

## Connect to Sharp Version 2

ProductInfo



## Document Management Using a Digital Copier

Turn your digital copier into an all-rounder for your documents: With Connect to Sharp you can access any DocuWare file cabinet via your digital copier. When you scan, the tool archives your documents in the same work process and stores them in the central document pool. All authorized users can access the documents immediately. And that's not all: You can find your stored documents on the copier at any time and print them quickly and easily to take with you.

## Application

### Quick and Easy Configurations for Storing and Searching

Document management is very simple with the digital copier: Select the DocuWare Connect to Sharp application on the device. You can then use the symbols on the start page to search intuitively for the right configuration for your project - depending on whether you are storing documents or searching. The displayed configurations for saving and searching can be accessed without a login or can be password-protected.

### Easily Define Index and Search Terms

You must specify index terms if you want to save a document in the DocuWare file cabinet on the copier.

## Benefits

- **Optimized processes:** Seamless integration of your Sharp digital copier into your document management system
- **Easier work:** Archive and index documents as you scan
- **Practical work:** Select, print and take away archived documents on the MFP
- **Improved information flow:** Documents are available immediately to all authorized persons

The DocuWare system also needs your search terms in order to send the required document directly to the copier. Connect to Sharp makes it as easy as possible for you to enter the terms and offers individual options: You can enter the terms in the input dialog fields. You can use the soft keyboard to type the terms or use the lists with already existing terms. Alternatively, you can display the index or search terms hierarchically in a folder structure and transfer the terms by selecting the individual folders. Incidentally, whether you work with an input dialog or a hierarchical folder structure depends on the configuration selected.

### Easier Work

Scan the document when you have selected all necessary index terms for storage. The digitized document is now stored in the background in the DocuWare file cabinet along with the assigned index terms. All authorized users can now access it with immediate effect. When you search for a document, a results list of hits is displayed according to the defined search term. Select the right document and display it in the preview or print it straight off to take with you. It is even easier when you use a search configuration with a DocuWare task list: A predefined search automatically takes place in the background. You do not need to enter any search terms. Once you have selected the configuration on the start page, you just have to select your document from the list shown.

### The standout feature

If you want to edit the scanned document, it can first be stored in a basket in the Web Client rather than in a file cabinet. You can transfer a document directly to your personal basket using password-protected configurations. You can further optimize your processes by using a configuration which only requires a user name to be entered and not a password. An administrator can use his manager's user name, for example, in order to save a letter directly in his Web basket.

### Application Example: Improving Workflows

Connect to Sharp will enable you to improve your workflows and process tasks quicker. For example, you can benefit from combining Connect to Sharp and DocuWare task lists. This is just one example of many: In a meeting, your guest gives you an important letter, which you want to send on to your assistant immediately for processing. However, her office is on a different floor - but the digital copier is within reach. You quickly scan the document with a Connect to Sharp configuration, in which the index terms *Incoming mail* and *New* are assigned automatically. On the display, you just enter the name of the editor, which in this case is your assistant. Of course, the assistant has a task list which immediately displays all recently stored documents with the relevant index terms *Incoming mail* and *New*, as well as her own name. When you sit back down in the meeting, your assistant has the letter on the computer in front of them.

## System Requirements

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### On the DocuWare side

- DocuWare 5.1c installation
- Can be used with all DocuWare Server Editions: BUSINESS, PROFESSIONAL and ENTERPRISE
- DocuWare client license

### On the Sharp side

- MX-AMX2 keys

### Supported Sharp digital copiers

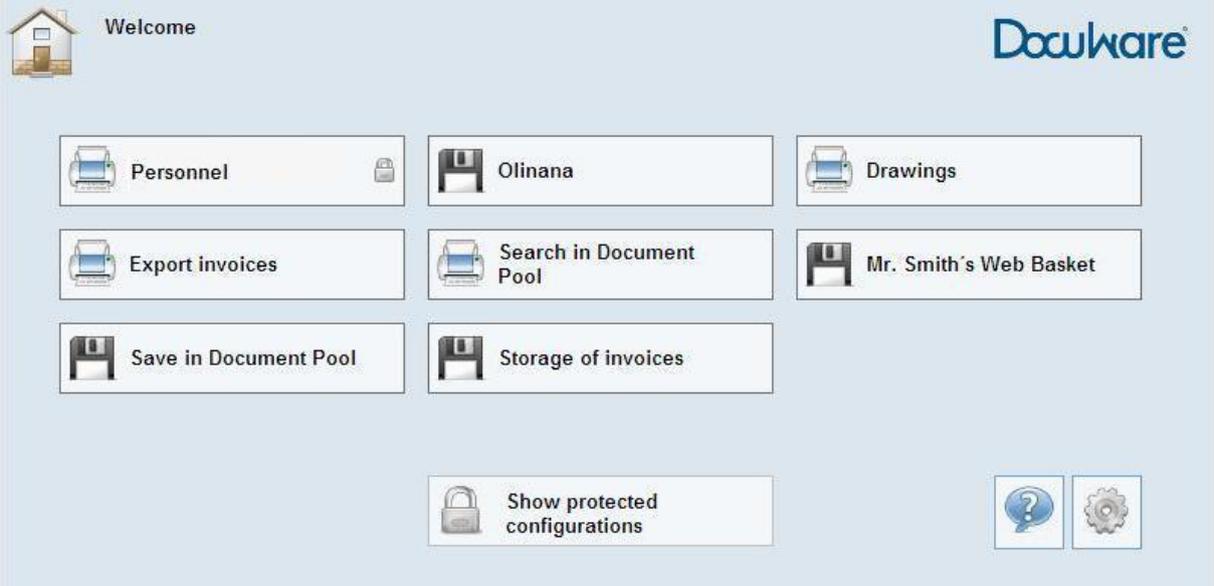
#### With DocuWare 5.1c:

- MX-260x / 310x
- MX-360x / 410x / 500x
- MX-C311 / C381 / C401
- MX-B38x / B40x
- MX-M363 / M453 / M503
- MX-M623 / M753

#### Also from DocuWare 5.1c Service Pack 1:

- MX-M283N
- MX-2010U
- MX-2310U
- MX-2610N
- MX-3110N
- MX-3610N
- MX-4112N
- MX-5112N

## The Start Dialog on the Copier



Simply select a configuration on your copier's display to store documents in DocuWare file cabinets or to search.

## Storing with an Input Field for Index Terms

Please enter the index entries for the document to be scanned

Home

**Indexing**

Settings

Scan

**Company\***

**Number2 (nur Ergebnisliste)**

**Doc.-Type: (nur Ergebnisliste)**

**Email:**

**Status:**

**Contact:**

**Subject:**

**Catchword: (nur Ergebnisliste)**

+  
-

Search similar index set

ESC	q	w	e	r	t	y	u	i	o	p	ü
TAB	a	s	d	f	g	h	j	k	l	ö	ä
.?123	.\$%	z	x	c	v	b	n	m	Undo	Cancel	
Shift	Space					Backspace	<	>>	Continue		

There are two options for indexing a document: You can apply the entries from an existing document or fill in the fields separately using the soft keyboard or the select lists.

## Search using Term Hierarchy

Select a folder

Home

**Folder**

Result

Print

Flying Tom Deutschland KG	Rapid Transport
Peters Engineering US	Robinson's Refuge
Flying Tom US	Storage Experts Inc.
Peters Engineering	Robinson's Refuge US
Phone Wizard	US-Steel

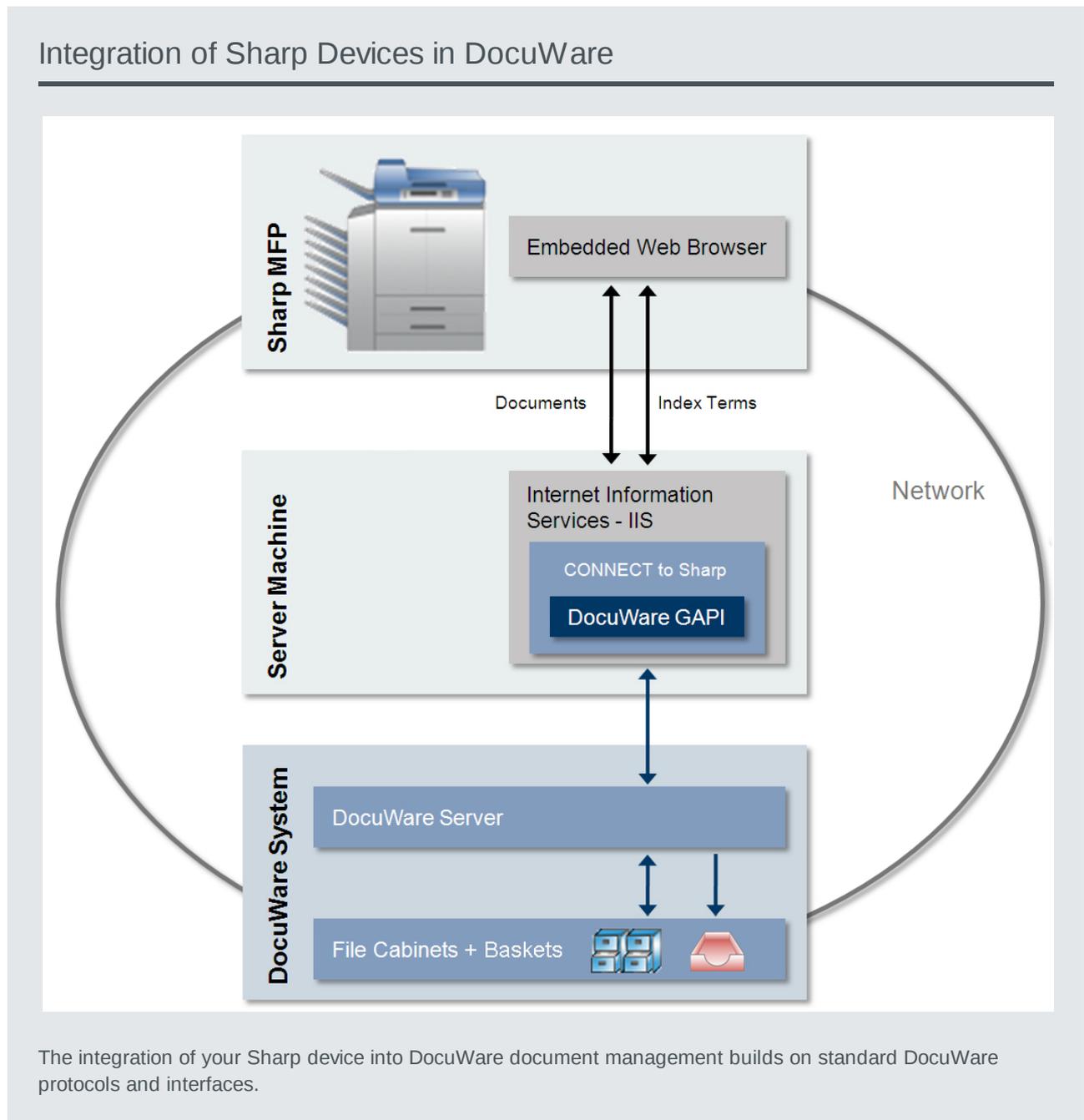
ESC	q	w	e	r	t	y	u	i	o	p	ü
TAB	a	s	d	f	g	h	j	k	l	ö	ä
.?123	.\$%	z	x	c	v	b	n	m	Undo	Back	
Shift	Space					Backspace	<	>>	Continue		

The entries of index terms of previously archived documents are listed hierarchically, as in a folder structure. By selecting an index folder, you transfer the search term to DocuWare.

# Architecture

Connect to Sharp is based on the technology of DocuWare Web Client. A Web browser runs on the Sharp MFP. It uses HTTP/HTTPS to communicate with the DocuWare Connect to Sharp module, an ASP.NET application, which runs inside Microsoft IIS (Internet Information Services). To communicate with the DocuWare system, Connect to Sharp uses a DocuWare programming interface.

The Sharp device sends the scanned documents via FTP (File Transfer Protocol) to an FTP server, where it stores them in a directory. DocuWare accesses this directory on the FTP server via the file system, fetches the scanned files from there and stores the documents in the DocuWare file cabinet via the programming interface. The index data for the scanned documents is transferred by Connect to Sharp directly to the interface.



# Configuration

With minimum effort, you can turn Connect to Sharp into a document manager, which is perfectly tailored to your workflows and users:

On the DocuWare side:

- Create a separate Web instance for the additional module. Here you define the user with which the application logs in to the DocuWare system.
- In the Web Client settings, select the Administration module for Connect to Sharp. Here you can specify Sharp devices for work with Connect to Sharp and create configurations for saving and searching, as well as configurations with different settings for scanning and printing.
- In the Administration module, use the various DocuWare permissions to set up Connect to Sharp according to your in-house workflows.

On the Sharp side:

- Register the application via the Web front-end as an external application program. Among other things, you need to specify the URL via which the user interface will be loaded on the scanner display.

## Configuration in the Web Client Settings

**CONNECTtoSharp - Create new configuration**

General | Dialogs | Settings | Devices | Permissions

**Name and Description**

Name:

Description:

**Connection Settings**

Protection:

- Public
- Trusted login
- Password-protected

Web Instance:

**Type and Target**

Type:

- Store to basket
- Store to file cabinet
- Search in file cabinet

Target:

Cancel Previous Next

Easily set up your configurations for storing and searching in DocuWare in the Web Client settings. Use the menu to specify all necessary parameters on different tabs. In the first step, among other things, select whether this is a configuration for saving or searching and which file cabinet or basket is the target.



This document can also be found here:

<http://pub.docuware.com/en/connect-to-sharp-version-2>

For more information please visit our website at

[www.docuware.com](http://www.docuware.com)