

XEROX®

Technology | Document Management | Consulting Services

ScanFlowStore®

Scan your way to an organized office

What can ScanFlowStore® do for you?

Go from **stacks of paper** to **searchable archives** in **three easy steps!**

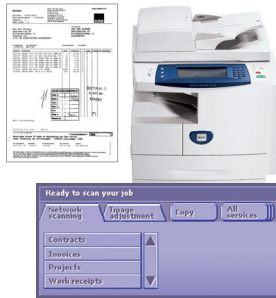
STEP 1



You have a document that you would like to archive digitally:

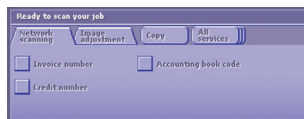
- Invoices
- Orders
- Contracts
- Personnel Documents
- Shipping Documents
- Etc.

STEP 2



Place the document on top of your Xerox multifunction device. Select the destination where you want to store it.

OPTIONAL STEP



Optional Document Management Fields can be used to index, store and retrieve documents.

STEP 3



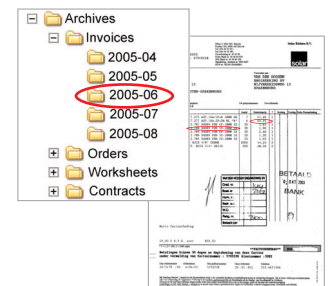
Press the green button. The document will be scanned and stored.

RESULT

The document is stored in the folder you selected. In this example we chose the folder Invoices (step 2). ScanFlowStore automatically creates a subfolder for the relevant month.*

All documents are stored as text-searchable PDF files. The documents can be retrieved by searching for any character within the document (for example, order number, article code, price, etc.). Documents can also be retrieved by one or more typed-in criteria (see optional step).

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



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

Call today. For more information, call **1-800-ASK-XEROX**. Or visit us at www.xerox.com/office/scanflowstore

Get more from your Xerox system without complex software. Simplicity in design. Powerful in use.

ScanFlowStore was developed from a user point of view, based on actual issues users face when developing a digital archive. Give your workgroups the tools they need to create an office where all documents can be stored and retrieved at the touch of a button.

ScanFlowStore takes the work out of transforming paper into useful digital files.

- Create digital archives simply and efficiently. Just scan your documents directly from your Xerox multifunction device.
- Scan a document as easily as making a copy or sending a fax. Retrieve each document just as easily.
- Convert scanned documents into text-searchable PDFs.
- Install ScanFlowStore on one non-dedicated central PC, not on every PC in the office.
- No product training is required.
- ScanFlowStore is available at one fixed price, no matter how many users you have or how many scans they make.
- Bar code processing module eliminates entry of document retrieval criteria.*

Destinations supported:

- Windows folder
- Microsoft SharePoint
- Microsoft Dynamics GP
- Xerox DocuShare™
- Thompson Elite – ProLaw*
- Exact e-Synergy*
- Lotus Notes*

*Available at an additional charge.

Customer Scenario 1:

ScanFlowStore can be used in any department and in any office where a Xerox multifunction system is installed. Anyone who wants to scan a document can put it on the scanner, select a destination, and press the green button. That's all there is to it. Users can search and retrieve documents just as quickly, because the scanned files are automatically converted into text-searchable PDFs.

Customer Scenario 2:

An employee in a back office wants to archive incoming invoices. She puts the invoice on the Xerox multifunction system, chooses where she would like to save the document, and presses the green button. The scanned document is sent to a directory, which is created by day, month, quarter, or year. She goes back to her own 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. However, she has forgotten where she placed the document. She only remembers the company's name. She can use the search functionality within the standard Adobe Reader and search for the name. Because ScanFlowStore converts the scanned documents into text-searchable PDFs, it's possible to search for any combination of letters or characters. She will now find all the documents with this name in the text, including the document she scanned a month earlier.