



User Manual

PerForma Enterprise® v5.1

PERFORMA ENTERPRISE

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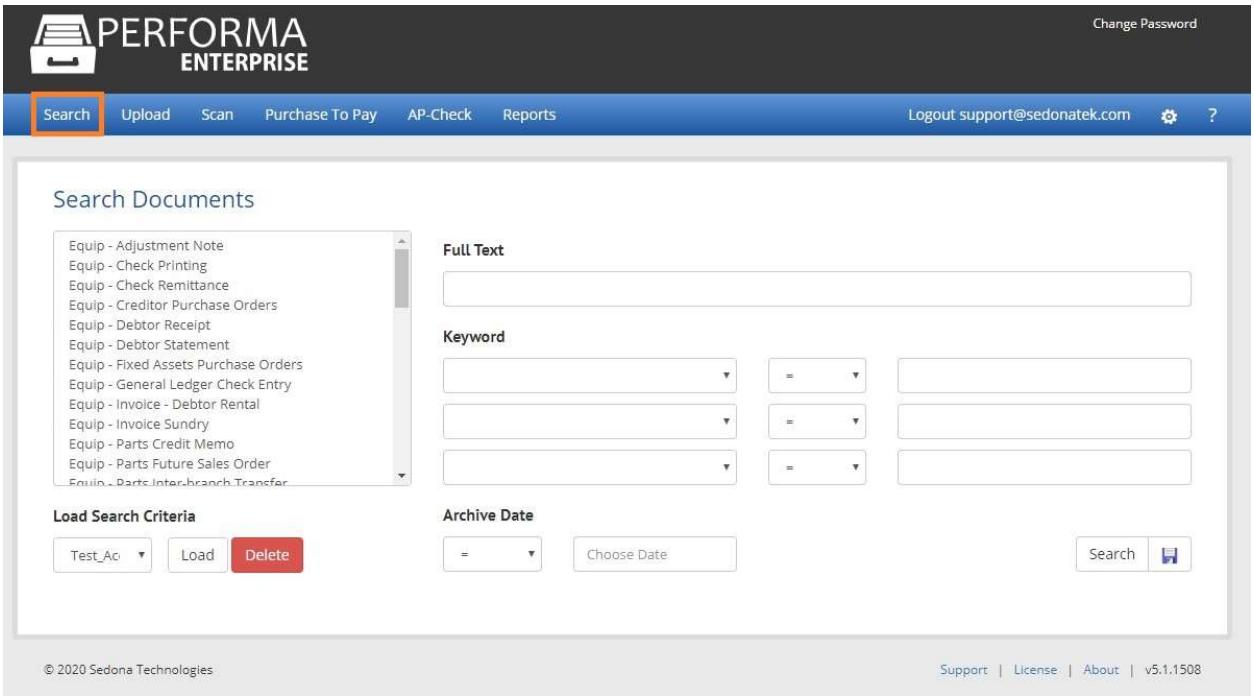
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Search

The search screen is the heart of the PerForma Enterprise application and is the default screen when users log in. You can access this screen from anywhere in the application by pressing the “Search” menu item in the top menu bar or clicking on the PerForma Enterprise logo in the application banner.



Searching for Documents

Search Documents List

On the left side of the search screen is the “Search Documents” list that displays all of the document types you currently have permissions to view. All documents archived in PerForma Enterprise must be assigned a document type. If you are unable to find a particular document type, you will want to contact your application administrator in order to request access.

Full Text Search

As documents are archived in the PerForma Enterprise archive, they are scanned by an OCR engine that indexes the text within those documents. To search for this text, enter the desired search term(s) into the “Full Text” box.

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Keyword Filters

Keywords are fields directly associated with the document types and used to record specific information about your archived files such as Customer Name, Purchase Order Number, Invoice Date, etc. When you select the keyword drop-down list before selecting a document type, you will notice that all of the keywords available to your document types will appear in the list. When selecting a document type to filter your search, the list of keywords will be reduced to match the keywords associated with that document type. The search operator next to each keyword field is used to control how that keyword field is used in your search. The operators beyond "=" are generally used for numeric and date value criteria. If you wish to search for a range of dates on a particular keyword, use the keyword twice, once with the greater than operator and one with the less than operator as shown below.



Archive Date

This search field allows you to search for documents stored within PerForma Enterprise on a specific date. The operator drop-down to the left of the date field controls how the date is used in your search criteria.

Executing Your Search

To complete your search and retrieve documents from Perform press the "Search" button at the bottom right of the search screen. When you execute a search, the criteria string used will appear above your document results set at the bottom of the page.

Filtering Results

The "Filter Results" button appears after you have executed your search and allows you to add additional search criteria to further refine your search. After executing the search, you can fill in additional search boxes and replace search criteria from the original search. Once you have entered the additional criteria, press the "Filter Results" button to execute the further refined search. You will notice the original search criteria will appear with the new criteria appended to the end of the string.

Clearing Search Criteria/Results

If at any point in your search you wish to clear your search criteria and results, press either the "Search" menu item or click on the PerForma Enterprise logo in the application banner.

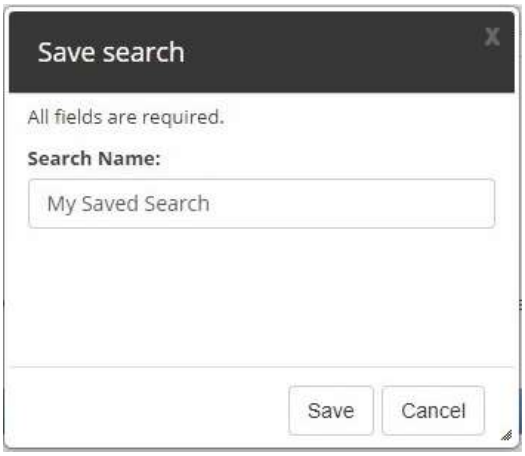
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Saving Your Searches

To save commonly used searches, enter the desired search criteria in the search screen, execute the search, and then press the “Save” button (floppy disk icon) in the bottom right of the search screen.



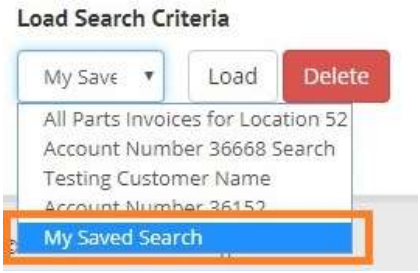
Enter the name of your saved search and press the “Save” button.



Your saved search will now be available in the “Load Search Criteria” drop-down list. Please note, you may need to refresh the list of items by pressing the “Search” menu item above.

Loading a Saved Search

To load a previously saved search, select the search from the “Load Search Criteria” drop-down list. After selecting the desired search, press the “Load” button to load and execute your search.





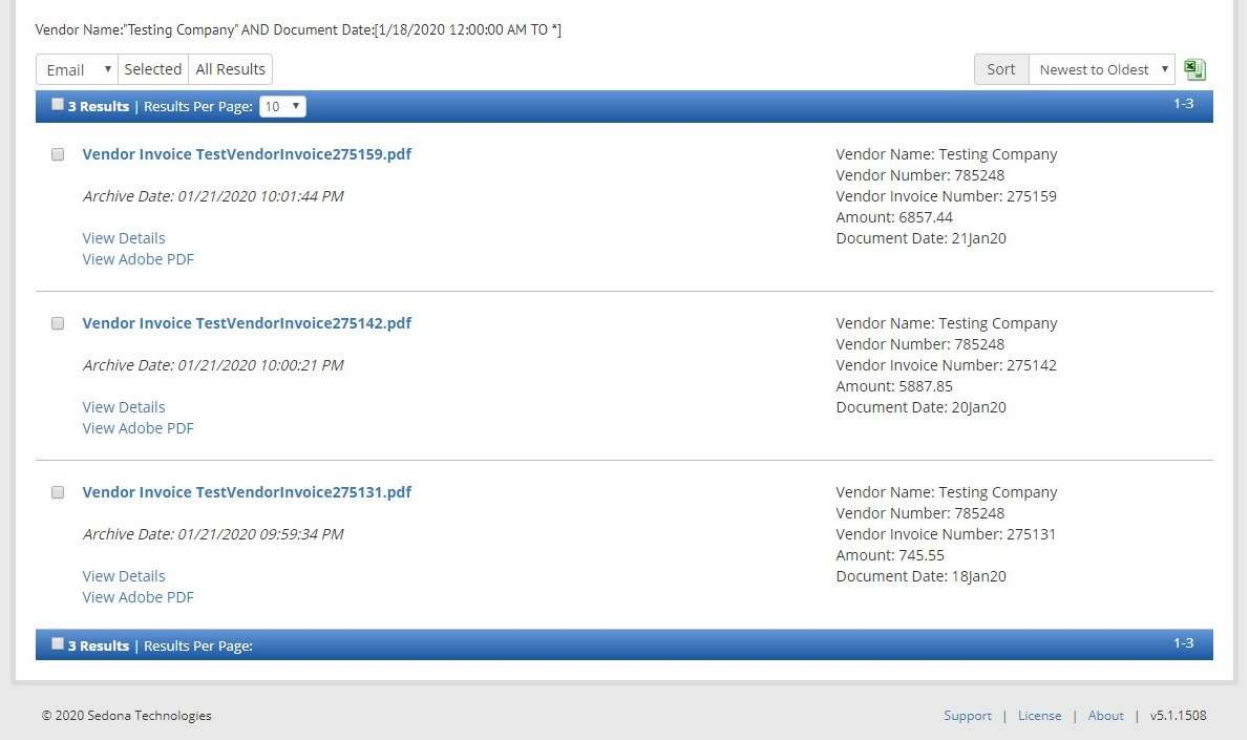
Deleting a Saved Search

To delete a saved search, select it from the “Load Search Criteria” drop-down list and press the “Delete” button.

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Search Results

Once you have executed your search the results will appear in the screen below. Documents may be retrieved, emailed, or downloaded depending upon your current need for those documents.



Navigating the Search Results

The total number of documents that meet your search criteria will appear in the top and bottom blue bars of the search results. In this example, we have found 3 documents that matched. To the right of the results is a list to select the number of results to display per page. This can control can be set at 10, 50, and 100 documents. When the number of search results exceeds the number of records displayed per page, a "Next" and "Back" arrow will appear on the right of both blue bars allowing you to page through your results.

Selecting Documents from the Results

To select a group of documents, click on the document's checkbox to the left side of the document name. You can then select an action from the drop-down list just above the first results bar. The actions you can select are:

- Email: Send an email with one or more documents in an email directly from the PerForma Enterprise application.
- Zip: Download one or more documents in a zip file to your workstation.
- Delete: Delete one or more documents in the results set. Please note that you will not be able to delete documents unless you are either a PerForma admin or have delete rights to the document type(s) in question.

To execute an action, press either the "Selected" or "All Results" button.

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Sorting the Search Results

Search results can be sorted in one of three ways:

- Newest to Oldest: Documents with the latest "Archive Date" will appear at the front of the results set.
- Oldest to Newest: Documents with the oldest "Archive Date" will appear at the front of the results set.
- Most Relevant: Documents will be weighted against the search criteria used and those that are weighted the highest will appear at the front of the results set.

Export Search Results to Excel

The metadata of the documents in your search result may be exported to a CSV file. Press the "Export to CSV" button (Excel Worksheet icon) at the top right of the results bar. Once the CSV file is compiled it will be automatically downloaded to your browser's default download folder.

Retrieving Documents

Documents can be downloaded individually by clicking on the name of the document itself. When you click on the name the document it will be downloaded to your browser's default download folder.

Viewing Document Details

There are two ways to view the details of a document, the first way being directly from within the results set. The document's keywords and values will appear on the right side of the results set. The second method is by clicking the "View Details" link. See the section "View Document Details Page" for more information.

Viewing Documents within the Browser

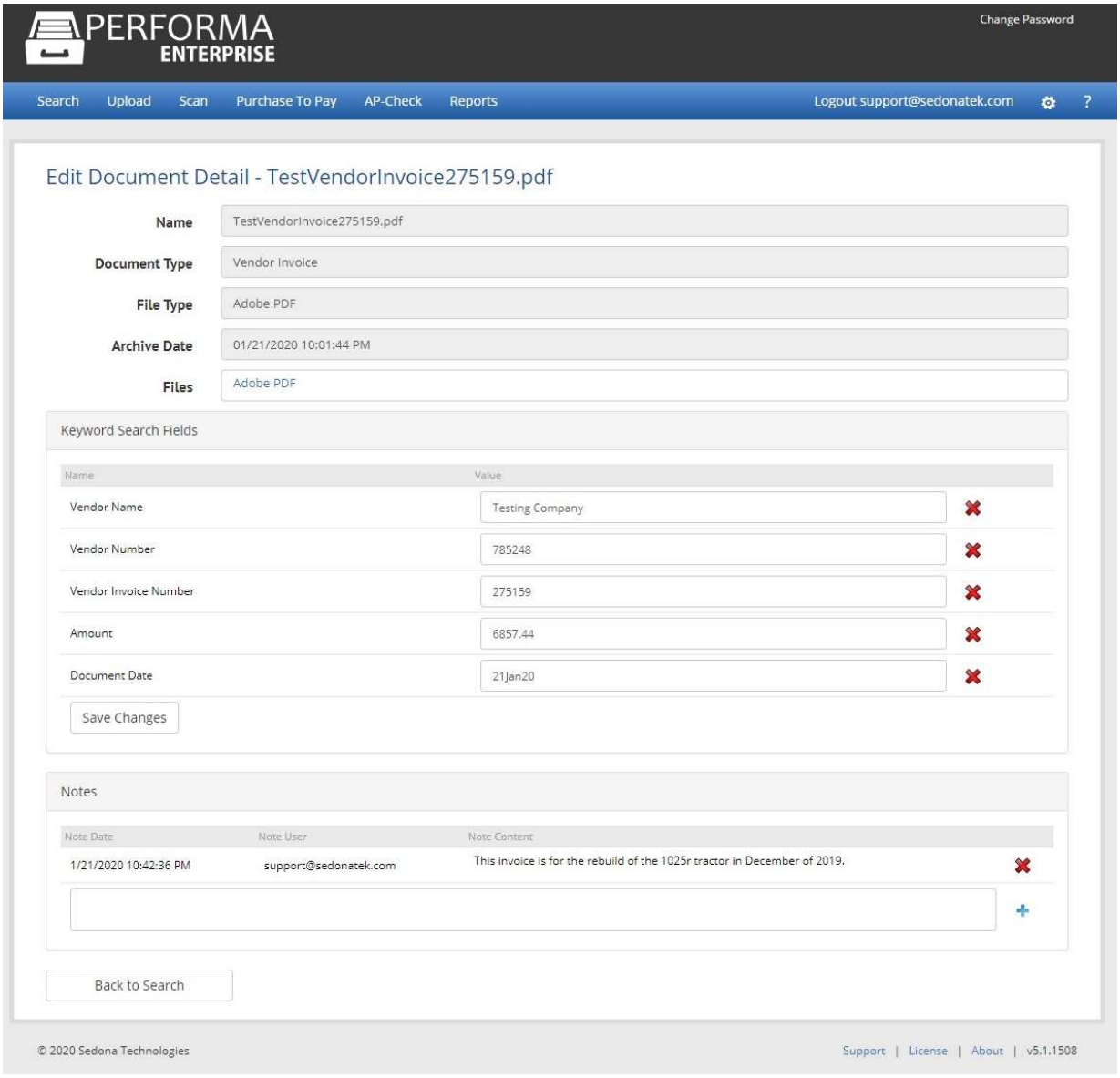
To view a document directly in the web browser, click on the link "View <Document Type>" below the "View Details" link. If your browser contains the necessary plug-in to view documents of the selected type, a new browser tab will be opened, and the document displayed. If your browser does not support the selected document type, the document will be downloaded to your browser's default download folder.

For document types such a PDF which may be supported by your web browser, you may have the ability to print the document directly from the browser without having to download it.

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View Document Details Page

To view the details of a document displayed in the search results, click on that document's "View Details" link.



The document details page will display the header information of a document such as the document type and file name. The keyword search fields will also be displayed and may be edited as necessary. You may also add a note to a document by entering a new note at the bottom of the page and pressing the "+" button next to the notes text box. The completed note will display the email address of the user that created the note and date the note was added.

To return back the current search results, press the "Back to Search" button at the bottom of the page.

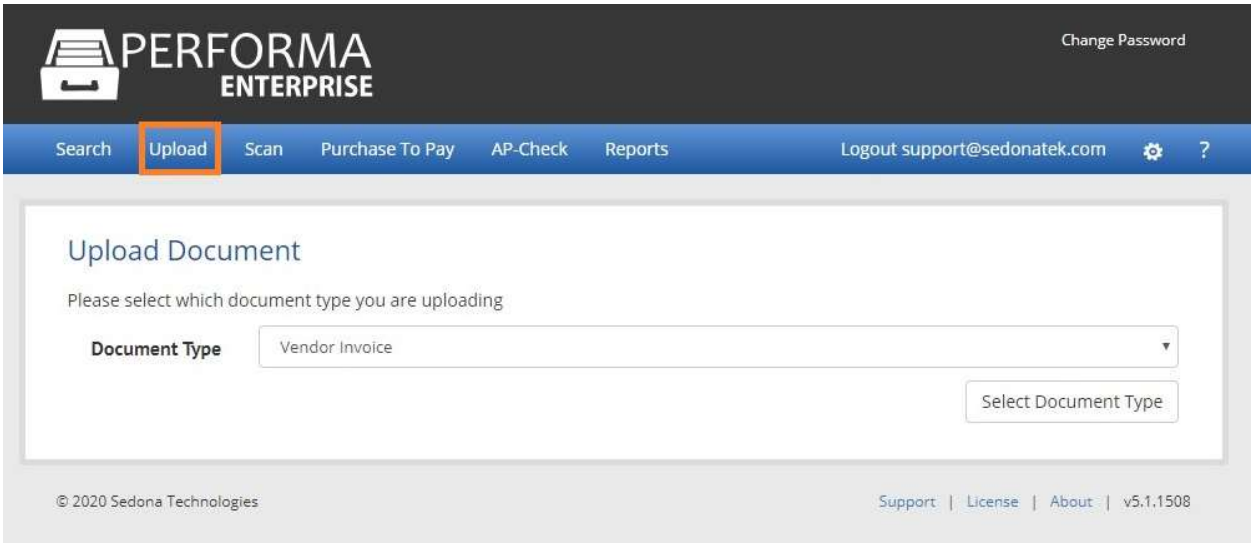
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Upload Documents

To upload documents into your PerForma Enterprise application select the “Upload” menu item in the top menu bar.

Select the Document Type

To upload a document, select the correct “Document Type” from the drop-down list. Once the correct type is selected, press the “Select Document Type” to start the upload process.

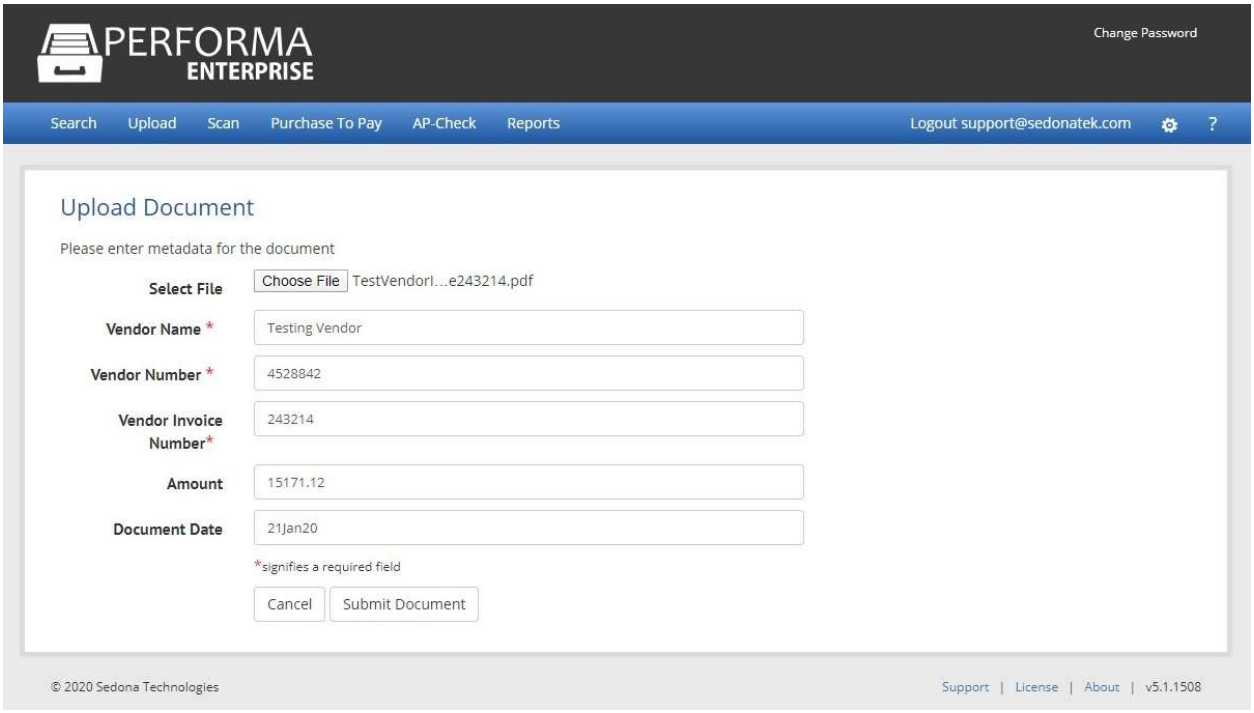


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Enter the Document Information

Once the document type has been selected, PerForma Enterprise will display the list of Keyword (Metadata) fields associated with that type. To select and upload the desired file to the application, press the “Choose File” button. This will open a new window that will allow you to find and select the file on your workstation. Once you have uploaded the file, enter the associated Keyword information in the fields provided. Required fields will be marked with a red asterisk (*).

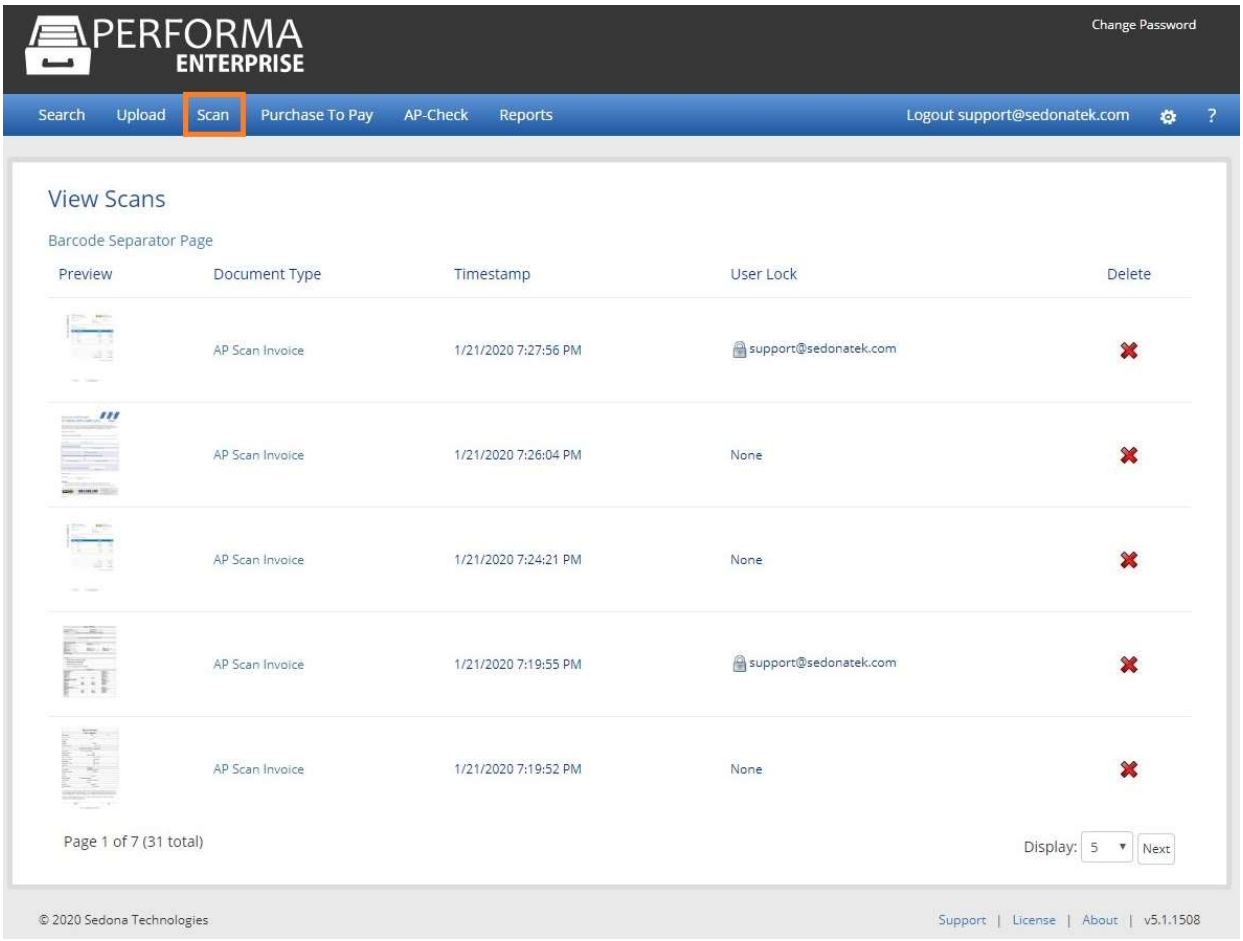
Once you have completed entering the required data, you may complete the upload process by pressing the “Submit Document” button. If at any point you wish to cancel the current upload and return to the document type selection, press the “Cancel” button.



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Scan Documents

Performa Enterprise provides functionality to process documents scanned by a networked copier, printer, or scanner. As scans are sent to PerForma Enterprise they are processed and then made available in the scan queue. In order to access the scan queue, select the “Scan” menu item in the top menu bar.



Scan Queue

The scan queue page displays the scan documents uploaded through your network capable scanner. These documents may be at various points of processing before their final upload into PerForma Enterprise.

Navigating the Scan Queue

The total number of scans in the queue will appear at the bottom of the list, and you can navigate through the backlog of scans by paging with the “Next” and “Back” buttons. Scans in the queue will appear with the newest scans sorted to the front of the queue. At the bottom of the list is the “Display” drop-down list which allows you to change the total number of scans appearing per page. Increasing this number will make it easier to review a large number of scans in the queue. Lastly, if you need to a barcode separator page for multi-page scans, use the “Barcode Separator Page” link at the top of the page.

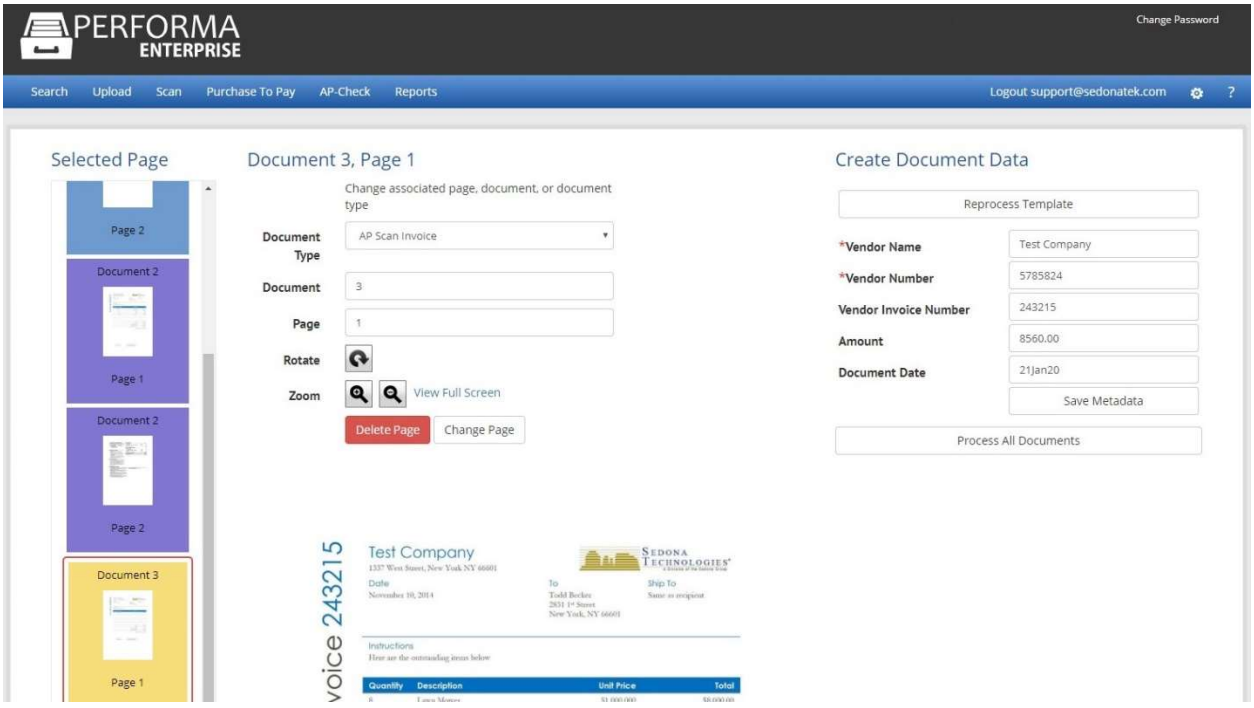
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Managing the Scan Queue

In the “Preview” column on the left side of the queue, a thumbnail image of the first page of the scanned document will appear. When you hover your mouse cursor over this image, a larger image of the first page will appear. The “Document Type” column displays the type assigned to the scan document and is set by the scan folder that was originally used to upload the scan. The document type is also a link that you may use to open and modify the scan document. The “Timestamp” column displays the last date and time the scan was processed by the PerForma Enterprise scan engine. After making changes to a scan document and sending it back to the engine for processing, the document will reappear with a new time and date processed. The “User Lock” column displays whether the scan is currently being processed by a user and by whom. If you are a scan queue administrator, you can unlock a scan in process by clicking on the padlock icon. Please use caution in unlocking documents as the user may still have the document open in another browser session. The delete button (“X”) allows you to delete unwanted scans in the queue.

Viewing a Scanned Document

To view a scanned document, select the link in the “Document Type” column of the scan you wish to process. Here multi-page scans can be broken into the proper number of documents and the document metadata (keywords) entered.



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Navigating Between Scan Pages

The “Selected Page” control on the left side of the page displays all of the pages in the selected scan. This control will also allow you to navigate from page to page. When multi-page scans are broken into multiple documents, the individual documents will appear with a separate color. The example above shows a multi-page scan with three distinct documents.

Setting Document and Page Information

In the center of the page, the current document number and page will appear at the top. Below is a drop-down list of document types, if the default document type of the scan directory the scan was loaded into is incorrect, you can change the type here. The document number and page number may also be specified in the “Document” and “Page” text boxes. These boxes will allow you to break down multi-page scans into individual documents. The “Rotate” control allows you to correct the scan image if for instance the pages were scanned in upside down. The “Zoom” controls will allow you to manipulate the image preview at the bottom of the page. The “View Full Screen” link will open a new browser tab to display the entire image. Changes you have made to the document type, document number, and image can be saved with by pressing the “Change Page” button. To remove unwanted pages from a scan, press the “Delete Page” button.

Entering Document Metadata

The metadata (keywords) of the selected document appear on the right-hand side of the scan view page. Required fields appear with a red asterisk “*” in front of the metadata name. Once you have entered the information, remember to save the values by pressing the “Save Metadata” button at the bottom of the fields.

Completing Scan Processing

To complete your work on a scan, have it parsed by the scan engine, and the individual documents loaded into the archive, press the “Process All Documents” button at the bottom right of the page. If for any reason you would like to send the scan back to the scan engine for reprocessing into the scan queue, press the “Reprocess Template” button.

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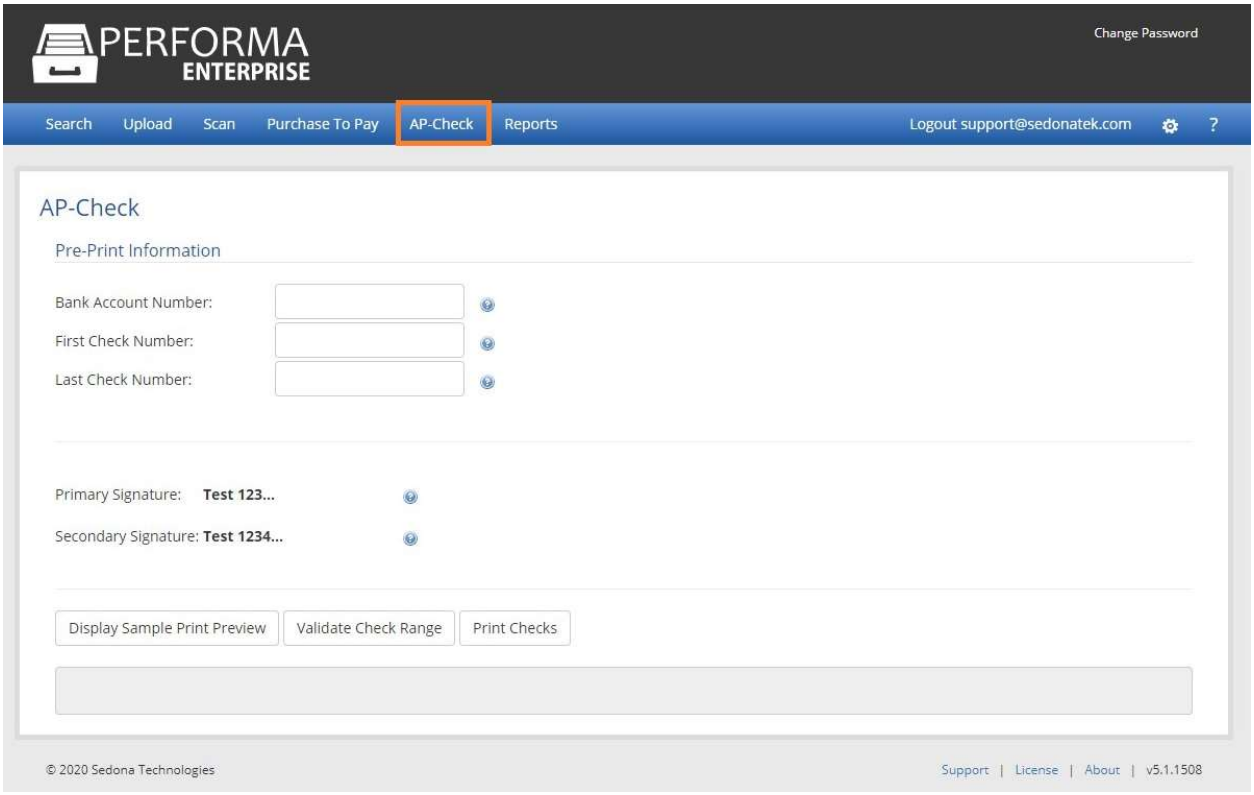
AP Check Printing

To create a set of pre-signed Accounts Payable checks, select the “AP-Check” link in the top menu bar.

Creating an AP Check Run

To start the process, you will need to create an AP check run within your EQUIP enterprise system. Once this document has been archived through the EQUIP connector you will be able to create your pre-signed check run.

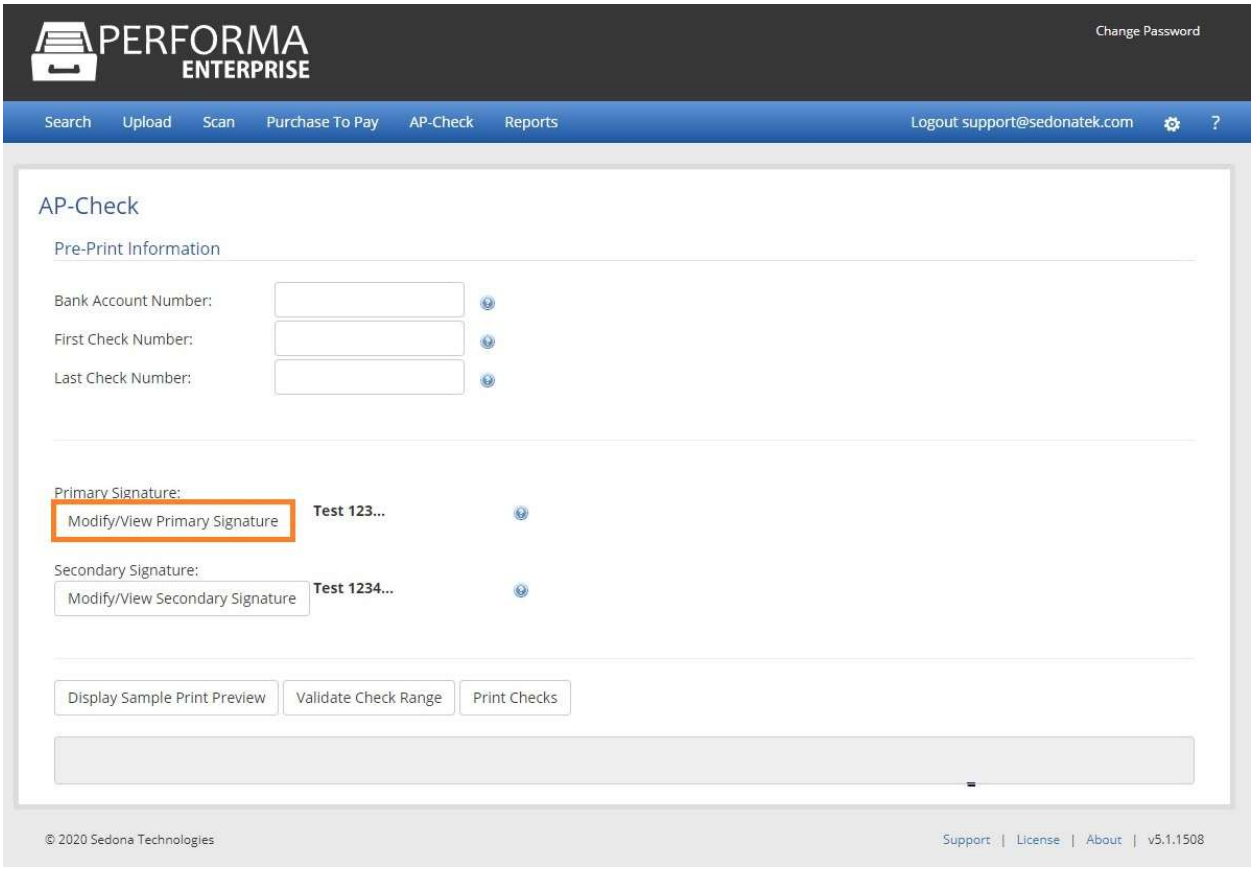
First enter the bank account number, first, and last check number in the run. To validate the check numbers against your EQUIP check printing document, press the “Validate Check Range”. To create the PerForma Enterprise check run document, press the “Print Checks” button. PerForma Enterprise will generate a PDF document that you can then download and print to your check-stock printer. If you need to view a sample of a signed check document, use the “Display Sample Print Preview” button.



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Modifying the Primary and Secondary Check Signatures

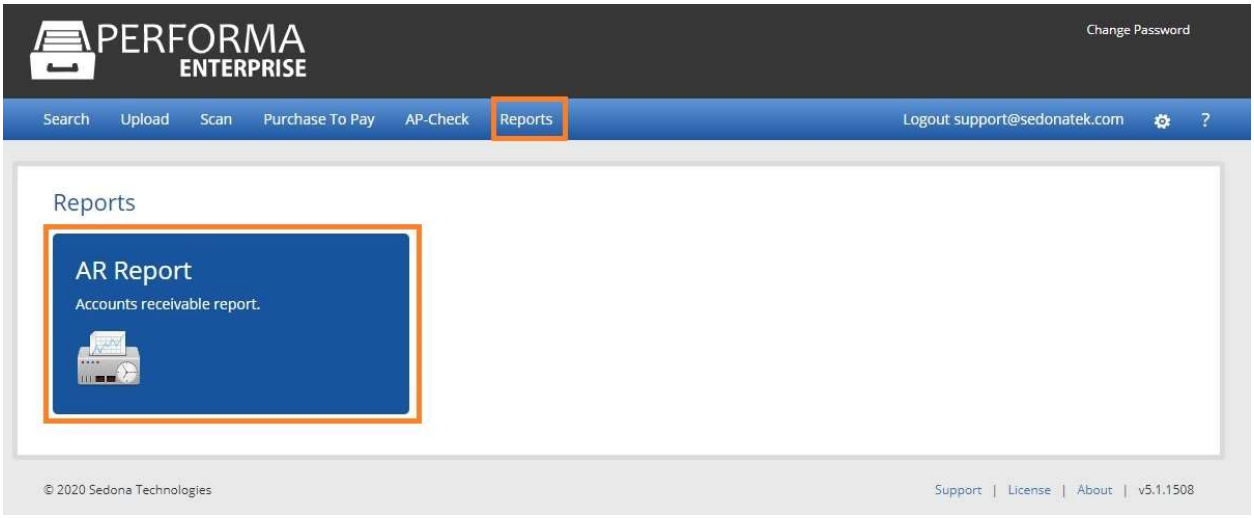
To make changes to the primary and secondary check signatures you will need to be in the “AP Check Admin” role. Users who are administrators will see an additional set of buttons (see screenshot below). To change a signature, press the View/Modify button of the signature in question, and from the pop-up window use the “Select” button to select the correct signature image. Press the “Save Changes” button when you are finished. If you wish to cancel this update, use the “Cancel” button at any time.



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AR Report

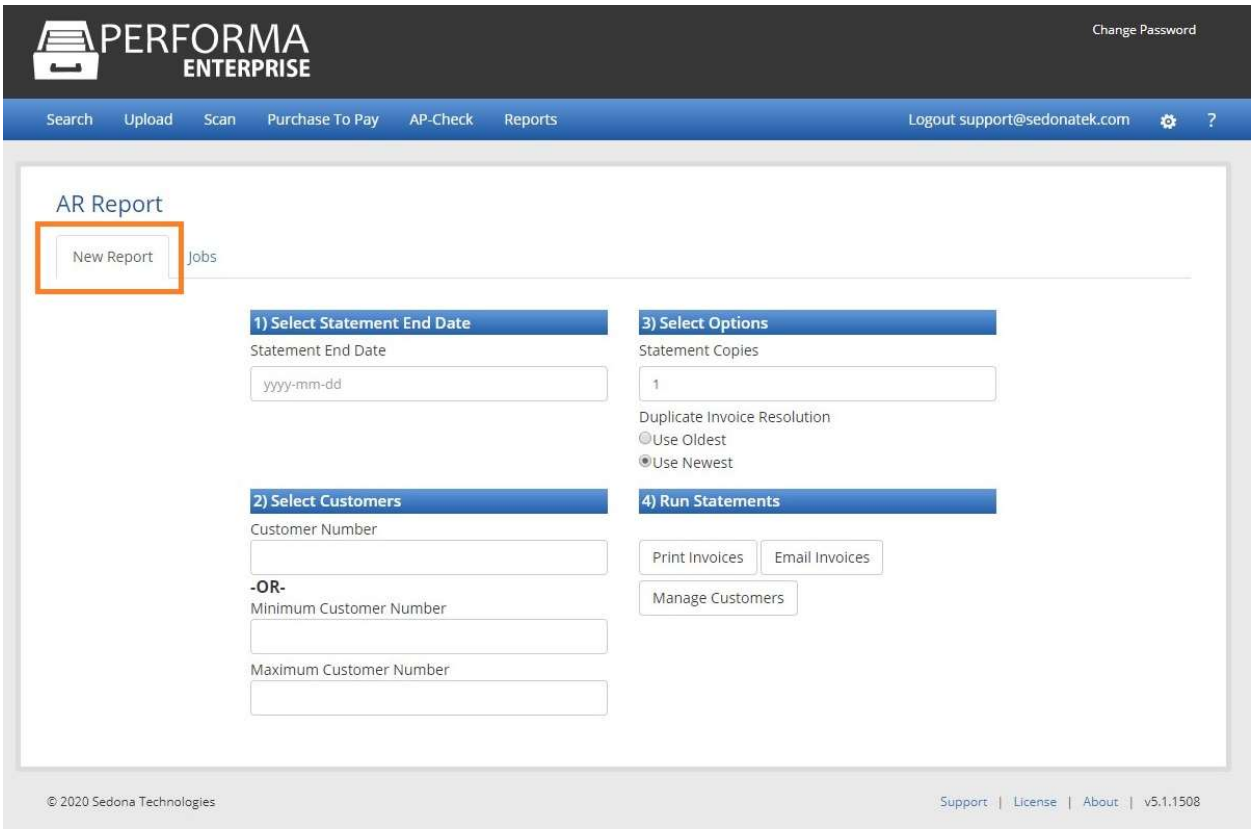
To create accounts receivable customer statements, select the “Reports” link in the top menu bar and then select the AR Report button.



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Create new AR Report Run

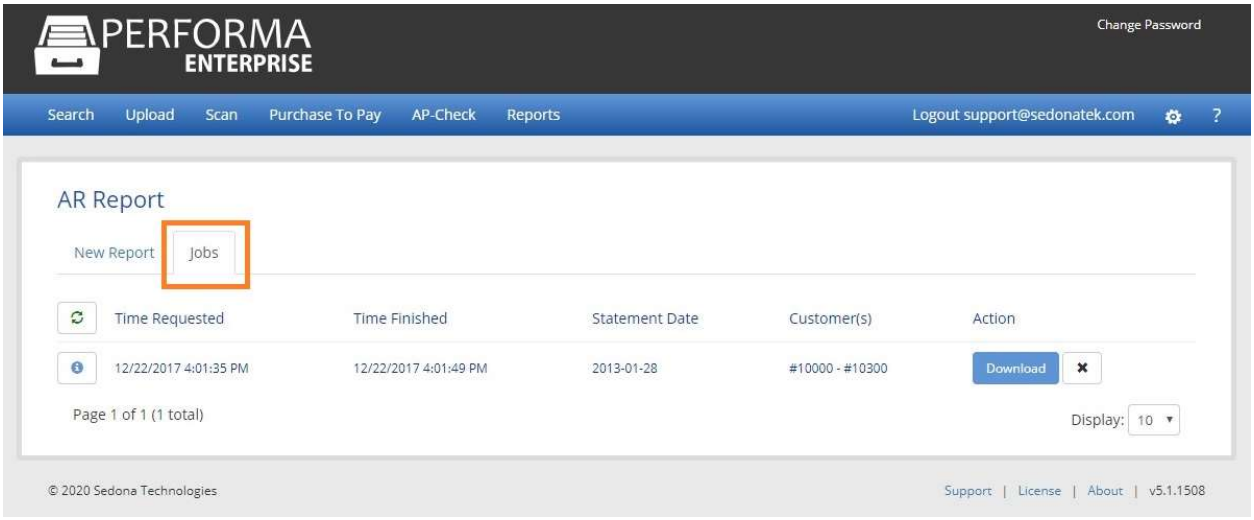
To create a new AR Report, first enter the statement end date in section “1) Select Statement End Date”. If you wish to run this statement for a single or selected group of customers, enter the information in section “2) Select Customers”. For single customer runs, enter the customer’s account number in the “Customer Number” field. For a group of customers, enter the first and last customer account numbers in the “Minimum” and “Maximum” customer account number fields. To create more than one statement per customer, enter the desired number of statements in the “Statement Copies” field in section “3) Select Options”. You will also need to select AR invoice copy to use in the statements. The “Use Newest” selection will use the newest copy of the AR invoices to be loaded through the EQUIP connector. The “Use Oldest” will use the first copy of the AR invoices. To create a printable PDF document with the AR statements, press the “Print Invoices” button in the section “4) Run Statements”. If you wish to email the statements directly from PerForma Enterprise, press the “Email Invoices” button. The email invoices function will only send statements to customers who have a valid email address entered into PerForma Enterprise (see Manage Customers for more information).



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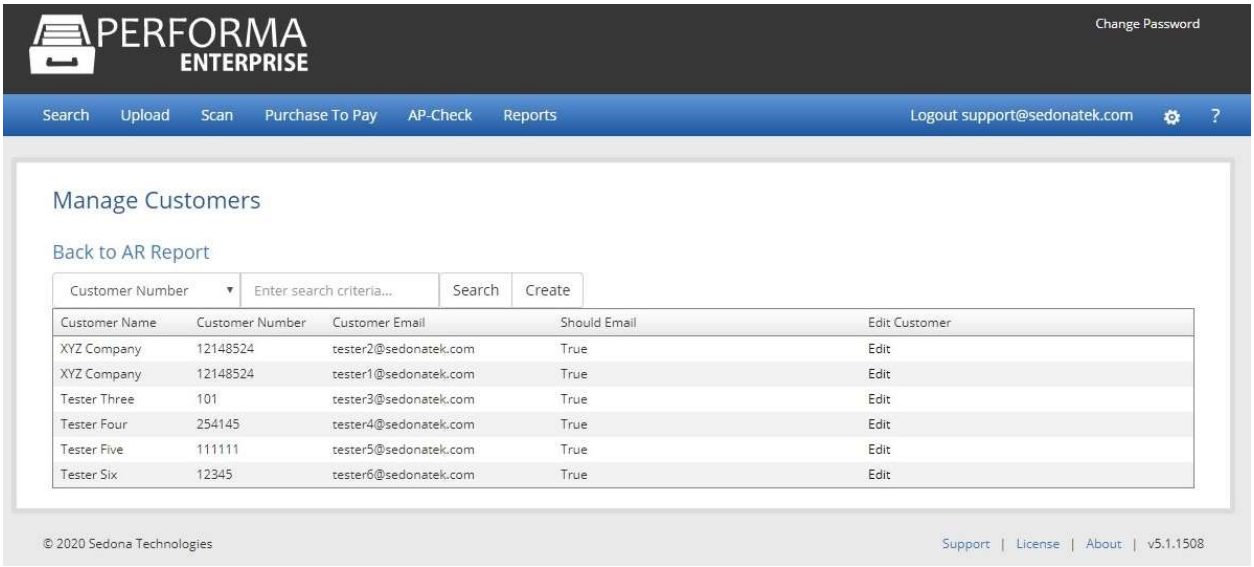
AR Report Jobs Queue

To review and retrieve your AR reports, select the “Jobs” tab just below the “AR Report” title. The jobs queue displays all current and previous AR reports and their status. To view information on an AR report, press the information button (round circle with an “i” in the center). To retrieve a completed AR report run for printing, click the “Download” button in the Action column on the far-right hand side of the jobs list. To view an AR report that was emailed to customers, press the “View Log” button in the Action column. To delete historical AR reports, press the delete button in the Action column.



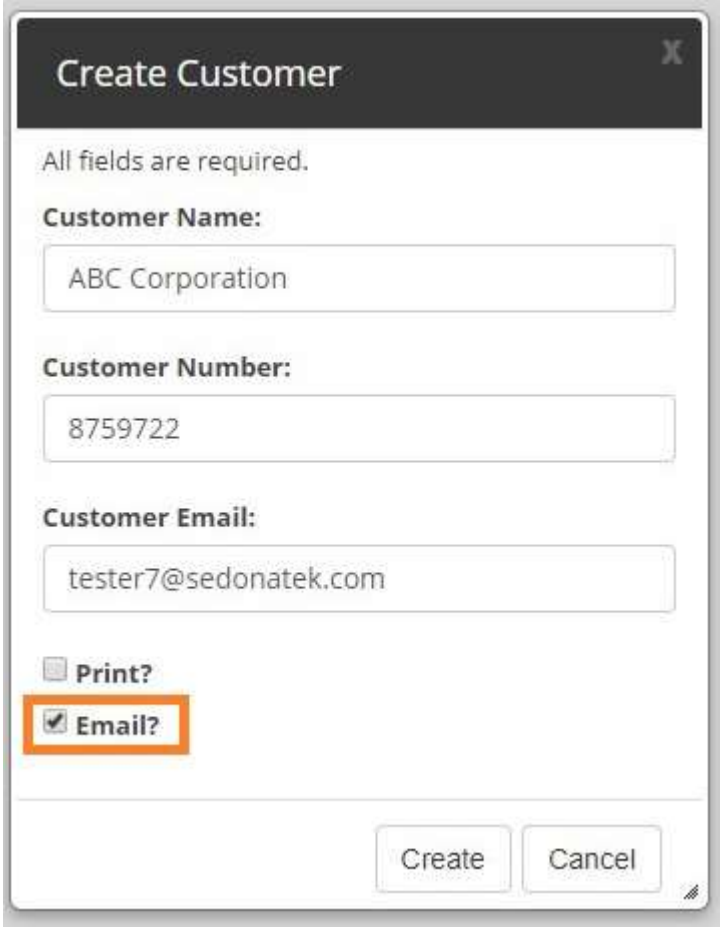
Manage Customers

To set-up your customers to receive statements via email, press the “Manage Customers” button in the section “4) Run Statements”. Customers that have already been set-up will appear in the list along with their email address and whether they should receive emailed or printed copies of their AR statements. Customers can be edited by selecting the “Edit” link at the far-right hand side of the listing.



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To create a new customer email profile, press the “Create” button at the top of the listing screen. Enter the name, account number, and email address. To activate the email profile, you will need to select the “Email?” checkbox. If you would like for this customer to receive both emailed and printed copies, select the “Print?” checkbox as well. Please note that **ALL** customers are set-up for printing by default, and you do not need to manage print only customers.



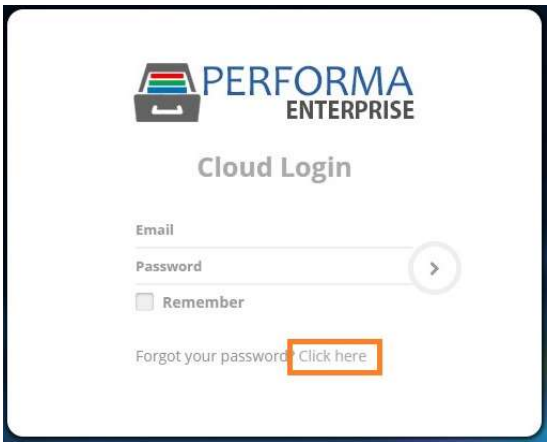
Important note: If your customer would like to receive emails at more than one address, just create an additional customer profile with the same name and account number, and the second email address.

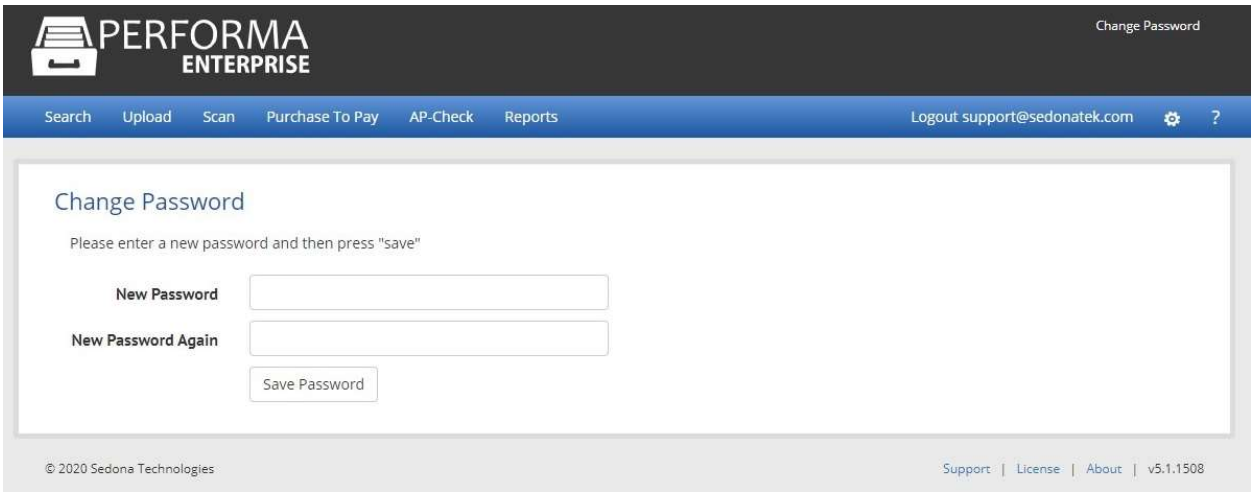
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Managing Your Password

Change Password

To change your current password, click on the “Change Password” link at the upper right side of the application banner. Enter a new password in the “New Password” box and then confirm your new password in the “New Password Again” box. Press “Save Password” to complete updating your password.

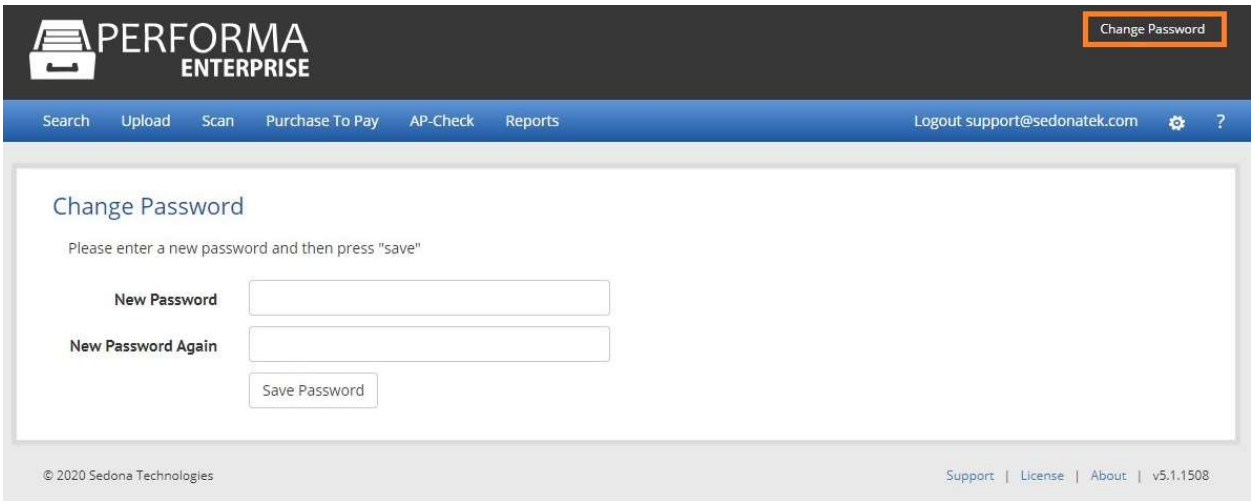




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Forgot Password

If you have forgotten your password, you can reset it using the forgot password link on the login screen. Open a browser window and navigate to your PerForma Enterprise application. Click the link “Click Here” next to “Forgot your password?”. Enter your email address and press “Email Link”. You should receive an email shortly with a link to reset your password.



If you don’t receive the email, please contact your administrator to determine if you have access to the application.

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