# YSoft SafeQ
# Managed Workflows

✎ **Category**

**Document
Capture &
Management**

✎ **Characteristics**

– Document Capture
– Document Processing
– Document Distribution
– Content & Document Management

**SAFEQ**™

Giving Shape to Ideas

# EFFICIENT SCAN WORKFLOWS
# FOR EFFECTIVE DOCUMENT CAPTURE

**The capability to implement document capture solutions inside an enterprise in order to make information widely available for any business purpose has increased in importance for many reasons, among them security and transparency, compliance and enhanced competitiveness. At Konica Minolta, we are well aware of this and are always looking to bring very efficient platforms to market. This is why we have teamed up with Y Soft in order to offer the YSoft SafeQ Workflow Suite as a comprehensive solution that provides answers to all the above issues.**

Document capture involves scanning a physical document and saving it as a digital image – in principle a simple and straightforward process. However, considering the amount of information generated on a daily basis inside an organisation, merely creating a digital image file is usually not sufficient to drive business efficiently. Therefore, the capture of paper-based documents always requires OCR (optical character recognition), which allows the digitised information to be read, edited, transformed and integrated into enterprise information systems such as Microsoft SharePoint.

Striving to manage digital content better, many organisations nevertheless do not reap the benefits of digitisation because the creation of digital workflows can be cumbersome, and having to navigate through multiple menu options to find the desired scan function frequently leaves users frustrated.

With its managed workflows, YSoft SafeQ helps eliminate the complexity of scanning for both administrators and users. For the administrators, YSoft SafeQ provides predefined templates that facilitate creating customised workflows for users and user groups. For the users, the single menu of YSoft SafeQ makes scan choices simple, avoids confusion and ensures that documents are easily captured and correctly distributed to authorised destinations.

YSoft SafeQ utilises sophisticated technology for the capture and processing of digital content. World-class OCR, barcode reading, and image clean up provide clear and accurate data capture. Common output file formats – including secure PDF and PDF/a, an ISO standard suitable for archiving – and output file manipulation such as appending pages, make digital workflows the productivity enhancement that enterprises expect it to be.

# KEY **FEATURES**

## ◢ Document capture

– **MFP embedded capturing:** The workflow starts directly at the MFP panel where additional information like document name, basic metadata and the scan destination is entered.
– **Secure MFP access:** Users have to authenticate via card, PIN, username/password or a combination thereof to protect against unauthorised use.
– **Limitation of scanning options:** Administrators can individually assign scan rights to different users.

## ◢ Document processing

– **Barcode recognition:** With the integrated barcode reader, 1D barcodes can be read and the recognised values used for document processing.
– **Reliable OCR text recognition:** The application includes a world-class OCR engine, provides image clean-up, allows appending or prepending pages and enables creating searchable PDF, DOC, XLS.
– **Image improvement:** Scanned documents are optimised in various ways, such as the removal of blank pages as well as improvements to skewed documents: If a document has not been scanned completely straight, the digital image will automatically be adjusted and the scan improved.
– **Highlight text naming:** Users can mark specific text in the original document with coloured highlighter pens. Depending on the colour of the highlighter, this text can either be used as filename, document metadata or simply deleted from the digital copy.
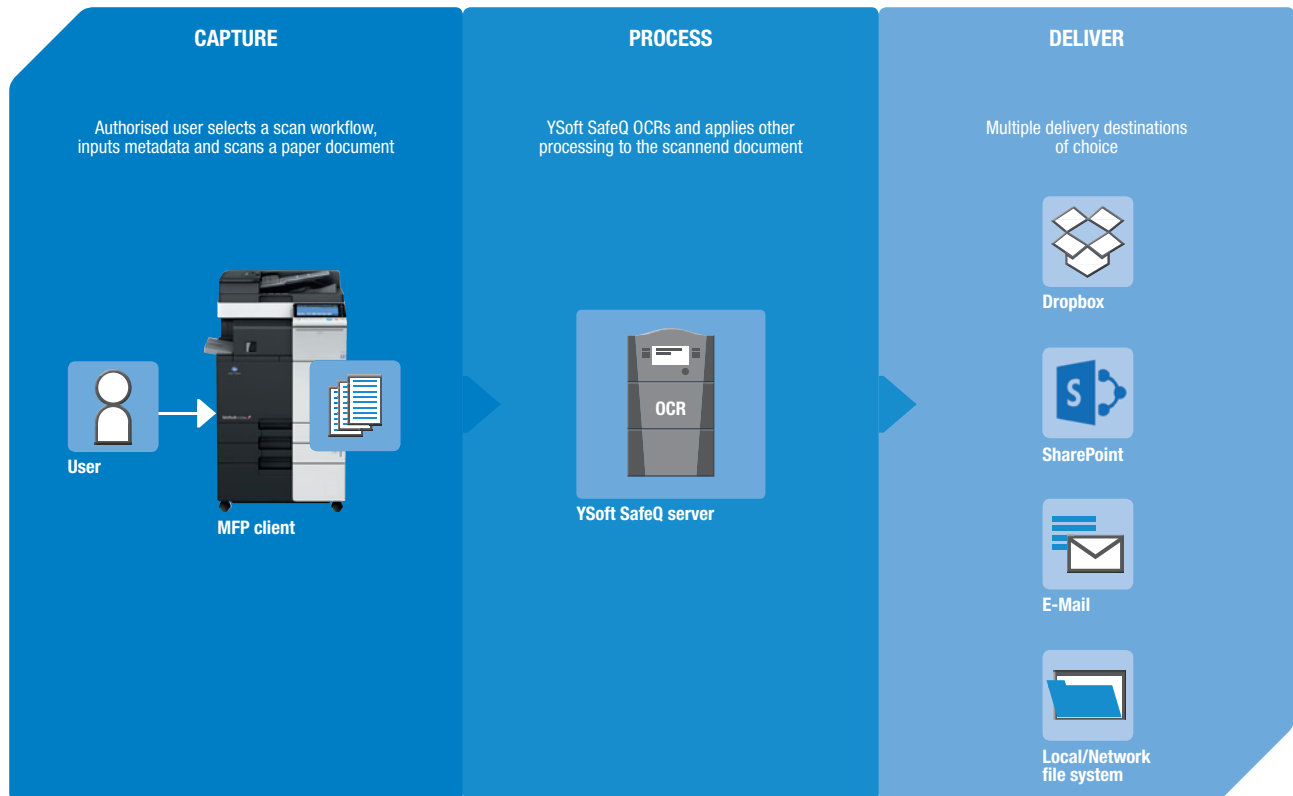
## ◢ Document distribution

– **Browse folders:** On the MFP panel, the user can select the destination folder in which the document will be stored.
– **Delivery Options:** Scan to e-mail or home folder. Predefined locations can be set up via scripts.
– **One-click secure scanning:** Secure scanning is possible to predefined SharePoint and Dropbox Business / Dropbox Enterprise document libraries.
– **External connectors:** In addition to SharePoint and Dropbox, there is a growing library of optional connectors to third party applications, on premise or cloud destinations such as Box for Business, Google Drive and Microsoft OneDrive for Business.

## ◢ Additional feature: Reporting

– Predefined or custom management reports
– Executive and green reports
– Central reporting available for long term trend analysis

# WORKFLOW

| CAPTURE | PROCESS | DELIVER |
|---------|---------|---------|
| Authorised user selects a scan workflow, inputs metadata and scans a paper document | YSoft SafeQ OCRs and applies other processing to the scannend document | Multiple delivery destinations of choice |

**User**

**MFP client**

OCR

**YSoft SafeQ server**

**Dropbox**

**SharePoint**

**E-Mail**

**Local/Network file system**

# TECHNICAL **SPECIFICATIONS**

## RECOMMENDED HARDWARE

| | |
|---|---|
| **Memory** | 8 GB free RAM |
| **Hard disk space** | 100 GB free disk space (after installation) |
| | Appropriate connection to storage, for example with a throughput of at least 150MB/s and 300 IOPS for 50 devices; please contact your service representative for your individual requirements |
| **CPU** | Dual Core 2 GHz processor or higher |
| **Network** | 1 Gbit/s |
| **Additional information** | Alternatively, installation in a VM with at least 2 cores and memory reservation set to the full amount of RAM allocation |

## OPERATING SYSTEMS

| | |
|---|---|
| **Operating systems** | Windows Server 2008 (32/64) |
| | Windows Server 2008 R2 SP1 (32/64) |
| | Windows Server 2012 (64) |
| | Windows Server 2016 (64) |

## SUPPORTED LANGUAGES

| | |
|---|---|
| **User interface** | YSoft SafeQ Client: |
| | English, French, German, Spanish, Chinese (simplified/traditional), Czech, Hungarian, Japanese, Polish, Russian, Slovak, Catalan, Croatian, Danish, Dutch, Estonian, Finnish, Greek, Indonesian, Italian, Kazakh, Korean, Latvian, Lithuanian, Malaysian, Norwegian, Portuguese (Brazil/Portuguese), Romanian, Serbian (Latin/Cyrillic), Slovenian, Swedish, Thai, Turkish, Ukranian |
| | External and Embedded Terminals: |
| | English, French, Italian, German, Spanish, Bulgarian, Chinese (simplified/traditional), Croatian, Czech, Danish, Dutch, Estonian, Finnish, Greek, Hungarian, Japanese, Kazakh, Korean, Latvian, Lithuanian, Norwegian, Polish, Portuguese (Brazil/Portuguese), Romanian, Russian, Serbian (Cyrillic/Latin), Slovak, Slovenian, Thai, Turkish, Ukrainian, Arabic, Hebrew, Indonesian, Malaysian, Catalan, Swedish |
| **Admin interface** | English, French, German, Italian, Spanish, Chinese (simplified), Czech, Danish, Hungarian, Japanese, Polish, Portuguese (Brazil/Portuguese), Romanian, Russian, Slovak, Turkish, Dutch |

The support and availability of the listed specifications and functionalities varies depending on operating systems, applications and network protocols as well as network and system configurations.