

How to Scan and Verify the right Delivery Note

Issue 1: September 2007

Objective:

The picker can be prompted to scan the Delivery Note to confirm that the right goods are sent with the right Delivery Note. This avoids the elementary mistake of putting the wrong delivery address on the wrong parcel!

To achieve this, a barcode representation of the Goods Delivery Note (GDN) number should be added to the Delivery Note.

Turning the facility ON

Start Barcode Admin.

Press **Settings** button

Select the **Advanced Settings** tab

There are 3 options, which apply to all users who despatch orders.

None	Picker does not need to scan the paperwork.
D'Note Only	Picker must scan the printed Delivery Note.
D'Note And Invoice	Picker must scan both the Delivery Note and the Invoice.

Press **Save**

Adding Barcode to the printed Delivery Note

The delivery note can be edited using Crystal Reports Designer.

Insert a new database field '**GDN**' to the Report Header section.

Right-Click and select Properties.

Change the Font to the barcode font, **Free Code 3 of 9**. Set the Font size to **36**.

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