

# Using Barcode Scanners with Shop Floor

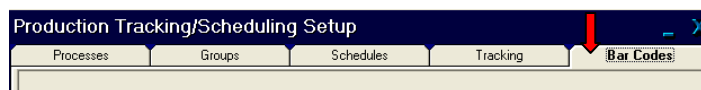
## *Before Using the Scanners*

Before anyone using **Shop Floor** can use the barcode scanners, you will need to log in to **ADVANTAGE** and print the barcodes.

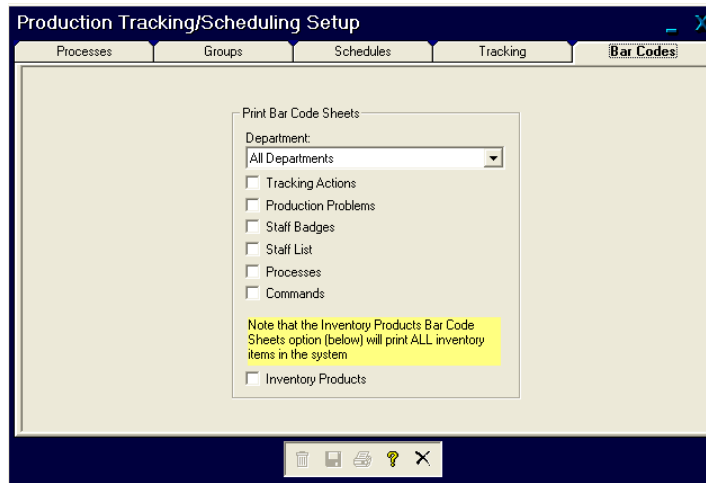
- ✚ From the **ADVANTAGE** main menu, select **Production** then **Tracking Setup**:



- ✚ Click on the **Barcodes** tab:




✚ You will be brought to the **Barcodes** screen:





✚ Put a check box in each item you want to print. You will want to go ahead and print **Tracking Actions**, **Production Problems**, *either* **Staff Badges** or the **Staff List**, **Processes**, and **Commands**. (Staff Badges are formatted to print about 6 to a page, so you can cut them out for employees to wear...the list will just print a list).

✚ Here are some examples of the various barcodes:



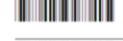




Report:	Staff Barcodes
Printed Date:	8/16/2005 -- 1:25:25PM
Store:	Activity Software -- Ver: 8.0.2

Name / Barcode:	Job Title:	Department:
Janette Eadle 	Exec VP-Operations & De	Training








Report:	Action Barcodes
Printed Date:	8/16/2005 -- 12:13PM
Store:	Activity Software -- Ver: 8.0.2

Barcode:	Action Description:
	Commit/Save Posting
	Completed
	Job Present
	Login





Report:	Process Barcodes
Printed Date:	8/16/2005 -- 1:25:31PM
Store:	Activity Software -- Ver: 8.0.2

Barcode:	Process Description:
	Schedule Training
	Approval Center
	BO/VO
	Service Center



Report:	Command Barcodes
Printed Date:	8/16/2005 -- 1:25:35PM
Store:	Activity Software -- Ver: 8.0.2

Barcode:	Command Description:
	Save
	Undo

## Using the Barcode Scanners


- When you first log in to **Shop Floor**, you will see this screen. When using the bar code scanners, most people will only every use this screen. People responsible for planning and scheduling jobs will need to go to the Planning page, but for the most part, people in the shop will just use this screen:

Login: Janette Eagle		Time Clock	Tracking	Planning	Log History	Schedules
Bar Code :	<input type="text"/>	MESSAGES/INFORMATION				
ORDER #:	0	STEP #1 Scan Work Order				
EMPLOYEE :	Not Selected	STEP #2 Scan Staff Name				
MACHINE :	Not Selected	[OPTIONAL] - Scan Machine/Equipment				
PROCESS :	Not Selected	[OPTIONAL] - Scan Process				
ACTION :	Not Selected	REQUIRED - If a Process is Selected				
LOG ON/OFF :	Not Selected	[OPTIONAL] - Scan LOG IN/OFF				
SAVE/UNDO :		SAVE OR UNDO SELECTIONS				
MATERIAL :	Not Selected					POST MATERIAL USED

The following instructions assume that you have already gone through **Tracking Setup** per the Shop Floor documentation and that you have jobs in Shop Floor that have been planned.

- ✦ When an employee receives a work order, there will be a barcode in the upper right corner similar to this:

INK JET Work Order  
 Invoice # 1041  
 Ship Via:  
 WOT Printed on: 4/20/2005  
 Requested Date: No Date Specified  
 Approval Required: No  
 Approval Date: 5/26/2004



Customer	PPG	Phone/Ext.	214 5551212 /	Line Item	1 of 3
Contact	Robert Butler	Fax		Due Date	5/29/2004
Salesperson	Jane Doe	P.O. #	5484	Due Time	3:00:00PM
Order Desc.	PPG Order 12			CSR	Greg

Product	qty	height	width
EnCad	35.00	36.00 INCH	96.00 INCH

Overs %: 0.00 %

- ✦ The employee will scan this barcode. The order number will replace the “0” on the **Shop Floor** screen and he or she will see that the code has been accepted.
- ✦ The employee will scan the barcode for his or her name. Again, the word “Accepted” will appear.
- ✦ The employee will then scan the process that he or she is to log in to. This is the equivalent of the colored squares seen when using Shop Floor manually.
- ✦ The employee will then scan a Tracking Action. To mark that you’ve logged into a job and are currently working on it, scan **Job Present**. The employee should also scan the **Login** code to indicate he or she has logged in.
- ✦ Scan **Save**. At this point Shop Floor begins recording the time spent to complete this process.
- ✦ If the employee is taking a break or is finished work for the day but the job is not completed, you can use the following scanning sequence:
  - ✦ Scan **work order**.
  - ✦ Scan **employee name**.
  - ✦ Scan **process**.
  - ✦ Scan **Job Present** (this time it will “toggle” it off).
  - ✦ Scan **Logoff**.
  - ✦ Scan **Save**. Shop Floor stops timing the process at this point. To log back into the job and start the timer again, repeat the steps. Shop Floor keeps a running total of the time logged on each process.
- ✦ To scan a process as completed:
  - ✦ Scan **work order**.
  - ✦ Scan **employee name**.
  - ✦ Scan **process**.
  - ✦ Scan **Completed**.
  - ✦ Scan **Logoff** (if the employee had scanned login).
  - ✦ Scan **Save**.