EzeScan Operator Training Course

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The 1⁄2 day EzeScan Operator Training Course provides the students with the relevant information that will allow them to operate the EzeScan software. This will allow them to run EzeScan job types that can be used to accomplish different scanning tasks within their organization.

This EzeScan Operator 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 Operator Training Course Agenda is shown below.

Course Agenda

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09:00 – 09:15

➡ Overview of who Outback Imaging is
➡ Overview of the EzeScan+ PRO Module suite that were purchased (PRO, AUDIT, BCR, EDRMS, KFI, MFD, OCR, ROUTING, UPLOAD).

09:15 - 09:45

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

09:45 - 10:15

➡ Explain document scanning
➡ Explain batch scanning with separators
➡ Explain batch scanning with fixed page count
➡ Explain batch scanning with barcodes
➡ Document preparation for scanning

10:15 - 11:00

➡ Explain what the purposes of job types are
➡ Explain what each tab does from left to right (Scanner, Import, Enhancement, Profiling, Output, OCR)
➡ Explain how to run a job type
➡ Explain how to confirm the job type output is correct

11:00 - 11:15

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

scan · capture · automate · integrate

11:15 - 12:00

➡ Overview of KFI
➡ Explain KFI navigation keys
➡ Run a KFI job type

12:00 - 12:30

➡ Basic troubleshooting
➡ Logging a support request

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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