

◆ [Barcode \(Job Scan 1\)](#)

<Function>

Image Capture Plus recognizes barcode information printed onto documents and forms to reduce the work of document sorting. Outputting an index file of barcode information also enables linking with applications.

1. An invoice with a barcode

Barcodes : ABC COMPANY, XYZ COMPANY, PANASONIC



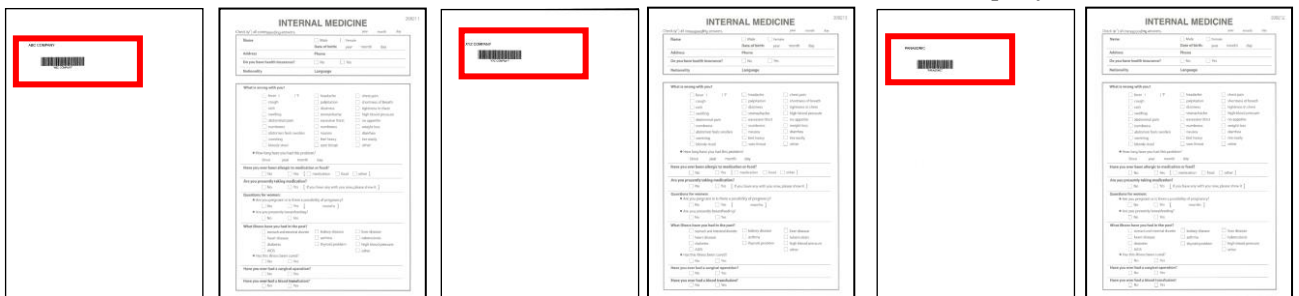
2. A cover sheet with a barcode

Barcodes : ABC COMPANY, XYZ COMPANY, PANASONIC

A cover sheet and

a sheet for

each company



Job Scan 1

Set three invoices with the barcode “ABC COMPANY”, “XYZ COMPANY”, “PANASONIC” on the tray.

Output documents : (Example)

Folders/Files

ABC COMPANY-001 / ABC COMPANY-001.pdf, index.txt

XYZ COMPANY-002 / XYZ COMPANY-002.pdf, index.txt


PANASONIC-003 / PANASONIC-003.pdf, index.txt

<ICP Setting Procedures>

Job Scan – an invoice with a barcode

Refer to

1. Check the check box of “Job Scan Mode” and click “Job Setting List”.
(If some document remain in the “Document List”, Job Scan Mode cannot be selected.)
2. Click “Add”.
3. Select “Document Name Setting” and a Prefix including "Barcode", click “OK”.
4. Click “Config” and check “Enable”.
Confirm “Barcode Type” and select “Both Orientation” in “Barcode Orientation”.
(If necessary, confirm using “PreScan” referring to the above “Simple Scan”)

5. Select "Scan" tab and a scan setting in "User Specified Setting".
Select "Barcode" in "Document Switch Trigger" and confirm "Config" as well as "Document Name" tab.
Check "Output document after scan" to output the images immediately after scanning.
6. Select "File" tab and uncheck "Confirm settings on output" to output immediately without confirmation.
Select a "Store Folder".
Check "Create a Sub Folder with Document Name" to create sub folders using each barcode.
7. Select "Workflow" tab and check "Create index file".
Click "Output Setting" and move "File Name", "Barcode 1 type", "Barcode 1 type" to "Output Items".
Click "Save Setting", and input the setting name and click "OK".
8. Select the setting name in "Job Setting List" and click "OK".
9. Click "Job Scan"  and "Start" in "New Document – Scan".
10. The scanned images are saved in the store folder specified in "File" tab.
Three sub folders with each barcode are created and also a file with each barcode and "index.txt" are done in each folder.