

The image shows three devices displaying the Xtractor ecm:one software interface. The laptop screen in the background shows a 'HAUPTMENÜ' with the Xtractor logo and a search bar. The main content area is titled 'E-RECHNUNG' and 'Für Leistungen und Lieferungen in Deutschland'. It features a table with columns for 'Informant', 'Name', 'Servicezeitpunkt', 'Ort', 'Nummer', 'Transaktionsnummer', 'Kundenstand', and 'Produkt'. Below the table, there is a section for 'VEHICLE MISC 3P' with a date of '19.04.2021' and a 'TOTAL' value. The tablet in the foreground shows a similar interface with a list of items and a 'TOTAL' value of '87,21'. The smartphone in the foreground shows a mobile view of the interface with a search bar and a list of items.

With ecm:one into the cloud

digital document management  
workflow

# Welcome

Welcome to our document management system by d.velop documents. For a perfect start, this guide explains essential document management functions and the workflow - so nothing stands in the way of a perfect start to the digital DMS.

Your ecm:one

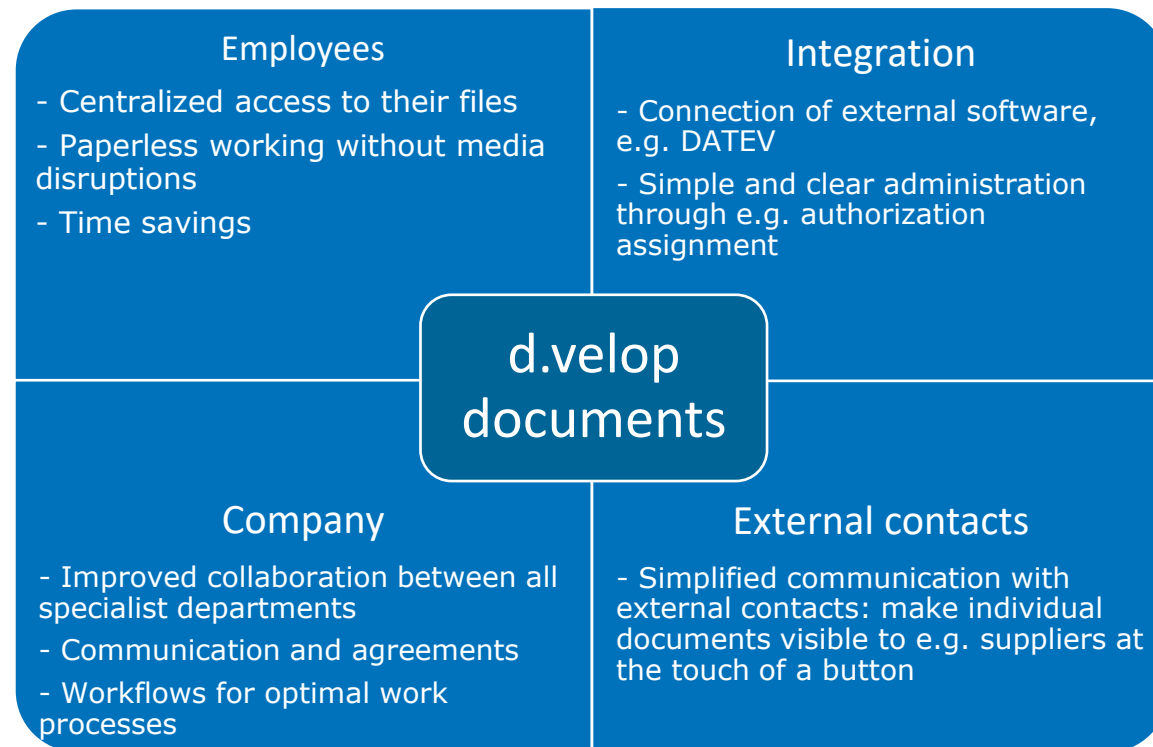


# Table of contant

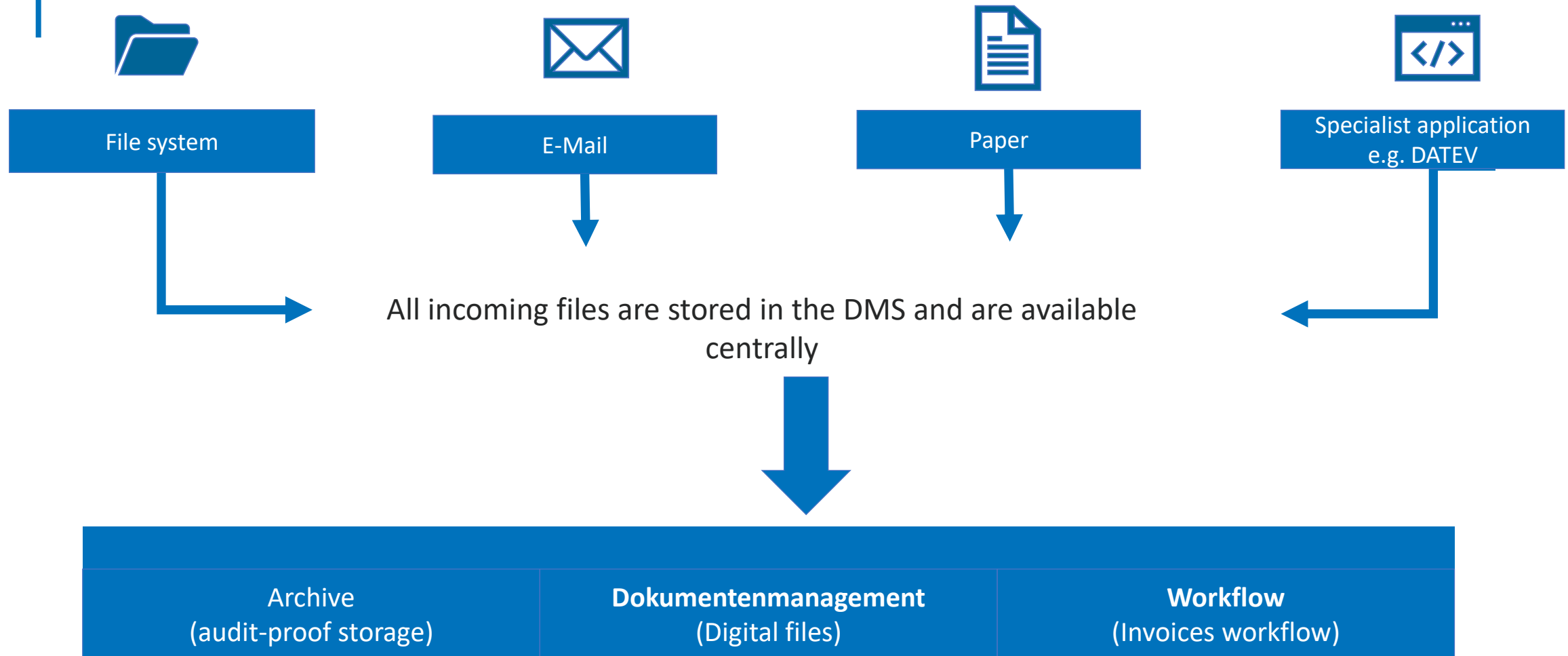
<u>Document management – theoretical introduction</u>	<u>4</u>
<u>The first steps in the cloud – Login, Dashboard, Search</u>	<u>7</u>
<u>ERV Workflow</u>	<u>27</u>

# Document management – What is this?

- With a digital document management system, your own workplace, collaboration within the company and with external contacts, and the integration of existing software are centrally regulated and efficiently designed - while complying with all regulatory requirements. Further advantages include:



# DMS – Functions



# The first steps in the cloud

Tips and tricks while working with d.velop documents



# Logging into the cloud

From now on you can reach the d.velop cloud via your assigned link:

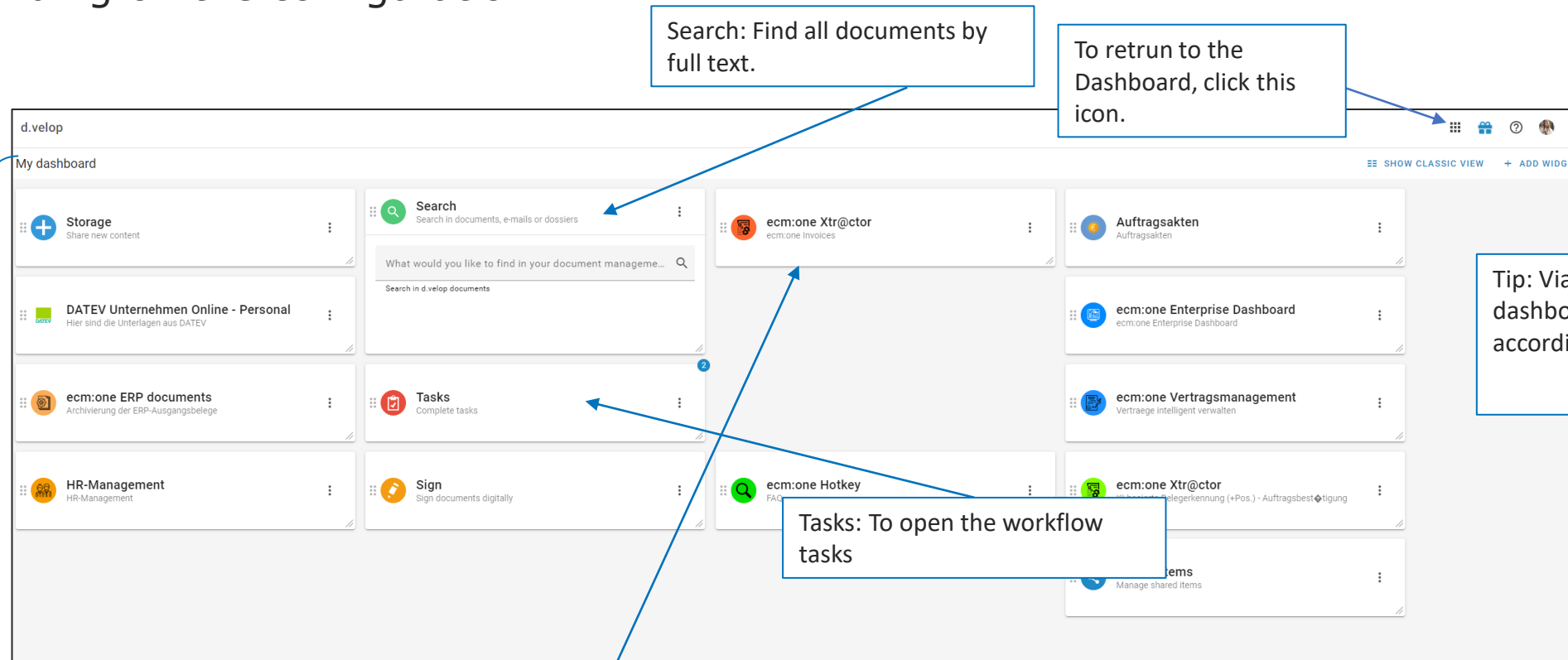
[\[company\].d-velop.cloud](#)

There you can log in with your login from d.velop documents.

Logging in is possible via all browsers and end devices - so from now on you can work from anywhere and are flexible in terms of equipment or workstation.

# The first steps in the cloud

After logging in, you can access the document management. D.velop documents works with a dashboard from which all functions are accessible. The dashboard looks different depending on the configuration!



Dashboard: Reach all functions; Behind each "tile" is a function, these can be opened simply by clicking.

Search: Find all documents by full text.

To return to the Dashboard, click this icon.

Tip: Via "Add widget" the dashboard can be customized according to your own wishes.

Tasks: To open the workflow tasks

Incoming invoice processing with the ecm:one Xtractor.



# SEARCH

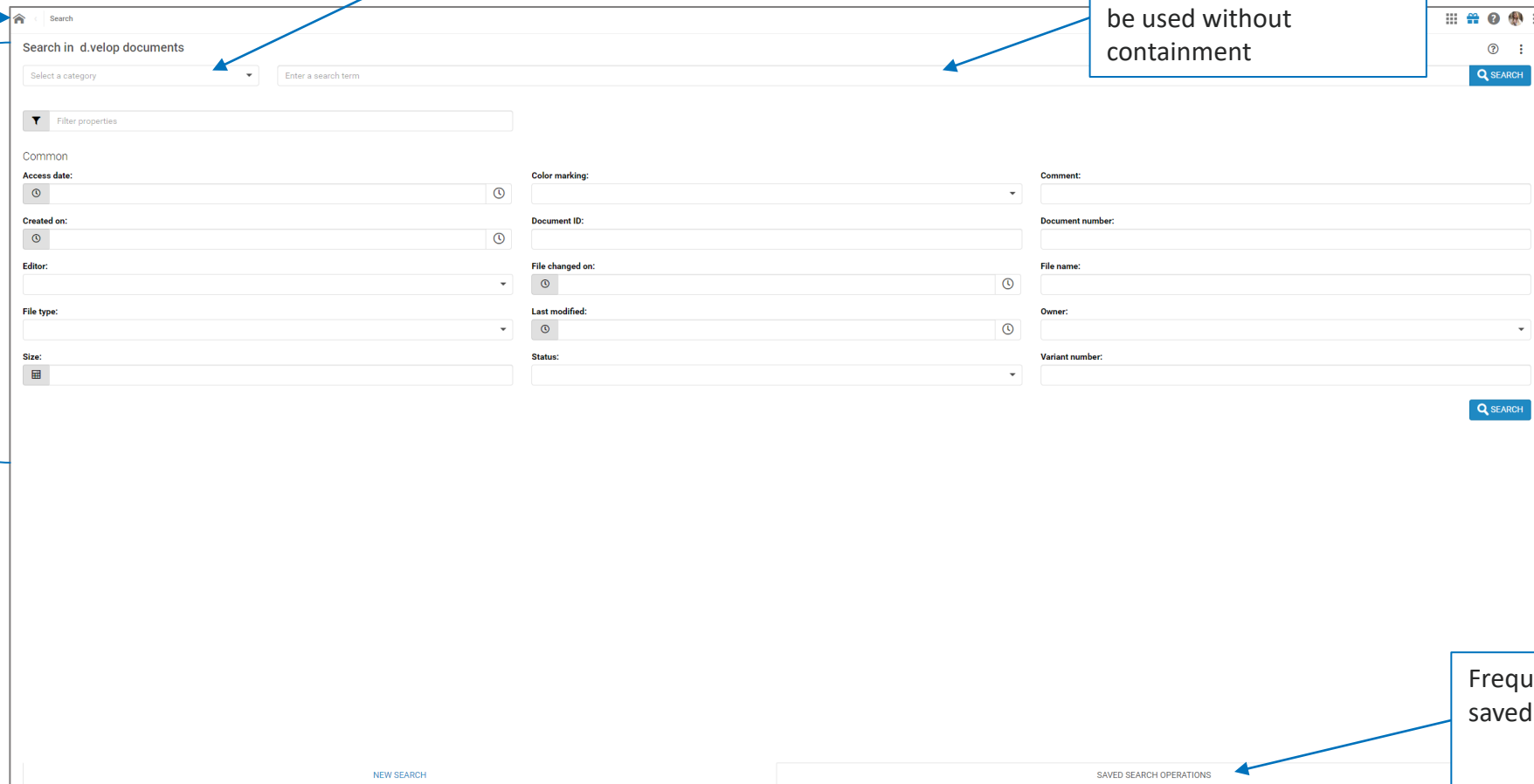
The search is the heart of d.velop documents. Within seconds, the required documents are found and can be processed. This eliminates long search times of files full of documents!

Filter criterion based on the category, e.g., incoming invoice, delivery bill

Full text search field, can be used without containment

Back to Dashboard

Potential containment criteria



The screenshot shows the search interface for d.velop documents. At the top, there is a search bar with a dropdown menu for 'Select a category' and a text input field for 'Enter a search term'. Below the search bar is a 'Filter properties' section with a dropdown arrow. The main area contains various filter criteria organized into columns: 'Common' (Access date, Created on, Editor, File type, Size), 'Color marking' (Color marking, Document ID, File changed on, Last modified, Status), and 'Comment' (Comment, Document number, File name, Owner, Variant number). Each criterion has a corresponding input field or dropdown menu. At the bottom of the interface, there are buttons for 'NEW SEARCH' and 'SAVED SEARCH OPERATIONS'.

Frequent searches can be saved.

# SEARCH RESULTS































































The search results are displayed in table or list form. This view can be customized by each user.

Search > Search results

Results in d.velop documents

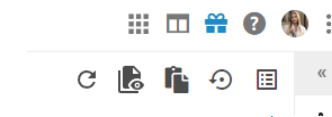
Total: 245 (Displayed: 100)

Drag columns here to group the displayed results.

File...	Title	Category	St...	C...	Invoice/credit ...	order number
	AZ481432	Invoice /credit note (customer)				AZ481432
	L700003382	Invoice /credit note (customer)				
	L700003369	Invoice /credit note (customer)				
	L700003368	Invoice /credit note (customer)				
	L700003268	Invoice /credit note (customer)				
	AB23080005	Invoice /credit note (customer)				AB23080005
	L700003237	Invoice /credit note (customer)				
	L700003191	Invoice /credit note (customer)				
	L700003187	Invoice /credit note (customer)				
	L700003185	Invoice /credit note (customer)				
	L700003182	Invoice /credit note (customer)				
	L700003178	Invoice /credit note (customer)				
	L700003176	Invoice /credit note (customer)				
	L700003174	Invoice /credit note (customer)				
	L700003172	Invoice /credit note (customer)				
	L700003169	Invoice /credit note (customer)				
	L700003167	Invoice /credit note (customer)				
	L700003165	Invoice /credit note (customer)				
	L700003163	Invoice /credit note (customer)				
	L700003161	Invoice /credit note (customer)				
	L700003160	Invoice /credit note (customer)				
	L700003158	Invoice /credit note (customer)				
	L700003155	Invoice /credit note (customer)				
	L700003154	Invoice /credit note (customer)				
	L700003153	Invoice /credit note (customer)				
	L700003152	Invoice /credit note (customer)				
	L700003149	Invoice /credit note (customer)				
	L700003147	Invoice /credit note (customer)				
	L700003144	Invoice /credit note (customer)				
	L700003142	Invoice /credit note (customer)				
	L700003140	Invoice /credit note (customer)				
	L700003138	Invoice /credit note (customer)				

Result list, icon indicates type of document/file (e.g.: PDF, Word, Excel,...)

The property fields can be moved in their order. It is also possible to group the results by dragging them to the light gray area above. For example, the results can be grouped according to the document date.



Choice between different list views.

# DOCUMENT

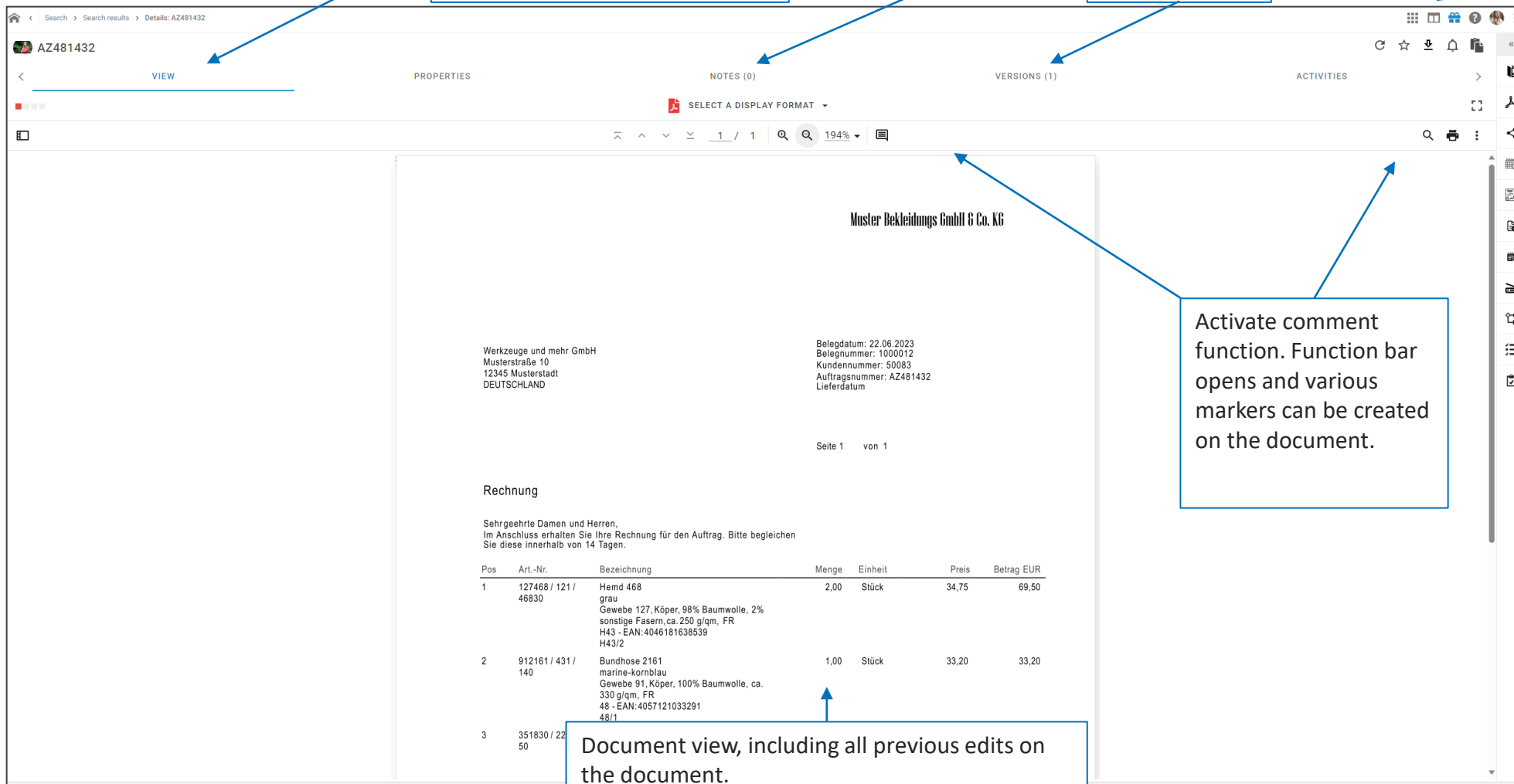
The view of a particular document offers many possibilities for editing.

Switch between different views: 50/50, 70/30

Document title (customizable to e.g., the transaction number or supplier name, if desired)

Take notes

Version history



The screenshot shows a document viewer interface for a PDF document. The document content includes a header for 'Muster Bekleidungs GmbH & Co. KG', contact information for 'Werkzeuge und mehr GmbH', and a table of items. The interface includes a top navigation bar with tabs for 'VIEW', 'PROPERTIES', 'NOTES (0)', 'VERSIONS (1)', and 'ACTIVITIES'. A right-hand sidebar contains icons for document management. A bottom toolbar includes zoom and search controls.

Share the document

Attach additional documents

View workflow log

Activate comment function. Function bar opens and various markers can be created on the document.

Document view, including all previous edits on the document.

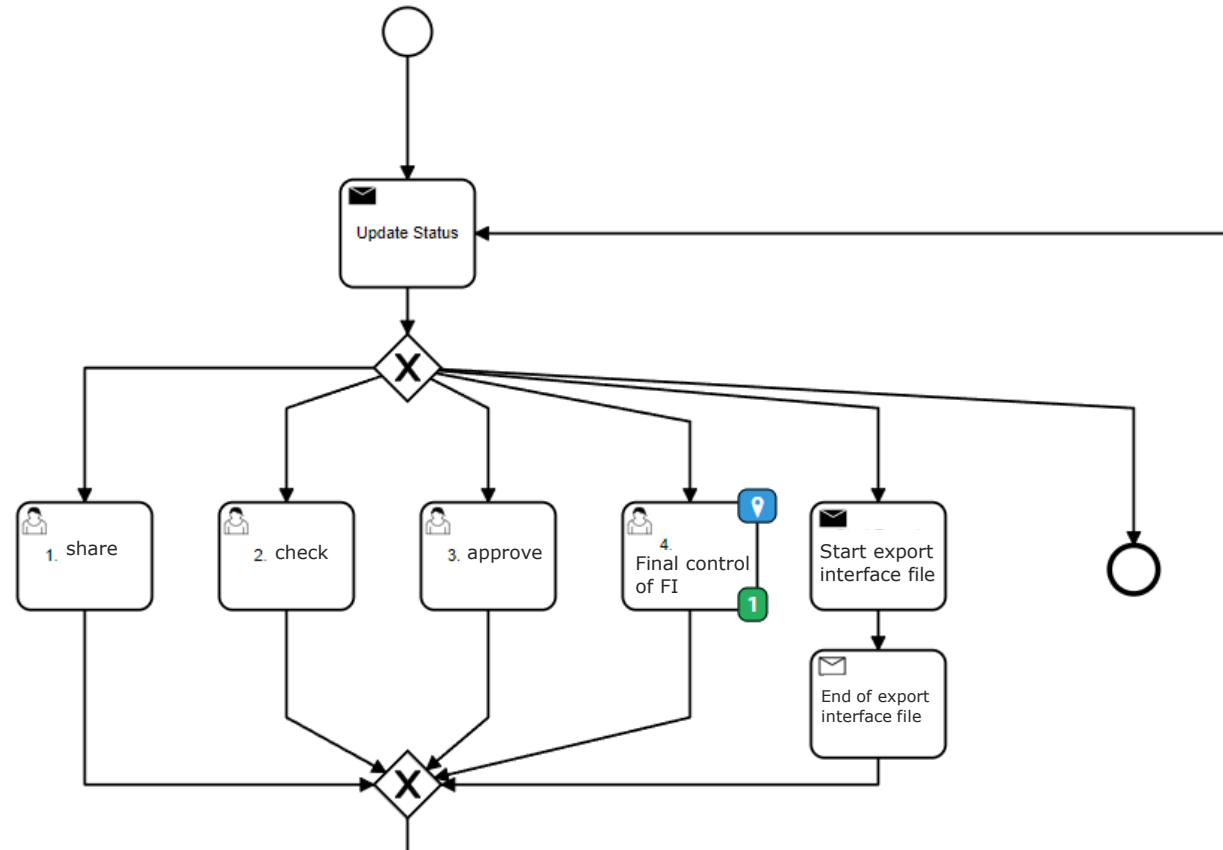
# ERV Workflow

The screenshot displays an ERP system interface with two main panels. The left panel shows a workflow diagram with four steps: 1. Verleihen, 2. Prüfen, 3. Freigabe, and 4. Übergabe FBU. The right panel shows a bill of materials (BOM) table for a 'Rechnung' (invoice) with the following data:

Material	Grundstoff (5%)	Menge	Einzelpreis	Gesamtpreis
912161 / 431 / 40	Sandhose 2161 marine-kariblaue Gewebe 91, Körper, 100% Baumwolle, ca. 330 g/qm, FR 48 - EAN: 4067121033291 48/1	1	33,20	33,20
351830 / 225 / 50	Sandhose 1830 marine Gewebe 35, Körper, 90% Aramid, 2% sonstige Fasern, ca. 295 g/qm, FC 98 - EAN: 4046181166449 102 - EAN: 4046181166456 98/2, 102/2	4	82,55	330,20
701967 / 514 / 60	Sandhose 1967 anthrazit-bunkelgrau Gewebe 70, Körper, 85% Polyester, 25% Baumwolle, ca. 295 g/qm 50N1 - EAN: 4046181666427 50N1	1	33,10	33,10
	Teillieferung Grundstoff (5%)			1,00

# ERV-Workflow

The workflow consists of 4 steps. First, the invoice is read and distributed in the document recognition so that the posting data can be created directly afterwards. This is followed by the steps factual check, release and final control of the FIBU. The following slides explain how these steps are processed.

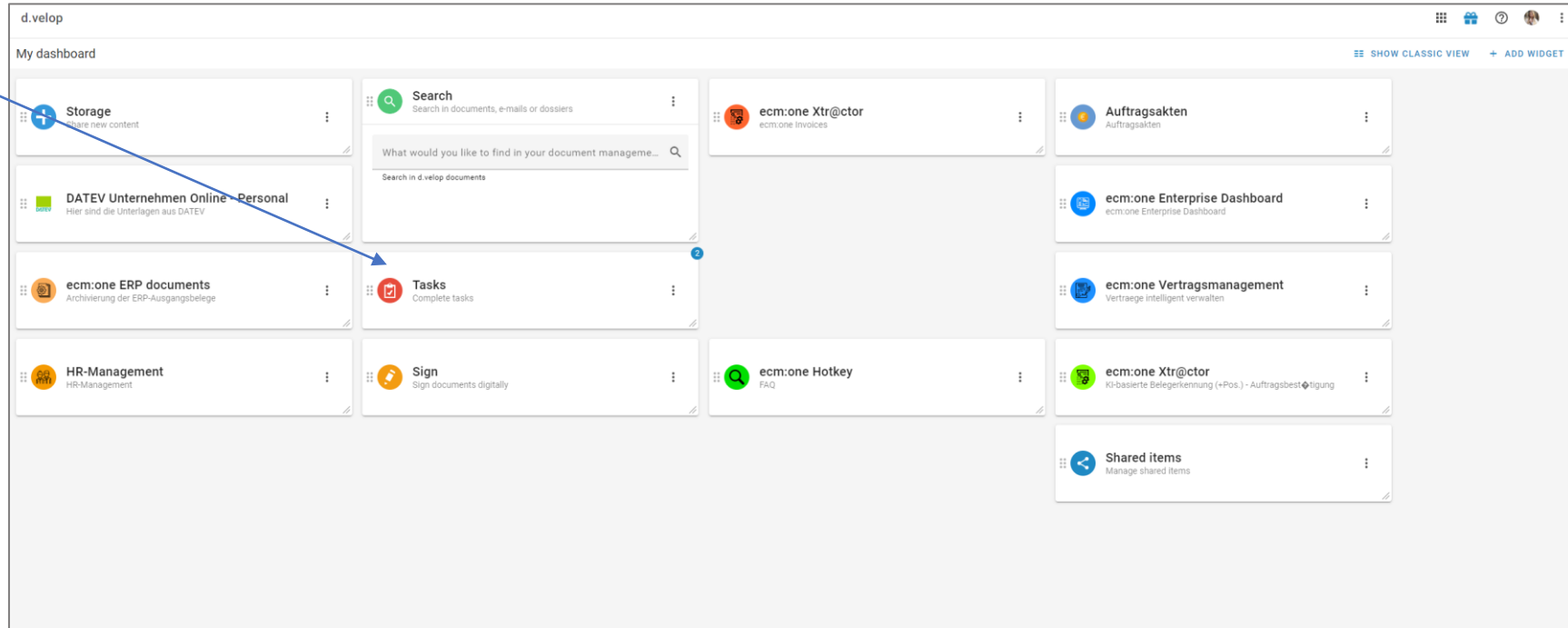


# Processing workflow tasks

Open the task.

The workflow tasks can be opened via the "Tasks" tile. The small number shows how many tasks are currently unprocessed.

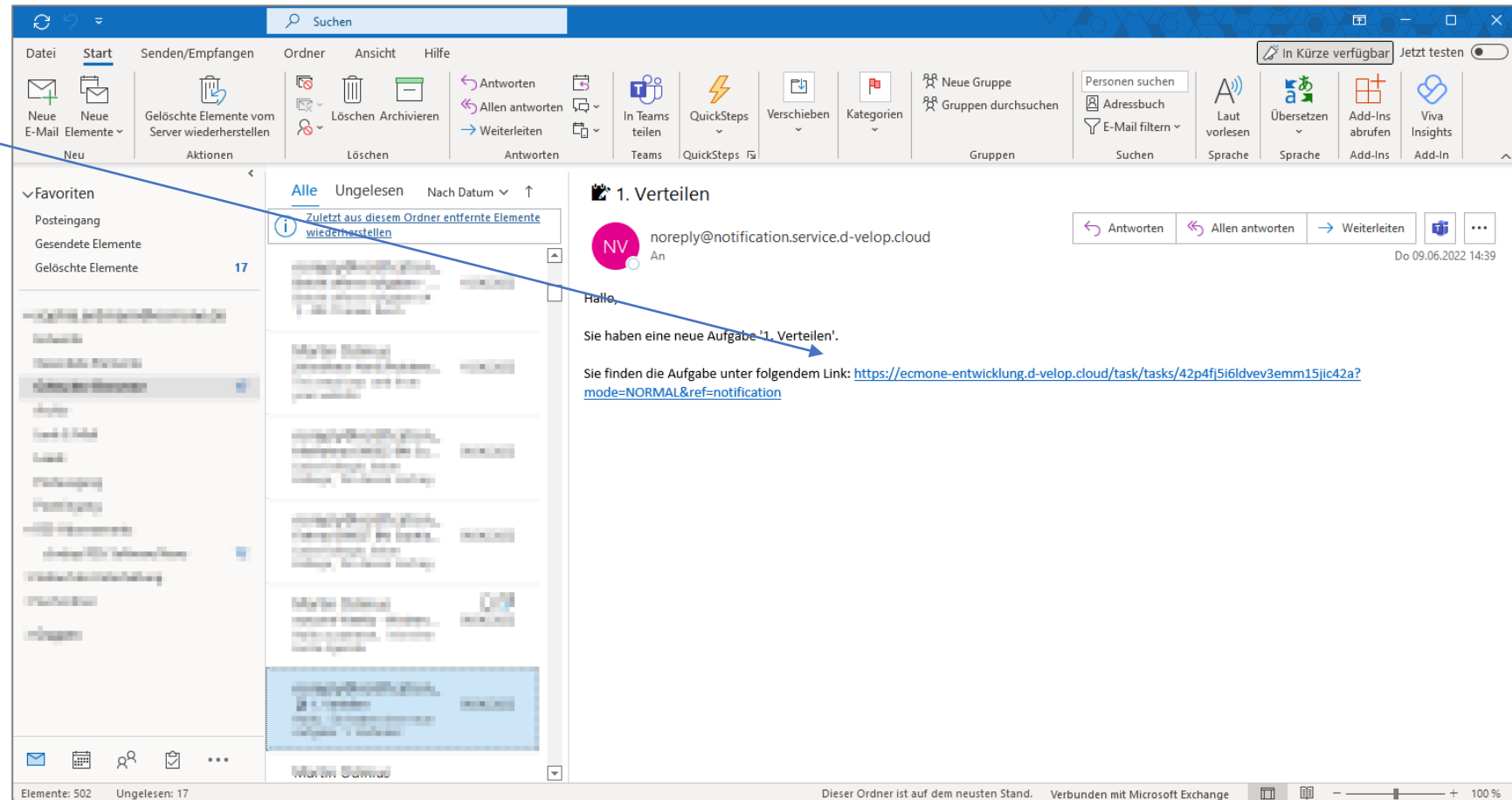
You will be informed about tasks either via the start page or via mail.



# Notification mail

If there is a new task, a mail with the link will be sent to the responsible user. When the task is sent to a group, all group members receive a mail. As soon as the first user of the group completes the task, it disappears from the other members. Attempting to open such a task may result in an error message (task no longer exists or similar).

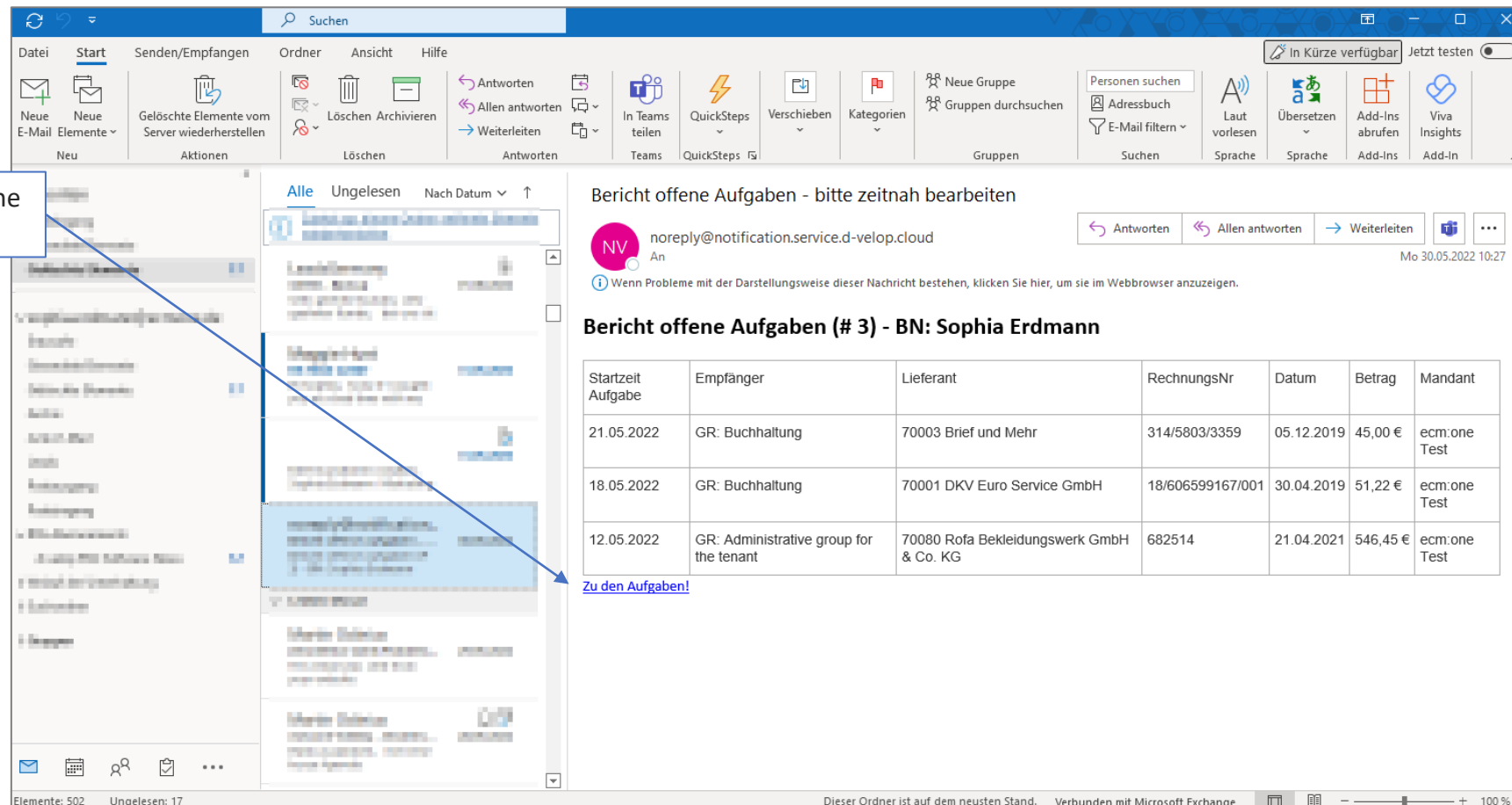
Open the task by clicking on the link in the mail



# Notification mail

If an automated reminder email is turned on, all users will receive a list of all open tasks at defined days and times:

Open the task by clicking on the link.



The screenshot shows an Outlook window with a notification email from 'noreply@notification.service.d-velop.cloud'. The email subject is 'Bericht offene Aufgaben - bitte zeitnah bearbeiten'. Below the subject is a table of open tasks.

Startzeit Aufgabe	Empfänger	Lieferant	RechnungsNr	Datum	Betrag	Mandant
21.05.2022	GR: Buchhaltung	70003 Brief und Mehr	314/5803/3359	05.12.2019	45,00 €	ecm:one Test
18.05.2022	GR: Buchhaltung	70001 DKV Euro Service GmbH	18/606599167/001	30.04.2019	51,22 €	ecm:one Test
12.05.2022	GR: Administrative group for the tenant	70080 Rofa Bekleidungswerk GmbH & Co. KG	682514	21.04.2021	546,45 €	ecm:one Test

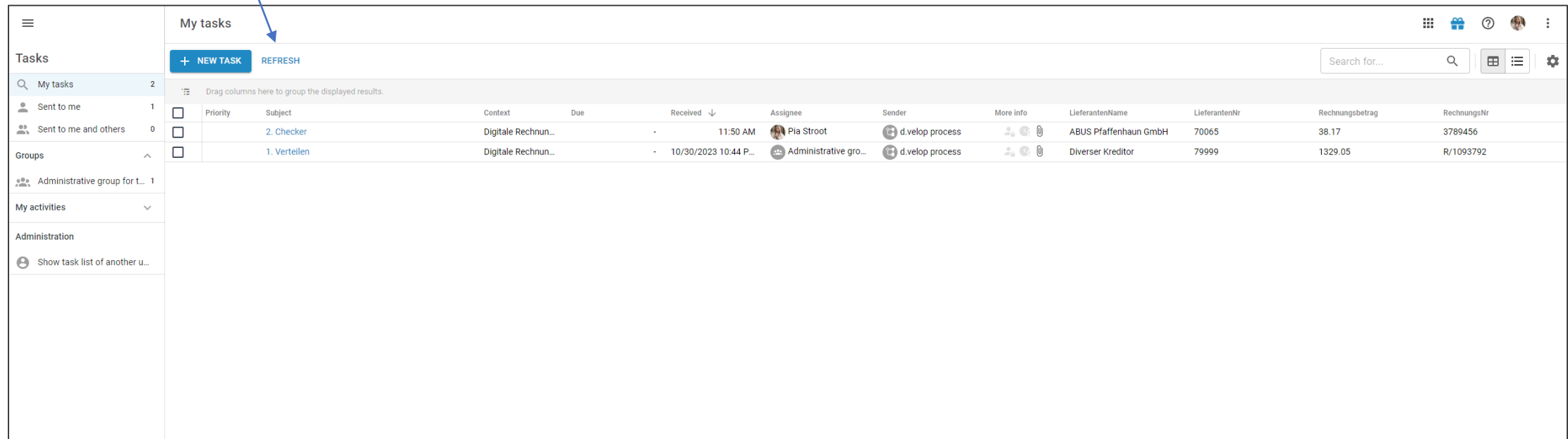
Below the table is a blue link that says 'Zu den Aufgaben!'.



# Tasks

The task list can be accessed via the dashboard. To do this, click on the "Tasks" tile.

Update the task list

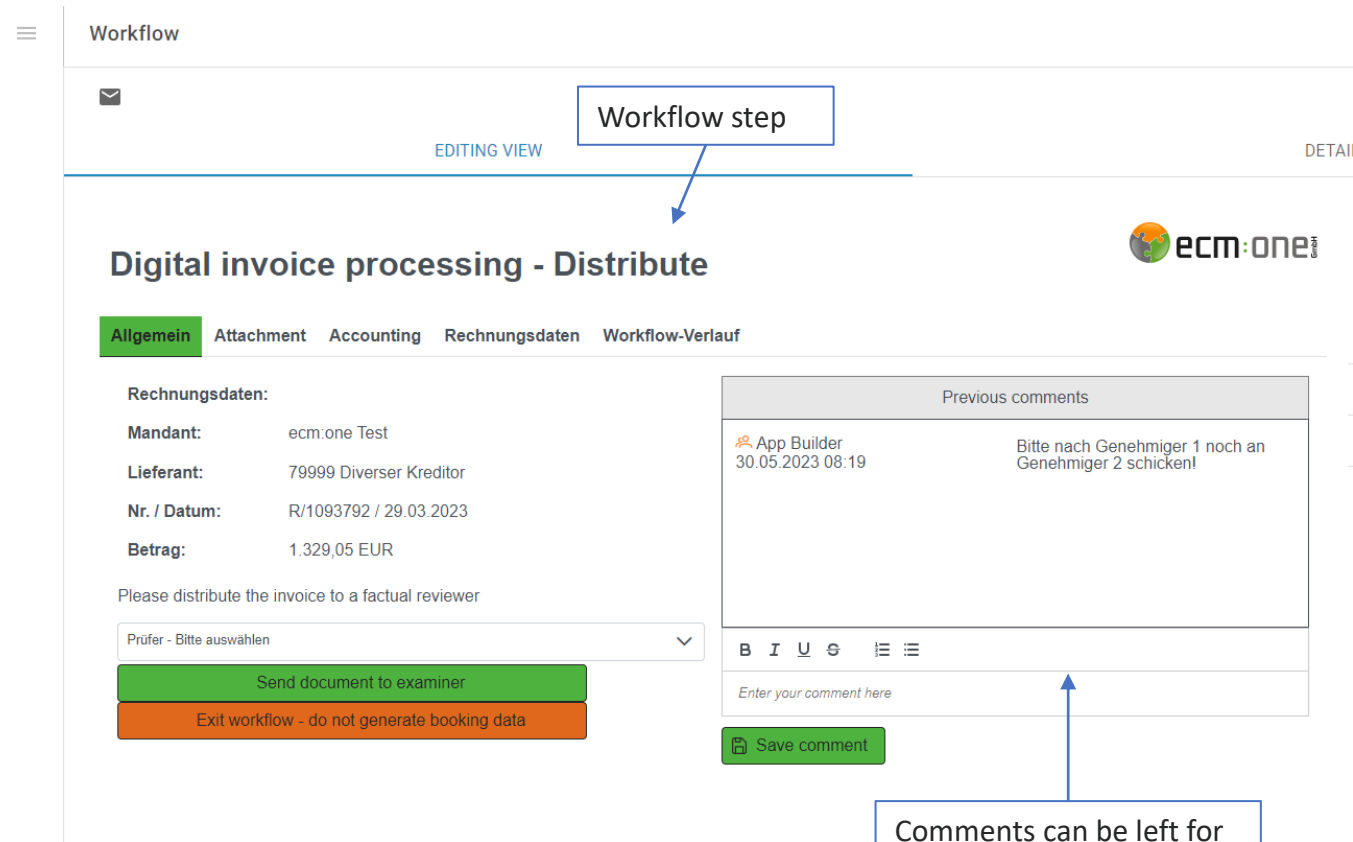


Priority	Subject	Context	Due	Received ↓	Assignee	Sender	More info	LieferantenName	LieferantenNr	Rechnungsbetrag	RechnungsNr
<input type="checkbox"/>	2. Checker	Digitale Rechnun...		11:50 AM	Pia Stroot	d.velop process		ABUS Pfaffenhaun GmbH	70065	38.17	3789456
<input type="checkbox"/>	1. Verteilen	Digitale Rechnun...		10/30/2023 10:44 P...	Administrative gro...	d.velop process		Diverser Kreditur	79999	1329.05	R/1093792

The list shows all due tasks including the most important properties. Grouping can also be done here, e.g., according to creditors.

# Tasks - Distribution

In the Distribute step, the invoice can be redistributed if the initial distribution is incorrect.

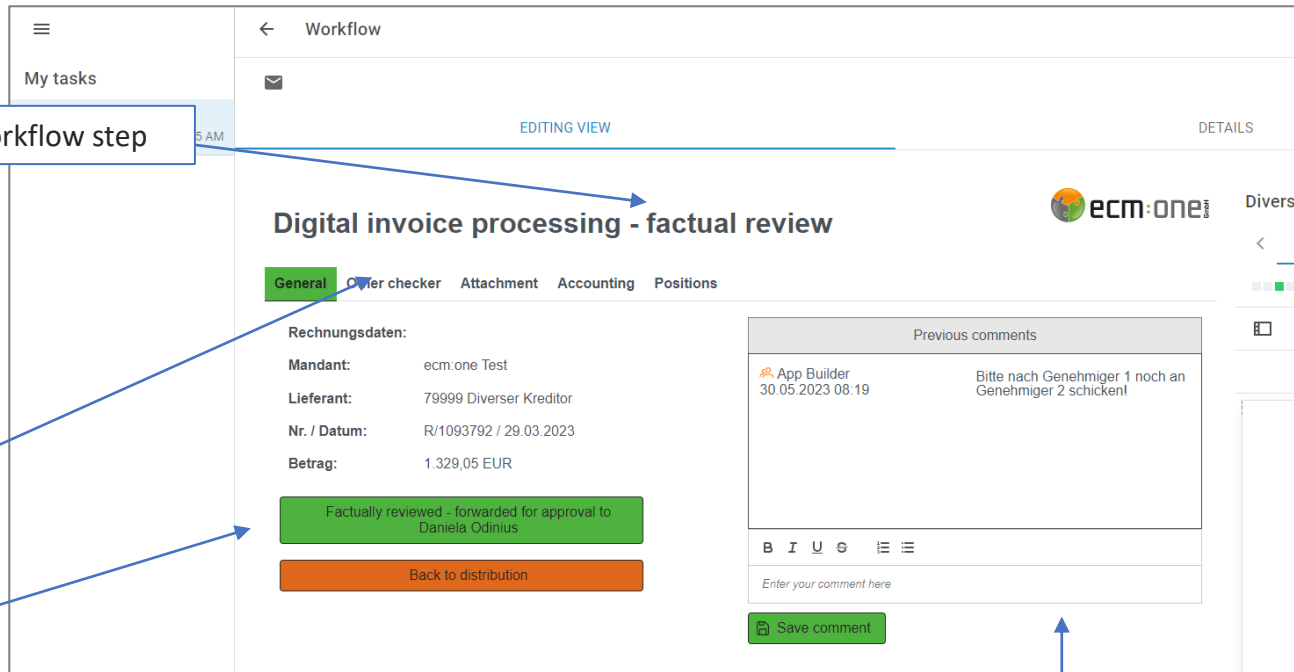


Comments can be left for subsequent reviewers.

In case a shortened workflow is desired, the invoice can be sent here directly to the "Approve" step or to the accounting department. Also, a direct closing with and without generation of the booking data is possible.

# Tasks – Factual check

After opening a specific task, it can be edited.



Workflow step

In Step 2, Factual Verification, the invoice can either be approved positively or sent back to Step 1.

If the invoice has ended up in the system twice, a note indicating the presence of a duplicate is displayed here.

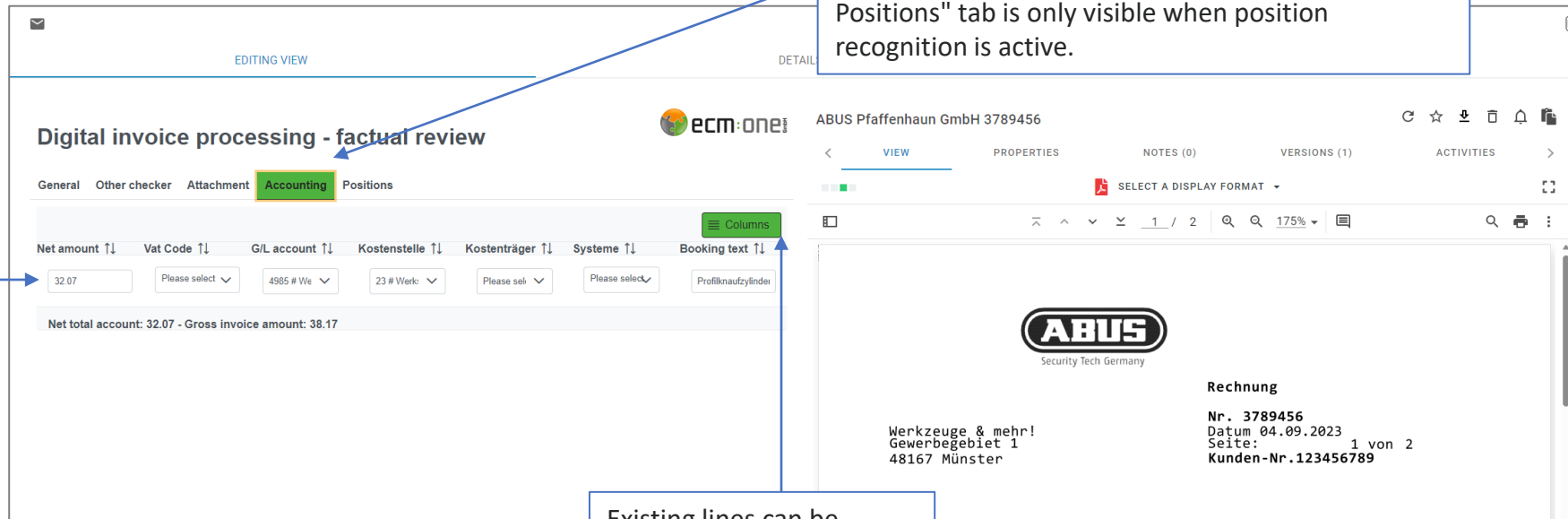
Comments can be left for subsequent reviewers.

# Tasks – Factual check

After opening a specific task, it can be edited.

In the Financial accounting tab the already created account assignment can be adjusted (possible in every step).

"Positions" tab is only visible when position recognition is active.



By clicking in a field, the content can be edited.

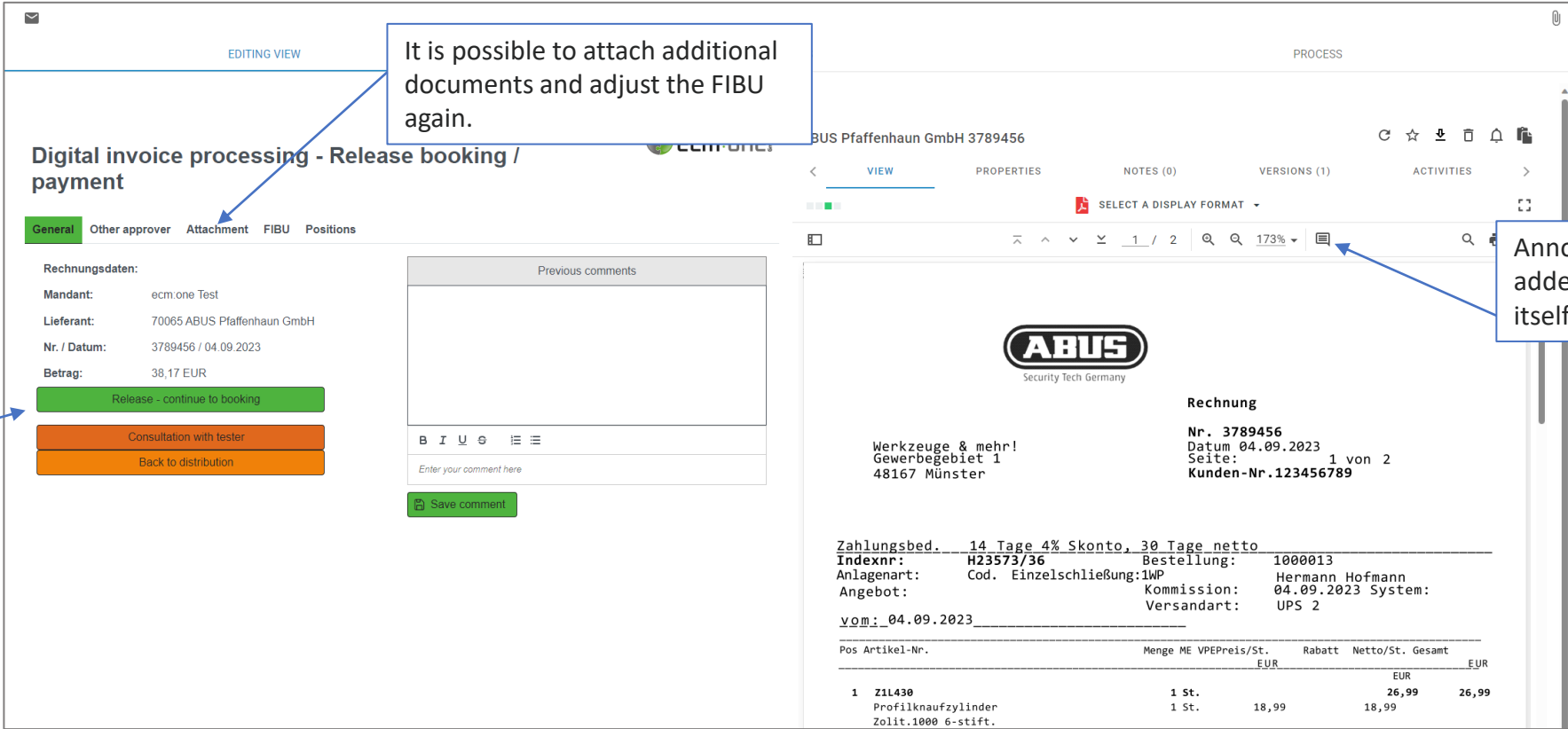
Existing lines can be deleted. Additional account assignment rows can be added (individually or several at once).

# Tasks - Release

After opening a specific task, it can be edited.

Workflow step

In this step, the invoice can be sent on to posting if approved. If there are any queries, the invoice can also be sent back to the auditor or to step 1, distribution.



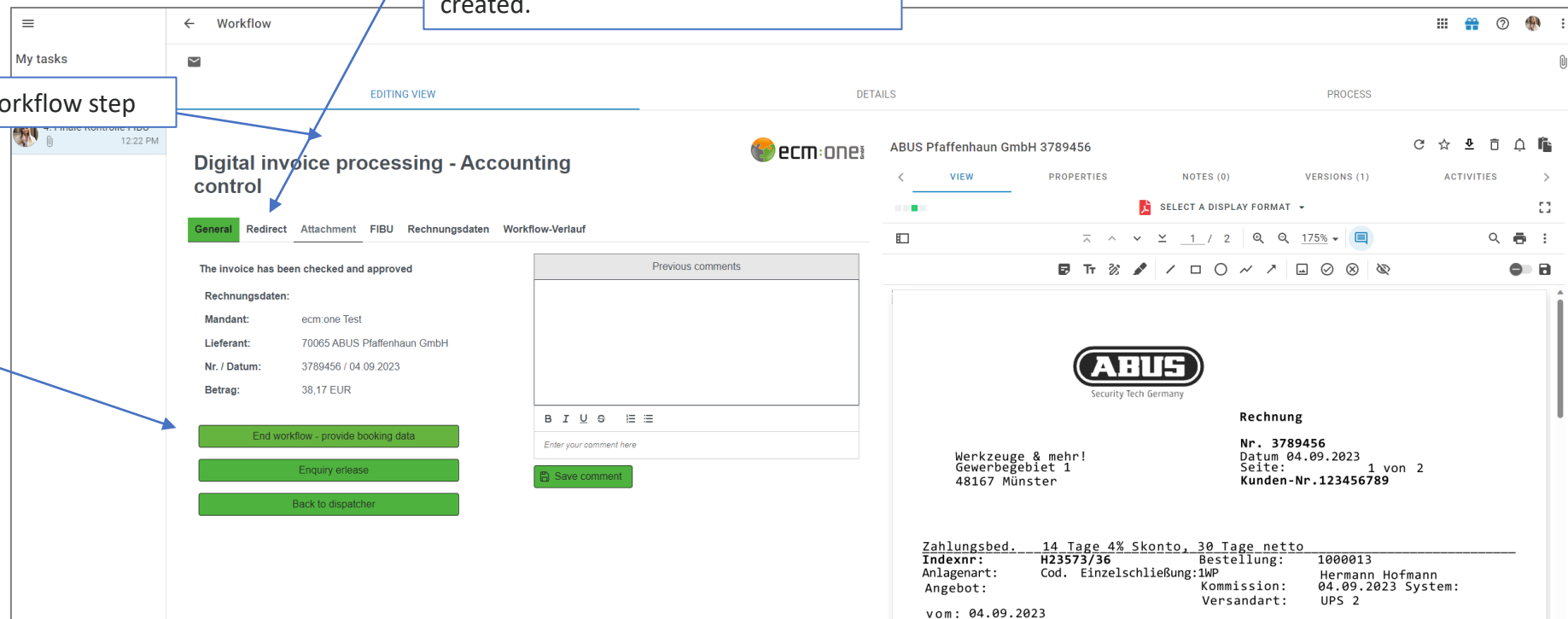
The screenshot displays two views of the ecm:one interface. The left view is 'EDITING VIEW' for a task titled 'Digital invoice processing - Release booking / payment'. It shows a 'Rechnungsdaten:' section with fields for Mandant (ecm:one Test), Lieferant (70065 ABUS Pfaffenhaun GmbH), Nr. / Datum (3789456 / 04.09.2023), and Betrag (38,17 EUR). Below this are three buttons: 'Release - continue to booking' (green), 'Consultation with tester' (orange), and 'Back to distribution' (orange). A 'Previous comments' section is also visible with a text input field and a 'Save comment' button. The right view is 'PROCESS' showing a document from 'ABUS Pfaffenhaun GmbH 3789456'. The document is a 'Rechnung' (invoice) with details: Nr. 3789456, Datum 04.09.2023, Seite 1 von 2, and Kunden-Nr. 123456789. The invoice content includes 'Werkzeuge & mehr!', 'Zahlungsbed. 14 Tage 4% Skonto, 30 Tage netto', and a table of items. The table has columns for Pos, Artikel-Nr., Menge, ME, VPEPreis/St., Rabatt, Netto/St., and Gesamt, with values in EUR.

It is possible to attach additional documents and adjust the FIBU again.

Annotations can also be added to the document itself.

# Tasks - Booking

After opening a specific task, it can be edited.



**Workflow step**

If the document is not to be posted, the workflow can be terminated under redirect without the posting data being created.

In this step, the booking data can be provided as well as queries can be sent to the releaser.

**Digital invoice processing - Accounting control**

General | **Redirect** | Attachment | FIBU | Rechnungsdaten | Workflow-Verlauf

The invoice has been checked and approved

Rechnungsdaten:

Mandant: ecm:one Test  
 Lieferant: 70065 ABUS Pfaffenhaun GmbH  
 Nr. / Datum: 3789456 / 04.09.2023  
 Betrag: 38,17 EUR

End workflow - provide booking data  
 Enquiry release  
 Back to dispatcher

Previous comments

Enter your comment here  
 Save comment

**ABUS**  
 Security Tech Germany

**Rechnung**

Nr. 3789456  
 Datum 04.09.2023  
 Seite: 1 von 2  
 Kunden-Nr. 123456789

Werkzeuge & mehr!  
 Gewerbegebiet 1  
 48167 Münster

Zahlungsbed. 14 Tage 4% Skonto, 30 Tage netto  
 Indexnr: H23573/36  
 Anlagenart: Cod. Einzelschließung:1WP  
 Angebot: Kommission: Hermann Hofmann  
 vom: 04.09.2023  
 Bestellung: 1000013  
 04.09.2023 System:  
 Versandart: UPS 2


# Tip – Workflow log

If you want to find out about the workflow process so far to understand when, where and by whom the task was processed, take a look at the workflow log.

Workflow
EDITING VIEW
DETAIL

---

## Digital invoice processing - Distribute



Allgemein

Attachment

Accounting

Rechnungsdaten

Workflow-Verlauf

**Rechnungsdaten:**

**Mandant:** ecm:one Test

**Lieferant:** 79999 Diverser Kreditor

**Nr. / Datum:** R/1093792 / 29.03.2023

**Betrag:** 1.329,05 EUR


Please distribute the invoice to a factual reviewer

Prüfer - Bitte auswählen ▼

Send document to examiner

Exit workflow - do not generate booking data

Previous comments

 App Builder 30.05.2023 08:19	Bitte nach Genehmiger 1 noch an Genehmiger 2 schicken!
---------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------

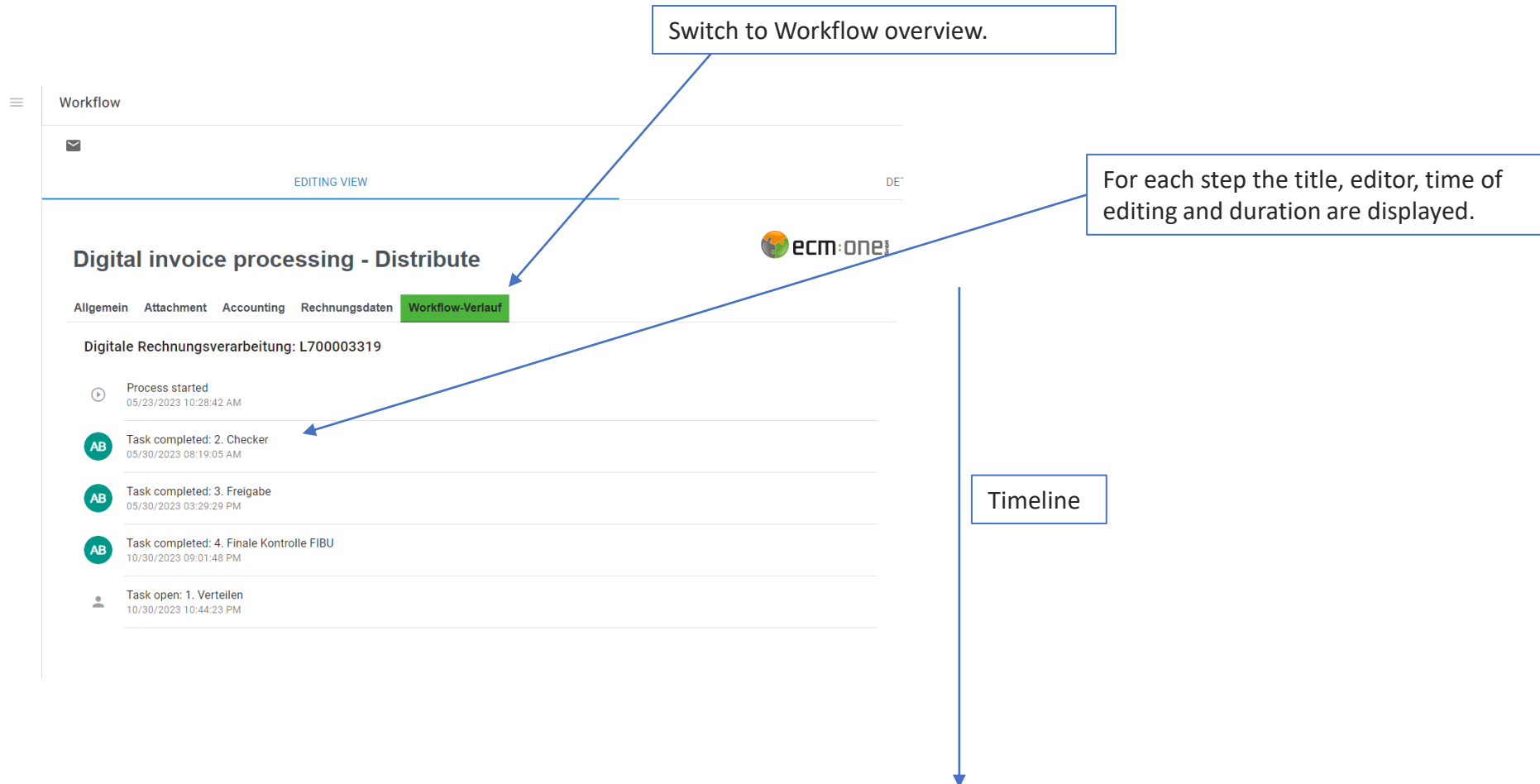
**B I U S** ☰ ☰

Enter your comment here

📄 Save comment

# Tip – Workflow log

On the right side the protocol opens in the tab "General". To view the log, switch to Workflow overview.



Switch to Workflow overview.

For each step the title, editor, time of editing and duration are displayed.

Timeline

Workflow

EDITING VIEW

Digital invoice processing - Distribute

Allgemein Attachment Accounting Rechnungsdaten **Workflow-Verlauf**

Digitale Rechnungsverarbeitung: L700003319

- Process started  
05/23/2023 10:28:42 AM
- Task completed: 2. Checker  
05/30/2023 08:19:05 AM
- Task completed: 3. Freigabe  
05/30/2023 03:29:29 PM
- Task completed: 4. Finale Kontrolle FIBU  
10/30/2023 09:01:48 PM
- Task open: 1. Verteilen  
10/30/2023 10:44:23 PM



# We hope you enjoy using your new DMS



The contents have been created according to current planning and development status and may change at any time. In particular, time specifications refer to current planning, requirements and resource availability.