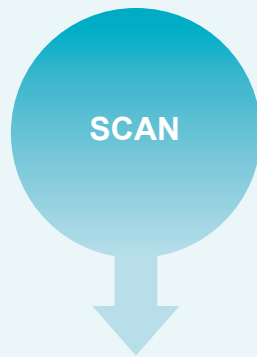# Enterprise Scanning Solutions

Faced with increasing financial pressures and information governance obligations, Public Authorities must improve efficiency in their approach to information management. Effective data storage, processing and retrieval capability across all electronic and paper-based information stores is essential in order to meet this challenge.

Clarity's scanning solutions are used to automate the capture of paper records and associated content within line of business data processing systems, document and records management systems and SharePoint Team Sites.

EzeScan reduces bottlenecks for users

Ad-hoc or batch

OCR / ICR

Forms recognition

Auto rotate, paper size and blank page removal

SCAN

Auto-extract profile metadata

Upload documents to DM

Update line of business systems

CAPTURE

Auto-execute configured workflows:

- **Forms handling**
- **Invoice approval**

PROCESS

Benefits

EzeScan provides an effective way to batch scan paper records directly into enterprise content management solutions, enabling swift online enterprise-wide search and retrieval across all corporate information stores and eliminating the need for paper storage.

These solutions allow organisations to apply high integrity EDRMS controls to paper record stores:

- Reduce paper handling and storage costs

- Increase search and retrieval efficiency and reliability

- Eliminate potential loss or damage to paper records

- Improve document security and integrity management arrangements

- Introduce automated workflows, records retention and redaction capabilities

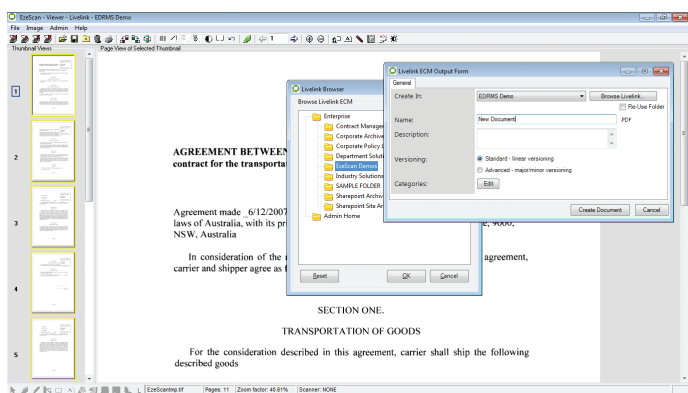- Affordable and scalable with no per page click charges

Case Study: A local Authority used EzeScan to capture HR Personnel Record Files and attach metadata automatically in a few seconds; replacing a process that was previously taking 20 minutes per file!

Integrated Scanning Solutions for Open Text

EzeScan provides a unique solution to batch scan paper records directly into Open Text LiveLink, eDOCS and R/KYV systems. It is used to capture paper forms, invoices, personnel files and other archived paper documents within EDRMS solutions and it may be deployed on any TWAIN/ISIS compatible scanner or multi function device.
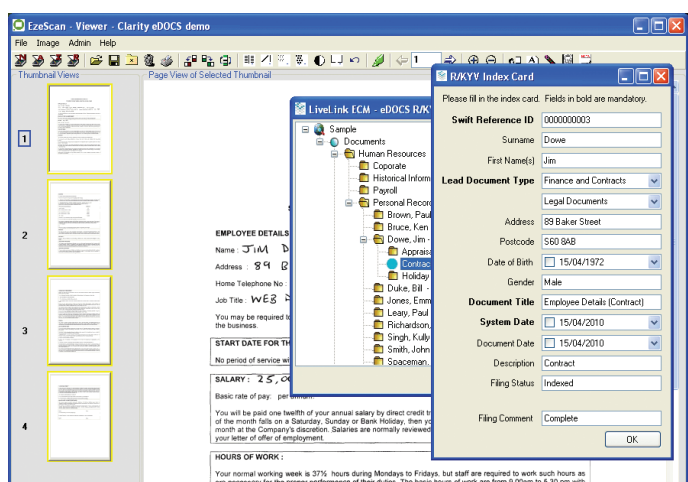
EzeScan has a configurable and intelligent user interface that is fully integrated with Open Text solutions and provides the ability to scan documents directly into an EDRMS, using automatic or manual profiling. With automatic profiling, metadata may be extracted from textual content or bar codes within scanned documents or from associated line of business systems. EzeScan can also be configured to create new folders automatically within EDRMS repositories, where required.
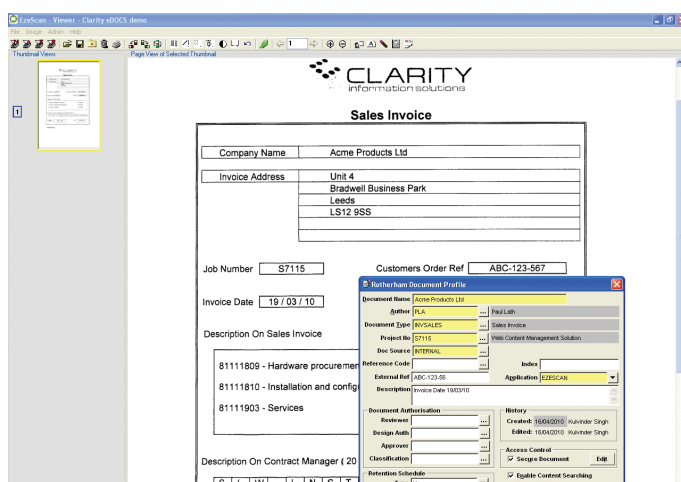

Open Text LiveLink ECM integration with EzeScan

Key Features

- Scan individual or multiple documents
- OCR, rotate and delete blank pages automatically
- Create text searchable PDF documents
- Capture barcodes
- Re-use field data when filing multiple documents
- Auto-apply metadata to all batch documents
- Capture field data from text within the documents or choose from picklists
- Redaction for data protection and FOI

Open Text R/KYV integration with EzeScan

Open Text eDOCS integration with EzeScan