

Xythos Connector™ for eCopy ShareScan



Easily scan and index paper documents directly to Xythos

The Xythos Connector for eCopy ShareScan enables knowledge workers to scan paper documents directly into Xythos Enterprise Document Manager™ (EDM) using any eCopy ShareScan-enabled Multi-Function Device (MFD). Supporting secure document imaging with user login credentials, this connector enables users to scan, OCR, index, route and store documents directly to Xythos EDM. It's easy for system administrators to configure and even easier for knowledge workers to use.

Productivity

Document handling. After scanning documents, users can rename, rotate and delete any pages before saving them to Xythos EDM. This eliminates additional formatting steps and ensures that documents can be viewed in their proper format almost instantaneously.

Document indexing. Add metadata to scanned documents right at the MFD. With this feature, users can eliminate extra steps by classifying a document and entering property values *before* saving to Xythos EDM.

Full-text OCR. Users can scan a document and output it as a Searchable PDF using OCR, so the contents of that document are immediately searchable and discoverable within Xythos EDM.

Customizable workflows. Increase user productivity and reduce scanning errors by automating the steps in various business processes. eCopy Administrators can easily create workflows for users with predefined actions and storage locations.

Benefits

- Improve user productivity by automating steps in the scanning processes and reducing user-related scanning errors
- Support compliance and security initiatives by enabling audit trails and file encryption
- Enhance operational efficiencies and user adoption by standardizing on one, easy-to-use scanning interface
- Increase the value of enterprise scanning hardware and business software investments



Blackboard

Destination shortcuts. Don't waste time searching for the folder in which to store documents after scanning. With this feature, users can create a bookmark in Xythos and use it as a folder shortcut in eCopy during scanning.

Removal of blank pages. Automate where you can by immediately removing blank pages from your scanned documents.

Compliance and Security

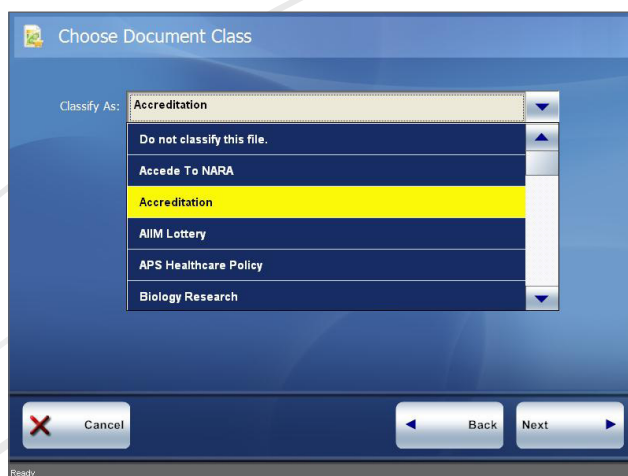
User authentication and audit trails. Improve scanning security and track user activity with these features. Tracking login credentials and activity by user helps support compliance initiatives required by many organizations.

File encryption. This feature prompts the user to enter a password to encrypt scanned documents. Further secure your documents by requiring a password to open the document and/or restrict user ability to edit, print, copy and comment on the file.

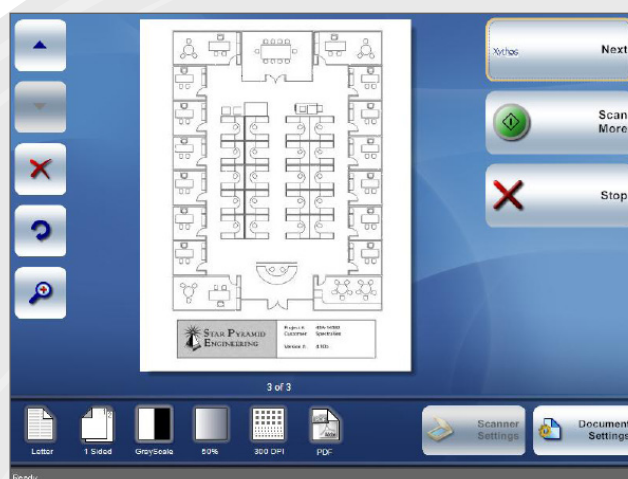
Bates Numbering. The Bates Number Service is an add-on service that enables users to mark scanned images with sequential page numbers and standard text messages. Add a unique Bates Number to each scanned document for use in document reference and retrieval.



Easy to understand user interface



Classify documents right at the MFP



Preview documents before you store them

The Xythos Connector for eCopy ShareScan is an add-on imaging module for Xythos Enterprise Document Manager. Find out more about how Xythos' open standards-based document management solutions empower organizations to increase compliance, reduce costs, and improve team collaboration initiatives.