

Chapter 12

Barcode Scanning with GalleryPro

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Keeping Track of Inventory using a Bar code Scanner

Artsystems GalleryPro includes the ability to accept input from a barcode scanner connected to any workstation. Any barcode scanner connected to the workstation either through a USB port (preferred method), serial (RS-232) port, or a keyboard-wedge is acceptable.

A barcode is simply bits of information encoded within a barcode symbol. The barcode can be used to represent a unique **Inventory Number** for each item. A barcode can be printed from an existing *GalleryPro* label report, or created from any program to print onto labels. This label can be printed out and affixed to inventory items. (Unique **Titles** may also use barcodes to represent inventory in *GalleryPro*.)

This barcode can be scanned into *GalleryPro* anywhere an inventory number is requested, automatically finding the Work and selecting the item for a transaction. Scanning inventory number barcodes when attaching items to Transactions (Shipments, etc.) is very fast and is the most effective method of use.

Barcodes may be used for other fields in *GalleryPro*. For example a new 'Bin Number' field is available on the Transaction form, which will accommodate a specific location detail such as Bin Number, Shelf, Box or Room. When location detail is entered into the **Bin Number** field on the Transaction it will adjust each work's **Bin Number** field when the transaction is checked *Shipped*. Click in the Bin Number field on the transaction — scan a barcode that represents a location detail — and **Ship** the transaction. This allows automation not only of major location changes upon shipment, but also a location detail such as Bin Number, Shelf, Box or Room.

Barcodes

Barcodes and GalleryPro

GalleryPro can accept any barcode encoding depending on the barcode scanner's ability to decode that particular type of barcode. Barcode encodings are simply a **font** that interprets text as barcode symbols. Examples of barcode encodings that *GalleryPro* can accept are, but not limited to: Code 39, Code 39 Full ASCII, Code 93, Code 128, Code 128 Full ASCII, UPC/EAN, Codabar, Interleaved 2 of 5, and more. Check your barcode scanner's documentation for its decoding capabilities. The barcode font, which the scanner is using, will need to be installed on the connected workstation and the desired *GalleryPro* label report will need to be modified with that font. (Contact *Artsystems Technical Support* to adjust any report to be used for barcode scanning.) Barcode labels may be created from any program.

Note: Some barcode scanners require the encoded sequence of numbers to begin and end with an asterisk (*), for example *1234567*. If there is an attempt to scan a printed barcode, but the number does not appear in the related fields in *GalleryPro*, it is likely the barcode was printed incorrectly and the scanner requires the asterisk prefix and suffix. Again, consult the barcode scanner's documentation for its requirements.



IMPORTANT: When using the barcode feature, if the Inventory numbering system includes letters, the letters must be written in **UPPER CASE LETTERS ONLY**. Also please note, that the Inventory number must NOT include any blank spaces.

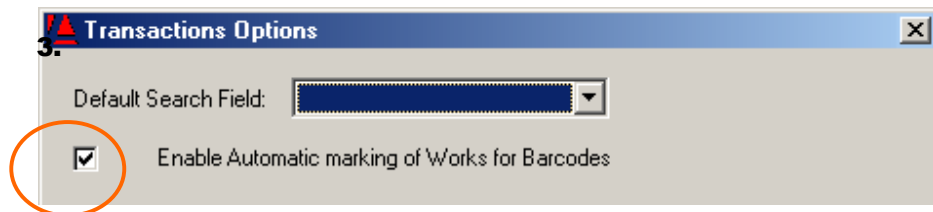
Enable Barcode Option

Enable Barcode Scanning in *GalleryPro*

Once this option is enabled, it will always be on unless manually turned off by the user. It is required that this option is selected on all connected workstations.

1. On the workstation with the attached barcode scanner, launch the **Transaction** module.
2. Select *Tools > Options* from the menu.

Mark the option to **Enable Automatic marking of Works for Barcodes**. Now you are ready to begin scanning work items into any transaction. **Note:** Disable this option by removing the check in *Tools > Options*.



Barcode Label Reports

Create Barcode Labels

Artsystems Technical Support can modify any label report or create a new report to print the barcode label to affix on any inventory item. Here is one example of how the label can appear:



This example uses the **Inventory Number** to create the barcode (A unique name is required for the inventory item code —**Title** may also be used instead of **Inventory Number**). Create a data set in **Works** for all the labels to print. Run the new barcode label report, print the report on the appropriately sized labels (the example above is for Avery 5163), and affix the labels to the inventory items. Barcode labels may also be created in any Word Processor with access to the barcode font.

Scanning Barcodes

Using Barcodes with GalleryPro

1. Launch the **Transaction** module.
2. Select *Record > New* from the menu or select the *New* button on the toolbar. Select the type of transaction desired (see p. 54 for more information on creating Transactions). For this example we will create a *Consignment Transaction*.
3. On the next screen in the *Add Transaction Wizard* indicate to ‘Whom the Works are being Consigned’.
4. The next screen is the Work Selection screen – this is where the Barcode Scanner can scan the inventory codes (affixed to the inventory items) to select the items on the transaction.
5. Run the scanner over the barcode label and *GalleryPro* will insert the text (for that barcode, either Inventory Number or Title) into the search field AND will automatically check the item for inclusion on the transaction. (Remember that the ‘^’ symbol on the chart heading indicates the order of the chart and dictates what field may be searched on this screen. Make

sure the Search box is set to find either Inventory Number or Title — whichever criteria used for the barcode).

The scanned code appears as text in the search field.

Work records are automatically marked when scanned.

This field displays the number of selected items.

| InventoryNumber^ | Artist | Title |
|------------------|-------------------------|----------------------------|
| 00073 | Foster, Layman, 1954-19 | Tailored Life 11/100, 1980 |
| 00074 | Foster, Layman, 1954-19 | Tailored Life 12/100, 1980 |
| 00075 | Foster, Layman, 1954-19 | Tailored Life 13/100, 1980 |
| 00076 | Foster, Layman, 1954-19 | Tailored Life 14/100, 1980 |
| 00077 | Foster, Layman, 1954-19 | Tailored Life 15/100, 1980 |
| 00078 | Foster, Layman, 1954-19 | Tailored Life 16/100, 1980 |
| 00079 | Foster, Layman, 1954-19 | Tailored Life 17/100, 1980 |

- If an item is scanned more than once, the work item will highlight but the number of selected items will not increase.
- To remove an item already marked, you must use the mouse to un-mark the selection.

6. Select *Finish* and the Transaction has been created.



In **Transactions**, it is also possible to type in the Inventory Number to automatically mark the selection with the barcode option enabled. It is also possible to scan barcodes to search for items in **Works** when the barcode option is enabled. Select the **Find** button from the toolbar in **Works** and make sure the criteria for the search is the same as the barcode (**Inventory Number** or **Title**). Scan the barcode and the item will be found in the database!

Bin Number Options

Use Barcodes in other Fields in GalleryPro

Scanned barcodes may be used in any field in *GalleryPro* instead of typing text. For example, use location barcodes on the **Shipment Tab** of the **Transaction** form (see p. 71 for additional information on the Bin # option). First, create a document with all Bin # locations and print this document using the barcode font. Save the document in

a notebook or binder so the locations are ready to scan when needed. Click into the **Set Bin #** field on the Shipment Tab of the Transaction form. Use the barcode scanner to scan the desired location from the location barcode document. Ship the transaction when complete and the Bin # will be adjusted for all work records on this transaction.

The screenshot shows a software interface for a shipment transaction. At the top, there are two dropdown menus for 'Ship From' and 'Ship to', both set to 'Anne Griswold Gallery, 7 East 69th Street, New York, NY 10022'. To the right, there is a 'Shipped?' checkbox and a 'Shipment' field containing the number '7'. Below this is a tabbed interface with 'Works', 'Notes', 'Shipment', and 'Misc.' tabs. The 'Shipment' tab is active. It contains several fields: 'Set Works Inactive upon Shipment?' with an unchecked checkbox; 'Packed: / /' with a 'By:' dropdown; 'Set Bin #' with a text field containing 'Room 3 - Shelf 4'; 'Checked: / /' with a 'By:' dropdown; and 'Shipper:' with a dropdown menu.

