



TMS BARCODE PRINTING

Quick Barcode Printing Guide

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Introduction

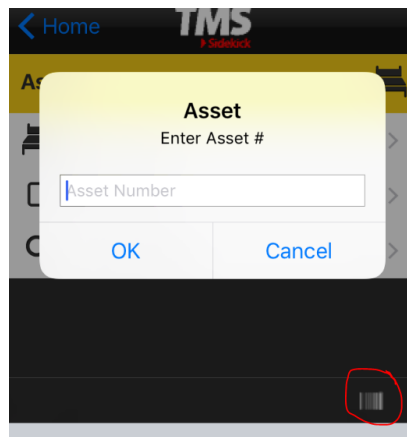
This document is designed to serve as a guide on how to use the barcodes feature in TMS.

Barcodes in TMS

TMS contains **three built in reports** for use in printing barcodes. These reports convert the Asset Number into a Code39 barcode and produce a printout that can be scanned by the end user. The report printout is formatted for Avery 5160 Labels.

For TMS users, barcodes are frequently used with TMS Sidekick. Currently, the **'Scan And Go'** button will only return results in Sidekick if there is an active Work Order for the Asset being scanned.

If the customer is using **Asset > Edit** area of Sidekick or using the **Asset Sweep** feature in TMS Anywhere to modify Asset locations, Assets can be scanned even if open Work Orders do not exist. To scan a barcode in **Asset > Edit** mode, after clicking **"Edit"** see this screen capture showing the barcode button:



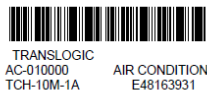
Canned Barcode Reports

The canned barcode reports are stored in the System segment and are listed below:

- **Asset Barcode Label Report (also for Avery 5160 labels)**
- **Material Barcode Label Report (also for Avery 5160 labels)**
- **Single Asset Barcode Label Report**

These can be further modified by duplicating the report, exporting its **XML** and editing the **SELECT** statement in the data source or the fields contained on the report in the **C1 report designer**.

The **Asset** and **Material Barcode Label Reports** have versions formatted to print on **Avery 5160 label paper**, which contains three columns of labels approximately 2 inches wide each.



[ex: Asset Barcode Label Report (Avery 5160)]

Printing a barcode report

To print barcodes for Avery 5160 labels, follow these steps:

1. Navigate in TMS to **Reports > Query**
2. Set the segment to System
3. Query for either **Asset Barcode Label Report (Avery 5160)** or **Material Barcode Label Report (Avery 5160)**
4. **Click** on the **pdf icon** to generate the report
5. In the Print dialog box that opens, in the Page Handling section, click the **Page Scaling dropdown** and select **None**
6. Click **OK** to print the barcode labels

Manual Printing in Microsoft Word

The barcode format used by TMS is called **Code39**. There are numerous fonts available for download that can convert text into this format, producing the vertical lines for the barcode. Remember that it is critical to follow the instructions accompanying the barcode font. For instance, some require you to place an asterisk '*' at the beginning and end of the text to be converted. Neglecting the asterisks will generate a barcode, but it will not accurately reflect the text characters you are wanting it to represent.

If the initial font that is downloaded does not scan and return a known, active Work Order for the Asset in question, try looking for a couple of other fonts and ensure that they are **Code39** fonts. One example of a font that has been shown to work is the font named "**IDAutomationHC39M Free Version**".

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