ExFlow 5 Configuration Guide

Requirement and instruction on the technical setup of the ExFlow

add-on module for NAV

Contents

BACKGROUND / PREREQUISITES

This document applies to ExFlow 5

This document describes the technical configurations and installations required to initialize NAV for ExFlow.

Prior to this initialization it is required that the NAV database has been updated with:

- A FOB file with the appropriate ExFlow version.
- A license with the ExFlow Granule.

ExFlow Web requires a default company. The default company is the company inside NAV that ExFlow Web uses to initiate all web service connections and is required to be setup for ExFlow Web to function correctly.

Required permissions/accounts.
- Windows User account
  - Local admin on the NAV Application Server.
  - NAV user with the role **Super**
  - Access to Dynamics NAV Administration client/plugin.
  - Access to Dynamics NAV Development client.
  - DBO on the NAV SQL database. *Is only required if the fob is still to be installed. However it is recommended for all these installation tasks.*

A Windows System account (password never expires) account for ExFlow Web. ExFlow Web requires a NAV user, depending on if it is an on premise web installation or a hosted web the permissions will differ. Check under the titles **On Premise Web** and **Hosted Web**.

EXFLOW WEB GENERAL RECOMMENDATION'S

The account running the service tier requires login access into the NAV database.
The recommendations are that:

- ExFlow Web runs on a separate NST only used for ExFlow related functionality.
- A Job Queue/Task Manager is setup for automated ExFlow tasks.

Consult Microsoft documentation for any details in regards on how to setup a NST.

OPTION 1 - ON PREMISE EXFLOW WEB:

In the Dynamics NAV Administration client the following setting are required

Tab General
Credential Type: Windows
Use NTLM Authentication: True

Tab SOAP
Enable SOAP Services: True
Enable SSL: False
Max Message Size: 5120 (max size of attachments streamed from ExFlow Web)

**The ExFlow Web NAV user permissions:**
Windows User Name*: Select Valid AD user

License Type: Minimum technical requirement is Limited User. For the license type selected- it is required that the client has enough unallocated licenses.

Under Permission Sets: Supported roles are ExFlow-Web, SUPER (all companies).

Information required by SignUp to setup ExFlow Web (Inc. password for AD account)
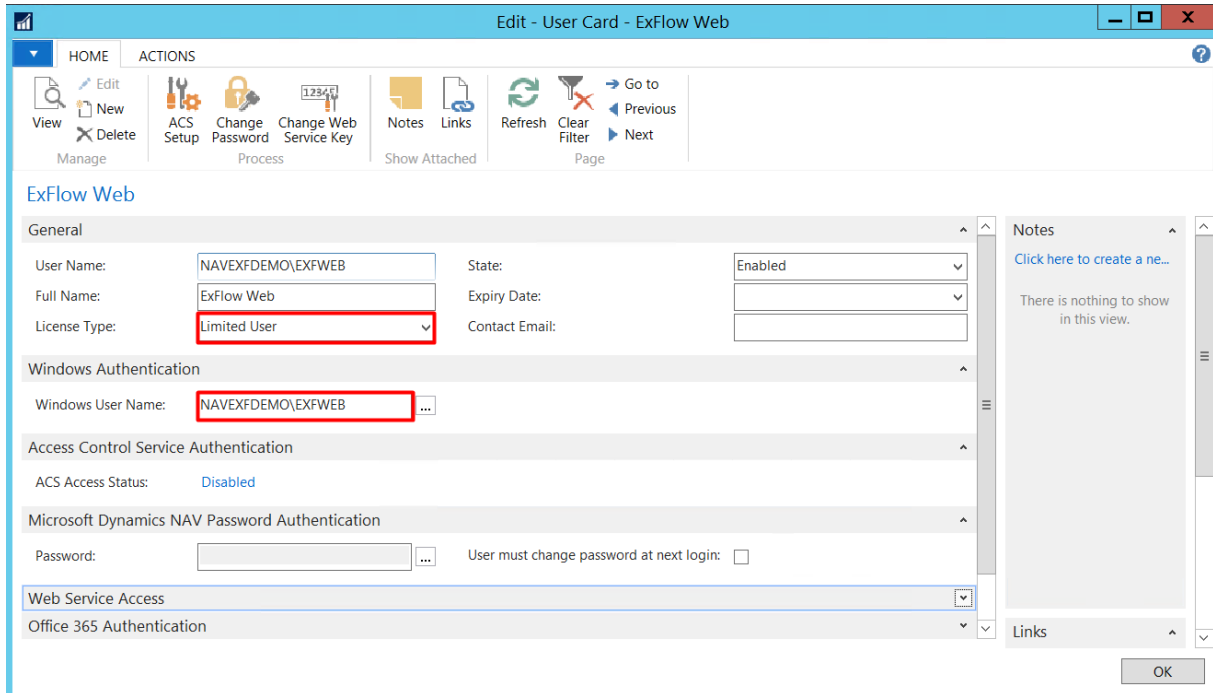
OPTION 2 – AZURE HOSTING EXFLOW WEB (PREVIEW)*

For the initial release of ExFlow 5. The Azure hosting option is in Preview Mode. Send a request to support@signupsoftware.com with subject "Azure Preview Request" to receive additional information.

In the Dynamics NAV Administration client the following setting are required

Tab General
Credential Type: NavUserPassword (Only used if SignUp hosts the web)
Use NTLM Authentication: False

Tab SOAP
Enable SOAP Services: True
Enable SSL*: True
Max Message Size: 5120 (max size of attachments streamed from ExFlow Web)

SSL requires setting up a Certificate. SignUp does not provide support and/or provide detailed information in how to setup Certificates.

The ExFlow Web NAV user permissions:
Username*: Any
Web Service key*: Generate Access key. Set the password to "never expires".
License Type: Minimum technical requirement is Limited User. For the license type selected- it is required that the client has enough unallocated licenses.

*Information required by SignUp for setting up the Azure Web.
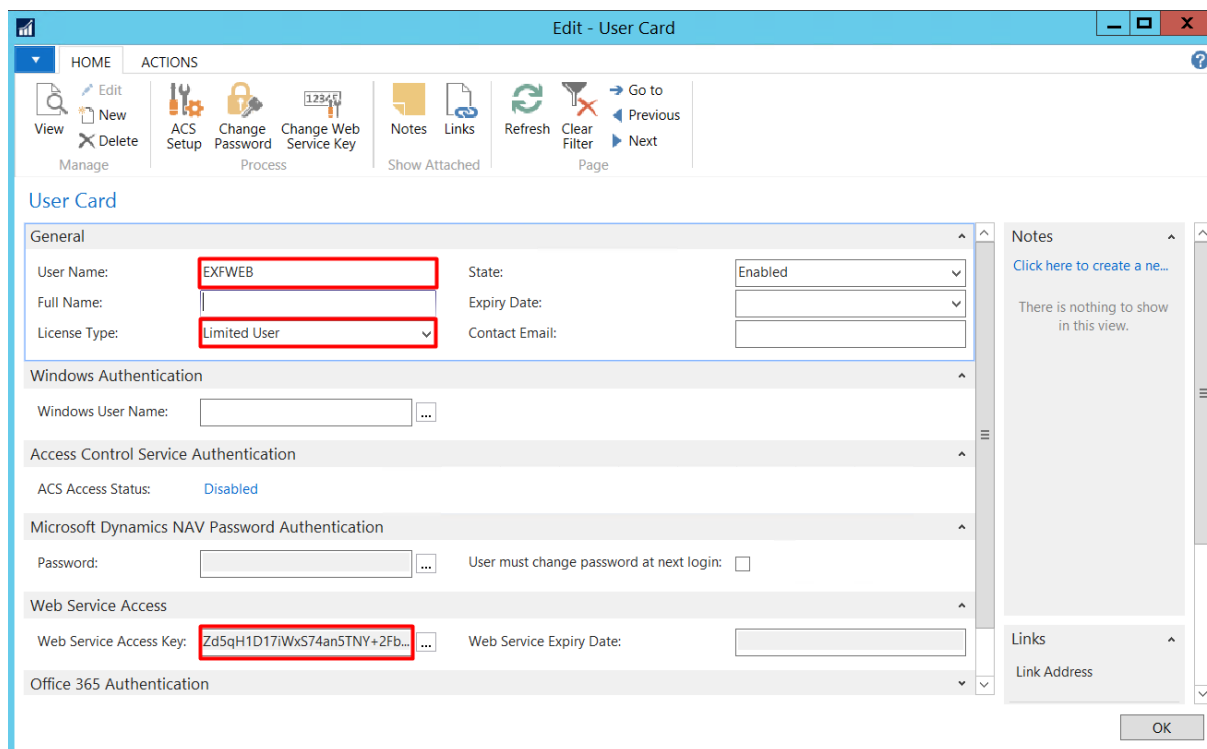
SETTING UP NEW COMPANY FOR EXFLOW

The ExFlow wizard sets up new ExFlow companies and creates the initial ExFlow configuration.

There are 3 types of setups

Full default Company Setup

Configures the ExFlow default company used by ExFlow Web to communicate with NAV. Also creates the setup that is only setup once regardless of the amount of companies using ExFlow.

Setup additional company

Activates additional companies for ExFlow. Option to import new ExFlow users.

Copy Setup from other company

Copies the setup from another company using ExFlow in the same database.

Full default Company Setup Walkthrough

Open the ExFlow Setup Wizard in the company that will be assigned as the Default Company. If this company is removed or renamed then it can cause issues with ExFlow Web.

For the Type of Setup select the option **Full default Company Setup** and click next
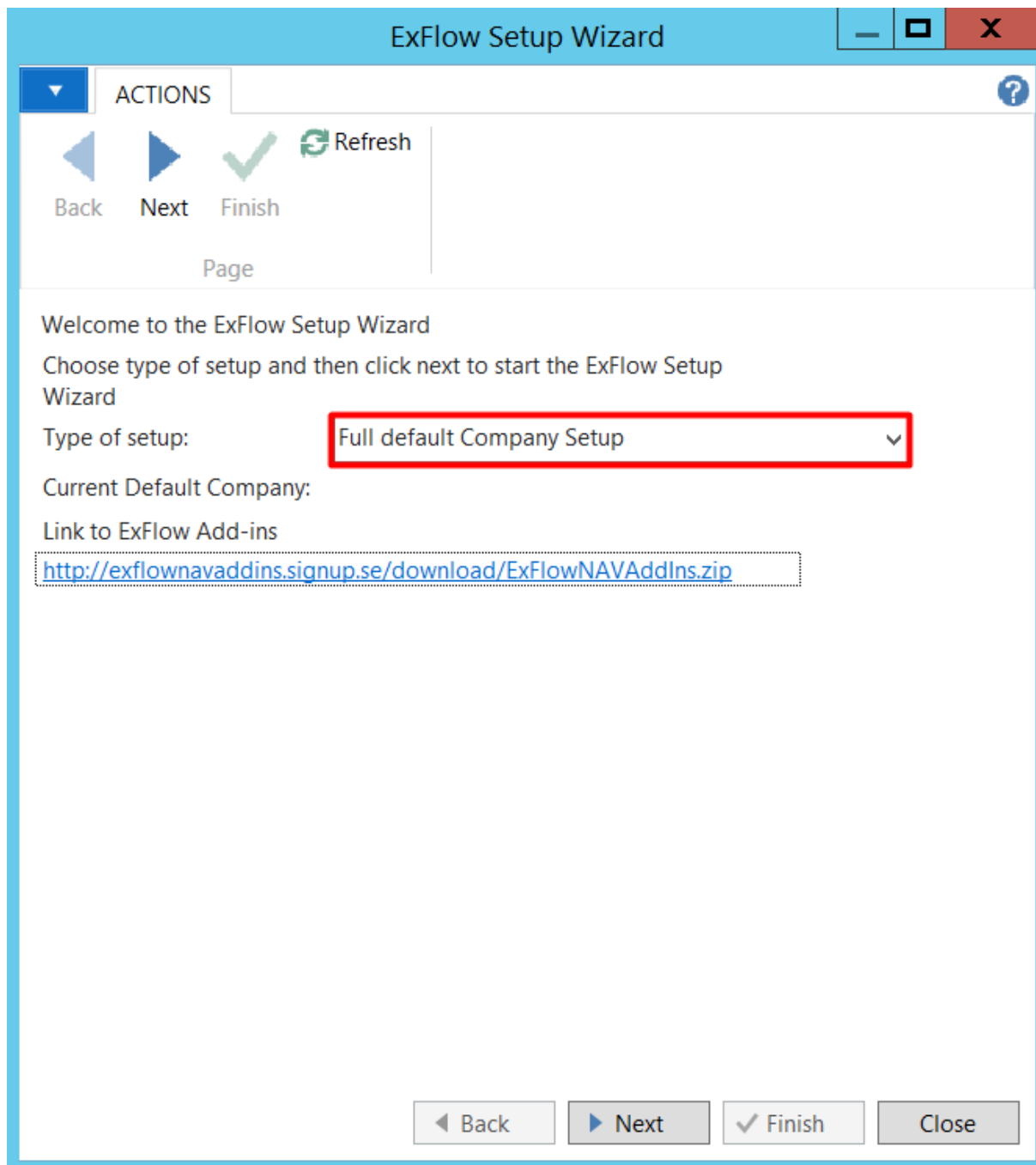
Create as Default Company: Set the company as the default company. ExFlow Web will use this company to access information for all ExFlow enabled companies.

Create ExFlow Web Services: Creates a web service used for ExFlow Web to communicate with NAV

Create ExFlow Job Queue: Creates a Job Queue Entry which send out ExFlow Approval reminder Emails

ExFlow Web User Permissions: Creates the different permissions roles used by Approvers in ExFlow Web.

ExFlow Permissions Roles: Create the NAV user permissions needed by ExFlow users in NAV

Download and extract the Zip file from the link displayed:
http://exflownavaddins.signup.se/download/ExFlowNAVAddIns.zip

Initialize Add-Ins: Creates a Control Add In record required for factbox in the ExFlow pages used to display invoice images

Import PDF Preview Component: Imports the manifest file to the Control Add In record to enable the factbox. In the extracted folder in the *Web client* folder select the *ExFlowPDF.zip* file and import it.

Import RSO XSLT: If Readsoft Invoice is going to be used then the XSLT file needs to be imported. The file can be found in the extracted folder and is called *XSL_400SEGE_20150623.xslt*.

Import E-mail Template: Sets a HTML format to the reminder Emails. In the extracted folder in the *Email Templates* folder select the file depending on which language you want for the Email and import it.
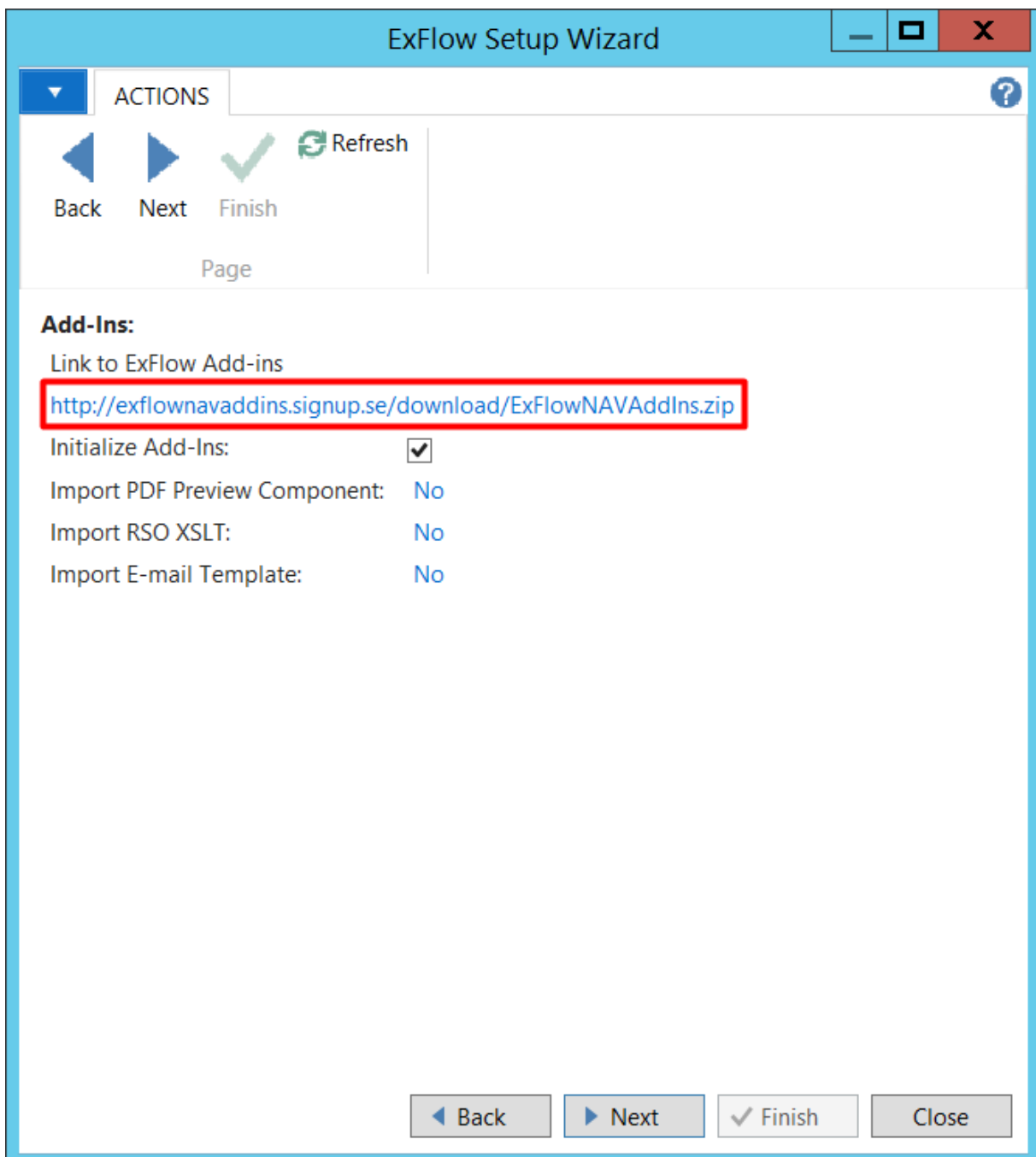
E-mail subject: Subject for the reminder e-mail

Sender Name: Name displayed in reminder e-mail and Ticket e-mail.

Sender E-mail: Adress used as "Sent from from" in reminder & ticket e-mail. Note use an address that your/the customers is allowed to rely from.

ExFlow Web URL: Specify the link to ExFlow Web portal. If the web address is unknown then this can be changed at a later stage.

Import E-mail Template: HTML template used for reminder e-mail. (If it was provide in already there is no need to import it again).

If NAV has not been setup for SMTP we have provided a link in the wizard where the SMTP setup can be completed.

Predefined Account: G/L Account that creates a suggested Invoice line when importing invoices. It is usually a preliminary account that may be changed during the approval process.

Select the Line types, Dimensions etc. that are required for an ExFlow user to approve a document in the ExFlow Web portal.

To import new ExFlow users download the Excel template. Enter all the users into the Downloaded Document. Once finished Upload the Excel Document and tick Import ExFlow users.
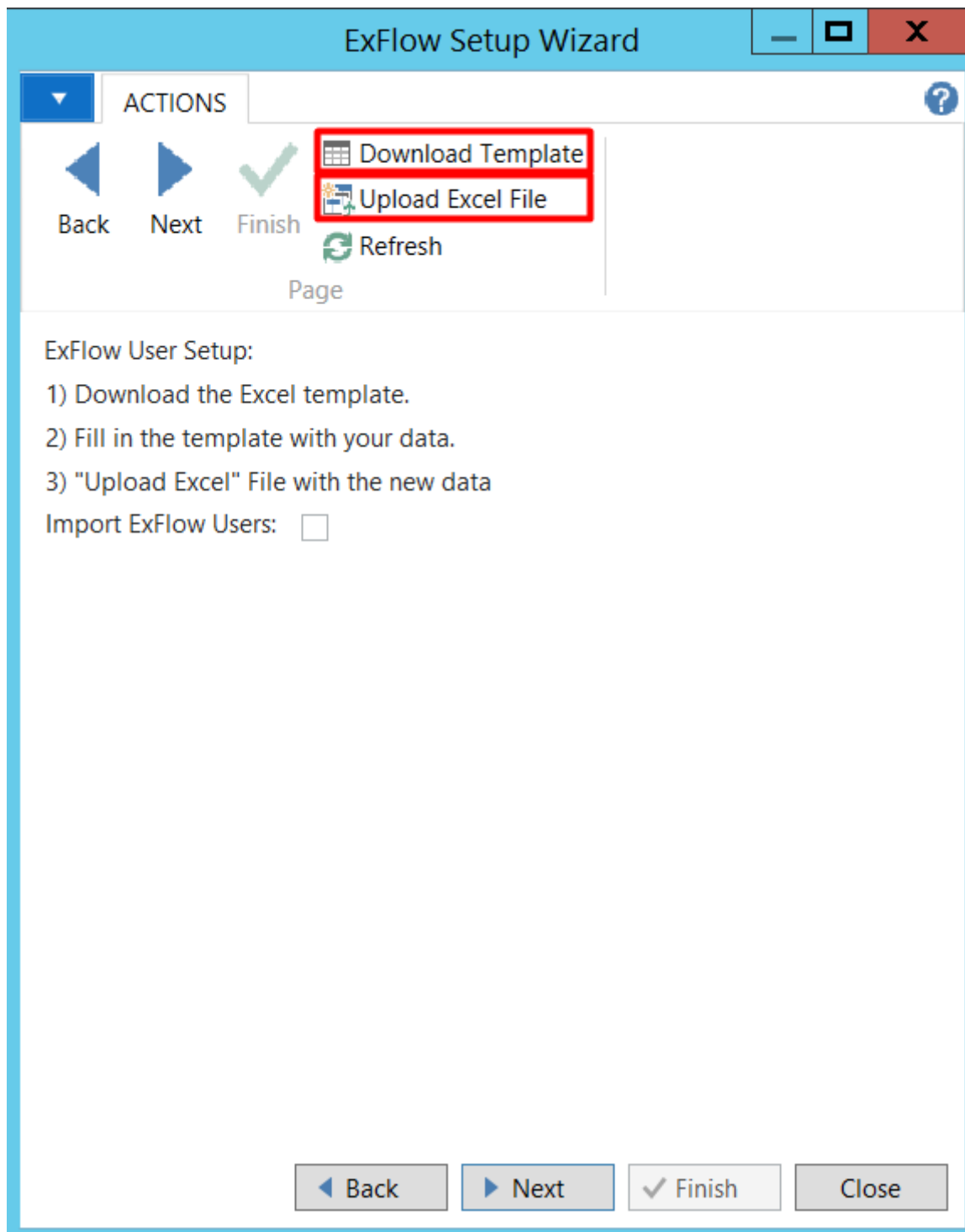
*Note this page is only supported in NAV 2017 or newer. For older versions use the rapid start package included in the ExFlow addins archive. When importing manually it is required to use the fuction create users groups in ExFlow User Setup after the users has been imported.

File storage type: There are two ways ExFlow can store files. Either directly in the Database or in a File System. If File System is selected specify the correct File System and see the File System section for more details on permissions. It is recommended to store all files in the database with ExFlow 5. Storing invoices outside the database may decrease performance when displaying invoice images.

SETTING UP DEFAULT EXFLOW EMAILS

ExFlow has support for various types of Emails (See Appendix B). In all installations it's recommended to setup up the following Email types. These Emails should be setup/activated in the default company only. Note that reminder e-mails and Ticket-SSO e-mail are setup automatically in the default company part of the ExFlow 5 Wizard.

Go to Departments/ExFlow/Setup/General/ExFlow Emails

For Inbox Reminder

This Email type sends remainders to user who have documents to approve. This Email is used in virtually all ExFlow installations. The Email is formatted as a status report and has multi company support. It is only required to set this up in the Default Company.

Required/recommended settings:

Process Type: Scheduled.
Sender subject/Name: Choose subject/name.
Sender Email: Use valid customer domain to avoid problems getting through SMTP.
ExFlow Web URL: Enter correct URL to ExFlow Web.
HTML Template: Predefined HTML Email-templates is included in the ExFlowNAVAddins package.

Choose your preferred language template and import it from the Actions tab.

Ticket SSO Login

ExFlow can use a ticket based login method. When an un-registered device tries to connect to ExFlow Web, the user will be forwarded to the ticket login site. The user is requested to enter their Email address. If the address is in the ExFlow User Setup, an Email with an access code will automatically be sent to the submitted address. The user will get the option to have ExFlow remember the device used so they will not need a ticket the next time they connect to the web site. Conversely, if they are using a shared computer like in an internet café, they can select 'One time use only'.

Required/recommended settings:

Process Type: On Demand.
Sender subject/Name: Choose subject/name.
Sender Email: Use valid customer domain to avoid problems getting through SMTP.

PUBLISHING THE WEB SERVICE

This task is not required if the ExFlow Setup Wizard was run successfully.
To set it up manually or to verify setup:
1. Start Dynamics NAV RTC Client
2. Go Search -> Web Services
3. In the web service list create a new record and select:
   Type = Codeunit, Object ID = 12013629, Service Name = EXFWEB, Published = True.
4. Document the SOAP URL.

JOB QUEUES

Setup for the ExFlow reminder Emails to be sent out automatically once per day.

Tab: General
Object Type to Run: Codeunit
Object ID to Run: 12057077 (there are additional automations that can be made, to see the possibilities check the table ExFlow Automation objects.
Description: ExFlow Email NAS
Parameter String: INBOX REMINDER (If the job is to send more than only approval reminders then check the ExFlow Email jobs/parameter Strings table).

Tab: Recurrence
Run on XXXX: Select all the days you want the jobs to send Emails (generally Emails are not sent on Saturday and Sunday).
Start Time: Set the time you want the Email to be sent
End Time: The time at which you do not want Emails to be sent (after 16:00)
No. of Minutes between Runs: Set to 0 to only run once per day.

Once finished then Set the status to Ready.

ExFlow Automation objects.

Object ID	Name	Description
12057071	Ex Create Requisition NAS	Converts ExFlow Web Requistions to NAV quotes
12057072	Ex Post web receipts NAS	Posts ExFlow Web Receipts
12057073	Ex Change Journal NAS	Runs ExFlows Change Journal which updates approved documents
12057074	Ex Escalation NAS	Execute the Escalation routine.
12057075	Ex Import Docs. NAS	Imports and verify documents into Import document Worksheets
12057077	ExFlow Email NAS	Sends out ExFlow Emails (of type scheduled)

ExFlow Email jobs/parameter Strings.

ExFlow Emails has support for running with a parameter. The parameter is used to define which specific Email type to execute. If the parameter setting is not submitted the Job Queue entry will execute all defined ExFlow Emails of Process type = Scheduled. Note that the Inbox reminder runs for multiple companies and is only required to be setup in the default company.

Schedule Paramter	Description
UNRECEIVED ORDER	Info to purchaser regarding missing receipt
ORDER NOT FOUND	Info to purchaser regarding price mismatch
INBOX REMINDER	Inbox remainder to approver (multi company)
APPROVED ORDER	Info to purchaser/requisitioner regarding approved order
REJECTED QUOTE	Info to purchaser/requisitioner regarding rejected quote/order
CREATED REQUISITION	Info to requistioner that requistion was submitted
<>INBOX REMINDER	Syntax to schedule to run everything except Inbox Job

INSTALLING HELP TEXTS

This installation applies to NAV2013R2 or later.

1. Connect to the computer running standard NAV help server (normally the application server)
2. Locate the Help path. In the IIS Manager. Mark the Help site and hit Explore.

3. Open the Help Subfolder.
4. Locate the ExFlowNAVAddins (downloaded in previous step) folder and go to Help Texts Sub directory.
5. Copy All HTM files from ExFlowNAVAddins\HelpTexts\NAV-Version*\Language to the appropriate Help Site language sub directory.
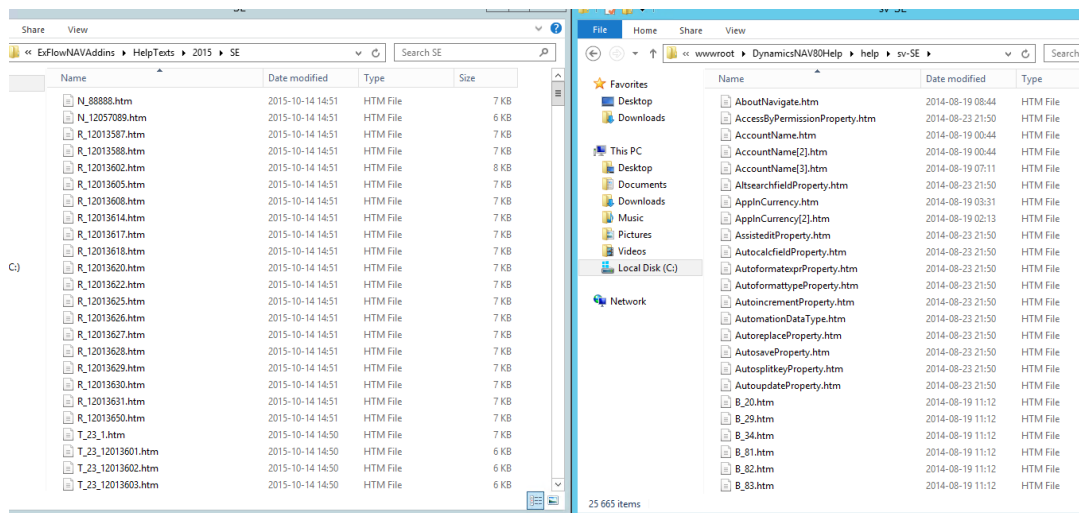
Currently the same Help Texts are used for all NAV versions post 2013R2. If your exact NAV version is not included as a sub directory use the closest version included.

FILE SYSTEM

For the folders the recommended setup is to place the shared Document folders on the same server as ExFlow Web. Here is an example folder structure:

Folder	Description/Usage
Path To New Invoices	Import folder for PDF invoices (no data capture)
Path To Processed Invoices	Invoice/Document Archive Folder
Path To New OCR	Import folder for new data captured/electronic invoices

Recommended filepath format:

Folder	Description/Usage
Path To New invoices	\\WebServer\ScannedInvoices\CompanyName\Scanned
Path To Processed Invoices	\\WebServer\ScannedInvoices\CompanyName\Archive
Path To New OCR*	\\WebServer\ScannedInvoices\OCR\

*The OCR Import path differs depending on the type of OCR software used. ReadSoft online does not require an OCR filepath since the files are streamed into the Database. ReadSoft Invoices use a shared OCR import folder with Company IDs included in the XML file. Verify with your OCR invoice provider.

Recommendations.

- Ensure that the accounts are granted permission on both the share and actual folder. It's recommended not to restrict access on the share instead restrict the permissions on the actual folders.
- Grant access to the service accounts on share root level.
- Use the same domain account for the "ExFlow Dynamics NAV service Tier" and the "ExFlow Web Service account".

CONTROL ADDINS

ExFlow 5.0 only uses one 1 control addin. The component can be installed using the Wizard. If you are upgrading ExFlow it's recommended that you clear all ExFlow components and reinstall the control addins to ensure it's the latest version and that the component is installed correctly.

To download the latest version of the components library go:
http://exflownavaddins.signup.se/download/ExFlowNAVAddIns.zip.

To delete and install a component manually follow this instruction.

1. GO SignUp Software AB/Departments/Administration/IT Administration/General/Control Add-ins

Control Add-ins ▾

Add-in Name	Public Key ...	Version	Category	Description	Resource
Interactive Timeline Visualization Add-in	31bf3856ad...		JavaScript C...	Interactive visualization for a timelin...	
Microsoft.Dynamics.Nav.Client.BusinessChart	31bf3856ad...		JavaScript C...	Microsoft Dynamics BusinessChart c...	
Microsoft.Dynamics.Nav.Client.CodeViewer	31bf3856ad...		JavaScript C...	Microsoft Dynamics NAV Code View...	
Microsoft.Dynamics.Nav.Client.DynamicsOnlineConnect	31bf3856ad...		DotNet Con...	Microsoft Dynamics Online Connect ...	
Microsoft.Dynamics.Nav.Client.OAuthIntegration	31bf3856ad...		JavaScript C...	Microsoft OAuth Integration control...	
Microsoft.Dynamics.Nav.Client.PageReady	31bf3856ad...		JavaScript C...	Microsoft Dynamics PageReady con...	
Microsoft.Dynamics.Nav.Client.PingPong	31bf3856ad...		JavaScript C...	Microsoft Dynamics PingPong contr...	
Microsoft.Dynamics.Nav.Client.SocialListening	31bf3856ad...		JavaScript C...	Microsoft Social Listening control a...	
Microsoft.Dynamics.Nav.Client.TimelineVisualization	31bf3856ad...		DotNet Con...	Interactive visualizion for a timeline ...	
Microsoft.Dynamics.Nav.Client.WebPageViewer	31bf3856ad...		JavaScript C...	Microsoft Web Page Viewer control ...	
Microsoft.Dynamics.Nav.Client.VideoPlayer	31bf3856ad...		JavaScript C...	Microsoft Dynamics VideoPlayer co...	
Microsoft.Dynamics.NAV.CodeViewerControl	31bf3856ad...		JavaScript C...	Microsoft Dynamics NAV Code View...	
Microsoft.Dynamics.NAV.MicrosoftDynamicsOnlineConnectControl	31bf3856ad...		JavaScript C...	Microsoft Dynamics Online Connect ...	
SignUp.ExFlow.DragnDropAddIn	34f63dc8eb...		JavaScript C...	ExFlow DragnDrop	
SignUp.ExFlow.PdfPreview	624e54b0c3...		JavaScript C...	ExFlow PDF Viewer Windows	
SignUpPdfControl	436e8aeec5...		JavaScript C...	ExFlow PDF Viewer Web	

2. Mark all components with ExFlow in the description. Delete.
3. Go 1. ExFlow setup wizard\PDF Preview and follow the instruction in the readme.txt file.

Components for older ExFlow versions

If you are installing components for older versions 3.50-4.22. Information and older components can be found under 6. Components for ExFlow 3.50-4.22 in the components library.