



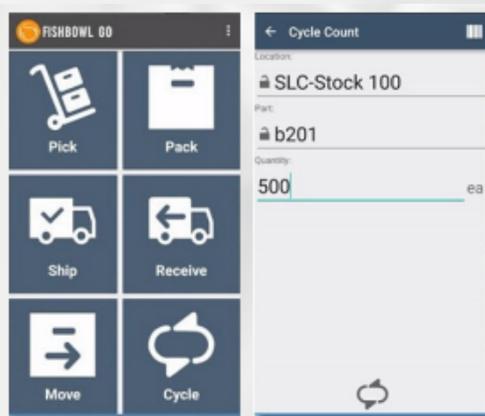
 **FISHBOWL**

**The Ultimate Guide -
BARCODE SCANNING**

The Ultimate Guide - BARCODE SCANNING

WHAT ARE THE **BENEFITS OF USING BARCODES** IN YOUR WAREHOUSE?

So, what are the benefits of using barcode scanning? The 2 main benefits of a business using scanning with a stock control process are **accuracy** and **speed**.



HOW DOES BARCODE SCANNING **SAVE YOUR BUSINESS MONEY**?

More often than not, one of the most labour intensive day-to-day processes in a stock-based business is the human resources required to: print off Picking Slips, Pick stock off the shelf to a shipping area, Pack and dispatch the stock and then, once that's complete, enter all those transactions into an accounting system for invoicing.

Using a process of scanning products, as you pick them off the shelf ensures that the action is recorded immediately in the inventory software while having the added benefit of ensuring the **correct stock is picked** for the order, removing the need to record the fulfilled order for invoicing.

Elite warehousing software like Fishbowl Inventory also offers more **advanced pick logic** such as routing to ensure picks are produced and passed to the warehouse team with the most efficient Pick route for the products, allowing you to pick multiple orders at once by consolidating picks for multiple Sales Orders into a single, efficient Pick Process.

The second most time-consuming process for a warehousing business, and often the most hated, is manual stocktakes.

Although completely necessary to ensure the business stock levels are accurate, manual stocktakes can take multiple days and requiring multiple staff. During stocktake, a common issue is the dispatching of customer orders and the receiving of new stock during this time of manual stock count. Fishbowl Go alleviates these issues with the use of barcode scanners and an instant cycle counting method.

The **stocktaking** process becomes even more efficient with the use of **barcode scanning** if the business has the requirement to track additional data on their products such as batch number, expiry dates or serial numbers.

The Ultimate Guide -

WHAT ARE BARCODES AND HOW DO THEY WORK?

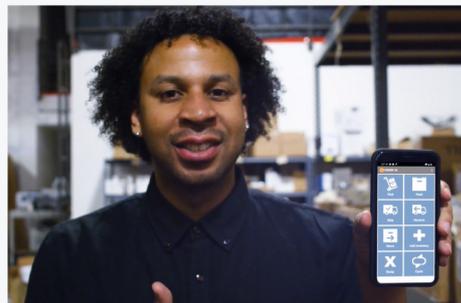
Barcodes are a surprisingly simple concept. A barcode is nothing more than a machine-readable representation of a piece of data. To make the barcode machine readable, barcodes are often displayed as a pattern of vertical lines (1D barcode) or sometimes as a pattern within a square shape known as a QR Code (2D barcode).



When a person scans a barcode with correctly programmed barcode scanning hardware, the device will transform that pattern into the data it represents. For example, the 1D Barcode above is a representation of the number below it. When a scanner scans the barcode, it will convert that scan into the number or characters it represents. For the scanner to work correctly, the correct symbology needs to be activated on the scanner hardware. This can usually be done by a programming sheet that comes with the barcode scanner (for simple scanners) or via a program installed on the device for mobile device scanners.



With modern smart phones, software apps are now available which utilise a camera on the phone to use optical character recognition (OCR) technology to identify the barcode within the camera image and convert it to the data it represents.



The Ultimate Guide - HOW TO USE BARCODE SCANNING FOR STOCK CONTROL

The power of barcode scanning is achieved by combining the action of scanning a barcode on a scanner with software such as an Inventory Management system like Fishbowl Inventory to perform an action in that software such as receive a stock item into a warehouse, or picking a stock item off the shelf for a customer's order.



Using a scanner with stock control software like Fishbowl can do much more than simple product recognition. Scanners can be used to pass other bits of data to the software such as Shelf Location, a Batch Number or Serial Number, or a transaction such as a Sales Order/Pick Ticket, or in a Manufacturing environment perhaps a Work Order.



Standard GTIN/UPC barcode



GS1 Barcode

In the example above on the left, this is a simple single piece of data such as the product number that is stored, however the example above on the right has two pieces of data included in the one barcode. These pieces are separated by the identifier shown in the brackets. This way a single scan of a barcode can import multiple pieces of data at the same time!



APPLICATION IDENTIFIER

The AI (01) is used when the data field contains a GTIN.

INDICATOR DIGIT

The indicator digit denotes the level of packaging for a particular carton.

GS1 COMPANY PREFIX

The GS1 Company Prefixes is a 7-10 digit number assigned by GS1 to uniquely identify ownership of a particular brand.

ITEM REFERENCE

For cartons that contain the same item, the item reference is the same as that of the item contained within. A new item reference number is assigned for cartons containing an assortment.

CHECK DIGIT

The check digit is calculated using a MOD10 check digit algorithm.

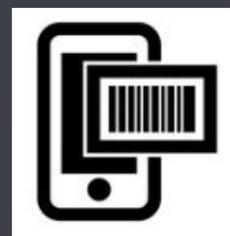
OPTIONAL DATA

Additional data along with the appropriate AI may also be encoded.

The Ultimate Guide - HOW TO IMPLEMENT BARCODE SCANNING IN YOUR BUSINESS

SOFTWARE

The business requires a stock management system in place such as Fishbowl Inventory, to handle the stock and order data.



LABELS



All relevant assets need to have the appropriate barcodes applied to them such as shelf locations and products. If not already done, does the business need to print its own barcode labels for certain products, and if so, these should be attached to the products upon receiving into the warehouse or onto a bin location.

HARDWARE

Has the appropriate hardware been decided on and is it connected to WiFi or a mobile network?



TRAINING



Speak to people that have experience with the best practices of using scanning technology in a warehouse environment. Businesses such as Fishbowl Inventory have Client Success Consultants that visit every client onsite to rollout tailored solutions. By being onsite with you, in your business, a process and a workflow can be designed and tested and your warehouse team can be trained to ensure the desired outcomes of using scanning within the business are met.

The Ultimate Guide - WHAT SOFTWARE DO YOU NEED?

True mobile barcode scanning in your warehouse requires software for this purpose. It is not as simple as putting barcodes on your items and scanning them, you need software to do something with that scanned label. You could carry around a laptop with a USB scanner, but come on its not the 90's, scan on the go with a hand held scanner and a full mobile app for ultimate efficiency.

Software such as Fishbowl Go is designed with mobile barcode scanning as its main focus. Fishbowl Go connects in real time with your Fishbowl server so that data transfer is immediate. As soon as stock is picked this data is updated for the rest of your team to see.

When choosing the right software for your business, ask if there is a full mobile scanning app that is native, 3rd party integrations for scanning can be a nightmare so keep it in house.

LABELS - WHERE WOULD YOU USE BARCODES IN YOUR BUSINESS?

Product Barcodes

You need to label the items that you would like to scan. Your suppliers may provide goods that are already labeled which is fantastic, but fear not as Fishbowl can print these for you.

You can then place these stickers onto ever item, or place this sticker on the shelf in front of where these items will be placed.

Location Barcodes

As well as your products needing barcodes, a big part of inventory management is knowing where your stock is. Therefore you will product a barcode label that goes on the shelf as a unique location identifier.

Document Barcodes

Fully integrated barcode software will allow for barcodes to be incorporated on your documents such as Purchase Order receiving lists, Pick Tickets, or Manufacturing documentation so that you can scan this document and it will open on your handheld device to action.

Tracking information barcodes

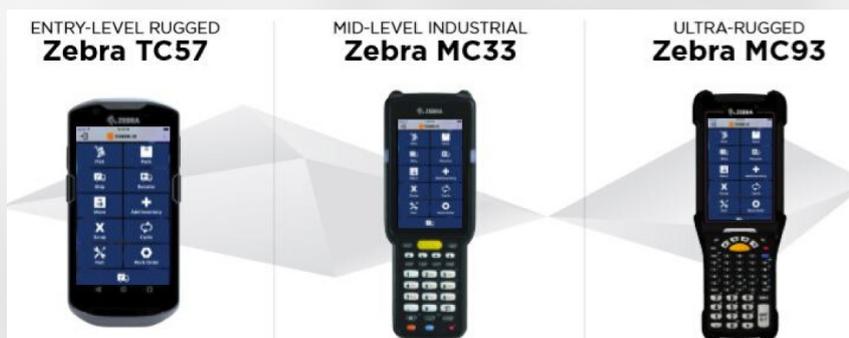
If you need to track serial numbers, or lot numbers, or expiry date, or for other tracking details, you can generate a barcode for these pieces of information. Then you can scan these barcodes to record the data. This is extremely useful on receiving items into your business, and when picking stock for production or dispatch.

Returned Item Barcodes

You may also want items that are returned to you, to be received back into stock by scanning. In this case you can utilise a barcode on the return merchandise authorisation (RMA) form.

The Ultimate Guide - WHAT HARDWARE DO YOU NEED?

When deciding to implement barcode scanning into a business, several things need to be considered: Firstly, what type of scanner do you need to adequately meet the business needs? Is the scanner needed to record stock passing over a counter to add to a sale (such as a Point of Sale environment)? In this case, a plug in scanner would do the job nicely. However, if the purpose of the scanner is to maximise efficiencies, the scanning should occur on the warehouse floor, which would require a mobile scanning device, exemplified below.



Other considerations that should be taken when deciding on a mobile device scanner is the environment. Does the business stock cold or frozen goods? If it does, devices with a low operating temp specification may be required or is there a high dust environment or a rough environment, in which case a specialised sealed unit may be much more appropriate than a normal mobile phone. If transaction volume means that warehouse team members are using the scanners for many hours at a time, is the battery life on the device sufficient for the required time period? If not, does the device have easily interchangeable batteries that can be charging in a dock while the team are working or are spare devices required?



If mobile phones are an option, another factor to consider is the volume of scanning required. While the use of mobile phones for scanning seems like a cost effective way of sourcing hardware; the time it takes the OCR software on a mobile phone to activate the camera and recognise the barcode, can greatly reduce the efficiency of scanning.

Barcode labels can be printed on a standard printer, but for high quality labels you may want to look at a thermal label printer. These label printers can be used to produce long lasting, durable labels for a variety of environments.



If scanners are to be used on the warehouse floor, it is also important to ensure that the device is able to connect to the place where it is sending information to, such as an on-premise server on the network or a cloud environment. For this to be effective, a strong and stable WiFi signal is required throughout the warehouse. If being used remotely, a device supported with a SIM card can also be used if connected to a mobile data network.

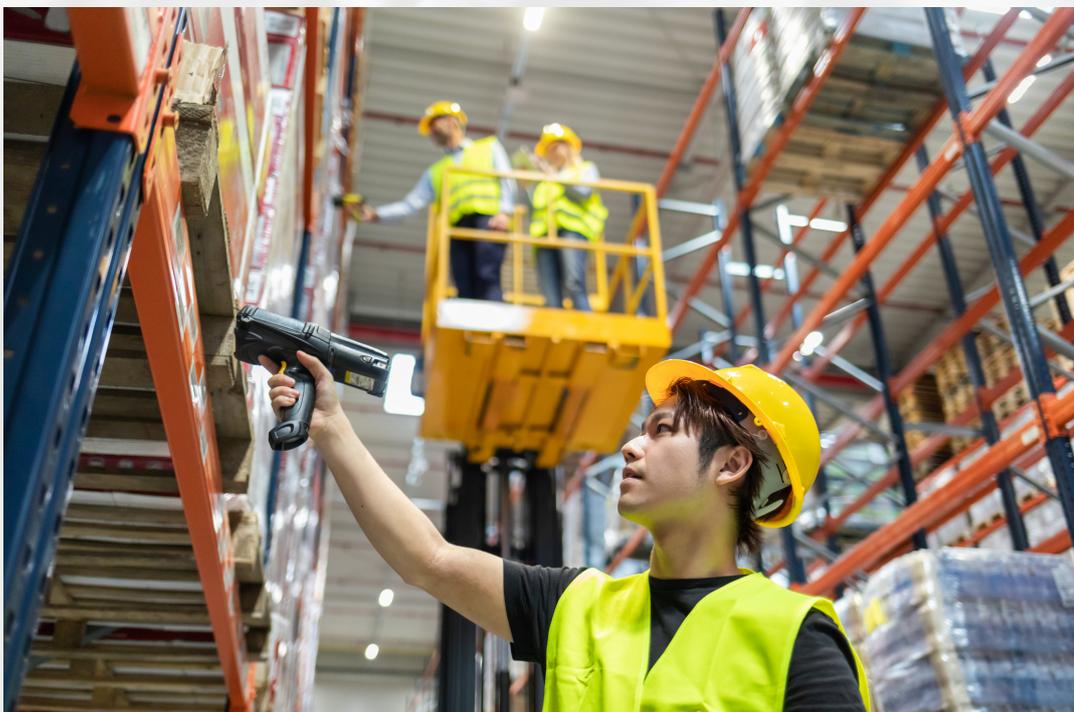
Lastly, consider taking into account the type of barcode to be scanned. Not all barcode scanners are created equally. Do you require the scanner to read 1D or 2D barcodes and do the barcodes being scanned represent a single piece of data e.g. a product UPC, GTIN or a shelf location identifier? Does a single barcode on a product contain multiple pieces of data such as the Product UPC, Pack Qty and Batch number, commonly known as GS1 format? If so, you need to ensure the scanner you use has the programming capability to break up the GS1 barcode into its segments and pass that data into the inventory software in the correct order.

WHAT TRAINING WILL YOU REQUIRE?

Having the software is 50% of the solution, knowing how to use it and making sure you are using it to its full potential is the other 50% of the solution. This is where user training comes into plan.

Most Fishbowl users will purchase Fishbowl Go at the same time as they are implementing their Fishbowl Warehouse or Fishbowl Manufacturing software. This is the ideal scenario as the barcode scanning training is incorporated into the workflow from day one.

Others may start using the Fishbowl Warehouse or Fishbowl Manufacturing software on its own, and add the barcode scanning solution later on. In this case we provide advice and training on warehouse setup, labeling, hardware, and of course training for the scanning processes.



The Ultimate Guide - WHAT IS FISHBOWL GO?



Fishbowl's mobile barcoding solution, Fishbowl Go is an app that integrates with the Fishbowl Warehouse and Fishbowl Manufacturing software. The best user experience is achieved using a handheld Android scanning unit, and for part time use, Fishbowl Go can be used on an iOS or Android Smart Phone.

With a fully functioning barcoding scanning system, you will have complete wireless access to your inventory management.



Fishbowl Go will accelerate your warehouse management processes and enable you to:

- Cycle counts for stocktake
- Pick stock
- Pack orders
- Ship consignments
- Receive goods in on Purchase orders or Transfer orders
- Move inventory around your warehouse
- Add Inventory
- Scrap
- Look up Parts
- Work Order processing
- Generate Sales Orders
- Delivery – On screen Proof of Delivery signature capture or photo capture

Take your warehouse to the next level by incorporating powerful, easy-to-use barcoding technology. Fishbowl Go lets you view and adjust inventory levels from anywhere in your warehouse. Whether you are shipping, receiving or simply moving inventory from one location to another, Fishbowl will help you increase your inventory accuracy and worker productivity with ease!

The Ultimate Guide - FISHBOWL GO FEATURES

Fishbowl Go is a mobile app that integrates with Fishbowl Manufacturing® and Fishbowl Warehouse® to handle the physical inventory side of business. Access Fishbowl Go on any mobile device with Android or iOS operating systems, and use it to scan barcodes and perform many key inventory management jobs throughout your warehouse.

Take a look at the modules within Fishbowl Go.



Picking Module

Fishbowl Go lets you start and finish a pick order right from your handheld device. No need for pen and printed Picking Slips. Save time by combining multiple orders and picking them simultaneously. Pick inventory for sales orders, work orders, transfer orders and vendor returns.

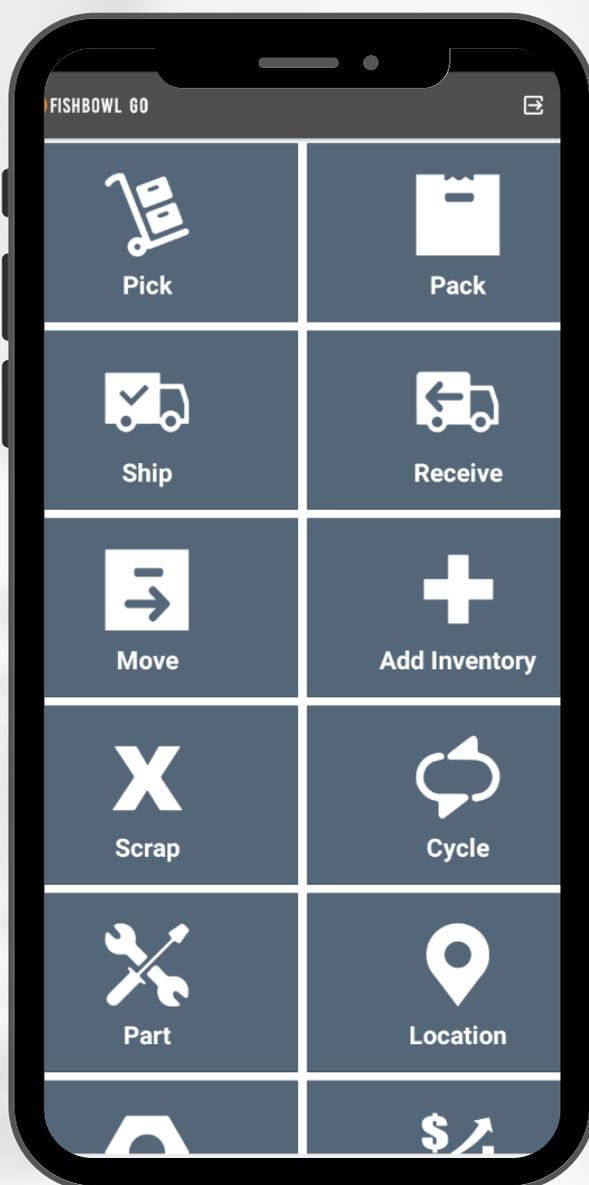
Shipping Module

Once orders have been picked and packed, the next step is to ship them in the Ship module.

Shipping is quite easy. You simply click on an order and then click the "Ship" button up top. The order will disappear from the list of orders waiting to be shipped.

Move Inventory Module

Keep your warehouse up to date by recording inventory movements as they happen. Fishbowl Go allows you to simply scan the location and part bar codes to record the move of your inventory. You'll save time by recording the movement of inventory as it occurs.



Packing Module

After all of the items in a sales order have been picked, they can be packed using the Pack module. Add the number of cartons you need to pack everything into and then assign each item to a carton. Confirm tracking and quantities, select a carrier at the bottom of the screen to ship the order.

Receiving Module

With the simple scan of a barcode, you can receive inventory into your system as it comes off the truck, make adjustments to quantities being received, and enter tracking information in real time. Receive parts with serial numbers, lot numbers, revision levels and expiration dates.

Add Inventory Module

This module is pretty self-explanatory. You can use it to add to the inventory quantities you have in stock. When you want to add inventory, scan a location first, then scan the part you want to add inventory to at that location, and enter the quantity you are adding.



The Ultimate Guide - FISHBOWL GO FEATURES



Fishbowl
go®

Scrap Inventory Module

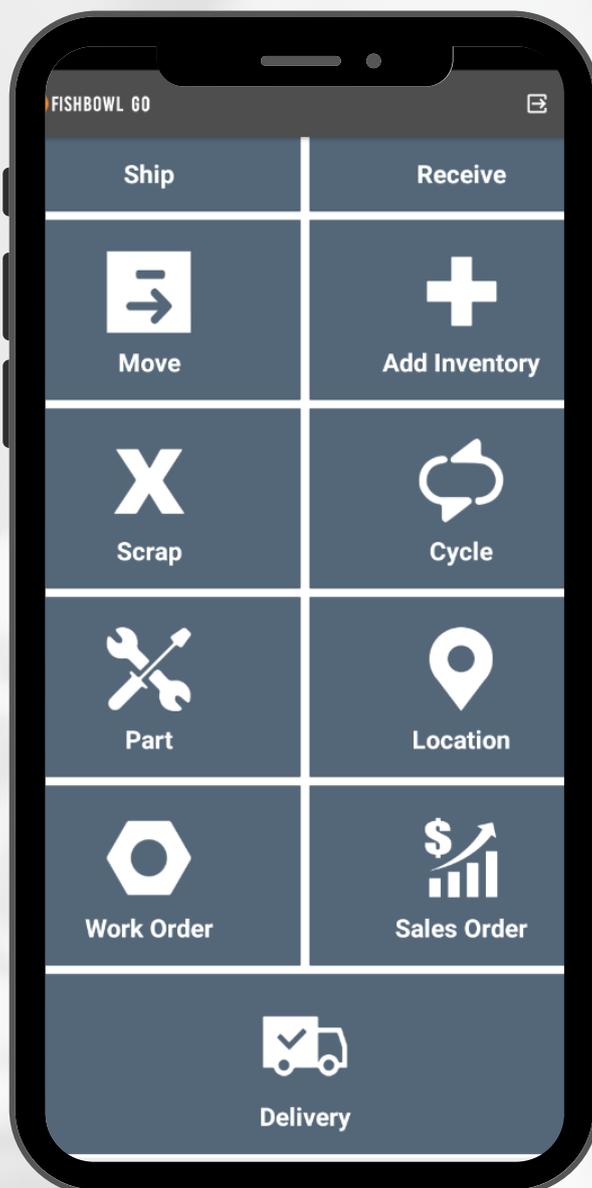
Sometimes an item gets damaged or worn out, so it becomes necessary to throw it out. That's what the Scrap module is for. When you want to scrap items in your inventory, scan their location and then the items themselves. After that, simply enter the quantity being scrapped and their tracking information, if necessary.

Part Module

Quickly and easily look up part descriptions, UPC's, and real-time part tracking information. Use existing UPC's, serial & lot numbers, expiration dates, or Fishbowl-generated barcodes to manage your inventory with accuracy and efficiency.

Work Order Module

Open a work order, it will display the raw goods contained in it. You can add more raw goods and pick them. View instructions, and adjust actual material consumption. Once you've completed a work order, add its tracking information and then click the "Finish" button. Simple!



Cycle Count Module

Fishbowl Go makes stocktakes much easier with its cycle counting feature! You can adjust inventory up or down to keep your stack accurate at all times. Simply scan the location barcode, scan the item barcode, enter the quantity, and save the count. Fast and easy!

Location Module

The Location module in Fishbowl Go lets you search for any location in Fishbowl by its name, description, location group, status, and/or tag numbers. This gives you the ability to quickly check inventory counts and tracking information for parts within any location.

Sales Order Module

The Sales Order module in Fishbowl Go lets you create and record sales on the go from new and existing customers using a mobile device. It gives you the ability to create, edit, issue, unissue, fulfill, and view sales orders. In addition, you can add notes, and discounts to the items being sold.

Delivery Module

The Delivery module includes the option to obtain a signature confirmation from your customer, or photograph of where you have delivered the goods.

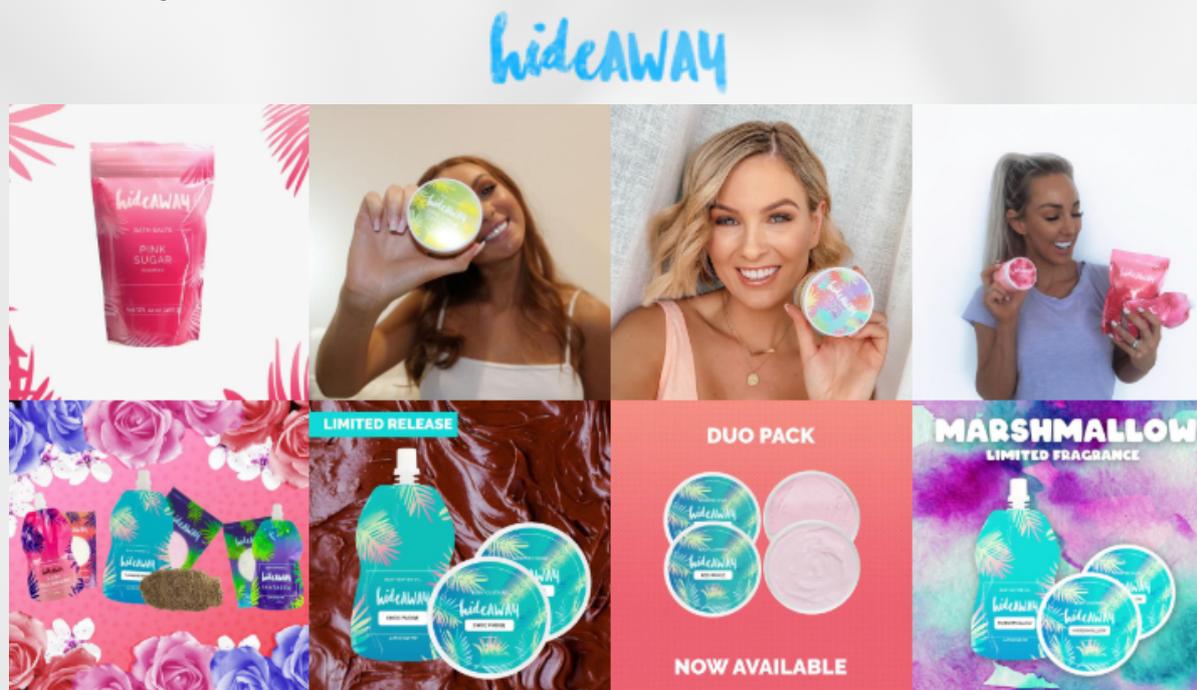
This can be a big benefit to clear up any confusion and assure you that your customers are getting what they ordered on schedule.

This signature or photo is stored in the Shipping Module of Fishbowl, and can be applied to the Shipping Tax Invoice as well!

The Ultimate Guide - CASE STUDY

While the business benefits of utilising scanning are clear, there are also benefits to your customers as a direct result of utilising scanning within the warehouse dispatch process. One of the highest priorities of any stock-based business is to ensure that the Sales Order In Full On Time (IFOT) indicator is as close to 100% as possible. By utilising scanners in the Pick, Pack, Ship process to ensure orders are picked efficiently to meet a customer's requested date as well as ensure the correct items are shipped, will ensure strong and ongoing customer satisfaction.

Client Case Study: hideAWAY Handmade



hideAWAY has a team of much-loved artisan soap and body product makers who create the products by hand using traditional methods.

With over 149,000 social media followers and the 3.7 million Facebook followers, owned by international Fitness guru, Ashy Bines; this high turnover, eCommerce business has integrated their online store with Fishbowl to automatically import all their orders ready to be Picked and Shipped.

Using the Fishbowl Go scanning solution, hideAWAY has implemented "**Group Picking**". Their picking process now involves picking items directly into slots on a trolley, allowing them to pick 15 - 20 orders at a time.

Implementing barcode scanning has allowed them to decrease the number of picking staff, and vastly improve picking accuracy.

They have managed to go from 4-6 pickers, to now achieving higher picking accuracy with only 1-2 pickers.

Efficiency, accuracy, increased profits, and greater customer satisfaction. Tick, tick, tick, and tick!

The Ultimate Guide - HOW CAN WE **HELP YOU** TO ACHIEVE INVENTORY MANAGEMENT SUCCESS?

Barcode scanning is just one of the many ways that Fishbowl can streamline in your business.

Other solutions Fishbowl solutions include integrated eCommerce websites for order automation, B2B order portals, Mobile sales rep orders & quoting, CRM integrations, Shipping integrations, and dynamic Business Intelligence reporting.

Fishbowl will centralise your operations and allow you to create your ideal eco-system across the different business software that you use.

EASY INTEGRATIONS - PLUG & PLAY

Accounting



eCommerce



+ more

CRM /Mobile Apps



+ more

We love helping businesses to become more efficient, more accurate, and more profitable.

If you would like to speak with one of the amazing Fishbowl Inventory Solution Specialists please reach out to schedule a Free 30 Minute Consultation.

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