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# Merging Items With 2 Barcodes



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2 years ago · Updated

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When you find an item with 2 barcodes on it, you can use this function to link both barcodes to the same item. This will prevent you from detailing the same item twice on an order, and allow you to scan either barcode when spotting, pressing, or assembling.

There are a few conditions that need to be met in order to merge the barcodes.

1. Both barcodes must exist in the system.
2. Both barcodes must be detailed with the same item type.
3. One barcode has to be in an open order.
4. Both barcodes cannot be on different open orders.



If those conditions are met, follow these steps to merge the barcodes:

1. Open the item and click the Duplicate button at the bottom of the item details.



<b>Laundry Shirt Starch</b> <input type="radio"/> None <input type="radio"/> Light <input type="radio"/> Medium <input type="radio"/> Heavy	<b>Items to fold</b> <input type="checkbox"/> Shirts <input type="checkbox"/> Polos <input checked="" type="checkbox"/> Sweaters <input checked="" type="checkbox"/> Sheets & Linens	<b>Crease Pants</b> <input checked="" type="radio"/> As needed by garment <input type="radio"/> Never <input type="radio"/> Always	<b>Damages</b> <input type="radio"/> Contact before repair <input type="radio"/> Never repair my clothing <input checked="" type="radio"/> Always repair, don't ask
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Details	Annotations	History
<b>Item</b> 30304050 J. Crew Blouse  <b>Fabric</b>  Solid Cotton  <b>Price/Count</b> \$9.70 \$0.00  <b>Prefs</b>		<b>11/23/16 8:34am</b> <b>158185</b> <b>\$0.00</b> <input checked="" type="radio"/> Detailed      Balboa Counter 1      Admin 11/23 8:34:18 AM

2. Scan the 2nd barcode for the item.



## Mark This Item as a Duplicate of Another Item



This Item

Scan Barcode

90035365

Duplicate Item

3. Confirm.

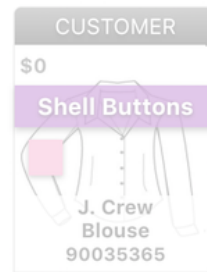


## Mark This Item as a Duplicate of Another Item



This Item

2x



Duplicate Item

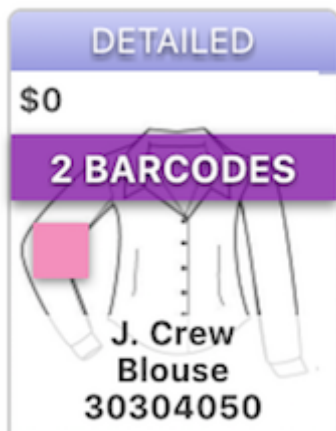


Item 90035365 will be removed, and item 30304050 will be kept with two barcodes as it had its order in processing.

Confirm

Cancel

The item then will show a banner indicating that there are 2 barcodes associated to it



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