

# Continia Document Capture

# DOCUMENT CAPTURE

Capture and storage of electronic documents

**Continia Document Capture** is the solution for capturing, registering and storing electronic documents, fully integrated with the Microsoft Dynamics 365 Business Central ERP.

## Simple and Automatic

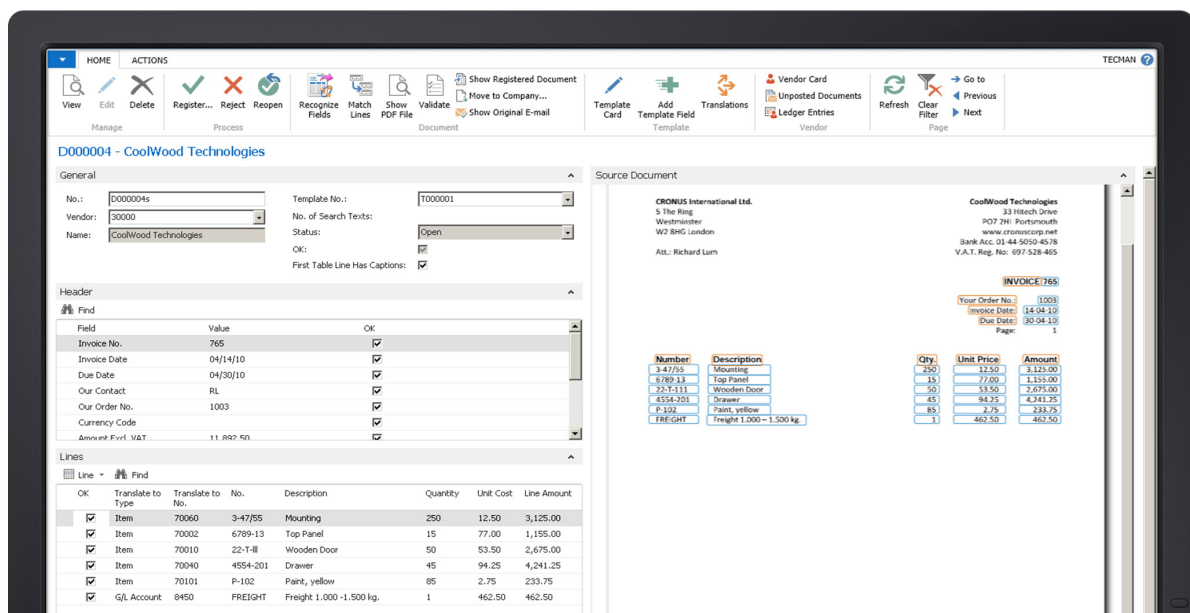
With Document Capture, all stages of daily document use are automated and integrated into the ERP Dynamics NAV / Business Central, from the document receipt and registration, to the approval, publication and retrieval, previously processed in the digital archive. The analysis engine captures texts and values from any document and archives files in seconds, directly in the Dynamics 365 Business Central information system.

## Automatic data capture

PDF files are automatically transferred from pre-defined email addresses and processed using OCR technology, without any user involvement. Paper documents are scanned using a scanner and follow the same flow as PDF files. All relevant document information is automatically transferred to the corresponding fields in Microsoft Dynamics 365 Business Central, making the registration of received documents quick and efficient.

## Scanning. Registration. Data extraction. Everything integrated in your ERP.

Countless documents are registered daily, in all companies. Letters, quotations, order confirmations, contracts, agreements, certificates and purchase invoices are some of the types of documents that reach companies, either by e-mail or by regular mail. Document Capture uses the latest advanced scanning technology that saves time and improves the quality of scanned images. Validations can be done anywhere and automatically imported into the Microsoft Dynamics 365 Business Central system.



With Document Capture, your employees have a highly simplified task of registering and classifying documents

## Main Features

### Integrated document and process management

Document and process management is essential to a company's good performance and a reflection of its internal organization. The existence of large volumes of information, both external and internal, increases the loss of documents, increases the difficulty in accessing information and its physical location, reduces the productivity of employees and also makes it difficult to control information flows.

With Document Capture the digital archive contains all PDF files and scanned documents, which can be easily accessed from the ERP Dynamics 365 Business Central.

### Optimization of purchase invoice management

Document Capture streamlines the processing and management of purchase invoices with a wide range of new features such as automatic supplier detection, document overview, check-in, among others. Invoices can also be automatically related to existing orders or receipts, as well as documents approved and posted on the ERP.

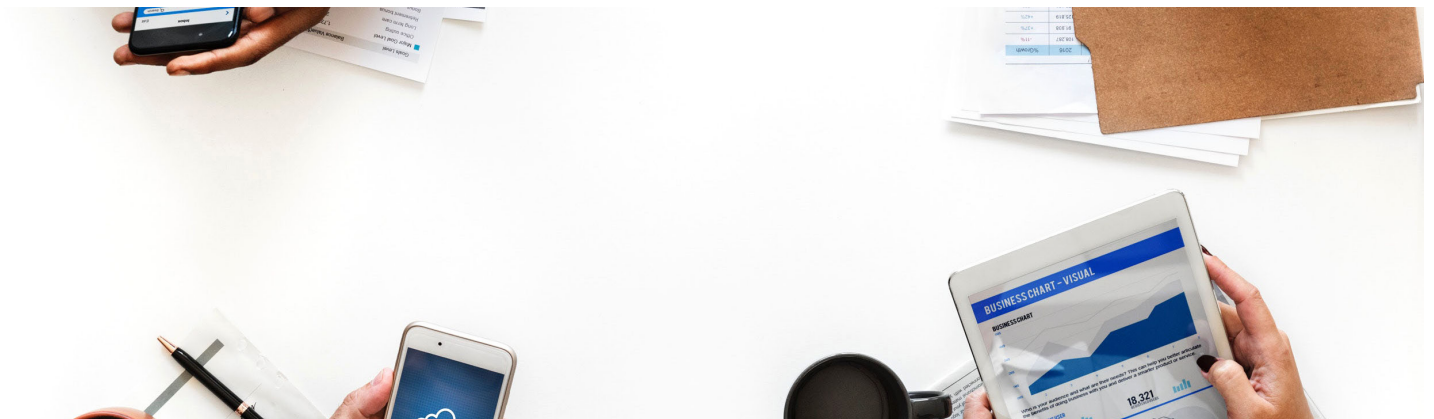
### Quick document search

In the Document Capture solution, the digital archive is fully indexed with all files and documents, which allows you to search for any text in documents, even if the information has not been transferred to a field in the Microsoft Dynamics 365 Business Central ERP.

In practice, it is possible to search, for example, for a specific reference number, serial number or any other information on purchase invoices and other documents.

### Approval workflows

Invoice approval can be done directly in Microsoft Dynamics 365 Business Central or online, via a Web Portal - allowing employees in the organization to access the approval workflow on the Web. Users can view the original invoice and accept, reject, put on hold or forward it to someone else for review or approval. Comments and attachments can also be easily added.



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