



Solution Benefits

- 
Limitless Scanning
 Capture and process as many documents as you want, regardless of the volume.
- 
Batch Efficiency
 Professional production batch scanning capabilities or import them from folders or email accounts.
- 
Job Creation
 Save and reuse scan job workflows, including digitisation standards and image enhancements.
- 
Image Enhancement
 Elevate your document quality with image enhancement tools.
- 
Multiple Outputs
 Choose from a variety of output image formats, including TIF and text searchable PDF, PDF/A.
- 
Enhanced Toolset
 Powerful annotation features and Redaction/FOI Capabilities.
- 
Extended Functionality
 Optional modules are available to enhance data capture and workflow automation.
- 
Seamless Integration
 Optional upload modules available for seamless integration with many leading document management systems.

Take the hard work out of your centralised records capture with EzeScan PRO's production capture technology.

EzeScan PRO is a professional production batch scanning and document image import tool capable of delivering impressive productivity gains. This cost-effective document capture solution (no volume scanning restrictions) is easy to use and comes standard with image enhancement features, image annotation and redaction/FOI capabilities.

Effortless Capture

Capture your documents using EzeScan's professional production batch scanning capabilities or import from a folder or direct from an email account. 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.

Powerful Indexing Capabilities

EzeScan's power indexing wizard guides an operator through the registration process capturing data when possible via zonal OCR or 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.

Extended Functionality

Effortlessly extended functionality by selecting additional modules to customise a solution that meets your business requirements. The UPLOAD module provides the functionality to seamlessly integrate with many leading EDRMS systems. Optional modules are also available to enhance data capture and workflow automation:

Audit

Barcode Character Recognition (BCR)

Discovery (Smart Capture)

Email Record Capture (ERC)

Intelligent Document Recognition (IDR)

Intelligent Character Recognition (ICR)

Index (also known as KFI)

Line Items (LINES)

Magnetic Ink Character Recognition

Optical Mark Recognition (OMR)

Functionality and Features

Scanning / Import Features

- Scanning uses the industry standard TWAIN, WIA or optional ISIS scanner interface
- Supports low, medium, high volume scanners
- Supports Flatbed, ADF, A0 scanners
- Supports Simplex, Duplex, Manual Duplex scanning
- Supports scan-enabled digital photocopiers via TWAIN, FTP or folder import
- Append, insert, replace, delete or move scanned pages
- Undo last X scanned pages
- Scanner settings can be saved as job types for easy re-use
- Import TIF, PDF, JPG, GIF, BMP from File, Folder (multiple levels deep), Email (POP3/IMAP) or FTP
- Unlimited number of job types
- Export/import jobs by other EzeScan stations
- Scan & email directly from within EzeScan
- Optional Barcode Recognition (BCR) module

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.

QA Features

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

Output Features

- Output as Group 4 TIF
- Other image output include BMP, GIF, JPG, JP2 and PNG
- Output as Image only PDF
- Output as Text Searchable PDF
- Output to PDF/A
- Text only output formats (RTF and TXT)
- MS Office output formats (DOC, DOCX, XLS, XLSX)
- Output to directory
- Output to email
- Output to FTP
- Documents can include both B&W and Colour pages
- Colour TIF & PDF uses JPG compression within the TIF to significantly reduce image size
- PDF conversion available with B&W and Colour images

Image Enhancement Features

- Auto Binarise
- Delete Blank Pages
- Deskew – one or all pages
- Despeckle 1x1 or 3x3
- Crop or erase Border
- Rotate –90, +90, 180, Using OCR or BCR
- Negate (inverse)
- Scale to Grey
- Split images horizontally or vertically
- Undo last enhancement/change

Annotation Features

- Create TIF Annotations, Wang Image Compatible
- TIF Annotation Tools include Highlight, Freehand Pen, Line, Rectangle, Text, Stamp, Sticky Note
- TIF Annotations Tools can be used for redaction to blackout or whiteout areas of the image
- TIF Annotation Permanent Branding option
- TIF Annotation layers are date & time stamped. Annotations can be viewed in date/time sequence
- Print with/without TIF annotations
- Shrink Image to < 100%, retaining page size
- Expand Page size to > 100%, adding page border
- Force page size to ISO paper size
- Add Advanced Audit Stamp To First or Every Page
- Add Advanced Audit Stamp A-Z grid to LHS or RHS of the nominated page
- Add Advanced Audit Customised Text to the top or bottom of the nominated page
- Left, Center or Right Justify the customised Audit Stamp
- Add Watermark (PDF Only)

Ease of Use

- Function key driven (F2- F12)
- Combined Thumbnail/Page Viewer
- Navigate through pages using either the Page Up & Page Down keys, Up & Down arrows, Go to page X, or the Home & End keys
- Navigate within the image using zoom in or zoom out magnifying glasses, fit to width, fit to window, or zoom to % size (also via shortcut keys)
- Undo / Undo All to remove last alteration
- Shortcut keys listing available from the help menu.