

Email Record Capture (ERC)



Take the hard work out of capturing emails as records with EzeScan. The Email Record Capture (ERC) module provides Records Professional's with the same EzeScan batch processing and power indexing capabilities previously only available for registering scanned documents. Capture and index both header information and attachments seamlessly into your EDRMS, ensuring your compliance requirements are met.

EzeScan's Email Record Capture Module provides:

- ✓ Batch processing of emails as records
- ✓ Power indexing capabilities, reducing your data entry and saving you time
- ✓ Automated or operator assisted workflows via EzeScan Server or Desktop
- ✓ Connect and import email from Mail Server via IMAP or POP3
- ✓ Output as native eml format, preserving integrity of header data and attachment formats
- ✓ Optionally output as rendered PDF/A text searchable file, combining both header data and supported attachment formats
- ✓ Native integration with all EzeScan supported EDRM systems.

EzeScan Email Record Capture (ERC)

EzeScan Email Record Capture (ERC) is an optional EzeScan module which can be added to both desktop and server configurations for operator assisted or automated email capture workflows. Unlike other email capture products ERC addresses the needs of Records Professionals by providing batch processing and power indexing capabilities with seamless integration to all EzeScan supported EDRM systems.

ERC Desktop Solutions

As a desktop solution an operator can import email in batches or process selected emails one at a time. A quick view feature assists in the selection of emails. EzeScan's power indexing wizard guides an operator through the registration process. In many cases the email header data can be used to automatically register an email. For more detailed indexing requirements additional data can be captured via zonal OCR or use of the OCR pen. Perform database lookups on the fly or select field data via drop down menus. Define and reuse static metadata to limit the number of keystrokes or eliminate them altogether to deliver impressive productivity gains. Output the email record either in its native eml format, preserving the integrity of header data and file attachment or optionally render the email as a PDF/A text searchable file, combining both header data and supported attachment formats.

ERC Server Solutions

Automatically register emails as a record using the ERC module with EzeScan Server. Email header data can be used to register an email automatically. For example the subject line might contain a reference number that corresponds to a filing location in your EDRMS. Output the email record either in its native eml format, preserving the integrity of header data and file attachment or optionally render the email as a PDF/A text searchable file, combining both header data and supported attachment formats. Process large volumes of email as records without operator intervention at speeds previously unattainable.

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Native Output vs Rendered Output

When processing emails as a record (preferred option by Records Professionals) the attachments are kept within the eml file in their original native formats. Whereas when selecting 'output as a rendered PDF' each supported attachment type (.doc, .docx, .xls, .xlsx, .ppt, .pptx, .txt, .bmp, .gif, .png, .tif, .jpg, .pdf) is appended to the PDF. This PDF contains the rendered email header page followed by the rendered attachment pages.

Deployment & Licensing

Flexible deployment and licensing options are available to suit your needs. The ERC module can be added to an existing/new EzeScan desktop licence (named or concurrent) configuration or added to an existing/new EzeScan Server licence (named).

Modular Design

EzeScan production scanning and indexing solutions are built on our base product EzeScan PRO (which includes as standard batch separator technology, inbuilt OCR, and FOI/redaction capabilities). It can then be extended through the addition of optional power indexing and automated capture technologies. We have bundled the essential EzeScan modules required to batch scan/import, power index and upload to EzeScan supported EDRMS as a single product we call EzeScan DM Bundle (EzeScan PRO + INDEX + UPLOAD + BARCODE). Simply add the ERC module to the DM Bundle to allow for email record capture processing. This enhanced bundle provides the interface to import, QA and process batches of emails and attachments. Select an EzeScan DM Bundle today, safe in the knowledge that you can add modules for other optional data capture technologies at a later 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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