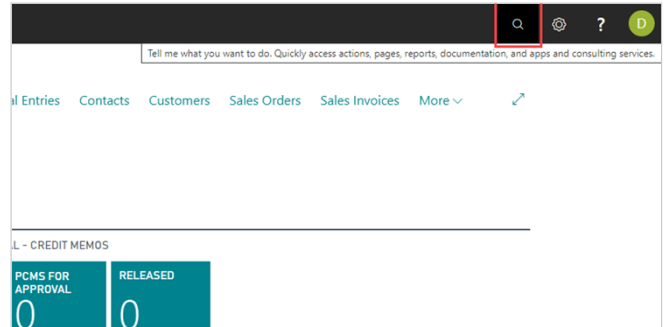
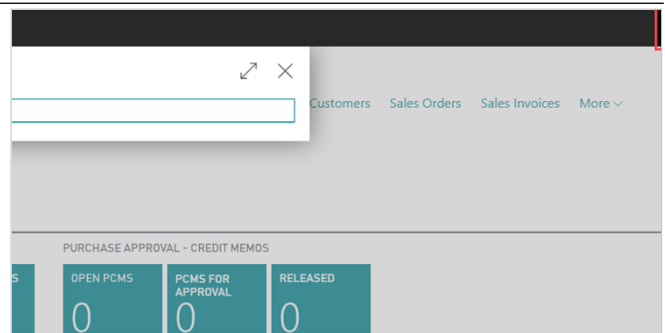


The configuration of Continia Document Capture includes settings regarding the document storage. Let's walk through the Document Capture Setup page and have the settings that concern the file storage explained.

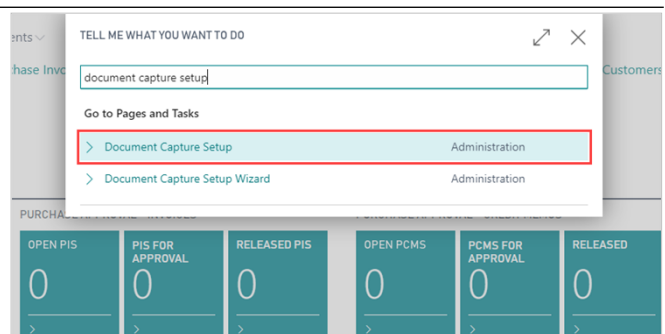
Select the **"magnifier"** to find the Document Capture Setup.



Enter the text: **"document capture setup"** to start searching.



Select **"Document Capture Setup"**.

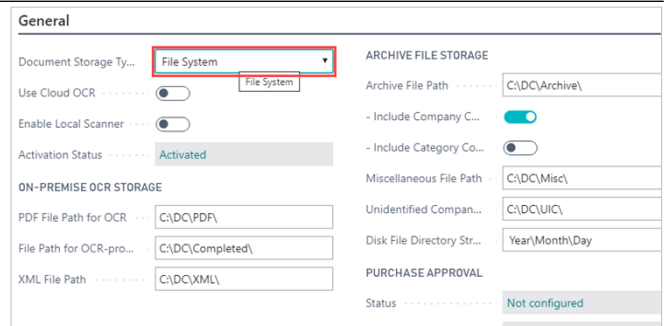


The first setting, **"Document Storage Type"**, is about where to store all documents that are entering Document Capture. You can choose between the following options: File System or Database.

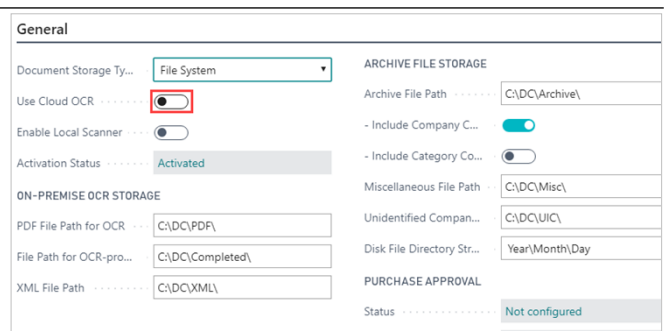
Choose **"File System"** if you want Document Capture to store all document files in the file system folders specified below.

Choosing **"Database"** will make Document Capture store all document files in the Business Central database directly.

When changing the **"Document Storage Type"** after documents are imported, the existing files are automatically moved to the new storage location.



Enable the setting **"Use Cloud OCR"**, if you will be using Cloud OCR instead of On-Premises OCR. With the **"Use Cloud OCR"** enabled the section below, **"On-Premises OCR Storage"** is hidden, as these settings are only available when using an On-Premises installed OCR service.



Set the "Enable Local Scanner" to yes, if you will be using a local scanner connected directly to the user's computer.

The screenshot shows the 'General' settings page. The 'Enable Local Scanner' toggle is turned on and highlighted with a red box. Other settings include 'Document Storage Type' set to 'File System', 'Use Cloud OCR' turned off, and 'Activation Status' set to 'Activated'. The 'ON-PREMISE OCR STORAGE' section shows paths for PDF, OCR-processed files, and XML.

When disabling the above "Use Cloud OCR" switch, the section "On-Premises OCR Storage" configuration is made available. These settings only need to be filled in when using an On-Premises installed OCR service.

The "PDF File Path for OCR" is the directory path where Document Capture places PDF documents waiting for OCR processing.

Document Capture only uses the directory path for documents downloaded from a connection endpoint. For test purposes, you can place PDF files directly in the directory path to have the OCR service process them.

Please notice, that the file path must be identical with the configured OCR file path in the ABBYY OCR Service setting, which is configured when installing the On-premises OCR service.

The screenshot shows the 'General' settings page. The 'PDF File Path for OCR' text box contains 'C:\DC\PDF\' and is highlighted with a red box. The 'Enable Local Scanner' toggle is now turned off.

The "File Path for OCR-processed files" is the directory path where Document Capture places OCR-processed documents. This directory path contains all the PDF files that have been OCR processed and are ready for import.

Please notice, that the file path must be identical with the configured OCR-processed file path in the ABBYY OCR Service setting, which is configured when installing the On-Premises OCR service.

The screenshot shows the 'General' settings page. The 'File Path for OCR-processed files' text box contains 'C:\DC\Completed\' and is highlighted with a red box.

The "XML File Path" is the location where incoming XML documents are placed.

The screenshot shows the 'General' settings page. The 'XML File Path' text box contains 'C:\DC\XML\' and is highlighted with a red box.

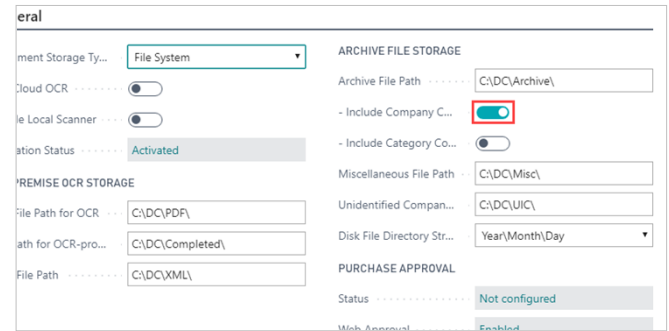
The "Archive File Storage" section includes settings for how to and where to store the imported documents. Please note, that if the above option "Document Storage" is set to "Database", the section "Archive File Storage" configuration is hidden.

The "Archive File Path" is the directory path where Document Capture archives all files, that have been OCR-processed and imported.

The screenshot shows the 'General' settings page. The 'Archive File Path' text box contains 'C:\DC\Archive\' and is highlighted with a red box. The 'PURCHASE APPROVAL' status is now 'Enabled'.

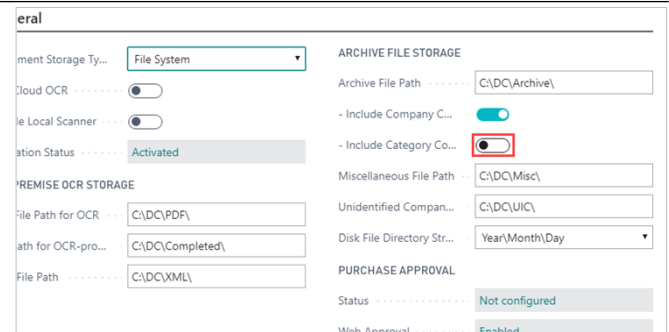
"Include Company Code" separates the company directories from each other in the Archive File Path. Enable this parameter if you are using the same Archive File Paths for multiple companies in Business Central.

When changing the "Include Company Code" after documents are imported, the existing files are automatically rearranged to fit the new folder structure.

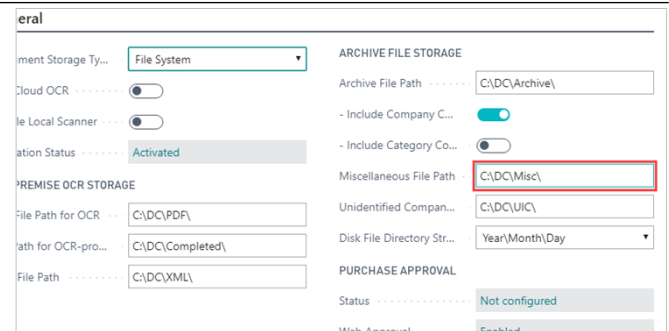


"Include Category Code" separates the company directories from each other in the Archive File Path. If a document is moved to another category after being imported, files are automatically moved to the new directory.

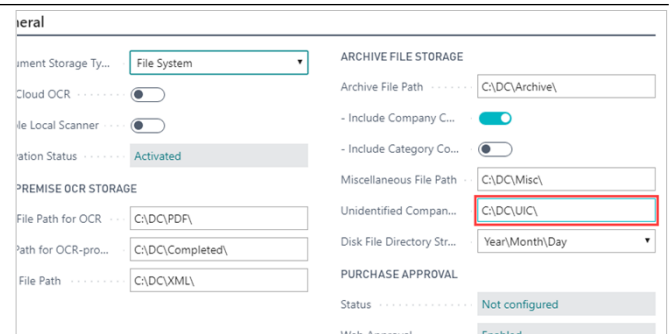
When changing the "Include Category Code" after documents are imported, the existing files are automatically rearranged to fit the new folder structure.



Files entering Document Capture via the Drag and Drop functionality, are stored in the **"Miscellaneous File Path"** directory path.



The **"Unidentified Company File Path"** is the directory where Document Capture archives all files that could be associated with a specific company.



When importing the documents, the **"Disk File Directory Structure"** setting applies a predefined subfolder structure for storing the archived files. You can choose the following options: "One Directory". Document Capture stores all document files of a document category of a company in a single directory. "Year\Month". Document Capture creates directories and stores document files according to year and month determined by the date when the document is imported. "Year\Month\Day". Document Capture creates directories and stores document files according to year, month and day determined by the date when the document is imported.

Changing this setting, Document Capture moves the existing files to the new structure chosen.

