OpenText eDOCS Capture Automation



INTEGRATION BENEFITS:

- Intelligent capture and registration capabilities for all your staff.
- High volume batch capture for large case files, from any copier or desktop scanner.
- Automated naming and filing of documents into OpenText eDOCS.
- Drag and drop documents into the web interface for QA, validation, registration, or workflow on any device, anytime, anywhere.
- Inbuilt lookup functionality with OpenText eDOCS to easily apply matter and client metadata.
- Scan and upload documents into OpenText eDOCS from the front panel of your MFP.
- Generate barcode coversheets from matter information within OpenText eDOCS.
- Apply or inherit metadata and permissions when uploading to OpenText eDOCS.
- Achieve digitisation records management compliance with out of the box PDF/A support.

Take the hard work out of capturing your legal documents with EzeScan!

With intelligent capture capabilities, EzeScan delivers the fastest method available to capture and register both your hard copy and digital born documents directly into OpenText eDOCS. Streamline your legal workflows and get your matter documents to your legal team faster. Whether you are scanning incoming mailroom correspondence, back scanning your existing client files, or capturing documents remotely, EzeScan can provide the solution that any organisations needs. Let EzeScan focus on the repetitive administrative tasks and let your legal professionals focus on providing your clients with the best legal advice possible.

Effortlessly Capture Your Documents

Securely capture and action your matter related documents wherever and whenever you want with EzeScan's Remote Indexing WebApp. Your staff can effortlessly capture documents from your MFP or upload digital born documents when they are out of the office, directly to your matter files in eDOCS. EzeScan's web browser interface enables staff to QA, validate and register their documents from their computer or mobile device, anytime, anywhere. By simply capturing one piece of information (e.g. Matter ID), EzeScan can perform a database lookup to return the rest of the information required to register new documents.

Automate Your Manual Workflows

Transform your time-consuming manual business processes into highly automated digital workflows from the moment your information enters the business. With EzeScan's intelligent capture capabilities, documents are correctly named, distributed, filed and uploaded to the correct matter location in eDOCS. EzeScan provides scanning, image enhancement, data capture, validation, and upload automation. All designed to limit the amount of user intervention and help you ingest your information faster, so that you can meet the needs of you clients faster.

Digitise Your Existing Case Files

Effortlessly capture high volumes of existing case files with EzeScan's professional production batch scanning capabilities. Digitise your existing hard copy matter files that have been sitting on your shelves for years so that your legal team can effortlessly search and utilise information previously locked in hard copy documents.

Automate Your Digital Mailroom

With EzeScan's Digital Mailroom solution you can eliminate the delays inherent with physical mail distribution and get your information to the correct people faster, whether they are working in the office or remotely. Capture and distribute your incoming correspondence instantly to users via the web browser interface and facilitate an agile working environment to ensure your team have quick, easy, compliant, and secure access to information wherever they are working.

Workflow Scenarios

Decentralised Workgroup Capture



Production/Back Scanning Automation





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