

ASA TIRE **MASTER**

Bar Code Utility 1.0

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Bar Code Utility for TireMaster

With the Bar Code Utility, you can reduce the amount of data entry associated with adjusting inventory quantities and creating receiving documents. You can also use the utility to perform a variety of inventory-management tasks. This document, which describes how to set up and use the Bar Code Utility, includes the following sections:

- ◆ [“Requirements” on page 1](#)
- ◆ [“Installing the Bar Code Utility” on page 1](#)
- ◆ [“Adjusting Quantities with the Bar Code Utility” on page 3](#)
- ◆ [“Receiving Items with the Bar Code Utility” on page 5](#)
- ◆ [“Assigning Bar Codes to Items” on page 6](#)
- ◆ [“Importing Bar Codes into TireMaster” on page 8](#)
- ◆ [“Creating Bar Code Files” on page 9](#)
- ◆ [“Creating Bar Code Labels” on page 10](#)

If you have questions about the Bar Code Utility that are not answered by this document, call TireMaster Support at **800-891-7437**.

Note: The Bar Code Utility replaces the Mobile Inventory Manager (MIM), which has been discontinued.

Requirements

To use the Bar Code Utility, you need the following:

- ◆ TireMaster 8.2.0 or TireMaster Point of Sale 3.8.2 (or a newer version of either product) installed on your computers
- ◆ A handheld computer that includes a bar code scanner

Note: A bar code scanner plugged into a laptop computer might also meet your needs.

Installing the Bar Code Utility

Installing the Bar Code Utility is a two-step process. First, do one of the following to locate the installation program:

- ◆ Access the automatically-deployed installer from the **apps** shared directory. For instructions, see [“Accessing an Automatically-Deployed Installer” on page 2](#).
- ◆ Download the installer from the TireMaster Support site. For instructions, see [“Downloading the Bar Code Utility Installer” on page 2](#).

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Once you've located an installer, complete the installation. For instructions, see [“Completing the Bar Code Utility Installation” on page 3](#).

Note: TireMaster 8.2.0 or TireMaster Point of Sale 3.8.2 (or a newer version of either product) must be installed on your computers before you can install the Bar Code Utility. You can install the Bar Code Utility on the TireMaster server and workstations that are allowed to update the database.

Accessing an Automatically-Deployed Installer

If your TireMaster system is set up to download automatically-deployed installers as part of the nightly backup process, the installer for the Bar Code Utility Interface is already available to you. Typically, installers are placed in one of the following locations:

- ◆ c:\TireMaster\apps
- ◆ c:\TMPOS\apps
- ◆ d:\QDSTM\apps
- ◆ c:\QDSTM\apps
- ◆ d:\TireMaster\apps
- ◆ d:\TMPOS\apps

Note: If your installers are downloaded to a different location, navigate to that folder instead.

To access an automatically-deployed installer

1. On the desktop of your TireMaster server, double-click **My Computer**. The My Computer screen appears.
2. Double-click the letter or icon for the drive in which TireMaster is installed. (Usually, it's the **c:** or **d:** drive.)
3. Double-click the TireMaster program folder (usually **c:\qdstm**, **d:\qdstm**, **c:\tiremaster**, **d:\tiremaster**, **c:\tmpos**, or **d:\tmpos**).

Double-click the **apps** folder, and locate the file **tminvbarcode00000000-01000000.exe**. Once you have located the installer, complete the installation. For instructions, see [“Completing the Bar Code Utility Installation” on page 3](#).

Downloading the Bar Code Utility Installer

The installer for the Bar Code Utility is available on the TireMaster Support site. Download the installer and save it on your computer.

Note: If you cannot download the installer from the TireMaster Support site, call TireMaster Support at **800-891-7437** and request a CD.

To download the Bar Code Utility installer

1. Log on to <http://support.tiremaster.com>.
2. On the menu, click **Download Programs**. The Download Center page appears.
3. Click **Bar Code Utility 1.0**. The File Download screen appears.
4. Depending on your operating system, click **Save** or select **Save this program to disk**. The Save As screen appears.
5. Select the location where you want to save the installer, and click **Save**.
6. When the download is complete, click **Close**.

Completing the Bar Code Utility Installation

Once you've located the installer for the Bar Code Utility Interface, you can complete the installation.

Note: You can install the Bar Code Utility on the TireMaster server and workstations that are allowed to update the database.

To complete the Bar Code Utility installation

1. Close all other applications.
2. Navigate to the location where you saved the installer for the Bar Code Utility, and double-click **tminvbarcode00000000-01000000.exe**. The TireMaster - Search Results screen appears.
3. Select the TireMaster location that you want to update and click **Update**. The TireMaster - Installation Program screen appears.
4. Click **OK**.
5. When the installation is complete, click **Finish**.

Registering the Bar Code Utility

Before you can begin using the Bar Code Utility, you need to register it.

To register the Bar Code Utility

1. Log in to TireMaster. The Interface Registration screen appears.
2. Click **Register**. When the registration is finished, a confirmation message appears.

Adjusting Quantities with the Bar Code Utility

You can use the Bar Code Utility to enter quantities from physical counts into TireMaster when making a quantity adjustment.

Note: When you use the Bar Code Utility to adjust quantities, you can disregard the first two steps of the quantity-adjustment process (looking up the items you want to count and printing a counting deck).

To adjust inventory quantities with the Bar Code Utility

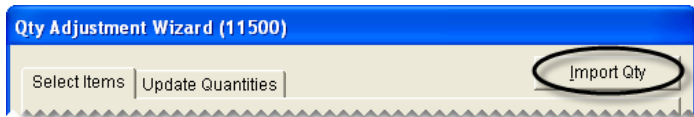
1. Count each item whose quantities you want to adjust:
 - a. Scan the item's bar code.
 - b. Enter the item's quantity into the handheld computer.
2. At the end of the count, save a file with the bar codes and quantities on the handheld computer.

Note: File types typically generated by handheld computers include .txt, .dat, and .csv.
3. Transfer the file from the handheld computer to your TireMaster server or a TireMaster workstation that is allowed to update the database. For information about transferring files from your handheld computer, refer to the documentation for that product.

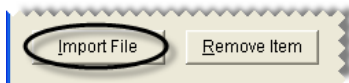
4. In TireMaster, select **Qty Adjustment Wizard** from the **Inventory** menu. The Quantity Adjustment Wizard screen appears.



5. Retrieve the file with data from the physical count:
 - a. Click **Import Qty**. The Imported Quantities screen appears.



- b. Click **Import File**. The Open screen appears.



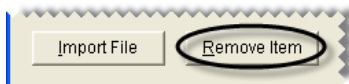
- c. Navigate to the location where you saved the file. Then select the file name and click **Open**. The imported items are listed along with an imported count and an actual count.

The screenshot shows the 'Imported Quantities' window with a table of imported items. The table has columns for Bar Code 1, Bar Code 2, Bar Code 3, Product Code, Imported Qty, Actual Count, Size, and Description.

Bar Code 1	Bar Code 2	Bar Code 3	Product Code	Imported Qty	Actual Count	Size	Description
9780787984823			BL001	12.0000	0.0000	235/45R17	Blizzak LM-25
9780321103284			BL002	12.0000	0.0000	225/50R18	Blizzak LM-25
2900619110139			BL003	4.0000	0.0000	255/35R18	Blizzak LM-25
9781556224225			BL004	8.0000	0.0000	225/40R19	Blizzak LM-25
9781904151043			BL005	1.0000	0.0000	275/35R19	Blizzak LM-25

Note: The **Actual Count** column displays either quantities that were manually entered in the Quantity Adjustment Wizard or quantities from previously loaded files. If you did not manually enter any quantities or load any files, the actual count is zero.

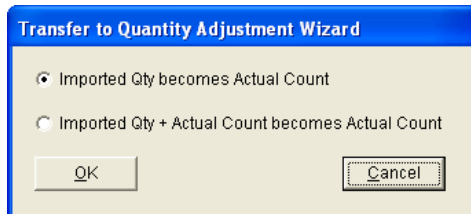
6. Select the items whose quantities you want to adjust:
 - a. If you need to exclude an item from the adjustment, select the item and click **Remove Item**.



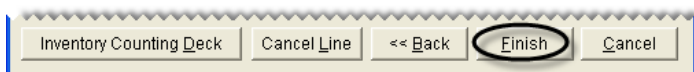
- b. Verify all of the items whose quantities you want to adjust are listed. Then click **Transfer to Quantity Adjustment**. The Transfer to Qty Adjustment Wizard screen appears.



7. Replace the actual count in the Quantity Adjustment Wizard:
 - a. Select one of the following:
 - ♦ To replace the actual count with the numbers from the physical count, select **Imported Qty becomes Actual Count**.
 - ♦ To replace the actual count with the total of the physical count and the actual count, select **Imported Qty + Actual Count becomes Actual Count**.



- b. Click **OK**. The Quantity Adjustment Wizard appears.
8. Adjust the quantities:
 - a. Click **Finish**. The Report Window opens.



- b. Print the Physical Count Edit Report. Then close the Report Window. TireMaster prompts you to create the adjustment.
 - c. Click **Yes**.

Receiving Items with the Bar Code Utility

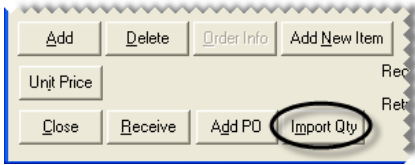
You can use the Bar Code Utility during the process of creating a receiving document for a delivery.

To receive items with the Bar Code Utility

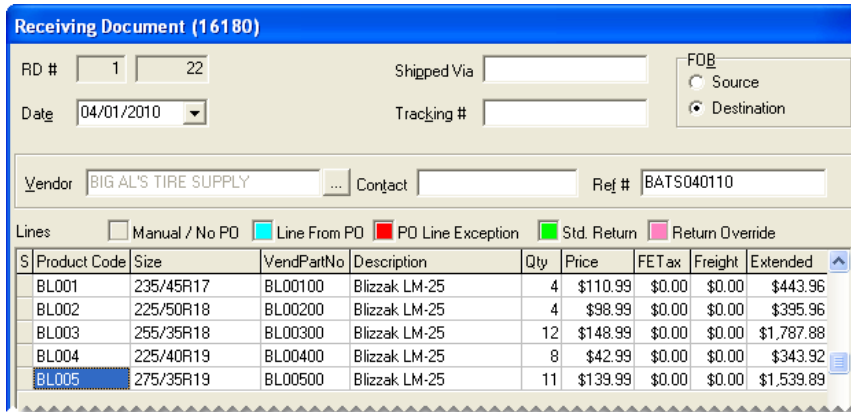
1. Count each item in the delivery:
 - a. Scan the item's bar code.
 - b. Enter the item's quantity into the handheld computer.
2. When you're done counting the items, save a file with the bar codes and quantities for the received items on the handheld computer.

Note: File types typically generated by handheld computers include .txt, .dat, and .csv.
3. Transfer the file from the handheld computer to your TireMaster server or a TireMaster workstation that is allowed to update the database. For information about transferring files from your handheld computer, refer to the documentation for that product.
4. In TireMaster, start a receiving document. For information about creating a receiving document, refer to the TireMaster help system or user guide.

5. Retrieve the file that includes the data from the receiving:
 - a. On the Receiving Document screen, click **Import Qty**. The Open screen appears.



- b. Navigate to the location where you saved the file. Then select the file name and click **Open**. TireMaster adds the items and their quantities to the receiving document.



6. Make changes to the receiving document, if needed.
7. Receive the items, and price them if needed. For information about receiving documents, refer to the TireMaster help system or user guide.

Assigning Bar Codes to Items

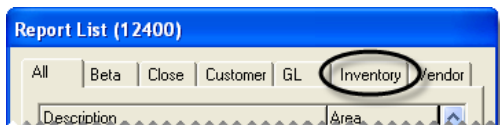
If you haven't assigned bar codes to items in TireMaster's Inventory Maintenance or Inventory List Editing screens, you might want to enter this information with the Bar Code Utility.

To assign bar codes to items

1. Click **Reports**. The Report List appears.

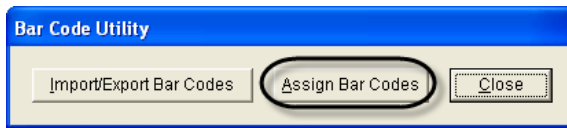


2. Click the **Inventory** tab.

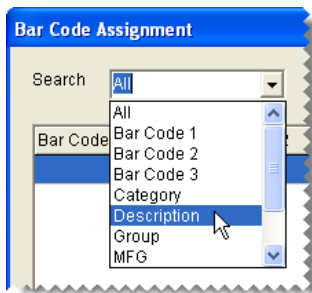


3. Select **Inventory Bar Code Utility**, and click **Launch**. The Bar Code Utility screen appears.

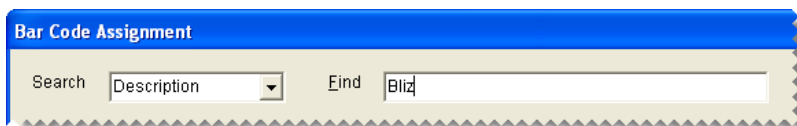
4. Click **Assign Bar Codes**. The Bar Code Assignment screen appears.



5. Look up items that need to be assigned bar codes:
 - a. Select one of the lookup options from the **Search** drop-down list.

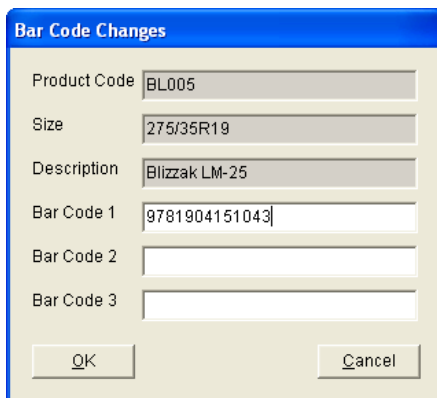


- b. Type the first few letters or numbers for the search option in the **Find** field.



Examples: To look up all Bridgestone Blizzak tires, select **Description** from the drop-down list and type **blizzak** in the **Find** field. For all items, select **All** and leave the **Find** field blank.

- c. To retrieve only inactive items, select the **Inactive** check box.
 - d. To retrieve only discontinued items, select the **Discontinued** check box.
6. Assign bar codes to items retrieved by the search:
 - a. Select an item and press **Enter**. The Bar Code Changes screen appears.
 - b. Type or scan up to three bar codes for the item.



- c. Click **OK**.

7. When you're finished, close the Bar Code Assignment and Bar Code Utility screens.

Importing Bar Codes into TireMaster

If your store is part of a chain or franchise, someone in the organization might be in charge of maintaining a list of bar code numbers for the items you sell. With the Bar Code Utility, you can update the items in your inventory by importing bar codes from this type of file into TireMaster.

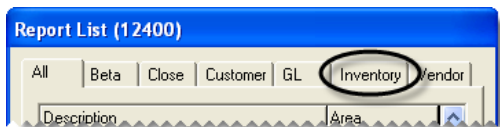
Note: The layout for bar code files needs to meet specific requirements to ensure that items are successfully updated. For more information, see [“Formatting Bar Code Files”](#) on page 9.

To import bar codes into TireMaster

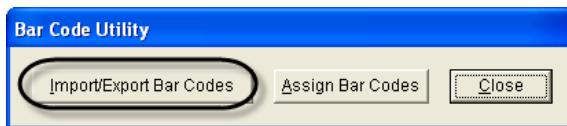
1. Click **Reports**. The Report List appears.



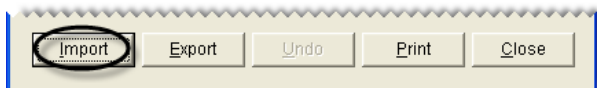
2. Click the **Inventory** tab.



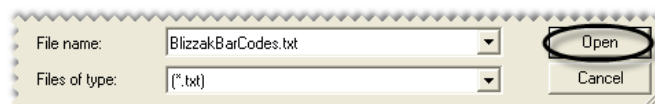
3. Select **Inventory Bar Code Utility**, and click **Launch**. The Bar Code Utility screen appears.
4. Click **Import/Export Bar Codes**. The Import/Export Bar Codes screen appears.



5. Click **Import**. The Locate File to Import screen appears.



6. Navigate to the location where you saved the bar code file.
7. Select the file name and click **Open**. TireMaster lists the items that were successfully updated along with any that were skipped. Items will be skipped if the bar code file includes part numbers or product codes that don't exist in TireMaster.



Note: If you imported a set of bar codes in error, you can reverse the changes by clicking **Undo** *immediately* after importing.

8. If you need a hardcopy of the information displayed on the screen click **Print**.
9. When you're finished importing bar codes, close the Import Bar Codes screen.

Formatting Bar Code Files

To successfully import bar codes into TireMaster, bar code files must include the following items separated by commas:

- ◆ TireMaster's system-generated part number (numeric)
- ◆ TireMaster's system-generated site number (numeric)
- ◆ Product code (text)
- ◆ Bar code 1 (text)
- ◆ Bar code 2 (text)
- ◆ Bar code 3 (text)

If an item has only one or two bar codes, insert commas where the remaining bar codes would be placed in the file. Also place single quotes on each side of the product code and bar codes entries to ensure that they're treated as text files, regardless of whether they include numbers or letters or numbers. Figure 1 shows a correctly-formatted bar code file.

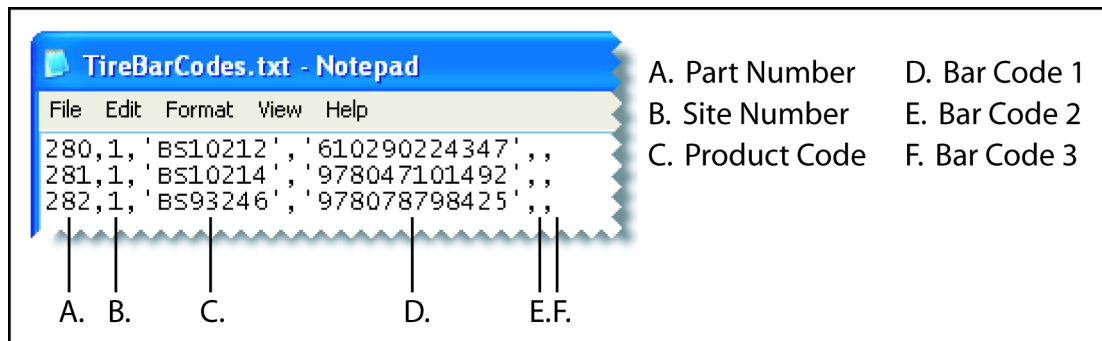


Figure 1: A Correctly-Formatted Bar Code File

Creating Bar Code Files

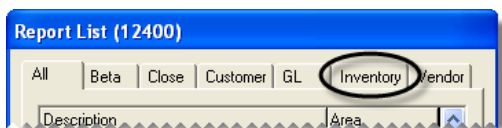
With the Bar Code Utility, you can extract all of the bar code data in TireMaster and use it to create a file that can be shared with other dealers.

To create bar code files

1. Click **Reports**. The Report List appears.

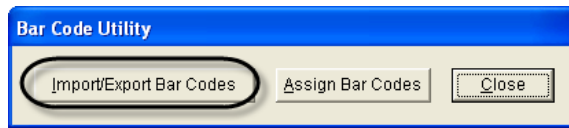


2. Click the **Inventory** tab.

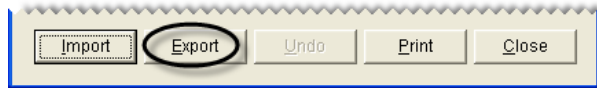


3. Select **Inventory Bar Code Utility**, and click **Launch**. The Bar Code Utility screen appears.

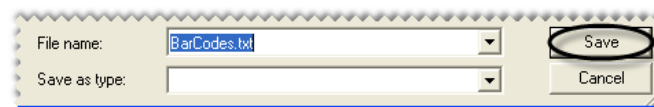
4. Click **Import/Export Bar Codes**. The Import Bar Codes screen appears.



5. Click **Export**.



6. To verify that you want to create a list of bar codes, click **Yes**. The Save As screen appears.
7. Select the location where you want to place the file, type a name for it, and click **Save**.



8. Close the Import Bar Codes screen.

Creating Bar Code Labels

If you need to create bar code labels, print the **Inventory Bar Codes** report. This feature was added to TireMaster and TireMaster Point of Sale in versions 8.2.0 and 3.8.2.