

1. PURPOSE OF DEMONSTRATION

This job depicts the importing of 1 to 3 forms which have been designed to emulate a registration renewal form.

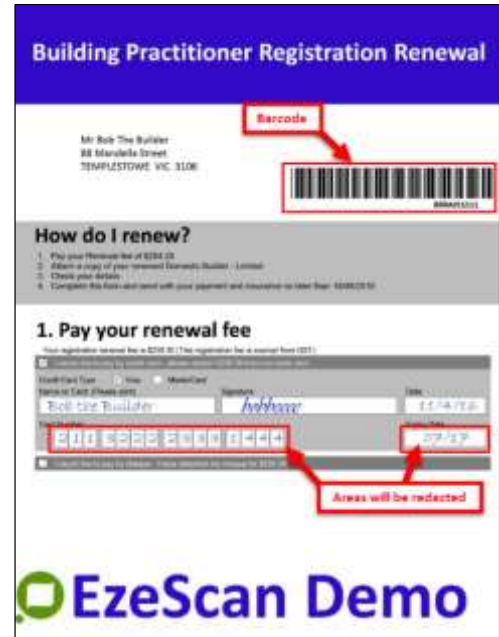
This is based on a real life scenario where annual renewals are sent out to Building & Plumbing practitioners.

The barcode on each form contains 2 components

1. Type of practitioner e.g. **BRRA** (for builder)
2. Practitioner rego number e.g. **011111**

The form also contains a section for the practitioner to enter their credit card details. The EzeScan KFI will redact these areas.

There is also a **KFI Lookup Set - Practitioners List** (name, address, email etc) - used in the filename creation



2. COMPATIBILITY

- EzeScan 4.3.60 (and above)
- EzeScan licenced with these modules...
 - Pro
 - Index (KFI)

3. INSTALLATION INSTRUCTIONS

3.1. Load EzeScan

3. Select Admin → Settings Backup → Select Import
4. Click the button and browse to the **Advanced_Barcode_Demo.cfg** file
5. Ensure that **both** the **KFI Templates** and the **Lookups** options are **ticked** ☒
6. Click the **import** button
7. When completed, click the close button
8. Press **F6** and select "**Practitioner Licence Renewals - with Lookups**" from the Job Type drop down list
9. Click the **Save** button
10. When prompted click **Yes** for the **Output Directory** message
11. Click **Close**

4. IMPORT CONFIGURATION

Open the job and click on **Save** to create the **Input/Output** folders

- [C:\ProgramData\Outback Imaging\EzeScan\Input\Practitioner Licence Renewals - with Lookups](#)
- [C:\ProgramData\Outback Imaging\EzeScan\Output\Practitioner Licence Renewals - with Lookups](#)

Copy the **3 sample documents** into the **input folder**

5. RUNNING THE JOB

1. Load the job screen (F6)
2. Click import button and select the 3 sample files
 - a) Include separators, use Selected > Combine
3. The documents will load into the EzeScan Viewer and **automatically** begin to profile the 1st one. The profile has all fields except the last set to Automatically process
 - a) The barcode is read
 - b) The barcode value is used to determine the practitioners ID number
 - c) The value is then used to search the database (uses the Practitioner List) for the practitioners details - name, address, phone, email etc
 - d)
4. In this configuration the majority of fields are ignored (as we are using the Upload to EDRMS)
5. A filename is created built using these fields and text:
 Practitioner Renewal for <<First Name>> <<Last Name>> ID-<<Remove first char off barcode>>
 - a) Taken from the Filename field > Value tab > Custom Extract field
6. Clicking submit will
 - a) Redact the 2 credit card fields
 - b) Convert the document to a text searchable PDF
 - c) Save it to the folder:
<C:\ProgramData\Outback Imaging\EzeScan\Output\Practitioner Licence Renewals - with Lookups>
7. The 2nd and 3rd documents will process the same way with the result shown below:

