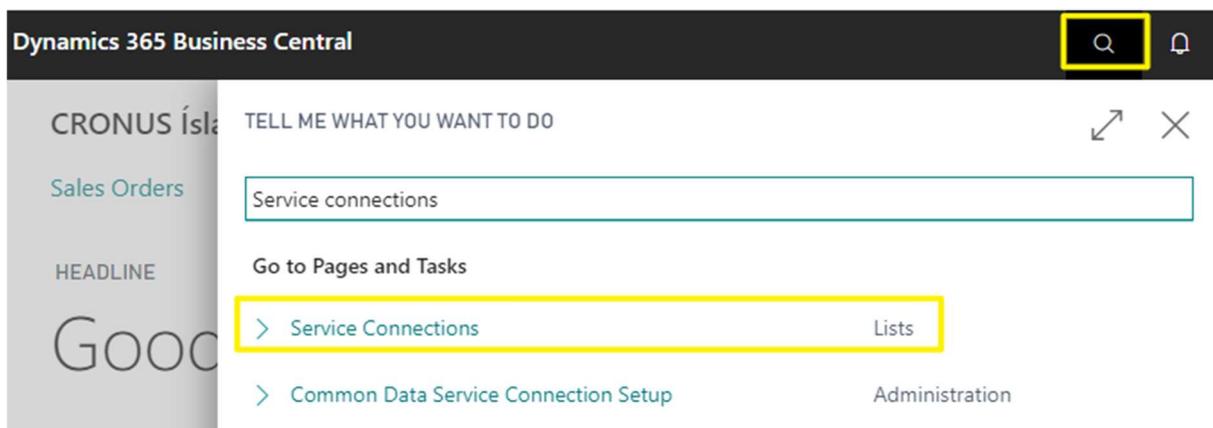**Advania Document Scanning**

Setup and instructions

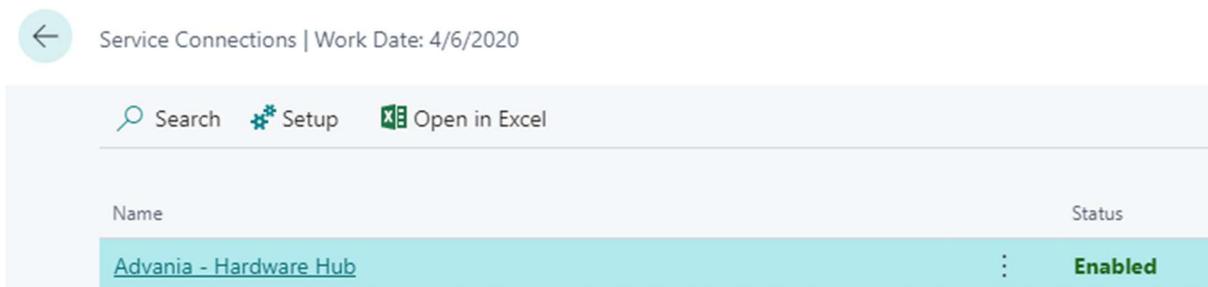# Advania Document Scanning

1. SETUP

Advania Document Scanning has a dependency to the app Advania IS365, so before you start the setup you need to install it.

Setup for *Advania Document Scanning* extension is available on Service Connection page.

On Home Page search for Service Connection page.

Click Advania – Document Scanning.

Click on the Scanning Service field and select "*Twain Client*"

Edit - Scanning Service Setup

Service Setup | Copyright Advania, Iceland | Actions | Fewer options

General

Scanning Service · · · · · * | ···   Scanning Service Desc... ·

Close

Scanning Services | 🔍 ⌄ ···

Scanning Service ↑	Scanning Service Description
→ Twain Client	Twain biðlara skönnunarþjónusta

Select Service Setup.

Edit - Scanning Service Setup

Service Setup | Copyright Advania, Iceland | Actions | Fewer options

General

Scanning Service · · · · · * | ···   Scanning Service Desc... ·

Close

Go to Setup and then click *Download Twain Client*.

By clicking *Download Twain client* a new browser window will open where you can download the Twain Client. The Twain Client program is used as a bridge between BC and you Scanner. Click the install button and install the program.
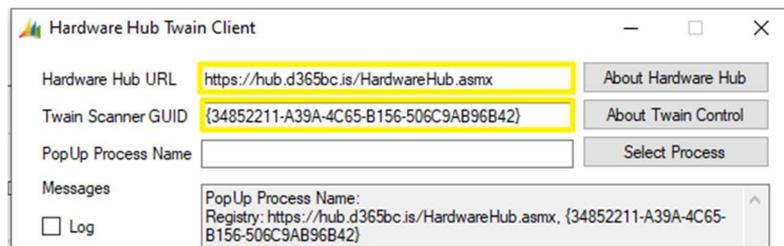

After the installation is done you will get this information window in you lower right corner, telling you that the Twain Client is running in the background.
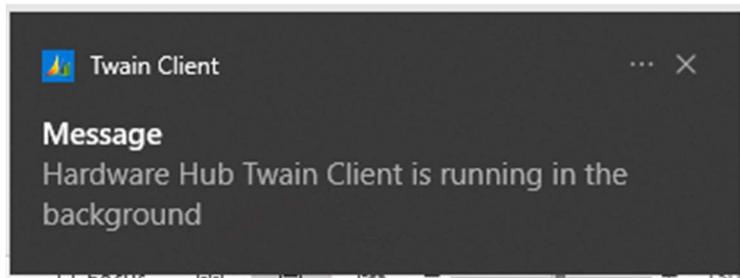
To open the Twain Client, go to the bottom right corner and click the arrow and select the Twain logo.
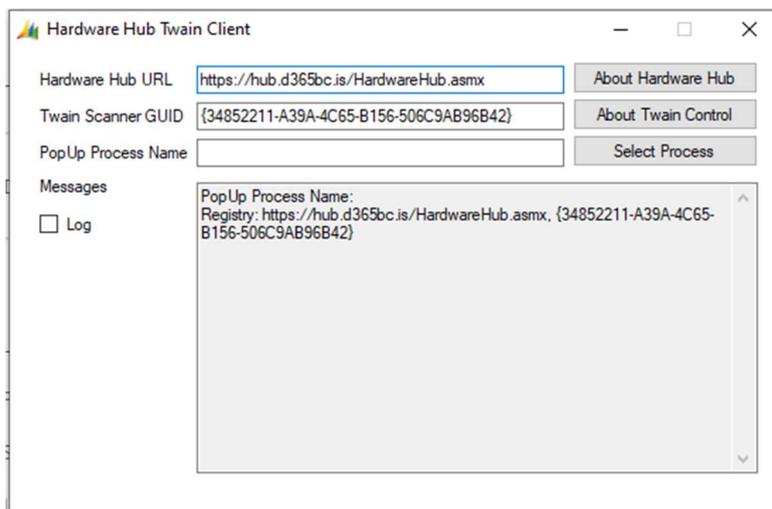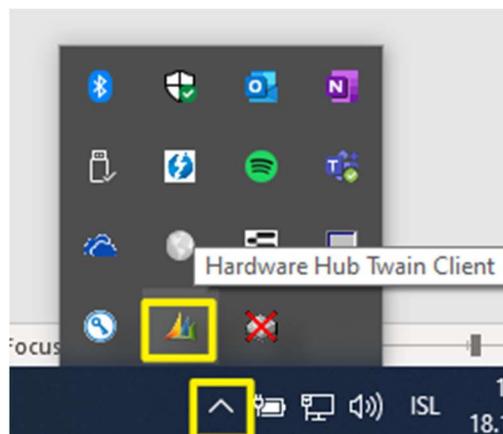
You will need to copy the right value for "Hardware Hub URL" and "Twain Scanner GUID" from the Twain Setup page.
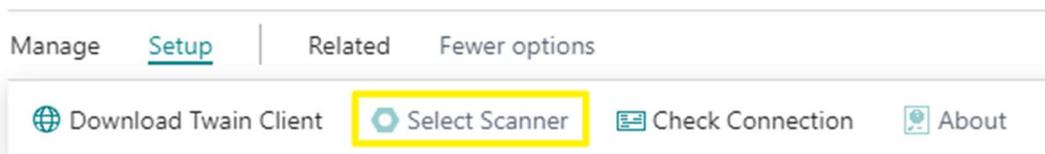
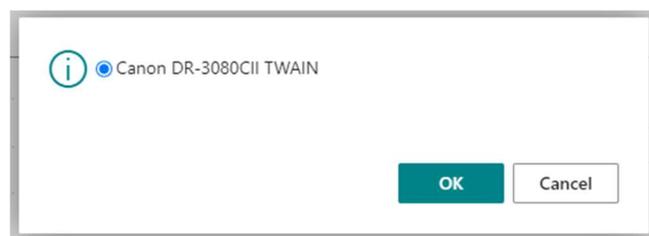After the Twain client is ready, we need to select the device we want the solution to use to scan document.

To do that we go to *Setup* and click *Select Scanner*, then we will get a window with available scanners.

Select the one you want to use and click OK.

General setting that you can set in In Twain Setup are that you can select the file type of the scanned document (BMP, JPG, TIF, PDF), If you want to use your device automatic Document feeder and if you want to log Activity between BC and Twain Client. You can only change "File Type" and

"Automatic Document feeder" when the solution is enabled, but to change "Enable Active Log" the solution needs to be disabled.

Edit - Twain Setup

Manage   Setup | Related   Fewer options

Instructions

Download the document scanning client with the appropriate action on the ribbon above. When the client is started the hub path and id should be copied from this page to the client. After that the twain client should be restarted to make sure that the settings are saved. Please note that when showing the settings while scanning, the setting dialog can appear behind other applications. It is recomended that the scanner is predefined to use gray scale and 75 dpi and not show settings for every scan.

Scanning

Device Name · · · · · · · · ·   WIA-Canon IJ Scanner   Show Settings · · · · · · · · · ⬤

Use Automatic Docum... ·   ◯   File Type · · · · · · · · · · · ·   BMP ⌄

Duplex Mode · · · · · · · ·   ◯

Setup

Hardware Hub Path · · · ·   https://hub.d365bc.is/Hardware...   Enabled · · · · · · · · · · · ·   ⬤

Hardware Hub Scanne... ·   {34852211-A39A-4C65-B1... [···]   You must disable the service before you can make changes.

Enable Activity Log · · · · ·   ◯

                                                                                        [Close]

If "Enable Activity log" is true in settings, you can access the log in the Twain Setup page by going to *Related* and clicking *Active Log*. Then you will get a list page with all the active logs.

Edit - Twain Setup

Manage   Setup | Related   Fewer options

▭ Activity Log

After you have turned on the Twain Client and selected your Device you are ready to test and enable the solution. To test and enable the solution, go to *Setup,* and then click *Check Connection*. If you are successful you will get a confirmation message window.

To disable the solution, click on the text below the enable field in the Twain Setup page.

2. INSTRUCTIONS

Advania Document Scanning solution is assessable from 7 standard pages and its use function is the same on each page. The pages that you can use the solution are Sales Invoice, Purchase Order, Purchase Invoice, Purchase Credit Memo, Incoming Documents, Incoming Document and General Journal.
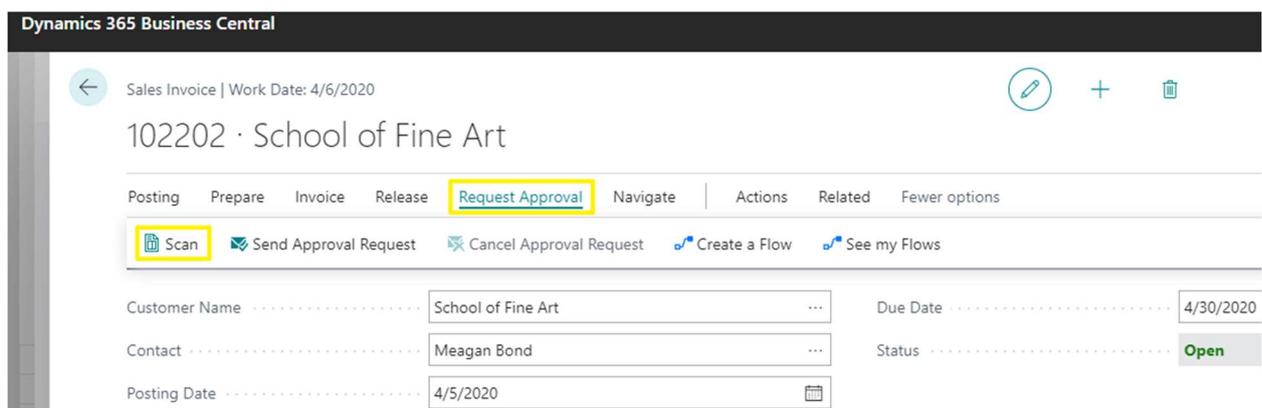
For the usage example we will go through the scanning process on the Sales Invoice page.

Before you start scanning with Advania Document Scanning, make sure that the Twain Client is running.
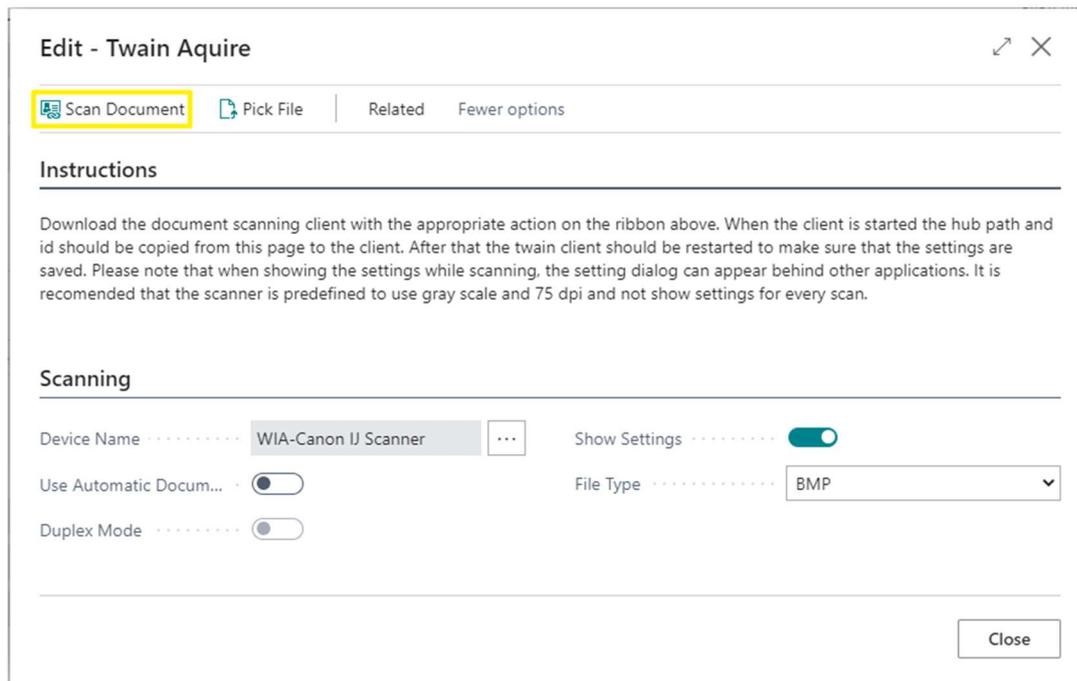
You can see if it is running in the right bottom corner.
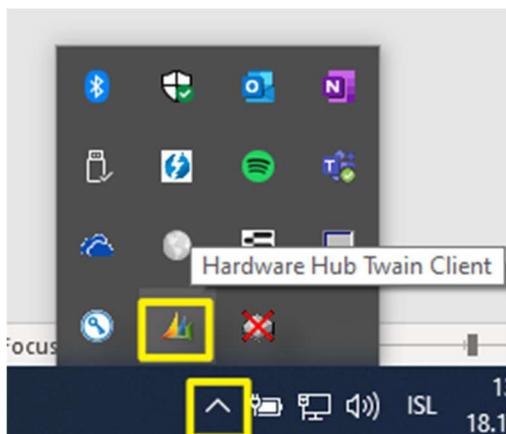
To Scan a document through sales invoice page, start by selecting *Request Approval* and then click *Scan*.

After you click Scan you will get a new page (Twain Acquire), where you can change your default scanning setup. To scan a new file, click on *Scan Document*.
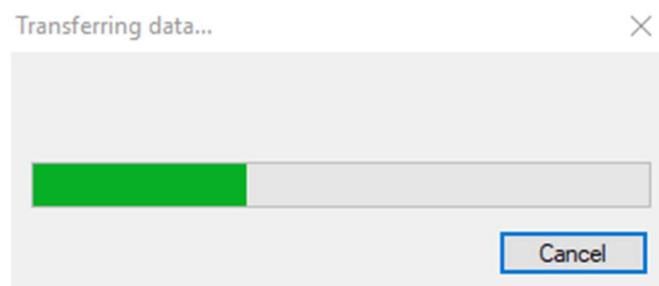
After you have click *Scan Document* you will get an information window which gives you the status of the scan.
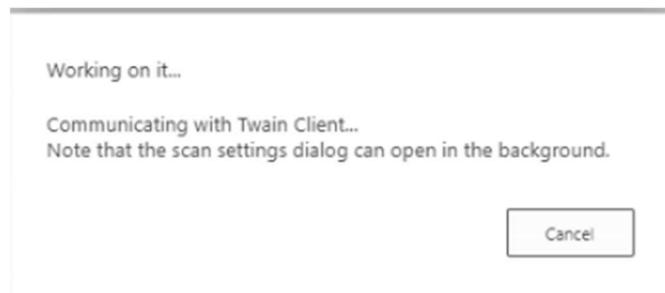

If you selected in setup to *Show Settings* you will get the Scanner setup window where you should be able to select picture quality (the Scanner setup window may appear under other open windows).

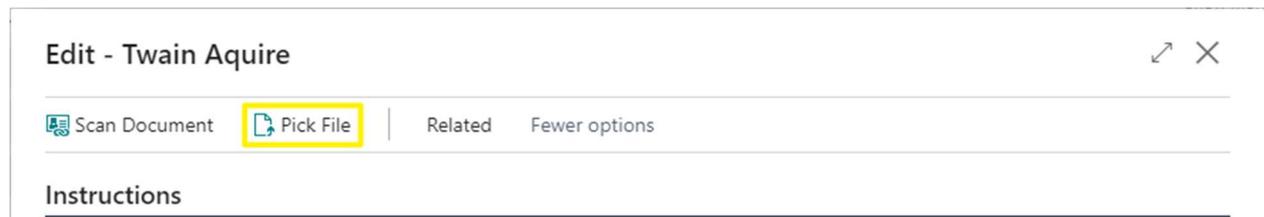When the Scanner starts scanning you will see a progress window.

After the scan is complete you can see the scanned document on the Sales Invoice Page in the info box *Incoming Document Files*.
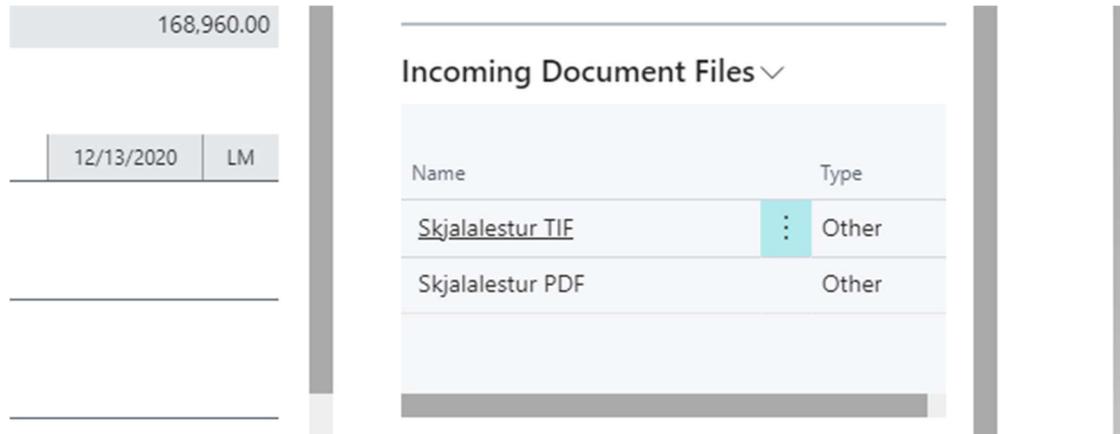
You can also add document/pictures that are already on your computer to the *Incoming Document Files*.

To do that you have to go to the Twain Acquire page and click *Pick File*.

After you click *Pick File* you will get a window where you can navigate to the destination file, which you select and then click OK.