EZESCAN INTEGRATION

Objective ECM
Capture Automation

ezescan
making digital work

INTEGRATION BENEFITS:

- Centralised and decentralised capture solutions for:
  - Production Records Capture
  - Digital Mailroom
  - Back Scanning Projects
  - WebApps Workgroup capture
  - Robotic Process Automation
  - Corporate email
  - eForms
- Automated hard copy and digital born document capture and registration.
- Automatically populate all default and custom catalogue metadata.
- Search and browse Files/Folders, users, keywords and electronic objects.
- Creation sub files/folders and electronic objects automatically.
- Redact versions for FOI requests including forms redaction.
- Objective Document linking.
- Browse and start Objective Workflows.
- Upload document revisions.
- Perform FOI redaction mark up and save version histories.
- Achieve digitisation records management compliance.

Take the hard work out of your records capture!

With advanced power indexing features and native integration with Objective ECM, EzeScan delivers the fastest, most cost-effective method available for you to capture and register both your hard copy and digital born documents including email and eForms directly into Objective ECM.

Effortlessly Capture Your Documents

Reduce the amount of time physically handling and processing your documents across your organisation for both high volume centralised capture and decentralised workgroup capture. EzeScan's professional production batch capture capabilities allow you to capture multiple documents from multiple locations including document scanners, MFD's, network folders, email mailboxes or digital process workflows. EzeScan's power indexing capabilities guide the operator through the registration process via preconfigured drop-down menus. Where possible data is captured automatically, and real time validation ensures your data is accurate. Common data can be set for reuse across multiple documents to limit the number of keystrokes or eliminate them altogether.

Automate Your Manual Workflows

With EzeScan software solutions you can transform and automate your manual business processes into highly intelligent digital workflows. EzeScan's centralised capture solution can automate your digital mailroom or your records environment to batch process incoming correspondence in both hard copy or digital formats. Get your information to where it needs to be with the minimum of effort. EzeScan's decentralised capture solution is available to everyone in your organisation regardless of their location via an intuitive WebApp interface. Your documents will be correctly named, distributed, filed, and uploaded to the correct location in Objective ECM. EzeScan provides automated document capture, data capture, image enhancement, validation, file naming, folder creation and upload, ultimately limiting the amount of user intervention and excessive manual processing. By automatically initiating your Objective workflows, EzeScan will ensure your information is actioned in a timely manner.

Seamless Integration with Objective ECM

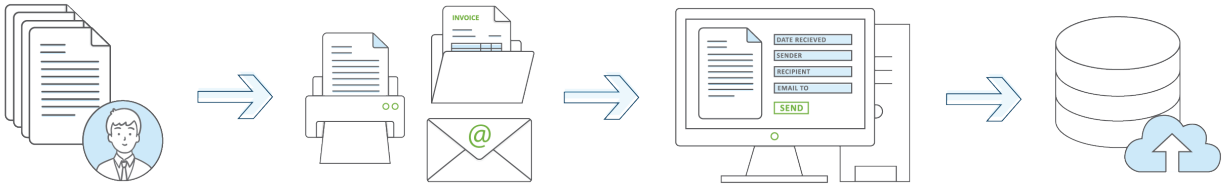
EzeScan provides 'out of the box' native integration with Objective ECM. To the end user this means a seamless experience when capturing and registering documents. With a highly configurable interface, EzeScan provides rapid deployment measured in days not months.

Flexible Deployment

Flexible deployment and licensing options are available to suit your needs, including both on premise and cloud deployments where possible. In production environments for mailroom, records capture, or back scanning projects, desktop operators can utilise concurrent licences for scan workstations, scan/index workstations and index only workstations for document registration. For automated functions, EzeScan SERVER can be deployed to carry out robotic tasks including capture, data processing, conversion, and output functions. As a decentralised solution EzeScan WebApps can provide automated capture capabilities to your entire team to further extend your business process automation from any location at any time.

Workflow Scenarios

Production/Back Scanning Automation



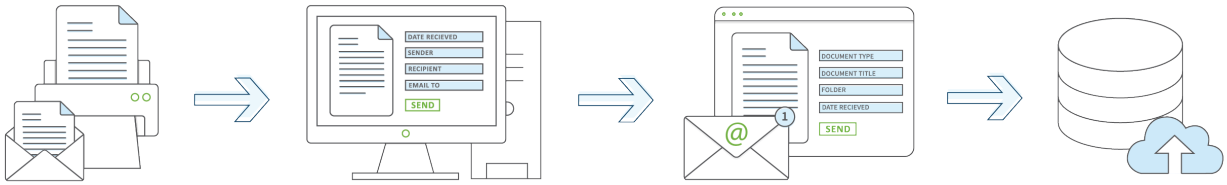
Batches of harcopy or digital born documents

Batch scan documents to EzeScan or import digital born document including corporate email and eForms

EzeScan captures relevant metadata with operator validation

EzeScan automatically names and files document to supported storage destination & initiates business process

Mailroom Automation



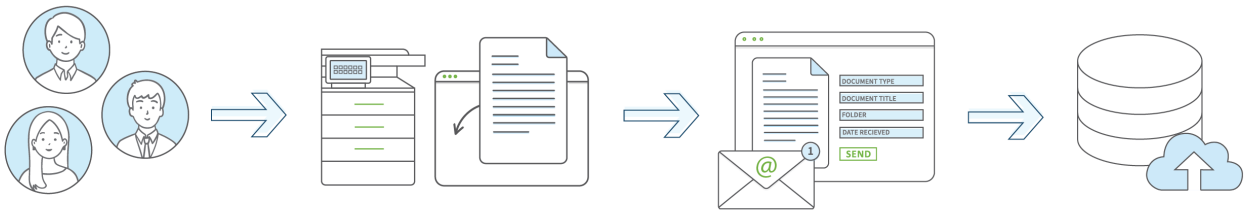
Hard copy mail enters the business via the mailroom and is scanned using EzeScan Desktop Software

EzeScan captures relevant metadata with operator validation and distributes digitised mail to recipient via the EzeScan WebApp

Recipient receives email notification and can review mail, self-register and initiate business process from any device

EzeScan automatically names and files document to supported storage destination

Decentralised Workgroup Capture



Anyone in your organisation

Scan documents from your existing MFD or drag & drop digital born files into WebApp

Recipient receives email notification. Users can QA / Register documents from any Web Browser.

EzeScan automatically names and files document to supported storage destination & initiates business process

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