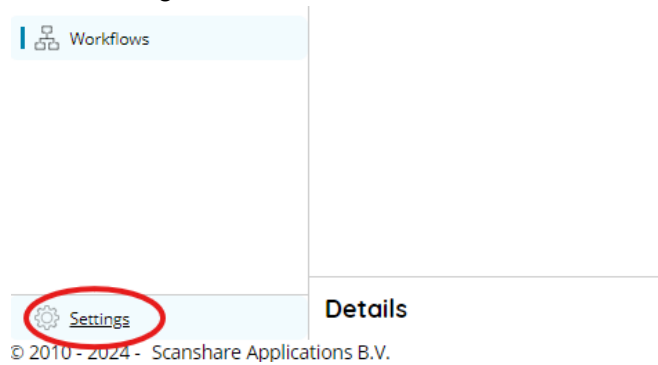


## How to Configure the SharePoint Connector

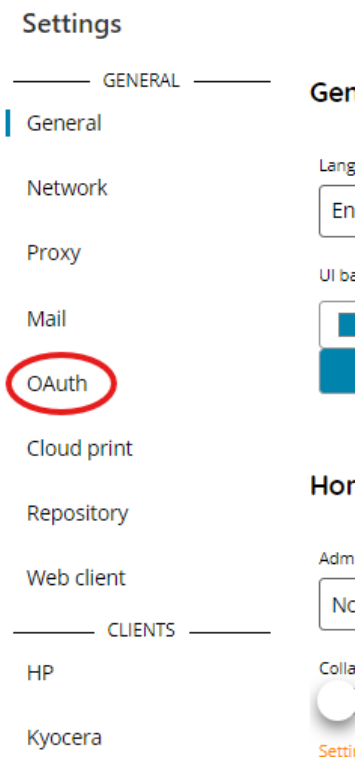
If you are using OAuth for authentication, be sure that you have edited the [Scanshare server's Hosts file](#) and registered the OAuth user account.

You will need to access Scanshare from <https://myenterprise.scanshare.com:60441> in order to use OAuth services or you can enable the Cloud OAuth Service by opening the Settings menu from the lower left corner of Scanshare and then select OAuth and click the slider to enable Cloud Service (See below).

Click Settings in the lower-left corner.

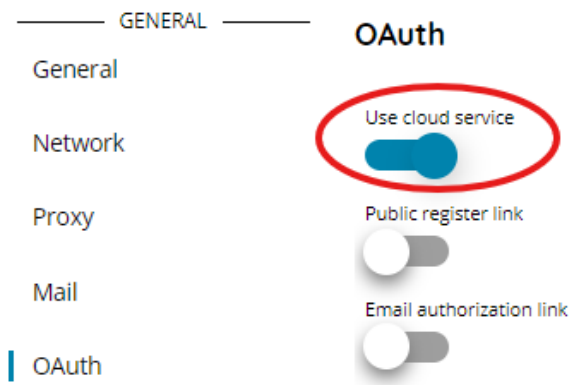


Then click OAuth from the Settings Menu



## How to Configure the SharePoint Connector

Then toggle the “Use cloud service” slider to the On position.



Click Save at the bottom to commit your changes.

## Configuring the Sharepoint Module

When configuring the SharePoint connector, you will need the following piece of information:

- **SharePoint URL**
  - You can copy and paste the URL from a browser
- **Username**
- **Password or OAuth PIN**
  - Do not use both
- **SharePoint Library**
  - Any Library Properties that may apply to uploads
- **SharePoint Folder**
  - Static or Dynamic Path
- **File Naming Convention**

The first step would be to add the SharePoint URL and toggle the Office 365 slider if the URL is an Office 365 url. Local SharePoint servers can also be integrated with, the URL will just have a local server name or IP Address corresponding to the server running SharePoint locally. Additionally, the end user's SharePoint might require **Federation**; this is only required in certain locally hosted instances of SharePoint. Federation is on by default when Office 365 is selected.

## How to Configure the SharePoint Connector

### Sharepoint

General

Output Profiles

### General

Sharepoint Site address

Office 365



Federation



## How to Configure the SharePoint Connector

Next, if you are choosing to use a static path in the connector, click the “Refresh” button below List/Library to query available Lists or Libraries.

List / Library

Documents
▼
%

Refresh

List / Library Properties

The **List/Library Properties** button opens a window where you can align Scanshare process variables with column headers inside Sharepoint. You can select the variables by clicking the percentage sign to the right of the “Value” field.

**List / Library Properties** 22 elements ↻

Name	Value
EndCustomer	%END_CUSTOMER%
FileLeafRef	
Invoice	%INV_NO%
InvoiceDate	%INV_DATE%
InvoiceDueDate	%INV_DUE_DATE%
InvoiceTotal	%INV_TOTAL%
MetaInfo	
Order	
PONumber	%PO_NUM%
Preview	
TemplateUrl	
Title	
Vendor	%VENDOR_NAME%

Save
Cancel

After making necessary changes, pres Save at the bottom to commit your changes to the Sharepoint Module.

Online Help for the SharePoint Connector:

<https://help.scanshare.com/home/connectors/connectors-sharepoint/>