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| **Job Name:** | TechnologyOne ECM – Zone OCR Demo |

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| **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 TechnologyOne ECM.  This job requires the EzeScan PRO, EDRMS, KFI and Upload modules. |

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| **Compatibility:** | |
| EzeScan | 4.2.190 or higher |

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| **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 “TechnologyOne ECM - 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 "TechnologyOne ECM – 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 "TechnologyOne ECM - Zone OCR - Invoice Demo - Website" from the Upload Type drop down list. * In the upload properties pane, Change the following to your server:   - TechnologyOne ECM Site URL  - Username  - Password   * In the *Field Mappings* grid on the right set the *Class Name* value to a static. * Click in the Field Value box and click the  A browse dialog will display allowing you to select the *Class Name* that the document is to be saved as. * You will now need to set the *Document Indexes* value to static. * Click in the Field Value box and click the  A browse dialog will display allowing you to select the *Documents Indexes* to be associated with the document. * Click the Apply button and then OK. |

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| **Operation Instructions:** |
| 1. Select the Admin menu > Job option or press F6. 2. Select the "EzeScan Archiver – Zone OCR Demo" Job from the drop down list. 3. Click the Import File Button and select the “Zone OCR - Work Order.tif”.   **Note:** If using a TWAIN or ISIS scanner press the Scan button instead, or the Import Folder button if using a network scanner.   1. 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. 2. 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. 3. 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. 4. The image will then be converted to a PDF file and uploaded into TechnologyOne ECM. Repeat steps 4 to 6 until no more documents remain in the batch. |