

ScanRoute Local separator sheets

Print these sheets and put one on top of each document before you scan the stack. ScanRoute Local starts a new PDF at each sheet, on this PC.

Set up ScanRoute Local once

Open Settings. Under Splitting, set Split mode to Barcode (Barcode or blank page also works).

Set Separator prefix to SR- exactly: capital S, capital R, then a hyphen. The match is case-sensitive, and only barcodes that start with SR- start a new document.

Separator pages are left out of the output unless "Keep barcode separator pages in the output" is on.

Name files from the sheet

Add {Barcode} to the file name template to put the sheet value in each name. For example, this template:

{Barcode}_{BatchDate}_{Seq}.pdf

gives a name such as:

SR-INV_2026-10-03_001.pdf

The sheets in this file

SR-INV Invoice: one Code 128 sheet and one QR sheet

SR-RCT Receipt: one Code 128 sheet and one QR sheet

SR-CRD Credit: one Code 128 sheet and one QR sheet

Each sheet carries exactly one barcode. The Code 128 and QR versions of a value do the same thing, so use whichever your scanner reads more cleanly.

Before you rely on them

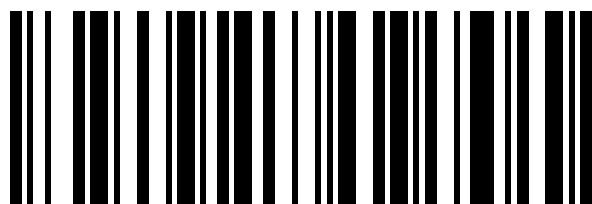
Print at actual size, not fit to page, on plain white paper. Scan a short test stack first and check where it splits.

OCR and barcodes can misread. Check every proposed name in Preview before you commit. Nothing is written until you do.

Do not scan this page. It has no barcode.

Separator sheet: Invoice

Put this sheet on top of each invoice before you scan the stack.



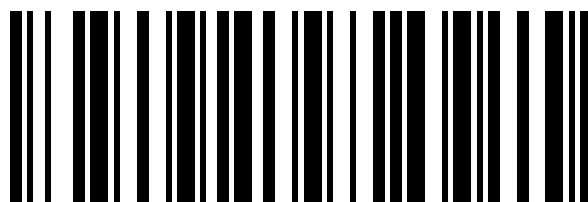
SR-INV

Code 128

In ScanRoute Local Settings: Split mode Barcode, Separator prefix SR-
Print at actual size, not fit to page. One barcode per sheet. Keep it flat.

Separator sheet: Receipt

Put this sheet on top of each receipt before you scan the stack.



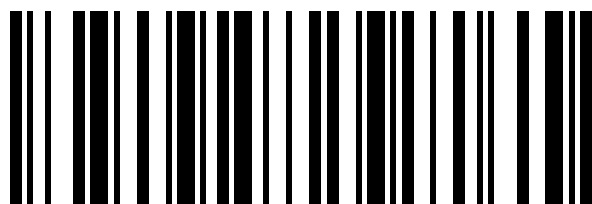
SR-RCT

Code 128

In ScanRoute Local Settings: Split mode Barcode, Separator prefix SR-
Print at actual size, not fit to page. One barcode per sheet. Keep it flat.

Separator sheet: Credit

Put this sheet on top of each credit before you scan the stack.



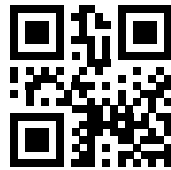
SR - CRD

Code 128

In ScanRoute Local Settings: Split mode Barcode, Separator prefix SR-
Print at actual size, not fit to page. One barcode per sheet. Keep it flat.

Separator sheet: Invoice

Put this sheet on top of each invoice before you scan the stack.



SR-INV

QR code

In ScanRoute Local Settings: Split mode Barcode, Separator prefix SR-
Print at actual size, not fit to page. One barcode per sheet. Keep it flat.

Separator sheet: Receipt

Put this sheet on top of each receipt before you scan the stack.



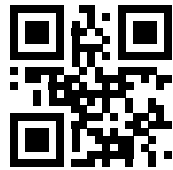
SR-RCT

QR code

In ScanRoute Local Settings: Split mode Barcode, Separator prefix SR-
Print at actual size, not fit to page. One barcode per sheet. Keep it flat.

Separator sheet: Credit

Put this sheet on top of each credit before you scan the stack.



SR - CRD

QR code

In ScanRoute Local Settings: Split mode Barcode, Separator prefix SR-
Print at actual size, not fit to page. One barcode per sheet. Keep it flat.