

# Premium Barcode Scanning

The premium barcode scanning feature allows users to their own barcodes for items that don't have barcodes in the system. You can then directly assign those barcodes to products in your inventory. Below are the steps you need to take to create, assign and then successfully scan the barcodes.

1. First, from your home page, click on the search icon.
2. Next, click on the barcode scanning icon.
3. Click on the keyboard icon in the upper righthand corner.
4. Key in the barcode number (ensuring you capture all of the barcode numbers including the ones to the left and right of the actual bar code, and hit Search.



The screenshots illustrate the four steps of the barcode scanning process:

- Step 1:** Home screen showing announcements and placed orders. A red arrow labeled 1 points to the magnifying glass search icon at the top right of the screen.
- Step 2:** The search interface is open. A red arrow labeled 2 points to the barcode scanning icon (a camera symbol) in the bottom right corner of the input field. The input field contains the barcode number: **39382 00039**.
- Step 3:** The camera viewfinder is displayed with a red arrow labeled 3 pointing to the keyboard icon in the top right corner.
- Step 4:** The barcode number has been entered into the search field: **35684052690646**. A red arrow labeled 4 points to the **SEARCH** button at the bottom right.



5. Once the system is unable to find the barcode, hit Assign Barcode.
6. You will then search for the item you'd like to assign the barcode to. You can use the item name, number, etc.
7. Once you see the item on your screen, click on it. You will then see a green plus sign in the bottom right-hand corner.
8. Lastly, hit Assign Barcode. **Confirm the barcode works by scanning it and ensuring it returns the expected results.**

