

QR Cover Sheet



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1 Preface

This guide provides the details on how to use the QR Cover Sheet workflow

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 do service Connection with external cloud Services like Box, Dropbox, Google Drive, OneDrive for Business, SharePoint Online, RICOH Content Manager

3. Configuring Default Values

This section contains step-by-step instructions on how to configure default settings related to QR Coversheet Print and Scan application in User Site

4. Operation of QR Cover Sheet Print Application

This section contains step-by-step instructions on how to operate QR Cover Sheet Print application on MFP Operation panel

5. Operation of QR Cover Sheet Scan Application

This section contains step-by-step instructions on how to operate QR Cover Sheet Scan application on MFP Operation panel

6. Limitations

Product Limitations

7. 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 QR Cover Sheet workflow?

QR Cover Sheet is a workflow application developed on Ricoh Smart Integration Platform.

QR Coversheet contains two workflows:

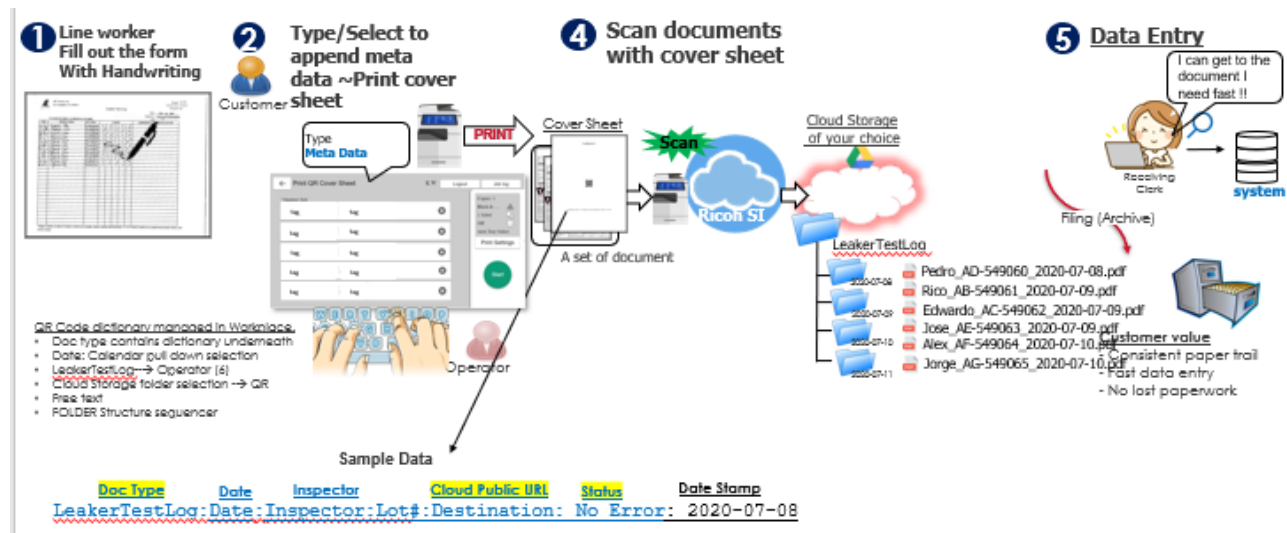
1. To print Cover sheet with QR Code which contains user entered attributes and time stamps.
2. To scan documents using the cover sheet printed by QR Code print workflow.

A typical use case for this workflow is displayed here:

This use case is related to retail and warehouse, where delivery person passes the documents to dock manager, dock manager signs the documents, then operator prints a Coversheet with QR Code which contains Document Type, identifier 1 and optional identifier 2, identifier3, identifier4, identifier5. Then the operator scans documents with the printed coversheet.

Scan workflow uploads the document to cloud service of choice (Box, Dropbox, Google Drive, OneDrive for Business or SharePoint online) into the **nested** folder, based on Document Type, identifier1 through identifier 5 which are in the QR Code.

Also, filename is set based on filename formula configured.



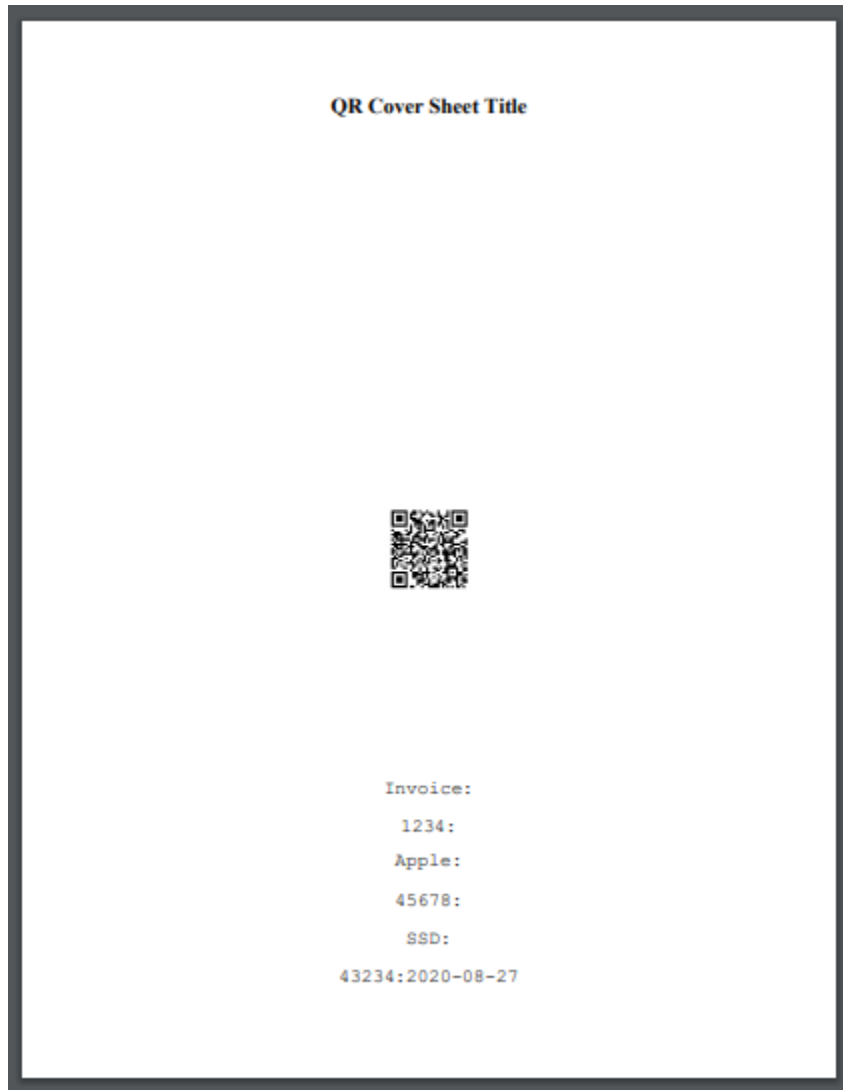
Workflow Specification

QR Cover Sheet Print [Print QR Code Sheet]

Document Type	Text Field to enter Document Type, which is used to create a folder, can also be used for naming the file.
Identifier 1	Text Field to enter Identifier 1, which is used to create nested sub folder, can also be used for naming the file.
Identifier 2	Text Field to enter Identifier 2, which is used to create nested sub folder, can also be used for naming the file.
Identifier 3	Text Field to enter Identifier 3, which is used to create nested sub folder, can also be used for naming the file.
Identifier 4	Text Field to enter Identifier 4, which is used to create nested sub folder, can also be used for naming the file.
Identifier 5	Text Field to enter Identifier 5, which is used to create nested sub folder, can also be used for naming the file.
QR Code Data format	Document Type: Identifier 1:Identifier 2:Identifier 3:Identifier 4:Identifier 5:DateStamp

Following items can be configured by administrator in User Site. Configuration information is described in later sections of this document.

1. Title of Coversheet
2. Label 'Identifier 1', this can be changed based on business need (like Invoice Number, PO Number etc.)
3. Label 'Identifier 2' this can be changed based on business need (like Vendor, Number, xyz etc.)
4. Label 'Identifier 3' this can be changed based on business need (like Vendor, Number, xyz etc.)
5. Label 'Identifier 4' this can be changed based on business need (like Vendor, Number, xyz etc.)
6. Label 'Identifier 5' this can be changed based on business need (like Vendor, Number, xyz etc.)



Sample QR Cover Sheet

QR Code Data format

DocumentType:identifier1:identifier2:identifier3:identifier4:identifier5:date

QR Cover Sheet Scan

Workflow Specification

Folder	Folder Browse and select root folder
OCR	Off, PDF, PDF/A, WORD, EXCEL Default: Off
OCR Language	English, French, Spanish, Portuguese Brazilian
Document Location	Scanned document is stored into a folder indicated in QR Code under the root folder selected.
File Name	<p>File Name is created using the Formula entered in the user Site.</p> <p>Default File Name Formula: _[identifier1] & "-" & _[identifier2] & "-" & _[identifier3] & "-" & _[identifier4] & "-" & _[identifier5] & "-" & _[date]</p> <p>DocumentType, identifier1, identifier2, identifier3, identifier4, identifier5, date is from QR Code.</p>

Default values can be configured for Root Folder, OCR, File Name Formula and Scan settings.

Note: QR Cover Sheet Supports Batch Scanning, which means in a single Scan job user can scan Multiple batches of Cover sheet followed by Document.

Following Nested Folder Structure is created based on the QR Code Data

Folder (Root Folder Selected by Browsing folder)

Document Type [From QR Code]

Identifier1 [From QR Code]

Identifier2 [From QR Code]

Identifier3 [From QR Code]

Identifier4 [From QR Code]

Identifier5 [From QR Code]

Note: Nested Folder creation can be turned off by selecting 'No' for 'Create Sub Folders' in workflow settings in workplace.

3 Cloud Service Connection

What is Cloud Service Connection?

Before using QR Cover Sheet 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
5. SharePoint online
6. RICOH Content Manager

For each Cloud Service there is a separate QR Cover Sheet Scan application available On MFP Operation Panel.

However, 'Print QR Cover Sheet' is independent of Cloud Service.

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

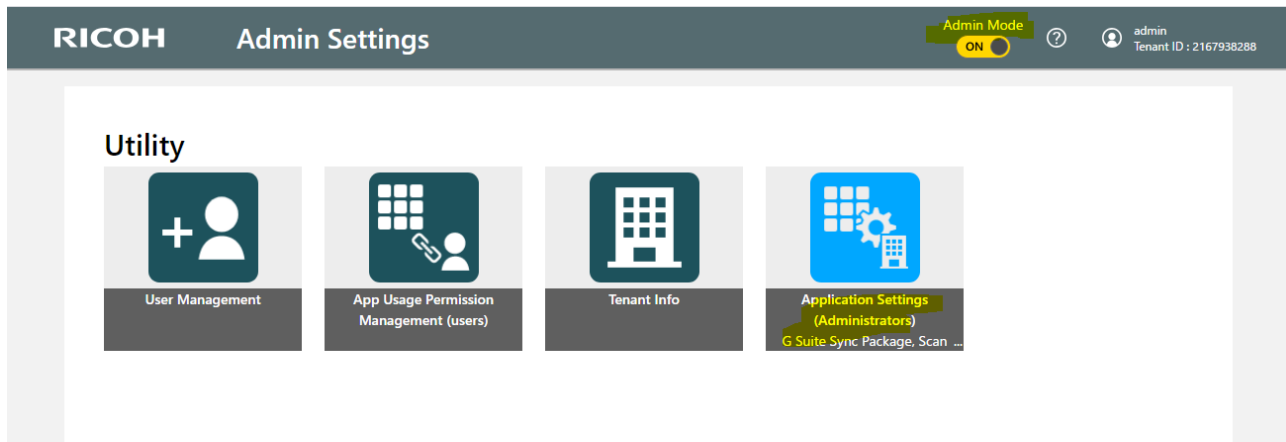
4 Configuring default Values

Smart Integration User Configuration Site URL

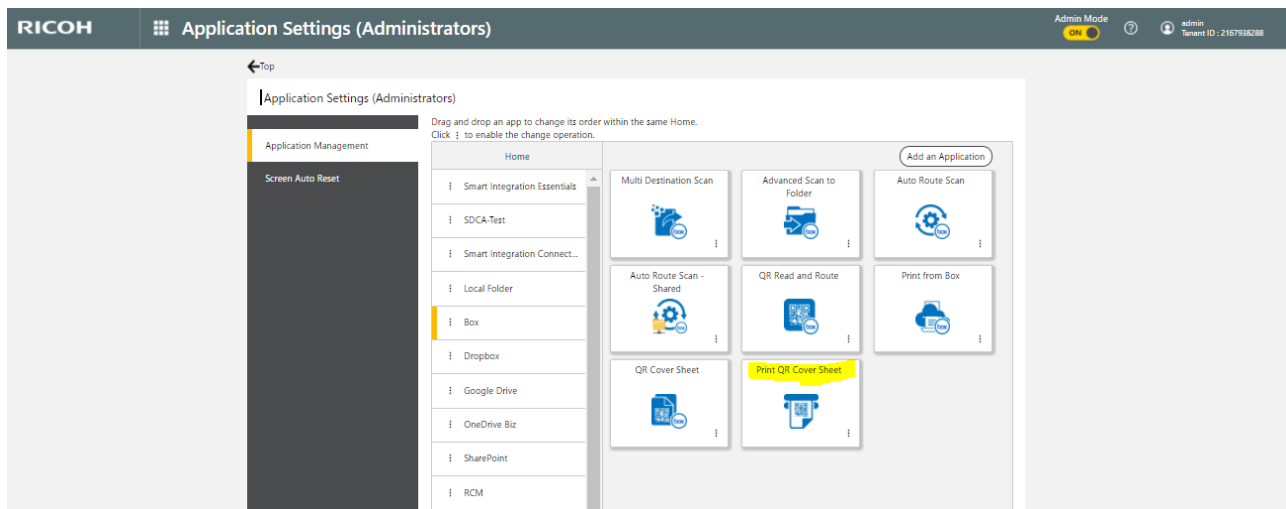
<https://na.accounts.ricoh.com/portal/login.html>

QR Cover Sheet Print [Print QR Cover Sheet]


To configure QR Cover Sheet Print, it is necessary to login to above site using **administrator** credentials. Turn on Admin Mode.



Click on 'Application Settings'



Click on 'Print QR CoverSheet'. This will display a page where all necessary parameters can be configured.

Application Settings (Administrators) Admin Mode 

← Application Management

Print QR Cover Sheet Cancel Save

* Mandatory field

Default Parameter Settings

Document Title *

Document Type

Document Type

Change Display Name:

☐ Hide in application

Dictionary Label

Dictionary Delimiter

Dictionary

Dictionary Column Width

Identifier 1

Identifier 1

Change Display Name:

☐ Hide in application

Dictionary Label

Dictionary Delimiter

Dictionary

Document Type

Document Type

Document Type

Change Display Name:

☐ Hide in application

Dictionary Label

Dictionary Delimiter

Dictionary

Dictionary Column Width

Document Type value entered is used to create a sub folder. Label 'Document Type' can be changed as needed. Also, Dictionary can be used to enter preconfigured values

Identifier 1, Identifier 2, Identifier3, Identifier4, Identifier 5

Identifier 1

Identifier 1

Change Display Name:

Identifier 1

☐ Hide in application

Dictionary Label

Dictionary Delimiter

Dictionary

Value

Invoice ID1

PO ID1

Dictionary Column Width

Standard

Identifier 2

Identifier 2

Change Display Name:

Identifier 2

☐ Hide in application

Dictionary Label

Dictionary Delimiter

Labels for Identifier 1-5 can be configured based on Business needs, for Example if you are Capturing Invoice Number and Vendor information to name the files, you can change the labels to Invoice Number and Vendor. Also, Dictionary can be used to enter preconfigured values.

Identifier 1

Identifier 1

Change Display Name:
Identifier 1

Invoice Number

☐ Hide in application

Dictionary Label

Dictionary Delimiter

Dictionary



Value



Invoice ID1

PO ID1

Dictionary Column
Width

Standard



Identifier 2

Identifier 2

Change Display Name:
Identifier 2

Vendor

☐ Hide in application

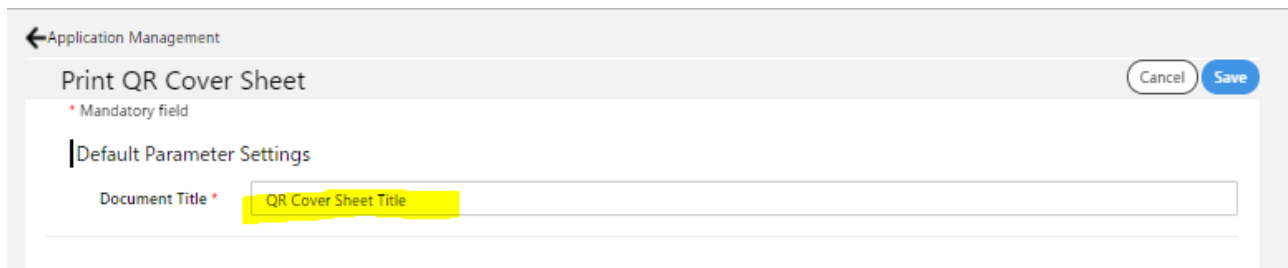
Dictionary Label

Dictionary Delimiter

Document Title

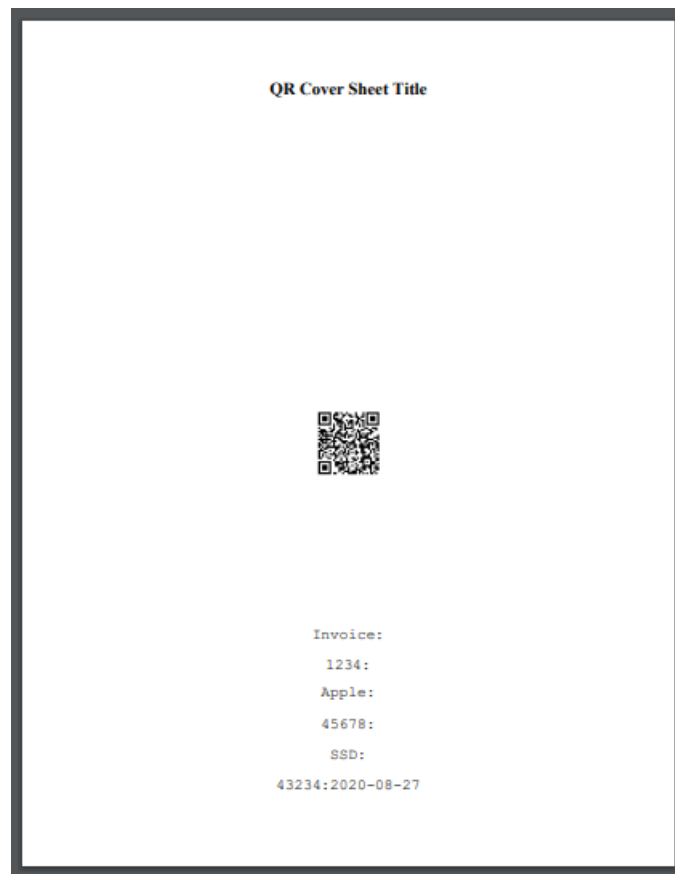
Admin can configure the Document Title, which appears on QR Cover Sheet.

Up to 128 characters can be entered in Title field.



The screenshot shows a web interface for 'Application Management' with a sub-header 'Print QR Cover Sheet'. There are 'Cancel' and 'Save' buttons in the top right. Below the header, there is a section 'Default Parameter Settings' with a 'Mandatory field' indicator. A text input field labeled 'Document Title *' contains the text 'QR Cover Sheet Title', which is highlighted with a yellow background.

Cover Sheet with Title



Print Settings

Default Print settings can be configured here

Default Print Settings

Copies

1

☐ Do not allow quantity change

Print Color Mode

Black & White

☐ Do not allow print color mode change

Sides

1 Sided

☐ Do not allow print side change

N-Up

Off

☐ Do not allow combination change

QR Cover Sheet Scan

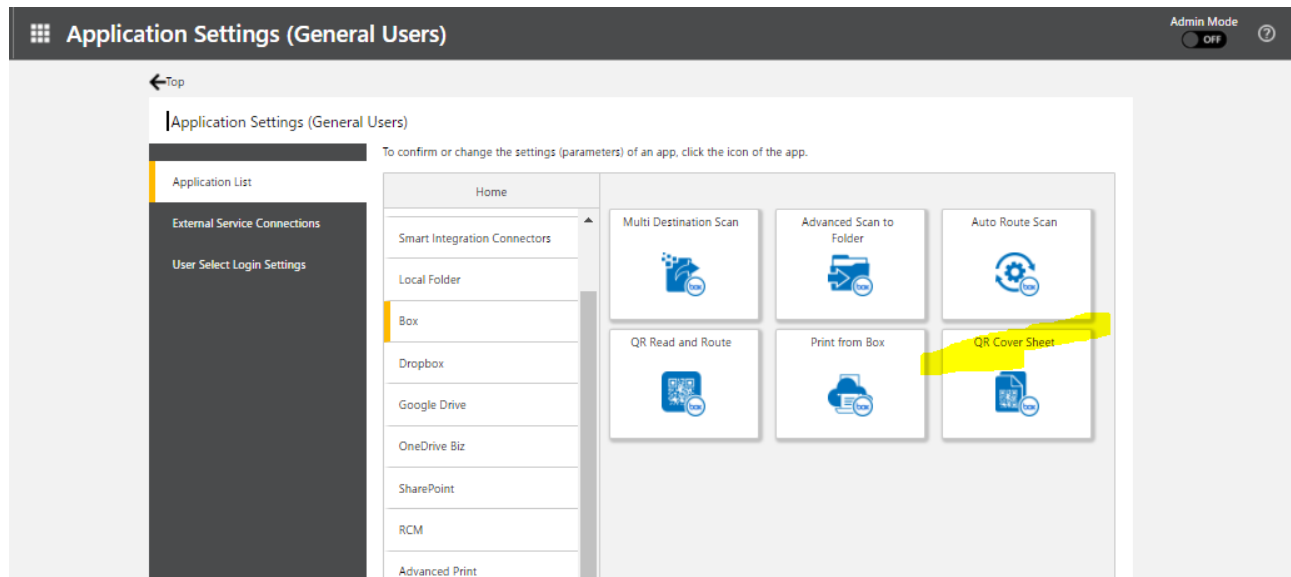
Smart Integration User Configuration Site URL

<https://na.accounts.ricoh.com/portal/login.html>

To configure QR Cover Sheet Scan, login to workplace, if you are an admin, turn off 'Admin Mode', use the user mode to configure application settings.



Click on 'Application settings'



Click on 'QR Cover Sheet'. This will display a page where all necessary parameters can be configured.

QR Cover Sheet Configuration

Settings (General Users)

← Application List

QR Cover Sheet Cancel Save

* Mandatory field

Service Settings

Service

Folder * [All Files](#)

[Open External Service Connections](#)

Common Settings

Default Screen for Folder Browsing

Default Layout for Folder Browse

Default Parameter Settings

OCR

File Name Formula * Check

Create Sub Folders *

OCR Language

Default Scan Settings

Scan Color Mode

Original Sides

Document Orientation

Scan Resolution

Document Size

Manual Density

Scan Method

Preview

Selecting Default Root Folders

QR Cover Sheet Cancel Save

* Mandatory field

Service Settings

Service ☐ Box

Folder ☐ **Select Folder** ☐ All Files

[Open External Service Connections](#)

Click on Select Folder to set default root folder for Scanned documents.

Root Folders

Label	Description
Folder	Root folder for Successfully scanned documents

File Name Formula

Default Parameter Settings

OCR

File Name Formula *

Create Sub Folders *

OCR Language

Default Formula:

_[identifier1] & "-" & _[identifier2] & "-" & _[identifier3] & "-" & _[identifier4] & "-" & _[identifier5] & "-" & _[date]

Note: Click on 'Check' button to validate the formula.

OCR and OCR Language

Default value for OCR and OCR Language can be configured.

The screenshot shows the 'Default Parameter Settings' interface. The 'OCR' dropdown is set to 'OFF' and the 'OCR Language' dropdown is set to 'English'. The 'File Name Formula' field contains the text: `_[identifier1] & "-" & _[identifier2] & "-" & _[identifier3] & "-" & _[identifier4] & "-" & _[identifier5] & "-" & _[date]`. The 'Create Sub Folders' dropdown is set to 'Yes'. A blue 'Check' button is located to the right of the 'File Name Formula' field.

Create Sub Folders

Default value for Create Sub Folders can be configured. (Workflow Default is 'True')

The screenshot shows the 'Default Parameter Settings' interface. The 'OCR' dropdown is set to 'OFF'. The 'File Name Formula' field contains the text: `_[identifier1] & "-" & _[identifier2] & "-" & _[date]`. The 'Create Sub Folders' dropdown is set to 'No'. A blue 'Check' button is located to the right of the 'File Name Formula' field.

Scan Settings

Default Scan settings can be configured here

The screenshot shows the 'Default Scan Settings' interface. The settings are as follows: 'Scan Color Mode' is 'Auto Color Select', 'Original Sides' is '1 Sided', 'Document Orientation' is 'Readable Direction', 'Scan Resolution' is '300 dpi', 'Document Size' is 'Auto', 'Manual Density' is '3', 'Scan Method' is 'Normal', and 'Preview' is 'On'. All dropdown menus are set to their default values.

Note: By Default, Manual Density is set to '3'. This is essential for successful recognition of QR Code

5 Operation of QR Cover Sheet Print 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.

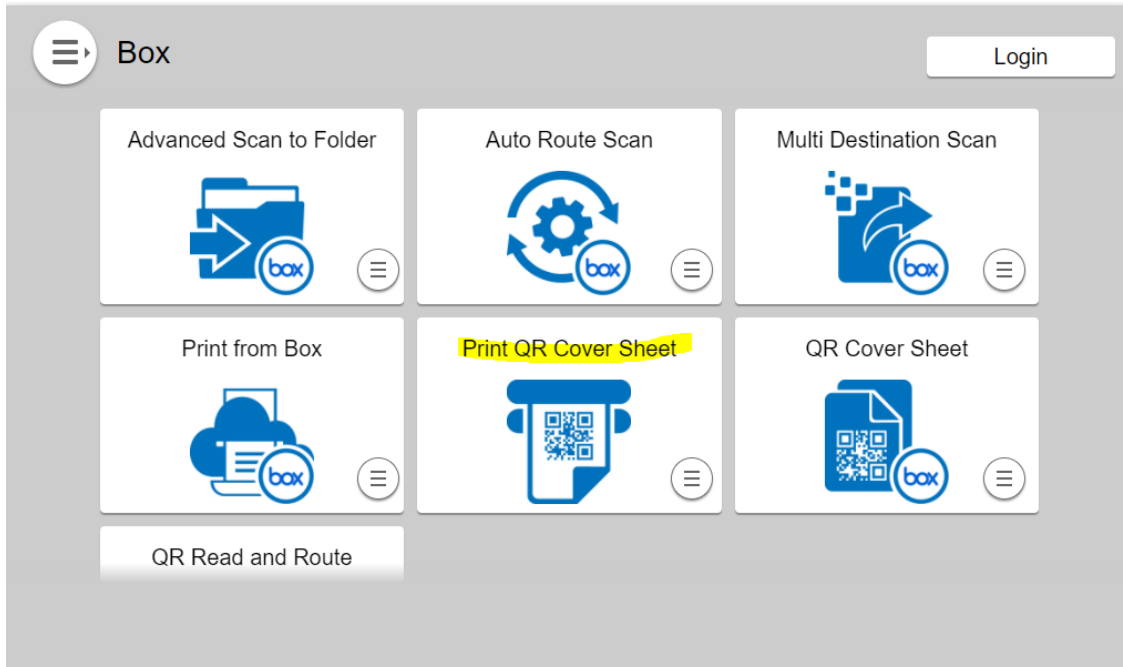
Option 1: Login with Tenant ID

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 consists of three input fields: "Tenant ID", "User ID", and "Password". At the bottom of the form is a large blue button labeled "Login".

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 consists of two input fields: "Email Address" and "Password". The "Email Address" field contains the text "user@gmail.com". At the bottom of the form is a large blue button labeled "Login".

After administrator login subscribed application will be displayed



Select 'Print QR Cover Sheet' application, following screen is displayed

The screenshot shows the 'Print QR Cover Sheet' configuration screen. At the top left is a back arrow and the title 'Print QR Cover Sheet'. At the top right is a 'Job log' button. Below the title is a red asterisk and the text '*Mandatory field.' followed by a 'Document Type' input field with a red asterisk. Below this is a red warning triangle with the text 'Input is required.' followed by an 'Identifier 1' input field with a red asterisk. Below 'Identifier 1' are 'Identifier 2' and 'Identifier 3' input fields. On the right side, there is a 'Print Settings' panel with a 'Copies: 1' label, 'Black & ...' with a printer icon, '1 Sided' with a printer icon, 'Off' with a printer icon, and 'Auto Tray Select' with a printer icon. Below the settings is a large green circular 'Start' button.

- A. Document Type
- B. Identifier 1
- C. Identifier 2 (Optional)
- D. Identifier 3 (Optional)
- E. Identifier 4 (Optional)
- F. Identifier 5 (Optional)

Settings are available. Label Document Type, Identifier 1 - Identifier 5 can be changed as described in previous section.

← Print QR Cover Sheet

Job log

*Mandatory field.

Document Type *

! Input is required.

Identifier 1 *

Identifier 2

Identifier 3

Copies: 1

Black & ...

1 Sided

Off

Auto Tray Select

Print Settings

Start

Click on 'Print Settings' to configure Print Settings

← Print Settings

Print Color Mode

Black & White

Copies

1

Sides

1 Sided

Input Tray

Auto Tray Select >

Collate/ Stacking

Collate

N-Up

Off

Paper Size

Auto

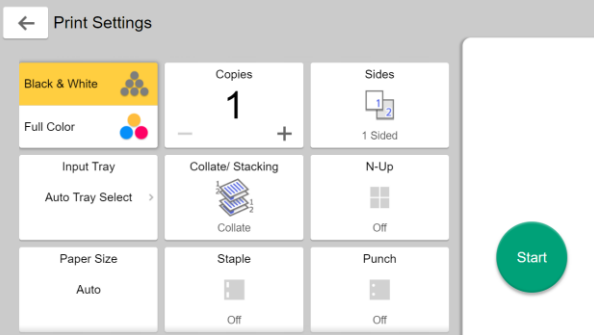
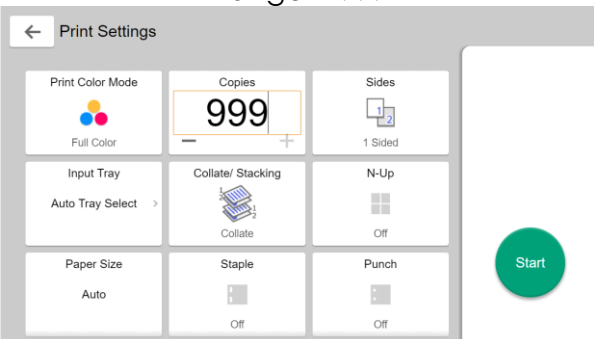
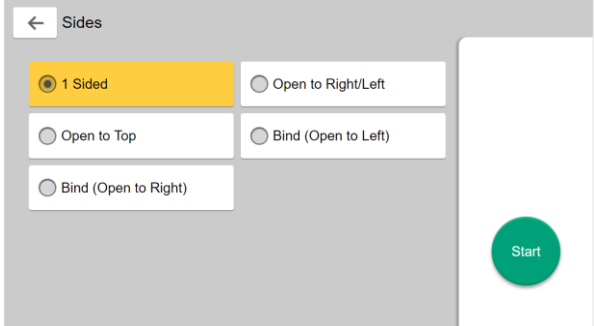
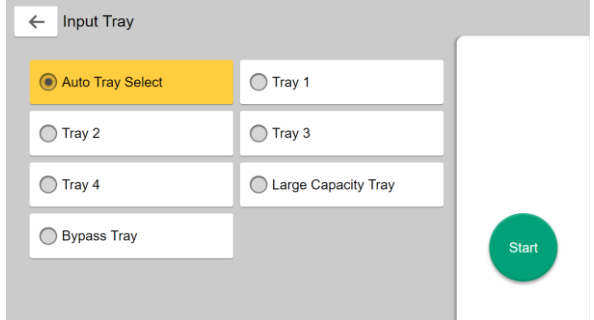
Staple

Off

Punch

Off

Start

Print Settings	Available Options
Print Color Mode	
Copies	
Sides	
Input Tray	
Collate/Stacking	

	<div> <div>← Print Settings</div> <div> <div>Full Color</div> <div>1</div> <div>1 Sided</div> </div> <div> <div>Input Tray</div> <div>Auto Tray Select ></div> </div> <div> <div>Rotating Collate</div> <div>Shift Collate</div> </div> <div> <div>N-Up</div> <div>Off</div> </div> <div> <div>Paper Size</div> <div>Auto</div> </div> <div> <div>Collate</div> <div>Off</div> </div> <div> <div>Punch</div> <div>Off</div> </div> <div>Start</div> </div>
N-Up	<div> <div>← N-Up</div> <div> <div>Off</div> <div>2 Pages</div> <div>4 Pages</div> <div>6 Pages</div> <div>8 Pages</div> <div>9 Pages</div> <div>16 Pages</div> </div> <div>Start</div> </div>
Paper Size	<div> <div>← Paper Size</div> <div> <div>Auto</div> <div>A4</div> <div>A5</div> <div>JIS B5</div> <div>Double postcard (Japan)</div> <div>SRA4</div> <div>Custom</div> <div>Letter</div> <div>Executive</div> <div>C6</div> </div> <div>Start</div> </div> <div> <div>← Paper Size</div> <div> <div>Envelope (Youchou 3 (Youkei 0))</div> <div>Envelope (Youkei 4)</div> <div>A3 (Horizontal)</div> <div>A4 (Horizontal)</div> <div>A5 (Horizontal)</div> <div>A6 (Horizontal)</div> <div>JIS B4 (Horizontal)</div> <div>JIS B5 (Horizontal)</div> <div>JIS B6 (Horizontal)</div> <div>Double postcard (Japan) (Horizontal)</div> </div> <div>Start</div> </div> <div> <div>← Paper Size</div> <div> <div>Postcard (Japan) (Horizontal)</div> <div>SRA3 (Horizontal)</div> <div>SRA4 (Horizontal)</div> <div>11 x 17 (Horizontal)</div> <div>Legal (Horizontal)</div> <div>Letter (Horizontal)</div> <div>Invoice (Horizontal)</div> <div>12 x 18 (Horizontal)</div> <div>C6 (Horizontal)</div> <div>Envelope (Youchou 3 (Youkei 0)) (Horizontal)</div> </div> <div>Start</div> </div>

	<div> <div>← Paper Size</div> <div> <input type="radio"/> Legal (Horizontal) <input type="radio"/> Letter (Horizontal) </div> <div> <input type="radio"/> Invoice (Horizontal) <input type="radio"/> 12 x 18 (Horizontal) </div> <div> <input type="radio"/> C6 (Horizontal) <input type="radio"/> Envelope (Youchou 3 (Youkei 0)) (Horizontal) </div> <div> <input type="radio"/> Envelope (Youkei 4) (Horizontal) <input type="radio"/> Envelope (Japan: Choukei 3) (Horizontal) </div> <div> <input type="radio"/> Envelope (Japan: Choukei 4) (Horizontal) <input type="radio"/> Envelope (Japan: Kakuhei 2) (Horizontal) </div> <div>Start</div> </div>
Staple	<div> <div>← Staple</div> <div> <input type="radio"/> 2 at Left <input type="radio"/> 2 at Right </div> <div> <input type="radio"/> 2 at Top <input type="radio"/> Saddle Stitch </div> <div> <input type="radio"/> Top Left <input type="radio"/> Top Left Slant </div> <div> <input type="radio"/> Top Right <input type="radio"/> Top Right Slant </div> <div> <input type="radio"/> Bottom Left <input type="radio"/> Bottom Left Slant </div> <div>Start</div> </div>
Punch	<div> <div>← Punch</div> <div> <input type="radio"/> GBC Left (Multiple Holes) <input type="radio"/> GBC Right (Multiple Holes) </div> <div> <input type="radio"/> GBC Top (Multiple Holes) <input type="radio"/> 4 at Left </div> <div> <input type="radio"/> 3 at Left <input type="radio"/> 1 at Upper Left </div> <div> <input type="radio"/> 2 at Left <input type="radio"/> 4 at Right </div> <div> <input type="radio"/> 3 at Right <input type="radio"/> 2 at Right </div> <div>Start</div> </div> <div> <div>← Punch</div> <div> <input type="radio"/> 3 at Left <input type="radio"/> 1 at Upper Left </div> <div> <input type="radio"/> 2 at Left <input type="radio"/> 4 at Right </div> <div> <input type="radio"/> 3 at Right <input type="radio"/> 2 at Right </div> <div> <input type="radio"/> 4 at Top <input type="radio"/> 3 at Top </div> <div> <input type="radio"/> 2 at Top <input checked="" type="radio"/> Off </div> <div>Start</div> </div>

Note: Some finishing options like Staple and Punch are available only when appropriate finishing unit is installed with Multifunction Device

6 Operation of QR Cover Sheet Scan Workflow Application

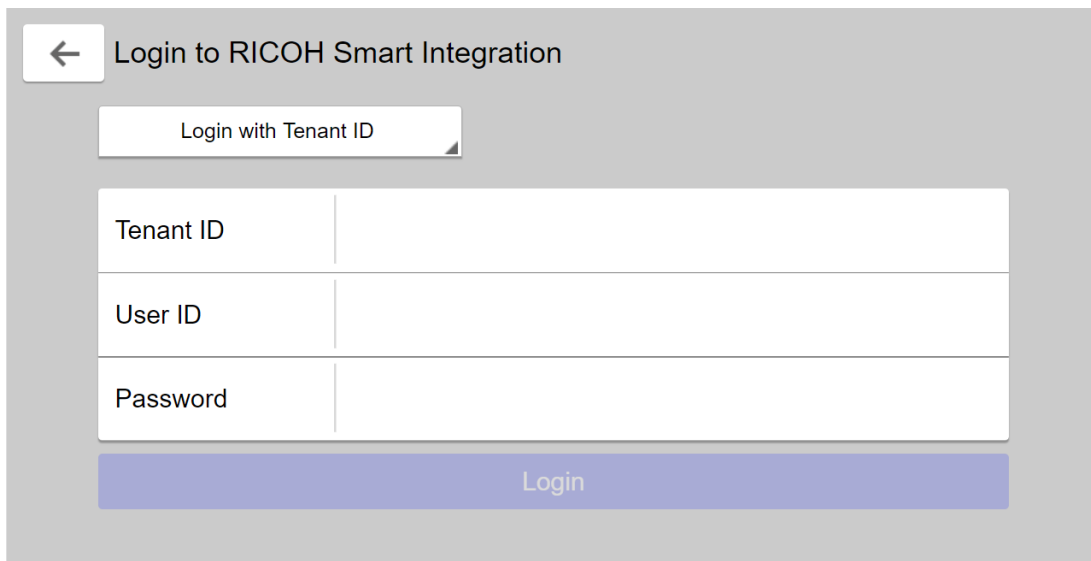
Smart Integration MFP BrowserNX URL

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

Ricoh Smart Integration Initial Login

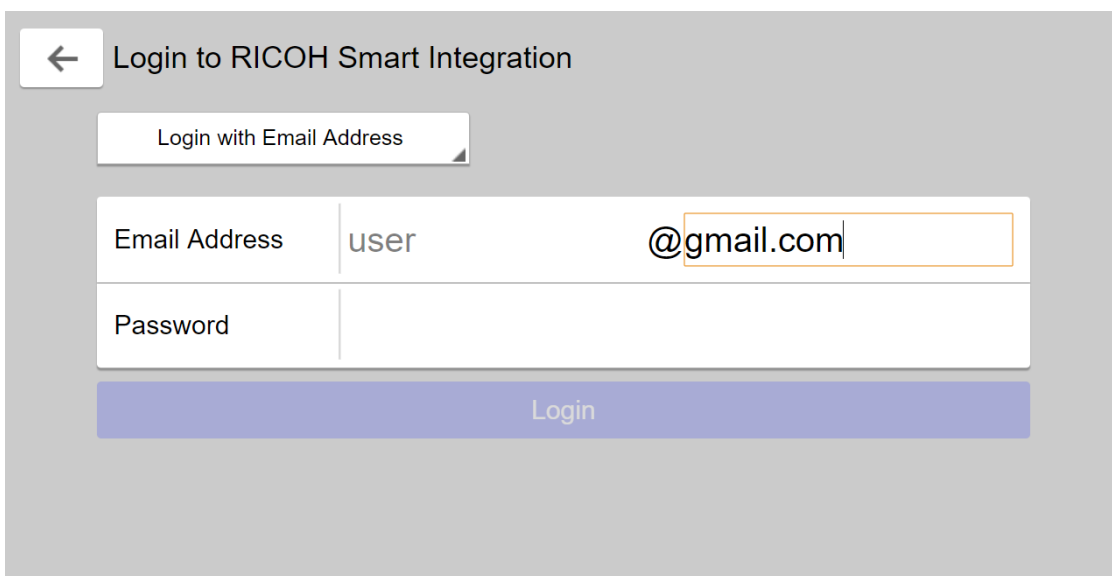
Above URL is available as Bookmark ICON on MFP. Very first time, administrator need to login to the site either using Tenant ID, User ID and Password or Email address and password.

Option 1: Login with Tenant ID



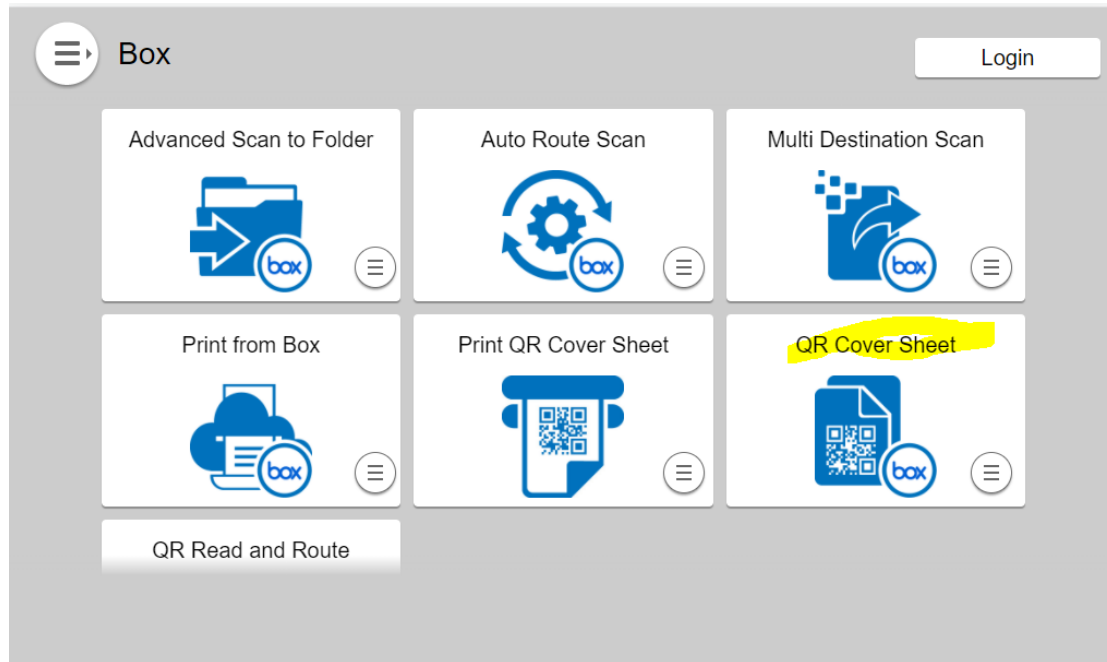
The screenshot shows the 'Login to RICOH Smart Integration' page. At the top left is a back arrow icon. Below it is a dropdown menu labeled 'Login with Tenant ID'. The form contains three input fields: 'Tenant ID', 'User ID', and 'Password'. At the bottom is a large blue 'Login' button.

Option 2: Login with Email Address



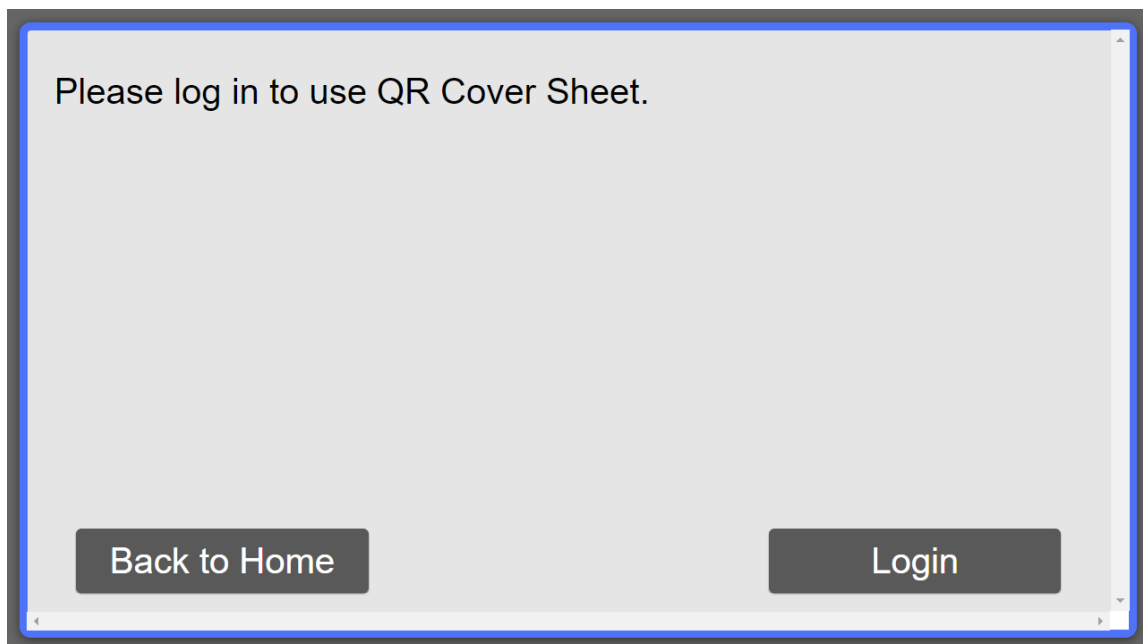
The screenshot shows the 'Login to RICOH Smart Integration' page. At the top left is a back arrow icon. Below it is a dropdown menu labeled 'Login with Email Address'. The form contains two input fields: 'Email Address' (with the text 'user@gmail.com' entered) and 'Password'. At the bottom is a large blue 'Login' button.

After administrator login subscribed application will be displayed



Select 'QR Cover Sheet' application.

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



Users 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 with a grey background. At the top left is a back arrow icon. To its right is the title 'Login to RICOH Smart Integration'. Below the title is a dropdown menu with the text 'Login with Tenant ID'. Underneath the dropdown are three input fields stacked vertically: 'Tenant ID', 'User ID', and 'Password'. At the bottom of the form is a wide, light blue button labeled 'Login'.

Option 2: Login with Email Address

The screenshot shows a login interface with a grey background. At the top left is a back arrow icon. To its right is the title 'Login to RICOH Smart Integration'. Below the title is a dropdown menu with the text 'Login with Email Address'. Underneath the dropdown are two input fields stacked vertically: 'Email Address' and 'Password'. The 'Email Address' field contains the text 'user' followed by '@gmail.com' which is highlighted with an orange border. At the bottom of the form is a wide, light blue button labeled 'Login'.

After successful user login 'QR Cover Sheet' Application Screen is displayed

Following Settings are available:

- A. Folder [Root Folder for Scanned Documents, a sub folder under the root folder is created based on the data in QR Code]
- B. OCR [Off, PDF, PDFA,WORD,EXCEL]

QR Cover Sheet Jayasimha Nuggehalli Logout Job log

* Mandatory field.

Folder * All Files

OCR * OFF

OCR Language * English

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

Scan Settings

Start

Folder

QR Cover Sheet Jayasimha Nuggehalli Logout Job log

* Mandatory field.

Folder * All Files

OCR * OFF

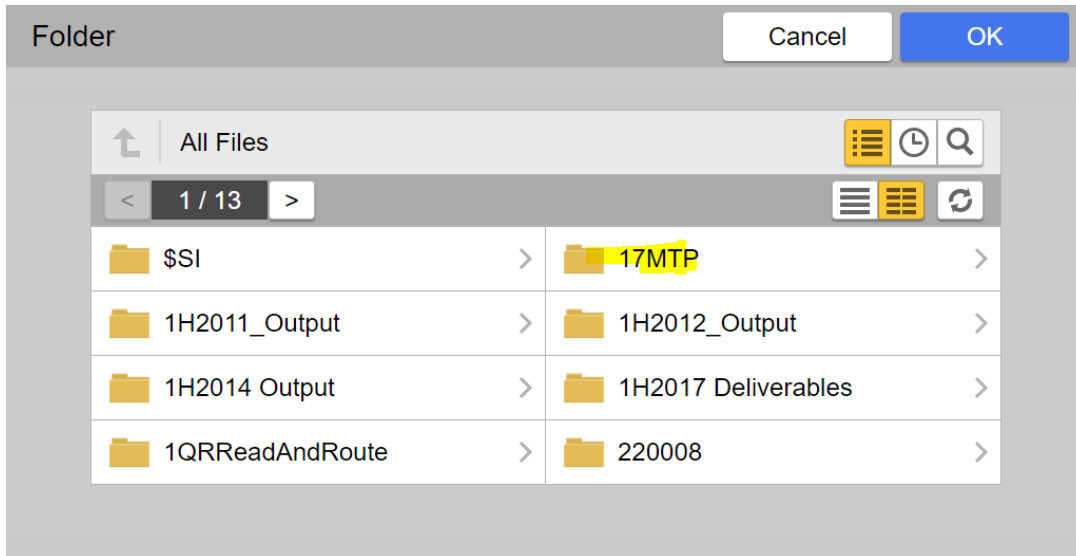
OCR Language * English

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

Scan Settings

Start

Touch on 'All files' to open folder browsing dialog and then select desired folder



OCR

The image shows a mobile application interface titled "QR Cover Sheet". At the top, there is a navigation bar with a back arrow, the title "QR Cover Sheet", the user name "Jayasimha Nuggehalli", and buttons for "Logout" and "Job log". Below the navigation bar, there is a section for settings. A note at the top left says "* Mandatory field." There are three input fields: "Folder" with a red asterisk and the value "All Files", "OCR" with a red asterisk and the value "OFF" (highlighted in yellow), and "OCR Language" with a red asterisk and the value "English". To the right of these fields is a "Scan Settings" panel with options: "Auto Colo..." (with a color wheel icon), "1 Sided" (with a document icon), "Readable ..." (with a document icon and a red 'R'), and "300 dpi". At the bottom right of the "Scan Settings" panel is a large green circular button labeled "Start".

Touch on OCR to select available options

The image shows a dialog box titled "OCR". It has two buttons at the top right: "Cancel" and "OK". The dialog box contains five radio button options: "OFF" (selected, highlighted in yellow), "PDF", "PDFA", "WORD", and "EXCEL".

OCR Language

The screenshot shows the 'QR Cover Sheet' interface. At the top, there is a back arrow, the title 'QR Cover Sheet', the user name 'Jayasimha Nuggehalli', and buttons for 'Logout' and 'Job log'. Below the title, there is a note '* Mandatory field.' and three input fields: 'Folder' with a red asterisk and the value 'All Files', 'OCR' with a red asterisk and the value 'OFF', and 'OCR Language' with a red asterisk and the value 'English'. To the right of these fields is a 'Scan Settings' panel with options: 'Auto Colo...' (with a color wheel icon), '1 Sided' (with a document icon), 'Readable ...' (with a document icon and a red 'R'), and '300 dpi'. At the bottom right of the panel is a large green circular button labeled 'Start'.

Touch on OCR Language to select available options

The screenshot shows the 'OCR Language' selection dialog. It has a title bar with 'OCR Language' and buttons for 'Cancel' and 'OK'. Below the title bar, there are four radio button options: 'English' (selected), 'French', 'Spanish', and 'Portuguese Brazilian'. Each option is in a separate row with a white background and a gray border.

Scan Settings

QR Cover Sheet Jayasimha Nuggehalli Logout Job log ☰

* Mandatory field.

Folder * All Files ...

OCR * OFF ...

OCR Language * English ...

Auto Colo...

1 Sided

Readable ...

300 dpi

Scan Settings

Start

Touch on 'Scan Settings' to display Scan Settings Screen

← 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
3

Scan Method
Normal

☒ Preview

Start

Keep the Manual Density value at 3 for a better QR Code recognition

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

Document size	<div><div>← Document Size</div><div><div><input checked="" type="radio"/> Auto</div><div><input type="radio"/> Mixed</div></div><div><div><input type="radio"/> A3 (Horizontal)</div><div><input type="radio"/> JIS B4 (Horizontal)</div></div><div><div><input type="radio"/> A4</div><div><input type="radio"/> A4 (Horizontal)</div></div><div><div><input type="radio"/> JIS B5</div><div><input type="radio"/> JIS B5 (Horizontal)</div></div><div><div><input type="radio"/> A5</div><div><input type="radio"/> A5 (Horizontal)</div></div></div> <div><div>✓ Preview</div><div>Start</div></div>
---------------	---

← Document Size

☐ A5

☐ A5 (Horizontal)

☐ 11 x 17 (Horizontal)

☐ Legal (Horizontal)

☐ 8 1/2 x 13 (Horizontal)

☐ Letter

☐ Letter (Horizontal)

☐ Invoice (Half Letter Size)

☐ Invoice (Horizontal)

✓ Preview

Start

7 SharePoint QR Cover Sheet

Note: 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 SharePoint, it is necessary to Select a Site and Library/Folder under the site, by browsing.

The screenshot shows the 'QR Cover Sheet' interface. At the top, there is a navigation bar with a back arrow, the title 'QR Cover Sheet', the user name 'Jayasimha Nuggehalli', and buttons for 'Logout' and 'Job log'. Below the navigation bar, there is a red warning message: '* Mandatory field. This folder cannot be selected.' Below this message is a text input field labeled 'Folder' with the value '(Unnamed folder)' and a red border. To the right of the input field is a three-dot menu icon. Below the 'Folder' field are two more fields: 'OCR' with a value of 'OFF' and 'OCR Language' with a value of 'English'. On the right side of the interface, there is a 'Scan Settings' panel with options for 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi'. At the bottom right, there is a large green circular button labeled 'Start'.

Touch on '(unnamed Folder)'

The screenshot shows a 'Folder' selection dialog. At the top, there is a title bar with the word 'Folder' and buttons for 'Cancel' and 'OK'. Below the title bar, there is a header section with a back arrow, the text '(Unnamed folder)', and icons for list view, clock, and search. Below the header is a table with two columns of folders. The first column contains 'ACT Team Site', 'PointPublishing Hub Site', 'Team Site', and 'TestSC'. The second column contains 'Saguaro', 'Test', and 'Community'. Each folder name is followed by a right-pointing arrow icon. At the bottom of the table, there is a row with an empty folder icon and a right-pointing arrow icon.

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.

← QR Cover Sheet Jayasimha Nuggehalli Logout Job log

* Mandatory field.
! This folder cannot be selected.

Folder * ACT Team Site

OCR * OFF

OCR Language * English

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

Scan Settings

Start

Please select a Folder listed under a site.

Folder Cancel OK

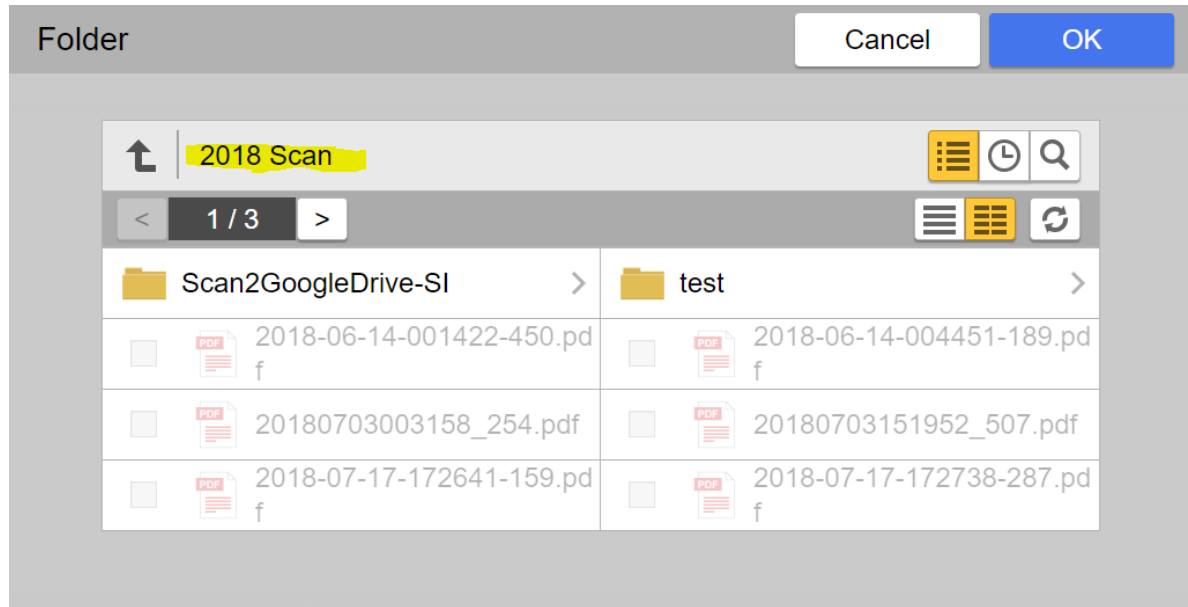
! This folder cannot be selected.

↑ ACT Team Site

< 1 / 3 >

2018 Scan	>	fpdatasources	>
Reporting Templates	>	Shared Documents	>
Utilities	>	Varun	>
ACT Blog	>	ACT Group Work Site	>

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



8 RICOH Content Manager Cover Sheet

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 Ricoh Content Manager, it is necessary to Select a Cabinet first by browsing.
2. RICOH Content Manager Supports Indexing feature, User can select a Document Type and also set index values, based on what is configured in RICOH Content Manager

QR Cover Sheet Jayasimha Nuggehalli Logout Job log

* Mandatory field.
! This folder cannot be selected.

Folder * (Unnamed folder) ...

OCR * OFF ...

OCR Language * English ...

Document Type * Document ...

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

Scan Settings

Start

Touch on '(unnamed Folder)

Folder Cancel OK

(Unnamed folder)

< 1 / 1 >

Cab2018Test	Jay's Cabinet
My Cabinet jay	Test
Test No permission	Test Shared Cabinet

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

The screenshot shows the 'QR Cover Sheet' application interface. At the top, there is a header bar with a back arrow, the title 'QR Cover Sheet', the user name 'Jayasimha Nuggehalli', and buttons for 'Logout' and 'Job log'. Below the header, there is a list of settings, each with a label, a mandatory field indicator (red asterisk), a value, and a dropdown menu (three dots). The settings are: 'Folder' with value 'Cab2018Test', 'OCR' with value 'OFF', 'OCR Language' with value 'English', and 'Document Type' with value 'Document'. A 'Start' button is located at the bottom right. On the right side, there is a 'Scan Settings' panel with options: 'Auto Colo...' (with a color wheel icon), '1 Sided' (with a document icon), 'Readable ...' (with a document icon and a red 'R' in a blue box), and '300 dpi'.

QR Cover Sheet Jayasimha Nuggehalli Logout Job log

* Mandatory field.

Folder * Cab2018Test

OCR * OFF

OCR Language * English

Document Type * Document

Indexing

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

Scan Settings

Start

RICOH Content Manager Indexing

Document Type and Indexing settings are available in RICOH Content Manager. Administrator of RCM will configure Document Types and associated indexing values.

QR Cover Sheet Workflow displays available Document Type and associated indexing values. Users can select Document Type and indexing values before scanning.

The screenshot shows the 'QR Cover Sheet' workflow interface. At the top, there is a header bar with a back arrow, the title 'QR Cover Sheet', the user name 'Jayasimha Nuggehalli', and buttons for 'Logout' and 'Job log'. Below the header, there is a form with several fields. The first field is 'Folder' with a red asterisk indicating it is a mandatory field, and its value is 'Cab2018Test'. The second field is 'OCR' with a red asterisk, and its value is 'OFF'. The third field is 'OCR Language' with a red asterisk, and its value is 'English'. The fourth field is 'Document Type' with a red asterisk, and its value is 'Document'. The 'Document Type' field is highlighted in yellow. To the right of the form, there is a 'Scan Settings' panel with options for 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi'. Below the settings panel is a large green circular button labeled 'Start'.

Touch on 'Document Type' this will display available Document Types

The screenshot shows a 'Document Type' selection dialog. The dialog has a title bar with 'Document Type' and buttons for 'Cancel' and 'OK'. Below the title bar, there is a list of document types. The first option is 'Document', which is selected and highlighted in yellow. The other options are 'ACT Documents', 'ACT test', 'Businesscard', and 'Country', each with an unselected radio button.

Select desired 'Document Type'

The screenshot shows the 'QR Cover Sheet' interface. At the top, there is a back arrow, the title 'QR Cover Sheet', the user name 'Jayasimha Nuggehalli', and buttons for 'Logout' and 'Job log'. Below the title bar, there is a 'Folder' field with the value 'Cap2018 test'. The main settings area consists of four rows, each with a label, a red asterisk, a value, and a three-dot menu icon: 'OCR' with value 'OFF', 'OCR Language' with value 'English', 'Document Type' with value 'engineering documents', and 'Indexing' with value 'Java, 2021-10-14'. To the right of these settings is a 'Scan Settings' panel with options for 'Auto Colo...', '1 Sided', 'Readable ...', and '300 dpi', along with a 'Start' button.

Touch on 'indexing' this will display indexing values related to selected 'Document Type'

The screenshot shows the 'Indexing' dialog box. It has a title bar with the word 'Indexing' and an 'OK' button. The dialog contains three input fields: 'Keywords' with a value, 'Programming Language' with a value, and 'Date' with the value '2018-11-02'. Each field has a three-dot menu icon to its right.

Depending on the type of values, different user input interface will be displayed.

Details of indexing values are shown below.

Keywords Type: Textbox	<div>Indexing OK</div> <div>Keywords <input type="text" value="Test"/></div> <div>Programming Language <input type="text"/></div> <div>Date <input type="text" value="2018-11-02"/></div>	
Programming Language Type: List	<div>Programming Language Cancel OK</div> <div><input type="text"/></div> <div>Programming Language</div> <div> <div>C++</div> <div>Python</div> <div>Javascript</div> <div>Java</div> </div> <div> <div>C</div> <div>C#</div> <div>php</div> <div>.Net</div> </div>	
Date Type: Date	<div>Date Cancel OK</div> <div><input type="text" value="2018-11-02"/></div> <div>Date</div> <div> <div>Today</div> <div><input type="text"/></div> </div>	

Indexing OK

Keywords

Programming Language

Date

← QR Cover Sheet Jay Nugehalli Logout Job log

* Mandatory field

Folder

OCR

Document Type

Indexing

Auto Colo...

1 Sided

Readable ...

300 dpi

Scan Settings

Start

9 Limitations

QR Cover Sheet Limitations

- Following characters are not supported for folder and filename creation. Using these characters in Document Type, Identifier 1, Identifier 2, Identifier 3, Identifier 4, Identifier 5 fields is prohibited, since these fields are used to create folders and filename.

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

Max Length: 100 characters

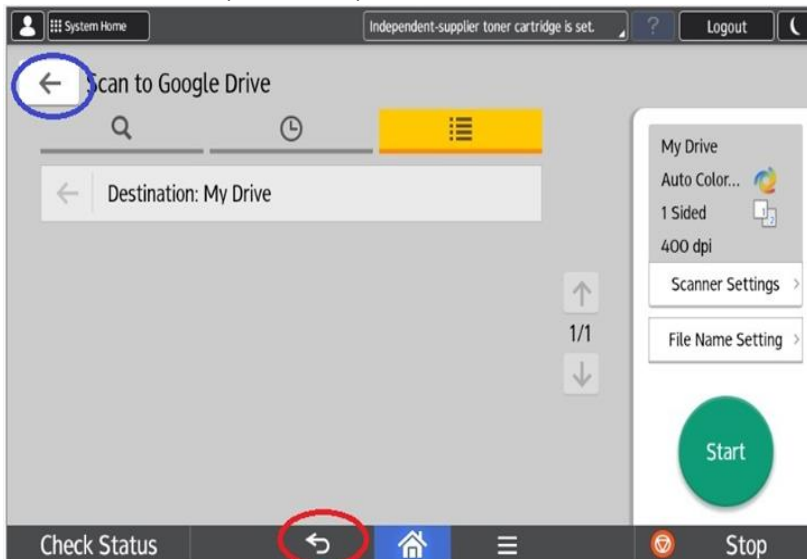
- If Scanned document is missing Coversheet with QR Code or QR code has invalid data, scanned document is uploaded to 'temp' folder.
- QR Cover Sheet Title length is limited to 128 Characters.
- QR Cover Sheet supports up to 200 MB of Scan file size or 500 Pages whichever is lower. This is due to file size limitation in Bar Code recognition module.

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.

10 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. DocumentType [From QR Code shown below]
4. identifier1 [From QR Code shown below]
5. identifier2 [From QR Code shown below]
6. identifier3 [From QR Code shown below]
7. identifier4 [From QR Code shown below]
8. identifier5 [From QR Code shown below]
9. date [From QR Code shown below]



Data format in QR Code:

DocumentType:identifier1:identifier2:identifier3:identifier4:identifier5:date

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
[identifier1] & "" & _[identifier2] & "_" & _[date]	12345_CDW_2018-05-16
[identifier1] & "" & _[date]	12345_2018-05-16
[identifier1] & "" & TEXT(TODAY(), "mm-dd-yyyy")	12345_01-08-2019

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>