



MyQ Scan Review 10.3

Table of Contents

1	Release Notes	4
1.1	MyQ Scan Review 10.3 RC.....	4
1.2	New Features.....	4
2	Installation and Configuration.....	5
2.1	Prerequisites.....	5
2.2	Install Scan Review	5
2.3	Silent Installation	6
2.4	Pairing with Print Server	7
2.5	Configure Scan Review	10
2.6	Troubleshooting	16
3	Scan Review Terminal Action.....	18
3.1	Licensing Requirements	18
3.2	Create a Scan Review Terminal Action	18
3.3	Additional Parameters.....	23
4	Document Queues	24
4.1	Create a Document Queue	24
4.2	Assign Reviewers to a Document Queue.....	24
4.3	Assign a Destination to a Document Queue	25
4.4	Edit Queue Details.....	26
4.5	Delete a Document Queue	28
5	Document Submission.....	29
6	Document Review	30
6.1	Reviewing Documents	30
7	Archiving Process	35
7.1	Document Sorting and Identification	35
7.2	Archived PDF/A	36
7.3	Transfer Note	36
7.4	Metadata File.....	37
8	Audit Log	41
9	Business Contacts	43

MyQ Scan Review works with the Easy Scan terminal action to create a document review workflow which supports replacement scanning processes. It enables organizations to capture paper documents, review scanned images, and maintain an auditable record of the scanning process before hard copies are archived.

It is intended for organizations that must comply with regulatory requirements for trustworthy digitization, including Germany's TR-RESISCAN guidelines. By capturing required metadata and maintaining a documented review process, Scan Review helps organizations produce digital documents that can serve as legally reliable replacements for paper originals as part of a compliant archiving solution.

Scan Review integrates with the familiar Easy Scan experience, allowing end users to continue scanning documents as usual while administrators configure review workflows and compliance settings.

Approved documents are prepared as PDF/A files intended for long-term archiving. Each file contains an embedded Transfer Note in PDF format and a metadata file in XML format. Documents can optionally be digitally signed with an embedded timestamp.

1 Release Notes

1.1 MyQ Scan Review 10.3 RC

14 September 2026

Initial release of MyQ Scan Review.

1.2 New Features

- Document submission using an Easy Scan terminal action.
- Document queues can be configured with specific reviewers, destinations, protection levels and transfer note details.
- Reviewers can inspect scanned documents, search their contents, view metadata and approve or reject submissions.
- Approved documents can be delivered to local or network folders or SFTP servers.
- An audit log records relevant actions and can be searched and filtered by criteria such as user, document, date, queue, and protection level.
- Compliant with Germany's TR-RESISCAN guidelines.

2 Installation and Configuration

This guide is for administrators who want to install Scan Review and configure it for use the first time.

2.1 Prerequisites

- A Windows x64 server or workstation where the service can run.
- Administrator rights on the Windows machine.
- Enough space on the machine to handle documents waiting for approval.
- Network access between Scan Review and MyQ X.
- An HTTPS certificate for Scan Review.
- The CA certificate that issued the MyQ X server certificate, installed as a trusted root certificate on the Scan Review machine.
- The CA certificate that issued the Scan Review server certificate, trusted by the MyQ X server.
- A MyQ administrator account for initial setup.
- A destination for approved documents, such as a hot folder or SFTP server.
- Optionally, a certificate for digitally signing approved documents.

Data	Production location
Application Log	C:\ProgramData\MyQ\MyQ Scan Review\logs
Documents	C:\ProgramData\MyQ\MyQ Scan Review\Documents
Intake folder	C:\ProgramData\MyQ\MyQ Scan Review\Documents\Intake

2.2 Install Scan Review

1. Run the Scan Review MSI as an administrator.
2. Choose the installation folder. The default is C:\Program Files .
3. Finish the installation.

The installer creates the MyQ Scan Review Windows service and starts it automatically. It also creates firewall exceptions for the configured HTTP and HTTPS ports.

 By default, the MyQ Scan Review service runs under the LocalSystem account.

2.2.1 Default Installed Ports

Protocol	Default port	Purpose
HTTP	7184	Initial setup and access from localhost. This port cannot currently be changed.
HTTPS	5443	Recommended for production access after an HTTPS server certificate is configured.

 The required ports must be free when Scan Review is installed and must not be occupied by MyQ X or another application.

2.3 Silent Installation

For automated deployment, run the MSI with `msiexec` from an elevated command prompt or deployment tool.

Install with the default same-machine MyQ setting:

```
msiexec /i "MyQ Scan Review.msi" /qn
```

Install with a remote MyQ server URL:

```
msiexec /i "MyQ Scan Review.msi" /qn URL="https://myq.example.com:8090"
```

The `URL` property must include `http://` or `https://`. If `URL` is not supplied, Scan Review uses the same behavior as selecting the same-machine option in the interactive installer and stores `https://localhost` as the MyQ server URL.

2.3.1 System Tray Agent

After installation, the Scan Review system tray agent is available in the Windows notification area. It is identified by the **Q** icon.

Right-click the system tray agent to:

- Check the current connection status.
- Open the Scan Review web interface.
- Open logs.
- Generate data for support.

2.4 Pairing with Print Server

Once Scan Review is successfully installed, it must be paired and configured with a MyQ Print Server before it can be used.

2.4.1 Establish Trust

Before pairing Scan Review with MyQ X, establish certificate trust between the two systems.

1. Obtain the CA certificate that issued the MyQ X server certificate. If MyQ X uses the built-in MyQ Certificate Authority, open the MyQ X Web Interface, go to **Settings > Network**, and select **Export CA Certificate**.
2. Install the CA certificate on the Scan Review machine in the Trusted Root Certification Authorities store.
3. Install the CA certificate that issued the Scan Review server certificate on the MyQ X server in the Trusted Root Certification Authorities store.
4. If applicable, run the System Maintenance task in MyQ X to refresh the list of trusted Certificate Authorities. See (10.3) Task Scheduler Settings.

2.4.2 Pair via Code

1. Open the Scan Review Web Interface, for example, from the systray agent menu, or by entering `http://localhost:7184` in the browser.
 - d. You will be prompted to fill in a pairing code.

MyQ pairing required

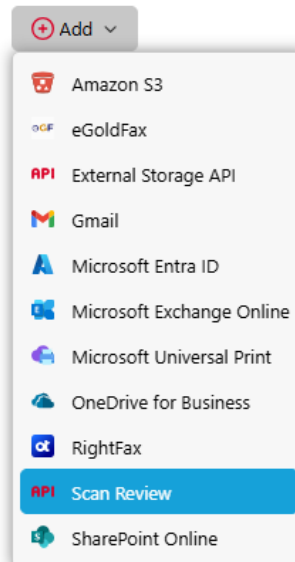
Paste the pairing code generated by MyQ for Scan Review.

Pairing code

Save

- e. Go to the MyQ Web Interface and sign in with a user account with the Administrator or Manage settings permissions.
- f. In **Settings > Connections** click **Add** and select **Scan Review**.

Connect MyQ to cloud services by Microsoft, Google and others.
Connections enable cloud support in User synchronization, Easy Scan, Easy Print and other MyQ features.



- g. Enter a **Title** to identify the particular Scan Review connection.
- h. Click **Generate Pairing Code** and copy the code generated.

Scan Review

Enter a title, click Generate Pairing Code, and paste the code into Scan Review.

Title: *

Status: Waiting for connection

Generate Pairing Code

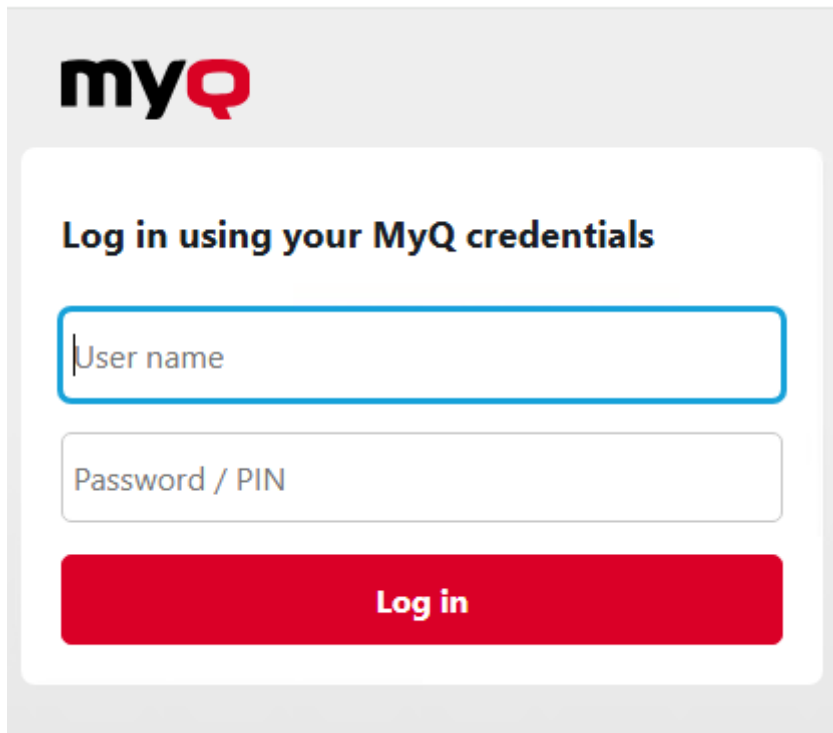
Pairing Code:

Copy to Clipboard

✓ OK Cancel

 The pairing code is valid only for 5 minutes. If it expires, close the connection dialogue, open it again, and generate a new code.

8. Enter the pairing code in the Scan Review Web Interface.
9. Select **Save and continue**.
10. Configure the Scan Review hostname and HTTPS certificate as described in Configure HTTPS
 - a. In the Scan Review Web Interface, configure the Scan Review hostname.
 - b. In the Certificate option, select a server certificate from the local Windows certificate store.
 - c. Only certificates whose **Server Alternative Name (SAN)** matches the configured hostname are available for selection.
 - d. Save the settings.
11. Once paired, you will be prompted to sign in to Scan Review, please be aware that you **may not** sign into scan review using the default administrator account (*admin), a different user account with the necessary rights must be used.



The image shows a login interface for MyQ. At the top left is the 'myQ' logo. Below it, the text 'Log in using your MyQ credentials' is displayed. There are two input fields: the first is labeled 'User name' and the second is labeled 'Password / PIN'. Below these fields is a red button with the text 'Log in' in white.

Scan Review automatically registers its own REST API App, configured the connector, and the destination **Scan Review** will become available in Easy Scan's destination options.

2.4.3 Deleting a Scan Review Connection

To delete a connected instance of Scan Review from your Print Server:

1. Go to Print Server **Connections**.
2. Right click the relevant instance of Scan Review and select **Delete**.
3. When asked to confirm the deletion select **Yes**.

i If you receive the error **Connection "Scan Review" is in use and cannot be deleted** you must remove any **Scan Review** destinations from your terminal actions.

2.5 Configure Scan Review

Once Scan Review is installed and successfully connected to a Print Server, several settings should be configured.

2.5.1 Configure the Hosting Settings

1. Open the **Scan Review Web Interface** and sign in as an administrator.
2. Open **Settings**.
3. Under **Network**, review the following information is correct:

Network ✓ Save

HTTPS is required for network access. HTTP remains available for localhost.

MyQ Host Connection Name

MyQ Scan Review

Scan Review host * HTTPS port Certificate *

5443

- a. **MyQ Host:** The URL used to connect to MyQ X. The URL must be reachable from Scan Review. Use the bin icon to unpair Scan Review and Print Server.

- b. **Connection Name:** The name of the MyQ X connector pointing to Scan Review.
Use the refresh icon to re-establish the connection.
 - c. **Scan Review host:** The hostname used to access Scan Review. The URL must be reachable from MyQ X.
 - d. **HTTPS port:** The port used for HTTPS communication with Scan Review.
 - e. **Certificate:** The Scan Review server certificate used for HTTPS.
4. Select the HTTPS server certificate. Only certificates whose Server Alternative Name (SAN) matches the configured hostname are displayed.
 5. Click **Save**.
 6. Restart the **MyQ Scan Review** Windows service to apply the change.

2.5.2 Configure Document Signing

If document signing is enabled, import a CA-issued signing certificate into the **Local Computer > Personal (LocalMachine\My)** certificate store. The certificate must meet the signing certificate requirements described below.

Scan Review validates the signing configuration in the background. Blocking signing issues prevent document approval, while warnings indicate limitations such as a missing Timestamp Authority or missing revocation endpoints.

To configure PDF signing:

Document Signing  Enabled ✓ Save ?

Signing certificate

-- SelectCertificate --

Signature field name

RESISCAN Signature

Signature reason

Integrity protection according to BSI TR-03138

Signature location

Timestamp authority URL

1. Sign in to the Scan Review web interface as an administrator.
2. Open **Settings**.
3. Under **Document Signing**, select the signing certificate.
4. (Optional) Enter a **Signature field name**.
5. (Optional) Enter a **Reason** and **Location** for the signature.
6. (Optional) Specify a **Timestamp Authority (TSA) URL**.
7. Select **Save**.

Scan Review displays the signing level that will be used and warns you if any required settings are missing.

i If no Timestamp Authority (TSA) is configured, Scan Review uses **PAdES B** signatures. If a TSA is configured and the required validation data is available, Scan Review uses **PAdES B-LTA** signatures.

Disable Document Signing

Document signing can be disabled for a Scan Review instance. When signing is disabled, the signing certificate and other signing settings are hidden and signing-related warnings are no longer displayed.

Approved documents are delivered without a Scan Review signature. The rest of the approval process remains unchanged, and the audit log records that signing was skipped.

Disable document signing only when the documents are signed or otherwise protected by another system.

2.5.3 Configure Document Destinations

Document destinations define where approved PDF files are delivered after they have been approved and signed.

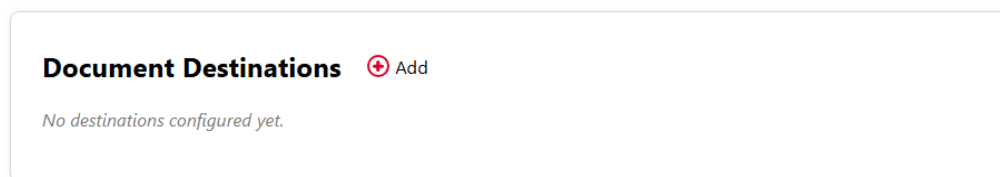
Destinations are configured globally and can then be assigned to one or more queues.

Supported Destination Types

Destination	Description
Hot folder	Copies approved PDF files to a local or network folder.
SFTP	Uploads approved PDF files to an SFTP server using SSH key authentication.

Add a Document Destination

1. Sign in to the **Scan Review** web interface as an administrator.
2. Open **Settings**.
3. Under **Destinations**, select **Add**.



4. Enter a destination **Name** and **Type**.

Add Destination

Name * Main Archive	Type * -- Select Type -- -- Select Type -- Hotfolder SFTP
---	---

5. Configure the connection settings for the selected destination.
6. Select **Save**.
7. If you are configuring an **SFTP** destination, generate or upload an SSH key and test the connection before using the destination.

2.5.4 Configure Audit Log Retention

Audit log retention determines how long Scan Review keeps audit events before they are removed. The default retention period is 10 years.

To configure the retention period:

Audit Log

Retention years

Language  English ?

1. Sign in to the **Scan Review** web interface as an administrator.
2. Open **Settings**.
3. Under **Audit Log**, enter the number of years to keep audit events.
4. Select **Save**.

2.5.5 Audit Log Backup

Audit log backup specifies how often and to what location a compressed audit log backup should be saved.

To configure backup:

1. Choose a schedule from **Off**, **Daily**, **Weekly**, or **Monthly**. Choose a time and day of the week/month as necessary.
2. Select **Hotfolder** or **SFTP** as a storage destination and fill in any further details required.

Additionally, you can use the option to **Back up now** to immediately download a current backup and **Restore** to upload a backup file created earlier to restore the audit log.

Audit Log Backup

Audit log backup settings saved ✓ Save

Scheduled backups are written to the configured destination. Backups contain the audit log only and are compressed.

Schedule

Weekly

Monday

02:00 AM

Storage

Hotfolder

Back up now

Restore

Next scheduled backup: 14/09/2026 02:00

2.5.6 Server Certificate Requirements

Before you can enable HTTPS, make sure the certificate meets the following requirements:

- The certificate is installed in the **Local Computer** certificate store.
- The certificate includes a private key that is accessible to the **LOCAL SYSTEM** account, which is used to run the **MyQ Scan Review** service.
- The certificate's **Subject Alternative Name (SAN)** matches the hostname entered for Scan Review. Certificates whose SAN does not match the entered hostname are not displayed in the certificate dropdown.
- The certificate's **Key Usage (KU)** is either not specified (**None**) or set to **digitalSignature** .
- The certificate's **Extended Key Usage (EKU)** is either not specified (**None**), or set to one of the following:
 - **2.5.29.37.0** — Any Purpose.
 - **1.3.6.1.5.5.7.3.36** — IETF Document Signing.
 - **1.3.6.1.4.1.311.10.3.12** — Microsoft Document Signing.

Certificates with a different, non-empty KU or EKU are filtered out and are not displayed in the certificate dropdown.

Verify that the Certificate has a Private Key

1. Open **certlm.msc**.
2. Go to **Personal > Certificates**.
3. Open the certificate you want to use.
4. On the **General** tab, verify that the following message is displayed: "You have a private key that corresponds to this certificate."

Restart

Only changes to the **HTTPS port** require a restart of the **MyQ Scan Review** Windows service.

Changes to the **hostname** or **certificate** take effect without restarting the service.

2.6 Troubleshooting

If you encounter problems during setup or operation, use the following table to identify common causes.

Problem	What to check
Cannot select HTTPS certificate when pairing with server	Follow instructions in Verify Private Key Permissions below.
Cannot access the Scan Review web interface	Verify that the MyQ Scan Review service is running, the correct port is configured, and Windows Firewall allows incoming connections.
Cannot sign in with MyQ	Verify the MyQ server URL, OAuth redirect URL, and that the required certificates are trusted.
MyQ cannot send scanned documents to Scan Review	Verify that the connector URL is correct and that the MyQ server can reach the Scan Review server on the configured port.
PDF signing is unavailable	Verify that the signing certificate is installed in the Local Computer > Personal (LocalMachine\My) certificate store, has not expired, and that the MyQ Scan Review service account has access to its private key.

Problem	What to check
Approved documents are not delivered	Verify the configured document destination, check the hot folder or SFTP connection settings, and review the Scan Review logs for errors.
Configuration changes do not take effect	Restart the MyQ Scan Review Windows service.

Scan Review writes log files to the `logs` folder in the Scan Review data directory. By default, log files are rotated daily, and the 14 most recent log files are retained.

2.6.1 Verify Private Key Permissions

The Windows service must be able to access the certificate's private key.

First, identify the account that the service is running under:

1. Open **services.msc**.
2. Locate Scan Review.
3. Open **Properties** and select the **Log On** tab.
4. Note the account used to run the service. Typical examples include:
 - **Network Service** (default)
 - **Local System**
 - **Local Service**
 - A dedicated domain service account

Next, verify that this account has permission to use the private key:

1. Open **certlm.msc**.
2. Go to **Personal > Certificates**.
3. Right-click the server certificate and select **All Tasks > Manage Private Keys**.
4. Confirm that the service account has at least **Read** permission.

If the account is not listed:

1. Click **Add**.
2. Select the service account.
3. Grant **Read** permission.
4. Click **OK**.

3 Scan Review Terminal Action

In order to submit documents to Scan Review for approval, it's necessary to create a Scan Review terminal action, to be used on terminals with scanning capabilities. Scan Review terminal actions are simply Easy Scan actions with Scan Review set as the destination.

The prerequisites for creating a Scan Review Terminal action are pairing Scan Review in Print Server as described in [Pairing with Print Server](#) and having at least one terminal with the necessary licenses. See [Pairing with Print Server](#) (see page 7)

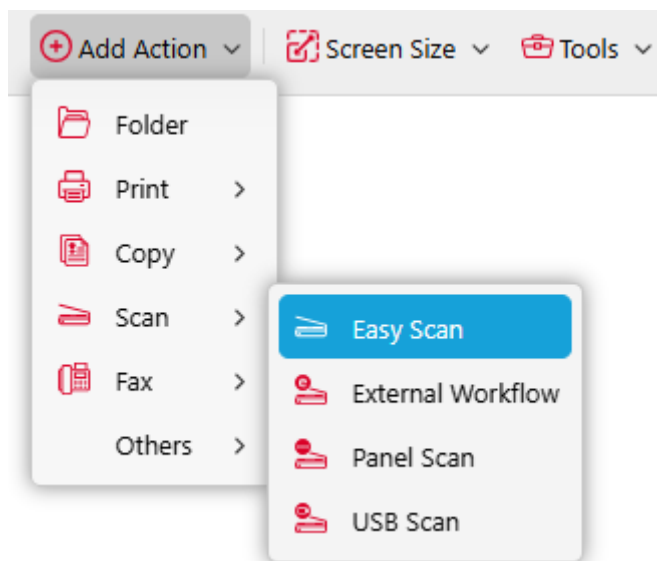
3.1 Licensing Requirements

A Scan Review terminal action is only available on terminals with an Embedded Ultimate license assigned within an Enterprise, Government, or Education license key; Embedded Ultimate is not available on Smart installations.

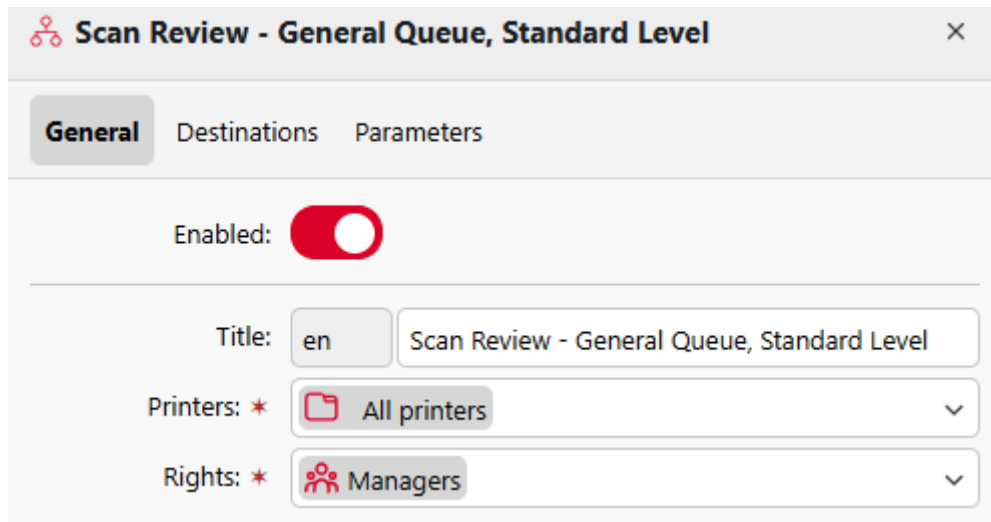
- Terminals with lower license tiers (Embedded, Embedded Lite) cannot display the Scan Review action.
- If a terminal's license is downgraded from Ultimate, the Scan Review action is hidden after the next user login (the terminal may require reactivation).

3.2 Create a Scan Review Terminal Action

1. In the MyQ Web User Interface, in **Settings > Terminal Actions**, select **Add Action** and choose **Scan > Easy Scan**.



2. In the **General** tab specify a **Title** for the terminal action, specify any information those who submit documents for review might need in the title (for example the target location or review queue). If necessary, specify the **Printers** that should display this action, and the users that should have **Rights** to use it.



Scan Review - General Queue, Standard Level [X]

General Destinations Parameters

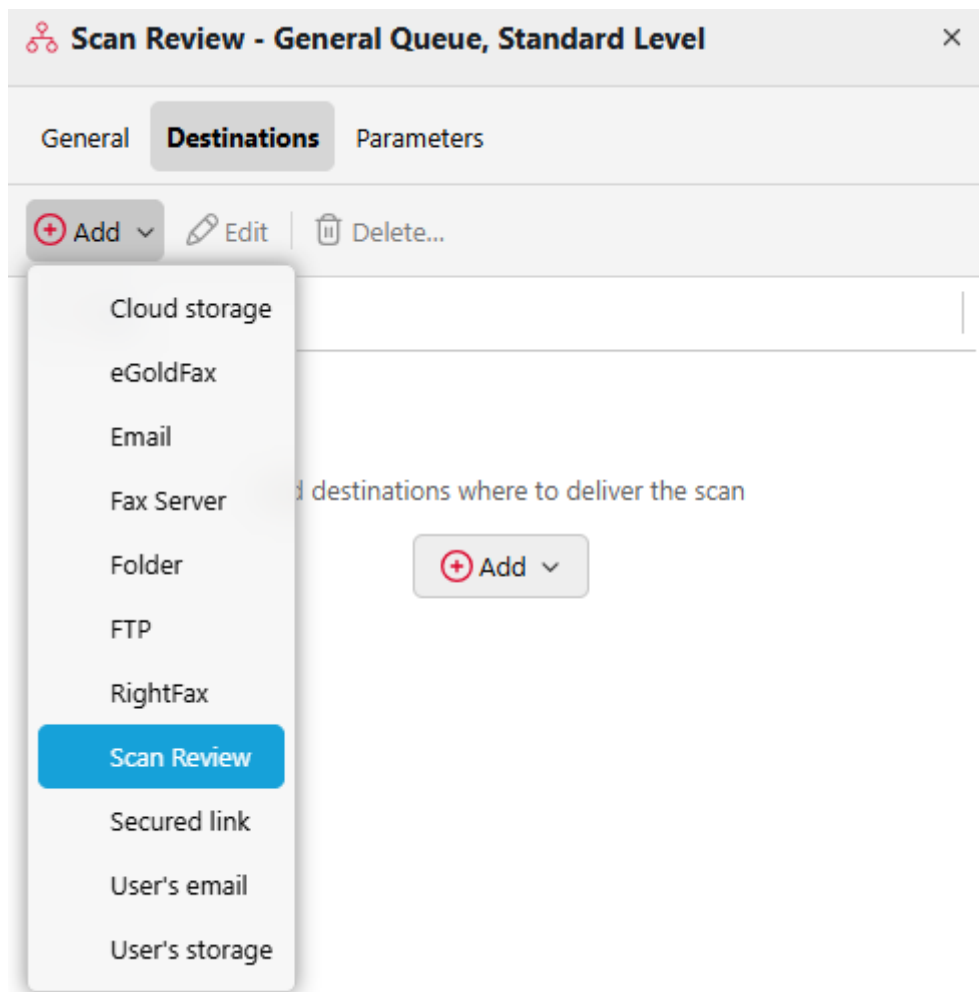
Enabled: ☒

Title: en Scan Review - General Queue, Standard Level

Printers: * All printers

Rights: * Managers

3. In the **Destinations** tab click **+Add** and select **Scan Review** (this option is only available once an instance of Scan Review has been connected).



- a. (Optional) rename the destination, you may wish to if you have a number of separate Scan Review destinations.
- b. **Attach metadata file** is automatically enabled and cannot be disabled.
- c. In **Filename template** you can leave a **Default** that is set on the **General** tab of the terminal action, or create a **Custom** template, which can include any of the terminal action's parameters, including custom parameters. More information on filename templates is available in the Server Guide, see (10.3) Easy Scan Destinations.
- d. In **Connector** select **Scan Review**.

×

Scan Review

▼ General

Title: *

Scan Review

Attach metadata file:

☒

Filename template:

☐ Default

*

☒ Custom

%fullname%_%timestamp%

Parameters: %alternateEmails%, %assetNo%, %counter%, %date%, %fullname%, %ipaddress%, %location%, %originalSubject%, %printerContact%, %printerName%, %scanId%, %serialNumber%, %time%, %timestamp%, %userCustom1%, %userCustom2%, %userCustom3%, %userEmail%, %username%, %usernotes%

▼ Parameters

Connector: *

Scan Review

▼

> Advanced

← Back

✓ Save

Cancel

4. In the **Parameters** tab:
 - a. Open the settings for the **Document Queue** parameter, **Required** and **Read only** cannot be disabled. In **Value** you must specify the exact name of the **Document Queue** you want this terminal action to send documents to.

Parameter: Queue

×

▼ General

Title: Queue

▼ Options

Required: ☒

Read only: ☒

Value: General Queue

▼ Advanced

Reference: scanReview.queue

← Back

✓ Save

Cancel

- b. Open the settings for the **Protection Level** parameter, this will specify the protection level of documents submitted using this terminal action. If you enable **Read only** and set a **Default Value** then each time this action is used, the protection level is already set. If you disable **Read only** and leave **Default Value** empty, users will be able to set the protection level each time they use this terminal action.

Parameter: Level [X]

▼ **General**

Title:

▼ **Options**

Required: ☒

Read only: ☒

Default value:

▼ **Advanced**

Reference:

- c. The **Brand**, **Model**, and **Serial Number** parameters are automatically specified.
- d. (Optional) configure the **Resolution** parameter. A resolution of at least **300 dpi** is recommended for using Scan Review.

3.3 Additional Parameters

You can add additional custom parameters, such as Document ID, to help reviewers match the paper original with the scanned documents in Document Queues. See [Archiving Process \(see page 35\)](#).

4 Document Queues

Document Queues group documents moving through the Scan Review workflow and define:

- The transfer note process metadata attached to the documents.
- The reviewers responsible for checking the documents.
- The destination to which approved documents are delivered.

4.1 Create a Document Queue

1. Log in to Scan Review as a user with admin rights.
2. Click **Add** in the top right corner of the main page.

myQ Scan Review 1.0.0 Light Ten Canterbury Logout

Document Queues + Add Audit Log Settings

Queue Name	Reviewers	Destination	Transfer Note	Documents	Action
General Queue	Open Tracey + Add	hot folder	General Queue Standard / 1.0	3	Edit Delete
Queue	Ten Canterbury + Add	-- None --	Queue standard / 1.0	0	Edit Delete

3. Specify a **Queue Name**.

Add Queue

Queue Name *

+ Add
Cancel

Your queue is created; further settings can now be edited.

4.2 Assign Reviewers to a Document Queue

1. In the relevant queue row, click the **+** button in the **Reviewers** column.

Queue Name	Reviewers
General Queue	Dawn Tinsley ✕ ⊕
Queue	Tim Canterbury ✕ ⊕
Test Queue	No reviewers assigned ⊕

2. Type the MyQ username of the user you wish to add, the username must match precisely but is not case sensitive. Click **Add**.

Add Reviewer to Queue

Username (exact match) *

Enter exact username

⊕ Add Cancel

3. The reviewer is added, when this user logs in to Scan Review, they will see any unreviewed documents that were submitted to this queue.

4.3 Assign a Destination to a Document Queue

In the relevant queue row, select a **Destination** from the drop down. Destinations must be configured before they can be assigned to a Document Queue. See [Configure Scan Review \(see page 10\)](#).

Queue Name	Reviewers	Destination
General Queue	Dawn Tinsley × +	hot folder ▼
Queue	Tim Canterbury × +	-- None -- ▼
Test Queue	No reviewers assigned +	-- None -- ▼

4.4 Edit Queue Details

1. In the relevant queue row, click the **Edit** (pencil) icon in the **Action** column.

Queue Name	Reviewers	Destination	Transfer Note	Documents	Action
General Queue	Dawn Tinsley × +	hot folder ▼	General Queue standard / 1.0 📄	3	✎ 🗑
Queue	Tim Canterbury × +	-- None -- ▼	Queue standard / 1.0 📄	0	✎ 🗑
Test Queue	No reviewers assigned +	-- None -- ▼	Test Queue standard / 1.0 📄	0	✎ 🗑

2. In the **Edit queue** dialogue that opens, specify information that will be detailed in the transfer note of documents processed in this queue:

- 27

When a document is approved, Scan Review generates the Transfer Note by combining the process metadata configured for the Document Queue with information automatically generated during scanning, review, and approval. The Transfer Note is embedded in the final PDF/A document.

4.5 Delete a Document Queue

In the relevant queue row click the **Delete** (trash can) icon in the **Action** column. Confirm that you want to delete the queue and remove all reviewers and documents associated with it.

5 Document Submission

Submitting a document to Scan Review is as simple as using the Easy Scan terminal action on a MyQ Terminal.

Prerequisites:

- A MyQ embedded terminal with an Embedded Ultimate license and a Scan Review terminal action.
- A MyQ user ID with the ability to log on to an embedded terminal, and rights to use a Scan Review action.
- A Document Queue and with a destination set.

 An embedded terminal may have multiple Scan Review terminal actions which deliver to different Document Queues or have different security levels set. If in doubt, your administrator should be able to tell you which to use.

To submit a document to Scan Review:

1. Login to the embedded terminal and locate the relevant Scan Review action (it may not be named **Scan Review**).
2. Place the document to be scanned on the device glass.
3. Select the Scan Review action. Depending on how the terminal action is configured, you may be asked to enter parameters such as the protection level of the document.
4. Click the **Scan** button.

The document is submitted to the Document Queue specified in the terminal action. Scan Review also receives the scanning parameters and device information configured for the action, which are used when generating the document's Transfer Note and metadata.

6 Document Review

Once documents have been submitted to a document queue, any user assigned as a reviewer can log into Scan Review and **Approve** or **Reject** a document. If approved, the document is then sent to the specified destination.

When a document is approved, Scan Review generates the Transfer Note and prepares the final PDF/A file for delivery. The PDF/A file contains the Transfer Note and the metadata XML file as embedded attachments. If document signing is enabled, the document is digitally signed before delivery.



Currently only non-admin users can review documents.

In **Documents for Review** reviewers can see a document's **Name**, **Protection Level**, **Scan Operator** (user who submitted the document), **Timestamp**, and **Queue Name**.

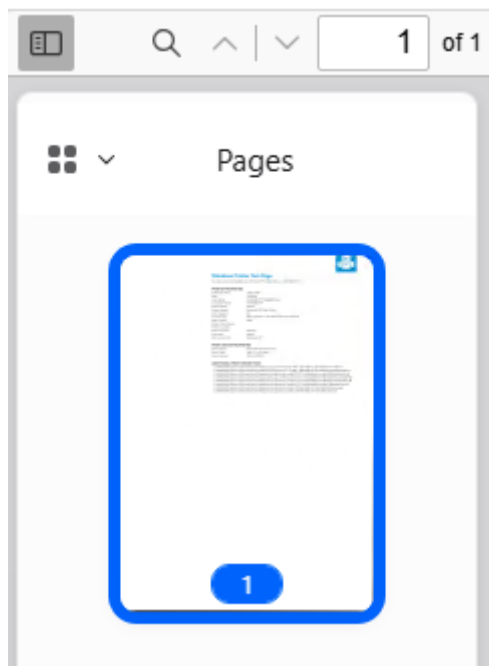
myQ Scan Review 1.0.0				Light	Dawn Tinsley	Logout
Documents for Review						Audit Log
General Queue, Test Queue						
Name	Protection Level	Scan Operator	Timestamp ▼	Queue Name	Action	
Tim_260716-122625-10	Very High	Tim Canterbury	7/16/2026 12:26 PM	Test Queue	Review	
Tim_260716-122618-f	High	Tim Canterbury	7/16/2026 12:26 PM	Test Queue	Review	
Tim_260716-122611-e	Normal	Tim Canterbury	7/16/2026 12:26 PM	Test Queue	Review	
Tim_260716-122601-d	Very High	Tim Canterbury	7/16/2026 12:26 PM	General Queue	Review	
Tim_260716-122553-c	High	Tim Canterbury	7/16/2026 12:25 PM	General Queue	Review	
Tim_260716-122546-b	Normal	Tim Canterbury	7/16/2026 12:25 PM	General Queue	Review	

They can also access the **Audit Log** where approvals and rejections are reported. Rejections are listed under the event **Rejected** and approvals are listed under the event **Archived**.

6.1 Reviewing Documents

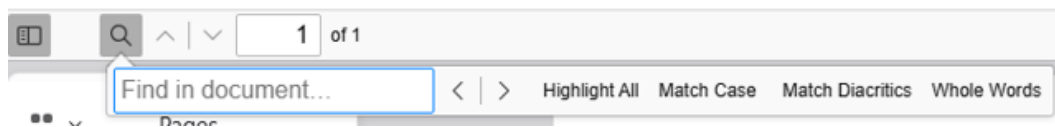
After clicking **Review** for a particular document, a detailed panel opens, here reviewers can:

- See an overview of pages in the document in the left-hand panel.

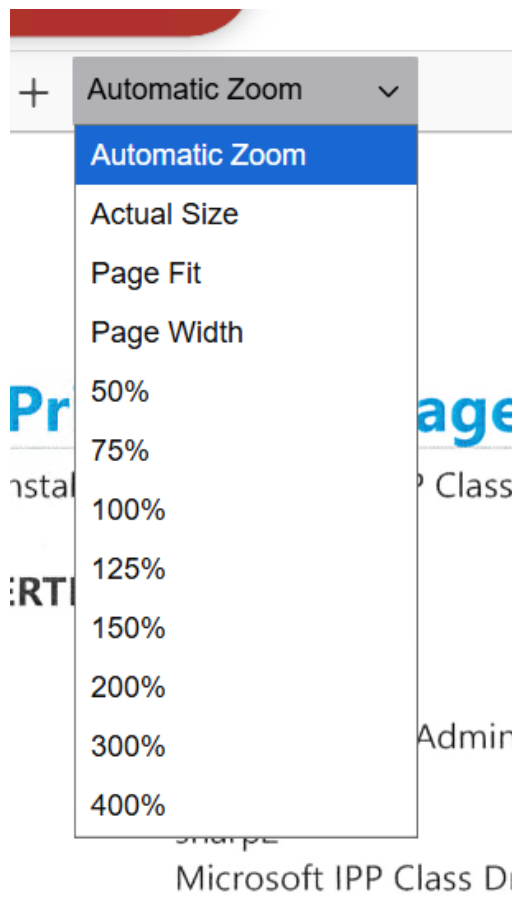


- Search for specific words or phrases in the document.

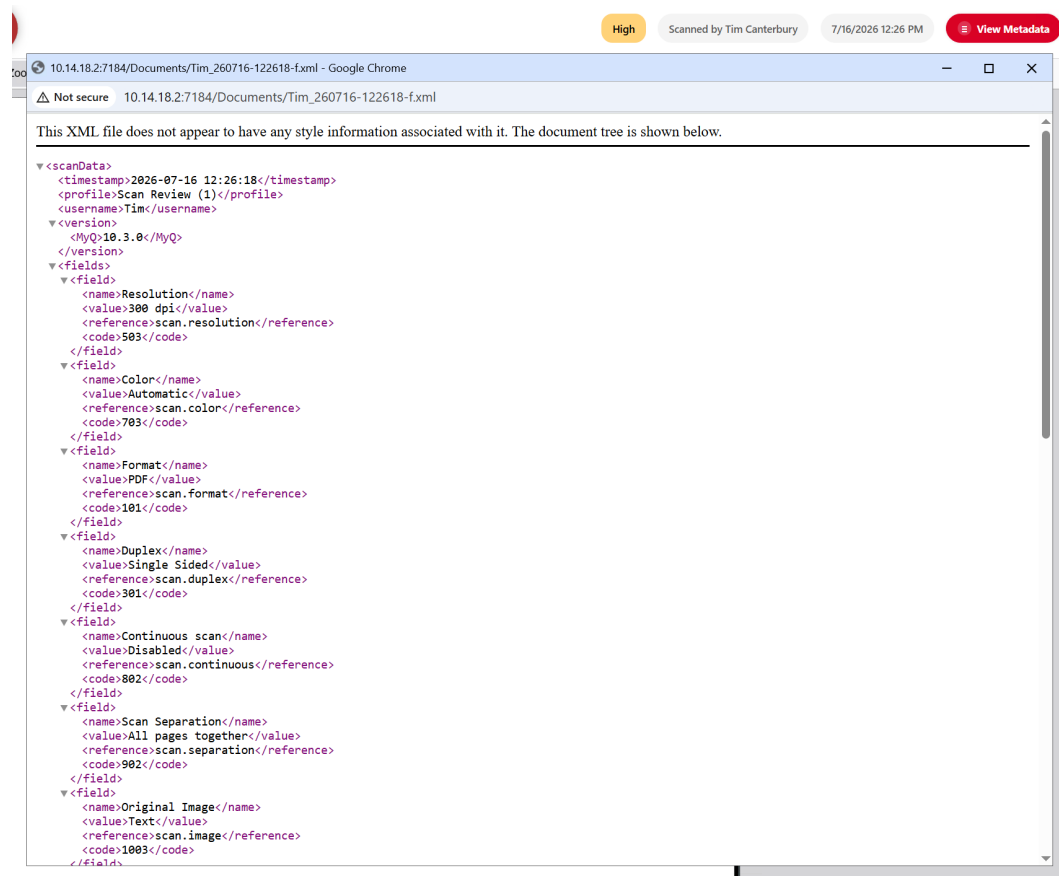
← **Tim_260716-122553-c**



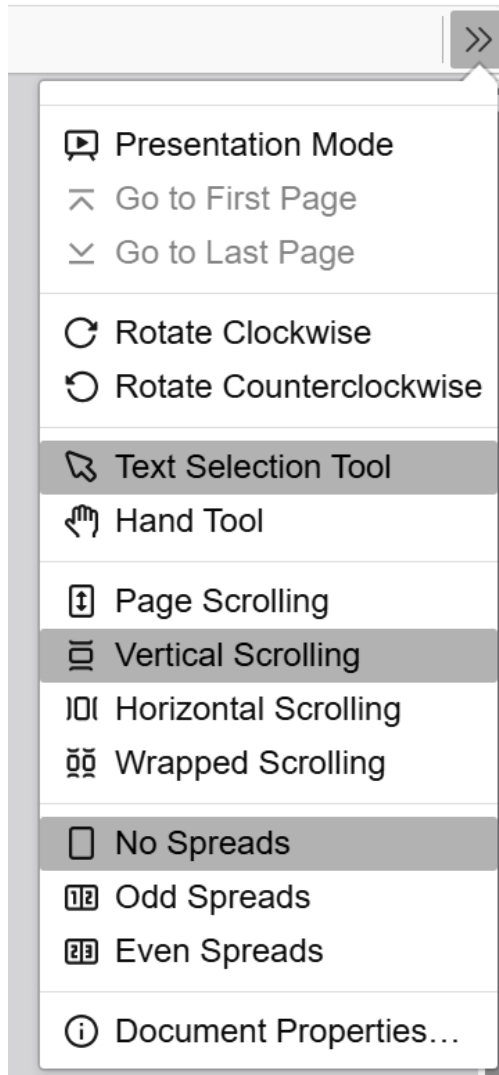
- Change the **Zoom** level with which they are viewing the document.



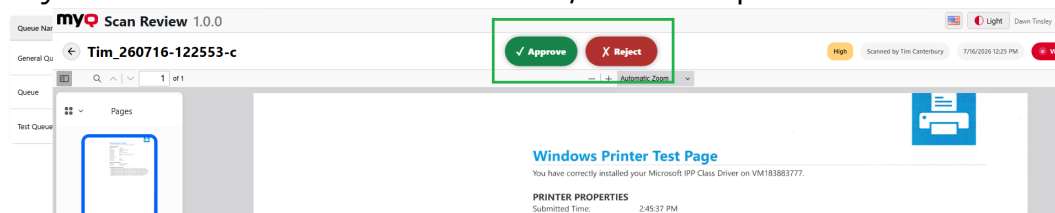
- View the document metadata.



- Utilize document tools.



- And finally, **Approve** or **Reject** the document. When rejecting a document, a reason of at least 10 characters must be entered. When approving a document any abnormalities or notes can be entered, but this is optional.



7 Archiving Process

7.1 Document Sorting and Identification

7.1.1 Document ID Parameter

Easy Scan supports custom scan parameters that the admin can configure to appear on the scan panel and be included in the resulting filename. By adding a **Document ID** parameter, the admin creates a field the Scan Operator must fill in at the point of scanning – using an ID that was physically attached to the document during preparation (e.g. written on a cover sheet, sticky note, or pre-printed label as part of document prep).

Because this ID is embedded directly into the filename, it travels with the digital scan through to the Scan Review document list, giving the reviewer a direct, human-readable key to match a queue entry back to its physical original – without relying on stack order, timing, or QR/barcode automation.

7.1.2 Document Processor

Scan Review can be coupled with MyQ Document Processor, which can help prepare the documents for review by splitting a batch of scanned documents by barcode/QR code, or removing blank pages.

This integration currently has the following limitations:

- **Automatic operations are not reflected in Scan Review workflows:** If an automatic process alters a document, reviewers may be required to perform manual quality control. Scan Review does not enforce this.
- **Automatic operations are not included in Transfer Note:** The Transfer Note contains the settings used to scan the document, such as color, resolution, and duplex.
- **Barcode value currently cannot be extracted:** The barcode value read by Document Processor cannot be used in the scanning and archiving process.



Consider the impact of these limitations before integrating Scan Review with Document Processor.

These points will be resolved in future Scan Review and Document Processor releases.

7.2 Archived PDF/A

The final product of Scan Review is a PDF/A file intended for long-term archiving with two embedded attachments. Optionally, the file can be digitally signed with an embedded timestamp.

The two embedded attachments are:

- Transfer Note (PDF)
- Metadata file (XML)

7.3 Transfer Note

When a reviewer approves a document, Scan Review compiles the transfer note – combining this configured metadata with the mandatory information it generates automatically during capture, review, and approval – attaches it to the document, applies the signature, and delivers the finished PDF.

7.3.1 Transfer Note Process Metadata

Configurable Process Metadata

- **Header:** optional free-text block (e.g. client/contractor identification) rendered at the top of the transfer note for organizational or contractual context.
- **Process Name:** identifies which scanning procedure produced the batch, so a transfer note can be traced back to the procedural documentation in force at the time of scanning.
- **Variant:** identifies the configured branch of that process (e.g. standard vs. simplified), supporting the same traceability to procedural documentation.
- **Version:** records which revision of the procedure was active when the note was generated, for later audits of whether the correct process was followed.
- **Effective Date:** the date this template version takes effect; defaults from the document queue's creation date but can be overridden.
- **Document Language:** controls the language of the labels and headings shown on the note.
- **Owner:** the administrator or process owner responsible for this template configuration.

Automatically Generated Metadata

- Scanning Step
- Scan Processing
- Quality Assurance

This data is automatically generated by Scan Review. Information is taken from the scan metadata XML file created by MyQ X during the scanning process, which is transferred with the scan.

7.3.2 Transfer Note Example

Transfer Note

Option header
Organization name
Address

Document Information

Document ID:	5673135d-6863-4e5a-9ead-7fcdfdb1c77
Protection Level:	Standard
Page Count:	1

Process Information

Process Name:	Druhá
Variant:	standard
Version:	1.0
Effective Date:	27/08/2026
Owner:	Hans Zimmer

Scanning Step

Timestamp:	27/08/2026 23:04
Scan Operator:	Tobias Hartmann
Device:	HP, HP Color LaserJet MFP M480, serial number: CNBRP412X0
Scan Settings:	Resolution: 300 dpi; Color: Color; Skip Blank Pages: No

Scan Processing

IT System:	MyQ 10.3.0
------------	------------

Quality Assurance

Timestamp:	27/08/2026 23:04
Reviewer:	María González
IT System:	MyQ Scan Review 1.0.101
Review Result:	Visual and content match confirmed
Observed anomalies:	Ok

7.4 Metadata File

The metadata file contains the technical information about the scanning process (combined from MyQ X and Scan Review itself).

```
<?xml version="1.0" encoding="utf-8"?>
<scanData>
  <timestamp>2026-08-28 10:44:34</timestamp>
  <profile>MSR</profile>
  <username>john.smith</username>
  <version>
    <MyQ>10.3.0</MyQ>
  </version>
  <fields>
```

```

<field>
  <name>Resolution</name>
  <value>300 dpi</value>
  <reference>scan.resolution</reference>
  <code>503</code>
</field>
<field>
  <name>Color</name>
  <value>Color</value>
  <reference>scan.color</reference>
  <code>704</code>
</field>
<field>
  <name>Format</name>
  <value>PDF</value>
  <reference>scan.format</reference>
  <code>101</code>
</field>
<field>
  <name>Duplex</name>
  <value>Single Sided</value>
  <reference>scan.duplex</reference>
  <code>301</code>
</field>
<field>
  <name>Continuous scan</name>
  <value>Disabled</value>
  <reference>scan.continuous</reference>
  <code>802</code>
</field>
<field>
  <name>Scan Separation</name>
  <value>All pages together</value>
  <reference>scan.separation</reference>
  <code>902</code>
</field>
<field>
  <name>Original Image</name>
  <value>Text + Photo</value>
  <reference>scan.image</reference>
  <code>1001</code>
</field>
<field>
  <name>Original Orientation</name>
  <value>Top Edge on Left</value>
  <reference>scan.orientation</reference>
  <code>1102</code>
</field>
<field>
  <name>Density</name>
  <value>1200</value>
  <reference>scan.density</reference>
</field>
<field>

```

```

        <name>Size</name>
        <value>Automatic</value>
        <reference>scan.size</reference>
        <code>1301</code>
    </field>
    <field>
        <name>Mixed size</name>
        <value>Off</value>
        <reference>scan.mixedSize</reference>
        <code>1702</code>
    </field>
    <field>
        <name>Skip Blank Pages</name>
        <value>No</value>
        <reference>scan.skipBlankPage</reference>
        <code>1802</code>
    </field>
    <field>
        <name>Background suppression</name>
        <value>2002</value>
        <reference>scan.backgroundSuppression</reference>
    </field>
    <field>
        <name>Level</name>
        <value>Standard</value>
        <reference>scanReview.level</reference>
        <code>100</code>
    </field>
    <field>
        <name>Document Queue</name>
        <value>Druhá</value>
        <reference>scanReview.queue</reference>
    </field>
    <field>
        <name>Model</name>
        <value>HP Color LaserJet MFP M480</value>
        <reference>scanReview.model</reference>
    </field>
    <field>
        <name>Brand</name>
        <value>HP</value>
        <reference>scanReview.brand</reference>
    </field>
    <field>
        <name>Serial number</name>
        <value>CNBRP412X0</value>
        <reference>scanReview.serial</reference>
    </field>
    <field>
        <name>Processing</name>
        <value>Skip by 3 pages</value>
    </field>
</fields>
<files>

```

```

    <file>john.smith_264428-104445-ab55.pdf</file>
  </files>
  <project>
    <name/>
    <code/>
  </project>
  <ip>hpjlan</ip>
  <transferNote generatedAt="2026-08-28T08:45:54.3011089+00:00">
    <documentInformation>
      <documentId>1116ae8d-38d9-4433-84cc-cd2b292d513b</documentId>
      <protectionLevel>Standard</protectionLevel>
      <pageCount>3</pageCount>
    </documentInformation>
    <processInformation>
      <header>Option header
Organization name
Address</header>
      <processName>Druhá</processName>
      <variant>standard</variant>
      <version>1.0</version>
      <effectiveDate>27/08/2026</effectiveDate>
      <owner>Hans Zimmer</owner>
    </processInformation>
    <scanningStep>
      <timestamp>28/08/2026 08:44</timestamp>
      <operator>
        <displayName>John Smith</displayName>
      </operator>
      <device>
        <brand>HP</brand>
        <model>HP Color LaserJet MFP M480</model>
        <serialNumber>CNBRP412X0</serialNumber>
      </device>
      <scanSettings>
        <resolution>300 dpi</resolution>
        <color>Color</color>
        <skipBlankPages>No</skipBlankPages>
      </scanSettings>
    </scanningStep>
    <qualityAssurance>
      <timestamp>28/08/2026 08:45</timestamp>
      <reviewer>María González</reviewer>
      <itSystem>MyQ Scan Review 1.0.101</itSystem>
      <reviewResult>Visual and content match confirmed</
reviewResult>
      <observedAnomalies>OK, no abnormalities</observedAnomalies>
    </qualityAssurance>
    <scanProcessing>
      <itSystem>MyQ 10.3.0</itSystem>
    </scanProcessing>
  </transferNote>
</scanData>

```

8 Audit Log

Scan Review has an Audit Log where all relevant actions and processes are recorded.

Administrators can see the full audit log, including system-wide events, configuration changes, and document operations from all queues. Reviewers can see document operations from queues for which they have reviewing rights.

The audit log displays the timestamp, event, document name and GUID, Document Queue, document level, actor, and event details.

The audit log records events including:

- **Received:** A document was received.
- **Invalid:** A received PDF or metadata file was invalid.
- **Reviewed:** A reviewer opened a document.
- **Approved:** A reviewer approved a document.
- **Rejected:** A reviewer rejected a document.
- **Signed:** Scan Review signed the PDF.
- **Archived:** Scan Review delivered the final PDF.
- **Processing Failed:** Signing or delivery failed.
- **Configuration changed:** A configuration value changed.

myQ Scan Review 1.0.0 Light Tim Canterbury Logout

Audit Log

Search document, actor, or details Add filters

Timestamp	Event	Document	Queue	Protection Level	Actor	Details
7/23/2026 10:22 AM	Reviewed	Tim_260716-122553-c	General Queue	High	Dawn Tinsley	Document opened for review.
7/23/2026 10:20 AM	Service Started					MyQ Scan Review 1.0.0 service started.
7/23/2026 10:14 AM	Reviewed	Tim_260716-122553-c	General Queue	High	Dawn Tinsley	Document opened for review.
7/23/2026 10:11 AM	Reviewed	Tim_260716-122601-d	General Queue	Very High	Dawn Tinsley	Document opened for review.
7/23/2026 10:01 AM	Rejected	Tim_260716-122546-b	General Queue	Standard	Dawn Tinsley	a reason that sounds plausible
7/23/2026 10:01 AM	Reviewed	Tim_260716-122546-b	General Queue	Standard	Dawn Tinsley	Document opened for review.
7/23/2026 10:00 AM	Reviewed	Tim_260716-122546-b	General Queue	Standard	Dawn Tinsley	Document opened for review.
7/23/2026 9:48 AM	Reviewed	Tim_260716-122546-b	General Queue	Standard	Dawn Tinsley	Document opened for review.
7/23/2026 9:39 AM	Configuration Changed		Test Queue		Tim Canterbury	Transfer note settings updated.
7/23/2026 9:39 AM	Configuration Changed		Test Queue		Tim Canterbury	Transfer note settings updated.
7/23/2026 9:29 AM	Configuration Changed		Test Queue		Tim Canterbury	Reviewer 'Dawn Tinsley' (ID: 1169) removed from queue.
7/23/2026 9:29 AM	Configuration Changed		Test Queue		Tim Canterbury	Reviewer 'Dawn Tinsley' (ID: 1169) added to queue.
7/23/2026 9:26 AM	Configuration Changed		Test Queue		Tim Canterbury	Queue 'Test Queue' created.
7/23/2026 9:24 AM	Configuration Changed		Queue		Tim Canterbury	Reviewer 'Tim Canterbury' (ID: 1154) added to queue.
7/23/2026 9:24 AM	Configuration Changed		Test Queue		Tim Canterbury	Queue 'Test Queue' deleted with 2 reviewer(s) and 1 document(s).

Use the search field to search for document names, actors, or event details. Use **Add filters** to filter events by **Event**, **date**, **Actor**, **Document Queue**, or **Protection Level**.

Filters

From

To

mm/dd/yyyy --:--:-- --



mm/dd/yyyy --:--:-- --



Actor

Search actor

Event

- ☐ Received
- ☐ Invalid
- ☐ Reviewed
- ☐ Rejected
- ☐ Approved
- ☐ Signed
- ☐ Archived

**Protection Level**

- ☐ Standard
- ☐ High
- ☐ Very High

Apply

Reset

9 Business Contacts

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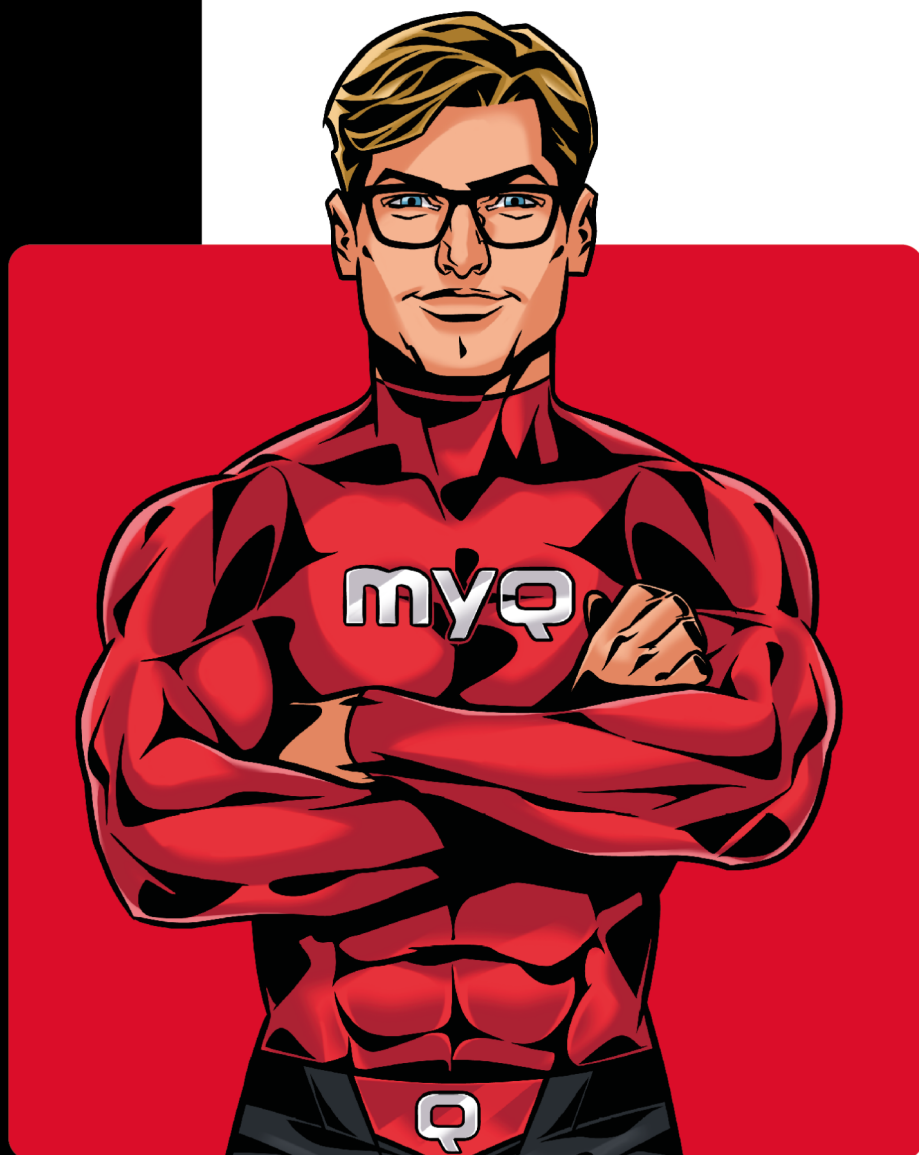
50+ million
Trusted users

1+ million
Active devices

26+
Brands supported

1000+
Certified partners

Operating in **140+**
countries



Awarded and certified

