

# **10-Step Quick Start Guide**

**for**

## **Standard Time® barcoding on the shop floor**

### **✓ Step 1**

As step 1, you should probably get a barcode scanner to try the things below. Consider buying an inexpensive barcode scanner from Amazon. Cost: \$30 - \$50. The simplest barcode scanners will work.

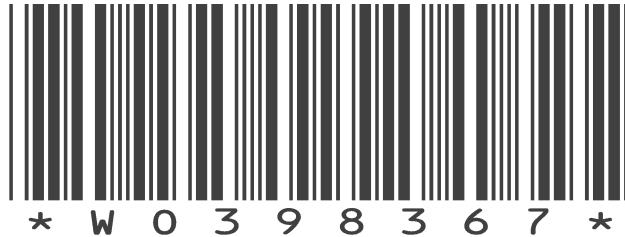


Pro tip: Use RFID and QR Code readers too.

## ✓ Step 2

For step 2, get a barcode font to print labels in a word processor or spreadsheet. We suggest downloading **IDAutomationHC39M\_FREE.otf** from this link. Cost: Free.

<https://www.fontpalace.com/font-download/IDAutomationHC39M+OTF/>



Pro tip: Print barcode labels right on your work orders just by changing the font.

## ✓ Step 3

Start with the Project Assistant in Standard Time. Use this to create a new job, work order or project to begin scanning. You can also add tasks to scan. Consider using actual numbers and names from your shop instead of fictional entries. This helps identify the information later.

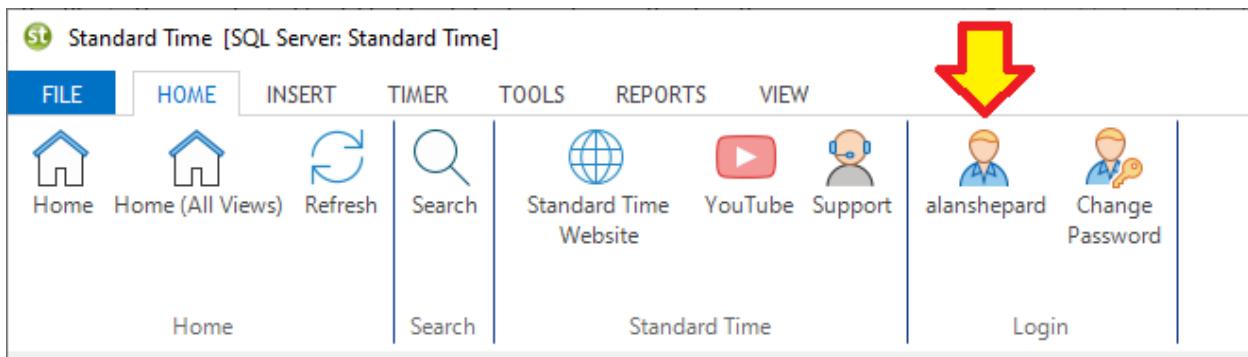


## Project Assistant

Pro tip: Duplicate existing jobs in ST with just a few clicks.

## ✓ Step 4

Find your username in Standard Time. It's in the Home ribbon at the top of the main window. You'll need this name for a barcode label. Each employee must scan their username first. After that, they can scan work order numbers and tasks.



Pro tip: Only admins log into ST. Shop employees scan instead.

## ✓ Step 5

Create a document with the following barcode labels using the font from step 2 above. Print the document and prepare to scan.





(supply your actual task name)



Pro tip: Use the “=” equals character for spaces in barcode labels.

## ✓ Step 6

Click the Scan Barcodes icon in the Home (All Views) page in Standard Time. A new page opens that accepts barcode scans from your scanner. Make sure your scanner is plugged in and ready to go.



Scan Barcodes

Pro tip: Use low-code tablets for shop floor scanning.

## ✓ Step 7

Scan the printed barcode labels from step 5 above in the following sequence.

1. Scan username first (example: alanshepard)
2. Scan work order number (example: WO398367)
3. Scan a task name (example: CNC)

Pro tip: Learn how to scan inventory and scripts.

## ✓ Step 8

If you scanned all the barcode labels in step 7, a timer should start. Look for timer status in the Scan Barcodes page immediately after scanning.

Pro tip: Ask for a stand-alone barcoding app named BC.

## ✓ Step 9

Click the Time Logs icon in Home (All Views) to see the new scan record. The Time Logs page shows all the scans from all the employees.



Time Logs

Pro tip: Add employee names as a column in Time Logs.

## ✓ Step 10

Go back to the Scan Barcodes page and scan these barcode labels in sequence.

1. Scan username (again)
2. Scan the word STOP

Notice that the timer has stopped. Also notice that the time log now has both a start and stop timestamp. You have now collected the basic information to revolutionize your shop. Get ready... everything is about to change.

# Congratulations!

You're no longer in the paper age!