

# PROPER USE OF THE SYMBOL UNIT

After you have made sure that all of your Norand assembly items are hooked up properly, you will know when everything is hooked up properly with your setup, when the base station light is flashing red, with 2 solid green lights. The handheld will say press enter to connect to host. Push enter. It should ask you for your login (probably symbol). After entering your proper login, you should now have a choice of what data set you want to be in. Highlight the data set and hit enter. Enter your password. You should now have a Menu. Select the Menu Item that you want to utilize. Count (Inventory Adjustments), Purchasing, Receiving, bin tags, and POS. As of this doc. POs was not working yet.

**NOTE:** From your ABCS Terminal (Main System), in the Inventory Header screen, it will be necessary for you to select the appropriate default printer from which you are wanting to print inventory reports, tags, and your default Inventory Count/Adjustment! Before utilizing the Inventory Count/Adjustment Procedures, it will be necessary for you to create a Batch. Do this by Go to Menu item>Inventory>Posting Procedures>Inventory Count Procedures>Create your Batch (after running the batch "F-10", save it for later)>Clear the batch (for Cycle counts)>You are now ready with your Batch Number! "Example: Studs"(which is the Location/Area for which you wish to count). I recommend that you create your batches by utilizing "Department and Class" as your primary limited. (Studs, in my example, are in the Starting Dept. /Class 0801 and they end at 0807). In the Purchasing module, it will be necessary for you to know your Primary Vendor # (Number Example: Advantage Constructions Number is "ABCSCONS"). From the Receiving side you will need to know your Vendor Number (#), as well the P.O. Number that you had already created (Example: 01-1-0)(Don't forget the dashes). Dashes= push the orange menu key, then the key where the dash resides (on my 1700 that key is

## **INVENTORY ADJUSTMENTS:**

Log In as root at the # sign

Select the Menu Item "Count". (This is Inventory Adjustments.)

Enter your proper Batch Number

Select the option "Accumulate or Replace" Quantities. For cycle counting, I would select "Replace".

Once you have selected an inventory item, you have the ability to adjust it, update locations, and or descriptions. In short, just read the screen.)

After you have selected your choice, make your adjustment and press the necessary enter key. Once the Norand has responded (with a beep), You will need to answer the question appropriately. "Are you sure?" (Once you have completed your counts/adjustments, you may can press enter to exit.)

**Note:** If you have selected and set up the appropriate default printer, your printout should be waiting on you.

## **Now that you have found out how easy it is to make inventory adjustments, lets move on.**

Purchasing

Select the Purchasing Option and Hit Enter

Enter the Vendor Number

Enter Item Number

Enter the Items Quantities that you want for each item

Save what you are wanting (Is this correct? Yes!) Close out your P.O. entry!

Now log into your regular ABCS Console or Terminal

Enter the Purchasing Menu and Select "Enter, Update and Receive Purchase Orders"

Select the appropriate Vendor, and then enter the appropriate information in the PO Header Screen.

Once completing the PO Header Screen, hit the "F-10" Key to continue to the Item Entry Screen.

**Note:** Do not forget any additional freight charges if you know them now)

Once you are in the item entry screen (with your cursor flashing on line one, all the way to the left)

Push the "F-2" key for Options, and then select "Import Order Entries from OU/Scanners"

Once selecting this option, you will be asked, " Do you wish to import all suggested orders from this Vendor"? (You will generally answer this question with a "Y").

Once you have entered your "Y", you should receive the order that you have created.

Then all you have to do is just complete the saving process the normal way that you do with PO's.

You have just completed the Purchase Order (Creation) process.

Receiving

**To operate this program properly, you will need to know your P.O. order number, as well Vendor Number!**

After logging in to the Receiving Module (and entering your Rep. Number) enter your Vendor Number.

You will then be asked to enter your P.O. Number. (Dashes included)

You will then be required to Scan or enter the appropriate item numbers that you are receiving.

Once completed simple hit the enter key (answer "Yes" you are finished). Exit

You have just finished the scanning or receiving part of the Receiver.

Next

Once you have logged into the Purchasing Menu, select "Posting Procedures"

Next, enter the "Enter, Update, and Receive POs

Next, enter your password.

From your Vendor list, hit the "F-2" Update order option.

Select your appropriate P.O. Number, (**Make sure**), then and hit enter.

You are now in the Header of your P.O. (make any necessary adjustments to this screen).

To continue on, hit "F-10"

Once in the Items entry screen of this P.O., you will see the original PO items.

By hitting the "F-3" key, you will now have a choice of how to receive this P.O. When using the RF Unit, you will need to select the option "Set all items as backordered" option. Note: This option will move your original quantities over to BO as a temporary option, and you are now ready to update with RF Unit.

Now Select the "F-2" Menu

Now select the " Import Automatic receiving entries from Scanner".

Yes you want to receive the automatic Info from this P.O.!

The next question I generally answer with "Only receiving the items for **This** P.O.". (It is your choice).

You then should see all of the items that you have received with this RF Unit.

Make any of your appropriate corrections now, then continue receiving as in a normal P.O.

**You are now finished with the Receiving Process.**

If you have any further questions about this process, give ABCS Hardware a call. For the setup of connectors or any Hardware related to the Symbol Unit select. Go to your Main ABCS Menu >Other Options>Reference Files>Hardware>Scanners. You should have all you need to setup your unit. Now print it for your permanent file.