1



Installing the Document Capture App in Business Central 365 Cloud is simple and easy.

| Start by selecting " Setup & Extensions " at the top of the role center. If you don't have the menu item "Setup & Extensions" available, you can search for "Extensions" using the magnifier in the top right corner. | anagement Sales Purchasi Chart of Accounts tem was Chair, green | - - | Intelligent Cloud Insights ∨ ACTIONS + Sales Quote + Purchase Quote > New + Sales Order + Purchase Order > Payme + Sales Invoice + Purchase Invoice > Repor |
|--|--|---|---|
| Select "Extensions". | CRONUS UK Ltd. Finance Assisted Setup Manual Setup S INSIGHT FROM LAST WEEK The best-sel SYDNEY Swith with 8 units | ling item ivel Chair, | was |
| Followed by " Manage ". | CRONUS UK Ltd. Finance Extensions: All ~ \mathcal{P} Search Description | Manage V Page V Name † | More options |
| | Microsoft | Applicatio Base App Business Business Dynamics Envestnet | |
| In the drop-down list, please select "Extension Marketplace " to open the list of available apps for Business Central. | CRONUS UK Ltd. Finance Extensions: All ~ / Search Description Microsoft Microsoft Microsoft Microsoft Microsoft | Cash Management Manage Page Itxtension Marketplace | |
| Place the cursor in the " Search Microsoft AppSource " box at the top of the page. | Microsoft Apps Consulting Services Products Web Apps Tri Add-Ins Dynamics 365 > | L | earch Microsoft AppSource |
| | Business Central Customer Service Field Service Finds Service Finderse & Operations Project Service Automation Sales Microsoft 365 Rower BI apps Prover BI visuals | Connect your financials, sal | 665 Business Central es service, and operations with an all-in-one business ma kend the application to meet your business or industry-sg ess Central > |

Installation on Business Central Cloud: Install the Document Capture App

2



| Enter "continia " to start searching for the Continia Software apps. | Apps Consulting Services | d |
|---|---|--|
| | Products Web Apps Add-Ins Dynamics 365 > Business Central Customer Service Finance & Operations Project Service Automation Sales Microsoft 365 Power BI apps Power BI apps | Trials Pricing Model Ratings All All All Dynamics 365 Business Central Connect your financials, sales, service, and operations with an all-in-one business m solution. Easily tailor and extend the application to meet your business or industry-s Get Dynamics 365 Business Central > |
| Select the magnifier-button or press "Enter" to view the list of Continia Software Apps. | Search a Apps Dynamics C C connect your financials olution. Easily tailor an iet. Dynamics 365 Bu | all apps for continia all consulting services for continia Search suggestions ontinia Document Capture 365 grammics 365 Business Central ontinia Dayment Management 365 (DK) grammics 365 Business Central ontinia Spense Management 365 grammics 365 Business Central |
| Select "Continia Document Capture 365". | Products Web Apps Add-Ins Dynamics 365 5 Sustainers Central Customer Service Field Service Field Service Field Service Sales Microsoft 365 Power Bl apps Power Bl visuals Dynamics NAV Power Apps | Trials Pricing Model Ratings All All All Runners Central Dynamics 365 X Add-ins X continia X App results (5) View consulting services (4) Continia Expense Management 365 Preside Software An end-to-end solution for An end-to-end solution for An end-to-end solution for Continia Expense Management 165 Preside Software The easiest way to register The easiest way to register Continia Paym Continia Software The easiest way to register |
| Select "Free trial". | Apps > Continia Document | Continia Document Capture 365 Continia Software ***** S0 (6) Previse Overview Reviews An end-to-end solution for document recognition, invoice approval and digital archiving documents Are you tired of typing invoices and other documents manually? Would you like to win back control on invoice approval and let anyone approve from anywhere? Automate every step of your daily invoice processing – from receiving and registering |
| To install the app, you must accept the terms and conditions. | to-end solution ital archiving dc ed of typing invoices invoice approval an to the the support far the box support far the box support far the box support far the box support far documents are proor | More thing Continia Document Capture 365 By Continia Software requires some basic profile information. You have provided the information you're good to god Edit explores the god Edit explores the god Edit explores the god Edit explores the god Edit explore the provider's terms of use and privey poly ond understand that the rights the trib product do not come from Microsoft, unless Microsoft is the provider. Use polycore is governed by separate terms and privey. priore is a Annette Hill (AH@mikke01conmicrosoft.com). |

Installation on Business Central Cloud: Install the Document Capture App

3



One more thing ... red of typing invoice i invoice approval an Select "Continue" when you are ready to start the Continia Document Capture 365 installation. **o** every step of your da By Continia Software s, to retrieving them content and sends do with minimal user in This app requires some basic profile information. You have provided the information already so you're good to go! Edit I give Microsoft permission to use or share my account information so that the provider or Microsoft can contact me regarding this product and related products. I agree to the provider's terms of use and provey cpicly and understand that the rights to use this product do not come from Microsoft unless Microsoft is the provider. Use of AppSource is governed by separate terms and provacy. n supports a wide r the box support for communicate effect documents are pro et of registration, ap You're signed in as Annette Hill (AH@mikkel01.onmicrosoft.com). ents to p invoices and other Inforce and outer of learnal or by using thi on to access the appl he digital archive, so you always have the right insights and information when you Choose in which environment you like to install the app. In this scenario, the app is installed in a sandbox × Dynamics 365 Business Central environment called "CONTINIA". When you install Document Capture in a production We see that you have both a production and sandbox environment available. Select the environment to which you want the application environment, you are granted a 30 days free trial. installed. When the 30 days expire, you can continue working CONTINIA
 O PRODUCTION by activating the solution, which will then start the O SANDBOX billing period. Select "Install" when you are ready to proceed. × Dynamics 365 Business Central We see that you have both a production and sandbox environment available. Select the environment to which you want the application installed. CONTINIA O PRODUCTION O SANDBOX When installing Document Capture, you can choose EXTENSION INSTALLATION 7 \times the application language you like. Choose Language English (United States) Language English To view the list of available languages, select "Open EXTENSION INSTALLATION 2 \times assist edit". Choose Language English (United States) Language en assist edit



| Choose the desired language. | Chinese (Traditional, Taiwan) Croatian (Croatia) Czech (Zech Republic) Danish (Denmark) Dutch (Belgium) Dutch (Rethrands) English (Australia) English (Canada) English (Conada) English (United Kingdom) Estonian (Estonia) Select record "English (United States)" Vitzerland) vitzerland) vitzerland) vitzerland) vitzerland) vitzerland) vitzerland) vitzerland) vitzerland) Japan)< |
|---|---|
| Now it is time to start the actual installation of the app. | OK Cancel |
| Select "Install" to proceed. | Install |
| The installation is now running. Select "OK " to close the page. | We are installing the extension. You can view the progress on the Status page. OK |
| To view the progress of the installation, select " Setup & Extensions " at the top of the page. | Cash Management > Sales > Purchasing > Setup & Extensions > Intelligent Cloud Insights > Overview and change system and application setting ACTIONS + Sales Quote + Purchase Quote + Sales Order + Purchase Order + Sales Invoice + Purchase Invoice |



| Select "Extensions". | CRONUS UK Ltd. Finance Assisted Setup Manual Setup So X Continia Document Capture has been HEADLINE HI, Annette H | ervice Connections Exter | |
|---|---|---|---|
| | •0000 | | |
| Followed by " Manage ". | CRONUS UK Ltd. Finance Extensions: All V / Search Description | Manage V Page V Name 1 | More options |
| | Microsoft Microsoft | Applicatio | |
| | Microsoft Microsoft Microsoft | | ication Ientral Cloud Migration - Previous Relea |
| | Continia Software Continia Software Misrocoft | Continia C Continia D | - |
| Select " Deployment Status " to view how the installation is proceeding. | CRONUS UK Ltd. Finance | | |
| | Description | Extension Marketplace Upload Extension | |
| | Microsoft Microsoft Microsoft | Deployment Status | ng 365 Fundamentals pload process for extensions. |
| | Microsoft Microsoft | Configure | entral Cloud Migration - Previous Relea entral Intelligent Cloud |
| | Continia Software Continia Software | 1 Learn More | ore ocument Capture 365 |
| In the column " Status " the progress is displayed. When the status reads " Completed ", the Document Capture 365 installation is finished. | EXTENSION DEPLOYMENT STATU O Search Page | | PD Intelligence Planet |
| | Name Continia Document Capture 365 | Publisher Continia Software | Operation Type Status Schedule Install Completed |
| | | | Completed |
| Select "Back" to return to the application list. | | S WORK DATE: 4/6/2020 | |
| | Back Search Page | | Operation |
| | Name Continia Document Capture 365 | Publisher Continia Software | Type Status Schedule Install Completed |
| | | | |

Installation on Business Central Cloud: Install the Document Capture App



Select the company name in the top left corner to return to the Role Center.

6

| Description Name 1 Microsoft AMC Banking 365 Fundamentals Microsoft Application Microsoft Base Application Microsoft Base Application Microsoft Business Central Cloud Migration - Previous Relea Microsoft Business Central Intelligent Cloud Continia Software Continia Core Continia Software Continia Document Capture 365 Xinnee® Continia Document Courd CRONUS UK Ltd. Finance Finance Cash Management Sales Purchasing Setup & Exter Customers Vendors | CRONUS UK Ltd. | |
|---|---|---|
| Microsoft : AMC Banking 365 Fundamentals Microsoft Application Microsoft Base Application Microsoft Business Central Cloud Migration - Previous Relea Microsoft Business Central Intelligent Cloud Continia Software Continia Core Continia Software Continia Document Capture 365 Microsoft Einance CRONUS UK Ltd. Finance Finance Cash Management Sales Purchasing Setup & Exter Customers Customers Vendors Xiconomet Continia Document Capture has been installed. Would you like to activate it? Activate now Remind me in 1 day Description HEADLINE Hi, Annette Hill! | | |
| Microsoft Application Microsoft Base Application Microsoft Business Central Cloud Migration - Previous Relea Microsoft Business Central Intelligent Cloud Continia Software Continia Document Capture 365 Microsoft Descenies CB Intelligent Cloud CRONUS UK Ltd. Finance Cash Management Sales Customers Vendors Items Bank Accounts Chart of Accounts X Continia Document Capture has been installed. Would you like to activate it? Activate now Remind me in 1 day D HEADLINE Hi, Annette Hill! Hill | Description | Name î |
| Microsoft Base Application Microsoft Business Central Cloud Migration - Previous Relea Microsoft Business Central Intelligent Cloud Continia Software Continia Core Continia Software Continia Document Capture 365 Microsoft Dissocial CB Intelligent Cloud CRONUS UK Ltd. Finance Cash Management Sales Purchasing Setup & Exter Customers Vendors Items Bank Accounts Chart of Accounts X Continia Document Capture has been installed. Would you like to activate it? Activate now Remind me in 1 day D HEADLINE Hi, Annette Hill! Annette Hill! Items | Microsoft | AMC Banking 365 Fundamentals |
| Microsoft Business Central Cloud Migration - Previous Relea Microsoft Business Central Intelligent Cloud Continia Software Continia Core Continia Software Continia Document Capture 365 Microsoft Dissociate CP Intelligent Cloud CRONUS UK Ltd. Finance Cash Management Sales Ventoriation Purchasing Customers Ventoriation Chart of Accounts X Continia Document Capture has been installed. Would you like to activate it? Activate now Remind me in 1 day I HEADLINE Hi, Annette Hill! | Microsoft | Application |
| Microsoft Business Central Intelligent Cloud Continia Software Continia Core Continia Software Continia Document Capture 365 Microsoft Demonster CB Intelligent Cloud CRONUS UK Ltd. Finance Cash Management Sales Purchasing Setup & Exter Customers Vendors Items Bank Accounts Chart of Accounts Continia Document Capture has been installed. Would you like to activate it? Activate now Remind me in 1 day I HEADLINE Hi, Annette Hill! | Microsoft | Base Application |
| Continia Software Continia Document Capture 365 Continia Document Capture has been installed. Would you like to activate it? Activate now Remind me in 1 day I HEADLINE Hi, Annette Hill! | Microsoft | Business Central Cloud Migration - Previous Relea |
| Continia Software Continia Software Continia Software Continia Software Continia Software Continia Software Continia Document Capture 365 Continia Document Capture Ass Bank Accounts Continia Document Capture has been installed. Would you like to activate it? Activate now Remind me in 1 day I HEADLINE Hi, Annette Hill! | Microsoft | Business Central Intelligent Cloud |
| Mission Disposition Clinical CRONUS UK Ltd. Finance Cash Management Sales Purchasing Setup & Exter Customers Vendors Items Bank Accounts Chart of Accounts X Continia Document Capture has been installed. Would you like to activate it? Activate now Remind me in 1 day I HEADLINE Hi, Annette Hill! | Continia Software | Continia Core |
| CRONUS UK Ltd. Finance Cash Management Sales Purchasing Setup & Exter Customers Vendors Items Bank Accounts Chart of Accounts X Continuia Document Capture has been installed. Would you like to activate it? Activate now Remind me in 1 day I HEADLINE Hi, Annette Hill! | Continia Software | Continia Document Capture 365 |
| Customers Vendors Items Bank Accounts Chart of Accounts Continia Document Capture has been installed. Would you like to activate it? Activate now [Remind me in 1 day] I HEADLINE Hi, Annette Hill! | Missocoft | Dunamics CD Intelligent Cloud |
| , , | Customers Vendo × <mark>Continia Docume</mark> | rrs Items Bank Accounts Chart of Accounts |
| • • • • • • | Hi, Anr | nette Hill! |
| | , / | |

At the top of the page, a message informs you that Continia Document Capture is installed. When you are ready, you can proceed with the activation and configuration of the application.