# **OpenText Content Suite Capture Automation**





#### **INTEGRATION BENEFITS:**

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- Centralised and decentralised capture solutions for:
- Production Records Capture
- Digital Mailroom
- Back Scanning Projects
- WebApps Workgroup Capture
- Robotic Process Automation
- Corporate Email
- eForms
- Redaction & version control for FOI requests.
- EzeScan's "Quick Redact" feature for automatic black out of selected zones on forms.
- Scan directly to OpenText folders, compound documents, binders or projects.
- Automatically populate category(s) when uploading documents.
- Automatically create folder or sub folder structures when uploading documents.
- Automatically apply security level and/or supplemental marking(s) when uploading documents.
- Automatically apply record classification(s) when uploading documents.
- Ability to inherit category attributes from folders.

## Take the hard work out of your records capture!

With advanced power indexing features and native integration with OpenText Content Suite, 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 OpenText Content Suite.

## **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 Content Suite. 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 Content Suite workflows, EzeScan will ensure your information is actioned in a timely manner.

# **Seamless Integration with Content Suite**

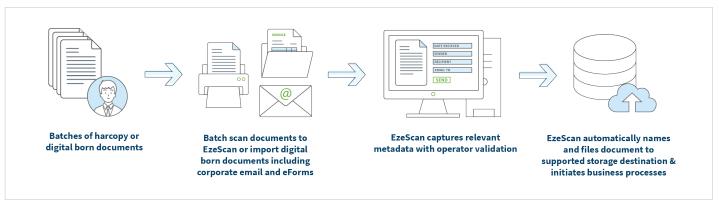
EzeScan provides 'out of the box' native integration with OpenText Content Suite. To the end user this means a seamless experience when capturing and registering documents. With a highly configurable interface, EzeScan provides rapid deployment measured in days not months.

## Flexible Deployment

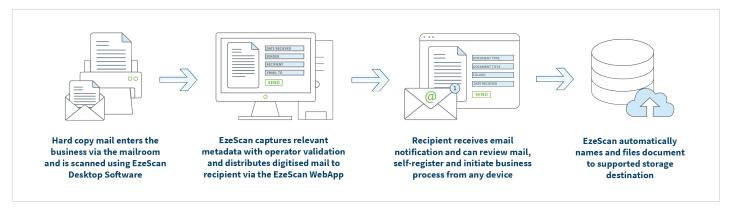
Flexible deployment and licensing options are available to suit your needs, including both on premise and cloud deployments where possible. In production environments for mailroom, records capture, or back scanning projects, desktop operators can utilise concurrent licences for scan workstations, scan/index 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**

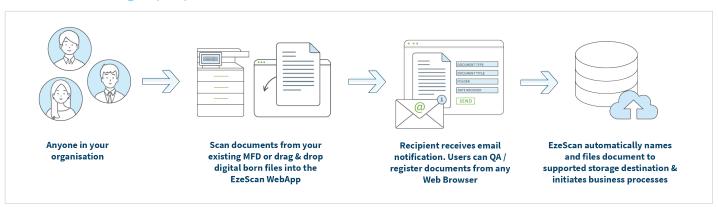
## **Production/Back Scanning Automation**



#### **Mailroom Automation**



#### **Decentralised Workgroup Capture**





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