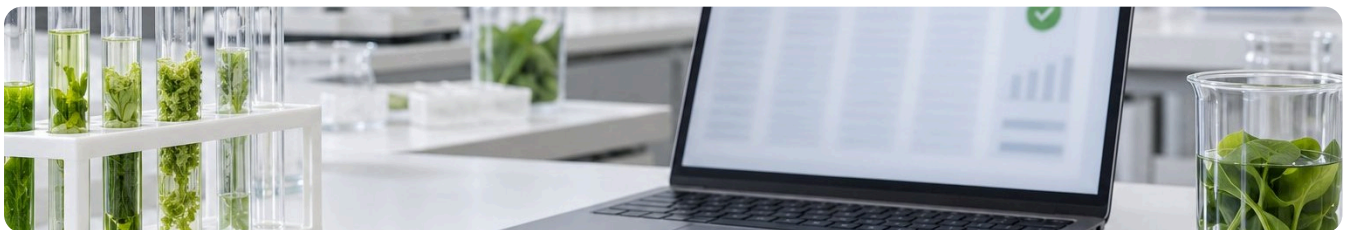
Enter “L-26-0412” in the search bar, scope “Quality Assurance” or “All Workspaces”. In the test, search found the complaint, but not the lab report.

## Complaint

The customer’s complaint carries the type “Complaint”. Create the task for your response there, with a deadline and an assignee.

## Valid until

AI-DMS reads this date from Premium on if the certificate states a validity date. Check it against the original on the first certificate.



# Seven questions before your first test report.



## Where do the target values come from?

From the report. If it states target and tolerance, the IDP Agent reads them in the same row as the actual value. Your inspector evaluates against the original.

## Which inspection documents does PaperOffice recognize?

Test Report, Measurement Record, Inspection Report, Certificate, Declaration of Conformity and Complaint are system types. You add certificate of analysis or calibration certificate as a custom type with a short instruction.

## Are handwritten measurement sheets read?

With AI-DMS Ultra, AI-OCR also reads handwriting. "Free template (Vision Pro)" is designed for layouts with handwriting, tables, checkboxes and stamps. Test with real measurement sheets before the agent runs automatically.

## What happens if a value is missing?

You decide per field: required with HITL review, soft review flag, default value or allow empty. "IDP Review" shows open required fields, and with a HITL Agent a review task is created.

## How do we check whether a certificate was altered?

The Trust Agent reports hidden or covered text, embedded files and scripts, and from Premium on differences between text layer and page image. A person makes the decision.

## How do the values reach our QMS?

Copy the table with "Copy for Excel". For a fixed integration, your system fetches the fields through the REST API, and the "document.processed" webhook reports finished documents.

## What does it cost?

Billing is based on usage, depending on the level. The details are on the pricing page: [paperoffice.ai/en/pricing](https://paperoffice.ai/en/pricing).

14 · TRY IT YOURSELF IN 45 MINUTES

# Download the test package. Play through one week.

Six invented files from a German delicatessen producer, in German like real supplier documents, show the path from the mailbox to the task.

## QUALITY CONTROL TEST PACKAGE

### Six files and a guide (README.txt)

Laborbericht\_PB-2026-1187.pdf Lab report, 6 characteristics, result "n. i. O."  
 E-Mail\_Ostermoor\_Analysenzertifikat.eml Email with a certificate without a batch  
 Analysenzertifikat\_Saalbach.pdf Certificate with a covered value  
 Foto\_Messprotokoll\_Wareneingang.jpg Measurement record, filled in by hand  
 Kalibrierschein\_KS-2025-1030.pdf Calibration certificate with a validity date  
 Reklamation\_L-26-0412\_Lindqvist.pdf Complaint from a retail customer  
[paperoffice.ai/downloads/paperoffice-ai-test-package-quality-control.zip](https://paperoffice.ai/downloads/paperoffice-ai-test-package-quality-control.zip)



- 1 Workspace and type:** at app.paperoffice.ai, create the "Quality Assurance" Workspace (Business, AI-DMS Premium) and the "Calibration Certificate" type (Chapters 04 and 06).
- 2 Upload:** all six files via "Add document", preferably the photo via your smartphone.
- 3 Agent:** build and test the characteristics agent on the lab report, then use "Apply existing agent" on the Ostermoor certificate as well (Chapters 07 to 10).
- 4 Alterations:** check the Saalbach certificate with the Trust Agent (Chapter 11), then create the task on the Ostermoor certificate.

| FILE                    | WHAT TO LOOK FOR                                                                                            |
|-------------------------|-------------------------------------------------------------------------------------------------------------|
| Lab report              | Type "Lab Result" or "Test Report", 6 rows in Characteristics, listed in "IDP Review" because of "n. i. O." |
| Email Ostermoor         | Attachment as a separate document; with the agent, the batch is missing and it is listed in "IDP Review"    |
| Certificate Saalbach    | Trust Agent finding about text under an opaque area                                                         |
| Measurement record      | Compare temperature, weight and initials against the original                                               |
| Calibration certificate | Type "Calibration Certificate", on the timeline under "Valid until" at October 30, 2026                     |
| Complaint               | Type "Complaint"; searching for "L-26-0412" finds it                                                        |

All companies, names, addresses, batches and values in the test package are fictional. The cost of the test is shown on the pricing page: [paperoffice.ai/en/pricing](https://paperoffice.ai/en/pricing).

15 · READ MORE

# Every building block in detail. As a datasheet to download.

The datasheets describe the modules from this guide on four pages, with features, steps, technical details and frequently asked questions.

**DATASHEET**

Connectors: mailbox and folders into the Workspace

**DATASHEET**

Network Scanner: scans via SFTP into the upload dialog

**DATASHEET**

Mobile App: photograph and send measurement sheets

**DATASHEET**

Classification: system types and custom types

**DATASHEET**

AI-OCR: text with position, handwriting in Ultra

**DATASHEET**

IDP Agent: fields and tables with their source

**DATASHEET**

Trust Agent: check PDF files for alterations

**DATASHEET**

Timeline: documents by date, such as "Valid until"

**DATASHEET**

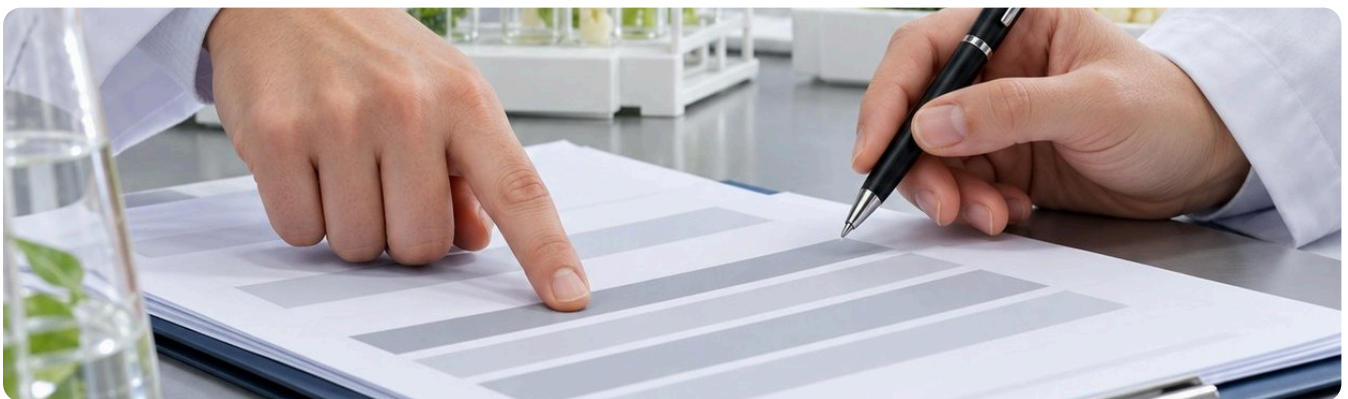
Smart Search: full text, OCR and meaning

**SHORT GUIDE QUALITY CONTROL**

## The essentials on eight pages

The problem, the path with PaperOffice, click paths, an example and a checklist with ten points. Easy to pass on to the lab and purchasing.

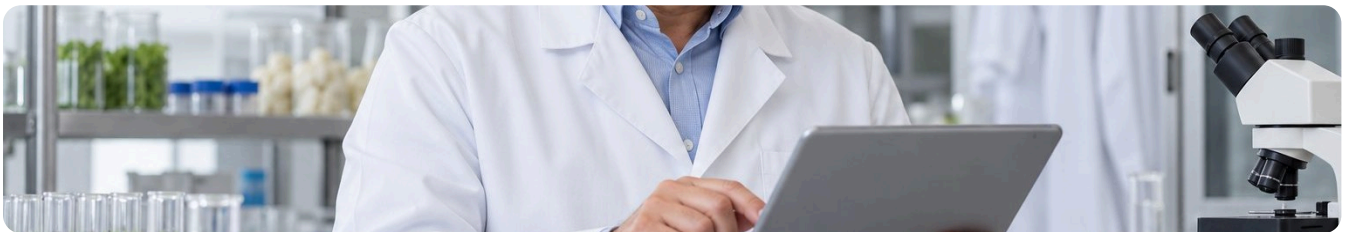
[paperoffice.ai/downloads/paperoffice-ai-short-guide-prozess-qualitaetskontrolle.pdf](https://paperoffice.ai/downloads/paperoffice-ai-short-guide-prozess-qualitaetskontrolle.pdf)



## 16 · YOUR FIRST RESULT IN FIVE DAYS

# Start with one kind of document. Then add the next.

To get started, you need the kind of inspection document that arrives most often and the reports from one week.



1

### Day 1 · Workspace and inputs

Create the "Quality Assurance" Workspace (Business, AI-DMS Premium), then connect the mailbox, scanner and smartphone.

2

### Day 2 · Types

Add custom types such as calibration certificate and certificate of analysis and check them on the first documents.

3

### Day 3 · Characteristics agent

Create the agent with "Free template (Vision Pro)", define fields and rules, test it 3× each on reports from two labs.

4

### Day 4 · Automation and review

Bind the agent as the Default IDP Agent to "Test Report" and to your certificate types, set up the "IDP Review" view and, if needed, a HITL Agent.

5

### Day 5 · Evidence

Create a Trust Agent for supplier certificates, check calibration certificates on the timeline, decide who creates tasks with deadlines.

## MEASURE THESE FOUR VALUES

### Documents

Inspection documents per week arriving in the quality Workspace

### Zero rework

Share of documents that do not appear in "IDP Review"

### Time to evaluation

Time from arrival to evaluation by the inspector

### Open actions

Tasks with deadlines on reports and certificates

Measure the first week precisely. Only the comparison with the following weeks shows how much typing goes away.

## 17 · CHECKLIST AND START

# Before you expand.

- ☐ The quality Workspace runs on Business and AI-DMS Premium.
- ☐ The mailbox for supplier certificates is connected through an email connector, and scanner and smartphone are set up.
- ☐ Custom types such as calibration certificate and certificate of analysis are created and tested.
- ☐ The characteristics agent has been tested on reports from several labs, including a handwritten measurement sheet.
- ☐ Batch, inspection date and characteristics are required fields, and every spelling for a pass is listed under “Allowed values” for the result.
- ☐ Someone checks the “IDP Review” view daily and evaluates target and actual values against the original.
- ☐ PDF certificates from new suppliers go through the Trust Agent.
- ☐ Corrective actions are created as a task with a deadline and an assignee on the document.

**GET STARTED NOW**

Sign in, create the quality Workspace and upload the test package. Billing is based on usage, and the pricing page has the details.

[app.paperoffice.ai](https://app.paperoffice.ai)**THE SOLUTION ON PAPEROFFICE.AI**

## Quality control with PaperOffice

The page on this topic, with all building blocks and answers to frequently asked questions.

[paperoffice.ai/en/solutions/process/ai-quality-control-automation-iso](https://paperoffice.ai/en/solutions/process/ai-quality-control-automation-iso)

**QUESTIONS ABOUT THIS GUIDE?**

Please contact us if you have questions about the setup or your inspection documents.

[paperoffice.ai/contact](https://paperoffice.ai/contact)

As of October 2026. Screenshots are from a test account, and the photos are AI-generated. All examples, company names, personal names, batches and values in this guide are fictional. PaperOffice, paperoffice.ai.