# ezescan SERVER

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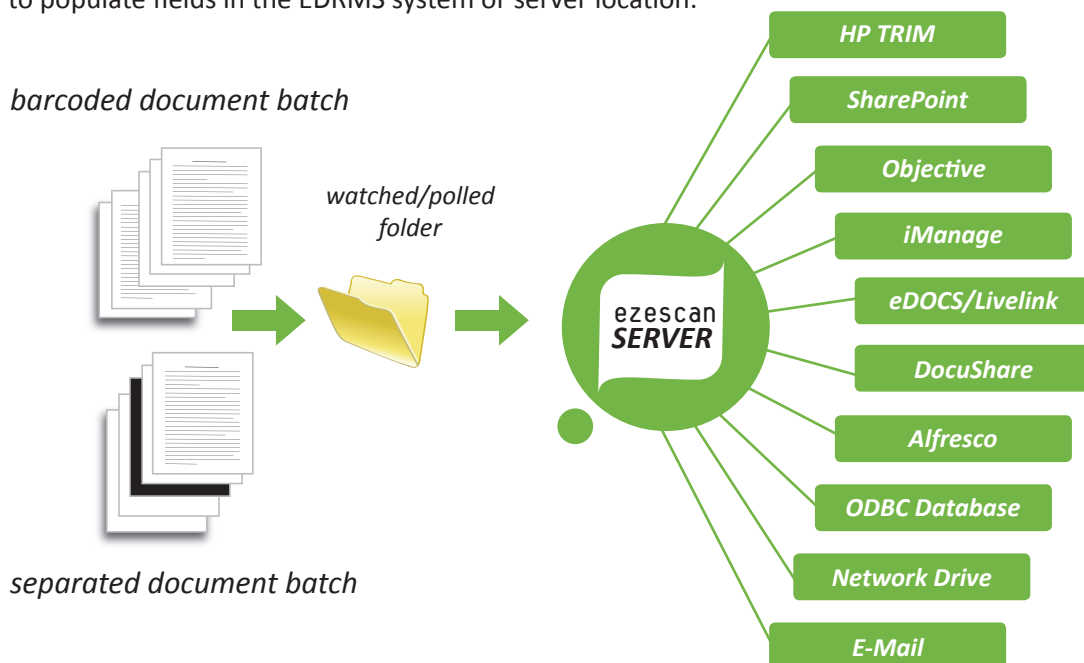*transforming paper into knowledge*™

EzeScan SERVER provides highly automated imaging and routing capabilities for workgroup or workflow document scanning requirements. EzeScan SERVER can automatically route incoming documents to designated recipients, network folders, ODBC compliant databases or EDRM systems by utilising barcoded documents or documents accompanied by an index/metadata file (from a 3rd party software system or multi-function device). These types of workflows require no user intervention at desktop level and can run independently on a server as a service. Documents can be processed individually or in batches, giving any organisation a cost effective and flexible decentralised scanning model.

## Easy to use

EzeScan SERVER watches for incoming documents from multiple sources, e.g. network folders, POP3 mailboxes, or FTP Servers. When a document arrives, EzeScan SERVER can detect barcodes or metadata information and route the document accordingly. EzeScan SERVER can upload the scanned image and metadata to one of its * Supported Integrations or simply store documents in a network folder or send them via email.

Multi-function devices or dedicated scanners can be used to provide documents to EzeScan SERVER. Depending on the device functionality, the operator can add metadata at the time of scanning. EzeScan SERVER can use this metadata to populate fields in the EDRMS system or server location.

*barcoded document batch*

*watched/polled folder*

ezescan **SERVER**

*separated document batch*

- HP TRIM
- SharePoint
- Objective
- iManage
- eDOCS/Livelink
- DocuShare
- Alfresco
- ODBC Database
- Network Drive
- E-Mail

## * Supported integrations

Act! by Sage, Alfresco ECM 4.3, Autonomy iManage WorkSite 8.X, DocuVantage OnDemand, DocuWare 5.X, FTP, HP TRIM Captura 4.3, HP TRIM Context 5.X/6.X/7.X, Infovision, ,InfoXpert 8.0, Laserfiche 8.X, Meridio 5.X, Microsoft SharePoint 2007/2010, Objective ECM 6.3/7.X /8.X, ODBC compliant Databases, (e.g. Oracle and SQL Server), ODMA/WebDAV compliant systems, OpenText DOCSOpen 3.9.X, OpenText eDOCS DM 4.0/5.X/6.X, OpenText Content Server 9.7.X/10.0, POP3/SMTP, Xerox DocuShare 2.2/3.X to 6.X and API Plug-in interface.

## scan · capture · automate · integrate

## Optional modules

EzeScan SERVER can also provide Forms Processing capabilities utilising data capture technologies such as OCR/ICR/OMR and smart templates (DISCOVERY). Scan processing bottlenecks can be significantly reduced by automating what is traditionally a high labour task. Exceptions can be routed for subsequent verification processing on an EzeScan index/verify workstation.

Utilising the optional EzeScan AUDIT module in conjunction with EzeScan SERVER, organisations are able to produce detailed scanning reports to assist in cost recovery.

## EzeScan Server Scenarios

| | |
|---|---|
| **Example 1.0\*** <br> *File folder conversion* | EzeScan can poll folders on a network drive and convert documents into a text searchable PDF and output to another folder. The import and output folder structure can be replicated. Suitable for customers who have a backlog of documents that need to be converted to PDF or who have a multi-function device to be monitored (polled) and the documents converted to PDF and output to a folder for access by end users. |
| **Example 2.0\*** <br> *Route to end user* | EzeScan can route documents to an end user via email, a network drive, a printer or an FTP Server. EzeScan can use a barcode coversheet or document with separator pages and run rules to interpret what is specified in the barcode or document cover sheet. |
| **Example 3.0\*** <br> *Upload to document Management System* | EzeScan can route documents to one of its supported EDRM systems or to a database. EzeScan can interpret information from a barcoded coversheet or import metadata taken from the MFD interface and then upload the document and metadata to the respective document management system. |

\* Forms processing can be applied to any of the above scenarios

### Server requirements

Recommended minimum Server specifications:

- Dual Core Xeon 2.1 GHz
- Windows Server 2003, 2008
- 100/1000 Ethernet NIC
- 4GB system memory
- 80 GB hard disk

### EzeScan SERVER module configuration

EzeScan SERVER comes standard with the following modules:

- BCR
- KFI
- OCR
- UPLOAD

### Optional modules

EzeScan SERVER optional modules include:

- AUDIT
- ICR
- MICR
- DISCOVERY
- OMR

## The EzeScan Advantage

EzeScan provides fast, cost effective business solutions including simplified back scanning, automation of invoice processing, forms data extraction, mailroom/correspondence automation and highly integrated EDRMS imaging. Compatible with all major scanners and with over 600 installations in Australasia, North America, EMEA and the UK, EzeScan is your ideal batch-scanning solution.

## Who is Outback Imaging Pty Ltd?

Outback Imaging is a research and development company specialising in document capture. EzeScan is Outback Imaging's flagship document scanning product suite. Our products enable clients to substantially reduce the cost of deploying document processing solutions for unstructured, semi structured and structured (forms based) hardcopy documents.

*To request an evaluation copy of EzeScan or to see a product demonstration, please contact your local EzeScan representative.*

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