

Process for Printing Barcode Labels

Introduction	1
Setup before Collecting Data	1
Collecting Data and Printing Barcode Labels.....	2
Data Cleanup before Loading into TMA	4
TMA Setup before Loading Data	4
Load Data into TMA.....	4

Introduction

In the spring of 2014, the Shiley Marcos School of Engineering (SMSE) decided to use TMA to track their equipment. It was decided to setup a separate Repair Center in TMA for SMSE so they would see only their own equipment and it would not mix with FM equipment.

Since SMSE had to manually collect the information for all the equipment, print barcode labels, and tag the equipment with the barcode labels, they decided to use student workers. It took a pair of student workers working together less than 2 weeks in the summer to collect the data, print labels and tag the equipment for 380 items.

The purpose of this document is to record the process so it can be replicated for other schools or departments.

Setup before Collecting Data

Before collecting the data, a spreadsheet template and label template need to be created.

1. Create spreadsheet template with required and optional fields.
 - a. Fields that do not need to be entered can be Hidden.
 - b. Refer to the file **WebTMA Equipment.xls** as an example.



WebTMA
Equipment.xls

2. Create label template in ZebraDesigner Pro 2.
 - a. Install ZebraDesigner Pro 2 on system that will be creating the label.
 - b. Activate the software key for ZebraDesigner Pro 2 on the system that will be creating the label.
 - c. Setup the label to retrieve data from the "Equipment" tab in the spreadsheet created in Step 1 above.

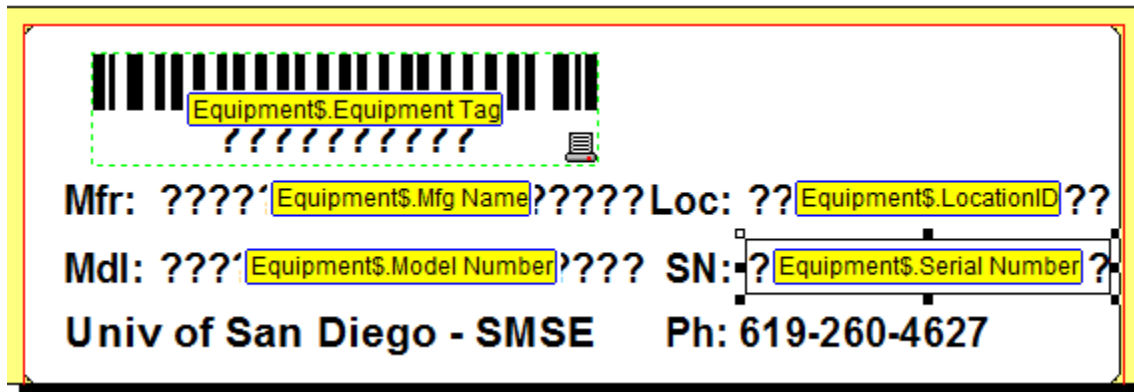
Process for Printing Barcode Labels

- d. Refer to the file **SMSE-Label.lbl** as an example

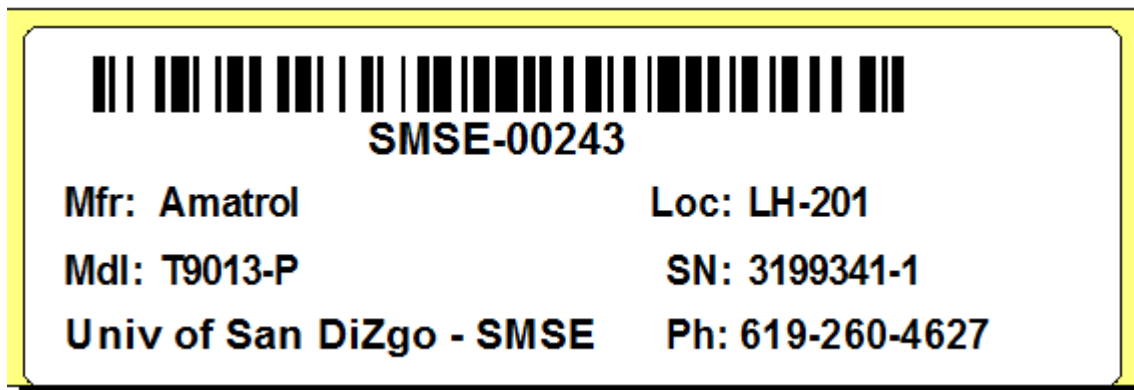


3. For testing, install the label printer on the system that will be creating the label.

Following is the example **SMSE-Label.lbl** label template:



Following is an example of an actual label using the **SMSE-Label.lbl** label template:



Note: This screen shot was taken with a Demo copy of the ZebraDesigner Pro 2 software, so every lower case "e" is replaced with "Z". Once the software key is activated, the lower case "e" displays correctly.

Collecting Data and Printing Barcode Labels

Setup required:

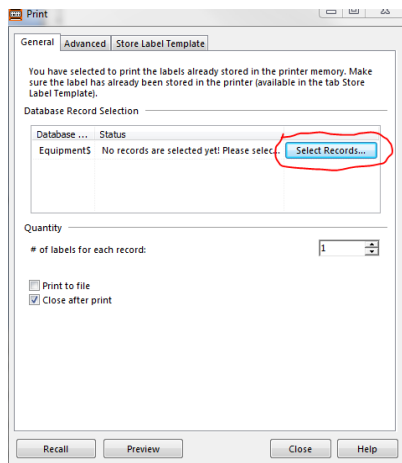
1. ZebraDesigner Pro installed on the system printing the barcode labels
 - a. Software key needs to be Activated on the system printing the barcode labels

Process for Printing Barcode Labels

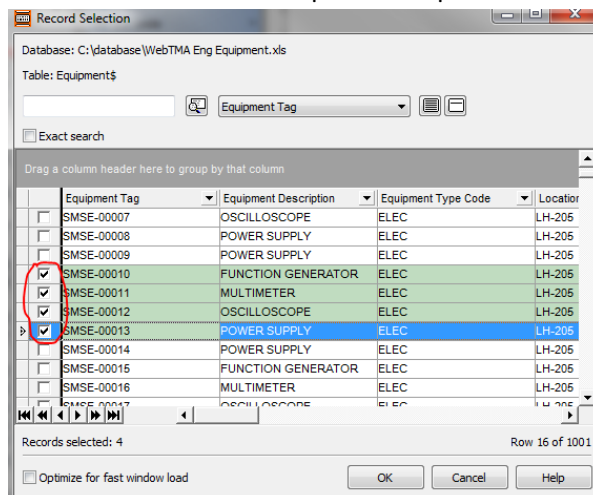
2. ZebraDesigner Pro label template file accessible to the system printing the barcode labels
3. Excel spreadsheet template accessible to the system collecting the data and printing the labels
4. Zebra printer driver installed on the system printing the barcode labels
5. Zebra printer attached to the system printing the labels

Process:

1. Enter data into Excel and Save – (i.e., **WebTMA Equipment.xls**)
2. Open label file (i.e., **SMSE-Label.lbl**)
 - a. ZebraDesigner Pro will open with the template loaded
3. Select **Print** from the menu bar
4. Press **Select Records** to select which labels to print

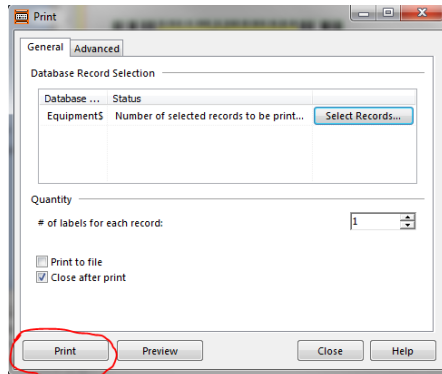


5. Check off which labels to print then press OK



Process for Printing Barcode Labels

6. Select **Print** on the Print screen



Data Cleanup before Loading into TMA

Prior to loading the data in the database, some data cleanup will be required in the completed spreadsheet.

1. Unhide all Hidden columns and update appropriately.
 - a. Update spreadsheet with Floor, Building, Facility
2. Add Vendors and Manufacturers to "Vendors and Manufacturers" tab.
 - a. Get last vendor number from f_vendor table in TMA and start with next number.
3. Update "Vendor Repair Center Link" tab

TMA Setup before Loading Data

1. Create new Repair Center in TMA
2. Create users and assign access to new Repair Center in TMA

Load Data into TMA

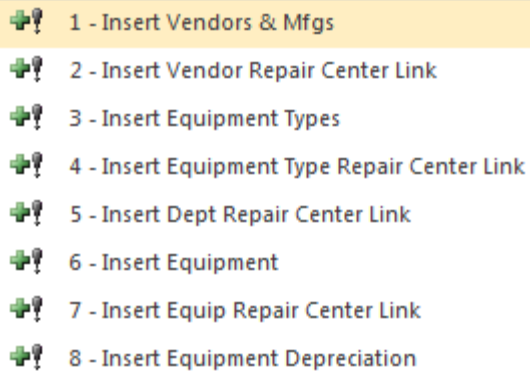
















You can use whatever tool is available to load the Excel data into TMA. If you choose to use Access, refer to the file **TMAEquipDev.accdb**. It has the Append queries already setup to load the data.

If you choose to use Access:

1. Copy the files **TMADev.dsn** and **TMAProd.dsn** to My Documents on the C: drive
2. Open the file **TMAEquipDev.accdb**
3. Relink the spreadsheet tables to point to the correct file
 - a. External Data → Linked Table Manager
4. Query the table f_repairCenter to locate the value of rc_pk for the new Repair Center
5. Update the following Queries to change the value of xxx_rc_fk to the value found in #4

Process for Printing Barcode Labels

- a. 2 – *Insert Vendor Repair Center Link*
 - i. Update venrc_rc_fk
 - b. 4 – *Insert Equipment Type Repair Center Link*
 - i. Update fcrc_rc_fk
 - c. 5 – *Insert Dept Repair Center Link*
 - i. Update dprc_rc_fk
 - ii. Update dp_name to name of Department that is assigned to the new Repair Center
 - d. 7 – *Insert Equip Repair Center Link*
 - i. Update fmrc_rc_fk
6. Update the following Query with the new Equipment Types found in 3 – *Insert Equipment Types*:
- a. 6 – *Insert Equipment*
 - i. Update fc_description, or change to fc_code and put in new Equip Type Codes if they are unique
7. Run the Queries in order:

- 
-   1 - Insert Vendors & Mfgs
 -   2 - Insert Vendor Repair Center Link
 -   3 - Insert Equipment Types
 -   4 - Insert Equipment Type Repair Center Link
 -   5 - Insert Dept Repair Center Link
 -   6 - Insert Equipment
 -   7 - Insert Equip Repair Center Link
 -   8 - Insert Equipment Depreciation

The above process will load the data into TMA Dev database.

Once the Queries have been updated and are working correctly, you can relink the tables to TMA Prod. After the tables have been relinked to Prod, run the Queries in numeric order to load the data into Production.