

# ecm:one ERP documents

First Steps

Step-by-Step Instruction Manual





# Welcome

**Thank you** for choosing ERP documents! To ensure an optimal start, the app has to be set up first. The following click instructions will support you in this process.

Please follow all instructions **thoroughly** – So that nothing stands in the way of archiving your outgoing documents.

Your ecm:one team

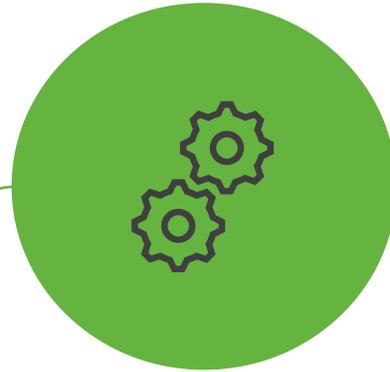
# Technischer Ablauf von ERP documents



## 01

### Import

The import can take place by three channels. Either the documents are uploaded via drag'n'drop, as mail (e.g. BCC recipient) or through a cloud storage (FileShare). This is integrated as a drive directly in your file system, automated upload is possible.



## 02

### Processing

The processing of the uploaded documents is fully automated in ERP documents. Thanks to the templates, each attribute is found and transferred according to its position and regex on the document. In case of errors, the FileShare serves as a temporary storage location - so documents are never lost and complete transparency is provided.



## 03

### Archiving

Once processing is complete, archiving is carried out in d.velop documents. ERP documents transfers the documents with image and extracted values to the digital archive. A suitable mapping of the extracted attributes with those of the file plan is ensured thanks to configured mappings.



# Checklist

- FileShare
- API-Key
- Templates
- Mappings



# Start

ecm:one ERP-Documents

ecm:one ERP documents

Import Dashboard Statistik Vollständigkeit

Gültige Mail-Adressen

1me\_invoices\_1533@erp.ecmone.cloud

+ ERP-Belege

?

FAQ

Einrichtungen erledigt?

Templates / Felder  Zuordnungen  API-Key  ecm:one Fileshare BN

Setup done?

FAQ

After purchasing, the ERP documents interface looks like this. The question of „Setup done?“ indicates insufficient configuration. We will resolve this in the following steps.

Disclaimer: If some steps do not work, please refer to the FAQ or to our customer service.

# FileShare

The screenshot displays the 'ecm:one ERP-Documents' web interface. At the top, there is a navigation bar with a home icon, a breadcrumb 'ecm:one ERP-Documents', and user profile icons. Below this, the main header shows 'ecm:one ERP documents' and the 'ecm:one GmbH' logo. A secondary navigation bar contains tabs for 'Import' (highlighted in green), 'Dashboard', 'Statistik', and 'Vollständigkeit'. The main content area is divided into two sections. The first section, titled 'Gültige Mail-Adressen', lists the email address '1me\_invoices\_1533@erp.ecmone.cloud' and includes a '+ ERP-Belege' button and a document upload icon. The second section, titled 'Einrichtungen erledigt?', contains four unchecked checkboxes: 'Templates / Felder', 'Zuordnungen', 'API-Key', and 'ecm:one Fileshare BN'. The 'ecm:one Fileshare BN' checkbox is circled in orange.

The FileShare serves as a temporary storage location of the filed outgoing documents. All documents that failed to be archived are backed up in there. By clicking on the word "FileShare" you will get to the configuration.

# FileShare

ecm:one ERP documents

Benutzerkonto erstellen

Hier können Sie sich ein ecm:one Fileshare Konto erstellen.  
Dafür einfach ein Passwort eintragen und bestätigen.

Benutzername:

Passwort: \*

Passwort wiederholen: \*

Nutzer erstellen

1. Choose password

2. Confirm

The configuration opens at the corresponding position. There a user account for the FileShare is created. The username is already filled in with the user's mail. Now a password must be assigned. Please enter this twice in the intended fields and memorize it! Confirm by clicking on "Create user". The functions of the FileShare will be explained later - for the time being this only serves the purpose of configuration.

# FileShare

The screenshot shows the 'ecm:one ERP-Documents' web interface. At the top, there is a navigation bar with a home icon, a breadcrumb 'ecm:one ERP-Documents', and user profile icons. Below this is a sub-header 'ecm:one ERP documents' with the 'ecm:one' logo. A menu bar contains 'Import' (highlighted in green), 'Dashboard', 'Statistik', and 'Vollständigkeit'. A section titled 'Gültige Mail-Adressen' lists '1me\_invoices\_1533@erp.ecmone.cloud' and a '+ ERP-Belege' button with an upload icon. The main content area is titled 'Einrichtungen erledigt?' and contains a table with four columns: 'Templates / Felder', 'Zuordnungen', 'API-Key', and 'ecm:one Fileshare.BN'. The 'ecm:one Fileshare.BN' entry has a green checkmark, and an orange box with the text 'It worked!' and an arrow points to this checkmark. The other entries have grey checkmarks.

Templates / Felder	Zuordnungen	API-Key	ecm:one Fileshare.BN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

When the user is successfully created, the checkmark automatically switches to green.



# Checkliste

- FileShare
- API-Key
- Templates
- Mappings



# API-Key

ecm:one ERP documents

Import Dashboard Statistik Vollständigkeit

Gültige Mail-Adressen  
32e\_invoices\_6652@erp.ecmone.cloud

+ ERP-Belege

Dateien hier ablegen

Einrichtungen erledigt?

Templates / Felder  Zuordnung  API-Key  ecm:one Fileshare BN

1. Click on "API-Key" to get to configuration.

Now we need to set up the API-key. This serves as an encryption component to link the system and the user. For the setup you have to switch to the configuration interface. To do this, click on the item "API-key".



# API-Key – Generate

ecm:one ERP-Docume... ecm:one ERP Documents - Konfiguration

Konfiguration - ecm:one ERP Documents

Import Verarbeitung **Export** Hilfestellung

Parameter	Wert	Beschreibung
API-Key	<input type="text"/>	Für den Export nach d.velop Documents wird ein API-Key benötigt. Hier die passenden Links: <a href="#">Bestehenden API-Key auswählen</a> oder <a href="#">Neuen API-Key generieren</a>
Repository-ID	<REPOSITORYID>	Die RepositoryID wird für den Export nach d.velop Documents benötigt. Wird automatisch ermittelt.
BasisAdresse	https://ecmoneanleitungen.d-velop.cloud	Die Basisadresse / BaseURL wird für den Export nach d.velop Documents benötigt. Wird automatisch ermittelt.

Einrichtungen erledigt?

Templates / Felder  Zuordnungen  API-Key  ecm:one Fileshare BN

For the initial setup, select "Generate new API-Key".



# API-Key - Generate

ecm:one ERP-Documents > ecm:one ERP Documen... > API key

Create new API key

User **1.**

sophia.erdmann sophia.erdmann

Label **2.**

ERP documents

Create **3.** Cancel

1. Select user: Enter your own username and select it from the drop-down list.
2. Enter label: This label can be freely selected. However, the name of the app is ideal.
3. Confirm by clicking on "Create".



# API-Key – Enter

ecm:one ERP-Docume... > ecm:one ERP Documents - Konfiguration

Konfiguration - ecm:one ERP Documents

Import Verarbeitung **Export** Hilfestellung

Parameter	Wert	Beschreibung
API-Key	<input type="text"/>	Für den Export nach d.velop Documents wird ein API-Key benötigt. Hier die passenden Links: <a href="#">Bestehenden API-Key auswählen</a> oder <a href="#">Neuen API-Key generieren</a>
Repository-ID	<input type="text" value="&lt;REPOSITORYID&gt;"/>	Die RepositoryID wird für den Export nach d.velop Documents benötigt. Wird automatisch ermittelt.
BasisAdresse	<input type="text" value="https://ecmoneanleitungen.d-velop.cloud"/>	Die Basisadresse / BaseURL wird für den Export nach d.velop Documents benötigt. Wird automatisch ermittelt.

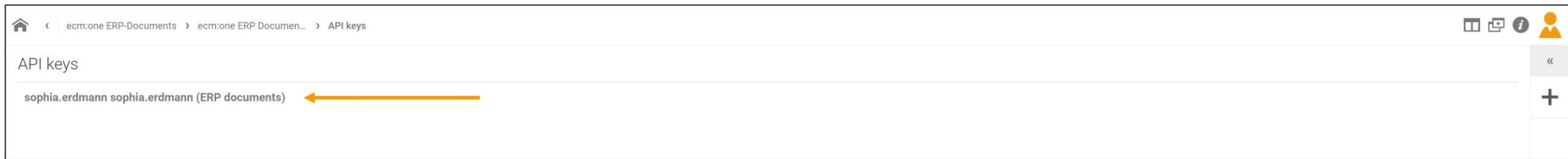
Einrichtungen erledigt?

Templates / Felder  Zuordnungen  API-Key  ecm:one Fileshare BN

After generating, click "Select existing API-key".



# API-Key - Enter

A screenshot of a web application interface. The breadcrumb trail at the top reads: 'home < ecm:one ERP-Documents > ecm:one ERP Documen... > API keys'. The main content area is titled 'API keys' and contains a single list item: 'sophia.erdmann sophia.erdmann (ERP documents)'. A yellow arrow points to this item. On the right side, there are navigation controls: a left arrow, a plus sign, and a user profile icon.

Now select the API-key with the name you just assigned from the list by simply clicking on it.



# API-Key – Enter

2. Click the return arrow twice!

The screenshot shows the 'API key details' page in a web application. The breadcrumb navigation at the top reads: 'ecm:one ERP-Documents > ecm:one ERP Documen... > API keys > API key'. The page contains three input fields: 'User' with the value 'sophia.erdmann sophia.erdmann', 'Label' with the value 'ERP documents', and 'Key' which is masked with dots. A 'Cancel' button and a trash icon are located below the 'Key' field. A 'copy' icon is circled in orange, with a callout box labeled '1. Copy!'. A bracket under the 'Key' field is labeled 'Encrypted API Key'. An orange circle highlights the left navigation arrow in the breadcrumb, with a callout box labeled '2. Click the return arrow twice!'. Other UI elements include a home icon, a plus icon, an info icon, and a user profile icon in the top right corner.

The following tab opens. You can see the user, the assigned label and the encrypted API-key. Now select this key by clicking on the "copy" symbol. A green dialog box with a confirmation appears on the screen for a couple of seconds. Then click twice on the arrow to return to the input field. Important: Do not click on the "house", but on the "arrow".



# API-Key – Enter

ecm:one ERP-Docume... > ecm:one ERP Documents - Konfiguration

Konfiguration - ecm:one ERP Documents

Import Verarbeitung **Export** Hilfestellung

Parameter	Wert	Beschreibung
API-Key	.....	Für den Export nach d.velop Documents wird ein API-Key benötigt. Hier die passenden Links: <a href="#">Bestehenden API-Key auswählen</a> oder <a href="#">Neuen API-Key generieren</a>
Repository-ID	<REPOSITORYID>	Die RepositoryID wird für den Export nach d.velop Documents benötigt. Wird automatisch ermittelt.
BasisAdresse	https://ecmoneanleitungen.d-velop.cloud	Die Basisadresse / BaseURL wird für den Export nach d.velop Documents benötigt. Wird automatisch ermittelt.

Einrichtungen erledigt?

Templates / Felder  Zuordnungen  API-Key  ecm:one Fileshare BN

Insert API-Key

After that, the checkmark automatically jumps to "green"

Now click the field to the right of "API-Key". Paste the copied code into the field with the shortcut Ctrl + V. A green confirmation box appears briefly. After that, the checkmark at the bottom of the list automatically turns green.



# Checkliste

- FileShare
- API-Key
- Templates
- Mappings

# Templates/Fields

The screenshot displays the 'ecm:one ERP documents' interface. At the top, there is a navigation bar with a home icon, a breadcrumb 'ecm:one ERP-Documents', and user profile icons. Below this, the main header includes a gear icon, the text 'ecm:one ERP documents', and the 'ecm:one' logo. A secondary navigation bar contains tabs for 'Import', 'Dashboard', 'Statistik', and 'Vollständigkeit'. The main content area is divided into two sections. The left section, titled 'Gültige Mail-Adressen', lists the email address '1me\_invoices\_1533@erp.ecmone.cloud'. The right section features a '+ ERP-Belege' button and a 'Dateien hier ablegen' button with an upload icon. Below these sections, a heading 'Einrichtungen erledigt?' is followed by a list of configuration items: 'Templates / Felder' (unchecked and circled in orange), 'Zuordnungen' (unchecked), 'API-Key' (checked), and 'ecm:one Fileshare BN' (checked).

The third step of the setup is dealing with the "templates/fields". ERP documents is used for archiving outgoing documents. These will always have the exact same layout, as they are created by the company using the same software. For these documents to be read automatically, layouts must be generated for the different document types. To access the configuration, please click on "Templates/Fields".

# Templates/Fields - Overview

Konfiguration - ecm:one ERP Documents

Settings bar, tab: Processing

Name of template

Settings of the particular template, in this case of the "Invoice" template

Fields to be scanned on the template.

Overview of the fields including their position on the document and the regex.

Import Verarbeitung Export Hilfestellung

Rechnung

Template: Rechnung

Hier können Sie Dokumente hochladen, um ihre Parameter zu testen.

Wenn Sie Werte anpassen und schon eine Datei hochgeladen haben, reicht ein Klick auf Aktualisieren.

Dieser Vorgang kann einige Sekunden dauern.

BelegNr

Parameter	Wert	Testergebnisse
Identifikation		
Position		
Regex		
BelegNr	<input checked="" type="checkbox"/> Datum <input checked="" type="checkbox"/> Pflicht <input checked="" type="checkbox"/> Key <input checked="" type="checkbox"/> Numerisch/Währung <input checked="" type="checkbox"/> Alles	
Position	<input type="text" value="50"/> <input type="text" value="100"/> <input type="text" value="20"/>	
Regex	<input type="text" value="V-[0-9]{8}"/>	
DATEV-Export	<input checked="" type="checkbox"/> kein DATEV-Export	
DATEV-Sachkonto 16%/19%   5%/7%   0%	<input type="text" value="8400"/> <input type="text" value="8300"/> <input type="text" value="8200"/>	

Einrichtungen erledigt?

Templates / Felder  Zuordnungen  API-Key  ecm:one Fileshare BN

You will be taken to the template configuration page. First, we will give you an overview of all the fields. You will get more detailed information about the fields and the configuration in the following slides.

# Templates/Fields - Add

The screenshot shows the 'Konfiguration - ecm:one ERP Documents' interface. At the top, there are navigation tabs: 'Import', 'Verarbeitung', 'Export', and 'Hilfestellung'. The 'Verarbeitung' tab is active. Below the tabs, there is a search bar with 'Rechnung' entered. An orange box with the text 'Add more templates' has an arrow pointing to this search bar. Below the search bar, the configuration for the 'Rechnung' template is displayed. It includes a '+ Auswählen' button, an 'Aktualisieren' button, and a table for parameter configuration. The table has columns for 'Parameter', 'Wert', and 'Testergebnisse'. The 'BelegNr' parameter is highlighted in green, and its configuration is shown in the table below.

Parameter	Wert	Testergebnisse
Identifikation		
Position		
Regex		
<b>BelegNr</b>	<b>Datum</b> <b>Pflicht</b> <b>Key</b> <b>Numerisch/Währung</b> <b>Alles</b>	
Position	50 100 20	
Regex	V-[0-9]{8}	

Einrichtungen erledigt?

Templates / Felder  Zuordnungen  API-Key  ecm:one Fileshare BN

We start with the configuration of the "Invoices" template. The following process can be performed the same for all other templates. If you want to add and set up more templates, you can enter the desired template in the template name line and confirm it with the Enter key. Another area then opens, which can be set up for this template.

# Templates/Fields

The values to be extracted from the document are to be entered here.

The screenshot shows a configuration interface for document templates. At the top, there is a search bar containing 'BelegNr' with a close button. Below it is a table with three columns: 'Parameter', 'Measurements on the document', and 'Testergebnisse'. The table is divided into two sections. The first section, 'Identifikation', has rows for 'Position' and 'Regex'. The second section, 'BelegNr', has rows for 'Position' and 'Regex'. The 'Position' row in the 'BelegNr' section contains four input fields with values '50', '100', and '20'. The 'Regex' row in the 'BelegNr' section contains the text 'V-[0-9]{8}'. A horizontal bar below the 'BelegNr' section contains four buttons: 'Datum', 'Pflicht', 'Put in the regex', and 'Alles'. The 'Put in the regex' button is highlighted with an orange box. Annotations include a blue box pointing to the search bar, a blue box pointing to the 'Identifikation' section, a blue box pointing to the 'BelegNr' section, and a blue box pointing to the 'Put in the regex' button.

Parameter	Measurements on the document	Testergebnisse
Identifikation		
Position		
Regex		
BelegNr		
Position	50 100 20	
Regex	V-[0-9]{8}	

Values for the identification of the document type, such as invoice, delivery bill...

Values for the individual document details

We will proceed to the configuration of the template. In order to set up a template fully, you should first consider what information you want to extract from the outgoing document, such as document number, document date, customer name and address, and so on. Enter this information. Next, we need to determine the exact position of this information from the document, so that these "measurements" as well as the corresponding regex are inserted in the template. We will now go through these tasks step by step, using a sample document.

# Templates/Fields - Measure

The screenshot shows the Adobe Acrobat Reader interface with a PDF document titled "Hannah Käßler-1000187-40000168.pdf". The document is a bill from "Werkzeuge & mehr!" to "Hannah Käßler". Annotations in orange boxes identify key data points for extraction:

- Customer information:** Points to the customer's name and address: "Hannah Käßler, Alleeweg 3, 47137 Duisburg, DEUTSCHLAND".
- Identifyer:** Points to the word "Rechnung" (Invoice).
- Document date:** Points to the date "16.09.2020" in the header.
- Document number:** Points to the invoice number "4000168".
- Customer number:** Points to the customer ID "1000187".

The document content includes a table of items and a summary:

Pos	Art.-Nr.	Bezeichnung	Menge	Einheit	Preis	Betrag EUR
1	127468 / 121730	Schweisser Hemd 468 flammhemmend antistatik grau Gr. H43	1,00	Stück		50,85
Summe:						50,85
16,00% USt. auf EUR 50,85:						8,14
Endbetrag:						58,99

Additional text in the document includes: "Sehr geehrte Frau Käßler, Im folgenden Ihre Rechnung zur Bestellung Nr. 40000167 vom 15.09.2020", "Vielen Dank für Ihren Einkauf bei Werkzeuge & mehr! und bis zum nächsten Einkauf.", "Ihr Werkzeuge und mehr! Team", and contact information for "Werkzeuge & mehr! GmbH" and "Sparkasse Münsterland Ost".

The initial step is to open up the document (from which the template is to be created) in any PDF viewer application. The free Adobe Acrobat Reader is used here. A typical outgoing bill is used as an illustrative document. First, we determine what information should be extracted. In this case: document date, document number, customer number, customer information. For ERP documents to know which template we are dealing with, an identification must take place. This is done via the document type; in our case it is the word "Invoice". There are now a total of 5 positions on the document that ERP documents should extract.

# Templates/Felder - Categories

Import **Verarbeitung** Export Hilfestellung

Rechnung ✕

▼ **Template: Rechnung**

Hier können Sie Dokumente hochladen, um ihre Parameter zu testen. + Auswählen Wenn Sie Werte anpassen und schon eine Datei hochgeladen haben, reicht ein Klick auf Aktualisieren. Aktualisieren  
Dieser Vorgang kann einige Sekunden dauern.

BelegNr ✕ BelegDatum ✕ KundenNR ✕  
KundenName ✕

Fill in the field name and confirm with "Enter".

Parameter	Wert				Testergebnisse
Identifikation					
Position	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Regex	<input type="text"/>				
<b>BelegNr</b>	<span>✕ Datum</span> <span>✕ Pflicht</span> <span>✕ Key</span> <span>✕ Numerisch/Währung</span> <span>✕ Alles</span>				
Position	<input type="text"/>	50	100	20	
Regex	<input type="text" value="V-[0-9]{8}"/>				
<b>BelegDatum</b>	<span>✓ Datum</span> <span>✕ Pflicht</span> <span>✕ Key</span> <span>✕ Numerisch/Währung</span> <span>✕ Alles</span>				
Position	<input type="text"/>	50	100	20	

These 5 fields are entered in ERP documents first. To do this, insert the desired field name and confirm with "Enter".

# Templates/Fields - Measure

The screenshot shows the Adobe Acrobat Reader DC interface. The main content area displays a PDF document with the following text:

Hannah Käpfler  
Alleeweg 3  
47137 Duisburg  
DEUTSCHLAND

Belegdatum: 16.09.2020  
Belegnummer: 4000168  
Kundennummer: 1000187

Seite 1 von 1

Rechnung

Sehr geehrte Frau Käpfler,  
Im folgenden Ihre Rechnung zur Bestellung Nr. 40000167 vom 15.09.2020

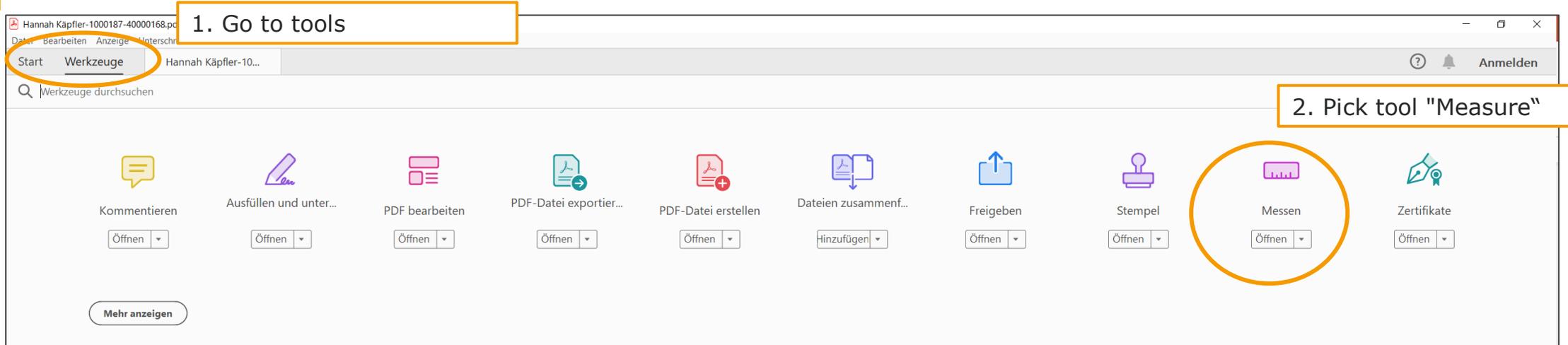
Pos	Art.-Nr.	Bezeichnung	Menge	Einheit	Preis	Betrag EUR
1	127468 / 121 /30	Schweisser Hemd 468 flammhemmend antistatik grau Gr. H43	1,00	Stück		50,85
Summe:						50,85
16,00% USt. auf EUR 50,85:						8,14

An orange box highlights the 'Kundennummer: 1000187' field. A wrench icon is positioned to the right of the text 'Werkzeuge & mehr!' above the highlighted field.

Back to the PDF Viewer:

What do these positions actually mean? Simply put, they are coordinates. On outgoing documents, the information we want to extract is always in the same place. The customer number, for example, will always be in exactly this position. Therefore, this position is now measured by means of coordinates on the document and these are entered into ERP documents.

# Templates/Fields - Measure



For measuring, click on the Tools tab. Select "Measure".

Most of the free PDF viewer applications offer this function. A quick Internet search will show you where to find it.

# Templates/Fields - Measure

Hannah Kapfler-1000187-40000168.pdf - Adobe Acrobat Reader DC

Start Werkzeuge Hannah Kapfler-10... x

Messen

Messwerkzeug Objektdaten-Werkzeug Werkzeug fur Geodatenposition

Schlieen

58,46 mm

2. Take the first measurement.  
Werkzeuge & mehr!

Belegdatum: 16.09.2020  
Belegnummer: 4000168  
Kundennummer: 1000187

Hannah Kapfler  
Alleeweg 3  
47137 Duisburg  
DEUTSCHLAND

Seite 1 von 1

Rechnung

Sehr geehrte Frau Kapfler,  
Im folgenden Ihre Rechnung zur Bestellung Nr. 40000167 vom 15.09.2020

Pos	Art.-Nr.	Bezeichnung	Menge	Einheit	Preis	Betrag EUR
1	127468 / 121 /30	Schweisser Hemd 468 flammhemmend antistatik grau Gr. H43	1,00	Stuck		50,85

Abstandswerkzeug  
Abstand: 58,46 mm  
Winkel: 89,76  
 $\Delta X$ : 0,25 mm  $\Delta Y$ : 58,46 mm  
Mastab: 1 mm = 1 mm  
Genauigkeit 0,01

The "Measure" tab will open. First, the "Measuring tool" must be selected. The cursor can now be used to carry out measurements. To do so, place the cursor at the first position from which you want to measure. Then drag the cursor to where you want to measure. A red line appears, which indicates the length. Overall, a box should be drawn around the desired position. So, the first distance to measure is from the top of the document, to the top of the "box".

# Templates/Fields - Measure

The screenshot shows the Adobe Acrobat Reader interface with a PDF document titled 'Hannah Kämpfer-1000187-40000168.pdf'. The document content includes a header with contact information, a date, and a table. A green box highlights a data field containing 'Belegnummer: 4000168' and 'Kundennummer: 1000187'. Red measurement lines indicate dimensions: 121,75 mm from the left margin to the box, 58,46 mm from the top margin to the box, 34,11 mm for the box width, and 9,64 mm for the box height. A wrench icon and the text 'Werkzeuge & mehr!' are also visible.

Hannah Kämpfer  
Alleeweg 3  
47137 Duisburg  
DEUTSCHLAND

Belegdatum: 16.09.2020  
Belegnummer: 4000168  
Kundennummer: 1000187

Seite 1 von 1

Rechnung

Sehr geehrte Frau Kämpfer,  
Im folgenden Ihre Rechnung zur Bestellung Nr. 40000167 vom 15.09.2020

Pos	Art.-Nr.	Bezeichnung	Menge	Einheit	Preis	Betrag EUR
1	127468 / 121 /30	Schweisser Hemd 468 flammhemmend antistatik grau Gr. H43	1,00	Stück		50,85

In order to locate the box (green here for demonstration) entirely on the document, three more measurements are needed. The distance from the left side margin to the left part of the box, the width and the height of the box. These measurements are done in the same way. In the end it should look like pictured above.

As you can see, the measurements are not 100% exact. This is not a bad thing! Leave some space around your box, "rough" measurements are enough. This also prevents measurement errors, because the area where ERP documents will search later is a bit larger.

# Templates/Fields - Measure

Hannah Käßler  
Alleeweg 3  
47137 Duisburg  
DEUTSCHLAND

Belegdatum: 16.09.2020  
Belegnummer: 4000168  
Kundennummer: 1000137

Seite 1 von 1

Rechnung

Sehr geehrte Frau Käßler,  
Im folgenden Ihre Rechnung zur Bestellung Nr. 40000167 vom 15.09.2020

Pos	Art.-Nr.	Bezeichnung	Menge	Einheit	Preis	Betrag EUR
1	127468 / 121 /30	Schweisser Hemd 468 flammhemmend antistatik grau Gr. H43	1,00	Stück		50,85

The following measurements have now been identified:

1. Left margin of the document to the left margin of the box: 121,75 mm
2. Top margin of the document to the top of the box: 58,46mm
3. Box width: 34,11mm
4. Box height: 9,64 mm.

# Templates/Fields - Measure

<b>KundenNR</b>	<input type="checkbox"/> Datum	<input type="checkbox"/> Pflicht	<input type="checkbox"/> Key	<input type="checkbox"/> Numerisch/Währung	<input type="checkbox"/> Alles
Position	<input type="text"/>	<input type="text" value="50"/>	<input type="text" value="100"/>	<input type="text" value="20"/>	<input type="text"/>
Regex	<input type="text"/>				

Left distance to box	Top distance to box	Box width	Box height
----------------------	---------------------	-----------	------------

Now the values are entered. The entries shown above are the default values. These can easily be overwritten. All values are given in millimeters. They can be rounded up or down, depending on whether this increases or decreases the size of the box (e.g.: round up height, reduce distances).

# Templates/Fields - Regex

<b>KundenNR</b>	<input type="checkbox"/> Datum	<input type="checkbox"/> Pflicht	<input type="checkbox"/> Key	<input type="checkbox"/> Numerisch/Währung	<input type="checkbox"/> Alles
Position	121	58	35	10	
Regex	<input type="text" value="Enter here"/>				

Belegdatum: 16.09.2020  
Belegnummer: 4000168  
Kundennummer: 1000187

1 [0-9]{6}

Now the regex must be entered. The regex defines which digits are to be transferred. It may happen that there are more digits in the measured box than should be transferred. In the box we have drawn, this would be "Customer number:". So, to avoid this, it is described in general how the customer number is structured. The advantage of this is that it is always structured identically. Let's look at the example. The number starts with a 1, then 6 more numbers follow. The definition is probably the hardest part of the setup. It takes a bit of practice, but the definition is easy to figure out. On the following slide you can see typical examples that you can refer to when defining your regex.

# Templates/Fields - Regex

Dates:

01.01.2021 → `[0-9]{2}[.][0-9]{2}[.][0-9]{4}`

01. Januar 2021 → `[0-9]{2}.[5.50]{9} ][.][0-9]{4}`

Names:

Sequence of any kind of names, addresses, etc.

z.B. Namen → `.{5.50}`

Sequence of numbers:

Look at the structure, is there an initial number that is always the same? Is the number of subsequent digits the same?

z.B. 4000168 → `4[0-9]{6}`

---

Here you will find some typical numbers/letter sequences, as well as their regex.

Important when formulating regex: Make sure you use the correct bracket types `[]`, `{}`, `()`. Pay attention to an exact formulation.

# Templates/Fields - Regex

KundenNR	<input checked="" type="checkbox"/> Datum	<input checked="" type="checkbox"/> Pflicht	<input checked="" type="checkbox"/> Key	<input checked="" type="checkbox"/> Numerisch/Währung
	<input checked="" type="checkbox"/> Alles			
Position	<input type="text" value="121"/>	<input type="text" value="58"/>	<input type="text" value="40"/>	<input type="text" value="10"/>
Regex	<input type="text" value="1[0-9]{6}"/>			

- Date:** Select if a date is to be transferred.  
**Mandatory:** Select if this field must be transferred. If errors occur here, the document will be marked as incorrect.  
**Key:** Select if this field is to be used to create singularity.  
**Numeric**  
**/currency:** Select if an amount is to be specified with a comma.  
**All:** Select if everything is to be transferred from the measured box. In this case, do not specify a regex.

The last selection concerns the technical transfer of the measured values. Here there are 5 categories. Select the appropriate one for the field, then the value will be transferred correctly.

# Templates/Fields

1. Upload test document by drag'n'drop or by selection in the file system.

2. Click "Refresh"

The screenshot shows a software interface with the following elements:

- Navigation tabs: Import, Verarbeitung, Export, and a green 'Hilfestellung' button.
- A search bar containing 'Rechnung'.
- A green header bar for the selected template: 'Template: Rechnung'.
- Instructions: 'Hier können Sie Dokumente hochladen, um ihre Parameter zu testen.' and 'Wenn Sie Werte anpassen und schon eine Datei hochgeladen haben, reicht ein Klick auf Aktualisieren. Dieser Vorgang kann einige Sekunden dauern.'
- Buttons: '+ Auswählen' and 'Aktualisieren'.
- Parameter selection: 'BelegNr', 'BelegDatum', 'KundenNR', and 'KundenName' with dropdown menus.
- Table with columns: Parameter, Wert, and Testergebnisse.
- Parameters and their values:
  - Identifikation**: Position (23, 90, 35, 15), Regex (Rechnung)
  - BelegNr**: Position (50, 100, 20), Regex (4[0-9]{6}), Attributes: Datum, Pflicht, Key, Numerisch/Währung, Alles
  - BelegDatum**: Position (119, 33, 61, 46), Regex ([0-9]{2}[0-9]{2}[0-9]{4}), Attribute: Datum (checked)
  - KundenNR**: Position (121, 58, 35, 10), Regex (1[0-9]{6}), Attributes: Datum, Pflicht, Key, Numerisch/Währung, Alles
  - KundenName**: Position (22, 40, 40, 28), Regex (.5,50), Attributes: Datum, Pflicht, Key, Numerisch/Währung, Alles

Now you have to repeat the procedure of measuring, entering, defining and defining the regex and selecting the attribute fields for each parameter of the document. Everything has been filled in here for the example document.

Now comes the crucial question: Is everything filled in correctly? There is a test function for this purpose. For this purpose, upload your document. The Test results column shows whether the correct area was measured.

# Templates/Fields

Test results

The green highlighted area will be transferred to d.velop documents.

Import Verarbeitung Export Hilfestellung

Rechnung

Template: Rechnung

Hier können Sie Dokumente hochladen, um ihre Parameter zu testen.  Wenn Sie Werte anpassen und schon eine Datei hochgeladen haben, reicht ein Klick auf Aktualisieren.  Dieser Vorgang kann einige Sekunden dauern.

BelegNr BelegDatum KundenNR KundenName

Parameter	Wert	Testergebnisse
Identifikation		
Position	23 90 35 15	
Regex	Rechnung	Rechnung
BelegNr	<input type="button" value="Datum"/> <input type="button" value="Pflicht"/> <input type="button" value="Key"/> <input type="button" value="Numerisch/Währung"/> <input type="button" value="Alles"/>	
Position	119 33 61 47	Belegdatum: 16.09.2020 Belegnummer: 4000168
Regex	4[0-9]{6}	Kundennummer: 1000187
BelegDatum	<input checked="" type="button" value="Datum"/> <input type="button" value="Pflicht"/> <input type="button" value="Key"/> <input type="button" value="Numerisch/Währung"/> <input type="button" value="Alles"/>	
Position	119 33 61 47	Belegdatum: 16.09.2020 Belegnummer: 4000168
Regex	[0-9]{6}[0-9]{2}[0-9]{4}	Kundennummer: 1000187
KundenNR	<input type="button" value="Datum"/> <input type="button" value="Pflicht"/> <input type="button" value="Key"/> <input type="button" value="Numerisch/Währung"/> <input type="button" value="Alles"/>	
Position	121 58 40 10	Kundennummer: 1000187
Regex	1[0-9]{6}	
KundenName	<input type="button" value="Datum"/> <input type="button" value="Pflicht"/> <input type="button" value="Key"/> <input type="button" value="Numerisch/Währung"/> <input type="button" value="Alles"/>	
Position	22 40 40 28	Hannah Kämpfer Alleeweg 3 47137 Duisburg
Regex	.(5,50)	
DATEV-Export	<input type="button" value="kein DATEV-Export"/>	
DATEV-Sachkonto	16%/19%   5%/7%   0%	
	8400 8300 8200	

The test column displays everything that was found in the specified area. However, only the text marked in green is imported. This is a simple way to test position specifications and regex.



# Checkliste

- FileShare
- API-Key
- Templates
- Mappings

# Mappings



ecm:one ERP-Documents

ecm:one ERP documents

Import Dashboard Statistik Vollständigkeit

Gültige Mail-Adressen

1me\_invoices\_1533@erp.ecmone.cloud

+ ERP-Belege

Einrichtungen erledigt?

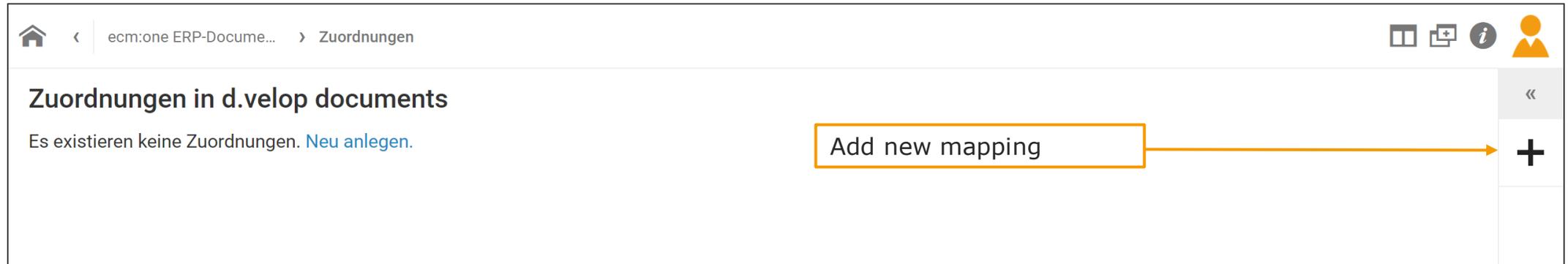
Templates / Felder  Zuordnungen  API-Key  ecm:one Fileshare BN

Another setup has been completed! The check mark at "Templates" should also turn green.

Now for the last setup: the mappings.

Mappings are important so that the information that is retrieved through ERP documents is also stored in the right place in documents and is correctly assigned to the attributes of the folder categories. Clicking on "Mappings" will take you to the correct configuration point.

# Mappings - Create



If available, a list of existing mappings is displayed here. For ERP documents, a new one must be created. To do this, press the "Plus" button.

# Mappings - Create

Neue Zuordnung

Name \*

ERP documents

1. Assign name

Quelle \*

d.ecs inbound  
ecm:one ERP-Documents  
Prozesse

2. Choose "ecm:one ERP documents" as source

SPEICHERN

The first thing to do is to assign a name for the mapping. This is up to you, but it makes sense to choose a name that you can clearly identify (e.g. the name of the app).

Then the source is selected from a drop list. Select ecm:one ERP documents here.

# Mappings – Match categories

The screenshot shows a web interface for creating a new mapping (Neue Zuordnung). The interface includes the following elements:

- Name \***: A text input field containing "ERP documents".
- Quelle \***: A dropdown menu containing "ecm:one ERP-Documents".
- Kategorien**: A table with two columns: "Quelle" and "Ziel". The "Quelle" column has a dropdown menu, and the "Ziel" column has a dropdown menu and a trash icon. An annotation "1. Choose source „invoice“" points to the "Quelle" dropdown. An annotation "2. Select destination: Invoice / Credit note (customer)" points to the "Ziel" dropdown.
- Eigenschaften**: A table with three columns: "Quelle \*", "Ziel \*", and "Regex". The "Quelle \*" and "Ziel \*" columns have dropdown menus. The "Regex" column has a text input field and a trash icon. There is a checkbox labeled "Groß-/Kleinschreibung ignorieren".
- Buttons**: "ZEILE HINZUFÜGEN" (Add Row) buttons are located below the "Kategorien" and "Eigenschaften" tables. A "SPEICHERN" (Save) button is located at the bottom right.

Now, the categories (source) created in ERP documents are matched with those of the record plan from documents (target). We start with the "Category". The layouts created in ERP documents are listed under categories. In our example, this is the category "Invoice". This is selected in the first step. Next, the target in documents must be determined. A drop-down list appears, with all the record plan categories available in documents. This list is long, so be careful when selecting your target category! In our example, we want our outgoing invoices to be filed under "Invoice / Credit note (customer)" and select this.

# Mappings – Match attributes

The screenshot shows a web interface for creating a new mapping (Neue Zuordnung). The interface includes a breadcrumb trail: `ecm:one ERP-Documents > Zuordnungen > Details der Zuordnung`. The main form has the following sections:

- Name \***: A text input field containing "ERP documents".
- Quelle \***: A dropdown menu showing "ecm:one ERP-Documents".
- Kategorien**: A table with columns "Quelle" and "Ziel". The first row shows "Re" in the "Quelle" column and "Kunde) (990c3) (32c3021e-2182-4452-8bca-2f346dec0dd5)" in the "Ziel" column. A "ZEILE HINZUFÜGEN" button is visible to the right of the table.
- Eigenschaften**: A section with a table for defining properties. The first row has "Quelle \*" in the "Quelle" column, "Ziel \*" in the "Ziel" column, and "Regex" in the "Regex" column. A checkbox "Groß-/Kleinschreibung ignorieren" is present below the "Regex" field. A "ZEILE HINZUFÜGEN" button is visible to the right of the table.

Four numbered callouts are overlaid on the interface:

1. Pick category from source. Here: Invoice/ Credit note (customer) - points to the "Quelle" dropdown in the "Kategorien" table.
2. Select source "DocumentDate" - points to the "Quelle" dropdown in the "Eigenschaften" table.
3. select destination: "document date" - points to the "Ziel" dropdown in the "Eigenschaften" table.
4. Add next row - points to the "ZEILE HINZUFÜGEN" button in the "Eigenschaften" section.

A "SPEICHERN" button is located at the bottom right of the form.

The attributes represent the individual information that we want to extract from the "Invoice" template. Now we proceed as above. Select a category as source and assign it to the correct target in the documents fileplan.

-- Here is a BestPractice tip: Click on the filter icon next to "Destination" and select the category you specified. Now, only attributes that are also created in the category will be displayed in the fileplan --

The first attribute is the document date. We match this with the document date specified in the fileplan. To specify another source, click on "Add row". For all other attributes, we will now proceed in exactly the same way.

# Mappings – Match attributes

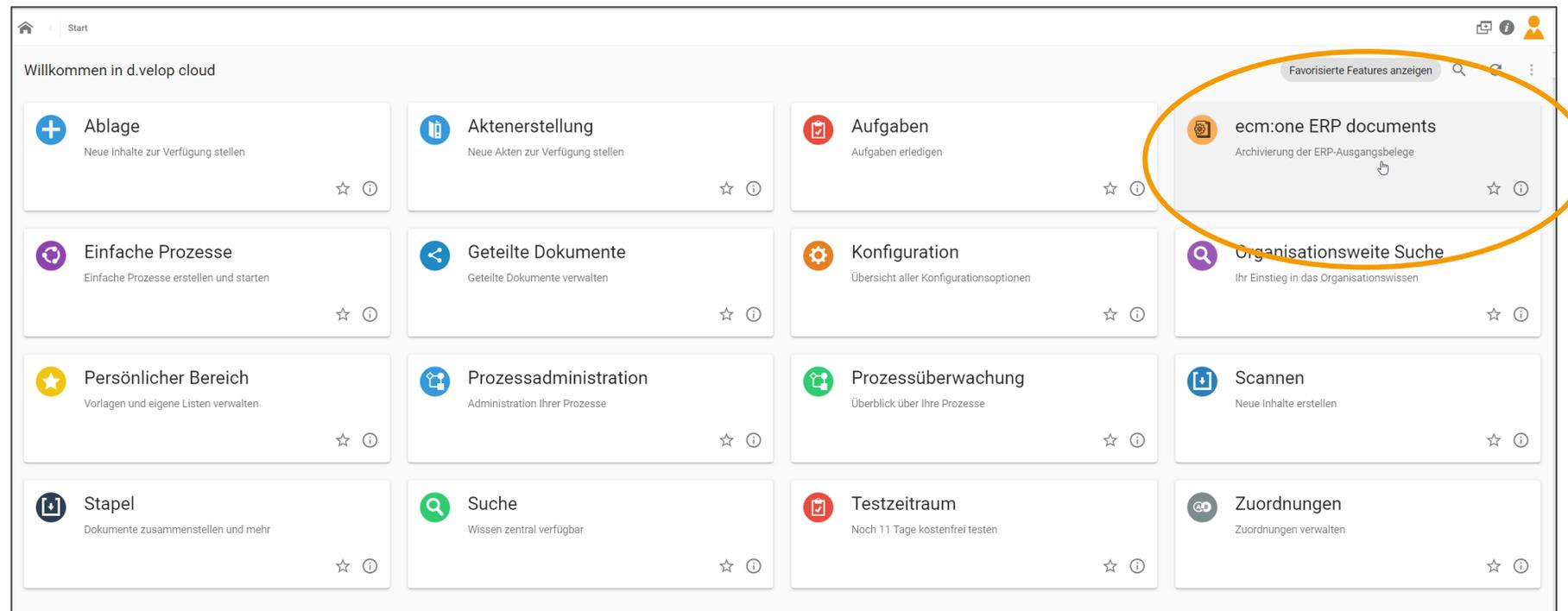
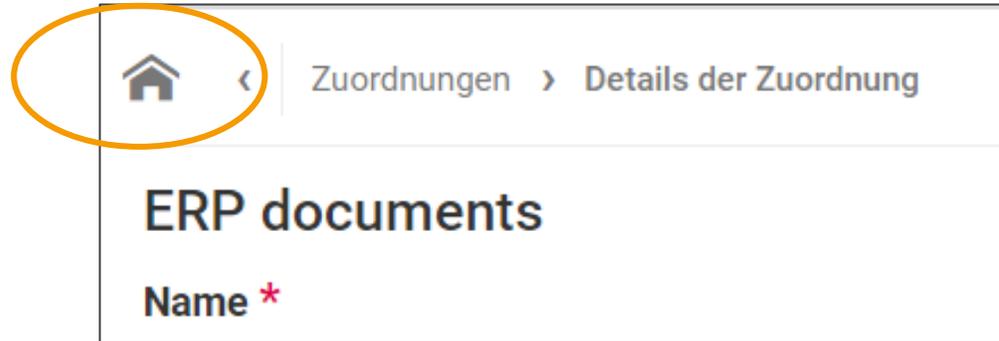
Eigenschaften			
Quelle *	Ziel * 	Regex	
BelegDatum (BelegDatum) ▼	Rechnung / Gutschrift (Kunde) ▼ Belegdatum (3) (c61756ff-fec7-45c4-a969-4fbcafd1dfc)	<input type="text"/> <input type="checkbox"/> Groß-/Kleinschreibung ignorieren	
BelegNr (BelegNr) ▼	Rechnungs-/Gutschriftenummer (11) (efe85be1-3f7f-4b22-881c-895617fcd6a3)	<input type="text"/> <input type="checkbox"/> Groß-/Kleinschreibung ignorieren	
KundenNR (KundenNR) ▼	Kundennummer (7) (5c496d13-f50e-4bc7-a6fb-f01b8db69b99)	<input type="text"/> <input type="checkbox"/> Groß-/Kleinschreibung ignorieren	
KundenName (KundenName) ▼	Kundenname (6) (40b4daf7-9e42-45ac-ba95-84ad4dee1f85)	<input type="text"/> <input type="checkbox"/> Groß-/Kleinschreibung ignorieren	

**SPEICHERN**

Save

The complete mapping in the selected example now looks like this.  
After you have assigned all source and destination attributes, you can secure your changes via "Save".

# Mappings



Click on the "house" in the upper left corner to return to the dashboard. There you will find the tile for ERP documents, click on it.

# Done!

The screenshot displays the 'ecm:one ERP-Documents' web interface. At the top, there is a navigation bar with a home icon, a breadcrumb 'ecm:one ERP-Documents', and user profile icons. Below this, the main header includes the 'ecm:one' logo and a settings gear icon. A menu bar contains 'Import' (highlighted in green), 'Dashboard', 'Statistik', and 'Vollständigkeit'. The main content area features a section titled 'Gültige Mail-Adressen' with the email address '32e\_invoices\_6652@erp.ecmone.cloud'. To the right of this section is a large green button labeled '+ ERP-Belege' with an upward arrow icon. Below the email section, the text 'Einrichtungen erledigt?' is followed by four checked items: 'Templates / Felder', 'Zuordnungen', 'API-Key', and 'ecm:one Fileshare BN'. A vertical sidebar on the right contains a back arrow, a settings gear, and a question mark icon.

Congratulations, the setup is complete and now you can start working with ERP documents!



# Checkliste

- FileShare
- API-Key
- Templates
- Mappings

# First Steps: Import via Mail & Drag'n'Drop

The screenshot displays the 'ecm:one ERP documents' interface. At the top, there are navigation tabs: 'Import' (highlighted in green), 'Dashboard', 'Statistik', and 'Vollständigkeit'. Below the 'Import' tab, a section titled 'Gültige Mail-Adressen' contains the email address '32e\_invoices\_6652@erp.ecmone.cloud'. To the right, a large grey box contains a green button labeled '+ ERP-Belege' and a drag-and-drop icon consisting of three overlapping circles (green, orange, and grey) with an upward-pointing arrow. Two orange callout boxes with arrows point to these elements: one points to the email address, and the other points to the drag-and-drop icon.

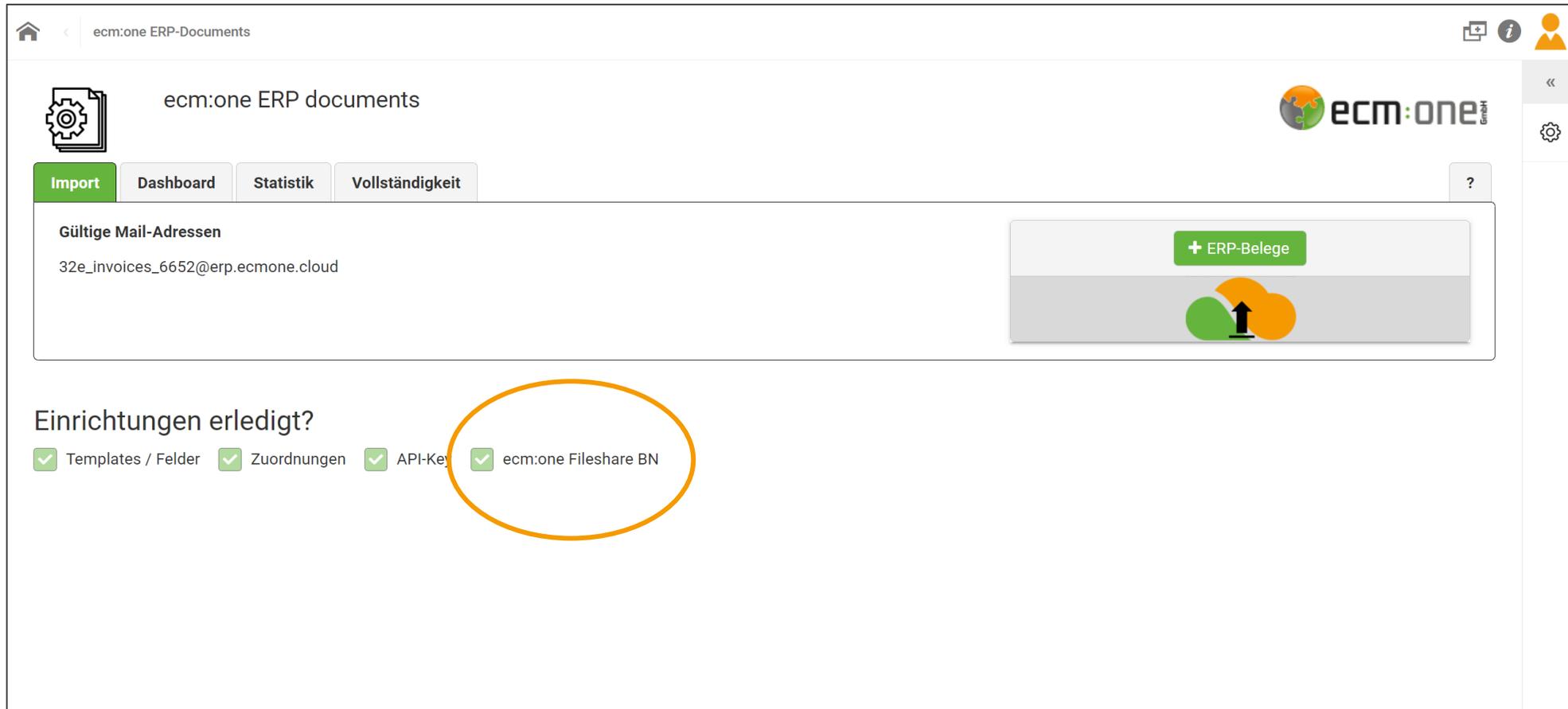
1. Mail-Upload: Add this mail to BCC.

2. Upload from the file system.

The import is possible via three different channels.

1. Mail import: Documents sent to the assigned mail address are automatically processed in ERP documents. For example, you can use this mail address as a blind copy in all mails that contain documents that you want to send to ERP documents.
2. Drag'n'drop upload or upload via the file system. You can drop documents on this field as well as select them from your file system.

# First Steps: Import via FileShare



The screenshot displays the 'ecm:one ERP-Documents' web interface. At the top, there is a navigation bar with a home icon, a breadcrumb 'ecm:one ERP-Documents', and user profile icons. Below this, the main header shows 'ecm:one ERP documents' and the 'ecm:one' logo. A secondary navigation bar contains tabs for 'Import' (highlighted in green), 'Dashboard', 'Statistik', and 'Vollständigkeit'. The 'Import' section is active, showing 'Gültige Mail-Adressen' with the email '32e\_invoices\_6652@erp.ecmone.cloud'. To the right, there is a '+ ERP-Belege' button and a cloud storage icon with an upward arrow. Below this, a section titled 'Einrichtungen erledigt?' (Configurations completed?) contains a checklist with four items, each marked with a green checkmark: 'Templates / Felder', 'Zuordnungen', 'API-Key', and 'ecm:one Fileshare BN'. The 'ecm:one Fileshare BN' item is circled in orange.

### 3. import via the FileShare

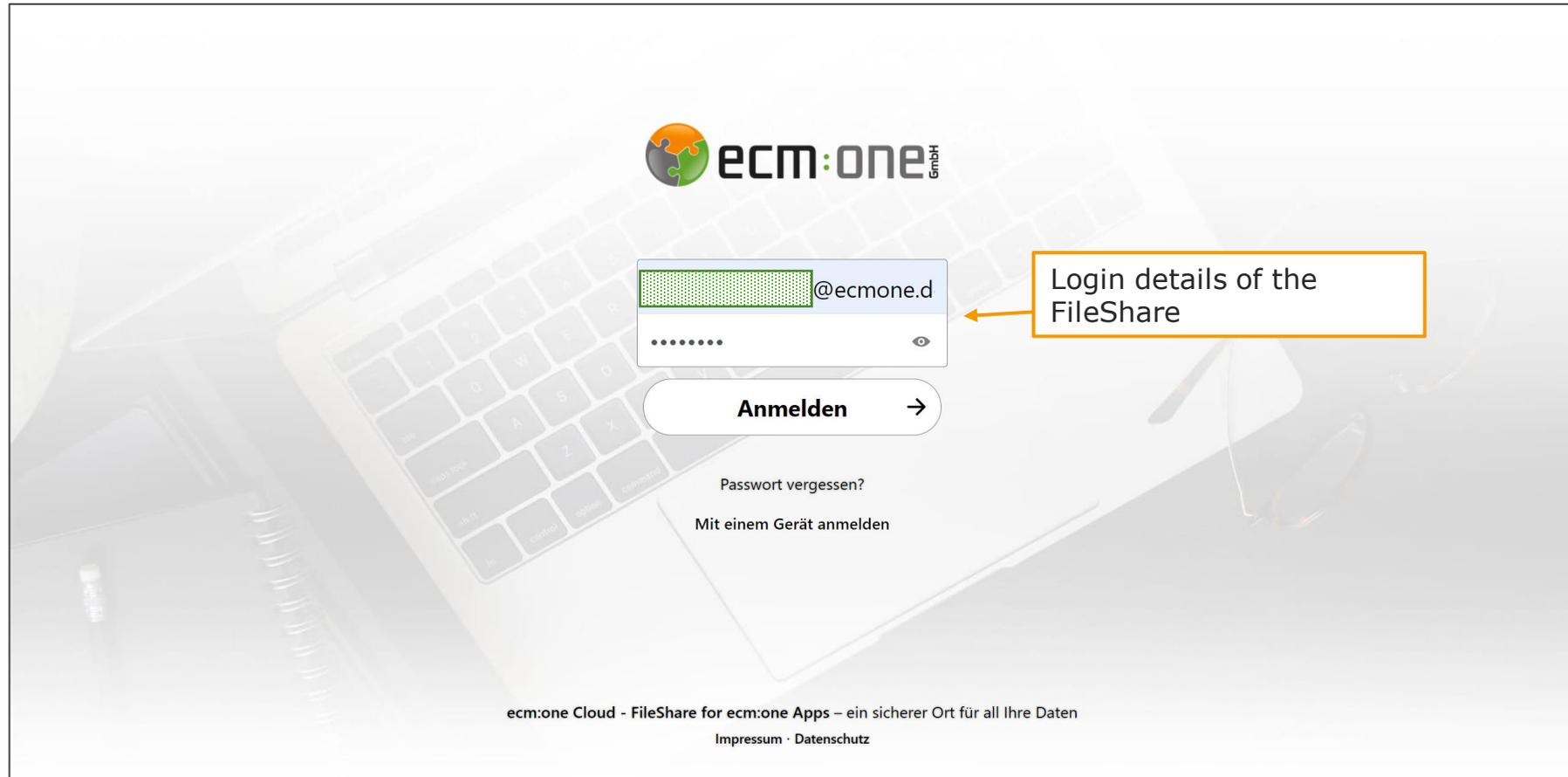
The FileShare is a cloud storage provided by NextCloud. On the one hand, it is used for the (automated) import of documents, and on the other hand, for the storage of errored documents. The next steps will explain how to set up the FileShare and how to integrate it into your network.

# First Steps: Import via FileShare

The screenshot shows the ecm:one ERP-Documents interface. At the top, there are navigation tabs: "Import", "Dashboard", "Statistik", and "Vollständigkeit". The "Dashboard" tab is selected and highlighted with an orange circle. Below the tabs, there is a "Fehler zurücksetzen" button. The main content area is titled "Alle Vorgänge auf einem Blick" and contains six cards representing different import statuses: "Import", "In B...", "Unvollständig", "Kein Template", and "Fehlerhafter Upload". Each card shows a circular icon and "# Belege: 0". The "Unvollständig" card is circled in orange, and an arrow points to its icon with the text "2. Click on the circle icon in the 'Incomplete' field." Another arrow points to the "Dashboard" tab with the text "1. Click here to switch to 'Dashboard'". At the bottom, there is a section "Einrichtungen erledigt?" with four checked items: "Templates / Felder", "Zuordnungen", "API-Key", and "ecm:one Fileshare BN".

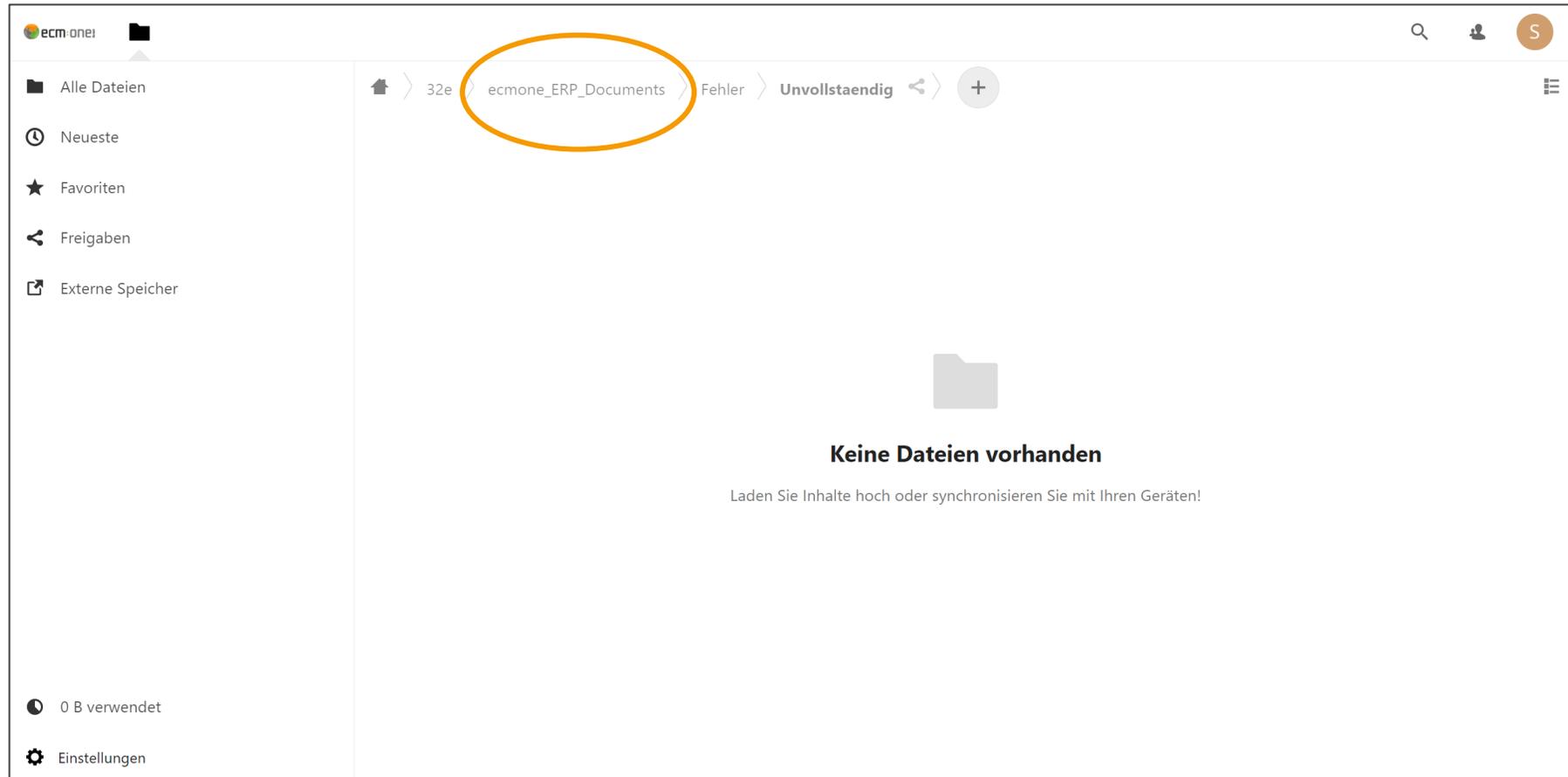
To access the FileShare, switch to the "Dashboard" tab. The dashboard gives an overview of all activities. It shows the current import statuses "Import", "In Processing" and "Archived". The bottom row displays the possible error statuses that may occur during processing. These files are stored in the FileShare so that errors are detected but documents do not get lost. To view this folder, the FileShare, click on the circle icon in one of the error statuses.

# First Steps: Import via FileShare



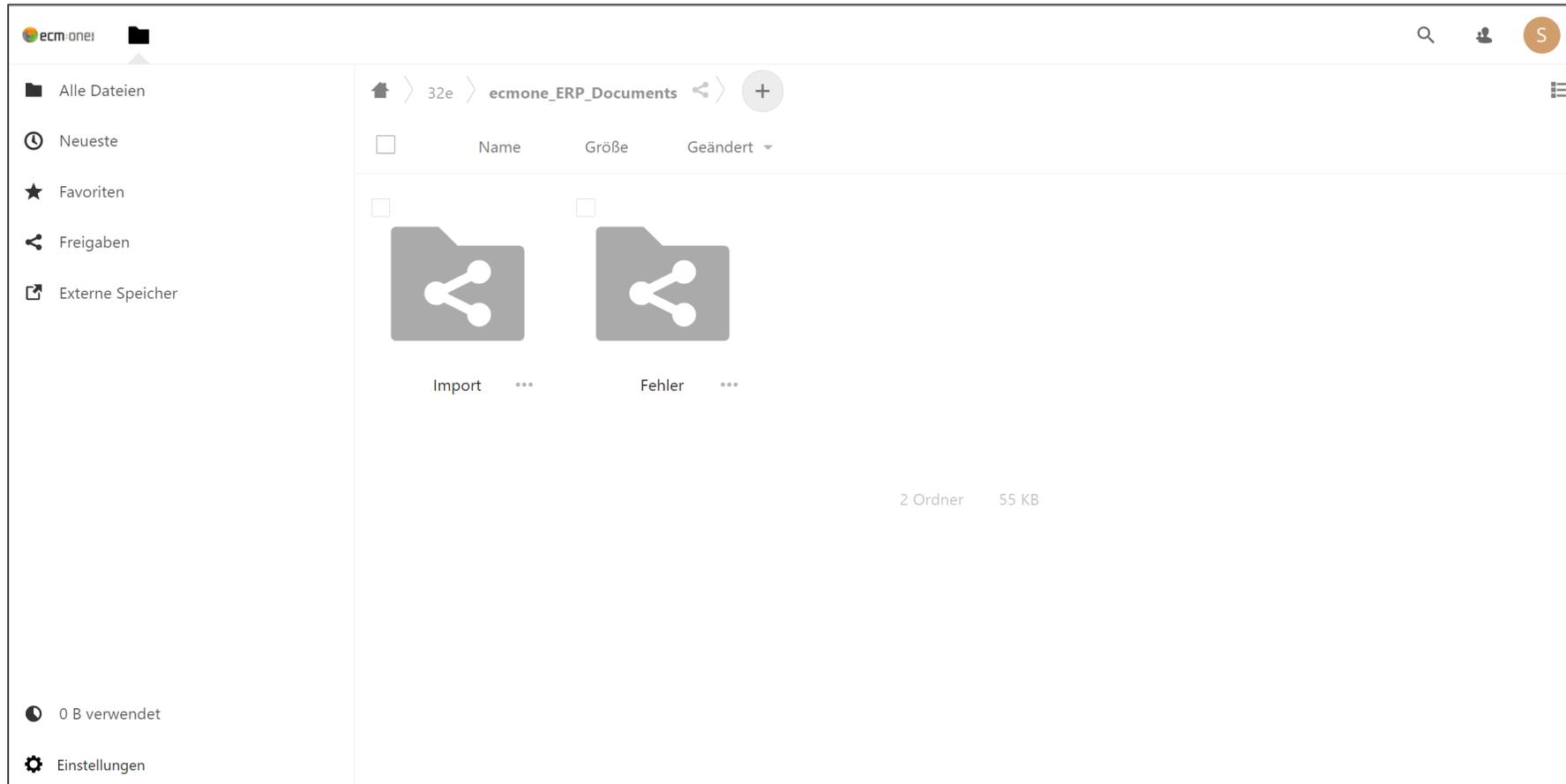
Another window opens with a logon screen. Here you enter the FileShare login details with which you initially registered.

# First Steps: Import via FileShare



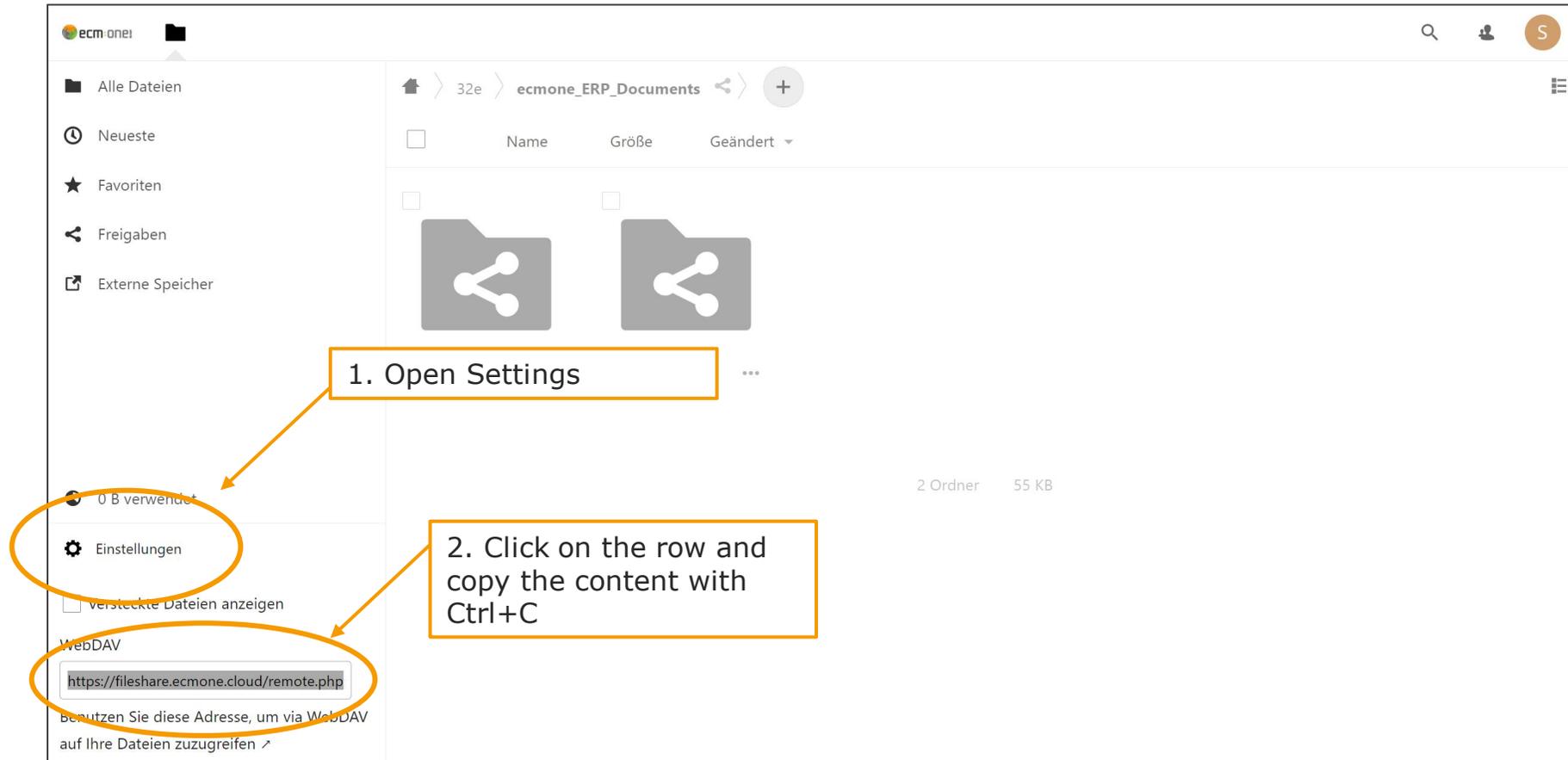
You will get to the "Incomplete" subfolder. Click on the "ecmone\_ERP\_Documents" tab.

# First Steps: Import via FileShare



This is the basic folder structure of the FileShare. An "Error" folder for the different error statuses. The folder "Import" is meant for uploading the documents. All documents stored there will be processed by ERP documents. You can already upload documents in this web view. However, more comfort is offered by the integration into your file system, so that you can open these folders from your regular storage system.

# First Steps: Import via FileShare

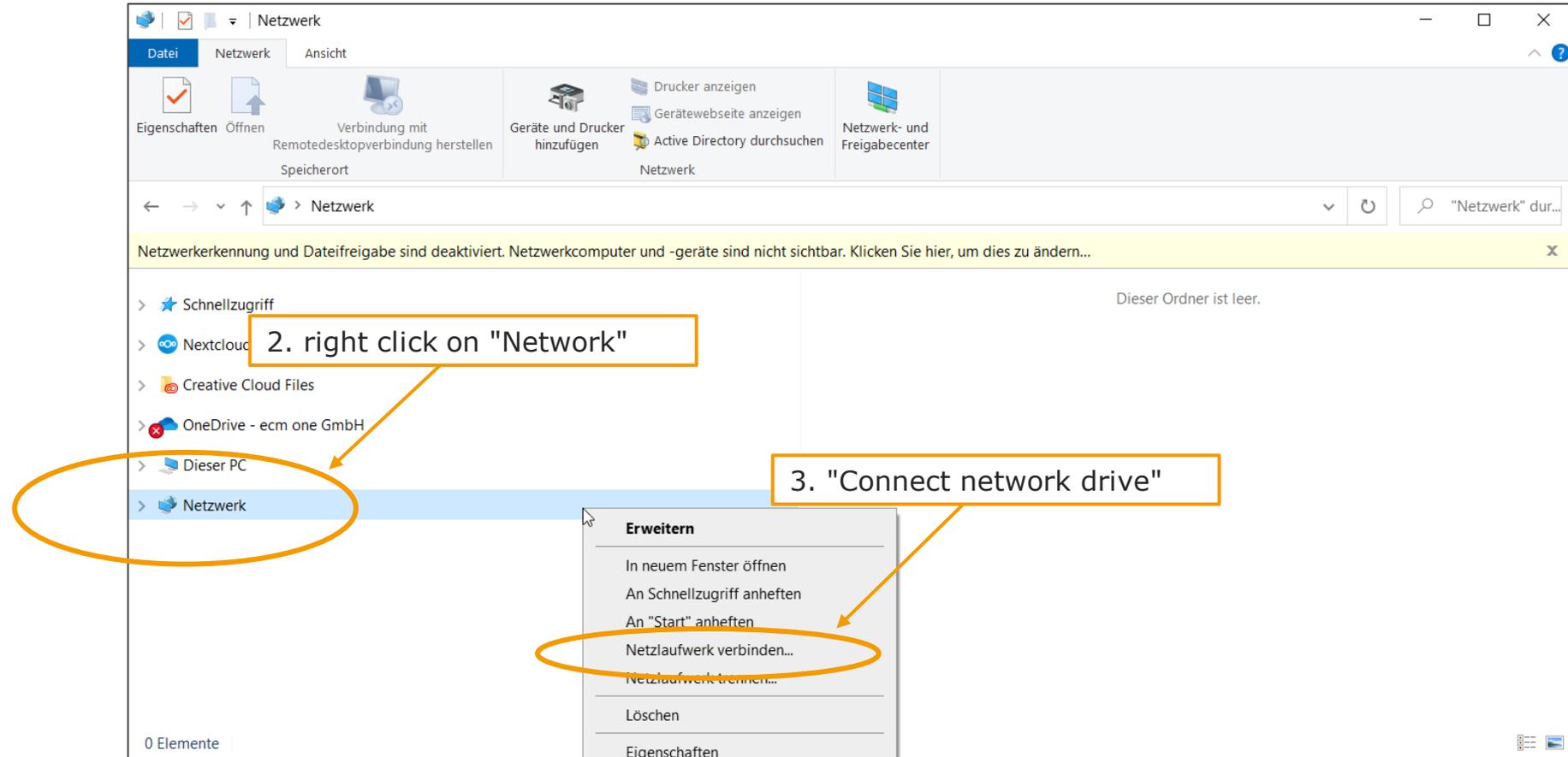


To do this, click on "Settings" in the bottom left corner. A dialog opens with your individual WebDAV address. Select it by clicking once in the text field. Then copy the entire row with the key combination Ctrl + C.

# First Steps: Import via FileShare

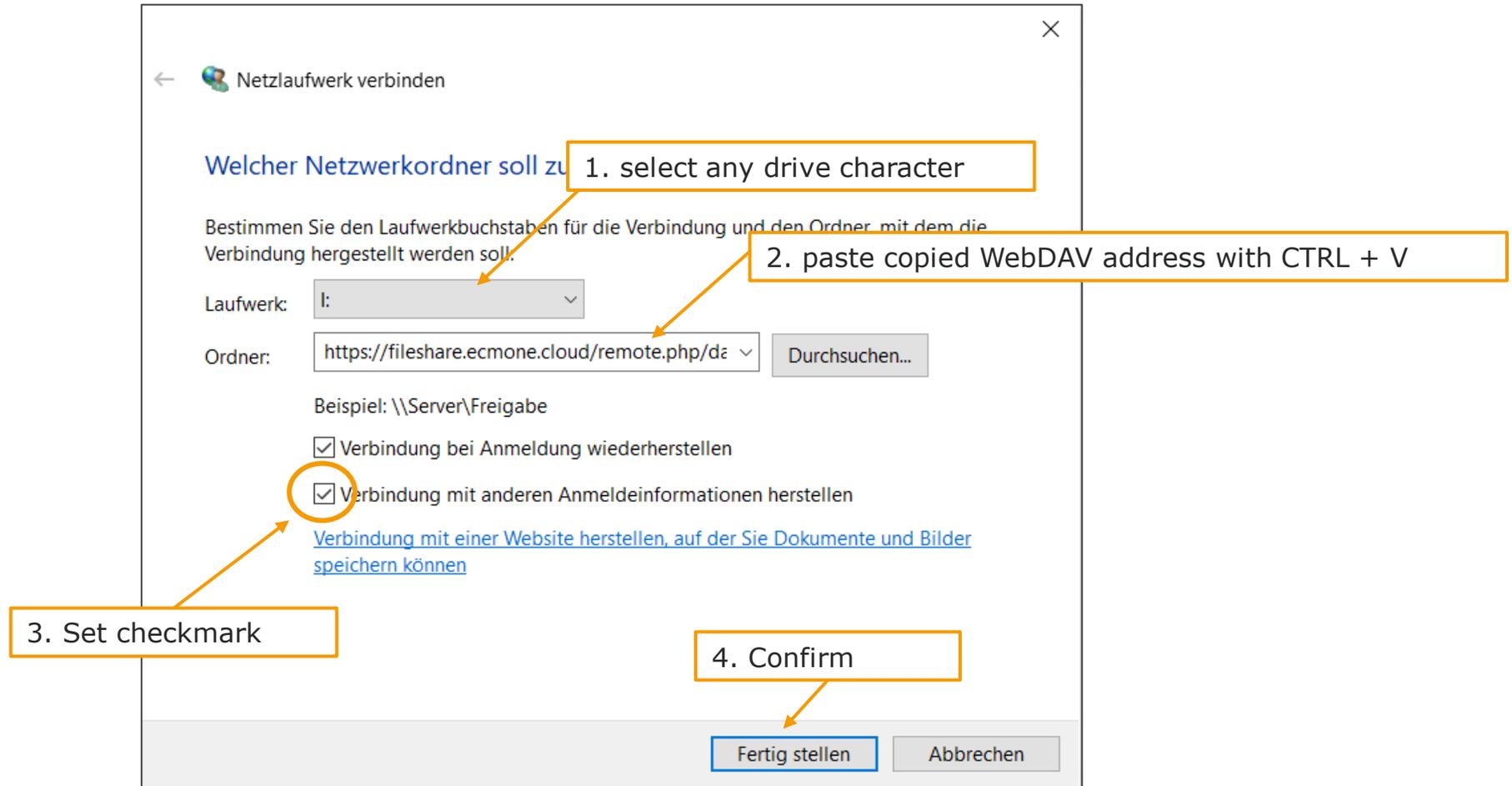


1. open file storage location



Open your file storage location. Right click on the " Network" item there. A selection of functions opens. Click on "Connect network drive".

# First Steps: Import via FileShare



The following dialog window pops up. First select your preferred drive character. This can be freely selected. Next, paste the link you just copied into the field next to "Folder". Then check the box "Connect to other credentials". Finally, confirm the field with "Finish".

# First Steps: Import via FileShare

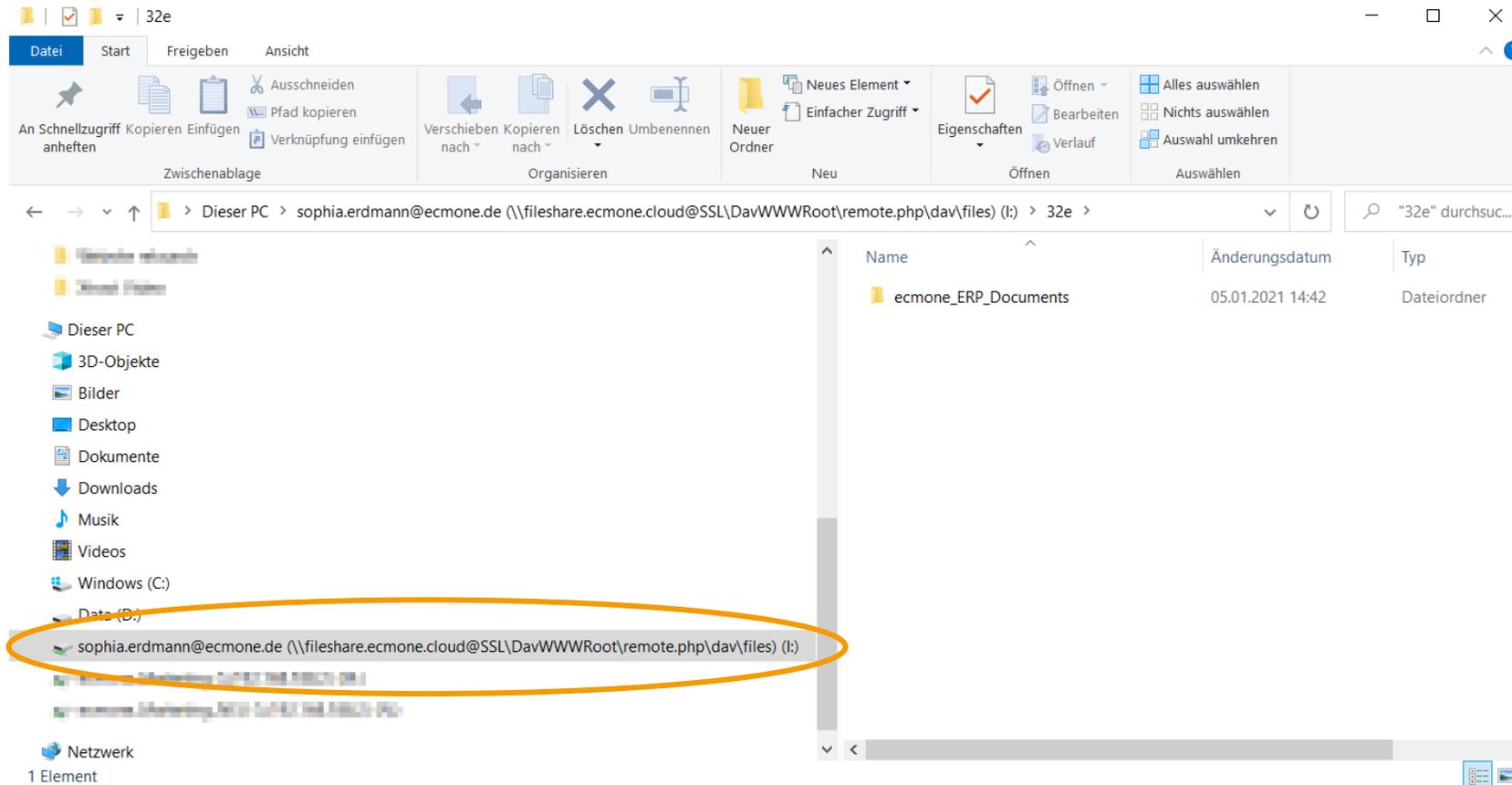


1. Enter FileShare login details

2. Set Checkmark

Now enter your FileShare login details again. Also check the "Save login details" box.

# First Steps: Import via FileShare



Your file location opens and the FileShare drive appears in the left sidebar. You will now see the same folder structure as in the web view. Documents that are inserted into the "Import" folder will now be processed by ERP documents. Here you can also develop some automatisms. For example, it is possible to specify this folder as a storage location from your ERP system. However, these solutions are very individual and vary in difficulty depending on the ERP solution. For more details, please contact us.



# Thank you!

- You have done it! All setups are complete and you can now fully archive outgoing documents.
- This is a general introduction to the configuration and the first steps with ERP documents. Therefore, not all possible errors or problems can be addressed. Please refer to the extensive FAQ in the app and contact us for further questions and comments.

Have fun with archiving,  
your  
**ecm:one**