

DocuWorks Tray 2

DocuWorks Option Software

Efficient handling of electronic document with electronic tray

DocuWorks Tray 2 is a DocuWorks option software that allows you to efficiently handle electronic documents.

DocuWorks Tray is linked with our multifunction device and can be used to improve the business process.

Enables transfer of documents amongst multiple users on the network

By creating the bridge for storage location of DocuWorks Tray with the shared folder, documents can be transfer between users easily. Simply drag and drop the electronic document using the tray gadget, the same way like placing paper documents into a physical tray, except doing this digitally.

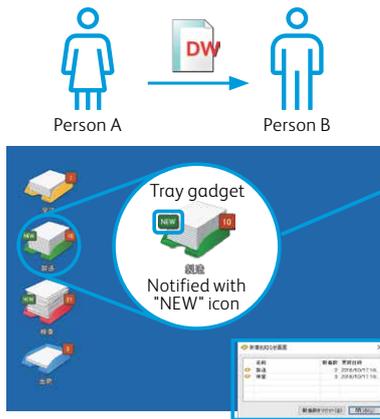
Notification for arrival of new document is indicated by a pop-up window, sound, and icon.

When a new document is placed in the electronic tray, a "New Notification" screen pops up with a sound. In addition, a "NEW" icon appears in the tray gadget to signal the arrival of a document. Thus you can take care of urgent business matter immediately and expedite the business process.

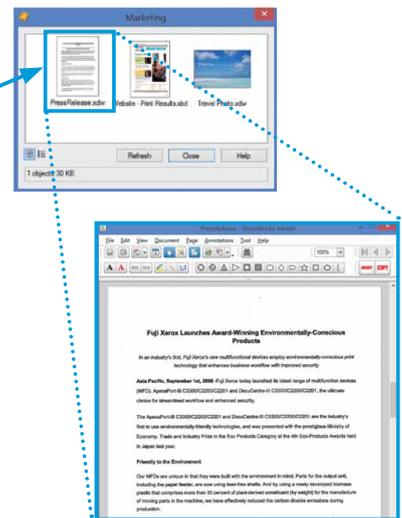
Advanced thumbnail view of DocuWorks documents in the tray

Double-click the tray gadget to open the tray window and view thumbnails of documents. Thumbnail view in DocuWorks format can be enlarge by holding down "Ctrl" and "Shift" key together. This can help you in identifying prioritised action marked on the document using the electronic stamp and electronic notepad.

1 Person A places a document in the tray of person B



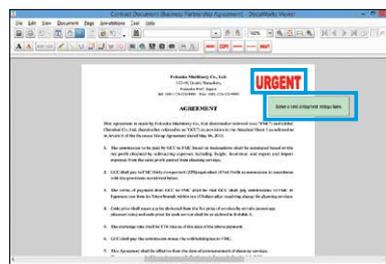
2 Double-click the tray gadget to display thumbnail view of the documents in DocuWorks Tray.



New document arrival is notified with a pop-up window and sound.

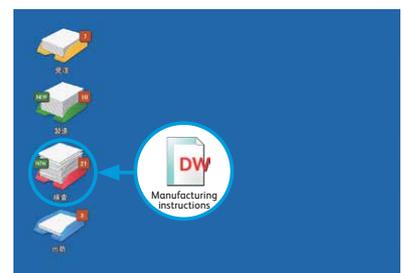
Double-click the document in the tray window to open.

3 Input instruction or action required using electronic notepad and save file.



DocuWorks Viewer window

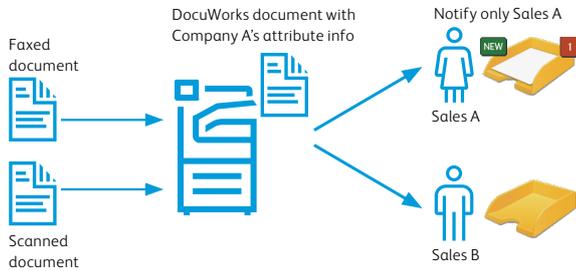
4 Place revised file in the tray for the next level of the business process.



Link with multifunction device

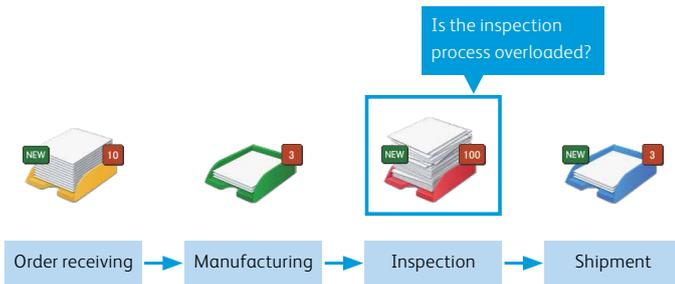
Faxes received or paper documents scanned via multifunction device can be converted to DocuWorks documents and placed in tray. Notification can also be sent only to tray containing documents with attributes registered*. Example, it is possible to notify only Sales A about the fax received from Company A. Thus, reducing paperwork and increasing efficiency through sorting of tasks.

*: Version 2.1 or later. Only when the tray's storage location is a Windows shared folder.



Bring efficiency to business process with visualization of workflow

Display all the trays related to your current task on the desktop to intuitively determine the number and flow of documents that need to be process at each step. This allows you to check for bottleneck and load of the business processes and improve in efficiency.



Operating Environment of DocuWorks Tray 2

Item	Description
Supported Operating System	Windows 10 (32bit / 64bit) Windows 8.1 Update (32bit / 64bit) Windows 7 (32bit / 64bit) [Service Pack 1]
CPU	1 GHz or above, 32 bit (x86) processor or 64 bit (x64) processor
Hard disk capacity*1	200 MB or more*2
Memory capacity*1	For 32 bit OS, 1 GB For 64 bit OS, 2 GB
Display*1	1024 × 768 pixels or more, full-colours

For the latest information about Operating Environment and Supported Models, please visit our company's official site.

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For more information or detailed product specification, please call or visit us at

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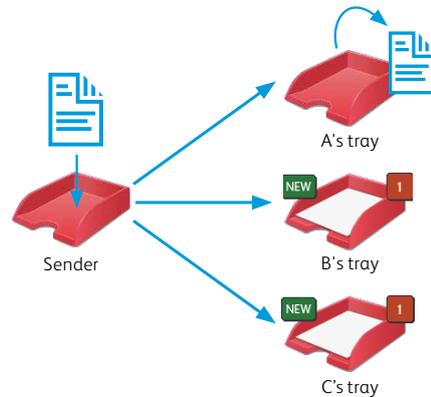
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Deliver electronic documents to multiple users

You can deliver the same electronic document to multiple users with one simple operation.

The document is display as "NEW" if unattended and disappear from the electronic tray after it is retrieved. Documents in the business process flow can be monitored easily by viewing the tray status.



Link tray with Working Folder Service*

Working Folder, a Fuji Xerox cloud service, can be used as the location to save document trays. This enables secure document sharing with other companies and clients via the internet. You can view from the "operation history" to find out who and when accessed (stored/retrieved) each document and view their usage activity on each folder.

* A separate service agreement is necessary.



Item	Description
Required hardware	DVD-ROM drive is required when installing from the installation media
Required software*3	DocuWorks 9 (Version 9.0.1 or later) DocuWorks 8 (Version 8.0.9 or later)

Note: For the latest information on the supported operating systems, refer to our website.

*1: According to the recommended values for OS you use.

*2: An additional 500 MB free space is required to install Microsoft .NET Framework 3.5 Service Pack 1.

*3: When installing DocuWorks Tray 2, Microsoft .NET Framework 3.5 Service Pack 1 and Microsoft WSE 3.0 Runtime will be automatically installed if they have not been installed.

