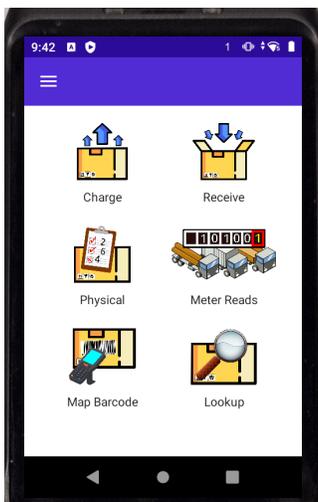
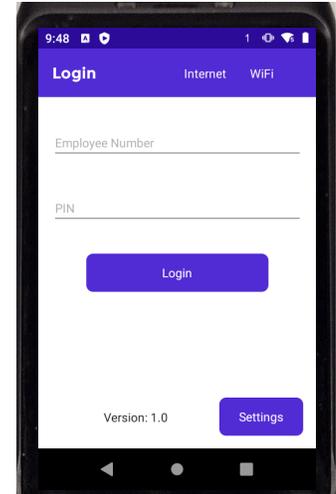


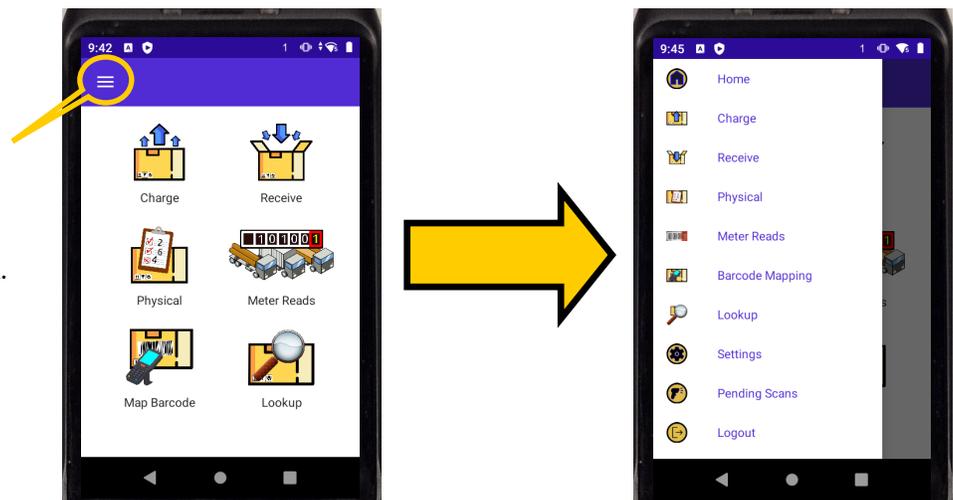
## Using The PFA Barcode App

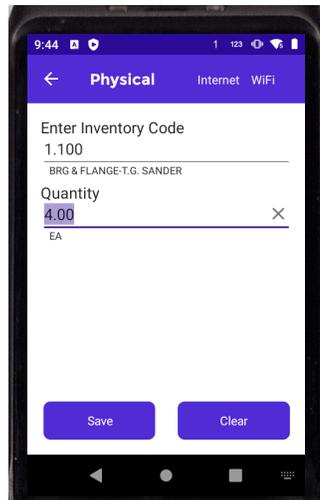
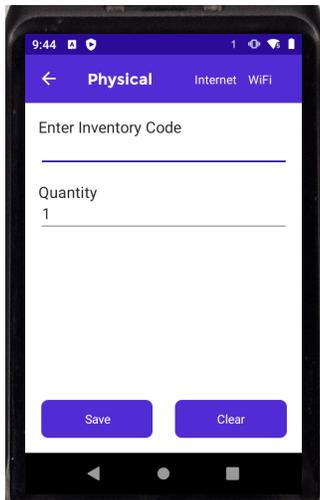
When you open PFA Barcode, you will be prompted to sign in using your Pro Fund Accounting employee number and four-digit PIN assigned to you by your payroll clerk.



Once logged in, you will see the home page. From the home page, you can go to any of the main scanning operations: Charge, Receive, Physical, Meter Reads, Map Barcode, and Lookup.

To see a full menu, press the three lines in the upper left of the screen.





To start scanning, tap the scan operation you wish to perform. When you scan a barcode, the device will beep confirming if the scan was successful, and the cursor will automatically move to the next field. If the scan is not successful, the device will make an error sound. This way, you should only need to look back at the device screen when you need to enter a quantity. When you click save, the application will beep three times to indicate it has successfully saved.

On the device keyboard, in the upper right corner, there is a back button that will return you to the homepage of PFA Barcode, or if pressed while already on the PFA Barcode home page, it will return you to the device home screen. You can also use the back navigation on the screen to do the same.

