



### SmartBatch and Barcode add-ins give you fully-automated scanning and barcode recognition functionality.

Add-ins to the optional Scan Station Module extend the flexibility of paper-to-digital conversion. The SmartBatch Add-In and the Barcode Add-In give you additional scanning capabilities that enable you to more fully automate high-volume scanning and to capture bar-coded information from scanned pages.

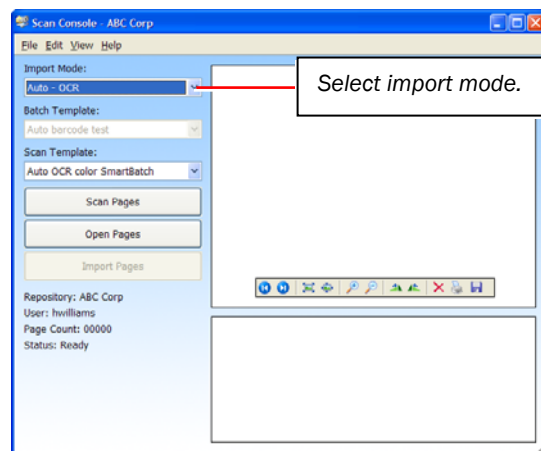
- Automate the batch scanning process with the ability to recognize different cover sheets or standard forms using pre-defined OCR zones.
- Extract metadata from bar-coded information on documents and use barcode cover sheets to separate document batches.
- Schedule the automatic importing of scans using the Task Manager.

### SmartBatch Add-In automates scanning.

The SmartBatch Add-In enables you to automatically scan batches of documents that have different cover sheets or pre-defined formats. Just set your stack of documents in the scanner, select the auto-import mode in the Scan Console and then click the Scan Pages button. The SmartBatch Add-in uses an automatic page recognition feature that, based on templates you create, recognizes the type of document being scanned and then processes each page accordingly. Each new document is recognized and processed according to rules you establish.

When auto scanning, you can mix batches of different OCR-separated documents or batches of different barcode-separated documents:

- Use the Auto-OCR mode for scanning document batches separated by scanned OCR values.
- Use the Auto-Barcode mode for scanning document batches separated by scanned barcode values (Barcode Add-In required).



### Benefits

- **High-volume scanning** – Scan batches of mixed documents using templates to automatically recognize document types and import documents to correct repository folders.
- **Barcode recognition** – Extract metadata and other information from bar-coded information on documents or coversheets.
- **Increased flexibility** – Schedule the automatic importing of scanned documents.

### Solutions

- **Business continuity** – Convert paper records to digital files to enable easy back-up and recovery of critical business documents.
- **Paperless operations** – Convert paper to electronic files to reduce storage costs, improve business operations, and speed document filing and retrieval.
- **Regulatory compliance** – Reduce risk with the ability to quickly and accurately produce documents and information.

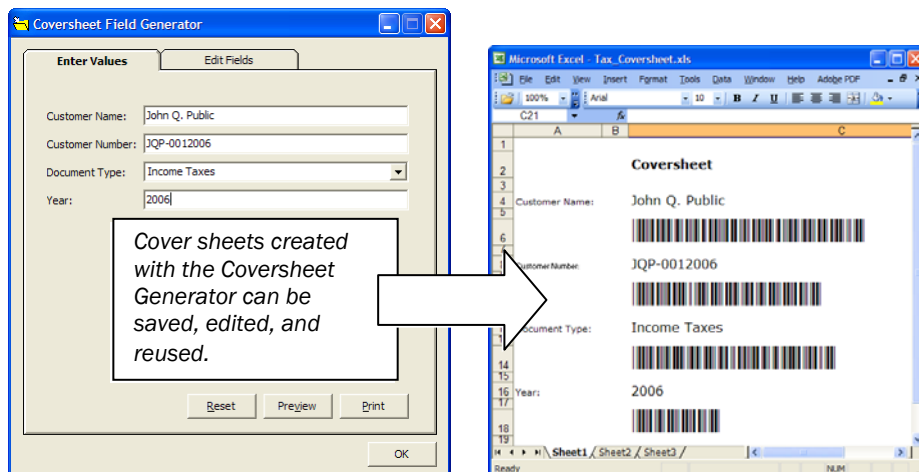
## Barcode Add-In enables barcode processing.

The Barcode Add-In recognizes a barcode on a page or cover sheet and then automatically processes the document or documents according to settings in the templates associated with the barcode. The Barcode recognition feature:

- Is ideal for businesses that use barcodes on their paperwork—for example, mortgage companies, insurance companies, and government agencies.
- Has very high accuracy, ensuring proper document handling.
- Enables the SmartBatch Add-In to use the Auto-Barcode import mode for automated scanning and importing.
- Captures metadata automatically from barcodes on documents.
- Works with the following 1D barcode formats:
  - CODABAR
  - Code 11
  - Code 39
  - Code 128
  - EAN 8
  - EAN 13
  - EAN EXT 2
  - EAN EXT 5
  - Interleaved 2 of 5
  - MSI
  - Patch Code
  - Postnet
  - Standard 2 of 5
  - UCCEAND 128
  - UPC A
  - UPC E

## Generate barcode cover sheets.

The optional Scan Station Module comes with a cover sheet generator that lets you create cover sheets containing both text and barcode fields in Microsoft® Office Excel. Cover sheets can be edited as needed after generation.



## Schedule automatic importing of scans.

The Scan Console's integration with Document Locator's Task Manager means you can schedule the importing of scans at specific times. For example, satellite offices can scan documents on a regular basis to a network folder for automatic import to Document Locator. The Task Manager can periodically check the network folder for new documents and then automatically import those scans using a specified batch auto import mode: auto-OCR or auto-barcode.

## Related Features

- **Automated Workflow** – Automate your business processes. Incorporate scanning into automated workflows.\*
- **Document Approval** – Request approval for scanned documents as they are imported to the repository.
- **Document Profiles** – Create customized metadata tags to organize and profile your scanned documents.
- **eCopy ShareScan OP Connector** – Scan directly to Document Locator from your eCopy station.\*
- **Folder Auto Path Templates** – Create folders automatically for scanned documents as they are imported to the repository.
- **Scanning** – Automate the scanning and importing process.\*
- **Searching** – Locate your imported scanned documents quickly using Document Locator's versatile search tools.
- **Security and Auditing** – Protect your scanned documents from unauthorized access and alteration.
- **Task Manager** – Automate frequently-used actions such as deleting and moving files, archiving files, importing scans, and more.

For more information about products or purchasing, please visit:

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\*Optional module required.



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