

Datasheet: eWriter Workflow Services

eWriter Solution. Designed for the way your work flows.

The eWriter Solution is designed for businesses that must centrally manage on-premise, remote and mobile documents and workers.

Comprised of business-class tablets and back-end eWriter Workflow Services, the solution offers complete visibility and control over how forms data is captured, authenticated, routed and archived.

eWriter Workflow Services

eWriter Workflow Services are centrally managed through a secure, private, collaborative website where users can find, retrieve, organize and archive their documents, tablets and applications, either personally or as a member of a corporate administration team.

Identity Access Management

Access to the eWriter Workflow Services is role-based, identity managed and hierarchically divided into two types of accounts: Administrators and Users. User access can be further controlled using the "grouping" function provided within the eWriter system.

■ Administrator Accounts.

Administrators of the eWriter Workflow Services have the ability to manage users, groups, tablets, documents, blank forms and tags (search filters), and can apply role-based access rules for all of these resources. At least one administrator account is required to set up eWriter Workflow Services for their company site.

■ **User Accounts.** A user can be granted access to the eWriter Workflow Services and to one or many Ricoh eQuill tablets within the business unit. Each user account comes with its own Inbox, which acts as a repository for all of the users documents, accessible from Ricoh eQuill tablets or via the eWriter Workflow Services. All documents are synced between tablet and server, so that even if a tablet gets lost, the documents will remain available from the eWriter Workflow Services interface.

The image displays three screenshots of the eWriter Solutions web interface, demonstrating its capabilities in user management, tablet management, and document management.

Top Screenshot: User Management
The interface shows a navigation menu with options like Dashboard, Documents, Blank Forms, Apps, Users, Groups, Rulesets, Tablets, and Tags. The 'Users' section is active, displaying a table of users with columns for User Name, Groups, Permission, Status, and Tags. A search filter is visible on the left.

User Name	Groups	Permission	Status	Tags
adminRS	Everyone	Admin	Active	
Bill	Everyone	User	Active	
BillV	Everyone	User	Active	
bvo	Everyone	Admin	Active	
Ed	Everyone	User	Active	
Ed1	Everyone	User	Deleted	

Middle Screenshot: Tablet Management
The 'Tablets' section is active, showing a table of tablets with columns for Lock, Serial No, Tablet Name, GPS, 3G, and Tags. A search filter is visible on the left.

Lock	Serial No	Tablet Name	GPS	3G	Tags
<input type="checkbox"/>	E400-E0000	Steve	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	E400-E0003	Lee	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	E400-E0004	pauldela1	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	E400-E0005	Joel	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	E400-E0006	Rusty James	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	E400-E0006	Ed Dry,BoronPlusCust.1835	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	E400-E0007	Res	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	E400-E0010	pauldela2	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	E400-E0011	Ron	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	E400-E0025	Ric	<input type="checkbox"/>	<input type="checkbox"/>	

Bottom Screenshot: Document Management
The 'Documents' section is active, showing a table of documents with columns for Document Title, User, and Date. A search filter is visible on the left.

Document Title	User	Date
Accident R	PAU	2011-09-27 22:02:01
Accident Report Form	Bill	2011-09-21 20:58:28
Accident R	Bill	2011-09-27 19:43:45
Accident Report Form	Bill	2011-09-21 20:43:09
Auto mileage expense form	Rex	2011-09-22 19:15:12
Blank Sheet (edu1)	Ed	2011-09-23 01:50:07
Bus Report	Steve	2011-09-26 23:28:36



Encrypted Storage 10 or 100 GB/mo

Ricoh eWriter Solutions offers securely encrypted data storage, pooled across the business unit and shared by all users in increments of 10 GB and 100 GB. Users can archive and easily retrieve their documents. Documents are data-encrypted, well-preserved, easy-to-locate and stored redundantly in two different geographic locations. In addition, a document disposal date can be set by administrators and authorized users.

Analytics

Ricoh eWriter Solutions offers number of documents submitted by user, by group, by company and by application on a per-month and cumulative basis.

The analytics data is made visible to all administrators via an HTML chart or downloadable comma separated variable (CSV) file.

AuthentiDoc Account

AuthentiDoc provides the strongest document authentication available. An AuthentiDoc account can be enabled for a specific user account on a per-account basis. Once enabled, all documents (and associated PDFs) submitted by this user will be encrypted using the patented AuthentiDoc entangled hash methodology then encoded with lookup keys.

Note: The AuthentiDoc lookup data is in addition to the standard date, time, user name and login id that is stored with every document on submit, and any location data that is stored for 3G-enabled tablets.

AuthentiDoc Certificate

Customers who have the AuthentiDoc service can visit <http://www.ricoh-ews/certificate> to purchase and receive a PDF certificate of authenticity on any document they submitted - no login required.

Nomad Services

Customers who purchase Ricoh eQuill Nomad + WiFi tablets require one Nomad enablement (Basic or Max) per tablet to transmit documents via 3G and WiFi. More data options (Shared or Roaming) can be added on top of the Basic or Max services.

- Basic Nomad Services include 250 MB in-plan data transmission + 10 MB roaming.
- Max Nomad Services include 500 MB in-plan data transmission + 50 MB roaming.
- Shared Nomad Services provide an additional 2GB of in-plan data transmission (no roaming).
- Roaming Nomad Services provide an additional 100 MB of roaming data transmission.

Nomad Location Tracking

Included in the Nomad Service for any 3G tablet, location-based tracking provides the system administrator with a method for locating tablets at specified intervals. Using the eWriter Workflow Services, the administrator sets up latitude/longitude GPS coordinates to enable location tracking and frequency. This location data is then stored to a comma-separated value (CSV) file that will import readily into web-based GPS-mapping systems such as Google Maps. If AuthentiDoc is purchased in addition to 3G, the tablet location will be authenticated and stored each time the user presses submit.

Pricing and Availability

END CUSTOMERS:

Ricoh EWS products and services are sold through our network of qualified Channel Partners listed on http://www.ricoh-ews.com/partner_portal.

CHANNEL PARTNERS:

Pricelists and ordering information are available to you on the Ricoh EWS Partner Portal. To join our partner program and gain access to these materials, please complete the signup form at <http://ricoh-ews.com/partner-signup>. For details, contact us at partners@ricoh-ews.com.

