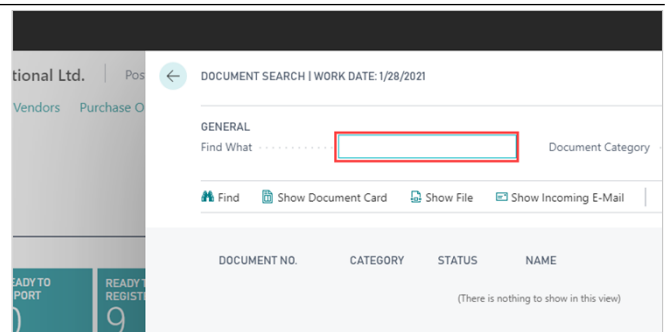


You can perform free search texts on all imported documents. All the information in the PDFs is stored in Document Capture when you import the OCR processed documents. Document Capture searches through all the text parts contained in documents when you perform a document search. You can view the document with the function "Show Document" and the PDF file with "Show PDF File".

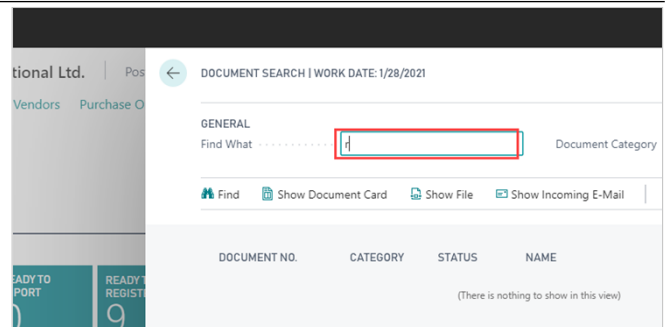
Select "**New Document Search**" in the role center to open the Document Search page.



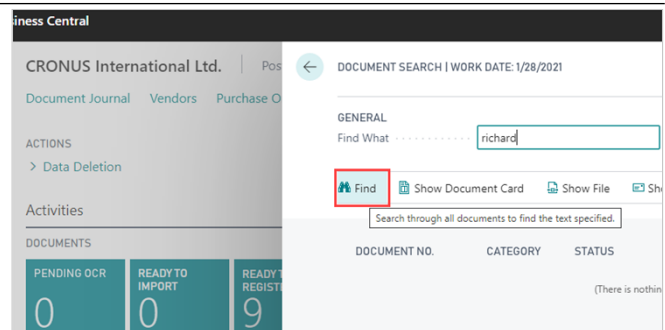
Type the text you like to search for in the field "**Find What**".



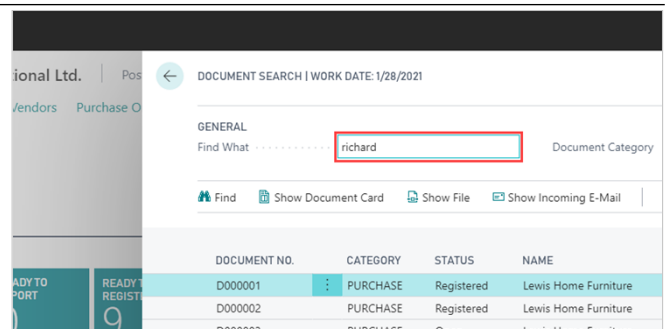
Let's see what happens if we search for the name "**richard**".



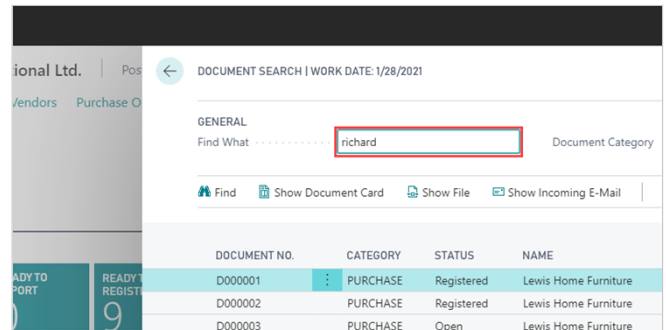
Select the action "**Find**" in the ribbon to start the search.



You can refine your search criteria by adding further text in the "**Find What**" field.



Let's add the word "deerfield".



DOCUMENT SEARCH | WORK DATE: 1/28/2021

GENERAL

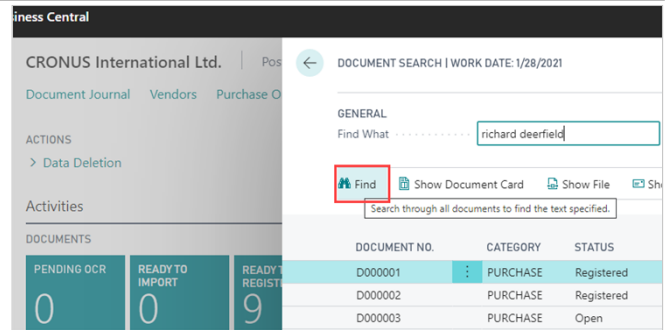
Find What ..... richard

Document Category

Find Show Document Card Show File Show Incoming E-Mail

DOCUMENT NO.	CATEGORY	STATUS	NAME
D000001	PURCHASE	Registered	Lewis Home Furniture
D000002	PURCHASE	Registered	Lewis Home Furniture
D000003	PURCHASE	Open	Lewis Home Furniture

Select the action "Find" in the ribbon to search again.



DOCUMENT SEARCH | WORK DATE: 1/28/2021

GENERAL

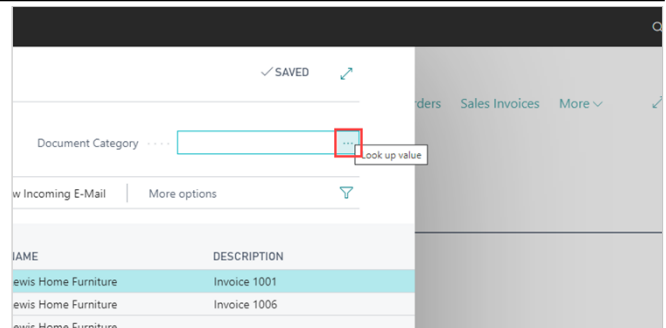
Find What ..... richard deerfield

Find Show Document Card Show File Show Incoming E-Mail

Search through all documents to find the text specified.

DOCUMENT NO.	CATEGORY	STATUS
D000001	PURCHASE	Registered
D000002	PURCHASE	Registered
D000003	PURCHASE	Open

To explicate the search only to look for a document in a specific category, select the category code in the field "Document Category".

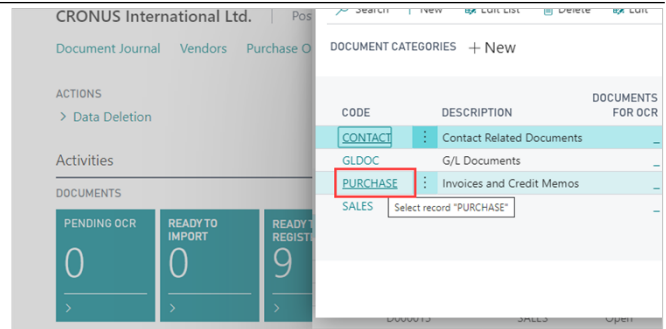


Document Category ... Look up value

Document Category

NAME	DESCRIPTION
Lewis Home Furniture	Invoice 1001
Lewis Home Furniture	Invoice 1006
Lewis Home Furniture	

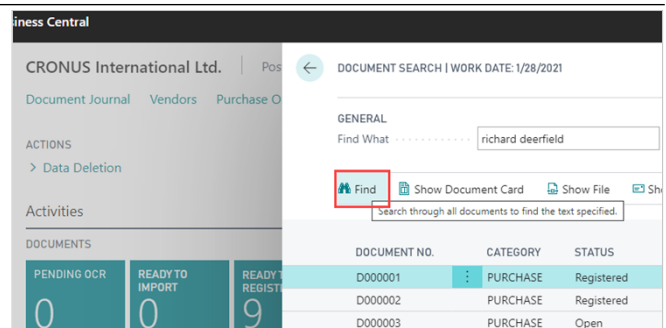
Choose the "Code" you like to search in. Let's take the "PURCHASE" category.



DOCUMENT CATEGORIES + New

CODE	DESCRIPTION	DOCUMENTS FOR OCR
CONTACT	Contact Related Documents	
GLDOC	G/L Documents	
PURCHASE	Invoices and Credit Memos	
SALES	Select record "PURCHASE"	

Select the action "Find" in the ribbon to search again.



DOCUMENT SEARCH | WORK DATE: 1/28/2021

GENERAL

Find What ..... richard deerfield

Find Show Document Card Show File Show Incoming E-Mail

Search through all documents to find the text specified.

DOCUMENT NO.	CATEGORY	STATUS
D000001	PURCHASE	Registered
D000002	PURCHASE	Registered
D000003	PURCHASE	Open

When selecting one of the documents in the list of results, you can view the details for this document, such as the Document Card, the PDF file, or the e-mail.

Find Show Document Card Show File Show Incoming E-Mail More options				
DOCUMENT NO.	CATEGORY	STATUS	NAME	DESCRIPTION
D000001	PURCHASE	Registered	Lewis Home Furniture	Invoice 1001
D000002	PURCHASE	Registered	Lewis Home Furniture	Invoice 1006
D000003	PURCHASE	Open	Lewis Home Furniture	
D000010	PURCHASE	Rejected	London Postmaster	

To see how the recognition was conducted, select the **"Show Document Card"** action.

DOCUMENT SEARCH   WORK DATE: 1/28/2021				
GENERAL				
Find What ..... richard deerfield				
Find Show Document Card Show File Show Incoming E-Mail More options				
View or edit the selected document.				
DOCUMENT NO.	CATEGORY	STATUS	NAME	DESCRIPTION
D000001	PURCHASE	Registered	Lewis Home Furniture	Invoice 1001
D000002	PURCHASE	Registered	Lewis Home Furniture	Invoice 1006
D000003	PURCHASE	Open	Lewis Home Furniture	

To open the PDF, select the **"Show File"** action.

DOCUMENT SEARCH   WORK DATE: 1/28/2021				
GENERAL				
Find What ..... richard deerfield				
Document Category ..... PURCHASE				
Find Show Document Card Show File Show Incoming E-Mail More options				
Open the file in the default program associated with the file type.				
DOCUMENT NO.	CATEGORY	STATUS	NAME	DESCRIPTION
D000001	PURCHASE	Registered	Lewis Home Furniture	Invoice 1001
D000002	PURCHASE	Registered	Lewis Home Furniture	Invoice 1006
D000003	PURCHASE	Open	Lewis Home Furniture	

If you like to view the e-mail that delivered the PDF, you can do that by selecting the action **"Show Incoming E-Mail"**.

DOCUMENT SEARCH   WORK DATE: 1/28/2021				
GENERAL				
Find What ..... richard deerfield				
Document Category ..... PURCHASE				
Find Show Document Card Show File Show Incoming E-Mail More options				
Open the incoming e-mail that was received and contained the document.				
DOCUMENT NO.	CATEGORY	STATUS	NAME	DESCRIPTION
D000001	PURCHASE	Registered	Lewis Home Furniture	Invoice 1001
D000002	PURCHASE	Registered	Lewis Home Furniture	Invoice 1006
D000003	PURCHASE	Open	Lewis Home Furniture	

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

65 Business Central				
CRONUS International Ltd.   Pos				
Document Journal Vendors Purchase Order				
ACTIONS				
> Data Deletion				
Activities				
DOCUMENTS				
PENDING OCR	READY TO IMPORT	READY TO REGISTER		
0	0	9		
DOCUMENT NO.	CATEGORY	STATUS	NAME	DESCRIPTION
D000001	PURCHASE	Registered	Lewis Home Furniture	Invoice 1001
D000002	PURCHASE	Registered	Lewis Home Furniture	Invoice 1006
D000003	PURCHASE	Open	Lewis Home Furniture	