

R.O. Writer™

User Document: Bar Code Scanning
Rev – 1.21

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Version 1.21 has added the ability to scan parts into the R. O. Writer system as well as associate bar codes with vehicles.

The scanning functionality has been tested with the Symbol LS 2208.

Programming the Bar Code Reader

The bar code readers must be programmed prior to use. You will program the reader using the software that comes with the bar code reader.

Use the following format:

Alt [

Read the remaining data

Alt]

(Hold down the Alt key and [key at the same time.)

How to Set Up Bar Codes

- Create the bar code in WordPad NOT in Word.
- Use "Free 3 of 9" for the font.
- Bar codes have an asterisk (*) both before and after the number.
- For example: 1234 is really *1234*

Scanning Parts

Inventory Module:

Select Inventory>View/Add/Edit

From this screen, scan the UPC code for the part number in the UPC code field.

The next time you need to post the part onto a work order or estimate, you can scan the UPC code and the part will appear on the ticket.

Inventory

Part Number : 639X Line Code : MBP

Description : BRAKE SHOES UPC code :

Alternate # : Other Information :

Avg. Cost RETAIL LIST NET EMPLOYEE TRANSFER

\$14.790 Calc Prices \$44.99 \$34.80 \$14.79 \$14.79 \$14.79 ? Smart Pricing

1st MIGHTY AUTO PARTS + Cost : \$14.79 On-Hand : 0.00 Total Sold : 0.00

2nd + Cost : 0.00 Stock to : 0.00 Committed : 1.00

3rd + Cost : 0.00 Reorder at : 0.00 On-Order : 0.00

Department : BRK RMFG SHOE + MOQ : 1.00 Package qty : 1.00

Reorder method : Order by sales Stock Item Size : 1.00

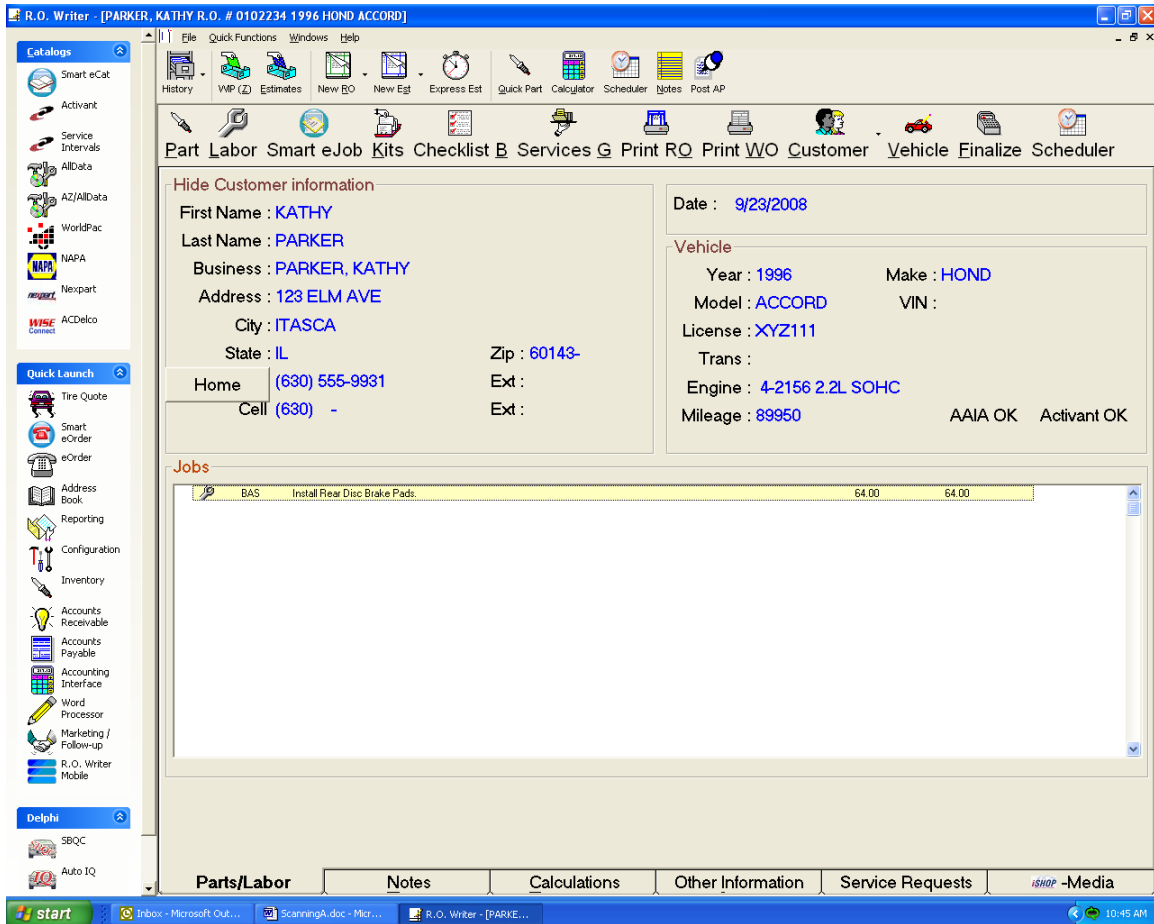
NonStock

Consigned

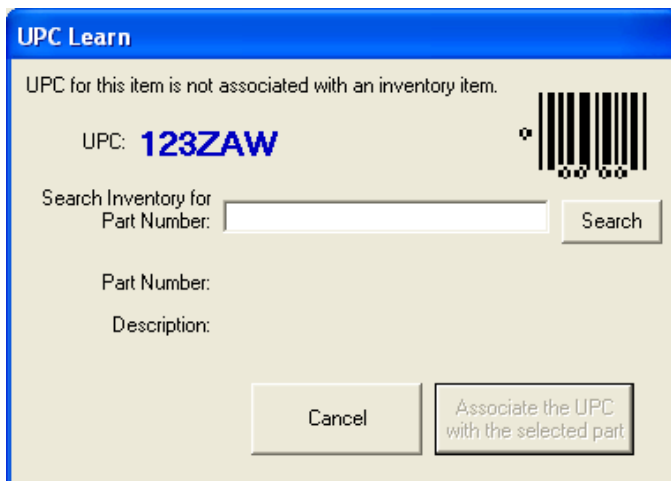
General Information Other Information Notes Tire Information

Update Fees Buyers Guide Stores Cancel Edit Delete Save

Estimate/Work Order:



Once you have a repair order or estimate open, you can simply scan the UPC code of the part to post the part onto the ticket. If the UPC code is not associated with a part in your inventory, you will receive a UPC Learn screen.



Enter the part number and select the **Search** button.

Part Number	Line	Description	On-Hand	
639X	MBP	BRAKE SHOES	0.00	44.99
639X	TST	BRAKES	0.00 N/S	0.00

Select the appropriate part number and select **OK**.

Note: If the part numbers is not in your inventory, this should be scanned in the inventory module under view/add/edit.

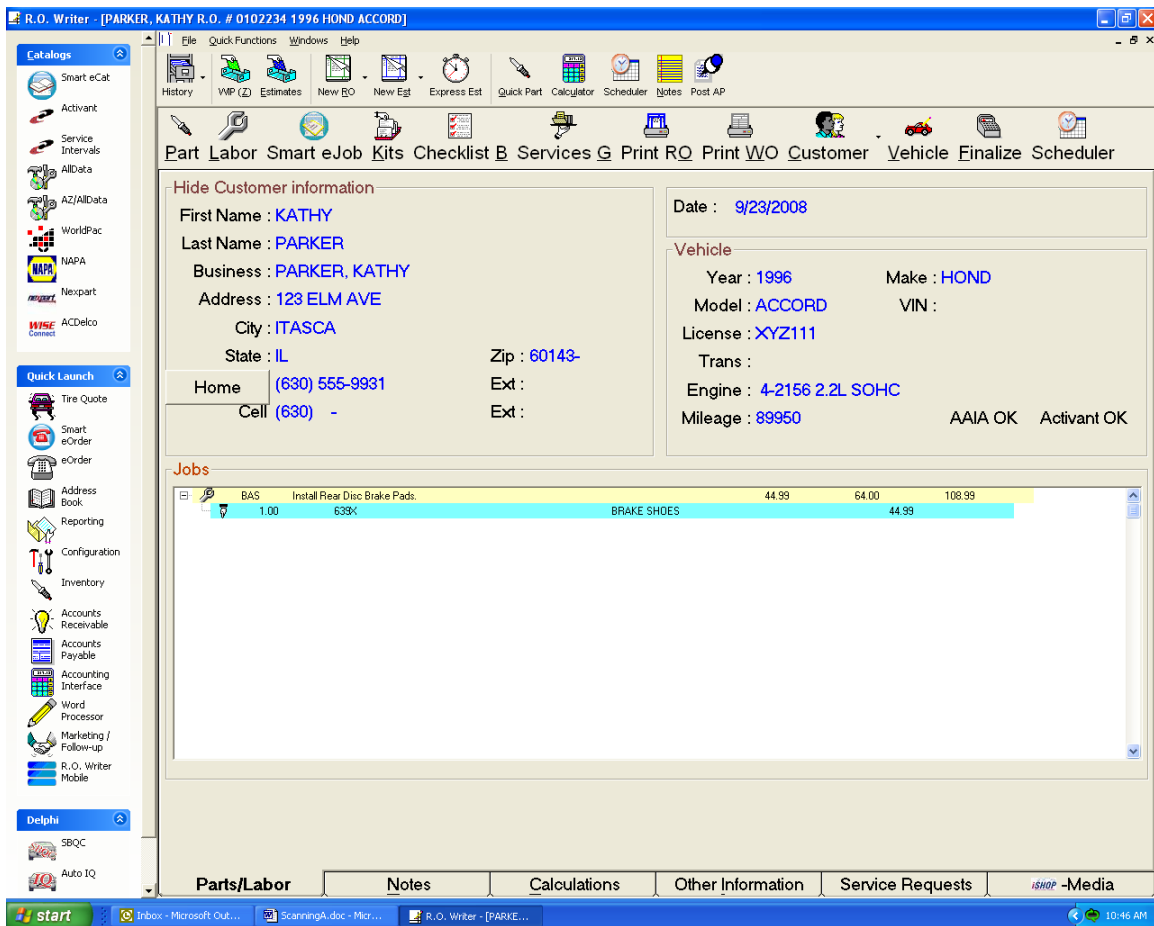
UPC for this item is not associated with an inventory item.

UPC: **123ZAW**

Search Inventory for
Part Number:

Part Number: **639X**
Description: **BRAKE SHOES**

You can now select the **Associate the UPC with the selected part** button. The next time you scan the UPC code it will already have that part number associated to it.




The part will now be added to the ticket. If you need more than one part you can scan the UPC code again; this will increase the quantity and the cost.

Bar Code Coupons

Use the part feature above to create part numbers for coupons.

- Associate a bar code to the part numbers.
- At the point of sale, scan the coupon to add it to the ticket.

Vehicle Scanning

1989 HONDA ACCORD 4-1955 2.0L SOHC			
Vehicle	Notes	Fleet	Activant
VIN : JMCA546XKC033898	 16 ✖	Last Inspection	// ▾
Year : 19 89	C	Other1 :	
Make : HONDA ▾ +		Other2 :	
Model : ACCORD ▾ +		Other3 :	
Engine : 4-1955 2.0L SOHC ▾ +	Vin : X	Bar Code :	
Trans : ▾ +			
Mileage : 240011		Annual Mileage :	12000 ▾
License : CKH5044		Mileage/Day :	33
State : IL ▾			
Select Different Vehicle		Ok	Cancel

You can also associate a Bar Code to a vehicle.

Next time the customer walks in and they have their customer card. Just scan the card and the estimate or work order will be automatically generated. No need to search for the customer.

If the VIN number exists in your database and a customer has the VIN bar coded on their vehicle registration, scan the bar coded VIN number; a repair order or estimate will be automatically started.

Scan a VIN into an Existing Vehicle

With the ticket open, select Edit Vehicle. Click in the VIN field and scan the VIN. You MUST be in the VIN field. If you aren't in the VIN field, the data will be entered into the Bar Code field.

If you have loyalty cards, scan the bar code into this field. You can be in any field EXCEPT VIN when scanning the bar code. You can now start a ticket from this bar code.

Printing Forms with Bar Codes

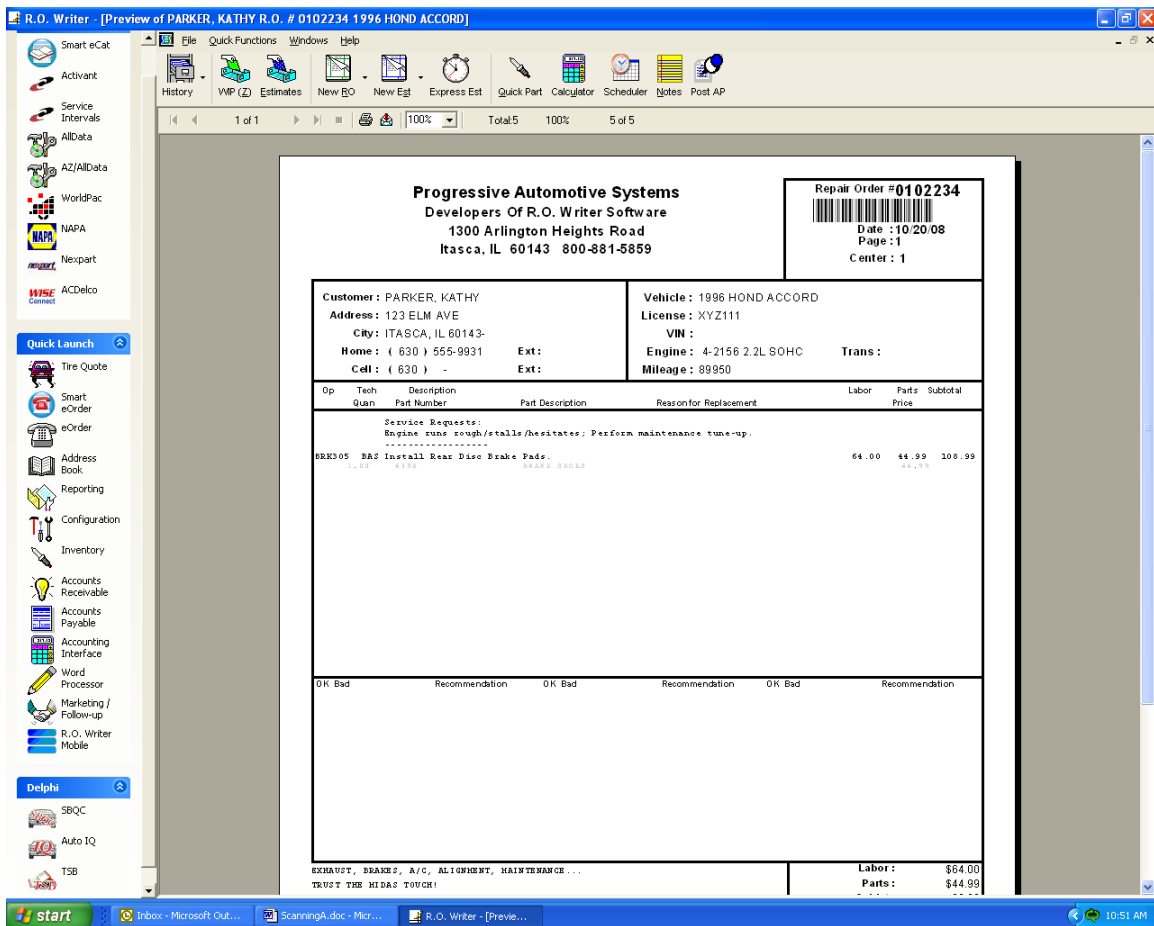
You have the ability to select a repair order/estimate with a barcode.

In the Configuration module, select File>Form Types. Select the drop down window and select one of the forms that state with BarCode. The forms with BarCode are for Repair Orders, Estimates and Work Orders.

The screenshot shows the 'Forms Setup' dialog box with the following configuration:

- Repair Orders :**
 - Form: PLAIN PAPER (LASER) | Default Copies: 1 | Job based:
 - Form: PLAIN PAPER - LANDSCAPE SPACE SAVER | Default Copies: 0 | Job based:
 - Form: PLAIN PAPER JOB BASED (LASER) SPACE SAVER | Default Copies: 0 | Job based:
 - Form: PLAIN PAPER JOB BASED (LASER) ENHANCED AUTHORIZATIO | Default Copies: 0 | Job based:
 - Form: PLAIN PAPER (LASER) eRECEIPT | Default Copies: 0 | Job based:
 - Form: PLAIN PAPER JOB BASED (LASER) eRECEIPT | Default Copies: 0 | Job based:
 - Form: PLAIN PAPER (LASER) eRECEIPT with BarCode | Default Copies: 0 | Job based:
 - Form: PLAIN PAPER JOB BASED (LASER) eRECEIPT with BarCode | Default Copies: 0 | Job based:
 - Form: CUSTOM FORM | Default Copies: 0 | Job based:
- Work Orders :**
 - Form: PLAIN PAPER (LASER) | Default Copies: 1 | Job based:
- Parts Tickets :**
 - Form: PLAIN PAPER (LASER) | Default Copies: 1 | Job based:
- Comdata Fleet Repair Orders :**
 - Form: Same as repair order | Default Copies: 0 | Job based:

Each section includes a 'Custom form file' field and radio buttons for 'Portrait' (selected) and 'Landscape' orientation. The 'Job based' checkbox is present for all forms. 'Cancel' and 'OK' buttons are at the bottom.



The Bar code on the forms gives you the ability to just scan the form and the order will open. No more searching for the customer or repair order.