

# EzeScan PUBLISH Administrator Training Course



The 2-hour day EzeScan PUBLISH Administrator Training Course provides the students with the relevant information that will allow them to administer and operate the EzeScan PUBLISH software. This will allow them to publish images that have been

- Annotated
- Redacted with blackout or whiteout pen
- Had custom audit stamps applied
- Had A-Z vertical page references applied.
- Has image sizes reduced or expanded to n% of the original size.
- Had image sizes forced to a specific ISO paper size (e.g. A4)

This EzeScan PUBLISH Administrator Training Course is taught using the relevant sections from the EzeScan User Guide.

## Pre Requisites

EzeScan PRO Administrator Training.

## Course Agenda

A typical PUBLISH Administrator Training Course Agenda is shown below.

09:00 – 09:15

- ➡ Overview of the EzeScan+ PRO Module suite (PRO, PUBLISH)
- ➡ Overview of Product Licensing
- ➡ Overview of Resources available on OI website

9:15 - 9:30

- ➡ Supported platforms
- ➡ Product Installation from EzeScan CD
- ➡ License Installation
- ➡ License Upgrades

9:30 - 10:30

- ➡ Explain what the purposes of job types are
- ➡ Explain how to configure a PUBLISH job type

# PUBLISH Admin Training

10:30 - 10:50

- ➔ Review of implementation issues
- ➔ When should you use EzeScan PUBLISH?
- ➔ When should you use another product?
- ➔ Troubleshooting
- ➔ Logging a support call
- ➔ Installing an upgrade or patch update

10:50 - 11:00

- ➔ Summary of all items covered

## The EzeScan Advantage

EzeScan provides fast, cost effective business solutions including simplified back scanning, automation of invoice processing, forms data extraction, mailroom/correspondence automation and highly integrated EDRMS imaging. Compatible with all major scanners and with over 600 installations in Australasia, North America, EMEA and the UK, EzeScan is your ideal batch-scanning solution.

## Who is Outback Imaging Pty Ltd?

Outback Imaging is a research and development company specialising in document capture. EzeScan is Outback Imaging's flagship document scanning product suite. Our products enable clients to substantially reduce the cost of deploying document processing solutions for unstructured, semi structured and structured (forms based) hardcopy documents.

***To request an evaluation copy of EzeScan or to see a product demonstration, please contact your local EzeScan representative.***

### EzeScan Offices

United Kingdom  
Suite 7, 18-20 Eardley Crescent  
Earls Court  
SW5 9JZ U.K.  
T: +44 20 7244 6271  
M: +44 78379 97583  
E: [sales@ezescan.co.uk](mailto:sales@ezescan.co.uk)  
W: [www.ezescan.co.uk](http://www.ezescan.co.uk)

Australia  
PO Box 437, Carina Queensland 4152  
T: 1300 EZESCAN (1300 393 722)  
+61 7 3398 7747  
F: +61 7 3117 9471  
E: [sales@ezescan.com.au](mailto:sales@ezescan.com.au)  
W: [www.ezescan.com.au](http://www.ezescan.com.au)

U.S.A.  
T: +1 (323) 443-0022  
E: [sales@ezescan.com](mailto:sales@ezescan.com)  
W: [www.ezescan.com](http://www.ezescan.com)

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