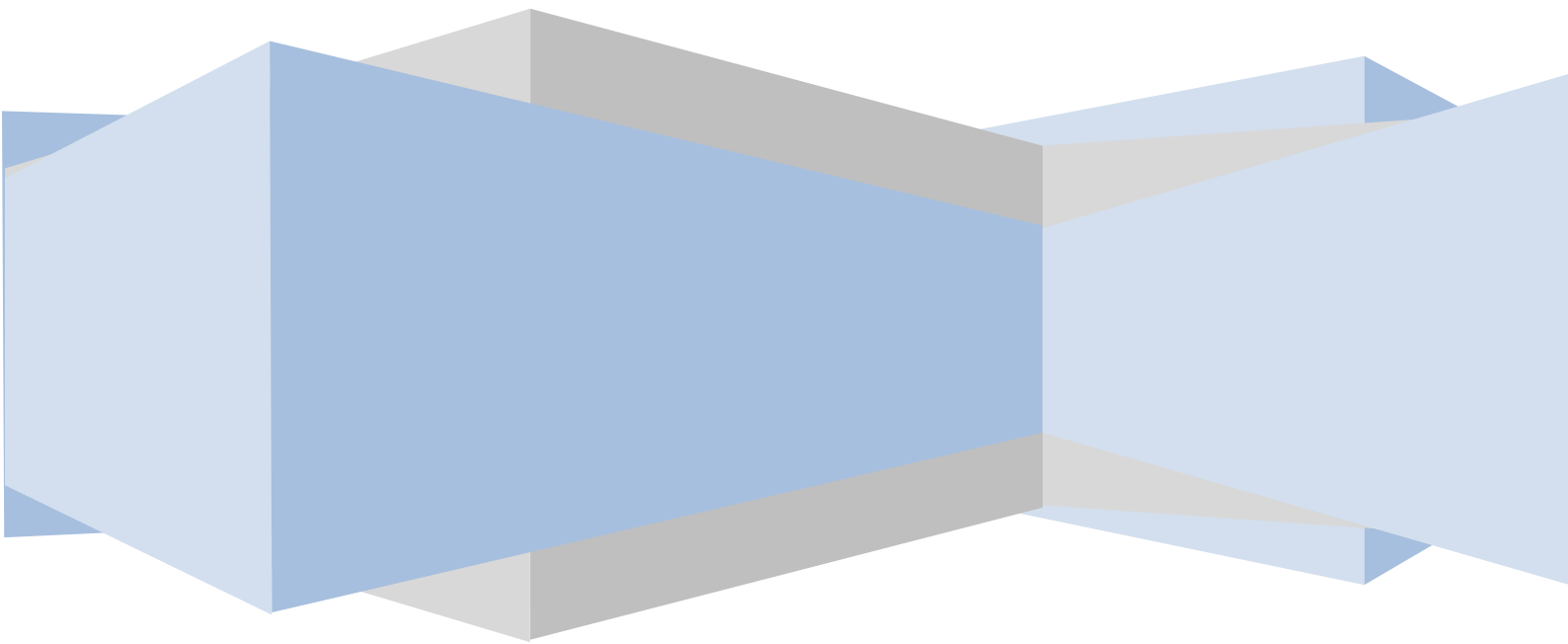




Proven Product, Proven Company

# Kryptiq Batch Solution

Setup Guide

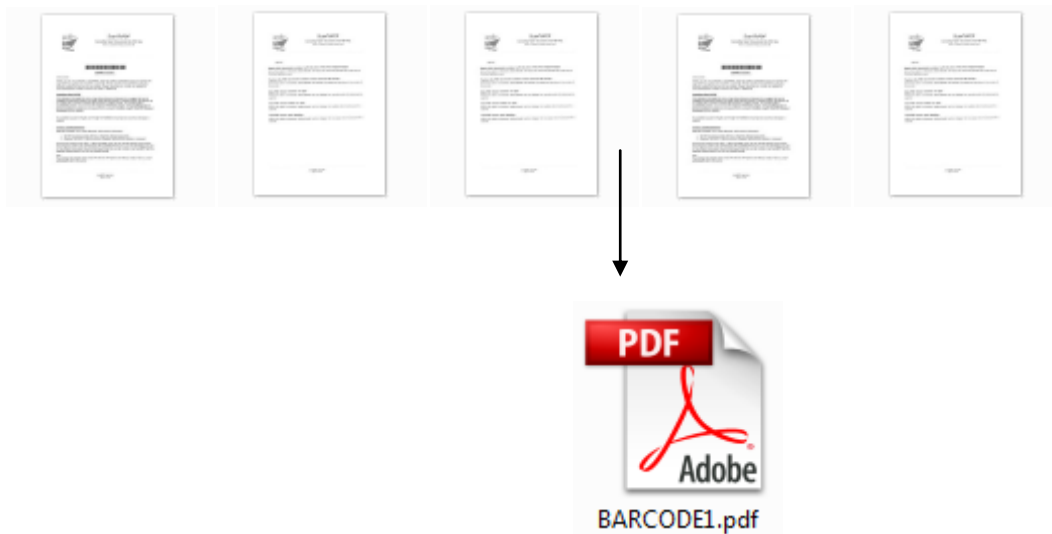


## INTRODUCTION

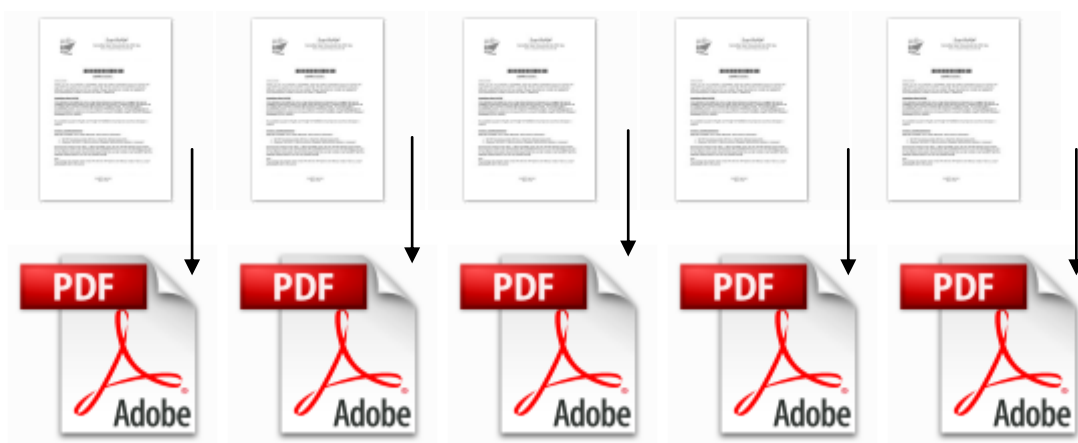
Thank you for evaluating our Kryptiq Batch Solution. This solution is designed to make the most of your scanners document feeder and make your scanning process as quick and efficient as possible.

There are four ways of separating batches of scanned pages into individual PDF documents using barcodes.

1. **Batch Separation Type 1** - Your documents have barcodes on the 1<sup>st</sup> page of each batch - every time a new barcode is read a new PDF document is started. The PDF document is named using the Barcode Value on the first of the scanned pages.



2. **Batch Separation Type 2** - Each and every page of your batch of scanned pages has a barcode – every time a page is scanned a document is created using the barcode value as the name of the file. If a barcode is read more than once, ScanToPDF will add the page to the existing document (at the beginning, end or any place you configure it)

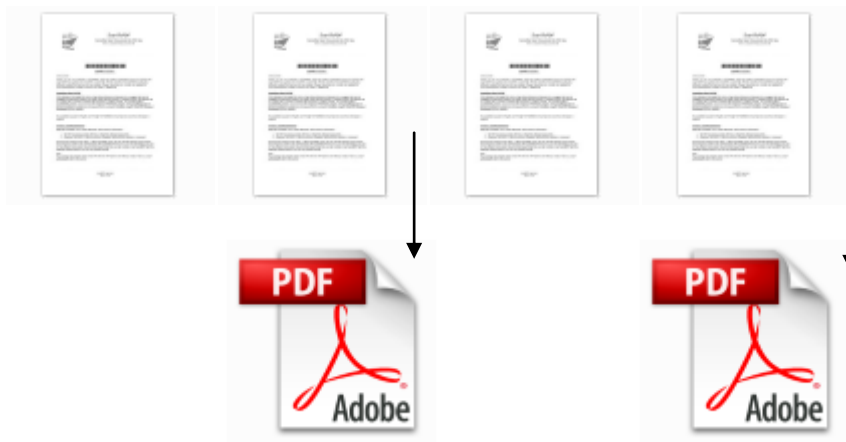


- Batch Separation Type 3** - Your documents do not have barcodes so you need a barcoded separator page -every time a separator page is detected a new PDF document is started. The document can be named using the barcode on the separator page, or with other methods using the auto-filenamer.



Please note the separator page can be removed or kept in the finished document

- Batch Separation Type 4** – Fixed page count. Every x pages of your batch of scanned pages creates a single PDF containing x pages. For example using a Fixed Page Count of 2



## HOW TO DOWNLOAD AND INSTALL THE EVALUATION SYSTEM

Click this link

<http://www.oimaging.co.uk/downloads/clientfiles/scantopdf-kbatch.exe>

The following dialog will Appear (may differ slightly depending on browser)



Click Save to download the program to your machine. When download is complete locate the program and run it to install the Kryptiq Batch Evaluation

## HOW TO CONFIGURE THE REQUIRED SETTINGS

All the settings are configured through a single menu

- Start ScanToPDF
- Click Edit
- Click Options



Save

### SAVE SETTINGS

Make sure the “Automatic trigger of save process after scan” option is checked.

*All other settings can be set as required by the user and will not affect the batch scanning operation*



File namer

### FILENAMER SETTINGS

The settings for the filename plug-in will depend on the batch separation type being used.

#### **Filename Format (Documents with Barcodes on them)**

For types 1 and 2 where the document is named using the barcode values on the document pages the filename format should have the variable {%barcode%}

#### **Example**

c:\pdf files\invoices\{%barcode%}.pdf

#### **Handling Missing Or Un-Read Barcodes**

For situations where every page has a barcode, ScanToPDF can be set to handle a missing barcode situation by having separate configuration for documents where a barcode cannot be read. These are configured using the “Error case file name generation” TAB. The filename format in this instance should use one of the auto-naming functions described above.

#### **Filename Format (Documents without Barcodes on them)**

For batch separation types 3 and 4 (using a separator page or fixed page count) the document filename must be configured for some other value using the auto-naming variables available, such as date and time functions or simple incrementing numbers

#### **Example**

C:\pdf files\invoices\{%datetime%:ddMMyyyy}\{%increment%:00000}.pdf

To speed document processing the “Show file save dialog” option should be left un-checked. If this option is left checked the user will be presented with the file save dialog box.

*All other settings can be set as required by the user and will not affect the batch scanning operation*



Barcode recognition

## BARCODE RECOGNITION SETTINGS

### Type

This will be set based upon the kind of barcode on the document being scanned. The evaluation system uses code39. If you are not sure of your barcode type you can check all types.

*All other settings can be set as required by the user and will not affect the batch scanning operation.*



Batch separation

## BATCH SEPARATION SETTINGS

The “Save mode is” setting should always be set to “Multiple PDF files per batch”

*All other settings need to be set depending on the type of batch separation being used.*

For types 1 and 2 (barcodes within document) the settings would usually be

Separation mode:

Fixed number of pages

Page count:

Variable number of pages

Separator page is:

- Barcoded
- Blank
- Black
- ChangingExpression

Include separator page in document

Separator marks start of document

Display error on attempt at producing empty document

Value (leave blank for any):

Expression Syntax:

For type 3 (separator pages), the settings would usually be

Separation mode: Multiple PDF files per batch

Fixed number of pages

Page count: 1

Variable number of pages

Separator page is:

- Barcoded
- Blank
- Black
- Changing Expression

Include separator page in document

Separator marks start of document

Display error on attempt at producing empty document

Value (leave blank for any): NEWDOC This can be any value

Expression Syntax:

The value NEWDOC can be replaced by any barcode value that is used on the separator pages, it can be left blank, in which case any barcode on the document will trigger batch separation. You can download a separator page from our website on the “Downloads” page.

For type 4 (Fixed page count), the settings would be

Separation mode: Multiple PDF files per batch

Fixed number of pages

Page count: 1

Variable number of pages

Change the spinner control count (circled above) to represent the number of pages in each document, in this example if you scanned 10 pages you would create 10 PDF documents, each containing 1 page.

## OTHER SETTINGS

*All other settings can be set as required by the user and will not affect the batch scanning operation. Please contact OiC for further details.*