



Information Professionals, Inc.
25 Oakland Drive W
Whitehouse Station, NJ 08889-3657
Phone: 888.333.4617 Fax: 908.279.8645
www.eWorkOrders.com com

eWorkOrders Barcode Guide

The eWorkOrders CMMS Barcode feature 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.

How to Download the Barcode Font

If you wish to download the barcode font, please do the following.

Step 1: Go to the following URL: <https://www.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 font. Drag the barcode font file on your desktop to your font folder.

How to Print Asset Barcodes

Step 1: Select Assets in the main menu.

Step 2: Click on Management.

Step 3: Query for the Assets that need barcodes printed.

Step 4: Move your mouse over the "Print >>" option and click Barcodes.

Step 5: The Print Barcodes window will display, and 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 printed. The records to print should be set to "Selected Record Only".

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

Step 7: If 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 to print.



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How to Print Inventory Barcodes

Step 1: Select Inventory in the main menu.

Step 2: Click on Management.

Step 3: Query for the Items that need barcodes printed.

Step 4: Move your mouse over the "Print >>" option and click Barcodes..

Step 5: The Print Barcodes window will display, and 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 printed. The records to print should be set to "Selected Record Only".

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

Step 7: If 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 to print.

For Scanning on Android Devices: Barcode/NFC Scanner App

Download "**Barcode/NFC Scanner**" from the Google Play store. After the application is installed, please follow the steps below:

Configuration Walk-Through

Step 1: Start Barcode/NFC Scanner.

Step 2: Select the "Get Started" option, which will 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 the 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: Log into eWorkOrders.

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



Step 3: 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

Download the " **ScanKey - Barcode OCR Keyboard**" app from the App Store. After the application is installed, please follow the steps below:

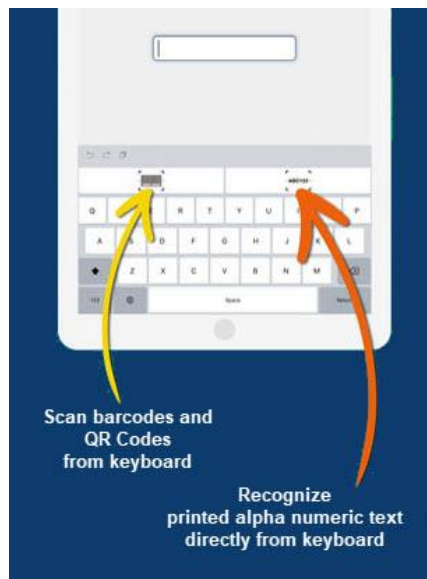
Configuration Walk-Through

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: Log into eWorkOrders.

Step 2: When inputting barcodes, click in the field that needs the barcode value. The ScanKey keyboard will display. If the ScanKey keyboard does not display, use the globe icon on the keyboard to change to the ScanKey keyboard.

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 your screen will be redirected to the form.

Step 5: Click on the field that you would like the barcode to go into and it will populate automatically.



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Scanning Barcodes Your Desktop or Laptop Computer

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

Put the cursor in the appropriate field on the screen and scan the barcode.