**IDOCUMENTS INSTALLATION PRE-REQUISITES AND HANDOVER DOCUMENT**

Customer: [Customer]

Version Number: 1.0

Document Date: 1 May 2018

Synantix order reference:

# VERSION CONTROL

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Produced by** | **Details** |
| 1 May 2018 | 1.0 | Synantix | Prepared for completion by [Customer] |
|  |  |  |  |
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# SECTION 1 – iDocuments installation pre-requisites

# Introduction

The purpose of this document is to assist with the smooth installation and handover of your iDocuments system. It provides detailed technical information for iDocuments installation for [Customer].

There are three sections to this document:

* Section 1 – this is initially completed by Synantix and sent to [Customer] for completion.
* Section 2 – is completed by [Customer]. Once Synantix has received responses from [Customer] then installation can be scheduled. **It is important that you fully complete and return this document to us at least 5 working days before scheduled installation so that we can carry out pre-installation checks.**
* Section 3 – will be completed by Synantix following completion of the installation of iDocuments on [Customer] environment.

If you have any queries concerning the contents of this document email [support@synantix.com](mailto:support@synantix.com)

# iDocuments modules and applications purchased by [Customer]

The following iDocuments application modules have been purchased and will be installed on [Customer] environment as described in this document:

|  |  |
| --- | --- |
| **Application** | **Licenses** |
| iDocuments Purchasing | 100 named users/Not purchased |
| iDocuments Expenses | 100 named users/Not purchased |
| iDocuments Time | 100 named users/Not purchased |
| iDocuments Sales | 100 named users/Not purchased |
| iDocuments Employee Self Service | 100 named users/Not purchased |
| iDocuments Absence Management | 100 named users/Not purchased |
| iDocuments Mail box scanner | 1 company license/Not purchased |
| iDocuments Capture | 1 server license/Not purchased |
| iDocuments apps for iPhone iOS and Android | Required/Not required |

# iDocuments implementation checklist

The table below provides a basic checklist with responsibilities for this iDocuments implementation.

|  | **TASK** | **WHO** |
| --- | --- | --- |
| **1.0** | **DESIGN** |  |
| 1.1 | System Design Document | [Partner] |
| 1.2 | System Design Document sign-off | [Partner]/  [Customer] |
| **2.0** | **INSTALLATION** |  |
| 2.1 | Complete this document and ensure installation pre-requisites detailed in this document and iDocuments Technical Specification are met and the environment is ready for iDocuments installation.  **Please return the completed document at least 5 working days in advance of the scheduled installation in order that pre-install checks can be carried out.** | [Partner]/  [Customer] |
| 2.2 | iDocuments pre-installation checks **5 working days** before scheduled installation. | Synantix |
| 2.3 | iDocuments software installation and upgrade | Synantix |
| **2.0** | **CONFIGURATION** |  |
| 2.1 | Configuration – users, roles, groups, workflows etc. | [Partner] |
| 2.2 | Non-standard document templates (PO/Sales Invoice/Credit Note) | Synantix |
| **3.0** | **USER ACCEPTANCE TESTING** |  |
| 3.1 | Handover configured system to client | [Partner] |
| 3.2 | System Administration Training | [Partner] |
| 3.3 | User Acceptance Testing | [Customer] |
| **4.0** | **SIGN-OFF** |  |
| 4.1 | System readiness audit | [Partner] |
| 4.2 | User Acceptance Testing sign-off | [Partner]/  [Customer] |
| **5.0** | **TRANSITION** |  |
| 5.1 | Update users, groups, workflows etc. before live operation | [Partner]/  [Customer] |
| 5.2 | Prepare production system for live | Synantix |
| **6.0** | **PRODUCTION** |  |
| 6.2 | Handover to [Partner] Support | [Partner] |

# Important documents relating to iDocuments installation

[Customer] should also refer to the following related important documents.

* iDocuments Technical Specification. This document contains latest technical information and pre-requisites for iDocuments and is available online [www.idocuments.co.uk/technical](http://www.idocuments.co.uk/technical)
* System Design Document. This document contains information of the application configuration and configuration.

# Software installation pre-requisites

Various applications are required to install iDocuments and prepare the system for ongoing support once [Customer] is using the system in production. The applications used are listed below:

* **WinRar/WinZip** – One or both are installed for compression of the initial software download.
* **TortoiseSVN** – this is source code plugin and is used to download patch releases and new functionality to your iDocuments system. This product is installed under the GNU GPL (General Public Licence Agreement) and more information can be found <http://tortoisesvn.net/docs/release/TortoiseSVN_en/tsvn-preface-source.html> and <https://tldrlegal.com/license/gnu-general-public-license-v2>

# 

# SECTION 2 – [Customer] environment details

The information in this section should be completed by [Customer] and returned to Synantix in order that Synantix can review and verify the information before scheduling installation. This information is required by Synantix at least 5 working days in advance of the planned installation.

# [Customer] contacts

Please provide details of the individuals Synantix should contact if we have any questions.

|  |  |
| --- | --- |
| **Project Manager** | Name:  Email:  Telephone: |

|  |  |
| --- | --- |
| **Technical Contact** | Name:  Email:  Telephone: |

# Pre-Installation checklist

|  |  |
| --- | --- |
| [Customer] has reviewed iDocuments Technical Specification [www.idocuments.co.uk/technical](http://www.idocuments.co.uk/technical) and [Customer] has no outstanding questions or issues with requirements specified in that document. | Yes/No\* |
| [Customer] intends to have test and live systems and the details for these are specified below. | Yes/No\* |
| Windows AD account required for iDocuments login. | Yes/No\* |

\* Delete as appropriate

# Installation pre-requisites

The iDocuments Technical specification [www.idocuments.co.uk/technical](http://www.idocuments.co.uk/technical) defines system environment and pre-requisites. Particular reference should be given to these sections.

|  |  |  |
| --- | --- | --- |
| **Section** | **Title** | **Reviewed** |
| 4. | Requirements for installation and ongoing support | Yes/No\* |
| 7. | Test and Live Environments | Yes/No\* |
| 13. | Installation – information to be supplied by the customer | Yes/No\* |
| 14. | Server Prerequisites | Yes/No\* |
| 15. | Supported Server Operating Systems | Yes/No\* |
| 16. | Supported Server Databases | Yes/No\* |
| 17. | Minimum Server Hardware Requirements | Yes/No\* |
| 20. | Microsoft Exchange Email Integration Requirements | Yes/No\* |
| 30. | MS Windows User Authentication/Active Directory | Yes/No\* |
| 32. | iDocuments iPhone app – Expenses, Timesheets and Approvals | Yes/No\* |
| 33. | Integration with ERP/Finance Systems | Yes/No\* |

\* Delete as appropriate

# Network Connection details

Network access details for installation and ongoing support.

|  |  |
| --- | --- |
| Type (VPN, Citrix, etc.….) |  |
| Host name, IP, port, address, etc.… |  |
| Domain name |  |
| User name |  |
| Password |  |
| If applicable, required certificates |  |
| If applicable, required configuration files |  |

# Microsoft IIS Server details

Details where iDocuments application server resides.

|  |  |  |
| --- | --- | --- |
| **Information** | **LIVE Environment** | **TEST Environment** |
| RDP access enabled |  |  |
| Host name, IP, port, address, etc.… |  |  |
| Domain name |  |  |
| User name |  |  |
| Password |  |  |
| Allow for local admin rights |  |  |
| Enable the ability for downloads from FTP site |  |  |
| Install SAP B1 for data synchronisation |  |  |

# Microsoft SQL Server details

Microsoft SQL server information where iDocuments database resides.

|  |  |  |
| --- | --- | --- |
| **Information** | **LIVE Environment** | **TEST Environment** |
| Please can we have RDP access enabled |  |  |
| Host name, IP, port, address, etc.… |  |  |
| Domain name |  |  |
| User name |  |  |
| Password |  |  |
| Allow for local admin rights |  |  |
| Enable downloads from FTP site |  |  |
| Microsoft SQL Management Studio installed |  |  |

# SAP Business One

Information describing where and how these databases are managed. Repeat details for each company.

|  |  |  |
| --- | --- | --- |
| **Information** | **LIVE Environment** | **TEST Environment** |
| SAP Business One version |  |  |
| SAP is MS SQL or HANA |  |  |
| SQL Version (2012, 2014 etc.….) |  |  |
| Instance name |  |  |
| Database name |  |  |
| Database Username |  |  |
| Database Password |  |  |
| Grant DB Owner access |  |  |
| Company Name |  |  |
| Interface username (licenced user account) |  |  |
| Interface password (licenced user account) |  |  |

# Database management

Information describing where the iDocuments Microsoft SQL databases are located and how they are managed.

|  |  |  |
| --- | --- | --- |
| **Information** | **LIVE Environment** | **TEST Environment** |
| Instance name |  |  |
| Username |  |  |
| Password |  |  |
| Grant DB Owner access |  |  |
| Location for backups to be taken and restored from |  |  |
| Name of iDocuments database | iDocuments | iDocuments\_TEST |

# Microsoft Windows Task Scheduler

Information describing how scheduled tasks should be run.

|  |  |  |
| --- | --- | --- |
| **Information** | **LIVE Environment** | **TEST Environment** |
| Grant iDocuments account authority to create scheduled tasks on the Microsoft IIS server |  |  |
| As standard tasks will be scheduled to run under the NT\SYSTEM account where possible. If not, local account will be used so disable any password policy settings |  |  |

# Document repositories

Details where documents will be stored.

|  |  |  |
| --- | --- | --- |
| **Information** | **LIVE Environment** | **TEST Environment** |
| Share location path |  |  |
| Applicable accounts have read-write access to the root folder and all sub directories |  |  |
| Authorise iDocuments account to create sub directories |  |  |

# Email configuration

Email configuration details for sending email alerts and notification.

|  |  |
| --- | --- |
| SMTP host address |  |
| Port number |  |
| Email address |  |
| User name (if required) |  |
| Password (if required) |  |
| Does it require SSL? |  |

# Mail box scanner

This is for receiving PDF invoices attached to emails from suppliers. This is an optional module and only applies if this has been purchased.

|  |  |
| --- | --- |
| Software (Exchange 2010, 2010 SP1, 2013, Google Mail) |  |
| Host address |  |
| Port (if applicable) |  |
| SSL required? |  |
| Email address (1 per company) |  |
| User name (per email address) |  |
| Password (per email address) |  |
| Email address for issuing error reports (per company) |  |

# iDocuments Capture

iDocuments Capture details for scanner supplier invoices. This is an optional module and only applies if this has been purchased.

|  |  |
| --- | --- |
| iDocuments Software licence | Provided by Synantix |
| Physical scanner for “scan to email” should be capable of scanner at a suitable resolution of around 300dpi and should be the correct way up, inline and without hand-written notes or creases – if this is likely to be used |  |
| The system can be configured to ignore internal emails with an exception of up to 3 internal addresses – indicate if this is a requirement and if there are any exceptions (e.g., “Scan to Email” from scanners may come from [no-reply@domain.com](mailto:no-reply@domain.com) and you may have 2 users that manually scan the paper copies and email them) |  |

# Mobile apps

If you are implementing iDocuments apps for iPhone iOS and Android provide information below.

|  |  |
| --- | --- |
| **Item** | **Details** |
| Please review relevant section in the iDocuments Technical Specification [www.idocuments.co.uk/technical](http://www.idocuments.co.uk/technical) | Yes/No |
| URL to be used |  |
| Port to be used |  |
| Certificate name |  |

# Further information

Any further information including details of IT or security policies that [Customer] requires Synantix to be aware of or instructions relating to this installation.

|  |
| --- |
| **Details below.** |
|  |

# SECTION 3 – iDocuments installation confirmation

# iDocuments installation details

Information in this document is based on the installation date below and information provided by [Customer] in Section 2 above.

|  |  |
| --- | --- |
| **Installation Date** | To be completed by Synantix |
| **Version Installed** | To be completed by Synantix |

# iDocuments URL

The iDocuments system is accessed via the following URLs:

Live system URL: To be completed by Synantix

Test system URL: To be completed by Synantix

iDocuments System Administrator User Name: Admin

iDocuments System Administrator Password: admin

# Microsoft Windows Scheduled Tasks

The following Microsoft Windows Tasks have been scheduled

* Emailer *for daily or weekly email reminders* **(Live/Test)**
* IDocuments mailbox scanner *for extracting PDF invoices from emails* **(Live/Test)**
* IDocuments Capture OCR console *for scanning of invoices for data extraction* **(Live/Test)**
* Scanned Invoices *to import PDF invoices when not using OCR* **(Live/Test)**
* IDocuments SAP Engine *to sync between SAP Business One and iDocuments* **(Live/Test)**
* IDocuments Data Connector *sync between SAP Business One and iDocuments* **(Live/Test)**