



Information Professionals, Inc.
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<https://eWorkOrders.com>

eWorkOrders Barcode Guide

eWorkOrders CMMS Barcode module is designed to enhance the performance of your maintenance team. This guide will provide you with the necessary steps to help you: download the correct barcode font; print and scan asset and inventory barcodes from a computer or mobile device. (Android or Apple)

How to Download the Barcode Font

If you wish to download the barcode font at any time please do the following:

- Step 1:** Go to the following URL, <https://eworkorders.com/downloads/bar3of9.ttf>.
- Step 2:** Save the barcode font to your desktop
- Step 3:** Click the control panel options in your system and access the fonts in there to drag the barcode font file on your desktop to the font's folder

How to Print Asset Barcodes

- Step 1:** Click on the Assets in the main menu.
- Step 2:** Click on the Management.
- Step 3:** Query for the Assets that need barcodes printed
- Step 4:** Move your mouse over the "Print >>" option
- Step 5:** As a result, the Print Barcodes window will display, you will have the option of selecting your "Paper Source" and "Records to Print".
- Step 6:** If you selected your paper source to be "Avery Form 5160 or 5520", you must select the first label and set your records to print to either "Selected Record Only" or "All".

If you selected your paper source to be "Regular" only a single label will be selected if the records to print are set to "Selected Record Only".

Setting your records to print to "All (No Page Breaks)" removes the page breaks when printing the barcodes. Setting your records to print to "All (Page Breaks)" allows page breaks when printing barcodes.

- Step 7:** If for any reason you need to download the barcode font, please click the red link located to the left of the Print Barcodes window that reads, ["Click here if you need to download the barcode font"](#).
- Step 8:** Click the "Print" option located in the top right corner of the Print Barcodes window
- Step 9:** Print the Barcodes



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How to Print Inventory Barcodes

Step 1: Click on the Inventory in the main menu.

Step 2: Click on the Management.

Step 3: Query for the Items that need barcodes printed

Step 4: Move your mouse over the "Print >>" option

Step 5: As a result, the Print Barcodes window will display, you will have the option of selecting your "Paper Source" and "Records to Print".

Step 6: If you selected your paper source to be "Avery Form 5160 or 5520", you must select the first label and set your records to print to either "Selected Record Only" or "All".

If you selected your paper source to be "Regular" only a single label will be selected if the records to print are set to "Selected Record Only".

Setting your records to print to "All (No Page Breaks)" removes the page breaks when printing the barcodes. Setting your records to print to "All (Page Breaks)" allows page breaks when printing barcodes.

Step 7: If for any reason you need to download the barcode font, please click the red link located to the left of the Print Barcodes window that reads, "[Click here if you need to download the barcode font](#)".

Step 8: Click the "Print" option located in the top right corner of the Print Barcodes window

Step 9: Print the Barcodes

For Scanning on Android Devices: Barcode/NFC Scanner App

The user must download "**Barcode/NFC Scanner**" to their device from the Google Play store. After the application is installed the user must do the following:

Configuration Walk-Through

Step 1: Start Barcode/NFC Scanner

Step 2: Select the "Get Started" option, which take you to the keyboard setup

Step 3: Enable the Barcode/NFC Scanner Keyboard by selecting the "Enable in Settings" option. This will enable the Barcode/NFC Scanner Keyboard in your Languages & input settings which authorize it to run on your device

Step 4: Switch your input methods to the Barcode/NFC Scanner Keyboard by selecting the "Switch input methods" option

Using Barcode/NFC Scanner

Step 1: Login to eWorkOrders

Step 2: When inputting barcodes, the Barcode/NFC Scanner keyboard will display as follows:



Step 3: When in the field that requires the barcode value, click the barcode above the keyboard to launch the camera scanner.

For Scanning on Apple Devices: ScanKey - Barcode OCR Keyboard App

The user must download the " **ScanKey - Barcode OCR Keyboard**" app to their device from the App Store. After the application is installed the user must do the following:

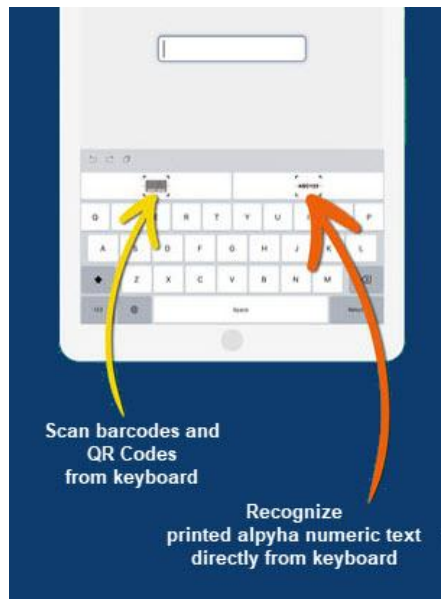
Configuration Walk-Through

Step 1: Start ScanKey, grant Camera Access and Keyboard full access to ScanKey

- Go into Settings for your device from the home screen
 - Go to General/Keyboards
 - Select ScanKey Keyboard – Enable Allow Full Access
- Go into Settings for your device from the home screen
 - Go to ScanKey
 - Enable the Camera

Step 2: Setup options:

- Select Keyboard layout: QWERTY
- Enable Auto Return after scan
- Enable Automatically use first detected code in QR/Barcode scanner



Using ScanKey

Step 1: Login to eWorkOrders

Step 2: When inputting barcodes, click in the field that needs the barcode value. The ScanKey keyboard will display.

Step 3: Click the barcode scanner icon at the top of the keyboard

Step 4: Aim at the barcode with the camera until you hear a beep and get returned to the form

Step 5: Click on the field that you would like the barcode to go into and it should appear automatically



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Scanning Barcodes to Your Desktop or Laptop Computer

Attach a barcode scanner to your PC via cable or Bluetooth.

Put the cursor in the appropriate field on the screen and scan the barcode to which it will fill it in