

Bar Coding Setup

Inventory Module

Under Inventory setup, the best way to have bar codes is by numbers and can stick to nine-digit numbers sort of length. If the digit is three to six numbers, then the bar code is very small and sometimes the scan does not pick it up.

If a person wants to run a number in the system, he/she can just number item from 1001 all the way or what you currently got.

If he/she wants to add new items afterwards there are new updates and hot fixes.

From System Configuration Module – Administration – Reference Value – Inventory

tab, hot fix will have a new box under the bill of material which is going to allow a person to put a tick on there with a number so when creating a new inventory item, it will automatically take the next number in the system. Back to Inventory Setup, amend Inventory items code to a number system.

SCM General	User setup there are two types of users. The first one is the Login ID specific for the user to log onto the system; the second user code should also be bar coded. Only users log into the system not the employees. Employees do not log onto the system but can be logged to jobs.
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Under user code there should be a bar code, and it can be changed from nine digits to seven or eight as long as they are different from the inventory codes. When doing

the codes one should avoid the zeros “0001” because they are very bad. The system can handle the zeros but excel dumps them rather be a number like “1000” in front of the zeros.

For a user that is both an employee and a user, there should be no tick under user details tab on the right-hand side that reads “employee only” because the system will no longer recognize the user of the system but an employee only if the tick is there. However, the system will automatically pick up both user and the employee as an employee on the list, the only difference is that the user logs into the system other

than that they are both picked up as employees.

Job Costing – Configuration – Employees setup – search and amend one, a person can’t see the user login but an employee’s code which need to be put in as a bar code. On the bar code scanner there’s software that needs to be loaded and one can progress that bar code scanner to ask for specific things, then download the files to a specific location which need to setup and create tax

files based on that particular thing. It should also capture the date and the time in that bar code once it's done.

Badger under Activity menu.

Service Badger	Used to capture time against job and import the time sheet
Stock Badger	It's relevant to people taking stock out from the bar code system also control stock going out of the warehouse onto a particular job.

When import it the system will automatically move the stock from on shelf onto the particular job. The system will manage it straight from the import and also generate a picking slip. With Bar code scanner a person scans the items and type the quantity and import that for stock take as well.

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