

FastCode

Demonstration Guide

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1. What is FastCode?


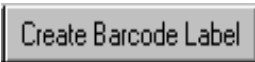

- FastCode prints barcode labels directly from product information held in Attaché.
- Eliminates the need for a dedicated barcode printing system with a separate product database.
- Prints EAN 8, EAN 13 and UPC-E labels.
- Prints on laser labels or continuous labels.
- Works with any Windows compatible printer including laser printers and dedicated barcode printers with Windows drivers.
- FastCode consists of a set of FastCode Fonts and the FastCode Template which creates an application in Microsoft Word. This application can extract data from the product database in Attaché using DDE and prepare correctly formatted barcode labels.
- Labels can include Selling Price, Product Code, Product Description and Barcode; all directly from data in Attaché.
- Label design can easily be tailored to suit different requirements by those with a working knowledge of Microsoft Word Macro programming.

2. Demonstration Limitations

This demonstration release is identical to the production release of FastCode with the exception that barcode numbers are confined to using the digits 0,1,2,3 and 9. Also the production release is supplied with a full manual.

3. Quick Start

This section provides those people who don't require much instruction with a quick start to getting results with FastCode.

1. To install FastCode, Run "a:\setup" on the FastCode Demonstration disk and follow the instructions.
2. Open Attaché Business Partner in the company which has the products with barcodes and enable Data Transfer.
3. Add a barcode number to a product in Attaché. For example enter the number 20123123 as a barcode for the product code CD.
4. Click on the FastCode Icon  in the Windows Start Menu.
5. Click on  in the FastCode Toolbar and enter a valid Attaché Product Code for a product with a barcode; for example CD.
6. The barcode label will be created on the screen.
7. Click on  in the FastCode Toolbar to commence printing.


4. System Requirements

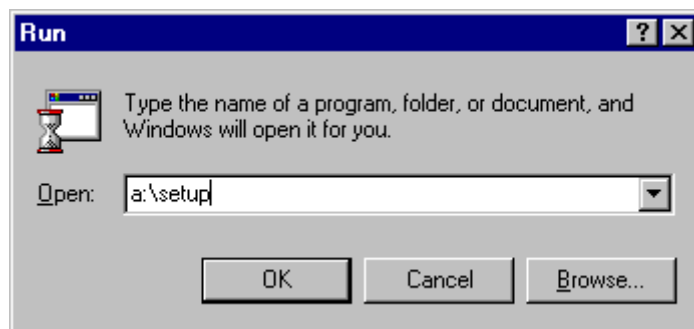
This section outlines the minimum system requirements for using FastCode. No requirements are placed on the PC hardware because any PC that can run Microsoft Office will run Attaché and FastCode.

- Microsoft Office 97 or later; Standard or Professional version.
- Attaché Business Partner with the Products Module and the Data Transfer System Module.
- Windows compatible printer and labels.

5. Installing FastCode

This section covers the basic installation of FastCode.

1. Place the FastCode Demonstration Disk into the PC's floppy disk drive.
2. Click on the Windows Start Button  and select **R**un.
3. Type in "a:\setup" (without the quotes) and click OK.



4. Follow the instructions in setup programme and allow the PC to restart when prompted at the end of the installation.

FastCode has now been installed on your PC and is ready for use with Attaché Business Partner.

6. Using FastCode

When FastCode is first installed, it is set up to print on a standard Laser Label sheet (Avery L7160) using the default windows printer. If changes are required to either the label size or layout or if a printer other than the default printer is to be used for printing labels then changes will need to be made to the FastCode macros.

6.1 Starting FastCode

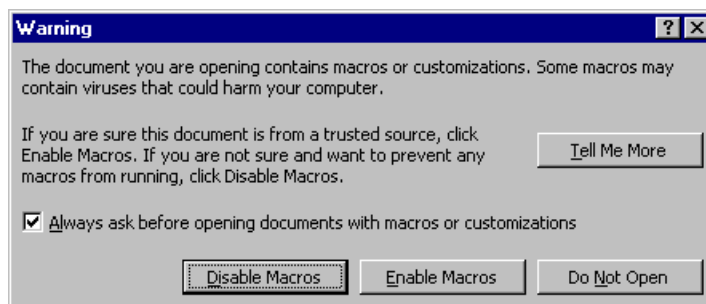
To Start FastCode, click on the FastCode Icon  in the Windows Start Menu.

This will automatically start Microsoft Word if it is not already running and then load the FastCode Application.

6.2 Microsoft Office 97 & 200 Virus Warnings

FastCode employs macros to perform its tasks. Office includes functions to warn users when a document or template containing macros is being opened.

In Word 97 the following warning message is presented.



This message is simply warning that the document contains macros and that Word doesn't know if they are harmful or not.


To continue to run FastCode, click on the **Enable Macros** button.

This warning message can be disabled or enabled at any time by selecting **Tools - Options ... General - Macro virus protection**.

6.3 Starting Attaché Business Partner with Data Transfer


FastCode uses the Data Transfer function in Attaché Business Partner to extract product information.

1. Login into Attaché Business Partner and select the company with products which require barcode labels.
2. Click on **TOOLS - COMPANY**.
3. Click on **DATA TRANSFER** and then **ENABLE DATA TRANSFER**.

Attaché Business Partner can then be reduced to an icon by clicking on the underscore button  in the top right hand corner of the screen.

Now that Data Transfer has been enabled, labels can be printed in FastCode.

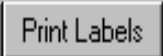
6.4 Creating a Label

- Next, create a label by clicking on the  button in the FastCode Toolbar. This will prompt for a valid Attaché Product Code.
- Type in the Product Code of a product in Attaché with a barcode and select OK.

The label will then be created on the screen and is ready for printing.

If the product in Attaché had no barcode use **Products - Maintain** in Attaché to enter a valid barcode number (the number 20321321 can be used for testing for example).







6.5 Printing a Label

- Click on  in the FastCode Toolbar. This will prompt for the number of rows of labels to be printed on the sheet.
- Enter the number required, or accept the default for the full sheet, and select OK.

The sheet of labels should now be printing.

6.6 Miscellaneous Functions

Other Barcode functions which are available from the Toolbar include:

-  Check Digit Calculator. This is a simple calculator for calculating the check digit on a barcode number.
-  Print a Barcode Register. This is used to create and then print out a list of valid EAN 8 barcode numbers. These are the 8 digit EAN barcode numbers.
Note: Country Codes 20 to 29 are reserved for in-house use and hence can be used in cases where the labels are not required to read by outside parties.
-  Set the Company Name on the Label to easily customise the label.
-  Set the Product Location for accessing different locations within Attaché.
-  Quit from FastCode without saving any settings. This would used to quit a normal session with FastCode.
-  About FastCode. This reports the version of FastCode.

7. Barcode Formats

FastCode automatically determines the correct barcode format to be used in the label, based on the length of the barcode number stored in Attaché.

- For barcode numbers which are 13 digits long, FastCode will use the EAN 13 format.
- For barcode numbers which are 8 digits long, FastCode will use the EAN 8 format.
- For barcode numbers which are 6 digits long, FastCode will use the UPC E format.

If the check digit is wrong, or if the length is not consistent with one of the supported formats, or if the barcode contains non-numeric characters, then an error message window will alert the user of the problem.

8. Removing FastCode

This section covers removing FastCode from your PC.

1. Click on the Windows Start Button  and select **S**ettings - **C**ontrol Panel.



Add/Remove Programs

2. Double click on **A**dd/**R**emove Programs and select **F**astCode from the list of installed software.
3. Click on the **A**dd/**R**emove button to proceed with removing FastCode.

9. File Locations

When FastCode is installed files are placed in two locations:

1. The install directory (usually C:\Program Files\FastCode)
2. The windows font directory, C:\Windows\Fonts.

The files placed in this directory are:

- ean-sha.ttf
- ean-shb.ttf
- ean-shc.ttf
- ean-shf.ttf
- Barcode3of9.ttf

10. FastCode Error Messages

This section contains a list of the error messages which may be generated while using FastCode.

- **Attaché Business Partner is not running.**

FastCode cannot find Attaché Business Partner. Make sure that Attaché Business Partner is running on this PC with Data Transfer enabled.

- **Attaché Data Transfer is not enabled.**

FastCode cannot connect with Attaché Business Partner because Data Transfer is not enabled. Make sure that Attaché Business Partner is running on this PC with Data Transfer enabled.

- **Barcode error: xxxx is not 6, 8 or 13 digits for UPC-E, EAN-8 or EAN-13.**

FastCode supports UPC-E, EAN-8 and EAN-13 coding which requires the barcode in Attaché to be 6, 8 or 13 digits long. Make sure that the barcode in Attaché is the correct length.

- **Non-numeric character in Barcode.**

FastCode supports UPC-E, EAN-8 and EAN-13 coding which requires the barcode in Attaché to be numeric. Make sure that the barcode in Attaché contains only numbers.

- **Product Code not found.**

FastCode could not find the requested product code in Attaché.

If Product Locations are used in Attaché, make sure that the correct Location is set using the Set Location button in the FastCode Toolbar.

If Product Locations are not used in Attaché, make sure that the Location is set to blank using the Set Location button in the FastCode Toolbar.

- **The Product xxx has no Barcode.**

The requested product has no barcode number stored within Attaché.

- **Wrong Check Digit supplied: x. It should be: y.**

The barcode for the requested product has the wrong check digit stored in Attaché for an EAN-8 or EAN-13 barcode number. Make sure that check digit (the last digit) of the barcode stored in Attaché is correct. Use the Check Digit Calculator if necessary to establish the correct check digits.