

EzeScan UPLOAD Administrator Training Course



The 2-hour EzeScan UPLOAD Administrator Training Course provides the students with the relevant information that will allow them to administer and operate the EzeScan UPLOAD software. This will allow them to create EzeScan jobtypes that can be used to accomplish different scanning tasks within their organization.

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

Pre Requisites

EzeScan PRO Administrator Training.
EzeScan KFI Administrator Training.

Course Agenda

A typical UPLOAD Administrator Training Course Agenda is shown below.

09:00 – 09:15

- ➔ Overview of the EzeScan+ PRO Module suite (PRO, KFI, UPLOAD)
- ➔ 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 - 10:30

- ➔ Explain what the purposes of job types are
- ➔ Explain what the purposes of KFI types are
- ➔ Explain what UPLOAD types are
- ➔ Explain what the UPLOAD DocuShare 3X connector does
- ➔ Explain what the UPLOAD OCBC connector does
- ➔ Explain what the UPLOAD Domino connector does
- ➔ Review progress by having students create 2 sample job types using KFI and UPLOAD

UPLOAD Admin Training

10:30 - 10:50

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

10:50 - 11:00

- ➔ 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.

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