

# DocFinity® Barcode Solution: Barcode Server

*Using barcodes to automatically sort batches and index individual documents*

Optical Image Technology, Inc. (OIT) offers an add-on module that enables your system to read barcodes that contain indexing information. When a bar-coded document is scanned, the DocFinity barcode module reads the barcode for indexing information and automatically sorts the documents with speed and accuracy.

## The Need

If you are scanning thousands or even millions of documents, you must also index and file those documents so they can be easily retrieved when needed. When indexing a significant number of documents, serious man hours are consumed that could be spent otherwise. Fortunately, there is a module in OIT's DocFinity software suite that addresses this issue and automates the sorting and indexing of scanned documents.

## The DocFinity Solution

The DocFinity Barcode Server reads barcodes placed on scanned documents that tell DocFinity how to automatically index and store the documents. Barcodes can be used as separators to tell DocFinity when one batch ends and another begins, or they can tell the system how to index each particular document and where to store it. Because of the way barcodes are constructed and read, the Barcode Server ensures a high level of accuracy, reliability and speed, all of which are necessary to excel in today's business environment.

Users no longer need to manually type in information and your organization can substantially reduce the number of human errors and man hours spent on indexing.

With Barcode Server, large amounts of bar-coded documents can be processed on numerous different scanning stations. Processing happens on a central server—the Barcode Server—freeing up scan stations to concentrate on scanning, thus speeding up the process even more. For smaller-scale jobs, the Barcode Recognition and Indexing module allows you to implement the powerful barcode-identification functionality to use on a single scanning station.

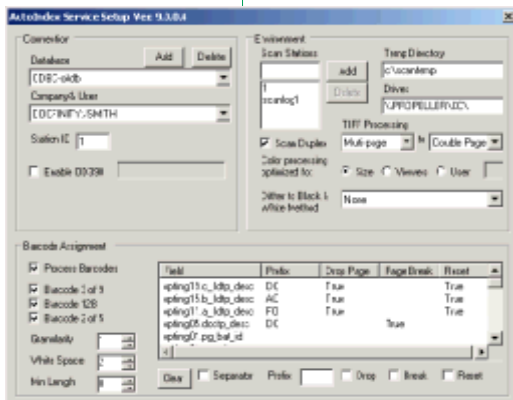
Barcode Server is a powerful product that capable of reading and extracting information from multiple barcodes on a single page (using the standard 3 of 9, 128, and 2 of 5 barcode types, which handle different text formats). This module can read images both in color and black and white, and can apply them to search indexes. It can work with single-page, double-page, and multi-page images, as well as single-sided or duplex documents. Users can apply the barcodes to separate and combine document images into appropriately organized single- and multi-page image files.

Each barcode image can represent multiple index values, giving the customer the ability to store more information than by traditional methods. Parallel processing at multiple stations is made possible by using the scanning window to instruct the system of which types of barcodes are to be processed by which servers, minimizing scanning time and increasing administrative efficiency. When the Barcode Server is used in conjunction with DocFinity's PowerIndexing validation, its high level of accuracy is further increased, making the Barcode Server an even more effective tool.

## Key Features

- Reads barcodes on scanned documents to automatically index, sort, and file them quickly and accurately
- Increases indexing accuracy and saves time and money by removing human intervention
- Works with 3 of 9, 128, and 2 of 5 barcode types
- Recognizes and ignores barcodes that don't contain indexing information
- Works with DocFinity PowerIndexing to increase accuracy and save even more time in the indexing process
- Capable of working with multiple scan stations to further increase indexing speed

**DocFinity Barcode Server Benefits:**  
*documents and files are sorted quickly, accurately, and automatically.*



## How It Works

Barcode prefixes allow the system to sort the barcodes into predetermined fields and ignore barcodes that do not fall into the indexing scheme. Users can get the images they need immediately with a search result rather than worrying about whether the document was scanned correctly and filed with the proper associated files.

Limited client configuration is necessary to use the Barcode Server, which enables the user to make the most of its benefits almost immediately. While the Barcode Server is easy to use and implement, OIT's Professional Services department is available to assist organizations in customizing it to maximize its capabilities.

Combined with the automatic field-populating capability of PowerIndexing, facts generated by the Barcode Server can be used to find desired information in databases and auto-populate that information during the indexing process. When the Barcode Server is used in conjunction with DocFinity's PowerIndexing validation, its high level of accuracy is further increased, making the Barcode Server an even more effective tool.