

# EzeScan EDRMS Administrator Training Course



The 2-hour EzeScan EDRMS Administrator Training Course provides the students with the relevant information that will allow them to administer and operate the EzeScan EDRMS software. This will allow them to create EzeScan job types that can be used to accomplish different scanning tasks within their organization.

This EzeScan EDRMS Administrator Training Course is taught using the relevant sections from the EzeScan User Guide.

## Pre Requisites

EzeScan PRO Administrator Training.

## Course Agenda

A typical EDRMS Administrator Training Course Agenda is shown below.

### 09:00 – 09:15

- ➔ Overview of the EzeScan+ PRO Module suite (PRO, EDRMS)
- ➔ Overview of Product Licensing
- ➔ Overview of Resources available on OI website

### 09:15 - 09:30

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

### 09:30 - 10:30

- ➔ Explain what the purposes of job types are
- ➔ Explain the purpose of the EDRMS module
- ➔ Explain what each of the Output tab EDRMS options does
- ➔ Review progress by having students create 2 sample job types using EDRMS

### 10:30 - 10:50

- ➔ Review of implementation issues
- ➔ When should you use EzeScan EDRMS?
- ➔ When should you use another product?
- ➔ Troubleshooting
- ➔ Logging a support call
- ➔ Installing an upgrade or patch update

# EDRMS Admin Training

10:50 - 11:00

➔ 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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