
What's new in DocuWare Version 6.7

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1 Storing Documents

1.1 Scanning and Storing

1.1.1 Switching Off Text and Barcode Recognition During Importation

Component: [Import Configurations](#)

When importing documents you can switch off text and barcode recognition if not required. If fulltext is needed later on, it will be processed on the server.

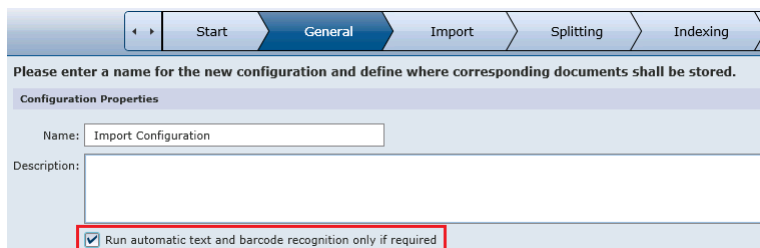
Application

You import many invoices that are only indexed by file name. To speed up the procedure, switch off text and barcode recognition.

Benefit

- Importing is much faster for appropriate jobs

How to use the function



The screenshot shows a configuration wizard with steps: Start, General (selected), Import, Splitting, and Indexing. Below the steps, a message says: "Please enter a name for the new configuration and define where corresponding documents shall be stored." Under "Configuration Properties", there is a "Name:" field with "Import Configuration" and a "Description:" field. At the bottom, a checkbox labeled "Run automatic text and barcode recognition only if required" is checked and highlighted with a red rectangle.

Enable the option in the "General" step.

1.1.2 Filtering Barcodes

Components: [DocuWare Printer](#), [Import Configurations](#), [Barcode & Forms](#)

When creating and importing documents, the barcode to be recognized can be defined in more detail.

Application

You receive a lot of delivery notes that usually contain several Codabar barcodes. Before importing, you stick on your own standardized barcode that always starts with ABC. To ensure that only your own barcode is recognized and used when importing, enable the barcode filter and limit recognition to the first letters.

+ Benefit

- Specific barcode recognition

⚙ How to use the function

Type	Name	Assigned Fields
	Readout area 1	Text 80
	Readout area 2	Text 255
	Readout area 3	Memo
	Readout area 4	Numeric 1

Readout area name:
Readout area 4

Barcode type:
C25Interleaved

☒ and the barcode...

starts with:
ABC

Reset to recognized text

Enable the option in the "Indexing" and "ZUGFeRD" steps.

1.1.3 Automatic Indexing

Components: [Windows Explorer Client](#), [Smart Connect](#)

In the Windows Explorer Client, *Smart Index* can be used for storage in DocuWare.

👤 Application

An employee processes an invoice in the ERP system. The employee then puts it in a folder in Windows Explorer Client in order to archive it in DocuWare. The store dialog opens, containing the *Execute Smart Index* function. Based on a Smart Index configuration, information already in the ERP can be used for automatic indexing in DocuWare.

+ Benefits

- Rapid indexing
- No typos due to manual indexing
- Consistent records in the different systems

⚙ How to set up the function

Execute Smart Index is in the *Option menu* of the Windows Explorer Client store dialog. In order to use *Smart Index*, the Smart Connect app must be installed and a Smart Index configuration set up.

1.1.4 High Contrast Scans with Black and White Mode

Component: [PaperScan](#)

PaperScan for iOS and Android can convert scanned documents to black and white.

Application

Poorly legible receipts lead to time-consuming queries from the accounts department or the tax office. Here is where the grayscale feature of PaperScan comes in handy, to convert the scans to black and white. Monochrome scans have high contrast and are usually easy to read. Users can switch between color and black and white at any time.

The new version of PaperScan is also even easier to use (on page 31).

Benefit

- Documents in black and white are easier to read

How to use the function

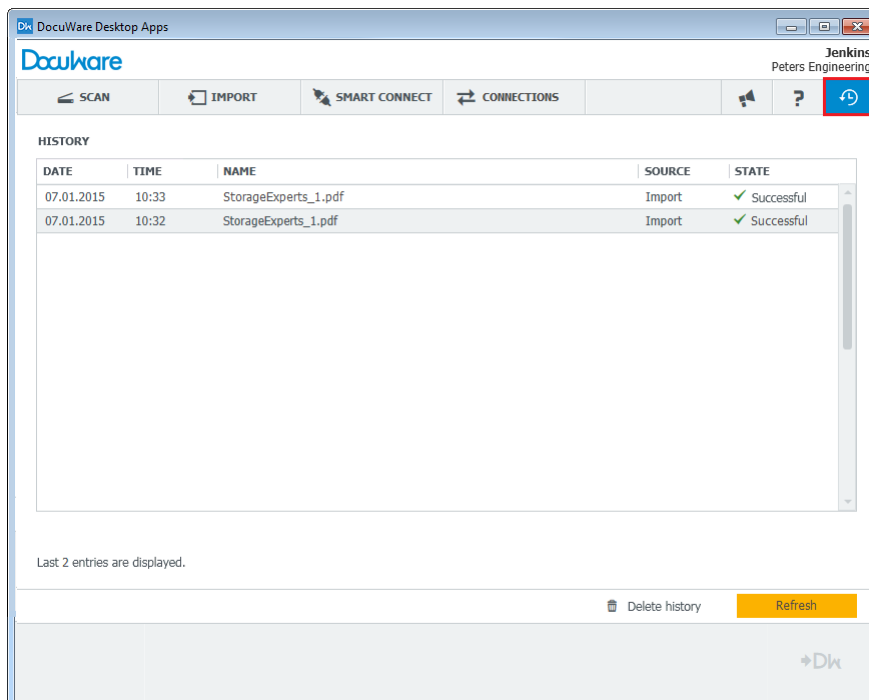
You can find the PaperScan grayscale converter in the page view toolbar.

1.1.5 View the Desktop Job History

Component: [DocuWare Desktop Apps](#)

You can now view the history of all jobs started in the DocuWare Desktop Apps.

How to use the function



The history displays the date, start time, name, the source app, and the status of each job. If a job cannot be successfully completed, it has the status "Warning." A maximum of 1000 jobs from the last seven days can be displayed. If the history shows that a job has not yet been completed, click "Update." The "Delete History" function clears the information for all jobs.

1.2 Printing and Storing

1.2.1 Storing Straight from a Third-Party Application

Component: [URL integration](#)

Document trays, store dialogs, and the viewer with index dialog can be integrated into third-party applications via URL.

Applications

- If the store dialog in financial software, for example, is integrated via URL, posted and paid invoices can be filed directly in the invoice file cabinet.
- New invoices needing approval can now be sent directly into the tray of the responsible employee, straight from your accounting software. DocuWare does not need to be opened first.
- Employees have the option of calling up documents archived in DocuWare from their application using URL. They are displayed automatically with the Web Client Viewer. In the corresponding indexing dialog, the index entries can be changed if required.

+ Benefits

- Rapid storage and indexing straight from the third-party software.
- Employees can work with DocuWare without first having to familiarize themselves with a new software interface.

⚙ Settings

The administrator creates the URL manually or by using the URL Creator tool. For more details see the URL integration manual in the DocuWare Knowledge Center.

1.2.2 Enabling Transparency in Forms and Letterheads

Component: [DocuWare Printer](#)

Documents can be processed with transparent backgrounds.

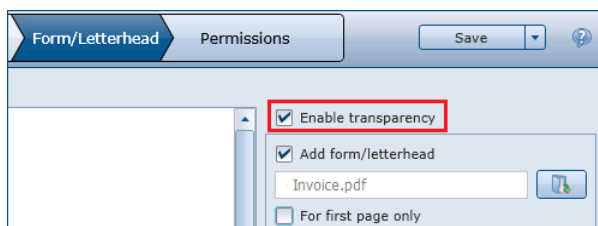
👤 Application

You want to print a document, e.g. in MS Word, that contains elements with a white background. This white background may cover an element such as a logo from your office stationery. In this case, enable the transparency option so your final image is visible as needed.

+ Benefit

- Flexibility in dealing with many different types of documents

⚙ How to use the function



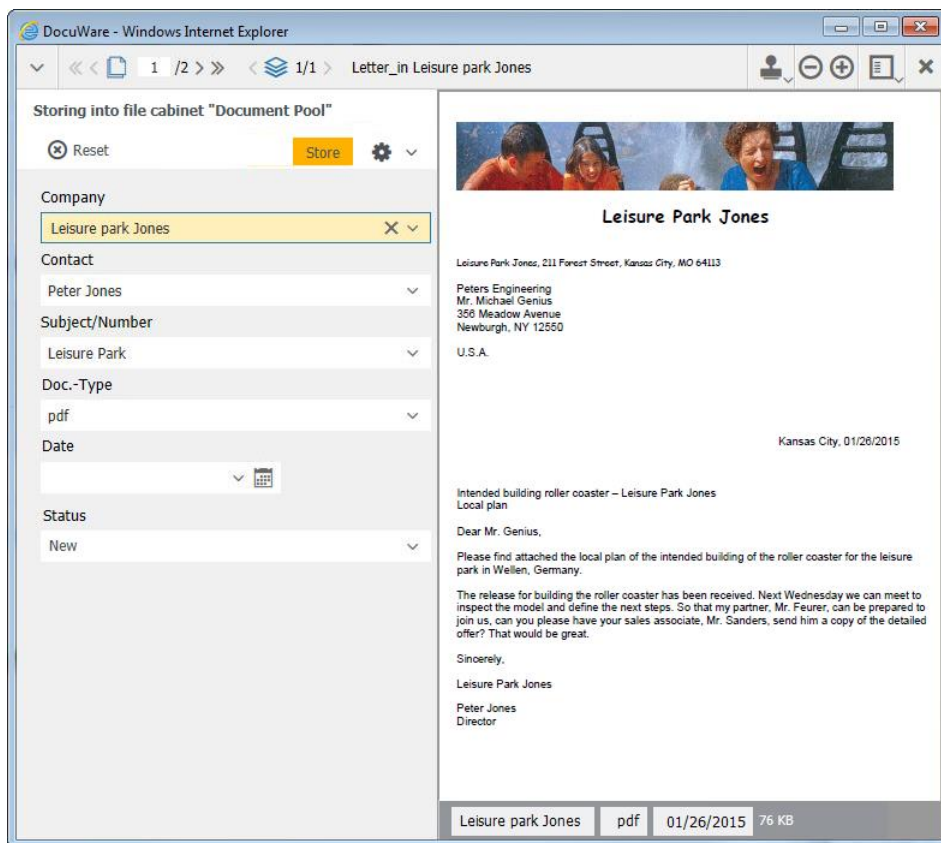
In the "Form/Letterhead" step you can enable documents to be processed as transparent.

1.3 From the Document Tray

1.3.1 Viewer with Integrated Index Dialog

Component: [Web Client](#)

The Web Client offers a new display option, the viewer with index dialog. When you open a document, whether to view it or to file it, the viewer opens in a new window with an integrated index dialog.



Viewer with integrated index dialog when filing documents


Applications

- If you take a document out of the document tray, you see the store dialog next to the displayed document. In this view, too, you can use the familiar indexing options such as select lists, One-Click Indexing, and Intelligent Indexing (with a suitable license). This view variant is especially handy when you are working with two screens. On one screen you can open the Web Client workspace (document trays, searches, lists, and tasks), and on the other the viewer with index dialog. Each window can be positioned and resized as you wish.
- If you open a document for display, you immediately see the index entries specified, and can change them if you have the required rights.
- This view is handy for URL integrations if you want users to immediately see the document index entries or be able to change them.

Benefits

- View documents with index entries at a glance
- Optimum view when working with several screens

Where to select the view

- Web Client main menu > *Settings*> *Viewer* > *Open DocuWare Viewer with index dialog in new window*
- Using the button *Change index dialog position*  in the top toolbar, you can also define where the index dialog is to be displayed: left, right, or centered without document display.
- For URL integrations, this view can be selected; see Storing in DocuWare from a Third-Party Application (on page 8)

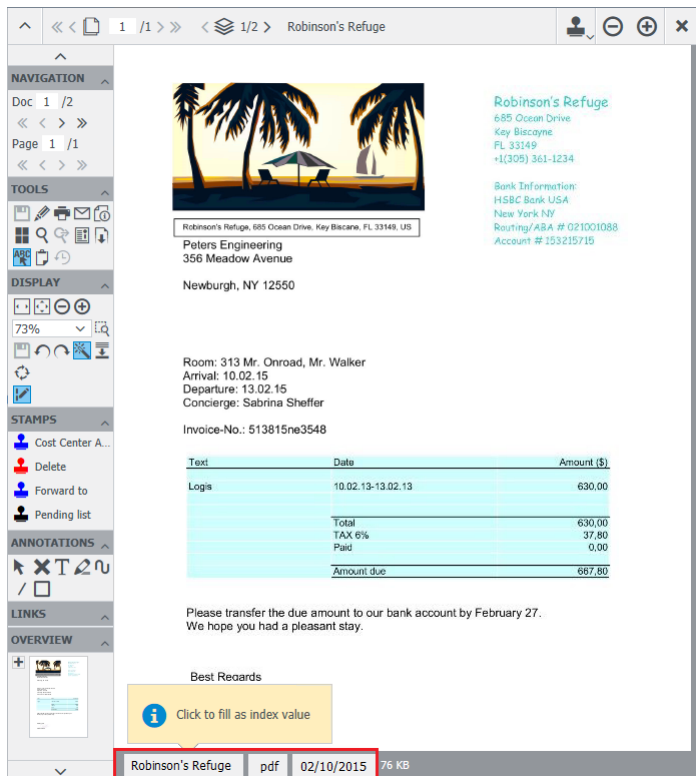
1.3.2 Assigning Data Properties as Index Entries

Component: Web Client Viewer

When indexing, simply enter key data properties such as name, date, size, and extension. These values are shown in the viewer as buttons below the displayed document. By clicking on it, you apply the corresponding value to the active field of the store dialog.

Application

When storing a document, you may want to use the actual file date as the document date instead of the current date. With one click you can now quickly apply this file property as an index entry.



The screenshot displays the DocuWare Web Client Viewer interface. The document title is "Robinson's Refuge". The document content includes a header with a palm tree illustration, contact information for Robinson's Refuge, and a table of invoice items. The bottom status bar shows the document name, extension, date, and size.

Text	Date	Amount (\$)
Logis	10.02.13-13.02.13	630,00
Total		630,00
TAX 6%		37,80
Paid		0,00
Amount due		667,80

Robinson's Refuge pdf 02/10/2015 76 KB

In the viewer you can still see buttons below the document.

+ Benefit

- Use key file properties easily as index entries.

1.3.3 Applying Index Entries to Third-Party Applications

Component: [Web Client Viewer](#)

In the viewer, *One Click Indexing*  also automatically enables *Copy text to clipboard* .

👤 Application

When filing documents from the document tray, use One-Click Indexing to transfer the index entries from the document to the store dialog. These entries are now transferred to the clipboard so you can also insert them in another application such as your ERP system. With a barcode & forms license, you can use this feature for barcodes too.

+ Benefits

- Easy to also use a DocuWare index entry in other systems
- Consistent data
- No typos or wrong numbers in the third-party application

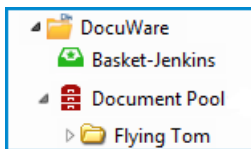
1.3.4 Inbox in Windows Explorer Client

Component: [Windows Explorer Client](#)

In the tree view, the inbox tray of the logged-in user is displayed.

👤 Application

Before an employee stores the documents, they can collect them all in a document tray and then distribute them for storage in different file cabinets.



The inbox is displayed via the Windows Explorer Client folders.

+ Benefit

- Convenient: Documents can be moved straight into and out of a document tray in Windows Explorer Client

1.4 Email Management

1.4.1 Retrieving Emails from All IMAP Inboxes

Component: [Connect to Mail](#)

Emails can be retrieved and archived from all servers that support the IMAP protocol.

Application

Many companies use open source IMAP servers. Emails can be automatically retrieved from these servers and stored in DocuWare.

Benefits

- Transparent: Retrieving emails from different inboxes in just one client
- All emails are indexed and can be found easily

Settings

First the administrator sets up access to the desired email providers in the DocuWare configuration under *General > Connect to Mail*. The user can then pick the desired provider from a list in the DocuWare configuration in *Personal > Connect to Mail*.

1.4.2 Links to Documents by Email

Component: [Windows Explorer Client](#)

Windows Explorer Client can open the default email client and write the URL to documents in the body of the email.

Application

You have written a draft proposal and archived it with Windows Explorer Client. From there, you send your colleagues a link to the document so they can check or update the proposal.

Benefit

- Documents can now be sent as a link from Windows Explorer Client.

How to set up the function

The option *Send to > As link* is available in the document context menu.

2 Finding and Displaying Documents

2.1 Searching Multiple File Cabinets

Component: Web Client

When searching for documents you can now search multiple file cabinets at the same time. These searches can also be saved and thus performed even faster if you often want to search in the same file cabinets.



Application

- You have annual file cabinets for your invoices that all have the same structure. You are now looking for an invoice from a particular supplier but cannot remember whether the invoice was issued this year or last. Simply select both file cabinets for the search and you will quickly find the invoice you need.
- You are looking for a document but do not know exactly which file cabinet your colleague filed it in. Search multiple file cabinets to find your document quickly. If the file cabinets have a different structure for the index fields, simply use the fulltext field for your search terms.
- You are looking for documents on a particular subject but these are filed in different file cabinets. Search multiple file cabinets at one time to find all required documents in one result list.




Benefits

- Quickly find needed documents with one search
- Associated documents from various file cabinets can be displayed in one result list
- Faster access to searches across multiple file cabinets using the save option



How to use the function

- *Searches > Search multiple file cabinets > Create another search* or select saved search
- Save search across multiple file cabinets: In the search dialog > *Save multiple file cabinet search* 

The combination of file cabinets to search and the search dialog used are saved but the search terms are not.

When performing a search across multiple file cabinets, first select the file cabinets to search and a search dialog. For example, if you enter a search term in the "subject" field, the "subject" field will be searched in all selected file cabinets so long as they include the field. Searching multiple file cabinets thus makes most sense for file cabinets with the same or similar index fields or for fulltext searches.

This feature is only available for the PROFESSIONAL and ENTERPRISE server editions.

2.2 Electronic Signatures Easy to View

Component: Web Client Viewer

In the viewer status bar an icon shows whether a document has an electronic signature set in the DocuWare Windows Client and whether it is valid. Certificate information can also be retrieved here.




Application

You work with documents signed electronically in the DocuWare Windows Client. When a document is displayed in the viewer you can immediately see whether it has been signed accordingly and whether the signature is valid or not. If necessary, details of the certificate used can also be displayed. So you are always on the safe side.

Benefits

- Simple, clear way of working with documents signed in DocuWare Windows Client
- Certainty about the authenticity of electronic documents

How to use the function

- This icon appears in the viewer status bar when a document has an electronic signature:

- Click the icon to check validity: Signature is valid  or invalid 
- Click one of these icons to see the related certificate information

2.3 Saving Rotated Documents

Component: Web Client Viewer

If you have rotated a document in the viewer, you can now save it in its rotated form. If version management is enabled, a new version of the document is created.



Application

A document was mistakenly scanned in the wrong orientation. In the viewer, rotate the document and save the rotation. Next time you or a colleague open the document it will be shown correctly.

Benefit

- Displaying documents in the right way for easy viewing

How to use the function

- First rotate the document in the viewer: Toolbar > *Display* pane > , then save it .
(Only available for PDF files and image formats)

3 Workflows

3.1 Checking, Editing, and Releasing Documents Ad Hoc

3.1.1 Checking Out Documents into the File System

Component: [Web Client](#)

For file cabinets with version management, you can check out documents for editing into the file system, and then check them back into DocuWare.



Application

You would like to edit a document thus creating a new version of it. To do this outside of DocuWare, check out the document into the file system. When you're done, drag the document back into a DocuWare document tray and check it back in as a new version.



Benefits

- Editing document versions independently of DocuWare
- Choosing an editor independently of DocuWare



How to use the function

- Check out: Select the desired document in the result list, go to context menu *Check-out > into the file system*. Please take care not to change the file name in the file system during editing.
- Check in: Drag the document from the file system into a DocuWare document tray using drag & drop. There it will be marked as a checked-out document. Check it back into the file cabinet as usual.

3.2 Controlling Complex Business Processes Professionally

3.2.1 Attach Document to Email

Component: [Workflow Manager](#)

You can directly attach documents to your email sent automatically by a workflow. As before you can insert in the email subject or body a link to the document in the file cabinet.

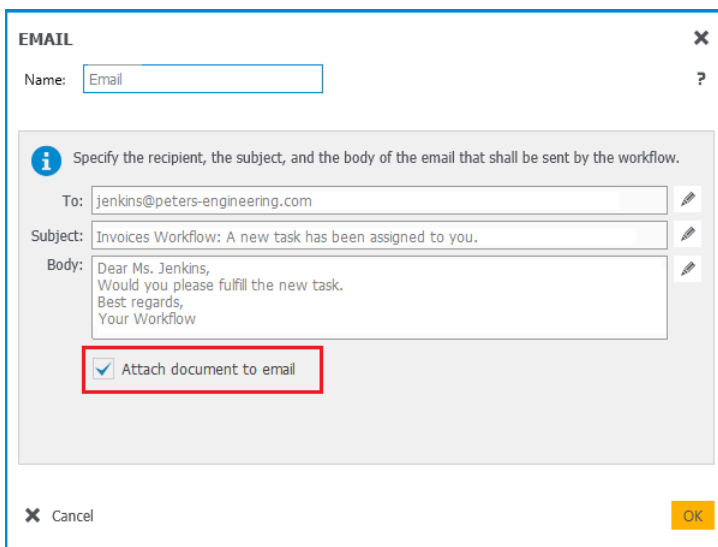
Application

You have external collaborators who have to check invoices from time to time but do not have access to the DocuWare file cabinet. Therefore you attach the documents directly to your emails which are sent automatically via the workflow. Now the collaborators can inspect the documents without accessing them via the file cabinet.

Benefits

- Direct access to a document from within an email
- Speeds up working in special cases

How to use the function



You find the function in the email activity dialog.

3.2.2 One-Click Indexing for Workflow Forms

Component: [Workflow Manager](#)

Form fields in workflow tasks can now also be filled in using One-Click Indexing.

Application

You process an invoice and transfer the invoice amount to the corresponding form field using One-Click Indexing.

Benefit

- Work faster with Workflow Manager
- Eliminate manual data entry

How to use the function

Once you decide on the data to be transferred, click this text and it is transferred to the first field selected.

3.2.3 Defining Reminder Date with a Variable

Component: [Workflow Manager](#)

You can define the reminder date and thus the due date for a workflow task via a variable as well.

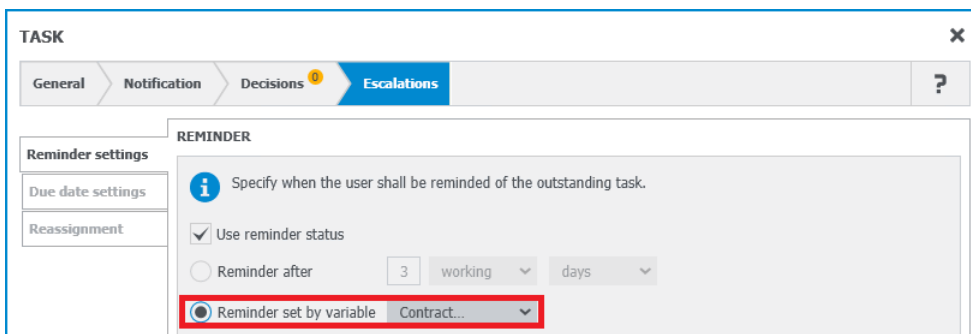
Application

You are processing lots of contracts and want to define a reminder date for your contract-extension task. In fact, you would like to receive a message 30 days before a contract expires. As every contract can run for a different period of time, enter this date for each new contract. To do so, first create a global variable dated 30 days before the contract expiration date, and then use this variable in setting reminders for the task. You can also use the variable to define the due date for the task.

Benefit

- Easier to define the reminder date

How to use the function



In the task or parallel tasks, go to Escalations > Reminder Settings and enable the function for defining the reminder date with a variable, then select the variable you need. In the due date settings, you can define a due date for the task by adding a certain period of time to the reminder date.

3.2.4 Assigning External Data to a Workflow Variable

Component: [Workflow Manager](#)

Data read from external databases can be assigned directly to a workflow variable.

Application: Enter invoice amounts directly in the form of a workflow task

You want to automatically enter an invoice amount in a form in your accounts payable workflow. This amount is combined with information from the workflow where a decision is automatically made based on this result. The decision is then either automatically executed or the user can view the result to verify it.

Benefit

- Running more processes automatically

3.2.5 Deleting Workflows from the System

Component: [Workflow Manager](#)

You can now fully delete a workflow from the system. The workflow history of all documents processed with it is also deleted.

Application

Due to reorganizations within your company, the "Account payable" workflow is no longer up to date and you want to create a totally new workflow. You therefore delete the old workflow and transfer the name to the new one.

Benefits

- Handling test workflows more easily
- Using the name of an "old" workflow for a new one

4 Teamwork

4.1 Importing Request File Cabinets

Component: [DocuWare Request](#)

The documents from a Request file cabinet can be imported into an existing DocuWare file cabinet.



Applications

- A scanning service provider collects the scanned documents in a Request file cabinet and provides them to customers. If the customer uses DocuWare, he can add the scans to his file cabinets with a few clicks of the mouse. If the customer decides to use DocuWare later at a later date, the Request file cabinets can be imported at that time.
- File cabinets can be exported as backups and imported again if necessary.



Benefits

- Easy to back up documents
- Easy to exchange documents



How to use the function

Importing a Request file cabinet is based on a configuration set up in the DocuWare configuration in the *DocuWare Request* section.

4.2 Using Index Fields for a Fulltext Search

Component: [DocuWare Request](#)

The fulltext search in the Request Client includes index fields as well as the document content.



Application

An employee searches a Request file cabinet for design drafts by a particular designer. The name is not shown as text in the drawings but is entered in the index data. Entering the designer's name in the search field shows all drawings that the designer concerned has worked on.

Benefits

- Time savings
- Exact search results

How to use the function

The Request Client automatically searches both the document content and the index fields. To ensure that the fulltext search is available for the Request file cabinet, it must be enabled in the export configuration.

5 Additional New Features and Improvements

5.1 Intelligent Indexing for On-Premise Installations

Intelligent Indexing makes your processes efficient and saves time. Intelligent Indexing automatically records the most important meta data of your scanned documents and suggests this data as index entries. At the same time, the system learns with each process: If it is familiar with a document type, recommended index entries are automatically and reliably assigned.

What's new is that Intelligent Indexing is available not only as a web-based service but also as an additional module to be installed in a local DocuWare system. In this variant, data is transferred exclusively within a DocuWare system. The self-learning effect is therefore limited to the users of the corresponding system but even so Intelligent Indexing learns the correct indexing on average after three documents of the same type. Once it has been purchased as an additional module, Intelligent Indexing can be used for as many documents as you want.

More information about Intelligent Indexing <http://www.docuware.com/document-management-products-and-services/intelligent-indexing-0?region=AMRS&language=en>

5.2 Creating a Record Without a Document

Component: Web Client

You can create a record in a DocuWare file cabinet even without a document.



Applications

- For a new business transaction, first create the data set and attach the related document(s) later on.
- As an administrator you want to prepare a special select list for a file cabinet. To do so, create database entries which have the desired index entries.

Benefits

- Flexibility in automating your data entry business process with or without a physical document
- Preparing index entries for subsequent selection

How to use the function

Click an empty space in the document tray. The **Store**  button becomes *Create data record* . Click the button and select the store dialog you want to use to create the record.

5.3 Copying Documents into Another File Cabinet

Component: Web Client

Starting from a result list, you can copy selected documents to another file cabinet. You can choose whether the store dialog of the new file cabinet should open so that you can change or add to the index entries if required, or whether the documents should be copied straight to the other file cabinet without any further user interaction. In the latter variant, any matching existing index entries are used for the new file cabinet.



Applications

- For accounting purposes, you have annual file cabinets that always have the same structure. Over the new year period, a few invoices ended up in the wrong file cabinet. You search for these invoices and copy them straight to the other file cabinet. Since the index fields of the file cabinets are the same and the index entries do not have to be modified, the copying can be done in the background without further entries. Finally, you delete the invoices from the original file cabinet.
- You have a new file cabinet and want to transfer existing, archived documents to the new file cabinet. Depending on whether the file cabinet structures are similar or not, you can either open the store dialog or not.

Benefits

- Copying documents straight from one file cabinet to another without using the document tray
- Easily reorganize documents
- The index entries can be customized, or not, as desired

How to use the function

- First select the desired documents in the result list
- To copy with an open store dialog, go to the context menu and select  *Copy to...* and then the desired file cabinet with store dialog
- To copy without an open store dialog, go to the context menu and select  *Quick copy to...* and then the desired file cabinet

Note that with this option the existing index entries can only be used for the new file cabinet if the index fields have the same names or same IDs. If mandatory fields cannot be filled, the corresponding documents are not copied. So this option is recommended only for file cabinets with the same or similar file cabinet structures.

5.4 Managing DocuWare

5.4.1 Overview of Logged-In Users and Licenses in Use

Component: DocuWare Administration

The function for displaying *Connection overview* lists which licenses are in use and which users are logged into DocuWare. This function is available in the system area and organization area. The system area also shows the active organizations.

Applications

- If all licenses are in use, you can see at a glance which users are using the licenses.
- Administrators can make sure no users are logged in before performing a system update.

Benefits

- Overview of logged-in users and licenses in use
- Numerous filter options

How to use the function

The *Connection overview* dialog is opened by clicking the button in the DocuWare Administration toolbar. The button is only visible when the section *General* in *System* or *General* in *Organization* is enabled.

5.4.2 Changes to System Requirements

Version 6.7 of DocuWare contains no change to the system requirements. However, it is no longer possible to install DocuWare on computers running Windows XP and Windows Server 2003 operating systems. These systems have not been supported for some time. This applies to both server setup and client setup of DocuWare Desktop Apps.

5.4.3 Using Import Jobs in Terminal Server Environments

Component: [DocuWare Desktop Apps](#)

Whenever you work in a terminal server environment within a terminal server farm, all your import jobs are now available on all terminal servers. The jobs no longer have to be recreated on every server in the farm.

Benefit

- Faster, easier working with jobs

5.4.4 Check for Updates for DocuWare Desktop Apps

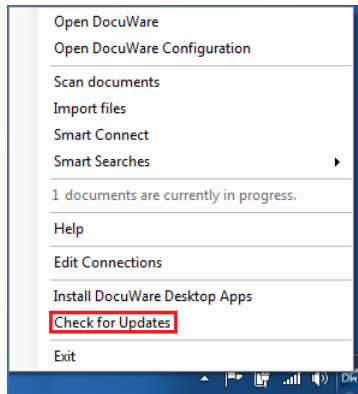
Component: [DocuWare Desktop Apps](#)

You can search for updates for DocuWare Desktop Apps via its tray menu.

Benefit

- After a DocuWare system upgrade you can directly update your Desktop Apps

How to use the function




You open the tray menu of DocuWare Desktop Apps by right clicking the icon in the Windows taskbar.

5.5 Usability Improvements

5.5.1 Optimized for Tablets

Component: [Web Client](#)

The Web Client is optimized for use on tablets: For example, several documents can be selected using checkboxes and the context menu opened using a button . Pinch or stretch with your fingers to zoom in or out of the document shown in the viewer.

Benefits

- Working intuitively, automatically adapted to the device used
- Optimum ease of use of DocuWare regardless of the device type

5.5.2 Easily Configuring Connect to Ricoh

Component: [Connect to Ricoh Version 2](#)

In the new version 2, Connect to Ricoh can be easily set up using the DocuWare configuration. The client can also be installed on the multifunction printer (MFP). On the MFP, select lists make it easier to fill out index fields, for example, when a scanned document is to be sent to the file cabinet straight from the device. Fields with fixed entries can also be used so that no entries are required for these fields on the MFP.

Benefits

- Convenient setup of administration and client
- Simplified client operation on the device

5.5.3 Natural Sorting

Components: [Web Client and Desktop Apps](#)

If documents are sent to the document tray via an import or from the printer or scanner, by default they are displayed in the order they were processed. This also applies when the documents were automatically separated during processing.

+ Benefit

- Documents or parts of documents are always in the right order in the document tray

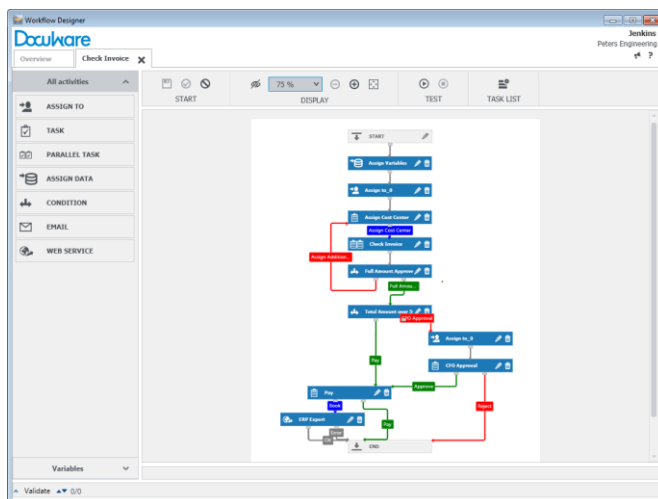
⚙️ How to set up the function

- Natural sorting is the default setting.

5.5.4 New Look for Workflow Designer

Component: [Workflow Manager](#)

Workflow Designer is even easier to use in the new design.



The color scheme, buttons, and icons in Workflow Designer are now even more attractive.

5.5.5 Simpler Indexing

Component: [Connect to Outlook](#)

An email can be opened from the store dialog. This is useful, for example, when several emails need to be archived at once: If entries are missing in mandatory fields, the store dialog loads automatically. Using *Open email*, the user can see the email and fill out the mandatory fields more easily.

+ Benefits

- Clear indexing
- Faster archiving

5.5.6 Printing from the Context Menu

Component: [Windows Explorer Client](#)

A document can be sent to the Windows default printer via the context menu. A document can be printed without or without annotations.

+ Benefit

- Convenient: The user can print the document without opening it first.

5.5.7 Better Performance when Loading Large Numbers of Documents and Folders

Component: [Windows Explorer Client](#)

Documents and folders are retrieved in blocks of 1000 documents in the lazy-loading procedure. Windows Explorer Client only displays the next block when you click *Load next*. At folder level, 50 records are initially shown. Here the option Load more... loads the next 50 records.

+ Benefit

- Documents are shown immediately, even for file cabinets with a lot of documents.

5.5.8 Store Multiple Documents Automatically

Component: [Windows Explorer Client](#)

The store dialog now provides the feature Store automatically. This feature helps to index many documents automatically: Each document is indexed with values derived from their location in the folder structure. The fields in the store dialog, which are not prefilled by the folder structure, can be filled manually. If you enable *Store automatically*, these index values are applied to all documents. If in the file cabinet settings a field was selected as document name, the filenames of the new documents are always copied into this field.

+ Benefit

- Multiple documents can be indexed automatically.

5.5.9 Importing Files from the MFP

Component: Import Configurations

You can now import documents directly into the DocuWare file cabinet via your multifunction printer if they already have index values in the attached meta data files. The upload service and Connect to Toshiba, Version 1 are no longer required for this.

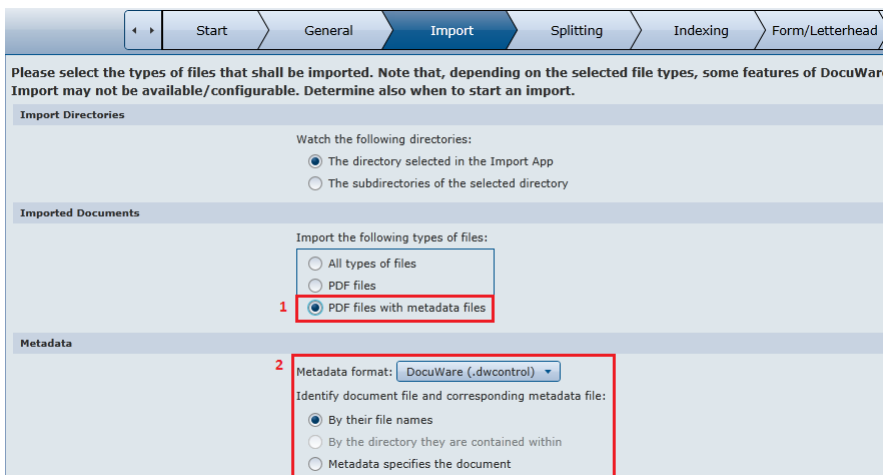
Application

Index your accounts payable using meta data files, and easily import the documents with the index data into your DocuWare file cabinet.

Benefits

- No need to use the upload service
- All common meta data formats are supported

How to use the function



In the "Import" step, select "PDF files with meta data files" as imported documents (1). Then in the drop-down list define the meta data format and determine how the files are to be identified (2).

5.5.10 Creating and Editing Import Jobs in the Import Window

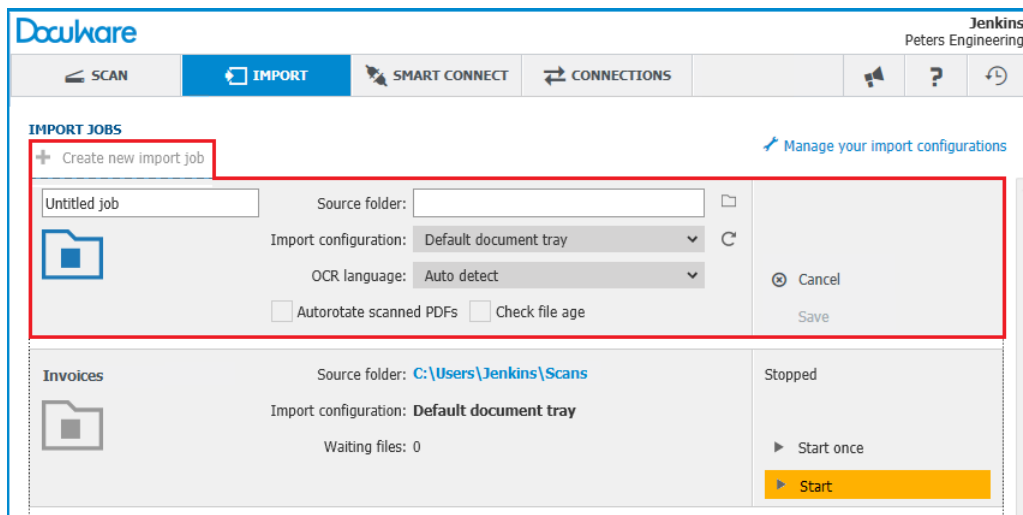
Component: DocuWare Import

If you want to create or edit a new import job, you can now do this easily on the import page within the DocuWare Desktop App.

Benefit

- You will find all functions on one page

How to use the function



On the import page, click "Create new import job" and adjust the settings as usual.

5.5.11 Select default document tray as store target

Components: [Import Configurations](#), [DocuWare Printer](#)

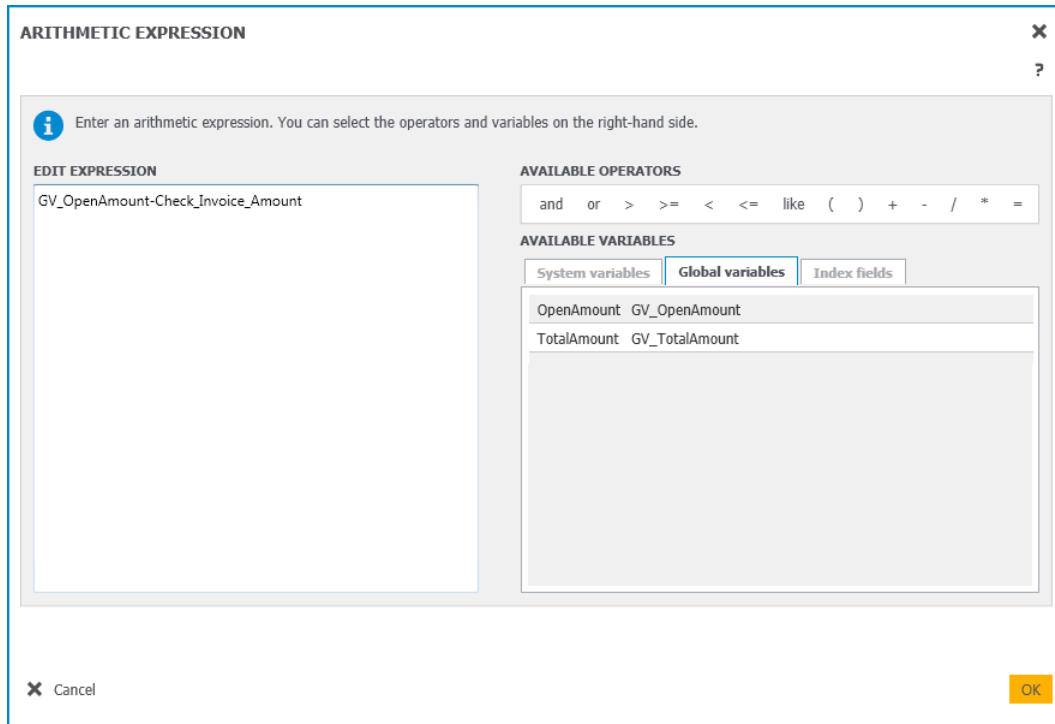
If you select *Document tray* as the store target in a configuration, the default document tray is displayed at the top of the select list.

5.5.12 Assigning Arithmetical Expressions More Easily

Component: [Workflow Manager](#)

The dialog for inputting arithmetical expressions has been made clearer and easier.

How to use the function



To add a variable or an operator to your arithmetical expression in the editor on the left, click in the right-hand pane.

5.5.13 Connecting PaperScan with DocuWare via QR Codes

To connect the mobile app PaperScan with the DocuWare System, Web Client has a QR code on the main menu with login details. The user logs into Web Client and scans the QR code with the app QR scanner. The login data such as the URL for the DocuWare system, the organization, and the user name are automatically entered into the app connection parameters. The user still has to enter the password for security reasons. Users of DocuWare Online will find the QR code with the login data in their DocuWare Account in the Configuration section under *Mobile Apps*.

Benefits

- No more typos when entering system data
- Login data available at a glance

5.5.14 Easier Operation of PaperScan

Thanks to the revised scan engine, PaperScan produces even sharper scans for iOS and Android. It is also easier to operate.

Benefits

- Scanned documents can be rotated
- The document name is also displayed in the Show document overview mode
- PaperScan is now available in Italian, French, Spanish, Japanese and Portuguese, in addition to German and English.