Assigning and Printing Barcodes

For clients that utilize the barcode system and scanners may find that assigning an additional barcode to inventory items useful. When an item is entered as a new part into the inventory, a barcode is automatically assigned for reference. Should the same part need to be entered, but have different criteria like cost or part number, a second barcode can be assigned for easy lookup and reduce inventory clutter. This document covers that process and where else barcodes are useful.

Below is a screenshot of the main inventory lookup:

Looking at the picture, you’ll see that the Tissue Paper not only has a Part ID (a barcode is already assigned with this Part ID number) but also has a User Defined Code. This was entered by the user from a barcode which is coded differently than the one originally assigned. When a part is entered in the H.M.S. program, a barcode is assigned to that part and will show in the parts catalog.
If you have the same part, but a different UPC, the software allows you to link one additional barcode to that part. To do this, select the part you wish to assign a barcode to and select Modify.

![Image of Inventory Entry window showing Assign Barcode button]

From any tab, select the Assign Barcode button and this will appear:

![Image of User Defined Barcode Entry window]

When the cursor is blinking in the white text box, use your scanner and scan the barcode/UPC you want tied to the part and it will appear. The code in the picture came from scanning the UPC on the postcards. Hit the OK button to close and OK again to exit the item info. Rebuild your list and search for your part. You should now see a User Defined code.
At this point the postcards will now have two different codes linked to one barcode. You can either print them from the part catalog or the inventory adjustment screen:

**Remember**: You can only assign ONE additional code per part!
Barcodes in Other Places

WinFAM is another area where barcodes can be utilized, namely for tenant/landlord lookup. To get barcodes for landlord lookup, begin by going into winFAM and then the Sec 8 Reports tab:

![Landlord Labels/Bar Code menu](image)

If you go to the Landlord Labels/Bar Code menu look for the option ‘Barcode 1up’. This will give you a list of landlords and barcodes assigned to each (See Below):

![Tenant Application](image)

For tenant barcodes, you can go to the Tenant Labels/Bar Code option in either PH Reports or Sec 8 Reports. Select the Bar Code 1up option and run the report:
Work Orders

Another place barcodes can be utilized is in work orders. When a final work order is printed you should see a barcode in the upper right-hand corner:

![Work Order Image]

If you scan the barcode in the H.M.S. program, the corresponding work order will open up for review or modification.