



KONICA MINOLTA

YSoft SafeQ Enterprise Suite

Main features



Print Management



Document Capture & Management



User & Cost Management



Security

Modules

- YSoft SafeQ Authentication
- YSoft SafeQ Print Roaming
- YSoft SafeQ Reporting
- YSoft SafeQ Rule-based Engine
- YSoft SafeQ Credit and Billing
- YSoft SafeQ Mobile Print
- YSoft SafeQ Core Workflows
- YSoft SafeQ Advanced Workflows



Y-SOFT **SAFEQ™**



FOCUS ON SMARTER WAYS TO WORK

Enterprises today are looking for smarter ways to work when implementing enterprise office solutions. Reducing costs, improving productivity, and increasing the security of content are important concerns – no matter which point an organisation has reached on its path to optimising print management and digitisation. A smarter work style also means a simplified approach to deploying solutions. Y Soft understands these needs and introduces the most comprehensive and flexible platform yet for both very large and small-to-medium businesses.

The YSoft SafeQ platform is a print management and document capture solution designed to meet the growing needs of organisations looking to effectively manage and reduce print services costs, to create more efficient digital workflow processes, and to increase document security. As an extremely scalable and feature-rich print management solution, YSoft SafeQ boosts efficiency and flexibility in the office. Thanks to its complete modularity, this software suite can be configured precisely to the needs of its users. Even better, the different YSoft SafeQ modules can be purchased and adopted individually or in combination as and when required.

The YSoft SafeQ Enterprise Suite will be right for you if your organisation has requirements like these:

- You want to reduce printing and related costs throughout your company. Nevertheless, all staff should be able to print and copy at any time, even if a printer goes down.
- You have to report who printed what, when, how much and where, ensuring that only work-related documents are printed and all print costs are allocated to the originators.
- You need to secure the entire print environment, eliminating unauthorised access to confidential documents and critical corporate information.

- You are looking to connect all company offices and branches, facilitating document release wherever required.
- You hope to simplify scanning and document workflows throughout your enterprise.
- You need to push digitisation forward across processes and work routines.
- You want to improve efficiency overall by increasing workflow automation.

In short, you are expected to manage and protect your company's entire print infrastructure with the utmost efficiency – which is exactly what YSoft SafeQ will do for you!

YSoft SafeQ ENTERPRISE SUITE

Its modular structure makes the YSoft SafeQ Enterprise Suite a highly convenient print management and document capture solution that offers flexibility and extensive functionality, leaving virtually no user request unfulfilled. Installed on the company server, YSoft SafeQ can track any print job produced in the network. What's more, not only multifunctional devices and network printers can be managed with YSoft SafeQ; its monitoring and accounting capabilities can also include local printers, providing full control and transparency with regard to what is printed when, by whom and on which device.

The YSoft SafeQ Enterprise Suite is accessed via a harmonised web-based administrator interface that, thanks to its customisable dashboard, is highly intuitive. It allows the straightforward administration of the corporate print management system without much of a learning curve. Users benefit from secure printing because printed pages are no longer lying around unattended in output trays, where they might fall into the wrong hands.

The YSoft SafeQ Enterprise Suite comprises a total of eight individual modules that together ensure a maximum of flexibility and scalability:

YSoft SafeQ Suites and shared modules

MODULES

YSoft SafeQ Enterprise Suite	YSoft SafeQ Print Management Suite	YSoft SafeQ Workflow Suite
Mobile Print	Mobile Print	Mobile Print
Print Roaming	Print Roaming	Print Roaming
Credit and Billing	Credit and Billing	Credit and Billing
Reporting	Reporting	Reporting
Core Workflows	Core Workflows	Core Workflows
Rule-Based Engine	Rule-Based Engine	Rule-Based Engine
Authentication	Authentication	Authentication
Advanced Workflows	Advanced Workflows	Advanced Workflows

- **YSoft SafeQ Authentication** provides convenient user authentication at the output device via username and password, PIN or ID card, making printing reliably secure.
- **YSoft SafeQ Print Roaming** lets users submit their print jobs to any printer in any location within the network and release the prints wherever they are needed.
- **YSoft SafeQ Reporting** governs the tracking and accounting of all print jobs, offering a viable solution to organisations wanting to keep track of the “who/what/where/when” throughout their printing environment.
- **YSoft SafeQ Rule-based Engine** enables the administrator to determine individual print conditions for different users, for example limiting access rights to colour printing or making duplex printing obligatory.
- **YSoft SafeQ Credit and Billing** is an essential module for educational institutions and project-based environments where print, scan and copy costs need to be charged back to their originators.
- **YSoft SafeQ Core Workflows** provides scan management functionalities, including Scan-to-Home folder, Scan-to-Email, One-Click-Scan. And where the standard functions do not suffice, users can create their own, customised scan scripts.
- **YSoft SafeQ Mobile Print** lets users send print jobs from their mobile devices via e-mail or a web-release page, enhancing their mobility and freeing them from being limited to printing from their workplace.
- **YSoft SafeQ Advanced Workflows** provides many advanced features including world-class OCR functionality, image cleanup, blank page removal, highlight text naming, searchable PDF, Microsoft Word and Microsoft Excel.

In addition, YSoft SafeQ offers connectors to enhance the functionality with a growing library of optional connectors to 3rd-party, on-premise and cloud destinations such as Box for Business, Google Drive and Microsoft OneDrive.

AUTHENTICATION: PREVENT UNAUTHORISED ACCESS

One major challenge that all enterprises face is to safeguard documents as well as company-internal data and information. Consequently, output devices must be reliably blocked against unauthorised access, requiring users to authenticate at the MFP via PIN, ID card or username and password before they can print, copy or scan their documents.

▀ Your situation:

- You want to keep control of who is printing or scanning in your company.
- You need to eliminate any chance of prints lying unattended in printer output trays.
- You have to prevent unauthorised users from transmitting scanned documents outside your company.

▀ The benefits:

- Critical information and sensitive corporate data are secured and protected against falling into the wrong hands.
- Access is limited to only those authorised reducing possible security breaches.
- You can keep a close check at all times on who is printing to what extent.

▀ Our solution: YSoft SafeQ Authentication

The YSoft SafeQ Authentication module helps organisations increase the security level of their printed documents. It prevents uncontrolled access to devices by blocking them until the user authenticates. This is possible either on the embedded device terminal or via an external terminal attached to the device. For maximum convenience, users authenticating via ID card can benefit from the card self-registration feature when first using YSoft SafeQ.





PRINT ROAMING: PRINT ANYWHERE ANYTIME

Global enterprises have to ensure flexibility in all their operations. With regard to document production and management, this ideally includes the option for users to submit print jobs in any company branch, eventually processing and releasing the prints in an office elsewhere.

▀ Your situation:

- You don't want your document production to be limited to a single building or location.
- You need your staff to be able to submit print jobs in one location and print the documents elsewhere whenever required.
- You expect this functionality to increase the efficiency throughout your print network and enable your employees to work independently of geographical distance.

▀ Our solution: YSoft SafeQ Print Roaming*

With YSoft SafeQ Print Roaming, users can submit print jobs in one location and produce the documents wherever and whenever required in the entire organisation. Regardless of whether this is just another office, another building

or even a location on another continent – users can release their jobs anywhere; no geographical restrictions apply. YSoft SafeQ provides this functionality using unique technology that only requires a very small amount of the network's bandwidth to transfer the data quickly and efficiently. Newly enhanced with Client-based Print Roaming, YSoft SafeQ can decrease the amount of print servers by utilizing power of workstations.

▀ The benefits:

- Convenient and timesaving collection of print jobs from your chosen printer independent of the branch location.
- Easy and instantaneous reprinting thanks to marking frequently used documents as favourites.
- Improved collaboration from helpful sharing of print queues within a team or department.

REPORTING: KEEP YOUR COSTS IN CHECK WITH PRINT AND SCAN MONITORING

Monitoring the staff's print and scan behaviour and the overall print performance within an organisation is the basis for long-term cost reductions.

▀ Your situation:

- You need to control the cost of printing so as to remain within allocated company budgets.
- You want to know which departments, services and users are responsible for the print costs.
- You regularly have to generate reports, ideally without manual intervention, that cover all company branches and subsidiaries.
- You need to compile extensive but easy-to-understand reports for the senior management.

▀ Our solution: YSoft SafeQ Reporting

Get your print costs under control with YSoft SafeQ Reporting: as a centrally installed reporting tool, it can track all print and document capturing activities throughout your entire organisation and provide you with detailed overviews in tables and graphs. YSoft SafeQ monitors all print, copy and scan operations and retains detailed information on each job, including the job name and print date, a first-page preview and the number of pages. Use this information to create comprehensive reports with just a few clicks. For added convenience, even management reports can be generated providing a helpful and comprehensive

overview of the whole print environment – whether cost centres, devices or users – to see who causes which costs. Another helpful feature of YSoft SafeQ are green reports to show the positive effects that your print savings have in terms of reduced usage of timber, water and lower CO2 levels. Reports can be on a yearly, quarterly or monthly basis and can include your company logo. They can easily be exported to various file formats for convenient sharing, such as PDF, HTML or DOC.

▀ The benefits:

- Optimisation of the overall printing efficiency on the basis of detailed reports identifying where print costs occur.
- Get a detailed overview of the ratio between print and scan operations.
- Time savings for the administrator thanks to automated report settings and forwarding of reports by e-mail to designated users.
- Instant generation of comprehensive and tailored management reports for senior executives.
- Easy creation of green reports, for example for CSR and similar documentation, showing the amount of natural resources saved by using YSoft SafeQ.





RULE-BASED ENGINE: SAVE MONEY AND KEEP CONTROL WITH RULE BASED PRINTING

Rule-based printing is essential for enterprises that intend to manage their print infrastructure efficiently with the aim of significantly reducing the overall costs of printing.

▀ Your situation:

- You want to set-up and control rules that optimize the print document workflows
- You need to reduce the cost of printing by controlling what and how users are printing.
- You want to avoid printing in colour to reduce toner costs.
- You don't want every e-mail to be printed or, if this is unavoidable, you want to restrict printing of e-mails to black and white.

▀ Our solution: YSoft SafeQ Rule-based Engine

YSoft SafeQ Rule-based Engine is the right module to reduce print costs quickly, reliably and efficiently. It offers you a broad set of different user roles that can be allocated to individual users or user groups. YSoft SafeQ then applies the corresponding rules to all incoming print jobs from that

particular user or user group; jobs will only be printed or processed as long as they meet the rule conditions. Any document that does not match the defined conditions is rejected, with the user receiving a corresponding message. This functionality makes YSoft SafeQ Rule-based Engine a perfect tool for you to get your print costs and document workflows under control.

▀ The benefits:

- Efficient reduction of overall print costs by applying specific print rules, such as limitation to monochrome printing, etc.
- Use of the entire printer fleet to capacity by strict allocation of print jobs to suitable devices, i.e. large print jobs to high-volume printers.
- Enhanced document confidentiality with automatic watermark imprints in documents with sensitive or critical content.

CREDIT AND BILLING: EASY CHARGING WITH PAY-PER-PRINT

Institutions in the education sector, such as universities, public libraries and similar organisations, have to offer printing, copying and scanning facilities but obviously need to charge users for these services.

▀ Your situation:

- You have to reliably prevent users from printing, copying or scanning without paying for this.
- You need to allocate individual price plans to different user groups.
- You want to offer users the option of recharging their accounts via online payment gateways (e.g. PayPal) or by paying cash at a terminal.

▀ Our solution: YSoft SafeQ Credit and Billing

YSoft SafeQ Credit and Billing allows users to conveniently deposit money into their existing accounts, which they already use to purchase services throughout your entire organisation, for example a meal or a coffee in the university cafeteria. Users benefit from a whole range of managed print services, including a convenient pay-per-print service as well as releasing jobs securely at any printer in the network.

Different recharge options are available with YSoft SafeQ Credit and Billing:

- **Staff cash desk:** Users walk up to a cash desk and pay money to the operator, who credits the user's account with the amount.
- **Self-service top-up:** This involves a YSoft Payment terminal, which the user has to feed with bills and coins.
- **Online recharging:** Users can top up their accounts via PayPal or other payment gateways.

▀ The benefits:

- Reduced administrative efforts in combination with enhanced flexibility: easy allocation of individual price plans to different users, cost centres and/or output devices.
- Time savings and enhanced user convenience with the flexible recharging of accounts, even online at anytime from anywhere.





MOBILE PRINT: FLEXIBILITY AND EFFICIENCY FOR YOUR MOBILE WORKFORCE

Today's flexible and innovative working environments are no longer limited to the workstations installed in the office. Office workers increasingly use their mobile devices also for their work tasks.

▀ Your situation:

- You want to enhance the printing flexibility of your staff, especially of employees working in sales, who travel a lot and need to print in any of your company's branches.
- You and your employees have to be able to print in different locations at short notice, for example last-minute documentation for essential meetings.

▀ Our solution: YSoft SafeQ Mobile Print

YSoft SafeQ Mobile Print offers you all the benefits of today's modern and mobile work style: Start printing from anywhere at any time and pick up your documents when you need them at the printer of your choice. Thanks to the built-in document converter, MS Office or LibreOffice are no longer required, which means extra cost savings for you. YSoft SafeQ Mobile Print can provide a maximum of flexibility and efficiency and free users from only printing from a workstation.

▀ The benefits:

- With the option to submit print jobs from anywhere at any time, users gain the freedom to work wherever they prefer.
- Enhanced mobility and flexibility thanks to independence of the workplace increases users' overall efficiency and productivity.
- Maximised convenience and ease of use are achieved with e-mail submission, web-upload of print jobs as well as submitting documents from iOS devices via native print function embedded in iOS and OS X devices. And as no App is required on client devices, it's all time-saving and highly efficient.

YSOFT SAFEQ MANAGED WORKFLOWS: SCAN WORKFLOWS TO SUPPORT DIGITISATION

In addition to printing and copying documents, digital document workflows are a further important aspect of comprehensive document management. These days, such capabilities are vital for most environments to increase digital workflow processes that allow working more efficiently and smartly.

▀ Your situation:

- You want to automate your processes with document capturing workflows.
- You need an efficient and comprehensive scanning functionality that facilitates the distribution and sharing of documents throughout your entire organisation.
- You are looking to eliminate the complexity of scanning for users and administrators.

▀ Our solution: YSoft SafeQ Managed Workflows*

YSoft SafeQ not only lets you manage and keep track of all printing operations but also extends this functionality to all scanning operations. This has been realised by combining core modules from the YSoft SafeQ Print Management Suite with specific workflow modules to the YSoft SafeQ Workflow Suite. This provides advanced scanning features, including world-class OCR, image clean-up, barcode reading, folder browsing, a growing library of optional connectors to 3rd party applications such as OneDrive, Google Drive or Box to conveniently store captured documents there. Furthermore, individual scan workflows can be created based on specific

devices, locations, users, roles and departments. And in case this functionality still does not cover your specific requirements, there is also the Scan-to-Script function, with which certain workflows can be automated.

- **Core workflows*** – Standard in the YSoft SafeQ Print Management Suite, this module covers the need for basic capturing tasks such as scan-to-e-mail, scan-to-home folder, one-click-scan. Its Scan-to-Script functionality also lets you create customised scan workflows.
- **Advanced workflows*** – This module offers high-level capturing features such as a world-class OCR engine, searchable PDF, MS Word and MS Excel, blank page removal, image cleanup, append or prepend pages, as well as an outstanding feature called highlight text naming that lets users mark specific text in the original document with colour highlighter pens. Depending on the colour of the highlighter, the text is then either used as filename, document metadata or simply redacted from the digital copy.

YSoft SafeQ's Managed Workflows eliminates the complexity of scanning for both administrators and users. For administrators, YSoft SafeQ provides predefined templates so creating workflows for users or groups is easy. For users, YSoft SafeQ's single straightforward menu makes scan choices easy, eliminating confusion and ensuring that documents are captured correctly and distributed to authorised destinations.

▀ The benefits:

- Streamlined everyday office routines with increased efficiency thanks to predefined workflow templates and customisable scan workflows.
- Maximised productivity and improved convenience for users with a single intuitive menu that makes scan choices easy, eliminates confusion and ensures that documents are captured and distributed to the defined destinations.
- Easy sharing of documents by scanning to SharePoint and Dropbox for Business or with optional connectors to popular on-premise or cloud document storage and retrieval systems such as Box for Business, Google Drive and Microsoft OneDrive.



WORKFLOW



