ScanFlowStore®

NUANCE

Easy and intuitive scanning

In today's fast-paced business world, having information immediately accessible is a necessity, not a luxury. However, business processes and workflows are only as efficient and expedient as their weakest segments. And with finite amounts of money, time, and resources at your disposal, "solutions" that are difficult to use or administrate can hurt more than they can help. Locating and retrieving lost or misfiled information and distributing paper documents wastes time, money, and resources better spent on more productive work and creates analogous processes that never quite mesh with your digital workflows.

To span this digital divide, you need a solution that is as accessible to all Users and is seamlessly woven into the fabric of your business processes. You need a way to quickly and easily unlock information from paper and integrate it into the processes that drive your business. You need to process information in seconds or minutes, not days or weeks. You need security and flexibility. You need ScanFlowStore.

Using ScanFlowStore, integrating documents into digital workflows is as simple as making a copy. In a few short, simple steps, Users quickly and easily capture, store, and distribute information previously locked in static paper documents to any network destination from Xerox MFPs the first time, every time. ScanFlowStore's simple hot button-driven workflows automate previously manual processes, saving you time and money by making information immediately available and slashing the downtime spent searching for lost or misfiled information.

Secure, Personalized Scanning

ScanFlowStore's authentication module creates personal scanning experiences for every User, based on their login credentials. Users can only access those applications (or destinations within applications) to which they have access at their workstations. And by tying activity to Users, rather than a general, device-linked account, adds another layer of detail to audit trails.

ScanFlowStore authentication can leverage both single sign on and smart card logins and integrates with:
- Equitrac
- Active Directory
- SecureJet
- SafeCom

Simply scan a document, select your designed workflow, and send or store fully-indexed, text-searchable electronic files across the globe, down the hall, or onto your network. Designed with both security and flexibility in mind, ScanFlowStore allows Users to store documents as either secure PDFs or editable Microsoft Office- or Open Office-compatible files for further collaboration and editing. Using the unparalleled power of OmniPage's OCR engine, ScanFlowStore creates text-searchable files with unrivaled accuracy. Bi-directional connectivity to your databases and back-end systems makes information accessible when and where Users need it – simply browse and print from back-end systems, right at your Xerox MFP. What's more, ScanFlowStore is designed to become "invisible" to Users – they simply work directly from the Xerox MFPs with which they are already familiar – no training
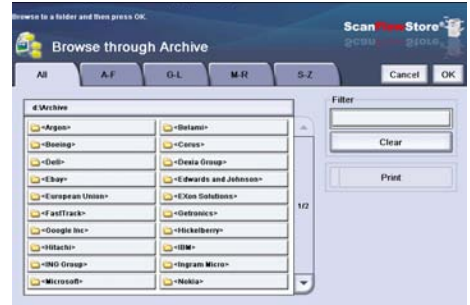
xerox

Business Innovation Partner

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 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 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. Nuance 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 1

Step 2

Step 3

Add Value to Your Workflows with the Push of a Button

When you need to…	ScanFlowStore enables you to…
Reduce the paper shuffle and make your business process and workflows more efficient	• Scan and store indexed, text-searchable files directly into your Windows files structure or business applications from any Xerox MFP
Retrieve, edit, and distribute documents	• Scan to anywhere • Scan to multiple destinations at the same time • Use OmniPage Optical Character Recognition (OCR) to create text-searchable PDF, Word, Excel, or OpenOffice files • Combine scanned documents with other electronic files into a single PDF
Collaborate and share information	• Scan directly to e-mail from your Xerox MFP • Scan directly to fax, network folders, or databases • Output scanned documents as editable Microsoft Office or Open Office files
Secure scanned documents	• Use PDF security measures • Authenticate users against • Maintain audit trails • Create PDF/A compliant files
Process large volumes of contents, such as forms	• Leverage Zonal OCR to extract metadata from documents and use it to fill PDF properties, name documents, create folders, and route documents to appropriate destinations • Use barcode recognition to streamline batch scanning and eliminate metadata entry at the Xerox MFP

Features and benefits

Feature(s)	Description	Benefit(s)
Zonal OCR & Barcode Recognition	ScanFlowStore's data recognition capability allows Users to quickly process content in large batches and eliminates the need to manually enter document index information at the Xerox MFP. Barcode recognition can be used to either separate documents by coversheets or name and index scanned files. With Zonal OCR, Users can create value-based document templates to locate specific information on a document, or pre-select areas where metadata is located.	• Eliminate misfiled or misrouted information resulting from user error • Decrease processing times • Eliminate delays and added costs of processing paper
Bates Stamping	Bates Stamps sequentially number or date / time mark documents as they are scanned. Users can customize the text and / or numbers, as well as the position of the stamp.	• Guarantee document authenticity • Efficiently manage information • Maintain compliance – Audit trails track the "who, what, where, & when" activity of scanned documents
Audit Trails	Audit trails track the "who, what, where, & when" activity of scanned documents, giving Administrators insight into scanning activity	• Stay compliant and maintain transaction logs of all scanning activity
Total E-Mail Synchronization	ScanFlowStore converts scanned documents and attaches them to an outgoing e-mail message. Users can browse company address books to locate appropriate contacts or enter addresses manually. Sent items are tied to users, not devices and copies of all sent e-mails are delivered to User's "Sent Items" folder.	• Send as yourself • Save time spent selecting recipients • Easily retrieve sent items right at your desktop
Personalization & Authentication	Scan menus can be personalized based on a User's unique ID and password. User information and preferences can be validated either by Active Directory or locally.	• Increase efficiency – empower Users to work how they need to, when they need to, from any Xerox MFP • Maintain greater control and security over scanned documents
Multiple Format Output	Convert scanned documents into different formats, such as PDF, PDF/A, JPEG, TIFF, Word, Excel, and OpenOffice. Files can also be made text searchable, making it even easier to locate the information you need, when you need it. With ScanFlowStore, both security and collaboration are just a click away.	• Do more with the documents you scan • Save time spent re-creating documents or re-purposing information – simply scan to editable formats for easy modification
Advanced Image Processing	The quality of a scanned image is largely dependent upon the original document. ScanFlowStore can apply corrections such as de-speckle, de-skew, and auto-rotate, to clean-up common image blemishes and deliver scanned documents that are clearer and more useful.	• Save time spent re-creating documents • Makes scanned images clearer and more useful
Scan to Anywhere	Scan and store documents anywhere, whether it is a Windows file structure, content management system, or other business application with push-button simplicity.	• Eliminate administrative headaches – seamlessly tie scanning into your existing workflows • For a detailed list of available integrations, please speak with your Xerox representative or visit www.scanflowstore.com

ScanFlowStore

- Integrates seamlessly with your existing workflows
- Money and time saving
- Easy to use
- Optimizing productivity and efficiency
- Create text searchable files
- Scan to anywhere
- Affordable
- Scan directly into your business application

Supported Xerox Devices

For more information about supported Xerox devices, please contact your Xerox representative or visit www.scanflowstore.com

Contact:

Nuance Communications, Inc,
Worldwide Headquarters

1 Wayside Road
Burlington, MA 01803

www.scanflowstore.com
info@scanflowstore.com

Nuance Communications, Inc,
International

Guldensporenpark 32
9820 Merelbeke, Belgium

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