

# EzeScan PRO Administrator Training Course



The 4-hour EzeScan PRO Administrator Training Course provides the students with the relevant information that will allow them to administer and operate the EzeScan PRO software. This will allow them to create EzeScan job types that can be used to accomplish different scanning tasks within their organization.

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

## Pre Requisites

None.

## Course Agenda

A typical PRO Administrator Training Course Agenda is shown below.

09:00 – 09:30

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

10:30 - 12:00

- ➔ Explain what the purposes of job types are
- ➔ Explain how to add, delete, export or import a job type
- ➔ Explain in detail each option on the Scanner tab
- ➔ Explain in detail each option on the Import tab
- ➔ Explain in detail each option on the Enhancement tab
- ➔ Explain in detail each option on the Output tab

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- ➔ Explain in detail each option on the OCR tab
- ➔ Review progress by having students create 3 sample job types to process 3 different types of jobs

12:00 - 12:30

- ➔ Lunch break

12:30 - 12:45

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

12:45 - 1:30

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

1:30 - 1:40

- ➔ 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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Version 2 - 2011  
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