

BAR CODE QUICK REFERENCE GUIDE

(You may need to clear the previously uploaded data from the barcode scanner. If so, follow the steps below).

On the barcode scanner, press the < Func> key and then press the 1 key.

Place the barcode scanner in the cradle.

This will initiate the upload process. Once the upload is complete you will hear a series of three beeps from the barcode scanner and you will be prompted as to whether to delete all the data by pressing the <Enter> key.

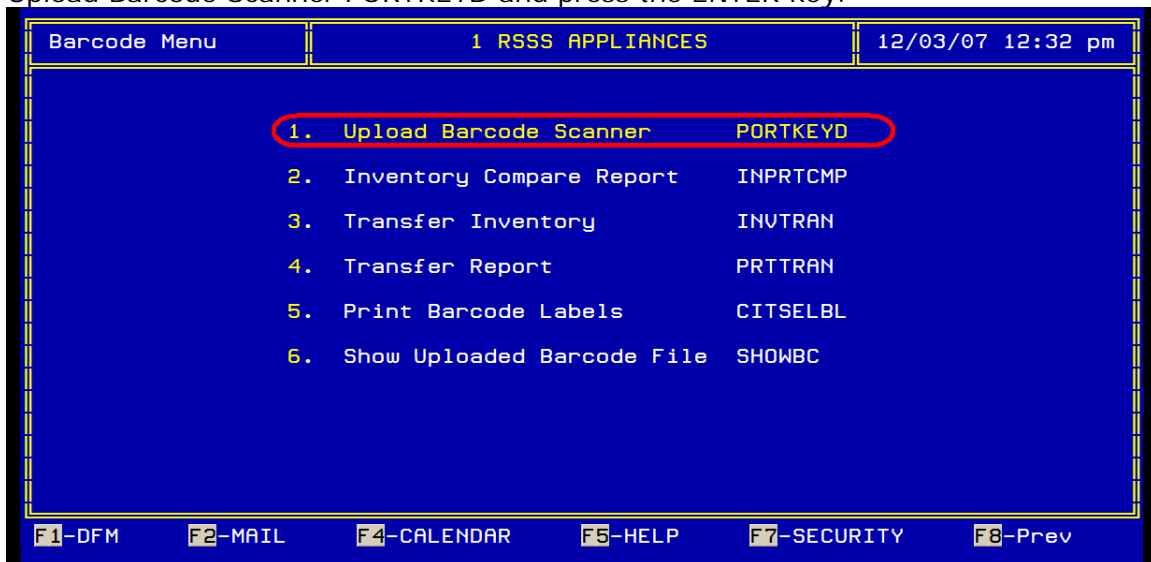
To confirm that the data is deleted press the <Func> key and then the <2> key to enter review records mode. This allows you to view the data stored by pressing the up and down arrow keys.

If you are unable to review the data, then you have successfully cleared the data. If data was not cleared, then repeat the steps above.

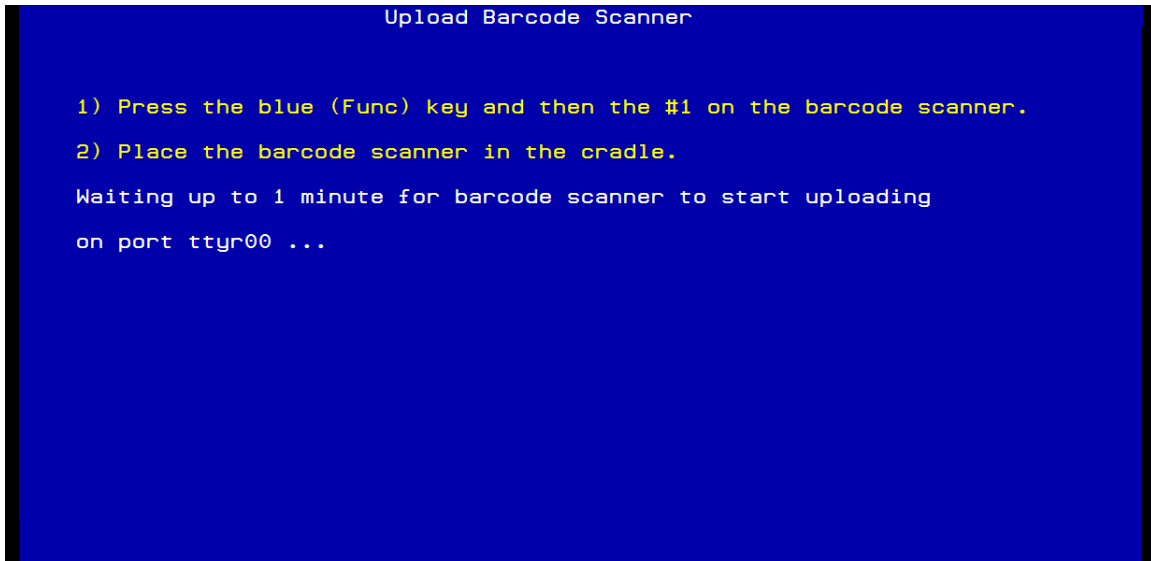
Press the <ENTER> key on the barcode scanner at any time to exit the review records mode.

You are now ready to begin scanning your inventory.

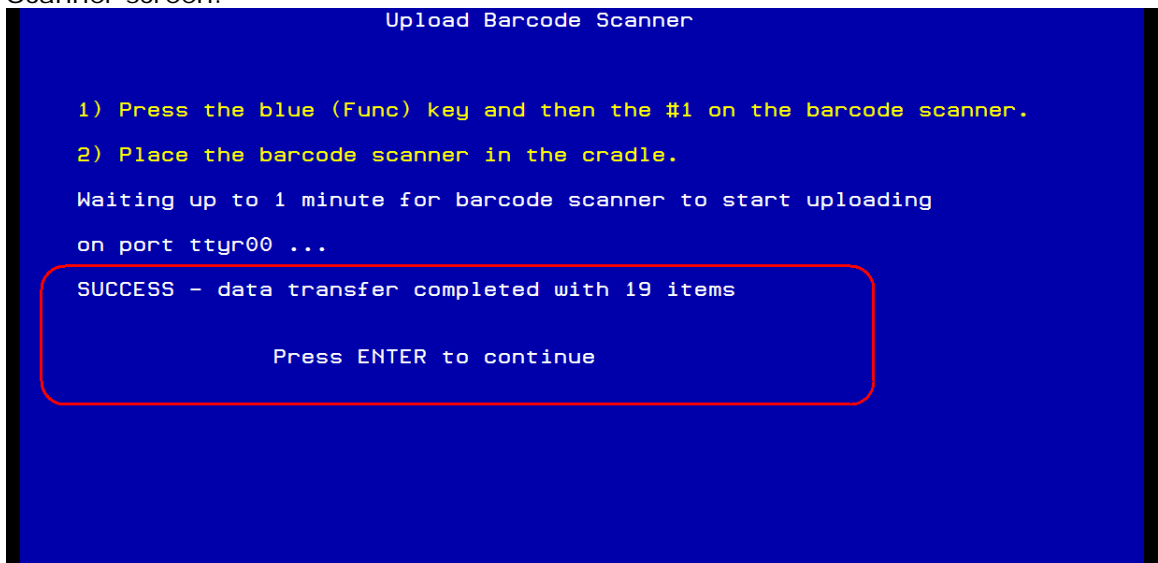
- 1). Scan all desired serialized inventory into the barcode scanner.
- 2). On the RSSS system, press the F10 key off of any menu and then type in BARCODE and press ENTER (to display the Barcode Menu).
- 3). Highlight (using your up and down arrow keys if necessary) the line which reads Upload Barcode Scanner PORTKEYD and press the ENTER key.



You will now see the following screen:



- 4). Follow the instructions on the screen
- Press the blue <Func> key and then press the number 1 key on the barcode scanner.
 - The barcode scanner will now display "Connect Unit To Host" on its screen. Place the barcode scanner in the cradle. You have up to one minute to do this.
 - This will initiate the upload process (you will hear a single beep). Once the upload is complete you will hear a series of three beeps from the barcode scanner and the barcode scanner will display "Finished". Next the barcode scanner screen will display "Clear data < ENTER > = Yes < BK > = No". Press nothing at this time on the actual barcode scanner; we will delete the data off the barcode scanner later once we are done.
 - You will see the following message added to your RSSS Upload Barcode Scanner screen.



(If you receive a communication error message, check the connections of all the hardware. Check to make sure the scanner is

properly seated and everything is plugged in securely and then try again.)

- e. The next screen you will see when you press the ENTER key is the screen prompting you to view the uploaded file.

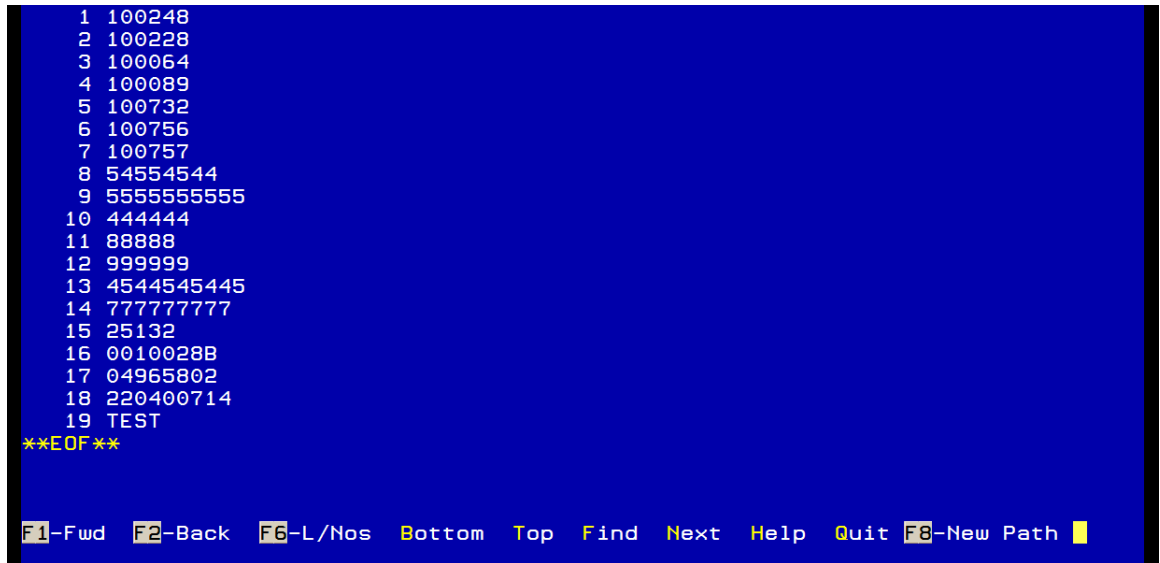


Press the ENTER key to accept the default of Y to view the file.

Here is the example screen of what the upload file screen will appear like:



If you want to view how many items uploaded, press the F6-L/Nos key to get the line numbers. If the file is larger than one screen's worth of data, then press B for bottom and you will be able to see the total number of items uploaded as seen on the following screen on page 4.



You may use the F1-Fwd and F2-Back function keys to scroll back and forth through the file if the file is larger than one screen full.

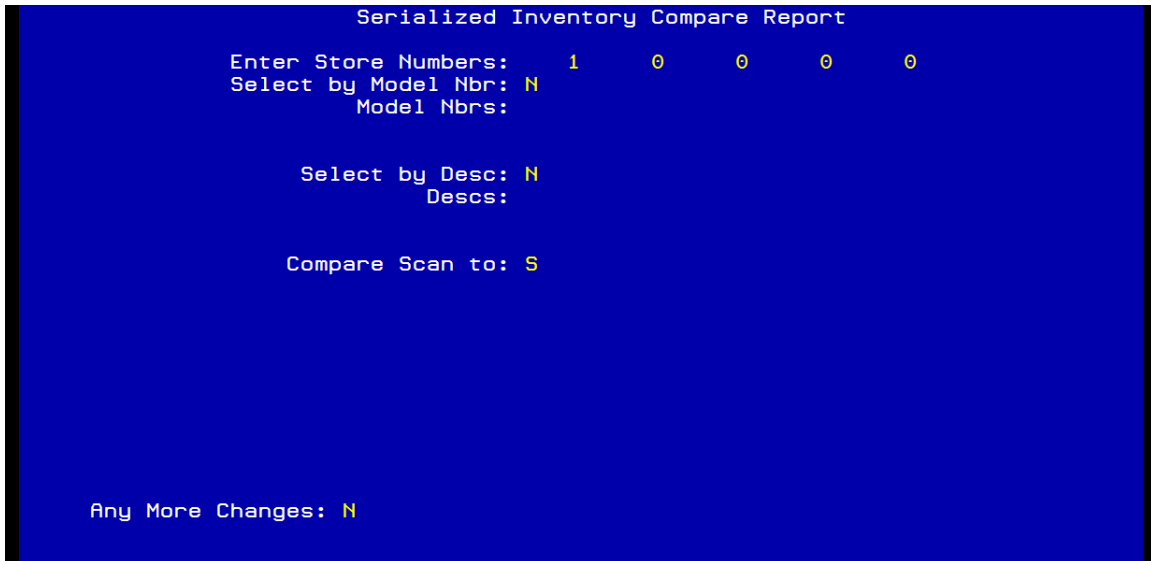
Your upload file is now in place on the system.

To exit out, press Q to quit and you will return to the BARCODE menu.

5). Select the line that reads Serialized Inventory Compare INPRTCMP as seen on the following screen and press the ENTER key to advance forward.



You will be asked to ensure you are logged in the same way you were when you uploaded the file. See screen on page 5.



- a. Enter the store number you want to run the inventory compare report on. For example to run a compare report for store 1 enter 1 for the store number.
- b. You then have the option of running by "Selecting by Model Number" This option allows you to perform a physical inventory on certain model numbers; you can enter up to five model numbers. If you wish to perform this type of physical inventory enter a "Y" otherwise leave the default which is "N". If you select this option but scanned serial numbers that are not associated with the model numbers entered here they will display as an exception on the report.
- c. You also have the option of running by Description (up to three) to perform a physical inventory per description(s). If you wish to perform this type of physical inventory enter a "Y" here, otherwise leave the default which is "N". If you select this option but scanned serial numbers that are not associated with the descriptions entered here they will display as an exception on the report.
- d. Compare Scan to : S -- Leave as an "S" to compare to serial number. In most systems the Serial Number and Barcode number are one in the same and if that is the case you can enter a "B" or an "S" to run the compare to.
- e. Press F9 and then you will be prompted "Any More Changes: N". Press ENTER and the report will print.
- f. The report will display discrepancies (exceptions) between what was scanned and what is sitting in idle inventory in the system. An example snapshot of a page on the compare report can be seen on page 7.

MODEL NUMBER	SERIAL NBR	BAR CODE #	DESCRIPTION	LOC	STATUS	PROBLEM DESC
RUN DATE: 12/04/07						
PAGE: 6						
TIME: 08:10:41						
RSSS APPLIANCES						
PRINT OF PORTABLE SERIALIZED INVENTORY EXCEPTIONS						
EVJVCav-32F476	456123	456123	32 TV TT5	1	N	SERIAL NBR NOT READ BY BAR CODE READER
EVJVCav-32F476	456122	456122	32 TV TT5	1	N	SERIAL NBR NOT READ BY BAR CODE READER
EVJVCav-32F476	456121	456121	32 TV TT5	1	N	SERIAL NBR NOT READ BY BAR CODE READER
EVJVCav-32F476	789456	789456	32 TV TT5	1	N	SERIAL NBR NOT READ BY BAR CODE READER
EVJVCav-32F476	789455	789455	32 TV TT5	1	N	SERIAL NBR NOT READ BY BAR CODE READER
EVJVCav-32F476	789454	789454	32 TV TT5	1	N	SERIAL NBR NOT READ BY BAR CODE READER
FBASHB190-59 ENTE	0010028B	0010028B	BUNK BED BBRA	901	O	BARCODE/SERIAL NBR NOT AT LOCATIONS
		04965802	NOT IN INV FILE			SERIAL NBR NOT IN INVENTORY FILE
		100064	NOT IN INV FILE			SERIAL NBR NOT IN INVENTORY FILE
		100089	NOT IN INV FILE			SERIAL NBR NOT IN INVENTORY FILE
		100228	NOT IN INV FILE			SERIAL NBR NOT IN INVENTORY FILE
TOTAL COUNT: 270						
TIME FINISHED: 08:10:41						

What the exception messages mean...

'SERIAL NBR NOT READ BY BARCODE READER'

In the example page of a compare report above -- in the system at location 1 there is a "32 TV TT5" item with the serial number 456123. This item was not scanned into the barcode scanner. There will be a detail line on the report displaying an exception that serial number 456123 was not read by the Barcode reader. This means that the item is in idle inventory but we did not scan it.

'BARCODE/SERIAL NBR NOT AT LOCATIONS ENTERED'

Another example is at location 901 there is a "BUNK BED BBRA" with the serial number of 0010028B. This item was scanned with the barcode scanner but in the system it was received into location 901 which is a customer location. We need to research this item and find out what is going on with it. Maybe it just needs to be transferred back to the store. There will be a detail line on the report displaying an exception that serial number 0010028B is not at this location.

'SERIAL NBR NOT IN INVENTORY FILE'

Another example is with serial number 04965802. This item was scanned with the barcode scanner and is in our uploaded file but this item has not been received into the RSSS system yet. There will be a detail line on the compare report displaying an exception that serial number 04965802 is not in inventory file.

Once you analyze, account for and correct any exceptions on your report, your inventory audit should be successful.

The physical inventory is now complete and you may now delete the data on the barcode scanner by pressing the <ENTER> key on the barcode scanner.