ezescan.
making digital work

netdocuments®
INTELLIGENT CAPTURE SOLUTION

INTEGRATION BENEFITS:

- ✓ Intelligent capture and registration capabilities for all your staff.

- ✓ High volume batch capture for large case files, from any copier or desktop scanner.

- ✓ Automated naming and filing of documents into NetDocuments.

- ✓ Drag and drop documents into the web interface for QA, validation, registration, or workflow on any device, anytime, anywhere.

- ✓ Inbuilt lookup functionality with NetDocuments to easily apply matter and client metadata.

- ✓ Scan and upload documents into NetDocuments from the front panel of your MFP.

- ✓ Generate barcode coversheets from matter information within NetDocuments.

- ✓ Apply or inherit metadata and permissions when uploading to NetDocuments.

Effortlessly capture and store your matter documents with EzeScan's automated intelligent capture solution for NetDocuments.

Staying competitive and profitable in the legal space means being able to retrieve and action critical information in a timely manner. With intelligent capture capabilities, EzeScan delivers the fastest method available to capture and register both your hard copy and digital born documents directly into NetDocuments. Streamline your legal workflows and get your matter documents to your legal team faster, by converting your manual processes into highly automated digital workflows. Whether you are scanning incoming mailroom correspondence, back scanning your existing client files, or capturing documents remotely, EzeScan can provide the solution that any organisations needs. Let EzeScan focus on the repetitive administrative tasks and let your legal professionals focus on providing your clients with the best legal advice possible.

AUTOMATE YOUR MANUAL WORKFLOWS

Transform your time-consuming manual business processes into highly automated digital workflows from the moment your information enters the business. With EzeScan's intelligent capture capabilities, documents are correctly named, distributed, filed and uploaded to the correct matter location in NetDocuments. EzeScan provides scanning, image enhancement, data capture, validation, and upload automation. All designed to limit the amount of user intervention and help you ingest your information faster, so that you can meet the needs of you clients faster.

CAPTURE YOUR DOCUMENTS ON THE FLY

Securely capture and action your matter related documents wherever and whenever you want with EzeScan's Remote Indexing WebApp. Your staff can now effortlessly capture documents from your MFP or upload digital born documents when they are out of the office, directly to your matter files in NetDocuments. EzeScan's web browser interface enables staff to QA, validate and register their documents from their computer or mobile device, anytime, anywhere. By simply capturing one piece of information (e.g. Matter ID), EzeScan can perform a database lookup to return the rest of the information required to register new documents.
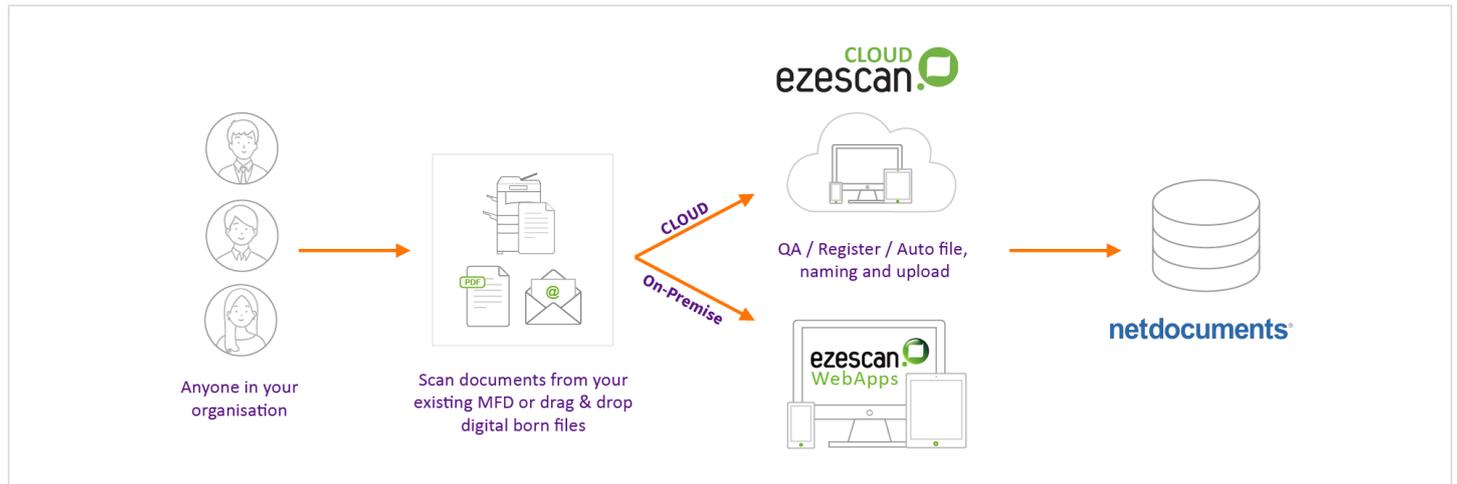
DIGITISE YOUR EXISTING CASE FILES

Effortlessly capture high volumes of existing case files with EzeScan's professional production batch scanning capabilities. Digitise your existing hardcopy matter files that have been sitting on your shelves for years so that your legal team can effortlessly search and utlise information previously locked in hardcopy documents.
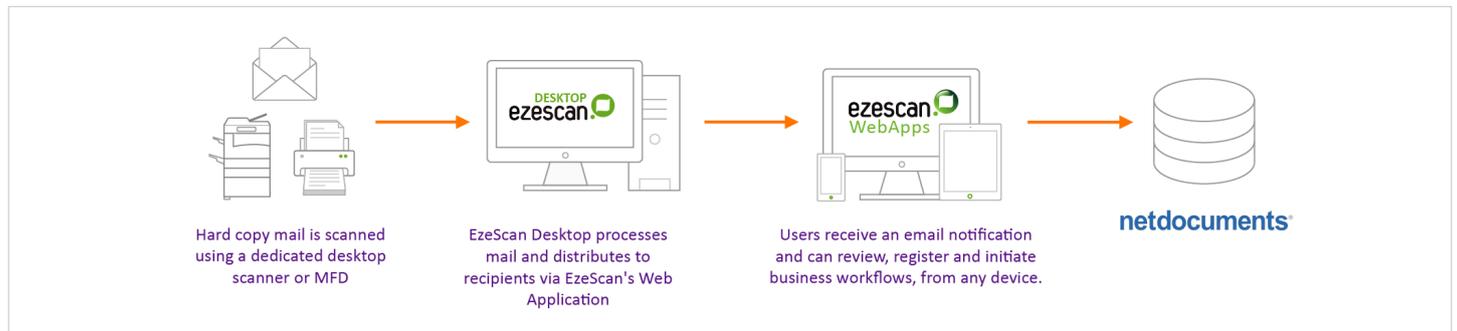
AUTOMATE YOUR DIGITAL MAILROOM

With EzeScan's Digital Mailroom solution you can eliminate the delays inherent with physical mail distribution and get your information to the correct people faster. Capture and distribute your incoming correspondence instantly to users via the web brower interface and facilitate an agile working environment to ensure your team have quick, easy, compliant, and secure access to information wherever they are working.

HOW IT WORKS

Decentralised Adhoc Capture

CLOUD
ezescan.

Anyone in your organisation

Scan documents from your existing MFD or drag & drop digital born files

CLOUD

On-Premise

QA / Register / Auto file, naming and upload

ezescan.
WebApps

netdocuments.

Digital Mailroom Workflow

Hard copy mail is scanned using a dedicated desktop scanner or MFD

DESKTOP
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EzeScan Desktop processes mail and distributes to recipients via EzeScan's Web Application

ezescan.
WebApps

Users receive an email notification and can review, register and initiate business workflows, from any device.

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High Volume Capture Case Files / Client File Back Scanning

Batch scan documents to EzeScan

DESKTOP
ezescan.

QA / Document Registration

netdocuments.