

# Xerox® Workflow Central Service

QUICK START

## Quick Start Guide for use with Xerox® Workflow Central App

### DESCRIPTION

Xerox® Workflow Central Service is a cloud hosted software platform. Its purpose is to host micro-services that automate digital or paper document centric tasks. These services (Audio Conversion, Convert to MS Office, Handwriting Conversion, Translate, and Data Redaction) can be used either through the portal or at a device. The user may also create unique workflows and store them for future use. Xerox® Workplace Solutions (Xerox® Workplace Suite and Xerox® Workplace Cloud) works as the Single Sign-On mechanism, making sign in fast and easy. Xerox Workflow Central Service is available to the customer who purchases the app and downloads it using a Xerox App Gallery account. You can also try the app for a defined trial period.

Xerox® Workflow Central Service is for use with Xerox® AltaLink®, and Xerox® VersaLink® devices.

### 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 3.5 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 XEROX® WORKFLOW CENTRAL SERVICE

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.

#### Note:

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.

#### 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, the Xerox® Solutions Certificates are preloaded on all AltaLink® and VersaLink® Devices. If our certificates expire, new certificates can be downloaded from [https://appgallery.services.xerox.com/xerox\\_app\\_gallery/certs/XeroxSolutions-CertificateBundle.p7b](https://appgallery.services.xerox.com/xerox_app_gallery/certs/XeroxSolutions-CertificateBundle.p7b)

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 (PAID APP)**

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 or Printer, if necessary.
5. On the All Apps tab, select the desired app.
6. Select the **Subscribe** button.
7. Accept the App End User License Agreement (EULA).
8. Select **Checkout**.
9. Fill out the Billing information and select **Place Order**.
10. Select **Done**.
11. Check your email inbox for purchase confirmation.

**INSTALL GALLERY APPS FROM THE XEROX APP GALLERY WEB PORTAL (TRIAL APP)**

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 or Printer, if necessary.
5. On the All Apps tab, select the desired app.
6. Select the **Try It** button.
7. Clicking on the button launches the Install Trial screen.
8. Select the Device(s) that you would like to trial the App on and then select **Install**

**CONFIGURING PURCHASED GALLERY APPS FOR SINGLE SIGN-ON: APP IS LISTED IN XEROX® WORKPLACE SUITE**

**Important:** Xerox Workplace Suite administrators should perform the following procedures. If you do not have Xerox Workplace Suite administrator permissions, contact the appropriate administrator to perform the following Admin Configuration steps:

1. Launch **Xerox® Workplace Suite**.
2. Click **Settings**.
3. Select **Single Sign-On**.
4. If your newly purchased app displays in the list, click it and select **Exchange Keys**.
5. This will send an email request to Xerox SSO Apps.
6. The administrator of the SSO Apps will then email the Xerox Workplace Suite Administrator the required key.
7. The Xerox® Workplace Suite Administrator will enter the public key for the app.

SSO is enabled for the app. Users may now opt to use Single Sign-On at their first log-in attempt.

**CONFIGURING PURCHASED GALLERY APPS FOR SINGLE SIGN-ON: APP IS NOT LISTED IN XEROX WORKPLACE SUITE**

**Important:** Xerox Workplace Suite administrators should perform the following procedures. If you do not have Xerox® Workplace Suite administrator permissions, contact the appropriate administrator to perform the following Admin Configuration steps:

1. Launch **Xerox® Workplace Suite**.
2. Click **Settings**.
3. Select **Single Sign-On**.
4. If your newly purchased app does not display in the list, click **Action -> New**.
5. Fill in the Description, Publisher, and Publisher Email address, App ID and Redirect URL.

This information should be part of the description on the App Details screen in the App Gallery. If this information is not available, contact the app creator.

6. Select **Send**.
7. Click on the app and select **Exchange Keys**.
8. This will send an email request to Xerox SSO Apps.

9. The administrator of the SSO Apps will then email the Xerox Workplace Suite Administrator the required key.
10. The Xerox Workplace Suite Administrator will enter the public key for the app.

SSO is enabled for the app. Users may now opt to use Single Sign-On at their first log-in attempt.

**INITIAL SETUP:**

Once a user has subscribed to the app, they will receive a Welcome Letter.

1. Open the letter and select the **Log In** button.
2. The Xerox Workflow Central portal will open. Select the **Get Started** button.
3. If the user already has a gallery account, then login, if the user does not have an account, select Create Account.

**XEROX WORKFLOW CENTRAL SERVICE PORTAL**

The portal will allow the user to manage workflows, users, and subscriptions.

**Workflows**

1. Select the **workflow** (Audio Conversion, Convert to MS Office, Handwriting Conversion, Translate, or Data Redaction)
2. Select the document to be used
3. Select all parameters for the job.
4. Select either **Run** or **Save As New**
  - a. **Save as New** – can be made as a public workflow that others could see or may stay private to the user that created the workflow.

**Users**

1. Select **Users** tab
2. Enter email address to send welcome letter to.
3. Select the user that you wish to change role, then select **Edit Role**

## Manage Subscription

If the user is the admin, they will have this tab. It will allow the user to see what their current plan is along with how many pages remain and when the subscription expires. The user may select **Subscription Details** to modify the subscription in App Gallery. The admin user may also select the **Device Install** and be able to see what device(s) the app is installed and also install onto additional device(s).

## DEVICE APP

Once the app has been installed on a device

1. Select the app
2. Login to the app
3. Select the workflow
4. Select all parameters for the job.
5. Select either **Scan**
6. If the user would like to create a personalized workflow, they can select **Save As New** and decide if the workflow will be public or private.

## 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 Forum

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

Supported Multifunction Printers (MFPs) and Printers

<https://www.xerox.com/en-us/connectkey/apps>

Talk to your local Xerox provider for more information  
or visit [xerox.com/verify](https://xerox.com/verify) to get started