

Job Name: TechnologyOne ECM – Barcode Scanning Demo

Description:

This job is designed for the automatic reading of the barcode value on documents. It will name the document the barcode value, and upload it to TechnologyOne ECM.

This job requires EzeScan PRO, EDRMS, BCR, KFI and Upload modules. (DM Bundle + BCR)

Compatibility:

EzeScan 4.2.190 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 "TechnologyOne ECM- Barcode Scanning 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 "TechnologyOne ECM - Barcode Scanning 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.
- If prompted to create the output directory click Yes.
- Click the Close button.

Configure the UPLOAD settings

- Select the Admin Menu > Upload option
- Select "TechnologyOne ECM – Barcode Demo" from the Job Type drop down list.
- In the upload properties pane under 'Upload to' enter your TechnologyOne ECM server details.
- In the *Field Mappings* Grid on the right there is a target field called "*Class Name*". This is the TechnologyOne ECM document type.
- Click in the Field Value box and click the  A browse dialog will display allowing you to select the Class Name that the document is to be saved as.
- In the same grid there is a target field called "*Document Indexes*" these are the TechnologyOne ECM indexes to be associated with the document.
- Click in the Field Value box and click the  A browse dialog will display allowing you to select the Document Indexes that the document is to be associated with.
- When Complete, Click Apply then OK.

Operation Instructions:

- 1) Select the Admin menu > Job option or press F6.
- 2) Select the "TechnologyOne ECM - Barcode Scanning 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 perform barcode recognition and automatically process the images using each barcode as a separator and name the file according to the barcode value. The job will then automatically close once all images are processed.