HAMEES ATTIRE

Barcode & QR Code User Guide

A Practical Guide for Store Workers, Inventory Managers, and Owners

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1. Introduction

This guide will help you use barcodes and QR codes in the Hamees Attire inventory system. Whether you are receiving new stock, creating orders, or checking inventory, this guide covers everything you need to know.

> **Key Point:** You are NOT required to use any specific barcode format. The system is flexible and supports multiple methods - choose what works best for your shop.

What Can You Do with Barcodes?

- Quickly look up item details (name, price, stock level, location)
- Add items to orders without typing
- Check stock availability before cutting fabric
- Speed up inventory audits
- Reduce errors from manual data entry

2. Understanding Barcodes and QR Codes

Supported Barcode Types

The system can read these barcode formats:

Type	Description	Common Use
QR Code	Square 2D barcode	Custom labels, detailed information
UPC	Universal Product Code	Retail products from suppliers
EAN	European Article Number	International products
Code128	High-density linear barcode	Shipping labels, small items

Understanding SKU Codes

The system uses SKU (Stock Keeping Unit) codes to identify items. When the system generates a code automatically, it follows this format:

Cloth Items

Format	CLT-TYPE-BRAND-TIMESTAMP
Example	CLT-COTTON-ABC-1737365847
Meaning	CLT = Cloth, COTTON = fabric type, ABC = brand, number = unique ID

Accessory Items

Format	ACC-TYPE-TIMESTAMP
Example	ACC-BUT-1737365847
Meaning	ACC = Accessory, BUT = Button, number = unique ID

3. Choosing Your Method

There are three ways to use barcodes in the system. Choose the one that fits your shop best:

Method	Best For	Pros	Cons
Manufacturer Barcodes	Items with existing barcodes	No extra work, ready to use	Only for items with barcodes
Auto-Generated SKU	Quick setup, small shops	Fast, no printing needed	Need to write SKU on items
Custom QR Codes	Large shops, professional setup	Fast scanning, professional look	Requires label printing

Recommendation by Shop Size

Shop Size	Recommended Approach
Small (10-30 items)	Use manufacturer barcodes where available, write SKU codes on other items
Medium (30-100 items)	Mix of manufacturer barcodes and auto-generated SKUs with QR labels for high-value items
Large (100+ items)	Full QR code system with printed labels for all items

4. Daily Workflows

Workflow 1: Looking Up an Item

Use this workflow to quickly find information about any item in your inventory.

1. Navigate to the Inventory page
2. Click the "Scan Barcode" button
3. Choose your input method:
   - Manual Entry (Recommended): Type the SKU code from the item label
   - Camera: Point your camera at the barcode/QR code (desktop works best)
4. Click "Look Up" or wait for automatic detection
5. View item details: name, stock level, price, and rack location

> **Tip:** Manual entry is the most reliable method, especially on mobile phones. Type the SKU exactly as shown on the label.

Workflow 2: Receiving New Inventory

When you receive new fabric rolls or accessories from a supplier:

1. Check delivery against the invoice - count items and verify quantities
2. Navigate to Inventory and click "Add New Item"
3. For items WITH a manufacturer barcode:
   - Scan the barcode or type it into the SKU field
   - The system will check if it already exists
4. For items WITHOUT a barcode:
   - Leave SKU field empty - system will auto-generate one
5. Fill in the details: Name, Type, Colour, Stock, Price, Rack Location
6. Click Save
7. Optional: Generate and print a QR label for the item
8. Write SKU on the item tag or stick the printed label

Workflow 3: Creating an Order

Speed up order creation by scanning fabric barcodes:

1. Go to Orders and click "New Order"
2. Select or create the customer
3. Click "Add Item" and select the garment type (Shirt, Trouser, etc.)
4. To select fabric:
   - Click "Scan Barcode" next to the fabric field
   - Scan the QR code on the fabric roll OR type the SKU
   - System automatically fills in fabric details
5. Enter quantity and select body type (Slim, Regular, Large, XL)
6. System calculates fabric needed and checks availability
7. Review total with GST, enter advance payment, set delivery date
8. Click "Create Order" - fabric is automatically reserved

Note: If the system shows "Insufficient Stock", check the Reserved amount. That fabric may be allocated to other pending orders.

Workflow 4: Checking Stock Before Cutting

Always verify fabric availability before you start cutting:

1. Check the order for fabric details and rack location
2. Go to the rack and locate the fabric roll
3. Scan the fabric's barcode or QR code
4. System displays:
   - Current Stock: Total meters on the roll
   - Reserved: Meters allocated to pending orders
   - Available: Meters you can use (Current minus Reserved)
5. Verify Available stock is enough for your order
6. If sufficient: Update order status to "Cutting" and proceed
7. After cutting: Record actual meters used in the order

Workflow 5: Monthly Stock Audit

Conduct regular audits to keep your inventory accurate:

1. Print the current inventory list from the system
2. Gather measuring tape, notepad, and scanner/phone
3. Go rack by rack through your storage:
   - Scan each item's barcode/QR code
   - Measure actual meters (cloth) or count units (accessories)
   - Note any differences between system and actual
4. Investigate discrepancies:
   - Recent orders not yet updated?
   - Cutting waste not recorded?
   - Damage or loss?
5. Update system: Edit item, correct stock, add Stock Movement note
6. Save audit report for records

5. Troubleshooting Common Issues

Camera Not Starting or Black Screen

What to do:

- Wait 10 seconds - the system will automatically switch to manual entry
- Close other apps that might be using the camera
- Refresh the page and try again
- Use manual entry instead (most reliable option)

Barcode Not Being Detected

What to do:

- Improve lighting - ensure bright, even light on the barcode
- Clean the barcode - remove dust, smudges, or wrinkles
- Hold the camera steady at 10-30 cm distance
- Switch to manual entry and type the SKU directly

Item Not Found After Scanning

What to do:

- Verify the SKU is typed/scanned correctly
- Search for the item by name in the inventory list
- If it's a new item, click "Add New Item" to register it
- Check if you're looking in the right category (Cloth vs Accessories)

Insufficient Stock Error

What to do:

- Check the Reserved amount - fabric may be allocated to other orders
- View pending orders using this fabric
- Consider if any orders can use a different fabric
- Create a Purchase Order to restock
- Notify the customer if delay is needed

QR Code Label Not Scanning After Printing

What to do:

- Ensure QR code is at least 25mm x 25mm
- Check print quality - use highest quality setting
- Print on white paper with black ink only
- Avoid printing on coloured or glossy paper
- If issue persists, use manual entry with the printed SKU

6. Best Practices

Do These Things

1. Always fill in the Rack Location field - makes finding items 10x faster
2. Test scan every newly printed QR label before storing the item
3. Keep a printed reference sheet of common SKUs at the counter
4. Train all staff on both scanning and manual entry methods
5. Update stock immediately after receiving inventory or completing orders
6. Print backup labels for high-value items
7. Conduct monthly stock audits to catch discrepancies early
8. Clean QR code labels regularly to ensure they scan properly

Avoid These Mistakes

1. Printing QR codes smaller than 25mm x 25mm - they won't scan
2. Printing on coloured paper - low contrast makes scanning fail
3. Relying only on camera scanning - always have manual entry as backup
4. Exposing labels to water - thermal labels fade when wet
5. Delaying stock updates - causes inaccurate inventory counts
6. Skipping the rack location field - wastes time searching later

7. Quick Reference Card

Print this page and keep it at your workstation for easy reference.

HAMEES ATTIRE - BARCODE QUICK REFERENCE

LOOKING UP AN ITEM

1. Click "Scan Barcode" on the Inventory page
2. Type SKU in Manual tab OR scan with Camera
3. View item details (stock, price, location)

ADDING NEW INVENTORY

1. Inventory → Add New Item
2. Scan barcode OR leave SKU empty for auto-generate
3. Fill details: name, colour, stock, price, rack location
4. Save → Optional: Generate QR label

CREATING AN ORDER

1. Orders → New Order → Select Customer
2. Add Item → Scan fabric barcode
3. Select garment, quantity, body type
4. Review GST, advance payment → Save

TROUBLESHOOTING

• Scanner not working? → Use Manual Entry (type SKU)
• Insufficient stock? → Check Reserved amount
• Item not found? → Search by name, or Add New Item
• QR not scanning? → Check size (min 25mm), lighting, cleanliness

System: https://hamees.gagneet.com

— End of Guide —

For questions, contact your system administrator