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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.
- 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.

Parts : 3	76580915660	51 / 6116/Ai	r Filter/Na	ра		
<u>R</u> eports	K First	↓ Previous	► Next	► Last	D <u>A</u> dd	Save 1
Gen	eral Informa	ation	T	ansaction Lo	ig 👔	Fleet \
Part Num Part Nam	0110	/Air Filter/Na	pa			
Part Type	Air Fi	lter			Each	•
Shop Loo		i asoline (c Works Sho	Diesel	0 Othe	er	

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.



5. Click the **Save** button.

1	P	📙 Parts : 765	580915666	i1 / 6116/Ai	r Filter/Nap	Da		
		Apports	I ∢ First	Previous	► Next	► Last	D <u>A</u> dd	Save
	ſ	Genera	l Informa	tion	Tran	saction Log		Fleet W
		Part Numbe Part Name	')9156661 /Air Filter/Na	ра			
		Part Type	Air Fil	ter		🛨 Units 🖪	ach	•
			CG	asoline (🕽 Diesel	C Othe	ſ	
		Shop Locati	ion Public	: Works Sho	P	•		



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

 Open the Fleet Work Order of interest (existing or new). Click <u>E</u>dit

🛄 Fleet V	Vork Order									, y	
Reports	I ¶ First	↓ Previous) Next	►I Last	<u> </u>	<u>S</u> ave	ා <u>C</u> ancel	× Delete	A Locate	ੈ⊉↓ Sort	Edit
Work Orde	r # <u>Equi</u> 421	pment Code 8		aru Outback			E	Current M 23,750	tiles Prior M		or WU Date /03/2015

2. Click Modify Detail or Add New Detail

📲 Fleet V	/ork Orde	r		
3				•
<u>R</u> eports	First	Prev	/ious	Next
Work Orde	r# <u>Eq</u>	uipment	Code	/ Name
012871	42	218		💌 Sub
Date In		ne In		Complete
03/06/20	15 🛨 10	:51		Parts On O
Date Out	Tin	ne Out	Dow	in Time
J	*			
- Notes -				
Employe	es / Con	tractor	Deta	ils (1)
<u>A</u> dd Nev	v Detail	<u>M</u> c	odify D	etail
Seq‡	Date	P	M Item	

3. Place the curser in the Part Number cell.

Fleet Work Order Detail - 01	2871 / 109634	/ 4218 - Subaru Outbac
Employee Code / Name		Date
801 Benton, Fred	-	01/28/2015 🛨
Contractor/Vendor Code / Name		Labor Type
	•	Regular 💌
Standard Task Code / Name	•	Standard Hours
PM Item Code / Name	•	Vehicle Component Code / 13 TRAkes
Maintenance Category Code / Nan		Shop Location Code / Nar
📕 13-002 🔄 Rear Brakes & Dru	ims 🗾	FAC1 City Hall
-Parts Used and Tasks Perfo	rmed (1)	
Part Number *	Part Description	x
3-70-38×	STRAP KIT	
*		
20		

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.

Employee Code / Name		Date				Hours	Rate (\$)	Cost (\$)			
801 Benton, Fr	ed 💌	01/28/2	015 ÷		Reg	2.00	35.00	70.00	Lab	or (\$)	70.00
Contractor/Vendor Code / N	Vame	Labor Ty	pe						Pa	ts (\$)	35.98
<u> </u>		Regular	2	-	OT	0.00	0.00	0.00	Tote	I (\$)	05.98
Standard Task Code / Nam		Standard	Hours		1	lotes					
•				٠	ſ	RIGHT RE	AR BRAKE S	QUEALING	AND SM	ELLS HOT.	
PM Item Code / Name	-	Vehicle C	Componer • 8		/Name	8	-				
Maintenance Category Cod		Shop Lot	and it.								
13:002 Plear Brake		FAC1		ity Hall	ing .	_	•				
Parts Used and Tasks	Performed (2)										
	Part Description	(*).			Task C	ode* Ta	ok Name *	1	Quantity	Unit Cost (\$)	Total [\$]
Part Number *											
Part Number * 3.70.32/ 2 765009156661	STRAPKIT			_	199	Re	olace.		1.00	15.99	35.99

- 6. Click the <u>Save button</u>. (NotPictured)
- 7. The Part has been added to the Work order.
- 8. Click <u>Save to finalize the Work Order</u>.

	9 ports	H Fint I	Previous	Next	►I Last	D Add	Save
Wo	ik Order #	Equipe	nent Code / I	Name			
01	2871	4218			ru Outback.	5	
		Time In 10.51		mplete da On Oe	w .	Facility 2012	Maintenar
	n Dut	Time				Subar	u
-			-			Outba	ck.
No	les						
			tor Details		Delete De	tat 1	
	dd New D)etail	Modify Det	al l	Delete De		
ð	dd New D Seq #)etail	Modify Det	ode E	Delote De mployee/Cor enton, Fred		¢
•	dd New D Seg # 109634	Date Date 01/28/15	Modify Det	al E	mployee/Co		¢
•	dd New E Seg # 109634	Date Date 01/28/15	Modify Det PM Item C	al E ode E B	mployee/Co		ė
•	dd New D Seg II 109634 Its Used Seg II 109634	Detail Dete	Modily Det PM Item C	al	mployee/Cor enton, Fred	ntsactor Nam	ė

Questions? Comments? Please contact us directly: support@PubWorks.com / 888-920-0380 x2