

eWriter Solution.

Designed for the way your work flows.

Designed for the Business Administrator. Easy to Use & Centrally Manage.

The eWriter Solution is designed for the business administrator who manages 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.

The eWriter Workflow Services are easy to use and centrally manage through a secure web-based application, providing a hub of workflow services to all connected users and tablets.

Access Rules & Requirements

One administrative account per business organization is required to set up and manage users, tablets and documents. The administrative setup and management interface is intuitive and easy to use; no special training or programming skills are required to use the system. Unlimited administrative and user accounts may be added to scale with the business needs.

Each user is assigned an account, a documents repository, called an InBox, and a set of documents to cover their workflow processes. The user account is accessed via unique login credentials; logins can be made from a web-based browser or from a Ricoh eQuill tablet. Any user can log into any Ricoh eQuill tablet to access documents placed in their InBox.

Managing Users

The eWriter Solution is designed to help you define who should access and process your business documents and to then grant role-based access to your document users.

For example, with the eWriter Workflow Services application, you can:

- Set up user accounts: create, modify, delete and suspend eWriter users.
- Assign users to role-based groups and apply rulesets to groups to grant users access to documents.
- Tag and search users and groups. Use in conjunction with analytics to track and report document and tablet usage during duty cycles.

Managing Tablets

The eWriter Solution also helps you maintain visibility and control over the tablets, which function as thin-clients connected to the eWriter server via WiFi or 3G networks. For example, with the eWriter Workflow Services application, you can:

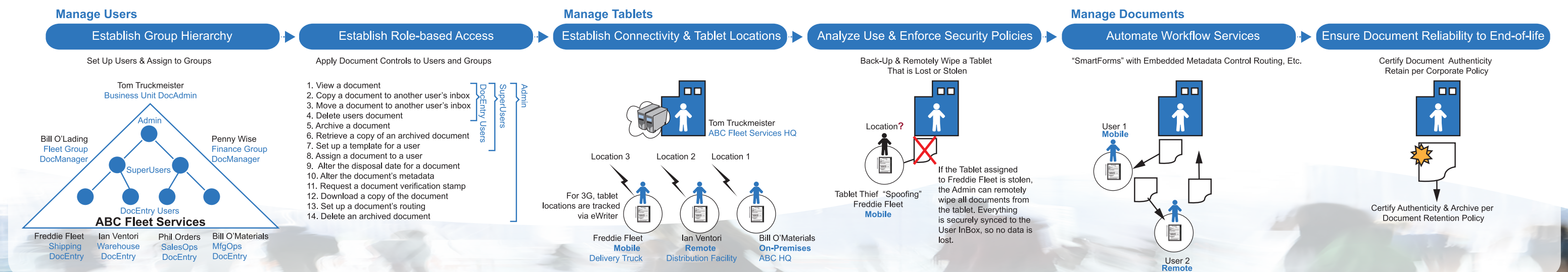
- Establish WiFi and optional 3G connectivity between the tablets and the eWriter Server.
- Register each Ricoh eQuill tablet, enabling the tablet to function as ultra-thin clients of the eWriter Workflow Services.
- For organizations with 3G/GPS enabled, track tablet locations for security policy enforcement and to help optimize master scheduling of mobile workforce.
- Define Security Triggers and Enforce Tablet and Data Security - for example, you can set up syncing intervals to increase tracking frequency and data redundancy. Data is backed up to short-term storage each time the tablet syncs or whenever the user presses submit to route a document.
- Remotely logout user and wipe data from the tablet at the end of each duty cycle. If the tablet is lost or stolen, use this feature to lockdown the tablet by additionally locking the login account.
- Optimize Power Consumption vs. Sync Interval Trade-offs - increase or decrease sync intervals for optimal power management.
- Manage tablet software updates over-the-air. Applies to one or many tablets.

Managing Documents

At its core, the eWriter Solution is a powerful document workflow control system that enables you to manage the flow, retention and security of your company's valuable documents. For example, with the eWriter Workflow Services application, you can:

- Replace outdated forms on one or hundreds of tablets. Send a document to a user or automate distribution by sending to a group of users.
- Sync and backup documents on a tablet. Whenever the tablet syncs, document updates are applied and documents are moved instantly to short-term storage in the User InBox residing on the secure eWriter Server.
- For more permanent storage, eWriter offers optional long-term archival services. Archive and dispose of documents according to company data security policies for retention and obsolescence.
- Analyze tablet and user access and track document use, remaining storage capacity and bandwidth.
- The highly available/highly redundant (HA/HR) eWriter system architecture combined with our data encryption methods make eWriter documents extremely reliable, from creation to disposal. Document integrity is preserved throughout the workflow. The short-term repositories are immediately replicated on redundant servers both locally and geographically.

Figure 1: eWriter Workflow Services. Easy to Use & Centrally Manage.



Manage Users, Tablets and Documents

eWriter Solution

The image displays three overlapping screenshots of the eWriter Solutions web application interface, demonstrating its capabilities for managing users, tablets, and documents.

Top Screenshot: User Management
 The interface shows the 'Users' tab selected. A search filter on the left allows filtering users by name. The main area displays a table of users with columns for User Name, Groups, Permission, Status, and Tags. The table shows 37 results, with the first 10 displayed.

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	
edr	Everyone	Admin	Active	
edry1	Everyone	User	Deleted	

Middle Screenshot: Tablet Management
 The interface shows the 'Tablets' tab selected. A search filter on the left allows filtering tablets by name. The main area displays a table of tablets with columns for Lock, Serial No, Tablet Name, GPS, 3G, and Tags. The table shows 18 results, with the first 10 displayed.

Lock	Serial No	Tablet Name	GPS	3G	Tags
<input type="checkbox"/>	EA00-E0000	Steve	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	EA00-E0003	Lee	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	EA00-E0004	pauldelo1	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	EA00-E0005	Joel	<input type="checkbox"/>	<input type="checkbox"/>	

Bottom Screenshot: Document Management
 The interface shows the 'Documents' tab selected. A search filter on the left allows filtering documents by contents, creation date, or status. The main area displays a table of documents with columns for Document Title, Owner, Location, Creation Date, Disposal Date, and Tags. The table shows 90 results, with the first 10 displayed.

Document Title	Owner	Location	Creation Date	Disposal Date	Tags
Accident Report	Bill	User Inbox	2011-09-15 18:26:30		
Accident Report	Bill	User Inbox	2011-09-13 19:34:29		
Accident Report Form	Paul	User Inbox	2011-09-22 12:59:30		
Accident Report Form	Paul	User Inbox	2011-09-27 22:02:01		
Ankle Injury Form	Bill	User Inbox	2011-09-21 20:58:28		
Ankle Injury Form	Bill	User Inbox	2011-09-27 16:41:45		
Ankle Injury Form	Bill	User Inbox	2011-09-21 20:43:09		
Auto mileage expense form	Rex	User Inbox	2011-09-22 19:11:22		
Blank Sheet (edry1)	Ed	User Inbox	2011-08-23 01:50:07		
Bug Report	Steve	User Inbox	2011-09-20 23:28:36		

eWriter Workflow Services

Managing Users, Tablets & Documents

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