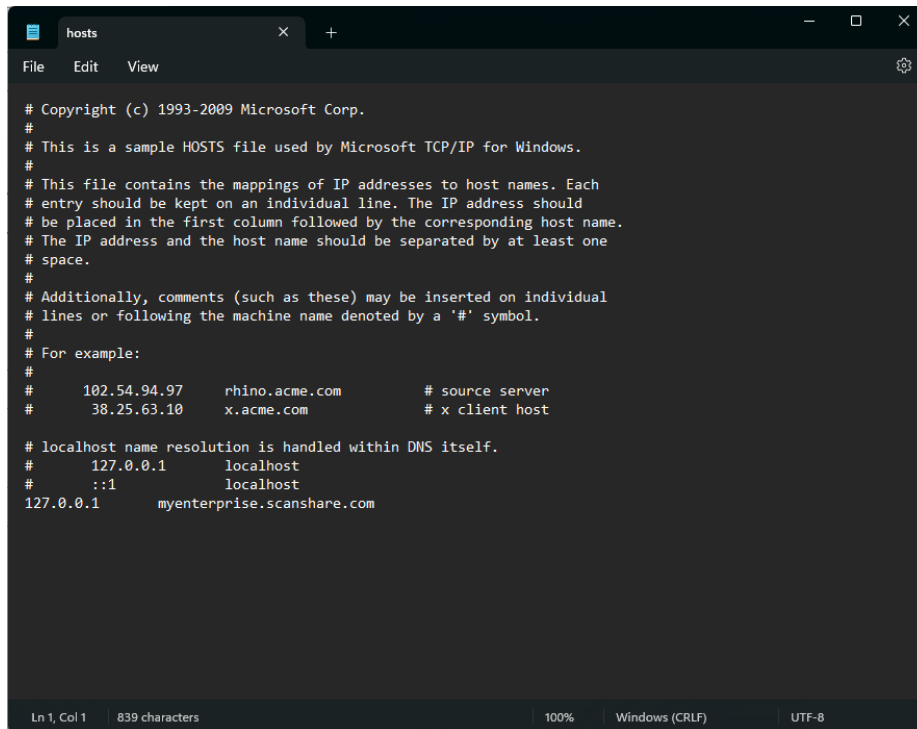


How to Configure netDocuments Connector

This document outlines the netDocuments connector in Scanshare. In order to authenticate with netDocuments, you will need to add myenterprise.scanshare.com to the local computer's Hosts file (C:\Windows\System32\drivers\etc) using the loopback address (127.0.0.1). You will need to run Notepad as administrator and open the Hosts file with Notepad by navigating to C:\Windows\System32\drivers\etc.

Your edited Hosts file should look similar to this:



```
# Copyright (c) 1993-2009 Microsoft Corp.
#
# This is a sample HOSTS file used by Microsoft TCP/IP for Windows.
#
# This file contains the mappings of IP addresses to host names. Each
# entry should be kept on an individual line. The IP address should
# be placed in the first column followed by the corresponding host name.
# The IP address and the host name should be separated by at least one
# space.
#
# Additionally, comments (such as these) may be inserted on individual
# lines or following the machine name denoted by a '#' symbol.
#
# For example:
#
#       102.54.94.97     rhino.acme.com   # source server
#       38.25.63.10    x.acme.com       # x client host

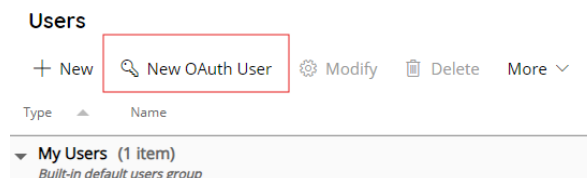
# localhost name resolution is handled within DNS itself.
#   127.0.0.1          localhost
#   ::1                localhost
127.0.0.1             myenterprise.scanshare.com
```

Save and close the Hosts file.

Now log out of any instance of Scanshare you might be logged into and navigate to <https://myenterprise.scanshare.com:60440>

Log in as Admin user and navigate to the Users page inside the Scanshare Admin Console.

Click “New OAuth User” at the top of the page.



How to Configure netDocuments Connector

Select NetDocuments from the “Type” list

Enter a valid NetDocuments user email address and assign the user a PIN

New OAuth User -

OAuth

OAuth

Group

My Users

Type

NetDocuments

Link to user

[+]

Username

rusty.sexton@acd-inc.com

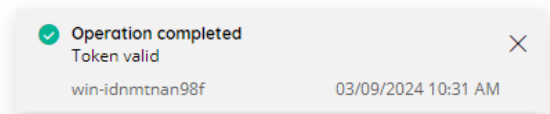
PIN

....

Click “Authorize” at the bottom of the page and then authenticate with the provided NetDocuments credentials.

Once you have successfully authenticated and registered the OAuth User, you are ready to configure the NetDocuments connector.

You will see Operation Completed / Token Valid in the upper right corner when finished successfully.



How to Configure netDocuments Connector

When configuring the connector, you will use OAuth credentials that were created in the previous steps.

NetDocuments

General

Output Profiles

Username
rusty.sexton@acd-inc.com %

Pin
**** %

Check login

Cabinet
%NETDOCUMENTS_CABINET% %

Refresh

Cabinet attributes

Folder
%NETDOCUMENTS_FOLDER% %

Browse folders

Filename
%FILE_NAME% %

Save Cancel

Cabinets are top-level containers for Folders. Documents cannot be uploaded into a Cabinet, they must be uploaded into Folders.

Cabinet Attributes are metadata tags associated with the documents in the Cabinet. You can align variables or static text with these Attributes.

When a Cabinet is selected, you can Browse Folders inside that Cabinet.