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Document Name:	**Honeywell 5100 Scanner User Guide**

Document Summary:	The Honeywell 5100 scanner can be used for stock enquiries, stocktaking, branch transfers and entering deliveries. This document contains the instructions for using the scanner with Counter Intelligence Office.

CONTENTS

INSTALLING THE HONEYWELL 5100 SCANNER

STEP 1 - INSTALL MOBILE DEVICE CENTER VER 6.1

On KudoScan CD that came with the scanner click on the relevant application file (**drvupdate-amd64.exe** or **drvupdate-x86.exe**) in the MobileDeviceCentre folder and allow the installation process to complete.

Once the installation has completed you should see the software under your Start menu.

STEP 2 – INSTALL KUDOSSCAN

On KudoScan CD click on the **KudoScan_vX_X_Setup.exe** file in the Application folder and follow the prompts, accept all the defaults. At the end, check **'Launch KudoScan VX.X'** and click **Finish**.

Once the installation is complete the software will open on your screen, if it doesn't open you can find the applcation file in "C:\Program Files\Barcode Logic\KudoScan\KudoScan.exe", you might want to create a shortcut on your desktop for this applcation for future use.
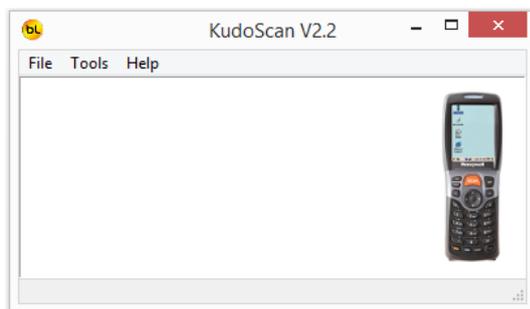
NOTE: If an "Invalid Function Parameter. Default to SHOW" message pops up just click **OK** and the program will open.

STEP 3 – CONNECT THE HONEYWELL 5100 PDE TO YOUR PC

Turn on the Honeywell 5100 scanner and connect it to a USB Port on your PC, it should connect automatically (after 'found new hardware', 'installing drivers' etc.). You should also see it as a drive in Windows Explorer called IDnnnnnnnnnn (where nnnnnnnnnn is the serial number).

STEP 4 – CONFIGURING KUDOSCAN

1. Run the **KudoScan** program on your pc.
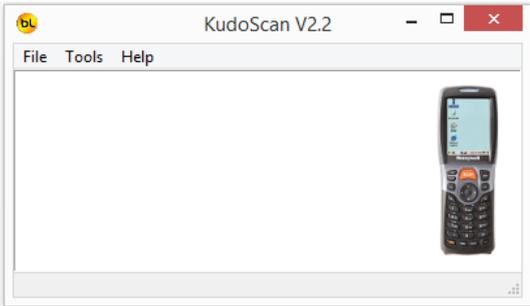
    NOTE: If an "Invalid Function Parameter. Default to SHOW" message pops up just click **OK** and the program will open.

2. Click on **Tools** and then **Options**.
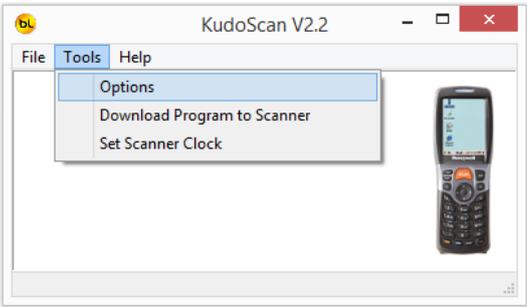
3. Click on the next to the **Default Import File Path** and browse to your default reports location, making sure to select **Reports** before clicking **OK**.

    NOTE: The default reports location is usually "C:\Program Files\Counter Intelligence Office 2009\Reports" but this can be checked by right-clicking on your Counter Intelligence Office short-cut and choosing Properties. The location is your reports folder is in the Start In field.

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4. Click on the next to the **Default Export File Path** and browse to your default reports location, making sure to select Reports before clicking **OK**.
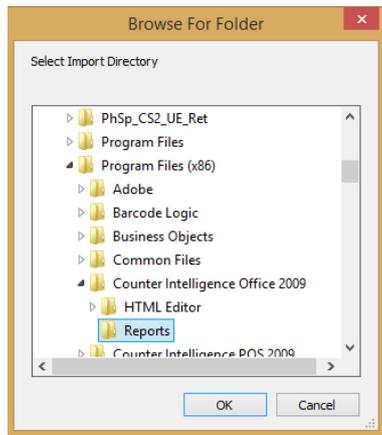
5. Click **OK**.
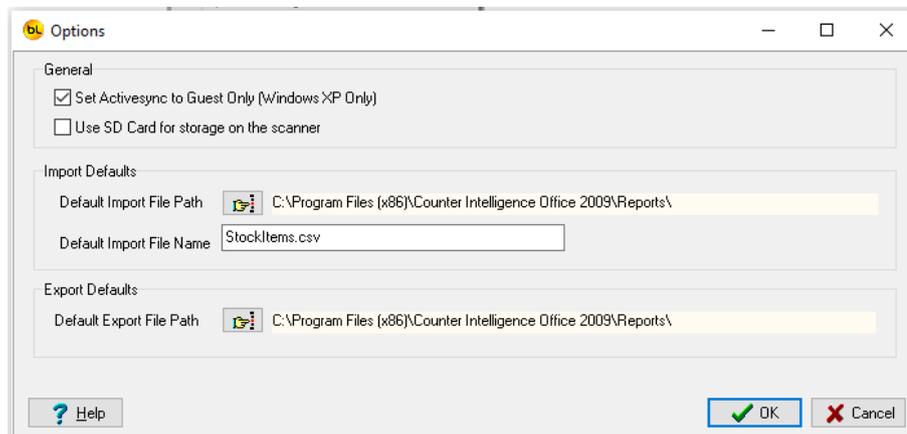
LOADING THE STOCK DATA FILE

Before the scanner can be used you will need to load your current stock file into the scanner.

TIP: You will want to do this regularly to ensure the scanner has the latest stock data.

1. From within Counter Intelligence Office select **Export Stock Items to CSV** from the **Stocktaking** menu.
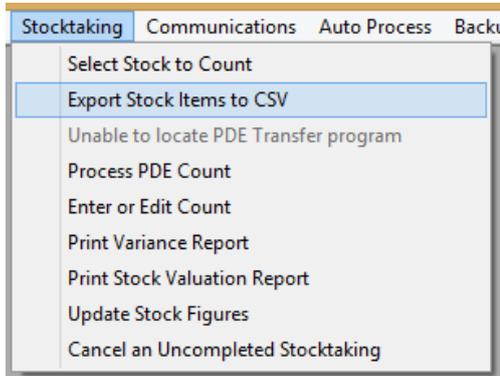
2. When the **Export Stock Items to...** screen appears leave the file name as StockItems.csv and make sure the file is being saved into the correct folder – this is the folder you will have specified when you first installed the Honeywell 5100 PDE onto your computer *(see Configuring KudoScan)*.

3. Enter the **Branch Code** that you will be stocktaking and click on **Start**.
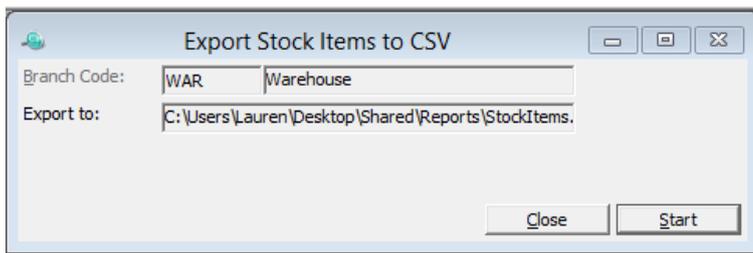
4. Turn the scanner on and place it in the cradle.

    NOTE: Once the scanner has connected to your PC the Windows Mobile Device Center will open, you can minimize this.

5. Run the **KudoScan** program on your pc.
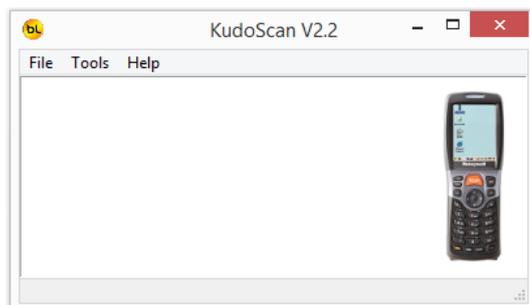
NOTE: If an "Invalid Function Parameter. Default to SHOW" message pops up just click **OK** and the program will open.

6.   Under **File** menu choose **Send Item File to PDT** and wait for the file transfer to complete.
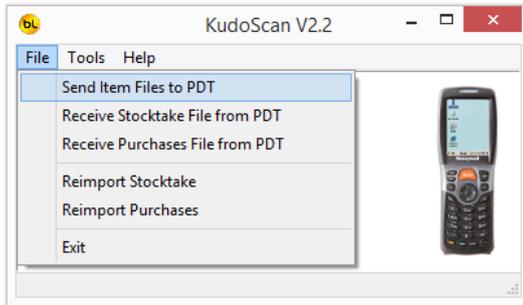
7.   The **Upload Count Data** screen will appear check the records are good and then exit **KudoScan**.

STOCK ENQUIRY

This can be used to view the following data about a product:

Barcode	PLU
Description	Style Code
Supplier	Stock Group
Supplier Product Code	Selling Price Inc GST
Stand Cost Price	Last Purchase Price

1.   Ensure the current data file is loaded on the scanner *(see Loading the Stock Data File)*.

2.   On the scanner press **ESC** until you are at the main KudoScan menu.

3.   Select **Enquiry** – the arrow keys to move down the menu and then press **ENT** once you Enquiry is blue.
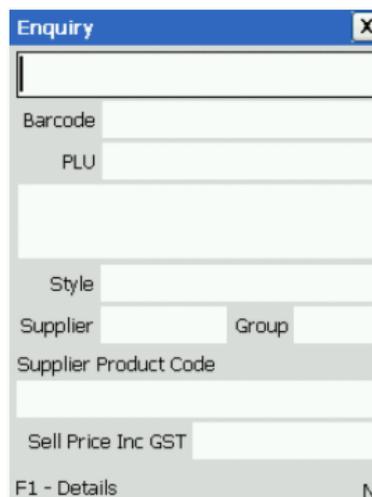
4.   Scan the barcode of the item you wish to look up and its information will appears on the scan.
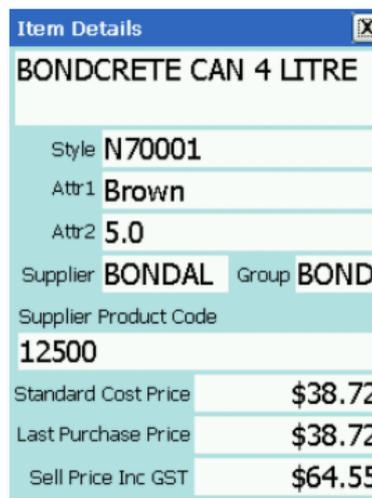
NOTE: You can press the **F1** key to see more of the products information.

STOCKTAKING

OVERVIEW OF THE STOCKTAKING PROCESS

Step 1
Take a Snapshot

Step 2
Take a Count

1. Manual
2. PDE
3. Spreadsheet

Step 3
Enter the Count

1. Data Entry from Stocktaking Sheets
2. Upload/Process from PDE
3. Process Spreadsheet file

Step 4
Print a Variance Report

Step 5
Check the Count

Are you happy with the count?

YES

Step 7
Print a Valuation Report

NO

Step 6
Edit the Count

Step 8
Update the Count
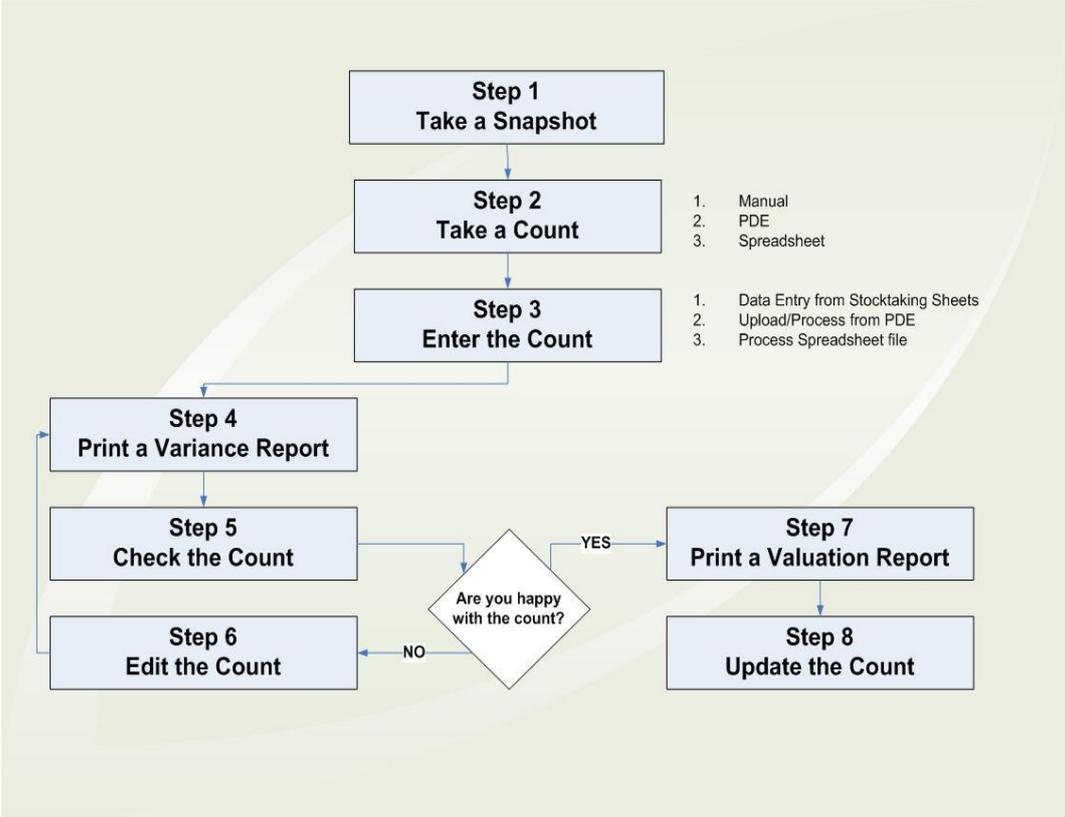
STOCKTAKE PROCESS

STEP 1 – TAKE A SNAPSHOT

The first step during the stocktaking process is to take a snapshot of your existing stock. This is like a photograph of your current stock levels. The snapshot should be taken the day the stock is counted.

It is recommended that the snapshot is taken at the end of the day after transactions have been received and processed from all tills in Counter Intelligence Office. The count can then be taken the same night or early in the morning before trading. By doing so, you're insuring that the count will not be affected by the day's sales, i.e. you do not have to account for sales transactions while doing your counts.

If however the snapshot is taken in the morning and the count is performed during the day while trading you would have to account for the quantities sold and/or transferred i.e. include these items in the count.

1.   Click on **Select Stock to Count** on the Stocktaking menu.
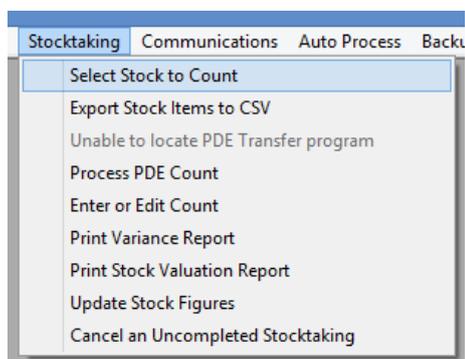
2.   Enter a **Snapshot Code** for the snapshot and **Description** if you wish.
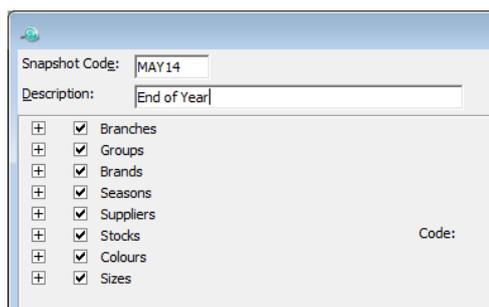
3.   Select the stock that will be counted by the following criteria: Branch, Stock Group, Brand, Season, and Supplier.

4.   Click on the **Start** button to take the snapshot.

NOTE: The amount of time it takes to create the snapshot may vary depending on the selection you have made, so be patient while you wait for the snapshot to complete.

It is possible to have several snapshots in progress at one time. For example, if you are performing a stocktake at multiple branches, you'll find the stocktaking process much easier

to handle by taking a separate snapshot for each branch. The same will apply for situations where only certain stock groups are included in the stocktake or certain supplier's products only.

Once taken, the snapshot cannot be altered, i.e. you cannot include additional plu's. If you wanted to do so, you would have to create a new snapshot. The snapshot will not include or adjust the quantities for plu's that have been sold after the snapshot has been taken.

STEP 2 – TAKE THE COUNT

1. Ensure the current data file is loaded on the scanner *(see Loading the Stock Data File)*.

2. On the scanner press **ESC** until you are at the main KudoScan menu.

3. Select **Stocktake** – the arrow keys to move down the menu and then press **ENT** once **Stocktake** is blue.

4. Select **Enter Data** – the arrow keys to move down the menu and then press **ENT** once **Enter Data** is blue.

5. Enter the Branch Code and press **ENT**.

NOTE: You can use the ALPHA key to toggle below alpha and numeric characters.

6. Scan the PLU / Barcodes.

As you scan each one the products information will appear on the screen you can then either enter a quantity into the **Quantity** field and press **ENT** or just press **ENT** to enter a quantity of one before moving on and scanning the next PLU / Barcode.

NOTE: If the PLU / Barcode being scanned is not in the data file you have loaded onto the scanner you will get the follow message, you can chose to add the barcode to the file by pressing **ENT** or **ESC** to scan another PLU / Barcode. Remember that any barcodes that you chose to add may not existing in Counter Intelligence Office therefore they will appear on the Exceptions report you will print in "Step 3 – Upload / Process the Count".
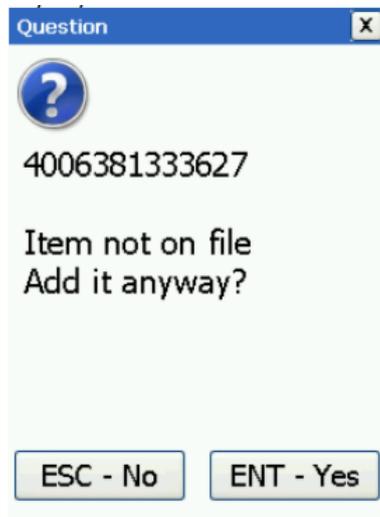
VIEW DATA

It is possible to view the data you have scanner by choosing **View Data** from the main Stocktake menu on the scanner and using the following buttons:

The **UP** arrow will display the previous record.
The **Down** arrow will display the next record.
The **LEFT** arrow will display the first record.
The **RIGHT** arrow will display the last record.
Press **F2** to change the quantity for the record you have currently selected – type in the quantity and press **ENT** or **ESC** if you change your mind,
Press **ESC** to return the main Stocktake menu.

DELETE DATA

Under the main Stocktake menu there is an option to **Delete Data** this will delete all the records from the current function, after you confirm twice that this is what you want to do.

STEP 3 – UPLOAD / PROCESS THE COUNT

1. Turn the scanner on and place it in the cradle.

   NOTE: Once the scanner has connected to your PC the Windows Mobile Device Center will open, you can minimize this.

2. Run the **KudoScan** program on your pc.
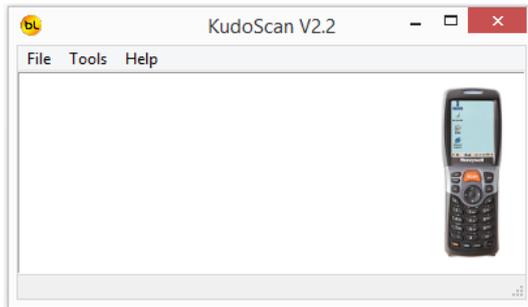
NOTE: If an "Invalid Function Parameter. Default to SHOW" message pops up just click **OK** and the program will open.

3. Under **File** menu chose **Receive Stocktake File from PDT** and wait for the file transfer to complete.
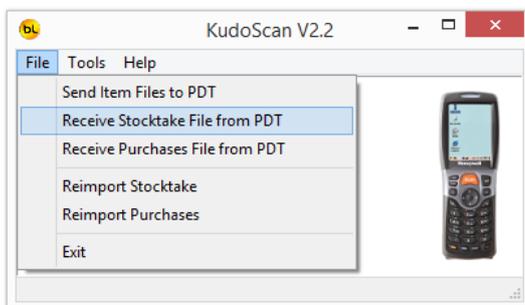
4. The **Upload Count Data** screen will appear, check the records are good and then exit **KudoScan**.

5. Use Windows Explorer browse to your reports folder and make a copy of the **Kudos.dat** file you have just uploaded, paste the copied file into the reports folder and rename the file to something more meaningfull than Kudos.dat. This copy of the file will be kept incase you need it in the future the Kudos.dat file is the one that will be processed.

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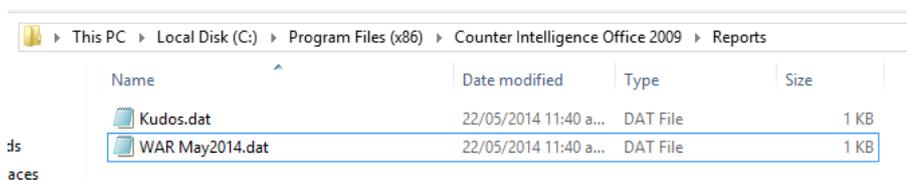
NOTE: If you are using multiple scanners it would be best to rename the original Kudos.dat file as well and make a note of the name so you know which file you need to process. If you don't rename the original file before uploading additional scanner the file will be overwritten.

The default reports location is usually "C:\Program Files\Counter Intelligence Office 2009\Reports" but this can be checked by right-clicking on your Counter Intelligence Office short-cut and chossing Properties. The location is your reports folder is in the Start In field.

6. Within Counter Intelligence Office Choose **Process PDE Count** from the **Stocktaking** menu.
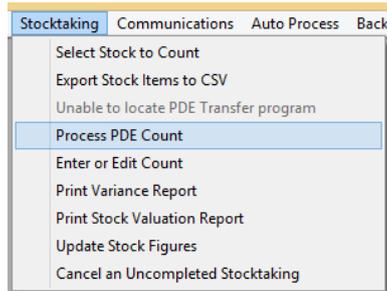
7. Click on the at the end to **File Name** and browse to your reports folder select **Kudos.dat** and press **Open**.
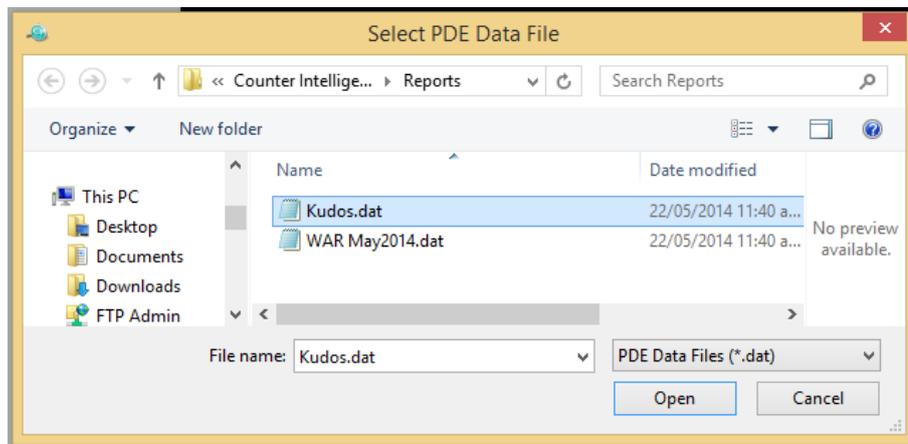
8. Enter the **Snapshot Code** you created earlier and the **Branch Code** that the Kudos.dat file is for.
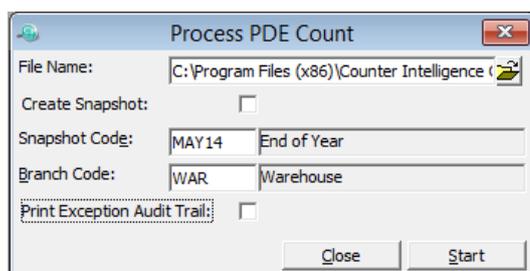
9.   Tick the option to **Print Exception Audit Trail** and click **Start**.
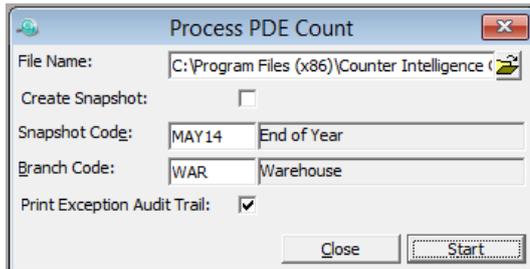
10.   When prompted chose the printer for the Transfer Data to Count Exceptions Report.

NOTE: This report will show you any barcodes that have been scanned that arent in the snapshot.

STEP 4 – PRINT A VARIANCE REPORT

A Variance report compares your count with the quantities reported in your snapshot.

1.   Choose **Print Variance Report** from the **Stocktaking** menu.
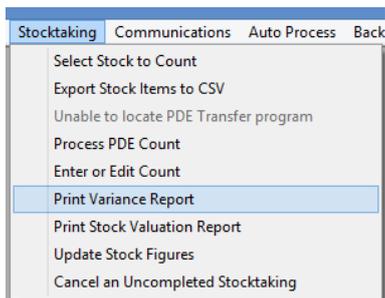
2.   Select the printer you wish to print the report to.
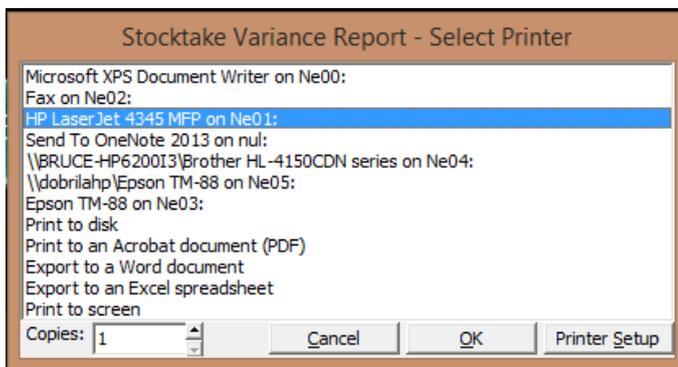
3. Enter the **Snapshot Code** and the **Branch Code** that you wish to print the variance report for.
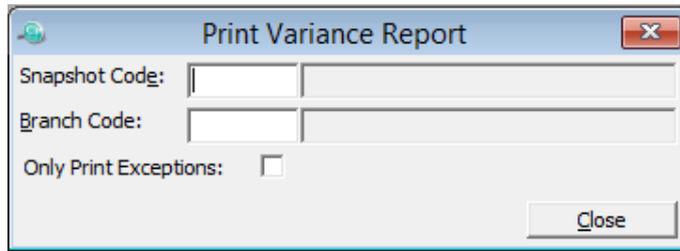
4. You can either print a Variance report for the entire snapshot or you can only print the exceptions (i.e. figures from the count that differed from those in the snapshot). To do this click the option that reads **Only Print Exceptions**, then click **Print** to print the report.
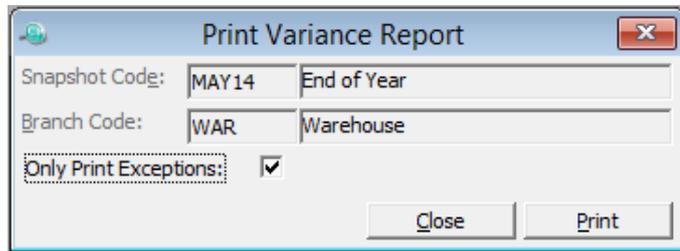
STEP 5 – CHECK THE COUNT

Check your Variance report and make sure you are happy with the figures, if so you can skip the next step and proceed directly to Step 7. Otherwise, if some of the figures are inaccurate you will need to edit the count to change them.

STEP 6 – EDIT THE COUNT

1. Choose **Enter or Edit Count** from the **Stocktaking** menu.
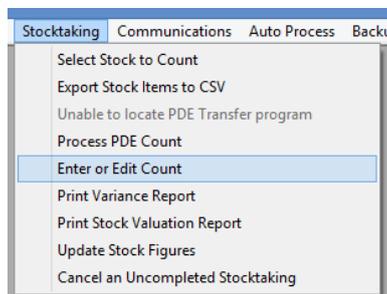
2.   Key in the **Snapshot Code** and **Branch Code** and the previously entered figures will be listed on screen.

To find a certain stock item, click on **Order by PLU**. You may then use the Page Up and Page Down keys to quickly locate a certain item and correct its quantity.

OR

You can find out what a stock item is by typing in the PLU number in the bottom left field marked with a *. By typing the PLU and pressing Enter the Enter or Edit Count Form will locate and highlight the PLU entered. Again, you may click on Check when you have finished.

Once you have made all necessary changes, you should return to Step 6 and print another Variance report, recheck the count, and if necessary, make further changes. Once you are satisfied that the count is accurate, you can move onto the next step.

STEP 7 – PRINT A STOCK VALUATION REPORT

Once you are satisfied that the stocktake count you've entered is accurate, it's time for you to print the last report, the Stock Valuation report. This report displays the entire count along with the total Average Cost value of every product line.

Printing a Stock Valuation report before proceeding to the next step is important, as it provides the opportunity to get an accurate Stock Holding at Average Cost for your stocktake, before updating the same.

TIP: You can print the Stock Valuation report to disk for future reference.

1.   Choose **Print Stock Valuation** Report from the **Stocktaking** menu.

2. Enter your snapshot and branch code, then click **Print**.
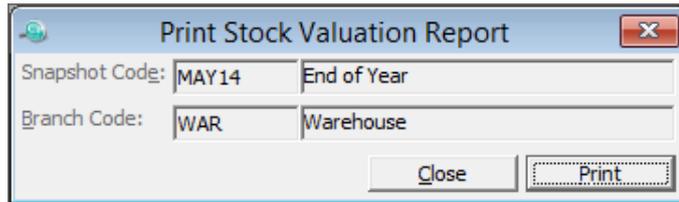
STEP 8 – UPDATE THE COUNT

Here is the point of no return – **always run a backup before completing the final step**. The final step of updating the count will complete the stocktake. Once the stocktake has been completed you will be unable to change the count, and print further variance or valuation reports. So be sure that you are happy with the figures you have entered, and that you have all the reports you need, before you update the count.

Updating the count is the step that corrects all the inaccurate stock quantities that have been discovered through the stocktaking process. It does this by applying the variance to your current stock quantities. Therefore, your quantities will still be accurate regardless of any stock movements that have occurred after the snapshot was taken.

1. Choose **Print Update Stock Figures** from the **Stocktaking** menu.
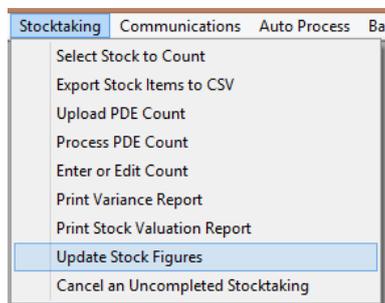
2. Enter your **Snapshot Code** and **Branch Code**, then click **Start**, once again this process can take some time so be patient.
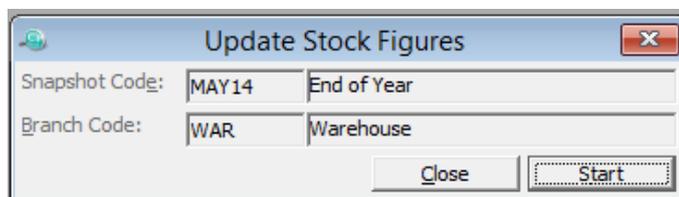
IMPORTANT NOTE: Be aware that once you've completed the stocktake, the stocktake adjustments are recorded as of the day the snapshot was taken.

CANCELING A STOCKTAKE

If, during the stocktaking process (i.e. after the snapshot but before the update), you decide that you no longer wish to proceed, you may cancel the entire stocktake.

This is not a step that you would normally run during a typical stocktake. You will only ever run this step if you want to stop and not continue with your stocktake.

1.   Click on **Cancel an Uncompleted Stocktaking** from the **Stocktaking** menu.
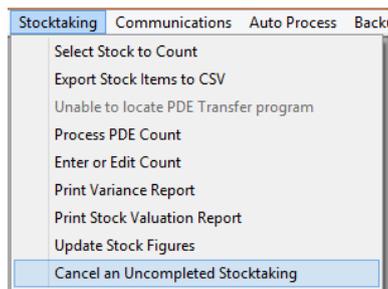
2.   Enter the **Snapshot Code** and click **Abandon**.
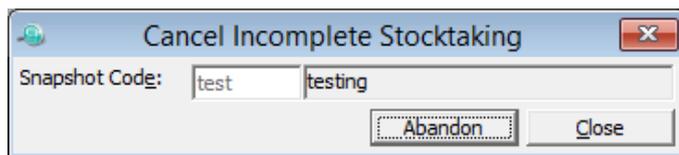
BRANCH TRANSFERS

STEP 1 - SCANNING THE STOCK BEING TRANSFERRED.

1. Ensure the current data file is loaded on the scanner (see LOADING THE STOCK DATA FILE).

2. On the scanner press **ESC** until you are at the main KudoScan menu.

3. Select **Stocktake** – the arrow keys to move down the menu and then press **ENT** once **Stocktake** is blue.

4. Select **Enter Data** – the arrow keys to move down the menu and then press **ENT** once **Enter Data** is blue.

5. Enter the **Branch Code** of the branch you are SENDING the stock to and press **ENT**.

NOTE: You can use the ALPHA key to toggle below alpha and numeric characters.

6. Scan the PLU / Barcodes.

As you scan each one the products information will appear on the screen you can then either enter a quantity into the **Quantity** field and press **ENT** or just press **ENT** to enter a quantity of one before moving on and scanning the next PLU / Barcode.

NOTE: If the PLU / Barcode being scanned is not in the data file you have loaded onto the scanner you will get the follow message, you can chose to add the barcode to the file by pressing **ENT** or **ESC** to scan another PLU / Barcode. Remember that any barcodes that you chose to add may not existing in Counter Intelligence Office therefore they will not be included in the branch transfer.
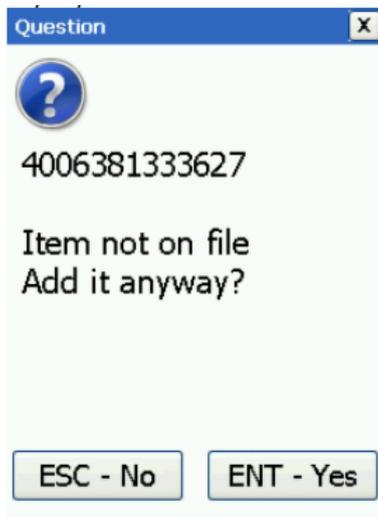
STEP 2 – UPLOADING / PROCESSING THE TRANSFER

1. Turn the scanner on and place it in the cradle.

   NOTE: Once the scanner has connected to your PC the Windows Mobile Device Center will open, you can minimize this.

2. Run the **KudoScan** program on your pc.
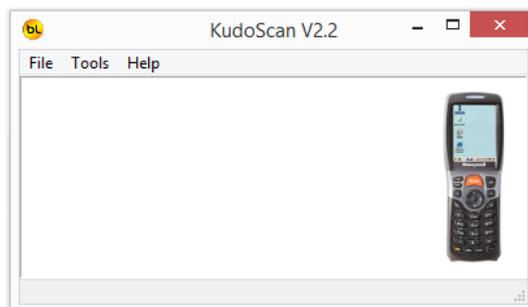
   NOTE: If an "Invalid Function Parameter. Default to SHOW" message pops up just click **OK** and the program will open.

3. Under **File** menu chose **Receive Stocktake File to PDT** and wait for the file transfer to complete.
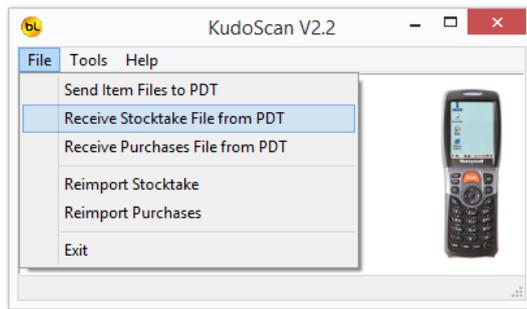
4. The **Upload Count Data** screen will appear check the records are good and then exit **KudoScan**.

5. Using Windows Explorer browse to your reports folder and make a copy of the **Kudos.dat** file you have just uploaded, paste the copied file into the reports folder and rename the file to something more meaning full than Kudos.dat. This copy of the file will be kept incase you need it in the future the Kudos.dat file is the one that will be processed.
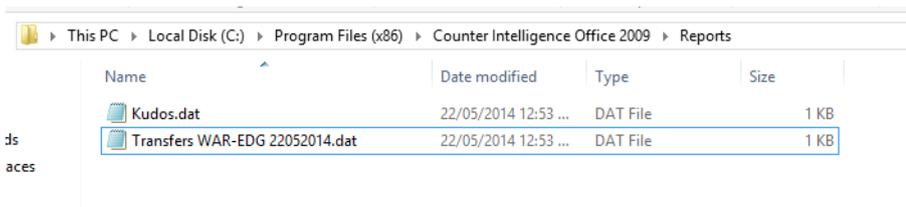
NOTE: The default reports location is usually "C:\Program Files\Counter Intelligence Office 2009\Reports" but this can be checked by right-clicking on your Counter Intelligence Office short-cut and chossing Properties. The location is your reports folder is in the Start In field.

6.   Within Counter Intelligence Office Choose **Enter or Modify a Transfer via PDE** from the **Transfer** menu.
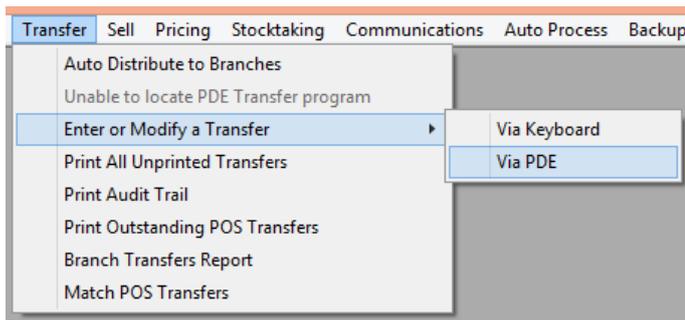
7.   Click on the end to **File Name** and browse to your reports folder select **Kudos.dat** and press **Open**.
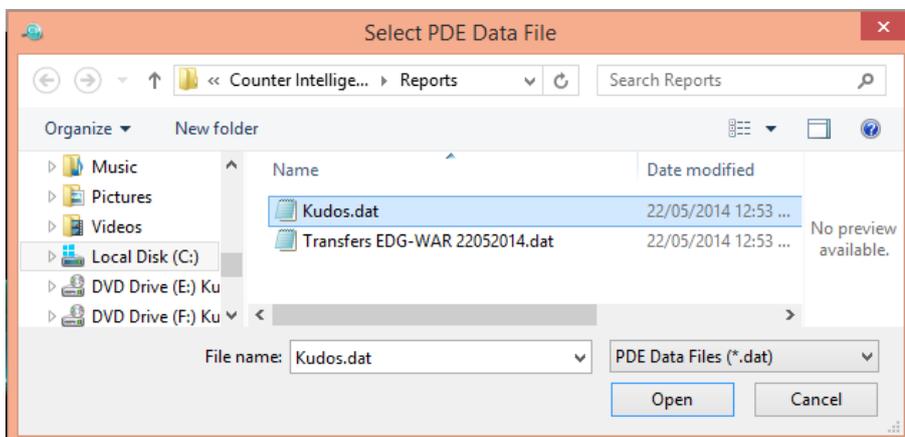
8.   Enter branch code for the branch the stock being taken out of in the the **From Branch** field, you can also enter a **Reason** for the transfer and click **Start**.
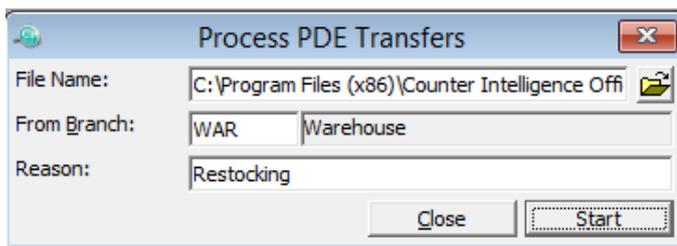
9.   When prompted chose the printer for the **PDE Transfers Posting**.

     NOTE: This report will show you any barcodes that have been scanned that arent in Counter Intelligence Office and will also give you the number of the transfer that has been created.

ENTERING DELIVERIES

NOTE: The data from the scanner gets imported into Counter Intelligence Office as a Purchase Order that you then need to turn into a delivery for the stock on hand to be updated in your database.

STEP 1 - SCANNING THE STOCK BEING RECEIVED.

1.   Ensure the current data file is loaded on the scanner *(see Loading the Stock Data File)*.

2.   On the scanner press **ESC** until you are at the main KudoScan menu.

3.   Select **Purchases** – the arrow keys to move down the menu and then press **ENT** once **Purchases** is blue.

4.   Select **Enter Data** – the arrow keys to move down the menu and then press **ENT** once **Enter Data** is blue.

5.   Enter the **Branch Code** of the branch you are receiving the stock into and press **ENT**.
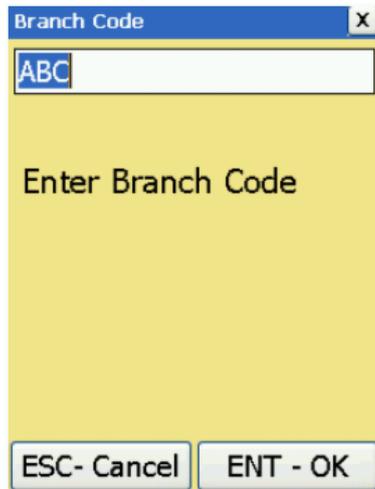
NOTE: You can use the ALPHA key to toggle below alpha and numeric characters.

6.   Enter the **Supplier Code** for the supplier the stock has come from and press **ENT**.

NOTE: This is case sensitive, the supplier code you enter here must match the one in Counter Intelligence Office.

NOTE: You can press F1 to select one the list of available suppliers.
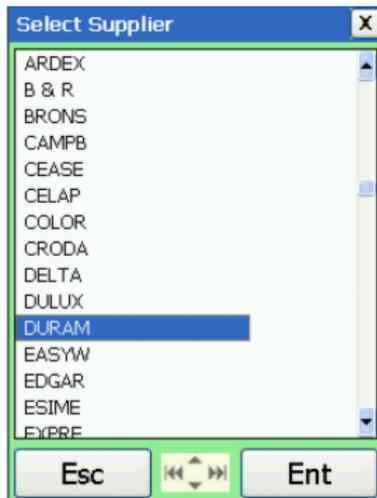
7.   It will ask you to confirm the supplier you have entered by press **ENT.**

NOTE: You can press **ESC** if you need to change the supplier.

8.   You then need to enter a **Purchase Order Number** and press **ENT**.
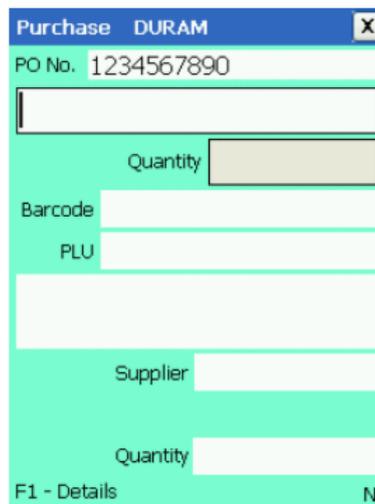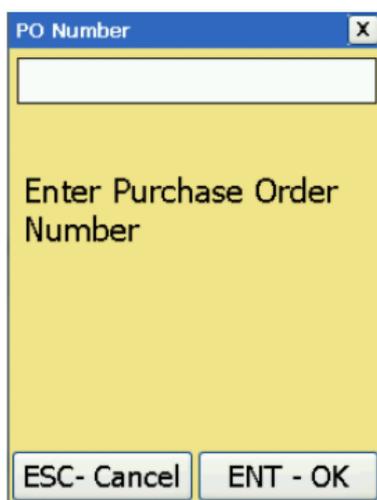
9. Scan the PLU / Barcodes.

As you scan each one the products information will appear on the screen you can then either enter a quantity into the **Quantity** field and press **ENT** or just press **ENT** to enter a quantity of one before moving on and scanning the next PLU / Barcode.

NOTE: If the PLU / Barcode being scanned is not in the data file you have loaded onto the scanner you will get an error message, you will need to press **ESC** to scan another PLU / Barcode.

STEP 2 – UPLOADING / PROCESSING THE DELIVERY

1. Turn the scanner on and place it in the cradle.

   NOTE: Once the scanner has connected to your PC the Windows Mobile Device Center will open, you can minimize this.

2. Run the **KudoScan** program on your pc.
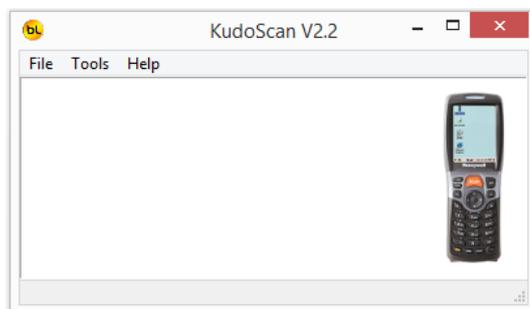
NOTE: If an "Invalid Function Parameter. Default to SHOW" message pops up just click **OK** and the program will open.

3. Under **File** menu chose **Receive Purchases File to PDT** and wait for the file transfer to complete.
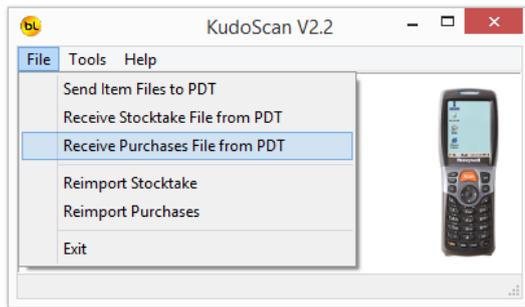
4. The **Upload Count Data** screen will appear check the records are good and then exit **KudoScan**.
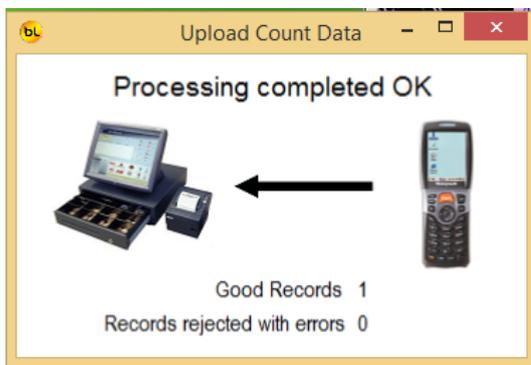
5. Check the file has uploaded successfully into your reports folder.
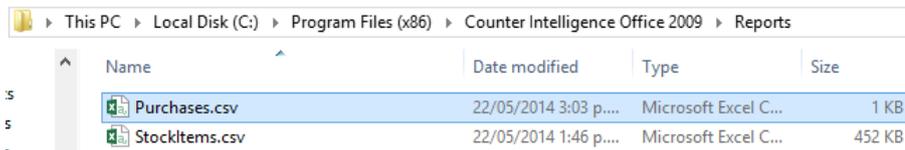
NOTE: The default reports location is usually "C:\Program Files\Counter Intelligence Office 2009\Reports" but this can be checked by right-clicking on your Counter Intelligence Office short-cut and chossing Properties. The location is your reports folder is in the Start In field.

6. Within Counter Intelligence Office Choose **Import Purchase Orders** from the **Tools** menu.
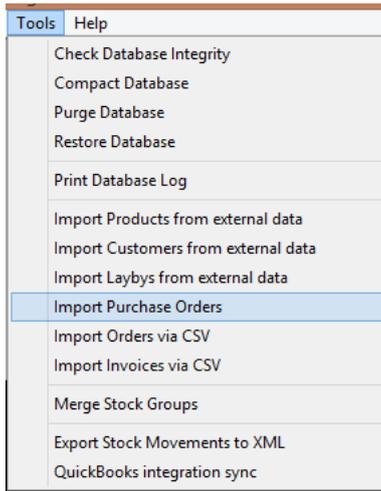
7. Browse to your reports folder select **Purchases.csv** and press **Open**.
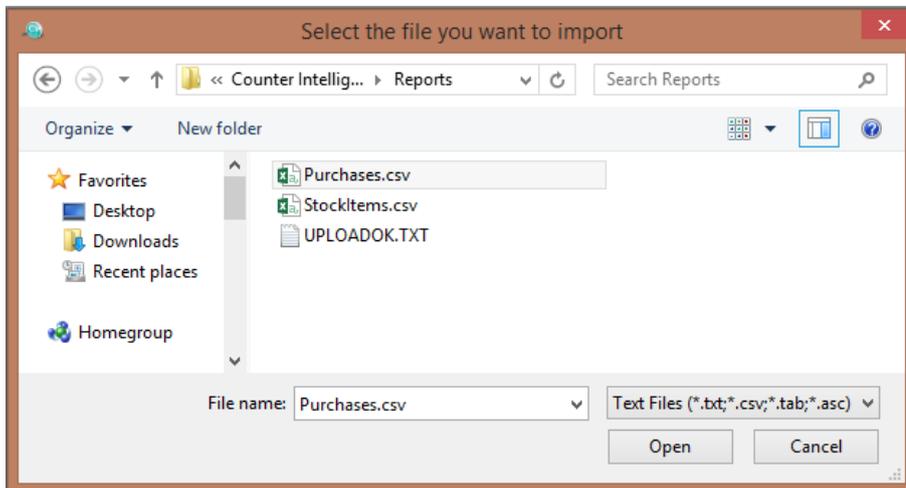
8. Click **OK** on the pop up screen.
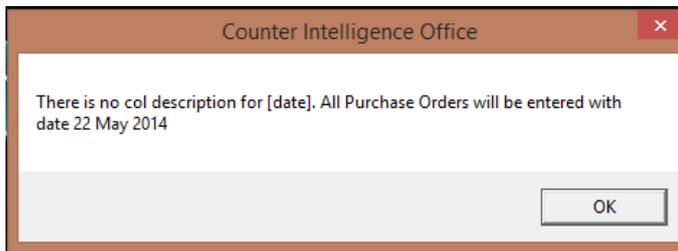
9. Check the preview screen to make sure you are happy with the data being imported and click **Start**.

10. When prompted chose the printer for the **Import Purcase Orders Audit Trail**.

NOTE: This report will show the details of the purchase order you have created and if there were been any errors in the file.

STEP 3- TURNING THE PURCHAES ORDER INTO A DELVIERY

1. In Counter Intelligence Office select **Enter a Delivery** under the **Receive** menu.
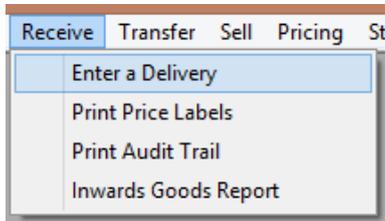
2. Enter the **Delivery Number**, **Supplier Code** and **Purchase Order** number.

NOTE: If you wish to print labels for the stock being received make sure you tick the **Print Labels** box.

3. Check the delivery and click on **Save** or **Print**.

	Branch Code	Branch Description	Stock Code	Stock Description	Quantity	Price	Discount %	Extension	Expected Delivery	Cancellation Date
▶	WAR	Warehouse	ABMUTO	Abtronic Muscle	10	$0.00	0.00%	$0.00		
	WAR	Warehouse	100% COTTON	100% COTTON	6	$1.00	0.00%	$6.00		
	WAR	Warehouse	28199	ELITE	1	$1.00	0.00%	$1.00		
	WAR	Warehouse	28287	COT	5	$1.00	0.00%	$5.00		
	WAR	Warehouse	2WAY STRETC	2WAY STRETC	1	$1.00	0.00%	$1.00		
	WAR	Warehouse	ABMUTO	Abtronic Muscle	48	$0.00	0.00%	$0.00		
	NEW	Newcastle								

Inwards Goods

Delivery Number: 0000111111
Supplier Code: AQUA   AquaSun
Purchase Order: 0000111111   P/O Date: 22/05/2014
Delivery Date: 22/05/2014   ☑ Print Labels: Incomplete: Back order

Unit Total: 71
Freight:
GST: $1.95
Total: $14.95

ADDITIONAL NOTES

Cold Boot – Hardware Reset

1.   Press and hold power button.

2.   **Press** and **release** the **reset** button (use stylus).

3.   Release the power button.

Warm Boot – Software Reset

1.   **Press** and **release** the **reset** button (use stylus).

Using an Micro SD Card for Storage on the Scanner (KudoScan v2.2 or higher)

1.   Run **KudoScan.exe** on the PC.

2.   Go to **Tools > Options** and check **Use SD Card for storage on the scanner.**

3.   Hit **OK**.

4.   Close and reopen the **KudoScan.exe.**

5.   On the scanner, go to **System > Delete All Data** (the data needs to deleted from the scanner before changing the storage location).

6.   Go to **System > Options** and press **F3** to check **Use SD Card for Storage.**
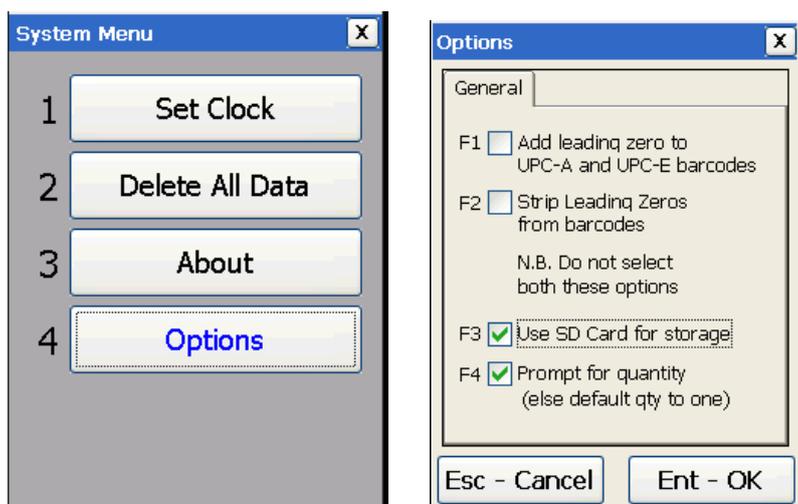
7. Press **ENT.**

   Now when you download an item file to the scanner it will save it to the SD Card.

   Stocktake and Purchases files will also be saved to this folder.

8. Run the **KudoScan** program on your pc.
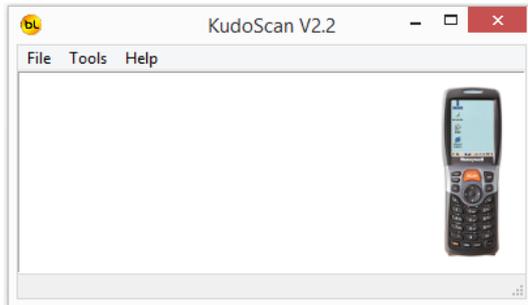
   NOTE: If an "Invalid Function Parameter. Default to SHOW" message pops up just click **OK** and the program will open.

9. Click on **Tools** and then **Options**.
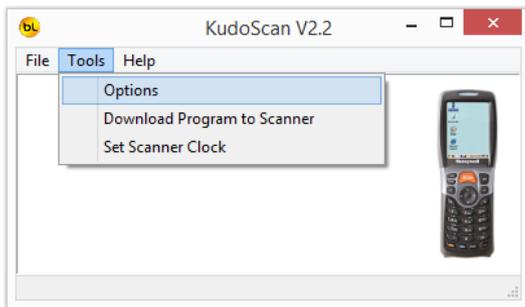
10. Tick **Use SD Card for storage on the** scanner.

11. Click **OK**.
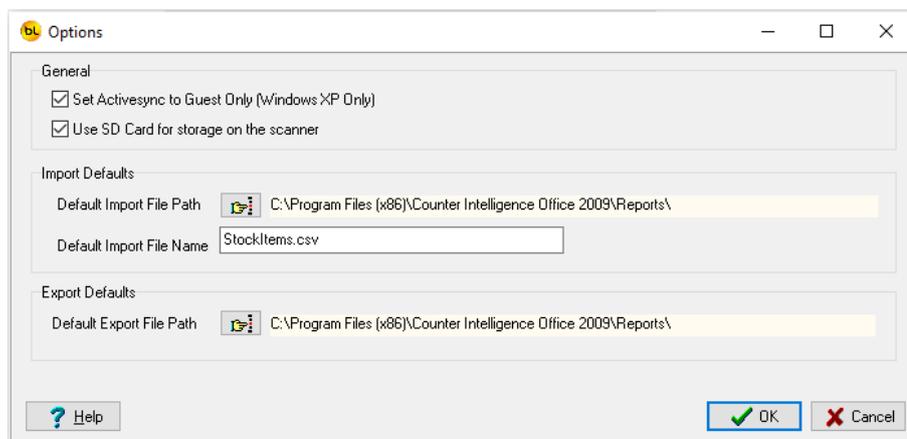
Prompt for Quantity (KudoScan v2.3 or higher)

By default this option is ticked, if you uncheck this option when an item is scanned the scanner will automatically apply a quantity of one, so the user can just scan, scan, scan, and scan without entering a quantity.

The quantity can still be changed in 'View Data'.

This option affects both the Stocktake and Purchases functions.

1.   On the scanner, go to **System > Options** and press **F3** to uncheck **Prompt for quantity (else default qty to one).**

2.   Press **ENT.**