iManage Work Capture Automation



INTEGRATION BENEFITS:

- Centralised and decentralised capture solutions for:
 - Production Records Capture
 - Digital Mailroom
 - Back Scanning Projects
 - WebApps Workgroup capture
 - Robotic Process Automation
 - Corporate email
 - eForms
- Automated hard copy and digital born document capture and registration.
- Apply all field metadata (Client ID, Matter ID, Class, Sub Class, Custom 1 to 30, Author, Operator).
- Allows for browsing to folders to store documents.
- Auto filing using barcode coversheets generated direct from iManage.
- Auto filing to folders by searching the workspace description or by custom property.
- Auto select subfolder based on folder name.

Apply or inherit permissions.

'Out of the box' native integration with iManage Work.

Take the hard work out of your information capture!

With advanced power indexing features and native integration with iManage Work, 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 iManage Work.

Effortlessly Capture Your Documents

Reduce the amount of time physically handling and processing your documents across your organisation for both high volume centralised capture an 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 iManage. 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 iManage workflows, EzeScan will ensure your information is actioned in a timely manner.

Automated Document Filing

Eliminate the need for manual data entry by utilising EzeScan's barcode coversheet generator to generate barcodes directly from iManage. Effortlessly generate and print your barcode cover page by right-clicking on your iManage destination. Simply scan your documents with the cover page and EzeScan will ensure your document will be saved to the correct location in iManage with the corresponding metadata. For batch processing, scan multiple documents at once.

iManage Work

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



Anyone in your organisation



Scan documents from your existing MFD or drag & drop digital born files into the EzeScan WebApp

Recipient receives email notification. Users can QA / register documents from any Web Browser



supported storage destination & initiates business processes



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