

Solution Brief: Scanning

ScanFlowStore 5

Text searchable PDF files

ScanFlowStore automatically creates text searchable PDF files.

Full color support

Now make full color text searchable PDF files of all your paper documents.

Scan-to-email

You can send your text searchable PDF file directly from your Xerox machine.

Sharepoint integration

Direct scanning into MS Sharepoint Portal Server.

Email notification

When a scan is being placed in a folder ScanFlowStore can send a notification email to several recipients.

Scan-to-print

Print your scan instantly on a remote printer.

Job build on legacy products

Join two batches of scanned documents to create one PDF file.

Multiple output

Scan to several destinations (remote printer, email, document management software, etc.) at the same time.

Improved OCR

Continuous improvements ensure that the best possible OCR engine is being used.

PDF-to-PDF

Add new scanned documents to existing PDF files.

Dynamic meta data

Gives the right routing and name to the text searchable file.

PDF-to-SPDF

Transfers existing PDF files into text searchable PDF files.

Bates stamp

An industry standard for guaranteeing the authenticity of a document.

Batch scanning

Batches of scans can be divided by using a barcode separation sheet.

For more in depth information on the functionalities of ScanFlowStore please visit:
www.scanflowstore.com

ScanFlowStore®

System Requirements

- Intel Pentium III Processor or higher
- Microsoft Windows 2000 SP4 or Microsoft Windows 2000 Server SP4 or Microsoft Windows XP SP1 or Microsoft Windows Server 2003 or better
- Microsoft .NET Framework V1.1.4322 SP1
- 150 MB or more free disc space for the software
- 256 MB RAM or more
- CD-ROM player
- 1 USB port or parallel port for a dongle

Contacts

ScanFlowStore®

18805 W. Catawba Ave
Suite 207
Cornelius, NC 28031

Tel. (704) 899-9931
Fax (704) 899-9932
www.scanflowstore.com
info@scanflowstore.com

Xerox Products

Please consult the list to see which functionality is available for each Xerox multifunction device.

Devices that do not support meta data* (Document Management Fields):

Xerox Document Centre 220 / 230 / 230i / 332 / 340 / 420

Xerox Document Centre 240 / 255 / 265 / 426

Xerox WorkCentre M24 C226

Xerox DocuColor 1632 / 2240

Devices that support meta data* (Document Management Fields):

Xerox Document Centre 425 / 432 / 440 / 460 / 470 / 480 / 490 / 535 / 545 / 555

Xerox WorkCentre Pro 32c / 35 / 40 / 45 / 55 / 65 / 75 / 90 / 123 / 128 / 133 / 165 / 175

Xerox WorkCentre Pro 2128 / 2636 / 3545

Xerox WorkCentre 7132

Xerox 4110 / 4590

Devices that support meta data* and meta data validation**:

Xerox WorkCentre Pro 232 / 238 / 245 / 255 / 265 / 265 / 275

Xerox WorkCentre 4150

Xerox WorkCentre 7655 / 7665

The following E-mail Enabled Devices can be used with ScanFlowStore:

Xerox WorkCentre M20i / M118i / M24

All Xerox Multifunction Devices that support Scan-to-e-mail

* Information that can be entered on the Xerox user interface that will accompany the scanned document and can be used for storing and/or categorizing the scanned document.

** Meta data will be validated and if not correct the user will receive a message and the user will not be able to complete the scan-job until valid meta data is entered.

*Working together...
getting results.*

Together we can.

ScanFlowStore®
POWERED BY X-Solutions®

OFFICE SOLUTIONS

Solution Brief: Scanning

www.scanflowstore.com

Xerox & ScanFlowStore 5

ScanFlowStore®

Office Solutions Overview

Xerox's commitment to meeting and exceeding customers' document-related challenges in the office has never been more evident. Working closely with our Xerox Business Partners, we custom build solutions that leverage the power and flexibility of Xerox office technology. Through partnerships, technology, and business process innovation, Xerox makes your work... flow.

This solution overview will provide you a brief description of how Xerox and our partner offerings continue to deliver solutions that satisfy your unique office workflow challenges, today and tomorrow.

ScanFlowStore

ScanFlowStore gives the ability to create digital archives in a simple and efficient way by scanning directly from your Xerox Multifunction Device.

Advantages

- **Saves Time/Money:** all incoming documents can be stored digitally at the push of a button. And each document can be retrieved just as quickly.
- **Text searchable PDF:** ScanFlowStore converts the scanned documents into 100% text searchable PDF files. As a result, scanned documents can be easily retrieved.
- **Easy to Use:** ScanFlowStore is very easy to use, scanning a document is as easy as making a copy or sending a fax.
- **Affordable:** ScanFlowStore is kept simple, but its pricing-structure is simple as well. One fixed price regardless the number users and scans made.



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Overview

Simple, Fast and Efficient

The increasing amount of complicated software doesn't enhance performance in an office environment. Therefore we went back to the basics of software development and made an easy, fast and efficient scanning and archiving tool. ScanFlowStore is developed in cooperation with end-users of Xerox office products. The questions they had, and problems they faced with scanning and creating a digital archive,

formed the foundation for ScanFlowStore. Our product is designed from a user point-of-view and is therefore kept simple. It is not necessary to install drivers or other software on local pc's, ScanFlowStore runs on a central server. And since ScanFlowStore is middleware employees don't actually see the software while working with it. They simply put the document on the Xerox WorkCentre Pro, select a destination and

return to their computer where they can find the document in the specified (network) folder as a text searchable PDF file. This means that no product training is required. You can start using it straight away.

Customer Scenarios

Customer Scenario 1:

ScanFlowStore can be used in any department and in any office where a Xerox Multifunctional is installed. Any employee who wants to scan a document can put it on the scanner select a destination and press the green button. No further actions are required, no test scan has to be made, no documents have to be converted. This saves time and money. Furthermore any employee can retrieve the documents very easily because the scanned files are automatically converted into 100% text searchable PDF files.

Customer Scenario 2:

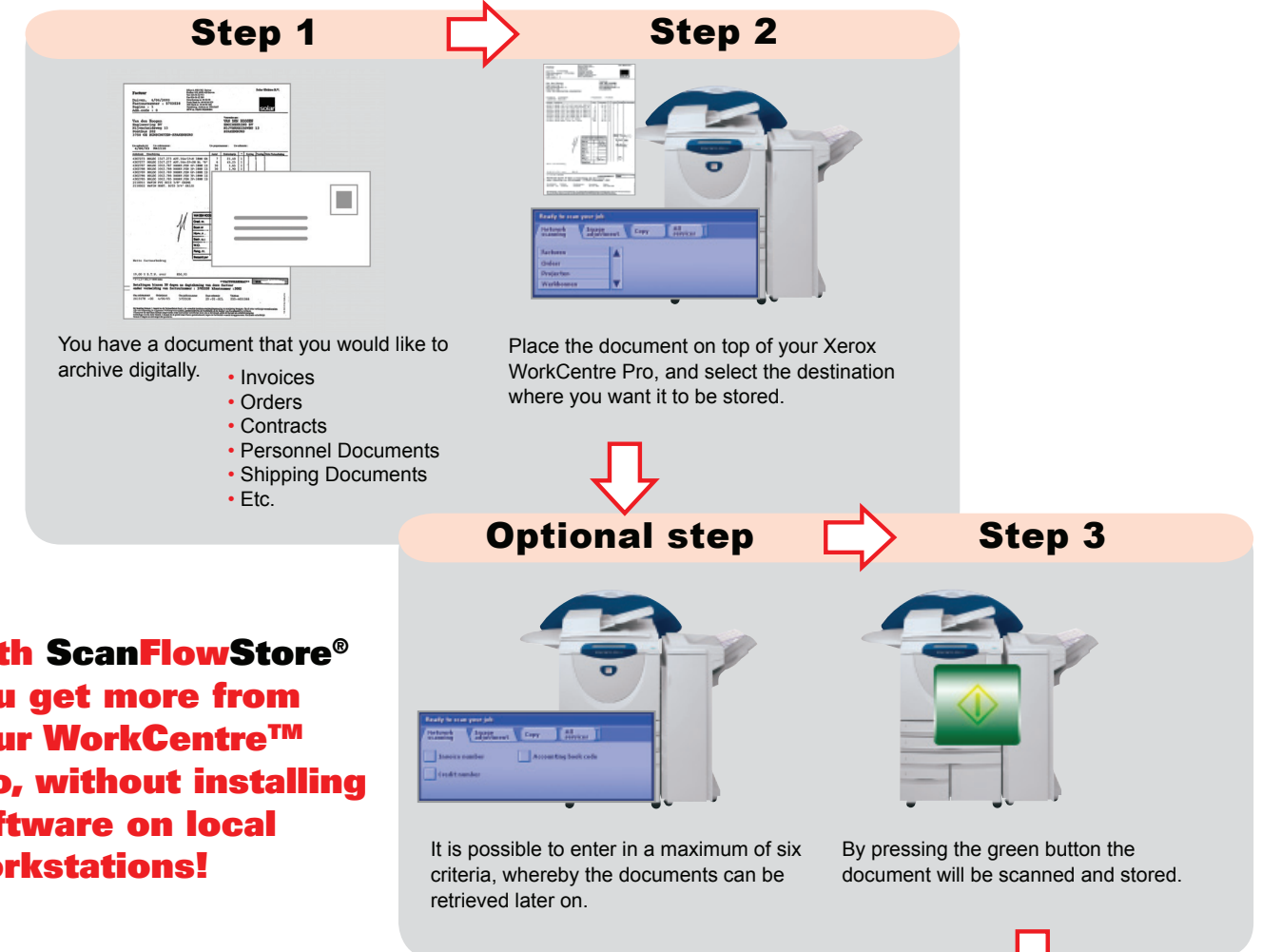
An employee of a backoffice wants to archive the incoming invoices in a structured manner. He puts the invoice on the Xerox Multifunctional and chooses where he would like to save the document, in this case invoices, and presses the green button. The document is now scanned and placed in a directory "Invoices" which is created by day, month, quarter or year. He goes back to his local workstation where the document can be retrieved from the central server.

Customer Scenario 3:

A month later the same employee wants to retrieve the document. He however has forgotten where he placed the document. He only remembers the company's name. He can use the search functionality within the free Adobe Reader and search for the name. Because ScanFlowStore converts the scanned documents into text searchable PDF files, it is possible to search on any combination of letters or characters, in this case the company name. He will now find all the documents with this name in the text, including the document he scanned a month earlier.



What can Xerox and ScanFlowStore® do for you? In three easy steps to an optimal result!



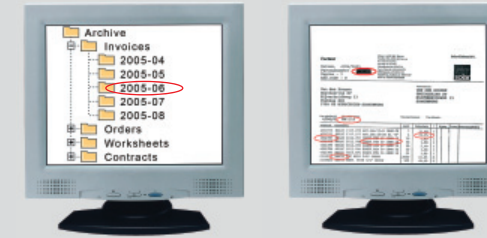
With ScanFlowStore® you get more from your WorkCentre™ Pro, without installing software on local workstations!

Result

The document is stored in the pre-defined folder which is selected by yourself. In this example we chose the folder Invoices (step 2), ScanFlowStore automatically creates a subfolder for the concerning month*.

The documents can be viewed and printed with the free Adobe Reader.

* This is a setting that can also be configured per day, quarter or year.



All documents are stored as 100% text searchable PDF files. By doing this, the documents can be retrieved by searching on any character within the document. For example order number, article code, price, etc. Furthermore it can be retrieved by one or more typed in criteria (in the optional step).