

Job Name: EzeScan Archiver – Supplier Invoice Demo

Description:

This Job uses the Discovery module to search for the ABN Number, Invoice Number, Invoice Date and Total fields on the 5 different Invoices included in the sample TIF file. A database lookup is used to retrieve the Supplier Name. When an image is submitted it is uploaded to the EzeScan Archiver named using the Invoice Number.

This job requires the EzeScan PRO, KFI, Upload, and Discovery modules.

Compatibility:

EzeScan 4.2.66 or higher

Installation Instructions:

Copy Sample Document(s)

- Copy the file "Discovery with ABN.tif" from the Scan Original folder into the folder –
C:\Program Files\Outback Imaging\EzeScan 4.2\Samples

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.

Import Sample Configuration

- Open EzeScan and select the Admin menu > Settings Backup > Import option.
- Click the ... button and browse to the "EzeScan Archiver – Supplier Invoice Demo.cfg" file.
- Select Import All Items Below.
- Tick the KFI Templates and Lookups options.
- Click the Import button.
- When the import has finished click the Close button.

Configure the Job settings

- Select the Admin menu > Job option.
- Select "EzeScan Archiver – Supplier Invoice Demo" from the Job Type drop down list.

Note: To use a TWAIN or ISIS scanner with this Job, configure the Scan Tab settings for your scanner. Or to use a network scanner with this Job, on the Import tab change the input path to where your device saves the images to. You could also select Enable Import Folder Processing option so then there will be no need to browse for the image - Import folder will pick up images in the input folder automatically.

- Click the Save button.
- If prompted to create the output directory click Yes.

- Click the Close button.

Configure the Upload settings (optional)

- Select the Admin menu > Upload option.
- Select "EzeScan Archiver – Supplier Invoice Demo" from the Upload Type drop down list.
- In the Upload Properties pane specify the disc path.

This is where the Web Page and images will be saved.

Currently it is set to "C:\Archive\Invoices" (*if the folder does not exist, EzeScan will create it when the first document is uploaded*)

Create this folder structure, or click in this box then click the ... button to change the path.

- Click the Apply button and then OK.

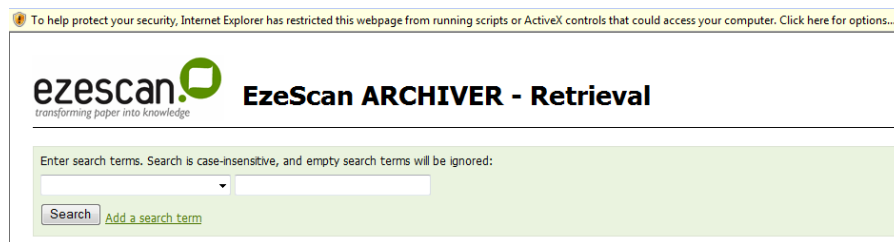
Operation Instructions:

- 1) Select the Admin menu > Job option or press F6.
- 2) Select the "EzeScan Archiver – Supplier Invoice Demo" Job from the drop down list.
- 3) Click the Import File Button and select the "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, press the F4 button. EzeScan will now find the ABN Number, verify if it is correct. If not either move the blue box to the correct area and click the A icon or type in the ABN Number in the KFI input panel. When complete, press the right icon or the enter button.
- 5) You will now be at the Supplier Name Fields. EzeScan will now perform a database lookup based on the ABN Number retrieved from the previous field. If nothing is retrieved, type in the Supplier Name in the KFI input panel. When complete, press the right icon or the enter button.
- 6) You will now be at the Invoice Number Field. EzeScan will now find the Invoice Number, verify if it is correct. If not either move the blue box to the correct area and click the A icon or type in the Invoice Number in the KFI input panel. When complete, press the right icon or the enter button.
- 7) You will now be at the Invoice Date Field. EzeScan will now Find the Invoice Date, verify if it is correct. If not either move the blue box to the correct area and click the A icon or type in the Date in the KFI input panel. When complete, press the right icon or the enter button.
- 8) You will now be at the Total Field. EzeScan will now Find the Total, verify if it is correct. If not either move the blue box to the correct area and click the A icon or type in the Total in the KFI input panel. When complete, press the right icon or the enter button.

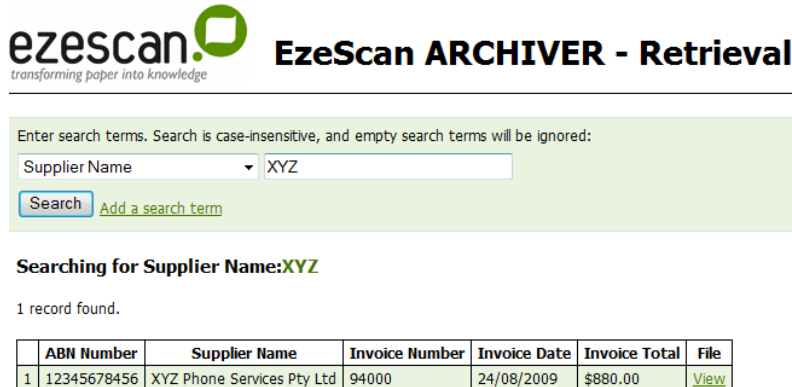
- 9) The image will then get converted to a PDF; The EzeScan Archiver structure will be automatically created and the PDF will be uploaded into the 'Documents' subfolder. This will repeat for the other documents automatically.

Viewing Files:

- 1) Open the "Index.html" file. This will launch the internet browser.



- 2) Click on the security warning on the top of the page and select "Allow Blocked content". Select "Yes" when prompted in the following dialog.
- 3) You will now be able to select an index field to search on using the drop-down list. Enter a value in the text box on the right and click 'Search'.



- 4) Click the "View" link to open up the PDF document.