



ExFlow 5 Configuration Guide

Requirement and instruction on the technical setup of the ExFlow
add-on module for NAV

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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 job 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

The screenshot shows the 'General' settings tab in the Dynamics NAV Administration client. The following settings are visible:

- Build Restriction: WarnClient
- Certificate Thumbprint: (empty)
- Compile and Load Business Application:
- Credential Type: **Windows** (highlighted with a red box)
- Data Cache Size: 9
- Debugging Allowed:
- Default Client: Windows
- Diagnostics Trace Level: Normal
- Enable Certificate Validation:
- Enable Debugging:
- Enable Event Logging to Windows Application Log:
- Enable File Access by C/AL Functions:
- Enable Full C/AL Function Tracing:
- Encryption Provider: LocalKeyFile
- Max Concurrent Calls: 1000
- Max Data Rows Allowed to Send to Excel: MaxValue
- Maximum Stream Read Size: 1000000
- Metadata Provider Cache Size: 150
- Multitenant:
- Network Protocol: Default
- Send Feedback:
- Services Default Company: (empty)
- Services Default Time Zone: UTC
- Services Language: en-US
- Services Option Text Source: OptionCaption
- Session Event Table Retain Period: 3
- UI Elements Removal: LicenseFileAndUserPer...
- Use NTLM Authentication: (highlighted with a red box)
- Use NTLM Authentication: (highlighted with a red box)

Tab SOAP

Enable SOAP Services: True

Enable SSL: False

Max Message Size: 5120 (max size of attachments streamed from ExFlow Web)

The screenshot shows the 'SOAP Services' settings tab in the Dynamics NAV Administration client. The following settings are visible:

- Enable SOAP Services: (highlighted with a red box)
- Enable SSL: (highlighted with a red box)
- Max Message Size: 5120 (highlighted with a red box)
- Port: 7047
- SOAP Base URL: (empty)

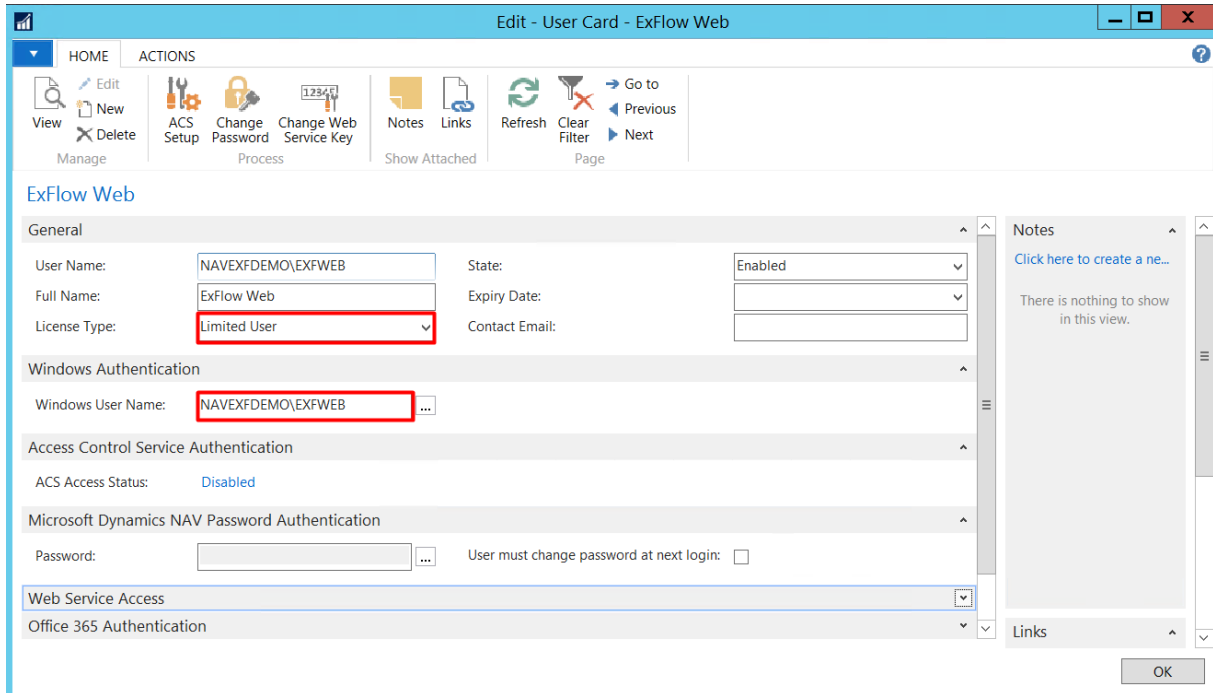
The ExFlow Web NAV user permissions:

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

General			
Build Restriction:	WarnClient	Max Concurrent Calls:	1000
Certificate Thumbprint:		Max Data Rows Allowed to Send to Excel:	MaxValue
Compile and Load Business Application:	<input checked="" type="checkbox"/>	Maximum Stream Read Size:	1000000
Credential Type:	NavUserPassword	Metadata Provider Cache Size:	150
Data Cache Size:	9	Multitenant:	<input type="checkbox"/>
Debugging Allowed:	<input checked="" type="checkbox"/>	Network Protocol:	Default
Default Client:	Windows	Send Feedback:	<input type="checkbox"/>
Diagnostics Trace Level:	Normal	Services Default Company:	
Enable Certificate Validation:	<input checked="" type="checkbox"/>	Services Default Time Zone:	UTC
Enable Debugging:	<input type="checkbox"/>	Services Language:	en-US
Enable Event Logging to Windows Application Log:	<input checked="" type="checkbox"/>	Services Option Text Source:	OptionCaption
Enable File Access by C/AL Functions:	<input checked="" type="checkbox"/>	Session Event Table Retain Period:	3
Enable Full C/AL Function Tracing:	<input type="checkbox"/>	UI Elements Removal:	LicenseFileAndUserPer...
Encryption Provider:	LocalKeyFile	Use NTLM Authentication:	<input type="checkbox"/>

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.*

SOAP Services			
Enable SOAP Services:	<input checked="" type="checkbox"/>	Port:	7047
Enable SSL:	<input checked="" type="checkbox"/>	SOAP Base URL:	
Max Message Size:	5120		

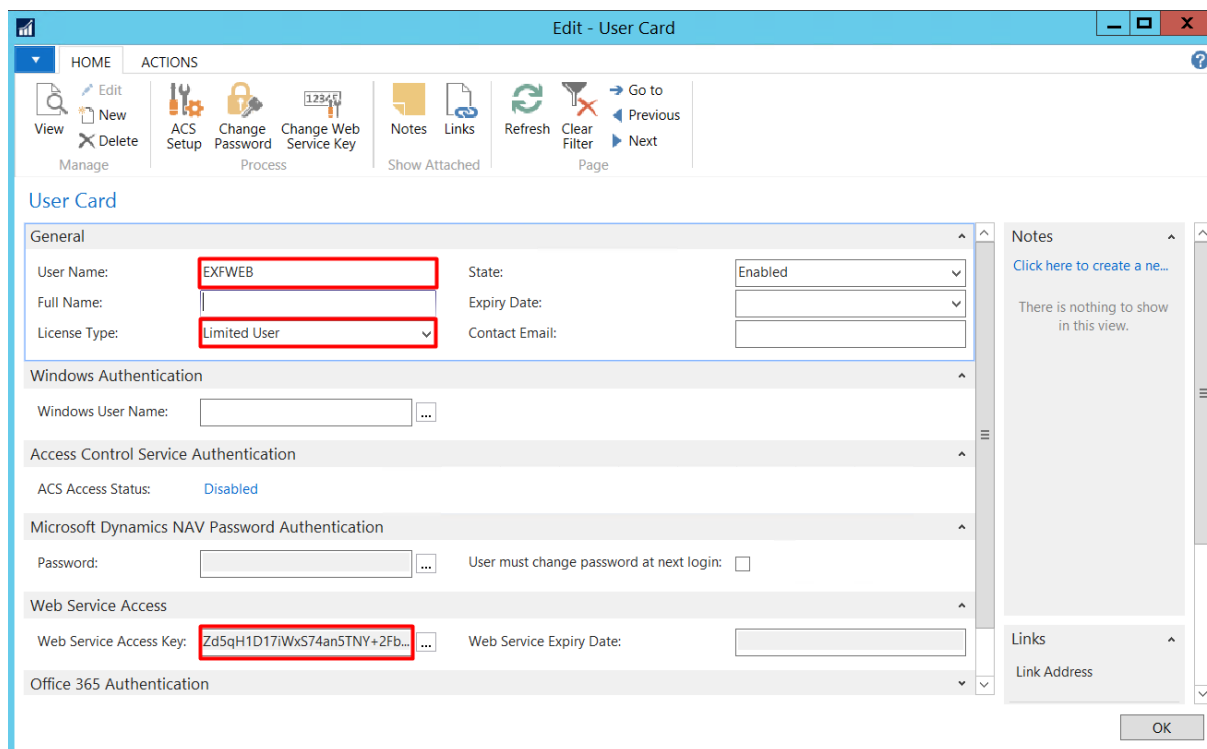
The ExFlow Web NAV user permissions:

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.

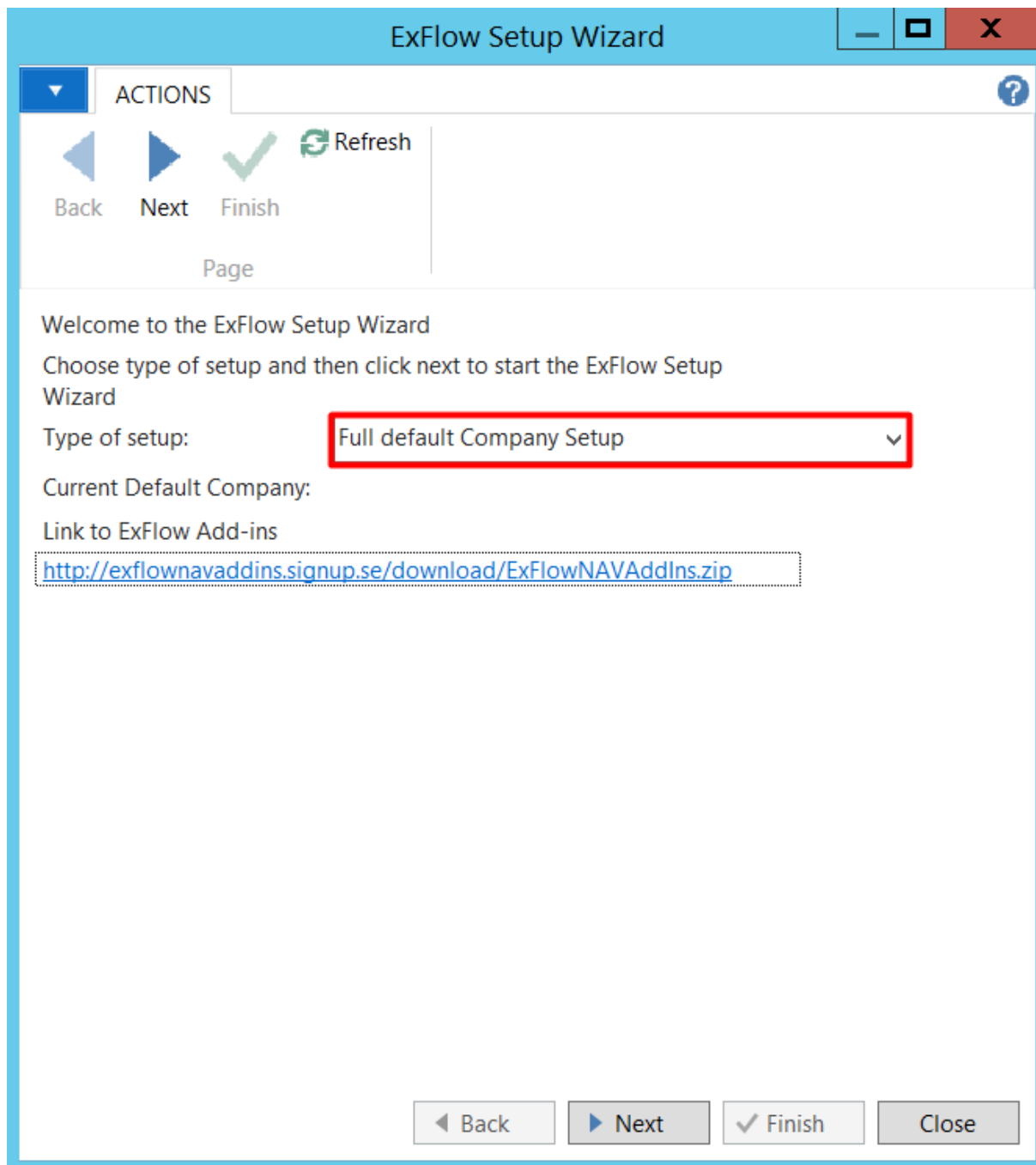
Copy Setup from other company

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

The screenshot shows the 'ExFlow Setup Wizard' window. At the top, there is a title bar with the text 'ExFlow Setup Wizard' and standard window control buttons (minimize, maximize, close). Below the title bar is a navigation bar with a dropdown menu labeled 'ACTIONS' and a help icon. The navigation bar contains buttons for 'Back', 'Next', 'Finish', and 'Refresh'. Below the navigation bar, the main content area is divided into three sections: 'Default Company:', 'Settings for default web company:', and 'Permissions:'. Each section contains a label and a checkbox, all of which are checked. At the bottom of the window, there are four buttons: 'Back', 'Next', 'Finish', and 'Close'.

ExFlow Setup Wizard

ACTIONS

Back Next Finish Refresh

Page

Default Company:
Current Default Company:
Create as Default Company:

Settings for default web company:
Create ExFlow Web Service:
Create ExFlow Job Queue:

Permissions:
ExFlow Web User Permissions:
ExFlow Permission Roles:

Back Next Finish Close

Download and extract the Zip file from the link displayed:

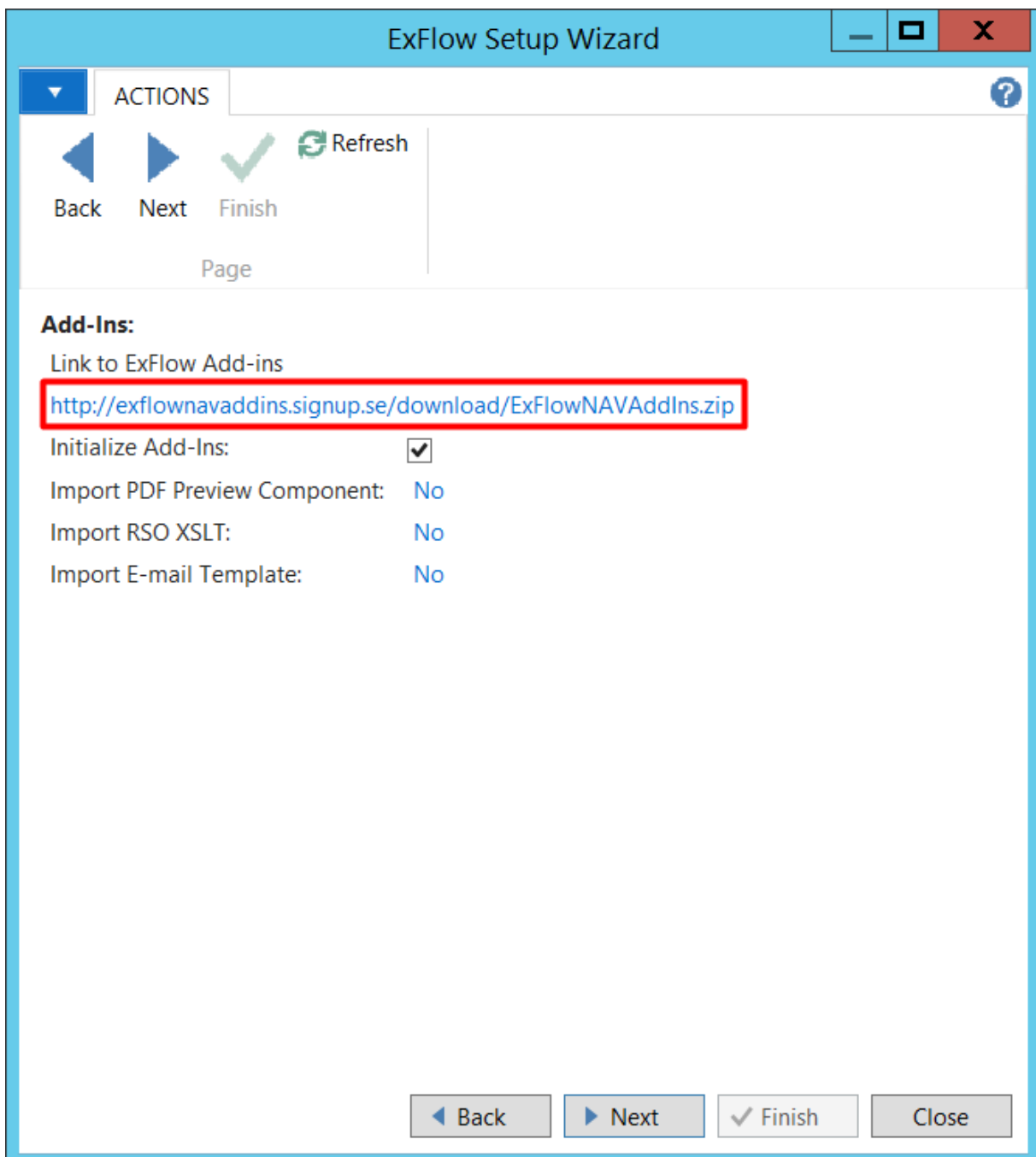
<http://exflownavaddins.signup.se/download/ExFlowNAVAddIns.zip>

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: Address 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.

The screenshot shows the 'ExFlow Setup Wizard' window. At the top, there's a title bar with the text 'ExFlow Setup Wizard' and standard window controls (minimize, maximize, close). Below the title bar is a tab labeled 'ACTIONS' with a dropdown arrow and a help icon. The main area contains navigation buttons: 'Back' (left arrow), 'Next' (right arrow), and 'Finish' (checkmark). To the right of these are two refresh icons with labels 'Refresh SMTP Warning Message' and 'Refresh'. Below the navigation is a 'Page' indicator. The main configuration section is titled 'E-mail Setup:' and includes:

- 'Create ExFlow Email Job:' with a checked checkbox.
- 'Default E-mail Settings:' section with the following fields:
 - 'E-mail Subject:' with the value 'Documents for approval'.
 - 'Sender Name:' with the value 'ExFlow'.
 - 'Sender E-mail:' with the value 'noreply-exflow@yourdomain.com'.
 - 'ExFlow Web URL:' with the value 'http://askyouradmin'.
- 'Import E-mail Template:' with the value 'No'.
- A blue link labeled 'Open SMTP Mail Setup'.

 At the bottom of the window, there are four buttons: 'Back', 'Next', 'Finish', and 'Close'.

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.

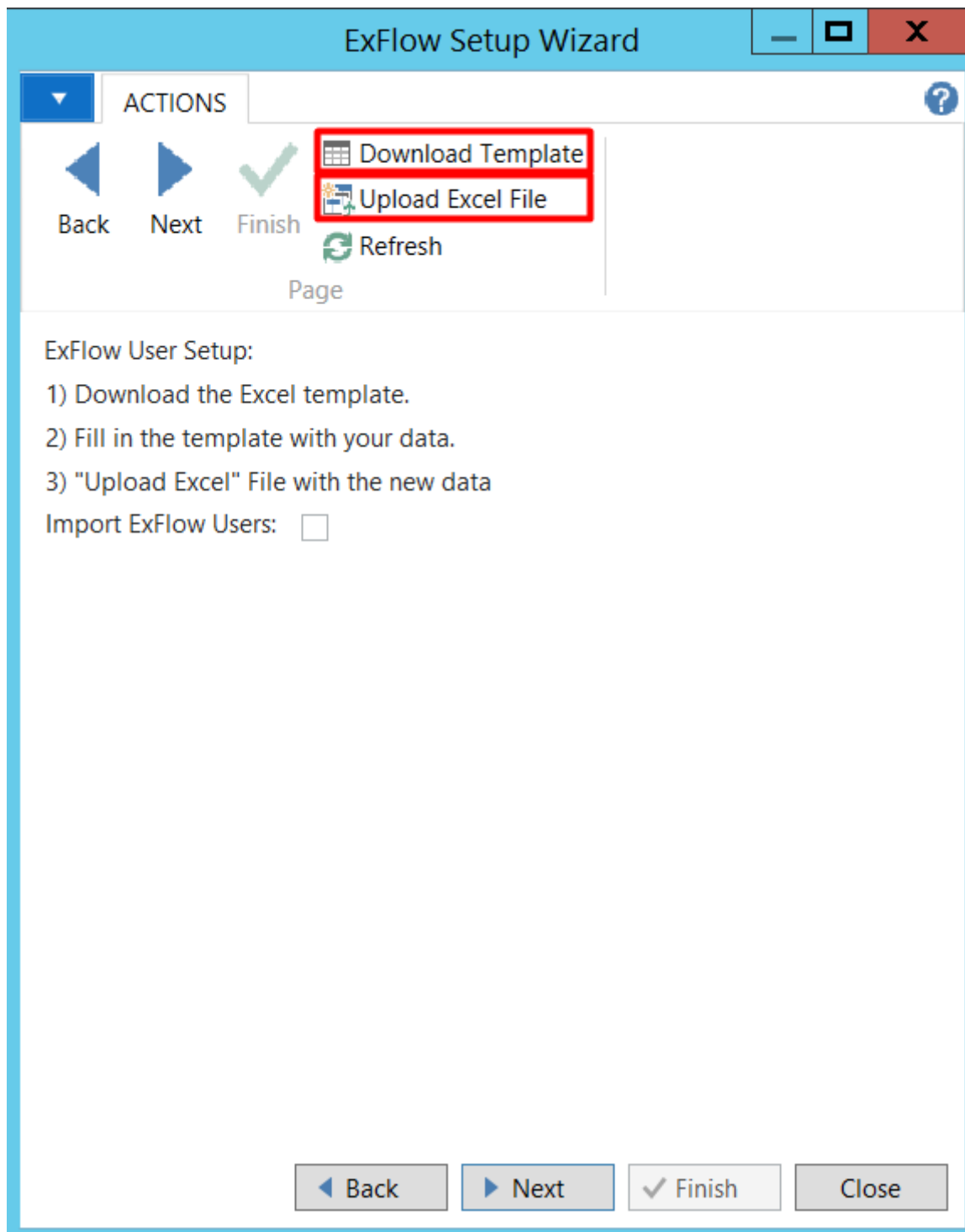
Select the Line types, Dimensions etc. that are required for an ExFlow user to approve a document in the ExFlow Web portal.

The screenshot shows the 'ExFlow Setup Wizard' window. At the top, there is a title bar with the text 'ExFlow Setup Wizard' and standard window control buttons (minimize, maximize, close). Below the title bar is a tab labeled 'ACTIONS' with a help icon. The main area contains navigation buttons: 'Back' (left arrow), 'Next' (right arrow), 'Finish' (checkmark), and a 'Refresh' button (circular arrow). Below these is a 'Page' indicator. The configuration section includes:

- 'Enable for ExFlow Web:' with a checked checkbox.
- 'Predefined Account:' with an empty dropdown menu.
- 'Columns:' section with several options:
 - 'Line Type G/L Account:' checked
 - 'Line Type Item:' checked
 - 'Line Type Fixed Asset:' checked
 - 'Line Type Charge (Item):' checked
 - 'Show Jobs:' unchecked
 - 'Show Deferral Code:' unchecked
 - 'Show Shortcut Dimension 1 Code:' unchecked
 - 'Show Shortcut Dimension 2 Code:' unchecked
 - 'Show Shortcut Dimension 3 Code:' unchecked
 - 'Show Shortcut Dimension 4 Code:' unchecked
 - 'Show Shortcut Dimension 5 Code:' unchecked
 - 'Show Shortcut Dimension 6 Code:' unchecked
 - 'Show Shortcut Dimension 7 Code:' unchecked
 - 'Show Shortcut Dimension 8 Code:' unchecked

 At the bottom right, there are four buttons: 'Back', 'Next', 'Finish', and 'Close'.

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 addons archive. When importing manually it is required to use the function 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.

ExFlow Setup Wizard

ACTIONS

Back Next Finish Default Root Folder Path Settings Clear All Folder Path Settings Refresh

File storage type: Database

Default Root Folder and Subfolders

Create File Structure:

Back Next Finish Close

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

Email Type	Process Type	Send Order	Description	Atta... Image	Email Subject	Sender Name	Sender Email	Send at...	Delay sendin...	ExFlow Web URL	HTML Tem...	Last Sent
Inbox Reminder	Scheduled	0	Inbox reminders	<input type="checkbox"/>	Approval documents	noreply-exflow@signup.se	noreply-exflow@signup.se	<input type="checkbox"/>	0	http://navexdemo85/	<input checked="" type="checkbox"/>	
SSO Login	On Demand	0	SSO Login	<input type="checkbox"/>	SSO Login Code	noreply-exflow@signup.se	noreply-exflow@signup.se	<input type="checkbox"/>	0		<input type="checkbox"/>	

For Inbox Reminder

This Email type sends reminders 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.

Edit - Job Queue Entry Card - Codeunit · 12057077 · ExFlow Email NAS

Codeunit · 12057077 · ExFlow Email NAS

General

Object Type to Run: Codeunit
 Object ID to Run: 12057077
 Object Caption to Run: ExFlow Email NAS
 Description: ExFlow Email NAS
 Parameter String: INBOX REMINDER
 Job Queue Category Code:
 User ID: NAVEXFDEMO\ADMINISTRATOR
 Maximum No. of Attempts to Run: 10
 Last Ready State: 2017-11-10 13:16
 Earliest Start Date/Time: 2017-11-13 07:00
 Expiration Date/Time:
 Status: Ready

Recurrence

Recurring Job:
 Run on Mondays:
 Run on Tuesdays:
 Run on Wednesdays:
 Run on Thursdays:
 Run on Fridays:
 Run on Saturdays:
 Run on Sundays:
 Starting Time: 07:00:00
 Ending Time: 07:30:00
 No. of Minutes between Runs: 0

OK

ExFlow Automation objects.

Object ID	Name	Description
12057071	Ex Create Requisition NAS	Converts ExFlow Web Requisitions 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.

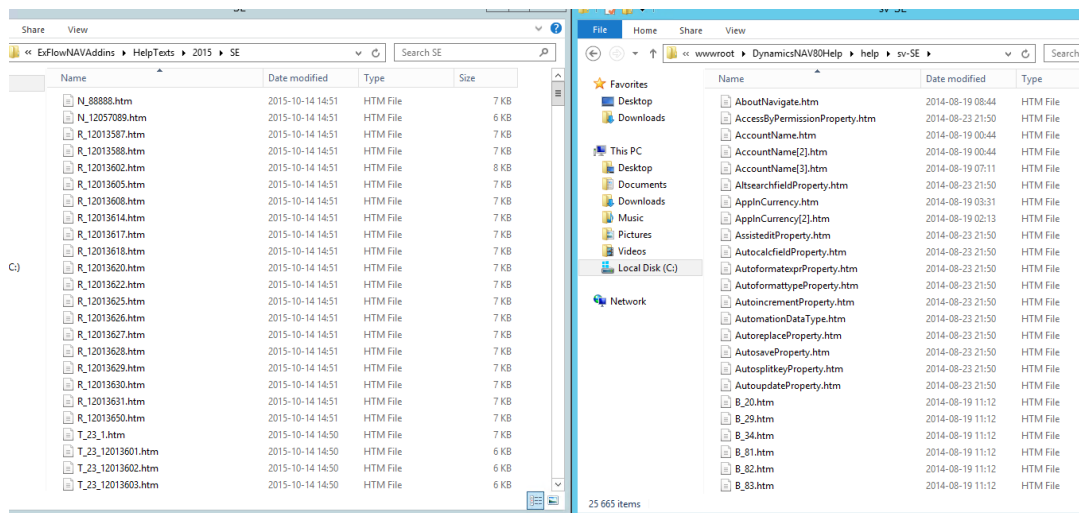
ExFlow Emails has support for running with a parameter. The parameter is used to define which specific Email type to execute. If the parameter setting is not submitted the Job Queue entry will execute all defined ExFlow Emails of Process type = Scheduled. Note that the Inbox reminder runs for multiple 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 requisitioner that requisition 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 visualization 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.