SAFEQ

WORKFLOW SUITE

TRANSFORMING PAPER TO DIGITAL

For many organizations, Digital Transformation begins by streamlining processing through digital workflows. While a truly paperless office may not be feasible, a paper-light office where paper-based tasks are transformed into digital workflows is easily achieved providing the desired productivity, accuracy and security improvements.

YSoft SAFEQ Workflow Suite eliminates the complexity of scanning and turns paper-based processes into digital workflows. In addition to a productive, digital workflow, your organization benefits from accurate and consistent document capture processing, and secure delivery to pre-defined destinations.

KEY BENEFITS

REDUCE COMPLEXITY

Complicated menus and decisions are replaced with a user-friendly, one-touch menu option to select a pre-defined workflow specific for the task.

FIND DOCUMENTS QUICKLY

Predefined workflows using Optical Character Recognition (OCR) indexes scans so they can be retrieved easily using keyword search. Texts are editable making them more valuable when changes are needed.

IMPROVE DOCUMENT SECURITY

Scan to email is not a secure way to digitize documents and abuses the email system. Workflows are more secure, and scans are automatically delivered to pre-defined locations. Scans can also be password protected.

DECREASE HUMAN ERROR / INCREASE PRODUCTIVITY

Human error can prevent documents being scanned accurately, introduces risk of it being shared inappropriately or stored incorrectly. Redoing scans and searching for documents are significant time wasters.

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HOW IT WORKS

1
User places document on glass/paper input and selects scan workflow dedicated to the task.
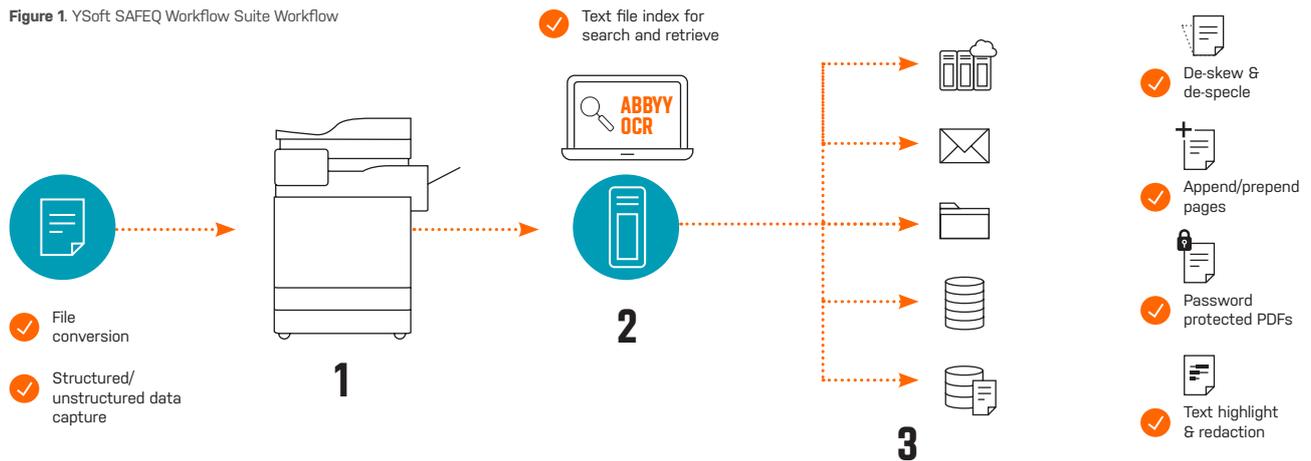
2
Job is processed and OCR features applied.

3
Digital scan is delivered to pre-defined destinations. Optionally, email notifications of document arrival can be sent.

Figure 1. YSoft SAFEQ Workflow Suite Workflow

Text file index for search and retrieve

ABBYY OCR

File conversion

Structured/ unstructured data capture

1

2

3

De-skew & de-specle

Append/prepend pages

Password protected PDFs

Text highlight & redaction

THE AUTOMATED WORKFLOW JOURNEY

CAPTURE → PROCESS → DELIVERY

CAPTURE
- YSoft SAFEQ authentification for personal workflow access
- Fast workflow selection
- Scan quality settings
- Easy metadata collection
- Limited UI choices to reduce input error
- Folder browsing
- Highlight text naming

PROCESS
- Optical character recognition (OCR)
- Barcode recognition
- Image cleaning
- PDF security via password
- Append images
- Output formats: PDF, PDF/A, Microsoft Word, Microsoft Excel

DELIVERY
- Secure document transport and delivery
- Local and network file system
- Email (full integration)
- Library of connectors to cloud-based repositories and 3rd party applications (Business and Enterprise)
- Delivery status notifications
- Delivery on behalf of user who scanned document

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KEY FEATURES & BENEFITS

FEATURE	BENEFIT
Automated Scan Workflows	• Available to assigned users on any printer. • Provides simplified user experience. • Includes access to a library of complementary connectors to third party, on premise or cloud destinations. Additional connectors are available.
Authentification	• Ensures secure access to the MFD by verifying authentication against the corporate directory. • Enables access to scan workflows as an individual or as part of a group.
Reporting	• Fact-based data on workflow usage to meet compliance regulations and internal audits. • Pre-defined report templates, or create custom reports. • Executive and green sustainability reports provide key details and results and sustainability initiative data.
Rule-based Engine	• Enables custom scripts and extensions from the YSoft SAFEQ Extension Library.

THE POWER OF ADVANCED SCAN WORKFLOWS WITH OCR

As Figure 1 shows, SAFEQ Automated Scan Workflows can output digital documents directly to pre-defined destinations: email, shared network folder, a cloud-based repository, or a third-party application such as SAP, HPE Manager, DocuWare or EPIC. This eliminates human error and increase the security of documents. It also reduces the complexity for users.

Pre-configured settings create a one-button process reducing time spent at the multifunction device (MFD). For administrators, pre-defined templates make creating task specific workflows for users or groups of users easy.

YSoft SAFEQ's powerful OCR Engine produces digital documents that are keyword searchable and editable. Additionally, powerful features such as append/pre-pend, text redaction and text highlighting are included.

THE Y SOFT DIFFERENCE

COMPANION HARDWARE

Y Soft is unique as a print management provider because we offer a comprehensive solution that enhances the user experience. Y Soft designs, manufactures and quality tests all companion hardware, so you are assured that software and hardware work well together and are supported by a single supplier. In fact, many competitive print management providers also use Y Soft companion hardware.

MOBILE/CARD READERS

A quick and convenient way for users to authenticate at the MFD is through an attached reader. The YSoft MFX Mobile reader combines a smartphone app with the reader for truly contactless authentication and print job release. Both the YSoft MFX Mobile and YSoft MFX readers also read traditional ID cards. Our free card reader service can verify compatibility with your existing access cards.

EXTERNAL TERMINALS

For printers and MFDS that do not support embedded software, Y Soft manufacturers external terminals. These external terminals can also be used instead of embedded for a consistent user experience if you have a mixed brand print fleet.

GLOBAL SUPPORT

Renowned for our excellent, global support, YSoft SAFEQ offers a choice of direct support – where Y Soft personnel works with you on any issue, or indirect support – where your printer provider, a Y Soft certified reseller, provides first or second level support. Whether you choose direct or indirect support, we offer multiple packages to meet your needs.

GLOBAL OPERATIONAL SUPPORT (GOE) FRAMEWORK™

Depending upon the size and complexity of your print environment, the GOE Framework may be utilized. The GOE Framework is a proven set of processes and tools to ensure that your expected ROI is realized and that the project is delivered on time and on budget throughout the Discover, Design, Deploy stages along with ongoing support. Ask a Y Soft representative or certified Y Soft partner for more information.