PRINTER'S PLAN

POWER TOOLS

BarcodeSupport

Table of Contents

About BarcodeSupport

Now, you can accomplish some of the daily routine tasks by simply scanning barcodes:

Process Orders
- ✔ Add Jobs
- ✔ Find Jobs/Items
- ✔ Print Work Orders/Invoices

Increase Efficiency in the Following Power Tools
- ✔ TimeTracker
- ✔ Scheduler

By using barcodes, you will increase productivity, efficiency, and accuracy.

Getting Ready

The Barcode Font

Be sure the barcode font WASP 39M exists (C drive/Windows/Fonts) on all computers from which you will print barcodes. You can copy the font from one computer to another. If none of your computers has this font, contact Printer's Plan to have it sent to you.

Barcode Readers

Following are types of barcode readers you can use with Printer's Plan and its power tools.

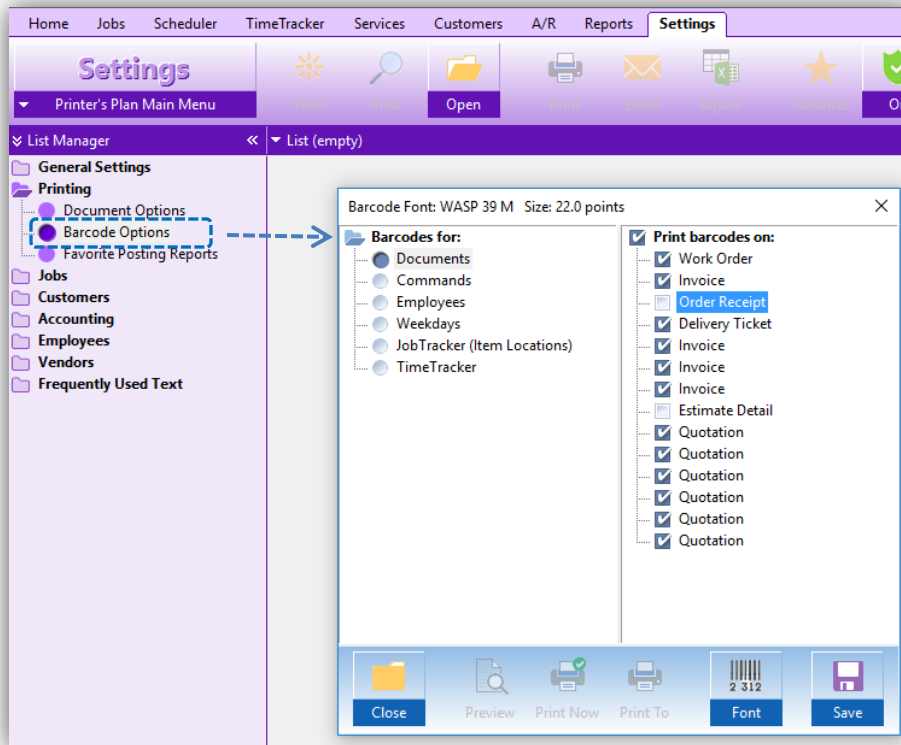| Barcode Readers for Printer's Plan |
| --- |
| **Pen Wand**

A pen wand is the simplest barcode reader. It contains no moving parts and is known for its durability and low cost. A pen wand can present a challenge to the user, however, because it has to remain in direct contact with the barcode, must be held at a certain angle, and has to be moved over the barcode at a certain speed. |
| **CCD Scanner (recommended)**

A CCD scanner has a better read-range than the pen wand. Typically, a CCD scanner has a "gun" type interface and has to be held no more than one inch from the barcode. |
| **Wireless Scanner**

Wireless scanners can scan from long distances. However, they are not recommended for use with Printer's Plan because:
  a) Interference, such as a wall or a desk between the scanner and the computer, may prevent a valid scan from reaching Printer's Plan.
  b) Some scans in Printer's Plan may produce a visual feedback that needs to be confirmed by the operator. Such situations cause inefficiency in production. |

Configuring the Readers

For installation and setup of the readers, please refer to their user guides.

Be sure to apply the following:

- Set the terminator code (may also be referred to as "suffix character") to "None". (The default setting is usually "Carriage Return".)
- Set the Code 39 Full ASCII character set.

Printing Barcode Sheets

Select **Barcode Options** from **Printing** under the **Settings** tab. Make the appropriate selections and print the barcode sheets you will need. Following the screenshot below is an explanation of the options.
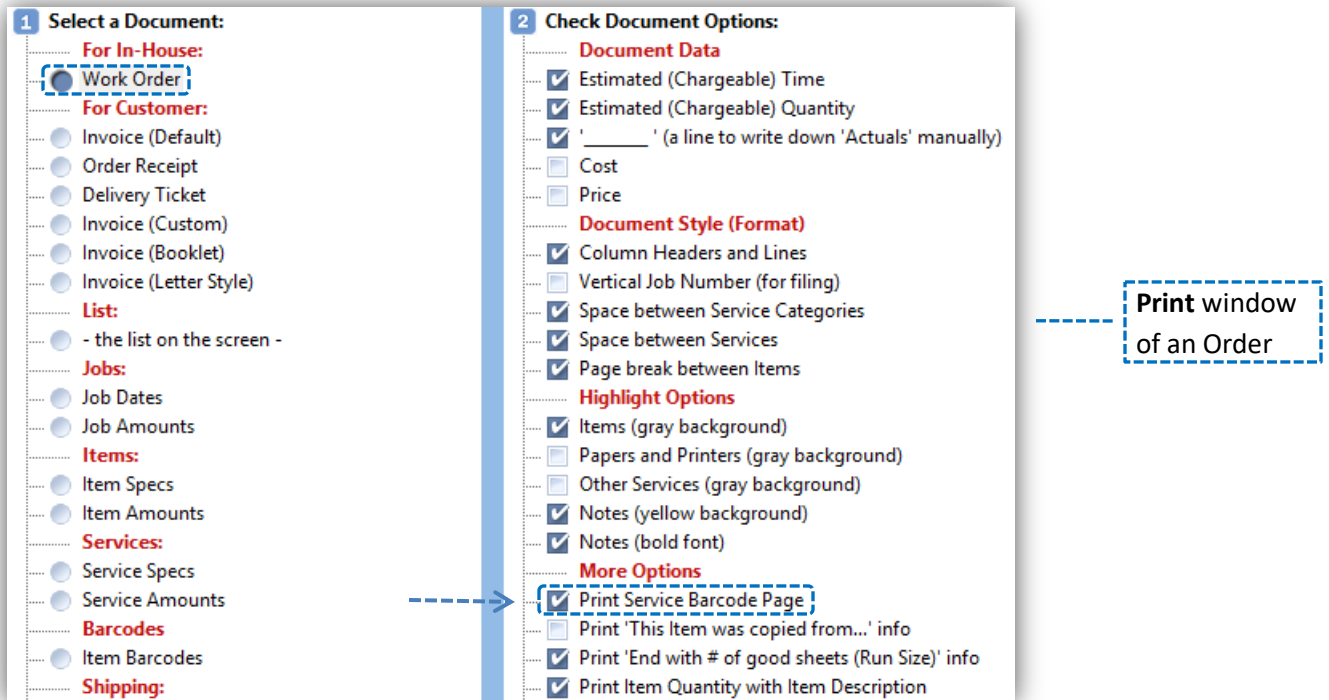

Documents	JobTracker
You will use the barcodes on these documents to find Jobs, Items, and Services.	You will use these barcodes with the JobTracker tool.
Commands	**TimeTracker**
You will use these barcodes to print documents, to change statuses of orders, to create new orders and quotes, and to clear a scanned barcode.	You will use these barcodes with the TimeTracker tool.
Employees	**Customer Barcodes**
You will use the CSR and SalesReps barcodes to search for jobs and Operator barcodes with the Scheduler and TimeTracker tools.	In the Customers section, highlight the customers that buy from you often. Click Print to print barcodes. Use them to create jobs for these customers.
Weekdays	**Item Barcodes**
You will use the weekday barcodes to assign dates to tasks in Scheduler.	In the Jobs section, highlight the Template jobs you use often. Click Print to print Item barcodes. Use these barcodes to create new Items for orders and quotes.

Using Barcodes

To use barcodes with Scheduler, you need to print the "Service Barcode" page with the Work Order.

To do this in Scheduler	Scan (in the order listed)	Result
• Mark a Service as Done • Assign the Operator to the Service	1. Service barcode 2. Operator barcode	Scheduler finds the Service and marks it as Done; then, it assigns the Operator to the Service.
Assign Due Date to a Service	1. Service barcode 2. Weekday barcode	Scheduler finds the Service and marks it as Done. When the Weekday barcode is scanned, the Done checkmark is removed so the Service is in progress and the Due Date is assigned.

With TimeTracker

Use the "TimeTracker Barcodes" page printed from the Settings section
and the "Service Barcode" page printed with the work order.

To do this	Scan (in the order listed)	Result
Start/Pause/Resume/End My Day	1. Operator barcode 2. Use the appropriate barcode under "My Day" for each command.	TimeTracker selects the operator and executes the selected command.
Start a Task	1. Operator barcode 2. Service barcode	TimeTracker selects the operator and starts the Service task.
Pause/Resume/Finish a Task	1. Service barcode 2. Use the appropriate barcode under "My Task" for each command.	TimeTracker executes the selected command for the selected Service.

With JobTracker

To do this	Scan (in the order listed)	Result
Set Item Location	1. Item barcode 2. Location barcode	JobTracker finds the Item and sets its location.

Processing Orders

In Printer's Plan > Jobs section – Use the "Commands" page printed from the Settings section.

To do this	Scan (in the order listed)	Result
Find an Order	1. Order or Item barcode	Printer's Plan finds the order and lists it.
Find a Customer's Orders/Quotes/History Jobs	1. Customer barcode 2. List Orders/Quotes/History barcodes on the Customer sheet	Printer's Plan finds the jobs and lists them.
Print W. Order/Invoice	1. Order/Item barcode 2. Print W.Order/Invoice barcode	Printer's Plan finds the order, lists it, and opens the Print window.
Set Order Status to Ready-to-Ship	1. Order/Item barcode 2. Ready-to-Ship barcode	Printer's Plan finds the order, sets its status to Ready-to-Ship and lists it.
Set Order Status to Shipped Today	1. Order/Item barcode 2. Shipped Today barcode	Printer's Plan finds the order, assigns today's date as Shipped Date and lists it.
Create an Order/Quote	1. Create Order/Quote barcode 2. Customer barcode	Printer's Plan creates an Order/Quote for the customer and opens the job.