

## Configuring

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# Creating barcode formats

You can create a barcode format object for each barcode that has a different format. The barcode format identifies the values of job and document properties in the barcode.

For example, you create a barcode format for the barcode that identifies each document in a job. The operator then uses the **Barcode scan** action in the Documents portlet to scan this barcode on a document that was damaged during or after a process, such as insertion. The operator uses the values of job and document properties in the barcode to find the document in the system and reprint it.

Before you can create a barcode format that identifies the values of RICOH ProcessDirector custom document properties, those properties must be defined in the "Database properties" section of the `docCustomDefinitions.xml` file. If the properties are defined in the "Limited properties" section, edit the file to move the properties to the "Database properties" section.

To create a barcode format:

1. Click the **Administration** tab.
2. In the left pane, click **Objects** ⇒ **Barcode Formats**.
3. Click **Add**.

4. Enter a name for the barcode format.

The operator selects the name of the barcode format from a list of barcode formats, so enter a name that is meaningful to the operator (for example, "PitneyBowes barcode" or "Verification barcode").

5. To add the values of one or more properties to the barcode format:

1. Click **Add**.

The **Add Barcode Format Property** window is displayed.

2. In the **Property** field, select the job or document property whose value you want to add.

Some job and document properties have the same name. In the list, job properties are identified by `(Job)` after the property name.

If you have the Automated Verification feature, you must include **Job number** and **Sequence in child job** in the barcode format.

If you have the Inserter feature and the barcode contains a value for **Document number**, you do not need to include any other property in the barcode format.

3. In the **Property start** field, specify the starting position of the property value in the barcode.

The first character in the barcode is position **1**.

The barcode format must match how the camera or barcode scanner hardware is configured. If the barcode scanner is configured to read the value of only one property in the barcode, specify that this value starts in position **1** of the barcode. For example, the value of the **Document number** property starts in position **10** in the full barcode, but the barcode scanner is configured to read only characters 10 through 25. Specify that the value of the **Document number** property starts in position **1**.

4. In the **Property length** field, specify the length of the property value in the barcode.

If you selected the **Job number** property and the barcode could be placed on the documents in a child job, make sure that you specify a length that accounts for the job number (eight characters), the period, and the number after the period (one or more characters).

5. Make sure the **Comparison type** field is set to **Equals**.

The **Prefix** value was useful for finding a set of documents where the value of the selected document property starts with a common prefix. The preferred method for this type of document search is to search by property and use the **Like** or **Contains** comparison to define your desired range of values.

6. Click **OK**.

7. Repeat these steps for each property value that you want to add.

8. To see the property values in positional order, sort the table by the **Property start** column.

6. **Optional:** To delete a property value from the barcode format:

1. In the property table, right-click the property whose value you want to delete and select **Delete**.
  2. In the confirmation dialog, click **OK**.

7. **Optional:** To modify the start or length of a property value in the barcode format:

1. In the property table, right-click the property whose value you want to modify and click **Properties**.
  2. Make the appropriate changes.

3. Click **OK**.

8. Click **OK**.

## Example

### **Barcode format for Automated Verification**

Job numbers for parent jobs always have eight digits. You expect some jobs to go through the reprint path up to nine times. You must account for a job numbered 99999999.9, so you need 10 characters.

No job has more than 99999 documents.

The camera or barcode scanner reads the **Job number** property in position 1. The **Sequence in child job** property immediately follows the **Job number** property.

For the **Job number** property, specify:

- Property start=1
- Property length=10
- Comparison type=Equals

For the **Sequence in child job** property, specify:

- Property start=11
- Property length=5
- Comparison type=Equals

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