



> **DATA SHEET K2 WORKFLOW CONNECTOR FOR eCOPY™ SHARESCAN®**

The K2 Workflow Connector for eCopy ShareScan makes paper documents an integrated part of your electronic business processes, **ensuring easy management and full auditability of your document lifecycle.**

By managing the lifecycle of your paper documents using K2, you will allow your users to review, approve and archive documents based on established business processes, using the tools they are used to.

Scanning a document can either start a new K2 process instance or update an existing one. The Connector will dynamically adjust to collect any required data at the time of scanning, making it easy to base process decisions on data related to the scanned document. Once the document has been scanned, K2 can manage routing, approval and archiving of the document.

By using K2 to manage your business processes, you also ensure that you have full auditability through the entire process along with advanced reporting capabilities to enable business users to monitor the process performance.

Using K2's extensive integration capabilities, the scanned document can be easily integrated into your document management system for storage and archiving at the end of the process.

K2 Workflow Connector for eCopy ShareScan

- > Integrate paper documents into your electronic business process
- > Base process decisions on data collected at the scanning device
- > Get a complete audit trail for every step of the process
- > Manage document lifecycle
- > Integrate with existing document management systems

Integrating paper documents into a K2 process

The following application process illustrates how paper documents can be used to start and update a K2 process.

- > A business user scans in paper documents to start an application process.
- > The user's manager is notified of a new task.
- > After reviewing the application, the manager sends it back to the originator for rework.
- > The applicant scans additional documentation and updates the application.
- > The manager approves the application.
- > After sign-off from another manager, the documents are stored in a document management system.



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