

# ezescan. WebApps



## Business Process Digitisation

**EzeScan WebApps** are powerful business process automation applications designed to be used in conjunction with EzeScan SERVER or EzeScan PRO to deliver hardcopy document and electronic file capture, conversion, processing and routing directly to the desired network location or supported line of business applications.

EzeScan WebApps include the EzeScan WebApps Server (EWA) which is a HTML5 web application deployed onto a Microsoft IIS Server. Records and Information Managers can configure each WebApp to deliver the required business digitisation workflow to their whole organisation.

Users can access the EzeScan WebApps from their favourite web browser enabling them to be run from PC's, Mac's and mobile devices like tablets and smart phones.

**Now all your staff can capture, register, file and initiate business processes accurately and effortlessly!**

### Barcode Coversheet Generator (BCG) WebApp

Anyone in your organisation can use EzeScan's Barcode Coversheet Generator (BCG) WebApp to generate a barcode coversheet with metadata. This enables them to scan a document from any one of your MFD's directly to the desired location, such as a network folder or any supported EDRMS, in the output format you require (TIFF, PDF or JPG) with the correct metadata.

Simply specify a project number, identify a client, select the type of document to print the barcode coversheet, then scan and file documents effortlessly. Records and Information Managers can configure unique look-up databases or use existing databases to select the required information. You can also configure additional custom fields for extra information such as file names or comments, or select a value from a pull-down menu.

### File Upload Assistant (FUA) WebApp

The EzeScan File Upload Assistant (FUA) WebApp provides an easy way for users to select and upload electronic files from a computer or a mobile device to desired locations such as a network folder or any supported EDRMS. Records and Information Managers can configure unique look-up databases or utilise existing databases so users can easily select the information required to file electronic documents remotely. As with other EzeScan WebApps, additional custom fields can be configured.

The EzeScan File Upload Assistant (FUA) WebApp ensures files are filed in the correct location, with the correct metadata and with the correct naming conventions, every time!

### File Approvals Assistant (FAA) WebApp

The EzeScan File Approvals Assistant (FAA) WebApp provides a simple web based approval and validation interface for processing documents that require approval, such as invoices. Documents initiating from production workflows using EzeScan desktop applications can now be sent to users to approve or reject. Users simply follow the URL link to view the documents in their web browser, add/modify any metadata, approve, reject and submit the document to the next stage of processing. Managers can monitor user pending approval queues and receive email notifications on documents that have not been processed in a timely manner.

## Digital Forms Assistant (DFA) WebApp

The EzeScan Digital Forms Assistant (DFA) is the ideal tool for any organisation to effortlessly transfer your labour intensive paper based business processes to efficient digital online ones.

The web based admin interface makes it easy to create and manage web forms (such as applications, surveys, multi-choice exams and customer feedback forms to name but a few) by simply adding the required forms objects to the web page (e.g. radio buttons, tick boxes, list boxes, lookups, grids or images). Web forms can be accessed either internally on a company intranet or externally via the internet.

Captured information can be validated in real time with static metadata applied automatically. For every digital form submitted, the EzeScan WebAPP Server can generate an XML file containing the captured data and optionally render the web form as digital asset (PDF) and automatically name and file this correctly into your EDRMS.

For supported EDRMS EzeScan can also satisfy all your compliance and governance requirements or automatically trigger workflows delivering even greater business process automation.

## Remote Indexing Assistant (RIA) WebApp

The EzeScan Remote Indexing Assistant (RIA) WebApp can be deployed in two scenarios;

### 1. As decentralised scanning solution for workgroup MFD users.

Make scanning from an MFD even easier!

The EzeScan Remote Indexing Assistant (RIA) WebApp can provide an enterprise digitisation platform that aligns business process with your governance and compliance requirements.

Users simply scan their documents to email. EzeScan's WebApp Server intercepts the email and sends an automated email notification to the user. Users simply follow the URL link to view the documents in their web browser, check the quality of the image, add/modify any metadata and then submit each document to the next stage of processing. The processed files and metadata can then be sent back to a production EzeScan workstation or picked up by EzeScan SERVER and automatically uploaded to any supported EDRMS.

Records and Information Managers can configure the web form with drop down menus, data base lookups all designed to get documents scanned, profiled, named and filed correctly every time!

### 2. As a remote indexing tool.

The EzeScan Remote Indexing Assistant (RIA) WebApp can provide a web form based profiling interface for all users in an organisation.

Documents scanned in production workflows using EzeScan desktop applications can now be sent to users outside traditional records environments to profile, add or check metadata. When documents are sent to the EzeScan WebApp Server it sends an automated email notifications to the workflow user.

Users simply follow the URL link to view the documents in their web browser, add/modify any metadata and then submit each document to the next stage of processing. The processed files with updated metadata can then be sent back to a production EzeScan workstation or picked up by EzeScan SERVER and automatically uploaded to any supported EDRMS.

Records and Information Managers can now share the task of registering documents with the users intimate with the information they contain and ensure they are profiled, named and filed correctly every time!

## 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 thousands of installations in Australasia, North America, EMEA and the UK, EzeScan is your ideal production batch capture solution.

## Who is Outback Imaging?

Outback Imaging is a research and development company specialising in document capture and business process automation. EzeScan is Outback Imaging's flagship document capture product suite. Our products enable clients to substantially reduce the cost of deploying data capture and information processing solutions for unstructured, semi structured, structured hardcopy and electronic documents including email.

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

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