

Job Name: Laserfiche – 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 a Laserfiche folder.

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

Compatibility:

EzeScan 4.2.120 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:\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 "Laserfiche - 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 Workstation EDRMS settings

- Select the Admin Menu, Workstation Options, EDRMS Tab
- For Choose an EDRMS select "Laserfiche"
- Enter the Server, Repository, Username, Password and Authentication information.
- Click Save.


Configure the Job settings

- Select the Admin menu > Job option.
- Select "Laserfiche – 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.


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

Configure the UPLOAD settings

- Select the Admin Menu > Upload option
- Select "Laserfiche – Zone OCR Demo" from the Job Type drop down list.
- In the Grid on the right there is a target field called "Parent Folder/Document". This is the folder path of where the documents are to be saved. This is currently set to " \Information Management\Work Orders"
- Click in the Field Value box and click the  A browse dialog will display to allow you to select the folder that the document is to be saved into. Select the folder.
- When Complete, Click Apply then OK.

Operation Instructions:

- 1) Select the Admin menu > Job option or press F6.
- 2) Select the "Laserfiche – 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. EzeScan will now OCR the Supplier Name, verify if it is correct. Press the right arrow button or Press Enter.
- 5) 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 right arrow button or Press Enter.
- 6) You will be now directed to the Date Field. EzeScan will now OCR the Date, verify if it is correct. Press the right arrow button or Press Enter.
- 7) The image will then get converted to a PDF file and uploaded into Laserfiche folder that was selected during the configuration. Repeat steps 4 to 6 until no more documents remain in the batch.