

1: Scanning Overview

This chapter provides an overview of Document Centre scanning operations. We recommend that you read this chapter before configuring job templates or creating scanning applications.

Details about how scanned documents are filed and information about configuring scan and fax jobs are contained in the following chapters:

- Chapter 2: Document Filing
- Chapter 3: Job Templates and Job Logs
- Chapter 4: Faxing
- Chapter 5: Document Management Fields (MetaData)

Scanning versus copying

It's important to distinguish between scanning and copying:

- When the Document Centre *scans* a document, it is digitized and sent to a scan server, fax server, or client workstation for storage, retrieval, and distribution.
- When the Document Centre *copies* a document, it is digitized but remains on the Document Centre. Multiple paper copies can be produced, but images are not available for network retrieval.

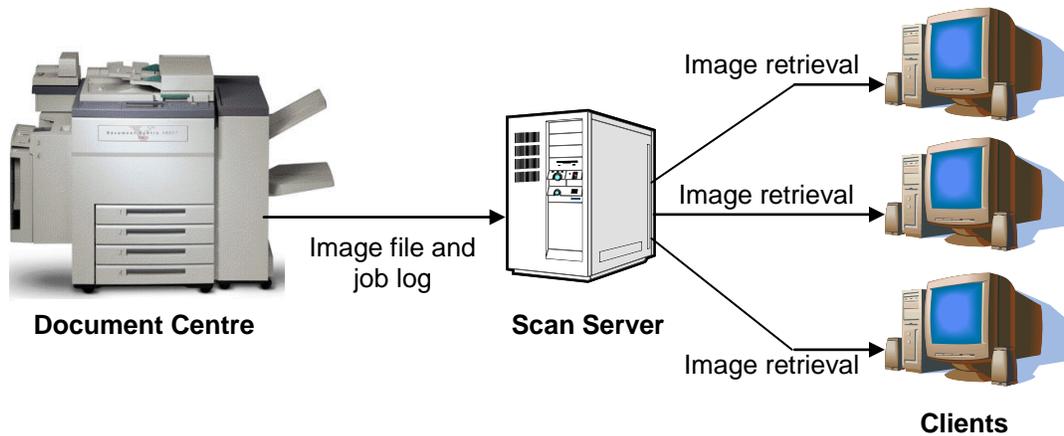
This guide discusses document scanning, not copying.

How are documents scanned?

Regardless of the Document Centre model used, the following steps occur during document scanning:

1. A user scans a paper document at the Document Centre. When selecting scan criteria, a user selects a *job template*, which contains information about how a document is to be scanned. (Certain job template values can be changed by the user.)

2. During scanning, the Document Centre performs the following tasks:
 - Digitizes the image and saves the file in a TIFF or PDF file format (as defined by the job template).
 - Creates a job log that defines information related to the scan job (attributes) and identifies scanning events, such as the time and date of the scan. The job log is a copy of the job template, modified to show actual scanning values used, and enhanced to show job status information.
3. The Document Centre uses a network protocol to send the image file and job log to a *document repository* on the scan server, fax server, or client workstation. A document repository is a directory designated to store image files (as defined by the job template).
4. The image file can then be retrieved and processed manually or automatically by client applications.



Job templates

A Document Centre uses job templates to specify how scanning jobs are processed. A Document Centre can store up to 250 job templates.

Job templates describe two things:

- **Attributes** — These are scanning variables, such as image resolution and image dimensions.
- **Services** — These are categories of attributes, such as fax functions and scanned image filing.

A job template file consists of a list of services, each with a set of associated attributes that you can specify.

Note: A default job template is created during installation. Users can override certain job template values, such as image resolution and darkness.

Types of job templates

Two types of job templates can be created:

- **Scan server job templates** are created on the CentreWare scan server using the CentreWare Scan Services tool. Scan server job templates can be used by more than one Document Centre.
- **Web user interface (UI) job templates** are created on the web client for a specific Document Centre using CentreWare Internet Services. These templates reside on the hard drive of a Document Centre and can only be used by the Document Centre on which they were created.

CenterWare Scan Services and CentreWare Internet Services are Xerox configuration tools specifically designed to create job templates, document repositories, and job logs.

Note: You can also use CentreWare's watching mechanism to tell the Document Centre where to route images immediately after scanning.

Refer to the following sections for additional information about CentreWare:

- **Preface** — For the CentreWare web site.
- **Chapter 3** — For job template and job log configuration information.

Job logs

A job log is a file that is delivered with image files to a document repository on the scan server, fax server, or client workstation.

The job log contains attribute and status information about the services that have been performed. Chapter 3 describes job log configuration in detail.

Document repository

A document repository is a directory used to store image files and their associated job logs. A document repository can exist on a scan server, a fax server, or a client workstation.

A client can read and write to the document repository depending on the privileges associated with the directory.

Chapter 2 describes in detail how image files and job logs are filed.

Network environments

Document Centre network environments include FTP-enabled Windows NT and NCP-enabled Novell NetWare.

Image files are stored in a document repository, located on a scan server, fax server, or client workstation. The Document Centre accesses image files in the document repository via a TCP/IP or NCP network connection.

Notes:

1. Client workstations must attach to the scan or fax server.
2. The Document Centre and scan or fax server must use the same network protocol.

The diagram that follows is an example of an FTP network environment.

