



THE POWER OF AUTOMATED SCAN WORKFLOWS

An eBook on Simplifying Document Capture
& Increasing Productivity

EBOOK

This eBook is a reference document based on a four-part blog series, [**YSOFT SAFEQ AUTOMATED SCAN WORKFLOWS, A 4-PART SERIES ON A DIGITAL JOURNEY**](#) and other Y Soft material. It is highly recommended the reader of this eBook refer to the blog series for additional information, details on how YSoft SafeQ automated scan workflows function, connections to third party applications and repositories, recommendations and considerations for setting up automated workflows in your organization.

Additional resources are listed in this eBook for easy reference to our website where the material can be accessed.

INTRODUCTION

CAPTURE

PROCESS

DELIVERY

CREATING

RESOURCES

SCAN WORKFLOWS

ABOUT Y SOFT

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INTRODUCTION

WHAT ARE AUTOMATED SCAN WORKFLOWS?

Organizations of all sizes are looking at new ways to improve productivity. This need, coupled with the digitization evolution, has driven the introduction and adoption of automated scan workflow solutions.

Automated scan workflows enable organizations to digitize traditionally paper based tasks which improves productivity. Automated scan workflows offer many more additional benefits for the employee and the organization. However, for many organizations, improving productivity is the driving factor for automated scan workflow adoption.



YSoft SafeQ scan workflows are fully integrated within all major multifunction device (MFD) brands.

INTRODUCTION

YSoft SafeQ automated scan workflows have three main phases:

CAPTURE | PROCESS | DELIVER

For each phase, this eBook outlines the steps involved and IT considerations for choosing a solution. Finally, the eBook takes a look at how using YSoft SafeQ, an IT administrator can easily create automated scan workflows for a user or groups of users in an organization.

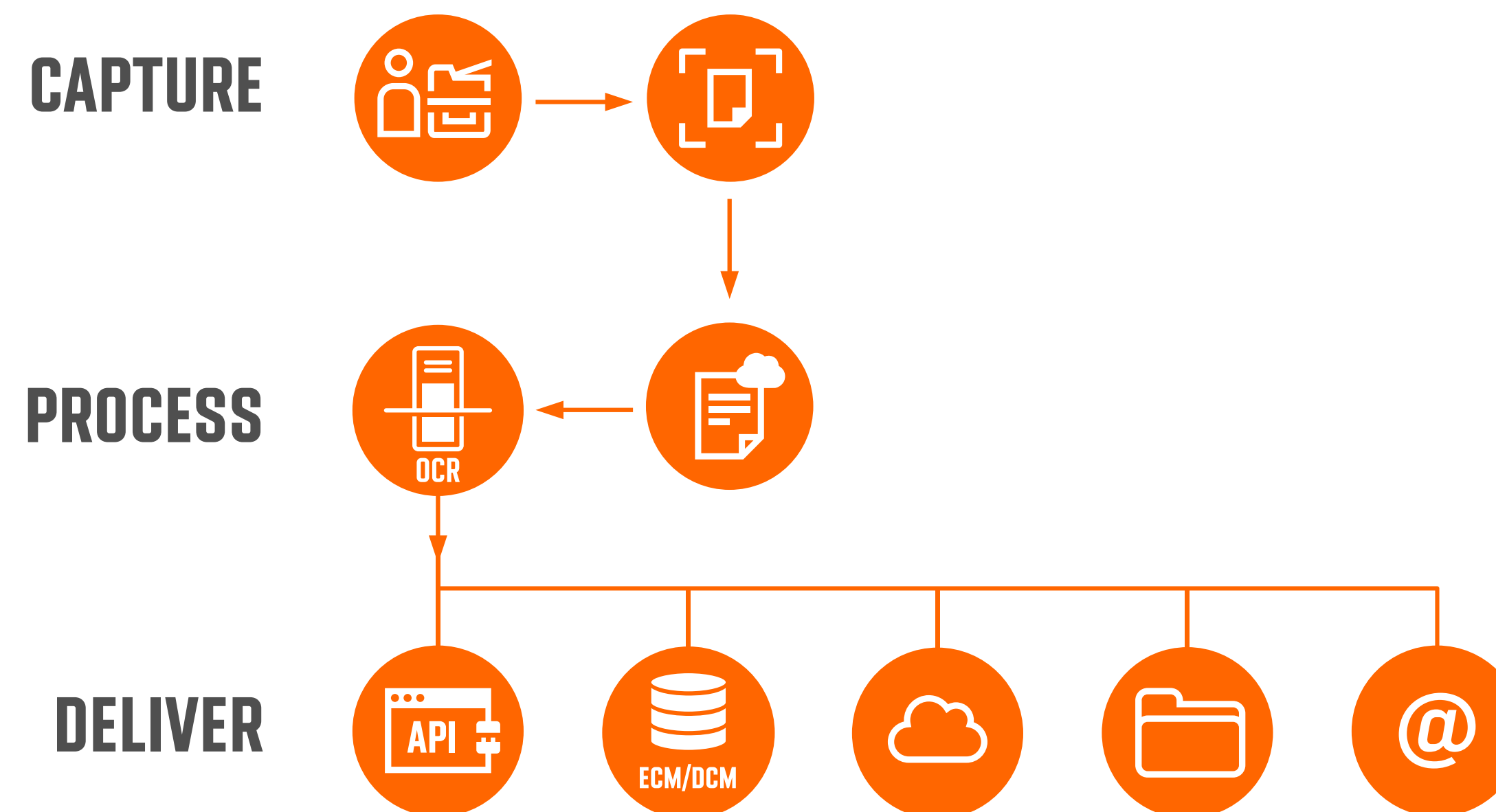


Figure 1. Phases of an automated scan workflow.