

For those who track their Equipment via barcodes, Aware has features that allow you to store these barcode values and perform lookups by barcode. This document outlines the barcoding setup and use within Aware.



### Setting Up Barcodes in AwareManager

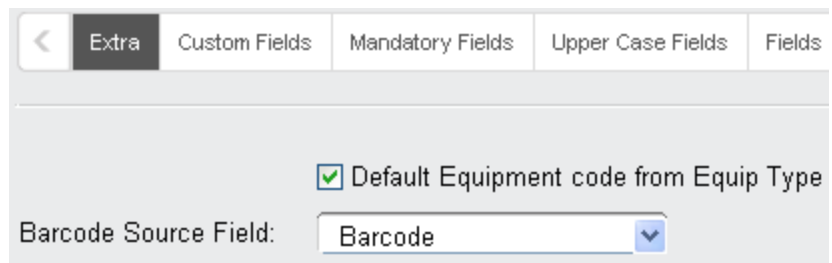
If you have barcodes associated with each piece of equipment, you must record the barcode value against its corresponding Equipment record in Aware. You may store the information as follows:

- **Custom Field** – You can store the barcode value in any one of the Equipment capsule’s 50 custom fields. You must manually populate this information in the database
- **Code** – If you have the option to define your own barcode values, you may set them to correspond to each equipment record’s corresponding Code in Aware. No updates are required to the Equipment records if you’re using this value
- **Marker** – If you have the option to define your own barcode values, and your database uses Divisions, you may set them to correspond to each equipment record’s corresponding Marker (Code + Division) in Aware. No updates are required to the Equipment records if you’re using this value
- **Barcode** – This is a standard Equipment field dedicated to storing the barcode value associated with a piece of Equipment.

**Note:** The field used to store the barcode value must be consistent across all Equipment.

Once you have determined the field you will use to store your barcode values, you must indicate this in the Equipment Preferences:

1. Right-click on **Equipment** and select **Preferences**.
2. Press  to edit the record.
3. Select the appropriate field from the *Barcode Source Field* drop-down.
4. Press  to save your changes.

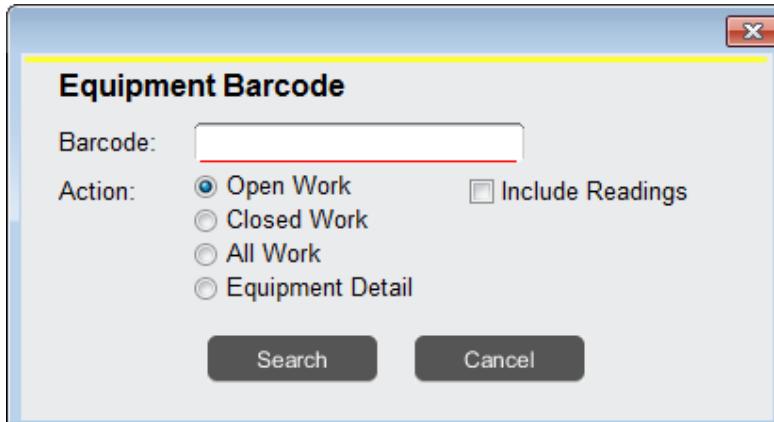


The screenshot shows the 'Equipment Preferences' dialog box with the 'Extra' tab active. A checkbox labeled 'Default Equipment code from Equip Type' is checked. Below this, the 'Barcode Source Field' is set to 'Barcode' in a dropdown menu.

### Open (Equipment) by Barcode Search

This option allows you to view Equipment details for the piece of equipment whose barcode is scanned.

Right-click on **Equipment** and select **Open By Barcode Search** to select this as your default access option. When the **Equipment Barcode** window opens, it will prompt the user to select the details they wish to view:



- **Open Work** - All Work of an Open Status Type that is linked to the Equipment via the Equipment field (as well as Readings, if the option is checked).
- **Closed Work** - All Work of a Closed Status Type that is linked to the Equipment via the Equipment field (as well as Readings, if the option is checked).
- **All Work** – All Work (open and closed) linked to the Equipment via the Equipment field (as well as Readings, if the option is checked).
- **Equipment Detail** – Displays the corresponding Equipment record.

**Note:** Work/Equipment details displayed are based on the current user’s capsule settings.

Once your results are returned, you may view, add, or change records as your system access allows. Closing out of your results window will return you to the **Equipment Barcode** window. You must close this window to exit out of “barcode search” mode.