

**Job Name:** EzeScan Archiver – Barcode Demo

**Description:**

This Job uses the BCR module to separate documents using a barcode, and will automatically upload each document as a PDF file to the EzeScan Archiver using its barcode value as the name of the file. This job requires the EzeScan PRO, KFI, Upload, and BCR modules.

**Compatibility:**

EzeScan 4.2.66 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 "EzeScan Archiver – 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 " EzeScan Archiver – 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 (optional)*

- Select the Admin menu > Upload option.
- Select "EzeScan Archiver – Barcode Demo " from the Upload Type drop down list.
- In the Upload Properties pane specify the disc path.

This is where the Web Page and images will be saved.

Currently it is set to "C:\Archive\Barcode" (*if the folder does not exist, EzeScan will create it when the first document is uploaded*)

Create this folder structure, or click in this box then click the ... button to change the path.

- Click the Apply button and then OK.

### **Operation Instructions:**

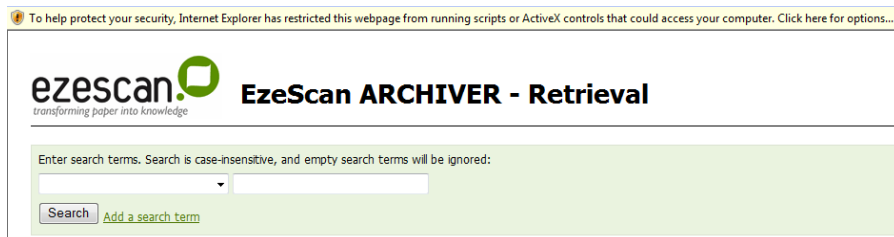
- 1) Select the Admin menu > Job option or press F6.
- 2) Select the "Ezescan Archiver – Barcode Demo " Job from the drop down list.
- 3) Click the Import File Button and select the "Barcode\_separator.tif" file.

**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 PDF and upload to the EzeScan Archiver. This will repeat for the other documents automatically.

## Viewing Files:

- 1) Open the "Index.html" file. This will launch the internet browser.



- 2) Click on the security warning on the top of the page and select "Allow Blocked content". Select "Yes" when prompted in the following dialog.
- 3) You will now be able to select an index field to search on using the drop-down list. Enter a value in the text box on the right and click 'Search'.
- 4) Click the "View" link to open up the PDF document.

