

User Manual — Revision History

Document	Revision history of the ORDNA user manual
Current document version	2.31
Date	2026-08-20
Language	en — kept in English only, for all four language editions
Publisher	Eckehard Zündorf

NOTICE

This document records what changed in the **manual**, not in the program. What changed in ORDNA itself is listed in the change log, which opens from the  menu of the application.

The user manual is published in German (the original instructions), English, French and Spanish. All four editions carry the same document version, shown in their title block. This table records what changed with each of those versions; the newest entry is at the top.

Document version	Date	Change
2.31	2026-08-20	New chapter 5.13 and chapters 2, 3.3, 5.9, 5.12, 6, 7 and 9: a new  menu entry, Report a problem , prepares an e-mail to the manufacturer in your own mail program — ORDNA never sends it itself, and the full text is shown beforehand. Chapters 5.12, 5.9 and 7 describe the new check on file names: names that Windows cannot create are shortened automatically when filing (last entry only) and refused when you correct them by hand
2.30	2026-08-19	Chapter 5.6: Apply no longer closes the  window. It moves straight on to the next document of your list, so a list of findings can be worked through in one go; only after the last entry does the window close, and only then does the Excel overview refresh. Take out of archive behaves the same way. Previously each Apply triggered a refresh, and that refresh cleared the list of findings you were working through
2.29	2026-08-19	Chapter 5.8, the box on the filing journal: ORDNA now also records a document when you correct it with  , move it to another class or take it out of the archive. Previously only archiving itself was recorded, so Check archive counted every hand-edited document as unknown and would never have noticed a later change to it
2.28	2026-08-19	Chapters 5.8, 5.9 and 5.12: Check archive now lists its findings in the hit list of the search, with the reason under each line and  to act on them; a button Open log opens the full log file. The findings of Check naming now stay on screen while you work through them — only the line you have dealt with disappears. And the class Encrypted can now be chosen in the  window, for password-protected documents filed before that class existed; ORDNA checks that the file really is protected.
2.27	2026-08-18	New chapters 5.9 and 5.10, plus chapters 1, 3.1, 4.1 and 5.12: a fourteenth document class, Encrypted — every password-protected PDF now goes there unchanged, whatever its file name says (previously the name decided the class). Chapter 5.9 describes the new Check naming button, chapter 5.10 the new Delete all duplicates button, both under Settings → Maintenance. The former chapter 5.10 is now 5.12. Chapter 6 gained a row for a document sitting in Encrypted, and the missing-target-folder row now says that ORDNA asks folder by folder

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2.26	2026-08-17	Chapters 5.5 and 5.7: the Excel overview now has a Currency column. Where an invoice states its own currency, that amount is labelled accordingly instead of with your chosen symbol; an empty cell means the currency could not be read off the document. Search and  window keep showing your symbol throughout
2.25	2026-08-16	Chapters 5.4 and 5.7: the symbol used to label amounts can now be chosen (Currency). It starts out as the symbol of your Windows region setting and applies to the search, the  window and the Excel overview. It is a label only — recorded amounts do not change, and ORDNA does not convert between currencies. The search filter is therefore no longer called "amount range (€)"
2.24	2026-08-16	Chapter 10: this revision history has moved out of the manual into a document of its own, linked from chapter 10 of every language edition. From now on it is kept in English only — the manual itself remains available in all four languages
2.23	2026-08-16	Chapters 5.7 and 2: ORDNA can check for a new program version and install it for you on request. The check is switched off by default ; the privacy note in chapter 2 now names it as well
2.22	2026-08-16	Chapter 5.7: When it opens, the  window now shows only the headings of its seven sections; a click expands the one you want
2.21	2026-08-16	Chapters 3.3, 5.2, 5.4 and 5.5: The new column and everything belonging to it — heading, number, arrow and the new tick — now uses the brand colour instead of green and is set apart from the Count column by bold type . Green is reserved for success messages
2.20	2026-08-16	Chapter 3.3 corrected: the  button sits in the column heading permanently . It previously said the button appears as soon as there is something to count — which was never the case
2.19	2026-08-16	Chapter 3.3: Both number columns of the archive overview are now links — Count shows the whole class, the green number only the new arrivals; two arrows point the way into the search card. New is Open Excel workbook at the top right of the card. Chapter 5.4: The only new tick is now called new and sits in green at the right-hand end of the search row. Chapter 5.5: route to the workbook via the new link
2.18	2026-08-16	Chapter 3.3: the main page now follows the path of your documents — the two source cards sit on the left, one above the other (Search a folder on top, then or and Search the mailbox), an arrow leads right to the Archive overview. Chapter 5.2: the stated position of the archive overview corrected accordingly
2.17	2026-08-15	Chapter 5.3: the daily automatic fetch takes effect at once — the tick and the time are saved as you set them, confirmed by a green ✓. The former step "Click Apply " is gone: that button did not exist, and without a visit to the  window the automation was never set up at all
2.16	2026-08-15	Chapter 5.10: the new button Undo resets all fields to the state they had when the document was opened, without closing the window. The button at the top right is now called Close and asks about unapplied changes (Apply and close , Discard and close , Stay here). It replaces the two identically named buttons the window had before
2.15	2026-08-15	Chapter 5.10: the new arrow buttons   in the  window step through the hit list of the search; with unapplied changes ORDNA asks before the jump (Apply and continue , Discard and continue , Stay here). Chapter 3.3: resetting the counter () also clears the search card. Chapter 5.4: an open hit list follows by itself as soon as the archive overview changes. Also corrected: the document class can very well be changed in the  window — the sentence saying otherwise came from an older version
2.14	2026-08-14	Chapter 3.3: the new column counts from the last reset () — the counter no longer starts over by itself at midnight; without a reset it counts from the start of today
2.13	2026-08-14	Chapters 5.1, 5.2, 5.4 and 5.5: After a mailbox fetch or a folder run that filed at least one document, search and Excel overview update by themselves — as if  had been clicked. Newly filed documents thus sit right behind the green numbers of the archive overview
2.12	2026-08-13	Chapter 5.4: The Search button is gone — the hit list follows your typing and every filter change by itself. The only new tick now sits at the far left of the search row

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2.11	2026-08-13	Chapters 3.3 and 5.4: The search card is now called Search & edit documents — the name thus also says that details can be corrected there via  . New is the only new tick: it restricts the search to the documents counted in the new column of the archive overview. Clicking a green number sets it together with the document class and shows exactly these documents
2.10	2026-08-13	Chapter 3.1: The table of document classes is now listed in the order in which ORDNA checks them — the archive overview in the application shows the same order. Each class also carries its symbol from the reference guide (for example  for tax documents); it also appears in the application in front of the class name
2.9	2026-08-13	Chapter 1: The related document is now called "How ORDNA recognises and sorts your documents" and is a reference guide with one chapter per document class, a table of common borderline cases and naming examples. It is supplied in all four languages and opens from the  menu below the manual
2.8	2026-08-13	Chapter 3.3: the column in the archive overview is now called new instead of "new today". The  button in its heading sets the counter back to zero; counting then starts from that moment. Nothing about your documents changes
2.7	2026-08-12	Chapters 5.8, 5.10 and 6: the subfolder for parked files is now called Duplikate instead of _Duplikate. An existing folder under the old name is not renamed for you — Check archive reports it so that you can move its contents over yourself.
2.6	2026-08-12	Chapter 6: If a filing folder is missing — renamed, moved or deleted — ORDNA reports this in a window and offers to find it or create it anew. Until you decide, nothing is archived and no folder is created automatically , so that no second filing structure appears next to the existing one. If all folders are missing at once, the drive is usually not connected; "Create new" is disabled in that case
2.5	2026-08-12	Chapter 5.10: once you apply a correction, the refresh of overview and search starts on its own —  is no longer needed for it. When moving a document into a different class, details that exist in both classes are kept (date and issuer, for instance); only fields the new class additionally needs are empty
2.4	2026-08-11	Chapter 5.10: the correction window now shows the document next to the fields , so you no longer work blind. A document can be moved into a different document class — ORDNA then moves it into that folder and asks for the details needed there; this helps above all with "Other documents" and "Not archived". Document class, category and receipt kind are chosen from a list instead of typed. Also new is Remove from archive : the file moves reversibly into Duplikate, nothing is deleted
2.3	2026-08-11	Chapter 5.10 is now called Correcting details and putting things right and describes the new  button on the search hit: it lets you put right details that were recognised incorrectly — ORDNA then renames the file itself and brings search and overview up to date. Corrected values are kept and are not overwritten again by the automatic recognition. Chapter 3.1 names the option in the feature overview
2.2	2026-08-11	Continuous folder watching has been removed: a folder is read in when you click Process folder . The former chapter 5.2 has therefore gone, and the following chapters of section 5 have moved up by one number (formerly 5.3 to 5.11, now 5.2 to 5.10); references in older rows of this table still name the numbers valid at the time. Chapter 4.1: the setup no longer offers a start when signing in. Chapter 5.1: a source folder can still be used as a permanent collection point and read in again at any time — ORDNA recognises what is already archived as a duplicate
2.1	2026-08-10	Chapters 3 and 4: ORDNA runs in a window of its own instead of in the browser. A second click on the shortcut brings the existing window to the front. Closing it quits ORDNA — unless a folder watch is running, in which case ORDNA stays active as an icon next to the clock. Chapter 6: search hits open the document in your default program
2.0	2026-08-10	Chapter 3: the user manual and the change log open as PDF files in whichever program is set on your computer for PDF files — until now the browser showed them in its own viewer
1.9	2026-08-07	Chapter 2: two rules against inconsistent names — for the same sender ORDNA adopts the spelling already used in the target folder, provided the new one differs only in punctuation, capitalisation or spaces; and a day and month swapped while transferring are put right, provided exactly one of the two readings appears in the document

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1.8	2026-08-07	Chapter 5.8: when blank pages are removed, the complete version is kept — ORDNA places it into the DuplIkate (duplicates) subfolder of the respective target folder, under the same name prefixed with Org_
1.7	2026-08-06	Chapter 5.8: new setting Remove blank pages when filing — if your scanner scans both sides, ORDNA leaves out the blank back pages of sheets printed on one side only. Switched off by default; a page counts as blank only if it carries neither readable text nor visible content, with a border strip of 16 millimetres left out of the check
1.6	2026-08-06	Chapter 2: ORDNA named as an offline program, indexing named as a separate step, privacy placed as a highlighted box before the safety notices. Chapter 3.2: administrator rights only for Ghostscript and protected installation folders. Chapter 4.1: the chosen language also determines the names of the archive folders. Chapter 4.3: first try without a fixed path. Chapter 4.4: uninstalling asks whether settings and data are removed as well. Chapter 5: continuous watching placed after the one-off read-in (5.1/5.2 swapped) and detached from the scanner — phone upload and own collection folder added. Chapter 3.1: the archive folders are named in the language chosen during installation, no longer always in German. Chapter 5.10: for payslips every version is kept — payslip and correction sit side by side in the folder. Chapter 5.11: a password-protected PDF is filed according to its file name if the name says clearly what the document is about. This revision history now shows the newest version at the top; table columns follow their content
1.5	2026-08-05	Ghostscript 10.07.1 is required as the helper program for PDF/A conversion; versions 10.6.x are not suitable
1.4	2026-08-04	Source files and mails stay untouched by default: the ticks "Delete source file after archiving" and "Move mail to trash once its attachments are fully archived" are no longer preset
1.3	2026-08-04	Installation chapter: Ghostscript's installation window appears visibly and is clicked through to "Finish"
1.2	2026-08-04	Installation chapter: "Additional Programs" page (automatic download of Ghostscript and Ollama) and continuation with administrator rights
1.0	2026-08-01	Complete rebuild per DIN EN IEC/IEEE 82079-1; replaces the previous manual