Barcode Batch Separator

Revised 4-30-2010

Barcode Batch Separator

Barcode Batch Separator is a utility to be used with a Copier that has a scan to folder option. This utility allows a user to batch scan documents without starting and stopping each time a new file begins. The user places a bar coded "Separator Page" on top of each file, stacks the files and scans them as one large multi-page tiff file.

Optionally the user can separate the files on the existence of a predefined barcode. For instance a sticker can be placed on the first page of each file. To use this function, the barcode must always contain the same contents, and be either a Code 3 of 9, or Code 128 barcode. If renaming the files with the barcode contents is desired see eDocfile's Simple Barcode Filer.

The software works by monitoring (watching) a file folder and its subfolders for new files. When one is arrives it is removed from its present location, separated into separate files and the output is placed in a matching file folder structure with a different root folder.

System Requirements

Microsoft Windows 2000 or Later
Adobe Acrobat or Reader - to view PDFs if PDF output is desired
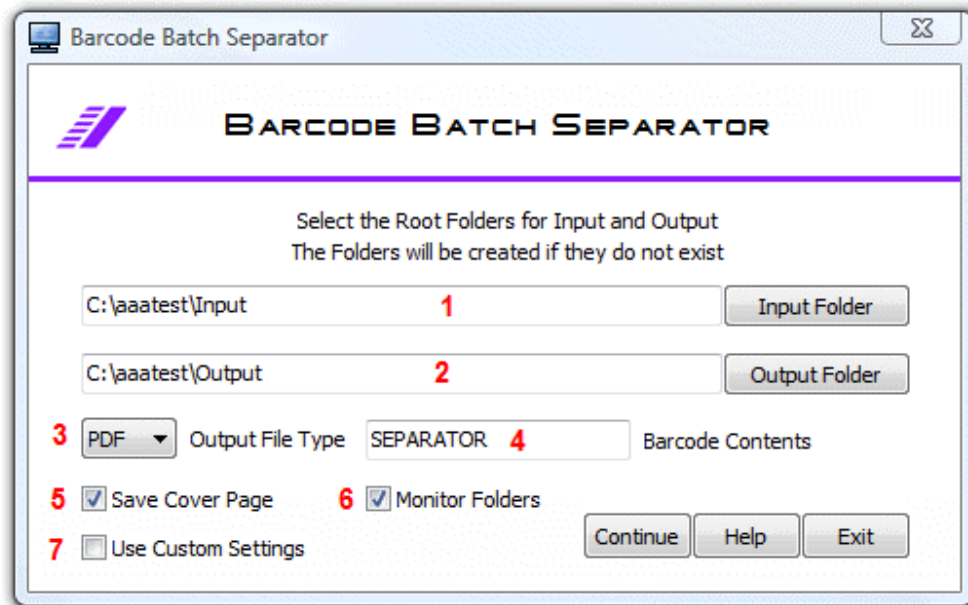Permissions to read and write to the input and output folders
A copier that scans to a file folder on the network. (multi-page tiff at 300 dpi G4)
A method of printing the default cover pages or stickers with either 3 of 9 or Code 128 barcodes.
(If using stickers if possible use Code 128 barcodes)

Setup
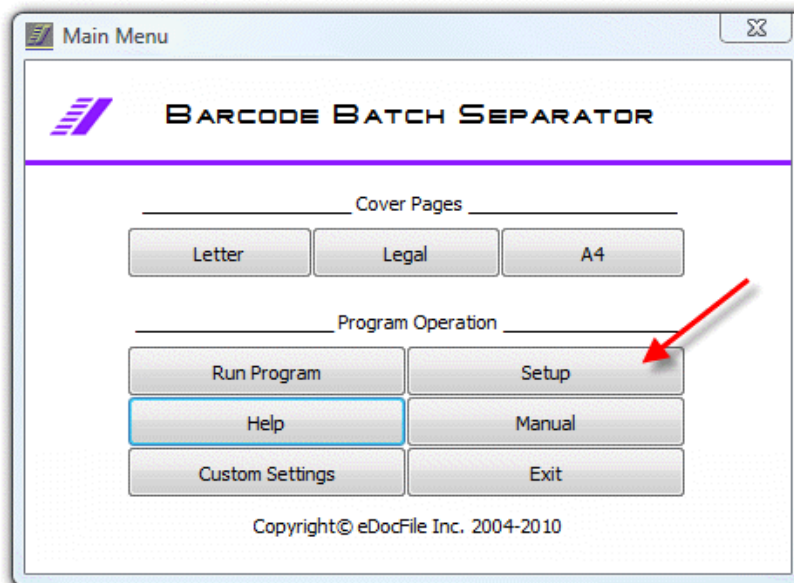
Click on Setup

1. Enter the Root Folder to be monitored for multi-page tiff images. If it does not exist it will be created.
2. Enter an Output Folder for the processed images. All subfolders of the Root Folder will automatically be created.
3. Select the processed file output type. The options are Tiff and PDF
4. Enter the contents of the barcode that is to be used for separation. If using cover pages enter "SEPARATOR"
5. Place a check mark in this box to save cover pages, for instance if using stickers with barcodes for separation or if notes are placed on the cover page and these are to be saved.
6. Place a check in the "Monitor Folders" box to have the software check for new files to be processed. If the box is not checked the Root Folder and it's subfolders will be checked once and the software will exit. IF RUNNING AT START UP THIS NEEDS TO BE CHECKED
7. Place a check in the Box "Use Custom Settings" if a special configuration to read the location and set the contrast level of the barcode is to be used.

Click on Continue to save the settings and run the program or return to the Main Menu.

Custom Settings

Custom Settings are used on the rare occasion when the default settings do not properly process a file, or when increased speed is needed in processing. By default Barcode Batch Separator will search the entire page, with custom settings it can be configured for a specific area to be searched.
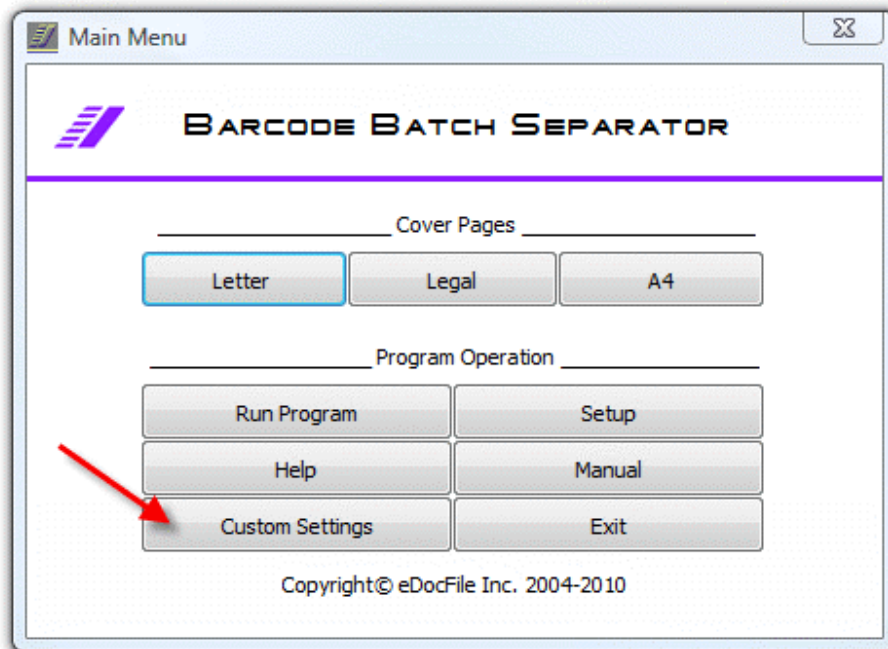
Click on "Custom Settings"
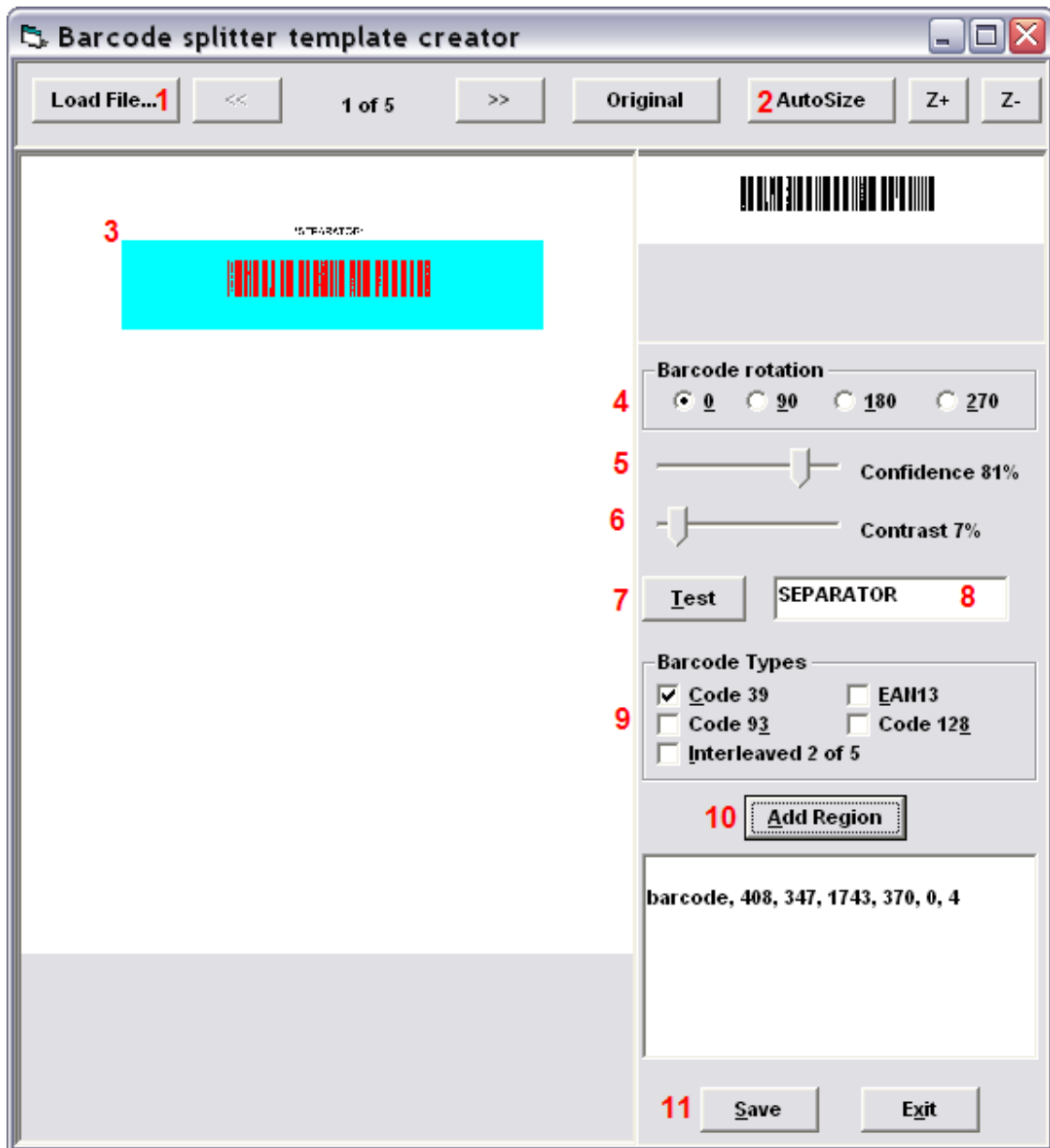
To setup the Custom Settings, begin by clicking on "Load File" (1) and then browse to and select the cover page. The Cover Page barcode must contain "SEPARATOR" only.

Once the Cover Page is loaded, click on "AutoSize" (2) to view the entire page.

Once the barcode can be seen, left click on the top left corner of the barcode and drag the mouse to the bottom right to highlight the barcode (3). This will set the area to be read. Since scanners do not always align the paper exactly it is a good idea to include an area larger than the barcode.

When the area is selected if necessary the page rotation can be set (4)

The confidence level (5) determines what percentage of passes are to be correct when reading the barcode. Good accuracy will be had in the 70 - 80 range. Please note is virtually impossible to get 100 percent even if the file was created with an image printer.

Adjust the Contrast Level (6) of the file if necessary.

Click on Test (7) and check the results in (8). If it says SEPARATOR it is setup correctly.

Repeat the process testing different settings if necessary until SEPARATOR is read.

If a barcode other than a Code 39 " Code 3 of 9" is being read, set the type in box (9).

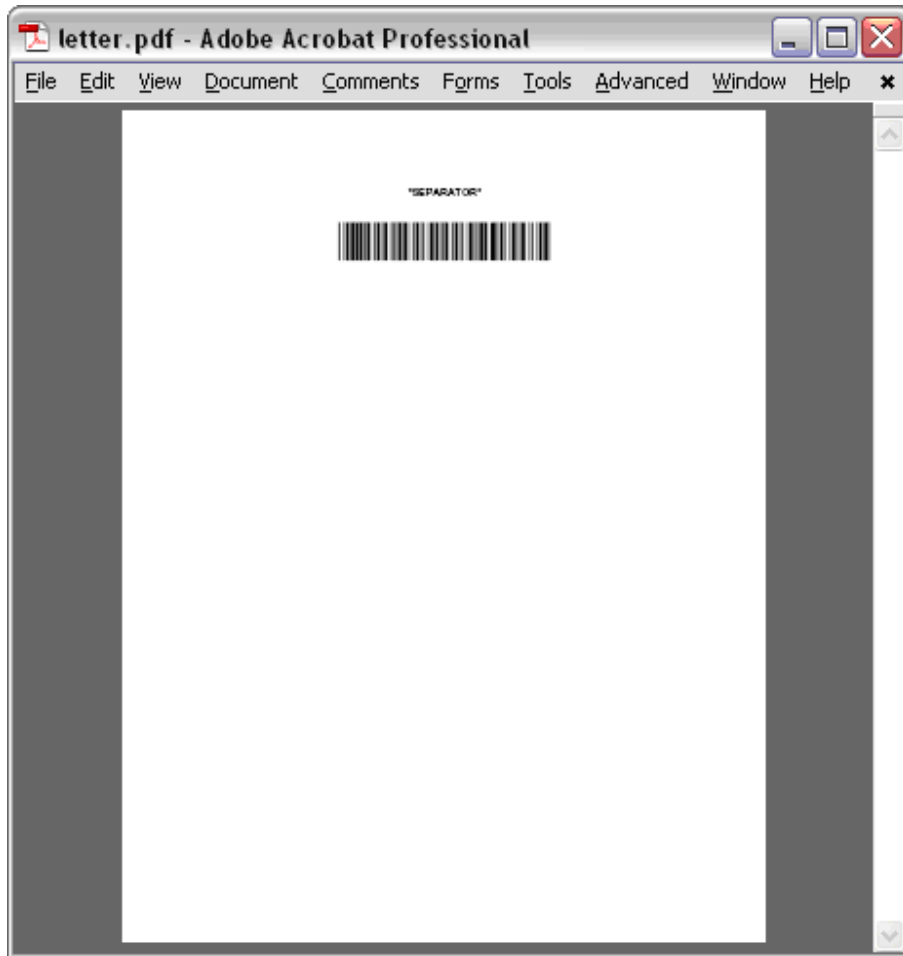When the barcode is properly read, click on "Add Region" and then save.

When saving the settings it must be saved in the folder "C:\Program Files\edocfile\Barcode Separator" with the file name of custom.ini

Preparing the Documents

Click on the size of Cover Page to be created.
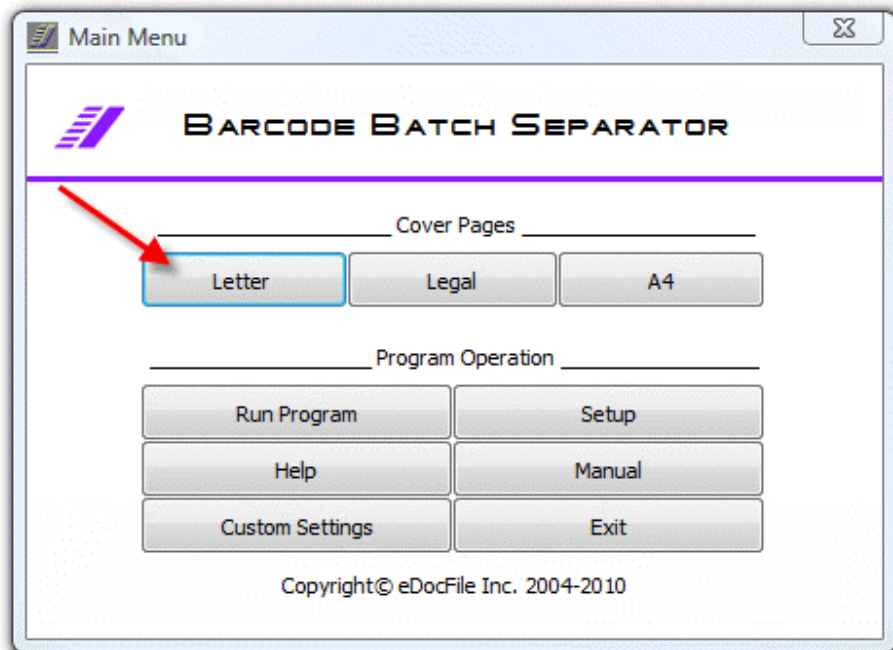
The file will open as a PDF and as many cover pages as necessary can be printed.

Place a cover page on top of each file to separated, this includes the first page of the first file and then stack them. Always being sure the bar codes are at the top of the document.

Scanning the documents

From your copier batch scan the documents as a multi-page G4 (fax) tiff image to the input folder or one of it's subfolders. The resolution should be set at 300 dpi, the program will work with resolutions as low as 150 dpi; however, the quality of the image may not be good enough for consistent output. Ideally the documents should be scanned in "Portrait" fashion with the barcode always on top, if this is not possible they should be rotated 90 degrees to the left as shown below
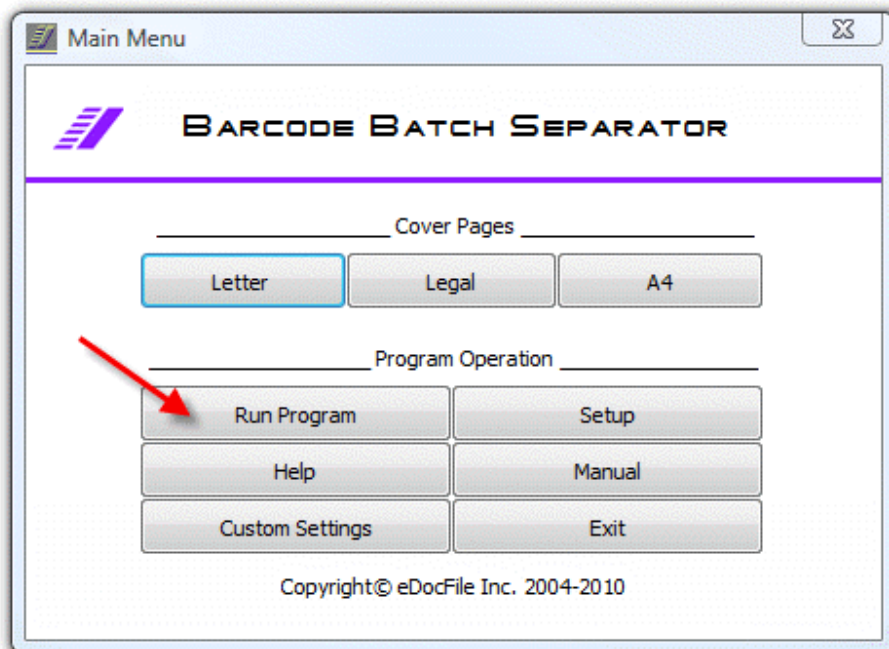
Standard   Rotated 90 to the Left

If both of these options are not available the user must create a "Custom Settings" file.
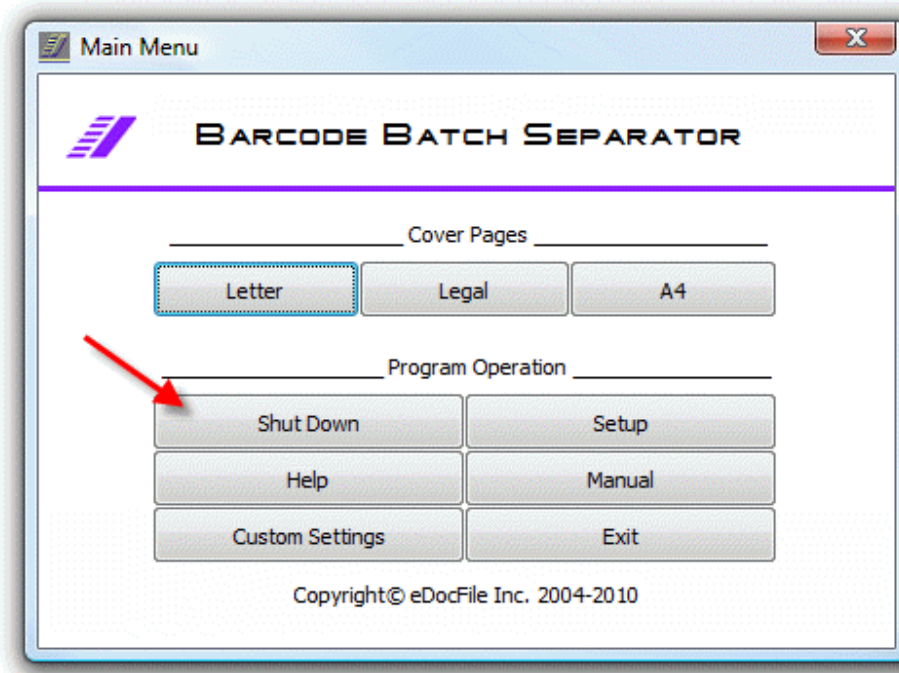
Running the Program

Click on "Run Program".

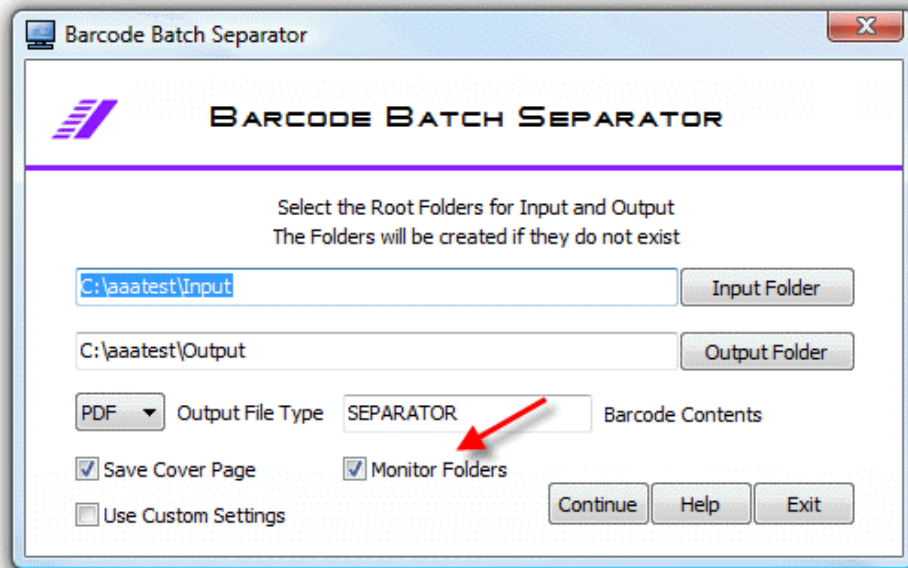A Flashing Icon will appear in the Sys Tray showing that the program is running.

To Shut down the program Click on "Shut Down"

Running at Startup

To run at Startup open the Setup Menu

Make sure "Monitor Folders" is checked.

Browse to "C:\Program Files\eDocfile\Barcode Separator\BarcodeSeparator.exe", right click on the file and select "Send to" "Desktop (create shortcut". Return to the desktop and drag the shortcut to the Windows Startup Folder.

To Load as a Service

Barcode Batch Separator was designed to run as a Program not a service; however, all programs can be run as a service. Google "Run as a Service Microsoft" to get more information or go to http://www.edocfile.com/Utilities.htm and look at "Service Launcher" for more details.

When using this option the program to activate is "C:\Program Files\eDocfile\Barcode Separator\BarcodeSeparator.exe"

Support

For assistance with either the trial version or full version of Barcode Batch Separator please contact us at

eDocfile Inc.
2709 Willow Oaks Drive
Valrico, FL 33594
Phone 813-413-5599
sales@edocfile.com