



# **RioScan™ Stockroom Inventory™**

**V1.0**  
**User's Manual**

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## RioScan Stockroom Inventory

Welcome to *RioScan™ Stockroom Inventory*, a comprehensive “moving stock” inventory system that seamlessly integrates a powerful PC database with an easy to use handheld data collection device, resulting in a high performance, competitively priced inventory solution.

### What is RioScan Stockroom Inventory?

*RioScan Stockroom Inventory* is a complete, state-of-the-art barcode based stockroom inventory solution. Product features include:

- One touch data synchronization
- Support for a wide variety of existing barcodes
- Customizable handheld prompts
- Support for user defined fields
- ‘Zero training’ handheld software
- Flexible import/export capability
- Comprehensive reporting

Although **RioScan Stockroom Inventory** can run on any Palm OS® 3.0 (or higher) handheld device, we recommend either the Symbol SPT series of barcode scanners or the Visor™ handheld series by Handspring™, operated in conjunction with a Springboard™ scanner module. Either PSC’s Momentum™ scanner module or Symbol’s CSM 150 scanner module are suitable add-ins for the Visor.

# Installation

## PC System Requirements

- IBM Compatible Pentium® class or greater processor
- Windows® 98 /ME/NT/2000
- 32MB RAM (64MB recommended)
- 25 MB available hard drive space
- Available serial/USB port

## Before Installation

Before installing *RioScan Stockroom Inventory*, you must have successfully finished installing the Palm™ Desktop Organizer Software that came with your handheld. To install the Palm™ Desktop Organizer Software on your PC, follow the installation directions included with the software.

After you have installed the desktop software, sync the handheld to your PC using the HotSync® Manager software. The first time you perform a HotSync, you will be asked to assign a user name to your handheld. **Important:** *You must HotSync at least once before installing **RioScan Stockroom Inventory**. If you do not, installation of the handheld software may fail.*

Verify that HotSync Manager 3.0 or greater is currently running on your PC. When HotSync is running, you will see a circular icon with red and blue arrows pointing in opposite directions on your taskbar located in the lower right hand corner of the screen. To determine which version of HotSync Manager is running on your machine, right-click on the icon and choose “About...” from its menu.

# Installation

1. Start Windows.
2. Close all open applications.
3. Insert the *RioScan Stockroom Inventory* CD into your CD-ROM drive.
4. If the installation program does not automatically run, select **Start>Run** from the Windows taskbar; otherwise, proceed to Step 6.
5. When the Run dialog box appears, type: **x:\setup**, and then click OK.

<<x represents the CD-ROM drive letter>>

For example, if the CD is in drive D; type D:\setup

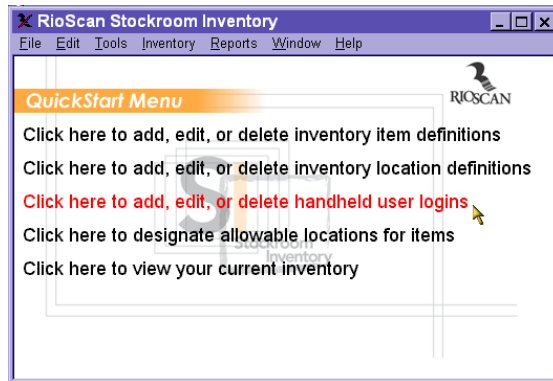
6. The InstallShield wizard appears.
7. Click **Next** to continue.
8. Read the license agreement and click **Yes** if you agree to the terms.
9. The Setup program will guide you through the *RioScan Stockroom Inventory* installation procedure.
10. During installation, you will be prompted to select the user name corresponding to the handheld device on which you want to install the handheld software. You will choose from a list of all the user names that have previously been synced on your PC.
11. Once installation is complete, use **Start>Programs>RioScan Stockroom Inventory>RioScan Stockroom Inventory** to start the program (or click the icon on your desktop). Use **Start>Programs> RioScan Stockroom Inventory>Install RioScan Stockroom Inventory Handheld Application** to install the handheld application on additional handheld devices.

## After Installation

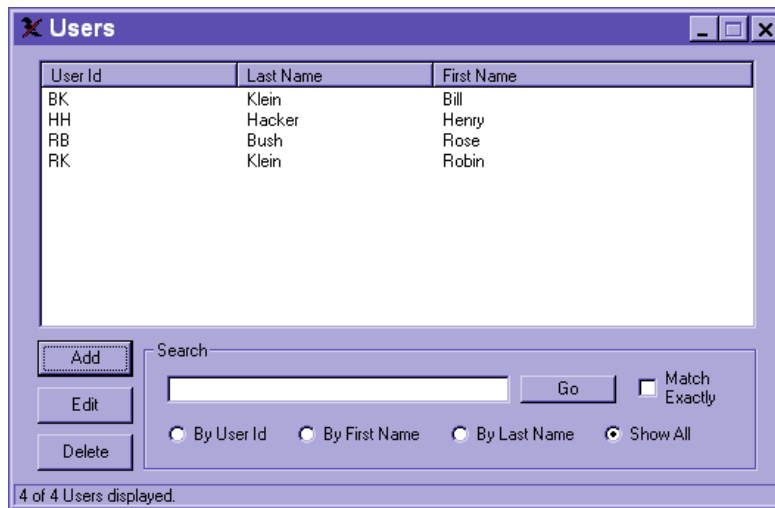
Verify that the software has been installed correctly. To do this, right-click on the HotSync Manager icon on your taskbar and then choose “*Custom...*” Verify that *Stockroom Inventory* is displayed. See the *Troubleshooting* section of this manual if the entry is not listed.

# Installing the Handheld Software

Prior to installing the software on your handheld, you must open *RioScan Stockroom Inventory* on your PC. When you open the program you will see the *QuickStart Menu*.



Select the line that says “Click here to add, edit, or delete handheld user logins”. This will take you to the window where you will add information for individual users.



You must add at least one user before you can log into the handheld portion of the program. In order to add a user, click the add button. (Other functions of this window will be covered later.) A new window will open for entering the user information.



The image shows a Windows-style dialog box titled "Add new user". It contains the following fields and buttons:

- User Id**: A single-line text input field.
- Password**: A single-line text input field.
- Confirm Password**: A single-line text input field.
- First Name**: A single-line text input field.
- Last Name**: A single-line text input field.
- Add**: A button with the text "Add".
- Cancel**: A button with the text "Cancel".

Assign a *User Id*. It can be anything you want - initials, first name, etc. If you want to use password protection, input a *Password* for this user and enter it again into the *Confirm Password* field. These two fields must match. Enter a *First Name* and *Last Name* for the user. Click the **Add** button to add the user and close the window. Now that you have added a user you are ready to install the software on your handheld

To install the software on your handheld, HotSync your handheld to your PC. Place the handheld into its serial cradle and push the HotSync button on the cradle. This will automatically load the software onto the handheld. After the HotSync, you will find that a new icon for **RioScan Stockroom Inventory** has been added to your handheld device's applications screen. Sync again to download the user information to your handheld device.

To install the software on additional handheld devices after the initial installation, choose **Start>Programs> RioScan Stockroom Inventory>Install RioScan Stockroom Inventory Handheld Application**.

To enable printing from your handheld device select both **Programs>RioScan Stockroom Inventory>Install printing library** and **Programs>RioScan Stockroom Inventory>Install printer definitions** from the Windows Start menu.

# Registration

When you run the handheld application, you will need to enter a license code to register the product (a separate license is required for each handheld). The license code for each handheld is generated from the *Handheld Serial Number* displayed by RioScan Stockroom Inventory the first time it is run.

Note: The serial number displayed by **RioScan Stockroom Inventory** is different from the serial number that appears on the back of the handheld.

Handheld Serial Number

**Stockroom Inventory**

**User ID:** RK

**Password:**

**Serial No:** ACA830B9

**License:** 7790AAC1BEBBB285

Login

When you first tap the Stockroom Inventory icon on the Applications screen of the handheld, the **Login** screen will appear. The screen shows an input line for **User ID** and **Password** as well as the **Handheld Serial Number** with a field below it to enter the software license code. You must register your software to receive this software license code and begin using the handheld software.

To register your software, you will need both the *Product Serial Number* and the *Handheld Serial Number*. The *Product Serial Number*, which identifies the product you have purchased, is found on the software box that the product shipped in. Once you have both your *Handheld Serial Number* and *Product Serial Number* available visit

<http://www.rioscan.com/register.html>

to register your software.

*Note: The Handheld Serial Number is case sensitive. Please be careful to correctly record the serial number when registering.*

After completing the software registration process you will be issued a *License Code*. To enter the *License Code* in the handheld application, tap the line labeled **License** and enter the code using your stylus. If you have been issued a license barcode, you may scan the barcode instead of entering the *License Code* by hand.

Enter the **User ID**, **Password** (if used), and **License**. Tap **Login** to enter the program. This process must be completed on each handheld for which you have a license. The **License Code** will be different for each handheld.

**RioScan Stockroom Inventory** will remember the **License Code** once it has been entered correctly. On subsequent uses, you will only need to enter a valid **User Id** and **Password**.

If you have a problem starting the program on the handheld, watch for one of three error messages:

- ◆ *The User Id you have entered is not valid:* If you see this message, make sure that the **User Id** is correct on the PC and that the handheld device has been synched.
- ◆ *The password you have entered is not valid:* Ensure that the **Password** has been entered correctly.
- ◆ *The license you have entered is not valid:* Ensure that the **License Code** has been entered correctly.

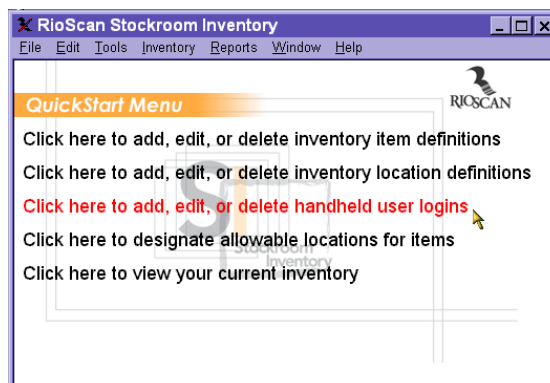


## Getting Started

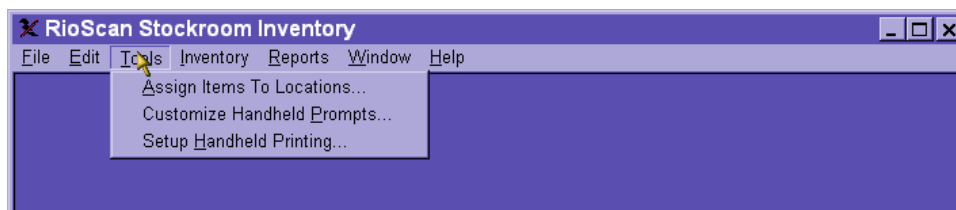
### Starting RioScan Stockroom Inventory

After you have installed *RioScan Stockroom Inventory* (as covered in the Installation section of this manual), the installation program will return you to the Windows desktop. Start the *RioScan Stockroom Inventory* PC software by double clicking on the *RioScan Stockroom Inventory* icon on your desktop or by selecting **Start>Programs> RioScan Stockroom Inventory>RioScan Stockroom Inventory**.

When the *QuickStart Menu* appears the program is ready for you to begin entering information.



To begin, choose a *QuickStart* option or choose a menu option from the menu bar at the top of the window.



Choosing a program function from the *QuickStart Menu* or the main program menu will cause the *QuickStart Menu* to disappear. Your *QuickStart Menu* will reappear when you close the last window open.

The menu bar includes any program features unavailable from the *QuickStart* Menu. Here are the available options:

File: Import, Export, Exit.

Edit: Locations, Items, Users.

Tools: Assign items to locations, Customize handheld prompts, Set up handheld printing.

Inventory: Adjust current inventory, Open a new inventory, Close the open inventory.

Reports: Transaction reports, Current inventory reports, Flow reports, List reports, Other reports.

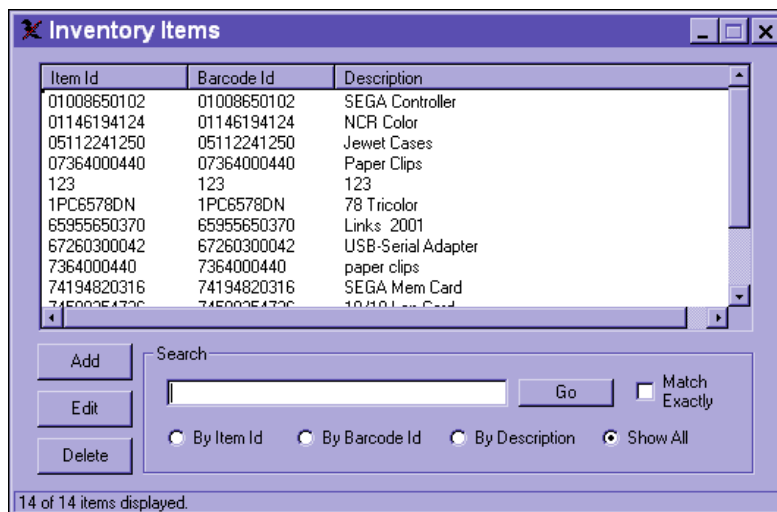
Window: Displays a current list of windows that are in use. This may be useful for quickly finding a window that may be hidden behind another window.

Help: About Stockroom Inventory .

## Working with the Program

### Record Navigation

Many data entry windows in *RioScan Stockroom Inventory* allow you to edit information for individual database records. The navigation tools are similar for each of these windows. Here is an example:



At the top of the window you will see a number of column headings (usually three), describing the various fields associated with any records displayed. To the lower left are the *Add*, *Edit*, and *Delete* buttons for working with individual records. The *Search* area supports filtering and searching for records.

## Choosing Which Records to Display

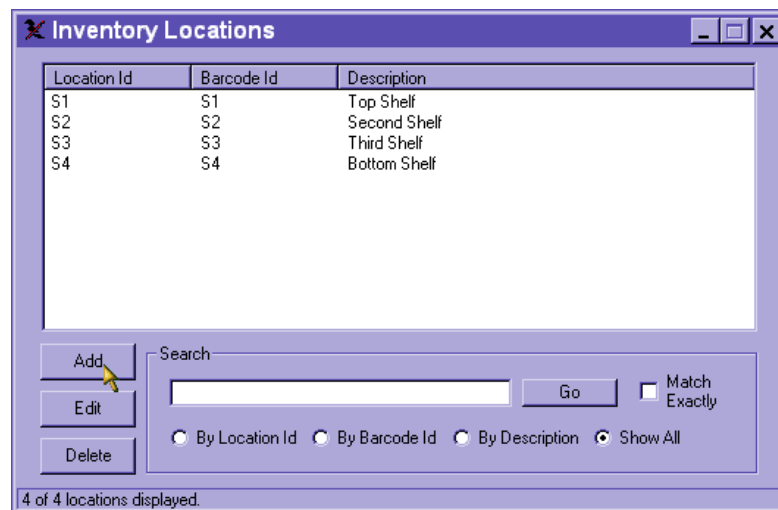
The *Search* area allows you to find records based on information contained in a record field. Enter the first few letters of the field data you are looking for in the search text field, select a field name, and click *Go*. The record list will redisplay based on the current search criteria. To limit the search to the exact text typed select the *Match Exactly* option. To redisplay the entire record list choose the *Show All* option and click *Go*.

## Sorting Your Records

On most **RioScan Stockroom Inventory** windows you may sort the list of displayed records by clicking on a column heading above the list. The record list will redisplay sorted by the chosen column. Clicking the same column again will reverse the sort order.

## Modifying Your Records

The following picture shows you a typical window.



Click the A*dd* button to add new records, the E*dit* button to modify existing records or the D*el*e*te* button to delete records. With the edit and delete functions, you must choose a record to be modified by clicking on the record then clicking on the appropriate button. The delete function supports selecting multiple records to delete at the same time. To select multiple records click the first selected record, hold down the Ctrl key, and click any additional items you want to delete.



## Working with the PC Application

### Adding Locations, Items and Users

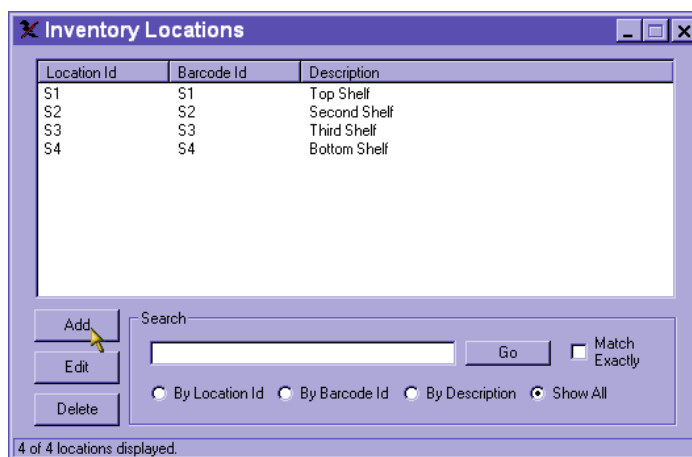
The first step in working with *RioScan Stockroom Inventory* is setting up basic inventory information. There are two ways to accomplish this: Importing your inventory data from a file or entering the inventory information manually using the PC Application.

This section covers entering your inventory information manually. See Chapter 8 for instructions on importing information from a text file.

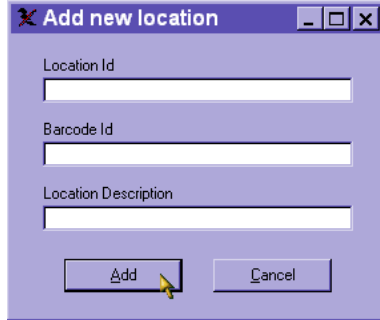
### Adding/Editing Locations

You will want to set up one location in *RioScan Stockroom Inventory* for each physical location in which you want to track inventory. A location can be anything from a work area (such as the receiving dock) to a specific item location (such as a single bin).

Select **E**dit from the menu bar and then **L**ocations. The following window will appear:



To add a location, click the **Add** button. To edit a location, highlight the location you want to edit by clicking on it and click the **Edit** button. To delete one or more locations, highlight the selection(s) and click the **Delete** button.

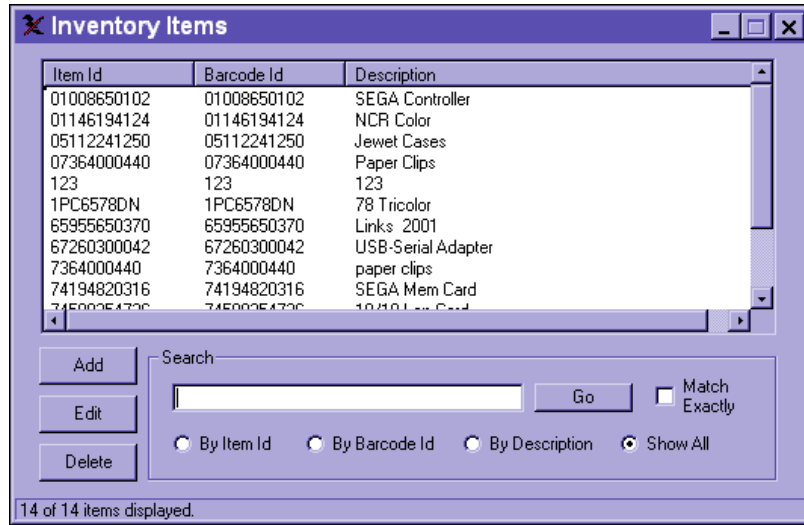


When you add or edit, a window like the one above will appear.

- ◆ Enter the ***Location Id***, which does not need to be the same as the ***Barcode Id***. The ***Location Id*** uniquely identifies each location in your system.
- ◆ The ***Location Id*** will automatically copy to the ***Barcode Id***. The ***Barcode Id*** is used instead of the ***Location Id*** to identify locations when entered on the handheld device. You can change the ***Barcode Id*** to be different from the ***Location Id*** if necessary.
- ◆ Enter a ***Location Description*** to identify the location in plain text.
- ◆ Click the ***Add/Update*** button to save your changes and return to the ***Inventory Locations*** window.
- ◆ Click the ***Cancel*** button to discard your changes and return to the ***Inventory Locations*** window.

## Adding/Editing Items

Select **Edit** from the menu bar and then **Items**. The following window will appear:



To add an item, click the **Add** button. To edit an item, highlight the item you want to edit by clicking on it and click the **Edit** button. To delete one or more items, highlight the selection(s) and click the **Delete** button.

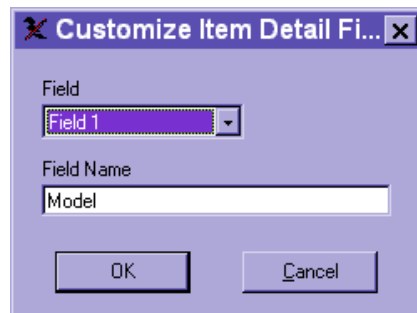
When you add or edit, a window like the one above will appear.

- ◆ Enter the **Item Id**. It may or may not be the same as the **Barcode Id**, which does not need to be the same as the **Barcode Id**. The **Item Id** uniquely identifies each item in your system.
- ◆ The **Item Id** will automatically copy to the **Barcode Id**. The **Barcode Id** is used instead of the **Item Id** to identify locations when entered on the handheld device. You can change the **Barcode Id** to be different from the **Item Id** if necessary.

- ◆ Enter the *Item Description* to identify the item in plain text.
- ◆ Enter a *Minimum Quantity* for each item. This is the minimum allowable quantity before a reorder is required.
- ◆ Enter a *Reorder Quantity* if needed. This is the standard quantity that should be reordered.
- ◆ Enter a *Last Order Date* if needed. This is the date that the last reorder occurred.
- ◆ Click the *Add/Update* button to save your changes and return to the *Inventory Items* window.
- ◆ Click the *Cancel* button to discard your changes and return to the *Inventory Items* window.

There are five *Item Detail Fields* associated with each item record. These may be used to store information such as Model Number, Manufacturer, or any other pertinent information.

To change the label associated with an *Item Detail Field*, click the *Change Field Names* button at the lower right corner of the **Add new item** window. The following window will appear:

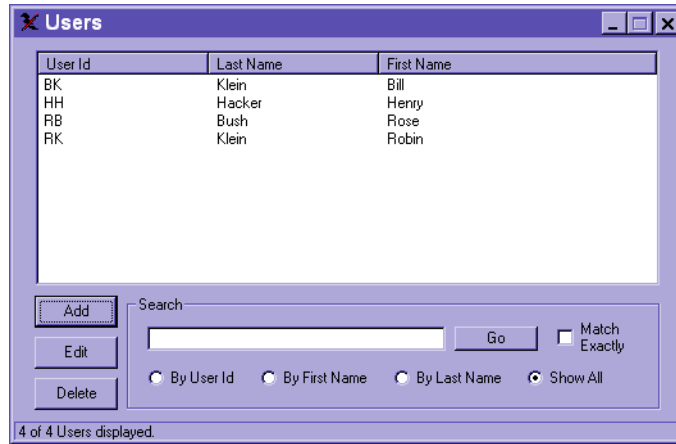


Select the Field you want to re-label from the pulldown menu and then type your new Field Name into the Field Name text field. Click **OK** and to return to the **Add new item** window.

***Item Detail Field Names are shared between all items. Changing the label for one item will affect every item.***

## Adding/Editing Users

Select **E**dit from the menu bar and then **U**sers. The following window will appear:



To add a user, click the **Add** button. To edit a user, highlight the item you want to edit by clicking on it and click the **Edit** button. To delete one or more users, highlight the selection(s) and click the **Delete** button.

The 'Add new user' dialog box contains the following fields and buttons:

- User Id: [Text Input Field]
- Password: [Text Input Field]
- Confirm Password: [Text Input Field]
- First Name: [Text Input Field]
- Last Name: [Text Input Field]
- Buttons: Add, Cancel

When you add or edit, a window like the one above will appear.

- ◆ Enter a **User Id**. It can be anything you want - initials, first name, etc. The **User Id** uniquely identifies each user in your system.
- ◆ Enter the **Password** for this user (not required).
- ◆ Enter the **Password** again into the **Confirm Password** field. The **Password** and **Confirm Password** fields must match.
- ◆ Enter **First Name** and **Last Name**.
- ◆ Click the **Add/Update** button to save your changes and return to the **Users** window.

- ◆ Click the *Cancel* button to discard your changes and return to the *Users* window.

## Customizing Your Application

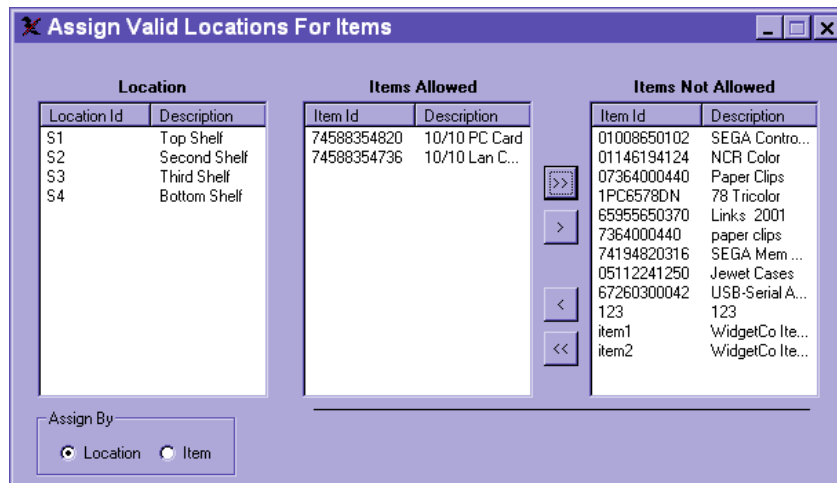
*RioScan Stockroom Inventory* provides a number of features for customizing your application. These are accessible from the **T**ools menu.

Under the **T**ools menu, there are three options. These are **A**ssign Items to Locations, **C**ustomize Handheld **P**rompts, and **S**etup **H**andheld **P**rinting, addressed here in order.

### Assigning Items to Locations

By assigning items to locations you are specifying which items are allowed in which locations. To optimize your use of *RioScan Stockroom Inventory* be sure to assign an allowable location for each item in the system.

To assign items to locations, select **T**ools from the menu bar and then **A**ssign Items to **L**ocations. The following window will appear:

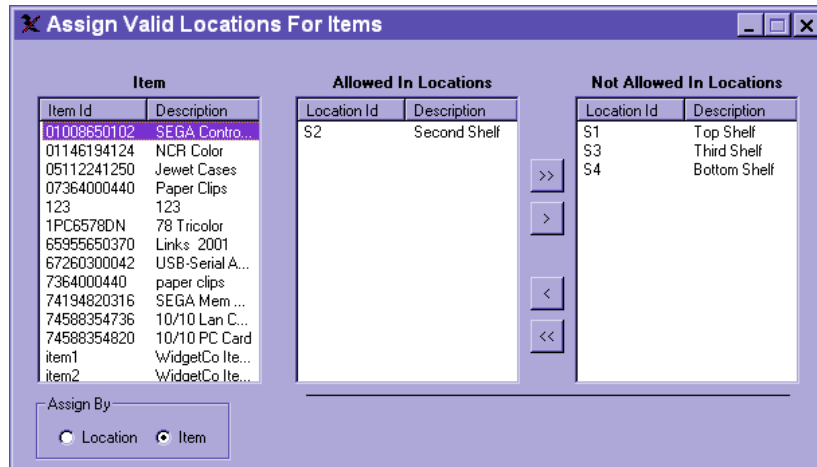


This window will allow you to assign and edit assignments for your inventory items and locations. There are two ways to make assignments. You may select a **Location** and view assigned items, or select an **Item** and view assigned locations. The default is *Assign by Location*.

Select a **Location** from the leftmost column by clicking on it. This will show the **Items Allowed** in the center column and **Items Not Allowed** in the right column. To move an item from the **Allowed** list to the **Not Allowed** list, select the item and click the > button. To move an item from the **Not Allowed** list to the **Allowed** list, select the item and click the < button.

You can move all the items in the center column to the right column by clicking the >> button. You can move all the items in the right column to the center column by clicking the << button.

*You may select multiple items. Click the first item and then hold the Ctrl button down while selecting further items. Then use the > click box or the < click box to move your selections.*



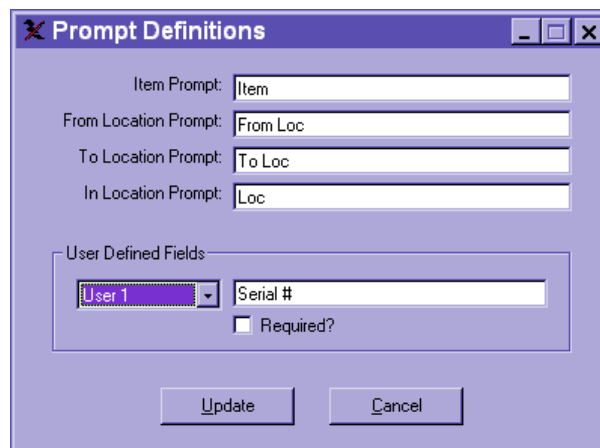
To make assignments for a particular item, choose *Assign By Item*. The window will look like the one above. The window will work as described previously except you will be assigning allowable **Locations** for a selected **Item** rather than an allowable **Item** for a **Location**.

All changes are automatically saved. Click the X button to close the window.

## Prompt Definitions

*RioScan Stockroom Inventory* allows you to customize each prompt on your handheld device to enable your users to see consistent terminology familiar to your business.

To customize handheld prompting, select **T**ools from the menu bar and then **C**ustomize **H**andheld **P**rompts. The following window will appear:



You must define labels for four handheld screen prompts. These are

- ◆ ***Item Prompt*** – This prompt will be used to label fields for accepting inventory item barcodes.
- ◆ ***From Location Prompt*** – This prompt is used to accept a “From” location in the Delete and Move transactions.
- ◆ ***To Location Prompt*** – This prompt is used to accept a “To” location in the Add and Move transactions
- ◆ ***In Location Prompt*** – This prompt is used to accept the current inventory location in the Inventory transaction. It is also used to accept data for the Report function.

***Modifying these labels will change the prompts on your handheld only. It will not change prompting in the PC application.***

You may also define up to ten *User Defined Fields* from this window. These fields are available for each recorded transaction on the handheld device. Choose the Field you want to define by using the pull-down menu on the left. You will only have one choice (*User 1*) at first. After you have defined *User 1*, *User 2* will be available. The pull-down menu will continue in this manner as you define fields through *User 10*. Enter your choice of prompt names in the text field next to the pulldown menu. Check the *Required?* option for any *User Defined Fields* that require input on the handheld. Fields marked as required may not be left blank when entering data on the handheld.

Example: You may want to record the serial numbers of items for tracking purposes. To do this, choose the next available *User Defined Field* and enter Serial Number in the text field. To require that all transactions have serial number associated with them, check the *Required?* field.

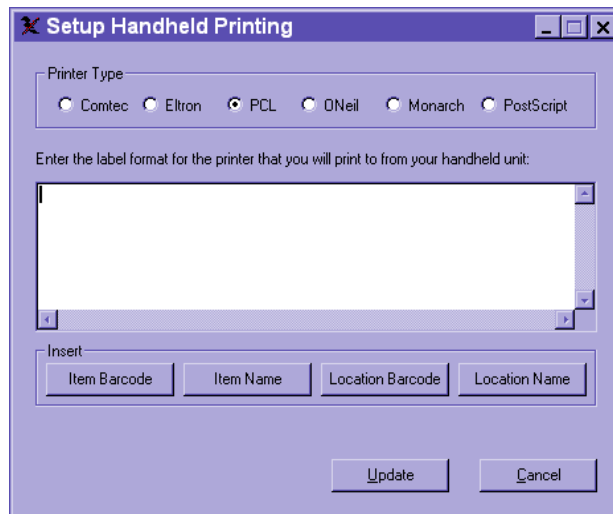
You may edit the names of your *User Defined Fields* at any time. Changing a field name will affect all transactions, including those previously recorded.

When you are finished, click **Update** to close the window and update your prompts, or choose **Cancel** to discard your changes.

## **Setup Handheld Printing**

RioScan Stockroom Inventory supports label printing to a number of printers from industry leading manufacturers. Label formats, defined by a printer command sequence listing, are stored in the PC application and transferred to the handheld device during HotSync.

To setup handheld printing, select **Tools** from the menu bar and then **Setup Handheld Printing**. The following window will appear:



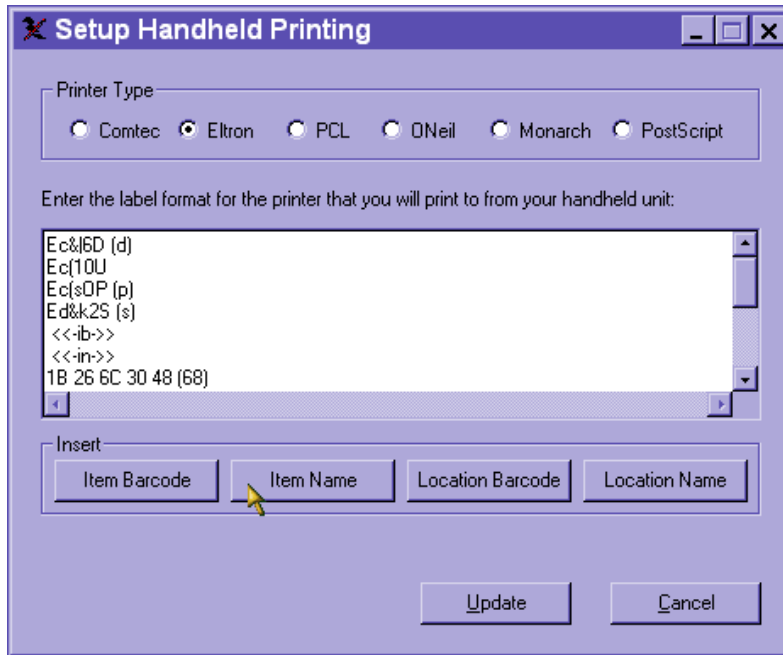
Select the type of printer that you will be using. (Note: PCL refers to the standard Printer Control Language used by many Windows compatible printers).

In the provided text area, enter the label format (command sequence) for your label. This label format is often also referred to as a label “template” or “form”, and may be generated using label generation software available with most printers. See your printer manufacturer for more information.

When you have designed a label template, cut and paste the template into the text area.

In many cases, you will want the printed label to include dynamic information retrieved from the handheld device. Four pieces of dynamic information are supported: *Item Barcode*, *Item Name*, *Location Barcode*, and *Location Name*. Markers for this information may be inserted into the label template and replaced with dynamic data during printing. The following examples illustrate using the markers.

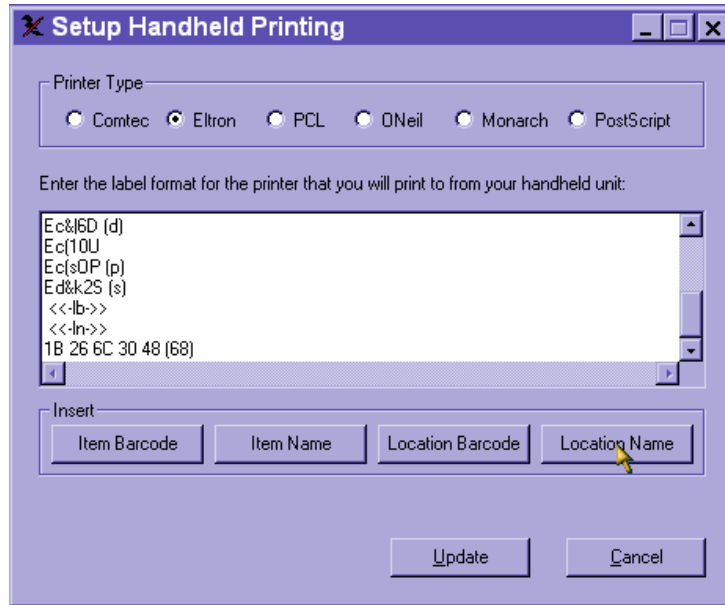
The first example shows you a template for printing an *Item Barcode* with the *Item Name* printed below it.



The first four lines of this sample code send commands to the printer to set up line spacing, font, etc. The original label template then included a hard-coded barcode label and description. These have been replaced by highlighting the original barcode sequence and descriptive text and then clicking the **Item Barcode** and **Item Name** buttons. In place of the original barcode string and description are the new markers <<-ib->> and <<-in->>.

*The above example illustrates replacement of an item barcode string with the Item Barcode marker. Use of the sample label format sequence is presented for example purposes, and will not produce barcoded printer labels on your printer. Refer to your printer manual for proper printer command sequences.*

The second example (below) illustrates the same with *Location Barcode* and *Location Name*.

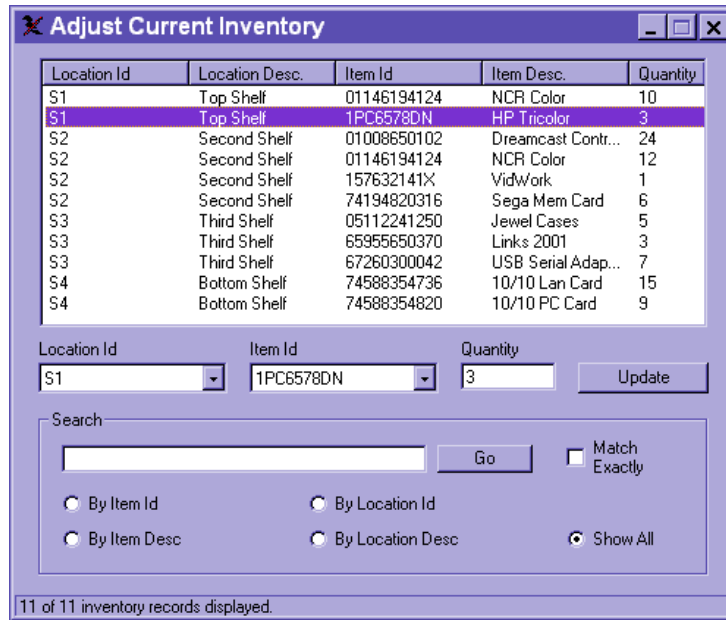


When you are finished, click ***Update*** to close the window and update your prompts, or choose ***Cancel*** to discard your changes.

You must perform a HotSync after defining your printer label format before you will be able to print from your handheld device. You must also have installed the printer support files on your handheld as specified in the “Install the Handheld Software” section of this manual.

## View/Adjust Current Inventory

To view current inventory levels or to adjust levels manually, use the *Adjust Current Inventory* window. Select ***I*nventory** from the menu bar and then ***A*ddjust Current Inventory**. The following window will appear:



To change the quantity of an item in a specific location, click the entry you want to modify. The *Location Id*, *Item Id*, and current *Quantity* will appear in the area just below the master list. Enter a new value in the *Quantity* field and click the *Update* button. The quantity for that item will be updated in the master list.

If the entry you want to adjust does not appear in the list, you may manually select a location and item from the pulldown list boxes below the master list. Enter a quantity for the selected item in the selected location and click *Update*.

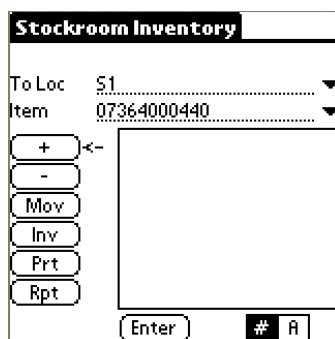
Refer to the “Choosing Which Records to Display” section of this manual to learn how to sort and filter your inventory list.

## Tracking Moving Inventory

During normal use, the primary purpose of *RioScan Stockroom Inventory* is to track "moving" inventory. This is the process of monitoring items as they are added (received), deleted (shipped), or moved between inventory locations. By tracking each item as it moves in, through, and out of inventory, the system can keep an accurate total of in-stock items and their current location. All tracking transactions are collected using the *RioScan Stockroom Inventory* handheld application. See the section of this manual on "Installing the Handheld Software" before proceeding.

## Using the Handheld Application

Below is the main application screen on the handheld.



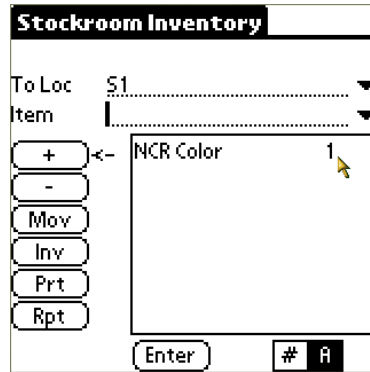
The top of the screen shows one or more prompts, depending on the current transaction being processed. In the above example, the handheld is prompting for a location to add (+) items to (*To Loc*) and an inventory item to add (*Item*). Note that these prompts may be different if you have customized your prompts (see Chapter 3).

On the left of the screen, you will see a row of buttons labeled + (Add), - (Delete), *Mov* (Move), *Inv* (Inventory), *Prt* (Print), and *Rpt* (Report). Tapping on one of these buttons will change the current transaction being processed on the handheld. An arrow will appear next to one of the buttons indicating the current transaction.

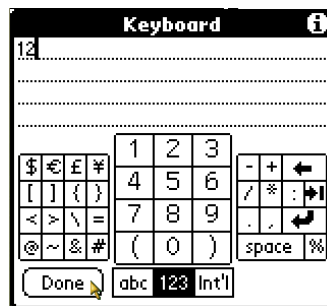


## Changing a Quantity

Once the transaction has been recorded, it will be listed as the topmost entry in the transaction list box in the main application screen. A default quantity of 1 has been assigned to the item transaction, as depicted here.



To change the quantity, tap on the number next to the item in the list. A numeric keypad will appear allowing you to change the quantity.



Tap on the **Done** button of the numeric keypad to save your change and return to the main application screen.

## Deleting Items

To "delete" an item from inventory (equivalent to shipping or removing the item), tap the **-** button to set the current transaction type to Delete. Tap the *From Location* field and scan the *Location Barcode* for the location from which you will be removing items. You may also choose a location by tapping on the pulldown list selector located to the right of the *From Location* field and choosing a listed location. Tap on the *Item* field and scan (or select from the pulldown) the *Item Barcode* for the item you will be removing. Tap the **Enter** button to save your transaction and Delete the item. The transaction is automatically saved when you scan an *Item Barcode*.

## Moving Items

To move items between inventory locations, tap the ***Mov*** button to set the current transaction type to Move. Tap the *From Location* field and scan the *Location Barcode* for the location you will be removing items from. You may also choose a location by tapping on the pulldown list selector located to the right of the *From Location* field and choosing a listed location. Tap the *To Location* field and scan the *Location Barcode* for the location you will be moving items into. You may also choose a location by tapping on the pulldown list selector located to the right of the *To Location* field and choosing a listed location. Tap on the *Item* field and scan (or select from the pulldown) the *Item Barcode* for the item you will be moving. Tap the ***Enter*** button to save your transaction and Move the item. The transaction is automatically saved when you scan an *Item Barcode*.

## Inventory Function

If you tap the ***Inv*** button while you are working with the moving inventory transactions, you will get the following message on the handheld screen.



The next chapter covers working with the Inventory transaction.

## Updating the PC

To save collected moving inventory transactions back to the PC and update your current inventory totals, HotSync the handheld. All collected transactions will be posted to the PC database and cleared from handheld memory.

## Reconciling Current Inventory

Periodically, you will want to perform a physical inventory to check for discrepancies and verify accuracy of your data. *RioScan Stockroom Inventory* allows you to reconcile your actual on-hand inventory with your current system totals to determine losses, misplaced items, etc.

When you perform a physical inventory, there are certain precautions you must take to safeguard the integrity of the inventory.

- ◆ After opening an inventory, be sure to HotSync every handheld device before beginning the physical inventory process. This will ensure that all add/move/delete transactions are correctly posted to the PC. Failure to synchronize collected transactions before proceeding with the physical inventory may result in data inaccuracies later.
- ◆ Make sure all handheld devices involved in the physical inventory have been synchronized with the PC before closing the open inventory. This will ensure that all collected data is posted on the PC and included in final inventory totals. If a handheld device is synched after the inventory is closed on the PC, any collected inventory transactions will be lost for that handheld device.
- ◆ Do not inventory the same location with two different handheld devices during the same open inventory. This will cause your inventory totals to be duplicated. It is recommended that you assign specific distinct locations to each handheld user to prevent duplication.

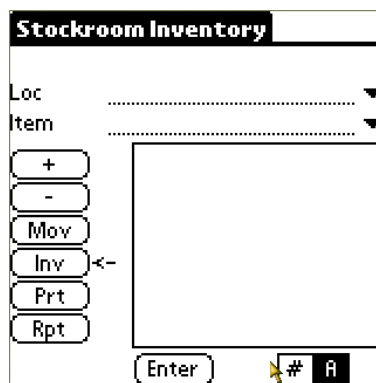
## Opening an Inventory

To begin the reconciliation (physical inventory) process, you must create an “open” inventory. Opening an inventory causes all handheld devices to switch to Inventory mode during the next HotSync. To open an inventory, select **Open a new inventory** from the **I**nventory menu. The following window will be displayed:



Once you see this message, click **OK** and HotSync each handheld device. This will post any unsaved transactions to the PC enable the inventory process to begin on the handheld device.

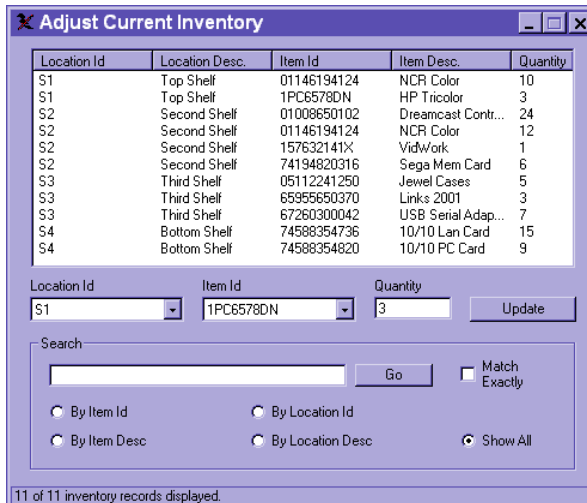
To begin collecting inventory information, start the handheld application and log in. The default handheld transaction will already be set to Inventory (Inv).



***You will not be able to access the Add (+), Delete (-), or Move (Mov) transactions while a physical inventory is in progress.***

Scan or select the *Location Barcode* for the location you want to inventory, and then scan all items in that location. Move to the next assigned location and scan the *Location Barcode*. Scan all items in this location. Proceed in the manner until all locations to be inventoried have been scanned.

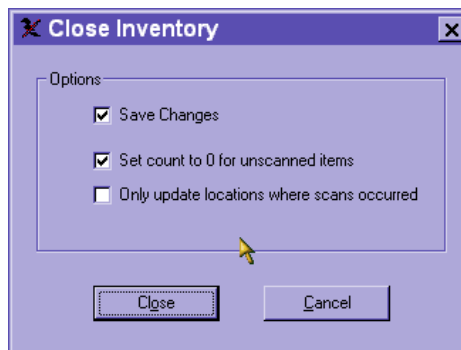
You may save your changes at any point during the physical inventory process by synchronizing your handheld device with the PC. Note that your collected inventory data **will not update current inventory totals** until you complete the inventory process and close the open inventory. Any adjustments made using the **Adjust Current Inventory** window (see below) during the inventory process will be overwritten with your collected inventory data when the inventory is closed.



## Closing an Inventory

When the inventory is completed, HotSync each handheld device to save any unsaved transactions.

Select **I**nventory on the menu bar. The **O**pen a **n**ew inventory option will not be available. Select the **C**lose the open inventory option. The following window will appear:



There are three available options:

- ◆ *Save Changes*: Make sure this option is checked in order to save your collected data and adjust inventory totals. Uncheck this option to discard all collected data and keep inventory totals unchanged.
- ◆ *Set count to 0 for unscanned items*: Check this option to reset totals for any unscanned (missing) items to 0. Uncheck this option to only adjust totals for scanned items.
- ◆ *Only update locations where scans occurred*: Check this option if you are performing a partial inventory involving only a limited number of locations.

For instance, you may update inventory totals for only a single location at a time by opening a new inventory, collecting inventory transactions for the single location, and then closing the inventory with this option checked. Uncheck this option if you have taken a complete inventory of all locations.

Verify that you have correctly chosen options for closing your inventory, then click **C**lose to complete the inventory process and update your inventory totals. Click **C**ancel to close the window without closing the inventory.

Once your physical inventory reconciliation has been completed, open the **A**adjust **C**urrent **I**nventory window to view the new updated inventory quantities. Various reports are available to display information about discrepancies and inventory loss. See the Reports chapter of this manual for more information.

## Other Handheld Features

### Setting Up Preferences on the Handheld Device

Behavior of the handheld device can be customized through the application *Preferences* option. From the main application screen, you may access these preferences by clicking on the silkscreen menu button in the lower left hand portion of the “writing” area as shown below.



The following menu will appear:



Select **Preferences...** and you will see the following screen:



You may select or deselect any preference by checking or unchecking the associated option box to the left. The following preferences are available:

- ◆ *Allow new items:* Select this preference to allow the addition of new item barcodes from the handheld device. If this preference is not selected, a warning will appear when unknown item barcodes are scanned.
- ◆ *Check for valid item/location:* Select this preference to verify allowable locations for items during move-in transactions (Add and Move).
- ◆ *Auto-fill user defined fields:* Select this preference to save user defined field data between transactions. When this preference is used, any data saved in user defined fields in the Transaction Detail screen will be carried over to the next scanned transaction. This preference is useful when performing repetitive transactions that require similar data input.
- ◆ *Always view item detail:* Select this preference to cause the application to show the Item Detail screen after each transaction. This option is useful in situations where verification of item-oriented information (for instance, lot specific expiration dates) is necessary.

## Printing Options

Handheld printing is supported via both serial and infrared transports. To select your printing method, choose **Printing...** from the main application screen *Options* menu (shown at the beginning of this chapter). The following screen will appear:



Tap the button labeled **S** to select printing through a serial cable. Tap on the button labeled **I** to select printing through the handheld device infrared port. Tap the **OK** button to save your selection.

## Item Detail Screen

To view details associated with an individual item, tap on a transaction listing from the main transaction screen that includes the item. The *Transaction Detail* screen will appear (shown below).

Transaction Detail	
Description	Dreamcast Controller
Barcode	01008650102
Location	Second Shelf
<b>User Defined Fields</b>	
Serial #	671-14231
OK	

Tap on the silkscreen menu button (see the beginning of this chapter). You will see a menu appear in the upper left corner.

Item	
Details...	Color
Barcode	01146194124
Location	Second Shelf
<b>User Defined Fields</b>	
OK	

Tap on *Details...* The *Item Details* screen will appear.

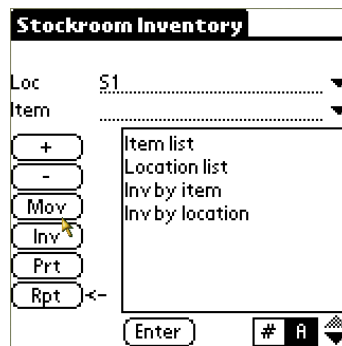
Item Details	Done
Manufacturer	
Sega	
Model	
50102	
User Defined Field 3	
User Defined Field 4	
User Defined Field 5	

Information on this screen may only be changed on your handheld device for newly added items. Changes for existing item records (downloaded from the PC during HotSync) must be made from the PC application through the **Edit>Items** menu.

## Reports on the Handheld Device

A simple reporting feature has been included in the handheld application that provides various listings that may be useful during data collection.

From the main application screen, tap the *Rpt* button. You will see a list of reports available as shown below:



There are four reports on the handheld device. The *Inv by item* and *Inv by location* reports are only available during the physical inventory process (see Chapter 5). The *Item list* and *Location list* reports are available at any time. These reports show all the data in the selected category and may not be filtered to show partial lists. Each report screen is divided into two columns. At the bottom of each column is a barcode/description selector marked #/A. This selector is only functional for some reports.

- ◆ *Item list*: This report shows an ordered list of each item known to the system. The report includes the *Item Code* (barcode) and *Description*.

The screenshot shows a handheld device screen titled "Items". It displays a two-column list of items. The columns are labeled "Item Code" and "Description". The data is as follows:

Item Code	Description
1PC6578DN	78 Tricolor
65955650370	Links 2001
67260300042	USB-Serial Adapte
7364000440	paper clips
74194820316	SEGA Mem Card
74588354736	10/10 Lan Card
74588354820	10/10 PC Card
item1	WidgetCo Item 1
item2	WidgetCo Item 2

At the bottom of the screen are buttons for "OK", "# A", and a small icon.

- ◆ *Location list*: This report shows an ordered list of each defined location. The report includes the *Location Code* (barcode) and *Description*.

Locations	
Location Code	Description
S1	Top Shelf
S2	Second Shelf
S3	Third Shelf
S4	Bottom Shelf

OK # A # A

- ◆ *Inv by item*: This report, available only during the physical “open” inventory process, shows a current inventory total of each item per location. The report includes the *Item* which may show either an item barcode or item description, and the *Count/Location* which shows the count of the designated item in a specific location (barcode or description).

Inventory By Item	
Item	Count/Location
SEGA Controller	2 / Top Shelf
NCR Color	3 / Top Shelf
Jewet Cases	1 / Top Shelf
USB-Serial Adapte	3 / Top Shelf
10/10 Lan Card	2 / Top Shelf
10/10 PC Card	1 / Top Shelf

OK # A # A

- ◆ *Inv by location*: This report, available only during the physical “open” inventory process, shows a current inventory total of each location for each item. The report includes the *Location* which may either show a location barcode or location description, and the *Count/Item* which shows the count of a specific item (barcode or description) in the designated location.

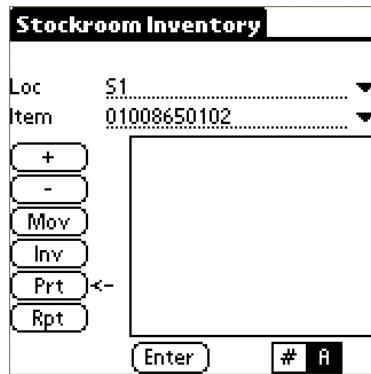
Inventory By Location	
Location	Count/Item
S1	1 / Jewet Cases
S1	1 / 10/10 PC Card
S1	2 / SEGA Controlle
S1	2 / 10/10 Lan Car
S1	3 / NCR Color
S1	3 / USB-Serial Ada

OK # A # A

## Printing from your Handheld Device

Before you can print from your handheld device you must have set up your label templates on the PC as described in Chapter 3. You must also have selected either serial or infrared printing as described earlier in this chapter.

To print from the handheld device, choose the **Prt** function from the main application screen.



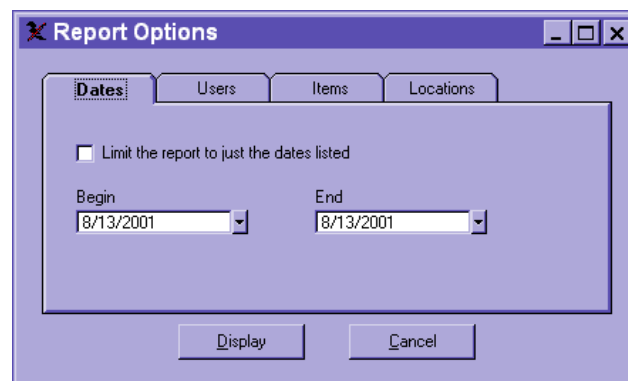
If you have included dynamic data markers in your label template, select or scan the location or item for the label you want to generate. Tap the **Enter** button to begin printing. If you are printing using an infrared connection, you must have the handheld device pointed at the printer so that the infrared ports of both devices can communicate.

## Reports

There are five categories of reports you can generate on your PC. You can print any of them to the printer or simply view them on the screen.

To access the reports, click *Reports* on the menu bar. The reports are listed below with a brief description of each report.

In most of these reports you will have a selection of filters, such as Date, Users, Locations, Items, etc.



To apply a report filter, select the appropriate tab and check the “**Limit the report...**” option. Choose a specific User, Item, Location, Inventory, etc., to limit the report by, and then click ***Display*** to view the report. To apply more than one filter to a report, check the “**Limit the report...**” option for each appropriate tab. To print a report without filters, simply leave the “**Limit the report...**” options unchecked.

## Transaction Reports.

**Adds by Item:** This report will give you a list of Add transactions grouped by item. It may be limited to a date range, a specific user, and a specific location.

**Adds by User:** This report gives you a list of Add transactions grouped by user. It may be limited to a date range, a specific item, and a specific location.

**Dels by Item:** This report will give you a list of Delete transactions grouped by item. It may be limited to a date range, a specific user, and a specific location.

**Dels by User** This report gives you a list of Delete transactions grouped by user. It may be limited to a date range, a specific item, and a specific location.

**Moves by Item:** This report will give you a list of Move transactions grouped by item. It may be limited to a date range, a specific user, and a specific location.

**Moves by User:** This report gives you a list of Move transactions grouped by user. It may be limited to a date range, a specific item, and a specific location.

**Invs by Location:** This report will give you a list of Inventory transactions grouped by location. It may be limited to a date range, a specific user, and a specific item.

**Invs by User:** This report gives you a list of Inventory transactions grouped by user. It may be limited to a date range, a specific item, and a specific location.

## **Current Inventory Reports:**

**Inv by Location:** This report gives you a list of items, locations and quantities in the Current Inventory grouped by location. It may be limited to a specific location.

**Inv by Item:** This report gives you a list of items, locations and quantities in the Current Inventory grouped by item. It may be limited to a specific item.

## **Flow Reports:**

**Flows by Location:** This report shows the net change in quantity of items in a given location. It may be limited to specific items and locations.

## **List Reports:**

**Item List:** This report gives you a list of all items.

**Item Detail List:** This report gives you a list of all items including reorder and item detail information.

**Location List:** This report gives you a list of all locations.

**User List:** This report gives you a list of all users.

## **Other Reports:**

**Inventory Discrepancies:** This report displays any discrepancies (differences) between the physical inventory collected and the system inventory data prior to closing an open inventory. (You must select an Inventory for this report).

**Inventory Loss:** This report gives you a list of the items and the amount of loss found during a selected Inventory. (You must select a specific Inventory for this report).

**Stocking Reorder Report:** This report lists any inventory items for which you have fewer than the minimum quantity in stock. When this report is closed, a window will appear on top of the report asking if you want to set the Last Order Date for all reported items to the current date. Select *Yes* if you plan to place an order for each listed item.

**User Productivity:** This report shows each transaction performed by a specific user, as well as the total scan/transaction count for the user.

**Custom Field Tracking:** This report shows you data in the *User Defined Fields* that you may have set up in the *Customize Handheld Prompts* window. When you select this report you will have a pulldown menu to choose a specific field to report. You must input a value representing the data for the designated field that you want to track.. The report will track all activity (adds, deletes, moves) for items related to that value. For example, if you have included serial numbers as one of your user defined fields you could select the serial number field in the pulldown menu and then enter a specific serial number. Your report would show you all the activity related to the item with that serial number.

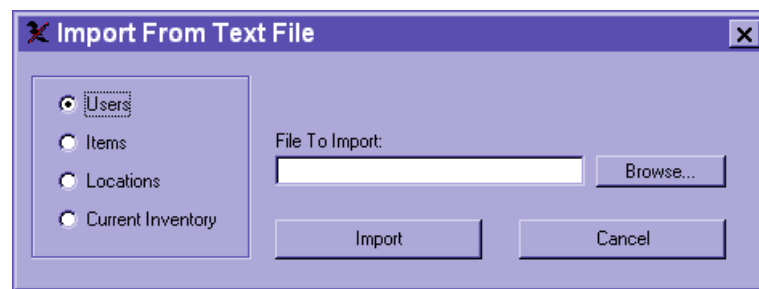


## Import/Export

*RioScan Stockroom Inventory* allows you to import and export current inventory data as well as related support tables. Each process will be covered separately.

### Import

To import data into the PC application, select **F**ile from the menu bar and then **I**mport. The following window will appear:



Select the type of data being imported from the four listed options. Input the name of the file containing the data or use *Browse...* to find the file. Click **I**mport to complete the process or **C**ancel to close the window without importing.

Import data for each data type must reside in a comma delimited ASCII text file. The text file must have one record per line, and each record must match the field order listed below. Data must match this order to import correctly.

**Locations:** Location Id, Location Barcode, Location Name

**Items:** Item Id, Item Barcode, Item Name, Minimum Quantity, Reorder Quantity, Last Order Date, Item Detail 1, Item Detail 2, Item Detail 3, Item Detail 4, Item Detail 5.

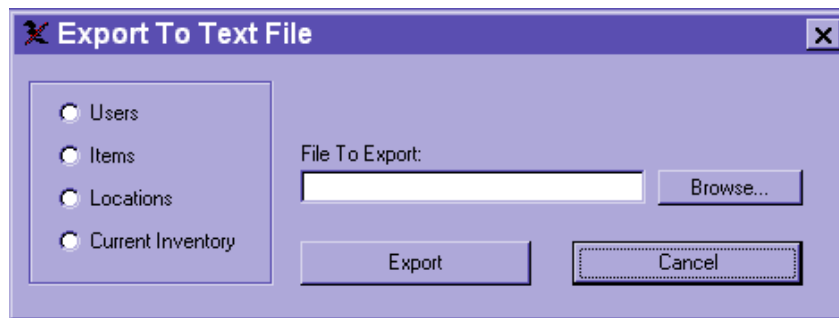
**Users:** User Id, First Name, Last Name, Password

**Inventory:** Location Id, Item Id, Quantity

Errors may occur during import if imported records match existing records in the PC application. Conflicting imported records are thrown out without updating the PC database.

## Export

To export data from the PC application, select **File** from the menu bar and then **Export**. The following window will appear:



Select the type of data being exported from the four listed options. Input the name of the file to export to or use *Browse...* to designate a file. Click **Export** to complete the process or **Cancel** to close the window without exporting.

Exported data is saved to a comma delimited text file matching the format specification listed previously in the Import section.

If you do not designate a specific file location (only a file name), your saved export files will default to the **RioScan Stockroom Inventory** installation folder.

## Synchronization of the Handheld

A HotSync operation is a two-way synchronization of records between your handheld and your PC. Changes that you make on either platform are updated on both your handheld and your PC after a HotSync operation.

HotSync Manager must be running to perform a HotSync operation. You can determine if the HotSync Manager is running by looking for the HotSync icon (a circle with red and blue arrows pointing in opposite directions) on your Windows taskbar. The *RioScan Stockroom Inventory* PC program does not need to be running when you perform the HotSync operation.

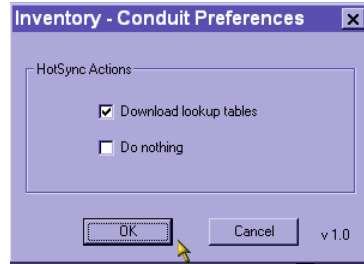
To perform the HotSync operation, place your handheld in the serial cradle and push the HotSync button on the front of the cradle. This will automatically synchronize the records between the handheld and PC, through the *RioScan Stockroom Inventory* conduit software.

It is important to note that an initial HotSync must be performed between your handheld and PC before you can begin working with *RioScan Stockroom Inventory* on your handheld device.

## Customizing HotSync

Because synchronizing *RioScan Stockroom Inventory* can take a significant amount of time, you may want to turn off the synchronization of the inventory data when you are using your handheld device for other purposes. To turn it off:

- ◆ Click on the HotSync Icon on the Windows task bar.
- ◆ Click *C*ustom...
- ◆ Select *S*tockroom *I*nventory.
- ◆ Click *C*hange.
- ◆ The following window will appear.



- ◆ Click on the checkbox next to *Do nothing*.
- ◆ Click *OK*.
- ◆ Click *Done*.

You may also choose to speed up the HotSync process while actively working with the program by un-checking the *Download lookup tables* option. This will keep changes made to *Item, Location, User,* and various *Customization* records from being downloaded to the handheld device. To start data synchronizing from the PC to the handheld again, recheck the option and HotSync.

## Troubleshooting

### Before Installation

If you attempt to install the *RioScan Stockroom Inventory* software without properly installing the Palm™ Desktop Organizer Software first, you may receive the following error message: *Severe – Instaide was unable to determine the Palm Directory*. **You must successfully install the Palm™ Desktop Organizer Software prior to installing *RioScan Stockroom Inventory***. After successful installation, resume with the installation of the *RioScan Stockroom Inventory* software.

### Problems During HotSync

During a HotSync, the following error may occur:

*HotSync Problem - The connection between your Palm and the desktop could not be established. Please check your setup and try again.*

One possible source of the error may be the physical connection. Check the connection from the HotSync cradle to your PC making sure it is secure. Another cause may be that HotSync Manager may not be running on your PC. You can determine if the HotSync Manager is running by looking for the HotSync icon (a circle with red and blue arrows pointing in opposite directions) on your Windows task bar. If the icon does not appear, you may run the program by going to the Start Menu, selecting Programs, Palm Desktop and HotSync Manager. At this point, the icon should appear in the task bar. Once you have verified your connection and started HotSync Manager, re-attempt HotSync.

### Other Issues

Please visit <http://www.rioscan.com> for the latest information on frequently asked questions (FAQs), known bugs and patches, and latest version information. Contact your reseller for information on obtaining an annual support contract.

We are also available to answer your questions via email at [support@rioscan.com](mailto:support@rioscan.com).