



DATASHEET · CAPTURE · CONNECTORS

Still dragging new files into the DMS by hand?

From now on, the Connector picks them up.

A Connector watches exactly one folder of a Storage Mount, or a mailbox, and brings new files into a target Workspace. Recognition and automation then run there like for any upload. Built for teams whose documents land on a NAS, servers, buckets or in a mailbox.

AT A GLANCE

Import or Index, a schedule from one minute, a webhook URL for an immediate sync and a follow-up action for the source file: every new file lands in the target Workspace and is processed there.

01 · WHAT IT IS ABOUT

Files arrive everywhere. The Connector picks them up.

Invoices land in a NAS folder, scans on the server, delivery notes in a bucket, attachments in a mailbox. Someone has to check and upload. A Connector checks the source on a schedule or on demand via webhook and hands every new file to the target Workspace.

SOURCES

Folders via SFTP, WebDAV, S3 or Reverse-SSH, an IMAP mailbox and the Scanner Endpoint

TWO MODES

Import takes over the file, Index leaves the original unchanged on your storage

TRIGGERS

A schedule from minutes to weeks, a webhook URL or a manual start

TARGET

Exactly one target Workspace, whose AI-DMS tier sets the processing

**Import or Index**

Import stores the files encrypted in the Workspace. Index leaves the originals on your storage, makes them searchable and follows every change.

Subfolders in Index mode

In Index mode the Connector can read all subfolders. It skips recycle bins and snapshot folders of NAS systems on its own.

Schedule with a preview

Set the interval in minutes, hours, days or weeks. Before you save, the app shows how many checks per day and per month that adds up to.

Right away via webhook

A secret `Webhook URL` starts a near-immediate sync, for example from a script. After rotation, the old URL stops working at once.

Follow-up after import

Keep the source file, move it to an archive folder or delete it. In Index mode the original always stays unchanged.

Safety brake in Index mode

If many files vanish at once, for example because a drive is unmounted, PaperOffice moves nothing to the trash until you choose `Confirm removal`.

02 · HOW IT WORKS

Source, target, rule. Then it runs by itself.

You need a Storage Mount with the purpose import source. You set up the Connector on two tabs, and from then on it works on its schedule and on demand.

1

Create the Connector

Under **Document AI > Connectors**, click **Create connector**. On the **Import source & target** tab, pick the import source, the **Watched folder** and the **Target Workspace**.

2

Choose the mode

Import or Index. The mode is fixed once the Connector exists. For a different path, simply create a second Connector.

3

Schedule and follow-up

On the **Action** tab, set the interval, copy the **Webhook URL** and decide what happens to the source file after import.

4

Results in the Workspace

New files appear in the target Workspace and run through its AI-DMS tier. The overview shows status, logs and errors per Connector.

TECHNICAL DATA

FEATURE	DETAILS
Sources	Storage Mounts: SSH/SFTP, WebDAV, S3, Reverse-SSH, Email (IMAP), Scanner Endpoint
Index	SFTP, Reverse-SSH, S3 and WebDAV over HTTPS; up to 200,000 files per sync
Interval	Import from 1 minute, Index from 15 minutes, email from 5 minutes (default 15)
Follow-up action	Keep the source file, move it to an archive folder or delete it; unchanged in Index mode
Email	Unread messages, then marked as read; attachments become separate documents
Deletion in Index mode	If a file is missing in 2 complete syncs, its document moves to the trash
Access	Web app under Document AI > Connectors ; REST API <code>connectors/list</code> , <code>add</code> , <code>update</code> , <code>trigger</code> , <code>logs</code>

03 · IN PRACTICE

Three sources, one pattern. How teams work with it.

The invoice folder on the NAS

Accounting drops PDFs into a NAS folder. A Connector in Import mode collects them every hour, moves the source file to an archive folder and hands it to the Accounting Workspace.

Twelve years of files, indexed

A Connector in Index mode on the archive folder, subfolders included. The files stay on the NAS, PaperOffice reads every one and keeps the index current as they change.

The invoices mailbox

A Connector checks the mailbox every 15 minutes. Each new email arrives with its attachments in the inbox Workspace, where a Workflow Agent routes it on.

FREQUENTLY ASKED QUESTIONS

Do I need a Storage Mount first?

Yes. The Storage Mount holds the connection and credentials, with the purpose import source. The Connector then picks the folder, the mode and the target Workspace on it.

What if a file is deleted on the NAS?

In Index mode the document moves to the trash once the file is missing in two complete syncs. If many files vanish at once, PaperOffice waits for your confirmation via [Confirm removal](#).

What happens if I change the target Workspace?

The Connector imports all files again into the new Workspace, and documents already imported stay in the previous one. For email Connectors, the new Workspace applies to new messages.

How is it billed?

By usage. Syncs count, as does processing in the Workspace, depending on its AI-DMS tier. The pricing page has the details.

GET STARTED

Connect your first folder today

Create an account at app.paperoffice.ai, save a Storage Mount as an import source and create your first Connector under [Document AI > Connectors](#).

paperoffice.ai/en/ai-connectors-integrations-api-interfaces



MORE ABOUT THE MODULE

paperoffice.ai/en/ai-connectors-integrations-api-interfaces

PRICING

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