

# Solution Overview: Marco Barcode (Dedicated Scanner)

Solution developed by Marco

System

Items scanned from the scanner and/or MFP are auto-formatted as a .tif file and set to save by default to the MFilesCollection\MFP\Scans folder on the data drive

Every 30 seconds the system watches the MFilesCollections folder for new items and inserts the items into M-Files with appropriate data properties (user name) and after doing so deletes the XML file

Scanner Users

## **PREREQUISITE:**

Each user that will be scanning documents into M-Files will need to print off the following items:

Barcodes/Directive\*:

- Identifies user that is scanning the document(s) and if document is one or two-sided; # of copies = 1

Patch\_T3\_Letter Job Separation\*

- Identifies at what point to separate the document into its own file; # of copies = 4+

\*These documents can be located in M-Files under DOCUMENTS ~ User Information ~ Directive/Barcodes

## **BATCH SCAN ASSEMBLY COMPONENTS**

