

## Barcode & Forms

ProductInfo

Speed up and simplify the capturing and storage of documents with Barcode & Forms. With instant reading of barcodes and text, your documents can be automatically presorted, indexed and stored. Easy and accurate processing saves time and money.

## Barcodes – A Helping Hand

Many business processes can be made significantly simpler with barcodes. For example, do you receive a lot of invoices that you would like to scan and store in one operational step? You can with Barcode & Forms: attach a barcode label to the first page of every invoice and scan all your documents in one batch together. Each new barcode identifies a new document. DocuWare reads out the barcode number as an invoice number and uses it for the whole indexing and storage process. This also allows the document to be uniquely identified – throughout the entire company – across departments and systems.

### Benefits

- **Automatic indexing:** have your barcodes read out for indexing
- **Presorting documents:** use the data read out to categorize and separate scanned pages
- **Time saving:** optimize your work processes
- **Highly accurate:** automatic data capture instead of manual entry is safer and more accurate

## Highly Accurate

If an invoice already contains a barcode, simply select another barcode type for your label. Barcode & Forms identifies a wealth of 1D and 2D barcodes with incredible accuracy so that no errors creep into your automated document management system.

## Reading Index Words

With DocuWare you can also have your text automatically read – such as the invoice amount – in order to use these data later on for indexing your documents. Just like barcodes, with Barcodes & Forms you can use the read out text to separate batch scanned pages. For example, whenever the word "Invoice" appears, this can mean that a new document is always generated.

## Combining and Optimizing

The use of barcodes and reading out text create the perfect conditions for indexing and storing your documents. In combination with the additional module DocuWare Import, you can scan your documents from a central network scanner to a monitored folder from which they are automatically and correctly stored. Both barcode (the invoice number in our example) and text (the invoice amount) can be read out.

You can then fully index the imported documents with the Autoindex module using an external database, such as your ERP system. If you add the barcode number to your accounting data record, the information is synchronized with DocuWare. The DocuWare internal index is completed and all systems are in agreement.

# Supported Barcodes

## 1D

- Code 2 of 5
  - Interleaved
  - Datalogic
  - IATA
  - Industrial
  - Inverted
  - Matrix
- Codabar
- Code 11 (USD 8)
- Code 39
- Code 93
- Code 128 / EAN 128 / GS1-128
- EAN 8
- EAN 13
- MaxiCode
- MSI (Modified Plessey)
- PharmaCode

- Postal
  - Dutch KIX
  - Postnet
  - Australian Post
  - Royal Mail
  - Planet
  - Intelligent Mail
- UPC / E
- UPC / A
- RSS
  - RSS 14
  - RSS 14 Stacked
  - RSS Expanded
  - RSS Expanded Stacked
- Telepen

## 2D

- Aztec
- DataMatrix
- MicroQRPDF 417
- QR



This document can also be found here:

<http://pub.docuware.com/en/barcode-forms>

For more information please visit our website at

[www.docuware.com](http://www.docuware.com)