



# ScanFlowStore

## Easy and intuitive scanning

**ScanFlowStore®**  
with *Interactive client* 



Platinum  
Alliance Partner

# Easy and intuitive scanning with ScanFlowStore

Digital archiving with ScanFlowStore is just as easy as making a copy. With one press of a button, 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. The destination of the scanned document can be entered on the multifunction printer (MFP). ScanFlowStore can automatically create a new folder anywhere in the file structure based on information in the document like the date, time, etc. There is also the possibility to add additional data to the scan. This data can be used to create a file name or fill the properties of the document. 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).

### Scanning with barcodes

With ScanFlowStore it is possible to read many standard barcode fonts. This functionality can be used for batch scanning and to eliminate manual user data entry at the multifunction device. With a barcode separation, sheet batch scanning becomes possible. When scanning batches (high volume) of documents, based on the location of the barcodes the batch will be separated into multiple documents. Each document can then be routed to a destination and/or uniquely named based on the value contained within the barcode.

### 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 use
- Easy to install
- Affordable
- Optimized sharing and security
- Text Searchable Files
- Multiple File Outputs

- Active Directory Synchronization
- DNS Device Naming
- Advanced image processing (Deskew, Despeckle, Auto Rotate)
- Xerox Secure Access Integration
- MRC Document Compression

# Features and Benefits

Feature	Description	Benefits
Barcode Capability	 <p>ScanFlowStore has the ability to read and interpret many different barcode fonts that can be found on documents. As ScanFlowStore encounters a barcode it will read the value and extract the data to be used as metadata. Barcodes can be used for Batch scanning and to eliminate metadata entry at the device.</p>	<ul style="list-style-type: none"> <li>• No more data entry on MFP</li> <li>• Batch scanning</li> <li>• Optimize efficiency</li> </ul>
Interactive Communication	 <p>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.</p>	<ul style="list-style-type: none"> <li>• Direct communication between MFP and database/network</li> <li>• Scan documents directly into company application</li> </ul>
Personalized Templates	 <p>Allows for personalized scan menus based on a unique User ID or Name/Password. As a user logs on to the Xerox device, their credentials will be validated and their personalized scan menus will appear. Giving greater control and security to scan destinations.</p>	<ul style="list-style-type: none"> <li>• Personalized scan menus</li> <li>• Greater control and security to scan destinations</li> </ul>
Intelligent Filing	 <p>ScanFlowStore will use intelligence when filing scanned documents. If the necessary folders and subfolders, where a document should be stored, already exist, ScanFlowStore will use the existing folders. If they do not exist, ScanFlowStore will create them automatically. Allowing for the scanned document to be intelligently filed every time and eliminating the need for the IT administrator to pre-create all necessary document folders.</p>	<ul style="list-style-type: none"> <li>• No more lost documents</li> <li>• Automatic folder &amp; file name creation based on date, time, barcode data, etc. (no pre-creation of folders)</li> </ul>
Bates Stamp	 <p>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.</p>	<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>
No Client Application	 <p>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.</p>	<ul style="list-style-type: none"> <li>• No product training required</li> <li>• Central installation, no installation on local workstations</li> </ul>
Multiple output formats	 <p>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.</p>	<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

## Step 2

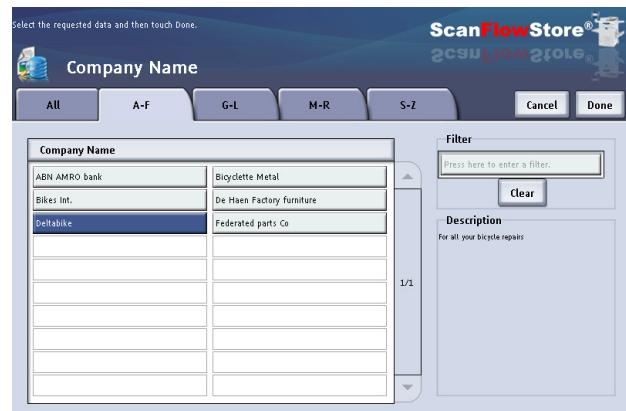
Using the ScanFlowStore interface, select the destination where you want to store the document on the display of the multifunction device.



Step 2

## Step 3

With ScanFlowStore bidirectional communication between your network and the multifunction device 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.



Step 3

## Step 4

Press the start button to scan and store the document. ScanFlowStore delivers your scanned documents in the desired searchable output format: PDF, 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, 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.

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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)

