

# Xerox® Capture & Content App

QUICK START

## Quick Start Guide for use with the Xerox® Capture & Content App

### DESCRIPTION

Xerox® Capture & Content is a Xerox Gallery App that allows users to scan and submit documents from their Xerox Multifunction device to the Xerox Global Capture Platform (GCP) where a customer-aligned Capture & Content Service will automatically extract critical data, classify and catalog key information from the document and enable automation and streamlining of complex data-intensive business processes.

Users can enable Build Job to build a multi-page scan job, preview their scanned document, receive printed confirmations, and even receive an email confirmation at a later time, once the GCP workflow has fully processed the scanned document and data.

### Device Requirements

Throughout this guide, the Word “Device” is used synonymously and interchangeably with Multifunction Printer and Printer.

All devices require the following:

- Xerox Extensible Interface Platform® (EIP) must be enabled to allow the app to be installed.
  - Devices must support EIP 3.7 or higher
- Xerox® ConnectKey® App Installation (Weblet Install Policy) must be enabled to allow installation of the App.
- Ensure the device is able to communicate with the Internet.



### INSTALLING CAPTURE & CONTENT

The following procedure assumes you have created a Xerox App Gallery account. If you do not have access to a Xerox App Gallery account, refer to the Xerox App Gallery Quick Start Guide for instructions on creating an account.

#### Notes:

For detailed instructions on adding a device and adding or installing Apps to your Xerox App Gallery account, see the documentation links at the end of this guide.

The use of this app requires the customer to have an existing Capture & Content Service agreement with Xerox.

#### Note:

Some networks require a proxy to communicate with the Internet.

If Verification of SSL is enabled on the device, ensure the security certificates are loaded on the device.

By default, all certificate authorities needed by Xerox developed apps are preloaded on all current devices. Our certificates can be found by contacting the app gallery team at

[xerox.app.gallery.feedback@xerox.com](mailto:xerox.app.gallery.feedback@xerox.com)

For more information on the settings above, refer to the Xerox App Gallery Online Support at:

<https://www.support.xerox.com/en-us/product/xerox-app-gallery/?platform=win10x64>

## INSTALL GALLERY APPS FROM THE XEROX APP GALLERY WEB PORTAL

1. Go to the Xerox App Gallery URL: <https://appgallery.services.xerox.com>
2. Select **Log In**.
3. Enter a valid Email and Password.
4. On the devices tab, add a Multifunction Printer.
5. On the All Apps tab, select the desired app.
6. Select the **Install** button.
7. You will be prompted to configure the application. See **How to Configure the App** below for more details.
8. Select the device(s) that you would like to install the App on and then select **Install**.

## HOW TO CONFIGURE THE APP

When you install Capture & Content on your Xerox® Device, you have the option to configure the app using App Gallery configuration. If you have a Global Capture Platform client ID and server URL, you can enter them prior to install.

If you'd ever like to change your client ID or server URL, simply sign into App Gallery, locate and click Capture & Content, and select the **Configure** button next to the app's icon.

**Note:** Once the new value(s) is set, you will have to reinstall the app on your devices to refresh the application with the updated value(s).

If you have any questions about the App Gallery configuration fields, please see the app's Customer Support Site for more details. A link can be found at the end of this guide.

## HOW TO SCAN AND SUBMIT A DOCUMENT

1. From the Xerox® Device home screen, open **Capture & Content**.
2. You will be presented with a Privacy Statement popup. If you wish to proceed, select **Continue**.
3. If there is more than 1 project associated with your device, you will be presented with a list of them. Select a project and choose **Next**.  
**Note:** If there <=1 projects associated with your device, you will be taken to the

- Select Workflow or Scan screen, depending on configuration.
4. If there is more than 1 workflow associated with your device, you will be presented with a list of them. Select a workflow and choose **Next**.  
**Note:** If there are <=1 workflows associated with your device, you will be taken to the Metadata or Scan screen, depending on configuration.
  5. If there is metadata associated with your workflow, a list of the workflow's metadata fields will display. Fill out the metadata fields by scrolling through the list and selecting each row. Some fields may be required. Select **OK** to continue.  
**Note:** If your workflow does not have any metadata associated with it, you will be taken directly to the Scan screen.
  6. You'll arrive on the Scan screen where you can adjust scan settings and initiate the job.
  7. If you'd like to change your workflow, select the **Change** button. If you'd like to edit the metadata you set, select the **Edit** button.
  8. The scan settings listed depend on the workflow associated with your device. In some cases, scan settings may be disabled, in which case, the row will be disabled.
  9. There are toggles to enable scan preview, print confirmation, email confirmation, and Build Job. For more information on Build Job, see the **How to Use Build Job** section below.
  10. Adjust your scan settings. Then, with a document in the feeder or on the platen, select the **Send** (or **Preview**) button to begin scanning.
  11. The job will begin. If you toggled **Preview on**, continue to step **12**. If not, go to step **13**.
  12. The app will display a preview of your scan. To accept it and submit the document for processing, select **OK**. If you'd like to adjust your scan settings and re-scan your document, select the **X** icon.
  13. Once the scan completes, your job will be submitted for processing. If you toggled **Print Confirmation On**, you will receive a printed document in your device's output

tray confirming that the document was submitted. At this point, you can close the app. If you toggled **Email Confirmation On**, you will receive an email at a later time confirming that your GCP workflow has finished processing.  
**The app does not need to be running on your device to receive the email confirmation.**

## HOW TO USE BUILD JOB

Build Job is a feature that lets you scan multiple pages and then combine them into a single job.

1. On the Scan screen, enable Build Job with the toggle.
2. With a document in the feeder or on the platen, select the **Send** (or **Preview**) button to begin scanning.
3. When the scan completes, you will be presented with a list of options: Scan Another, Change Scan Settings, Finish Job, or Cancel Job.
4. To add more pages to the job, select **Scan Another**.
5. To change the scan settings associated with the next scan, select **Change Scan Settings**.
6. To complete the job and submit it, select **Finish Job**.
7. To cancel the job and go back to the Scan screen, select **Cancel Job**.
8. Step **4** can be repeated until you've built the job you'd like to submit.

## SUPPORT

Xerox App Gallery Knowledge Base

<https://www.support.xerox.com/support/xerox-app-gallery/support/enus.html>

Xerox App Gallery Documentation

<https://www.support.xerox.com/support/xerox-app-gallery/documentation/enus.html>

Customer Support Site

<https://captureandcontent.support.xerox.com>