# Document Locator

## Feature Datasheet > Scanning Barcode Add-in

## 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.

## 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.



## **Benefits**

Barcode recognition
Extract metadata and other information from
bar-coded information on documents or
coversheets.

### 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.

Customer service

Search and retrieve customer account records, statements, invoices, and other documents instantly.

• Regulatory compliance

Reduce risk with the ability to quickly and accurately produce documents and information.

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# Supports a wide range of barcode formats

#### 1D Barcode

- Writes more than 30 linear barcode types in bitmap and PDF, in vector or raster format.
- Recognizes linear barcodes (including Patch Code) in more than 90 different image formats including PDF.
- Recognizes barcodes' orientation from 0° to 360°.
- Detects nearly 20 industrial 1D barcode types.
- Detects barcode on a full page or on a region of interest.

Industrial 2 of 5	Code 128
Inverted 2 of 5	Code 93
Interleaved 2 of 5	EAN 8
lata 2 of 5	EAN 13
Matrix 2 of 5	Patch Code
Code 39	<b>UPC</b> Version
Codeabar	<b>UPC</b> Version
Bcd Matrix	ADD 2
DataLogic 2 of 5	ADD 5

#### DataMatrix Barcode (2D)

• Recognizes and generates DataMatrix (DM) barcodes in more than 90 different image formats, including PDF.

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- Detects multiple DM barcodes from black & white, grayscale, paletized and color images.
- Detects DM barcode on a full page or on a region of interest.
- Support for ECC error correction algorithm to recognize partially destroyed symbols.

#### PDF417 Barcode (2D)

- Recognize and generate PDF417 barcodes in more than 90 different image formats, including PDF.
- Read multiple PDF417 barcodes from black & white, grayscale, paletized and color images.
- Returns the string value of each PDF417 barcode recognized.
- Read PDF417 barcode on a full page or on a region of interest.
- Support for ECC error correction algorithm to recognize partially destroyed symbols.

#### **QR-Code Barcode (2D)**

 Recognize QR-Code and Micro QR-Code in more than 90 different image formats, including PDF.

#### **Related Features**

# Automated Workflow

Automate your business processes. Incorporate scanning into automated workflows.

- Connector for eCopy ShareScan OP Scan directly to Document Locator from your eCopy station.\*
- Document Approval Request approval for scanned documents as they are imported to the repository.
- Folder Auto Path Templates Create folders automatically for scanned documents as they are imported to the repository.
- Profiles and Properties Create customized metadata tags to organize and profile your scanned documents.

#### Scan Console Add-Ins

Use the Barcode Add-In to capture barcoded information from scanned documents; use the Smart Batch Add-In to automate scanning mixed batches of documents.\*

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.

\* Optional

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