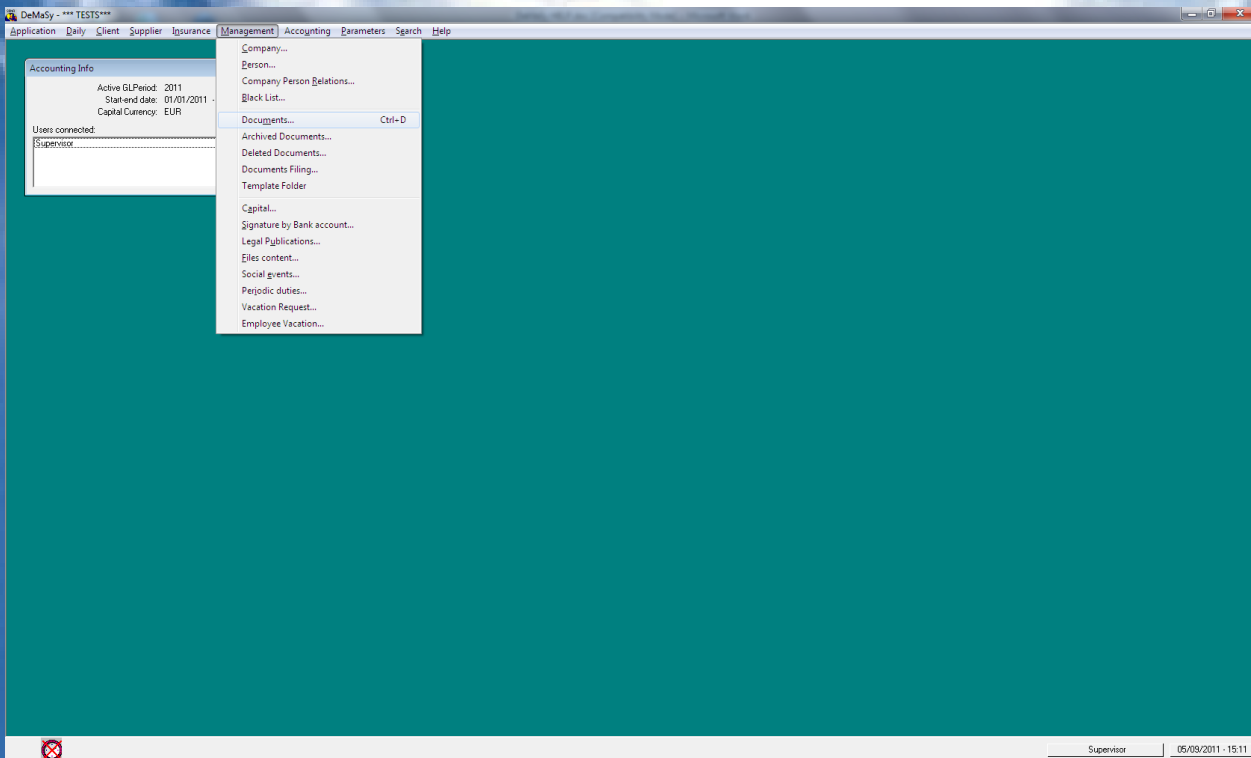**DeMaSy ERP software**

MODULE ELECTRONIC DOCUMENT MANAGEMENT

The application is designed to allow an electronic management of documents.

All documents (MS Office, Open Office, PDF, images …) can be added to contacts (company, persons, employees, jobs).

All documents are stored under native format in a file server directory which only the application can access.

The application calls original programs to create the documents

In order to make the module operational the options have to be reviewed and completed

DeMaSy OPTIONS

Documents

Ole File Path | Path of documents location on file server ex : Y:\DeMaSyTest\TEST\DOCUMENTS\

Archive Ole File Path | path for archived documents

Template Path | Template folder ex : Y:\TEMPLATE\

Move physical files | No: means that when inserting a document the original document remains
Yes: means that when inserting a document into the application the original is moved

The application allows users to attach pdf scanned copies of client/suppliers invoices or accounting entries supporting documents to the application invoices or accounting entry. This creates a link between the invoice or accounting entry and the documents which enables to recover supporting documents in on click

Client - Document directory | Folder path for scanned Client invoice to be attached to the application Invoice

Client - Physical name length | Relevant Length of scanned documents name for client invoice number identification

Supplier - Document directory - supplier | Folder path for scanned Client invoice to be attached to the application Invoice

Supplier - Physical name length | Relevant Length of scanned documents name for Supplier invoice number identification
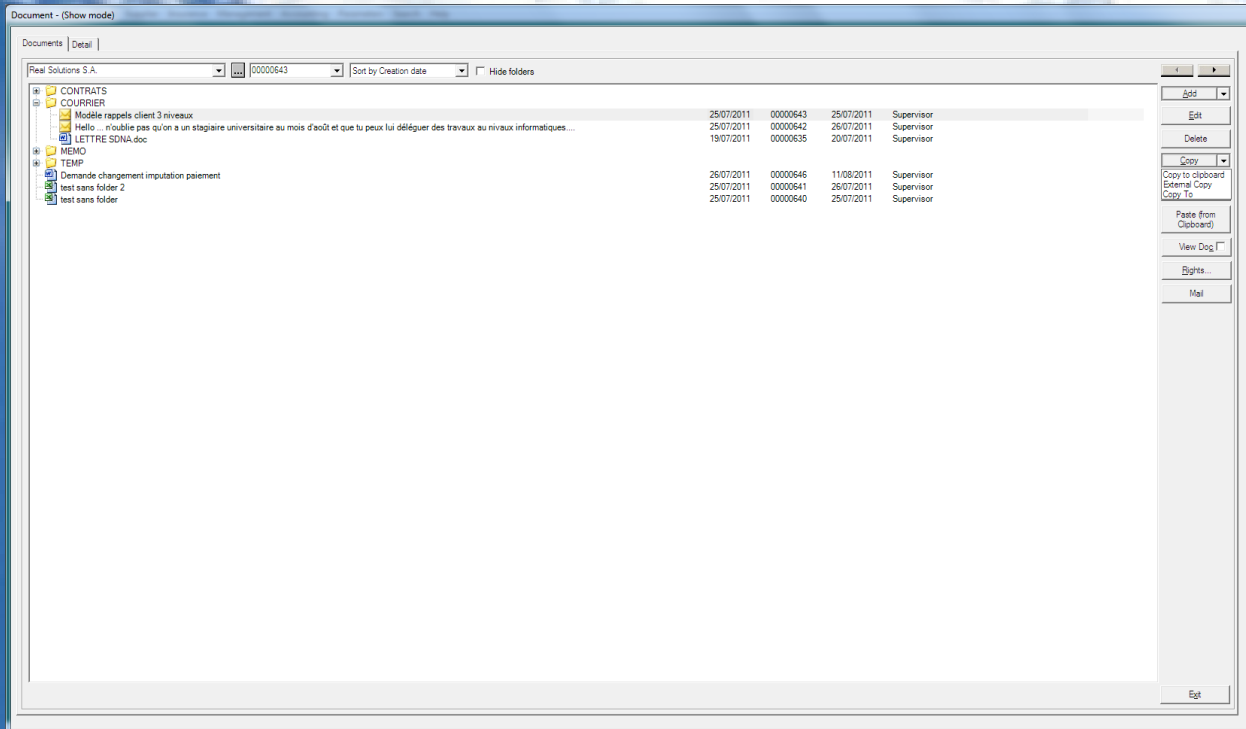
GLMovement - Default document path | Folder path for scanned supporting accounting document to be attached to the application accounting entry

DOCUMENTS SCREEN

Here below is the main document screen.
It can be called with F10 Key from any other screen or by clicking DOCUMENT button placed on other screens
(example: company or person screen).

This SCREEN displays the existing folders and documents for a specific company or person.

The NUMBER is a automatic unique number identifying the document.
Documents can be found using their number in the combo box next to to company/person name.

A combo box list the SORT CRITERIA
      Sort by name
      Sort by creation date
      Sort by Modified date
      Sort by Reference date

The check box HIDE FOLDER allows displaying all the document of a company/person without the folders.

The first date is a system date tracking the document CREATION DATE
The second date is the REFERENCE DATE specified by the user

Button COPY
- Clicking on the copy button creates a copy the existing document. Before creation the user can access, completed or modify the copied document information.

The ARROW on the right side of the COPY BUTTON proposes several copy options:
- COPY TO CLIPBOARD: copy a document to PC Clipboard and allows the user to paste the document in the PC or server directory or to another application

- EXTERNAL COPY: allows the user to copy a document from another company/person into the documents of the selected company/person.
  Once this button is clicked the user has to select another company/person and select the document in the target company/person to copy it into the documents of the company/person where the command has been initiated.

- COPY TO : allows the user to copy the selected document from a company/person to one or several other company persons (or to selected client type)
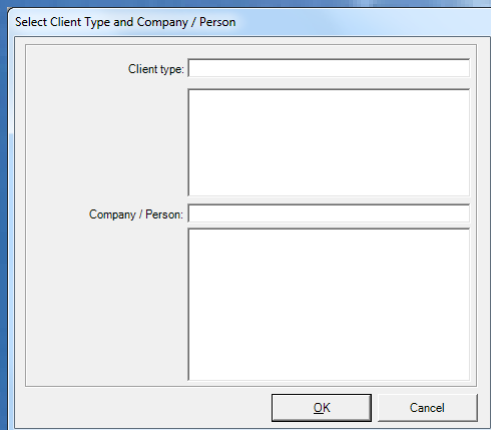
Button PASTE (FROM OUTLOOK): allows the user to create a document from outlook. Edit/copy on a mail (or several mails) in outlook and click this button will create the mail(s) as documents in DeMaSy. The name of the document will be the subject of the mail (but can be changed).

Button PASTE (FROM CLIPBOARD): allows the user to create a document from a file directory. Edit/copy on an external document and click on the button will create a new document in the application. The name of the document will be the external file name (but can be changed).

Button VIEW DOC: Allows the user to view the document. The application will open the associated application (word, pdf …) and display the document.

MAIL MERGE: There is little CHECK BOX inside the VIEW button which is used to open the document and merge all fields which are in the document.
Merge fields consists of the name of SQL query executed on the database to extract the information.
The convention is that all merge fields are encapsulated between "<<" and ">>".
Standard merge queries exist (see list below on next page).
If a user knows the database structure it possible to add queries that the user has prepared (see Application Utilities).

DeMaSy ERP software

EXTERNAL QUERIES

|	
<<Query.Merge Get Document Creation Date>>	Date of creation of document
<<Query.Merge Get Document Number>>	Document number
<<Query.Merge Get CompPers Name>>	NAME of the company/person to which the document is attached
<< Query.Merge Get CompPerson MailCountry>>	COUNTRY of mailing address of the company/person
<< Query.Merge Get CompPerson LegalCountry>>	COUNTRY of legal address of the company/person
<< Query.Merge Get Job Number>>	JOB NUMBER to which the document is attached
<< Query.Merge Get Login Name>>	USER NAME editing of the document
<< Query.Merge Get CompPers FAX>>	FAX number of the company/person
<< Query.Merge Get CompPers Telephone1>>	PHONE number of the company/person
<< Query.Merge Get Licence Name>>	Database name in which the document has been created
<<Query.Merge Client FileNumber>>	CLIENT number (if the company/person is a client)
<<Query.Merge Get CompanyType Label>>	Type of company
<<Query.Merge Get Legal Address>>	Legal address of the company/person
<<Query.Merge Get Legal House and Street>>	STREET NAME AND NBR of the legal address
<<Query.Merge Get CompPers Postal Code>>	POSTAL CODE of mail address
<<Query.Merge Get legal Country and Rc>>	COUNTRY of legal address and RC Nbr
<<Query.Merge Get Legal Postalcode and Country>>	POSTAL CODE of legal address
<<Query.Merge Get BankAccount Number>>	Bank accounts of the company/person
<<Query.Merge Get BankAccount Name>>	BANK NAMES of the company/person
<<Query.Merge Get Document Reminder Date>>	DATE OF AGENDA if the document is linked to an agenda
<<Query.Merge Get Document Reminder Time>>	ALARM TIME of the linked agenda
<<Query.Merge Get Document Reminder Date and Time (French)>>	DATE AND TIME of the agenda if the document is linked to an agenda
<<Query.Merge Get AGE Rem Memo>>	MEMO field of the agenda
<<Query.Merge Get Licence COMPANY and COUNTRY>>	COMPANY NAME AND COUNTRY of the database in which the document has been created
<<Query.Merge Get Legal Address Licence>>	Legal address of the database in which the document has been created
<<Query.Merge Get Licence Legal Address>>	LEGAL ADDRESS of the database in which the document has been created
<<Query.Merge Get the Capital Currency>>	CAPITAL CURRENCY
<<Query.Merge Get Company Currency>>	Company CURRENCY
<<Query.Accounting Status>>	Active accounting period status
<<Query.Merge Get ProfitLossPeriod for Active Period>>	RESULT OF THE PERIOD of the company to which the document is linked (a link has to be done through company datasheet)
<<Query.Merge Get Total Revenues For Active Period>>	TOTAL OF REVENUES of the active period
<<Query. Merge Get Total Expenses For Active Period>>	TOTAL OF EXPENSES of the active period

System queries

<<Login.Name>>	NAME OF THE USERS logged
<<Client.FileNumber>>	CLIENT NUMBER
<<CompPers.Name>>	COMPANY/PERSON NAME
<<CompPers.telephone1>>	TEL of the company/person
<<CompPers.Fax>>	FAX of the company/person
<<CompanyPerson.Rel=Destinataire des factures.Name>>	PERSON NAME AND FIRST NAME based on the system relation « Invoice contact»
<<CompanyPerson.Rel=Destinataire des factures.Title>>	PERSON TITLE based on the system relation « Invoice contact»
<<CompanyPerson.Rel=Destinataire des factures.FirstName>>	PERSON FIRST NAME based on the system relation « Invoice contact»
<<CompanyPerson.Rel=Destinataire des factures.LastName>>	PERSON LAST NAME based on the system relation « Invoice contact»
<<CompPers.MailHouseNum>>	STREET NUMBER AND NAME based on the system relation « Invoice contact»
<<CompPers.MailStreet>>	STREET of the person based on the system relation « Invoice contact»
<<CompPers.MailPostalCode>>	POSTAL CODE of the person based on the system relation « Invoice contact»
<<CompPers.MailLocality>>	LOCALITY of the person based on the system relation « Invoice contact»
<<CompPers.MailCountry.Name>>	COUNTRY NAME of the mail address
<<CompPers.LegalCountry.Name>>	COUNTRY NAME of the legal address
<<BankAccount.Number>>	BANK ACCOUNTS OF THE COMPANY/PERSON
<<Job.Number>>	JOB NUMBER
<<Licence.Name>>	DATABASE NAME
<<Company.Name>>	COMPANY NAME
<<Person.Name>>	PERSON NAME

Button RIGHTS: allows the user the define access rights to a particular document or folder.
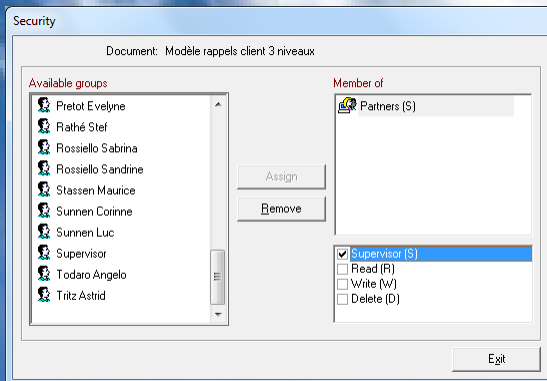
Document rights (supervisor rights / Read / Write / Delete) can be assigned to a single user or to group of users. The group of users are the same than the group of rights defined for the application security (see rights section).

To assign the rights the user has to select a user or group of users on the left side and click on ASSIGN or REMOVE button.

Button MAIL: Allows the users to create an empty outlook email with the selected document as attachment. The name of the attachment will be the document number followed by the document name. The mail will be created in the draft folder of outlook.
When the user clicks on the MAIL button, a screen allows him to select a company/person and one or several email address (if email addresses exist in the data sheet of the company/person selected).
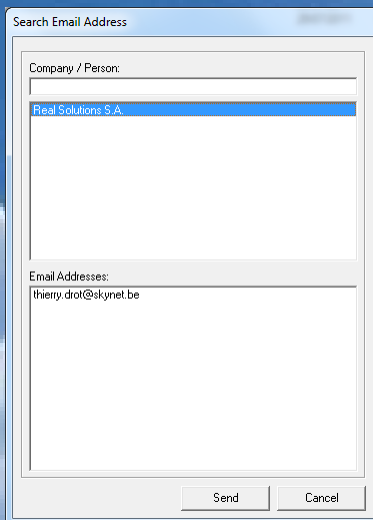
ADD : A a new document from a directory of the server or pc.

NAME: Name of the document
   (F2 while cursor is in the field where user can select the external file name will copy the external file
   name to the name field)

REFERENCE DATE: By default the date of the day

DOCUMENT TYPE: User defined Parameter (Go button allows to access the parameters screen)

STATUS: Auto-incrementative combo box allowing user to create status for documents.

DESCRIPTION: Free description of the document

CREATION AND LAST UPDATE: inaccessible system fields storing the creation date of the document and the
last update as well as the author of the last modification.

FORMAT TYPE: Native format (word, excel, pdf …) or Simple text (notepad type of document)
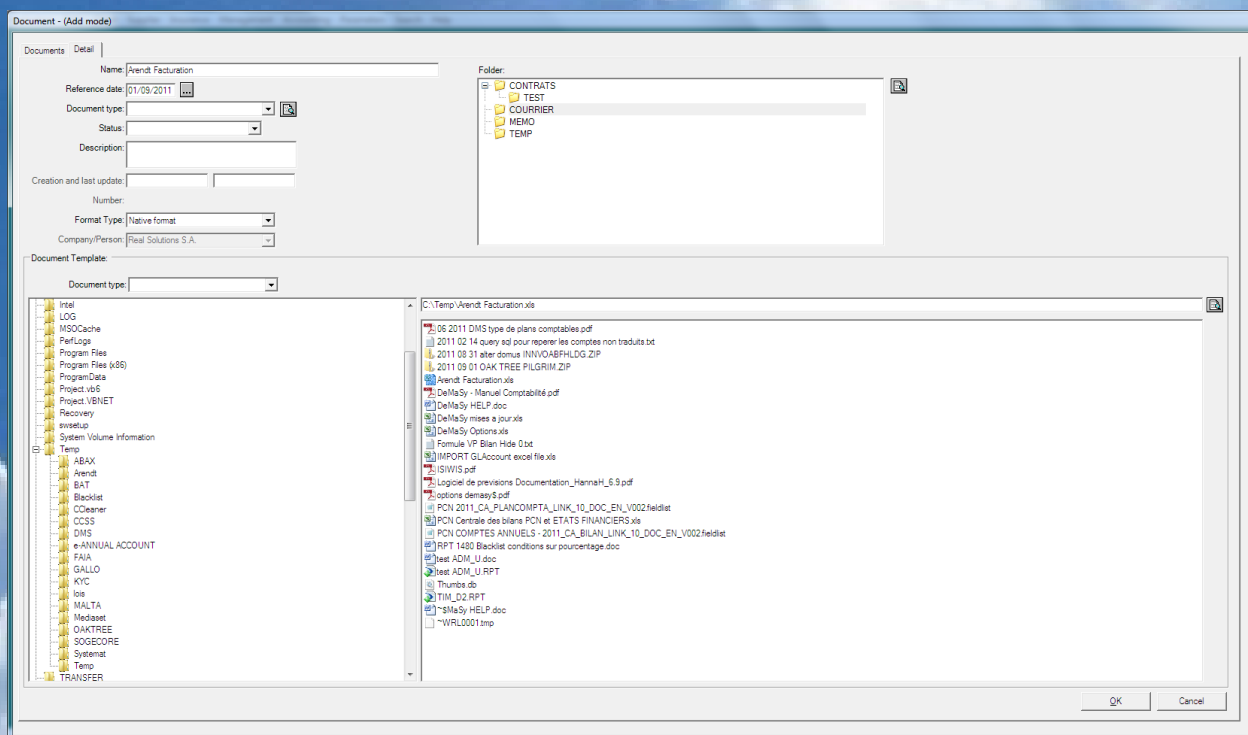
At the bottom of the screen user can use the explorer the browse the local or network resources.
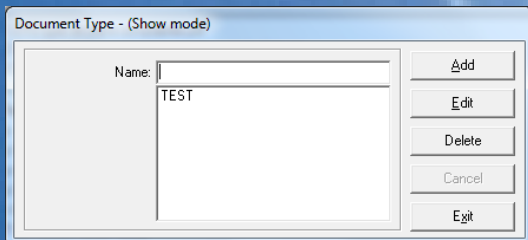On the upper right side of the screen are the existing folders where the document can be inserted.

The GO ICON on the right of the FOLDER allows users to create new folder(s) and organize the hierarchy.
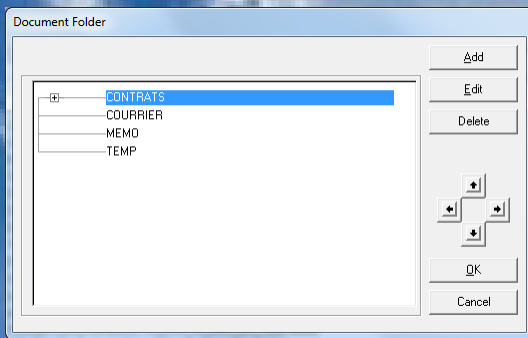
GO ICON - DOCUMENT TYPE
Allows the user to create new types of documents or modify existing ones.

I user clicks on the arrow on the right side of the ADD Button it splits in three sub-menus:
- Document : add a document
- Folder: add a folder based on existing templates

Template for company/person