

1 Description

This job is designed for simple unstructured scanning where an operator can split documents by using a black separator page and saves as a text searchable PDF into a HPE CM Document (HPE CM)Queue.


This job requires the *EzeScan PRO* Module

2 Compatibility

- EzeScan 4.3 or higher

3 Installation Instructions


Import Sample Configuration

- Open EzeScan and select the Admin menu > Settings Backup > Import option.
- Click the browse  button and browse to the *HPE CM - Document Queue Demo.cfg* file.
- Select *Import All Items Below*.
- Click the *Import button*.
- When the import has finished click the *Close* button.

Configure the Job settings

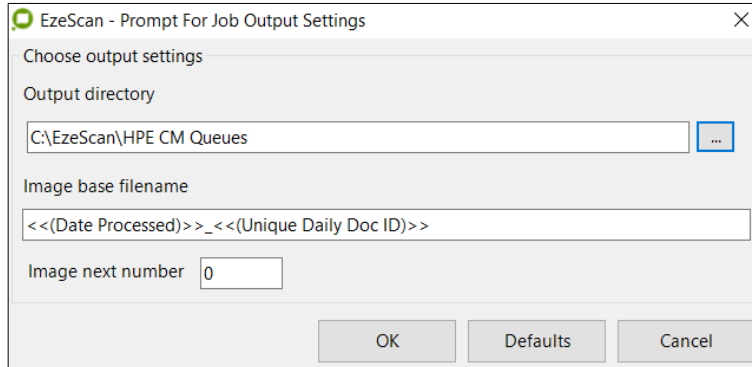
- Select the *Admin* menu > *Job* option.
- Select *HPE CM - Document Queue Demo* from the *Job Type* drop down list.

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.

- Select the output tab, the output folder is currently set to *C:\EzeScan\HPE CM Queues*
 - If this folder does not exist then it will be created when the 1st job is run
- Click the browse  button and select the *parent folder* of your document queues
- Click the *Save* button.
- Click the *Close* button.

4 Operation Instructions

1. Select the **Admin** menu > **Job** option or press **F6**.
2. Select the **HPE CM - Document Queue Demo** job from the drop down list.
3. Click the **Import File Button** and the prompt of output folder settings screen (below) will appear



EzeScan - Prompt For Job Output Settings

Choose output settings

Output directory
C:\EzeScan\HPE CM Queues

Image base filename
<<(Date Processed)>>_<<(Unique Daily Doc ID)>>

Image next number 0

OK Defaults Cancel


Figure 1

4. A prompt will appear to select a scanned document.
5. Select the **Separator_sample.tif** file



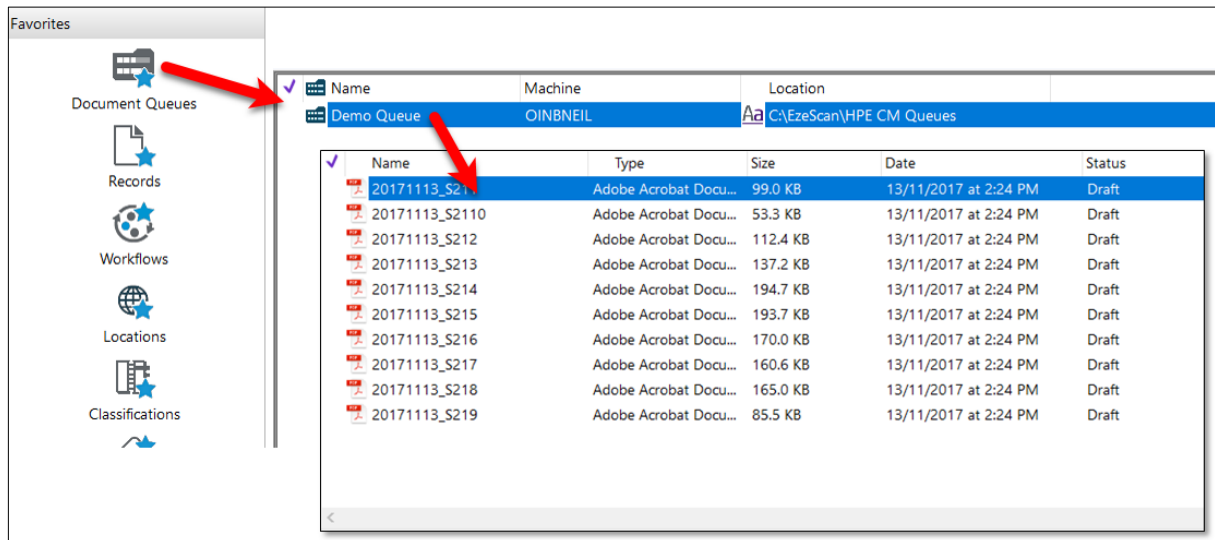
Separator_sample.tif

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

6. The image will load into the viewer, press the **F4** button or the profile  icon.
7. EzeScan will **perform OCR** and then **submit** the document/s to the respective **Document Queue** in HPE CM.

5 Viewing the processed files

Open HPE Content Manager and check **Favourites > Document Queues** and the documents processed in EzeScan should appear, ready to be **checked in**.



The screenshot shows the HPE Content Manager interface. On the left, the 'Favorites' pane has 'Document Queues' selected. The main pane displays a table of document queues. A red arrow points to the 'Demo Queue' in the table. Another red arrow points to the first document in the queue, '20171113_S2110'.

Name	Machine	Location
Demo Queue	OINBNEIL	C:\EzeScan\HPE CM Queues

Name	Type	Size	Date	Status
20171113_S2110	Adobe Acrobat Docu...	99.0 KB	13/11/2017 at 2:24 PM	Draft
20171113_S2110	Adobe Acrobat Docu...	53.3 KB	13/11/2017 at 2:24 PM	Draft
20171113_S212	Adobe Acrobat Docu...	112.4 KB	13/11/2017 at 2:24 PM	Draft
20171113_S213	Adobe Acrobat Docu...	137.2 KB	13/11/2017 at 2:24 PM	Draft
20171113_S214	Adobe Acrobat Docu...	194.7 KB	13/11/2017 at 2:24 PM	Draft
20171113_S215	Adobe Acrobat Docu...	193.7 KB	13/11/2017 at 2:24 PM	Draft
20171113_S216	Adobe Acrobat Docu...	170.0 KB	13/11/2017 at 2:24 PM	Draft
20171113_S217	Adobe Acrobat Docu...	160.6 KB	13/11/2017 at 2:24 PM	Draft
20171113_S218	Adobe Acrobat Docu...	165.0 KB	13/11/2017 at 2:24 PM	Draft
20171113_S219	Adobe Acrobat Docu...	85.5 KB	13/11/2017 at 2:24 PM	Draft

Figure 2 - Document Queue with documents ready to be checked in