Barcode Implementation 2013 -2014
MPS

Important Deadlines

June 30, 2014
eInventory will require a barcode to enter in a repair request.

October 1, 2014
All district instruments should be barcoded.

eInventory / Music Tracking Updates

http://einventory.mpls.k12.mn.us

The link above will take you to our district's site for instrument inventory and repair. Log in with your user name and password to access the site. If your site admin rights need to be updated, please notify Emily Quinn. If you are a regular user, you will notice that changes to eInventory have been made. Expect to see more changes as barcodes and scanners enter your classrooms. Current eInventory changes are as follows:
Barcode field – Barcodes will take the place of serial numbers as the primary identification of instruments.

Manage Inventory Menu Option
Manage Instrument OR Score
– We see this feature being useful in the future when the music library is up and running. Please feel free to give input on how we should categorize musical scores

Repair Shop Key Menu Selection
Allows consistency in language between site admin, central admin and vendors.

Wants/Needs to Borrow
This menu item allows users to request an instrument for loan. After the fields are selected, an email is sent to all users indicating the selected need. Email communication between borrower and lender may be continued through MPS email. This function is something that can take place of using the list serve to express instrument needs. We're trying to move away from using the list serve as tool for requesting instruments to loan or borrow. Under instrument category, there is an option to choose “General” if you can’t find what you are looking for.

**Wants/Needs to Borrow**

* Select Instrument Category: (select one)

* Select Instrument Type: (select one)

Requesting Teacher: Emily Quinn

Requesting Teacher Email: Emily.Quinn@mpls.k12.mn.us

[Send Email]

**Instrument Status**

Each instrument is required a status. The default status is “active”. This searchable category will help while looking for instruments that are identified as “available for loan”, or "checked out to a student" and so on. Under “Instrument Type” you can specify your request details if not applicable in drop down menu. If you are to “retire” an instrument, please select “not worth fixing” as a status.
Barcodes and Scanners

Scanners -
Scanners are very easy to use. Insert scanner hardware into USB receiver. Scanner will immediately start working. Please be aware that the cursor jumps down two rows when using and excel document.

Barcodes -
Foil barcode stickers have been tested in chemical wash baths and do not peel off. Stickers can be picked away so be mindful when placing sticker in area with high finger traffic.

Placement

When placing barcodes on instruments, consider barcoding instruments by category and type in large groups. For example, set aside one week to barcode flutes, the next week clarinets and so on. All instruments should
be barcoded for the 2014-2015 school year.

- Consider choosing a location that will allow you to scan barcode while still in its case
- Choose location that has low finger traffic.
- Stickers should be placed on instruments, not cases.

**Strings:**
Bottom of instrument

**Brass:**
Bell of trumpet, bell of trombone,

**Woodwinds:**
Upper section of clarinet, bell of sax, below head joint of flute

**Percussion:**
One sticker on largest piece of set.

**Barcode Application**
A permanent bond cannot be achieved if oil, wax, silicone, mold or dirt is on the surface. Use rubbing alcohol to clean the surface of the instrument before placing the barcode stickers on surface of instrument.

**Care**
Students should be reminded regularly that stickers are to be left alone.
Implementation Suggestions
Barcode instruments by instrument category and type in large groups. For example, set aside one week to barcode flutes and enter their barcode into eInventory. The next week, all clarinets and so on. All instruments should be barcoded for the 2014-2015 school year.

Documentation
Export existing inventory to an Excel spreadsheet and work off of that spreadsheet before changing records in eInventory.

Retrieve download from web browser and save document for your own records.
Use Excel document to record barcode numbers. Easier to manage and manipulate.

Uploading barcoded inventory back into eInventory. When importing barcodes back into eInventory, use Excel document to copy and paste information.