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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.

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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 IDnnnnnnnn (where nnnnnnnnn 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 **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.

4. Click on the **Default Export File Path** and browse to your default reports location, making sure to select Reports before clicking **OK**.

Browse For Folder
Select Import Directory
PhSp_CS2_UE_Ret
Program Files
a 🌗 Program Files (x86)
🛛 🎍 Adobe
Barcode Logic
Business Objects
D Dommon Files
Counter Intelligence Office 2009
HTML Editor
📕 Reports
D Counter Intelligence POS 2009
< >>
OK Cancel

5. Click **OK**.

9 Options	_		×
General ☑ Set Activesync to Guest Only (Windows XP Only) ☐ Use SD Card for storage on the scanner			
Import Defaults Default Import File Path Default Import File Name StockItems.csv			
Export Defaults Default Export File Path			
? Help	🗸 ОК	×	ancel

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.



- 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**.

-	Export Stock Items to CSV	
Branch Code:	WAR Warehouse	
Export to:	C: \Users \Lauren \Desktop \Shared \Reports \StockItems.	
	<u></u> lose	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.

Enquiry	×	Item De	tails	
		BONDCRETE CAN 4 LITRE		AN 4 LITRE
Barcode 9311904:	125005			
PLU 100040		Style	N70001	
BONDCRETE CA	AN 4 LTTRE	Attr1 Brown		
bomberte e		Attr2	5.0	
Style N70001		Supplier	BONDAL	Group BOND
Supplier BONDAL	Group BOND	Supplier	Product Code	
Supplier Product Code		12500		
12500		Standard	Cost Price	\$38.72
Sell Price Inc GST	\$64.55	Last Purc	hase Price	\$38.72
F1 - Details	в	Sell Pric	e Inc GST	\$64.55

NOTE: You can press the **F1** key to see more of the products information.

STOCKTAKING

OVERVIEW OF THE STOCKTAKING PROCESS



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.

Snapshot Cod <u>e</u>	MAY14
Description:	End of Year
+ Bra	anches
+ ✔ Gro + ✔ Bra	oups ands
+ ✔ Se	asons
🛨 🗹 Su	ppliers
🕂 🗹 Sta	ocks Code:
<u>+</u> ⊻ Co	lours
+ ✓ Siz	es

- 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.

KudoScan V2.0		
1	Enquiry	
2	Stocktake	
3	Purchases	
4	USB Scanner	
5	System	

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**.

Branch Code X	Stocktake	X
ABC		
	Quantity	
Enter Branch Code	Barcode	
	PLU	
	Supplier	
	Sell Price Inc GST	
ESC- Cancel ENT - OK	Quantity	
	F1 - Details	N

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.

Stocktake ABC	X	
9311904125005		
Quantit	y <mark>1</mark>	
Barcode 931190	4125005	
PLU 100040		
BONDCRETE CAN 4 LITRE		
Supplier BONDAL		
Sell Price Inc GST	\$64.55	
Quantity		
F1 - Details	В	

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.

ы	KudoScan V2.2	-	□ ×
File	Tools Help		
	Send Item Files to PDT	1	
	Receive Stocktake File from PDT		4
	Receive Purchases File from PDT		
	Reimport Stocktake		5
	Reimport Purchases		
	Exit		
_	1		

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.

🎉 → This PC → Local Disk (C:) → Program Files (x86) → Counter Intelligence Office 2009 → Reports						
	Name	Date modified	Туре	Size		
	Kudos.dat	22/05/2014 11:40 a	DAT File	1 KB		
	WAR May2014.dat	22/05/2014 11:40 a	DAT File	1 KB		
ices						

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**.

-0	Select PDE Da	ata File	×	
⊕ ⇒ ↑	鷆 « Counter Intellige 🕨 Reports	✓ ♂ Search Reports	Q	
Organize 🔻	New folder			
	^ Name	Date modified		
This PC	/ Kudos.dat	22/05/2014 11:40 a	No preview available.	
Desktop	WAR May2014.dat	22/05/2014 11:40 a		
FTP Admin	~ <	>		
File name: Kudos.dat V PDE Data Files (*.dat) Open Cance				

8. Enter the **Snapshot Code** you created earlier and the **Branch Code** that the Kudos.dat file is for.

-9	Proces	Process PDE Count				
File Name:	C:\Progr	ram Files (x86)\Counter Intelligence (🎽				
Create Snapshot:						
Snapshot Cod <u>e</u> :	MAY14	End of Year				
Branch Code:	WAR	Warehouse				
Print Exception Au	dit Trail:					
		<u>C</u> lose <u>S</u> tart				

9. Tick the option to **Print Exception Audit Trail** and click **Start**.

-9	Process PDE Count	×
File Name:	C:\Program Files (x86)\Counter I	Intelligence (🚄
Create Snapshot:		
Snapshot Cod <u>e</u> :	MAY14 End of Year	
Branch Code:	WAR Warehouse	
Print Exception Au	dit Trail: 🔽	
	<u>C</u> lose	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.

Print Variance Report	x
Snapshot Code:	
Branch Code:	
Only Print Exceptions:	
	<u>C</u> lose

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.

🐵 Print Variance Report 💽						
Snapshot Cod <u>e</u> :	MAY14	End of Year				
Branch Code:	WAR	Warehouse				
Only Print Exceptions:						
<u>C</u> lose <u>P</u> rint						

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.

۹					
Snap	pshot Cod <u>e</u> :	MAY14	End of Year		_
<u>B</u> ran	nch Code:	WAR	Warehouse		_
	Order by	Entry	Order by Product Code		
	PLU	I	Product Code	Description	Quantity

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**.

- 9 P	rint Stock	Valuation Report 🛛 🛛 💽
Snapshot Code:	MAY14	End of Year
Branch Code:	WAR	Warehouse
		<u>C</u> lose 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.

👵 Update Stock Figures 💽					
Snapshot Cod <u>e</u> :	MAY14	End of Year			
Branch Code:	WAR	Warehouse			
		<u>C</u> lose <u>Start</u>			

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**.

👵 Cancel Incomplete Stocktaking 🗾					
Snapshot Cod <u>e</u> :					
		Abandon	<u>C</u> lose		

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**.

Branch Code X	Stocktake	X
ABC		
	Quantity	
Enter Branch Code	Barcode	
	PLU	
	Supplier	
	Sell Price Inc GST	
ESC- Cancel ENT - OK	Quantity	
	F1 - Details	N

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.

Stocktake ABC	X					
9311904125005						
Quantit	y <mark>1</mark>					
Barcode 931190	4125005					
PLU 100040						
BONDCRETE	CAN 4 LITRE					
Supplier	BONDAL					
Sell Price Inc GST	\$64.55					
Quantity						
F1 - Details	В					

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**.

-9	Select PDE Data File		×
🔄 🏵 🗵 🕇 🌗 « Cou	unter Intellige > Reports > 🗸	Search Reports	م
Organize 🔻 New folder	r		
Music ^	Name	Date modified	
Pictures	Kudos.dat	22/05/2014 12:53	
Videos Local Disk (C:)	Transfers EDG-WAR 22052014.dat	22/05/2014 12:53	No preview available.
🛛 🔐 DVD Drive (E:) Ku			
🖻 🔮 DVD Drive (F:) Ku 🗎	<	>	
File na	me: Kudos.dat 🗸 🗸	PDE Data Files (*.dat)	~
		Open C	ancel

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**.

	Process PDE Transfers
File Name:	C:\Program Files (x86)\Counter Intelligence Offi
From <u>B</u> ranch:	WAR Warehouse
Reason:	Restocking
	<u>C</u> lose <u>Start</u>

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**.

Supplier	X
Enter Supplier	Code:
F1 - Select From Lis	st
Conti	inue?
ESC - No	ENT - Yes
LOC - NO	LIVE - Tes

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.

Select Suppli	ier	X
ARDEX		-
B&R		_
BRONS		
CAMPB		
CEASE		
CELAP		
COLOR		
CRODA		
DELTA		
DULUX		
DURAM		
EASYW		
EDGAR		
ESIME		
EXPRE		_
Esc	141 Û 141	Ent

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**.

PO Number	Purchase DURAM
	PO No. 1234567890
	Quantity
Enter Purchase Order	Barcode
Number	PLU
	Supplier
ESC- Cancel ENT - OK	Quantity
LOC CARCEL ENT OR	F1 - Details N

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.

	👪 → This PC → Local Disk (C:) → Program Files (x86) → Counter Intelligence Office 2009 → Reports							
	^	Name	*	Date modified	Туре	Size		
5		Purchases.csv		22/05/2014 3:03 p	Microsoft Excel C	1 KB		
5		StockItems.csv		22/05/2014 1:46 p	Microsoft Excel C	452 KB		

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**.

Select the file you want to import							
€ ∋ • ↑ 🎚 « C	ounter Intellig 🕨 Reports	~ ¢	Search Reports	Q			
Organize 👻 New fold	ler		••• •	0			
 ★ Favorites ▲ Desktop ▲ Downloads ▲ Recent places ♦ Homegroup 	화 Purchases.csv 화 Stockltems.csv 집 UPLOADOK.TXT						
Filer	name: Purchases.csv	~	Text Files (*.bxt;*.csv;*.tab;*.asc) Open Cancel)			

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**.

Import Purchase Orders									
Impor	mport using Branch:								
Impor	tusing								
Impor	t using								
			C:\Program F	iles (x86)\Counter Int	elligence Office 2009	Reports Purchases.csv	/		
	Branch	Purchase Order	Supplier Code	Stock Code	Colour Code	Size Code	Quantity	Unit Price	
Þ	VAR	0000123456	Abtron	ABMUTO			1	\$0.00	
V	WAR	0000123456	Abtron	NI8002	WHI	7.0W	1	\$170.00	
V	WAR	0000123456	Abtron	NI8002	WHI	7.5	1	\$170.00	
V	WAR	0000123456	Abtron	M8712	RED	XXL	5	\$8.00	
V	NAR	0000111111	AQUA	ABMUTO			10	\$0.00	
V	WAR	0000111111	AQUA	100% COTTON	RED	delete	3	\$1.00	
V	NAR	0000111111	AQUA	100% COTTON	SEAPSRAY	delete	1	\$1.00	
V	NAR	0000111111	AQUA	100% COTTON	COTTON CREAM	delete	2	\$1.00	
V	NAR	0000111111	AQUA	28199	BLACK	delete	1	\$1.00	
V	NAR	0000111111	AQUA	28199	BLACK	delete	1	\$1.00	
V	WAR	0000111111	AQUA	28287	OSTRICH	57570025B	5	\$1.00	
V	NAR	0000111111	AQUA	2WAY STRETC	RASPBE RRY	37693	1	\$1.00	
V	NAR	0000111111	AQUA	ABMUTO			48	\$0.00	
								Close	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.

Delivery Numb <u>e</u> r:	0000111111				
Supplier Code:	AQUA	AquaSun			
Purchase Order:	0000111111	P/O Date: 22/05/2014			
Delivery <u>D</u> ate:	22/05/2014	Print Labels:	Incomplete: Bac	ck order	-

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**.

_										
									Inwards	Goods
Del	very Numb <u>e</u> r:	0000111111								
Sup	Supplier Code: AQUA AquaSun									
Pur	chase <u>O</u> rder:	0000111111	P/O Date: 2	2/05/2014						
Del	very <u>D</u> ate:	22/05/2014	▼ Print La	bels: <u>I</u> nco	mplete: Back or	der	•			
	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								
				Unit Total:	71		Freight: GST: Total:	\$1.95 \$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 \mathbf{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.

b Options	_		×
General Set Activesync to Guest Only (Windows XP Only) Use SD Card for storage on the scanner			
Import Defaults Default Import File Path Default Import File Name Stock/Items.csv			
Export Defaults Default Export File Path C:\Program Files (x86)\Counter Intelligence Office 2009\Reports\			
? Нер	🗸 ОК	X (ancel

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.