Xerox Workflow Central Platform

User Guide

xerox

Preface

Xerox® Workflow Central Platform is a cloud hosted software service that automates digital or paper document centric tasks.

This document is used by end users to better understand Xerox® Workflow Central Platform and the Gallery app. This document will also describe the different workflows that can be used.

Contents

1. Description

Xerox® Workflow Central Platform is a cloud hosted software service that automates digital or paper document centric tasks. These services (Convert to Audio, Convert to MS Office, Handwriting to Text, Merge, Translate, Redact, and Summarize) can be used on a PC, mobile, or MFD 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 Account created from the Xerox App Gallery. You can also try the app for a defined trial period.

Subscription Plans and Features

Xerox Workflow Central is available as a subscription service, with unlimited users and unlimited devices, available in 2 plans Starter and Advanced and a wide variety of package sizes. For details on the specific plan packages for purchase see the Xerox App Gallery, https://appgallery.services.xerox.com .

The features for each plan include

Advanced – Access to full power and capabilities	**Starter –** Access to core capabilities
• Standalone and Combination Workflows that combine two or more workflows into one simple process	• Standalone Workflows only
• Share saved workflows with multiple outputs	• Simple input options with scan hardcopy, drag and drop digital documents or image capture from a mobile device
• Added input option; select desired pages with Page Selector	• Selectable output
• Greater selection of output choices, with added security and flexibility	• Print, download and/or email
• Cloud Repository routing	• Add security with Document Password
• Encrypt and Track documents via email for maximum security	
• Multiple outputs/destinations save time and drive productivity	

Device Requirements

Xerox® Workflow Central is supported on Xerox® AltaLink® and Xerox® VersaLink® devices.

Throughout this guide, the word "Device" is used synonymously and interchangeably with Multifunction Print 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.

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 found by contacting the app gallery team at xerox.app.gallery.feedback@xerox.com.

Browser Requirements

Xerox® Workflow Central Service will work on the following browsers:

- Internet Explorer version 11
- Microsoft® Edge version 79 or higher
- Google Chrome version 60.0 or higher
- Safari Mobile 12.0
- Firefox version 88 or higher

2. Installing Xerox® Workflow Central Platform

The following procedure assumes you have created a Xerox App Account. If you do not have access to a Xerox App Account, refer to the Xerox App Gallery Quick Start Guide for instructions on creating an account https://download.support.xerox.com/pub/docs/APP_GALLERY/userdocs/any-os/en_GB/XeroxAppGalleryApp_QSG.pdf?_ga=2.69174550.608013450.1629739662-553080164.1559755376.

Note:

For detailed instructions on adding a device and adding or installing Apps to your Xerox App Account, see the Xerox App Gallery User Guide https://download.support.xerox.com/pub/docs/APP_GALLERY/userdocs/any-os/en_GB/XAG_UserGuide_2021-07-12_en-us.pdf?_ga=2.72935700.608013450.1629739662-553080164.1559755376.

INSTALL WORKFLOW CENTRAL APP FROM THE XEROX APP GALLERY WEB PORTAL (SUBSCRIBE 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. **Note**: Adding a device is not necessary if you plan to only use the Workflow Central web portal.
5. On the All Apps tab, select the Workflow Central app.
6. Select the Subscribe button for the desired subscription plan.
7. Accept the App End user License Agreement (EULA).
8. Select the Subscription Duration and Quantity of Credits for the subscription.
9. Select Checkout.
10. Fill out the Billing Information and select Place Order.
11. By default Enable Auto Renew is selected. If you do not wish to participate in Auto Renew, make sure to deselect it.
12. Select Done.
13. Check your email inbox for purchase confirmation.

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. **Note**: Adding a device is not necessary if you plan to only use the Workflow Central web portal.
5. On the All Apps tab, select the Workflow Central app.
6. Select the Try It button for the desired subscription plan.
7. Accept the App End user License Agreement (EULA).
8. Select the Plan, Subscription Duration and Quantity of Credits for your subscription. Once your trial expires, you will automatically be charged for the subscription options you selected unless Auto Renew is disabled.
9. Select Checkout.
10. Fill out the Billing Information and select Place Order.
11. Select Done.
12. Check your email inbox for purchase confirmation.

INITIAL SETUP OF WORKFLOW CENTRAL ACCOUNT

Subscription Owner

As the Subscription Owner, once the subscription has been purchased (see steps above), a Welcome Letter will be sent.

1. Open the letter and select the Log In button.
2. Accept the App End user License Agreement (EULA).
3. The Xerox Workflow Central portal will open.
4. Login.

Basic User

A Basic User is invited by the App Manager of the account.

1. The user will receive a "Welcome to Xerox Workflow Central" email.
2. The user will need to create a Xerox App Account if they don't have one or simply login to an existing account on the portal or device.

Subscription Owner

A Subscription Owner is able to manage users and the subscription.

The Administrator once logged in will be able to Invite new users, Edit the user's role, and remove a user.

Invite User
An invite can be for a single user or up to 250 email addresses can be sent using a CSV file. Below is an example of how the csv should be laid out.

Note: The file should be a CSV UTF-8 (Comma delimited) file

A
Rui.Bell@wfctest.com
John.Doe@gmail.com
Jane.Smith@wfctest.com
Chris.Maze@wfctest.com

1. Open Workflow Central portal.
2. Login as the Subscription Owner.
3. Select User tab.
4. Select Invite.
5. For a single email address, just enter the email.
6. To invite more than one user at a time, select Browse button, upload the .csv file.
7. Select the Language.
8. By default, the "Prefill my company name for new users." Is checked. If you wish to not have the name populated unselect it.
9. Select OK.

The new user(s) will then be listed in the user tab and will show a status.

Edit Role
The Subscription Owner will have access to edit the role of the users. The choice is either a general user or a Manager.

1. Open Workflow Central portal.
2. Login as the Subscription Owner.
3. Select User tab.
4. Select the checkbox next to the user that you wish to edit.
5. Select either the User or Manager button.
6. Select Save.

An email is then sent to the user stated that their role has been changed

Remove User

The Subscription Owner has access to remove user(s) from their account.

1. Open Workflow Central portal.
2. Login as the Subscription Owner.
3. Select User tab.
4. Select the checkbox next to the user(s) you will want to remove.
5. Select Remove.
6. Confirm or cancel the request.

The user(s) will be removed from the list

MANAGE SUBSCRIPTION

The Subscription Owner of the account can review and manage the Current Subscription Information, perform Device installation, and view Credit Usage.

Subscription Information
1. Open Workflow Central portal.
2. Login as the Subscription Owner.
3. Select Manage Subscription tab.
4. Select Subscription Details (this will then take you to the Xerox App Gallery).
5. Once in the Xerox App Gallery you can update the subscription.

Device Installation
1. Open Workflow Central portal.
2. Login as the Subscription Owner.
3. Select Manage Subscription tab.
4. Select Device Install (this will then take you to the Xerox App Gallery).
5. Administrator will then be able to add a device, install on a new device, or remove the app from a device.

Credit Usage
1. Open Workflow Central portal.
2. Login as the Subscription Owner.
3. Select Manage Subscription tab.
4. Select View Usage.
5. A new window will open and provide a list of your users and how many credits they have consumed. The report can also be downloaded.

Users

The Subscription Owner will invite users to their subscription. The invited user will receive an email welcome letter.

1. The user should open the welcome letter and select the button at the bottom:
    a. Create an account if they do not have a Xerox App Account.
    b. Let's go if they already have a Xerox App Account.
2. Once the user has their account active in the Workflow Central Portal, they can login.

A general user will have access to the workflows and ability to update their account information.

3. Xerox Workflow® Central Platform Portal

The portal will allow the Subscription Owner to manage Workflows, Users, and the Subscription. Basic users will be allowed to access the different workflows.

Workflows

Xerox Workflow Central provides the following workflows:

- Convert to MS Office
  - Convert your document to Microsoft Office formats including .doc and ppt
- Redact
  - Perform auto redaction on personally identifiable information.
- Translate
  - Instantly translate your documents to a language of your choice.
- Convert to Audio
  - Transform your document to an audio file to listen wherever.
- Handwriting to Text
  - Convert handwriting or notes into an editable document.
- Summarize
  - Automatically create a summarized document for quicker reading.
- Merge
  - Combine up to 5 different formats into one concise document.

A user can upload a bmp, gif, pdf, png, or a tiff and convert it to a .docx, .pptx, or a .xlsx. A maximum job size is approximately 200 pages.

1. Open Workflow Central portal.
2. Login.
3. Select Workflows.
4. Select Convert to MS Office.
5. Select Browse and locate the document or drag and drop it into the window.
6. Select Next.
7. Select the Language of the document.
8. Select Next.
9. Select the output format from the dropdown window.
10. By default Document Password is disabled but can be toggled to be enabled.
    a. If enabled the user just needs to enter a password. Please NOTE: If the user loses or forgets the password, it cannot be recovered.
11. By default Append date and time is not selected but can be toggled to be enabled.
12. By default the Output Type is set to download but there is an option for email and cloud repository.
    a. When email is enabled, user needs to enter the recipient email and now has an option to Include a link to the source file. By default this is not selected
    b. An option to send encrypted email (Advanced option) is available for an additional 5 credits. This is off by default but can be turned on by selecting the box.
    c. When Cloud Repository is enabled (Advanced option), user has a dropdown list of supported repositories (DocuShare® Go, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, and Box®). There is an option to Include Source File. By default this is not selected
13. Select Run

A user can upload a bmp, docx, gif, jpeg, pdf, png, pptx, rtf, tiff, txt, xlsx. A maximum job size is approximately 200 pages.

1. Open Workflow Central portal.
2. Login.
3. Select Workflows.
4. Select Redact.
5. Select Browse and locate the document or drag and drop it into the window.
6. Select Next.
7. Select Location. By default the United States is selected.
8. The list of Standard Redaction Items will be listed that are associated with the location that was selected in step 7. By default all items are enabled. User can disable the standard items by toggling the checkbox
9. User can select Add/Edit button and add or remove items for the standard list.
    a. To add an item, user selects the checkbox next to the item.
    b. To remove an item from the standard list, the user unselects the checkbox next to the item.
    c. Select Ok when done adding or removing items.
10. User can also add a Custom Word or Phrase.
    a. Select the Add button.
    b. Enter the Custom Word or Phrase.
    c. Select from the dropdown button whether the document Contains or Matches the word or phrase.
    d. The user can remove the Custom Word or Phrase by selecting the Minus button.
11. Select Next.
12. Select the Output filename.
13. By default Append date and time is not selected but can be toggled to be enabled.
14. By default Document Password is disabled but can be toggled to be enabled.
    a. If enabled the user just needs to enter a password. NOTE: If the user loses or forgets the password, it cannot be recovered.
15. By default the Output Type is set to download but there is an option for email and cloud repository.
    a. When email is enabled, user needs to enter the recipient email and now has an option to Include a link to the source file. By default this is not selected
    b. An option to send encrypted email (Advanced option) is available for an additional 5 credits. This is off by default but can be turned on by selecting the box.
    c. When Cloud Repository is enabled (Advanced option), user has a dropdown list of supported repositories (DocuShare® Go, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, and Box®). There is an option to Include Source File. By default this is not selected
16. Select Run

A user can upload a bmp, doc, docx, gif, jpeg, pdf, png, ppt, pptx, rtf, tiff, txt, xls, xlsx. A maximum job size is approximately 200 pages.

1. Open Workflow Central portal.
2. Login.
3. Select Workflows.
4. Select Translate.
5. Select Browse and locate the document or drag and drop it into the window.
6. Select Next.
7. Select the Language that the input file is in.
8. Select the Output Language(s) by selecting the checkbox next to the language.
9. Select Next.
10. Select the Output filename.
    a. Select the dropdown menu and select whether the output should be .docx or .pdf.
11. By default Append date and time is not selected but can be toggled to be enabled.
12. By default Document Password is disabled but can be toggled to be enabled.
    a. If enabled the user just needs to enter a password. Please NOTE: If the user loses or forgets the password, it cannot be recovered.
13. By default the Output Type is set to download but there is an option for email and cloud repository.
    a. When email is enabled, user needs to enter the recipient email and now has an option to Include a link to the source file. By default this is not selected.
    b. An option to send encrypted email (Advanced option) is available for an additional 5 credits. This is off by default but can be turned on by selecting the box.
    c. When Cloud Repository is enabled (Advanced option), user has a dropdown list of supported repositories (DocuShare® Go, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, and Box®). There is an option to Include Source File. By default this is not selected
14. Select Run.

A user can upload a bmp, docx, gif, jpeg, pdf, png, pptx, rtf, tiff, txt, xlsx. A maximum job size is approximately 30 pages.

1. Open Workflow Central portal.
2. Login.
3. Select Workflows.
4. Select Convert to Audio.
5. Select Browse and locate the document or drag and drop it into the window.
6. Select Next.
7. Select the Language that the input file is in.
8. Select Next.
9. Select the Output filename.
10. By default Append date and time is not selected but can be toggled to be enabled.
11. By default the Output Type is set to download but there is an option for email and cloud repository.
    a. When email is enabled, user needs to enter the recipient email and now has an option to Include a link to the source file. By default this is not selected.
    b. An option to send encrypted email (Advanced option) is available for an additional 5 credits. This is off by default but can be turned on by selecting the box.
    c. When Cloud Repository is enabled (Advanced option), user has a dropdown list of supported repositories (DocuShare® Go, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, and Box®). There is an option to Include Source File. By default this is not selected
12. Select Run.

A user can upload a bmp, gif, jpeg, pdf, png, pptx, tiff. A maximum job size is approximately 200 pages.

1. Open Workflow Central portal.
2. Login.
3. Select Workflows.
4. Select Handwriting to Text.
5. Select Browse and locate the document or drag and drop it into the window.
6. Select Next.
7. Select the Language that the input file is in.
8. Select Next.
9. Select the Output filename.
   a. Select the dropdown menu and select whether the output should be .docx or .txt.
10. By default Append date and time is not selected but can be toggled to be enabled.
11. By default Document Password is disabled but can be toggled to be enabled.
    a. If enabled the user just needs to enter a password. Please NOTE: If the user loses or forgets the password, it cannot be recovered.
12. By default the Output Type is set to download but there is an option for email and cloud repository.
    a. When email is enabled, user needs to enter the recipient email and now has an option to Include a link to the source file. By default this is not selected
    b. An option to send encrypted email (Advanced option) is available for an additional 5 credits. This is off by default but can be turned on by selecting the box.
    c. When Cloud Repository is enabled (Advanced option), user has a dropdown list of supported repositories (DocuShare® Go, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, and Box®). There is an option to Include Source File. By default this is not selected
13. Select Run.

A user can upload a bmp, docx, gif, jpeg, pdf, png, pptx, rtf, tiff, txt, xlsx. A maximum job size is approximately 200 pages.

1. Open Workflow Central portal.
2. Login.
3. Select Workflows.
4. Select Summarize.
5. Select Browse and locate the document or drag and drop it into the window.
6. Select Next.
7. Select the Summarization Length from the dropdown menu 10%-90%.
8. Select the Domain from the dropdown menu.
9. Select Next.
10. Select the Output filename.
    a. Select the dropdown menu and select whether the output should be .docx, .pdf, or .txt.
11. By default Append date and time is not selected but can be toggled to be enabled.
12. By default Document Password is disabled but can be toggled to be enabled.
    a. If enabled the user just needs to enter a password. Please NOTE: If the user loses or forgets the password, it cannot be recovered.
13. By default the Output Type is set to download but there is an option for email and cloud repository.
    a. When email is enabled, user needs to enter the recipient email and now has an option to Include a link to the source file. By default this is not selected
    b. An option to send encrypted email (Advanced option) is available for an additional 5 credits. This is off by default but can be turned on by selecting the box.
    c. When Cloud Repository is enabled (Advanced option), user has a dropdown list of supported repositories (DocuShare® Go, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, and Box®). There is an option to Include Source File. By default this is not selected
14. Select Run.

A user can upload a bmp, docx, gif, jpeg, pdf, png, pptx, rtf, tiff, txt, xlsx.

1. Open Workflow Central portal.
2. Login.
3. Select Workflows.
4. Select Merge.
5. User has the option to:
   a. Concatenate up to 5 documents, in the specified order.
   b. Insert a single document into another document.
6. When Concatenate is selected:
   a. Select Browse and locate the document or drag and drop it into the window.
   b. Repeat the browse and locate for up to 5 documents.
   c. User can then move a document up or down to indicate the desired order in the final document.
7. When Insert is selected Document 1 will be inserted into Document 2.
   a. Select Browse and locate the document or drag and drop it into the window.
   b. Repeat the browse and locate for the 2nd document.
   c. Select the page in Document 2 after which Document 1 will be inserted.
8. Select Next.
9. Select the Output filename.
10. By default Append date and time is not selected but can be toggled to be enabled.
11. By default Document Password is disabled but can be toggled to be enabled.
    a. If enabled the user just needs to enter a password. Please NOTE: If the user loses or forgets the password, it cannot be recovered.
12. By default the Output Type is set to download but there is an option for email and cloud repository.
    a. When email is enabled, user needs to enter the recipient email and now has an option to Include a link to the source file. By default this is not selected.
    b. An option to send encrypted email (Advanced option) is available for an additional 5 credits. This is off by default but can be turned on by selecting the box.
    c. When Cloud Repository is enabled (Advanced option), user has a dropdown list of supported repositories (DocuShare® Go, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive^{TM}, and Box®). There is an option to Include Source File. By default this is not selected
13. Select Run.

SAVED WORKFLOWS

All workflows can be saved as a new workflow after making your settings for future faster use.

1. When in Output Settings of each workflow there is a Save button on the bottom.
2. Select Save.
3. Enter a name for the new workflow.
4. By default Use existing icon is selected however the user can select Pick Icon
   a. User then selects the Color for the Icon.
   b. User selects the Icon from the list shown.
   c. Select Save.
5. The new workflow will be stored in the Saved Workflow section.

Advanced Workflows

If an Advanced Subscription was purchased, a user will have the following additional pre-set combination workflows:

- Translate + Audio
  - Translate the document and then convert to audio.
- Translate + Redact
  - Translate the document and then Redact translated.
- Translate + Summarize
  - Translate the document and then summarize based on the language the document was translated to.
- Merge + Translate
  - Merge up to 5 documents or insert a single document into another document and then translate to over 40 languages.
- Merge + Audio
  - Merge up to 5 documents or insert a single document into another document and then convert to audio.
- Summarize + Audio
  - Summarize a document, then convert to audio.
- Translate + Summarize + Audio
  - Translate the document, then summarize before finally converting to audio.
- Translate + Summarize + Redact
  - Translate the document, then summarize it before finally redacting information.
- Merge + Summarize + Audio
  - Merge up to 5 documents or insert a single document into another document, then summarize the entire document before converting it to audio.
- Merge + Translate + Redact
  - Merge up to 5 documents or insert a single document into another document, then translate the entire document before finally redacting information.
- Merge + Translate + Audio
  - Merge up to 5 documents or insert a single document into another document, then translate the entire document before finally converting to audio.

4. Xerox Workflow® Central Device App

Install the Xerox Workflow Central app from Xerox App Gallery or using the Xerox App Gallery App located on the device.

Once the app is installed, the following can be performed at the device:

CONVERT TO MS OFFICE

For best results, a simple document layout without handwritten text, complex graphics or background color should be used. A maximum job size is approximately 200 pages.

1. Open the Workflow Central app on device.
2. Login.
3. Select Convert to MS Office.
4. Fill in the Input Settings:
   a. Sides scanned
   b. Original Size
   c. Enter page range
5. Select Next.
6. Select the Language of the document.
7. Select Next.
8. Fill out the Output Settings:
   a. Select the type of file it needs to be converted to from the dropdown window (.docx, .pptx, .xlsx).
   b. By default Append date & time is off, select the box to enable.
   c. By default Document Password is disabled but can be toggled to be enabled.
      i. If enabled the user just needs to enter a password. Please NOTE: If the user loses or forgets the password, it cannot be recovered.
   d. By default the email is enabled and logged in user email address is prefilled out.
      i. An option to send encrypted (Advanced option) is available for an additional 5 credits. This is off by default but can be turned on by selecting the box.
      ii. Include Source File is by default on.
   e. By default Cloud Repository (Advanced option) is disabled,
      i. User selects the button and a new window opens with all repositories available (DocuShare® Go, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, and Box®).
      ii. User will need to login to their repositories and select the folder they wish to store the document.
9. Select Scan.

For best results, a simple document layout without handwritten text, complex graphics or background color should be used. A maximum job size is approximately 200 pages.

1. Open the Workflow Central app on device
2. Login
3. Select Redact
4. Fill in the Input Settings
    a. Sides scanned
    b. Original Size
5. Select Next
6. Select Location. By default the United States is selected.
7. The list of Standard Redaction Items will be listed that are associated with the location that was selected in step 6. By default all items are enabled. User can disable the standard items by toggling the checkbox
8. User can also add a Custom Word or Phrase.
    a. Select the Add button
    b. Enter the Custom Word or Phrase
    c.   Select from the dropdown button whether the document Contains or Matches the word or phrase.
9. Select Next
10. Fill out the Output Settings
    a. Select the type of file it needs to be converted to from the dropdown window (.docx, .pptx, .xlsx)
    b. By default Append date & time is off, select the box to enable.
    c. By default Document Password is disabled, but can be toggled to be enabled
        i. If enabled the user just needs to enter a password. Please NOTE: If the user loses or forgets the password, it cannot be recovered.
    d. By default the email is enabled and logged in user email address is prefilled out
        i. An option to send encrypted (Advanced option) is available for an additional 5 credits. This is off by default but can be turned on by selecting the box.
        ii. Include Source File is by default on
    e. By default Cloud Repository (Advanced option) is disabled,
        i. User selects the button and a new window opens with all repositories available (DocuShare® Go, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, and Box®).
        ii. User will need to login to their repositories and select the folder they wish to store the document
    f. By default Print is disabled but with toggling can be enabled.
11. Select Scan.

For best results, a simple document layout without handwritten text, complex graphics or background color should be used. A maximum job size is approximately 200 pages.

1. Open the Workflow Central app on device.
2. Login.
3. Select Translate.
4. Fill in the Input Settings:
    a. Sides scanned
    b. Original Size
5. Select Next.
6. Select Input Language.
7. Select Output Language.
8. Fill out the Output Settings:
    a. Select the type of file it needs to be converted to from the dropdown window (.docx, .pdf)
    b. By default Append date & time is off, select the box to enable.
    c. By default Document Password is disabled but can be toggled to be enabled.
        i. If enabled the user just needs to enter a password. Please NOTE: If the user loses or forgets the password, it cannot be recovered.
    d. By default the email is enabled and logged in user email address is prefilled out.
        i. An option to send encrypted (Advanced option) is available for an additional 5 credits. This is off by default but can be turned on by selecting the box.
        ii. Include Source File is by default on.
    e. By default Cloud Repository (Advanced option) is disabled,
        i. User selects the button and a new window opens with all repositories available (DocuShare® Go, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, and Box®).
        ii. User will need to login to their repositories and select the folder they wish to store the document.
    f. By default Print is disabled but with toggling can be enabled.
9. Select Scan.

CONVERT TO AUDIO

For best results, a simple document layout without handwritten text, complex graphics or background color should be used. A maximum job size is approximately 30 pages.

1. Open the Workflow Central app on device.
2. Login.
3. Select Convert to Audio.
4. Fill in the Input Settings:
    a. Sides scanned
    b. Original Size
5. Select Next.
6. Select Input Language.
7. Select Next.
8. Fill out the Output Settings:
    a. Select file to change the output name.
    b. By default Append date & time is off, select the box to enable.
    c. By default Document Password is disabled but can be toggled to be enabled.
        i. If enabled the user just needs to enter a password. Please NOTE: If the user loses or forgets the password, it cannot be recovered.
    d. By default the email is enabled and logged in user email address is prefilled out.
        i. An option to send encrypted (Advanced option) is available for an additional 5 credits. This is off by default but can be turned on by selecting the box.
        ii. Include Source File is by default on.
    e. By default Cloud Repository (Advanced option) is disabled,
        i. User selects the button and a new window opens with all repositories available (DocuShare® Go, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, and Box®).
        ii. User will need to login to their repositories and select the folder they wish to store the document.
9. Select Scan.

HANDWRITING TO TEXT

For best results, a simple document layout without handwritten text, complex graphics or background color should be used. A maximum job size is approximately 200 pages.

1. Open the Workflow Central app on device.
2. Login.
3. Select Handwriting to Text.
4. Fill in the Input Settings:
   a. Sides scanned
   b. Original Size
5. Select Next.
6. Select Input Language.
7. Select Next.
8. Fill out the Output Settings:
   a. Select file to change the output name (.docx or .txt).
   b. By default Append date & time is off, select the box to enable.
   c. By default Document Password is disabled but can be toggled to be enabled.
      i. If enabled the user just needs to enter a password. Please NOTE: If the user loses or forgets the password, it cannot be recovered.
   d. By default the email is enabled and logged in user email address is prefilled out.
      i. An option to send encrypted (Advanced option) is available for an additional 5 credits. This is off by default but can be turned on by selecting the box.
      ii. Include Source File by default is on.
   e. By default Cloud Repository (Advanced option) is disabled,
      i. User selects the button and a new window opens with all repositories available (DocuShare® Go, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, and Box®).
      ii. User will need to login to their repositories and select the folder they wish to store the document.
   f. By default, Print is disabled, but with toggling can be enabled.
9. Select Scan.

For best results, a simple document layout without handwritten text, complex graphics or background color should be used. A maximum job size is approximately 200 pages.

1. Open Workflow Central app on device.
2. Login.
3. Select Summarize.
4. Fill in the Input Setting:
    a. Sides Scanned
    b. Original size
    c. Enter page range
5. Select Next.
6. Fill in the Summarize Settings:
    a. Select the Summarization Length from the dropdown menu 10%-90%.
    b. Select the Domain from the dropdown menu.
7. Select Next.
8. Fill in Output Settings:
    a. Select the Output filename.
    b. Select the dropdown menu and select whether the output should be .docx, .pdf, or .txt.
9. By default Append date & time is not selected but can be toggled to be enabled.
10. By default Document Password is disabled but can be toggled to be enabled.
    a. If enabled the user just needs to enter a password. Please NOTE: If the user loses or forgets the password, it cannot be recovered.
11. By default Email, Print, and Cloud Repository are disabled.
12. When email is enabled,
    a. An option to send encrypted (Advanced option) email is available for an additional 5 credits. By default this off but can be toggled on.
    b. By default, Include source File is disabled but can be toggled on.
13. When Cloud Repository (Advanced option) is enabled, user has a dropdown list of supported repositories (DocuShare® Go, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, and Box®). There is an option to Include Source File. By default this is not selected
14. Select Scan.

SAVED WORKFLOWS

All workflows can be saved as a new workflow after making settings for future faster use. Users can create 2 types of saved workflows. Personal your own use. Public that are shared within the account of users on the subscription.

1. When in Output Settings of each workflow there is a Save button on the bottom.
2. Select Save.
3. Enter a name for the new workflow.
4. By default Use existing icon is selected however the user can select Pick Icon.
   a. User then selects the Color for the Icon
   b. User selects the Icon from the list shown
   c. Select Save
5. The new workflow will be stored in the Saved Workflow section. Publicly shared workflows are denoted by a buddy icon in the top right corner.

Note: Input Settings are not saved by Workflow Central for the following options:

- Input Settings
- Output Settings: Cloud Repository Credentials
- Output Settings: Document Password

5. Support

Reporting a Problem or Question

If a user has a question or an issue, there are two ways to receive help:

1. There is a Frequently Asked Question (FAQ) document. Please see appendix A
2. The user can send an email to WorkflowCentralSupport@xerox.com . Please provide the following when submitting an email
   a. Description of the issue
   b. Steps on how to reproduce the issue
   c. Device(s), Browser(s) you are seeing the issue on
   d. Device firmware version
   e. Browser Version
   f. Is it a trial or a subscription?
      i. If it is a subscription what type
   g. Screen shots if possible

6. Appendix A Configure Single Sign-on Setup

CONFIGURING 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 the public key for the app.

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

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

7. Appendix B Frequently Asked Questions

Which file formats can I upload?
Workflow Central supports all of the most popular file formats:

Text documents: Images:

- Microsoft Word (.docx, .doc)   - .pdf
- Microsoft PowerPoint (.ppt, .pptx,)   - .jpg, .jpeg
- Microsoft Office Excel (xlsx, .xls)   - .tif, .tiff
- Rich Text Format (.rtf)   - .bmp
- Plain text (.txt)   - .png
                                         - .gif

Specifically, each workflow selected will indicate what type of document can be uploaded.

Input Format	Convert to Audio	Convert to MS Office	Handwriting to Text	Merge	Redact	Summarize	Translate
.bmp	X	X	X	X	X	X	X
.doc							X
.docx	X			X	X	X	X
.gif	X	X	X	X	X	X	X
.jpeg	X	X	X	X	X	X	X
.jpg	X	X	X	X	X	X	X
.pdf	X	X	X	X	X	X	X
.png	X	X	X	X	X	X	X
.ppt							X
.pptx	X			X	X	X	X
.rtf	X			X	X	X	X
.tif	X	X	X	X	X	X	X
.tiff	X	X	X	X	X	X	X
.txt	X			X	X	X	X
.xls							X
.xlsx	X			X	X	X	X

What's the best type of document to upload?
To generate the best output results from your scanned document or digital image, we recommend you make sure that:

- your hardcopy or digital documents have a simple layout, and do not include handwritten text (exception Handwriting to Text Workflow), complex graphics or background colors
- the digital image's resolution should be between 300 and 600 dpi. (This can be checked in your document's properties)

Also, for consideration:

- low contrasts in document photos tend to impair quality
- skewed images are more difficult to process

How accurate are the document transformations available in Xerox Workflow Central?
- Handwriting to text Workflow transcribes your handwritten notes and saves a lot of time by providing a draft document requiring minor edits, which is much faster than transcribing the whole handwritten note. This service works best on handwritten notes that are legible and straight (minimal skewing). Simple block letter handwriting works better than cursive.
- Translate Workflow provides 'about right translation' and provides a cost-effective and fast solution to create draft translations with a general understanding of the document content. The service works best with documents that have few images and graphs.
- Redact Workflow automatically redacts information from your documents. This service avoids the time-consuming task of redacting document fields, only requiring a quick accuracy review.
- Summarize Workflow provides an about-right summary of your documents. The service delivers the best results when you select the domain most closely associated with the document content. For example, if you submit a Corporate Report and want the business aspects summarized, select the 'business' domain. Similarly, if you want to know how the company is doing in the environment space, choose the 'environment' domain.

How will I know when my job is completed?
When jobs have been submitted, a Job Processing row appears near the top of the window. Select the View Jobs button to expand the view to see the status of the jobs to completion. Status will be displayed for each processing step as well as the option you selected for output: Email, Download, Print (if at MFD) and/or storage to cloud repository (Advanced subscription only).

What browsers and their versions supported by Xerox Workflow Central Web Portal?
You can access Xerox Workflow Central Web Portal on a PC or Mobile device by using the following browsers and their versions:

- Internet Explorer 11
- Microsoft Edge version 79 or higher
- Google Chrome version 60.0 or higher
- Firefox version 88 or higher
- Safari Mobile 12.0

What are the supported languages for each Workflow/Features?
The Merge workflow is not language dependent.

There is no restriction on the input language of the Summarize workflow. However, the Domain selection within the Summarize workflow only applies to the languages of the European Union (including English). For all other languages, the Domain setting will be ignored.

More information on how redacted items are identified for various languages can be found at: https://cloud.google.com/dlp/docs/infotypes-reference

The following provides the supported languages by the other workflows and feature.

Languages	Workflow Central User Interface	Convert to Audio	Convert to MS Office	Handwriting to Text	Translate	Email Option: Encrypt and Track
Arabic			X	X	X	
Bulgarian			X	X	X	
Catalan	X		X	X	X	
Chinese (Simplified)			X	X	X	
Chinese (Traditional)			X		X	
Croatian			X	X	X	
Czech	X		X	X	X	
Danish	X	X	X	X	X	X
Dutch	X	X	X	X	X	X
English	X	X	X	X	X	X
Estonian			X	X	X	
Finnish	X		X	X	X	
French	X	X	X	X	X	X
German	X	X	X	X	X	X
Greek	X		X	X	X	
Haitian Creole					X	
Hebrew			X		X	

Languages	Workflow Central User Interface	Convert to Audio	Convert to MS Office	Handwriting to Text	Translate	Email Option: Encrypt and Track
Hmong Daw					X	
Hungarian	X		X	X	X	
Indonesian			X	X	X	
Italian	X	X	X	X	X	X
Japanese			X	X	X	
Kishwahili			X		X	
Korean			X	X	X	
Latvian			X	X	X	
Lithuanian			X	X	X	
Malay			X	X	X	
Maltese			X		X	
Norwegian	X	X	X	X	X	
Polish	X	X	X	X	X	
Portuguese			X	X	X	X
Portuguese (BR)	X	X				
Romanian	X		X	X	X	
Russian	X	X	X	X	X	
Slovak			X	X	X	
Slovenian			X	X	X	
Spanish	X	X	X	X	X	X
Swedish	X	X	X	X	X	
Thai			X	X	X	

Languages	Workflow Central User Interface	Convert to Audio	Convert to MS Office	Handwriting to Text	Translate	Email Option: Encrypt and Track
Turkish	X	X	X		X	
Ukrainian			X	X	X	
Vietnamese			X	X	X	
Welsh			X		X	

Is there a size limit for any of the Workflows or Features?

Workflow	Input Job Limit
Convert to Audio	Maximum job size is approximately 30 pages
Convert to MS Office	Maximum job size 200 pages
Handwriting to Text	Maximum job size 200 pages
Merge	Maximum number of documents that can be merged is 5. Total merged document maximum size is 200 pages.
Redact	Maximum job size 200 pages
Summarize	Maximum job size 200 pages
Translate	Maximum job size 200 pages

What are the supported Output formats for each Workflow?
You will receive your document in the following formats based on the indicated Workflow

For translation, if you upload an image for translation (e.g., a scan or picture), you will receive the translation in Microsoft Word or pdf format if selected. In all other supported formats, the file format will be identical to the file format of the original document unless pdf is selected.

Output Format	Convert to Audio	Convert to MS Office	Handwriting to Text	Merge	Redact	Summarize	Translate
.docx		X	X			X	X
.mp3	X						
.pdf				X	X	X	X
.pptx		X					X
.txt			X			X	
.xlsx		X					X

If I close the browser during processing on the MFD or PC will I lose my output?
If the output option(s) are email or a cloud repository, the job will execute to completion in the background.

If the output option(s) include download in the portal or print on the MFD, the job will move into a pending state.

When you open the app again, you will see the job awaiting download or print with a button to proceed. When you select that button, the job will download or print.

Pending jobs will be deleted after 7 days.

When inviting users using a csv file, why were some users not added?
Accounts that have already been invited or that are not in an active state within the system will not be added to your user list. Send the list of users that were not added to xerox.app.gallery.feedback@xerox.com to resolve the issue.

How many times can I download a file from an email link?
You can download the file up to 3 times within 7 days. After 7 days the file is deleted from the system.

How many credits will I consume when running a Workflow?
One credit equals 1 page per workflow. For example, if you upload a 5-page document to the Translate workflow. Five (5) credits will be deducted from your total credits. If you upload the 5-page document to a combination workflow such as Translate + Redact 10 credits will be deducted.