FEARS OF BAR CODING

E-SUMMIT 2018

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LITTLE BARCODE, BIG BENEFITS.
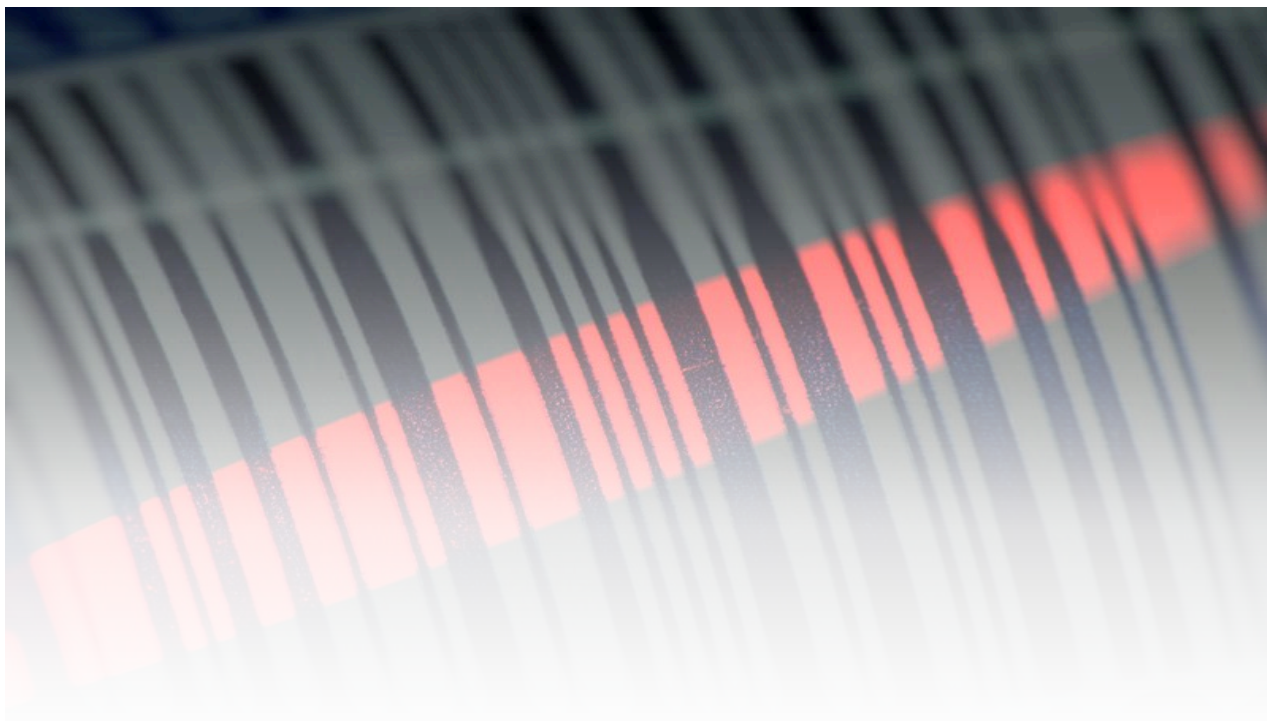
How can one little barcode give you big benefits? It's easy when you think about it. That tiny little strip of lines and letters has revolutionized warehouse automation to make it easier to keep accurate counts and update information throughout your organization. Here are just a few big benefits from that tiny strip on the side of your packages and bins.

Benefits of barcodes:

* Faster data entry: No matter how fast you can type, a barcode is still faster. Swipe the scanner and you're done. Not only is the information entered more quickly, but it's entered with fewer mistakes. That's a double win in our book!
* Easy implementation: No special training is required to help your team set up and use barcodes. Once your system is set up, it takes about a half an hour or less to teach people how to scan properly. That's it. The rest of your team will probably learn the system quickly too thanks to its intuitive design.
* Improved supply chain management: The more accurately you can manage your inventory, the better your cash flow. Supply chain management is a big part of inventory management. With the accurate data that you get from barcodes and automation, you can manage all of the components of your supply chain more tightly, resulting in cost-savings and greater efficiencies.

THE FEARS OF IMPLEMENTING A BAR CODE SYSTEM

## How Do I Come Up With All Of These Bar Codes?

- You don't have to create ANY bar codes
- You don't have to buy any UPC codes
- The bar code is generated based on your item code
- In short, it's just a font

Do I Have To Label Every Item?

- Not necessarily, it depends on…
- The item's size (is it too small for a bar code label to fit on it?)
- Whether the box is already labeled by the vendor
- Whether you decide to label the shelf/bin
- Whether you decide to label the paperwork

Do I Have To Buy Bar Codes?

- The Short Answer is NO
- Buying Bar Codes would be needed to label the item with a UPC Code.
- UPC Codes are something assigned to items and reserved solely for that item.
- UPC Codes have to be purchased
- Then, it's your responsibility to assign that pre-defined UPC Bar Code to your item.

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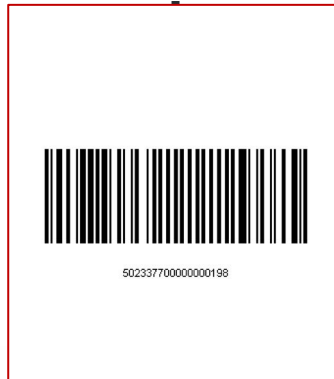
My Inventory Is So Messed Up, I'm Afraid Bar Coding Will Make It Worse

- The goal of implementing a bar code solution should be to help clean up this mess
- Plan on taking a physical count as soon as you go live to help ensure your quantities are accurate
- During the implementation, review your procedures and find the loopholes that are causing it to be messed up
- Change those procedures with the bar code implementation… it's easier for staff to adopt multiple changes at once

We Have So Many Types Of Transactions… We Can't Do This All At Once

- It's OK to start with one transaction type at a time
- Get your feet wet, and then move on to other transaction types
- It's best to live by the philosophy… crawl… walk… run

HOW BIG AND DIFFICULT OF A PROJECT IS THIS GOING TO BE?

Number Of New Software Solutions Included In The Implementation

- The more new solutions being implemented at once, the more work to successfully complete the implementation
- For example, adding a multi-bin solution while adding bar code scanning, requires the multi-bin solution be implemented first

Capabilities Of Your Staff

- Do they adapt to new procedures easily
- Will they understand the overall impact to the company that is trying to be achieved?
- Will your management team work to ensure everyone is trained on the why's and how's
- Also, don't forget to check the calendar… holidays, vacations, etc.

Your Business Requirements

- Quality Assurance Checking
- Reject and Bad Product isolation
- Customer labeling requirements
- Industry Standards
- Lot Number / Serial Number Tracking
- Expiration Dates

Status of Your Current System's Setup and Procedures

- Are you currently struggling with getting transactions recorded timely?
- Are your current transactions inaccurate? (wrong quantities, wrong items, etc.)
- Do you have a lot of items that are in a negative quantity, but shouldn't be?

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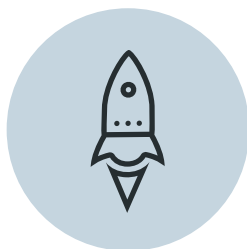# OUR MISSION

We've Invested in a New Solution...What Do We Do Now?

✔ Set Realistic Timelines
✔ Be willing to adjust your current procedures
✔ Be open and honest with your consultant
✔ Be ready to enforce the new methods

TYPICAL IMPLEMENTATION PLAN

Kick Off Meeting

Installation

Configuration & Customization

Labeling (if required)

Initial Training & Testing

Advanced & Final Training

Go Live

Follow Up & Adjustments

TYPICAL IMPLEMENTATION PLAN

Kick Off Meeting	• All Parties involved attend: End-User, Reseller, Scanco • Establish players and responsibilities • Define high level time line and go live date • Discuss technical aspects for installation • Determine what labeling and scanning is needed and when it's needed in the process
Installation (Server)	• Verify the base software is at a supported version and the latest version, if possible • Determine how we access your system • Who do we work with to get Administrator Rights for the install • Set expectations for needing users out of the system and All transactions updated BEFORE we can begin the actual install • Set the Date/Time of install • Make sure your system is backed up BEFORE we begin the install • Make sure you have he Activation Keys, if needed
Installation (Handhelds & Kiosks)	• Time to do the installs will depend on how many handhelds • If Apple or Android, download the apps from the appropriate app store • If a Windows Tablet or Kiosk device, our install teams will assist • Make sure Kiosks have network connectivity at their location within the shop/warehouse
Configuration & Customization	• What options need to be turned on within the new solution • What security needs to be established for different roles and users • What documents (e.g., Purchase Orders, Pick Sheets, etc.) need to be modified to accommodate the new solution (adding Bar Codes) • What handhelds need setup & configured • Learning the hosted portal and how to make changes • Learning the software setup options and how to make changes
Labeling (if required)	• Do the existing inventory items need to be labeled? • Are we going to label the shelves? • Are we using "labeled cards" that can be put in a pocket on the shelf, and moved? • Do we have any customer labeling requirements?
Initial Training & Testing	• Use the test company to perform training & testing • Pick a user (or two) that will provide good feedback during testing • Focus on basic transactions first • Use the feedback from the testing user(s) to adjust anything necessary • Repeat this until no failures occur and transactions are correct

TYPICAL IMPLEMENTATION PLAN

Advanced & Final Training

- All staff goes through training (use the people that tested to help as "go to" staff for questions)
- Test all types of transactions (including scanning and printing) for a specified period of time
- Resolve any issues/problems
- Once everyone feels comfortable, and any additional issues are resolved, we are ready to go live.

Go Live

- All settings in the scanning solution are changed to point to the live company
- Verify all settings in the software match the test company's settings
- Reinitialize any files related to testing, to ensure we start with clean scanning data
- Determine if the Go Live is going to include a physical count to set the quantities correctly BEFORE we start scanning on a daily basis
- Everyone knows when the go live day is, so the new processes can be implemented
- Resolve any additional issues uncovered during the Go Live!

BEST PRACTICES

USE A TEST SYSTEM AND/OR TEST COMPANY

- Test System is a complete separate install of your entire system on a different server…. Aka a Sandbox. This is highly recommend to ensure there's no impact on your live system until you're ready
- Test Company is on your live system, but uses the same software code. This allows for easy copying/ recopying of your live data for testing

TEST, TEST AND RETEST

- Pick a tech savvy warehouse worker to do your testing… someone that will not give up on the new process if it doesn't work correctly the first few times
- Duplicate at least some of your live transactions for testing.. Use actual transactions so it makes sense to your users and is real to your system
- Be willing to rework the process until you have the process working and it's understood and it's yielding the results you need

ADOPTING THE NEW PROCESS & SOLUTIONS

- Select a Project Manager, and give him/her the authority to make the changes in processes and enforce them with all company personnel
- From management personnel down to the warehouse personnel, everyone has to adopt the changes and be on the same "page"
- Set a realistic schedule (with the help of your reseller or Scanco) and be willing to adjust the timelines as needed
- Always try to remember you chose a new solution to make things better
- Work with your reseller and Scanco consultant until the project is live and the processes are working correctly.

FOLLOW UP & ADJUSTMENTS

- Set a recurring interval to follow up/check in
- Make sure things are running smoothly
- Determine if any adjustments need to be made to the procedures or settings
- Realize as your business grows/changes, the procedures and settings may need to be readjusted to accommodate the new processes/requirements

ACHIEVING SUCCESS IS DETERMINED BY...

- the entire company adopting the new procedures
- the software being able to accommodate your needs, whether off-the-shelf, customized, or through custom development
- everyone staying focused on the project and moving it forward
- the hardware and network resources are adequate to accommodate the new solution and procedures

About
Scanco Software

Since 1989, Scanco has been a leading provider of supply chain automation software and services. From our inception, we have focused on innovative warehouse management solutions with a unique technology-driven approach. Our solutions deliver unequaled efficiency and visibility for distribution and manufacturing companies around the globe.

From basic barcoding to the most complex distribution and manufacturing operations, Scanco software is positioned to grow with our customers ever-changing business needs. We are focused on providing top-tier, fully integrated automation solutions built specifically for your ERP solution. Today, thousands of world-class distribution and manufacturing companies have automated their facilities with cutting-edge Scanco technology.

Scanco
innovation.service.experience

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Logistics Tech Outlook TOP 10
WAREHOUSE MANAGEMENT SOLUTION PROVIDERS - 2018

CIO APPLICATIONS TOP 25 LOGISTICS TECHNOLOGY SOLUTION PROVIDERS 2017

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2017
2018