



CFAWin8 Bar Coding

A bar code is a machine-readable series of parallel lines of varying widths and spacing, representing the alphanumeric value appearing below the bar code. Databases, such as CFAWin8, can retrieve additional information regarding the alphanumeric value such as item description, price, location, etc. when the alphanumeric value is input into the database as a record. CFAWin8 and Shop Floor are bar code compatible.

I. Bar Code Hardware – CFAWin8 Requirements:

- Operational requirements met (i.e. Serial or Keyboard Wedge scanners, Thermal Transfer or Direct Thermal printers.)
- Computer operating system and specification compatibility of the computer(s) in which the hardware devices will be installed on (i.e. Windows 7, 8, 10, etc.)
- Scanner(s) to read Code 3 of 9 bar code font (Code 39) used on CFA's standard bar code label reports.
- Scanner(s) to read bar code formats used by your parts suppliers if desired to scan their product bar codes.
- Scanner(s) with manual quantity input and capability to create/store a file for import into CFA (Only required if using for physical inventory import.)
- USB scanners need to simulate a serial port (i.e. COM port) connection to a computer.

Customers have stated success using hardware solutions by Wasp Bar Code, Zebra Technologies and Data Limited among others.

II. Scanner Considerations:

CFA Software strongly recommends communicating your operational requirements to the bar code hardware supplier of your choice so they can recommend the best device(s) based on those needs. Additionally, we recommend selecting a hardware supplier which provides a level of technical support to meet your operational needs on these devices.

Scanners range from light pens to handhelds which can store data. Costs range from a couple hundred dollars to a couple thousand dollars depending on the type of scanner, whether or not it is ruggedized, etc. Consider your potential needs and stockroom conditions. CFAWin8 requires handhelds for physical inventory counts, while constant ladder climbing may indicate the need to ruggedize against drop impacts.

Keep in mind you do not have to purchase the same device for all uses. You could purchase handhelds for the personnel needing them for physical inventory and then also purchase light pen or orbit bar code scanners for receiving and disbursing items.



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III. Scanner Types:

– Keyboard Wedge Scanners –

- Supported in both CFAWin8 and Shop Floor.
- Scanner connects directly to the workstation to scan part labels on to Repair or Purchase Orders.
- *CFAWin8 - Part#* field must be selected in Repair Order entry or Purchase Order entry screens prior to scanning the bar code label. Users must manually edit quantity values.
- *Shop Floor - Master Parts List* field must be selected in Add/Edit Repair Parts window prior to scanning the bar code label. Users must manually edit quantity values.
- No Shop Floor configuration needed with a Keyboard Wedge Scanner.

– Serial Scanners –

- **ONLY** supported in Shop Floor.
- Scanner connects directly to the workstation to scan part labels on to the Repair Order.
- Parts can be scanned from anywhere in Shop Floor as long as a repair job is currently selected.
- Scanning the same part multiple times will update the Quantity.
- Shop Floor configuration required with a Serial Scanner.
 - The com port, baud rate, parity, data bits and stop bits are required and can be found under Device Manager | Ports | Right click the connected device | Properties | Port Setting tab.
 - **Contact CFA support to update Shop Floor configuration.**

– Handheld Scanners –

- **REQUIRED** for physical inventory counts.
- Scanner creates and stores an import file outlined in the CFA8_PI_Import_Setup FAQ.
- Scanner allows manual quantity input when scanning.



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IV. Bar Code Labels:

Many inventory items already have bar codes on them. The number below the bar code can be entered as a cross-reference number for the part if one of the cross-reference numbers is available in your CFAWin8 Inventory Table. CFAWin8 will cross-reference inventory items when scanned into fields which usually require manual data entry of the part number (e.g., Repair Order part disbursement, Purchase Order parts receiving) so long as your scanner is capable of reading the bar code type used by your inventory supplier.

There are two types of bar code label reports which can be printed from CFAWin8. This allows users to create bar codes for parts without one or create labels for individual parts purchased in bulk. CFAWin8 bar code label reports can be printed from the Inventory Table, Purchase Order Entry, and System Reports screens.

– Laser Jet Printers –

Bar code label reports run from System Reports are formatted to print to Avery 5160 labels. A bar code label printer is not a required purchase if planning to only use these reports. These reports use the sorts and filters available via report generation. The print menu contains standard printing copy options.

System Reports – Bar Code Label Reports:

- Inventory Item Labels – Laser (Bar Code) (ptmlblb.rpt) (labels include stockroom in bar code)
- Inventory Item Labels – Laser (Keyboard Wedge Scanner) (ptmlblkw.rpt)

– Bar Code Label Printers –

The bar code label report run from Inventory Table or Purchase Order Entry screens is formatted for a dedicated label printer. This report does not use the sorts and filters available via report generation.

Inventory Table and Purchase Order Entry – Bar Code Label Report:

- Part Labels (1) or Part Labels (On-Hand Qty) or Part Labels (Receive Qty) (ptmlbkw1.rpt)
 - Inventory Table – Prints one per inventory item selected or a quantity equal to the on-hand
 - Purchase Order Entry – Prints a quantity equal to the quantity received

Consumables such as ink and labels should be considered when selecting a bar code label printer. Verify alternate consumable purchasing options in addition to the OEM. The option availability will determine price and over time the consumables will be your greatest investment.

CFA Software strongly suggests communicating with your parts suppliers regarding their return policies before affixing any 3rd party label to your inventory parts/packaging. Some vendors will not accept items with a 3rd party label on them while others will not return for full credit.



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V. Code 3 of 9 Font:

CFAWin8 bar code label reports are formatted using Code 3 of 9 bar code font (Code 39.) Bar codes not displaying after generating one of the reports in CFAWin8 may indicate the font files are not installed. The required bar code fonts should be available in the CFAWin8 | Wksetup folder.

Bar Code Fonts:

- FRE3OF9X.TTF
- FREE3OF9.TTF

Please contact your IT department to install the two fonts on your machine(s). A reboot after install may be needed. The reference document FREE3OF9.txt can be found in the CFAWin8 folder.

The Code 39 font does not recognize all of the same characters allowed in the CFAWin8 Part# and Manufacturer Cross-Reference fields. CFA recommends using only the characters shared between Code 39 and CFAWin8 Part# fields.

Code 39 and CFAWin8 Shared Allowable Characters:

- Letters (Uppercase Only) A to Z
- Numbers 0 to 9
- Dollar Symbol \$
- Percent Sign %
- Hyphen (Minus Sign) -
- Period .
- Plus Sign +