



# Barcoding Manual

August 1997 Revision • Item # O-BARCODE

## Barcoding Manual

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# INTRODUCTION

The use of barcoding can increase the efficiency of all parts of your business. Scanning a bar code is faster and easier than manually entering the information. Since bar codes are easier to use, you spend less time training employees. The information is not manually entered, therefore, keystroke errors are reduced all through the handling process. Barcoding puts product information in a useable form that can be tracked and can provide you with a more organized way to control your inventory.

This manual is designed to give you an understanding of barcoding on the DDMS system. There are three parts to this manual. **Part A: Item Bar Codes** explains how to add, print and use item bar codes. **Part B: Information Bar Codes** gives instructions for creating information bar codes from any field on your system, as well as using information bar codes. **Part C: Inventory Control** explains how barcoding can help maintain inventory control.

In order to begin barcoding on the DDMS system, you will need some type of scanner. For details on recommended scanners, go to **Appendix A: Barcoding Hardware**. Also included in this appendix is a list of recommended printers. For an understanding of bar code anatomy, go to **Appendix B: Anatomy of an Item Bar Code**.

You may also need to set up your scanners for the particular job you intend to use them for. For information, see **Appendix C: Bar Code Setup**.

