



# Capture Made Easy for Records Professionals!



**At EzeScan, we have been helping records professionals take the hard work out of records capture and enabling their digital transformation journey since 2002.**

“Making digital work” is what we do, through the use of innovative technology that is constantly evolving to satisfy our customers records keeping requirements and to help them achieve their business outcomes. With the volume of paper-based records slowly decreasing, the volume of digital born records has increased, and the big problem for records capture has remained the same for both, “Data Entry is not much fun”! In fact, it can be tedious hard work.

## How Can EzeScan Help?

At the core of every EzeScan capture solution is the concept of “business process digitisation”. The alignment of records capture as a function of the business process in order to add value to the business and not just records keeping as a function of compliance. EzeScan helps put your information to work!

EzeScan offers both centralised production capture for your records teams or decentralised self-registration options for your staff. With intelligent capture capabilities you and your staff can save valuable time and limit unnecessary data entry and manual processing by leveraging your records standards and associated information already in your line of business applications.

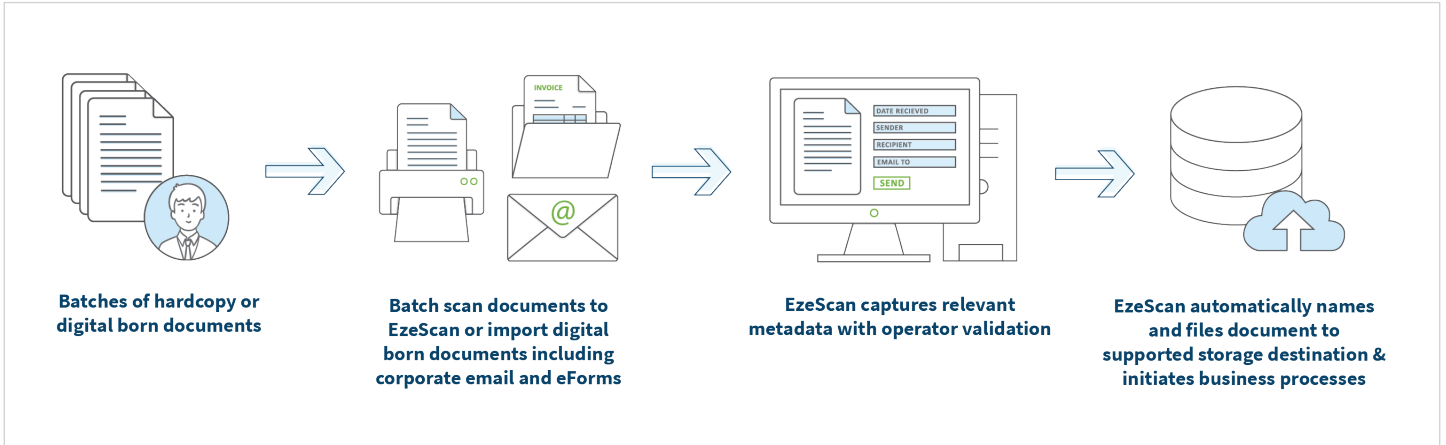
By simply capturing one piece of information, EzeScan can perform a database lookup to return the rest of the relevant information required to register new records. Not only does this make registering records simpler, it also ensures authenticity and accuracy of the record.

Along with satisfying governance and compliance requirements, EzeScan can help records managers add value to their organisations business process and actively assist in achieving the desired business outcomes. Information captured and registered as fast as it is generated or enters the business can be distributed and actioned faster, providing the desired operational efficiencies. Information that is accurately registered with rich metadata in the EDRMS, can provide improved search and analytics for use in the business.

- ✔ **Intelligent capture for both hard copy and digital born records.**
- ✔ **Centralised production capture or decentralised business process capture.**
- ✔ **Reduce or eliminate data entry and initiate intelligent automated processes.**
- ✔ **Compliant records capture for all your staff.**
- ✔ **Capture critical information on-the-fly and accelerate document delivery.**
- ✔ **Seamless integration with many popular EDRMS.**
- ✔ **Ensure digitisation standards, governance and regulatory compliance.**

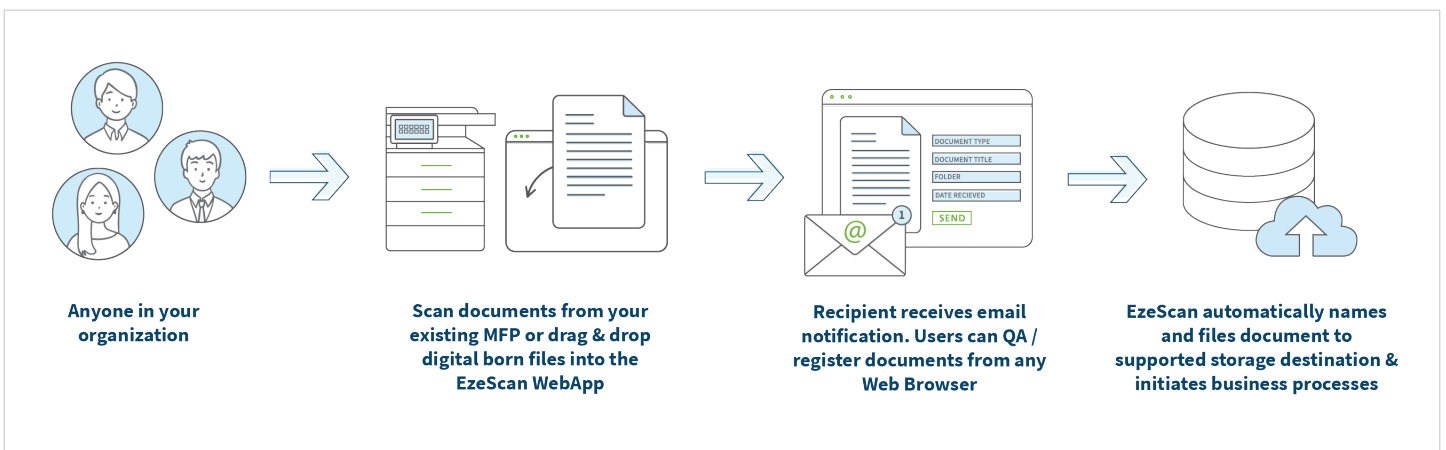
## Production Records Capture

Whether you're capturing hard copy or digital born documents such as corporate email or digital form data, let EzeScan take the hard work out of capturing and registering your records into your EDRMS. EzeScan's professional production batch capture capabilities allow you to capture multiple records from multiple locations. With intelligent capture, data validation and registration capabilities, EzeScan automatically applies taxonomy naming rules and metadata requirements and uploads to the correct location in your EDRMS.



## Workgroup Enterprise Capture

EzeScan provides decentralised self-register records capture solutions for your general staff. For both hardcopy scanning from an MFP or uploading digital born documents, your staff can automatically capture and register documents directly to your EDRMS from any location. Let EzeScan do the hard work and automatically name the file correctly and file it in the correct location! Your staff will love you for this!



## The EzeScan Advantage

EzeScan provides fast, cost effective capture and business process automation solutions including simplified document back scanning, accounts payable, robotic process automation, forms data extraction, mailroom/correspondence automation and highly integrated EDRMS capture. With thousands of installations in Australasia, North America and the UK, EzeScan is your ideal digital transformation provider.