



## Barcoding with Palm Computing Platform



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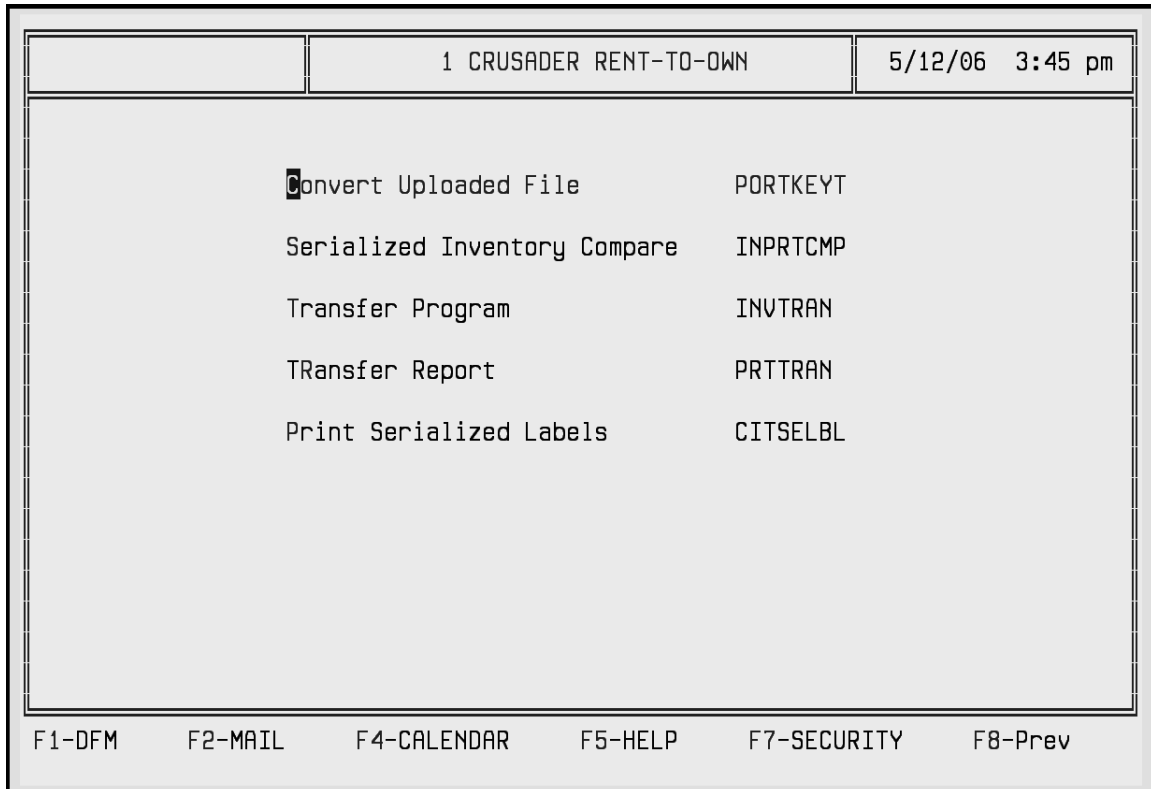
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## The BCMENU Menu (BCMENU)

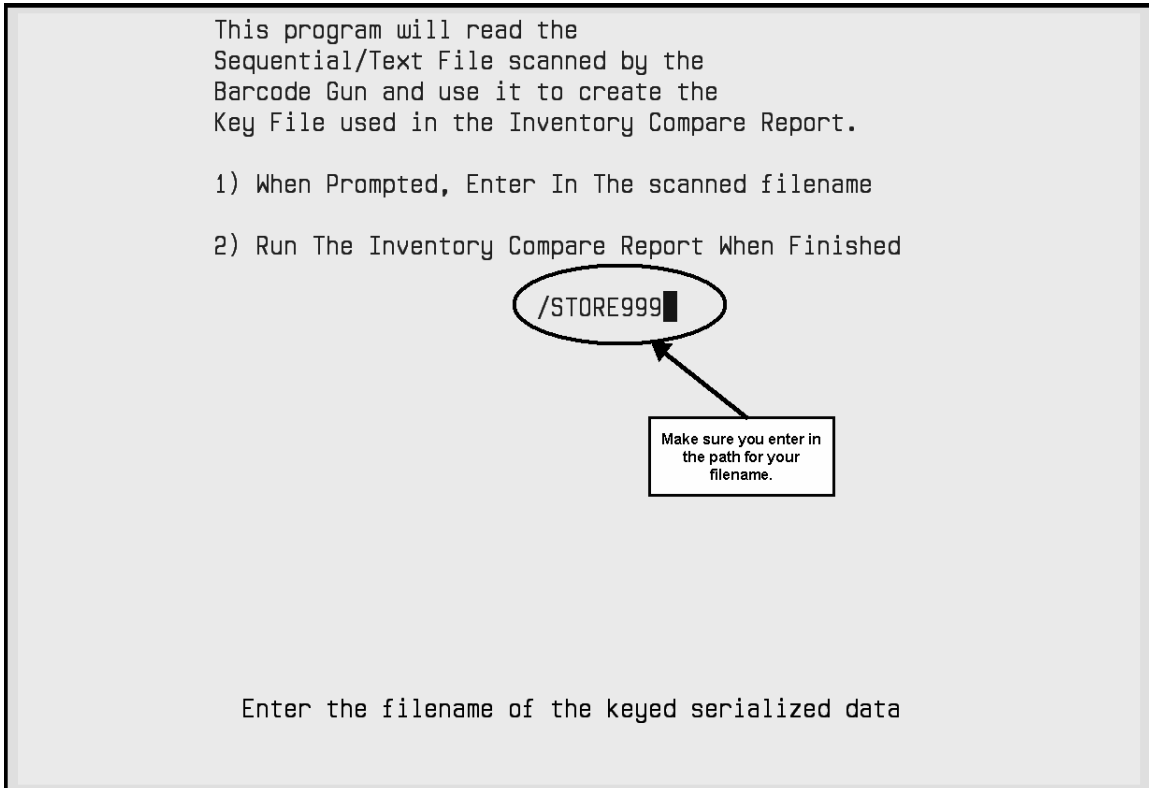
Barcoding can be handled through the BCMENU menu option. To display this menu, press the F10 key and then type BCMENU at the command line prompt. The barcode menu will display as seen in Figure 1-1.



**Figure 1-1 BCMENU Menu**

### ***Convert Uploaded File***

To convert the uploaded barcode file to the format for the compare report, select the option "Convert Upload File" using your arrow keys to highlight the menu option or press the F10 key and type in PORTKEYT. You will see a screen similar to Figure 1-2.

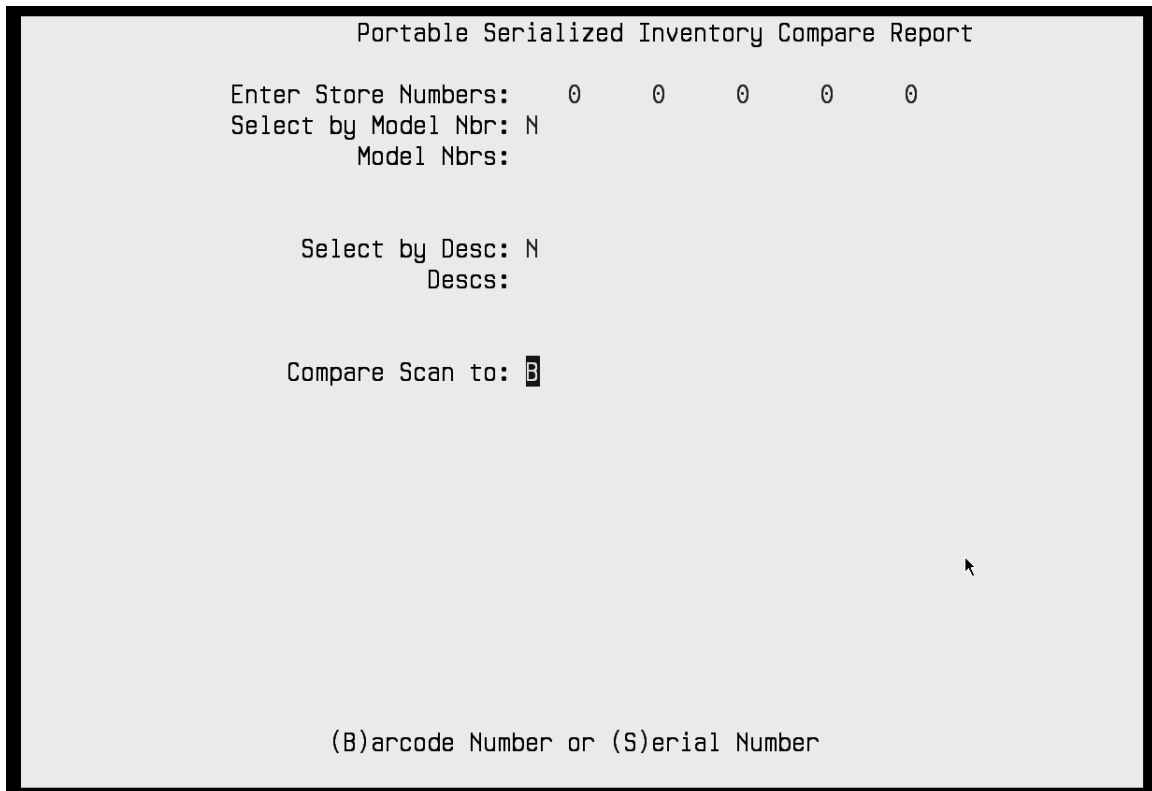


***Figure 1-2 Uploading the data from the barcode scanner***

**NOTE: Remember to enter the path for the filename.  
For example: /STORE999**

### ***Running the Serialized Items Compare Report***

Next highlight the option off of the RSSS BCMENU using your up and down arrow keys on your computer keyboard and select Serialized Inventory Compare by pressing the ENTER key or press the F10 key and type INPRTCMP and press the ENTER key. Enter the printer number for the report to print to or enter a filename so that you can view the file using the show file (sf) utility. Press the ENTER key if necessary to advance to the next screen, see Figure 1-3.



***Figure 1-3 Portable Serialized Inventory Compare Report Screen***

**ENTER STORE NUMBERS** Enter up to five store numbers to compare the barcodes you downloaded to.

**SELECT BY MODEL NUMBER** Enter a Y for yes to select certain model numbers to compare the downloaded barcode file to. For example, if you were only doing inventory on appliances, you could select A\*. Enter an N to compare all model numbers.

**MODEL NBR** If you selected Y to 'Select by Model Number' enter up to five model numbers or the first few characters of model number followed by an \* to compare the barcode file you downloaded to.

**SELECT BY DESC** Enter a Y for yes to select certain descriptions to compare the downloaded barcode file to. Enter an N to compare all descriptions.

**DESCS** If you selected Y to 'Select by Desc', enter up to three descriptions to compare the downloaded barcode file to. If you leave an N for no in

## BARCODING

this field, any descriptions you enter will not be compared to. This allows you to perform a physical inventory on certain descriptions.

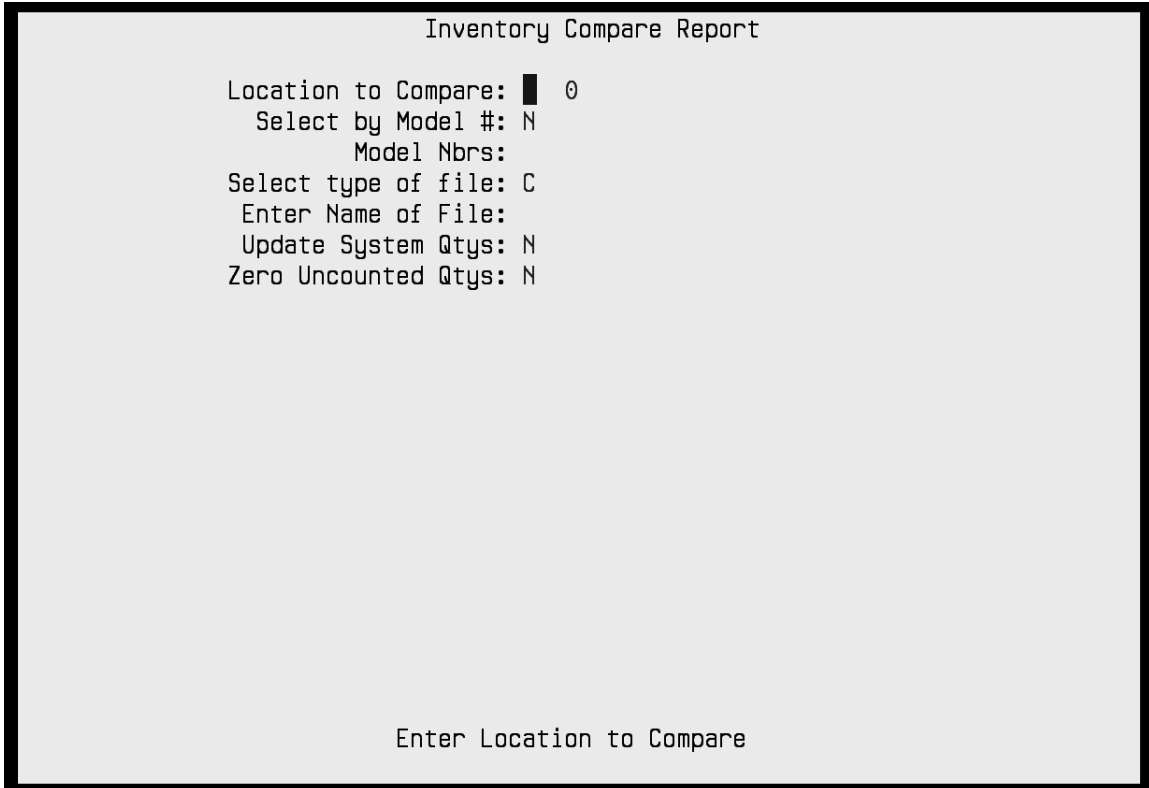
**COMPARE SCAN TO** Enter a B to compare against the barcode numbers or enter an S to compare against the serial numbers.

Once you have entered your choices, press the F9 key. You will be prompted "Any More Changes: N". If you are ready to run the compare report, accept the default of N by pressing the ENTER key. The report will run and the results will go to the printer or pathname you selected.

### ***Running the Miscellaneous/Accessory Items Compare Report***

To run the Compare Report for miscellaneous/accessory items, select the option Misc Inventory Compare Report of the BCMENU Menu, or F10 and type MSPRTCMP and press the ENTER key.

Enter the printer number for the report to print to or enter a filename so that you can view the file using the show file (sf) utility. Press the ENTER key. See Figure 1-4.



***Figure 1-4 Inventory Compare Report for Miscellaneous/Accessory Items***

**LOCATION TO COMPARE** Enter the location number to compare the barcodes you downloaded.

**SELECT BY MODEL NUMBER** Enter a Y for yes to select certain model numbers to compare the downloaded barcode file to. Enter an N to compare all model numbers.

**MODEL NBRS** If you selected Y to 'Select by Model Number' enter up to two model numbers or the first few characters of model number followed by an \* to compare the barcode file you downloaded. This allows you to perform a physical inventory on certain model numbers.

**SELECT TYPE OF FILE** Enter a "P".  
 You would use a C to comma delimit the item barcodes in the file that will be created and exported, for example, into an excel spreadsheet. If you are scanning barcodes with a Phaser, you would enter a P.

**ENTER NAME OF FILE** Enter the file name if you selected a "C" to comma delimit the items in the file. If you selected a "D" or "P", leave this field blank and press the ENTER key.

**UPDATE SYSTEM QTYS** Enter the file name if you want to update the quantities on the RSSS system. Enter an N if you DO NOT want to update the quantities UNTIL AFTER you run the compare program and report.

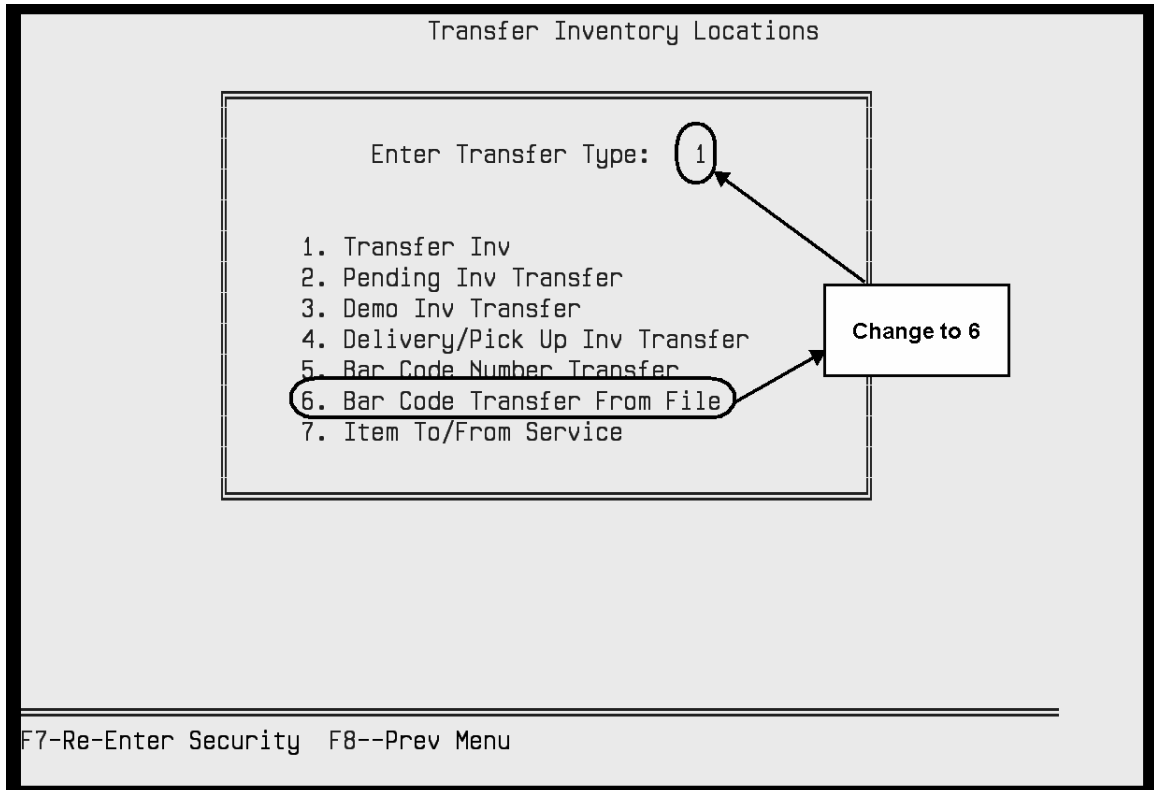
**ZERO UNCOUNTED QTYS** If the item was not read, enter a Y for yes if you want the quantities to be zeroed out on the RSSS system for the items that are not scanned.

**\*\*\* Please verify your counts and have a good backup of your item file and inventory before answering YES to this question.**

Once you have entered your choices, press the F9 key. You will be prompted "Any More Changes: N". If you are ready to run the compare report, accept the default of N by pressing the ENTER key. The report will run and the results will go to the printer or pathname you selected.

### **Transferring Inventory using the Barcode Device**

To transfer inventory using a barcode device, select Transfer Inventory (INVTRAN) off of the BCMENU Menu. Enter the printer number for the report to print to or enter a filename so that you can view the file using the show file (sf) utility. Press the ENTER key. See Figure 1-5.



**Figure 1-5 Transfer Inventory Locations Selections Screen**

Select option 6 Barcode Transfer From File and you will taken to a Barcode Number Transfer From File screen. See Figure 1-6.

Bar Code Number Transfer From File

Old Location: █ 0      New Location:    0      Transfer Date: 1/05/06

Compare Scan to: B    Input File Name:

Current Inventory Location

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F8--Prev Menu

**Figure 1-6 Barcode Number Transfer From File Screen**

**OLD LOCATION**    Enter the location number from where you want to transfer from.

**NEW LOCATION**    Enter the new location you want to transfer to.

**TRANSFER DATE**    The system date will be prompted, press enter to accept.

**COMPARE SCAN TO**    Enter a "B" for Barcode if you will be transferring one barcode at a time. Enter an "S" if you will be transferring via serial number one at a time. Enter a "D" to download from a PDT3100 barcode device. **Enter an "I" to transfer from an input file, for example, /STORE999. See Figure 1-7.**

**INPUT FILE NAME**    Enter the file name if you selected the I for Input File.

Bar Code Number Transfer From File

Old Location: 1	New Location: 1	Transfer Date: 5/12/06
CRUSADER RENT-TO-OWN	CRUSADER RENT-TO-OWN	

Compare Scan to: I    Input File Name: /STORE999█

For the (I) compare scan to option, the input file name. The first 10 characters of the file must contain the number you want to transfer.

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F8--Prev Menu

**Figure 1-7 Barcode Number Transfer From File Screen**

Once you have entered your choices, press the F9 key. You will be prompted "Any More Changes: N". If you are ready to transfer the inventory, accept the default of N by pressing the ENTER key. The inventory will be transferred.

## ***Print Inventory Transfer Report***

To view the inventory you transferred, run an inventory transfer report by selecting Transfer Report (PRTTRAN) off the BCMENU Menu. You will be prompted to select a printer or file pathname. Enter the printer number for the report to print to or enter a filename so that you can view the file using the show file (sf) utility. Press the ENTER key. See Figure 1-8.

```

          PRINT INVENTORY TRANSFER REPORT
          REPORT ORDER: 1
STARTING TRANSFER DATE:          ENDING DATE:  1/05/06
SELECT BY MODEL NUMBER: N

SELECT BY FROM LOCATIONS: N

SELECT BY TO LOCATIONS: N

SELECT INVENTORY TYPE: A

SELECT TRANSFER TYPE: 1

STARTING RECEIVED DATE:          ENDING DATE:  1/05/06
USE MACRS BOOK VALUE FOR COST: N
TYPE INVENTORY: 3
CHARGE OFF CODES:

1) DATE/TIME  2) MODEL/SERIAL NBR

```

***Figure 1-8 Print Inventory Transfer Report Screen***

**REPORT ORDER** This option allows you to dictate what order this report will be printed in. By selecting option (1) Date/Time, the report will print the inventory selected in date order (oldest date first), and then time order within each date. The Date and Time of each transfer can be viewed in the program LISTTRAN. Time is displayed in military time including hour, minute and second (HHMMSS). By selecting option (2) Model/Serial Nbr, the report will print the inventory selected in model number order, then serial number order within each model number.

**STARTING TRANSFER DATE**      **ENDING DATE**      This option is extremely important in telling this report which inventory to print based on when the transfer occurred. The transfer date can be viewed for any inventory piece in the program LISTTRAN in the DATE column. By using this field and the next ENDING DATE, you can select only inventory that was transferred during any time period. Example, if today were July 4, 2003 and you wanted all transfers that have occurred so far for that month up to July 4<sup>th</sup>, 2003, you would enter STARTING TRANSFER DATE 07/01/03      ENDING DATE: 07/04/03

**SELECT BY MODEL NUMBER** Enter Y to select up to 3 different model numbers, or N for all model numbers.

**SELECT BY FROM LOCATIONS** This option allows you to print only transfers from a select location or locations. This is a good report to audit the transfer activity of any given location. By enter an N, the report will print the inventory selected regardless of what location it came from. By entering a Y, the report will then allow you to enter the location(s) or location group(s) you want for this report. If more than 1 location or location group is selected, the report will then prompt SORT BY LOCATION. Select N to have all transfers grouped together. Select Y to have each locations transfers on a separate page. Make sure you enter a 3 digit number such as 001.

**SORT BY LOCATIONS** Select N to have all transfers grouped together. Select Y to have each locations transfers on a separate page.

**SELECT BY TO LOCATIONS** This option allows you to print only transfers to a select location or locations. This is a good report to audit the transfer activity of any given location. By enter an N, the report will print the inventory selected regardless of what location it went to. By entering a Y, the report will then allow you to enter the location(s) or location group(s) you want for this report. If more than 1 location or location group is selected, the report will then prompt SORT BY LOCATION. Select N to have all transfers grouped together. Select Y to have each locations transfers on a separate page. Make sure you enter a 3 digit number such as 001.

**SORT BY LOCATIONS** Select N to have all transfers grouped together. Select Y to have each locations transfers on a separate page.

**SELECT INVENTORY TYPE** Enter what inventory type you would like to report on, your selections are as follows:  
S for Sales  
O for Rent-to-Own  
M for Movie  
R for Rent-to Rent.  
A for All - Report will print all serialized inventory, regardless of the inventory indicator. If you choose "A", the system will prompt SORT BY INVENTORY TYPE. By accepting the default of N, the report will print all types of inventory combined. Selecting Y, will sort the inventory by the type.

**SELECT TRANSFER TYPE** This option allows you to select by the type of transfer that was transacted. 1) TRANSFERS - The report will only print inventory that was transferred in INVTRAN as a 1) TRANSFER or 5) BARCODE NUMBER TRANSFER.  
2) PENDING - The report will only print inventory that was transferred in INVTRAN as a 2) PENDING.  
3) DEMO - The report will only print inventory that was transferred in INVTRAN as a 3) DEMO.

4) DELIVERY - The report will only print inventory that was transferred in INVTRAN as a 4) DELIVERY/PICK UP or a new sale or rental.

5) ALL TYPES - The report will print all inventory transfers regardless of the type of transfer that was transacted.

\*\*\*\*NOTE\*\*\*\* Inventory that is transferred in INVMNT by changing the location number in the LOCATIONS field will not be on the "Transfer Log", and will not be in this report at all.

**STARTING RECEIVED DATE      ENDING DATE**      Enter the starting and ending received date. For example: if you wanted only inventory received in the month of June 2005, you would enter:  
STARTING RECEIVED DATE 06/01/05      ENDING DATE 06/30/05.  
If you wanted all inventory from June 2003 until now, you would enter:  
STARTING RECEIVED DATE 06/01/05      ENDING DATE 12/31/79.

**USE MACRS BOOK VALUE FOR COST**      If you want the report to use the MACRS Book Value in place of the cost, enter a Y. Otherwise, press the ENTER key to accept the default of N.

**TYPE INVENTORY**      Enter the number corresponding to the type inventory you want on this report.

1 - Miscellaneous - Report will print only miscellaneous inventory that was transferred during the time frame indicated.

2 - Serialized - Report will print only serialized inventory that was transferred during the time frame indicated.

3 - Both - Report will print both miscellaneous and serialized Inventory that was transferred during the time frame indicated.

**CHARGE OFF CODES**      If printing a charge off report, enter the charge off code to print must be B, Z or L.      If you are not printing a charge off report, leave this field blank.

Once you have entered your choices, press the F9 key. You will be prompted "Any More Changes: N". If you are ready to run the compare report, accept the default of N by pressing the ENTER key. The report will run and the results will go to the printer or pathname you selected.

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