

This quick reference guide will show you how to use that existing barcode for a number of purposes. Managing inventory and documenting parts/materials used for work performed is a key strength of the **PubWorks** system.

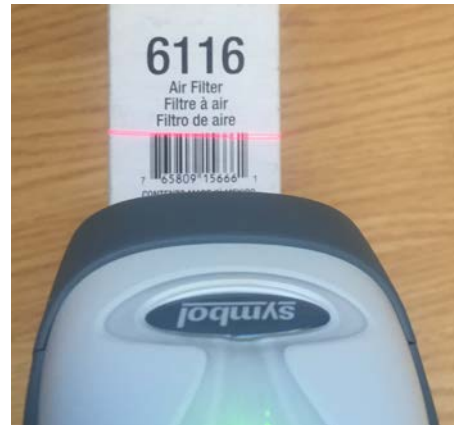
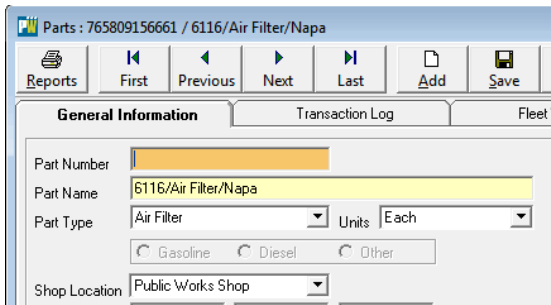
Recommended Bar Code Scanner

We recommend the Motorola LS2208 General Purpose Handheld Laser Bar Code Scanner with USB Host Interface. This model is easy to use, inexpensive, yet durable and takes less than five minutes to install. This model can easily be purchased online.



Adding Barcode information to an existing Part

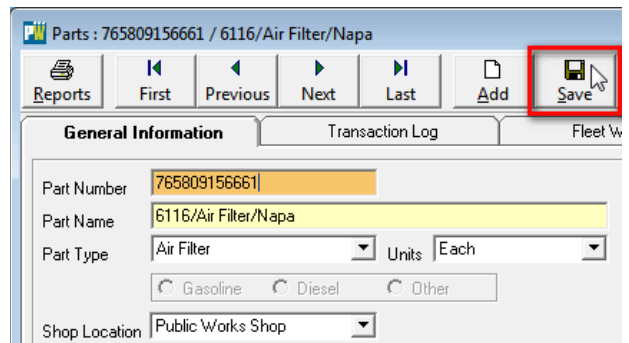
1. Locate the Part/Material of interest.
2. Place the cursor in the field that you wish to store the bar code we recommend the **Part Number** or the **UPC** field. Here, we will add the bar code to the **Part Number** field.
3. Find the Barcode/UPC on the box of the part you wish to update.
4. Point the scanner at the barcode and pull the trigger until you hear a beep. The barcode will be translated into an alpha-numeric code that will appear in the **Part Number** field.



3. Find the Barcode/UPC on the box of the part you wish to update.

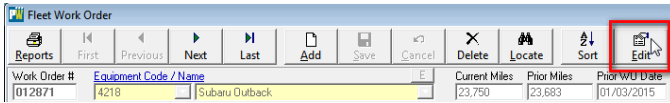


5. Click the **Save** button.

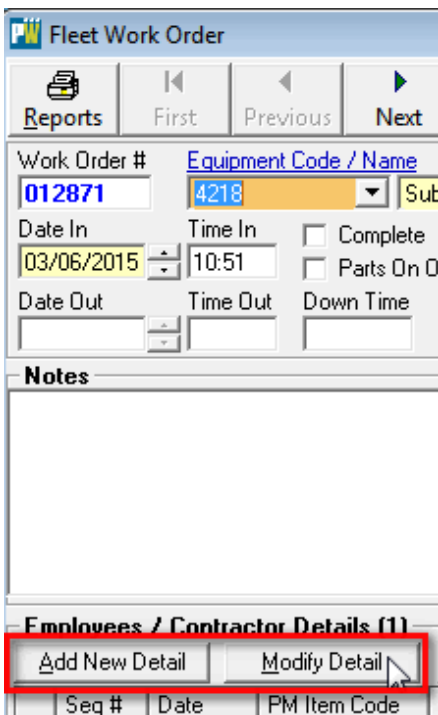


Add a part to a Fleet Work Order with the Barcode Scanner

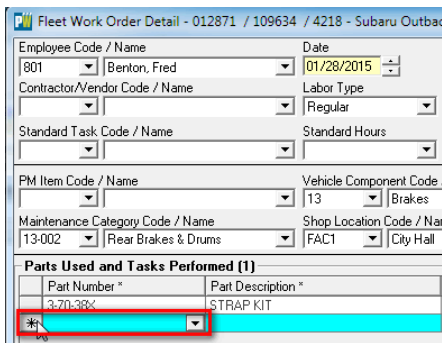
1. Open the Fleet Work Order of interest (existing or new).
Click Edit



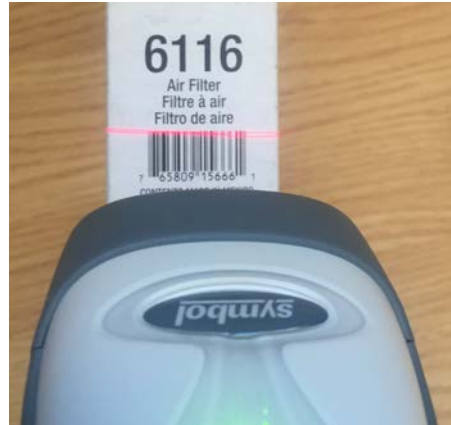
2. Click Modify Detail or Add New Detail



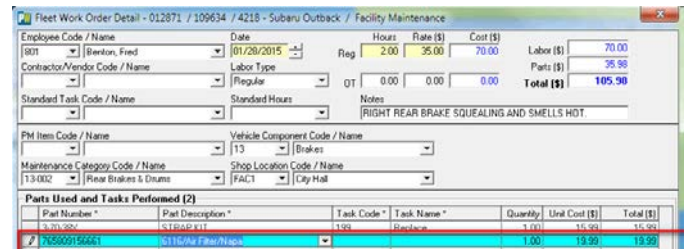
3. Place the cursor in the Part Number cell.



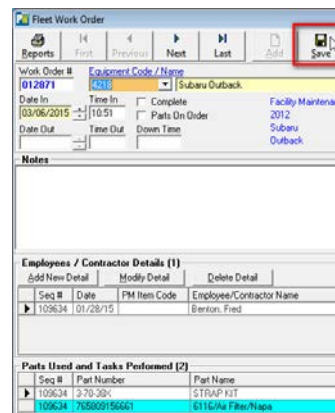
4. Point the scanner at the bar code on the **part/material** and pull the trigger until you hear a beep.



5. Hit the tab key. PubWorks will look up your part based on the scanned barcode and will fill in the found part information. Key in the **Quantity** used.



6. Click the Save button. (Not Pictured)
7. The Part has been added to the Work order.
8. Click Save to finalize the Work Order.



Questions? Comments? Please contact us directly:
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