# Document Capture Pro Server
# Document Capture Pro Server Authentication Edition

# Solution Overview

# Document Capture Pro Server

"Document Capture Pro Server" is a server application that realizes capture operations and work flow and supports the Document Management System. This system can manage scanners and jobs in a batch, and can be installed even without a client computer in your environment.

The administrator register the scanners, jobs, and so on using a browser. This allows users to simply select a job on the control panel, so that any one can execute the same job without making mistakes.

You can register any scanner that is compatible with Document Capture Pro Server to this system.

Mail server

Document Capture Pro Server
host computer
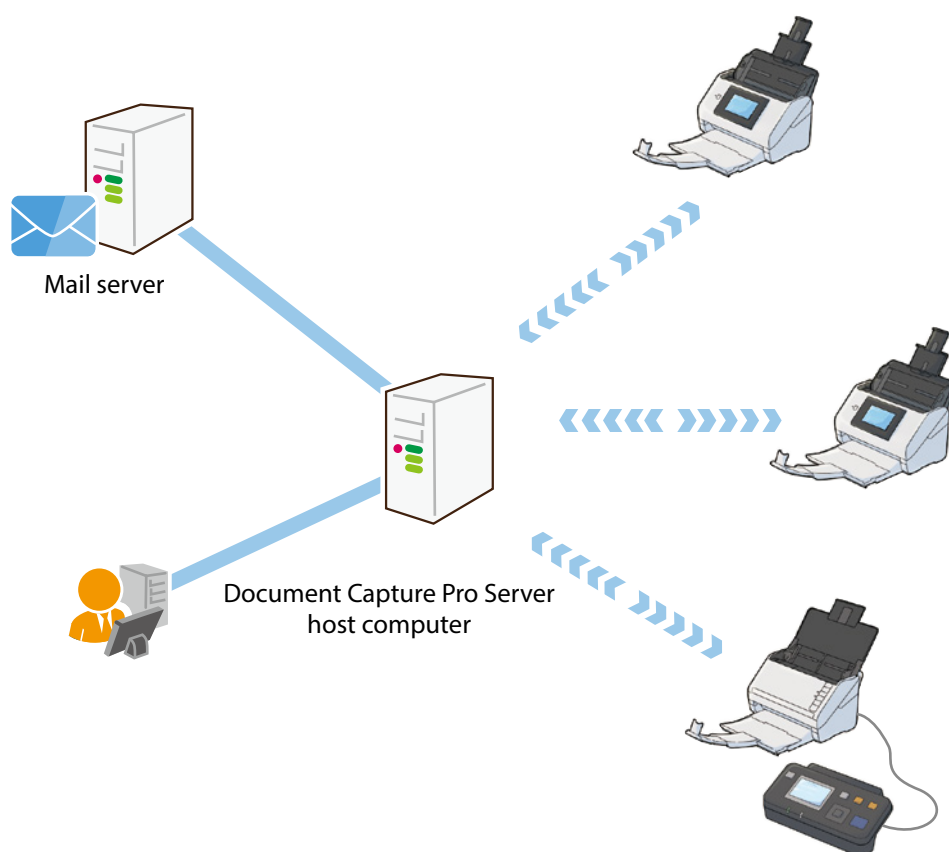
## Solutions for Document Capture Pro Server

By installing Document Capture Pro Server, you can manage jobs* even if there is no client computer in your network environment.
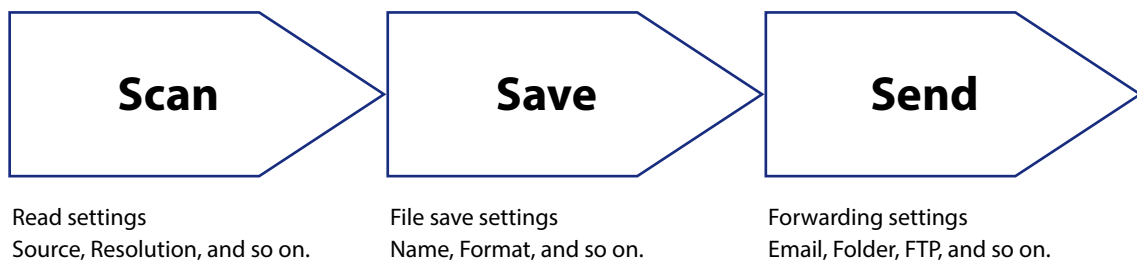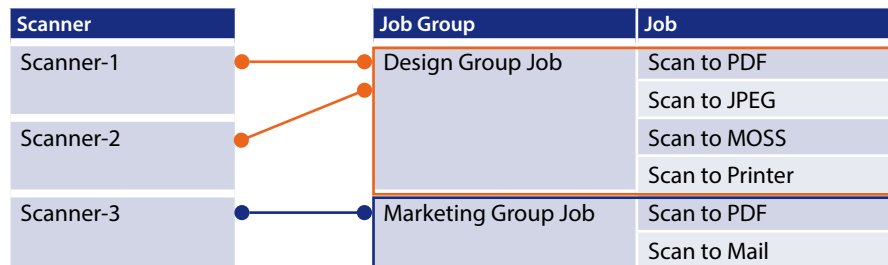This system provides the following merits.

**❶** Cost Saving

**❷** Efficiency

*What is a "job"?
A job is a profile that is registered as a series of operations (1. Scan, 2. Save, 3. Send). By registering jobs on the Document Capture Pro Server host computer, users can perform a set of operations by simply selecting the job on the scanner's control panel.

**Scan** ➤ **Save** ➤ **Send**

| Read settings | File save settings | Forwarding settings |
| Source, Resolution, and so on. | Name, Format, and so on. | Email, Folder, FTP, and so on. |

Jobs can also be managed as a "job group". By connecting scanners and job groups, you can easily register jobs that will be available on the scanners.

| Scanner | Job Group | Job |
|---|---|---|
| Scanner-1 | Design Group Job | Scan to PDF |
|  |  | Scan to JPEG |
| Scanner-2 |  | Scan to MOSS |
|  |  | Scan to Printer |
| Scanner-3 | Marketing Group Job | Scan to PDF |
|  |  | Scan to Mail |

# ❶ Cost Saving (costs for implementation or setup)

## Case study

For this real-estate company, employees at each branch scan documents from scanners that are connected to a computer and send the scanned data to head office.

## Issue

Since software needs to be installed and setup for each scanner and client computer at each branch, the whole process becomes time consuming and costly. Also, if any settings are changed at each branch because the computers and scanners are managed individually, scanned data may not be sent to head office correctly.
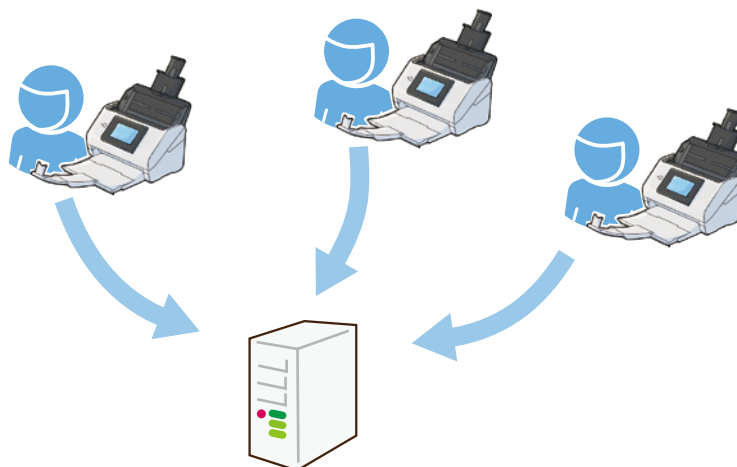
## Solution

Document Capture Pro Server does not require client computers and it can manage scanners and jobs in a batch. The users simply select a job on the control panel. You do not need to prepare and set up each computer and scanner individually.

**Before**
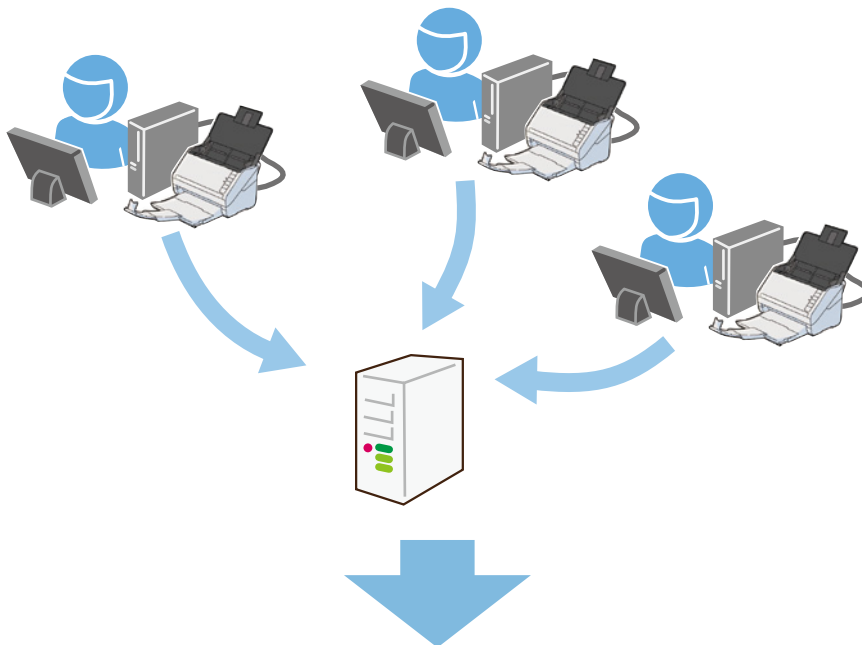
**After**

## ❷ Efficiency (dealing with the thin client environment)

### Case study

This waste disposal company promotes a document digitization and management system across the board. This means that all purchase related documentations, questionnaires, technical documents, and so on are digitized and managed. They aim to scan approximately 1,000 sheets every day.

### Issue

They cannot scan using network sharing in a thin client environment.

### Solution

Windows servers comprised of a thin client environment and Document Capture Pro Server can run in the same environment allowing you to scan using network sharing.

Thin-client system
+
Document Capture Pro Server
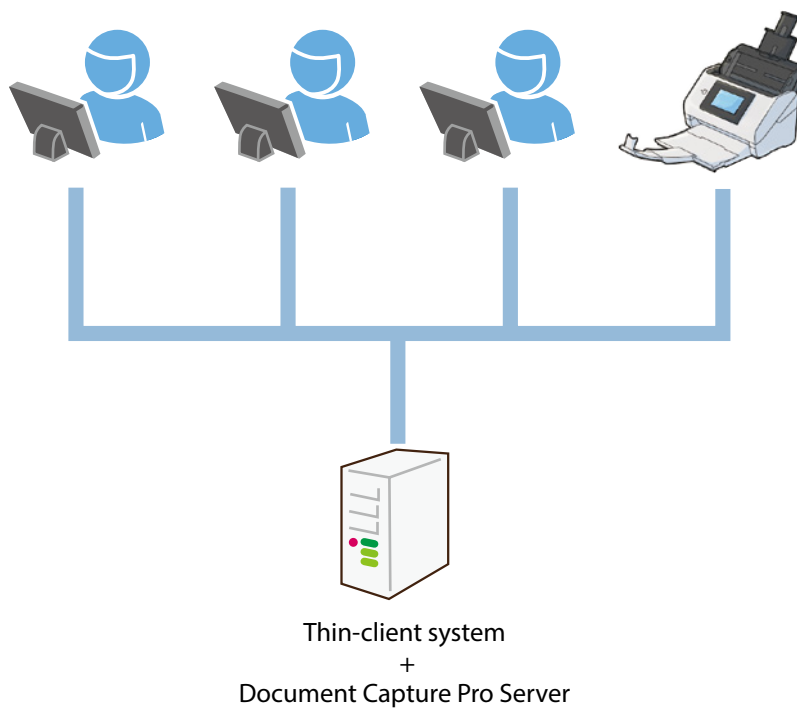
# Document Capture Pro Server Authentication Edition

"Document Capture Pro Server Authentication Edition" is software that adds a user authentication function to Document Capture Pro Server to enhance the management features.

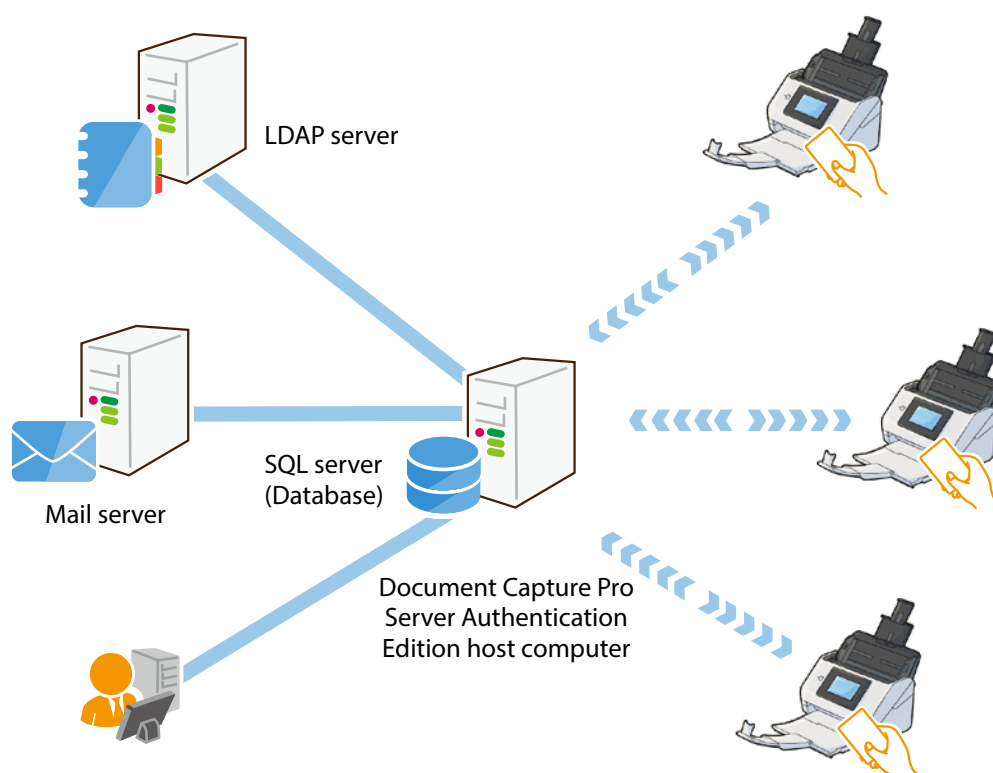The administrator registers the scanners, jobs, users, and so on using a browser.
User information can be managed by synchronizing to the LDAP server, thereby reducing the effort required to implement the software even in large organizations.
Users access the scanner by logging in to the scanner (user authentication.)
Since users, scanners, and jobs can be associated on this system, the following merits are realized.

- Displaying only the necessary jobs on the scanner's control panel for each user.
- Using user information (user ID, user name, email address) for scan results.
- Calculating the usage history for each user, scanner, and so on.

This software is available for scanners that support the authentication function. Scanners that do not support the authentication function can be registered to the system, however authentication features are not available.



LDAP server

Mail server

SQL server
(Database)

Document Capture Pro
Server Authentication
Edition host computer

## Solutions for Document Capture Pro Server Authentication Edition

By installing the Document Capture Pro Server Authentication Edition, you can enable user authentication.
This system provides the following merits.

**❶ Usability**

**❷ Efficiency**

**❸ Cost Saving**

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\*What is "user authentication"?
By managing the information for each user, the system is able to manage and monitor scanner usage for each user. This allows the system to operate by associating user information with scanner information. Users can also be managed in groups.

Example operations for user authentication:
You can set the scanners, job groups, and jobs that can be used by each user. For user A, four jobs are displayed and available on the scanner's control panel, but for user C, only one job (Scan to PDF) is displayed and available.

| Scanner | | Job Group | Job | User A | User B | User C | User D |
|---|---|---|---|---|---|---|---|
| Scanner-1 | | Design Group Job | Scan to PDF | ✔ | ✔ | | |
| | | | Scan to JPEG | ✔ | ✔ | | |
| Scanner-2 | | | Scan to MOSS | ✔ | | | |
| | | | Scan to Printer | ✔ | ✔ | | |
| Scanner-3 | | Marketing Group Job | Scan to PDF | | | ✔ | ✔ |
| | | | Scan to Mail | | | | ✔ |

# ❶ Usability (preventing mistakes by using authentication)

## Case study

This grocery wholesale company promotes a document digitization and management system across the board. This means that all purchase orders, delivery vouchers, estimations, and so on are digitized and managed.
They aim to scan approximately 2,000 sheets every day.

## Issue

Unrelated jobs are displayed on the scanner's control panel.
Since a lot of jobs are displayed, sometimes the wrong job is executed and data is lost.
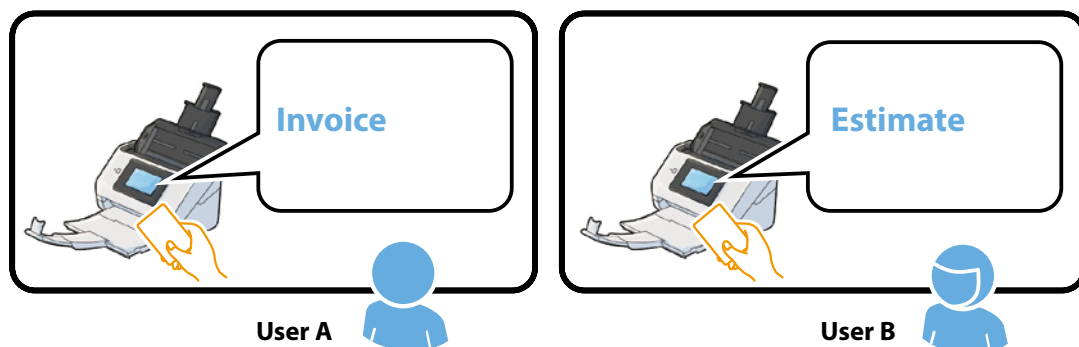
## Solution

User authentication means that only jobs related to the user or workplace are displayed. The problem of selecting and executing the wrong job is resolved.

**Before**
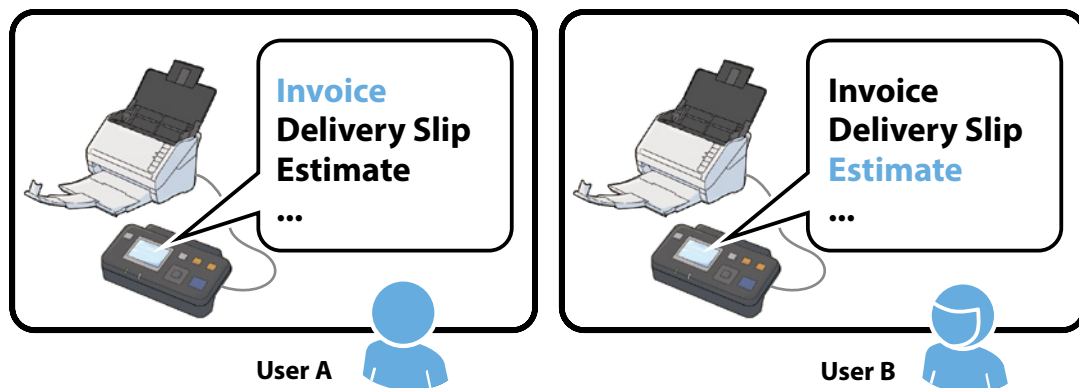


**After**

## ❷ Efficiency (displaying unique file names using authentication)

### Case study

Workers at this administrative institution scan and save purchase related documentation to a shared folder on the server. They can then search the scanned data from the shared folder and attach it to another system themselves.
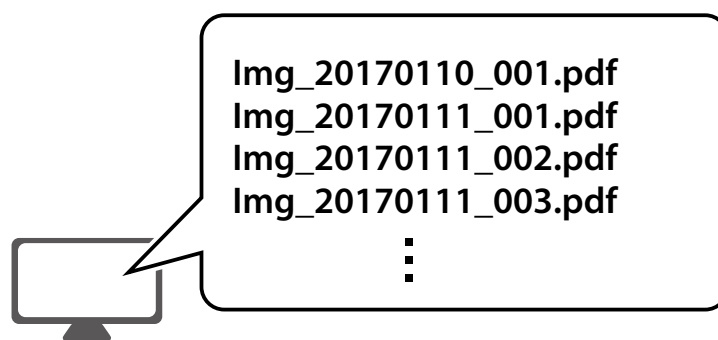
### Issue

Searching for scanned data in a shared folder is time consuming and can often be difficult to achieve. The user needs to open the PDF to check that the PDF is actually theirs. A workaround to this is to create jobs for each user, but this is also a time consuming and unwieldy solution.
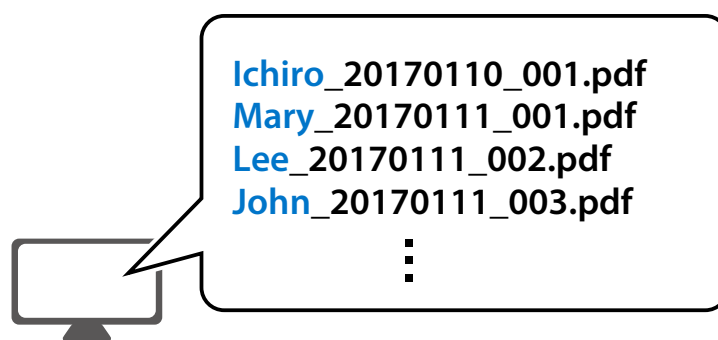
### Solution

User authentication allows a unique file and folder name to be created for each user. This makes it clear which files belong to which users.

**Before**

Img_20170110_001.pdf
Img_20170111_001.pdf
Img_20170111_002.pdf
Img_20170111_003.pdf

## After

Ichiro_20170110_001.pdf
Mary_20170111_001.pdf
Lee_20170111_002.pdf
John_20170111_003.pdf

# ❷ Efficiency (synchronizing with an LDAP server)

You can manage this system by synchronizing with an LDAP server, thereby allowing you to use the current database. You do not need to perform maintenance each time, reducing the effort required to implement the software even in large organizations.



LDAP server

Authentication server
(Document Capture Pro Server
Authentication Edition host computer)
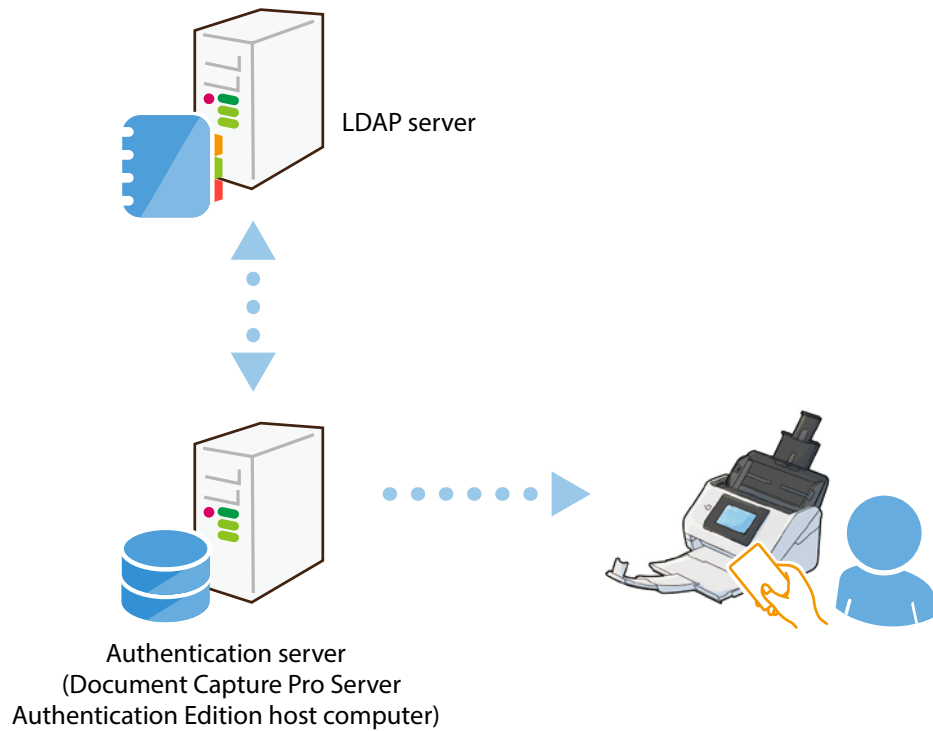
## ❸ Cost Saving (reducing administrator's load by logging)

### Case study

Sales staff for this insurance contract business scan agreements every day at each sales branch.
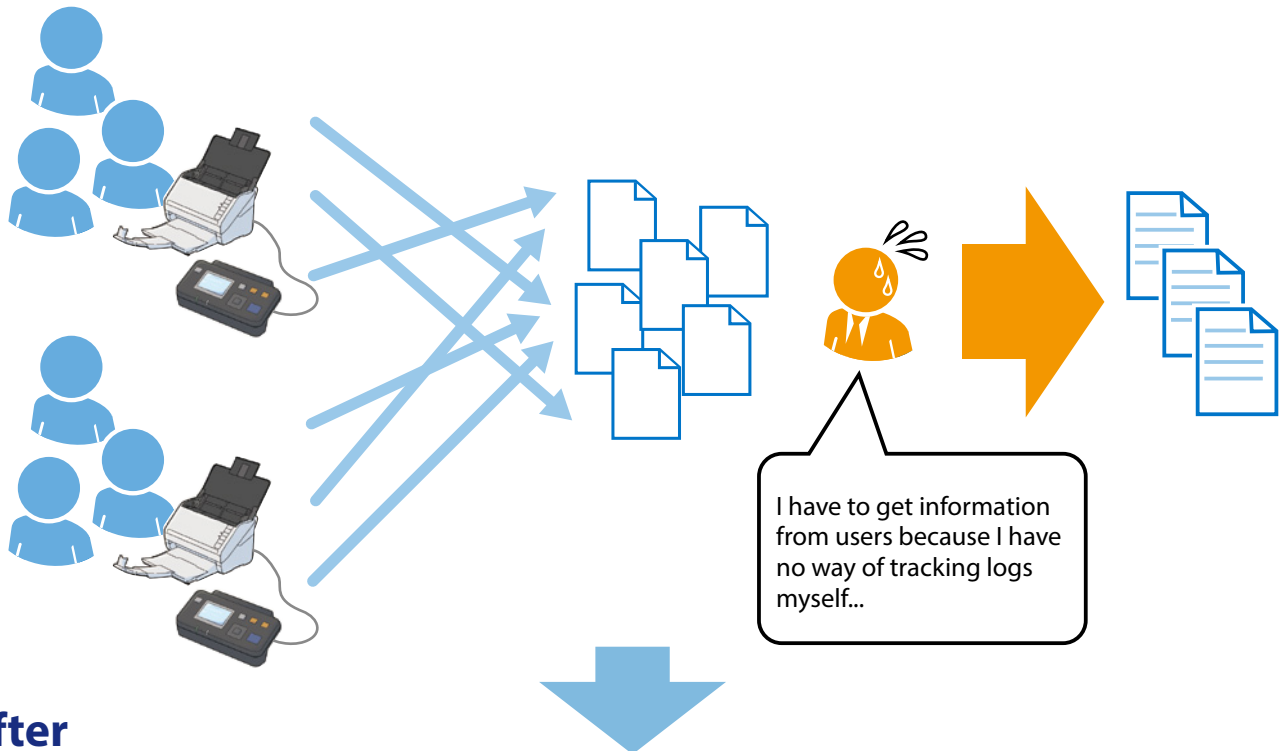To report to the boss, the administrator has to summarize reports on scanner usage.

### Issue

Since the administrator cannot create logs such as operational status and scanner users, creating reports took a long time.
Also, the collected data is not accurate since it was collected by asking the users to try to remember how much they used the scanner.
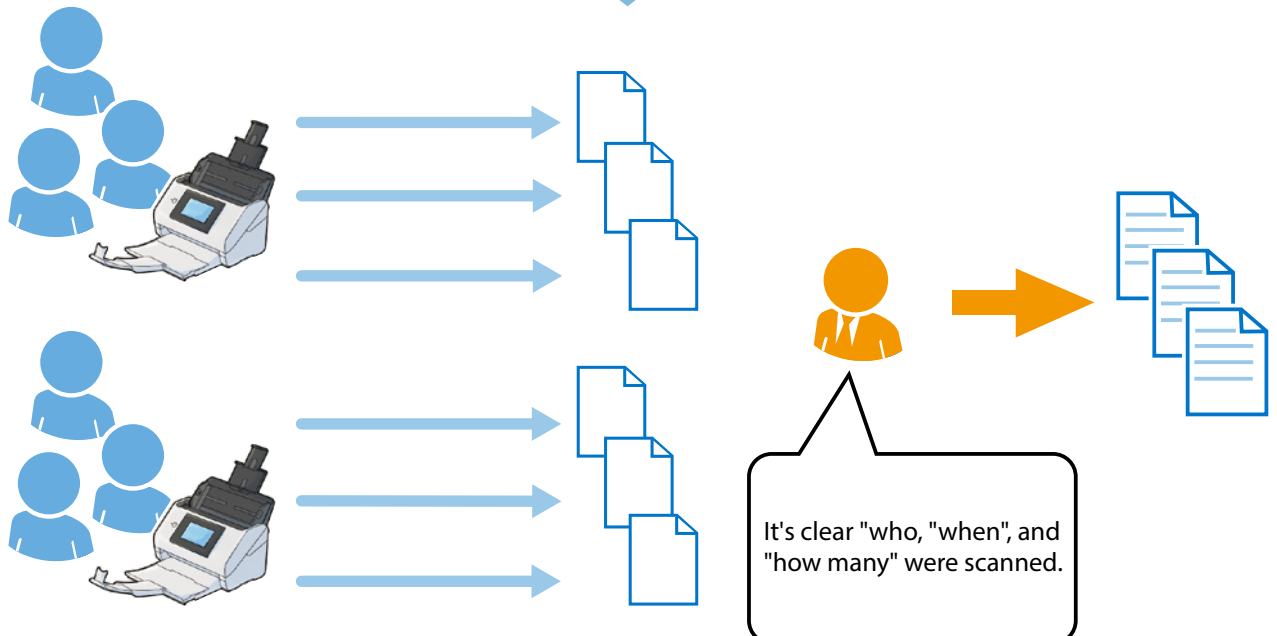
### Solution

This system can create reports that link users, scanners, and jobs, and manage logs for the system status. This allows you to easily check "who", "when", and "how many were scanned".

**Before**



I have to get information from users because I have no way of tracking logs myself...

**After**



It's clear "who, "when", and "how many" were scanned.

# Differences Between the Document Capture Pro Server and Document Capture Pro Server Authentication Edition

| Item | | DCPS*1 | DCPS AE*2 |
|---|---|:---:|:---:|
| Maximum number of registered scanners | | 1,000 | 1,000 |
| Manageable targets | User | - | ✔ |
| | Group | - | ✔ |
| | Job group, Job | ✔ | ✔ |
| | Scanner | ✔ | ✔ |
| Security | Password settings for job execution | ✔ | ✔ |
| | Authentication function ( ID card, user name / password, ID number) | - | ✔ |
| Scanner monitoring function | Instant notification emails (error notifications and so on) | ✔ | ✔ |
| | Periodical notification emails (specific days / every week and so on) | ✔ | ✔ |
| | Report (by User / Group / Scanner / Job) | - | ✔ |
| Maintenance | Log output | - | ✔ |
| | System backup | ✔ | ✔ |

*1: Document Capture Pro Server
*2: Document Capture Pro Server Authentication Edition