

EzeScan ROUTING Administrator Training Course



The 3-hour EzeScan ROUTING Administrator Training Course provides the students with the relevant information that will allow them to administer and operate the EzeScan ROUTING software. This will allow them to use EzeScan ROUTING to perform automated routing of documents within their organization.

This EzeScan ROUTING Administrator Training Course is taught using the relevant sections from the EzeScan User Guide ROUTING Addendum.

Pre Requisites

None.

Course Agenda

A typical ROUTING Administrator Training Course Agenda is shown below.

09:00 – 09:15

- ➔ Overview of the EzeScan ROUTING Module (ROUTING, OCR, BCR)
- ➔ Overview of Product Licensing
- ➔ Overview of Resources available on OI website

9:15 - 9:30

- ➔ Supported platforms
- ➔ Product Installation from EzeScan CD
- ➔ License Installation
- ➔ License Upgrades

9:30 - 11:30

- ➔ Explain what the purposes of Route types are
- ➔ Explain the differences between OCR and BCR routing
- ➔ Explain how to add, delete, export or import a route type
- ➔ Explain in detail each option on the Import tab
- ➔ Explain in detail each option on the Processing tab
- ➔ Explain in detail each option on the Rules tab
- ➔ Explain in detail each option on the Logging tab
- ➔ Explain in detail each option on the Faxes tab
- ➔ Explain what type of input files can be produced during routing
- ➔ Running Routing as a service
- ➔ Review progress by having students create a sample route to process some sample documents

ROUTING Admin Training

11:30 - 11:45

- ➔ Review of implementation issues
- ➔ When should you use EzeScan ROUTING?
- ➔ When should you use another product?
- ➔ Troubleshooting
- ➔ Logging a support call
- ➔ Installing an upgrade or patch update

11:45 - 12:00

- ➔ Summary of all items covered

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.

EzeScan Offices

United Kingdom
Suite 7, 18-20 Eardley Crescent
Earls Court
SW5 9JZ U.K.

T: +44 20 7244 6271
M: +44 78379 97583
E: sales@ezescan.co.uk
W: www.ezescan.co.uk

Australia
PO Box 437, Carina Queensland 4152
T: 1300 EZESCAN (1300 393 722)
+61 7 3398 7747

F: +61 7 3117 9471
E: sales@ezescan.com.au
W: www.ezescan.com.au

U.S.A.
T: +1 (323) 443-0022
E: sales@ezescan.com
W: www.ezescan.com

Version 2 - 2011
Copyright©2004-2011 Outback Imaging Pty Ltd
Unpublished - rights reserved under the Copyright Laws of Australia.
TM. *Trademarks belong to their respective owners.

ezescan. 
transforming paper into knowledge™