



Stocktake Transaction Guide

Document Version 1.0.0

Proudly Developed by



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| PDX 2.0 | Document Version: Error! Unknown document property name. (Rev 1) |
| Stocktake Transaction Guide | Date: 20/06/2012 |

Revision History

| Date | Document Version | Description | Author |
|--------------|-------------------------|--------------------|----------------|
| 20 June 2012 | 1.0.0 | Initial Document | Graeme Allwood |
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Stocktake Transaction

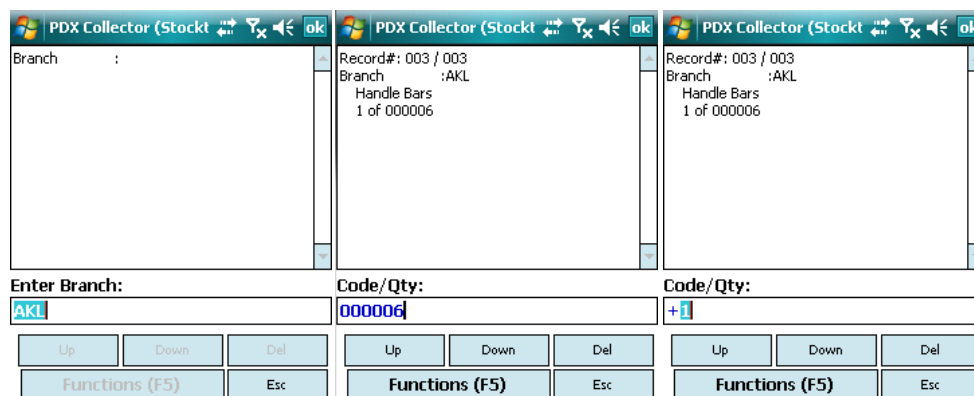
Enter Transaction

Select 'Start Stocktake' from the main menu.



Capture Steps

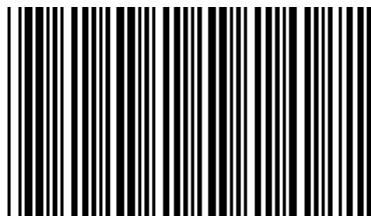
The Stocktake transaction displays the record numbering status and one capture steps, 'Branch'. This capture step is displayed when working within this transaction and the value is required to be entered when first entering the transaction. The capture step 'Branch' has a default value of 'AKL'. Click enter to use this value as the branch in which you are currently working.



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Scan First Item

You are now prompted for a 'Code/Qty:' either enter in the code 000006 and click enter or scan the barcode below. (NB: A code has been entered)



0 0 0 0 0 6

Confirm Scanned Items Quantity

After entering the code you are prompted to enter a quantity. The default quantity for this transaction has been set to 1, so you can either click enter to use the default quantity, or enter a quantity that you wish. You are confirming the quantity of the item that has been entered. (NB: This is the confirm quantity state)

The screenshot shows a window titled "PDX Collector (Stockt)". Inside, the following text is displayed:

```
Record#: 003 / 003
Branch      :AKL
Handle Bars
1 of 000006
```

Below this text is a "Code/Qty:" label followed by a text input field containing "000006". To the left of the input field is a small icon with a plus sign and a bar code. Below the input field are four buttons: "Up", "Down", "Del", and "Functions (F5)". To the right of the "Functions (F5)" button is an "Esc" button.

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Edit Scanned Items Quantity

Once you have confirmed the quantity of the item that you scanned you can edit the quantity of the just scanned item or enter another code. Enter '1' and click enter, this will add one to the count of the currently displayed item. If you want to decrease the count of an items quantity precede the number by which you want to decrease the count with a '-' symbol.

The image shows two side-by-side screenshots of the PDX Collector (Stockt) application window. Both windows display the following information:

- Record#: 003 / 003
- Branch :AKL
- Handle Bars
- 2 of 000006 (left) / 3 of 000006 (right)

Below the list, there is a 'Code/Qty:' field. In the left window, it contains a '+' sign. In the right window, it contains '+1'. Below the field are three buttons: 'Up', 'Down', and 'Del'. At the bottom, there are two buttons: 'Functions (F5)' and 'Esc'.

Scan Second Item

Enter either the code 000007 and click enter, or scan the barcode below



0 0 0 0 0 7

The scanned item is displayed on the screen with no quantity associated with it confirm the default quantity or enter a quantity to associate with the item.

The image shows a screenshot of the PDX Collector (Stockt) application window. It displays the following information:

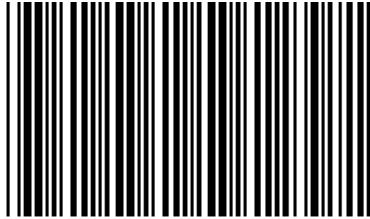
- Record#: 004 / 004
- Branch :AKL
- Blue Bicycle
- 0 of 000007

Below the list, there is a 'Code/Qty:' field containing '+1'. Below the field are three buttons: 'Up', 'Down', and 'Del'. At the bottom, there are two buttons: 'Functions (F5)' and 'Esc'.

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Scan Third Item

Enter either the code 000008 and click enter or scan the barcode below



0 0 0 0 0 8

Confirm a quantity for the item entered

PDX Collector (Stockt
ok

Record#: 005 / 005
Branch :AKL
Green Bicycle
0 of 000008

Code/Qty:
+

Up Down Del

Functions (F5) Esc

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Scan Duplicate

The pre-built configuration has been set to accumulate the quantity of the originally entered item when a duplicate item has been entered (NB: Other behaviours such as new record, overwrite qty, disallow and warn can be set to deal with the entry of a duplicate item). Enter the code 000006 or scan the barcode below



0 0 0 0 0 6

This is a duplicate item as you have already scanned this item. You will be taken to the originally scanned item and here you can either use the default quantity or add a quantity of your choice which will be accumulated to the already displayed quantity associated with the original item

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Using a Mastercode

Note: This is available only in a licensed version.

A mastercode is used in a situation when more than one item needs to be recorded under a single identity. Multiple barcodes are mapped to a common product code which is called the mastercode. Each transaction has the ability to save each item entered against either a barcode or master code. Enter the code '000001' or scan the barcode below



0 0 0 0 0 1

Even though you entered barcode 000001 the barcode 000017 has been displayed on the screen. Barcode 000017 has been displayed because this is the mastercode for barcode 000001



Enter the code '000002' or scan the barcode below



0 0 0 0 0 2

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Even though you have entered a different barcode the same item is displayed on the screen with a quantity of '1' which was produced from entering the item with code '000001' . Both items with code '000001' and 000002 have been mapped to the mastercode of '000017'

PDX Collector 15:19

Stocktake
Record#: - / 004
Warehouse :WHS1
From Location :Auckland
BICYCLE
1 of 000017

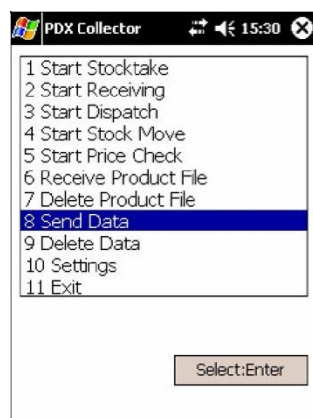
Code/Qty:
+1

Prev:Up Next:Down Del:
Cd Srch:F1 Desc Srch:F2 Back:Esc

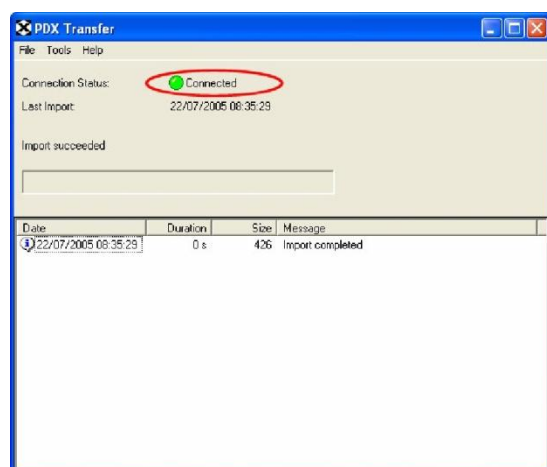
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Send Data from Device to Desktop PC

Reconnect your device and select 'Send Data' from the main menu

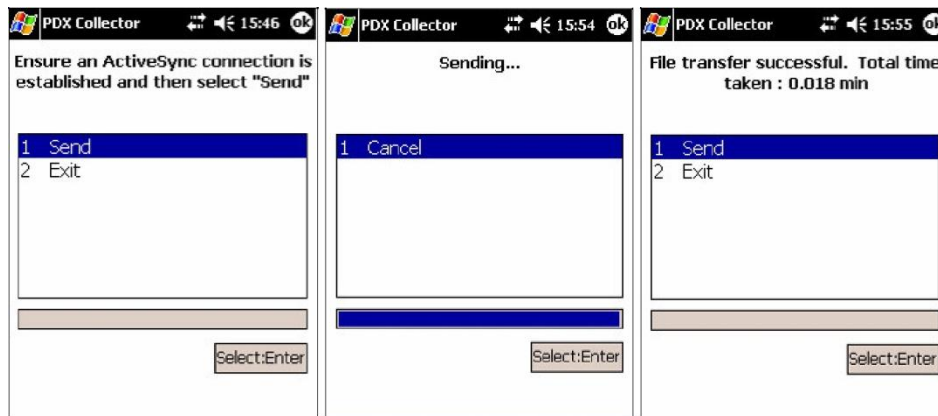


Ensure that your mobile device has an ActiveSync® connection to your PC and PDX Transfer is running. PDX Transfer will indicate whether you device is connected by showing the connection status as Connected

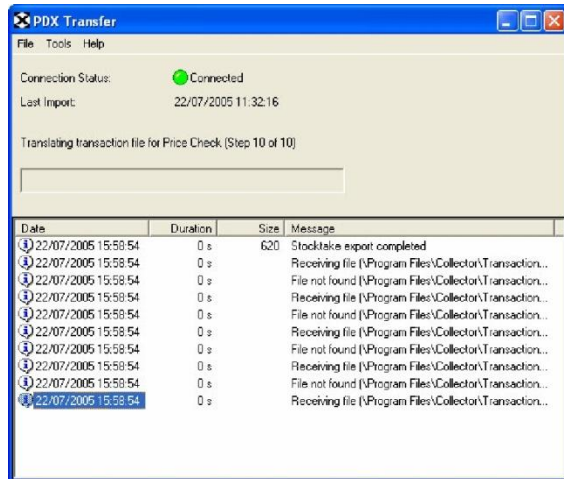


Select 'Send' from the menu below

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PDX Transfer will display feedback to indicate that export of data from device to desktop computer has been successful



The file created from the export of data from your device will be located in the following directory C:\Program Files\Transfer\Data, the file will be called Stocktake.txt. If you have correctly followed all the above steps you files contents should look like the contents of the file displayed below.

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