

# YSOFT SAFEQ™ WORKFLOW SUITE



## BENEFITS

- Takes the complexity out of scanning with one-click menus for improved productivity
- Provides consistent, accurate data capture making search and document retrieval easier and faster
- Automated digital document delivery to popular cloud or on-premise storage systems including Microsoft SharePoint, Dropbox Business and Dropbox Enterprise

With YSoft SafeQ Workflow Suite, the complexity of scanning for both administrators and users is eliminated. For administrators, YSoft SafeQ provides pre-defined templates so creating workflows for users or groups is easy. See Figure 1.

For users, YSoft SafeQ's one simple menu makes scan choices easy, eliminating confusion and ensuring documents are captured correctly and distributed to authorized destinations. See Figure 2.

No other provider offers the technical sophistication, accuracy and security combined with ease-of-use found in YSoft SafeQ Workflow Suite.



Figure 1. Managed Workflows for Administrator and User.

MODULES	BENEFITS AT A GLANCE
<b>AUTHENTICATION</b>	<ul style="list-style-type: none"> <li>• Protects against unauthorized users by securing access to MFD</li> <li>• Authenticates users via card, PIN, username/password or combination</li> <li>• Easily assign workflows to users and user groups</li> </ul>
<b>RULE-BASED ENGINE</b> <small>Coming soon for Managed Workflows</small>	<ul style="list-style-type: none"> <li>• Pre-defined library of common usage rules or create your own</li> <li>• Notifications – if the user does not comply to a set of rules</li> </ul>
<b>MANAGED WORKFLOWS: CORE AND ADVANCED WORKFLOWS</b>	<ul style="list-style-type: none"> <li>• One-click secure scanning to pre-defined Microsoft SharePoint® and Dropbox® Business / Dropbox Enterprise document libraries makes document capture and distribution easy</li> <li>• Folder browsing, storing documents on behalf of user who made a scan for document storage under the MFD user's identity and barcode recognition</li> <li>• Scan to email, home folder or predetermined location via scripts</li> <li>• World-class OCR engine, image cleanup, append or prepend pages, blank page removal, highlight text naming and searchable PDF, Microsoft Word and Microsoft Excel</li> <li>• Growing library of optional connectors to third party, on premise or cloud destinations such as Box® for Business, Google Drive™ and Microsoft OneDrive® for Business</li> </ul>
<b>REPORTING</b>	<ul style="list-style-type: none"> <li>• Predefined or custom management reports give fact-based data and insight into usage</li> <li>• Executive and sustainability reports provide top level summarized results and sustainability information</li> <li>• Central reporting available for long-term trend analysis</li> </ul>

The YSoft SafeQ Workflow Suite can be utilized with optional, complementary hardware solutions. Refer to the Y Soft Complementary Solutions datasheet for more information or visit our website.

## KEY MANAGED WORKFLOWS FEATURES

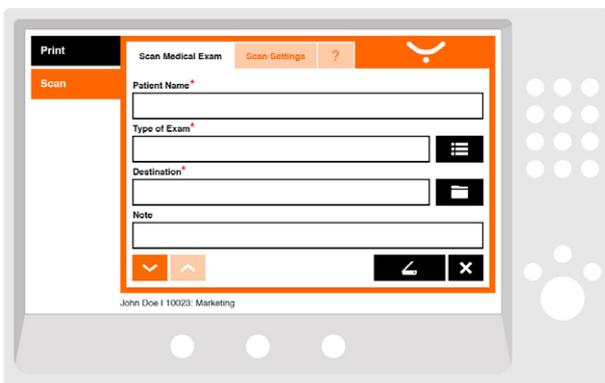
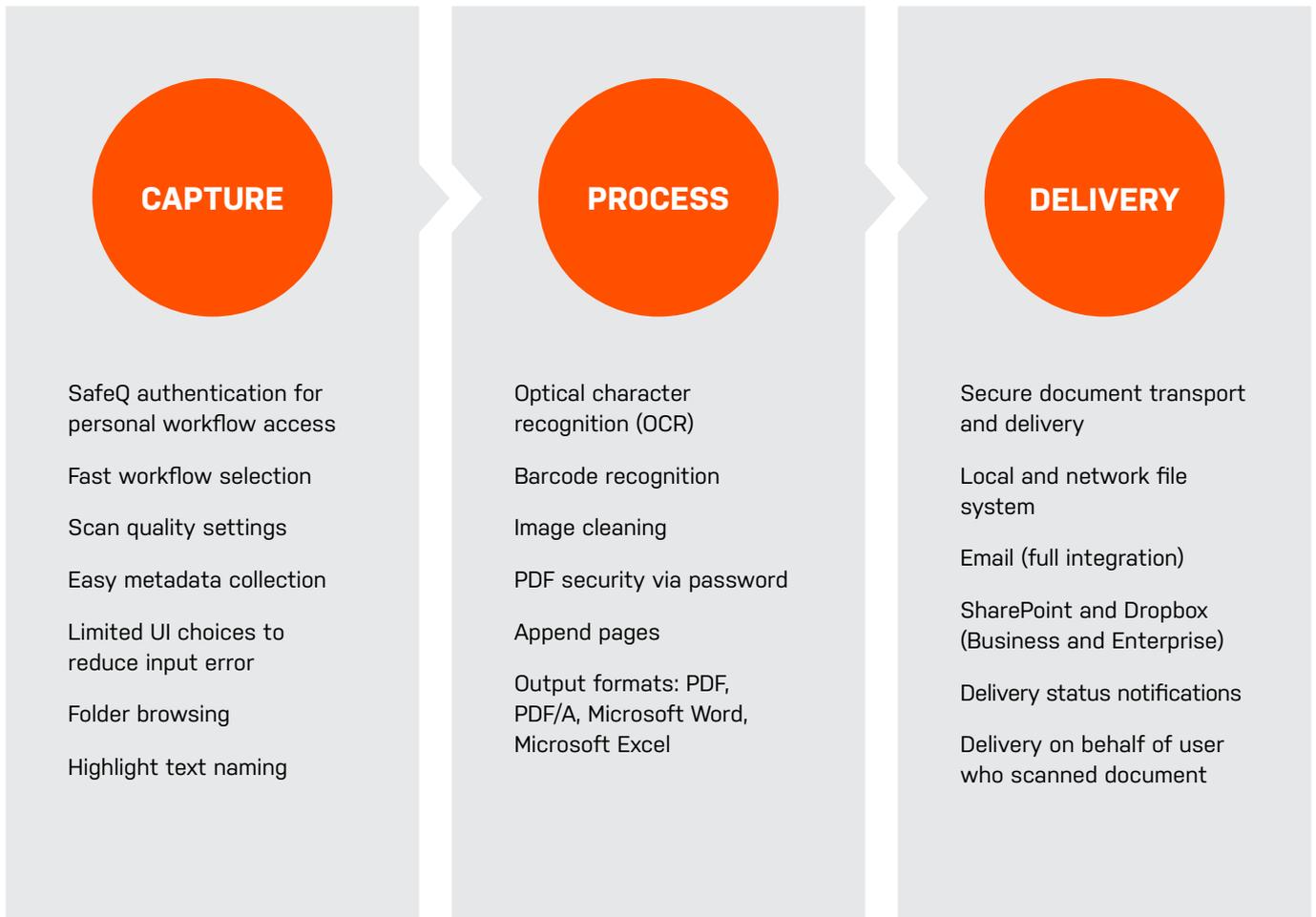
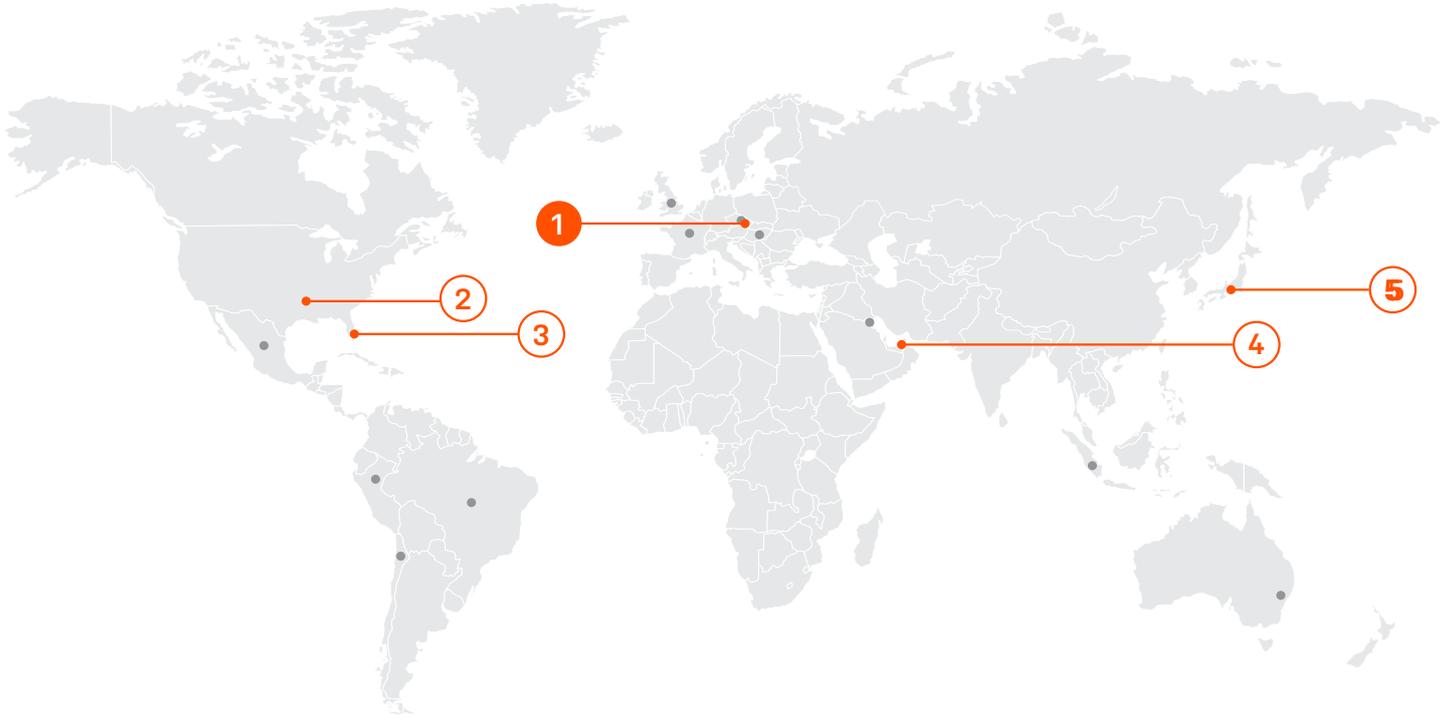


Figure 2. Sample single scan menu.

"Improved accessibility, higher productivity, and faster response to customers are the biggest drivers for scanning and capture, along with reduction in office space. Automating more manual processes is the biggest priority for users, and 23% are looking to invest in better technology."

AIIM 2015 Market Report on Paper-Free Progress

# LOCATIONS



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For a complete list of more than sixteen countries and locations, please visit our [website](#).



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