



eTurns

# Barcode Design

Help documentation



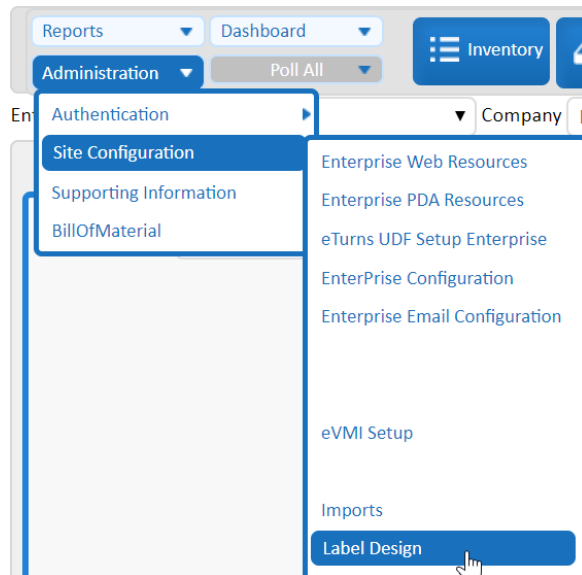
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## 1. Create a New Barcode Label

### a. Quick Reference Guide – Creating a New Barcode Label

Create new barcode labels by pointing the mouse over **Administration**, then to **Site Configuration** and click on **Label Design**.

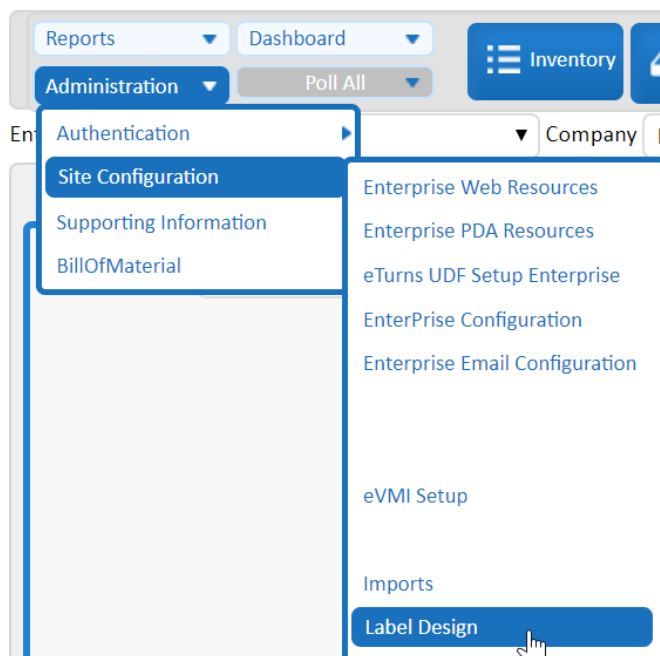


- Click on the **New** tab.
- Click the **Template** (drop-down arrow) and choose the appropriate label size or type (Avery or Zebra).
- Type and **Name** (a unique name of) your label.
- Click on **Module** (drop-down arrow) and choose **Inventory**.
- Click "**Row ++**" button to add rows (save bottom row for spill-over).
- Click on "**Col ++**" once.
- Click, drag and drop **Item#** onto the first row.
- Double-Click the two fields on the second row and click on "**Merge Cells**" button to merge cells for space.
- Click, drag and drop **Desc** onto the second row.
- Check the box corresponding to **Min Qty** and **Max Qty**.
- Click, drag and drop **Min Qty** and **Max Qty** onto the third rows respectively.
- Click, drag and drop **Cat** and **Bin #** onto the fourth rows respectively.
- Check the box corresponding to **Def Ord Qty** and **Supplier #**.
- Click, drag and drop **Def Ord Qty** and **Supplier #** onto the fifth rows respectively.
- Double-Click the four bottom *left* rows and click "**Merge Cells**" button to merge cells for space.
- Double-click on the merged cells and click on "**QR ++**" button to insert the barcode.
- Enlarge the QR code by dragging the double arrow once.

- Double-Click the four bottom *right* rows and click “**Merge Cells**” button to merge cells for space.
- Check the box corresponding to **Enterprise Logo** and click, drag and drop onto the merged cells.
- Click on the drop-down arrow under **Barcode Key** and choose **Item#**.
- Check the box corresponding to **Set this template as default for selected module** (setting it as the label for the Room).
- Click **Save** button.
- Click **Validate Label Width** button to validate barcode width.

#### b. Creating a New Barcode Label with General Details

Create new barcode labels by pointing the mouse over **Administration**, then to **Site Configuration** and click on **Label Design**.





- New Tab

Click on the New tab.

The 'Label Configuration' form has a sidebar with 'New' and 'List' tabs. The 'New' tab is active. The form contains the following fields:

Field	Value
Template *	<---- Select ---->
Name *	
Module *	<---- Select ---->
Font Size *	9
Barcode Font	Code 128
Barcode Pattern	#Item#BBin#QQty

- Choose a Template

Click on the Template drop-down menu and choose the appropriate label type and size that will fit the available space on the rack or bin.

The 'Label Configuration' form shows the 'Template' dropdown menu open. The menu lists three options:

- Avery 5160 - 1" x 2-5/8"
- Avery 5161 - 1" x 4" (highlighted)
- Avery 5162 - 1-1/3" x 4"

- Name the Label

Type a unique name for your label.

The 'Name' input field contains the text 'NoyTestLabel'.

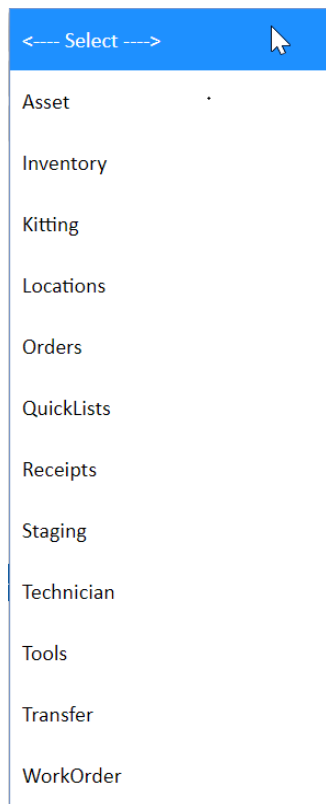
- Module

Click on the Module drop-down menu and choose Inventory to create item(s) inventory labels

The 'Module' dropdown menu is open, showing 'Inventory' as the selected option.



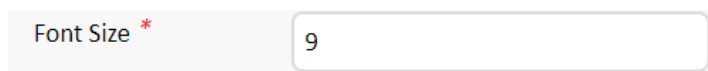
Labels can also be created for other modules such as Asset, Kitting, Locations, Orders, Quicklists, Receipts, Staging, Technicians, Tools, Transfers and Work Orders.



A dropdown menu with a blue header containing the text "<--- Select --->" and a mouse cursor. The menu lists the following modules: Asset, Inventory, Kitting, Locations, Orders, QuickLists, Receipts, Staging, Technician, Tools, Transfer, and WorkOrder.

- **Font size**

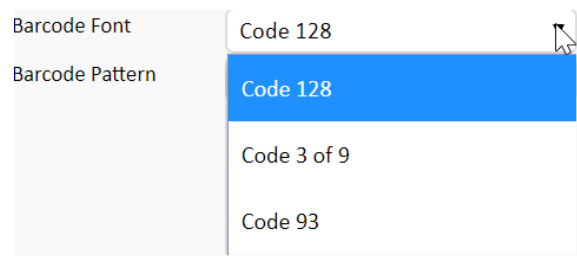
When choosing a Template, the font size is populated by default. Type the font size if a different size is preferred.



A form field with the label "Font Size" followed by a red asterisk. The input box contains the number "9".

- **Barcode Font**

The barcode font defaults to Code 128 which encodes the most characters (# \*, @ ! ^ etc.). Other barcode fonts are limited which characters can be encoded into the barcode.



A dropdown menu for selecting a barcode font. The header shows "Barcode Font" and "Barcode Pattern". The menu lists the following options: Code 128 (highlighted in blue), Code 3 of 9, and Code 93.



- Barcode Pattern

The barcode pattern is encoded in the barcode and used when scanning the barcodes with the mobile apps.

- #IItem#BBin#QQty – is the latest pattern used in the mobile phone apps.
- \*Item+Bin+Qty\* – is a customer specific pattern.
- #Item@Bin<Qty – is an older pattern used in the older version of the TrackStock software.

A screenshot of a 'Barcode Pattern' dropdown menu. The menu is open, showing four options: '#IItem#BBin#QQty' (highlighted in blue), '\*Item+Bin+Qty\*', and '#Item@Bin<Qty'. A mouse cursor is pointing at the top of the dropdown.

- Barcode Key

Click on the Barcode Key drop-down menu, to choose which information is encoded in the barcode when scanned. Example, Item# - when the barcode is scanned the item # will be read. The choice includes Mfg #, Supplier # and UDF's (User Defined Fields).

A screenshot of a 'Barcode Key' dropdown menu. The menu is open, showing the option 'Item#'. A mouse cursor is pointing at the dropdown arrow.

- Include Bin

Check the box if there are multiple bin locations for the items. This option will encode the bin location in the barcode and print each barcode for each bin location. Do not check when items only have one bin location.

A screenshot of the 'Include Bin' checkbox. The checkbox is checked, indicated by a checkmark icon.

- Include Quantity and Quantity Field

Check the box to include the quantity to be encoded in the barcode and choose the quantity field by clicking the quantity field drop-down menu such as 1. There's an option to encode the Default Pull Quantity, Default Reorder Quantity, Bin Default Pull Quantity and Bin Default Reorder Quantity. Almost always choose 1 in the Quantity Field.

A screenshot of the 'Include Quantity' and 'Quantity Field' form. The 'Include Quantity' checkbox is checked. The 'Quantity Field' dropdown menu is open, showing the option '1'.

## 2. Designing the Barcode Label

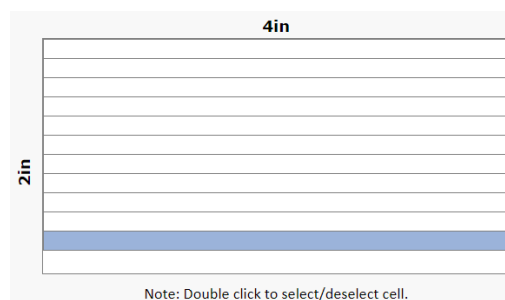
### a. Quick Reference Guide – Designing a Label

- Click "**Row ++**" button to add rows (save bottom row for spill-over).
- Click on "**Col ++**" once.
- Click, drag and drop **Item#** onto the first row.
- Double-Click the two fields on the second row and click on "**Merge Cells**" button to merge cells for space.
- Click, drag and drop **Desc** onto the second row.
- Check the box corresponding to **Min Qty** and **Max Qty**.
- Click, drag and drop **Min Qty** and **Max Qty** onto the third rows respectively.
- Click, drag and drop **Cat** and **Bin #** onto the fourth rows respectively.
- Check the box corresponding to **Def Ord Qty** and **Supplier #**.
- Click, drag and drop **Def Ord Qty** and **Supplier #** onto the fifth rows respectively.
- Double-Click the four bottom *left* rows and click "**Merge Cells**" button to merge cells for space.
- Double-click on the merged cells and click on "**QR ++**" button to insert the barcode.
- Enlarge the QR code by dragging the double arrow once.
- Double-Click the four bottom *right* rows and click "**Merge Cells**" button to merge cells for space.
- Check the box corresponding to **Enterprise Logo** and click, drag and drop onto the merged cells.
- Click on the drop-down arrow under **Barcode Key** and choose **Item#**.
- Check the box corresponding to **Set this template as default for selected module** (setting it as the label for the Room).
- Click **Save** button.
- Click **Validate Label Width** button to validate barcode width.

### b. Designing a Label with General Details

#### • Creating Rows

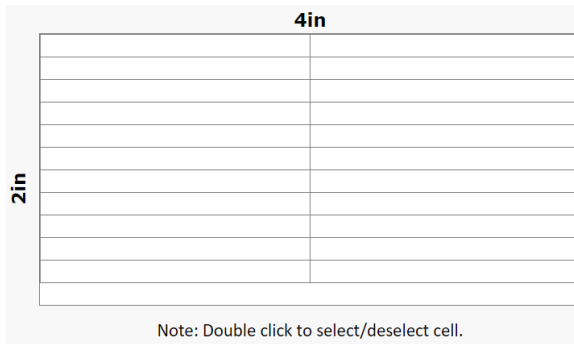
Click on the "**Row ++**" Row ++ button to add rows (save bottom row for spill-over). To delete a created row, double-click on the row(s) and click on the "**Row - -**" Row -- button.





- Creating Columns

Click on the "Col ++" **Col ++** button to add columns. To delete a created column, double-click on the column(s) and click on the "Col - -" **Col --** button.

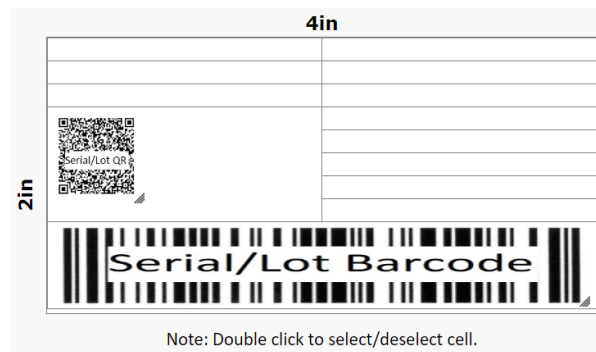


- Creating a Barcode or QR Code

Double-click rows and click on merge cells **Merge Cells** button, then click on "Barcode ++" **Barcode ++** for a linear barcode or "Serial/Lot Barcode ++" **Serial / Lot Barcode ++** button for serial numbers or lot numbers linear barcode. To delete the barcode, click on the "Barcode - -" **Barcode --** or "Serial/Lot Barcode - -" **Serial / Lot Barcode --** button.

To create a QR Code, double-click on the merged cells and click on "QR ++" **QR ++** for a QR code or "Serial/Lot QR ++" **Serial / Lot QR ++** button for serial numbers or lot numbers QR barcode. To delete the QR code, click on "QR - -" **QR --** or "Serial/Lot QR - -" **Serial / Lot QR --** button.

Use the QR Code. It can hold the greatest number of characters encoded in the barcode.





- Add Fields

Click, drag and drop the field such as **Item#** onto the row of the label. When the box is checked corresponding to the field, it also prints the field label. Example, if the box of the Item# field is checked, the label will print "Item#" plus the item# 12345. If the box is not checked, it will only print "12345" without the field label "Item#". This applies to all fields as it is dragged and dropped in the label.



Drag the labels such as Item#, Desc, Min Qty, Max Qty, Cat, Bin #, Def Ord Qty and Supplier # into the rows of the label.

Select Fields			
<input type="checkbox"/> Bin #	<input type="checkbox"/> Serial / Lot #	<input type="checkbox"/> Company Logo	
<input checked="" type="checkbox"/> Cat	<input type="checkbox"/> Staging Qty	<input type="checkbox"/> Supplier Logo	
<input type="checkbox"/> Cost	<input type="checkbox"/> Staging Loc	<input type="checkbox"/> Cost UOM	
<input type="checkbox"/> Def Pull Qty	<input type="checkbox"/> Supplier	<input type="checkbox"/> UDF6	
<input checked="" type="checkbox"/> Def Ord Qty	<input checked="" type="checkbox"/> Supplier #	<input type="checkbox"/> UDF7	
<input checked="" type="checkbox"/> Desc	<input type="checkbox"/> One 1	<input type="checkbox"/> UDF8	
<input type="checkbox"/> GL Acct	<input type="checkbox"/> Two 2	<input type="checkbox"/> UDF9	
<input type="checkbox"/> Crit Qty	<input type="checkbox"/> Three 3	<input type="checkbox"/> UDF10	
<input checked="" type="checkbox"/> Max Qty	<input type="checkbox"/> UDF4	<input type="checkbox"/> Bin Def Pull Qty	
<input checked="" type="checkbox"/> Min Qty	<input type="checkbox"/> UDF5	<input type="checkbox"/> Bin Def Ord Qty	
<input checked="" type="checkbox"/> Item#	<input type="checkbox"/> UNSPSC	<input type="checkbox"/> Expiration Date	
<input type="checkbox"/> Long Description	<input type="checkbox"/> UOM	<input type="checkbox"/> Serial Tracking	
<input type="checkbox"/> Mfg	<input type="checkbox"/> UPC #	<input type="checkbox"/> Lot Tracking	
<input type="checkbox"/> Mfg #	<input type="checkbox"/> Item Image	<input type="checkbox"/> Expiration Date Tracking	
<input type="checkbox"/> Price	<input checked="" type="checkbox"/> Enterprise Logo		

4in	
Item#	
Desc	
Min Qty	Max Qty
Cat	Bin #
Def Ord Qty	Supplier #
<div style="display: flex; align-items: center;"> <div style="width: 50px; height: 50px; margin-right: 10px;"> </div> <div style="border: 2px solid red; padding: 5px; font-weight: bold; color: red;">TrackStock</div> </div>	

Note: Double click to select/deselect cell.



The designed label is displayed below when it is printed.

Item#: 01-213-104  
25ft Aluminum Foil 4  
Min Qty: 150  
Facility Maintenance, Safety-  
Def Ord Qty: 10

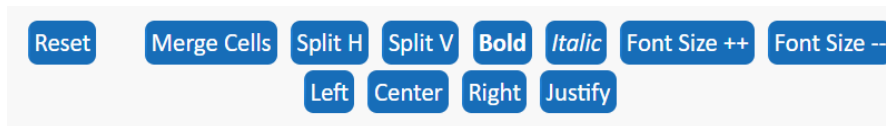
Max Qty: 200  
WHMain  
Supplier #: 01-213-104



TrackStock

- **Formatting Options**

The following are the formatting options when designing the barcode label.



- Click on the following buttons for formatting options:
  - **Reset** – Click reset to start over and redesign the label. All unsaved changes will be lost.
  - **Merge Cells** – Double-click two cells or more to merge.
  - **Split H** – Double-click a merge horizontal cell and it will revert to its original format.
  - **Split V** – Double-click a merged vertical cell and it will revert to its original format.
  - **Bold** – Double-click the cell and the data will be printed with bold font.
  - **Italic** – Double-click the cell and the data will be printed with *italicized* font.
  - **Font Size ++** - Double click the cell and the data printed will increase in font size.
  - **Font Size --** - Double click the cell and the data printed will decrease in font size.
  - **Left** – Double click the cell and the data printed will be aligned to the left of the cell.
  - **Center** – Double click the cell and the data printed will be aligned to the center of the cell.
  - **Right** – Double click the cell and the data printed will be aligned to the right of the cell.
  - **Justify** - Double click the cell and the data printed will be justified.



- [Additional Settings](#)

The following are additional settings when designing the barcode label.

- **Set this template as the default for the selected module** – Check the box and the barcode label will be set as the template for the module selected in Module drop-down menu.

Example: The template will be saved as the default barcode label for the Inventory Module.

A screenshot of a web form. On the left, there is a label 'Module \*' in a light gray box. To its right is a dropdown menu with a white background and a downward-pointing arrow on the right side. The word 'Inventory' is displayed inside the dropdown menu.

- **Save As Enterprise Label** – Saves the label and makes it available for use across the Enterprise (multiple companies).
- **Save** – Saves the label and makes it available for use across the Company only.
- **Cancel** – Cancels any changes made to the label that are not saved.

A screenshot of a settings panel. At the top, there is a checkbox with a checkmark inside, followed by the text 'Set this template as default for selected module.' Below this, there are three blue buttons with white text: 'Save As Enterprise Label', 'Save', and 'Cancel'.

- [Validate Label Width](#)

Click on the Validate Label Width [Validate Label Width](#) button. Any items that are too long for the label will be displayed. Take corrective action(s) as necessary to redesign the label to accommodate the length of the displayed items.

A screenshot of a dialog box titled '# of items too long for label size:'. Inside the dialog, there is a large, empty rectangular area with a vertical scrollbar on the right side. Below this area, there is a line of text: 'Items above are too long even when substituting the item's Unique ID for the item #.' At the bottom of the dialog, there is a blue button with white text that says 'Validate Label Width'.