

Job Name: Laserfiche – Simple Scanning Demo

Description:

This job is designed for simple unstructured scanning where an operator can split documents by using a black separator page and then be prompted to select a record type and then fill in the respective Laserfiche profile form. The document will then be converted into a text searchable PDF file and uploaded into Laserfiche.

This job requires the EzeScan PRO and EDRMS Modules.

Compatibility:

EzeScan 4.2.105 or higher

Installation Instructions:

Import Sample Configuration

- Open EzeScan and select the Admin menu > Settings Backup > Import option.
- Click the ... button and browse to the "Laserfiche - Simple Scanning Demo.cfg" file.
- Select "Import All Items Below" option and then click the Import button.
- When the import has finished click the Close button.

Configure the Job settings

- Select the Admin menu > Job option.
- Select "Simple Scanning 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 and click the Advanced button. A settings screen will appear. The operator will have two options to configure the job to Laserfiche.

1) Use Global Connection Settings, this is helpful if all jobs are saving to the same Laserfiche repository. To do this, select the Admin Menu, Select the EDRMS tab, select Laserfiche from the drop down list and configure the Server, Repository, Username and Password information. Click Save when complete.

2) Configure Connection Settings on a job basis. This is usually if jobs are saving to different repositories or using different credentials to authenticate. To do this configure the Server, Repository, Username and Password information. A default Folder Volume and Template can also be applied in the output settings below.

- When complete, click Save then Close.
- If prompted to create the output directory click Yes.
- Click the Close button.

Operation Instructions:

- 1) Select the Admin menu > Job option or press F6.
- 2) Select the "Simple Scanning Demo" Job from the drop down list.
- 3) Click the Import File Button and select the "Separator_sample.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 perform OCR and then display the Laserfiche Save Document screen.
- 5) Fill in the Name, Folder and any other fields required and then click OK.
The document will be saved and the Laserfiche record number will display to the operator.
- 6) The next image will display into the viewer, commence OCR and display the Laserfiche Save Document screen.
Follow Step 5 until there are no more documents in the batch.