

RICOH

Smart Integration

AFAS HR

User Guide

RICOH
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1. Preface

This guide provides the details on how to use RICOH Smart Integration Package for AFAS HR on Ricoh Multifunction printers (MFPs). The below illustration is a high-level flow chart for users to start using applications.



Prerequisites

- User registration by the administrator of your tenant is required. (For administrator please refer to the “RICOH Smart Integration Admin Guide”)
- The AFAS administrator needs to upload the AFAS get connectors.

About This Guide

This guide is divided into following primary sections:

- **Introduction**
This section provides a short explanation of the features of the package.
- **Getting started (Step 1 – Step 3)**
This section describes how to activate your account and how to upload the AFAS get connectors.
- **Configuring applications & default values (Step 4)**
This section contains step-by-step instructions on how to configure settings related to the apps in this package.
- **Operation of AFAS HR application (Step 5)**
This section contains step-by-step instructions on how to operate the apps in this package.
- **Appendix**
Product limitations, etc.

Note: the operation panel screenshot images and User Site images, provided in this document are for illustrative purposes only. They do not reflect the exact image as displayed on the MFP.

2. Introduction


What is RICOH Smart Integration?

RICOH Smart Integration is a platform which provides cloud-based apps and workflow integration. It connects your MFP to external cloud services, thus enabling you to work smarter and increase productivity.

What is RICOH Smart Integration Package for AFAS HR?

RICOH Smart Integration Package for AFAS HR is developed on the RICOH Smart Integration platform. It enables users to scan to AFAS HR online.

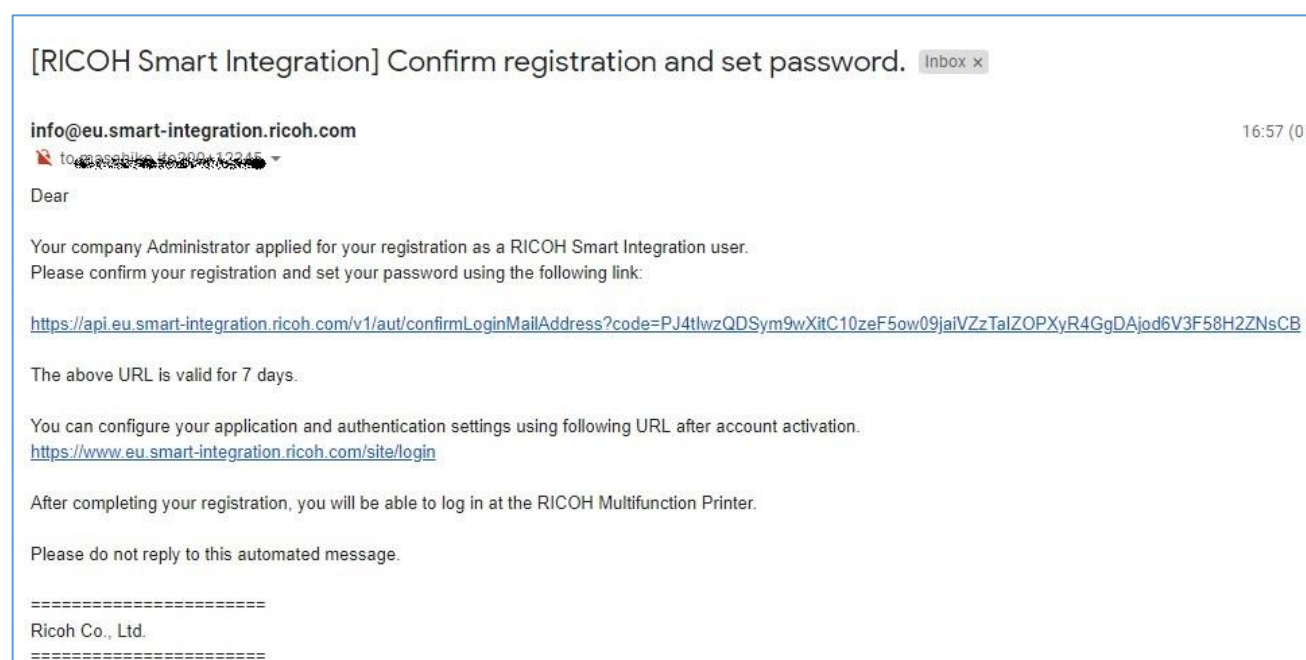
Apps in the package

Application	Icon	Feature Description
AFAS HR app		With the AFAS HR app you can search and select an employee, select document type and attribute combination. After typing a subject and press start, the scan is sent to AFAS HR online, based on the selected items.

3. Getting started (Step 1 – Step 3)

Receiving registration email (Step 1)

After the RICOH Smart Integration administrator registers your user information, you will receive a confirmation email, sent by info@eu.smart-integration.ricoh.com. In this email you are prompted to confirm your User ID and set your password.



Setting password for RICOH Smart Integration (Step 2)

Please access the site, indicated in the email above, enter the required fields and save.

If you use your Microsoft Office 365 account as your Ricoh Smart Integration credential please click 'Sign in with Office 365 Account'.

RICOH Login Information Registration

Login Information Registration

Log in with password

*Mandatory field

User ID

Hanako

Email Address

rsi.sdce.user@gmail.com

Given name*

Hanako

Family name*

Ricoh

Password ⓘ*

Password (Confirm)*

Registration

Log in with external service account

Sign in with Office 365 Account

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Import AFAS Get connectors into AFAS HR online (Step 3)

Request your AFAS administrator to import the following three Get connectors:

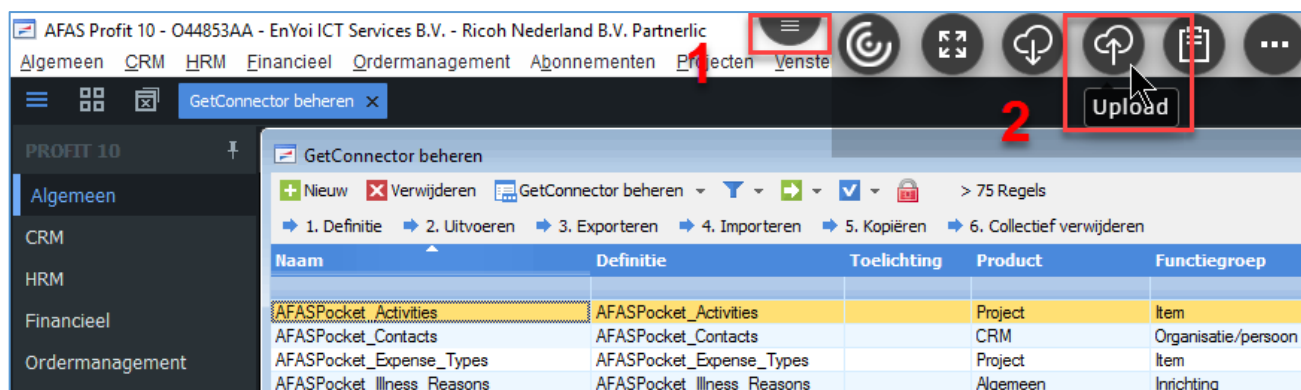
- Ricoh_Medewerkers.gcn
- Ricoh_DossierTypes.gcn
- Ricoh_Kenmerkcombinaties.gcn

Login to AFAS HR online (<https://afasonline.com/>).

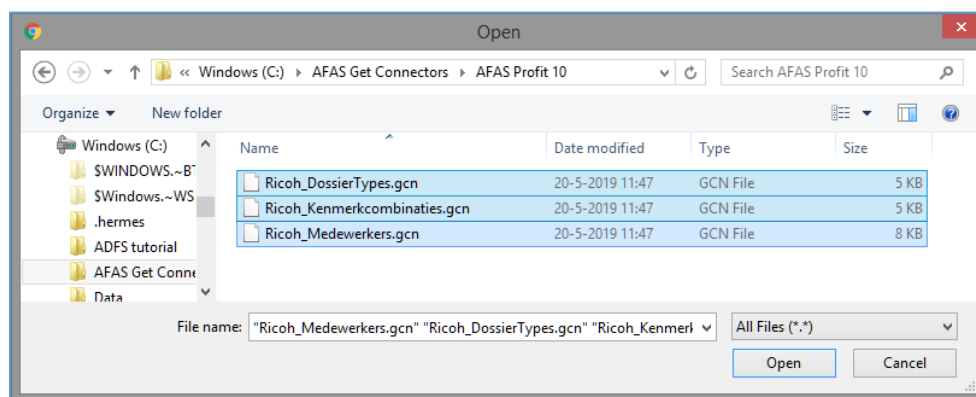
If you are using an AFAS online virtual desktop, the Get connectors can be uploaded directly from your PC folder.

If you are using the AFAS online web version, you first need to upload the three Get connectors to the AFAS HR online TempDrive (T:) in your session (Citrix). For more information, see <https://help.afas.nl/vraagantwoord/NL/SE/97293.htm?query=citrix%20> (Dutch only). In this manual, the screenshots are from the AFAS online web version.

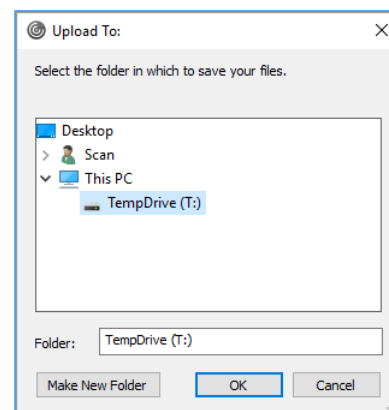
Click on the 1) Hamburger menu and 2) Upload button.



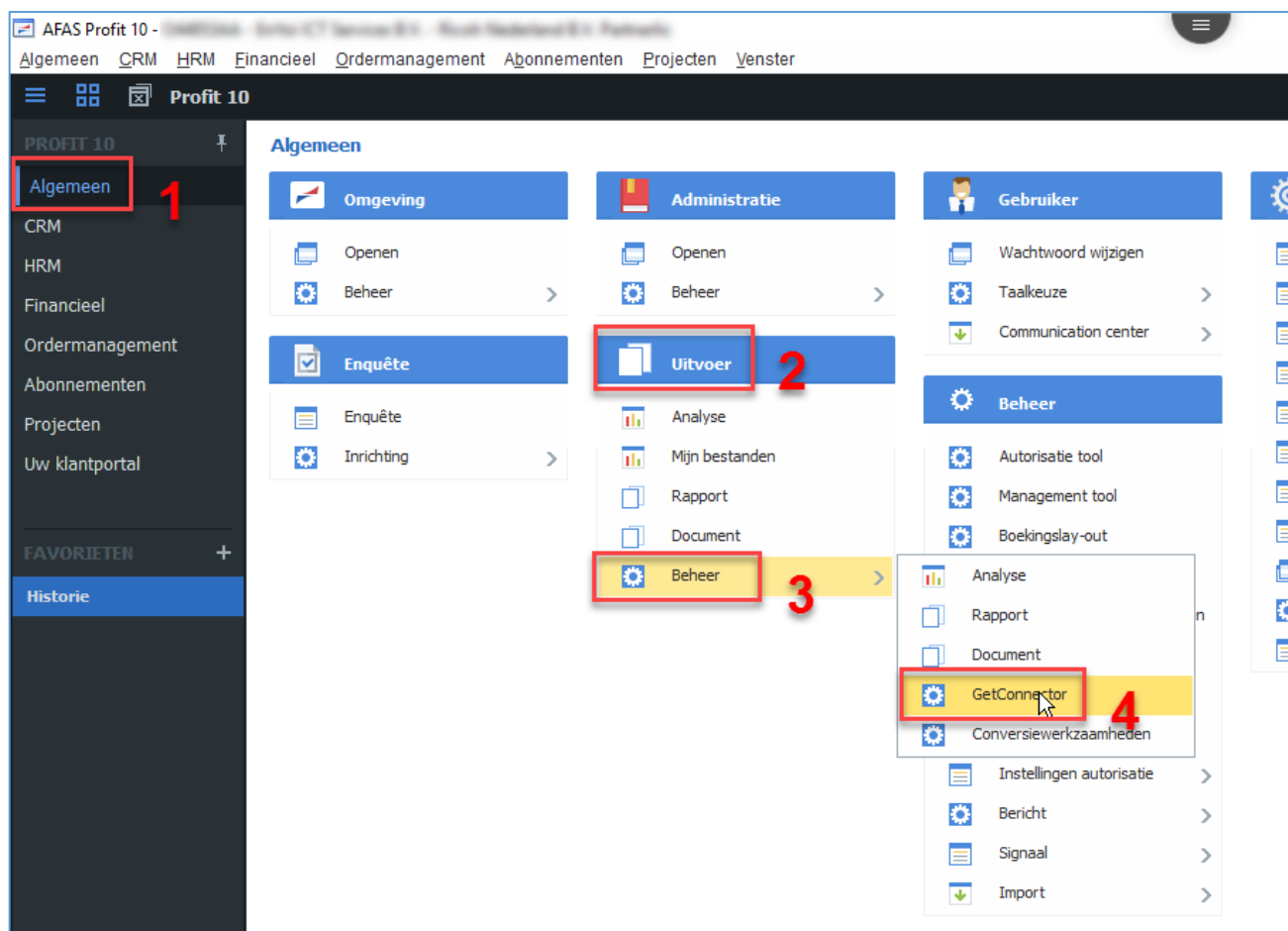
Browse to the folder where you extracted the Get connectors and select them all (all three).



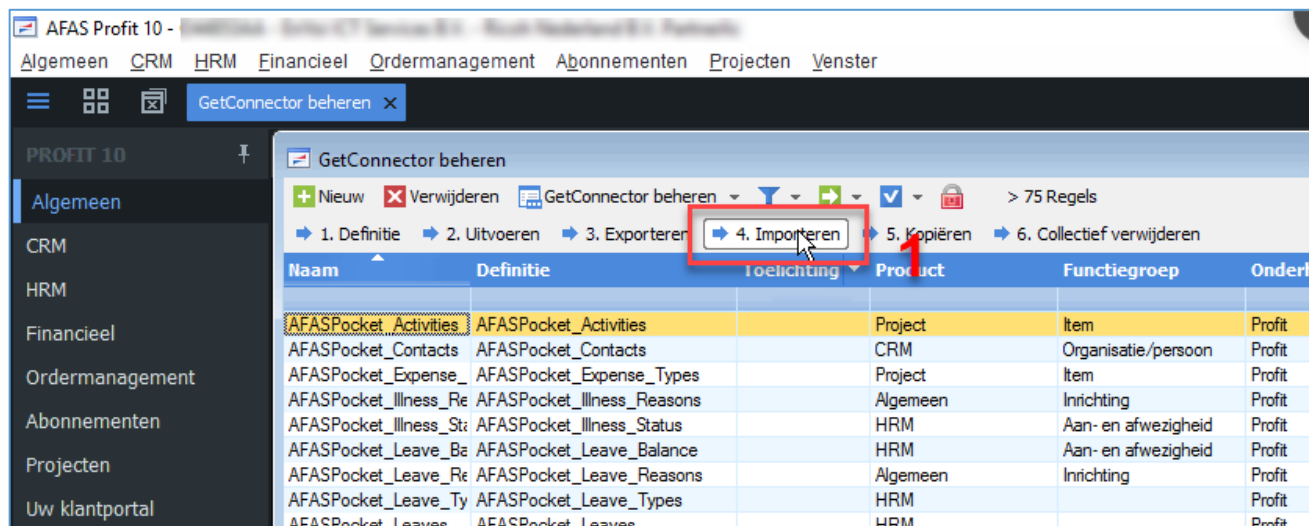
Click **Open** and select **TempDrive (T:)**.



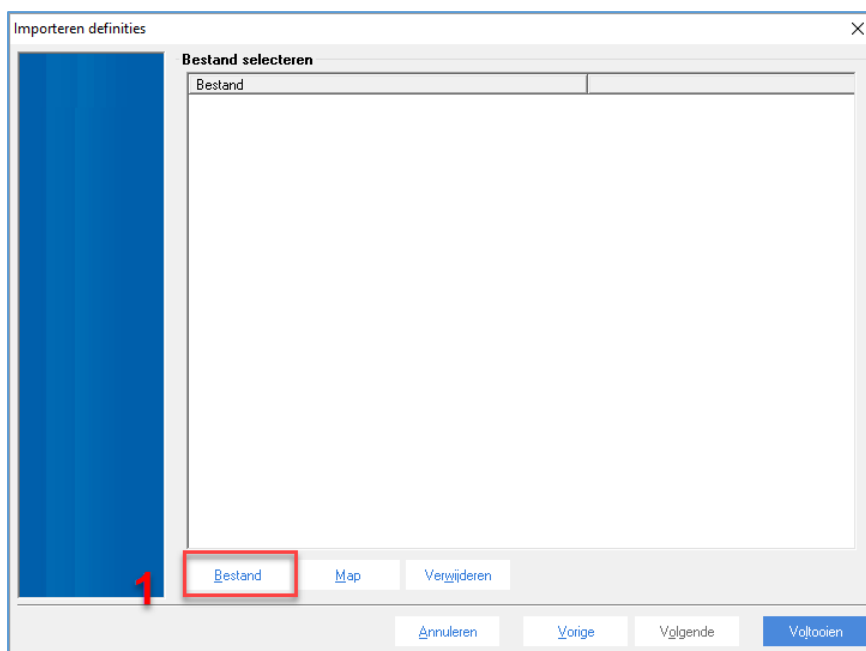
The three Get connectors are now ready to be imported. Select 1) **Algemeen** → 2) **Uitvoer** → 3) **Beheer** → 4) **GetConnector** (Dutch for General, Output, and Maintenance).



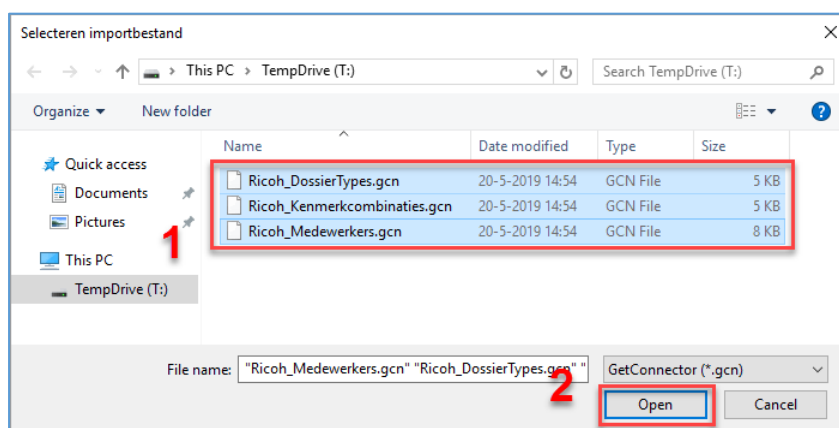
Click on 1) **Importeren** (Dutch for Import).



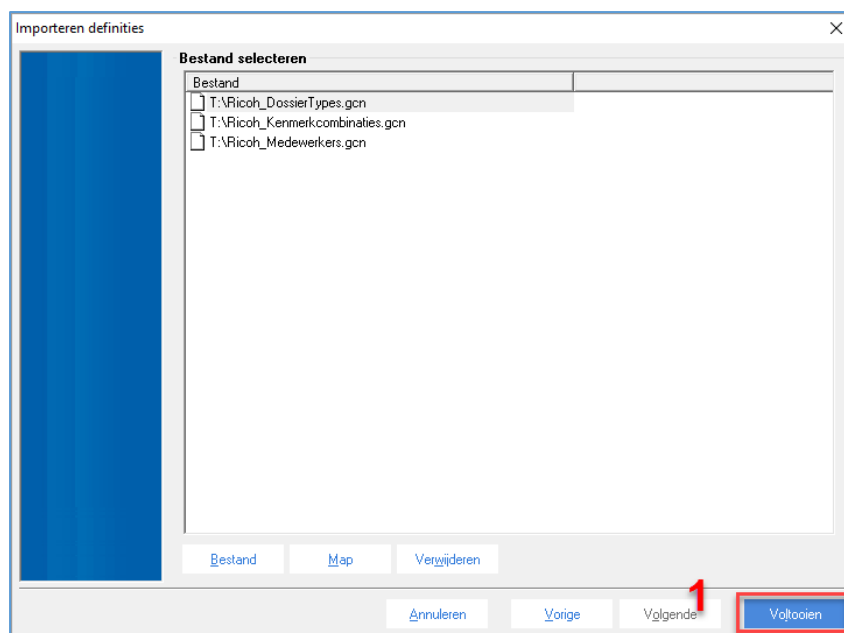
Select 1) **Bestand** (Dutch for File).



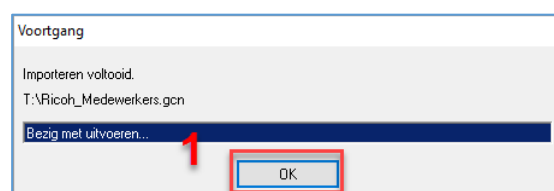
Select 1) all three Get connectors and press 2) Open.



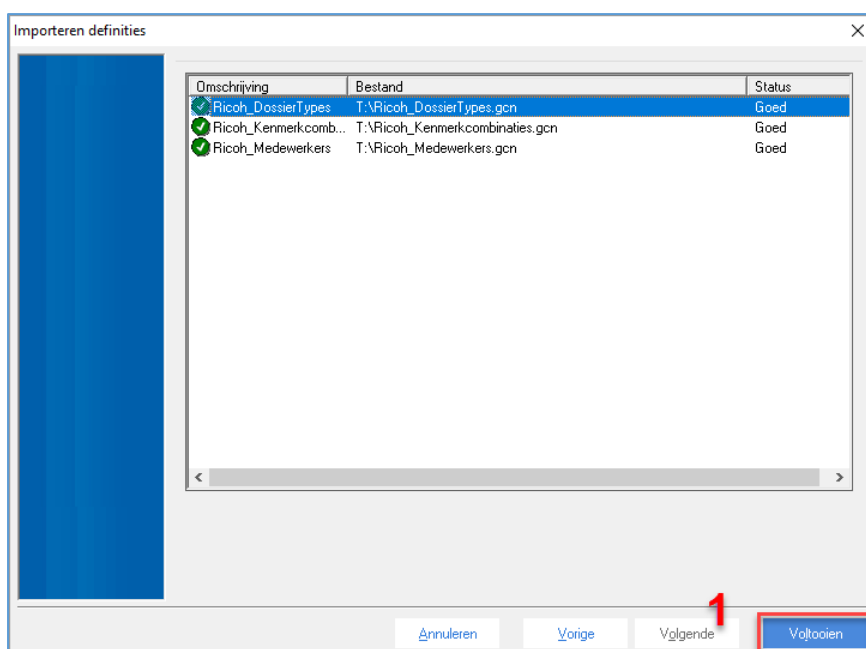
Select 1) **Voltooien** (Dutch for Finish).



Select 1) **OK**.



Select 1) **Voltooien** (Dutch for Finish).



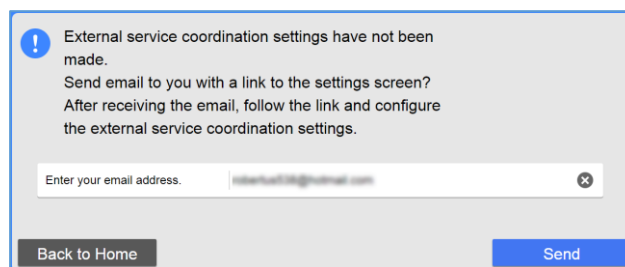
After the three Get connectors are imported ask your AFAS administrator to create an App Connector and add the three Get connectors. Connector ID KnSubject must be selected as an UpdateConnector. During the App connector creation, a Token is generated. Keep this token in a safe place, it is created only once. This token (together with the AFAS participant number) is used to connect the RICOH Smart Integration AFAS HR workflow to your AFAS online environment.

See https://help.afas.nl/help/NL/SE/App_Apps_Custom_Add.htm for more information (Dutch only).

4. Configuring applications & default values (Step 4)

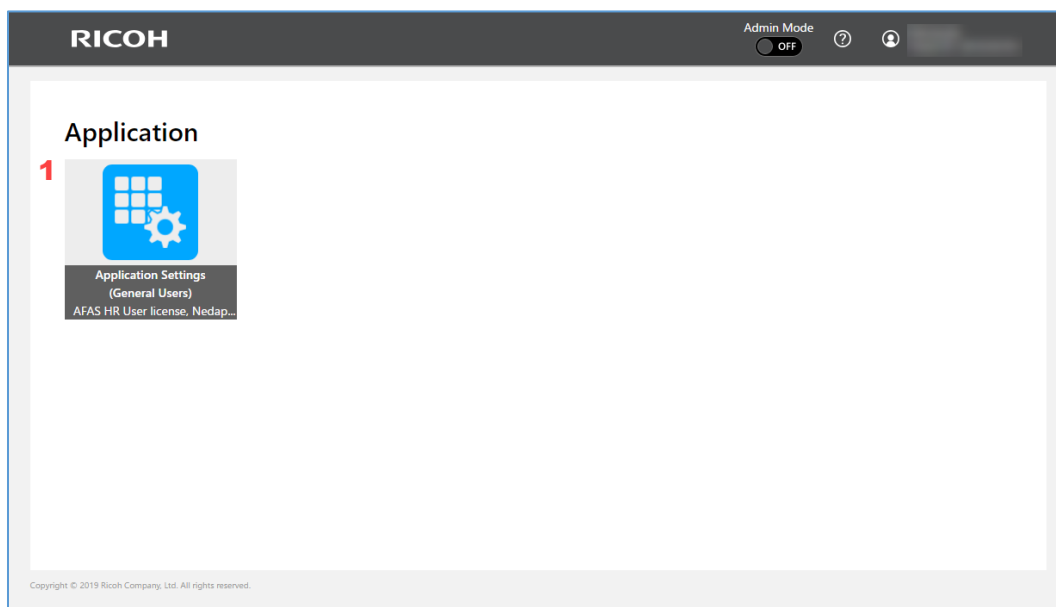
Configure AFAS HR online access

To use the search and send function in AFAS HR, the user needs to set the AFAS Participant Number and Token. If these are not set and you try to login on the device, you will get an “External service coordination settings have not been made” message.

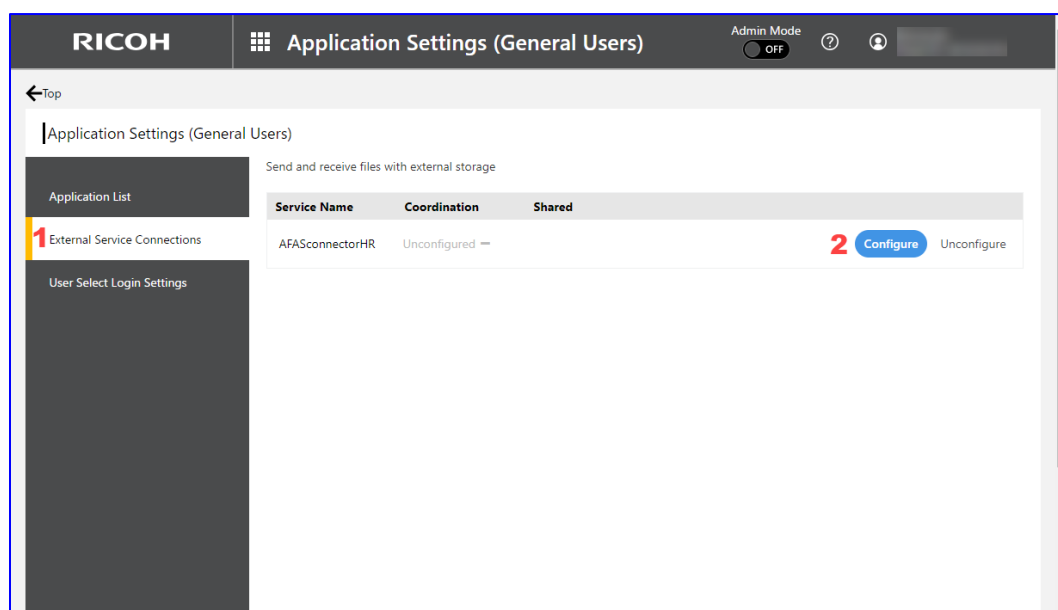


The received email will advance you to the RICOH Smart Integration user site where you can configure the AFASconnectorHR external service. You can also preregister the AFASconnectorHR external service by following the steps below.

Log in to the user site using your credentials. Only the RICOH Smart Integration administrator will see the Admin Mode selector. Click on 1 **Application**.



On Application Settings (General Users) click on 1) **External Service Connections** and click 2) **Configure** of the **AFASconnectorHR** service.



Configure the AFAS Participant Number and Token and press **Confirm**.

Please enter the user information for AFASconnectorHR

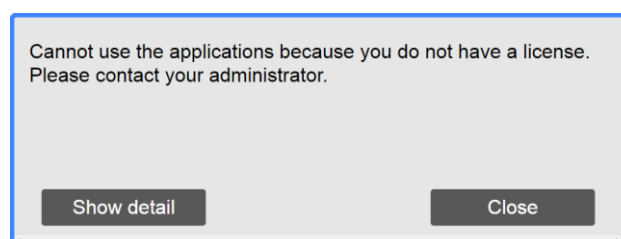
AFAS Participant Number

AFAS Token

☒ Allow the service to be shared within the tenant.

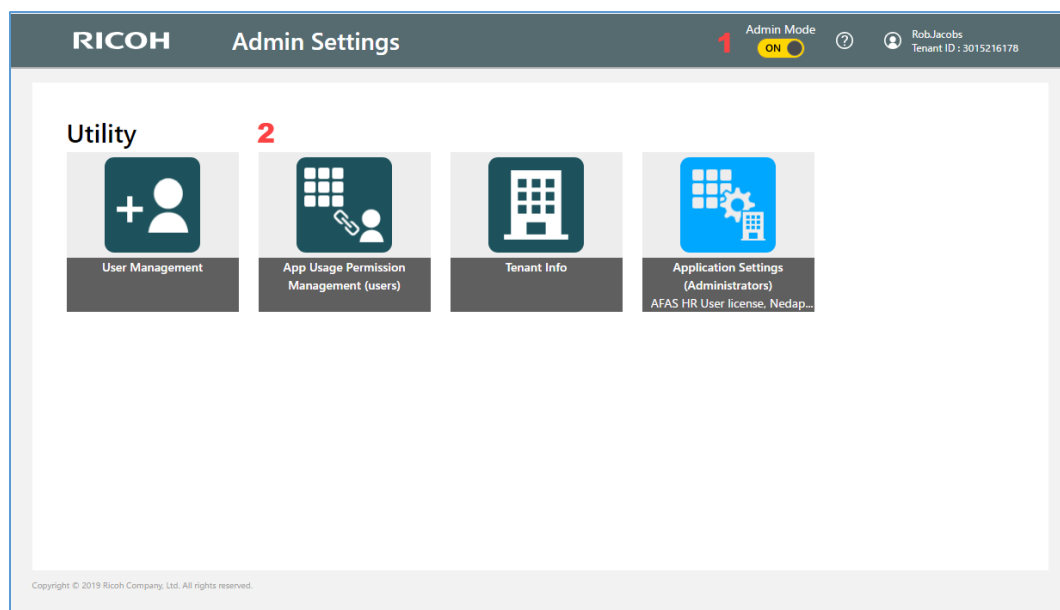
Description

The AFAS HR workflow can now be used on the MFP after login. Only user for which the AFAS HR user license is activated can use the AFAS HR workflow. Users without an AFAS HR user license will get the message below when selecting the AFAS HR workflow on the MFP.

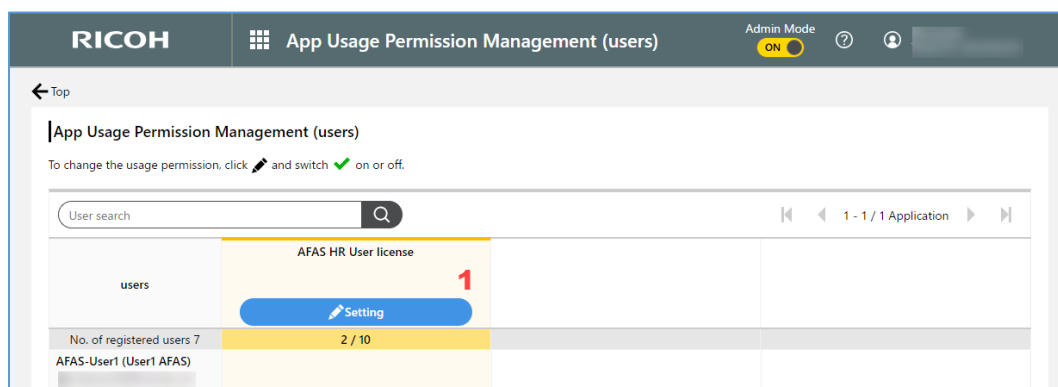


Activate AFAS HR user access

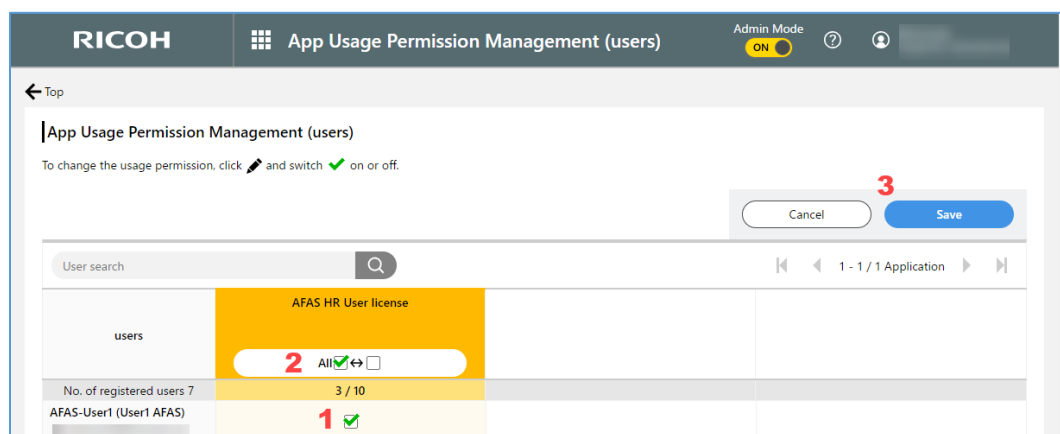
The AFAS HR workflow license is user based for a certain number of users as ordered. It is the company's RICOH Smart Integration administrator to activate the AFAS HR license for user who are allowed to scan to AFAS HR. As a RICOH Smart Integration administrator login to the RICOH Smart Integration user site and click 1) **Admin mode** and 2) select **App Usage Permission Management (users)**



On the User License Management page select 1) **Settings** below AFAS HR User license



Select 1) the thick box for every user who needs access to the AFAS HR app and 3) **save** the configuration



Select 2) **All** to give access to all users until you run out of ordered user licenses. All users with an active license can use the AFAS HR app on the MFP after login.

AFAS HR app settings

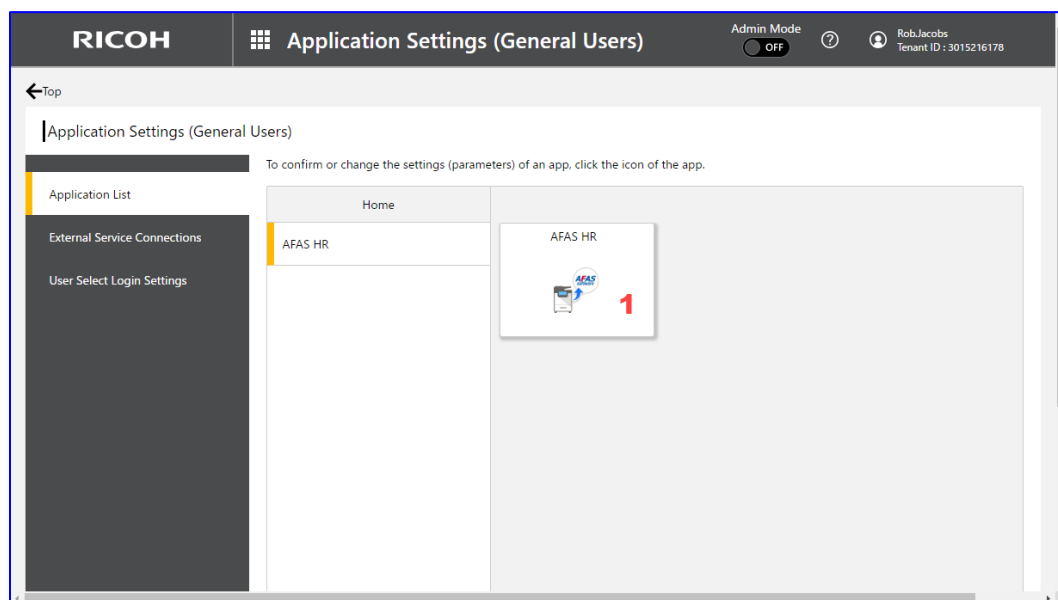
Both the RICOH Smart Integration company administrator and users are able to change their preferred label names and scan settings. Tenant-wide, the RICOH Smart Integration company administrator can only set the Default Parameter Settings.

Login to RICOH Smart Integration and select:

- 1) **Application Settings (General.....)**; for all user to set your personal application settings



On Application Settings (General User) select 1) **AFAS HR** to change the settings.



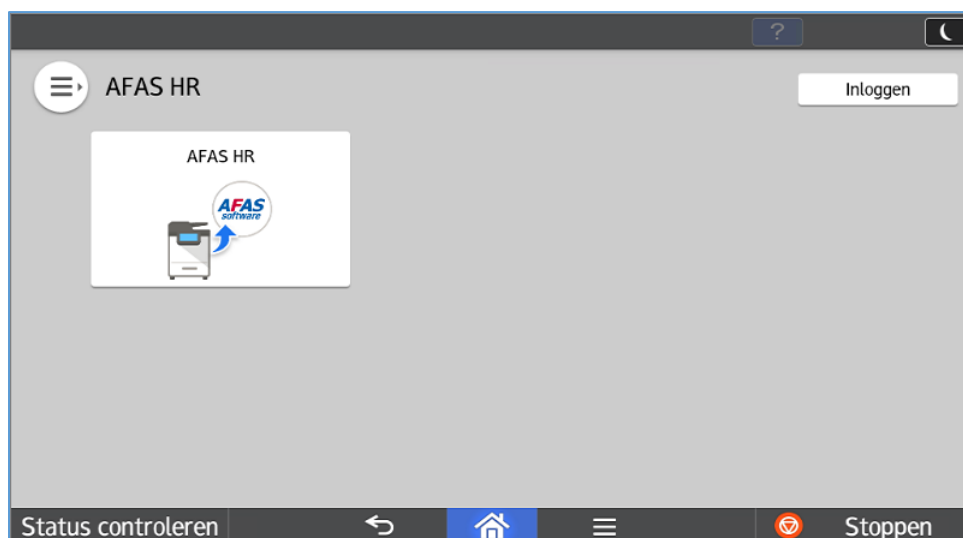
Below a list of settings available for configuration.

Category	Item	Option
Default Parameter Settings	Search employee	To set a predefined search string; empty by default
	Display Name: Search employee	When left empty (default): <ul style="list-style-type: none"> • Zoek medewerker for Dutch MFP display • Search employee for English MFP display

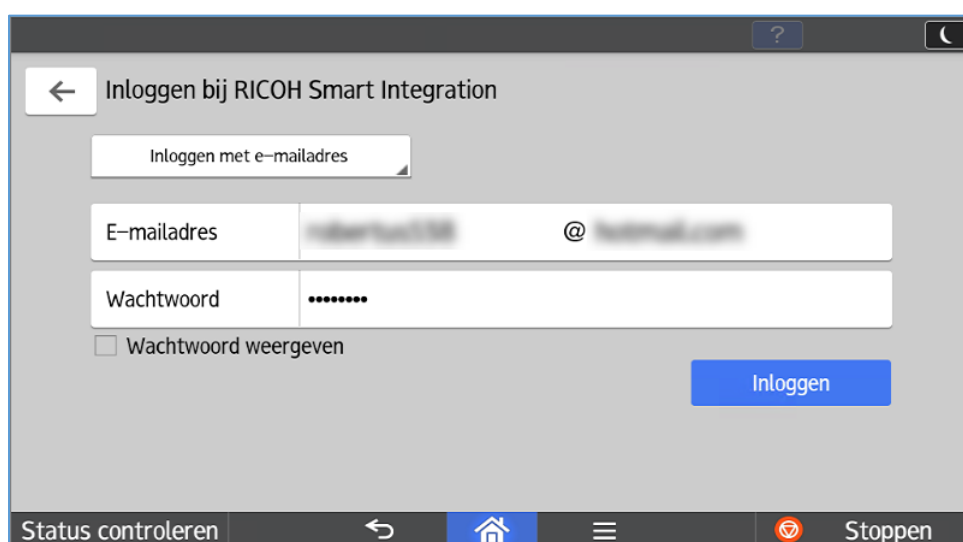
	Display Name: Choose employee	When left empty (default): <ul style="list-style-type: none"> • Kies medewerker for Dutch MFP display • Choose employee for English MFP display
	Display Name: Category	When left empty (default): <ul style="list-style-type: none"> • Categorie for Dutch MFP display • Category for English MFP display
	Display Name: Attribute combination	When left empty (default): <ul style="list-style-type: none"> • Kenmerkcombinatie for Dutch MFP display • Attribute combination for English MFP display
	Subject	To set a predefined subject string; empty by default
	Display Name: Subject	When left empty (default): <ul style="list-style-type: none"> • Onderwerp for Dutch MFP display • Subject for English MFP display
External Resource Reference Settings	Add employee number	When: <ul style="list-style-type: none"> • True; the employee number is added to the employee name in the search list. • False (default); only the employee name is displayed in the search list.
	Return list format	To add the employee number as a prefix (default) or as a suffix
Default Scan Settings	Scan Color Mode	Auto Color Select (default) - B&W Text - B&W Text/Photo - B&W Text/Line Art - B&W Photo - Grey Scale - Full Color Text/Photo - Full Color Photo
	Original Sides	1 Sided - 2 Sided (Open to Right/Left) (default) - 2 Sided (Open to Top) - Spread
	Document Orientation	Readable Direction (default) - Unreadable Direction
	Scan Resolution	100 – 150 – 200 – 300 (default) – 400 – 600 dpi
	Document Size	Auto (default) – A3 – A3 (horizontal) – A4 – A4 (horizontal) – 8 ½ x 11 – 8 ½ x 11 (horizontal) – 11 x 17 – 11 x 17 (horizontal)
	Manual Density	-3 to 3 in steps of 1, default = 0
	Scan Method	Normal (default) - Batch
	Preview	Off – On (default)

5. Operation of AFAS HR application (Step 5)

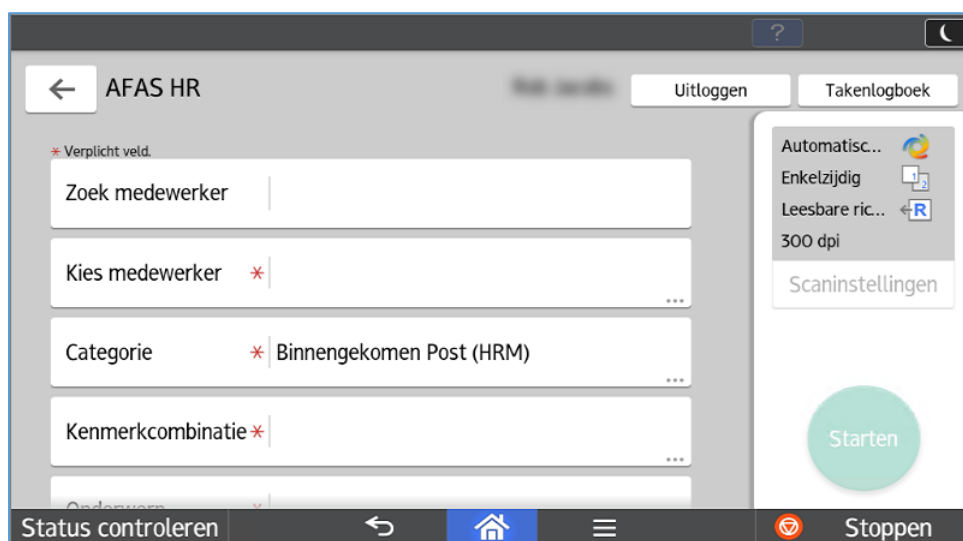
Open RICOH Smart Integration on the MFP and select AFAS HR from the **Hamburger menu** (top left) on the MFP screen.



Click on the **AFAS HR** application and you are requested to login.



After login, the scan process starts with **Zoek medewerker** (Dutch for Search employee).

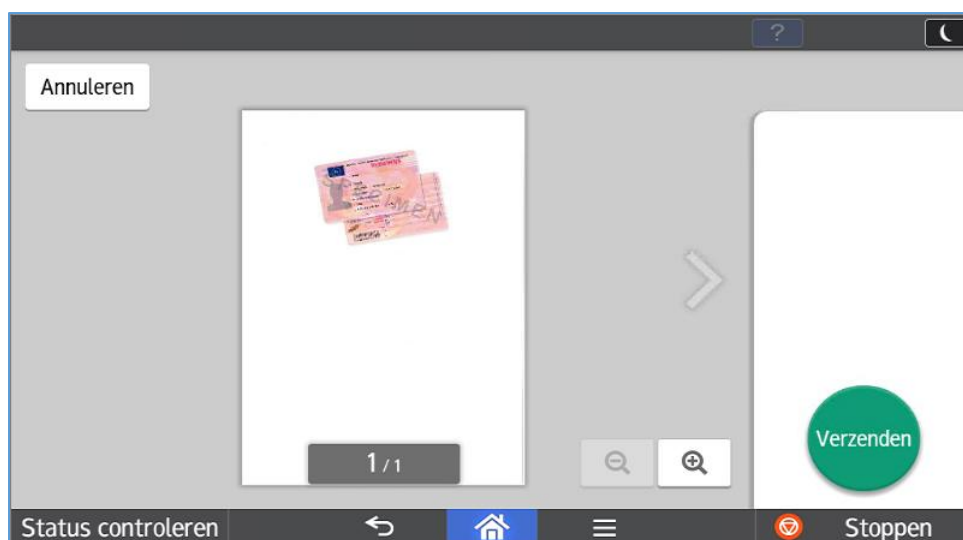


Type part of the name, typing more precisely shortens the list.

Press on **Kies medewerker** (Dutch for Choose employee) and a list of found employees is presented

Select the employee and press **OK**.

By pressing *Categorie* (Dutch for category) and *Kenmerkcombinatie* (Dutch for Attribute combination) you can select the desired category and Attribute combination. As a last step you need to type an *Onderwerp* (Dutch for Subject), which is a mandatory field (*). Typing a subject enables the green *Starten* (Dutch for Start). Place your document in the ADF (Automatic Document Feeder) and press *Starten*. Place your document in the ADF (Automatic Document Feeder) and press *Starten*.



The MFP will show a preview (default setting) of your scanned document. You can scroll through the document and enlarge when needed, before pressing on *Verzenden* (Dutch for Send) which will send the scan to AFAS HR online.



You check the scan result in the job log

Press Takenlogboek (Dutch for Job log).

Startdatum en -tijd	Einddatum en -tijd	Status
21-mei-2019 12:19:09	21-mei-2019 12:20:13	Fout
21-mei-2019 12:19:09	-	Bezig met verwerken...
21-mei-2019 12:15:16	21-mei-2019 12:15:31	Voltooid

The status can be:

- **Voltooid** (Dutch for Completed); the scan is successfully sent to AFAS HR online
- **Bezig met verwerken**¹ (Dutch for Processing); the scan is processed
- **Fout**² (Dutch for Error); the scan could not be delivered to AFAS HR online

¹ Bezig met verwerken

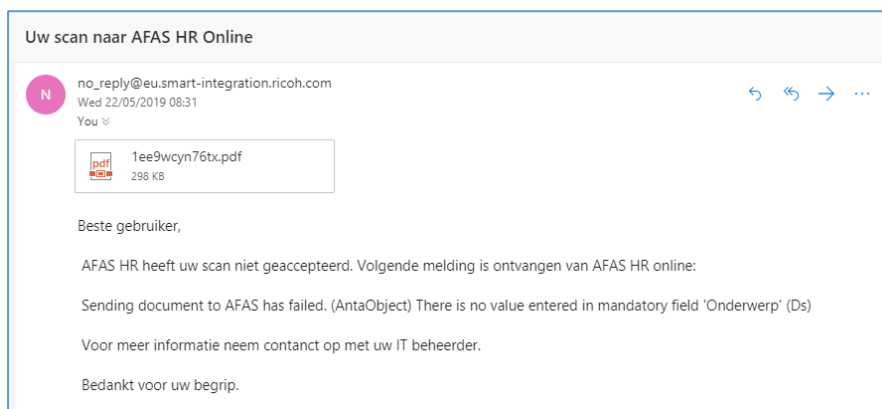
All pages are scanned on both sides. During processing:

- Blank page are removed
- Documentation orientation is corrected, readable from top to bottom
- Skew is corrected
- Language is recognised, Dutch

The scan is sent in PDF/A format to AFAS HR

² Fout

In case the document could not be delivered to AFAS HR online, the user will receive an email with the reason and the scan attached.



6. Appendix

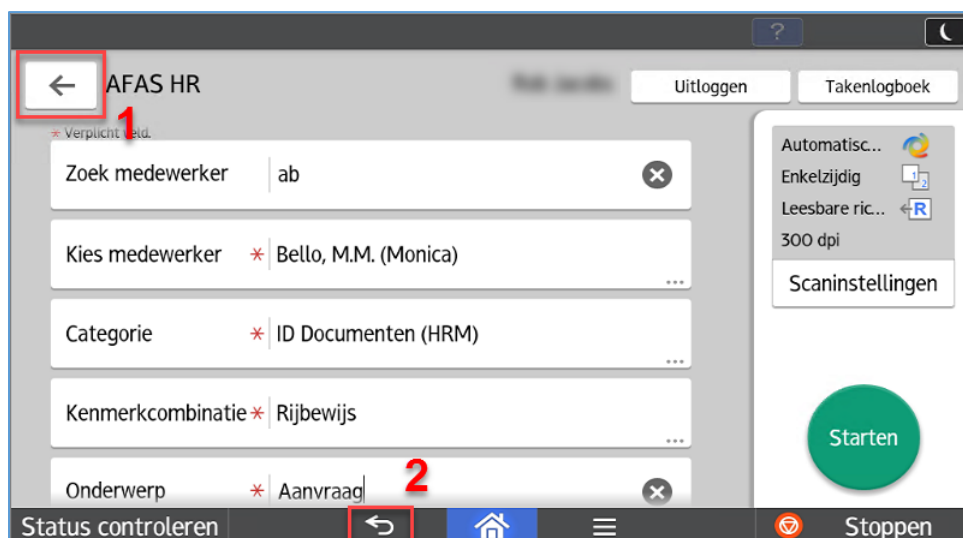
Remarks

- Max data scan size is 40MB.

If the file size exceeds the limit, your operation may fail and you will receive an error notification email from the system.

Other remarks (common across all packages)

- Supported browsers for User Site are:
 - Internet Explorer: 11 or later
 - Edge: latest Version
 - Chrome: latest Version
 - Firefox: latest Version
- Limitations for Home Screen/Applications
 - Home: Maximum 20 for each profile, Max 32 characters for the name.
 - Applications: Maximum 18 for each home screen, Max 32 characters for the name
- User Management
 - Email address is unique in the system; same Email address cannot be used even if user belongs to different tenants
 - Users, belonging to the same tenant cannot set different time zones
 - User cannot change their login email address, need administrator's assistance to change email address
- Once administrator has logged in to a tenant on the MFP, an administrator from another tenant cannot login to the same MFP.
- 1) **Back button** inside application display screen must be used, instead for 2) **Back button** on the operation panel.



- Folder and File Search results varies from cloud service to cloud service, this depends on the Search API for each service.
- Following characters are not supported for folder and filename creation.

~"##%&*:;<>?/\{\}