



Onboarding Guide

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WELCOME TO THE DISPATCHER SCANTRIP CLOUD ONBOARDING GUIDE!

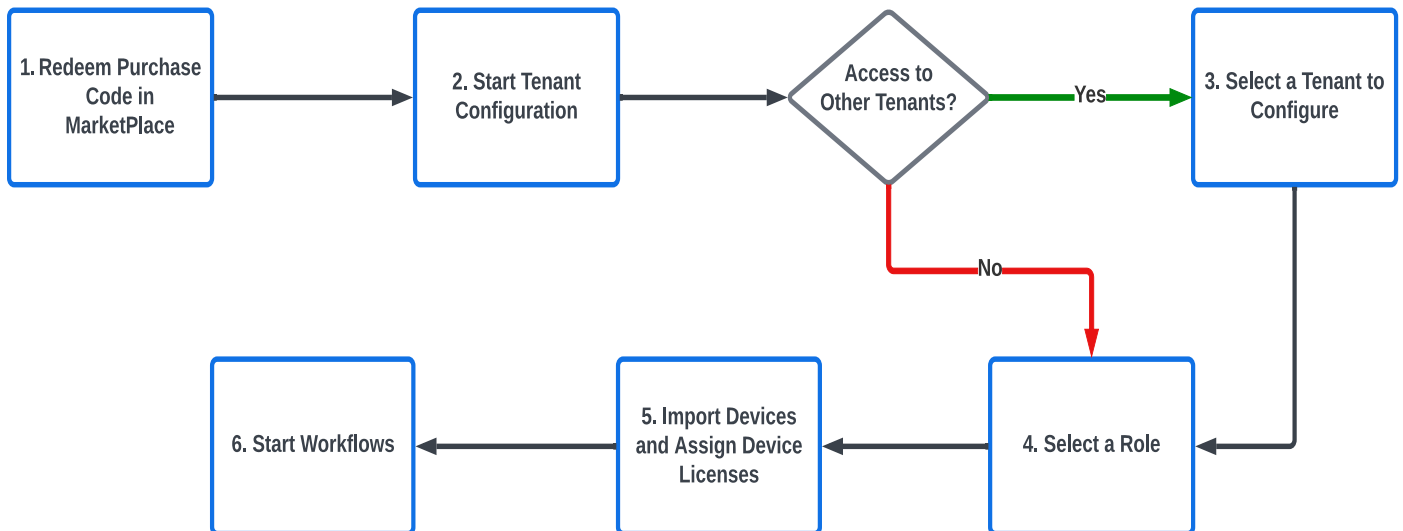
Thank you for your recent purchase of Dispatcher ScanTrip Cloud! We are excited for you to begin taking control of your cloud-based scan workflow automation. This guide describes the steps necessary to successfully complete the initial setup for a new Dispatcher ScanTrip Cloud tenant.

OVERVIEW

Dispatcher Scan Trip Cloud is a cloud-based application that combines powerful scan processing automation with the availability and accessibility of cloud architecture. Using Dispatcher ScanTrip Cloud, customers can manage their workflows, users, devices, and more from a single location that is accessible from anywhere: **scantripcloud.com**.

Dispatcher ScanTrip Cloud comes pre-installed on every new Konica Minolta Cloud Enabled MFP and can be added to many existing Konica Minolta MFPs easily, so you can get started with workflow automation in just minutes. Here's how.

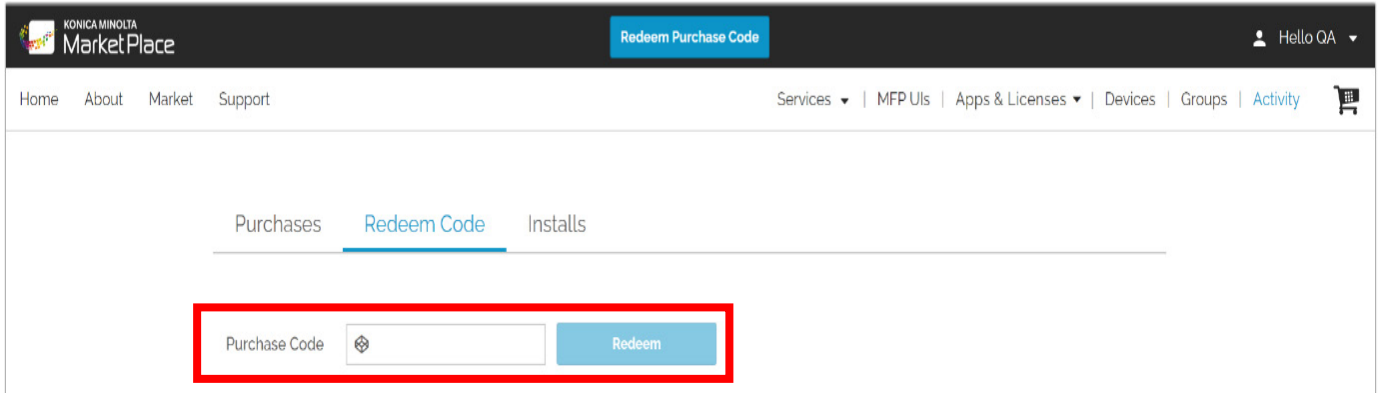
DISPATCHER SCANTRIP CLOUD ONBOARDING WORKFLOW



STEP 1. REDEEM YOUR SCANTRIP CLOUD PURCHASE CODE THROUGH MARKETPLACE

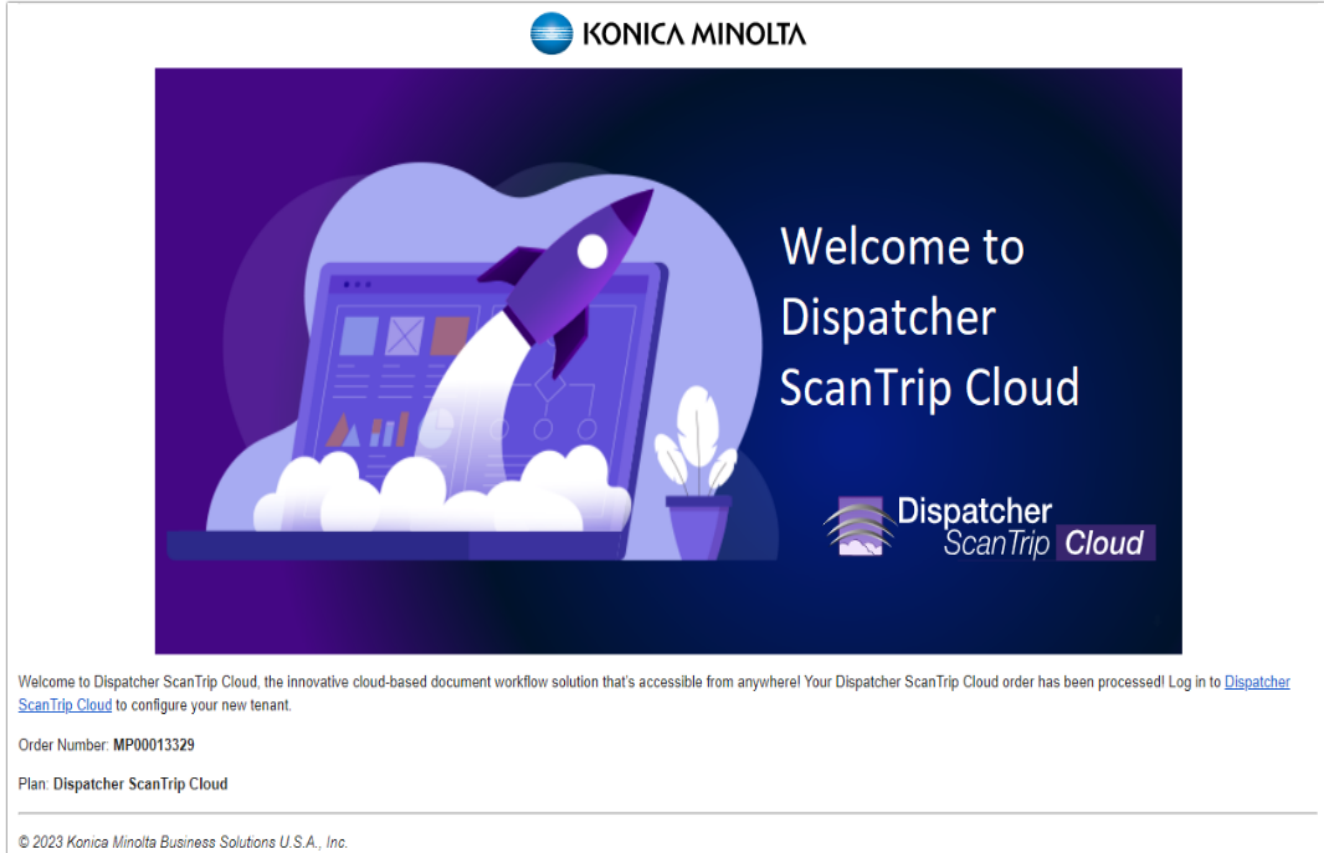
The Purchase Code from MarketPlace must be redeemed in MarketPlace. This is an additional layer of security and expedites setup by allowing Devices to be imported from MarketPlace to Dispatcher ScanTrip Cloud (See Step 5).

Important: A MarketPlace account is required to redeem the Purchase Code. The user who redeems the purchase code will need to continue with tenant configuration.



STEP 2. START TENANT CONFIGURATION

After redeeming the Purchase Code in MarketPlace, you will receive an automated email from Scantripcloud.com to activate your Dispatcher ScanTrip Cloud tenant. Click on the **link** to begin tenant configuration.



After clicking on the email link or logging into the Dispatcher ScanTrip Cloud website, your path is determined by the number of tenants you can access.

Multiple Tenants

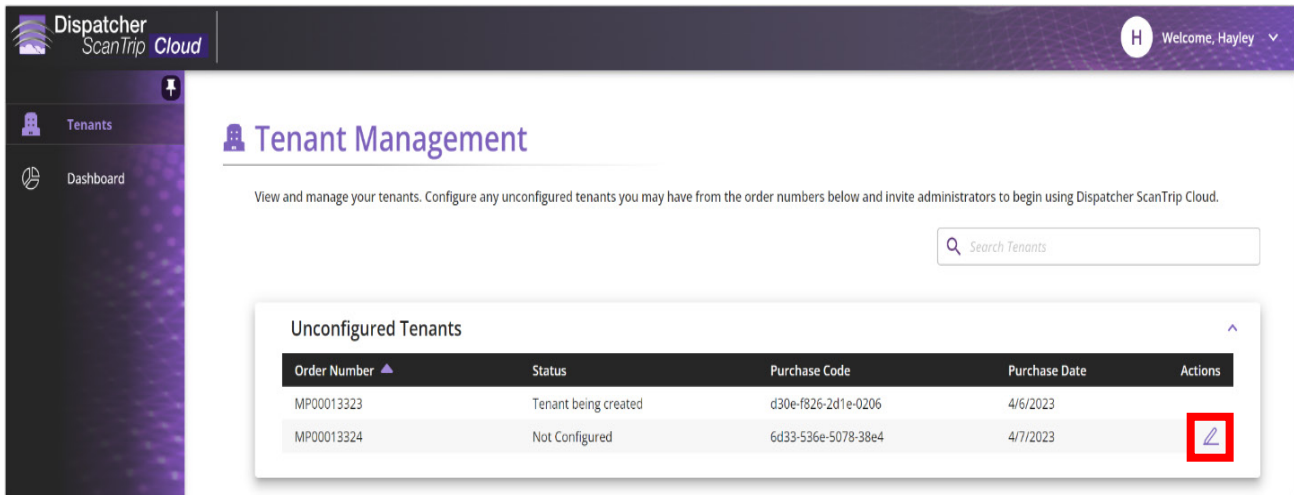
Dispatcher ScanTrip Cloud is designed to support both single tenant and multi-tenancy applications. This means that a user with multiple tenants will automatically log onto the Tenant Management page. **For multiple tenant users, continue to Step 3.**


Single Tenant

For users with only one tenant - the one they are currently setting up - Dispatcher ScanTrip Cloud will automatically begin guiding that user through the tenant setup process. **For Single Tenant users, continue to Step 4.**

STEP 3. SELECT A TENANT TO CONFIGURE

For easy access, any unconfigured tenants will appear in a separate table at the top of the page. Select the **Edit** icon for the tenant you would like to configure.



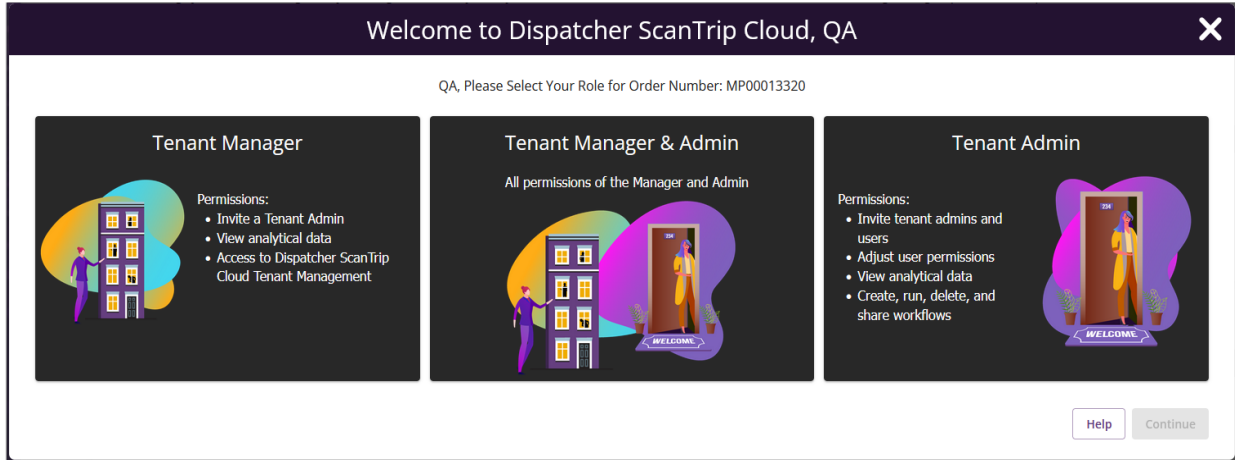
| Order Number | Status | Purchase Code | Purchase Date | Actions |
|--------------|----------------------|---------------------|---------------|---|
| MP00013323 | Tenant being created | d30e-f826-2d1e-0206 | 4/6/2023 | |
| MP00013324 | Not Configured | 6d33-536e-5078-38e4 | 4/7/2023 |  |

STEP 4. SELECT YOUR ROLE

To begin configuring your new tenant, you must first **choose a role: Tenant Manager, Tenant Admin, or Tenant Manager & Admin.**

- The Tenant Manager role is often given to the person who will be doing the initial setup, but who will not have much, if any, day-to-day oversight or use of the tenancy, such as a dealer representative or a departmental manager.
- The Tenant Admin role is often given to an in-company manager who will be overseeing and using the tenancy on a day-to-day basis. A tenancy needs at least one Tenant Admin in order to complete setup.
- The Tenant Manager & Admin has the combined permissions of both the Tenant Manager and the Tenant Admin. This is the role that will likely be taken if a single person is doing both the initial tenancy setup and the day-to-day oversight and usage of the tenancy.

For a more detailed description of roles, see the **Onboarding** section of the **Dispatcher ScanTrip Cloud Online Help**.



Tenant Managers

For Tenant Managers, the next step is to enter an email address to **invite a Tenant Admin** to complete the configuration. This invitation can be canceled and/or resent if needed.

Tenant Admins

For Tenant Admins, the next step is to **complete the Tenant Configuration**.

Order Number: STCDM00007

Enter a unique domain name.

Select the region in which the tenant's data should be stored. This selection cannot be changed later.

Select the authentication method for the tenant to login. This selection cannot be changed later.

Continue

Note: The Region and Authentication method **cannot** be changed later.

Tenant Managers & Admins

For Tenant Managers & Admins, the next step is to **complete the Tenant Configuration** as described above in the Tenant Admins section.

STEP 5. ADD DEVICES AND ASSIGN DEVICE LICENSES

Dispatcher ScanTrip Cloud workflows can be accessed on devices associated with your tenant. Devices must be added to your MarketPlace account before they can be imported to Dispatcher ScanTrip Cloud.

Import from MarketPlace

Devices can be imported from MarketPlace in bulk. For more information on how to add devices to your MarketPlace account, see the **Managing Devices** section of the **MarketPlace Online Help**.

Activating New Devices

New devices must be connected to your MarketPlace account before they can be added to your tenant. Do the following:

1. At the MFP, navigate to the MarketPlace app, and tap the **APP MANAGER** button in the lower-left corner of the MFP screen.

Note: You may need to enter the Device Admin Password for this device.

2. Enter the MarketPlace Username and Password associated with the account.
3. Tap the **Login** button.



The MFP is now connected to MarketPlace.



Assign Device Licenses

After devices are imported to your Dispatcher ScanTrip Cloud tenant, you must assign a license to any device you would like to use. Do the following:

1. On the left side, select the **Devices** tab. This will bring you to the Device Management home page.

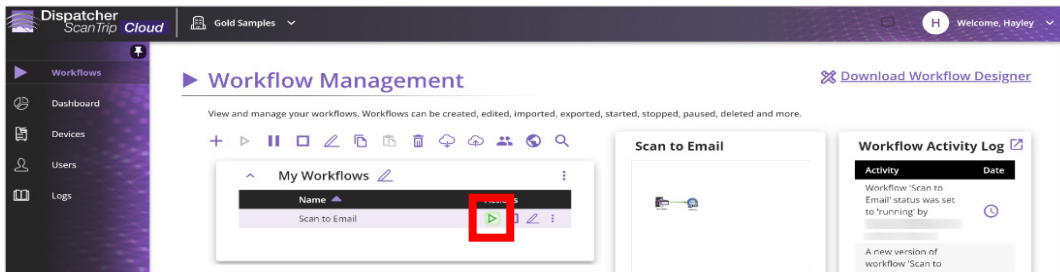
| All Devices (Not Grouped) | | Devices in Group: 7 | | Licenses Available: 2 | | | |
|---------------------------|-------------------|---------------------|--------------|-----------------------|----------------------|---|--|
| ID | Name | Location | ScanTrip App | IP Address | Description | Actions | |
| AC77011000 134 | PE bizhub 360i | LAB | ✓ | 10.10.221.219 | Add a description... |   | |

2. Select the **Assign License** icon on the right-hand side of the device entry.

STEP 6. START WORKFLOWS

You must run a workflow before it is available to use at the MFP. Do the following:

1. On the left side, select the **Workflows** tab. This will bring you to the Workflow Management home page.
2. To run a workflow, choose a workflow and click on the associated **Start/Resume** button on the right side of the table. You can choose one of Dispatcher ScanTrip Cloud’s preinstalled Sample Workflows or you can create your own. For more information on how to create or edit workflows, see the **Workflow Management** and **Using the Workflow Designer** sections of the **Dispatcher ScanTrip Cloud Online Help**.



Tenant configuration is now complete, and you can start using your Dispatcher ScanTrip Cloud workflows!

LICENSING

Dispatcher ScanTrip Cloud currently has two licensing options: Trial and Term. Trial licenses can be converted to Term licenses in two ways.

Upgrading a Trial License

You can upgrade your Trial license to a Term license. Do the following:

1. Purchase a Term license from MarketPlace. You will be provided with a purchase code.
2. In the upper-right hand corner of the Dispatcher ScanTrip Cloud site, click the **down arrow** and select **Settings**.
3. Enter that purchase code in the **Purchase Code field** on the right-hand side of the Licensing area.
4. Select the Submit button.

Replace a Trial License

You can create a tenant with a Term license in place of your Trial license. Do the following:

1. Follow Steps 1 through Step 5 above with the new Term license.
2. On the left side of the Trial license tenant, select the **Workflows** tab. This will bring you to the Workflow Management home page.
3. Export any workflows you would like to use in your new Term license tenant. For more information about exporting workflows, see the **Workflow Management** section of the **Dispatcher ScanTrip Cloud Online Help**.
4. On the left side of the Term license tenant, select the **Workflows** tab.
5. Import any of the exported workflows to your new tenant.
6. Start your workflows, as described in Step 6 above.

