

How to use the Data Collector

NOTE: When utilizing this device for the first time, DO NOT test device with large files.

The best way to get conformable with the Data Collector is by first testing a small department with around 10-20 items. By starting this way, you will protect yourself from messing up large departments. You may have more than one Department ("filename") in the collector at one time, so it is best to keep your departments easy to define and clean in nature.

Physical Count - this is a type of count that will lock out changes to any of the items in the count. This type of count will also "Zero" out your on-hand quantities. With this count you generally will **accumulate** your input counts first, then post them to the correct Inventory items.

Cycle Count - A Cycle Count allows sales to continue at Point of Sale. Since the count time and Selling Quantities are being monitored during this type of count, then an Accountability (Variance Report) is being kept and calculated. We recommend the customer use the **replace** option when utilizing this type of Inventory Count Procedure.

PREPARATION OF EQUIPMENT FOR UPLOAD PROCEDURE

Lets start by making sure that we use a terminal that we know works! Then take the "Y" cable that came with the Data Collector and connect it in-line between the terminal connector on either the modem port of a Wyse 55 Terminal, or the Serial 1 Port of the Wyse 150 / or SpotLine Terminal.

If by some chance you were to try and use the terminal after you were to connect up these devices, and it did not work, the most probable reason would be because of a small connector called the "Shunt". If the shunt is not connected to the third connector (end) of the "Y" cable properly, then the proper connection is not made. The only time this connection is changed is for the upload procedure. Read carefully!!

DATA ENTRY INTO THE PORTABLE DATA COLLECTOR

- a. Start by making sure that you have a good battery in the unit. Nothing is more frustrating than putting a lot of time into a procedure, and it's simply lost because your battery is dead.
- b. Next, push the "**On**" button.
- c. Next, push the "**Input**" button.
- d. Select the program "Count" feature by arrowing down (see arrow keys). When you have found the "Count" feature, simply press "**Enter**".
- e. You should now see ""Input File" & from "Input file" you should now be prompted for the "New File" name. We recommend that you enter your location code here. Examples of those Locations can be entered as Department or Class Number or Names (Ex- 2X4S or 8824 or Bldg. A or B, etc.) Select "**New File**" to **enter** your file name.
- f. Once you have made your location set, you will then be prompted for the Item Number and Quantity amount.

NOTE: You can utilize a bar code scanner when making your counts. Simply attach the appropriate CCD Wand to the appropriate connector on top of the Data collector. You will know if it is connected correctly if you see the infrared light while depressing the button on the neck of the scanner.

PREPARING THE TERMINAL FOR DATA ENTRY

After login, proceed to the Main Menu

- a. Select the "**Inventory Control**" menu line and press **enter**.

- b. Next, select "**Inventory Count Menu**".
- c. Then, select the "Inventory count with data collector or scanner line" and press **enter**.
- d. The next step that you want to do is "**Reset Inventory Batches**".
 1. Hit the **F-5** to "Reset all inventory and count databases"

YOUR NEXT PROCEDURE WILL BE TO....

Set up your batches! This is done before you start your count, but not for each batch.

DO NOT DELETE ANY BATCHES! Deleting batches will reverse all the counts from the batch and the system will attempt to restore the pre-count data on all effected items.

WE ARE NOW READY TO START THE PROCEDURE

- a. Go to the Main Menu, and select the "**Inventory Control**" (press **enter**)
- b. Next, go to "**Inventory Count Menu**".
- c. Then, "**Inventory Count Procedures**"
- d. Select "Create new batch by manual selection.
- e. You may now select the type of count that you want "**Physical/or Cycle**".

NOTE: With Physical counts-You cannot use Point of Sale, and your count is locked in.
With Cycle counts-You can use Point of Sale, and your count *is* locked in.

- f. You will next be prompted to "**enter** an item number to add to the batch".
You will not complete this function! However, you will look for the **F-6** function located at the top of the screen.
- g. Once you have pressed the **F-6** key, this will start the Import from the Data Collector.
- h. Next, you will be prompted to enter a "**New Location code**" for the file on the Data Collector.

NOTE: This is the user defined dept/class code and/or reference that you created.

- i. After doing so, select the **F-10** key to continue.
- j. You will now be prompted for the printer that you wish this information to print on. Select it now.
- k. The next screen will ask you "**Enter or Scan the Item Number**"

AT THIS POINT, STOP AND REMOVE THE SHUNT FROM THE 'Y' CABLE

WE ARE NOW READY TO PREP THE DATA COLLECTOR FOR DOWNLOAD

With your data collector setting in front of you

- a. Turn the power to the data collector on.
- b. Select and Press the "**Xmit**" key.
- c. When the Display says, "Upload Data", simply **select it** and hit the **enter** key.
- d. When the Display says, "All Data Files" **arrow down to the menu option "Count"**
- e. Once selecting the option " Pgm Count", simply **select it** and hit the **enter** key.
- f. Now select the appropriate "File Name", by **arrowing down**. **STOP!** The data collector is now ready to transfer the data!

NOW CONNECT THE DATA COLLECTOR TO THE Y CABLE!

NOTE: MAKE SURE THAT THE CURSOR IS STILL FLASHING ON THE ITEM NUMBER ENTRY SCREEN. IF IT IS NOT, BY PRESSING THE ENTER KEY YOU SHOULD RETURN THE CURSOR TO THE APPROPRIATE FIELD.

- g. Press enter on the Data Collector to start downloading your captured file into the computer. You will know everything is working properly when you see the inventory that you had previously counted start Downloading across your screen.

NOTE: THE DATA COLLECTOR WILL STOP RUNNING BEFORE YOUR TERMINAL DOES. DO NOT REMOVE THE COLLECTOR (or even touch it) UNTIL THE ENTRY IS COMPLETE ON THE TERMINAL. ONCE YOUR SCREEN IS BACK TO NORMAL, THE DOWNLOAD SHOULD BE COMPLETE! **STOP!**

- h. Disconnect the data collector from the “Y” cable and return the “**shunt**” to its normal place at the end of the “Y” cable.

DO NOT DELETE THE FILE FROM THE COLLECTOR UNTIL YOU ARE SATISFIED WITH DOWNLOAD. EXIT AND SAVE THE FILE ON THE DATA COLLECTOR.

- i. On the Terminal, press the “**F-10**” key to save the download file on the computer.
- j. Highlight the Inventory Control menu on the Main Menu and Press **Enter**.
- k. Select “**Inventory Count Menu**”
- l. Enter “**Inventory Count with Data Collector or Scanner**”
- l. Highlight “**Clear Quantities**”, and clear the count for the batch.

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