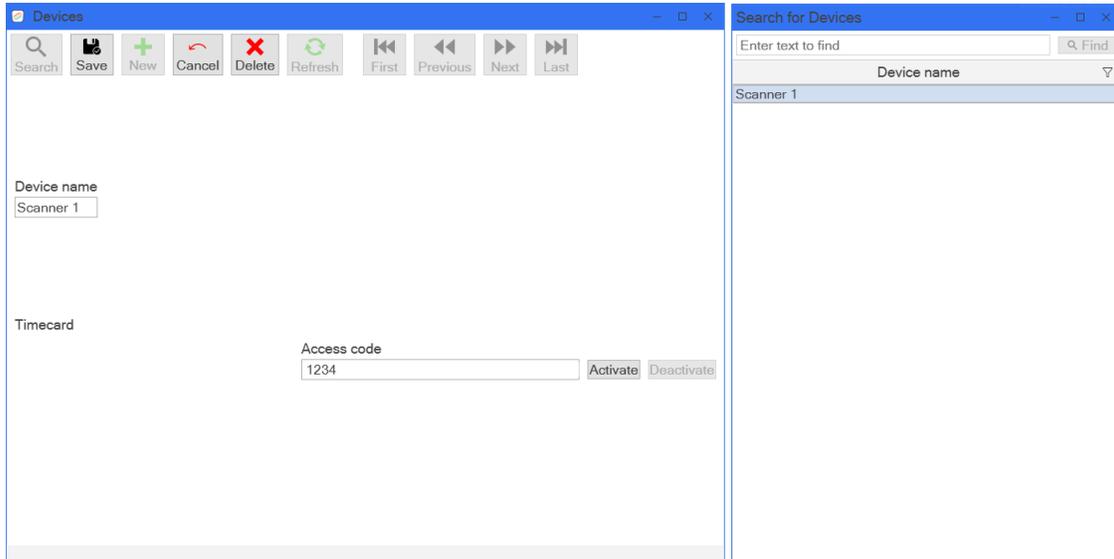
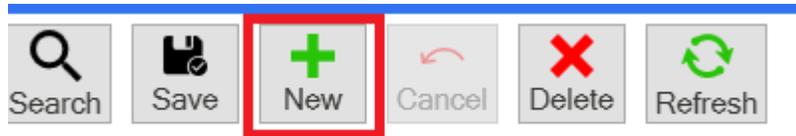


Barcode Scanner Setup in Pro Fund Accounting

Before you can begin using your barcode scanner, you will need to set up your device in Pro Fund Accounting. To do this, start in Pro Fund Accounting. Click the Tools module and select the Device Manager menu item. The following windows will appear.



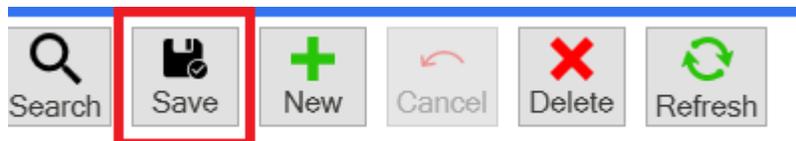
Click new to enter a new device.

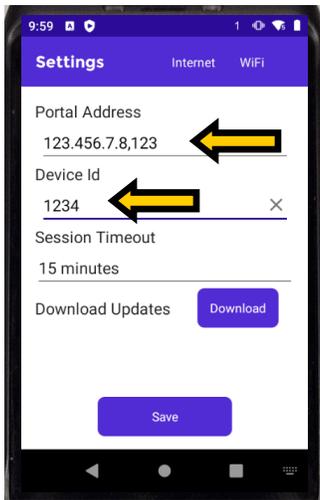


Access code

Enter a name for your barcode gun. Then, enter a unique access code.

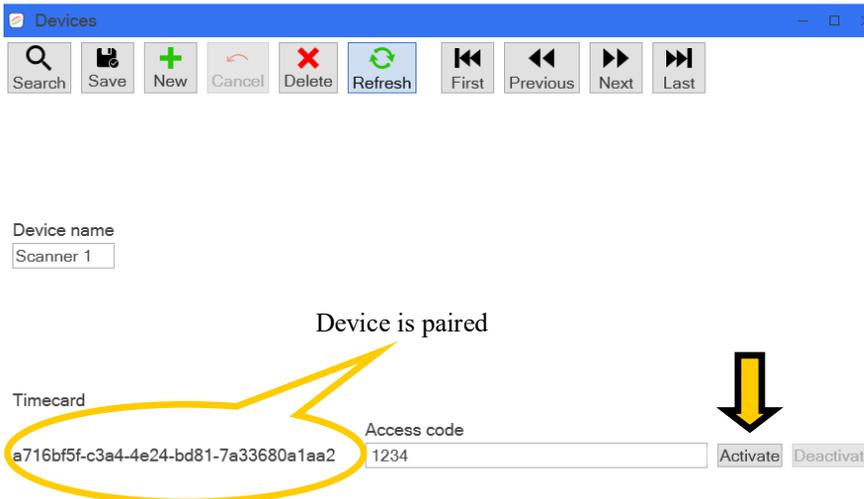
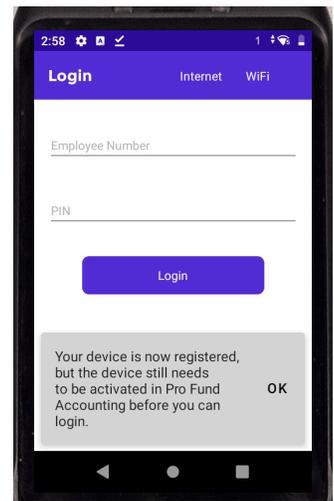
Click save and exit Device Manager.





Open PFA Barcode on your barcode scanner. You will be prompted to enter your Pro Fund Accounting portal IP address and port number. Enter this by typing the IP address followed by a comma and the port number. Then, enter the access code you created for the device in the Device Manager.

Click save. The barcode scanner will confirm when it has connected to Pro Fund Accounting. If the connection fails, an error message will be displayed. Once connected, the login screen will show, but do not log in yet.



Go to Pro Fund Accounting and reopen the Device Manager menu item. Select your barcode scanner device name in the list. There should be a string of characters under Timecard to indicate the device has paired with this item. If everything looks correct, click activate and save.

Once you have activated the device in Pro Fund Accounting, you are ready to log in to PFA Barcode on your barcode scanner.