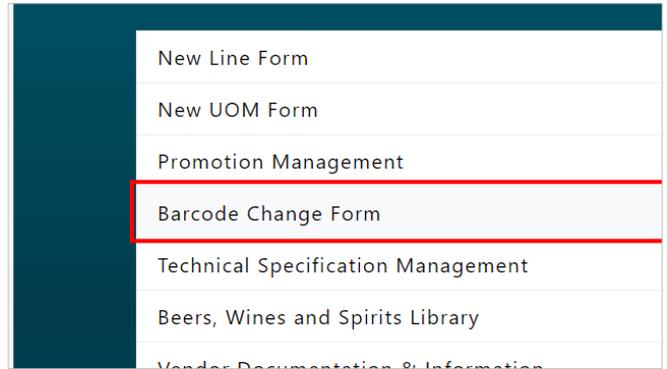
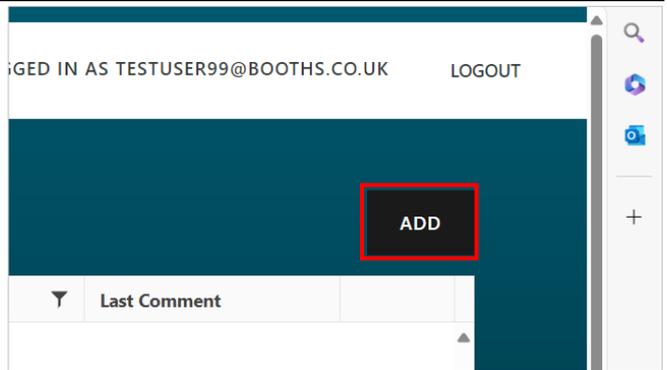


This is how to change a barcode

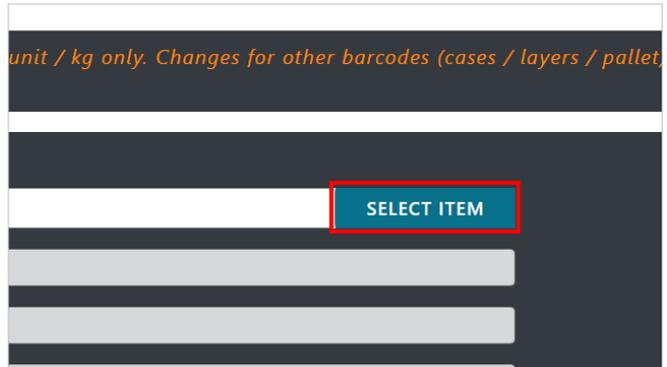
Click on the link **Barcode Change Form**



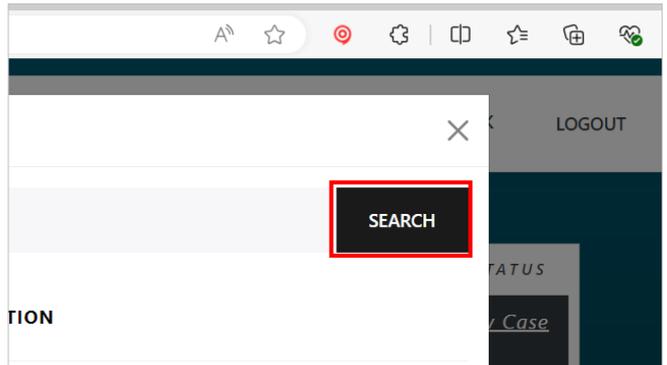
Click on the link **Add**



Click on the link **Select item**

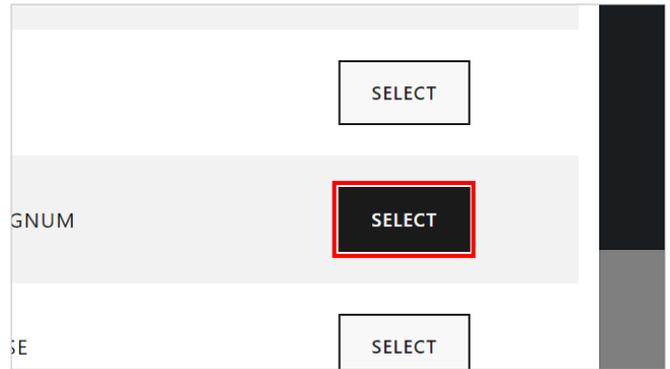


Click on the button Search. You can also type in the filter box



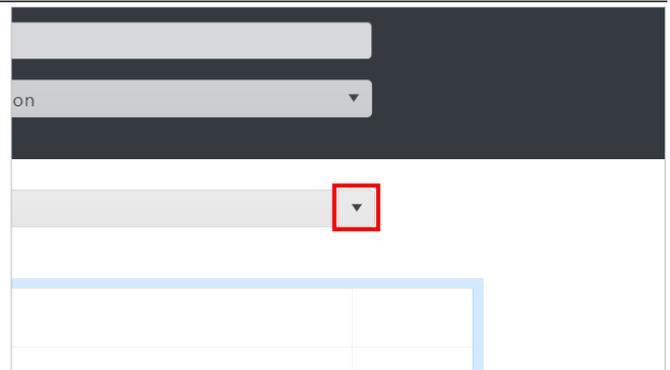
Barcode Change Form

Select the relevant item from the dropdown list



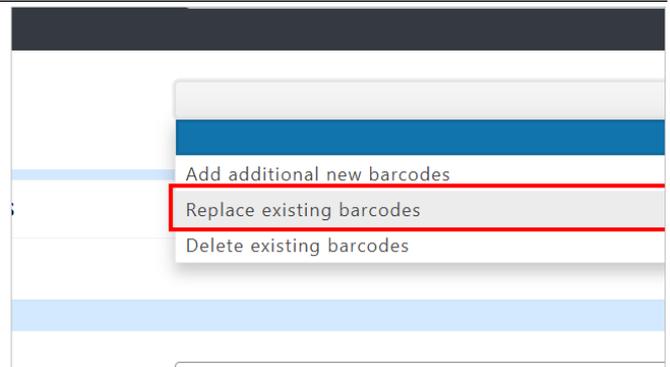
A screenshot of a form with three 'SELECT' buttons. The middle button is highlighted with a red box. The text 'GNUM' is visible to the left of the middle button, and 'SE' is visible to the left of the bottom button.

Click on the Change Type box



A screenshot of a form with a dropdown menu highlighted by a red box. The text 'on' is visible to the left of the dropdown menu. Below the dropdown menu is a table with a blue border.

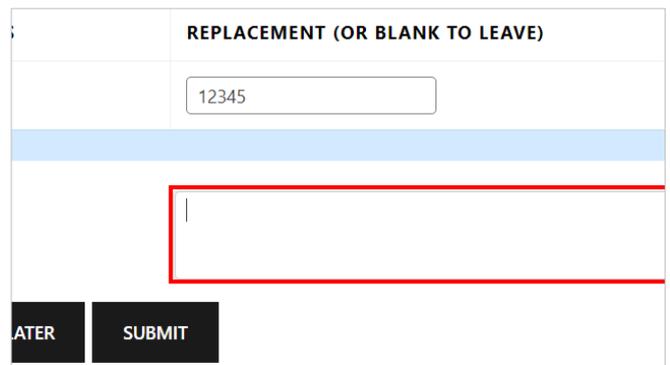
Choose the reason for changing the barcode



A screenshot of a dropdown menu with three options: 'Add additional new barcodes', 'Replace existing barcodes', and 'Delete existing barcodes'. The 'Replace existing barcodes' option is highlighted with a red box.

Fill in the new barcode information

Click on the Reason for Change box



A screenshot of a form with a 'REPLACEMENT (OR BLANK TO LEAVE)' section. A text box contains '12345' and another text box is highlighted with a red box. Buttons for 'CANCEL' and 'SUBMIT' are visible at the bottom.

Barcode Change Form

Enter the reason

	REPLACEMENT (OR BLANK TO LEAVE)
	<input type="text" value="12345"/>
<input type="text"/>	
ATER	SUBMIT

Move the mouse to the button Submit and click

Reason For Change *		
	<input type="text" value="reason"/>	
CLOSE	SAVE FOR LATER	SUBMIT

Windows taskbar: Search