

MyQ Scan Review 10.3

ENGLISH

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November/2026
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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 and configure Scan Review.

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 MyQ Print Server before it can be used.

2.4.1 Establish Trust

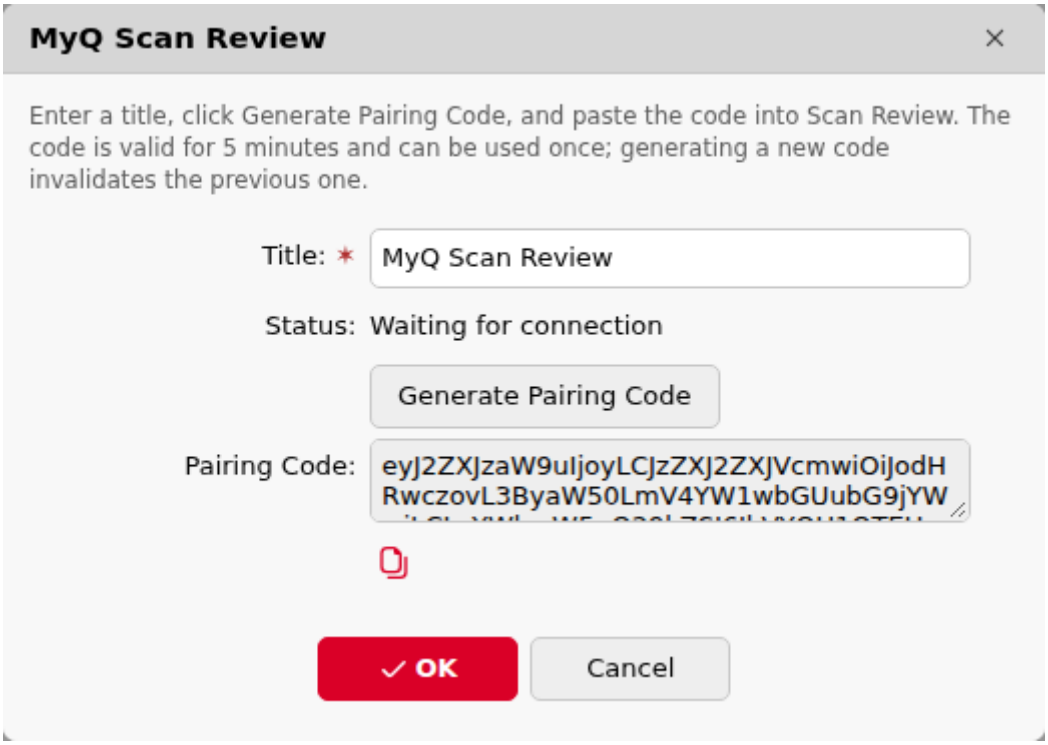
Before pairing Scan Review with MyQ X, establish certificate trust between the two systems.

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 **MyQ > 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 Add a MyQ Scan Review Connection

You pair the connection in two places: generate a pairing code in MyQ, then enter the code in Scan Review.

1. Sign in to the MyQ web administrator interface with the **Administrator** or **Manage settings** rights.
2. Go to **MyQ > Settings > Connections**, click **Add**, and select **MyQ Scan Review**.
3. In **Title**, enter a name for the Scan Review connection.
4. Click **Generate Pairing Code** and copy the code. The pairing code is valid for 5 minutes. If it expires, close the connection dialog, open it again, and generate a new code.



5. On the Scan Review machine, open the Scan Review web interface: use the Scan Review system tray menu, or go to `http://localhost:7184` in a browser.
6. Enter the pairing code and click **Save and continue**.
7. In Scan Review, configure the Scan Review hostname and HTTPS certificate. See (10.3) Configure Scan Review.
8. When Scan Review prompts you, sign in with a MyQ user account other than ***admin**.

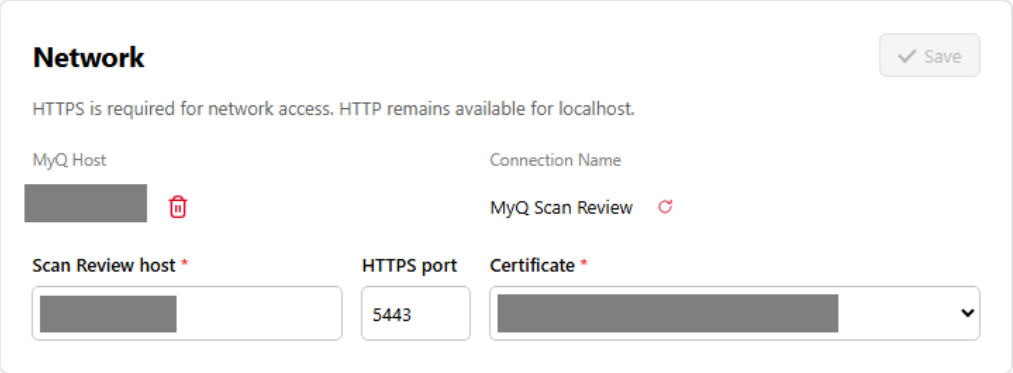
After pairing, Scan Review registers its own REST API application in MyQ and sets up the connection. The **Scan Review** destination is now available in the Easy Scan terminal action.

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:



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.

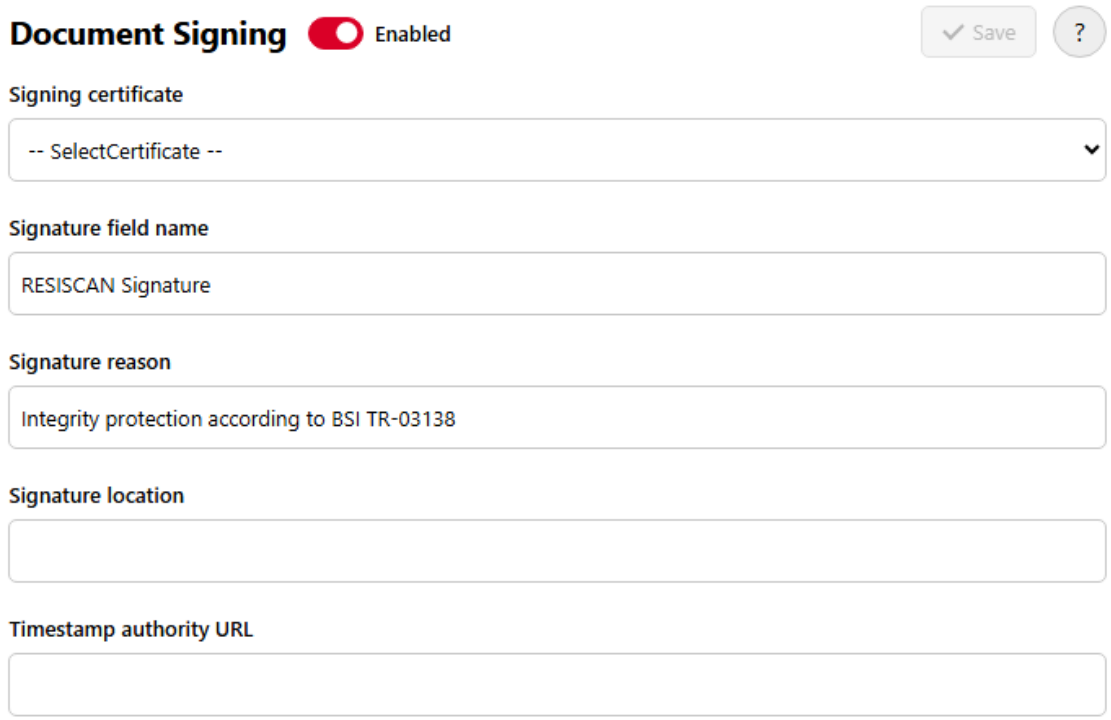
4. Select the HTTPS server certificate. Only certificates whose Server Alternative Name (SAN) matches the configured hostname are displayed.
5. Click **Save**.
6. Restart the **MyQ Scan Review** Windows service to apply the change.

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:



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.

> 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.

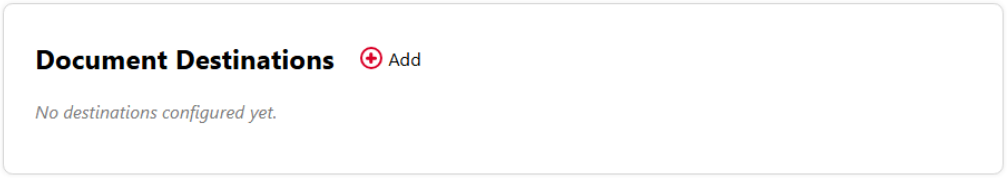
Destinations are configured globally and can then be assigned to one or more queues.

Supported Destination Types

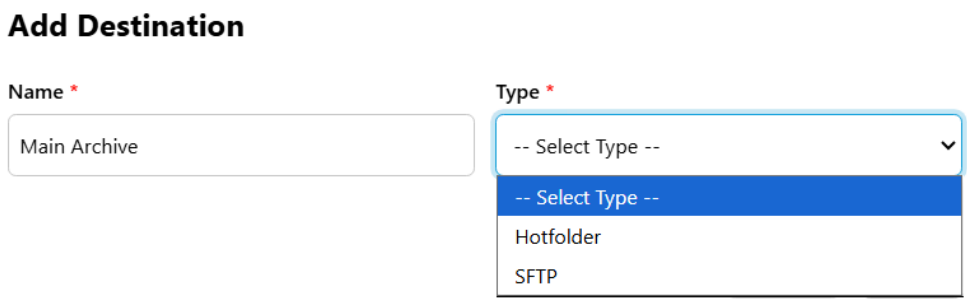
Destination	Description
Hot folder	Copies approved PDF files to a local or network folder.
SFTP	Uploads approved PDF files to an SFTP server using SSH key authentication.

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**.

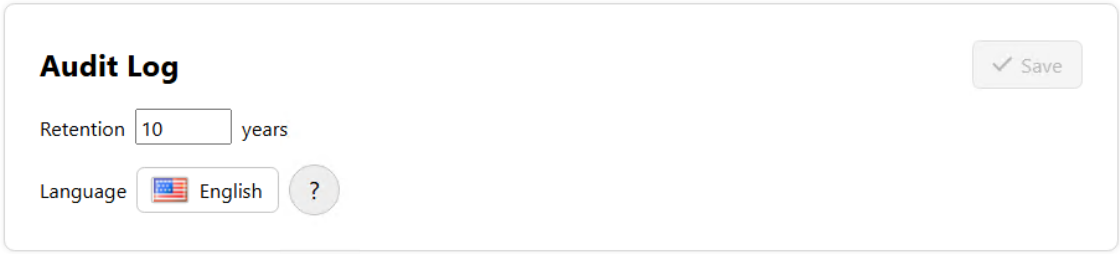


5. Configure the connection settings for the selected destination.
6. Select **Save**.
7. If you are configuring an **SFTP** destination, generate or upload an SSH key and test the connection before using the destination.

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:



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**.

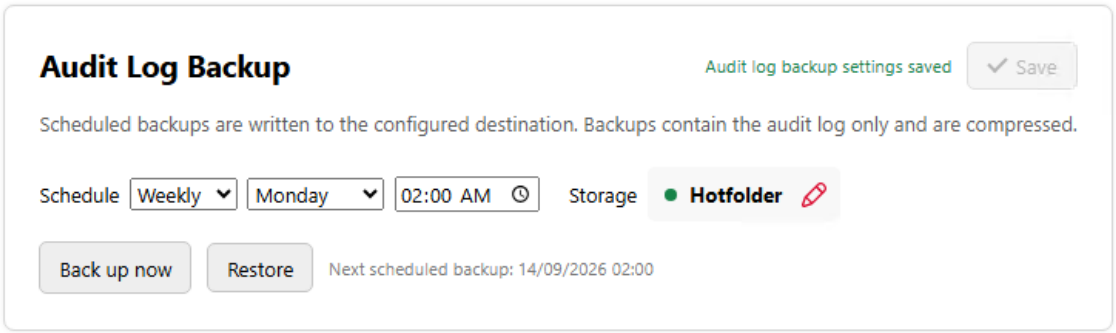
2.5.5 Audit Log Backup

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.



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

To submit documents to Scan Review for approval, users scan with an Easy Scan terminal action that has **Scan Review** as its destination. You set up the terminal action in the MyQ X web administrator interface.

Prerequisites

- Scan Review is paired with MyQ X Print Server. See Pairing with Print Server (see page 7).
- An **Embedded Ultimate** license assigned to participating devices.

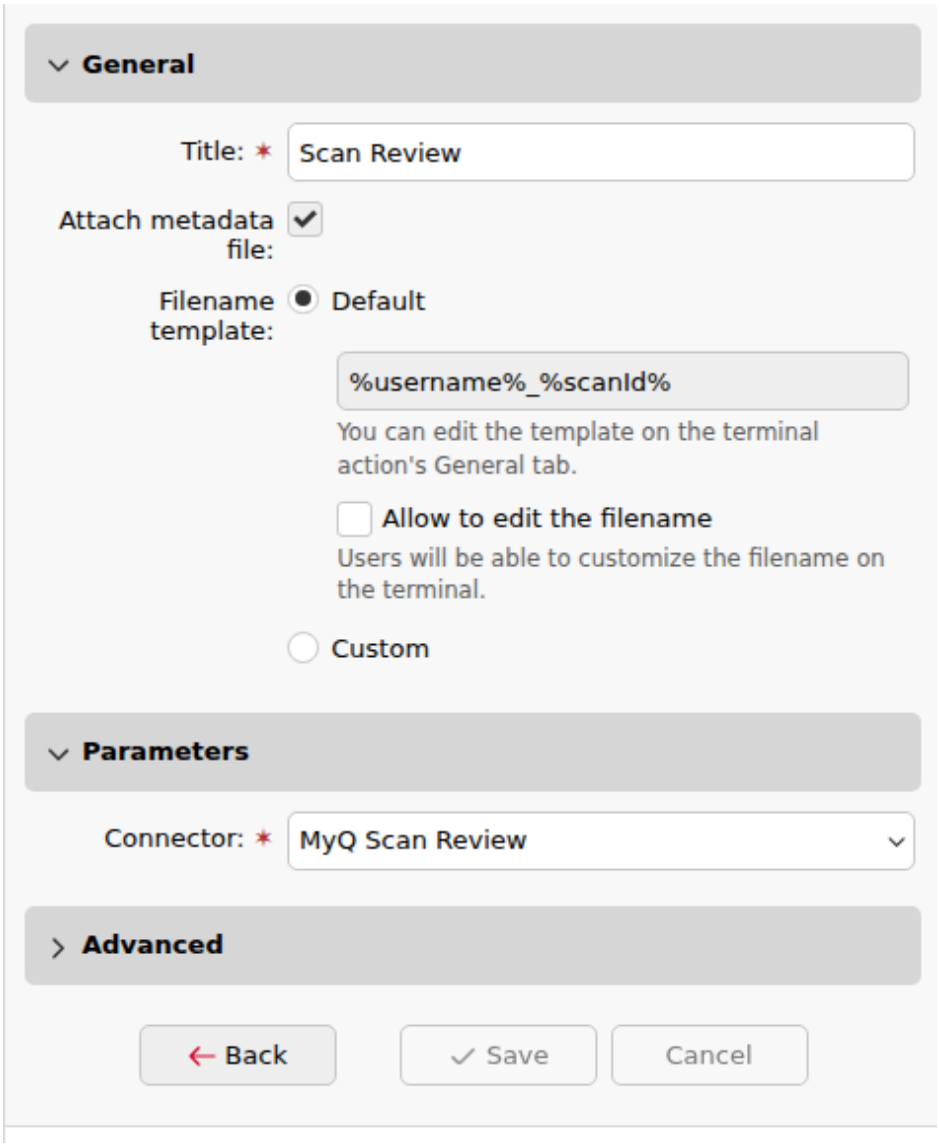
Terminals with a lower license tier (Embedded, Embedded Lite) do not show an Easy Scan action with the Scan Review destination. If a terminal's license is downgraded from Ultimate, the action is hidden after the next user login. The terminal may need to be reactivated.

3.1 Create and Set the Scan Review Destination

1. Open an **Easy Scan** terminal action, or create one in **MyQ > Settings > Terminal Actions** (**Add Action > Scan > Easy Scan**).

   On the **General** tab, use a **Title** that tells users where their documents go, for example, the review queue or the target location.

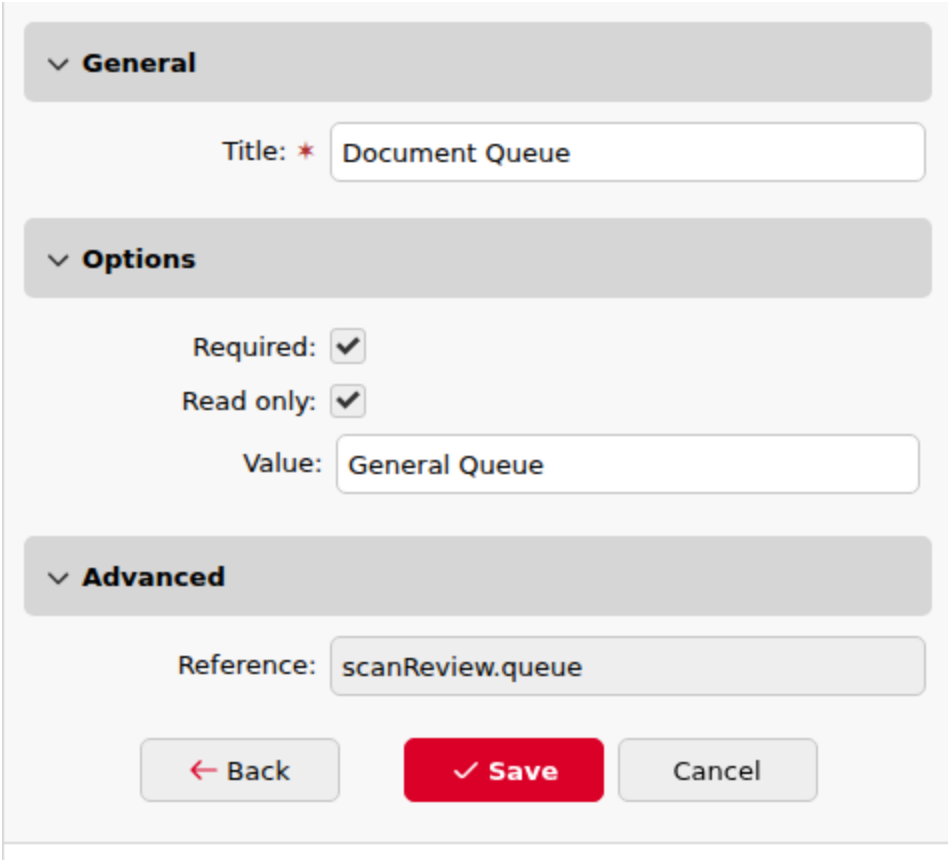
2. On the **Destinations** tab, select **Scan Review** in the **+Add** dropdown.
3. In the **General** section:
   - (Optional) Change the **Title**, for example, to tell several Scan Review destinations apart.
   - **Attach metadata file** is always selected for this destination.
   - **Filename template**: keep **Default** to use the template from the **General** tab of the terminal action, or select **Custom** to build one from the action's parameters, including custom parameters. See (10.3) Easy Scan Destinations.
4. In the **Parameters** section, in **Connector**, select the Scan Review connection.



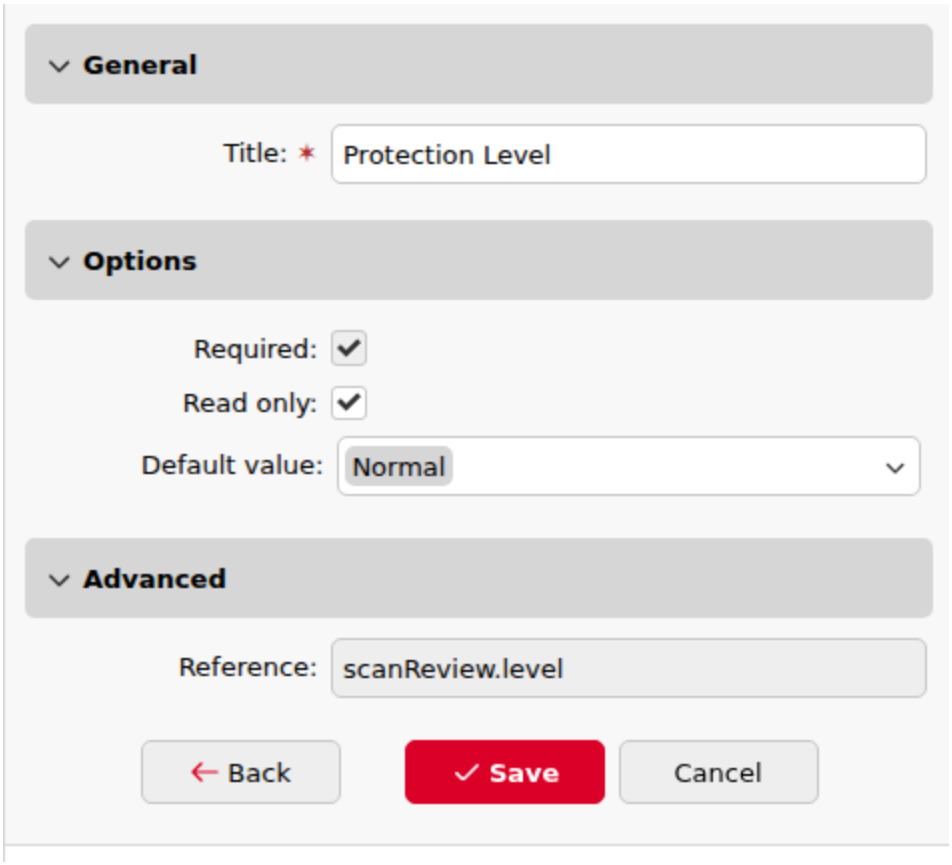
3.2 Set the Scan Review Parameters

On the **Parameters** tab of the terminal action, open each parameter's settings:

- **Document Queue**: in **Value**, enter the exact name of the Scan Review document queue that receives the documents. **Required** and **Read only** cannot be cleared.



- **Protection Level**: the protection level of the submitted documents.
  - To use a fixed level, select **Read only** and set a **Default Value**.
  - To let users choose the level at the terminal, clear **Read only** and leave **Default Value** empty.



- **Brand**, **Model**, and **Serial Number**: filled in automatically.
- (Optional) **Resolution**: we recommend at least **300 dpi** for Scan Review.

3.3 Additional Parameters

You can add custom parameters, such as a document ID, to help reviewers match paper originals with the scanned documents in the document queue. See (10.3) Archiving Process.

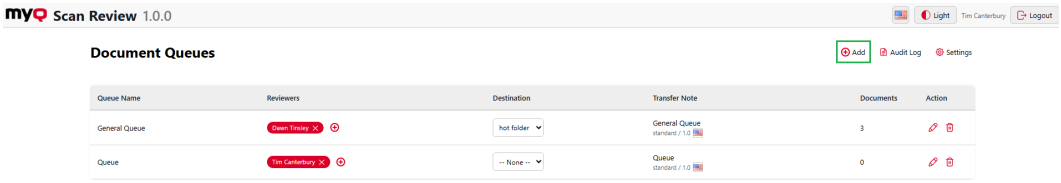
4 Document Queues

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

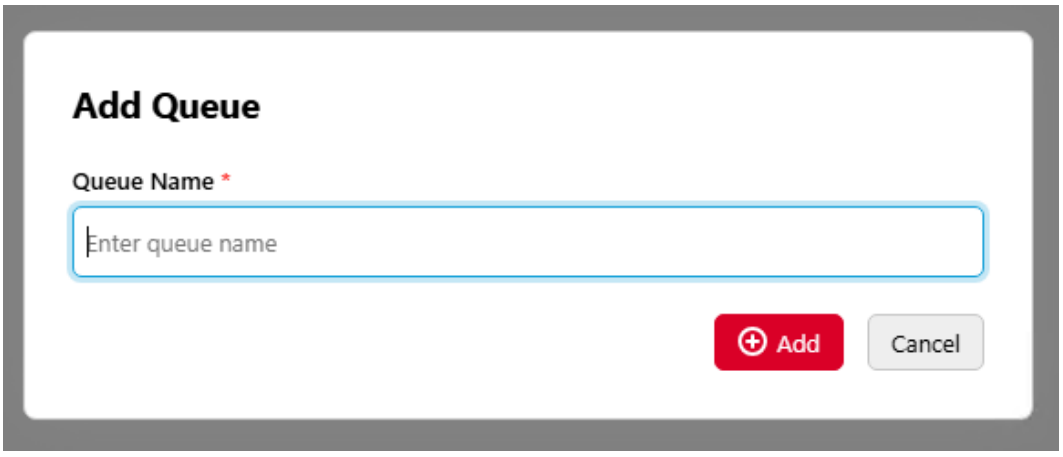
- The transfer note process metadata attached to the documents.
- The reviewers responsible for checking the documents.
- The destination to which approved documents are delivered.

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.



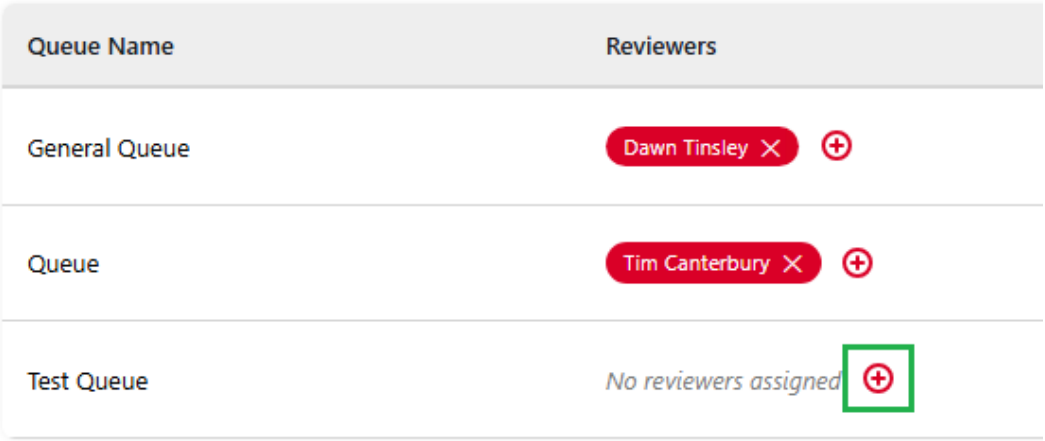
3. Specify a **Queue Name**.



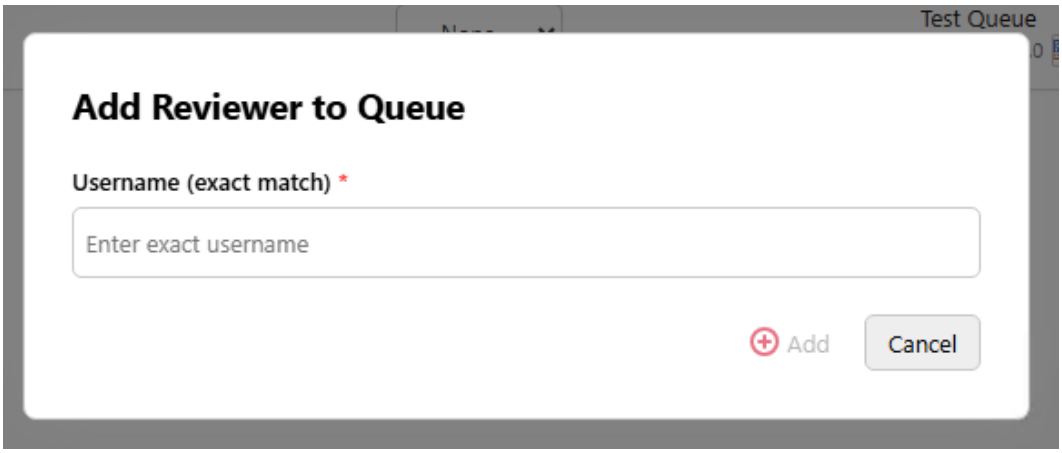
Your queue is created; further settings can now be edited.

4.2 Assign Reviewers to a Document Queue

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



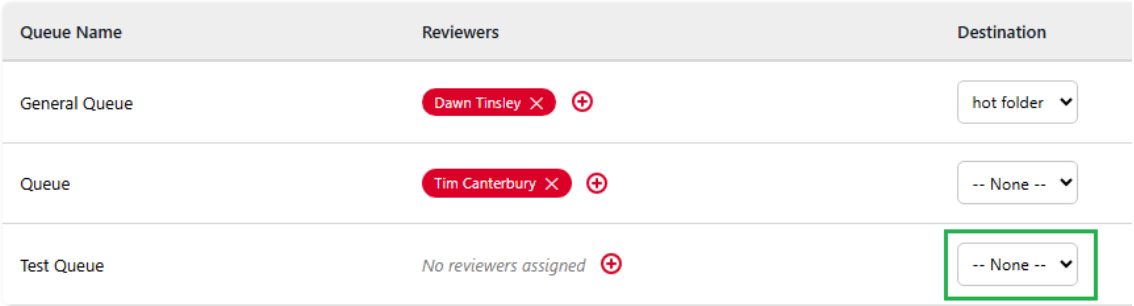
2. Type the MyQ username of the user you wish to add, the username must match precisely but is not case sensitive. Click **Add**.



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.

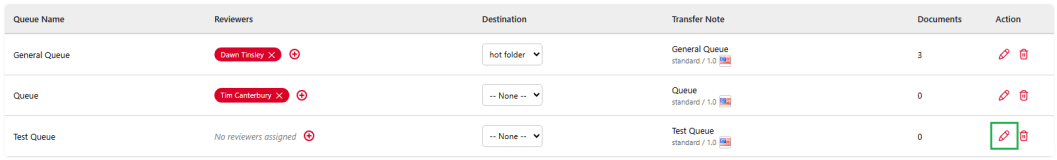
4.3 Assign a Destination to a Document Queue

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 8).

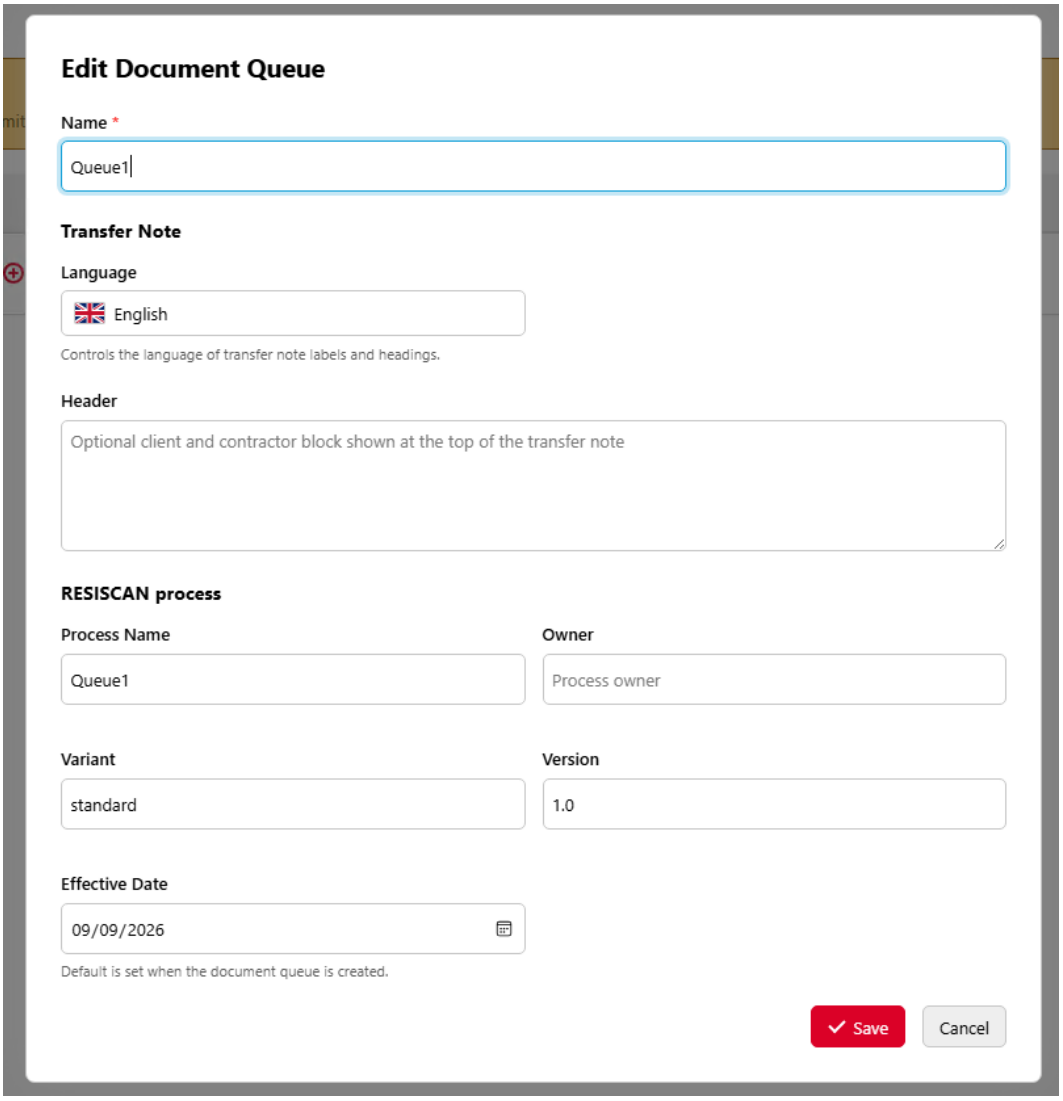


4.4 Edit Queue Details

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



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



a. Change the **Queue Name**

b. Select a **Language**. This dictates the language of transfer note labels and headings.

c. In **Header** add an optional client and contractor block shown at the top of the transfer note

d. Change the **Process Name**

e. In **Variant** specify a process variant, this identifies the configured branch of the process, supporting traceability in procedural documentation.

f. Change the **Version.**

g. Assign a **Process Owner**.

h. Change the **Effective Date**. The default is the date when the queue was created.

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.

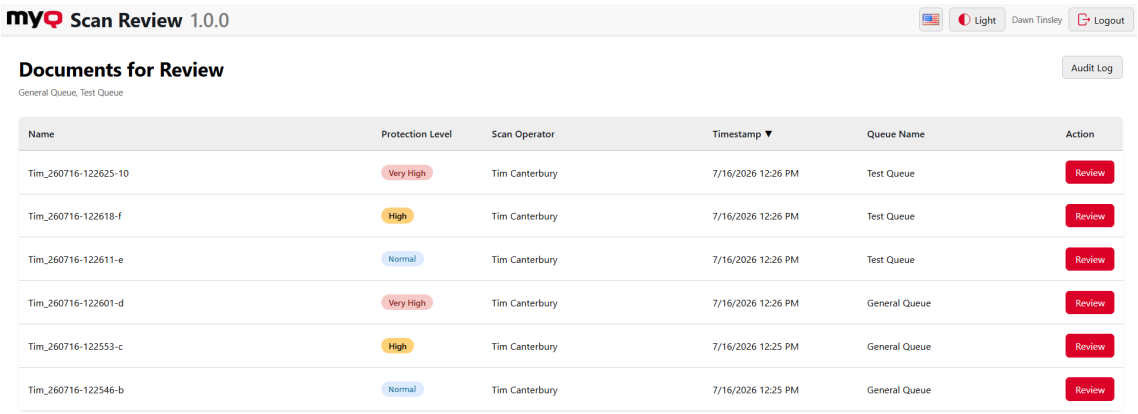
6 Document Review

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**.

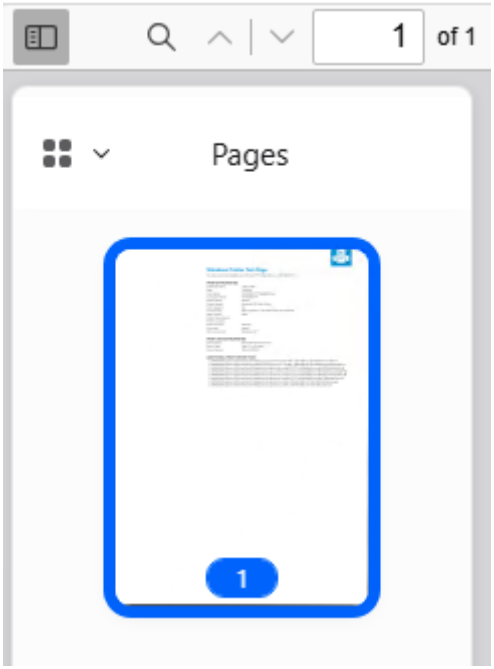


They can also access the **Audit Log** where approvals and rejections are reported. Rejections are listed under the event **Rejected** and approvals are listed under the event **Archived**.

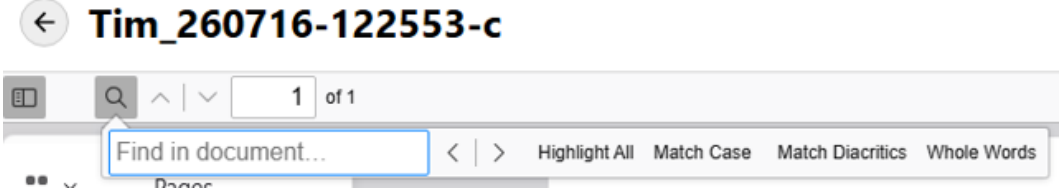
6.1 Reviewing Documents

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

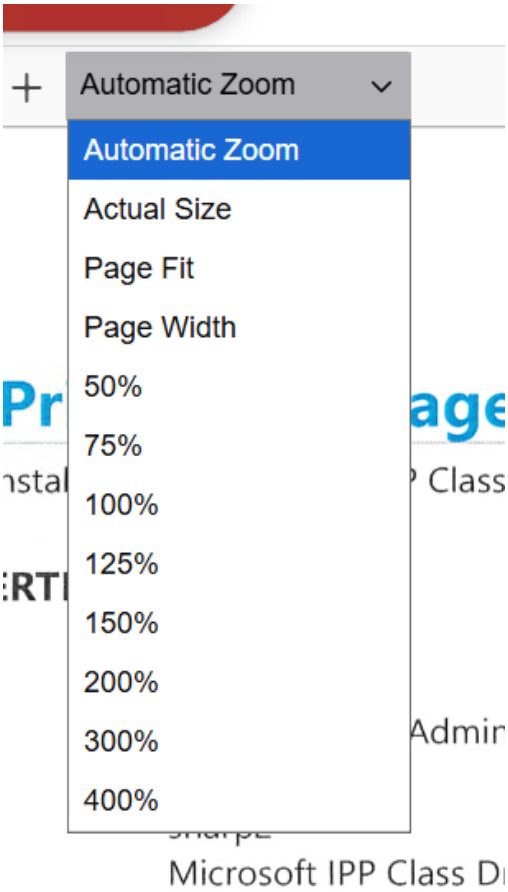
- See an overview of pages in the document in the left-hand panel.



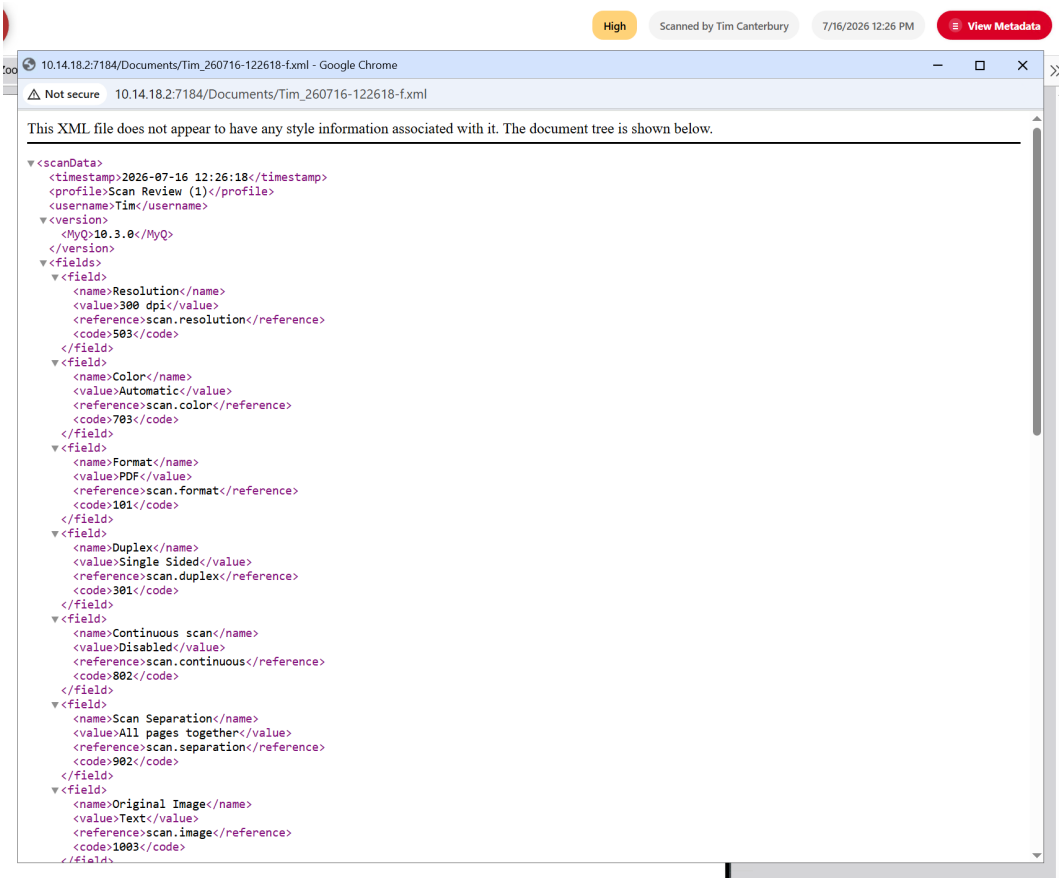
- Search for specific words or phrases in the document.



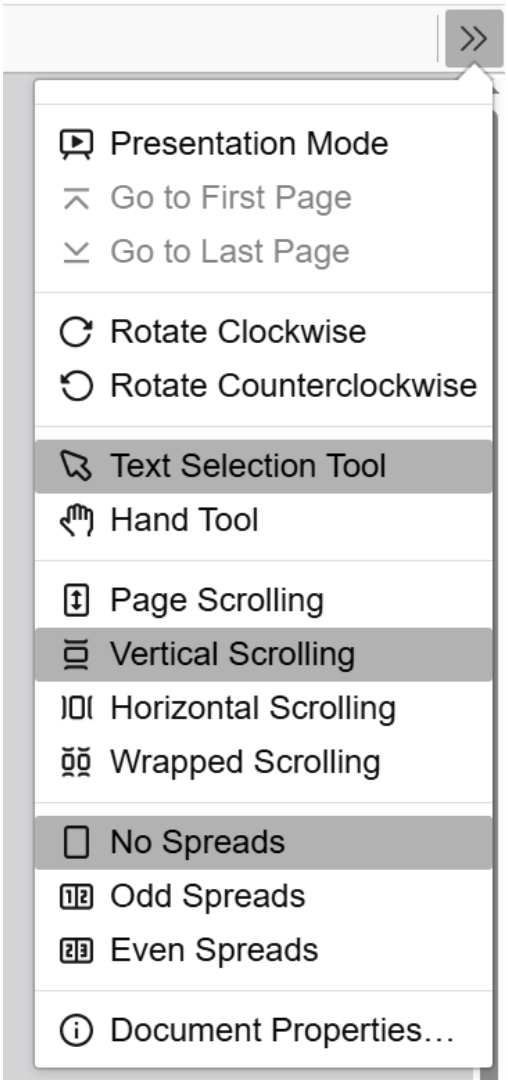
- Change the **Zoom** level with which they are viewing the document.



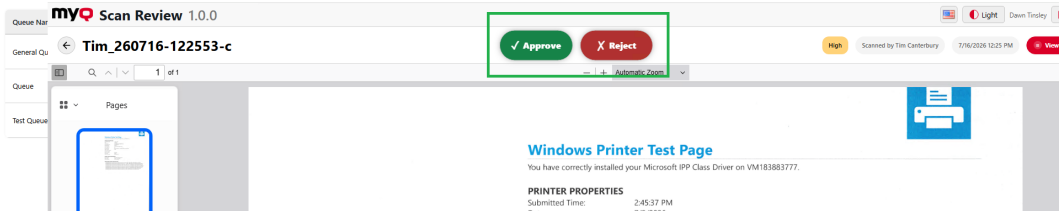
- View the document metadata.



- 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

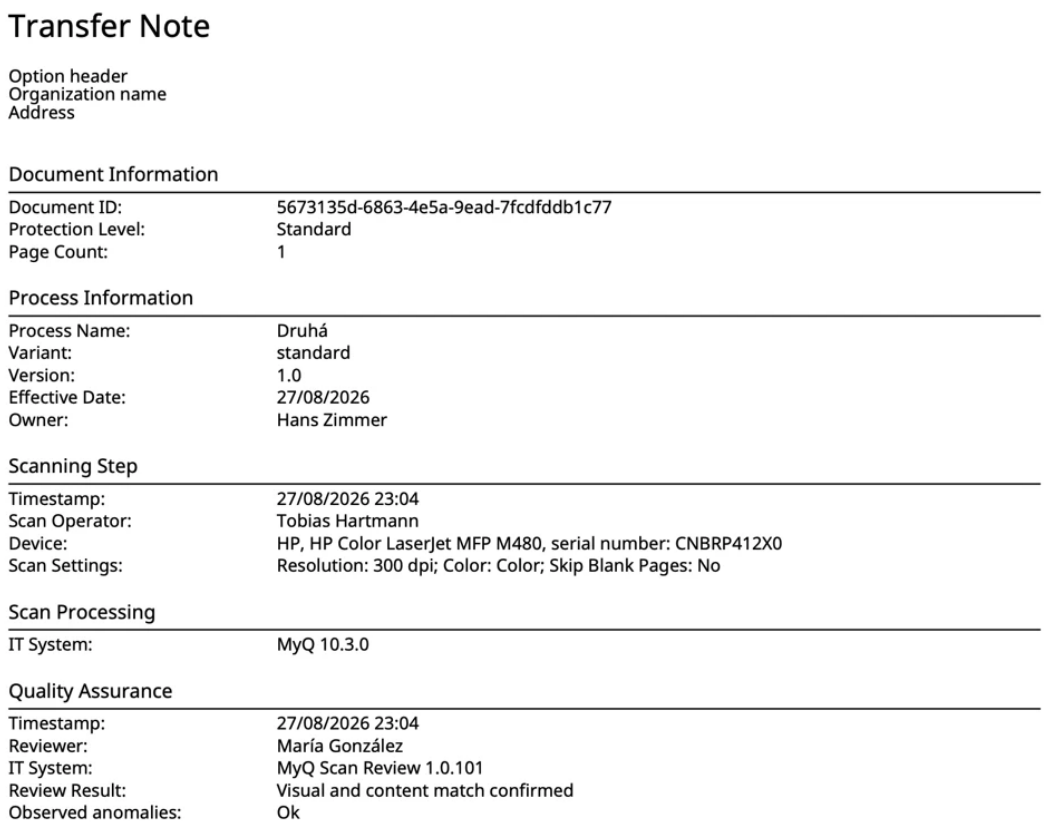
- **Header**: optional free-text block (e.g. client/contractor identification) rendered at the top of the transfer note for organizational or contractual context.
- **Process Name**: identifies which scanning procedure produced the batch, so a transfer note can be traced back to the procedural documentation 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-7fcdfddb1c77
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

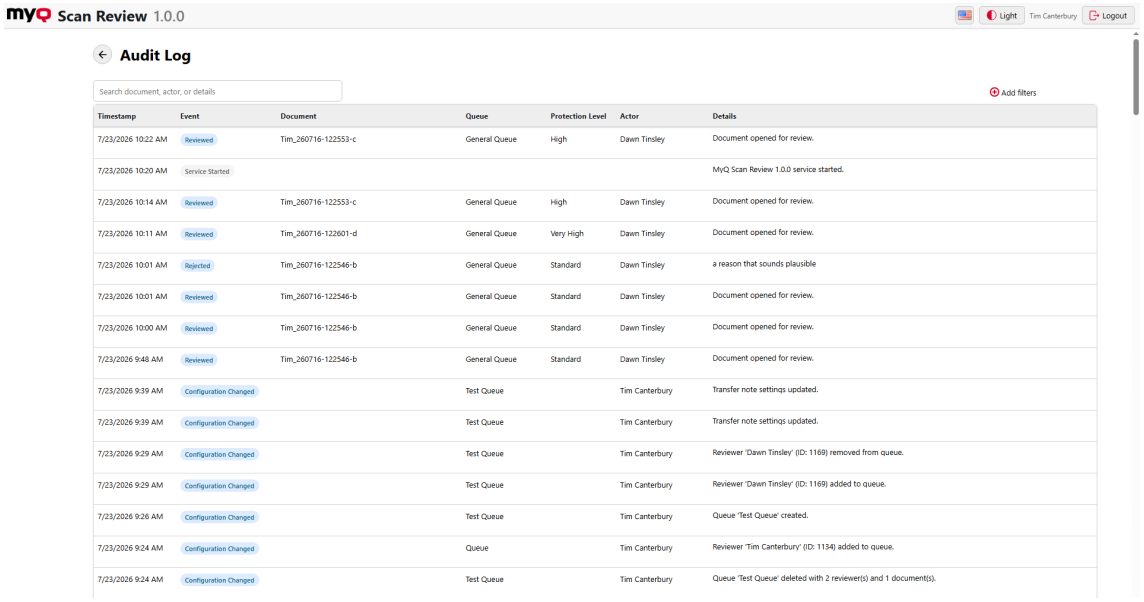
Scan Review has an Audit Log where all relevant actions and processes are recorded.

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.

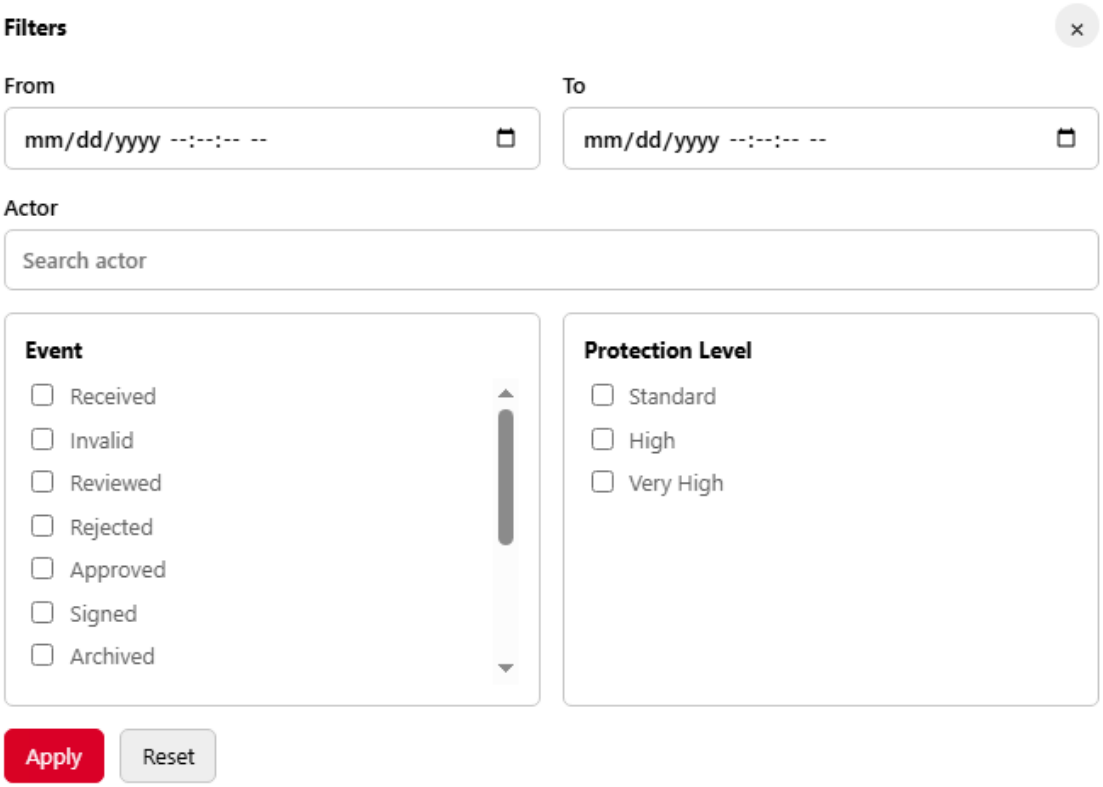
The audit log displays the timestamp, event, document name and GUID, Document Queue, document level, actor, and event details.

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.



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
mm/dd/yyyy --:--:-- --
To
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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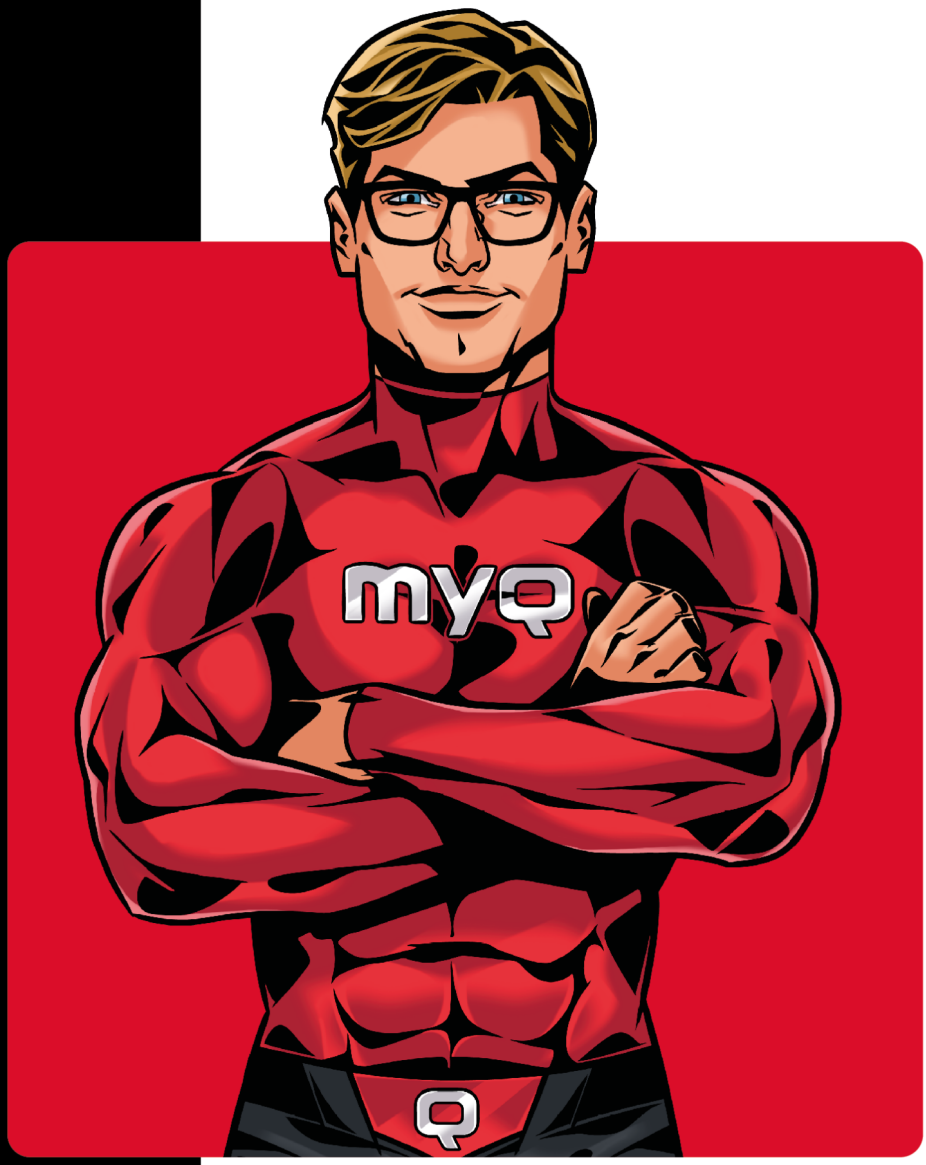
50+ million
Trusted users

1+ million
Active devices

26+
Brands supported

1000+
Certified partners

Operating in **140+** countries



Awarded and certified

BuyersLab PLATINUM TESTED SOLUTION 2023

BuyersLab PLATINUM TESTED SOLUTION 2022

BuyersLab PLATINUM TESTED SOLUTION 2021

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