



YSoft SafeQ **Scan Management**

Current economic trends drive a need for greater efficiency of processes and minimization of costs. An integral part of these trends is the shift to teamwork across the entire organizational structure. Digitization of paper documents is essential for increasing the efficiency of business processes and ensuring proper document management.

YSoft SafeQ Scan Management extends the scanning capability of devices to include automatic routing of scanned documents, scan monitoring, and user authorization for the scanning function.



One-click scanning

- Scan your documents to your email or home folder with one click, without the need to enter your email address or directory path.



Scanning workflow

- Use Scan Management to seamlessly integrate scanning into your organization's processes and systems.



Secure scanned documents

- Protect crucial information by ensuring that only authorized users can scan your organization's confidential documents.



Advanced scanning

- Incorporate metadata and run external scripts as part of the scanning process—so it's easy to search and use all your organization's scanned documents.

YSoft SafeQ

Scan Management



Devices equipped with YSoft SafeQ terminals enable users to scan documents to their inbox or home folder without having to enter their email address or directory path. And of course, YSoft SafeQ tracks and stores records of all scanning operations for future reports.

The enhanced functionality provided by embedded terminals enables you to define multiple scanning processes by entering document settings directly at the multifunction printer.

One-click scanning



With YSoft SafeQ and its terminals you never have to enter any information about your email address or home folder—or find the right device configured for your account. YSoft SafeQ Scan Management takes care of it.

And what's more, you can scan to different folders, email, or even to your print queue—and you can store the scan as a favorite job.

Scanning workflows



In the browser-based YSoft SafeQ Web interface, you can create scan workflows that can be used for specific devices, locations, users, roles, and departments. And you can integrate scan workflows into your organization's internal processes (for example, logistics, invoicing, etc.).

Secured scanned documents



Scan Management is not only about greater productivity—it's also about greater security. No one can use devices within your YSoft SafeQ system to scan your company documents and send them outside the organization without authorization. YSoft SafeQ secures your MFPs and tracks all scanning activities.

You can define access rights for each workflow that enable you to control who is authorized to make scans on specific MFPs. For example, a workflow can prevent anyone other than your accountant from scanning invoices.

Advanced scanning



Advanced scanning features—in conjunction with defined workflows and access rights for roles, users, and departments—let you include metadata for scans made at YSoft SafeQ embedded terminals. Metadata information is filled in before the scans are made.

For example, all scanned invoices could include a VAT number and a total amount, and this information could be further processed for other purposes.

Another advanced feature, the scan-to-script function, can cause an external application to be run as part of the scanning process for the document, such as to automatically convert the document to Word® or to upload it to SharePoint® or other document management system.



"The one-button scanning function that sends scans straight to the user's email inbox is really popular with our employees. From any printer equipped with a YSoft SafeQ terminal, our employees can select print options, make copies and scans, and easily reprint jobs."

Yvona Mazačová,
Telefonica O2 Czech Republic

