



## **QuickStart Guide**

**Vehicle Bar Codes – Initial Label Run**  
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## Vehicle Bar Codes – Initial Label Run

ARKONA QuickStart Guide

*Use this QuickStart Guide to learn how to print the bar code labels for all of your vehicles in inventory the first time*

- It is helpful to read through this QuickStart Guide before beginning.

### **1. Make a hand-written list of all the vehicles on the lot.**

- Do this so that when you print your labels for the first time, they will be in a sequence that will make it easy to put them on the vehicles.
  - If you print your labels in some order other than the way you write them down on a yellow pad you will be searching through hundreds of labels each time you label a car.
- a. On a piece of paper, visit each car in order and write down the last six of the VIN, the stock #, and the color.

### **2. Print the labels one at a time.**

- a. Browse to the dealership's vehicle bar code web site (or the <https://www2.arkona.com/url> if you are doing this from inside the ARKONA office) and log on.
  - Get the full URL from DCS definitions if you don't know it.
- b. Click Print Bar Codes near the top of the Verify Vehicles page.
- c. Enter the first stock number from the hand-written list created in step 1.
- d. Click Preview to see the description of the vehicle from the ARKONA inventory.
- e. Verify that the information displayed in the preview matches the description of the stock number from the hand-written list.
  - If the preview shows incorrect information, correct it in the ARKONA system before proceeding.
- f. Click Print to print the label.
- g. Repeat steps 2c - 2f for the remaining stock numbers on the hand-written list.
  - Be sure to keep the printed labels in order.
  - It is a good idea to print about 100 labels from the hand-written list and then do steps 3 and 4. Then when you've completed the first batch, do another batch.

### **3. Scan all of the printed labels.**

- This gives you practice scanning.

- It will also verify the scanability of each label.
- If you find a label that won't scan, pull it off the backing, reprint the label, scan it, and put it back in place on the backing.

#### **4. Upload the label data to the web site.**

- a. Click Verify Vehicles.
- b. Enter a New Run Comment at the bottom.
  - This comment should describe the label run, for example, Initial Run.
- c. Click the company # button to pull the vehicles from the ARKONA inventory to the website.
- d. Click Input Batch.
- e. Enter a comment to describe the scan batch, for example, 1st Batch.
- f. Click inside the big box to put the cursor in it.
- g. Take the hand held scanner with the scanned label data in it and push the Function button and then the 1 button and place it in the cradle.
- h. Push the Enter button on the scanner to upload the scanned data to the web site.
  - When prompted to erase the data on the scanner, select Yes.
  - You may want to upload the text to a blank WordPad document rather than the website and then copy and paste it into the website. This will help you see if there are any errors in the data and it is easier to edit.
- i. Once the data is entered into the big box on the web site click Input Barcode Batch to display the import status.
- j. Click Finished - View Updated Information to see the inventory comparison.
- k. Repeat steps 3 and 4 until all of the labels have been scanned and uploaded.
  - Make sure that when you get to step 4b you don't create a new run but rather click on your existing run and click Select Run.

#### **5. Put the labels on the vehicles.**

- The labels will be printed in the order that the stock numbers were written down on the hand-written list.
- a. Clean the area before you put the labels on the following areas of the vehicles.
    - The large label should be placed in the upper corner of the windshield on the driver's side.
    - One small label should be placed in the upper right corner of the back window.

- Another small label should be placed inside the vehicle on the back of the window sticker to have one label that is protected from the elements which can be scanned if the outside labels are unscannable due to weather.
- The remaining small labels can be placed or discarded at your discretion.