



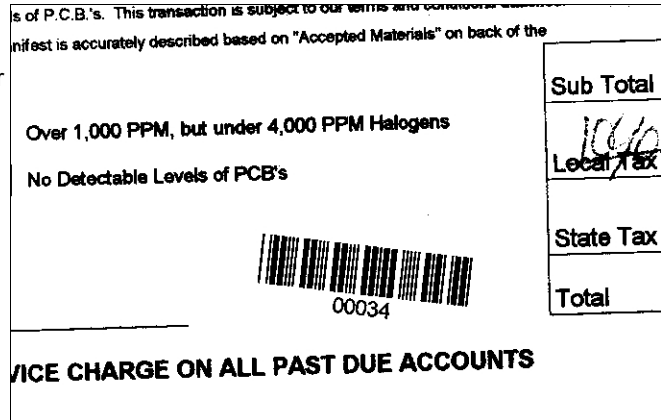
Split and rename files to barcodes

Common Batch tools for your scanned or PDF documents

Many documents contain vital information in the form of 1-D (Linear) or 2-D barcodes. They are often skewed at various angles and located anywhere within the document. With DocuFi Batch, these markers can be used to identify new breaks in documents as well as be used to name the file or destination folder.

Flexible Document File Naming

You can automate the naming and destination path of your documents using barcodes and text strings. Within the Split and Save Tab of the profile editor is a set of preferences you can adjust to accommodate this. Standard barcodes, special keywords or any text strings can be used to identify your file name or destination folder.



Output

Rename File as [Click for Help](#)

%bar1-test

Create Sub Folder

%date

Name Files - Use barcodes, date, time, page number or regular text in any pattern you choose to create your output file names. In the **Rename File as** field, you simply enter exactly how you want the file name created (for example, %bar1-%bar2-%date). DocuFi Batch can read up to ten barcodes anywhere on a page.

Routing Files - Use the same options to identify a folder for your target files. Sometimes called document routing, you can control where your split documents end up based on some of the content located in them. Use the **Create Sub Folder** field and enter a text string including barcode keywords, other keywords or any text pattern.



Split at Barcodes – Use highly reliable barcodes to automate the file splitting of your documents. Simply check the **Split at Barcodes** check box and additional options to tell the system to start looking for barcodes. It will create new documents whenever appropriate barcodes are encountered. You have the ability to define which barcode types to look for, you can even control how separator (barcode) pages are handled with the **Remove Barcode Separator Pages** option.

Working with Multiple Barcodes – In some situations, documents can contain several barcodes. Medical records may contain patient last name, a record number, etc. We support up to 10 barcodes per page and give you the flexibility to use them for file naming, splitting, or even folder creation purposes.

Save your desired profile and assign it to a desired folder.

Use the DeliveryTicket.tif sample located in the BatchIN folder, to process a 5 paged document with barcodes on each page. This is also found online in the Barcode samples folder. Or try the multipage sample and experiment with utilizing several documents for naming and folder creation purposes.

The screenshot shows a software configuration window titled 'Splitting Files'. It has a light blue background and a thin border. The window is divided into two main sections. The top section, 'Splitting Files', contains several options: 'Split every' with a text box containing '0' and the word 'Pages' to its right; 'Split at Barcodes' which is checked and has a barcode icon to its right; 'Remove barcode separator pages' which is unchecked; and 'Only split if barcode value contains:' followed by an empty text box. The bottom section, 'Barcode Type', contains several options: 'Data Matrix' (unchecked), 'Code 39' (checked), 'Code 128' (checked), 'No Start/Stop char (*)' (unchecked), 'Patch Codes' (unchecked), 'Codabar' (unchecked), 'Code 25' (unchecked), and 'Barcode Is Numeric' (unchecked) at the bottom right.