

# **Barcode Maintenance**

Megan De Freitas - 2025-06-26 - Inventory

#### Overview

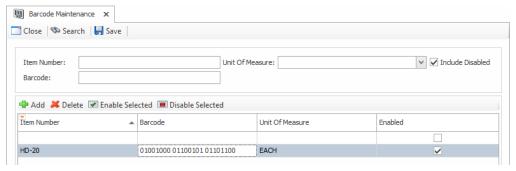
The Barcode Maintenance module in SalesPad allows users to create and manage barcodes for items.

**Note:** These barcodes are separate from those entered in <u>Item Barcode Maintenance</u> module. Barcodes entered in the SalesPad Desktop Module will not appear in DataCollection. Similarly, barcodes created in DataCollection will not appear in SalesPad.

#### **Creating New**

To create a new barcode:

- 1. Click the Add button.
- 2. In the new line, type the desired item number, or search for it using the Sales Inventory Lookup window.
- 3. Add the barcode value for the selected item, along with the unit of measure. To have the barcode enabled, check the **Enabled** box.



4. Click Save.

## **Editing and Deleting**

Existing barcodes can be edited by selecting a barcode and updating the necessary information on the respective line. To delete an existing barcode, select the desired line and click the **Delete** button. Changes made in this manner require saving to take effect.

### Security

Barcode Maintenance - Grants access to the module to create and manage item barcodes.