## EZESCAN SOLUTION



# Simplified Back Scanning

## **SOLUTION BENEFITS:**

- Scan multiple documents in a single batch.
- Various batch separation methods including black pages, barcodes, fixed page count, or form recognition.
- Save and reuse scan job workflows, along with digitization standards and image enhancements.
- Support for a wide a range of output image formats including TIF and text searchable PDF, PDF/A.
- Support for a wide range of scanner hardware, including multifunction devices.
- No volume-based restrictions on the number of documents you can scan and process.
- Advanced indexing capabilities.
- Automate document naming, output location and metadata requirements.
- Perform database lookups on the fly.
- Seamless Integration with many EDRMS/ODBC databases.

# Take the hard work out of digitising your backlog of stored hardcopy documents.

With advanced batch scanning functionality and power indexing features, EzeScan delivers the fastest most cost-effective method available to digitise your paper documents for easier storage, access, and management.

## **Batch Scanning**

Save time by scanning your documents in batches using your preferred batch separator method including black pages, barcodes, fixed page count, or form recognition. Save and reuse your scan job workflows including your digitisation standards and selected image enhancements. Numerous output image formats can be selected including TIF and text searchable PDF, PDF/A. EzeScan provides support for a large range of scanner hardware including multifunction devices. Scan and process as many documents as you want without any volume-based restrictions.

## **Advanced Indexing**

EzeScan's power indexing wizard guides an operator through the registration process capturing data, when possible, via zonal OCR or the use of the OCR pen. Perform database lookups on the fly or select field data via drop-down menus. Define and reuse static metadata to limit the number of keystrokes or eliminate them altogether to deliver impressive productivity gains. Automate your document naming conventions, output locations and metadata requirements in line with your records keeping obligations.

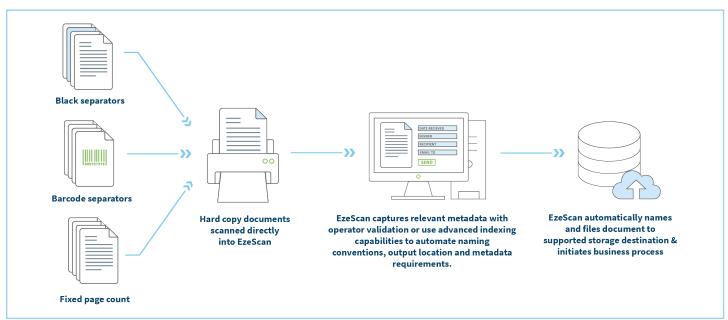
## **Automate Where Possible**

Automate where possible the indexing process using BCR and OCR technologies so you can continue scanning the next batch of documents. Let your OCR task run uninterrupted in the background while your operators can continue scanning the next batch of documents. Index profiles can be configured to allow the operator to index the documents as quickly as possible by setting workflow defaults of data and options to remember data on a batch-to-batch basis.

## Seamless Integration with EDRMS

Back scanning workflows can be configured to integrate with many popular EDRM systems and ODBC databases, or to generate custom data output for integration with legacy systems. To the end user this means a seamless experience when scanning and registering documents.

## How It Works



# **Functionality and Features**

### Scanning / Import Features

- No volume based restrictions on scanning
- Supports ad-hoc or batch scanning using TWAIN/
- WIA (optional ISIS interface available on request)
- Supports low, medium and high volume scanners
- Supports flatbed, ADF and large format scanners (up to ٠ A0 in size)
- Supports single and double sided scanning
- Supports scan capable MFD via TWAIN/FTP/UNC/POP3
- Import directly from folder, UNC/FTP/POP3
- Import Microsoft Office documents
- Append, insert, replace, delete or move pages
- Annotation with Redaction/FOI capabilities
- Import TIF, PDF, JPG, GIF, BMP from file or folder (one or more levels deep)
- Save unlimited number of scan/output job workflows for easy re-use
- Easily import/export job settings.

#### **OA Features**

- Verify image quality by scrolling through thumbnails
- Option to enforce QA of scans before output
- Option to add audit stamp output pages.

#### **Batch Processing**

- Supports separator pages to split documents
- Supports fixed page count to split documents
- Optional support for barcode to split documents
- Automatically process document output.

### **Image Enhancement Features**

- Manually or automatically apply enhancements
- Deskew, despeckle and negate
- Auto binarise coloured pages (convert to B&W)
- Delete blank pages
- Erase and crop border •
- Auto page rotation
- Split/reorder pages for book scanning.

#### **Output Features**

- Output as single or multipage TIF or PDF
- Output as image only or text-searchable PDF, PDF/A
- Documents can include B&W and colour pages
- Supports JPEG/LZW compression for TIF and PDF •
- Supports auto naming of output files
- Output to folder, UNC or email
- Supports naming using MD5#.

#### **Ease of Use**

- Job button menu for regular scan jobs
- Save scan/output settings to individual iob buttons
- Shortcut keys for common functions including navigating pages and zooming
- Combined thumbnail/page viewer
- Undo and Redo to remove/add last alteration
- Tag multiple pages for QA/enhancement.



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