# ecm:one ERP documents

First Steps

Step-by-Step Instruction Manual

# Welcome

**Thank you** for choosing ERP documents! To ensure an optimal start, the app has to be set up first. The following click instructions will support you in this process.

Please follow all instructions **thoroughly** – So that nothing stands in the way of archiving your outgoing documents.

Your ecm:one team

# Technischer Ablauf von ERP documents

## 01

### Import

The import can take place by three channels. Either the documents are uploaded via drag'n'drop, as mail (e.g. BCC recipient) or through a cloud storage (FileShare). This is integrated as a drive directly in your file system, automated upload is possible.

## 02

### Processing

The processing of the uploaded documents is fully automated in ERP documents. Thanks to the templates, each attribute is found and transferred according to its position and regex on the document. In case of errors, the FileShare serves as a temporary storage location - so documents are never lost and complete transparency is provided.

## 03

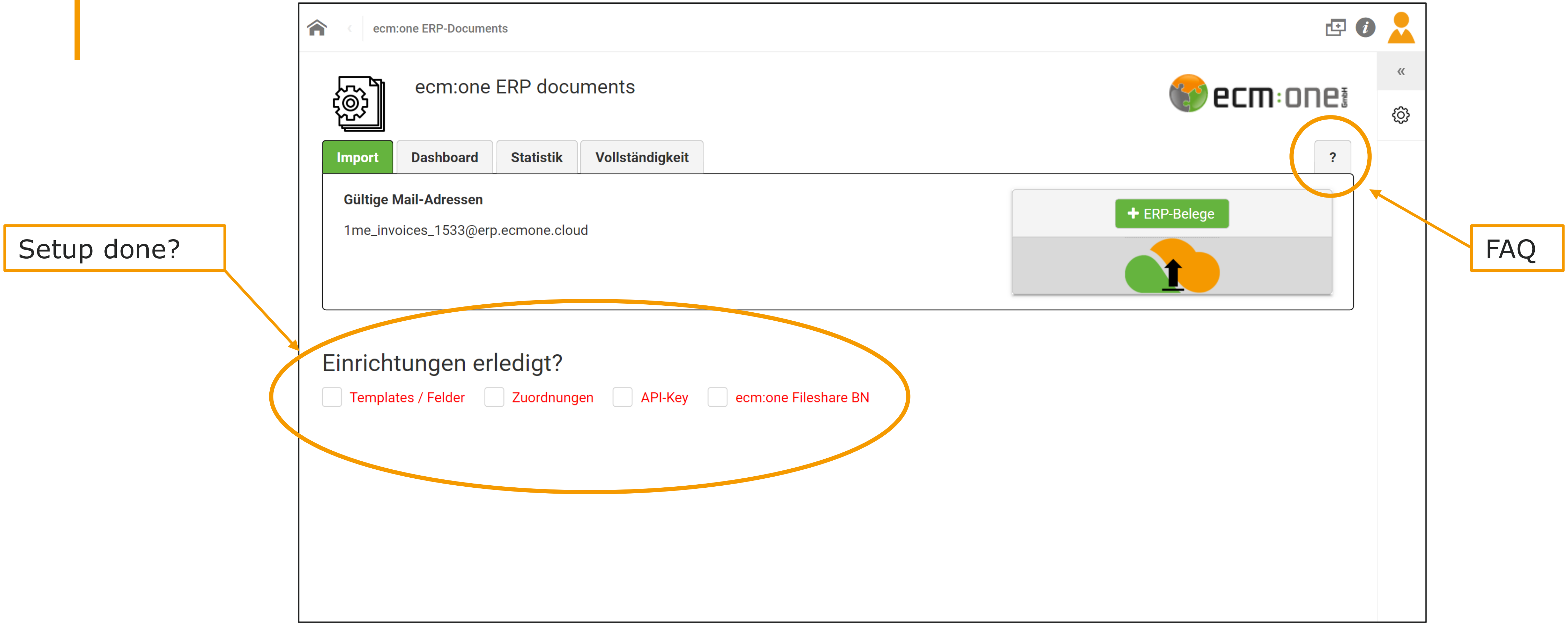
### Archiving

Once processing is complete, archiving is carried out in d.velop documents. ERP documents transfers the documents with image and extracted values to the digital archive. A suitable mapping of the extracted attributes with those of the file plan is ensured thanks to configured mappings.

# Checklist

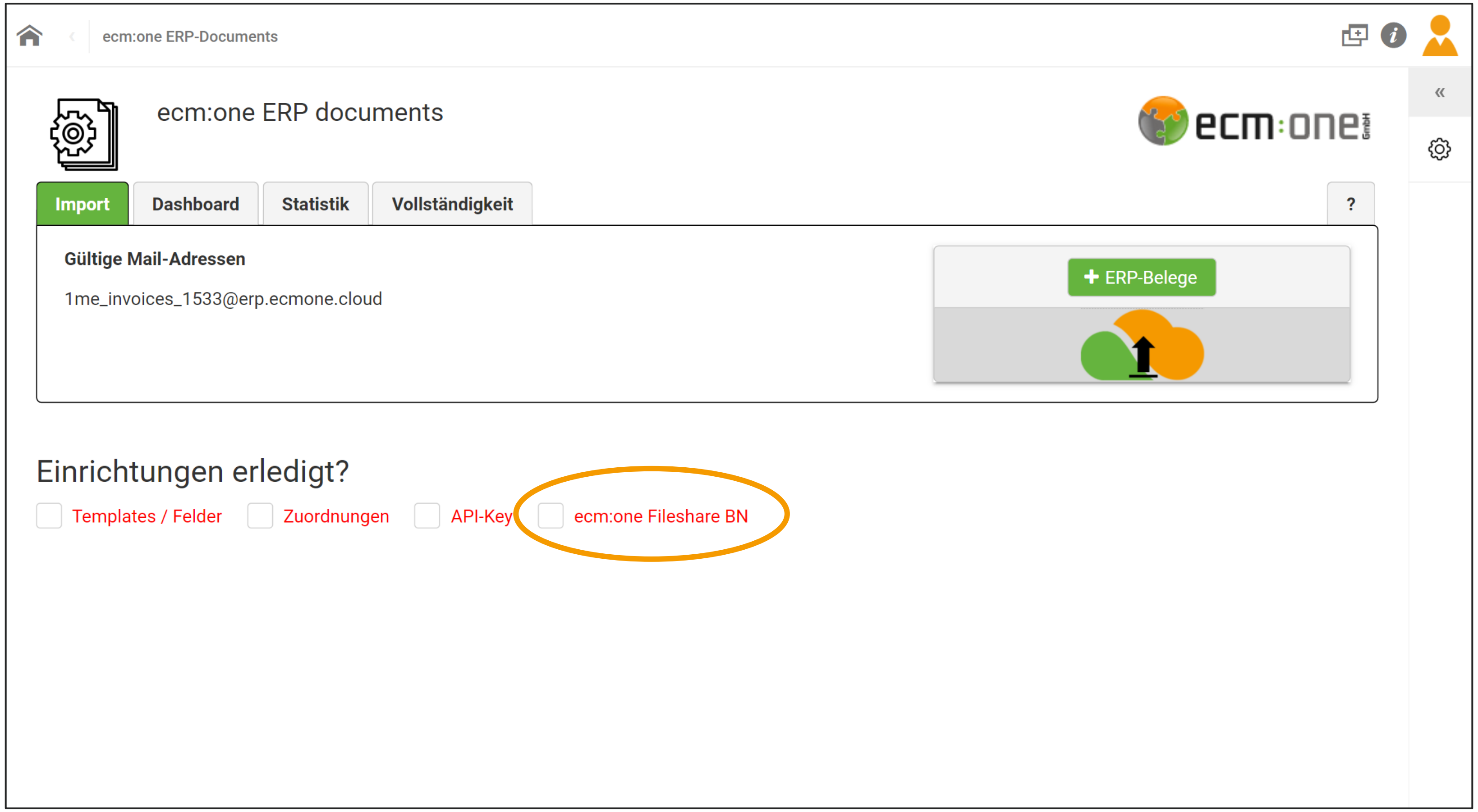
- ☐ FileShare
- ☐ API-Key
- ☐ Templates
- ☐ Mappings

# Start




After purchasing, the ERP documents interface looks like this. The question of „Setup done?" indicates insufficient configuration.
We will resolve this in the following steps.
Disclaimer: If some steps do not work, please refer to the FAQ or to our customer service.

# FileShare

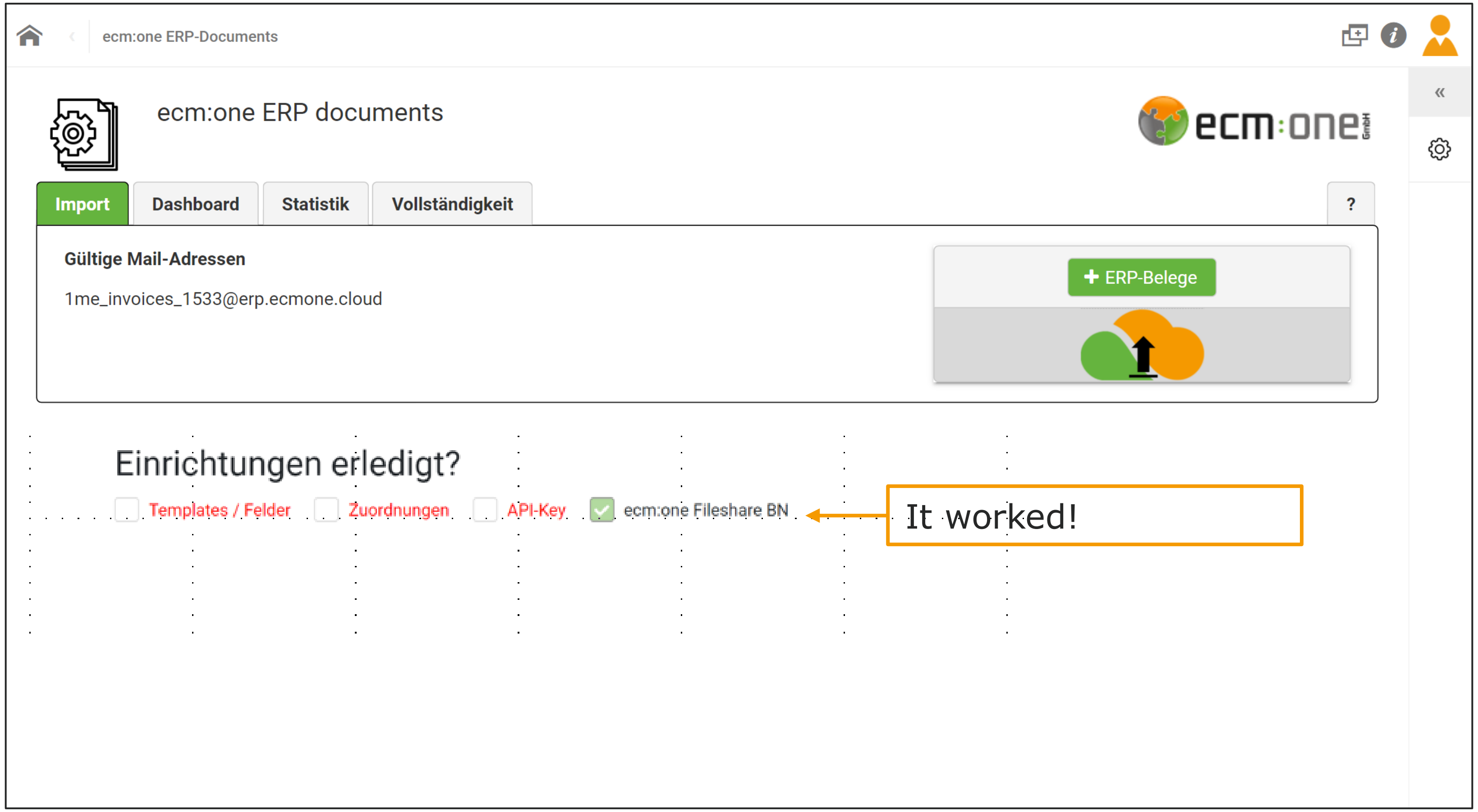



The FileShare serves as a temporary storage location of the filed outgoing documents. All documents that failed to be archived are backed up in there. By clicking on the word "FileShare" you will get to the configuration.

# FileShare


The configuration opens at the corresponding position. There a user account for the FileShare is created. The username is already filled in with the user's mail. Now a password must be assigned. Please enter this twice in the intended fields and memorize it! Confirm by clicking on "Create user". The functions of the FileShare will be explained later - for the time being this only serves the purpose of configuration.

# FileShare

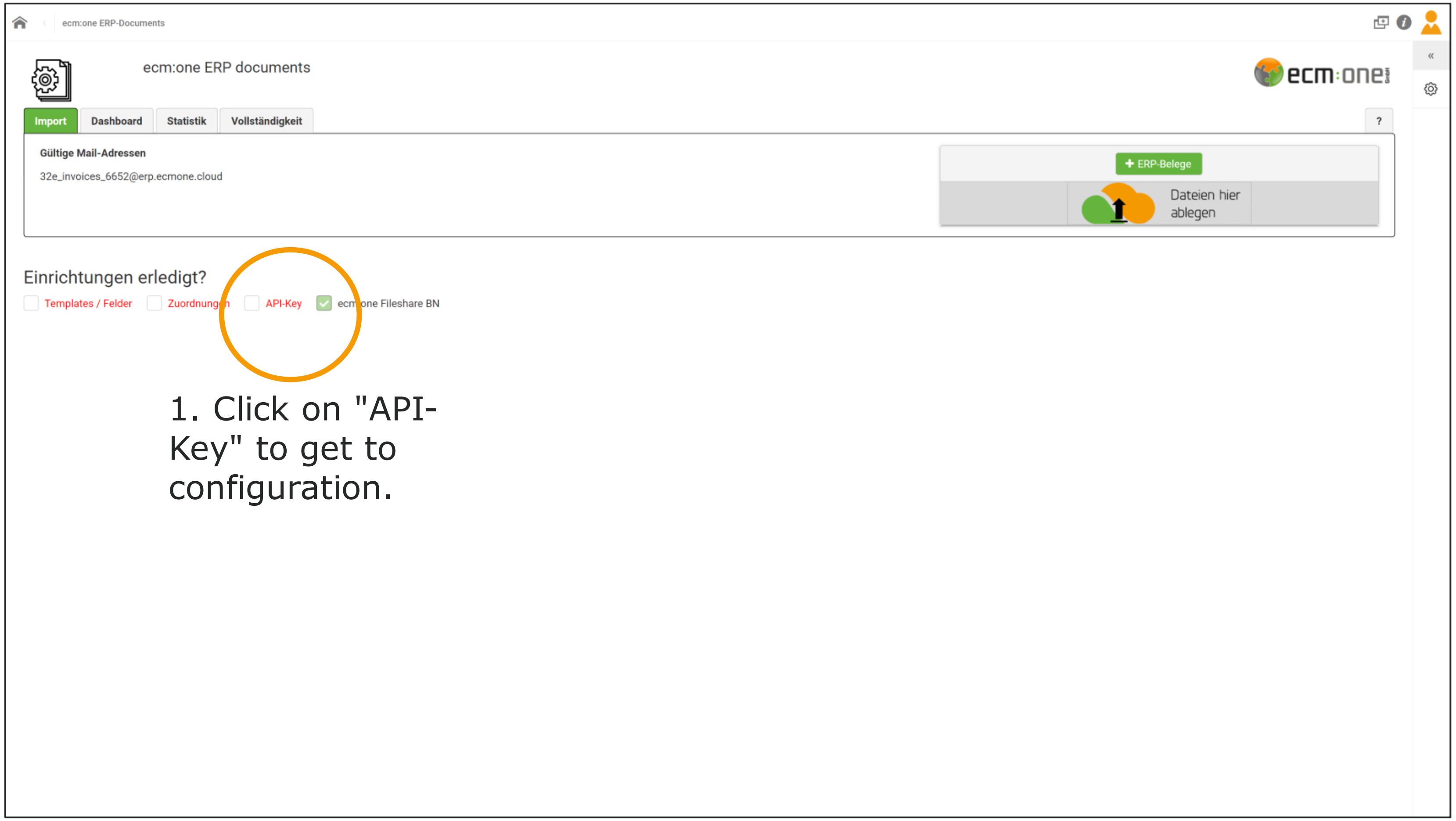



When the user is successfully created, the checkmark automatically switches to green.

# Checkliste

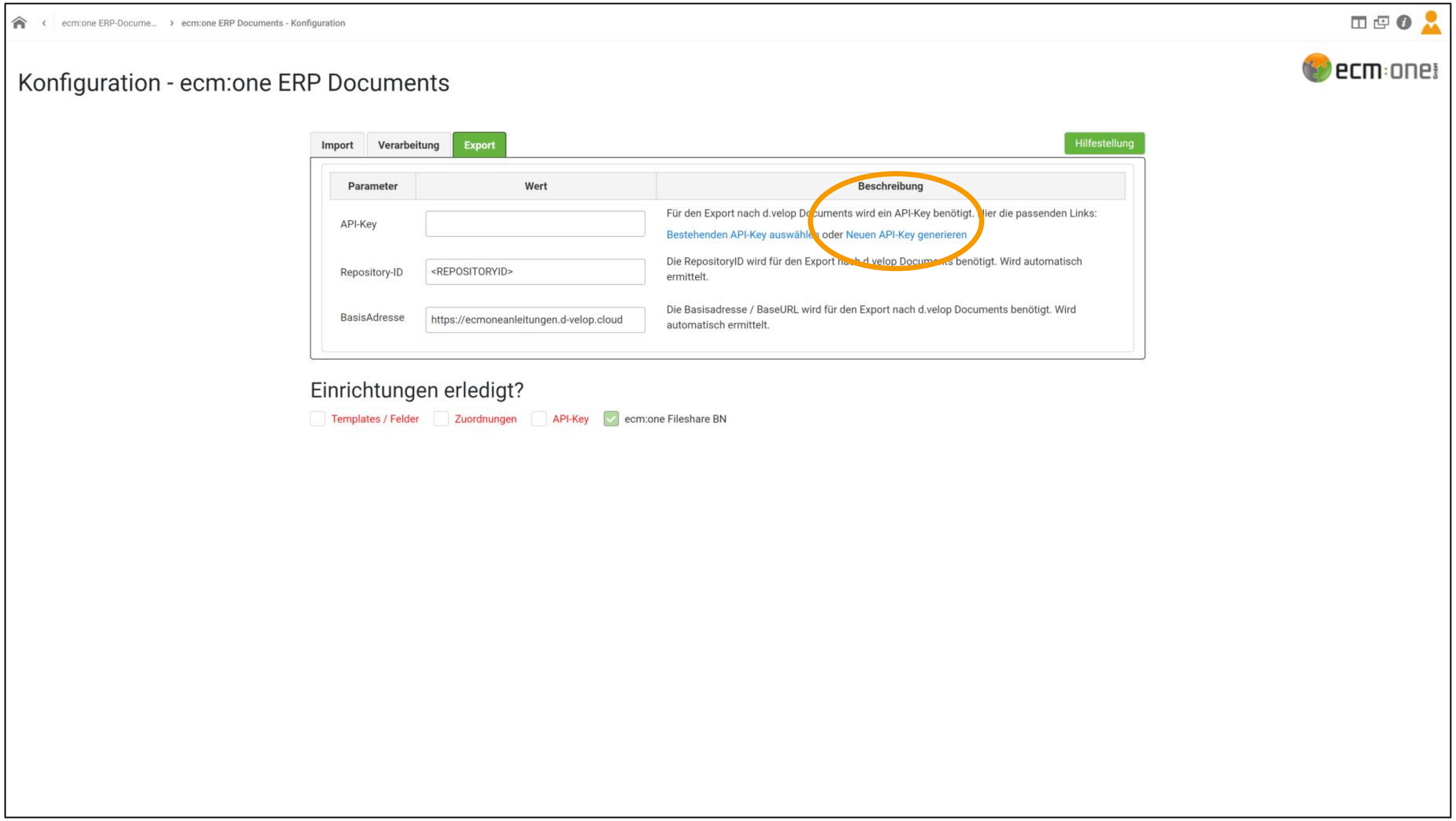
- [x] FileShare
- [ ] API-Key
- [ ] Templates
- [ ] Mappings

# API-Key



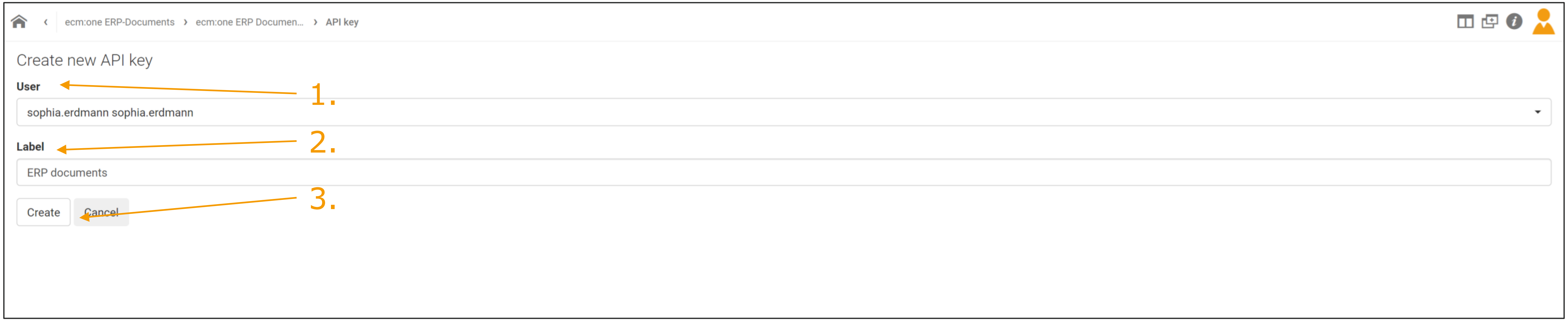

Now we need to set up the API-key. This serves as an encryption component to link the system and the user. For the setup you have to switch to the configuration interface. To do this, click on the item "API-key".

# API-Key – Generate



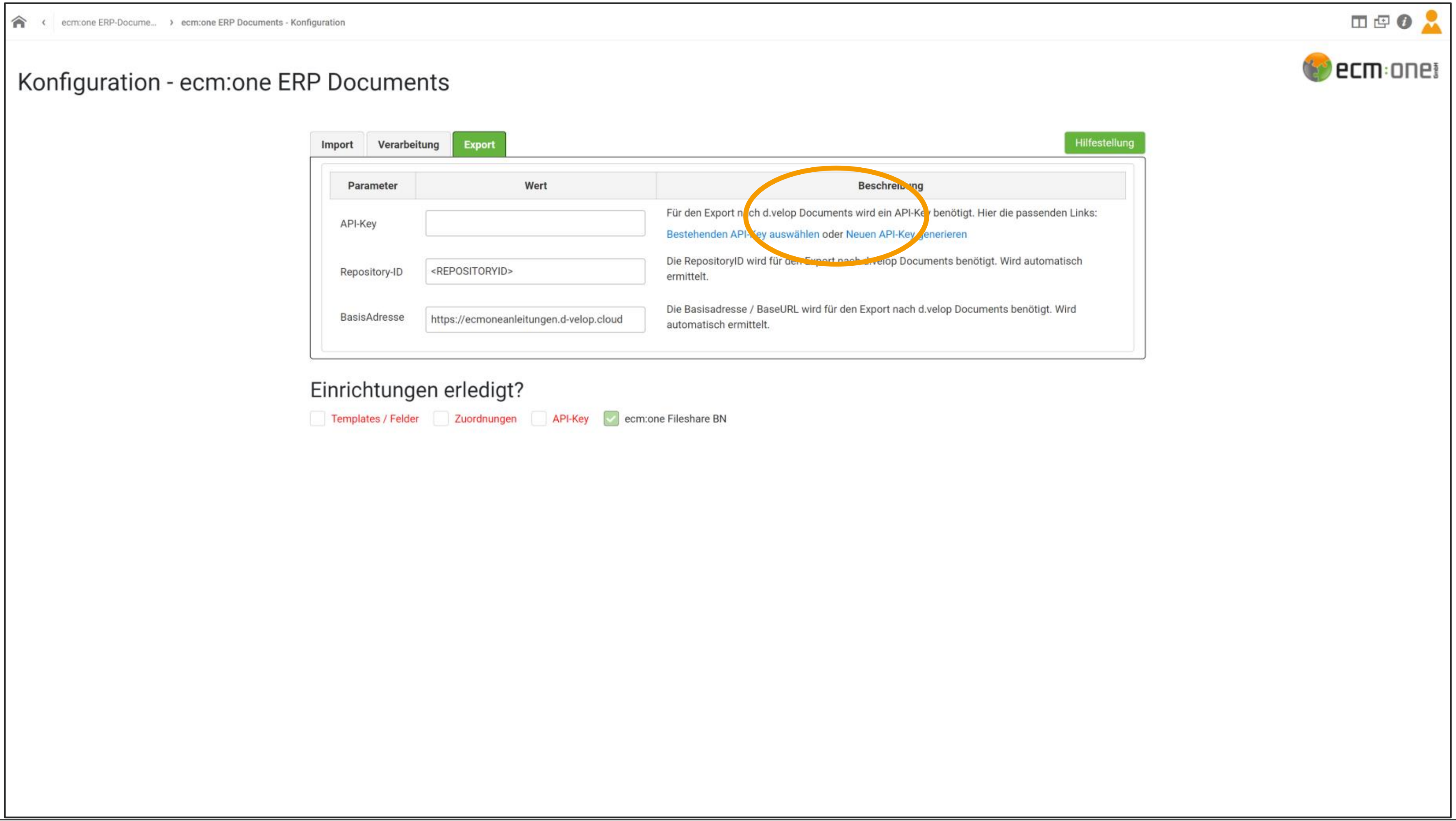

For the initial setup, select "Generate new API-Key".

# API-Key – Generate




1. Select user: Enter your own username and select it from the drop-down list.
2. Enter label: This label can be freely selected. However, the name of the app is ideal.
3. Confirm by clicking on "Create".

# API-Key – Enter

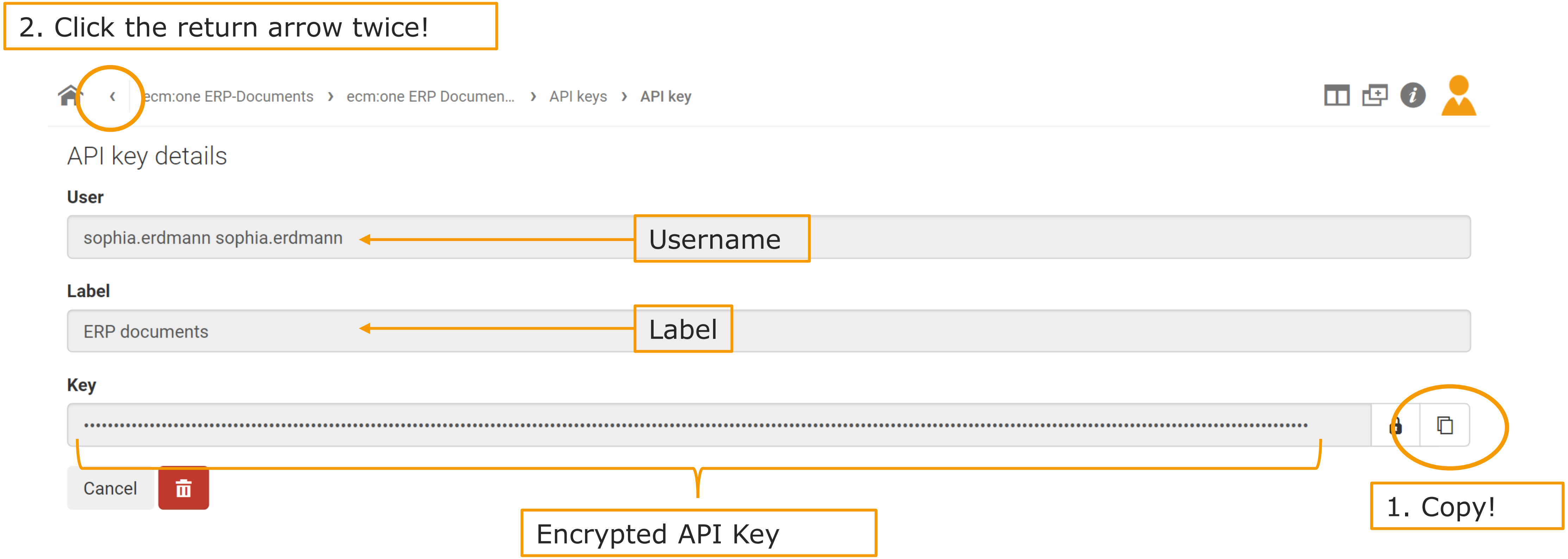



After generating, click "Select existing API-key".

# API-Key – Enter

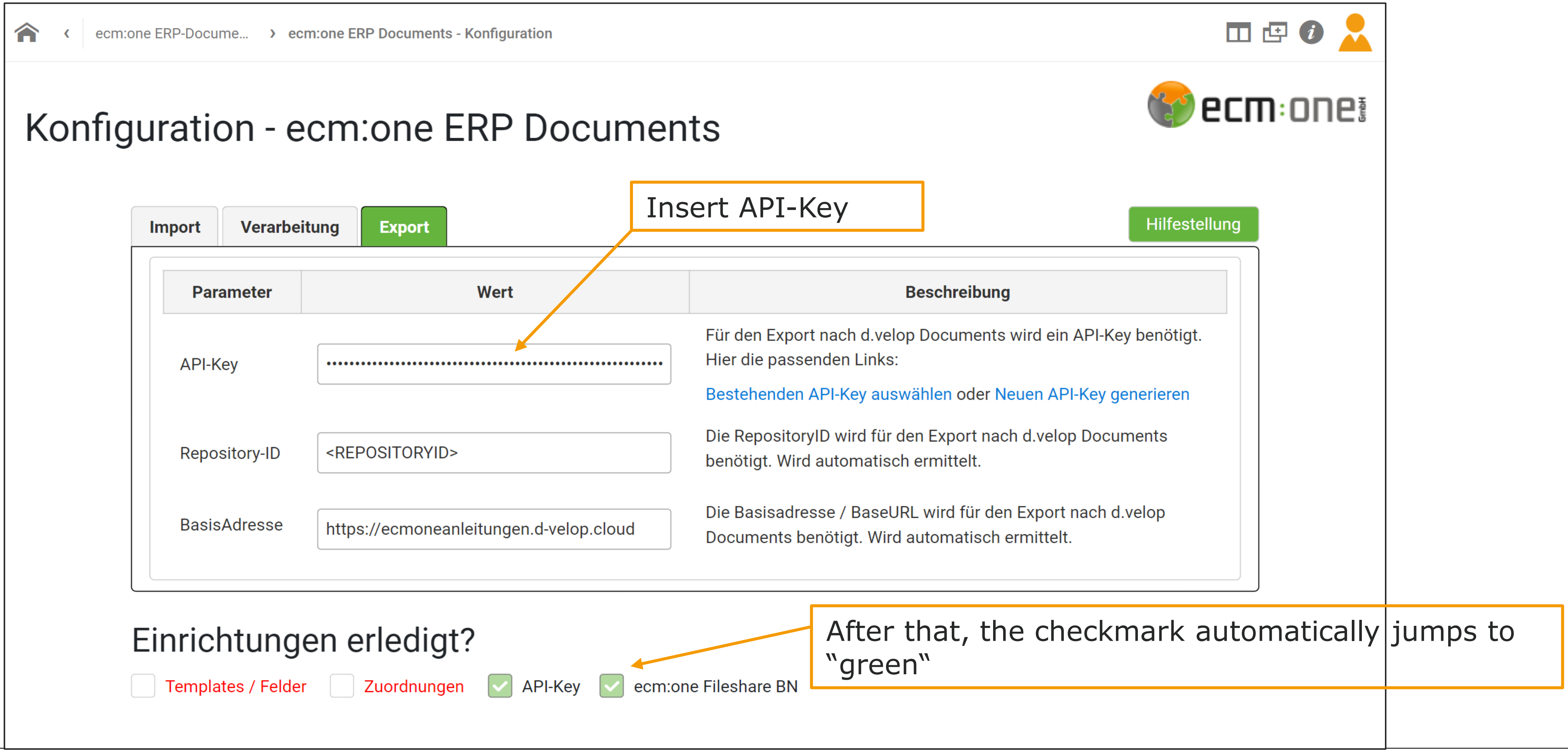

Now select the API-key with the name you just assigned from the list by simply clicking on it.

# API-Key – Enter




The following tab opens. You can see the user, the assigned label and the encrypted API-key. Now select this key by clicking on the "copy" symbol. A green dialog box with a confirmation appears on the screen for a couple of seconds. Then click twice on the arrow to return to the input field. Important: Do not click on the "house", but on the "arrow".

# API-Key – Enter

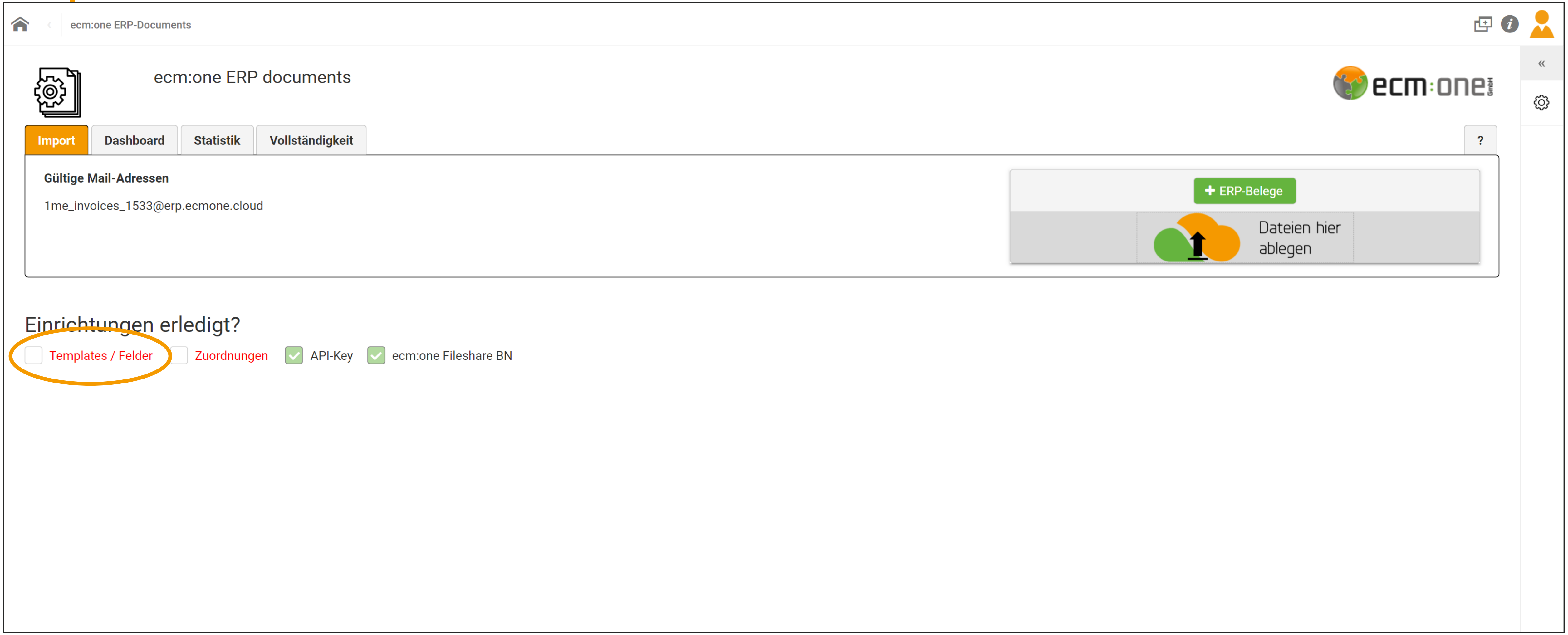



Now click the field to the right of "API-Key". Paste the copied code into the field with the shortcut Ctrl + V. A green confirmation box appears briefly. After that, the checkmark at the bottom of the list automatically turns green.

# Checkliste

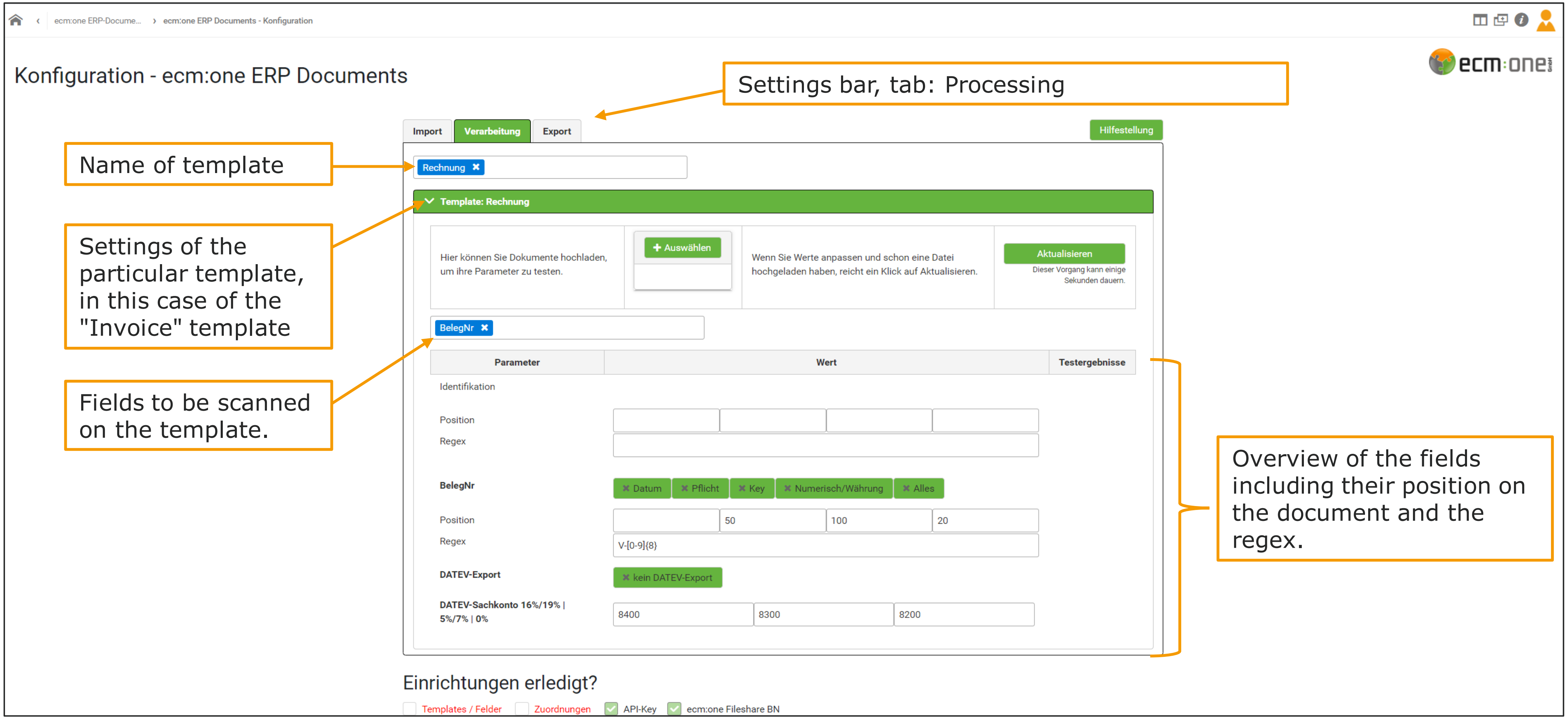
- ☑ FileShare
- ☑ API-Key
- ☐ Templates
- ☐ Mappings

# Templates/Fields



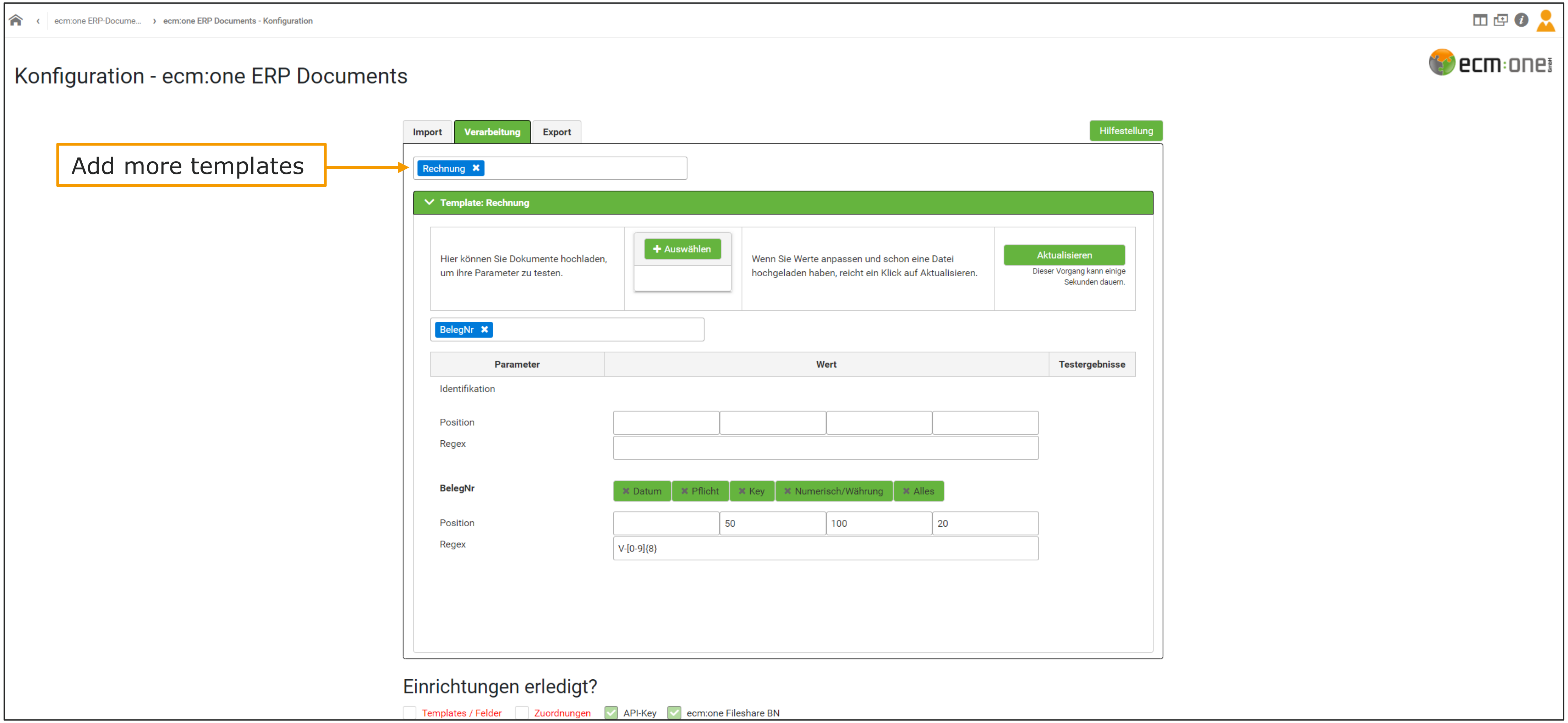

The third step of the setup is dealing with the "templates/fields". ERP documents is used for archiving outgoing documents. These will always have the exact same layout, as they are created by the company using the same software. For these documents to be read automatically, layouts must be generated for the different document types. To access the configuration, please click on "Templates/Fields".

# Templates/Fields – Overview



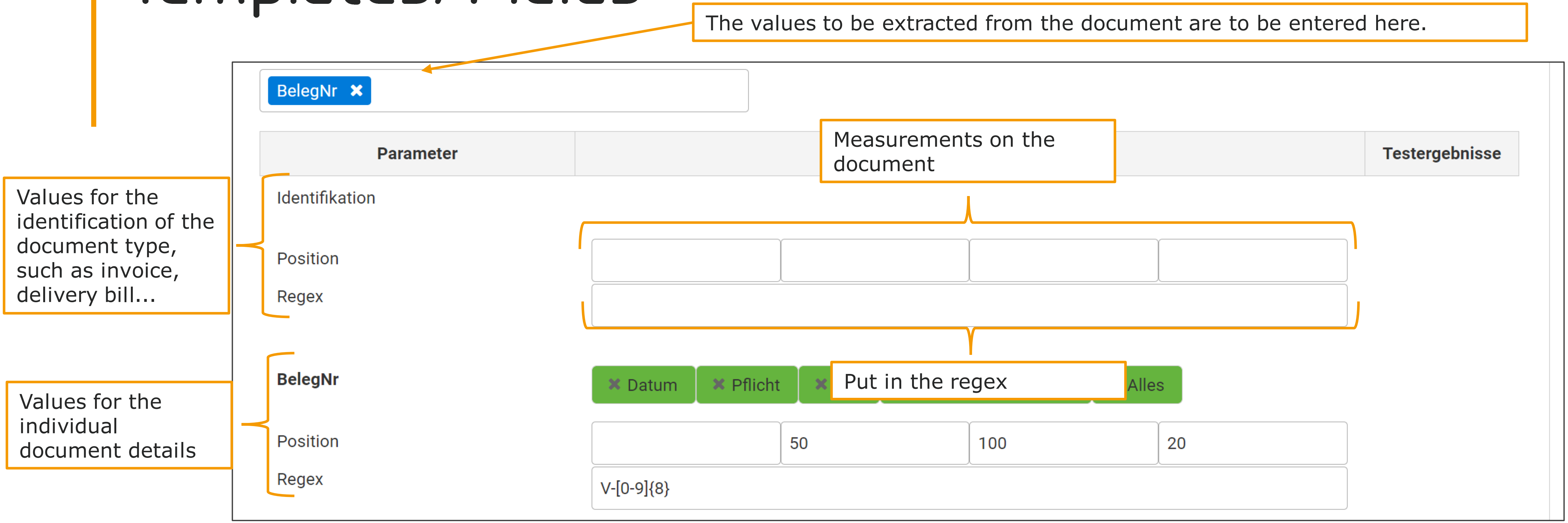

You will be taken to the template configuration page. First, we will give you an overview of all the fields. You will get more detailed information about the fields and the configuration in the following slides.

# Templates/Fields – Add



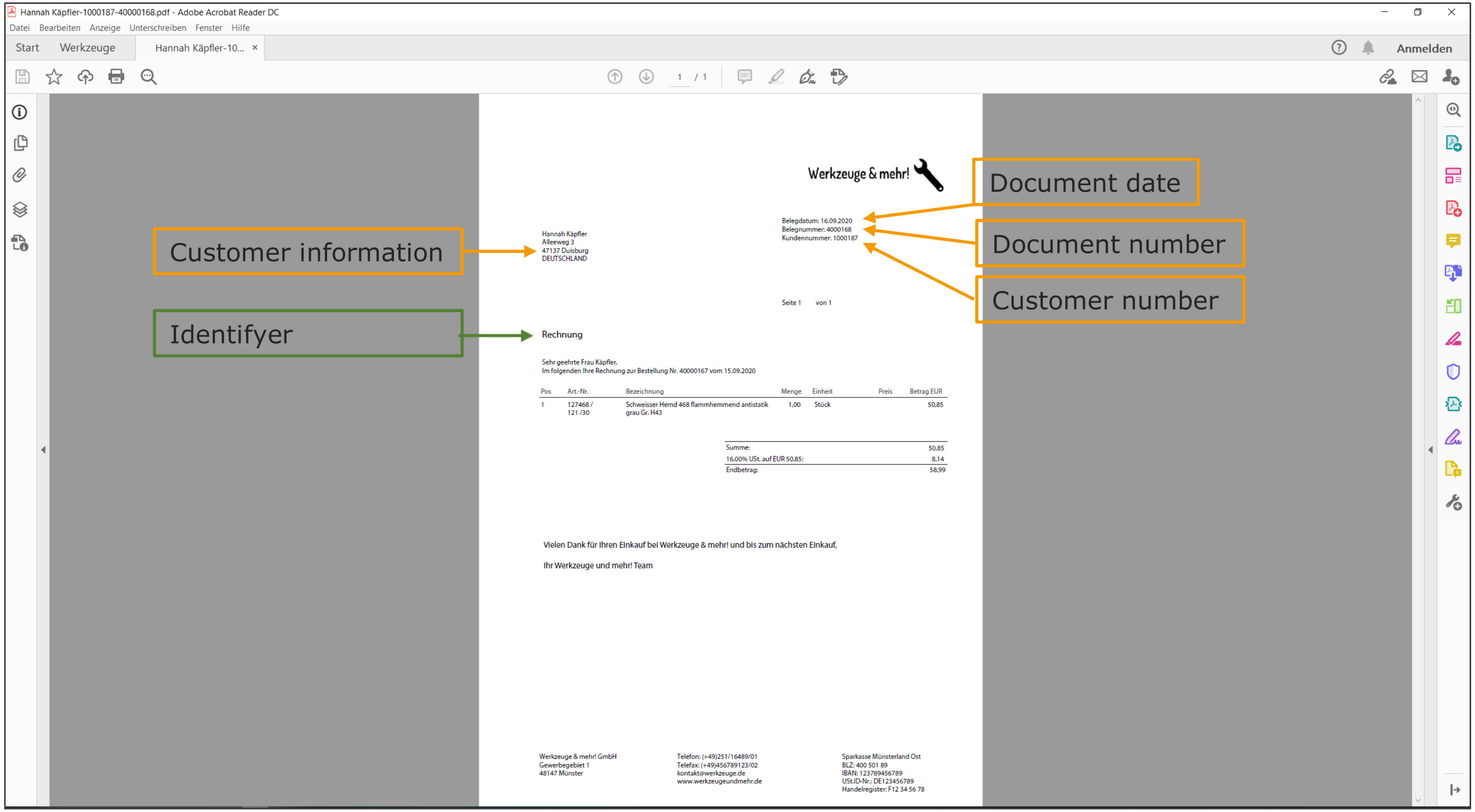

We start with the configuration of the "Invoices" template. The following process can be performed the same for all other templates. If you want to add and set up more templates, you can enter the desired template in the template name line and confirm it with the Enter key. Another area then opens, which can be set up for this template.

# Templates/Fields



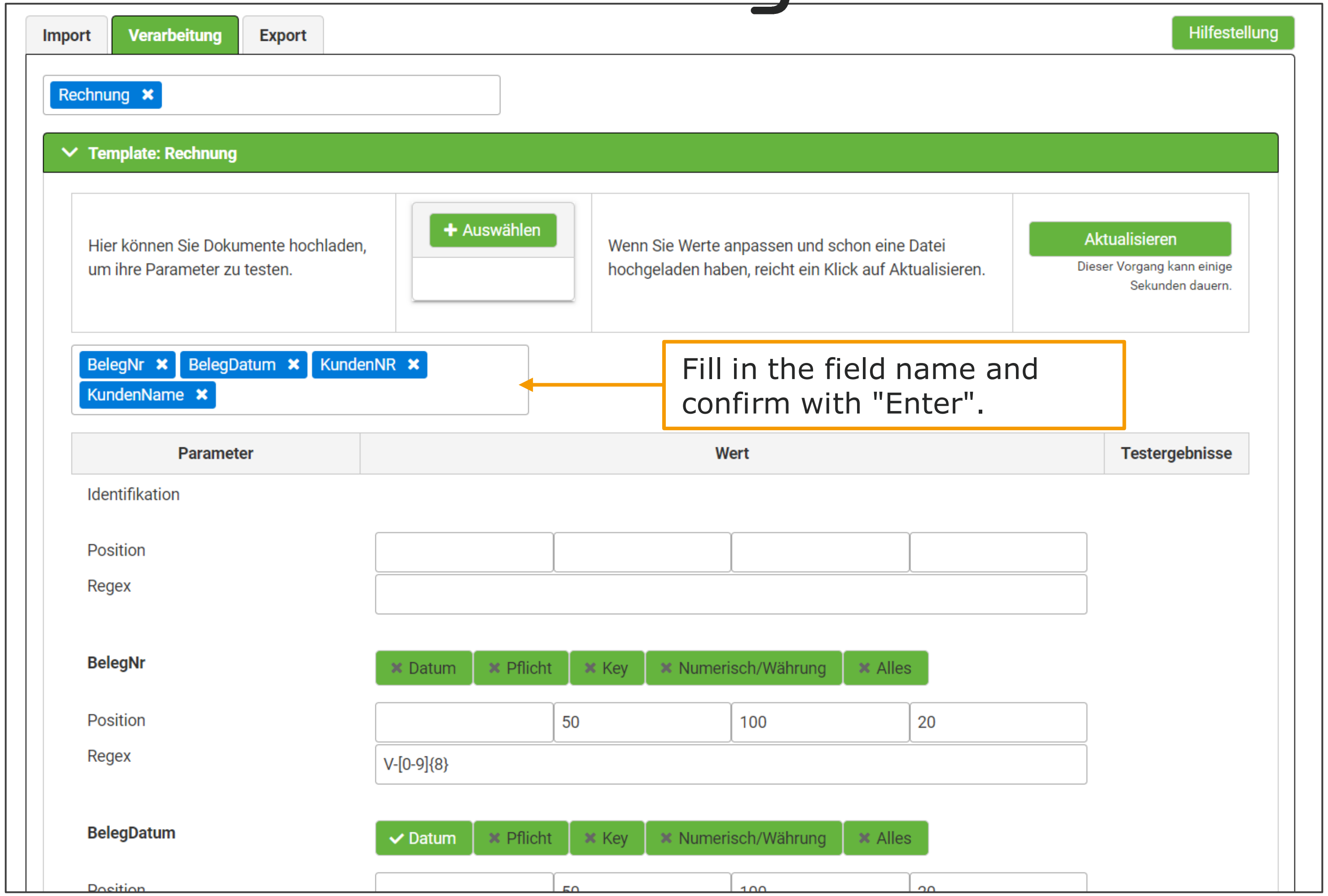

We will proceed to the configuration of the template. In order to set up a template fully, you should first consider what information you want to extract from the outgoing document, such as document number, document date, customer name and address, and so on. Enter this information. Next, we need to determine the exact position of this information from the document, so that these " measurements" as well as the corresponding regex are inserted in the template. We will now go through these tasks step by step, using a sample document.

# Templates/Fields – Measure



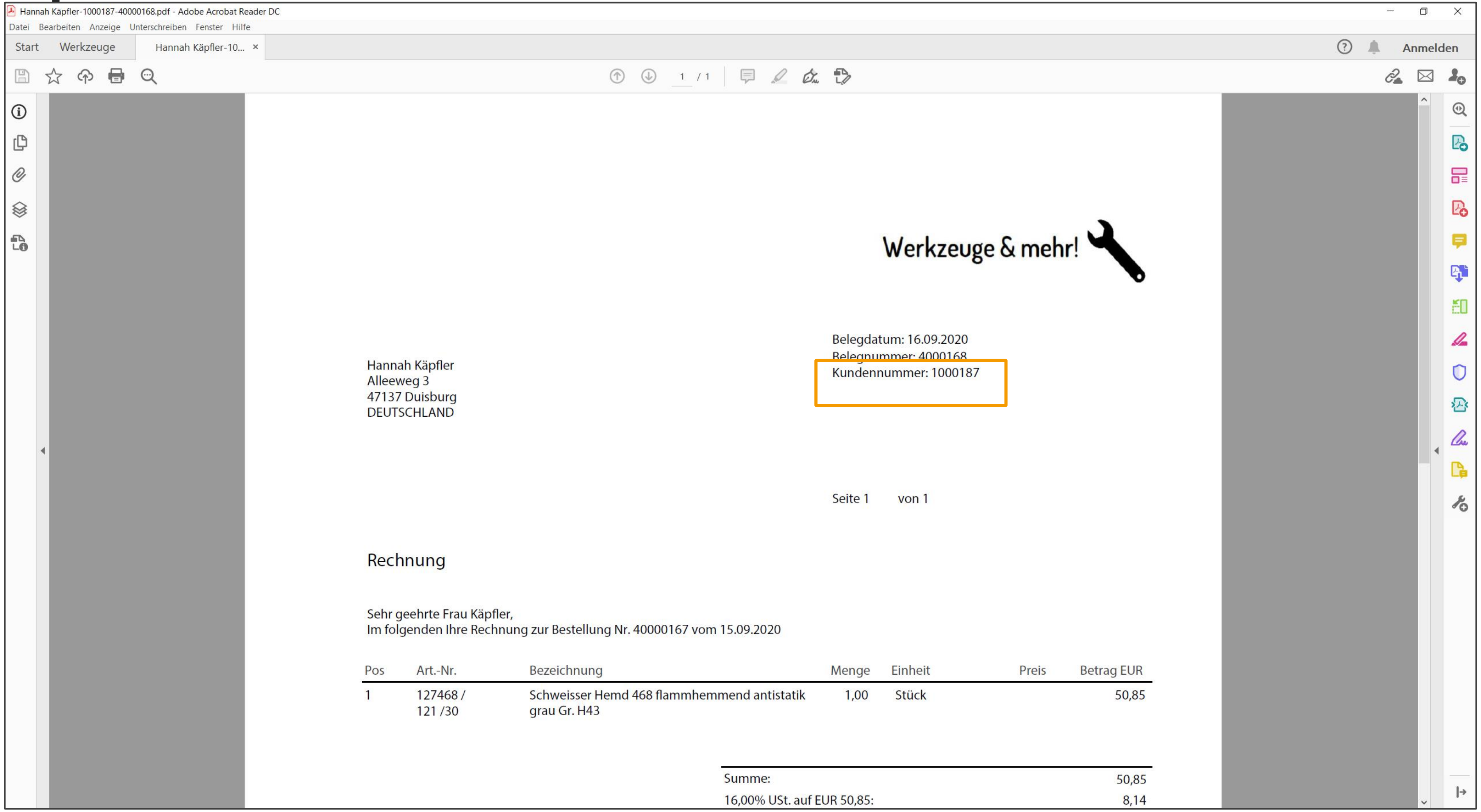

The initial step is to open up the document (from which the template is to be created) in any PDF viewer application. The free Adobe Acrobat Reader is used here. A typical outgoing bill is used as an illustrative document. First, we determine what information should be extracted. In this case: document date, document number, customer number, customer information. For ERP documents to know which template we are dealing with, an identification must take place. This is done via the document type; in our case it is the word "Invoice". There are now a total of 5 positions on the document that ERP documents should extract.

# Templates/Felder – Categories



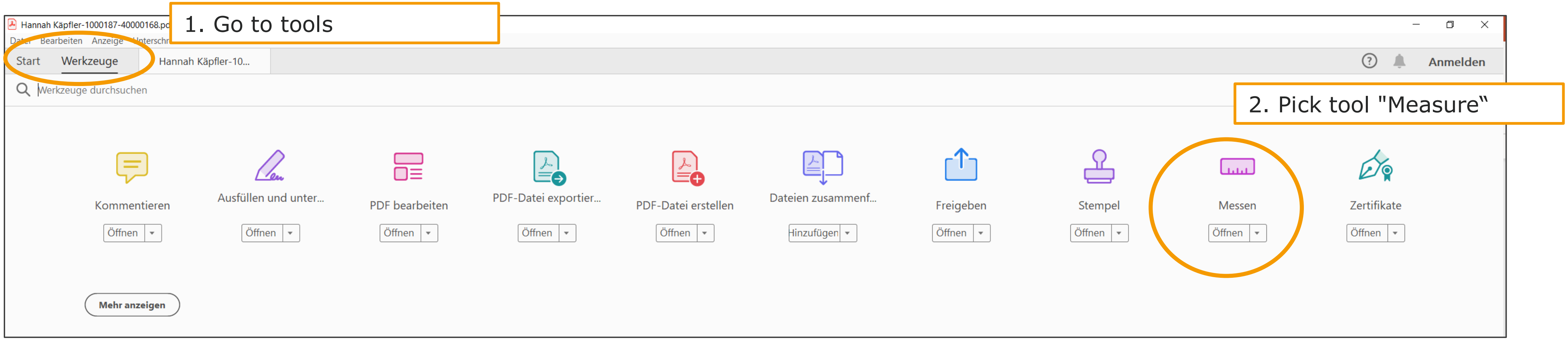

These 5 fields are entered in ERP documents first. To do this, insert the desired field name and confirm with "Enter".

# Templates/Fields - Measure



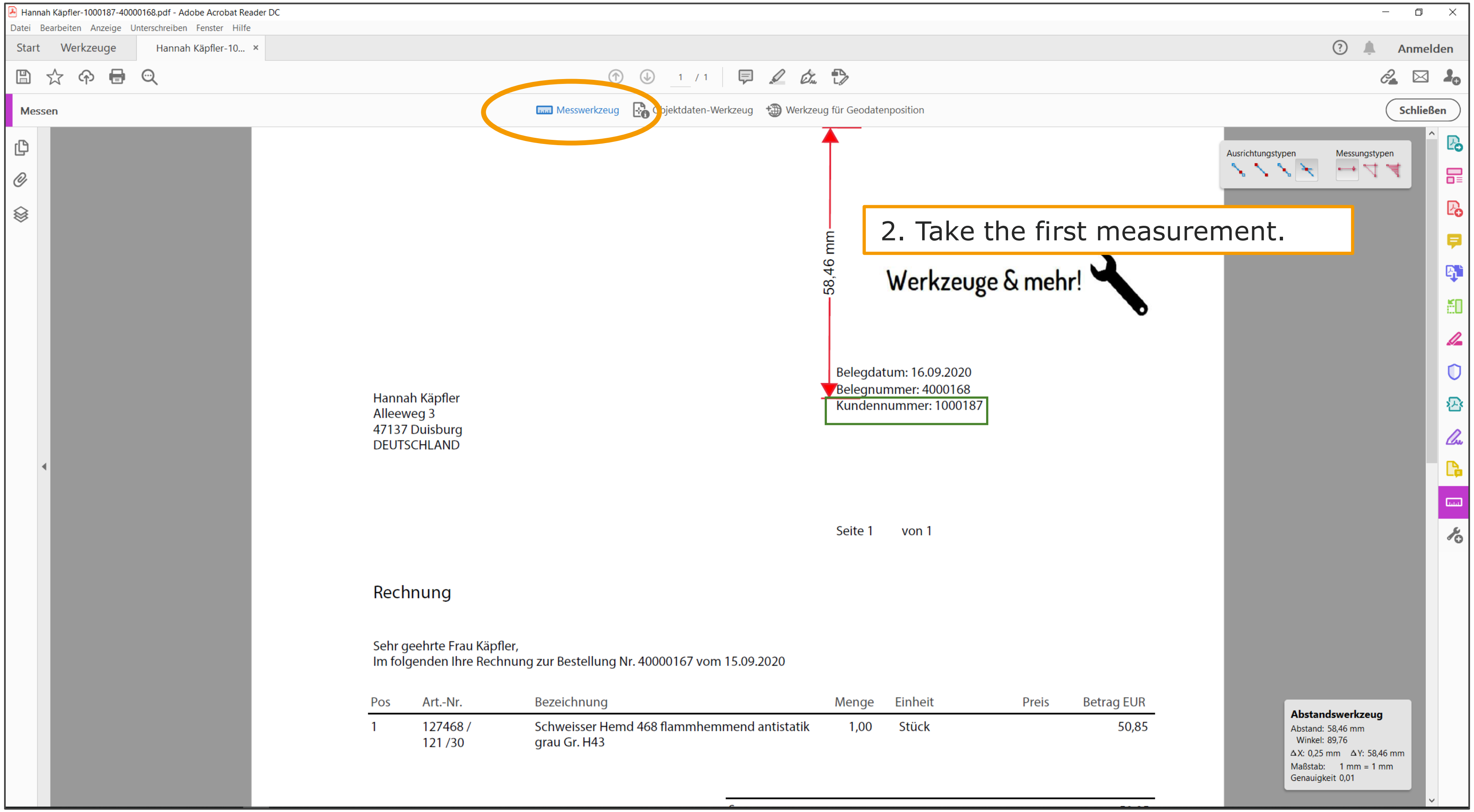

Back to the PDF Viewer:
What do these positions actually mean? Simply put, they are coordinates. On outgoing documents, the information we want to extract is always in the same place. The customer number, for example, will always be in exactly this position. Therefore, this position is now measured by means of coordinates on the document and these are entered into ERP documents.

# Templates/Fields – Measure



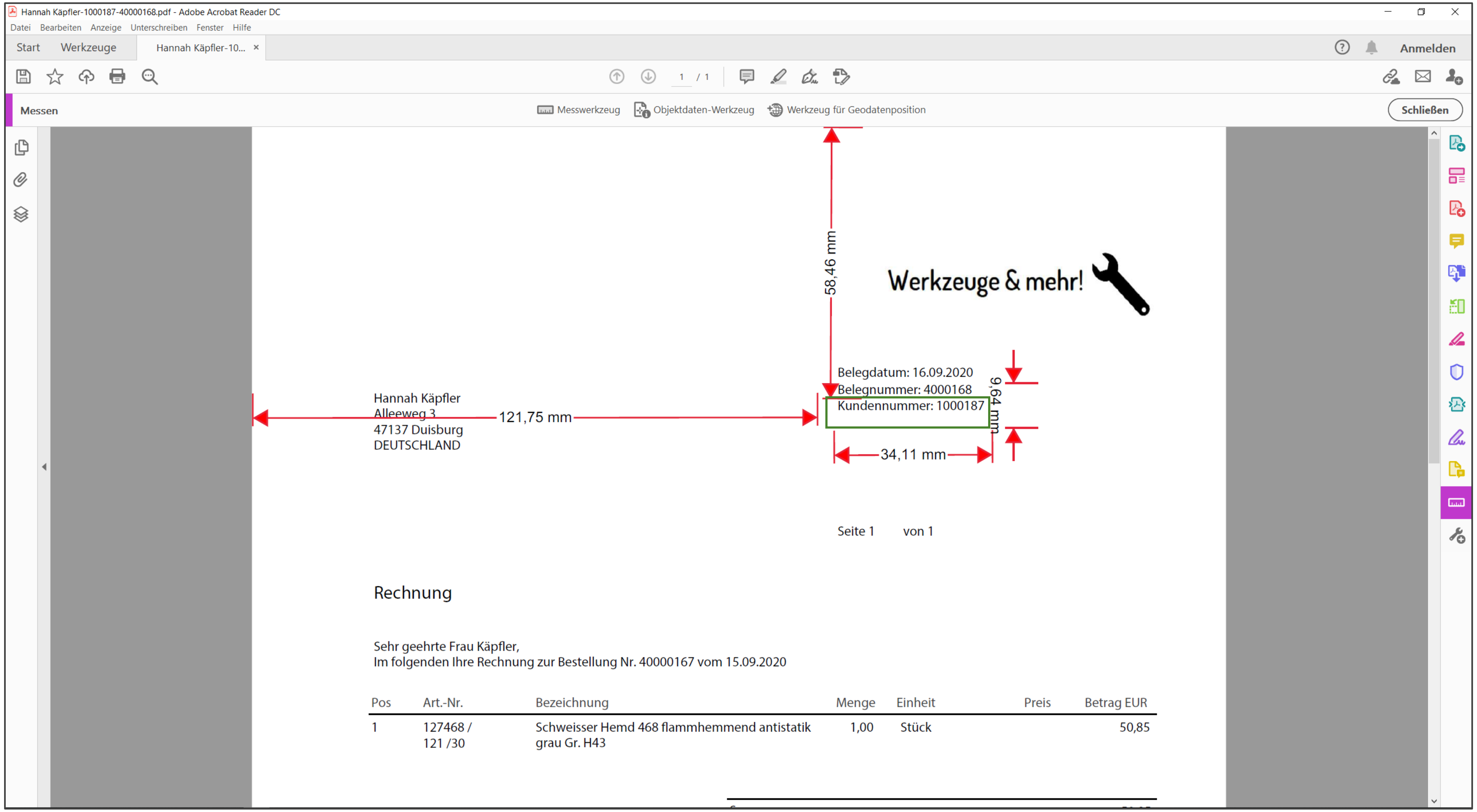

For measuring, click on the Tools tab. Select "Measure".
Most of the free PDF viewer applications offer this function. A quick Internet search will show you where to find it.

# Templates/Fields - Measure




The "Measure" tab will open. First, the "Measuring tool" must be selected. The cursor can now be used to carry out measurements. To do so, place the cursor at the first position from which you want to measure. Then drag the cursor to where you want to measure. A red line appears, which indicates the length. Overall, a box should be drawn around the desired position. So, the first distance to measure is from the top of the document, to the top of the "box".

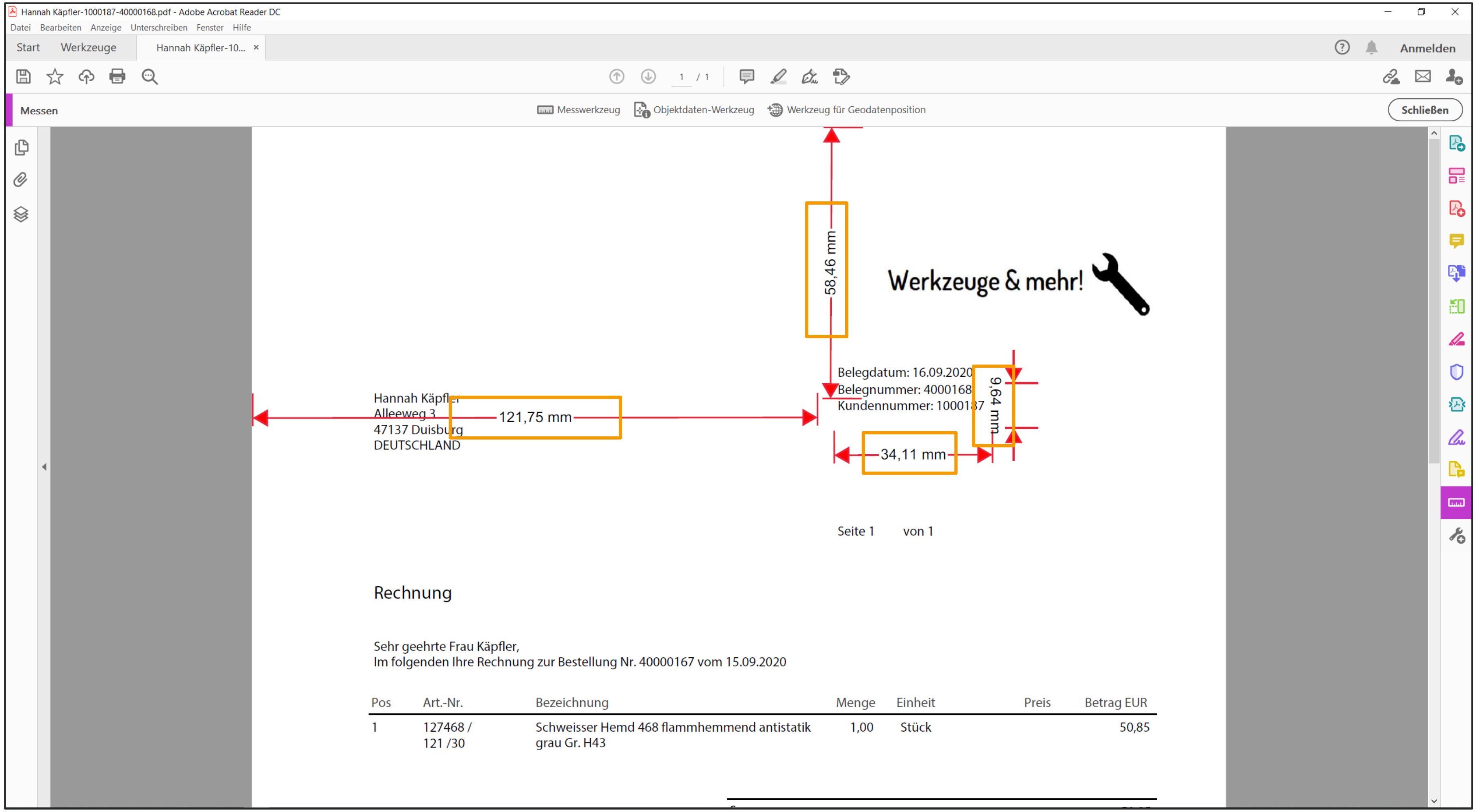
# Templates/Fields - Measure




In order to locate the box (green here for demonstration) entirely on the document, three more measurements are needed. The distance from the left side margin to the left part of the box, the width and the height of the box. These measurements are done in the same way. In the end it should look like pictured above.

As you can see, the measurements are not 100% exact. This is not a bad thing! Leave some space around your box, "rough" measurements are enough. This also prevents measurement errors, because the area where ERP documents will search later is a bit larger.

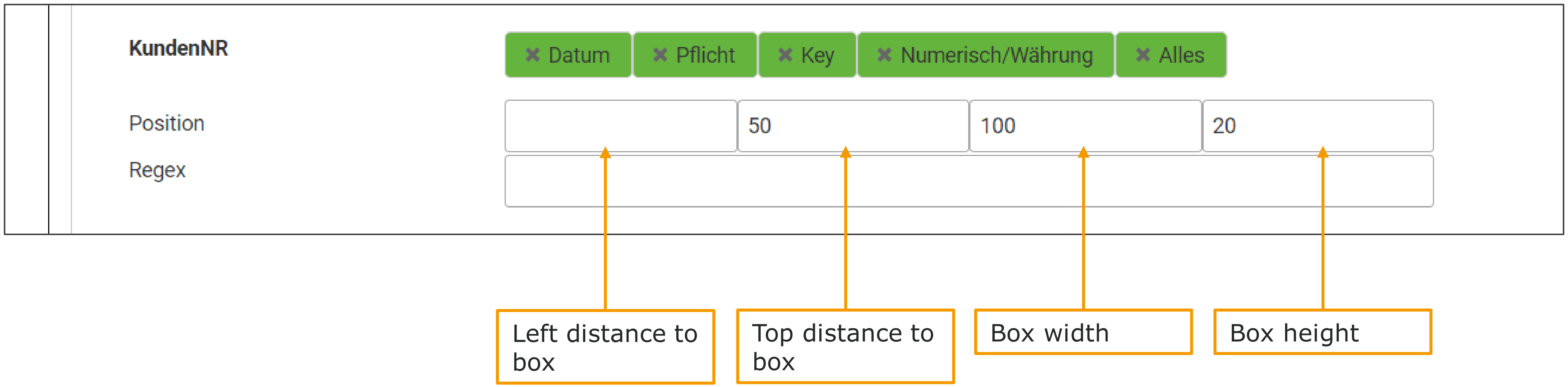
# Templates/Fields - Measure




The following measurements have now been identified:

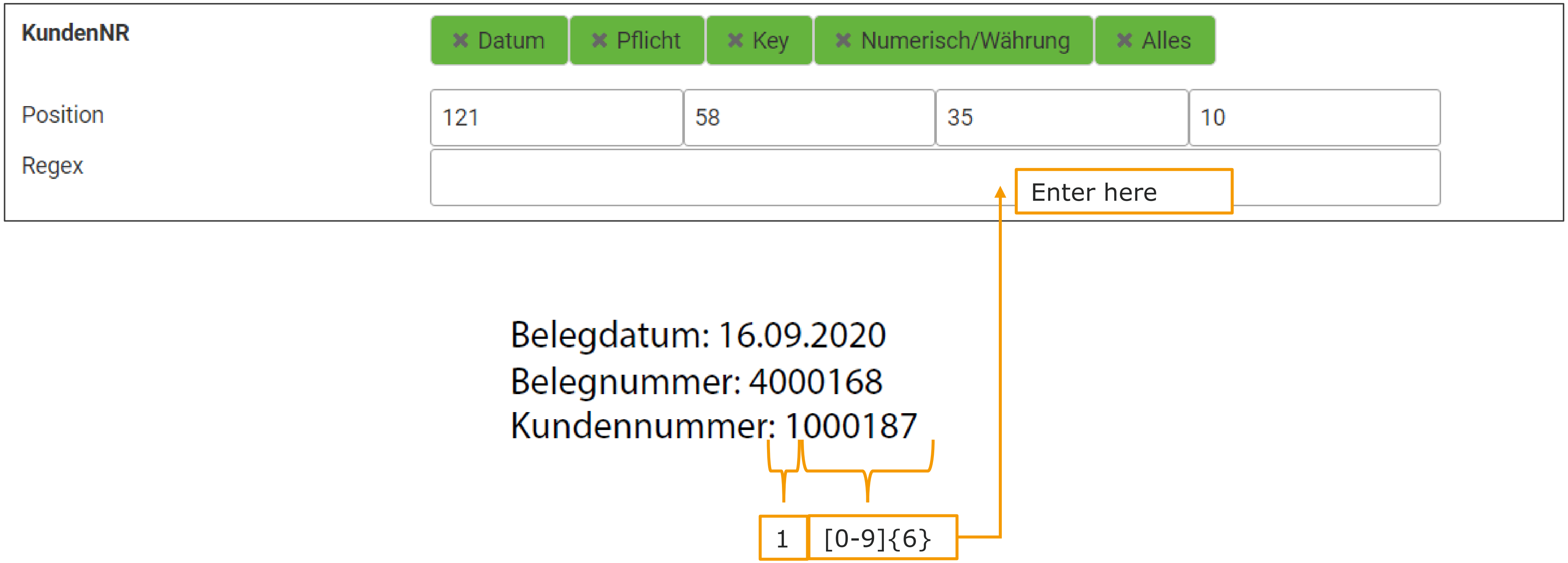
1. Left margin of the document to the left margin of the box: 121,75 mm
2. Top margin of the document to the top of the box: 58,46mm
3. Box width: 34,11mm
4. Box height: 9,64 mm.

# Templates/Fields – Measure




Now the values are entered. The entries shown above are the default values. These can easily be overwritten. All values are given in millimeters. They can be rounded up or down, depending on whether this increases or decreases the size of the box (e.g.: round up height, reduce distances).

# Templates/Fields – Regex




Now the regex must be entered. The regex defines which digits are to be transferred. It may happen that there are more digits in the measured box than should be transferred. In the box we have drawn, this would be "Customer number:". So, to avoid this, it is described in general how the customer number is structured. The advantage of this is that it is always structured identically. Let's look at the example. The number starts with a 1, then 6 more numbers follow.

The definition is probably the hardest part of the setup. It takes a bit of practice, but the definition is easy to figure out. On the following slide you can see typical examples that you can refer to when defining your regex.

# Templates/Fields – Regex

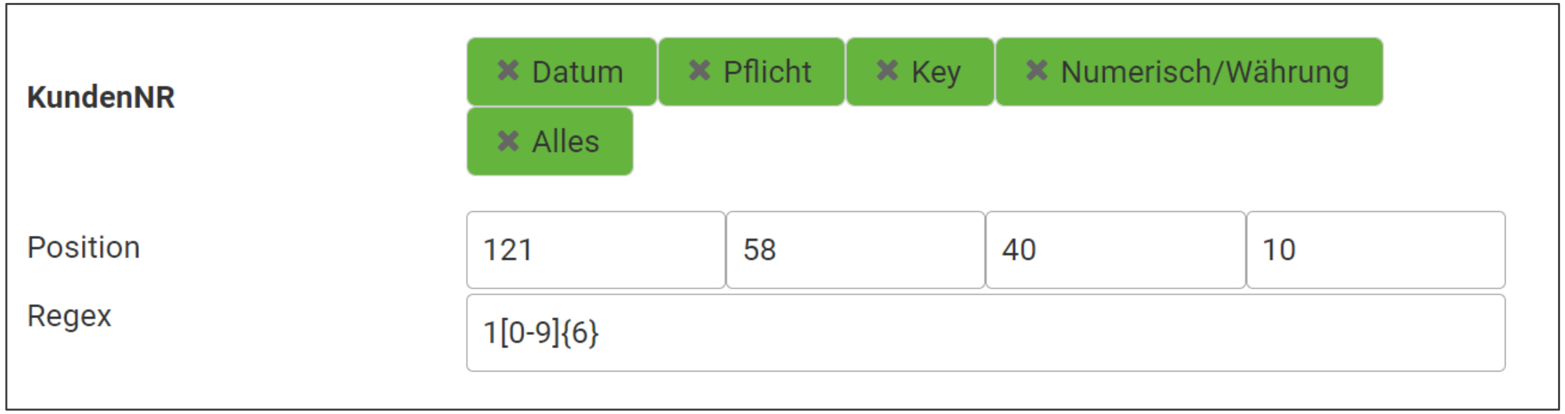
Dates:
01.01.2021 → [0-9]{2}[.][0-9]{2}[.][0-9]{4}
01. Januar 2021 → [0-9]{2}.[5.50]{9} }[.][0-9]{4}

Names:
Sequence of any kind of names, addresses, etc.
z.B. Namen → .{5.50}

Sequence of numbers:
Look at the structure, is there an initial number that is always the same? Is the number of subsequent digits the same?
z.B. 4000168 → 4[0-9]{6}

Here you will find some typical numbers/letter sequences, as well as their regex.
Important when formulating regex: Make sure you use the correct bracket types [] , {}, (). Pay attention to an exact formulation.

# Templates/Fields – Regex



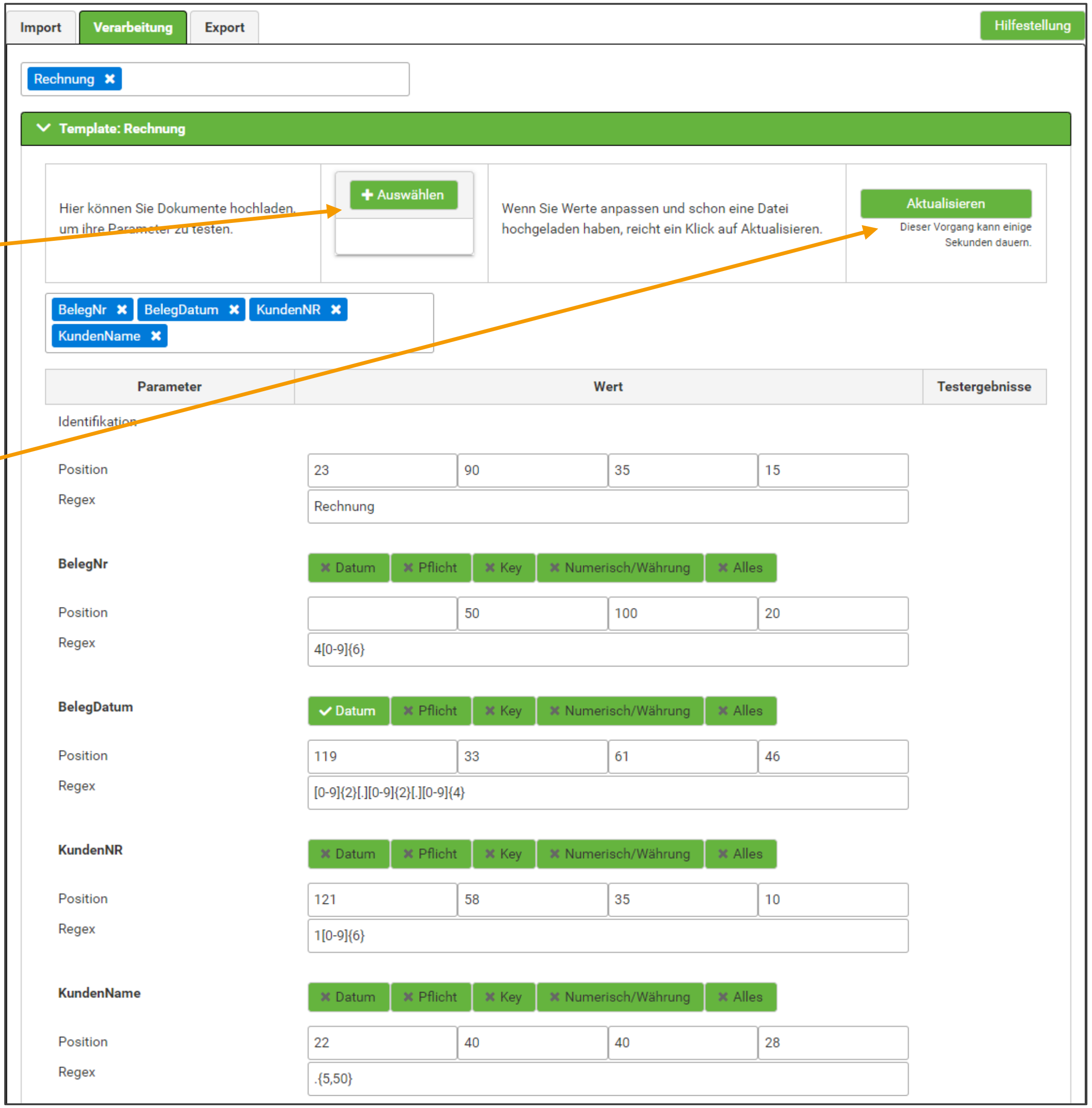

**Date:** Select if a date is to be transferred.
**Mandatory:** Select if this field must be transferred. If errors occur here, the document will be marked as incorrect.
**Key:** Select if this field is to be used to create singularity.
**Numeric /currency:** Select if an amount is to be specified with a comma.
**All:** Select if everything is to be transferred from the measured box. In this case, do not specify a regex.

The last selection concerns the technical transfer of the measured values. Here there are 5 categories. Select the appropriate one for the field, then the value will be transferred correctly.

# Templates/Fields

1. Upload test document by drag'n'drop or by selection in the file system.

2. Click "Refresh"




Now you have to repeat the procedure of measuring, entering, defining and defining the regex and selecting the attribute fields for each parameter of the document. Everything has been filled in here for the example document.
Now comes the crucial question: Is everything filled in correctly? There is a test function for this purpose. For this purpose, upload your document. The Test results column shows whether the correct area was measured.

# Templates/Fields

Test results

The green highlighted area will be transferred to d.velop documents.


The test column displays everything that was found in the specified area. However, only the text marked in green is imported. This is a simple way to test position specifications and regex.

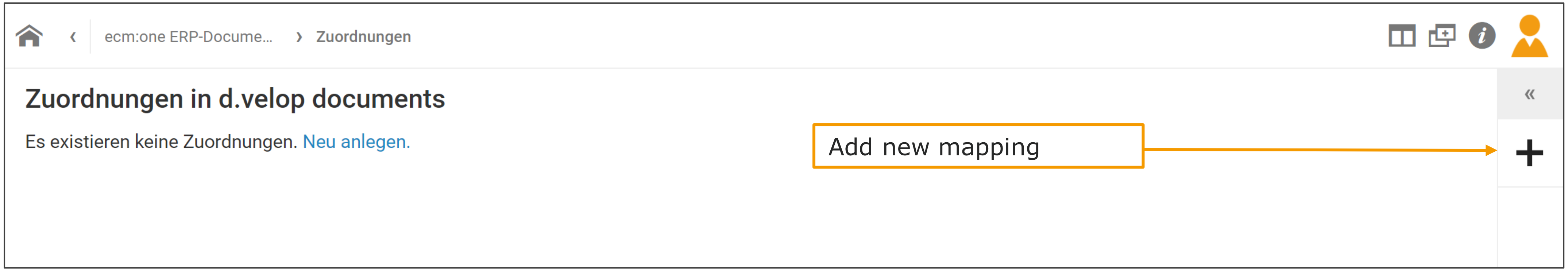
# Checkliste

- [x] FileShare
- [x] API-Key
- [x] Templates
- [ ] Mappings

# Mappings

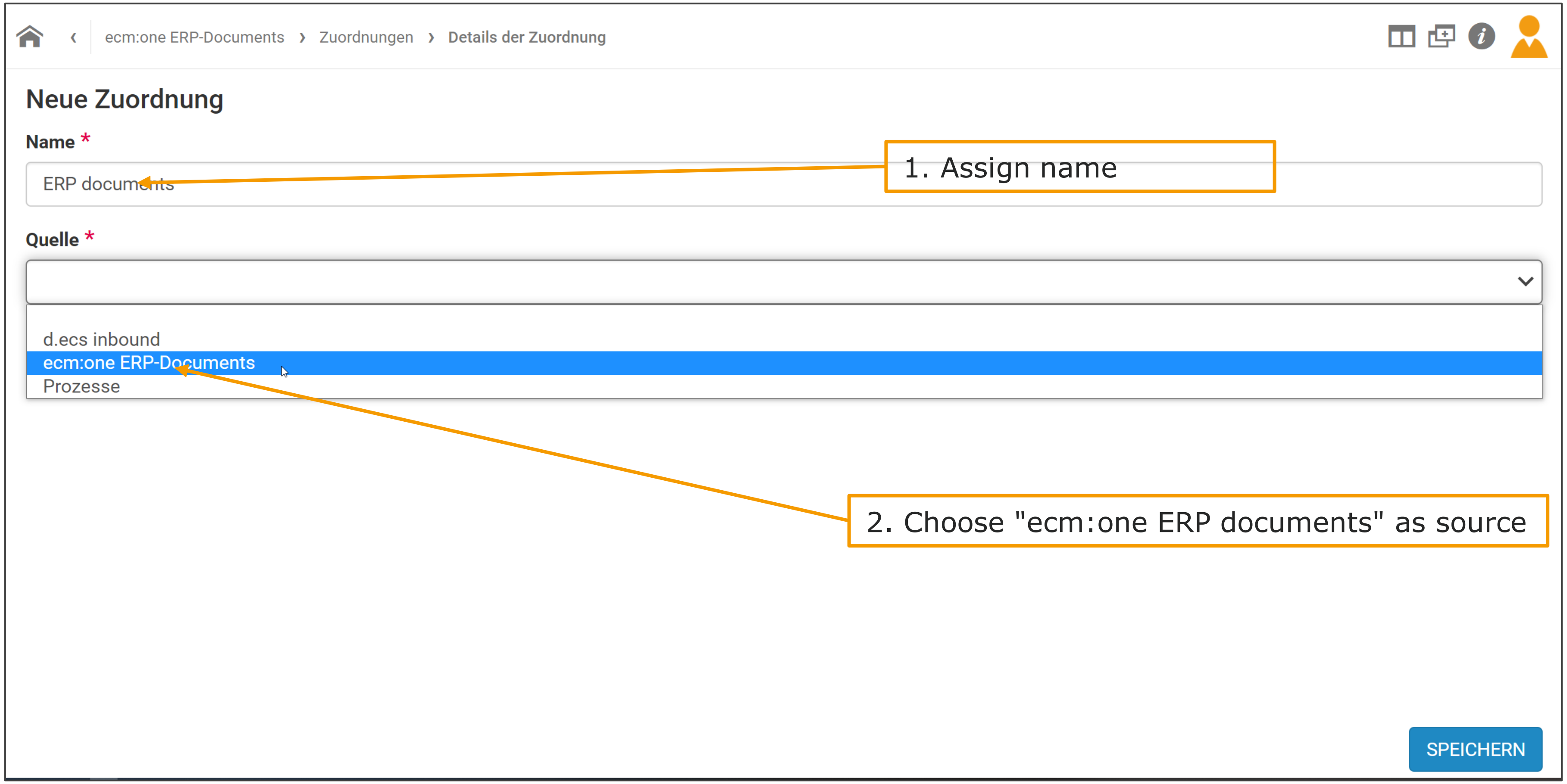

Another setup has been completed! The check mark at "Templates" should also turn green.
Now for the last setup: the mappings.
Mappings are important so that the information that is retrieved through ERP documents is also stored in the right place in documents and is correctly assigned to the attributes of the folder categories. Clicking on "Mappings" will take you to the correct configuration point.

# Mappings – Create



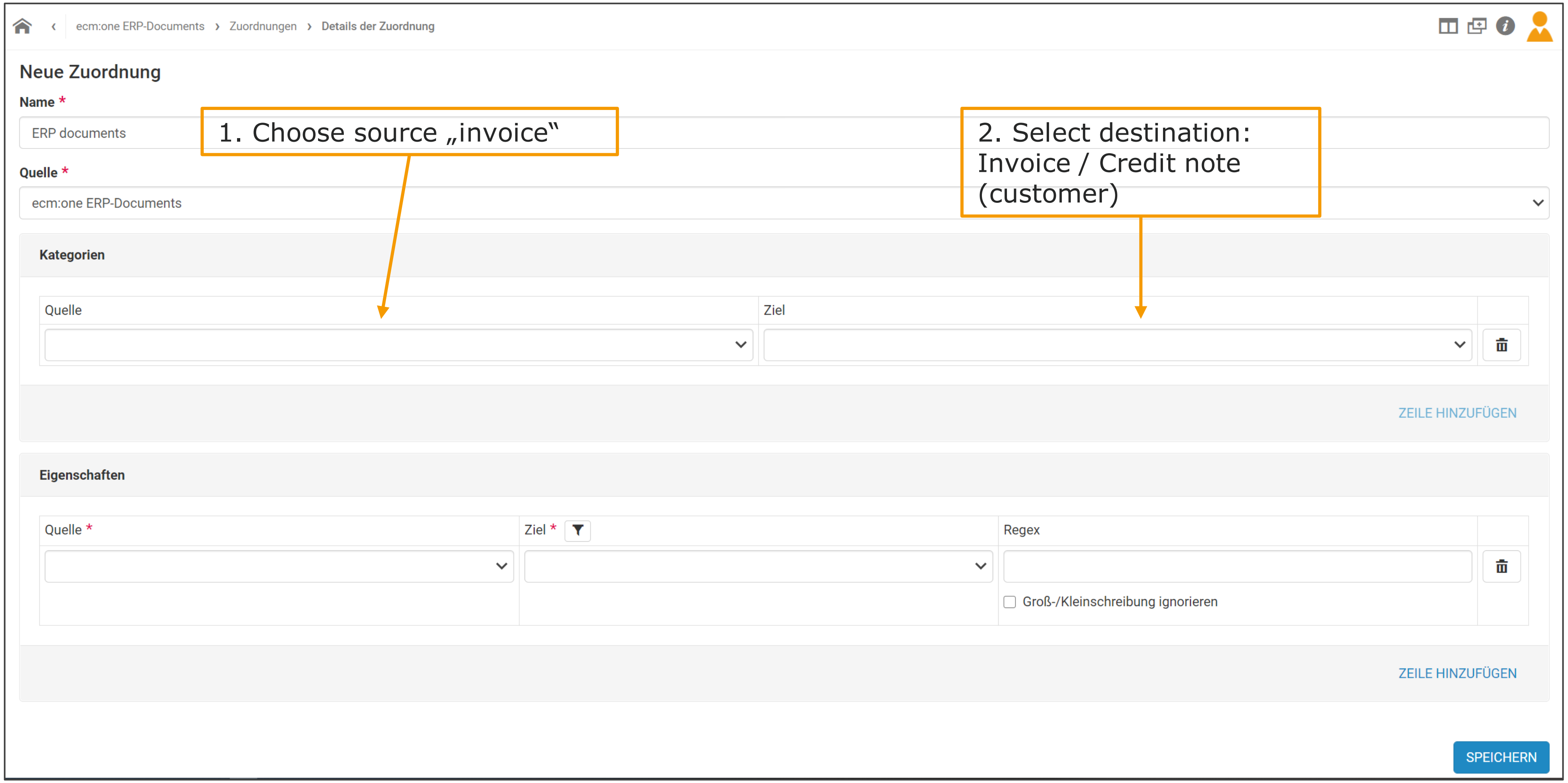

If available, a list of existing mappings is displayed here. For ERP documents, a new one must be created. To do this, press the "Plus" button.

# Mappings – Create



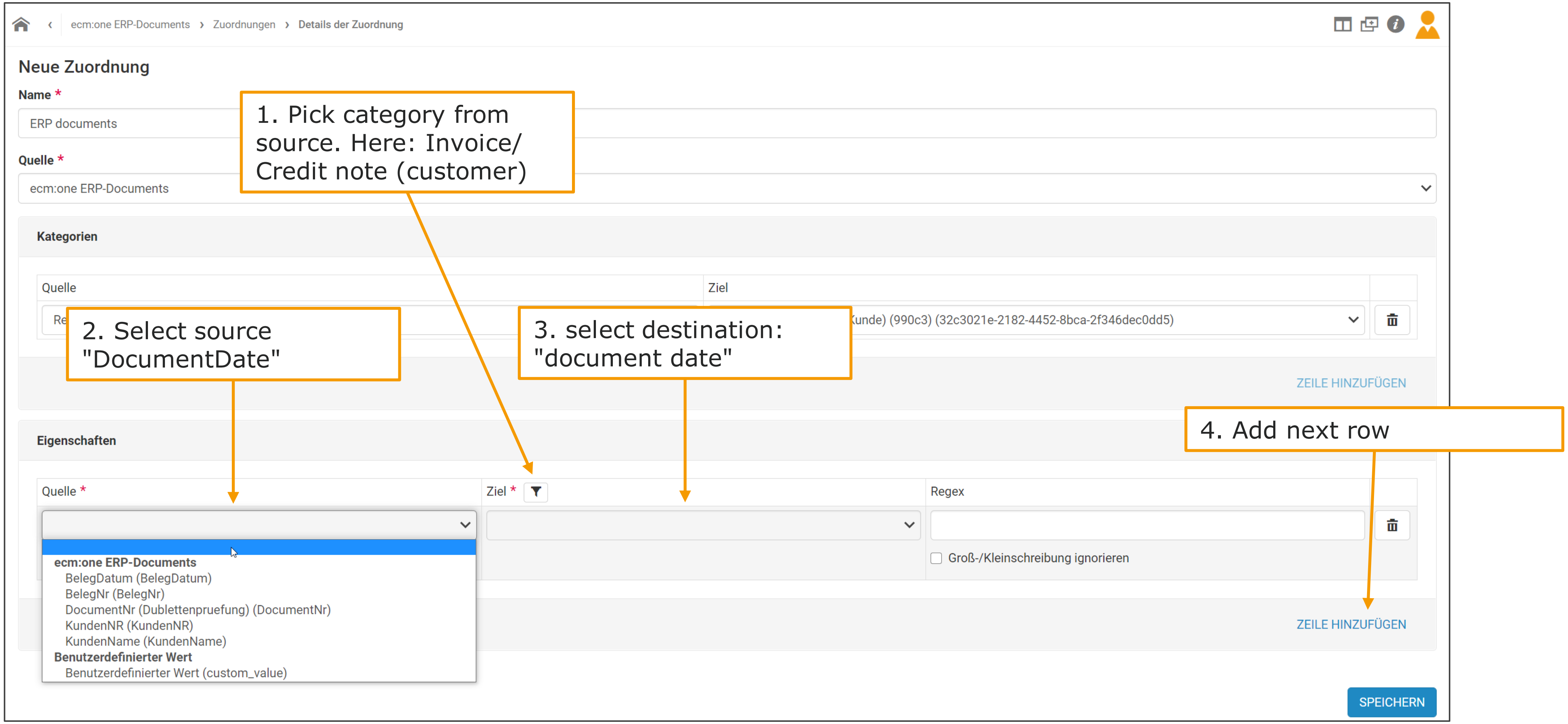

The first thing to do is to assign a name for the mapping. This is up to you, but it makes sense to choose a name that you can clearly identify (e.g. the name of the app).
Then the source is selected from a drop list. Select ecm:one ERP documents here.

# Mappings – Match categories




Now, the categories (source) created in ERP documents are matched with those of the record plan from documents (target). We start with the "Category". The layouts created in ERP documents are listed under categories. In our example, this is the category "Invoice". This is selected in the first step. Next, the target in documents must be determined. A drop-down list appears, with all the record plan categories available in documents. This list is long, so be careful when selecting your target category! In our example, we want our outgoing invoices to be filed under "Invoice / Credit note (customer)" and select this.

# Mappings – Match attributes

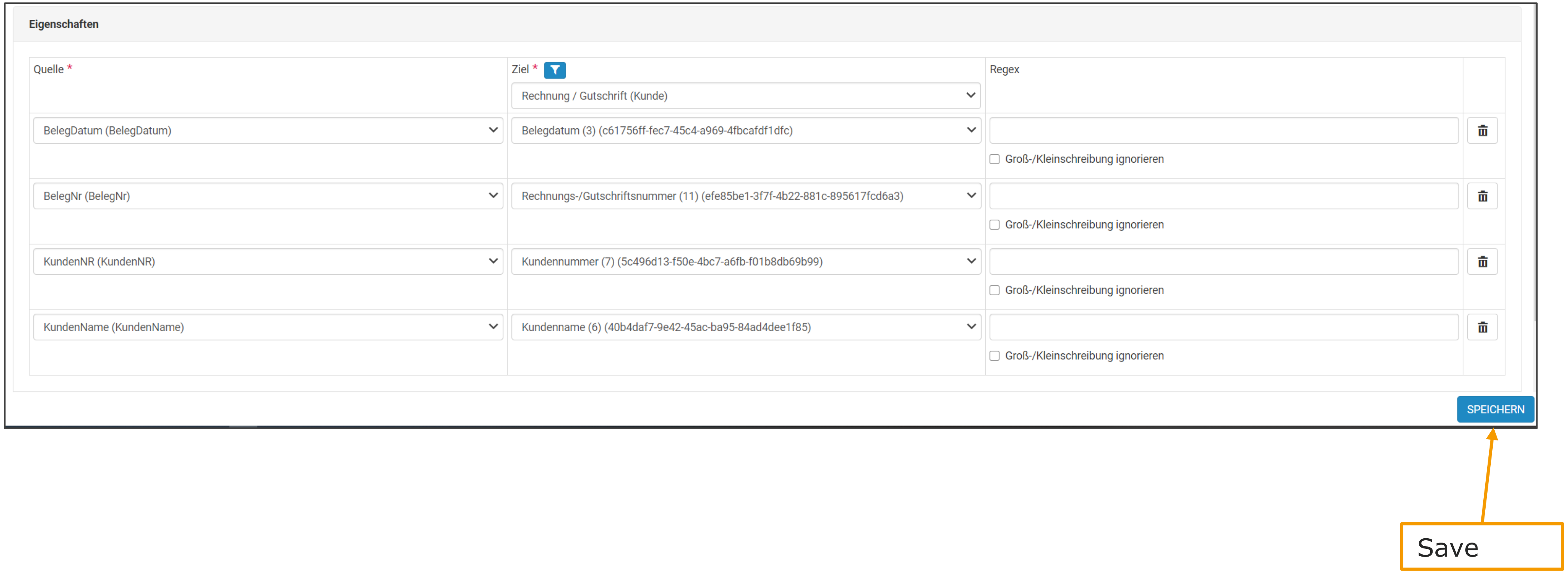



The attributes represent the individual information that we want to extract from the "Invoice" template. Now we proceed as above. Select a category as source and assign it to the correct target in the documents fileplan.

-- Here is a BestPractice tip: Click on the filter icon next to "Destination" and select the category you specified. Now, only attributes that are also created in the category will be displayed in the fileplan --

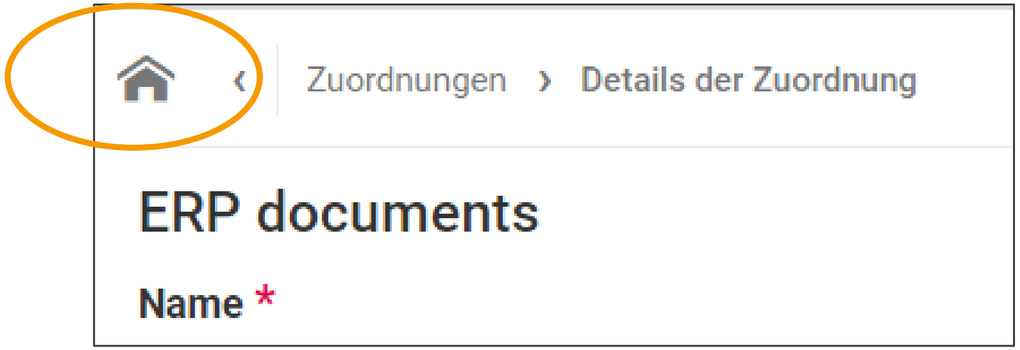
The first attribute is the document date. We match this with the document date specified in the fileplan. To specify another source, click on "Add row". For all other attributes, we will now proceed in exactly the same way.

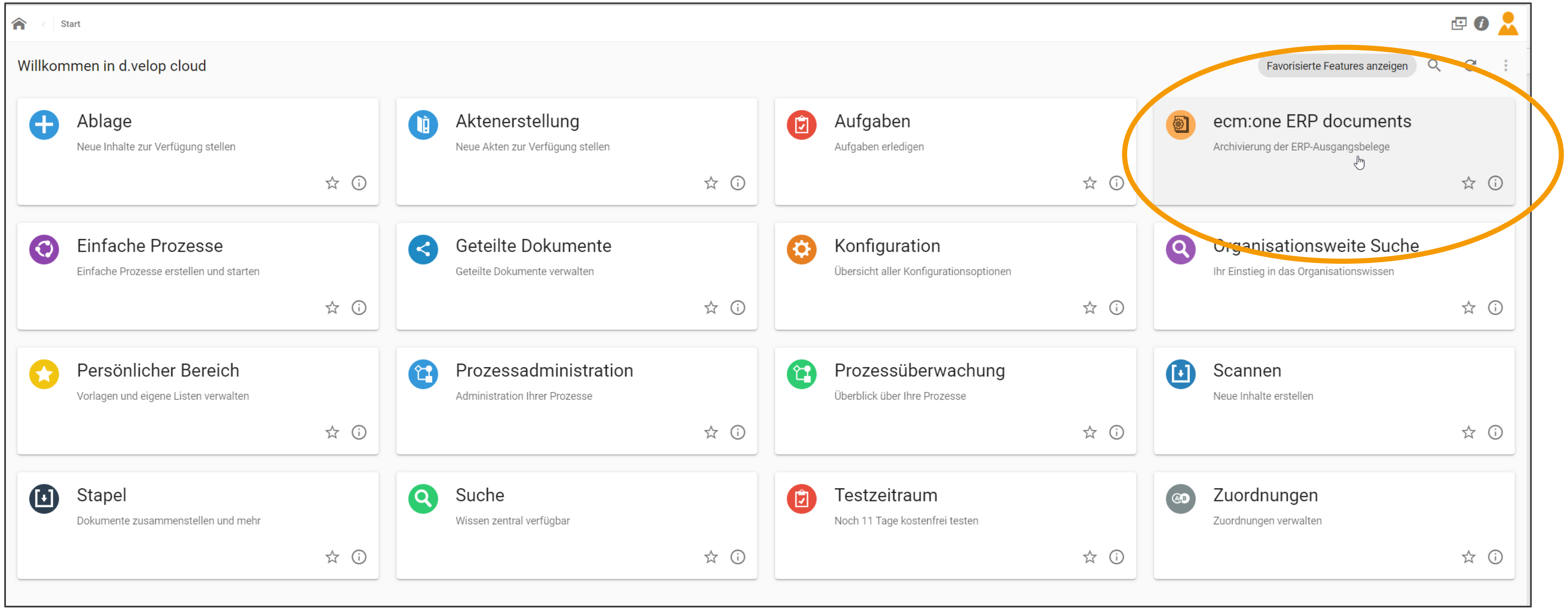
# Mappings – Match attributes




The complete mapping in the selected example now looks like this.
After you have assigned all source and destination attributes, you can secure your changes via "Save".

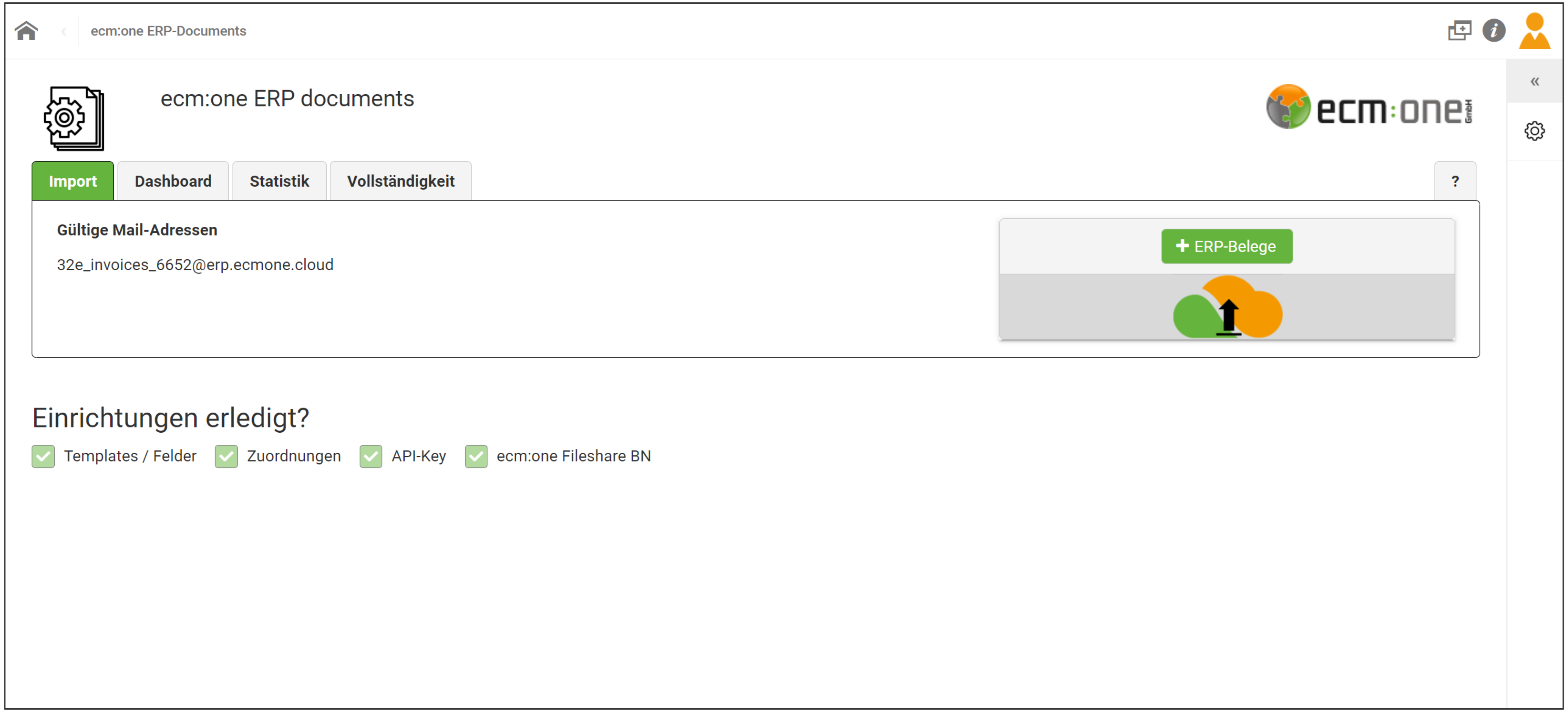
# Mappings




Click on the "house" in the upper left corner to return to the dashboard. There you will find the tile for ERP documents, click on it.

# Done!

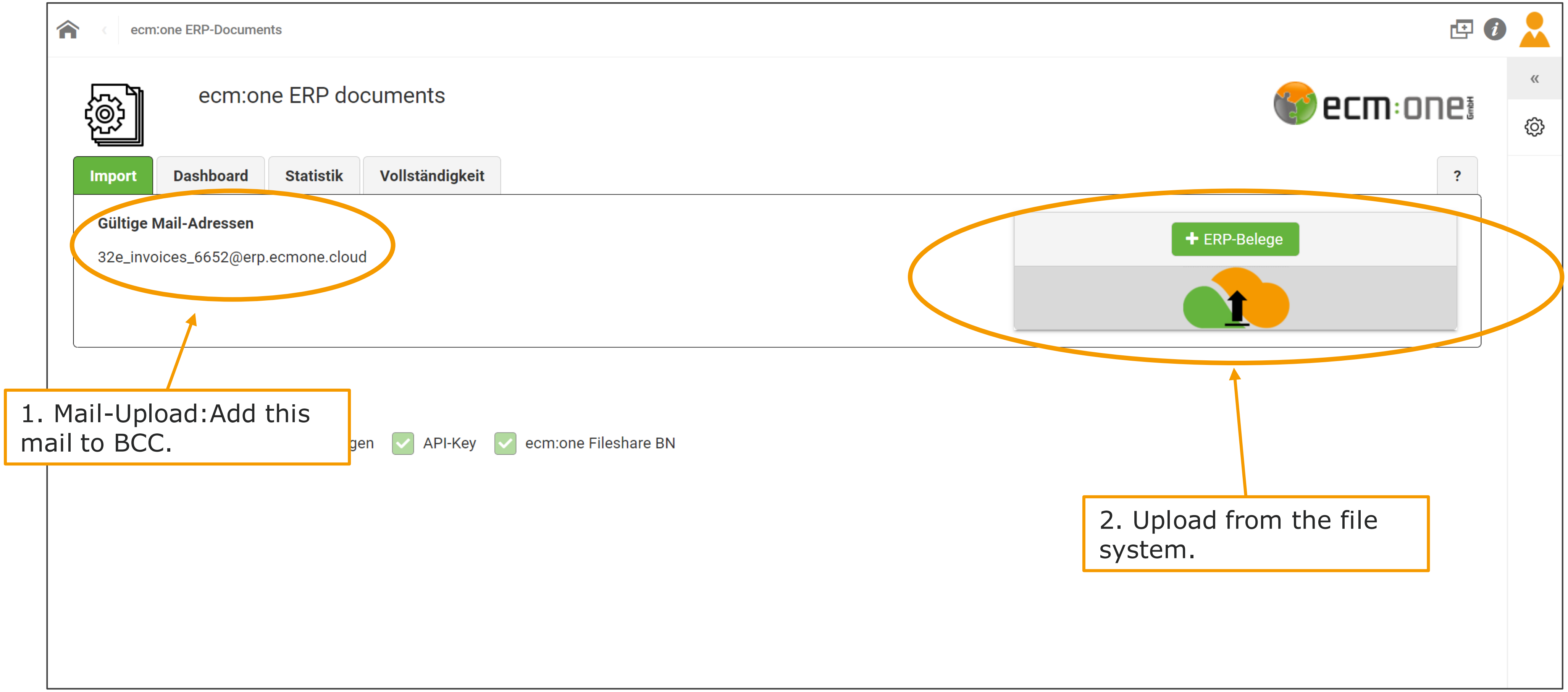



Congratulations, the setup is complete and now you can start working with ERP documents!

# Checkliste

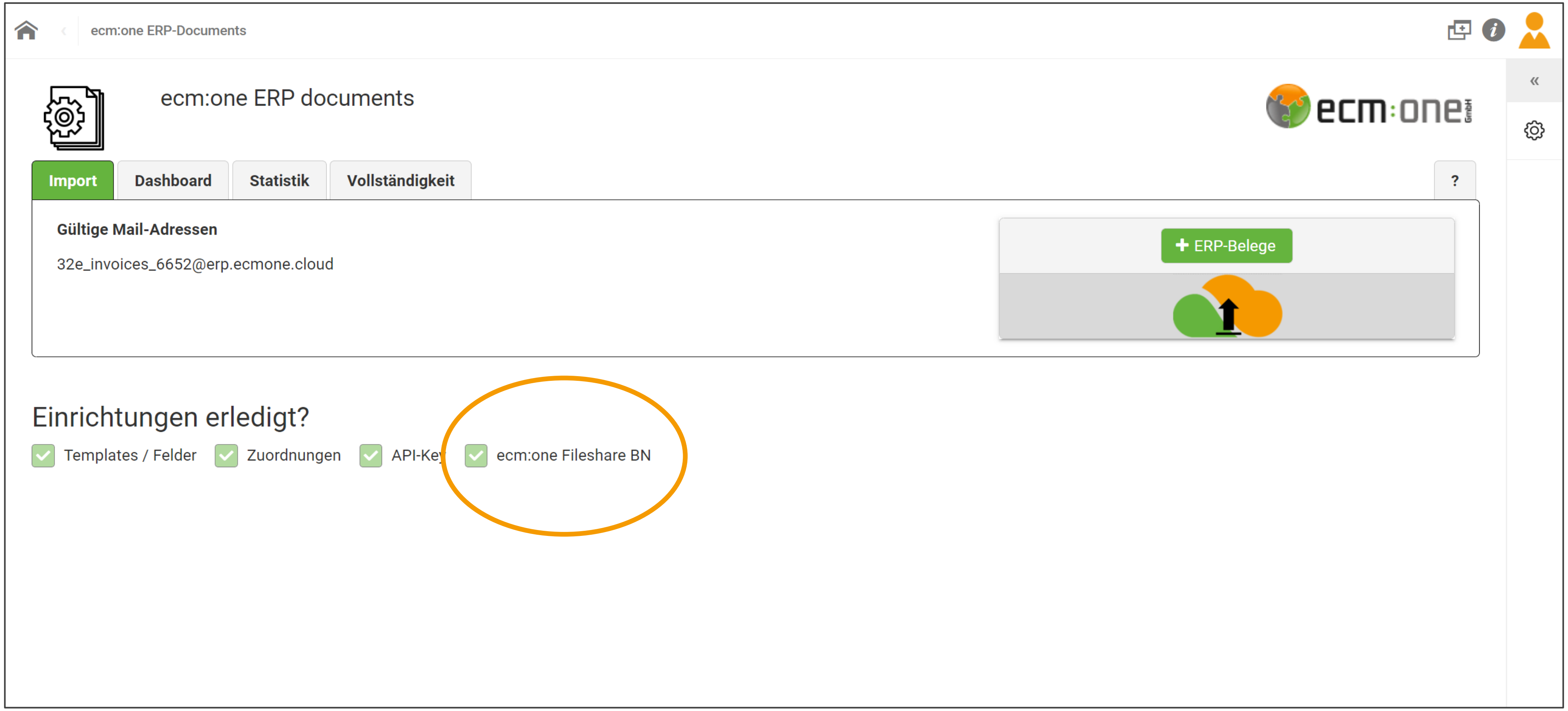
- ☑ FileShare
- ☑ API-Key
- ☑ Templates
- ☑ Mappings

# First Steps: Import via Mail & Drag'n'Drop



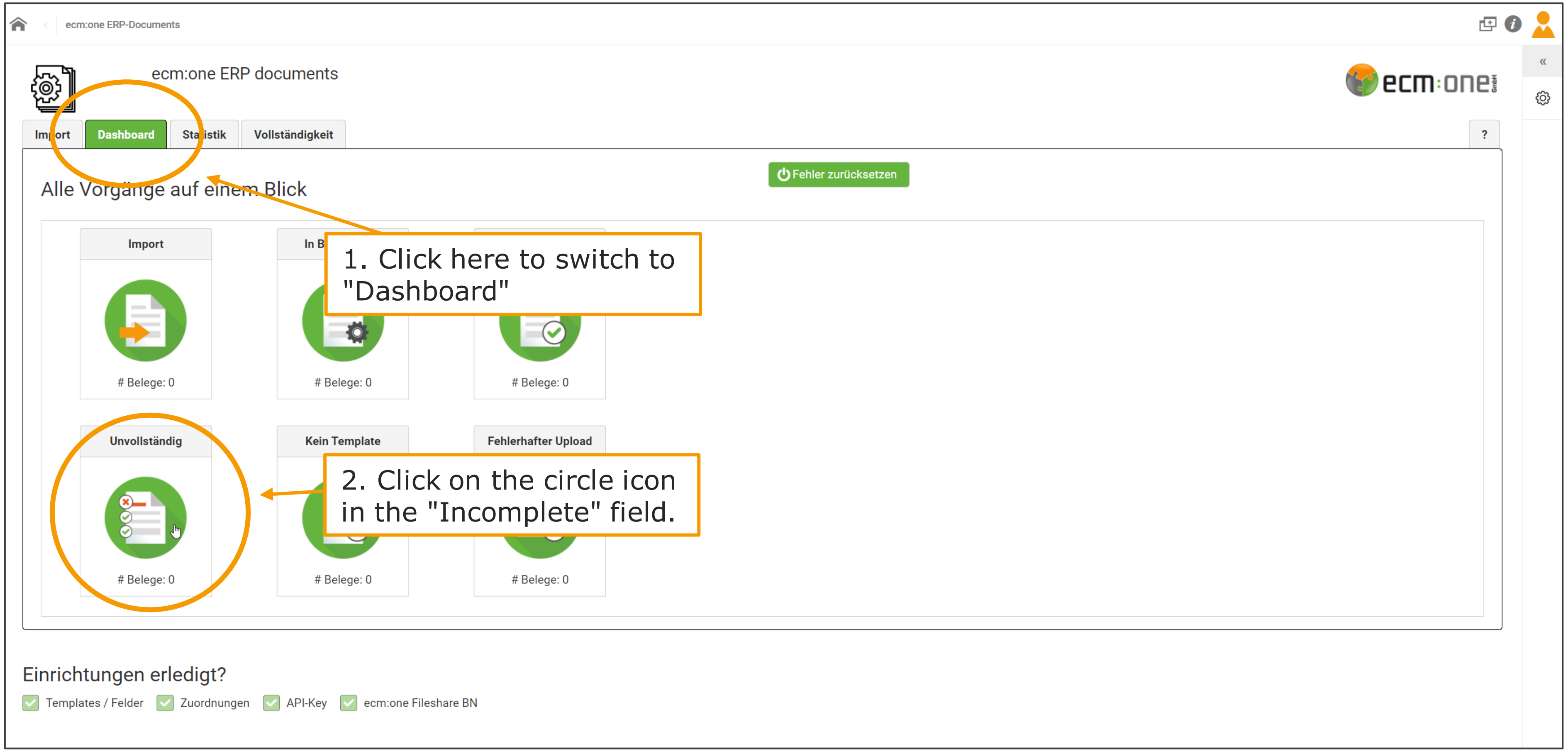

The import is possible via three different channels.
1. Mail import: Documents sent to the assigned mail address are automatically processed in ERP documents. For example, you can use this mail address as a blind copy in all mails that contain documents that you want to send to ERP documents.
2. Drag'n'drop upload or upload via the file system. You can drop documents on this field as well as select them from your file system.

# First Steps: Import via FileShare



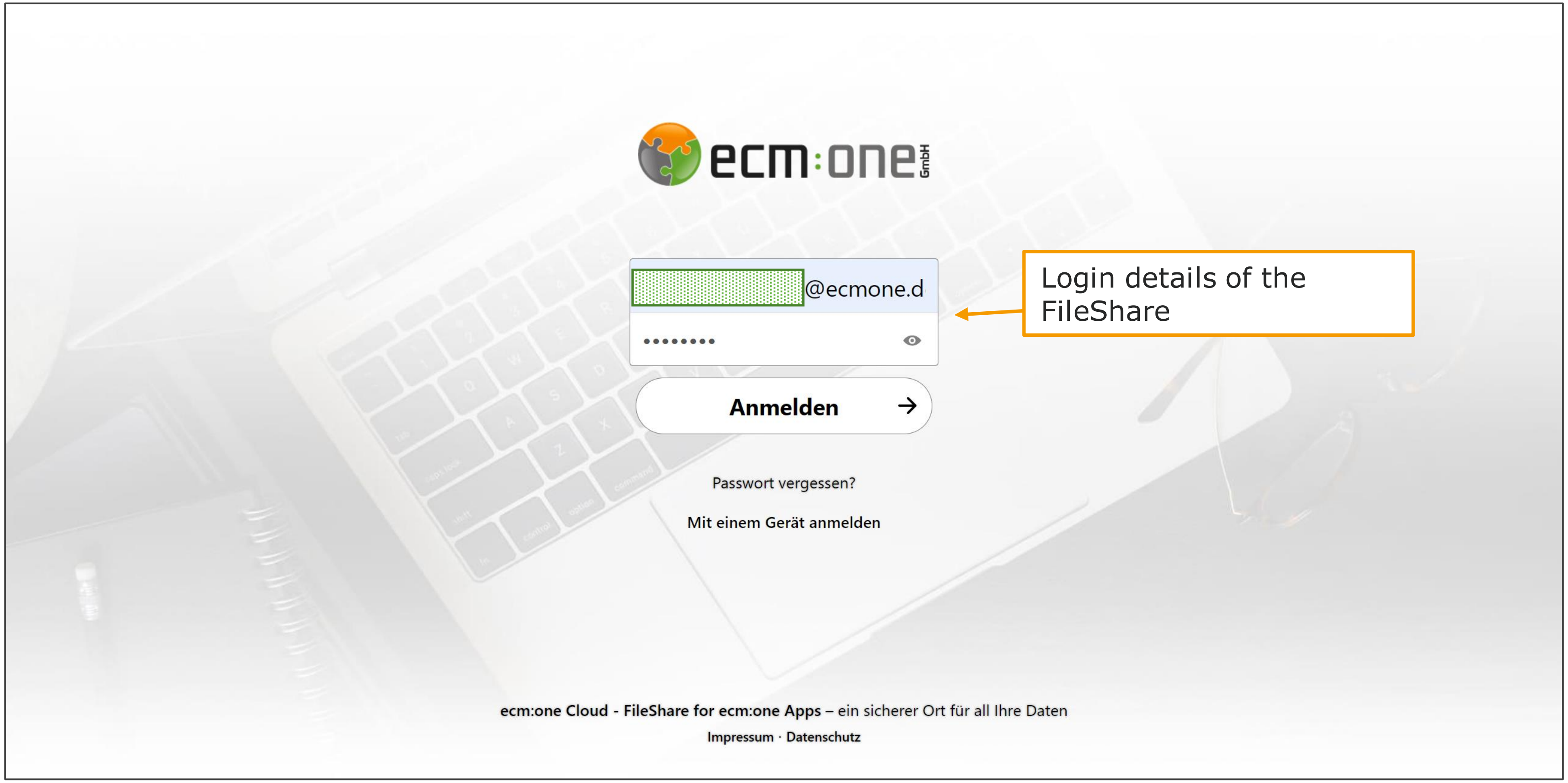

3. import via the FileShare
The FileShare is a cloud storage provided by NextCloud. On the one hand, it is used for the (automated) import of documents, and on the other hand, for the storage of errored documents. The next steps will explain how to set up the FileShare and how to integrate it into your network.

# First Steps: Import via FileShare



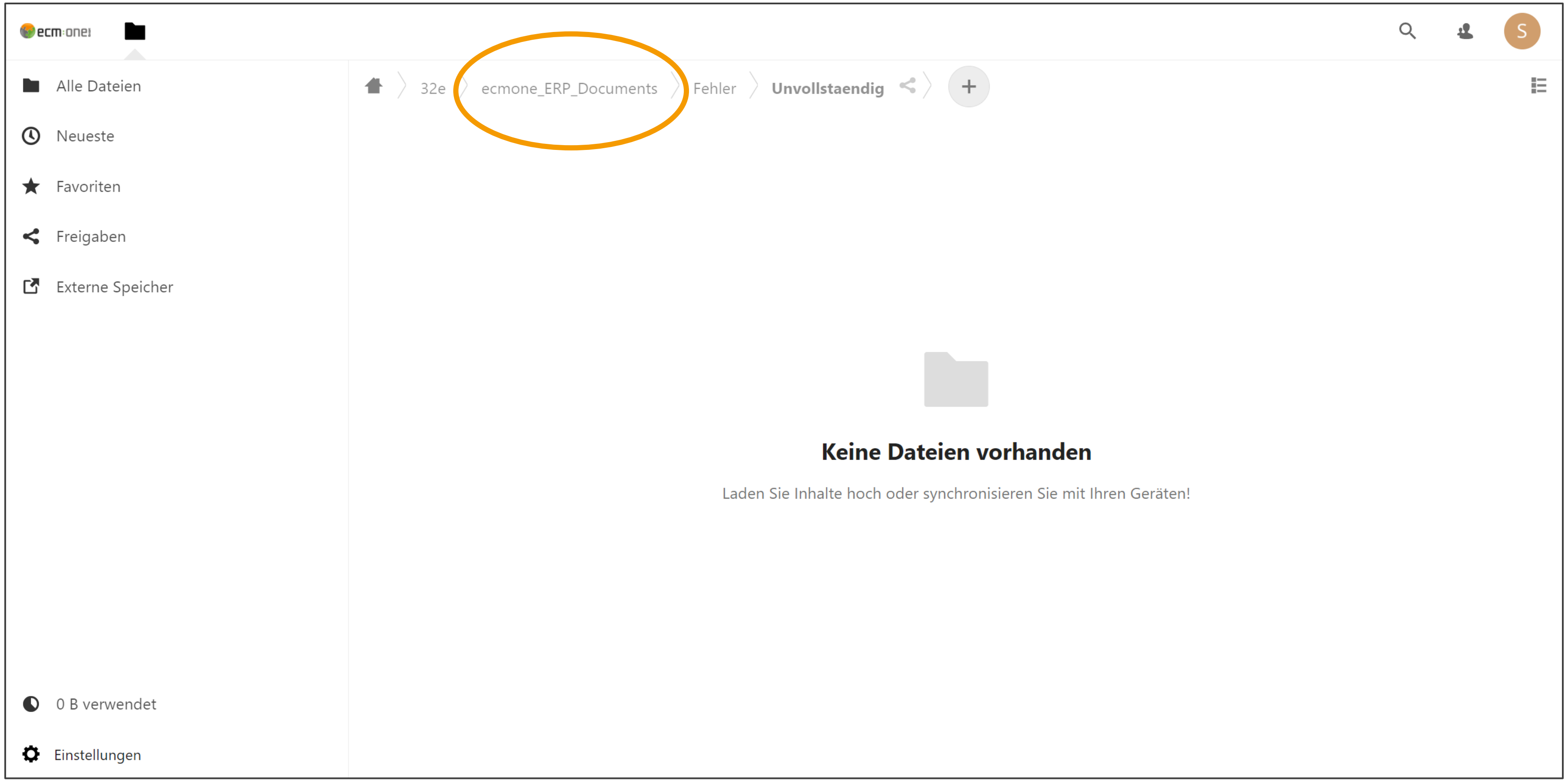

To access the FileShare, switch to the "Dashboard" tab. The dashboard gives an overview of all activities. It shows the current import statuses "Import", "In Processing" and "Archived". The bottom row displays the possible error statuses that may occur during processing. These files are stored in the FileShare so that errors are detected but documents do not get lost. To view this folder, the FileShare, click on the circle icon in one of the error statuses.

# First Steps: Import via FileShare



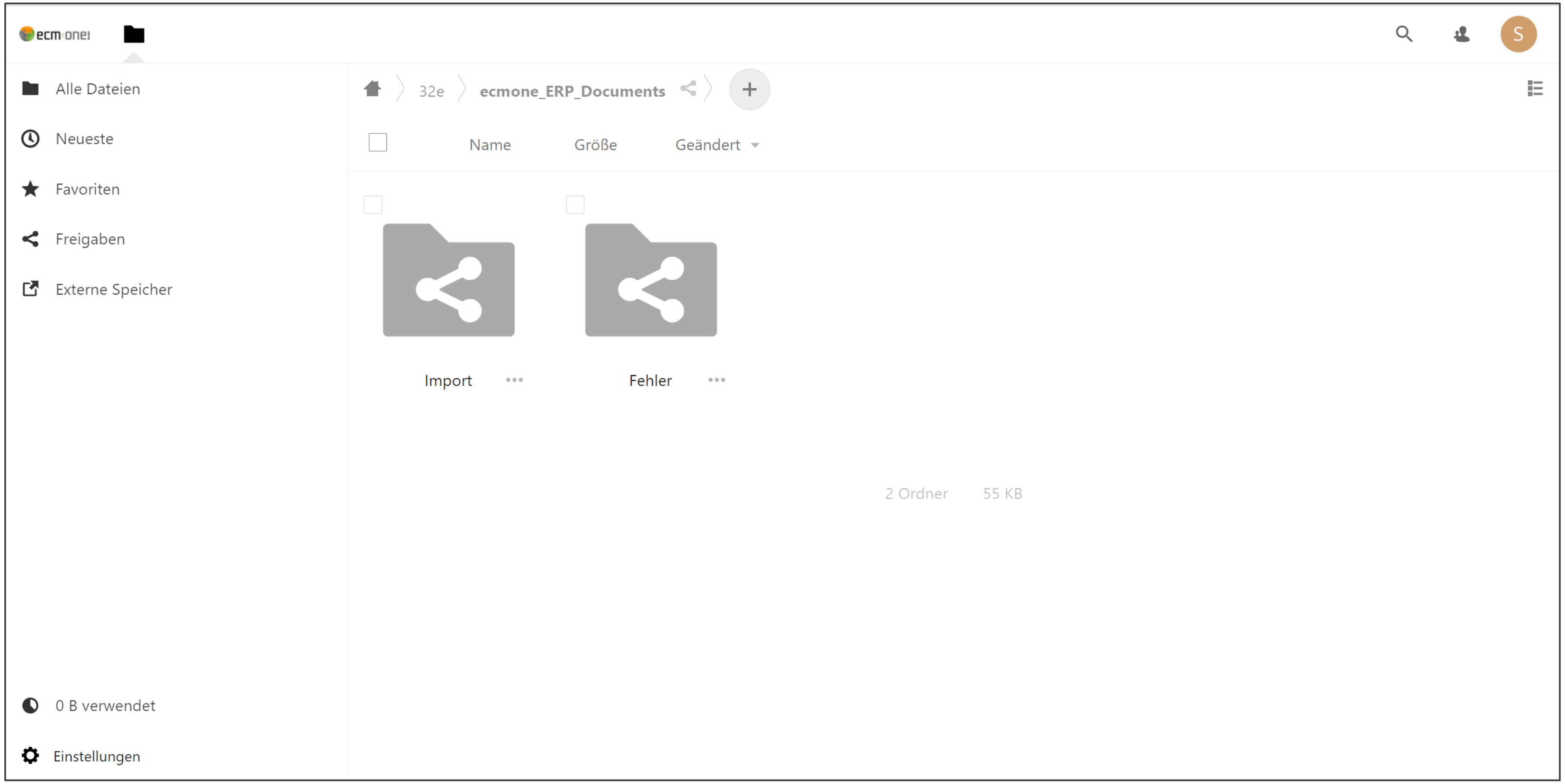

Another window opens with a logon screen. Here you enter the FileShare login details with which you initially registered.

# First Steps: Import via FileShare



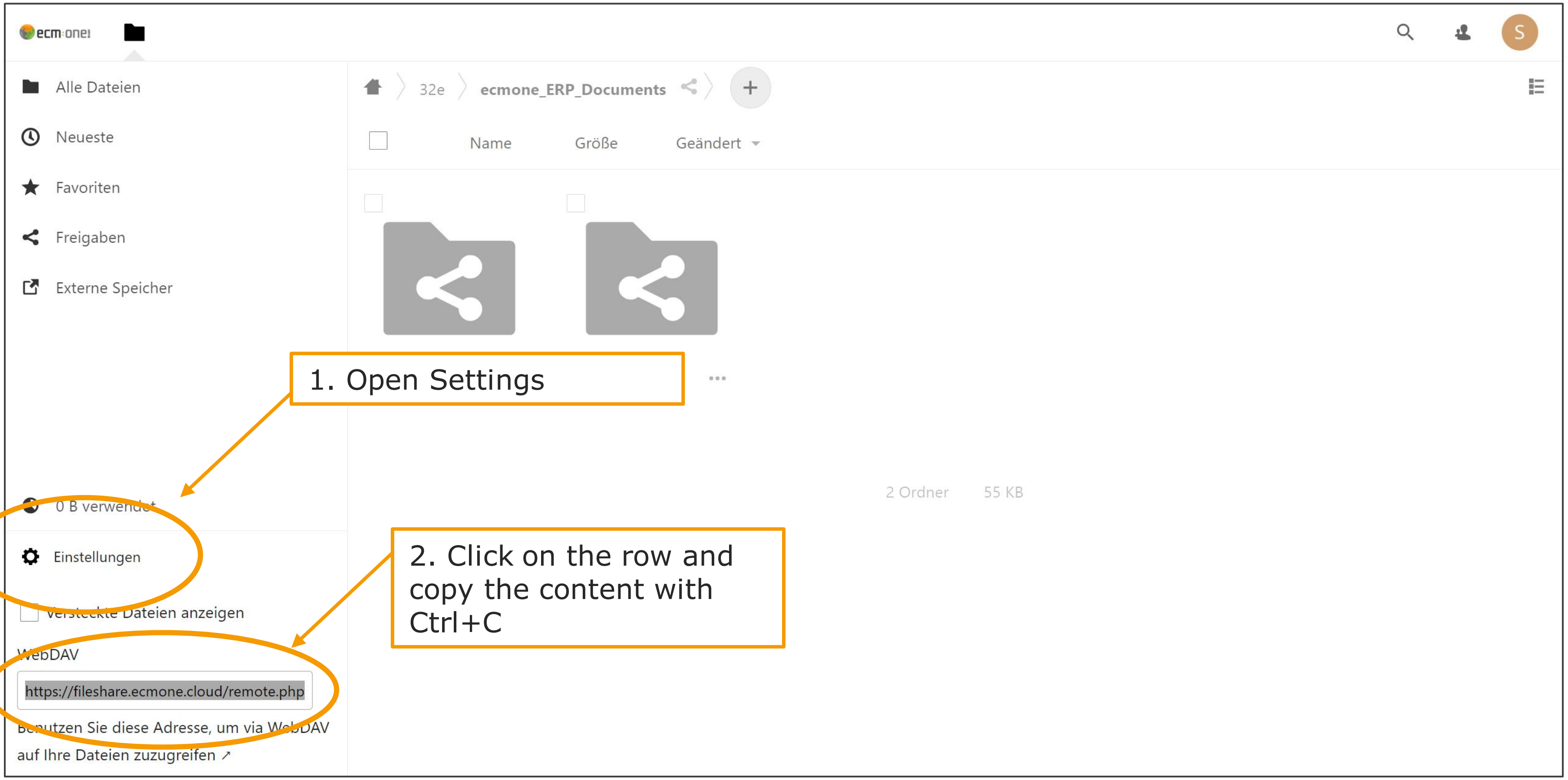

You will get to the "Incomplete" subfolder. Click on the "ecmone_ERP_Documents" tab.

# First Steps: Import via FileShare




This is the basic folder structure of the FileShare. An "Error" folder for the different error statuses. The folder "Import" is meant for uploading the documents. All documents stored there will be processed by ERP documents. You can already upload documents in this web view. However, more comfort is offered by the integration into your file system, so that you can open these folders from your regular storage system.

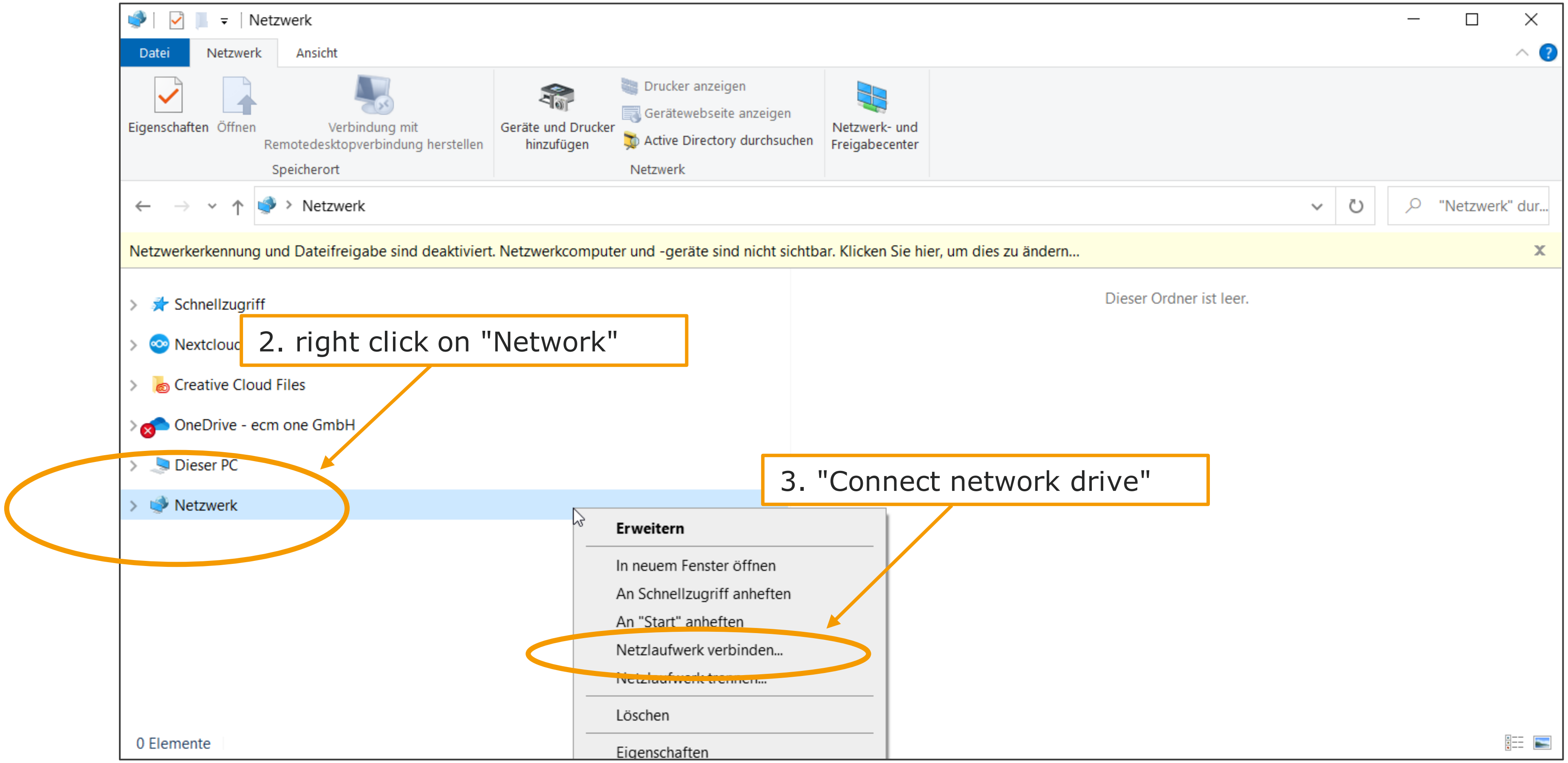
# First Steps: Import via FileShare




To do this, click on "Settings" in the bottom left corner. A dialog opens with your individual WebDAV address. Select it by clicking once in the text field. Then copy the entire row with the key combination Ctrl + C.

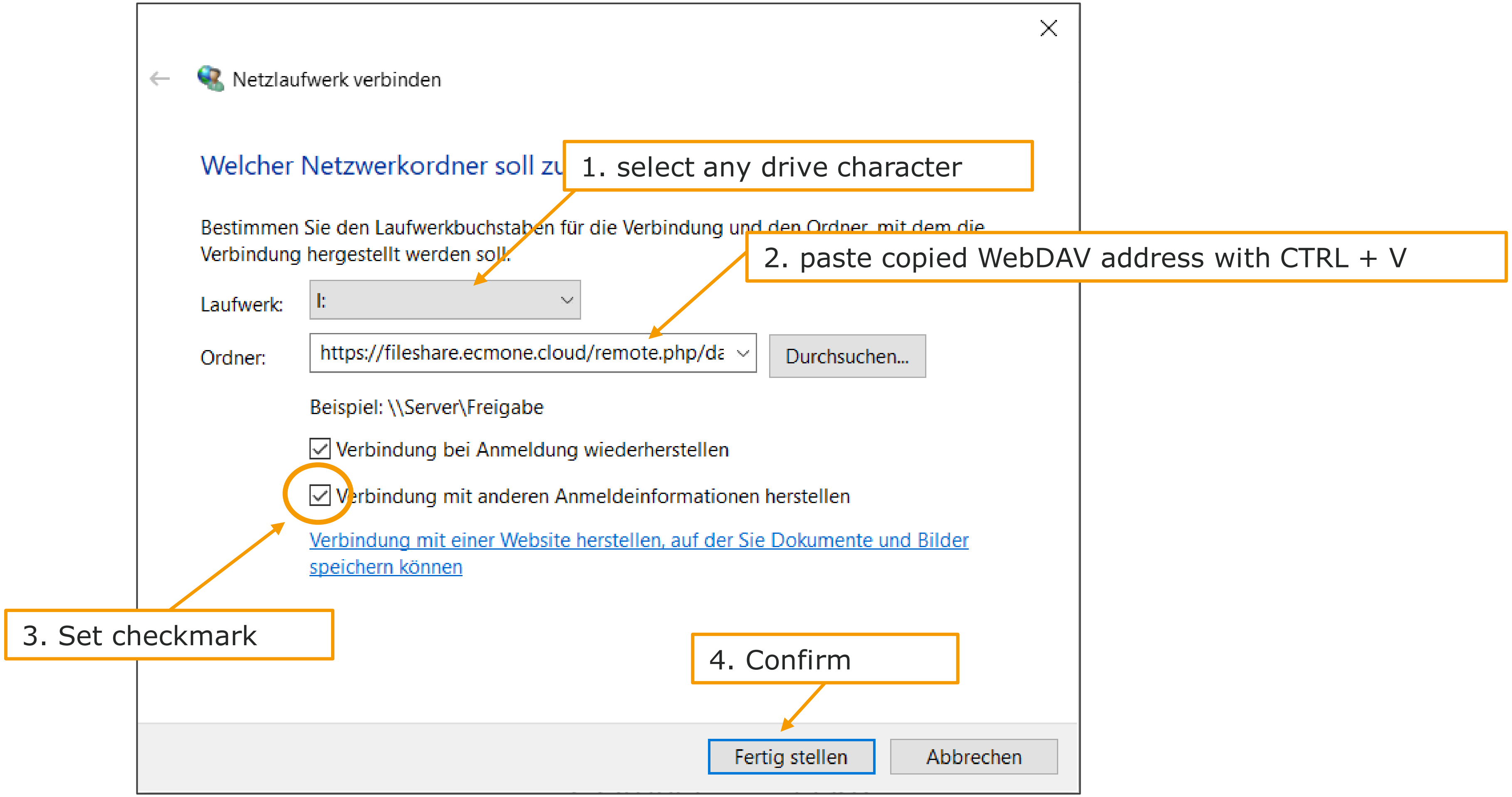
# First Steps: Import via FileShare

1. open file storage location



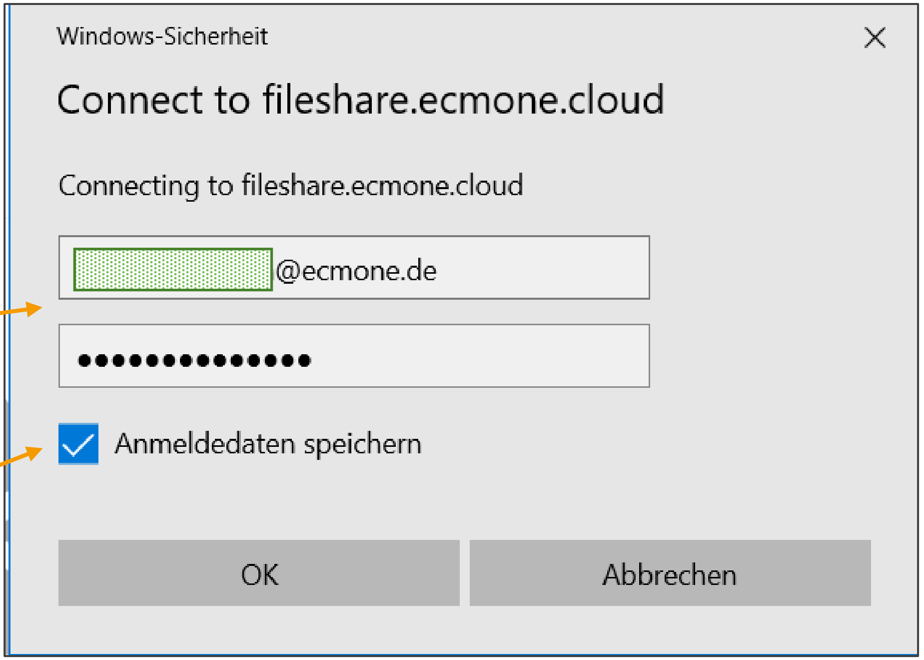

Open your file storage location. Right click on the " Network" item there. A selection of functions opens. Click on "Connect network drive".

# First Steps: Import via FileShare




The following dialog window pops up. First select your preferred drive character. This can be freely selected. Next, paste the link you just copied into the field next to "Folder". Then check the box "Connect to other credentials". Finally, confirm the field with "Finish".

# First Steps: Import via FileShare

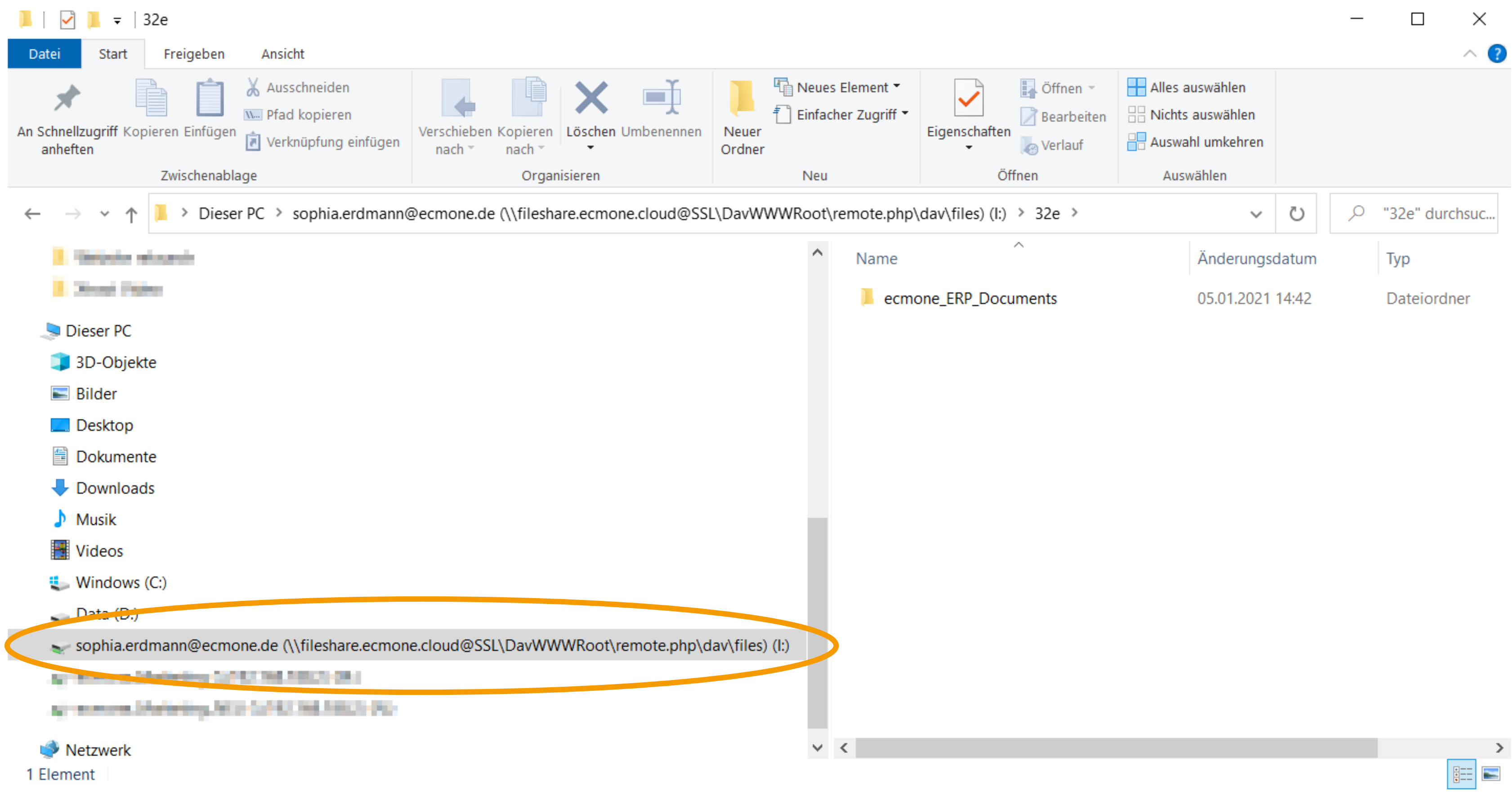



1. Enter FileShare login details

2. Set Checkmark

Now enter your FileShare login details again. Also check the "Save login details" box.

# First Steps: Import via FileShare




Your file location opens and the FileShare drive appears in the left sidebar. You will now see the same folder structure as in the web view. Documents that are inserted into the "Import" folder will now be processed by ERP documents. Here you can also develop some automatisms. For example, it is possible to specify this folder as a storage location from your ERP system. However, these solutions are very individual and vary in difficulty depending on the ERP solution. For more details, please contact us.

# Thank you!

- You have done it! All setups are complete and you can now fully archive outgoing documents.
- This is a general introduction to the configuration and the first steps with ERP documents. Therefore, not all possible errors or problems can be addressed. Please refer to the extensive FAQ in the app and contact us for further questions and comments.

Have fun with archiving,
your
ecm:one

Status: 06.01.2021
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