SAFEQ™

YSOFT SAFEQ WORKFLOW SOLUTIONS PLATFORM

PRINT MANAGEMENT & DOCUMENT WORKFLOW

INTRODUCTION

In today's competitive business environment, IT organizations face many challenges. In the area of enterprise office solutions, these challenges usually include reducing costs associated with print, scan and copy services; increasing document security; and improving paper-based workflows to maximize productivity.

This document introduces Print Management and Document Workflow as an integrated solution addressing these business challenges. It presents YSoft SafeQ as a comprehensive workflow solutions platform designed to meet your needs today with a scalable architecture for future needs.

Additionally, the information in this white paper will help decision makers in IT, operations and finance/purchasing understand the scope of Y Soft's enterprise workflow solutions platform, the benefits and how print management and document workflow fits into your existing IT infrastructure with minimal end user learning experience.

MPS MARKET OVERVIEW AND DRIVERS

Organization's need to reduce and control costs associated with print services has led to the emergence of Managed Print Services (MPS). MPS offers the ability to optimize an organization's document output to drive down costs, improve efficiency and reduce the workload impact on IT. With print management added to MPS, organizations can track usage, implement rules that enforce print governance and authenticate for pull-printing allowing workers to print from any device.

Organizations also require less dependency on paper processes for gains in productivity–known as business process automation. The emergence of document capture and workflows at an individual level enhance productivity and communication between individuals within an organization supporting key business processes.

With MPS and business process automation, opportunities exist to further help IT with print server consolidation, printer driver maintenance, integration into existing business systems and mobile printing.

According to Gartner, organization's needs are driving the adoption for print software and document capture:

"The market for print software was worth about $1.6 billion in 2014, with 11% growth over 2013. Print management software is the largest software segment in this market, but the main growth potential will come from data capture, print server consolidation and pull printing.

The need for enhanced print security, the growing adoption of mobile devices by businesses, and the continued need to reduce all printing cost through process automation and optimization will continue to drive demand for print-related software." [1]

Y Soft Print Management and Managed Print Services

Print Management is a stand-alone software solution for optimizing delivery of print, copy and scan services. Print Management solutions are often deployed as part of Managed Print Services (MPS). MPS involves outsourcing the efficient operation and supplies of multifunction devices (MFDs). See Figure 1.

Managed Print Services		Print Management		What Customers Want
Device Specific	➡	User Specific	➡	Both MPS + PM
Optimization / Equipment Supplies / Management		Authorization / Authentication Accounting		Cost Savings / Security Efficiency / Sustainability

Figure 1
MPS and Print Management

[1] Market Trends: Print Software Vendors Must Innovate and Differentiate for Competitive Value, Gartner, Lai-ling Lam 28 March 2016 Document #G00299285

ENTERPRISE PRINT MANAGEMENT & DOCUMENT CAPTURE

Enterprise print management software provides organizations with tools needed to make fact-based decisions about their print environment to reduce print, copy and scan costs, increase document security and improve workflows for employee productivity.

In a centralized print environment, a server application connects your multifunction devices (MFDs) or other networked printers to your corporate directory. In this way, print administrators can implement pull-printing, set print governance policies, create workflows and receive reports on costs and usage by group, departments, individual users, devices or by pre-defined projects.

Document capture and workflow automation has emerged as an effective way to increase productivity. By accurately and consistently capturing corporate data and then routing, storing and notifying other project stakeholders, information flows seamlessly through the organization, speeding up an organization's business.

CHALLENGES IN PRINT MANAGEMENT & DOCUMENT CAPTURE

BUSINESS CHALLENGE: REDUCING PRINT SERVICES COSTS

Your organization uses print, copy and scan services on a daily basis. If you feel you do not have a full grasp of the costs of these services; how costs are allocated among departments/cost centers; how much of the print and copies are wasted; and how much is spent on personal use, you are not alone. Most organizations do not know nor do they have the proper tools to do an assessment of their current print environment usage. Without fact-based data and the tools offered in YSoft SafeQ, your organization cannot uncover waste reduction opportunities and implement print policies to help further reduce costs.

COSTS ASSOCIATED WITH INEFFICIENT PRINT PRACTICES

Despite the awareness of paper usage and its impact on the environment, employees often waste paper by printing jobs they never pick up for one reason or another. This is visually apparent by the large stacks of documents left at the printer. Or, they send a print job, realize a typo and reprint the job again. The first print is discarded as waste.

Another area of print services waste is a multi-page document printed as single pages instead of duplex. Or, consider color prints and scans that are generated as a result of default settings that really don't need to be in color. For example, emails that are printed in color because of a hyperlink.

"As organizations realize that a well-managed printer fleet could reduce office print spending by up to 30%, more organizations are taking measures to optimize their printer fleets, adopting device consolidation and print management software either by themselves or with the assistance of an MPS provider."

Gartner, Forecast Overview: Print Hardware, Software and Services, Worldwide, July 2015

What is a Print Device?

For the purpose of this whitepaper, we refer to printers as any device that is capable of print, copy and/or scan. These are often called MFDs or MFPs (multiple function device or multiple function printer). This includes stand-alone printers connected to the company's network.

Consider also the varying efficiencies of the different printers you have in your organization. You might have some printers that are capable of efficiently printing large print jobs on low quality paper. Some printers may produce high quality print jobs and their paper trays contain more expensive paper stock. Some employees may even have personal printers on their desks because they print out sensitive or confidential documents. (See section on Document Security.) Today, your employees may have access to various printers due to their work and the printer choice is left to the individual without considering or being informed of the costs associated with their print job.

Lastly, your organization may allow occasional personal use of print, scan and copy services. However, your organization has no way of knowing if the services are being abused by an individual or individuals.

IT COSTS TO SUPPORT PRINT SERVICES

An often overlooked cost associated with print services is the print administrator's time for responding to employees print needs. IT staff handle support tickets related to print services for printer access including print drivers, printing from mobile devices and enabling non-employees access to print documents, known as guest printing—in addition to the normal printer maladies such as paper jams and ink outages.

Reducing IT intervention on printer access, mobile device printing and guest printing will free up IT support staff for other important services to keep your employees productive and your organization humming along smoothly.

Identifying Print Services Costs

- Wasted Paper
- Inefficient MFD Usage
- Single vs Duplex Printing
- Color vs BW Prints/Copies
- IT Support Costs

BUSINESS CHALLENGE: INCREASING DOCUMENT SECURITY

SECURING YOUR PRINT SERVICES

Sensitive information left on the printer output tray, documents inadvertently or maliciously picked up by the wrong employee or documents inappropriately scanned and routed can have dire consequences for any company. Yet it happens every day.

Until print management, the easiest or only solution was to provide individuals— typically administrative assistants, HR or finance personnel—with non-networked desktop print or scan devices. This equipment is expensive to purchase and maintain. Additionally, without a print management system, your organization doesn't have a comprehensive view of who is printing and scanning and where these documents are going.

An all too common occurrence today is theft of intellectual property by employees who may leave your organization to join a competitor or to form their own company. Many times, proprietary information is copied or scanned to unauthorized locations leaving your building electronically. Organizations without a print management system cannot prove that a document was copied, printed or scanned at the individual level.

Document Security

- Secure Access to MFDs
- Eliminate Documents in the Output Tray
- Monitor, Audit Copies and Scans of Confidential Documents
- Secure Mobile Printing

Ensuring document security means document watermarking and having an audit trail that tracks activity performed on MFDs and reports that can identify individuals associated with metadata from the document. Metadata includes information about the document, where and when it was printed/scanned and by whom. It also includes a preview of the document and document properties (file size, page count for example.) See Figure 2.

Figure 2
Document metadata is captured providing an audit trail for document security

SECURING THE MULTIFUNCTION PRINTER OR NETWORKED DEVICE

Of course, ensuring secure documents associated with print services starts with secure access to the print devices. These important corporate assets are connected to networks and, as such, should be protected from unauthorized use–consider the amount of non-employees that have access to your multifunction devices–janitorial staff, visitors and vendors to name a few.

SECURE PRINTING FROM MOBILE DEVICES

Whether you are supporting employees using personal mobile devices or providing laptops, smartphones and tablets, secure printing from mobile devices is as important as printing from a desktop computer. Furthermore, employees who are using mobile devices to print are likely doing so away from the office so their prints are sitting in the output tray awaiting their return.

BUSINESS CHALLENGE:
IMPROVING EMPLOYEE PRODUCTIVITY

In today's competitive business environment and economic realities, your organization can benefit from extracting more value from existing resources. This includes company assets like print devices and streamlining processes so employees are more efficient. How can print management and document workflow help in this area?

DOCUMENT WORKFLOW

Your organization is likely undergoing or investigating digital initiatives where customer facing and internal processes are going digital to streamline data entry, increase data capture accuracy and improve upon workflows between individuals in the organization. Similar digital initiatives, such as scan workflows, can help with your everyday processes. Solutions that include robust document capture capabilities, customized delivery to predefined locations and notifications can assist in reducing the steps employees take to get data into internal systems or automatic routing to others in the company.

SUPPORT FOR THE MOBILE WORKER AND GUESTS

Your organization, whether local or global, has executives, sales and marketing personnel that travel on business to customer locations, vendor sites and elsewhere. Two common scenarios where your mobile employee will require secure, mobile print services: One, your executive often uses travel time to review online material, research articles and other important documents. He/she may want to print a presentation or another document upon arrival at the remote company location. Secondly, executives may want to read something by print later and wish to delegate the print task to an assistant while away.

If your organization has multiple locations, even employees can be considered guests at remote offices who don't have access to the print devices or have the necessary print drivers loaded. If you are a hospital or university, you may have guest lecturers who need to print upon arrival. In either scenario, printing documents for these kinds of guests requires involving either other employees to assist or contacting IT for help (See related topic, IT Costs to Support Print Services, in the Business Challenges: Reducing Print Services Costs, above.)

Closely tied with improving employee productivity is increasing employee satisfaction. Research shows that satisfied employees tend to be more productive and are likely to stay employed at the same company. By eliminating needless steps in the scanning workflow and supporting mobile workers, employees are more satisfied with your organization's ability to support the way they need to work.

SUMMARY

In the sections above, we have identified the top three business challenges you face in providing print services to employees—finding and reducing costs associated with print services, increasing document security and improving employees' productivity.

In the next section, we will describe the YSoft SafeQ as a workflow solution platform solving these business challenges. You will find many other benefits of YSoft SafeQ as we go along; we'll point out a few of them.

Improving Productivity

- Improve Scanning Processes
- Securely Support BYOD, Mobile Workers
- Enable Guest Printing without IT Intervention
- Increase Employee Satisfaction

BYOD Initiatives

"By 2017, the typical organization will support more employees using their personal smartphones and tablets than enterprise-supplied devices; this means a broader mix of platforms IT must support."

Gartner, Hype Cycle for Enterprise Mobile Software and Services, 2015, Nick Jones, 21 July 2015

YSOFT SAFEQ WORKFLOW SOLUTIONS PLATFORM OVERVIEW

YSoft SafeQ is a comprehensive print management and document workflow software solution designed for the enterprise to reduce print services costs, improve productivity and increase document security.

With the ability to track and account for every print, copy, and scan, you have the data you need to control your print environment, understand your current costs and print behavior and the tools to create and enforce print policies that will reduce those costs. With server-based YSoft SafeQ, you can give your organization secure access to print services, increase document security and improve employee efficiencies through streamlined processes and mobile device support.

YSoft SafeQ is embedded in most brands of multi-function devices—it works within the interface on the device's display panel—easy for employees to use.

A FULL SUITE OF MODULAR SOLUTIONS

You may have already identified in the pages above, a few challenges you are facing that must be addressed immediately and others that can be addressed later. For this reason, YSoft SafeQ is provided in modules; you can choose an entire solution suite or just the individual modules you need today. Additional modules can be added later as your needs change with little or no disruption. See Figure 3.

The YSoft SafeQ modules are: Authentication, Print Roaming (often referred to as Pull-Printing), Rule-Based Engine, Mobile Print, Core and Advanced Workflows, Credit & Billing and Reporting. In the next section, we will discuss each module.

Changing the Print Culture

"YSoft SafeQ has changed the printing culture within our company. Users print just what they really need with less color prints. Thanks to YSoft SafeQ reporting, we have identified and managed users who had a history of high volume printing."

David Field
Senior Category Specialist
Severn Trent Water

Real Cost Savings

During the first 12 months, cost savings in comparison to their previous print environment reached 48%.

Severn Trent Water Case Study

YSOFT SAFEQ MODULES	BENEFITS SUMMARY
AUTHENTICATION	• Protects against unauthorized users by securing access to MFD and documents • Documents remain secure until user authenticates via card reader, PIN, username/password or a combination • Reduces costs and paper waste when jobs are sent to print but are no longer needed • Easily assign print, copy and scan rights to users or user groups for easy IT administration
RULE-BASED ENGINE	• Enforces print governance with a library of pre-defined rules for cost savings such as color to B/W, single to double sided, send to most economical device—or create your own rules • Notifications inform users of cost consequences which leads to better print usage, often reduced usage • Notifications if user does not comply to cost saving policies help enforce print governance
PRINT ROAMING®/ CLIENT BASED PRINT ROAMING™	• Secure printing from any MFD in the print environment • Scalable from one office to offices on multiple continents • Jobs print only when user authenticates eliminating sensitive documents in output tray • Optionally, reduces costly servers by handling complex print tasks on the client workstation • Requires Authentication module
MOBILE PRINT	• YSoft Wireless Print for Mac and iOS mobile devices ensures convenient, secure printing for mobile workers • Secure mobile printing via web or email to the MFD • Support for anonymous guest printing • Provides automatic conversion (JPG, PDF, DOC, PPT, XLS, PNG) • Some functions require Authentication module

YSOFT SAFEQ MODULES	BENEFITS SUMMARY
MANAGED WORKFLOWS: CORE AND ADVANCED WORKFLOWS	• One-click secure scanning to pre-defined SharePoint® and Dropbox® Business and Enterprise document libraries makes document capture and distribution easy • Folder browsing, storing documents on behalf of user and barcode recognition • Scan to email, file server, home folder or pre-determined location via scripts • World-class OCR engine, image cleanup, append or prepend pages, blank page removal, highlight text naming and Searchable PDF, Microsoft Word and Microsoft Excel • Requires Authentication module
CREDIT AND BILLING	• Individual or group accounts make administrative tasks easier • Supports price lists, cost centers, billing codes and usage quotas for easy cost allocations • Support for pay-for-print services gives control for managing and recovering costs
REPORTING	• Predefined or custom management reports give fact-based data and usage audits • Executive and sustainability reports provide top level summarized results and sustainability information • CRS reports utilizing OLAP cubes and long term trend analysis help administrators manage their print fleet more efficiently

Figure 3. The YSoft SafeQ suite of software modules

AUTHENTICATION

Authentication secures MFDs and the documents printed, copied or scanned by requiring employees to authenticate prior to any operation. ID cards (contactless, contact, magnetic, chip cards), PIN codes, login/password or any combination of methods can be used for user identification. All MFDs are locked until the employee has been authenticated and positively identified.

Together with the Print Roaming module, an employee can select the desired print job upon authentication; it is released, printed and taken from the print tray immediately. In a similar fashion, an employee can delete jobs sent to the printer that are no longer needed. A print job can be marked as a favorite so the employee can print an often-used document without having to resend it to the printer. Similarly, an employee can choose to copy, scan or use scan workflows.

If your organization uses ID badges for building access, the same card can be used for authentication. YSoft SafeQ works with popular corporate directory systems for easy import of authorized employees. Additionally, YSoft SafeQ can recognize employees as belonging to departments, groups or cost centers for easy reporting purposes.

Authentication

• Secure Access to Property
• Increase Document Security
• Improve Productivity
• Reduce Costs

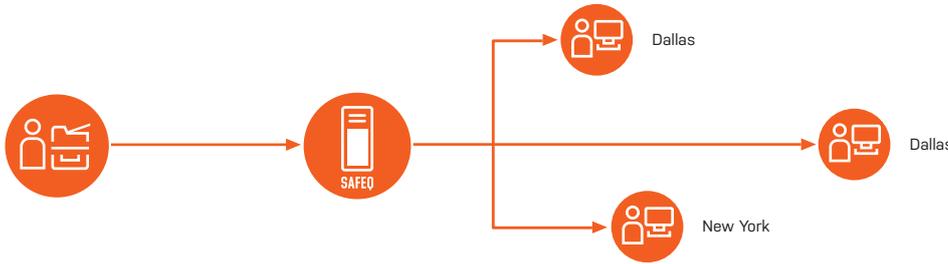## PRINT ROAMING AND CLIENT BASED PRINT ROAMING

Print Roaming, also known as pull-printing, allows employees to send a print job and securely print it at any printer in the print environment—across the hall, in another building, across the country or on another continent.

Documents sent to be printed "follow" their owner to any print device in the organization that is connected to the YSoft SafeQ system and that the employee is authorized to print from. As a result, documents are always available to print from the closest or most convenient location. The Authentication module is required in order to enable users to access their documents.

Print Roaming

• Improve Productivity
• Scalable Architecture
• Commonly known as Pull-Printing

One of the main benefits of the YSoft SafeQ architecture is supporting Print Roaming at any scale. In this way, a user can send the print job from his home office and fly to another company location and be able to print from any printer at that location, without needing to install additional print drivers. See Figure 4. YSoft SafeQ automatically finds and uses the nearest print server

Figure 4.
Print Roaming – Send a print job and print it on any MFD in the print environment

Costs related to server ownership is a challenge for any enterprise solution. As an example, print management solutions require a server to host the web interface for MFDs. YSoft SafeQ's architecture includes the use of high-performance, highly scalable YSoft SafeQ site servers which significantly reduce the number of servers needed to support high availability of print services. And, by connecting site servers into groups, YSoft SafeQ can easily scale to accommodate additional printers or increase system performance.

To reduce server ownership costs even further, Client Based Print Roaming handles complex print task on the users' workstation so costly servers can be significantly reduced—typically 2-4 times fewer servers.[1] Although servers are necessary for user experience, security and embedded terminal web services, they can be replaced with less expensive lightweight appliances such as YSoft SafeQube 2. See Figure 5.
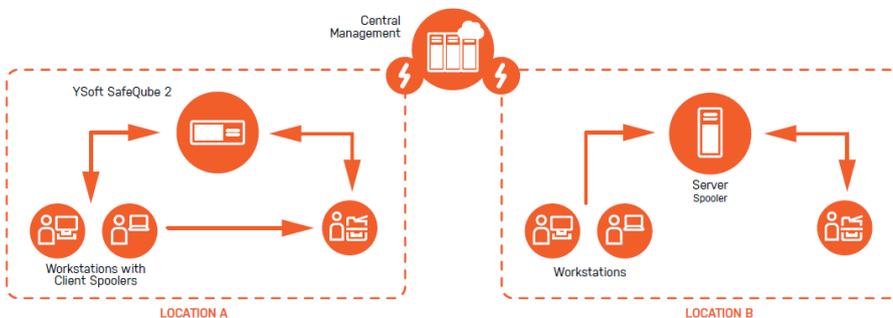

Figure 5.
Client Based Print Roaming with optional YSoft SafeQube 2 appliance

RULE-BASED ENGINE

With the Rule-Based Engine module you can set up and enforce print governance policies. These policies can reduce costs related to paper waste, expensive ink usage and printer usage efficiencies. The Rule-Based Engine module is populated with the most common rules and you can choose to use them and/or create your own rules that fit your print governance.

Rule-Based Engine

- Reduce Print Costs
- Contribute to Green, Sustainability Goals
- Adjust Employee Print Behaviors

Common rules that can save significant costs include: turning a single-page document into a double sided print out; changing color documents to black/white; choosing a more cost-efficient printer for jobs that are big in size; or restricting printing from certain applications.

[1] The number of fewer servers may vary depending on your print volumes, number of devices and number of users

A client application can alert employees of changes to the job when the job is submitted but before it is actually printed. For example, the alert can show how much the document would cost if printed in color vs black/white, single vs double sided or allowed to print only on a more cost efficient multifunctional device. Alternatively, you can enforce rules without employee choice and the user receives an alert informing of the changes made to the print job.

MOBILE PRINT AND GUEST PRINTING

Use of personal devices leads to increased employee satisfaction and productivity, but your concerns about securely printing from these devices must be addressed.

Printing from Laptops

Combining the Print Roaming and Mobile Print modules enable employees who travel with laptops to safely print to any MFD in the company's print environment. With the YSoft SafeQ Client application installed on their laptop, YSoft SafeQ Client recognizes the nearest YSoft SafeQ print server and uses it to send the print data to the MFD.

Because only one-time configuration of workstations is required, no additional time is needed by IT staff whenever the user moves to a different location. As long as the laptop is connected to your company's network, the user can use any nearby printer.

Printing from Smartphones and Tablets

When your company gives employees the ability to choose their work devices, IT staff must examine ways to let employees work efficiently while still maintaining document security and print governance control.

YSoft Wireless Print enables secure printing from Mac laptops and iOS devices. Alternatively, printing from any smartphone or tablet can be accomplished by sending an email with a document attached or uploading a file to a website. YSoft SafeQ uses a dedicated email address and web page for users to send documents to print. Whichever method you choose, all the mobile printing activity is captured for usage and audit purposes. (See Reporting module.)

Guest Printing

If your organization has frequent guests that need access to print services—common in hospitals and education institutions where guest lecturers are hosted—YSoft SafeQ Mobile Print gives you the ability to provide temporary access without consuming precious IT staff time. With Mobile Print, anyone, even from outside your organization, can print without compromising company or personal security.

Authorized guests can create a temporary account at a designated YSoft SafeQ web page. Using their temporary account, they can submit a document to print via email or by uploading it to a web page. YSoft SafeQ accepts the document and the guest can print it later using their temporary account credentials to authenticate at any MFD.

MANAGED WORKFLOWS

For many organizations, the promise of going digital goes unfulfilled because the creation of digital workflows is cumbersome and, for the user, finding the scan function and navigating through multiple menu options can be confusing and frustrating. With YSoft SafeQ's Managed Worfklow modules, the complexity of scanning for both administrators and users is eliminated.

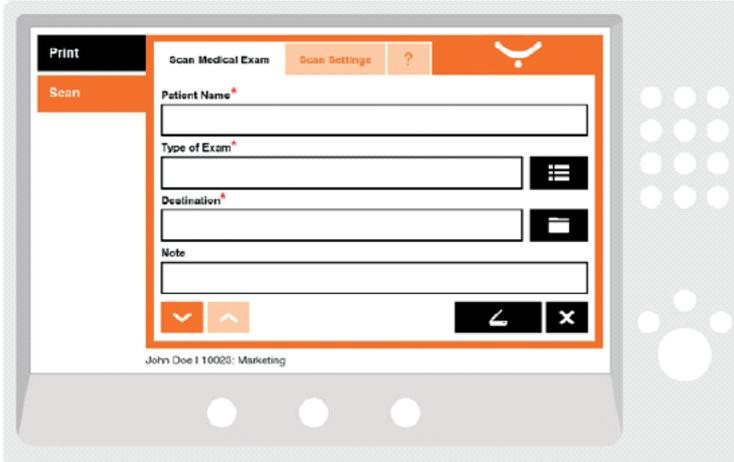YSoft SafeQ Managed Workflows are provided as Core Workflow or Advanced Workflow.

Mobile and Guest Printing

- Improve Productivity
- Secure Mobile Print
- Reduce Burden on IT

Core Workflows

YSoft SafeQ Core Workflows extend the scanning capability of devices to include automatic and secure routing of scanned documents, scan monitoring, and user authorization for the scanning function. Users can scan documents to their inbox or home folder efficiently and simply without having to enter a directory path.

With the use of customized scripts integrated with 3rd party applications, scans can be automatically routed to ERP or accounting applications to further improve workflows. YSoft SafeQ tracks and stores all scanning operations to ensure security compliance and an audit trail for any unauthorized document scanning.

Workflows

- Improve Employee Productivity
- Increase Document Security
- Integrate with 3rd Party Applications

Figure 6.
Sample Single Scan Menu

However, creating scans is only the beginning. True productivity is realized when documents are consistently and accurately captured, automatically routed and stored in other systems and when delivery status notifications are sent to others involved in the workflow.

The Core Workflows module allows administrators to create customized document workflows so users can capture and distribute with one click of the menu. See Figure 6.

The module includes connectors to Microsoft SharePoint® and Dropbox® Business / Dropbox® Enterprise with access to a growing library of optional connectors to third party, on premise or cloud destinations such as Google Drive and Microsoft OneDrive® for Business.

With customized workflows, the organization can be assured that documents are captured consistently (for example, consistent file names, metadata capture and with consistent scan quality settings). Documents are distributed securely using end-to-end encryption and tracked through audit reports.

Advanced Workflows

YSoft SafeQ Advanced Workflows include all the features and benefits of Core Workflow plus additional advanced features. These features include Optical Character Recognition (OCR), image pre-processing, the ability to search PDF, Word or Excel files by keywords and advanced PDF format features such as blank page removal and page orientation auto-correction.

REPORTING

Your ability to optimize your print environment, make print governance decisions and ultimately reduce print costs needs to be based on facts. The Reporting module centrally tracks costs and monitors the MFD utilization across the print environment providing you with the true data you can use to optimize your print services. The reports also enable you to monitor, track and audit document security.

Reports from YSoft SafeQ can target the cost of the company-wide print environment, different departments or even individual users. Monitoring can focus on the utilization of each MFD within the corporate network and evaluate the frequency of use. The advantage of this analysis is optimization, and possible replacement of devices that are more expensive to operate, with devices that have lower operating costs.
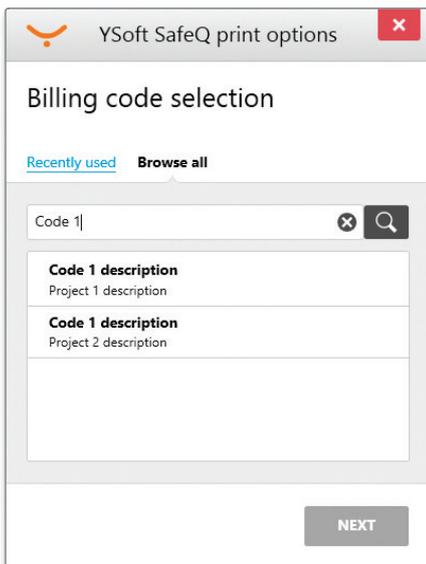
YSoft SafeQ management reports enable organizations to access the information needed about the print environment on demand or automatically at defined intervals. Fact based, easy-to-read reports are available with one click and provide detailed information such as the workload of specific MFDs, a list of the five most active users, or costs incurred by each department.

If utilizing the Credit and Billing module, reports automatically break out costs by billing codes, cost centers, project or client codes so that costs can be allocated easily and correctly.

CREDIT AND BILLING

If your organization needs to track office services by cost center or project codes, employees can enter the appropriate codes upon authentication at the MFD. YSoft SafeQ tracks these codes and reports can be generated for proper allocation to finance departments. See Figure 7.

The YSoft SafeQ Credit and Billing module is a feature particularly beneficial for educational institutions, public libraries, or any other organization that accepts public payment for print, copy, and scan services.

In the example of students or public services, users have virtual credit accounts to use for printing, copying, and scanning. The Cash Desk web application makes it easy for users to reload their accounts as necessary and it is also simple for administrators to manage.

Reporting

- Reduce Print Costs
- Document Security Audit
- Fact-based Decisions
- Reports to Verify Cost Savings and Justify Recommendations

Credit and Billing

- Easily Allocate Costs by Cost Centers
- Pay-for-Print Services

Figure 7.
Billing codes make cost allocations by department, cost center, project or client easier

Credit and Billing can be implemented as a standalone application to enable users to easily recharge their accounts, or as part of the complete YSoft SafeQ solution. When used together with Authentication and Print Roaming for example, it is convenient for students and staff to pay for print services and to print securely at any printer, anywhere in the university.

The Credit and Billing module is easily integrated with third-party payment gateways or existing credit systems. This allows students and staff to use a single card for multiple functions, such as access to buildings, cafeteria meals and to YSoft SafeQ's print, copy and scan services.

YSOFT SAFEQ WORKFLOW SOLUTIONS PLATFORM

YSoft SafeQ is a workflow solutions platform designed for organizations looking to manage and reduce print services costs, create more efficient, digital workflows and to increase document/3D object security across 2D and 3D devices. Today, the platform offers print management, document capture and 3D print management. See Figure 8.

Figure 8.
YSoft SafeQ Workflow Solutions Platform

YSoft SafeQ Workflow Solutions Platform as a modular approach. Organizations have different needs and internal initiatives and a 'one size fits all' approach is inflexible. With a modular approach, organizations can choose the Y Soft Suites and products that they need today knowing that they can add other modules and products as their needs change. As a platform, all the Suites and products in the platform are fully integrated–from a technology standpoint through to back end systems, support and sales.

YSOFT SAFEQ SUITES – PRINT MANAGEMENT AND DOCUMENT CAPTURE

Y Soft offers print management and document capture in a choice of suites. Each suite is comprised of modules packaged together offering the best value. However, organizations may choose to purchase the modules individually. See Figure 9.

YSoft SafeQ Enterprise Suite For the enterprise or small business that wants the benefits of centralized print management and accurate document capture with Advanced Workflows

YSoft SafeQ Print Management Suite Offers the benefits of centralized print management with accurate document capture with Core Workflows

YSoft SafeQ Print Management Suite LD (Limited Devices) Provides all the benefits of a centralized print management solution with Core Workflows features for select multifunctional devices–primarily A4 devices – in an affordable suite

YSoft SafeQ Workflow Suite For organizations who are looking for accurate data capture with Advanced Workflows including Optical Character Recognition (OCR)
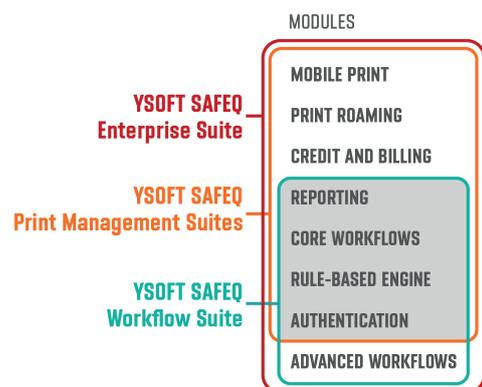
YSOFT SAFEQ SUITES AND SHARED MODULES

MODULES

YSOFT SAFEQ
Enterprise Suite

YSOFT SAFEQ
Print Management Suites

YSOFT SAFEQ
Workflow Suite

MOBILE PRINT
PRINT ROAMING
CREDIT AND BILLING
REPORTING
CORE WORKFLOWS
RULE-BASED ENGINE
AUTHENTICATION
ADVANCED WORKFLOWS

Figure 9.
YSoft SafeQ Suites and Shared Modules

3D PRINT MANAGEMENT

The third solution area in the YSoft SafeQ Workflow Solutions Platform is 3D print management. Y Soft offers a family of 3D printers and 3D print management solutions under the YSoft be3D brand. With the adoption of 3D printers in education and the enterprise, organizations will need to manage their use, control costs and ensure that the 3D objects are secure and taken only by the responsible owner. Further, organizations need to track costs associated with 3D printing and apply cost allocations by department or project.

Similar to 2D printers, YSoft SafeQ is integrated into YSoft be3D printers to meet these needs.

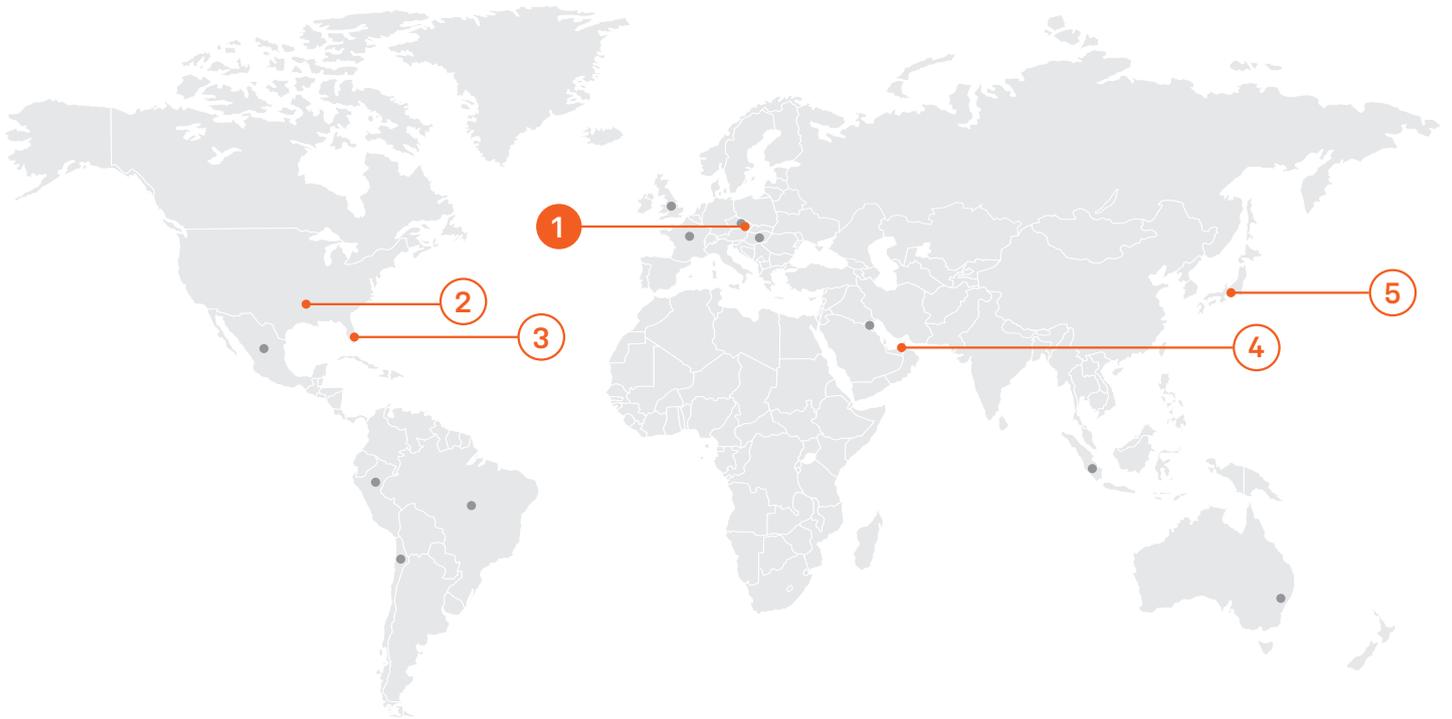# AN ENTERPRISE WORKFLOW SOLUTIONS PLATFORM YOU CAN TRUST

With over 15 years of solution deployments in some of the world's largest enterprises, our know-how and our partnerships with the largest multifunction printer companies, your organization will benefit from our technical execution and proven project design and management expertise. We invest in certifying our QA software engineer testing procedures, provide continuous software updates as part of a subscription or licensed deployment and make customer input a regular part of our development.

BUILD SMART BUSINESS

Y Soft is a leading enterprise office solution provider delivering enterprise workflow solutions to global enterprises and SMB's. Our mission is to provide organizations with intelligent enterprise office solutions that build smart business and allow employees to be more productive and creative.

To learn more or to schedule a live software demonstration, please visit us on www.ysoft.com or call your nearest Y Soft office.

LOCATIONS

Company Headquarters	Regional Headquarters	
1 Y Soft Corporation, a.s. Technology Park, Technická 2948/13 616 00 Brno Czech Republic	**2** North America Y Soft North America, Inc. 1452 Hughes Rd, Suite 110 Grapevine, TX 76051	**4** Middle East Y Soft Middle East Makateb 4 International Media Production Zone, Dubai
	3 Latin America Y Soft Latin America 2000 Ponce de Leon Blvd, Suite 652 Coral Gables, FL 33134	**5** Asia Pacific Y Soft Japan, Ltd. KFM Building, 10th Floor 658-0032 Koyocho Higashinada Kobe, Hyogo Japan

For a complete list of more than sixteen countries and locations, please visit our website.

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BUILD SMART BUSINESS

YS-WP-PMDC-10-2016