

## Bates Professional Filelist

**Filelist and Filelist Directory:** The Filelist is a list generated of the properties of the job you are processing. You have a choice to turn this off or on, select the output format and where the file will go. The default path is Documents\Bates\Filelist. This feature will help to generate a table of contents for your production. Samples of all of the Filelist export choices are below:

### Filelist in CVS (XLS) format

	A	B	C	D	E
1	Filename	Pages	Prefix	Starting	Ending
2	1-LAW SCHOOL EXAM-Exam # 001.PDF	3	Page #~	1	3
3	1-LAW SCHOOL EXAM-Exam # 002.PDF	3	Page #~	1	3
4	1-LAW SCHOOL EXAM-Exam # 003.PDF	3	Page #~	1	3
5	1-LAW SCHOOL EXAM-Exam # 004.PDF	3	Page #~	1	3
6	1-LAW SCHOOL EXAM-Exam # 005.PDF	3	Page #~	1	3
7	1-LAW SCHOOL EXAM-Exam # 006.PDF	3	Page #~	1	3
8	1-LAW SCHOOL EXAM-Exam # 007.PDF	3	Page #~	1	3
9	1-LAW SCHOOL EXAM-Exam # 008.PDF	3	Page #~	1	3
10	1-LAW SCHOOL EXAM-Exam # 009.PDF	3	Page #~	1	3
11	1-LAW SCHOOL EXAM-Exam # 010.PDF	3	Page #~	1	3
12					
13					

### Filelist in XML format

```
<?xml version="1.0"?>
<TData><Bates><Version>BATES Professional - 14.05.01</Version><Registered> Common Sense
Software</Registered><Processing_Date>March 11, 2016</Processing_Date><Processing_Time> 9:13:26
AM</Processing_Time><User>ZZZ</User><Job>File Create</Job><BatesItem><Filename>C:\BATES14
SERVER\PR_Bates\Stamped\1-LAW SCHOOL EXAM-Exam # 001.PDF</Filename><Pages>3</Pages><Prefix>Page
#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
SERVER\PR_Bates\Stamped\1-LAW SCHOOL EXAM-Exam # 002.PDF</Filename><Pages>3</Pages><Prefix>Page
#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
SERVER\PR_Bates\Stamped\1-LAW SCHOOL EXAM-Exam # 003.PDF</Filename><Pages>3</Pages><Prefix>Page
#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
SERVER\PR_Bates\Stamped\1-LAW SCHOOL EXAM-Exam # 004.PDF</Filename><Pages>3</Pages><Prefix>Page
#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
SERVER\PR_Bates\Stamped\1-LAW SCHOOL EXAM-Exam # 005.PDF</Filename><Pages>3</Pages><Prefix>Page
#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
SERVER\PR_Bates\Stamped\1-LAW SCHOOL EXAM-Exam # 006.PDF</Filename><Pages>3</Pages><Prefix>Page
#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
SERVER\PR_Bates\Stamped\1-LAW SCHOOL EXAM-Exam # 007.PDF</Filename><Pages>3</Pages><Prefix>Page
#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
SERVER\PR_Bates\Stamped\1-LAW SCHOOL EXAM-Exam # 008.PDF</Filename><Pages>3</Pages><Prefix>Page
#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
SERVER\PR_Bates\Stamped\1-LAW SCHOOL EXAM-Exam # 009.PDF</Filename><Pages>3</Pages><Prefix>Page
#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
SERVER\PR_Bates\Stamped\1-LAW SCHOOL EXAM-Exam # 010.PDF</Filename><Pages>3</Pages><Prefix>Page
#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem></Bates></TData>
```

## TAB Delimited

Filename	Pages	Prefix	Starting	Ending		
1-LAW SCHOOL EXAM-Exam # 001.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 002.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 003.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 004.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 005.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 006.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 007.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 008.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 009.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 010.PDF	3		Page #~	01	03	

## Fixed Length

Filename	Pages	Prefix	Starting	Ending
1-LAW SCHOOL EXAM-Exam # 001.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 002.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 003.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 004.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 005.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 006.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 007.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 008.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 009.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 010.PDF	3		01	03

Our Filelist feature allows you to produce a more professional Bates Stamping presentation while producing a record of which files have been processed. You have a choice to turn this off or on, select the output format and where the file will go. The default path is Documents\Bates\Filelist for workstation install. Network installation will require each user select the path for all outputs.

We have prepared a sample table of contents for an Electronic Documents and Create Serialized Documents processes.

## Table of Contents - Electronic Documents

### Table of Contents – Jones vs Roberts

Filename	Pages	Prefix	Starting	Ending
Exhibit 001 ~ Jones 001.PDF	3	Jones~	1	3
Exhibit 002 ~ Jones 004.PDF	3	Jones~	4	6
Exhibit 003 ~ Jones 007.PDF	3	Jones~	7	9
Exhibit 004 ~ Jones 010.PDF	3	Jones~	10	12
Exhibit 005 ~ Jones 013.PDF	3	Jones~	13	15
Exhibit 006 ~ Jones 016.PDF	3	Jones~	16	18

### Exam - Student Tracking List - Create Serialized Documents

Law Exam One - Class 1789	Student Name	Time Out	Returned
1-LAW SCHOOL EXAM-Exam # 001.PDF			
1-LAW SCHOOL EXAM-Exam # 002.PDF			
1-LAW SCHOOL EXAM-Exam # 003.PDF			
1-LAW SCHOOL EXAM-Exam # 004.PDF			
1-LAW SCHOOL EXAM-Exam # 005.PDF			
1-LAW SCHOOL EXAM-Exam # 006.PDF			
1-LAW SCHOOL EXAM-Exam # 007.PDF			
1-LAW SCHOOL EXAM-Exam # 008.PDF			
1-LAW SCHOOL EXAM-Exam # 009.PDF			
1-LAW SCHOOL EXAM-Exam # 010.PDF			