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Document Name:	**Metrologic Optimus S Scanner User Guide**

Document Summary:	The Metrologic Optimus S scanner can be used for stocktaking and branch transfers. This document contains the instructions for using the scanner with Counter Intelligence Office.

CONTENTS

INSTALLING THE METROLOGIC OPTIMUS S SCANNER

STEP 1 - INSTALL THE CRADLE AND SCANNER

1. Plug the power cable into the cradle – you should see the red PW light show on the cradle.

2. Plug the flat plug into the port marked RS232 in the back of the cradle.

3. Plug the USB end into a USB Port on your computer.

4. The system will detect that new hardware has been found and will install the required drivers automatically.

    NOTE: If the drivers can't be found you will need to install them manually using the required driver file on the Kudos CD provided.
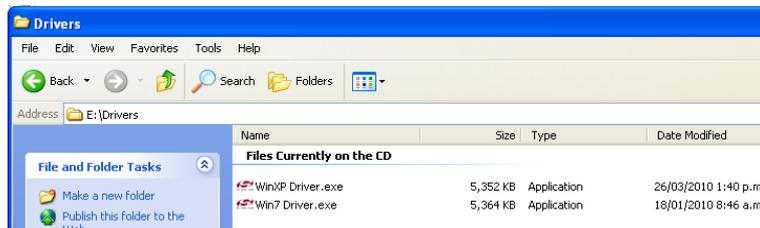
5. Once the installation is complete it will running the procedure again – you <u>MUST</u> let this run through in order for the device to be successfully installed and recognized.

STEP 2 – CHECKING THE ALLOCATED COM PORT

1. Right click on **My Computer \ Computer** and choose **Manage**.
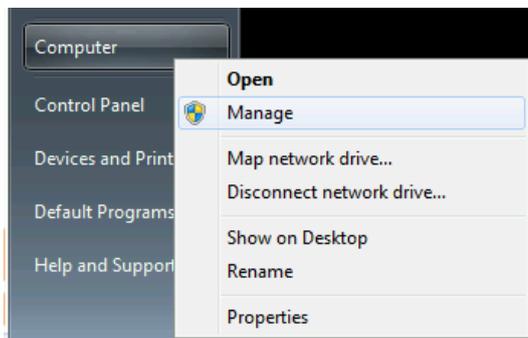
    NOTE: If you cannot see an icon for **My Computer \ Computer** then click on **Start** button, **Settings,** open **Control Panel**, double-click on **System**, click on the **Hardware** tab and click **Device Manager**.

2.   Choose **Device Manager** from the left-hand menu.
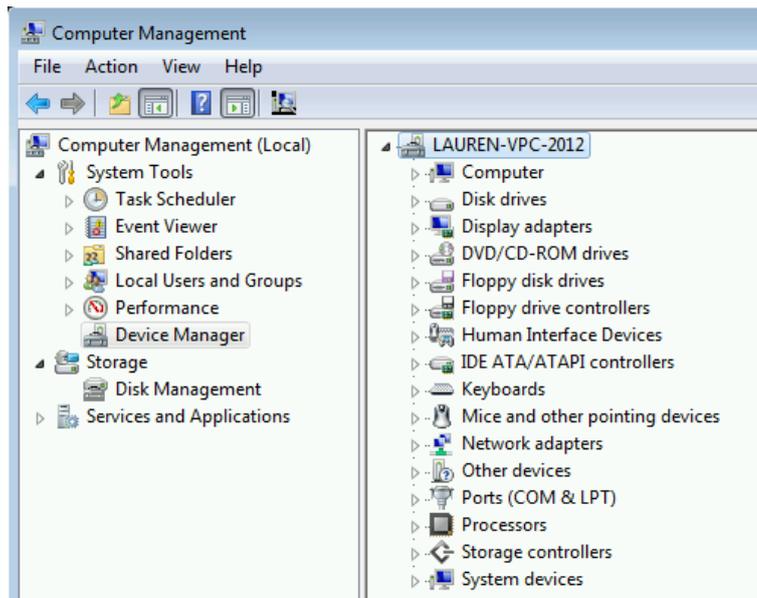
3.   Expand **ports (COM & LPT)** on the right-hand side.
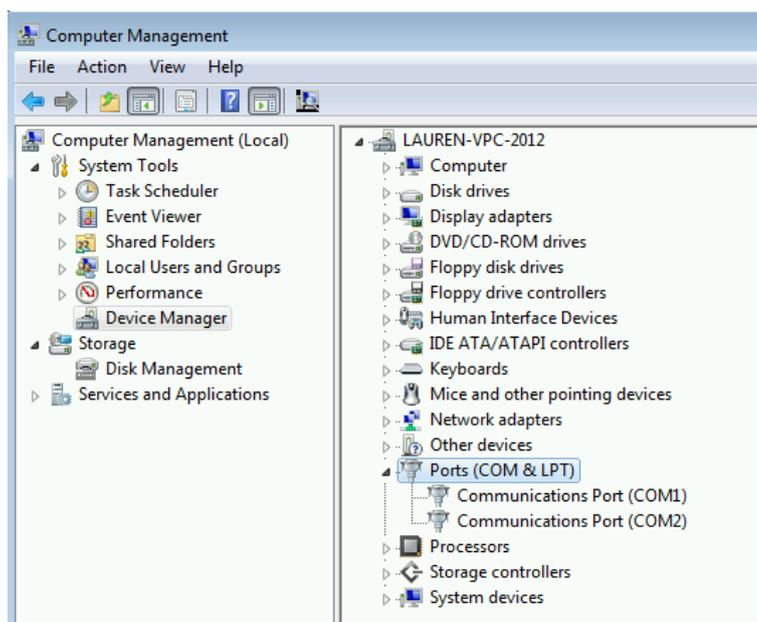
4. Locate the line called **Silicon Labs CP210x USB to UART Bridge** this will show the COM Port number that the device has used – in this example it is **COM4**.

NOTE: You will need to remember that this is the COM Port number you will use in Counter Intelligence when loading the stocktake count.
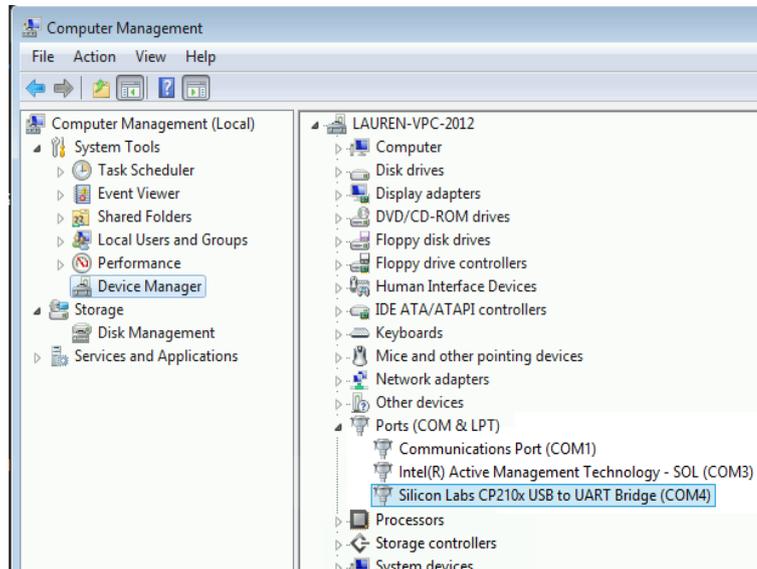
STEP 3 – INSTALLING THE TU3W.EXE WINDOWS FILE TRANSFER UTILITY

TU3W is Windows Transfer Utility software that will enable you to upload your stocktaking counts from the Metrologic Optimus Scanner to your PC. Once the counts have been received on the PC you will be required to run a ConvertPDE utility which will put the data into the correct format to be accepted into and processed through Counter Intelligence.

1. Insert the Kudos CD that you received with the scanner into the PC's CD drive and use Windows Explorer to open the files on the CD by clicking on the CD drive (usually Drive D).
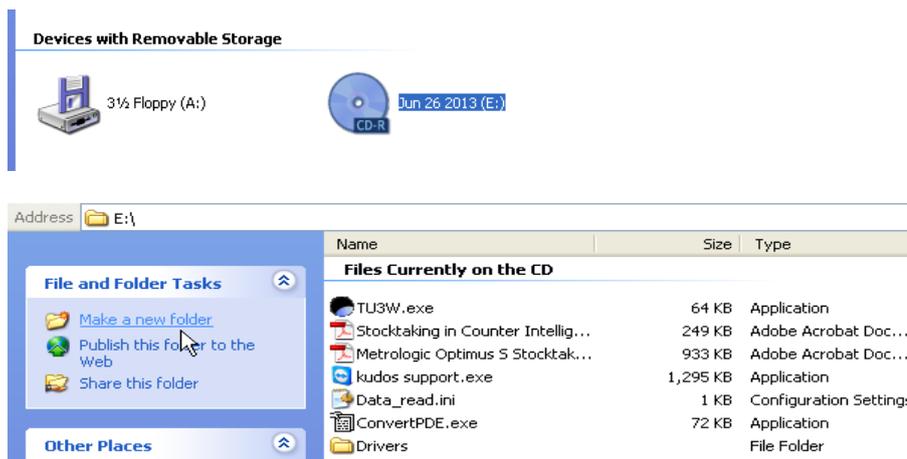
2. Click on Edit and then **Select** All.

3. Click on **Edit** and then select the **Copy** function.
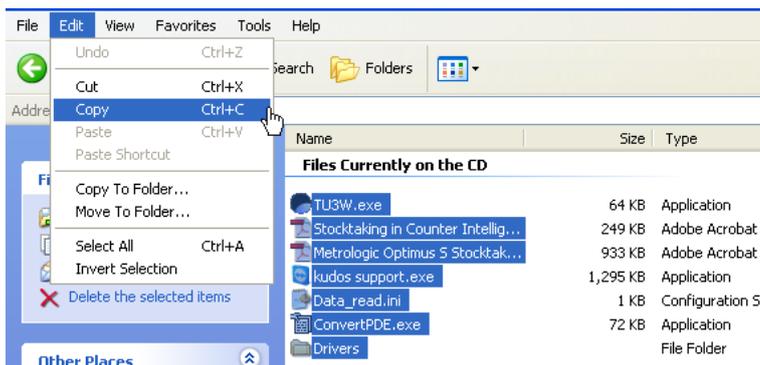
4. Use My Computer \ Computer to browse to the **C:\ Program Files \ Counter Intelligence Office 2009** folder.

   NOTE: This is the default location of the **Counter Intelligence Office** application, for Counter Intelligence Office version 4 this would be C:\Program Files\Counter Intelligence Office and for Counter Intelligence Office version 2008 this would be C:\Program Files\Counter Intelligence Office V5.
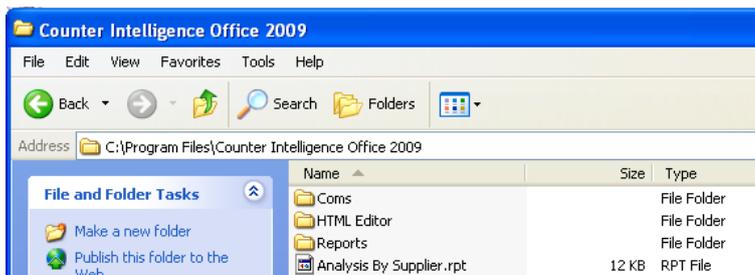
5.   Click on **Edit**, and select **Paste**, the copied file will be copied in the Counter Intelligence Office folder.
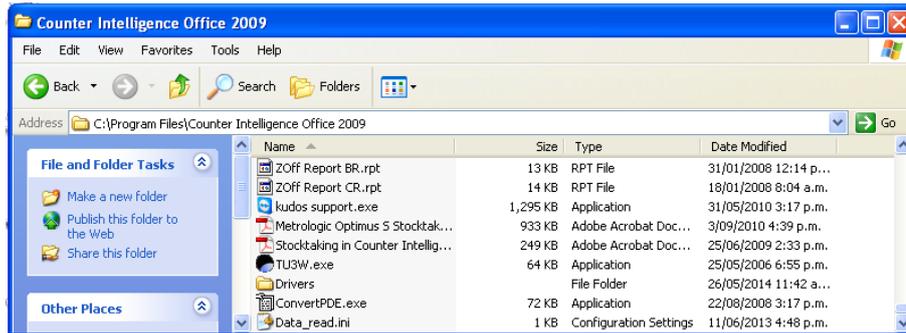
6.   Right click on **ConvertPDE.exe** and chose **Send To**, then chose **Desktop Create Shortcut**.
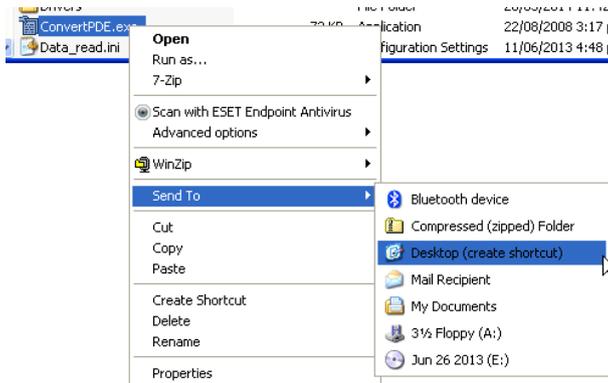
NOTE: You can also make a shortcut to the **TU3W.exe** file if you want to run it standalone.

STOCKTAKING

OVERVIEW OF THE STOCKTAKING PROCESS

The flowchart shows:

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

Step 6 — Edit the Count

Are you happy with the count? — NO → Edit the Count; YES → Step 7

Step 7 — Print a Valuation Report

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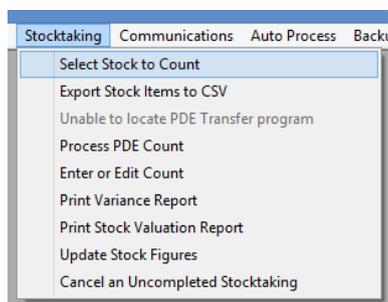
2. Enter a **Snapshot Code** for the snapshot and **Description** if you wish.
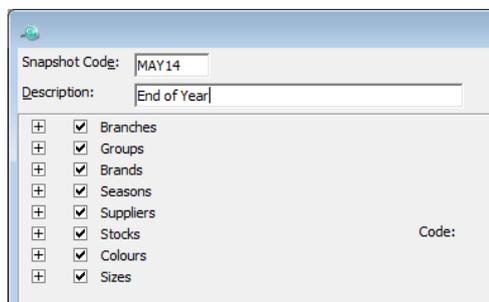
3. Select the stock that will be counted by the following criteria: Branch, Stock Group, Brand, Season, and Supplier.

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.

NOTE: 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. Also, 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.   To turn on the PDE, press the **PW** button and select **1 – Run Program**.

```
1-  Run Program
2-  Send Data
3-  Utilities
```

```
        KUDOS
Branch #
>
```
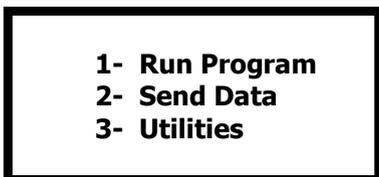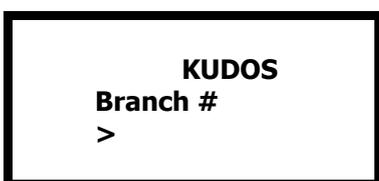
2.   Enter the branch code of the store you are counting (maximum of 3 characters) and press ↵**.**

```
        KUDOS
Branch  XXX
Code

Quantity

XX (count)
```

NOTE: If an alpha character is required press the **FN** key once and it will then be in alpha mode. To correct an incorrect keystroke, press the **BS** key.

WARNING: If you enter an incorrect Branch Code, this can cause all stocktake records to have the wrong Branch details, and they will not be matched in Counter Intelligence. If this happens please call the help desk after uploading and converting the file and they will assist you with changing the branch code.

3.   Scan the PLU / barcode by pointing the scanner at the barcode and press the orange scan key.

To accept the default quantity of 1, simply scan another PLU barcode.

Otherwise, type in the quantity if required and press **ENT**.

Continue this process until all stock is scanned, on the very last entry ensure that you press ↵ to ensure that the entry is registered.

VIEW DATA

If you wish to look back through the file of scanned products then you will need to **ESC** out to the main menu and select **3 – Utilities** and then select **2 – Browse Records**.

Press **Up** and **Down** arrows to browse through the records.
Press **F8** to edit the quantity.
Press **F9** to delete a record.

DELETE DATA

Under the **Utilities** menu there is an option to **Clear Records** this will delete ALL the records from scanner, so should only be done once a Stocktake has been processed into COUNTER INTELLIGENCE Office.

STEP 3 – UPLOAD THE COUNT

1.   Turn the scanner on and press **ESC** back to the main menu.

```
1-  Run Program
2-  Send Data
3-  Utilities
```

2.   Select **2 – Send Data** and place the scanner in the cradle.

```
Waiting...
Press ESC to
cancel.
```

3. Within Counter Intelligence Office go to **Stocktaking** and **Upload PDE Count**.
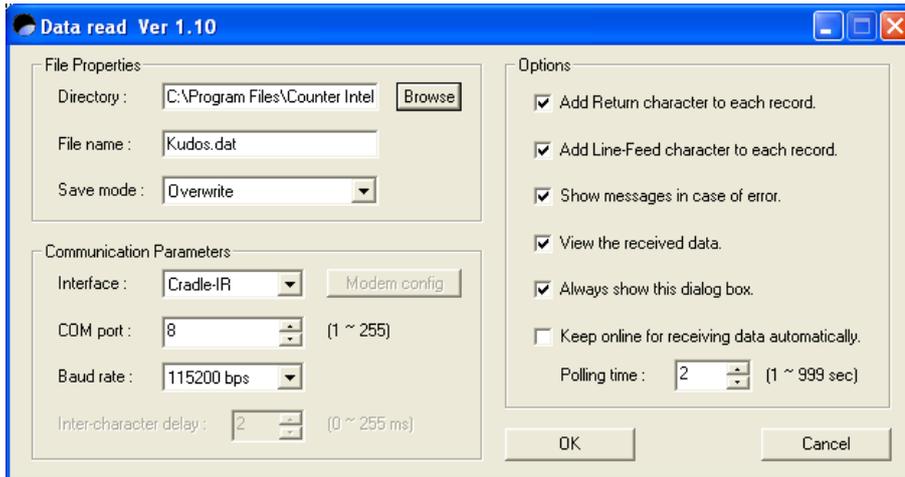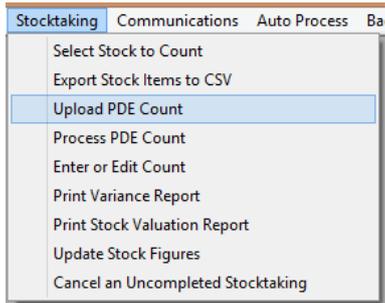
4. Set the **Directory** – where you wish to store the uploaded file.

5. Set the **File Name** – normally Kudos.dat although you can give it another name if you are uploading from multiple PDE units, or multiple counts from the same PDE; ensure you end the file name with .dat. When Counter Intelligence processes a file it asks for the name of the file to be processed.

6. Set the **COM port** *(see Checking the Allocated COM Port).*

7. Click on **OK** and you will see the records now being read from the scanner to the destination file on the PC.

8. On completion you will be asked if you wish to view the uploaded file – answer yes just to satisfy yourself that all of the records have been uploaded.

You will then see a screen similar to this:

9.   Using My Computer browse to the location that you have uploaded the file to and make a copy of the **Kudos.dat** file you have just uploaded, paste the copied file into the same 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.

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.

UPLOADING THE PDE AT THE STORE

In some instances it might be that you wish to upload the PDE at the store rather than send the Metrologic Optimus S unit back to Head Office. Once uploaded at the store the file may then be emailed to Head Office.

We suggest that a separate folder be created on the C Drive on the POS unit named Stocktake Uploads. Therefore in the instructions when you upload the file specify this as the directory name. We suggest that the file be named XXXYYYZZ.DAT where XXX= Branch Number, YYY=Month and ZZ=Year. Eg WGNJUN08. This will then make the file easily identifiable when it is received at Head Office.
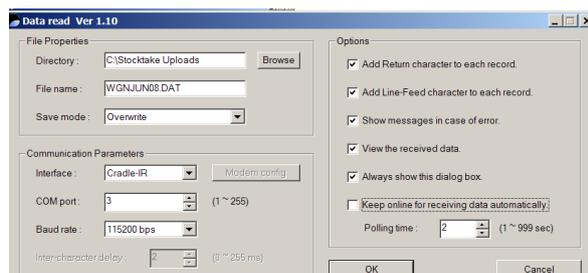
Then it is a matter of attaching this file to an email to Head Office**.**

At Head Office create a folder on your C Drive to which the received files may be stored. Names this similarly to the folder at POS – C:\Stocktake Uploads.

STEP 4 – CONVERT THE COUNT

The Kudos.dat file now needs to be put into a format that will allow it to be processed into Counter Intelligence Office without any errors.

1. Double click on **ConvertPDE.exe** on your desktop.
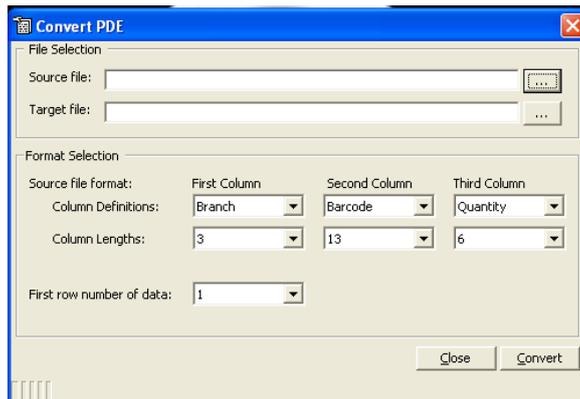
2. Select the Kudos.dat file that you wish to convert by clicking on the dots at the end of the **Source File** bar, and browsing to the file.

3. Select the **Target File** in the same way.

4. Click **Convert**.

STEP 5 – PROCESS THE COUNT

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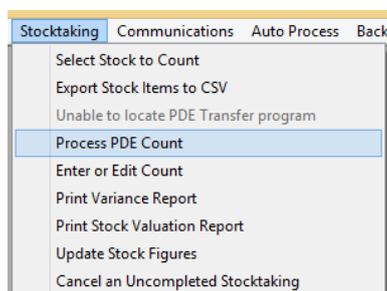
2. Click on the 📁 at the end to **File Name** and browse to your reports folder select **Kudos.dat** and press **Open**.
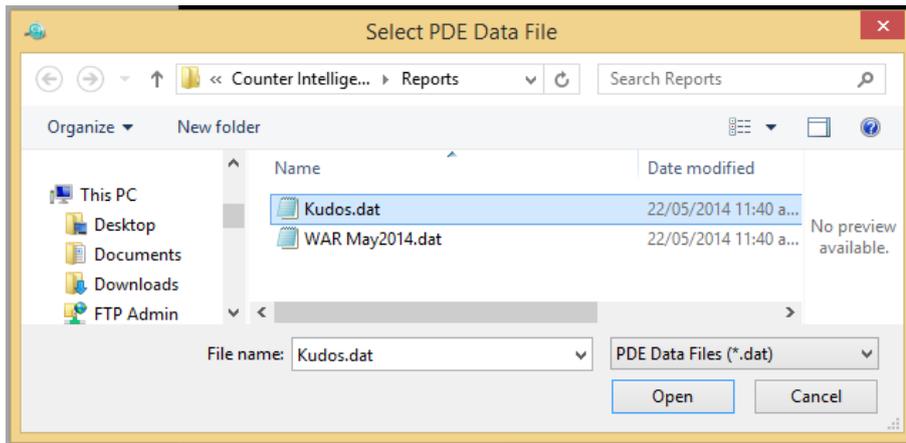
3. Enter the **Snapshot Code** you created earlier and the **Branch Code** that the Kudos.dat file is for.
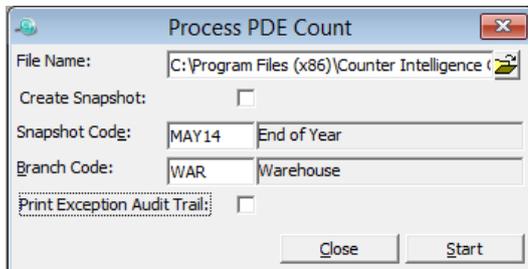
4. Tick the option to **Print Exception Audit Trail** and click **Start**.
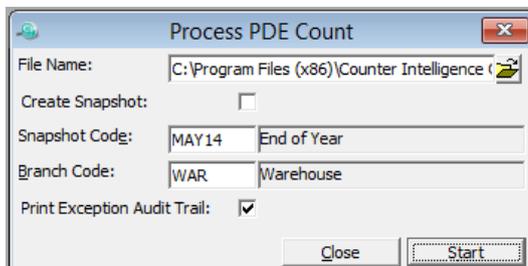
5. When prompted chose the printer for the Transfer Data to Count Exceptions Report.

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

STEP 6 – 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.
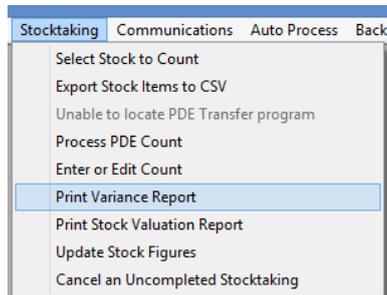
2. Select the printer you wish to print the report to.
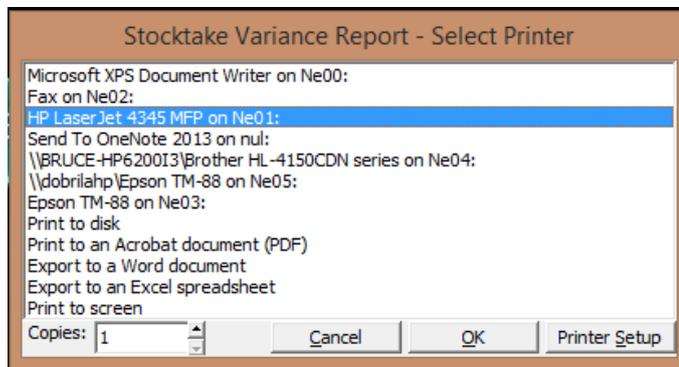
3. Enter the **Snapshot Code** and the **Branch Code** that you wish to print the variance report for.
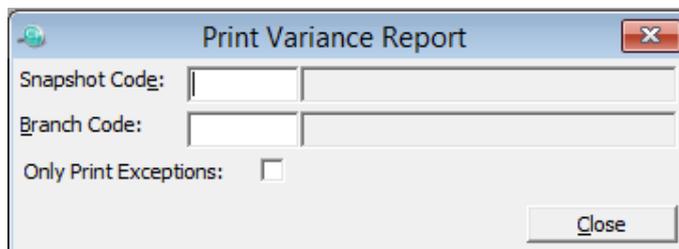
4. You can either print a Variance report for the entire snapshot or you can only print the exceptions (i.e. figures from the count that differed from those in the snapshot). To do this click the option that reads **Only Print Exceptions**, then click **Print** to print the report.
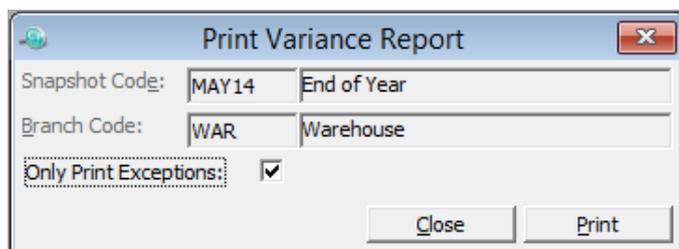
STEP 7 – CHECK THE COUNT

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 9. Otherwise, if some of the figures are inaccurate you will need to edit the count to change them.

STEP 8 – EDIT THE COUNT

1.   Choose **Enter or Edit Count** from the **Stocktaking** menu.
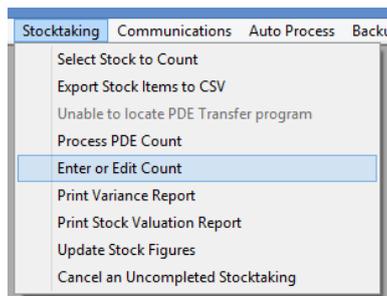
2.   Key in the **Snapshot Code** and **Branch Code** and the previously entered figures will be listed on screen.
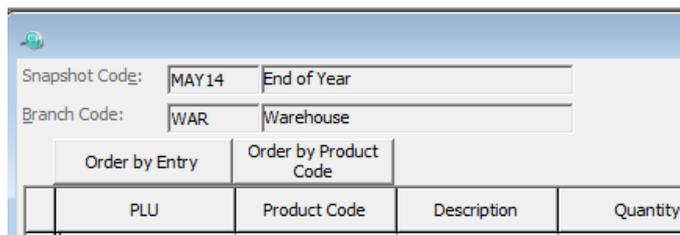
To find a certain stock item, click on **Order by PLU**. You may then use the Page Up and Page Down keys to quickly locate a certain item and correct its quantity.

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 9 – 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.
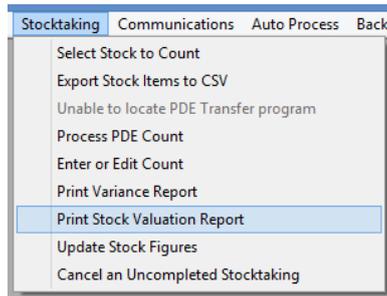
2. Enter your **Snapshot Code** and **Branch Code**, then click **Print**.
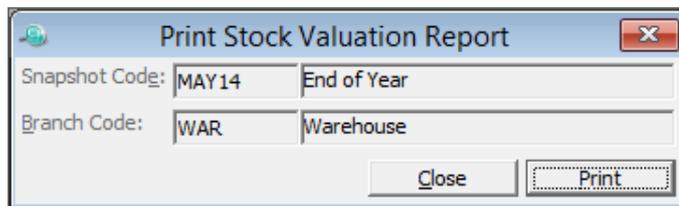
STEP 10 – UPDATE THE COUNT

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.
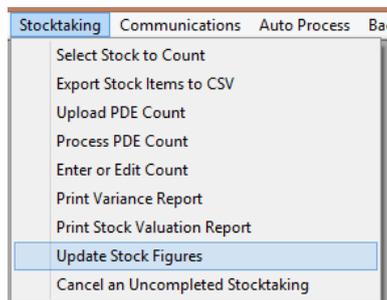
2.   Enter your **Snapshot Code** and **Branch Code**, then click **Start**, once again this process can take some time so be patient.
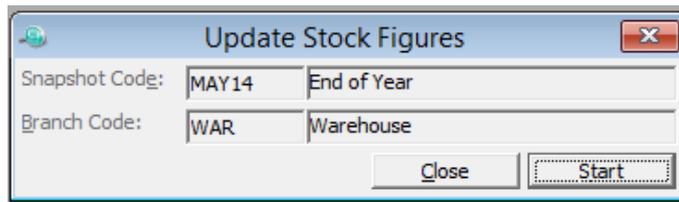
Update Stock Figures		
Snapshot Code:	MAY14	End of Year
Branch Code:	WAR	Warehouse
	Close	Start

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.
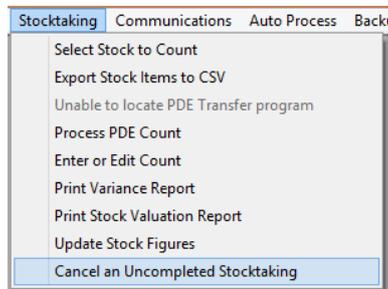
2.   Enter the **Snapshot Code** and click **Abandon**.
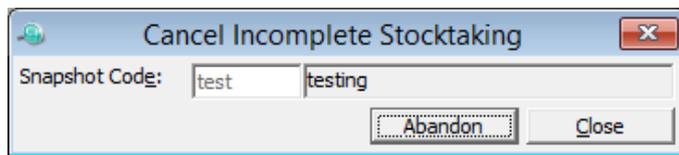
BRANCH TRANSFERS

STEP 1 - SCANNING THE STOCK BEING TRANSFERRED.

1. To turn on the PDE, press the **PW** button and select **1 – Run Program**.

```
1- Run Program
2- Send Data
3- Utilities
```

```
        KUDOS
Branch #
>
```

2. Enter the **Branch Code** of the branch you are SENDING the stock to and press ↵**.**

```
        KUDOS
Branch  XXX
Code

Quantity

XX (count)
```

NOTE: If an alpha character is required press the **FN** key once and it will then be in alpha mode. To correct an incorrect keystroke, press the **BS** key.

WARNING: If you enter an incorrect Branch Code, this can cause all stocktake records to have the wrong Branch details, and they will not be matched in Counter Intelligence. If this happens please call the help desk after uploading and converting the file and they will assist you with changing the branch code.

3. Scan the PLU / barcode by pointing the scanner at the barcode and press the orange scan key.

   To accept the default quantity of 1, simply scan another PLU barcode.

   Otherwise, type in the quantity if required and press **ENT**.

   Continue this process until all stock is scanned, on the very last entry ensure that you press ↵ to ensure that the entry is registered.

STEP 2 – UPLOADING THE TRANSFER

1.   Turn the scanner on and press **ESC** back to the main menu.
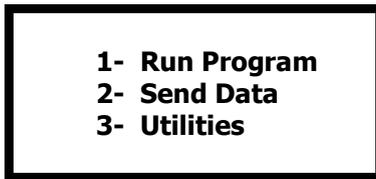
```
1- Run Program
2- Send Data
3- Utilities
```

2.   Select **2 – Send Data** and place the scanner in the cradle.

```
Waiting...
Press ESC to
cancel.
```

3.   Within Counter Intelligence Office go to **Transfer** and **Upload PDE Count**.
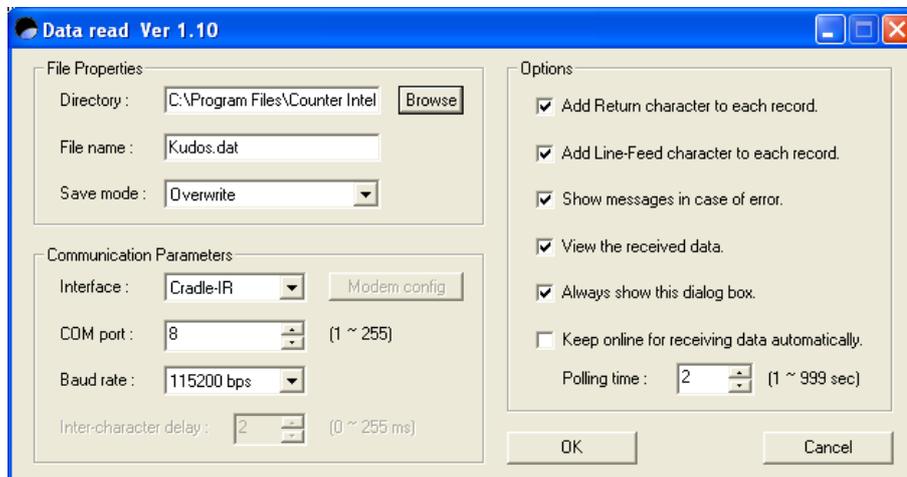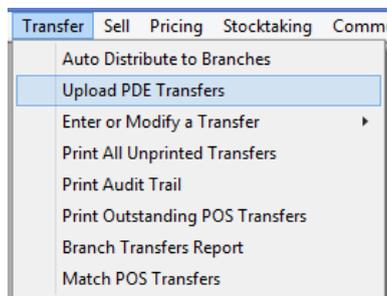
4.   Set the **Directory** – where you wish to store the uploaded file.

5.   Set the **File Name** – Normally Kudos.dat although you can give it another name if you are uploading from multiple PDE units, or multiple counts form the same PDE. When Counter Intelligence processes a file it asks for the name of the file to be processed.

6.   Set the **COM port** *(see Checking the Allocated COM Port)*.

7.   Click on **OK** and you will see the records now being read from the scanner to the destination file on the PC.

8. On completion you will be asked if you wish to view the uploaded file – answer yes just to satisfy yourself that all of the records have been uploaded.

You will then see a screen similar to this:

10. Using My Computer browse to the location that you have uploaded the file to and make a copy of the **Kudos.dat** file you have just uploaded, paste the copied file into the same 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.

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.

STEP 3 – CONVERT THE TRANSFER

The Kudos.dat file now needs to be put into a format that will allow it to be processed into Counter Intelligence Office without any errors.

1. Double click on **ConvertPDE.exe** on your desktop.
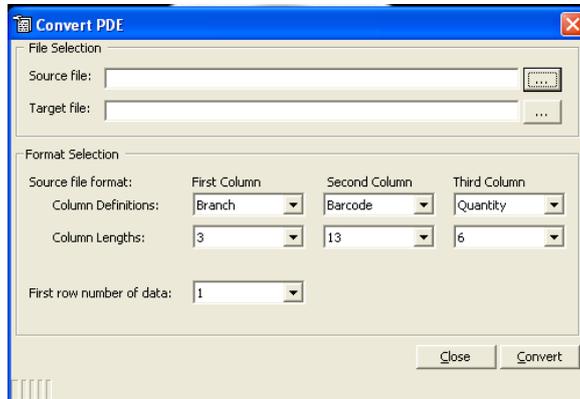
2. Select the Kudos.dat file that you wish to convert by clicking on the dots at the end of the **Source File** bar, and browsing to the file.

3. Select the **Target File** in the same way.

4. Then click **Convert**.

STEP 4 – PROCESSING THE TRANSFER

1. Within Counter Intelligence Office Choose **Enter or Modify a Transfer via PDE** from the **Transfer** menu.
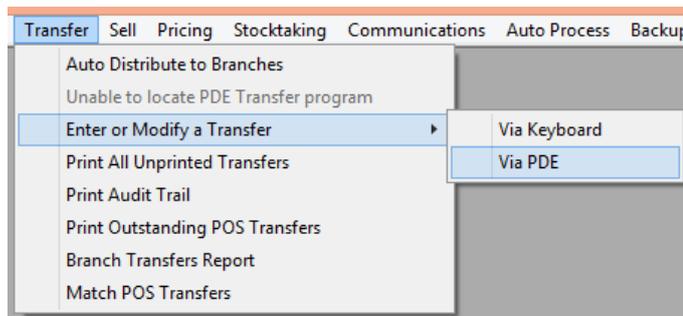
2.   Click on the ⬆ end to **File Name** and browse the location that you have uploaded the file to and select **Kudos.dat** and press **Open**.
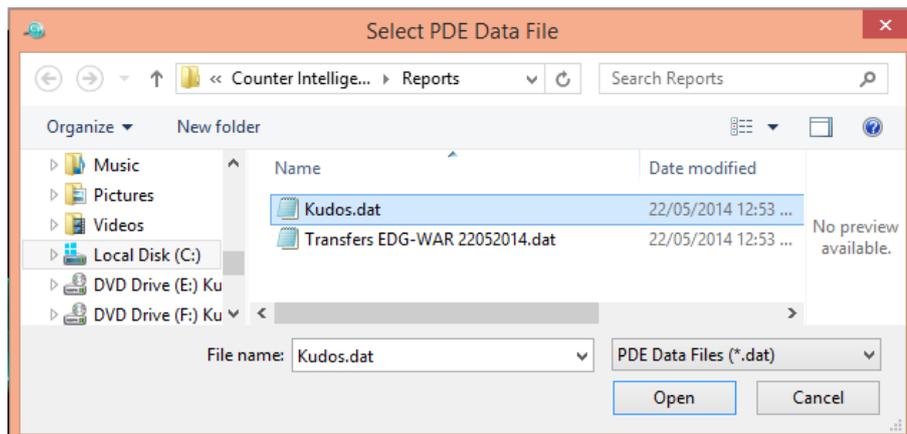
3.   Enter the branch code for the branch the stock being taken out of in the the **From Branch** field, you can also enter a **Reason** for the transfer and click **Start**.
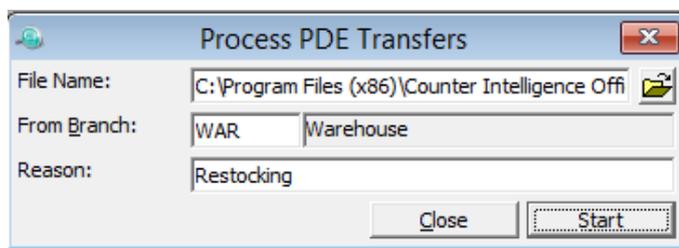
4.   When prompted chose the printer for the **PDE Transfers Posting**.

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.