Xerox® Workflow Central Platform

User Guide Xerox Workflow Central

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, Convert to PDF, Handwriting to Text, Merge, Protect, Translate, Redact, Send Fax, 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. The Automated feature will allow users to set a time that a workflow will be run. Xerox® Workplace Solutions (Xerox® Workplace Suite and Xerox® Workplace Cloud) works as the Single Sign-On mechanism for the multifunction devices, 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/#!/home/app-details/a025da2a-24ca-4ad4-aa06-73f3da93a21c.

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 workflow	• Standalone Workflows only with the exception of Protect which is only available with an advanced subscription.
• Share custom workflows	• Simple input options with scan hardcopy, drag and drop digital documents or image capture from a mobile device
• Page Selector to select desired input pages	• 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. The Xerox® PrimeLink is NOT supported.

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® Weblet Management (Security Installation 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, 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.

Browser Requirements

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

- 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 on a Multifunction Device

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 User Guide for instructions on creating an account https://www.support.xerox.com/en-us/product/xerox-app-gallery/documentation

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://www.support.xerox.com/en-us/product/xerox-app-gallery/documentation

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.

INSTALL WORKFLOW CENTRAL APP FROM THE XEROX APP GALLERY WEB PORTAL (TRY IT 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 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 need to manually renew.
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 Get Started button.
2. The Xerox Workflow Central portal will open.
3. Login.
4. Accept the App End user License Agreement (EULA).

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 100 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 Users 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 Users tab.
4. Select the checkbox next to the user that you wish to edit.
5. Select Edit Role
6. Select either the User or Manager button.
7. 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 Users 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 will be able to see the current plan purchased, credits purchased, how many credits remain, when it expires, and the payment used. You will be able disable Auto Renew and Change the Credit Card that was used.

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, they can login to Workflow Central.

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

Workflow Settings
The Subscription Owner will have the ability to enable and disable Workflows and Features.

1. Open Workflow Central portal.
2. Login as the Subscription Owner.
3. Select Workflows tab.
4. Select Workflow Settings icon on the right side
5. By default all workflows are enabled but maybe toggled to disabled.
6. Select the Features tab
7. By default Encrypt and Track Email Output and Cloud Repositories are enabled but maybe toggled to disable.
8. Microsoft Tenant Restrictions is by default disabled but maybe toggled to enabled.
    a. When enabled, the Subscription Owner will need to add their Tenant ID. Contact your system Administrator or Network Administrator to obtain your Tenant ID
9. Once complete, select the Ok button

3. Xerox Workflow® Central Platform Portal

The portal will allow the Subscription Owner to manage Workflows, Users, and the Subscription. Starter 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 .docx, xlsx, and pptx
- 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.
- Convert to PDF
  - Convert your jpeg, pdf, png, tiff to a Searchable or Archival PDF file.
- Protect
  - Add security to your documents for tracking views, tracking viewers, or restrict and track viewers for a set of days or a calendar date.
- Send Fax
  - Send a fax using the digital cloud fax service.

CONVERT TO MS OFFICE

A user can upload a max of 5 files that are a jpeg, pdf, png, or a tiff and convert it to a .docx, .pptx, or a .xlsx. Each input file should not be more than200 pages. For best results a simple document layout without handwritten text, complex graphics, or background color is best.

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. Enter page range if needed to the Page Selector
7. Select Next.
8. Select the Language of the document.
9. Select Next.
10. Select the output format from the dropdown window (.docx, .pptx, xlsx). By default .docx is selected. The following characters cannot be used: "?;<>l:'*%^&#+`\/
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 Append date and time is enabled but can be unchecked to be disabled.
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, Recipient Email and Confirm Email is prefilled with logged in users address
        i. Encrypt and track the email using RMail® by RPost® is available for an additional 5 credits. By default this option is not selected.
        ii. There is an "Include a link to the source file" that by default is not selected.
    b. When Cloud Repository is enabled (Advanced option), user has a dropdown list of supported repositories (DocuShare® Go United States, DocuShare® Go Europe, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, DropBox®and Box®). There is an option to Include Source File. By default this is not selected
14. With the advance subscription and the option of combo, the user will have the option to use Workflow Processing. Where when selected, it will pause to allow download after each step in the workflow. By default, this is not selected.
15. Select Run

REDACT

A user can upload a docx, jpeg, pdf, png, pptx, rtf, tiff, txt, xlsx. Each input file should not be more than 200 pages. For best results a simple document layout without handwritten text, complex graphics, or background color is best.

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. Enter page range if needed to the Page Selector
7. Select Next.
8. Select Location. By default the United States is selected. Current other countries are Argentina, Australia, Belgium, Brazil, Canada, Chile, China, Colombia, Croatia, Denmark, Finland, France, Germany, Hong Kong, India, Indonesia, Ireland, Israel, Italy, Japan, Korea, Mexico, Netherlands, New Zealand, Norway, Paraguay, Peru, Poland, Portugal, Scotland, Singapore, South Africa, Spain, Sweden, Taiwan, Thailand, Turkey, United Kingdom, Uruguay, and Venezuela.
9. The list of Standard Redaction Items will be listed that are associated with the location that was selected in step 8. By default all items are enabled. User can disable the standard items by toggling the checkbox
10. 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.
11. 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. Select Add
    e. The user can remove the Custom Word or Phrase by selecting the Minus button next to the "Contains" icon.
12. Select Next.
13. Select the Output filename. By default .docx is selected. The following characters cannot be used: "?;<>|:'*%^&#+`\/
14. By default Append date and time is selected but can be toggled to be disabled.
15. 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.
16. By default the Output Type is set to download but there is an option for email, cloud repository, and print at Device.
    a. When email is enabled, Recipient Email and Confirm Email is prefilled with logged in users address
        i. Encrypt and track the email using RMail® by RPost® is available for an additional 5 credits. By default this option is not selected.
        ii. There is an "Include a link to the source file" that by default is not selected.
    b. When Cloud Repository is enabled (Advanced option), user has a dropdown list of supported repositories (DocuShare® Go United States, DocuShare® Go Europe, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, DropBox®and Box®). There is an option to Include Source File. By default this is not selected
    c. When Print at Device is enabled. The file will be sent to the cloud where you can print it from any Xerox multi-function printer using the Workflow central app on the device.
17. With the advance subscription and the option of combo, the user will have the option to use Workflow Processing. Where when selected, it will pause to allow download after each step in the workflow. By default, this is not selected.
18. Select Run

A user can upload a doc, docx, jpeg, pdf, png, ppt, pptx, rtf, tiff, txt, xls, xlsx. For best results a simple document layout without handwritten text, complex graphics, or background color is best. Each input file should not be more than 200 pages or 30 MB.

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. Select up to 5 files.
6. Enter page range if needed to the Page Selector
7. Select Next.
8. Select the Language that the input file is in. NOTE: If using the bulk submission feature, all jobs have to be in the same language.
9. Select the Output Language(s) by selecting the checkbox next to the language. Up to 5 languages may be selected.
10. Select Next.
11. File Type by default is set to .docx. or the user can select the dropdown and select PDF.
12. By default Append date and time is selected but can be toggled to be disabled.
13. 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.
14. By default the Output Type is set to download but there is an option for email,cloud repository, and Print at Device..
    a. When email is enabled, Recipient Email and Confirm Email is prefilled with logged in users address
        i. Encrypt and track the email using RMail® by RPost® is available for an additional 5 credits. By default this option is not selected.
        ii. There is an "Include a link to the source file" that by default is not selected.
    b. When Cloud Repository is enabled (Advanced option), user has a dropdown list of supported repositories (DocuShare® Go United States, DocuShare® Go Europe, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, DropBox®and Box®). There is an option to Include Source File. By default this is not selected
    c.
15. With the advance subscription and the option of combo, the user will have the option to use Workflow Processing. Where when selected, it will pause to allow download after each step in the workflow. By default, this is not selected.
16. Select Run.

CONVERT TO AUDIO

A user can upload a docx, jpeg, pdf, png, pptx, rtf, tiff, txt, xlsx. For best results a simple document layout without handwritten text, complex graphics, or background color is best Each input file should not be more than 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. Select up to 5 files.
6. Enter page range if needed to the Page Selector
7. Select Next.
8. Select the Input Language. NOTE: If using the bulk submission feature, all jobs have to be in the same language.
9. Select Next.
10. By default Append date and time is enabled but can be toggled to be disabled.
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, Recipient Email and Confirm Email is prefilled with logged in users address
        i. Encrypt and track the email using RMail® by RPost® is available for an additional 5 credits. By default this option is not selected.
        ii. There is an "Include a link to the source file" that by default is not selected.
    b. When Cloud Repository is enabled (Advanced option), user has a dropdown list of supported repositories (DocuShare® Go United States, DocuShare® Go Europe, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, DropBox®and Box®). There is an option to Include Source File. By default this is not selected
12. Select Run.

A user can upload a jpeg, pdf, png, pptx, tiff. For best results a simple document layout without handwritten text, complex graphics, or background color is best Each input file should not be more than 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. May select up to 5 files.
6. Select Next.
7. Select the Language that the input file is in. NOTE: If using the bulk submission feature, all jobs have to be in the same language.
8. Select Next.
9. By default File Type is set to .docx, but the user may select the dropdown and select .txt.
10. By default Append date and time is enabled but can be toggled to be disabled.
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, cloud repository, and Print at Device.
    a. When email is enabled, Recipient Email and Confirm Email is prefilled with logged in users address
        i. Encrypt and track the email using RMail® by RPost® is available for an additional 5 credits. By default this option is not selected.
        ii. There is an "Include a link to the source file" that by default is not selected.
    b. When Cloud Repository is enabled (Advanced option), user has a dropdown list of supported repositories (DocuShare® Go United States, DocuShare® Go Europe, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, DropBox®and Box®). There is an option to Include Source File. By default this is not selected
    c. When Print at Device is enabled. The file will be sent to the cloud where you can print it from any Xerox multi-function printer using the Workflow central app on the device.
13. With the advance subscription and the option of combo, the user will have the option to use Workflow Processing. Where when selected, it will pause to allow download after each step in the workflow. By default, this is not selected.
14. Select Run.

SUMMARIZE

A user can upload a docx, jpeg, pdf, png, pptx, rtf, tiff, txt. For best results a simple document layout without handwritten text, complex graphics, or background color is best Each input file should not be more than 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. Enter page range if needed to the Page Selector
7. Select Next.
8. Select the Summarization Length from the dropdown menu 10%-90%. By default 25% is selected.
9. Select the Domain from the dropdown menu. A domain is the category of your document. Select a domain that best suits the document you'll be scanning. By default General is selected.
10. Select Next.
11. Select the filename.
    a. Select the dropdown menu and select whether the output should be .docx, .pdf, or .txt. By default .docx is selected.
12. By default Append date and time is enabled but the user can uncheck to disabled.
13. 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.
14. By default the Output Type is set to download but there is an option for email, cloud repository, and Print at Device.
    a. When email is enabled, Recipient Email and Confirm Email is prefilled with logged in users address
        i. Encrypt and track the email using RMail® by RPost® is available for an additional 5 credits. By default this option is not selected.
        ii. There is an "Include a link to the source file" that by default is not selected.
    b. When Cloud Repository is enabled (Advanced option), user has a dropdown list of supported repositories (DocuShare® Go United States, DocuShare® Go Europe, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, DropBox®and Box®). There is an option to Include Source File. By default this is not selected
    c. When Print at Device is enabled. The file will be sent to the cloud where you can print it from any Xerox multi-function printer using the Workflow central app on the device.
15. With the advance subscription and the option of combo, the user will have the option to use Workflow Processing. Where when selected, it will pause to allow download after each step in the workflow. By default, this is not selected.
16. Select Run.

A user can upload a docx, jpeg, pdf, png, pptx, rtf, tiff, txt, xlsx. For best results a simple document layout without handwritten text, complex graphics, or background color is best Each input file should not be more than 200 pages

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, one after the other.
   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. by selecting the arrow of the direction the user would like the order to be.
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 1 after which Document 2 will be inserted.
8. Select Next.
9. By default Append date and time is enabled but can by unchecking it will become disabled.
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 the Output Type is set to download but there is an option for email, cloud repository, and Print at Device.
    a. When email is enabled, Recipient Email and Confirm Email is prefilled with logged in users address
       i. Encrypt and track the email using RMail® by RPost® is available for an additional 5 credits. By default this option is not selected.
       ii. There is an "Include a link to the source file" that by default is not selected.
    b. When Cloud Repository is enabled (Advanced option), user has a dropdown list of supported repositories (DocuShare® Go United States, DocuShare® Go Europe, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, DropBox®and Box®). There is an option to Include Source File. By default this is not selected
12. When Print at Device is enabled. The file will be sent to the cloud where you can print it from any Xerox multi-function printer using the Workflow central app on the device.
13. Select Run.

PROTECT (ADVANCED SUBSCRIPTION REQUIRED)

A user can upload a doc, docx, pdf, ppt, or pptx. For best results a simple document layout without handwritten text, complex graphics, or background color is best Each input file should not be more than 100 pages. If using email, the limit is 10MB. The user may distribute a Protected document to persons who will ultimately view it. The Protected document is in possession of those persons; it is not retained by the Xerox Workflow Central system. Xerox Workflow Central only retains information about the document and gathers statistics when the Protected document is viewed.

NOTE: Sharing a Protected document with someone else via Microsoft Teams will increase the view count by one since Teams must view/open the protected document.

NOTE: If a protected document containing complex content does not print as expected, try using the save as PDF option in the print dialog. Then print the resulting saved PDF file.

1. Open Workflow Central portal.
2. Login.
3. Select Workflows.
4. Select Protect.
5. Select Browse and locate the document or drag and drop it into the window.
6. Repeat the browse and locate for up to 5 documents.
7. Enter page range if needed to the Page Selector
8. Select Next.
9. Document Protection Settings. A user may select one of the following options:
    a. Track Views – This option will allow a user to track the number of views. This is the default.
    b. Track Viewers – This option will allow a user to track the number of views and who has viewed them.
    c. Restrict and Track Viewers – This option will allow a user to track the number of views and restrict who can view it.
10. Expiration Date may be set to either:
    a. Calendar Date – By default this is selected. A date maybe selected and is defaulted to 2 months from the day of the document is created.
    b. Number of Days – The document will expire after this many days from created. The default is set to 60.
11. The user has an option to Include a Note to the document viewer. The maximum character for this option is 128. This option is available only for "Track Viewers" and "Restrict and Track Viewers"?
12. Maximum Views Per user may be set to:
    a. Unlimited – Default
    b. Specified – Where a user may specify the number of views between 1-999.
13. By default Identify Screen Capture is disabled but can be toggled to enabled. NOTE: that this option is available only for "Track Viewers" and "Restrict and Track Viewers"?
14. By default Include Timestamp is disabled but can be toggled to enabled.
15. By default Allow Printing is disabled but can be toggled to enabled.
16. Respond To defaults to the logged in user; but can be set to any email.
17. User List – A user may enter up to 99 addresses separated with a semicolon. NOTE: At least one email address must be added to the Users List when the Document Protection Setting is "Restrict and Track Viewers"
18. By default Email Document to User List is disabled but can be toggled to enabled. When this option is enabled, the user is required to enter a Subject with a maximum of 100 characters; and is given the option to add a cover letter with a maximum of 1024 characters, . NOTE: For Track Views and Restrict and Track Views, the user is given the option to email passcodes to the user list; and the option to disclose the user list to readers of the protected document.
19. Select Next
20. By default Append date and time is enabled but can by unchecking it will become disabled.
21. By default the Output Type is set to download but there is an option for cloud repository.

a. When Cloud Repository is enabled, user has a dropdown list of supported repositories (DocuShare® Go United States, DocuShare® Go Europe, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, DropBox® and Box®). There is an option to Include Source File. By default this is not selected

22. Select Run.

ACTIVE DOCUMENTS

A user can select the Active Documents tab to see a list of the documents they have Protected. The list shows the date the document was Protected, when the Protected document expires, and what type of Protection the document has (Track Views, Track Viewers, and Restrict and Track Views.) The list also shows the Active/Expired status of the Protected document.

The user may select the gear icon associated with a Protected document to view the document's details such as the number of times the document has been viewed; and for how long.   NOTE: view times are currently displayed in minutes resolution. The user may also change the document's expiration date or expire the document now.   Expired documents can be unexpired.   For Track Viewers and Restrict and Track Views documents, the Protected document owner may deactivate the document from being viewed again by a specific User.

SEND FAX

A user can upload a doc, docx, jpeg, and pdf. For best results a simple document layout without handwritten text, complex graphics, or background color is best. Each input file should not be more than 50 pages. The fax document maybe in any language, however the cover page will only be in the standard 19 languages that you can find in the FAQ section of this document.

NOTE: This workflow uses 2 credits x Country Code credits per page. Please see the FAQ section for the Country Code credits.

1. Open Workflow Central portal.
2. Login.
3. Select Workflows.
4. Select Send Fax.
5. Select Browse and locate the document or drag and drop it into the window.
6. Enter page range if needed to the Page Selector
7. Select Next.
8. Select the Country Code.
9. Enter Number.
10. By default Cover Sheet is disabled but may be toggled to enabled.
    a. If cover sheet is enabled, fill in the desired fields.
11. Select Next
12. By default Email Report is enabled but may be toggled to be disabled. Recipient Email and Confirm Email is filled out with the login user information.
13. By default Email a report only if the fax delivery has failed is disabled, but by checking the box it will be enabled.
14. Select Run.

CONVERT TO PDF

A user can upload a jpeg, pdf, png, and tiff. For best results a simple document layout without handwritten text, complex graphics, or background color is best. Each input file should not be more than 200 pages.

1. Open Workflow Central portal.
2. Login.
3. Select Workflows.
4. Select Convert to PDF.
5. Select Browse and locate the document or drag and drop it into the window. User can select up to 5 files.
6. Enter page range if needed to the Page Selector
7. Select Next.
8. By default, Searchable and Archival (PDF/A) are disabled but can be toggled to enabled.
9. Select Next.
10. By default Append date and time is enabled but the user can uncheck to disabled.
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, Recipient Email and Confirm Email is prefilled with logged in users address
        i. Encrypt and track the email using RMail® by RPost® is available for an additional 5 credits. By default this option is not selected.
        ii. There is an "Include a link to the source file" that by default is not selected.
    b. When Cloud Repository is enabled (Advanced option), user has a dropdown list of supported repositories (DocuShare® Go United States, DocuShare® Go Europe, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, DropBox®and Box®). There is an option to Include Source File. By default this is not selected
13. Select Run

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.

Combination Workflows (Advanced Subscription Required)

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.
- 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 + 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.
- 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.
- Summarize + Audio
  - Summarize a document, then convert to audio.

Automated Workflows (Advanced Subscription Required)

A user may setup workflows that will automatically run. Once the automated workflow has been created, the user will be able to View Job History, Edit, or Delete.

Automated Workflow – CONDITIONS OCCURRENCE

The Conditions Occurrence selected determines how often the Automated Workflow will run.

- Hourly – Every hour from the time the workflow is **SAVED**
- Daily – Based on the selected time starting from the **SAVED TIME** of the workflow going forward.
- Weekly – Based on the day and selected time starting from the **SAVED TIME** of the workflow going forward.

NOTE: When the automated workflow is setup to watch a folder, it will initially add a processed and error folder within the watch folder.

NOTE: For folder watching, it will ignore any files that are not supported by the selected workflow e.g. Convert to PDF only supports image files. Therefore if a .docx file is in the folder, it will not be processed.

NOTE: Hourly workflows will run approximately the same time in the hour after done is selected.

NOTE: If you edit an hourly workflow the time in the hour will not be impacted. Unless you change the condition to one of the other options completely e.g. Daily, Weekly.

1. Open Workflow Central portal.
2. Login.
3. Select Workflows.
4. Select Automated Workflows on the right side.
5. Select Create
6. Input – User may select either Folder or Email.
   a. Folder
      i. Select the Location from the dropdown menu (Microsoft® 365 SharePoint, Microsoft® OneDrive).
      ii. Sign in to select a folder. A new window will open for the user to login.
      iii. Browse to the folder
      iv. Enter page range if needed to the Page Selector.
7. Select Next
8. Enter the Occurrence for the automated workflow. By default Hourly is selected, but there are also Daily, or Weekly.
9. Select Next.
10. Select Workflow from the dropdown.
    a. Convert to Audio
       i. Select Input Language
    b. Convert to MS Office
       i. Select Input Language
    c. Convert to PDF
       i. By default Searchable is disabled but can be toggled to enabled.
       ii. By default Archival (PDF/A) is disabled but can be toggled to enabled.
    d. Handwriting to Text
       i. Select Input Language
    e. Protect
       i. Select The Security option
          1. Track Views (Default)
          2. Track Viewers
          3. Restrict and Track Viewers
       ii. Select Expiration Date

1. Calendar Date (Default)
                    2. Number of Days
            iii. By default Timestamp is disabled but can be toggled to enabled.
            iv. By default Allow Printing is disabled but can be toggled to enabled.
             v. Respond To is set to the logged in user
            vi. By default User List is disabled but can be toggled to enabled.
                    1. When enabled user may add up to 99 addresses separated with a semicolon
                    2. By default Email Document to user list is disabled but can be toggled to enabled.
                            a. Email Subject and Cover Letter Message may be entered.
    f. Redact
             i. Select Location from the dropdown (United States is Default)
            ii. Add or Edit list
            iii. Add Custom Word or Phrase
    g. Send Fax
             i. Enter Country Code from Dropdown
            ii. Enter Number
            iii. By default Cover Sheet is disabled but can be toggled to enabled
    h. Summarize
             i. Select Summarization Length (Default is 25%)
            ii. Select Domain (Default is General)
    i. Translate
             i. Select Input Language
            ii. Select Output Language (up to 5)
11. Select Next
12. Output
    a. Convert to Audio
             i. Select the Destination of either Email or Cloud Repository (Microsoft® 365 SharePoint, Microsoft® OneDrive)
    b. Convert to MS Office
             i. Select File type from Dropdown (.docx, .pptx, .xlsx). Default is docx.
            ii. Select the Destination of either Email or Cloud Repository (Microsoft® 365 SharePoint, Microsoft® OneDrive)
    c. Convert to PDF
             i. Select the Destination of either Email or Cloud Repository (Microsoft® 365 SharePoint, Microsoft® OneDrive)
    d. Handwriting to Text
             i. Select File type from Dropdown (.docx or .txt). Default is docx.
            ii. Select the Destination of either Email or Cloud Repository (Microsoft® 365 SharePoint, Microsoft® OneDrive)
    e. Protect
             i. Select The Security option
                    1. Track Views (Default)
                    2. Track Viewers
                    3. Restrict and Track Viewers
            ii. Select Expiration Date
                    1. Calendar Date (Default)
                    2. Number of Days
    f. Redact
             i. Select the Destination of either Email or Cloud Repository (Microsoft® 365 SharePoint, Microsoft® OneDrive)
    g. Send Fax
             i. By default Fax Transmission Report is enabled but can be toggled to disabled.
            ii. Recipient Email and Confirm Email is filled in with the logged in user email address.

              iii. By default Email a report only if the fax delivery has failed is disabled but can be enabled by checking the box.

      h. Summarize

          i. Select File type from Dropdown (.docx, .pdf or .txt). Default is docx.

          ii. Select the Destination of either Email or Cloud Repository (Microsoft® 365 SharePoint, Microsoft® OneDrive)

      i. Translate

          i. Select File type of either Auto Select where it will keep Microsoft type or PDF.

          ii. Select the Destination of either Email or Cloud Repository (Microsoft® 365 SharePoint, Microsoft® OneDrive)

13. Select Next.
14. Name the Workflow
15. Select either default or Custom for the Workflow Icon
16. Active is enabled but can be toggled to disabled.
17. Select Save.

4. Xerox Workflow® Central Device App

The Xerox Workflow Central app can be installed from the Xerox Workflow Central portal, the 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. Each input file should not be more than 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). Docx is the default.
    b. By default Append date & time is enabled but can be toggled to disabled.
    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 disabled by default but can be toggled to enabled.
        ii. Include Link to Source File is by default disabled but can be toggled to enable.
    e. By default Download is disabled but can be toggled to enable.
    f. By default Cloud Repository (Advanced option) is disabled but can be toggled to enable,
        i. When Cloud Repository is enabled (Advanced option), user may select from the window of supported repositories (DocuShare® Go United States, DocuShare® Go Europe, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, DropBox® 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. Each input file should not be more than 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 to the Standard Redaction Items by selecting the Standard Redaction Items icon.
    a. A new window opens with a list of Standard Redaction Items that can be added to the list.
    b. Select the box next to what you would like to add
    c. Select Ok
    d. The added items will be listed alphabetically
9. 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.
10. Select Next
11. Fill out the Output Settings
    a. file output is a pdf
    b. By default Append date & time is enabled but can be toggled off to disable.
    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 disabled by default but can be toggled to enabled.
        ii. Include Source File is by default disabled
    e. By default Cloud Repository (Advanced option) is disabled,
        i. When Cloud Repository is enabled (Advanced option), user may select from the window of supported repositories (DocuShare® Go United States, DocuShare® Go Europe, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, DropBox® 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.
12. 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
    c. Page Selector by default is disabled but can be toggled to enable.
5. Select Next.
6. Select Input Language.
7. Select Output Language. Up to 5 languages can be selected
8. Select Next.
9. 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 disabled but can be toggled 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 Download is disabled but can be toggled to enable.
    e. 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 disabled but can be toggled to enable.
    f. By default Cloud Repository (Advanced option) is disabled,
        i. When Cloud Repository is enabled (Advanced option), user may select from the window of supported repositories (DocuShare® Go United States, DocuShare® Go Europe, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, DropBox® and Box®).
        ii. User will need to login to their repositories and select the folder they wish to store the document.
    g. By default Print is disabled but can be toggled to enabled.
10. 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 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
   c. By default Page Selector is disabled but can be toggled to enable.
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 enabled but can be toggled to disable.
   c. By default Download is disabled but can be toggled to enable.
   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 disabled but can be toggled to enable.
   e. By default Cloud Repository (Advanced option) is disabled,
      i. When Cloud Repository is enabled (Advanced option), user may select from the window of supported repositories (DocuShare® Go United States, DocuShare® Go Europe, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, DropBox® 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 Handwriting to Text.
4. Fill in the Input Settings:
   a. Sides scanned
   b. Original Size
   c. By default Page Selector is disabled but can be toggled to enable.
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 disabled but can be toggled 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 Download is disabled but can be toggled to enable.
   e. 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 disabled but can be toggled to enable.
   f. By default Cloud Repository (Advanced option) is disabled,
      i. When Cloud Repository is enabled (Advanced option), user may select from the window of supported repositories (DocuShare® Go United States, DocuShare® Go Europe, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, DropBox® and Box®).
      ii. User will need to login to their repositories and select the folder they wish to store the document.
   g. 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%. By default 25% is selected
   b. Select the Domain from the dropdown menu. By default General is selected.
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 enabled but can be toggled to be disabled.
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 Download is disabled but can be toggled to enabled.
    h. By default the email is enabled and logged in user email address is prefilled out.
    i. By default Cloud Repository (Advanced option) is disabled,
       i. When Cloud Repository is enabled (Advanced option), user may select from the window of supported repositories (DocuShare® Go United States, DocuShare® Go Europe, Microsoft® 365 SharePoint, Microsoft® OneDrive, Google Drive™, DropBox® and Box®).
       ii. User will need to login to their repositories and select the folder they wish to store the document.
12. By default Print is disabled but can be toggled to enable.
13. 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 50 pages.

1. Open Workflow Central app on device.
2. Login.
3. Select Send Fax.
4. Fill in the Input Setting:
    a. Sides Scanned
    b. Original size
    c. Enter page range
5. Select Next.
    a. Enter Country Code
    b. Enter Number
    c. By default Cover Sheet is disabled but can be toggled to enabled
6. Select Next.
7. By default Email Report is enabled but can be toggled to disabled.
8. By default Email a report only if the fax delivery has failed is disabled but can be toggled to enabled.
9. Select Scan.

CONVERT TO PDF

For best results, a simple document layout without handwritten text, complex graphics or background color should be used. Each input file should not be more than 200 pages.

1. Open Workflow Central app on device.
2. Login.
3. Select Convert to PDF.
4. Fill in the Input Setting:
    a. Sides Scanned
    b. Original size
    c. Enter page range
5. Select Next.
6. By default Searchable and Archival (PDF/A) are disabled, but user can toggle to enable.
7. Select Next.
8. By default Append Date and Time is enabled, but user can toggle to disable.
9. By default Email is selected and the email has been filled in with the user address.
10. User may enable Document Password or Download
11. Select Scan.

When a user has an advanced subscription, combination workflows will be available. This will allow the user to combine the following workflows:

- Summarize + Audio
- Translate + Audio
- Translate + Redact
- Translate + Summarize
- Translate + Summarize + Audio
- Translate + Summarize + Redact

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. Note: Any Saved Workflows that were created in the Xerox Workflow Portal will show up on the device app.

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 B
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 for use with Multifunction Device

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:

- Microsoft Word (.docx, .doc)
- Microsoft PowerPoint (.ppt, .pptx,)
- Microsoft Office Excel (xlsx, .xls)
- Rich Text Format (.rtf)
- Plain text (.txt)

Images:

- .pdf
- .jpg, .jpeg
- .tif, .tiff
- .
- .png
- .

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	Protect	Fax	Convert to PDF
.doc							X	X	X	
.docx	X			X	X	X	X	X	X	
.jpeg	X	X	X	X	X	X	X		X	X
.jpg	X	X	X	X	X	X	X			X
.pdf	X	X	X	X	X	X	X	X	X	X
.png	X	X	X	X	X	X	X			
.ppt							X	X		
.pptx	X			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			X
.txt	X			X	X	X	X			
.xls							X			
.xlsx	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.

Is there a way to review or edit my converted document before the workflow completes?

Workflow Central allows small edits to the document before it is finalized in order to adjust or fix any transformations that are not exactly as expected. Select the "Pause to review, edit or download at each step in the workflow" checkbox in the Output Settings window to access the inline editor. After completing the edits, the document will be sent to the final destination or to the next Workflow step.

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:

- Microsoft Edge version 79 or higher
- Google Chrome version 60.0 or higher
- Firefox version 88 or higher
- Safari 12.0+

Why did not the Automated Workflow read my encrypted emails?
Encrypted emails are not supported,

User created different Automated Workflows with the mapping to the same HOT folder, but it isn't working.
It is not recommended to map more than one automation to the same hot folder location.

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	Inline Editor
Arabic			X	X	X		X
Armenian					X		X
Bulgarian			X	X	X		X
Catalan	X	X	X	X	X		X
Chinese (Simplified)			X	X	X		X
Chinese (Traditional)			X		X		X
Croatian			X	X	X		X
Czech	X		X	X	X		X
Danish	X	X	X	X	X	X	X
Dutch	X	X	X	X	X	X	X
English	X	X	X	X	X	X	X
Estonian			X	X	X		X
Finnish	X		X	X	X		X
French	X	X	X	X	X	X	X

Languages	Workflow Central User Interface	Convert to Audio	Convert to MS Office	Handwriting to Text	Translate	Email Option: Encrypt and Track	Inline Editor
German	X	X	X	X	X	X	X
Greek	X		X	X	X		X
Haitian Creole					X		X
Hebrew			X		X		X
Hmong Daw					X		X
Hungarian	X		X	X	X		X
Indonesian			X	X	X		X
Irish					X		X
Italian	X	X	X	X	X	X	X
Japanese			X	X	X		X
Kishwahili			X		X		X
Korean			X	X	X		X
Latvian			X	X	X		X
Lithuanian			X	X	X		X
Malay			X	X	X		X
Maltese			X		X		X
Macedonian					X		X
Norwegian	X	X	X	X	X		X
Polish	X	X	X	X	X		X
Portuguese			X	X	X	X	X
Portuguese (BR)	X	X					
Romanian	X		X	X	X		X

Languages	Workflow Central User Interface	Convert to Audio	Convert to MS Office	Handwriting to Text	Translate	Email Option: Encrypt and Track	Inline Editor
Russian	X	X	X	X	X		X
Slovak			X	X	X		X
Slovenian			X	X	X		X
Spanish	X	X	X	X	X	X	X
Swedish	X	X	X	X	X		X
Thai			X	X	X		X
Turkish	X	X	X		X		X
Ukrainian			X	X	X		X
Vietnamese			X	X	X		X
Welsh			X		X		X
Zulu					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 or 30MB
Protect	10MB limit when email option is selected; 25MB otherwise. Maximum job size 100 page
Fax	Maximum send fax size 50 pages
Convert to PDF	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	Protect
.docx		X	X			X	X	
.mp3	X							
.pdf				X	X	X	X	
.pptx		X						
.txt			X			X		
.xlsx		X						
.html								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.

Exceptions noted are:

- The Encrypt and track email option adds an additional 5 credits for each submission
- The Merge workflow is 2 credits per job not per page.
- Protect are charged 3 credits per protect page.
- Cost of a fax per page is 2 for Western Europe, the Continental United States, Hawaii and Canada. All other countries are considered "long distance" and are charged more than 2 credits per page. Please see the fax country chart in the FAQ section.

What languages does DocuShare Go support?
DocuShare Go supports Brazilian Portuguese, French, Italian, Germany, Spanish

Mobile limitation
When using a mobile device and Batch execution of files is selected, user needs to ensure that "Automatic Downloads" is enabled in their mobile.

- Android systems
  - o Open Browser
  - o Select Settings
  - o Select Site settings
  - o Select Automatic downloads
  - o Enable Automatic downloads ask first

Cloud repository may fail to work if pop up and redirects settings of a browser is blocked
Keep the pop up and redirect settings of browser always enabled to use Cloud Repository feature of Workflow Central.

Why am I not receiving emails when using Automation and Outlook?
If the user is using Outlook email as an input, do not use a Gmail ID to login to their Outlook account. Instead use the actual Outlook ID.

Why cannot view Protect files in IOS/IPAD browsers?
RPD (Rights Protected Document) HTML output file of Protect Workflow cannot be viewed in IOS/IPAD devices in any browsers. User when attempting will receive the following message "For security reasons, this file cannot be opened on an iOS device. Please use a laptop or desktop computer to view the document.

Send Fax Country Codes. This workflow uses 2 credits x Country Code credits per page.

Country	Country Code	Prefix	Credits/Page
Afghanistan	93		24
Albania	355		6
Algeria	213		6
American Samoa	1	684	4
Andorra	376		4
Angola	244		6
Anguilla	1	264	6
Antarctica	672		120
Antigua and Barbuda	1	268	16
Argentina	54		4
Armenia	374		16
Aruba	297		6
Ascension Island	247		120
Australia	61		4
Austria	43		2
Azerbaijan	994		24
Bahamas	1	242	16
Bahrain	973		6
Bangladesh	880		4
Barbados	1	246	16
Belarus	375		24
Belgium	32		2
Belize	501		16

Benin	229		24
Bermuda	1	411	6
Bhutan	975		16
Bolivia	591		6
Bosnia/Herzegovina	387		6
Botswana	267		4
Brazil	55		4
British Indian Ocean Territory	246		120
British Virgin Islands	1	284	6
Brunei	673		4
Bulgaria	359		4
Burkina Faso	226		24
Burundi	257		40
Cambodia	855		6
Cameroon	237		16
Canada	1		2
Cape Verde	238		24
Cayman Islands	1	345	4
Central African Republic	236		40
Chad	235		16
Chile	56		4
China	86		4
Christmas Island	61		4
Cocos Islands	61		4
Colombia	57		6
Comoros	269		24
Cook Islands	682		80
Costa Rica	506		4
Croatia	385		2
Cuba	53		80
Curacao	599		6
Cyprus	357		4
Czech Republic	420		4
Democratic Republic of the Congo	243		40
Denmark	45		2
Djibouti	253		24
Dominica	1	767	16
Dominican Republic	1	809, 829, 849	4
East Timor	670		80
Ecuador	593		6
Egypt	20		6
El Salvador	503		16

Equatorial Guinea	240		24
Eritrea	291		24
Estonia	372		4
Ethiopia	251		24
Falkland Islands	500		120
Faroe Islands	298		16
Fiji	679		16
Finland	358		4
France	33		2
French Antilles/Martinique	596		4
French Guiana	594		6
French Polynesia	689		24
Gabon	241		24
Gambia	220		40
Georgia	995		4
Germany	49		2
Ghana	233		16
Gibraltar	350		4
Greece	30		2
Greenland	299		40
Grenada	1	473	6
Guadeloupe	590		4
Guam	1	671	4
Guatemala	502		6
Guernsey	44	1481	2
Guinea	224		40
Guinea-Bissau	245		24
Guyana	592		16
Haiti	509		16
Honduras	504		6
Hong Kong	852		4
Hungary	36		2
Iceland	354		4
India	91		4
Indonesia	62		4
Iran	98		6
Iraq	964		6
Ireland	353		2
Isle of Man	44	1624	2
Israel	972		4
Italy	39	1534	2
Ivory Coast	225		24
Jamaica	1	876	6

Japan	81		4
Jersey	44		2
Jordan	962		6
Kazakhstan	7		4
Kenya	254		6
Kiribati	686		80
Kosovo	383		2
Kuwait	965		6
Kyrgyzstan	996		6
Laos	856		6
Latvia	371		24
Lebanon	961		6
Lesotho	266		16
Liberia	231		40
Libya	218		24
Liechtenstein	423		6
Lithuania	370		6
Luxembourg	352		2
Macau	853		4
Macedonia	389		16
Madagascar	261		24
Malawi	265		24
Malaysia	60		4
Maldives	960		80
Mali	223		24
Malta	356		6
Marshall Islands	692		16
Mauritania	222		40
Mauritius	230		16
Mayotte	262		24
Mexico	52		6
Micronesia	691		24
Moldova	373		16
Monaco	377		6
Mongolia	976		16
Montenegro	382		6
Montserrat	1	664	24
Morocco	212		16
Mozambique	258		6
Myanmar	95		24
Namibia	264		6
Nauru	674		80
Nepal	977		16

Netherlands	31		2
Netherlands Antilles	599		6
New Caledonia	687		16
New Zealand	64		4
Nicaragua	505		6
Niger	227		24
Nigeria	234		6
Niue	683		40
North Korea	850		40
Northern Mariana Islands	1	670	4
Norway	47		2
Oman	968		6
Pakistan	92		6
Palau	680		24
Palestine	970		16
Panama	507		4
Papua New Guinea	675		80
Paraguay	595		6
Peru	51		4
Philippines	63		6
Pitcairn	64		4
Poland	48		2
Portugal	351		2
Puerto Rico	1	787, 939	2
Qatar	974		16
Republic of the Congo	242		40
Reunion	262		24
Romania	40		2
Russia	7		4
Rwanda	250		24
Saint Barthelemy	590		4
Saint Helena	290		120
Saint Kitts/Nevis	1	869	16
Saint Lucia	1	758	16
Saint Martin	590		4
Saint Pierre and Miquelon	508		24
Saint Vincent/Grenadines	1	784	16
Samoa	685		40
San Marino	378		4
Sao Tome and Principe	239		80
Saudi Arabia	966		6
Senegal	221		40
Serbia	381		24

Seychelles	248		40
Sierra Leone	232		40
Singapore	65		4
Sint Maarten	1	721	16
Slovakia	421		4
Slovenia	386		6
Solomon Islands	677		40
Somalia	252		40
South Africa	27		4
South Korea	82		4
South Sudan	211		24
Spain	34		2
Sri Lanka	94		6
Sudan	249		16
Suriname	597		16
Svalbard and Jan Mayen	47		2
Swaziland	268		16
Sweden	46		2
Switzerland	41		2
Syria	963		16
Taiwan	886		4
Tajikistan	992		6
Tanzania	255		24
Thailand	66		4
Togo	228		24
Tokelau	690		80
Tonga	676		40
Trinidad and Tobago	1	868	4
Tunisia	216		40
Turkey	90		4
Turkmenistan	993		16
Turks and Caicos Islands	1	649	16
Tuvalu	688		120
U.S. Alaska	1	907	16
U.S. Virgin Islands	1	340	2
Uganda	256		16
Ukraine	380		16
United Arab Emirates	971		6
United Kingdom	44		2
United States	1		2
Uruguay	598		6
Uzbekistan	998		6
Vanuatu	678		40

Vatican City	379		4
Venezuela	58		4
Vietnam	84		6
Wallis and Futuna	681		80
Western Sahara	212		16
Yemen	967		24
Zambia	260		4
Zimbabwe	263		6