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SIMMS
Inventory Management System

Barcoding Manual

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Barcodes Module

To access the Barcode Module , select Barcodes from the Modules dropdown menu on the main screen.
This will open the Printing Barcodes Form where selections are made to generate and print barcodes.

Generating and Printing Barcodes

Items

Access Modules>Barcoding>Items.

Once the Printing Barcodes Form is open, proceed with the following:

1. From the Category field choose the category of the items for which barcodes are to be printed. All items in that category will appear in the item list window on the upper. Decide if you would like the items displayed and sorted by their Descriptions (alphabetical) or Item Codes.

2. Explode the item list by clicking the ☐ next to the item. The list will then shows all pieces of that item that have UPC codes or serial numbers in the system.
3. To insert only items in stock, check the Items on Stock box To start from a particular location, enter a location in the Location start with field.

Select an item from the list, and then click Insert Item for Printing. The item will appear in the Item Information Data Grid, which shows all the items selected for barcode printing, along with item details, including quantity, Item Number, UPC Code, and assigned serial numbers. Repeat this with each item until all items for which barcodes are required are listed.

4. To insert additional items from other categories into this barcoding session, choose the appropriate Category from the Category drop-down menu, select the items, and proceed with steps 2 and 3 above.

5. IF the entire category of items is to be added to the list of barcodes to be printed, click Insert Category for Printing once the category has been selected.

6. To search for a category, click the Category search icon (magnifying glass).

7. To manually assign serial numbers to those items that have none:
(a) In the Item Information Data Grid click in the field of the line item, and enter in the number (either by typing or by scanning). The serial numbers will appear on the barcode printouts both in text form and barcode form.
(b) Repeat this for each item in the list.
8. To automatically assign serial numbers in the barcode labels, click the Use incremented sequence for Serial Number checkbox, then, in the numbering box fields, proceed as follows:

(a) Click in the Pre-sequence string alphanumeric field, and enter the characters that will precede the serial numbers; e.g. for serial numbers to begin with STOCK, enter STOCK in this field. Resulting serial numbers will be STOCK9, STOCK16, STOCK23, etc.
(b) Click in the Post-sequence string alphanumeric field, and enter the characters that will appear at the end of each serial number; e.g. if all stock numbers are to end with ITEM, enter ITEM in this field. Resulting serial numbers will be STOCK9ITEM, STOCK16ITEM, STOCK23ITEM, etc.
(c) In the Current Value up-down field, set the first number of the sequence to be generated; e.g. if the Current Value is set to nine, and the Increment is set to seven, the numbers generated will be 9, 16, 23, 30, and so on.
(d) In the Incremental up-down field set the number for the gap between the serial numbers; e.g. if seven is entered as the Increment, the serial numbers will be 1, 8, 15, 22, and so on.
(e) In the Number of Labels up-down field (5), enter the number of labels to be printed.
(f) Click Insert Item for Printing , and SIMMS will add the items, with serial numbers as specified, to the Item Information Data Grid as shown below. To select more than one, use the Alt-Shift key combination for the selection, then click the right arrow to insert the items into the selection window.
9. Indicate what should be included on the label in the Item Information Data Grid:

(g) To include the item description in the barcode label, click the appropriate checkbox in the Description field. (h) Click the checkbox in the Item Number field to include the item code/number in the barcode.
(i) To include the item UPC code in the barcode label, click the UPC field checkbox.
10. To change something once it has been inserted, directly edit the field(s) in question. If it is not possible to perform any of the required edits, then click on Remove Line, make the edits, then re-enter the item.

11. To remove a line item (or multiple line items) from the list of items to have barcodes printed, highlight the line(s) and then click Remove Line.

12. The items on an entire receipt of goods can have barcodes generated for them by clicking the Add Receipt button and selecting the receipt. The items then appear in the selection window.

In the Printer Settings fields:

(j) To print to a Zebra Z4 type barcode printer, for example, select the Label Printer Zebra Z4 radio button.
(k) Select the desired additional barcode layouts/sizes that matches your needs.
(l) From the Barcode Type dropdown field select the type to be printed.
(m) If more than one printer is available, choose the appropriate one from the Select a Printer dropdown menu.
13. The User Serial Number is now also included and will print out with the barcode.

14. NOTE: If users employ a Zebra LP 2844 thermal printer, the User Serial Number will be included in the barcode print outs (see illustration below).

15. When all selections have been made, click Print Barcodes.
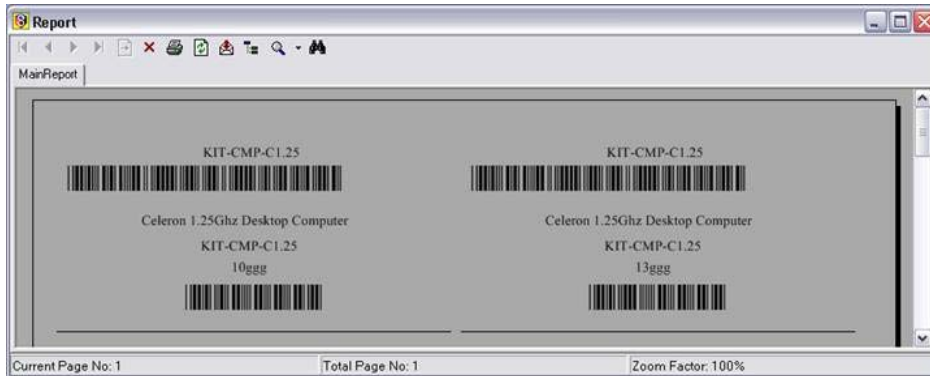
The upper barcode represents the UPC field data (KIT-CMP-C1.25); the lower barcode represents the serial number data
(10ggg and 13ggg, respectively)-both are readable using a barcode scanner.

**Zebra Printer barcodes:**

| Zebra Z4 | Zebra LP 2824 | Zebra LP 2844 |

Locations

Barcodes for locations can also be generated by the system.

Access Modules>Barcoding>Locations.

1) Select the location(s) for which to print the barcodes and click the Insert Locations link for each.

2) Remove all or lines, then preview and/or print the barcodes once the desired printer has been selected.
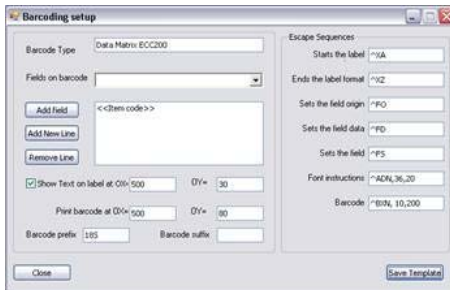
3) Click the Close button to end the session.
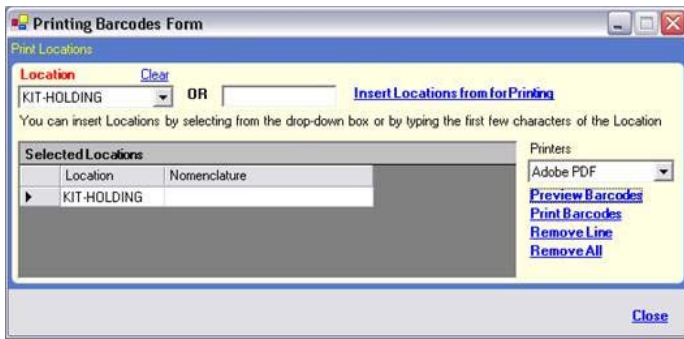
Customer Mail Labels

Customer Mailing Labels can also be generated by the system.
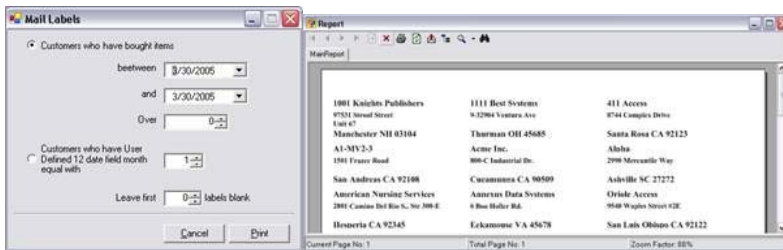
Receipts of Goods

Barcoding Setup

Specific configuration details can be entered on this screen.

Template 1

The default barcode template can be employed when a receipt of goods is selected here.

Apparel Item Label EPL2

An apparel item label from a receipt of goods can be generated based on the EPL2 printer from this section.

When printing barcodes for apparel items the UPC data and the Manufacturer's Lot data is strung together to form the barcode. The system therefore knows what item, color, style and size you are scanning when receiving or issuing items using SIMMS.

NEW Barcode Features in SIMMS

We have added a 2D Barcode Configurator, enabling you the flexibility of configuring your 2-dimensional; barcode contents as well as choices for text orientation. Further, we have added the ability to print a 2D Barcode for every item related to a receipt of goods.
We have redesigned the *Barcode Manager* the following ways:

1) Now you can Alt-Shift to select serial numbers and or manufacturer's lots for a selected item;

2) We have added the ability to reprint barcodes for an entire receipt of goods by inserting the receipt of goods;

3) We have added an enhanced apparel item tag. Now when printing barcodes for apparel items, the UPC + Manufacturer's

Lot is strung together to form the barcode, this way the system knows what item, color, style and size you are scanning when receiving or issuing items.

Important SIMMS Software Contact Information

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