



BARCODE PRINTING

The *Barcode Printing* functionality within Sunflower allows users to generate and print barcode labels. Barcode labels can be printed for asset identifiers, as well as for configuration structure identifiers (if the Configuration module within Sunflower is being utilized). Barcode labels for system generated number sequences, with pre-defined prefixes, can also be generated and printed from Sunflower.

Barcode printing allows for organizations to generate labels directly from Sunflower, and print those labels on label printers. Note that barcode printing must be used in conjunction with certain label printers, such as Intermec and Zebra printers. Labels cannot be printed using standard desktop printers.

Barcodes can be generated and printed for assets that exist within the system, regardless of interest type. Barcode labels can be printed numerous times, in the event that the original barcode label is destroyed or removed. Additionally, Sunflower's Barcode functionality allows organizations to print labels based on system generated numerical sequences as well. This can be necessary if an organization needs to print labels for assets that have not yet been created in Sunflower. Label formats can be set up by the system administrator, and then designated barcode users can print a defined number of labels with system generated sequences, and pre-defined sequence prefixes, such as BL000001 and BL000002. These system generated numerical sequences can be re-printed if necessary, as well.

Sunflower allows for the printing of the following labels:

- Barcode labels for asset that currently exist in the Sunflower Barcode System
- Barcode labels in numerical sequence for assets that do not currently exist in the Sunflower Barcode System
- Barcode labels for configuration structure identifiers that currently exist within the configuration module
- Re-printing of barcode labels that incorrectly printed originally

KEY CONCEPTS

This chapter includes the following discussion points and concepts:

- Barcode printing roles
- Print barcodes for Asset Identifiers
- Print barcodes for system generated barcode numbers
- Reprint system generated barcode numbers
- Print Configuration Structure Identifiers

BARCODE PRINTING ROLES

Several barcode printing specific roles exist within Sunflower. These roles must be assigned to users in order for users to have access to view and use the Generate Barcode forms.

Barcode Printing Roles
<ul style="list-style-type: none"> • AS_ASSET_CONFIGURATION
<ul style="list-style-type: none"> • PRINT MANAGER

NOTE: The PRINT MANAGER role is assigned on the Asset Configuration Application Role tab in Maintain Registered Users

The above roles will give a user access to the **Generate Barcode** functionality. The Generate Barcode functionality exists within the **Administration** Module. Within the Generate Barcode functionality, each Print Manager user will have the ability to **Maintain Label Templates** and **Generate Barcodes**. Label Templates must be configured prior to printing. For instructions on creating Label Templates please refer to the Sunflower Administration User Guide.

PRINT BARCODES FOR ASSET IDENTIFIERS

The following steps will describe the process of printing barcode labels for assets that exist within Sunflower.

NAVIGATION

- Click Admin
- Click Barcode
- Click Generate Barcodes

Step 1. Navigate to the **Generate Barcodes** screen. The **Asset Barcodes** tab is displayed by default.

Step 2. Enter the **Identifier** of the asset that needs the barcode label generated.

Step 3. Press the **Tab** key. The **Manufacturer/Model/Official Name** information will populate.

Step 4. To enter additional asset identifiers, click in the next available **Identifier** field and repeat steps 2-3.

Step 5. If the identifier of the asset is unknown, select the **flashlight** button from the toolbar to search for the asset, or group or assets.

Step 6. After entering or selecting all asset identifiers, move to the **Label** field at the bottom of the screen.

Step 7. In the **Label** field, use the drop-down arrow to select the barcode label template to be used for these labels. For example, **EXISTING ASSET**.

NOTE: If no label templates exist in the drop-down, the label templates must first be created in Maintain Label Templates.

Step 8. Click the **Select All** button to print barcodes for all listed identifiers.



Step 9. Click the **Generate** button to generate and print the barcode labels.

Step 10. A new Internet Explorer window will display with the label text. On the window select **File > Print** and select the printer where the label should be generated.

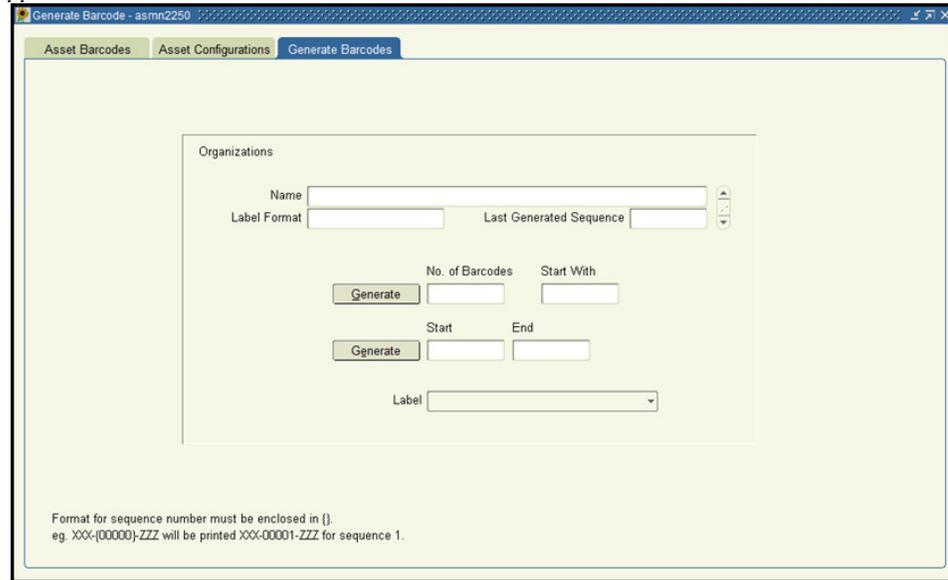
Step 11. The label(s) will print successfully.

PRINT BARCODES FOR SYSTEM GENERATED NUMBERS

The following steps will describe the process of printing a new series of identifiers.

NAVIGATION

- Click Admin
- Click Barcode
- Click Generate Barcodes



Step 1. Navigate to the **Generate Barcode** screen.

Step 2. Click on the **Generate Barcodes** tab.

Step 3. Enter the name of the Organization to generate a barcode for in the **Name** field.

Step 4. Click the **Flashlight** icon.

Step 5. The **Label Format** field will display for the format of the label, for example **BL{00000000}**. To update the label format, click in the Label Format field and update the format.

Step 6. Enter the number of barcodes to generate in the **No. of Barcodes** field. The **Last Generated Sequence** field will populate with the last barcode number that was generated for this organization. To start the sequence of barcodes with a number other than the number listed in the Last Generated Sequence field, enter that number in the **Start With** field.

Step 7. In the **Label** field, use the drop-down arrow to select the barcode label template to be used for these labels. For example, **NEW ASSET**.

PRINT BARCODES FOR SYSTEM GENERATED NUMBERS

NOTE: If no label templates exist in the drop-down, the label templates must first be created in Maintain Label Templates.

Step 8. Click the **Generate** button next to the **No. of Barcodes** field.

Step 9. A new Internet Explorer window will display with the label text. On the window select **File > Print** and select the printer where the label should be generated.

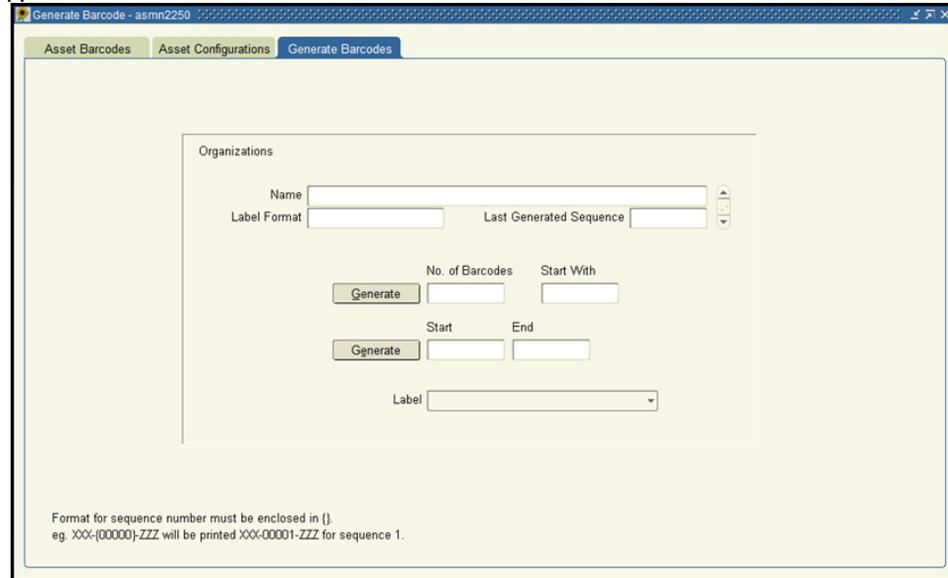
Step 10. The label(s) will print successfully.

REPRINT BARCODE LABELS FOR SYSTEM GENERATED BARCODE NUMBERS

The following steps will describe the process of reprinting barcode labels for previously printed system generated barcode numbers.

NAVIGATION

- Click Mgmt
- Click Generate Barcodes
- Click Generate Barcodes



- Step 1.** After completing steps in the previous section for *Print Barcodes for System Generated Numbers*, the labels can be printed again if necessary. To reprint, Navigate to the **Generate Barcode** screen.
- Step 2.** Click the **Generate Barcodes** tab.
- Step 3.** Enter the name of the Organization to generate a barcode for in the **Name** field.
- Step 4.** Click the **Flashlight** icon.
- Step 5.** The **Label Format** field will display for the format of the label, for example **BL{00000000}**. To update the label format, click in the **Label Format** field and update the format.
- Step 6.** Click in the **Start** field and enter the first barcode label number to be re-printed. In the **End** field, enter the last barcode label number to be re-printed. For example Start with **10** and end with **12** to re-print barcodes that end in number **10** through number **12**.

REPRINT BARCODE LABELS FOR SYSTEM GENERATED BARCODE NUMBERS

- Step 7.** In the **Label** field, use the drop-down to select the label template to use for the labels. For example, **NEW ASSET**.
- Step 8.** Click the **Generate** button next to the **Start** field.
- Step 9.** A new Internet Explorer window will display with the label text. On the window select **File > Print** and select the printer where the label should be generated.
- Step 10.** The label(s) will print successfully.

PRINT CONFIGURATION STRUCTURE IDENTIFIERS

The following steps will describe the process of printing configuration structure identifiers. To print configuration labels, the Configuration module must be utilized and active configurations must exist.

NAVIGATION

- Click Mgmt
- Click Generate Barcodes
- Click Asset Configurations

Step 1. Navigate to the **Generate Barcodes** screen.

Step 2. Click on the **Asset Configurations** tab.

Step 3. In the Asset Identifier field, enter the **Asset Identifier** for the configuration that requires structure identifier labels.

Step 4. Press **Tab** on the keyboard. The asset configuration information will populate. The configuration is on the left of the screen.

Step 5. Click on the appropriate reference designator under the **Configuration** tree (example: **ROW 1**).

Step 6. In the **Label** field, use the drop-down arrow to select the barcode label template to be used for these labels.

NOTE: If no label templates exist in the drop-down, the label templates must first be created in Maintain Label Templates.

- Step 7.** Click the **Generate** button in the **Designator** section of the form to generate and print the label for the reference designator.
- Step 8.** A new Internet Explorer window will display with the label text. On the window select **File > Print** and select the printer where the label should be generated.
- Step 9.** The label(s) will print successfully.
- Step 10.** Repeat steps 5-7 for all reference designators that need to be printed as barcode labels.