

Advanced Scan to Folder



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1 Preface

This guide provides the details on how to use the workflow Advanced Scan to Folder

About This Guide

This guide is divided into following primary sections:

1. Introduction

This section lays the foundation for understanding the workflow specification

2. Cloud Service Connection

This section describes how to service connection with external cloud Services like Box, Dropbox, Google Drive, OneDrive for Business, SharePoint Online.

3. Configuring Metadata Labels, Dictionary and Default Values

This section contains step-by-step instructions on how to configure settings related to Advanced Scan to Folder application in User Site

4. Operation of Advanced Scan to Folder Application

This section contains step-by-step instructions on how to operate Advanced Scan to folder application on MFP Operation panel

5. Limitations

Product Limitations

6. Appendix

This section contains additional reference materials

Note: The operation panel screen shot images and User Site images provided in this document are for illustrative purposes only. These images may not reflect the exact image you experience on your multi-functional printer (MFP device).

2 Introduction

What is Advanced Scan to Folder workflow?

Advanced Scan to Folder is a workflow application developed on Ricoh Smart Integration Platform.

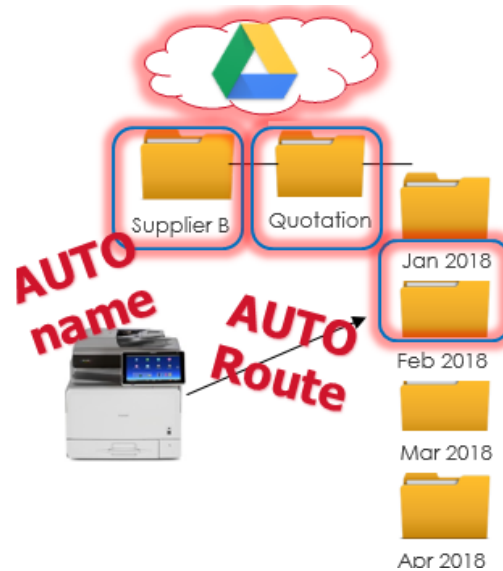
This workflow enables users to easily Scan and organize storage of documents on Cloud services, based on Metadata and Date selection on MFP Operation panel. Users can program Metadata based on their business needs and also program Metadata items in a dictionary, so that they can easily select the items, instead of typing on the Operation panel. Application automatically creates folders by default based on Metadata. However, user can turn off folder creation for each Metadata. File is named based on File Name formula configured by default, however user can enter the filename of their choice.

Sample Metadata input

Meta Data Input

Document type	Supplier Name	Date (yy/mm/dd)
Quotation	Company A	18 / 01 / 22
Purchase Order	Company B	
Packing Slip	Company C	
Bill of Lading	Company D	
Invoice	Company E	
Sales Order	Company F	
Work Order	Company G	
.....		
Other Attribute		SCAN

Auto Name and Auto Route



Workflow Specification

Date	Required Format MM/DD/YYYY
Folder	Root folder selection
Metadata	Up to 5 Metadata field input are supported Metadata 1-5 are optional
OCR	Off, PDF, PDFA, WORD, EXCEL Default: Off
File Name	Optional (If entered, this value is used as filename) If filename is left blank, filename is created using the formula programmed in User Site (Refer to section 'Configuring default Values') Default Formula: _[Metadata1] & "-" & MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW()) Note: If you do not plan to use 'Metadata1 Field, change the default formula as required. Example: {Metadata1}-142019-173412.pdf Where {Metadata1} is the value entered in workflow UI
Folder Structure	Root Folder

	<p>Metadata1 Metadata2 Metadata3 Metadata4 Metadata5 Month YYYY</p> <p>Note: Metadata1 – 5 are optional, if user chooses not to enter these values, sub folders will not be created.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Creation of 'Month YYYY' can be disabled in User Site. 2. Creation of Folders based on Metadata can be disabled in User Site.
--	--

- A. Metadata labels can be configured
- B. Metadata items can be programmed as a dictionary
- C. Creation of Date Folder can be disabled
- D. Creation of Folders based on Metadata can be disabled. In this case, user can use the Metadata in File Name Formula, to create filenames based on Metadatas.
- E. Default values can be configured for Scan settings, OCR, Date format and Metadata
- F. Unused Metadata Fields can be hidden from the Operation Panel User Interface
- G. OCR Selection field and File Name entry field can be hidden from the Operation Panel User Interface.

3 Cloud Service Connection

What is Cloud Service Connection?

Before using Advanced Scan to Folder workflow, user need to establish connection (authentication) with Cloud service of choice. As of now following Cloud Services are supported.

1. Box
2. Dropbox
3. Google
4. OneDrive for Business [Office 365]
5. SharePoint online
6. Egnyte

For each Cloud Service there is a separate Advanced Scan to Folder application available On MFP Operation Panel.

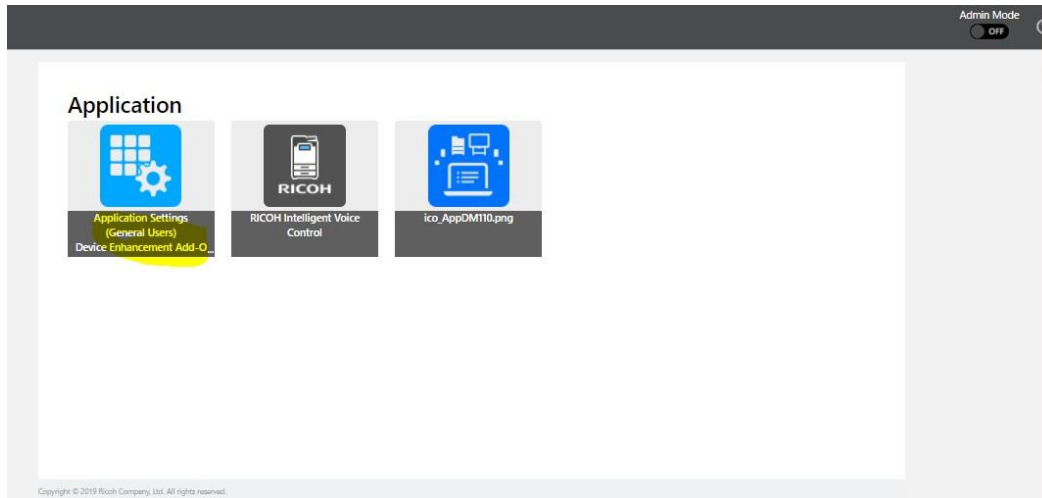
Refer to Smart Integration Cloud Service Connection User Guide for step by step instructions.

4 Configuring Metadata Dictionary, Labels and default Values

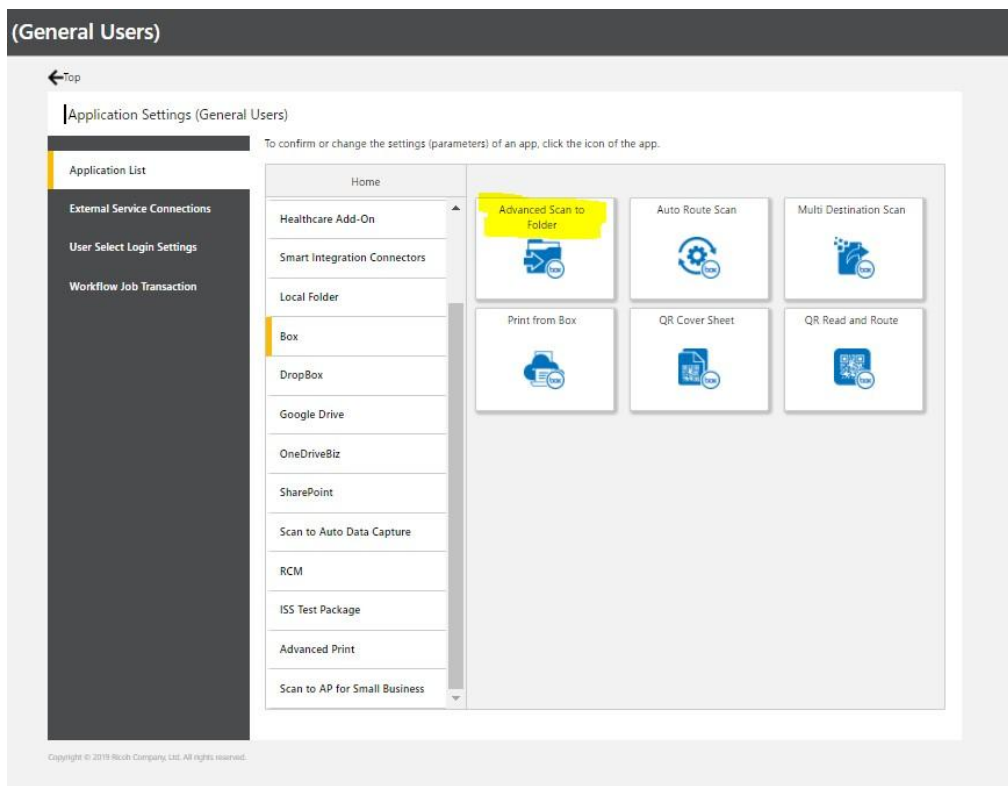
Smart Integration User Configuration Site URL

<https://www.na.smart-integration.ricoh.com/site/home>

Login to above site using your credentials.



Click on 'Set Personal application settings'



Click on 'Advanced Scan to Folder'. This will display a page where all necessary parameters can be configured.

Settings (General Users)

← Application List

Advanced Scan to Folder Cancel Save

* Mandatory field

Service Settings

Service: Box

Folder * Select Folder All Files
[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing: List Screen

Default Layout for Folder Browse: 2 Rows

Default Parameter Settings

Date Folder * Create

File Name Formula * `_[Metadata1] & "-" & MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())` Check

Folder for MetaData1 * Create

Folder for MetaData2 * Create

Folder for MetaData3 * Create

Folder for MetaData4 * Create

Folder for MetaData5 * Create

Date: MM/DD/YYYY

OCR: OFF
 Hide in application

OCR Language: English

Time Stamp: OFF

Vertical Position: Top

Horizontal Position: Left

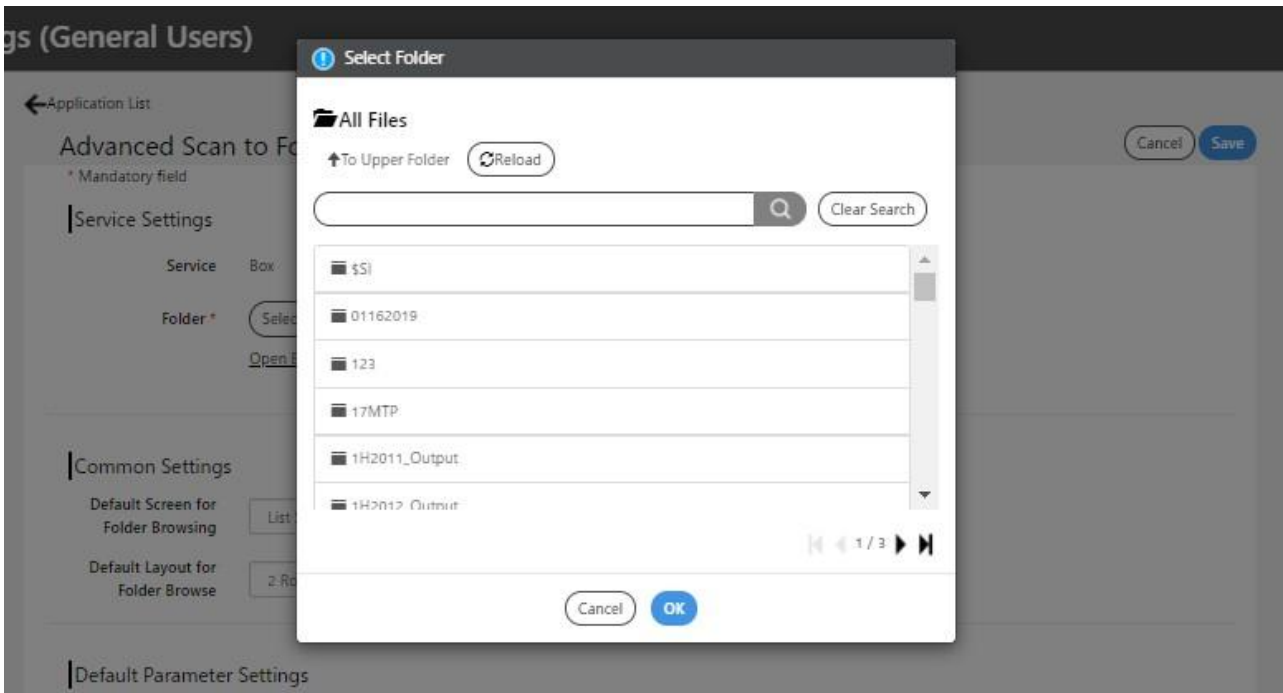
Stamp Target Pages: All Pages

Above settings are available to configure.

Selecting Default Root folder



Click on 'Select Folder' to select required default folder for this application.



Select required folder and click 'OK'

Setting up Metadata Labels

Metadata 1

Metadata 1

Change Display Name: Metadata 1: Document Type

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary

Value

Dictionary Column Width: Standard

For each Metadata, Labels can be changed as required for your business needs. Also default value can be setup, along with Dictionary keywords which can be used as Metadata

When Labels are configured, this gets reflected on MFP Operation panel in 'Advanced Scan to Folder' application

← Advanced Scan to Folder Jayasimha Nuggehalli | Logout | Job log

Document Type

Vendor

Approver

Metadata 4

Metadata 5

Auto Colo...

1 Sided

Readable ...

300 dpi

Scan Settings

Start

Setting up Metadata Dictionary

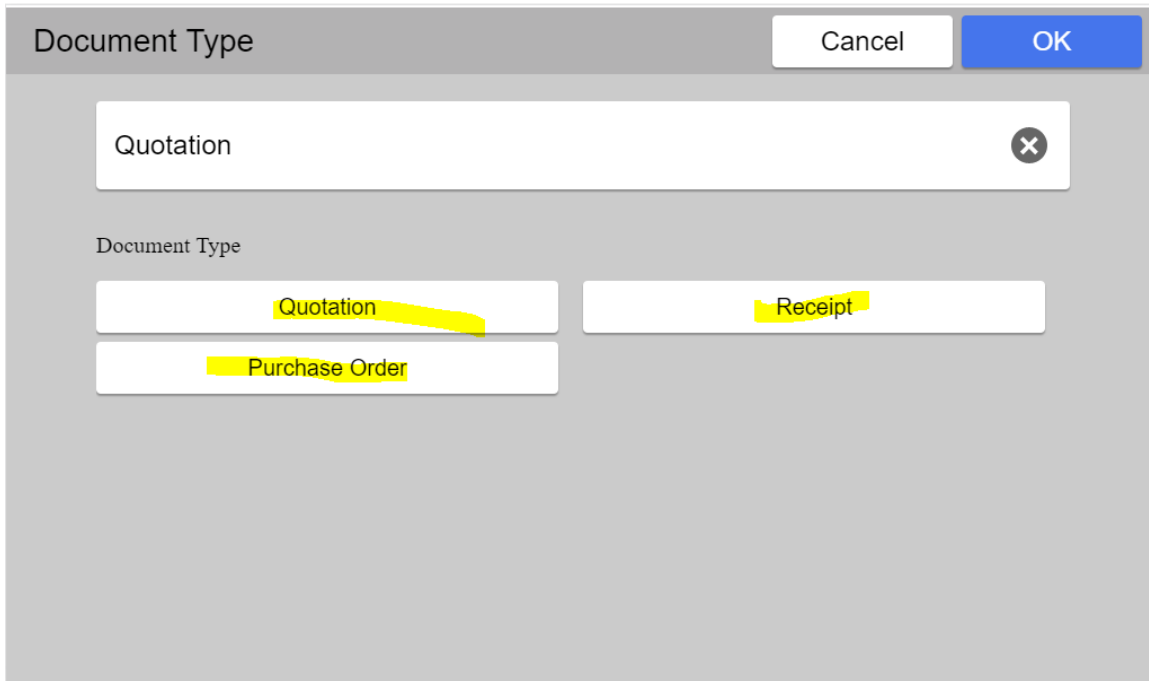
The screenshot shows the 'Metadata 1' configuration page. It includes a 'Metadata 1' text field, a 'Change Display Name: Metadata 1' dropdown menu set to 'Document Type', a 'Hide in application' checkbox, a 'Dictionary Label' text field, and a 'Dictionary Delimiter' text field. An 'Import Dictionary' button is present, which has opened a dialog box with a table. The table has two columns: 'Dictionary' and 'Value'. The 'Dictionary' column contains 'Invoice', 'Credit Note', and 'Vacation Request'. The 'Value' column is empty. A yellow highlight is over the 'Import Dictionary' button and the dialog box. Below the dialog is a 'Dictionary Column Width' dropdown menu set to 'Standard'.

Enter required Values in the Dictionary, also default value if necessary

When Metadata dictionary is configured, this gets reflected on MFP Operation panel in 'Advanced Scan to Folder' application

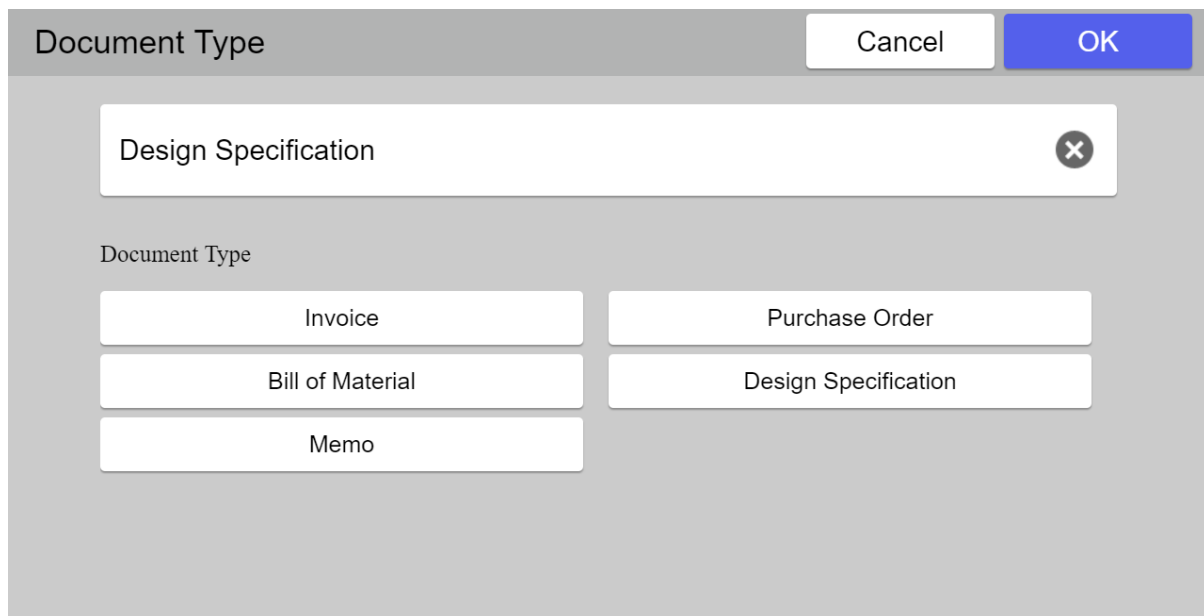
The screenshot shows the 'Advanced Scan to Folder' application interface. The top bar includes a back arrow, the title 'Advanced Scan to Folder', the user name 'Jayasimha Nuggehalli', and buttons for 'Logout' and 'Job log'. The main area contains several input fields: 'Document Type' (with 'Quotation' selected and highlighted in yellow), 'Vendor', 'Approver', 'Metadata 4', and 'Metadata 5'. On the right side, there is a 'Scan Settings' panel with options for 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi'. A large green 'Start' button is at the bottom right.

Clicking on Document Type field displays Metadata selection screen



Clicking on item in dictionary, that value gets populated in the edit box

Note: Clear the field by pressing on X, before selecting a new value



Hiding Metadata in Operation Panel User Interface

Metadata 1-5 are optional fields. If these fields are not used, they can be hidden from Operation Panel User Interface.

Metadata 1

Metadata 1

Change Display Name: Metadata 1 Document Type

Hide in application

Dictionary Label

Dictionary Delimiter

Import Dictionary

Dictionary	Value
Invoice	
Credit Note	
Vacation Request	

Dictionary Column Width Standard

Check 'Hide in application' to hide this field.

← Advanced Scan to Folder Jay Nuggehalli Logout Job log

* Mandatory field.

Date 11/09/2018

Folder * All Files

Metadata 1 *

OCR * OFF

File Name

Auto Colo... 1 2

1 Sided

Readable ... R

300 dpi

Scan Settings

Start

In this example Metadata 2 – Metadata 5 are hidden.

Disabling Creation of Folders for Metadata

Folder for MetaData1 *	Create ▼
Folder for MetaData2 *	Create ▼
Folder for MetaData3 *	Create ▼
Folder for MetaData4 *	Create ▼
Folder for MetaData5 *	Create ▼

If users want to use Metadata values only in File Name formula, folder creation can be turned off. Set the value to 'Do Not Create' to turn off folder creation. Each Metadata folder creation can be separately configured.

Disabling Creation of Date Folder

Default Parameter Settings

Date Folder *	Create ▼
---------------	----------

Selecting 'Do Not Create' in above list box will disable creating the 'YYYY Month' folder in the folder structure in the Cloud Service.

OCR & OCR Language

Default value for OCR and OCR Language can be configured.



A screenshot of a configuration interface. It features two main sections. The first section is labeled 'OCR' and contains a dropdown menu currently set to 'OFF' and a checkbox labeled 'Hide in application' which is unchecked. The second section is labeled 'OCR Language' and contains a dropdown menu currently set to 'English'.

Date Format Selection

Default value for date format can be configured.



A screenshot of a configuration interface showing a 'Date' label next to a dropdown menu. The dropdown menu is currently set to 'MM/DD/YYYY'.

Setting up Default File Name & File Name Key Words

The screenshot shows a configuration window titled 'File Name'. It contains the following elements:

- File Name:** A text input field.
- Hide in application:** A checkbox.
- Dictionary Label:** A text input field.
- Dictionary Delimiter:** A text input field.
- Import Dictionary:** A button that opens a list of dictionaries.
- Dictionary List:** A list with items 'PO', 'Marketing', and 'Sales'.
- Dictionary Column Width:** A dropdown menu currently set to 'Standard'.

Enter Required Filename Default Value and also can setup dictionary of Keywords which can be used in the filename. A delimiter/separator can also be configured, if multiple keywords are used for naming the file. Check 'Hide in application' to hide the field in Operation Panel.

Setting up File Name Formula

Note: If you want to create Filename based on Formula, do not enter 'File Name' above also leave 'File Name' field blank on Operation panel. User entered File Name has higher priority than the File Name generated using Formula.

The screenshot shows the 'File Name Formula' configuration. The formula entered is: `_[Metadata1] & "-" & MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())`. The preview below shows the resulting filename: `_[Metadata1]-1062021-174758`. A 'Check' button is located to the right of the formula input.

Default Formula:

`_[Metadata1] & "-" & MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())`

Note: Refer to Appendix for Functions related to formula,

Note: Click on 'Check' button to validate the syntax of File Name Formula

Time Stamp

Time Stamp	OFF
Vertical Position	Top
Horizontal Position	Left
Stamp Target Pages	All Pages
Specify Stamp Target Pages	1-
Font Size (Point)	10
Time Zone *	UTC
Time Format	yy/MM/dd H:mm
Border Width	0
Top and Bottom Margins	0
Left and Right Margin	0
Remove Blank Page	OFF

Refer to appendix for details related to Time Stamp Settings

Remove Blank Page

Default value for Remove Blank Page can be configured.

Remove Blank Page	OFF
-------------------	-----

Scan Settings

Default Scan settings can be configured here

Default Scan Settings	
Scan Color Mode	Auto Color Select
Original Sides	1 Sided
Document Orientation	Readable Direction
Scan Resolution	300 dpi
Document Size	Auto
Manual Density	0
Scan Method	Normal
Preview	On

5 Operation of Advanced Scan to Folder Workflow Application

Smart Integration MFP BrowserNX URL

<https://www.na.smart-integration.ricoh.com/si-apps/pub/index.html>

Ricoh Smart Integration Initial Login

Above URL is available as Bookmark ICON on MFP. Very first time, administrator need to login to the site either using Tenant ID, User ID and Password or Email address and password.

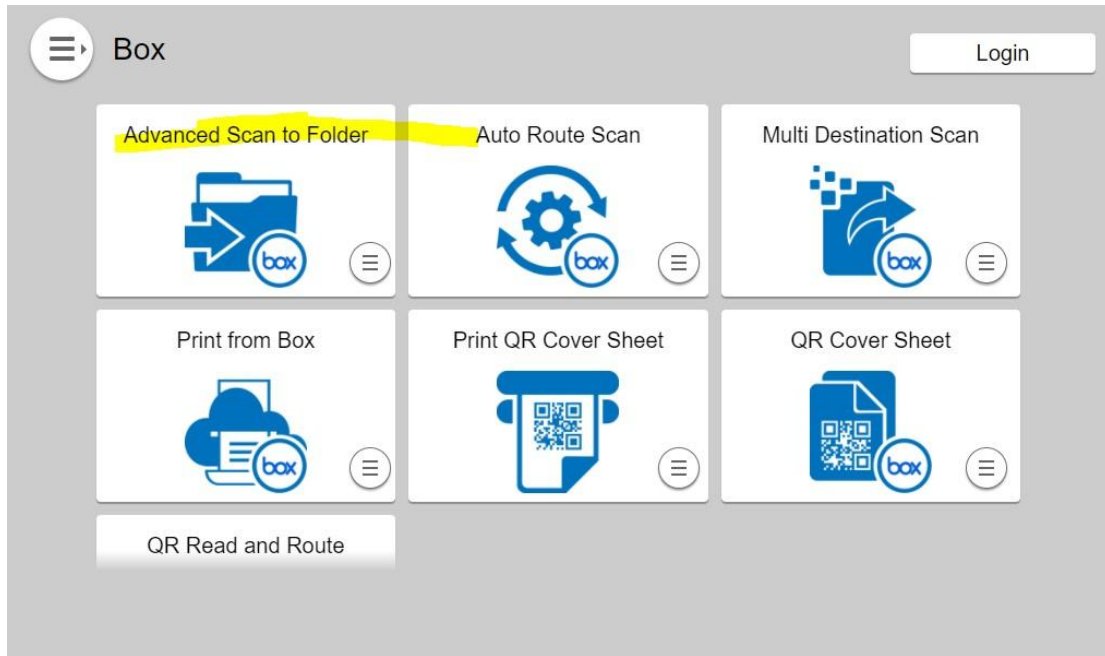
Option 1: Login with Tenant ID

The screenshot shows the login interface for Ricoh Smart Integration. At the top, there is a back arrow icon and the text "Login to RICOH Smart Integration". Below this, a dropdown menu is set to "Login with Tenant ID". The form contains three input fields: "Tenant ID", "User ID", and "Password". A blue "Login" button is positioned at the bottom of the form.

Option 2: Login with Email Address

The screenshot shows the login interface for Ricoh Smart Integration. At the top, there is a back arrow icon and the text "Login to RICOH Smart Integration". Below this, a dropdown menu is set to "Login with Email Address". The form contains two input fields: "Email Address" and "Password". The "Email Address" field contains the text "user@gmail.com", with the "@gmail.com" portion highlighted by a red box. A blue "Login" button is positioned at the bottom of the form.

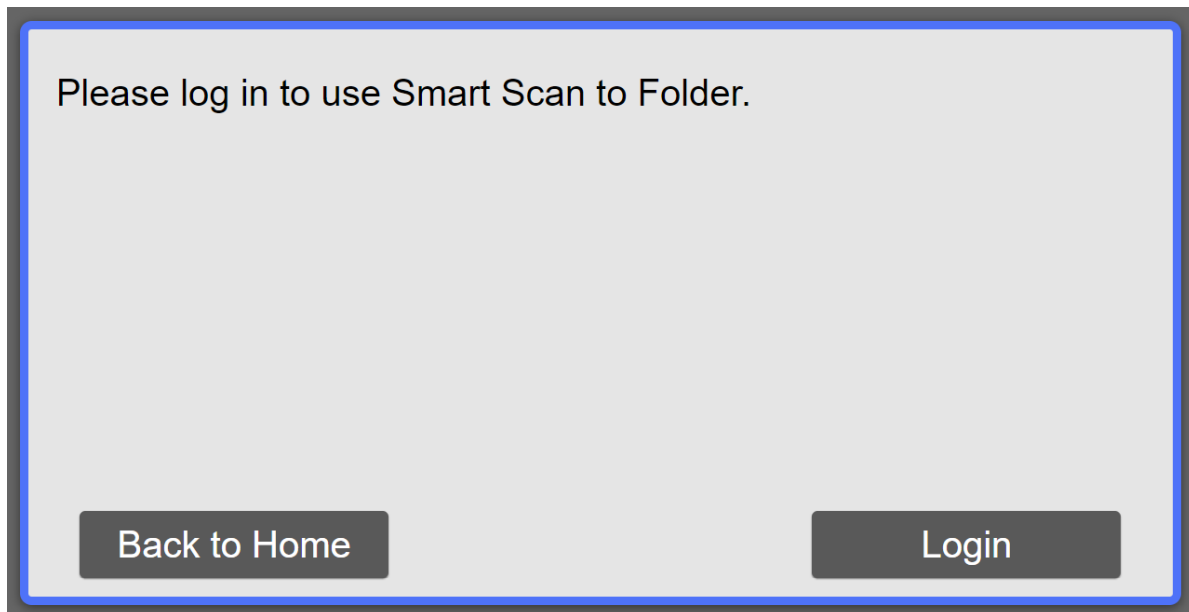
After administrator login subscribed application will be displayed



Above screen shows workflow application related to Box Cloud service.

Select 'Advanced Scan to folder' application

End User is requested to Login. Press 'Login' Button to Login.



User need to login to the site either using Tenant ID, User ID and Password or Email address and password.

Option 1: Login with Tenant ID

The screenshot shows a login interface titled "Login to RICOH Smart Integration". At the top left is a back arrow icon. Below the title is a dropdown menu currently set to "Login with Tenant ID". The form consists of three stacked input fields: "Tenant ID", "User ID", and "Password". Below these fields is a wide, light blue "Login" button.

Option 2: Login with Email Address

The screenshot shows a login interface titled "Login to RICOH Smart Integration". At the top left is a back arrow icon. Below the title is a dropdown menu currently set to "Login with Email Address". The form consists of two stacked input fields: "Email Address" and "Password". The "Email Address" field contains the text "user" followed by "@gmail.com" which is highlighted with an orange border. Below these fields is a wide, light blue "Login" button.

After successful user login 'Advanced Scan folder' Application Screen is displayed

Following Settings are available:

- A. Date
- B. Folder

Note: Nested folders based on Metadata 1 – Metadata 5 are created under the folder selected by user. User can also change default root folder in the User Site

- C. Metadata 1 – Metadata 5

(Metadata 1 is required field, Metadata 2- 5 are optional)

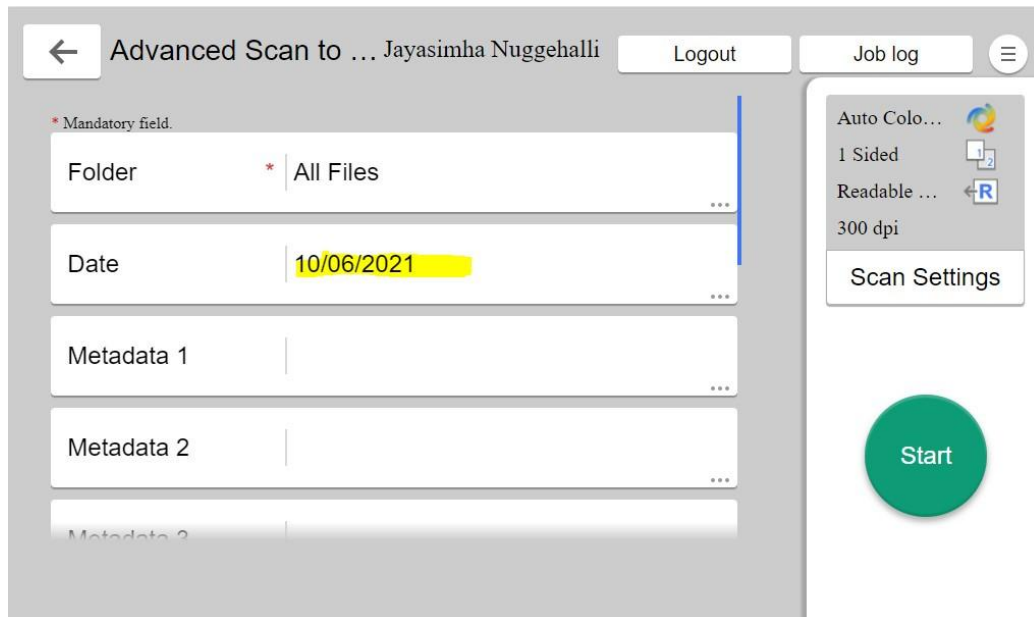
Note: Labels 'Metadata 1 – Metadata 5' can be changed in User Site depending on Customer's document management requirements

- D. OCR [Off, PDF, PDFA, WORD, EXCEL]
- E. OCR Language [English, French, Spanish, Brazilian Portuguese]
- F. Time Stamp
- G. Remove Blank Page

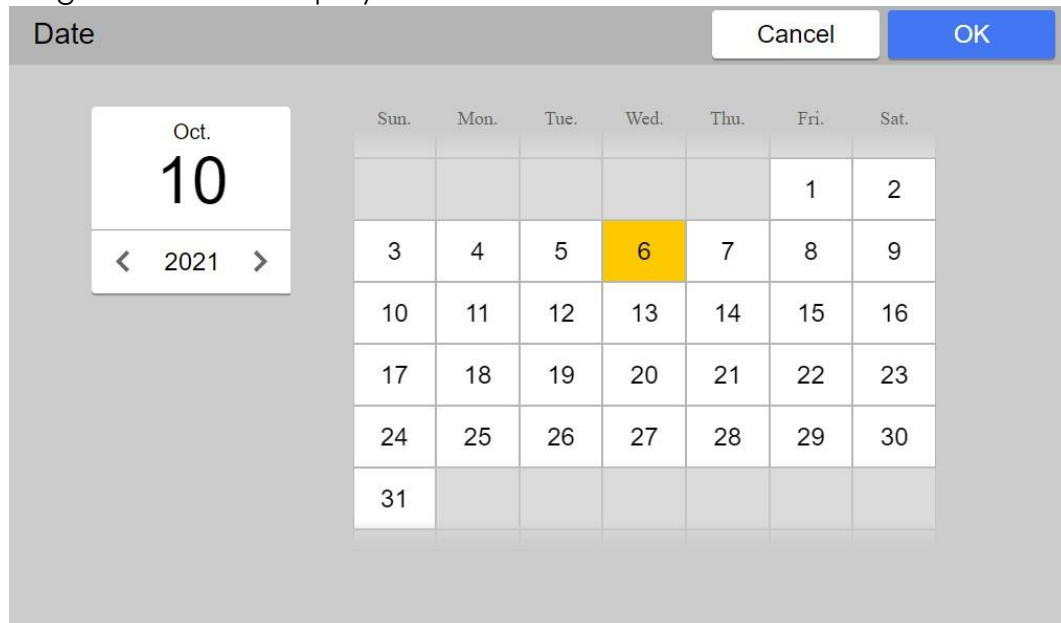
The screenshot shows the 'Advanced Scan to ...' application interface for user 'Jayasimha Nuggehalli'. The main settings area includes a 'Folder' field set to 'All Files', a 'Date' field set to '10/06/2021', and three 'Metadata' fields (Metadata 1, Metadata 2, and Metadata 3) which are currently empty. A 'Mandatory field' indicator is visible above the Folder field. On the right side, there is a 'Scan Settings' panel with options for 'Auto Color' (checked), '1 Sided', 'Readable ...' (checked), and '300 dpi'. Below this panel is a large green 'Start' button. At the top right, there are 'Logout' and 'Job log' buttons.

The screenshot shows the 'Advanced Scan to ...' application interface for user 'Jayasimha Nuggehalli'. The main settings area includes an 'OCR' field set to 'OFF', an 'OCR Language' field set to 'English', a 'File Name' field which is empty, a 'Time Stamp' field with a dropdown arrow, and a 'Remove Blank Page' field set to 'OFF'. On the right side, the 'Scan Settings' panel is visible with the same options as in the previous screenshot. Below it is a large green 'Start' button. At the top right, there are 'Logout' and 'Job log' buttons.

Date



Touching on Date field displays 'Calendar' selection screen

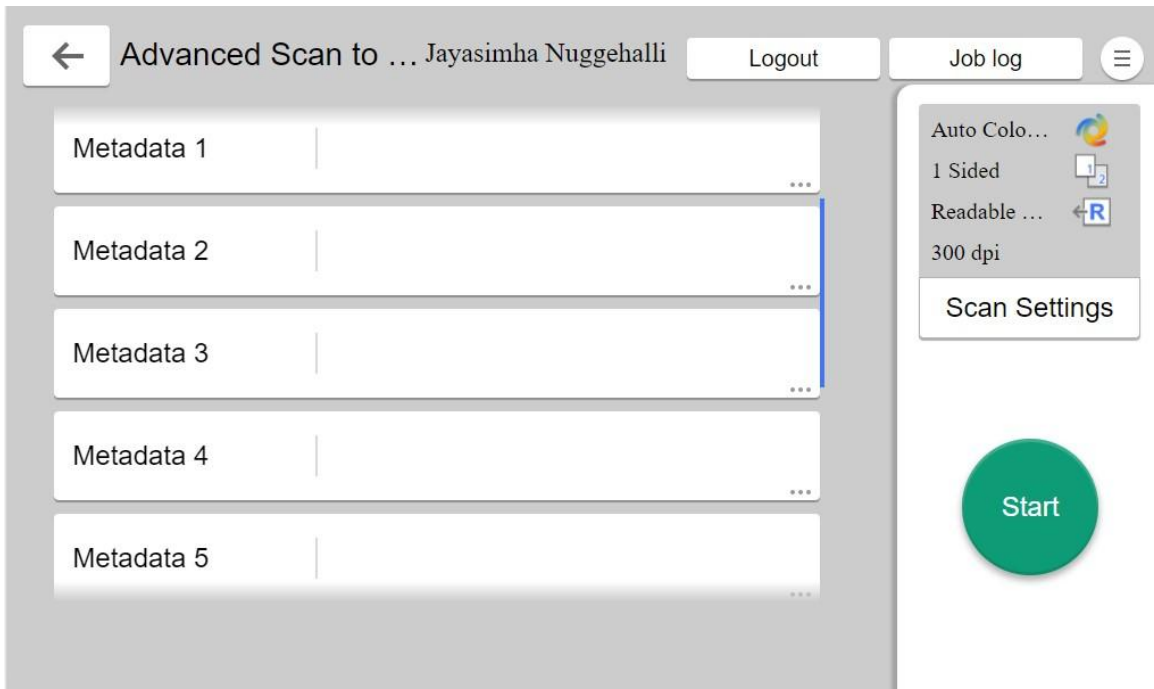


Note: Swipe up and down select a different month, Year can be changed using left, Right Arrow or user can input year.

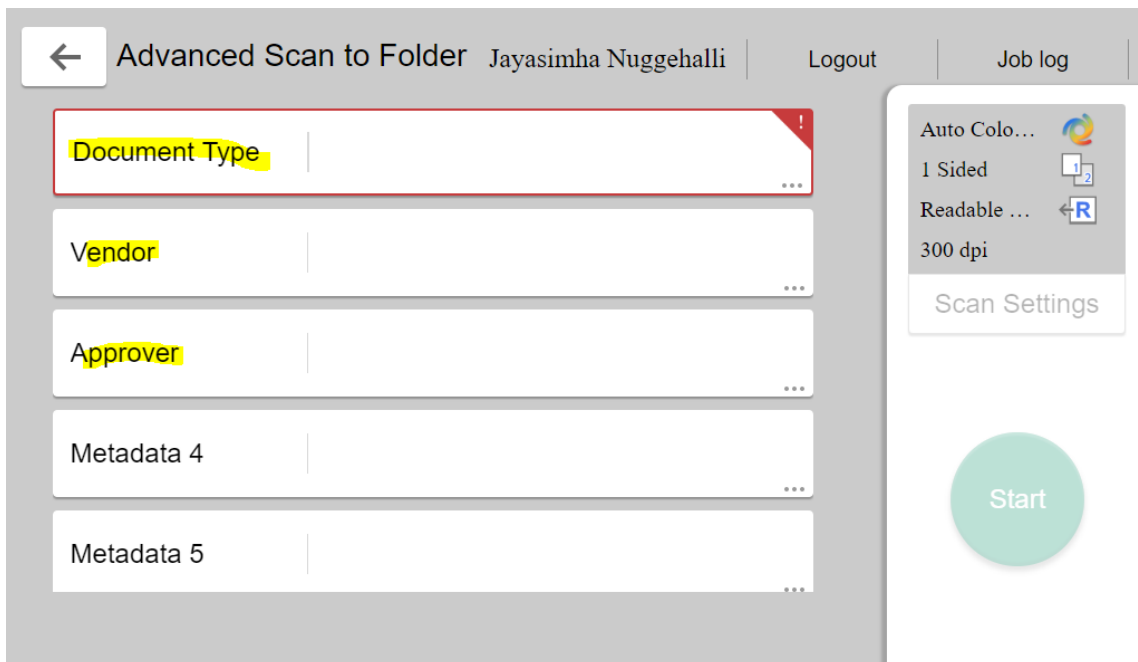
Touch on required date and touch 'OK' to select date.

Metadata 1 - Metadata 5

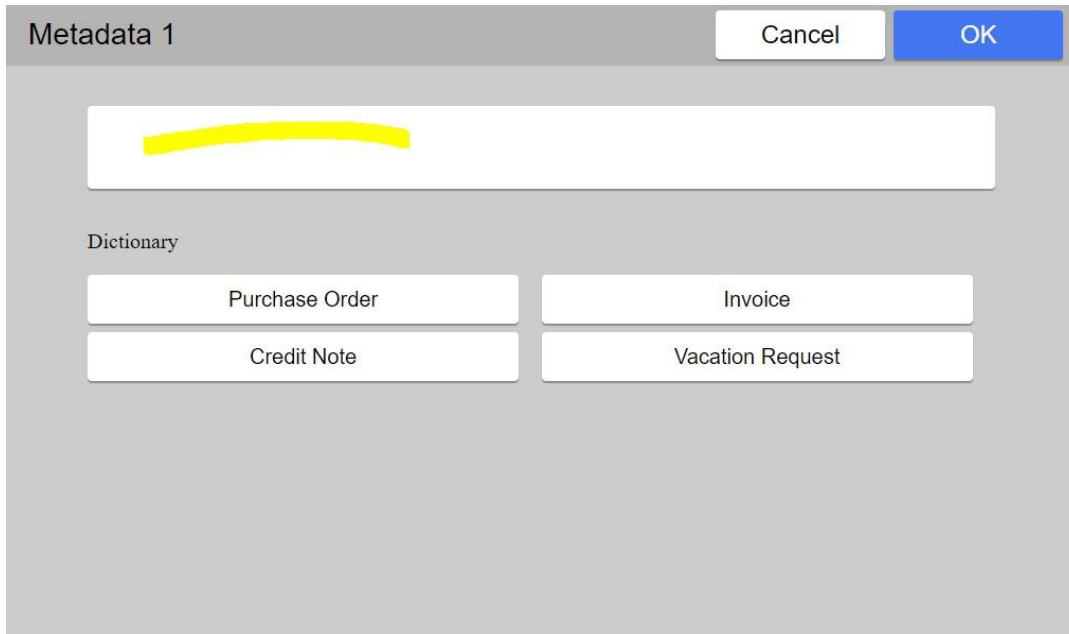
Example 1: Metadata fields with default labels



Example 2: Metadata fields with labels configured in User Configuration site (refer to previous section on how to configure Metadata Labels)

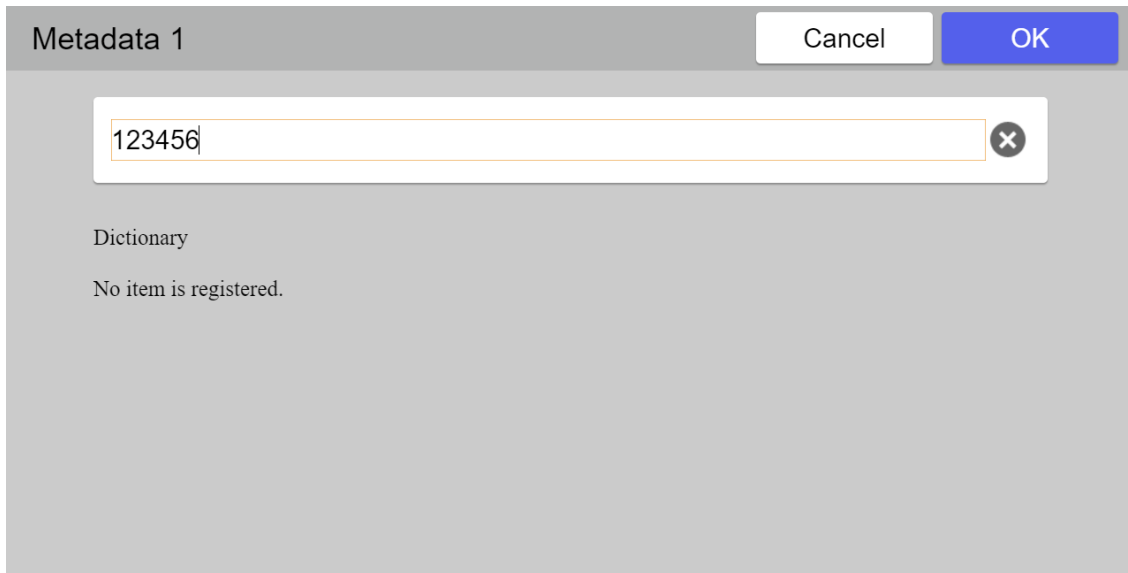


Touch on Metadata 1 filed to select or enter Metadata 1

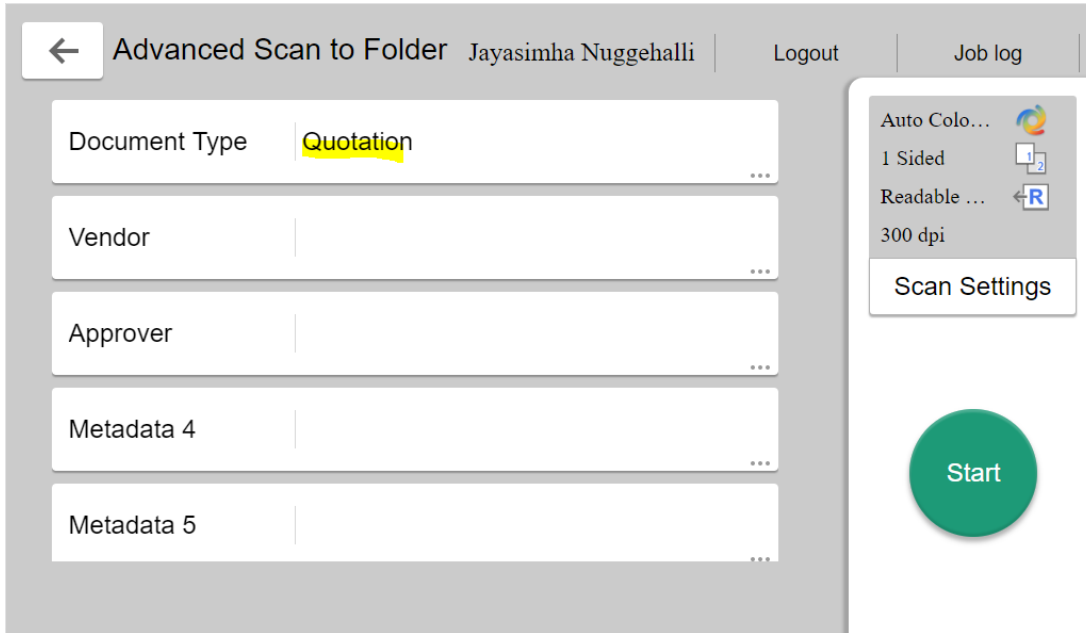


There are two ways to enter Metadata

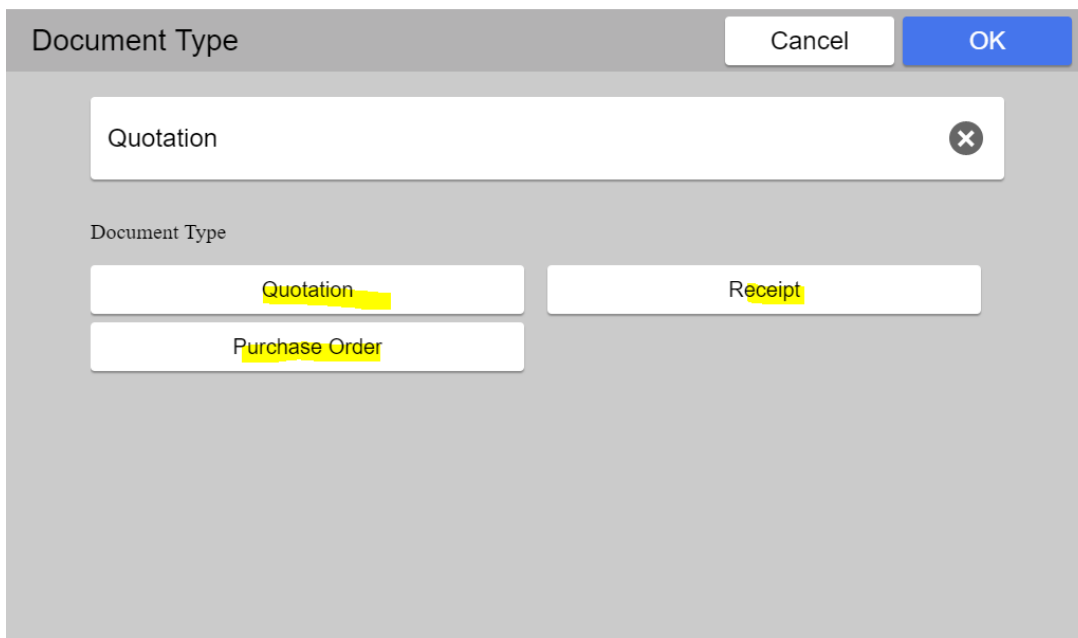
- A. Touch on Metadata field to enter a Metadata Value
- B. Select from Dictionary (In the above screen, there is no item registered in dictionary)



When Metadata dictionary is configured, this gets reflected on MFP Operation panel in 'Advanced Scan to Folder' application



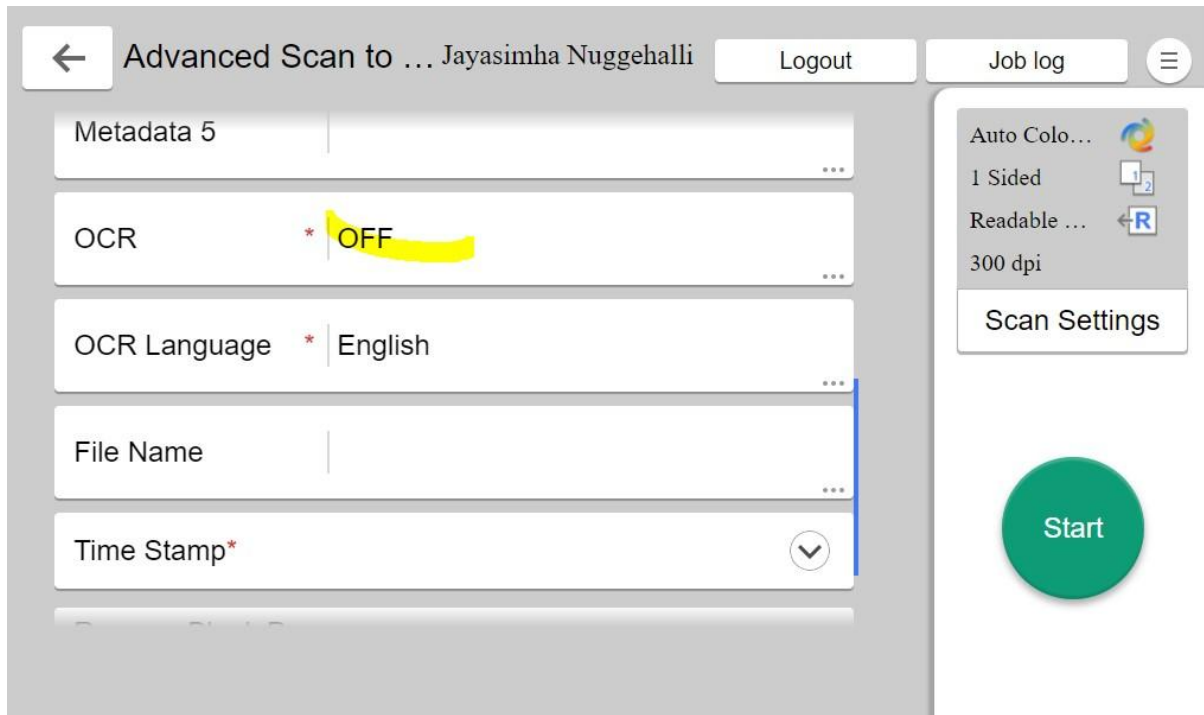
Clicking on Document Type field displays Metadata selection screen



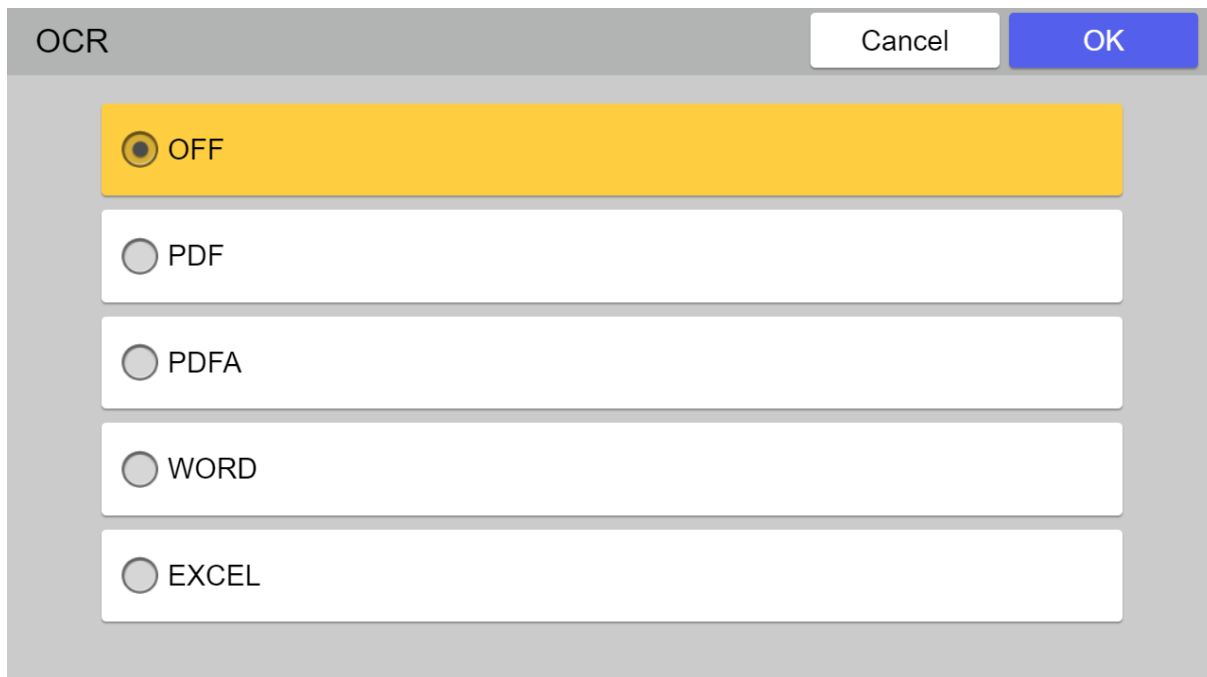
Clicking on item in dictionary, that value gets populated in the edit box

Note: Clear the field by pressing on X, before selecting a new value

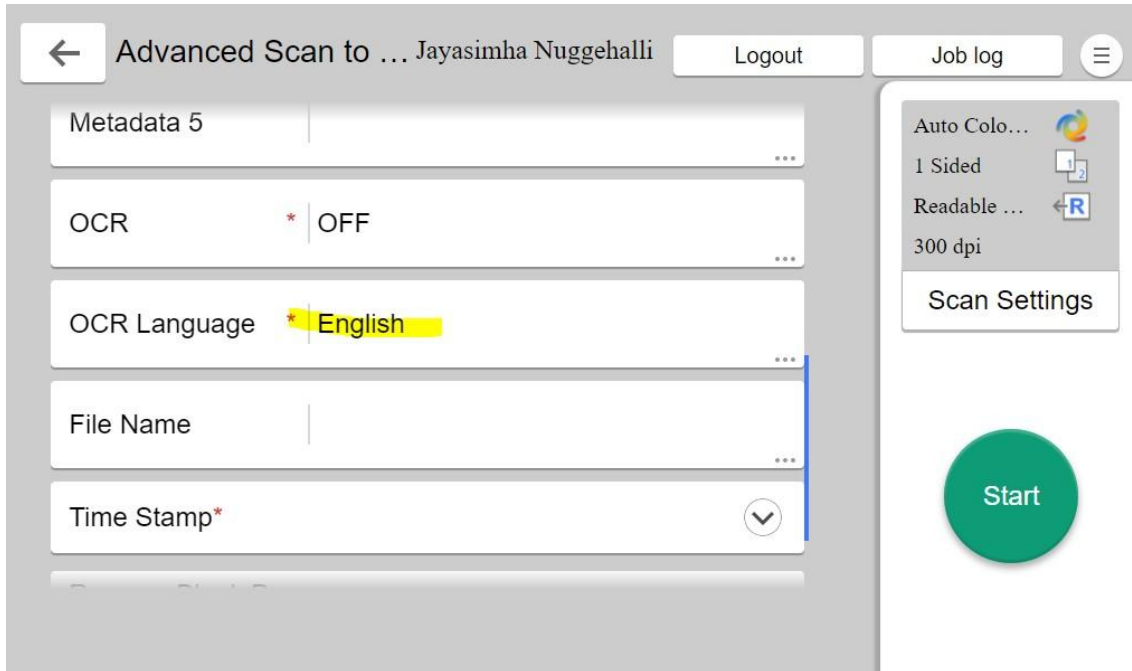
OCR



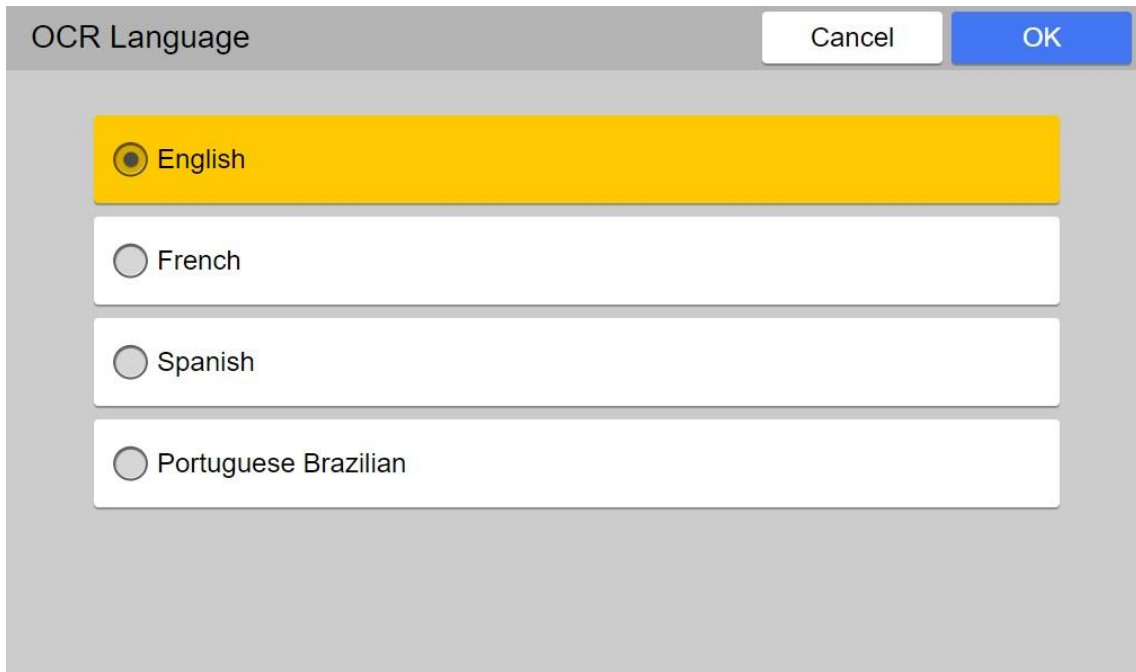
Touch on OCR to select available options



OCR Language



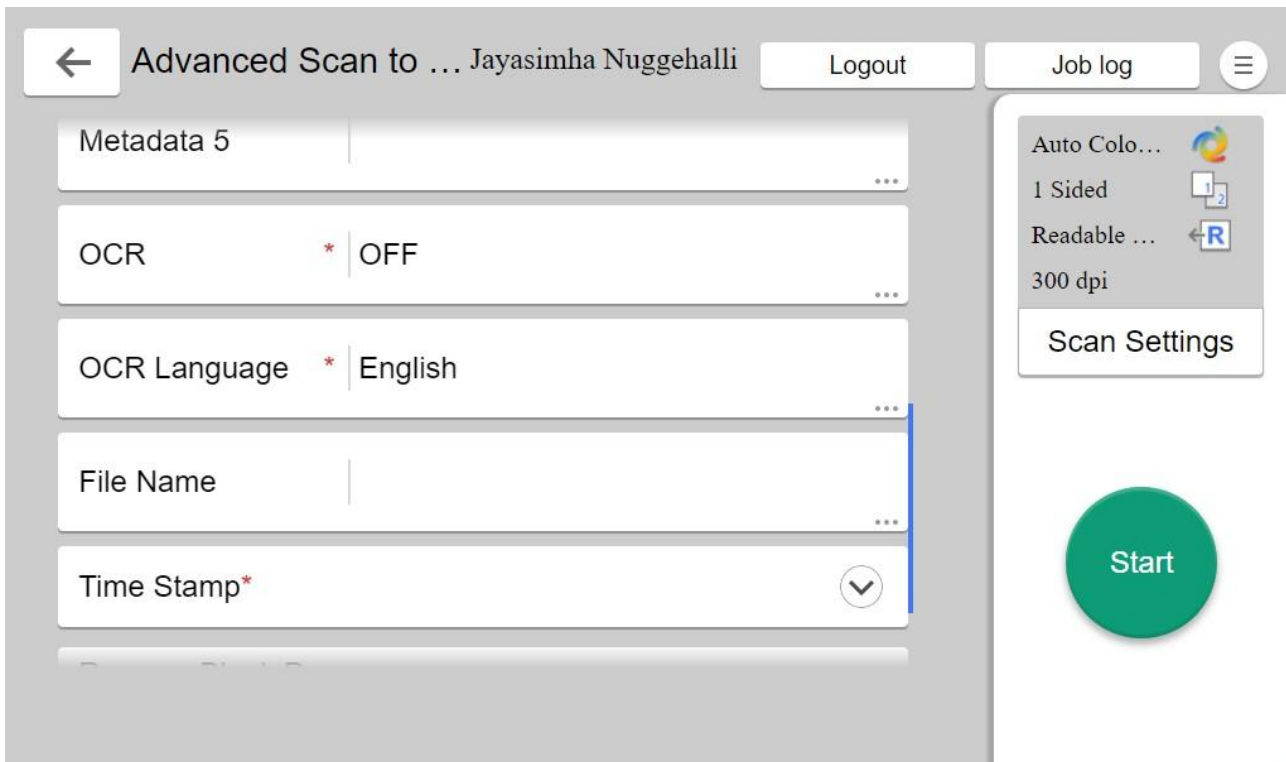
Touch on OCR Language to select available options



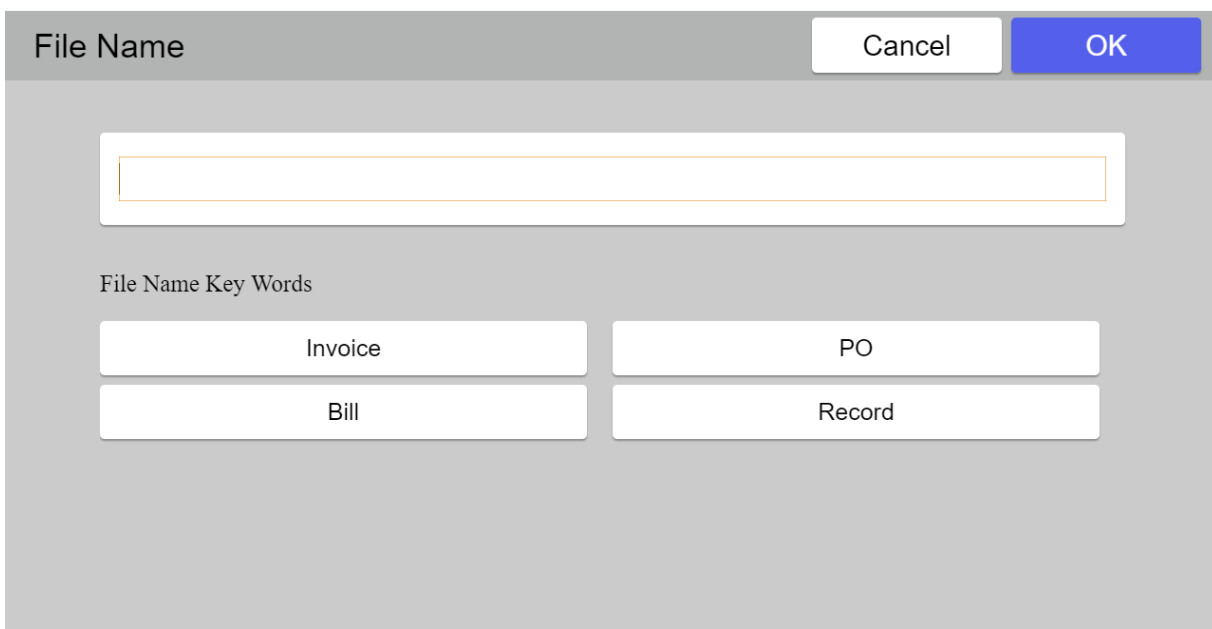
File Name

If filename field is empty below default filename is created, otherwise user entered filename is created.

Default: Metadata1+date+unique Identifier



Touch on File Name field to enter filename or select from configured dictionary as shown below.



Time Stamp

← Advanced Scan to Folder Jay Nuggehalli Logout Job log

Time Stamp* ^

Time Stamp * OFF ...

Vertical Position * Top ...

Horizontal Position * Left ...

Stamp Target * All Pages ...

Auto Colo...

1 Sided

Readable ...

300 dpi

Scan Settings

Start

Remove Blank Page

← Advanced Scan to Folder Dealer Package Logout Job log

Metadata ...

OCR * OFF ...

File Name ...

Time Stamp* v

Remove Blank Page* OFF ...

Auto Colo...

1 Sided

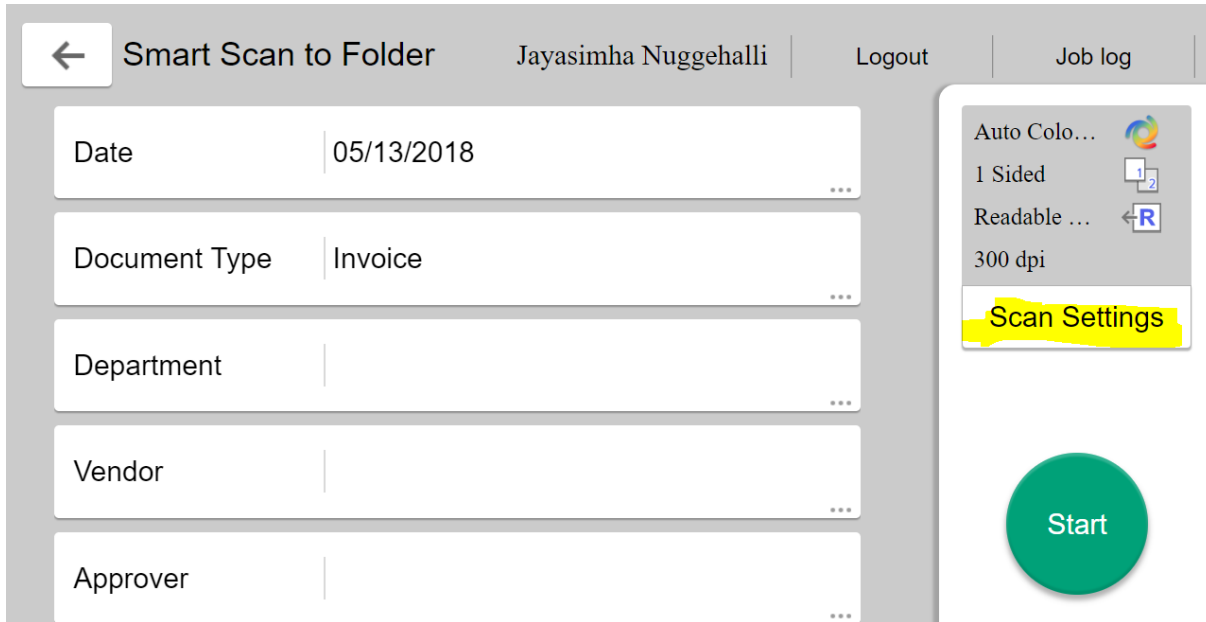
Readable ...

300 dpi

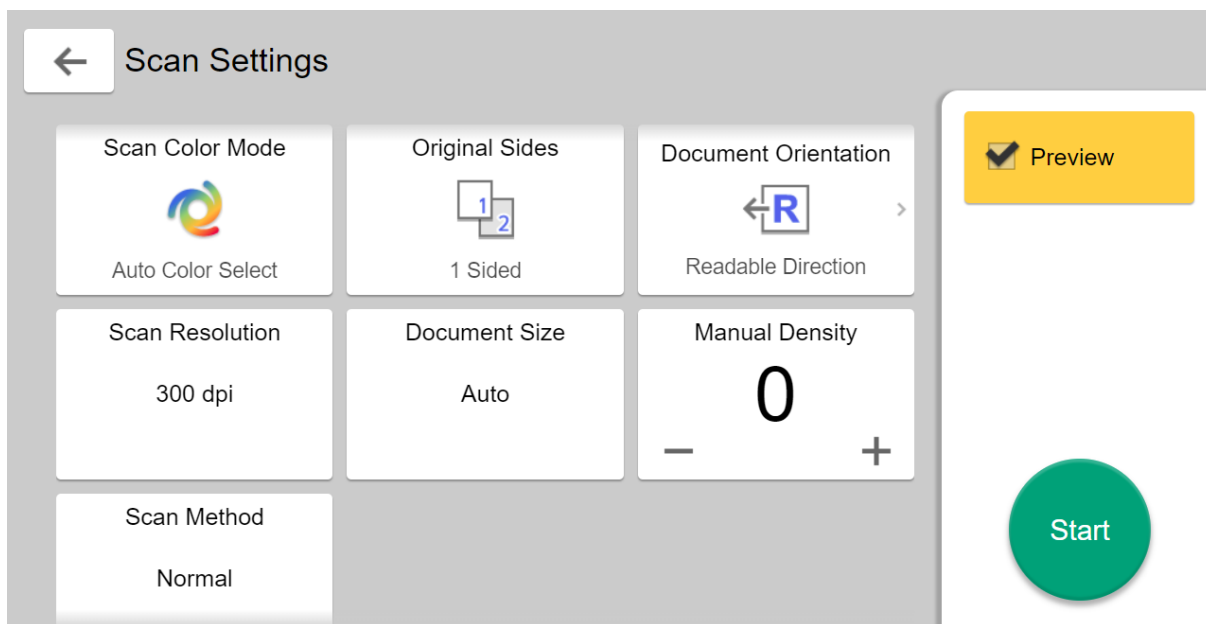
Scan Settings

Start

Scan Settings

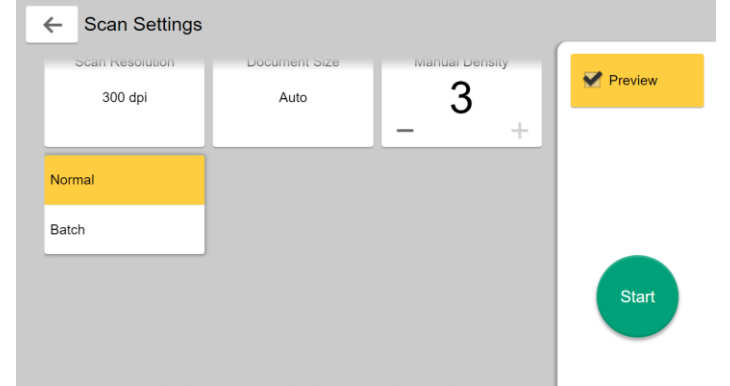


Touch on 'Scan Settings' to display Scan Settings Screen



Checking 'Preview' will enable Scan document Preview on MFP Operation Panel.

Scan Settings	Available Options
<p>Scan Color mode</p>	<p>← Scan Color Mode</p> <p> <input checked="" type="radio"/> Auto Color Select <input type="radio"/> B&W (Binary) Text </p> <p> <input type="radio"/> B&W (Binary) Text/Photo <input type="radio"/> B&W (Binary) Text/Line Art </p> <p> <input type="radio"/> B&W (Binary) Photo <input type="radio"/> Gray Scale </p> <p> <input type="radio"/> Full Color Text/Photo <input type="radio"/> Full Color Photo </p> <p>Preview</p> <p>Start</p>
<p>Original Sides</p>	<p>← Scan Settings</p> <p> Scan Color Mode: <input checked="" type="radio"/> Auto Color Select </p> <p> Scan Resolution: 300 dpi </p> <p> Scan Method: Normal </p> <p> 1 Sided <input checked="" type="radio"/> 2 Sided (Open to Right/Left) <input type="radio"/> 2 Sided (Open to Top) <input type="radio"/> Spread <input type="radio"/> </p> <p> Document Orientation: <input checked="" type="radio"/> Readable Direction </p> <p> Manual Density: 0 </p> <p>Preview</p> <p>Start</p>
<p>Document Orientation</p>	<p>← Document Orientation</p> <p> <input checked="" type="radio"/> Readable Direction <input type="radio"/> Unreadable Direction </p> <p>Preview</p> <p>Start</p>
<p>Scan Resolution</p>	<p>← Scan Resolution</p> <p> <input type="radio"/> 100 dpi <input type="radio"/> 200 dpi </p> <p> <input checked="" type="radio"/> 300 dpi <input type="radio"/> 400 dpi </p> <p> <input type="radio"/> 600 dpi </p> <p>Preview</p> <p>Start</p>

Document size	 <p>The screenshot shows two instances of the 'Document Size' settings screen. The top instance has 'Auto' selected, with other options including 'Mixed', 'A3 (Horizontal)', 'JIS B4 (Horizontal)', 'A4', 'A4 (Horizontal)', 'JIS B5', 'JIS B5 (Horizontal)', and 'A5', 'A5 (Horizontal)'. The bottom instance has 'A5' selected, with other options including 'A5 (Horizontal)', '11 x 17 (Horizontal)', 'Legal (Horizontal)', '8 1/2 x 13 (Horizontal)', 'Letter', 'Letter (Horizontal)', 'Invoice (Half Letter Size)', and 'Invoice (Horizontal)'. Both screens feature a 'Preview' button and a 'Start' button.</p>
Manual Density	Range -3 to +3
Scan Method	 <p>The screenshot shows the 'Scan Settings' interface. It includes three input fields: 'Scan Resolution' set to '300 dpi', 'Document Size' set to 'Auto', and 'Manual Density' set to '3'. Below these are two scan method options: 'Normal' (selected) and 'Batch'. The interface also includes a 'Preview' button and a 'Start' button.</p>

6 SharePoint Advanced Scan to Folder

Note: Box, Dropbox, GoogleDrive, OneDrive for Business services, have a root folder. So if user does not select folder, document gets scanned to root folder or default folder set in User Site. In the case of SharePoint, it is necessary to Select a Site and Library/Folder under the site, by browsing.

← Advanced Scan to Folder Jay Nugehalli Logout Job log

* Mandatory field.

Date | 11/09/2018 ...

Folder | * (Unnamed folder) ...

Metadata 1 | * ...

Metadata 2 | ...

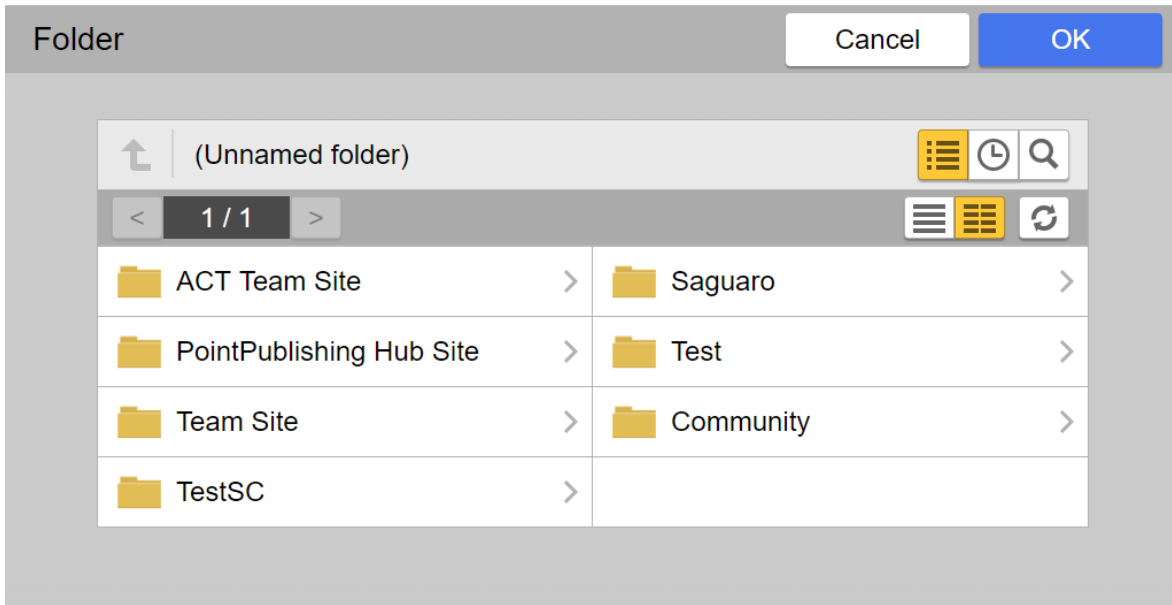
Metadata 3 | ...

Auto Colo...
1 Sided
Readable ...
300 dpi

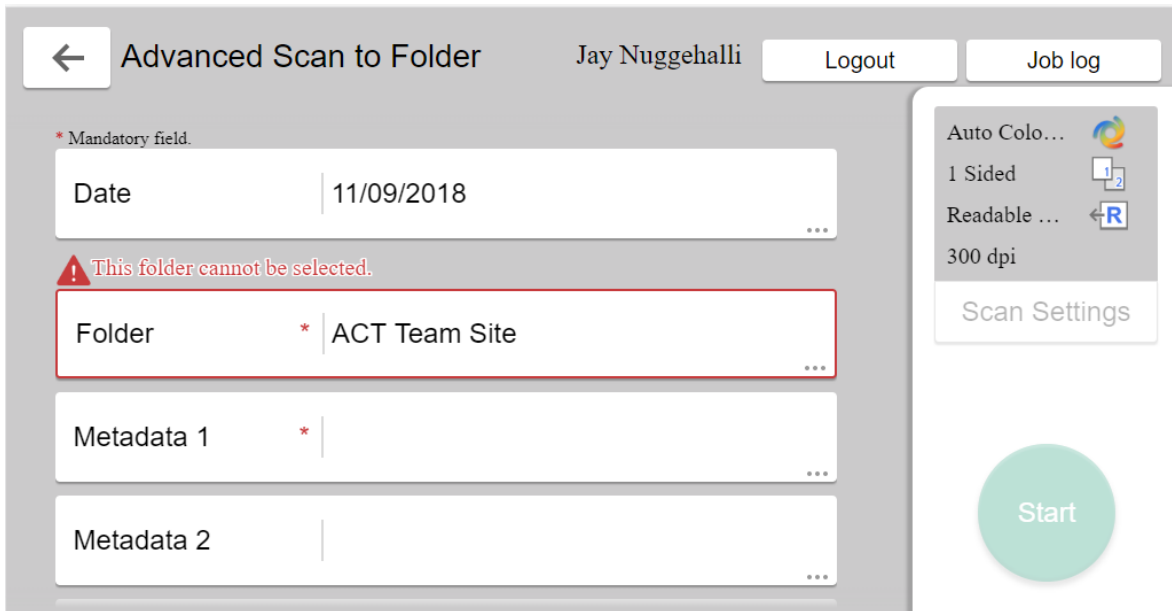
Scan Settings

Start

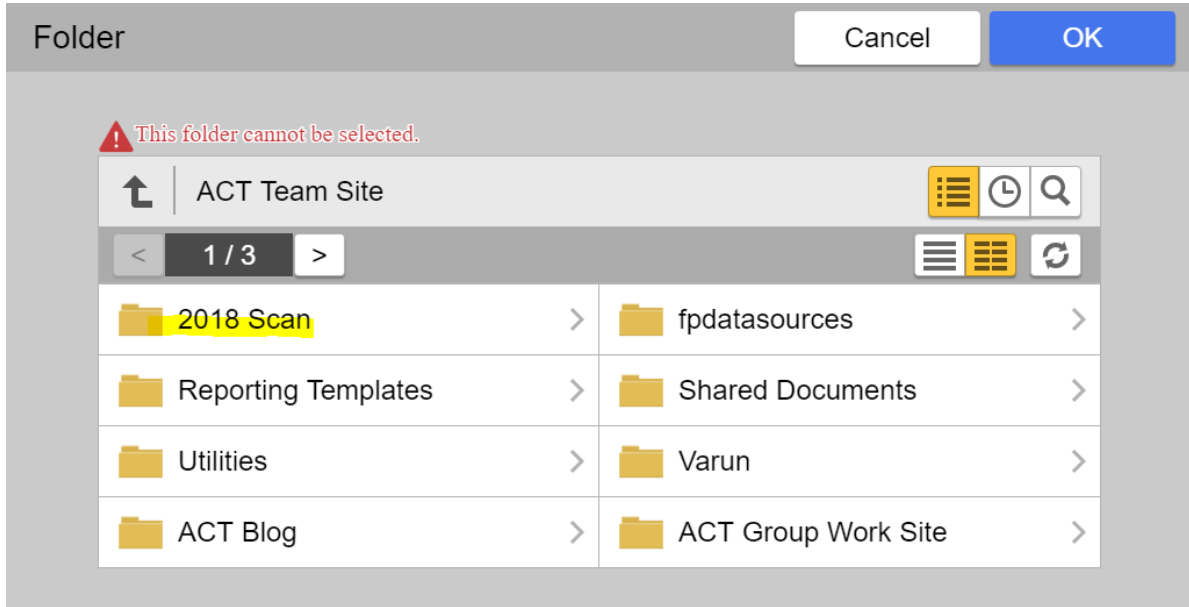
Touch on '(unnamed Folder)



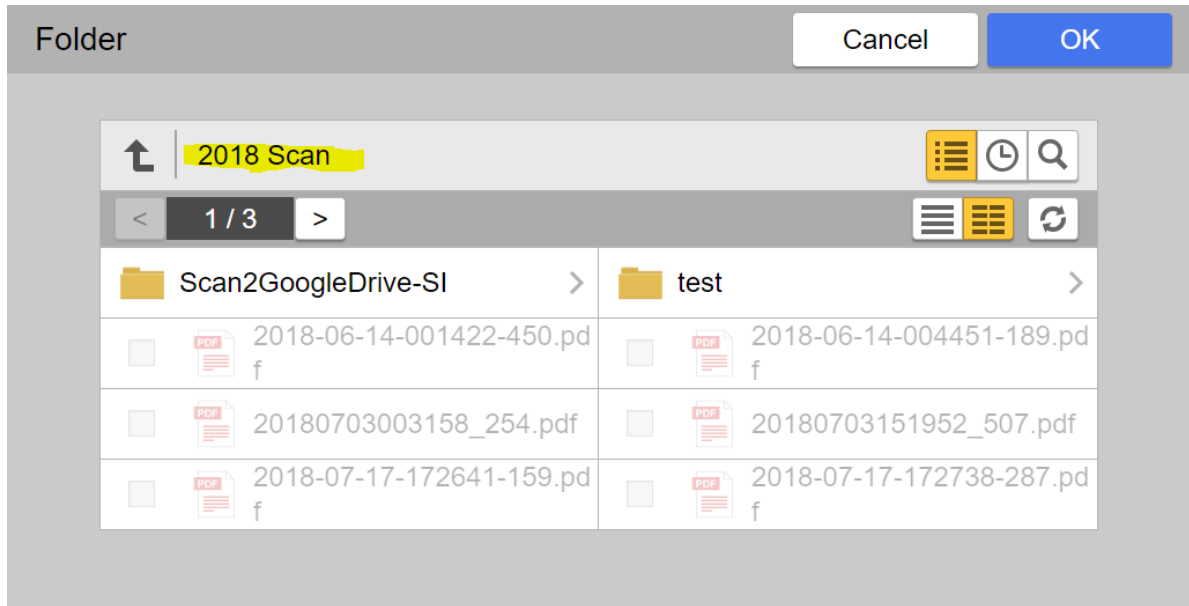
The first level listed here are sites. Document cannot be uploaded to Site; users need to select a Library/folder under a site. If users select a site, following message is displayed.



Please select a Folder listed under a site.



Touch on one of the folders, then Touch on 'OK'



7 Egnyte Advanced Scan to Folder

Note:

1. Box, Dropbox, Google Drive, OneDrive for Business services, have a root folder. So if user does not select folder, document gets scanned to root folder or default folder set in User Site. In the case of Egnyte, it is necessary to Select a folder first by browsing.

Advanced Scan to ... sv1na act Logout Job log

* Mandatory field.

Date 2026-03-23

This folder cannot be selected.

Folder * Private

Metadata 1

Metadata 2

Auto Colo... 1 2

1 Sided

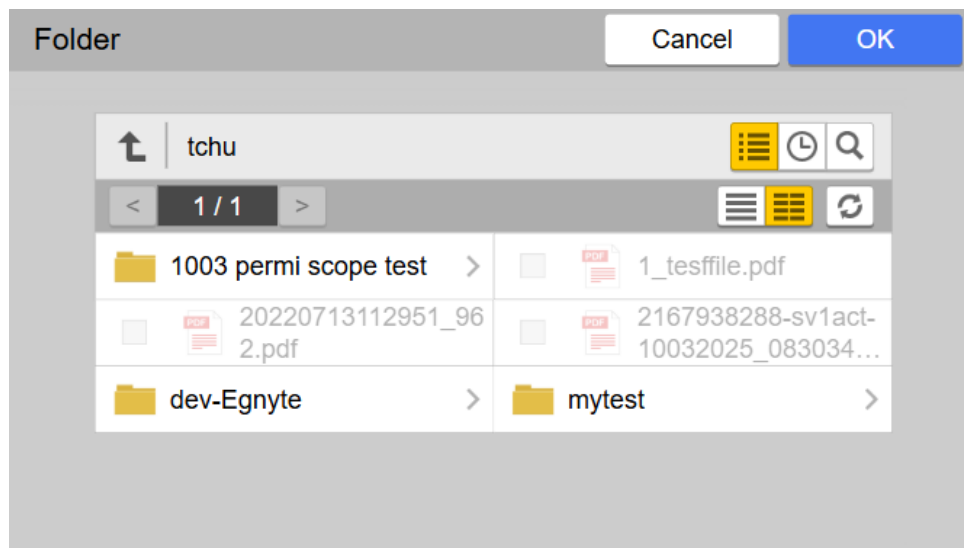
Readable ... R

300 dpi

Scan Settings

Start

Touch on '(Private Folder)



The first level listed here are Private. Users need to select a folder under Private. Please touch on 'Private' then touch on 'OK'.

← Advanced Scan to ... sv1na act Logout Job log ☰


* Mandatory field.


Date | 2026-03-23 ...


Folder | * mytest ...

Metadata 1 | ...

Metadata 2 | ...

Auto Colo... 

1 Sided 

Readable ... 

300 dpi

Scan Settings

Start

8 Limitations

Advanced Scan to Folder Limitations

- Following characters are not supported for folder creation. Using these characters in Metadata fields is prohibited, since metadata fields are used to create folders.

~"#%&*:<>?/\{|}

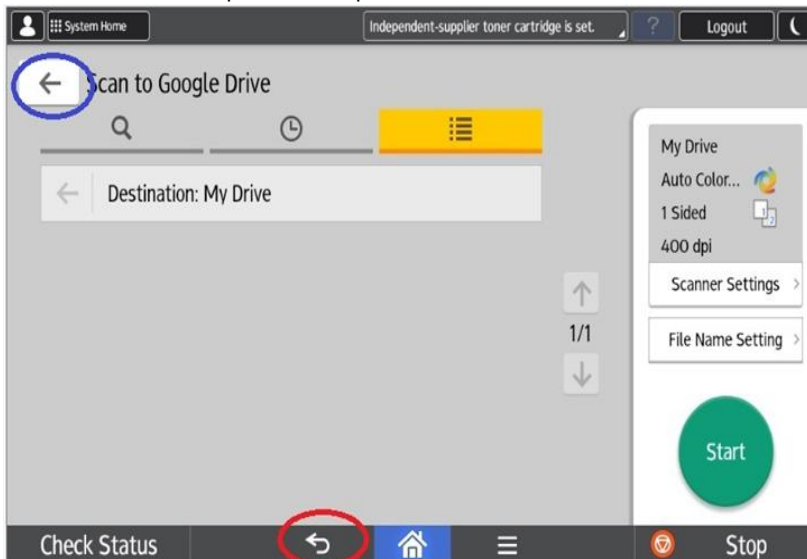
- Folder Name length and File Name length depends on each cloud service.
- Only English language is supported for OCR

User Site Limitations

- Supported Browsers for User Site are:
 - Internet Explorer: 11 or later
 - Edge: Latest Version
 - Chrome: Latest Version
 - Firefox: Latest Version
- Limitations for Home Screen/Applications
 - Home: Maximum 20 for each profile, Max 32 characters for the name.
 - Applications: Maximum 18 for each home screen, Max 32 characters for the name
- User Management
 - Email address is unique in the system; same Email address cannot be used even if user belongs to different Tenants
 - Users belong to same tenant cannot set different time zones
 - User cannot change their login Email address, need admins assistance to change email address

General Limitations

- Once Administrator has logged in to a Tenant on MFP, administrator from another tenant cannot login to same MFP. Refer to guide on 'How to remove registered device'
- Back button inside application display screen must be used, instead for 'Back' button on the operation panel.



- Folder and File Search results varies from Cloud Service to Cloud Service, this depends on the Search API for each service.

OCR Limitations

Category	Phenomenon	Description
Upside-down image rotation	Sometimes misrecognized	We identify the top and bottom from the image as pre-processing of OCR. We use information such as the direction of arrangement of letters, letter / picture / chart layout, ruled line position, etc. to infer which is upper. In the case of the following manuscripts, the OCR may also fail because the top / bottom discrimination fails. <ul style="list-style-type: none"> · Manuscript with only few letters · Manuscript with characters written diagonally · Documents with a dark background / background such as photos
OCR	Unusual fonts cannot be recognized	In OCR, it is based on standardly used fonts such as Arial / Verdana / Times New Roman for foreign languages, MS Ming Dynasty / MS Gothic / MS UI Gothic for Japanese. Therefore, recognition may fail in the following cases. <ul style="list-style-type: none"> · Using a special font · Using extremely large / small font size
	Input image is not clear	Although 200 dpi to 600 dpi is recommended for engine specifications, if the recognition rate is bad at 200 dpi, please raise the resolution and scan again. Also, if the input images are blurred or are not enough contrast, the recognition rate will not improve. Please use clear images.
PDF output	Output size is different	Due to the limitation of the current engine, the size of the output PDF page may

		increase by about 0.3 to 1.7 mm.
	Sometimes impossible to print with EXP machine	When you print PDF with Japanese OCR by EXP machine, if alternative font is not installed in MFP, it may not be printed correctly.
Word output	Layout collapse	The OCR engine writes the character string of the recognition result as Word text and uses the font size / font type / line spacing / text width etc. to try to make it as close to the original as possible, but it is difficult to match with the original perfectly. Therefore, the following phenomena may occur. <ul style="list-style-type: none"> · Although the manuscript was 2 pages, it became 3 pages / 1 page · Margins increase or decrease
	The number of blank pages increases	If you input multiple pages and try to output them in Word, blank pages sometimes increase.
	Sometimes the footer's page number is incorrect	When outputting a document with a page number in the footer section as an input, Word automatically counts the page count and may be out of alignment with the page number of the document. Example: Manuscript: 2 pages of 3/8, 4/8 Word output result: 2 pages of 1/2, 2/2 (Since there are only 2 pages, Word automatically judges 2 pages, 8 replaces 2 and redoes the page)
	Doc format, that is created by OCR, cannot be displayed in iOS UIWebView	It is said that iOS does not officially support doc / xls etc., it may not be displayed normally on iOS machines. This is because the OCR function creates data in RTF format and then outputs it to

		doc format. Please use docx / xlsx.
	Sometimes blank page is removed	In decision of the current OCR engine, blank page is sometimes removed. So, for example, 4 pages sometimes become 3 pages.
	Cell color/ Frame border are lost	For Word output, the color of the cell or the frame border of the table are lost during the transfer.
Excel output	Color / figure / photo are lost	For Excel output, the color of characters is not reflected. Also, figures and photographs are not reflected. With regard to the part recognized as table, OCR engine uses the cell ruled line / cell combination to create table.

9 Appendix

File Name Formula

Formula functions are similar to Microsoft Excel Formulas. Not all Excel functions are relevant and supported.

Following variables from the workflow application are available to use in the formula

1. TenantId [Smart Integration Tenant ID]
2. UserId [Smart Integration User ID]
3. Metadata1 [From UI as shown below]
4. Metadata2 [From UI as shown below]
5. Metadata3 [From UI as shown below]
6. Metadata4 [From UI as shown below]
7. Metadata5 [From UI as shown below]

The screenshot displays the 'Advanced Scan to Folder' application. At the top, there is a navigation bar with a back arrow, the title 'Advanced Scan to Folder', the user name 'Jay Nuggehalli', and buttons for 'Logout' and 'Job log'. Below the navigation bar, there are five input fields labeled 'Metadata 1' through 'Metadata 5'. Each field contains a red asterisk and a yellow redaction bar. To the right of the input fields is a 'Scan Settings' panel with a 'Start' button. The settings panel includes options for 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi'.

Sample Formulas

Formula	Result
YEAR(NOW()) & "-" & MONTH(NOW()) & "-" & DAY(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())	2018-12-21-102657
YEAR(NOW()) & "-INVOICE"	2018-INVOICE

_[UserId] & "-" & YEAR(NOW()) & "-" & MONTH(NOW()) & "-" & DAY(NOW())	TOM-2018-12-21
_[Metadata1] & "-" & MONTH(NOW()) & DAY(NOW()) & YEAR(NOW()) & "-" & HOUR(NOW()) & MINUTE(NOW()) & SECOND(NOW())	DOC-142019-192311

Formula Functions

Formula Evaluation is based on Open Source, Apache POI

Note: Please see link below. All formulas listed may not be relevant to workflow application. Here is list of formulas.

<http://poi.apache.org/components/spreadsheet/eval-devguide.html>

10 Time Stamp Settings

Time format (string)

Specify the time format to stamp.

The stamped time stamps the server time, and the correctness of the time is not guaranteed.

Only y, M, d, H, m, s, z, (half-width space), / (slash),: (colon),, (comma), and.

(Period) are valid characters. y, M, d, H, m, s, and z are character patterns representing time. (* 1)

Maximum value: 128 characters

Minimum value: 0 characters

- Default value: yy / MM / dd H: mm

* 1: The relationship between characters and output is shown in the table below.

Character	Unit	Character	Input	Output
y	Year	y	2015	Input of more than 5 digits is 0 padded
		yy	15	
		yyy	2015	
		yyyy	2015	
		yyyyy	02015	
M	Month	M	9	Even if 3 or more digits are entered, 0 is not padded
		MM	09	
		MMM	9	
d	Day	d	Five	Two or more digits are padded with zeros
		dd	05	
		ddd	005	
H	Time	H	15	

Letter	Meaning	Input Examples	Sample Output	Supplement
		HH	15	Two or more digits are padded with zeros
		HHH	015	
m	Min	m	8	Two or more digits are padded with zeros
		mm	08	
		mmm	008	
s	Second	s	Five	Two or more digits are padded with zeros
		ss	05	
		sss	005	
z	Time zone	z	Etc / UTC	Does not display if more than 4 digits are entered
		zz	Etc / UTC	
		zzz	Etc / UTC	
		zzzz	(no display)	

Font size (points) (number)

Specify the font size of the characters to be stamped (unit is point).

Valid only for positive half-width integers.

Maximum value: 500

Minimum value: 6

- Default value: 10

Vertical position (string)

Specify the vertical position of the stamp.

The following positions can be specified.

- Top
- Middle
- Bottom

Uppercase / lowercase letters are distinguished.

Default value: Top

Horizontal position (string)

Specify the horizontal position of the stamp.
The following positions can be specified.

- Left
- Center
- Right

Uppercase / lowercase letters are distinguished.

Default value: Left

Vertical margin (number)

Specify the margin of the vertical position of the stamp.

Only positive half-width numbers are valid. You can also enter a decimal point.

The value that can be specified varies depending on the value of position Unit.

Maximum value: 600 (when position Unit = "mm"), 25 (when position Unit = "inch") Minimum value: 0

- Default value: 0

Horizontal margin (number)

Specify the margin of the position next to the stamp.

Only positive half-width numbers are valid. You can also enter a decimal point.

The value that can be specified varies depending on the value of position Unit.

Maximum value: 600 (when position Unit = "mm"), 25 (when position Unit = "inch") Minimum value: 0

- Default value: 0