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Technology | Document Management | Consulting Services

Xerox DocuShare Content Intake Manager
Enable Production Scanning and Multiple Document Channels

Xerox DocuShare Content Intake Manager enables production-quality scanning and greatly expands the volume of content that can be brought into and shared within DocuShare. Using the Content Intake Manager, organizations can now capture high-volume streams of scanned TIFF images, PDF files, ZIP files, electronic forms, and more during document management and business process activities. This is possible through a definable Socket interface that allows organizations to add widely different content channels, including new device classes, to a DocuShare installation—quickly and easily. The incoming streams of raw data are automatically converted into managed documents, complete with metadata and security permissions, and delivered to designated DocuShare collections for future use. Any type of content from any part of the organization can be leveraged, enabling greater responsiveness, efficiency, and business value.

The Content Intake Manager delivers these benefits by allowing system administrators to configure and enable Content Intake Sockets in order to establish new device and application connections, manage the flow of content into the system's Sockets, and control where and how production content comes into DocuShare. When linked with the workflow capabilities of Xerox DocuShare CPX, this centralized control enables managers to link inbound content directly to specific business processes.
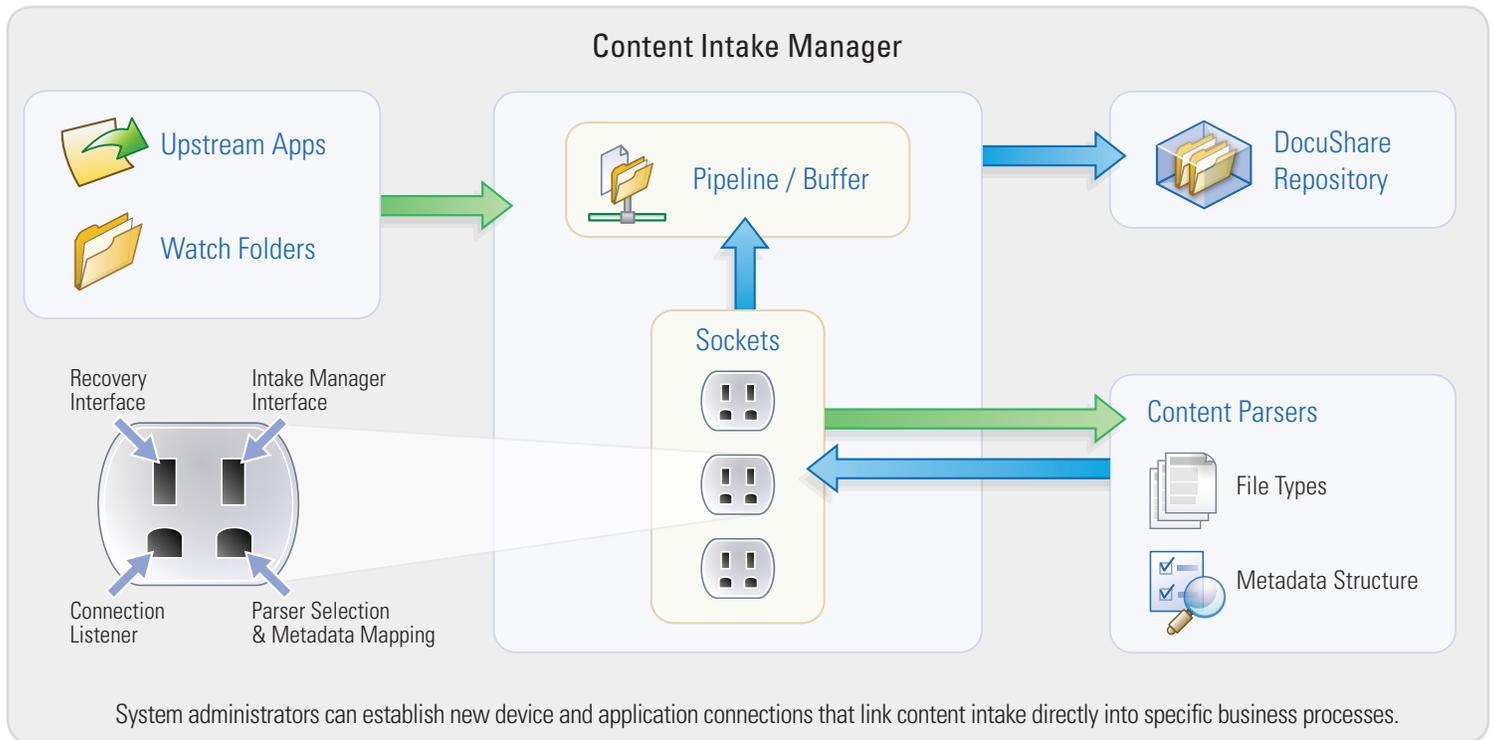
Key Benefits
Import volumes of content from multiple entry points:
- Fax servers
- Production scanning stations
- Multifunction devices (MFDs)
- Email
- Forms processor
- FTP locations
- Third-party applications, such as Kofax

Expand the content types that you can leverage within DocuShare:
- PDF
- TIFF
- Electronic forms
- ZIP
- JPEG

Rapidly convert raw data into managed documents, complete with metadata and access permissions

Content Intake Manager

Upstream Apps

Watch Folders

Pipeline / Buffer

DocuShare Repository

Sockets

Recovery Interface

Intake Manager Interface

Connection Listener

Parser Selection & Metadata Mapping

Content Parsers

File Types

Metadata Structure

System administrators can establish new device and application connections that link content intake directly into specific business processes.

How to Connect a Device

To use a Content Intake Socket, the system administrator must first establish a connection through a specific type of Socket. Each Socket can have multiple connections; for example, from ten similar scanning stations each located in different remote locations. However, the incoming content must match the Socket's predefined criteria for it to enter the DocuShare environment.

The steps for connecting a device to a Socket are straightforward:

1. Determine which Socket will be used for the connection (e.g., a generic multifunction device through a network folder with metadata provided in individual XML files for each document).

2. Configure the connection pathway (the exact location of the network folder, for example).

3. Configure the content destination (document type, designated collection, initial user access control list).

4. Map the incoming metadata to the properties of the selected document type.

5. Specify names for log files and locations for input exceptions.

6. Activate the connection.

Content Intake Sockets

Content Intake Sockets are the critical links between the DocuShare environment and the various content channels, greatly increasing the number of conduits that enterprises can use to bring content into DocuShare. Every Socket is predefined to accept content from a specific channel. This includes criteria to identify the type of information and metadata that may pass through the Socket, how it should arrive, and how it should be subsequently managed. When content and metadata matching these specifications reach the Socket, it parses the data according to the predefined criteria, converting the incoming XML, CSV, or other flat file data into DocuShare properties and storing the complete content set in the appropriate DocuShare location.

Adapting Content Intake Sockets

Content adapters make it easy for system integrators and others to adjust a Socket's predefined criteria, so it can accept content from slightly different connections than originally designated. For example, a Socket configured to accept data from a specific e-form server can be adapted to recognize content from another manufacturer's server. This lets companies leverage their existing equipment and applications instead of purchasing new ones.

Content Intake Manager is just one of the key features available in the Xerox DocuShare products, enabling enterprises to more efficiently capture, automate, and leverage the content that drives critical business functions.

Content Intake Manager in Action—Electronic Forms Processing

Companies with large scanning requirements may need to scan and upload document images using several dedicated scanning systems. The Content Intake Manager can be configured to accept content from many different document sources, such as:

- Invoices from accounts payable
- Employee documents (W2s, contracts, I-9s) from human resources
- Timecards from payroll
- Time-off requests from Web-accessible e-forms

Scanning documents often includes the capture of operator-entered metadata that can be keyed through a personal workstation or a scanning workstation, such as a Kofax. Both the images and the associated descriptive data are placed into watch folders, based on the device or subsystem used to scan the paper document. The Content Intake Manager monitors the watch folders and brings the images and metadata from related XML/CSV files into complete DocuShare documents. The documents are then delivered into the designated DocuShare CPX collection where the content can then participate in predefined workflows.

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For more information, call 1.800.735.7749 or visit docushare.xerox.com