

Job Name: EzeScan Archiver - Zone OCR demo

Description:

This Job uses **Zonal OCR** to extract the Supplier Name, Work Order Number, and Date, information from the sample images provided.

When an image is submitted it is converted into a PDF file and is uploaded into **EzeScan Archiver**.

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

Compatibility:

EzeScan 4.2.300 or higher


Installation Instructions:

Copy Sample Document(s)

- Copy the file **Zone OCR - Work Order.tif** from the Scan Original folder into the folder **C:\ProgramData\Outback Imaging\EzeScan\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 - Zone OCR demo.cfg** file.
- Select **Import All Items Below**.
- Tick the **KFI Templates** option.
- 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 - Zone OCR 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.

- Set the KFI and Upload settings on the Output tab to associated KFI & Upload
- Click the **Save** button.
- If prompted to create the output directory click **Yes**.
- Click the **Close** button.

Configure the KFI settings

- The **EzeScan Archiver - Zone OCR demo** KFI should be "ready to go"


Configure the Upload settings

- The **EzeScan Archiver - Zone OCR demo** Upload should be "ready to go"
- It will create a new folder called **C:\ProgramData\Outback Imaging\EzeScan\Archiver** on the PC client running the **EzeScan - Zone OCR demo** Job

Operation Instructions:

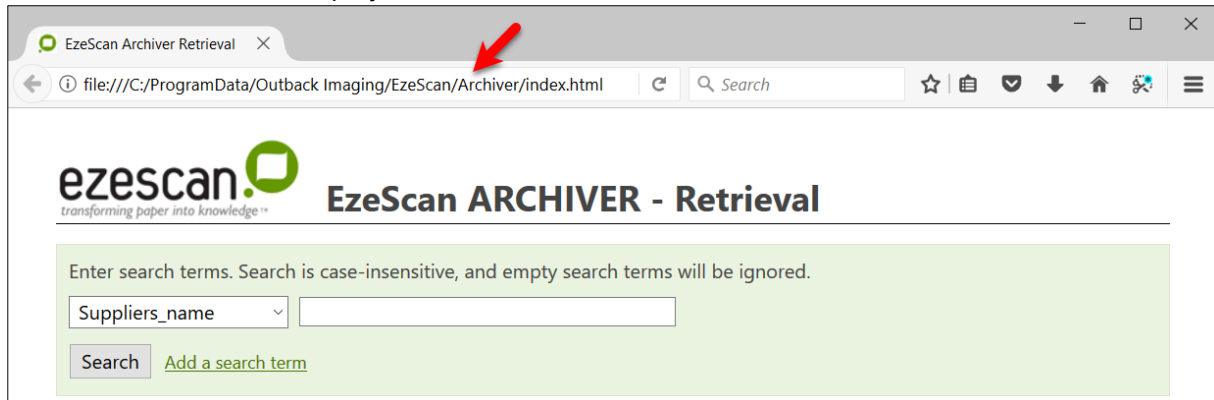
- 1) Select the **Admin** menu > **Job** option or press **F6**.
- 2) Select the **EzeScan - Zone OCR demo** job from the drop down list.
- 3) Click the **Import File Button** and select the **Zone OCR - Work Order.tif** file.

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

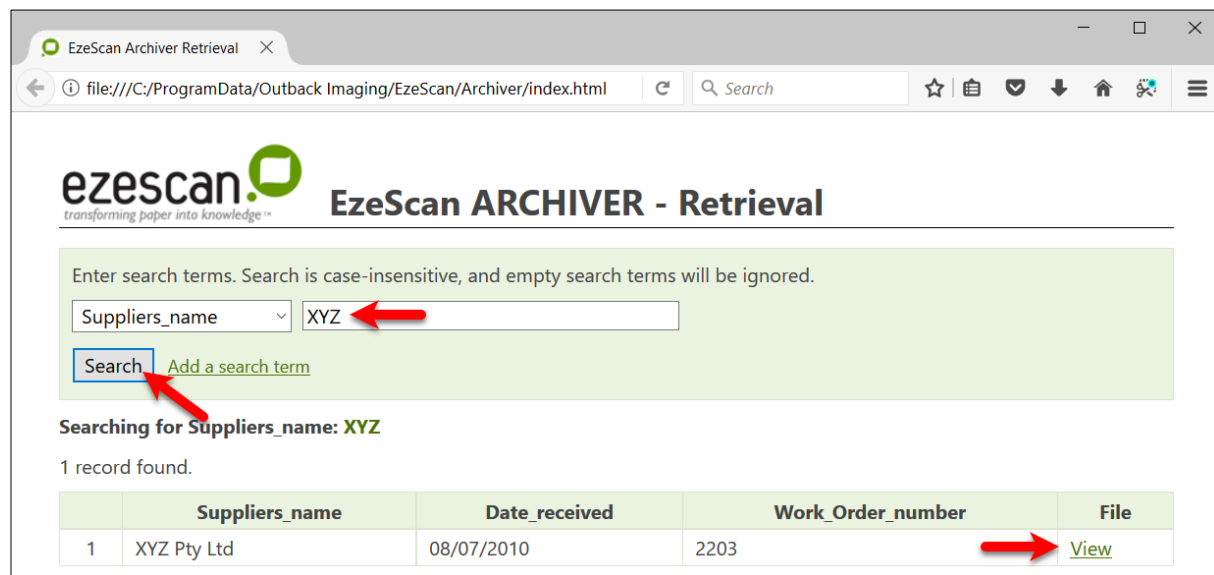
- 4) The image will load into the viewer, press the **F4** button or the profile  icon.
 - a. EzeScan will now OCR the Supplier Name, verify if it is correct.
 - Press the **Enter** key.
 - b. You will be now directed to the Work Order Number Field.
 - EzeScan will now OCR the Work Order Number, verify if it is correct.
 - Press the **Enter** key.
 - c. You will be now directed to the Date Field
 - EzeScan will now OCR the Date, verify if it is correct
 - Press the **Enter** key.
- 5) The **Submit** button should now be highlighted, **click it** or press the **Enter** key to Submit the document
- 6) The image will then get converted to a PDF file and uploaded into the EzeScan Archiver collection that was created during the process
- 7) **Repeat steps 4 to 5** for the 2 additional documents or until no more documents remain in the batch.

Viewing the processed files:

- 1) Navigate to the **C:\ProgramData\Outback Imaging\EzeScan\Archiver** folder and open the **index.html** file to display the EzeScan Archive...



- 2) Your browser may present a security warning on the top of the page. Click on it and select "Allow Blocked content".
- 3) You will now be able to select an index field to search on using the drop-down list.
- 4) Enter a value in the text box (e.g. XYZ) on the right and click 'Search'.



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

