



## **Guide to Using / Enabling ItemTrac**

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## Over View

This document is intended to assist you in configuration and use of ItemTrac functionality in your SPOT system. Features requiring the use of ItemTrac require each item in your operation to have a unique garment ID and barcode for scanning and data collection. ItemTrac barcodes / tags may be used with permanent pre-printed Heat Seal (HSL) labels, on demand SPOT printed HSL labels, printed temporary tags, pre-printed temporary tags or RFID technologies.

## Definitions and Concepts

### ItemTrac Barcodes

ItemTrac requires that you have a unique ItemTrac ID assigned and attached to every garment in your defined ItemTrac profile. These barcodes may be a permanent label or a temporary label configured for single or multiple uses. The idea of the ItemTracID is to assign a garment to a unique barcode number enabling the ability to scan the ItemTracID. You may scan the ItemTracID item at any garment level processing step in your operation. This allows you to gather information such as current location, time and date and who scanned the barcode. All this information is available at the time of the scan and at the item view or lot manager for future reference and reporting.

**Pre-Printed HSL** labels come in many shapes and sizes. Most operations use a very small Pre-Printed Label that is ½" x 1.5" in size and contains a human readable ItemTrac ID and matching barcode. Labels can be ordered and created with a number of specific needs for the installation. These will include starting and ending numbers and an optional color key printed on the label.

Heat Seal or HSL labels are a permanent label that is attached to a garment using a label with heat activated adhesives. HSL labels are generally applied to an individual garment with a heat seal press at 145° for approx 8-10 seconds and 40-60 PSI (see HSL tag manufacturer for application specifications) .

**Pros:** Customers do not notice this small HSL label in garments.  
Can be attached to care labels or brand labels.  
Attach to 98% of the garments customers bring to your operation.  
Easy to manage on a roll or tray  
Detail the garment once; future detailing is done with a simple barcode scan  
If placed in consistent locations on garments production is very efficient  
Can be placed in a press with no effect on garments

**Cons:** Labor intensive to apply the first time  
No descriptor identifying garment on label  
If detailed improperly first time maintains improper information  
Must be consistent with location on garments for efficient use in production

**Notes:** When using pre printed HSL labels make sure you use a unique number range for your operation and verify the numbering sequence starts with a single non '0' numeric value. An example of 000000001 will be represented by a "1" or a single digit number. The barcode 100000001 will be represented as a "10" digit number. This is very important if you want to apply number masking and number verification to your ItemTrac scanning. Verify the labels do not include a non numeric pre-amble or post-amble character. If they do you will need to configure your scanner to remove the character(s) or they will not be usable in SPOT.

**Printed on Demand HSL** was the popular choice for HSL labels up until just a few years ago. These labels come in many shapes and sizes. Most operations using the on demand printed HSL labels will use a label large enough to include an 8-10 digit human readable ItemTrac ID, matching Barcode, customer name and a detailed garment description. You have the option of printing department, category, item, up-charge, modifiers, creation date, customer phone, and customer preferences. The amount of information to be included on the label depends on the size of the label you will be printing. The larger the label the more information you may print on the label.

Customers generally do not resist these larger labels in the tail of laundered shirt, they do resist when you place them on some the Dryclean items they may bring you. These labels can be applied to approx 75% of the garments customers bring to your operation.

Heat Seal or HSL labels are a permanent label that is attached to a garment using a label with heat activated adhesives. HSL labels are generally applied to an individual garment with a heat seal press at 145° for approx 8-10 seconds and 40-60 PSI (see HSL tag manufacturer for application specifications).

Pros: Customer and garment information may be added to the label  
Detail the garment once; future detailing is done with a simple barcode scan  
If placed in consistent locations on garments production is very efficient  
Can be placed in a press with no effect on garments

Cons: Labor intensive to apply the first time  
Labels are usually large so they can display customer garment information  
Larger labels are noticed by the customer  
Must maintain a printer, ribbon and stock for each workstation printing tags

**Printed On-Demand Temporary Tags** are generated by SPOT and printed on either a moisture safe paper stock or on a moisture safe nylon stock. These tags are a onetime use and then removed from the garment. At a minimum these tags will include a human readable ItemTrac ID, matching barcode, customer name and item details such as department, category, item, modifiers and up-charge information.

The use of On-Demand temporary tags will depend on your operation's cleaning processes, solvent and detergents used. Both the Nylon and Paper tags work well with some cleaning solvents and detergents but **NOT** all. Implementation requires a very time intensive configuration and testing phase using On-Demand temporary tags. Before you go into production you will need to test several combinations of tag stock and ribbons to verify what combination works best for you. You have several factors when using these tags, the tag stock, ribbon and at the printer you have heat and the speed of the printing process. Once your testing phase is complete and you are in production you will need to be careful not to change your cleaning process and detergents. Small changes to the process or formulas used in cleaning have led to printed tags going into the cleaning cycle and no readable tags returning to production. This means your tags are no longer usable as ItemTrac tags and may cause serious disruptions to your operation.

Pros: Print customer and item details at the time of detail  
Printing options include display of special instructions  
Can be printed with token to assist in lot management  
Quick and easy to apply using standard attachment methods  
Can be placed in a press with no effect on garments

Cons: One time usage  
Changes in solvents and detergents may affect the readability of the tag  
Tags tend to curl in hot water environment and make the barcode difficult to scan

Must maintain a printer, ribbon and stock for each workstation printing tags

**Pre-Printed Temporary Tags** are used by some customers and are generally a paper or nylon tag stock. As with the Print On-Demand both the Nylon and Paper tags work well with some cleaning solvents and detergents but **NOT** all. Implementation requires a very time intensive configuration and testing phase using Pre-Printed temporary tags. Before you go into production you will need to test several combinations of tag stock and materials to verify these tags work for you.

These tags are preprinted from a manufacturer and will contain only the ItemTrac ID. These are pre printed so you do not have the option of displaying customer or item details on these tags.

Pros: Experience shows that some tags may be used more than once  
Easy to manage on a roll or tray  
Can be colored to assist in lot management  
Quick and easy to apply using standard attachment methods  
Can be placed in a press with no effect on garments

Cons: Experience shows that not all tags can be used more than once  
Limited information on the tag  
Tags tend to curl in hot water environment and make the barcode difficult to scan

Notes: When using pre printed temporary tags make sure you use a unique number range for your store and verify the numbering sequence starts with a single non '0' digit. An example of 0000000001 will be represented by a "1" or a single digit number. The barcode 1000000001 will be represented as a "10" digit number. This is very important if you want to apply number masking and number verification on a ItemTrac number.

**RFID (Radio Frequency) Tags** have been seen as the future of tagging and garment tracking for many years. An RFID tag generates an RF signal of its ItemTracID, a hands free scanner reads the RF signal and passes this ID to SPOT. This will allow for hands free scanning of garments. As of today we have no reasonably priced and sized permanent RFID tag option. All RFID being used today in the retail industry are temporary tags and are removed and reused after assembly.

Pros: Hands free scanning of the tag with RFID antennas  
Uses a Denison gun for simple attachment  
Color options to assist in lot management  
Easily counted to assist in lot management  
Tags have option of a scanable barcode  
Easy to manage in trays

Cons: Tags need to be removed from garments at the bagging step  
Antennas used to read the tags cost \$895 to \$4000 each  
Tags range in price from \$ .78 to \$2.50  
Can cause issues with the pressing process depending on size and location

## Temporary Tag Notes

Temporary tags may be removable RFID tags, pre printed tags or printed on during the tag printing process when detailing. These tags use Itemtrac numbers that are temporarily assigned to a garment during the production process and then recycled at the time of bagging or assembly.

This enables many of the temporary tags and associated ID's to be used over and over in production environment.

You must take a long hard look when using temporary tags. Please review this document, discuss with manufactures, peers and SPOT business systems before deciding on the best tag option for your operation when implementing temporary tags.

## Benefits to using Itemtrac

### Item level Detail

You have the option of implementing item level tracking features from SBS and other third party conveyor manufacturers. These features will allow your operation to view and track the last known location of a garment in your plants operation. Below you will see an example of item level tracking. You can see several steps for the selected item and its item level process steps in your production process.

The screenshot shows the 'Item View' window with the following components:

- General Tab:**
  - Item Selection:** Shirt Laundry, Shirts, Regular Hang
  - Quantity:** 1 (selected), 2, 3, 4, 5, 6, 7, 8, 9, 10+
  - Base Price:** \$2.14
  - Extended Price:** \$2.14
- Status History Table:**

Status	Scan Date/Time	User	Workstation
Soaking	12/18/07 11:24:14		CLK:PT_DCE
Pressed	12/20/07 16:40:59		CLK:PT_DCE
Manager	12/20/07 16:41:30		CLK:PT_DCE
Pressed	12/20/07 18:36:48		CLK:PT_DCE
Pressed	12/20/07 18:39:31		roductionTracLa
Pressed	01/14/08 11:17:43		CLK:Testing
Pressed	01/16/08 07:54:04		CLK:Testing
- Operations:** Change Promised Date, Void, Split, Change Item Price, Heat Seal, Not on Conveyor, Disclaimer, Change Processing Cost
- Buttons:** Cancel (Esc), OK (F12)

You will notice that in item view you have access to the following information and location of an item.

**Status** – The last item level process step that was scanned

**Scan Date/Time** – Date and time the item was scanned into the item level process step

**Workstation** – User and station that processed the scan step.

Other options for item view status are the display of the items current status on or off of an automated assembly system or the items location on our assisted assembly system.

Item level status and allocation information will allow you to track items in your plant eliminating the need to hunt for lost garments. You will always know the last location the garment was located. The status of the garment may be updated with Assisted Assembly, Automated Assembly or by ProductionTrac devices.

## Lot Manager

Integrated in SPOT is the lot manager. This allows you to take advantage of grouping your garments in lots and managing them on your production floor. In the past the concept of a "Lot" was to assign a color tag or a numbered tag to a group of garments and process them as a "Lot" in production. As seen below you can see the name of the lot, status, date time it was created and the details of every item in the lot. You can quickly view the number of orders, pieces and the status of each piece in your production workflow. This single screen gives you immediate access to individual garment and production status on your production floor.

Status	Lot #	Label	Date/Time	Orders	Pieces	DET	RDY	Remaining
Closed	5	Standard - White	02/16 10:03	31	98	41	57	41
Closed	6	Standard - White	10/21 14:48	43	77	21	56	21
Closed		White	04/14 13:18	0	0	0	0	0
Open	7	Standard - White	11/08 19:55	6	12	11	1	11

Invoice #	Item #/Promised	Customer/Description	Status	Date/Time	Location
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By selecting a lot from the lot manager screen you have immediate, real time access to garment details including the location on your production floor. The example below shows garments in QC and Spotting, the date and time they entered the location and who scanned the item.

Lot Manager								
Current Lots								
Status	Lot #	Label	Date/Time	Orders	Pieces	DET	RDY	Remaining
Closed	5	Standard - White	02/16 10:03	31	98	41	57	41
Closed	6	Standard - White	10/21 14:48	43	77	21	56	21
Closed		White	04/14 13:18	0	0	0	0	0
Open	7	Standard - White	11/08 19:55	6	12	11	1	11

Lot Detail						
Invoice #	Item #/Promised	Customer/Description	Status	Date/Time	Location	
11-000008	11/10 5:00	Customer, Joe	Detail	11/09 11:58		
	11-000008:1	Pants,				
	11-000008:2	Sweater,				
	11-000008:3	Sweater,				
	11-000008:4	Sweater, Floral				
	00000021		Pressed	06/30 08:44	ET214_EMULATOR	
	00000022		Pressed	06/30 08:45	ET214_EMULATOR	
	00000023		QC	06/30 08:44	CLK:ET214_EMULATOR	
	00000024		QC	06/30 08:44	CLK:ET214_EMULATOR	
12-000001	12/17 5:00	Jones, Chuck	Detail	12/15 12:27		
	12-000001:1	Casual,				
	00000026		SPOTTING	06/30 08:43	CLK:ET214_EMULATOR	
12-000007	12/17 5:00	Jones, Chuck	Detail	12/15 13:11		
	12-000007:1	Basic				

We use the word “Lot” loosely in SPOT when it comes to the “Lot Manager”. You no longer have to physically attach tags and relate colors or numbers when processing lots. You can create a lot based on a bin, time frame or number of pieces you have detailed giving you maximum flexibility to track ItemTracID enabled garments on your production floor.

## Assisted Assembly

Using Assisted Assembly you remove the guess work of assembling orders and reduce both labor and floor space requirements. With assisted assembly you are no longer required to stage orders in assembly and review tag/order numbers to assemble. This is an automated system that requires very little up front cost but provides your company with huge labor savings. Review our media guide at [www.SPOTpos.com/mediaguide](http://www.SPOTpos.com/mediaguide) for a video explaining and showing the assisted assembly process. Screens below show the first item scanned in an order and the last item scanned in the order.

SPOT (CLERK logged in to WSI-MARKLAPTOP2 at My DryCleaner #1) - PRODUCTION ENVIRONMENT

File Tools Setup Help

Assembly 18 Jun 09 • 8:19 pm Login F1 Search F2 Menu F3 Home F4 Time Clock F10

Jones, Mark (801) 255-4567 F8

Scan Invoice or Garment ID: [Input Field]

Rating Proc Ready Customer Profile  
 N 6 0 CC AR RT CK DL

Item View F6 Order View F7

History F5 Standard

General - Mon-Thu  
 Next Delivery - Thu 06/18/09  
 Assembly - 4/27/2009 1:25:01 PM  
 Starch: Light  
 Finish: Hang

**ROUTE**  
**04-000025**

Always crease my pants  
**Shirt Laundry - Thu 04/23/09 5:00 PM**

1 Shirts - Regular Hang	2.40
122 Off Assembly Khaki	
1 Shirts - Regular Hang	2.40
123 Off Assembly Black	
1 Shirts - Regular Hang	2.40
1234 Off Assembly Tan	

**3** Pieces Lot Info **\$7.20** Balance Due

Processing

Location	Invoice	Pieces
1	04-000025	1 of 3

Location of Item

**1**  
1 of 3

0 Processed

Split Remaining Pieces

Close F12

SPOT (CLERK logged in to WSI-MARKLAPTOP2 at My DryCleaner #1) - PRODUCTION ENVIRONMENT

File Tools Setup Help

Assembly 18 Jun 09 • 9:43 pm Login F1 Search F2 Menu F3 Home F4 Time Clock F10

Jones, Mark (801) 255-4567 F8

Scan Invoice or Garment ID: [Input Field]

Rating Proc Ready Customer Profile  
 N 6 0 CC AR RT CK DL

Item View F6 Order View F7

History F5 Standard

General - Mon-Thu  
 Next Delivery - Thu 06/18/09  
 Assembly - 6/18/2009 8:19:11 PM  
 Starch: Light  
 Finish: Hang

**ROUTE**  
**04-000025**

Always crease my pants  
**Shirt Laundry - Thu 04/23/09 5:00 PM**

1 Shirts - Regular Hang	2.40
122 Off Assembly Khaki	
1 Shirts - Regular Hang	2.40
123 Off Assembly Black	
1 Shirts - Regular Hang	2.40
1234 On Assembly Tan	

**3** Pieces Lot Info **\$7.20** Balance Due

Processing

Location	Invoice	Pieces
1	04-000025	3 of 3

Location of Item

**1**  
3 of 3

1 Processed

Split Remaining Pieces

Close F12

## Automated Assembly Systems

For automated systems please contact your automation provider for best practices and detailed hardware requirements.

## ProductionTrac

Enables the configuration and scanning of garment ItemTracID's at defined process steps. These process steps may include spotting, QC, manager, alterations, extra time or any other process you may want to track at the item level. Complete reporting is provided with this feature.

You can also use ProductionTrac for gathering PPOH for your pressers. This will give you and your presser's real time updates to the number of pieces processed, redo's and touch up's in a given time and date range. Complete reporting is provided with this feature.

## Configure the Use of ItemTrac ID's

You will need to a good knowledge of the SPOT configuration tools to complete this process. If you are not familiar please review the Configuration Overview in the Operations guide before you attempt to configure any of these ItemTrac features.

## Pre Printed HSL Labels

Pre Printed HSL labels require the following settings. These setting are set at both the company and store level. Company settings include ItemTrac and HSL profiles and changes to the price table. Store settings include what profiles will be used for both HSL and ItemTrac at each store. This means you can start using HSL or ItemTrac on one store and move the feature to other stores as needed.

Company settings –

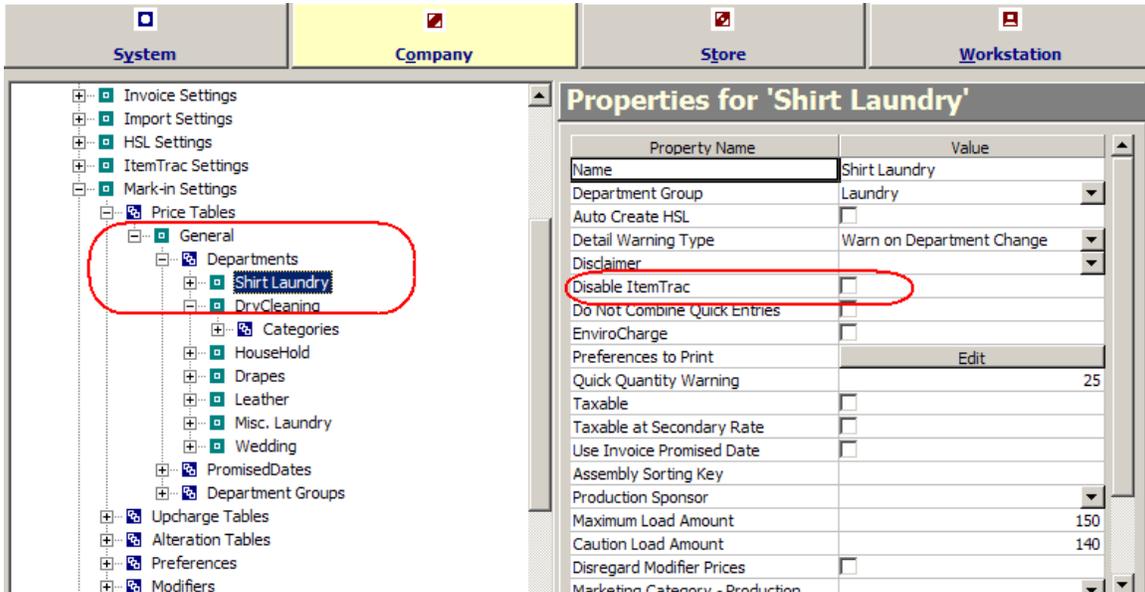
The screenshot shows the 'Company' settings tab in the SPOT configuration tool. The left sidebar displays a tree view of settings, with 'HSL Settings' and 'New HSL Profiles' highlighted. The main panel shows the 'Properties for New HSL Profiles' configuration table.

Property Name	Value
Name	New HSL Profiles
Profile Prefix	

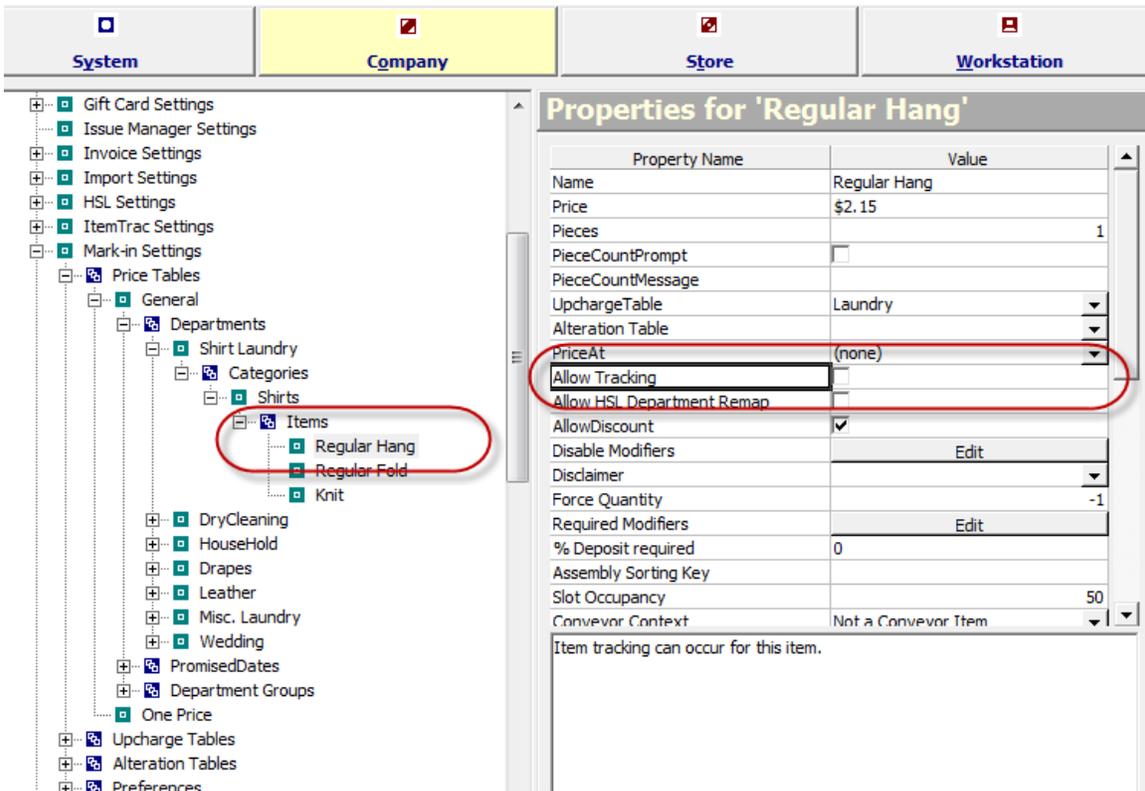
The screenshot shows the 'Company' settings tab in the SPOT configuration tool. The left sidebar displays a tree view of settings, with 'ItemTrac Settings' and 'New ItemTrac Profiles' highlighted. The main panel shows the 'Properties for New ItemTrac Profiles' configuration table.

Property Name	Value
Name	New ItemTrac Profiles
Description	
Starting Number	1
Ending Number	100000000

Company Settings > Mark-in Settings > Price Table > Department > Disable ItemTrac – This setting allows you to define what departments will be eligible for the use of ItemTrac. If the department does not have a check in this setting it will be required to have ID associated with it if the store has ItemTrac enabled.



Company Settings > Mark-in Setting > Price Table > Items - This setting will provide control over items that you do not want to process with ItemTrac barcodes.



Store Setting > HSL Settings – These settings will control how HSL id's are used and processed.

**HSL Profile** – Use the defined HSL profile for generating HSL numbers.

**HSL Mode** – This will change the way you are prompted or forced to use HSL id's during the detail process. Your options are manual, force or prompt. The general rule for this is to force HSL usage if enabled.

**Allow Scan to Another Customer** – This option should be used with extreme caution. This will enable you to reassign a HSL label to the existing customer. Example of this would be that you detail a pair of pants for customer A and apply an ID, when detailing for customer B you scan the pair of pants from customer A. Spot will ask the question if you want to assign this to customer B. In most cases this will cause major issues with lost garments.

**Prompt to define if not found** – If a barcode is scanned at detail and is not defined it will prompt the user if they want to define the barcode.

The screenshot shows a software interface with a navigation pane on the left and a main content area on the right. The navigation pane is titled 'Site settings' and contains a tree view of settings categories. The 'HSL Settings' category is selected and highlighted with a red oval. The main content area displays a table titled 'Properties for HSL Settings' with the following data:

Property Name	Value
HSL Profile	
HSL Mode	Manual
Allow Scan to Another Customer	<input type="checkbox"/>
Prompt to define if not found	<input type="checkbox"/>

Store Settings > ItemTrac Settings - These settings are used for configuring the

The screenshot shows the same software interface as above, but with the 'ItemTrac Settings' category selected in the navigation pane, highlighted with a red oval. The main content area displays a table titled 'Properties for ItemTrac Settings' with the following data:

Property Name	Value
Disallow Duplicate IDs at Markin	<input type="checkbox"/>
ID Generation Method	Predefined
ItemTrac Profile	
Prompt for new RFID on Redo	<input checked="" type="checkbox"/>
Require ItemTrac	<input checked="" type="checkbox"/>
Use HSL when Available	<input type="checkbox"/>

## **Hardware Requirements**

### ***Barcodes Readers***

If you are implementing barcodes you will need a scanner to read the barcodes. Depending on the station that you are scanning will depend on the functionality and model of the scanner.

Detail/Markin: Suggested is the Metrologic voyager scanner. This scanner is available in USB or keyboard wedge interface.

Assisted Assembly: The Symbol P370 is a wireless, high speed, long range scanner that is very easy to use. The scanner also supports manual entry of tags if needed.

### ***Barcode Printers***

Depending on the type of barcodes you are printing will determine the requirement needed to create your barcodes. Contact technical support for more information on the latest barcode printers and accessories to fit your application. Remember that if you intend on printing barcodes you will need to take time to test and verify your barcodes will work in your plant process. SBS will not be responsible for the production and quality of the barcodes until they have been tested in your environment. This includes the creation and plant processes including, cleaning, spotting, pressing and other uses that cause the barcode to be subjected to handling and other liquids in your environment.

## **Software Requirements**

All features explained in this document are available in version 5.10.0020 or higher. Many of the features are also available in versions prior to version 5.10.0020 but it is suggested that before you implement any Itemtrac features you upgrade to the latest version of SPOT that is available. This will ensure that features will be available as needed.