

Inventory Bar Coding System

Usage and Setup

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Introduction

This manual describes in detail how to setup the inventory bar coding system. The primary goal of the inventory bar code system is to provide a efficient method of tracking inventory.

Inventory Bar Coding Concepts

The following are general rules regarding

- All apparatus have compartments.
- Each person is a location.
- Each station has compartments.

Inventory Location

This section describes how to enter the location codes and create inventory scan cards.

1. Access the inventory location table.
2. Select a location to edit.
3. Enter a code into the Inventory Bar Code field. For example,
Fire Stations->District Building->Commissioner's Office
should be entered as
DBCO
4. Print out the inventory locations and laminate the report for use in the future for truck and station checks.
 - a. Inventory Locations can be printed from the Reports Module, Inventory Section. Choose the Bar Coding: Location Report.

There are several location reports that can be created for use at the time of station and truck checks.

1. 8 x 11 Card.
2. Index Card.
3. Bar Code Labels for placement on the location.
4. Include the personnel location bar code on their ID card.

Apparatus or Truck Check

Follow these steps to do a Truck Check.

1. Turn on the Bar Code Reader.
2. Erase the previous data in the reader.
3. Scan the location.
4. Scan all of the inventory found in the compartment.
5. Repeat steps 3 and 4.
6. Upon finishing scanning, connect the bar code reader to the work station using the DB9 cable.
7. Open the inventory bar module and press the Upload button. This puts the application in a wait state, waiting for data from the bar code reader.
8. Follow the menu prompts to upload data on the bar code reader. This will load data into the status window.
9. Press the Upload Data button to transfer the data into the bar coding system.
10. Process each record. Some need to be entered, some need to have locations corrected. Refer to the **Adding Inventory** section that discusses entering new inventory.

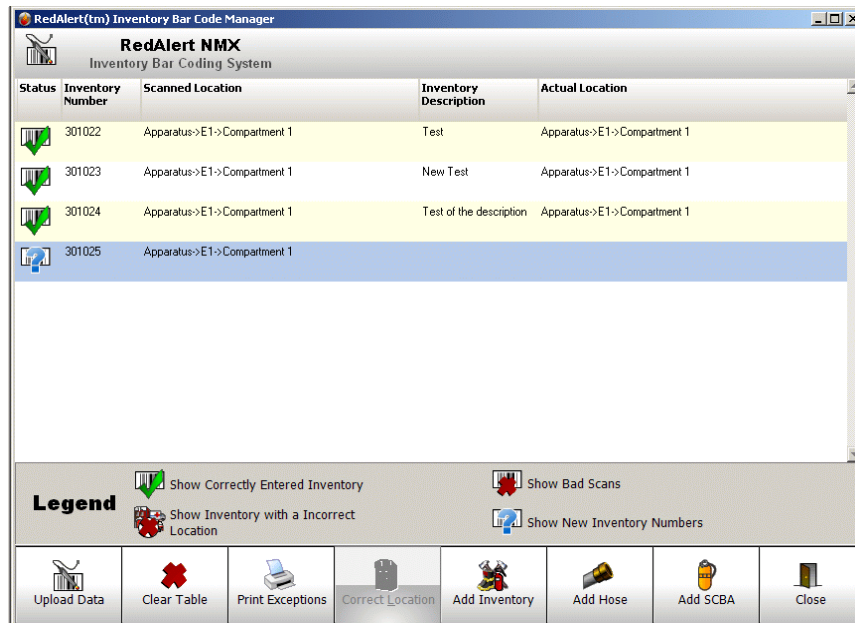
Personnel Inventory Check

It is recommended that check each persons inventory once a time period, (Month, Year, Quarterly etc).

Adding Inventory

It is possible to add inventory that has been scanned into the system. Follow these steps (it is assumed that you have uploaded what you have scanned into the bar code module):

1. Highlight the inventory number that is to be loaded into the inventory database.



2. Press either the **Add Inventory**, **Add Hose**, or **Add SCBA** button. This will bring up the inventory entry screen. The inventory number and the location are already filled in.
3. Finish entering known data in the inventory entry screen.
4. Save the record. You will see that the **Actual Location** field will fill in.

Bar Coding Reports

There are several reports available for the bar coding system.

1. Bar Code Exception Report. This report is printed
2. Inventory Location Report. There are several versions of this report.
3. Bar Code Status Report. This report lists out all inventory for a selected location that and when it was last scanned.