

Workflow Scanning Setup – 2 parts

- Part 1- Repository

This is the essential configuration component that allows workflow scanning to function

- Part 2- Templates

This is the “user level” configuration that specifies the settings which will be applied to the scan for the output format -eg 2 sided, mono, PDF or 1 sided, colour, JPEG. This should also be utilised to scan to different folders within the main repository – Eg Employees scanning to individual folders within a network share would have templates created for this.

**File Destination**

**Settings**

Friendly Name: ScanTestRepository  
 Example: Purchasing Department

Default Repository Protocol: SMB

IPv4 Address  
 Host Name

Default Repository Server: XDEMO-SAFECOM : 445

Share: ScanTest

Default Repository Document Path: [Empty]

Sub-folder (.XSM) for 1 File Per Page, File Format jobs

Default Repository Login Credentials

[Prefer Filing with Kerberos Ticket](#)

Authenticated User and Domain  
 Logged in User  
 Prompt at device control panel  
 Device

Login Name: xdemo\adminipi  
 Password: [Redacted]  
 Retype password: [Redacted]  
 Select to save new password

**Annotations:**

- Orange box:** Friendly Name = purely a repository identifier and has no impact on the configuration. This could be set to Fuzzy Unicorns ever time - it matters not
- Blue box:** Hostname should be in use – this does depend on machine having correct DNS. Backup is to utilise IP address however if that changes the scanning will stop working. Port is dependent on protocol in use – these can be googled. 445 for SMB is standard and SMB is usual protocol in use – IT should confirm
- Green box:** Credentials used are ideally: Domain\User. IT Support should be providing the correct credential. Local credentials can be used for scanning direct to a PC/small scale SMB. Check permissions are adequate for that user within Advanced Sharing Tab

**System Information:**

- Host Name: XDEMO-SAFECOM
- IP Address: 10.99.15.53
- System Type: Server, Stand-alone, Terminal Server
- Default Gateway: 10.99.0.1
- DNS Server: 10.99.15.31, 10.99.2.31
- Free Space: C: 13.71 GB NTFS
- Logon Domain: XDEMO
- Logon Server: XDEMO-DC2
- MAC Address: 00-0C-29-36-C4-47
- OS Version: Windows 2012 R2
- Service Pack: No service pack
- User Name: adminipi

**Network Shares:**

Network Path: \\XDEMO-SAFECOM\ScanTest

**ScanTest Properties - Advanced Sharing:**

Set custom permissions, create multiple shares, and set other advanced sharing options.

**Annotations:**

- Red arrow:** Points from the 'Default Repository Server' field in the Xerox interface to the 'Host Name' and 'IP Address' in the system info.
- Purple arrow:** Points from the 'Default Repository Document Path' field in the Xerox interface to the 'Network Path' in the Windows share properties.
- Green arrow:** Points from the 'Advanced Sharing...' button in the Windows share properties to the 'Advanced Sharing...' button in the Xerox interface.

Press Windows, type `\\servername` or `\\serverIP` press enter.

The folders visible are the top level “Shares”

If using a folder within the main share then utilise the document path field to point further into the directory.

The account in use by the Xerox can be tested by using that account to create a folder within the destination folder.

Templates:

Create the initial template

The screenshot shows the 'New Distribution Workflow' configuration page in the Xerox AltaLink C8045 interface. The page is titled 'New Distribution Workflow' and contains several sections for configuring a workflow named 'ScanTestTemplate'. The sections include:

- General Information:** Workflow Name (ScanTestTemplate), Description (Optional), and Owner (Optional).
- Add Destination to Workflow:** Radio buttons for 'Select from a Predefined List' (selected), 'Enter a Scan Destination', and 'Enter a Server Fax Number'.
- File Destination:** A dropdown menu showing 'ScanTestRepository'.
- Protocol:** SMB.
- Host Name and Port:** XDEMO-SAFECOM-445.
- Share:** ScanTest.
- Document Path:** Add (Optional) field.
- Filing Policy:** A dropdown menu showing 'Rename New File'.
- Login Name:** xdemoadminpi.
- Report Options:** A checkbox for 'Save Job Log (.XST) in Repository' (disabled).

An 'Add' button is located at the bottom right of the configuration area.

Modify the required settings to produce the require file

The screenshot shows the 'Distribution: ScanTestTemplate' configuration page in the Xerox AltaLink C8045 interface. The page is titled 'Distribution: ScanTestTemplate' and contains several sections for configuring the workflow. The sections include:

- Destination Services:** Radio buttons for 'File' (checked) and 'Fax'.
- File:** A list of file destinations, including 'File (Default): ScanTestRepository'. Buttons for 'Add', 'Edit', 'Delete', and 'Destination Test' are visible.
- Workflow Tags (Optional):** A table for adding tags with columns for 'Tag Name', 'Tag Label', and 'Default Value'. Buttons for 'Add', 'Edit', and 'Delete' are visible.
- Workflow Scanning:** A table of scanning settings including 'Output Colour', '2 Sided Scanning', 'Original Type', 'How Original was Produced', 'Document Name', 'Auto Detect', '1 Sided', 'Photo & Text', 'Printed Original', and 'DOC'. An 'Edit' button is visible.
- Advanced Settings:** A table of advanced settings including 'Image Options', 'Image Enhancement', 'Resolution', 'Quality / File Size', 'Lighten / Darken: Normal', 'Sharpness: Normal', 'Saturation: Normal', 'Contrast: Normal', 'Suppression: Off', '200 dpi', 'Medium Compression', and 'Medium File Size'. An 'Edit' button is visible.
- Layout Adjustment:** A table of layout settings including 'Original Orientation', 'Original Size', 'Edge Erase', 'Blank Page Management', 'Portrait Originals', 'Auto Detect', 'All Edges: 3mm', and 'Include Blank Pages'. An 'Edit' button is visible.
- Filing Options:** A table of filing settings including 'File Format', 'PDF', 'Multi-Page', and 'Image Only'. An 'Edit' button is visible.