

duveka AI Service — User Manual

This manual guides you through registering for the duveka AI Service inside Business Central and configuring your default chat completion settings.

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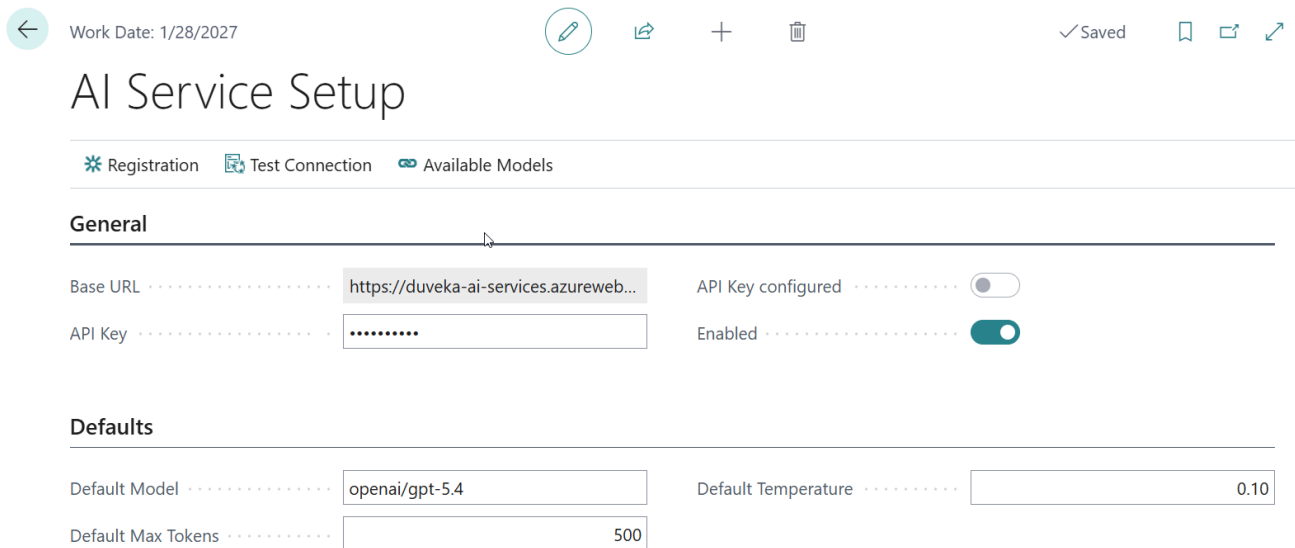
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Opening the AI Service Setup

There are two ways to reach the setup area:

Option A — Via the search bar

1. Press **Alt + Q** (or click the magnifying glass icon in the top bar) to open the **Tell Me** search.
2. Type **AI Service Setup** and select the matching result.



Work Date: 1/28/2027

AI Service Setup

Registration Test Connection Available Models

General

Base URL API Key configured ☐

API Key Enabled ☒

Defaults

Default Model Default Temperature

Default Max Tokens

Option B — Via the search bar (Registration Wizard directly)

If you only need to register and do not yet have access to the setup page:

1. Press **Alt + Q** to open **Tell Me**.
2. Type **AI Service Registration** and select the matching result.

This opens the **AI Service Registration Wizard** directly — no prior configuration is required.

Registering for the duveka AI Service

Already registered?

If an API key is already stored in your system, the wizard will open on an information screen confirming that no further registration is needed. Simply click **Finish** to close it.

Open the **AI Service Setup** page (see above) and click the **Registration** button in the action bar.

Work Date: 1/28/2027

✓ Saved

AI Service Setup

Registration

Test Connection

Available Models

1

General

Base URL https://duveka-ai-services.azureweb...

API Key configured ☐

API Key

Enabled ☐

Defaults

Default Model 0.10

Default Max Tokens

AI Service Registration

Contact Details

Customer Name CRONUS AG

Email * 2

Company Details

Company CRONUS AG

Country DE

City Hamburg

Address 1 Hofstraße 12

Address 2 Benrath

VAT No. 77777777

3

Submit

Back

Next

Finish

Step 1 — Enter Your Details

The first page of the wizard asks for your contact and company information.

Field	Required	Description
Customer Name	Yes	Your display name or the name that will identify your account
Email	Yes	Contact e-mail address for receiving your API key and notifications
Company	No	Your company or organisation name
Country	No	Your country

Field	Required	Description
City	No	Your city
Address 1	No	Street address
Address 2	No	Additional address line (suite, floor, etc.)
VAT No.	No	Your VAT identification number

Note: **Customer Name** and **Email** are mandatory. The wizard will not proceed without them.

Click **Next** to continue to the confirmation step.

Step 2 — Confirm Your Details

The second page shows a read-only summary of everything you entered. Review each field carefully before submitting.

What to check	Why it matters
Customer Name	This becomes your account identifier in the duveka AI Service
Email	duveka will send your API key to this address once approved
VAT No.	Required for invoicing in some regions

- Click **Back** to return to Step 1 and correct any details.
- Click **Submit** to send the registration request to duveka.

Step 3 — Submission Confirmation

After a successful submission the wizard displays:

Field	Description
Status	Current state of your request — will show <code>pending</code> immediately after submission

Your registration request is now in the duveka moderation queue.

Click **Finish** to close the wizard.

Waiting for Approval

After submitting, duveka staff will review your request. The approval process is manual.

- **What happens next:** Once your registration is approved, you will receive a **confirmation e-mail** at the address you provided. The e-mail confirms that your duveka AI subscription has been enabled and is ready to use — no further action is required on your side.
- **Confirming the service is active:** Return to the **AI Service Setup** page and verify that the **API Key configured** field shows **Yes** and that the **Enabled** toggle is switched on. Your system is then fully connected to the duveka AI Service.

Important: Business Central **data encryption must be enabled** for the service to operate securely. If you encounter any issues after receiving the confirmation e-mail, contact your system administrator to verify that encryption is active.

Configuring Your Preferred Model

Once registration is approved and the API key is stored, you can fine-tune the default behaviour for chat completions on the **AI Service Setup** page.

Field	Default	Description
Enabled	Off	Must be switched on before any AI calls can be made
Default Model	<i>(empty)</i>	The OpenRouter model to use for all chat completion requests
Default Max Tokens	500	Maximum number of tokens the model may generate per response
Default Temperature	0.1	Controls response creativity: 0 = deterministic, 2 = very creative

Choosing a model

- **Leave Default Model empty** to let the duveka AI Service automatically select the most suitable model for each individual request. This is the recommended setting for most users and ensures you always benefit from the best available model without any manual maintenance.
- **Enter a specific model ID** (e.g. `openai/gpt-4o-mini` , `anthropic/claude-3.5-sonnet`) if your workflow requires a fixed, predictable model. Model IDs follow the OpenRouter naming convention `provider/model-name` .
To browse all available models, click the **Available Models** button in the action bar — this opens the full OpenRouter model catalogue at openrouter.ai/models in your browser.

Recommended starting configuration

Field	Recommended value	Notes
Enabled	Yes	Required for all API calls
Default Model	<i>(leave empty)</i>	Auto-selects the best model per request
Default Max Tokens	500	Suitable for short summaries and classifications
Default Temperature	0.1	Controls response creativity: 0 = deterministic, 2 = very creative

Increase **Default Max Tokens** for tasks that require longer outputs (e.g. document drafting). Lower **Default Temperature** toward 0 for tasks that require precise, repeatable answers (e.g. data extraction).

Testing the Connection

After storing the API key and enabling the service, verify that Business Central can reach the duveka AI Service:

1. Open the **AI Service Setup** page.
2. Click **Test Connection** in the action bar.
3. A "**Connection successful.**" message confirms that the service is reachable and responding correctly.

✱ Registration Test Connection Available Models

General

Base URL API Key configured ☐

API Key Enabled ☒

Defaults

Default Model Default Temperature

Default Max Tokens

 Connection successful.

OK

If the test fails, check that:

- The **Enabled** toggle is switched on.
- The API key has been stored (the **API Key configured** field shows **Yes**).
- Your Business Central environment has outbound internet access to `duveka-ai-services.azurewebsites.net` .

Finding Available Models

Click the **Available Models** action on the **AI Service Setup** page to open the OpenRouter model catalogue in your browser. Each model listing shows:

- **Model ID** — the value to enter in the **Default Model** field (e.g. `openai/gpt-4o-mini`)
- **Context length** — maximum tokens the model can process in a single conversation
- **Pricing** — cost per token for input and output

Use this page to compare models and find the right balance of capability and cost for your use case.

Works Great With

duveka DMS — AI-Enhanced OCR

The duveka AI Service powers the AI-enhanced OCR feature inside **duveka DMS (Document Management System)**. Once the AI Service is set up and your API key is active, duveka DMS can scan incoming PDF documents and automatically create fully populated Business Central documents — no manual data entry required.

Supported document types:

Scanned PDF	Business Central Document Created
Vendor invoice / credit note	Purchase Invoice / Purchase Credit Memo
Customer order confirmation	Sales Order
Delivery note / packing slip	Sales Shipment / Purchase Receipt
General incoming document	Incoming Document (for manual routing)

What happens in the background:

1. A PDF arrives in duveka DMS (via upload or e-mail capture).
2. Text is extracted from the PDF using OCR pre-processing.
3. The extracted text is submitted to the duveka AI Service for intelligent interpretation.
4. The AI identifies the document type, header data (vendor, customer, dates, document numbers) and all line items.
5. duveka DMS creates a draft BC document for your review — or posts it directly, depending on your workflow configuration.

Tip: Leave the **Default Model** field empty in the AI Service Setup. The service will automatically choose the best available model for each OCR task, including large context-window models for complex multi-page PDFs.

More duveka Apps Coming Soon

The duveka AI Service is the foundation for AI-enhanced features across the entire duveka product family. More duveka apps are being upgraded with AI capabilities — **stay tuned!**