

Barcode-Scanner Functionality

~ reduce tedious data entry to save time and money

resultsplus! is here to help. If you'd like to streamline looking up folders, entering gifts, pledge payments, or membership dues, you can embed barcodes on your donation forms, pledge payment coupons, and membership drive forms. Later, when these forms are returned to you with a payment, you can simply scan the barcode with a hand-held scanner instead of typing the donor's last name. Depending on what you embed in your barcodes, resultsplus! will automatically prefill data fields for you. This will speed up your data entry enormously and reduce the errors that can happen during manual data entry.

You can use the FolderID (constituent's unique ID #) in a barcode to simply look up a record throughout resultsplus!. Here are some examples of how embedding barcodes in your documents can save you time and tedious data entry later:

IN GIFTS

Simply include the FolderID and fund, campaign, and appeal codes in a barcode in the return portion of your appeal letter. When donations are returned and scanned, you will see that the Add Receipts window already contains the donor's name, fund, campaign, and appeal codes. All you have to do is enter the amount and any other information you need. This saves considerable time and errors when entering a large batch of gifts.

IN PLEDGES

You can design your pledge reminder letter to include a payment coupon with a barcode. It only needs to contain the donor's PledgeID. When entering pledge payments, you simply scan the barcode on their returned payment coupon. resultsplus! will prefill the amount and performance codes and attach this gift to the proper pledge.



Hand-held Barcode Scanner

Scan Mode



IN MEMBERSHIPS

For Membership, there are two helpful time-savers using barcodes:

- 1) For recording member attendance, use a scanner at your reception desk to scan their membership card. This will auto-record their attendance in your database. The attendance receptionist can be given View-Only or full Edit rights to the members' data.
- 2) For entering membership dues payments, you can design a dues payment coupon with a barcode containing only the donor's MemberID. When you scan their returned payment coupon, resultsplus! will prefill the amount of the balance of the dues and attach this gift to the proper membership.

What do I need?

To put this time-saving Barcode Functionality in resultsplus! to work for you, all you need is:

- A hand-held USB Scanner (not a flatbed scanner)
- A barcode font readable by the USB Scanner

**You create the barcodes and
resultsplus! will do the rest.**

