



# Implementation Plan

## Introduction

This implementation plan is for the successful implementation of OpenBAR® at your facility.

## Overview

Here is a brief outline/timeline of what needs to happen and in which order to have a successful implementation of OpenBAR®

- ü **Print barcodes on everything, all the time – no excuses**
- ü **Label and Receive semi-finished and finished goods into warehouse**
- ü **Receive and/or Label purchased goods into warehouse**
- ü **Issue raw materials and/or intermediate WIP Products using labels printed**
- ü **Ship finished goods using labels printed when products were produced**
- ü **Cycle Count using labeled products**
- ü **Touch Screens vs Keyboard/mouse**
- ü **Portable vs Fixed Scanners vs Cordless**

These are the key factors to a successful implementation, the explanation of each follows.

**ü Print barcodes on everything, all the time – no excuses**

This is a critical item, the scanners are pretty much useless without something to scan.

### Characters to avoid

Depending on what barcode scanners and fonts you plan to use will cause issues trying to scan the resulting barcodes. Some characters will also cause the database platforms to act in strange ways as well as certain characters mean special functions to the Browser. In order to have a successful barcode implementation you need to avoid these characters:

~ ` @ # \$ ^ & \* ( ) \_ = { } [ ] \ | : ; ' " < , > ? space

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## Products

The OpenBAR® material menu has a Product Label option and the Admin menu has a Label Menu with an option for Product Labels, you can use this and/or customize the underlying label format to print labels for every product you currently have in your warehouse(s).

## Jobs

The OpenBAR® Admin menu has a Label Menu with an option for Job Product Labels that will allow someone to print a Job label by keying in the Job ID. You will need to make sure that any labels produced will have the following barcoded:

**Job - JobID**  
**Product ID – ProductID**

You should also probably have the Product Description and Date Label was Printed (helps when you are aging inventory. You will also want a place on the labels to hand print the Qty.

## Locations

You also need to label every location, either by printing labels for the locations, providing a 3 ring binder of locations or laminating sheets of locations to be hung from the racks. The format for the Location barcode is

**Location: \*WarehouseID\$LocationID\***

Whereas the Warehouse ID is separated by the Location ID with a dollar (\$) sign.

## Raw Materials and/or ALL Products

You will want a label on every Product or bin/pallet of Products in the facility, this label will need the Product ID barcoded, a description of the Product and it would probably be a good idea to list the vendor if purchased or Job if fabricated at your facility.

## Job Paperwork

All Job paperwork will need the following barcode(s):

**JobID: \*JobID\***  
**ProductID: \*ProductID\***

This will facilitate fast scanning of Job information into OpenBAR® and smooth the processing of receipts, issues, etc.



## **Purchase Order Paperwork**

Receiving will need Purchase Order paperwork to cover instances when the Products come in and are not barcoded. Otherwise you will be relying on the receiving person to identify the Products and/or receive them on the correct PO. This can be a 'Barcoded PO Dispatch List' of PO's expected to arrive in the next few days.

## **Customer Order Paperwork**

Shipping will need Customer Order paperwork to cover instances when the Products are ready to ship and are not barcoded. Otherwise you will be relying on the shipping person to identify the Products and/or ship them on the correct Order. This can be a 'Barcoded Shipper's Dispatch List' of orders expected to be shipped in the next few days.

### **Û Label and Receive semi-finished and finished goods into warehouse**

This is a good place to start, it will help build the inventory that will have barcodes on it while you are in the process of labeling everything else. This can be done instantly without any massive intrusion on the daily activities. You will need to provide labels and/or a method to generate labels when the labels are missing or destroyed. I would highly suggest that at strategic locations you place PC's with barcode label printers attached to provide a method to print labels for products produced and/or moved to facilitate a quick transition to a fully barcoded facility.

### **Û Receive and/or Label purchased goods into warehouse**

Every Purchase Order receipt should have barcode labels placed on it when the vendor doesn't label the products according to your specifications. You will need a few printers for the sole purpose of producing labels to be placed on goods that are received, portable printers would probably be extremely useful here unless the volume exceeds the amount of label material the printers can hold. You don't want the receiving people running to the office every hour to reload their printers.

### **Û Issue raw materials and/or intermediate WIP Products using labels printed**

Using the barcodes that should have already been printed and placed on all purchased materials being received and all fabricated materials being produced you can now issue using the scanners. This should improve the accuracy of the issues as they can be done as the material is actually consumed and not when they think they will start a job. This will tremendously improve your inventory position, you will only issue what is being worked on when it is being worked on, thus eliminating double entry when they think they are starting a Job and have to un-issue it.

### **Û Ship finished goods using labels printed when products were produced**

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Once you have started labeling everything produced and followed up by labeling everything received then you should be in an excellent position to start shipping using the OpenBAR® system. It becomes a simple transaction when the finished goods are labeled and ready for immediate shipment.

### **ü Cycle Count using labeled products**

Last and certainly not least you can cycle count using the barcodes and labeled products, I would also highly suggest a counting system whereas counted Products are marked every month when they are counted and eventually when the Products have numerous marks on them they are scrapped to reduce inventory levels and identify slow moving or dead Products.

### **ü Touch Screens vs Keyboard/Mouse**

Implementing Labor becomes a tremendous success when you add touch screens to the process, employees can quickly walk up to a terminal, scan their badge, press the icon on the screen and scan the next step literally taking milliseconds to process. Most production employees will report labor quicker easier than trying to manipulate a mouse and/or hunt/peck for particular keys on a keyboard.

### **ü Portable vs Fixed Scanners vs Cordless**

Scanners come in all types of shapes, sizes, abilities, etc. you can literally find a scanner to do just about any type of barcode or RFID scanning. They generally break down into three basic types of scanners, Portable, Cordless or Fixed and two types of cord interfaces with your computer hardware USB or Keyboard Wedge. Here are the pro's and con's of each:

#### **Cord Interface :: Keyboard Wedge**

These are generally attached to a PC/Laptop/Tablet with a cord that plugs in-line with your existing keyboard, make sure you have a long enough cord to reach the paperwork, badges, etc. that each employee will be scanning or they will yank it out of the back of your computer equipment regularly trying to scan and ruin a good thing. Many older PC's will stop responding when the keyboard is disconnected so whenever a user pulls the plug on these scanners you might find that the PC appears 'dead' but is just not able to receive input via the keyboard port any longer.

#### **Cord Interface :: USB**

These are generally attached to a PC/Laptop/Tablet with a cord that plugs in to the USB port, again make sure you have a long enough cord to reach the paperwork, badges, etc. that each employee will be scanning or they will yank it out of the back of your computer equipment regularly trying to scan and ruin a good thing. USB is the current standard for many external devices on later model PC's and drastically

reduces setup time for a scanner. You can also plug/unplug many USB scanners while the PC is running and it doesn't affect the PC's use.

## Scanner type :: Portable



These are generally attached to a PC/Laptop/Tablet with a cord, and the only limitation is the length of the cord. They also require that a user pick the unit up, press some type of trigger and adjust the distance between the scanner and the barcode to successfully scan. They can be programmed using a simple manual to do many things and will generally need a suffix of CR (0D) added to work within the browser environment.

## Scanner type :: Fixed



These are generally attached to a PC/Laptop/Tablet with a cord, and the only limitation is the length of the cord. The user simply places the badges and/or paperwork in front of the scanner and adjusts the distance between the scanner and the barcode to successfully scan. They can be programmed using a simple manual to do many things and will generally need a suffix of CR (0D) added to work within the browser environment.

## Scanner type :: Cordless



These are generally attached to a PC/Laptop/Tablet with a cord, and the only limitation is the line of site of the computer's monitor. They generally have a (Bluetooth) base unit that will reach up to 1000 ft away but the user will need to see the computer screen to successfully scan. The user simply places the badges and/or paperwork in front of the scanner and adjusts the distance between the scanner and the barcode to successfully scan. They can be programmed using a simple manual to do many things and will generally need a suffix of CR (0D) added to work within the browser environment. They are extremely useful when implementing a labor and material solution.



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