



Expo Badge, ID Card and Inventory Tag Project Basics

You've been handed a project - "We need badges for a thousand trade show attendees".
"We need barcoded labels on every fire extinguisher in every department by Friday".
"Our 300 members need ID cards as soon as humanly possible".

Where do you even begin? The process can be broken down into four basic steps.

- First, assign each member, participant or item a unique ID number. This string can be numbers only, letters only, or alphanumeric (letters and numbers). If ID numbers will be generated on-the-fly at a conference or in the warehouse, document for yourself how they are assigned. The IDs should then be stored in a centralized database or spreadsheet program.
- Then you'll need bar code software to convert the unique IDs into barcodes. The barcode symbology you'll require will be based on the type of IDs you've chosen.

If the IDs are alphanumeric consider using a code 39 bar code symbology, supported by Azalea's C39Tools: www.azalea.com/Code39.

If the IDs are numbers only, a code 128 bar code will do the trick. Our C128Tools can be found here: www.azalea.com/Code128 .

- Next you'll need to print the bar codes onto labels, cards, tags or badges. One solution is to use MS Word- it has a comprehensive assortment of label/badge/card templates. You might also use a different labeling or badge-making program.

Import the barcode images into your badge/card/tag template, then print them out. A high quality office laser printer is suitable for this task. If you have an inkjet printer, size

the barcodes large enough to compensate for ink spread (spread can affect the scannability of the barcode images). With any printer type, be sure to check your printed barcodes for scannability.*

**If you have a thermal or thermal-transfer label printer, ask the printer manufacturer for software recommendations before buying our or anyone else's barcode software.*

- Lastly you'll need hardware for reading the barcodes and a database to scan the data into. This might be a few barcode scanners at a handful of (or one central) locations, or a more sophisticated scanner system with multiple readers. One rule of thumb is if you can go to the barcode, use a portable scanner. If the barcode comes to you, use a scanner attached to your computer.

You can read more about Azalea's USB barcode scanner at:

www.azalea.com/barcodescanners.

Gather information and products before you begin. Map it out on paper from start to finish, troubleshoot potential problems before you encounter them, ask all of your vendors tough questions, and be sure to test with a dry run (or ten) before deploying the entire project. Work smart, not hard, and if you need a hand we're just a phone call away.



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