

The 1-day EzeScan Administrator Training Course provides the students with the relevant information that will allow them to administer and operate the EzeScan software. This will allow them to create EzeScan job types that can be used to accomplish different scanning tasks within their organization.

This EzeScan Administrator Training Course is tailored to suit the needs of the clients based on the actual EzeScan Modules they have purchased. The training courses are taught from the relevant EzeScan Module User Guides.

A typical Administrator Training Course Agenda is shown below.

Course Agenda

09:00 – 09:30

- ➔ Overview of who Outback Imaging is
- ➔ Overview of the EzeScan+ PRO Module suite (PRO, AUDIT, BCR, EDRMS, KFI, MFD, OCR, ROUTING, UPLOAD)
- ➔ Overview of Product Licensing
- ➔ Overview of Resources available on OI website

09:30 – 10:15

- ➔ Supported platforms
- ➔ TWAIN overview
- ➔ Product Installation from EzeScan CD
- ➔ License Installation
- ➔ License Upgrades

10:15 - 10:30

- ➔ Help->Shortcut Keys
- ➔ Help->About (Version information)
- ➔ Help->User Guide
- ➔ Help->Custom User Guide

10:30 - 12:00

- ➔ Explain what the purpose of job types are
- ➔ Explain how to add a new job type
- ➔ Explain what each tab does from left to right (Scanner, Import, Enhancement, Profiling, Output, OCR)
- ➔ Review progress by having students create 3 sample job types to process 3 different types of jobs

12:00 - 12:45

- ➔ Lunch break

Admin Training

12:45 - 1:00

- ➔ Explain how to move around in the viewer from document to document
- ➔ Explain how to add, replace, delete, move scanned pages in the batch

1:00 - 2:00

- ➔ Overview of KFI
- ➔ Configuring a KFI type
- ➔ Linking a KFI type to a job type
- ➔ Processing a KFI job end to end
- ➔ Review progress by having students create and run a KFI job

3:00 - 4:00

- ➔ Overview of UPLOAD
- ➔ UPLOAD pre requisites
- ➔ Configuring a ROUTING type
- ➔ Processing a ROUTING job
- ➔ Review progress by having students create and run a ROUTING job

4:00 - 4:45

- ➔ Review of implementation issues
- ➔ When should you use EzeScan?
- ➔ When should you use another product?
- ➔ What do I do if something doesn't work the way I thought it would?

4:45 - 5:00

- ➔ Final Summary of all items covered

The EzeScan Advantage

EzeScan provides fast, cost effective business solutions including simplified back scanning, automation of invoice processing, forms data extraction, mailroom/correspondence automation and highly integrated EDRMS imaging. Compatible with all major scanners and with over 600 installations in Australasia, North America, EMEA and the UK, EzeScan is your ideal batch-scanning solution.

Who is Outback Imaging Pty Ltd?

Outback Imaging is a research and development company specialising in document capture. EzeScan is Outback Imaging's flagship document scanning product suite. Our products enable clients to substantially reduce the cost of deploying document processing solutions for unstructured, semi structured and structured (forms based) hardcopy documents.

To request an evaluation copy of EzeScan or to see a product demonstration, please contact your local EzeScan representative.

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