# Tools Section

Barcode Printing

These are basic instructions for Version 7 Polling barcode printing. Users will need to have a PLU/UPC file containing either UPC-A, UPC-E, EAN 13 or EAN 8 numbers, label (barcode) sheets, and a printer installed on the computer that is capable of printing the barcodes. *Note: Users can create their own barcodes by using Code 39, Code 128, MSI Plessey, and Interleaved 2 of 5 options.*

Limitations

All V7 registers support barcode printing, except the Sharp 410/420 1A ROM and that limitation is based upon the register.

Hint: To see more of the bottom grid, the Version 7 Polling screen can be enlarged by clicking and dragging out the screen edge by using the double-ended arrow that appears when the cursor passes over the edges of the screen or by clicking on the **Maximize** button on the upper right corner of the Version 7 Polling screen. See the red box below.
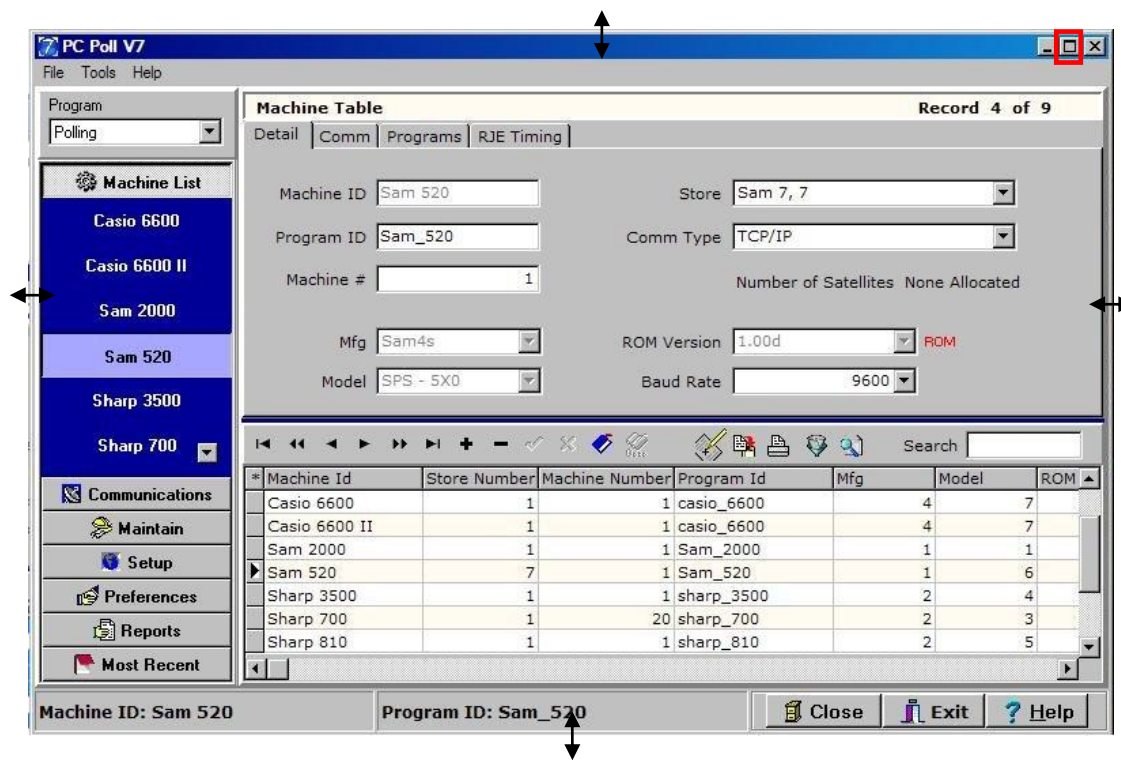
To print barcode labels, pick the machine in the **Machine List** from the left menu.
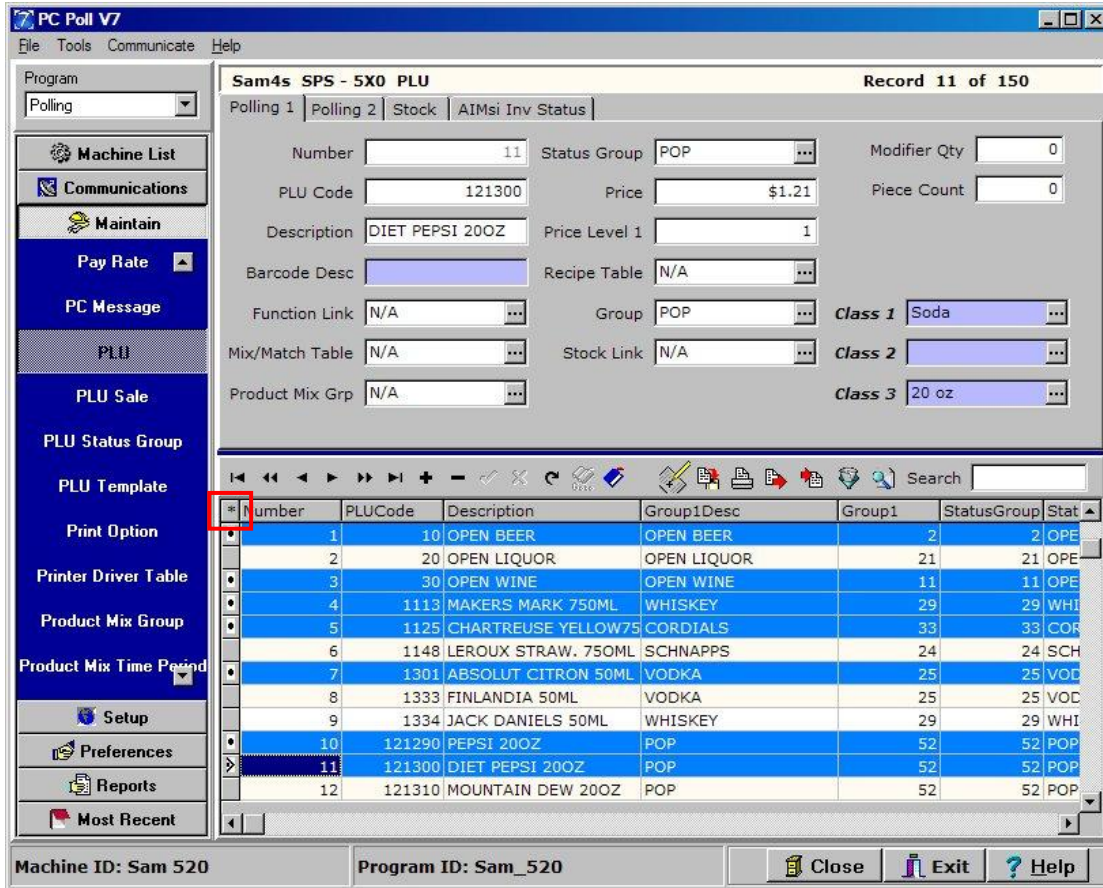
Pick **PLU** or **PLU/UPC** or **Scan PLU** from the left menu under **Maintain**.

Choose the items to print barcode labels for in the lower grid. The **Asterisk** button, which is on the far left of the column header row of the grid, will select all items in the grid. The user can also pick and choose the items to include by holding down the **Control** (**Ctrl**) key on the keyboard and clicking on the items to be included one at a time.

Specific values can be filtered by clicking on the **Filter Records** button on the lower toolbar.
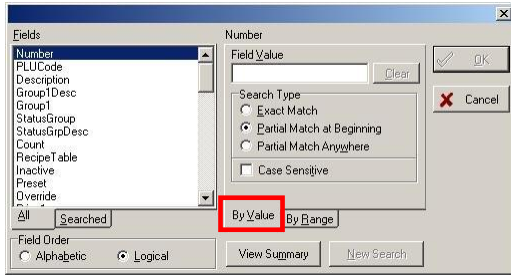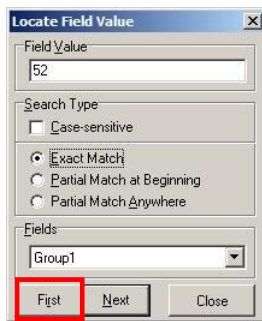
A.
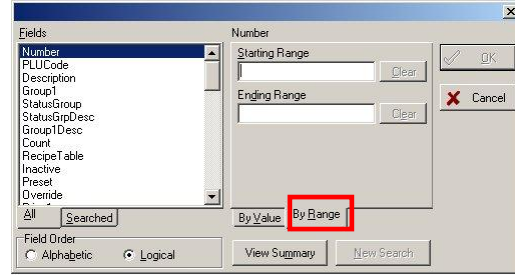
B.

Filtering can be done by using the **By Value** tab as in Figure A or **By Range** tab as in Figure B. Pick the field to search by on the left and enter a **Field Value**. Click **OK**. The search can be enhanced by checking **Case Sensitive**, **Exact Match**, **Partial Match at Beginning**, or **Partial Match Anywhere**.

The **Find record** button can be used to search for items in the lower grid. Click on the **Find** record button.


C.

D.

In Figure C, use the **Fields** drop down menu near the bottom of the screen to pick the field to search by. Enter a value to search by in the **Field Value** box at the top of the screen and click the **First** button as in Figure C to find the first record containing the entered value. The arrow in Figure D on the left of the Number column will point to the first record. Click the **Next** button to find subsequent records. **Case sensitive**, **Exact Match**, **Partial Match at Beginning**, and **Partial Match Anywhere** are other options that can be selected to narrow a search. Click the **Close** button when done.

If a large group of items is wanted but not all the items in the lower grid, click on a cell in the grid of the first item to include and then hold down the **Shift** key on the keyboard while scrolling down to the last item. In this example Numbers 1-17 are picked. Click on a cell of the last item. Only items in blue will transfer to the barcode program. The items in this lower grid can also be filtered using the **Filter** button. See pages 2-3.

To sort by **Date Modified** or **Date Added**, to make picking the barcodes to print faster and to save the user from printing barcode labels they may already have, click on the **Viewable Fields** button on the lower toolbar.

E   F
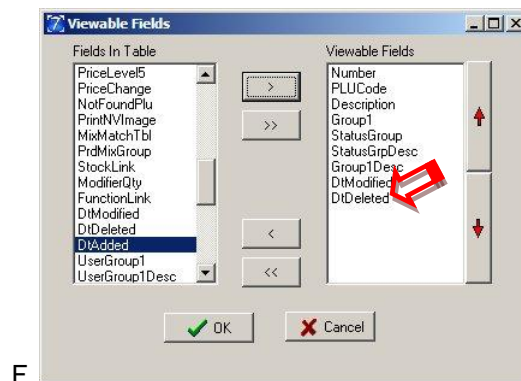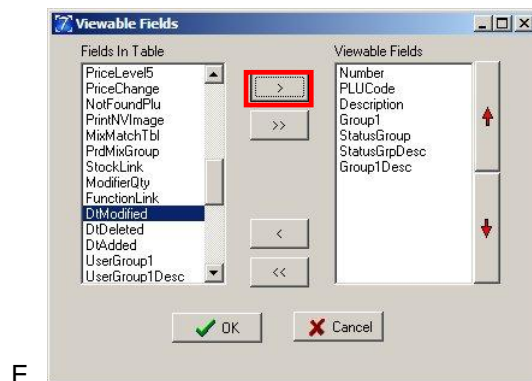
Add the two fields **DtModified** (Date Modified) and **DtAdded** (Date Added) by clicking on them in the left Fields In Table to highlight them. Click the single right facing **Chevron** button (**>**) to add them one at a time to the active Viewable Fields side of the screen. In Figure E above, **DtModified** is highlighted and the **Chevron** button (**>**) is clicked. In Figure F, **DtModified** has moved to the active Viewable Fields. Add **DtAdded** the same way. Click **OK**. This will add both fields to the lower grid.

To see the new fields that are added as the last to columns at the right, expand the screen by clicking on and dragging the screen by the right edge as above or with the **Maximize** button at the top of the screen as in the hint on page 1.

*	Number	PLUCode	Description	Group1Desc	Group1	StatusGroup	StatusGrpDesc	DtModified	DtAdded
	1	10	OPEN BEER	OPEN BEER	2	2	OPEN BEER	1/19/2010 4	9/8/2009 7:1
	2	20	OPEN LIQUOR	OPEN LIQUOR	21	21	OPEN LIQUOR	1/19/2010 4	9/8/2009 7:1
	3	30	OPEN WINE	OPEN WINE	11	11	OPEN WINE	1/19/2010 4	9/8/2009 7:1
	4	1113	MAKERS MARK 750ML	WHISKEY	29	29	WHISKEY	1/19/2010 4	9/8/2009 7:1
	5	1125	CHARTREUSE YELLOW75	CORDIALS	33	33	CORD/LIQUEUR	1/19/2010 4	9/8/2009 7:1
	6	1148	LEROUX STRAW. 75OML	SCHNAPPS	24	24	SCHNAPPS	1/19/2010 4	9/8/2009 7:1
	7	1301	ABSOLUT CITRON 50ML	VODKA	25	25	VODKA	1/19/2010 4	9/8/2009 7:1
	8	1333	FINLANDIA 50ML	VODKA	25	25	VODKA	1/19/2010 4	9/8/2009 7:1
	9	1334	JACK DANIELS 50ML	WHISKEY	29	29	WHISKEY	1/19/2010 4	9/8/2009 7:1
	10	121290	PEPSI 20OZ	POP	52	52	POP	1/19/2010 4	9/8/2009 7:1
	11	121300	DIET PEPSI 20OZ	POP	52	52	POP	1/19/2010 4	9/8/2009 7:1
	12	121310	MOUNTAIN DEW 20OZ	POP	52	52	POP	1/19/2010 4	9/8/2009 7:1
	13	121570	AQUAFINA WATER LTR	BTTL WATER	54	54	BTTL WATER	1/19/2010 4	9/8/2009 7:1
	14	121590	AQUAFINA 20OZ	BTTL WATER	54	54	BTTL WATER	1/19/2010 4	9/8/2009 7:1
	15	121870	DOLE ORANGE JUICE	POP	52	52	POP	1/19/2010 4	9/8/2009 7:1
	16	121930	DOLE APPLE JUICE	POP	52	52	POP	1/19/2010 4	9/8/2009 7:1
	17	122300	PEPSI 2L	POP	52	52	POP	1/19/2010 4	9/8/2009 7:1
	18	122310	DIET PEPSI 2L	POP	52	52	POP	1/19/2010 4	9/8/2009 7:1
	19	122330	MOUNITAIN DEW 2L	POP	52	52	POP	1/19/2010 4	9/8/2009 7:1
	20	122370	SIERRA MIST 2L	POP	52	52	POP	1/19/2010 4	9/8/2009 7:1
	21	122940	PEPSI LTR	POP	52	52	POP	1/19/2010 4	9/8/2009 7:1
	22	122970	MT DEW LTR	POP	52	52	POP	1/19/2010 4	9/8/2009 7:1
	23	123013	CAMEL STRAIGHT	N/T CIGS	57	57	N/T CIGS	11/25/2009	9/8/2009 7:1
	24	123033	CAMEL FILTERS	N/T CIGS	57	57	N/T CIGS	11/25/2009	9/8/2009 7:1

To see the full date and time in the DTModified and DtAdded columns drag the edges of each column header to the right to expand its width.
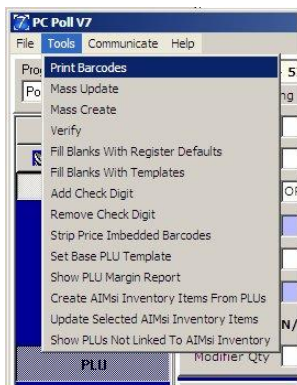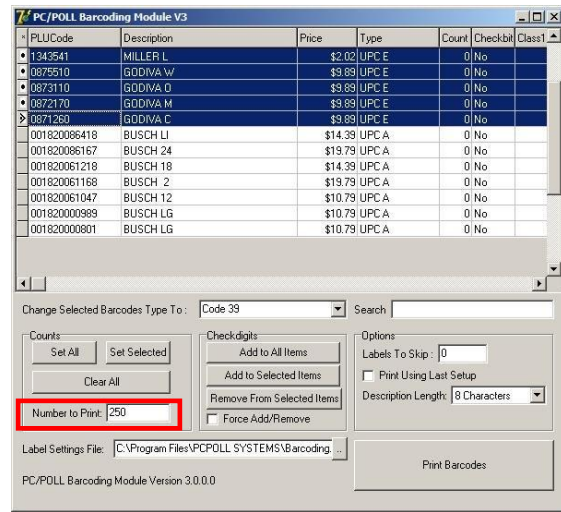

G

H

The full date and time are now visible in Figure G. To reverse the order, top to bottom, of the items by when they were modified or added, click on the column headers as in Figure H.

5

After the desired items are selected, from the **Tools** menu at the top of the Version 7 Polling window, select **Print Barcodes** from the drop down menu.
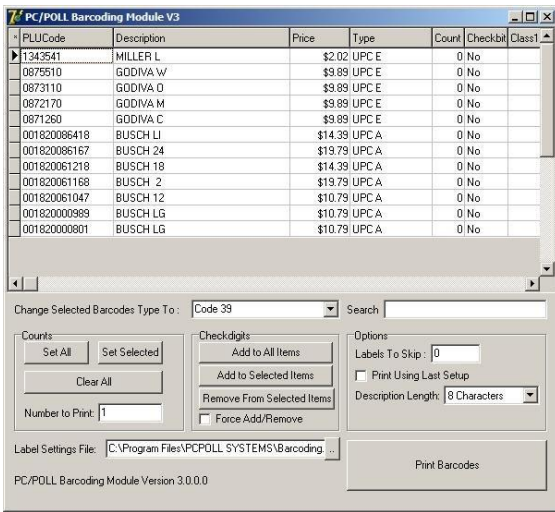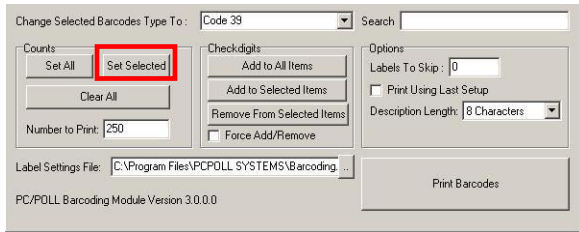

I.

J.

Figure I shows the open Barcode Printing screen. To set the number of labels to print of each item, highlight the items as in Figure J and enter the number of labels to print for each in the **Number to Print** box.


Then click the **Set Selected** button. To select multiple items but not all in the grid, click on a cell of the first item then in the grid while holding down the **Shift** key on the keyboard, click on a cell in the last row to include. This is how the first five items, as shown in Figure J, were picked.
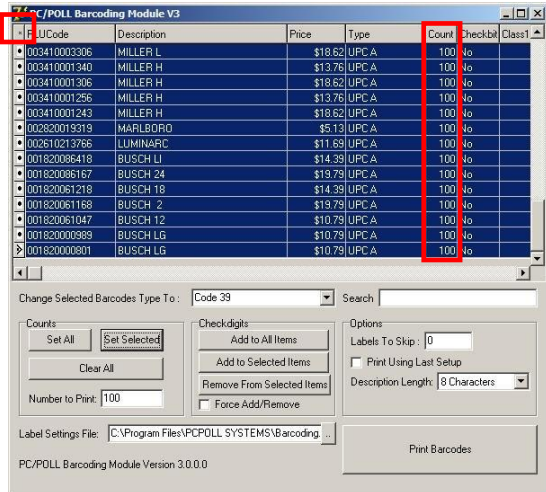
To quickly select all of the items in the grid, click the **Asterisk** on the far left of the column headers. In the example above, the number of labels to print for each item is 100. All items were highlighted with the **Asterisk** then 100 was typed it the **Number** to print box, then the **Set All button** was clicked.
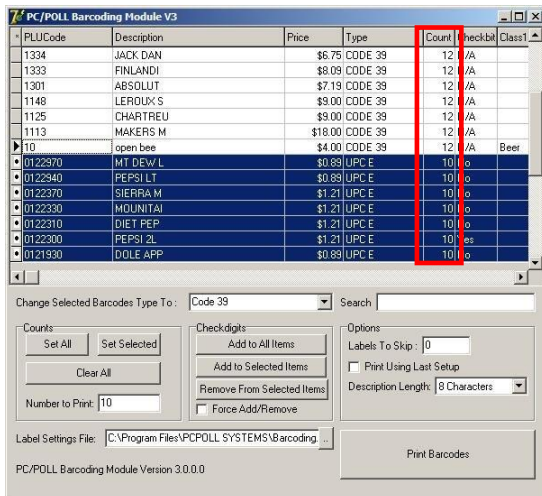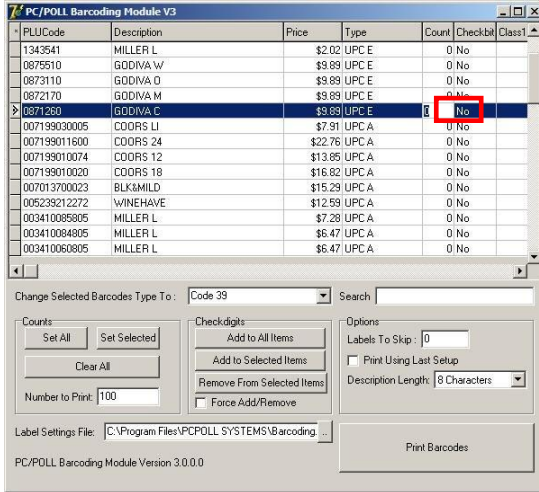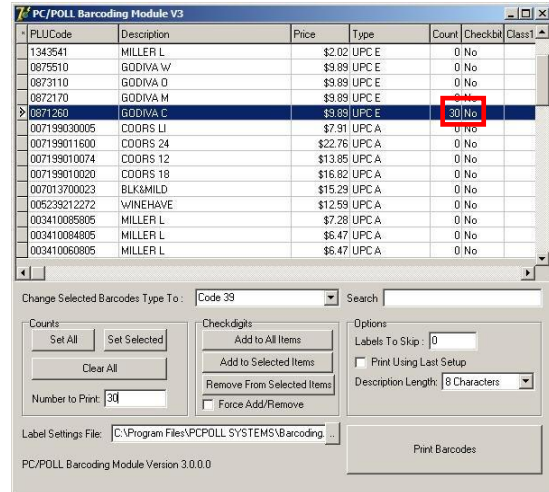

K.
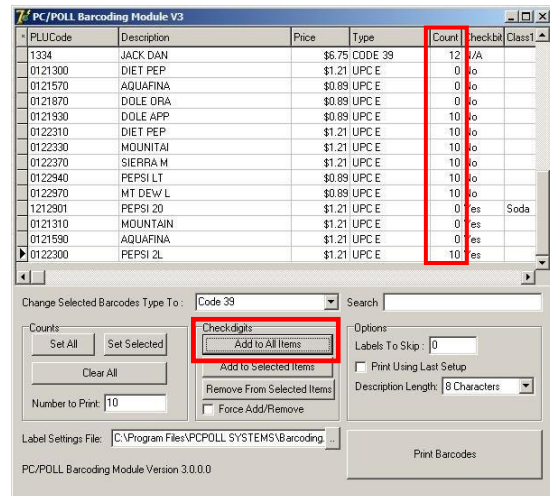
L.

In Figure K, the lower items were set to a count of 10 labels to print by highlighting PLU 012297 through 0121930, the upper items to 12. In Figure L, the **Add to All Items** button was used to add Check digits to all applicable items.
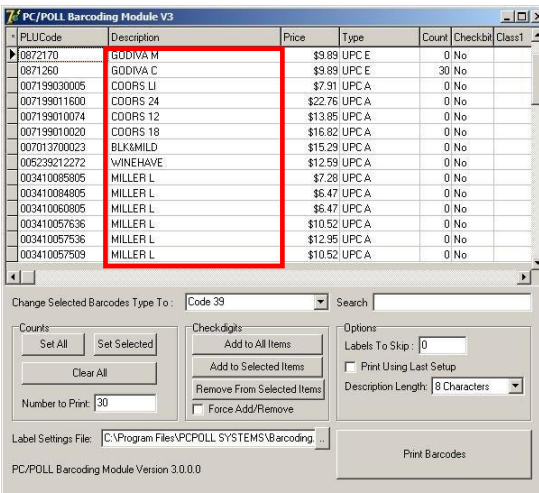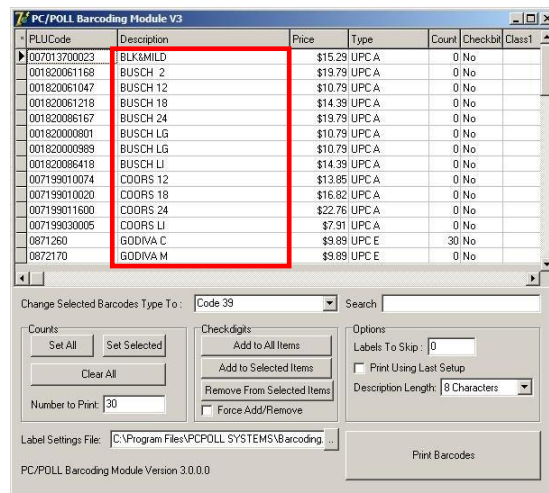
M.

N.

Barcode label counts can also be typed right into one of the Label Count cells by double clicking in the cell to change it. In Figure M, PLU number 0121590 AQUAFINA had a zero label count to print. In Figure N, the Count cell was double clicked and "30" was typed in.


O.

. P.

The barcode printing screen can be sorted by column heading to make searching for barcode labels to print faster. Figure O was sorted by clicking on the **Description** heading. The software sorted the items in the list, in alphabetical order. This screen can be sorted by any column header – **PLUCode**, **Description**, **Price**, **Type**, **Count**, **Checkbit,** or a **Class**.

Click the **Print Barcode** button at the bottom right of the screen when ready. It may take a few seconds for the Label Templates window to open. See the following list of more options on PC/POLL Barcoding Module V3 screen

Barcode Printing Options

PC/POLL Barcoding Module V3 screen
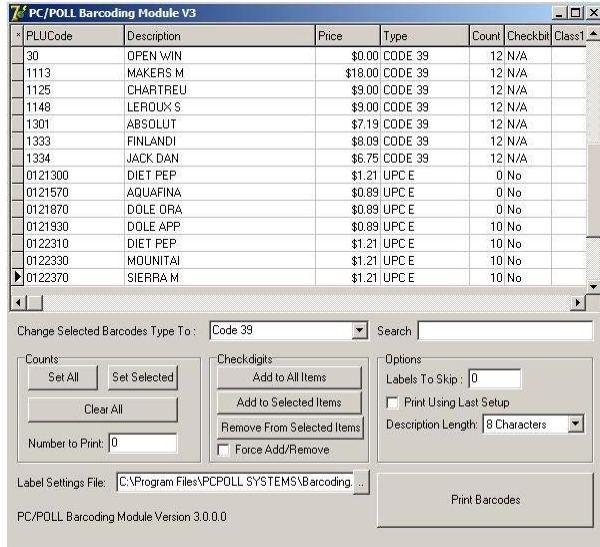
The following options are available for the PC/POLL Barcoding Module V3 screen above.
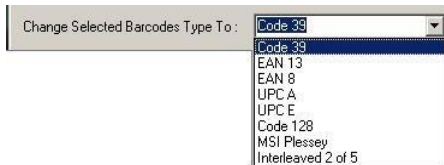
Change Selected Barcode Type To: Sets the barcode type to Code 39, EAN 13, EAN 8, UPC A, or UPC E, Code 128, MSI Plessey, and Interleaved 2 of 5. The software does a "best fit" routine to automatically set the barcode type. The type can be changed, however by this option or by manually editing the grid.
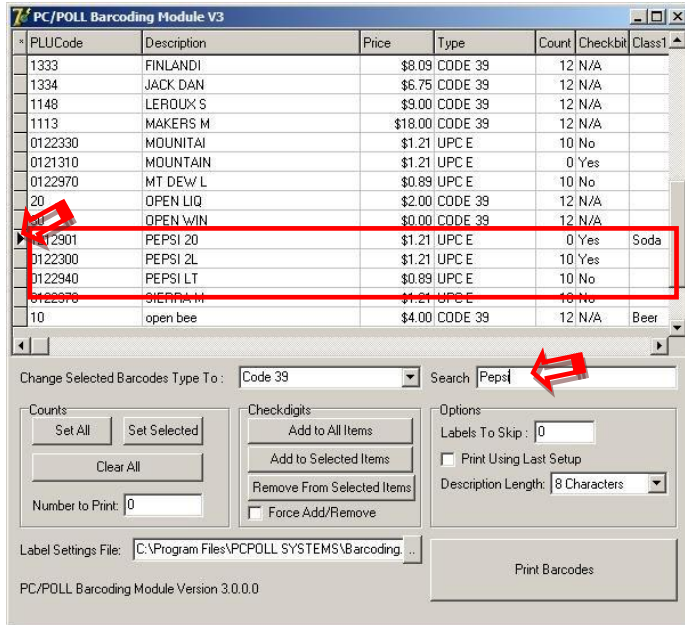
Search: As you enter a value to search by, the software searches for a match. In the example above, when Pepsi is entered in the search box the arrow on the left side of the grid points to the first match. First click on a column, type in text, and click **Enter** on the keyboard.

Counts Section of the Barcoding Module Screen
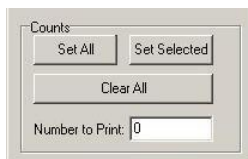
Set All: Sets the UPC numbers in the Count column to the number entered in the **Number to Print** box. If the item is of the type PLU, the count remains 0.

Set Selected: Sets the number of labels to print of the items that are highlighted in the grid to the number in the **Number to Print** box.

Clear All: Resets all numbers in the Count column to zero.

Number to Print: Enter the total number of labels to print for each item here.
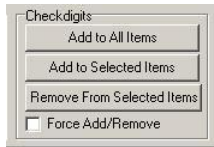
Add to All Items: For some cash register models, the barcode software is configured to add a check digit. If your scanner is programmed differently you may need to use the add/remove options to emulate the programming of your scanner. By highlighting items in the Barcode Printing grid that, for example, have "No" in the Checkbit column, the user can click the **Add to All Items** button to add a check digit to all items. If check digits are not wanted, then all items in the grid marked "Yes" can be highlighted and by clicking the **Remove from Selected Items** button, those items will no longer have a check digit.

Add to Selected Items: Adds a check digit to only those items that are highlighted in the grid.

Remove From Selected Items: Removes the check digit from items that have been highlighted in the grid.
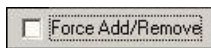
Force Add/Remove: This option forces the software to add or remove the check digit. If the default for an items is to add a check digit (the Checkbit column will have a "Yes" in it), highlighting the item in the grid and checking off the **Force Add/Remove** will over-ride the default and remove the check digit (the Checkbit column will then have a "No" in it for that item).

Options Section of the Barcoding Module Screen
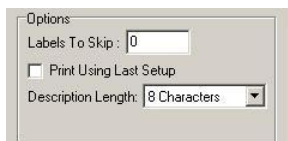
Labels To Skip: This option lets users reuse Avery® style label sheets. The labels start in the upper-left corner and fill in the barcodes one column at a time. If some of the first labels have already been used, count the number to skip and enter it into the software.

Print Using Last Setup: If this is checked, the software will take the attributes of the last time check box you printed and will use those attributes to print the current barcode labels. The Label Templates screen will not appear.

Description Length: Users can choose if they want 8 characters of the description or all characters of the description to print on the label.

Q   R
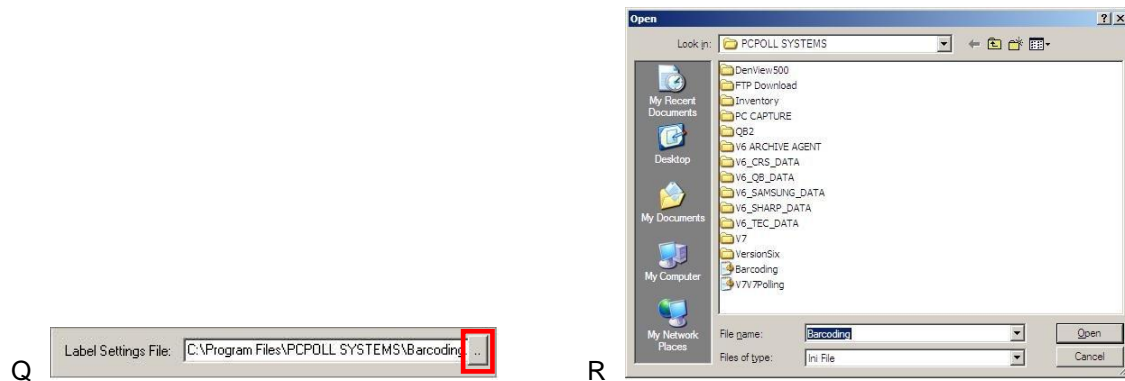
Label Settings File: To print barcode labels using a previously saved template file layout, click on the **Browse** button (with three dots) on the right in Figure Q. The screen in Figure R will open allowing the user to locate a previous barcode template file to use. *Note: Find the template, select it and click **Open**. This will not load any barcodes, just the layout criteria.*


PC/POLL Barcoding Module Version 3.0.0.0

Barcode Module Version: The version of the barcode module is located at the bottom left of the Barcode Printing screen. In the example the version is 3.0.0.0.

Print Barcodes: After setting the options on this screen, clicking the **Print Barcodes** button opens the Label Template screen.

Label Templates screen options

Label Templates Screen
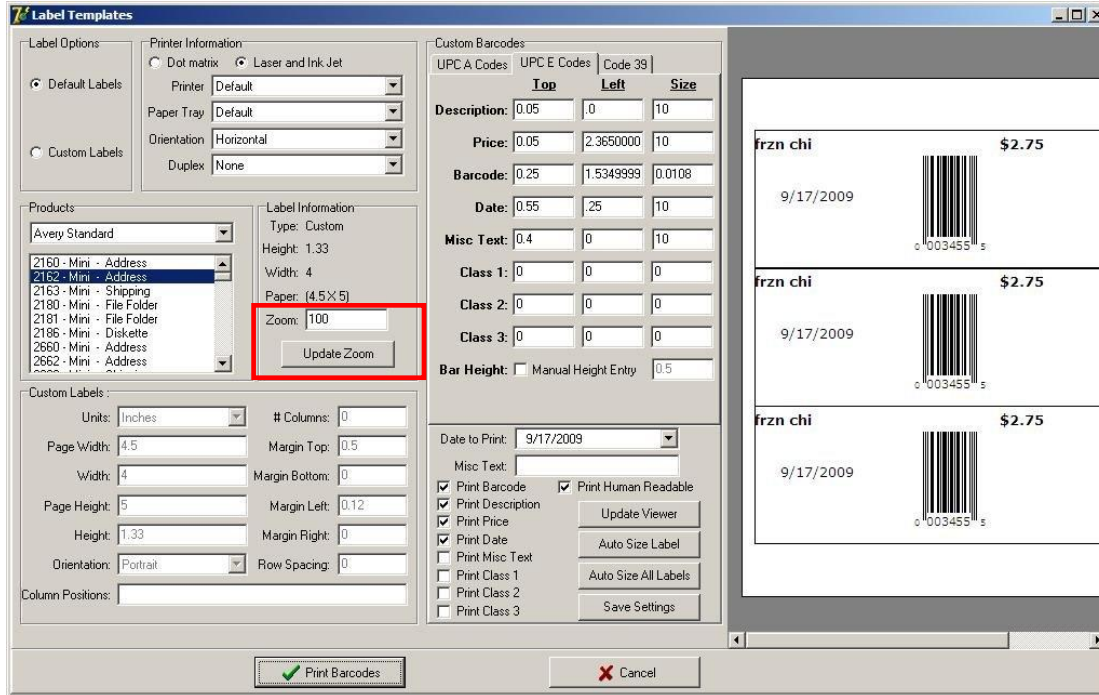
After the **Print Barcodes** button is pressed, the Label Template screen above will open. It may take a second.

Selecting a label size in the Label Templates screen above will show a preview of the label sheet in the preview viewer on the right of the screen.

Changing the zoom value in the **Zoom** box then clicking the **Update Zoom** button will reduce or enlarge the image of the label sheet on the right. The label above was set to a Standard Avery® label size - 2162.
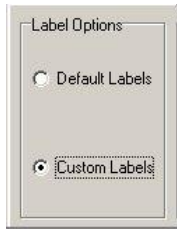
The user has the ability to either select labels that are Avery® brand or make their own custom labels.

Default Labels: The Default Labels option sets the default label settings allowing the user to pick from the Avery® label products in the Products section of the screen. Label sizes are preset for the user.

Custom Labels: The Custom Labels option is only active when the Custom Labels option is selected. This area allows the user to set the attributes of the label.
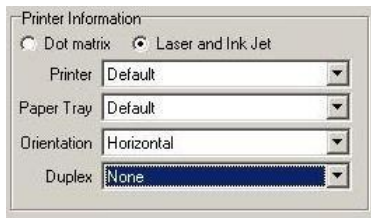
These settings should only be changed if needed. Select the type of printer (Dot matrix or Laser and Ink Jet) for the default Avery® Labels and select what paper tray to print from. *Note: Some printers such as specialty label printers require that they are set as the Windows default printer.*

Dot matrix: Select for Dot Matrix printers.

**Laser and Ink Jet**: Select for Laser or Ink Jet printers.

Printer: Select the printer from the drop down list of installed printers.

Paper Tray: Select the paper tray to print from.

Orientation: Select how the printer will print on the label sheet – either horizontally or vertically.

Duplex menu: If **None** is picked, the labels will not print on both sides of the sheet. The labels can also be printed on both sides if **Horizontal** orientation to print horizontally on the sheet or if **Vertical** is picked to print vertically on both sides of the sheet and if it is supported by the selected printer.
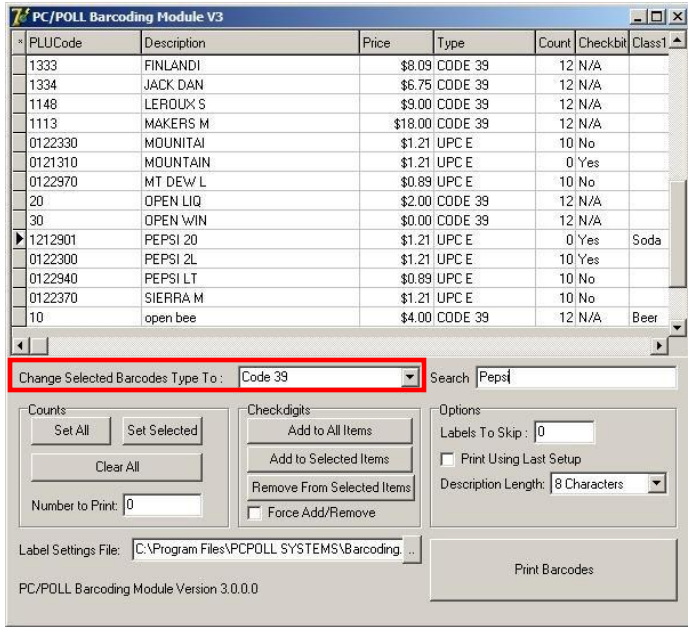
Q   R

Custom Barcodes: This option has different tabs for different types of barcodes. On the Barcode Printing screen in Figure Q (in the red box) is the **Change Selected Barcode Type To** drop down menu. The user can set different values for where the description, price, and barcode are on the label per type. Select the items in the grid in Figure Q, and then go to the **Change Selected Barcode Type To** drop down menu and pick the barcode type to use. After clicking the **Print Barcodes** button, if more than one kind was picked there will be more than one tab on the Label Templates screen as in Figure R.

Products Section of the Label Templates Screen

Products: This area allows the user to select different types of standard Avery® Labels.
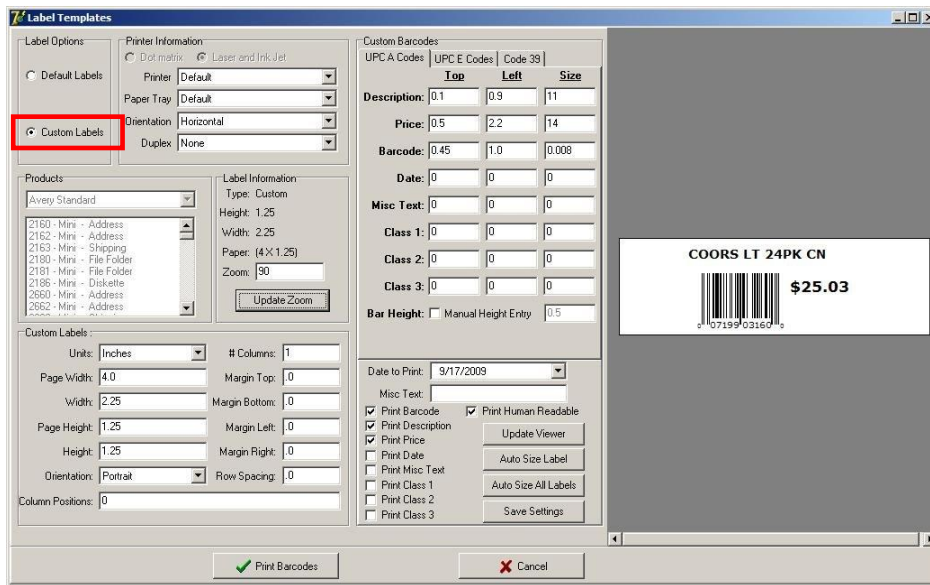
Label Information: Displays the current labels type, height, width, and paper size of the current label.

Zoom: The Zoom option sets the Zoom value (size) for the viewer to the right.

Update Zoom button: This button updates the viewer when changes to the size of the labels in the viewer are changed.

Custom Labels Section of the Label Templates Screen

The Label Template above is set up to print with UPC A Codes. The following screen shows an example of the setup for EAN 13 Codes. For the Custom Labels option to be active, **Custom Labels** must be checked in the Labels section (in the red box) of the screen in the upper left corner.
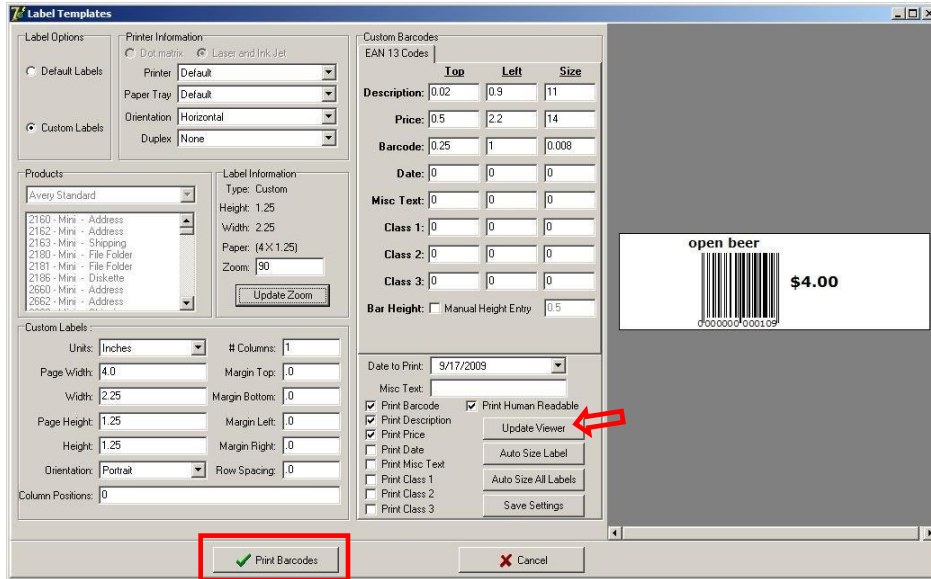
When the Custom Label screen is filled in, click the **Print Barcodes** button at the bottom of the screen. *Note: If changes are made to the label, be sure to click the **Update Viewer** button to see the current appearance of the label.*

Miscellaneous Options Area of the Templates Screen

The Label Templates screen options above must be checked off if the Description, Barcode, Price, Date, Miscellaneous Text, or Class 1-3 is to be printed on the label or if the code is to be Human Readable.

Date to Print: Prints on the barcode label the date from the calendar.

Misc. Text: Enter text that will appear on the label.

Print Barcode: This option sets whether or not the barcode is printed on the label.

Print Description: This option sets whether or not the description is printed on the label.

Print Price: This option sets whether or not the price is printed on the label.

Print Date: This option sets whether or not the date is printed on the label.

Print Misc Text: This option sets whether or not the Miscellaneous Text prints on the label.

Label Viewer: Label Viewer shows what the label will look like when it prints out. The border will not print out on the label.

Update Viewer: This updates the label viewer to the attributes that have been assigned.

Auto Size Label: Sets values for the barcode, price, and description according to the orientation and size of the label.

Auto Size All Labels: Sets values for the barcode, price, and description according to the orientation and size of all the label types.

Save Settings: Saves the setting for later use. This option creates a template that can be relocated from the main screen.

To print to the label sheets click the **Print Barcodes** button at the bottom of the Labels Templates screen.
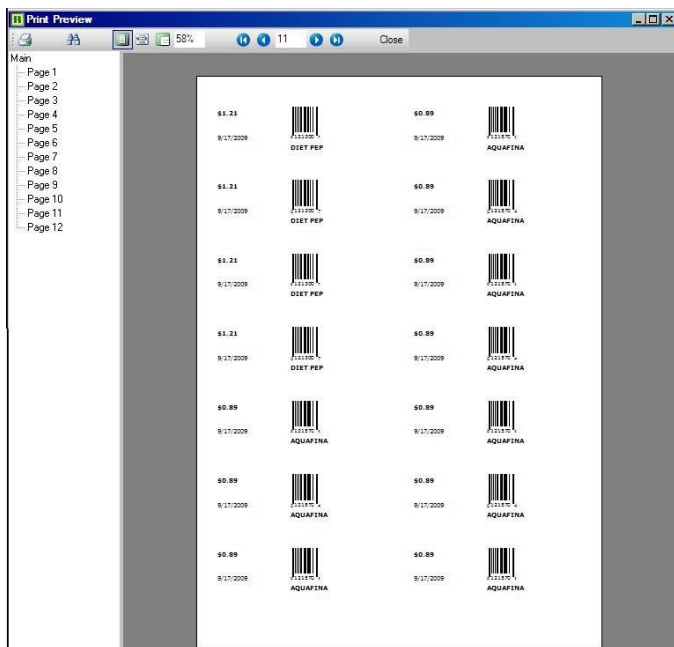

A preview screen appears with a tool bar at the top. Click the **Printer icon** button in the upper-left corner to print the labels. To search for an item on the label sheets use the **Binoculars** button.
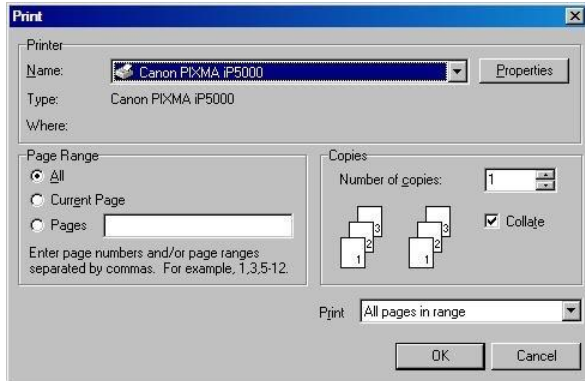
Pick the printer. Labels can be printed on sheets with a standard printer or with a label printer. The printer must be installed on the PC and the user will need to locate the appropriate label size on the Labels Templates screen. Click the **OK** button to print to the labels.

Click the **Close** button on the preview screen.
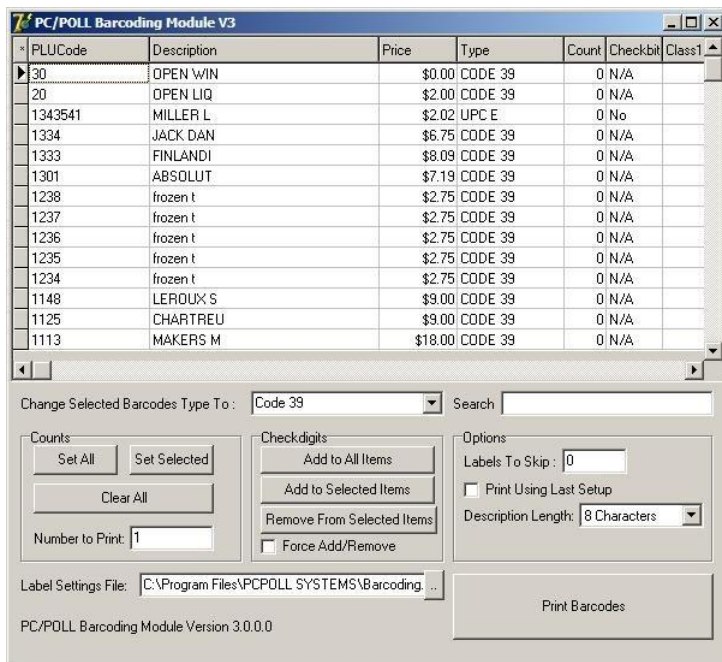
The software returns to the Barcode Printing window and the label Count column returns to zero. Click the **Close** button at the top right of the screen to close it.

Printing Barcodes from within the PLU Sales area
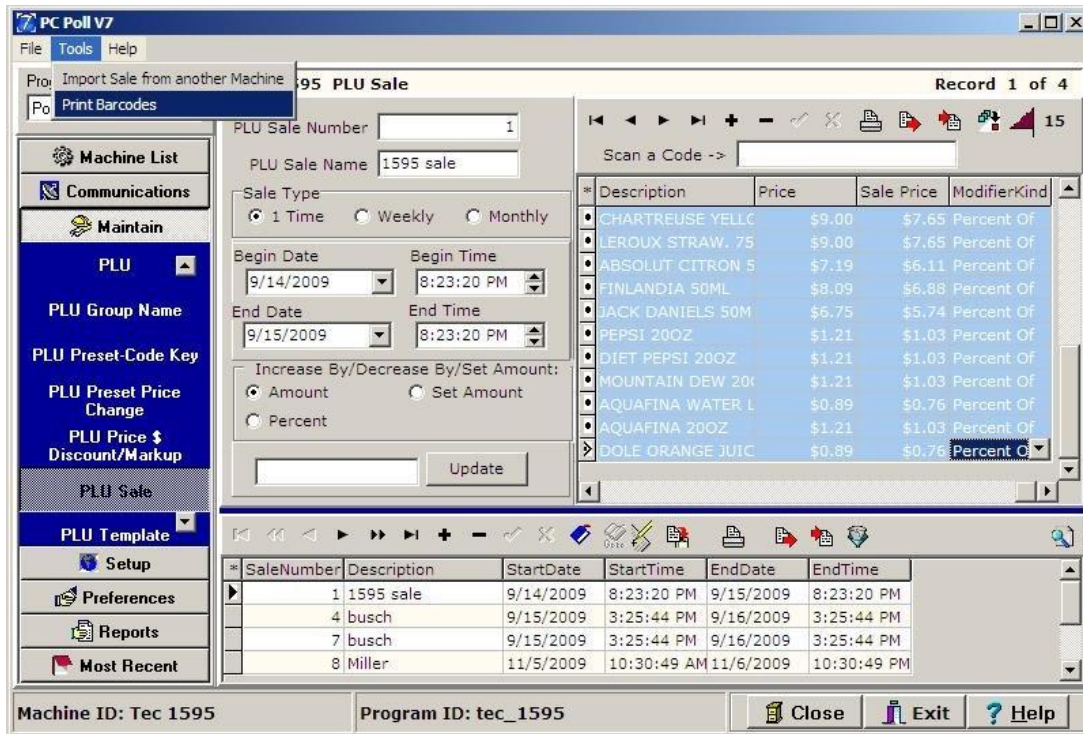
Barcode labels can be printed from within the **PLU Sale** area also. Click on **Maintain** on the left menu and then scroll down to **PLU Sale** and click on it.
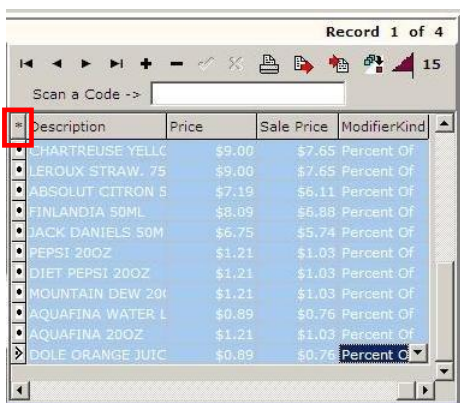
In the upper right grid, highlight the items to be printed to barcode labels. The **Asterisk** button (in the red box) can be used to select or de-select all items at once in the upper grid. From the **Tools** menu, pick **Print Barcodes**. Proceed as before.