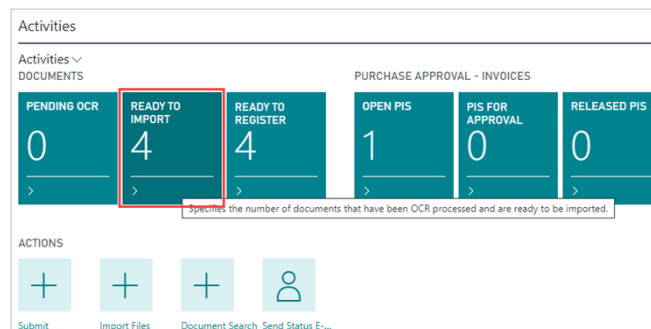


When receiving documents for OCR, you can view the individual documents before importing them. If you find documents that you don't want to import, you can delete those.

Select the tile Ready To Import to view the list of document categories.



Find the category you like to work with. In today's session, we focus on the purchase invoices and credit memos.

← READY TO IMPORT | WORK DATE: 1/28/2021 ✓ S

Scanner ..... The Document Capture scanning service is not running

Manage Import Files More options

CODE	DESCRIPTION	DOCUMENTS FOR OCR	DOCUMENTS FOR IMPORT
CONTACT	Contact Related Documents	-	-
GLDOC	G/L Documents	-	-
PURCHASE	Invoices and Credit Memos	-	4
SALES	Sales Orders	-	-

The column **Documents for OCR** shows the number of documents waiting in queue for OCR processing. The amount will continuously go up and down during a typical workday, depending on how many documents you receive.

← READY TO IMPORT | WORK DATE: 1/28/2021 ✓ S

Scanner ..... The Document Capture scanning service is not running

Manage Import Files More options

CODE	DESCRIPTION	DOCUMENTS FOR OCR	DOCUMENTS FOR IMPORT
CONTACT	Contact Related Documents	-	-
GLDOC	G/L Documents	-	-
PURCHASE	Invoices and Credit Memos	-	4
SALES	Sales Orders	-	-

In column **Documents for Import**, we see the number of documents already OCR processed and ready for importing. The importing of documents is handled either automatically by the Business Central job queue or manually.

CODE	DESCRIPTION	DOCUMENTS FOR OCR	DOCUMENTS FOR IMPORT	DOCUMENTS WITH ERROR
CONTACT	Contact Related Documents	-	-	-
GLDOC	G/L Documents	-	-	-
PURCHASE	Invoices and Credit Memos	-	4	-
SALES	Sales Orders	-	-	-

In case something goes wrong during the OCR processing, the documents show up in the column **Documents with Error**.

DESCRIPTION	DOCUMENTS FOR OCR	DOCUMENTS FOR IMPORT	DOCUMENTS WITH ERROR
Contact Related Documents	-	-	-
G/L Documents	-	-	-
Invoices and Credit Memos	-	4	-
Sales Orders	-	-	-

Let's look at the **4** documents in the column **Documents for Import**.

DESCRIPTION	DOCUMENTS FOR OCR	DOCUMENTS FOR IMPORT	DOCUMENTS WITH ERROR
Contact Related Documents	-	-	-
G/L Documents	-	-	-
Invoices and Credit Memos	-	4	-
Sales Orders	-	-	-

The document list has 4 columns.

The first column, **From E-Mail Address**, is the mail address of the sender.

FROM E-MAIL ADDRESS	E-MAIL SUBJECT	E-MAIL RECEIVED
mr@continia.com	Today's scanned documents	7/14/2020 12:45 PM
mr@continia.com	Today's scanned documents	7/14/2020 12:45 PM
mr@continia.com	Today's scanned documents	7/14/2020 12:45 PM
mr@continia.com	Lewis Home Furniture	7/14/2020 12:59 PM

The second column shows the subject of the e-mail.

FROM E-MAIL ADDRESS	E-MAIL SUBJECT	E-MAIL RECEIVED
mr@continia.com	Today's scanned documents	7/14/2020 12:45 PM
mr@continia.com	Today's scanned documents	7/14/2020 12:45 PM
mr@continia.com	Today's scanned documents	7/14/2020 12:45 PM
mr@continia.com	Lewis Home Furniture	7/14/2020 12:59 PM

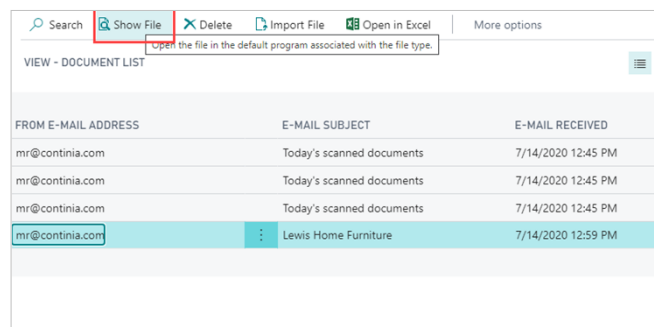
In the third column, **E-Mail Received**, you see the date and time when the e-mail entered the OCR queue.

E-MAIL SUBJECT	E-MAIL RECEIVED	OCR PROCESSED
Today's scanned documents	7/14/2020 12:45 PM	7/14/2020 12:47 PM
Today's scanned documents	7/14/2020 12:45 PM	7/14/2020 12:47 PM
Today's scanned documents	7/14/2020 12:45 PM	7/14/2020 12:47 PM
Lewis Home Furniture	7/14/2020 12:59 PM	7/14/2020 1:01 PM

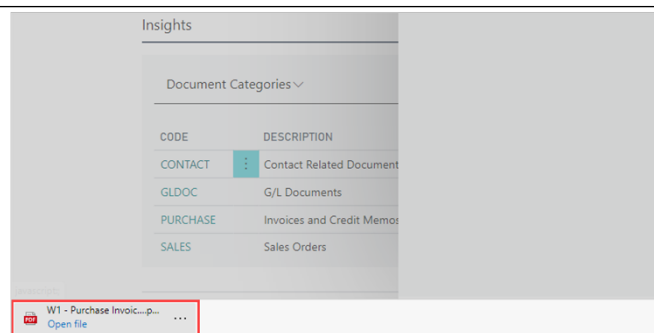
And finally, in the column **OCR Processed**, you find the information about when the PDF was OCR processed.

E-MAIL SUBJECT	E-MAIL RECEIVED	OCR PROCESSED
Today's scanned documents	7/14/2020 12:45 PM	7/14/2020 12:47 PM
Today's scanned documents	7/14/2020 12:45 PM	7/14/2020 12:47 PM
Today's scanned documents	7/14/2020 12:45 PM	7/14/2020 12:47 PM
Lewis Home Furniture	7/14/2020 12:59 PM	7/14/2020 1:01 PM

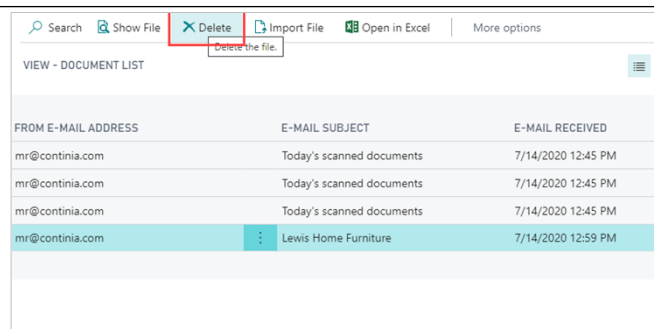
If you like to view the content of the PDF, select the action **Show File** in the ribbon.



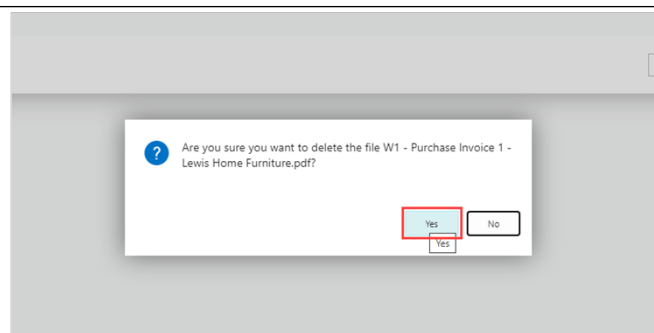
The PDF is downloaded, and you can open it using your installed PDF viewer.



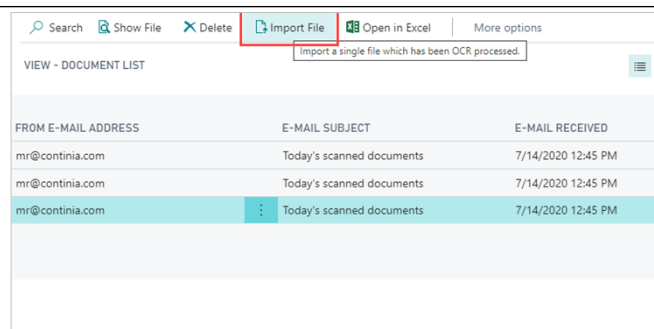
In some situations, you might want to keep the OCR processed PDFs from entering Document Capture. Select the action **Delete** in the ribbon to remove the document.



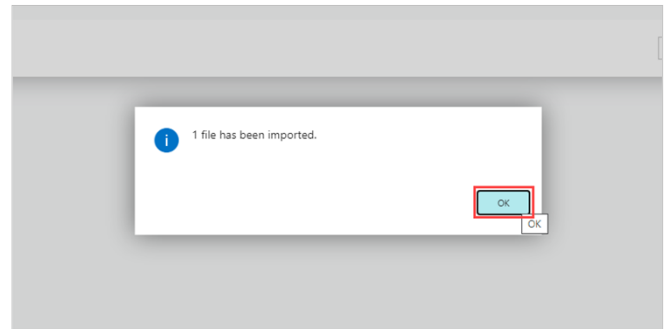
Confirm the action by selecting **Yes**.



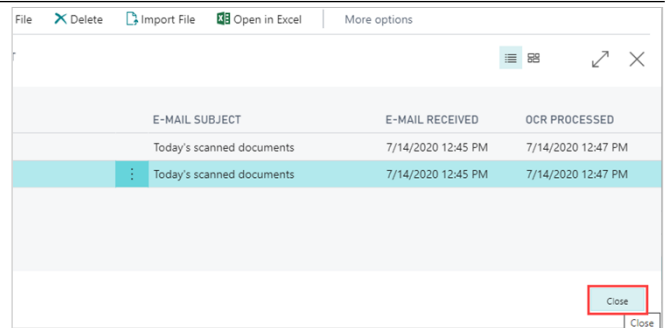
If you like to import one of the documents before the others, you do this by selecting the action **Import File** in the ribbon.



Select **OK** to close the confirmation message.

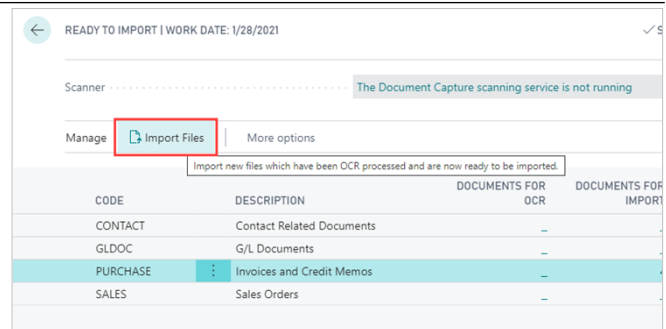


Select **Close** to return to the document category list Ready to Import.

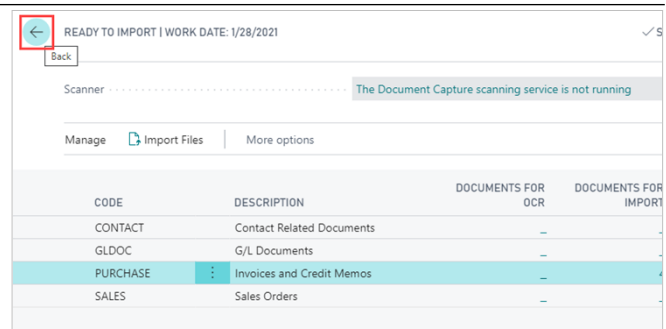


Now we are done viewing, deleting, and importing single documents. When you are ready to import the rest of the OCR processed documents, you can do this in multiple ways.

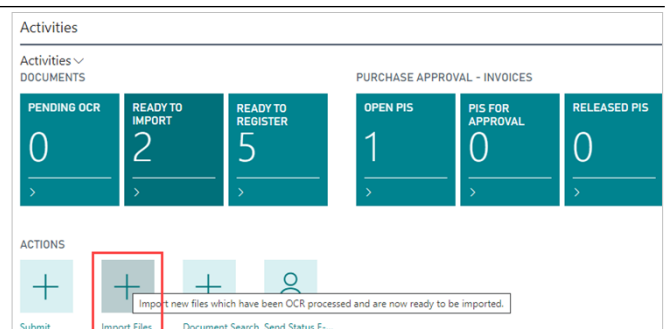
In the page Ready to Import, select the action **Import Files** in the ribbon.



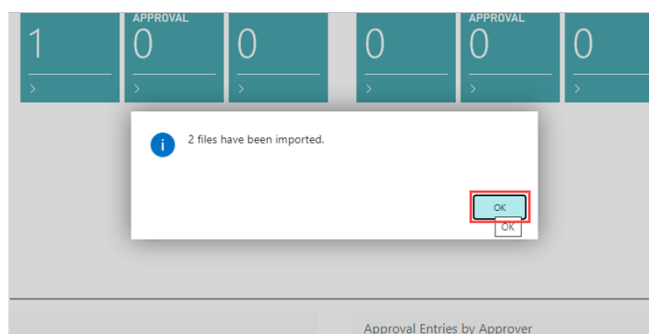
Select **Back** to return to the role center.



Another way of importing all the finished documents is to select the Import Files action in the role center.



When the import completes, confirm by selecting **OK**.



The tile Ready to Import now shows zero, all the documents at imported at ready to register.

