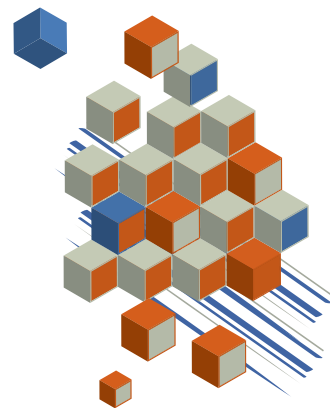




Barcode Printing

SIMMS Inventory Management Software 2012

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Barcode Printing

You can print standard barcodes and 2D barcodes for your inventory items. You can also print standard barcodes for your locations.

Printing Barcodes

Print Barcodes for Inventory Items

A standard barcode for an inventory item can include such details as an item's description, item code, UPC, serial number, quantity, and lot number.

1. Open the **Barcoding** menu, and then click **Item Barcode**.
2. Choose one of the following options:
 - **Items and serial number information**
Select this option to list your item's serial numbers. You can then select its serial number from the list. This is the best option if your item is serialized.
 - **Items and manufacturer lot information**
Select this option to list your item's lot numbers. You can then select its lot number from the list. This is the best option if your item uses lot numbers
 - **Items**
Select this option to list your item's UPC. Use this option if your item does not use serial numbers or lot numbers.

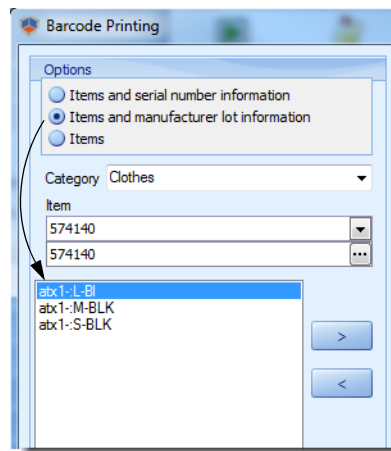


Figure 1: List the lot numbers for an item.

3. In the **Category** list, select a category.

4. In the **Item** list, select an item.
5. In the list box below your selected item, click either your item's serial number, lot number, or UPC.

What appears in this list box depends on the option you chose in step 2.

6. Click the **Arrow** (>).

Your selected item is moved to the grid.

Note: *You can manually add, edit or delete any of your item's details directly in the grid.*

7. In the **Number of labels** box, type how many labels you want to print.
8. (Optional) To generate a sequence of serial numbers for your items do the following steps:

Click the **Use incremented sequence for Serial Number** check box. In the **Pre-sequence string** text box, type the characters you want to appear at the beginning of your serial numbers. In the **Post-sequence string** text box, type the characters you want to appear at the end of your serial numbers. In the **Current value** text box, type beginning value of your serial number. In the **Incremental** text box, type the amount you want to increment your current value by.

9. Under **Printer Settings** (bottom), select your printing options, and then click **Print**.

Print Barcodes for Items on a Receipt

1. Open the **Barcode Printing** window, and then click **Add Receipt**.
2. Select the receipt with the items you want to print barcodes for, and then click **OK**.
3. (Optional) To generate a sequence of serial numbers for your items do the following steps:

Click the **Use incremented sequence for Serial Number** check box. In the **Pre-sequence string** text box, type the characters you want to appear at the beginning of your serial numbers. In the **Post-sequence string** text box, type the characters you want to appear at the end of your serial numbers. In the **Current value** text box, type beginning value of your serial number. In the **Incremental** text box, type the amount you want to increment your current value by.

4. Under **Printer Settings** (bottom), select your printing options, and then click **Print**.

Print Location Barcodes

1. Open the **Barcoding** menu, click **Location Barcodes**.
2. Do one of the following steps:
 - To insert your locations one at time, in the **Location** list, select a location.
 - To insert more than one location at a time, in the **OR** text box, type the first few characters that your locations have in common.

For example, for the locations 012-4A3, 019-7C6, and 015-2K8, if you type 01 in the text box the locations that begin with 01 will be inserted in the grid.
3. Click the **Insert Location for Printing** link.

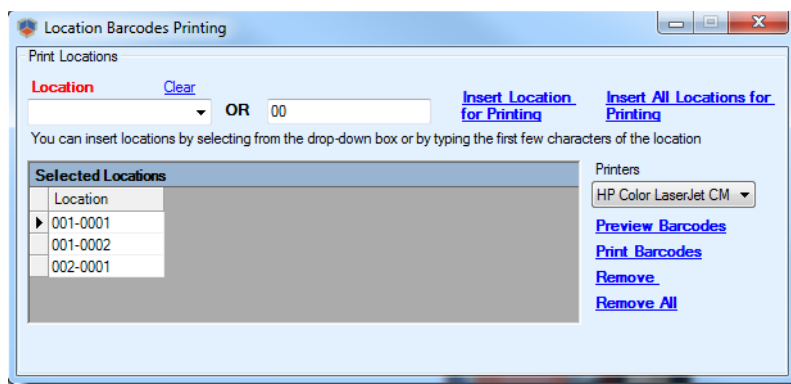


Figure 2: Location barcode printing.

4. In the **Printers** list, select a printer, and then click the **Print Barcodes** Link.

Print 2D Barcodes for an Item

A 2D barcode for an inventory item can include such details as the item's description, item code, unit of measure, location, UPC, serial number, quantity, and lot number.

Note you can use 2D Barcodes with SIMMS' Order Picking module.

1. Open the **Barcoding** menu, and then click **Stock 2D Barcode**.
2. In the **Select Item** list, select an item.

- In the remaining fields enter the information you want to include in your barcode.

Table 1: Item Details to Include in Barcode

Label	
UM	Select your item's unit of measure.
Quantity	Type the quantity.
Mfr Lot	Select your item's lot number
Location	Select your item's location
Serials	Select your item's serial number.
Show label fields caption	Select this option if you want to include labels (Code, UPC, UM, and so on) for your item details on your printout.
Text 1, 2, and 3	These text boxes are for additional details you might want to add to your barcode. You can type any information you want in these text boxes.

- Click **Add** to preview your barcode before you print it.
- If you are printing from an HTML page you can customize the details that print with your barcode, click **Customize**, and then select the check boxes for the labels you want to include with your barcode.
- Click one of the available printing options (bottom).

Note: *Not all labels and item details appear on all printing options.*

Barcode Printing and Global Settings

Open the Barcode Printing Window after You Save a Receipt

You can have the Barcode Printing window automatically open after you save a receipt. Each item on the receipt is automatically entered in the Barcode Printing window.

1. Open the **Setup** menu, click **Global Settings**.
2. Click the **Reports** tab, and then in the **Reports** list, select **Receipt Barcode**.

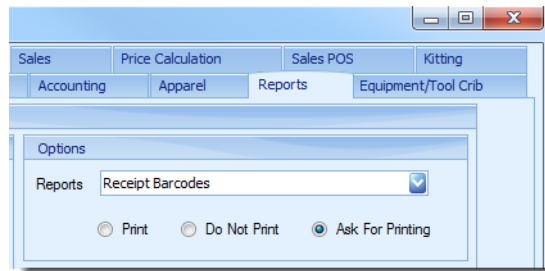


Figure 3: Have the Barcode Printing window open after saving a receipt.

3. Choose one of the following options:
 - To automatically open the **Barcode Printing** window after you save your receipt, click **Print**.
 - To never automatically open the **Barcode Printing** window after you save your receipt, click **Do Not Print**.
 - To have a dialog open after you save your receipt, asking you if you want to open the **Barcode Printing** window, click **Ask For Printing**.
4. Click **Save**.

Printing a Single Barcode with Quantity


You might want to print a single barcode for a group of the same items you receive into inventory. Instead of printing a barcode for each item, you could print one barcode with the number items received, (their quantity). You would then place this single barcode on the container that stores all the items. In this way you are able to identify what is in the container and their quantity. Note, you will still need to enter all the serial numbers of all your received items into SIMMS.

Enable Single Barcode Printing with Quantity

1. Open the **Setup** menu, click **Global Settings**.

2. On the **Serial Number** tab, click **Generate barcodes using the first serial number and quantity**, and then click **Save**.

Print a Single Barcode with Quantity

1. Create your receipt of goods.
2. To enter your item's serial numbers, click the **Serial Number** icon .

The Serial Number Manager opens.

3. Enter your item's serial numbers, click the **Save Serial Numbers** link, and then click the **Barcode** link.

The Barcode Printing window opens. Notice that only one item is listed for printing, and that its quantity is the sum of all the items you assigned serial numbers to.

4. To print your single barcode, click **Print**.
5. If you decide that you want to print barcodes for all the items you assigned serial numbers to, click **Add Receipt**.
6. Choose your receipt, and then click **OK**.

All your serialized items are listed in the grid.

7. In the **Label Type** list, select a barcode label, and then click **Print**.