PickScanPro

Produce Picking System V1.10.0

User Guide

bL barcode logic
hardware and software solutions

Table of Contents

Introduction

PickScanPro is a database system that can record many aspects of fruit and vegetable production including:

Picking (the amount of produce picked by date, block, variety, unit and picker).
Picker payments.
Pallet loading
QA Checking
Stock control (current unit/pallet stock, stock in and out etc.)
Spraying
Pest Inspection

Barcode labels for each picker can be printed from the system which will be applied by the picker to the boxes of produce they have picked, as they are picked.
Optionally, pallet barcode labels may be printed for applying to pallets.

On delivery of the produce to the warehouse, using a portable data collection terminal (PDT or scanner), an operator will select the block the produce has come from, select the unit or pack type used, (optionally) scan the pallet it is to be loaded on to and scan each box as it is loaded onto the pallet.
A quantity can be entered in case the quantity picked is recorded and paid for by weight.
This process is repeated for all the boxes.

The data is then uploaded to the PC and stored in the database.
Reports may then be displayed or printed showing the total produce picked by date, block, variety, unit and picker.
If pallet functions are used, a record of boxes loaded on each pallet is also available.

If individual unit recording is not required, PickScanPro can also be used to record pallet stock only, including receiving and delivery.

The system can also be used to record poor quality packing using the 'QA Check' function. A reason can be selected to show why a particular box has been rejected.

Terminology

Unit - The system records the number of units picked. This may be a pack type (such as a box, crate or pallet) or a unit of measure (such as a Kilogram, Litre or Ton).
Variety - A variety of produce. One block must contain one and only one produce variety.
Block - A block is a piece of land or area where the produce is grown. This may be a patch, plot, field, greenhouse or whatever.
Pallet -The pallet that the produce picked is loaded on to.

What's New

Ver 1.10.0 27/05/2021

1. Added 'Transport Company' functionality for Goods Out. The operator can select a transport company for each load.
2. Added an option to send a Load Sheet summary CSV export file daily to an FTP server.
3. If using multiple Sheds, Picker label format can now be set differently for each shed. This may be useful if a different type of printer is used in each location.
4. Improvements made to the task tray FTP application. It should continue if errors occur rather than stopping and displaying the error.

Ver 1.9.3 15/01/2021

1. Added Contractor Fee and Bonus functionality.

Ver 1.9.2 14/09/2020

1. Added a 'Print Pest Diary by Date Range' report.
2. Added an option to change the ATGA Website URL.

Ver 1.9.1 27/07/2020

1. Added Binary transfer mode option for FTP transfers to and from the PC for servers that do not support the FTP SIZE command.

Ver 1.9.0 15/06/2020

1. Added 'Phylloxera' to the pest report as per government requirements.

Ver 1.8.0 09/06/2020

1. Added an option to automatically email Stock Level and Incomplete Stock Out reports daily.
2. Improved Email function handle outgoing email servers the require authentication.
3. Added 'Fruit Flies' to the pest report as per government requirements.

Ver 1.7.14 15/04/2020

1. Bug fix - PickScanProTaskTray (FTP Client) would not run because of 'pcgint.dll was not found error'.
2. Added a 'Disable Demo Mode Messages' option for those running in basic mode (not activated) as it was annoying.

Ver 1.7.13 16/03/2020

1. Added a database table to record the number of labels printed by picker, and a report and grid to show these.
2. Added the Picked Report (simple) showing produce picked by Picker / Variety and Unit (including Poor Quality totyals) in compact form.

Ver 1.7.12 13/03/2020

1. Added a 'Number of labels Printed' field by Picker (to monitor wastage).
2. Added a 'Cold Boot' function to the System Menu for Skorpio X3 and X4.

3. Added Poor Quality report by reason (showing results of QA Check).
4. Added Poor Quality report by date(showing results of QA Check).
5. Added Poor Quality totals to most 'Picked' reports.
6. Added an option to disable the Diary functions.
7. Changed the PC application FTP functions to use passive FTP.

Ver 1.7.11 06/02/2020

1. Added the Latest 'Earliest Harvest Date' by pallet to the Stock Out Report.
Add a Memo (Text Object) to the report containing the text [EarliestHarvestDate]

Ver 1.7.10 14/11/2019

1. Added 'Picked Report by Picker, Variety, Unit and Date (inc Punnets)' to the reports menu.
This is only available when 'Enable punnets per unit' is checked.
2. Added 'Edit Pallet for Selected Records' option to 'View or Edit Produce Picked Data' window.

Ver 1.7.9 29/10/2019

1. For Pallet Label Function 1. Added an option to update pallet number only when rescanning boxes so they can be moved between pallets without rentering the unit details.
2. Added 'Punnets per Unit' value so total punnet quantities can optionally be displayed on produce picked reports.
3. Added email address fields for both pickers and contractors so produce picked reports can be more easily emailed.
4. Added a tabular 'Produce Picked by Picker and Date' report.
5. For Pallet Label Function 1. Added a printable report for 'Show boxes on the selected pallet'.
6. Added a 'Stock out by Vendor' report to show pallets and units shipped by vendor over a date range.
7. For manually created 'Stock Out', you can now select a date other than the current day.

Ver 1.7.8 25/09/2019

1. Updated the Help file.
2. Bug fix - Add/Edit Brands function was not working.
3. Bug fix to unit stock levels for Pallet Option 1.
4. Minor UI improvements.

Ver 1.7.7 06/09/2019

1. Added 'Diary' functions to record tasks by block. Picking, spaying and pest inspection tasks are added automatically.

Ver 1.7.6 14/08/2019

1. Modified default stock out report to include boxes on pallet.
2. Added 'Show boxes by selected pallet' function to 'View Stock Out' window.
3. Added PO Number fields to Stock Out Master table and associated grids and reports.
4. View Stock Levels grids are now grouped by Variety with a + button to show detials.
5. Added option to 'Save Grid Settings (column positions and widths) for Pick Data, Pallet and Stock Out grids.

Ver 1.7.5 07/06/2019

1. Manual Stock Out

New button to select a load.
All pallets selected or scanned after this will be saved with this load number.
NB If a pallet already has a load number it will be replaced with this one.

New button to clear load.
All pallets selected or scanned after this will be saved without load number.
NB If a pallet already has a load number it will be cleared.

2. Add a load.
In the 'Select Load' window is an 'Add' button to create a new load.
Usually the load number is ssnnnnnn where ss is the scanner number and nnnnnn is a sequential number starting at 1.
In this case, load numbers created on the PC have a scanner number of 99.

3. View pallets
Select one or more records (multiselect is enabled), then right click and 'Select load' to change the load number for all selected pallets.

Ver 1.7.4 21/05/2019

1. View pallets - Added a new button: 'Mark all pallets with this load number as received'.
Select a record, then click this. If not already received, 'Received' will be set to true and the received date/time set to now.

2. View pallets - 'All' is now the first tab, and the default.

3. View stock out - New field in the Stock Out Master table 'Completed'
Select Stock out, click on Edit and check the Checkbox to say 'completed'.
Row now displays in blue if completed.

4. Viewer – Added 'View Pallets' button with most functions (e.g. Add / Edit) disabled.

5. Viewer – View Stock Out (Now 'View Purchase Orders') has Finalised and All tabs disabled.

Ver 1.7.3 30/04/2019

Added Vendor and Stock Out data to Load Sheet report.

Ver 1.7.2 25/04/2019

1. Allowed multi-select of units when adding to a variety
2. Added a new application: PickScanPro Viewer to view and print Stock Out (deliveries) only.
3. Enabled editing of Stock Out and Load Sheet reports, similar to label format files, these can be saved, imported and selected from 'Options'.
The default format file names are Report PS LoadSheet Default.fr3, and Report PS StockOut Default.fr3
If edited, they should be saved as Report PS LoadSheet AnyText.fr3 (where AnyText could be a customer name etc.)

Ver 1.7.1 04/03/2019

Added support for the Skorpio X4 scanner.

Quick Start Guide

To get you up and running quickly, here is what you need to do to use the system, and in this order:

1. Run PickScanPro on the PC and set the System Number and whether you want to use Pallet functions in Tools / Options
2. Add Units and set the price paid to pick one unit.
2. Add produce Varieties and assign the appropriate picking units to each.
2. Add Blocks and select the produce variety growing on the block.
3. Add Pickers.
4. Print labels for the Pickers.
5. On the scanner, go to System / Options and set the System Number to be the same as on the PC that you set in step 1.
6. Connect the scanner.
7. Send Picker Data To Scanner.
8. Disconnect the scanner.
9. Scan Picker Labels.
10. Connect the scanner.
11. Receive Scan Data From Scanner.
12. Print Reports.

If using the QA Check function, you will also need to enter Poor Quality Reasons.

Installation and Setup

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 PickScanPro icon on the desktop, from the start menu (All Programs / Barcode Logic / PickScanPro).

Select Tools from the main menu, then Options to display the 'Options' dialogue box.
There are 4 tabs of options.

System
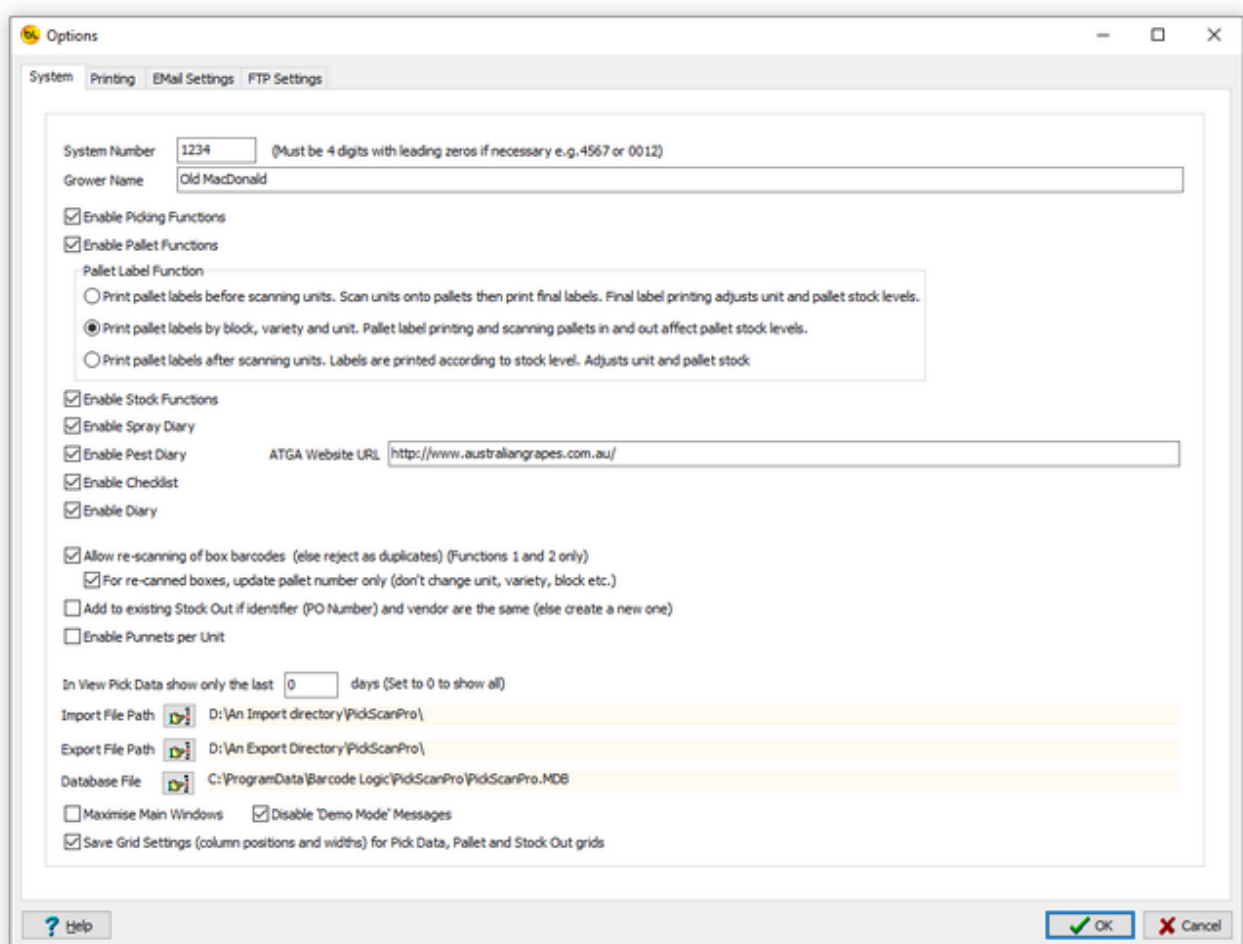
System Number
This can be any 4 digit number and must be the same as is set in Options on the scanner.
It should be different on each installation of the PickScanPro system.
It is used in the barcode label data so the labels will be verified as having been printed from

this system.
It will allow tracking of the picked produce back to the system that the labels were printed form, and stop labels printed from other systems being processed by this one.

Grower Name
This is printed on reports.

Enable Picker Functions
If you do not pick produce, just receive and ship pallets, you can hide the picker functions.

Enable Pallet Functions
Check this if you want to print and scan pallet labels.
Important: There are three options here which affect the way the system works. See Pallets for details.

Enable Stock/Spray/Pest/Checklist
Uncheck these if you do not use these functions and they will be hidden from the menus.

ATGA Website URL
The web page at this URL (Australian Table Grape Association) will open in a browser when the Open TGA Website button is clicked in the Pest sub-menu.

Allow Re-scanning of box barcodes
If scanning individual boxes of produce you will be prompted to enter block, unit and brand.
If re-scanning is allowed, these details can be changed and the box scanned again.
If not allowed, and the same box is scanned again, the scanner will give an error indicating that it is a duplicate.

For re-scanned boxes, update pallet number only
If re-scanning boxes is allowed, check this if you are re-scanning boxes to move them from one pallet to another and not changing other box details.

Add to existing Stock Out
A new file is created each time the 'Stock Out' function is selected on the scanner.
If this option is checked, and the PO Number and Vendor are the same as a previous one, the pallets will be added to the same file.

In View Pick Data show only the last n days.
The Database / View or Edit Produce Picked Data option shows you the detailed data that has been uploaded from the scanner.
It it displayed it all, it could take a long time to load and usually only recent data is required, so this will speed up the process by displaying only the more recent data.

Import File Path
If using FTP to transfer data from remote sites, this is the FTP server folder where the data files are transferred.

Export File Path
The reports can be exported in PDF format.
When the Save As dialog opens, what is selected here will be the default path where the files will be saved. This will save you having to browse around to where you want to save it each time.
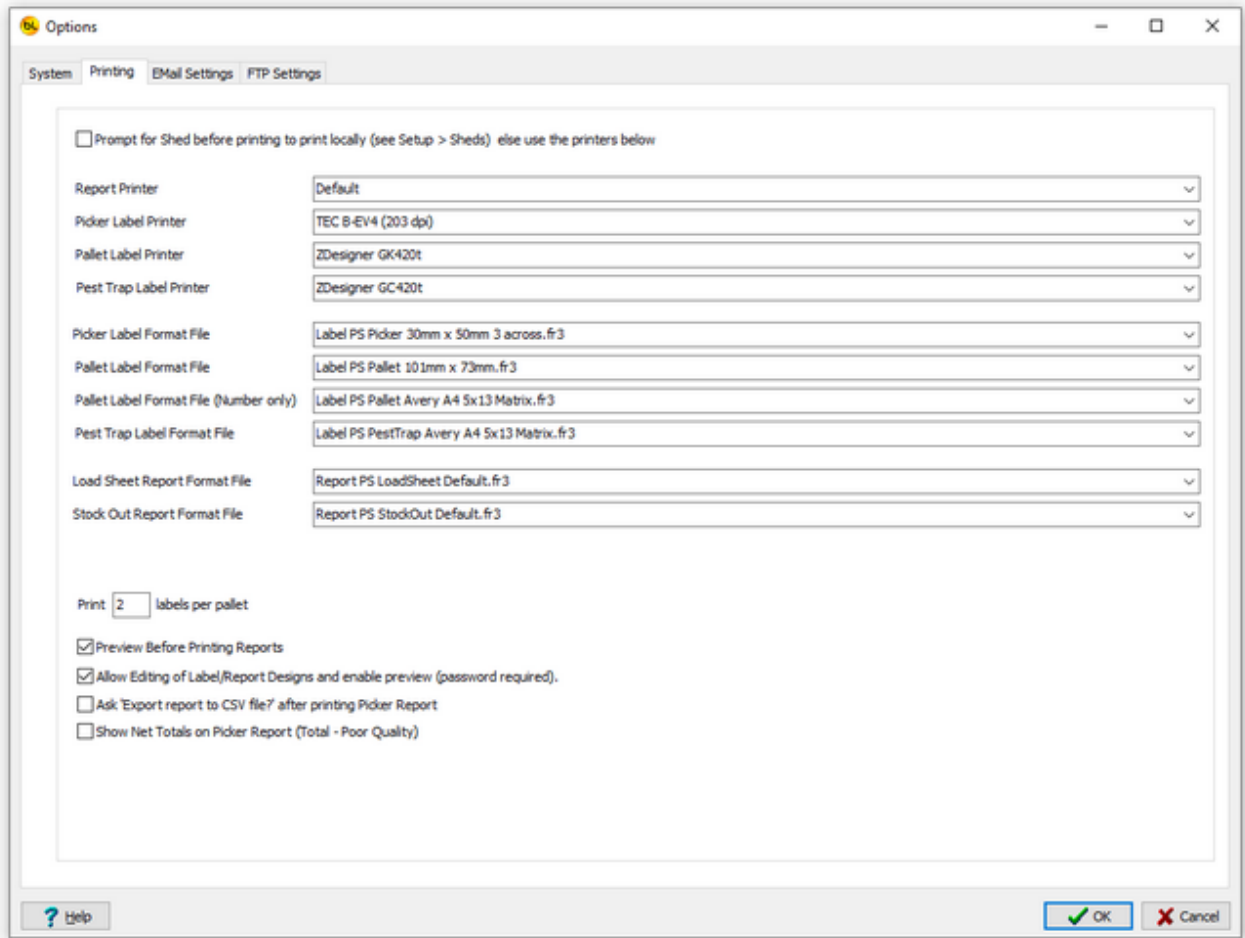
Database File
By default, the PickScanPro database file (PickScanPro.mdb) on a Windows 7, 8 or 10 PC is in the C:\ProgramData\Barcode Logic\PickScanPro folder.
It you want to put it on a network server for easy backup, or sharing, manually copy the

PickScanPro.mdb file, then use this option to browse to the new location and select the file.

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(s) would normally be a dedicated label printer(s) which uses rolls of labels, but could also be an A4 printer with sheets of Avery type labels.

Prompt for Shed before printing can be used if you are using PickScanPro in more than one location.
If checked, it will use the printers set up for each shed, rather the printers specified here.
See Sheds.

The Label Format Filename specifies which label format is currently selected. There may be others selectable from the drop-down list.
If the label size you want is not available in the lists, we are able to create special label formats on request.

Print n labels per pallet
You may want more than one label per pallet so they can be seen when loaded. Set how many you want here.

Allow Editing of Label/Report Designs.
Some reports and labels can be edited from the system so you can change font size, add
fields etc. The password is barcode.

Preview Before Printing Reports
If this box is checked, you can view the reports on screen before printing. Default is checked.

Allow Editing of Label Designs
This is a complicated function and instructions are outside the scope of this document.
If you really want to give it a go, the password is barcode.
When entered, an Edit Label Design option will appear on the Tools Menu.

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

EMail
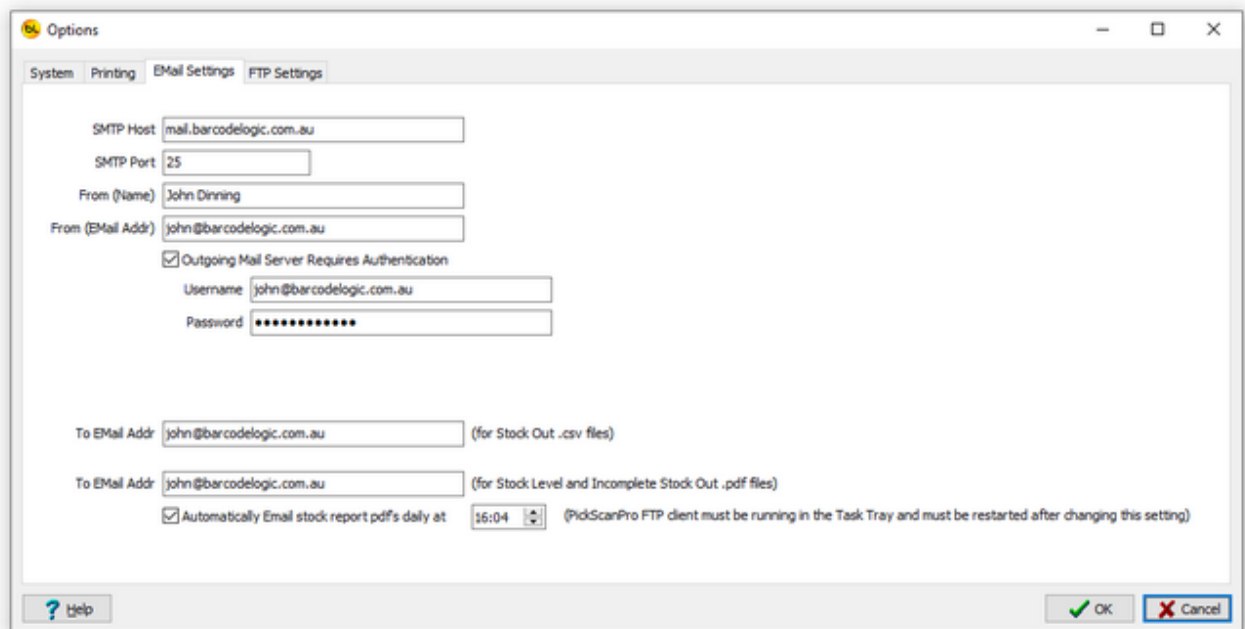
Outgoing order (Stock Out) details can be saved to file in CSV format and emailed so it can be
used by BSP Compliance software.
These options allow you to set up the outgoing email server details and destination address.

Stock Level and Incomplete Stock Out reports can be emailed daily at a set time.
The PickScanPro FTP Client must be running in the Windows task tray for this to happen at
the selected time.

FTP
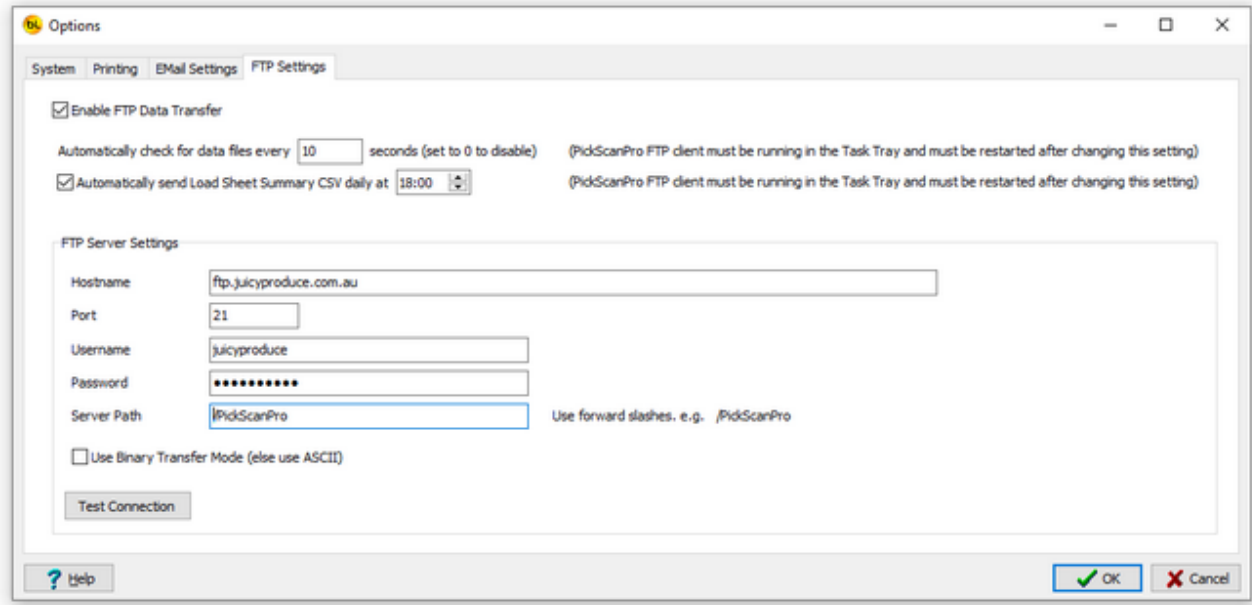
The system can transfer data to and from remote sites using an FTP server.
These options allow you to enter the details of the FTP server.

The **Use Binary Transfer Mode** option may be used if the SIZE command is not supported by the FTP server when using ASCII Transfer Mode (default is unchecked).

The **Test Connection** button can be used to confirm that the details entered allow you to connect and log on to the FTP server.
Note that it does not check the **Server Path**.

The **Automatically check for data** and **Automatically send Load Sheet Summary CSV daily** options only works if the FTP Client (PickScanProTaskTray.exe) is installed and running.

For more information on the Load Sheet Summary, see Load Sheet Export to CSV File.

Programming the Scanner

Normally, the scanner will already be programmed and running, if however it needs reprogramming, perhaps because a new version of the software has been released, please follow these steps:

Place the scanner in its cradle, and make sure it is turned on.

Select the Tools / Download Program to the Scanner option from the main menu.

The program will display the model of the scanner and ask you to confirm that it is correct. Click on Yes.

After a short delay, the program installation file will be copied to the scanner.

If there appears to be no communication with the scanner (for example the message 'Scanner Not Connected' appears), please refer to the Installation Guide for possible solutions.

When the program has copied across, you will need to cold boot the scanner (also known as a hardware reset) to install the new software.
The program will ask you if to want to do this automatically.

If you don't do it automatically see How to Cold boot a Scanner to do it manually:

Note: You can only program a PDT that has had PickScanPro installed on it previously. This function is only for upgrading an existing PickScanPro PDT and cannot be used to program a new device.

Using the System

The Main Menu

The big buttons for the main functions near the top of the main window change the options available below.
Most of these functions, and some others are also available from the text menu at the top.
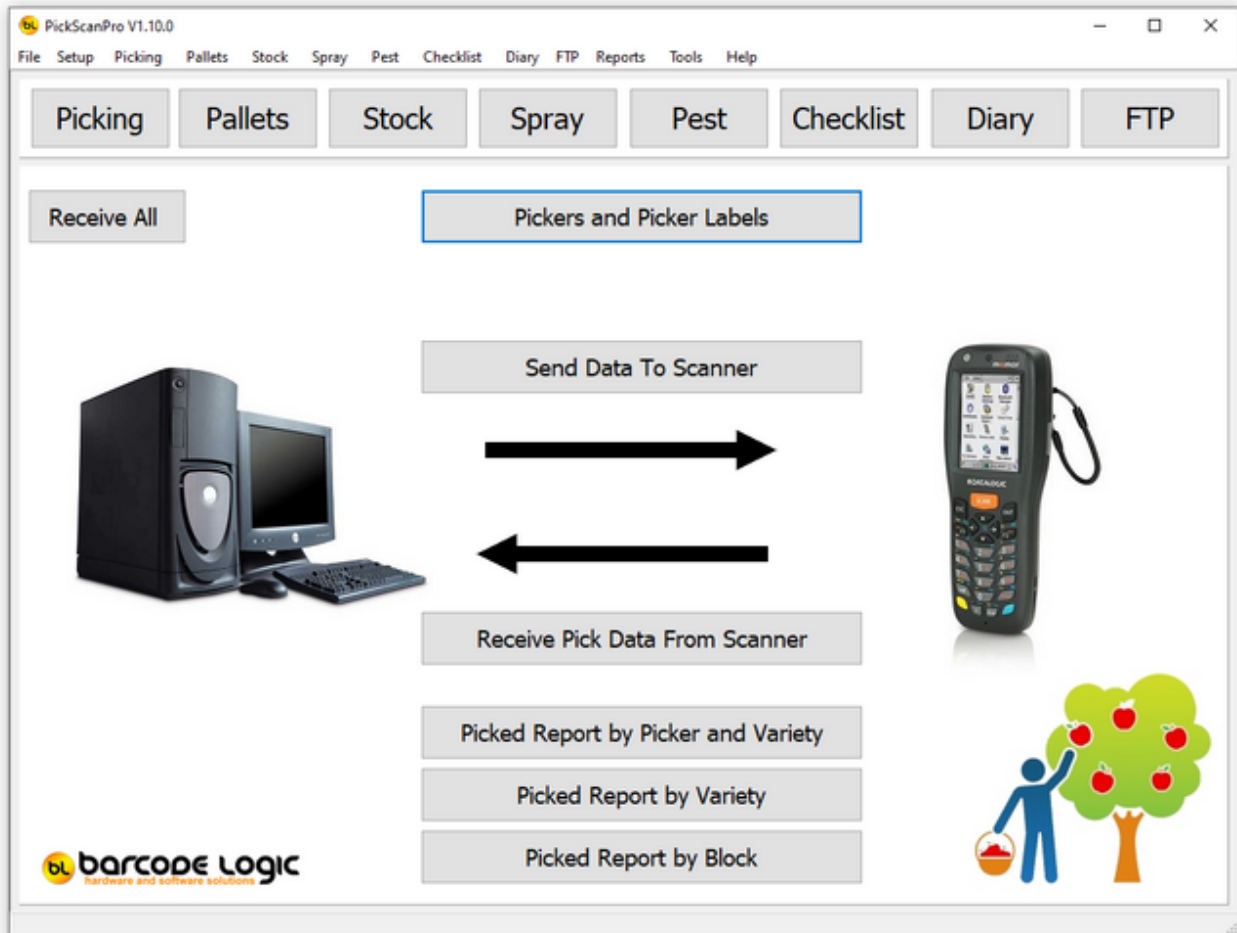
File
     Import PickScan Server Data - Imports data created using the separate PickScanProTCPServer application (unattended scanning on conveyor).
     Re-Import Scanner Data - This is an emergency function and only to be used under instruction.

Setup
The Setup menu allows set up the basic data required for the system to operate.
     SO2
     Liners
     Units
     Varieties
     Blocks

Diary Entry
View/Print Diary

FTP
Send Data to FTP Server
Receive Data from FTP Server

Reports
Picked Report by Picker, Variety, Block and Unit
Picked Report by Picker and Unit
Picked Report by Variety
Picked Report by Block
Picked Report by Picker, Variety and Unit (simple)

Poor Quality Report by Reason, Picker, Variety and Unit

Picked Report by Picker, Variety, Unit and Date
Poor Quality Report by Picker, Variety, Unit and Date

Picked Report by Picker, Variety, Unit and Date (inc Punnets)
Poor Quality Report by Picker, Variety, Unit and Date (inc Punnets)

Picker Labels Printed Report

SO2 and Liners Used
Carting Report
Padding Report

Load Sheet Export to CSV File

Tools
Options
Download Program to Scanner
Set the Scanner Clock - Synchronises the scanner clock with the PC clock. (The scanner must be connected to the PC).

Import Custom Label Format File - if a special label format has been created, this function is used to import it into the system.
Edit Label Designs - The size and format of the labels can be edited. *

Import Custom Report Format File - if a special report format has been created, this function is used to import it into the system.
Edit Report Designs - The size and layout of these reports may be edited. *

Edit Next Box Number
Edit Next Pallet Number
Edit Next Batch Number

Delete All Archived Data Files - clears old backup files from the PC to free up disk space.
Delete All Pick Data more than 365 Days Old - clears old picking (and pallet) data out of the database which can help increase the speed of the system - just be sure you don't need it!!
We suggest taking a backup of it first.
Compact and Repair Database - can be used if the database is corrupted or if a lot of old data has been deleted to keep the size down

Log File - Shows errors and other useful information that may be useful if system problems occur.

Help
Contents - View this help file
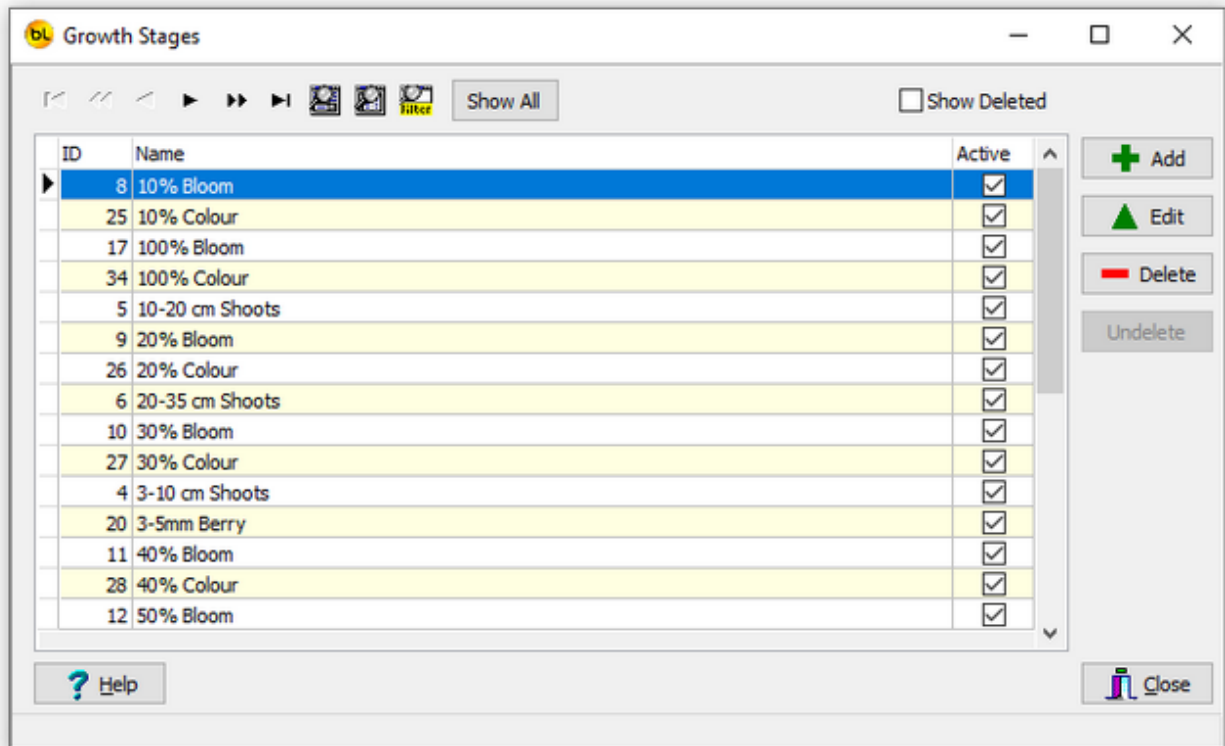Register Software
Activate Software
Deactivate Software
About - Information about the currently installed version of PickScanPro and contact details.

* Instructions for editing labels and reports are outside the scope of this document. Please contact your supplier for help.

Using the Grids

Most data in PickScanPro is displayed in Grid format:

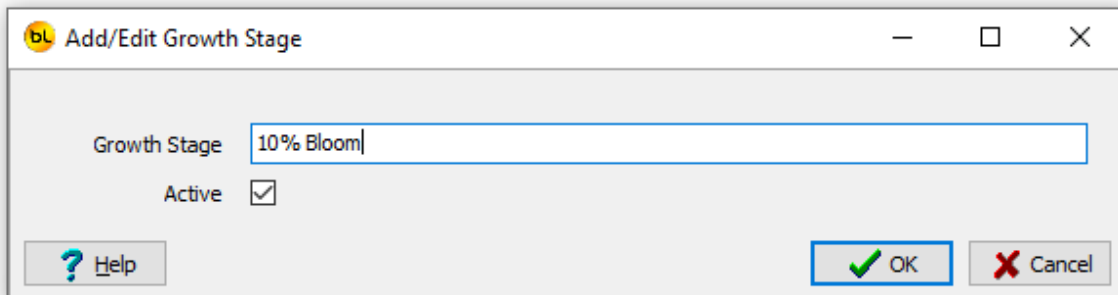Most data tables in the database have at least these fields:

>   ID a number which is allocated automatically and cannot be changed.
>   Name or Description.
>   Active flag. If a record is inactive, it is disabled and cannot be selected for some
functions.

Add

>   Click on this button to add a new record.
>   Enter the details and click on OK.

Edit

>   Click on this button (or double click an item in the grid) to edit the selected record to
change the details.
>   *Note:* Do not edit a description so it becomes a different item completely as historical

data is recorded by the ID which will make the old data meaningless.
Really this function is here mainly to correct spelling and change the active flag.

<u>Delete</u>

Click on this button to mark the unit as deleted and it will disappear from the list.
It does not actually delete it as reporting on historical data may require it.
If you delete a record by accident, click on the Show Deleted box and the records marked as deleted will appear in grey. Click on one you want to undelete, then click on the Undelete Button.

Note: If you want to significantly change an item e.g. a variety or unit description, it is better to create a new record and mark the old one as deleted or inactive if it is no longer used.

<u>Sorting</u>

By clicking on the column headers you can sort on any field, and clicking on the same header twice will reverse the order.
e.g. If you click on the 'Name' column header, the grid will display in alphabetical order of Name (as in image above).

<u>Column Order</u>

You can change the order of the columns in the grid by dragging the column headers around. You can also resize the columns as necessary.

By checking Save Grid Settings in <u>Tools / Options</u> you save your settings so each time the grid is displayed the way you want it (main grids only).

<u>Navigator</u>

There are many ways to navigate around a grid such as using the arrow keys, page up / down and home and end keys.
We also include a set of navigator buttons which perform similar functions:

The navigator also includes Search, Locate and Filter buttons which bring up appropriate dialog boxes for displaying records by specific search criteria.

The Locate dialog allows you to find one or more records by field value.
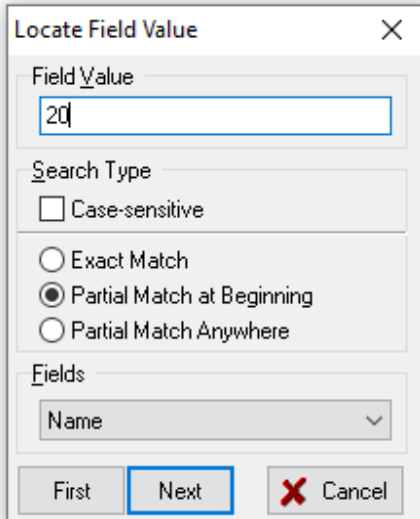
First select the field name you want to search on from the drop down list at the bottom, select the search type then enter the value you are searching for.
Then click on First or Next to find records that match the criteria entered.
In this example, it will jump to the first record where the name begins with '20'.
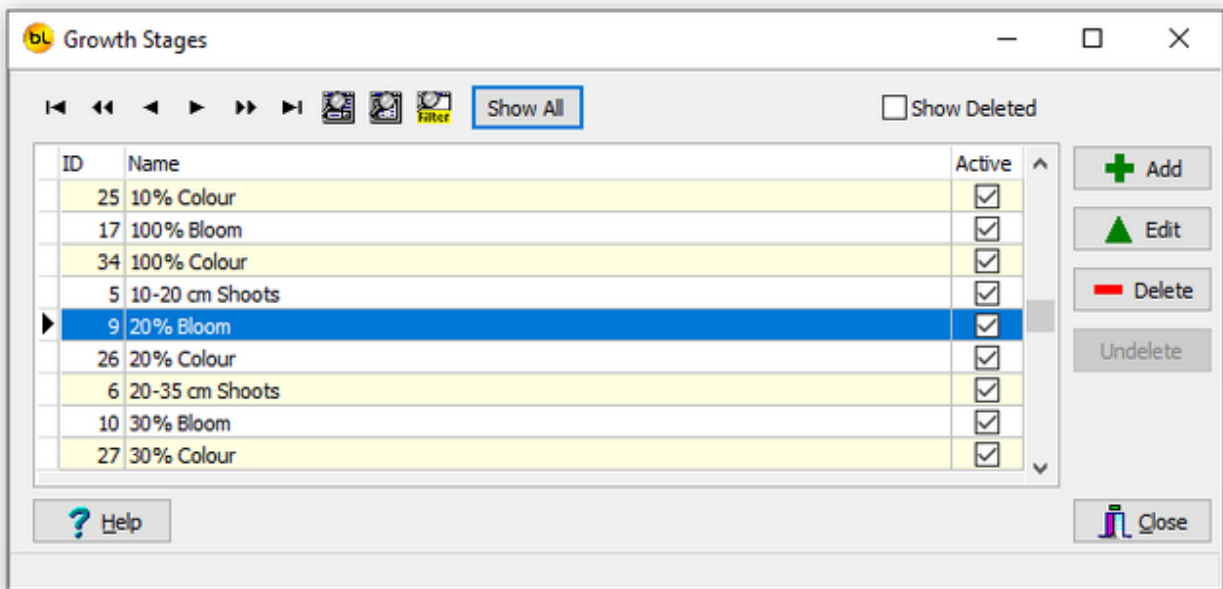
The Search dialog brings up all the records in the grid and allows you to do an incremental search on the left-hand column.
You can change the column order to search on a different column by dragging the column heading to the left.
Type the Search Characters box at the top to move to the first matching record.
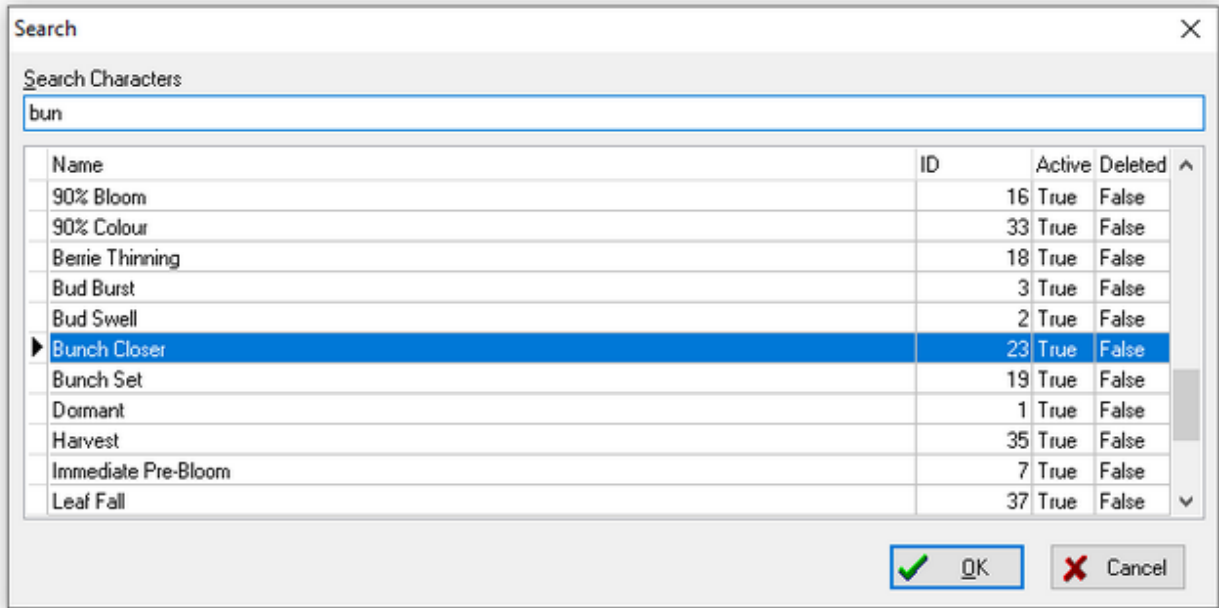
The Filter dialog is the most powerful and is used to limit the number of rows displayed in the grid.
When the filter button is clicked, the dialog appears.
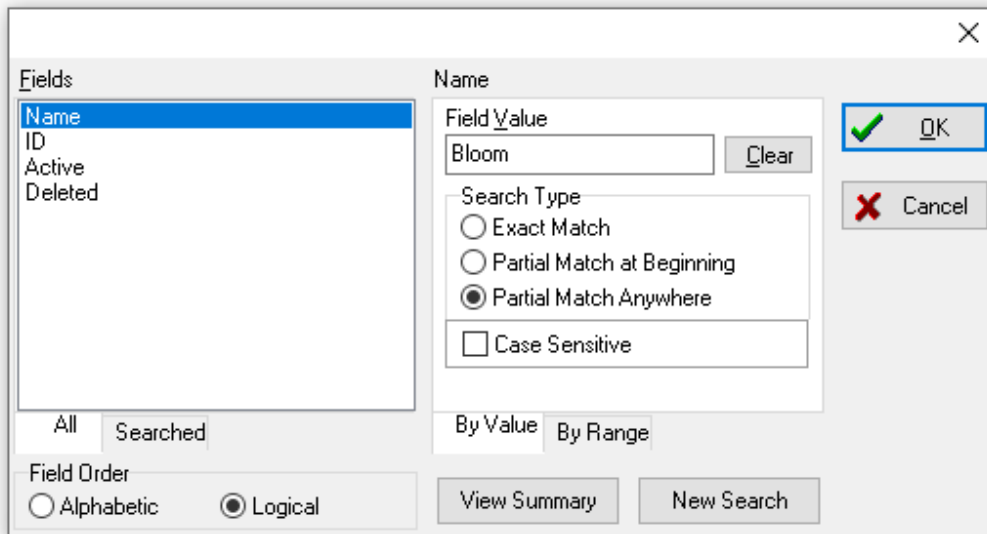
For example: To display all items with the word 'Bloom' in the Name, select 'Name' as the Field to filter on, enter the Field Value, select any other options required and click on Ok.
Now only the items with the word 'Bloom' in the 'Name' field are displayed.
Note that you can also enter a range of values.
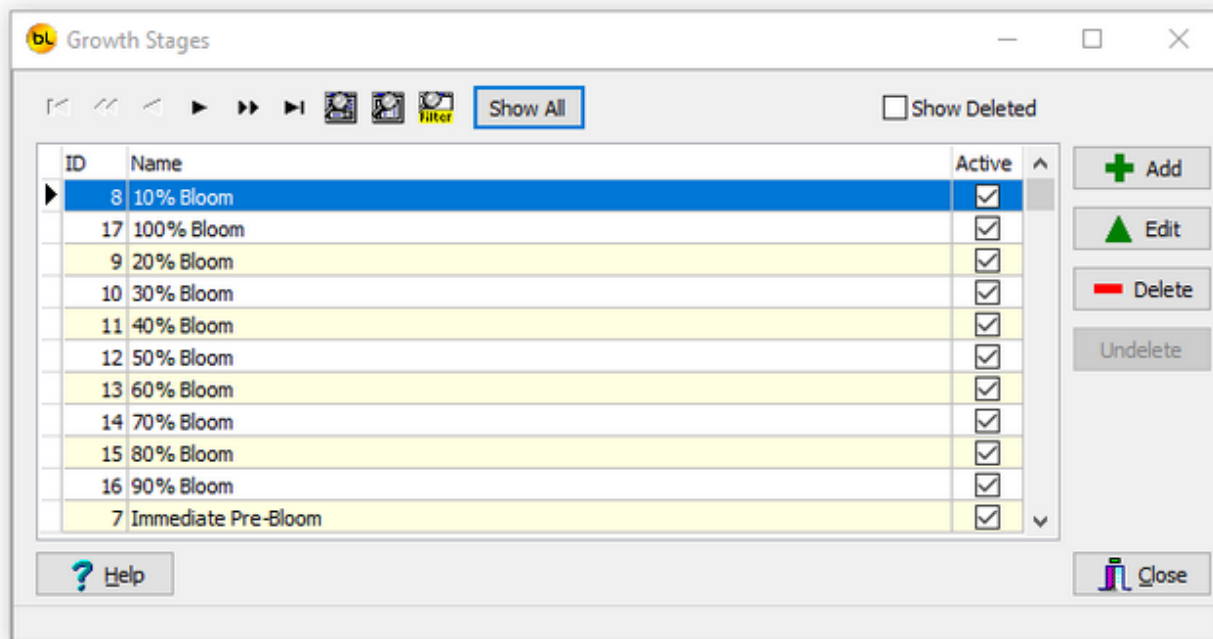
To redisplay all the records in the grid, click on Show All.

Selecting Multiple Records

Some grids allow you to select multiple records.
To select multiple records in the grid use the Shift and Ctrl keys (standard MS Windows usage).

To select a range of items, click on the first one, hold down the Shift key and click on the last one.
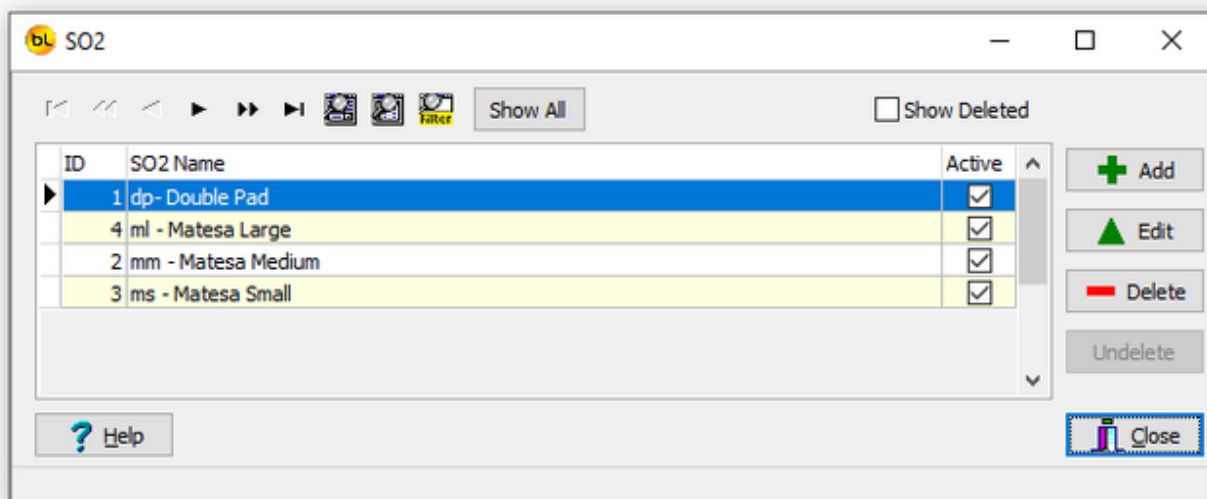A range of items will be highlighted.

To select or deselect individual records, hold down the Ctrl key and click on the required items.

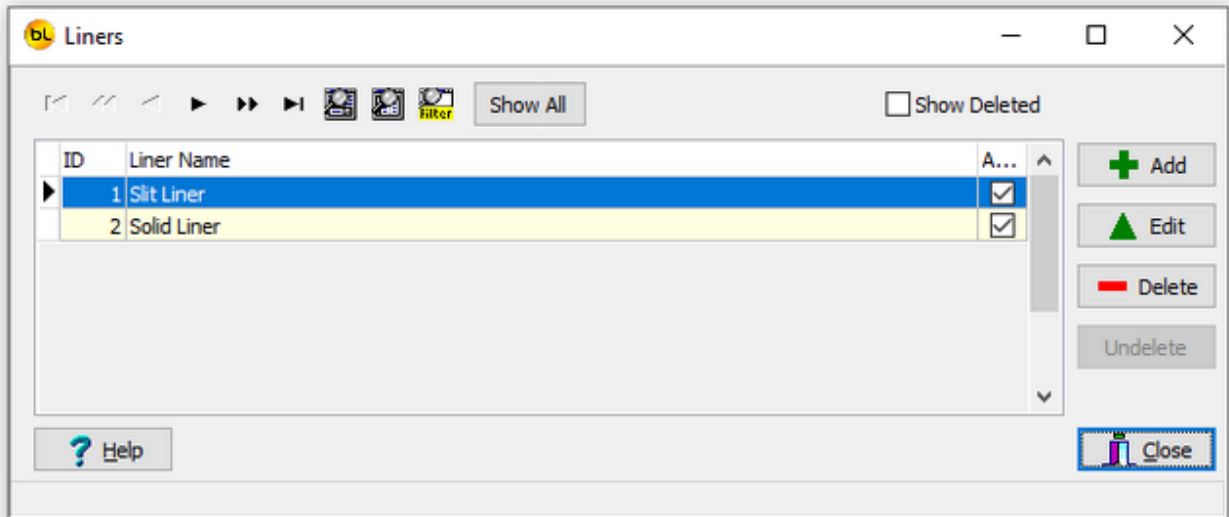If you click on one already selected, it will be unselected.

Setup

SO2

Sulphur Dioxide pad types to prolong storage of grapes, lychees etc.
Used by Units (Different Units may have different SO2 pad types).

Liners

Liner types to prolong storage of grapes, lychees etc.
Used by Units (Different Units may have different liners).

Units

The system records the number of units picked.
The payment to the picker is calculated as the number of units picked multiplied by the Unit Price.
A unit may be a pack type (such as a box, crate or pallet) or a unit of measure (such as a Kilogram, Litre or Ton).
It will vary for different varieties and industries.

Each unit has these fields:
ID a number which is allocated automatically and used internally by the system.
Unit Name which can be anything you like up to 20 characters long.
Picking Price The amount paid to the picker to pick one unit.
Padding Price
Carting Price The amount cost to ship each unit
Units per Pallet The number of this unit type that it usually takes to fully load one pallet.
Punnets per Unit Depending on the type of produce this may be punnets for berries, or can be used for any other 'sub-unit'. Totals picked can be shown on picking reports.
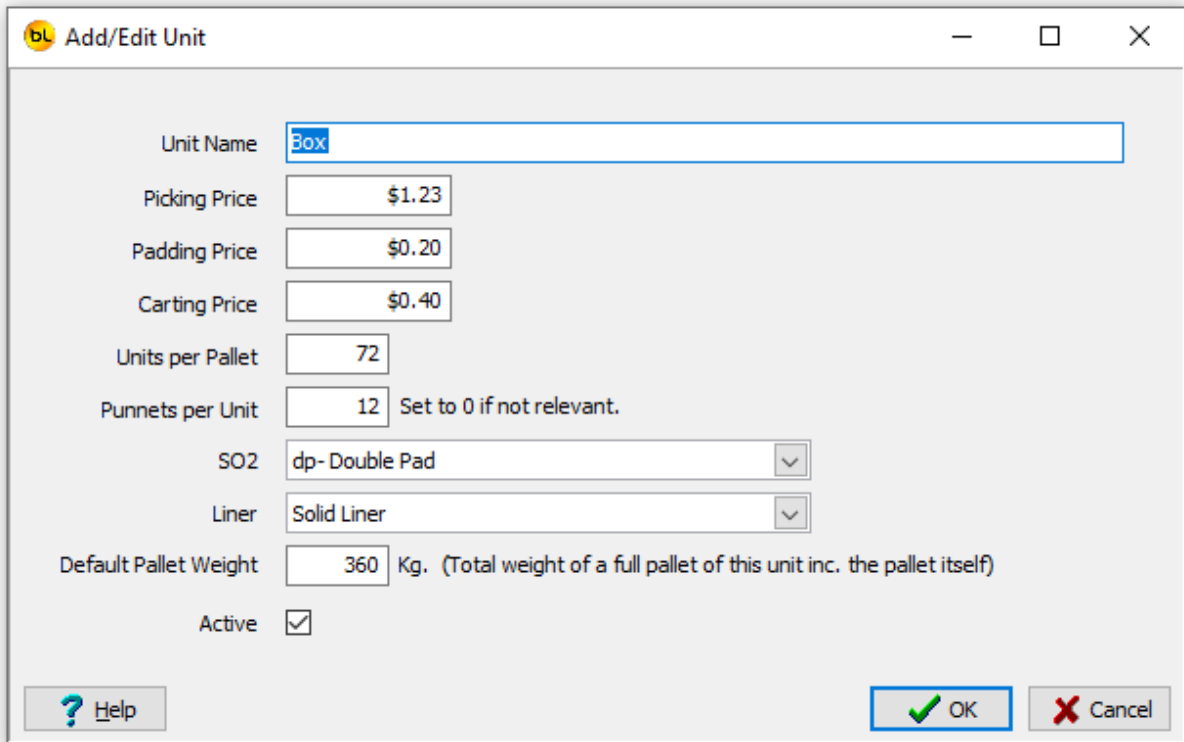SO2 The Sulphur Dioxide pad type (if used). See SO2.
Liner The liner type (if used). See Liners.
Default Pallet Weight. The estimated total weight of a full pallet of this unit in Kg including the pallet itself. This is printed on load sheets.
Active flag. If a unit is inactive, it is disabled for ALL varieties and it cannot be selected on the scanner by accident which should reduce mistakes.

Add

Click on this button to add a new unit.

Edit

Click on this button (or double click an item in the grid) to edit the selected unit to change the name, price or active flag.

Note: Do not edit the unit name so it becomes a different unit completely as historical data is recorded by the Unit ID which will make the old data meaningless.

Really this function is here mainly to correct spelling and change the active flag.

Delete

Click on this button to mark the unit as deleted and it will disappear from the list.

It does not actually delete it as reporting on historical data may require it.

If you delete a unit by accident, click on the Show Deleted box and the records marked as deleted will appear in grey. Click on one you want to undelete, then click on the Undelete Button.

Note: If you want to significantly change a variety or unit description, it is better to create a new record and mark the old one as deleted or inactive if it is no longer used.
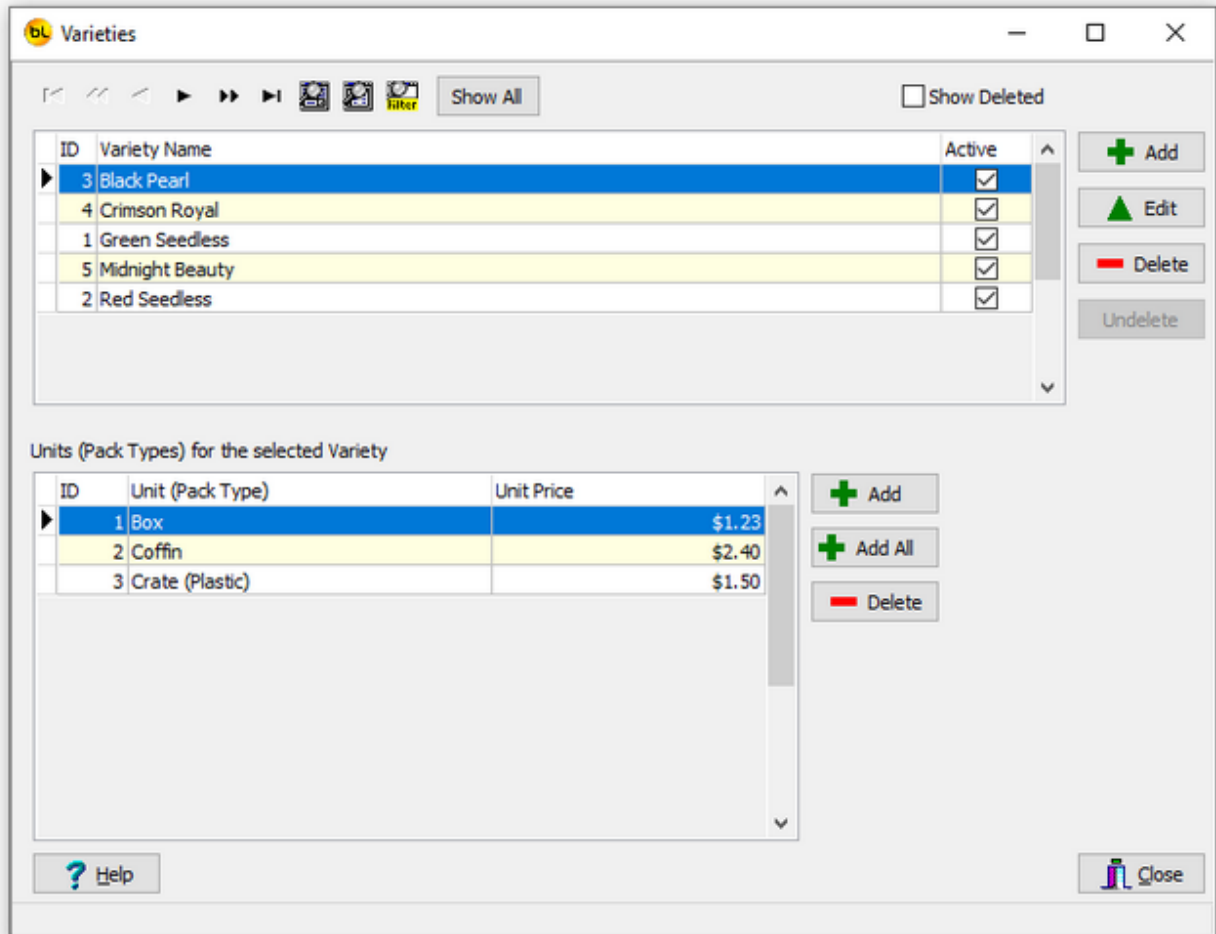
Varieties

This function displays the list of produce varieties in the database.

Each variety has these fields:
        ID a number which is allocated automatically and used internally by the system.
        Variety Name
        Active flag. If a variety is not active, it cannot be selected on the scanner by accident which should reduce mistakes.

Add
        Click on this button to add a new variety.

Edit
        Select a variety in the grid then click on this button (or double click an item in the grid) to edit the selected variety.
        Note: Do not edit the variety name so it becomes a different variety completely as historical data is recorded by the Variety ID which will make the old data meaningless.
        Really this function is here mainly to correct spelling and change the active flag.

Delete
        Click on this button to mark the selected variety as deleted and it will disappear from

the list.

It does not actually delete it as reporting on historical data may require it.

If you delete a variety by accident, click on the Show Deleted box and the records marked as deleted will appear in grey. Click on one you want to undelete, then click on the Undelete Button.

Note: If you want to significantly change a variety or unit description, it is better to create a new variety record and mark the old one as deleted or inactive if it is no longer used.

Units (Pack Types)

The bottom grid shows the units that are valid for the variety selected in the top grid.

When using the scanner, you select the block being picked, and then select the unit type. You will only be allowed to chose from the unit types listed here for the variety on the selected block.

Add

Click on this to add to select a unit from the list of available units.

Add All

Click on this to add all the available units (or add all the ones not already allocated to this variety).

Delete

Select the unit in the grid that you want to remove, then click on delete to remove the unit from this variety.

Blocks

This function displays the list of blocks in the database.
A block is a portion of land (aka patch, plot, field etc.).
Each block must contain one and only one produce variety.

Each block has these fields:
> ID a number which is allocated automatically and used internally by the system.
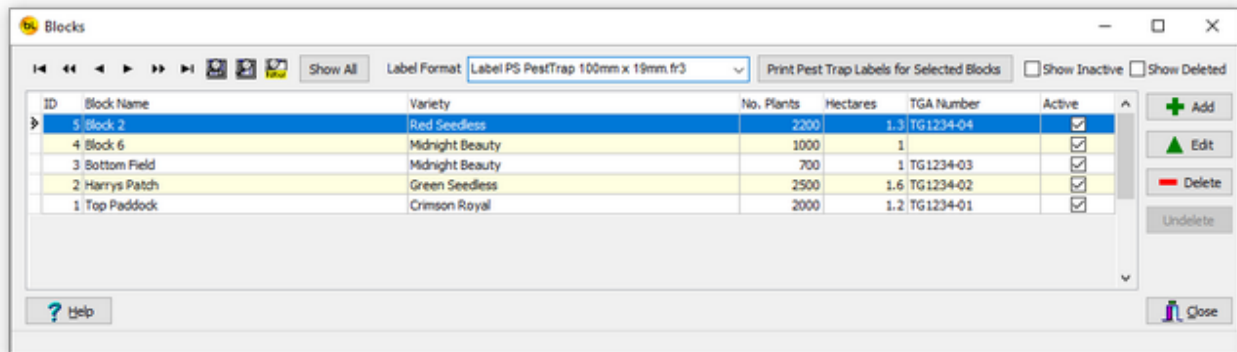> Block Name
> Variety (selected from the list of available Varieties)
> Number of Plants (This is used in the Picked Report by Block and maybe useful for
vines etc., not so much for strawberries). If not relevant or required, set to 1.
> Hectares The area of the block.
> TGA Number Allocated by the Australian Table Grape Association (only relevant for
table grapes).
> Active flag. If a block is not active, it cannot be selected on the scanner by accident
which should reduce mistakes.

Add
> Click on this button to add a new block.

Edit
> Click on this button (or double click an item in the grid) to edit the selected block.
> *Note:* Do not edit the block name so it becomes a different block completely as
historical data is recorded by the Block ID which will make the old data meaningless.

Delete
> Click on this button to mark the block as deleted and it will disappear from the list.
> It does not actually delete it as reporting on historical data may require it.
> If you delete a block by accident, click on the Show Deleted box and the records
marked as deleted will appear in grey. Click on one you want to undelete, then click on the
Undelete Button.

By default, this grid does not show Inactive or Deleted blocks.
Check Show Inactive to display inactive blocks in Green, or Show Deleted to show deleted
block in Grey.

Note: If you want to significantly change a block name, it is better to create a new block
record and mark the old one as deleted or inactive if it is no longer used.

Print Pest Trap Labels for Selected Blocks
> The scanner can be used to collect data from pest traps. See Pest Diary for details.
> Each pest trap can have a unique barcode label.
> Use this function to print labels for the traps. You can select one or more records from

the grid then click on this button to print the labels.
The Pest Trap Label Printer must be selected in <u>Options</u>.

Label Format
This will default to the Pest Trap Label format File specified in <u>Options</u>, but can be changed temporarily here.

Brands

Some _units_ may have different Branding labels on them.
If it is important to differentiate between them, you can select the brand before scanning the picked produce boxes.
Enter the brand names here.

The brand will be displayed with the other Produce Picked Data.
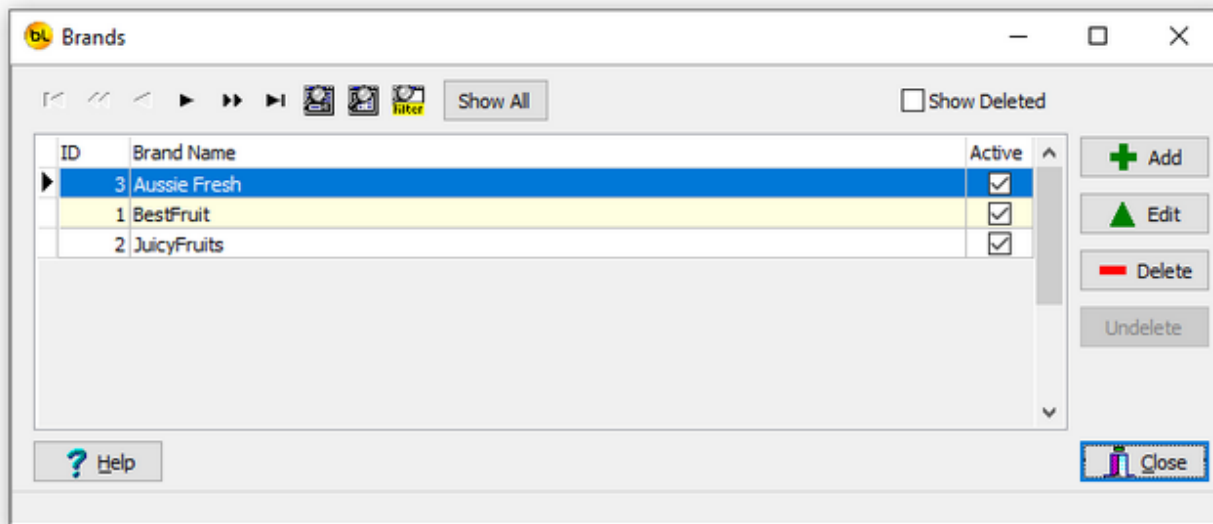
Contractors

Contractors or labour hire companies may supply pickers.
Enter the contractor names here.

When adding Pickers, you can select the contractor.

Pick Data Reports may be printed by contractor showing quantity picked and amount owed.
The email address can be used when emailing pdf's of picked reports by contractor.
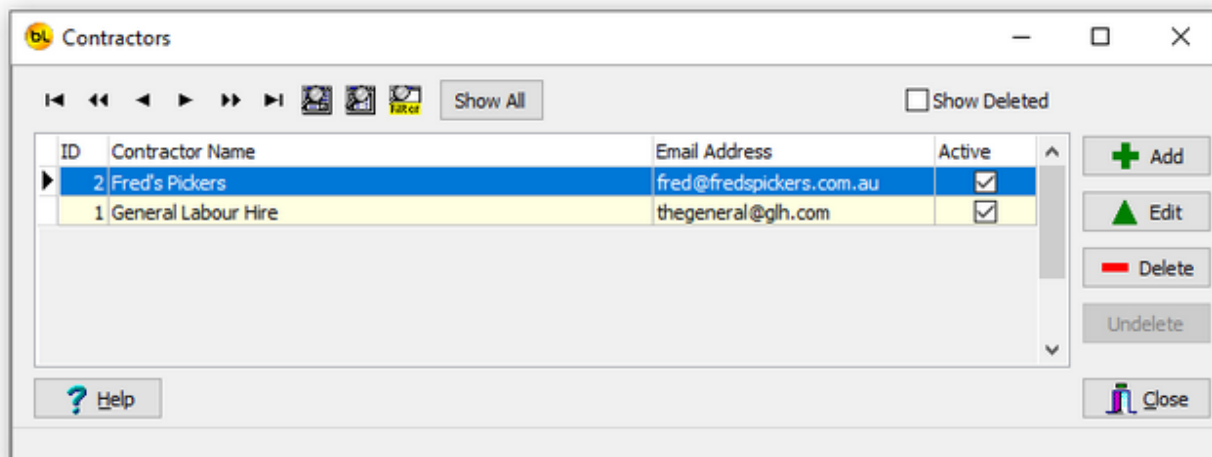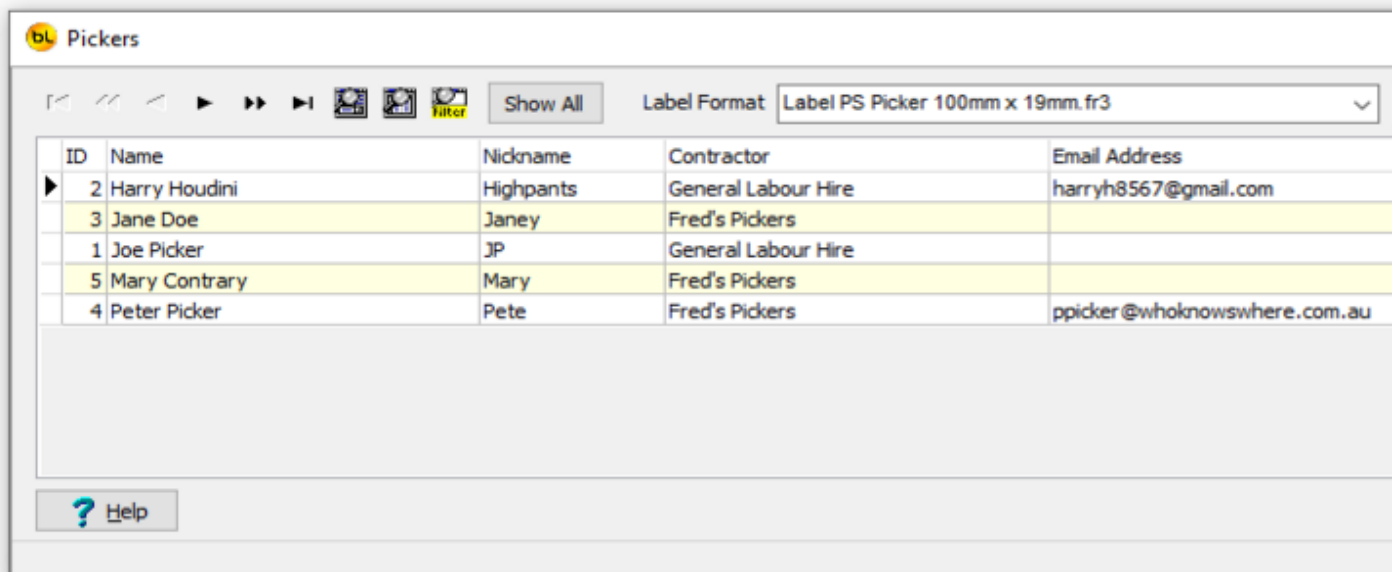
Pickers

This function displays the list of pickers in the database.

Each picker has these fields:
>ID a number which is allocated automatically and used internally by the system.
>Name
>Nickame
>Contractor (selected from the list of available Contractors)
>Email Address (used when emailing pdf's of picked reports by picker)
>Added The date and time the picker was added.

Add
>Click on this button to add a new picker.

Edit
>Click on this button (or double click an item in the grid) to edit the selected picker.
>*Note:* Do not edit the picker name so it becomes a different picker completely as historical data is recorded by the Picker ID which will make the old data meaningless.
>Really this function is here mainly to correct spelling.

Delete
>Click on this button to mark the picker as deleted and they will disappear from the list.
>It does not actually delete the picker as reporting on historical data may require it.
>If you delete a picker by accident, click on the Show Deleted box and the records marked as deleted will appear in grey. Click on one you want to undelete, then click on the Undelete Button.

Note: Do not re-use picker records by changing the name completely. If a picker is no longer required, use the Delete button, and use Add create a new picker record.

Print Labels for the Selected Pickers

>This function will allow you to print labels for one or more pickers to take and apply to

the boxes of produce they have picked.

To print labels for more than one picker at a time, you can select multiple pickers in the grid using the standard Windows Shift + Click or Ctrl + Click method.

The barcode number is 16 numeric digits and comprises of:

4 digits for the system number (as specified in Tools / Options)
4 digits for the picker ID
8 digits for the box number.

The barcode labels look similar to this:

Janey

1234000300000091

This example is for System Nb 1234, Picker ID 3 and Box Nb 91.
Also printed it the picker nickname. The label size and format can be changed if required.

The Box Number is unique within one installation of the PickScanPro system and is incremented each time labels are printed.
As long as the System number is unique (i.e. no two installations of PickScanPro have the same system number), then each label will be unique.

The label format used can be changed in the drop down list called Picker Label Format File in Options.

Poor Quality Reasons

These 'reasons' are used by the QA Check Function
When checking the quality of picked produce, if it is found to be of poor quality the operator can scan the picker barcode on the box and select one of these reasons explaining why the quality is poor.

Each reason has an Active flag. If a reason is inactive, it is disabled on the scanner.
Note: There can be no more than 9 active reasons.
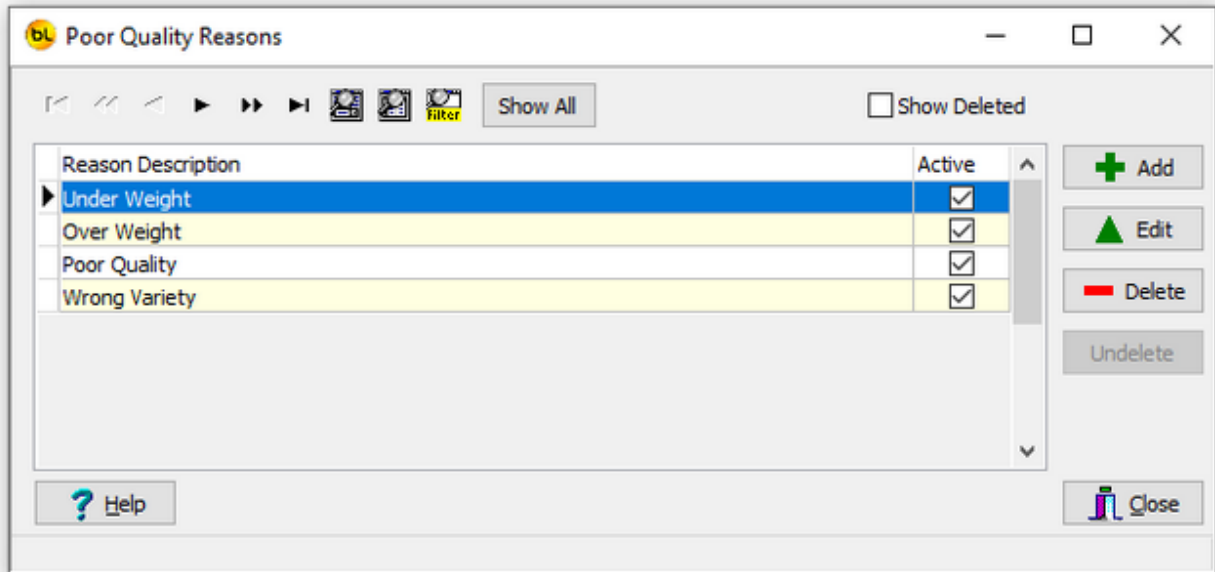
Sheds

If you are running PickScanPro in more than one location, you may need to print reports or labels in that location.
Here you can select which printers, and which picker label formats, to use in each location.

To enable this feature check Prompt for Shed before printing in the Printing Tab of Options.
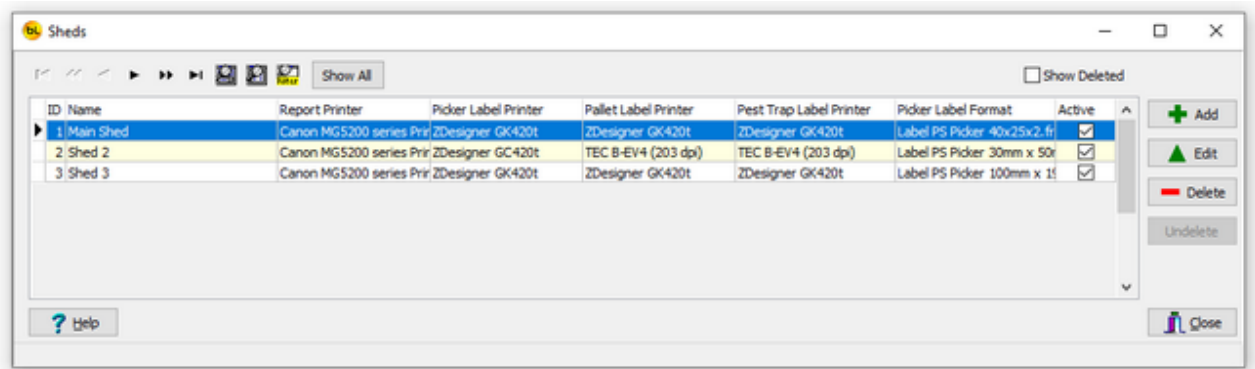
Suppliers

A list of suppliers who supply you with produce if not grown or packed on site.
Used by Stock In.
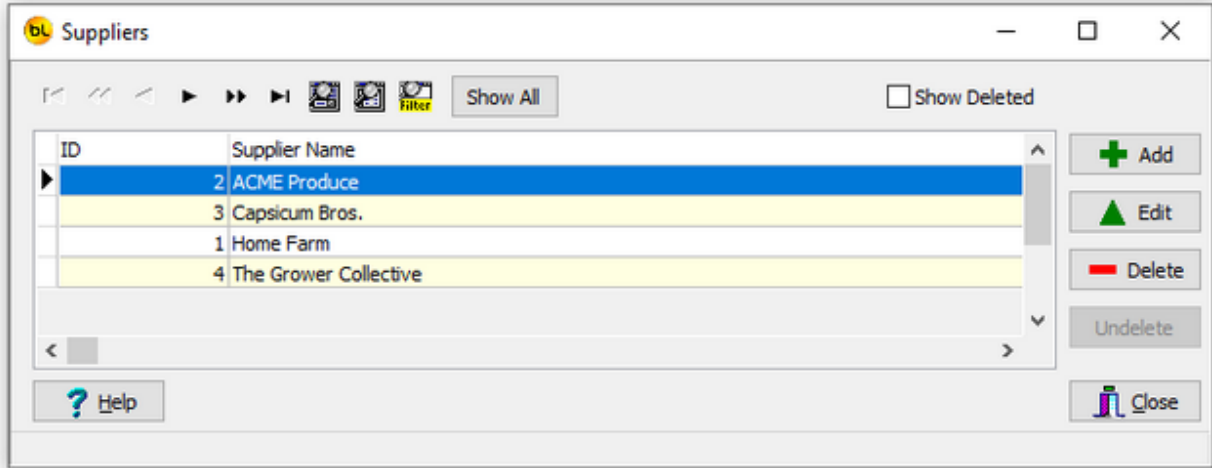
Vendors

A list of vendors who you supply produce to.
Used by [Stock Out](#).
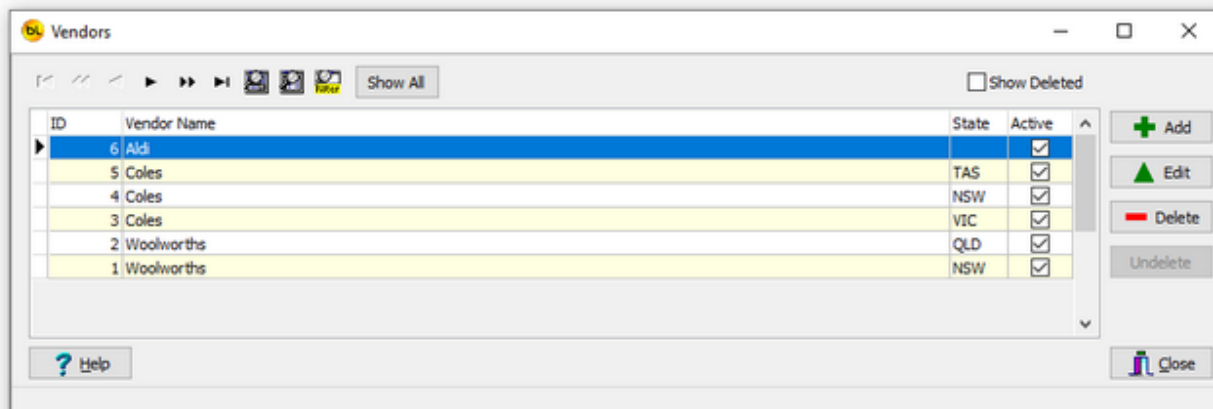
Transcript Companies

A list of transport companies used to transport produce.
Used by Stock Out.

The scanner can optionally prompt tto select a transport company when a new load is created.
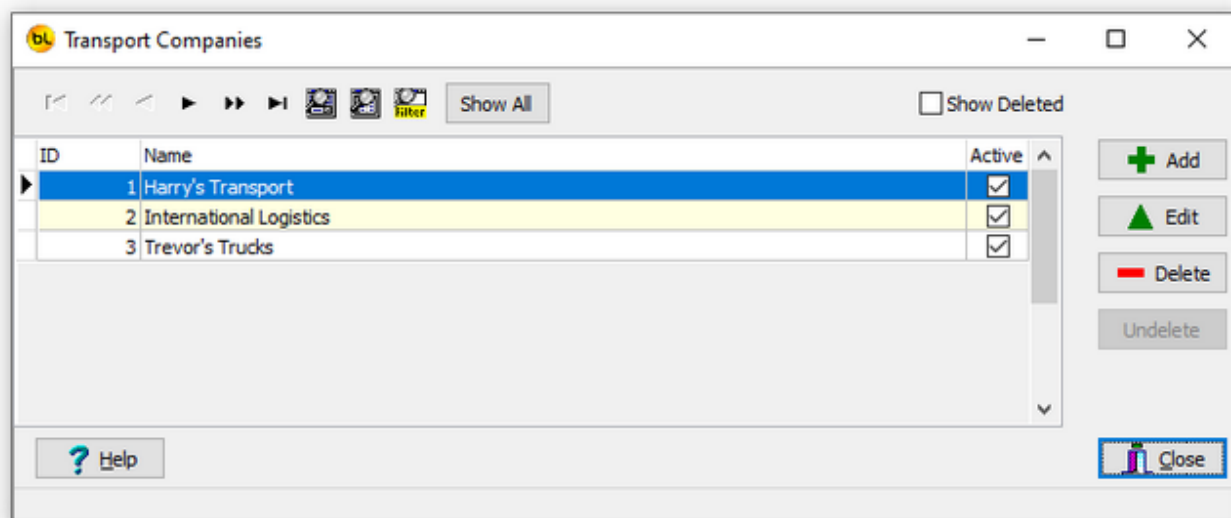
Growth Stages

Stages of growth of the fruit or vegetables.
This information is selected and recorded in the Spray Diary.
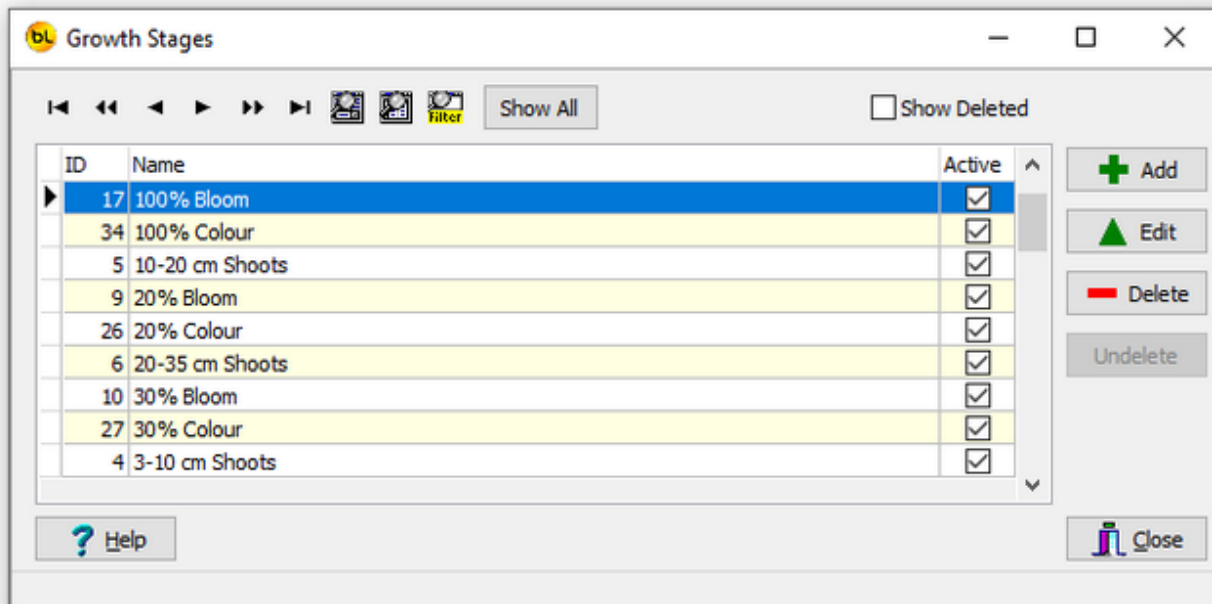
Chemical Suppliers

Suppliers of chemicals used for spraying.
This information is selected and recorded in the Chemical Manifest.
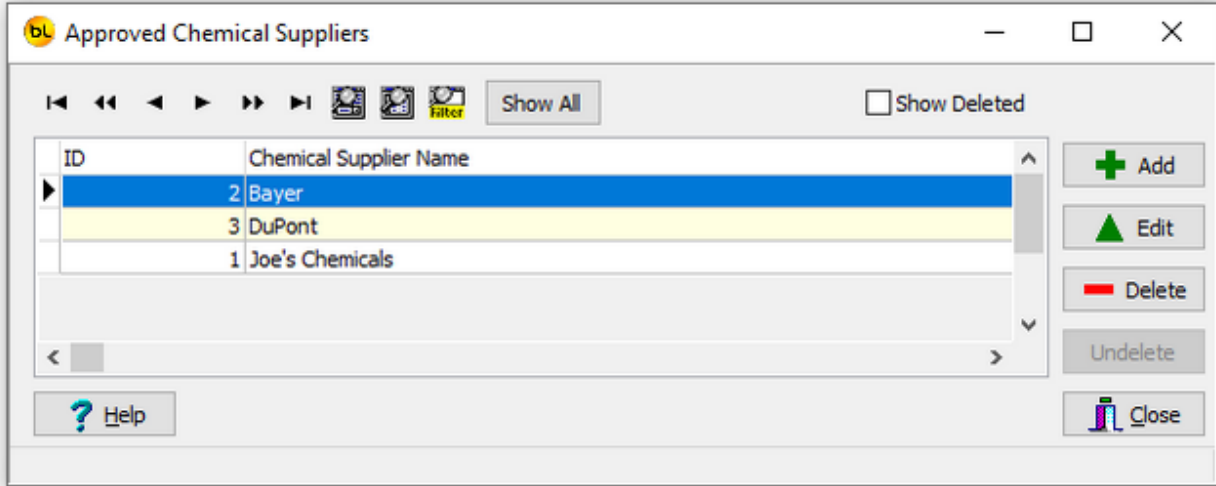
Chemicals

A list of chemicals.
Used in spraying. See [Chemical Manifest](#) and [Spray Diary Entry](#)
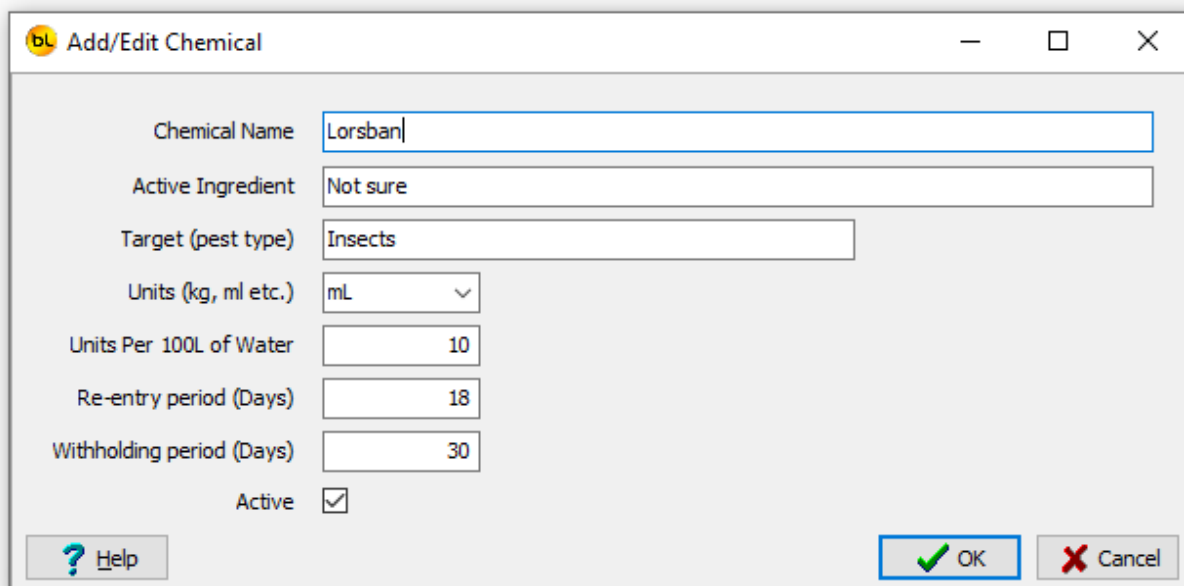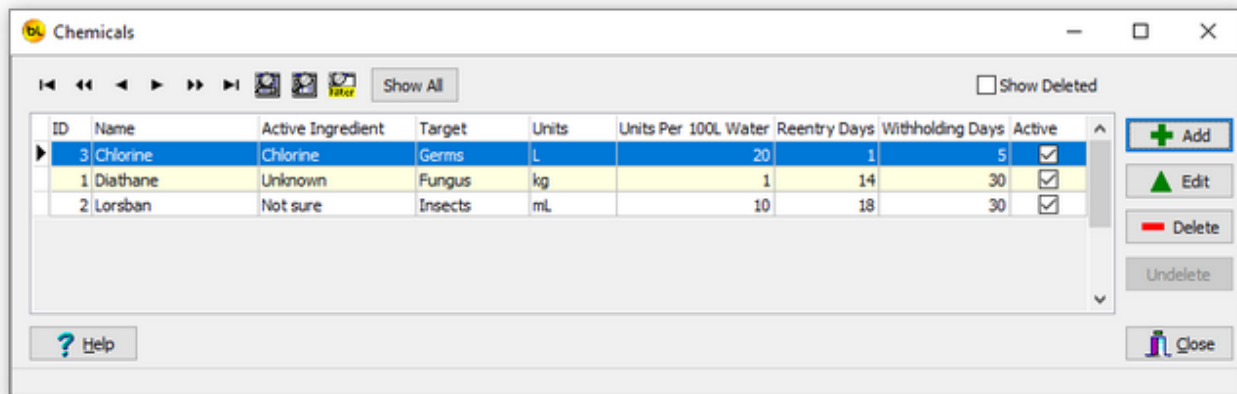
Spraying Equipment

Spraying equipment.
This information is selected and recorded in the Spray Diary.
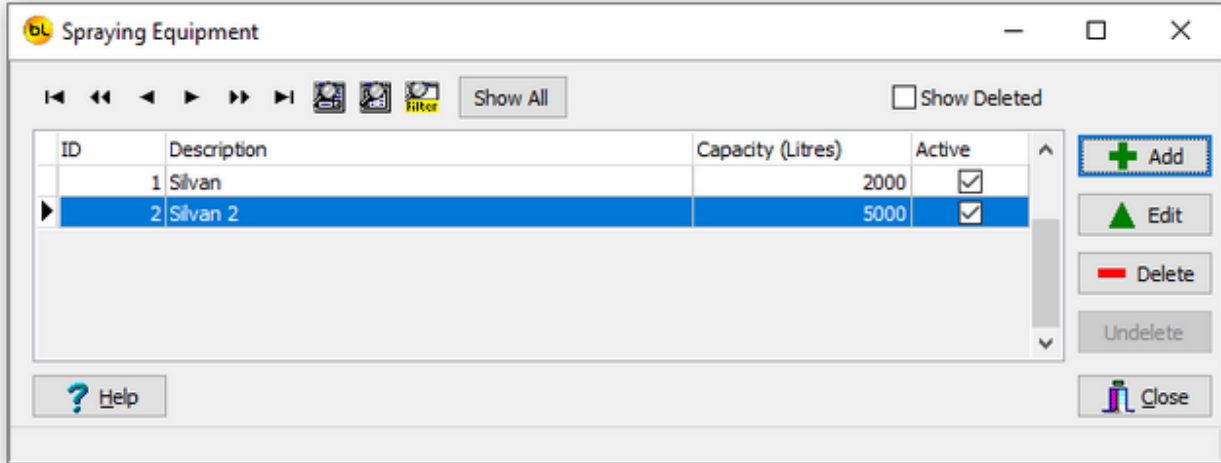
Tractors

Tractors used for spraying..
This information is selected and recorded in the Spray Diary.
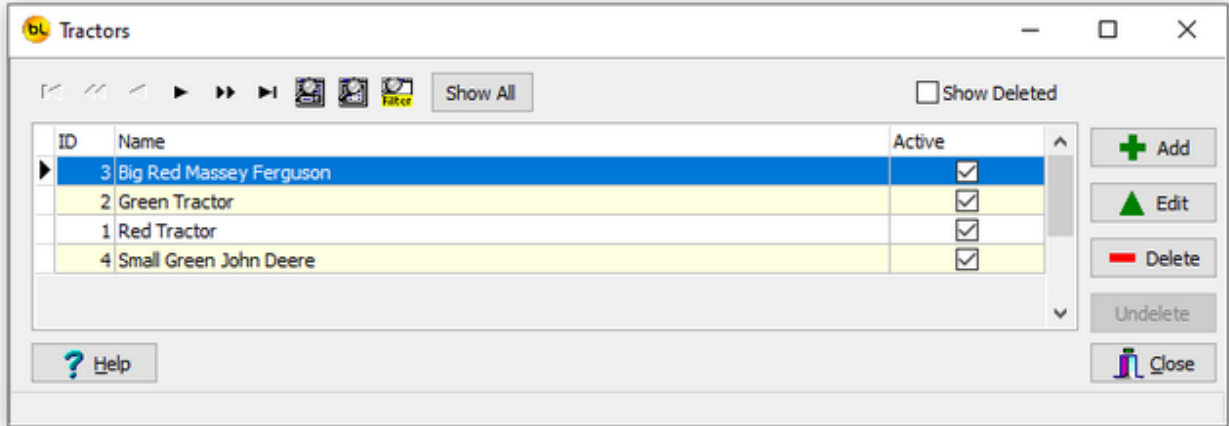
Check List Types

This function allows you to create checklists, with questions and answers.
Used in Checklist Entry

The top grid is a list of check lists.
Click on Add to create a new one and enter its name.
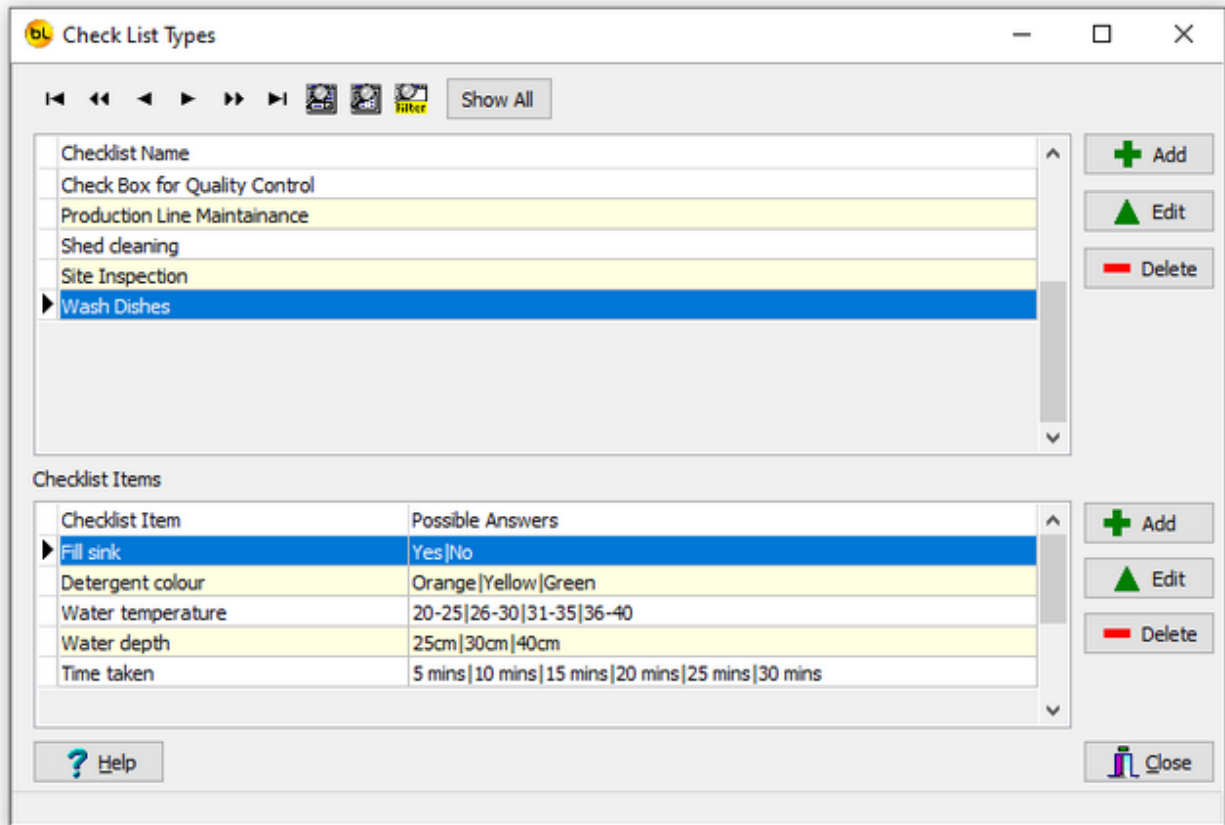
The bottom grid shows the items within the checklist selected at the top, and the possible answers.
If Possible Answers is left blank, the operator can type in any text or scan a barcode as the answer.
Click the bottom Add button to create a new item for the selected checklist and enter the item name and the possible answers.
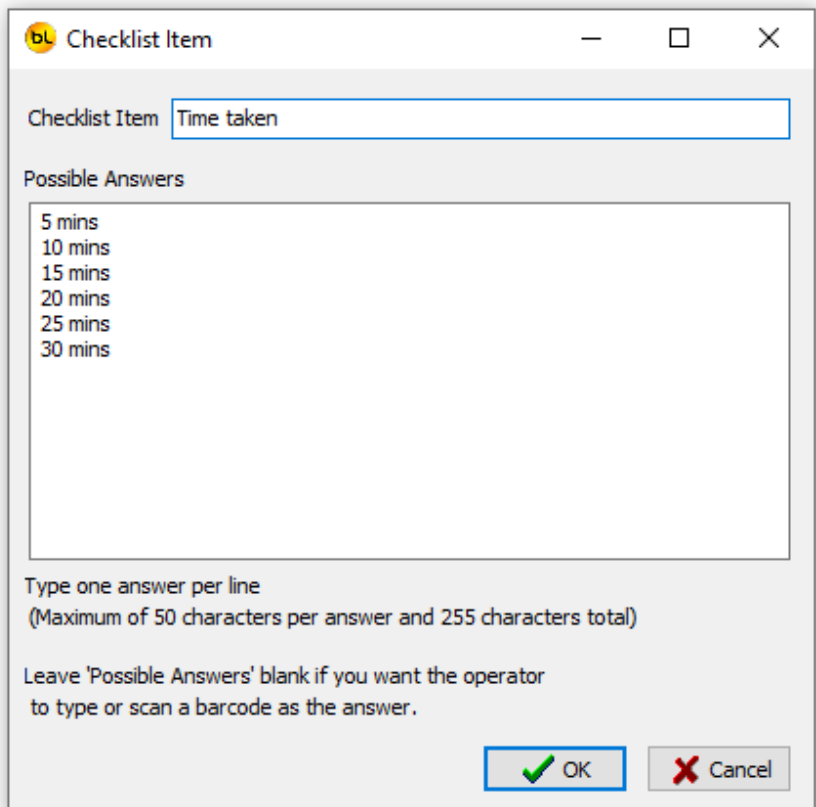
The Checklist function on the scanner allows you to select a checklist to go through.
It will ask each question in turn, and allow you to select one of the answers entered here.
The results are then uploaded to the PC for future reference.

Tasks

Tasks are used by the [Diary](#) function.
Tasks can be recorded against a block to show a historical record of which tasks were performed and when.

Click Add to enter new task and give it a name.
Three tasks (Picked, Sprayed and Pest Inspection) are required by the system and cannot be deleted.
These are automatically added to the diary.

ID	Name	Act...
6	Bunch Thinning	☑
3	Pest Inspection	☑
1	Picked	☑
4	Pruning	☑
5	Rolling On	☑
2	Sprayed	☑
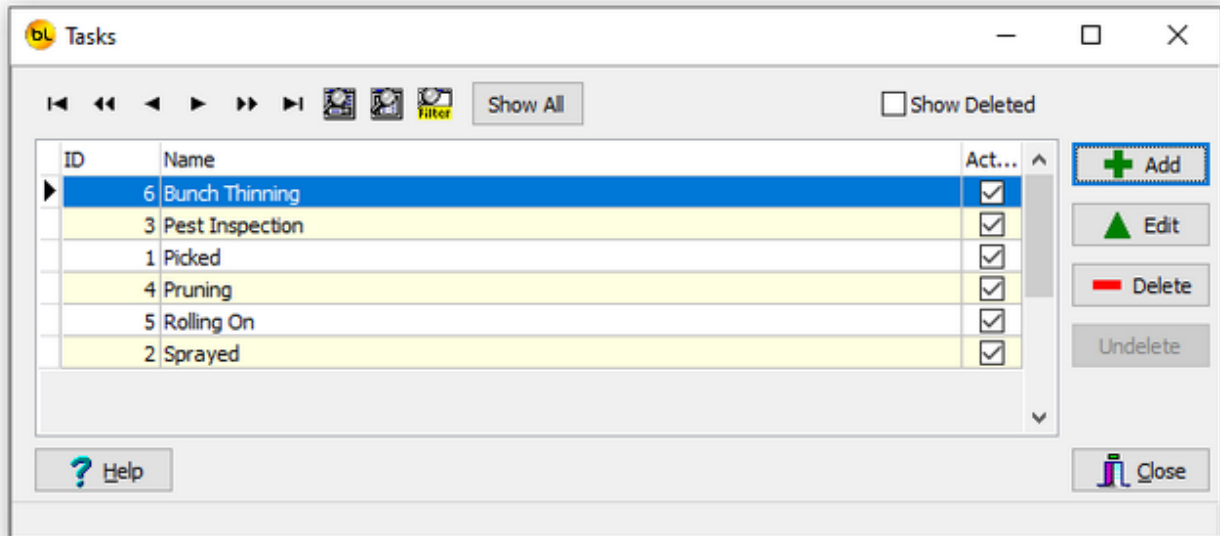
Approved Operators

A list of approved sprayer operators.
Required when using the spray diary. See Spray Diary Entry
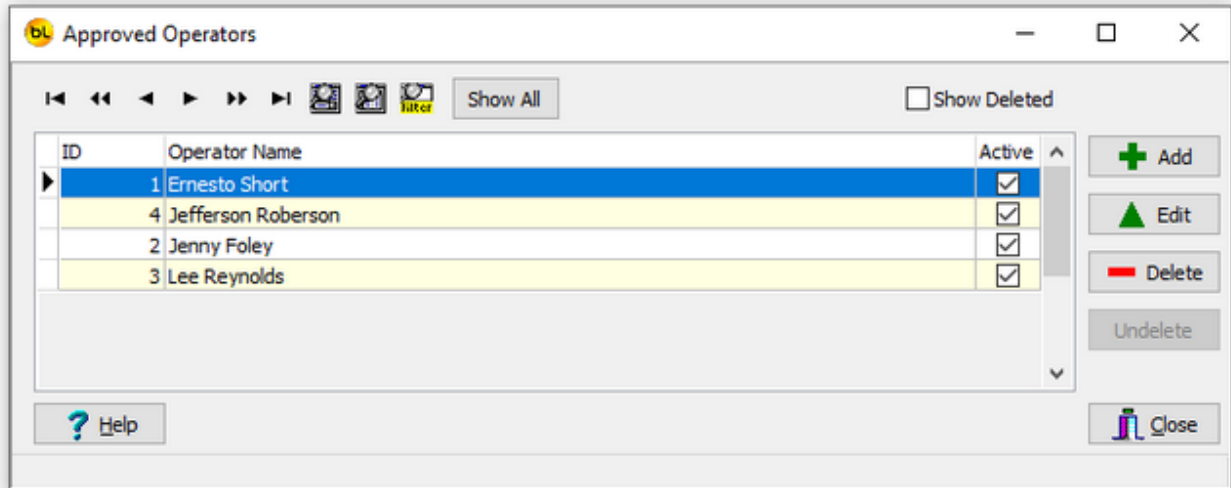
Using The Scanner

General Operation

1. Power

Although the Memor X3 scanner gets a little bit of charge through the USB cable when connected to the PC it is not enough to charge it fully or rapidly.
We recommend connecting the plug pack power supply whenever it is not in use.
The Memor uses some power even when it is switched off and will go flat in a couple of days - another reason to keep it on charge.

To use the Memor, it must be turned on, so let's start there:

After a short time, the PDT display backlight will turn off to save the display.
To turn the backlight back on, press the SCAN key.

After a longer period of time, the PDT will turn itself off completely. To turn it back on, press the power button on the left hand side.

2. The Keypad

The Windows CE based Memor PDT has a touch screen and a keypad.

The program has been written to allow the operator to use the keyboard for almost all operations. This allows the PDT to be used with one hand and without the need for a stylus.

The program can be operated using only these keys:

ESC - to go back a step or return to the previous screen (and eventually back to the main menu).

ENTER - to accept a number value that has been keyed in.

The alpha-numeric pad - for entering item codes and menu options

The Arrow Keys - to scroll through items or options followed by ENTER to select.

ALPHA - The ALPHA key changes the keypad from Numeric to Alpha mode and back.
When the ABC icon is shown, the meaning of the keys is shown by the orange letters written on the PDT keys.
When the 123 icon is shown, the meaning of the keys is shown by the white text written on the PDT keys.

If you need the yellow characters or functions printed on the PDT next to the keys, press the yellow key (bottom left).
If you need the blue characters or functions printed on the PDT next to the keys, press the blue key (bottom right).

Remember that the easiest way to enter data is to scan a barcode. If your barcode won't scan it may be damaged so print a new one.

To select a menu item, either use the Arrow Keys to scroll through the menus then press ENTER when the required item is highlighted, or just press the number key corresponding to the require item.

3. Dialogs

Whenever a dialog box appears with a question or error message, use the Arrow Keys to select which option you want (if there is an option) and press Enter to select and close the dialog.

Main Menu

The main menu gives access to the following functions (click on the link for details)
Scan Labels (picker labels on produce picked)
QA Check
Stock Out
Pest Diary
Checklist
Send/Receive (Data via FTP if enabled).
System (Options and configuration functions)

The green bar at the bottom of the screen displays the charge currently in the battery.

We will look at the System Functions first as options can be set that affect the data collection (Scan Labels) function.

NOTE:
The scanner should be at this main menu whenever you are sending or receiving data to or from the scanner if not, a message similar to this will be displayed on the PC:

System Functions

System Menu ☒	
1	Options
2	Set Clock
3	Delete All Data
4	Configure Wi-Fi
5	Check FTP
6	Update Program
7	About
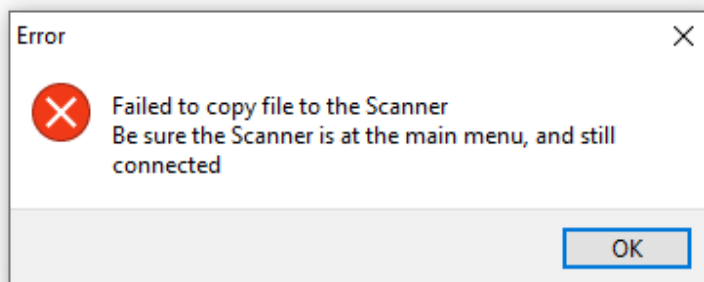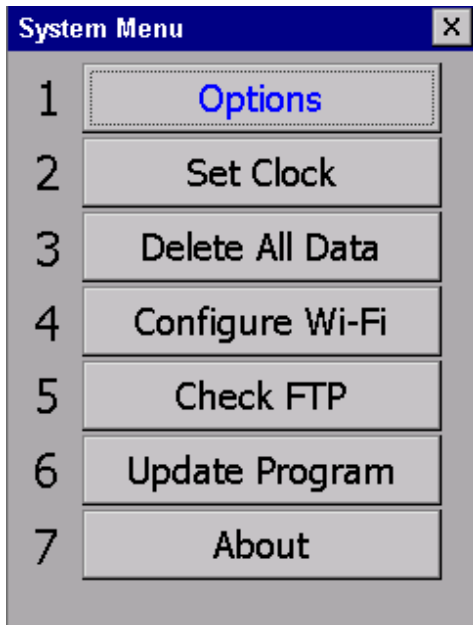
1. Options

See Scanner Options.

2. Set Clock

If the clock is badly wrong (i.e. the date is before 2019), it will prompt you to set the clock when you try to use the main function.
The clock is also set to the system clock of the PC whenever the Send Data to Scanner function is run.
If you feel a need to set it any other time, you may use this function.

3. Delete Data

Use this function to delete any data currently held in the scanner.
If you are starting a new day and are not sure if any old scan data is left in it, use this to be certain.
You will be prompted twice to confirm that this is what you really want to do.

4. Configure Wi-Fi

Data can be transferred between the scanner and PC using either a USB cabled connection or Wi-Fi using FTP (File Transfer Protocol).
If using FTP to transfer data you can use this function to connect to a Wi-Fi network or check the connection status and signal strength.

5. Check FTP

If using FTP to transfer data, you can use this function to check that you can successfully connect to your FTP server.

6. Update Program

If using FTP to transfer data, and the scanner is remote from the PC, you can use this function to update the scanner software from your FTP server.

7. About

This option shows the software and hardware version information.
Press ESC to return to the System Menu.

Scanner Options

These options affect how the scanner operates.
The password to access Options is 2007.

There are three tabs of options.

General
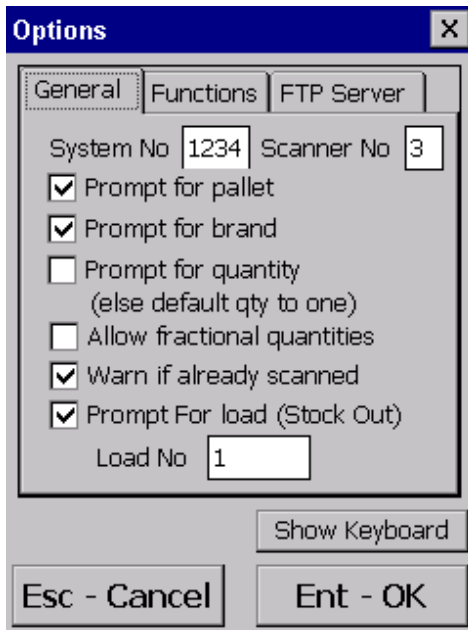
System Number

This system number *must match the system number* of the PC program (see Setup Options), or you will not be able to scan the barcodes printed from the system.

Prompt for Pallet

This option *must match the Enable Pallet Functions option* of the PC program (see Setup Options).
If loading units onto a particular pallet, you should check this box then you will be prompted to scan the pallet barcode before you start scanning units.

Prompt for quantity

If each barcode represents a quantity of one (for example the unit of the variety is 'Box' and the Unit Price is by Box), then leave this unchecked.
If the picker is paid by weight (e.g. the unit is Kg), then the box would be scanned then weighed and the weight entered as the quantity. In this case, this box should be checked.

Allow Fractional Quantities

This is only relevant if Prompt for quantity is checked. It allows fractions of a unit quantity to be entered.

Warn if already scanned

      If you scan the same barcode twice, the scanner will warn you if this is checked.
      It does not matter much as the second scan will be rejected when the data is uploaded
to the PC anyway. It will however affect the scan count displayed on the scanner.
      We suggest leaving this checked.

Prompt for Load
      When scanning pallets for an order (stock out) you will be asked if this is a new load.
See Stock Out Entry on Scanner for details.

Load Number
      The load number is incremented each time a new load is selected in Stock Out. This
should not need to be changed but is here in case a scanner needs to be replaced.

<u>Functions</u>
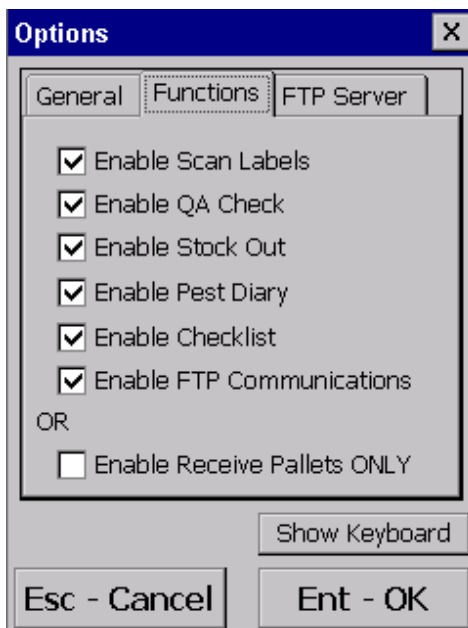
Each of the functions on the scanner can be disabled if they are not used.
This is just to stop them being used accidentally and avoid confusion.

Note that Enable Receive Pallets ONLY will disable all the other functions.

FTP Server

Options

General | Functions | FTP Server

Hostname ftp.myftpserver.com

Port 21

Username Anonymous

Password

Server Path \PickScanPro

Show Keyboard

Esc - Cancel   Ent - OK
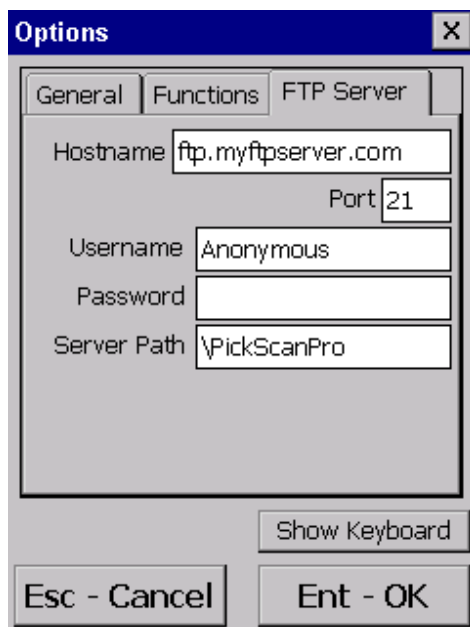
For remote sites, away from the main PickScanPro PC, it is possible to transfer data via FTP.
Enter the address, username and password of your FTP server here.
From the System menu, select Check FTP to be sure you can log on to it successfully.

How to Cold Boot a Scanner

A cold boot is a hardware reset of the scanner. It should only be done after installing new software or if some problem has occurred with the scanner and only after all other possible solutions have been attempted.
If you need to do it, we would be interested to know why, and if it solved the problem.

Before doing a cold boot, make sure the scanner program is displaying it's main menu, this should eliminate any chance of data being lost.
A cold boot is performed by pressing a series of keys on the scanner.

Datalogic Memor

On the Datalogic Memor, press the down vertically on the Joystick (like a button), press the ESC key, then the POWER button on the side simultaneously, the screen should go blank.
Release all the buttons.
After pressing these keys it may take up to a minute for the scanner to return to the main menu. Be patient and do not press any other keys until the main menu is displayed.

Datalogic Memor X3

On the Datalogic Memor X3, press the ENT and ESC keys simultaneously, then while holding both those, press the POWER button (top left above the screen), the screen should go blank.
Release all the buttons.

After pressing these keys it may take up to a minute for the scanner to return to the main menu. Be patient and do not press any other keys until the main menu is displayed.

Datalogic Skorpio X3

1. Turn off the Skorpio X3 by pressing the ON/OFF Power button.
2. Pull the battery latch down and remove the battery pack.
3. Simultaneously press the SCAN key and the Reset button in the battery compartment.
4. Insert the battery pack.
5. Turn on the Skorpio X3 by pressing the ON/OFF Power button.

Picking

Pickers and Picker Labels

The main function of PickScan Pro is to record how many boxes of produce have been picked, by whom, where what and when.

The process starts by adding Contractors and Pickers to the database from the Setup menu. Before the picked produce can be recorded, you must also have set up the Units, Varieties, Blocks and optionally Brands, SO2 and Liners also from the Setup menu.

From the Pickers and Picker Labels window you can print any number of labels for each picker, either on a dedicated label printer or A4 sheets of Avery type labels.
Select one or more pickers and click on Print Labels for Selected Pickers.
The default printer and label format is configured in Options.
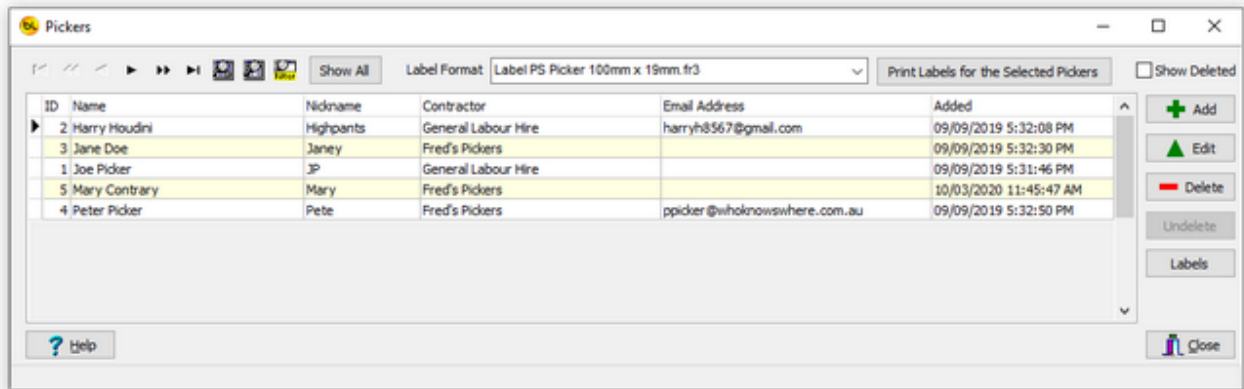
Pickers will apply one of their own unique labels to each box of produce picked.
The number of labels printed (not necessarily used) for each picker is recorded and can be used to detect wastage.
Click on the Labels button to see when, and how many, labels were printed.

The next step is to Send Data to Scanner before you can start scanning.

Send Data To Scanner

Before scanning for the day, it is important to have up to date picker, block, unit other information in the scanner.
First make sure that only blocks that are to be picked today are enabled in Blocks. This will reduce the chance of the wrong block being selected.
Then send the data to the scanner.

To copy the data, the scanner must be connected to the PC.
Place the scanner in its cradle or connect it with the USB cable.
The scanner should connect to the PC and the Windows Mobile Device Center window will pop up. Just close or ignore it (there is no need to sync or create partnership etc.).

The scanner 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 Send Data to Scanner button on the main screen of the PC.

The data will be reformatted for the scanner then copied to it.

When complete, it will let you know ..
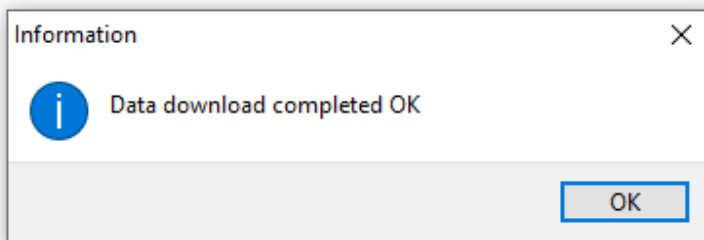
The scanner is now ready for use.
See Scan Labels for details of the data collection process, then Receive Picker Data From Scanner for how to update the database with this information.

Scan Picker Labels

Select Option 1, Scan Labels, from the Main Menu on the scanner.

Before scanning labels, you will be asked to select a block.
This is the block that the boxes of picked product came from.
It will first prompt for the Block ID, defaulting to the last one selected:

Block ☒

Enter Block ID:

3

F1 - Select From List

Continue?

Esc - No	Ent - Yes
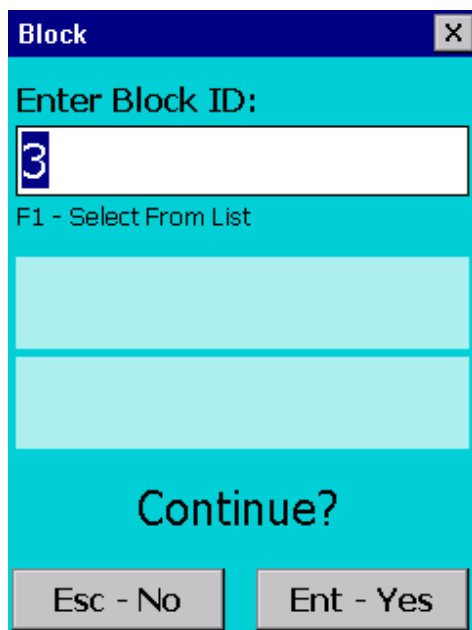
Here you can do one of 4 things:

1. You can press ENTER to select the current one.
2. Type in a new Block ID and press ENTER.
3. Scan a barcode containing the Block ID.

The block name will be displayed, and you will be prompted to confirm:
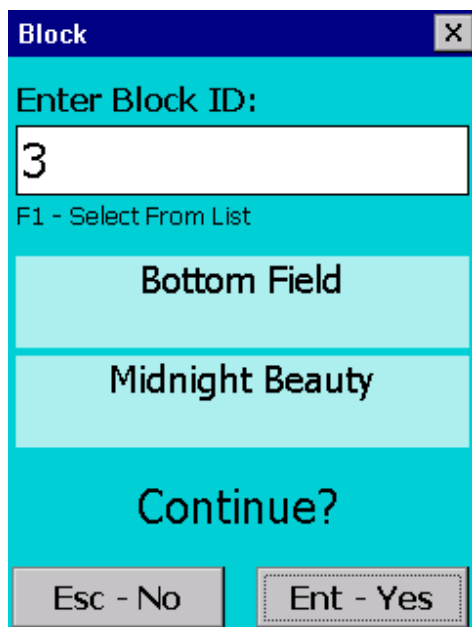
Press ENTER to confirm your selection or ESC to try again.

Or

4. Press F1 and a list of active Blocks will be displayed:

Use the joystick (or arrow keys) to select the block and press ENTER.

You will then be prompted to select the Unit (or Pack Type) being scanned.

You can now either:
1. Type in a new Unit ID, if you know it, and press ENTER,
2. Scan a barcode containing the Unit ID.

The unit name will be displayed, and you will be prompted to confirm:

Press ENTER to confirm your selection or ESC to try again.

Or

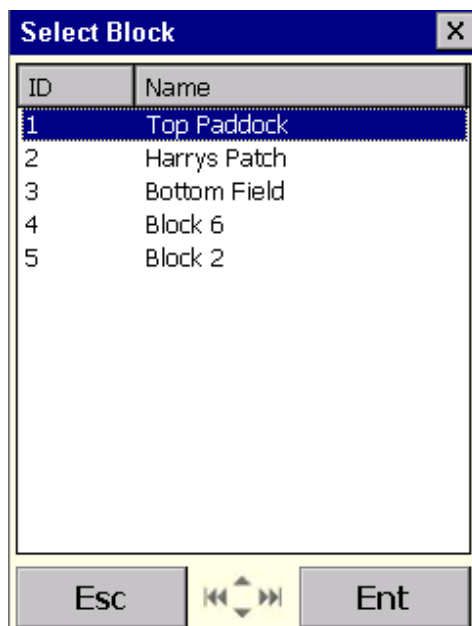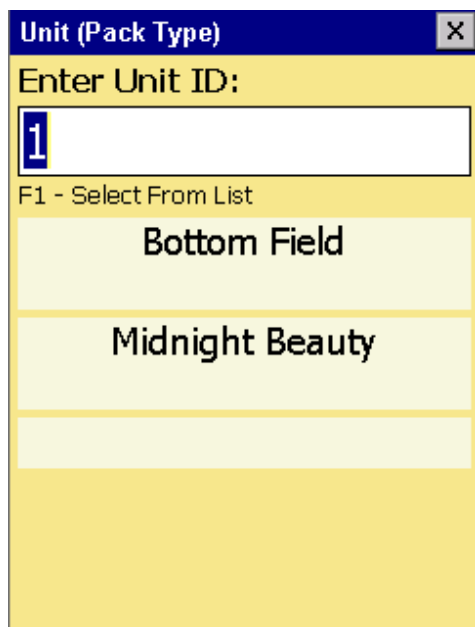3. Press F1 and a list of active units (pack types) that are valid for the variety on the selected block will be displayed:
In this example there are three valid units for Shiraz that have been allocated in Varieties.
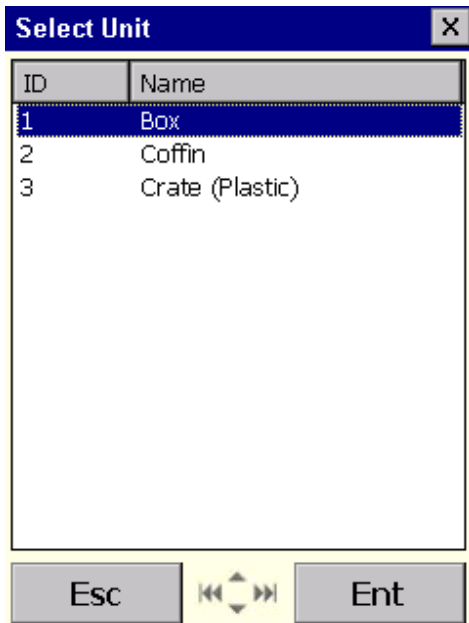
Use the joystick (or arrow keys) to select the unit and press ENTER.

If you have Prompt for Brand checked in Options, it will ask you to type in a Brand ID number or press F1 to select a brand from the list.

Now if you have Prompt for Pallet checked in Options, it will ask you to scan the barcode on the pallet you are loading.
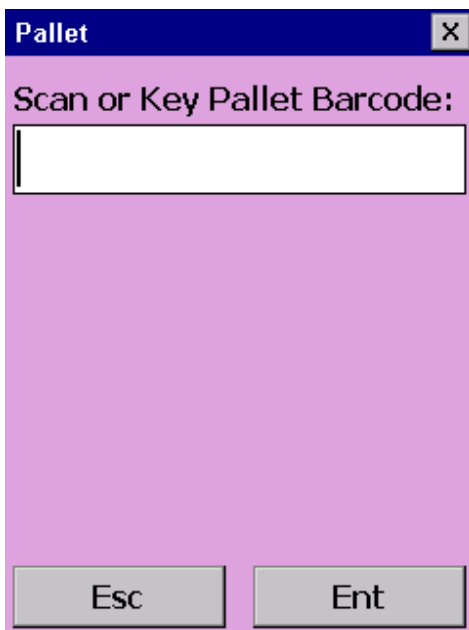
Scan the pallet barcode and it will be validated. It must contain the same system number as in Options and be 12 characters long.
All box barcodes scanned after this will be allocated to this pallet.
If it does not scan you can manually type it and press ENTER.
Press ESC to return to the main menu.

Now you will be prompted to scan the box barcodes:
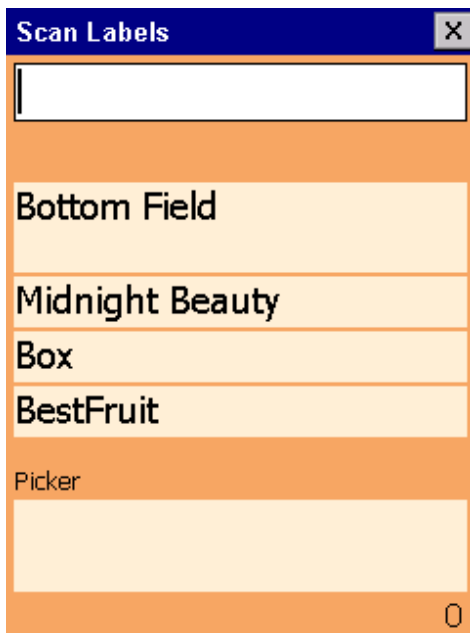
The selected block, its variety and the unit, and optionally brand is displayed.
After a barcode is scanned, the picker name is also displayed.
The number of labels scanned is displayed at bottom right.
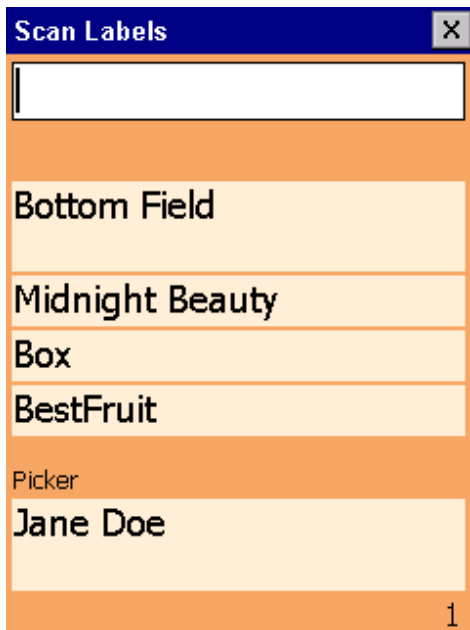
Errors will be displayed if:
     The barcode is the wrong length.
     The System number in the barcode is different from the System number in Options.
     The Picker ID from the barcode is not on file in the scanner.

If the Prompt for quantity box was checked in Options, then after scanning a barcode, you would be prompted to type in a quantity and Press ENTER:
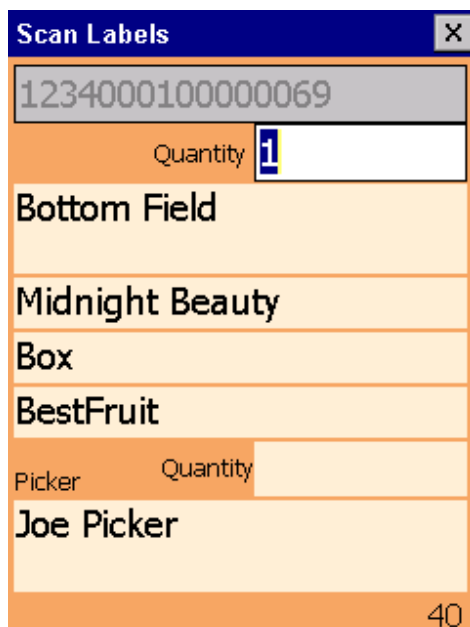
If **Prompt for Pallet** is checked in Options, pressing ESC will take you back to the pallet prompt for the next pallet (leaving the block unchanged).
Press ESC again to return the the Main Menu and select Scan Labels again to change Block.

If **Prompt for Pallet** is not checked pressing ESC will return the the Main Menu. Select Scan Labels again to change Block.

At any time, you can return to the main menu, select the same or a different block, and if pallet functions are enabled, scan the same or a different pallet barcode.

QA Check

This function is used to record packed produce that is of poor quality.
The picker barcode on the container is scanned, then a reason for the poor quality is selected from a list.

When the QA Check option is selected from the main menu, this window is displayed:
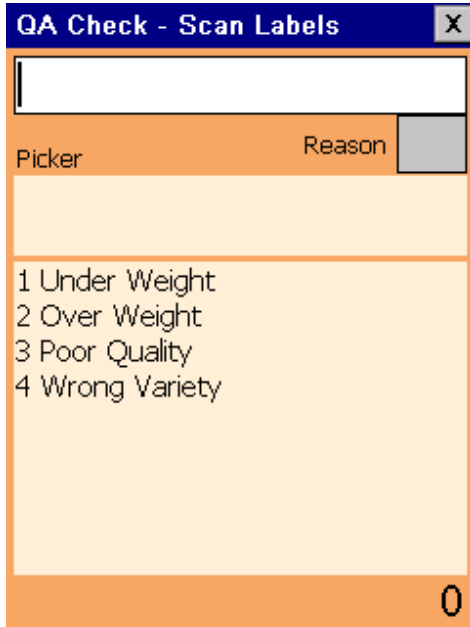
The list reasons displayed are from the Poor Quality Reasons list in the database on the PC, and is downloaded to the scanner when Send Data to Scanner is selected.

If a unit of produce is of poor quality for some reason, scan the picker barcode.
The picker name will be displayed and you will then be prompted to enter a reason number.
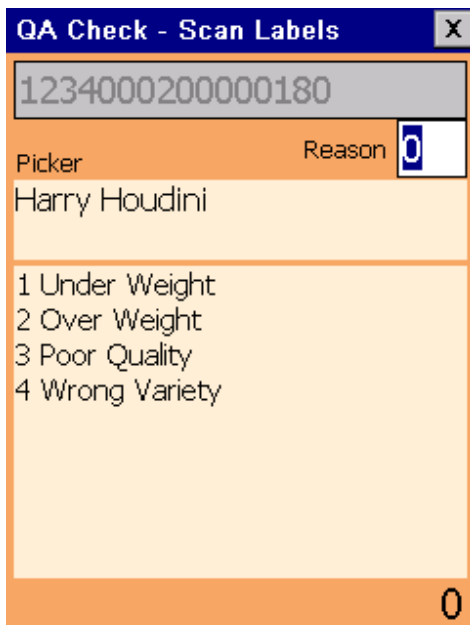
Using the keypad on the scanner, enter the number corresponding to the required reason in the list.
There is no need to press ENT as it only accepts one digit.

When the next barcode is scanned, the reason number will default to the last one entered, so you can press ENT to accept it, or enter another reason number.
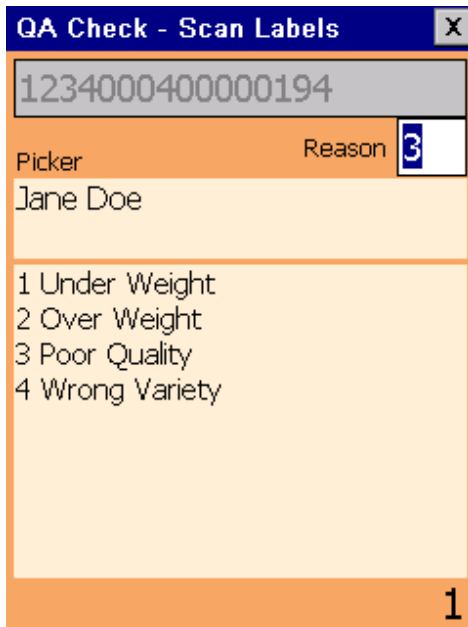
When finished, press ESC to return to the main menu.
To upload the data to the PC, select Receive Pick Data from Scanner in the PC program.

The poor quality reason and the date/time it was scanned will be displayed in the View Pick Data grid.
The number of poor quality units recorded against each picker will be displayed on the picker report.

Receive Picker Data From Scanner

When Label Scanning is complete, this function loads the data from the scanner to the PC and updates the database.

Data can be transferred either via FTP or more commonly via the USB cable.

If using FTP:
        Select Send/Receive from the Main Menu on the scanner.
        Select Receive Data from FTP Server from the FTP menu on the PC.

If using USB:
        The scanner must be connected to the PC. Place the scanner in its cradle or connect it with the USB cable.
        The scanner should connect to the PC.
        If using Windows, the Windows Mobile Device Center window will pop up. Just close or ignore it (there is no need to sync or create partnership etc.).

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

        When connected, click on the Receive Pick Data From Scanner button on Picking Menu of the PC.

If data is found in the scanner, it will be copied to the PC and processed.
There may be Pick Data (from the Scan Labels function) or QA Check data or both.

The data is then imported into the local database.
A brief report will show any errors or duplications.
Duplicate barcodes (i.e. the same barcode scanned twice) will be rejected.

When complete, it will let you know ..
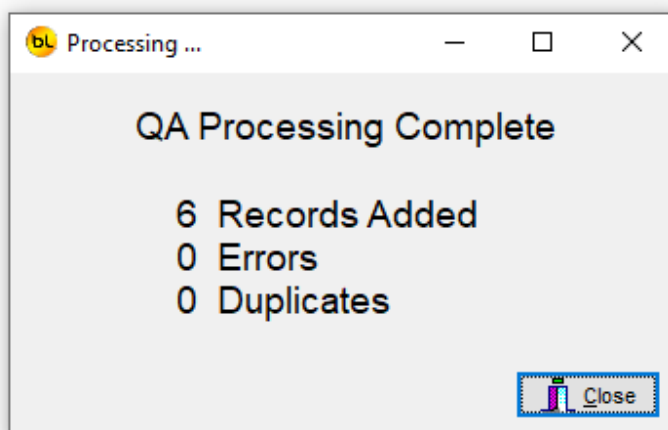
There should not be any errors, so if there are, please let your supplier know so we can find out why.

After the scanned barcode data has transferred successfully, it is deleted from the scanner.

The picker, variety, unit, brand, reason and other lists are not deleted.

NB: The Unit price stored in the Produce Picked table in the database is set at the time the data is uploaded from the scanner so it is important that it is correct before uploading. Changing the price for a unit (in Units) after uploading the data will not change the values in the Produce Picked Data, otherwise it would change it for all previous produce picked for the particular unit.
If the price was incorrect, you can change this using Edit Price by Block, Unit and Date after upload from the Produce Picked Data window, although it is best to have it correct in the first place.

NB: Clicking the Receive All button will transfer all data from all functions from the scanner to the PC and process it.

View or Edit Produce Picked Data

This function displays the produce picked and QA check data after it has been received from the scanner, one record per picker barcode.
It should not need to be used, but is here in case errors have been made that need to be corrected or picking data manually added.
Changing this data will affect the [Reports](#).

The Refresh button, will refire the query to make sure the data on screen is up to date.
If the data had been filtered using the Filter button, all filters will be removed.

Add

The Add button allows to you add one pick record by selecting the picker, block, unit, brand and entering the quantity:
(click on the button with the hand to select).
NB Only a unit that is valid for the current variety can be selected.
NB The price will be set to the current price for the unit selected.

Edit

The Edit button allows you to change the block, quantity, unit or unit price of the currently selected record (one record only).
NB Any unit can be selected whether it is valid for the current variety or not.
NB The price will not automatically change if you change the unit, if necessary, it should be changed manually.

Note that you can't change the picker as it was their barcode that was scanned.
If you need to change picker, Delete the record and add a new one.

Delete

The Delete button will delete the selected records (one or more). To select more than one record, hold down the Shift button and click to select a range or records, or Ctrl and click to select individual records.
The selected records will be displayed in blue.
Click on Delete and after you have confirmed twice, they will be deleted.
NOTE: Deleting pick data records cannot be undone, once deleted they are gone for good.
NOTE: If you use the filter after selecting records to be deleted, some may be hidden, but will still be deleted if Delete is pressed.

Edit Block, Unit and Brand for Selected Records

The Edit Block, Unit and Brand for Selected Records button allows you to change the block, unit and brand for all the records currently selected (highlighted in blue) in the grid. Use the standard Windows method of Shift + Click or Ctrl + Click to select multiple records. This function be useful if the block or unit were incorrectly entered on the scanner.

Select the required records, and click on the button.
A window will appear allowing you to select the new block and unit.
NB Only a unit that is valid for the current variety can be selected.
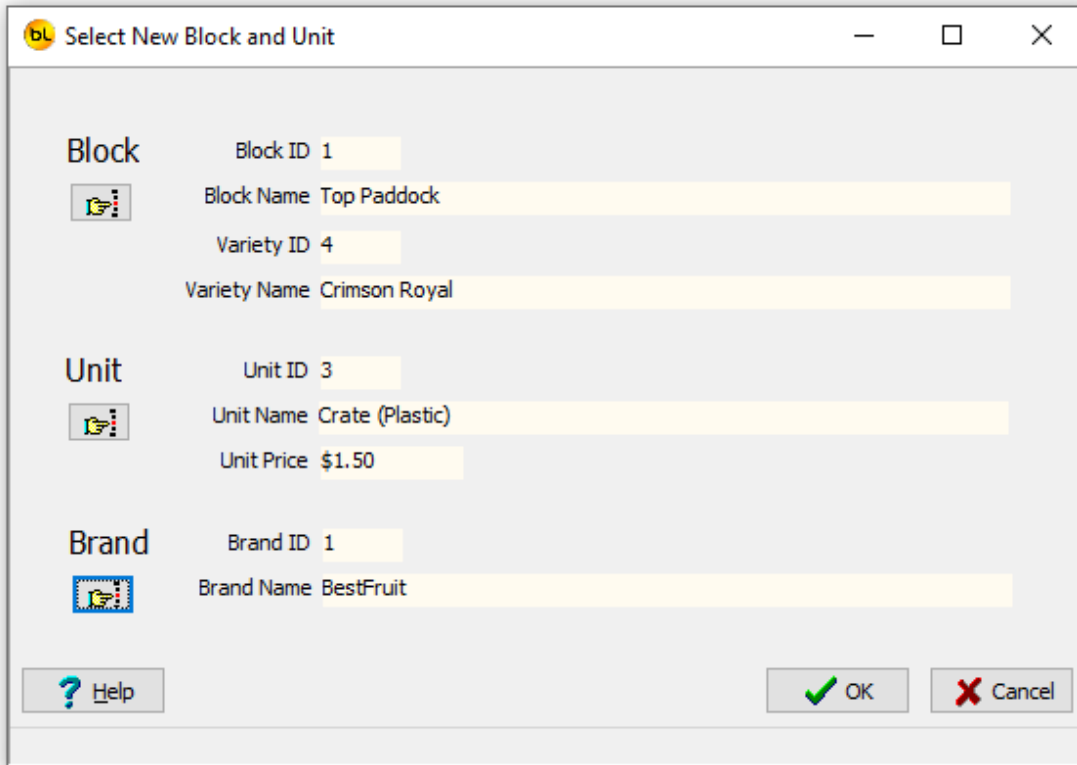
When you click ok, it will tell you how many records it is about to change and give you the option to change your mind.
All the selected records will now have the new block, variety, unit and unit price.

Edit Price by Block, Unit and Date

The Edit Price by Block, Unit and Date button allows you to change the unit price for a batch of records.
This may be useful if the price for a unit was incorrect when the picking data was uploaded from the scanner.

A window will appear allowing you to select the date range (defaulting to the current day), block, unit and enter a new price:

When you click ok, it will tell you how many records it is about to change and give you the option to change your mind.

Edit Pallet for Selected Records

Use this to change the pallet number for a batch of records.
This may be useful to effectively 'move' units from one pallet to another.

After Deleting or editing records, the grid will be refreshed and any filters removed See Refresh, above.

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Contractor Fee and Bonus

This function enables, optionally, fees and bonuses to be paid to contractors based on the quantity of produce picked.
Either, neither or both may be used. They are independent of each other.

Contractor Fee

The contractor fee is a percentage of the Picking Price per unit (see Units).
The percentage may be different for each contractor and is set in Contractors.
The contractor fee percentage value must be set before the produce is picked (labels scanned) as the fee is recorded against each unit picked as it is processed and cannot be changed afterwards.

The fee to be paid is the total picking unit price for the date range selected multiplied by the contractor fee percentage.
The value is displayed by clicking on the Bonus / Fee Report button.
See the example report below.

Contractor Bonus

The contractor bonus is a $ value per unit picked.
This can be applied for a date range by clicking on the Apply Bonus button. You will be prompted to enter a $ value. e.g. 0.05 for 5 cents or 1.5 for $1.50
The record for each unit picked for the selected contractor and between the selected dates will be updated with with this value.

The bonus must be applied before printing the report.
The total bonus value is displayed by clicking on the Bonus / Fee Report button.
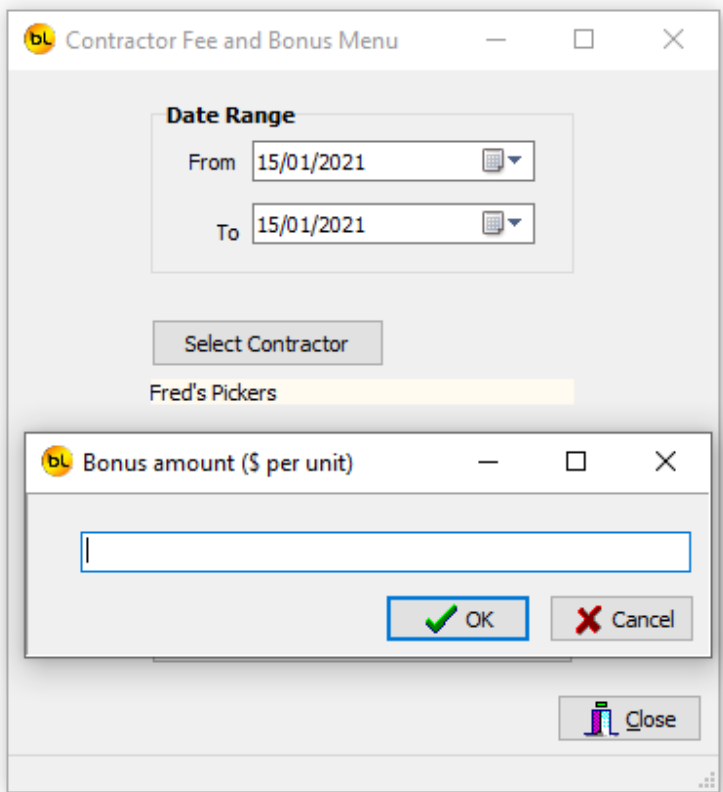See the example report below.
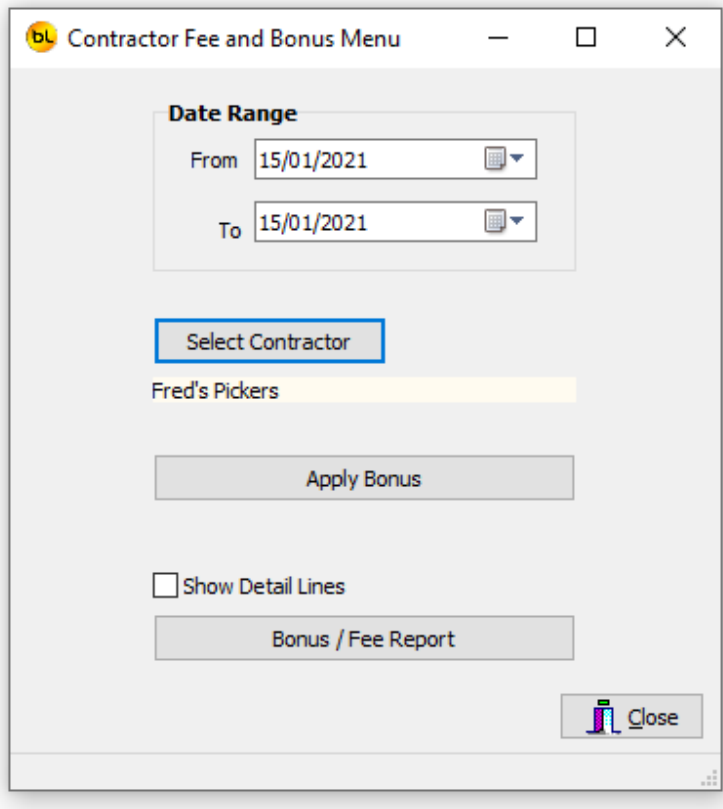
Note that the start and end dates default to the current day and are inclusive.
Select the data range required and a contractor.
If applying a bonus, click on Apply Bonus. You will be prompted to enter a dollar value:

Click on OK, and the bonus will be applied to all picked units for all varieties for the selected contractor and date range.

To view the Fee and Bonus totals for the contractor selected and date range, click on the Bonus / Fee Report button.

Contractor Fee and Bonus Report   From: 15/01/2019 To: 15/01/2020

Contractor   General Labour Hire

System Nb	1234	Old MacDonald					
			Unit Price	Unit Qty	Ext Price	Fee	Bonus
Crimson Royal							
		Coffin Total		82	$196.80	$29.52	$41.00
		Variety Total		82	$196.80	$29.52	$41.00
Green Seedless							
		Box Total		3	$3.69	$0.55	$0.75
		Coffin Total		2	$4.80	$0.72	$0.00
		Variety Total		5	$8.49	$1.27	$0.75
Midnight Beauty							
		Box Total		15	$18.45	$2.77	$7.00
		Crate (Plastic) Total		5	$7.50	$1.13	$2.50
		Variety Total		20	$25.95	$3.89	$9.50
Grand Total				107	$231.24	$34.69	$51.25

The report shows the unit picking price, quantity (usually 1), extended price and the contractor fee and/or bonus.
Totals are displayed by variety.

Pallets

Pallets

PickScanPro maintains a list of pallets containing units of produce.
Pallet records are created in the system when pallet labels are printed.
Each pallet is allocated a unique number.

The pallets may be either loaded with units as the produce is picked, some time later or pallets may already be loaded when delivered.
Select the appropriate Pallet Label Function Option in Options depending on how you organisation operates.
The option selected also affects how stock levels are maintained.

Pallet Option 1 - Print pallet labels before scanning units

Every unit (box etc.) is scanned and recorded against a pallet number so the system can track exactly which units are on which pallets.

The pallet labels are printed with a unique pallet number only.

When ready, the pallet label barcode is scanned and each unit (box) of produce scanned as it is loaded onto that pallet.
The database now knows which units were loaded onto which pallet.
Pallet details (variety, unit, block, and brand) are based on the units scanned on to the pallets.

A final pallet label may then be printed with these details.
When this label is printed, the produce is put into stock and the unit stock and the pallet stock increased.

Details of the units on each pallet can be viewed.
Deleting a pallet deletes the pallet record only and does not affect the units that may have been scanned onto it.

See Pallet Option 1 for more details.

Pallet Option 2 - Print pallet labels by block, variety and unit

Individual units (boxes etc.) do not need to be scanned at all.
Stock levels are handled on a pallet basis only.

Pallet details (variety, unit, block) are based on the selections made when printing pallet labels.
Individual units on pallets are not recorded.
Pallets may have been delivered already loaded.
Deleting a pallet deletes the pallet record and reduces the pallet stock level.

See Pallet Option 2 for more details.

Pallet Option 3 - Print pallet labels after scanning units

Every unit (box etc.) is scanned but not recorded against a specific pallet number.

Pallet labels are printed after scanning units.
The number of pallet labels printed automatically varies according to the number of units scanned for each variety.
When pallet labels are printed, the unit stock level is reduced and the pallet stock increased.
Details of units cannot be changed by rescanning them.
Deleting a pallet deletes the pallet record, reduces the pallet stock level and increases the unit stock level.

See Pallet Option 3 for more details.

Pallet Option 1

Pallet Option 1 - Print pallet labels before and after scanning units

Use this option if you want to record individual units (boxes) against a particular pallet.
Note that this allows for more than one variety or unit type on a pallet.

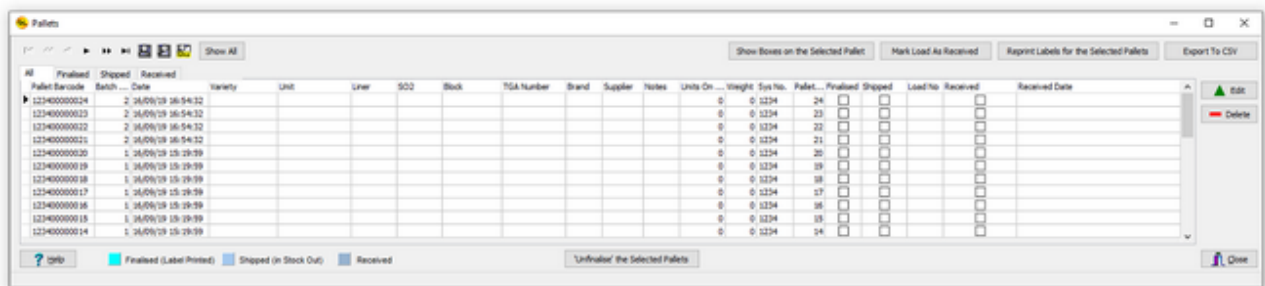Select Print Pallet Labels Number Only.
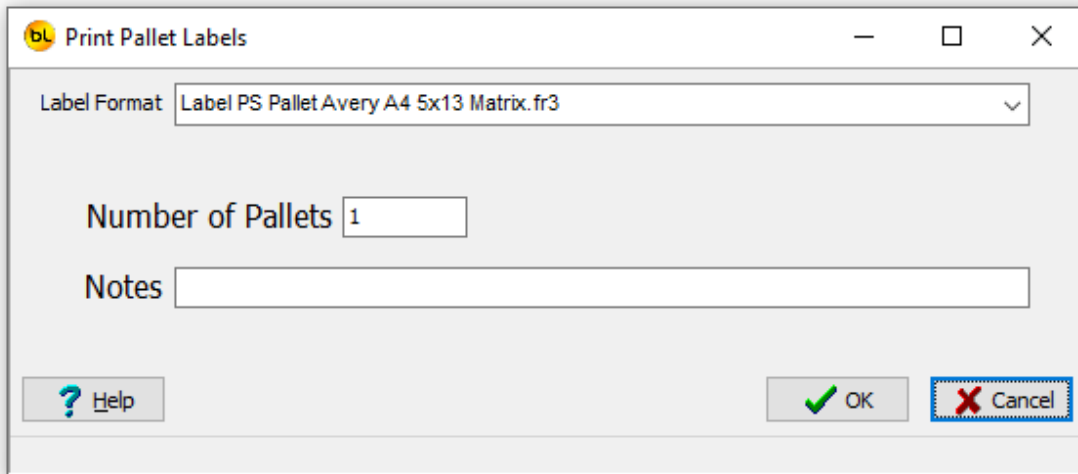
You will be prompted to enter the number of pallets to print labels for.
Optionally you can enter some text as notes.

The pallet labels are printed with a unique pallet number only.

Records are added to the pallets table in the database but very little information is recorded against them as little is known at this point.


When ready, using the Scan Picker Labels function on the scanner, the pallet label barcode is scanned and all units (boxes) of produce scanned as they are loaded onto the pallet.
After uploading the data from the scanner, the database now knows which units were loaded onto which pallet.

Pallet details (variety, unit, block, and brand) are based on the units scanned on to the pallets.

In View Pallets, you can now see the details of what has been loaded onto each pallet.
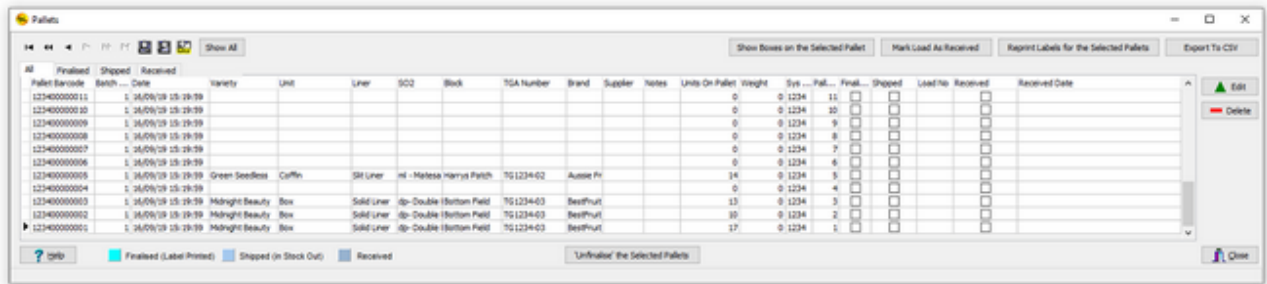
Select a pallet in the grid that has boxes loaded on it, the Click on **Show Boxes on the Selected Pallet** to see the details of the boxes.
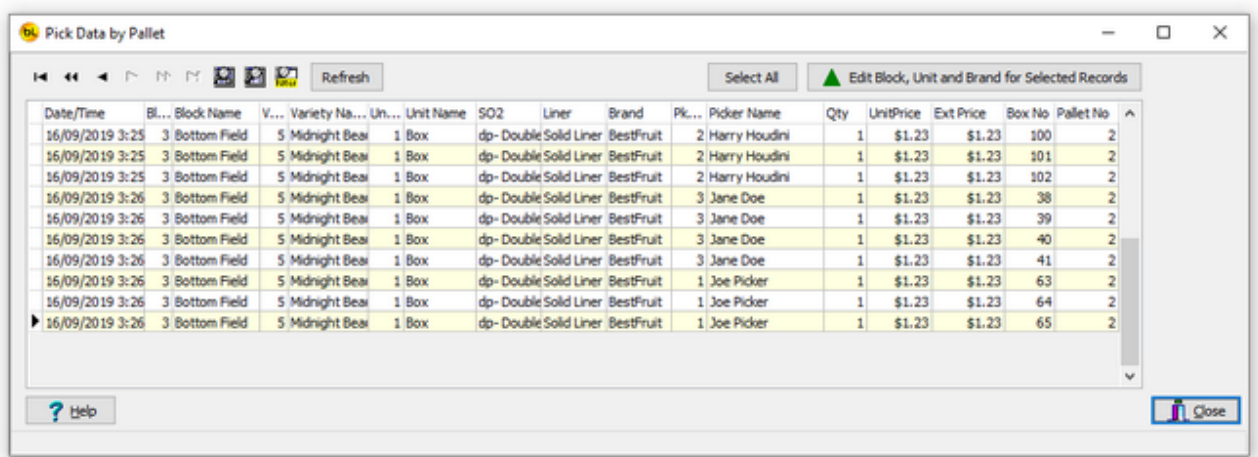
When a pallet is complete, final pallet labels may then be printed with these details by clicking on **Print Pallet Labels** from the main menu.
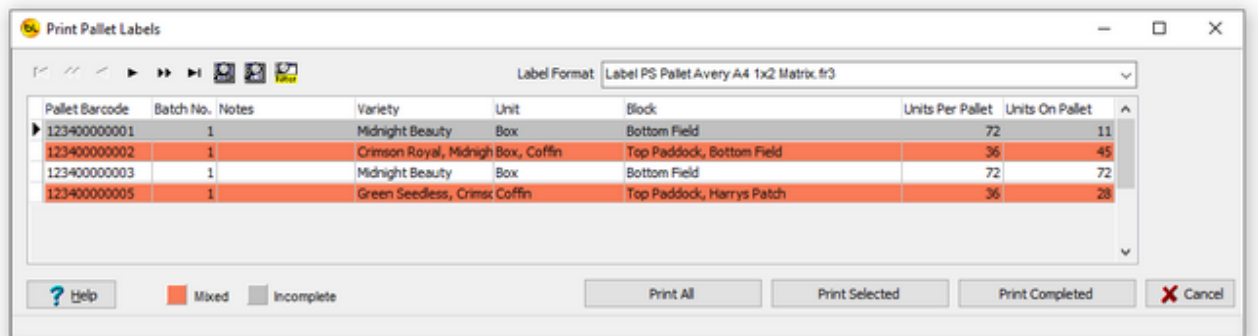
The grid will show pallets that have not been finalised (had final label printed).

The **Units Per Pallet** value is the number of this unit type that it usually takes to fully load one pallet. This is set in Units.
If the number of units scanned onto the pallet is less than this value, the record is displayed in gray (incomplete).

If there is a mixture of varieties on one pallet, the record is displayed in red.

If a pallet is fully loaded with only one variety (the usual situation), the record will be white.

Select one or more pallets to print labels for and click on Print Selected or
click on Print All to print a label for every pallet in the grid or
click on Print Completed to print a label for each pallet where the Units on Pallet is greater
than Units Per Pallet.

The final pallet labels will be printed. See Print Pallet Labels.

In View Pallets, you will now see that these pallets are shown as Finalised (in blue), and
ready for shipping.
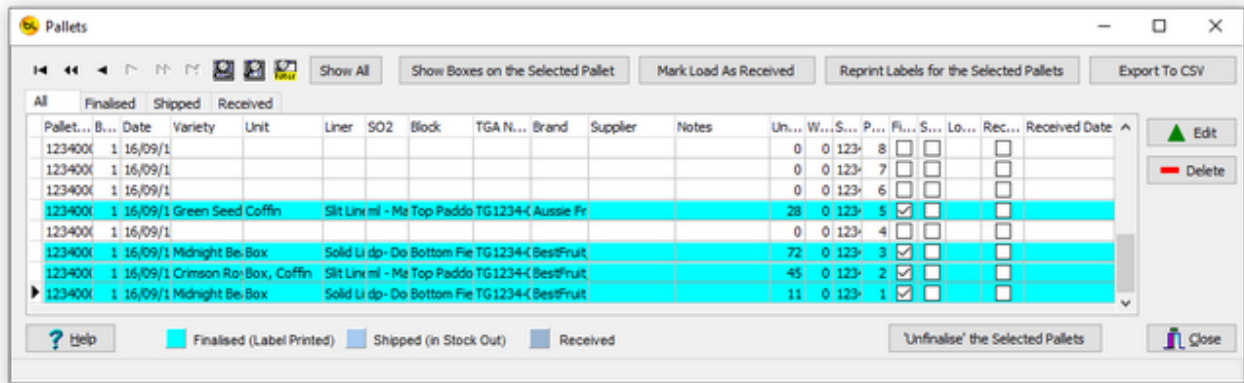
Pallets 'Unfinalised' (units returned to stock) if necessary.
Deleting a pallet deletes the pallet record only and does not affect the units that may have
been scanned onto it.

When this label is printed, the produce is put into stock and the unit stock and the pallet stock
increased.
See View Stock Levels

This shows the total number of units by variety, and the number of pallets containing some or
all of that variety.
Note that in this case some pallets contained more than one variety, so the Nb. Pallets
column shows the total number of pallets containing some units of that variety.
Click on the + sign to the left of the variety name to see a breakdown of units by Unit and
Brand for that variety.
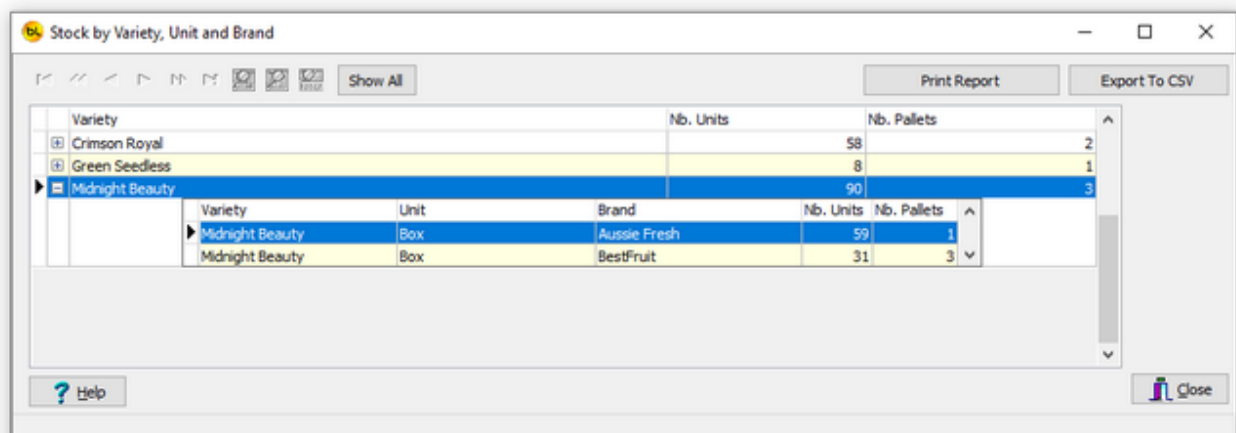
These unit totals (for Pallet Option 1) are calculated directly from the raw data as units were scanned onto the pallets. See. [View or Edit Produce Picked Data](#)

Pallet Option 2

Pallet Option 2 - Print pallet labels by block, variety and unit

Use this option to print labels for pallets when you know the Variety, Unit and Block that will be, or already is, loaded on the pallets.
Pallet details (variety, unit, block) are based on the selections made when printing pallet labels.
Individual unit barcodes do not need to be scanned and will not be recorded against the pallet.
Pallets may have been delivered already loaded.

Select Print Pallet Labels from the main menu.

The default Label Format at the top is set in Options, but can be changed temporarily here.
Select the Block (which will automatically select the Variety), then the Unit.
Enter the number of pallets to print labels for (you may get more than one label for each pallet depending on the Labels per Pallet in Options).
Optionally enter notes which can be printed on the labels.

Click on OK when finished.

The pallet labels will be printed. See Print Pallet Labels.

Records are added to the pallets table in the database and can be seen in the View Pallets window.
They are already marked as Finalised, meaning they are ready for shipping.
The number of units on each pallet is set to the default Units per Pallet specified in Setup > Units.
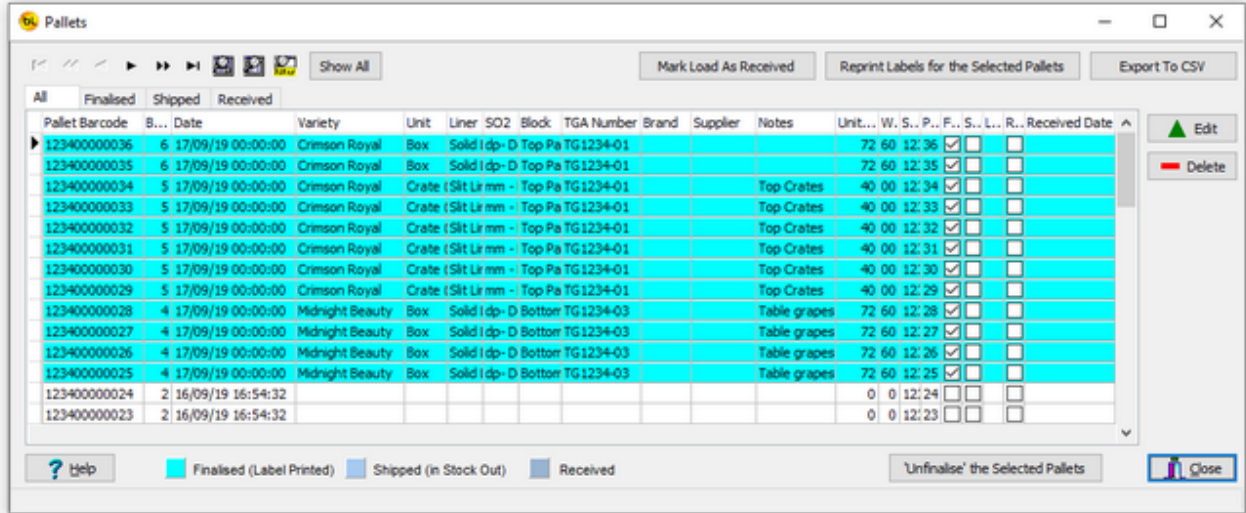
When a pallet label is printed the pallet stock increased.
See View Stock Levels

This shows the total number of pallets in stock by variety.
Click on the + sign to the left of the variety name to see a breakdown of pallets by Unit type for that variety.
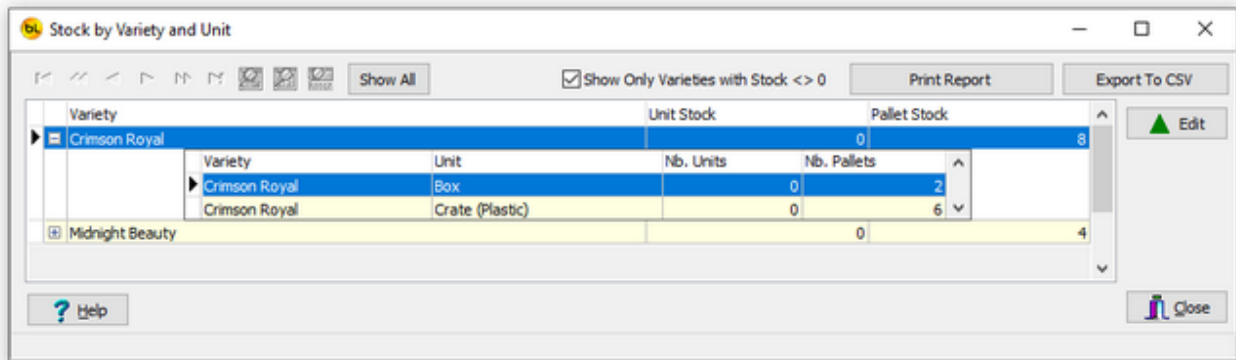
These stock totals (for Pallet Option 2) are stored by Variety and Unit.
Deleting a pallet deletes the pallet record and reduces the pallet stock level.

Pallet Option 3

Pallet Option 3 - Print pallet labels after scanning units

With this option, individual units are scanned using the Scan Picker Labels function on the scanner and the received data saved to the database.
The individual unit details can be seen in View or Edit Produce Picked Data and can be seen in stock. See View Stock Levels.
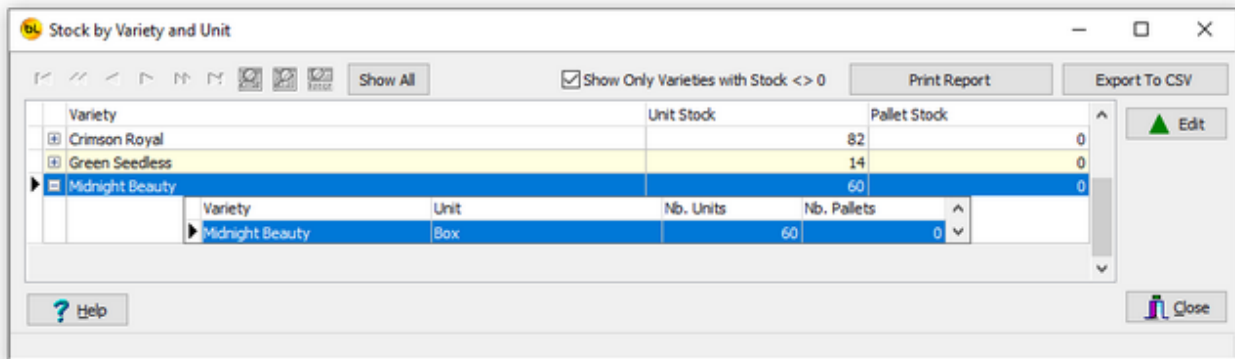
To print pallet labels for the units in stock, select Print Pallet Labels from the main menu.
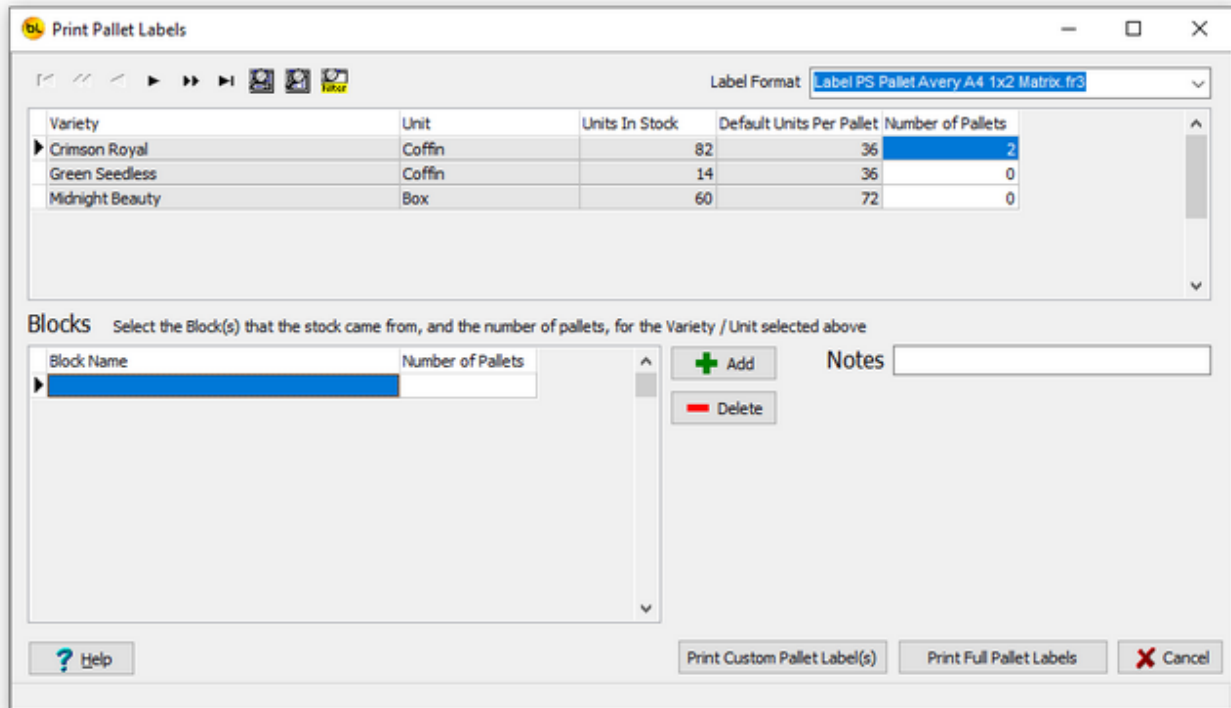
The top grid shows the Units In Stock by Variety and Unit.
The Default Units per Pallet is specified in Setup > Units.
The Number of Pallets is calculated from the previous two figures.
In the example above, there are 82 units of Crimson Royal Coffins in stock and 36 fill a pallet, so there are enough for two full pallets.

We need to know which block or blocks the produce for this pallet came from so select the

required record in the top grid and click Add to select the block the produce came from. In this instance, we have only one active block that is planted with Crimson Royal so we select that block for both pallets.
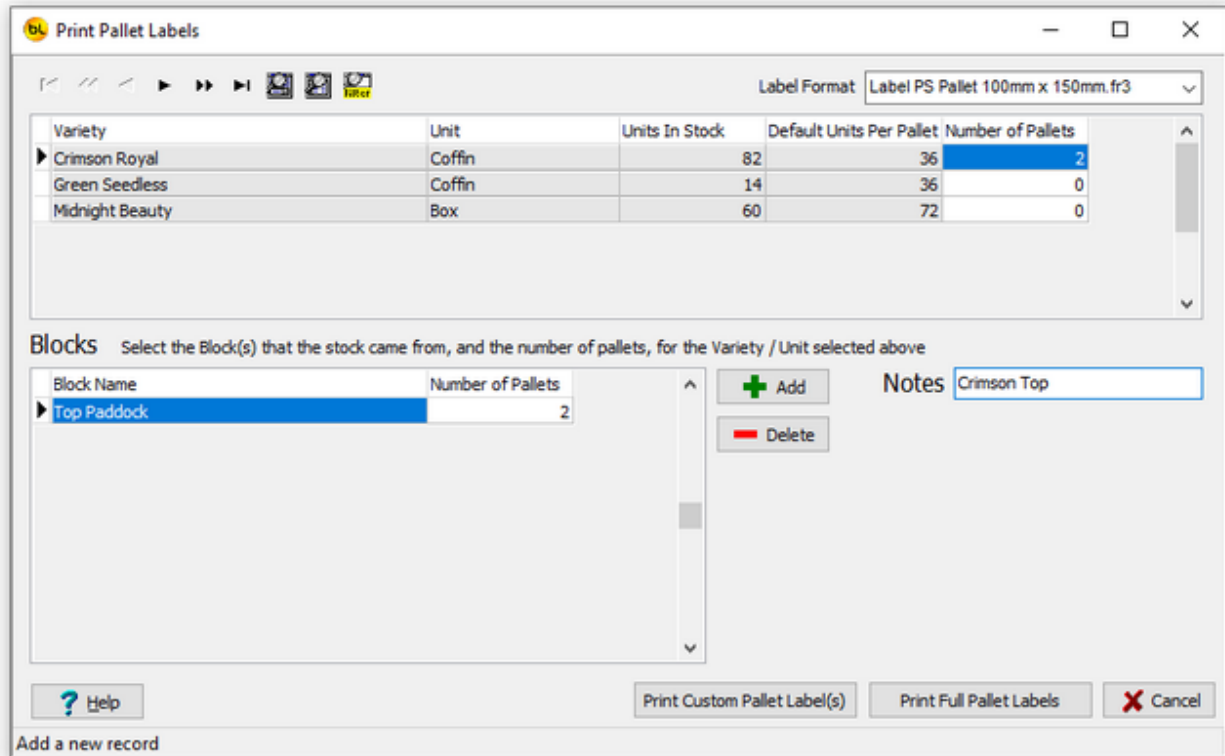

Click on Print Full Pallet Labels when ready.

The pallet labels will be printed. See Print Pallet Labels.

Records are added to the pallets table in the database and can be seen in the View Pallets window.
They are already marked as Finalised, meaning they are ready for shipping.
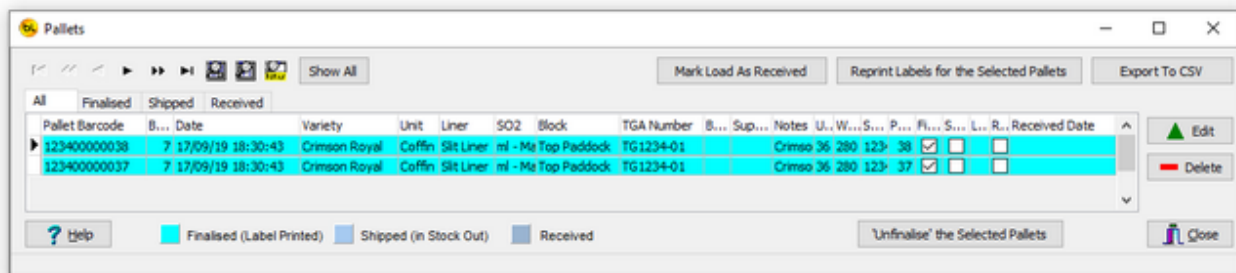
When pallet labels are printed, the unit stock level is reduced and the pallet stock increased. See View Stock Levels
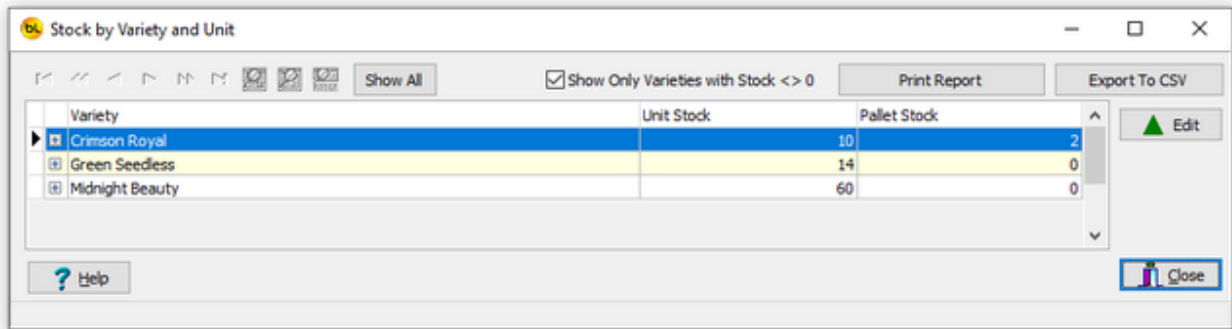
In our example, 72 units of Crimson Royal have been transferred to 2 full pallets. leaving 10 units left in stock.
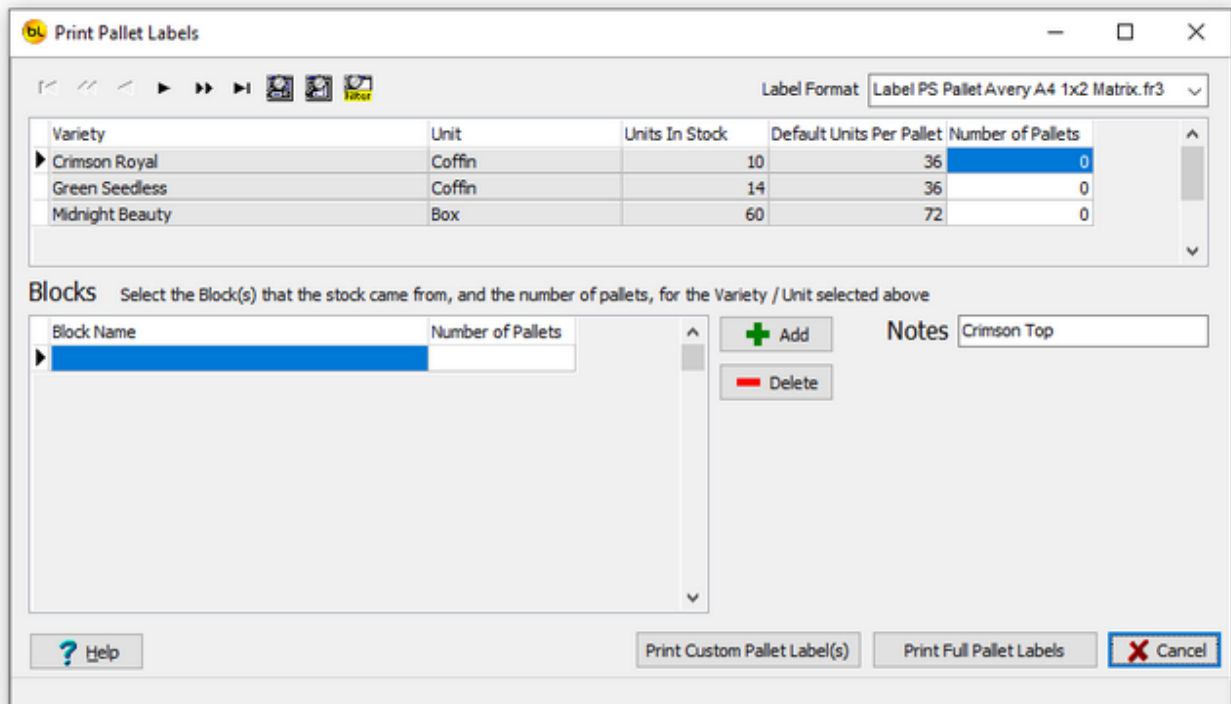
If you need to print labels for a pallet that is not full (Unit in Stock is less than Default Units per Pallet) select the variety in the top grid and click on Print Custom Pallet Label(s).

Select the Block and enter the number of units that will be loaded on the pallet.
In this case we have entered 10 as that is the remaining Crimson Royal unit stock we have.
Click on OK.
A pallet label will be printed and a pallet record will be created with 10 units on it.
The Unit stock level will be reduced by 10, and pallet stock increased by 1.

These stock totals (for Pallet Option 3) are stored by Variety and Unit.
Deleting a pallet deletes the pallet record, reduces the pallet stock level and increases the unit stock level.

Print Pallet Labels

When pallet labels are printed, a unique number is allocated for each pallet and one record for each pallet will be added to the database.

The pallet barcode number is 12 numeric digits and comprises of:
4 digits for the system number (as specified in Tools / Options)
8 digits for the pallet number.

The pallet barcode looks similar to this:

123400000001

This example is for System Nb 1234, and Pallet Nb 1.

The Pallet Number is unique within one installation of the PickScanPro system and is incremented each time labels are printed.
As long as the System number is unique (i.e. no two installations of PickScanPro have the same system number), then each label will be unique.

A batch number is allocated to all the pallets printed in one batch. This numbner can be seen in the View Pallets grid.

The label format used can be changed in the drop down list called Pallet Label Format File in Options.
There are standard sizes for dedicated label printers and for printing on A4 sheets of labels.

The pallet label format can also be edited to show a variety of information and also add any other data such as producer name and logo etc.
The label size, fonts, font size etc. can all be changed.
To edit the label select Tools > Edit Pallet Label Design from the main menu.
Details of how to edit the label are beyond the scope of this document. Please consult your supplier.

The pallet label can contain any or all of this information:

Pallet Barcode
Pallet Number
Batch Number
Variety
Unit
Block
Brand
Supplier
Unit Quantity
TGA Number
Weight
Notes (Variable text)
Print Date.

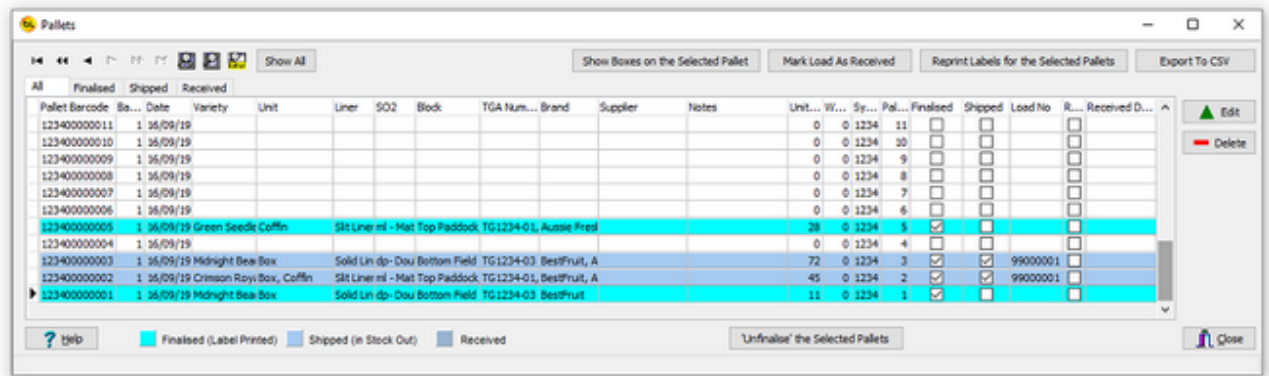|	
Pallet No.	123400000042
Batch No.	11
Variety	Crimson Royal
Unit	Coffin
Block	Top Paddock
Brand	JuicyFruits
Supplier	
Unit Qty	10
TGA No.	TG1234-01
Weight	280

Crimson Top
Grown & Packed By:
Put whatever you want here

Printed   18/09/2019

View Pallets

Select Pallets > View Pallets from the main menu to see the list of pallet stock in the system

The grid has 4 tabs:

All - Showing all the pallets in the system, colour coded by status. See the legend at the bottom for explanation.

Finalised - Where the final pallet label has been printed and the pallet is ready for shipping.

Shipped - The pallet has been included in a Stock Out (delivery)

Received - The pallet has been shipped and received by the vendor or recipient.

Each record shows all the details available for the pallets.

This window has buttons for other related functions:

Edit
Change the details of the selected pallet.
The data that can be changed depends on the Pallet Function Option selected in Options

Delete
This will delete the pallet record if it has not been shipped and depending on the Pallet Function Option, adjust the stock levels.

Show Boxes on the Selected Pallet
If Pallet Option 1 is being used (See Pallets) you can select a pallet record, then click on Show Boxes on the Selected Pallet to see the details of the units on the pallet.

Mark Load as Received
If a pallet has been shipped (included in a Stock Out) then it can be marked as received by the vendor when they confirm that is has been.

Reprint Labels for the Selected Pallets
If labels have failed to print, you can select pallets from the list and click on Reprint Labels for the Selected Pallets but DO NOT print more than one label for the same pallet and use them on different pallets.

You can select a pallet in the grid and right click to bring up a menu with two more functions:

View Pallet Stock In / Out Details

If the pallet was received (Stock In) or delivered (Stock Out), the details of these will be displayed (Vendor, Supplier, PO Number etc.).
This will display information out the

Select Load
Use this to add or edit the load that the pallet was shipped on. You will be prompted to select from a list of existing load numbers.

Export to CSV
This creates a file (by default called PickScanPro_PalletListing.CSV) in the Export File Path folder specified in Options.
The CSV format text file contains all the pallet data displayed in the grid.

An example of part of the file:

```
Pallet_Number,Pallet_PrintDate,Pallet_Notes,Pallet_SystemNumber,Pallet_Barcode,Pallet_BatchNumber,V
ariety_Name,Unit_Name,Liner_Name,SO2_Name,Pallet_VarietyID,Pallet_UnitID,Pallet_Finalised,Pallet_Sh
ipped,Pallet_Received,Pallet_UnitsOnPallet,Pallet_Weight,CalcVarietyName,CalcUnitName,CalcBlockName
,CalcBlockTGANumber,CalcBrandName,Pallet_BrandID,Brand_Name,Supplier_Name,Pallet_SupplierID,Pallet_
BlockID,Block_Name,Block_TGANumber,Pallet_ReceivedDate,Pallet_LoadID,Load_Number
52,18/09/2019,,1234,123400000052,12,"Green Seedless",Coffin,"Slit Liner","ml - Matesa
Large",1,2,True,False,False,36,280,"Green Seedless",Coffin,"Harrys
Patch",TG1234-02,,7103641,,,49873824,2,"Harrys Patch",TG1234-02,,,
51,18/09/2019,,1234,123400000051,12,"Green Seedless",Coffin,"Slit Liner","ml - Matesa
Large",1,2,True,False,False,36,280,"Green Seedless",Coffin,"Harrys
Patch",TG1234-02,,7103641,,,49873824,2,"Harrys Patch",TG1234-02,,,
50,18/09/2019,,1234,123400000050,12,"Green Seedless",Coffin,"Slit Liner","ml - Matesa
Large",1,2,True,False,False,36,280,"Green Seedless",Coffin,"Harrys
Patch",TG1234-02,,7103641,,,49873824,2,"Harrys Patch",TG1234-02,,,
49,18/09/2019,,1234,123400000049,12,"Green Seedless",Coffin,"Slit Liner","ml - Matesa
Large",1,2,True,False,False,36,280,"Green Seedless",Coffin,"Harrys
Patch",TG1234-02,,7103641,,,49873824,2,"Harrys Patch",TG1234-02,,,
48,18/09/2019,,1234,123400000048,12,"Green Seedless",Coffin,"Slit Liner","ml - Matesa
Large",1,2,True,False,False,36,280,"Green Seedless",Coffin,"Harrys
Patch",TG1234-02,,7103641,,,49873824,2,"Harrys Patch",TG1234-02,,,
47,18/09/2019,,1234,123400000047,12,"Green Seedless",Coffin,"Slit Liner","ml - Matesa
Large",1,2,True,False,False,36,280,"Green Seedless",Coffin,"Harrys
Patch",TG1234-02,,7103641,,,49873824,2,"Harrys Patch",TG1234-02,,,
46,18/09/2019,,1234,123400000046,12,"Green Seedless",Coffin,"Slit Liner","ml - Matesa
Large",1,2,True,False,False,36,280,"Green Seedless",Coffin,"Harrys
Patch",TG1234-02,,7103641,,,49873824,2,"Harrys Patch",TG1234-02,,,
45,18/09/2019,,1234,123400000045,12,"Green Seedless",Coffin,"Slit Liner","ml - Matesa
Large",1,2,True,False,False,36,280,"Green Seedless",Coffin,"Harrys
Patch",TG1234-02,,7103641,,,49873824,2,"Harrys Patch",TG1234-02,,,
44,18/09/2019,,1234,123400000044,12,"Green Seedless",Coffin,"Slit Liner","ml - Matesa
Large",1,2,True,False,False,36,280,"Green Seedless",Coffin,"Harrys
Patch",TG1234-02,,7103641,,,49873824,2,"Harrys Patch",TG1234-02,,,
43,18/09/2019,,1234,123400000043,12,"Green Seedless",Coffin,"Slit Liner","ml - Matesa
Large",1,2,True,False,False,36,280,"Green Seedless",Coffin,"Harrys
Patch",TG1234-02,,7103641,,,49873824,2,"Harrys Patch",TG1234-02,,,
42,"17/09/2019 6:58:16 PM","Crimson Top",1234,123400000042,11,"Crimson Royal",Coffin,"Slit
Liner","ml - Matesa Large",4,2,True,False,False,10,280,"Crimson Royal",Coffin,"Top
Paddock",TG1234-01,JuicyFruits,2,JuicyFruits,,243633952,1,"Top Paddock",TG1234-01,,,
38,"17/09/2019 6:30:43 PM","Crimson Top",1234,123400000038,7,"Crimson Royal",Coffin,"Slit
Liner","ml - Matesa Large",4,2,True,False,False,36,280,"Crimson Royal",Coffin,"Top
Paddock",TG1234-01,,0,,,,1698196,1,"Top Paddock",TG1234-01,,,
37,"17/09/2019 6:30:43 PM","Crimson Top",1234,123400000037,7,"Crimson Royal",Coffin,"Slit
Liner","ml - Matesa Large",4,2,False,False,False,36,280,"Crimson Royal",Coffin,"Top
Paddock",TG1234-01,,0,,,,1698196,1,"Top Paddock",TG1234-01,,,
```

Receive Received Pallets Data from Scanner

Uploads the list of pallet barcodes scanned by the vendor to indicate the shipped pallets have been received and marks the pallets as Received.
Normally the scanner will be remote from the system and data transferred via FTP but this function is here just in case.

See <u>Scan Received Pallets</u> for more information.

Stock

Stock In

The Stock In function is used to receive pallet stock from alternative suppliers.
It will print pallet labels and add the pallet records to the pallet list in PickScanPro.

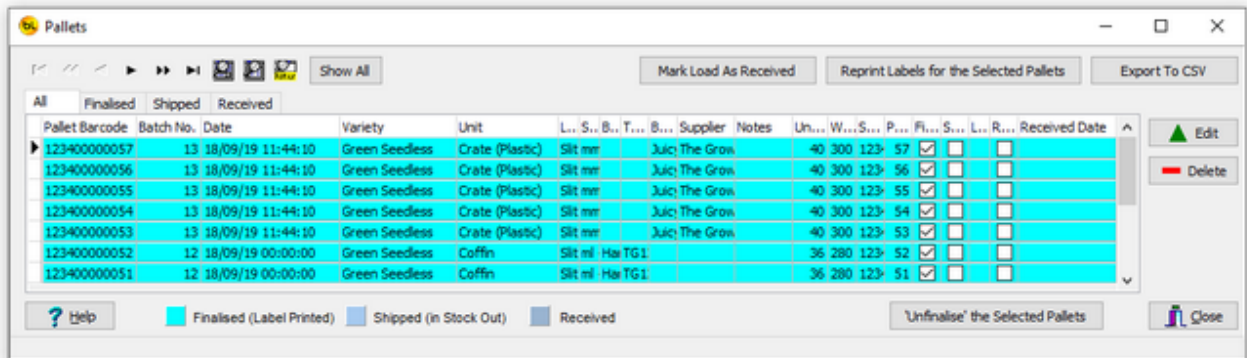

Select the pallet label format (it will default to the Pallet Label Format File set in Options)
Select the Supplier from the drop down list (add new ones in Setup > Suppliers)
Select the Variety, Unit and (optionally) Brand.
Enter the number of pallets received.
Optionally enter a comment in notes.
Click on OK.

The pallet labels will be printed.
A stock In report will print, similar to this:

The pallets can now be seen in View Pallets and marked as finalised, ready for shipping.

and in View Stock Levels
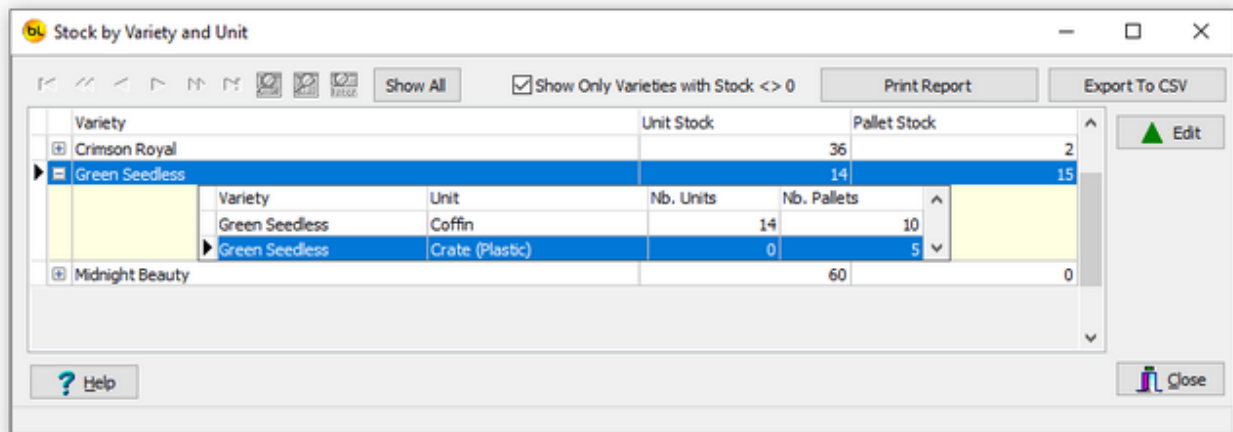
A full list of all Stock In, and options to reprint the labels and reports can be seen in View Stock In.

Stock Out

This function allows you to create a Stock Out (delivery), usually for an order, and select the pallets for the order.
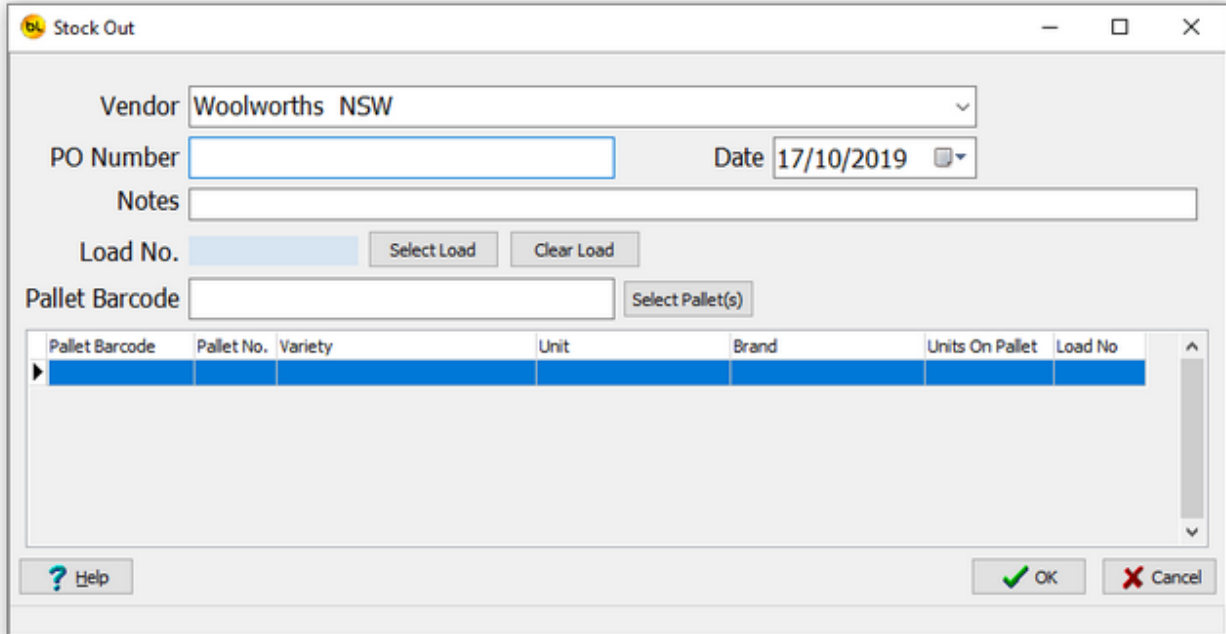
Select the vendor (customer) from the drop down list. Add new vendors using Setup > Vendors from the main menu.
Optionally enter a Purchase Order number and notes.

To allocate the delivery to a load, click on Select Load.
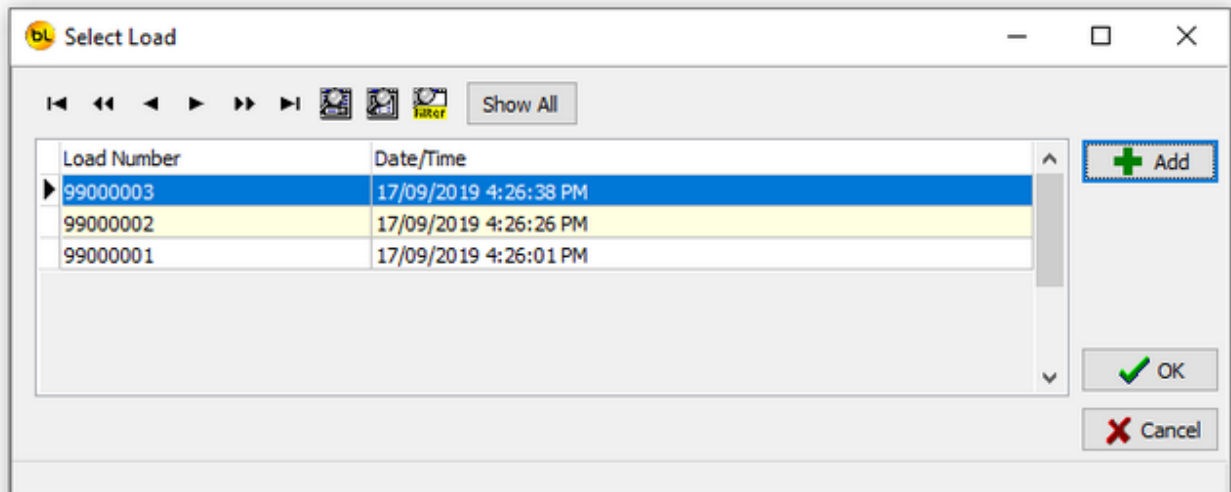
Either select a load from the list or click on Add to create a new load.
You can print load sheets showing all orders on a load from the View Stock Out window.

Now add finalised pallets to the delivery by scanning pallet barcodes with a hand-held scanner or selecting them from a list by clicking on Select Pallets.
You can select more than on pallet using Ctrl + Click or Shift + Click.
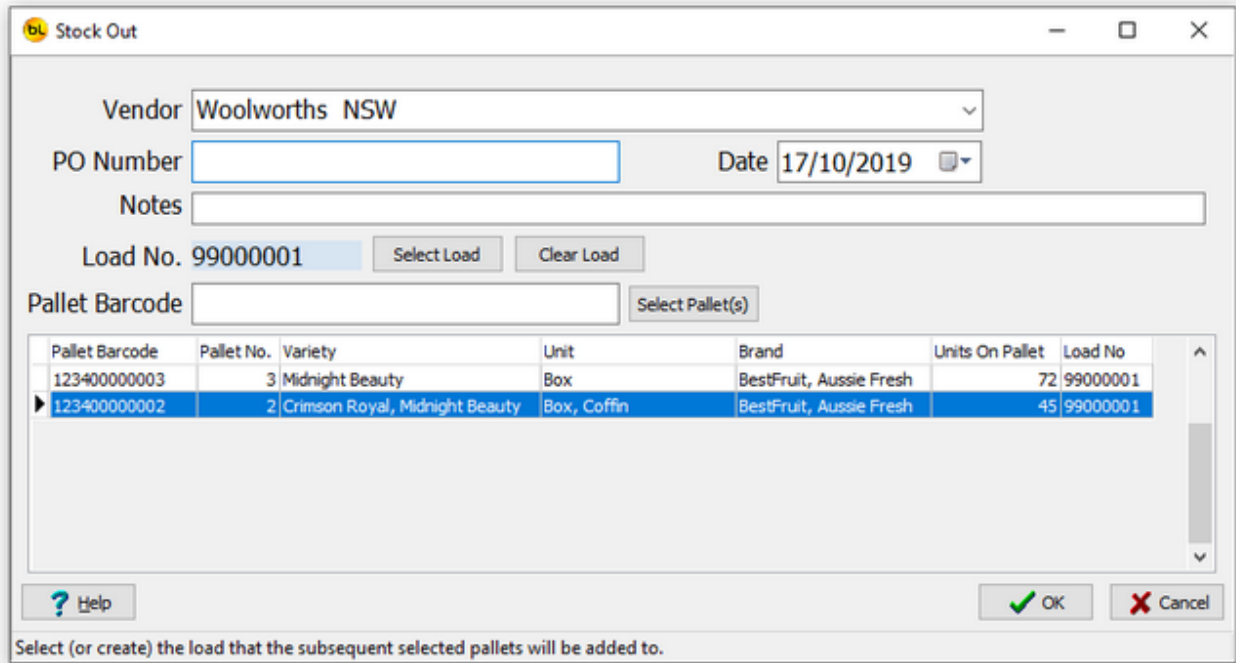
When finished, click on OK.
The Stock Out report (delivery docket) will be printed.
This lists the pallets and details of their contents.

The pallets in this Stock Out will now be marked as Shipped in View Pallets.
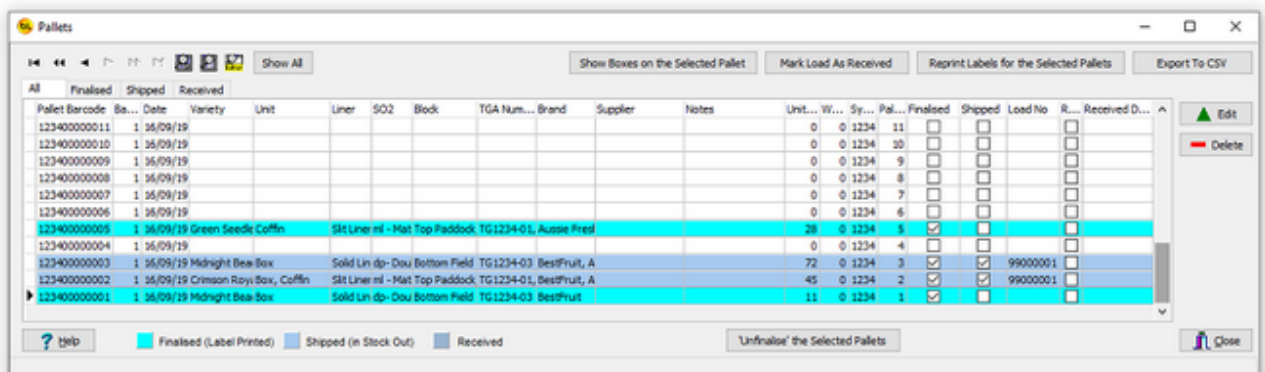
Send Data to Scanner

Before scanning Stock Out it is important to have up to date data, such as the list of vendors, in the scanner.
Connect each scanner and run this function regularly.

This is the same as Send Data To Scanner for Picking.

Stock Out Entry on Scanner

Select Stock Out from the scanner Main Menu.

If Prompt for load is checked in the Scanner Options you will be asked:
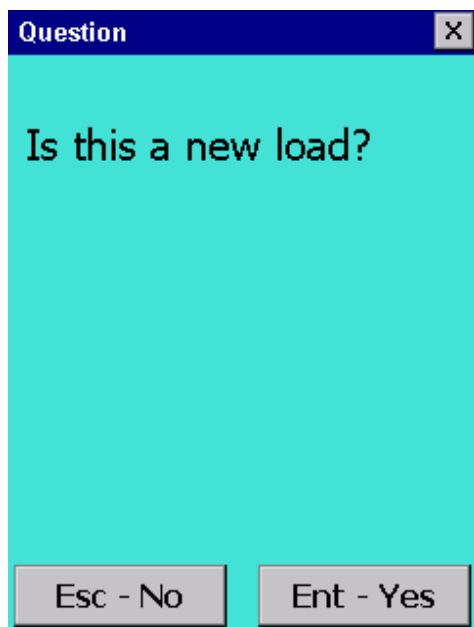
If you say No, it will continue with the current load number.
If you say Yes, it will allocate a new load number and (optionally) ask you to select a Transport Company from list:
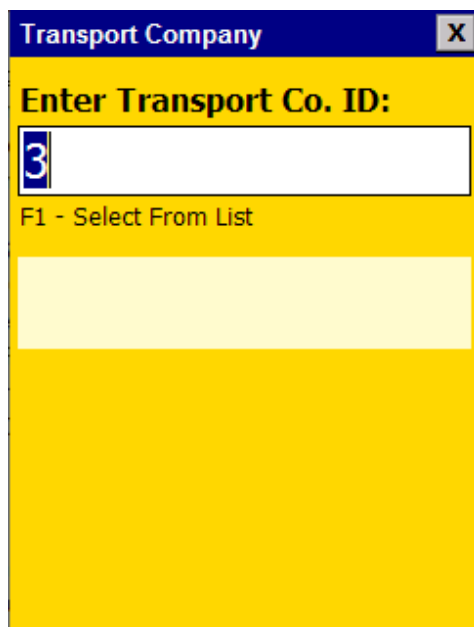
A load sheet can be printed showing all pallets on the same load together with total weight etc. which is useful for the freight company.

Next you will be asked to enter some text to identify this particular Stock Out. It may be an order number or customer name.
If Stock Out files already exist on the scanner, you will be asked if you want to add to one that has already started or create a new one.

Enter Identifier ✕

Show Keyboard

Enter or scan a number or some text to help you identify this 'Stock Out' file

Esc - Cancel   Ent - OK
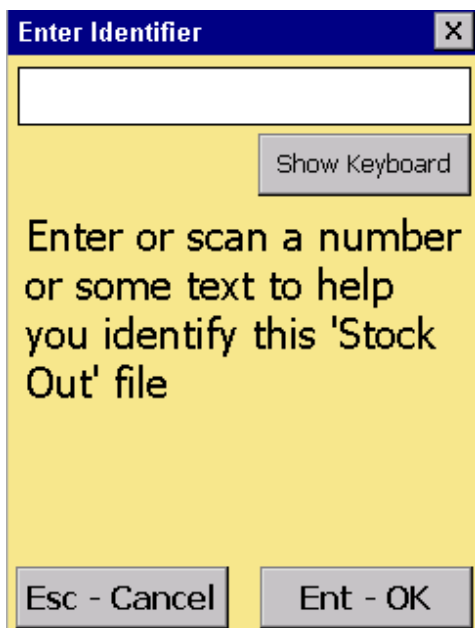
Next select Vendor (customer), by entering a Vendor ID or pressing F1 to select a vendor from a list.

✕

Enter Vendor ID:

4

F1 - Select From List
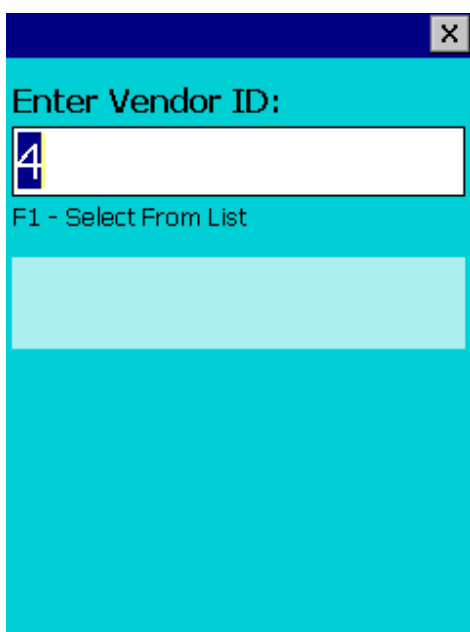
Now you are ready to scan pallet barcodes to add to this Stock Out.
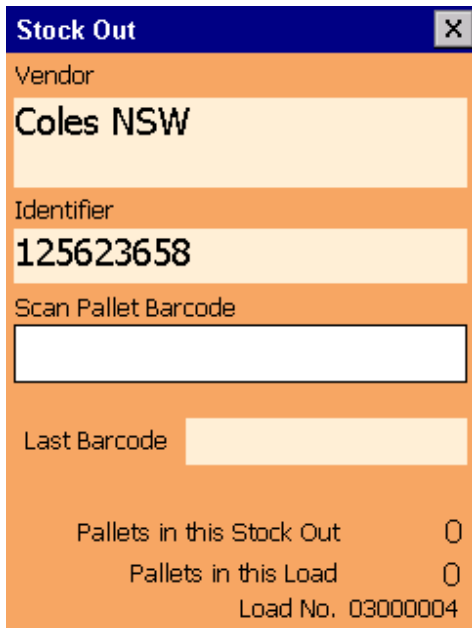
Scan each pallet in turn.
The total pallets scanned <u>by this scanner</u> in the current Stock Out is displayed at the bottom.
The total pallets scanned <u>by this scanner</u> in the current Load is displayed at the bottom.
Note that it is best to scan an entire load with the same scanner.

The load number displayed (in this case 03000004) is made up of the scanner number and sequential load number set in Scanner Options.
This prevents the same load number being used on another scanner.
Be sure, if you have more than one scanner, to give each a different number.
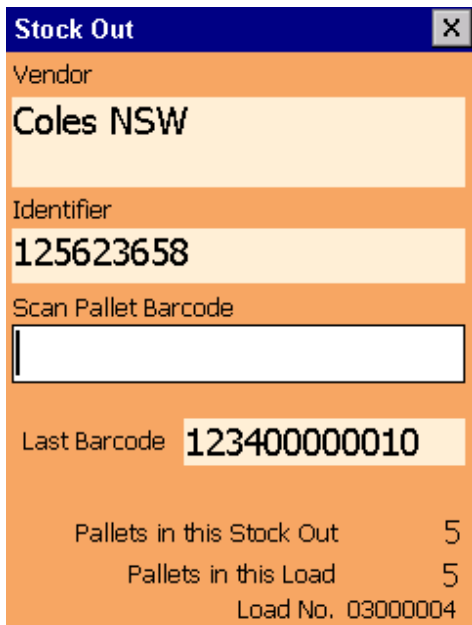
The last barcode scanned is displayed in case you aren't sure where you got up to.
If you scan the same barcode again, you will get an error telling you this.

To start a new load or new Stock Out, press ESC to return to the main menu.
Select Stock Out again.

An order can be on more than one load, and one load can have more than one order.

When finished, press ESC to return to the main menu, and take the scanner to the PC and run Receive Stock Out Data From Scanner

Receive Stock Out Data From Scanner

Connect the scanner to the PC and click on Receive Stock Out Data From Scanner.
The program will check for Stock Out files on the scanner.
If there is only one, it will upload it and process it.
If there are more than one, it will ask you to select one or all of them.
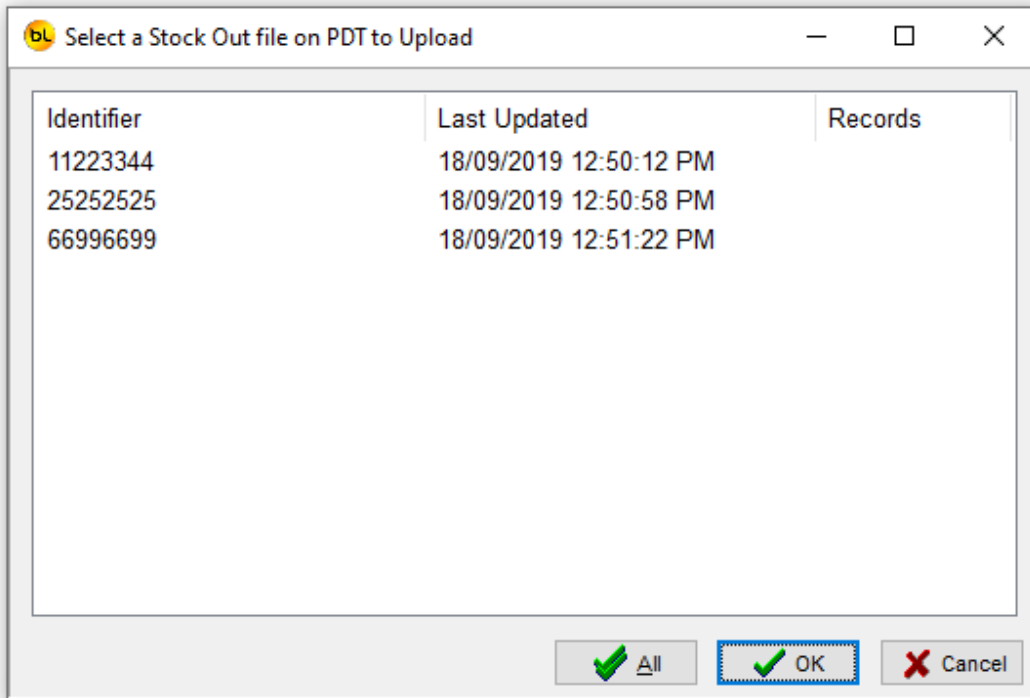
Select one, or click on All and the data will be uploaded and processed.

A Stock Out Report (Delivery Docket) will be printed for each listing the pallets and all known details.

The stock out report format can be edited to show a variety of information and also add any other data such as producer name and logo etc.
The label size, fonts, font size etc. can all be changed.
To edit the label select Tools > Edit Stock Out Report from the main menu.
Details of how to edit this are beyond the scope of this document. Please consult your supplier.

View Stock Levels

This window shows the Unit and/or Pallet stock level by Variety.

It operates slightly differently depending on the Pallet Label Function Option selected in Options
Stock levels are also calculated differently depending on this option.
See Pallet Option 1, Pallet Option 2 or Pallet Option 3 for details.
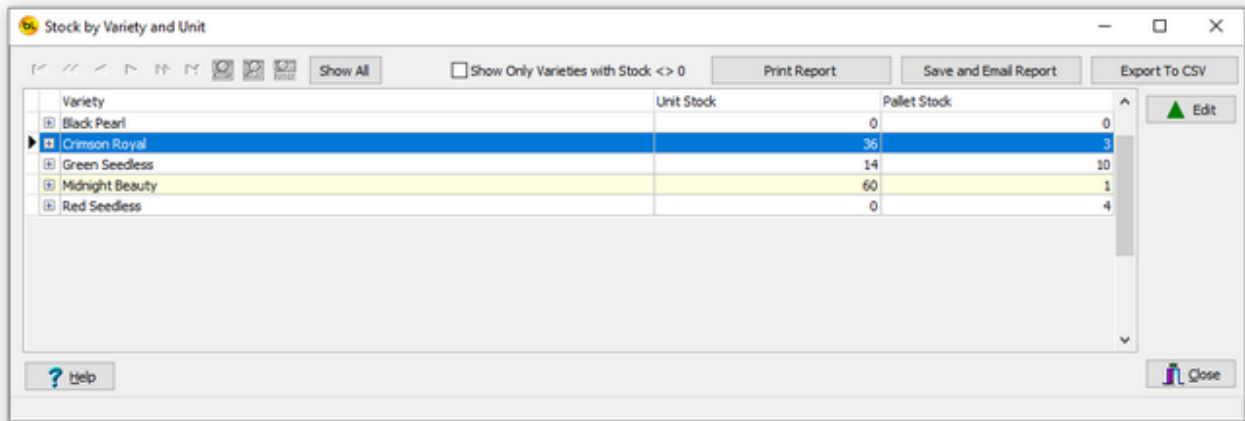
Click on the + sign to the left of the variety name to see a breakdown of stock by Unit for that variety.
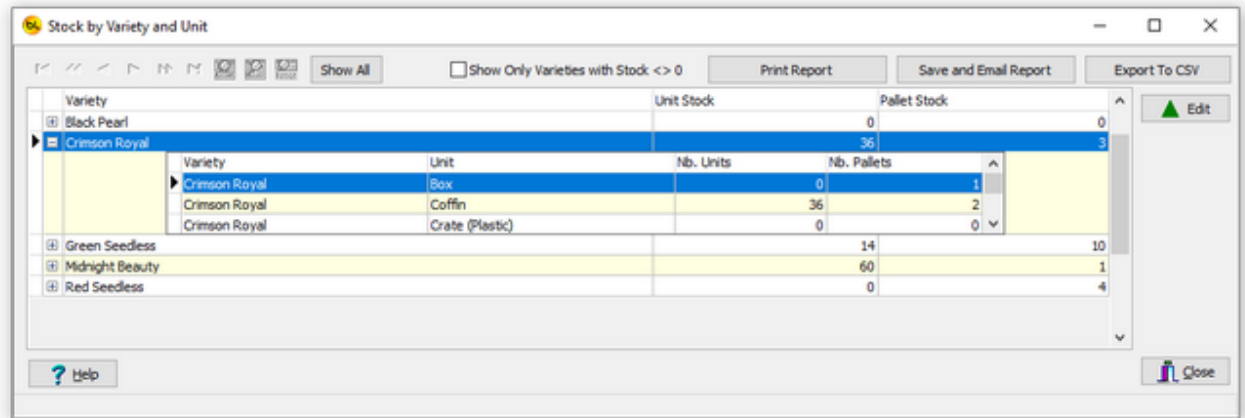
Expand a Variety record, select a Unit record and Click on Edit to adjust stock levels if required.

N.B. This function is not available for Pallet Option 1 as stock levels are calculated directly from the picked units recorded against each pallet. To adjust stock in this case, add or remove actual units in View or Edit Produce Picked Data

To list only varieties that have current stock, check Show Only Varieties with Stock <> 0 box.

To print a report showing the stock levels by variety and Unit, click on Print Report.

Stock on Hand 18/09/2019 2:45:49 PM

Variety	Unit	Unit Stock	Pallet Stock
Crimson Royal	Box	0	1
Crimson Royal	Coffin	36	2
Green Seedless	Coffin	14	10
Midnight Beauty	Box	60	0
Midnight Beauty	Coffin	0	1
Red Seedless	Box	0	4
	Total	110	18

Clicking on Save and Email Report will create a file of the same report (by default called Incomplete Stock Report yyyymmdd_hhmmss.pdf) in the Export File Path folder specified in the System tab in Options.
It then emails it to address specified in the Email Settings tab in Options.

View Stock In

A list of all deliveries received using the Stock In function.
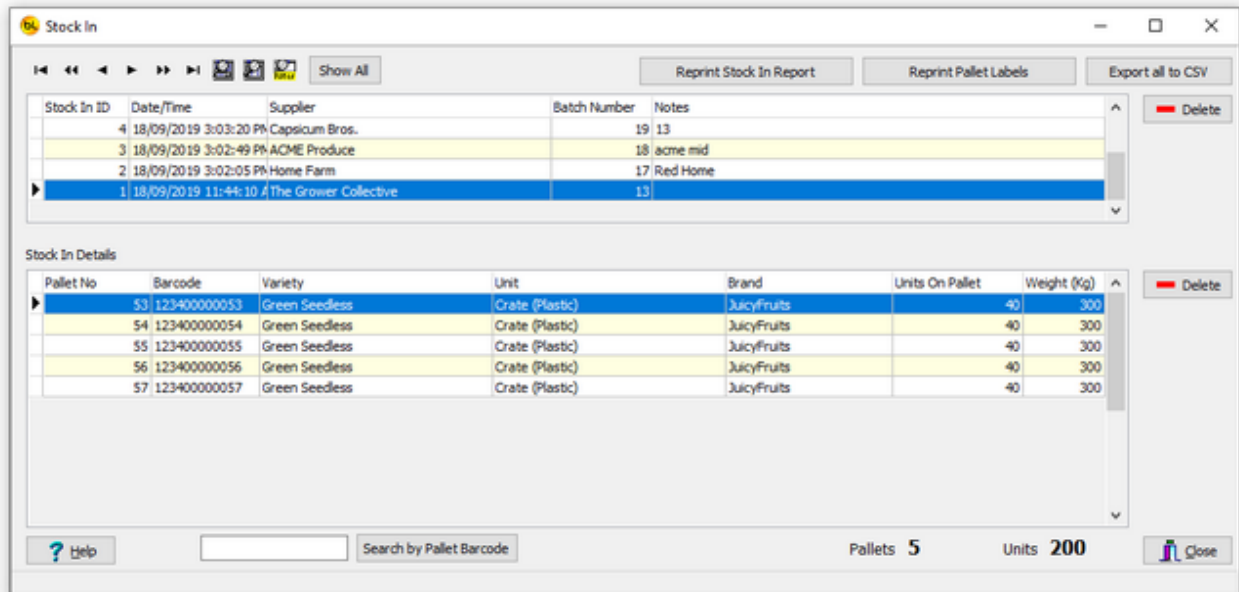
Delete
You can Delete a whole Stock In from the top grid, or a specific pallet from the bottom one.
Stock levels will be adjusted accordingly.

Reprint Stock In Report
Recreate the report that was printed when the Stock In was created. See Stock In.

Reprint Pallet Labels
If labels failed to print or were lost when the Stock in was created, you can reprint all the labels for one stock in here.

Search by Pallet Barcode
If you need to find which Stock In a pallet originally arrived in, type the pallet barcode number and click on Search by Pallet Barcode.
If found, the relevant Stock In and pallet will be selected in the grids.

Export All to CSV
This creates a file (by default called PickScanPro_StockInListing.CSV) in the Export File Path folder specified in Options.
The CSV format text file contains all the stock in data displayed in both grids.

An example of part of the file:

```
StockInMast_ID,StockInMast_DateTime,StockInMast_BatchNumber,StockInMast_Notes,P
allet_Number,Pallet_Barcode,Variety_Name,Unit_Name,Brand_Name,Supplier_Name,Pal
let_UnitsOnPallet
1,"18/09/2019 11:44:10 AM",13,,53,123400000053,"Green Seedless","Crate
(Plastic)",JuicyFruits,"The Grower Collective",40
```

```
1,"18/09/2019 11:44:10 AM",13,,54,123400000054,"Green Seedless","Crate
(Plastic)",JuicyFruits,"The Grower Collective",40
1,"18/09/2019 11:44:10 AM",13,,55,123400000055,"Green Seedless","Crate
(Plastic)",JuicyFruits,"The Grower Collective",40
1,"18/09/2019 11:44:10 AM",13,,56,123400000056,"Green Seedless","Crate
(Plastic)",JuicyFruits,"The Grower Collective",40
1,"18/09/2019 11:44:10 AM",13,,57,123400000057,"Green Seedless","Crate
(Plastic)",JuicyFruits,"The Grower Collective",40
2,"18/09/2019 3:02:05 PM",17,"Red Home",78,123400000078,"Red
Seedless",Coffin,,"Home Farm",36
2,"18/09/2019 3:02:05 PM",17,"Red Home",79,123400000079,"Red
Seedless",Coffin,,"Home Farm",36
2,"18/09/2019 3:02:05 PM",17,"Red Home",80,123400000080,"Red
Seedless",Coffin,,"Home Farm",36
```

View Stock Out

A list of all deliveries created using the Stock Out function.
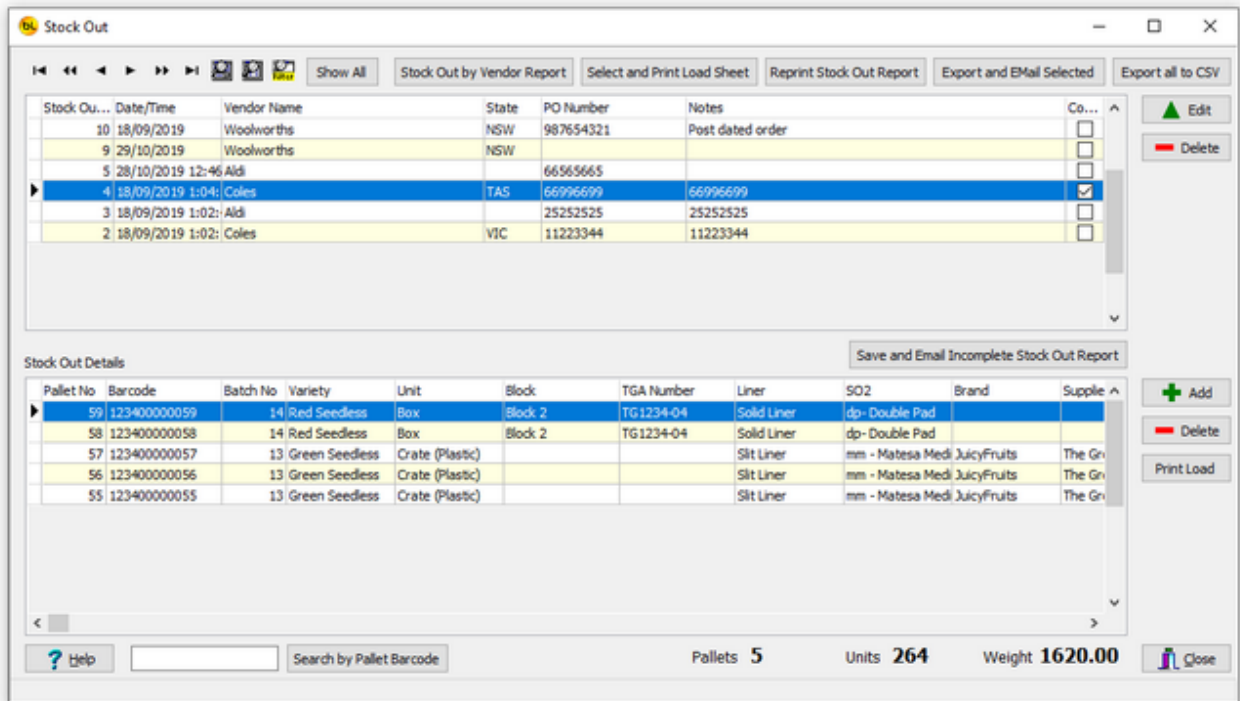
Edit
Edit the Stock out master record.
Change the Vendor, PO Number and Notes or mark the Stock Out as completed. Completed records will be displayed in Blue.
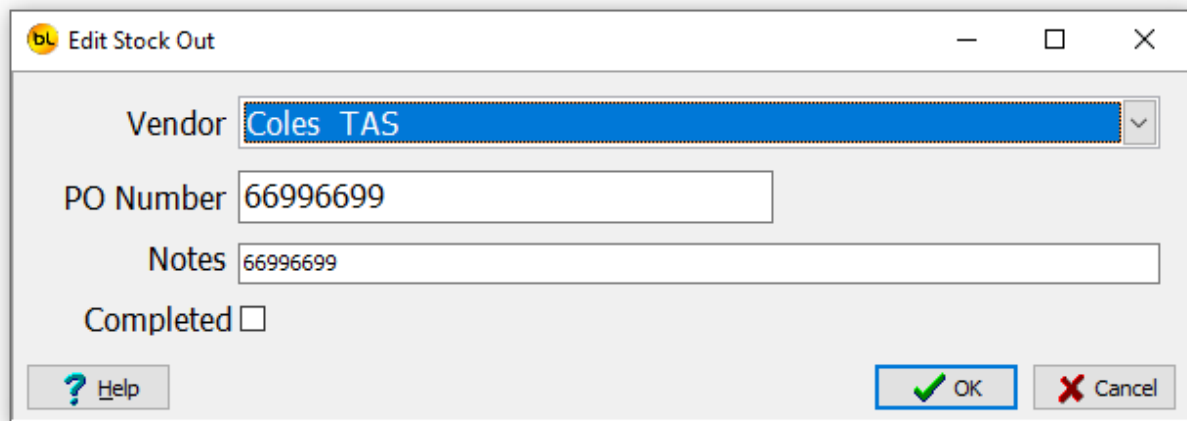
Delete
You can Delete a whole Stock Out from the top grid, or a specific pallet from the bottom one. Stock levels will be adjusted accordingly.

Add

Add another pallet to the Stock Out by selecting it from the list of available pallets.

Print Load
Select a pallet record in the lower grid and click on Print Load to print a load sheet for all pallets on the same load as that pallet.
Note: If you scroll across in the lower grid you will see which load the pallet is on.
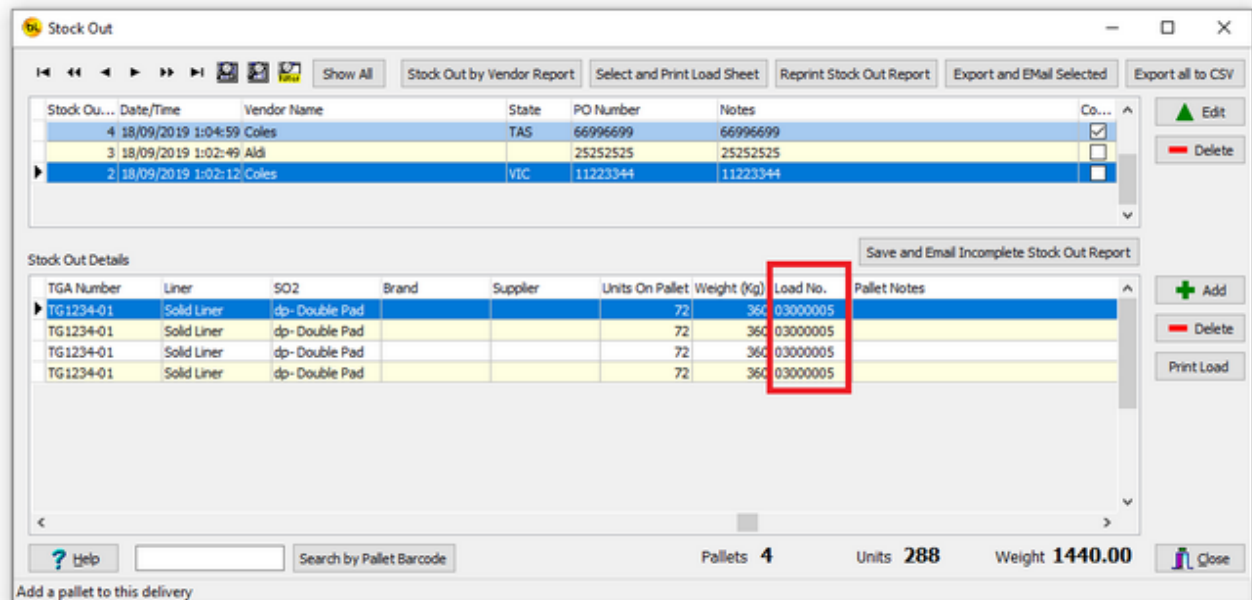
In this case, there are pallets on two different deliveries with the same Load No. 03000005. The load sheet in this example looks like this:

The total weight is calculated from the Default Pallet Weight in Units.

Stock Out by Vendor Report
This report lists the number of pallets and units delivered to all vendors (or one selected vendor) by variety and unit and between a date range.
e.g.:

Select and Print Load Sheet
This allows you to select a particular load from a list of all recorded loads.
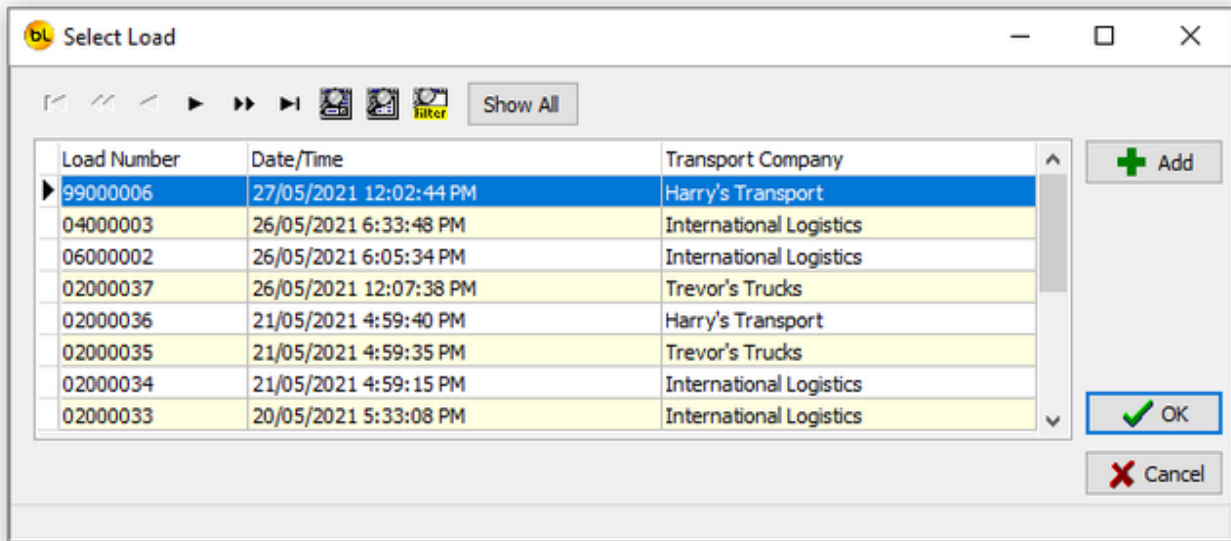
Select the required load and click on OK.
The report will be the same format as 'print load' above.

Reprint Stock Out Report
Recreate the report that was printed when the Stock Out was created. See Stock Out.

Export and EMail Selected
This function will save the Stock Out (delivery) in CSV format to a file and email it.
By default the file is called PickScanProStockOut_yyyymmdd_hhmmss_pppppppp.csv where yyyymmdd is the date, hhmmss is the time and pppppppp is the PO Number.
The file is saved in the Export File Path folder specified in Options.
The file will be emailed to the address specified in the Email Settings tab in Options.

An example of a file:

```
Reference,Date,Pallet,Variety,Unit,Liner,So2,Brand,Supplier,Unit on Pallet,
Patch
25252525,18/09/2019,72,Crimson Royal,Box,Solid Liner,dp- Double Pad,,,72,Top
Paddock
25252525,18/09/2019,71,Crimson Royal,Box,Solid Liner,dp- Double Pad,,,72,Top
Paddock
25252525,18/09/2019,70,Crimson Royal,Box,Solid Liner,dp- Double Pad,,,72,Top
Paddock
25252525,18/09/2019,69,Crimson Royal,Box,Solid Liner,dp- Double Pad,,,72,Top
Paddock
25252525,18/09/2019,68,Midnight Beauty,Coffin,Slit Liner,ml - Matesa
Large,,,36,Block 6
25252525,18/09/2019,66,Midnight Beauty,Coffin,Slit Liner,ml - Matesa
Large,,,36,Block 6
25252525,18/09/2019,65,Midnight Beauty,Coffin,Slit Liner,ml - Matesa
Large,,,36,Block 6
25252525,18/09/2019,64,Midnight Beauty,Coffin,Slit Liner,ml - Matesa
Large,,,36,Block 6
```

Export All to CSV
This creates a file (by default called PickScanPro_StockOutListing.CSV) in the Export File
Path folder specified in the System tab in Options.
The CSV format text file contains all the stock out data displayed in both grids.

An example of part of the file:

```
StockOutMast_ID,StockOutMast_DateTime,Vendor_Name,Vendor_State,StockOutMast_Notes,
StockOutDet_PalletBarcode,Pallet_PrintDate,Pallet_BatchNumber,Pallet_UnitsOnPallet,Variety_Name,
Unit_Name,Liner_Name,SO2_Name,Brand_Name,Supplier_Name
2,"18/09/2019 1:02:12 PM",Coles,VIC,11223344,123400000074,18/09/2019,16,72,"Crimson Royal",
Box,"Solid Liner","dp- Double Pad",,
2,"18/09/2019 1:02:12 PM",Coles,VIC,11223344,123400000075,18/09/2019,16,72,"Crimson Royal",
Box,"Solid Liner","dp- Double Pad",,
2,"18/09/2019 1:02:12 PM",Coles,VIC,11223344,123400000076,18/09/2019,16,72,"Crimson Royal",
Box,"Solid Liner","dp- Double Pad",,
2,"18/09/2019 1:02:12 PM",Coles,VIC,11223344,123400000077,18/09/2019,16,72,"Crimson Royal",
Box,"Solid Liner","dp- Double Pad",,
3,"18/09/2019 1:02:49 PM",Aldi,,25252525,123400000064,18/09/2019,15,36,"Midnight Beauty",
Coffin,"Slit Liner","ml - Matesa Large",,
3,"18/09/2019 1:02:49 PM",Aldi,,25252525,123400000065,18/09/2019,15,36,"Midnight Beauty",
Coffin,"Slit Liner","ml - Matesa Large",,
```

Save and Email Incomplete Stock Out Report
This function creates a file (by default called Incomplete Stock Out Report
yyyymmdd_hhmmss.pdf) in the Export File Path folder specified in the System tab in
Options.
It then emails it to address specified in the Email Settings tab in Options.
The report contains the Notes, PO Number and number of pallets for each Stock Out that has
been shipped, but not received (completed).

Search by Pallet Barcode
If you need to find which Stock Out a pallet was in, type the pallet barcode number and click
on Search by Pallet Barcode.
If found, the relevant Stock Out and pallet will be selected in the grids.

Spray

Chemical Manifest

A list of purchased chemicals used for spraying.
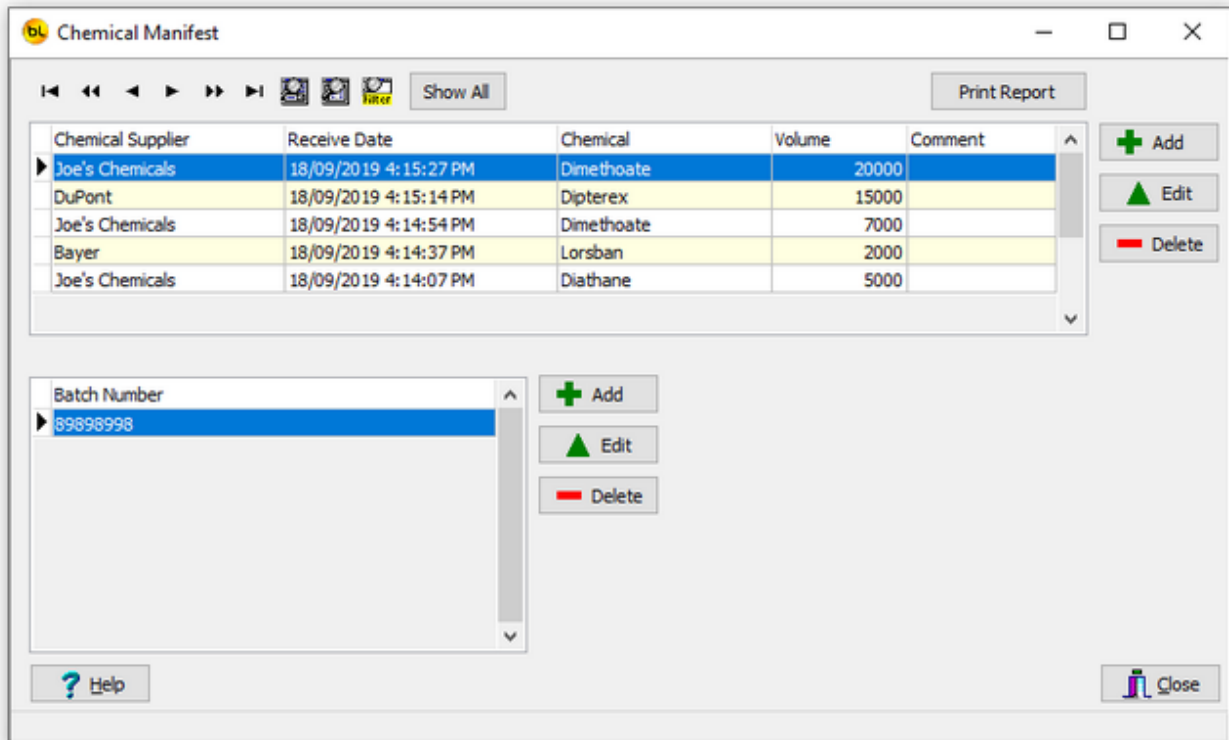
Whenever chemicals are purchased, they should be added to this list.
Click Add
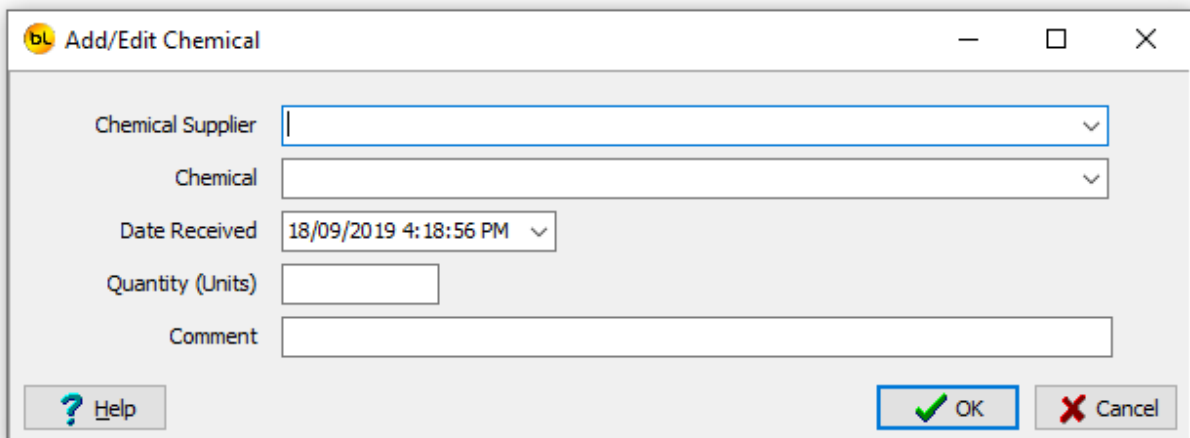
Select the Chemical Supplier from the drop-down list (to add a new one, go to Setup > Chemical Suppliers).
Select the Chemical from the drop-down list (to add a new one, go to Setup > Chemicals).
Enter the quantity and click on OK.

In the lower grid, add Batch Numbers for the chemicals if available.

Print Report
Prints a report of all the data in the grids.
NB You can filter the grid to show only records by chemical or supplier etc. See <u>Using the Grids</u>.
This will also be reflected in the data shown on the report.

Spray Diary Entry

The Spray Diary is used to record all crop spraying events.

The main window has six tabs.
Navigate through the tabs by clicking on the tabs themselves or use the big arrow buttons above.

Enter the required data, then finally on the Confirm tab, click Save.
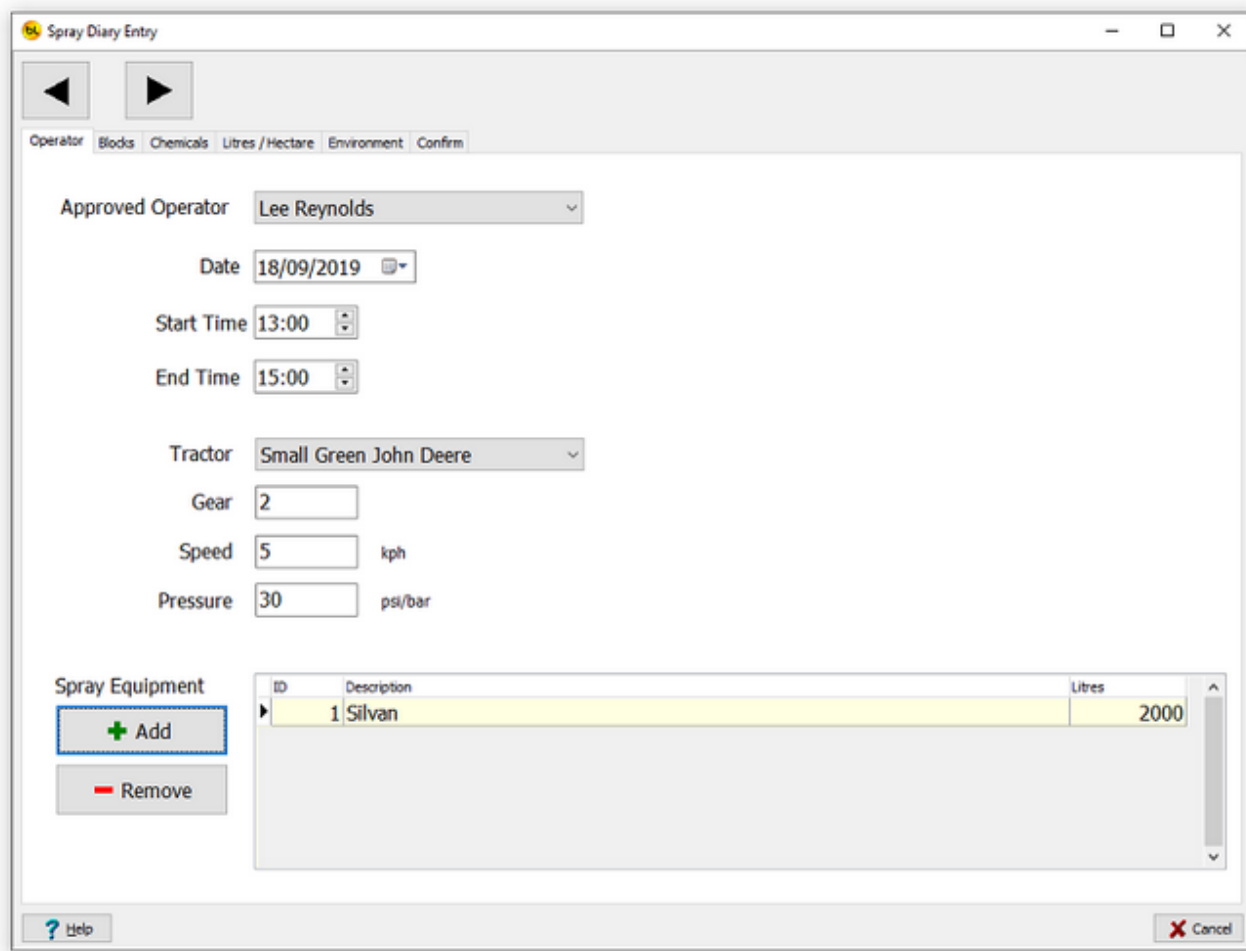
To add operators go to Setup > Approved Operators
To add tractors go to Setup > Tractors
To add spray equipment go to Setup > Spraying Equipment
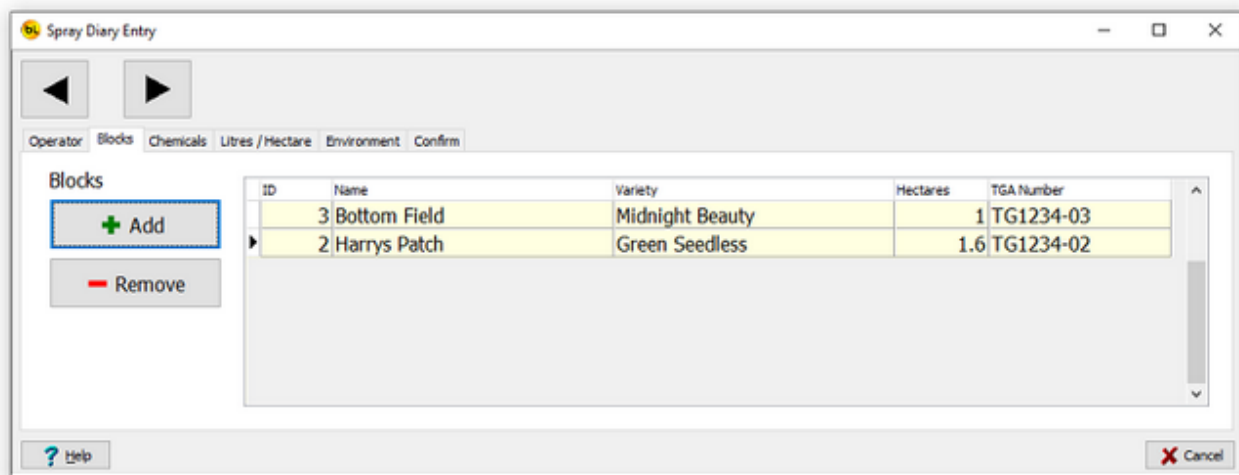
Add one of more blocks that were sprayed.
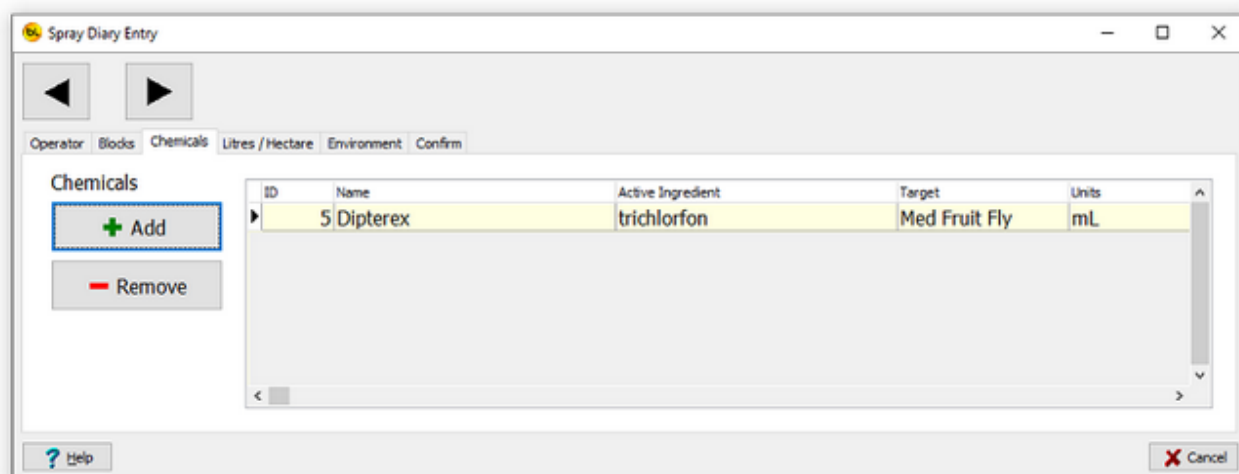
Select one or more chemicals used.
To add chemicals go to Setup > Chemicals
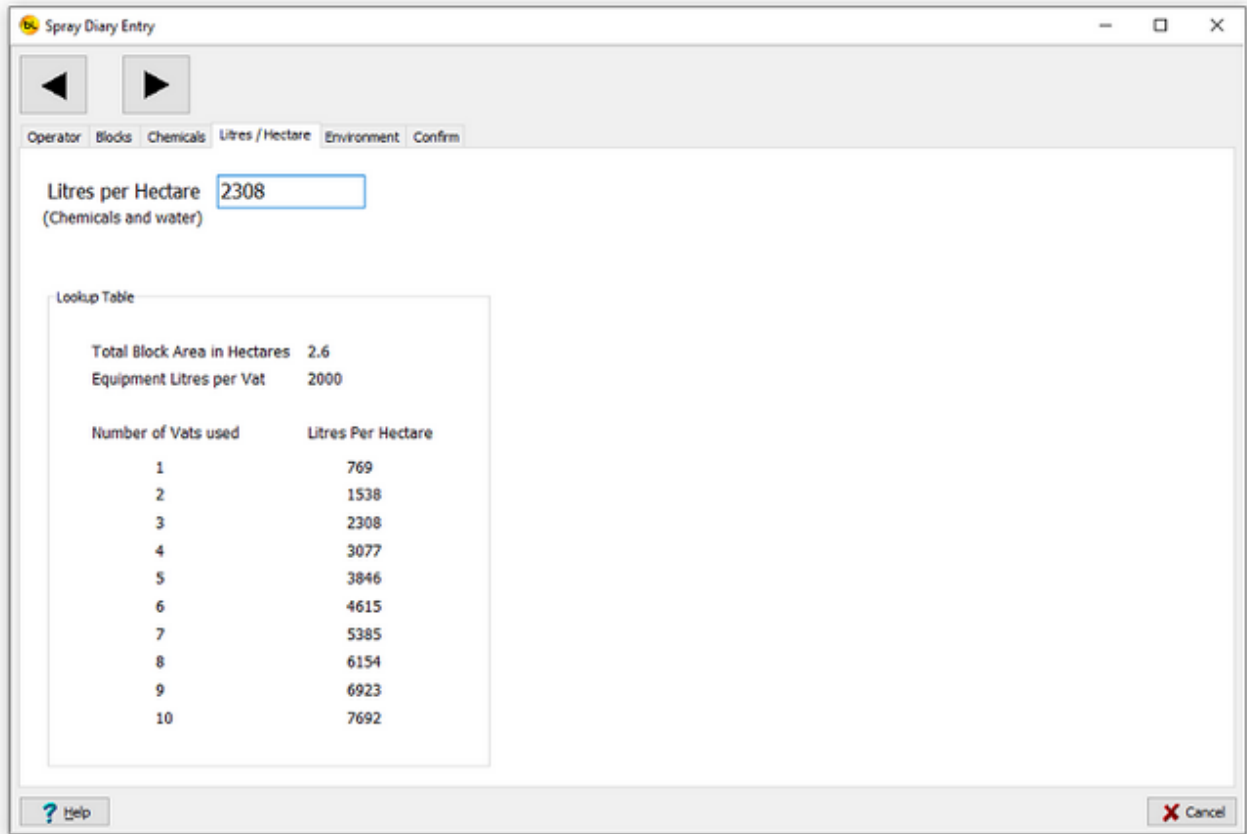
Enter the litres per hectare sprayed (the total of chemicals and water).
A lookup table is displayed showing the litres per hectare by number of vats used.
These figures are based on the capacity of the spray equipment selected on the Operator tab, and the area of the blocks selected.
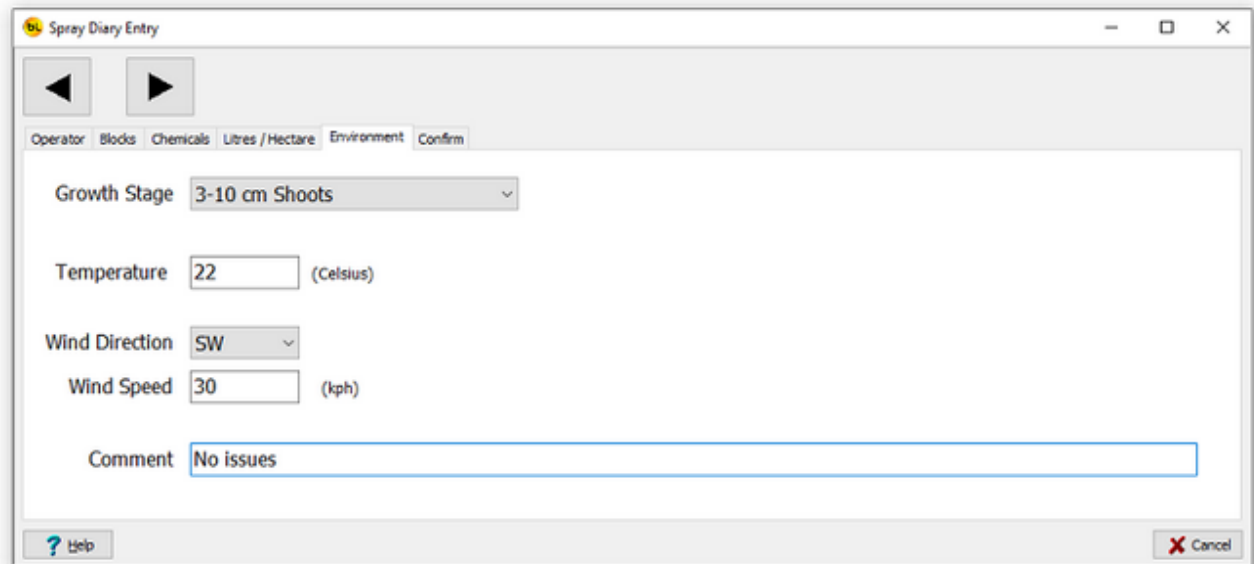
Enter the environment details and move to the Confirm tab.
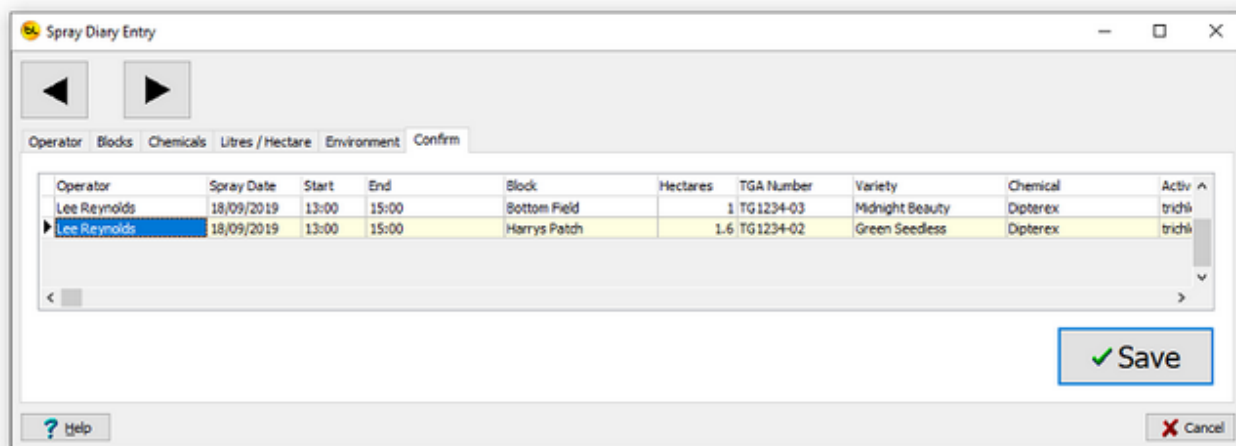
There will be one entry for each block and chemical.
Check the details are correct (go back and change them if not) and click on Save.

View Spray Diary

A grid showing all entries in the Spray Diary
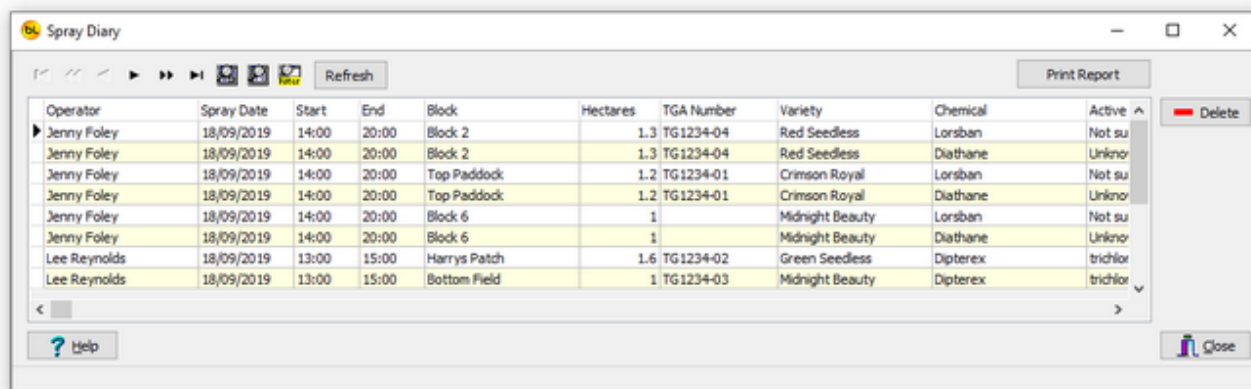
Print Report
Prints a report of all the data in the grid.
NB You can sort and filter the grid to show only records by block or chemical or any other field. See Using the Grids.
This will also be reflected in the data shown on the printed report.

Spray Diary

| Date	Start Time	End Time	Operator						
	Block		TGA No.		Hect. Chem/100L		Units	Chem/Eqip	Ltrs/Hect
	Equipment		Chemical		Active Ingredient				Batch
	Tractor		Gear	Speed	PSI/Bar			Temp	Wind Dir
18/09/2019	14:00	20:00	Jenny Foley						
	Block 2		TG1234-04		1.3	10	mL	500	285
	Silvan 2 5000		Lorsban		Not sure				989898998
	Big Red Massey Ferguson		3	10	40			23	
18/09/2019	14:00	20:00	Jenny Foley						
	Block 2		TG1234-04		1.3	1	kg	50	285
	Silvan 2 5000		Diathane		Unknown				68465465
	Big Red Massey Ferguson		3	10	40			23	
18/09/2019	14:00	20:00	Jenny Foley						
	Top Paddock		TG1234-01		1.2	10	mL	500	285
	Silvan 2 5000		Lorsban		Not sure				989898998
	Big Red Massey Ferguson		3	10	40			23	
18/09/2019	14:00	20:00	Jenny Foley						
	Top Paddock		TG1234-01		1.2	1	kg	50	285
	Silvan 2 5000		Diathane		Unknown				68465465
	Big Red Massey Ferguson		3	10	40			23	
18/09/2019	14:00	20:00	Jenny Foley						
	Block 6				1	10	mL	500	285
	Silvan 2 5000		Lorsban		Not sure				989898998
	Big Red Massey Ferguson		3	10	40			23	
18/09/2019	14:00	20:00	Jenny Foley						
	Block 6				1	1	kg	50	285
	Silvan 2 5000		Diathane		Unknown				68465465
	Big Red Massey Ferguson		3	10	40			23	
18/09/2019	13:00	15:00	Lee Reynolds						
	Harrys Patch		TG1234-02		1.6	250	mL	5000	230
	Silvan 2000		Dipterex		trichlorfon				
	Small Green John Deere		2	5	30			22	SW

Printed 5:19:12 PM 18/09/2019

Pest

Pest Diary

The pest diary records pest inspections by block.
This function is specific to the table grape growing industry and the pest inspection results can be automatically emailed to the ATGA.

A pest trap is located on each block that has been allocated a TGA number (Australian Table Grape Association).
The TGA Number is recorded in the PickScanPro system against a block. See Blocks.
For a pest diary entry to be added for a block, it must have a TGA number.

Barcode labels to be attached to pest traps can be printed from the Blocks window to speed up the data collection process.
Pest diary entries may be made directly on the PC (this function) or using the scanner.
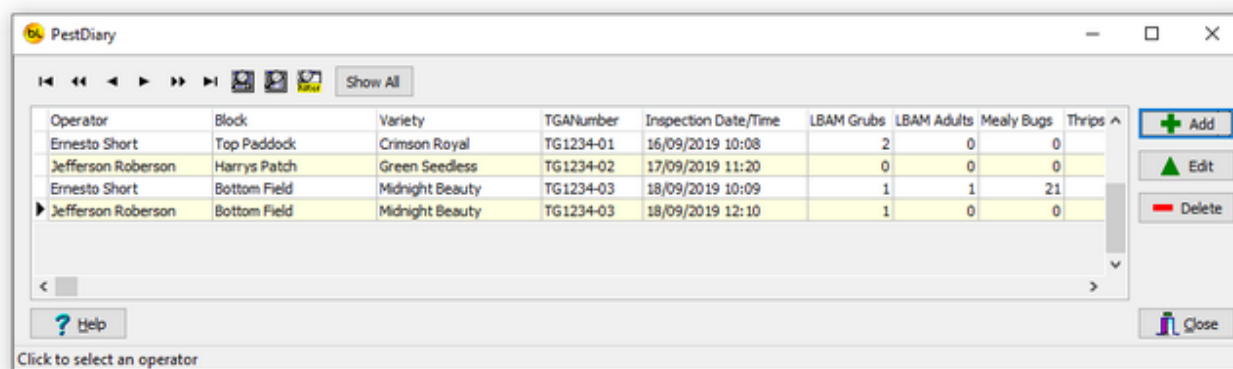
The grid lists all pest diary entries.

Add
Add a new entry.

The operators are added using Setup > Approved Operators.
To add Blocks and allocate TGA Numbers, see Blocks.
Enter the quantity of each item found in the relevant box.
Click on OK to save when complete.

Edit
Selected an entry in the grid and click Edit to change the details.

Delete
Selected an entry in the grid and click Delete to remove it.

Send Data to Scanner

Before creating a pest diary on the scanner it is important to have up to date block data in the scanner.
Connect each scanner and run this function regularly.

This is the same as [Send Data To Scanner](#) for Picking.

Pest Diary Entry on Scanner

Select Pest Diary from the [main menu](#) on the scanner.

Scan the TGA Number barcode on the Pest Trap (the labels can be printed from the Setup > [Blocks](#) window), or manually type it.
The scanner will check that it is a valid TGA Number for an <u>active</u> block and display an error if not.

Now enter the quantity of each item found and press ENT.
If the quantity you want to enter is zero, just press ENT.
To go back a step, press ESC.

When all is complete, it will ask if you want to save the data.
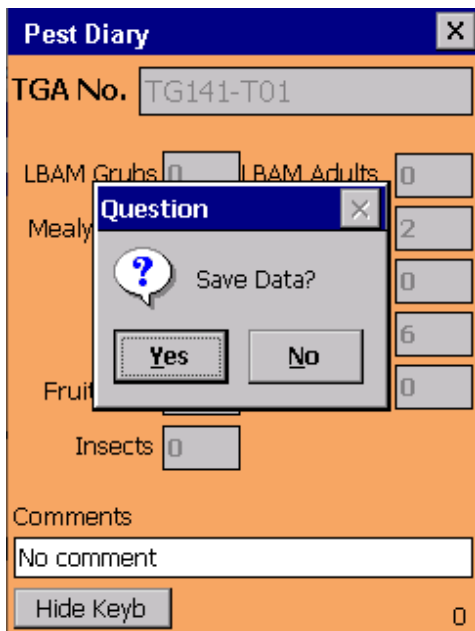
Hit ENT for Yes.

Receive Pest Trap Data from Scanner

To receive the Pest Diary Data from the scanner and update the database, the scanner must be connected to the PC.
Place the scanner in its cradle or connect it with the USB cable.
The scanner should connect to the PC.

When connected, click on the Receive Pest Data From Scanner button on Pest Menu of the PC.

If data is found in the scanner, you will be asked to select an Operator (as this is not recorded on the scanner itself).

The data will then be uploaded from the scanner and added to the database and can be seen from the Pest Diary window.

Export Pest Diary

The Export Pest Diary function creates an Excel spreadsheet file in the format required by the ATGA (Australian Table Grape Association).
See www.australiangrapes.com.au

The TGA provide an Excel template file called Pest Monitoring Diary Template.xlsx to each grower containing their allocated TGA numbers.
This would normally be filled in manually but PickScanPro automates the process.

The Pest Monitoring Diary Template.xlsx file must be placed in the Import File Path folder specified in Tools > Options.

Click on Export Pest Diary

The most recent inspection data for each active block is added to an Excel spreadsheet based on the template file provided and saved to the PC.
The file will be called Pest Monitoring diary yyyymmdd_hhmmss.xlsx where yyyymmdd_hhmmss is the data and time the file was created.
The file will be saved to the Export File Path folder specified in Tools > Options.

A dialog will be displayed to show the results.

```
bL  Pest inspection Excel Export                    —    □    ×


    Pest inspection Excel Export ---- 19/09/2019   10:56:04


 3 Records exported ok
 0 Errors

 Saved as D:\An Export Directory\PickScanPro\Pest Monitoring Diary 20190919_105604.xlsx




 Print                                                     Close
```
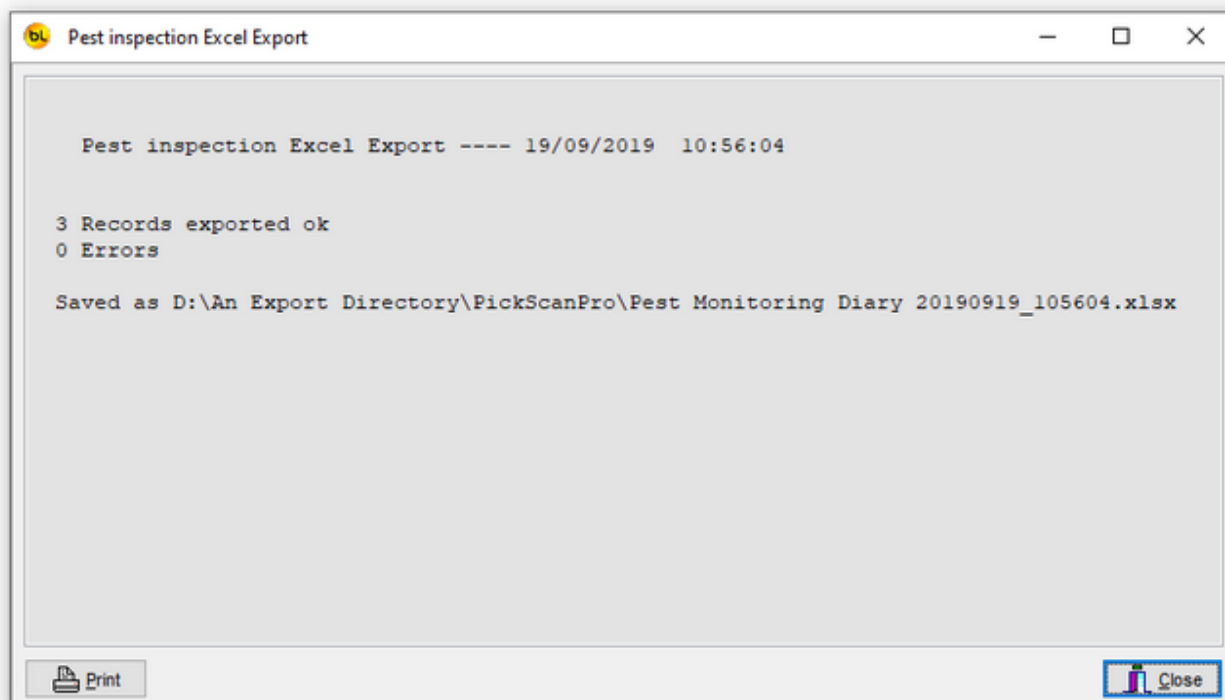
You will get an error if the TGA Number entered was not found in the spreadsheet.

The file is now ready for upload to the ATGA website.
See Open ATGA Website.

Open ATGA Website

This function will open the ATGA (Australian Table Grape Association) website so pest monitoring data can be easily uploaded.
It will open the link http://tablegrape.geometryit.com/ATGA in your default browser.
An internet connection on the PC is required.

You can now log on and upload the file:
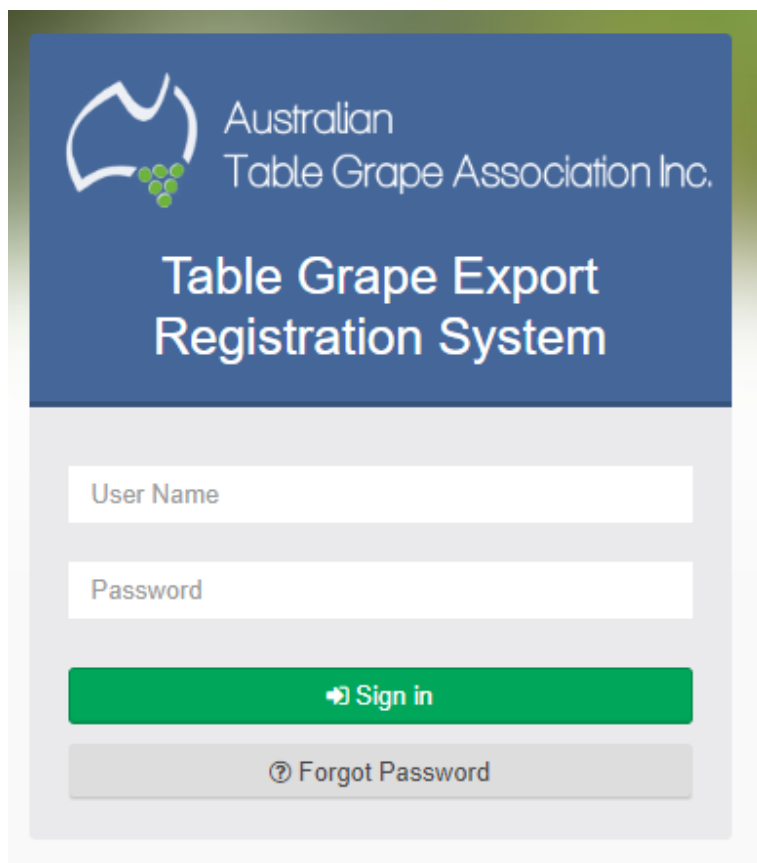
Checklist

Checklist Entry

If you repeatedly have to run through checklists of various kinds and tick boxes etc. this function simplifies the process.

A checklist is a list of questions each of which may either have multiple choice answers or require the operator to type the answer.
The answer may be a simple Yes/No, a number, a list of options or text.
See Check List Types to set up the checklists.

A checklist can be performed either on the PC (go to Checklist > Checklist Entry from the main menu) or on the scanner (see Checklist Entry on Scanner).

When you click on Checklist Entry it will prompt you to select the checklist you want to perform.
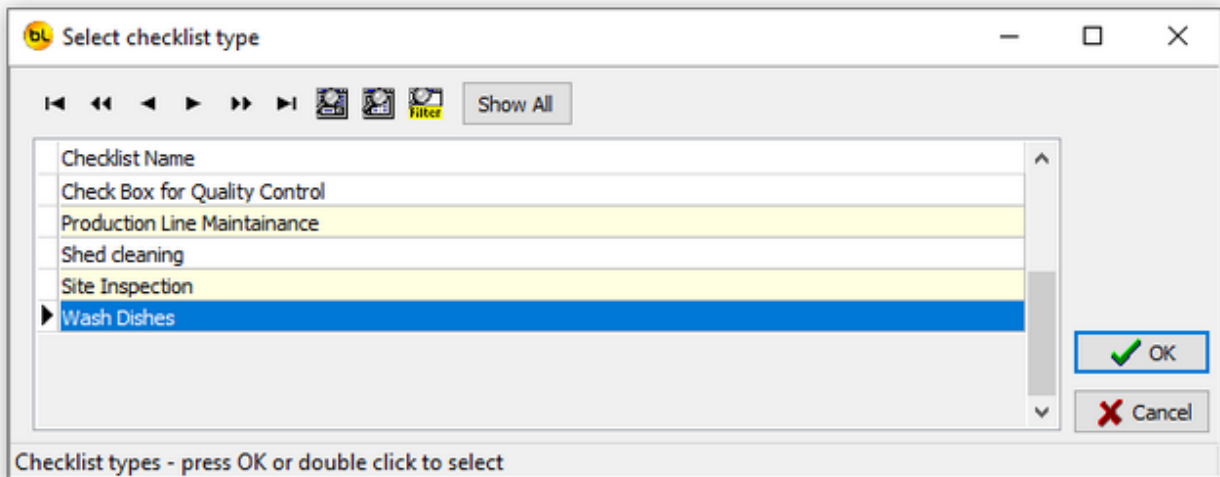
Select one and click on OK. (or double click on one).

The questions will be displayed.

You can enter a comment for the entire checklist, or a comment against each individual question.

Each answer box has a drop down list with the possible answers (* unless it is free text).
Click on the arrow to the right and select the answer required.
* If the Possible Answers for a question was left empty (See Check List Types), you can enter any text in the answer box, up to 80 characters long.

When finished, click on OK to save the data.
You can view or print the results from View/Print Checklists.

Send Data to Scanner

Before running through a checklist on the scanner it is important to have up to date checklist data in the scanner.
Connect each scanner and run this function regularly.

This is the same as [Send Data To Scanner](#) for Picking.

Checklist Entry on Scanner

Select Checklist from the [main menu](#) on the scanner.

Select Checklist ☒

ID	Name
5	Check Box for Quality Co...
2	Production Line Maintaina...
1	Shed cleaning
3	Site Inspection
4	Wash Dishes

Esc	◄◄ ⏶⏷ ►►	Ent
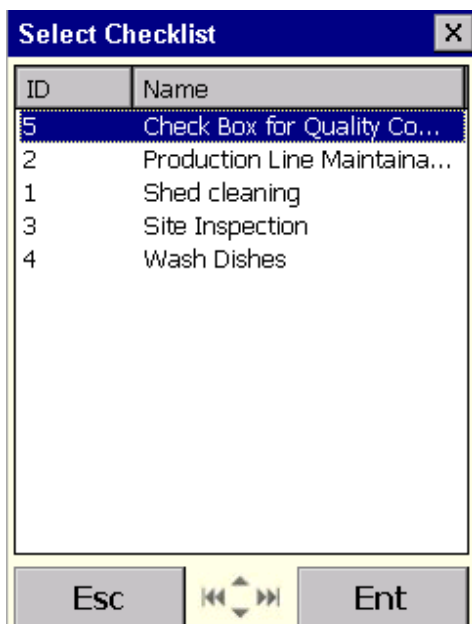
Use the up and down arrow (or touchscreen with stylus) to select the checklist to perform and press ENT.

You will be asked each question in turn.

Checklist ☒

Detergent colour

Orange
Yellow
Green

Back	OK

Use the up and down arrows (or touchscreen with stylus) to select the answer and press ENT. It will move on to the next question.

To go Back to the previous question, press ESC or tap on the Back button.

When you have answered the last question, you will be asked if you want to save the data:
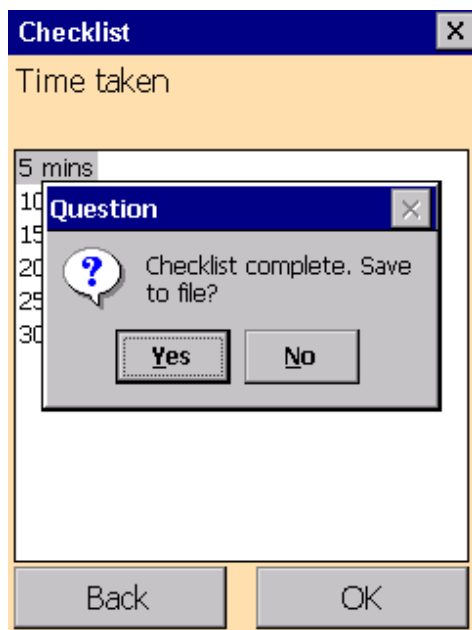
Press ENT to save.

You can perform any number of checklists, or the same one any number of times.
When finished, take the scanner back to the PC and Receive Checklist Data from Scanner to record the information on the PC.

You can view or print the results from View/Print Checklists.

Receive Checklist Data from Scanner

To receive the Checklist Data from the scanner and update the database, the scanner must be connected to the PC.
Place the scanner in its cradle or connect it with the USB cable.
The scanner should connect to the PC.

When connected, click on the Receive Checklist Data From Scanner button on Checklist Menu of the PC.

If data is found in the scanner, the data will then be uploaded from the scanner and added to the database.
You can view or print the results from View/Print Checklists.

View/Print Checklists

Select View/Print Checklist from <u>the main menu</u> to see a history of all the checklists performed in the top grid, and the answers given for each in the bottom grid..
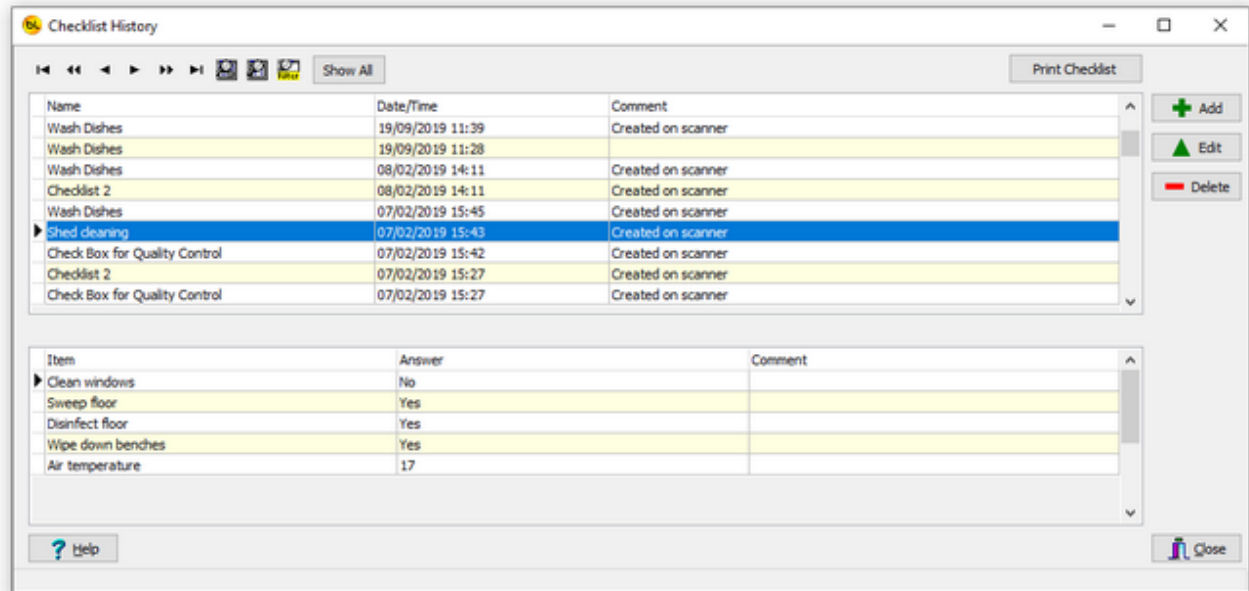
Add
You can perform a checklist here by clicking on Add. This is the same as <u>Checklist Entry</u>.

Edit
You can edit all the details of a performed checklist here to correct errors etc.
By default, the comment for all checklists performed on the scanner will be set to 'Created on scanner' but this can be changed here.

Delete
Remove the selected, performed checklist, and all the answers by clicking on Delete. You will be prompted to confirm that this is what you want to do. This cannot be undone.

Print Checklist
Click on Print Checklist print a report of the checklist selected in the top grid. The report will look similar to this:

Shed cleaning

Created: 07/02/2019 15:43

Comment: Created on scanner

Item	Answer	Comment
Clean windows	No	
Sweep floor	Yes	
Disinfect floor	Yes	
Wipe down benches	Yes	
Air temperature	17	

Diary

Diary Entry

The diary records tasks that have been performed on each block.

Three tasks (Picked, Sprayed and Pest Inspection) are required by the system, have been created already and cannot be deleted.
These tasks are added automatically by the system:
  A Picked Task is added when pallet labels are printed for produce from a block.
  A Sprayed Task is added when a spray diary entry is made for a block.
  A Pest Inspection is added when a pest diary entry is made for a block.

You can add any number of other tasks in Setup > Tasks.

To create a diary entry go to Diary > Diary Entry from the main menu).

The main window has three tabs.
Navigate through the tabs by clicking on the tabs themselves or use the big arrow buttons above.

Enter the required data, then finally on the Confirm tab, click Save.

Select the task name from the drop down list of available tasks.
You can add new tasks in Setup > Tasks.

Change the dates (it defaults to today) and times if required, and optionally enter some notes.
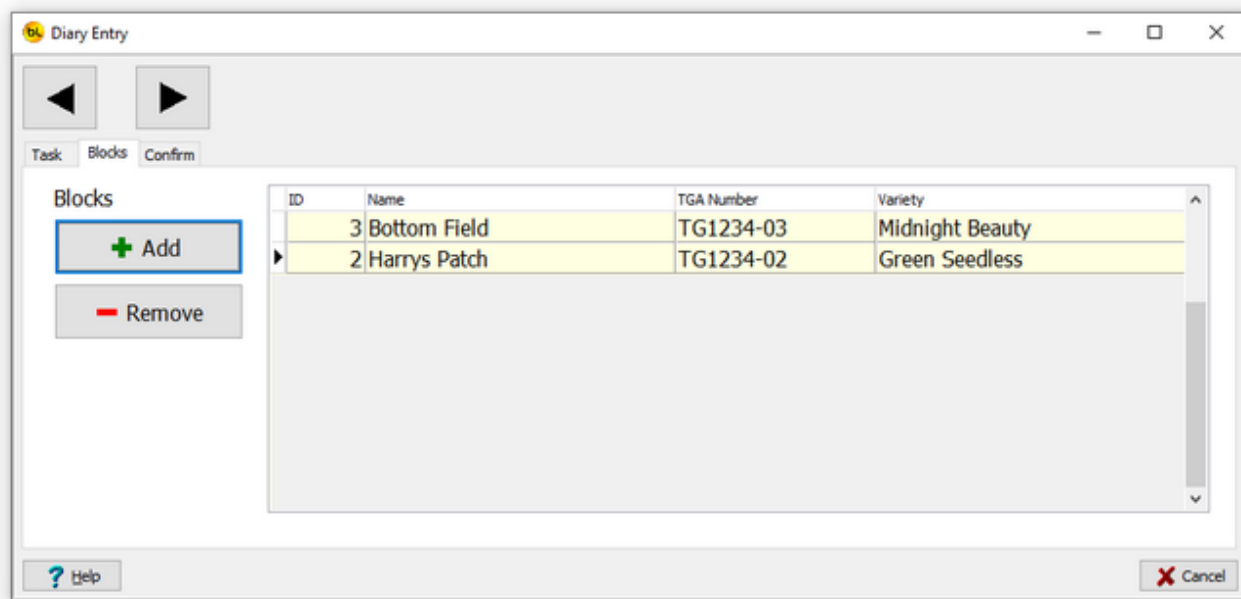
Add one or more blocks where the task was performed.
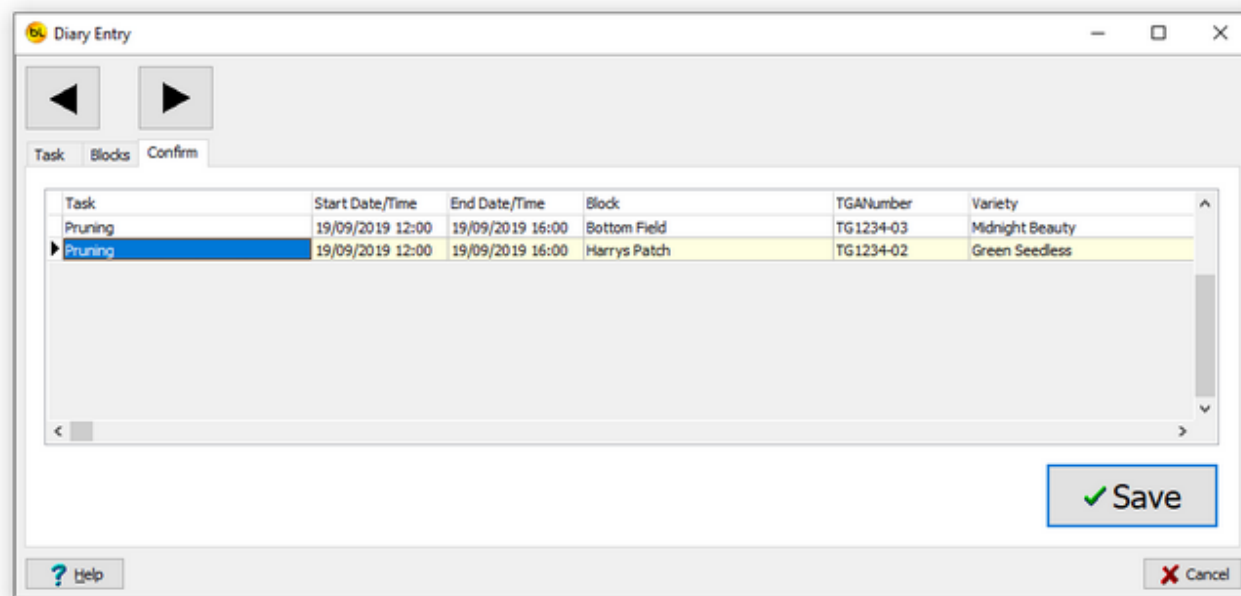
Finally review the data and click on Save.

You can view or print the results from View/Print Diary.

View/Print Diary

Select View/Print Diary from the main menu to see a history of all the tasks performed.
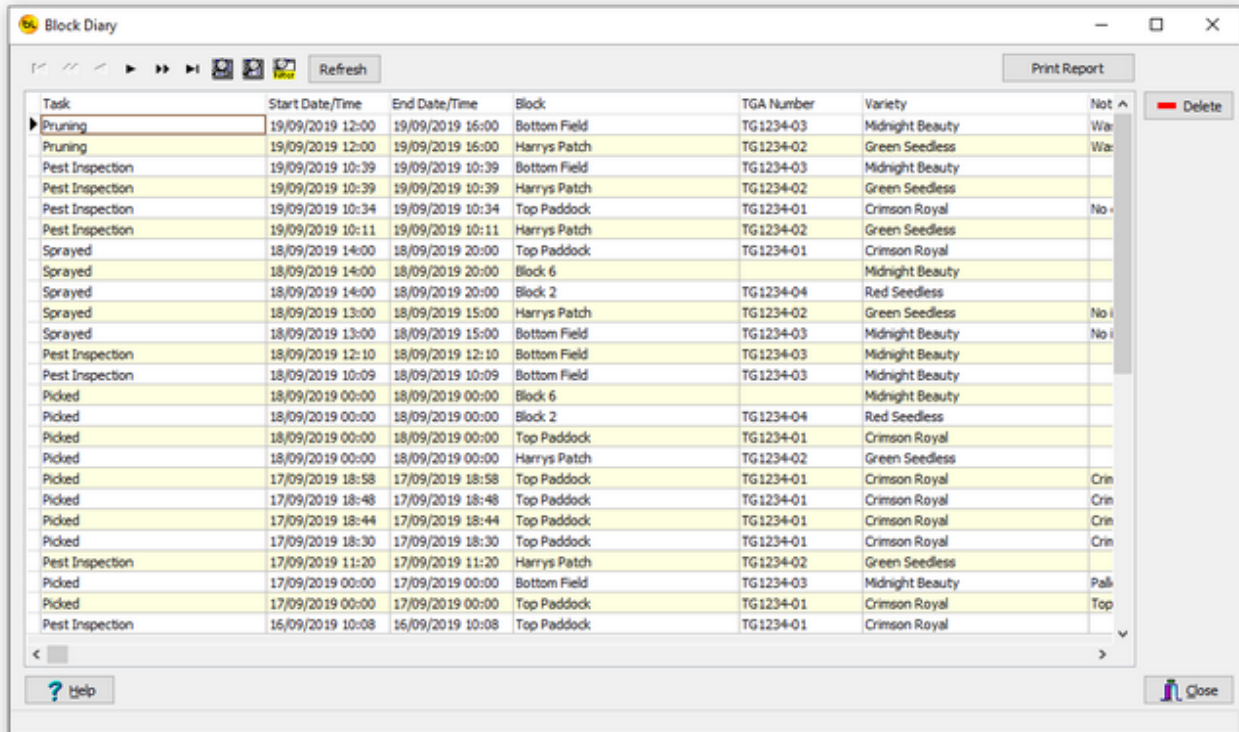
Delete
Select the required task and click Delete to remove it. You will be prompted to confirm that this is what you want to do. This cannot be undone.

Print Report
Prints a report of all the data in the grid.
NB You can sort and filter the grid to show only records by block, task or any other field. See Using the Grids.
This will also be reflected in the data shown on the printed report.

Sample report:

Block Diary

Block	Task	Start Date/Time	End Date/Time	Notes
				Variety
Bottom Field	Pruning	19/09/2019 12:00	19/09/2019 16:00	Waste needs re
				Midnight Beauty
Harrys Patch	Pruning	19/09/2019 12:00	19/09/2019 16:00	Waste needs re
				Green Seedless
Bottom Field	Pest Inspection	19/09/2019 10:39	19/09/2019 10:39	
				Midnight Beauty
Harrys Patch	Pest Inspection	19/09/2019 10:39	19/09/2019 10:39	
				Green Seedless
Top Paddock	Pest Inspection	19/09/2019 10:34	19/09/2019 10:34	No comment
				Crimson Royal
Harrys Patch	Pest Inspection	19/09/2019 10:11	19/09/2019 10:11	
				Green Seedless
Top Paddock	Sprayed	18/09/2019 14:00	18/09/2019 20:00	
				Crimson Royal
Block 6	Sprayed	18/09/2019 14:00	18/09/2019 20:00	
				Midnight Beauty

Reports

Picked Reports

When selecting report, you will be first be prompted to select a date range (which defaults to the current day).
Other available options are:
Show Detail Lines. If selected, the details of each label scanned will be displayed as well as the totals.
Show Picker Totals Only (not broken down by variety and unit)
All Varieties (or select one from a list)
All Contractors
One Contractor (select from list of all contractors)
One Picker (select only one picker from the list of all pickers).
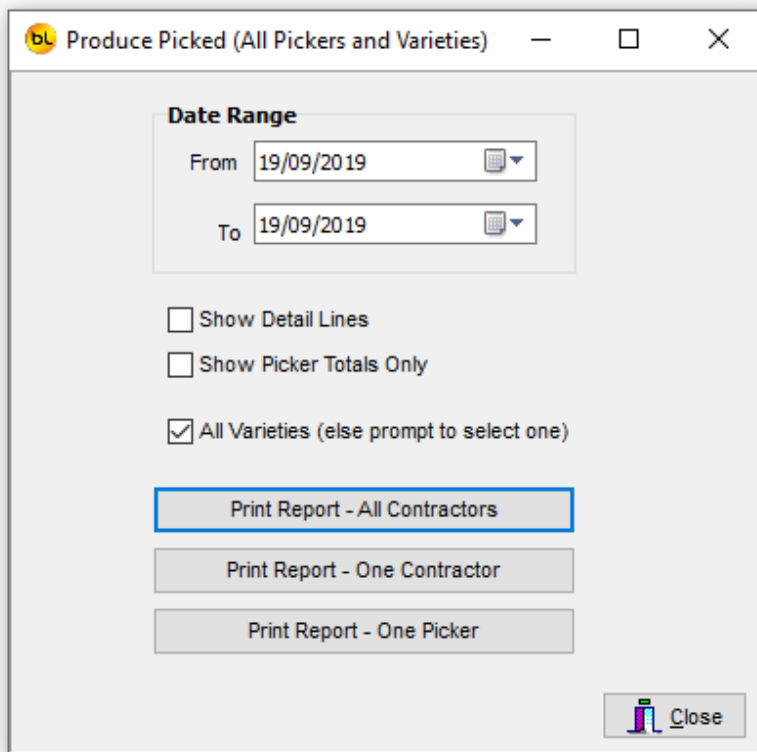
Here is an example of part of the Picked Report by Picker and Variety, without the detail lines.
It shows a list of pickers, the variety, block, units and the total quantity (and poor quality totals from the QA function) of produce picked.
It can also display punnet quantities if Enable Punnets per Unit is checked in Options.

Produce Picked   (All Varieties)   From: 16/09/2019 To: 19/09/2019
Contractor Fred's Pickers

System Nb   1234   Old MacDonald

	Unit Qty	Poor Q	Punnet Qty	Poor Q	Ext Price
Jane Doe (3) (Fred's Pickers)					
Crimson Royal					
Top Paddock					
Coffin Total	21	0	0	0	$50.40
Variety Total	21	0	0	0	$50.40
Green Seedless					
Harrys Patch					
Box Total	2	0	24	0	$2.46
Variety Total	2	0	24	0	$2.46
Midnight Beauty					
Bottom Field					
Box Total	17.5	3.5	210	42	$21.53
Variety Total	17.5	3.5	210	42	$21.53
Picker Total	40.5	3.5	234	42	$74.38
Poor Quality	3.5		42		($4.31)
Net Total	37		192		$70.08
Peter Picker (4) (Fred's Pickers)					
Crimson Royal					
Top Paddock					
Coffin Total	11	1	0	0	$26.40
Variety Total	11	1	0	0	$26.40
Green Seedless					
Harrys Patch					
Coffin Total	6	0	0	0	$14.40
Variety Total	6	0	0	0	$14.40
Midnight Beauty					
Bottom Field					
Box Total	25	0	300	0	$30.75
Variety Total	25	0	300	0	$30.75
Picker Total	42	1	300	0	$71.55
Poor Quality	1		0		($2.40)
Net Total	41		300		$69.15
Grand Total	82.5		534		$145.93
Poor Quality	4.5		42		($6.71)
Net Total	78		492		$139.23

It also shows the pickers earnings based on the price per unit *when the scanned barcode data was received from the scanner.*

This is important, so I will repeat it: As the unit price may vary from day to day, the price the picker receives is the unit price when the data is received from the scanner and added to the database.

Changing the unit price in Units, after data has been uploaded from the scanner will not affect the totals in these reports.

If a pricing error has been made it will be necessary to change the raw data using the View or Edit Produce Picked Data function.

The Picked Report by Variety shows the totals by each variety, block and unit with no picker information.
This is an example without the detail lines.

Produce Picked by Variety   From: 16/09/2019 To: 19/09/2019
All Contractors
System Nb   1234   Old MacDonald

		Unit Qty	Poor Q	Punnet Qty	Poor Q	Ext Price
Crimson Royal						
Top Paddock						
	Coffin Total	82	1	0	0	$196.80
	Variety Total	82	1	0	0	$196.80
Green Seedless						
Harrys Patch						
	Box Total	5	0	60	0	$6.15
	Coffin Total	14	0	0	0	$33.60
	Variety Total	19	0	60	0	$39.75
Midnight Beauty						
Bottom Field						
	Box Total	60.5	5.5	726	66	$74.41
	Variety Total	60.5	5.5	726	66	$74.41
Grand Total		161.5		786		$310.97
	Poor Quality	6.5		66		($9.17)
	Net Total	155		720		$301.80

This report is Picked Report by Block which shows totals by block, variety and unit.
The Block Total is the total units picked for the block between the dates selected.
The Units per Plant is the Block Total divided by the number of plants on the block (see
Blocks).

Produce Picked by Block   From: 16/09/2019 To: 19/09/2019
All Contractors
System Nb   1234   Old MacDonald

			Unit Qty	Punnet Qty	Ext Price
Bottom Field					
Midnight Beauty					
		Box Total	60.5	726	$74.41
Units per Plant	0.086	Block Total	60.5	726	$74.41
Harrys Patch					
Green Seedless					
		Box Total	5	60	$6.15
		Coffin Total	14	0	$33.60
Units per Plant	0.008	Block Total	19	60	$39.75
Top Paddock					
Crimson Royal					
		Coffin Total	82	0	$196.80
Units per Plant	0.041	Block Total	82	0	$196.80
Grand Total			161.5	786	$310.96
		Poor Quality	6.5	66	($9.17)
		Net Total	155	720	$301.80

The Picked Report by Picker, Variety and Unit (simple) is a compact version of the
produce picked report showing picker totals by variety and unit together with poor quality
totals (and optionally punnet totals if enabled).

Produce Picked Report (All Varieties)   From: 16/03/2019 To: 16/03/2020
All Contractors

System Nb   1234   Old MacDonald

			Unit Qty	Poor Q
Harry Houdini (General Labour Hire)				
	Crimson Royal	Coffin	20	0
	Green Seedless	Box	3	0
	Midnight Beauty	Box	9	2
	Red Seedless	Box	2	0
	Red Seedless	Crate (Plastic)	1	0
			35	2
Jane Doe (Fred's Pickers)				
	Crimson Royal	Coffin	21	0
	Green Seedless	Box	2	0
	Midnight Beauty	Box	17.5	3.5
			40.5	3.5
Joe Picker (General Labour Hire)				
	Crimson Royal	Coffin	30	0
	Green Seedless	Coffin	9	0
	Midnight Beauty	Box	9	0
			48	0
Peter Picker (Fred's Pickers)				
	Crimson Royal	Coffin	11	1
	Green Seedless	Coffin	6	0
	Midnight Beauty	Box	25	0
			42	1
Grand Total			**165.5**	**6.5**

The Poor Quality Report by Reason, Picker, Variety and Unit shows the data collected by using the QA Check function on the scanner.
The reasons displayed are from the Poor Quality Reasons list in the database.

Poor Quality Report　　　　(All Varieties)　　　　From: 13/03/2019 To: 13/03/2020
All Contractors

System Nb	1234	Old MacDonald		Units	Punnets

Over Weight (2)

Peter Picker (4) (Fred's Pickers)

Crimson Royal

				Units	Punnets
			Coffin	1	0
			Variety Total	1	0
			Picker Total	1	0
			Over Weight Total	1	0

Poor Quality (3)

Harry Houdini (2) (General Labour Hire)

Midnight Beauty

			Box	1	12
			Variety Total	1	12
			Picker Total	1	12

Jane Doe (3) (Fred's Pickers)

Midnight Beauty

			Box	2.5	30
			Variety Total	2.5	30
			Picker Total	2.5	30
			Poor Quality Total	3.5	42

Under Weight (1)

Harry Houdini (2) (General Labour Hire)

Midnight Beauty

			Box	1	12
			Variety Total	1	12
			Picker Total	1	12

Jane Doe (3) (Fred's Pickers)

Midnight Beauty

			Box	1	12
			Variety Total	1	12
			Picker Total	1	12
			Under Weight Total	2	24

Grand Total				6.5	66

The Picked Report by Picker, Variety, Unit and Date shows the quantity picked by each picker in tabular form with a column for each date in the range selected.

Produce Picked by Picker and Date (All Varieties)
All Contractors

System Nb   1234   Old MacDonald

Picker	Variety	Unit	16/09/2019	17/09/2019	19/09/2019	22/10/2019	Grand Total
Harry Houdini	Crimson Royal	Coffin		20			20
	Green Seedless	Box			3		3
	Midnight Beauty	Box	9				9
Jane Doe	Crimson Royal	Coffin		21			21
	Green Seedless	Box			2		2
	Midnight Beauty	Box	16.5	1			17.5
Joe Picker	Crimson Royal	Coffin		30			30
	Green Seedless	Coffin	8			1	9
	Midnight Beauty	Box	9				9
Peter Picker	Crimson Royal	Coffin		11			11
	Green Seedless	Coffin	6				6
	Midnight Beauty	Box	6	19			25
Grand Total			54.5	102	5	1	162.5

The Picked Report by Picker, Variety, Unit and Date (inc Punnets) is the same but also shows the total punnets picked (unit total x punnets per unit).
This report is only available if Enable punnets per unit is checked in Options.

Produce Picked by Picker and Date   (All Varieties)
All Contractors
System Nb   1234   Old MacDonald

Picker	Variety	Unit		16/09/2019	17/09/2019	19/09/2019	22/10/2019	Grand Total
Harry Houdini	Crimson Royal	Coffin	Unit Qty		20			20
			Punnet Qty		0			0
	Green Seedless	Box	Unit Qty			3		3
			Punnet Qty			36		36
	Midnight Beauty	Box	Unit Qty	9				9
			Punnet Qty	108				108
Jane Doe	Crimson Royal	Coffin	Unit Qty		21			21
			Punnet Qty		0			0
	Green Seedless	Box	Unit Qty			2		2
			Punnet Qty			24		24
	Midnight Beauty	Box	Unit Qty	16.5	1			17.5
			Punnet Qty	198	12			210
Joe Picker	Crimson Royal	Coffin	Unit Qty		30			30
			Punnet Qty		0			0
	Green Seedless	Coffin	Unit Qty	8			1	9
			Punnet Qty	0			0	0
	Midnight Beauty	Box	Unit Qty	9				9
			Punnet Qty	108				108
Peter Picker	Crimson Royal	Coffin	Unit Qty		11			11
			Punnet Qty		0			0
	Green Seedless	Coffin	Unit Qty	6				6
			Punnet Qty	0				0
	Midnight Beauty	Box	Unit Qty	6	19			25
			Punnet Qty	72	228			300
Grand Total			Tot Unit Qty	54.5	102	5	1	162.5
			Tot Punnet Qty	486	240	60	0	786

The Poor Quality Report by Picker, Variety, Unit and Date (and optionally punnets) shows a similar grid but with with only the count of poor quality units as recorded using the QA Check function on the scanner.

Poor Quality Picked by Picker and Date   (All Varieties)
All Contractors

System Nb	1234	Old MacDonald

Picker	Variety	Unit	16/09/2019	17/09/2019	19/09/2019	22/10/2019	Poor Quality Total
Harry Houdini	Crimson Royal	Coffin		0			0
	Green Seedless	Box			0		0
	Midnight Beauty	Box	2				2
Jane Doe	Crimson Royal	Coffin		0			0
	Green Seedless	Box			0		0
	Midnight Beauty	Box	3.5	0			3.5
Joe Picker	Crimson Royal	Coffin		0			0
	Green Seedless	Coffin	0			0	0
	Midnight Beauty	Box	0				0
Peter Picker	Crimson Royal	Coffin		1			1
	Green Seedless	Coffin	0				0
	Midnight Beauty	Box	0	0			0
Grand Total			5.5	1	0	0	6.5

Picker Labels Printed

This report shows the number of labels printed by picker over a date range.
It can be used to see where there is wastage of labels.

When selecting report, you will be first be prompted to select a date range (which defaults to the current day).
Other available options are:
      All Contractors
      One Contractor (select from list of all contractors)
      One Picker (select only one picker from the list of all pickers).

Picker Labels Printed Report From: 15/03/2020 To: 16/03/2020
All Contractors

System Nb	1234	Old MacDonald	Label Qty
Harry Houdini (General Labour Hire)			25
Mary Contrary (Fred's Pickers)			3
Peter Picker (Fred's Pickers)			3
Total			**31**

SO2 and Liners Used

This report shows the Sulphur Dioxide pad types and box liners used by date based on the units scanned.

Select a date range (defaults to the current day), then click on Print Report.

Carting Report

This report shows the total carting cost by unit based on the <ins>units</ins> scanned.

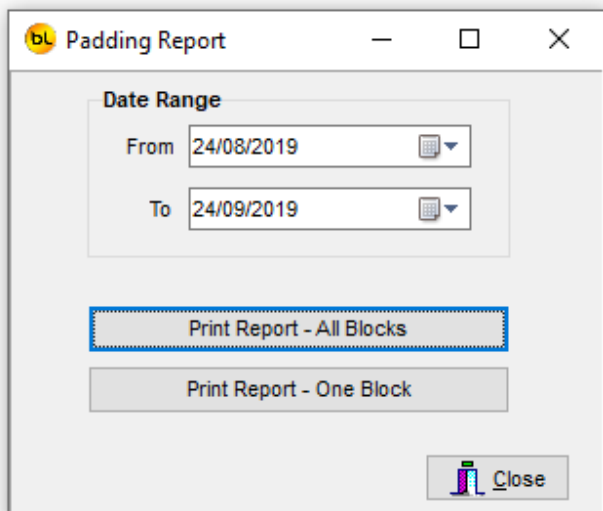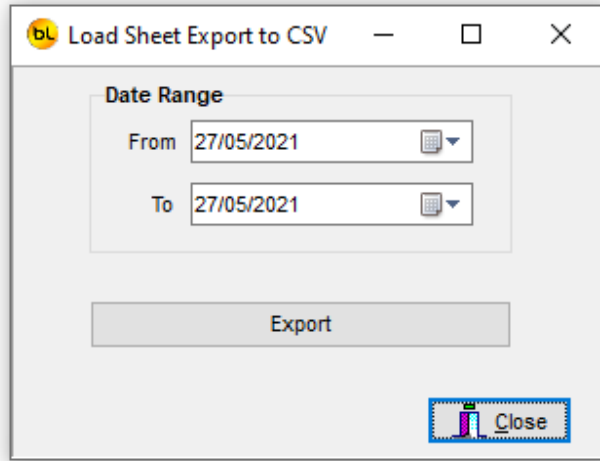Select a date range (defaults to the current day), then click on Print Report for All Blocks or One block.
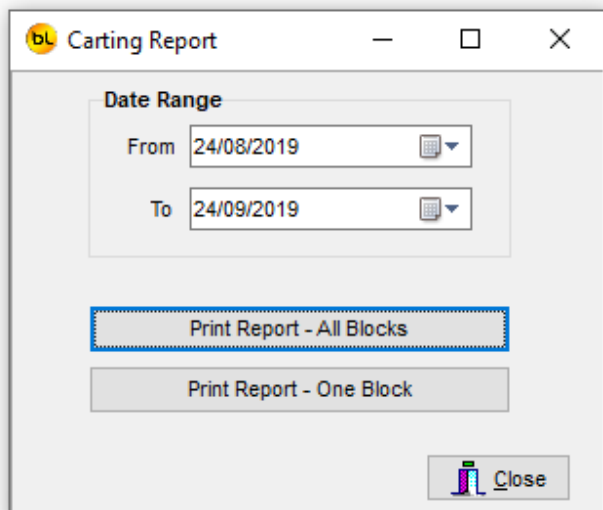
Padding Report

This report shows the total padding cost by unit based on the <u>units</u> scanned.

Select a date range (defaults to the current day), then click on Print Report for All Blocks or One block.

Load Sheet Export to CSV File

This function creates a CSV file containing a summary of loads created using the Goods Out function.

Select the start and end load dates (It defaults to the current date), and click on Export. The file will be created in the Export File Path folder as specified in Options > System.

The file can optionally be transmitted to an FTP server.

The same file can be produced automatically daily at the time specified in in Options > FTP Settings. See also PickScanPro FTP Client.
In this case, the file is for the current date only.

The file contains one record for each load / vendor (if the load is for one vendor, there will only be one record for the load).
The file contains the following data fields:

Load Date
Load Number
Vendor Name
Transport Company Name
Number of Pallets

An example of the contents of this file:

21/05/2021,02000034,Coles TAS,International Logistics,24
21/05/2021,02000034,Woolworths QLD,International Logistics,12
21/05/2021,02000035,Coles TAS,Trevor's Trucks,24
21/05/2021,02000036,Aldi ,Harry's Transport,36

The files will be called PickScan_LoadSheet_yyyymmdd.csv

Where yyyymmdd is the date the file was created if using the automatic daily function, or the last date in the range if a date range was entered when creating the file manually from The Main Menu (Reports > Load Sheet Export to CSV File).

NB, the FTP transfer will send all PickScanPro_LoadSheet files found in the Export directory

and move them to the FTPArchive folder (C:\ProgramData\Barcode Logic\PickScanPro \FTPArchive).

FTP

Overview

The FTP (File Transfer Protocol) functions allow scanners to be used remotely from the PickScanPro system PC, perhaps in another shed or even on another site.
Rather than connecting the scanner directly to the PC via USB to transfer data back and forth, the data is transferred via an FTP server.

The address, username and password for the FTP server are configured in Tools > Options > FTP tab on the PC program.
There is a Test Connection button you can click to be sure you can log on to the server successfully.

The FTP server settings are configurd on the scanner using the System > Options > FTP Server tab.
There is a Check FTP function on the System Menu of the scanner you can use to be sure you can log on to the server successfully.

The scanner must be connected via Wi-Fi to a network with access to the FTP server.

Lookup files are sent to the FTP server from the PC. (See Send Data to FTP Server).

The operator selects Send/Receive on the scanner which will receive the lookup files from the FTP server and send any files with data it has collected.

The data files are received by the PC and processed. (See Receive Data from FTP Server).

Lookup files that go to the scanner include lists of pickers, blocks, varieties, units, checklists etc.
Data files received from the scanner includes units picked, QA data, pest diary entries, received pallets etc.

Send Data to FTP Server

Select FTP > Send Data to FTP Server from the PickScanPro main menu.

The lookup files will be created from data in the database and uploaded to the FTP Server.
This should be done regularly in case data has changed.
The files include the lists of:

Blocks
Varieties
Units
Brands
QA reasons
Pickers
Checklists
Vendors

After these have been uploaded, the scanner operator must select Send/Receive on the
scanner so it is updated with the latest files.

Send/Receive from Scanner

The operator selects [Send/Receive](#) on the scanner which will receive the lookup files from the FTP server and send any files with data it has collected.

Receive Data from FTP Server

Select FTP > Receive Data from FTP Server from the PickScanPro main menu.

Files of data collected on the scanner that have been uploaded to the FTP Server will be downloaded and processed.
The files could include data from one or more of these functions:

Picking (Scan Labels)
QA Check
Stock Out
Pest Inspection
Checklists
Receice Pallets.

FTP Client

The PickScanPro FTP Client (PickScanProTaskTray.exe) is an optional application that runs in the Task Tray of the PC.
This application checks for data files on the FTP Server every n seconds (where n is configured on the Tools > Options > FTP tab).
If files are found it downloads and processes them.

This is the same as running Receive Data from FTP Server but it does it automatically.

This program can also be used to automatically Email Stock Level and Incomplete Stock Out reports daily.
See the Email settings in Options.

These is the same as clicking on Save and Email Report in View Stock Levels and Save and Email Incomplete Stock Out Report in View Stock Out.

Tools

Edit Next Box Number

The Box Number is unique within one installation of the system and is incremented each time labels are printed.
As long as the System number is unique (i.e. no two installations of PickScanPro have the same system number), then each label will be unique.

This function should only be used in the unlikely event that the database has become corrupt. Do not use this function except under instruction from your supplier. Resetting the box number could cause duplicate labels which cannot be processed by the system.
The password to access it is barcode.

Edit Next Pallet Number

The Pallet Number is unique within one installation of the system and is incremented each time labels are printed.
As long as the System number is unique (i.e. no two installations of PickScanPro have the same system number), then each label will be unique.

This function should only be used in the unlikely event that the database has become corrupt. Do not use this function except under instruction from your supplier. Resetting the pallet number could cause duplicate labels which will make the data untrustworthy.
The password to access it is barcode.

Edit Next Batch Number

The batch number is incremented each time a batch of pallet labels is printed, and is recorded in the pallet records that are created at the same time.
This function should only be used in the unlikely event that the database has become corrupt.

Receive Pallets

Scan Received Pallets

This function allows a vendor who has received pallets in an order, and has their own PickScanPro scanner, to scan the pallet barcodes and transmit this information back to the PickScanPro system so you know they have been received.

The function must be enabled on the scanner in Scanner Options. Check the Enable Receive Pallets ONLY checkbox on the Function tab.

Usually the data will be transmitted to an FTP server where it can be accessed by the PickScanPro system.
The scanner must have Wi-Fi and FTP configured (See System Functions and Scanner Options).

The scanner main menu will now look like this:
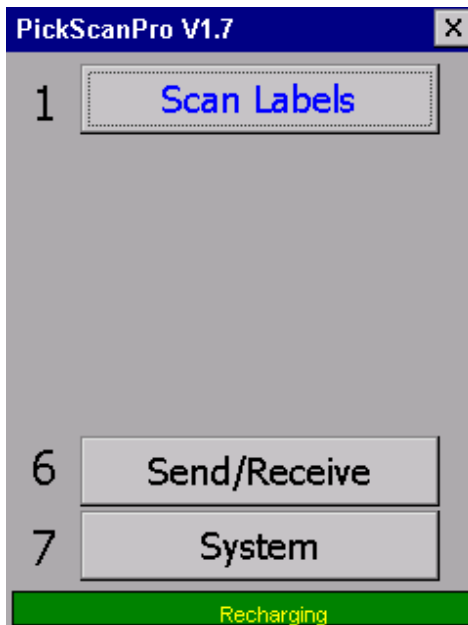
Select Scan Labels.
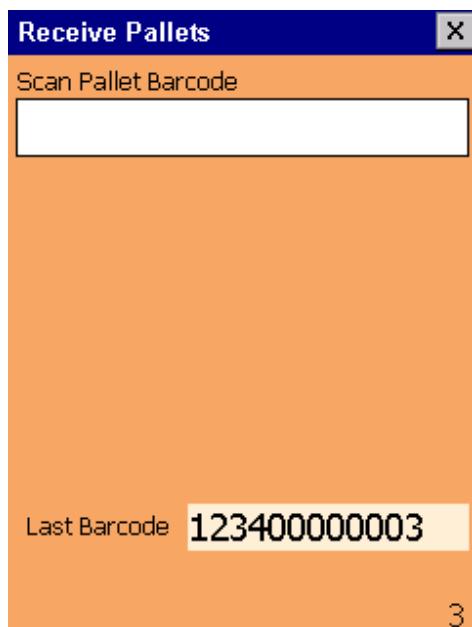
The vendor will then scan the pallet barcode on each pallet they have received.

When finished, press ESC to return to the menu and select Send/Receive.
The data will be transmitted to the FTP server.

PickScanPro will automatically pick up this data and process it if the PickScanPro FTP Client is enabled.
Alternatively, this data can be imported manually by select in FTP > Receive Data from FTP Server from the main menu.

The data can also be uploaded by connecting the scanner to the PickScanPro system by USB and selecting Pallets > Receive Received Pallets Data from Scanner from the main menu.

For each pallet scanned, the pallet record in the database will be marked as Received.

Other Programs

PickScanPro FTP Client

The PickScanPro FTP Client is an optional application that runs in the Task Tray of the PC.
See FTP Client

This program can also be used to automatically email Stock Level, Incomplete Stock Out reports daily and a Load Sheet summary.
See the Email settings in Options.

PickScanPro TCP Server

This application is used in conjunction with unattended barcode scanners on an Ethernet network fixed alongside a conveyor.
It collects data in a similar way to the Scan Picker Labels function on the hand held scanner but automatically rather than manually.

It can optionally collect weight from scale connected to the scanner.

The data is written to file in the same format as the scanners, and it can be imported into PickScanPro using File > Import PickScan Server Data from the main menu.

After installing, run it and go to **Tools > Options** to set the Export File Path to be the same as the PickScanPro Import File Path and select the database file (the same as the PickScanPro database folder). Set the **Data In Format** to Barcode only or Barcode and Weight.
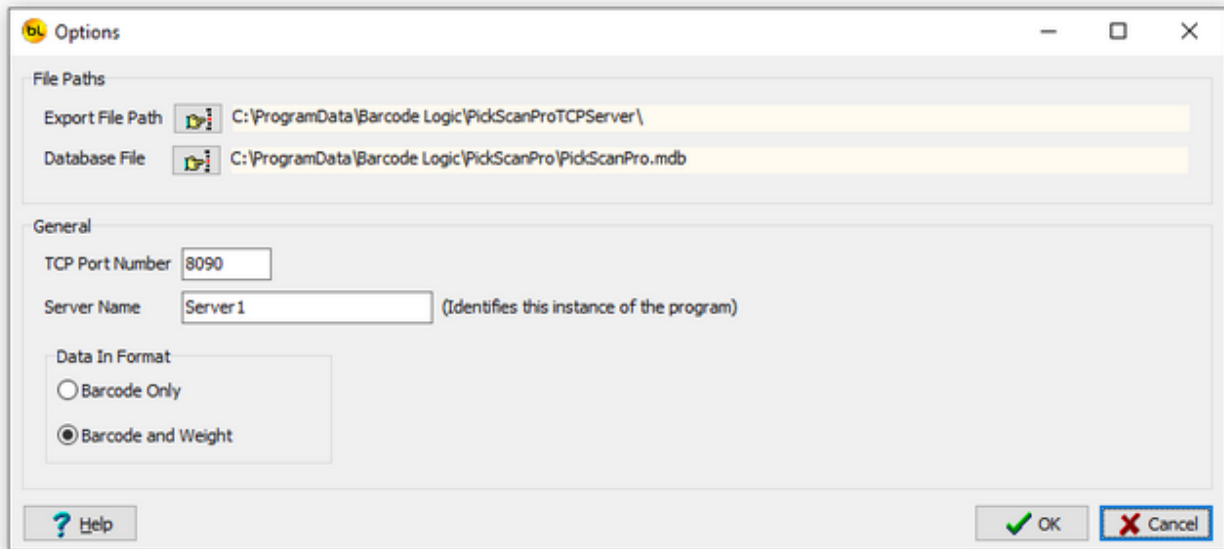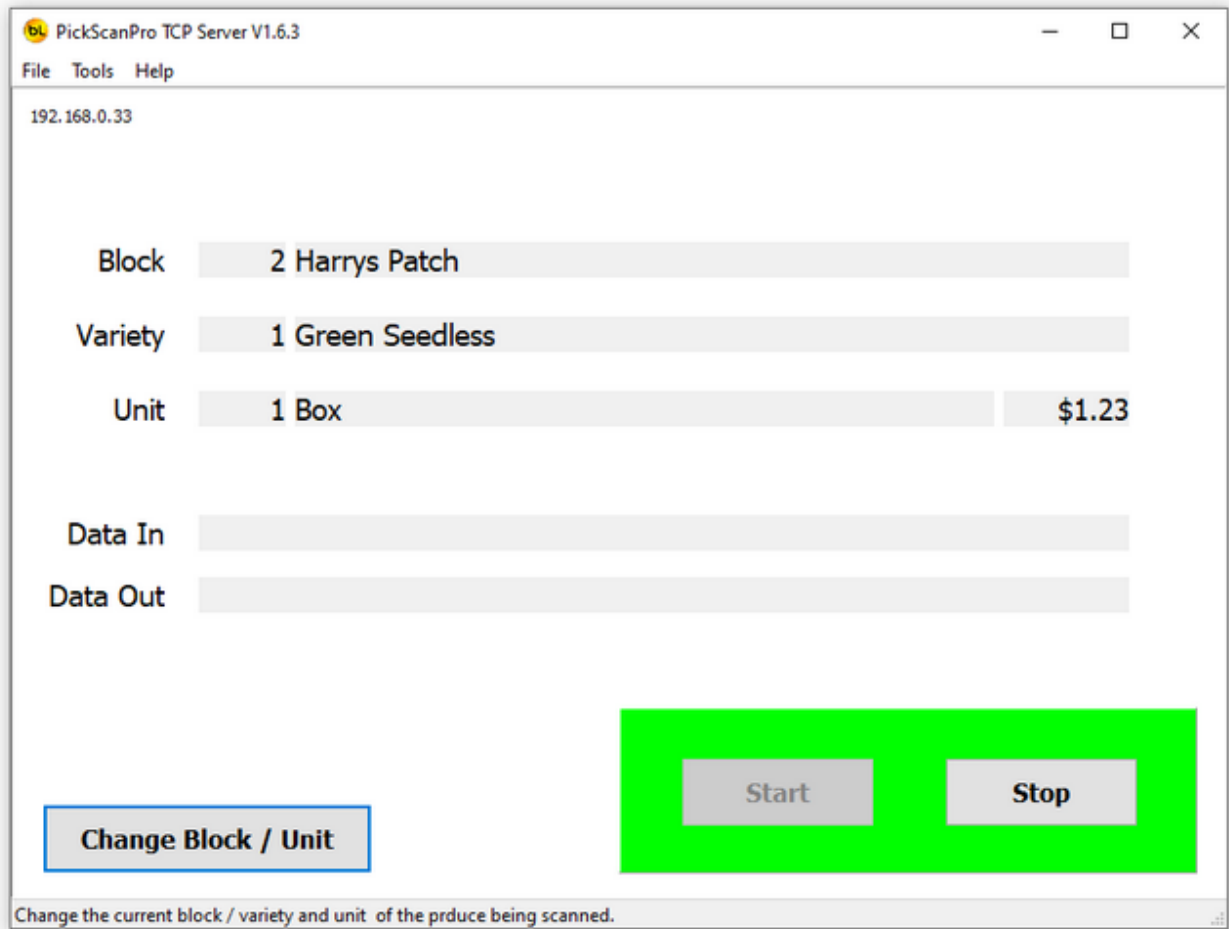
The operator selects a block and unit by clicking the Change Block / Unit button and selecting from the list of available blocks.
They then click on Start. It is now ready to receive data from the scanner and save it to file.

Technical info

The data in from the scanner should be in this format:
16 character picker barcode
a comma separator
the numeric weight in kg
the text kg
some spaces and the character G
and finally a line feed (0x0A) character.

e.g.
1234567890123456,0.115 kg   G

When it receives data with a valid barcode (16 chars before the separator), it uses the data before the kg as the quantity if it is a valid number.
Any lines without a 16 digit barcode number or an invalid weight will be ignored.

The program will return **G** to the scanner if the data received from the scanner/scale was good.
G = Good Read.
If the data is bad, nothing is returned.

It will connect to the server (scanner) the first time it needs to send a **G**.
It will stay connected it is can. Each time it needs to send a **G** it will retry to connect if it has disconnected for any reason.
If it cannot connect, it will timeout after 2 secs. And the **G** will not be sent.

PickScanPro Viewer

This application is a small subset of the functions in the main PickScanPro application.

It allows the operator to view Pallet and Stock Out (Purchase Order) data but not edit anything.
It also allows reprinting of Stock Out reports and load sheets.
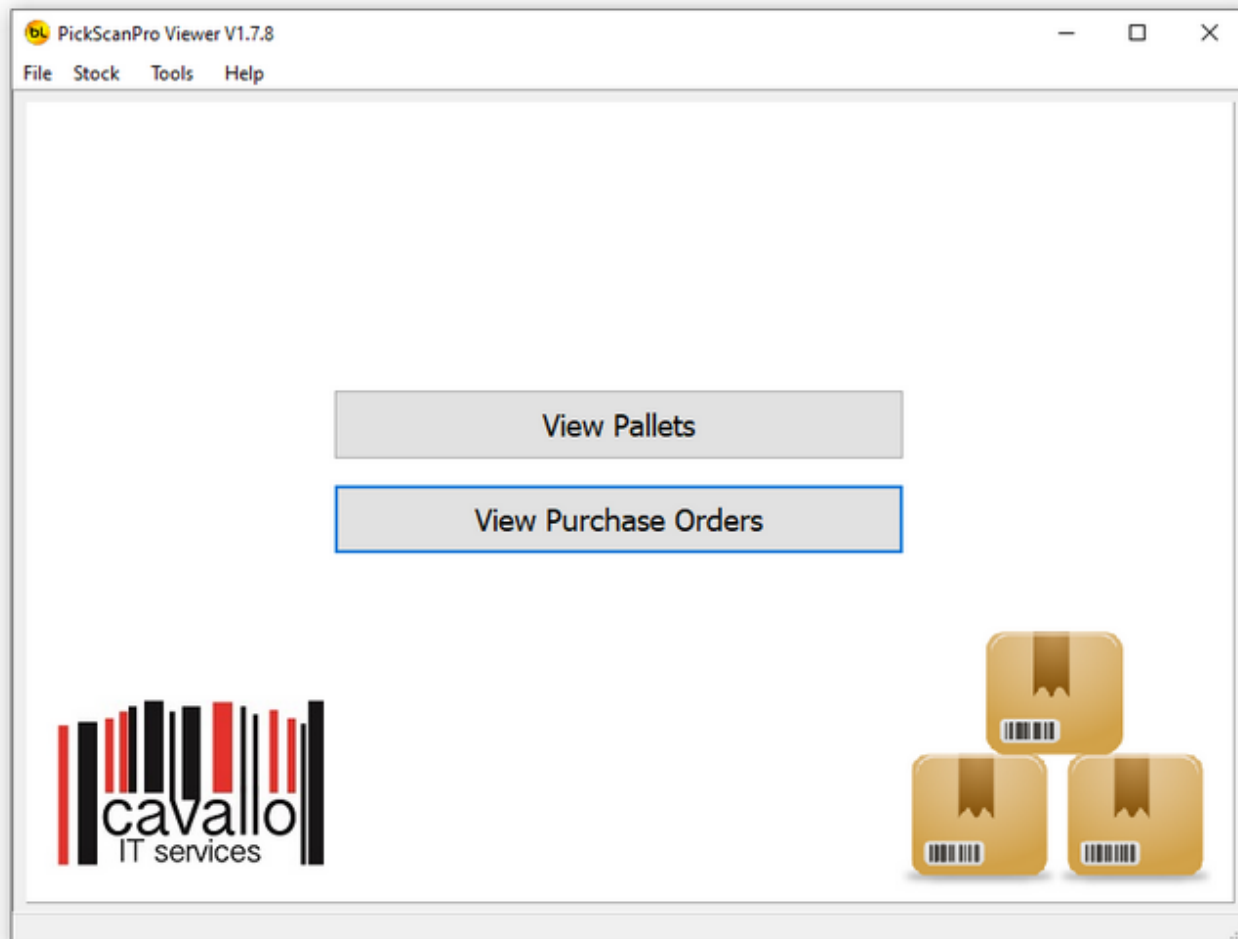
Sales and Support

Contact

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