

# 1. PURPOSE OF DEMONSTRATION

This job will use **ICR** (*Intelligent Character Recognition*) to read the handwriting and, **OMR** (*Optical Mark Recognition*) to read the checkboxes for a tick.

## 2. COMPATIBILITY

- EzeScan 4.3.60 (and above)
- EzeScan licenced with these modules...
  - Pro
  - Index (KFI) (including ICR & OMR)

## 3. INSTALLATION INSTRUCTIONS

### 3.1. Load EzeScan

1. Select Admin → Settings Backup → Select Import
2. Click the  button and browse to the **ICR OMR Demo - Direct Debit Form.cfg** file
3. Select **Import All Items** Below.
4. Ensure the **KFI Templates** option is **ticked** ☒
5. Click the **Import** button.
6. Press F6 and select "**ICR OMR Demo - Direct Debit Form**" 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 for each of these jobs; for example:  
C:\ProgramData\Outback Imaging\EzeScan\**Input**\ICR OMR Demo - Direct Debit Form  
C:\ProgramData\Outback Imaging\EzeScan\**Output**\ICR OMR Demo - Direct Debit Form


### 3.2. Copy Sample Document(s)

#### *Sample File*


Copy the file "**ICR OMR Demo - Direct Debit Form**" from the **Sample Documents** folder into the folder...  
C:\ProgramData\Outback Imaging\EzeScan\Input\ICR OMR Demo - Direct Debit Form\ICR OMR Demo - Direct Debit Form.tif

**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 "**ICR OMR Demo - Direct Debit Form.tif**" Job from the drop down list.
3. Click the **Import File** button 
4. Select the "**ICR OMR Demo - Direct Debit Form.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.

5. The image will load into the viewer
6. Press the **F4** key or click on the Profile icon - 
  - a) EzeScan will begin the recognition process by attempting to identify the date, Surname, First name etc from the document
7. Hit the **enter key** to progress through the fields
8. The process will auto skip some fields and stop at the **Credit Card No** field
9. Hit the **enter key** to move to the **Expiry Date** field
10. Hit the **enter key** and the KFI will skip through the remaining fields capturing the data where it appears; ending at the How did you hear about us - Other (LAST FIELD) field
11. Click the **Submit** button and the profiled document will be saved into it's output folder
12. Repeat steps 6 to 11 for the 2<sup>nd</sup> document
13. The PDF forms and CSV file will be saved to

<C:\ProgramData\Outback Imaging\EzeScan\Output\ICR OMR Demo - Direct Debit Form>

C:\ProgramData\Outback Imaging\EzeScan\Output\ICR OMR Demo - Direct Debit Form			
Name	Date modified	Type	Size
 ANDERSON_JANE.pdf	17/10/2016 5:50 PM	Adobe Acrobat D...	21 KB
 ROBINSON_MARK.pdf	17/10/2016 5:51 PM	Adobe Acrobat D...	21 KB
 Direct Debit Form 20161017.csv	17/10/2016 6:07 PM	Microsoft Excel Co...	2 KB