

Job Name: SharePoint – Zone OCR demo

Description:

This Job uses zonal OCR to extract the Supplier Name, Invoice Number, Invoice Date, and Total fields from the sample images provided. When an image is submitted it is converted into a PDF file; the extracted fields are concatenated as the title of the document; and then is uploaded into the pre defined SharePoint Folder.

This job requires the EzeScan DM Bundle module.

Compatibility:

EzeScan 4.2.66 or higher

Installation Instructions:

Copy Sample Document(s)

- Copy the file "Zone OCR.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 "SharePoint - 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 "SharePoint - 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 "SharePoint - Zone OCR Demo - Website" from the Upload Type drop down list.
- In the upload properties pane, Change the following to your server:
 - SharePoint Site URL
 - Username
 - Password
 - Domain (if required)
- *In the Grid on the right there is a target field called Folder. This is currently set to " http://sharepoint2010/EzeScan%20Accounts/EzeScan%20Invoices"*
Clear this value and click on the  button that will appear on the right.
The SharePoint Folder browse screen will appear.
Browse to the folder of where you want the scans to upload to and then click "Choose Folder".
The path will appear in the Field Value Column.

Click Apply then ok.
- Click the Apply button and then OK.

Operation Instructions:

- 1) Select the Admin menu > Job option or press F6.
- 2) Select the "SharePoint - Zone OCR Demo" Job from the drop down list.
- 3) Click the Import File Button and select the "Zone OCR.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 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 Invoice Number Field. EzeScan will now OCR the Invoice Number, verify if it is correct. Press the right arrow button or Press Enter.
- 6) You will be now directed to the Invoice Date Field. EzeScan will now OCR the Invoice Date, verify if it is correct. Press the right arrow button or Press Enter.
- 7) You will be now directed to the Total Field. EzeScan will now OCR the Total, verify if it is correct. Press the right arrow button or Press Enter.
- 8) The image will then get converted to a PDF file and uploaded into the SharePoint Folder.
Repeat steps 4 to 7 until no more documents remain in the batch.

Please Note: If you would like EzeScan to populate its extracted data into separate SharePoint column fields, please [contact us](#) and we can assist with the setup.