

**A document scanning and faxing solution**  
Learn more at [www.ixware.com](http://www.ixware.com)



# iXware Scanning DocuShare Integration

Xerox  
**DocuShare®**



**INTEGRATION WITH  
DOCUSHARE DATABASE  
FOR EASY AND ACCURATE  
ARCHIVING**

## **iXware Scanning overview**

iXware Scanning overview iXware Scanning gives you the complete freedom to support your business processes; to make (paper) documents part of your digital workflow. iXware Scanning turns your Xerox MFP into the on-ramp for that digital workflow and makes it truly multifunctional with the full power and functionality of the iXware solution at your disposal.

## **Scan documents directly into DocuShare**

iXware's DocuShare integration lets you scan documents directly into the DocuShare application from any Xerox multifunctional printer (MFP) in the office. On the EIP display the user can answer a few simple, predefined questions to determine the destination file and filename. The answers can consist of a free-field alpha numeric entry or a selection from lists populated from the DocuShare database, such as pre-defined document type or destination folder. The scan is then automatically stored in the right place in DocuShare as a text searchable PDF or in any other desired format (Word, ODF, JPEG, XLS and many more).



*Directly scan your documents from a Xerox MFP into DocuShare using the intuitive iXware Scanning Interface*



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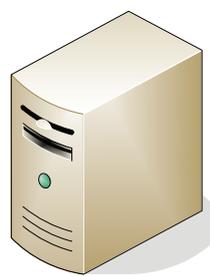
### Scanning to DocuShare is easy as 1-2-3

1



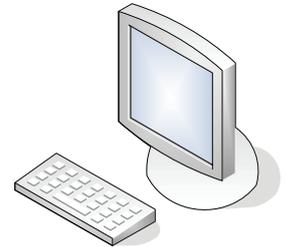
Directly scan your documents from a Xerox MFP into DocuShare using the intuitive iXware Scanning Interface.

2



The iXware server will convert the document to a text searchable PDF (or any other required format such as Word, ODF, JPEG, XLS and many more) and store it in DocuShare.

3



You can easily retrieve any scanned document from DocuShare.

### Easy to create and configure Scanning Templates

These questions are part of iXware's easy to configure Scanning Templates. They provide DocuShare the right meta data for the right storage location and easy retrieval of the document. As an added advantage subfolders can be created based on the meta data so that document can be filed in the correct location. On top of that it is also possible to use this meta data to build the file name. Templates are easy to create and configure. Simply create the relevant questions for the user to answer. For example: What type of document, which employee, which customer, what date? Answers can be manually input (alpha/numeric) or selected from database tables that can also be provided by DocuShare on the Xerox device.

### Easy to expand

iXware Scanning can easily be expanded with other iXware modules with one plus one equalling more than two. Add iXware Fax for example and benefit from Fax and Scanning functionality in a single solution and EIP user interface. iXware's modular structure lets you combine now or add later. iXware Scanning's OCR functionality adds additional value to the iXware Fax module by letting you store fax messages as text searchable PDF files.

### Key benefits

- Scan documents directly into DocuShare
- DocuShare database integration
- Documents are stored as text searchable PDFs or other formats (Word, ODF, JPEG and many more)
- Intuitive interface on the Xerox device
- Easy retrieval of documents in the DocuShare application
- Increase efficiency
- Make all scans part of an organization's digital Audit Trail
- Modular and scalable solution

### Contact iXware

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*Working together...  
getting results.*

**Together we can.**

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