

Job Name: DocuWare – BCR demo
Integration Type: DocuWare

Description:

This Job uses the BCR module to separate documents using a barcode, and will automatically upload each document as a TIF file to a File Cabinet on the DocuWare server using the barcode value, and the current date as field values.

This job requires the EzeScan PRO, KFI, Upload, and BCR modules.

Compatibility:

EzeScan 4.2.85 or higher

Installation Instructions:*Import Sample Configuration*

- Open EzeScan and select the Admin menu > Settings Backup > Import option.
- Click the ... button and browse to the "DocuWare – BCR demo.cfg" file.
- Select "Import All Items Below" option and then click the Import button.
- When the import has finished click the Close button.

Configure the Job settings

- Select the Admin menu > Job option.
- Select "DocuWare – BCR 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 "DocuWare – BCR demo" from the Upload Type drop down list.
- In the Upload Properties pane specify your DocuWare connection details.
- In the Upload Mappings pane locate the Target Field "FileCabinet". Click in the Field Value

cell and then click on the ... button that appears to select the "Document Pool" File Cabinet from the list, or another if you aren't using the DocuWare sample VM.

- In the Upload Mappings pane locate the Target field "DOC__TYPE" or a similar field and then change its Source Field to the "Barcode Value" option.
- In the Upload Mappings pane locate the Target field "DATE" or a similar field and then change its Source Field to the "Document Date" option.
- Click the Apply button and then OK.

Operation Instructions:

- 1) Select the Admin menu > Job option or press F6.
- 2) Select the "DocuWare – BCR demo" Job from the drop down list.
- 3) Click the Import File Button and select the "Barcode_separator.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 automatically extract the barcode value from the current document, and then converted it to a TIF and upload to the DocuWare File Cabinet that was selected during configuration. This will repeat for the other documents automatically.