

# Imprest Out of Stock Items

Out of Stock Item Maintenance System V1.1

User Guide



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## Introduction

Imprest Out of Stock Items is an application designed to work in conjunction with the Imprest Barcode Scanning system from Barcode Logic (Version 2.1.0 or later).

Previously, when an item was ordered using the barcode scanner, the operator would not know if the item was out of stock at the warehouse until it failed to be delivered. The main Oracle database cannot quickly and easily provide this information to the Imprest systems.

This program allows you to maintain a database containing a list of items that are out of stock, and optionally suggest substitute items. This information is exported to a text file which can be imported into the Imprest systems so when an item is scanned, the operator will know when an item is out of stock and have the opportunity to order the substitute item.

## **What's New**

Version 1.0 15/01/2020

First release.

## Getting Started

Start the program either by clicking on the Imprest Out Of Stock Items icon on the desktop or from the start menu (Barcode Logic / Imprest Out Of Stock Items).

When running the software for the first time, select Tools > [Options](#) from the main menu and set the Export File Path .

This is the folder where the OutOfStockItems.txt file will be saved.

Usually this will be the same as the Item Import File Path set in Tools > Options in the Imprest System.

The other functions on the Tools menu will not normally need to be used.

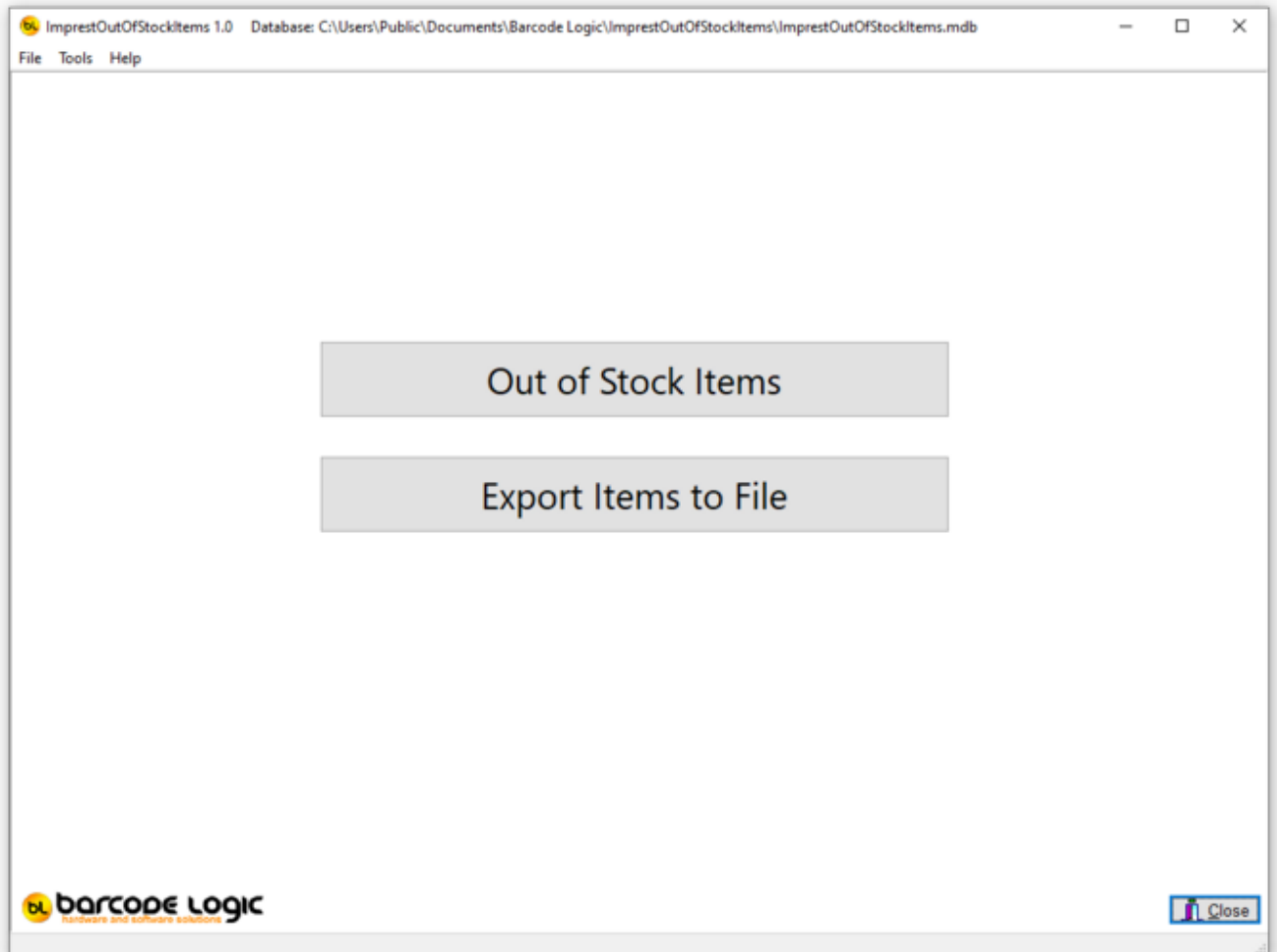
You can then Add and Edit Out of Stock Items, and Create the Out of Stock Items file by clicking Export Items to File.

## Using the PC Program

### The Main Menu

The big buttons on the main window are for the most used functions: Out of Stock Items and Export Items to File.

These, and other functions are available on the menu at the top of the window. The path and name of the current database file is displayed in the title bar.



The functions available from the main menu are:

File

- [Out of Stock Items](#)
- [Export Items to File](#)

Tools

- [Options](#)
- [Select Database](#)
- [Copy the Database File](#)

[Compact the Database File](#)

[Open Database Folder](#)

[Open Export Folder](#)

Help

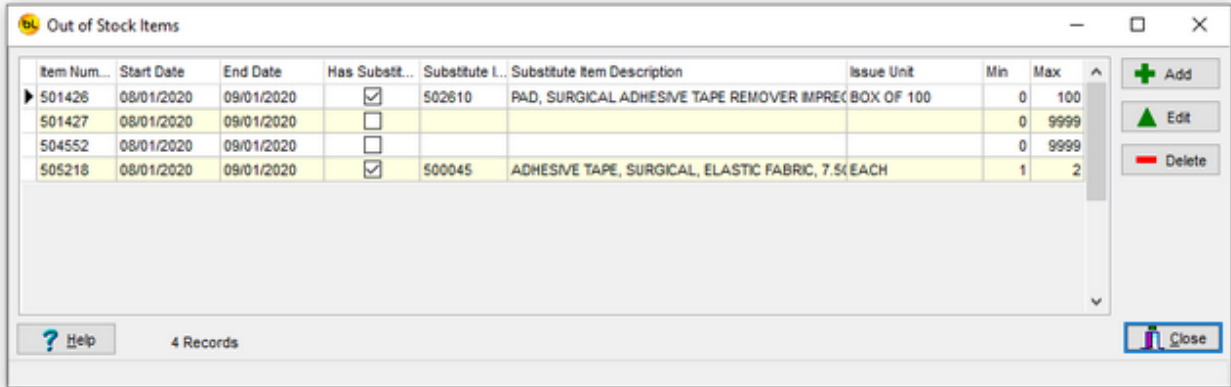
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About..

# File

## Out of Stock Items

This window shows a list of all the Out of Stock Items in the database.

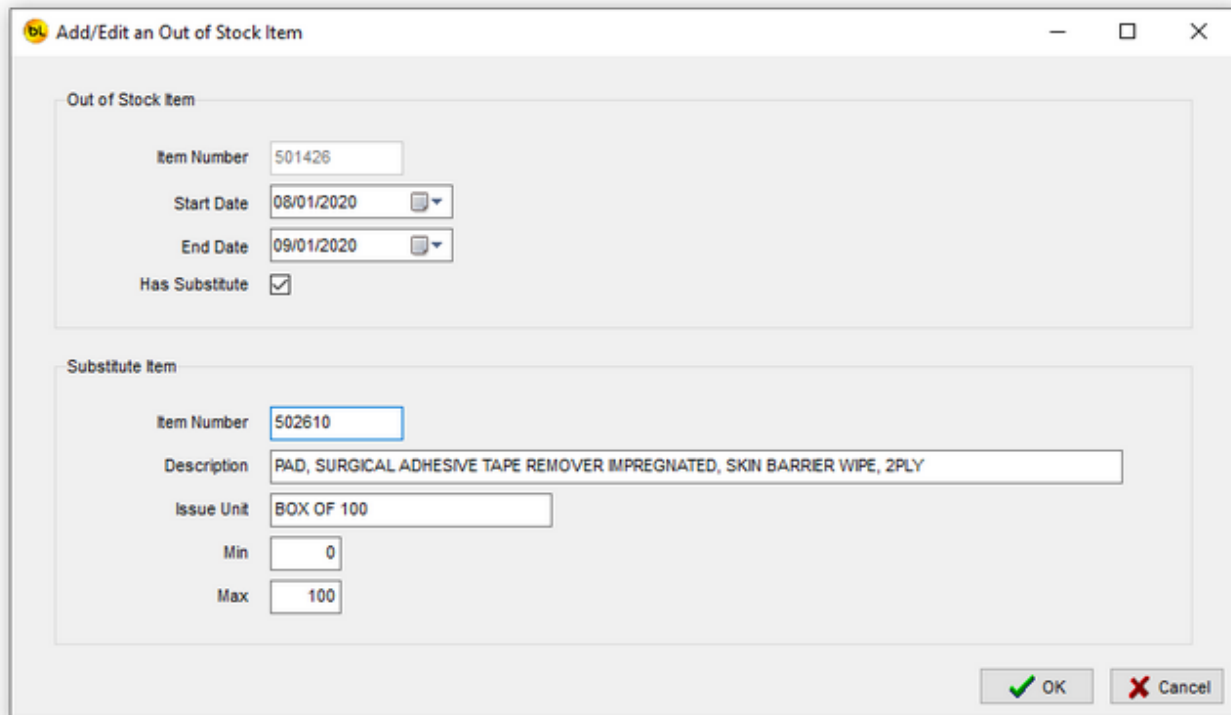


To add a new item to the list, click on Add.

To edit an item, double click on the item record, or select it in the list, then click Edit.

To delete an item, select it in the list, then click Delete (you will be asked to confirm that this is what you want to do).

When you add or edit an item, this windows will appear.



Enter the item details and click on OK.

The Start Date and End Date are the dates between which the item is expected to be out of



stock (and includes these dates).

If the Has Substitute box is not checked, the Substitute Item panel will not be displayed.

## Export Items to File

When selected, a text file will be created containing all the out of stock item data. The file is called OutOfStockItems.txt and is created in the folder specified in Tools > [Options](#).

The file is pipe | delimited with variable length fields. The contents of the file with our test data looks like this:

```
|501426|08012020|09012020|Y|502610|PAD, SURGICAL ADHESIVE TAPE REMOVER  
IMPREGNATED, SKIN BARRIER WIPE, 2PLY|BOX OF 100|0|100|  
|501427|08012020|09012020|N||||0|9999|  
|504552|08012020|09012020|N||||0|9999|  
|505218|08012020|09012020|Y|500045|ADHESIVE TAPE, SURGICAL, ELASTIC FABRIC,  
7.5CM X 2.5M, ZINC OXIDE, WHITE|EACH|1|2|
```

## Tools

### Options

Select Tools / Options from the main menu to open this window.



There is only one option.

Click on the button with the image of a hand, to select the Export File Path.

Click on OK to save the changes.

## Select Database File

By default, the database file used by the AssetLabeler system is called ImprestOutOfStockItems.mdb and lives in the Windows Common Documents directory + \Barcode Logic\ImprestOutOfStockItems.

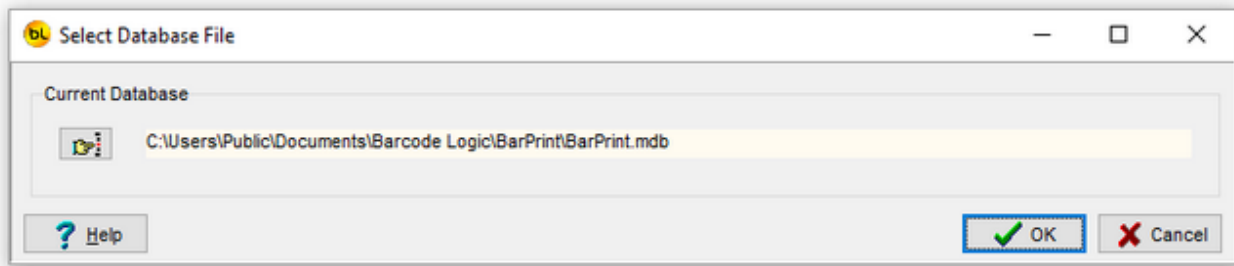
On Windows 10 this is C:\Users\Public\Documents\Barcode Logic\ImprestOutOfStockItems

If you need to find the database file, you can select Tools > Open Database Folder from the main menu and the folder will open in File Explorer.

You may want to move the database file to a server or other network location. You can also copy and rename it for backup purposes.

To do this, use the [Copy the Database File](#) function.

This dialog will show you the location of the database currently in use. Click on the button with the hand to select a new database.



## Copy the Database File

This function allows you to copy the current database file (and optionally rename it). You may want to do this to copy it for backup purposes or so it can be shared on a server or network location.

When this function is selected, the standard Windows Save As dialog will open. Select the new location and name (if you want to change it) for the database file and click on save.

Note that after this `ImprestOutOfStockItems` is still using the original database. If you want to use the one you have just saved, use the [Select Database](#) Function.

The path and name of the current database in use is displayed in the title bar at the top of the [main window](#).

## **Compact the Database File**

This function can repair most errors in the unlikely even that the database file has been corrupted.

## Open Database Folder

By default, the database file used by the AssetLabeler system is called ImprestOutOfStockItems.mdb and lives in the Windows Common Documents directory + \Barcode Logic\ImprestOutOfStockItems.

On Windows 10 this is C:\Users\Public\Documents\Barcode Logic\ImprestOutOfStockItems

This function will open the folder where the database file is stored in file Explorer.

## Open Export Folder

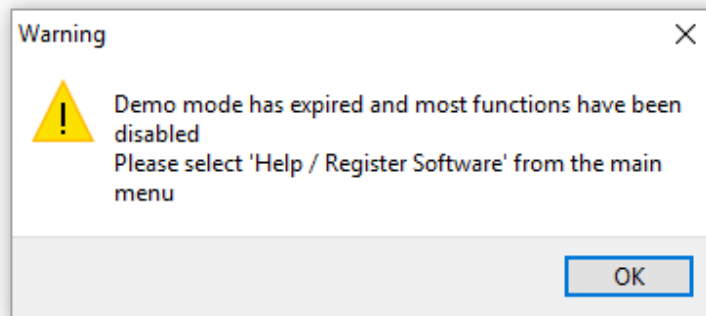
If you want to view the OutOfStockItems.txt export file, the easiest way is to select this option and the Export Folder specified in Tools > [Options](#) will be opened in File Explorer.



## [Help](#)

### Register Software

The software will run in 'Demo Mode' for 3 days before requiring purchase and registration. After this a dialog will appear explaining that most features have been disabled:



If you want to continue using the software, please purchase from Barcode Logic then select Help / Register Software from the main menu. This window will appear:

**Registration**

Application Name **BarPrint** Status **Demo mode is active!!**  
 Version: **1.0** **Date limitation active. Days left: 0**

Site Code **3AA74E2C** MID Code **FBB3-031A-5DF3-5A54**

CD Licence Nb:   
 Scanner Serial Nb:   
 Supplier:   
 Site Name:   
 Contact Name:   
 Contact Phone Nb:   
 Contact EMail:

Please enter your details, then send to Barcode Logic either by  
 Email - click on 'Email Registration Info' button below and hit 'Send', or  
 Fax - click on 'Print Registration Info' button below then fax to 02 43 225 226  
 An activation code will be sent to the 'Contact EMail' address within two working days.  
 Select 'Activate Software' from the Help Menu, and enter the Activation Code.

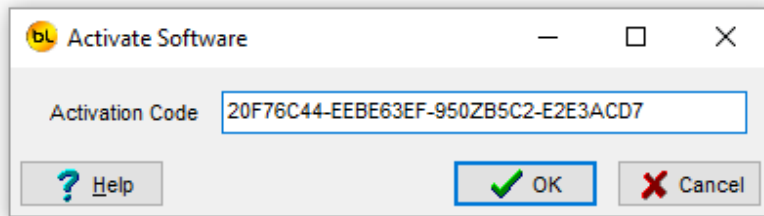
Help  Print Registration Info

Please fill in the registration form and follow the instructions on screen.  
 An activation code will be sent to you.  
 When received, select Help / Activate Software from the main menu, enter the supplied activation code and the software will be unlocked.

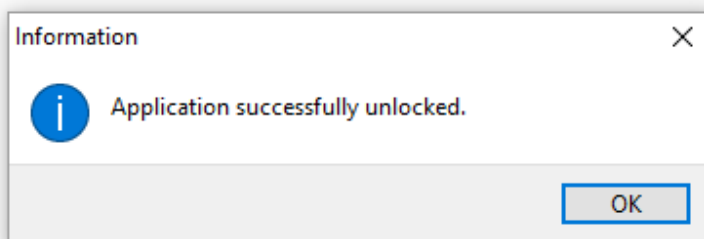
The software licence is 'tied' to the PC it is installed on. If you need to move the license to another PC, please select Deactivate Software and contact Barcode Logic with the 'remove code'.

## Activate Software

When you have received your activation code, type (or cut and paste) it into the text box:



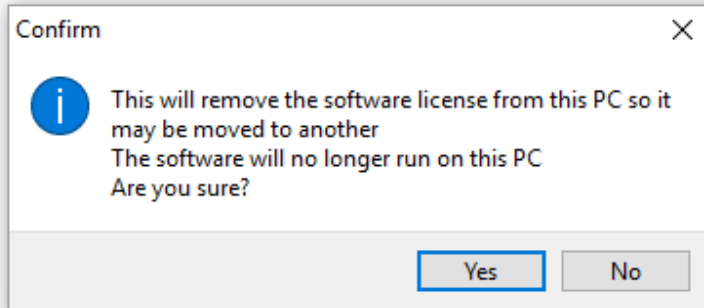
Press OK. If entered correctly, and the code is valid it will display:



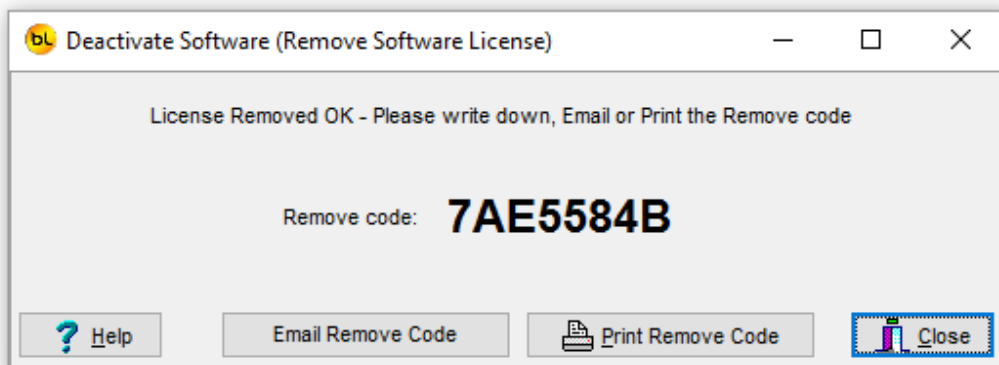
## Deactivate Software

If you want to deactivate the software to move your license to another PC, select this function.

You will be asked (twice) to confirm that this is what your really want to do, as once this is done, the software will stop working.



If you confirm, this window will appear:



Now you can either email, print and fax or phone in the Remove code to Barcode Logic which will allow the software to be re-registered on another PC.

## 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](mailto:info@barcodelogic.com.au)  
Web: [www.barcodelogic.com.au](http://www.barcodelogic.com.au)

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