BOOKMARK FACT SHEET

Using a Laptop Computer or Windows Tablet for Stocktaking

April 2017

When stocktaking, item barcodes can be scanned directly into Bookmark or collected using a portable barcode reader with a memory and then downloaded.

But there is also a trick that can turn a normal barcode reader into a portable one.

A laptop computer or tablet can be used with a standard barcode reader to collect barcodes. These are saved into a text file and then imported into Bookmark. Here's how…

Connect the Reader to the Laptop or Tablet

First, plug the barcode reader into the laptop, notebook or tablet computer. The reader should use a standard USB plug.

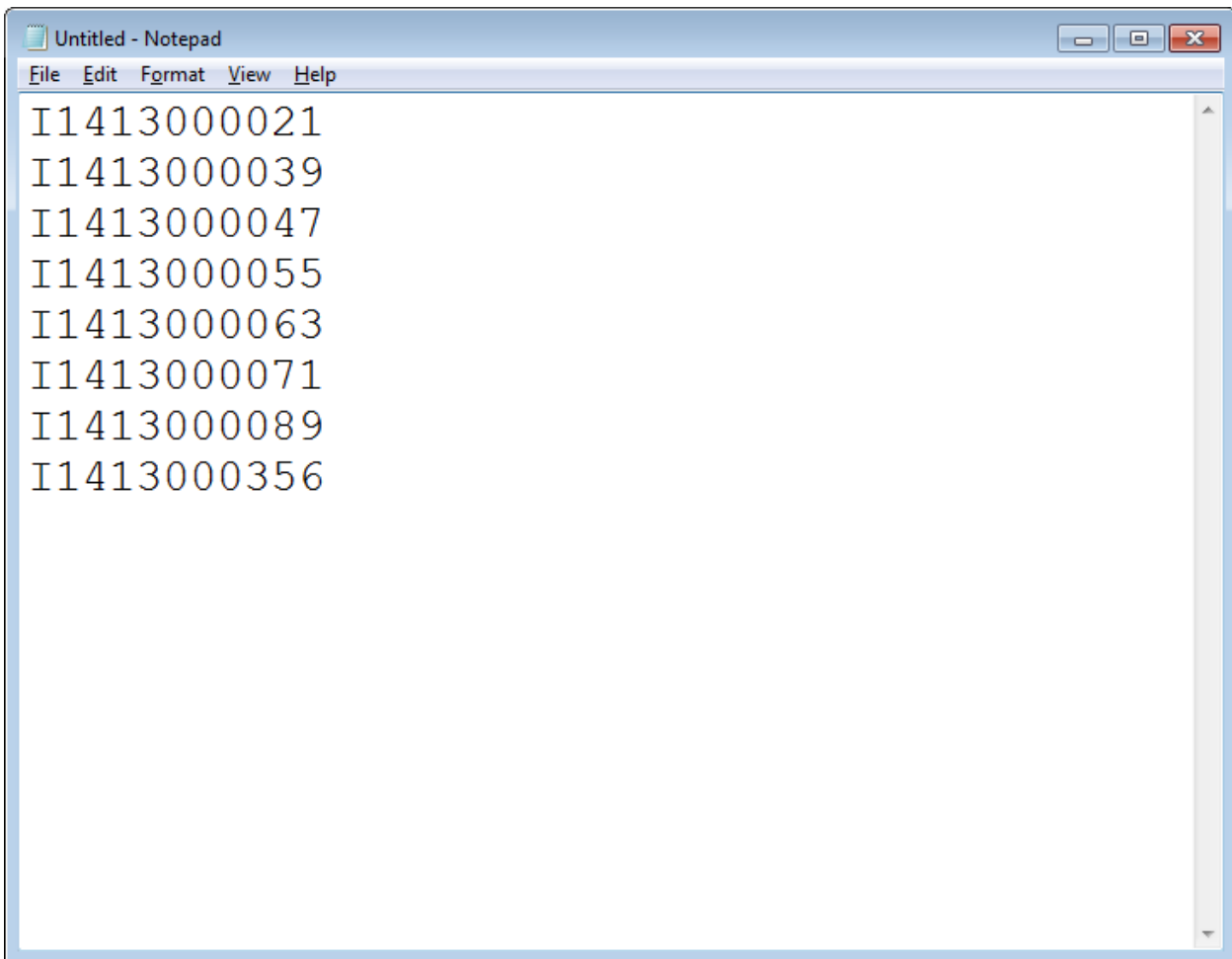Also plug in a USB flashdrive. (If the computer has only one USB port, this can be done later.)

Open the "Notepad" program. This is part of Windows itself. For Windows 7, click on Start then on All Programs then on Accessories then Notepad. The steps for Windows 8 and 10 are slightly different but Notepad it still available. (To make life easier, create a Notepad icon on the desktop so it can be double-clicked to open.)

Notepad is a simple text editing program…kind of a "mini Word". It accepts text only and is ideal for collecting barcodes.

Scan Barcodes into Notepad

With Notepad open, scan in barcodes.

Each barcode should appear one per line making a list of barcodes.

```
Untitled - Notepad
File  Edit  Format  View  Help
I1413000021
I1413000039
I1413000047
I1413000055
I1413000063
I1413000071
I1413000089
I1413000356
```

After scanning a few, save the barcodes into a file.
- Click on File at the top left.
- Click on Save As
- Enter a filename. Make sure the .txt part is at the end.
- Note WHERE the file is being saved. (It can be saved directly to a plugged in flashdrive or another drive/folder on the device.)
- Save.

Once the file is saved, it can be re-saved from time-to-time by using using File – Save or the CTRL S combination on the keyboard.

When scanning is finished, make a final save.

Close Notepad.

Copy the File of Barcodes to a Flashdrive

Copy the saved file to a USB flashdrive that is plugged into the computer. The file can be initially saved directly to the flashdrive or it can be copied to it later.
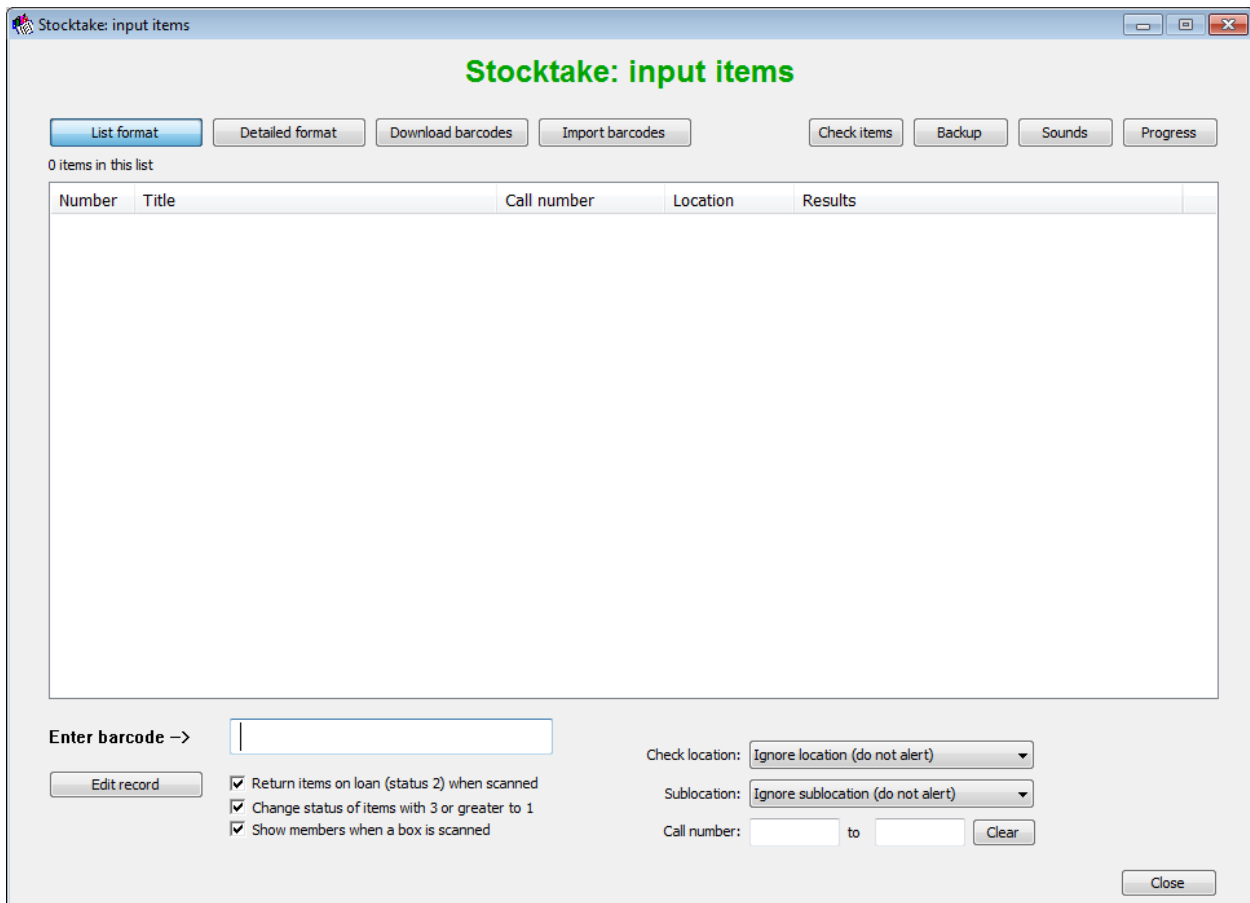
Import the File into Bookmark

Plug the flashdrive into a computer that can open Bookmark's Main Menu.
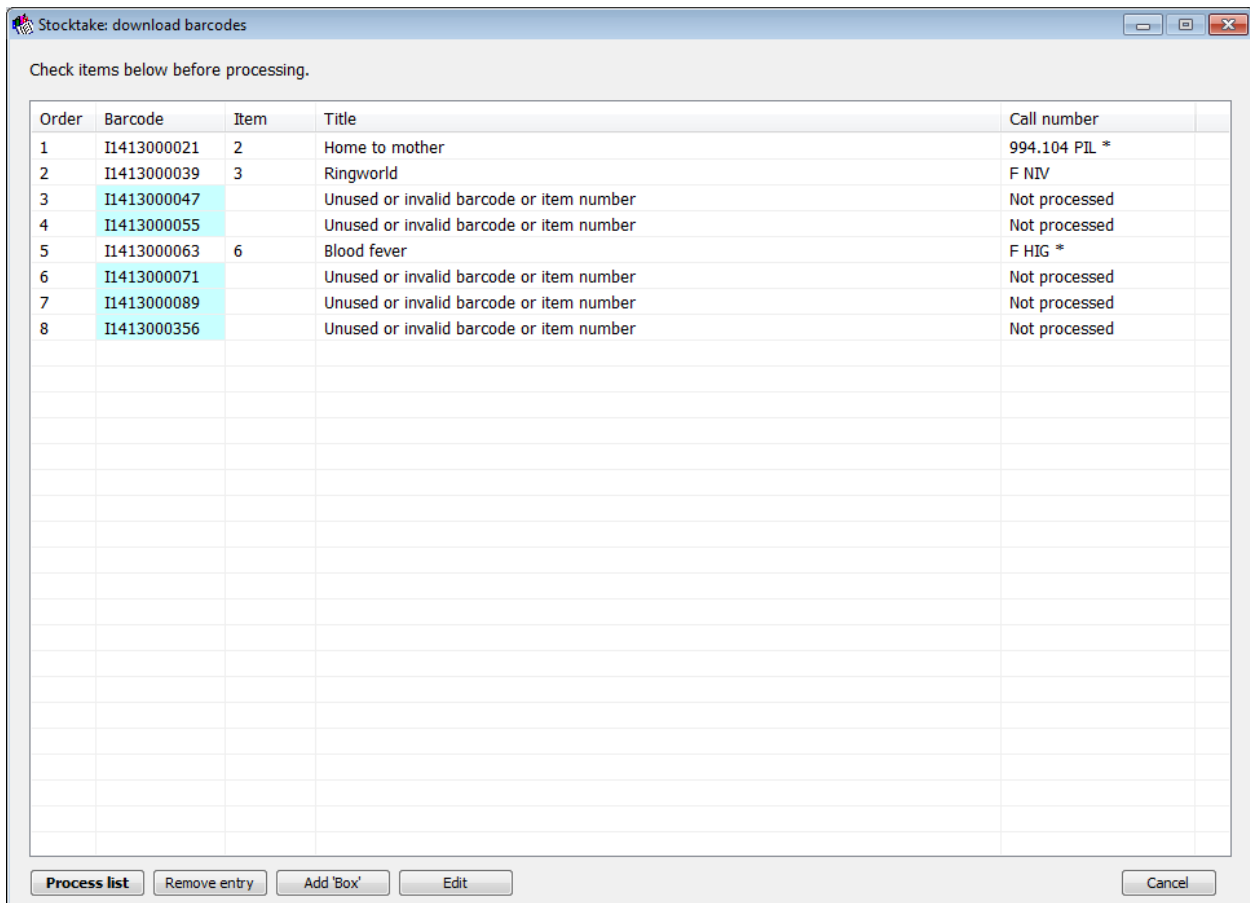
Open *Stocktaking*.

Click on *Scan Items*.

Click on *Import Barcodes*.

Use the file requester to locate and open the file of barcodes on the flashdrive.

Stocktake: download barcodes

Check items below before processing.

Order	Barcode	Item	Title	Call number
1	I1413000021	2	Home to mother	994.104 PIL *
2	I1413000039	3	Ringworld	F NIV
3	I1413000047		Unused or invalid barcode or item number	Not processed
4	I1413000055		Unused or invalid barcode or item number	Not processed
5	I1413000063	6	Blood fever	F HIG *
6	I1413000071		Unused or invalid barcode or item number	Not processed
7	I1413000089		Unused or invalid barcode or item number	Not processed
8	I1413000356		Unused or invalid barcode or item number	Not processed

[Process list] [Remove entry] [Add 'Box'] [Edit]   [Cancel]

A list of the items matching the scanned barcodes is presented.

"Bad" barcode scans are inevitable. Note where they occur so as to go back and collect the correct barcode. Remove bad scans from the list.

When the list looks correct, click on *Process List*.

The items are logged in stocktaking and listed as if they were individually scanned.

Repeat

Repeat for each batch of barcodes. (It is a good idea to collect barcodes in batches.)

Before scanning a new batch either delete the file or create a new file for the next batch or clear the contents of the existing file before entering more barcodes.