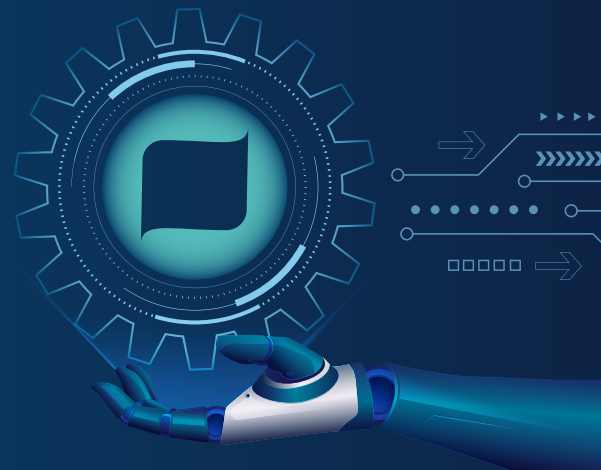




Solution Benefits

- ✓ **Streamlined Processes**
Streamlines document processing and reduce the need for manual data entry and repetitive tasks.
- ✓ **Reduce Manual Errors**
Your team can spend more time on achieving your business goals and less time doing document management.
- ✓ **Enhanced Accessibility**
Convert documents into text-searchable PDF/A formats, making it easy to find and retrieve information.
- ✓ **Flexible Document Routing**
Documents can be intelligently routed to multiple destinations.
- ✓ **Tailored Workflows**
Customise workflows to match your organisations unique needs; with both centralised or decentralised deployments.
- ✓ **Increased Compliance**
Ensure governance, regulatory and digitisation standards compliance.
- ✓ **Seamless Integration**
'Out of the box' native integration with many leading records and content management systems.

Say goodbye to repetitive manual tasks with EzeScan's highly automated document digitisation and capture functionality.

EzeScan SERVER provides highly automated document digitisation and capture functionality for both your workgroup and workflow document processing requirements including: Image Enhancement, File Conversion, OCR / Text Searchable PDF/A creation, Data Capture and Document Routing.

As an enterprise capture platform EzeScan SERVER can align your business processes and satisfy your standards, governance and compliance requirements. With one product you can unify the capabilities of all your capture devices with your business needs whilst at the same time making it effortless for your staff to capture and process documents, both hard copy and digital born.

Intelligent Document Processing

EzeScan SERVER watches for incoming documents from multiple sources, e.g. network folders, email mailboxes, FTP Servers or EzeScan WebApps. When a document arrives, EzeScan SERVER can detect barcodes or import metadata information and process and route the document accordingly. EzeScan SERVER can upload the document and metadata to one of its many supported integrations, or store documents in a network folder or forward them via email.

Effortless Capture

Multi-function devices or dedicated scanners can be used to provide documents to EzeScan SERVER for processing. Depending on the device functionality, the operator can add metadata at the time of scanning or utilise the optional EzeScan Remote Indexing Assistant (RIA) WebApp. EzeScan SERVER can use this metadata to populate fields in the EDRMS or server location.

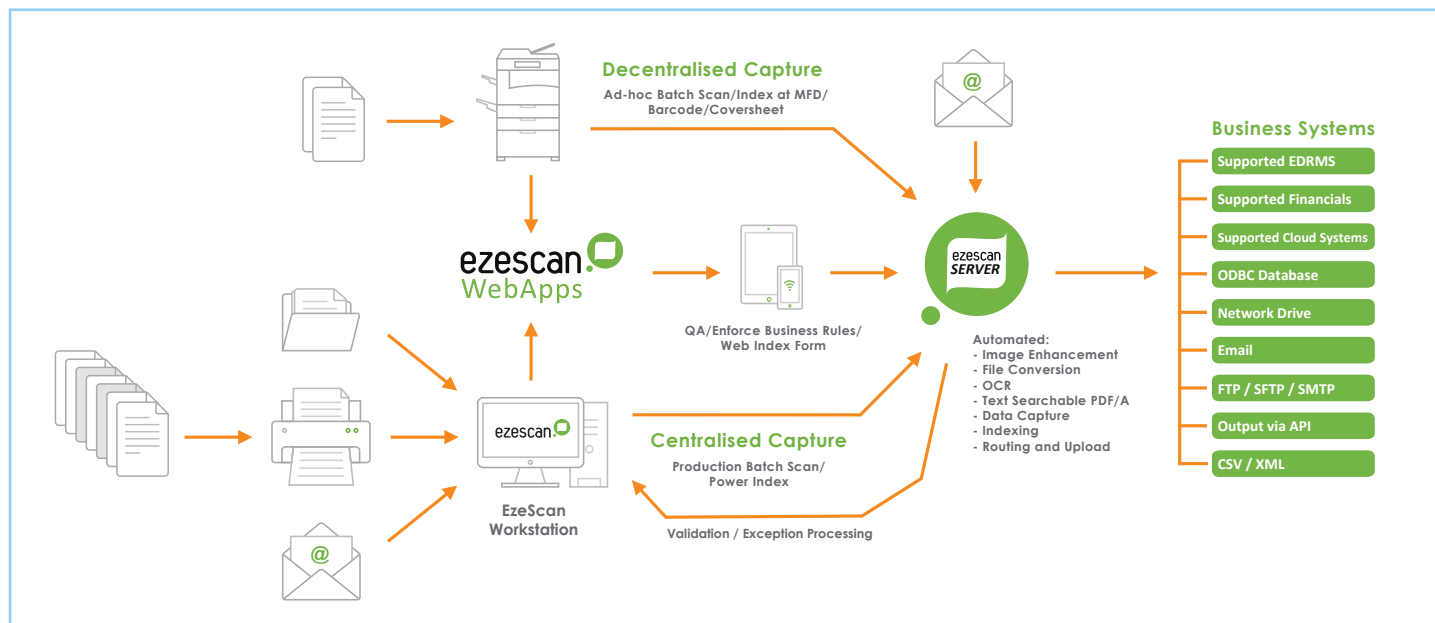
Flexible Workflows

Documents can be processed individually or in batches, giving your organisation a cost effective and flexible decentralised capture solution. In centralised production workflows, EzeScan SERVER can be utilised for background OCR processing, PDF/A conversion and upload. Production operators can also route to other users via the optional EzeScan Remote Indexing Assistant (RIA) WebApp for staff to contribute to the indexing workflow.

Extended Functionality

EzeScan SERVER comes standard with the BCR, INDEX, OCR and UPLOAD modules. EzeScan SERVER can also provide Forms Processing capabilities utilising data capture technologies such as OCR/OMR and smart templates (DISCOVERY). Scan processing bottlenecks can be significantly reduced by automating what is traditionally a labour intensive 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 processing reports to assist in cost recovery.

Workflow Scenarios



File Folder Conversion

EzeScan SERVER 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 with 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.

Route to End User

EzeScan SERVER can route documents to an end user via email, a network drive, a printer or an FTP Server. EzeScan SERVER can utilise barcode coversheets or documents with separator coversheets and then run rules based on the barcode values or coversheet information.

Upload to EDRMS

EzeScan SERVER can route documents to one of its supported EDRMS or to a database. EzeScan SERVER can interpret information from a barcoded coversheet or import metadata taken from the MFD interface and then upload the document and metadata to any supported EDRMS.

Workgroup Capture

Users simply scan their documents to email at any MFD or digital sender. EzeScan's optional WebApp Server intercepts the email and sends an automated email notification to the user. Users follow the URL link to view the documents in their web browser, check the quality of the image, add/modify any metadata and submit each document to the next stage of processing. The processed files and metadata are picked up by EzeScan SERVER and automatically uploaded to any supported EDRMS.

Production Segmented

Documents processed in a production environment using EzeScan DESKTOP software can be submitted to EzeScan SERVER to carry out automated background processing including, OCR, PDF/A conversion, data capture and upload to supported EDRM system. Alternatively documents can be submitted to the optional EzeScan Remote Indexing Assistant (RIA) WebApp for workflow users to add or check metadata prior to upload to any supported EDRMS.