



# ScanFlowStore

## Easy and intuitive scanning

**ScanFlowStore**<sup>®</sup>  
*with InterActive client*



# Easy and intuitive scanning with ScanFlowStore

Digital archiving with ScanFlowStore is just as easy as making a copy. Using the ScanFlowStore interface, simply press the hot button of your choice to select the destination where you want to store the document. A Xerox WorkCentre® creates a digital copy which is stored anywhere. ScanFlowStore ensures that the document is stored in the proper folder as a text searchable document, for example as a text searchable PDF file. With ScanFlowStore InterActive client it is possible to have real time bi-directional communication with your network. This means that it is now even easier to specify the location where you want to store your scanned document.

## Scenarios of how to use ScanFlowStore

### Scan directly into your Windows file structure

Any employee who wants to scan a document can put it on the Xerox multifunction printer (MFP). The destination of the scanned document can be entered on the display of the MFP. It's even possible for users to browse through their Windows file structure or to use tabs and filters to select the correct folder to store their document in. New folders can also be created directly on the display of the MFP.

ScanFlowStore can automatically create a new folder anywhere in the file structure based on information in the document like the date, time, etc. It's also possible to add additional data to the scan. This data can be used to create a filename or to fill the document properties. After pressing the start button, the document is stored as a text searchable PDF, Word, Excel, Tiff, OpenOffice or Jpeg file in the selected location. With this advanced scanning functionality, your efficiency of working will increase tremendously as an easy, intuitive scan process allows for faster scanning.

### Scan to anywhere

ScanFlowStore is able to scan and store documents in the correct location within your Windows file structure. But when you use another application, like a financial, document management, CRM, ERP or legal application, all the information about the business relations, invoices, projects and opportunities is listed in the database of that application. In this case it would be much easier to scan and store documents directly in that application.

With ScanFlowStore this can be done very easily. ScanFlowStore can store the document directly in the right location in your business application based on one or two questions answered on the multifunction printer. Based on industry standards, it is possible to create a connector between many applications or databases with a minimum of customisation. For more information about connectors, please check our connector brochures or our website: [www.scanflowstore.com](http://www.scanflowstore.com).

### Data recognition

Structuralize the process of scanning documents that contain structured data, such as invoices with standard values such as customer names or dates.

Using Zone OCR, you are enabled to easily process documents by creating search options for values mentioned on documents, or by pre-selecting areas where metadata can be found. ScanFlowStore will automatically retrieve the values and use these to fill PDF properties, name documents, create folders and route files to a destination, such as Windows file structures, Microsoft SharePoint, Xerox DocuShare or other locations.

ScanFlowStore also has the ability to read and interpret many barcode fonts found on documents, eliminating the need to enter metadata at the MFP. When scanning documents with barcodes on it, the data from the barcodes will be extracted and used as metadata. Scanning batches (high volumes) is enabled with the use of barcode separation sheets. The batches will be separated into multiple documents, which are routed to a destination.







### ScanFlowStore

ScanFlowStore gives the ability to create archives in just three easy steps by scanning directly from your Xerox multifunction printer into your Windows file structure or any other financial, document management, CRM, ERP or legal application.

### Advantages:

- Easy to install and use
- Affordable solution
- Optimized sharing and security
- Easy to use hot buttons
- Create text searchable files
- Multiple output formats
- Active Directory synchronization
- DNS device naming
- Xerox Secure Access integration
- Browse your Windows file structure from the MFP to select the correct repository

# Features and Benefits

| Feature   | Description  | Benefits   |
|---|--|--|
| <b>Data recognition</b><br>                             | Allows for all sorts of data to be extracted from documents, ensuring a decrease of document processing time. Use Zone OCR to extract data or values from documents that will be used as metadata. Or use barcode recognition to read many industry standard barcode fonts that can be found on documents. Use barcodes for batch scanning and to eliminate metadata entry at the device.                              | <ul style="list-style-type: none"><li>• No more data entry on MFP</li><li>• Batch scanning</li><li>• Optimize efficiency</li></ul>   |
| <b>Interactive Communication</b><br>                    | The InterActive Client uses bi-directional communication to allow real time access to a database from the MFP user interface. From this database users may select the appropriate customer, creditor, debtor, supplier, project or any other variable that is specified. This can be a database from a Windows folder structure or a database from your ERP, CRM, financial, legal or document management application. | <ul style="list-style-type: none"><li>• Direct communication between MFP and database/network</li><li>• Scan documents into business applications</li><li>• Browse through Windows folder structures</li><li>• Browse through Microsoft SharePoint</li><li>• Browse through Xerox DocuShare</li></ul>  |
| <b>Personalized Templates &amp; Authentication</b><br> | Allows for personalized scan menus based on a unique User ID or Name/Password. As a user logs on to the Xerox device via the authentication module, the credentials will be validated and all needed information is populated. The user name will be shown and a personalized scan menu will appear, giving greater control and security.  | <ul style="list-style-type: none"><li>• Personalized to personalized scan templates</li><li>• Access to personal home folder</li><li>• Authentication via Active Directory or via external applications, like Equitrac or Xerox Secure Access</li><li>• Greater control and security to scan destinations</li></ul>                              |
| <b>Email capability</b><br>                           | Send scanned documents directly to an email address. After scanning a document, ScanFlowStore will convert it into a text searchable PDF file and attach it to an email. With the use of the LDAP connector, a user can browse through a company's address book to find the appropriate contact. Email the document with one press of a button. A copy of the email is automatically stored in the users mailbox.      | <ul style="list-style-type: none"><li>• Quick emailing of scanned documents</li><li>• Increase efficiency</li><li>• Easily retrieve sent items</li></ul>   |
| <b>Bates Stamp</b><br>                                | Bates Stamp is used in the legal and business fields to sequentially number or date/time-mark images or documents as they are scanned, to guarantee authenticity. Users have the ability to customize the text and/or number that is stamped on the document as well as the position and orientation of the stamp.   | <ul style="list-style-type: none"><li>• Guarantee authenticity by sequentially numbering or date/time-marking documents as they are scanned</li><li>• An audit file is kept by the system, meaning that the system administrator or any authorized person will be able to see when a scan is made and what the bates stamps consist of</li></ul> |
| <b>No Client Application</b><br>                      | ScanFlowStore resides on one centrally located server and is only accessed by the IT administrator. It requires no software to be installed on individual user workstations. This allows for easy installation and eliminates the need for end user training.  | <ul style="list-style-type: none"><li>• No product training required</li><li>• Central installation, no installation on local workstations</li></ul>   |
| <b>Multiple output formats</b><br>                    | ScanFlowStore can convert scanned documents into different text searchable file formats like PDF, JPEG, TIFF, Word, Excel or OpenOffice. For example Word output can be used for text editing in documents and PDF/A for the purpose of electronically archiving.  | <ul style="list-style-type: none"><li>• Output of editable documents</li></ul>   |

# Easy steps for intelligent filing

## Step 1

Place the document you want to archive on your Xerox multifunction printer. This can be, for instance, an invoice, order, contract, shipping document, etc.



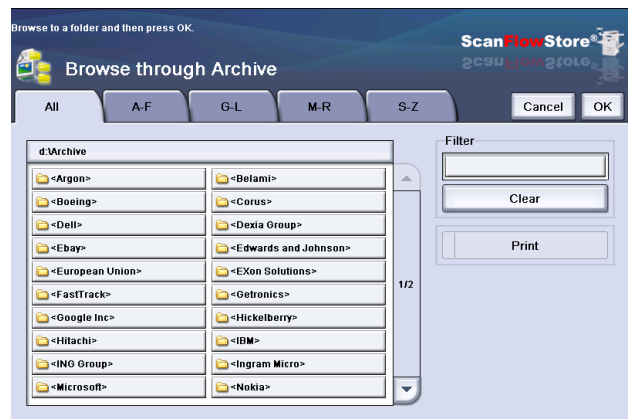
Step 1 - 2

## Step 2

Using the ScanFlowStore interface, click on the hot button of your choice to select the correct workflow.

## Step 3

With ScanFlowStore bidirectional communication between your network and the multifunction printer is possible. This way, you can select the location to store your document in, from a list retrieved from the database displayed on the interface of the MFP. It's even possible to browse for the correct repository in the Windows file structure, Microsoft SharePoint or Xerox DocuShare directly from the MFP.



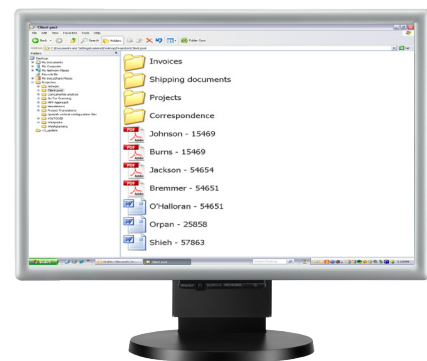
Step 3

## Step 4

Press the start button to scan the document. ScanFlowStore delivers your scanned documents in the desired output format: PDF/A, JPEG, Excel, Word, TIFF or OpenOffice files.

## Step 5

The document is stored in the correct location on the network in the desired output format, based on the input you entered on the multifunction printer. It's not only possible to store documents in your Windows file structure, Xerox DocuShare and Microsoft SharePoint, but also in many other financial, document management, CRM, ERP or legal applications. X-Solutions has developed connectors between many standard applications, based on industry standards. It is also possible to create a connector between many other applications with a minimum of customisation.



Step 5

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## Supported Xerox devices

For more information about supported Xerox devices, please contact your Xerox representative or visit [www.scanflowstore.com](http://www.scanflowstore.com).



**ScanFlowStore®**

