

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.	Tell me what you want to do. Quickly access a	C S C C C C C C C C C C C C C C C C C C
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The first setting, "Document Storage Type", is about	General	
where to store all documents that are entering	Document Storage Ty	ARCHIVE FILE STORAGE
Document Capture. You can choose between the	Use Cloud OCR	Archive File Path · · · · · · C:\DC\Archive\
following options: File System or Database.	Enable Local Scanner · · · · ·	- Include Company C
Choose "File System" if you want Document Capture to store all document files in the file system folders	Activation Status · · · · · · Activated	- Include Category Co · • • • • • • • • • • • • • • • • •
specified below.	ON-PREMISE OCR STORAGE PDF File Path for OCR C:\DC\PDF\	Unidentified Compan C:\DC\UIC\
Choosing "Database" will make Document Capture	File Path for OCR-pro C:\DC\Completed\	Disk File Directory Str Year\Month\Day
store all document files in the Business Central	XML File Path	PURCHASE APPROVAL
database directly. When changing the "Document Storage Type" after		Status ····· Not configured
documents are imported, the existing files are		
automatically moved to the new storage location.		
Enable the setting "Use Cloud OCR", if you will be	General	
using Cloud OCR instead of On-Premises OCR. With the " Use Cloud OCR " enabled the section	Document Storage Ty File System	ARCHIVE FILE STORAGE
below, "On-Premises OCR Storage" is hidden, as	Use Cloud OCR	- Include Company C
these settings are only available when using an On-	Enable Local Scanner · · · · · · · · · · · · · · · · · · Activated	- Include Category Co
Premises installed OCR service.	ON-PREMISE OCR STORAGE	Miscellaneous File Path C:\DC\Misc\
	PDF File Path for OCR ···· C:\DC\PDF\	Unidentified Compan C:\DC\UIC\
	File Path for OCR-pro	Disk File Directory Str Year\Month\Day

C:\DC\XML\

XML File Path

PURCHASE APPROVAL

Status ····· Not configured



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

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

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

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

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

service.

them.

ready for import.

waiting for OCR processing.

Document Storage Ty File System	ARCHIVE FILE STORAGE
Use Cloud OCR	Archive File Path C:\DC\Archive\
Enable Local Scanner	- Include Company C
Activation Status	- Include Category Co 🔹 🔘
ON-PREMISE OCR STORAGE	Miscellaneous File Path · C:\DC\Archive\
PDF File Path for OCR · · · C:\DC\PDF\	Unidentified Compan C:\DC\UIC\
File Path for OCR-pro C:\DC\Completed\	Disk File Directory Str Year\Month\Day
XML File Path C:\DC\XML\	PURCHASE APPROVAL
	Status ····· Enabled for Invoices and Credi
General	
Document Storage Ty File System	ARCHIVE FILE STORAGE
Use Cloud OCR	Archive File Path C:\DC\Archive\
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ON-PREMISE OCR STORAGE	Miscellaneous File Path ··· C:\DC\Misc\
PDF File Path for OCR C:\DC\PDF\	Unidentified Compan C:\DC\UIC\
File Path for OCR-pro C:\DC\Completed\	Disk File Directory Str Year\Month\Day
	PURCHASE APPROVAL
XML File Path C:\DC\XML\	
XML File Path C:\DC\XML\	Status ····· Not configured

the On-premises OCR service. The "File Path for OCR-processed files" is the General directory path where Document Capture places OCR-ARCHIVE FILE STORAGE Document Storage Ty... File System • processed documents. This directory path contains all Archive File Path C:\DC\Archive\ Use Cloud OCR the PDF files that have been OCR processed and are - Include Company C... Enable Local Scanner - Include Category Co... Activated Activation Status Please notice, that the file path must be identical with Miscellaneous File Path ... C:\DC\Misc\ ON-PREMISE OCR STORAGE the configured OCR-processed file path in the ABBYY Unidentified Compan... C:\DC\UIC\ PDF File Path for OCR C:\DC\PDF\ OCR Service setting, which is configured when Disk File Directory Str... Year\Month\Day File Path for OCR-pro... C:\DC\Completed installing the On-Premises OCR service. PURCHASE APPROVAL XML File Path C:\DC\XML\ Status Not configured The "XML File Path" is the location where incoming General XML documents are placed. ARCHIVE FILE STORAGE Document Storage Ty... File System ٠ Archive File Path C:\DC\Archive\ Use Cloud OCR · · · · · · · - Include Company C... Enable Local Scanner - Include Category Co... Activation Status Activated Miscellaneous File Path C:\DC\Misc\ ON-PREMISE OCR STORAGE Unidentified Compan... C:\DC\UIC\ PDF File Path for OCR C:\DC\PDF Disk File Directory Str... Year\Month\Day File Path for OCR-pro... C:\DC\Comp PURCHASE APPROVAL XML File Path C:\DC\XML\ Status Not configured The "Archive File Storage" section includes settings ieral for how to and where to store the imported ARCHIVE FILE STORAGE iment Storage Ty... File System C:\DC\Archive\ Archive File Path documents. Please note, that if the above option Cloud OCR ······ "Document Storage" is set to "Database", the section - Include Company C... le Local Scanner "Archive File Storage" configuration is hidden. - Include Category Co... ation Status \bigcirc Activated The "Archive File Path" is the directory path where Miscellaneous File Path ... C:\DC\Misc\ PREMISE OCR STORAGE Unidentified Compan... Document Capture archives all files, that have been C:\DC\UIC\ File Path for OCR C:\DC\PDF\ OCR-processed and imported. Disk File Directory Str... Year\Month\Day ath for OCR-pro... C:\DC\Completed PURCHASE APPROVAL File Path C:\DC\XML\ Status Not configured

General



"Include Company Code" separates the company	eral		
directories from each other in the Archive File Path. Enable this parameter if you are using the same		ARCHIVE FILE STORAGE	
	ment Storage Ty File System	Archive File Path	C:\DC\Archive\
Archive File Paths for multiple companies in Business		- Include Company C	
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When changing the "Include Company Code" after documents are imported, the existing files are automatically rearranged to fit the new folder structure.		Miscellaneous File Path	C:\DC\Misc\
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		Wob Approval	Enabled
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directories from each other in the Archive File Path.	ment Storage Ty File System	ARCHIVE FILE STORAGE	
If a document is moved to another category after		Archive File Path	C:\DC\Archive\
being imported, files are automatically moved to the	le Local Scanner	- Include Company C	
new directory.	ation Status ······ Activated	- Include Category Co	
When changing the "Include Category Code" after	REMISE OCR STORAGE	Miscellaneous File Path	C:\DC\Misc\
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Files entering Document Capture via the Drag and	eral		
Drop functionality, are stored in the "Miscellaneous	ment Storage Ty File System	ARCHIVE FILE STORAGE	
File Path" directory path.		Archive File Path	C:\DC\Archive\
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Changing this setting, Document Capture moves the existing files to the new structure chosen.

date when the document is imported.