

The
WINTAKES
Inventory Taking System

Host/Server
Reference Manual



Wintakes Reference Guide

Change Record

<u>Rev. No.</u>	<u>Date</u>	<u>Description</u>
0	7-21-03	Initial Release
1	9-9-04	<p>All references to disk drives have been changed to browse for selection.</p> <p>Send to DC: Added Comm Ports 3 and 4, Ethernet, and Storage Card mechanisms to send data to the DC.</p> <p>Receive from the DC: Added Comm Ports 3 and 4 and Receive Uploads from Storage Card.</p> <p># 4 Reports: Custom Reports are now accurately displayed in the custom reports section.</p>
2	12-8-04	Added Addendum # 1 – Product Verification

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Wintakes Main Menu

Wintakes is a full-featured inventory taking system. It gives you the ability to do live data capture of a store, import and export the inventory and report on it.

Below is the Main Menu. It gives you access to all the features in Wintakes. All hardware and software configuration is handled inside of this menu.



Here is a brief description of what each section does:

#1 Wintakes Configuration allows you to debug all applications in case of problems, define who you are, define your customers, define each individual inventory, fine tune the Datacomputer applications and set a default target for the reports.

#2 Pre-Inventory Setup allows you to define the Area, Location, Category and Itemmaster directories.

#3 Live Inventory is where you will spend the majority of your time. This provides access to sending to and receiving from the Datacomputer. It also gives you access to the Edit, where the system determines the found status of SKU records. You may also do any audit corrections from this sub-menu.

#4 Reports provides 18 summary level and 10 detail level reports. It also allows access to any custom reports that you may need.

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#5 Finalize this Inventory gives you the ability to save restore and remove an entire inventory.

#6 Import allows you to bring in a past inventory. In the beginning, this is a good way to get used to Wintakes if you have used the DOS INTAKES in the past. The Import External File to Itemaster gives you the ability to import any flat-file format into Wintakes for use as an Itemaster.

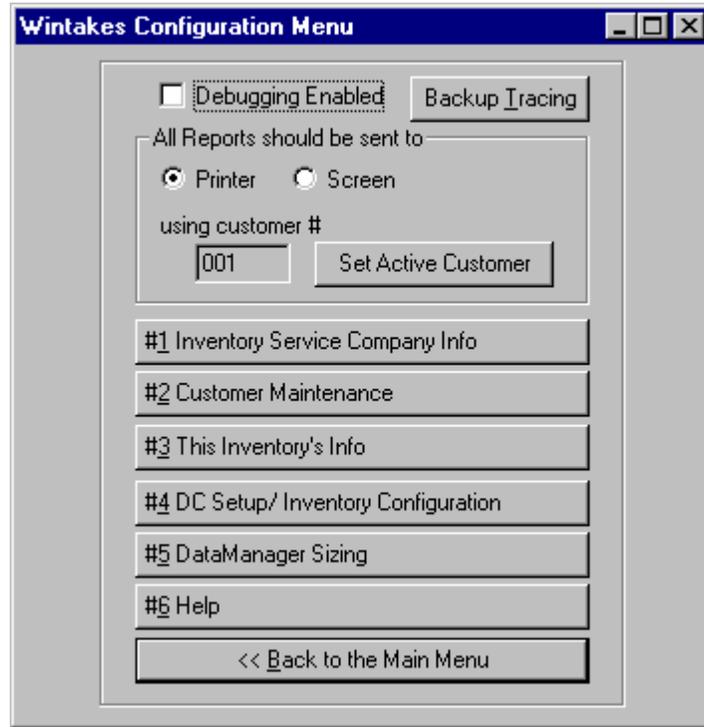
#7 Export will send any table in the Wintakes system to any flat-file format (and even RDBMS systems like Oracle and SQL-Server).

#8 Help calls this help file.

Exit will end the Wintakes session.

#1 Wintakes Configuration

This section lets you tailor Wintakes to meet your needs. It lets you setup how your reports will look that you give to your customers and how you physically capture each record of an inventory.



Debugging Enabled will start an ODBC trace. WARNING! Only enable this feature when directed by NDI. It will affect performance. It is highly useful in tracing problems in the data sets each application works with.

Backup Tracing copies the trace files created by Debugging Enabled to a user specified location. WARNING! Only use this feature when directed by NDI.

Printer will send all reports to the default printer.

Screen will send all reports to the screen. At that point, you may send the report page-by-page or in it's entirety to the default printer or to a file.

Using customer # shows which customer you are currently working on.

Set Active Customer allows you to change which customer you are currently working on.

#1 Inventory Service Company Info is your inventory company demographics.

#2 Customer Maintenance is a list of all your customers with a unique customer number for each. This customer number is used throughout the system for reporting, backups and other features.

#3 This Inventory's Info describes the current store. Things such as the time the inventory started and stopped, the crew leader and the store manager on-duty are stored here.

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#4 Handheld Setup configures the way an inventory is captured on the Datacomputer. It also defines how a SKU is handled when it's uploaded onto the laptop/PC.

#5 DataManager Sizing changes the size of each Datacomputer's DataManager. **WARNING!** Only use this application under the direction of NDI.

#6 Help calls this help file

Back to the Main Menu returns you to the Main Menu.

[Return to Using Wintakes](#)

Inventory Service Company Demographics

Inventory Service Company Demographics allows you to tell your customers basic information about your company on all reports. You can select to place specific information or none at all.

Field	All	1st	None
Inventory Service Company	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Address1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Address2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Address3	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Crew Leader	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Store Manager	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Inventory Service Company is your company name. (Maximum of 64 characters)

Address1 is used typically for your street address. (Maximum of 64 characters)

Address2 is used typically if you have a suite address. (Maximum of 64 characters)

Address3 is used typically for your city, state and zip code. (Maximum of 64 characters)

Crew Leader is the person in charge of the physical inventory. (Maximum of 32 characters)

Store Manager is the person in charge of the store the where the inventory is taking place. (Maximum of 32 characters)

Back to the Main Menu returns you back to the Main Menu.

Help calls this help file.

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Save these settings will write the above settings to file.

Header Printing Options will print enabled fields on all reports. **All** means the field to the left will print on all pages of the report. **1st** means the field to the left will print on only the first page of the report. **None** means that the field to the left will not print on any report.

Customer Directory Maintenance

Customers, in Wintakes, play a major part in the way the system works. You must specify a customer in order to do backups. You must also specify a customer to save export setups. The current customer (a.k.a. Active Account) is used on all Reports.

Customer Directory Maintenance supports list sorting via clicking the field / column heading.

Customer Directory Maintenance supports field recall via the up / down arrow keys in the current field.

[To see field sizes, click here.](#)

[To see standard maintenance functions, click here.](#)

Acco...	CustomerName	Address1
00001	Test Account	123 Raines Rd

Customer Record

Account # 00001 All 1st None

Customer Name Test Account

Address1 123 Raines Rd

Address2 Suite 101

Address3 Memphis, TN 381

Notes #1 Customer Notes 1 Print Notes

Notes #2 Customer Notes 2

Notes #3 Customer Notes 3

Notes #4 Customer Notes 4

Notes #5 Customer Notes 5

Notes #6 Customer Notes 6

Cancel Delete All Records

Add Change Delete Search Clear All Fields Print Help

<< Back to the Main Menu

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Field Sizes

Account # has a minimum of 1 character and a maximum of 5 characters.

Customer Name has a minimum of 0 characters and a maximum of 64 characters.

Address1 has a minimum of 0 characters and a maximum of 64 characters.

Address2 has a minimum of 0 characters and a maximum of 64 characters.

Address3 has a minimum of 0 characters and a maximum of 64 characters.

Print Notes can be turned on or off. Remember, you can define any notes about a customer and still NOT have them print just by using this field. NOTE: Customer Notes will appear at the bottom left hand portion on the last page on any report (if enabled).

Notes #1 has a minimum of 0 characters and a maximum of 64 characters.

Notes #2 has a minimum of 0 characters and a maximum of 64 characters.

Notes #3 has a minimum of 0 characters and a maximum of 64 characters.

Notes #4 has a minimum of 0 characters and a maximum of 64 characters.

Notes #5 has a minimum of 0 characters and a maximum of 64 characters.

Notes #6 has a minimum of 0 characters and a maximum of 64 characters.

All means that the field in question will be printed on all report pages.

1st means that the field in question will be printed on just the first page.

None means that the field in question may have information, but it will not be printed on any report.

[Return to Using Customer Directory Maintenance](#)

Standard Maintenance Functions

Add will add the record entered in the Customer Record box to the current defined Customer Directory if it is unique. Uniqueness is based on the Account # field.

Change will alter the highlighted customer in the list to the desired changes in the Customer Record box to the right. Again, all Account # fields must be unique.

Delete will delete the currently highlighted customer.

Print will produce a directory listing. The printout will be directed to the default print device.

Search will search the entire Customer Directory for the information provided in all the fields. If all fields have information, then all fields are used in the search. For a more exact search, enter more information in one or more fields. For a more general search, use just one field. Examples: To show all Gas Stations in your Customer list, then enter Gas Station in the Customer Name field. To show just Gas Station #101, fill in just the Customer Name with Gas Station #101.

Clear All Fields will clear out the fields in the Customer Record box. This will not delete or change a record. It's useful when you are doing the initial directory build.

Help calls up the help file you are currently reading.

Cancel will stop loading Customer records in the list.

Delete All Records will totally clear out the Customer Directory. You can not undo this command. Make sure you have backups of this directory before continuing.

Back to the Main Menu will return you to Main Menu.

Make Customer Active will make the currently highlighted customer the "Active Account". This is the same Active Account that you can set in the Reports and Configuration Sections of Wintakes.

Copy Customer's Settings starts the Customer Past History application.

[Return to Using Customer Directory Maintenance](#)

Customer Past History

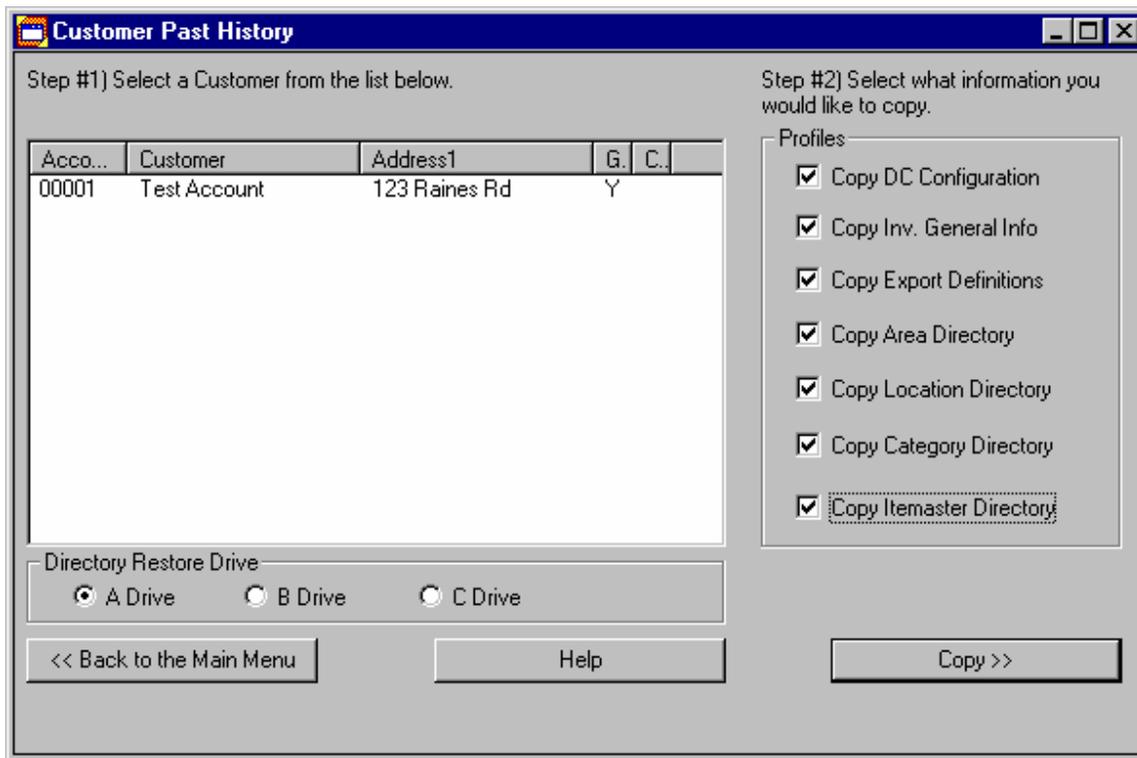
Customer Past History allows you to copy settings such as DC Setups, Export Setups and directories from one customer to another.

A simple two step process is all that's involved for copying a customer's setting.

Step #1 - you must select a customer that you want to copy from.

Step #2 - select the file(s) you want to copy into the current active account. If no customer has been made the active account, then all information copied still goes into the current inventory setup.

To see what the controls do, [click here](#)



What the controls do

Directory Restore Drive may be one of three choices: **A-Drive**, **B-Drive** or **C-Drive**. This setting is only used if you select a directory (i.e. Area, Location, Category or Itemmaster).

Back to the Main Menu returns you to the Main Menu.

Help calls this help file.

Copy will copy into the current active customer, the select customers' chosen options.

Copy DC Configuration will copy all Handheld Setup options (Option 1 then option 4 off the Main Menu). It will overwrite (not append) any existing area directory.

Copy Inv. General Info will copy This Inventory's Info (Option 1 then option 3 off the Main Menu). It will overwrite (not append) any existing area directory.

Copy Export Definitions is a future option that is not yet available.

Copy Area Directory will prompt you for the diskette of the customer selected. It will overwrite (not append) any existing area directory. This information is found in option 2 then option 1 off the Main Menu.

Copy Location Directory will prompt you for the diskette of the customer selected. It will overwrite (not append) any existing location directory. This information is found in option 2 then option 2 off the Main Menu.

Copy Category Directory will prompt you for the diskette of the customer selected. It will overwrite (not append) any existing category directory. This information is found in option 2 then option 3 off the Main Menu.

Copy Itemmaster Directory will prompt you for the diskette of the customer selected. It will overwrite (not append) any existing category directory. This information is found in option 2 then option 4 off the Main Menu.

[Return to Using Customer Past History](#)

Current Inventory General Information Maintenance

Inventory General Information (or IGI for short) is a brief description of the current inventory. It tells how long an inventory took, the crew leader and any notes regarding this one inventory. The top half of the dialog shown below appears in the top third of all reports (if the Header Printing options allow it to). The Notes in the bottom half of the dialog appear on the last page of all reports if they have been enabled.

Date of Inventory is pretty much self-explanatory.

Time In is when you started the physical inventory (including but not limited to the actual upload files).

Time Out is when the inventory was finished and the reports handed to the customer.

Crew Leader is the person in charge.

Current Date should match the Date of Inventory. This is needed for the headings of any report that use the Current / Prior comparisons.

Prior Date is the date of the prior inventory (if any) loaded into the current inventory for comparison.

Notes 1 through 6 provide you with a means of recording any abnormal things encountered while taking the inventory. These notes can be suppressed from printing and still be recorded for future use.

Header Printing Options are used in all reports. **All** means the field to the left will appear on every page of the report. **1st** means the field to the left will appear on only the first page of the report. **None** means the field to the left will not appear on the report.

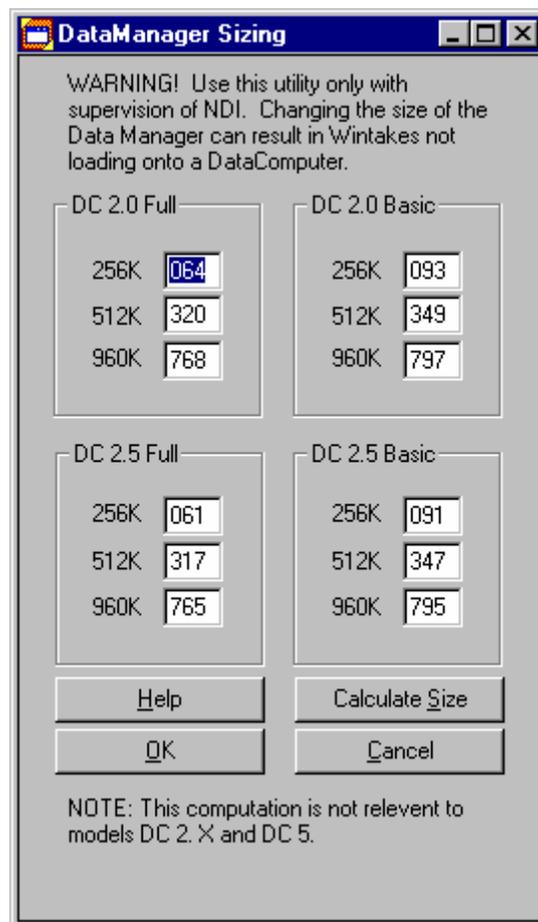
DataManager Sizing

This section does not apply to the DC 2.X and DC 5 models. This tool is useful when you have a new DC application that is not loading due to the message "Program too Large" or that continues to exhibit problems that most likely result in a stack space that is too small.

Each of the values shown when you first start up DataManager Sizing are read straight from the DC script files. These are the base figures from which to start making changes. NDI distributes the base files, which should work on all models listed.

[To see what each button does, click here.](#)

[To see an example of manually creating a DC script, click here.](#)



What each button does

OK will trigger a re-write or generation of all the Datacomputer DataManager files. These files correspond to the model, features and memory size of the units. The DC25F256 file in the Wintakes directory represents the DC 2.5 model, full features (versus basic features), using the 256K memory size.

Calculate Size does a "best guess" calculation based on:

1. The size of the DC application in question
2. The size of the CEX or data manager file
3. Extra space needed for the application stack (so the application can run with plenty of space for full features that require it).

Calculate Size does the same procedures for script sizes as described in the example. This button will not generate any file. It merely changes the values (which you can change) under each DC present on the system.

Help calls this help file.

Cancel takes you back to the Main Menu.

[Return to Using DataManager Sizing](#)

Example of manually creating a DC script

As a general rule of thumb, always make the number for each memory size in each model lower than you need. It means you will lose some storage space, but should result in a more stable system. All Wintakes DC applications are built using a 5K-stack frame and should be a factor when generating these scripts. All DC 2.0 DataManager should be 19K. All DC 2.5 DataManager (Mini-FileManager) should be 31K.

Example on creating a DC 2.5 256K Basic Script:

#1 Get the exact byte size of the application (ResultA = byte size of application)

#2 Divide ResultA by 1024 (ResultB = ResultA / 1024).

#3 Round ResultB up to the next whole number (ResultC = ResultB + 1).

#4 Subtract ResultC from the memory size (ResultD = 256 - ResultC).

#5 Subtract the DataManager size from ResultD (ResultE = ResultD - 31).

#6 Subtract the Stack Frame from ResultE (ResultF = ResultE - 5).

ResultF should then be entered into the corresponding memory size and DC model you just manually calculated.

So, if the DC25B256.EXE file is 109,351 bytes in size, this is the result:

ResultA = 109,351
ResultB = $109,351 / 1024 = 106.78$
ResultC = $106 + 1 = 107$
ResultD = $256 - 107 = 149$
ResultE = $149 - 31 = 118$
ResultF = $118 - 5 = 113$

113 should be entered in the edit for DC 2.5 Basic 256K of memory.
This represents 113K of Data Storage Space for Records and / or Itemaster on the DC.

[Return to Using DataManager Sizing](#)

#2 Pre-Inventory Setup

This section allows you to describe the physical layout of a store. How you layout the store in a large part determines the look of the reports. Directories may be the same for multiple stores in a chain. To create different directories for different customers, you will need to backup the current directories and remove them.



#1 Area Directory Maintenance defines all areas in a single store. An area is generally thought of as the store floor in viewing range (such as the front room versus the back/store room or left bottom quarter versus right bottom quarter).

#2 Location Directory Maintenance defines all locations in a single store. A location is generally thought of as a ten- (10) foot section on the left or right of an aisle.

#3 Category Directory Maintenance defines all categories in a single store. A category is generally thought of as a generic "grouping" of items such as pharmacy, grocery, meat, etc.

#4 Itemaster Directory Maintenance defines all SKUs in a single store. A SKU number is always a direct link to an individual item. Every distinct product in a store has a unique SKU number. SKUs are the generic term for UPCs.

#5 Help calls this help file

NOTE: Each directory is free form. The Category report for one customer may only have 10 entries where as another customer needs it in 100 different entries. Directories change depending on the customer's needs and your ability to capture the information on the Datacomputer in a timely basis.

[Return to Using Wintakes](#)

Area Directory Maintenance

Areas, in Wintakes, help in describing the physical layout of an inventory.

Area Directory Maintenance supports list sorting via clicking the field / column heading.

Area Directory Maintenance supports field recall via the up / down arrow keys in the current field.

[To see field sizes, click here.](#)

[To see standard maintenance functions, click here.](#)

Area	Description	Pointer
01	AISLE 1	00
02	AISLE 2	00
03	AISLE 3	00
04	AISLE 4	00
05	AISLE 5	00
06	AISLE 6	00
07	AISLE 7	00
08	AISLE 8	00
09	AISLE 9	00
10	AISLE 10	00
11	AISLE 11	00
12	AISLE 12	00
13	AISLE 13	00
14	AISLE 14	00
15	AISLE 15	00
16	AISLE 16	00
17	AISLE 17	00
18	AISLE 18	00
19	AISLE 19	00
20	AISLE 20	00

Area Record

Area: 01
Description: AISLE 1
Pointer: 00

Buttons: Add, Change, Delete, Print, Search, Clear All Fields, Help, Cancel, Delete All Records, << Back to the Main Menu

Field Sizes

Area has a minimum of 1 character and a maximum of 5 characters.

Description has a minimum of 0 characters and maximum 16 characters.

Pointer has a minimum of 1 character and a maximum of 2 characters.

[Return to Using Area Directory Maintenance.](#)

Standard Maintenance Functions

Add will add the record entered in the Area Record box to the current defined Area Directory if it is unique. Uniqueness is based on the Area field.

Change will alter the highlighted area in the list to the desired changes in the Area Record box to the right. Again, all area fields must be unique.

Delete will delete the currently highlighted area.

Print will produce a directory listing. The printout will be directed to the default print device.

Search will search the entire Area Directory for the information provided in the Area, Description and Pointer fields. If all fields have information, then all fields are used in the search. For a more exact search, enter more information in one or more fields. For a more general search, use just one field. Examples: To show Areas 1 through 20, then fill in just the Description with Area 1. To show just Area 20, fill in just the Description with Area 20.

Clear All Fields will clear out the Area, Description and Pointer fields. This will not delete or change a record. It's useful when you are doing the initial directory build.

Help calls up the help file you are currently reading.

Cancel will stop loading Area records in the list.

Delete All Records will totally clear out the Area Directory. You can not undo this command. Make sure you have backups of this directory before continuing.

Back to the Main Menu will return you to Main Menu.

[Return to Using Area Directory Maintenance](#)

Location Directory Maintenance

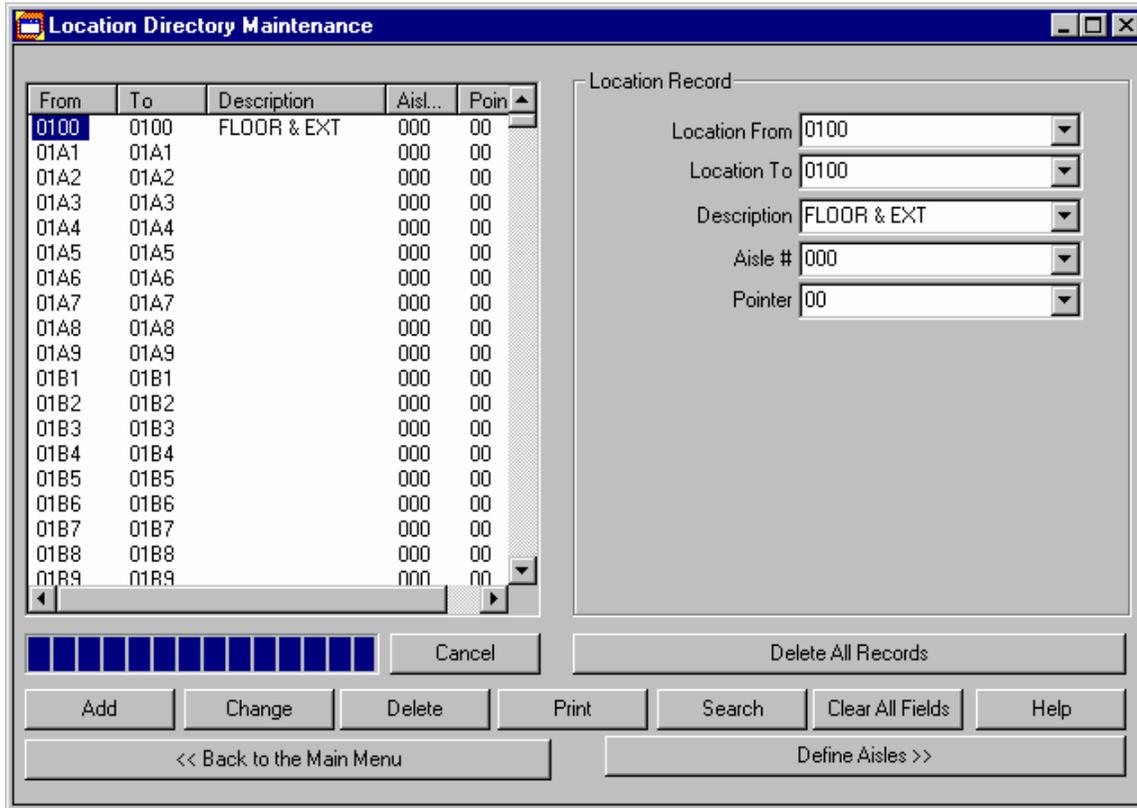
Locations, in Wintakes, help in describing the physical layout of an inventory.

Location Directory Maintenance supports list sorting via clicking the field / column heading.

Location Directory Maintenance supports field recall via the up / down arrow keys in the current field.

[To see field sizes, click here.](#)

[To see standard maintenance functions, click here.](#)



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Field Sizes

Location From has a minimum of 1 character and a maximum of 5 characters.

Location To has a minimum of 1 character and a maximum of 5 characters.

Description has a minimum of 0 characters and a maximum of 16 characters.

Aisle # has a minimum of 0 characters and a maximum of 4 characters.

Pointer has a minimum of 0 characters and a maximum of 2 characters.

[Return to Using Location Directory Maintenance](#)

Standard Maintenance Functions

Add will add the record entered in the Location Record box to the current defined Location Directory if it is unique. Uniqueness is based on the Location From and Location To fields.

Change will alter the highlighted location in the list to the desired changes in the Location Record box to the right. Again, all location from / to fields must be unique.

Delete will delete the currently highlighted location.

Print will produce a directory listing. The printout will be directed to the default print device.

Search will search the entire Location Directory for the information provided in all the fields. If all fields have information, then all fields are used in the search. For a more exact search, enter more information in one or more fields. For a more general search, use just one field. Examples: To show Locations 11 through 19, then fill in just the Description with Location 1. To show just Location 20, fill in just the Description with Location 20.

Clear All Fields will clear out the fields in the Location Record box. This will not delete or change a record. It's useful when you are doing the initial directory build.

Help calls up the help file you are currently reading.

Cancel will stop loading Location records in the list.

Delete All Records will totally clear out the Location Directory. You can not undo this command. Make sure you have backups of this directory before continuing.

Back to the Main Menu will return you to Main Menu.

Define Aisles will launch the Aisle Directory Maintenance application. Multiple locations may be contained within a single aisle. A good example is Aisle # 0001 represents aisle 1 in a supermarket. Locations 00001 through 00019 are all in aisle 1 so should have Aisle # 0001. Aisle 2 is Aisle # 0002 and "contains" Locations 0020 through 0040 and so on.

[Return to Using Location Directory Maintenance](#)

Aisle Directory Maintenance

Aisles, in Wintakes, are defined as a method of grouping multiple locations into one. The Aisle Location Report uses aisles as a breakout (sub-total).

Aisle Directory Maintenance supports list sorting via clicking the field / column heading.

Aisle Directory Maintenance supports field recall via the up / down arrow keys in the current field.

[To see field sizes, click here.](#)

[To see standard maintenance functions, click here.](#)

Aisle	Description
0001	Aisle 1
0002	Aisle 2
0003	Aisle 3

Aisle Record

Aisle: 0003

Description: Aisle 3

Buttons: Add, Change, Delete, Print, Search, Clear All Fields, Help, Cancel, Delete All Records, << Back to the Main Menu

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Field Sizes

Aisle has a minimum of 1 character and a maximum of 4 characters.

Description has a minimum of 0 characters and maximum 16 characters.

[Return to Using Aisle Directory Maintenance.](#)

Standard Maintenance Functions

Add will add the record entered in the Aisle Record box to the current defined Aisle Directory if it is unique. Uniqueness is based on the Aisle field.

Change will alter the highlighted aisle in the list to the desired changes in the Aisle Record box to the right. Again, all aisle fields must be unique.

Delete will delete the currently highlighted aisle.

Print will produce a directory listing. The printout will be directed to the default print device.

Search will search the entire Aisle Directory for the information provided in the Aisle and Description fields. If both fields have information, then both fields are used in the search. For a more exact search, enter more information in one or both fields. For a more general search, use just one field. Examples: To show Aisles 1 through 20, then fill in just the Description with Aisle 1. To show just Aisle 20, fill in just the Description with Aisle 20.

Clear All Fields will clear out the Aisle and Description fields. This will not delete or change a record. It's is useful when you are doing the initial directory build.

Help calls up the help file you are currently reading.

Cancel will stop loading Aisle records in the list.

Delete All Records will totally clear out the Aisle Directory. You can not undo this command. Make sure you have backups of this directory before continuing.

Back to the Main Menu will return you to Location Directory Maintenance.

[Return to Using Aisle Directory Maintenance.](#)

Category Directory Maintenance

Categories, in Wintakes, help in describing the physical layout of an inventory.

Category Directory Maintenance supports list sorting via clicking the field / column heading.

Category Directory Maintenance supports field recall via the up / down arrow keys in the current field.

[To see field sizes, click here.](#)

[To see standard maintenance functions, click here.](#)

Categ...	Description	PriceLimit	DollarLimit	QuantityLimit	Disco...	Cost%	PriorC...	Pointer
100	GROCERY	9,999.9900	9,999,999.9900	9,999	0	0	0	00
111	GROCERY B/R	9,999.9900	9,999,999.9900	9,999	0	0	0	00
300	DRUG/GM	9,999.9900	9,999,999.9900	9,999	0	0	0	00
311	DRUG B/R	9,999.9900	9,999,999.9900	9,999	0	0	0	00
700	GROCERY B/R	9,999.9900	9,999,999.9900	9,999	0	0	0	00
900	DRUG/GM B/R	9,999.9900	9,999,999.9900	9,999	0	0	0	00

Category Record

Category: 100, Description: GROCERY, Price Limit: 9,999.9900, \$ Limit: 9,999,999.99, Unit Limit: 9,999

Discount %: 0, Cost %: 0, Prior Cost %: 0, Pointer / Department: 00

Buttons: Add, Change, Delete, Print, Search, Clear All Fields, Help

Navigation: << Back to the Main Menu, Define Pointers / Departments >>

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Field Sizes

Category has a minimum of 1 character and a maximum of 3 characters.

Description has a minimum of 0 character and a maximum of 16 characters.

Price Limit has a minimum of 0.0 and a maximum of 9,999,999.9999.

Dollar (\$) Limit has a minimum of 0.0 and a maximum of 999,999,999.9999.

Unit Limit has a minimum of 0 and a maximum of 9,999,999,999.

Discount (%) Percentage has a minimum of 0 and a maximum of 100.

Cost (%) Percentage has a minimum of 0 and a maximum of 100.

Prior Cost (%) Percentage has a minimum of 0 and a maximum of 100.

Pointer / Department has a minimum of 0 characters and a maximum of 2 characters.

[Return to Using Category Directory Maintenance](#)

Standard Maintenance Functions

Add will add the record entered in the Category Record box to the current defined Category Directory if it is unique. Uniqueness is based on the Category field.

Change will alter the highlighted category in the list to the desired changes in the Category Record box to the right. Again, all category fields must be unique.

Delete will delete the currently highlighted category.

Print will produce a directory listing. The printout will be directed to the default print device.

Search will search the entire Category Directory for the information provided in all the fields. If all fields have information, then all fields are used in the search. For a more exact search, enter more information in one or more fields. For a more general search, use just one field. Examples: To show Categories 11 through 19, then fill in just the Description with Category 1. To show just Category 20, fill in just the Description with Category 20.

Clear All Fields will clear out the fields in the Category Record box. This will not delete or change a record. It's useful when you are doing the initial directory build.

Help calls up the help file you are currently reading.

Cancel will stop loading Category records in the list.

Delete All Records will totally clear out the Category Directory. You can not undo this command. Make sure you have backups of this directory before continuing.

Back to the Main Menu will return you to Main Menu.

Define Pointers / Departments will launch the Department Directory / Book Balance Maintenance application. Each Category Pointer should correspond to a Department in this application.

[Return to Using Category Directory Maintenance](#)

Department Directory / Book Balance Maintenance

Departments, in Wintakes, help in grouping multiple categories together into one. The Category Report does sub-total breakouts based on Departments.

Department Directory / Book Balance Maintenance supports list sorting via clicking the field / column heading.

Department Directory / Book Balance Maintenance supports field recall via the up / down arrow keys in the current field.

[To see field sizes, click here.](#)

[To see standard maintenance functions, click here.](#)

Depar...	Description	Amount
00	DEFAULT DEPT.	1,000.0000

Department Record

Department: 00
Description: DEFAULT DEPT.
Balance: 1,000.0000

Cancel Delete All Records

Add Change Delete Search Clear All Fields Print Help

<< Back to the Main Menu

Wintakes Reference Guide

Field Sizes

Department has a minimum of 1 character and a maximum of 2 characters.

Description has a minimum of 0 characters and maximum 16 characters.

Balance has a minimum of 0.0 and a maximum of 9,999,999,999.9999.

[Return to Using Department Directory / Book Balance Maintenance.](#)

Standard Maintenance Functions

Add will add the record entered in the Department Record box to the current defined Department Directory if it is unique. Uniqueness is based on the Department field.

Change will alter the highlighted department in the list to the desired changes in the Department Record box to the right. Again, all department fields must be unique.

Delete will delete the currently highlighted department.

Print will produce a directory listing. The printout will be directed to the default print device.

Search will search the entire Department Directory for the information provided in the Department, Description and Balance fields. If all fields have information, then all fields are used in the search. For a more exact search, enter more information in one or more fields. For a more general search, use just one field. Examples: To show Departments 1 through 20, then fill in just the Description with Department 1. To show just Department 20, fill in just the Description with Department 20.

Clear All Fields will clear out the Department, Description and Balance fields. This will not delete or change a record. It's is useful when you are doing the initial directory build.

Help calls up the help file you are currently reading.

Cancel will stop loading Department records in the list.

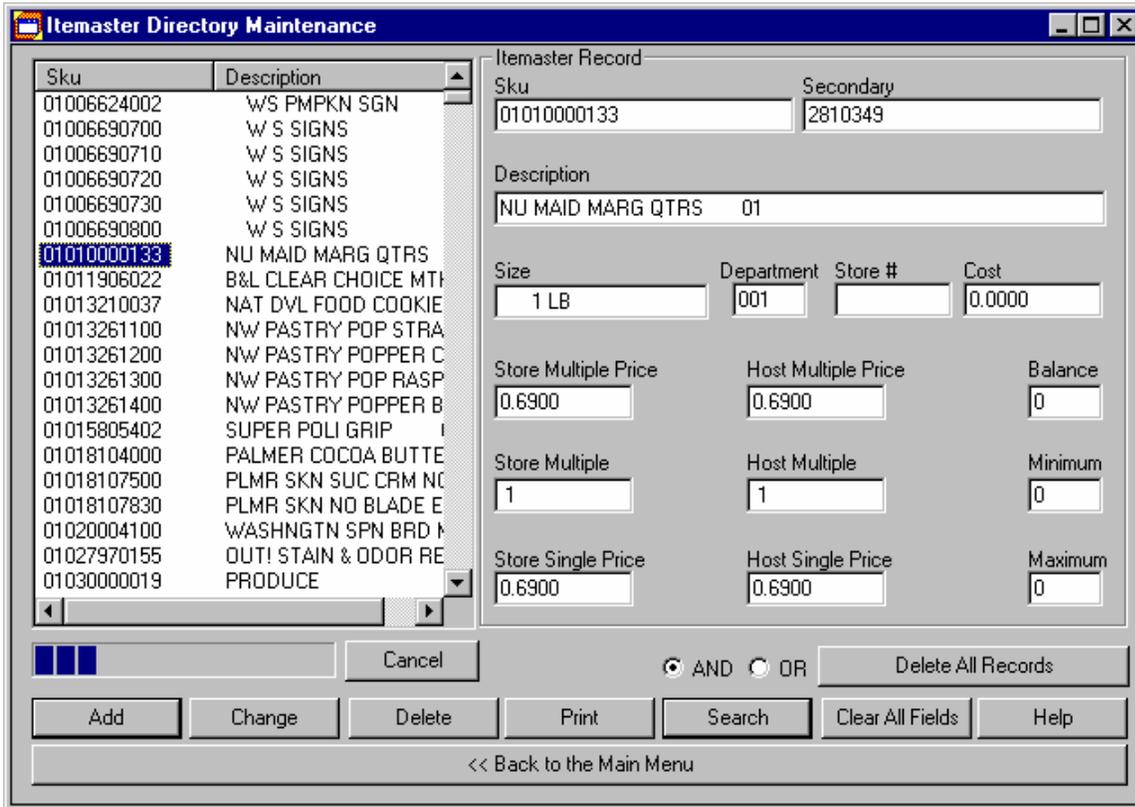
Delete All Records will totally clear out the Department Directory. You can not undo this command. Make sure you have backups of this directory before continuing.

Back to the Main Menu will return you to Category Directory Maintenance.

[Return to Using Department Directory / Book Balance Maintenance.](#)

Itemmaster Directory Maintenance

Itemmaster Directory Maintenance (IDM) allows you to create, query and update a customer's Itemmaster file. The term Itemmaster may be unfamiliar. The meaning to every is still the same. The Itemmaster is a master table (file) where a group of SKU numbers (such as UPCs) reside along with their attributes (such as description and price). What different customers keep in the Itemmaster vary greatly. Wintakes attempts to capture the most common fields that are likely to appear in any Itemmaster.



Eventually, you will load a list of records that match your search criteria and get the main dialog, which looks similar to the one above.

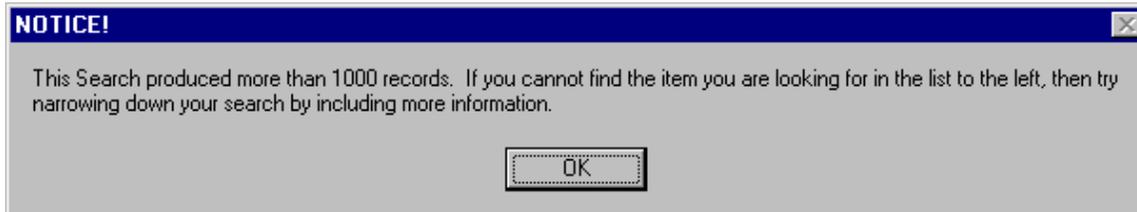
[To see how to search for a SKU item, click here.](#)

[To see what the controls do, click here](#)

[To see the field sizes, click here.](#)

How to search for a SKU item

To search for any SKUs in the Itemaster, use the SKU, secondary or description fields. Like the other maintenance applications in Wintakes, IDM's search capabilities are determined by the information given. The more fields and more information in each field produces a most exact search. If you are not finding the SKUs you need to, try reducing your search arguments to just the SKU number or just the description. It's possible that the description of the item in hand does not necessarily match what's in the Itemaster.



If your search conditions produce more than 1000 records, then the above dialog will appear. This is letting you know that you may need to expand your search by giving more of a SKU number (instead of just 01 try 012).

[Return to Using Itemaster Directory Maintenance](#)

What the controls do

Add will add a unique SKU number to the Itemaster.

Change will modify the existing SKU number that already exists.

Delete will permanently remove the selected SKU from the Itemaster. This command cannot be undone.

Print will print the ENTIRE Itemaster file. WARNING! An average of 59 items per page is the current maximum for the Wintakes Itemaster Directory Report. This could result in hundreds of pages or more depending on the size of your Itemaster.

Search will begin searching for the SKUs desired. SKU, Secondary and Description are currently the only fields available for searching. These three fields can be used independent or dependent on one another. AND and OR determine how the search will be done when looking at multiple search fields.

Clear All Fields will clear out all fields in the Itemaster Record box. This does not update the record selected; it only clears out the controls to make it easier for data entry.

Help calls this help file.

Cancel will stop loading Itemaster records.

AND searching means that a record loaded will have to meet ALL field criteria entered. Example: If I enter SKU 12345 and Description Green Beans, then all records returned in the left list will have to meet both criteria. The vendor 12345 may produce 5 different SKUs of green beans and that would result in 5 SKUs in the left list. NOTE: In UPC terminology, digits 2 through 6 are the unique vendor id # assigned to company's throughout the USA. JAN and EAN codes are handled differently. Most vendors will produce more than one product. Vendor 12345 produced SKU items x1234500001x through x1234500100x (100 items). The "x"s represent the check digits for the individual SKU.

OR searching means that a record loaded must meet ONE of the field criteria entered. Example: If I enter SKU 12345 and Description Green Beans, then all records that match SKU 12345 will be loaded. In addition, all records that match Description Green Beans will be loaded. The vendor 12345 from above would have the 5 different Green Bean SKUs in the list, in addition to the rest of it's products because of the SKU #. Other vendors Green Beans would also appear in the list because you asked for a Description Search on Green Beans.

Delete All Records will permanently remove all SKUs in an Itemaster. WARNING! This command cannot be undone. Typically, you would have to re-load or re-import the customer's Itemaster. Make very sure before using this feature.

[Return to Using Itemaster Directory Maintenance](#)

Field Sizes

SKU has a minimum of 1 character and a maximum of 17 characters. It represents one physical item in the inventory. Multiple items (like cereal boxes) may have the same SKU number.

Secondary has a minimum of 0 characters and a maximum of 17 characters. It represents a shelf label that a customer may or may not use. This number does not have to be the same as the SKU number does tie uniquely to an individual item (just as the SKU # does).

Description has a minimum of 0 characters and a maximum of 30 characters. This is the product description.

Size has a minimum of 0 characters and a maximum of 10 characters. This can represent pack size (6 pack); the number of gallons/liters (2 gal) or even item count inside the container (100 pencils in a box).

Department has a minimum of 0 characters and a maximum of 3 characters. This represents the department (category) to which the item belongs. This is useful in tracking meats, dairy, general grocery and pharmacy items. This field in the Consolidate Uploads (Edit) phase of the inventory can be substituted for the category for any found SKU record.

Store # has a minimum of 0 characters and a maximum of 5 characters. This should correspond to the store number from the Handheld. It is a means of determining different stores in a chain.

Cost has a minimum of 0.0000 and a maximum of 9,999,999.9999. The four-digit precision is for use in pharmacies. This is the price the customer paid for any item.

Store Multiple Price has a minimum of 0.0000 and a maximum of 9,999,999.9999. This is the total price for a "pack" on items such soft drinks. 1.99 for a 6-pack would result in a 1.99 in this field. Items that are not multiples (like a .50 candy bar) retain the same price as the Store Single Price. Also, this is the total price that this Store (not the Chain) is currently selling this item for.

Store Multiple has a minimum of 0 and a maximum of 99. This is the 6 in a 6-pack. Items that are not multiples should have a one (1) in this field.

Store Single Price has a minimum of 0.0000 and a maximum of 9,999,999.9999. This is the unit price for any item (single or multiple). 1.99 6-pack would result in a 0.33 in this field. Also, this is the total price that this Store (not the Chain) is currently selling this item for.

Host Multiple Price has a minimum of 0.0000 and a maximum of 9,999,999.9999. This field works just like the Store Multiple Price except that the price represents what the Chain is currently selling an item for. In most cases, this is the same price as the Store Multiple Price.

Host Multiple has a minimum of 0.0000 and a maximum of 9,999,999.9999. This field works just like the Store Multiple except that the multiple represents the Chain and not the Store.

Host Single Price has a minimum of 0.0000 and a maximum of 9,999,999.9999. This field works just like the Store Single Price except that the price represents what the Chain is currently selling an item for. In most cases, this is the same price as the Store Single Price.

Balance has a minimum of 0 and a maximum of 99,999. This field represents the on-hand balance of a particular item that the customer has.

Minimum has a minimum of 0 and a maximum of 99,999. This field represents the minimum balance that a store has on-hand before re-ordering.

Wintakes Reference Guide

Maximum has a minimum of 0 and a maximum of 99,999. This field represents the maximum balance that a store has on-hand before it is over-stocked.

[Return to Using Itemaster Directory Maintenance](#)

#3 Live Inventory

This section is the heart of Wintakes. During your inventory, this is where you will spend a majority of your time. Sending the information you capture on the Datacomputer to the laptop/PC gives you the ability to quickly narrow down any entries that interest you (such as any entries that exceed \$1000 when you know they should be less than that amount).



#1 Send to the DC lets you send the DataManager, Wintakes, directories and configurations down to the Datacomputer.

#2 Receive from the DC lets you send all inventory information to the laptop/PC. It also gives you immediate views of the inventory for areas, locations, categories, auditors, area/locations and upload files.

#3 Re-Strip Lookup Uploads allows you to change how the SKU numbers in an upload appear based on the Inventory Configuration.

#4 Consolidate / Edit the Uploads, "packs" all the upload files in one easy to use table and does any SKU verification lookups against an Itemaster.

#5 Audit / Corrections to the Inventory allows you to quickly find and correct any mistakes in the inventory and double-check any entries that may concern you.

#6 Help calls this help file.

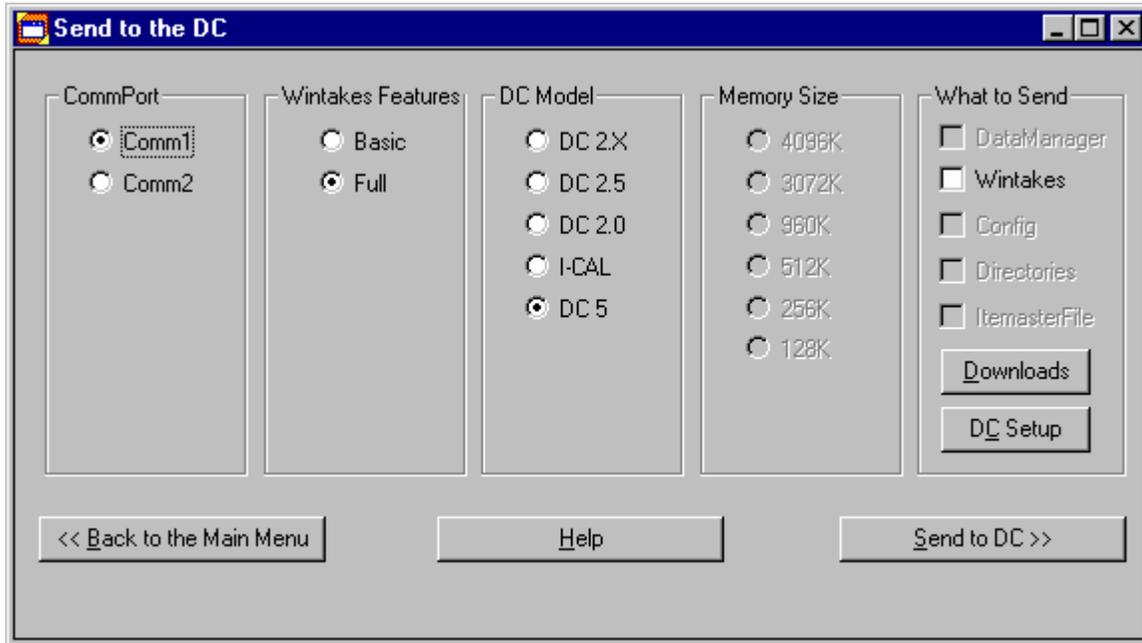
Back to the Main Menu returns you to the Main Menu.

[Return to Using Wintakes](#)

Send to the DC

This application allows you to send information to the Datacomputer.

To see what the controls do, [click here](#).



What the controls do

CommPort is where the data transfer cable is physically connected to the laptop/PC.

Comm1 tells the communications routines to use Serial Port 1 for the transfer.

Comm2 tells the communications routines to use Serial Port 2 for the transfer.

DC Model is the type of Datacomputer the executable or DataManager will reside on.

DC 2.X will send a DC 2.5 executable and /or DataManager to the DC.

DC 2.5 will send a DC 2.5 executable and/or DataManager to the DC.

DC 2.0 will send a DC 2.0 executable and/or DataManager to the DC.

I-CAL will send a DC 2.0 executable and/or DataManager to the DC.

DC 5 will send a DC 5 executable only to the DC.

NOTE: A 2.0 will not work on a 2.5 Datacomputer and vice-versa. A 5 will only work on a 5.

Memory Size is the amount of RAM that the target Datacomputer has. The options are limited by the model.

128K is only available for the I-CAL, will send a DC 2.0 128K DataManager.

256K will send a DC 2.x 256K DataManager for the model selected.

512K will send a DC 2.x 512K DataManager for the model selected.

960K will send a DC 2.x 960K DataManager for the model selected.

4096 and 3072 are only available for model DC 2.X.

NOTE: Use the correct DataManager for your DC. A 960K model will accept any of the above memory size, however, the 960K will make the most use of the memory. A 256K Datacomputer will not accept a 512K or 960K DataManager and a 512K Datacomputer will not accept a 960K DataManager. The DC 5 ignores this field.

Wintakes Features allows you to choose a full, robust or a streamlined feature set.

Basic saves you about 30K of data storage space. Ideal on 256K Datacomputers where you may want to do a 10,000 item or less lookup.

Full costs you the 30K in space, but provides access to the Area, Location and Category directories and reports. If printing from the Datacomputer is a must, then this is your only choice.

NOTE: Even though BASIC is an option for the DC 5 there should never be a need to use it.

What to Send will send selected items to the DC. Only checked items will be sent.

DataManager will send the selected DC Model, Memory Size and Features to the DC. A DataManager basically "formats", for lack of a better word, the memory on the DC into 2 separate sections: one section for the executable to run and one section for the data to reside.

NOTE: The DataManager functionality is built into the DC 5 and should never be sent down to the DC.

Wintakes will send the selected DC Model and Features to the DC. Wintakes is the actual executable application that runs on the Datacomputer.

Config will send the pre-defined Inventory Configuration to the DC.

Directories will send the Area, Location and Category directories to the DC.

Itemaster File will send the Itemaster File to the DC.

Downloads builds the Area, Location, Category and Itemaster Files. After running this, the checkbox controls for Directories and Itemaster File will be enabled if you have chosen to send them.

DC Setup builds and configures how the inventory will run. The setup can be saved for later use and sent to the DC so auditors don't have to waste time setting up each DC.

Back to the Main Menu returns you to the Main Menu.

Help calls this help file.

Wintakes Reference Guide

Send to DC begins the transfer of DataManager, executables and/or directories chosen.

NOTE: If you chose the DataManager, Wintakes and Config to send, then the Datacomputer will automatically receive the Configuration. Normally, Config, Directories and Itemaster File are transferred manually under the DC File Management Menu.

[Return to Using Send to the DC](#)

Download File Maintenance

The Datacomputer (DC) supports customized directories. You must generate the files to send to the Datacomputer in order to take advantage of this feature.

The DC also supports SKU lookups. These files can be quite large, so it is up to your best judgement as to how many records can fit in a DC.

[To see what each of the controls do, click here.](#)

[To see the average number of lookup records \(for DC 2.0 and DC 2.5's\) you can expect, click here.](#)

Download File Maintenance

Create Area Download

Create Location Download

Create Category Download

Create Itemmaster Download

Sku Size : Min(1) Max(17)

Itemmaster Price

Cost Store Host

Price Size (whole #) : Min(1) Max(7)

NOTE: The Datacomputer Application now supports 3 decimal positions at all times. The above price size refers to the number of places to the left of the decimal you desire.

Help

<< Back to the Main Menu Create Downloads >>

Average number of lookup Records

Use the below table as a general rule of thumb for determining the number of records a particular DC can hold.

Assumptions: Capturing 250 Inventory Records, 12 digit UPC code, 3 digit whole # price.

The following formula was used in determining the number of SKU lookup records:

- #1 Take the Free Data Space (look at the DataManager Sizing tool) on a particular DC.
- #2 Subtract out the 250 inventory records space (Avg. Byte Compression per record = 45 bytes x 250 records = 11,250 bytes).
- #3 Divide the result by 50 bytes per record (average byte compression).
- #4 Multiply the result by 5 because there are 5 SKU records to each record on the DC.

Example: Calculating for a Basic 2.0 DC 256K

- #1 116K x 1024 = 118,784 bytes
- #2 118,784 - 11,250 = 107,534 bytes
- #3 107,534 / 50 = 2,150.68 records
- #4 2,150.68 x 5 = 10,753 SKU lookups

	SKU Lookups	Inventory Records
Basic 2.0 DC		
256K	10,753	250
512K	36,967	250
960K	82,843	250
Basic 2.5 DC		
256K	10,446	250
512K	36,660	250
960K	82,535	250
Full 2.0 DC		
256K	7,783	250
512K	33,998	250
960K	79,873	250
Full 2.5 DC		
256K	7,476	250
512K	33,691	250
960K	79,566	250

[Return to Using Download File Maintenance](#)

What each of the controls do

Create Area Download generates the DC file for the Area Directory.

Create Location Download generates the DC file for the Location Directory.

Create Category Download generates the DC file for the Category Directory.

Create Itemmaster Download generates the DC file for the SKU lookups.

Sku Size is probably the most important field to consider when it comes to saving space on the DC. The smaller the number, the more records that can fit. But remember, you still have to uniquely identify a SKU in order for this feature to be useful.

Itemmaster Price allows you to choose which of the three Itemmaster fields you want to show when scanning. At inventory capture time, the auditor scans the item, it is then looked up against this SKU file and the Price indicated will appear. The price that displays can be one of three values: **Cost**, **Store** or **Host**.

Price Size is the second most important field to consider when it comes to saving space on the DC. The size it is referring to is the whole number portion and not the decimal portion of the price field. All prices on the DC are stored a three (3) decimal points - i.e. \$1.39 is stored as 1.390. The smaller the number, the more records that can fit. If you make this number too small, it will result in truncating the price - i.e. if you set it for 3 digits and you have a price of 4,123.456 then the SKU lookup file will always return 123.456 upon scanning this SKU. When you choose a price, the cursor will change to the hourglass cursor. Wintakes is looking through your Itemmaster file for the price field selected and getting a maximum size. The number returned is the largest whole number that your Itemmaster contains. Negative signs have already been accounted for and therefore, the suggested size should handle every SKU on file. Making this number larger will only waste storage space on the DC.

Help calls this help file.

Back to the Main Menu returns you back to the Main Menu

Create Downloads is only enabled when you select all three directories or the Itemmaster. If you want to create a single directory for sending to the DC, then you have to create them all. Pressing the enabled Create Downloads button will begin the generation process and may take several minutes on large Itemmaster files. Directory files should take just a few seconds.

[Return to Using Download File Maintenance](#)

Inventory Configuration

Inventory Configuration allows you to custom tailor you Datacomputer and laptop/PC processing to the inventory at hand. It also allows you to save setups and retrieve them at a later date.

To see what the Global Options do, [click here](#).

To see what the Decimal Precision does, [click here](#).

To see what the Priced SKU options do, [click here](#).

To see what the SKU options do, [click here](#).

The screenshot shows the 'Inventory Configuration' window with the following settings:

- Global Options:**
 - Enter Date: 02/23/98
 - Enter Store #: 12345
 - Enter Serial #: 60121
 - Enter Employee #: SHAU
 - Enter Inventory #: 00001
 - Inventory Type: Priced SKU
 - Use Dollar Limits
 - Restrict Location Range
 - Use Category Discount
 - Use Standard Directories
 - Use Shelf Totals
 - Resize Area
 - Resize Location
 - Resize Category
- Decimal Precision:**
 - Price: 2 decimals
 - Units: 1 decimals
 - Price Rounding: Traditional
- Priced SKU options:**
 - Double Key Price
 - Use Quantity Constant
- SKU Options:**
 - Numeric Sku Only
 - Restrict Sku Length
 - Set Length to: [] position(s)
 - Choose Symbologies
 - Choose Check Digit: []
 - Key Sku Twice
 - Scan Sku Twice
 - Use Laser Gun or Wand
 - Use Single Sku
 - Sku Consolidation
 - Block Financials
 - Lookup Skus
 - Lookup Costs
 - Allow Not Founds
 - Skip Found Prices > 0
 - Expand UPC6 into UPC12

Buttons at the bottom: << Back to the Main Menu, Help, Save this Setup >>

Back to the Main Menu returns you to the main menu.

Help calls this help file

Save this Setup will save all settings in this configuration to the current inventory.

Global Options

Enter Date defaults to the system date on the laptop/PC. It is in the format of MM/DD/YY.

Enter Store # is the customer account number that you have defined for this customer. It has a minimum of 0 characters and a maximum of 5 characters.

Enter Serial # is the serial number of the Datacomputer this setup file will reside on. In most cases, it's easier to leave this blank and set it at upload time. It has a minimum of 0 characters and a maximum of 5 characters.

Enter Employee # is the auditor number assigned to each employee. It has a minimum of 0 characters and a maximum of 4 characters.

Enter Inventory # is the sequential inventory number for the service you are providing on this date. This number can denote how many times a particular customer has been audited. This number should be the same on each Datacomputer. It has a minimum of 0 characters and a maximum of 5 characters.

Inventory Type can be one of five values: Financial, Priced SKU, Quantity SKU, SKU Only or Priced Only.

Use Dollar Limits allows you to limit what the auditor can key in for a single entry.

Restrict Location Range allows you to limit what locations an auditor can key in.

Use Category Discount, if the category directory exists, will lookup and apply the discount % to the Shelf Price. Example: Category 101 has a 10% discount. I key in 1.59 and hit the times key on the Datacomputer. The display immediately shows 1.43 (1.59 at 10% discount = 1.43).

Use Standard Directories will ignore any entries outside of the defined directories (if present). Answering No to this option forces the auditor to use or define the area, location and category directories.

Use Shelf Totals gives two extra options: Review Shelf Totals on the DC main menu and the Shelf Totals Hot Key (Up Arrow). A Shelf Total is nothing more than a merging of sub-locations into one grand location. Example: Location 0100 is a shelf total for 0101 through 0109. Location 0110 is a shelf total for 0111 through 0119. A shelf total always ends in 0 and groups locations that end in 1 through 9 under it.

Resize Area allows you to reduce the size of the area field and alter the appearance of the field. It's helpful if you only have one or two digits in the field and don't want to key the remaining digits.

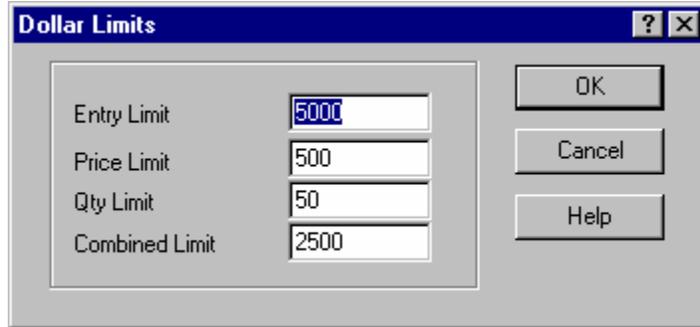
Resize Location allows you to reduce the size of the location field and alter the appearance of the field.

Resize Category allow you to reduce the size of the category field and alter the appearance of the field.

Return to Using Inventory Configuration

Use Dollar Limits

Dollar Limits are helpful in blocking potential problems such as mis-keyed entries.



Field	Value
Entry Limit	5000
Price Limit	500
Qty Limit	50
Combined Limit	2500

Entry Limit is the price * units * quantity² for a single record. It has a minimum of 0 and a maximum of 9,999,999. The actual whole number dollar value entered is the maximum that will be accepted. **WARNING!** Setting this value too low may block you from entering any records at all.

Price Limit is the maximum value for a single price that is allowed. It has a minimum of 0 and a maximum of 9,999.

Qty Limit is the maximum number of units that will be allowed. It has a minimum of 0 and a maximum of 999,999,999.

Combined Limit is the maximum number of units * quantity² units that will be allowed. It has a minimum of 0 and a maximum of 999,999,999.

Ok accepts the changes and enables the option.

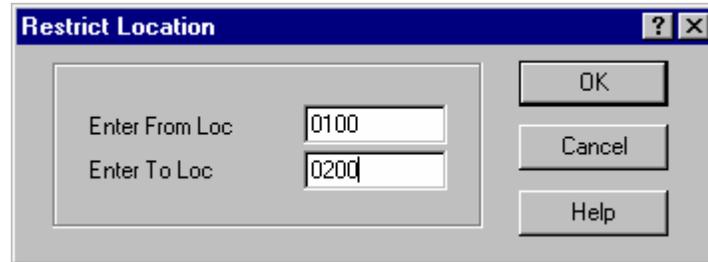
Cancel returns you to the main screen without any changes to the existing setup.

Help calls this help file.

[Return to Global Options](#)

Restrict Location Range

This feature allows you to lock out locations for an auditor. Only locations within the range specified will be allowed.



The screenshot shows a dialog box titled "Restrict Location". It has a blue title bar with a question mark icon and a close button (X). The main area is light gray and contains two input fields. The first field is labeled "Enter From Loc" and contains the text "0100". The second field is labeled "Enter To Loc" and contains the text "0200". To the right of these fields are three buttons: "OK", "Cancel", and "Help".

Enter From Loc. is the beginning of the range. It has a minimum of 1 character and a maximum of 5 characters.

Enter To Loc. is the ending of the range. It has a minimum of 1 character and a maximum of 5 characters.

Ok accepts the changes and enables the option.

Cancel returns you to the main screen without any changes to the existing setup.

Help calls this help file.

[Return to Global Options](#)

Resize Area

Areas in Wintakes are standard 5 characters long. You may, however, wish to only capture 2 or 3 characters of it from a data entry standpoint. Resizing allows you to reach this goal.

An example: I'm only interested in capturing 2 digits on the floor and the directory is 5 digits (000xx). Step #1 would be 2. Step #2 would be 0. Step #3 would be left side.

The Example box at the bottom of the screen will give you an idea of what the field will look like based on the three steps taken.

Resize the Area Field [?] [X]

Group1

Step #1 : Specify the Maximum Size you wish to see

Minimum = 1 Maximum = 5

Step #2 : Choose the Character to Place in the Unused Space

(blank)

Step #3 : Choose which side you want to see the above Character

Left Side of Field

Right Side of Field

OK

Cancel

Help

Example

Alpha Field	ABCDE
Numeric Field	12345

Step #1 - set this field to the number of characters that you want to see on the Datacomputer display.

Step #2 - set the character that will be padded to the area field to make it complete.

Step #3 - choose if the padding should be on the left or right side of the field.

Ok accepts the changes and enables the option.

Cancel returns you to the main screen without any changes to the existing setup.

Help calls this help file.

[Return to Global Options](#)

Resize Location

Locations in Wintakes are standard 5 characters long. You may, however, wish to only capture 2 or 3 characters of it from a data entry standpoint. Resizing allows you to reach this goal.

An example: I'm only interested in capturing 2 digits on the floor and the directory is 5 digits (000xx). Step #1 would be 2. Step #2 would be 0. Step #3 would be left side.

The Example box at the bottom of the screen will give you an idea of what the field will look like based on the three steps taken.

Resize the Location Field [?] [X]

Group1

Step #1 : Specify the Maximum Size you wish to see

Minimum = 1 Maximum = 5

Step #2 : Choose the Character to Place in the Unused Space

(blank)

Step #3 : Choose which side you want to see the above Character

Left Side of Field

Right Side of Field

OK

Cancel

Help

Example

Alpha Field	ABCDE
Numeric Field	12345

Step #1 - set this field to the number of characters that you want to see on the Datacomputer display.

Step #2 - set the character that will be padded to the location field to make it complete.

Step #3 - choose if the padding should be on the left or right side of the field.

Ok accepts the changes and enables the option.

Cancel returns you to the main screen without any changes to the existing setup.

Help calls this help file.

[Return to Global Options](#)

Resize Category

Categories in Wintakes are standard 3 characters long. You may, however, wish to only capture 2 or 3 characters of it from a data entry standpoint. Resizing allows you to reach this goal.

An example: I'm only interested in capturing 2 digits on the floor and the directory is 3 digits (0xx). Step #1 would be 2. Step #2 would be 0. Step #3 would be left side.

The Example box at the bottom of the screen will give you an idea of what the field will look like based on the three steps taken.

Example	
Alpha Field	ABC
Numeric Field	123

Step #1 - set this field to the number of characters that you want to see on the Datacomputer display.

Step #2 - set the character that will be padded to the category field to make it complete.

Step #3 - choose if the padding should be on the left or right side of the field.

Ok accepts the changes and enables the option.

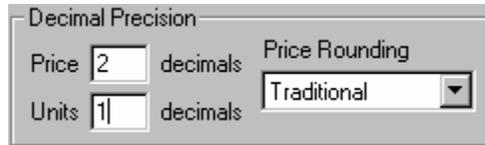
Cancel returns you to the main screen without any changes to the existing setup.

Help calls this help file.

[Return to Global Options](#)

Decimal Precision

Decimal Precision refers to the decimal portion of the price and units fields on the Datacomputer.



Decimal Precision

Price decimals

Units decimals

Price Rounding: Traditional

The **Price** field has a minimum of 0 decimals and a maximum of 3 decimals. The default is 2 decimals. Example: 3 decimals would appear as 0.990 and 2 decimals would appear as 0.99. Zero means you just want whole number prices.

The **Units** field has a minimum of 0 decimals and a maximum of 3 decimals. The default is 1 decimal.

Price Rounding can be one of three values: Traditional, Round Up or Round Down.

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.

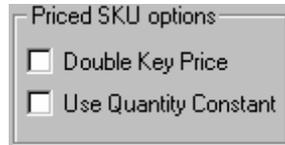
Round Up means any partial value will automatically be rounded up - 1.450 stays 1.45 at 2 decimal places but 1.451 rounds up to 1.46.

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.

[Return to Using Inventory Configuration](#)

Priced SKU options

These features aid in stopping any mis-keyed information and in speeding up some inventories.



Double Key Price forces the auditor to key in any price field two times. It will compare the first and second price entries, and if they do not agree, will force the auditor to re-enter both. This feature slows the inventory process, but it does increase the accuracy.

Use Quantity Constant, when enabled, defaults the Units field to one. This allows the auditor in multi-SKU and Financial inventories to simply hit the PLUS (+) key on the Datacomputer to count the item. When disabled, it defaults the Units field to zero (0). **WARNING!** When enabled, this feature can lead to mis-key problems. Be aware that any hit on the PLUS key can result in another unit begin added to the current record.

[Return to Using Inventory Configuration](#)

SKU Options

There are many options and features in SKU inventories that can greatly affect the performance, method of capture and accuracy.

The screenshot shows a dialog box titled "SKU Options" with the following controls:

- Numeric Sku Only
- Restrict Sku Length
- Set Length to position(s)
- Choose Symbolologies
- Choose Check Digit
- Key Sku Twice
- Scan Sku Twice
- Use Laser Gun or Wand
- Use Single Sku
- Sku Consolidation
- Block Financials
- Lookup Skus
- Lookup Costs
- Allow Not Founds
- Skip Found Prices > 0
- Expand UPC6 into UPC12
- Set Comparison Masks (button)

Numeric Sku Only means that the SKUs you are capturing contain only numbers. Enabling this feature will reject any non-numeric SKUs encountered.

Restrict Sku Length when enabled, will check the desired SKU length against the current SKU length. If the two lengths do not match, the SKU number is rejected. If you are capturing multiple scan code types (like UPC12 and EAN13), then this option is NOT a good idea.

Set Length to x positions will check the captured SKU number's length against the length you set here.

Choose Symbolologies, option allows you to select which scan codes (UPC, EAN, etc) to use in an inventory.

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 a UPC and encoded using the MOD10 algorithm. MOD11 means the SKU number captured is a UPC and encoded using the MOD11 algorithm. UPC means the SKU number captured is a 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.

Key Sku Twice, when enabled, forces the auditor to key in the captured SKU two times. It then compares the first and second entries and if they do not match, will reject the SKU. 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.

Wintakes Reference Guide

Scan Sku Twice, when enabled, forces the auditor to scan in the captured SKU two times. It then compares the first and second entries and if they do not match, will reject the SKU. This feature is useful on 1 2 of 5 inventories since traditionally, 1 2 of 5's have a higher misread factor than other symbologies.

Use Laser Gun or Wand allows you to setup any scanning devices that will be attached to the Datacomputer.

Use Single Sku, when enabled, automatically returns you to the SKU field after finishing the Units or Quantity2 field of a record. When this field is disabled, it is commonly referred to as being in Multi-SKU mode. This is where you must hit the Up Arrow in the Units field to return to the SKU field.

Sku Consolidation, when enabled, will "pack" SKU records together giving you more room for data storage. The two records must match on Area, Location, Category, SKU and Price in order for this feature to work. In addition, the two records must be back-to-back in order of entry.

Block Financials, when enabled, will block access to the Financial Entry mode.

Lookup SKUs, when enabled, 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 Costs, when enabled, 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.

Allow Not Found, 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.

Skip Found Prices > 0, when enabled, will "skip" over the price field and go straight to the Units field when the found price is greater than zero.

Set Comparison Masks tells the Datacomputer on the four scan codes listed how to look at the captured SKU in order to make a match on the Itemaster file. 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.

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

Return to Using Inventory Configuration

Choose Symbologies

A Symbology is simply the way in which a label was created. Each encoding method has its strengths and weaknesses. UPC is the most common Symbology used in super markets and convenience stores. Code39 is fairly common in large warehouses and in "home-made" tracking systems because it supports alphanumeric.

Some store managers may know what scan codes they have, many will not. As a general rule of thumb, UPCs are 12 digits (5 digit + 5 digit in the middle and a check digit on both sides). Most books and magazines are EAN13 or EAN8. Aside from that, it really depends on how the label was encoded.

NOTE: Do NOT enable all symbologies. The more symbologies you enable the slower the scanning process gets and LESS likely that something will scan in accurately. Use a test DC to determine what Symbology a scan label may be then enabled just that Symbology on the other Datacomputers.

Symbology	Min	Max
<input checked="" type="checkbox"/> Use UPC		
<input checked="" type="checkbox"/> Use 1 2 of 5	12	12
<input checked="" type="checkbox"/> Use Code 39	2	25
<input checked="" type="checkbox"/> Use Code 11	4	30
<input checked="" type="checkbox"/> Use Codabar	2	20
<input checked="" type="checkbox"/> Use Plessey	7	40
<input checked="" type="checkbox"/> Use EAN8		
<input checked="" type="checkbox"/> Use EAN13		
<input checked="" type="checkbox"/> Use Code128	1	60

Ok accepts the changes and enables the option.

Cancel returns you to the main screen without any changes to the existing setup.

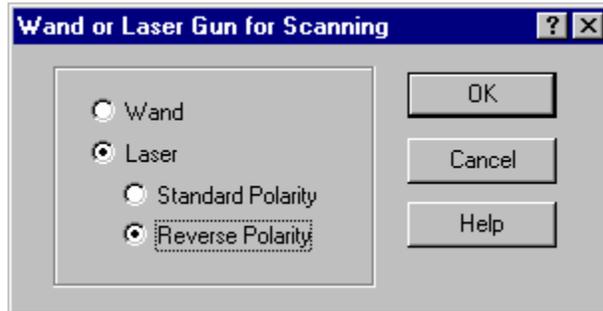
Help calls this help file.

[Return to SKU Options](#)

Use Laser Gun or Wand

NOTE: This section is not applicable to the DC5, which must use a smart scanner. Smart scanners cannot be used with any other DC models.

To effectively capture a SKU inventory, a hardware device must come into play.



Currently, Wintakes supports three types of scanning hardware: wands, **CCDs** and laser guns.

A **wand** looks like a fat pencil - approximately 10 inches long and a half-inch diameter. Most have a ruby laser so be careful not to look directly at the tip of the wand. Wands must come in direct contact with the scan label.

A **CCD** is a crossbreed between a wand and a laser gun. It is approximately 5 inches long and 2 inches wide. It has a half-inch high bar that goes the entire width of the device. It does not have to come into direct contact with the scan label (2 inch maximum distance though). The Datacomputer treats a CCD just like a wand. **CCD's** however, can be programmed at the hardware level to accept and reject certain types of symbologies. It can also do redundant scanning before the SKU is passed to Wintakes.

A **LASER GUN** looks just like it sounds - like a gun. It emits a laser beam and should not be directly viewed by the human eye, so again, be careful. The typical laser can read up to twenty feet away depending on the size of the label. It is ideal on large multi-tiered warehouses where climbing to make contact with the inventory would be cost-prohibitive and even dangerous. Laser guns can be either **standard** or **reverse** polarity. Look in your owner's manual for the laser gun to determine which encoding it is. In testing, this setting on the correct chosen Symbology will either work all the time or none at all.

Ok accepts the changes and enables the option.

Cancel returns you to the main screen without any changes to the existing setup.

Help calls this help file.

[Return to SKU Options](#)

Set Comparison Masks

As the title notes state, the Datacomputer side of SKU processing uses this information to match the captured SKU to an Itemmaster SKU. On the PC side, the uploaded SKU is altered to match the settings.

If you want to keep a digit, simply leave the check mark.

If you want to remove a digit, simply click on the column and row desired to uncheck it.

SKU Stripping Options

SKU Stripping is a method of looking up SKUs on an Itemmaster that a store provides. On the DC side, the SKU entered is NOT modified, it is only compared to the Itemmaster based on the below definition. On the PC side, at upload time the SKU is modified to match the below definition.

Indicates you want to keep this digit Indicates you do not want to keep this digit

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
UPC12	<input checked="" type="checkbox"/>											<input checked="" type="checkbox"/>					
UPC6	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>									
EAN13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Keyboard	<input checked="" type="checkbox"/>																

<< Back Help Use these Settings >>

UPC12 will strip any UPC12 or exploded UPC6 SKUs of the first and last digits as needed.

UPC6 will strip any UPC6 SKU that has not exploded of the first and last digits as needed.

EAN13 will strip any EAN13 SKU from the outside in as needed. This is a complicated SKU. You must work from the outside to the inside of the SKU. Example: You cannot remove digit 2 without first removing digit 1. You can remove the left side of the SKU and not the right (and vice-versa).

Keyboard will strip any hand-keyed SKU as indicated. You can select any digit(s) in any way. Example: hand-keyed SKU (ABCDEFGHI) with digits 1,3,5,7 checked would equal ACEG.

Use these Settings accepts the changes and enables the option.

Back returns you to the main screen without any changes to the existing setup.

Help calls this help file.

[Return to SKU Options](#)

Receive from the DC

To get any real use out of Wintakes, you need live data from the store you are in. Receive from the DC application is a means to that end. Not only is this application a "nerve center" in Wintakes, it is the first access point that you have to your information. Within seconds of uploading a Datacomputer, you can hand your customer an aisle-by-aisle account of their inventory and even compare it to prior inventories without having a do a single processing step.

There are several reports in this application; most of them are simply hard copies of the lists you see on the screen. Once at the detail level, however, you can generate useful as-captured reports broken out by sections, areas, locations, categories, upload files and even auditors.

[To see what the controls do, click here](#)

[To see how to change an uploads details, click here](#)

[To see the Upload Header field sizes, click here](#)

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		
0010	19,036.010	8,417.000	415	9390	60799	01/12/1994	0N941		

Upload header field sizes

Store # has a minimum of 0 characters and a maximum of 5 characters. It represents the customer's store that is currently being inventoried. This may also be the also as your customer account #.

Serial # has a minimum of 0 characters and a maximum of 5 characters. It represents the serial number on the back of the Datacomputer that produced the selected upload.

Inventory # has a minimum of 0 characters and a maximum of 5 characters. It represents the sequential number of times a customer or single store for a customer has been inventoried.

Employee # has a minimum of 0 characters and a maximum of 4 characters. It represents the number assigned to the auditor that took selected upload.

[Return to Using Receive from the DC](#)

What the controls do

Send Uploads to another PC is the only method of sharing upload files with another system without having to do an entire backup and restore of the inventory. The data being sent is from the Backup directory of the sending PC. (This directory contains all the data uploaded to that PC at the time of the send.)

Receive Uploads from another PC is the only method of receiving upload files from another system.

Help calls this help file.

View by Area / Loc. pops up a dialog which shows the distinct Areas and Locations of the current inventory. It also shows any prior inventory if it has been restored. You may choose any section and then edit the exact details. [To see more information, click here.](#)

View by Auditor pops up a dialog box, which shows the distinct Auditors of the current inventory. You may choose any auditor and then edit the exact details. [To see more information, click here.](#)

View selected Upload allows you to edit the exact details of any record within the chosen Upload. [To see more information, click here.](#)

View by Area pops up a dialog box, which shows the distinct Areas of the current inventory. It also shows any prior inventory if it has been restored. You may choose any area and then edit the exact details. [To see more information, click here.](#)

View by Location pops up a dialog, which shows the distinct Locations of the current inventory. It also shows any prior inventory if it has been restored. You may choose any location and then edit the exact details. [To see more information, click here.](#)

View by Category pops up a dialog, which shows the distinct Categories of the current inventory. It also shows any prior inventory if it has been restored. You may choose any category and then edit the exact details. [To see more information, click here.](#)

Add a PC Upload launches the Add a PC Upload application. This allows you to simulate a Datacomputer upload. It's helpful in case you need to make some last minute adjusting entries.

Change Header will alter the selected upload's header information. The four fields listed are the only fields that may be altered. All other fields are protected and maintained by Wintakes.

Store # is the store number the selected upload belongs to. This should be the same for all upload files in a particular inventory.

Serial # is the serial number of the Datacomputer the selected upload was captured by.

Inventory # is the inventory number the selected upload belongs to. This should be the same for all upload files in a particular inventory.

Employee # is the employee "number" (or name) of the auditor for the selected upload.

Delete an Upload will permanently remove the selected upload from the inventory. All references in other tables are removed as well (Section, Section Summary, Header).

Back to the Main Menu will return back to the main menu.

Wintakes Reference Guide

Receive an Upload will attempt to receive a transmission from the Datacomputer. You must have the Data Cable connected to the laptop/PC and to the Datacomputer. Also, the communications port that the Data Cable is connected to must be selected (default of Comm1). After receiving the information, the application will perform a brief processing step, and then create a backup of the upload (into the Backup Directory). If pharmacy lookups have been enabled, they will then be triggered. Upon completion, the Upload will appear in the upload list with the dollar and count totals.

Recover the Inventory will remove the current Data from the Data directory, and restore the data from the Backup directory. (The data in the backup directory was placed there at the time of the last upload.) If no data exists in the Backup directory this process will abort.

Perform Pharmacy Lookups on SKUs will lookup any SKU records against the Itemaster file. There are four mutations a SKU number can go through and still match a pharmacy Itemaster. This feature will attempt all four mutations in order to give the highest number of found SKUs. It will not modify the SKU number in the upload file. It will modify the SKU number in the Section file. This allows you to re-process the upload without having to re-load from diskette. All reports and exports will have the modified SKU number.

Automatically Print Uploaded Sections will print the Section (Area and Location) Report as soon as an upload has been received. If a Section has already been printed, this feature will re-print the same Section with the updated totals and records.

Comm1 sets the Communications Port to 1. All upload files will attempt to transfer via this port.

Comm2 sets the Communications Port to 2. All upload files will attempt to transfer via this port.

Inventory Status shows the current dollar and count values of all upload files received.

[Return to Using Receive from the DC](#)

How to change an uploads details

Once the information from a Datacomputer is on the laptop/PC, at sometime you will want to correct or simply double-check that information. Wintakes provides you with six different views (at upload time) to this information.

Six views of the upload information:

[Viewing the inventory by Area / Location](#)

[Viewing the inventory by Area](#)

[Viewing the inventory by Location](#)

[Viewing the inventory by Category](#)

[Viewing the inventory by Auditor](#)

[Viewing the inventory by Upload](#)

All of these views eventually will end up in the seventh view:

[Viewing the inventory details](#)

[Return to Using Receive from the DC](#)

Viewing the inventory by Area / Location

Sections are simply distinct Areas and Locations in an inventory. Navigation is fairly simple. Select an item out of the list and then choose the feature you need to perform.

Note the title bar at the top of the dialog. It summarizes the entire inventory. In this inventory, there are 341 different sections in the list. The dollars and counts match the totals for the inventory because they are the inventory - just a different way of looking at it.

341 Section(s): \$763616.560 and 377025.000 units contained in 17804 records										
Finished with selected Area / Loc			Print the below List				Load Prior Section Summary			
Revie...	Area	Location	Current\$	Prior\$	Cur.Units	Prior Units	Records	Records	Status	
X	01	01A1	401.090	0.000	1,001.000	0.000	3	0	P	
X	01	01A2	638.930	0.000	547.000	0.000	6	0		
X	01	01A3	220.280	0.000	372.000	0.000	4	0	P	
	02	0200	12,455.040	0.000	2.000	0.000	2	0		
	03	0300	246.410	0.000	330.000	0.000	12	0	P	
	03	03A4	4,960.760	0.000	2,887.000	0.000	289	0		
	03	03B1	844.070	0.000	276.000	0.000	18	0		
	03	03B2	734.360	0.000	688.000	0.000	9	0		
	03	03B3	1,201.770	0.000	1,181.000	0.000	29	0		
	03	03B4	3,194.160	0.000	2,322.000	0.000	27	0		
	03	03B5	2,660.690	0.000	1,943.000	0.000	38	0		
	04	0400	175.290	0.000	101.000	0.000	20	0		
	04	04A1	2,787.880	0.000	3,245.000	0.000	76	0		
	04	04A2	3,250.630	0.000	2,474.000	0.000	55	0		
	04	04A3	2,835.740	0.000	1,658.000	0.000	106	0		
	04	04A4	2,679.630	0.000	2,546.000	0.000	71	0		
	04	04A5	6,560.780	0.000	7,577.000	0.000	241	0		
	04	04B1	4,001.140	0.000	1,837.000	0.000	112	0		
	04	04B2	1,055.740	0.000	768.000	0.000	38	0		
	04	04B3	1,500.940	0.000	2,282.000	0.000	40	0		

Finished with selected Area / Loc. will place an X in the first column. The only thing this means is that this section has been reviewed. Pressing this button on an already reviewed section will undo the review and remove the X from the list item. Wintakes does not currently do anything with this information. It is purely to help you in keeping track of an inventory.

Print the below List simply sends the list to the default print device.

Load Prior Section Summary allows you to restore one past inventory for comparison against the current inventory. The prior inventory must be a Wintakes inventory. NOTE: To compare against a prior DOS INTAKES inventory, you must have first imported it to Wintakes and then backed it off to diskette before the current inventory has begun.

Delete this Area / Location will permanently remove the selected section from the inventory. This command cannot be undone.

Wintakes Reference Guide

Print this Area / Location will send a record-by-record account of the selected section to the default print device.

Change this Area / Location to will change a section from one area/location to a new area/location.

Back will return you to the main dialog.

Help calls this help file.

View this Area / Location will show you all records from all uploads in the current inventory that match the selected section.

[Return to how to change an uploads details](#)

Viewing the inventory by Area

Just as the Area / Location View, navigation is fairly simple. Select an item out of the list and then choose the feature you need to perform.

Note the title bar at the top of the dialog. It summarizes the entire inventory. In this inventory, there are 51 different areas in the list. The dollars and counts match the totals for the inventory because they are the inventory - just a different way of looking at it.

51 Area(s): \$763616.560 and 377025.000 units contained in 17804 records						
Print the below List				Load Prior Sectional Summary		
Area	Current\$	Prior\$	Cur.Units	Prior Units	Records	Records
01	1,260.300	1,260.300	1,920.000	1,920.000	13	0
02	12,455.040	12,455.040	2.000	2.000	2	0
03	13,842.220	13,842.220	9,627.000	9,627.000	422	0
04	38,240.970	38,240.970	34,213.000	34,213.000	925	0
05	45,654.310	45,654.310	37,986.000	37,986.000	1,204	0
06	41,635.890	41,635.890	15,396.000	15,396.000	716	0
07	55,253.100	55,253.100	30,850.000	30,850.000	1,460	0
08	39,253.780	39,253.780	25,655.000	25,655.000	1,232	0
09	31,049.260	31,049.260	18,333.000	18,333.000	643	0
10	19,036.010	19,036.010	8,417.000	8,417.000	415	0
11	32,356.570	32,356.570	16,621.000	16,621.000	976	0
12	49,705.590	49,705.590	13,559.000	13,559.000	1,580	0
13	46,200.830	46,200.830	19,408.000	19,408.000	1,004	0
14	43,647.000	43,647.000	17,392.000	17,392.000	961	0
15	18,058.340	18,058.340	10,551.000	10,551.000	603	0
16	8,006.950	8,006.950	5,347.000	5,347.000	278	0
17	19,510.310	19,510.310	1,893.000	1,893.000	134	0
18	13,397.260	13,397.260	4,069.000	4,069.000	432	0
19	23,391.220	23,391.220	5,848.000	5,848.000	697	0
20	9,206.060	9,206.060	1,266.000	1,266.000	149	0
41	15,014.590	15,014.590	7,565.000	7,565.000	161	0

Change Area to Delete this Area Print this Area

<< Back Help View Area >>

Print the below List simply sends the list to the default print device.

Load Prior Section Summary allows you to restore one past inventory for comparison against the current inventory. The prior inventory must be a Wintakes inventory. NOTE: To compare against a prior DOS INTAKES inventory, you must have first imported it to Wintakes and then backed it off to diskette before the current inventory has begun.

Change Area to will change an area from the old value to a new one.

Delete this Area will permanently remove the selected area from the inventory. This command cannot be undone.

Print this Area will send a record-by-record account of the selected area to the default print device.

Back will return you to the main dialog.

Wintakes Reference Guide

Help calls this help file.

View Area will show you all records from all upload files in the current inventory that match the selected area.

[Return to how to change an uploads details](#)

Viewing the inventory by Location

Just as the Area / Location View, navigation is fairly simple. Select an item out of the list and then choose the feature you need to perform.

Note the title bar at the top of the dialog. It summarizes the entire inventory. In this inventory, there are 341 different locations in the list. The dollars and counts match the totals for the inventory because they are the inventory - just a different way of looking at it.

341 Location(s): \$763616.560 and 377025.000 units contained in 17804 records							
Print the below List				Load Prior Sectional Summary			
Location	Current\$	Prior\$	Cur.Units	Prior Units	Records	Records	
01A1	401.090	401.090	1,001.000	1,001.000	3	0	
01A2	638.930	638.930	547.000	547.000	6	0	
01A3	220.280	220.280	372.000	372.000	4	0	
0200	12,455.040	12,455.040	2.000	2.000	2	0	
0300	246.410	246.410	330.000	330.000	12	0	
03A4	4,960.760	4,960.760	2,887.000	2,887.000	289	0	
03B1	844.070	844.070	276.000	276.000	18	0	
03B2	734.360	734.360	688.000	688.000	9	0	
03B3	1,201.770	1,201.770	1,181.000	1,181.000	29	0	
03B4	3,194.160	3,194.160	2,322.000	2,322.000	27	0	
03B5	2,660.690	2,660.690	1,943.000	1,943.000	38	0	
0400	175.290	175.290	101.000	101.000	20	0	
04A1	2,787.880	2,787.880	3,245.000	3,245.000	76	0	
04A2	3,250.630	3,250.630	2,474.000	2,474.000	55	0	
04A3	2,835.740	2,835.740	1,658.000	1,658.000	106	0	
04A4	2,679.630	2,679.630	2,546.000	2,546.000	71	0	
04A5	6,560.780	6,560.780	7,577.000	7,577.000	241	0	
04B1	4,001.140	4,001.140	1,837.000	1,837.000	112	0	
04B2	1,055.740	1,055.740	768.000	768.000	38	0	
04B3	1,500.940	1,500.940	2,282.000	2,282.000	40	0	
04B4	7,848.170	7,848.170	6,992.000	6,992.000	35	0	
04B5	1,458.110	1,458.110	1,031.000	1,031.000	38	0	

Change Location to Delete this Location Print this Location

<< Back Help View Location >>

Print the below List simply sends the list to the default print device.

Load Prior Section Summary allows you to restore one past inventory for comparison against the current inventory. The prior inventory must be a Wintakes inventory. NOTE: To compare against a prior DOS INTAKES inventory, you must have first imported it to Wintakes and then backed it off to diskette before the current inventory has begun.

Change Location to will change a location from the old value to a new one.

Delete this Location will permanently remove the selected location from the inventory. This command cannot be undone.

Print this Location will send a record-by-record account of the selected location to the default print device.

Wintakes Reference Guide

Back will return you to the main dialog.

Help calls this help file.

View Location will show you all records from all upload files in the current inventory that match the selected location.

[Return to how to change an uploads details](#)

Viewing an inventory by Category

Just as the Area / Location View, navigation is fairly simple. Select an item out of the list and then choose the feature you need to perform.

Note the title bar at the top of the dialog. It summarizes the entire inventory. In this inventory, there are 4 different categories in the list. The dollars and counts match the totals for the inventory because they are the inventory - just a different way of looking at it.

Category	Current\$	Prior\$	Cur.Units	Prior Units	Records	Records
100	408,222.090	408,222.090	251,538.000	251,538.000	8,944	0
111	40,802.640	40,802.640	24,556.000	24,556.000	870	0
300	293,537.630	293,537.630	95,983.000	95,983.000	7,806	0
311	21,054.200	21,054.200	4,948.000	4,948.000	184	0

Print the below List simply sends the list to the default print device.

Load Prior Section Summary allows you to restore one past inventory for comparison against the current inventory. The prior inventory must be a Wintakes inventory. NOTE: To compare against a prior DOS INTAKES inventory, you must have first imported it to Wintakes and then backed it off to diskette before the current inventory has begun.

Change Category to will change a category from the old value to a new one.

Delete this Category will permanently remove the selected category from the inventory. This command cannot be undone.

Print this Category will send a record-by-record account of the selected category to the default print device.

Wintakes Reference Guide

Back will return you to the main dialog.

Help calls this help file.

View Category will show you all records from all uploads in the current inventory that match the selected category.

[Return to how to change an uploads details](#)

Viewing the inventory by Auditor

Just as the Area / Location View, navigation is fairly simple. Select an item out of the list and then choose the feature you need to perform.

This view runs slower than the others do because it must go through every record in the inventory. Also note that it does not have the prior inventory totals. This is because you would need the details of the prior inventory and currently, there is no need for them - only their summaries.

The screenshot shows a window titled "View Auditors" with a table of data and several buttons. The table has four columns: Employee, Total \$, Total Units, and Total Count. The data is as follows:

Employee	Total \$	Total Units	Total Count
0216	64,555.380	25,234.000	1,349
0290	101,611.070	65,420.000	2,432
0297	44,002.460	11,276.000	1,393
0315	40,687.040	21,569.000	1,247
0350	63,527.730	32,738.000	1,514
0942	71,336.090	48,718.000	1,311
0971	53,935.710	36,041.000	1,715
0988	25,254.800	15,058.000	490
0990	79,334.090	21,675.000	1,748
2720	64,124.820	23,272.000	1,066
9390	73,618.670	39,231.000	1,939
9800	62,892.320	29,868.000	1,074
9880	18,736.380	6,925.000	526

Below the table are several buttons: "Delete this Auditors Sections", "Print this Auditors Sections", "Change Auditor to ...", "<< Back", "Help", and "View Auditors Sections >>". A "Print the below List" button is also present at the top right of the window.

Print the below List simply sends the list to the default print device.

Delete this Auditors Sections will permanently remove the selected auditor's records from the inventory. This command cannot be undone.

Print this Auditors Sections will send a record-by-record account of the selected auditor to the default print device.

Change Auditor to ... will change an auditor's records from the old value to a new one.

Back will return you to the main dialog.

Help calls this help file.

Wintakes Reference Guide

View Auditors Sections will show you all records from all uploads in the current inventory that match the selected auditor.

[Return to how to change an uploads details](#)

Viewing the inventory by Upload (And viewing inventory Details)

Just as the Area / Location View, navigation is fairly simple. Select an item out of the list and then choose the feature you need to perform.

Note the title bar at the top of the dialog. The title bar changes based on how you came into the inventory details dialog.

Area=01 and Location=01A1 Coming from a sectional view

Area=01 Coming from an area view

Location=03B1 Coming from a location view

Category=311 Coming from a category view

Employee=0988 Coming from an auditor view

Upload #0001 Coming from an upload view

Regardless of how you came into the Details view, they all work the same. Below, you will see a list of all the records of a given view (i.e. Area, Section, etc). Below the list are the fields of a selected record. All enabled controls may be changed. File, Record and Employee cannot be changed (Employee may be changed only through the View by Auditor option).

Wintakes Reference Guide

Upload #0001
_ □ ×

Area	Locati...	Categ...	Sku	Price	Units	Qty2	File #	Record	Scan Ty
49	4900	300		75.000	1.000	1	0001	00002	Financial
49	49A1	100	07110000771	0.490	27.000	1	0001	00003	Priced SI
49	49A1	100	01111001615	0.730	1.000	1	0001	00004	Priced SI
49	49A1	100		0.730	106.000	1	0001	00005	Financial
49	49A1	100	01111002090	0.750	1.000	1	0001	00006	Priced SI
49	49A1	100		0.750	132.000	1	0001	00007	Financial
49	49A2	100	07131900007	1.590	19.000	1	0001	00008	Priced SI
49	49A2	100	07131900014	1.090	25.000	1	0001	00009	Priced SI
49	49A2	100	07131900025	1.390	12.000	1	0001	00010	Priced SI
49	49A2	100	07131900030	1.190	1.000	1	0001	00011	Priced SI
49	49A2	100	07131900022	1.690	5.000	1	0001	00012	Priced SI
49	49A2	100	07131900139	2.290	6.000	1	0001	00013	Priced SI
49	49A2	100	07131900029	1.590	3.000	1	0001	00014	Priced SI
49	49A2	100	04500013201	1.630	1.000	1	0001	00015	Priced SI

Upload Record

Area	49	Sku		Quantity2	1	File	0001
Location	4900	Price	75.000	ScanType	Financial	Record	00002
Category	300	Units	1.000	ScanCode	Keyboard	Employee	0990

Change
Delete
Print
Search
Clear All Fields
Help

<< Back

To see the field sizes, [click here](#).

Change will update the selected record in the list with the values in the Upload Record box.

Delete will remove the highlighted record from the inventory. This command cannot be undone.

Print will send the list to the default print device.

Search uses all filled in fields to look across the entire inventory for the records you desire. The more fields and information in each field that you give, the more exact the search becomes.

Clear All Fields will clear the Upload Record box fields in case you need to overwrite an entire record. This is HIGHLY useful on the PC generated uploads during correction time.

Help calls this help file.

Back will return you to the main dialog or the View dialog from which you came.

[Return to how to change an uploads details](#)

[Return to Using Receive from the DC](#)

Upload field sizes

Area has a minimum of 0 characters and a maximum of 5 characters.

Location has a minimum of 0 characters and a maximum of 5 characters.

Category has a minimum of 0 characters and a maximum of 3 characters.

SKU has a minimum of 0 characters and a maximum of 17 characters.

Price has a minimum of 0.000 and a maximum of 9,999,999.999.

Units has a minimum of 0.000 and a maximum of 9,999,999.999.

Quantity2 has a minimum of 0 and a maximum of 99,999.

ScanType can be one of five possible values: Financial, Priced Only, Priced SKU, Quantity SKU or SKU Only.

ScanCode can be one of eleven possible values: Codabar, Code11, Code128, Code39, EAN13, EAN8, I 2 of 5, Keyboard, Plessey, UPC12 or UPC6. The ScanType for all financial entries will be Keyboard.

File cannot be changed. It has a constant value of 4 digits.

Record cannot be changed. It has a constant value of 5 digits.

Employee cannot be changed within the Detail View. It has a minimum of 0 characters and a maximum of 4 characters.

[Return to Viewing the inventory by Upload](#)

Add a PC Upload

You may now add a PC generated Upload File in Wintakes. This new feature is simple yet powerful. You may define the Area, Location, Category, Price and Inventory Type for the Upload.

The below settings apply to all uploads generated when you press the Ok button.

The screenshot shows a dialog box titled "Add a PC Upload" with five steps:

- Step 1:** "Create how many new uploads ?" with a text box containing the number "2".
- Step 2:** "Create how many records in the upload ?" with a text box containing the number "10".
- Step 3:** "What kind of inventory do you want ?" with six radio button options: "Mixed Financials and SKUs", "Financial" (selected), "Priced SKU", "SKU Only", "Priced Only", and "Quantity SKU".
- Step 4:** Price selection with three radio button options: "Fixed Prices" (selected), "Random Prices", and "Sequential Prices". A text box next to "Fixed Prices" contains "0.00".
- Step 5:** "Set all Areas equal to" (text box: "00001"), "Set all Locations equal to" (text box: "00002"), and "Set all Categories equal to" (text box: "003").

At the bottom of the dialog are three buttons: "<< Back", "Help", and "OK".

Step #1 - How many upload files do you want to generate? If you need 2 "blank" uploads to do any corrections, then type in 2. If you just need 1 upload, then type in 1. These new uploads will become the last uploads in your current inventory - i.e. if the last upload is 38, then Adding a PC Upload would start with Upload File #39.

Step #2 - How many records do you need in the new upload(s)? Always go high on the number of records you think you may need. If you know you need 5 correction records, then give yourself 6 or 7.

Step #3 - This step corresponds to the Inventory Type you set up on the DC. Financial records will produce Step #2's number of records of Type - Financial. This same method applies to all other inventory types. Mixed Financials and SKUs randomly picks an inventory type for EACH RECORD.

Step #4 - This step will set the price for each record to the corresponding setting. RANDOM prices are just that - random. SEQUENTIAL prices start at 0.01 and go up one (1) cent per record. FIXED prices set the price to whatever you want in each record.

Wintakes Reference Guide

Step #5 - This step will place the Area, Location and Category you define into each record.

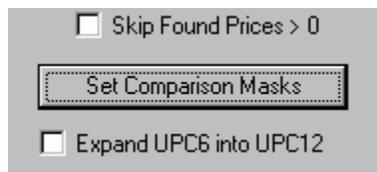
Preprocess Uploads with New Stripping or Pharmacy Options

This application allows you to change the way a SKU number looks. It works in conjunction with the Inventory Configuration application (Main Menu option #1, sub option #4 Handheld Setup/Inventory Configuration) and pharmacy lookup against a SKU number.

Strip the Selected Upload uses the Inventory Configuration settings to alter a SKU.

Inventory Configuration allows you to change the appearance of the SKU by two means:

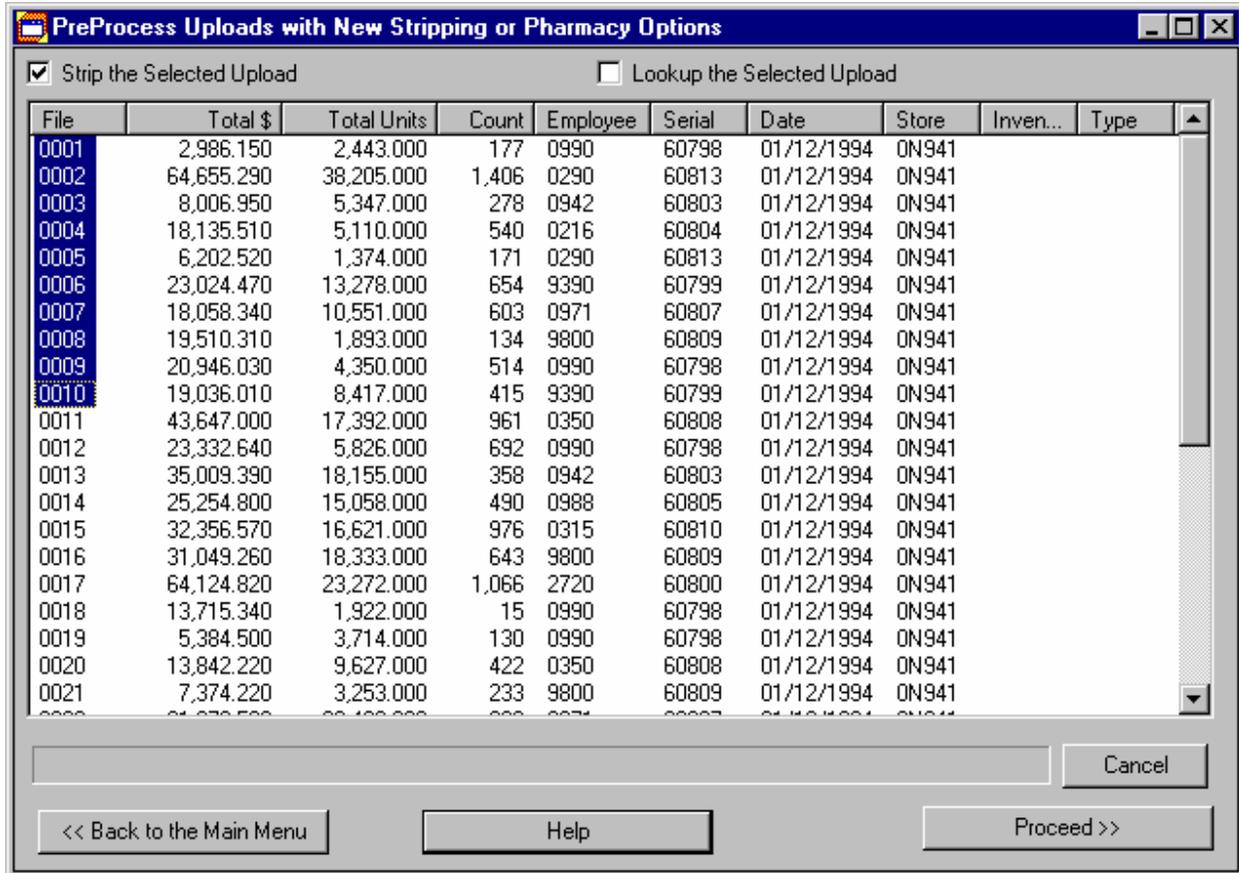
- #1 By keeping and dropping certain digits of the SKU.
- #2 By expanding UPC6 codes into UPC12 codes.
Simply check the box that says Expand UPC6 into UPC12.



Both of these methods will alter the appearance of the SKU. In some inventories, this is necessary.

Pharmacy Lookups (**Lookup the Selected Upload**) also alter the SKU. A pharmacy lookup will mutate a SKU number in four (4) different methods in an attempt to make a match against a pharmacy Itemaster. The resulting SKU will modify the UPLOAD and the SECTION tables. You will have to re-EDIT the uploads in order to determine the found status of a SKU record.

Wintakes Reference Guide



To process the Uploads, select the uploads desired and press the Proceed button.

Back to the Main Menu returns you to the main menu.

Help calls this help file.

Cancel stops loading the upload data.

Proceed begins to process all selected uploads with the chosen settings.

Keeping and dropping certain digits of the SKU

By checking the digits that you want to keep on the scan codes listed below, you can effectively change the inventory lookup process. A very good reason for this is that you don't always get the Itemaster for lookup during the inventory. It may be some time later and then the customer expects a lookup. By capturing all digits of all ScanType, you can always change the way the inventory finally ends up on the PC.

Take this example:

I take the customer's inventory on 02/10/98 that happens to be all UPC codes. I scanned them in and uploaded them without any change to the SKU numbers. On 02/15/98 the customer sends the Itemaster to my office and says the last digit of the UPC has been stripped off and now wants all the detail and not found reports. Trying to lookup a stored 12-digit SKU number from the upload against the new 11 digit SKU in the Itemaster file would result in everything being not found. To fix this, all I have to do is go into the Inventory Configuration and choose **Set Comparison Masks**. The below dialog will appear. Next, just uncheck the UPC12's 12th digit (column 12 on the UPC12 row) and press **Use these Settings**. Press **Save this Setup** and that's it! Reprocess the Uploads with this setup and all UPC12 SKUs will be stripped to 11 digits and should be found (as long as they are on the Itemaster File).

NOTE: Using the below options does not alter the EDIT. It changes the UPLOAD and SECTION tables. You will have to re-EDIT the uploads to determine the found status of a SKU record.

SKU Stripping Options

SKU Stripping is a method of looking up SKUs on an Itemaster that a store provides. On the DC side, the SKU entered is NOT modified, it is only compared to the Itemaster based on the below definition. On the PC side, at upload time the SKU is modified to match the below definition.

Indicates you want to keep this digit Indicates you do not want to keep this digit

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
UPC12	<input checked="" type="checkbox"/>											<input checked="" type="checkbox"/>					
UPC6	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>									
EAN13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Keyboard	<input checked="" type="checkbox"/>																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

<< Back Help Use these Settings >>

[Return to Using Preprocess Uploads with New Stripping or Pharmacy Options](#)

Consolidate the Uploads (Edit)

The Edit is a process which takes all raw uploads and consolidates them into one file. During this process, SKU lookups may be performed and the actual dollar value of the inventory altered based on the choices made.

You may process one or more uploads against one of two methods: Financial or SKU.

Financial processing will not alter the Shelf Price. It will take exactly what was uploaded and consolidate them together. The sum of the Total Dollars of each upload selected will add up to the total value of the inventory.

SKU processing may or may not alter the Shelf Price. Depending on the options selected, the inventory total value may change dramatically. The way you plan on getting information to and from your customer and processing in this step can affect the way in which you have to capture the inventory.

[To see what the controls do, click here.](#)

[To see how inventories can be affected by the Edit, click here.](#)

[To see what happens at the end of processing, click here.](#)

Process all Uploads

Not Found Report Before And After Not Found Report

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		
0010	19,036.010	8,417.000	415	9390	60799	01/12/1994	0N941		

Cancel

Process Uploads with Itemaster Search
 Process Uploads without Itemaster Search

SKU Processing Options

Just Perform the Sku Search
 Use I/M Cost

Overwrite Skus found with Itemaster (I/M) Price
 Use I/M Store Singluar Price

Overwrite Skus found with I/M Price if Shelf Price = 0
 Use I/M Host Singluar Price

Keep Upload Shelf Price if I/M Price = 0

Replace found Sku's Category with I/M Department
 Replace Not Found Sku Prices with Zero

<< Back to the Main Menu Help Process the selected Uploads >>

What the controls do

Process All Uploads button will highlight all upload files in the list for processing.

Process Uploads without Itemaster Search is used when you are not interested in matching an inventory record to the Itemaster for information such as SKU description, balance, cost, etc. Also, it is the only method available if you are doing financial inventories or a SKU inventory but do not have the Itemaster file in the system.

Process Uploads with Itemaster Search is used only on SKU records (financial records are automatically skipped). You must select one of the four available processing methods in the left-hand side of the SKU Processing options box.

Just Perform the SKU Search will only lookup the inventory SKUs and bring back all information from the Itemaster pertaining to the matching SKU. Not found items are "tagged" as not found? Audit Maintenance provides a means of viewing the not found items.

Overwrite SKUs found with Itemaster (I/M) Price works the same as Just Perform the SKU Search, but in addition it will always put the I/M Price chosen into the inventory Shelf Price. This is useful for Quantity SKU inventories where you capture only the SKU and the count, not the price. The record is then priced accordingly.

Overwrite SKUs found with I/M Price if Shelf Price = 0 works the same as Just Perform the SKU Search, but will overwrite the Shelf Price if it is zero. This is useful in Priced SKU inventories where a price may have been zero, or in Quantity or SKU Only inventories where all prices are zero.

Keep Upload Shelf Price if I/M Price = 0 works the same as Just Perform the SKU Search, but will always overwrite the Shelf Price (even if it is non-zero) unless the Itemaster Price chosen is zero. Example: I/M price is 1.29 and Shelf Price is 1.39 for SKU 123. The Edit would produce a Shelf Price of 1.29. If I/M price is 0 and Shelf Price is 1.39 for SKU 123, then the Edit would produce a Shelf Price of 1.39.

Use I/M Cost is used only under the above three "priced" conditions. It will take any found SKU and use the I/M Cost field as the Shelf Price.

Use I/M Store Singular Price is used only under the "priced" conditions. It will take any found SKU and use the I/M Store Singular Price as the Shelf Price.

Use I/M Host Singular Price is used only under the "priced" conditions. It will take any found SKU and use the I/M Host Singular Price as the Shelf Price.

Replace found SKUs Category with I/M Department works like it says. It will fill in the inventory record's Category field with the I/M Department field for any found records.

Replace not found Sku Prices with Zero will override the Shelf Price and any other Pricing options selected. If an inventory SKU record is not found, then the Shelf Price is instantly set to zero. This option will ignore any financial records it encounters.

Not Found Report will be directed to the default print device. It is a record-by-record account of all not found items in the currently processed Edit (not the entire inventory unless you chose all uploads). The button is only enabled AFTER processing with one of the four methods of SKU lookups and if any items were not found.

Wintakes Reference Guide

Before and After Not Found Report will be directed to the default print device. It is a listing of each not found record and the record before and after IF they are in the same upload and Section. Again, the report is based on the Uploads chosen in the Edit and not the entire inventory (unless you chose all uploads). The button is only enabled AFTER processing with one of the four methods of SKU lookups and if any items were not found.

Cancel will stop loading the Upload Files into the list.

Back to the Main Menu will return you to the Main Menu.

Help calls this help file.

Process the Selected Uploads will begin the consolidation of all selected uploads into the Edit File. SKU lookups may take a few minutes. Most financial inventories should finish in 30 seconds or less.

[Return to Using Consolidate the Uploads \(Edit\)](#)

How inventories can be affected by the Edit

Probably the largest cause for change in the way you take an inventory for a customer is based on if you will have an Itemaster file before the inventory begins.

Questions to ask yourself and your customer:

Do I need the item counts? (Virtually always a Yes)

Do I need the item shelf prices? (Depends on the situation)

If you need the counts, then SKU Only is probably not an option. SKU Only is the fastest way to scan single items, but if you have a lot of the same single item, then Quantity SKU inventories are the way to go.

If the customer wants prices, do they care about validating shelf vs. store prices? If it doesn't matter, Quantity SKU may be the way to go. It saves you the time of capturing the Shelf Price and if all items are on file, then giving the customer the total value of the inventory is a snap. Simply process all desired uploads via the **Overwrite SKUs found with Itemaster (I/M) Price** option. This will place a price in every SKU record. An inventory that initially has 300,000 units and \$0.00 could become \$500,000 or more just based on the above option.

By now, you have probably seen the problem in this logic, which is, what if the inventory SKU record is not on file? Well, that's when you have to fall back to Priced SKU inventories.

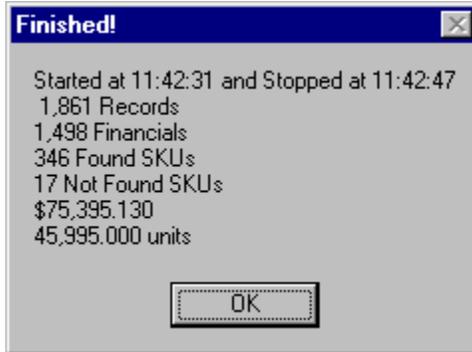
Priced SKU inventories are the most demanding of the 5 types because of the amount of information the auditors must capture. SKU, price, and unit(s) are all required.

By planning ahead, inventory capture time can be reduced if all the customer's needs are met with less time-costly inventory types.

[Return to Using Consolidate the Uploads \(Edit\)](#)

What happens at the end of processing

Once the process has ended, you will see a MessageBox similar to the one below:



The Start and Stop times are just a benchmark so you can have an idea as to how long this process took. Make a mental (and maybe physical!) note so that the next time you know how long to expect on a store with this kind of setup.

Records is a summation of all the Upload Records processed.

Financials is the number of Financial upload records processed.

Found SKUs is the number of found SKU upload records processed.

Not Found SKUs is the number of not on file SKU upload records processed.

The dollar \$ amount is the Total value of the selected uploads just processed. It includes any price "swaps" that may have occurred based on Itemaster pricing options.

The units amount is the Total count of all select uploads just processed. This number is only affected by direct, manual changes (such as in the Audit Maintenance) that you may make.

At this point, all SKU based reports (including Not Found Reports) are ready to run. In order to run Financial Reports however, you will need to run the Financial Summary on the Reports menu.

[Return to Using Consolidate the Uploads \(Edit\)](#)

Audit Maintenance

Audit Maintenance is a tool useful for finding problems that may exist in the inventory. You can quickly load just the information you are interested in (like all prices greater than \$500), so that audit verification time can be brought to a minimum.

Audit Maintenance shares many of the features found in Wintakes maintenance.

Audit Directory Maintenance supports list sorting via clicking the field / column heading.

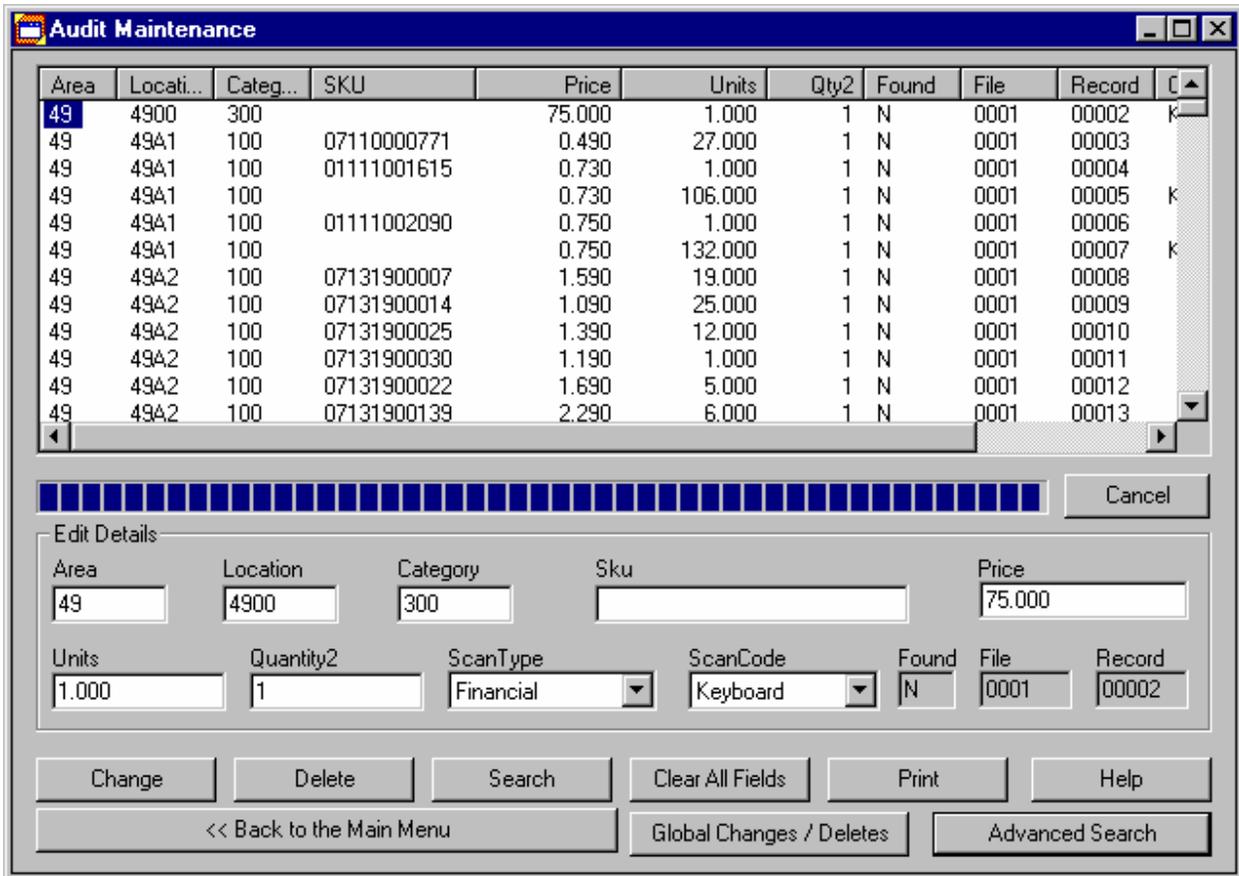
Audit Directory Maintenance does not support field recall via the up / down arrow keys in the current field. Only ScanType and ScanCode support up / down arrow keys.

To see the field sizes, [click here](#).

To see the standard maintenance functions, [click here](#).

To see how to find anything in an inventory, [click here](#).

To see how to change or delete anything in an inventory, [click here](#).



Standard Maintenance Functions

Change will alter the highlighted record in the list to the desired changes in the Edit Details box below the list.

Delete will delete the currently highlighted record.

Search will search the entire Edit for the information provided in the fields. If all fields have information, then all fields are used in the search. For a more exact search, enter more information in one or more fields. For a more general search, use just one field.

Examples: To show all Area 15's, put in just 15 in the Area field and clear out all other fields.

To define a more robust search, use the [Advanced Search](#).

Print will produce an Audit Trail Report based on the ENTIRE Edit - not on the limited record set you may currently be viewing. The printout will be directed to the default print device.

Clear All Fields will clear out the fields in the Edit Details box. This will not delete or change a record.

Help calls up the help file you are currently reading.

Cancel will stop loading records in the list.

Back to the Main Menu will return you to the Wintakes Main Menu.

Global Changes / Deletes allows you to change all of one Area, Location or Category to another Area, Location or Category. Likewise, you can delete records based on an Area, Location or Category.

Advanced Search allows you to define a search based on multiple fields. It is more flexible than the Search mentioned above.

[Return to Using Audit Maintenance.](#)

Global Changes / Deletes

Global Changes and Deletes affect the entire inventory. It doesn't matter what you may currently have loaded in the prior list as far as search conditions. The changes and deletes are absolute - they cannot be undone.

Global Changes / Deletes ? X

Warning! Global Changes / Deletes affect multiple records in an Upload file. If you perform a Global Delete and need to recover the records, then you will need to restore the Upload file and re-Edit it.

Step #1 Choose what you are about to do

Change Delete

Step #2 Choose which Upload and Records you want to work with

Upload File Record From Record To

Area Location Category

<< Back Help Proceed >>

Step #1 - Choose if you want to delete or change records

Step #2 - Choose the single upload and set the range for the modification
When you choose an upload file, the from/to range is automatically loaded for you.
You simply have to tell it from what record to what record to make the modification you want.

Step #3 - (Optional) Deletes will never use this step. Changes, however, require an Area, Location and / or Category to change each record to in the range selected from Step #2

Once you press the Proceed button, the delete / change will begin. It could take several seconds depending on the size of the record range. You do not need to "re-edit" (Consolidate) the upload files or "re-finalize" in the financial summary after exiting from the Audit Maintenance. The header, upload, edit, section, section summary and financial summary tables are all modified in this process.

[Return to Using Audit Maintenance](#)

Advanced Search

Advanced Searching allows you to find any records that you want by narrowing down exactly what it is you are looking for.

Perform AND Search - this means search conditions are dependent on each other. A record in the resulting data set must match all conditions set. For example, if I select Area From 0001 To 0015 AND Location From 0002 To 0004, then the resulting records must meet BOTH search conditions.

Perform OR Search - this means search conditions are independent of each other. Basically, think of it as doing 2 or more searches together and sending back the results to you. For example, I may want to see all Area 0015's in addition to Prices greater than \$500.

Search Conditions (Area, Location, Price, etc) help to expand (OR Searching) or narrow down (AND Searching) the records you are interested in.

Using **From** conditions without to conditions will result in all records that match the condition or greater. For example, if I have Areas 1 through 15 and use an Area from condition of 7, then records matching Areas 7 through 15 will result.

Likewise, using **To** conditions without From will result in all records that match the condition or less. For example, if I wanted Areas 1 through 4, my Area To would be 4.

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Greater than and **Less than** conditions work like From and To. For example, if I want to see all prices that have \$15 or more, then I simply fill in 15 in the Price Greater than field.

[Return to Using Audit Maintenance](#)

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Field Sizes

Area has a minimum of 1 character and a maximum of 5 characters.

Location has a minimum of 1 character and a maximum of 5 characters.

Category has a minimum of 1 character and a maximum of 3 characters.

SKU has a minimum of 0 characters and maximum 17 characters.

Price has a minimum of 0.00 and a maximum of 9,999,999.999

Units has a minimum of 0.0 and a maximum of 9,999,999.999

Quantity2 has a minimum of 0.0 and a maximum of 99,999.

ScanType may be one of five values: Financial, Priced SKU, Quantity SKU, SKU Only or Priced Only.

ScanCode may be one of eleven values: Codabar, Code11, Code128, Code39, EAN13, EAN8, I 2 of 5, Keyboard, Plessey, UPC12 or UPC6.

Found denotes if the SKU record was Found in Itemmaster Lookups. T indicates the item was found. F indicates the item was not found. This value is changed only by running the Consolidate/Edit the Uploads option from the Main Menu. You may not modify this field.

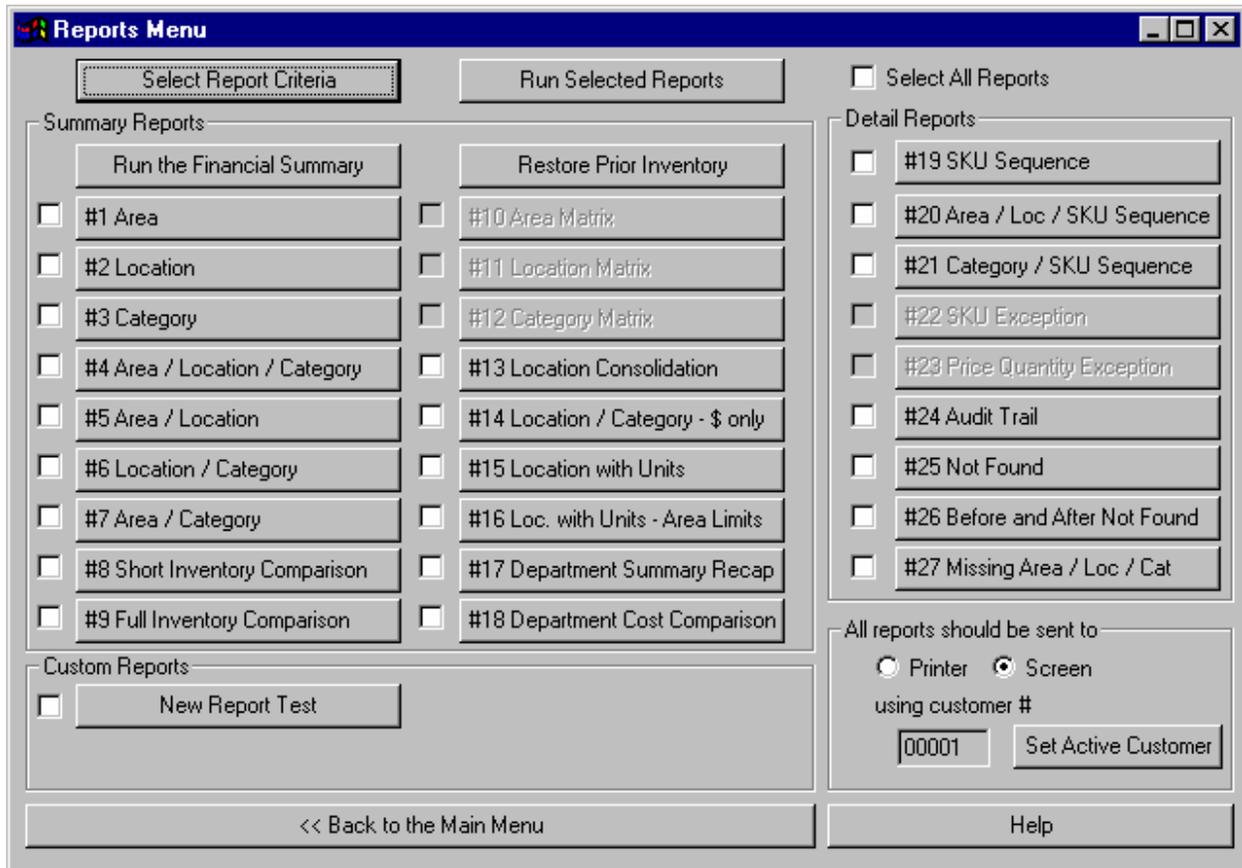
File indicates from which upload file this record came. You may not modify this field.

Record indicates a distinct record in an upload. No two records in an Upload will contain the same Record Number. You may not modify this field.

[Return to Using Audit Maintenance.](#)

#4 Reports

In any inventory, at some point the customer is going to want to know how much is located where. That's where Wintakes reports come into play. Wintakes gives you 18 summary and 9 detail level reports that show the inventory in different ways.



Select Report Criteria allows you to limit the inventory information based on your needs. For example, if you want to see only Category 100 in all reports, you simply tell it to do so. NOTE: The select criteria will affect ALL reports (summary and detail). To return to the full inventory, remove the criteria selected.

Run Select Reports will run in order, all the reports that have a check mark beside them. If you are sending the reports to screen, then only one report at a time will appear. This feature is handy if you have to print out SKU reports and don't want to wait around to start each report. Simply check each desired report, and come back when they're finished.

Select All Reports when checked, will place a check mark beside all the reports capable of printing. When unchecked, it will uncheck all the reports currently checked.

Printer will send any report to the default printer.

Screen will send any report to the screen. At that point, you may send the report page-by-page or in it's entirety to the default printer or to a file.

Using customer # shows which customer you are currently working on.

Wintakes Reference Guide

Set Active Customer allows you to change which customer you are currently working on.

Back to the Main Menu returns you to the Main Menu.

Help calls this help file.

Run the Financial Summary will enable all Summary Reports. The table generated comes from the Edit table. Also, any prior inventory summary found in the system may be included in the table for report comparison purposes.

Restore Prior Inventory will restore the financial summary from a prior inventory. This is used in report comparison of one inventory to another.

[To see what's in each summary report, click here.](#)

[To see what's in each detail report, click here.](#)

Custom Reports:

Any custom report found will appear in the Custom Reports box. All custom reports are stored and maintained in the \Custom directory under Wintakes.

[Return to Using Wintakes](#)

Select Report Criteria

Filtering may be an unfamiliar term, but the concept will be immediately clear. To "filter" means to take part of the whole and use it. So, in Wintakes, it means from the entire inventory, you want to filter down to the information your interested in.

You can **Filter Details** and / or **Filter Summary**. If you filter on just the Details and later run the financial summary, the table produced for all summary reports will be based on the FILTERED information and not on the entire inventory. You must choose at least one of the two types to produce a filtered report set.

NOTE: Filtering does not actually alter the entire inventory tables. It makes a duplicate of them and modifies them according to the settings below. This way, you DO NOT have to re-EDIT and re-SUMMARIZE as you change your search criteria.

Perform AND Search and **Perform OR Search** work just as they do in the Audit Maintenance. Using an AND search means you want to narrow down your search and produce less records. Using an OR search means you want to broaden your search and produce more records. All the search conditions are affected by the AND and the OR searches. AND / OR is meaningless within a particular type of search (such as just Area). It is only useful when combining multiple types of searches (such as Area and Category and Price).

Report Filtering [?] [X]

Filter Details Filter Summary

Perform AND Search Perform OR Search

Area
From: [] To: [] Pointer: []

Location
From: [] To: [] Pointer: []

Category
From: [] To: [] Pointer: []

SKU
From: [] To: []

Price
Less Than: [] Greater Than: []

Units
Less Than: [] Greater Than: []

File
From: [] To: []

Record
From: [] To: []

Total Dollars for a Single Entry (Price * Units * Qty2)
Less Than: [] Greater Than: []

[OK] [Cancel] [Help]

NOTE: Any FROM without a TO will automatically fill in the TO field. If you want to broaden your filtering range, you may need to delete the TO value. Example: Imagine an inventory with Areas 1 to 10. Filling in just AreaFrom=5 will produce a data set of Areas 5 through 10. Filling in just AreaTo=3 will produce a

Wintakes Reference Guide

data set of Areas 1 through 3. Filling in AreaFrom=5 and AreaTo=6 will produce a data set of Areas 5 through 6.

Area From has a minimum of 0 characters and a maximum of 5 characters.

Area To has a minimum of 0 characters and a maximum of 5 characters.

Area Pointer has a minimum of 0 characters and a maximum of 2 characters.

Location From has a minimum of 0 characters and a maximum of 5 characters.

Location To has a minimum of 0 characters and a maximum of 5 characters.

Location Pointer has a minimum of 0 characters and a maximum of 2 characters.

Category From has a minimum of 0 characters and a maximum of 3 characters.

Category To has a minimum of 0 characters and a maximum of 3 characters.

Category Pointer has a minimum of 0 characters and a maximum of 2 characters.

SKU From has a minimum of 0 characters and a maximum of 17 characters.

SKU To has a minimum of 0 characters and a maximum of 17 characters.

Price Less Than has a minimum of 0.000 and a maximum of 9,999,999.999

Price Greater Than has a minimum of 0.000 and a maximum of 9,999,999.999

Units Less Than has a minimum of 0.000 and a maximum of 9,999,999.999

Units Greater Than has a minimum of 0.000 and a maximum of 9,999,999.999

File From has a minimum of 0 characters and a maximum of 4 characters.

File To has a minimum of 0 characters and a maximum of 4 characters.

Record From has a minimum of 0 characters and a maximum of 5 characters.

Record To has a minimum of 0 characters and a maximum of 5 characters.

Total Dollars Less Than has a minimum of -9,999,999,999 and a maximum of 9,999,999,999

Total Dollars Greater Than has a minimum of -9,999,999,999 and a maximum of 9,999,999,999

Ok begins the process of filtering from the entire inventory.

Cancel aborts any changes to the entire inventory.

Help calls this help file.

[Return to #4 Reports](#)

Summary Reports

#1 Area sorts on the area pointer then on area. It shows a dollar summary of each distinct area, it's prior dollar value (if any) and the variance between the two. It also has a sub-total for each distinct area pointer and the total dollars and prior dollars for each.

#2 Location sorts on the location pointer then on the location. It shows a dollar summary of each distinct location, it's prior dollar value (if any) and the variance between the two. It also has a sub-total for each distinct location pointer and the total dollars and prior dollars for each.

#3 Category sorts on the category pointer (department) then on the category. It shows the dollar summary of each distinct category, it's prior dollar value (if any) and the variance between the two. It also has a sub-total for each distinct category pointer and the total dollars and prior dollars for each.

#4 Area / Location / Category sorts on area, then location, then category. It shows the dollar summary starting with category, then location, then area, and its prior dollar value (if any) and the variance between the two. The entire report basically looks like a sub-total.

#5 Area / Location sorts on area then location. It shows the dollars summary of each distinct location, its prior dollar value (if any) and the variance between the two. It also has a sub-total for each distinct area's dollar value and prior dollar value and the variance between the two.

#6 Location / Category sorts by area then by location. It shows the sub-section (the last digit of the location) dollar value. It has a sub-total on distinct sections (the beginning digits of the location). It also has a sub-total on distinct areas.

#7 Area / Category sorts by area then by category. It shows each distinct category, it's dollar value and prior dollar value (if any). It sub-totals on distinct areas.

#8 Short Inventory Comparison sorts on category. It shows each distinct category, it's cost, the current and prior dollar values, any differences in the dollar values and an overall percentage change in the category.

#9 Full Inventory Comparison sorts on category. It shows each distinct category, it's cost, the current and prior dollar values, the current and prior units counted, and differences in the dollar values, an overall percentage change in the category and the current and prior average price (total dollar value divided by the total units counted).

#10 Area Matrix is currently not available.

#11 Location Matrix is currently not available.

#12 Category Matrix is currently not available.

#13 Location Consolidation sorts on area, then aisle number, then category, then on location. It shows within each distinct area, ordered by aisle number, the distinct categories it contains. It sub-totals on the distinct aisle number and also on the area.

#14 Location / Category - \$ only sorts on area, then location, then category. It looks almost exactly like Report #4 (Area / Location / Category), except that it does not have the prior dollar values or the variances.

Wintakes Reference Guide

#15 Location with Units sorts on location pointer then on location. It looks almost exactly like Report #2 (Location) except it include units. It sub-totals on distinct location pointers.

#16 Loc. with Units - Area Limits sorts on location pointer then on location. It looks exactly like Report #15 (Location with Units), but limits the report information based on a user specified area range.

#17 Department Summary Recap sorts on category pointer (department). It looks similar to Report #3 (Category), except instead of the actual category, it's the category pointer.

#18 Department Cost Comparison sorts on category pointer then on category. It shows the cost dollar value, the current and prior dollar values, unit counts, percentage changes in cost versus dollar value and the average of the current and prior inventories. It also sub-totals on distinct category pointers (departments).

[Return to #4 Reports](#)

Detail Reports

#19 SKU Sequence sorts on SKU, then on area, then on location, then on category. It shows the individual SKU record with all its details such as shelf price, units counted, dollar value (price * units) and cost.

#20 Area / Loc / SKU Sequence sorts on area, then on location, then on category, then on SKU and then on price. It shows the shelf price, units counted, dollar value and cost. It also does a sub-total on distinct categories, locations and areas.

#21 Category / SKU Sequence sorts on category then on SKU. It shows the shelf price, units counted, dollar value and cost. It also sub-totals on distinct categories.

#22 SKU Exceptions is currently not available.

#23 Price Quantity Exceptions is currently not available. This report may be emulated with the SKU Sequence report and use of Select Report Criteria.

#24 Audit Trail sorts on area, then on location, then on category, then on file and then on record. It is a record-by-record account of an inventory. It includes both SKU and financial information. It sub-totals on distinct categories, locations and areas.

#25 Not Found sorts on file then on record number. It is a record-by-record account of any not found item.

#26 Before and After Not Found sorts on file then on record number. It is a record-by-record account of any not found item. It also shows you the found item before and after the not found item to help in locating it.

#27 Missing Area / Loc / Cat is three reports in one. It shows sorted areas that have not been captured in the current inventory. It shows sorted locations that have not been captured in the current inventory. It shows sorted categories that have not been captured in the current inventory. The basis for the three reports are on the directories and not on any prior inventory.

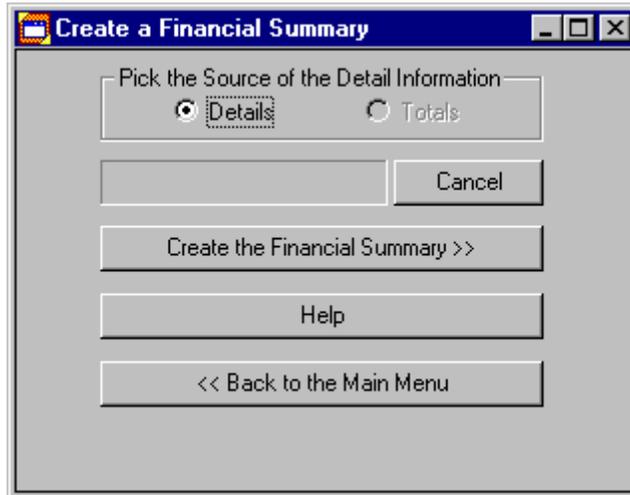
[Return to #4 Reports](#)

Create a Financial Summary

Upload files are the individual details of an inventory. From them, the Edit file is produced to show the found and not found SKUs of an inventory (if any). But, to get an overview of an inventory, you will need to run the Financial Summary.

The Financial Summary uses distinct area, location and categories of the current inventory to "summarize" a particular part of a store. For example, the Category Report is a summary of all distinct categories in an inventory. The customer may not be concerned about exact details (as in the Audit Trail or one of the SKU reports) - they just want to know how much money and units are in a particular area, location or category.

All summary reports are based on the table produced by this application. In addition, a Prior Inventory financial summary may be included in the reports. If a prior inventory table is in the system when you begin processing in this application, it will ask if you want to include it in the current inventory for reporting purposes. If it is not present, the prior can always be added later via the Restore a Prior Inventory button on the Reports Menu.



Details means you want to run the financial summary from the upload details (preferred).

Totals means you want to run the financial summary from the totals.

Cancel will stop processing the financial summary.

Create the Financial Summary will begin the process.

Help calls this help file.

Back to the Main Menu will return you to the main menu.

Restore a Prior Inventory

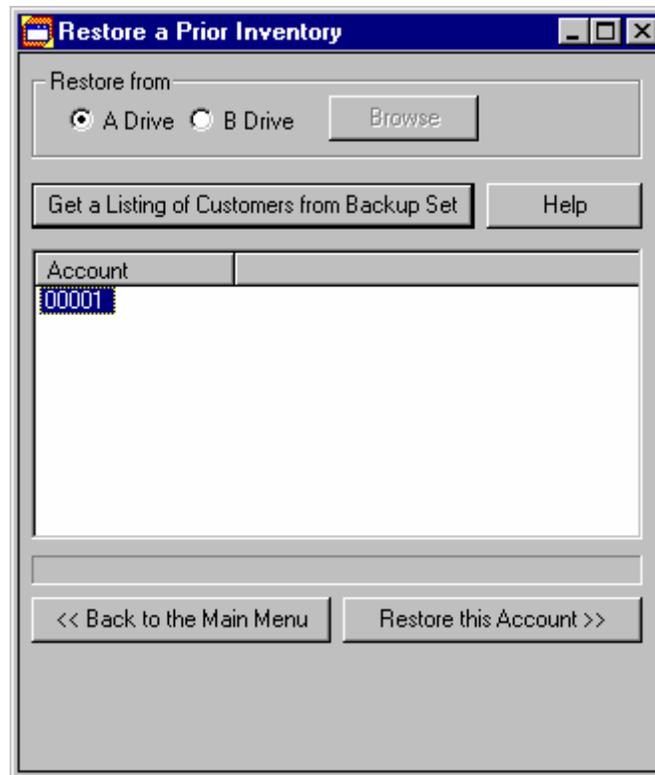
This application allows you to bring the summary totals (not the details) of a prior inventory into the current inventory for reporting. All prior columns on all reports come from this restoration.

Step #1 Get a listing of what backup files exist. Use the **Get a Listing of Customers from Backup Set** button.

Step #2 Select one of the accounts listed (in most cases, only one will exist).

Step #3 Press the **Restore this Account** button.

Once the file has been restored, if you already have a current Financial Summary processed, it will begin processing. It is matching current and prior area, location and categories so that the reports don't have to. If you do not already have a Financial Summary, after restoring and getting upload files for the current inventory, you will need to run the Financial Summary. It will detect the prior inventory and ask if you want to use it in the reports.



Get a Listing of Customers from Backup Set prompts you to select the directory in which the backup (.ZIP) file(s) exist, and shows you all the possible choices to restore from.

Help calls this help file.

Back to the Main Menu returns to the Main Menu.

Restore this Account will bring the prior inventory financial summary into the current inventory.

Select an Active Customer

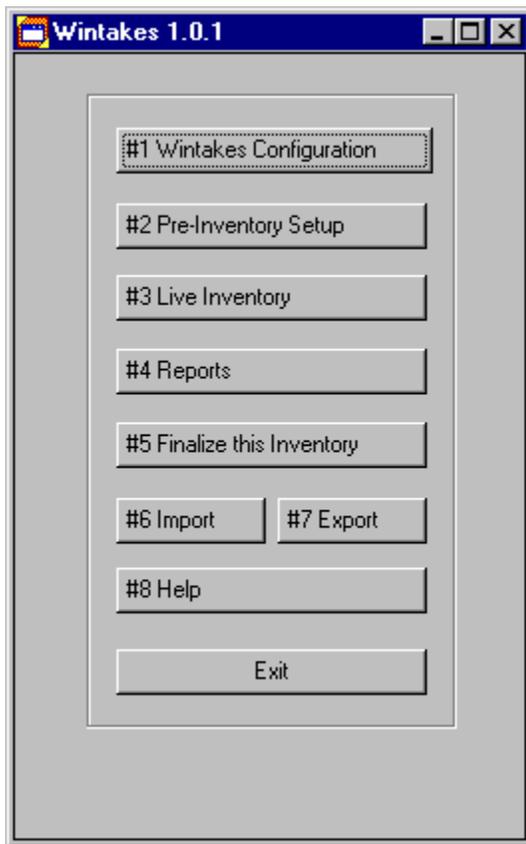
On first use of Wintakes, this should be the first dialog that you will see. In Wintakes, all functions (like backups, reporting, summarizing) are defined by the Customer they belong to.

If you have no defined Customers, click here.

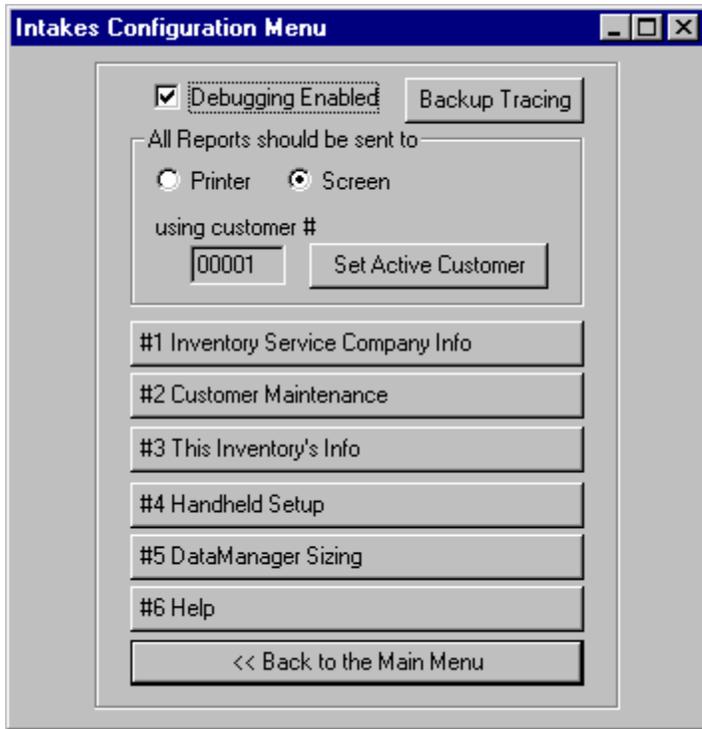
If you have defined Customers, click here.

NOTE: If you plan on immediately importing from a DOS INTAKES data set, then Cancel this application. After importing, you will need to perform the following steps:

#1 Exit back to the Main Menu.



#2 Select "#1 Wintakes Configuration"



#3 If you have an Active Customer already present, it would appear in the control marked as "using customer #" - in this case Customer 00001 is the Active Customer. To change to another customer, then choose the "Set Active Customer" button.

If you have no defined Customers

This is the dialog that you will see if no customers have been defined:

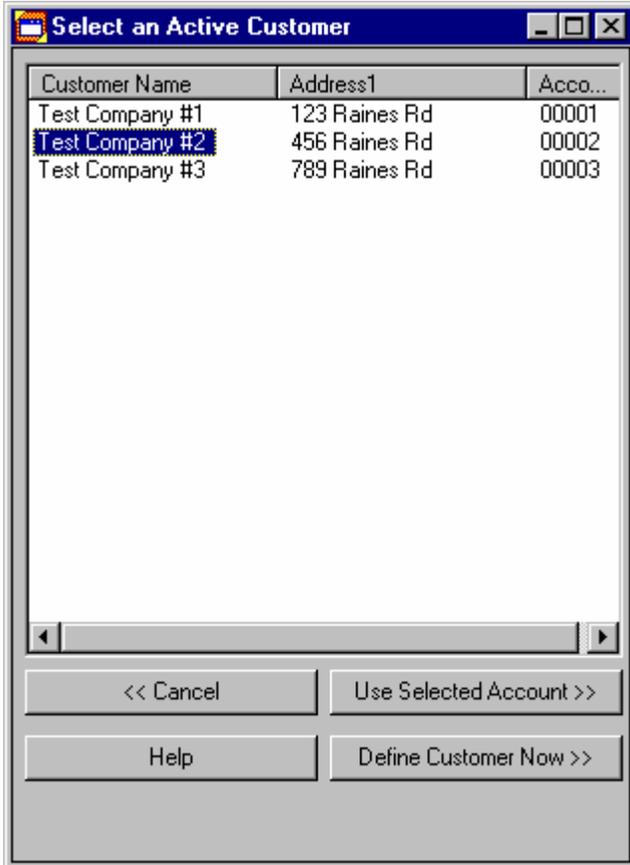


In this situation, you cannot select any customers to set since none have been created. The easiest method is to choose the "Define Customer Now >>" button. This will take you into the Customer Maintenance section of Wintakes.

[Back to Select an Active Customer](#)

If you have defined Customers

All you have to do to select an entry from the list and then press the "Use Selected Account >>" button. That's it!

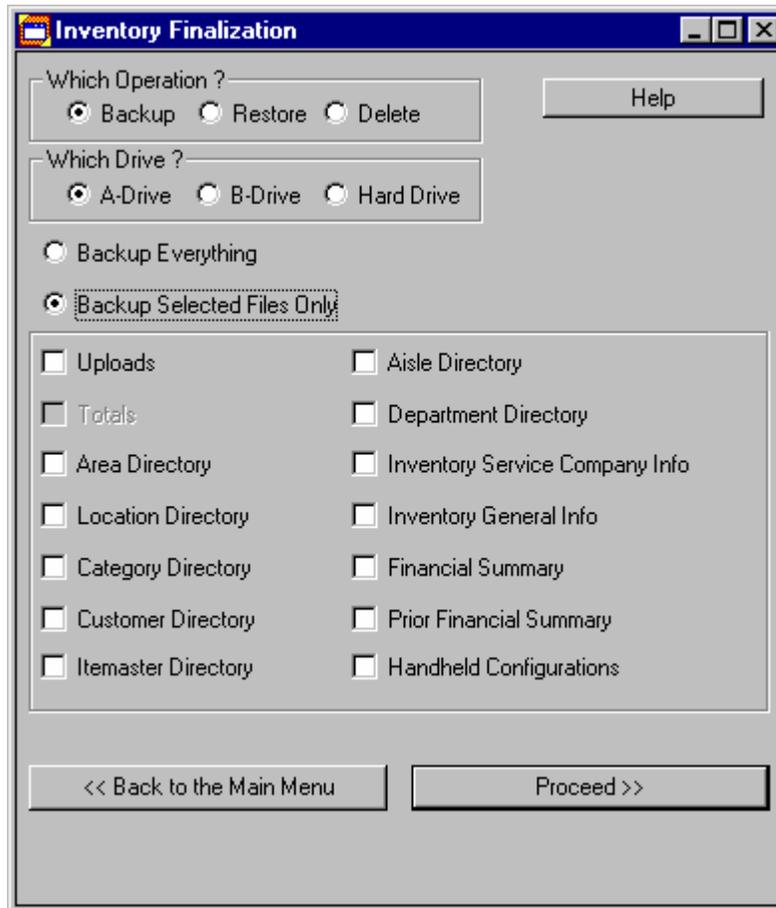


In this case, Test Company #2 will become the Active Customer for this inventory.

[Back to Select an Active Customer](#)

#5 Finalize this Inventory

Finalizing an inventory is critical. It is the only absolute method of restoring a prior inventory. This allows you to Backup, Restore and Delete an inventory in Wintakes. It also ensures that if the need arises to report on a store on a particular date, you can.



For more information about Inventory Finalization, click on the Help button in that application.

[Return to Using Wintakes](#)

Inventory Finalization

Finalizing works the way it sounds - closing out an inventory. It is very important to backup the inventory when finished. It allows you to go back to your archives at a later date and use an inventory for comparison.

Finalization includes three options: **Backup**, **Restore** and **Delete**.

Choosing a Drive is only available for Backup and Restore options.

When choosing one of the three operations, you must select either **everything** or **selected files**. Everything will attempt to backup, restore or delete all files located in the \Wintakes\Data directory. Selected files only will backup, restore or delete only the files you have checked.

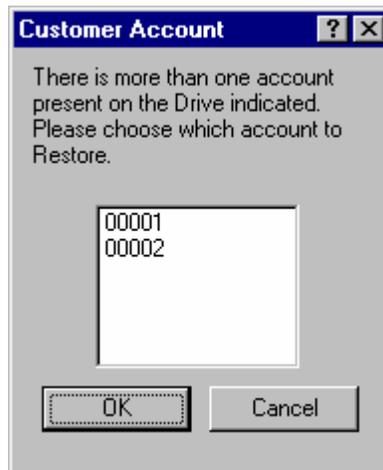
Help calls this help file.

Back to the Main Menu will return you to the Main Menu.

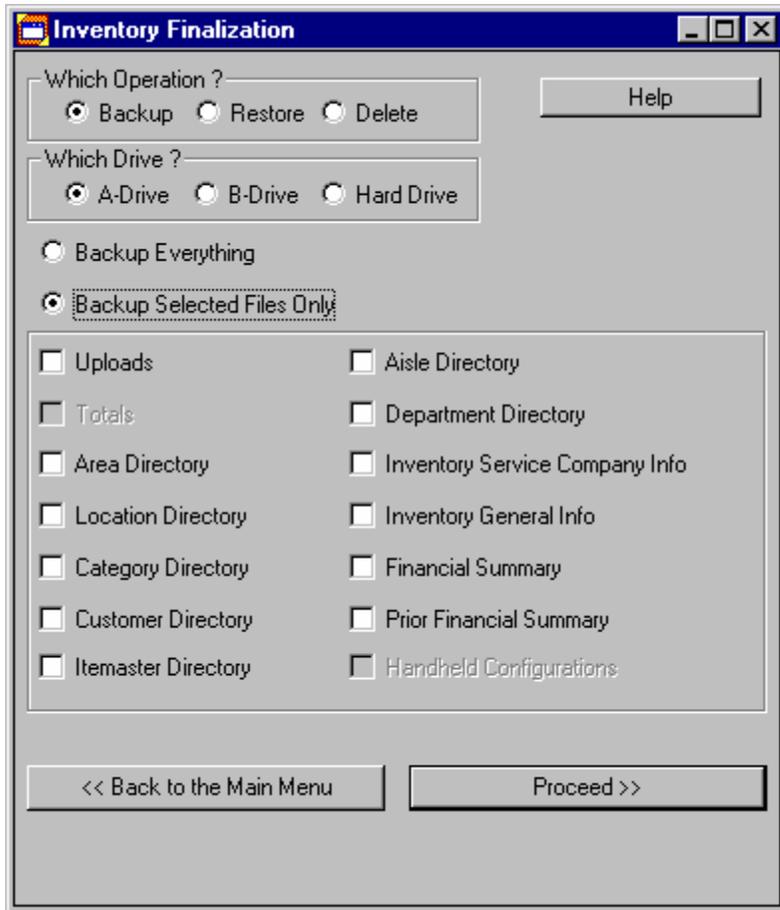
Proceed will launch the selected operation on the selected files and/or drives.

Backup Tip: If you have not already chosen an active account by this step, Inventory Finalization will ask for you to please choose or setup an account. The account number is used in naming the physical archive diskette produced.

Restore Tip: The active account also comes into play here. The diskette that you restore may contain multiple accounts. Inventory Finalization will prompt you to select one of the accounts if this is necessary (see below picture). If only one account resides on the diskette, the routine will automatically restore the diskette.



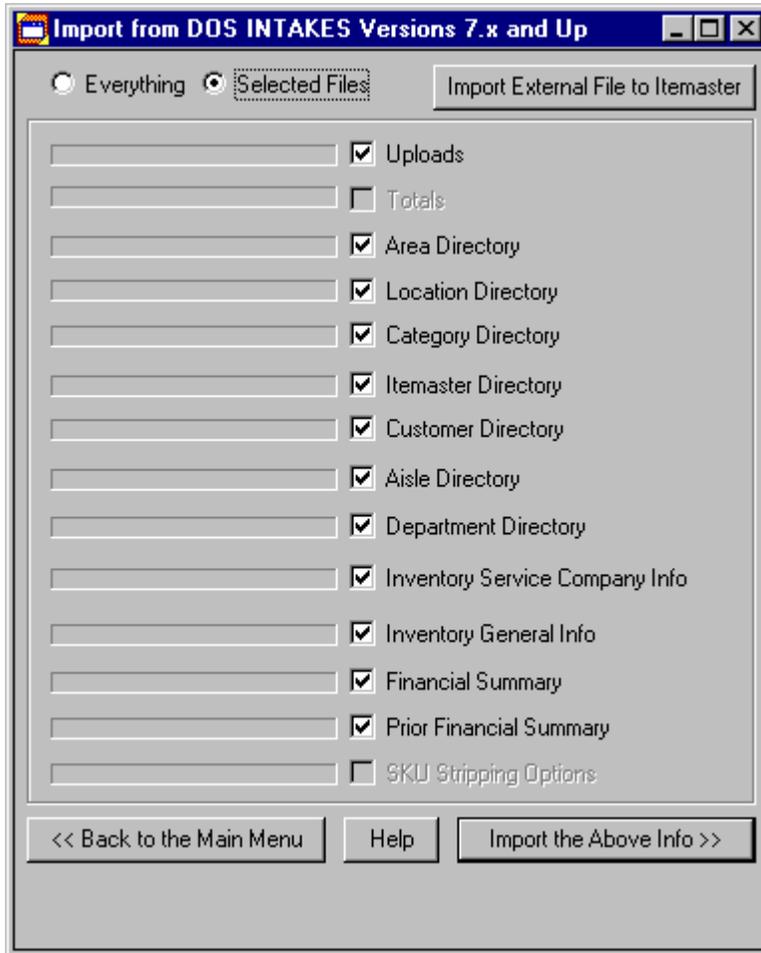
NOTE: When in Backup or Delete and Selected files only mode, any disabled (grayed-out) controls indicate that the file does not exist. Restore mode has all controls enabled giving you access to all possible files in an archived diskette.



#6 Import

Import allows you to bring in a past inventory. In the beginning, this is a good way to get used to Wintakes if you have used the DOS INTAKES in the past.

Capturing an inventory is important. But just as important in SKU inventories is the ability to put meaningful information on a report for the customer. That's where the Import External File to Itemaster comes into play. It gives you the ability to import any type of file into Wintakes for use as an Itemaster.



For more information about DOS INTAKES Importing, click on the Help button in that application.

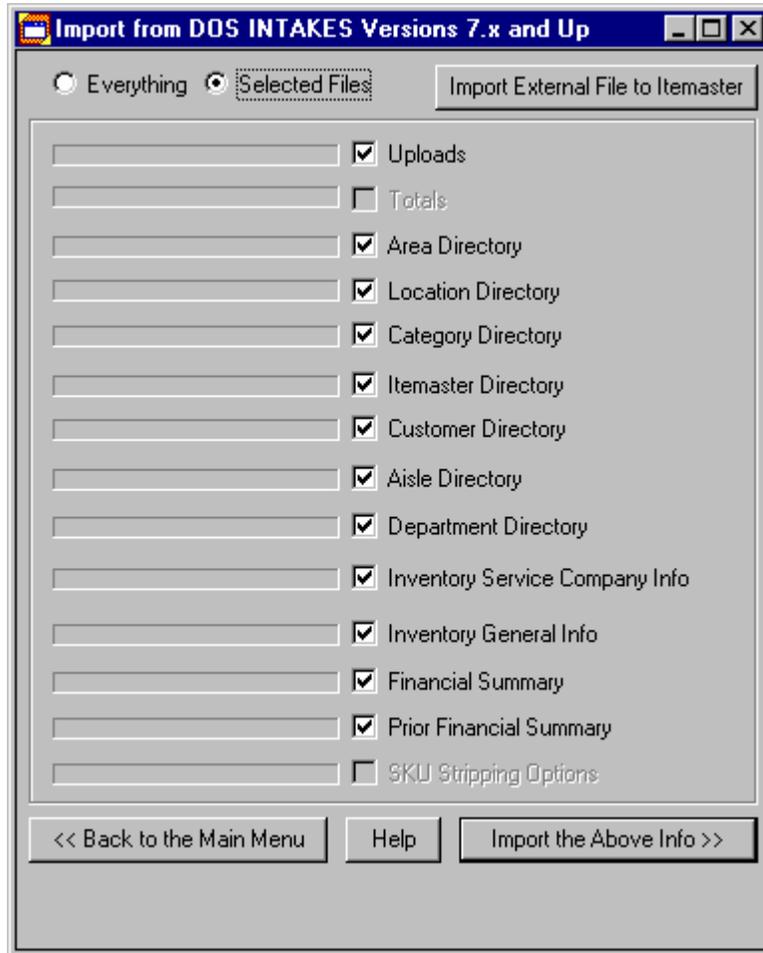
For more information about Itemaster Importing, click on the Help button in that application.

[Return to Using Wintakes](#)

Import from DOS INTAKES Versions 7.x and Up

This application is fairly simple. It will take any information from the existing DOS INTAKES directory and overlay it in Wintakes in the new window format. The DOS INTAKES directory by default is C:\INTAKES.

Tip: You can override this by using the Wintakes.Ini file under the [System] Section. Look for the Dos-Intakes Directory entry and change it to the path desired. NOTE: You must include all the backslashes (including the one at the end!). Import is the only application that uses this entry.



Everything will import all DOS files that the application can find in the DOS INTAKES directory.

Selected files will import only those files, which you select in the box below.

Import External File to Itemaster gives you a means by which to import any type of file into the Wintakes system to use as an Itemaster.

Uploads when checked, will import (and overwrite) all upload files in the current system. All upload files in Wintakes are permanently removed BEFORE the import has begun.

Wintakes Reference Guide

Totals when checked, will import (and overwrite) all totals files in the current system. All totals in Wintakes are permanently removed BEFORE the import has begun. The only need for the totals file in Wintakes is if you need to run reports from totals instead of details. It is strongly encouraged to use the details in place of the totals. Many features of Wintakes will be disabled if you use only totals with no upload files to back them up.

Area Directory when checked, will import (and overwrite) the area directory. The original directory (if any) will be permanently removed BEFORE the import has begun.

Location Directory when checked, will import (and overwrite) the location directory. The original directory (if any) will be permanently removed BEFORE the import has begun.

Category Directory when checked, will import (and overwrite) the category directory. The original directory (if any) will be permanently removed BEFORE the import has begun.

Itemmaster Directory when checked, will import (and overwrite) the Itemmaster directory. The original directory (if any) will be permanently removed BEFORE the import has begun.

Customer Directory when checked, will import (and overwrite) the customer directory. The original directory (if any) will be permanently removed BEFORE the import has begun.

Aisle Directory when checked, will import (and overwrite) the aisle directory. The original directory (if any) will be permanently removed BEFORE the import has begun.

Department Directory when checked, will import (and overwrite) the department directory. The original directory (if any) will be permanently removed BEFORE the import has begun.

Inventory Service Company Info when checked, will import (and overwrite) the Inventory Service Company Info. The original information (if any) will be permanently removed BEFORE the import has begun.

Inventory General Info when checked, will import (and overwrite) the Inventory General Info. The original information (if any) will be permanently removed BEFORE the import has begun.

Financial Summary when checked, will import (and overwrite) any current financial summary. The original summary (if any) will be permanently removed BEFORE the import has begun.

Prior Financial Summary when checked, will import (and overwrite) any current prior financial summary. The original summary (if any) will be permanently removed BEFORE the import has begun.

SKU Stripping Option is a future option that will import into the handheld configurations. It is currently unavailable.

Import the above Info will import everything selected.

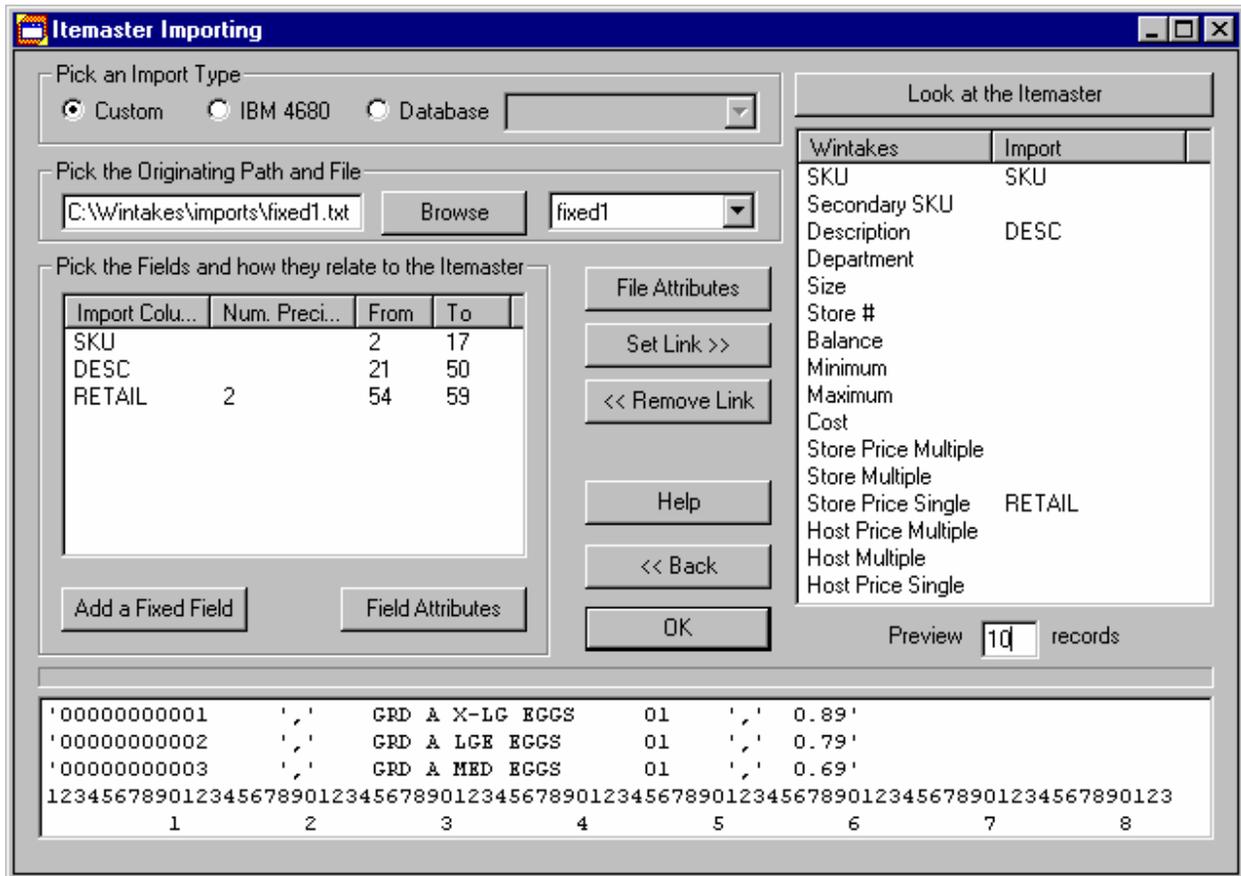
Help calls this help file.

Back to the Main Menu will return you to the Main Menu.

Itemaster Importing

This application allows you to bring in a type of file as an Itemaster for SKU lookups and reporting. It supports ASCII text files (custom), IBM 4680 files and all ODBC-compliant database types such as Access, dBase, FoxPro, etc.

As powerful as this application is, it cannot make the decisions for you when trying to setup an import file. Only you can say this field from the import should go to that field in the Itemaster. Trial and error in many cases is the only way to get 100% of an import file. Fortunately, Itemaster Importing is easy enough to use and allows you to import a file in several different ways AND preview just a few records so you don't waste time.



The basic steps to follow in importing any file as an Itemaster are:

#1 Pick an Import Type

#2 Pick the Originating Path and File

#3 Pick the Fields and how they relate to the Itemaster

Wintakes Reference Guide

Preview records is a handy feature that brings in only the number of records you tell it to. It allows for a quick import and saves time if the import file is tricky and requires different attempts before the final settings are correct. To import the entire file, clear this field. The maximum number of records you can currently preview is twenty. If you wish to see more records, then you will need to go to the Itemmaster Directory Maintenance.

Look at the Itemmaster gives you the ability to see what the Itemmaster looks like with the settings you have enabled. You don't have to exit the Import in order to view the Itemmaster. Currently, the application only reads in up to twenty (20) records for speed purposes.

Help calls this help file

Ok begins the import process. On large files this can take several minutes.

Back returns you to the main menu.

Wintakes Reference Guide

IBM 4680 Field Mapping

IBM 4680	Wintakes Itemaster
SKU	SKU
N/A	Secondary
Description	Description
Department	Department
MPG	Size
N/A	Store #
Quantity	Balance
N/A	Minimum
N/A	Maximum
N/A	Cost
Price	Store Price Multiple
N/A	Store Multiple
Price	Store Price Single
N/A	Host Price Multiple
N/A	Host Multiple
N/A	Host Price Single

[Return to Pick an Import Type](#)

Pick an Import Type



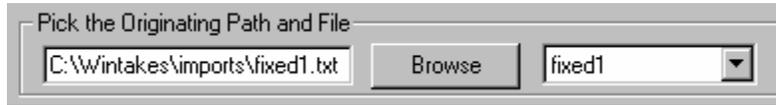
IBM 4680 import types require the least amount of user intervention. You must choose the directory and file of the import. IBM 4680 files map specifically to the Itemaster and therefore cannot be altered. Click [here](#) to see the specifics on field mapping.

Database import types require a little more user intervention. You must choose the directory and file of the import. You must link the import fields to the Itemaster fields. NOTE: The drop-down list to the right of the Database control contains a list of all the ODBC 32-bit data-sources currently on your laptop/PC. These are the generic Microsoft drivers. Others may be added for additional import/export types, as they become available.

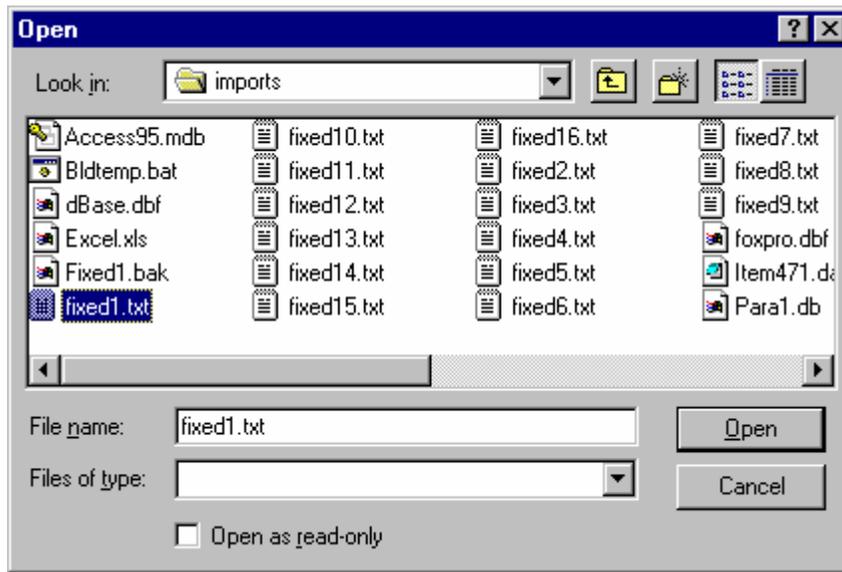
Custom import types require the highest degree of user intervention. You must choose the directory and file of the import. You must setup file attributes about the import file. You must define field attributes and finally you must link the import fields to the Itemaster fields.

[Return to Using Itemaster Importing](#)

Pick the Originating Path and File



There are three (3) controls in this section. The one on the far left is the path and file name of the importing file. You may type in the path and file or use the Browse button to the right to navigate and choose the file. Click on the Open button to accept the value and continue (see below).



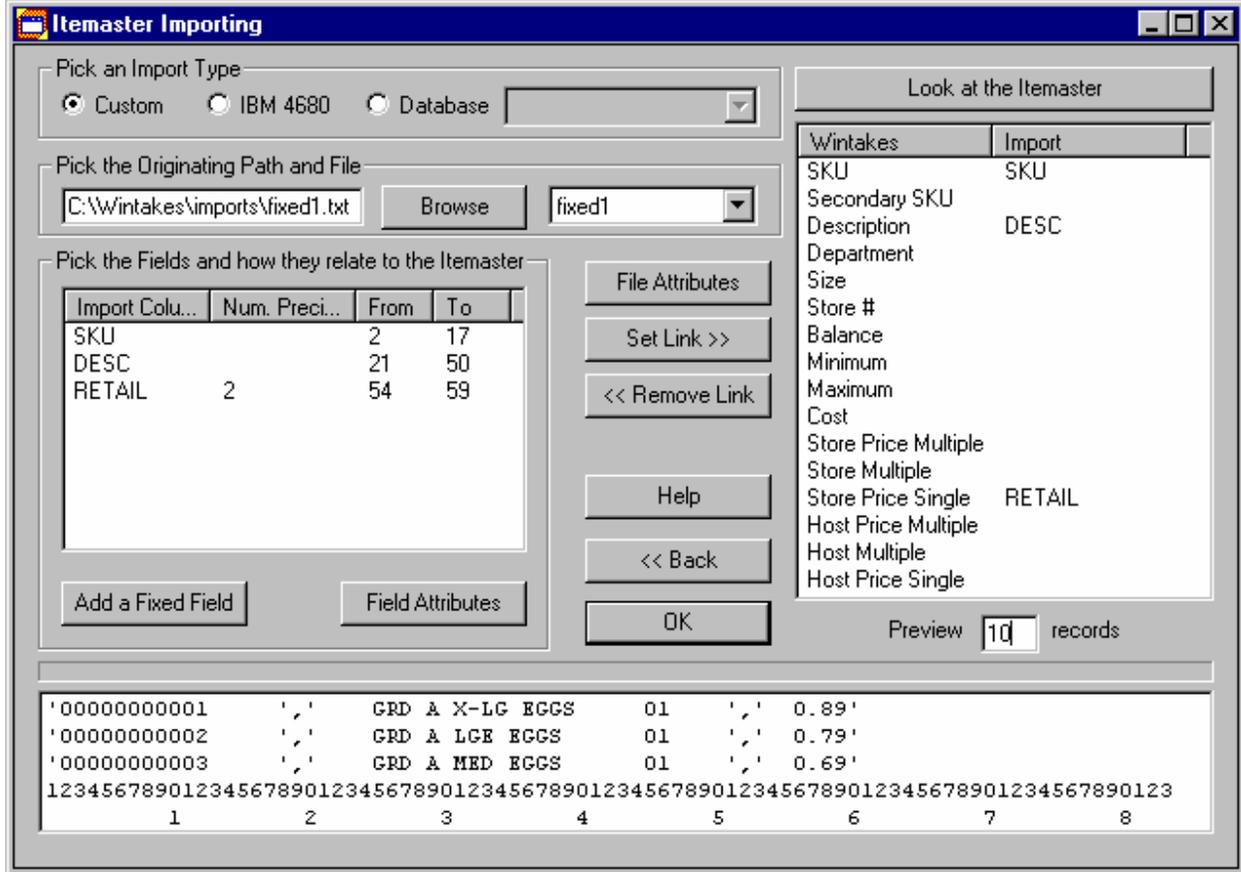
NOTE: the \Imports directory has been created as a default directory for imports. You can run the import directly from the floppy drive if you wish, but you are encouraged to copy the import file to this directory for better performance. Also, Itemaster Importing will only work on one UNCOMPRESSED floppy at a time. It will not attempt to restore or unzip any disk - in a series or as the only disk in the backup. If your import file is on more than one disk and used a backup routine to create it, you are responsible for restoring the file.

The third control in this section is the actual table you want to work on. In custom and IBM 4680 types, there is only one table and it is automatically chosen for you. In some database imports (like Access and Oracle), there are multiple tables in a database and you must choose the one you want to work on.

[Return to Using Itemaster Importing](#)

Pick the Fields and how they relate to the Itemaster

This step is used in Custom and Database import types only. IBM 4680 files are fixed and import directly to specific Itemaster fields.



In database imports, the fields are automatically retrieved with all the field attributes set for you. All you have to do is link them to the Itemaster.

In custom imports, the fields **MUST** be manually entered unless they are contained in the import file. If embedded in the file, Itemaster Importing will attempt to bring in the fields. If it cannot, you will have to manually enter them.

This is the guideline to follow when working on a **custom** import file:

#1 File Attributes need to be set up first in order to quickly determine the type of file you are working with. You must choose between a fixed-length and a variable-length file.

#2 (Optional) To manually define a field in the import table, simply click on the Add a Fixed Field button.

#3 (Optional) To change any attribute about an import field, simply click on the Field Attributes button.

#4 Link the fields tells the system that field x from the import is field y in the Itemaster.

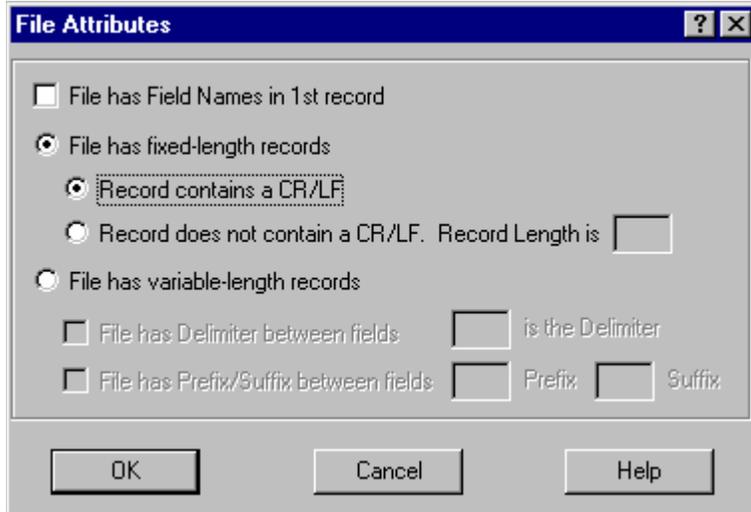
Wintakes Reference Guide

That's basically all it takes to setup an import. The only thing left is to actually import the file.

[Return to Using Itemmaster Importing](#)

File Attributes

File attributes describe what kind of file an import is. It helps determine how the system should handle the file and helps you in determining the fields and how they link to the Itemaster.



File has Field Names in 1st record. This can easily be determined by looking at the first record in the import file. Look in the import sample window at the bottom of the main screen (see below). If the file did contain a record with field names, it would have appeared in the first line of the list.

'Sku	'Description	'Retail'
'00000000001	'KRO GRD & X-LG EGGS 01	' 0.89'
'00000000002	'KRO GRD & LGE EGGS 01	' 0.79'
123456789012345678901234567890123456789012345678901234567890123		
1	2	3
4	5	6
7	8	

File has fixed-length records means each record SHOULD be the same number of bytes long. Even if a customer says it is fixed-length doesn't mean that it is. Trial and error is the only means of determining this.

Record contains a CR/LF means each record has it's own line in the file (and in the import sample window). Below is an example of a fixed-length with CR/LF import file.

'Sku	'Description	'Retail'
'00000000001	'KRO GRD & X-LG EGGS 01	' 0.89'
'00000000002	'KRO GRD & LGE EGGS 01	' 0.79'
123456789012345678901234567890123456789012345678901234567890123		
1	2	3
4	5	6
7	8	

Record does not contain a CR/LF means each record runs directly into the next in one continuous line. Below is an example of a fixed-length without CR/LF import file.

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```
'00000000001', 'KRO GRD A X-LG EGGS 01', '0.89' '00000000002', 'KRO GF
0000000020', 'COCONUTS 07', '0.99' '00000000021', '32 CT RED
000040', 'TANGELOS 100CT 07', '0.20' '00000000041', 'PERSIAN MELC
1234567890123456789012345678901234567890123456789012345678901234567890123
1 2 3 4 5 6 7 8
```

Record Length is used only if you do not have CR/LFs. It says each record should be only x number of characters in length. When faced with fixed-length file without CR/LF, playing with this number is how you will import the file. Simply change the number and click Ok.

File has variable-length records is the other type of ASCII file that the import can work with. Variable-length is just as it sounds - each record may or may not be the same length as the one before it. Variable-length does NOT mean variable fields. Every record must contain the same number of fields - whether they are used or not. Variable-length records always have a CR/LF. It is the only means of determining where one record ends and another begins.

File has Delimiter between fields means that a separator (like a comma) is in between the fields in the record. Usually, these are easy to spot. Virtually all variable-length files will have a delimiter.

Is the Delimiter allows you to define the delimiter in the import file. By looking at the import sample window, you should be able to determine the delimiter. The comma is the delimiter in the below example.

```
'Sku', 'Description', 'Retail'
'00000000001', 'KRO GRD A X-LG EGGS 01', 0.89
'00000000002', 'KRO GRD A LGE EGGS 01', 0.79
1234567890123456789012345678901234567890123456789012345678901234567890123
1 2 3 4 5 6 7 8
```

File has Prefix/Suffix, just as in English, is before and after. In this case, it's before and after each field. Typically, alphanumeric fields (such as Description above) contain the Prefix/Suffix and numeric fields do not. NOTE: A standard practice in creating variable-length files is to use the same delimiter and prefix/suffix for each field.

Prefix is the character before each field.

Suffix is the character after each field.

Ok will apply all the settings to the current import file and show the results in the import sample window.

Cancel will abort the settings and return you to the main screen.

Help will call this help file.

[Return to Pick the Fields and how they relate to the Itemaster](#)

Linking Fields

This is the common step for both custom and database import files. You are responsible for telling the computer how the files interact. It's usually fairly simple. One field maps directly to another. In some cases, an import field may go into two or more Itemmaster fields (such as the Store Single and Multiple Prices).

To "link" an import field to an Itemmaster field, do the following three steps:

#1 Select the import field in the left list by left clicking on the desired field.

#2 Select the Itemmaster field in the right list by left clicking on the desired field.

#3 Click on the **Set Link** button.

You should now see a "link" in the Itemmaster list in the second column labeled "Import". In the below example, SKU, DESC and RETAIL have been linked to their corresponding Itemmaster fields.

To "unlink" an import field, do the following two steps:

#1 Select the Itemmaster field in the right list by left clicking on the desired field.

#2 Click on the **Remove link** button

The Itemmaster field in question should now be blank in the second column.

Remember: Linking and unlinking are field-based, not file-based.

NOTE: To import, you have to have a SKU link. The import will not continue until you create one.

Adding a Fixed Field

This is only used in the custom import type. Database import types have their fields automatically defined. Some custom import types also have this capability.

This feature allows you to describe the fields in your import file. Each field name must be unique. Also, each field must contain a From and To range. Numeric fields may or may not contain a decimal point and therefore may need the field precision.

Field Name is the unique name for the field you are describing. The system automatically generates the FIELD0, FIELD1, etc. for you.

Numeric Field Precision is used in numeric fields where the decimal point is physically missing and there is an implied decimal precision. Example: the data in the field contains 00599 but should be considered \$5.99. NOTE: It's a good idea to use this even if the field has a decimal.

From is the beginning character position of the field. The SKU field in the below example begins at 2. NOTE: Use the character scale on the bottom two lines of the list as a ruler to help in determining character positions. Do not include the Prefix/Suffix when determining the field from and to positions.

'Sku	'Description	'Retail'
'00000000001	'KRO GRD A X-LG EGGS 01	' 0.89'
'00000000002	'KRO GRD A LGE EGGS 01	' 0.79'
123456789012345678901234567890123456789012345678901234567890123		
1	2	3
		4
		5
		6
		7
		8

To is the ending character position of the field. The SKU field in the above example ends at 17.

Ok saves the field attributes.

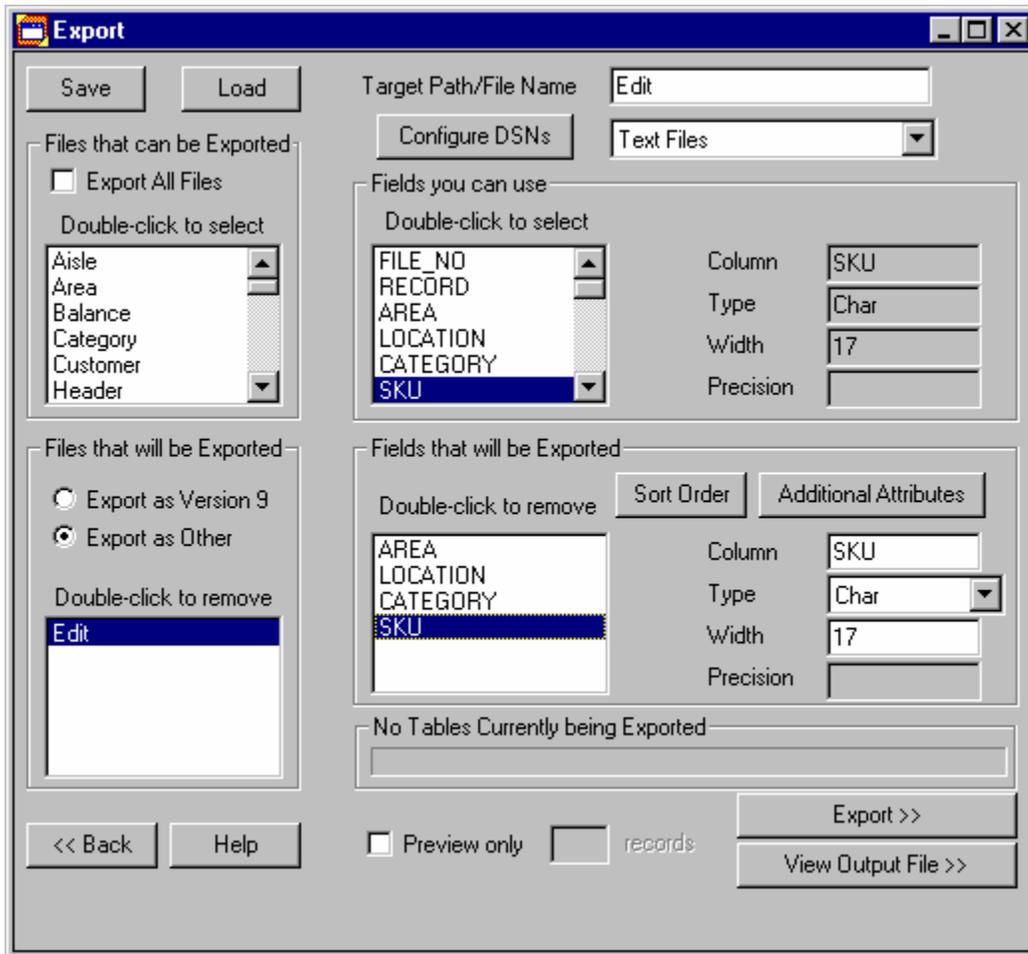
Cancel aborts and returns you to the main screen.

Help calls this help file.

[Return to Pick the Fields and how they relate to the Itemaster](#)

#7 Export

The Export application gives you the ability to send any information in Wintakes to your customer. It can create files in many types including: dBase, Paradox, Text, FoxPro, Access and even RDBMS database systems such as Oracle and SQL Server.



For more information about Exporting, click on the Help button in that application.

[Return to Using Wintakes](#)

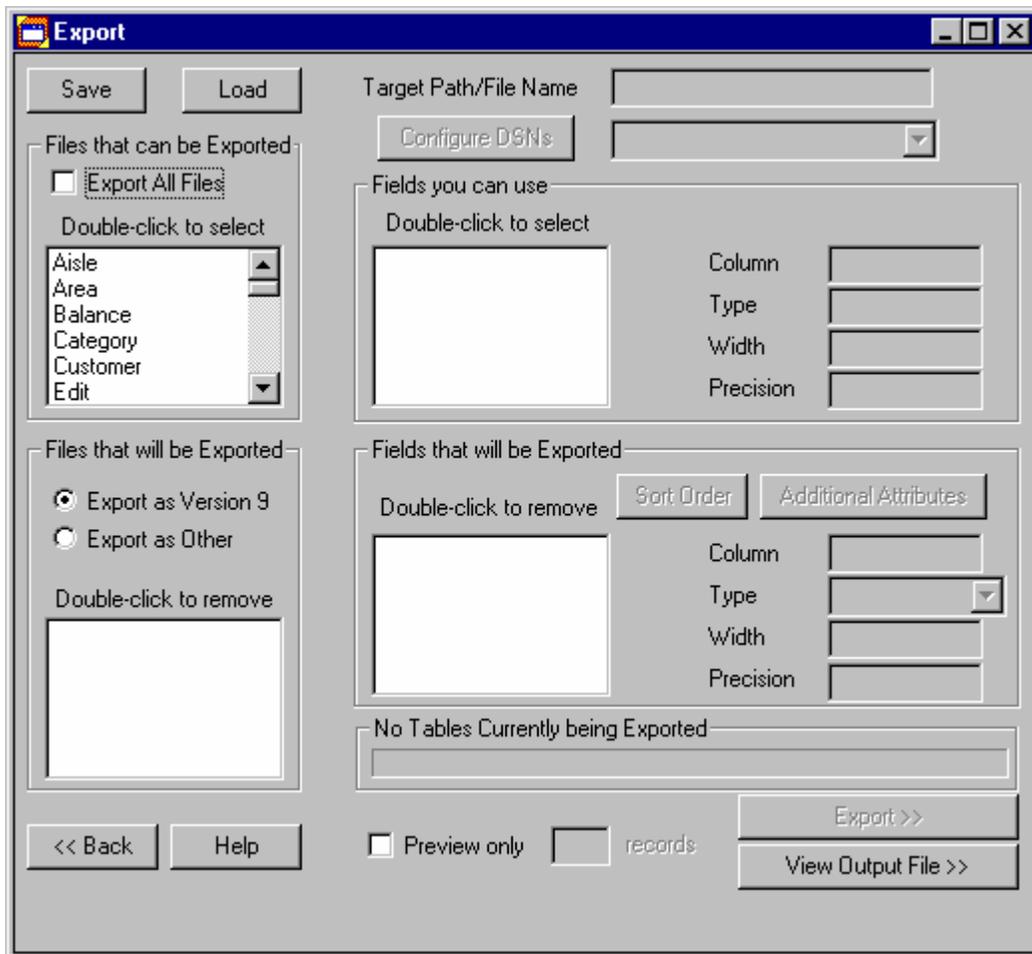
Export

Exporting is an important part of the inventory. It is how your customer will update his or her files and giving it to them in the simplest way possible is a must. The Export application has been designed to streamline the export process and then save on a customer basis the settings so that they are simple to recall at a later date.

Virtually all flat-file data types are supported. You can choose from dBase, Access, Text - even from more advanced data sources such as Oracle. All you need to know from your customer is what a particular file should look like and where they want it sent.

[To see what the controls do, click here.](#)

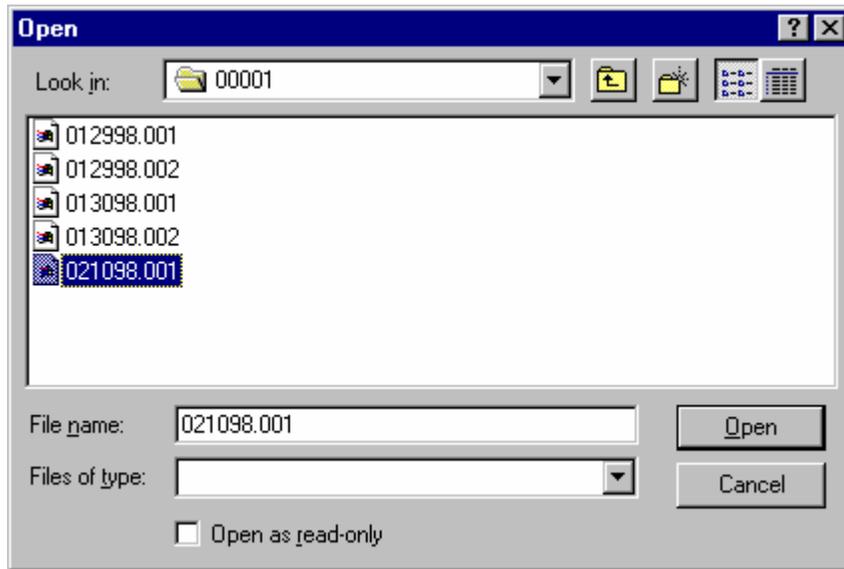
[To see a walk through example, click here.](#)



What the controls do

Save will save the currently defined session to disk. The files are stored under the \Exports directory. Each Customer has its own directory. If there is no Active Account in use, then all saved sessions go to \UNNAMED. The files produced are based on the date (021098 for Feb. 10th, 1998) and a 3-digit extension for the number of sessions created that day. So, for any active account, you may define up to 999 sessions per day.

Load will open the standard Windows95 open file dialog. You will need to be in the \Exports\[Account Desired] directory where Account Desired corresponds to the Account # for the Customer. Pick which saved session you want to load and then press the Open button.



Export All Files will mark all Wintakes tables in the File that can be Exported box and move them to the Files that will be Exported box.

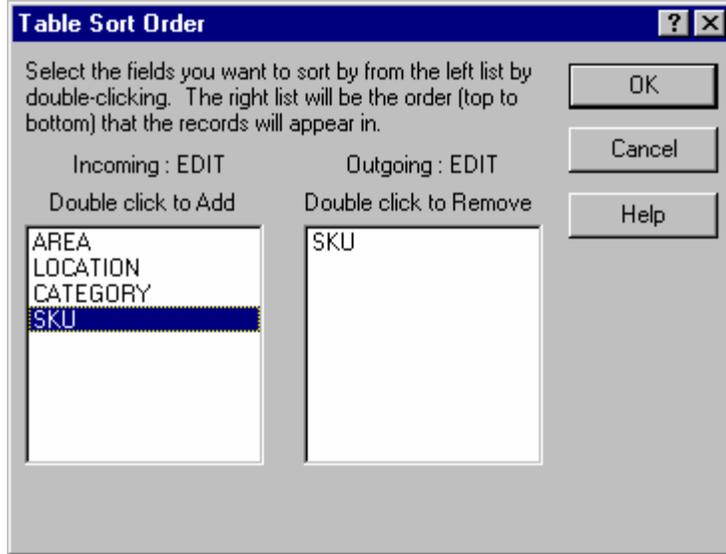
Export as Version 9 enables you to have backward compatibility to the DOS Version of INTAKES.

Export as Other is where you can define any type of output file you want. Selecting this control enables all the controls to the right of the screen.

Target Path / File Name is used only in Export as Other. This is the filename that will be created. The default path is the \Exports directory under the Wintakes directory (C:\Wintakes\Exports).

Configure DSNs launches the ODBC Data Source Administrator. This is the means of defining how an ODBC works. You should not normally have to use this, but you never know. Be careful not to change anything in the WINTAKES_1.0 DSN entry.

Sort Order depends on the fields that you have selected. The Order in the right list (Outgoing) is how the file will be sorted for the customer. The below example will produce a file in SKU order.



Additional Attributes are on a per field basis. You may alter the way a field looks from the actual information that has been captured. The same four fields (Column, Width, Type, Precision) may also be modified on the main display. For more information, click here.

Preview Only is useful when you are trying to create a large export. Instead of sending thousands of records that may not match the customers needs, you can send a predefined number to the export file for testing.

Records is enabled only by the Preview Only control. This is the number of records you want to send to the export file. The default number is 10.

Export begins the export process and ends when a file has been produced.

View Output File shows a list that simulates the fields in the file just created. It does not attempt to show the physical file (such as the Itemaster Import attempts). Many of the types exported cannot be "viewed" as a text file can. If you want to do this, then use something such as NotePad. This dialog will automatically show the export if there is only one table in use. For multiple tables, you will need to use the "*Select which exported table to view*" list control and select a table. Going back and selecting another table will change the preview list.

Back returns to the Main Menu.

Help calls this Help file.

[Return to Using Export](#)

Output Field Attributes

The **Sample Input** is an actual field from the table you are working on. If the field is blank it is because the actual information is blank in the table in question.

The **Sample Output** simulates what the output field will look like to the customer.

Bytes long lets you know how many characters are currently in the field.

Column Name may be changed. The default name is the Name from the Wintakes table.

Type may be one of three values: Char, Numeric or Date

Width is the total number of bytes a field contains.

Precision is for numeric fields. This denotes the number of decimal places you need to allow for.

Padding is a way of filling in extra characters to a field. The customer may want # signs in the lead of each field. Left Padding will send the Pad Char to the left side of the field. Right Padding will send the Pad Char to the right side of the field.

Pad Char is the actual character that you want to use in padding.

Trimming is a way of getting rid of extra characters in a field. The customer may want no leading zeros in a field. Left Trimming will remove, starting on the left side, any character that matches Trim Char. Right Trimming will remove, starting on the right side, any character that matches Trim Char.

Trim Char is the actual character that you want to get rid of.

Exact Selection is a means by which you can select byte-by-byte the character you need in a field. The largest field the Export can currently work with is currently 30 characters (the Itemaster Description field).

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Customer Maintenance has Fields up to 64 bytes. For now, either don't use the Exact Selection or be prepared to lose the last 34 bytes. To use exact selection, type in the number or letter of the byte desired. This is the order for selection

1234567890ABCDEFGHIJKLMNQRST.

Example:

"720642500927" is the input (a SKU # in the SKU field of an Upload).
It is 12 (17 actual) digits long and the customer wants it to be 20 digits.

The Customer wants ### SKU ### as the output.

The Width needs to be set to 20.

Exact Selection would be as follows: "### 1234567890AB ###".

Make sure to include the spaces but not the quotes (").

NOTE: The AB represents the 11th and 12th characters in the field.

[Return to What the controls do](#)

A Walk Through Example

Assumptions:

You have at least one upload
You have run the edit on this upload
(It does not matter how you ran the Edit, only that the Edit file exists)
You have run the Financial summary

Step #1: Selecting the tables to export.

Step #2: Switch to a User Definable Export.

Step #3: Define the Type of table the Export will be.

Step #4: Select the fields that will be exported in the table.

Step #5: Alter each field to the meet the customers needs.

Repeat steps 3 through 5 for the upload table.

Step #6: Setup the Sum0 table.

Notice that the Export button is now enabled. Until all tables being exported have been defined, the Export button will not enable.

Step #7: Preview the Records.

Press the Export button now. This will process and you will see the files progress in the bottom right hand corner of the application.



Step #8: Check the Output File produced.

Make corrections to any field(s) that were not meeting the customer specifications and re-process the files.

On the final process, **uncheck the Preview Only control** so that you will get all the records from all tables selected.

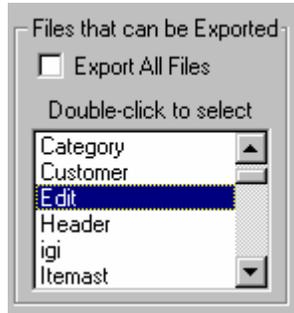
Save the settings you just tested and created by pressing the Save button in the upper left-hand corner of the application. Notice it does not need any "input" from you for saving. It automatically goes to the Active Account and uses today's date as a means of storage. If you do five setups for this customer today, then you will see five files in the \Export\Acct# directory where Acct# is the number for this customer.

Return to Using Export

Wintakes Reference Guide

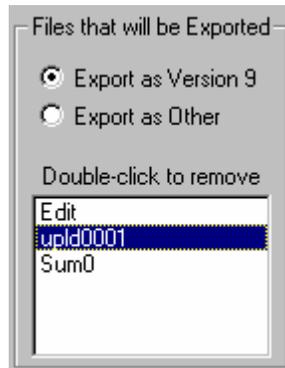
Step #1: Selecting the tables to export.

In the top left list title *Double-click to select*, scroll down if it is not already in view and double-click the list item Edit table.



Repeat the above step for each Upload file and for the Sum0 tables.

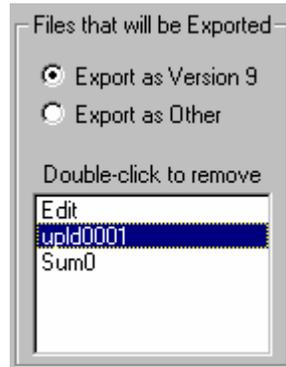
Your bottom left list title *Double-click to remove* should look similar to the one below.



[Go to Step #2](#)

[Return to A Walk through Example](#)

Step #2: Switch to a User Definable Export



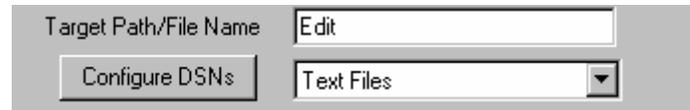
Click on the *Export as Other* control in the above picture.

[Go to Step #3](#)

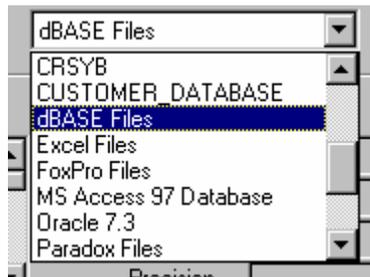
[Return to A Walk through Example](#)

Step #3: Define the Type of table the Export will be.

Start by left clicking (single click, remember double-click will remove it from the export) the Edit table. The upper right hand two controls should now look like the picture below.



Select the drop-down list that says Text Files and select dBase Files by left clicking on the down arrow and scrolling (if necessary) to the dBase Files entry. Releasing the left mouse button will select the highlighted type.



[Go to Step #4](#)

[Return to A Walk through Example](#)

Step #4: Select the fields that will be exported in the table.

Double-click on the Area field. Notice it remains in the *Fields you can use* box. Notice also that it now is in the *Fields that will be Exported* box. Repeat the double-click on Location, Category, SKU and Price fields. When you are finished, the bottom left hand list should look exactly like the picture below.

The screenshot shows a software interface with two main sections for field selection:

- Fields you can use:** A list containing FILE_NO, RECORD, AREA, LOCATION, CATEGORY, and SKU. To the right of this list are input fields for Column (PRICE), Type (Numeric), Width (8), and Precision.
- Fields that will be Exported:** A list containing AREA, LOCATION, CATEGORY, SKU, and PRICE. The 'AREA' field is highlighted. To the right of this list are input fields for Column (AREA), Type (Char), Width (5), and Precision.

Buttons for 'Sort Order' and 'Additional Attributes' are located between the two sections.

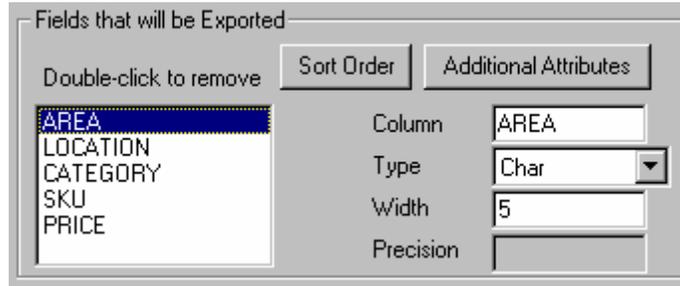
[Go to Step #5](#)

[Return to A Walk through Example](#)

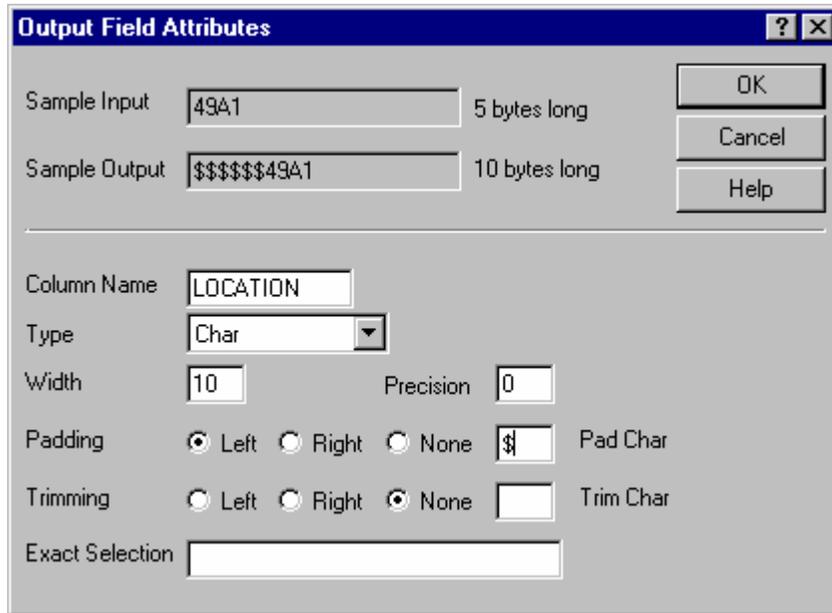
Step #5: Alter each field to the meet the customers needs.

There are two methods of modifying a field.

Method #1: The fields to the right in the *Fields that will be Exported* box can be modified directly. **Highlight** the Area Field in the List. In the **Column** field, change the text from AREA to AREANO. In the Width field, change the text from 5 to 7. That's it. Pretty easy, huh.



Method #2: The **Additional Attributes** button allows a more flexible system of modifying a field. Let's take a look at it now. Highlight the Location entry in the list. Now, select the **Additional Attributes** button.



Change the Width from 5 to 10.

Select Left Padding.

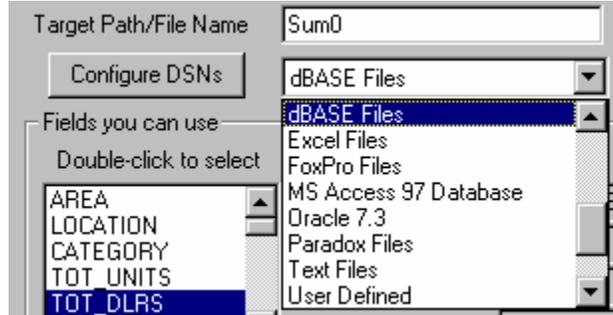
Set the Pad Character to \$.

The Sample Output is what the Customer wants.

[Return to A Walk through Example](#)

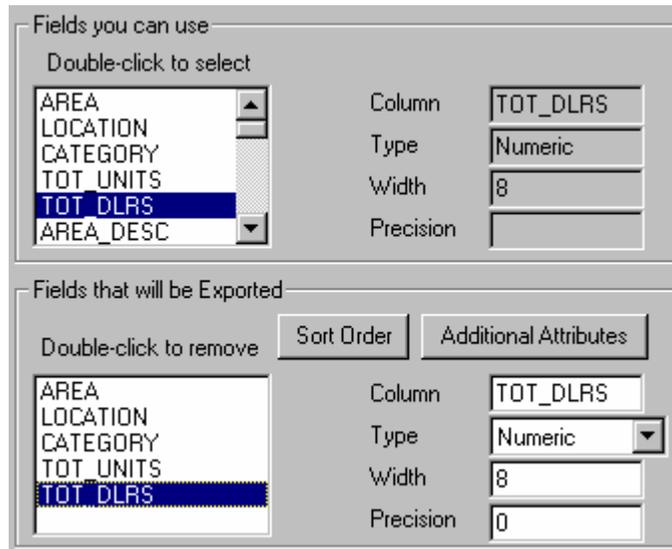
Step #6: Setup the Sum0 table.

Start by left clicking (single click, remember double-click will remove it from the export) the Sum0 table. The upper right hand control should now look like the picture below.



Select the drop-down list that says Text Files and select dBase Files by left clicking on the down arrow and scrolling (if necessary) to the dBase Files entry. Releasing the left mouse button will select the highlighted type.

Double-click on the Area field. Notice it remains in the Fields you can use box. Notice also that it now is in the Fields that will be Exported box. Repeat the double-click on Location, Category, TOT_UNITS and TOT_DLRS fields. When you are finished, the bottom left hand list should look exactly like the picture below.



[Return to A Walk through Example](#)

Step #7: Preview the Records

At the bottom of the application, look for the Preview Only control and check it. The Records control should now be enabled. Change the text from 10 to 25. This means each table defined will produce a maximum of 25 records.



Preview only records

Export >>

View Output File >>

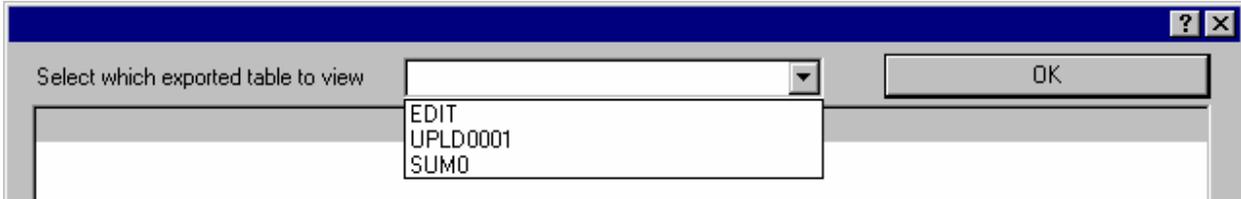
[Return to A Walk through Example](#)

Step #8: Check the Output File produced.

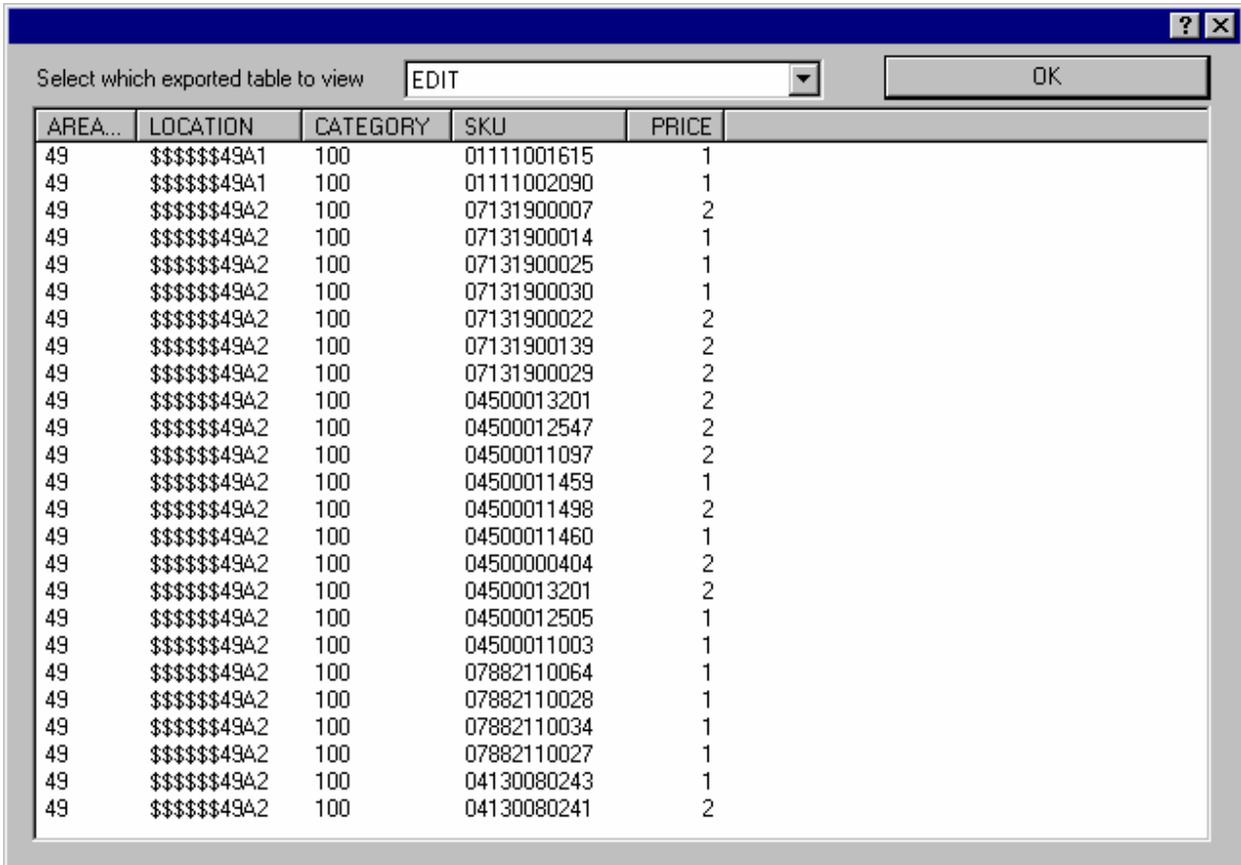
First, Choose View Output File from the main dialog.



Next, Choose the Edit table to look at with the "Select which exported table to view" option.



You should see something similar to the following (your data set may be too dissimilar to make any comparisons).



Notice that the Location field has the \$ signs padded to the left just like the customer wanted.

Press the **Ok** button to return to the main dialog.

[Return to A Walk through Example](#)

Addendum #1

Product Verification

Product verification is a new feature only being offered to DC5 users to supplement the existing forms of inventory types. Unlike other types of inventory which count objects, this feature attempts to validate the objects being counted. Its purpose is to determine whether or not the tags on the shelves match the actual products on the shelves as well as the data in the host system. A non-match can come in several forms: the prices can be different, the tag can be missing, there can be two tags for a single item, the description on the tag may not match the item, etc.

Setup

As with any type of inventory, there are required steps to be performed (on the PC) before the DC5 can be loaded. First, the host *must* supply an item master file minimally containing SKU and price information for each item being verified. The item master should be imported as it is currently for all Wintakes SKU based inventories. Second, the user must select the Product Verify option from the pulldown list of inventory types located on the DC5 Setup screen. Third, the Lookup SKUs, Lookup Costs, and Allow Not Found boxes must be checked.

The rest of the setup work, e.g. specifying which type of SKU(s) to process, what type of masking to apply etc. remain the same as for any SKU based inventory.

Downloading is also consistent with any SKU based inventory. The item master *must* be sent. If this type of inventory (Product Verify) has been selected and an attempt is made to load any unit other than a DC5, an error message will be displayed.

DC5 (client) operation

All screens remain the same on the DC5 with one exception. It is no longer possible to change the inventory type on the DC5. (NOTE: this is only the case for Product Verify. When any other type of inventory has been configured, the DC5 will allow the inventory type to be changed. Product Verify *cannot* be configured on the DC5; it must be downloaded.)

Once the Enter Inventory option has been chosen, the user enters the Area number, Location number, and Category number. The screen will display the word SKU on line one, and show the Price and Reason code on line two. The price reflects the price in the item master associated with the SKU and the reason code is set to 0 indicating (initially) that the tag just scanned is assumed to be correct as is. The cursor will be in the SKU field and will wait for either a scan or keyboard entry. If a scan is performed, the SKU will immediately be searched for in the item master file. If the keyboard is used to enter a SKU, the system will wait for the Enter key to proceed. If the entry is found, the price will be updated and the cursor will reside on the SKU field. If the user determines (visually) that the information is correct by comparison with the shelf tag, i.e. the price matches, there is only one tag, the description on the tag matches the product on the shelf etc., they continue to scan the next item.

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If the user determines that the information (e.g. the price, multiple tags etc.) is incorrect, they press the * key. This will place the cursor onto the price field and allow the user to enter a new price. Pressing the Enter key will finish the price entry, (which need not change) and force the user into the Reason code field. Ten reason codes numbering between 0 – 9 are possible. See the list of reason codes in the following table:

Reason Codes

0	Correct As Is
1	Shelf Tag Different
2	No Shelf Tag to Verify
3	Not found Item
4	No Overhead Signs
5	Multipack Pricing
6	Item Under Incorrect Tag
7	Manager Override on Item
8	More than -1- price on Tag
9	Damaged Tag

If the user knows the code number associated with the reason, they can enter it directly. If the user is uncertain of the meanings of the code values, they can press the * key and a list of reasons will be displayed. The reason codes are displayed on the two-line display one at a time and must be scrolled to see the full list. To scroll through the full list, use the “N” key. The scrolling is one direction only and will recycle through the reason codes. Once the reason code has been entered, the cursor returns to the SKU field and waits for the next SKU to be scanned or entered by keyboard entry.

If the SKU entered does not exist in the item master file, the user will be prompted with “SKU Not Found, Accept (Y/N)?” and has the option of pressing the N key and aborting this entry or the Y key and accepting the SKU. If the N is pressed, the screen returns to the SKU entry field. If the Y key is pressed, the SKU is displayed and the cursor moves to the Price field and waits for entry. Having entered a price, the cursor moves to the Reason code field and waits for completion as above.

Available functions and keys

In Entry mode, when the cursor is in the SKU entry field position

ESC - returns to the prior menu.

RIGHT ARROW – Hot key for Area, Location, Category delete/change

SPACE - Increment Location

EQUAL – Hot key for Backup mode

In Entry mode, when the cursor is in the Price entry field position

ESC – returns to the prior menu

Wintakes Reference Guide

In Entry mode, when the cursor is in the Reason Code field position
ESC – returns to the prior menu

In Review mode, when the cursor is in the SKU entry field position
TAB – deletes the current record
EQUAL – moves to the previous record
ENTER – moves to the next record

In Review mode, when the cursor is in the Price entry field position
EQUAL – moves to the previous record
TAB – deletes the current record

Uploaded Data

Uploading data will follow the same procedure that currently exists in Wintakes, but the location and form of the data will change as follows:

The uploaded data will be massaged into the format below and placed into the Export directory during the upload process. The file format is fixed length ASCII, 156 characters in length. No copy of the file will be created or placed into the Data Directory, hence no data will be available for the current reports to work with. The Uploaded files will be named in sequence order as PRDV0001.TXT, PRDV0002.TXT etc. These files will remain in the Export directory until deleted by the user.

The format of the upload file is as follows:

Field Name	Location	Length	(All fields will be right justified blank filled)
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Job #	1	4	(Store Number)
Not Used	5	2	
Batch	7	3	(Upload Number)
Record	10	5	
hhmm	15	4	(will always be 9999)
area	19	5	
location	24	5	
category	29	5	
take	34	1	(will always be 1)
SKU	35	17	
Price	52	17	
Reason	69	17	
Employee	86	4	
Not used	90	64	

The length of each record is 156 characters.