

1. PURPOSE OF DEMONSTRATION

This job contains five invoices (from different suppliers).

EzeScan Discovery will look for five items of information on each invoice,

1. ABN Number
2. Invoice Number
3. Date
4. GST Amount
5. Total

NOTE: The ABN Number is validated against a database (text database) and the Supplier Name is returned from the Database (from the ABN Number)

The image will then be converted to a text searchable PDF, saved to the output folder along with an appending CSV file with the data extracted.

The output folder is [C:\Program Files\Outback Imaging\EzeScan\Output\Discovery Demo](#)

This will contain both the images and a single CSV index file.

2. COMPATIBILITY

- EzeScan 4.3.60 (and above)
- EzeScan licenced with these modules...
 - Pro
 - Index (KFI)
 - Discovery

3. INSTALLATION INSTRUCTIONS

3.1. Load EzeScan

1. Select Admin → Settings Backup → Select Import
2. Click the button and browse to the **Discovery Demo.cfg** file
3. Select **Import All Items Below**.
4. Ensure that **both** the **KFI Templates** and the **Lookups** options are **ticked** ☒
5. Click the **Import** button.
6. Press F6 and select "**Discovery Demo**" from the Job Type drop down list
7. Click the **Save** button
8. When prompted click **Yes** for the **Output Directory** message
9. Click **Close**

TIP: There should be an input/output directory created as follows:
C:\ProgramData\Outback Imaging\EzeScan**Input**\Discovery Demo
C:\ProgramData\Outback Imaging\EzeScan**Output**\Discovery Demo

3.2. Copy Sample Document(s)

Sample File


Copy the file "Sample File - Discovery with ABN.tif" from the **Sample Documents** folder into the folder...
 C:\ProgramData\Outback Imaging\EzeScan\Input\Discovery Demo

NOTE: If you are planning on scanning the image then open the above file and print it.
 When scanning it is recommended to scan the documents at a resolution of 300 DPI.

4. OPERATION INSTRUCTIONS

1. Select the **Admin menu > Job** option or press **F6**.
2. Select the "Discovery Demo" Job from the drop down list.
3. Click the **Import File** button and select the "Sample File - Discovery with ABN.tif" file.

NOTE: If using a TWAIN or ISIS scanner press the Scan button instead, or the Import Folder button if using a network scanner.

4. The image will load into the viewer
5. Press the **F4** key or click on the Profile icon - 
6. EzeScan will use the Discovery module to locate the **ABN**
 - a) verify if it is correct.
7. Press **Enter** to continue to the next field
8. EzeScan will lookup it's List database (abnlookup) to obtain the **Supplier Name** using the ABN number from previous field
9. Press **Enter** to continue to the next field
10. EzeScan will use the Discovery module to locate the **Invoice Number**¹
 - a) verify if it is correct.
11. Press **Enter** to continue to the next field
12. EzeScan will use the Discovery module to locate the **Invoice Date**
 - a) verify if it is correct.
13. Press **Enter** to continue to the next field
14. EzeScan will use the Discovery module to locate the **GST Amount**²
 - a) verify if it is correct.
15. Press **Enter** to continue to the next field
16. EzeScan will use the Discovery module to locate the **Invoice Total**
 - a) verify if it is correct.
17. Press **Enter** to continue to the next field

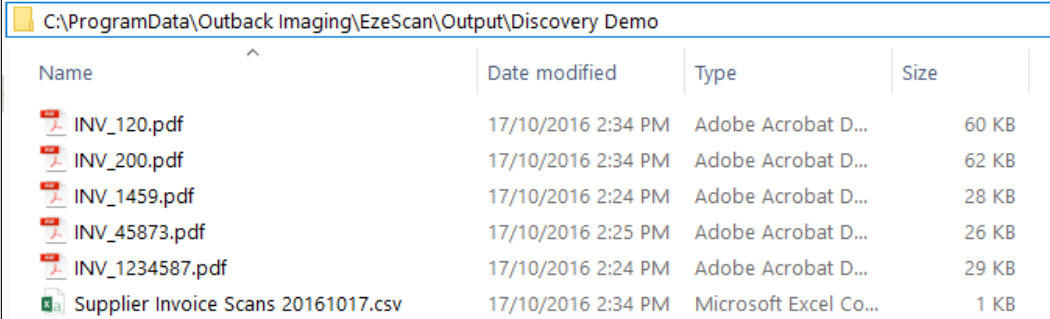








ABN	Supplier Name
645671119734	ABC Pty Ltd
82456875900	Burns & US Pty Ltd
95546574834	More Doors
171456778456	XYZ Phone Services Pty Ltd
123456795456	ALM Pty Ltd

¹ If the discovery does not locate the Invoice Number then use the OCR pen to pick it up or type it into the field

² One of the sample invoices does not have a GST amount. Just press the enter key to move through the field

18. Click the **Submit** button to complete the profiling process
19. The image will then get converted to a text searchable PDF file and saved (with the CSV data) into the output folder - [C:\ProgramData\Outback Imaging\EzeScan\Output\Discovery Demo](#)
20. Check the output folder for the image/s and index data.



Name	Date modified	Type	Size
 INV_120.pdf	17/10/2016 2:34 PM	Adobe Acrobat D...	60 KB
 INV_200.pdf	17/10/2016 2:34 PM	Adobe Acrobat D...	62 KB
 INV_1459.pdf	17/10/2016 2:24 PM	Adobe Acrobat D...	28 KB
 INV_45873.pdf	17/10/2016 2:25 PM	Adobe Acrobat D...	26 KB
 INV_1234587.pdf	17/10/2016 2:24 PM	Adobe Acrobat D...	29 KB
 Supplier Invoice Scans 20161017.csv	17/10/2016 2:34 PM	Microsoft Excel Co...	1 KB

21. Repeat steps 5 to 18 until no more documents remain in the batch