

# Micro Focus Content Manager

## Document Capture - Process Automation



### INTEGRATION BENEFITS:

- ✓ Centralised and decentralised capture solutions for:
  - Production Records Capture
  - Digital Mailroom
  - Back Scanning Projects
  - Workgroup capture via WebApps
  - Robotic Process Automation
  - Corporate email
  - eForms
- ✓ Browse and set all record types and fields with ease.
- ✓ Automatically retrieve field data from existing record fields and apply them to new records, saving you repetitive key strokes.
- ✓ Automatically create containers and apply Security Levels, Caveats and Access Controls.
- ✓ Automatically apply Classifications, Record Actions, Workflows and Retention schedules.
- ✓ Automatically register a document using a CM barcode cover sheet (Support for Record, Location, Container barcodes).
- ✓ Redacted versions for FOI requests including forms redaction and mark up histories.
- ✓ Apply Related to and Redacted to relationships of records.
- ✓ Append or Prepend pages to existing CM records.

### Gone digital but still doing data entry?

With advanced power indexing features and native integration with Micro Focus Content Manager, EzeScan delivers the fastest most cost effective method available for you to capture and register both your hard copy and electronic documents including email and eForms.



### 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 Micro Focus Content Manager. 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 Micro Focus Content Manager workflows, EzeScan will ensure your information is actioned in a timely manner.

### INTEGRATE WITH MICROFOCUS CONTENT MANAGER

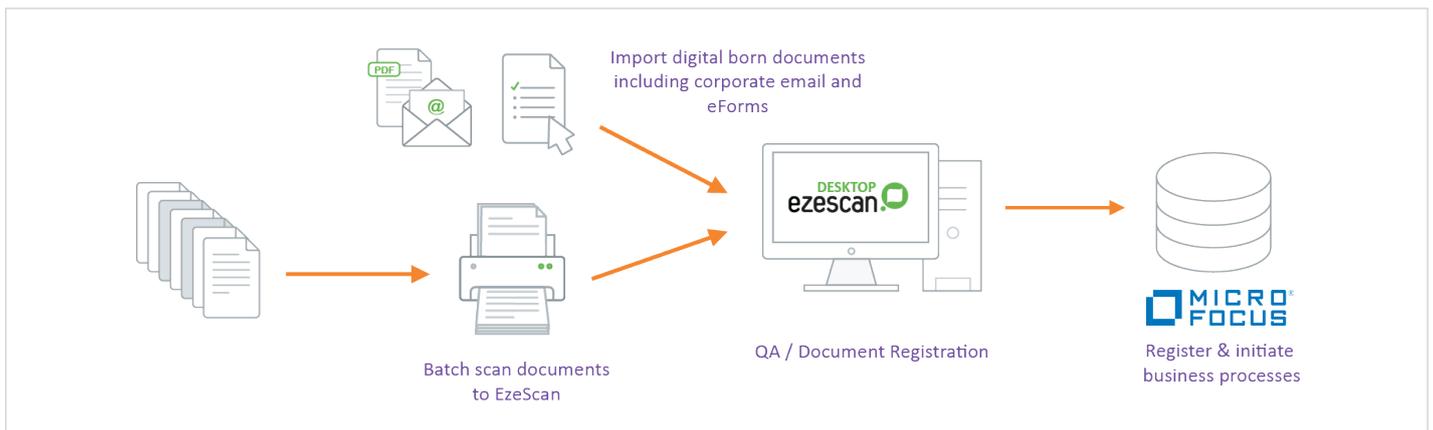
EzeScan provides 'out of the box' native integration with Micro Focus Content Manager. To the end user this means a seamless experience when capturing and registering documents. With a highly configurable interface, EzeScan provides rapid deployment measured in days not months.

## DEPLOYMENT & LICENSING

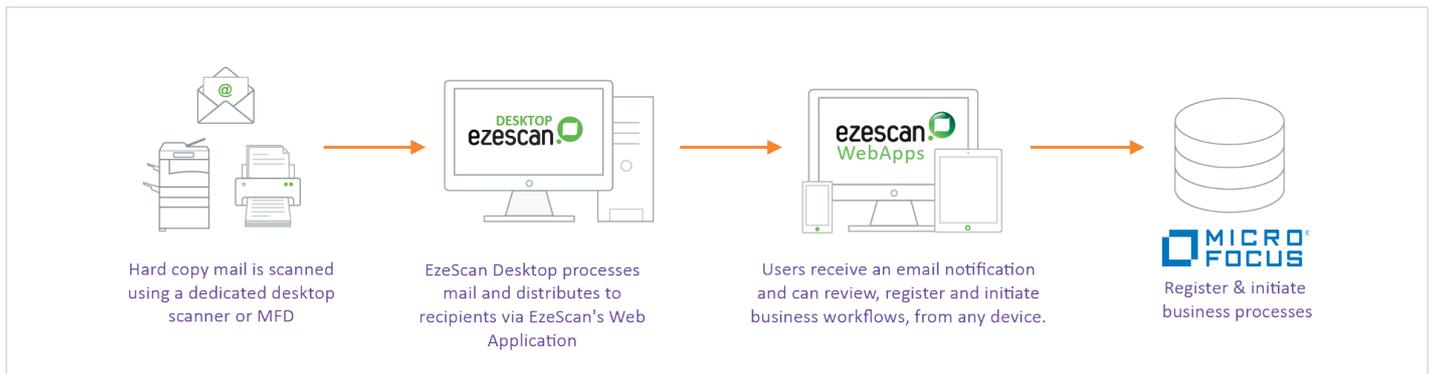
Flexible deployment and licensing options are available to suit your needs. In production environments for mailroom, records capture, or back scanning projects, desktop operators can utilise concurrent licences for scan workstations, scan/index workstations and index only workstations for document registration. 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.

## HOW IT WORKS

### Production Capture / Back Scanning Projects



### Digital Mailroom Workflow



### Decentralised Adhoc Capture

