WINTAKES Inventory Taking System

WINTAKES ON THE DC5

USER GUIDE

WINTAKES on the DC5 – User Guide Change Record

Rev No.	Date	Description
0.	7/14/03	Version 1.0.9
1.	8/4/03	Overall update, especially in Supervisory Mode section
2.	8/5/03	Added more detail throughout
3.	8/6/03	Added section for loading the datacomputer
4.	8/7/03	Update the File Management Report section
5. create	8/8/03	Moved Change Parameters to end of document to consolidate and
		New section for Supervisory Mode Functions
6.	8/8/03	Added more detail and corrections throughout, Review directory Information is now supervisory mode functions
7.	8/11/03	Added Send to PC section for the non-supervisory mode user.
8.	9/4/03	Removed Reports section from document
9.	10/7/03	Removed Combine Unit Totals from document
10.	12/3/03	Added more detail on getting ready to load Wintakes on the DC5
11.	11/15/04	Added Upload from Storage Card and Scanners menu

WINTAKES

System Description

You have acquired the most comprehensive inventory taking software commercially available. "WINTAKES" was designed using as input the ideas of professional inventory services combined with the philosophy of National Datacomputer, Inc. (NDI) to provide the most flexible and highest quality inventory solution.

"WINTAKES" consists of two major operation sections. The first section executes on NDI's DC5 handheld DATACOMPUTER and fulfills the purpose of inventory data capture. Virtually any inventory can be executed on the Datacomputer. This manual is the DC5 Operator's Manual. The second section executes on a personal computer or compatible as a Host/Server and provides for the transfer of data to and from the Datacomputer, the edit and correction of Inventory data, and detailed reporting and analysis. The Operator's Manual for the Host/Server is a standalone manual labeled the Host/Server Reference Manual.

System Requirements

WINTAKES requires the following hardware:

1. A personal computer or compatible that runs Microsoft Windows 98 or later with:
    (Note: NT systems are not supported.)

    *   256 MB or greater hard disk storage

    *   128 MB installed RAM memory

    *   Serial Port designated COM1

2. 80-column printer with compressed print (Epson compatible) designated LPT1.

3. DC5 Datacomputers with 8 MB RAM minimum; optional 16 MB RAM

4. Smart Scanners (Optional)

TABLE OF CONTENTS

Introduction

Wintakes manuals are separated into two standalone manuals, one for the Datacomputer operation and one for the PC.

This manual titled The DC5 Datacomputer Operator's Manual details the operation of the DC5 running under Microsoft's Windows CE. A separate manual titled the Host/Server Reference Manual details the operation of the Host/Server PC running under Microsoft's Windows 98 or equivalent.

Standard Inventory Procedure

1. Build Directories on PC

Prior to taking an inventory for the first time for a client, the AREA, LOCATION, and CATEGORY directories must be built. These directories determine HOW the actual inventory counts and dollar amounts will be summarized. The clients' store, building, warehouse, etc. can be sectioned off into areas. Each area can then be divided into locations. Categories are classifications of merchandise.

2. Download Directories to Datacomputer

The directories built on the PC are now downloaded to the Datacomputer. Directories need only be created once for each client's specific inventory. After creating a set of directories they should be copied to diskette. And when required again, they can be copied to the PC from the backup diskette.

3. Establish Datacomputer Operating Parameters

Parameters must be established on each Datacomputer unit to define the operating environment. These parameters specify the type of inventory to be taken the limits to be established on monetary entries, and location validity checks. NOTE: Parameters once established should not be changed during an inventory unless all data has been uploaded to the PC.

4. Perform Physical Inventory

5. Upload Physical Inventory Details

Periodically, data entered on the Datacomputer should be uploaded to the PC. This is a simple process requiring only that the unit be connected via a cable to the serial COM1 port on the PC, or transfer via the Storage Card if used.

6. Clear Datacomputer Files

After the data is loaded up to the PC, the files should be cleared from the Datacomputer. The unit, once cleared, is ready to capture more inventory details. If desired, the operating parameters can be reset after file clearing. Repeat STEPS 4, 5, and 6 until the inventory is completed.

7. Edit Inventory Details

Periodically, and after all inventory details have been uploaded to the PC, the data should be edited. This edit will highlight any errors that can be corrected directly on the PC.   Once the data has been edited and all errors have been corrected, reports can be generated.

8. Generate Reports

The software has several standard reports that are generated from the PC menu.

9. Backup and Reset Inventory Files

Once the inventory has been completed, all reports have been generated, and a backup inventory file created, housekeeping should be undertaken. All inventory files should be deleted. After a final store backup disk is generated and housekeeping is completed, another inventory can commence.

General Operations of the Datacomputer

1. The DC5 has a 4-line liquid crystal display (LCD).

2. The Datacomputer program consists of a circular menu with each option requiring a "yes" or "no" response. If the operator selects "no" the next menu option will be presented. The progression through the menu will be circular until the operator selects a "yes" response. To reverse the circular direction the "ESC" key is depressed. The selection of "yes" will either enter into an executing function or into a sub-menu of new options. With sub-menu options the circular direction is only one way, forward. There is NO way to circle backwards through a sub-menu set of functions. Usage of the "ESC" key while in the sub-menu will return the program to the next option in the main menu. Usage of the "ESC" key while in the executing function will backup one step in the function or return to the main menu of options.

3. The Datacomputer remembers where it is. When it is first turned on it returns to the same point where it was when it was turned off.

4. A "BEEP" is used to indicate several conditions. A beep following the scan of a bar code indicates a successful read of the scanned code. When a beep is heard after keying in data and continued keying is allowed it is a warning that then entry exceeds a specific limit; for example a $100 limit on a single entry. When continuous beeps are heard, it indicates that the data entered is in error and that the entry must be reset before further keying is accepted.

5. The "*" and "Enter" keys are used following the entry of a field of data. The "*" key will skip to the next required field of data in the entry. If there are NO more required fields it will position at the point where the operator can begin the next entry. The "Enter" key will skip to the next field in the entry where required or optional. It has also the effect of multiplying the fields entered to obtain a result.

6. The "arrow keys" located at the top of the keyboard will move the cursor in the direction indicated.

7. The "ALT *" key will turn the backlight on and off.

Running Wintakes on the DC5

LOAD THE DATACOMPUTER

To load your DC5 with the Wintakes Inventory Taking System, follow the steps outlined in the Wintakes application installed on your PC. The "Send to DC" option is found on the "Live Inventory" menu.
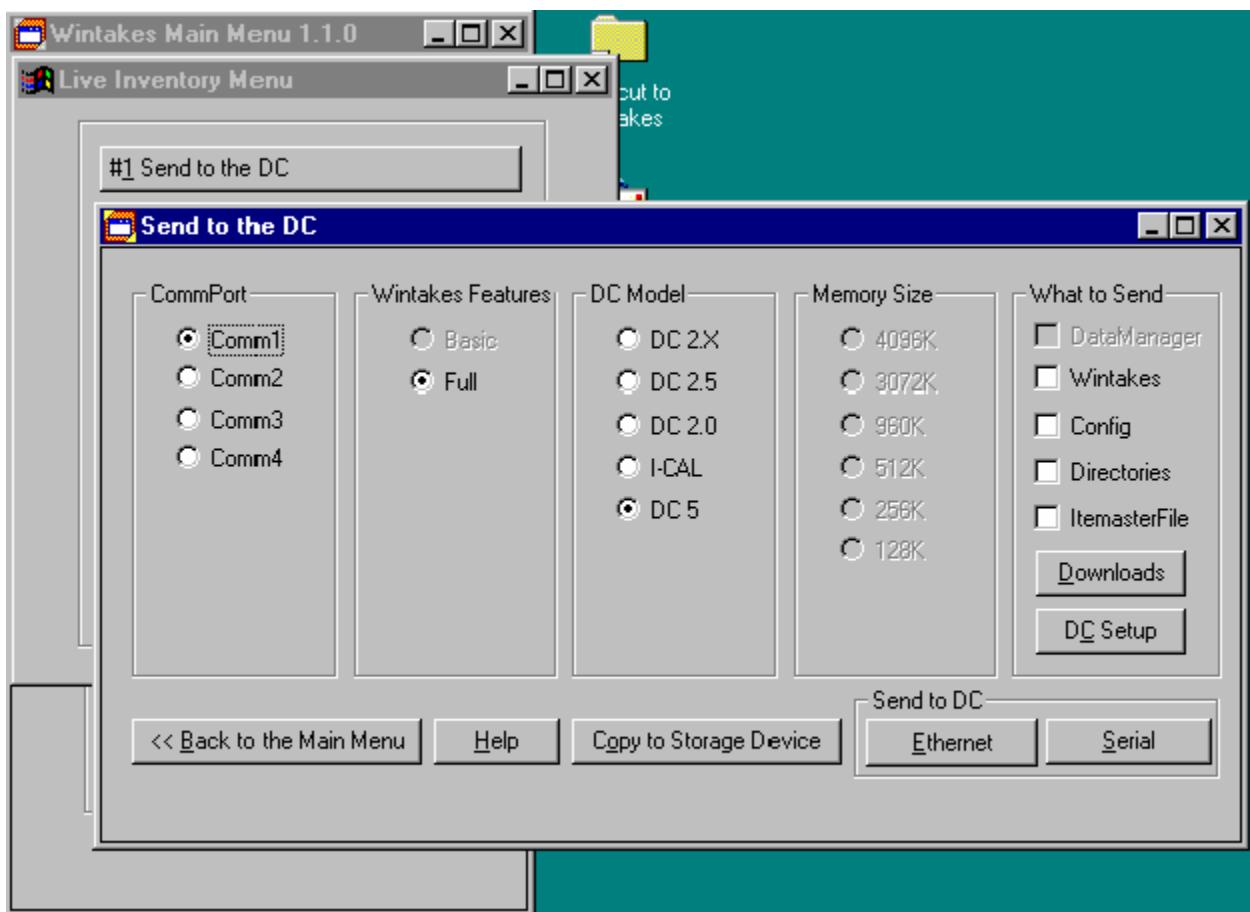
Be sure to check all applicable files when selecting "What to Send" to the datacomputer, i.e. the Wintakes client program, Configuration file, Directories and ItemasterFile (SKU lookup). Refer to the host reference guide "Pre-Inventory Setup" for details on how to create these files

Press the Downloads button to create the appropriate down load files for the corresponding "What to Send" selections. Refer to the host reference guide for details on how to create these download files.

Press the DC Setup button for a final check on the inventory configuration to be run on the datacomputer.
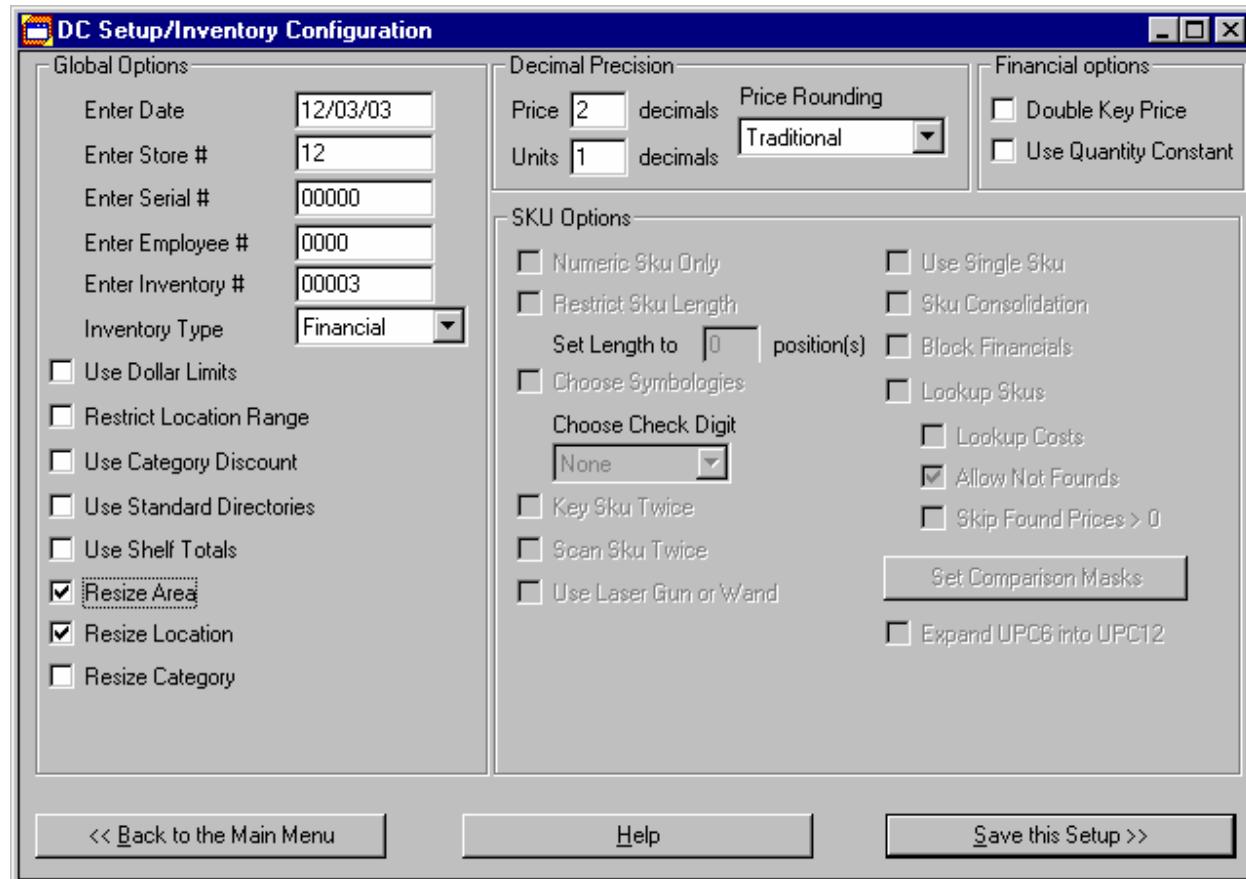
Make sure all appropriate boxes have been checked. Pay particular attention to the "Global Options" such as the store and inventory number. The section must be filled in. If the directories defined (areas, locations and categories) are not the maximum field lengths, the resize box for each should be checked and a minimum value entered for each.

When ready to load the datacomputer, press the "Send to DC >>" button on your PC. The following notice dialog box will display. Follow steps list below and press OK when ready to send.
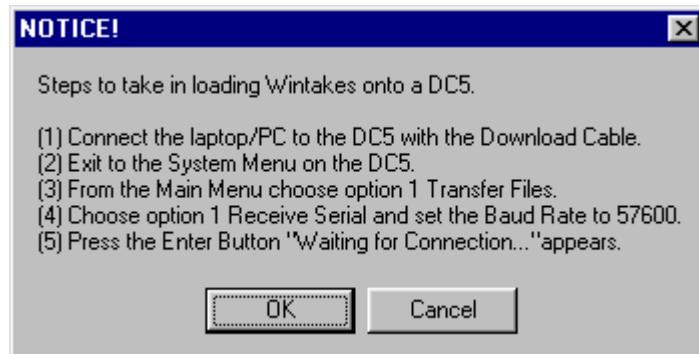
When send is complete, press escape (ESC) on the datacomputer to exit out to the system menu. Option 2 of the system menu should be set to Wintakes. If is not press escape (ESC) again.

Select option 2 from the system menu, to start the Wintakes application on the DC5 datacomputer.

If this is an initial load, the datacomputer will automatically go into "Loading Setup from PC…" and the PC will continue to send the data requested. If the ItemasterFile was checked off as part of the download, the display "Loading Setup from PC…" is immediately followed by "Loading I/M from PC…" The PC will continue to send the data requested. Once all data has been received, the Wintakes application will automatically start and you are ready to Sign-On.

To start the Wintakes application from the DC5 system menu, select option 2.
The following splash screens will display.

```
National Datacomputer
Copyright 2003 – DC5
```

```
W I N T A K E S
Ver 1.1.0
```
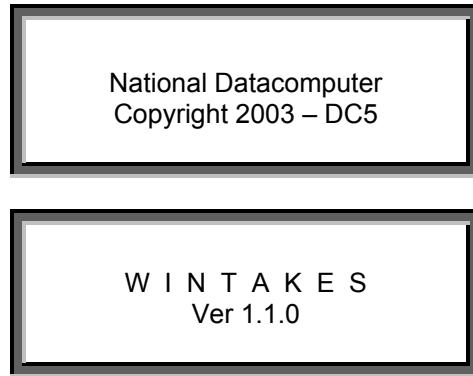
SIGN-ON

Sign-on by entering your EMPLOYEE # (a four-character field used to specify the employee entering the
data). All data entered will be tagged with this identifier.

```
Employee #:
ESC=abort          Enter=accept
```

You may enter the SUPERVISORY MODE by logging in with the system assigned Employee #. Refer to
the section in this manual titled "Supervisory Mode Functions" for information on additional features and
sub-menus available in supervisory mode.

ENTER INVENTORY

This is the option used to enter the inventory counts.

```
Enter Inventory?
 Y=Yes   N=No
```

Upon selecting this option the auditor chooses whether or not they will be using a scanner.

```
Use Scanner?
Y=Yes   N=No
```

If the auditor selects 'Y' they are prompted to choose the type of scanner they will be using from the list of available scanners.

```
1.   Preset 9600
2.   HHP-3800LR-13
3.   Opticon-LGP-6125
```

Note: only 2 choices are actually visible at any time, you must scroll to see other choices.
Pressing the correct key for the scanner will cause the scanner to be initialized. While the scanner is initializing (being programmed) you **must** press and hold down the Enter Key until the light in the scanner turns on. Selecting the Preset 9600 implies that the scanner has already been programmed externally (by scanning the programming bar codes provided with the unit, or otherwise setup).

Once the scanner has been programmed and prior to making the detail count entries, the auditor must specify the Area, Location and Category that applies to the merchandise to be counted. Area is a five position alphanumeric field used to describe a major location within the facility being inventoried. For example **BKRM** could be entered for the back room or **SFLS** for sales floor left side. Location is also a five position alphanumeric field used to describe a sub area within the Area. Category is a three position alphanumeric field used to identify the breakout department. All three identifying fields are totally free form and can contain any alphanumeric identification.

```
Area No: _____
```

```
Loc. No: _____
```

```
┌─────────────────────────┐
│ ┌─────────────────────┐ │
│ │                     │ │
│ └─────────────────────┘ │
└─────────────────────────┘
```

```
┌─────────────────────────┐
│ ┌─────────────────────┐ │
│ │                     │ │
│ │ Category No: _____   │ │
│ │                     │ │
│ └─────────────────────┘ │
└─────────────────────────┘
```
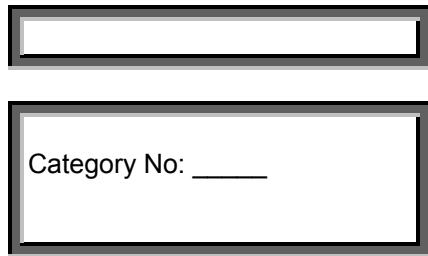
Note: While in the entry mode, some keys have been designated to perform macro functions.

KEY MACROS:

LEFT ARROW [A]:
Used for backspacing.

UP ARROW [B]:
Displays and steps through dollar and piece count totals for Area, Location, Category and Shelf Totals.

RIGHT ARROW [C]:
Delete (globally) or change an entire Area, Location, or Category.

+ [D]:
The Plus key is a multi-purpose key. When in SKU entry, it is used to switch to Financial Mode entry.
It is also used to unlock the unit when it is frozen by the program. If you hear a continual series of beeps and the Datacomputer will not accept any key entry, you have encountered a program lock.   The following are some reasons for a lock:

> DOLLAR LIMITS EXCEEDED:
> If you have set dollar or quantity limits and then exceed them during entry, the unit will lock. Use the Return key to unlock the Datacomputer and re-enter an amount that is within the limits.

> BAR-CODE SCANNING MISS-READS:
> Proprietary software routines have been included that will catch UPC and PLESSEY bar code scan miss-reads. When a miss-read occurs the Datacomputer will freeze lock. Unlock the Datacomputer using the + key and re-scan the bar code.

> UPLOAD DATA - LOW MEMORY:
> When data storage gets low, 5000 bytes remaining, this message will appear. The auditor should complete the Location and then upload the data to the PC.

ESC [E]:
Cycles backward one-step at a time in the entry mode until it returns to the main menu. Steps through main menu and exits sub-menus. Returns to SKU entry from Financial.

ALT *:
Turns backlight on/off**.**

ALT Tab:
Exits program to System Menu.

DOWN ARROW [G]:
Return to the next SKU entry. Used in conjunction with SINGLE SKU parameter set to NO.

SPACE [J]:
Increments the location by one in SKU entry mode. For example location 10001 becomes 10002. This option is also functional in FINANCIAL inventories.

** ÷ DIVIDE [N]:**
Used for dividing prices multiples.

N [÷]:
The N key is used to answer NO to questions (Shift key is not necessary).

Tab [O]:
Used while in the backup mode to delete an entry. You will be required to confirm the single record deletion (only in BACKUP and REVIEW mode).

= [S]:
The equal key is used to start backup mode. This will backup through the entries in the current session. The current session is defined as the series of entries made since the last change of the Area, Location or Category. The equal key is also used to move backward in review mode.

* [T]:
Multiplication key is used to end price entry and move to quantity field. Also used after first quantity to enter the second quantity (double entry).

Y [.]:
The Y key is used to answer YES to questions (Shift key is not necessary).

** [.] Y:**
The decimal point used in first quantity field.

ENTER [Z]:
The Enter Key is multi-purpose. It is used to reposition the cursor (entry mode) at the beginning of the entry. In most options it is used to step through data.

ENTRY MODES:

FINANCIAL ENTRY
The entry is in the format of (price) X (quantity1) X (quantity2 X …). Once the first quantity is entered, successive quantities will accumulate in the same entry until a new price is entered. A new price is defined as the depression of the enter key followed by the keying of any price even if it is the same as the current entry price followed by the (*) multiplication key. The re-keying of the same price will generate record price points. When using chain multiplication, all multiplication entries must occur first, followed by plus and minus quantities.

For example:
A floor case display of coke in cases, assume $4.89 per case with the display 7 cases wide by 32 (4 cases deep by 8 cases high) and with 6 loose cases on top and 5 cases missing from the display. The chain entry would be as follows:

(4.89) X (7) X (4) X (8) <***enter***>

```
        4.89 x  7        x  32 ▮
0.0                      0.00
```

(6) <***enter***>

```
        4.89 x  6 ▮      x  0
1095.36                  1095.36
```

(-5) < ***enter*** >

```
        4.89 x  -5 ▮     x  0
29.34                    1124.70
```

```
        4.89x  0 ▮       x  0
-24.45                   1100.25
```

Notice the two figures displayed below entries.
On the left you will see the result of last entry made in dollars and on the right cumulative
dollar total of all entries. To continue counting with a new price just enter another price
followed by the (*) multiplication key.

OR
You can press the plus key at this point to view the cumulative quantity total and end the
chain.
<+>

```
        4.89 ▮ x  225    x  0
-24.45                   1100.25
```

After pressing the plus key (+), notice that the cumulative quantity total (7 x 4 x 8) + 6 + (-
5) = 225 is now displaying in the quantity1 position. The cursor is positioned to the right
of the price so that the next price can be entered and counting can continue.

PRICED SKU ENTRY
The entry is in the format of SKU number followed by the ENTER key then the (price) X (quantity)
X (quantity). The entry is identical to the financial entry unless the single SKU option is set to
YES. In that case the depression of the ENTER key will return the cursor to the SKU number
field for entry of the next SKU. If the single SKU option is set to NO the cursor will remain

positioned in the first quantity field until the down arrow key is depressed indicating that the next SKU is to be entered.

```
SKU:
      0.00  x  0.0      x  0
```

QUANTITY SKU ENTRY
This format is identical to the priced SKU entry except that NO price is required.

```
SKU:
      0.00  x  0.0      x  0
```

SKU ONLY ENTRY
The only field of data to be entered is the SKU number. There is NO price and the quantity assumed is one (1).

```
SKU:
      0.00  x  1        x  0
```

PRICE ONLY ENTRY
The price is the only data field to be entered. A quantity of one is assumed. This entry type is ideal for meats in a supermarket.

```
            0.00
0.0                      0.00
```

REVIEW INVENTORY

REVIEW ENTRIES
This option is used to review the entries made and allow for changes and deletions wherever required.

```
Review Inventory?
Y=Yes   N=No
```

At the beginning of review, the Area and Location should be specified. In addition, either a Category or SKU number and/or price can be specified. When specified the search will locate a match to either of the fields specified.

SEARCH MODE
Search conditions are inclusive; meaning that whatever factors are supplied will be the basis for the starting point in the display of entries. Those factors in precedence are Area, Location, Category, Price, and SKU number. The more complete the specification of the search factors the more likely the searched record will be located. Using the standard method without search fields will present all entries for the requested Area and Location. If no Area or Location is specified, the entered data will be displayed in sequence beginning with the first entry and continuing through the last.

```
Area No.:
      Search Mode
```

```
Loc. No.:
      Search Mode
```

```
Cat. No.:
      Search Mode
```

```
Price:   0.00
      Search Mode
```

```
SKU:
      Search Mode
```

All entries presented will be in the <u>sequence entered</u>.

```
        4.89 x 11.0      x 0
Review Mode          Cat: 300
```

To delete the entry, use the Tab key, on the entry to be deleted.

```
        4.89 x 11.0      x 0
          Delete (Y/N) ?
```

Enter Y to confirm the deletion.

```
        0.07 x 4.0       x 8
Review Mode          Cat: 300
```

To change an entry, re-enter values as desired.

```
        4.89 x 7         x 32
Review Mode          Cat: 300
```

Press the Enter key to complete the change.

REVIEW SHELF TOTALS

This option will display totals for partitions when the Shelf Totals Option is set to "Yes"

```
        Shelf Totals?
        Y=Yes   N=No
```

Example:
First partition, first shelf could be Location 00011. When prompted for Loc. in Review Shelf Totals, enter 00010. A grand total will be displayed for the entire partition.

```
A:      L: 00010       C:
1.480          21.000
```

REVIEW AREA TOTALS

This option will display both the dollar and piece count for the Area specified. If NO area is specified all area totals will be displayed in sequence. If Area 9999 is specified, Datacomputer machine totals will be displayed. When displaying the entire machine set of totals the number of financial and SKU entries are also provided. Area 9999 totals should be used as a comparison to the accepted totals on the PC as displayed when uploading details.

```
        Area Totals?
        Y=Yes   N=No
```

REVIEW LOCATION TOTALS

This option will display Location totals in sequence beginning with the first location specified. These totals can be used as a read out when checking counts for individual sections.

```
       Location Totals?
        Y=Yes   N=No
```

REVIEW CATEGORY TOTALS

This option will display breakout totals starting with the specified breakout category. When the Area and Location are specified the totals displayed are for the specified Area and Location. When NO Area or Location is specified the totals displayed are for breakout categories for all areas and locations for which counts have been entered on the Datacomputer.

```
        Category Totals?
         Y=Yes   N=No
```
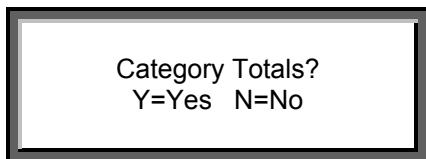
Enter 000 as the Category, leaving the Area and Location blank, and the Category totals for all entries in the DC are displayed.

```
A:      L:      C: 000
00.0              0.0
```
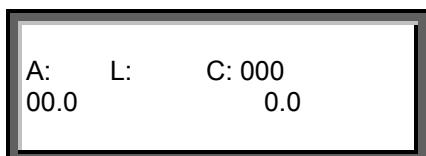
SEND INVENTORY TO PC

This option executes the transfer of all inventory data in the DC to a PC. The data can be transferred either via direct connect or via a modem over telephone lines.

```
Send Inventory to PC ?
     Y=Yes    N=No
```

```
Sending Uploads to PC…
```
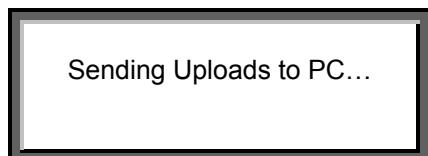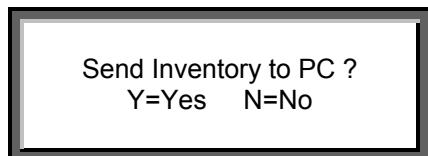
To "Receive the Upload" on your PC, select the "Receive from DC" option found under the "Live Inventory" menu of the Wintakes program.
The following program screen will display. When ready to receive from the datacomputer, press the "Receive an Upload >>" button on your PC.

Receive From the DC

Send Uploads to another PC	Receive Uploads from another PC	Receive Uploads from Storage Card

File	Total $	Total Units	Count	Employee	Serial	Date	Store	Inven...	Type	
0001	2,986.150	2,443.000	177	0990	60798	01/12/1994	0N941			
0002	64,655.290	38,205.000	1,406	0290	60813	01/12/1994	0N941			
0003	8,006.950	5,347.000	278	0942	60803	01/12/1994	0N941			
0004	18,135.510	5,110.000	540	0216	60804	01/12/1994	0N941			
0005	6,202.520	1,374.000	171	0290	60813	01/12/1994	0N941			
0006	23,024.470	13,278.000	654	9390	60799	01/12/1994	0N941			
0007	18,058.340	10,551.000	603	0971	60807	01/12/1994	0N941			
0008	19,510.310	1,893.000	134	9800	60809	01/12/1994	0N941			
0009	20,946.030	4,350.000	514	0990	60798	01/12/1994	0N941			

1. View by Area / Loc	2. View by Auditor	3. View selected Upload	Help
4. View by Area	5. View by Location	6. View by Category	7. Add a PC Upload

Upload #0001

<< Change Header	Store # 00000	Inventory # 00000
<< Delete an Upload	Serial # 10409	Employee # 0000

Inventory Status
Total $ = $204.240
Total Units = 285.000

<< Back to the Main Menu	Receive an Upload >>

Original Uploads are saved offline and may be recovered at any time.   Recover the Inventory

☐ Perform Pharmacy Lookups on SKUs
☐ Automatically Print Upload Audit Trail

Comm
⦿ 1   ○ 3
○ 2   ○ 4

When transfer is complete the follow screen will display on the datacomputer.
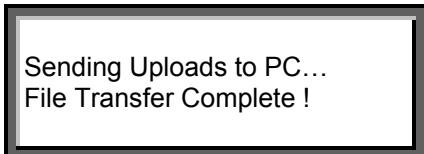
```
Sending Uploads to PC…
File Transfer Complete !
```

Press Enter to continue. After a successful transfer the system will acknowledge the transfer of a total dollar value and count, as shown below.
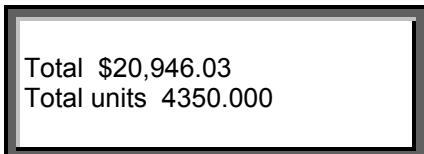
```
Total  $20,946.03
Total units  4350.000
```

Press Enter to continue. The next screen will display total record count transferred and the unique Employee and Datacomputer serial numbers that tag the uploaded records.
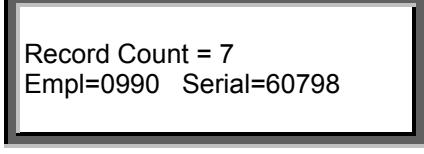
```
Record Count = 7
Empl=0990   Serial=60798
```

Press Enter to continue. The next screen will prompt auditor to clear data files.
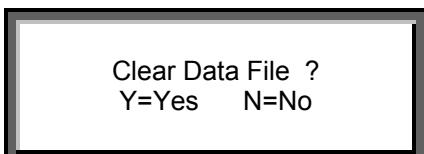
```
        Clear Data File  ?
         Y=Yes     N=No
```

If the response to this step is No then NO additional entry of data will be allowed until the data is cleared or the data computer is reloaded.

UPLOAD VIA STORAGE CARD

This option allows the auditor to transfer all inventory data on the storage card to a PC.

```
Upload via Storage Card?
      Y=Yes    N=No
```

Pressing 'Y' closes all the inventory files and causes the program to terminate. It is now safe to remove the Storage Card from the Datacomputer and begin uploading to the PC.

Select the "Receive Uploads from Storage Card" option.

Replace the Storage Card into the Datacomputer (after clearing) and continue taking inventory.

SUPERVISORY MODE FUNCTIONS

REVIEW DIRECTORY INFORMATION

AREA DIRECTORY
This option displays a listing of all Areas identified and their corresponding descriptions.

```
Area Directory?
Y=Yes  N=No
```
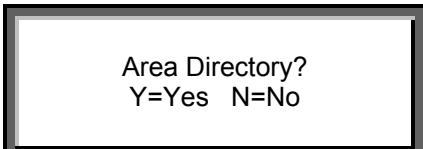
Any key will allow you to scroll through the Area and Description listing.

```
Area # : 01
Desc : Area01
```
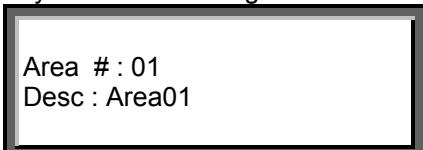
Use the Enter key if you wish to delete a specific Area. The delete option will produce a display similar to the follow. Respond with a Yes or No to delete.

```
Delete Area  01  ?
Y=Yes   N=No
```
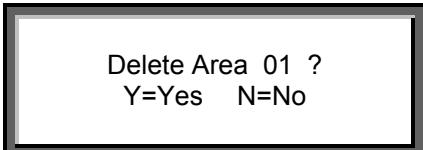
LOCATION DIRECTORY
This option displays a listing of all Location identifications and the corresponding descriptions. Use the Enter key if you wish to delete a specific Location.

```
Location Directory?
Y=Yes  N=No
```
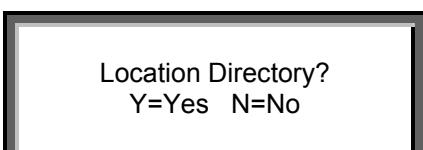
CATEGORY DIRECTORY
This option displays a listing of all breakout categories in sequence. This directory is used to check the three-character code to be used for each category of merchandise to be counted. Use the Enter key if you wish to delete a specific category.

```
Category Directory?
Y=Yes  N=No
```
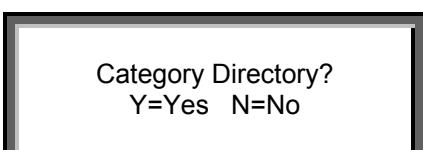
CHANGE PARAMETERS

You may enter the SUPERVISORY MODE by logging in with the system assigned Employee #. When in supervisory mode a sub-menu "Change Parameters" is presented allowing you to change the handheld configuration, to set the individual Datacomputer to the conditions dictated by the inventory to be taken.

```
Change Parameters ?
 Y=Yes      N=NO
```
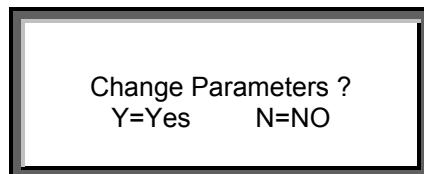
Change Parameters' primary purpose is to change the PASSWORD.

```
Password:  000000
ESC=abort  Enter=accept
```
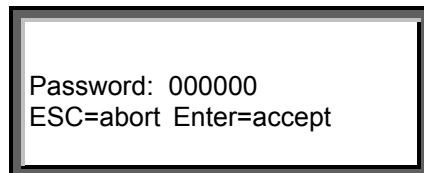
Password is initially set to 000000. After entering the appropriate password you will be presented with a series of screens ("Change Parameters" sub-menu screens) which usually require a YES or NO response.

The "Change Parameters" sub-menu screens are as follows:

ENTER DATE:
The Datacomputer maintains both the time and date on an internal clock. Because computer internal clocks can lose or gain time, the user should periodically reset the time and date.

```
Enter Date?
Y=Yes   N= No
```
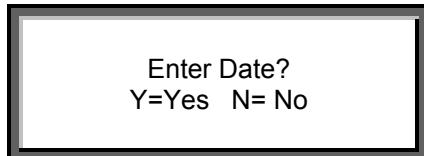
If you enter YES the following date and time screens are displayed. Entered the correct the date and time if needed.

```
Date is:  8/4/2003
Is this correct? Y/N
```

```
Time is:  17:07:23
Is this correct? Y/N
```
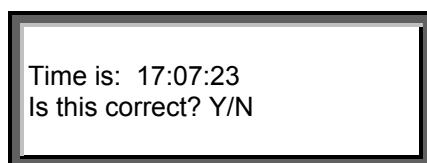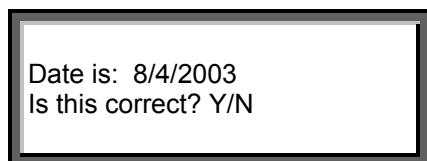
ENTER STORE #:
This field of data identifies the store number of the inventory being conducted. The field is 5 positions in length and both alpha and numeric characters can be used. The store number is used later on the PC to attach static data to the reports.

```
Enter Store No.?
 Y=Yes   N=No
```

```
Enter Store #:        123
ESC=abort   Enter=accept
```

ENTER EMPLOYEE NO.:
A four-character field can be used to specify the employee entering the data. All data entered will be tagged with this identifier.

```
Enter Employee No.?
    Y=Yes   N=No
```

```
Enter Employee #:   0000
ESC=abort   Enter=accept
```

USE SCANNER
This field identifies the type of scanning device if any will be used during the inventory being conducted.

```
Use Scanner ?
 Y=Yes   N=No
```

If YES is enter in response to "Use Scanner ?", the following screen listing valid scanners will display to allow you to scroll to and select the appropriate scanner.

```
Preset 9600
HHP-3800LR-13
```

```
Opticon-LGP-6125
```

ENTER INVENTORY NUMBER:
A unique 5-digit number should be assigned to each inventory. This identification number is used to name the Totals File transferred to the PC. If you have NO intention of processing total files then the specification of this number is optional.

```
Enter Inventory #:        11
ESC=abort    Enter=accept
```

USE DOLLAR LIMITS:
Four separate limit fields are available for the specification of upper limits that can not be exceeded during entry. If the entry is exceeded, the Datacomputer will stop accepting entries and beep continuously until reset. The depression of the "+" key will reset the Datacomputer and allow for the entry of data within the established limits.
Note: If you choose 'N' no dollar limits will be enforced. There is NO way to skip over this entry without answering the question. If you want to enforce dollar limits you *must* choose 'Y' and answer the subsequent questions.

```
Use Dollar Limits?
   Y=Yes   N=No
```

ENTRY LIMIT:
This limit establishes the maximum extended amount a single entry can be.

```
Entry Limit :              5000
ESC=abort  Enter=accept
```

PRICE LIMIT:
This limit establishes the highest unit price that the Datacomputer will accept.

```
Price Limit :              2500
ESC=abort  Enter=accept
```

QUANTITY LIMIT:
This limit establishes the highest quantity that an auditor may key during a single entry.

```
Qty Limit :           1000
ESC=abort  Enter=accept
```

COMBINED LIMIT:
This limit establishes the maximum total quantity that may be keyed and summed
in the quantity1 and quantity2 fields.

```
Combined Limit:       2000
ESC=abort  Enter=accept
```

RESTRICT LOCATION RANGE:
A range of locations can be established as valid. The auditor will be only able to enter
locations between the upper and lower limits if this parameter is specified.

```
Restrict Location Range?
     Y=Yes   N=No
```

If YES is enter in response to "Restrict Location Range", the following screens
requesting the From and the To Location values will display.

```
Enter From Loc.:  01A1
ESC=abort  Enter=accept
```

```
Enter To    Loc.:  01A9
ESC=abort  Enter=accept
```

INVENTORY TYPE:
Five inventory type entries are supported within WINTAKES.

```
Inventory Type?
 Y=Yes   N=No
```

If YES is enter in response to "Inventory Type", there will be a series of screens requiring a YES or NO response to select the appropriate inventory type. Enter NO until you reach the correct type.

```
Financial
Y=Yes    N=No
```

The valid inventory types are as follows with the structure as indicated below:

FINANCIAL:		(Price) *	(Quantity1) *	(Quantity2)
PRICED SKU:	SKU,	(Price) *	(Quantity1) *	(Quantity2)
QUANTITY SKU:	SKU,		(Quantity1) *	(Quantity2)
SKU ONLY:	SKU,		(Quantity1)	
PRICE ONLY:		(Price) *	(Quantity1)	

(A quantity of 1 is assumed for the SKU only and Price only types.)

Note: The following parameters are for inventory types requiring a price entry.

DOUBLE KEY PRICE:
This parameter when set on will require the double entry of the price with both entries being identical before the price is accepted. This parameter is set on to insure against the miss keying of price when few errors are permitted.

```
Double Key Price?
Y=Yes   N=No
```
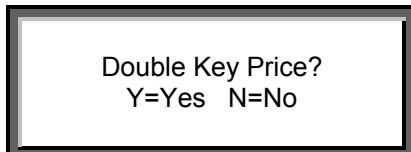
CHANGE PRICE PRECISION:
This option establishes a default price precision (digits to the right of the decimal place). The default precision of 2 is set when this option is not selected. Valid range of value is 0 to 3.

```
Price Precision :        2
Min=0  Max=3  Enter=accept
```
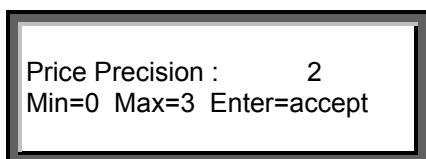
ROUND DIVIDED PRICES:
This option establishes the default type of price rounding to be use during the inventory. Price Rounding can be one of three values: Traditional, Round Up or Round Down.

```
Round Divided Prices ?
```

```
Y=Yes   N=No
```

Traditional means that at 2 decimal places, a price of 1.457 would be rounded up to 1.46 and a price of 1.452 would be rounded down to 1.45.

Round Up means any partial value will automatically be rounded up - 1.450 stays 1.45 at 2 decimal places but 1.451 rounds up to 1.46.

Round Down means any partial value will automatically be rounded down - 1.450 stays 1.45 at 2 decimal places but 1.457 rounds down to 1.45.

QUANTITY CONSTANT OPTION:
This option establishes a default quantity of 1 when set. The default quantity of 0 is set when this option is not selected. When the default quantity is 0, a quantity must be keyed before the entry will be accepted. It is recommended that this option be set to NO or 0.

```
Use Quantity Constant ?
     Y=Yes   N=No
```

Note: The following parameters are for SKU inventorying types only.

CHANGE UNITS PRECISION:
This option establishes a default units precision (digits to the right of the decimal place). The default precision of 1 is set when this option is not selected. Valid range of value is 0 to 3. When "Change Units Precision" is enabled the following screen is displayed.

```
Units Precision :          1
Min=0  Max=3  Enter=accept
```

NUMERIC SKU:
If the SKU number is to contain alpha characters, this should be set to "No". When in doubt set this parameter to yes?

```
Use Numeric SKU Only ?
      Y=Yes   N=No
```

SET SKU LENGTH:

If you have a specified length for the SKU, select YES to this parameter and then specify the length. If the length is set, ALL SKUs must be exactly the length set. If the length is variable or is unknown, do not select this parameter.

```
Set SKU Length?
Y=Yes   N=No
```

CHOOSE SYMBOLOGIES:
In prior versions, we established the bar code symbologies that were to be supported. In this version you can choose from all that are available. A word of caution: select only the symbologies that you require. Having too many symbologies selected will present potential bar code miss-read.

The symbologies supported are:
UPC:
>UPC-A and UPC-E codes are two of the most common Universal Product Code Bar codes. Both of these codes are used primarily for marking products, and both contain numeric data only. UPC-A is a 12-digit code. UPC-E compresses the UPC-A 12-digit code into a six-digit code by suppressing certain zeros.

I 2 of 5:
>Interleaved 2 of 5 is used for numeric data only. It must contain an even number of characters.

CODE 39:
>Code 39 or 3 of 9 is the most common general-purpose bar code. It is flexible and can contain number, capital letters and several symbols and the space character.

CODE 11:

CODABAR:
>Codabar is a general-purpose bar code for numeric data.   It can encode some symbols - $ / > +, and capital letters A through D. The data for Codabar can be of any length.

PLESSEY 8:
>MSI Palsy is numeric only bar codes and can accept 8 digits. It is less likely to give read errors under less than ideal scanning circumstances.

EAN 8:
>EAN 8 is related to the UPC-E code but includes a code for country of origin. Only 8 digit numeric data can be used.

EAN 13:
>EAN 12/13 is related to the UPC-A code. It is use for marking products that require a code for country of origin.

CODE 128:

Code 128 is a general-purpose bar code that can handle any ASCII character. The data can be of any length. Code 128 will make the bar code as small (optimized code) as possible by various compression techniques.

Note: Choose Symbologies, Check Digit, and Laser Gun or Wand are closed loop selections and require the use of the ESC key to proceed to the next parameter.

CHECK DIGIT:
Choose Check Digit may be one of four values : NONE, MOD10, MOD11 or UPC. NONE means you do not want the extra level of SKU validation this feature provides. MOD10 means the SKU number captured is an UPC and encoded using the MOD10 algorithm. MOD11 means the SKU number captured is an UPC and encoded using the MOD11 algorithm. UPC means the SKU number captured is an UPC and encoded using the UPC algorithm. Again, if you are capturing multiple scan code types (like UPC12 and EAN13), then this option is NOT a good idea. Only UPC12's should use this option.

```
Choose Check Digit ?
   Y=Yes   N=No
```

If NO check digit is to be specified make sure that the parameter is set to NONE.

KEY SKU TWICE:
This parameter when set on will require the double entry of the SKU number with both entries being identical before the SKU number is accepted. This parameter is set on to insure against the miss keying of SKU numbers where there is NO check digit available. If you plan on scanning the entire inventory, this is a good feature to turn on in case you have to stop to hand key any entries. It increases the accuracy of the SKU captured even though it does slow down performance during hand keying.

```
Key SKU Twice?
  Y=Yes   N=No
```

SCAN SKU TWICE:
This parameter when set on will require the scanning of a bar code label twice. If both scans do not produce the identical same results the scan will not be accepted. This feature is useful on I 2 of 5 inventories since traditionally, I 2 of 5's have a higher misread factor than other symbologies.

```
Scan SKU Twice?
  Y=Yes   N=No
```

USE LASER GUN OR WAND:
If a scanning device is to be used this parameter must be set on and then the scanning device to be used must be specified.

```
Use a Laser Gun or Wand?
     Y=Yes   N=No
```

Some laser guns require reverse polarity, and if this is the case, so indicate on the polarity parameter.

Use a Wand: Pencil wand or CCD Linker.

```
     Use a Wand?
     Y=Yes   N=No
```

Use a Laser Gun: Laser device only.

```
    Use a Laser Gun?
     Y=Yes   N=No
```

SINGLE SKU OPTION:
When entering quantities in SKU inventory types, there are two situations.
1. There is a **single quantity** going to be entered **for each SKU**. This parameter should be **set to YES** so that the system automatically returns you to the SKU field after finishing the Units or Quantity2 field of a record.
2. There are **multiple quantities for each SKU**. This parameter should be **set to NO** so you can continue to enter quantities for the same SKU. This is commonly referred to as being in *Multi-SKU* mode. This is where you must hit the Down Arrow in the Units field to return to the SKU field.

```
    Single SKU Option?
     Y=Yes   N=No
```

CONSOLIDATE LIKE SKUs:
Sequential entries of like SKUs can be consolidated into a single entry by answering "Yes" to use SKU consolidation. Answer "No" and each entry is stored separately.

```
  Use SKU Consolidation ?
     Y=Yes   N=No
```

BLOCK FINANCIAL ENTRIES:
Answer "Yes" to this parameter and financial entries are blocked if SKU type inventory is selected.

```
Block Financial Mode?
   Y=Yes   N=No
```

LOOKUP SKUs:
When enabled, Lookup SKUs, will attempt to find any captured SKU in the downloaded Itemaster file. Found SKUs immediately return and depending on the options set, the price field may be automatically filled.

```
   Lookup SKUs?
  Y=Yes   N=No
```

USE LOOKUP COSTS:
When enabled, Lookup Costs, will bring back the "cost" field of the Itemaster into the current record. Cost is misleading - this field can be the Store Single Price, Host Single Price or Cost Price of an Itemaster record.

```
  Use Lookup Costs ?
    Y=Yes   N=No
```

SKIP FOUND PRICES:
When enabled, this option will "skip" over the price field and go straight to the Units field when the found price is greater than zero.

```
  Skip Found Prices > 0 ?
      Y=Yes   N=No
```

SET SKU COMPARE LENGTH:
When enabled this option will set the Comparison Masks for the Datacomputer to use on the four scan codes listed on the screens that follow. Example: Your scanning captures the SKU as a 12 digit UPC. The Itemaster file has an 11 digit UPC with the last digit missing. The Comparison Mask would be set to drop the last digit so the SKUs will match.

```

```

```
┌─────────────────────────────┐
│   Set SKU Compare Length ?   │
│        Y=Yes   N=No          │
└─────────────────────────────┘
```

Note: Expand UPC6 into UPC12, when enabled, will explode an 8 digit UPC6 into a 12 digit UPC6.

ALLOW NOT FOUNDS:
Allow Not Founds, when enabled, will prompt for acceptance on any not found SKUs. When disabled, the auditor can not enter a not found SKU into the inventory.

```
┌─────────────────────────────┐
│      Allow Not Founds ?      │
│        Y=Yes   N=No          │
└─────────────────────────────┘
```

CATEGORY DISCOUNT:
On the PC when a Category directory is maintained, you can specify a discount % to be applied to the retail price. If the directories are downloaded to the Datacomputer and this parameter is set on, the actual extended entry will be calculated using the discount percentage. This parameter has NO effect if standard directories are set on.

```
┌─────────────────────────────┐
│      Category Discount?      │
│        Y=Yes   N=No          │
└─────────────────────────────┘
```

STANDARD DIRECTORIES:
There are three directories utilized on the Datacomputer. The Area and Location directories are used to identify the location of merchandise counted. The Category directory is used to identify the type of merchandise counted.

When using the standard directories any entry into the area, location, or category fields will be valid. When using the downloaded directories only those specified in the directories are valid.

```
┌─────────────────────────────┐
│      Use Standard Dirs.?     │
│        Y=Yes   N=No          │
└─────────────────────────────┘
```

Answering NO to this option forces the auditor to define or use the area, location and category directories downloaded from the PC.

SHELF TOTALS OPTION:

The location field consists of 5 characters, the first, four of which could be used to designate a section and the fifth a shelf. When set on, shelf totals can be obtained for all 5 position locations belonging to any 4 position grouping. For example: 23001, 23002, 23003, etc. will summarize into 23000.

```
Use Shelf Total ?
Y=Yes   N=No
```
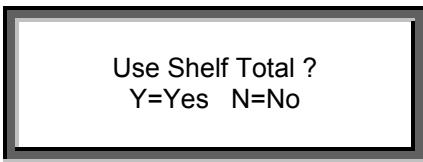
CHANGE AREA SIZE:
Area has a minimum of 1 character and a maximum of 5 characters. Resize Area allows you to reduce the size of the area field and alter the appearance of the field. This is helpful if you only have one or two digits in the field and don't want to key the remaining digits.

```
Change Area Size ?
Y=Yes   N=No
```
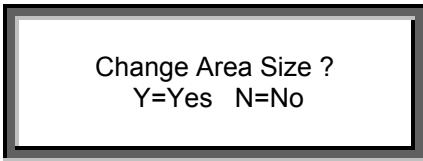
CHANGE LOCATION SIZE:
Location has a minimum of 1 character and a maximum of 5 characters. Resize Location allows you to reduce the size of the location field and alter the appearance of the field.

```
Change Location Size ?
Y=Yes   N=No
```
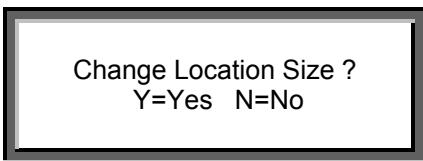
CHANGE CATEGORY SIZE:
Category has a minimum of 1 character and a maximum of 3 characters. Resize Category allow you to reduce the size of the category field and alter the appearance of the field.

```
Change Category Size ?
Y=Yes   N=No
```
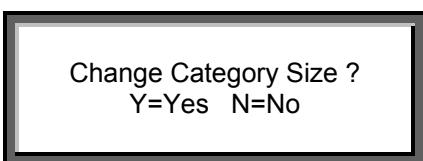
FILE MANAGEMENT

You may enter the SUPERVISORY MODE by logging in with the system assigned Employee #. When in supervisory mode a sub-menu, "File Management", is presented allowing the handheld to interface with other devices such as PC's, printers, and modems.

```
File Management?
   Y=Yes   N=No
```
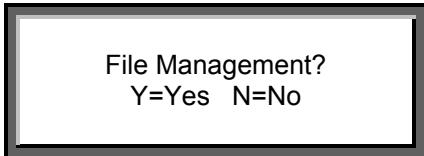
PASSWORD:
When File Management is selected, a six-character password is requested and must be entered before proceeding.

```
Password: 000000
ESC=abort      Enter=accept
```

The "File Management" sub-menu options are as follows:

RECEIVE FILES FROM PC
This option is used to transfer the directories, Itemaster Lookup File and the DC Setup/Inventory Configuration File from a PC or another DC. These files can be transferred either via direct connect or through a modem over telephone lines.

```
Receive Files?
 Y=Yes   N=No
```
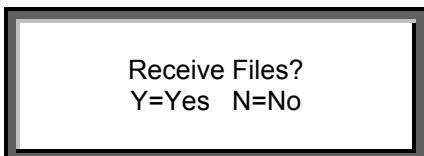
DIRECTORIES VIA PC
This option is used to receive the Area, Location and Category directories from the PC to the DC

```
Directories via PC?
   Y=Yes   N=No
```
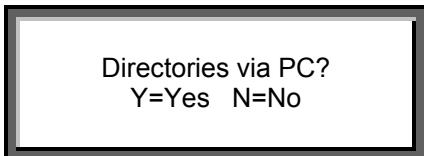
When this option is selected a second screen will display to give the user the opportunity to connect the Datacomputer to the PC via cable.
The N key does not respond here. You must press escape (ESC) to exit out.

```
Receive Data Via Cable ?
```
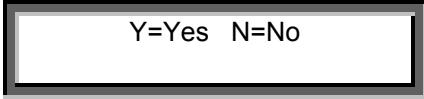
```
┌─────────────────────────────────┐
│                                 │
│        Y=Yes   N=No             │
│                                 │
└─────────────────────────────────┘
```

When ready to proceed, make sure the datacomputer is connected to the PC via the download cable, press the Y key. The datacomputer will display the following screen indicating that it is ready to receive data.
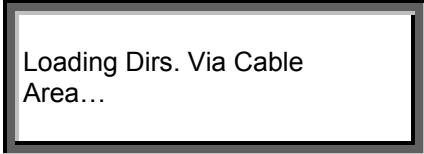
```
┌─────────────────────────────────┐
│                                 │
│   Loading Dirs. Via Cable       │
│   Area…                         │
│                                 │
└─────────────────────────────────┘
```

DIRECTORIES VIA DC 2.x
This option is used to receive the Area, Location and Category directories from another DC
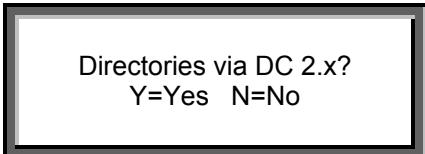
```
┌─────────────────────────────────┐
│                                 │
│     Directories via DC 2.x?     │
│          Y=Yes   N=No           │
│                                 │
└─────────────────────────────────┘
```

RECEIVE SKU LOOKUPS
This option is used to receive the Itemaster Lookup File from the PC.
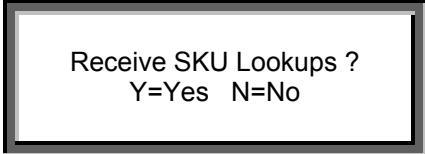
```
┌─────────────────────────────────┐
│                                 │
│     Receive SKU Lookups ?       │
│          Y=Yes   N=No           │
│                                 │
└─────────────────────────────────┘
```

RECEIVE UNIT SETUP
This option is used to receive the DC Setup/Inventory Configuration File from the PC.
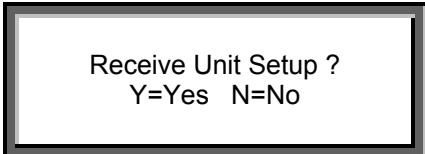
```
┌─────────────────────────────────┐
│                                 │
│      Receive Unit Setup ?       │
│          Y=Yes   N=No           │
│                                 │
└─────────────────────────────────┘
```

TRANSFER FILES TO PC
This option executes the transfer of all inventory data or directories in the DC to a PC. The data can be transferred either via direct connect or via a modem over telephone lines.
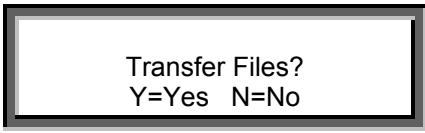
```
┌─────────────────────────────────┐
│                                 │
│        Transfer Files?          │
│         Y=Yes   N=No            │
│                                 │
└─────────────────────────────────┘
```

```
┌─────────────────────────┐
│                         │
└─────────────────────────┘
```

TRANSFER UPLOADS:
A single upload is transferred from the DC to the PC.

```
┌─────────────────────────┐
│                         │
│    Transfer Uploads?    │
│      Y=Yes   N=No       │
│                         │
└─────────────────────────┘
```

TRANSFER DIRECTORIES:
The directories (Area, Location and Category) are transferred from the DC to the PC or another DC.

```
┌─────────────────────────┐
│                         │
│   Transfer Directories? │
│      Y=Yes   N=No       │
│                         │
└─────────────────────────┘
```
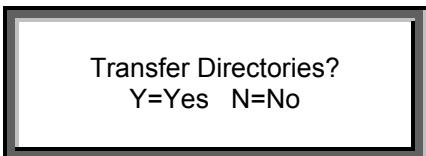
CLEAR DATA FILES
Immediately following the transfer of the inputted entries to the PC, the data files should be cleared. This action prepares the Datacomputer for continued entry of inventory counts. The function requires a positive confirmation that file clearing is desired.

CLEAR DIRECTORIES
This action will clear the current AREA, LOCATION and CATEGORY directories in the Datacomputer. The function requires a positive confirmation that file clearing is desired.

CHANGE PASSWORD
Both the Change Parameters and File Management sub-menu options require a password for entry into the functions. The initial password is set to zeros and can be reset to any six-character configuration that management desires.

EXIT TO SYSTEM MENU
This option is selected when it is required to turn the operation of the Datacomputer over to the operating system. More specifically, the operating system is responsible for transferring the Wintakes program from the PC to the Datacomputer.