



*Work Like Tomorrow.™*

## Business-Critical Printing You Can Count On, Time After Time

Kofax Output Manager™

**KOFAX**

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## Does Your Organization Have a Need for a Business Process Management Solution?

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Organizations of all sizes in all industries need to be able to control their print management costs, while at the same time increase efficiency and secure their most sensitive documents to ensure their data isn't exposed to security and compliance risks. Overuse of print in an office environment can have a negative impact on the bottom line. Managing printers and print servers can be challenging and monotonous for IT departments.

Sensitive information sitting on a printer or leaving the organization can expose a company to compliance risk and even costly data leaks—leaving your content and your company unprotected. Whether stored digitally, at a printer or in transit, your mission-critical documents must be protected. Not only do organizations need to avoid risk and reduce costs, they also need to be able to do their job more efficiently and maintain business continuity. Organizations that do not secure their document processes are left with the potential for security breaches and lost revenue and may jeopardize their reputation.



**90% of surveyed organizations had at least one security breach in the past year.**

—Ponemon Institute, March 2014

## Print Mission-Critical Documents to the Right Place at the Right Time

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Simply put, your print jobs must print out correctly every time. Kofax Output Manager seamlessly transforms and delivers print streams from line of business systems so every mission-critical job is securely printed—when and where you need it.

The availability of printed documents can often make the difference between business moving and business stopping. That's why organizations that rely on printed output rely on Output Manager. From loan applications and financial statements to bills and patient discharge forms, you can feel confident in the availability and security of your mission-critical jobs with secure print release, authorization and authentication options from Kofax Output Manager.

Output Manager is designed to save your organization time and money by providing effective controls over all enterprise output. What's more, the solution scales to fit any sized organization and can be customized to fit your organization's specific needs.



## Gain Control of Your Business Process Output

Whether you want to simplify information workflows, secure confidential information, reduce the costs associated with printing and delivery, consolidate output management systems, migrate from legacy printers, or recover costs through auditing and reporting, Kofax Output Manager can help, while reducing your administrative overhead and saving money. Unlimited scalability and modularity mean obtaining the solution you need so all business process output is in your grasp! If it is important to secure your private information and prevent sensitive information from being printed, then Kofax Output Manager is the solution for you.

1

### ADVANCED SECURITY

Ensure that your organization stays compliant with advanced security and compliance features.

2

### ADVANCED WORKFLOW

Simplify and automate time-consuming and challenging workflows.

3

### ADVANCED IT SIMPLIFICATION

Lower IT support costs, reduce print-related help desk calls and ensure availability of print resources (up-time).

4

### COST TRANSPARENCY

Lower the cost of hardware, print less and be able to allocate cost by department and users for all print activities.

5

### COVERAGE AND RELIABILITY

Be assured that with the large global customer base and support coverage, Output Manager keeps your printing secure and productive.

## Advanced Security

Output Manager advanced security and compliance features ensure that your organization stays compliant and that your sensitive information remains private. Output Manager offers control of the whole document, not just the metadata, which means that your documents are more secure than ever before. This includes the ability to prohibit the printing of restricted document and provides an audit trail and a chain of custody for your printed documents.

Additionally, Output Manager can restrict the release of non-compliant print jobs before they are printed with pre-defined workflows. This gives you added protection, which is crucial in today's hostile environments where your organization's top priority is the security of your information. With a wide range of authentication techniques, your organization's documents are more secure and you eliminate the risk of sensitive information being left at the printer, unclaimed. With secure document release and Print-to-Me functionality, it is easy to keep confidential materials out of the wrong hands. And by accounting for and reporting all document output activity, and therefore establishing a chain of custody, it helps healthcare organizations comply with HIPAA and other privacy regulations and requirements.



**The average organizational cost of a data breach is \$3.79 million.**

—Ponemon Institute, May 2015

## Advanced Workflows

Kofax Output Manager provides tools for simplifying and automating time-consuming and challenging workflows, which saves your organization time by making tasks easier and more convenient. With enhanced document security workflows from Output Manager, your organization's most sensitive information will remain secure and confidential. These advanced workflows provide added security measures so that you can keep your most sensitive information secure.

Business process workflows examples are provided here which simplify tasks and automate common workflows:

- Ability to add/remove text, images, barcodes, etc.
- Ability to add or change print preferences (ex: media or tray calls)
- Ability to split into smaller jobs to send to different destinations—some by print, while others by email or write to file
- Ability to generate barcodes from content in the document, as well as file name and other file metadata
- Provide user level, department/device level and administrator manual and automated print

### Epic System Sources



Desktop Apps



Smartphones and Tablets



ERP, Line of Business Apps



Email, FTP, Network Folders



Mainframes

Kofax  
Output  
Manager



**Prohibit Print & Distribution**  
to meet compliance standard



**Destination Sources**

- Multifunction Devices
- Email
- Smartphones and Tablets
- Production Printers
- Desktop Printers
- Network Printers



**Requires Kofax AutoStore License**

- Groupware and Collaboration
- Open Connectivity
- Content Management Systems
- Email Services and Fax Services

## Document Inspection

With document inspection, Output Manager can interrogate the print stream. What this means is that Output Manager can stop certain items from being printed if they contain predefined confidential information. A really good example of this would be a social security number, which if printed and in the wrong hands, can cause some serious security risks. Additionally, with the right scripts, the sensitive information can be removed prior to printing. This could include images, barcodes, static text, etc. As an example, many of our customers use this feature to remove old barcodes from a document and replace with barcodes in a new format to standardize across their print centers. Your organization can also use this feature to scan all text data within the print job and stop the print job from being printed if it matches certain text formats, redact the sensitive information before it is printed, or flag the document with the specific text identified and trigger alternative workflows to redirect to a secured print location.

## Document Transformation

Often used in conjunction with document inspection, document transformation can also be leveraged to ensure document security. For instance, when specific static text or text matching a pattern/regular expression is detected, Output Manager can remove that document from the normal workflow, preventing the printing of that document, or convert it to a PDF and email it to an administrator with a note explaining what was found. Both advanced security workflows, often used together, are an added step in ensuring that all your sensitive information remains secure and confidential. Output Manager will help your organization meet all security regulations and keep your organization secure, with added protection and advanced security workflows.

## Advanced IT Simplification

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IT departments are burdened with IT service calls, maintenance issues and other time-consuming activities that take them away from the activities they need to invest their time in and that's protecting their security and infrastructure. Your print management solution needs to be able to lower IT support costs, reduce print-related help desk calls and ensure availability of print resources (up-time).

Output Manager addresses these concerns in several different ways. Troubleshooting is simplified because there is a centralized view of all sources, destinations and documents—all of which eases the burden on the IT department. Additionally, with a single universal print driver for all devices on the network, it simplifies printing. Furthermore, with a driver-less web print submission, it makes printing easier, more convenient and above all, secure. This means all business output management can occur on the same platform and can manage end-user Windows printing as well. Last, and probably the most important, Output Manager provides multiple levels of print failover through user choice, user profiles, admin controls and even proactive rerouting around unavailable devices.

Output Manager provides multiple levels of print failover through user choice, user profiles, admin controls and even proactive rerouting around unavailable devices.



## Cost Transparency

With centralized print management from Output Manager, your organization will lower the cost of hardware, print less and be able to allocate cost by department and users for all print activities. Output Manager can route jobs to the most cost effective device by job, device or even user attribute, which will help your organization gain control of their print environment costs. Additionally, with Output Manager you can eliminate non-essential printing (i.e., banner pages that do not need to be printed), and force printing using duplex and monochrome for specific jobs will all will reduce your print-related costs (ink, paper, etc.). This will provide accurate accounting of print activity to the page level delivered by host, application, department, user or billing code.

**Output Manager has the tools, advanced workflows and centralized drivers that will help increase your bottom line—while ensuring that your organization is protected with advanced security features.**



## Global Coverage and Reliability

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People buy from those they know and trust. Kofax has impressive numbers that showcase the strength of its solutions portfolio, including millions of professionals that use our software every day to get their work done, as well as our extensive device and global support. Customers around the world and across many different industries are benefiting from using Output Manager to securely manage their business process output.



1 billion printed pages managed by Kofax software solutions



3.6 million knowledge workers who use Kofax software solutions



9 out of 10 of the largest MFP manufacturers partner with Kofax  
4 out of 5 of the largest scanner manufacturers partner with Kofax



650+ imaging employees worldwide  
125+ support engineers worldwide  
200+ imaging R&D professionals  
200+ imaging sales professionals



17 countries offer direct Imaging support



21 million users of Kofax imaging and speech recognition apps (PC or Mac)



100 languages recognized by Kofax OCR

## Positive Business Outcomes

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Meeting the expectations of users and the business in today's landscape—while reducing the strain on IT staffs and budgets—is what Output Manager is all about. It addresses the common challenges that users experience when printing—choosing the right printer, waiting for a printer to be available, and being able to print wherever they move throughout their organization. It addresses the needs of businesses, offering the most control, convenience and choice of any print management software on the market.

And it offers maximum flexibility and choice to IT administrators who are responsible for providing anytime, anywhere access to printing, while maintaining control over costs and security. Supporting print requirements is harder than ever before due to the constant state of change businesses are facing today that include:

- Bring your own device (BYOD) and increasing mobility of office workers
- Increasing demands on IT management's time and IT infrastructure
- Continuously rising cost pressures
- Growth of data passing over the network



## VA New England Healthcare System

### Challenge:

- More than 8.3 million veterans seek services from over 53,000 licensed healthcare professionals associated with the VHA
- Find better ways to deliver healthcare, streamline the systems and adhere to regulatory mandates

### Results:

- Easily customized workflows
- Secure print capabilities from desktop to any networked device
- Access to scanning, printing and faxing functionality from a single, unified client with complete security
- Increased time savings and efficiency using PIV card integration

Output Manager's secure print capabilities allow users to print from their desktops and then go to any networked device, swipe their PIV card and print out the job.

—Tim Harding, Implementation Manager, VA New England Healthcare

## Right Type, Inc.

### Challenge:

- Reduce time spent on printing, copying, collating, sorting and counting documents
- Increase counting accuracy

### Results:

- Efficiency and productivity gains
- More accurate count for billing
- Ability to print and prepare transcripts much faster

Not in my wildest dreams did I imagine someone would write a program that could handle our counting, tracking, and printing like this. It's awesome.

—Colleen Breuer, Owner, Right Type

# Positive Business Outcomes Are Centered Around Four Major Themes

1

## IT SIMPLIFICATION

- Ability to manage scalability, load balancing and failover with few servers to manage
- Eliminate or greatly reduce the need for print servers drivers
- Eliminate or greatly reduce print

2

## SECURITY AND COMPLIANCE

- Secure print release and authentication with Print-to-Me functionality
- Establish a chain of custody with established print prevention rules and audit trails
- Comply with security, regulatory and privacy requirements

3

## IMPROVED WORKFLOWS

- Increased user adoption and ease of use with simplified workflows
- Automate clinical workflows with metadata
- Highly available architecture to ensure server availability

4

## FINANCIAL IMPACT

- Fewer servers, printers and print administrators
- Greatly reduce the costs associated with printing
- Greatly improve clinician efficiency



Kofax' helps businesses work like tomorrow as the most versatile print and capture solution available, securely enabling your digital office experience from the widest range of hardware and software platforms to provide a secure, comprehensive document and information onramp to a successful information management strategy.

For more information, contact us at [info@kofax.com](mailto:info@kofax.com) or give us a call at +1 (949) 727-1733 or visit [kofax.com](http://kofax.com).

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