

Government of South Australia

Department for Education

BOOKMARK

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BOOKMARK FACT SHEET

Using a Laptop Computer or Windows Tablet for Stocktaking

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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	
<u>File Edit Fo</u> rmat <u>V</u> iew <u>H</u> elp	
I1413000021	^
I1413000039	
I1413000047	
I1413000055	
I1413000063	
I1413000071	
I1413000089	
I1413000356	
	v

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.

email decs.bookmark@sa.gov.au

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.

🆚 Stocktaking: Bookmark 10.4.0		
	Stocktaking	
	Stocktake date is 04/12/2013	
	Setup stocktake	
	Scan items	
	Q List items not found	
	Finish stocktake	
	List missing items	
		Menu

Click on Scan Items.

👫 Stocktake: input items				
	Stock	take: input ite	ms	
		•		
List format	Detailed format Download barcodes	Import barcodes	Check items Backup	Sounds Progress
0 items in this list				
Number Title	Call n	umber Location	Results	
Enter barcode –>				
Edit record	Return items on loan (status 2) when scanned		Ignore location (do not alert) -	
Edit record	 Change status of items with 3 or greater to 1 	Sublocation:	Ignore sublocation (do not alert) 🔹	
	$\overleftarrow{\mathbf{V}}$ Show members when a box is scanned	Call number:	to Clear	
				Close
				Close

Click on Import Barcodes.

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

Barcode	Item	Title	Call number
			994.104 PIL *
			FNIV
	-		Not processed
			Not processed
I1413000063	6	Blood fever	F HIG *
I1413000071		Unused or invalid barcode or item number	Not processed
I1413000089		Unused or invalid barcode or item number	Not processed
I1413000356		Unused or invalid barcode or item number	Not processed
	I1413000071 I1413000089	II413000021 2 II413000039 3 II413000047 1 II413000055 1 II413000063 6 II413000071 1 II413000089 1	II413000021 2 Home to mother II413000039 3 Ringworld II413000047 Unused or invalid barcode or item number II413000055 Unused or invalid barcode or item number II413000063 6 Blood fever II413000071 Unused or invalid barcode or item number II413000089 Unused or invalid barcode or item number

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.