

Imprest3

CE Imprest System 3 V1.2.0

User Guide



Table of Contents

Introduction	3
What's New	4
Installation and Setup	5
Installation	5
Oracle Interfaces	8
Basic Operation	9
Using the PC Program	10
The Main Menu	10
Refresh PC Imprest Data From Oracle	12
Items	15
Locations	17
Out of Stock Items	19
Copy Imprest Data To Scanner	21
Tools	22
Options	23
FTP Server Options	26
Copy Scanner Program to the Scanner	27
Import Scanner Licence file and copy to the Scanner	28
Update Inventory Item Flag from CSV File	29
Folders	31
List USB Connected Scanners	32
Using The Scanner	33
General Operation	33
Scanner Main Menu	35
Scanner System Menu	36
Settings	38
Scan Imprest	40
Validate and Enter Qty Required	40
Validate and Don't Enter a Qty	47
Don't Validate Data	53
Frequently Asked Questions	58
Load Imprest Data From Scanner To Oracle	59
Automatically Send Imprest Data to Oracle	62
Reports	63
Sales and Support	64
Contact Barcode Logic	64

Introduction

This Imprest System (Imprest3) has been designed to remove some of the effort involved and improve the accuracy of restocking consumables in stores on wards (Sub-inventories or Imprest Locations).

The list of items that should be stored in each Imprest Location is transferred from Oracle to the Imprest system installed on the PC, and from there to a Mobile Computer (Scanner). Location and Item barcodes may be printed from the system and attached to the appropriate locations (shelves/bins etc.) within the Imprest.

When an Imprest needs restocking, the Imprest location barcode is scanned, then each item barcode is scanned and the quantity required for the item is entered.

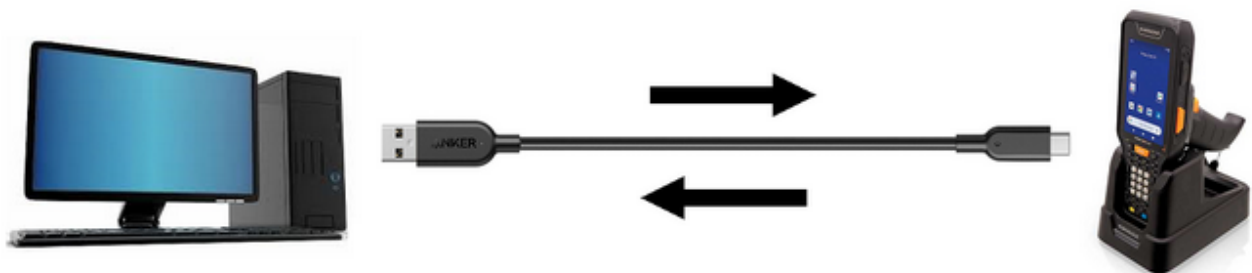
This information is later uploaded back to the PC, and from there into Oracle, which will generate a requisition for picking at the warehouse.

The system consists of scanner and desktop applications for Windows 10 based PC's.

Data is transferred between Oracle and the Imprest system PC using FTP (File Transfer Protocol). See [Oracle Interfaces](#).

Data is transferred between the scanner and PC using a USB cable connected to the scanner dock (aka cradle).

The scanner must be in the dock when sending and receiving data.



What's New

Ver 1.2.0 19/07/2022

1. Fixed bug in where Android write permissions were not correctly granted.
2. Fixed bug one too many icons were installed on the scanner.

Ver 1.1.0 02/05/2022

1. Converted to use the Skorpion X5 scanner with Android 10 and USB communications.

Ver 1.0.0 16/04/2020

1. First release.

This version was created for Datalogic Android Mobile Computers (specifically the Memor 1) and was based on the ImprestCE2 system Ver 2.1.0.

It uses Wi-Fi for data transfer instead of the USB connections used by previous versions of the system.

Installation and Setup

Installation

This document covers the installation and operation of the Imprest3 system on a desktop PC.

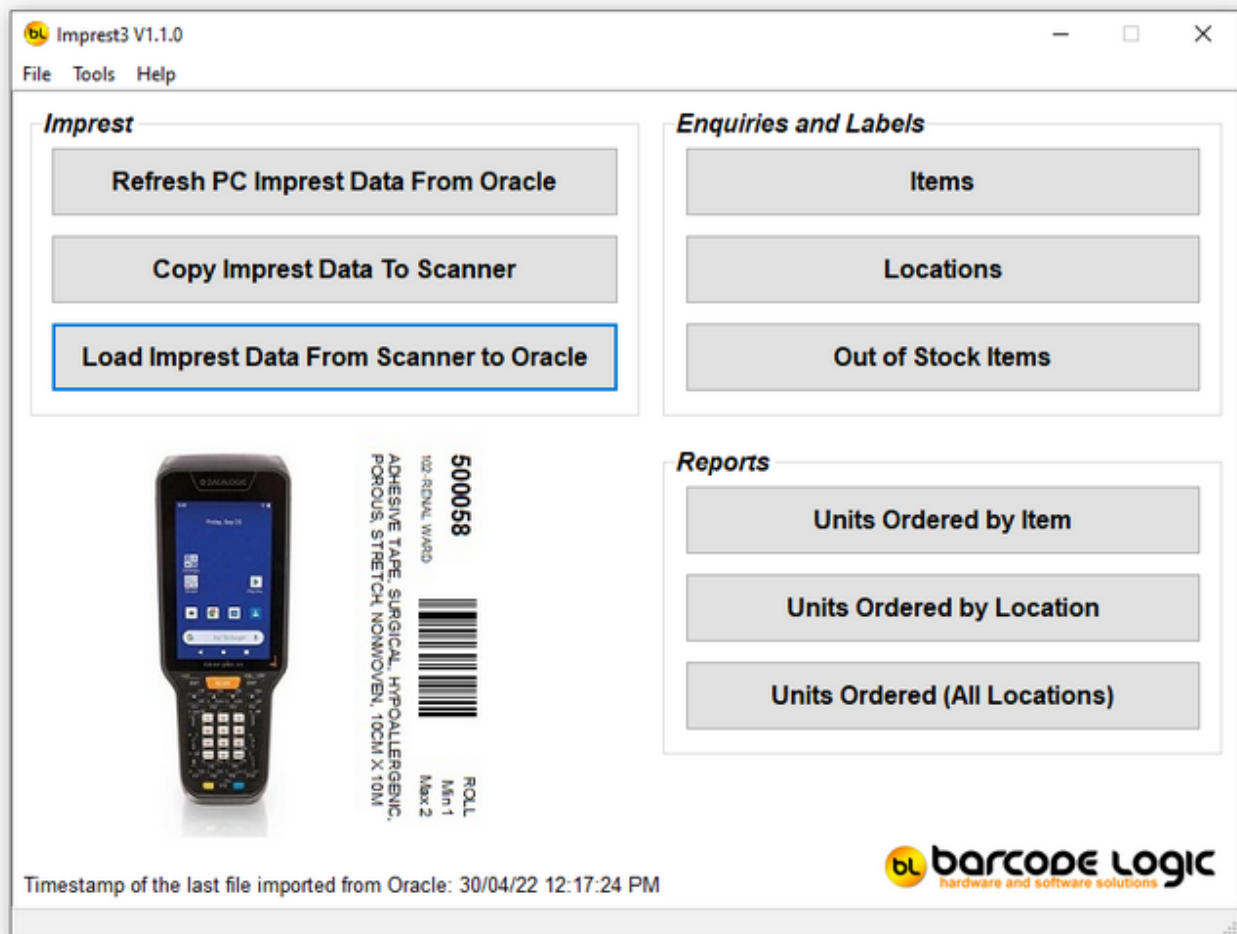
For it to operate, it needs to receive item and location data from Oracle (at least daily), and send order data back to Oracle.

How this is set up is outside the scope of this document, and the responsibility of the LHD IT department, see [Oracle Interfaces](#) for a brief explanation of what is required.

To get up and running quickly, this is what you need to do:

Install the Imprest3 software on your PC by running the Imprest3_V1_1_0_Setup.exe file.

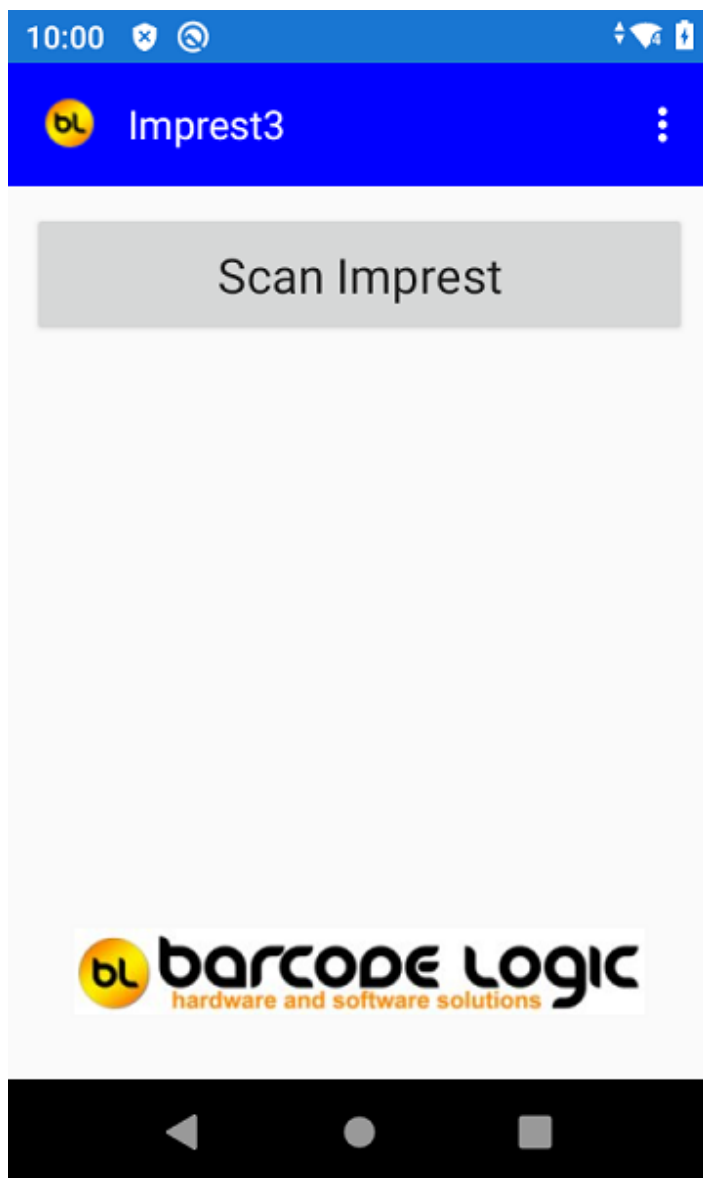
Run Imprest3 from the Start Menu (you will find it under Barcode Logic) or desktop icon.



Go to Tools / Options on the main menu and change the settings as required.

Now check the settings on the scanner.

The default settings should be ok for normal operation and not need changing.



Tap on the menu icon at top left of the main menu:



Select Settings.

You will need a password to access these settings.

Return to the main menu on the scanner.

Now you are ready to scan items.
See Basic Operation.

Oracle Interfaces

1. Item and Label data from Oracle.

An Oracle user runs an IF1063 report in Oracle which creates a file called labels.txt and sends it to an FTP Server.

The IP Address of the FTP Server and the Employee number of the Oracle operator must be supplied to FMIS at eHealth NSW who will configure the system.

Which FTP server the file is sent to depends on which user runs the report.

The Imprest system must be told the location where the file is sent in [Options](#) (Tools > Options > File Paths > Item Import).

It is up to the LHD whether:

Each Imprest system PC has an FTP Server enabled so an operator can run the IF1063 report and the labels.txt file is generated and sent directly to that PC.

or

The IF1063 is run centrally (perhaps once each morning, or on request) and each Imprest system is configured to import the file from a shared folder on a server.

2. Order data to Oracle.

After Load Imprest Data From Scanner To Oracle has been run, the order data is written to a file called stores.txt in the location specified in [Options](#) (Tools > Options > File Paths > Imprest Export).

This file must be transmitted to Oracle for processing using the Oracle IF1035 interface.

This can be done in one of two ways:

By running the Oracle R12 Barcode Transfer Script from an icon on the desktop

or

Using the [Automatically send Imprest Data to Oracle](#) function.

Both these rename the file and send it to an FTP Server.

Basic Operation

To validate the barcodes you are scanning (and reject them if not in the list), it is important that the data is up to date.

Click on [Refresh PC Imprest Data From Oracle](#) on the PC. This will import the labels file from Oracle into the local database so labels can be printed.

This will also import the Out of Stock Items list if this is being used.

Now place the scanner in the dock and select [Copy Imprest Data to Scanner](#) to transfer the data to the scanner.

You are now ready to scan items.

Select [Scan Imprest](#) on the scanner.

Scan a location barcode then scan each item to be ordered in turn and enter the order quantity.

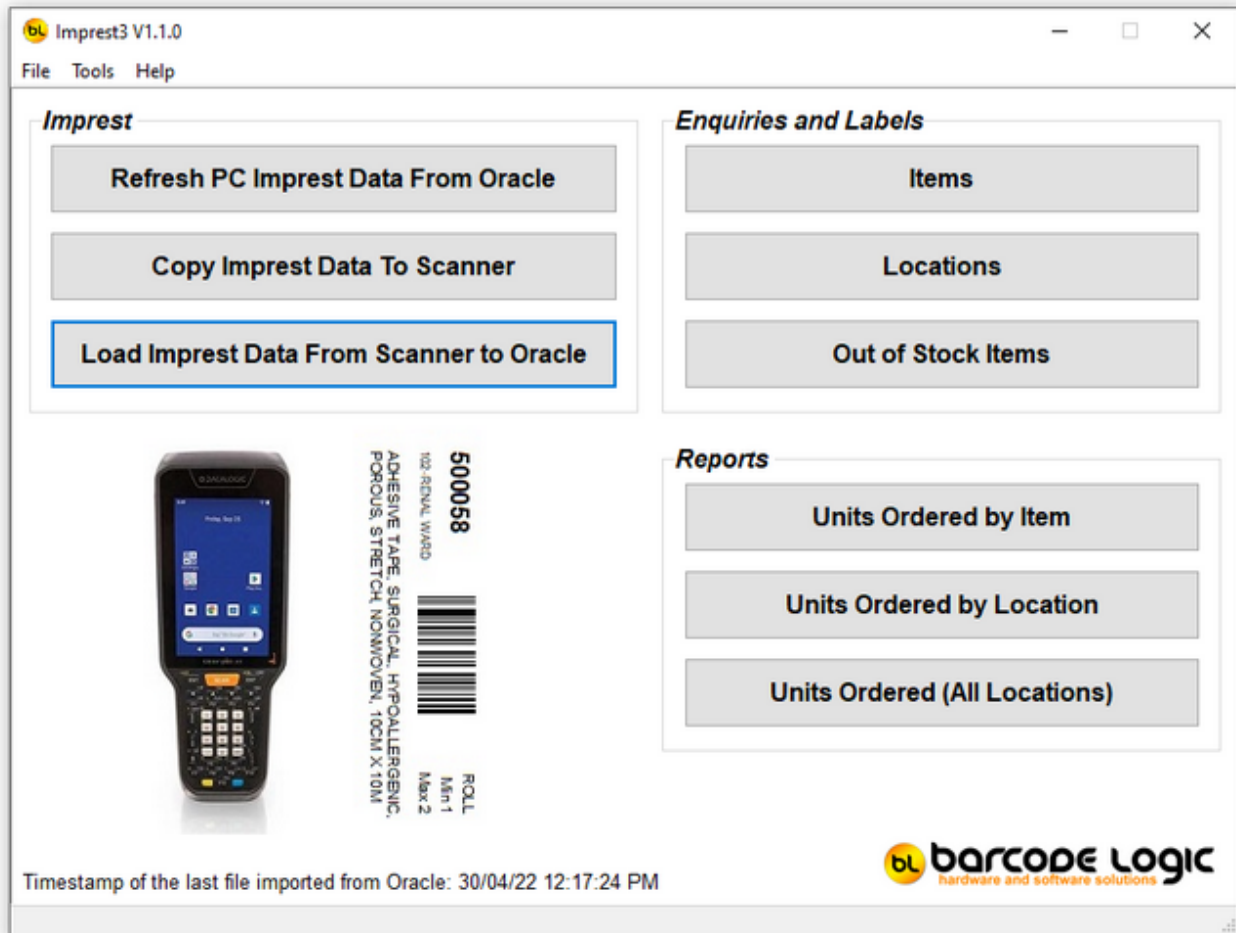
Repeat for other locations until finished.

Now place the scanner back in the dock and select [Load Imprest Data from Scanner to Oracle](#) to transfer the data from the scanner and send it to the Oracle FTP server where you can select it to create requisitions.

Using the PC Program

The Main Menu

There are buttons on the main window for the most frequently used functions. Some others are also available on the menu at the top.



Imprest

- [Refresh PC Imprest Data From Oracle](#)
- [Copy Imprest Data To Scanner](#)
- [Load Imprest Data From Scanner To Oracle](#)

Enquiries and Labels

- [Items](#)
- [Locations](#)
- [Out of stock Items](#)

Reports

- [Units Ordered by Item](#)
- [Units Ordered by Location](#)
- [Units Ordered \(All Locations\)](#)

File

Re-Import Imprest Data - Reprocesses a file previously uploaded from a scanner. Only to be used under instruction in an emergency.

Resend Imprest Data to Oracle - Resends a file previously sent to Oracle via FTP. Only to be used under instruction in an emergency.

Tools

[Options](#)

[FTP Server Options](#)

[Copy the Scanner Program to FTP Server](#)

[Import Scanner Licence file and copy to the Scanner](#)

Delete All Pick Data more than 60 Days Old - clears old data out of the database just to keep the size down.

Delete All Archived Data Files - clears old backup files from the PC to free up disk space.

Error Log File - Shows any errors that may have occurred during Refresh PC Imprest Data From Oracle function.

Folders - These functions shouldn't normally be required, but they allow you to easily open the folders that the application uses in File Explorer and may be helpful for technical support.

[Update Inventory Item Flag from CSV File](#)

Import Custom Label Format File - if a special label format has been created, this function is used to import it into the system.

List USB Connected Scanners

Refresh PC Imprest Data From Oracle

A file called labels.txt which contains the Imprest Data (locations, items, min and max quantities etc.) is created by Oracle when the IF1063 Barcode Logic Outbound Interface report is run.

For this file to be created and sent to your Imprest System PC, Oracle needs to be configured with your employee number and the IP Address of the PC.

Optionally a file called OutOfStockItems.txt containing a list of out of stock items and suggested substitutes is created by the Barcode Logic Imprest Out of Stock Items application.

This file, if one exists, is also imported by this function. Set the Out of Stock Import Path in [Options](#) to the location of this file.

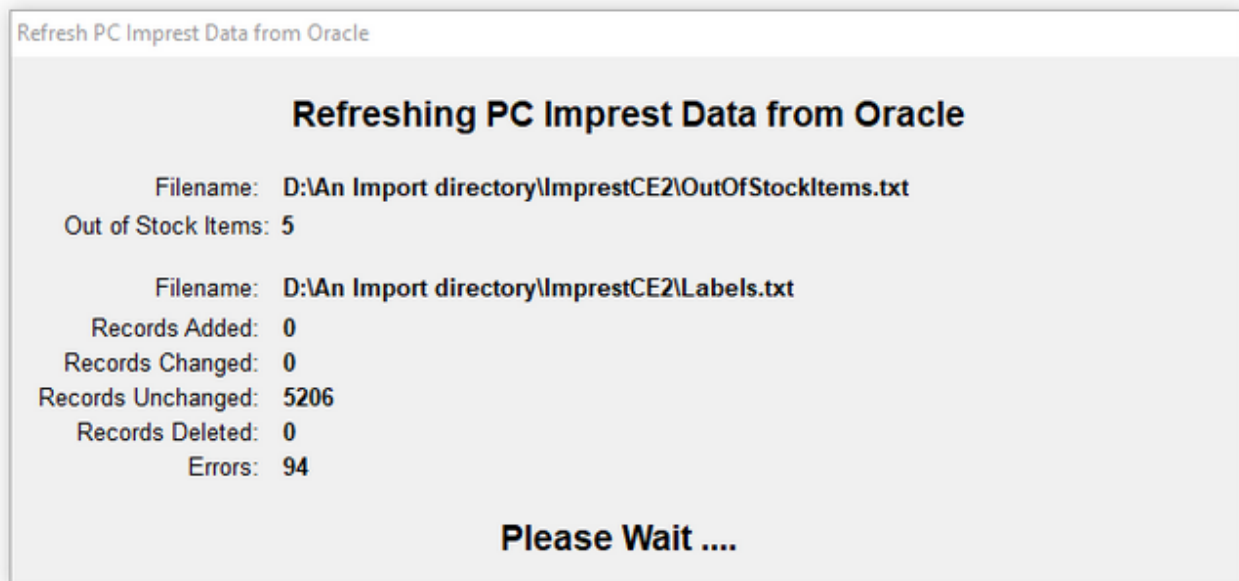
The Imprest system uses a local database on the PC.

The database holds the list of Imprest Locations and the Items that should be held in each of these Imprests.

This information is imported into the database from the labels.txt file using this Refresh function and can be run at any time, and preferably once a day.

If an out of stock items file exists (OutOfStockItems.txt), this will also be imported.

A window will show the progress of the file import:



Item records in the database but no longer in the import file will be deleted.

If any errors occur, the details of the errors are recorded in the log file (see Tools > Error Log File > View Error Log from the main menu).

If any new records are added, or the details of any item have changed (description, issue unit, min or max quantity) it is likely that new barcode labels will need to be printed for these.

The 'Last Updated' date and time for these items in the database will be changed to the current date and time to allow them to be easily found in the database. See [Items](#).

After the file has been imported, files will be created for the scanner(s) and sent to the Scanner FTP Server (see [FTP Options](#)) so the scanners can upload them by selecting Receive Item List.

Technical Information:

The item/location import file is called labels.txt.

The file is created from data exported from Oracle when the IF1063 Barcode Logic Outbound Interface report is run.

The file must be located in the Item Import file path as specified in Tools / [Options](#).

The file has one item record per line, and is pipe | delimited.

A sample of part of a file looks like this:

```
|190-EMERGENCY|520178|ADAPTOR, CATHETER TO LUER SYRINGE, FOLEY, URINARY, DISPOSABLE|EACH|1|3|
|190-EMERGENCY|520198|ADHESIVE TAPE, SURGICAL, HYPOALLERGENIC, MICROPOROUS, 2.5CM X 9M,
PAPER|EACH|6|12|
|190-EMERGENCY|520287|BANDAGE, CONFORMING, GAUZE, ELASTIC, RETENTION, 2.5CM X 1.5M, NON
STERILE|PACK OF 12|0|0|
|190-EMERGENCY|520291|BANDAGE, CREPE, HEAVY WEIGHT, 10CM X 1.5M, STERILE|PACK OF 12|12|24|
|190-EMERGENCY|520292|BANDAGE, CREPE, HEAVY WEIGHT, 15CM X 1.5M, STERILE|EACH|12|12|
|190-EMERGENCY|520304|BANDAGE, TUBULAR, RETENTION, MEDIUM LIMB|EACH|1|1|
|190-EMERGENCY|520341|CANNULA, INTRAVENOUS, 18FG X 30MM|EACH|20|50|
|190-EMERGENCY|520991|CANNULA, INTRAVENOUS, 24g x 19mm, TERUMO|EACH|100|200|
|216-GRACE|500049|ADHESIVE TAPE, SURGICAL, HYPOALLERGENIC, MICROPOROUS, 1.2CM X 9M,
PAPER|EACH|0|24|
|216-GRACE|500064|ADHESIVE TAPE, SURGICAL, NON STRETCH, 1.2CM X 9M, ZINC OXIDE, TAN|EACH|24|48|
|216-GRACE|500151|APPLICATOR, DISPOSABLE, COTTON TIP, DOUBLE ENDED, 7.5CM, PLASTIC, NON
STERILE|PACK OF 50|1200|3600|
|216-GRACE|500318|BANDAGE, RETENTION, COHESIVE, ELASTIC, 5CM X 2M, NON STERILE|EACH|18|54|
|216-GRACE|500458|BLADE, STITCH CUTTER, STERILE, DISPOSABLE|EACH|25|100|
|216-GRACE|500750|CANNULA, INTRAVENOUS, 24G X 19MM|EACH|10|30|
|216-GRACE|500752|CANNULA, INTRAVENOUS, NEEDLELESS SYSTEM, BLUNT, SYRINGE, 18G, STERILE|BOX OF
100|1|1|
```

The Fields in each record are (and the maximum length of the field):

- Location Code - Used in the Location Barcode (20)
- Item Code - Used in the Item Barcode (20)
- Item Description (120)
- Issue Unit (Unit of Measure) (25)
- Minimum stock Level (10)
- Maximum stock level (10)

The same item may appear in different locations with different minimum and maximum stock levels.

This data is now stored in the local database and can be viewed, and labels printed, using the [Items](#) and [Locations](#) enquiry buttons.

The data can also be copied to a scanner so it is displayed when items are scanned.

The 'Inventory Item' field will be set to True for all items until the [Update Inventory Item Flag from CSV File](#) function is run.

The labels.txt file also contains a dummy location called ALL_LHD_ITEMS which will have all the items that are valid for the entire LHD.

This allows any valid item to be ordered even if it is not assigned to the current Imprest location (sub-inventory), but these cannot be viewed on the PC or labels printed for them.

The out of stock items file is called OutOfStockItems.txt
This file is created by the Barcode Logic Imprest Out of Stock Items application.

The file must be located in the Item Import directory as specified in Tools / [Options](#) on the main menu.

The file has one item record per line, and is pipe | delimited.

A sample of part of a file looks like this (test data only):

```
|500045|15012020|16022020|Y|503968|ADMINISTRATION SET, INTRAVENOUS, WINGED, NEEDLE, 25G, SCALP  
VEIN|EACH|1|9|  
|500058|15012020|16022020|N||||0|9999|  
|500064|15012020|16022020|Y|503971|ADMINISTRATION SET, INTRAVENOUS, WITH CLEAR LINK, NEEDLELESS  
ACCESS, SOLUTION|EACH|100|200|  
|500214|15012020|16022020|Y|503987|APPLICATOR, BRUSH, DENTAL, SUCTION, SWAB|EACH|1|2|  
|500245|15012020|16032020|N||||0|9999|
```

The Fields in each record are (and the maximum length of the field):

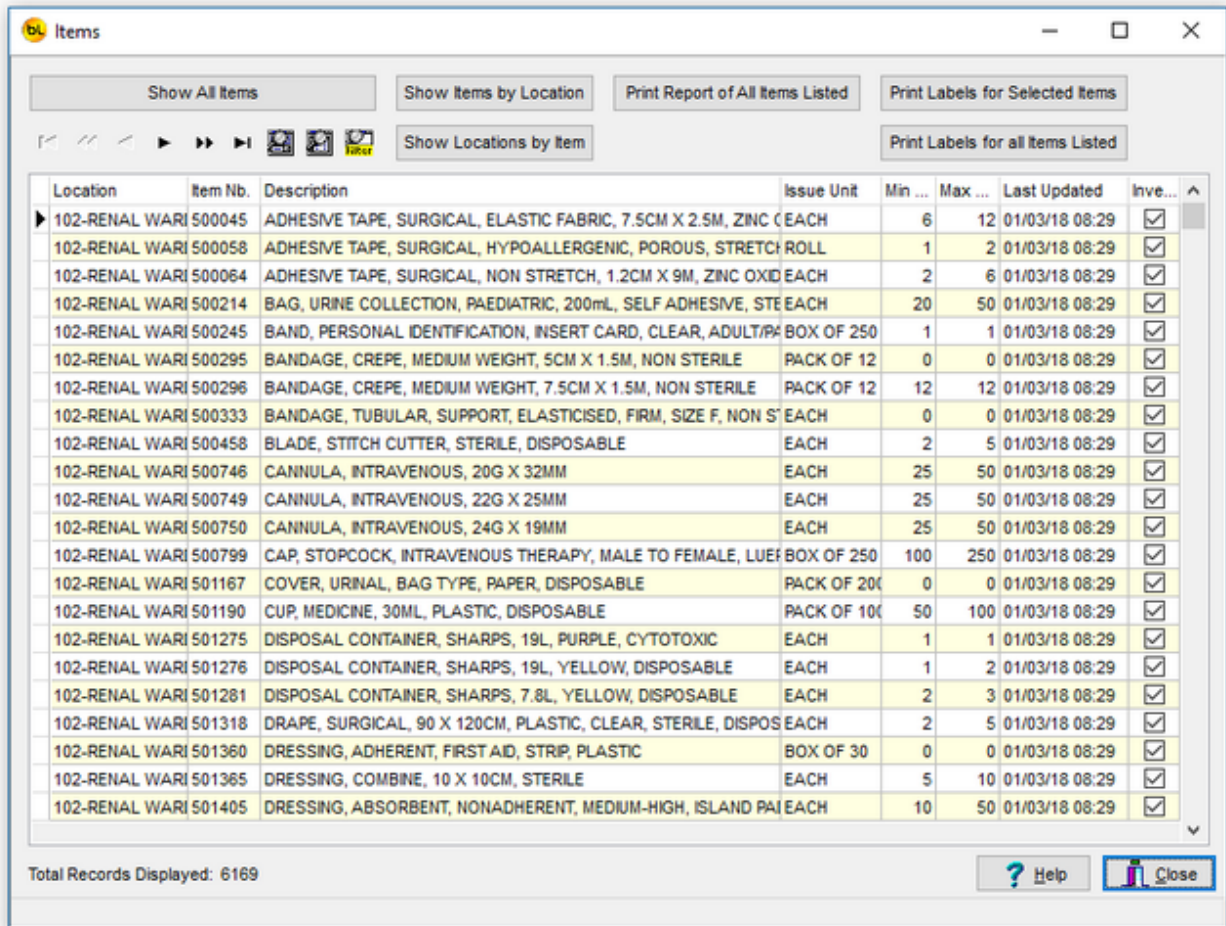
- Out of Stock Item Code - The Item Barcode (20)
- Start Date (ddmmyyyy format) - The first day the item is out of stock
- End Date (ddmmyyyy format) - The first day the item is out of stock
- Has a substitute (Y or N) - Does this item have a substitute,
- Substitute Item Code - The substitute Item Barcode (20)
- Substitute Item Description - (120)
- Substitute Item Issue Unit (Unit of Measure) (25)
- Substitute Item Minimum stock Level (10)
- Substitute Item Maximum stock level (10)

After Import to the database, files are created in a text format suitable for the scanner (fixed length fields).

These files are called Imprest3_Download.txt and Imprest3_OutOfStockItems.txt
They are created in the C:\Users\Public\Documents\Barcode Logic\Imprest3 folder.

Items

This function displays the list of items in the local database that have been imported from Oracle using the [Refresh PC Imprest Data From Oracle](#) function.



From this list it is possible to print the item barcode labels. The default labels are 100mm x 19mm in size and look similar to this:



The label format used can be changed in the drop down list called Item Label Format Filename in [Options](#).

By default the grid will list all the items in the database for all locations. Labels can be printed for all items in the grid or just the item currently selected. You can select one item by clicking on it or select multiple items using the Ctrl and Shift keys in the standard Windows manner.

The number of items in the grid can be reduced by these methods:

1. Clicking on the Show Items by Location button will allow you to select from a list of the available locations in the database. All the items for the selected location will be displayed.
2. Click on the Filter button to select items that match a certain field value or range. Try the filter to see how it works. To redisplay all the items, click on Show All Items.

Using Show Location By Item, you can select any item and the grid will display all the locations that contain that item.

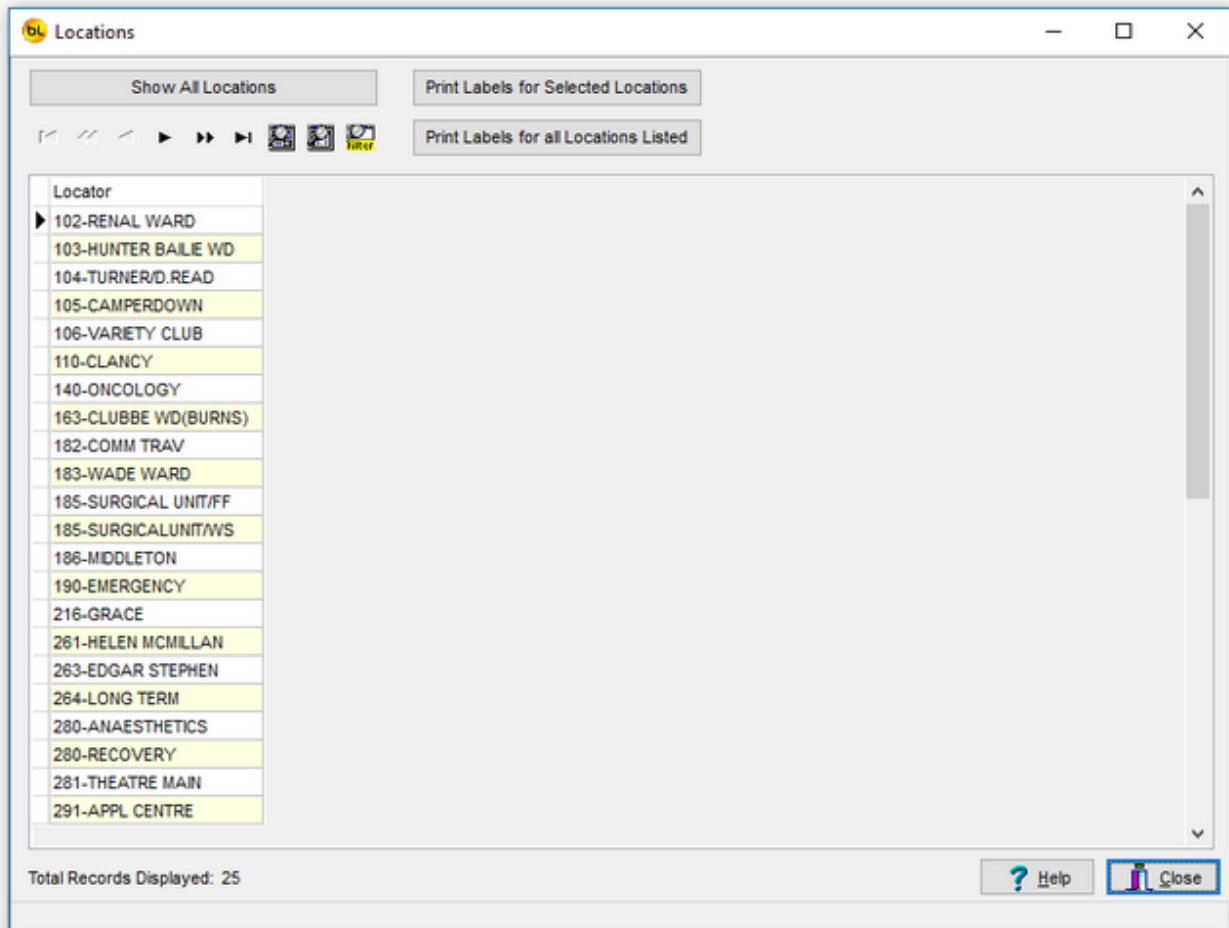
Print Report of All Items Listed will allow you to print out the details of all the items currently displayed in the grid on a report printer.

Last Updated shows the last time the record was changed, or when it was added. This is useful for printing labels for items that have changed since a particular date. Use the filter button to select a range of dates to display only those records.

Inventory Item shows whether the item is a Stock (Inventory) or Non-Stock (supplier) item. By default these are set to true (Inventory or Stock). These are only changed by using the [Update Inventory Item Flag from CSV File](#) function as this information is not available in the standard imprest data file from Oracle (labels.txt).

Locations

This function displays the list of unique locations in the local database that have been imported from Oracle using the [Refresh PC Imprest Data From Oracle](#) function.



From this list it is possible to print the location barcode labels. The default labels are 100mm x 19mm in size and look similar to this:



The label format used can be changed in the drop down list called Location Label Format Filename in [Options](#).

By default the grid will list all the locations in the database. Labels can be printed for all locations in the grid or just the location currently selected. You can select one location by clicking on it or select multiple items using the Ctrl and Shift keys in the standard Windows manner.

The number of locations in the grid can be reduced by clicking on the Filter button to select

location codes that match a certain field value or range. To redisplay all the locations, click on Show All Locations.

Out of Stock Items

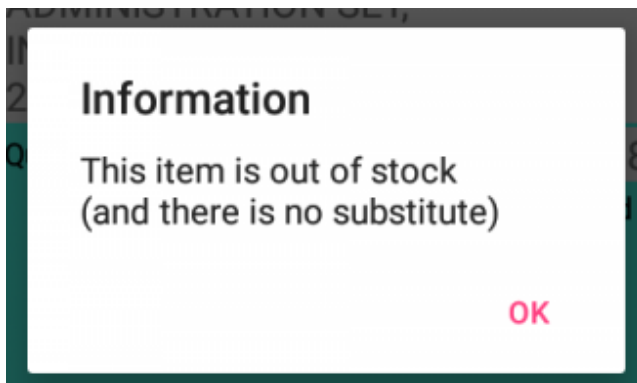
This function displays the list of out of stock items in the local database (if there are any) that have been imported using the [Refresh PC Imprest Data From Oracle](#) function. This is just for informational purposes, and this data cannot be changed.

Item Number	Start Date	End Date	Ha...	Substitute It...	Substitute Item Description	Issue Unit	Min	Max
500045	15/01/2020	16/02/2020	<input checked="" type="checkbox"/>	503968	ADMINISTRATION SET, INTRAVENOUS, WINC EACH		1	9
500058	15/01/2020	16/02/2020	<input type="checkbox"/>				0	9999
500064	15/01/2020	16/02/2020	<input checked="" type="checkbox"/>	503971	ADMINISTRATION SET, INTRAVENOUS, WITH EACH		100	200
500214	15/01/2020	16/02/2020	<input checked="" type="checkbox"/>	503987	APPLICATOR, BRUSH, DENTAL, SUCTION, S EACH		1	2
500245	15/01/2020	16/03/2020	<input type="checkbox"/>				0	9999

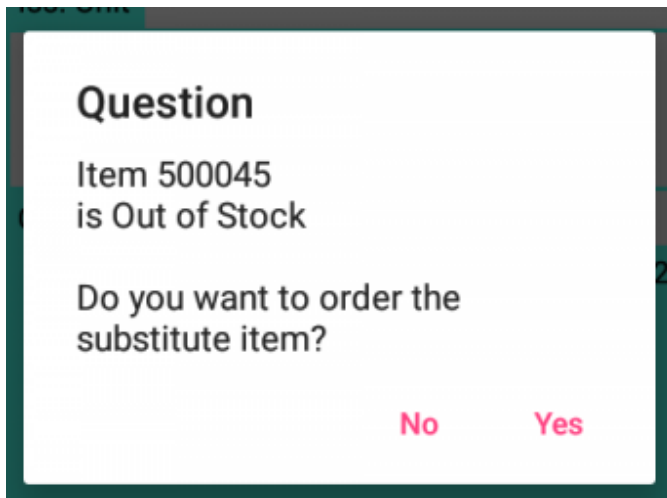
Total Records Displayed: 5

The start and end dates are inclusive. i.e. The item is out of stock from the start to the end date, including all of the start date and end date.

If an item is out of stock when scanned and has no substitute, you will be told, and you will not be able to order the item.



If it is out of stock but there is a suggested substitute, you will be asked if you want to order this item instead.



Note that the min and max quantities of out of stock items are the same for all locations.

Copy Imprest Data To Scanner

When scanning an Imprest, it is recommended that the location and item barcodes scanned will be validated against the data received from Oracle. This is optional however, and validation can be enabled or disabled in Options on the scanner (see [System Functions](#) / Options).

If you are validating data, then after the PC Imprest Data has been refreshed, it should be copied to the scanner so that it is up to date.

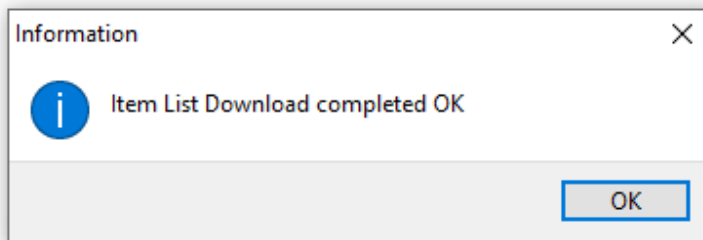
To copy the data, the scanner must be connected to the PC.
Place the scanner in its dock.
The scanner will make a distinctive noise to indicate it has connected ok.

Important: The scanner program must be at the main menu for the data file to upload successfully.

When connected, click on the Copy Imprest Data to Scanner button on the main screen of the PC.

The data will be copied to the scanner

When complete, it will let you know ..



The scanner is now ready for use.

Tools

Options

After the system is first installed, and before it can be used, some configuration of the system is required.

Start the program either by clicking on the Imprest System 3 icon on the desktop, from the start menu (Start > Barcode Logic > Imprest System 3).

Select Tools from the main menu, then Options to display this dialog box.

The critical options that must be correct for the system to work are the Organisation ID and File Paths.

General

Organisation ID

This code is returned to Oracle in the file of collected data (Stores.txt), so it knows which organisation the order was received from.

On upload from scanner, warn if the item has been ordered in the last nn hours. (Default is not checked)

This option is here to reduce over-ordering.

If this option is checked, and unknown to you, someone has already scanned an Imprest in the previous nn hours (which defaults to 48 hours but can be changed to whatever you like), then you will be warned when you [Process Scanner Data](#) and have the option not to order the item again.

Automatically send Imprest Data to Oracle after upload from Scanner

This sends the stores.txt (Imprest stores requisition file) to the Oracle FTP server without having to use the R12 transfer script.

Printing

The report and label printers can be selected from drop down lists that will show the printers currently installed on the PC.

The report printer must take A4 paper.

The label printer would normally be a dedicated label printer which uses rolls of labels.

There are standard default Location Label Format and Item Label Format filenames, and these would not normally be changed, however a couple of other formats are available in the drop-down lists including an A4 sheet option.

If the label size you want is not available in the lists, we are able to create special label formats on request.

Preview Before Printing

If this box is checked, you can view the labels or reports on screen before printing. Default is checked.

Allow Editing of Label Designs

This is an IT department function and should not be needed on site.

Note: If you install a printer while the Imprest software on the PC is running, it will not appear in the drop down lists until the program is closed and restarted.

File Paths

The path (folder) options can be changed by clicking on the buttons with the hand and selecting the required path.

These should only need to be set at installation time. Changing these options after the system is installed and tested may stop it working correctly.

Item Import

Oracle can export a file containing information on the items that should be stored in each imprest for a particular organisation.

This information can be imported into the local database for label printing, reporting and validation of the scanned items using the [Refresh PC Imprest Data from Oracle](#) function.

This should be set to the path (folder) where Oracle places the exported file.

The file is called labels.txt.

See also [Oracle Interfaces](#)

Out of Stock Item Import

A file containing a list of out of stock items and suggested substitutes can be created by the Barcode Logic Imprest Out of Stock Items application.

This should be set to the path (folder) where this application places the exported file.

The file is called OutOfStockItems.txt.

Imprest Export

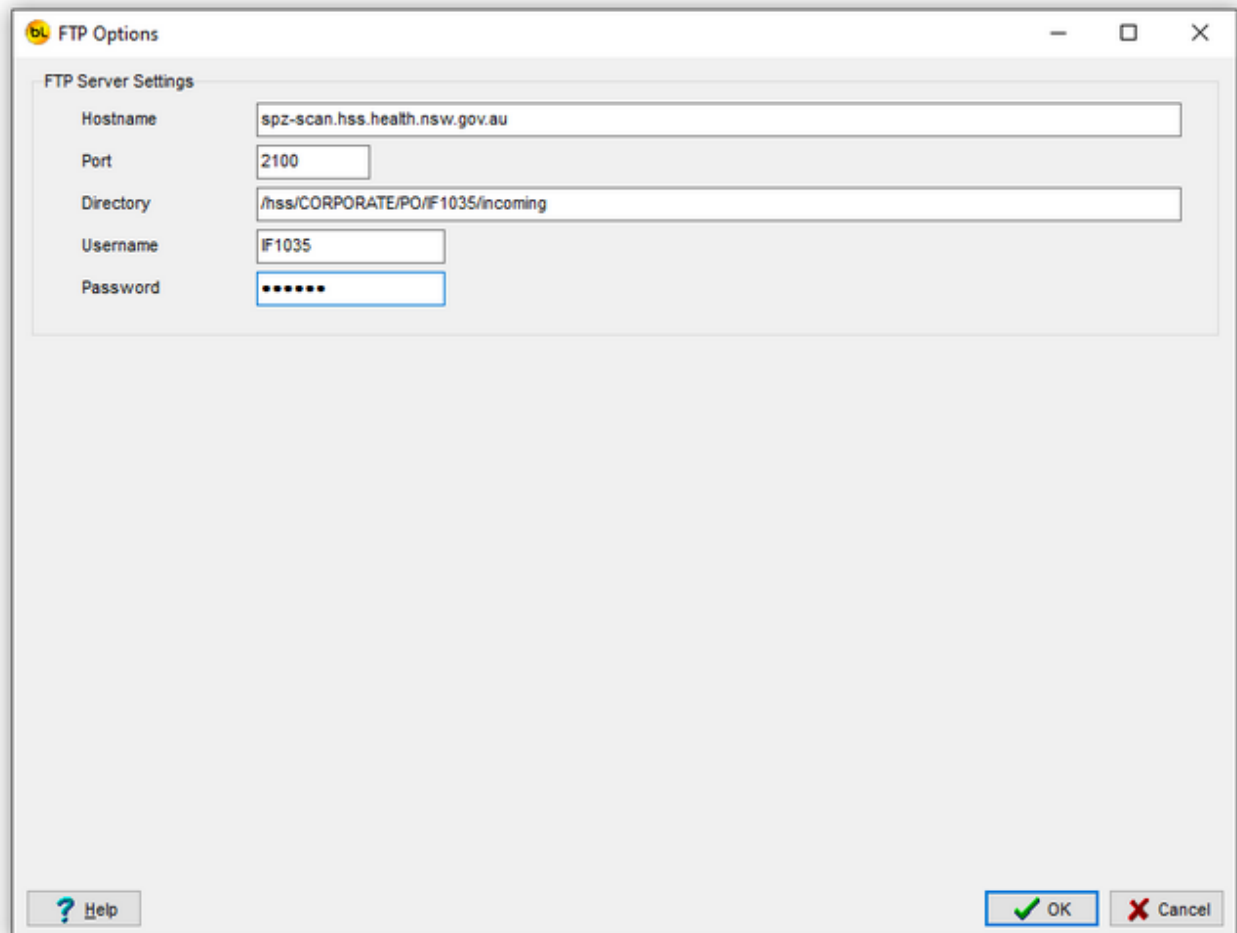
This is the path (folder) where the collected impost data is placed after scanning with the scanner and uploading to the PC.

The file is called stores.txt and is sent to the Oracle FTP Server for processing.

See also [Oracle Interfaces](#)

FTP Server Options

These parameters are required to transfer order data to Oracle.
There are set to the default settings for NSW Health and should not need changing.



The screenshot shows a dialog box titled "FTP Options" with a standard Windows window control bar (minimize, maximize, close). The dialog contains a section titled "FTP Server Settings" with the following fields:

Field	Value
Hostname	spz-scan.hss.health.nsw.gov.au
Port	2100
Directory	/hss/CORPORATE/PO/IF1035/incoming
Username	IF1035
Password	*****

At the bottom of the dialog, there are three buttons: a "Help" button with a question mark icon, an "OK" button with a green checkmark icon, and a "Cancel" button with a red X icon.

Copy Scanner Program to the Scanner

The scanner will already be programmed and running when supplied by Barcode Logic or one of its distributors, if however it needs reprogramming, perhaps because a new version of the software has been released, please follow these steps:

Install the new version of the software on the PC, then select this function.
The latest version app package file will be copied to the connected scanner.

The scanner can then import and install the file using the Update Program function from the Scanner System Menu.

Note: You can only program a scanner that has had Imporest3 installed on it previously by Barcode Logic.

This function is only for upgrading an existing Imporest3 scanner and cannot be used to program a new device.

Import Scanner Licence file and copy to the Scanner

For copy protection purposes, each scanner requires a licence file for the app to run. The licence file name is based on the application name and serial number of your scanner e.g. Imprest3_G19P12345.lic

The scanner should come with the app and licence file already installed but if for any reason it is lost or requires reinstalling, Barcode Logic will supply one.

Select this function and browse to wherever on your PC you have saved the licence file. This defaults to the Item Import folder specified in [Options](#). The file will be copied to the connected scanner. If more than one scanner is connected, it will ask you which one you want to copy it to.

Update Inventory Item Flag from CSV File

This function is optional and normally it is not required.

The Inventory Item field shown in the [Items](#) grid indicates whether an item is Stock (Inventory) or Non-Stock (Supplier).

This information is not available in the standard imprest data file from Oracle (labels.txt) so to update this field it is necessary to run another Oracle report and import the data.

Please follow these steps:

1. In Oracle, run the report to produce an NSWH Imprest Count Sheet for the Sub Inventories required.

It will produce an Excel file (.xlsb format).

Open this file in Excel. It should look similar to this:

SUB INVENTORY	ITEM NUMBER	DESCRIPTION	MINIMUM QUANTITY	MAXIMUM QUANTITY	UNIT OF MEASURE	UNIT OF ISSUE	SOURCE TYPE	QTY REQUIRED
ARMDAYSURG	500045	ADHESIVE TAPE, SURGICAL, ELASTIC, 7.5cm x	1	4	EACH	EACH	Inventory	
ARMDAYSURG	500049	ADHESIVE TAPE, GENERAL PURPOSE,	1	1	EACH	BOX OF 24	Inventory	
ARMDAYSURG	500180	BAG, VOMIT COLLECTION, 1500ml,	1	1	EACH	PACK OF 50	Inventory	
ARMDAYSURG	500245	BAND, PERSONAL IDENTIFICATION, 30cm, CLEAR,	100	250	EACH	EACH	Inventory	
ARMDAYSURG	500296	BANDAGE, ELASTIC, CREPE, 7.5cm x 1.5m,	1	2	EACH	PACK OF 12	Inventory	
ARMDAYSURG	500773	CANNULA, NASAL, OXYGEN, TUBING, ADULT,	5	15	EACH	EACH	Inventory	
ARMDAYSURG	500779	CANNULA, TRANSFER, 12.5cm, LEUR ADAPTOR,	16	40	EACH	EACH	Inventory	
ARMDAYSURG	500788	SURGICAL HEAD CAP, BOUFFANT, ELASTICISED,	1	1	EACH	BOX OF 250	Inventory	
ARMDAYSURG	501125	GLUCOSE CONTROL SOLUTION, OPTUM,	1	2	EACH	KIT	Inventory	
ARMDAYSURG	501163	COVER, THERMOMETER, CLINICAL, ELECTRICAL,	5	15	EACH	BOX OF 25	Inventory	
ARMDAYSURG	501190	CUP, MEDICINE, 30ml, PLASTIC, SINGLE USE,	1	3	EACH	SLEEVE OF 100	Inventory	
ARMDAYSURG	501360	DRESSING, OCCLUSIVE, WOUND, 1.9x7.2cm,	1	3	EACH	BOX OF 100	Inventory	
ARMDAYSURG	501444	DRESSING, TRANSPARENT ADHESIVE, 25x10cm,	1	2	EACH	BOX OF 25	Inventory	
ARMDAYSURG	501448	DRESSING, TRANSPARENT ADHESIVE, 30x10cm,	1	1	EACH	BOX OF 25	Inventory	
ARMDAYSURG	501779	EXAMINATION TREATMENT GLOVE, SYNTHETIC,	1	2	EACH	BOX OF 100	Inventory	
ARMDAYSURG	501780	EXAMINATION TREATMENT GLOVE, SYNTHETIC,	1	2	EACH	BOX OF 200	Inventory	
ARMDAYSURG	501784	EXAMINATION TREATMENT GLOVE, SYNTHETIC,	1	2	EACH	BOX OF 200	Inventory	
ARMDAYSURG	502323	MASK, NEBULISER, ADULT,	4	10	EACH	EACH	Inventory	
ARMDAYSURG	502339	MASK, ORONASAL, MEDIUM CONCENTRATION,	4	10	EACH	EACH	Inventory	
ARMDAYSURG	502340	AR/OXYGEN FACE MASK, NON-REBREATHING,	4	10	EACH	EACH	Inventory	
ARMDAYSURG	502364	PAD, EYE, SURGICAL, STERILE,	2	6	EACH	BOX OF 25	Inventory	
ARMDAYSURG	502600	PAD, ISOPROPYL ALCOHOL IMPREGNATED,	1	4	EACH	EACH	Inventory	
ARMDAYSURG	502687	PILLOW, BED, VINYL COVERED, WHITE,	3	8	EACH	EACH	Inventory	

To import this file we need to save it in .CSV format.

There may be a warning at the top saying PROTECTED VIEW. click on the button labeled Enable Editing.

Now from the menu, select File and Save as.

Browse to a folder that you can find later. I suggest using the Item Import folder specified in Tools > Options.

From the Save as type: drop down list, select CSV (MS-DOS) (*.csv).

finally click in Save.

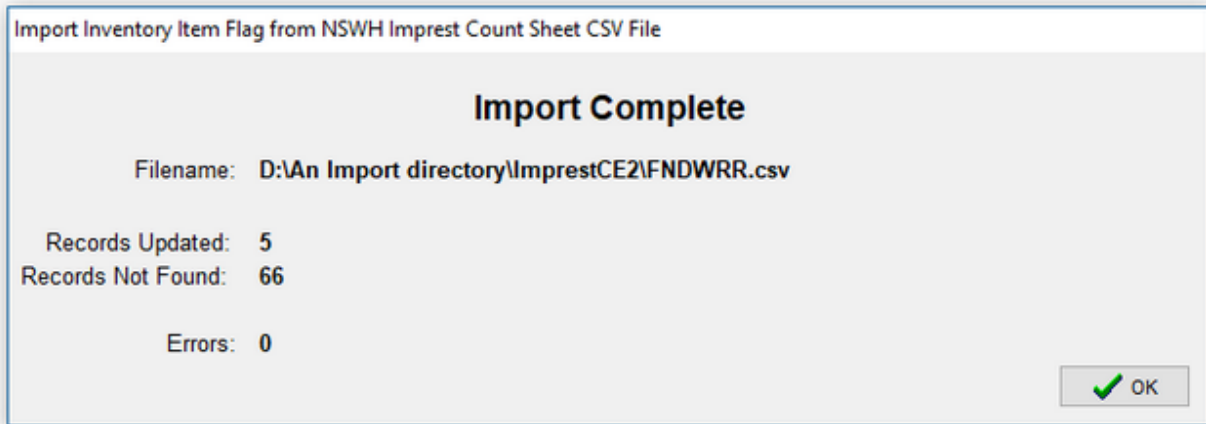
Ok. Now go back to the Imprest System program and from the menu select Tools > Update Inventory Item Flag from CSV File

Browse to where you saved the file and select it.

The program will read through the file and process each record in turn.

If a Sub-Inventory / Item record is found, the Inventory Item flag in the [Items](#) list will be set to True if the Source Type is Inventory and false otherwise.

When complete, it will show how many records were updated, or were not found.



The Inventory Item flag in the [Items](#) list will be checked or not, depending on whether an item is Stock (Inventory) or Non-Stock (Supplier).

Min ...	Max ...	Last Updated	Invent...	
6	13	11/08/15 16:57	<input checked="" type="checkbox"/>	
1	2	11/08/15 16:57	<input type="checkbox"/>	
2	6	11/08/15 16:57	<input type="checkbox"/>	
20	50	11/08/15 16:57	<input type="checkbox"/>	
1	1	11/08/15 16:57	<input checked="" type="checkbox"/>	
0	0	11/08/15 16:57	<input checked="" type="checkbox"/>	

Folders

These functions shouldn't normally be required, but they allow you to easily open the folders that the application uses in File Explorer and may be helpful in locating your import and export files.

The options are:

Items Import Folder - As specified in Tools > Options > File Paths > Item Import

This is where the labels.txt file should be. This is imported by the [Refresh PC Imprest Data From Oracle](#) function.

Out of Stock Items Import Folder - As specified in Tools > Options > File Paths > Out of Stock Item Import

This is where the OutOfStockItems.txt file should be. This are imported by the [Refresh PC Imprest Data From Oracle](#) function.

Export Folder - As specified in Tools > Options > Scanner Data Export File > Export File Path
The stores.txt file containing order data that is sent back to Oracle is created. See [Process Scanner Data](#).

Data Folder - C:\Users\Public\Documents\Barcode Logic\Imprest3

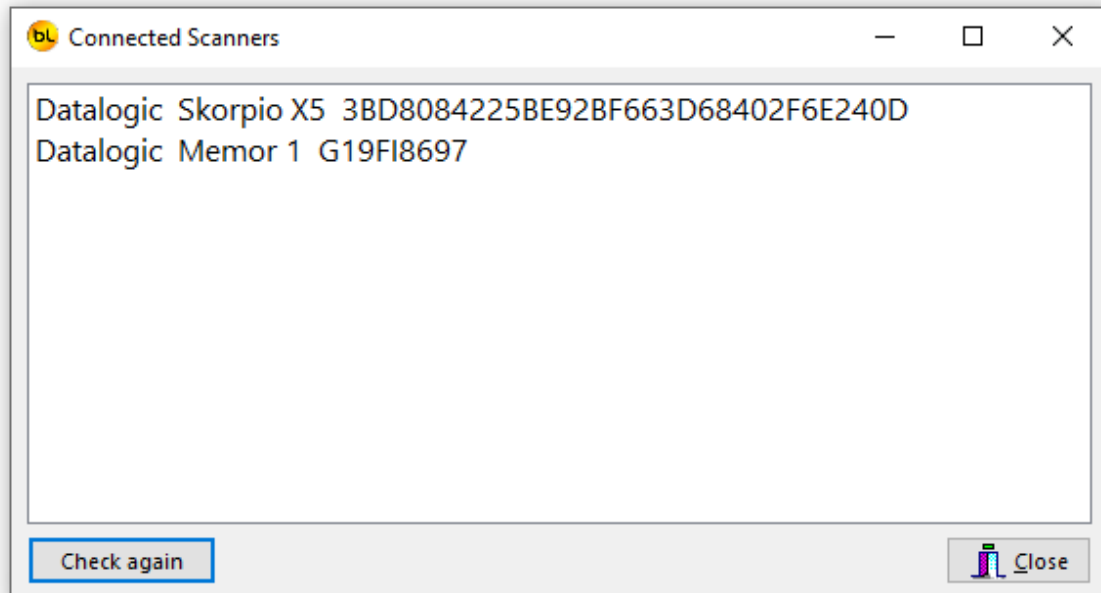
The location for the MS Access database (Imprest3.mdb), the Imprest3.ini settings file, label format files and other data files used by the system.

Scanner App Folder - C:\ProgramData\Barcode Logic\Imprest3

The scanner application is stored here (Android .apk file). See [Copy Scanner Program to FTP Server](#).

List USB Connected Scanners

To see which scanners are connected via USB, run this function. It will show the manufacturer, model and serial number.



N.B. The serial number may be different from the one printed on your device as it is an internal number, but will be unique.

Using The Scanner

General Operation

As this system uses a standard version of the Android operating system, operating it should be familiar to anyone who uses an Android phone.

Along the bottom is the main Android menu



The Back Button will take you back to a previous step (an edit control or the previous page). If you keep pressing the back button, you will eventually return to the main menu.



The Home button will minimise all apps and show the desktop



The Overview button will show all recently opened apps so you can select one, or remove it from the list by swiping.



The physical Power button on the left hand side allows you to Power off or Restart the device.



To run your Barcode Logic application, tap on the Overview button, and if it is in the list, select it.

If not, then tap on the Home button and swipe up on the desktop to display icons for all the apps installed.

Find the Barcode Logic app. and tap on it.



At the top of some pages in the app, you may see this menu icon:

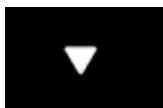


Tap on it to see more options.

The barcode scanner is enabled whenever barcode data entry is required.
Press the scan button to activate it.

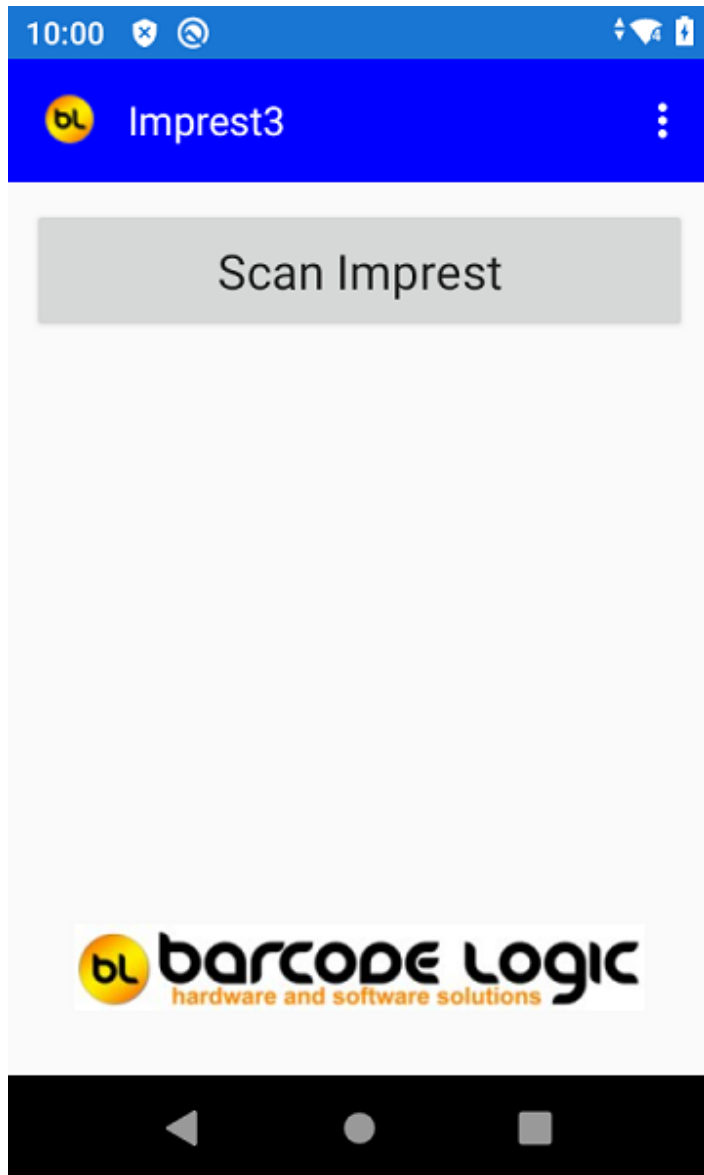
To manually type a barcode number or other data, tap on the edit field and the on-screen keyboard will pop up.

When the keyboard is displayed, the Back button changes to a down arrow:



Tap on this to close the keyboard.

Scanner Main Menu




To select an option from the main menu, tap on it.

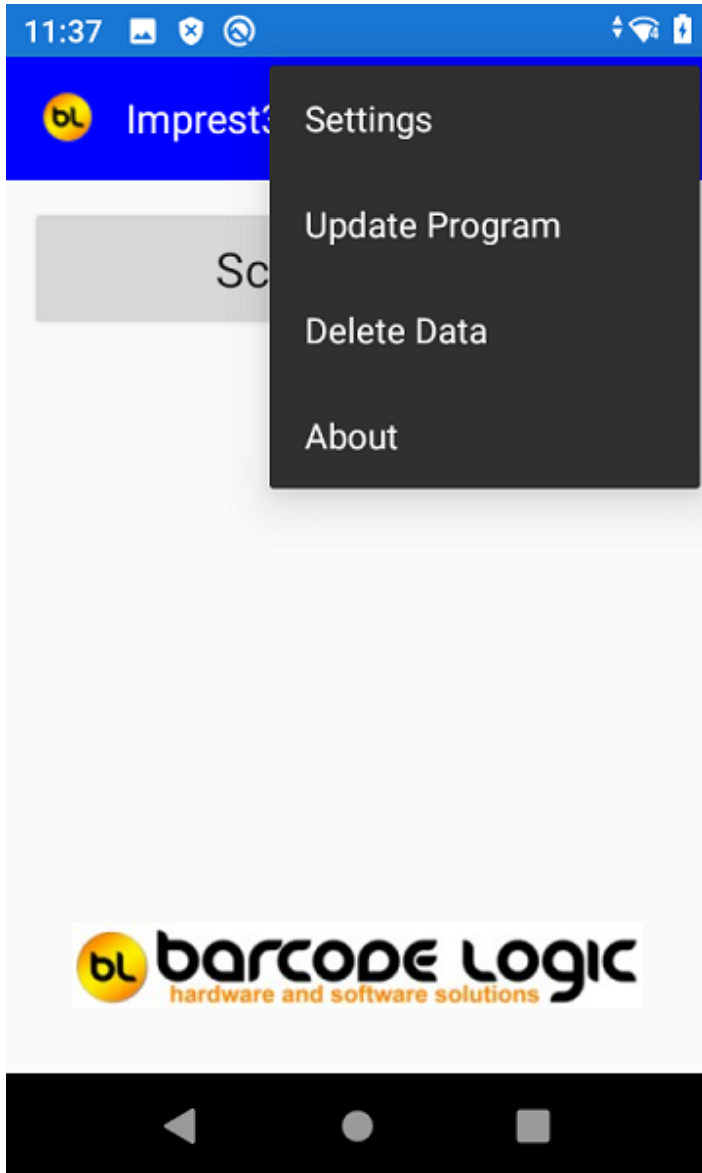
The options are:

[Scan Imprest](#)

At top right, the icon with three dots will display the Scanner System Menu when you tap on it.

Scanner System Menu

Tap on the menu icon  on the main menu to display the System Menu.



The available options are:

Settings

This has some configuration options for the app. See Settings for more details.

Update Program

If a new version of the app exists, and has been sent to the scanner using the Copy Scanner

Program to the Scanner function in the PC app, this will attempt to install it.
It is recommend that you send any data on the scanner and process it on the PC before installing a new version, as existing data may not be compatible with the new version.

If for some reason the app fails to install (you get an App Not Installed error), it may be necessary to uninstall the app first.
Please follow these steps:

Make a note of the Settings in the current version, as these will be lost after installing.
Hit the Home button to show the desktop.
Open the Android Settings app (tap on the Gear Icon).
Go to Apps & Notifications, find the app to uninstall, tap on it and Uninstall.

Now open the Files app (Hit the Home button, swipe up and tap on the Files icon).
Browse to the Download folder.
In there you should see an apk file (application package) for the app you want to upgrade.
It will be called com.barcodelogic.Imprest3.apk or similar.
Tap on it and follow the prompts to install it.

Delete Data

This will delete any scanned order data from the scanner. You will be asked if this is really what you want to do.
Note that this does not delete the location/item or out of stock items lists.

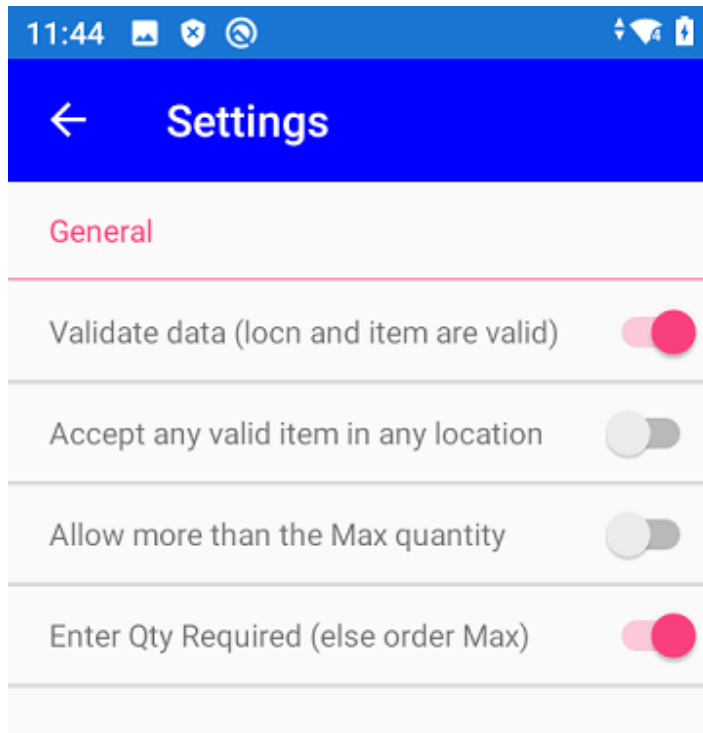
About

This function will display the version numbers of the hardware, firmware and software and the serial number of the PDT.

Settings

These options affect how the Scan Imprest function operates. Scroll down to see all the settings.

This picture shows the recommended (and default) settings:



If Validate Data is on, then when a location or item barcode is scanned, the scanner will check that it is a valid item and display an error if not.

If not on, any barcode can be scanned.

It is preferable to validate the scanned data as it reduces errors.

Validate Data has two sub-options:

Accept any valid item in any location

If you scan an item that is valid for the LHD but is not allocated in Oracle for the Imprest Location (sub-inventory) currently being scanned, this option allows the item to be ordered anyway, after a warning.

Allow entry of more than the Max Qty.

If the quantity entered is more than the maximum quantity for the item, the user will be warned and asked to confirm that this is what they want to do, if this option is checked.

The quantity entry options are:

Don't Enter a Qty: The scanner will order the Maximum order quantity for the item irrespective of how many are still in stock.

Enter Qty Required: The operator enters how many they want to order.

Note that if the Validate Data option is not checked, the Max Quantity for the items scanned is unknown and therefore an order quantity must be entered.

The three available combinations of these options cause the Scan Imprest function to operate

in different ways, so we will explain each in turn:

[Validate and Enter Qty Required](#)

[Validate and Don't Enter a Qty](#)

[Don't Validate Data](#)


Use the touchscreen to change the options and press the Back button to save them and exit.

Scan Imprest

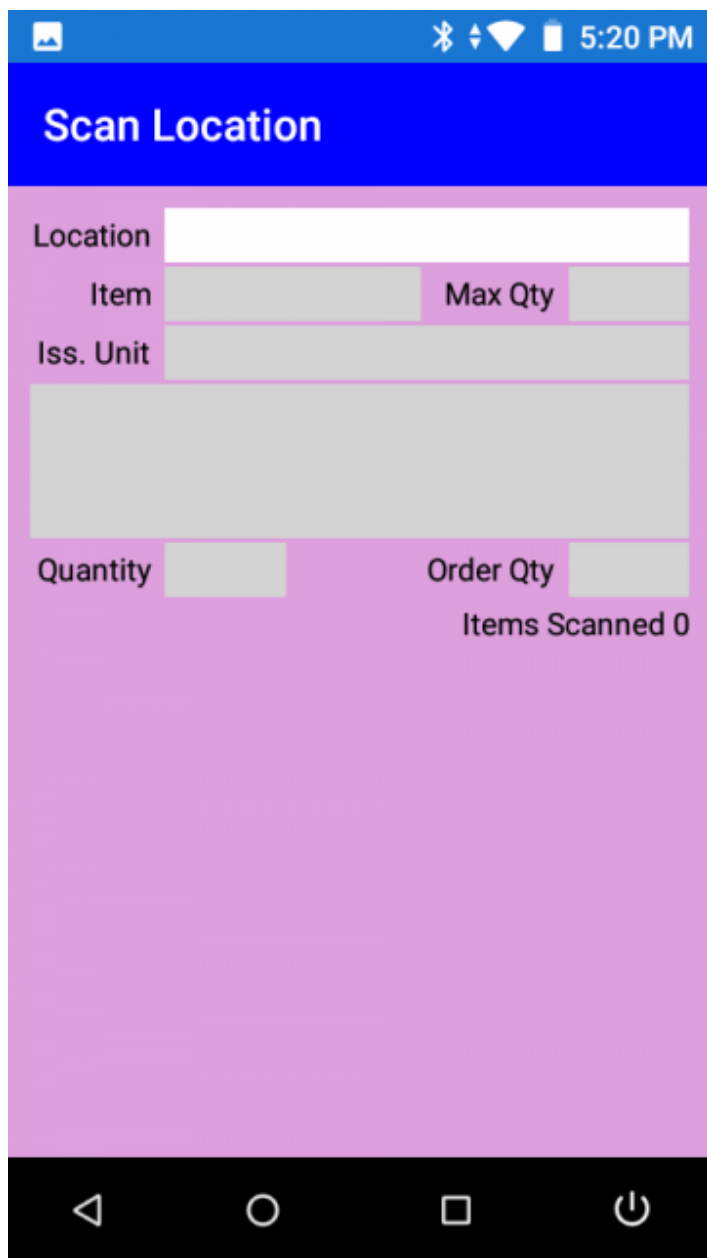
Validate and Enter Qty Required

How the scanning functions work depend on the Settings.
This is the most common, and default, method of operation. Validating the scanned barcodes (check they are real items in Oracle) and enter the quantity you want to order.

Firstly you will be prompted to enter the location code.
Either scan the location barcode or tap on the location field so the keyboard pops up,

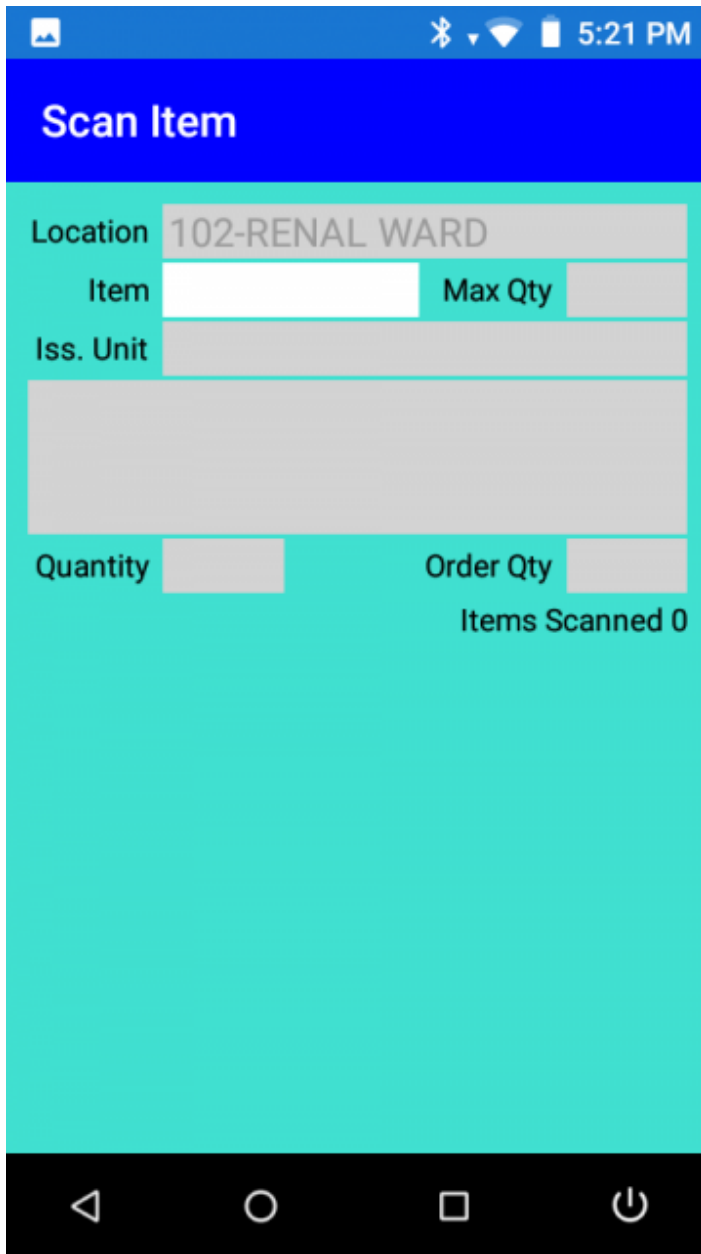
manually key it and press 
The code may be up to 20 characters in length.


Pressing  at the location code prompt will return you to the [main menu](#).



After entering the location code, the scanner will check that the code is a valid location code by searching for it in its data file. If it is not found, an 'Invalid Location (not on file)' error will be displayed. Press OK to clear it (See [FAQ's](#) for more information).

If the location code is found, you will be prompted to enter an item code:



Either scan an item barcode or tap on the item field so the keyboard pops up, manually key it and press 

After entering the item code, the scanner will check that the code is a valid item for the current location by searching for it in its data file.

If it is not found, it will display an Invalid Item (not found on file for the current location) error. Press OK to clear it and scan the next item.

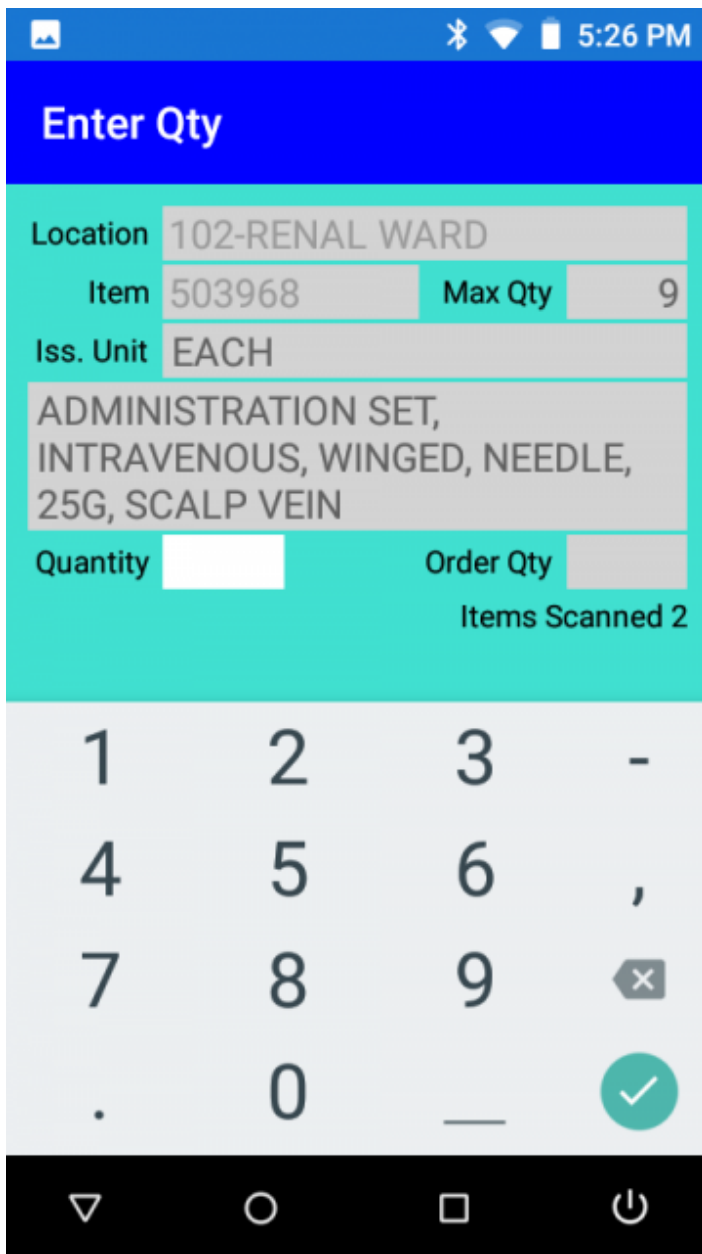
Note: If the Accept any valid item in any location option is on in [Settings](#) it will accept it and continue. see below.




Next, the scanner will check if the item is out of stock on the current date (see [Out of Stock Items](#)).

If so, and the item has no substitute, you will be told, and you will not be able to order the item.

If it is out of stock but there is a suggested substitute, you will be asked if you want to order this item instead.


The details of the item to be ordered will be displayed:



Type in the quantity required and press  or press  to close the keypad, then  to cancel.

The scanner will return to the Item code prompt ready to scan the next item.

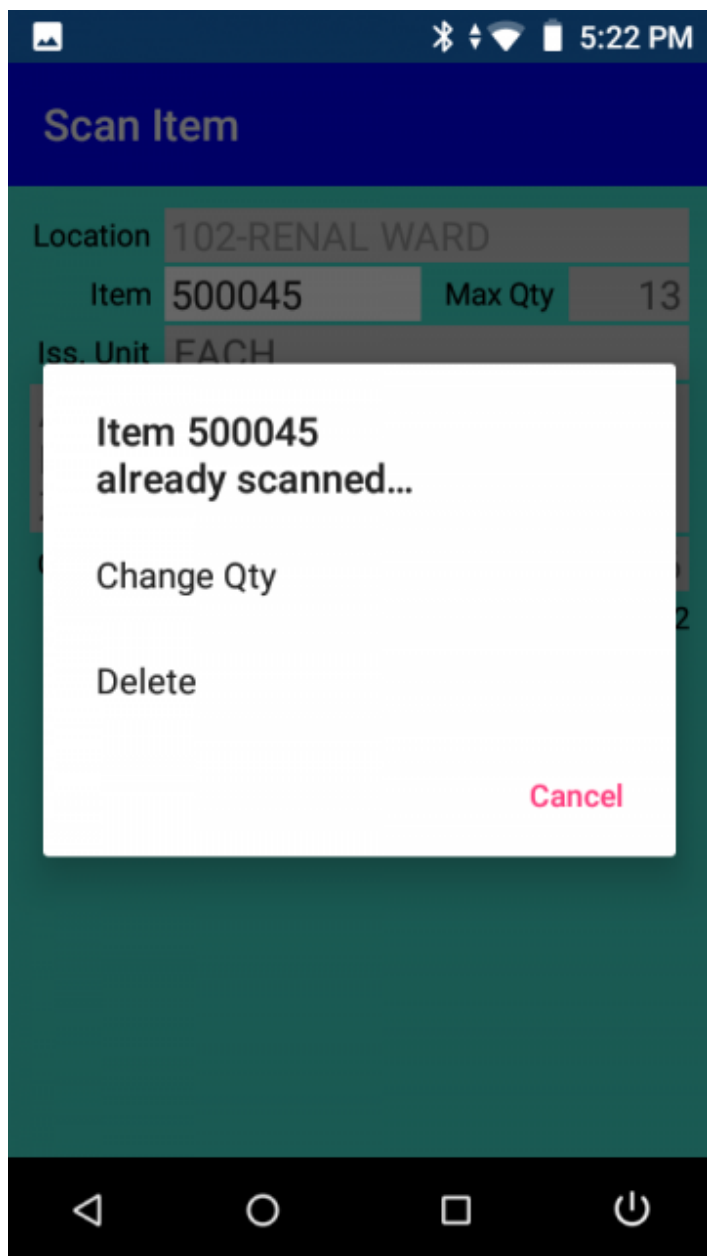
Note: You cannot enter a quantity greater than the maximum order quantity for the item, in this case, 1 unless the Allow entry of more than the Max Qty option is checked. If you do, an 'Invalid Quantity' error will be displayed. Press OK to clear it.

Keep scanning items and entering quantities until the current location is finished, then press  to return to the location prompt to scan another location.

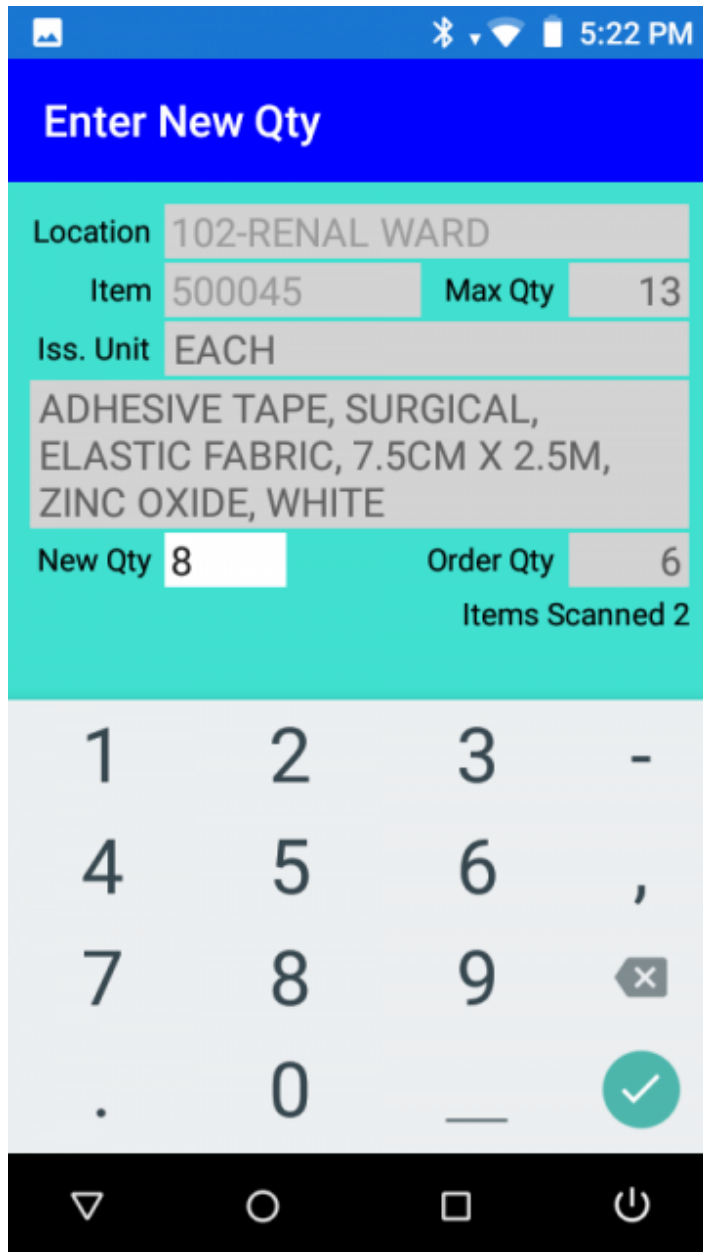
Pressing  at the location code prompt will return you to the [main menu](#).

If you want to change the quantity ordered, delete an item, or want to know if you have

already scanned an item, scan it again, a menu will appear:



Select Cancel if it was a mistake or you don't want to change anything.
Select Delete to delete the item from the list of scanned items.
Select Change Qty to change the quantity. You will be prompted to enter the new quantity:



Enter New Qty

Location 102-RENAL WARD

Item 500045 Max Qty 13

Iss. Unit EACH

ADHESIVE TAPE, SURGICAL,
ELASTIC FABRIC, 7.5CM X 2.5M,
ZINC OXIDE, WHITE

New Qty 8 Order Qty 6

Items Scanned 2

1 2 3 -

4 5 6 ,

7 8 9 ✕

. 0 — ✓

Enter the new quantity.
The scanner will then return to the item code prompt.

Accept any valid item in any location

If this option is checked in [Settings](#) and you scan an item that is not valid for the current location, but is a valid item for your organisation (on file with a location of ALL_LHD_ITEMS), it will be accepted.

Enter the quantity to order.

If it is not a valid item at all, an 'Invalid Item (not found on file)' error will be displayed.
Press OK to clear it.


Validate and Don't Enter a Qty

If Enter Qty Required is NOT selected in [Settings](#), you will not be prompted to enter an order quantity.

The system will automatically order the Max quantity for that item in that location.

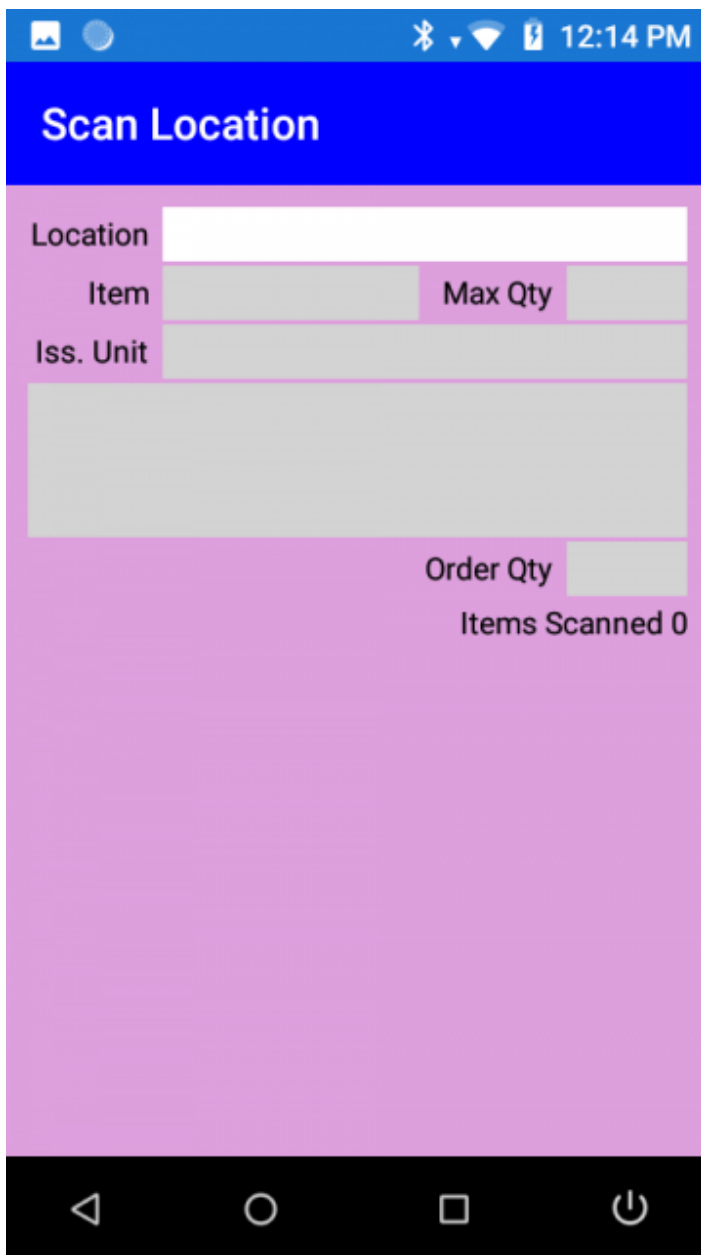
Firstly you will be prompted to enter the location code.

Either scan the location barcode or tap on the location field so the keyboard pops up,

manually key it and press 

The code may be up to 20 characters in length.


Pressing  at the location code prompt will return you to the [main menu](#).



After entering the location code, the scanner will check that the code is a valid location code by searching for it in its data file.

If it is not found, an 'Invalid Location (not on file)' error will be displayed. Press OK to clear it (See [FAQ's](#) for more information).

If the location code is found, you will be prompted to enter an item code:

Either scan an item barcode or tap on the item field so the keyboard pops up, manually key it and press 

After entering the item code, the scanner will check that the code is a valid item for the current location by searching for it in its data file.

If it is not found, it will display an Invalid Item (not found on file for the current location) error. Press OK to clear it and scan the next item.

Note: If the Accept any valid item in any location option is on in [Settings](#) it will accept it and continue. see below.

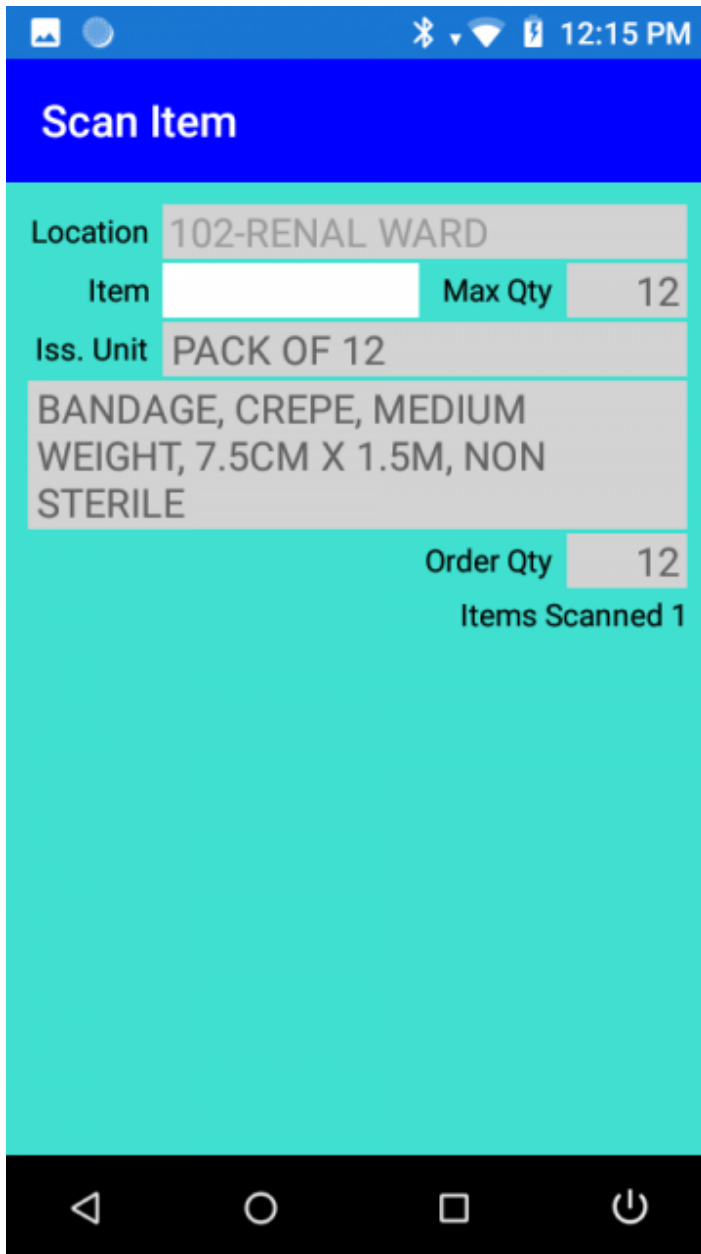
Next, the scanner will check if the item is out of stock on the current date (see [Out of Stock](#)

[Items](#)).

If so, and the item has no substitute, you will be told, and you will not be able to order the item.

If it is out of stock but there is a suggested substitute, you will be asked if you want to order this item instead.

The details of the item to be ordered will be displayed:




The scanner will return to the Item code prompt ready to scan the next item.

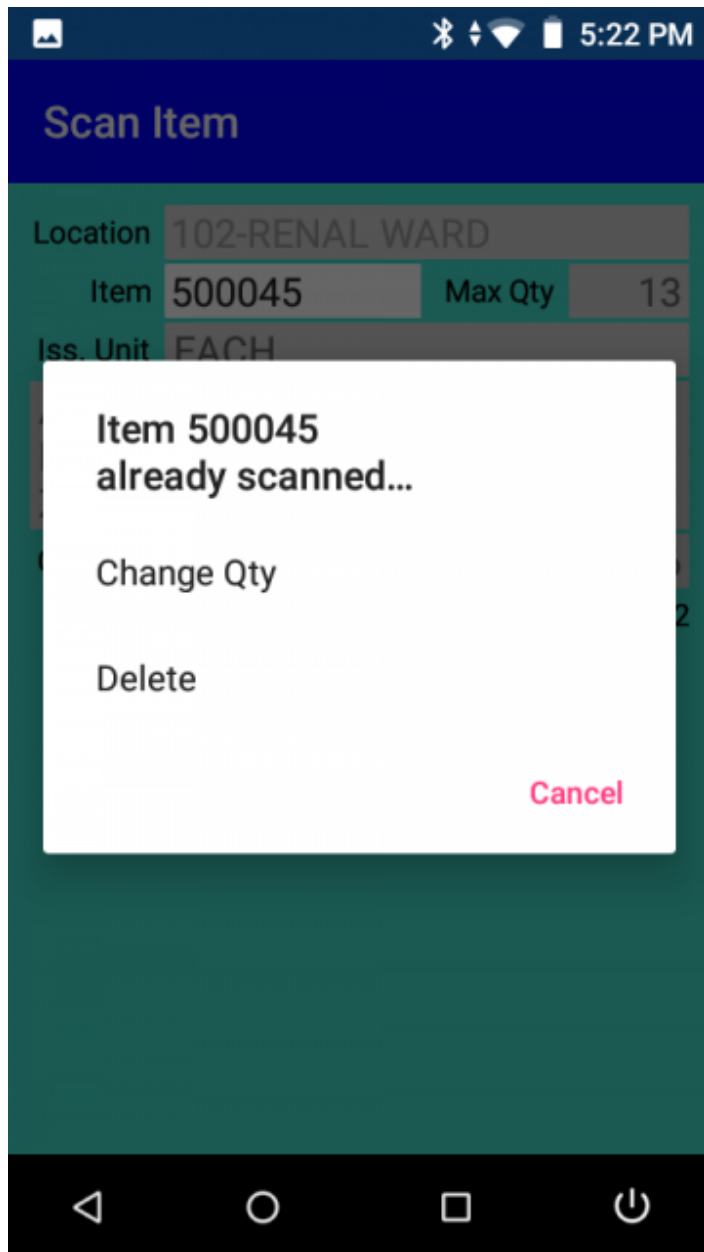
Keep scanning items and entering quantities until the current location is finished, then press



to return to the location prompt to scan another location.

Pressing  at the location code prompt will return you to the [main menu](#).

If you want to change the quantity ordered, delete an item, or want to know if you have already scanned an item, scan it again, a menu will appear:



Select Cancel if it was a mistake or you don't want to change anything.
Select Delete to delete the item from the list of scanned items.
Select Change Qty to change the quantity. You will be prompted to enter the new quantity:

Enter New Qty

Location 102-RENAL WARD

Item 500045 Max Qty 13

Iss. Unit EACH

ADHESIVE TAPE, SURGICAL,
ELASTIC FABRIC, 7.5CM X 2.5M,
ZINC OXIDE, WHITE

New Qty 8 Order Qty 6

Items Scanned 2

1 2 3 -

4 5 6 ,

7 8 9 ✕

. 0 — ✓

Enter the new quantity.
The scanner will then return to the item code prompt.

Accept any valid item in any location

If this option is checked in [Settings](#) and you scan an item that is not valid for the current location, but is a valid item for your organisation (on file with a location of ALL_LHD_ITEMS), it will be accepted.

Enter the quantity to order.

If it is not a valid item at all, an 'Invalid Item (not found on file)' error will be displayed.
Press OK to clear it.

Don't Validate Data


Not validating the barcodes scanned is not recommended, but can be used in an emergency if for some reason you have not been able to get the list of valid item barcodes and locations from Oracle into the scanner.

The problem with not validating is that invalid data will be rejected by Oracle when creating requisitions, so you may not receive the equipment you expect.

If not validating against the item file you can scan any barcode in any location, then you will have to enter a quantity to order for each item as there is no Maximum Quantity value.

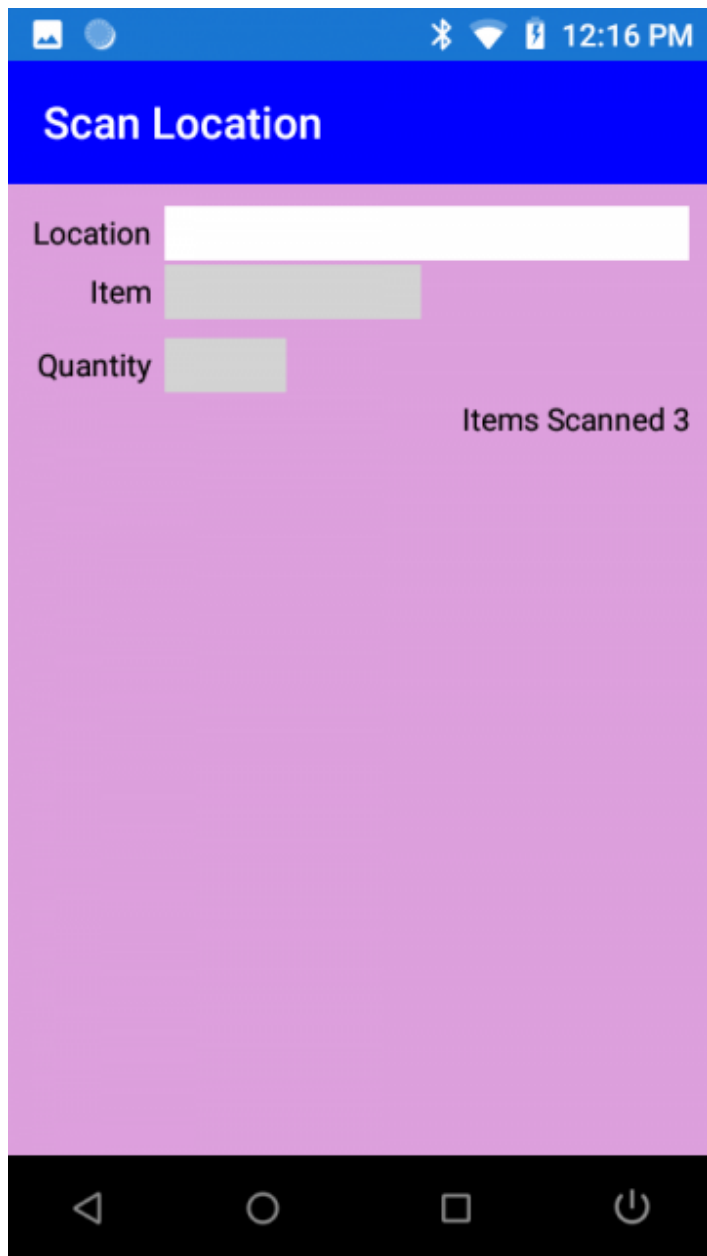
Firstly you will be prompted to enter the location code.

Either scan the location barcode or tap on the location field so the keyboard pops up,

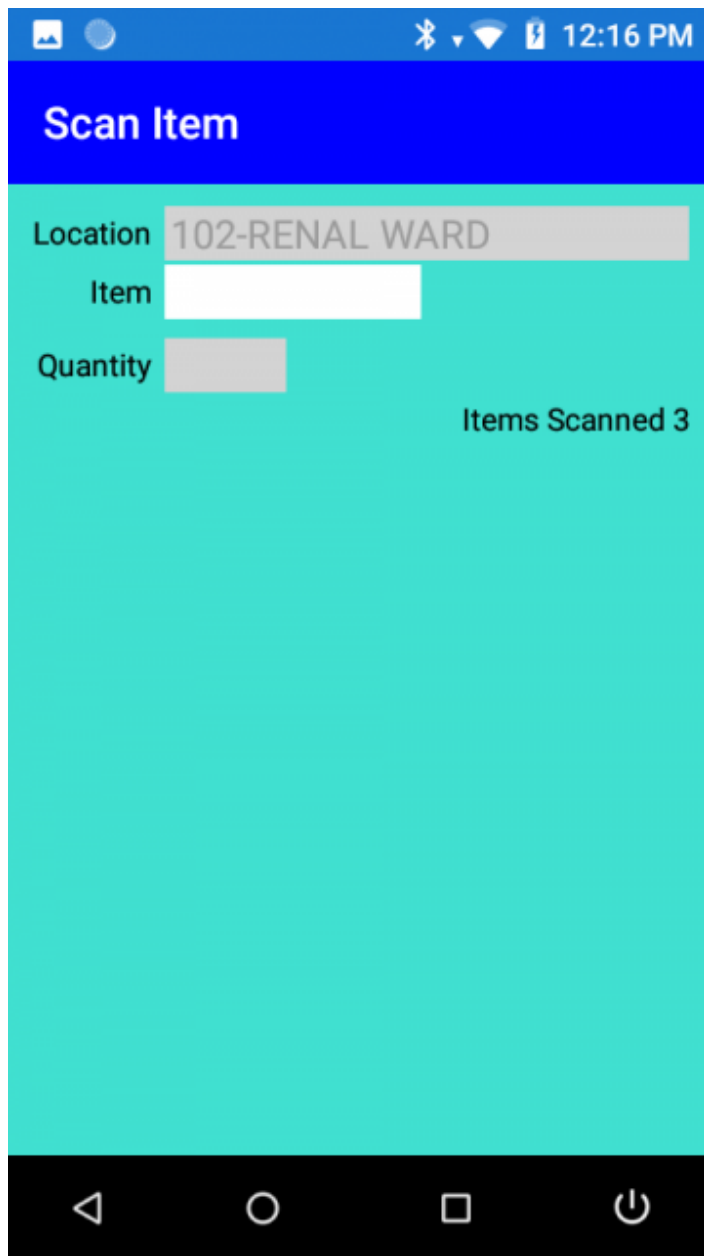
manually key it and press 


The code may be up to 20 characters in length.

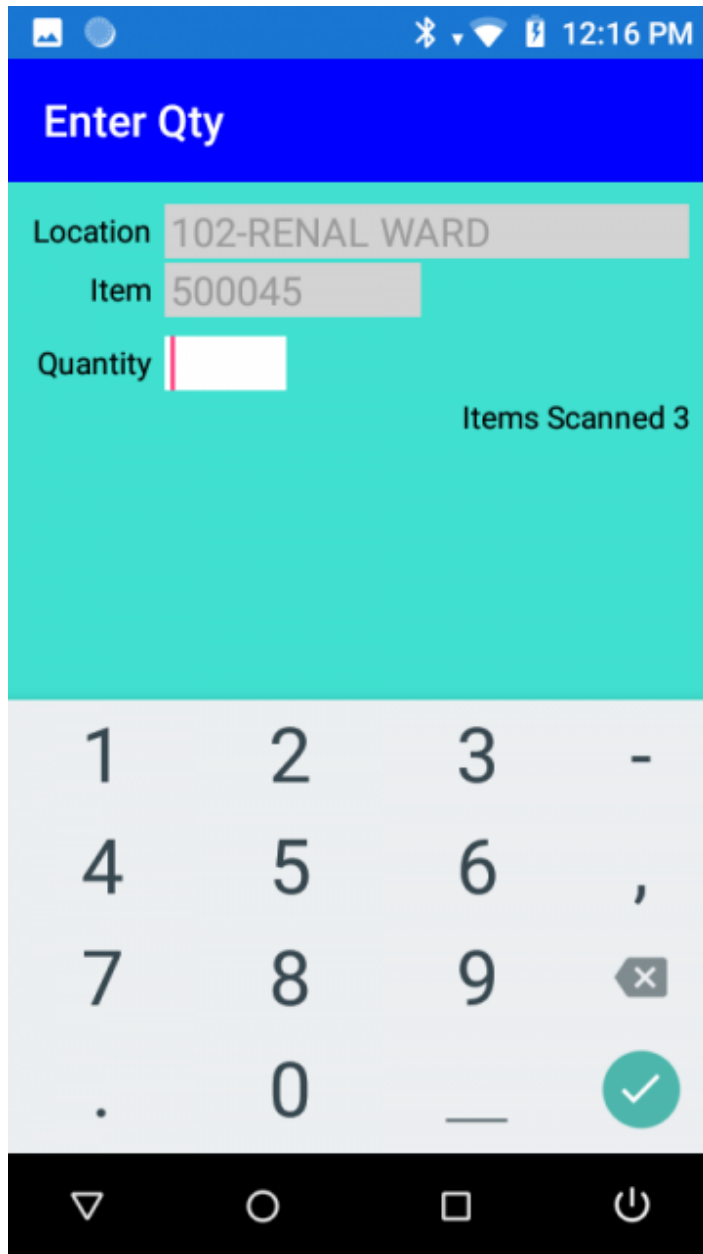
Pressing  at the location code prompt will return you to the [main menu](#).






Any code can be entered, as there is no validation done against the data file. After entering the location code, you will be prompted to enter an item code:




Either scan an item barcode or tap on the item field so the keyboard pops up, manually key it and press . Any code can be entered, as there is no validation done against the data file. It will also not check if the item is out of stock. The scanner will prompt for the quantity required:



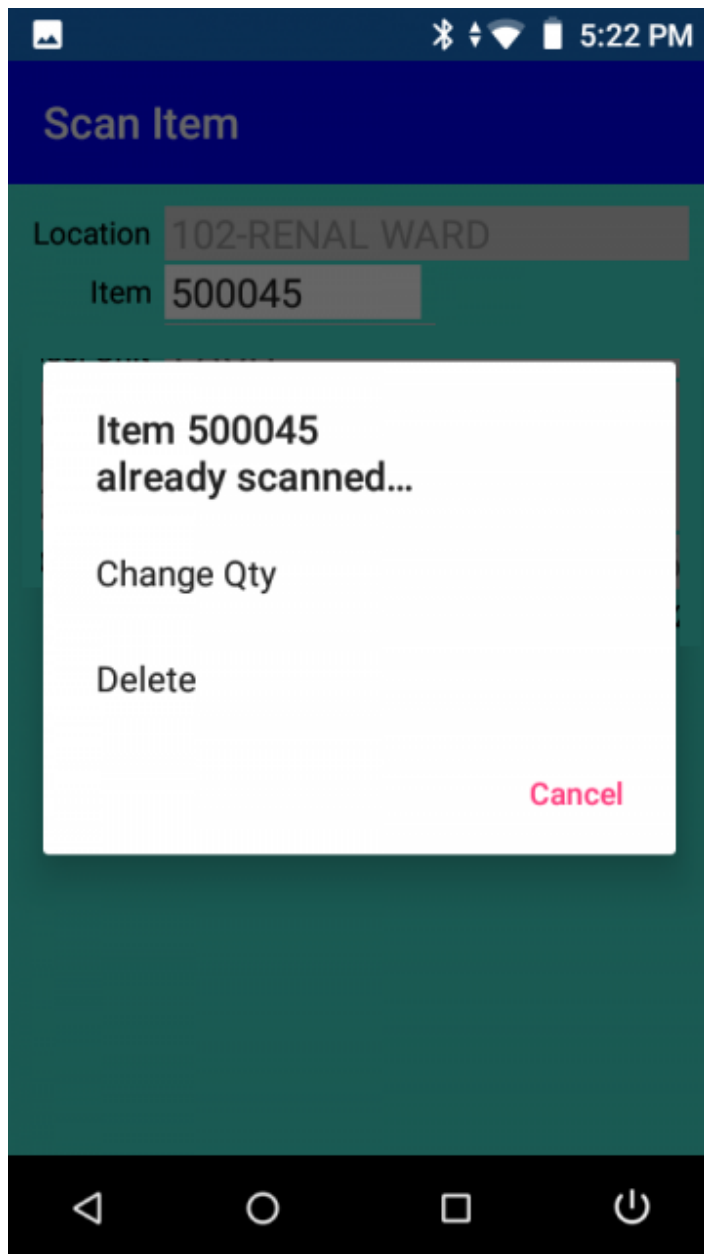
Type in the quantity required and press  or press  to close the keypad, then  to cancel.

No validation is done on the quantity entered as we do not know the Max Qty for the item. The scanner will return to the Item code prompt ready to scan the next item.

Keep scanning items and entering quantities until the current location is finished, then press  to return to the location prompt to scan another location.

Pressing  at the location code prompt will return you to the [main menu](#).

If you want to change the quantity ordered, delete an item, or want to know if you have already scanned an item, scan it again, a menu will appear.



Select Cancel if it was a mistake or you don't want to change anything.

Select Delete to delete the item from the list of scanned items.

Select Change Qty to change the quantity. You will be prompted to enter the new quantity.

Enter the new quantity.

The scanner will then return to the item code prompt.

Frequently Asked Questions

Q. I forgot to scan something in a previous location. Can I go back and scan it now?

A. Yes, go back to the main menu, select Scan Imprest, scan the location then scan the item.

Q. I am not sure if I have already scanned an item. How can I find out?

A. If you are still in the same location, scan it again. If it has already been scanned in the current location, the orange 'Item already scanned' window will appear.

If you don't want to change anything, just press Cancel.

If the scanner is back at the main menu, select Scan Imprest, scan the location then scan the item.

Q. How do I change the order quantity for an item I have already scanned?

A. Scan it again, the 'Item already scanned' window will appear. Tap on Change Qty. Enter the new quantity.

Q. I scanned an item that I did not want to order. How do I delete it?

A. Scan it again, the 'Item already scanned' window will appear. Tap on Delete.

It will ask you if you are sure you want to delete it.

Tap OK or Cancel..

Q. The scanner says 'Invalid Location (not on file)' what does this mean?

A. This will happen if *Validate Data* is checked in [options](#), and the barcode scanned is not a valid location barcode in the data file.

It may be that the barcode is damaged, or an item or other barcode was scanned accidentally.

If you believe it is a valid code, check that it exists in the database on the PC by looking for it in Locations.

If you find it there, refresh the data in the scanner by using the Copy Imprest Data To Scanner function.

If you do not find it there, check that the code is a valid location in Oracle.

Q. The scanner says 'Invalid Item (not found on file for this location)' what does this mean?

A. This will happen if *Validate Data* is checked in [options](#), and the barcode scanned is not a valid item barcode for the current location.

It may be that the barcode is damaged, or a location or other barcode was scanned accidentally.

If you believe it is a valid code, check that it exists in the database on the PC by looking for it in Items.

If you find it there, refresh the data in the scanner by using the Copy Imprest Data To Scanner function.

If you do not find it there, check that the code is a valid item for this location in Oracle.

Load Imprest Data From Scanner To Oracle

When Imprest Scanning is complete, this function loads the data from the scanner to the PC and prepares it for Import into Oracle.

To transfer the data, the scanner must be connected to the PC.

Place the scanner in its cradle.

The scanner should connect to the PC, and will make a distinctive noise to indicate it has connected ok.

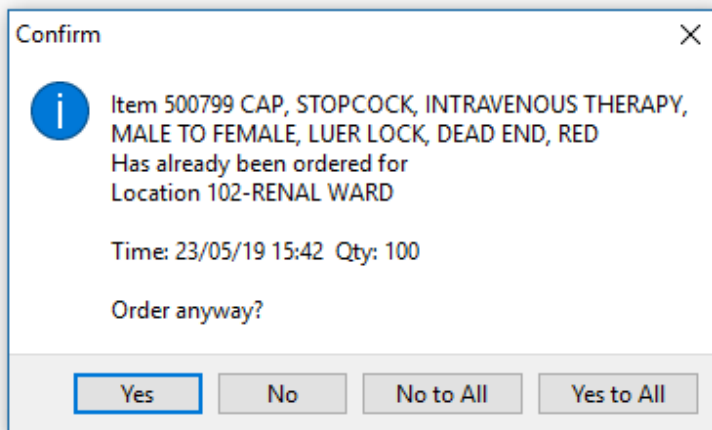
If it fails to connect, remove it from the cradle and replace it. If this fails, please refer to the CE PDT Installation Guide for possible solutions.

Important: The scanner program must be at the main menu for the data file to upload successfully.

When connected, click on the Load Imprest Data From Scanner to Oracle button on the main screen of the PC.

If Imprest data is found in the scanner, it will be copied to the PC and processed.

If the On upload from scanner, warn if the item has been ordered in the last nn hours option is checked (See [Setup Options](#)), the program will check each item to see if it has been recently ordered and a message displayed if so:



The options are these:

Yes: Order this item again - process it as though it had not been recently ordered.

No: Discard this new order.

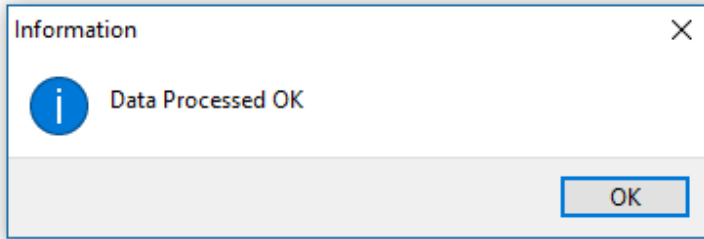
No to All: Do not order this item or any subsequent items that have been ordered in the previous nn hours (as configured in Options).

Yes to All: Process this and all subsequent items as normal, whether they have been ordered in the previous nn hours or not.

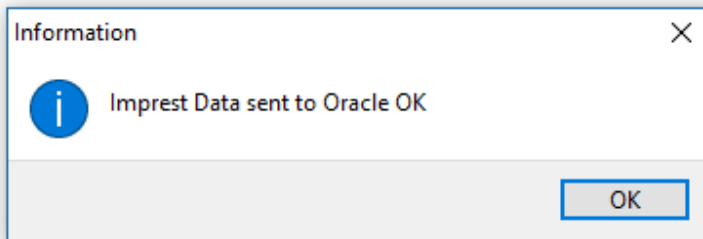
The item order data is then imported into the local database, and a file created for Oracle to import (stores.txt).

If a stores.txt file already exists, the new data will be appended at the end.

When complete, it will let you know ..



If the option Automatically send Imprest Data to Oracle after upload from Scanner is checked (see [Setup Options](#)) the system will then attempt to send the stores.txt file to Oracle. If successful it will let you know ..



The file (now called BL_IMPREST_STORES_REQ_nnn.nnn.nnn.nnn_yyyymmddhhmmss.dat) will then be ready for Import into Oracle. See [Automatically send Imprest Data to Oracle](#) for details.

Note: If for any reason it fails to transmit the stores.txt file to Oracle, an error will be displayed and it will remain on the PC. You can attempt to send it again by clicking on the Load Imprest Data From Scanner to Oracle button again. The system will attempt to get data from the scanner, which will probably fail as it has already been uploaded, then attempt to send the file again.

Technical Information:

The file in the scanner is called ImprestCE2.txt and can contain data from more than one Imprest location (sub-inventory). After copying to the PC, this raw data file is saved in the Barcode Logic\ImprestCE2\Archive folder under the Windows common application data directory - just as a backup. The date and time it was uploaded is contained in the filename. *Note:* This file is not in the same format as stores.txt and cannot be directly substituted.

The file created for Import back into Oracle is called stores.txt (or Stores.txt depending on the capital S option in Tools / [Options](#)). The stores.txt file is created in the folder specified in the Imprest Export option in Tools / [Options](#).

The file has one record per item and is pipe | delimited.
e.g.

```
321|102-RENAL WARD|500458|4|
321|102-RENAL WARD|500749|45|
```

321|102-RENAL WARD|500750|8|
321|103-HUNTER BAILIE WD|500047|4|
321|103-HUNTER BAILIE WD|500151|3|
321|103-HUNTER BAILIE WD|500213|2|
321|103-HUNTER BAILIE WD|500245|1|

The fields are:

- Organisation ID (as specified in Tools / [Options](#))
- Location Code
- Item Code
- Order Quantity

Automatically Send Imprest Data to Oracle

This function was added to eliminate the need to use the Oracle R12 Barcode Transfer Script as it emulates everything the script does.

If the option Automatically send Imprest Data to Oracle after upload from Scanner is checked (see [Options](#)) the system will attempt to send the stores.txt file to the Oracle FTP Server.

The server settings (FTP server hostname, port, directory, username and password) can be set in Tools > FTP Server Options from the main menu. This option is password protected and the settings should not need to be changed but please contact Barcode Logic if it is necessary.

If a stores.txt file exists in the Imprest Export File Path (see [Options](#)) it will be sent to the Oracle FTP Server as:

BL_IMPREST_STORES_REQ_nnn.nnn.nnn.nnn_yyyymmddhhmmss.dat

where nnn.nnn.nnn.nnn is the IP Address of the Imprest System PC the file was sent from and yyyymmddhhmmss is the date and time the file was sent.

If the file is successfully sent, the original stores.txt file is renamed to BL_IMPREST_STORES_REQ_nnn.nnn.nnn.nnn_yyyymmddhhmmss.dat (the same as the file sent to the FTP server).

It is then moved to the archive folder (C:\Users\Public\Documents\Barcode Logic\Imprest3\Archive) on the Imprest System PC as a backup.

If necessary, for example if the data is lost before it is imported into Oracle, the file can be sent again from the archive folder using the File > Resend Imprest Data to Oracle option from the main menu.

Be careful if using this function as it can cause duplication of orders.

Reports

This allows you to print a variety of reports listing the items ordered between a range of dates by Item, by Location or for all items and locations. The date range defaults to the last 7 days.

The reports looks similar to this:

Units Ordered By Location		From: 08/10/2011 To: 14/10/2011	
Organisation ID 321			
Location 103-HUNTER BAILIE WD			
Item Code	Item Description	Issue Unit	Qty Ordered
500047	ADHESIVE TAPE, SURGICAL, NON STRETCH, 7.5CM X 5M, ZINC OXIDE	EACH	4
500151	APPLICATOR, DISPOSABLE, COTTON TIP, DOUBLE ENDED, 7.5CM, PLASTIC, NON STERILE	PACK OF 50	3
500213	BAG, URINE COLLECTION, DRAINAGE, 2000mL GRADUATED, STERILE	EACH	2
500245	BAND, PERSONAL IDENTIFICATION, INSERT CARD, CLEAR, ADULT/PAEDIATRIC	BOX OF 250	1
Grand Total (All Units)			10

The data shown on these reports is from the local database on the PC. For absolute confirmation of what has been ordered, you should check in Oracle.

Sales and Support

Contact Barcode Logic



Your first line of support will be your IT support team.

Should they be unable to help, please email any questions/suggestions to:

Barcode Logic
Tel: 02 43 910 148
EMail: info@barcodelogic.com.au
Web: www.barcodelogic.com.au

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Index

- A -

Automatically Send Imprest Data to Oracle 62

- B -

Basic Operation 9

- C -

Contact Barcode Logic 64

Copy Imprest Data To Scanner 21

Copy Scanner Program to the Scanner 27

- D -

Don't Validate Data 53

- F -

Folders 31

Frequently Asked Questions 58

FTP Server Options 26

- G -

General Operation 33

- I -

Import Scanner Licence file and copy to the Scanner 28

Installation 5

Installation and Setup 5

Introduction 3

Items 15

- L -

List USB Connected Scanners 32

Load Imprest Data From Scanner To Oracle 59

Locations 17

- O -

Options 23

Oracle Interfaces 8

Out of Stock Items 19

- P -

Programming the Scanner

- R -

Refresh PC Imprest Data From Oracle 12

Reports 63

- S -

Scanner Main Menu 35

Scanner System Menu 36

Settings 38

Settings 38

- T -

The Main Menu 10

Tools 22

- U -

Update Inventory Item Flag from CSV File 29

- V -

Validate and Don't Enter a Qty 47

Validate and Enter Qty Required 40

- W -

What's New 4