

Xerox DocuShare® Scan Image Import

Expanded Scanning Integration for Broader Document Capture



DocuShare Scan Image Import supports a wide range of scanning capabilities, dramatically increasing the ways paper documents can be captured and input into the DocuShare environment. This allows companies to integrate a greater breadth of scanning configurations with DocuShare, which ultimately increases the amount and type of content that they can include in their business processes and sophisticated DocuShare CPX workflows.

DocuShare's Scan Image Import capabilities are empowered by several key features: DataGlyph technology for scan cover sheet creation, the DocuShare Email Agent, Distributed Scan Support, and an optional Optical Character Recognition (OCR) add-on.

Xerox DataGlyph Technology for Scan Cover Sheet Creation

Xerox DataGlyph technology is built into DocuShare and enables users to create scan cover sheets that support rapid input of paper documents into the DocuShare environment. Users simply input the desired document metadata (descriptions, search keywords, access permissions, collection location, etc.) and DocuShare will create a unique scan cover sheet with a DataGlyph that encodes a reference to all pertinent information. Users can then print the scan cover sheet, place it on top of any paper document or documents, and press the scan button for immediate delivery of the document along with all of its metadata into the desired DocuShare location. Scan cover sheet creation supports knowledge workers that need to quickly scan

batches of documents, capture new documents, or add versions to existing documents—without the time-consuming steps associated with scanning to a workstation and then uploading the images into individual files.

Scan cover sheets can be configured to bring documents into DocuShare in three ways: scan new document, scan to myself, and scan to collection.

Scan new document: Scan cover sheets can be used to bring new documents into DocuShare with preset access permissions and metadata attached. Because the document metadata is filled in before the actual document is available, this capability is ideal for certain customer self-service scenarios, such as scanning bank statements, or other supporting documents for mortgage loan applications.

Once the scan cover sheet is generated, it can be used to scan in the first or any subsequent document versions.

Scan to myself: Users can add documents to their own personal collection using on-demand cover sheet creation. Administrators may also use their authorization to add content to any collection to create “scan to user” cover sheets for any user in the system.

Scan to collection: Create one cover sheet to scan a single page, a multi-page document, or a batch of documents to a specific collection, reusing the same cover sheet for subsequent documents. While only users with login access to Xerox

Using a Scan Cover Sheet to Add a New Document to DocuShare



When adding a new document to a collection by scanning it, DocuShare creates and displays a scan cover sheet. Print the sheet.



The cover sheet includes a DataGlyph, which encodes information about the document's location and the user who created the cover sheet.



Place the cover sheet on top of a document and scan both at a multifunction device.



A PDF version of the document is added directly to the collection, with all metadata and security permissions intact.

Scan Cover Sheet in Action— Streamlining Global Resume Processing

Global corporations can streamline a number of processes using scan cover sheets. A good example is the routing of resumes to various managers worldwide:

- Hundreds of resumes for several positions are received at an office in Florida.
- A scan cover sheet is created for each position, scanned into a local network device along with the appropriate resumes, and received by a DocuShare server in California.
- The scan cover sheet directs the resumes to the appropriate DocuShare collection with metadata and security permissions already defined.
- Based on predefined content rules within the DocuShare CPX workflow, each set of resumes is then routed to the corresponding hiring managers in Tokyo, California, Florida, and India.
- When more resumes are received, the same cover sheet can be used to scan the new resumes into DocuShare CPX and the subsequent workflows.

DocuShare CPX can generate a cover sheet, anyone can perform the actual scanning. For example, after a manager produces a cover sheet “scan to expense report,” an administrative assistant can use that cover sheet every time there are receipts to send to accounting—whether it’s one or one hundred.

Once a scan cover sheet is created, it can be saved, shared, or emailed to someone else. It can also be printed and saved for future use or photocopied and physically distributed to coworkers. The files created in DocuShare each time the cover sheet is used only contain the scanned pages, not the actual cover sheet. Moreover, security is ensured, because scan cover sheets are personalized; individuals control the validity of the cover sheet and can revoke it at any time.

DocuShare Email Agent

DocuShare’s built-in Email Agent supports delivery of scanned content into DocuShare via email. If email arrives with an attached JPEG, TIFF, or PDF image file that includes a scan cover sheet, DocuShare recognizes the unique DataGlyph on that cover sheet and uses this information to quickly and securely deliver scanned content to the designated

DocuShare collection, workgroup, or sender’s personal collection. This permits organizations to bring content into DocuShare with Email Agent as the submission pathway, without requiring a networked device. For organizations that use external “fax to email” services, the ability to have incoming faxes include a scan cover sheet greatly extends the breadth and flexibility of business processes that DocuShare can accelerate.

Distributed Scan Support

Distributed Scan Support significantly expands the global capabilities of DocuShare. A worldwide network of scan devices, including multifunction machines and email-enabled scanners, can be used to capture document images and route them to users, collections, and CPX-based business processes. This supports the global distribution of job roles and tasks with a centralized deployment of DocuShare—job invoices can be scanned in Singapore and sent directly into the DocuShare server hosted in Houston, for example.

Optical Character Recognition

With the optional Optical Character Recognition (OCR) add-on for DocuShare CPX, scanned images can be transformed into searchable PDF documents, enabling the documents to be easily located and viewed. Additionally, the add-on integrates an OCR converter within the DocuShare CPX content rules feature. This allows users to automate the conversion of documents scanned to DocuShare collections to a variety of popular document formats.

Scan Image Import is just one of the key features available in Xerox DocuShare products, enabling enterprises to more efficiently capture, automate, and leverage the content that drives critical business functions.

Support for End-to-End Records Management

When combined with Xerox DocuShare Records Manager, Scan Image Import enables end-to-end support for records management by increasing the channels through which paper documents can be brought under the control of corporate electronic records management policies.

For more information, call [1.800.735.7749](tel:1.800.735.7749)
or visit docushare.xerox.com