entrée.DOC

Software for the Food Distribution Industry

System Guide

entrée.DOC Document Scanning

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DOC

Chapter 1

entrée.DOC Product Features

1   entrée.DOC Product Features

Welcome to **entrée.DOC** the add-on module for the **entrée** food distribution system that allows distributors to scan key documents into **entrée** for later retrieval. This system guide will help you get **entrée.DOC** installed and running, and explains how to use the features that will assist you in managing your business documents. Each feature and the related settings will be fully explained in this guide.

Food service distributors are faced with the challenge of needing quick access to important documents, such as signed customer invoices. But the amount of time it takes to file, store, and retrieve these documents when needed, takes up valuable time, warehouse space and resources. Using **entrée.DOC**, your documents can be easily and instantly viewed while providing you with the option to print, fax or email them as a PDF document. Documents which can be scanned and stored electronically include signed customer invoices, customer checks, purchasing documents, receiving documents, credit applications and others.

With entrée.DOC and any TWAIN compatible scanner, you can quickly and easily scan and electronically store:

- Signed invoices.
- Customer checks.
- Purchasing documents.
- Receiving documents.
- Credit Applications
- Other important documents.

**Scan Once, Safe Forever**

- It takes just seconds to scan a document with the latest OCR technology.
- **entrée.DOC** will automatically recognize the document and who it belongs to.
- No need for single sheet scans, place as many documents into the sheet feeder as allowed.
- Scanned documents are stored as TIF files for maximum compression.
- Easily view, email (as PDF file) or print scanned documents.

Define Document ID

The **entrée.DOC** software has the ability to automatically recognize documents and whom they belong to. This works for loading sheets, invoices, customer checks, receiving documents, purchase orders and other important documents.

For example, you can place a stack of signed invoices into the sheet feeder of a scanner, and the **entrée.DOC** software will use its OCR (Optical Character Recognition) abilities to determine the invoice number and customer of that invoice.

This is because it knows where on the form the invoice number and customer number are located, and will automatically associate the scanned document with the proper invoice, even when multiple pages are involved.
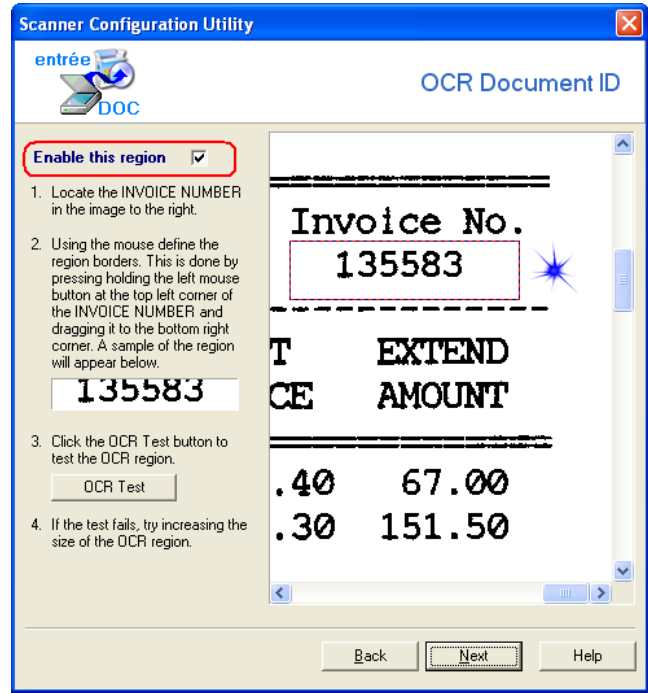
This OCR feature allows documents to be scanned properly, without the need for your office staff to do any additional work. To accomplish this, you must indicate where on your invoice form, your invoice number is located, as depicted on the screen above. This is done once, when you first install the **entrée.DOC** software.

Scanning Invoices

Continuing the example of scanning signed invoices, once your drivers return, simply place all of the documents into the sheet feeder of the scanner and press 'scan'.
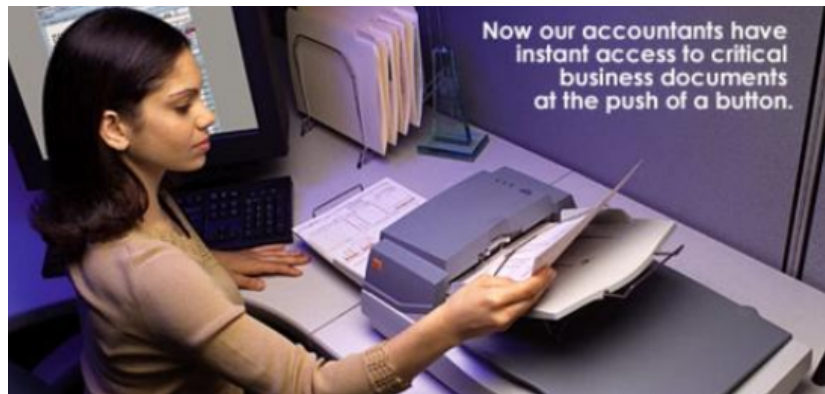
The **entrée.DOC** software will pull each invoice into the scanner and identify the invoice number and customer with its OCR technology, and attach the scanned image to the proper invoice data in your **entrée** system as a space saving TIF file. Any TWAIN compatible scanner will work with **entrée.DOC**.

Recalling Scanned Invoices

Whenever you need to have access to the scan document, such as an invoice, it's always just a mouse click away.

In the scanned invoice example below simply go into the **entrée** 'Change / View Invoice' feature and select the invoice. You will then have access to a "DOC Images" button where you can view the scanned invoice.

Not only can you view the full image scan on your screen, but you can also easily choose to print, email or fax the document.

When emailing a scanned document, the **entrée** system converts it to a PDF file for easy viewing.

If you use our **entrée.NET** software for Internet based order entry, etc., your customers can view these scanned invoices themselves.

Or if your salespeople use the **Electronic Order Pad**, they can view the scanned invoice on their iPad at any time.

The **entrée.NET** and **Electronic Order Pad** software will make scanned invoices available for up to 13 months. This is truly a time saving feature for your office, and one that your customers and sales team will appreciate.

Viewing Scanned Invoices

Not only can you view the full image scan on your screen, but you can also easily choose to print, email or fax the document. When emailing a scanned document, the **entrée** system converts it to a PDF file for easy viewing.

If you use our **entrée.NET** software for Internet based order entry, etc., your customers can also view these scanned invoices themselves. The **entrée.NET** system will make available scanned invoices for up to 13 months. This is truly a time saving feature for your office, and one that your customers will really appreciate.
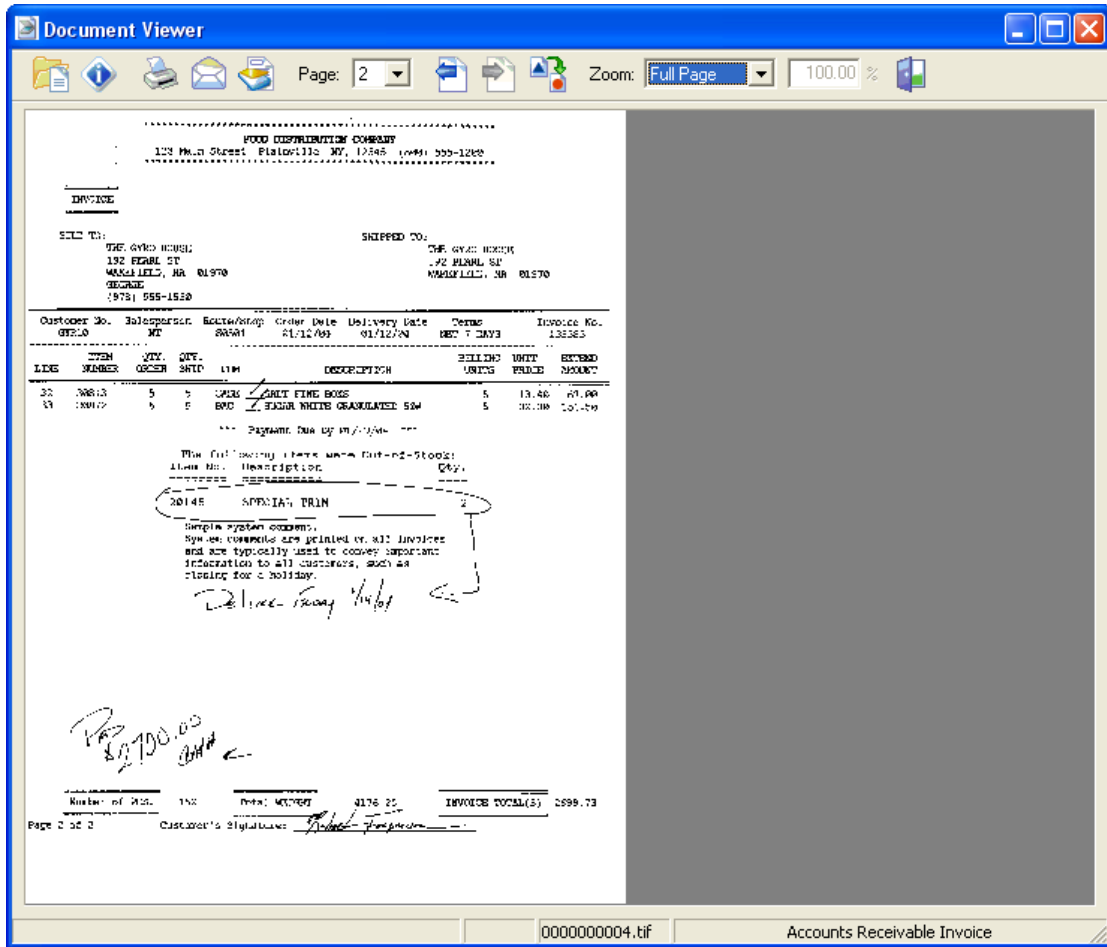
- Please visit our website at **necs.com** to learn about our other add-on modules, products and services.

- Contact our **NECS Sales Department** at **sales@necs.com** for more information.

- Contact the **Tech Support Department** at **tech@necs.com** for assistance.

- For information about current NECS software training classes use this link: **necs.com/training.php**

NECS, Inc.
322 East Main Street, Third Floor
Branford, CT 06405

Office Hours: Monday - Friday from 8:30AM EST - 5:30PM EST

Toll Free: 800.766.6327 (NECS)   **Phone:** 475.221.8200   **Fax:** 203.208.0889

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Chapter 2

License Agreement & Legal Notices

2   License Agreement & Legal Notices

**NECS entrée V4 SQL and RELATED ADD-ON MODULES
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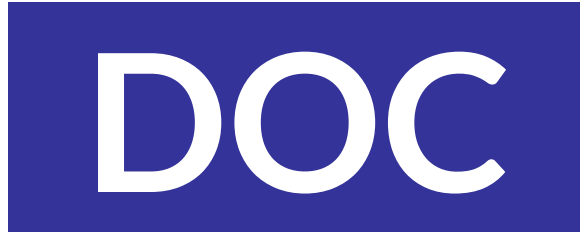THIS AGREEMENT GIVES YOU THE RIGHT TO USE entrée V4 SQL (THE "SOFTWARE"). BY DOWNLOADING, INSTALLING OR OTHERWISE USING THE SOFTWARE, YOU ACCEPT AND AGREE TO BE BOUND BY ALL OF THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THESE TERMS AND CONDITIONS, DO NOT DOWNLOAD, INSTALL OR OTHERWISE USE THE SOFTWARE.

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Updated September 2016

Legal Notices

Contact NECS

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NECS, Inc. 322 East Main Street, 3rd Floor, Branford, CT 06405
Office Hours: Monday - Friday from 8:30AM EST - 5:30PM EST
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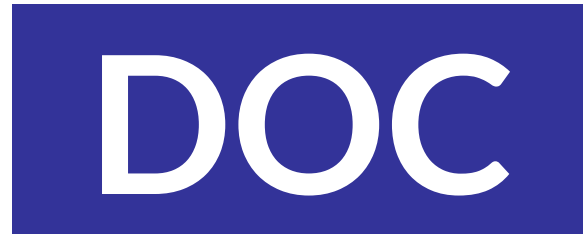
Chapter 3

Getting Started

3   Getting Started

About entrée Versions

With the release of **entrée version 4 SQL** in 2014 and the major differences between the menus and screens in both **entrée** versions 3 and 4 we have included instructions for using both versions of **entrée** in this guide.

To differentiate topics for each major version of **entrée** you will see color coded <mark>**entrée V3**</mark> or <mark>**entrée V4 SQL**</mark> headers in the impacted topics to direct you to the correct information for your system. You will see this designation throughout this guide.
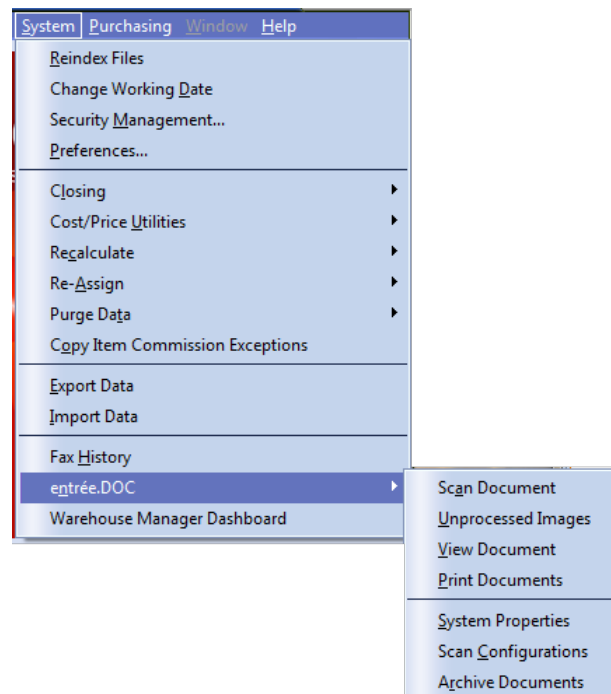
<mark>entrée V4 SQL</mark>

Access all of the features of the **entrée.DOC** add-on module in the **Add-Ons** ribbon menu of **entrée V4 SQL.**
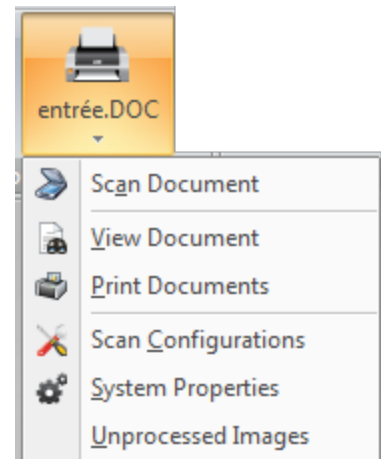
<mark>entrée V3</mark>

Login to the main **entrée** system and access **entrée.DOC** options in the **System** menu**.**

All supported functions, including configuration of the system properties for **entrée.DOC** are accessed from the main **entrée** system.

- **Scan Document**

- **Unprocessed Images**

- **View Document**

- **Print Documents**

- **System Properties**

- **Scan Configurations**

The remaining sections of this chapter are:

- **Menu Overview**

- **Installation Process Overview**

- **CD Installation Process**

- **Installing the Xerox Documate 250 Driver**

- **entrée Security Management**

- **Printing the System Guide**

- **entrée.DOC System Menu Access**

3.1   System Requirements

The **entrée.DOC** add-on module requires the latest software for either **entrée version 3** or **entrée version 4 SQL.**

Scanner Requirements:
Any TWAIN compatible sheet fed scanner can be used with **entrée.DOC.**

3.2 Accessing the System Guide

The **entrée.DOC System Guide** is distributed in electronic format and is installed by default along with the application.

· Users may view the entire contents of the manual from within the program by using the **F1** key to access the help system.

· A printable format (Adobe PDF) is provided for your convenience.

· Adobe Reader (included) is required to read this file and may also be obtained for free via the internet

using the Get Adobe Reader icon.

The PDF formatted manual can be found on the **entrée.DOC** installation CD-Rom or online in our website.

1.   Double-click the **eDOC.pdf** file to open the manual.
2.   From within Adobe Acrobat Reader, click on the printer icon 🖨.

Or

1. In your browser go to the **necs.com** website and click the **Support** drop down menu.
2. Click and use the **Customer Login** to enter the secure area of the website. In this area release upgrades are posted along with links to other support services and documentation.
3. In the menu on the left click the **System Guides** option. On this web page you can access to the documentation and system guides that support all our software products.
4. Click the **entrée.DOC** option.
5. Then select **entrée.DOC System Guide** from the list on the right. A new window will open in the browser for the guide. From here you can choose to browse or download the guide to your computer.
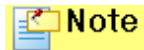
🗒 **Note**   Although it is possible to print from within the help system of the program, due to the poor formatting results this is not recommended. NECS suggests printing from within Adobe Reader for optimal results.

3.3   Menu Overview
entrée.DOC Menu Options

- **System Properties**

  This utility is provided to adjust various options and features of the **entrée.DOC** application. This includes locations where image files should be saved, as well as default behaviors of **entrée.DOC**.

- **Scan Configurations**

  Because of the complex nature of scanning documents, such as specifying resolution, color depth, paper size, etc., we have incorporated scanner configurations into **entrée.DOC**. Think of a scanner configuration as a recipe card. It contains all of the information required by the scanner to acquire the images, without the user having to specify each time a batch of documents are scanned. The Scan Configurations utility provides a friendly, easy to use interface, that makes creating/maintaining scanner configurations a snap. A scanner configuration **must** be defined before a document can be scanned.

- **Scan Document**

  The scan documents utility is the heart and soul of **entrée.DOC**. This utility provides the means to take a stack of documents loaded into the scanner, acquire key document information about each page and store that data into the **entrée** database for later retrieval. The **entrée.DOC** system has an interface to the **Transym Optical Character Recognition engine** (OCR). The OCR engine is linked into the scan documents utility to automatically acquire key information about the scanned page, like the invoice and customer number of an invoice. The scan documents utility will even allow you to scan documents now as an **unprocessed image file**, and enter the document information at a later time.

  The main **entrée** system is also tightly integrated into the scan documents utility. Users can scan invoices and loading sheets from the **Change Invoice** screen, scan purchase orders and delivery receipts from the **Change PO** screen, and scan accounts receivable checks from **Cash Receipt Entry**, or the **Customer Account Inquiry** window.

- **Document Properties**

  This utility allows the user to review the document information acquired using OCR, manual enter document information for documents that are not OCR compatible, or even fine tune the document image itself! This utility is only displayed when documents are being scanned into the system or when processing an unprocessed image file.

- **Unprocessed Image Files**

  Some distributors requested a need to scan documents, such as accounts receivable checks, in the morning and then go back and link them to the customers accounts in the afternoon after the checks had been taken to the bank. When documents are scanned they may be saved for later processing. The unprocessed image files utility opens the saved batch and allows the user to enter the key document information so it may be saved into the image database.

- **View Documents**

  This utility is used to view the documents that have been scanned using **entrée.DOC**. It has an integrated search system to quickly locate the desired document. Documents may also be printed or re scanned from the document viewer.

  The view documents utility is also tightly integrated with the main **entrée** system. Users may view the scanned images of invoices and loading sheets from **Change Invoice**. Scanned purchase orders and delivery receipts may be viewed from the **Change PO**. Finally, scanned checks may be viewed from **Customer Account Inquiry**.

- **Print Documents**
  This utility was designed for printing batches of scanned documents. Suppose Gary's Deli needed copies of all his invoices from January 2005 through April of 2005. Using the Print Documents utility, all of the required pages could be sent to the printer or fax in minutes. You no longer spend hours in the filing room searching for those invoices!

- Visit **Printing the System Guide** to download a PDF copy to your computer or print this system guide.

Multi-Company Installations

entrée.DOC provides support for distributors with multi-company installations in the main **entrée** system. **entrée.DOC** is accessed from the main **entrée** system and will be configured to use the company which is currently active in **entrée**. The active company can be changed at any time in the **System** tab of the **System Properties** dialog.

Integration into the ELECTRONIC ORDER PAD App

The **ELECTRONIC ORDER PAD** application, released in 2012, is the latest tool for your salespeople. It runs on tablet computers like the Apple iPad 2 and Android tablets. A **.DOC** paper clip icon now tells a salesperson that a scanned image of the paper invoice is available for viewing from **entrée.DOC**. Visit the **Electronic Order Pad application** section in our website to learn more about this new software product.

Integration into entrée.NET

If you use our **entrée.NET** software for Internet based order entry, etc., your customers can also view these scanned invoices themselves. The **entrée.NET** system will make available scanned invoices for up to 13 months. This is truly a time saving feature for your office, and one that your customers will really appreciate.

The next section of this guide will cover the Installation Process Overview.

3.4   Installation Process Overview

Once you have purchased the **entrée.DOC** add-on module NECS will send you an install CD. NECS will also email you a **Transym OCR (TOCR) Engine** software license authorization code which you will enter as a part of the installation process.

1. **CD Installation Process**: Insert the CD into your computer CD drive and the installation process will run. The install CD will prompt you through each step. You will need to enter the authorization code you received in the email to validate your license for the **Transym OCR (TOCR) Engine** during the installation.
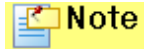
Note   **Transym OCR (TOCR) Engine**

- The **Transym OCR (TOCR) Engine** that is been provided for your business is **your licensed copy**.

- You must enter the authorization code when running the installation CD to activate this software from Transym Computer Services Ltd.* You will *not* be able to scan documents without this software.

- The **Transym OCR Engine** for **entrée.DOC** must be installed on each workstation that will be viewing the scanned image files, regardless of whether or not the workstation will be scanning document images.

2. Install the driver for your scanner hardware on your computer. Consult the **Installing the Xerox Documate 250 Driver** section of this guide for assistance. The driver should also be installed later on all workstations that will be scanning documents.

3. Only *after* the scanner driver is installed can you connect the scanner hardware to your computer and turn on the scanner.

4. **entrée V4 SQL** Go to the **Add-Ons** ribbon menu > **entrée.DOC** > **System Properties**.
   entrée V3 In the **entrée System** menu > **entrée.DOC** > **System Properties**.

   - Follow the steps in the **System Properties** section to configure the default behavior for **entrée.DOC** and set up path information relating to the storage of your image files.

5. **entrée V4 SQL** Go to the **System** ribbon menu > **System Preferences** > **System Options Tab**.
   entrée V3 Use menu path **System** > **Preferences** > **System Options Tab**.

   Update these entrée.DOC related Systems Options for entrée:

   a. **System Option # 112** - "Allow cash receipts to be posted to AP as deposits". The prompts for posting to **AP** and scanning checks will both be available for each individual receipt in a multiple-receipt posting.

   b. **System Option # 125** - "Prompt to scan check in cash receipts entry" is enabled users will be prompted to scan a check immediately after posting payments to **entrée** in **Enter Cash Receipts**.

   - If this **entrée.DOC** option is enabled, you will be prompted to scan a copy of the check used to make payment after a cash receipt is applied.

   - If this option is disabled, checks may still be scanned using the **Scan Document** option in the **entrée.DOC** menu in **entrée**.

- If the **entrée.DOC** module is not installed this system option will appear as **<Reserved>**.

c. **System Option # 137** - "Prompt to scan invoice in when entering payables".

- Activating this option expands the operation of **entrée.DOC** to offer the option of scanning the vendor's invoice after the payable entry has been created in Enter Payables.
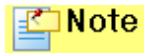
![Note] This System Option is <u>only</u> available for installations having both the **entrée.AP** and **entrée.DOC** add-on modules.

- On systems that *do not* have **entrée.AP** installed you still have the ability to scan vendor invoices by using the **Scan Document** option in the **entrée.DOC** menu.

6. Perform **entrée Security Management** updates as required for your business needs. These updates are detailed in the **entrée Security Management** section that follows.

- Customize access to **entrée.DOC** options for each **entrée** User Account.
- You *must* update the security for any **entrée** User Accounts that will be working with the **Customer Credit Application** document type.

7. **entrée V4 SQL** Go to the **Add-Ons** ribbon menu > **entrée.DOC** > **Scan Configurations**.
entrée V3 In the **entrée System** menu > **entrée.DOC** > **Scan Configurations**.

- Access the **entrée.DOC Scan Configurations** utility to setup scanner configurations for each document type that will be scanned for your business.

- You must do this setup process *before* you can scan any documents. At least one scanner configuration **must** be defined in the system and each configuration can only be used for one document type.

8. Once the steps above are completed go to the **Scan Document** utility.

entrée V4 SQL Go to the **Add-Ons** ribbon menu > **entrée.DOC** > **Scan Document**.
entrée V3 In the **entrée System** menu > **entrée.DOC** > **Scan Document**.

- Now you can begin scanning your document or a batch of documents.

![Note] **Consult the chapters for each step in the installation overview above for detailed instructions.**

3.5 entrée.DOC Installation Process
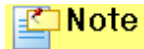
🗒️ **Note** Be sure you have the **Transym OCR (TOCR) Engine** software license authorization code you received in the email with you before you begin installation.

Insert the **entrée.DOC** installation CD you received into your computer CD drive.

3.5.1 Step 1

When the welcome screen is displayed click the **Next** button to continue.
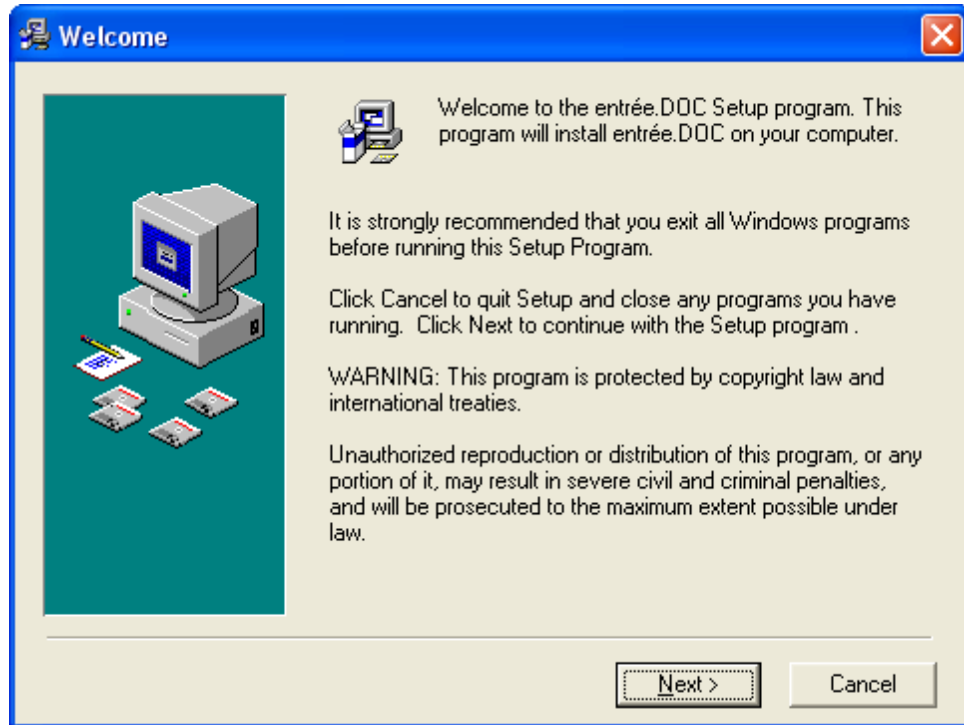
3.5.2 Step 2

By default, **entrée.DOC** is installed to the same directory as the **entrée** application.

You can change the installation directory by clicking the **Browse** button and selecting a new location.

Click the **Next** button to continue.
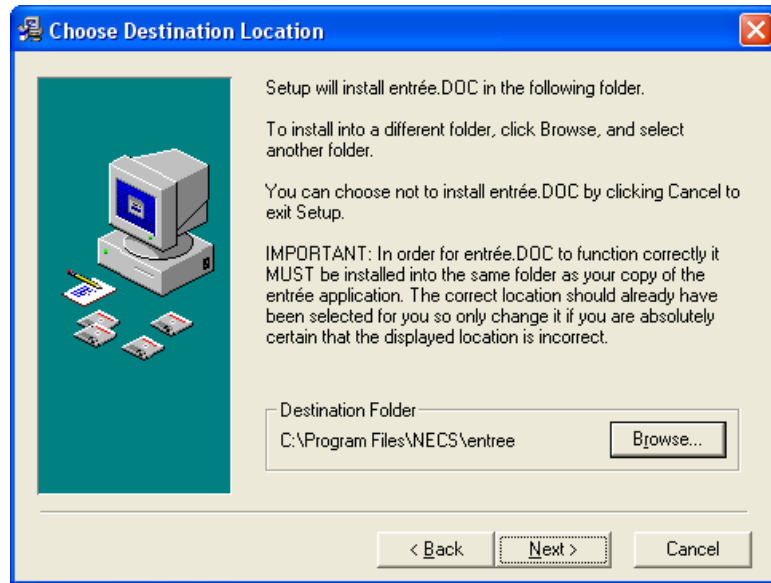
3.5.3 Step 3

Click the **Next** button to install the **entrée.DOC** program icon in the NECS program group.
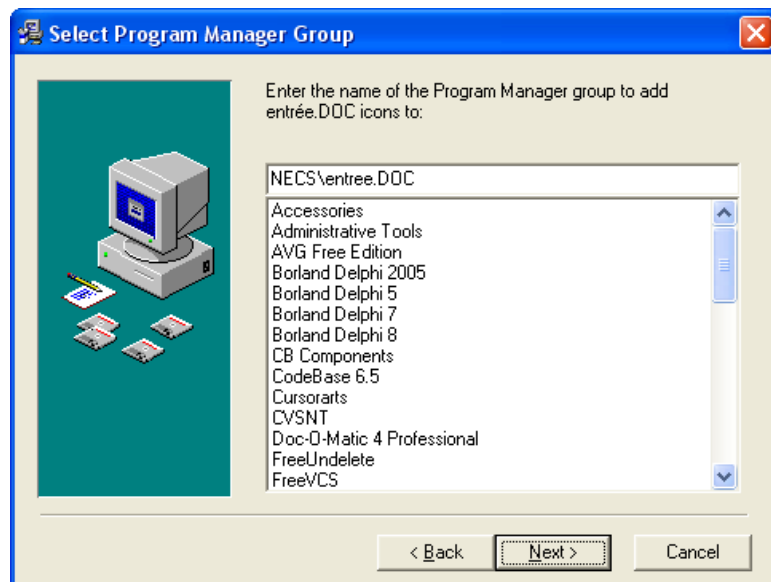
3.5.4 Step 4

Click the **Next** button to begin the installation of the **entrée.DOC** files.
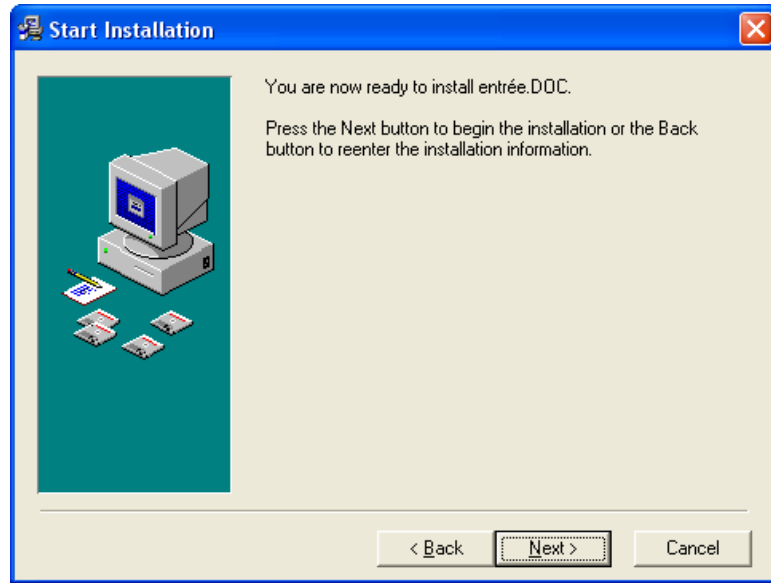
3.5.5 Step 5

In step 5 you are informed that the Transym OCR engine is about to be installed. Click **OK** to continue.
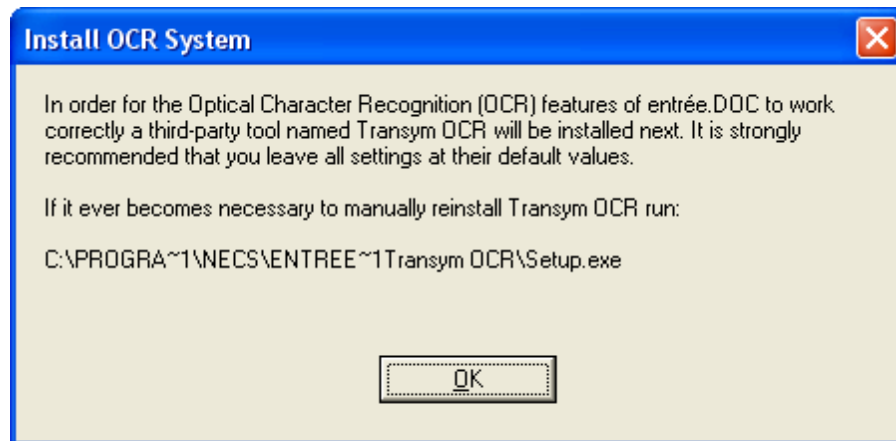
3.6   Installing a Xerox Documate 250 Driver

Before installing the **entrée.DOC** software, the driver for your Twain scanner should be installed on the workstation that will be scanning your documents. This section will provide an overview for the installation process for a Xerox Documate 250 driver as an example.

📝 Note <u>Any</u> **TWAIN compatible sheet fed scanner can be used with entrée.DOC.**

If you are using a scanner other than the Xerox Documate 250, please install it now according to the manufacturer's instructions. Then proceed to step 3 in the **installation process** for **entrée.DOC**.

About Windows OS and Drivers

- The Xerox Documate 250 driver only has to be installed on workstations running Windows 2000 or Windows 98.
- If the scanner is attached to a computer running Windows XP, the default Windows XP driver is recommended. The same would be true for computers running Windows 7 or 8.
- You will *always* need the correct version of the scanning device driver to match your Windows operating system version.

⚠️ Caution **The Xerox Documate 250 scanner should <u>not</u> be plugged into the workstation until <u>after</u> the Xerox driver has been installed.**

Xerox Documate 632 Scanner Support

The **Xerox Documate 632 scanner** is now supported in the **entrée.DOC** software. With the **Xerox Documate 632 scanner** update comes the ability to:

- Define the **Feed Mode** on the **Scanner Settings** page of the Scanner Configuration Utility.
- Define a **Transfer Mode** on the **Scanner Settings** page of the Scanner Configuration Utility.

3.6.1   Step 1

After inserting the Xerox Documate 250 software and documentation CD the following screen should appear. Select the **Install Products** option.
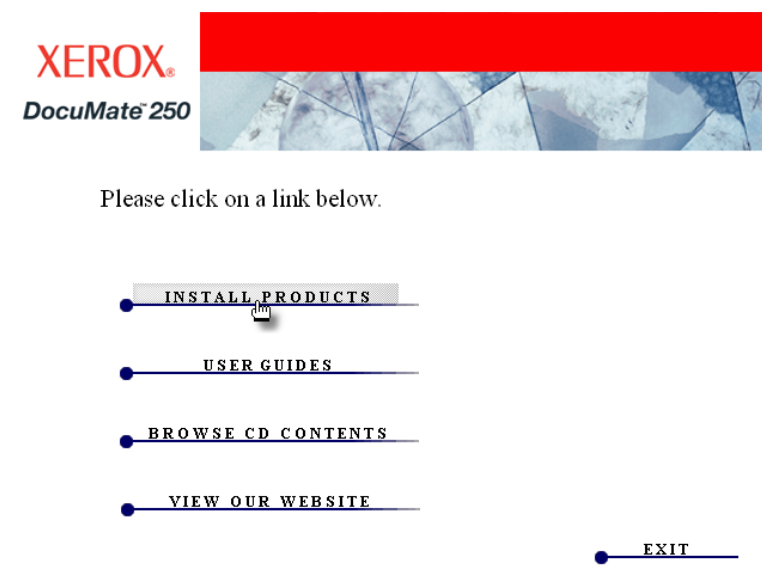
3.6.2 Step 2

When the Xerox options menu is displayed, first select the **Scanner Driver** option, then click the **Install Now** option.
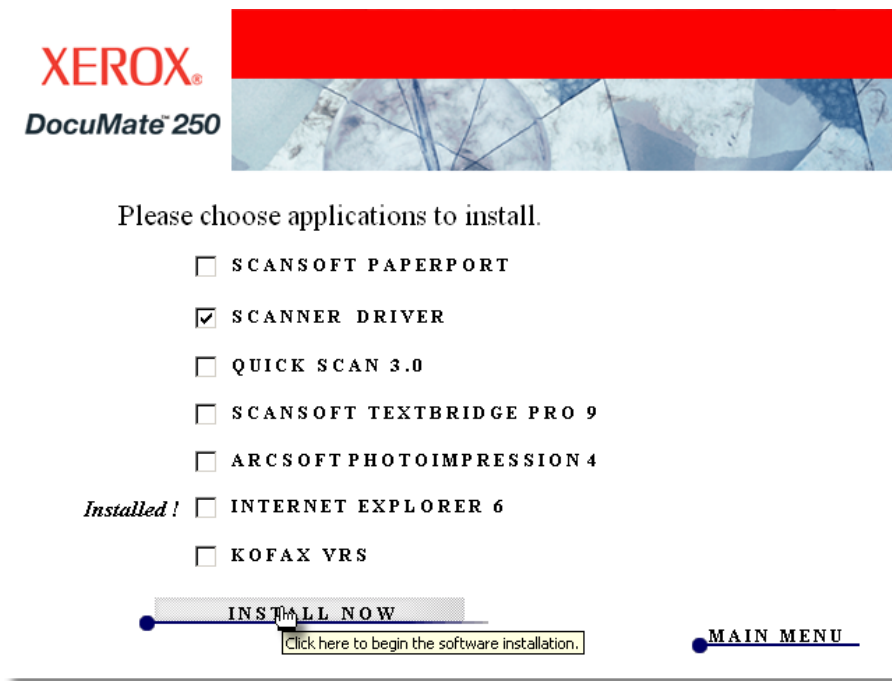
3.6.3 Step 3

The following dialog will be displayed while the wizard is loaded into the computer's memory.
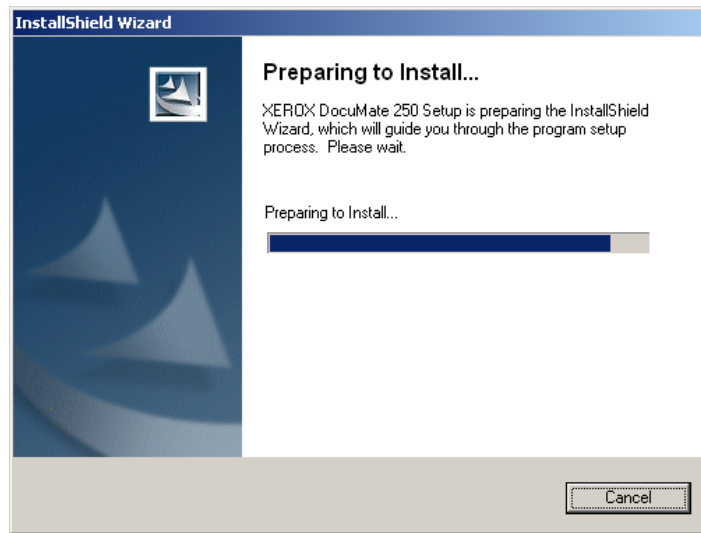
3.6.4 Step 4

When the Xerox DocuMate 250 installation wizard is displayed, click **Next**.
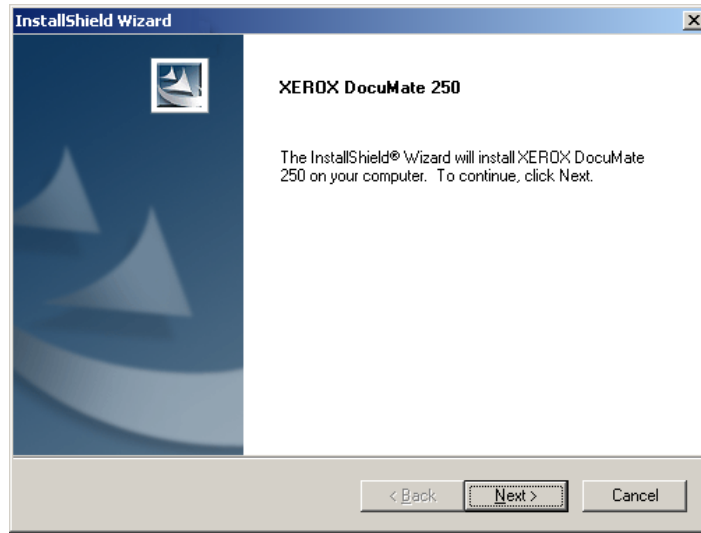
3.6.5 Step 5

When prompted with the End-User License Agreement (EULA), first select **I Agree**, then click **Next** to continue.

3.6.6 Step 6

The following dialog will be displayed as the driver is being installed on your computer.
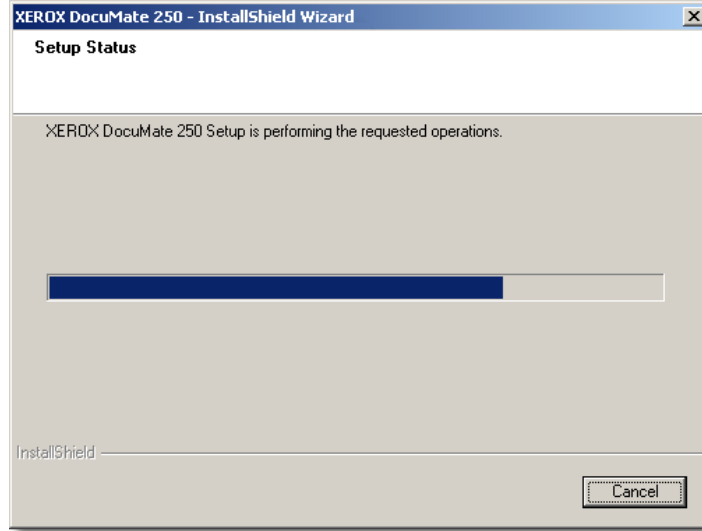
3.6.7 Step 7

After the driver is installed the following screen will be displayed. Click the **Finish** button to complete the installation of the Xerox Documate 250 driver. (You may now attach the scanner to the workstation.)
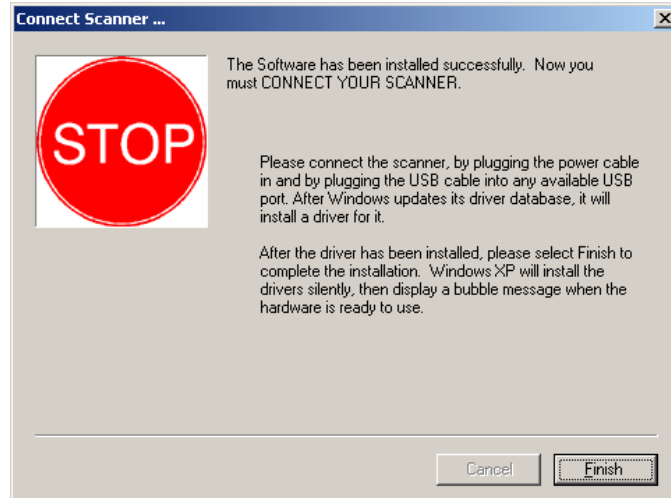
3.7   entrée Security Management

● **Customize User Account access to entrée.DOC options.**

You can customize employee access to **entrée.DOC** features as required for your business needs by performing security updates for each of the user accounts in **entrée** using the **Security Management** feature.

entrée V4 SQL Go to the **System** ribbon menu > **Security Management...**

entrée V3 Use menu path: **System** > **Security Management...**

Example You may not want every **entrée** user to be able to edit the **entrée.DOC** *System Properties* or edit and create the *Scan Configurations* used for your business. So you would remove the check from those options for the users who do not need that access.

Follow these steps to update the entrée User Account Settings for entrée.DOC:

1. Select the desired user and click the red **Edit** button. The **Security Management...** screen is similar for both versions of the **entrée.**

User name	Ordertaker Code	Full name	Disabled	Description
ADMINISTRATOR	AD	entrée administration acco...	No	Standard administration account fo
CHRIS	CA	CHRIS	No	SALES
CYNDY	CE	CYNDY E.	No	OFFICE
ERNESTO		ERNESTO RIVERA	No	SALES
FRAN		FRAN C.	No	WAREHOUSE
JACK		JACK M.	No	WAREHOUSE
ROGER		ROGER T.	No	WAREHOUSE

☑ Enable "Advanced" mode
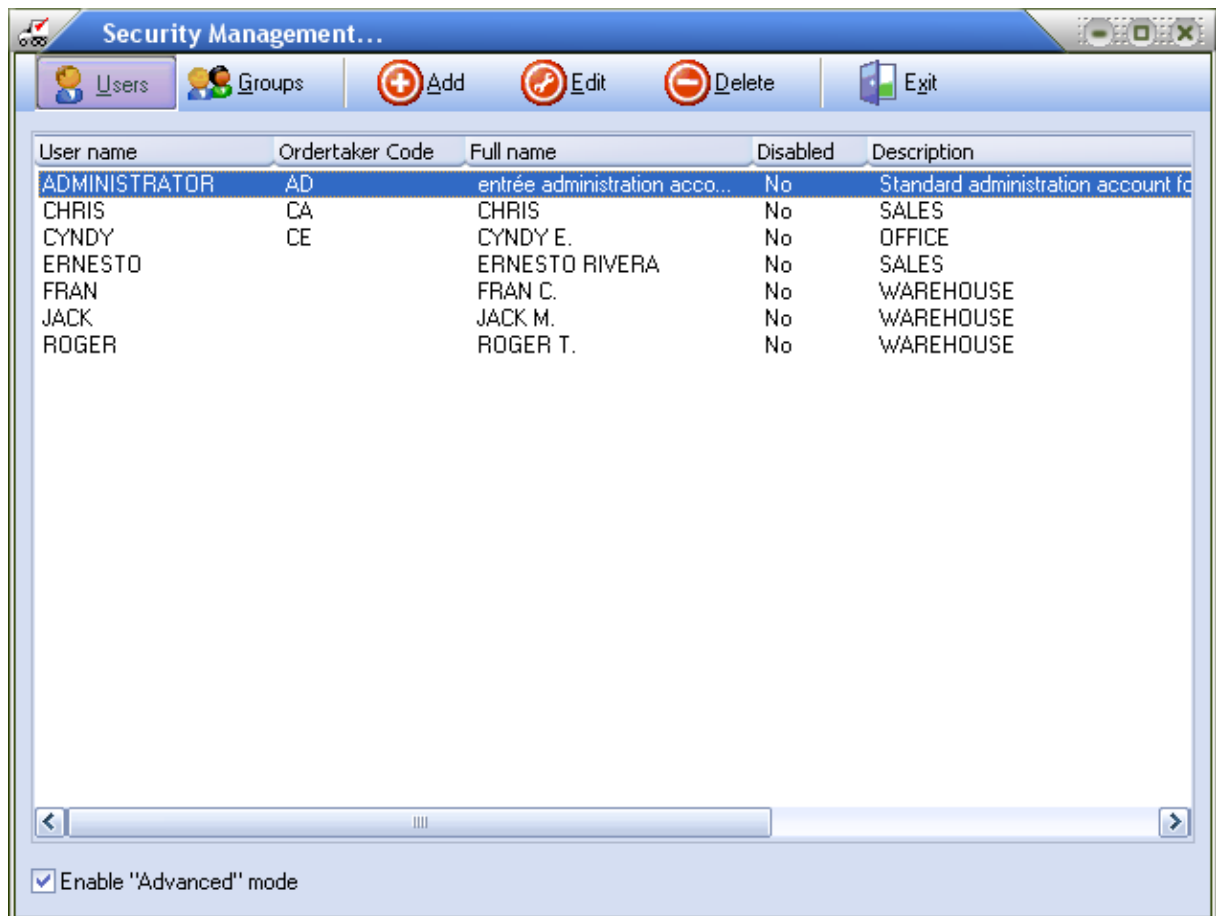
2. The Properties for User Account
   dialog box will open, click **Settings**.
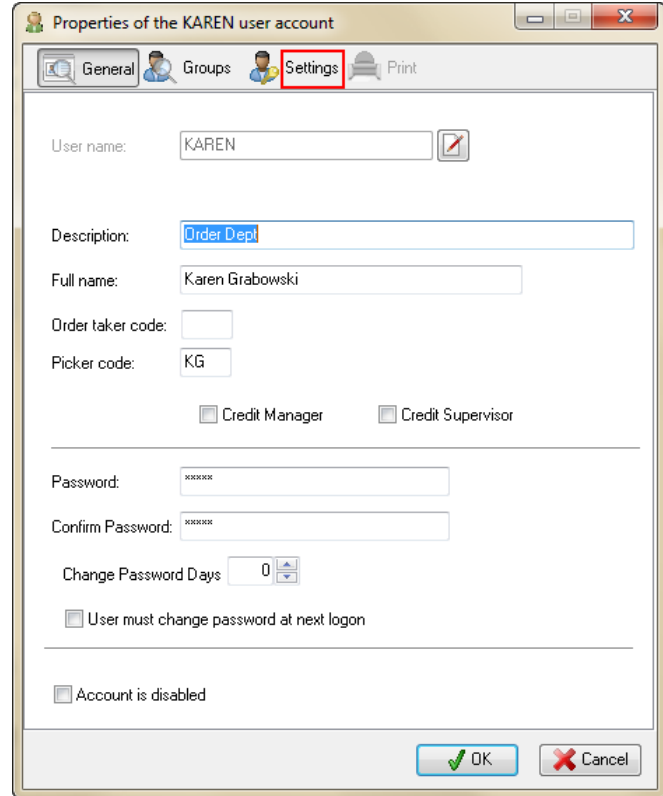
3. Click the **+** sign next to **System** to
   expand the list.

4. Click the **+** sign next to **entrée.DOC**
   to expand the list.
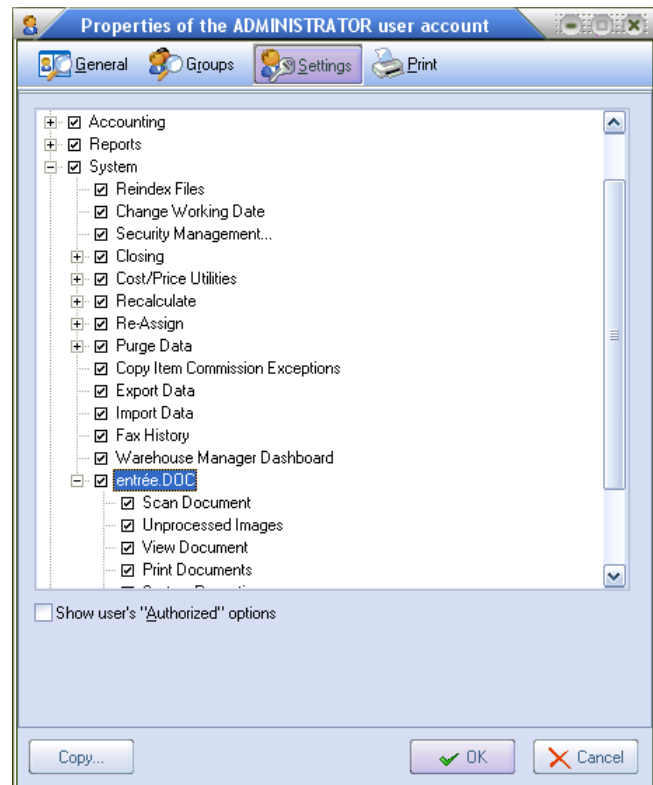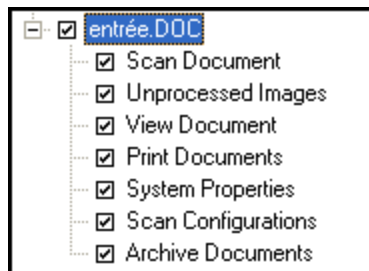
entrée V4 SQL

3. Click the arrow next to **Add-Ons** to expand the list.

4. Now click the arrow next to **Administration** and repeat for **entrée.DOC** to expand the lists.
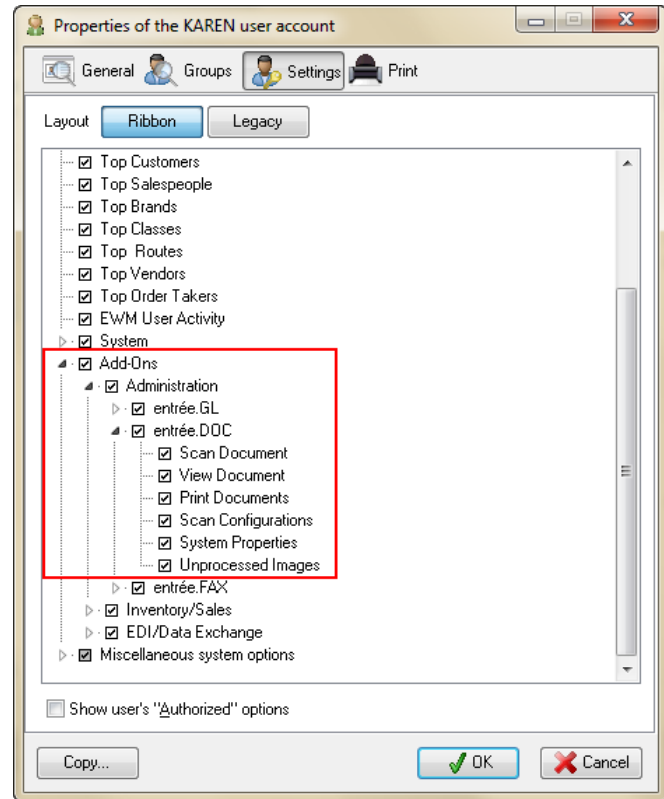
5. Remove the check or add a check to control access to options for the selected user account.

6. Click **OK** in the **Settings** dialog when done to save your changes.

7. Repeat steps 1 - 6 above to update any other user accounts that need **entrée.DOC** scanning options updated.

8. When done click **Exit** to leave the Security Manager.

· **Customer Credit Application Required Update**

An **entrée Security Management** update is required for those persons in your businesses that will be viewing or scanning Customer Credit Applications.

Miscellaneous system option # 91 must be checked for those working with Customer Credit Applications.
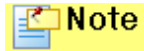
Note **If you will not be using the Customer Credit Applications document type you can skip this update.**

Follow these steps to perform the User Account update for option #91:

entrée V4 SQL Go to the **System** ribbon menu > **Security Management...**

entrée V3 Use menu path: **System** > **Security Management...**

1. In the **Security Management...** screen select the desired user and click the red **Edit** button.

2. The Properties for User Account dialog box will open, click the **Settings** option.

3. Click the **+** sign (V3) or arrow (V4) next to **Miscellaneous system options** to expand the list.

4. Scroll down the list and check **# 91 Allow viewing/scanning of Customer Credit Applications**.

5. Click **OK** in the **Settings** dialog when done to save your changes.

6. Repeat steps 1 - 4 above only for other user accounts requiring this access.

7. When done click **Exit** to leave the Security Manager.
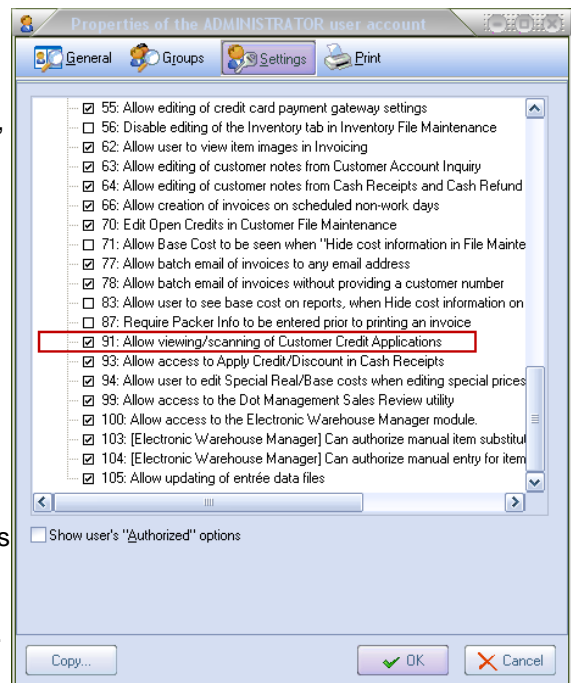
· See the **Document Types Overview** section of this guide to learn more about the various document types.

3.8　Accessing entrée.DOC in entrée

Access all of the features of the **entrée.DOC** add-on module in the **Add-Ons** ribbon menu.

Select the desired **entrée.DOC** feature from the sub-menu.
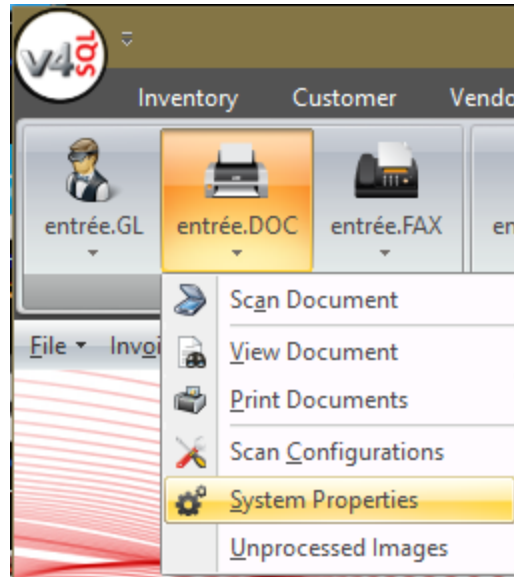
Login to the main **entrée** system and access **entrée.DOC** options in the **System** menu**.**

Select the desired **entrée.DOC** feature from the sub-menu.
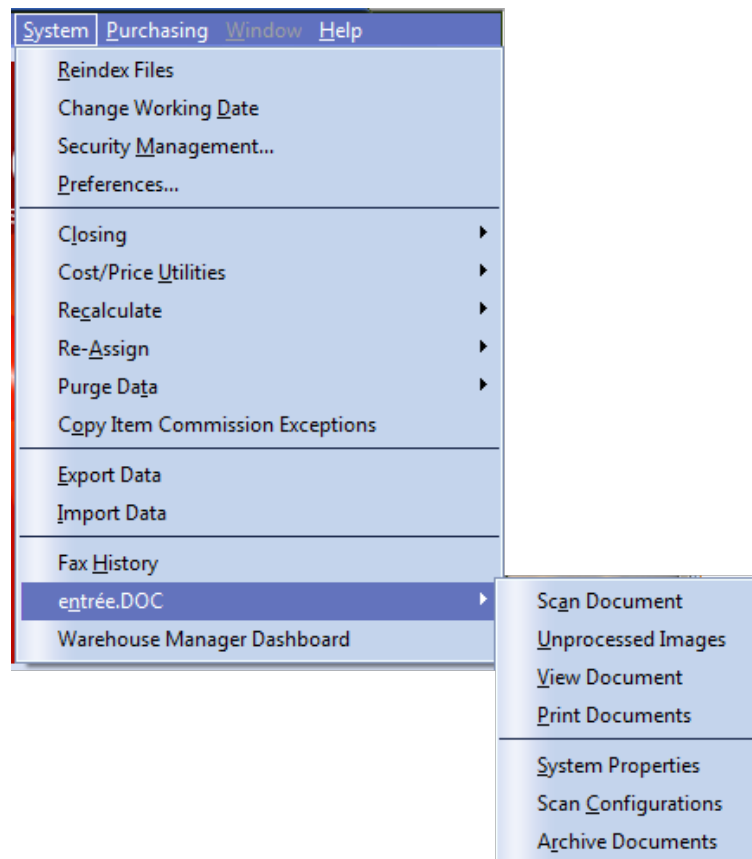
entrée.DOC Features

- **Scan Document** - The scan documents utility is used whenever a document or batch of documents are scanned using **entrée.DOC**.

- **Unprocessed Images** - When scanned documents are saved for later processing they are saved as an unprocessed image file. To access these documents the Unprocessed Image Files utility must be run.

- **View Document** - The document viewer is used to view, print, or email a previously scanned document.

- **Print Documents** - The print documents utility is used primarily for batch printing a group of scanned documents.

- **System Properties** - The system properties dialog is where you can configure the default behavior of the **entrée.DOC** system, as well as path information relating to the storage of the image files.

- **Scan Configurations** - Scanner Configurations are used by **entrée.DOC** to communicate to the scanner how the image should be acquired.

DOC
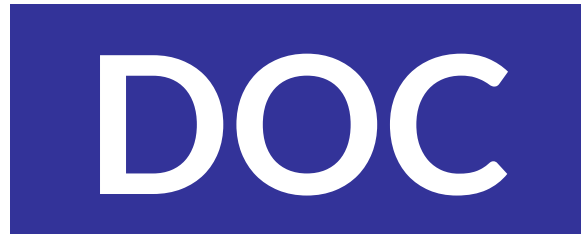
Chapter 4

entrée.DOC System Properties

4   entrée.DOC System Properties

The **System Properties** dialog is where you can configure the default behavior of the **entrée.DOC** system, as well as path information relating to the storage of the image files.

The **entrée.DOC Options** dialog is where the system properties are set. Along the top of the dialog is a row of tabs used to divide the options into logical groups. The following sections will detail each of the **entrée.DOC** system options.

4.1   Document Types Overview

The **Document Type** drop down menu (below) is used to select the type for the current scan procedure or folder location.

This **Document Type** menu is present in many **entrée.DOC** dialogs.
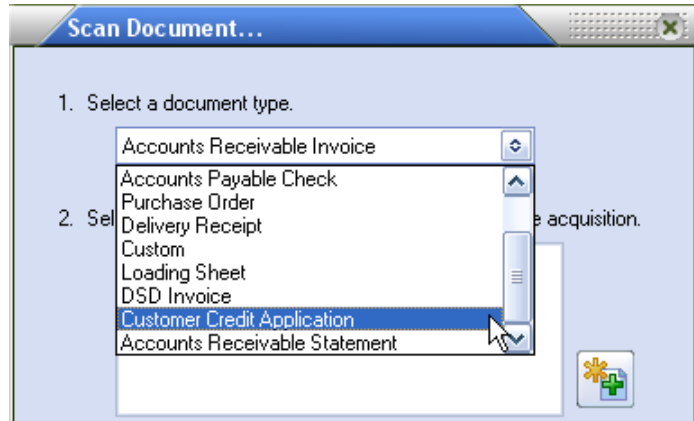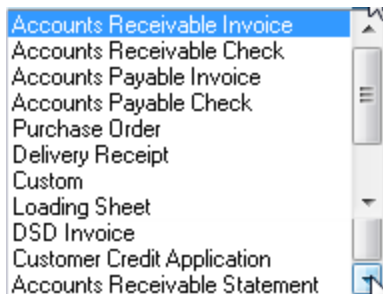
Accounts Receivable Invoice
The **Change Invoice** **DOC Images** button has the **Scan Invoice** option. The process of scanning **Accounts Receivable Invoices** will prompt the operator to rescan the document when the number of pages scanned *does not match* the number of pages that were physically printed.

Accounts Receivable Check
When you enable **System Option # 125** users are prompted to scan a check immediately after posting payments in **entrée** in the **Enter Cash Receipts** utility. The **Customer Account Inquiry** utility will also prompt users to scan a check in the **Cash Receipts** or **Payments** features.

Accounts Payable Invoice

Accounts Payable Check

Purchase Order
Purchase orders can be scanned using the option in the **DOC Images** button in **Change Purchase Order**.

Delivery Receipt
A delivery receipt can be scanned using the option in the **DOC Images** button in **Change Purchase Order.**

Custom

Use this type to create a new type you may need for other documents like credit memos, customs documents for import / export, or any other type document used by your business but not already defined.

Loading Sheet

The **Change Invoice** **DOC Images** button has the **Scan Loading Sheet** option.

DSD Invoice

Invoices from the **entrée.DSD** (Direct Store Delivery) route accounting system add-on module.

Customer Credit Application

A **Customer Credit Application** document type has been added to the system. Access to either view or scan these documents is controlled by the "**Allow viewing/scanning of Customer Credit Applications**" password option, in the **entrée Security Manager**, which is *Off* by default.

When a Credit Application document is scanned the resulting image is saved in an encrypted state to prevent the document from being viewed outside of **entrée** or **entrée.DOC** by an unauthorized user.

In addition to the **entrée.DOC** system you can also access these documents from the "**Bill To/Ship To**" tab in Customer File Maintenance in the main **entrée** system.
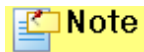
 Any person that will be scanning Customer Credit Applications will need their access updated in the **entrée Security Manager. Miscellaneous system option # 91** must be checked for each person viewing or scanning **Customer Credit Applications**. See the update process in the **Security Management** section of this guide.

Accounts Receivable Statement

Support for scanning **Accounts Receivable Statements** document type has been added. This document can be configured to use OCR to acquire the Document ID, Customer Number and Page Number. It can also be configured to acquire key document data using a barcode.

 Example If you were scanning Invoice #12345 and two pages stuck together when going through the scanner you would see a message like "**Invoice #12345 is missing 1 of 3 pages. Rescan?**". You have these options:

- "**Yes**" will allow you to immediately rescan the invoice.
- "**No**" will accept the document with only the two scanned pages.
- "**Cancel**" will accept all remaining invoices in the batch regardless of whether or not they are missing any pages.
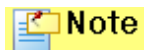
 If you need to rescan an invoice you should make sure that ALL pages of the invoice (and ONLY that invoice) be placed in the scanner's document feeder *BEFORE* you click the **Yes** button for a rescan.

 Caution You should also be aware the the system will not attempt to validate the scanned page count during a rescan operation so please make certain that you successfully scan all of the pages.

4.2   System Tab

The **System** tab is where general behavior options for **entrée.DOC** are set. This section will detail each of the options on the **System** tab.

entrée V3
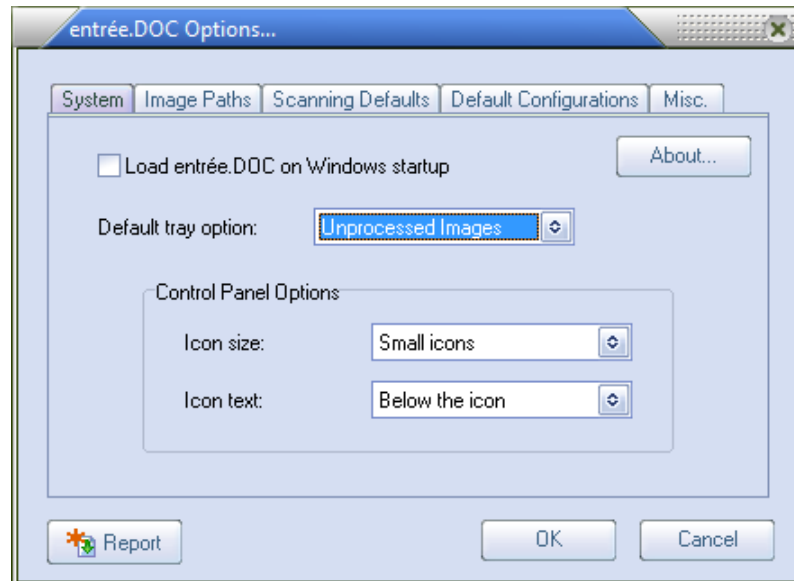
entrée V4 SQL
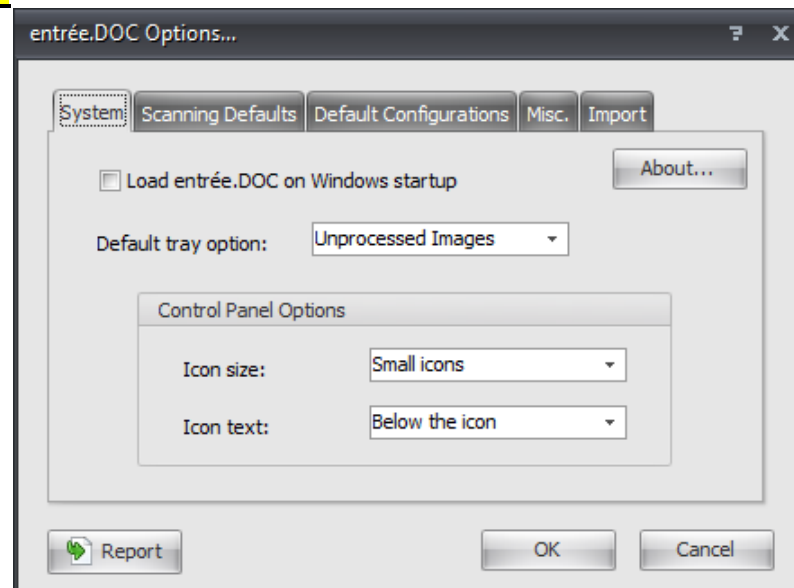
Multi-company Installations

entrée.DOC provides support for distributors with multi-company installations of the main **entrée** system. When **entrée.DOC** is accessed from the main **entrée** system it will be configured to use the company which is currently active in **entrée**.

4.2.1 Load entrée.DOC on Windows startup

If this option is checked (default) the **entrée.DOC** tray icon will be loaded automatically when Windows starts up.

📝**Note** This option is no longer necessary since **entrée.DOC** resides in the **entrée System** menu now.

4.2.2 Default Tray Option

The default tray option is used to specify which task will be invoked when the system tray icon is double clicked.

- By default this is set to **Restore Control Panel**, but could be set to the most commonly used feature of **entrée.DOC**.

Scan Document
Unprocessed Images
View Document
Print Documents
Restore Control Panel
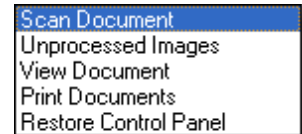
4.2.3 Control Panel options

The control panel options allow you to specify whether small or large icons should be displayed.

Small icons
Large icons

Also where the caption for the icons should be located.

Below the icon
To the right of the icon
Display no text
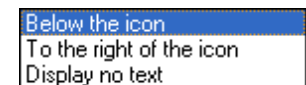
The default values are small icons with the caption displayed below the icon.

4.2.4 About...

The **About...** dialog is accessed by clicking the **About...** button on the **entrée.DOC System** tab. This dialog contains key information about the **entrée.DOC** add-on module license and the current version number.

entrée V3
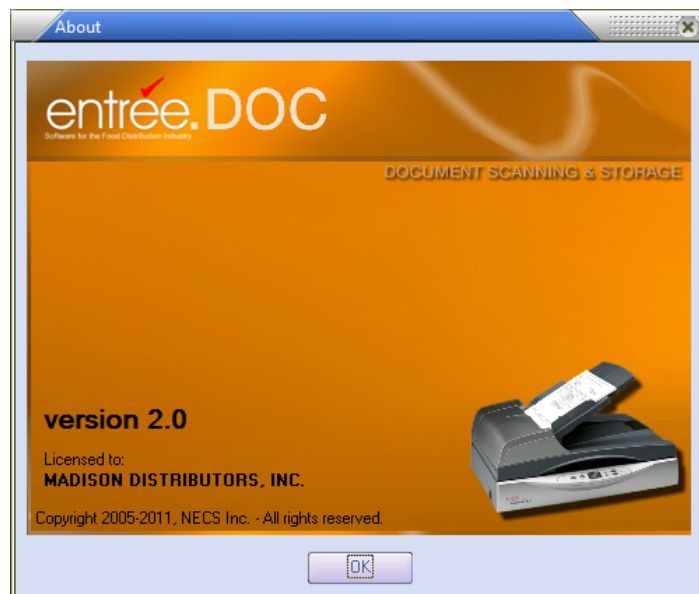
entrée V4 SQL
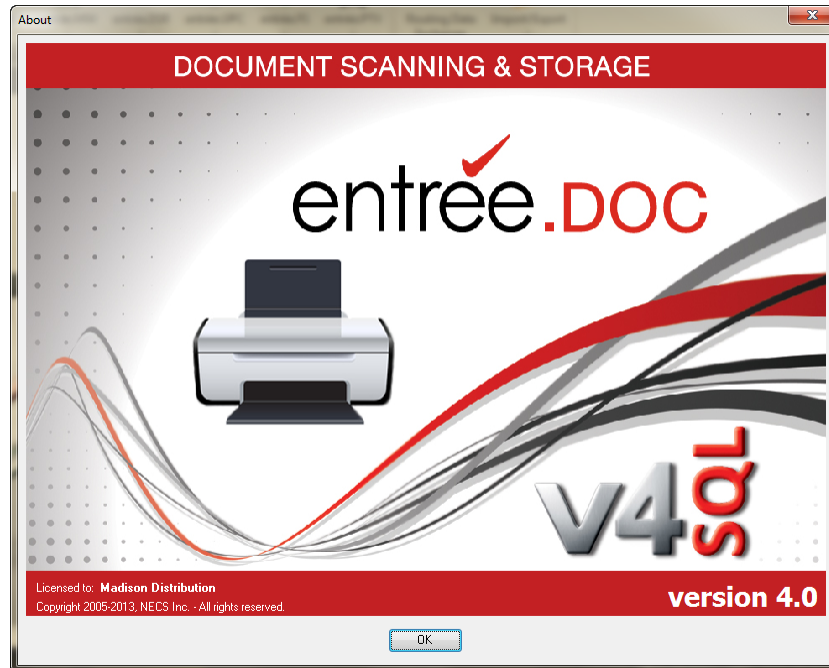
4.3 Scanning Defaults Tab

The **Scanning Defaults** tab is used to specify the default settings of the Scan Documents dialog.
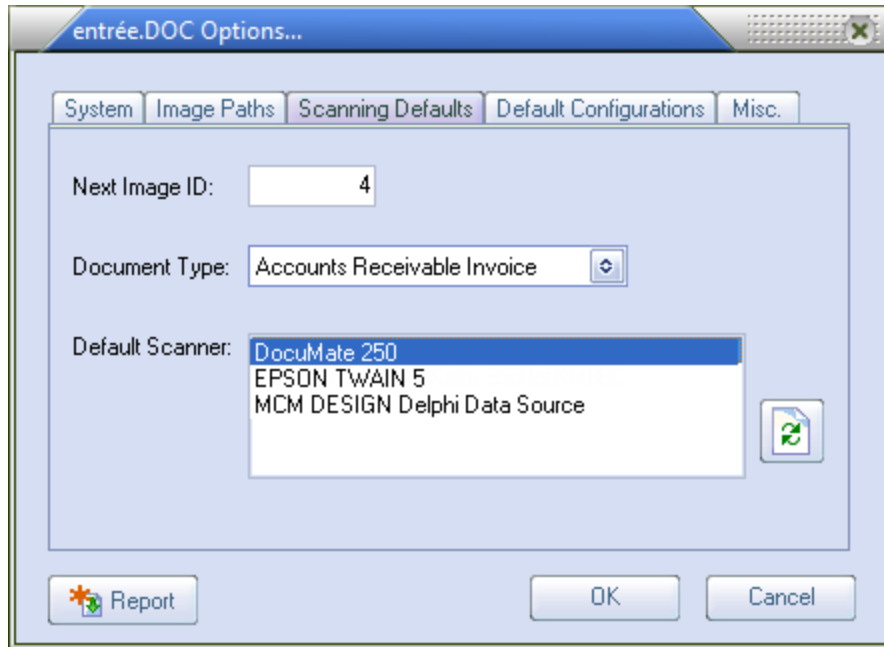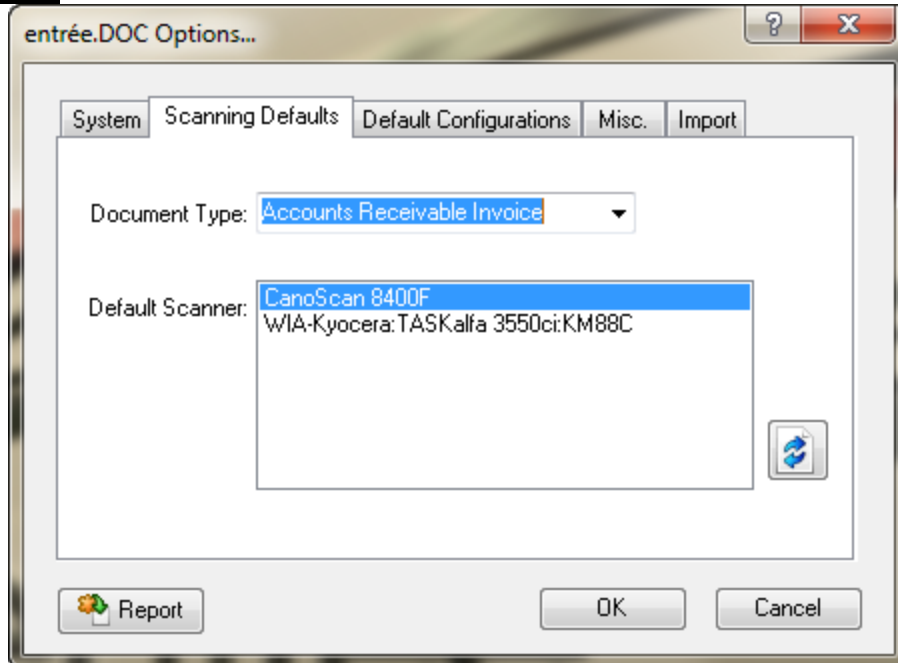
- You can set the **Customer Credit Application** Scanning Defaults and set a Default Configuration.
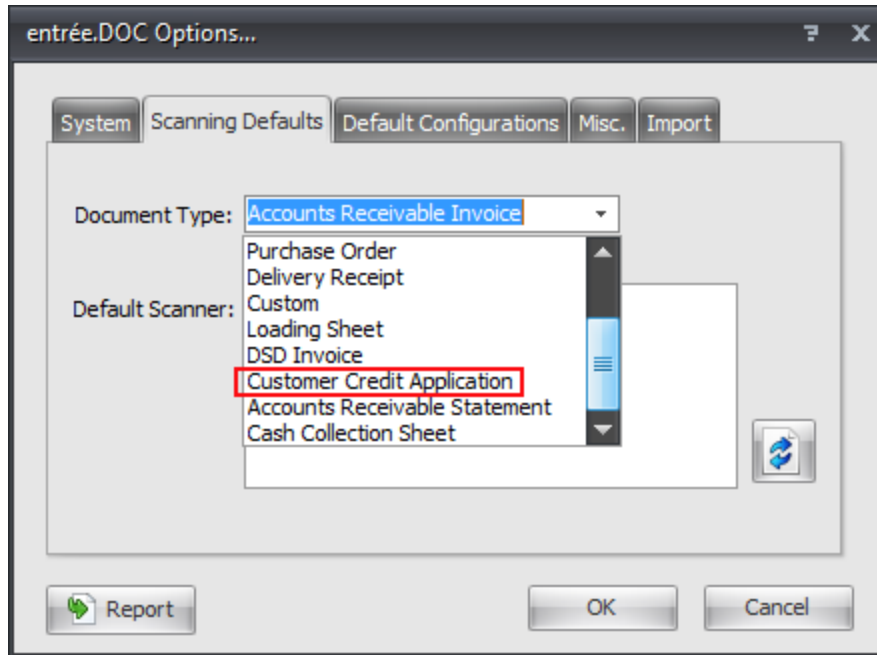
☑ Hot Tip! **entrée V4 SQL**
In entrée V4.1 the Customer Credit Application feature was updated so that a credit application **PDF** file may be optionally uploaded into the system instead of being required to scan the document into the system. See the **Customer File Credit App Button** topic for details.

4.3.1 Next Image ID
entrée V3
This field displays the **Next Image ID** that will be assigned.

- While the value in this field may be changed, it is not recommended.

- Before **entrée.DOC** assigns an Image ID, it verifies that the number is not already in use.

4.3.2 Document Type
This list is used to select the desired default document type when the **Scan Documents** dialog is opened.

The **Document Types Overview** section will provide information about options in the Document Type drop down list.
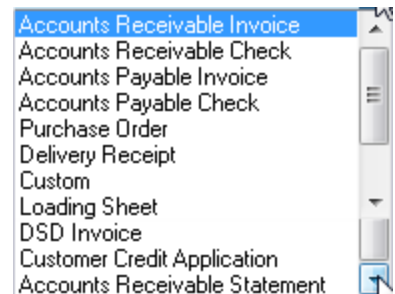
4.3.3 Default Scanner

The **Default Scanner** list box will list each of the scanning devices connected to your computer.

- Select the device that will typically used to scan documents.

- Click the **Refresh Devices** button [image] to search for additional scanners that may not have been turned on.

4.4 Default Configurations Tab

The **Default Configurations** tab is used to specify which scan configuration is the default for each document type.

entrée V3
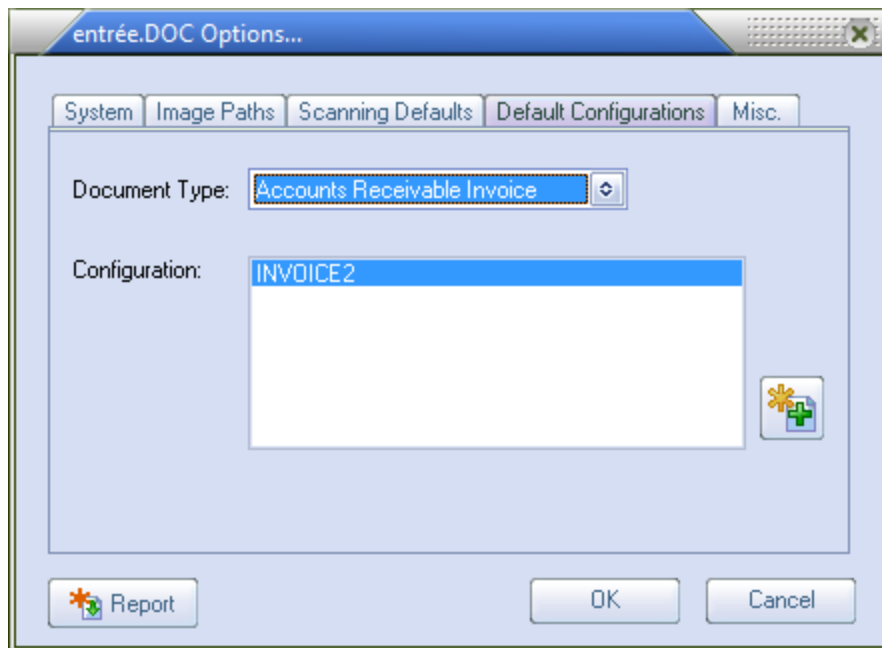
entrée V4 SQL

Here we show the scan configurations created for Custom Document Types. We have added a Credit Memo and a Document.
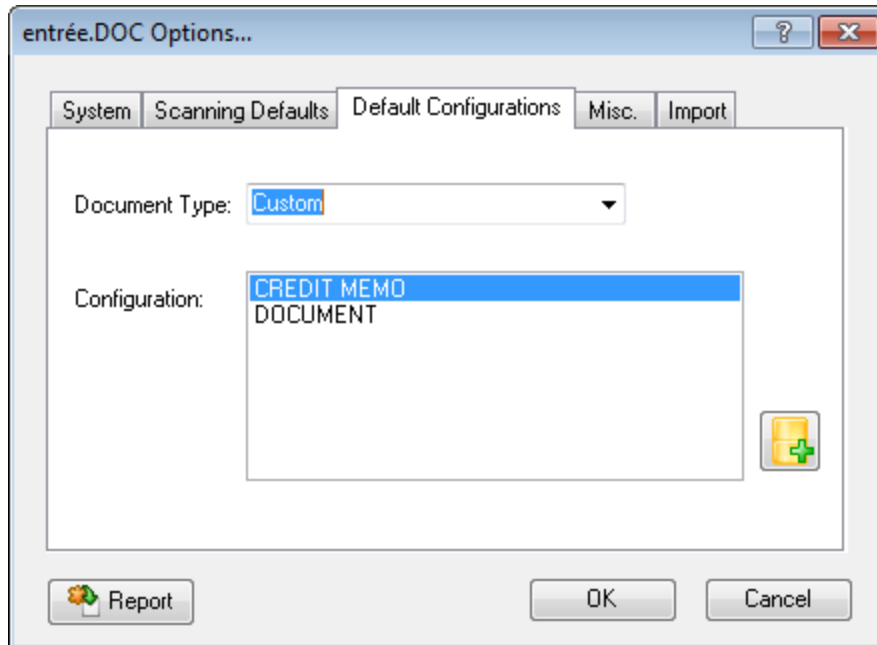
4.4.1 Document Type

This list is used to select the desired default document type when the **Scan Documents** dialog is opened. The document type drop down list is used to select the document type to associate with a default configuration.

The **Document Types Overview** section will provide information about options in the Document Type drop down list.
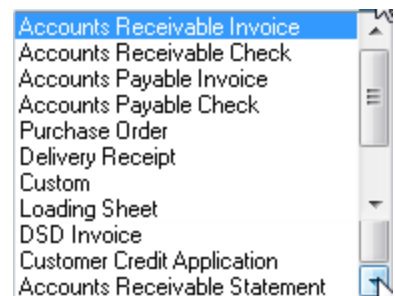
4.4.2 Configuration

Select the scanner configuration that should be used by default for the selected document type.

- Clicking the **New Configuration** button, will invoke the **Scanner Configuration Utility**, so a new configuration may be added.

4.5 Misc. Tab

The **Misc** (Miscellaneous) tab is used to specify the default zoom modes and how remote scanning should work.

entrée V3
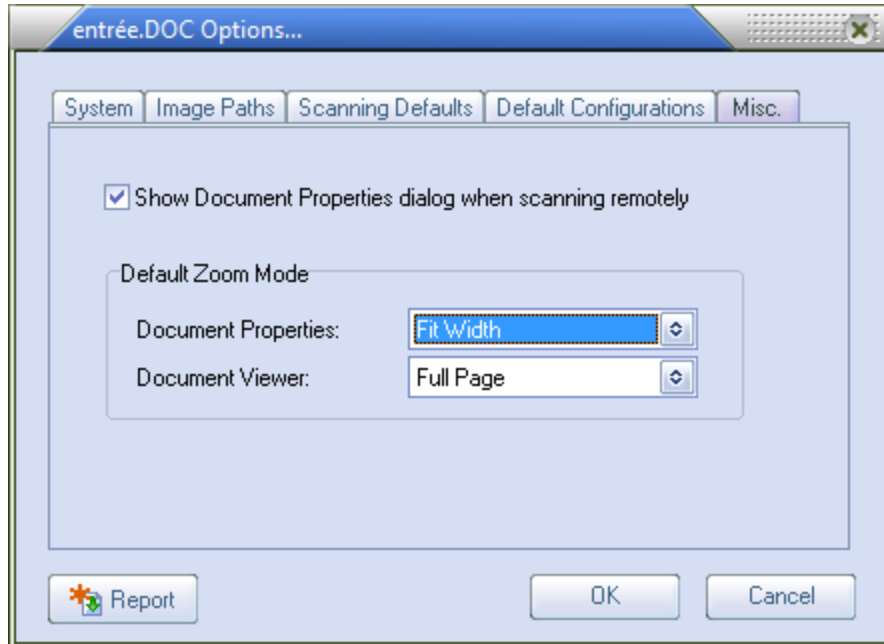
entrée V4 SQL
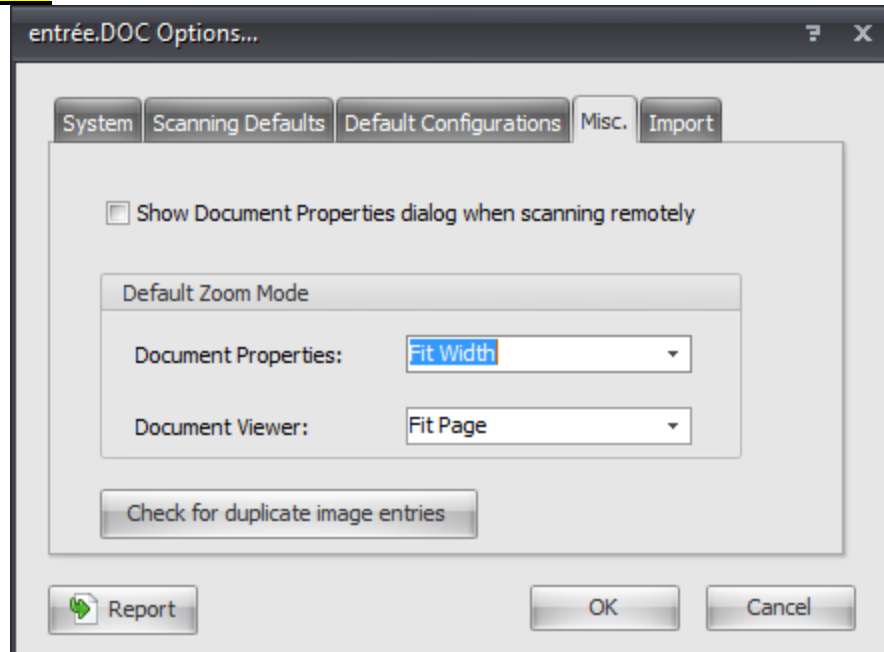
4.5.1 Show Document Properties dialog

If this option is enabled (default), the **Document Properties** dialog will be displayed after a document is scanned from the main **entrée** system.

- This feature is useful if you would like to verify the document scanned properly or wish to crop the image size.

4.5.2 Default Zoom Modes

These options allow you to specify the default zoom modes for the **Document Properties** window and the **Document Viewer** window.

- By default the document properties window is set to **Fit Width**.

- By default the document viewer window is set to **Full Page**.
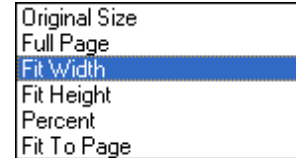
4.6   V4 Import Tab/ V3 Image Paths Tab

The **Image Paths** tab allows you to specify where the scanned images should be saved on the network. By default each document type is saved into its own directory for ease of sorting.

entrée V3   Image Paths Tab

- The **Document Type** drop down menu is used to assigned a document type to the Image Path folder where those documents will be saved.

- The **Location** field is used to enter the data path of where image files for the specified document type should be saved.

- Clicking the **Browse Folders** button will open the **Browse for Folder** dialog to assist in setting the image paths.
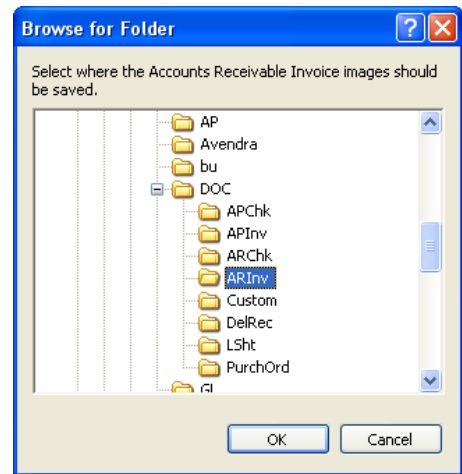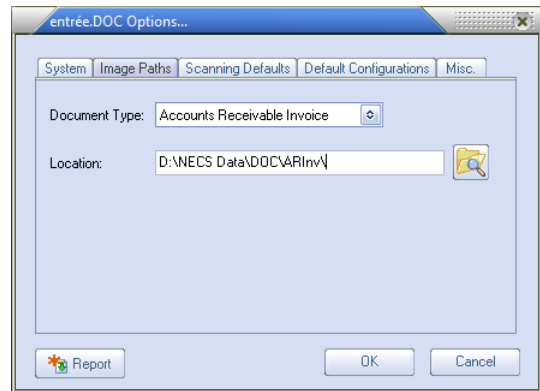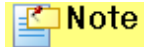
Note   Changing an image path does <u>not</u> move previously scanned documents. The original location of each document is saved to the image database file, so previously scanned documents do not need to be relocated.

<mark>**entrée V4 SQL**</mark>
Import Tab
The **Import** tab is only used to to import your version 3 DOC data after the File Transfer Utility has been run.
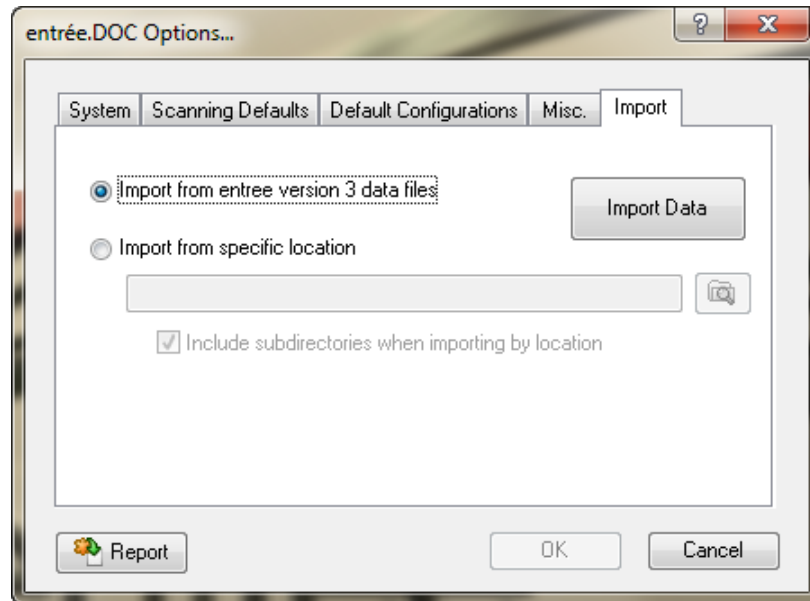
Import Tab Options
• **Import from entrée version 3 data files**
This option will import your version 3 **entrée.DOC** data files from the standard location.

1. Click the option.

2. Click the **Import Data** button.

3. The import begins to run immediately. An image analysis progress bar will display.

4. The button will change to **Abort Import**.
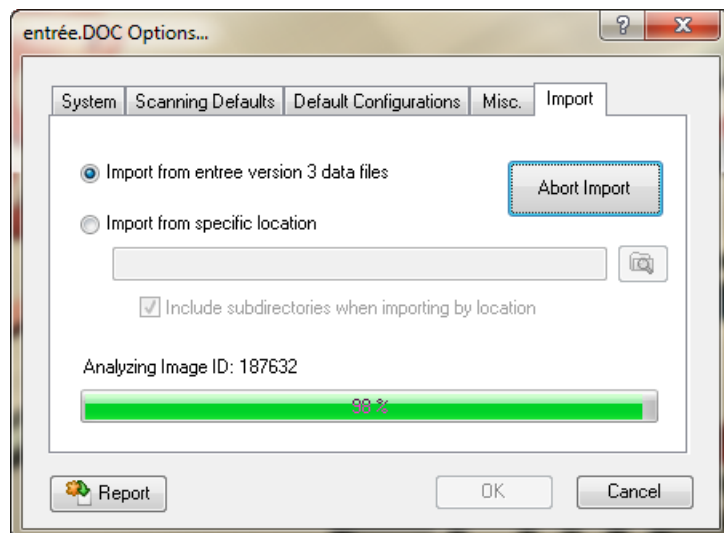
5. When the import has completed an **Info** message box will be displayed showing the time it took for the import process. Click **OK**.
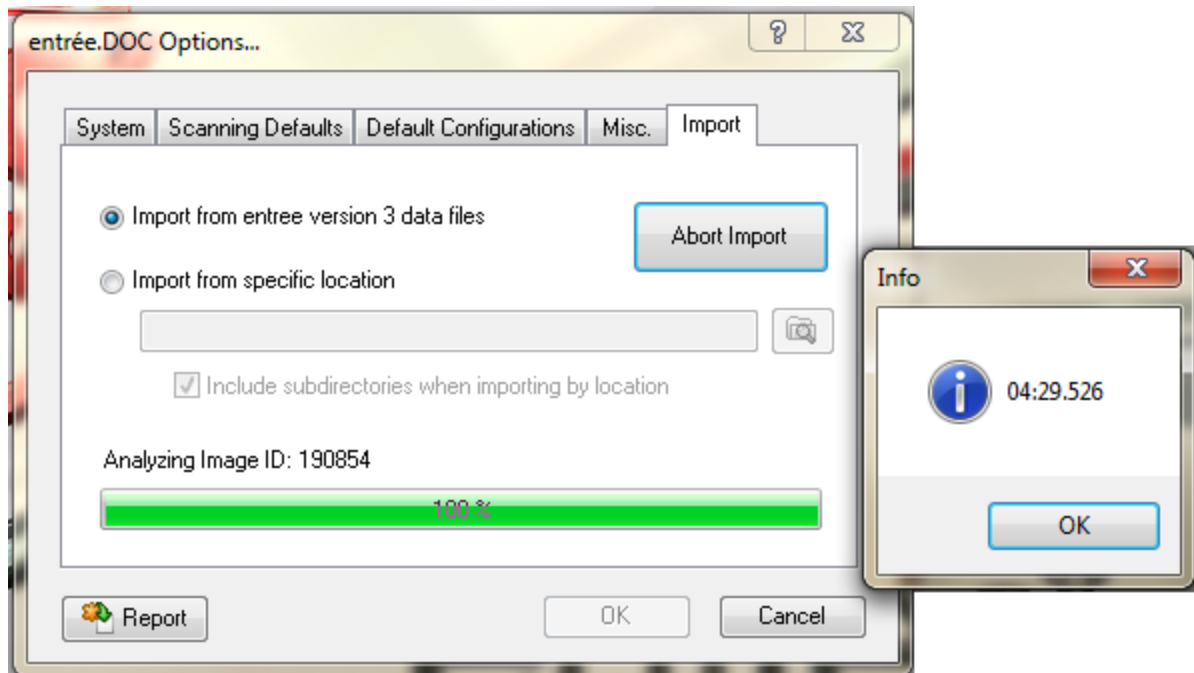
6. Then the **Import Errors...** dialog will open showing you any data that failed to import. You have the options to **Save** and **Print** your errors list. Then click **OK**.

7. Finally the **Import Results...** dialog will display with the status of the data import.
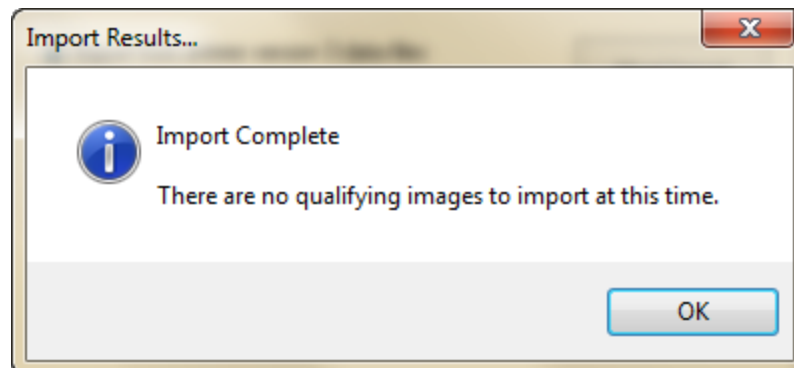
- **Abort Import Process**

1. Click **Abort Import** to cancel the import of version 3 data while the process is running.

2. A **Confirmation** dialog will display.

3. Click **Yes** to abort or **No** to continue with the import process.
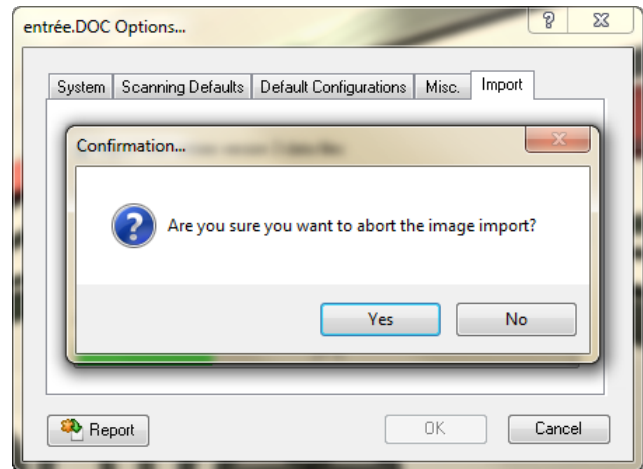
- **Import from specific location**
Select this option to import **entrée.DOC** version 3 data stored in a different location.

1. Click the option.

2. Check the **Include subdirectories when importing by location** option if you would like this data included.
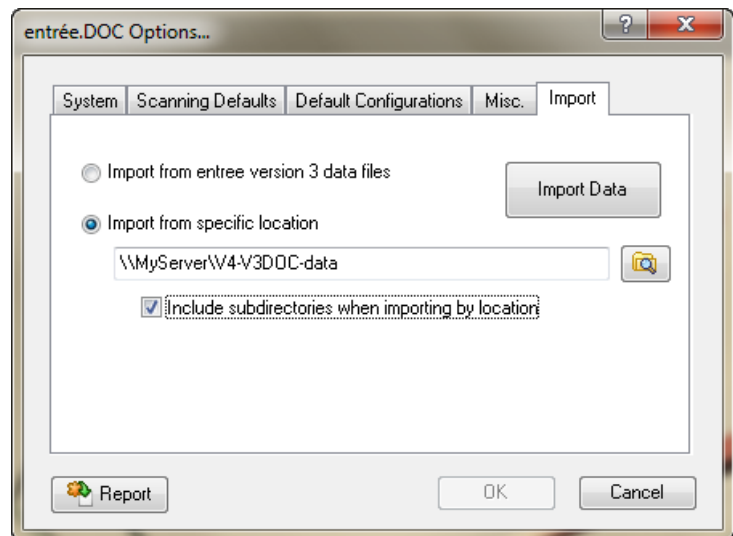
3. Click the **Browse** button. Use the **Browse for Folder** dialog to find the desired folder containing your data.

4. Click **OK**.
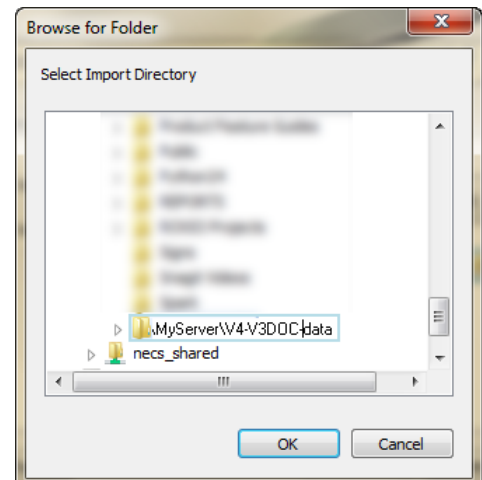
5. Now back on the **Import** tab click the **Import Data** button.

6. The import begins to run immediately. An image analysis progress bar will display.

7. The Import Data button will change to **Abort Import**.
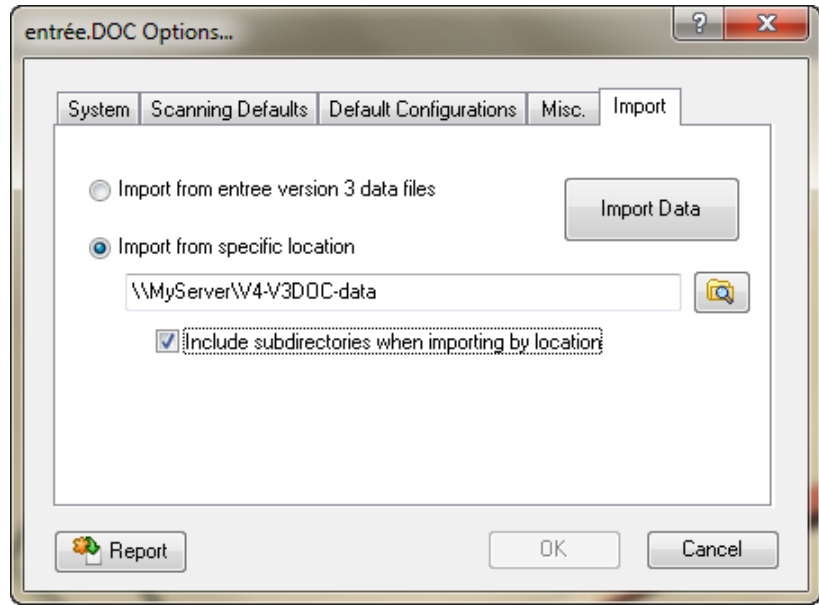
8. When the import has completed an **Info** message box will be displayed showing the time it took for the import process. Click **OK**.

9. Then the **Import Errors...** dialog will open showing you any data that failed to import. You have the options to **Save** and **Print** your errors list. Then click **OK**.

10. Finally the **Import Results...** dialog will display with the status of the data import.

4.6.1   Report Button - System Properties

· Click the **Report** button to generate a text report displaying all of the current settings of the
  entrée.DOC system properties. The version 3 images are pointing to testing data paths.

entrée V3   ⬛ Report

```
entrée.DOC document scanning system infortmational report

Version: 2.0
Copyright 2005-2011, NECS Inc. - All rights reserved.

entrée.DOC Path Information
================================

Data Path:                         D:\NECS\e3DemoData\

Accounts Payable Check Path:       D:\NECS\e3DemoData\DOC\APChk\
Accounts Payable Invoice Path:     D:\NECS\e3DemoData\DOC\APInv\
Accounts Receivable Check Path:    D:\NECS\e3DemoData\DOC\ARChk\
Accounts Receivable Invoice Path:  D:\NECS\e3DemoData\DOC\ARInv\
Custom Path:                       D:\NECS\e3DemoData\DOC\Custom\
Delivery Receipt Path:             D:\NECS\e3DemoData\DOC\DelRec\
Loading Sheet Path:                D:\NECS\e3DemoData\DOC\LSht\
Purchase Order Path:               D:\NECS\e3DemoData\DOC\PurchOrd\
DSD Invoice Path:                  D:\NECS\e3DemoData\DOC\DSDInv\
Customer Credit Application Path:  D:\NECS\e3DemoData\DOC\CCApp\
Accounts Receivable Statement PathD:\NECS\e3DemoData\DOC\ARSmt\

entrée.DOC System Properties
================================
```

Save   Print   OK

entrée V3   ⬛ Report   **Page 2**

```
Report Viewer...                                              [ - ][ □ ][ X ]

Accounts Receivable Invoice Path: D:\NECS\e3DemoData\DOC\ARInv\
Custom Path:                      D:\NECS\e3DemoData\DOC\Custom\
Delivery Receipt Path:            D:\NECS\e3DemoData\DOC\DelRec\
Loading Sheet Path:               D:\NECS\e3DemoData\DOC\LSht\
Purchase Order Path:              D:\NECS\e3DemoData\DOC\PurchOrd\
DSD Invoice Path:                 D:\NECS\e3DemoData\DOC\DSDInv\
Customer Credit Application Path: D:\NECS\e3DemoData\DOC\CCApp\
Accounts Receivable Statement PathD:\NECS\e3DemoData\DOC\ARSmt\


entrée.DOC System Properties
==============================


Next Image ID:        4
Default Document Type: Accounts Receivable Invoice
Default Scanner:
Default Tray Option:   Restore Control Panel
Control Panel Icons:   Small icons
Control Panel Text:    Below the icon
Control Position:


Properties Zoom Mode:  Fit Width
Viewer Zoom Mode:      Full Page
Doc. Props dialog:     True


   [ Save ]   [ Print ]                              [   OK   ]
```

entrée V4 SQL   [Report]

```
entrée.DOC document scanning system                    [ - ][ □ ][ X ]

entrée.DOC document scanning system infortmational report

Version: 4.0
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entrée.DOC System Properties
==============================

Default Document Type: Accounts Receivable Invoice
Default Scanner:        CanoScan 8400F
Default Tray Option:    Unprocessed Images
Control Panel Icons:    Small icons
Control Panel Text:     Below the icon
Control Position:       505,819

Properties Zoom Mode:   Fit Width
Viewer Zoom Mode:       Full Page
Doc. Props dialog:      False




   [ Save ]   [ Print ]                              [   OK   ]
```

- Click **Save** to begin the process to save the report file.
- Click **Print** to open the print dialog and print the report.

4.6.1.1 Saving the Report

1. After you click the **Save** button navigate to the directory on the network that the report should be saved in.

2. Enter the name that the report should be saved as in the **File name** field.

3. Click **OK** to save the report.
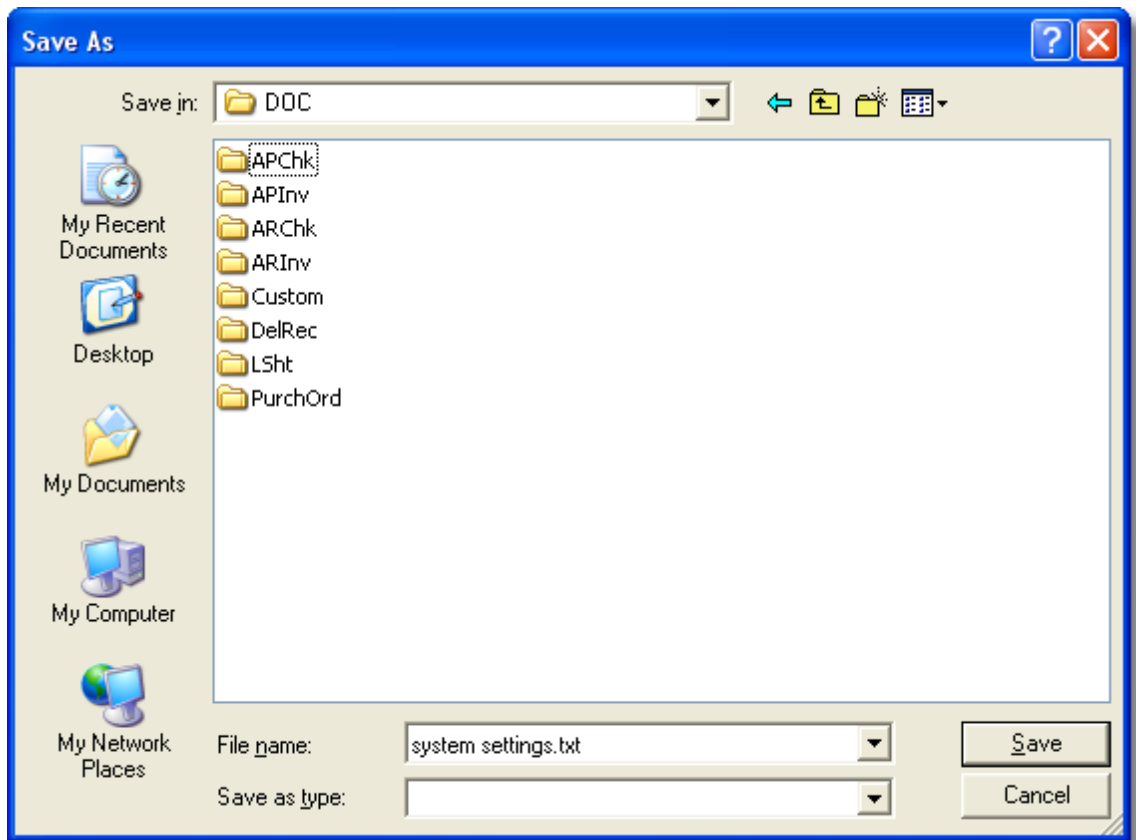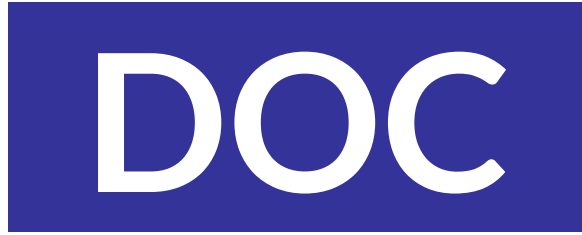
4.6.1.2 **Printing the Report**

Click the **Print** button to open the Print dialog.

1. Select the **Name** of the desired printer in the drop down menu.
2. Click the **OK** button to send the report to the printer.

DOC
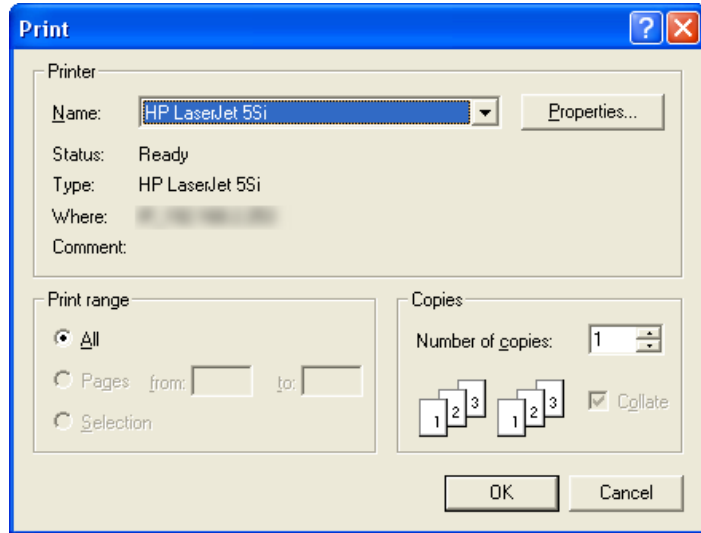
Chapter 5

Scan Configurations

5 Scan Configurations

Scanner Configurations are used by **entrée.DOC** to communicate to the scanner how the image should be acquired. This section will provide an overview of setting up and maintaining scanner configurations in **entrée.DOC**.

- A scanner configuration must be setup **before** you can scan documents with the **entrée.DOC** system.

- A scanner configuration can only be used for one document type. At least one scanner configuration <u>must</u> be defined for each type of document that will be scanned using **entrée.DOC**.

5.1 Creating a New Configuration

5.1.1 Welcome

1. On the Welcome screen select the **Create a new scanner configuration** option.

2. Click the **Next** button.

5.1.2 Basic Information

1. **Enter a configuration name** in the text box.

2. **Select a document type** in the drop down list.

3. Click the **Next** button.
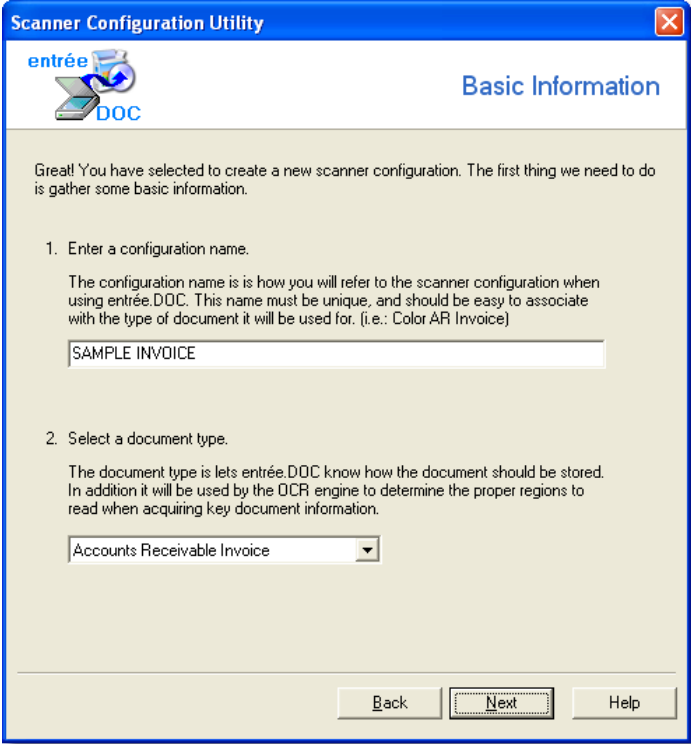
This is an example of the Basic Information screen for the new Customer Credit Application document type.
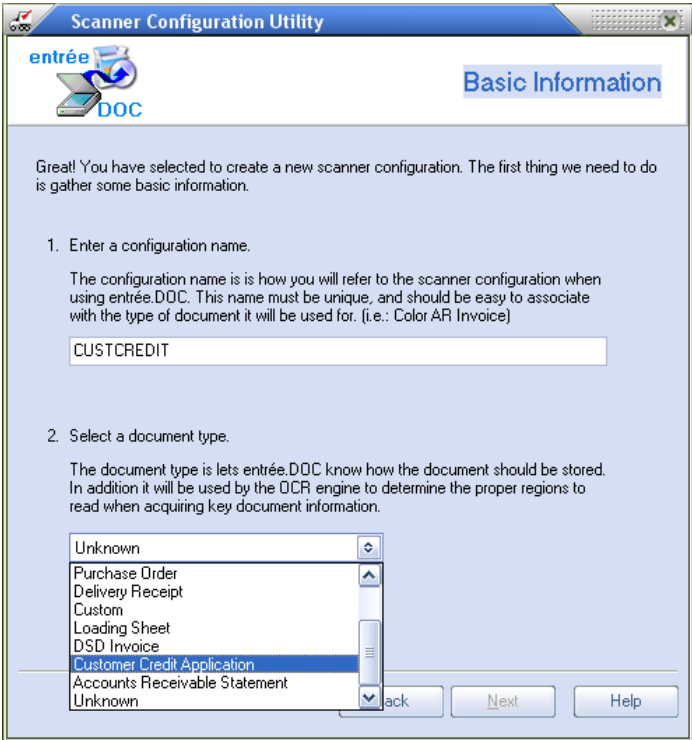
5.1.2.1   Configuration Name

Each scanner configuration must have a unique name. Enter the desired name for the configuration in this field.

- The name of the configuration may be changed at a later time by editing the scanner configuration.

- If a scanner configuration already exists with the name entered in the configuration name field you will be prompted to edit the existing configuration.
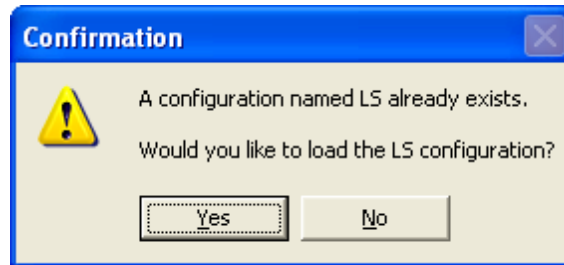
- If a scanner configuration has been deleted with the name entered in the configuration name field you will be prompted to recall the old configuration.
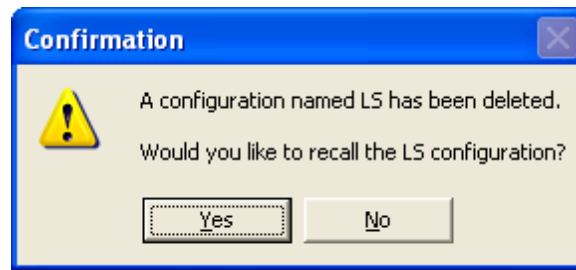
5.1.2.2 Document Type

The Document Type drop down list is used to select the desired default document type when the **Scan Documents** dialog is opened. Select the document type that will be scanned when this configuration is used.

- After a Document Type is selected, the available configurations for the document type will be displayed in the Scan Configurations list box.
- This field will default to the value specified in the Document Type field of the scanning defaults tab in the **entrée.DOC** system properties dialog.

The **Document Types Overview** section will provide information about options in the Document Type drop down list.
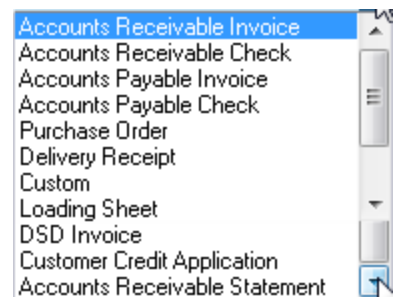
5.1.3   Image Quality

1. Select the **Color Mode** that should be used when acquiring the image.
2. Select the **Resolution** that should be used when acquiring the image.
3. Click the **Next** button.
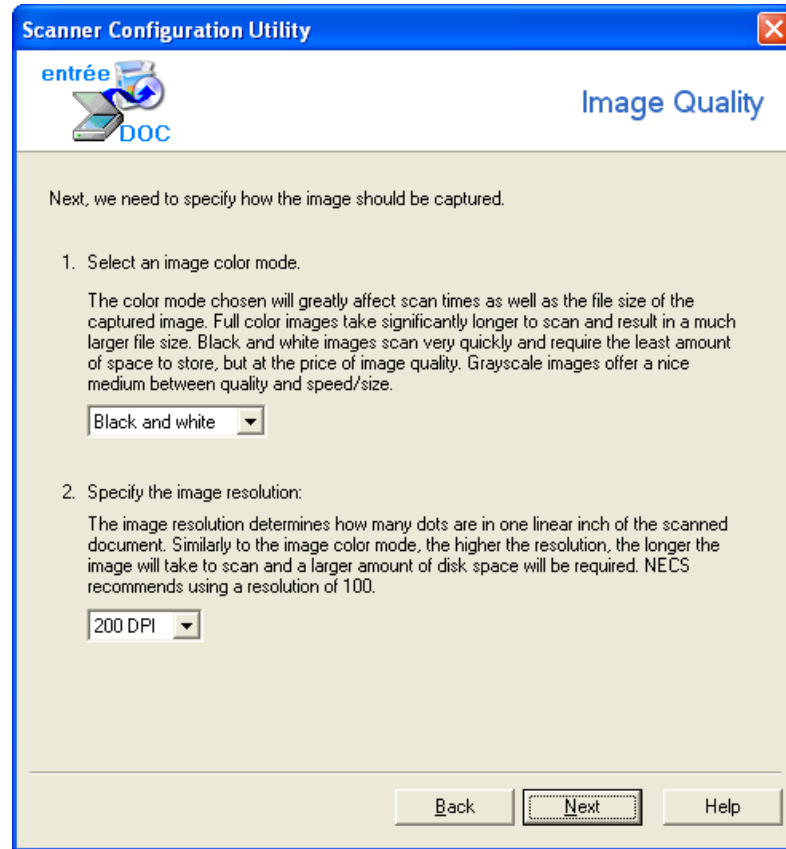
5.1.3.1 Color Mode

Select the desired **Color Mode** for the scanner configuration in this field.

- Images may be acquired in black and white, gray scale or full color.

- Black and white images require the least amount of hard disk space. Therefore, black and white is the recommended setting.
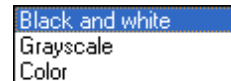
5.1.3.2 Image Resolution

Select the desired **Image Resolution** in this field.

- The higher the resolution the more disk space will be required when an image is saved.

- 200 DPI (Dots Per Inch) is the default setting for all scanner configurations.
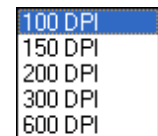
5.1.4   Scanner Settings

1. Optionally adjust the **Brightness** value.

2. Optionally adjust the **Contrast** value.

3. Contact NECS Tech Support if you need to adjust the **Transfer Mode** or **Feed Mode** for your scanner hardware.
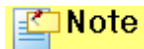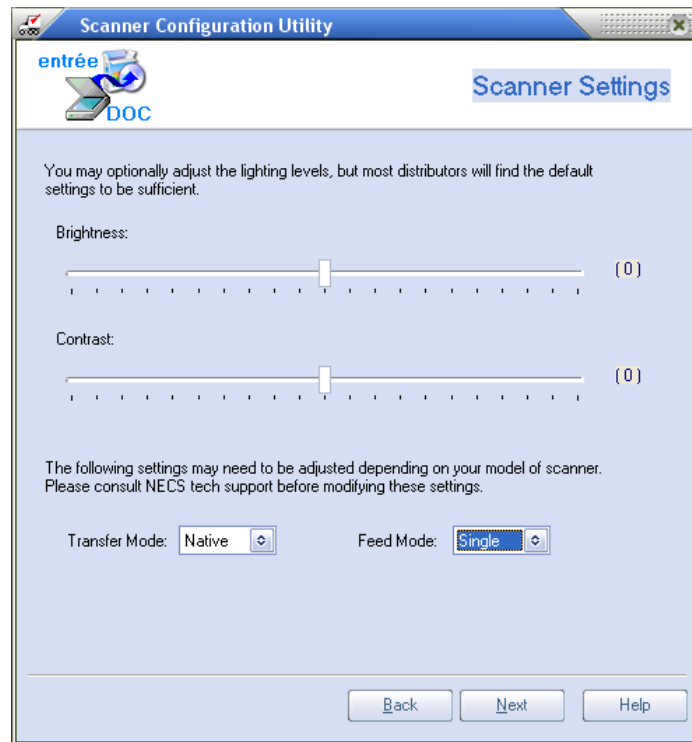
Note You may need to adjust the **Twain Transfer Mode** or **Document Feed Mode** settings to support your scanner hardware. **Please do not change the Transfer or Feed Mode settings without consulting with NECS Tech Support first.**

Transfer Mode:

- **File -** writes the image directly to a file.
- **Native -** writes a Device Independent Bitmap (DIB) in memory. (Default)
- **Memory -** writes blocks of pixels in a series of memory buffers.

Feed Mode:

- **Single -** For scanners that scan one sheet at a time. (Default)
- **Multi -** For scanners that feed and scan multiple sheets in batches.

4. Click the **Next** button.

5.1.5   Page Settings

1. Select the desired **Paper Size**.
2. Optionally specify a **Right Trim** value.
3. Optionally specify a **Bottom Trim** value.
4. Click the **Next** button.
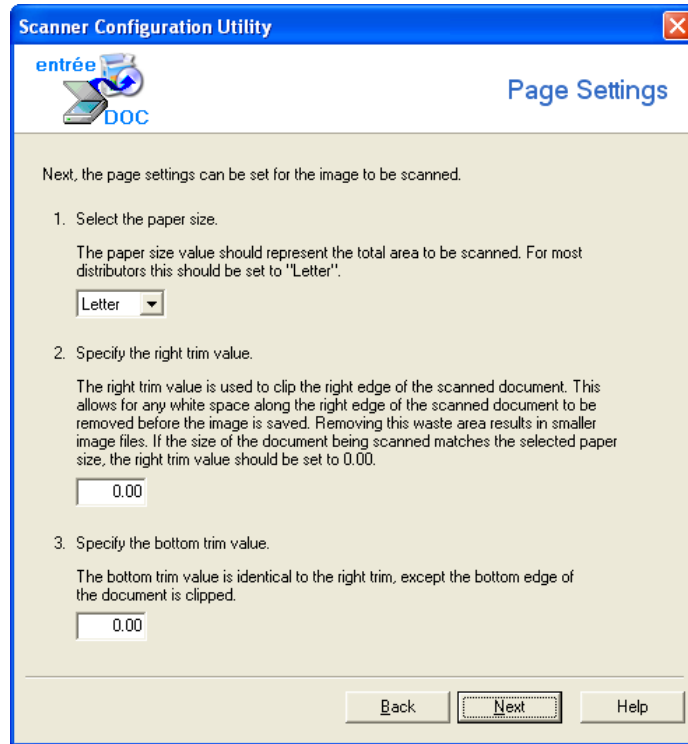
5.1.5.1 Paper Size

Select the desired **Paper Size** of the document to be scanned with this configuration.
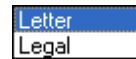
- All scanner configurations default to Letter for the paper size.

5.1.5.2 Right / Bottom Trim

The right and bottom trim values will clip a portion of the image when it is scanned.

- By specifying a right and/or bottom trim value, documents that do not confirm to standard page sizes are automatically cropped to save disk space.

- The right and bottom trim values are specified in inches.
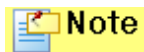
Note   If no cropping is required, leave these values set to **0.00** (default).

5.1.6   Preview Setup

1. **Select the scanner that should be used to acquire the preview image** from the list.

2. **Load** a test document into the selected scanner.

3. **Use Previously Scanned Image** - When editing an existing configuration you will be allowed to used the previously scanned test image by checking this option.
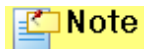
Note This option will not be displayed when a new configuration is being created.

4. Click the **Next** button.
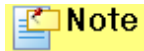
Note On some single feed or manual scanners when you click **Next** button here you will get the "Automatic Document Feeder Not loaded" error message as seen below.

5. Click **OK** in the error dialog box. Then **Next** to continue with the scan configuration process.
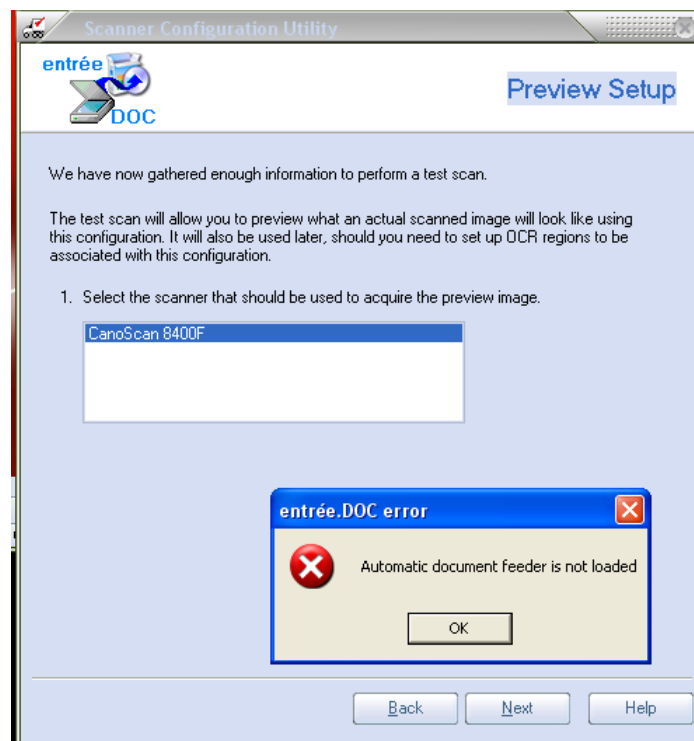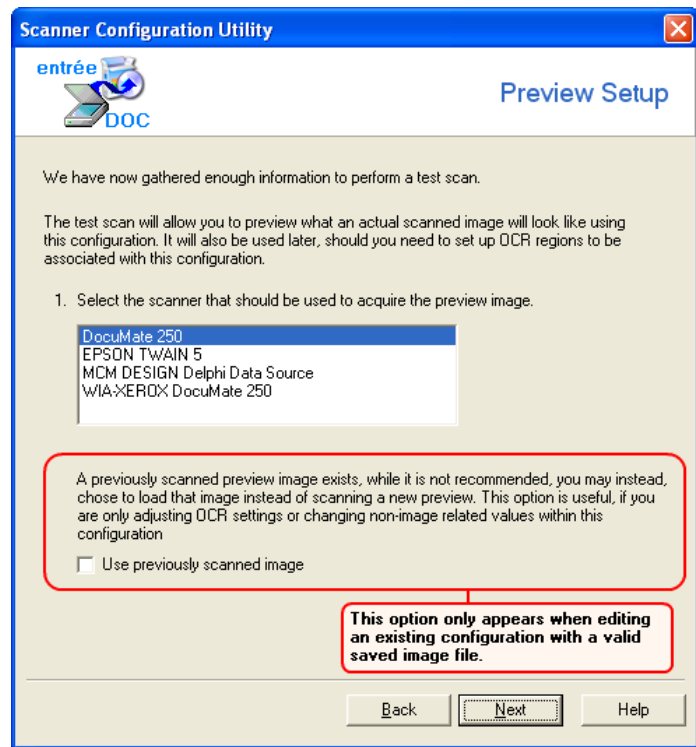
5.1.7 Preview Image

The test image will now be displayed in the **Preview Image** window.

1. If necessary, select the **degrees** the image should be rotated when the document is scanned.

2. If the colors are inverted on a black and white document click the **Invert Image Colors** button.
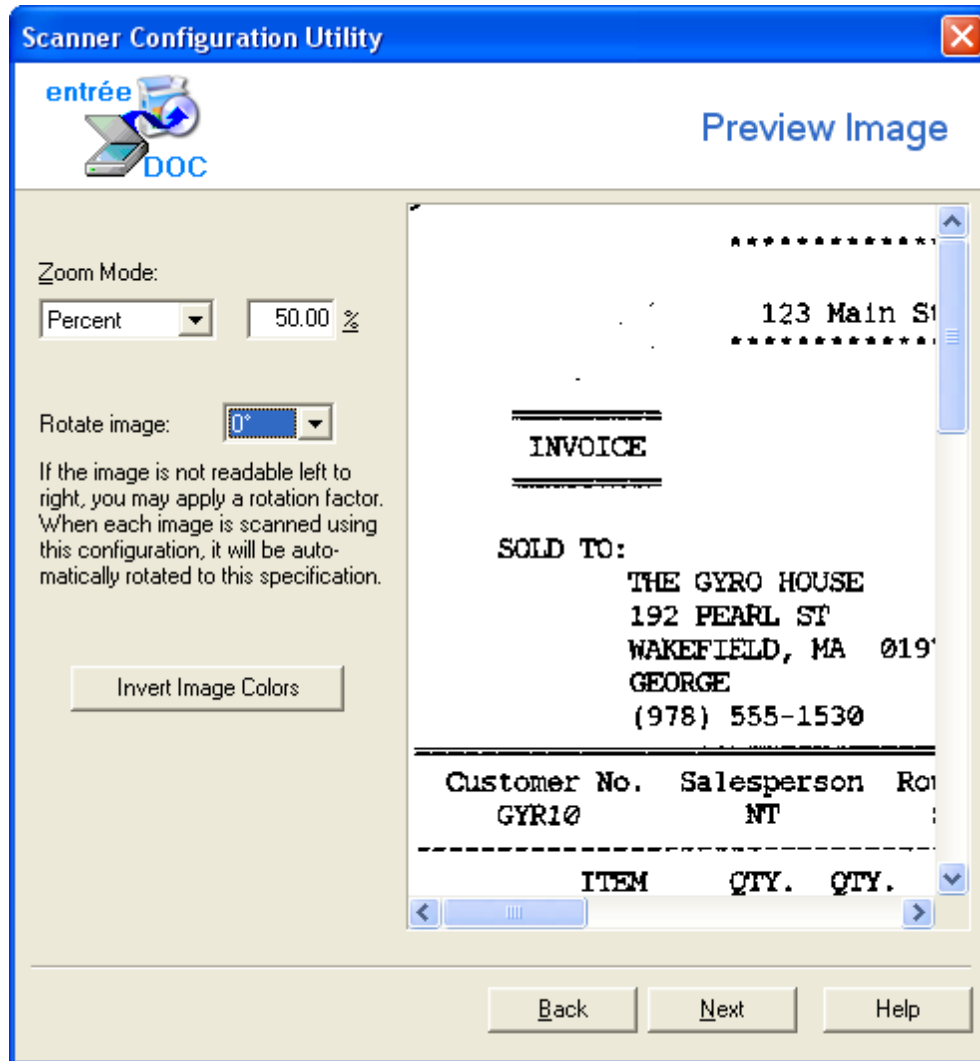
5.1.7.1 Zoom Mode

Select the desired **Zoom Mode** of the test image for this scanner configuration.

- If the percent option is selected, you may enter the specific percentage value by which you want the document enlarged.
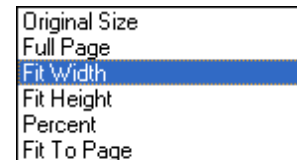
5.1.7.2 Rotate Image

Select the number of degrees the image should be rotated after it is acquired in this field.
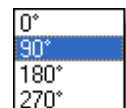
5.1.7.3 Invert Image Colors

When scanning black and white documents, depending on the internal settings of your scanner, the image may be scanned with the image colors inverted.

- If this happens click the Invert Image **Colors** button to reverse the black and white colors. The images below illustrates the effect of inverting the image colors.
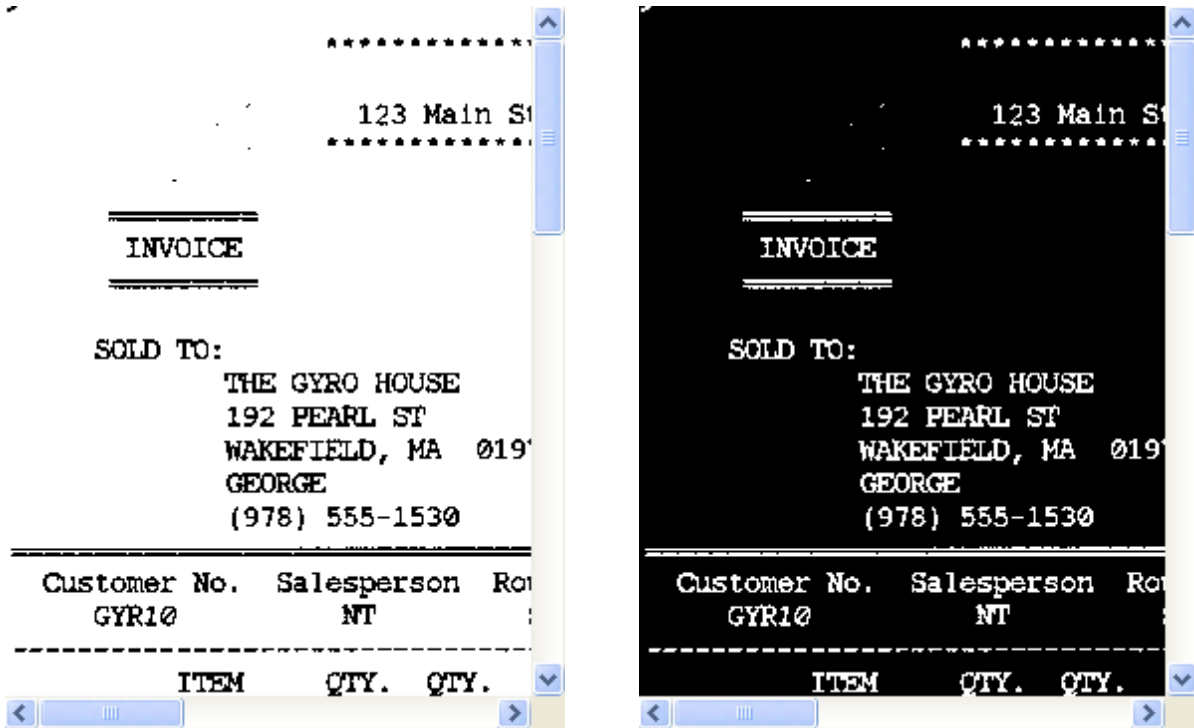
5.1.8 OCR Setup

Some **Document Types** can have key document information obtained using Optical Character Recognition (OCR).

- If you are setting up a scanner configuration for AR Invoices, Loading Sheets, AP Checks or Purchase Orders you will be presented with the **OCR Setup** window, otherwise proceed to the **Scanner Configuration Status** section.

- OCR regions must be defined for each portion of the scanned document that should be read.

The OCR Regions Document IDs are:

- **Invoice Number** for AR Invoices and loading sheets.

- **PO Number** for Purchase Orders.

- **Check Number** for AP Checks.

- **Barcode** for Invoices (if you have barcodes).

When using the barcode document id all key document data is encoded into a special bar code which can be read from the scan of the document. Using the barcode to acquire information about the document improves the reliability of the document recognition process.
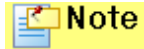
Note Being able to use the barcode will require modifying your invoice layout to print the barcode. This invoice update may incur a modest charge to cover the time required to make the necessary document changes.

- Select the **Yes** option and click the **Next** button to setup OCR regions.

- Select **No** to skip setting up OCR regions and proceed to the **Scanner Configuration Status** window.

- Then click **Next** to continue.
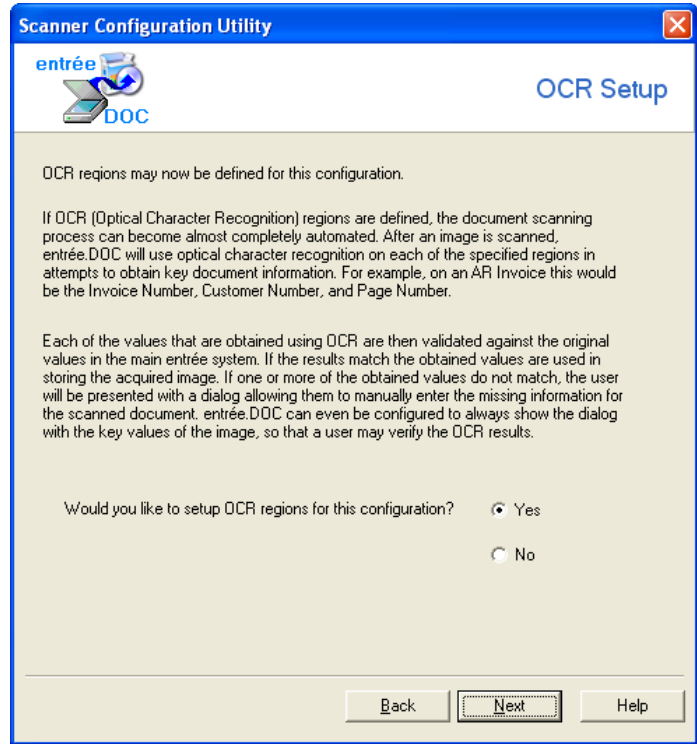
5.1.9   OCR Document ID

1. If a Document ID is to be acquired using OCR, check the **Enable this region** option.

2. Using the scroll bars of the image preview area, **locate** the Document ID.

   - For **AR** invoices and loading sheets, the document ID is the **Invoice Number**.
   - For **Purchase Orders**, the document ID is the **PO Number**.
   - For **AP Checks**, the document ID is the **Check Number**.
   - For Invoices the document ID can be a **Barcode**.

3. Using the mouse, click down near the top left corner of the Document ID and drag the **red box** to the lower right corner of the Document ID.
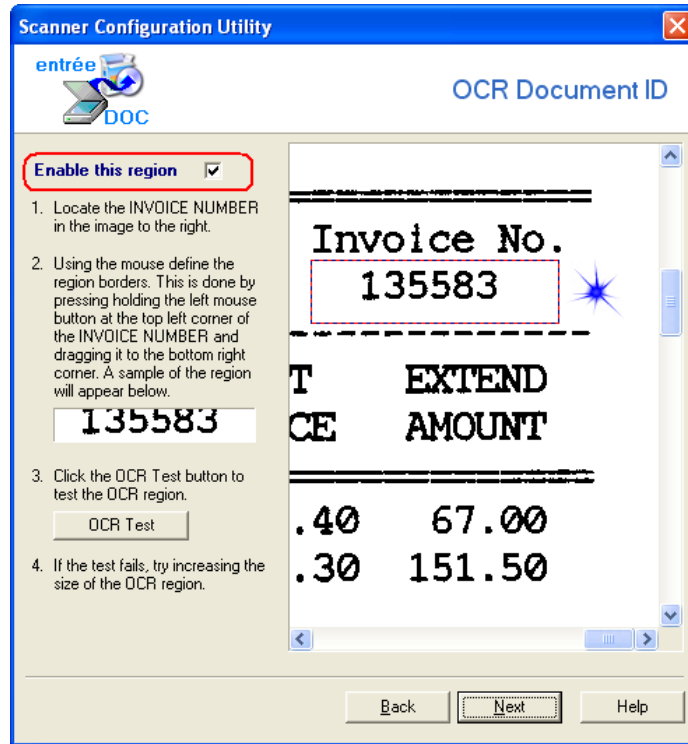
4. If the color mode of the scanner configuration is set to gray scale or color you will have the option to specify a **threshold color**.

5. Click the **OCR Test** button to verify that **entrée.DOC** is able to read the Document ID using OCR.

6. Click the **Next** button.
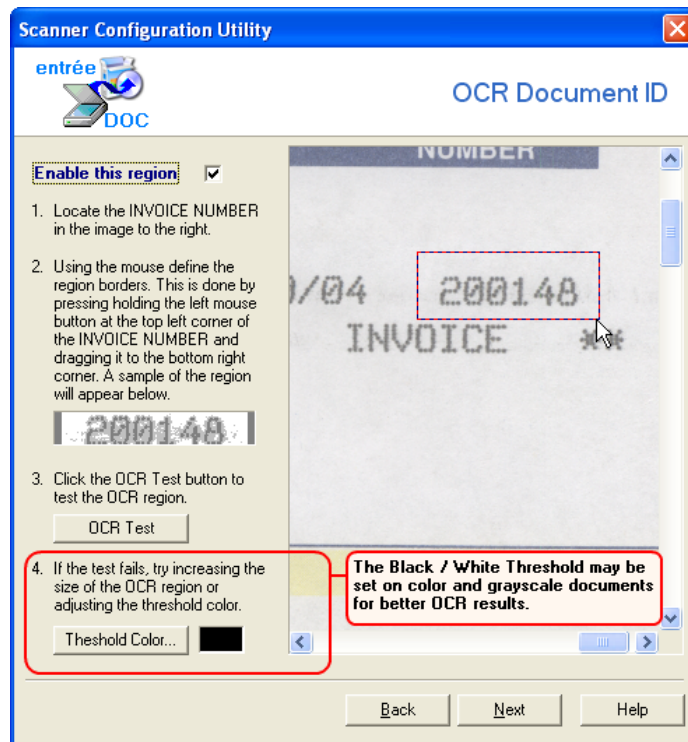
5.1.9.1 Selecting the OCR Region

The **OCR Region** is selected by drawing a red rectangle around the text that should be read using OCR. This is accomplished by clicking the left mouse button at one corner of the text and while holding the left mouse button down, dragging the mouse pointer to the opposite corner of the text to be read.

Invoice No.
135583
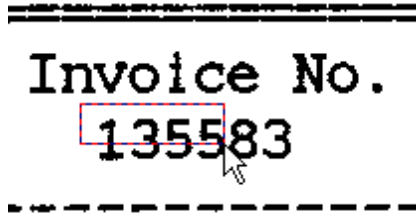
- It is recommended to leave a little white space on all sides of the OCR region to compensate for the fact the exact location of the Document ID will vary slightly on a per scan basis.

- After a region is defined, it can be re-sized by moving the mouse over one of the edges until the cursor changes to a double sided arrow. At that point, click and hold the left mouse button to re-size the region.

Invoice No.
135583
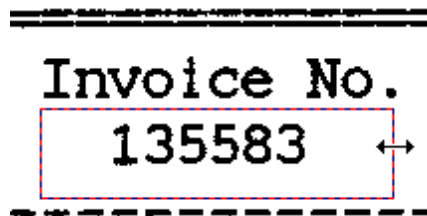
- After a region is defined, it can also be moved by placing the mouse completely inside the region until the cursor changes to a hand. At that point, click and hold the left mouse button to move the region to the desired location.

Invoice No.
135583
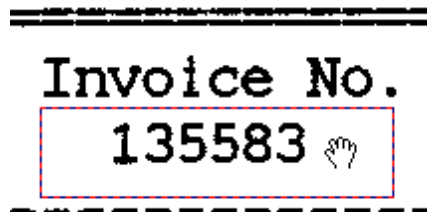
5.1.9.2 OCR Test

Click the **OCR test** button to read the text in the currently defined OCR region.

entré...
200148
OK

- If the test fails try adjusting the size and/or location of the OCR region.

- Also, if the scanner configuration has a color mode of gray scale or color, the OCR Threshold may need to be set to a lighter or darker color.

- Finally, you can try adjusting the brightness and/or contrast levels and rescan the test image.

5.1.9.3 Threshold Color

In order to obtain the best possible OCR results, the OCR region is converted to black and white prior to performing OCR. The **Threshold Color** indicates the medium in which a pixel should be converted to black or white.

1. To select a threshold color click the **Threshold Color...** button.

2. Move the mouse cursor over the image in the **Sample OCR region**. As the hand icon moves over the image a zoomed in representation of the current position is displayed in the **Zoom Region** area. The color displayed in the square at the center of the **Zoom Region** is the color that will be displayed as the **Threshold Color** when the left mouse button is clicked.

3. Once the **Threshold Color** has been selected, click the **OK** button to return to the region setup window.

Select OCR Threshold...

When OCR is performed, the region must first be converted to black and white. The threshold is the median color in the conversion. All colors lighter than the threshold will become white and all colors darker than the threshold will become black.

In the sample OCR region below select the OCR threshold color. As you move the mouse over the sample image, an enlarged copy of the current mouse position will apear in the Zoom Region. When the desired threshold color appears in the square in the center of the zoom region click the left mouse button to select it.

Sample OCR region:

Zoom Region:

Threshold Color:

OK   Cancel

Note A threshold color is only required when working with scanner configurations that have a color mode of gray scale or color.

5.1.10 OCR Link ID

When OCR is performed on an image, **entrée.DOC** uses two key values from the document to verify against the database files in the main **entrée** application. The Document ID is the primary identifier for the document and the **Link ID** is the secondary verification value. Both values must be verified for a successful match to occur.

- The **Link ID** region is defined in the same manner as the Document ID.

- For AR invoices and loading sheets the **Link ID** is the **Customer Number**.

· For Purchase Orders and AP Checks, the **Link ID** is the **Vendor Number**.

5.1.11 OCR Page Number

Some of the **entrée** documents that can be read using OCR may consist of multiple pages. If the document that is being scanned has a page number printed on the document, you may define that region as well so the page number will not have to be entered manually for multiple page documents.

· The **OCR Page Number** region is defined in the same manner as the Document ID.

· If the **OCR Page Number** region is not used, the page numbers will be assigned in the order that the pages are scanned when working with multiple page documents.

5.1.12 Scanner Configuration Status

The **Scanner Configuration** status window displays a text representation of the scanner configuration.

1. Select the **Save changes** option to save the configuration.

2. Click the **Finish** button.
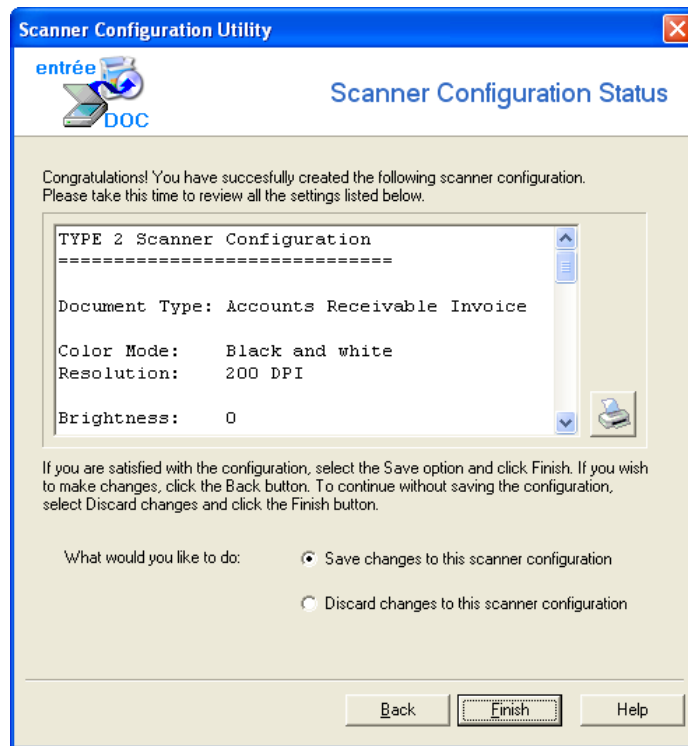
5.1.12.1 Printing the Configuration Report

The text summary of the scanner configuration may also be printed.

1. Click the **Print** button 🖨 to open the Print dialog.

2. Select the desired printer in the **Name** field.

3. Click **OK** to send the text report to the selected printer.
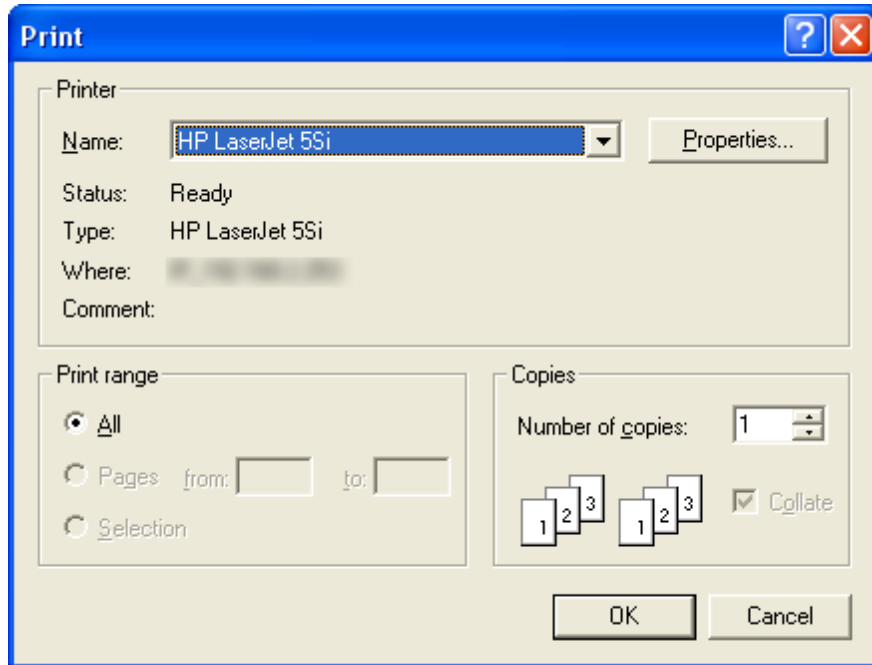
5.2 Editing an existing configuration

5.2.1 Welcome

1. On the welcome screen select the **Edit an existing scanner configuration** option.

2. Click the **Next** button.
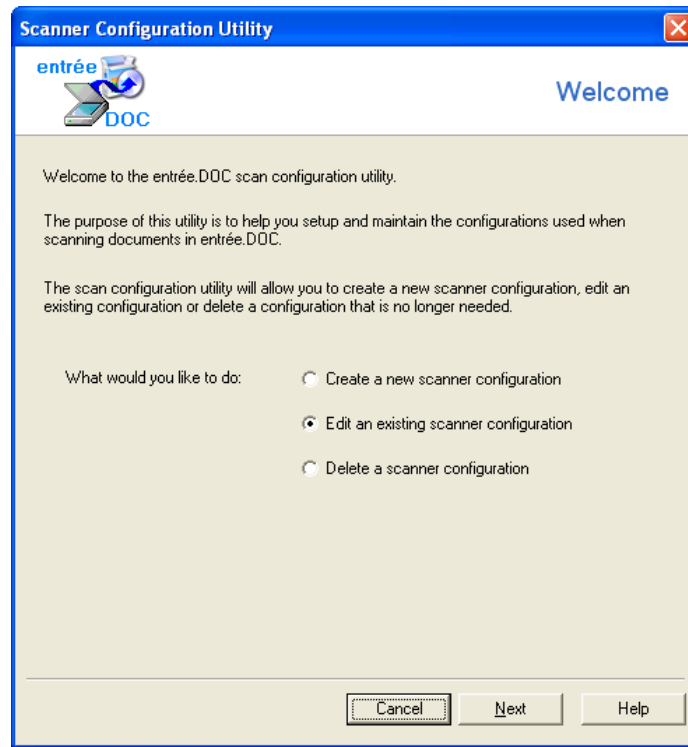
5.2.2 Edit Scanner Configuration

1. From the list select the desired configuration to edit. Configurations may be sorted by Configuration Name or Document Type by clicking on the column title.

2. Click the **Next** button.

3. At this point the **Basic Information** window will be displayed and the configuration is edited in the same manner as creating a new scanner configuration.
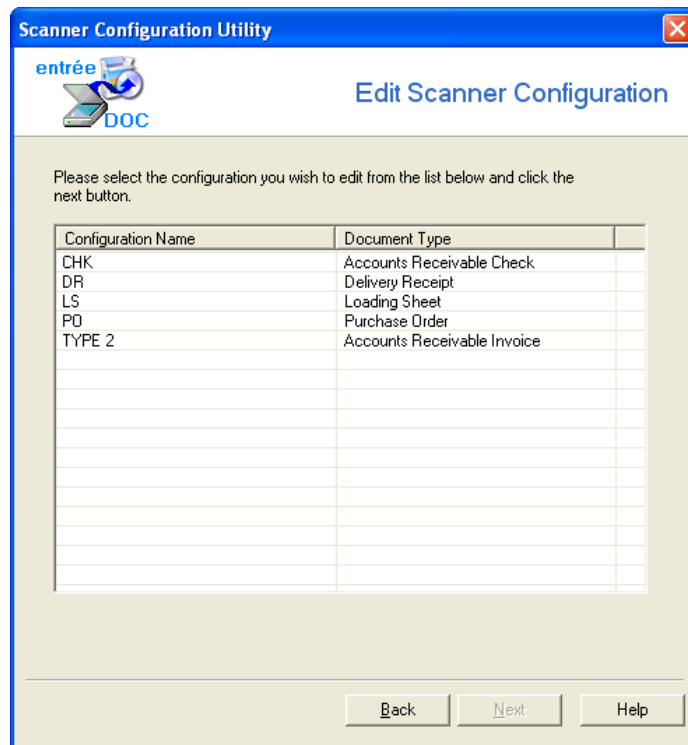
5.3   Deleting an existing configuration

5.3.1   Welcome

1.   On the Welcome screen select the **Delete a scanner configuration** option.

2.   Click the **Next** button.

5.3.2 Delete Scanner Configuration

1. Select the desired configuration to delete. Configurations may be sorted by Configuration Name or Document Type by clicking on the column title.

2. Click the **Next** button.
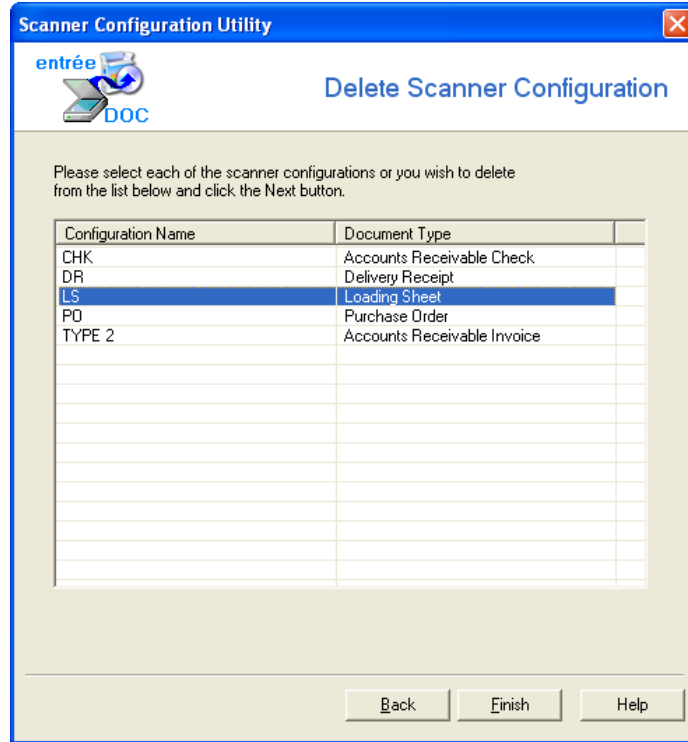
3. When prompted for confirmation click the **Yes** button.

DOC
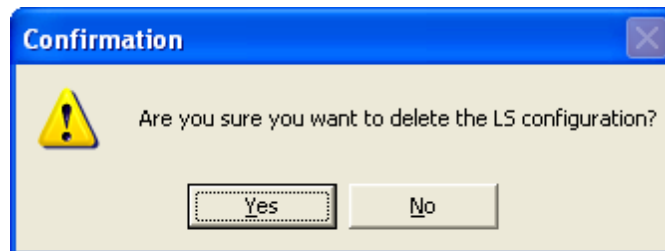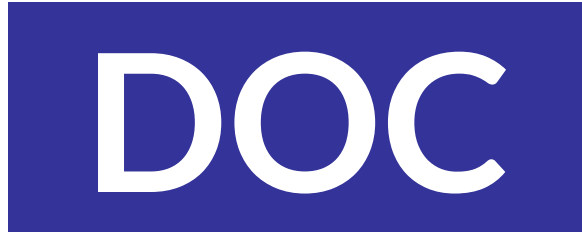
Chapter 6

Scan Document

6   Scan Document

The **Scan Document** utility is used whenever a document or batch of documents are scanned using **entrée.DOC**. This chapter will detail how to use the **Scan Document** utility.
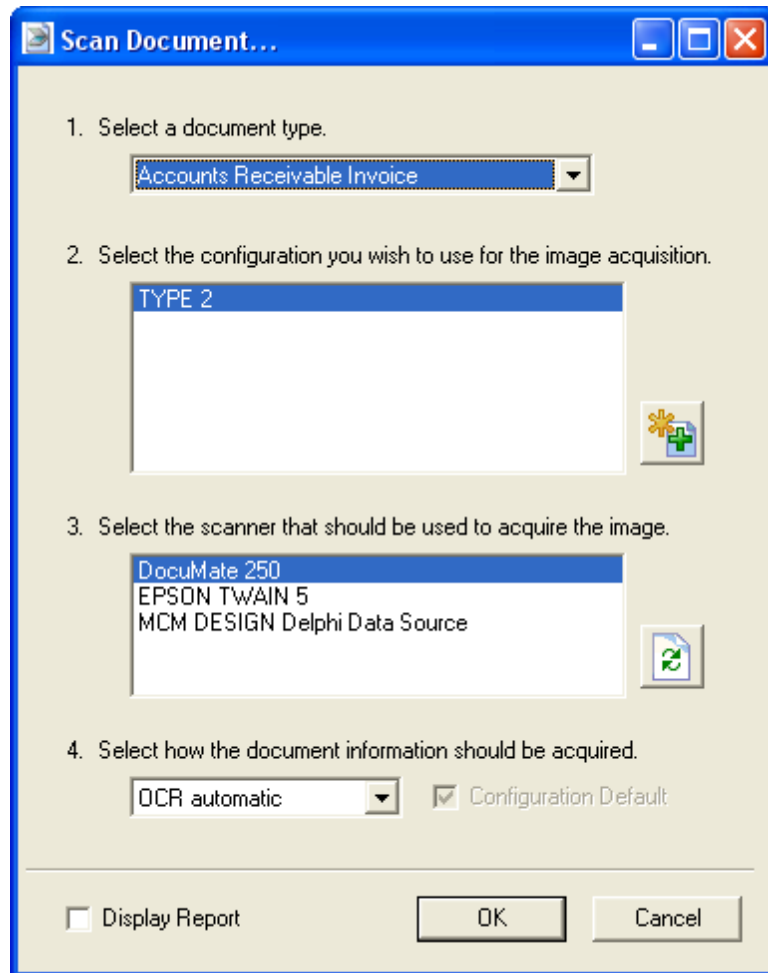
6.1   Document Type

The Document Type drop down list is used to select the desired default document type when the **Scan Documents** dialog is opened. This field is used to select the document type that is being scanned.

- After a Document Type is selected, the available configurations for the document type will be displayed in the Scan Configurations list box # 2 in the **Scan Document...** dialog.

- This field will default to the value specified in the Document Type field of the scanning defaults tab in the **entrée.DOC** system properties dialog.

The **Document Types Overview** section will provide information about options in the Document Type drop down list.
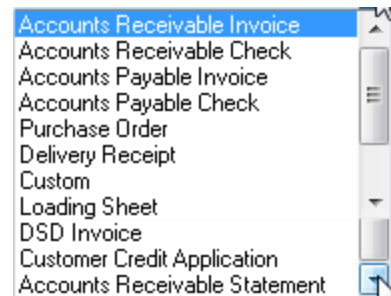
6.2   Scanner Configuration

Select the desired **Scanner Configuration** to use in the scan configuration list box.

- Clicking the **New Configuration** button , will invoke the Scanner Configuration Utility, so a new configuration may be added.

- This field will default to the configuration associated with the Document Type on the default configurations tab in the **entrée.DOC System Properties** dialog.

6.3   Select Scan Device

Select the scanning device to use in the select scanner list box.

- Each scanning device connected to the workstation will be displayed in the list box.

- Clicking the **Refresh Devices** button , will search for additional scanners that may not have been turned on.

- The scanner specified as the default scanner on the scanning defaults tab of the **entrée.DOC System Properties** dialog will be selected by default.

6.4   Document Information

This field is used to specify how key information about the document should be acquired.
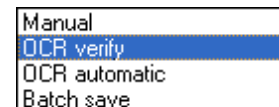
- If the **Manual** option is selected the user will have to enter the Document ID for each page that is scanned in the Document Properties dialog.

- If the **OCR verify** option is selected, **entrée.DOC** will attempt to read the defined OCR regions of the scanner configuration to obtain the document information. The Document Properties dialog will be displayed for each scanned page for the user to verify that the Document ID and Link ID was read correctly.

- If the **OCR automatic** option is selected, the Document Properties dialog will only be displayed if the OCR acquisition of either the Document ID or the Link ID fails.

- If the **Batch save** option is selected, all images will be saved into a special file, which can be processed later using the **Unprocessed Images** utility.

This option saves the documents for later. When selected you will need to go back in and process the saved batch. It will then prompt you for the document information. The purpose would be to scan all the checks into the system so they could go to the bank and then someone would sort them out the next day.
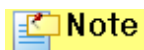
Note   The OCR verify and OCR automatic option will only be displayed for document types that have support for OCR.

6.5 Display Report

If the **Display Report** option is checked, a report will be generated detailing the scan session after all images have been processed.

```
===== entrée.DOC document scanning system batch report =====

Date: Friday, July 01, 2005
Time: 4:37:07 PM
Images acquired: 4

Image # 1 start...
...Key document information acquired - OCR verify

Image # 2 start...
...Key document information acquired - OCR verify

Image # 3 start...
...Key document information acquired - OCR verify

Image # 4 start...
...Key document information acquired - OCR verify

The following is list of acquired images that were successfully processed and posted to entrée.DOC

Document Information
==============================

Image ID:      4
Document Type: Accounts Receivable Invoice
Document ID:   135583
Document Date: 01/12/04
Link ID:       GYR10
Link Name:     THE GYRO HOUSE
Pages:         2
Current Page:  1
Description:   entrée Accounts Receivable Invoice

File name:     0000000004.tif
Location:      C:\NECS Data\DOC\ARInv\
Archived:      False
```

6.5.1 Saving the report text

Click the **Save** button to save the report to a text file.

1. Navigate to the directory on the network the report should be saved in.
2. In the **File name** field, enter the name that the report should be saved as.
3. Click the **OK** button to save the report.
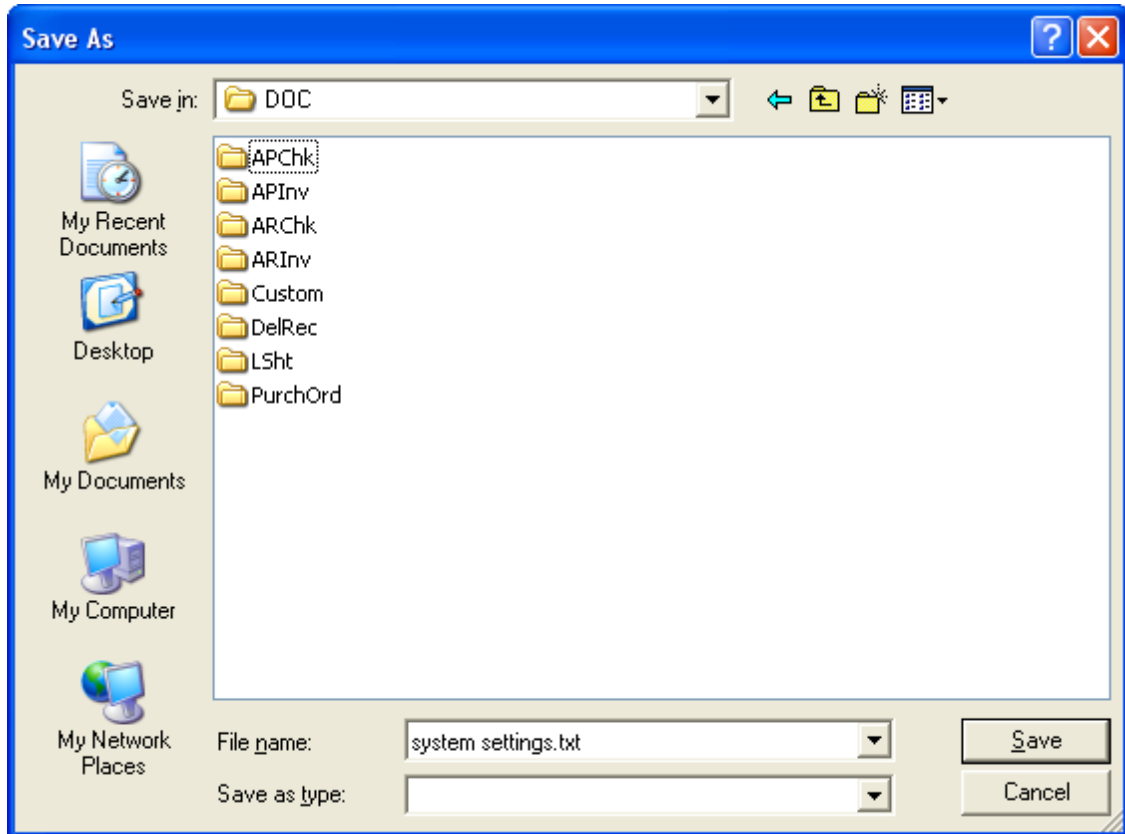
6.5.2 Printing the report text

Click the **Print** button to open the Print dialog.

1. In the **Name** field, select the printer to which the report will be sent.
2. Click the **OK** button to send the report to the printer.
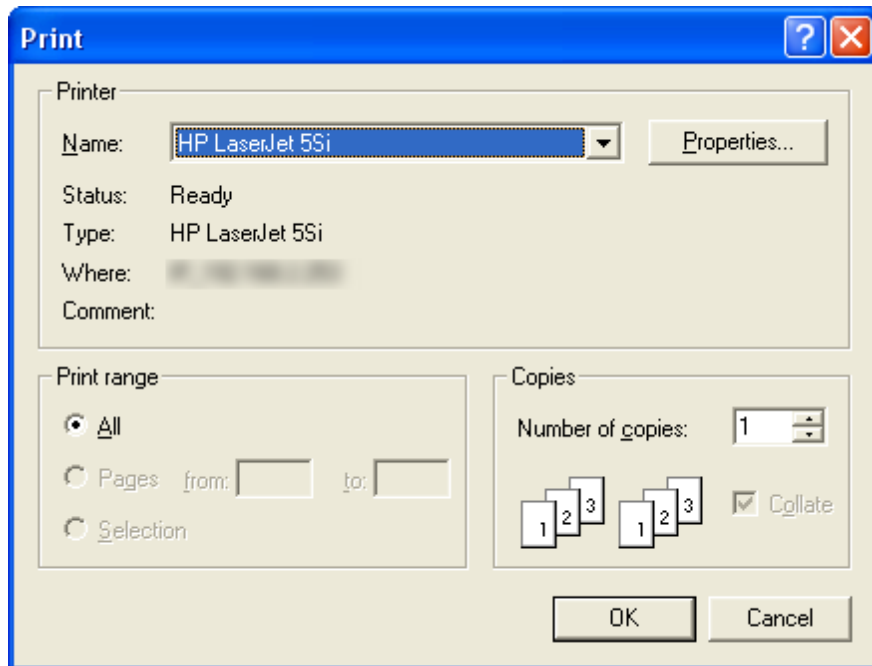
6.6 Starting the Batch Scanning Process

1. **Load all of the documents** to be scanned into the document feeder of the scanner.

2. Set the **applicable options** in the **Scan Documents** dialog.

3. Click the **OK** button to begin scanning documents. As each page is scanned a progress bar will be displayed.
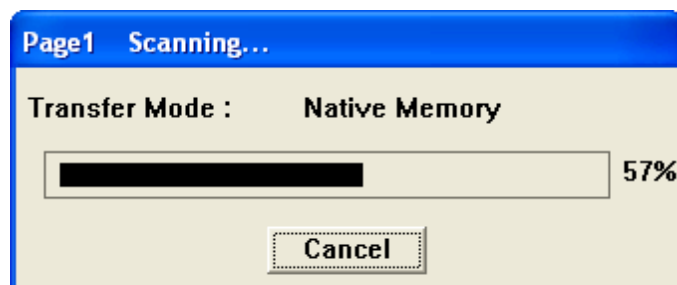
4. After all of the documents have been scanned, information will be acquired about each image. How the information is acquired will vary depending on the setting of **Select how the document information should be acquired**.
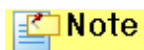
Note The scanning process tracks the total number of pages which have been scanned for each individual invoice and records that information in the Invoice Header file.

6.7   Document Properties Dialog

The **Document Properties** dialog is typically displayed for each image that is scanned. It allows the user to attach key document information as well as apply any special formatting to the image.
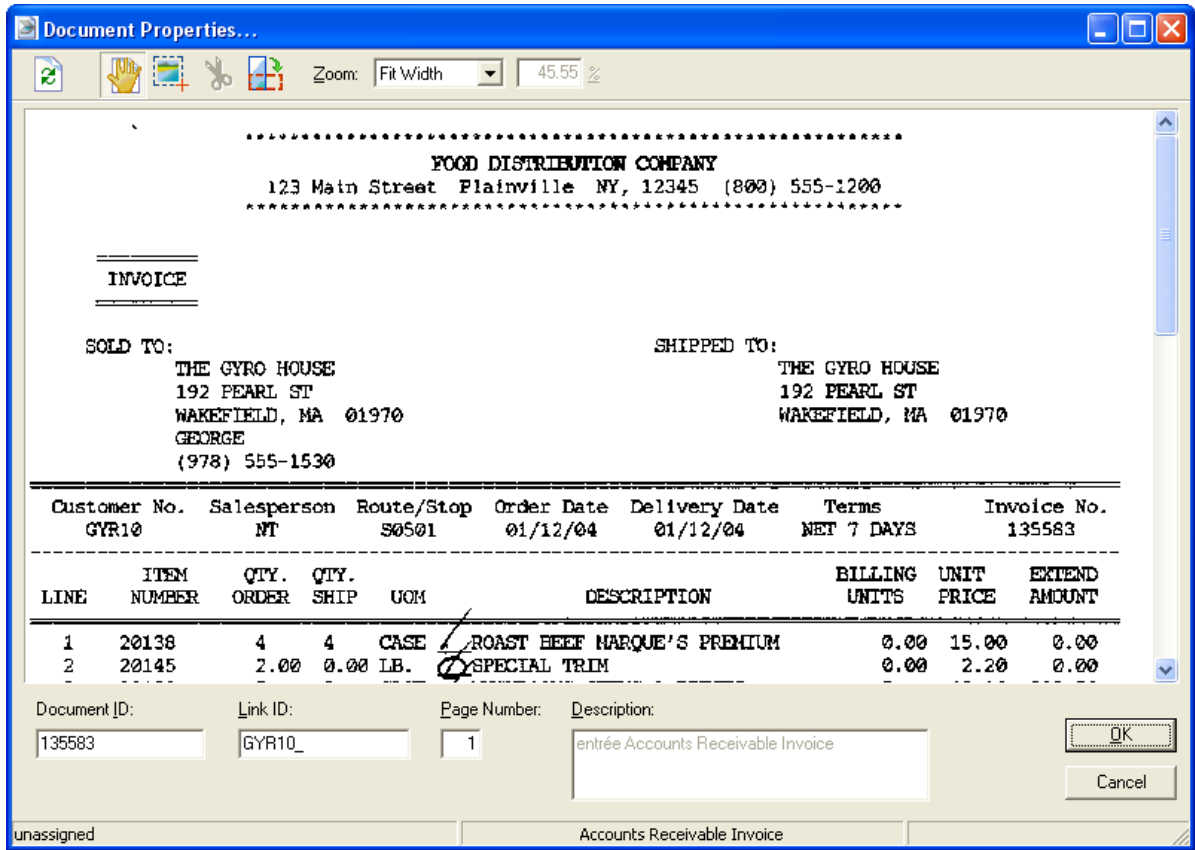
6.7.1   Refresh Image

The **Refresh Image** button will restore the originally scanned image to the preview area.

- This feature may be used like an undo feature if the image has been cropped to much.
- When this button is clicked the user will be prompted to restore the original image. Click **Yes** to continue.
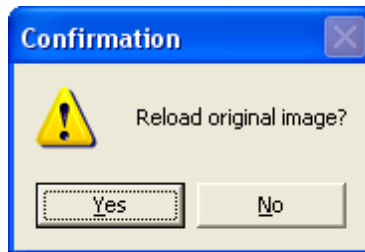
6.7.2   Scroll Image

Clicking the **Scroll Image** button will allow you to scroll the image within the preview pane by clicking and **holding** the left mouse button while moving the mouse in any direction.

6.7.3 Crop Image

Sometimes there will be excessive white space on the scanned document. This will typically occur with accounts receivable checks, since the size and style of each check will vary for each customer. **entrée.DOC** has a built in cropping feature which allows you to remove the unneeded white space before the image is saved. This section details how to select the crop region.

1.   Click the **Crop Image** button . The document in the preview area will be forced to the Full Page zoom mode and a red box will be drawn around the entire image.
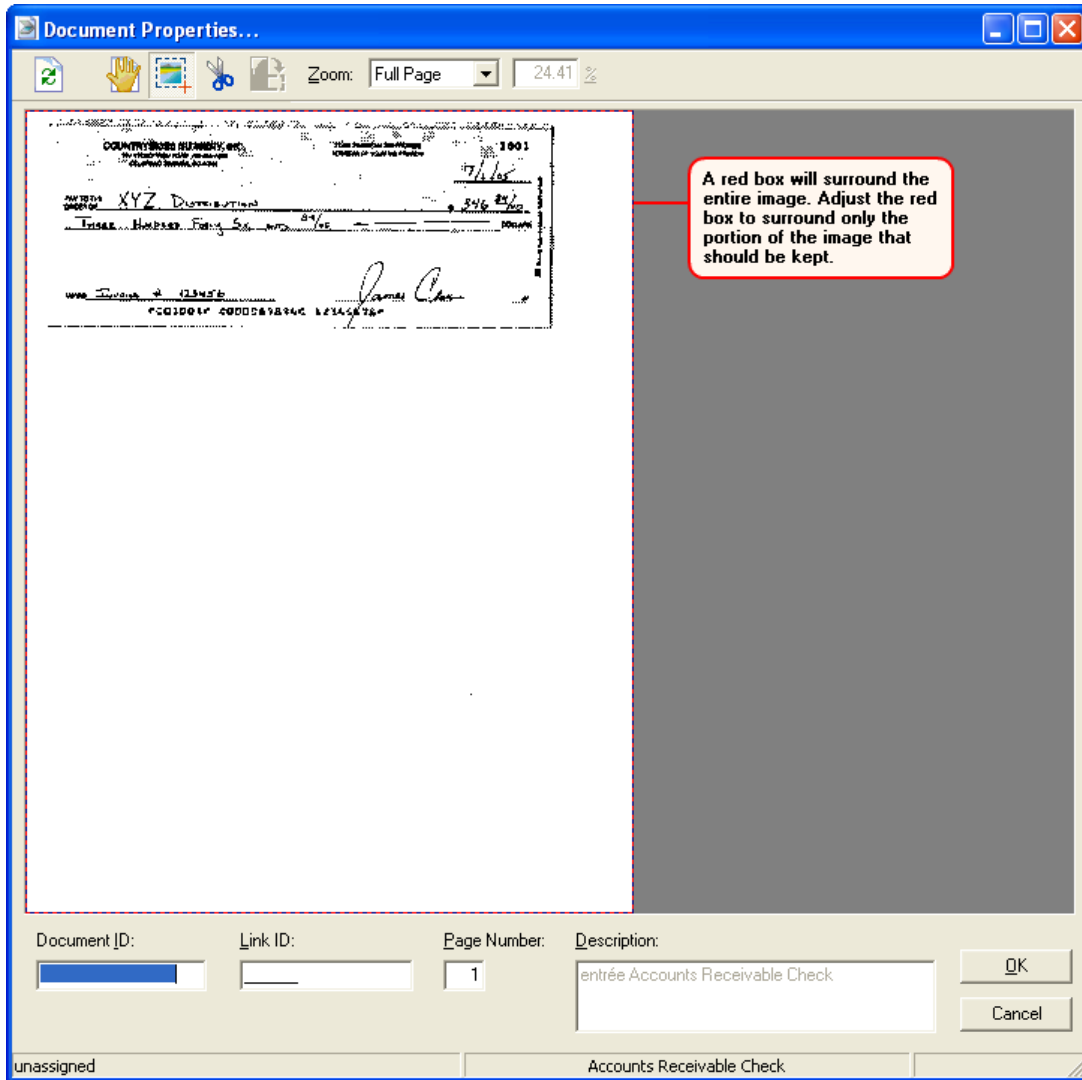
2.   Adjust the borders of the red outline by moving the mouse over one of the edges until the cursor has an arrow on each end. Click and hold the left mouse button. While holding the left mouse button down and moving the mouse, the red border edge will be adjusted.
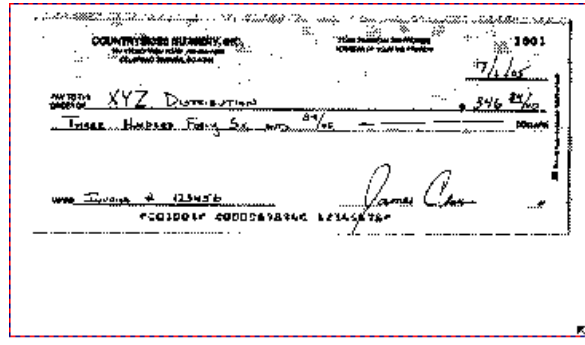
3.   Once the red clip border has been adjusted, click the **Cut to Crop** button ✄ .

4.   You will be prompted for confirmation. Click the **Yes** button to continue.
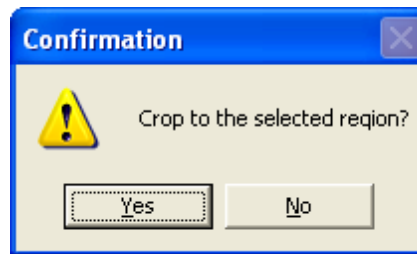
5.   After the image has been cropped the additional white space will be removed.
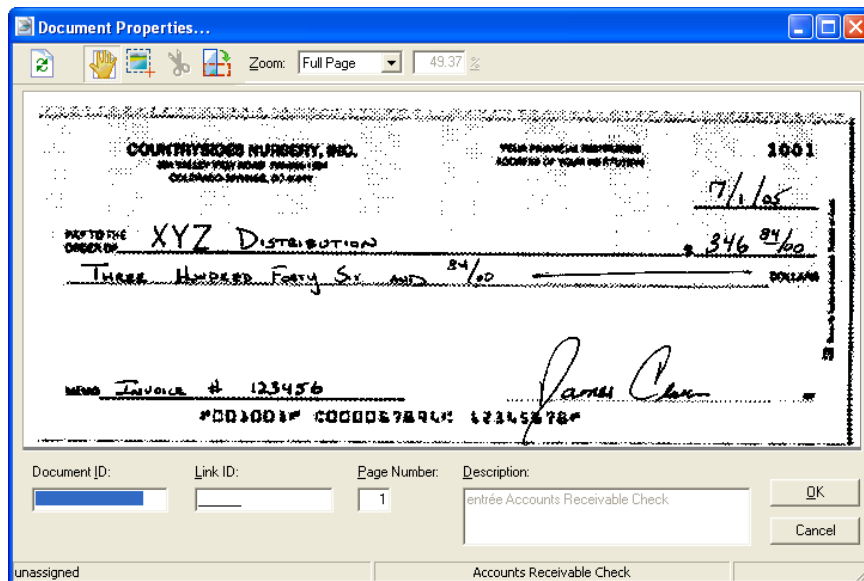
 Note

- Adjustment of the crop region may be canceled by clicking the Scroll Image button .

- After an image has been cropped, the original image may be restored by clicking the **Refresh Image** button .

6.7.4 Cut to Crop

The **Cut to Crop** button ✂ is used to remove excessive white space from the scanned image. It is used in conjunction with the **Crop Image** feature.

6.7.5 Rotate Image

The **Rotate Image** button allows you to rotate the image in steps of 90°.

- Select the desired rotation amount from the drop down menu.

```
0°
90°
180°
270°
```
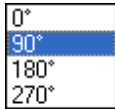
6.7.6 Zoom Mode

Select the desired **Zoom Mode** of the scanned image for this scanner configuration.

- If the percent option is selected you may enter a specific percentage value to enlarge by.

```
Original Size
Full Page
Fit Width
Fit Height
Percent
Fit To Page
```
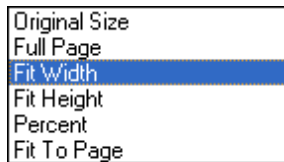
6.7.7 Document ID

Enter the **Document ID** for the scanned image in this field. The **Document ID** is the primary identifier for the image.

- For AR invoices, Loading Sheets, and AP Invoices the Document ID is the **Invoice Number**.
- For Purchase Orders and Delivery Receipts, the Document ID is the **PO Number**.
- For AP & AR Checks, the Document ID is the **Check Number**.
- Custom images may have any value assigned as the Document ID.

Document ID: 137672 Link ID: Page Number: 1 Description: entrée Accounts Receivable Invoice OK Cancel

unassigned Accounts Receivable Invoice

6.7.8 Link ID

Enter the **Link ID** for the scanned image in this field. The **Link ID** is the secondary identifier for the image.

- For AR invoices and Loading Sheets, the Link ID is the **Customer Number** and it will be loaded automatically after the document ID has been entered.

- For AR Checks the Link ID, is the **Customer Number**. This value will have to be keyed in manually.

- For Purchase Orders and Delivery Receipts, the Link ID is the **Vendor Number** and it will be loaded automatically after the document ID has been entered.

- For AP Checks, the Link ID is the **Vendor Number**. This value will have to be keyed in manually.

- Custom images may have any value assigned as the Link ID.

6.7.9 Page Number

If the scanned image is part of a multiple page document you may enter the **Page Number** in this field.

- **entrée.DOC** automatically assigns the page numbers in the order that the pages were scanned, so if the pages are scanned in order you will not need to modify this field.

- Updated the scanning process so that the total number of pages which have been scanned for each individual Invoice are recorded in the Invoice Header file.

6.7.10 Description

This field contains a short description of the scanned image.

- The **Description** value may only be modified when scanning custom documents.

6.7.11 Canceling

When the **Cancel** button is clicked the **Cancel Options** dialog will be displayed. The purpose of this dialog is to inform the **entrée.DOC** application what should be done with the current image, as well as any previously scanned and/or remaining images from the current batch.
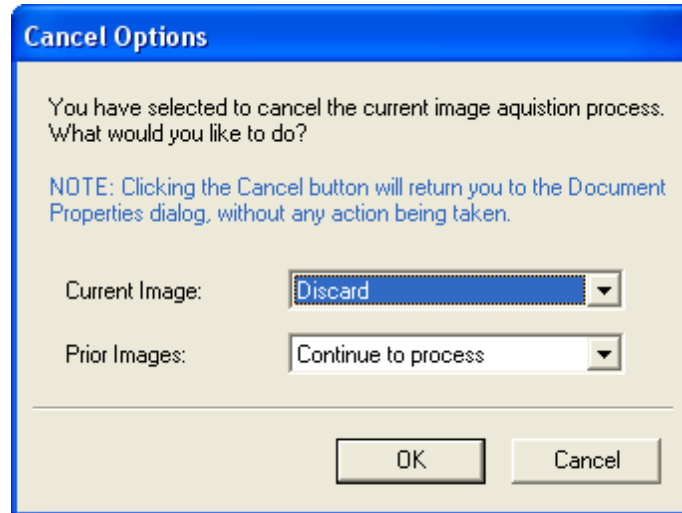
- An option will always be displayed for the Current Image.
- The Prior and Remaining Images options will only be displayed when applicable. Set the desired cancel option for each of the displayed image option fields.
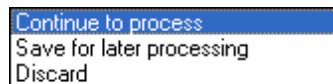
Continue to process
- Selecting this option for the **Current Image** will return you to the Document Properties dialog without discarding the image.
- Selecting this option for the **Prior Images** will process the previously acquired images as requested. (either processed or saved)
- Selecting this option for the **Remaining Images** will result in the images having the document properties acquired and subsequently saved to the image database.

Save for later processing
- Selecting this option for the **Current Image** will result in the current image displayed in the Document Properties dialog to be saved into an unprocessed image file.
- Selecting this option for the **Prior Images** will result in all the prior images that have been processed to be saved into an unprocessed image file. Any document properties that were entered manually or acquired using OCR will be lost.
- Selecting this option for the **Remaining Images** will result in all remaining images to be saved into an unprocessed image file. The Document Properties dialog will not be displayed for any of the remaining images from the batch.

Discard
- Selecting this option for the **Current Image** will permanently discard the image displayed in the Document Properties dialog.
- Selecting this option for the **Prior Images** will result in all the prior images that have been processed to be permanently discarded.
- Selecting this option for the **Remaining Images** will result in all remaining images to be permanently discarded. The Document Properties dialog will not be displayed for any of the remaining images from the batch.
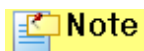
Note Clicking the **Cancel** button in the Cancel Options dialog will return the user to the Document Properties dialog **without taking any action** on the Current, Prior or Remaining images.

DOC

Chapter 7

Unprocessed Images

7   Unprocessed Images
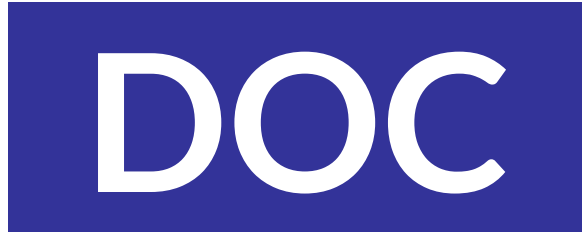
When scanned documents are saved for later processing they are saved in an **Unprocessed Image** file. To access these documents the **Unprocessed Image Files utility** must be run.

When the utility is executed, a listing of all unprocessed image files is displayed. To process a file, select the desired batch and click the **OK** button. The **Document Properties** dialog will then be displayed for each image in the batch.
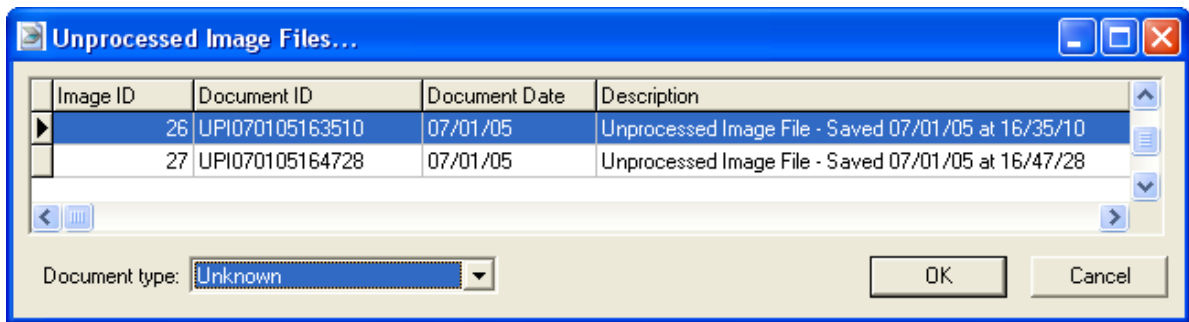
- The Document Type field may be used to only display a specific document type in the unprocessed image file list.
- If there are no unprocessed image files the listing will not be displayed.

DOC
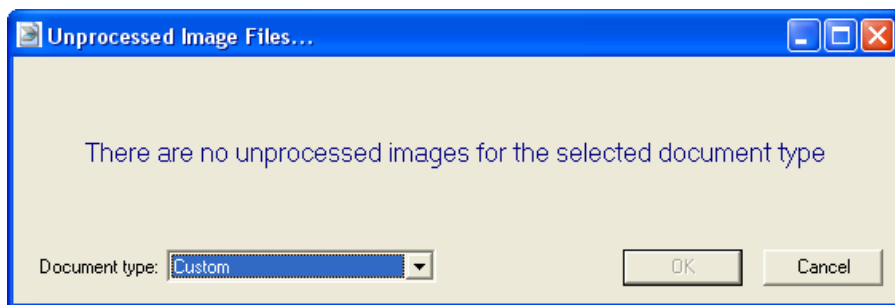
Chapter 8

View Document

8   View Document

The **Document Viewer** is used to view, print, or email a previously scanned document. This section will detail each the features of the document viewer.

8.1 Open Document

- Click the **Open Document** button to open the **Image Document Search** dialog.

- Using the **Image Document Search** dialog options select the document to be displayed in the **Document Viewer** dialog.
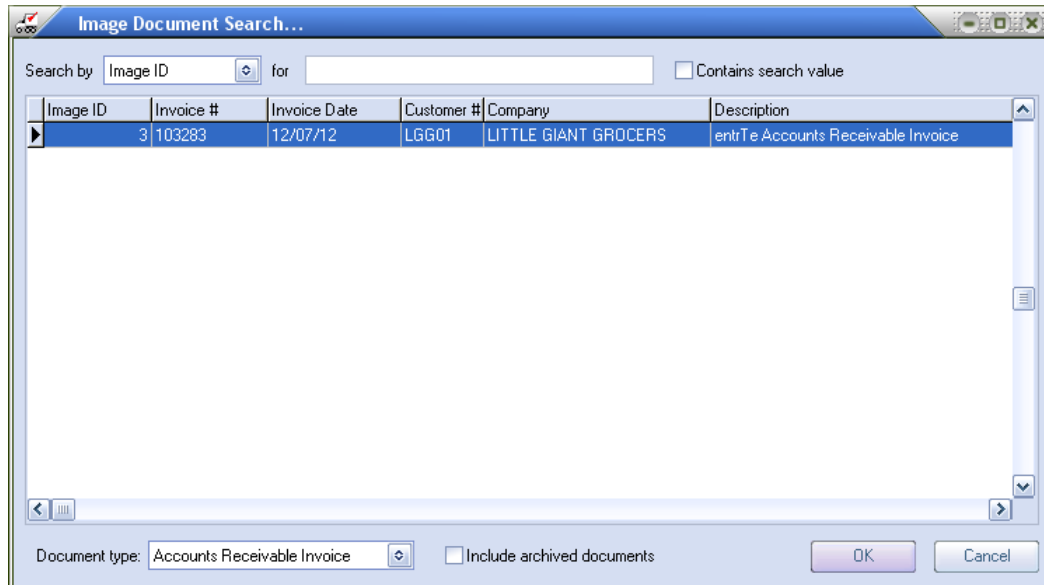
- **Search by -** select one from the drop down list:

  - Image ID
  - Document ID
  - Document Date
  - Vendor #
  - Company
  - Description
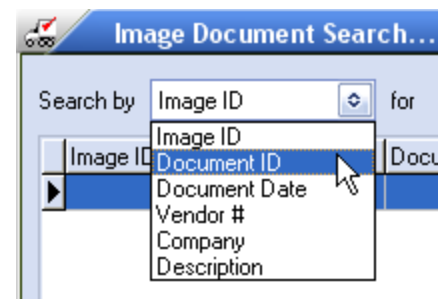
Options at the bottom of the Image Document Search dialog:

- Select the **Document Type** from the drop down list.

The **Document Types Overview** section will provide information about options in the Document Type drop down list.
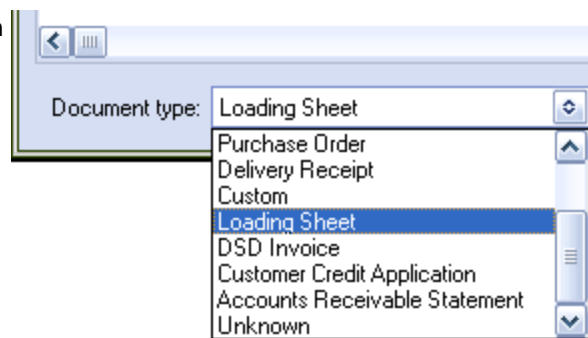

- **Include archived documents -** Check this box if you would like the documents already archived to be included in the search.

8.2 Document Information

Click the **Document Information** button to view key information about the currently loaded document.

entrée.DOC

Document Information
================================

Image ID: 3
Document Type: Accounts Receivable Invoice
Document ID: 103283
Document Date: 12/07/12
Link ID: LGG01
Link Name: LITTLE GIANT GROCERS
Pages: 1
Current Page: 1
Description: entrée Accounts Receivable Invoice

File name: 0000000003.tif
Location: C:\NECS\e3DemoData\DOC\ARInv\
Archived: False

OK
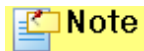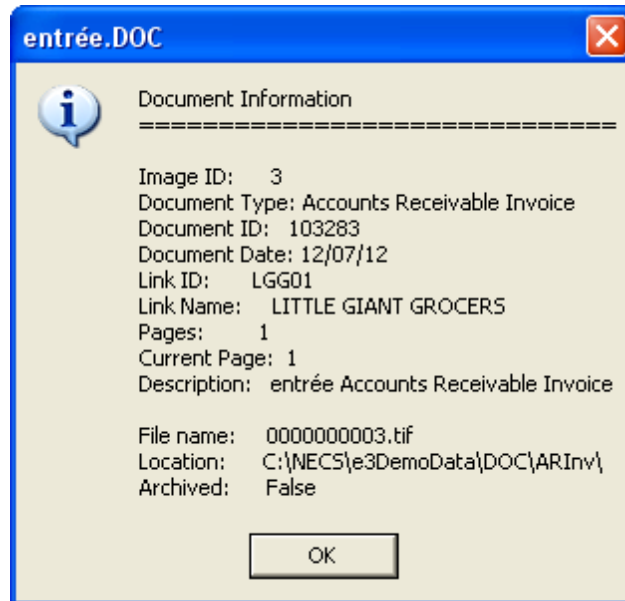
Note This button will be disabled if there is no document loaded into the Document Viewer.

8.3 Print Document

Any document loaded into the Document Viewer may be printed.

1. Click the **Print** button to open the **Print** dialog.
2. Select the desired printer in the **Name** field.
3. Click the **OK** button to send the currently loaded document to the printer.
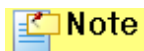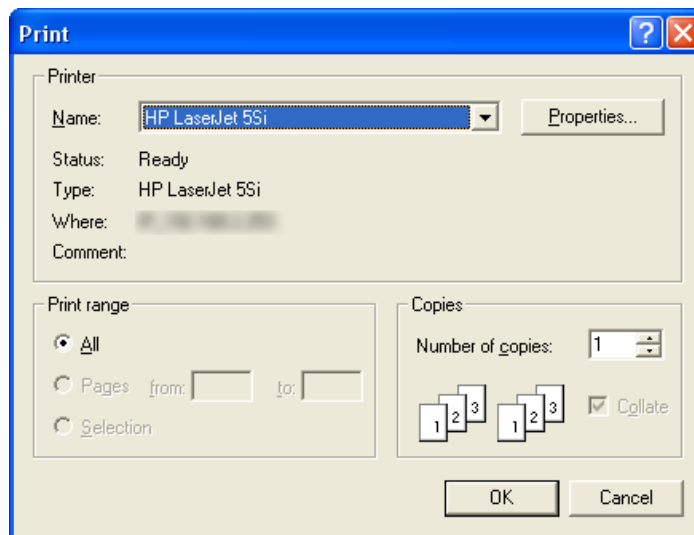
Print

Printer
Name: HP LaserJet 5Si   Properties...
Status: Ready
Type: HP LaserJet 5Si
Where:
Comment:

Print range   Copies
○ All   Number of copies: 1
○ Pages from: to:
○ Selection   ☑ Collate

OK   Cancel

Note This button will be disabled if there is no document loaded into the Document Viewer.

8.4   Email Document

Any document loaded into the document viewer may be emailed, in adobe PDF format, by clicking the

Email Document button 📨. This will invoke the **entrée Mail Editor** dialog.
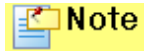
🗒 **Note** This button will be disabled if there is no document loaded into the Document Viewer.

8.4.1   Mail Editor

The **entrée Mail Editor** dialog is used to compose the message that the attached document will be sent with.
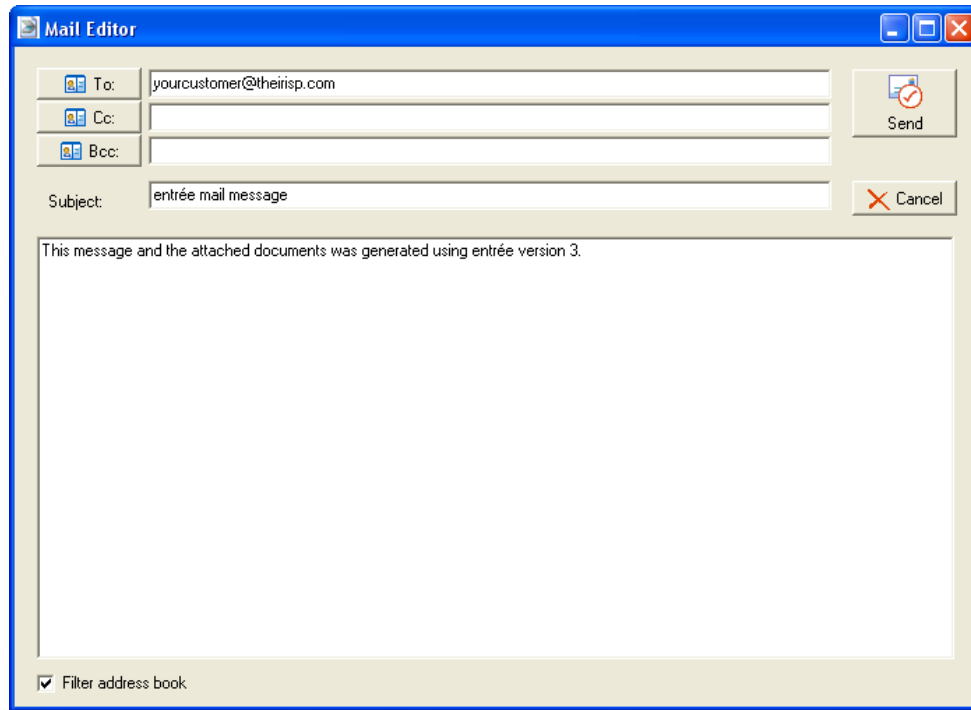
- The customer or vendor's default email address (defined in Customer or Vendor file maintenance in the main **entrée** application) will be loaded into the **To:** field by default.
- Clicking the **Send** button will send the document to all of the specified email addresses.
- Clicking either the **To:**, **Cc:** (Carbon copy), or **Bcc:** (Blind carbon copy) buttons will open the **entrée** address book.
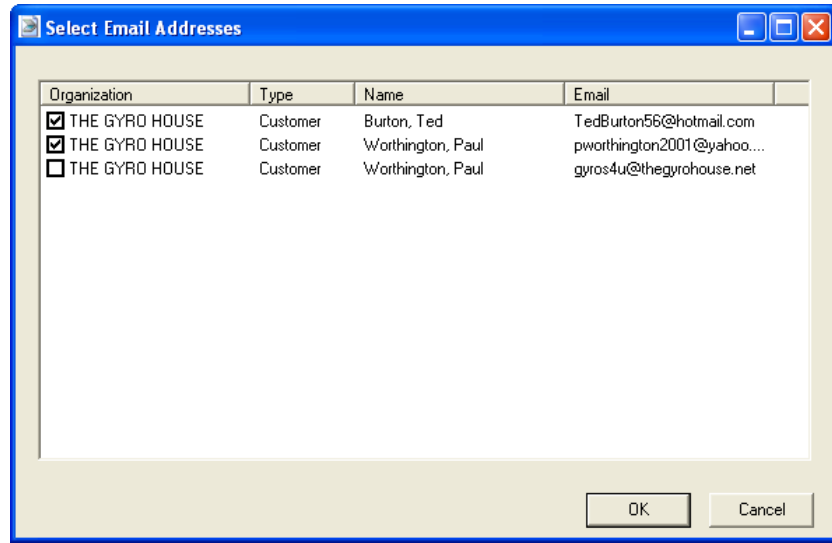
- Select the desired addresses to mail the scanned document to and click the **OK** button. The selected email addresses will then be inserted into the appropriate field in the Mail Editor.

8.5   Re-Scan Document

There may be an occasion when the quality of the original image is not good enough or key information may have changed requiring the original document to be re-scanned.

1.   Click the **Re-Scan Document** button .

2.   When prompted for confirmation, click the **Yes** button.
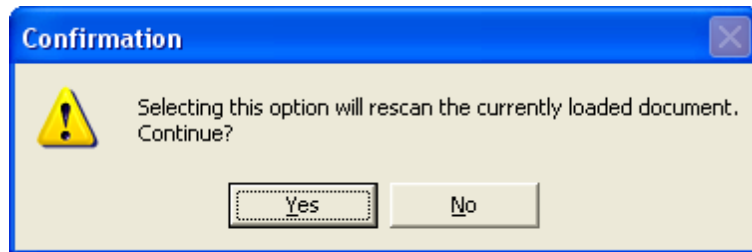
3.   The Scan Documents dialog will then be displayed. Select the desired **Scanner Configuration** and **Scanning Device** that should be used and click the **OK** button.
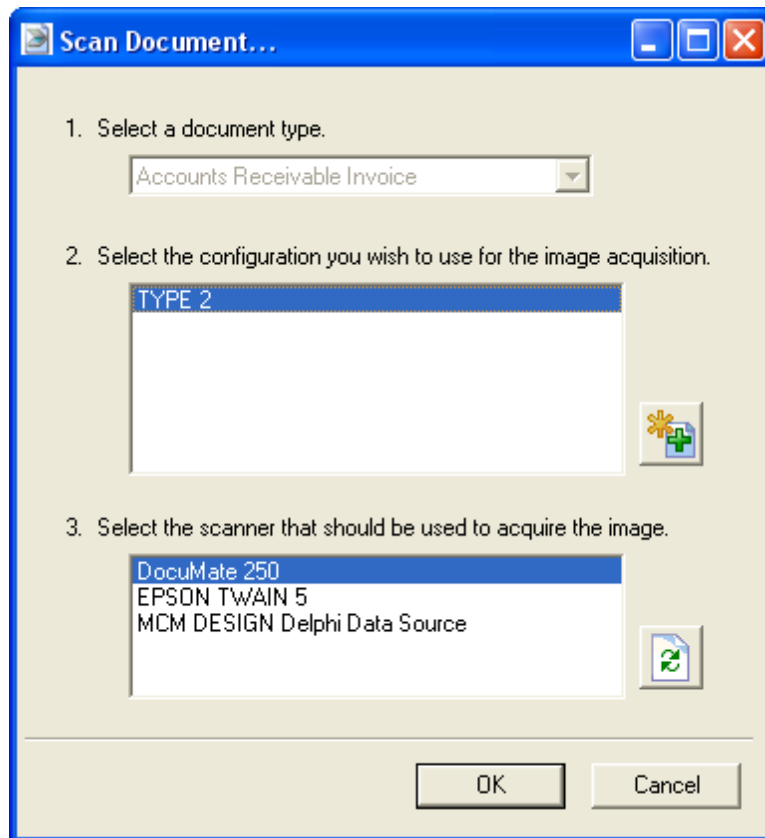
4.   After the new image has been acquired, the image in the Document Viewer will be updated.
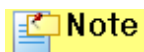
This button will be disabled if there is no document loaded into the Document Viewer.

8.6 Page Selection

Page selection controls have been provided to view each page of multiple page documents.

- Click then **Next Page** button , to view the next page of the currently loaded document.

- Click then **Prior Page** button , to view the previous page of the currently loaded document.

- You can also jump to any page in the document by selecting the desired page number in the **Page** field.

Note

- Both of these buttons will be disabled if there is no document loaded into the Document Viewer.

- The **Next Page** button will be disabled if there are no remaining pages in the currently loaded document.

- The **Prior Page** button will be disabled if there are no previous pages in the currently loaded document.

- The **Page** field will be disabled if the currently loaded document consists of only one page.

8.7 Move Page

The possibility exists that multiple page documents may be saved with pages that are out of order. The **Move Page** feature allows you to move the currently displayed page in a multiple page document to any other position within the currently loaded document.

1. Click the **Move Page** button .

2. Select the new position for the currently displayed page from the drop down list box.

Note

- The **Move Page** button will be disabled if there is no document loaded into the Document Viewer.

- The **Move Page** button will also be disabled if the currently loaded document consists of only one page.

8.8 Zoom Mode

This control is used to select the desired **Zoom Mode** of the scanned image currently loaded in the document viewer.

- If the percent option is selected you may enter a specific percentage value to enlarge by.
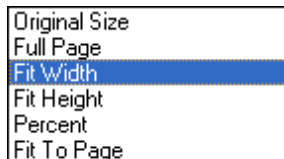
Note The default **Zoom Mode** may be specified on the miscellaneous tab of the **System Properties** utility.

8.9 Closing the Document Viewer

The Document Properties dialog is closed by clicking the **Close** button .

DOC
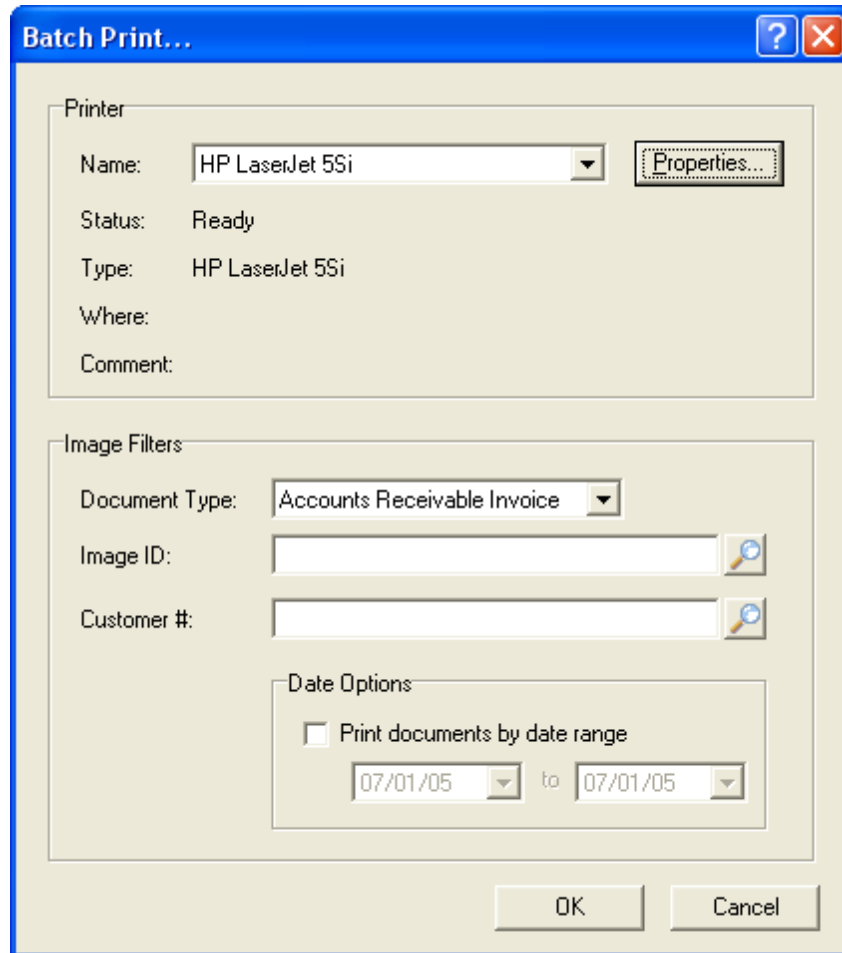
Chapter 9

Print Documents

9 Print Documents

The **Print Documents** utility is used primarily for batch printing a group of documents. Documents may be selected using any combination of Image IDs and Link IDs. Documents may also be selected using a specific date range. This section will detail the use of the batch print utility.

9.1 Printer Information

The printer information area is used to specify to which printer the scanned documents will be sent.

- Clicking the **Properties** button will allow you to choose the device specific settings of the printer listed in the **Name** field.

9.2 Document Type

Specify the document type to print in this field by selecting the type from the drop down list.

The **Document Types Overview** section will provide information about options in the Document Type drop down list.
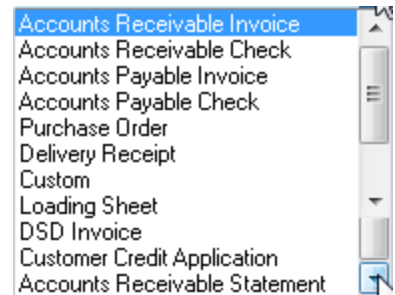
9.3 Image ID Filter

Every document that is scanned into **entrée.DOC** has a unique **Image ID**. The **Image ID** may be used when filtering which documents to print. If this field is not blank, only documents with a matching **Image ID** will be printed.

- Enter the **Image IDs** of the documents to print in this field.

- If an **Image ID** is unknown, press the **F5** key while the cursor is in this field, or click the Search button to invoke the **Image ID Search** dialog.

- Multiple **Image IDs** may be separated using a comma and ranges of **Image IDs** may be specified using a dash.

9.3.1 Image ID Search Dialog

The **Image ID** is a unique identifier for every scanned document in the **entrée.DOC** system and usually the **Image ID** will is unknown. The **entrée.DOC** system has a special search system to locate the **Image ID** of a document based on other key information about the document. This section will provide an overview of the Image ID Search System.
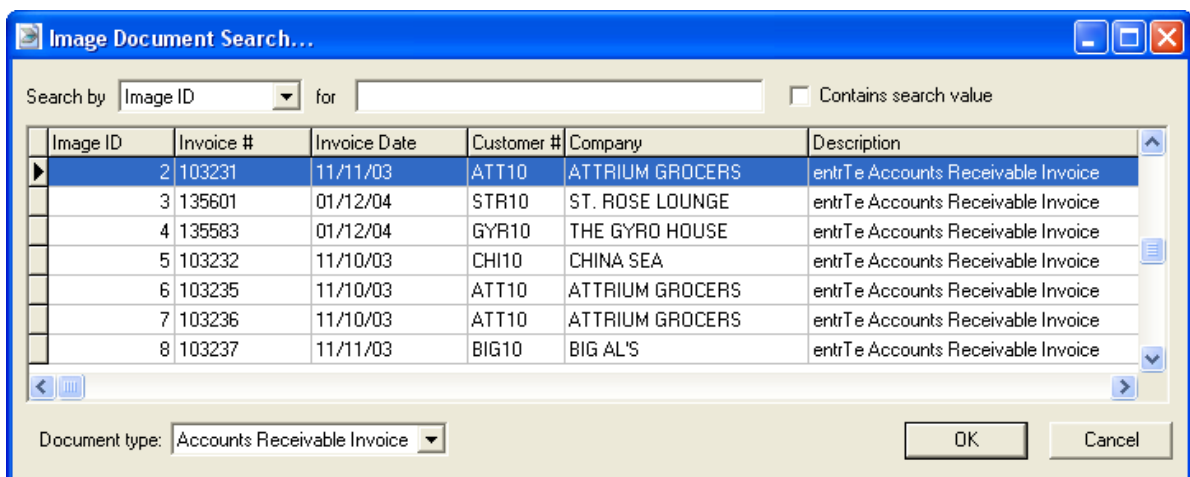
- Once the desired document is displayed in the search grid, select it and click the **OK** button.

9.3.1.1   **Search By**

The **Search by** field will allow you to search based on any of the columns displayed in the search dialog.

- The available options will depend on the type of document you are searching for, but will be titled according to the column headings of the search grid.

- You may also set the column to search simply by clicking on the desired column title.

9.3.1.2   **Search For**

Specify the text you wish to **Search For** in this field.

- The value entered will be compared to all available data in the column specified by the Search In field.

- The data displayed in the search grid will be dynamically updated as you type in this field, with the closest match appearing at the top of the grid.

9.3.1.3   **Contains Search Value**

If this option is enabled, the value entered in the **Search For** field may exist anywhere in the value of the specified column.

Example *Suppose you are searching for a customer called Joe's Fabulous Franks.*

- If the Contains search value option is **enabled** entering **Franks** into the Search For field will return the desired entry.

- However, if this option is not enabled, you will have to type **Joe** into the Search For field to have the entry displayed.

9.3.1.4   **Sorting the Columns**

- Clicking on a column title will sort the selected column in ascending order.

- Clicking the same column once again will resort the data in descending order.

9.3.1.5   **Document Type**

This field is used to select the Document Type that is displayed in the search grid.

- After a Document Type is selected, only documents of the specified type will be displayed in the search grid.

- If this field is set to **Unknown**, all documents will be displayed in the search grid regardless of their Document Type.

The **Document Types Overview** section will provide information about options in the Document Type drop down list.
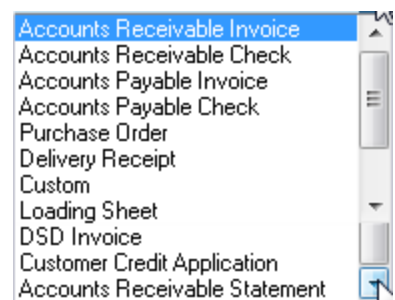
9.4   Link Filter

Every document that is scanned into **entrée.DOC** has an associated **Link ID**. This **Link ID** is used as a secondary identifier for the document and may be used when filtering which documents to print. If this field is utilized, only documents with a matching **Link ID** will be printed.

- In this field, enter the **Link IDs** of the documents to print.

- If a **Link ID** is unknown, press the **F5** key while the cursor is in this field, or click the **Search** button to invoke the Link ID Search dialog.

- Multiple **Link IDs** may be separated using a comma and ranges of **Link IDs** may be specified using a dash.

9.4.1   Link ID Search Dialog

The **Image Link Search** dialog lists all available **Link IDs** for the currently selected document type in the Batch Print dialog.

- The data columns displayed will also depend on the currently selected document type in the Batch Print dialog.

    - For invoices and loading sheets, the columns displayed will be Customer Number and Company Name.
    - For Purchase Orders it will display the Vendor Number and Vendor Company Name.

- Once the desired Link ID is located, select it and click the **OK** button to return to the Batch Print dialog. The Link ID selected will automatically be inserted into the Link Filter field.
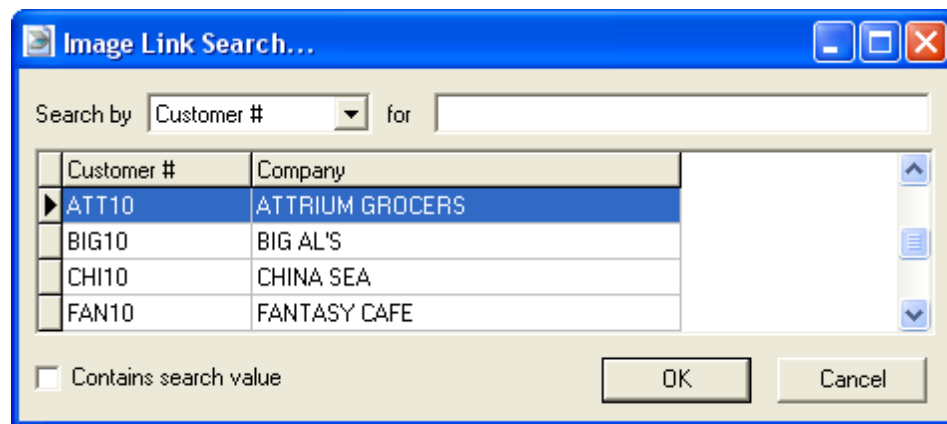
9.4.1.1   Search By

The **Search by** field will allow you to search based on any of the columns displayed in the search dialog.

- The available options will depend on the type of document you are searching for, but will be titled according to the column headings of the search grid.

- You may also set the column to search simply by clicking on the desired column title.

9.4.1.2   Search For

Specify the text you wish to **Search For** in this field.

- The value entered will be compared to all available data in the column specified by the Search In field.

- The data displayed in the search grid will be dynamically updated as you type in this field, with the closest match appearing at the top of the grid.

9.4.1.3 Contains Search Value

If this option is enabled, the value entered in the **Search For** field may exist anywhere in the value of the specified column.

Example *Suppose you are searching for a customer called Joe's Fabulous Franks.*

- If the Contains search value option is **enabled** entering **Franks** into the Search For field will return the desired entry.

- However, if this option is not enabled, you will have to type **Joe** into the Search For field to have the entry displayed.

9.5   Date Filters

To print a specific date range, check the box to enable the **Print documents by date range** option.

Once enabled, select or enter a starting and ending date.

- Only documents with a document date within the specified range will be printed.

DOC

Chapter 10

Archive Documents

10   Archive Documents

The **Archive Utility** allows previously scanned images to be "archived" or saved to another location like a server, different computer on the network, in the cloud or other secure location.

- You can select which document types you would like to archive.
- You will choose an archive ending date or cut-off date for the documents to collect and archive.
- Finally you select a location where these images will be archived.
- **entrée version 3** will go to your archive location when you are looking for documents that are archived.

The **Archive Utility** allows previously scanned images to be "archived" or saved to another location like a server, different computer on the network, in the cloud or other secure location.
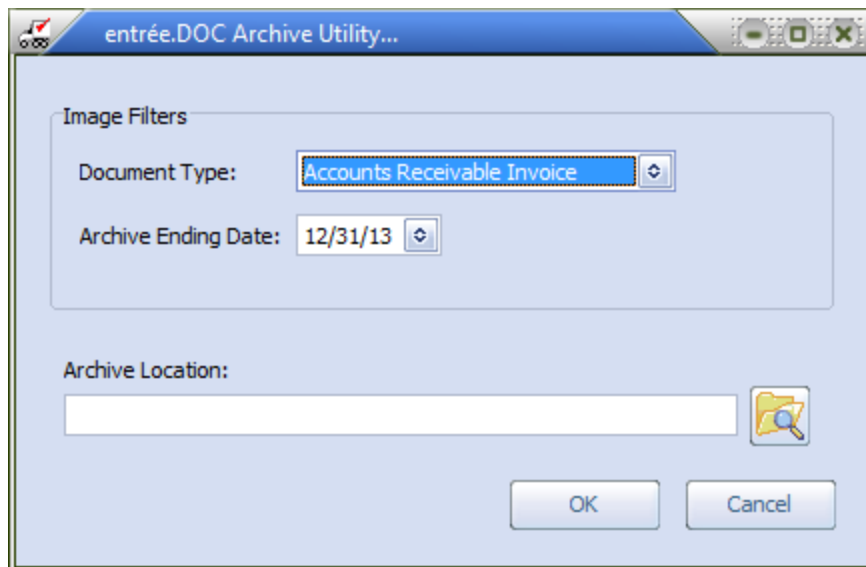
Image Filters Section

- Select the **Document Type** you want to archive.

    - Accounts Receivable Invoice
    - Accounts Receivable Checks
    - Accounts Payable Invoice
    - Accounts Payable Checks
    - Delivery Receipt
    - Loading Sheets
    - DSD Invoice
    - Customer Credit Application
    - Accounts Receivable Statement
    - Custom
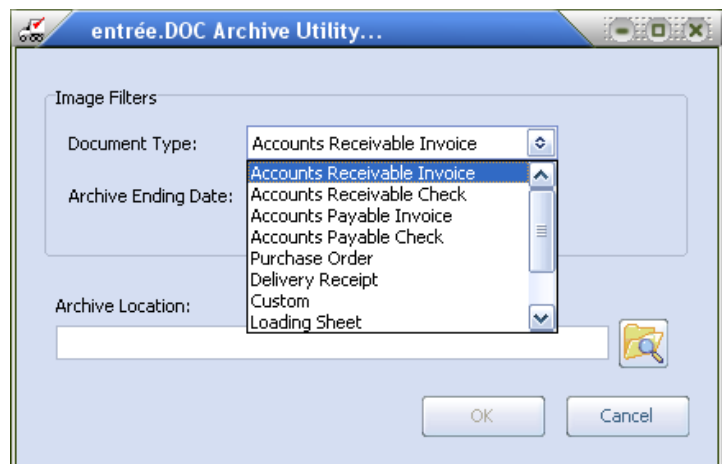
- Choose an **Archive Ending Date**. This is the latest date that you would like to archive at this time. The selected Document Type will be extracted for archival processing from the **entrée** system with dates prior to and including the **Archive Ending Date**.
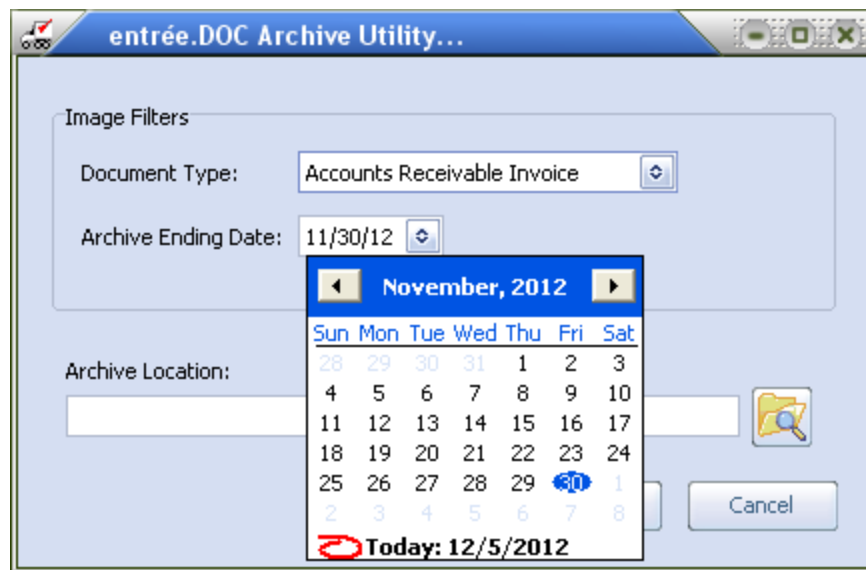
Archive Location

Use the **Browse** button on the right to open the **Browse for Folder** dialog and select an **Archive Location** to store your scanned images.
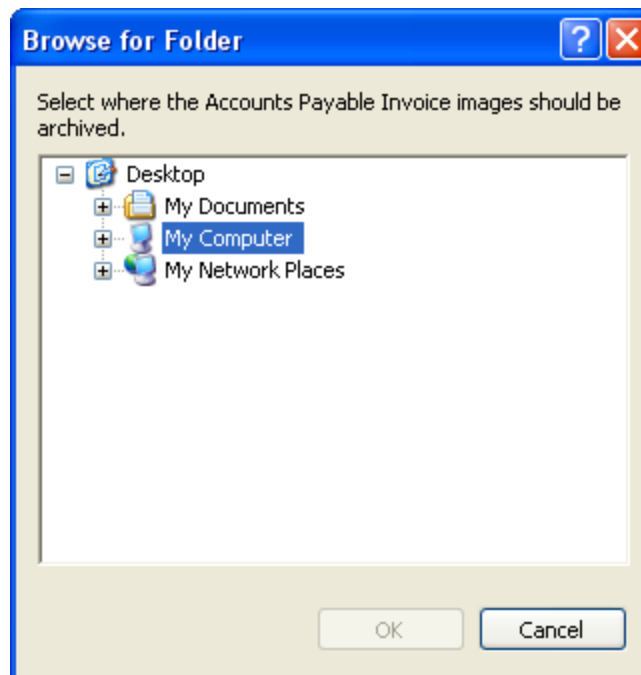
Example Your **Archive Location** could be on your server, on a different computer on your network, use a service in the cloud, or on an external hard drive. You have many options available to you. It is suggested that the archive location be secure and is backed up periodically.

In the example below the H: drive is an external hard drive used for the archive location.
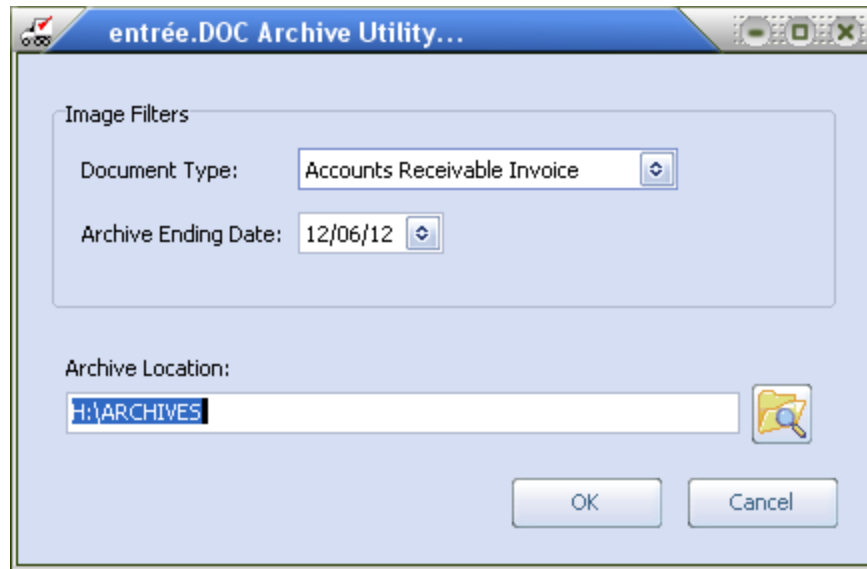
- When you click **OK** and run the archive utility if there are no files that match your archive date or document type you will see the "There were no files found to archive" error message.

- Click **OK** to close the error message, change the Archive ending date and try again.

- If the archive was successful the **Report Viewer** will be displayed with information about the document scans that were archived.

  - Use the **Save** button to save the report on your computer.
  - Use the **Print** button to print the report.
  - Click **OK** to exit the report.

DOC
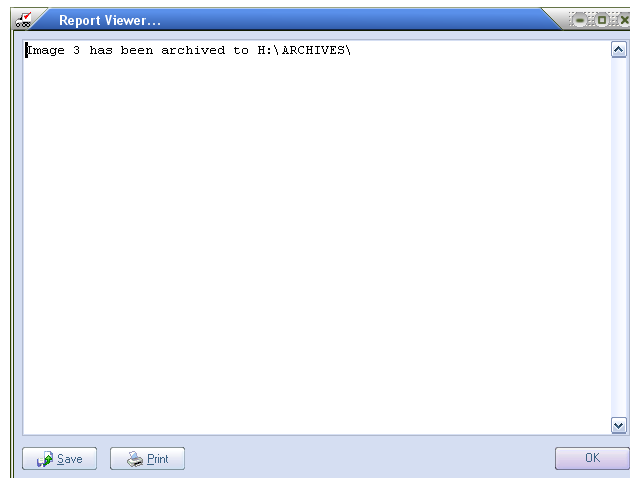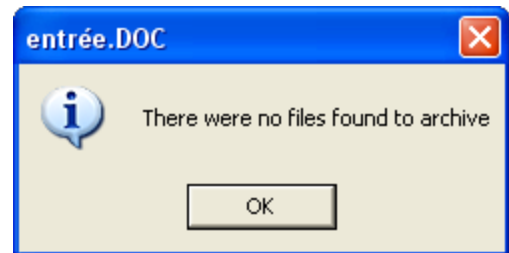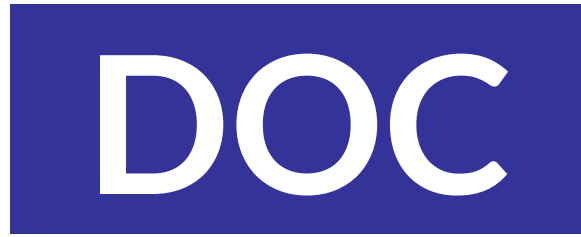
Chapter 11

entrée.DOC in entrée

11 entrée.DOC in entrée

Access some **entrée.DOC** features in the **Add-Ons** ribbon **entrée.DOC** menu.
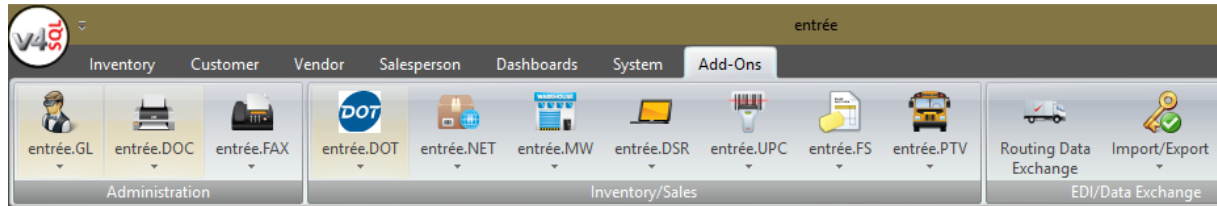
entrée V3

Access **entrée.DOC** features in the **entrée System** menu.

This section will detail how to access features of the **entrée.DOC** Document Scanning System in either version of the main **entrée** system.

- **Change / Print Invoice**
- **Enter Cash Receipts**
- **Customer File Credit App Button**
- **Customer Account Inquiry**
- **Change Purchase Order**
- **Print Statements**
- **Reports**

Note   **entrée.DOC must be installed on each workstation that will be accessing the image files, regardless of whether or not the workstation will be scanning images.**

11.1 Change Invoice / Print Invoice

DOC Images drop down menu options.

- If either the invoice or loading sheet has not been scanned, you can scan the document, by clicking the **DOC Images** button followed by the **Scan Invoice** or **Scan Loading Sheet** option.
- Once scanned use the **DOC Images View Invoice** or **View Loading Sheet** options.

entrée V3

entrée V4 SQL

Go to the **Customer** ribbon menu > **Invoice** drop down menu > **Change Invoice**.

- In both version 3 and 4 SQL once the invoice or loading sheet has been scanned, you can view the document, by clicking the **DOC Images** button followed by the **View Invoice** or **View Loading Sheet** option.

entrée V3

Print Invoice

The operation of **Print Invoice** has been modified so that the "**Ship To**" **Customer Number** is printed on all invoices when the **entrée.DOC** option is installed.

Typically in **entrée** it is the "Bill To" Customer Number that is the primary identifier on most invoice types, but **entrée.DOC** requires the "**Ship To**" **Customer Number** so it can properly verify the scanned document.

11.2   Enter Cash Receipts

When you enable **System Option # 125** users are prompted to scan a check immediately after posting payments in **entrée**.

entrée V3

entrée V4 SQL

Go to the **Customer** ribbon menu > **Cash Receipts** menu.

- **System Option # 125** - "**Prompt to scan check in cash receipts entry**".
  - When **entrée System Option # 125** is enabled users will be prompted to scan a check immediately after posting payments to **entrée**.

    - After the **OK** or **Apply** button is clicked for a qualifying entry, the **Confirm** dialog will be displayed.

      - Click the **Yes** button to scan the check image or **No** to bypass scanning.
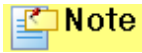
Note If system option # 125 is *disabled*, checks may still be scanned using the **Scan Documents** option from the **entrée.DOC** menu.
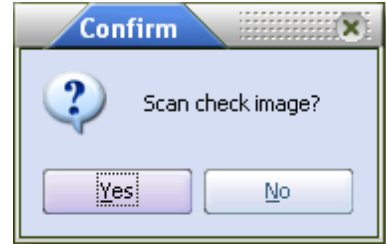
- **System Option # 112** - "**Allow cash receipts to be posted to AP as deposits**".
  - The prompts for posting to **AP** and scanning checks in **entrée.DOC** will be available for each individual receipt in a multiple-receipt posting.

  - After clicking the **OK** or **Apply** buttons it will displayed the **Confirm** dialog box to take action for each individual receipt that is being posted.

11.3 Customer File Credit App Feature

<mark>**entrée V4 SQL**</mark>

In entrée V4.1 the Customer Credit Application feature was updated so that a credit application **PDF** file may be optionally uploaded into the system instead of being required to scan the document into the system.

In the entrée V4 Customer file on the **Customer Tab** the **Credit App** button opens a menu with the **Upload Credit Application** option.

This option will allow you to upload a credit application PDF file into the system instead of scanning the document using entrée.DOC.
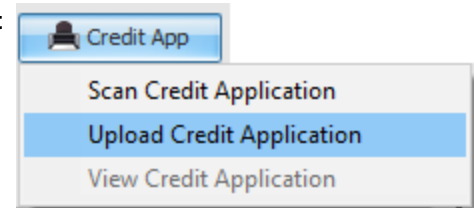
- **Scan Credit Application** to use your scanner to get the application into the system.
- **Upload Credit Application** to upload a PDF application into the system.
- **View Credit Application** used to open and read the application.

Uploading a Credit Application PDF

1. Go to the Customer ribbon > click the **Customer** option to open the Customer File.

2. Find the desired Customer using the Search feature.

3. In the **Customer** Tab click the **Credit App** button.

4. Select **Upload Credit Application** from the menu.

5. The **Open** dialog opens in your entrée **necs_shared\01** folder.

6. Locate and select the customer's credit application PDF file.
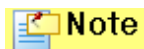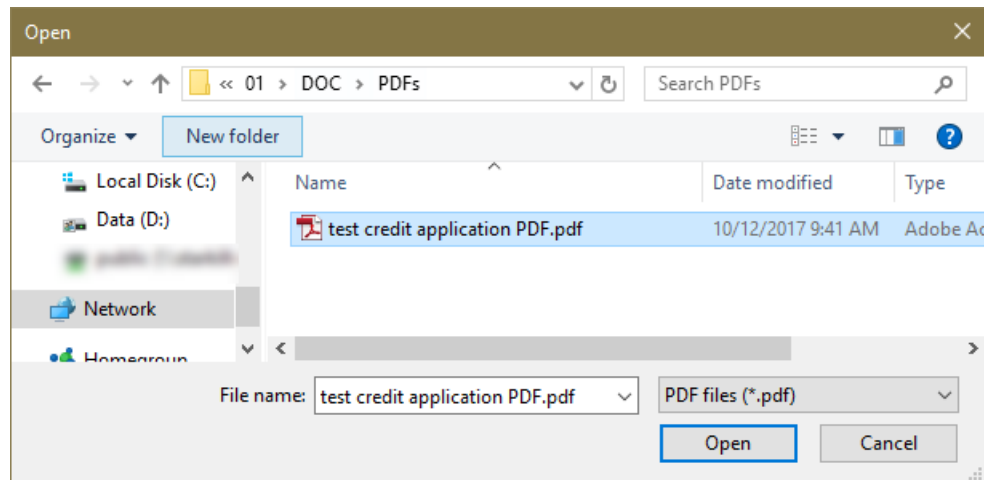
Note **Storing Input PDF Files:** Since the credit application PDF files are coming from an outside source you will need to store them somewhere. You can create a sub-folder in your **necs_shared\01** (entrée system shared 01 folder) to store the input credit application PDF files in one location.

Example Here a PDFs folder was added to D:\necs_shared\01\DOC\ to store the input credit application PDF files.
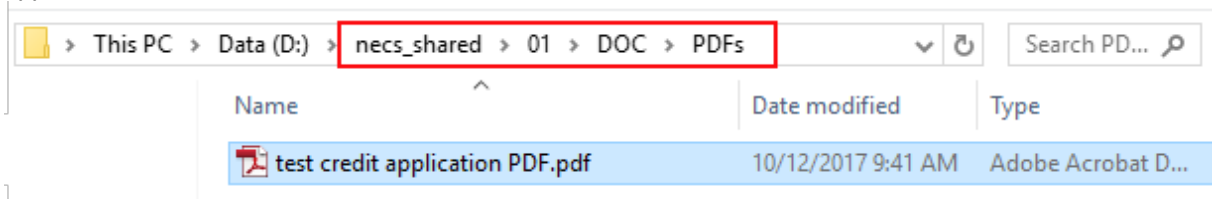
7. Click the **Open** button to upload of the PDF into the system.

8. Click the **Credit App** button and now the **View Credit Application** option is enabled.
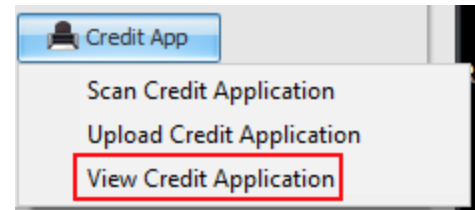
9. Click the **View Credit Application** option to see the uploaded PDF in the Document Viewer window.
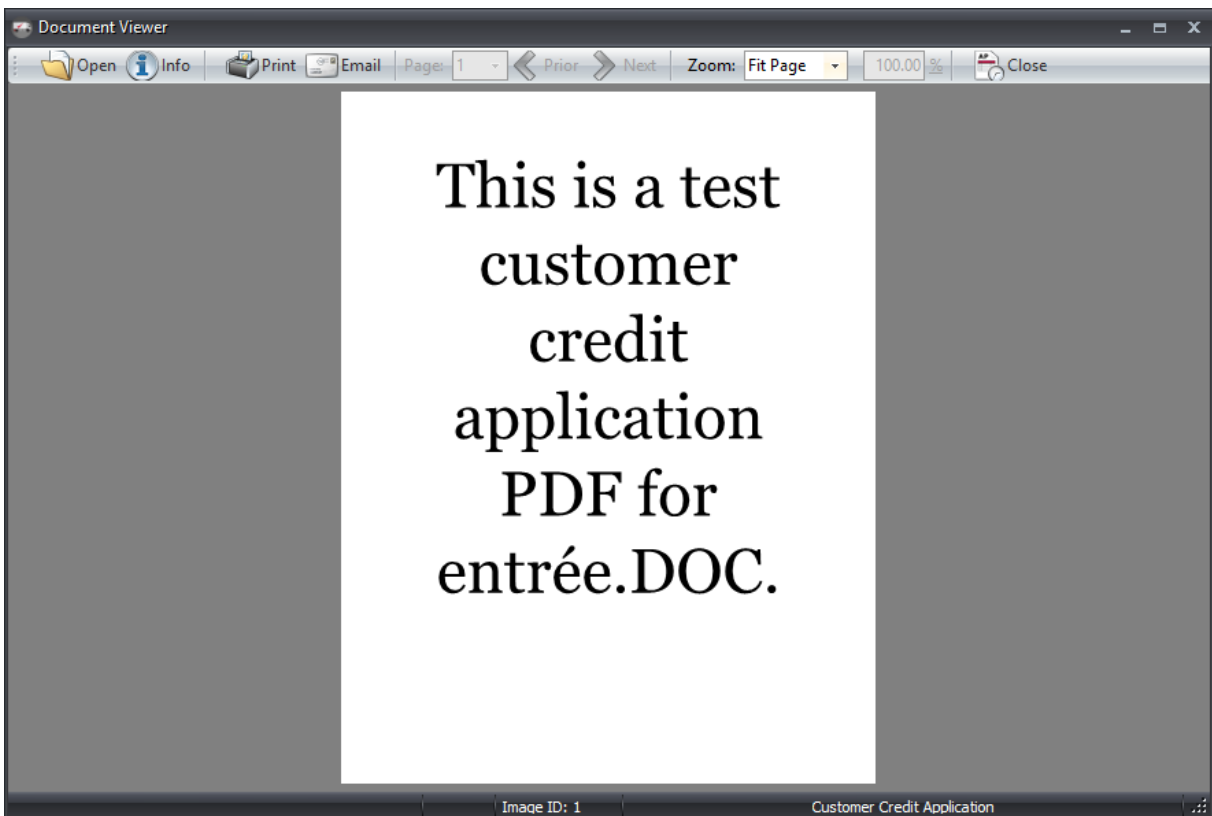
10. Click **Apply** to save the changes to the customer.

11.4 Customer Account Inquiry

In the **Customer Account Inquiry** utility, users can scan checks or view previously scanned checks using the the **Cash Receipts** button or the **Payments** button dialogs.

entrée V3

entrée V4 SQL

Go to the **Customer** ribbon menu > **Tools** drop down menu > **Customer Account Inquiry**.

- If a check has been scanned, the user will be able to click the **View** button to see the scanned image if available.
- If a check has *not* been scanned, click the **Scan** button to attach an image to the payment.

- Click the **Cash Receipts** button to view all payments made to a customer's account.

- Then click **View** to view the selected check / reference document.

Cash Receipts - Cust #ALE10

Check/Reference #	Date Paid ▲	Amt. Paid
1514	10/29/04	$842.87
100	11/01/04	$637.36
CM135912	11/01/04	$12.50
1674	11/02/04	$823.00
CRED/DIS	11/02/04	$0.62
CRED/DIS	12/03/04	$5.00
2	06/28/05	$24.84

Scan   View   Close

- Click the **Payments** button in **Customer Account Inquiry** to view all payments made to a selected invoice.

- Then click **View** to view the selected invoice.

Cash Receipts - Inv #103188

Check/Reference #	Date Paid ▲	Amt. Paid
1514	10/29/04	$818.33

Scan   View   Close

11.5 Change Purchase Order

DOC Images drop down menu options.

- If either the purchase order or delivery receipt has not been scanned, you can scan the document by clicking the **DOC Images** button followed by the **Scan Purchase Order** or **Scan Delivery Receipt** option.
- Once scanned use the **DOC Images View Purchase Order** or **View Delivery Receipt** options.

entrée V3

entrée V4 SQL
Go to the **Vendor** ribbon menu > **Purchase Order** drop down menu > **Change Purchase Order**.

11.6 Print Statements

The process to print statements has been updated so that each customer's statement will be logged to support scanning and recalling copies of these documents in **entrée.DOC**.

Statements in **entrée** are more like a report than a "document" (ie. invoice) so the logging process can store key information about the statement.

Statement Information stored in the entrée:

- Document configuration.
- Active aging periods.
- If credits were excluded.
- The chosen date range for the statement.
- The new system-generated "Document ID".
- The date and time the document was printed.
- The Security ID of the user account that produce the statement.

entrée V3
Use menu path: **Accounting** > **Accounts Receivable** > **Print** > **Statements**

entrée V4 SQL
Go to the **Customer** ribbon menu > **Statements** drop down menu > **Print Statements**.

Document ID
Every statement that is printed will be assigned a "Document ID" in **entrée.** This is a unique numeric identifier up to 8 digits in length. The Document ID field is long enough to support 10,000 customers getting one statement each week for 200 years before the numbers roll over to zero.

11.7 Reports in entrée

Sales: Invoice Register Report - This report **Configure** tab has column options to support **entrée.DOC**.

- "**Total Pages**" will show number of pages that were produced when the invoice was printed.
- "**Scanned Pages**" displays the number of pages that were scanned by **entrée.DOC** for the invoice.
- "**Missing Pages**" will display the number of pages that were not scanned by **entrée.DOC**.

In the image below the columns for **entrée.DOC** have been added to Data Row #2.
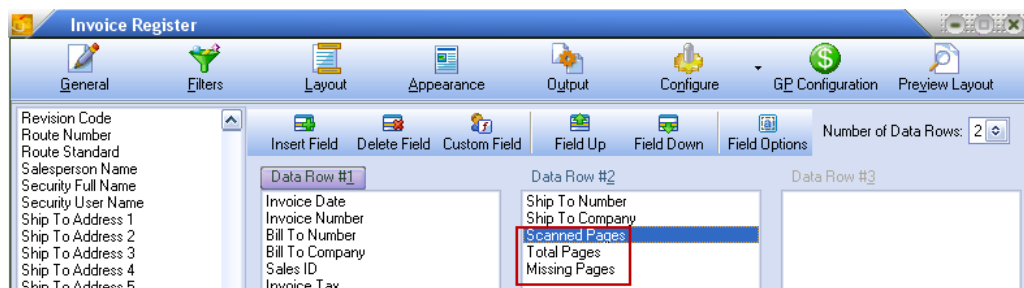
entrée V3
Reports are configured and generated using the **Ré3 Control Panel** located in the **Reports** menu. The full reports menu may be turned on, on a *per user basis*, by enabling the **Run Reports** option in the **System** > **System Preferences** > **Personal Settings** tab.

- Go to the **System** ribbon menu > **Ré4 - Control Panel**. Reports are configured, generated and scheduled here.

- **Update Utility - View Database Information Feature**

In the **entrée V4 SQL Update Utility** > **View** menu you have the View Database Information option to view the .DOC related SQL database information.

In the View Database Information image below we have all the .DOC databases listed with the field information for the EDSTORE .DOC images database.

DOC

Chapter 12

Appendix A - Batch Scanning Invoices

12   Appendix A - Batch Scanning Invoices

entrée V3

1. Use **entrée** menu path: **System** > Select **entrée.DOC**.

2. Select the **Scan Document** option.

3. Set the Document Type to **Accounts Receivable Invoice**.

4. Select the desired **Scanner Configuration** from the scanner configuration list.

5. Select the desired **Scanner** from the available devices list.

6. Select the desired method of acquiring the **document information**.

7. **Load the invoices** into the scanner's automatic document feeder.

8. Click **OK** to begin the scanning process.

entrée V4 SQL

1. Go to the **Add-Ons** ribbon menu > select **entrée.DOC**.

2. Select the **Scan Document** option.

3. Set the Document Type to **Accounts Receivable Invoice**.

4. Select the desired **Scanner Configuration** from the scanner configuration list.

5. Select the desired **Scanner** from the available devices list.

6. Select the desired method of acquiring the **document information**.

7. **Load the invoices** into the scanner's automatic document feeder.

8. Click **OK** to begin the scanning process.

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