

HOW TO USE THE DOCUMENTS MODULE

The Documents module in Baseplan Enterprise provides users the ability to link physical documents to various records within the system. **For example:** Linking a scanned supplier invoice document to a supplier invoice record in Baseplan Enterprise.

This document also covers the configuration steps required prior to using the module and the permissions groups to be assigned.

The Documents module is a licensed feature in Baseplan Enterprise. Please contact your Baseplan Account Manager for more information.

Note: A license is not required to add documents to the *CRM, Customer Master, Supplier Master, Supplier Invoices / Credit Notes, Equipment Ledger, Equipment Inspection, Service Jobs, Asset Master, Asset Finance and Stock Master* screens.

Software Version: 1803

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DOCUMENT INBOX

This screen is accessed from the Documents menu.

Typically, users have a file location on a server where all scanned documents are saved. This location must be configured in the **Unprocessed Scanned Documents** field of the *Users* screen (**Security > Users > Add User** or **Security > Users > Right click on relevant user > Edit User**). All the documents in this location, including JPEG and PNG files are displayed in the Document Inbox (*Inbox* screen).

*The user must have Read/Write access to the file location configured in the **Unprocessed Scanned Documents** field. Please contact your IT Administrator if you need this access.*

A red symbol over the user icon in the top right corner of the screen indicates the number of documents waiting to be processed in the *Inbox*.

For example: If 10 new documents are added to **Unprocessed Scanned Documents** directory, the user icon will have the following symbol displayed over it:



The new documents will be displayed in the *Inbox* screen with the **New** checkbox checked. Each detail line represents individual files in the folder with the following key details:

- **User Name** – User name of the logged in user
- **File Name** – Original file name
- **Extension** – File format
- **Date** – Date the file was added to the **Unprocessed Scanned Documents** directory
- **Notes** – This will be blank till the user enter notes in the *Document Viewer* screen
- **Action to Take** – 'Import' for all new files added to the **Unprocessed Scanned Documents** directory
- **Server Origin** – Server name / computer that the file was saved from

Sending Files to Other Users

1. From the Menu. Select **Documents > Document Inbox**
2. Select the relevant document
3. Select the **User** this file must be sent to
4. Enter instructions for the recipient in the **Action to Take** field

For example: Please review invoice and approve

5. Click SEND TO ANOTHER USER

Info: "Operation successful."


6. Click OK

The selected document will disappear from the sending user's Document Inbox and appear in the recipient's inbox.

For example: A supplier invoice document needs to be approved prior to being linked to a record. A user sends this document to their manager using the 'Send File' function with the **Action to Take** 'Please Approve'. When logged into Baseplan Enterprise, the manager is notified about the new document by the red symbol over their user icon. Their inbox now shows the document with the **New** checkbox checked and 'Please Approve' in the **Action to Take** column. They double click on the document to open the *Document Viewer* screen. Double clicking the attachment in the *Documents* panel displays the document, which can then be reviewed. Once approved, the manager can link the document to the relevant record in the system or send the file back to the original user using the 'Send File' function with the **Action to Take** 'Approved – Link to Record'..

Viewing All Files

Double clicking a detail line in the *Inbox* screen displays the *Document Viewer* screen with the selected file attached.

Clicking the VIEW ALL button at the bottom of the *Inbox* screen displays the *Document Viewer* screen with the latest document from the inbox. All the other files can be viewed using the MOVE NEXT button in the toolbar 

Removing Files

When a document is processed (linked to a record) from the *Document Viewer* screen, the system creates a new folder in the directory configured in the **Central Location** parameter. This folder is named by the date the document was processed in 'YYYYMMDD' format, and contains a copy of the document. Each copy is named in 'Server name Doc. Type 1111' format, where the digit increments by 1 for every new document. **For example:** A copy of the document linked to a supplier invoice is saved as 'BPVMTRAINING01CRDInvoices1111.pdf'.

Removing and Deleting Files

'Remove' and 'Remove and Delete' are two separate functions in the Documents module. The 'Remove from Inbox' function merely removes the selected document from the Document Inbox. If this document has already been processed, i.e. linked to a transaction it will still exist in the **Central Location** folder.

Selecting a detail line in the *Inbox* screen and clicking the REMOVE FROM INBOX button at the bottom of the screen removes the selected document from the inbox only, the file will still be saved in the Central Location directory.

Note: The user must belong to a user group that has the **Remove Permission Group** assigned in the *Function Permissions* screen.

Selecting a detail line in the *Inbox* screen and clicking the REMOVE AND DELETE button at the bottom of the screen removes the selected document from the inbox and permanently deletes it from the **Central Location** folder.

Note: The user must belong to a user group that has the **Delete Permission Group** assigned in the *Function Permissions* screen.

When the user views a document from the *Document Viewer* screen or from the VIEW DOCUMENT button in the toolbar of the relevant records, the document is displayed from the **Central Location**. Therefore, it is recommended that files should not be deleted from the **Central Location** directory. Once linked to a record, the document may be deleted from its original location if required.

DOCUMENT VIEWER

This screen is used to process documents added to the Document Inbox.

Linking Documents to Records

A document can be linked to any of the records/screens listed below. These are the available document types in the Documents module:

- Accounts (*Chart of Accounts* screen)
- Assets
- Supplier Insurance
- Supplier Invoice
- Supplier Master
- Customer Insurance
- Customer Invoice
- Customer Master
- Delivery Docket
- Employee Master
- Equipment Administration
- Service Mobility
- Equipment Inspection
- Equipment Ledger
- Service Job
- Service Contract
- General Ledger Journal History
- Rental Detail Line
- Rental Contract
- Rental Quote
- Multi-Line Docket
- Multi-Line Staging (MLD Staging Entry)


- Outstanding Item
- Price Book
- Purchase Order
- Project
- Sales Quote
- Stock Master
- Pre-Delivery Wizard

Note: A new document type 'GLJournalEntry' will be available in an upcoming version of 1803. Users will be able to add documents to open journals from the *Journal Entry* screen. Once the open journals are posted, these documents will be available from the *Journal History* screen and will be converted to the existing document type 'General Ledger Journal History'.

Follow the steps below for linking a document to a record:

1. From the Menu, select **Documents > Document Inbox**
2. Double click on the relevant detail line

This will display the *Document Viewer* screen with the selected file attached in the *Documents* panel. Double clicking this attachment will display the document.

The PREVIEW button  in the toolbar can also be used to view the document.

3. In the *Operations* panel, click on the LINK button

This will display and expand the *Link* panel.

4. Enter **Action to Take** for the document

For example: Please review and approve invoice

User will default to the currently logged in user.

5. Check the **Create a Reminder?** checkbox to send an escalation email if the document is not processed in time

6. Select the relevant **Document Type**

For example: 'CRDInvoices' if the document must be linked to a supplier invoice or 'DBTMaster' if the document must be linked to a Customer Master record.

7. Select the record number that the document must be linked to from the **TranID** drop down list

For example: The invoice number


8. Enter **Notes**, if required

9. Click OK

If the **Create a Reminder?** checkbox was checked, the *Reminders* screen will be displayed. Users can enter a **Date Due** in this screen. An escalation email will be sent to the address entered in the **Email To** field after this **Date Due**. The **Description** field can be used to enter the escalation email text.

Once a document is linked to a transaction, it disappears from the Document Inbox.

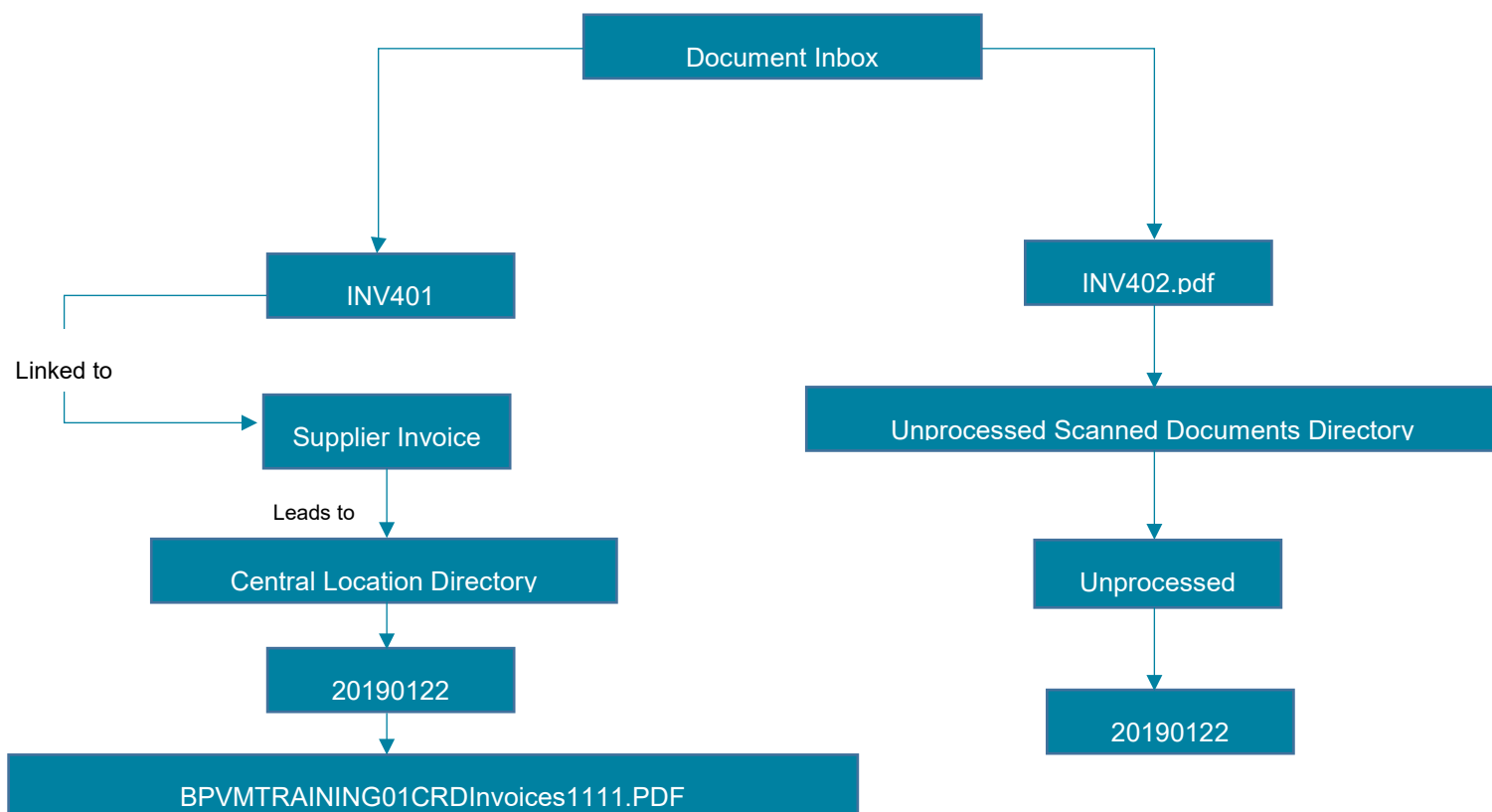
The linked document can be viewed by displaying the relevant record. **For example:** A supplier invoice. This

record will now have a VIEW DOCUMENT button in the toolbar . If the parameter **Open Stand Alone Document Immediately** is enabled, clicking the VIEW DOCUMENT button will display the *Document Viewer*

screen followed by the document. If this parameter is disabled, only the *Document Viewer* screen will be displayed and the user must double click on the attachment to view the document.

After the first document from the Document Inbox is linked to a record, the system creates a new folder called 'Unprocessed' in the **Unprocessed Scanned Documents** directory. Each document in the Document Inbox, that is yet to be processed is added to this 'Unprocessed' folder as a separate folder. Individual folders are named by the date they were imported or sent to the user in 'YYYYMMDD' format. Newly scanned documents are also added to this 'Unprocessed' folder.

For example: A user is working on server 'BPVMTRAINING01'. They scan two new documents 'INV401' and 'INV402' on 22 January 2019. These documents are displayed in the Document Inbox with the **New** checkboxes checked. The user then enters a new supplier invoice record in the system and links 'INV401' to this invoice from the *Document Viewer* screen. The system creates a copy of 'INV401' titled 'BPVMTRAINING01CRDInvoices111' and adds it to a new folder '20190122' in the **Central Location** directory. The *Document Inbox* now displays only 'INV402'. A new 'Unprocessed' folder is created in the **Unprocessed Scanned Documents** directory. A copy of 'INV402' is added to a new '20190122' folder within the 'Unprocessed' folder. Any new documents scanned thereafter are also added as separate folders within this 'Unprocessed' folder.



Note: When linking documents from the *Document Viewer* screen, a document can be linked to only one record at a time. If users wish to link a document to multiple records, this must be done directly from each of the relevant screens. **For example:** Attaching a document to a supplier record from the *Supplier Master* screen, and attaching the same document to an invoice from the *Supplier Invoices / Credit Notes* screen.

Viewing All Processed Documents

Clicking the DATASHEET VIEW button in the toolbar of the *Document Viewer* screen lists all the processed documents. Double clicking on a document displays it as an attachment in the *Document Viewer* screen.

Updating Allocations

This function allows users to change the record that a document was originally linked to.

For example: A document has been incorrectly linked to a customer record in the first instance. The document can be linked to the correct customer record using the Update Allocation function.

1. Display the record that the document was originally linked to

2. Click on the VIEW DOCUMENT  button in the toolbar

This will display the *Document Viewer* screen.

3. In the *Operations* panel, click on the UPDATE ALLOCATED button

This will display and expand the *Update Allocated* panel.

TranID displays the record ID that the document was originally linked to.

4. Select the new record that this document must now be linked to, from the **TranID** drop down list

5. Update the **Action to Take**, if required

6. Enter/update **Notes** regarding the document

If any notes were entered when the document was originally linked to a transaction, these will be displayed here.

7. Alternatively, once the allocation is updated if the document is [sent](#) to another user (for instance, to seek approval) these notes will be displayed in the **Notes** column of the recipient's Document Inbox

8. Click OK

The new record will now display the VIEW DOCUMENT button in the toolbar.

Sending Documents to Other Users

Similar to the functionality in the Document Inbox, documents can be sent to other users from the *Document Viewer* screen.

1. Display the record that the document was originally linked to



2. Click on the VIEW DOCUMENT button in the toolbar

3. In the *Operations* panel, click on the SEND button

This will display and expand the *Send* panel.

4. Enter the **Action to Take**
5. Select the **User** responsible for managing this document
6. Click OK


The selected file will disappear from the logged in user's Document Inbox and appear in the recipient's inbox.

Changing Document Types

The document type that a document is linked to can be changed from the *Document Viewer* screen.

For example: Unlinking a document from a rental contract and linking it to a PO.

1. Display the record that the document was originally linked to

2. Click on the VIEW DOCUMENT  button in the toolbar

3. In the *Operations* panel, select 'Change Doc Type' from the **Other Functions** drop down list

4. Click OK

This will display and expand the *Change Doc Type* panel.

5. Select the **New Document Type**

6. Click OK

This will update the **Doc Type** field in the *Document Details* panel.

7. In the *Operations* panel, click on the UPDATE ALLOCATED button

8. Select the relevant record from the **TranID** drop down list

9. Enter **Notes** regarding the document

10. Click OK

Changing Document Status

Document statuses can be configured by the user. The status of a linked document can be changed by following the steps below:

1. Display the record that the document was originally linked to

2. Click on the VIEW DOCUMENT  button in the toolbar

3. In the *Operations* panel, select 'Change Status' from the **Other Functions** drop down list

This will display and expand the *Change Status* panel.

4. Select the **New Status**

5. Click OK

This will update the **Status** in the *Document Details* panel.

Removing Allocation

1. Display the record that the document was originally linked to

2. Click on the VIEW DOCUMENT  button in the toolbar


3. In the *Operations* panel, select 'Remove Allocation' from the **Other Functions** drop down list

Info: This document will no longer be associated with the allocated record of its document type. Do you wish to continue?"

4. Click YES

This will remove the link between the document and the record. The VIEW DOCUMENT button will disappear from the toolbar of this record. The document will continue to exist in the Central Location directory.

Viewing Allocation History

1. Display the record that the document was originally linked to
2. Click on the VIEW DOCUMENT  button in the toolbar
3. In the *Operations* panel, select 'View Audit' from the **Other Functions** drop down list

This will display and expand the *View Audit* panel.

Changes made to the linked document, such as allocation updates, status changes, document type changes, old and new notes entered can be viewed in this panel along with a timestamp indicating when these actions were completed.

Note: Similar to the functions in the Document Inbox, the REMOVE button in the *Operations* panel of the *Document Viewer* screen only removes the document from the inbox. The DELETE AND REMOVE button removes the document from the inbox and also deletes its copy from the **Central Location** directory.

Emailing Documents

Note: This is an upcoming feature, and will be available in version 1803.0.4.

The *Document Viewer* screen will have an EMAIL button in the toolbar. Clicking this button will open the *Email Report* screen. The following details can be entered in this screen:

- **Email To** – Document recipient
- **Subject** – Email subject line
- **Message** – Email text
- Users can select the choose to send the attachment as a PDF or an Excel file

Clicking the SEND button will send the email with the document attached to the recipient entered in the **Email To** field.

LINKING DOCUMENTS DIRECTLY TO RECORDS

The ADD NEW DOCUMENT  and ADD ATTACHMENT  buttons allow users to directly link documents to specific records, without accessing the Document Inbox or *Document Viewer* screen. Each screen listed below displays either of the two buttons:

- Sales Quotes (*Customer Quote* screen)
- Customer Master
- Equipment Rental
- Rental Quote
- Equipment Ledger
- Multi-Line Docket Entry
- Journal History
- Purchase Orders
- Service Jobs
- Service Contracts
- Stock Master
- Supplier Master
- Supplier Invoices / Credit Notes
- Asset Master
- Asset Finance
- Employees

Clicking the ADD NEW DOCUMENT or ADD ATTACHMENT button in any of these screens opens the **Unprocessed Scanned Documents** directory allowing the user to link a document to the record that the button was accessed from. The record will then display the VIEW DOCUMENT button in the toolbar which will lead to the *Document Viewer* screen as per normal process.

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