

Job Name: Laserfiche - Barcode Demo

Description:

This job is designed to detect and separate documents from a barcode. The barcode value is used as the Name and then the document will then be converted into a text searchable PDF file and uploaded into a predefined Laserfiche Folder.

This job requires the EzeScan DM Bundle + the BCR Module.

Compatibility:

EzeScan 4.2.120 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 "Laserfiche - Barcode 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 Workstation EDRMS settings

- Select the Admin Menu, Workstation Options, EDRMS Tab
- For Choose an EDRMS select "Laserfiche"
- Enter the Server, Repository, Username, Password and Authentication information.
- Click Save.


Configure the Job settings

- Select the Admin menu > Job option.
- Select " Laserfiche - Barcode 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.

- When complete, click Save then Close.
- If prompted to create the output directory click Yes.
- Click the Close button.


Configure the UPLOAD settings

- Select the Admin Menu > Upload option
- Select "Laserfiche – Barcode Demo" from the Job Type drop down list.
- In the Grid on the right there is a target field called "Parent Folder/Document". This is the folder path of where the documents are to be saved. This is currently set to " \Information Management\Scanned Documents"
- Click in the Field Value box and click the  A browse dialog will display to allow you to select the folder that the document is to be saved into. Select the folder.
- When Complete, Click Apply then OK.

Operation Instructions:

- 1) Select the Admin menu > Job option or press F6.
- 2) Select the "Laserfiche - 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 or the profile  icon. EzeScan will now automatically extract the barcode value from the current document, and then convert the document to a searchable PDF and upload to the Laserfiche Folder that was selected during the configuration. This will repeat for the other documents automatically.