

Document Capture for Microsoft Dynamics NAV

Estimation and Implementation Checklist - Version 4.50

INTRODUCTION

The purpose of this document is to help consultants and developers who work with Continia Document Capture. The main objectives are to provide you with;

- List of important learning resources for Continia Document Capture
- Questions relevant to estimate an implementation
- Checklist when performing an implementation

GET TO KNOW DOCUMENT CAPTURE

Whether you are an experienced implementer or it is your first time with Continia Document Capture, there will always be useful resources to help you being even more successful. Below we have gathered a list of some of the most important resources for Continia Document Capture.

#	Resource	Description
1	Continia PartnerZone www.continia.com	The Continia PartnerZone is a dedicated section for partners on the Continia official website. Here you can easily find product brochures, pricelist, put in orders, access documentation and ask questions. If you do not already have an account yet we urge you to create one. There are no obligations and all that is required is that you are employed by a NAV partner.
2	Recorded videos and webinars http://www.continia.com/video-demos.aspx	From the Continia website you will find a range of recorded videos covering the Continia Document Capture functionality in details. Online webinars are carried out on a regular basis and the recorded versions can be watched from our website.
3	Online demo systems http://demoenv.continiaonline.com (login required)	These are preconfigured (remote desktop) systems, ready to use, with Continia Document Capture already set up. Systems are personal and no one else have access to the systems you create. They can easily be reset, so you can try out anything you want in the system, without worrying if you mess something up. You can simply click Reset when you are done, and everything will be back as you started. Demo data is already set up in the system, so they are ready to use to test things, or when you need to do a demo for a customer. And best of all, systems are provided completely for free. All you need is to create an account for the Continia PartnerZone.
4	Free test access to install local Get client credentials by sending an e-mail to gsm@continia.com	Another great way to learn and test Continia Document Capture is by installing it locally. From the Continia PartnerZone you can download product packages containing both OCR software and NAV objects to do a local installation. One big advantage of doing a local install is that you can test out your own documents, which is not possible with the Online demo systems. To get started, please remember to request Client Credentials, needed when you perform the installation.
5	Support desk and FAQ E-mail: cdc@continia.com Phone: (+45) 8230 5000 FAQ: https://continia.zendesk.com	We are always there to help you when you have a problem or a question. You can either submit a ticket for us or call us during business hours.
6	Software download	DK: http://www.continia.com/download-software.aspx Others http://www.continia.com/download-software-(1).aspx
7	One-to-one meeting with product specialist	When you are a new or experienced implementer of Continia Document Capture you may want a bit more guidance than watching recorded videos and webinars. We offer you the possibility to speak to one of our product specialists who can walk you through Continia Document Capture from start to end. You can also speak to a product specialist if you have a potential challenge with an implementation that you want to discuss. They are here to guide you on how to use Continia Document Capture, but not to fix a specific problem – that would be a case for our support desk.

QUESTIONS TO ESTIMATE AN IMPLEMENTATION

When implementing Continia Document Capture there are several factors to consider in order to scope and estimate the project correctly. It is important to make sure that the customer and implementer have the same expectations and goals before the implementation starts. Questions in this section should help to discuss and agree on a range of areas so the project can be estimated and planned as accurately as possible.

Typically, an implementation is estimate to 3 – 5 days for an average size company (e.g. 10 - 15.000 invoices per year, ~50 employees, ~30 approvers). However, for larger implementations where there are multiple companies, significantly higher number of users or invoices, highly customized systems or requirements for non-standard approval flows, the estimate should reflect this. Continia Document Capture can also be used for other document types than purchase invoices. For example, Sales Orders, Delivery Notes, Certificates, etc. When other document types are to be used, please take that into account when planning and estimating an implementation. You also need to consider how much training the customer will need and how self-sufficiency super users of Document Capture are in general.

#	Question	Answer	Comments
1	Which NAV version		Please note version for runtime, application (objects) and localization
2	How many databases and companies		Relevant to calculate the cost of license
3	On-Premise or Cloud OCR		On-Premise OCR typically requires a dedicate server and maintenance. Cloud OCR is hosted with Continia. On-Premise OCR give access to 10.000 page per month. Cloud OCR give access to 12.000 pages per year. Additional pages can be purchased at a low cost
4	How many invoices per year roughly		Relevant to know if it is 15.000 or 150.000. If it is a very high number the implementation may take longer to handle more variants. Otherwise not that relevant
5	Matching to purchase orders or not		Talk about line recognition. It is recommended to only do header recognition in phase 1 and schedule line recognition for phase 2
6	How many approvers will be using the system		Relevant to know if it is 30 or 300. If it is a very high number the implementation may take longer to handled more scenarios. Otherwise not that relevant
7	Is standard Continia Document Capture approval sufficient		Standard includes approval limit on each user, ability to create fixed approval flows for special cases, manual forwarding, 4-eyes approval configurable, account/dimension check possible
8	Will web approval be required?		If so, cost to implement should be added
9	Hosting web approval local or with Continia		Only relevant if web approval is going to be used
10	Recognize additional fields on documents?		Standard fields on invoices: Invoice No., Posting Date, Due Date, Purchaser, Currency, Order No., Job No., Job Task No., Amount Excl. VAT, VAT Amount, Amount Incl. VAT, Description, G/L Account
11	Will customer install client components on all clients		Not relevant for NAV 2017 and newer as components will be distributed automatically
12	Agree on training		Will training be performed on x-number of invoices from vendors and customer will continue on their own hand afterwards

PREPARING AN IMPLEMENTATION

When implementing Continia Document Capture there are several factors to consider in order to make the implementation as smooth as possible. Some of the preparations for an implementation can be carried out by the customer, or IT partner, and it is important to identify who does what.

GENERAL

Order the product		Important to get Client Credentials
Get Client Credentials (User ID and Password)		
Update and get new customer NAV license file from Microsoft Partner Source		Be sure that Continia Document Capture is added to the license

TECHNICAL

NAV Database and Companies		
Server name		
Database name		
Company names to implement		
Get user access		Be sure you have a SUPER-user in NAV that can create/import tables
Coordinate the upload of new NAV license file		Who does this
Verify that outgoing traffic is allowed in firewall		Port 443 needs to be open to activate from NST or client pc's

Store documents in File System or Database (blob)		
File System		
Server name		
Share name		
Configure folder permissions		For RTC/NST service tier account need read/write permissions. For classic NAV, users need read/write permissions. If this is not performed at this stage it will need to be done during implementation
Is sufficient space available?		Calculate roughly 300K per document

Database (blob)		
Is sufficient space available?		Calculate roughly 300K per document

Use **On-Premise OCR** or **Cloud OCR**

On-Premise OCR

Server name		
Share name		
Name of Document Capture service account to use		
PDF file location		Used to download PDF files from e-mail automatically. Default location is C:\DC\PDF
COMPLETED file location		Files are moved to this folder when the OCR service have processed them and they are ready to import. Default location is C:\DC\COMPLETED
ARCHIVE file location		Only relevant when Document Storage is File System. In that case this needs to point to the same folder
Configure folder permissions		<p><u>PDF file location</u></p> <ul style="list-style-type: none"> - Continia Document Capture Service account: read/write/delete - NAV NST/users: read <p><u>COMPLETED file location</u></p> <ul style="list-style-type: none"> - Continia Document Capture Service account: read/write/delete - NAV NST/users: read/write/delete <p><u>ARCHIVE file location</u></p> <ul style="list-style-type: none"> - Continia Document Capture Service account: none - NAV NST/users: read/write/delete <p>If this is not performed at this stage it will need to be done during implementation</p>
E-mail server		
E-mail port		Typically, port 143 or 993
E-mail addresses		For invoices and potential other categories. One e-mail address for each document category. Setting up Continia Document Capture for both test and live environment requires you to have e-mail addresses for each environment.
E-mail login name		One login per e-mail address
E-mail login password		

<i>Cloud OCR</i>		
Check if a local forwarding e-mail should be set up		Most customers want an e-mail address within their own domain, that vendors send to, and which forward e-mails to the Cloud OCR e-mail address
ARCHIVE file location		Only relevant when Document Storage is File System. In that case this needs to point to the same folder
Configure folder permissions		<u>ARCHIVE file location</u> - Continia Document Capture Service account: none - NAV NST/users: read/write/delete If this is not performed at this stage it will need to be done during implementation

Sending e-mails from NAV to approvers		
E-mail server		Must support SMTP
E-mail port		Typically, port 25
E-mail login name		
E-mail login password		
E-mail sender name and e-mail address		

Web Approval On-Premise or Hosted Web Approval		
<i>Web Approval On-Premise</i>		
Set up NAV WS		Please consult the Web Portal installation guide
Set up Web Approval web site		Please consult the Web Portal installation guide
<i>Hosted Web Approval</i>		
Set up NAV WS		Please consult the Web Portal installation guide
Open Firewall		You will need to allow the external Continia Web Approval website to connect to the Dynamics NAV Web services. This means that the Web Service URL set in Continia Online Setup in NAV will need to be set with an external IP or Domain Name address that can be commonly DNS resolved. Also, there should be allowed connection from continiaonline.com (23.102.56.117) to the server running the Dynamics NAV Service.

IMPLEMENTING CONTINIA DOCUMENT CAPTURE

When implementing Continia Document Capture there are several factors to consider in order to make the implementation as smooth as possible. Some of the preparations for an implementation can be carried out by the customer, or IT partner, and it is important to identify who does what, and know how you can prepare the customer for a successful implementation.

GENERAL

Get Client Credentials (User ID and Password)		
Download product pack from Continia		Download from Continia website (PartnerZone)
Merge objects in NAV		
Make sure NAV license file has been uploaded		Be sure that Continia Document Capture has been added to the license
Install Server and Client Components		Only for NAV 2016 and below. See document "Preparations before Dynamics NAV Setup"
Install On-Premise OCR if not using Cloud OCR		ABBYY FineReader and Document Capture Service. See document "Preparations before Dynamics NAV Setup"
Import NAV objects and compile all objects		
Import Configuration File in NAV		See document "Dynamics NAV Setup"
Perform basic OCR test		Send a document to the OCR e-mail address and check that it gets processed and can be imported to NAV
Create test users and assign limits and permissions		See document "Tables and Fields Documentation", section "Continia Users and Permissions"
Perform basic approval flow in NAV		
Perform basic approval flow in web site if relevant		

SUPER USER TRAINING AND SETUP

Send documents to invoice e-mail address		
Import and recognize documents with super user		You should focus on top 10 – 20 vendors.
Validate and adjust master template		Are any fields unnecessary and can be removed? Does any extra fields need to be recognized?
Validate approval settings		Check the user setups and check the general approval setup under the Document Capture Setup screen. See document "Tables and Fields Documentation", section "Document Capture Setup", "Continia Users and Permissions" and "Approval Flows"
Send invoices for approval and test the process		Check that the full approval process is accurate and that all functions works as expected; Approve, Reject, Put on Hold and Forward