Barcode Support

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Barcode Scanning and Labeling Support

Maintenance Coordinator has built-in support for barcode scanners. This support is built around scanners that use the '**keyboard wedge**' technology. What these scanners actually do is duplicate the use of a standard keyboard interface. As barcodes are scanned they send the characters found within the barcode through the computer interface as if someone was actually typing them in. This allows then to function with almost any data input field.

For our testing and development purposes we purchased and used the **Unitech MS210-USG** scanner that connects using a standard USB cable. As this is the only scanner we tested, almost any scanner using the 'keyboard wedge' technology should work.

Scanning in Barcodes

Almost any edit field can be used to scan in barcodes. The best fields however to use would be built-in **Quick Find** fields used throughout the application. These **Quick Find** fields move through the database, searching for matching criteria as information is entered by the user.

Basic Scanning Techniques
The basic steps to read or scan a barcode:

- Select the field you want to scan into by moving to that field by mouse clicking it, or by another acceptable means.
- Point the scanner at a barcode and click on the scanner's trigger.

Quick Barcode Scanning
Throughout the program at places where we think a barcode scan maybe useful, we have included a **Quick Scanner** button. What this does is clears the input field or text box and selects it in preparation of the scanning process. Once this button is clicked just scan your barcode.

Using the Quick Find Fields with Scanners

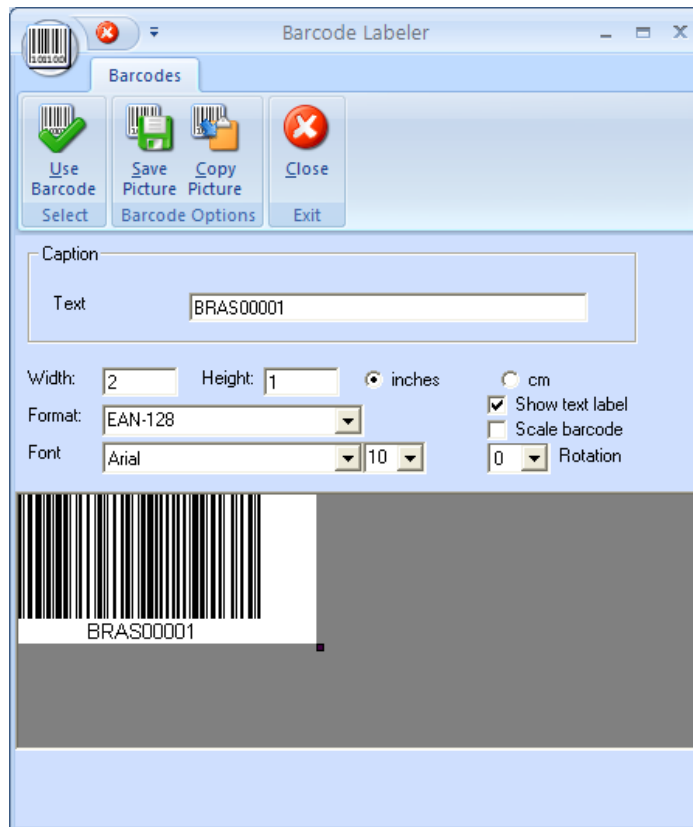The following are the recommended steps for using barcode scanners with Quick Find fields:

- Quick Find fields are normally found on the **Lookup** tab of the selected modules, or can be found on the default page of the selection or lookup dialog screens.
- If available move to the **Sort By** drop down box and select the *Reference or Serial No* fields for assets, or the *Reference* or *Part Number* fields for inventory items. The Quick Find routines use these fields to search in.
- Click on the **Scanner** button adjacent to the **Quick Find** field.
- Scan the barcode.

Creating Barcodes

The program allows for the creation of Barcode labels for the Equipment and Parts and Inventory modules. All the major barcodes are supported, as well as variety of formatting options.

To create a bar code:

- Move to the appropriate module.
- Move to the *Details* tab by clicking on it.
- Move to the tabs near the lower part of the screen and click on the *Barcode* tab
- Enter the text you want to use with the barcode in the space provided.
- Click the *Setup Barcode* command button.
- Move to the *Width* and *Height* text boxes and enter this information, along with choosing one of the *inches* and *cm* options.
- Move the *Format* drop down box and select the barcode format you want to use with the label by clicking on it from within the list.
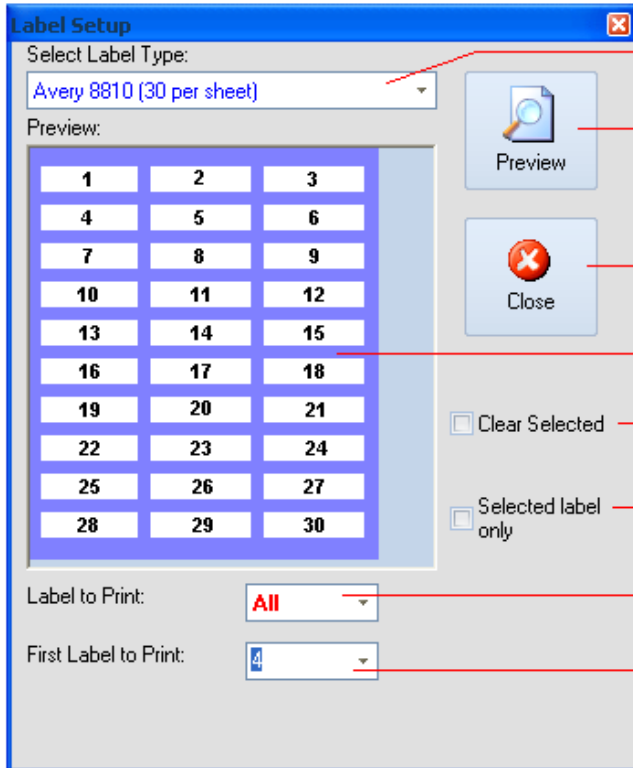
- Move to the *Font* drop down and select the font and type size you want to use.
- To show the description or caption on the label, place a checkmark on the *Show Text Label* checkbox.
- To have the label scaled for you, place a checkmark on the *Scale Barcode* checkbox.
- To change the rotation of the barcode, select an option from the *Rotation* drop drown list.
- Click the *Use Barcode* option to save the barcode to file.

Printing Barcode Labels

Maintenance Coordinator supports two Avery compatible labels. The first is the Avery No 8810, which is a sheet of labels containing 30 small labels. These small labels are ideal for sticking on individual parts or inventory items. The second Avery label is No. 5264 which only allows for 6 labels per sheet. This one is ideal for sticking on bin boxes or on a piece of equipment.

The routines for printing barcode labels is the same if used in either the 'Parts and Inventory' or 'Equipment and Machinery' modules.

To invoke the Label Setup dialog

- Select the record that contains the barcode that you want to print.
- If you want to print multiple barcode labels at once, scroll through the database and place a checkmark in the **Selected** check box. For the Inventory database this is located on the **Details** tab. For the Equipment database this is located on the **Details** tab, and the sub tab of **Barcode.**
- Click on the **Reports** tab in the ribbon control and then click on the **Barcode Labels** option. You can also click on the **Print Barcode** option from the **Details** tab, and the sub tab of **Barcode**.

- Move to the **Select Label Type** drop down box and select the label type you want to work with.

To print the barcode belonging to the currently selected record

- Move to the **Label to Print** drop down list and select the label position that you want to print to.
- Move to and click on the **Print Preview** button.

To print multiple copies of the barcode belong to the currently selected record

- Move to the **Label to Print** drop down list and select the **All** option.
- Move to the **First Label to Print** drop down and select the label position you want to start printing at. All labels from that point forward will be printed.
- Place a checkmark in the **Selected Label Only** check box. Again, only the barcode belong the currently selected record in the main database section will be printed.
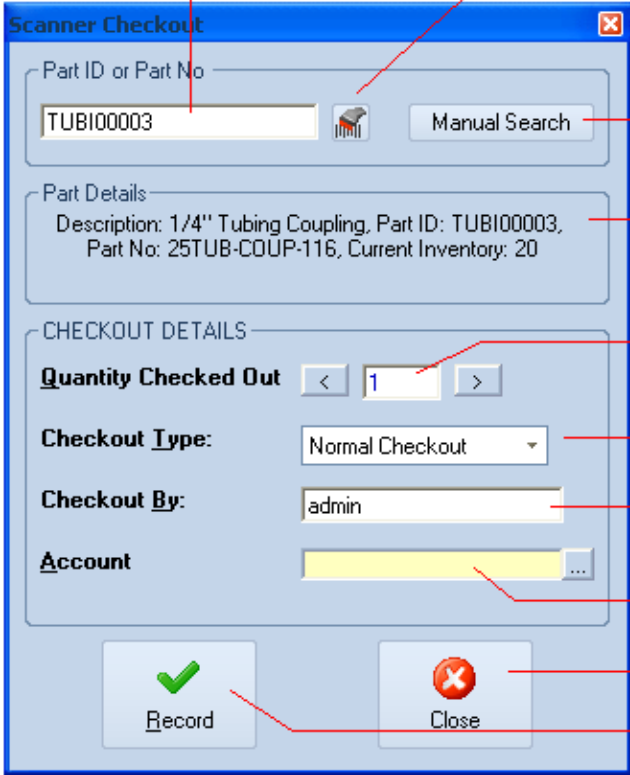- Move to and click on the **Print Preview** button.

To printed multiple barcodes from different records to a single sheet of labels

- Place a checkmark in the **Selected** field of each record you want to print as outlined previously.
- Invoke the **Label Setup Dialog** screen.
- Move to the **Label to Print** drop down list and select the **All** option.
- Move to the **First Label to Print** drop down and select the label position you want to start printing at. All labels from that point forward will be printed.
- If you would like to clear record selection or the **Selected** check box for each record as it is printed, place a checkmark in the **Clear Selected** check box.
- Move to and click on the **Print Preview** button.

Using the Scan Checkout Feature in the Parts and Inventory module

The **Scan Checkout Feature** is for use with a connected Barcode scanner from within the **Parts and Inventory** module. With this feature inventory check out and lookup is streamlined.

To use the Scan Checkout Feature

- Move to the **Parts and Inventory** module.
- Click on the **Scan Checkout** option in the ribbon.
- Click on the **Scanner** button to both clear the input text box and to select it.
- Scan your barcode. The text read will be inserted into **Part ID or Part No** input text box. This will also cause the application to:
  - Search the Parts database for a matching record with a matching Part ID. If not found, the program will search for a matching Part Number.
  - If a matching record is found, information about that inventory item will be displayed in the **Part Details** section.
- Move to the **Quantity Checked Out** box and edit the amount you are removing or adding to inventory.

- Move to the **Checkout Type** drop down list and select the appropriate indicator found there.
- Edit the **Checked Out By** text.
- Click on the … button adjecent to the **Account** field and select and assign an account to this transaction.
- With everything setup correctly, click on the **Record** button to record the transaction and update inventory levels.
- Repeat the above steps for all inventory items you want to update.
- Click the **Close** button to exit this screen.