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## JST CollectMax Document Barcode Requirements

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CollectMax (version 4 or later) is designed to import document images and automatically attach the images to the appropriate accounts if the documents carry barcodes as described below.

### **Required system components**

1. CollectMax version 4.x or later
2. CollectMax Enhanced Document Imaging Option
3. CollectMax Document Barcode Support Option
4. MS Word or Corel WordPerfect for document generation (supplied by user)
5. Font package for barcode printing (supplied by user)
6. Business grade scanner with document feed (supplied by user)
7. Scanner control program (supplied by user)
8. Connector software for file splitting, renaming and routing (supplied by user)
9. Label printer -- optional (supplied by user)

It is assumed that a scanner system vendor/consultant will assist the law firm in selecting, installing, and maintaining the items above that are designated "supplied by user". Support of these items is not possible by JST and is not included in any support agreement.

### **General Workflow for Legal Collections**

In collections practices, document image inventories are typically divided among a large number of accounts that each carries a relatively small number of documents. If the documents to be imported to the system have barcodes embedded in them, the barcodes can be used to automatically attach document images to specific accounts with less work and greater accuracy than with manual methods.

Barcodes can be associated with documents in three ways:

1. If the law firm generates the original documents, which is often the case, then the word processing program can simply insert barcodes as merge variables.
2. If documents have been generated outside the law firm and do not carry barcodes, separator pages with the appropriate barcodes can be printed and placed in the scan batch to designate the account for the pages following them.
3. CollectMax can print a barcode labels that can be attached to documents.

Documents are first scanned under control of the user supplied Scanner Control Program. There are many scanner control programs available and are usually supplied bundled with the scanner equipment. Refer to your equipment vendor for specific operating instructions. The result of this step is to accomplish the physical scanning of the documents into a temporary folder in your computer.

The next step happens fully automatically and is often seen as an integral part of the scanner software. Its description is included here for advising your scanner vendor. Scanner Control Programs often need a "connector" program to further process the raw document images acquired by the scanner. For CollectMax, the only functions needed of the connector program are file splitting, file renaming, and file routing to the specified import folder.

The last step is importing the document images into CollectMax. A popup screen in the program is available for activating the import process. Image files in the import transfer folder are deleted at the end of the import process.

Images are retained by CollectMax in a folder tree to accommodate the large number of files that are saved in the archive. For management of very large image archives, multiple disc volumes can be defined and accessed seamlessly by CollectMax. The image index file in CollectMax is not available for updating by external programs.

### **Font Package**

Original documents that are generated by the law firm's word processing program must use a special barcode font to insert the barcode into the document. JST recommends the "Code 39" for this application. It is widely available and usually low in cost. Your scanner vendor/consultant can assist you in purchasing and installing the font package.

## **Business Grade Scanner**

Scanners used for high volume imaging have an automatic document feeder and operate at speeds to support your business. Your scanner vendor/consultant can advise and assist you in selecting and supporting the equipment. Flatbed single page scanners are generally inappropriate for this application.

## **Scanner Control Program**

The scanner control program runs in your computer to interact with the scanner for feeding documents and acquiring the raw document image. Virtually all business scanners have a scanner control program bundled. However, your scanner vendor/consultant may recommend another program for reasons such as ease of use, stability and cost.

Also, the Windows operating system provides a built-in basic scanner control program that can be used if desired.

## **Connector Software**

The connector software is usually invisible to the user after it has been set up. It provides some secondary image file processing needed for compatibility with CollectMax. Since the raw image files read in from the scanner may contain multiple pages per file, the connector program is asked to split the file into separate image files. The names of the resulting files will be derived from the barcodes found in the document images. These files are placed in a folder on your computer that can be seen from your CollectMax program.

Examples of a few of the many connector programs that can provide these functions include Captiva, AnyDoc, OpenArchive REnew, Xerox ScanFlow, and CapturePlus.

## **Label Printer**

CollectMax is designed to work with a DYMO label writer (400 series) to create labels on demand from the debtor accounts. Only 11 character barcodes (see below) are generated this way.

## **Image File Import Folder**

The image file import folder may be located in any convenient folder that can be accessed by the workstation running CollectMax. Selection of the folder is a user specified setting in CollectMax. The connector software should publish its output images to this folder.

Image files are normally deleted from the image file import folder after being processed into CollectMax.

## Image File Names

Image file names are derived from the barcodes on the documents. The file name is the code contained in the barcode plus an optional modifier and an extension.

The scanner system must add the file name extension (last 3 characters) to indicate the type of data file (TIF, PDF, etc). In the event of duplicate image file names, the scanner system must make unique filenames by adding a modifier string to the name read from the barcode. For example:

If the barcode yields a name of AA0001234567.TIF and more than one document in the scan batch carries the same barcode, then the scanning system should add a modifier to create a unique name AA0001234567\_001.TIF.

File name modifiers are always appended to the right of the file name. *An underscore character is always the first character of the modifier.* The modifier serves only to create a unique file name in the scan batch and can consist of letters, numbers and spaces. The following are examples of valid modifiers:

\_001  
\_(copy 2)  
\_copy 2  
\_ 2  
\_20070812143203 (timestamp)

The Windows file extension always follows to the right of the modifier, for example:

0002345456\_(copy 2).jpg  
9457674480\_11.tif  
0000034464\_001.pdf  
0000345436\_20070812143203.pdf

Three coding schemes are supported for CollectMax documents:

### 10 Character Barcodes

If only the CollectMax account number is known for a document, then a 10 character code may be used. The barcode is simply the account number left-padded with zeros to make a 10 characters code. Documents imported with this method will not carry a definitive document type designation. The CollectMax merge variable "DEBTNMLPDO" is used to insert an account number in barcode form. However, see the discussion regarding barcode type codes below.

## **11 Character Barcodes**

If a barcode is printed on a document generated by CollectMax, the code printed can be a document serial number that allows an intelligent display of the document entry in the account file. The CollectMax merge variable "BARCODEID" is used to insert a document serial number in barcode form.

## **12 Character Barcodes**

Barcodes that employ a 10 digit account number can be augmented to contain a 2 character document barcode type code. This code is user defined and is used to improve the presentation of the document list in the account file. The final code must be exactly 12 characters in length and consist of only letters and numbers. The CollectMax merge variable "BARCODETAN" is used to insert an account number and barcode type code in barcode form. If the barcode type code is not defined for the current document type, CollectMax generates a 10 character barcode containing only the account number.

The format for this barcode is AAnnnnnnnnnn  
where AA is the user defined document type code and  
nnnnnnnnnn is the 10 digit account number.

Note that the account number must be exactly 10 digits with zero padding to left if necessary.

The first character of the document type code must be a letter. The second character may be letter or a number. Punctuation and graphical characters are not allowed.

## **Multiple Barcodes on Documents**

If it is likely that documents to be scanned will have more than one barcode, it may be possible for the connector program to select the correct barcode by checking the length of the barcode. Barcodes for CollectMax will always be 10, 11, or 12 characters in length.

## **Barcode Placement on Documents**

Due to the wide variation in the types of documents scanned by law firms, it is usually best to search the full page for the barcode. However, your scanner vendor/consultant may assess the types of documents you intend to scan and recommend zoned searching for the barcode to improve speed and reliability.