

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
	al Entries Contacts Customers Sales Orders Sale	s Invoices More ∨ Z
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Enter the text: "document canture setup" to start		
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Select "Document Capture Setup".	ents V TELL ME WHAT YOU WANT TO DO	2 ×
	hase Invc document capture setup	Customers
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The first setting, " Document Storage Type ", is about where to store all documents that are entering	General	
Document Capture. You can choose between the	Document Storage Ty File System	Archive File Path
following options: File System or Database.	Enable Local Scanner · · · · · ·	- Include Company C
Choose "File System" if you want Document Capture	Activation Status · · · · · · Activated	- Include Category Co
to store all document files in the file system folders	ON-PREMISE OCR STORAGE	Miscellaneous File Path · · C:\DC\Misc\
specified below. Choosing "Database" will make Document Capture	PDF File Path for OCR ···· C:\DC\PDF\	Unidentified Compan C:\DC\UIC\
store all document files in the Business Central	File Path for OCR-pro C:\DC\Completed\	PURCHASE APPROVAL
database directly.	XML File Path C:\DC\XML\	Status ······ Not configured
When changing the "Document Storage Type" after		- WILA
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.	Document Storage Ty File System	ARCHIVE FILE STORAGE
With the "Use Cloud OCR" enabled the section	Use Cloud OCR	Archive File Path C:\DC\Archive\
below, "On-Premises OCR Storage" is hidden, as	Enable Local Scanner · · · ·	- Include Company C 🔹 🛑 🦲
these settings are only available when using an On-	Activation Status · · · · · Activated	- Include Category Co
	ON-PREMISE OCR STORAGE	
	PDF File Path for OCR ··· C:\DC\PDF\	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 Credit
General	
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 · · · · · · Activated	- Include Category Co
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
File Path for OCR-pro C:\DC\Completed\ XML File PathC:\DC\XML\	Disk File Directory Str Year\Month\Day PURCHASE APPROVAL
File Path for OCR-pro C\DC\Completed\ XML File Path C\DC\XML\	Disk File Directory Str Year\Month\Day PURCHASE APPROVAL 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 directories from each other in the Archive File Path	eral	
		ARCHIVE FILE STORAGE
Enable this parameter if you are using the same	Hie System	Archive File Path C:\DC\Archive\
Archive File Paths for multiple companies in Business		- Include Company C
Central	tice Chatra	- Include Category Co
When changing the "Include Company Code" after	Activated	Miscellaneous File Path C:\DC\Misc\
documents are imported the existing files are		Unidentified Compan C:\DC\UIC\
automatically rearranged to fit the new folder	He Path for OCR CLOC/PDF\	Disk File Directory Str Year\Month\Day
structure	ath for OCR-pro C:\DC\Completed\	PURCHASE APPROVAL
	File Path C:\UC\XML\	Status ····· Not configured
		Web Approval
"Include Category Code" separates the company	eral	
directories from each other in the Archive File Path.	ment Storage Ty	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		- Include Company C
new directory.	ation Status	- Include Category Co
When changing the "Include Category Code" after		Miscellaneous File Path C:\DC\Misc\
documents are imported, the existing files are		Unidentified Compan C:\DC\UIC\
automatically rearranged to fit the new folder	ath for OCR are CADO Completed	Disk File Directory Str Year\Month\Day
structure.		PURCHASE APPROVAL
		Status ····· Not configured
		Web Approval
Files entering Document Capture via the Drag and	eral	
Drop functionality, are stored in the " Miscellaneous	ment Storage Tv File System	ARCHIVE FILE STORAGE
File Path" directory path.		Archive File Path C:\DC\Archive\
· ···· • • • • • • • • • • • • • • • •	le Local Scanner	- Include Company C
	ation Status	- Include Category Co
	PREMISE OCR STORAGE	Miscellaneous File Path · · C:\DC\Misc\
		Unidentified Compan C:\DC\UIC\
	ath for OCR-pro	Disk File Directory Str Year\Month\Day
	File Path C:\DQ\XML\	PURCHASE APPROVAL
		Status Not configured
		Web Approval
The "Unidentified Company File Path" is the	ieral	
directory where Document Capture archives all files	Iment Storage Ty	ARCHIVE FILE STORAGE
that could be associated with a specific company.		Archive File Path C:\DC\Archive\
	le Local Scanner · · · · ·	- Include Company C 🔹 🛑
	ation Status · · · · · · Activated	- Include Category Co
	PREMISE OCR STORAGE	Miscellaneous File Path C:\DC\Misc\
	File Path for OCR C:\DC\PDF\	Unidentified Compan C:\DC\UIC\
	Path for OCR-pro C:\DC\Completed\	Disk File Directory Str Year\Month\Day
	File Path C:\DC\XML\	PURCHASE APPROVAL
		Status ····· Not configured
		Mah Anneaual Enabled
When importing the documents, the "Disk File	neral	
Directory Structure" setting applies a predefined	ument Storage Ty File System	ARCHIVE FILE STORAGE
subfolder structure for storing the archived files.	Cloud OCR · · · · · · ·	Archive File Path C:\DC\Archive\
You can choose the following options: "One	ile Local Scanner · · · · •	- Include Company C 🕐 💶 💽
Directory". Document Capture stores all document	ation Status Activated	- Include Category Co
files of a document category of a company in a single	PREMISE OCR STORAGE	Miscellaneous File Path · · C:\DC\Misc\
directory. "Year\Month". Document Capture creates	File Path for OCR C:\DC\PDF\	Unidentified Compan C:\DC\UIC\
directories and stores document files according to		
and other and other a document meet according to	Path for OCR-pro C:\DC\Completed\	Disk File Directory Str Year\Month\Day
year and month determined by the date when the	Path for OCR-pro C:\DC\Completed\ File Path C:\DC\XML\	Disk File Directory Str Year\Month\Day Y PURCHASE APPROVAL
year and month determined by the date when the document is imported. "Year\Month\Day". Document	Path for OCR-pro C:\DC\Completed\ File Path C:\DC\XML\	Disk File Directory Str Year\Month\Day PURCHASE APPROVAL Status Not configured
year and month determined by the date when the document is imported. "Year\Month\Day". Document Capture creates directories and stores document files	Path for OCR-pro CADC/Completed	Disk File Directory Str Year\Month\Day PURCHASE APPROVAL Status Mot configured Eachlog

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

date when the document is imported.