d.velop inbound scan: Administrator

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1. d.velop inbound scan: Administrator

1.1. Basic information on the application

This chapter contains general product information and conventions regarding documentation.

1.1.1. About d.velop inbound scan

With d.velop inbound suite, you can edit your inbound invoices and documents in a uniform manner. d.velop inbound suite consists of different services and modules that interact. That means there are modules that accept different inbound formats and services that offer different editing options. Depending on which solutions or services you use to further process documents, the documents that are processed using d.velop inbound suite can be transferred to different target systems.

d.ecs inbound (on-premises) or the inbound app (hybrid, cloud) forms the core of d.velop inbound suite. The inbound app is used to edit the imported documents in a uniform manner. The following functions are available:

- Manually importing files from the file system
- Public interface for importing documents
- Combining several documents in one batch
- Recognizing barcodes and applying the values as document properties
- Simple and modern web interface for editing documents or batches
  - Displaying all the pages of documents
  - Rotating, moving, and deleting pages
  - Setting document separators
- Downloading documents as PDFs
- Connecting additional target systems for exports
- Public interface for exporting documents

1.2. Installation and uninstallation

This chapter contains information about installing d.velop inbound scan.

1.2.1. Installing d.velop inbound scan (cloud)

You want to install an app in your d.velop cloud tenant.

This is how it works

1. Click the **Subscribe App** feature on the start page of your d.velop cloud instance.
2. Select the app to be installed from the list.
3. Click on **Subscribe now**.
4. Follow the setup wizard.
5. Confirm the provision by **Subscribe for a fee**.

1.2.2. Uninstalling d.velop inbound scan (cloud)

You want to remove an app in your d.velop cloud tenant.

This is how it works

1. Click the **d.velop cloud management** feature on the start page of your d.velop cloud instance.
2. Select the organization with the tenant from which you want to remove the app.
3. Select the correct tenant and click on **Edit tenant**.
4. Find the app you want to remove and click on **Cancel app**.

5. Confirm to unsubscribe.

1.3. Configuring d.velop inbound scan

This chapter contains information about configuring d.velop inbound scan.

1.3.1. Scanner management

The option **Scan > Scanners** lets you set the visibility of and enable scanners. The scanners are ordered in a list. The selection **My scanners** includes the scanners that were connected by installing d.velop scanner connector and, where applicable, the preferred scanners. You can find any scanners that are not locally connected under **Other scanners**.

> **Note**
> Many functions are available only if you have the role of professional administrator. Additionally, scanners that have not been released are visible only for professional administrators.

Displaying other scanners

As a professional administrator, you can display the scanners that are connected to another computer under **Configuration** in the **Document management > Import** category by clicking **Managing scanners** under **Scan**.

This is how it works

1. Click on **Other scanners**.
2. Select the computer to which the desired scanner is connected.

Editing scanner names

As a professional administrator, you can configure your own names for scanners.

This is how it works

1. Search for the scanner whose name you would like to change.
2. Click the editing symbol.
3. Enter your desired name in the open text field.

Deleting a d.velop scanner connector entry

As a professional administrator, you can remove a d.velop scanner connector entry from the summary if d.velop scanner connector is no longer connected to any computers.

This is how it works

1. Click on the trash bin symbol for the entry you want to remove.
2. Confirm the security query.

The entry automatically reappears in the list as soon as you restart d.velop scanner connector on your computer.

Sharing scanners

As a professional administrator, you can share scanners in the network with other users. Shared scanners are visible for all users. You can add the scanners to the list of favorite scanners and use them, even if they are connected to another computer in the network.

You must share the specific model of a scanner before it can be used by other computers.

This is how it works

1. Search for the scanners you would like to share.
2. Click the symbol for sharing.

If the scanner model of this scanner is not available in the list of approved scanner models, you can have an appropriate entry for the scanner model added automatically. Click on **Add scanner model**.

1.3.2. Granting permissions

You can use the configuration to specify which user groups can see the tiles **Batch** and **Scan** on the start page.

You can find the settings under **Permissions** in the **Import** and **Scan** features.

You may assign one or several groups to every role. When you do so, every member of one or several assigned groups receives the rights of the respective role. The current selection is listed via corresponding entries in the summary. You can select the options **Everybody** and **Nobody,** which appear beside the groups provided by the d.ecs identity provider. Multiple selection with the options **Everybody** and **Nobody** is not possible.

You can also choose whether delegates are included in the visibility of batches. For performance reasons, delegates only take effect after a certain period of time.

This is how it works

1. Select the groups you want to assign to a certain role. You can use the search function to find the right group more quickly.
2. Save the changes.

There may be a delay of a few seconds before the saved setting is applied.

1.3.3. Configuring import profiles

You can configure profiles to control how batches are processed. You can find the list of predefined profiles and the configuration for your defined profiles under **Import > Import options > Import profiles**.

This is how it works

Click **Add** (the plus sign) to create a new profile or select an existing profile from the list to edit the profile.

The configuration for import profiles is divided into multiple tabs. You can configure the following settings on the respective tabs.

Description

Enter a name for the profile.

Allowed file types and file names / Not allowed file types and file names

1. Define whether files with certain names should be rejected during import, or whether only files with these names should be imported.
2. Enter regular expressions to evaluate the file names and file extensions.

E-Mails

1. You have the option of defining which parts are to be added to the batch when you import an e-mail. If you select the option **Import the e-mail body and the attachments**, you can have the body text placed in various locations:
   - **Place the e-mail body at the front outside the separators**: The body text is placed only once at the front of the batch.

- **Pleace the e-mail at the back outside the separators**: The body text is placed only once at the end of the batch.
- **Place the e-mail body at the front of each attachment within the separators:** The body text is placed at the front of every attachment.
- **Place the e-mail body at the back of each attachment within the separators:** The body text is placed at the end of every attachment.

2. You have the option of defining whether you want the e-mail to receive a default category during the import.

Category and properties

1. Define the category with which new documents are imported to a batch by default. You can access this option only if a default category for documents has been defined and the e-mail text body has not been discarded.
2. Under **Batch properties** and **Document properties**, enter a fixed value for the relevant property. You can define the properties for both documents and batches.

Pages and documents

1. Choose whether users can edit the contents of batches of this profile following import.
2. You also have the option of activating text recognition, creating searchable PDF files and advanced document analysis. If you activate **Create searchable PDF files**, a searchable PDF is also created if the imported file is not already a searchable PDF. This option may mean that the created file is larger than the imported PDF file.
3. You can also activate barcode recognition.
4. You can optionally enable and configure the separation of documents. You can set the separation using the following options: Imported files, number of pages, barcodes, regular expressions or artificial intelligence. If you set a barcode separation, you can also set the documents to be separated according to changing barcode values. Separation according to changing barcode values requires the use of regular expressions and disables the **Discard page with barcode** option.
5. You have the option of activating the property **Respect document signature**. This property prevents signed documents, and therefore, the signature, from being automatically split.
6. You can optionally activate **compression.** This option only affects the compression of PDF documents. Depending on the setting, you accept a loss of quality or illegibility, which is equivalent to a loss of data. The processing time can increase significantly. The effects are different for each document.

Target system

1. Configure the export settings, such as the automatic or manual export or the destination system information.
   You can edit any file format. The following functions are not available for formats that are not explicitly supported: Preview and automatic separation and identification of properties
   The following formats are fully supported: TIF, BMP, JPG, PDF, EML, MSG, DGIX, ZUGFeRD, XML (only xRechnung type CII and UBC), selected Office formats (e.g. DOCX, PPTX, XLSX)

   > **Warning**
   > Note the following use case when selecting **PDF file with source file in the attachment** as the file format for export: For technical reasons, several conversion steps are performed when processing protected PDF documents. Certain PDF information will be lost, such as searchability and tables of contents. The source file in the attachment is not affected.

2. For a manual export system, you can also configure the dialog for the export system to open directly.

3. Optionally activate **Add attachments to the PDF file** to add the attachments to the PDF file in addition to the source file. You can only activate the option if you have previously selected **PDF file with source file in the attachment** as the file format for export. The additional transfer of attachments is useful, for example, when exporting XRechnung invoices.

Permissions

1. Define which user groups the profile is allowed to use.
2. Define which users or user groups can access the batch.
3. Define which users or user groups should be informed in case of errors during the export.
4. Define which users or user groups are allowed to delete batches.

Save your changes.

1.3.4. Things you need to know about categories and properties

You can use d.velop inbound suite directly with d.velop documents or independently of other d.velop services. You can also connect other external systems. Depending on your selection, the following functions are available:

- Use of pre-defined, system-neutral standard categories and properties.
- Definition of custom categories and properties.

You can make your selection under **Batch** > **Categories and properties** and view the current list of categories and properties. These categories and properties allow you to classify documents and help to transfer properties to documents.

Properties for which automatic assignment has been configured are highlighted in the list.

The various properties are each mapped to one of the following data types:

- Text (alphanumeric)
- Numeric value (numeric)
- Date
- Date and time
- Currency

You can use mappings to assign d.velop inbound suite categories and properties to document management categories and properties. You use the source **d.ecs inbound** to do so.

Assigned categories and properties are automatically transferred to document management when you save.

The **DmsObjectId** and **DmsRepositoryId** properties are only filled if the batch was created beforehand using one of the two context actions **Open document in d.velop inbound** or **Scan to dossier**.

Properties whose values exceed 7000 characters are truncated to 7000 characters. This truncation takes place during both manual and automatic property assignment.

In certain constellations, the maximum length can be only 2000 characters. For more information, please contact your administrator.

You can process different invoice formats. They include:

- Paper invoices (scan)
- PDF invoices
- ZUGFeRD 1.0
- ZUGFeRD 2.1

- XRechnung (UBL and CII)

For all the formats listed above, you can save the invoices in their original format after processing them. A PDF version can also be made available.

Various properties of the invoice documents are read out during processing. The document is thereby enriched with meta information, which helps you better qualify it. Certain properties are read out directly from the electronic invoice formats. Optional services, such as d.velop document analysis, are used when PDF invoices or scanned paper invoices are involved. The properties from the document analysis are automatically mapped to the appropriate document properties. If necessary, you can adjust this mapping in the property list.

The following properties from format-free invoices* are saved using d.velop document analysis, if available:

Category / designation	Process property
Invoice data	
Invoice number	Invoice number
Invoice date	Invoice date
Gen. Date	Date
IBAN	IBAN
BIC	BIC
Invoice amounts	
Total amount (gross)	Gross amount
Gen. Amount of money	Payment amount

The following properties for electronic invoices** are saved, if available:

Category / designation	ID***	Process property
Invoice data		
Routing ID	BT-10	Routing ID
Invoice number	BT-1	Invoice number
Invoice date	BT-2	Invoice date
Due date	BT-9	Due date
Delivery date	BT-72	Delivery date
Currency	BT-5	Currency
Order number	BT-13	Order number
Document reference number	BT-16	Document number
Invoice recipient		
Company	BT-44	Customer - Name
Street	BT-50	Customer - Street
City	BT-52	Customer - City
ZIP code	BT-53	Customer - ZIP code
Name	BT-56	Contact name
E-mail	BT-58	E-mail address
Phone number	BT-57	Phone number
Invoicing party		
Company	BT-27	Supplier - Name
Identifier	BT-29	VendorNumber
VAT ID	BT-31	VAT ID
Tax number	BT-31	Tax number
Street	BT-35	Supplier - Street
City	BT-37	Supplier - City

Category / designation	ID***	Process property
ZIP code	BT-38	Supplier - ZIP code
Name	BT-41	Contact person name (external)
E-mail	BT-43	E-mail address (external)
Phone number	BT-42	Phone number (external)
Payment data		
IBAN	BT-84	IBAN
BIC	BT-86	BIC
Account holder	BT-85	Account holder
Payment terms	BT-20	Payment terms
Invoice amounts		
Total amount (gross)	BT-112	Gross amount
Net amount	BT-109	Net amount
Value added tax amount	BT-110	VAT amount
Amount already paid	BT-113	Amount paid
Amount due	BT-115	Amount due

Only the properties listed above can be made available. The current state of the software does not read additional metadata from invoices.

Format-free invoices are digitized paper invoices or invoices that were sent as PDF files and do not conform with electronic invoice formats.**Electronic invoices include the following standards: ZUGFeRD 1.0, ZUGFeRD 2.1, XRechnung (UBL and CII)*** ID of the information element (usage of the ID from an XRechnung)

1.3.5. Configuring categories

In addition to the predefined categories, you can create custom categories for mapping specific scenarios. You can only configure the categories you created yourself.

This is how it works

1. Go to **Configuration > Import > Import options > Categories and properties**.
2. Under **Available categories**, click **Add category** or select an existing custom category.
3. Enter a name for the category.
4. Translate the category name if required.
5. Save your changes.

You can delete categories that you no longer require using the trash bin icon.

1.3.6. Managing document analysis categories

You can assign a result from the document analysis to a category. If an appropriate category is identified during the analysis processes, this category is stored based on the assignment.

This is how it works

1. Go to **Configuration > Import > Import options > Categories and properties**.
2. Under **Available categories**, select the category which is to be assigned an analysis result.
3. Click **Document analysis**.
4. Select the process category that you want to assign to the category.
   If you want to delete an assignment that was configured previously, change the **Document analysis** assignment to **None**.
5. Click **Save**.

1.3.7. Configuring properties

If you use the on-premises variant, you cannot synchronize properties and categories with d.velop documents. In addition to the predefined properties, you can create custom properties for mapping specific scenarios. You can only configure your own properties. If you want to map the d.velop documents properties and the properties from d.velop inbound, work with the feature **Mappings**.

This is how it works

1. Go to **Configuration > Import > Import options > Categories and properties**.
2. Under **Available categories**, click on **Add property** to add a custom property or select an existing property.
3. Enter a name for the property.
4. Translate the property name if required.
5. Select the type for the content of the property.
6. Save your changes.

You can delete properties that you no longer require from the list using the trash icon.

1.3.8. Managing document analysis properties

You can map the results from the document analysis to a property. If an appropriate value is identified during the analysis processes, this value is stored in the document property.

You can find more information about the available document analysis results under “Things you need to know about categories and properties”.

This is how it works

1. Go to **Configuration > Import > Import options > Categories and properties**.
2. Under **Available properties**, select the property which is to be assigned an analysis result.
3. Click **Document analysis**.
4. Select the process property that you want to assign to the property.
   If you want to delete an assignment that was configured previously, change the **Document analysis** assignment to **None**.
5. Click **Save**.

1.3.9. Connecting with a document management system

Connect the document management system to the scan function. Select the authentication type.

This is how it works

1. Select the tile **Configuration**.
2. Click **Connection data** under **Connect to document management** in the **Document management > Import** category.
3. Under **Repository ID**, use the list of available repository IDs to select the right document management option.
4. If you want to save a fixed system user for background processing, enable the option **Authorize by API key**. Enter the API key of the intended user into the appropriate field. You can determine or generate an API key in d.ecs identity provider. Disable the **Authorize by API key** option to use app sessions for authentication during background processing.
5. Choose how you want to handle documents stored manually in document management. Choose **Remove document from the batch** to remove documents from the batch following a successful upload. If you select the option **Show selection to user**, the user can choose whether documents are to be deleted from the batch or retained after being successfully uploaded to document management. This can be done during every storage operation.
6. Enable or disable the standard assignment. If the default assignment feature is enabled, the categories and properties of the scanning function are automatically assigned to the categories and properties of the repository while saving. For this purpose, the categories and properties of the scanning function may have to be synchronized with those of the repository. Deactivate default mapping to define a custom assignment.

7. Save the changes you have made.

> **Note**
> For d.3 server versions older than Current 2021.Q4 Preview 01, only API key authentication is supported.

1.3.10. Managing regular expressions

You can maintain regular expressions for properties. The regular expressions are applied to the OCR information for imported documents. If a value is returned on the configured document page, the value is stored for the document together with the corresponding property.

This is how it works

1. Go to **Configuration > Document processing > Categories and properties**.
2. Click the property whose regular expression you want to manage.
3. Choose **Regular expression**.
4. Enter the regular expression.
   If you want to delete a regular expression that was entered previously, change the **Regular expression** assignment to **None**.
5. Choose which document page you want to include for the evaluation. If you select **All pages**, the first value returned is saved as a document property if there are several pages with returned values in the document.
6. If necessary, specify a page number between 1 and 99 when you select **Fixed page number**.
7. Enter a descriptive text if necessary.
8. Click **Save**.

> **Note**
> You can define the format and time zone for date and time values.

RegEx	Format:	Time zone	Sample date
\d{2}.\d{2}.\d{4} \d{2}:\d{2} (-|\+)\d{2}:\d{2}	dd.MM.yyyy HH:mm zzz	None	12.08.2022 12:45 +03:33
\d{2}.\d{2}.\d{4} \d{2}:\d{2}	dd.MM.yyyy HH:mm	Europe/Berlin	12.01.2022 12:45
\d{2}\/\d{2}\/\d{4} \d{2}:\d{2} (AM|PM)	MM/dd/yyyy hh:mm tt	US/Alaska	03/02/2022 11:34 PM

1.3.11. Managing regular expressions for categories

You can manage regular expressions for categories. The regular expressions are applied to the OCR information for imported documents. When a value is recognised and/or returned on the configured document page, the appropriate category is determined for the document. The previous value is then discarded.

This is how it works

1. Go to **Configuration > Import > Import options > Categories and properties**.
2. Click the category whose regular expression you want to manage.
3. Choose **Regular expression**.
4. Enter the regular expression.
   If you want to delete a regular expression that was entered previously, change the **Regular expression** assignment to **None**.
5. Choose which document page you want to include for the evaluation.
6. If necessary, specify a page number between 1 and 99 when you select **Fixed page number**.

7. Enter a descriptive text if necessary.
8. Click **Save**.

> **Note**
> If values are returned for multiple regular expressions with different categories, the category is not determined for the document in question.

1.3.12. Managing barcode values

You can maintain an existing barcode profile for a property. Barcode values are stored in the document properties if the barcode for the defined profile is detected on the configured page of the document.

There is a profile for barcodes (default profile), which initially recognizes all supported barcodes in all orientations.

This is how it works

1. Go to **Configuration > Import > Import options > Categories and properties**.
2. Click the property to which you want to assign a barcode profile.
3. Click **Barcode**.
4. If you want to delete an assignment that was configured previously, change the **Barcode** assignment to **None**.
5. Select the barcode profile that you want to assign to the property.
6. Select which document page should be configured for barcode recognition. When selecting **All pages**, the first barcode found will be saved as a document property if there are several pages with barcodes matching the profile in the document.
7. If necessary, specify a page number between 1 and 99 when you select **Fixed page number**.
8. Specify an optional regular expression and, if necessary, a suitable descriptive text. If you specify a regular expression, the first match, if there is one, is saved as a document property.
9. Click **Save**.

> **Note**
> You can define the format and time zone for date and time values.

<table>
<tr><th>RegEx</th><th>Format:</th><th>Time zone</th><th>Sample date</th></tr>
<tr><td>\d\d.\d\d.\d\d\d\d \d\d:\d\d (-|\+)\d\d:\d\d</td><td>dd.MM.yyyy HH:mm zzz</td><td>None</td><td>12.08.2022 12:45 +03:33</td></tr>
<tr><td>\d\d.\d\d.\d\d\d\d \d\d:\d\d</td><td>dd.MM.yyyy HH:mm</td><td>Europe/Berlin</td><td>12.01.2022 12:45</td></tr>
<tr><td>\d\d\/\d\d\/\d\d\d\d \d\d:\d\d (AM|PM)</td><td>MM/dd/yyyy hh:mm tt</td><td>US/Alaska</td><td>03/02/2022 11:34 PM</td></tr>
</table>

1.3.13. Creating barcode profiles

You can create profiles and use them to restrict barcode recognition to specific barcodes. You can define the list of barcode types to be taken into account and restrict the four possible orientations. Barcodes that do not match the specified barcode types or the specified profile orientations are ignored.

This is how it works

1. Open the **Configuration** feature on the start page and select the **Manage barcode profiles** item under **Barcode profiles** in the **Document management > Import** category.
2. Click on **Add new profile**.
3. Enter a name for the profile.
4. Select the barcode types and orientations to be taken into account in the profile.

5. Click **Save**.

1.3.14. Editing barcode profiles

You can view and edit existing barcode profiles.

This is how it works

1. Open the **Configuration** feature on the start page and select the **Manage barcode profiles** item under **Barcode profiles** in the **Document management > Import** category.
2. Select the profile that you want to edit.
3. Edit the barcode profile (the orientations, for example).
4. Click **Save**.

1.3.15. Deleting barcode profiles

If you no longer require a barcode profile, you can delete it. The default profile cannot be deleted.

This is how it works

1. Open the **Configuration** feature on the start page and select the **Manage barcode profiles** item under **Barcode profiles** in the **Document management > Import** category.
2. To delete a barcode profile, click the trash bin icon.
3. Confirm the security query.

1.3.16. Deleting old batches

You can display a summary of all the batches that were created 28 or more days ago. The permissions for the batches are not relevant in this case. You can also delete all the batches or a selection of the batches.

This is how it works

1. Go to **Configuration > Import > Import options > Delete old batches**.
2. Select the batches that you want to delete.
3. Click **Delete selected batches** and confirm the action.

1.4. Sharing batches

If you want to adjust other groups' or users' permissions for a batch, you can use the share function.

This is how it works

1. In the batch or document list, open the actions for the batch whose permissions you want to change.
2. Click **Share > Refresh** or **Share all**.
3. Adjust the batch's authorized users and groups. You cannot remove the user who created the batch.

> **Note**
> To ensure access to the batch, specify at least one user or group.

4. You have the option to create a task for specific users or groups.

You have successfully adjusted the permissions for the batch.

1.5. Frequently asked questions

In this section, you can find answers to frequently asked questions.

1.5.1. How are signed documents handled?

A signature check has been added in the d.velop inbound app. This function checks whether a document has a signature during the import. Due to technical issues, the document signature cannot be checked for validity.

The user receives an information message if a signature is detected. During exports, document signatures are included in the export.

Users can also edit signed documents. The signature becomes invalid if they do so.

The signature becomes invalid if they do so. If you activate the option **Respect document signature**, the document signature is maintained in the manual and automatic import.

The option for respecting the signature stops documents that are detected as signed from being split by automatic processes. This option is deactivated by default.

1.6. Additional information sources and imprint

If you want to deepen your knowledge of d.velop software, visit the d.velop academy digital learning platform at https://dvelopacademy.keelearning.de/.

Our E-learning modules let you develop a more in-depth knowledge and specialist expertise at your own speed. A huge number of E-learning modules are free for you to access without registering beforehand.

Visit our Knowledge Base on the d.velop service portal. In the Knowledge Base, you can find all our latest solutions, answers to frequently asked questions and how-to topics for specific tasks. You can find the Knowledge Base at the following address: https://kb.d-velop.de/

Find the central imprint at https://www.d-velop.com/imprint.