

# XPressTools

## Bar Code Quick Sheet

To speed up your inventory transactions, use a bar code scanner and this quick sheet to check in and out items without having to view the XPressTools workstation.

1. First, scan the type of transaction you want to create:

Mode: Check Out



Mode: Check In



2. Next, scan the bar code on your employee or warehouse badge to enter your employee or warehouse number.
3. If you want to input a single quantity of an item, simply scan the bar code of that item's stock number.
4. If you want to check in/out multiples of the same item, first scan in the quantity of that item, using these quantity codes on the reverse of this page.
5. After you've scanned the quantity of the item, scan the bar code of the item's stock number.
6. When you've scanned all the items that are part of this transaction, you can complete the transaction by scanning Complete Transaction:

Complete Transaction



Clear Queue



7. To cancel a transaction before it is completed, scan the Clear Queue code to erase all the information entered so far, and start over.



Clear Quantity



*Example:* To enter 2, simply scan the bar code that corresponds to 2. To enter 15, first scan the bar code for 1, and then scan the bar code for 5. To enter 300, first scan the bar code for 3, and then scan the bar code for 0 twice. If you make a mistake, scan the Clear Quantity code, and then enter the number again.

Check Out Mode



Check In Mode



Complete Transaction



Clear Queue

