



# FOR BEGINNERS

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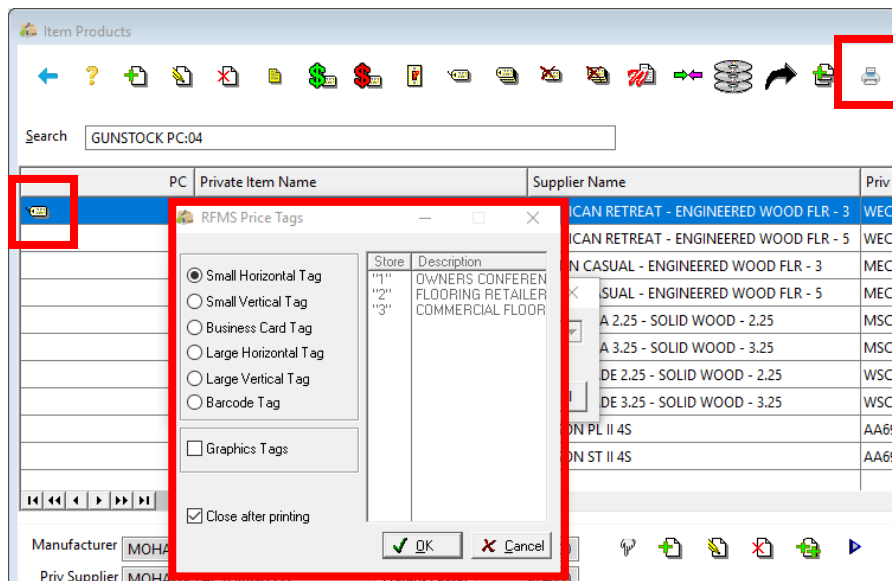
205-378-8690

# EASY & EFFICIENT BARCODING IN RFMS

HOW TO USE BARCODING OPTIONS IN THE MOST EFFECTIVE WAYS  
A BARCODE IS SIMPLY TEXT PRINTED IN A FONT THAT CAN BE SCANNED BY A DEVICE

## PRODUCTS MODULE BARCODES

### BARCODED PRICE TAGS



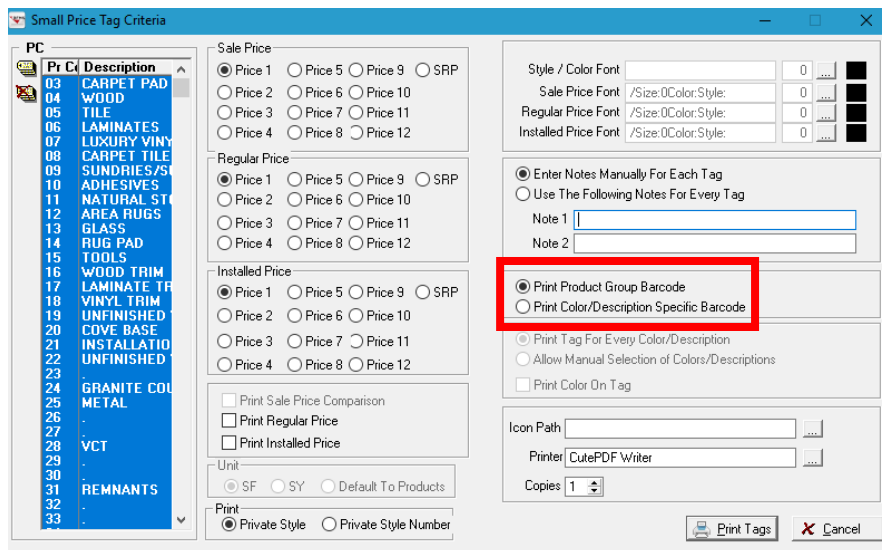
#### Printing Price Tags

Products>File>Rolls / Items

To generate price tags, first the select the product record by tagging one or more records. Then click the printer button.

Next, choose the size tag to be printed.

Next, select the desired tag options including Barcode option, then Print Tags!



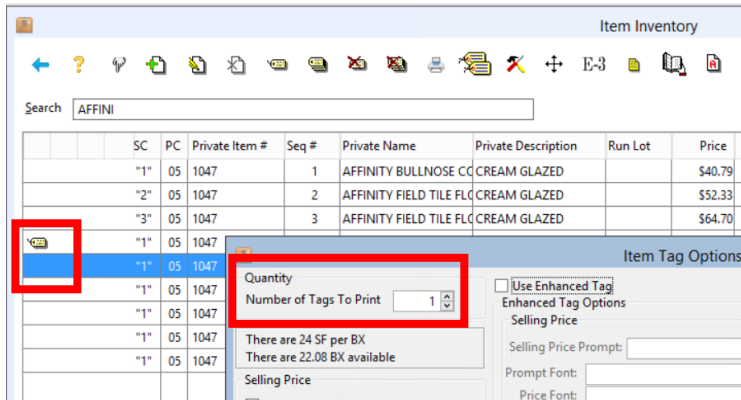
#### Exercise:

Print Barcode Tags for Ride It Out carpet.

Print Barcode Tags for Barlow Road hardwood.

# INVENTORY MODULE BARCODES

## BARCODED ITEM TAGS

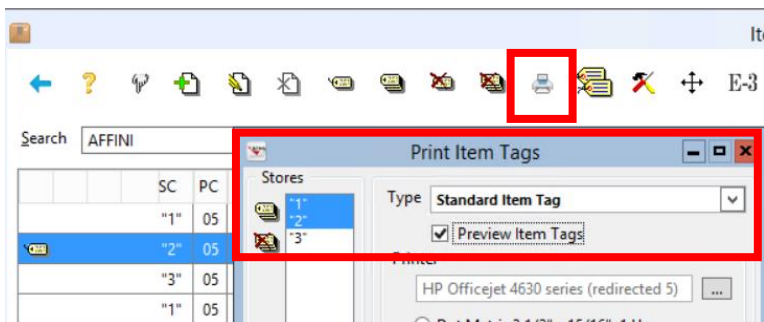


### Print Item Tags

Inventory>File>Item Inventory.

Highlight the item to be tagged. Click the Tag icon.

This screen allows specifying how many tags will print and what will be included on the tag. After selecting the tag criteria on this screen, click the Print Item Tags button from the toolbar to actually print the tags.



### Exercise:

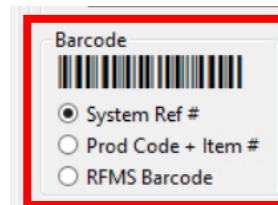
Print Standard Item Tags for Affinity Field Tile Floor 12x12 – Cream Glazed

## SYSTEM REFERENCE NUMBER VS RFMS R BARCODES

### System Ref # or RFMS R Barcode?

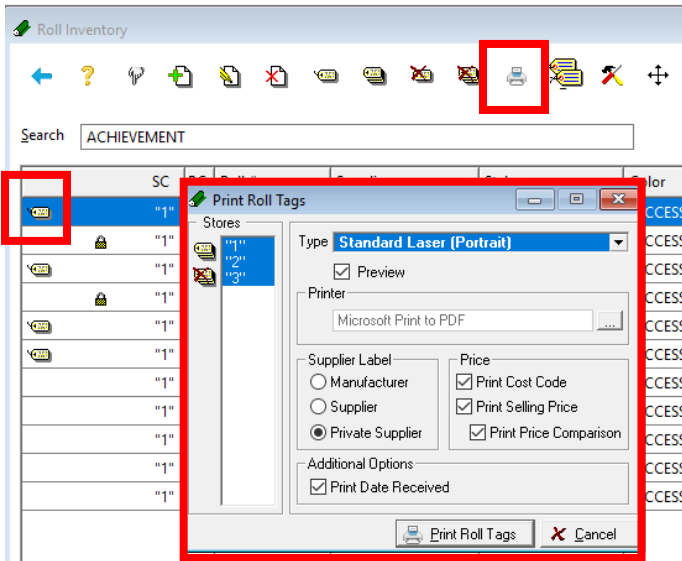
The System Reference number is a unique identification number for each inventory record.

The RFMS Barcode (called R barcode) gives the same "R" barcode number to multiple inventory records, provided they match on PC, Item #, Name, Description, and RunLot.



System Ref #	RFMS Barcode
375	R900
601	R898
827	R898
1,053	R898
1,279	R898
378	R900
604	R900
830	R900
1,056	R900
1,282	R900

# BARCODED ROLL TAGS



## Print Roll Tags

**Inventory>File>Roll Inventory.**

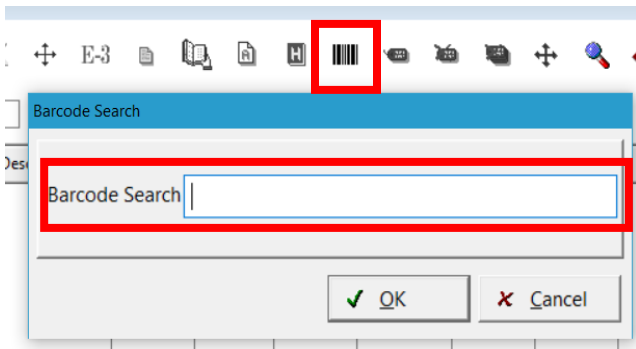
Highlight the roll to be tagged. Click the Tag icon.

This screen allows specifying how roll tags will print and what information will be included on the tag. After selecting the tag criteria on this screen, click the Print Roll Tags button to print the tags.

### Exercise:

Print Portrait Roll Tag for Act Now - Gateway

# BARCODE SEARCH



## Barcode Inventory Search

**Inventory>File>Item Inventory / Roll Inventory**

If you print bar codes out of Inventory, this feature is available in Roll Inventory, Item Inventory and Purchase Orders. It is designed for you to have the ability to quickly scan a bar code on a printed Purchase Order, Roll or Item tags to find the appropriate record. You must scan within the appropriate module. For instance if you have a printed PO, you must have the Purchase Order screen open. This works the same for Roll and Item Inventory.

### Exercise:

Scan this barcode to search Roll Inventory:

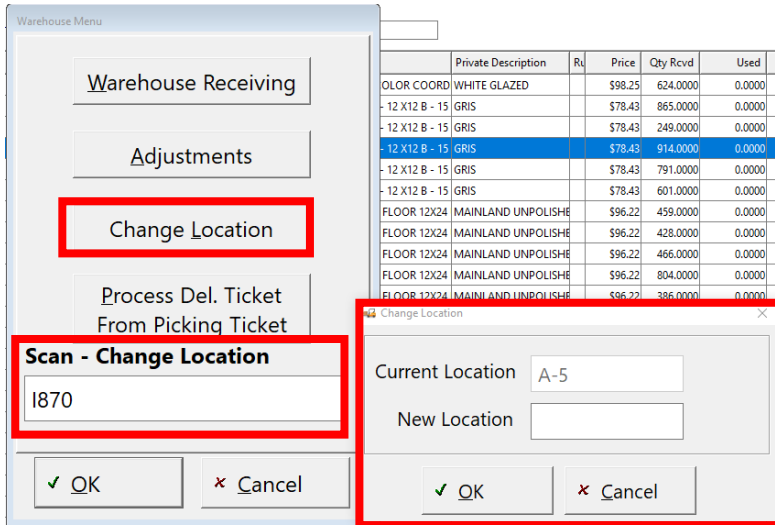


### Exercise:

Scan this barcode to search Item Inventory:



# CHANGE WAREHOUSE LOCATION



## Warehouse Workstation / Change Location

Inventory>Utilities>Warehouse Workstation

Scan the item sys ref # barcode or roll tag barcode.

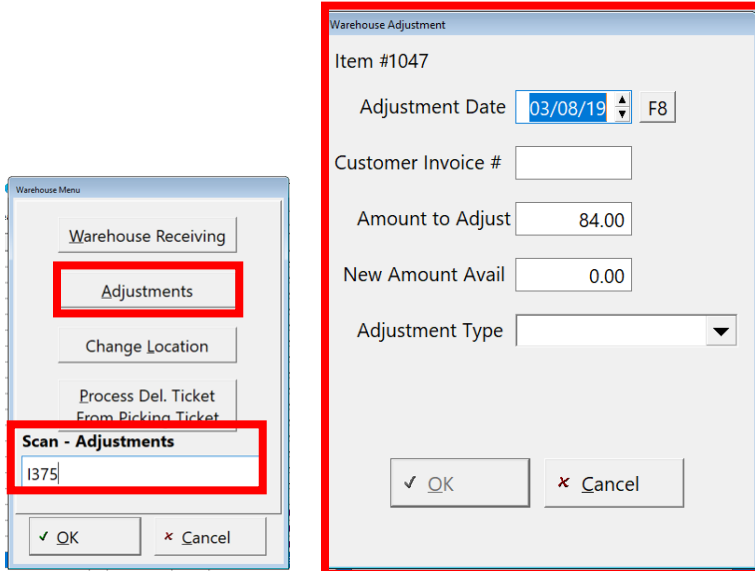
### Exercise:

Scan this barcode to Change Location:



01YF98764

# INVENTORY ADJUSTMENTS



## Warehouse Workstation / Adjustments

Inventory>Utilities>Warehouse Workstation

Scan the item sys ref # barcode or roll tag barcode. The Adjustment screen displays. Complete the appropriate fields.

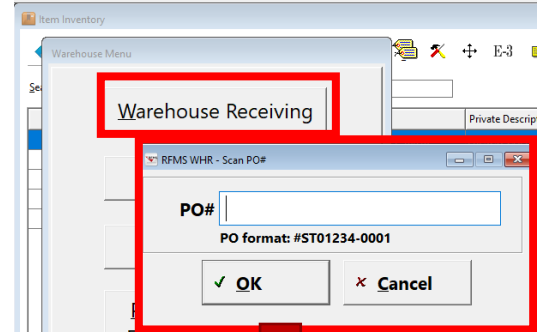
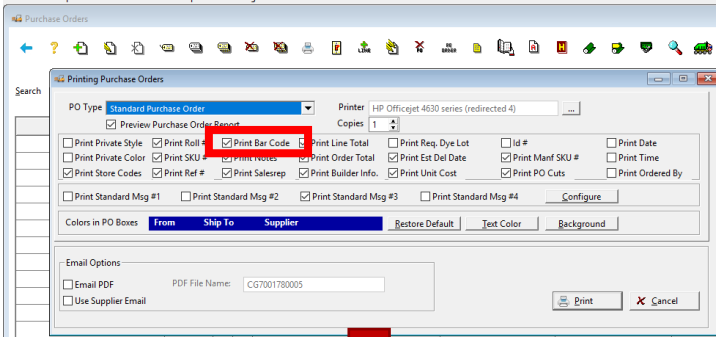
### Exercise:

Scan this barcode to make an Inventory Adjustment:



(I42)

# WAREHOUSE RECEIVING




**PURCHASE ORDER**

PO NUMBER CG700178      ACCOUNT NUMBER 32985      Page: 1

<b>From</b> OWNER'S CONFERENCE 2017 3073 PAUSADES CT TUSCALOOSA, AL 35405 Tel: 205 553 5257	<b>Builder</b> Builder Information Not Available
<b>Ship To</b> OWNER'S CONFERENCE 2017 3073 PAUSADES CT TUSCALOOSA, AL 35405 Tel: 205 553 5257	<b>Supplier</b> DAL TILE CORPORATION 9892 TELLUS ST. THONVILLE, PA 383107 Tel: 328-804-4855 Con: KERRI

Order Date	Product Code	Item Number	Style / Item Color / Description	Roll/Cut	Amount Ordered	Units	Quoted Unit Price	Promise Date
11/21/17	05	38	CONTINENTAL SLATE BULLNOSE 3X12 PLAIN MOROCCAN BROWN PLAIN		2,452.0000	PC	\$3.0000	12/02/17

PO #: CG700178-0005      Desc: CS55P      Est Del Date: 12/01/17

Taken By: SUPPLIER      Salesrep: RJ PETERSEN      Comments: 

SideMark: WE BUILD IT FOR YOU      SKU #:      Manf SKU #:

Item Size: 0.25X1

WHR - Rec from BOL

Name: CONTINENTAL SLATE BULLNOSI  
Desc: MOROCCAN BROWN PLAIN  
Item #: 38  
Run Lot:   
BOL #:  F8  
Rcvd: 03/08/19      F8      Box/Carton  
Bin Loc:       2,452.00  
Qty: 2,452.0000      Units: PC

Generate Item Tag      2,452

OK      Cancel

## Warehouse Workstation / Receiving

Inventory>Utilities>Warehouse Workstation

Inventory>File>Special Receiving>Warehouse Receiving

If you print bar codes on Purchase Orders, this feature is available to speed up the receiving. It is designed for you to have the ability to quickly scan a bar code on a printed Purchase Order to find the appropriate record. From this screen enter the PO number or use a barcode scanner to scan the barcode printed on the purchase order. Once the PO information is entered, a receiving screen will appear. Carefully check the PO information before clicking OK to finalize receiving the goods.

## Exercise:

Scan these Purchase Order barcodes to do Warehouse Receiving:



# PROCESS DELIVERY TICKET FROM PICKING TICKET

Page 1  
03/08/19  
10:30AM

**Picking Ticket**  
OWNER'S CONFERENCE 2017

Invoice: C0700014  
Pick Date: 03/08/19  
02/22/22


<b>Sold To</b> DELO CONSTRUCTION/REALTY 100 TCP VALLE ATLANTA, GA 30351	<b>Ship To</b> DELO CONSTRUCTION/REALTY 1001 ACADEMY LANE BESSEMER, AL 35022
--	---

Customer Purchase Order: SCHEDULE PRO      Telo #1 : 754995682  
Sales Representative: ERUCE BLOOMER

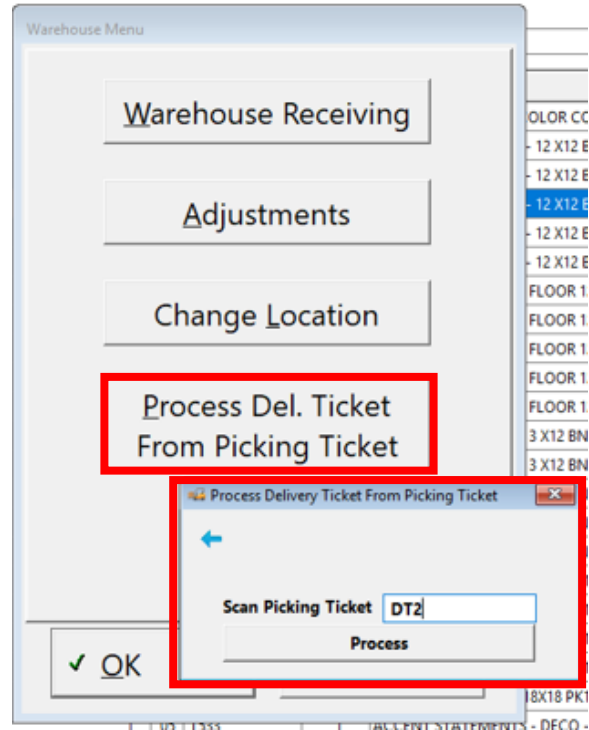
Paid In Full: No

Prod Code	Publication	Unit	Beginning Amount	Ending Amount	Order	Status	Location	Store	Qty
*Lin 04	MSC66	579	575	40	SF	CUT	C-0		1

Material: PARSON OAK 5 - SOLID WOOD - 5/COUNTRY  
Width: Length:      SRV: 349

Barcode:  DT2

Picking Ticket Instructions: \_\_\_\_\_



## Process Delivery Tickets from Picking Tickets (ERRM)

*Inventory > File > Process Delivery Tickets from Picking Tickets*

*Inventory > Utilities > Warehouse Workstation Only > Process Del. Ticket from Picking Ticket*

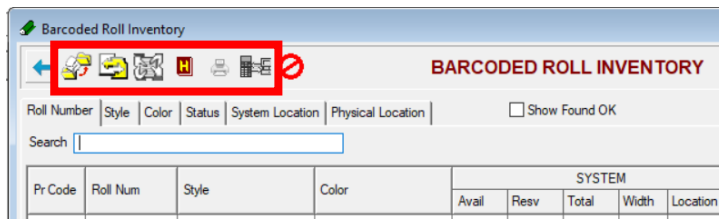
Scan the Delivery Ticket barcode on the bottom left of the Picking ticket. Note: The status of the line or lines needs to be in Cut Status to print the barcode on the Picking Ticket.

## Exercise:

Scan the Picking Ticket barcode below to Process Delivery Ticket from Picking Ticket:



# BARCODED INVENTORY – ROLLS

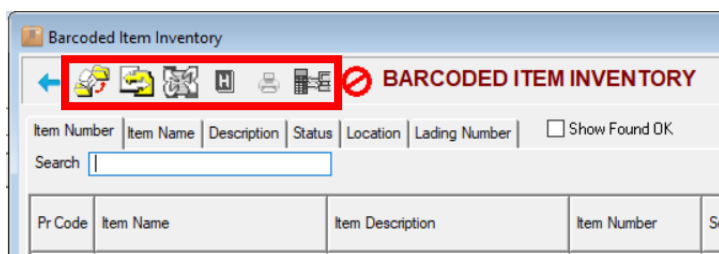


## Tricoder Prog #1 Roll Inventory

*Inventory>File>Barcoded  
Inventory>Barcoded Rolls*

Scan Roll Inventory tags with Tricoder. Upload data file. Prepare Roll Inventory. Review Differences & Status. Make adjustments as needed. Print Reports. Reconcile.

# BARCODED INVENTORY – ITEMS

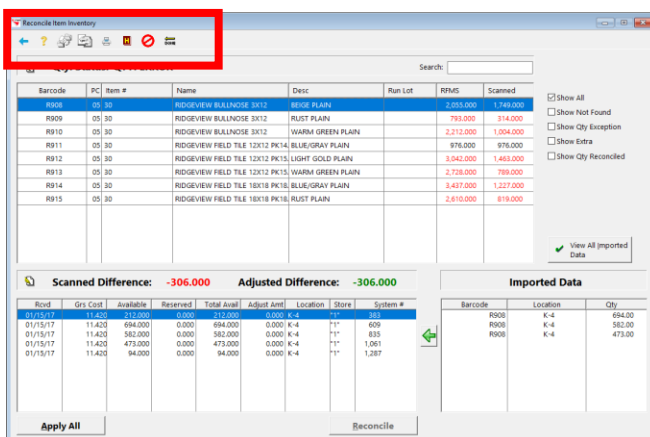


## Tricoder Prog #2 Items

*Inventory>File>Barcoded  
Inventory>Barcoded Items*

Scan Item Inventory tags with Tricoder. Upload data file. Prepare Item Inventory. Review Differences & Status. Make adjustments as needed. Print Reports. Reconcile.

# BARCODED INVENTORY - RFMS ITEMS



## Tricoder Prog #3 RFMS Item

*Inventory>File>Barcoded  
Inventory>RFMS Barcoded Items*

Scan Item Inventory RFMS R-Code tags with Tricoder. Upload data file. Prepare Item Inventory. Review Differences & Status. Make adjustments as needed. Reconcile Locations. Print Reports. Reconcile.

## Exercises

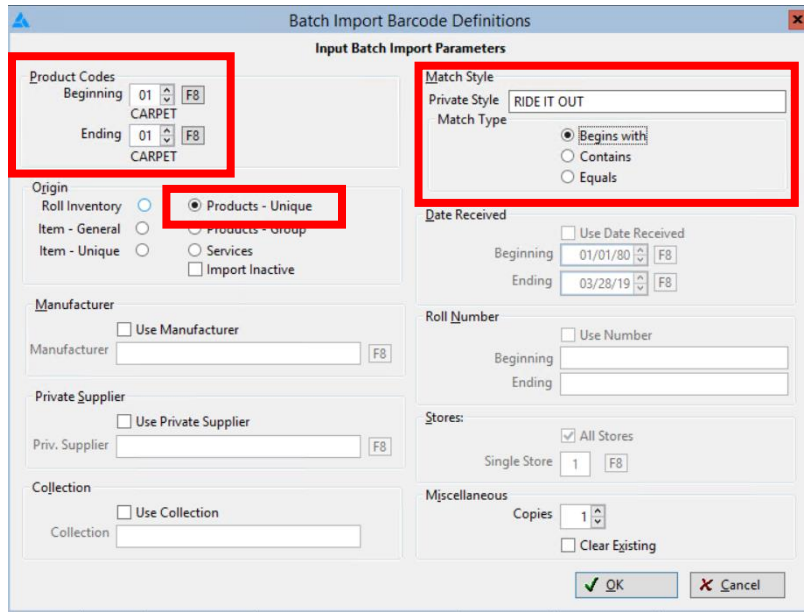
Upload Barcoded Roll Inventory Scan file and perform the reconciliation.

Upload Barcoded Item Inventory Scan file and perform the reconciliation.

Upload RFMS RCode Scan file and perform the reconciliation

# ORDER ENTRY MODULE BARCODES

## IMPORT BARCODES FOR PRINTING



### Import Barcodes to print

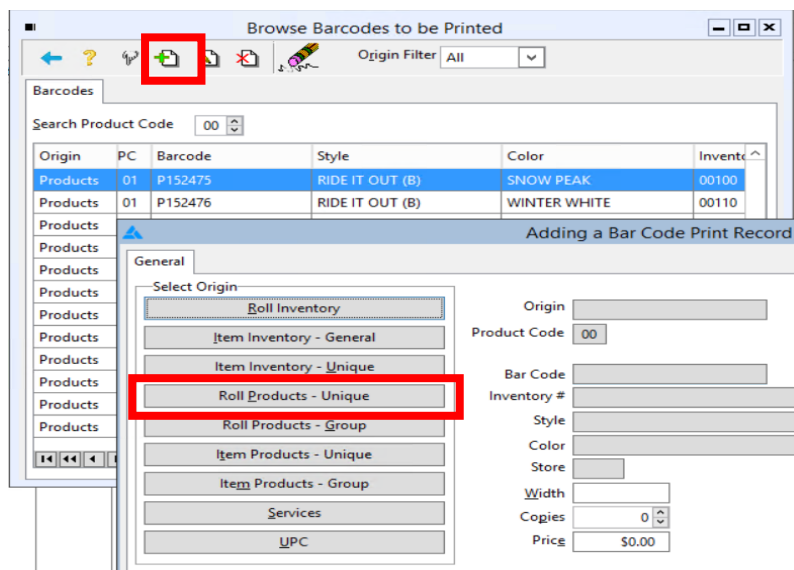
*File>Bar Codes>Import BarCodes.*

Bar code labels may be imported for printing for all product codes, a range of product codes or a single code.

### Exercise:

Import "Ride It Out" carpet from Products for barcode printing.

## BROWSE BARCODES TO BE PRINTED



### Add a Barcode Manually

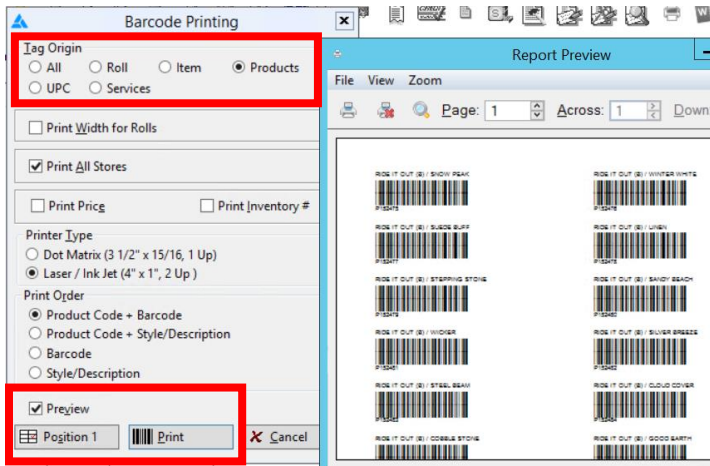
*File>Bar Codes>Browse Print File*

Instead of importing you may also add or change them manually.

### Exercise:

Manually import "Close Call" carpet from Products for barcode printing.

# BARCODE PRINTING



## Print Barcodes

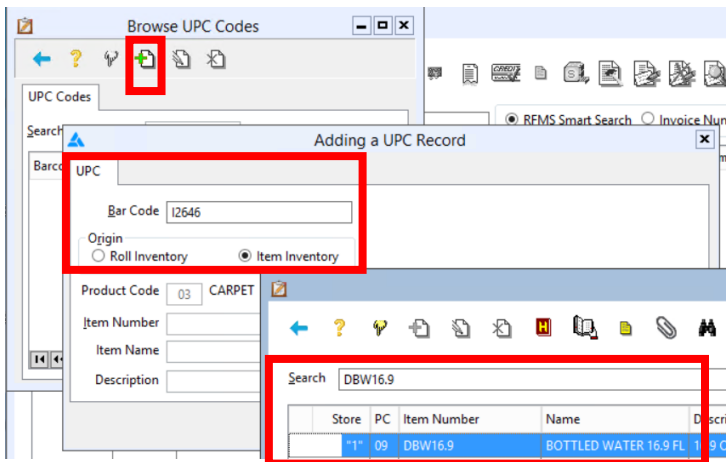
*Order Entry > Reports > Bar codes*

Use this feature to print barcode labels from Order Entry.

### Exercise:

Generate a print preview of the barcode print file.

# BROWSE / ADD / EDIT UPC CODE MAPPING



## Scan in Inventory That Have Pre-Printed UPC Codes

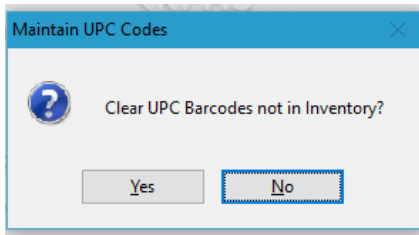
*Order Entry > File > Bar Codes > Browse UPC Codes*

Many items come with a preprinted UPC code. Instead of creating your own bar code numbers, you can use the preprinted code already visible on the item, and not print new labels. You must "teach" the Order Entry system what the UPC codes mean. Using this feature enables scanning a UPC during Order Entry, and the system will recognize the code and provide the appropriate inventory information.

### Exercise:

Scan the UPC barcode on your water bottle and map it to the Item Inventory for water bottles.

# MAINTENANCE TOOL

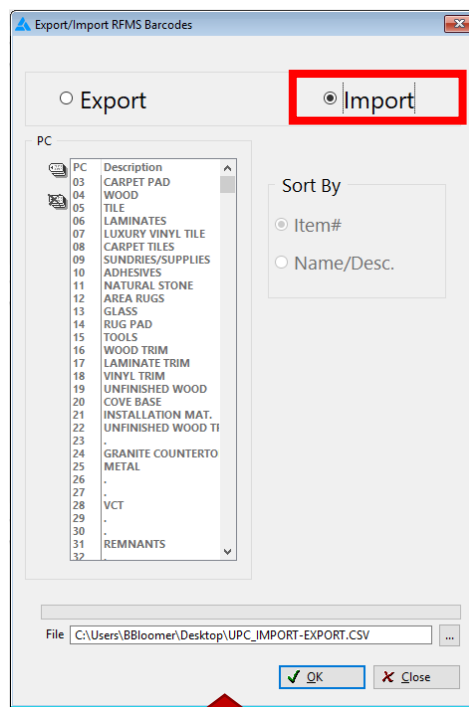
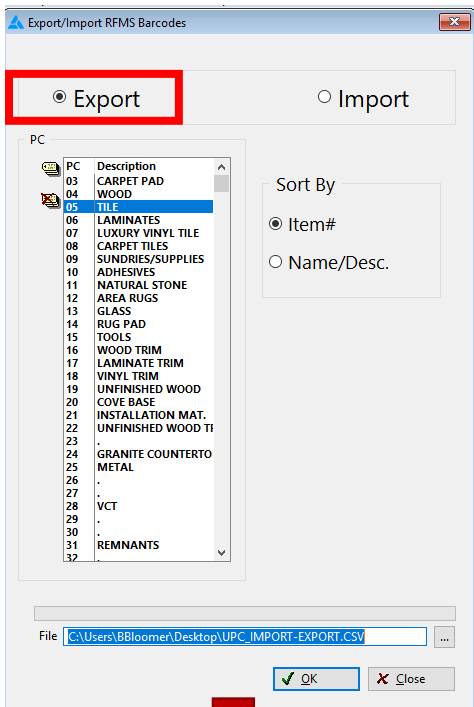


## Clearing the UPC File

*Order Entry>File>Bar Codes>Maintenance*

This maintenance function that allows removing all records in the UPC file that no longer have inventory associated with them. This function should be performed periodically to clean out any unnecessary records from the file.

# IMPORT/EXPORT UPC BARCODES



## Mapping UPC Codes to RFMS RCode

*Order Entry>File>Bar Codes>Import/Export RFMS Barcodes*

Use this feature to relate UPC codes printed on the item to the RFMS R Barcode in Item Inventory.

Export csv, add UPC codes, re-save file, then Import.

	A	B	C	D	E	F	G
1	RFMSBarcode DO NOT CHANGE	UPC	RFMSBarcode DO NOT CHANGE	Item_Num DO NOT CHANGE	Name DO NOT CHANGE	Description DO NOT CHANGE	RunLot DO NOT CHANGE
2	127	"UPC CODE HERE"	5	1003	ACACIA VALLEY FIELD TILE 6X36 UNPOLISHED	ARK UNPOLISHED	
3	127	"UPC CODE HERE"	5	1003	ACACIA VALLEY FIELD TILE 6X36 UNPOLISHED	ARK UNPOLISHED	
4	127	"UPC CODE HERE"	5	1003	ACACIA VALLEY FIELD TILE 6X36 UNPOLISHED	ARK UNPOLISHED	
5	127	"UPC CODE HERE"	5	1003	ACACIA VALLEY FIELD TILE 6X36 UNPOLISHED	ARK UNPOLISHED	
6	127	"UPC CODE HERE"	5	1003	ACACIA VALLEY FIELD TILE 6X36 UNPOLISHED	ARK UNPOLISHED	
7	127	"UPC CODE HERE"	5	1003	ACACIA VALLEY FIELD TILE 6X36 UNPOLISHED	ARK UNPOLISHED	
8	127	"UPC CODE HERE"	5	1003	ACACIA VALLEY FIELD TILE 6X36 UNPOLISHED	ARK UNPOLISHED	
9	127	"UPC CODE HERE"	5	1003	ACACIA VALLEY FIELD TILE 6X36 UNPOLISHED	ARK UNPOLISHED	
10	127	"UPC CODE HERE"	5	1003	ACACIA VALLEY FIELD TILE 6X36 UNPOLISHED	ARK UNPOLISHED	
11	89	"UPC CODE HERE"	5	1047	AFFINITY BULLNOSE CORNER WALL 3X3 GLAZED	CREAM GLAZED	
12	132	"UPC CODE HERE"	5	1047	AFFINITY FIELD TILE FLOOR 12X12 GLAZED	BEIGE GLAZED	

# ORDER LINE BARCODED INVENTORY LOOKUP

WOOD  
  
**WEK24**  
 MANUFACTURER: MHK WOOD  
 SUPPLIER: MOHAWK CARPET CORP  
 NAME: CARRINGTON OAK 1/2 -  
 DESCRIPTION: TRUFFLED OAK  
 RUN LOT:  
 ID #:  
 PO #:  
 LOCATION: J16  
 SKU #:  
 ITEM SEQ #: 1  
 DATE RCVD: 01/01/17  
 SIDEMARK: STOCK

  
**ZZ710186**  
 PRIV SUPP: SHAW INDUSTRIES INC  
 STYLE: ACHIEVEMENT  
 COLOR: SUCCESS  
 DYE LOT: 111  
 SIDEMARK:  
  
 12.00 3123044692  
 INVOICE #: 20180131  
 PO #: #ST000540001  
 LOCATION: C27  
 STYLE #: 800G8  
 FIBER:  
 COLOR #: 47209  
 BEG. LENGTH: 150' 0"  
 DATE RCVD: 01/31/18

**Original Order**

Order # CG700001 F8 Store 1 F8 Order Date

Adding Customer Order Line - Invoice CG700001

Line Number 0011

**Product Code** 31 CARPET

Style

Color

Id #

Unit SF Unreferenced

Width 0.00

Order Line Assignment

- Roll Inventory - [Ctrl-R]
- Item Inventory - [Ctrl-I]
- Roll Products - [Ctrl-P]
- Item Products - [Ctrl-D]
- Services - [Ctrl-S]
- Unreferenced - [Ctrl-U]

*(F8) has been replaced by selecting source from buttons on the right.*

**Insert Line in Order Entry**

Scan inventory tag barcode at the Product Code field when inserting a line in Quotes or Orders to do an instant inventory lookup for items and rolls.


**Exercise:**

Scan this item inventory barcode to add material to a customer order:

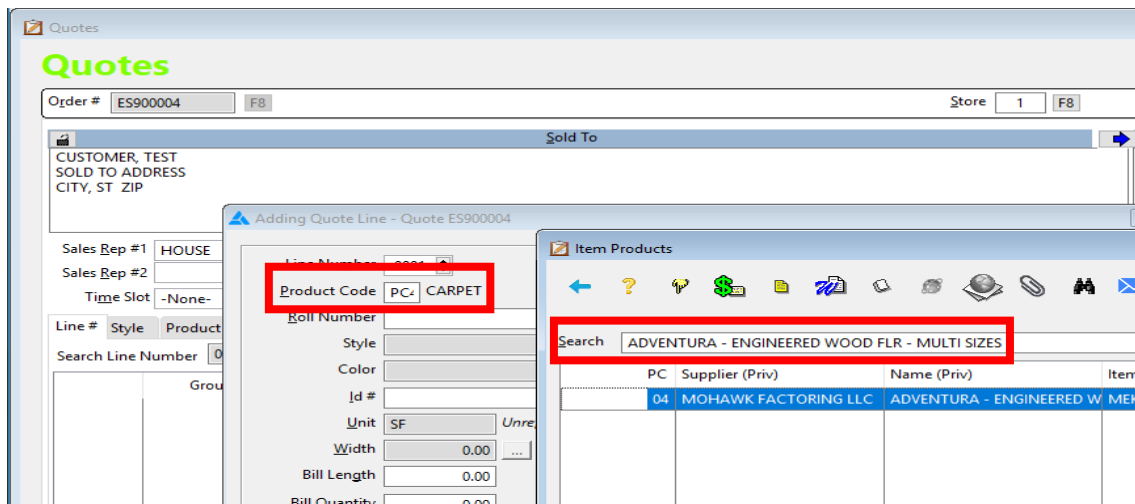
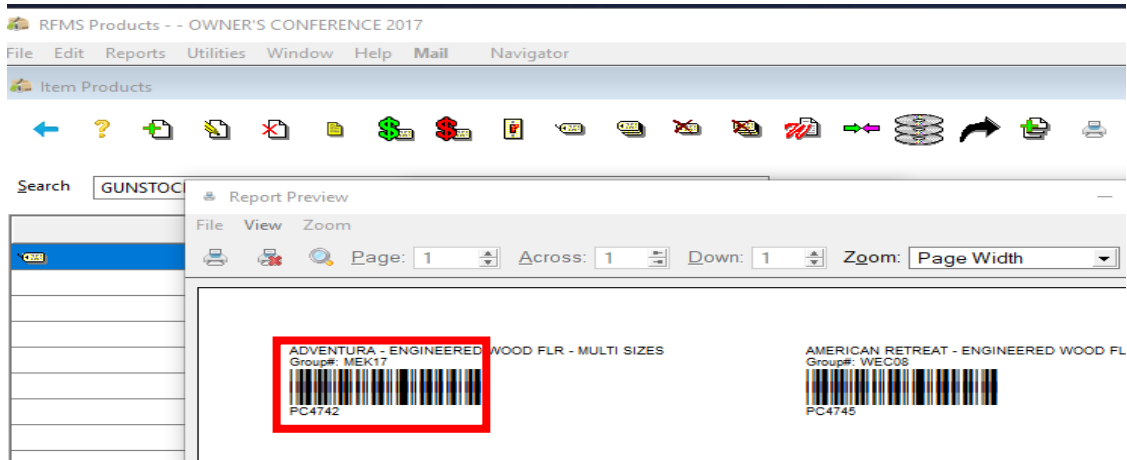
**GHO2**  
  
 (I25)  
 GRANITE HILLS OAK -  
 SHALE OAK

**Exercise:**

Scan this roll tag barcode to add material to a customer order:

  
 01YF98763

# ORDER LINE BARCODED PRODUCT LOOKUP



## Insert Line in Order Entry

Scan product tag barcode at the PC field when inserting a line in Quotes or Orders to do an instant product lookup.

## Exercise:

Scan this item barcode to add material to a customer order:

BRANDYMILL - ENGINEERED WOO  
Group#: WEC52



P76484

## Exercise:

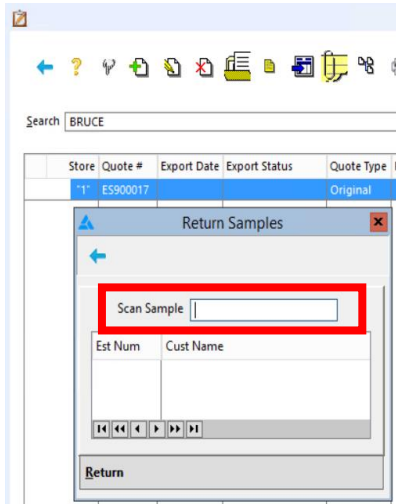
Scan this roll barcode to add material to a customer order:

RIDE IT OUT (B) || WINTER WHITE



P64576

# BARCODED SAMPLE RETURN



## Returning Samples with a Scanner

*Order Entry > Quotes > Sample Return Button*

Use Barcodes on samples to facilitate easy return of samples.

### Exercise:

Scan these barcodes to return the samples:

RIDE IT OUT (B) || CANOE

AMAZING || AWESOME

BROCCATO || BAMBOO



P64587

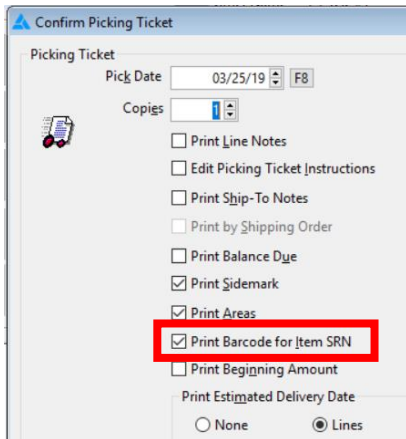


P4641



P3729

# PICK TICKET - PRINT BARCODE FOR SRN



Page 1  
03/28/19  
9:17AM

## Picking Ticket

OWNER'S CONFERENCE 2019

Invoice:  
CG900028

Pick Date:  
03/28/19

Sold To  
BLOOMER, BRUCE  
3073 PALISADES CT  
TUSCALOOSA, AL 35405

Ship To

Customer Purchase Order:  
Sales Representative: BRUCE BLOOMER  
Paid in Full: No

Prod Code	Roll/Item No.	Width	Beginning Amount	Amount Required	Ending Amount	Units	Status	Location	Store	Sign
<b>*Line # 0001</b> GROUT CEMENT SANDED CBP POLYBLEND 25										
21	A006		588.000C	5.0000	583.000C	EA	CUT	M-1	"1"	5.00
Color Number: 380										
Width x Length:										



SRN: 989

## Picking Ticket – Print Barcode for Item SRN

Check this box to print a barcode of the item's system reference number on the picking ticket. The barcode can then be used to instantly look up the original inventory line in the event material is returned.

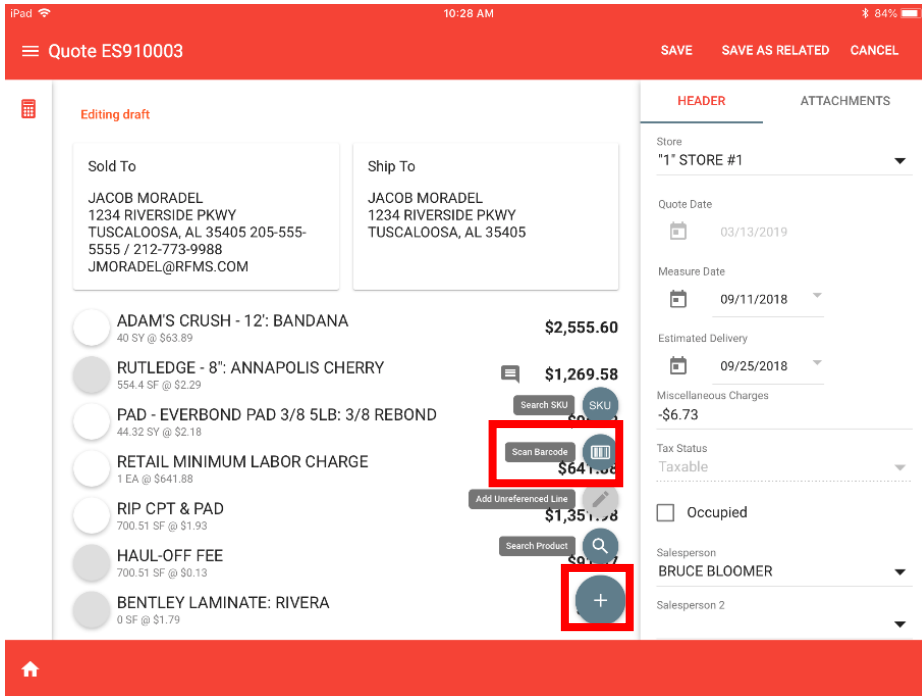
### Exercise:

Open a Customer Order, Insert line, scan Picking Ticket SRN Barcode to look up the material to be returned. Enter negative quantity, then Cut Line:



SRN: 989

# BARCODES IN RFMS MOBILE

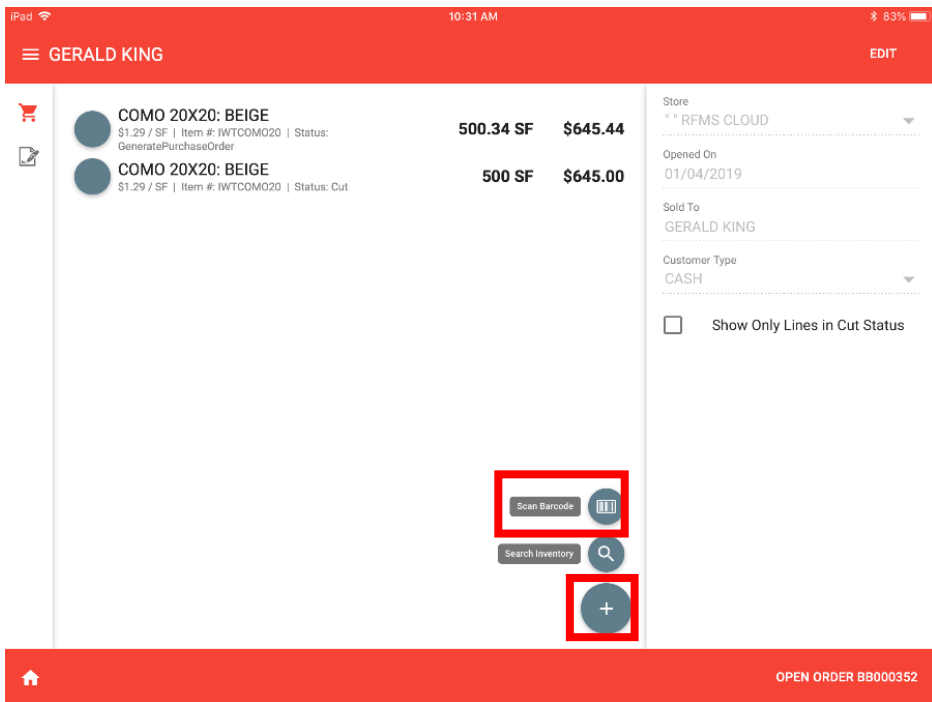


**Adding a Line Item in RFMS Mobile**

Use Barcodes on samples to instantly look up Products when building a Quote or Order.

**Exercise:**

If you have RFMS Mobile, use the Scan Barcode feature next time you build a Quote.



**Adding a Line Item in RFMS Mobile**

Use Barcodes on Inventory to do an instant look up when building a Point of Sale order.

**Exercise:**

If you have RFMS Mobile, use the Scan Barcode feature next time you use Point of Sale.

# BARCODE DEVICES



## 1300G 1USB Scanner

*\$299.00*

1 **ADD TO CART**

SKU: 702-0 Categories: Hardware, Supplies  
The Honeywell Hyperion 1300g Linear Imager Barcode Scanner from System ID Barcode Solutions is ideal for warehouse management, inventory control, and asset tracking. The Hyperion 1300g corded barcode scanner is available with Keyboard Wedge, RS232, and USB interfaces. System ID offers a full line of accessories for the 1300g barcode scanner including cables and stands.

The Honeywell Hyperion 1300g is a rugged scanner. With no moving parts, the Hyperion 1300g tends to last longer than other scanners on the market.

The 1300g delivers superior imaging performance and versatility. Fast and intuitive barcode scanning up to 18 inches, and high density barcodes as small as 3 mil. reading are both enabled in a single device.

### Handheld Barcode Scanner

Use this device for all barcode applications in RFMS except for taking a Physical Inventory.

<https://www.rfms.com/product/scanner/>

## Tricoder

*\$1,550.00*

1 **ADD TO CART**



SKU: 312-0 Categories: Hardware, Supplies  
LT5101H which has the same 1D bar code scanner as the LT5001 with an ergonomic gun handle and trigger, for comfortable one handed scanning. Purchase includes hardware programming for the device to work with the Barcoded Inventory module that is included in RFMS core business management system.

### RFMS Tricoder

Use this device specifically for taking a Physical Inventory.

<https://www.rfms.com/product/tricoder/>

### 3of9 Barcode Font

RFMS uses the 3of9 Barcode font for all barcode applications. The font can be downloaded under your customer portal at RFMS.com and is also available from any RFMS trainer.