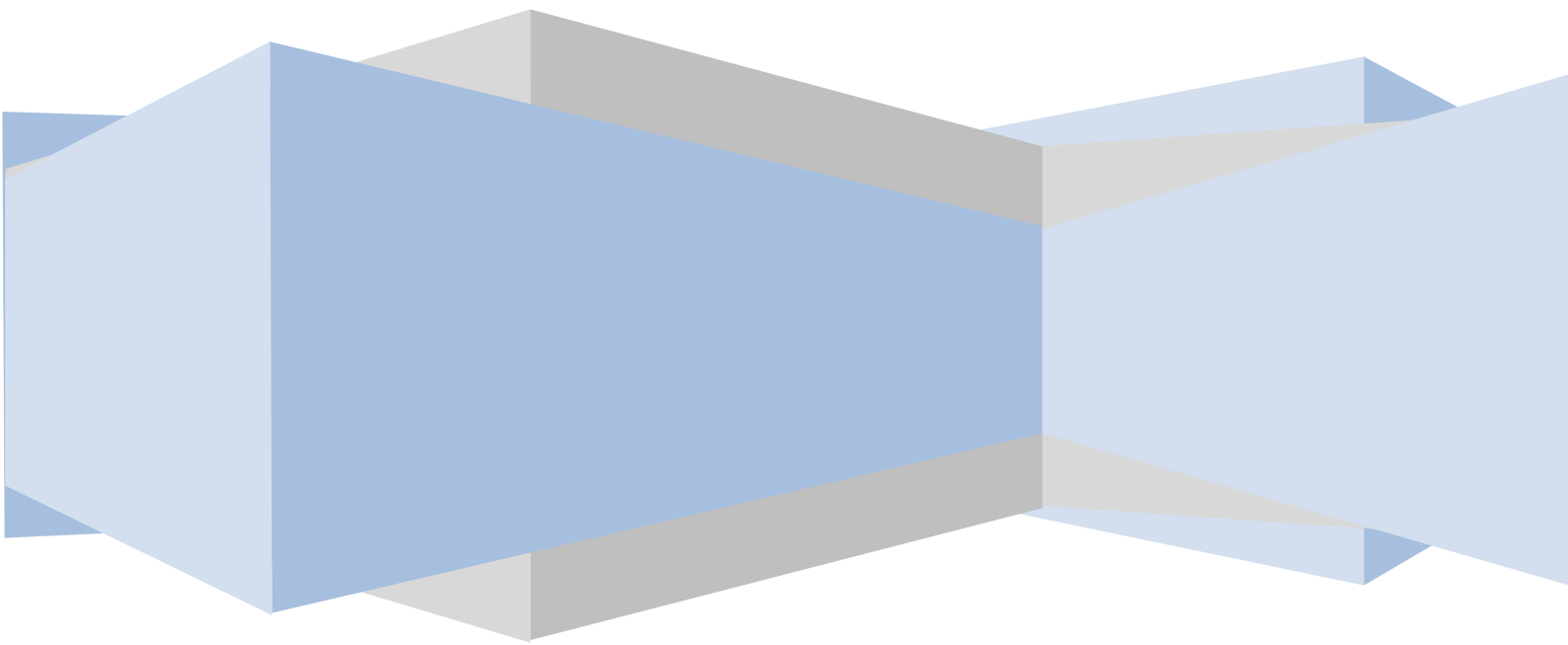




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# Barcode Error Handling

Setup Guide



## INTRODUCTION

When performing batch scanning using documents with barcodes, it is important that ScanToPDF is configured correctly so that misread or damaged barcodes do not cause problems with the batch separation. This guide explains how to configure ScanToPDF so that the barcode error handling is performed correctly.

### IMPORTANT NOTE

**This method can only be used if EVERY page of your documents is expected to have a barcode**

## FILENAMER SETTINGS

- ❖ Start ScanToPDF
- ❖ Click Edit
- ❖ Click Options
- ❖ Click the Filenamer ICON

Set the options as below (replacing the path names with yours)

Output file path:

Show file save dialog  
 Only allow save in this folder  
 Auto create folder

If document already exists:

Show append choice dialog  
 Enable path re-formatting

Post-choice re-format:

On error proceed with:

It is important that the setting for “On error proceed with” is set as “Error case” as highlighted in yellow above, and then configure the settings on the Error Case TAB as follows. Again, substitute the example file paths with your own.

Output file path:

Show file save dialog  
 Only allow save in this folder  
 Auto create folder

If document already exists:

Show append choice dialog  
 Enable path re-formatting

Post-choice re-format:

On error proceed with:

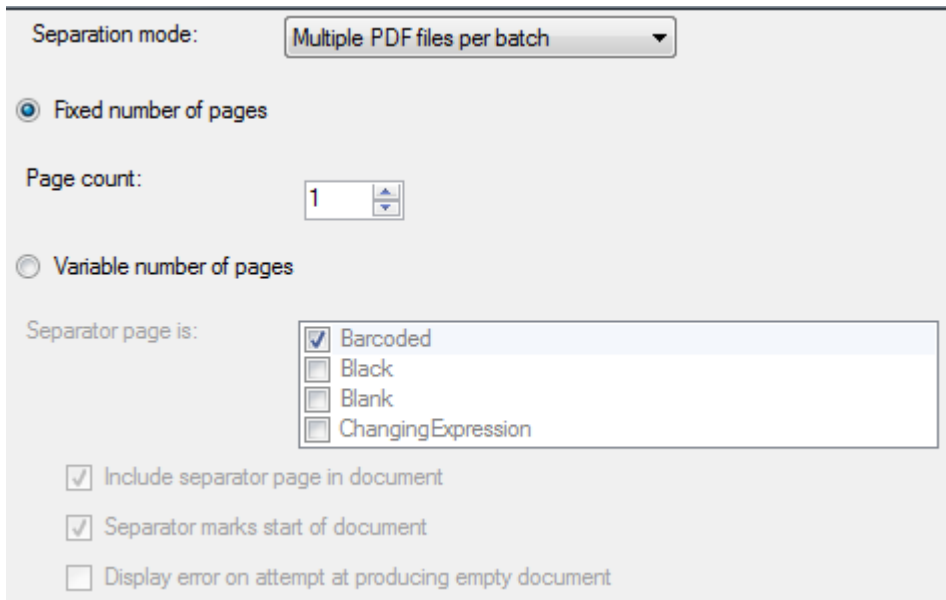
We have used a simple increment but of course you can use any format you require.

## BATCH SEPARATION SETTINGS

Because we expect to have a barcode on EVERY page we can set the batch separation to split after each page and save the document using the barcode value, so as the documents are saved the PDF document will contain only pages that have the same barcode. If a barcode is not read then the page will go into the error folder (as per the settings made above)

To set the batch separation settings, please follow the setup shown here

- ❖ Start ScanToPDF
- ❖ Click Edit
- ❖ Click Options
- ❖ Click the Batch Separation ICON



The screenshot shows the 'Batch Separation Settings' dialog box. At the top, 'Separation mode:' is set to 'Multiple PDF files per batch'. Below this, there are two radio button options: 'Fixed number of pages' (selected) and 'Variable number of pages'. Under 'Fixed number of pages', the 'Page count:' is set to '1'. Under 'Variable number of pages', the 'Separator page is:' dropdown menu is open, showing four options: 'Barcoded' (checked), 'Black', 'Blank', and 'Changing Expression'. At the bottom, there are three checkboxes: 'Include separator page in document' (checked), 'Separator marks start of document' (checked), and 'Display error on attempt at producing empty document' (unchecked).

This makes sure each page is saved into a PDF file with the barcode as the name.

There are no other settings required for Error handling.