

Setting Up Bar Codes as Product Attributes

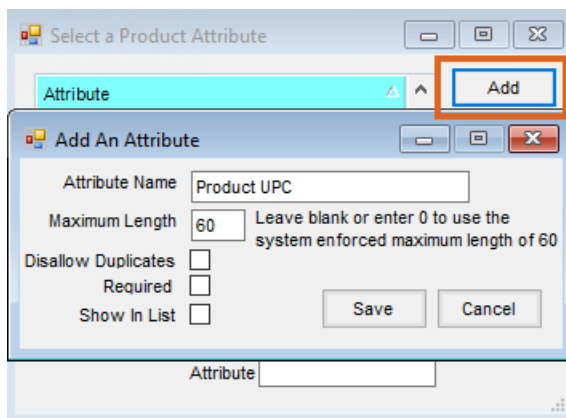
Last Modified on 05/20/2024 1:52 pm CDT

As an alternative to using the *Bar Code ID* on the product profile, bar codes can also be set up as Product Attributes.

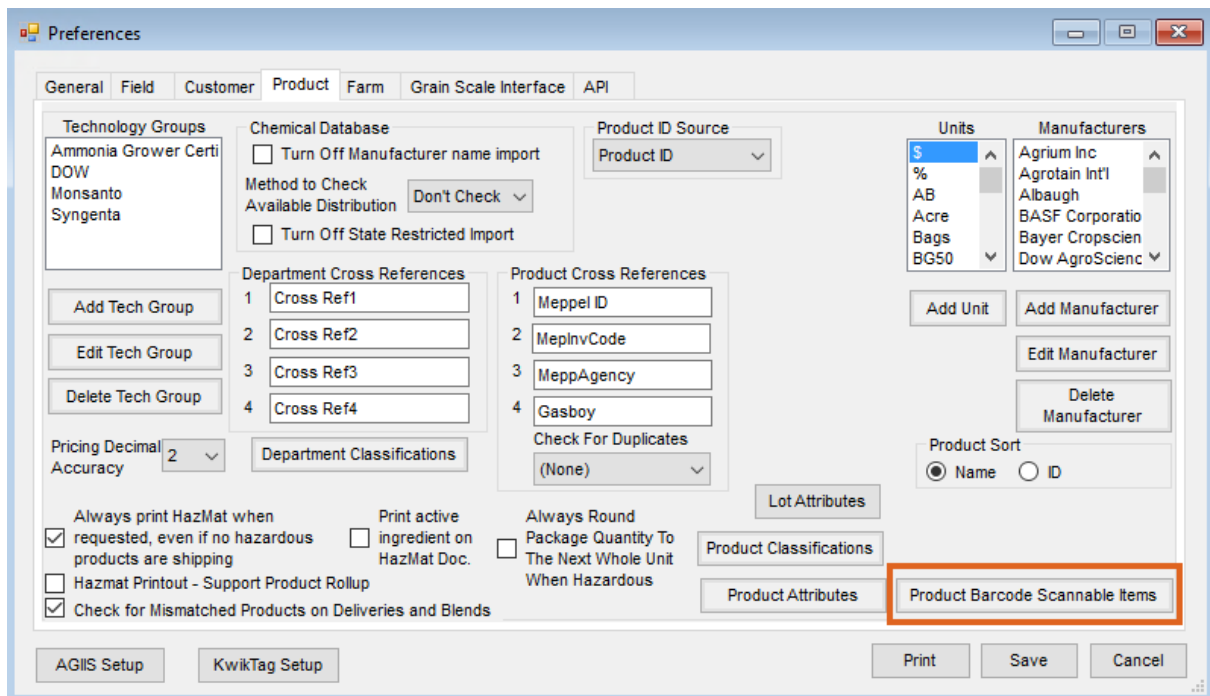
Setup

1. On the *Product* tab at *Hub / Setup / Company Preferences*, choose **Product Attributes**.
2. Select **Add** then enter an *Attribute Name*. Optionally set a *Maximum Length*, *Disallow Duplicates*, and check the *Required* checkbox to force the user to fill in the *Attribute* field on a new product before the item can be saved.

Select **Save**.

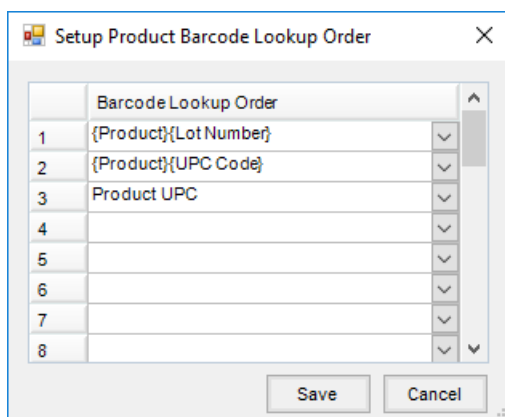


3. Once the new attributes for bar codes are setup, choose **Product Barcode Scannable Items** button while still on the *Product* tab at *Hub / Setup / Company Preferences*.



4. This establishes the rule on where and what order to search in Agvance to find a bar code match. Generally,

the defaults of (Product)(Lot Number) and (Product)(UPC Code) will remain. In the third drop-down, choose the next attribute to search.



- Once the *Barcode Lookup Order* is saved, add barcodes on products by going to the *Profile* tab of the product at *File / Open / Product* and selecting **Attributes**.

