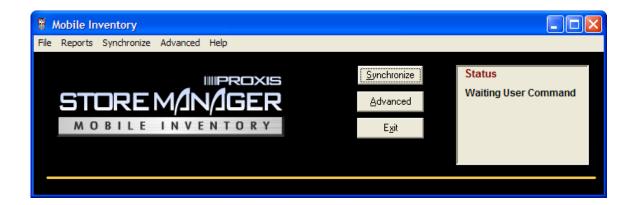
# **Proxis Mobile Inventory User's Guide**



**Version 1.0.45** 

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# **Proxis Mobile Inventory User's Guide**

Mobile Inventory Version 1.0.45 Proxis Software

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## Section 1: Introduction



Figure 1 Proxis Mobile Inventory and the POS-X Xt50 Scanner

## 1.1 What is Mobile Inventory?

Proxis Mobile Inventory gives you complete Inventory control in a single wireless mobile handheld barcode scanning device. Mobile Inventory is the premiere application for managing inventory on your Proxis Store Manager Point of Sale product database.

## 1.1.1 Mobile Inventory Features

## Manage Inventory with a POS-X Xt50 or Symbol Palm based Portable Barcode Scanner

Flexible wireless barcode scanning with user friendly menu and durable barcode scanners.

## • Compare Inventory Quantities

Physical Inventory reports provide accurate physical counts.

## • Replace/Update Inventory Quantities

Change stock quantities without being near a computer.

#### Add to Inventory Quantities

Scan product as it arrives at the back door or loading dock.

## • Subtract from Inventory Quantities

Edit inventory quantities to keep numbers up to date.

#### Price Lookup and Change

Scan a barcode to check and adjust pricing.

## Inventory Information Editing

Edit description, cost, MSRP, price, quantity and vendor from the barcode scanner.

## • Inventory Quantity Lookup

Lookup item quantity on hand on the spot.

#### Add New Products to your Inventory

Use the alpha/numeric keypad to enter in new products.

## 1.1.2 Mobile Inventory Flow Chart

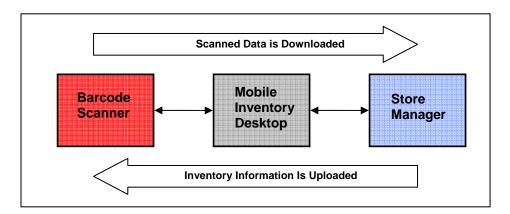


Figure 1.1.2 Functional Flow Chart

Mobile Inventory works by sending a list of products to the barcode scanner. It then sends any changes or additions back to the POS product database. The Mobile Inventory desktop software acts as the intermediary to perform this operation.

Changes made to inventory items on the device are not transmitted to the Store Manager POS database until the device is synchronized and vice versa.

#### 1.2 Installation

Mobile Inventory must be installed on the server computer. The server must be the computer that hosts the Store Manager product data. Please follow the onscreen prompts when installing the Mobile Inventory application.

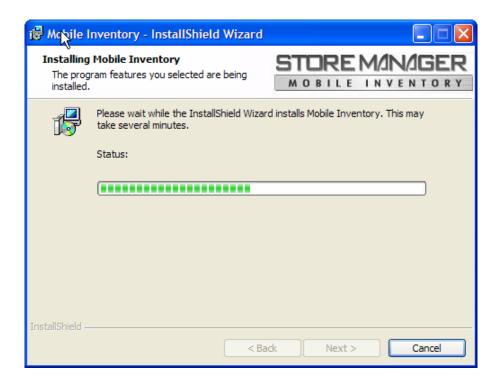


Figure 1.2 Mobile Inventory Installation

The Mobile Inventory Installer will install the application to the following directory: Install Directory: c:\WinPOS40\mobileinventory.exe

Mobile Inventory connects to the Proxis Store Manager product database usually located here: Database Location: c:\WinPOS40\posdata\products.mdb

Launch the Mobile Inventory application from the system's Start menu: Start>Programs>Mobile Inventory>Mobile Inventory

The POS-X Xt50 barcode scanner will come preloaded with the Mobile Inventory program. No software installation on the device is required. Xt50 application files and loader utility can be found in the c:\WinPOS40\Xt50 Support Files\ directory.

Palm barcode scanner (Symbol SPT 1550, SPT 1800, and SPT 1846) support files are located in the c:\WinPOS40\Palm Support Files\ directory.

Please call the Proxis Help Desk for additional assistance: 1-877-477-6947 (email: support@proxissoftware.com).

## 1.3 Xt50 Hardware Setup

The Proxis Mobile Inventory Xt50 kit comes with a Setup Disk, an Xt50 Barcode Scanner, a USB Charging Cradle and a Power Supply.

## Xt50 Setup Instructions:

- 1. Plug the Power Supply into a wall outlet.
- 2. Plug the USB Cable into an available USB port.
- 3. Plug both Power Supply and USB cable into the Cradle.
- 4. Windows will prompt for a driver location.
- 5. Insert the supplied driver disc.
- 6. Select the drive letter associated with the driver disc.
- 7. The system will automatically assign a com port for the device.

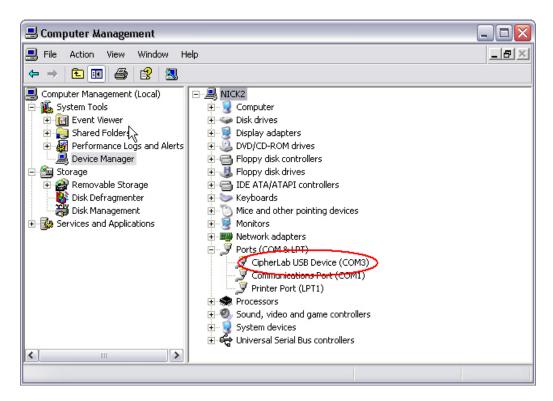


Figure 1.3 USB Cradle Driver Location with associated Com port (COM3)

## 1.4 Symbol Hardware Setup

The Proxis Mobile Inventory Palm Kit will include a Symbol Palm barcode scanner, a serial charging cradle, power supply and a setup disc.

Symbol Scanner Setup Instructions:

- 1. Plug the Power Supply into a wall outlet.
- 2. Plug the Serial Cable into an available serial port.
- 3. Plug both Power Supply and serial cable into the Cradle.
- 4. Install the Palm Desktop Software from the Mobile Inventory CD.
- 5. Setup Hot Synch to use the serial port connected to the cradle (figure 1.4).
- 6. Synchronize the Symbol device to create a User ID.

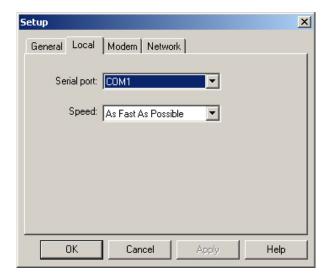


Figure 1.4 Palm HotSynch Setup

## 1.5 POS-X Xt50 Hardware Features

The Xt50 barcode scanner is a portable batch device. Scanned information on the device is saved to be downloaded into the POS system at a later time.

- · CCD barcode scanning engine
- 27 key Alpha/Numeric Keypad
- 700mAh Lithium Ion rechargeable battery
- 2MB (Xt50-2MB) of memory



Figure 1.5 Xt50 Scanner Buttons

## 1.6 Symbol Hardware Features

The most common type of Symbol Palm barcode scanner used with Mobile Inventory is the Symbol SPT 1550. This scanner is great for retail and light warehouse use. Another Symbol scanner is the SPT 1800 which is designed for heavy warehouse use.

- Laser barcode scanning engine
- Software Keyboard
- 720mAh Ni-MH rechargeable battery
- 8MB or 16MB memory options



Figure 1.6 Symbol SPT 1550 Scanner Buttons

## 1.7 Settings and Preferences

Before synchronizing a barcode scanner, use the Preferences screen to select the Com Port the cradle is connected to. Use this for to select the correct barcode scanner, set the product database location, set Auto Minimize feature and set the Auto Print feature.

## To change a communication preference:

- 1. Select File>Preferences from the Mobile Inventory main screen.
- 2. Choose the correct COM port and baud rate from the list.
- 3. Baud Rate will most always be left in the 115200 position.
- 4. Click on OK to save and exit.

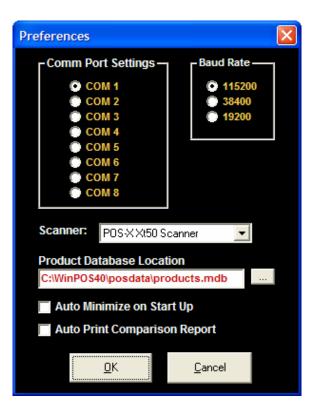


Figure 1.4 Preference Settings

The default location for your product database will automatically be selected.

## To override the default setting:

- 1. Select File>Preferences from the Mobile Inventory main screen.
- 2. Click on the file selection button (three dots).
- 3. Pick the location of the product database.
- 4. Click on OK to save and exit.

Please call Proxis Help Desk for additional assistance: 1-877-477-6947 or <a href="mailto:support@pos-x.com">support@pos-x.com</a>

## Section 2: Using the Xt50 Barcode Scanner

Proxis Mobile Inventory comes preloaded as the default application on your scanner. Turn on the scanner by holding down the power button for one second. Mobile Inventory will then initialize.

#### 2.1 Scanner Functions

Mobile Inventory has the following scanner functions:

- 1. Add To Inventory
- 2. Subtract/Remove From Inventory
- 3. Compare Inventory
- 4. Replace Inventory
- 5. Lookup Item Information
- 6. Synchronize the Device
- 7. File Clearing Utility
- 8. Device Memory Status
- 9. Scanner Settings

To access a function, press the corresponding number on the keypad.



Figure 2.1 Scanner Main Menu

- The blue button functions as the enter key for most scanner functions.
- The up and down arrows are used on the scanner main screen to scroll through the menu.

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 The up and down arrows are used in scanning screens to scroll through the records of scanned data.

There is a battery icon in the lower right hand side of the screen. This icon shows the current charge of the battery.

## 2.2 Advanced Scanner Settings

The Xt50 Barcod Scanner has an Advanced settings screen that controls functions like

- Loading New Versions of the scanner application.
- Changing the scanner "beep" settings.
- Inintializing the scanner memory.
- · Running diagnostic tests.

## To Enter the Advanced Setting mode:

- 1. Ensure the scanner is powered off.
- 2. Hold the 7 and 9 buttons down while powering the scanner on.
- 3. The 7 and 9 buttons must be pressed and held while the power button is activated to enter the advanced screen.

For more information on the Xt50 Advanced settings please contact the Proxis help desk.

## 2.3 Add To Inventory

The Add to Inventory function gives the ability to increase the stock quantities of inventory items by scanning their barcodes or manually entering an item number. If the item isn't found in the scanner database, a prompt will ask if it should be added to the list.



Figure 2.3.1 Add To Inventory

## To add a single quantity to an existing item:

- 1. Scan each item (scanner will beep).
- 2. The stock quantity will be increased by one for each item scanned.

## To add a large quantity to an existing item:

- 1. Scan the item for which the quantity will be added.
- 2. The scanner will beep and advance to the next record.
- 3. Press the Up Arrow key to return to the previous record.
- 4. Press the blue key.
- 5. Enter in the quantity to be added.
- 6. Press the blue key again.

#### To manually key in an item without a barcode:

- 1. Key in the number with the keypad. (Refer to Appendix A for instructions on using the Alpha keypad).
- 2. Press the blue button.

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- 3. Enter the quantity to be added.
- 4. Press the blue button.
- 5. The scanner will beep confirming a quantity increase for the designated item.

If an item is scanned that isn't in the scanner's inventory list, a prompt will appear asking the user whether to add the item to the Master DB (aka Item List). This action adds the item but does not set any of its properties such as description, cost, price, etc.

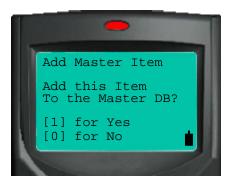


Figure 2.3.2 Add New Items

After adding an item to the item list use function 5 – Lookup Inventory – from the main menu to modify the item's properties.

## 2.4 Remove From Inventory

Use the Remove from Inventory function to remove items from inventory. This function won't remove the item completely, it simply subtracts the item's quantity in your inventory database. The default quantity is one. If the item isn't found in the scanner's item list, a prompt will ask whether it should be added to the inventory list.



Figure 2.4 Subtract From Inventory

This function works just like the Add to Inventory function in section 2.3.

#### To subtract a single unit from inventory:

- 1. Scan each barcode on the items you wish to deduct from inventory (scanner will beep).
- 2. The stock quantity will be decreased by one for each item scanned.

## To subtract a large quantity from an existing item:

- 1. Scan the item for which the quantity will be subtracted.
- 2. The scanner will beep and advance to the next record.
- 3. Press the Up Arrow key to return to the previous record.
- 4. Press the blue key.
- 5. Enter in the quantity to be subtracted.
- 6. Press the blue key again.

## To manually key in an item without a barcode:

- 1. Key in the number with the keypad. (Refer to Appendix A for instructions on using the Alpha keypad).
- 2. Press the blue button.
- 3. Enter the quantity to be subtracted.
- 4. Press the blue button.
- 5. The scanner will beep confirming a quantity decrease for the designated item.

## 2.5 Compare Inventory Quantities

Use this function to scan inventory and then compare the scanned information to the product quantity levels in the Store Manager product database.



Figure 2.5 Compare Inventory Quantities

This function works like the Add To Inventory and Remove Inventory. Please refer to section 2.3 for scanning instructions.

Scan each item or scan one and then change that item's quantity. After synchronizing, the scanned data is sent to the desktop for comparison.

## 2.6 Replace Inventory Quantities



Figure 2.6 Replace Inventory Quantities

This function is similar to the Add To Inventory and Remove Inventory functions. Please refer to section 2.3 for scanning instructions.

After synchronizing, the inventory values in Store Manager will be replaced by the quantities assigned to each item using the Replace Inventory function.

## 2.7 Lookup Inventory

This function performs lookup and editing functions for product information with your Mobile Inventory barcode scanner. Lookup times should be less than one second even with thousands of items.



Figure 2.7 Lookup Items

Edit description, price, cost, list price, quantity, location and vendor for each item in the item list. Changes and additions are sent back to your POS software. To change the value of an item:

- 1. Scan the item.
- 2. Use the up and down arrow to scroll to the field to be changed.
- 3. Enter the item information using the keypad.
- 4. Press the blue button to save your changes.

Be sure to press the blue button before you exit. Changes are not saved unless a blue button is pressed. Make sure to turn off the Alpha Keyboard function before exiting.

Refer to Appendix A for instructions on using the Alpha keypad.

## 2.8 Synchronize

The Synchronize function is used to send scanned data to the Store Manager database. This function will also transfer the inventory levels and item information to the device.



Figure 2.8 Synchronize The Device

## To Synchronize the device:

- 1. Make sure the cradle has power and is connected to the computer's USB port.
- 2. Place the scanner in the cradle.
- 3. Press 6 from the Main Menu.
- 4. Press the Blue button.
- 5. Click the Synchronize option on the Mobile Inventory desktop application.
- 6. Click Ok when prompted.

If synchronization doesn't occur immediately, click the abort button on the desktop and perform steps 5 and 6 again.

## 2.9 Utility

The Utility function gives the ability to delete the scanned data from one or all of the data tables on the barcode scanner.



Figure 2.9 Clear Data Utility

Caution: This Clear Data functions are not reversible. These functions will erase all collected information.

When finished press the ESC button to exit to the main menu.

#### 2.10 Status

The Status screen displays the amount of memory each function is using and how much memory left on the device.



Figure 2.10 Memory Status

Typically the scanner will scan over 15,000 items before running out of memory on a 2MB device.

## 2.11 Scanner Advanced Settings

The Scanner Table configures the Xt50 barcode scanner for specific scanner settings. Support for ISBN barcodes can be turned on or off. Lead digits can be enabled or disabled. The scanner can even be restricted to only scan a certain barcode type.



Figure 2.11 Scanner Table

Please call your vendor or the Proxis tech support department for assistance with configuring the scanner setting.

When finished press the ESC button to exit to the main menu and save any changes.

## **Section 3: Using the Symbol Barcode Scanner**



Figure 3 Symbol SPT 1550 Barcode Scanner

Mobile Inventory for the Symbol SPT series scanners offers a versatile inventory management application for a standard Symbol Palm barcode scanner.

## 3.1 Sending Inventory Data to Your Scanner

## To load inventory items onto the device:

- 1. Place Scanner in synch cradle.
- 2. Start the Mobile Inventory program on the PC.
- 3. Ensure that the Symbol device is set as the default scanner in the preference menu.
- 4. Click Synchronize in the menu bar of Mobile Inventory Desktop.
- 5. Press the synchronize button on the cradle.

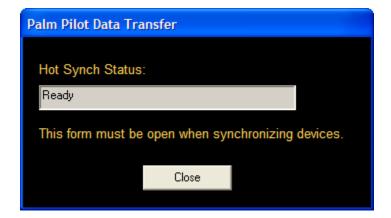


Figure 3.1 Device Synchronization

#### 3.2 Scanner Functions

The Palm version of Mobile Inventory has the same basic scanner functions as the Xt50:

- 1. Add To Inventory
- 2. Subtract/Remove From Inventory
- 3. Compare Inventory
- 4. Replace Inventory
- 5. Lookup Item Information
- 6. Edit Item Information
- 7. File Clearing Utility

The Palm version also features more advanced user input screens and increased memory.

## Main Menu:

To access a function, tap on the corresponding icon on the touch screen.



Figure 3.2 Scanner Main Menu

## 3.3 Add To Inventory

The Add Inventory function offers the ability to increase the stock quantities of inventory items by scanning their barcodes or manually entering a number.



Figure 3.3.1 Add To Inventory

## To increase inventory quanities by a single unit:

- 1. Scan each item (scanner will beep).
- 2. The stock quantity will be increased by one for each item scanned.
- 3. The scan will be entered into the list.

## To increase an item by a number larger than one:

- 1. Enter in the quantity in the Quantity field.
- 2. Scan the item.
- 3. The scanner will beep confirming a quantity increase for the designated item.
- 4. The scan will be entered into the list.

## To manually key in an item without a barcode:

- 1. Tap the Barcode field.
- 2. Tap the numbers or letters that make up the barcode number.
- 3. Tap on the Done button.
- 4. Tap the Enter button.



Figure 3.3.2 Adding a New Item to Inventory

If an item's barcode isn't found in the current database the scanner will prompt whether to add it. If the item isn't added to the product database, the quantity increase will be ignored.

## 3.4 Subtract From Inventory

Use the Subtract from Inventory function to remove items from inventory. This function will not remove the whole item, it simply deducts an item's quantity from your inventory records.



Figure 3.4 Subtract From Inventory

## To decrease inventory quanities by a single unit:

- 1. Scan each item (scanner will beep).
- 2. The stock quantity will be decreased by one for each item scanned.
- 3. The scan will be entered into the list.

## To decrease an item by a number larger than one:

- 1. Enter in the quantity in the Quantity field.
- 2. Scan the item's barcode.
- 3. The scanner will beep confirming a quantity decrease for the scanned item.
- 4. The scan will be entered into the list.

## To manually key in an item without a barcode:

- 1. Tap the Barcode field.
- 2. Tap the numbers or letters that make up the barcode number.
- 3. Tap on the Done button.
- 4. Tap the Enter button.

## 3.5 Compare Inventory Quantities

Use this function to scan inventory and then compare the scanned information to the product quantity levels in the Store Manager product database.

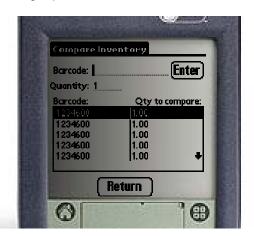


Figure 3.5 Compare Inventory Quantities

This function works like the Add To Inventory and Subtract from Inventory functions. Please refer to section 3.4 for scanning instructions.

Scan each item or scan one and then change that item's quantity. After synchronizing, the scanned data is sent to the desktop for comparison. Refer to section 4.2 for Comparison Report options.

## 3.6 Replace Inventory Quantities



Figure 3.6 Replace Inventory Quantities

This function is similar to the Add To Inventory and Subtract from Inventory functions. Please refer to section 3.4 for scanning instructions.

After synchronizing, the inventory values in Store Manager will be replaced by the quantities from the Replace Inventory function.

## 3.7 Add New Inventory Item

The Add New Inventory function will add new products (products that haven't been previously entered) into the POS product database.



Figure 3.7.1 Add New Inventory Items

#### To add a new item:

- 1. Press the New Item button on the Scanner's main screen.
- Scan or key in the barcode number. The scanner will check to see if it's already in the system.
- 3. Key in information using the keypad
- 4. Press Save to add the new item.

#### To exit without saving:

1. Press the Return button.

The palm soft Keypad provides an easy method for entering and editing product information. Access the soft keypad by tapping inside each field. Numeric fields will show the numer keypad and text fields will show the text keypad.





Figure 3.7.2 Palm Software Numeric and Text Keypads

## 3.8 Lookup Products

This function performs a lookup on product information with your Mobile Inventory barcode scanner. Lookup times should be less than one second even with thousands of items.



Figure 3.8.1 Lookup Inventory Items

## **Lookup Quantity and Location:**

- 1. Scan or enter the item's barcode.
- 2. If found the item will be highlited.

## **Lookup All Item Information:**

- 1. Ensure the Show On Find is checked.
- 2. Scan or enter the item's barcode.



Figure 3.8.2 Show Scanned Item Information

## 3.9 Edit Inventory Information

Scan an item to edit any of the following fields: Description, Quantity, Cost, Price, MSRP or List Price, Location and Vendor. Changes are automatically sent from the Barcode Scanner to the POS Software during the synchronization process.



Figure 3.9.1 Lookup Inventory Quantities



Figure 3.9.2 Lookup Inventory Quantities

## 3.10 Synchronize the Palm Scanner

The Synchronize function is used to send scanned data to the Store Manager database. This function will also transfer the inventory levels and item information to the device.



Figure 3.10 Synchronize The Device

## To Synchronize the device:

- 1. Make sure the cradle has power and is connected to the computer's USB or serial port.
- 2. Place the scanner in the cradle.
- 3. Press the Synchronize button.
- 4. Press the Synchronize button on the Mobile Inventory desktop application.

## 3.11 Utility

The Utility function gives the ability to delete the scanned data from one or all of the data tables on the barcode scanner.



Figure 3.11.1 Main Menu Drop Down



Figure 3.11.2 Clear Data Utility

**Caution:** This Clear Data functions are not reversible. These functions will erase all collected information.

## 3.12 Palm Device Status

The Status screen displays the number of records each function is using.

Typically the scanner will scan well over 20,000 items before running out of memory on a 8MB device.



Figure 3.12 Clear Data Utility

## 3.13 Calculator Function

The Item Calculator tallies both the Total Price and Total Cost for the items that are scanned from this screen. Items must be entered into the product database and must have either a Price or a Cost respectively to add the item to the running total.

The Item Calculator does not add sales tax or perform any further POS functions.



Figure 3.13 Item Calcalator

## Section 4 – Mobile Inventory Desktop Application

The Mobile Inventory Desktop provides the connection between the barcode scanner and the Store Manager POS database. It must be running in order to synchronize the device and view comparison reports.

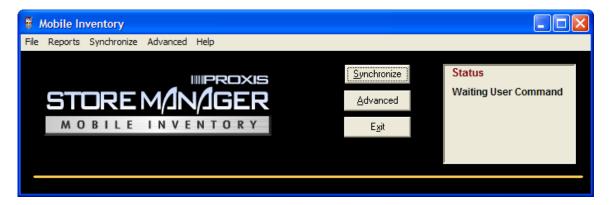


Figure 4 Mobile Inventory On the Desktop

Mobile Inventory also has advanced features that allow for more control of the synchronization and updating process.

## Features:

- Synchronization
- Comparison Reporting
- Advanced Processing Options
- Data Editing Functions

Most features are accessed from the main toolbar.

## 4.1 File Functions

Under the File menu item the following functions are displayed:

**Preferences** – Change communication settings and Store Manager database location. **Hide** – Minimize the Mobile Inventory program and send it to the system tray. **Exit** – Close Mobile Inventory.

#### 4.1.1 Preferences

The Preference screen provides control over communication settings, database location, and the Auto Minimize on Start Up and Auto Print Comparison Report properties. These properties are generally left set to their default settings.

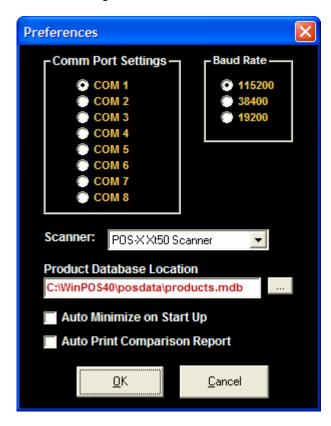


Figure 4.1.1 Preferences

## 4.2 Comparison Report

The Comparison Report is a series of three reports that provide the following information:

- 1. Comparison of quantities scanned with quantities in the POS database.
- 2. List of products scanned but not in the POS database.
- 3. List of products that are in the POS database but weren't scanned.

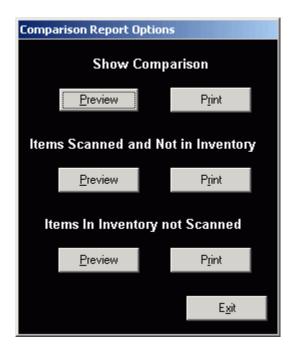


Figure 4.2 Comparison Report Options

The Comparison Report is viewed by clicking on the Reports option on the main toolbar and then clicking Comparison. The word Comparison will be grayed out if there is no data to view.

Select either of the three comparison reports from the Comparison Report Options form by clicking on the Report Icon or the Printer Icon. Comparison reports are grouped and ordered by Item Number.

## 4.3 Synchronize

The Synchronize option on the main toolbar will initiate the synchronization process. This process will download all scanned data, including price updates, and then update the Store Manager database with this data. The second part of the synchronization process will upload your product information to the barcode scanner.



Figure 4.3 Synchronize Confirmation

Information sent to the scanner during synchronization:

- Item Number/Barcode
- Price
- Cost
- MSRP
- Quantity on hand
- Description
- Vendor

Advanced Synchronization features will be covered in section 4.4.

#### 4.4 Advanced Functions

The Advanced Functions give the ability to download and view the data from the scanner before updating the POS database. The Advanced Section also contains an Update Inventory To Scanner button that will send inventory information to the scanner without performing a complete synchronization.

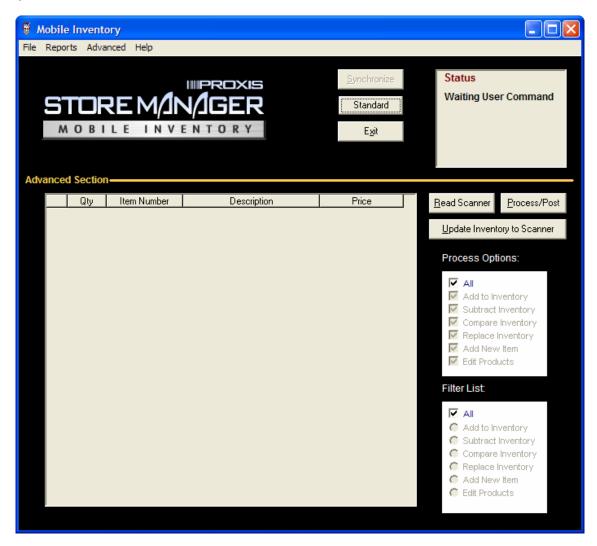


Figure 4.4 Advanced Screen

#### 4.4.1 Data Grid

The Data Grid is the grey area in the middle of the screen. This grid will fill with data after synchronizing data from the scanner.

## 4.4.2 Read Scanner

This button will initiate a synchronization that will download the data from the scanner. This data will be brought down from the scanner and displayed in the data grid.

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## 4.4.3 Process/Post

This button will send the data in the data grid to the Store Manager product database. Any changes made to items in the data grid will also be sent to the POS database.

## 4.4.4 Update Inventory to Scanner

Sends inventory information (barcode, price, cost, quantity, description and vendor) to the scanner.

## 4.4.5 Process Options

Provides a filter for choosing which data sets are processed and sent to update or append to the Store Manager product database.

## 4.4.6 Filter List

Provides a filter list for the data grid. By checking a specific filter the data grid will be limited to just the data that has been scanned for that particular function. Checking All will show a complete list of scanned data.

## Appendix A: The Xt50 Alpha Keyboard

The Alpha Keyboard feature on the Xt50 barcode scanner allows for keying in letters using the numeric keypad. The Alpha Keyboard functions just like most standard cell phone texting functions.

To enter a letter using the keypad:

- 1. Press the "ALPHA" key.
  - a. An "A" will appear above the battery indicator.
- 2. Press the key that has the desired letter.
  - a. Example1: for the letter "A" press the 2 key once.
  - b. Example2: for the letter "B" press the 2 key twice.

To enter a lower case letter:

- 1. Press the "ALPHA" key twice
  - a. A small "a" will appear above the battery indicator.
- 2. Press the key that has the desired letter.
  - a. Example1: for the letter "a" press the 2 key once.
  - b. Example2: for the letter "b" press the 2 key twice.

Pressing the "ALPHA" key three times will bring up the function characters. This mode is indicated by a "F" above the battery indicator. The function characters is an extended letter set that is rarely used.

To return to numeric input, press the "ALPHA" key until the letter function indicator ("A", "a" or "F") disappears.

## **Appendix B: Device Registration**

The Xt-50 barcode scanner has a simple registration screen. Scanners are generally registered at the manufacturer's warehouse.



Figure B.1 Xt50 Registration Screen

An activation code is required when installing a new Inventory application on Symbol Palm barcode scanners. This code is based off of the device ID. Activation codes are available from your vendor.



Figure B.2 SPT 1550 Unregistered Copy

Enter the activation code received from your vendor:



Figure B.2 SPT 1550 Registration Screen

## Appendix C: Installing Palm Files

Palm files are installed to the device via the Palm HotSync Manager. The HotSynch Manager is part of the Palm Desktop. The Palm Desktop software must be installed and configured prior to installing the device software. The latest Palm Desktop software can be found at <a href="https://www.palm.com">www.palm.com</a>.

The HotSync manager will appear in the system tray when installed properly.



Figure C.1 HotSync Icon in System Tray

Right click on the HotSync Manager Icon to enter the configure the HotSync Manager. The HotSync Manager must be correctly set up and synchronizing with your device to install program files

#### To Install Palm Program Files:

- 1. Browse to the C:\WinPOS40\Palm Support Files\ directory.
- 2. Double click the Install\_Palm\_Files.exe application.
- 3. If the prompt in figure C.2 is displayed, follow the first time installation directions below.
- 4. Wait a few moments for the HotSync Manager to restart.
- 5. Press the hot synch button on the cradle.



Figure C.2 First Installation Prompt

## First Time Installation:

- 1. Check the box on the prompt shown in figure C.2
- 2. Click Yes.
- 3. Click Cancel on the prompt in figure C.3
- 4. Restart the installation process



Figure C.3 Select Palm User Name



Figure C.4 HotSync Status