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Bar Code Scanning

Automation Premium has the ability to use bar code scanning to enter parts directly onto the job card, cash sale, charge invoice or receive items on the new bill form. It is also possible to create barcode lists by category for scanning; these lists include the part number, description and price inc. GST. Labels can also be printed for individual or multiple items. These labels can then be scanned to enter the item directly to the job card or invoice. This feature, when used correctly will simplify stock control and reduce the time taken to enter and receive parts.



Bar Code Scanner, Requirements – Before this feature can be accessed a USB CCD hand scanner is required, the software will also need to be unlocked. Both the registration code and scanner are available from Microbase Pty Ltd.

Bar Codes, Scanner Set Up

The hand scanner can be attached to standard USB connections.

Follow all instructions that come with the hand scanner purchased.

Bar Codes, Registering: Contact Microbase Asia Pacific on 0414 371 422 or 0412 951 377 for the bar code scanning parts function to be switched on.

Bar Codes, Auto Allocation: When the bar code feature has been activated Automation will create default barcodes for all parts and inventory.

Bar Codes, Products - Manufacturers barcodes can be entered onto the part form by deleting the internal bar code, placing the cursor into the bar code field and scanning a code directly from the item. You will see a row of numbers are recorded in the barcode field this is the unique code for that item

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Parts To Print

Report options

Barcode printout

Received inventory

Received filter: All in date range Selected received ...

All dates From To

Barcode options

List Labels (A) Labels (B)

of each part to print Start at row

Parts

All parts Selected parts ...

Categories

All categories Selected categories ...

Cancel OK

Labels, Printing: Select Reports / Inventory / Bar code print out from the top bar of screen. The following options are displayed:

Sheets: Selecting sheets will print part numbers, description, barcode and price including GST

Labels: Selecting labels will allow you to print labels on a standard 33 label sheet

Label Sheets: Avery DL33 – Officeworks # 232155 - 33 labels Per Sheet

All: Will print all parts in the database, both inventory and catalogue to labels or sheets as selected.

Selected Categories: Prints labels or sheets for individual or multiple categories as selected from the display.

Selected Parts – Takes the operator to the parts listing, individual or multiple parts can be selected for printing to labels or sheets



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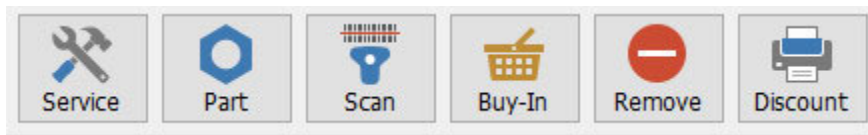
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Bar Codes, Scanning Stock Received: Automation allows you to scan items directly onto the new bill, credit and purchase order form, saving you time when creating a new purchase order or entering stock received. Before you can use this feature, you need to enter the barcode onto the part form, this can be scanned into the appropriate field. Open the part form place your cursor in the bar code field and scan the barcode on your item, the number will automatically be entered.

Barcode	PRT135
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It is possible to scan the bar code directly onto the part form.

Once the bar codes are entered items can be scanned directly to a bill, credit or purchase order by selecting the scan part function from the bottom of these forms.



Place your scanner over the bar code and press the scan button the item is automatically entered onto the form, if you are entering a quantity greater than one of an item, selecting the scan button will increase the quantity on the same line item.

Barcode Labels, Printing Received Inventory:

Automation allows the operator to print labels relating to goods received by date range. To print labels, the system must first be registered for barcode scanning. Receive items as normal, when processing of goods inwards is complete open the reports module and select the Barcode print out option, select received inventory, select date range and OK to display the received inventory display. Items that have been printed previously will display yes in the printed column. Label to be printed have a tick in the right-hand selection box. It is also possible to re-select items for printing by selecting the box to the right of the printed column. Selecting OK will activate the printer.

It is also possible to select the row you wish printing to commence from the barcode printout options form. The codes can be used to enter parts directly onto the job card; numbers from 1 – 9 are printed on the bottom of each page allowing the operator to also scan the quantity provided.



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Barcode printout

For the date 20/10/24.

Filters - Oil

OF5 - Oil Filter Of5	\$5.60 Inc GST	 PRT48
Z172 - Filter oil z172	\$8.40 Inc GST	 PRT241
Z162 - Filter Oil Z162	\$15.40 Inc GST	 PRT235
Z160 - Ryco oil filter	\$4.20 Inc GST	 PRT178
Z158 - Filter oil z158	\$11.20 Inc GST	 PRT233
Z148A - Filter oil z148a	\$11.20 Inc GST	 PRT237
Z131A - Filter oil z131a	\$14.00 Inc GST	 PRT234

Scanning Parts onto the Job Card or Invoice: Go to an open job card or invoice and select scan part from the function bar at the bottom of the parts and labour section. You will see a barcode scanning display on screen, to scan an item point at the barcode and press the button on the bottom of then hand scanner a successful scan will be recorded on the screen and a short bleep from the scanner. To close the scanning functions, select OK from the bottom of the window.