

ScanME

PDT Stock Count System V1.6
User Guide



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Introduction

ScanME is a mobile system that increases the speed and accuracy of stock counting.

The system consists of a Portable Data Collection Terminal (PDT) with integrated barcode scanner and a desktop application for MS Windows based PC's that handles the communications between the PDT and PC.

Barcoded stock can be scanned with the PDT and the stock quantity entered.

Optionally, the barcode can be checked against a list of items to be sure it is valid and the item description displayed.

When counting is complete, the PDT is connected to the PC with a USB cable, and the list of items counted is transferred to the PC in CSV format from where it can be imported into the POS system.

The system has a secondary function: The PDT can be used as a standard USB Point of Sale (PoS) barcode scanner when connected to the PC with the USB cable.



Quick Start

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

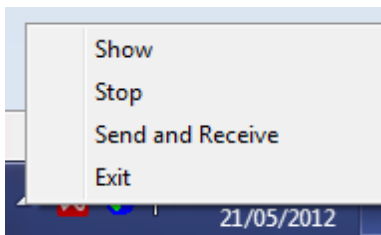
Install the necessary Windows communication software from the CD (Windows Mobile Device Center for Windows 7, 8 or 10).

Install the ScanMe software on your PC, and run it.

Right click on the ScanMe Icon on the PC taskbar



And select Show from the Menu



Go to Tools / Options on the main menu and change these settings:

The PDT Model you are using.

The Import file Path and Import File Name (if you want to load an item list into the PDT).

The Export File Path where the item count data will be saved after uploading from the PDT.

Close the program on the PC.

Turn on your PDT and connect it to a USB port of your PC with the cable (or put it in the cradle which is connected to the PC).

If an item file exists, it will be transferred to the PDT.

Disconnect the PDT and start by checking the options on the PDT:

Select System, then [Options](#).

If you want to check that the items you are scanning are in the item list, select Check Items are in the Lookup File

Press ENTER to save, and ESC to return to the main menu.

Now you are ready to scan items:

Select Count Stock

Scan a barcode, enter a quantity and repeat until finished.

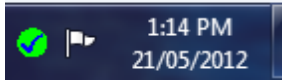
Connect the PDT to the PC and the data will be uploaded and placed in a file on the PC.

Getting Started

Please refer to the CE PDT Installation Guide on the installation CD for information on installing the software necessary to run this system.

When the PC software is installed, it will run automatically each time the PC is rebooted.

When running correctly, the ScanME icon will be displayed on the taskbar of the PC, with a blue tick in a green disk if the PDT is connected:



or a green tick in a blue disk if the PDT is not connected:



In this state, the PC program will wait for a PDT to be connected.

When it is, it will upload the list of scanned items from the PDT if one exists (see [Upload Scanned Item Data From PDT](#))

and download a full list of valid items to the PDT, if a new item list file has been created (see [Download Item List to the PDT](#)).

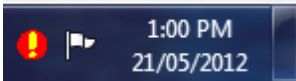
The PDT must be connected with the USB cable, and the icon showing it is connected (blue tick in a green disk), when using the PDT as a PoS barcode scanner.

When connected, the Windows Mobile Device Center main menu will pop up to indicate that it has connected successfully.

When this window appears, just close it or click on 'Connect without setting up your device' or close it. There is no need to 'Set up your device'.



If the ScanME icon appears as a yellow exclamation mark in a red disk, communications with the PDT is disabled.



In normal operation nothing more needs to be done with this program, however there are some functions available for software registration and maintenance. To access the main menu of the program, right click on the icon with the tick, a pop up menu will appear.



Click on Show to open the program.
Note that communications is disabled while the program is showing.

Stop will stop the program checking for a connected PDT and disable communications.

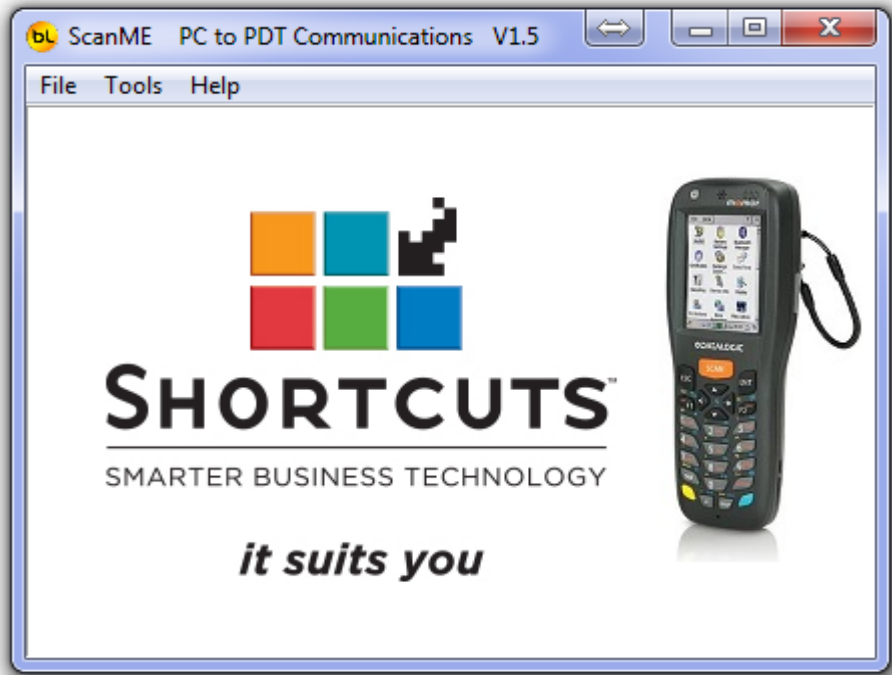
Send and Receive will perform the communications with a PDT that is already connected. This has the same effect as disconnecting and reconnecting the PDT.

Exit will close the program completely.
The program can be restarted from the Windows Start Menu (Start / All Programs / Barcode Logic / ScanME PDT Communications) or by restarting the PC.

See [The Main Menu](#) for details of the functions available.
See [Using the PDT](#) on how to operate the mobile scanner.

Using the PC Program

The Main Menu



The functions available from the main menu are:

File

Hide - This will minimise the program to the taskbar and re-enable communications.
[Re-import List](#)

Tools

[Options](#)
[Check PDT Program Version](#)
[Download Program to PDT](#)

Help

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File

Re-Import List

This function should be used only in an emergency.

After the list of item codes and quantities have been uploaded from the PDT, the list is deleted from the PDT but is saved to a file on the PC.

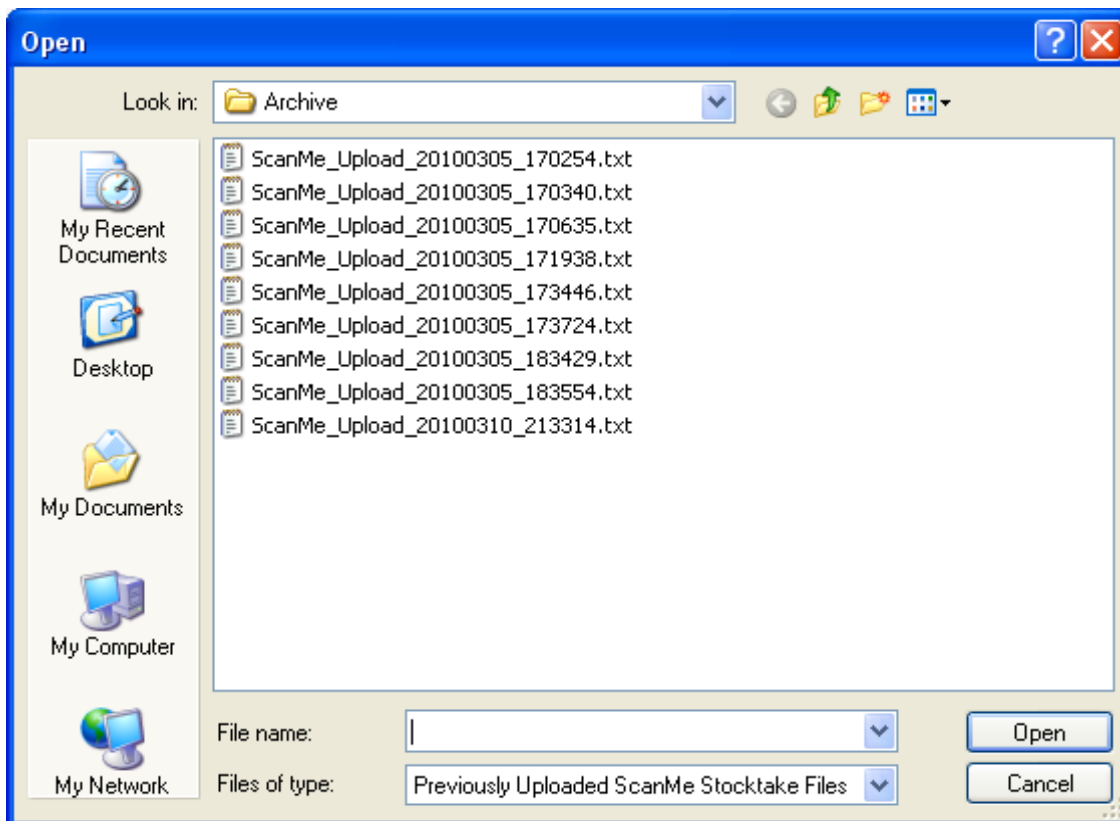
The files are called **ScanMe_Upload_yyyymmdd_hhmmss.TXT** format, where yyyymmdd is the data and hhmmss is the time.

The files act as a backup so if all goes horribly wrong, it should not be necessary to recount any items.

The **Re-Import List** function allows any previous list to be processed again which will recreate the .CSV file.

This may be useful if a mistake was made after uploading, or a system error occurred.

A dialog will open allowing you to select from the files available:



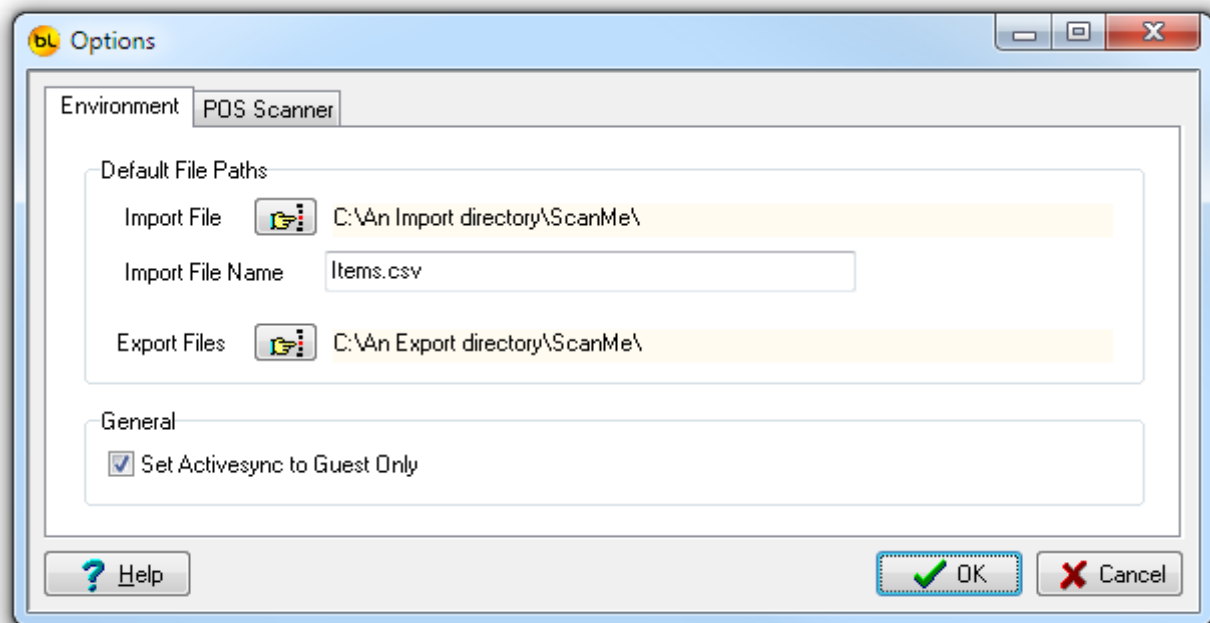
Note: These files are not in the same format as the .CSV files created in the Export files path. Indeed, when this Reprocess function is used, another .CSV file will be created in the Export Files path.

Tools

Options

The options windows has two tabs:

Environment



Default File Paths

This option allows you to change the default folders where the .CSV files transferred to and from the PDT are saved.

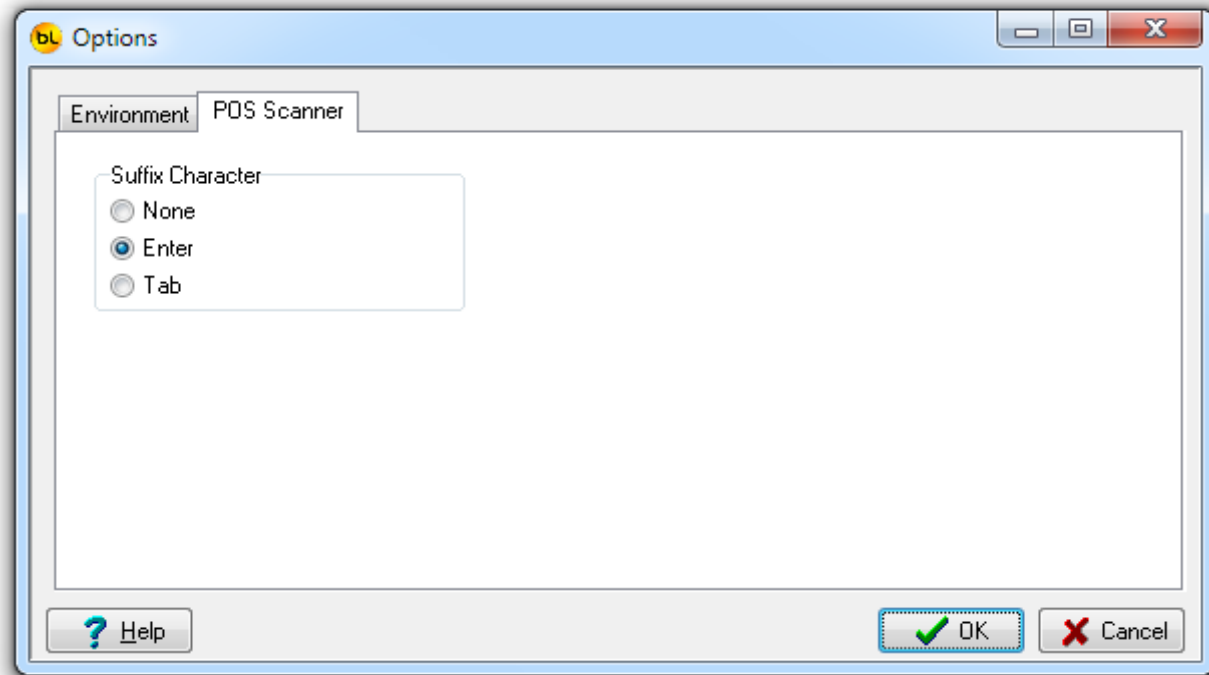
The Import File Path is where the item list file exported from ShortCuts should be placed. The Import File Name is the name of the file exported from ShortCuts. By default this is called Items.csv but may be changed here.

The Export file path is where the item count files are put after uploading from the PDT. The import and export paths can be the same if required.

Set ActiveSync to Guest Only

This option affects Windows XP only which should longer be in use.

POS Scanner



Suffix Character

When using the PDT as a standard PoS barcode scanner, the barcode number is transmitted to the PC and is displayed on the PC monitor as though it was typed on the keyboard. After transmitting the barcode number, the ScanME software can simulate pressing either the ENTER key or TAB key.

ENTER is the default, and would not normally need to be changed.

Check PDT Program Version

Use this function to check that the ScanMe program version on the PDT is the same as the ScanMe program version on the PC, and therefore compatible. The PDT must be connected to the PC.

When this option is selected, a dialog box will pop up advising if it is the correct version or not.

Download Program to PDT

Normally, the PDT 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 PDT in its cradle, and make sure it is turned on.

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

The program installation file will be copied to the PDT.

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

When the program has copied across, you will need to cold boot the PDT (also known as a hardware reset) to install the new software.

See [How to Cold Boot a PDT](#)

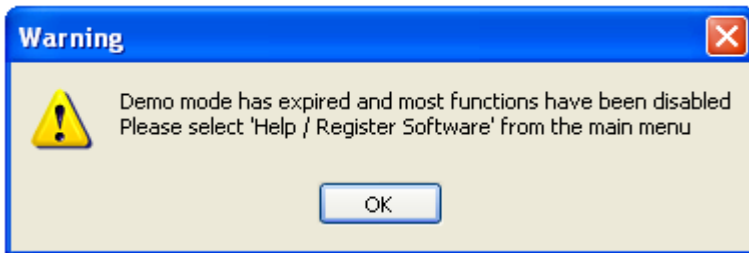
N.B. This function can only be used to reprogram a PDT that has had ScanME previously installed on it, and supplied by ShortCuts.

Help

Register Software

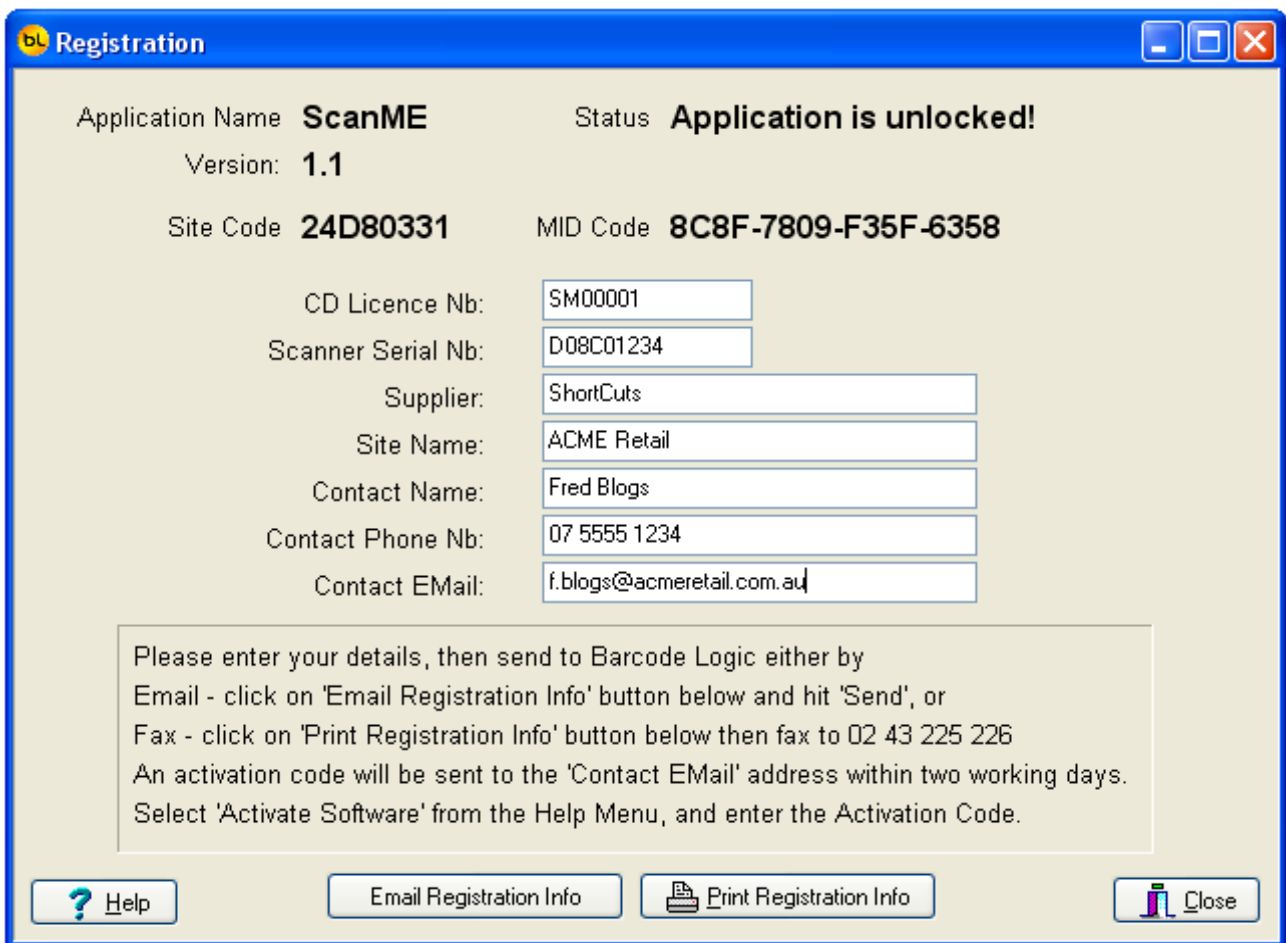
The ScanME software will run in 'Demo Mode' for 3 days before requiring purchase and registration.

After this a dialog will appear explaining that most features have been disabled:



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

This window will appear:



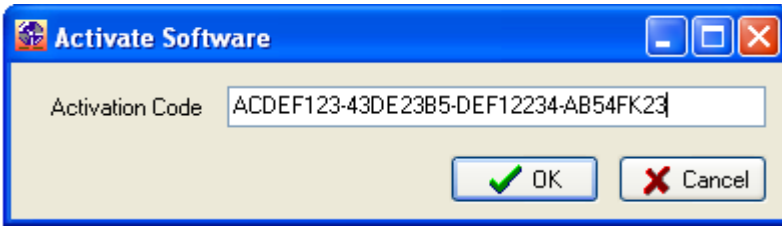
Please fill in the registration form and follow the instructions on screen.
An activation code will be sent to you.

When received, select [Help / Activate Software](#) from the main menu, enter the supplied activation code and the software will be unlocked.

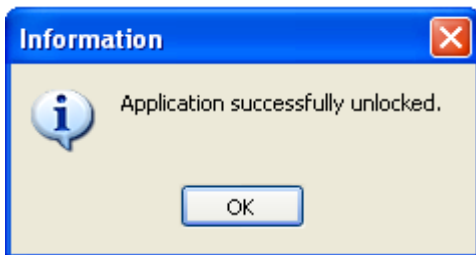
The software license is 'tied' to the PC it is installed on. If you need to move the license to another PC, please select [Deactivate Software](#) and contact Barcode Logic with the remove code.

Activate Software

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



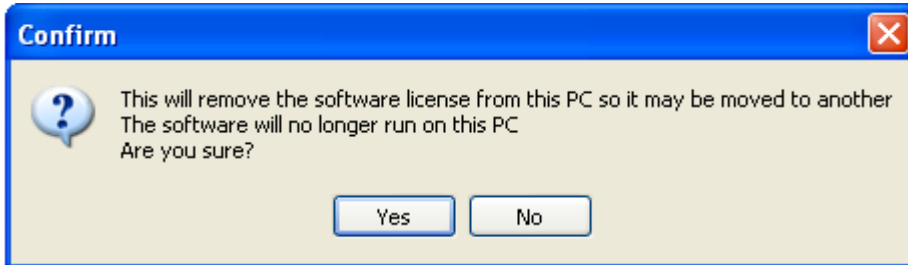
Press OK. If entered correctly, and the code is valid it will display:



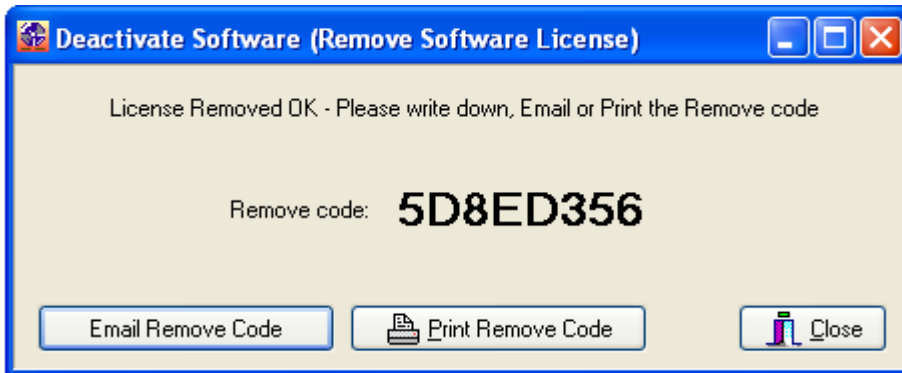
Deactivate Software

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

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



If you confirm, this window will appear:



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

Using The PDT

General Operation

1. Power

To use the Datalogic Memor PDT, 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).

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

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

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.

An indicator at the top of the screen shows whether the keyboard is in Alpha or Numeric mode.



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

The indicator will look like this:



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

The indicator will look like this:



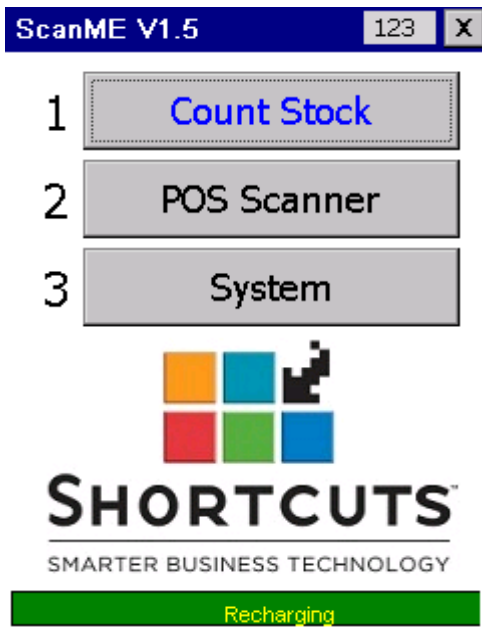
Remember that the easiest way to enter data is to scan a barcode. If your barcode won't scan it may be damaged or badly printed.

To select a menu item, either use the Arrow Keys (Joystick) 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 (joystick) to select which option you want (if there is an option) and press Enter to select and close the dialog.

PDT Main Menu



To select an option from the main menu, either:

1. Use the Joystick to scroll through the options and press ENTER, or
2. Press the numeric key corresponding to the option you want (1, 2 or 3), or
3. Use your finger on the touchscreen.

At the bottom of the screen, is a status bar showing the current state of charge of the battery. In the example above, it is connected to the power so indicates that it is recharging.

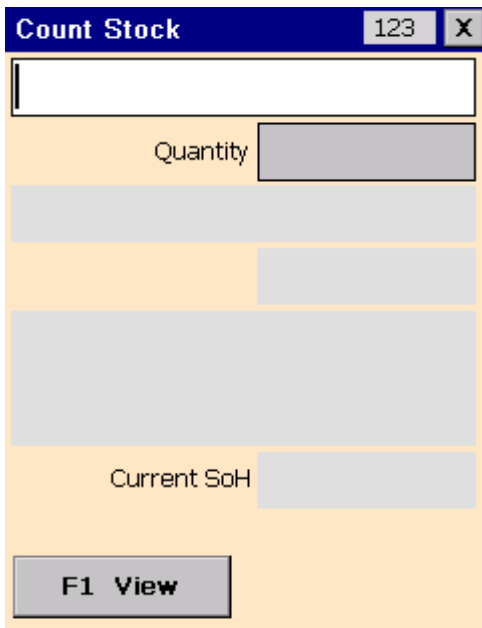
In normal use, only the [Count Stock](#) and [POS Scanner](#) functions will be used.

Various maintenance function are available on the System Menu.

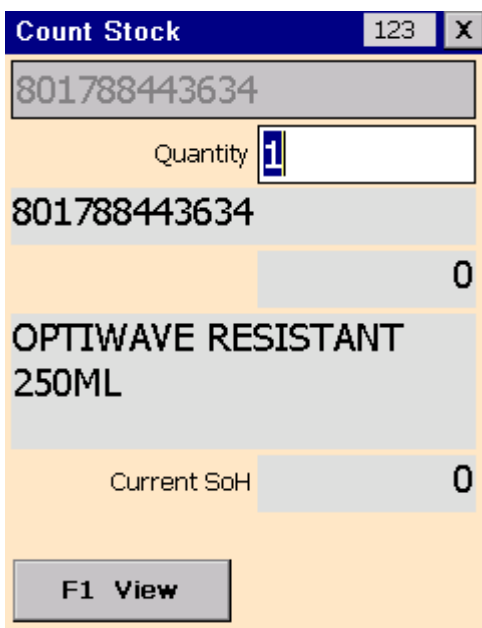
PDT Count Stock

This is the main stock count function.

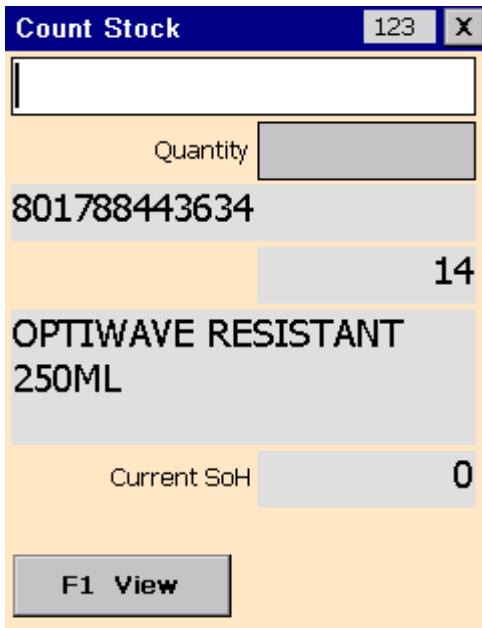
Note that the item description will only be displayed if an item file has been downloaded to the PDT (see [Download Item List to the PDT](#)) and the 'Check Items are in the item Lookup File' option is checked in the PDT options (see [PDT System Menu](#)).



Either SCAN an item barcode or key in the number and press ENTER. It will then prompt for the quantity:



Type in the quantity and press ENTER. It is now ready to scan the next item.



The barcode and quantity entered are displayed, and the PDT is ready to scan the next item .
Press ESC to return to the main menu.

F1 Enquiry

Press F1 to view the items already scanned. See [PDT Enquiry](#) for details.

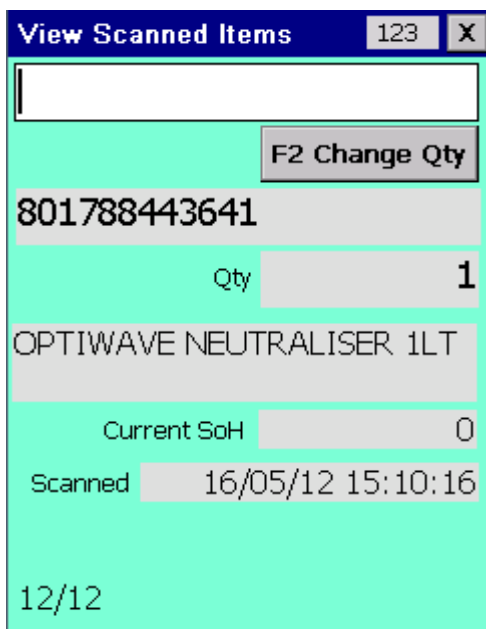
PDT Enquiry

The Enquiry function allows you to scroll through the file of items scanned, or scan an item again to see if it has already been scanned.

Note that the item description will only be displayed if an item list has been downloaded to the PDT (see [Download Item List to the PDT](#)) and the 'Check Items are in the item Lookup File' option is checked in the PDT options (see [PDT System Menu](#)).

By default it starts by displaying the last record in the file. Note that each time an item is scanned a record is created with the quantity entered, so the quantity displayed may not be the total quantity for that item, as it may have been scanned previously (see below for details on how to check this).

The barcode number, quantity entered and the date and time it was scanned is displayed. See [PDT System Menu](#) for how to set the clock.



Use the arrow keys to scroll through the items scanned:

Up Arrow - displays the previous record.

Down Arrow - displays the next record.

F2 to change the quantity for the current record.

Change the quantity to zero to effectively delete the item.

Esc to return to the previous screen.

To enquire if a particular item has been previously scanned, scan the item again or manually enter the code.

The PDT will display 'Item has not been scanned' if it has not.

There may be more than one entry for each item, in this case when you scan an item in the enquiry window, the Next and or Prev buttons will appear.

Touch the Next button (or F3 or the button with the green phone icon) to display the next record for the particular item.

Touch the Previous button (or F4 or the button with the red phone icon) to display the previous record for the particular item.

The screenshot shows a software interface titled "View Scanned Items" with a sub-header "123" and a close button "X". The main area is a list of items with the following details:

- Barcode: 670281090665
- Quantity (Qty): 4
- Item Name: RICHESSE HI-CHROMA RED
- Current SoH: 0
- Scanned: 16/05/12 15:09:36

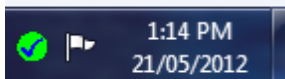
Navigation buttons are located at the bottom: "F3 Previous" and "F4 Next". The bottom left corner displays "5/12", indicating the current record number and total records.

The numbers at the bottom left of the screen indicate the current record number and the total number of records currently on file.

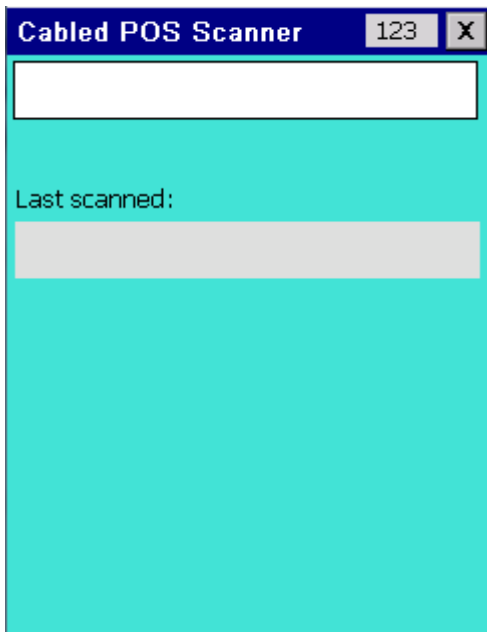
POS Scanner

This function allows you to use the PDT as a standard 'keyboard wedge' barcode scanner. This means that when a barcode is scanned, the barcode number will be displayed wherever the cursor is on the PC, immediately, as though it has been typed on the PC keyboard and ENTER pressed (see [Options](#) if TAB or no suffix character is required).

For this to work, the PDT must be physically connected to the PC with the USB cable, and also connected by Windows Mobile Device Center software (Windows 7, 8 or 10). The ScanME icon must be displayed on the taskbar of the PC, with a blue tick in a green disk:



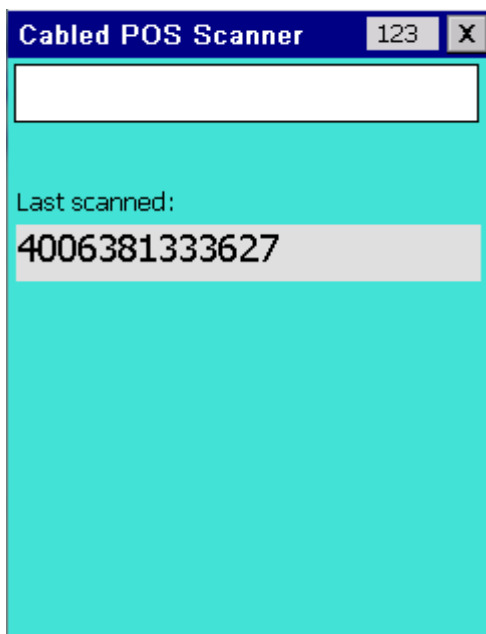
When POS Scanner is selected from the main menu on the PDT, this window will be displayed:



Either scan a barcode, or type in the barcode number followed by the ENTER key. The barcode number will be transmitted to the PC.

If communication has failed for any reason, an error will be displayed and give you the option to retry.

If the barcode number has been transmitted ok, the number will be displayed:



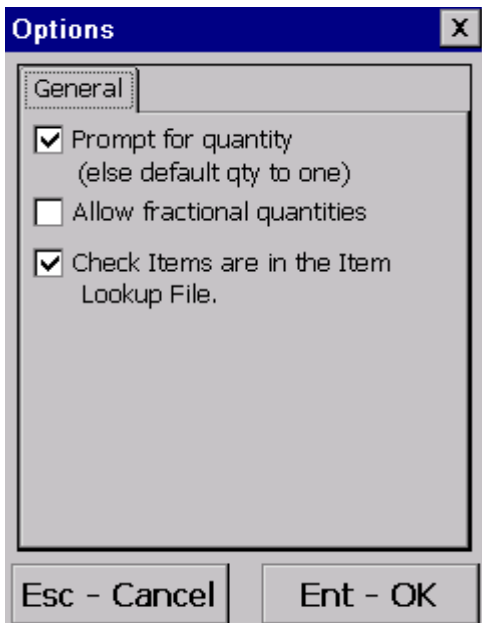
Press ESC to return to the main menu.

PDT System Menu



This menu has 4 functions.
Press ESC to return to the main menu.

1. Options



There are only options that affect the way the PDT operates and in most cases these will not need to be changed after initial installation.
Use the stylus to change these check box options if necessary, and press OK to save them .

Prompt for quantity

Generally when counting stock you would scan the item barcode and enter the quantity. When this option is checked, the quantity must be typed on the keypad and enter pressed.

However if you have many items but only one of each, or you prefer to scan each individual item, uncheck this option.

In this case, each time the barcode is scanned the quantity defaults to one and the PDT is immediately ready to scan the next item.

Allow fractional quantities

If this option is checked fractional quantities may be entered. e.g. 1.5 or 55.678

This may be useful if entering weights (3.45 kg) or volumes (3.75 litres).

Any value entered will be rounded to 3 decimal places.

If this option is not checked, any value entered will be rounded to the nearest integer value if it is not already an integer.

Check Items are in the Item Lookup File

If this is checked, the PDT will only accept items that are on file.

This can be very helpful as you will know at the time of scanning that the item is not on file or the barcode reader has 'mis-scanned' the barcode.

If this feature is not used, the 'not on file' items will be rejected when importing the data back into ShortCuts but you will not know where these items are.

See [Download Item List to the PDT](#)

2. Set Clock

Select this option to set the date and time of the PDT clock.

3. Delete All Data

This function will delete all scanned items and quantities.

You may want to do this before starting a stocktake to be sure no old data remains on the PDT.

4. About

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

How to Cold Boot a PDT

A cold boot is a hardware reset of the PDT. It should only be done after installing new software or if some problem has occurred with the PDT 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 PDT 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 PDT.

On the Datalogic Memor, push 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. Let do of everything and wait.



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

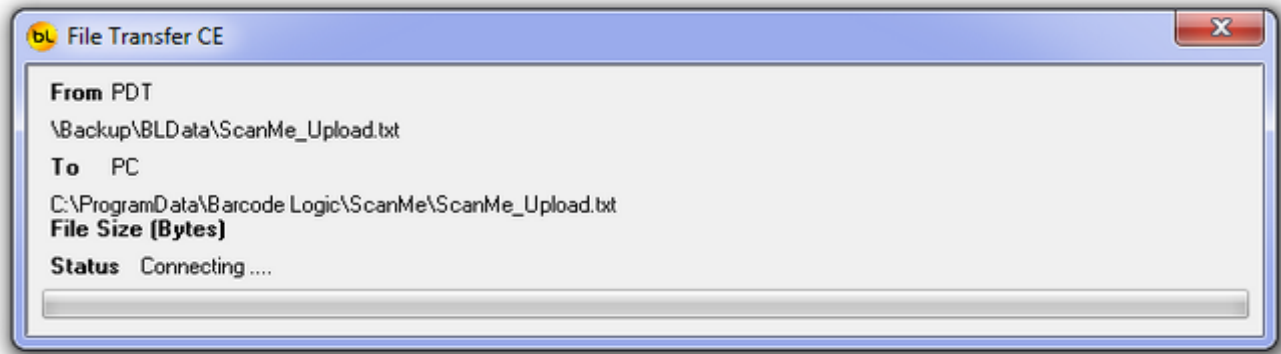
Upload Scanned Item Data From PDT

After scanning items, the data must be transferred to the PC.

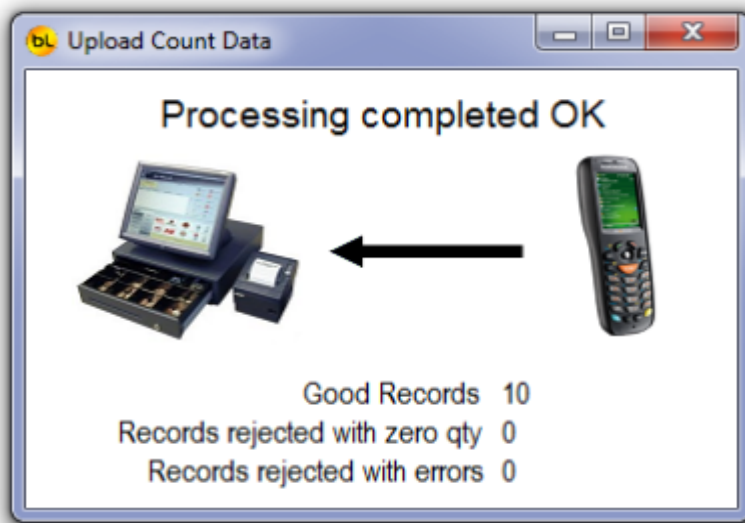
For the data to be transferred successfully, the PDT must be at the main menu.

Connect the PDT to the PC using the USB cable.

If there is data to be transferred, a window will automatically appear briefly showing the progress of the data transfer:



When it has completed successfully, a message will let you know:



Click on OK to close.

If any error messages are displayed during this process, or the file transfer does not even start, see [Troubleshooting](#) for suggestions.

Download Item List to the PDT

A list of item barcodes, descriptions and current stock on hand quantities can be downloaded to the PDT.

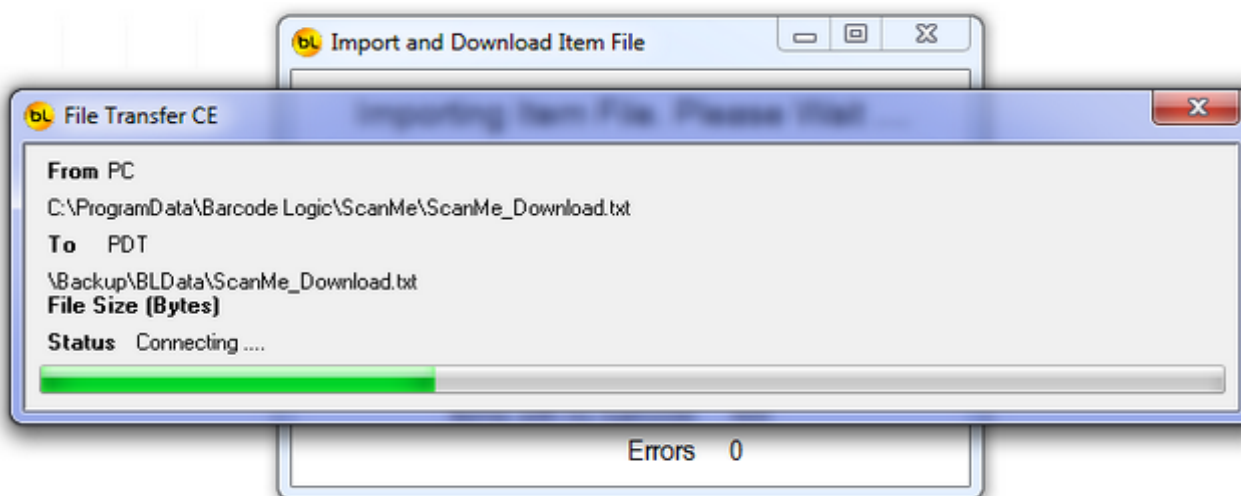
For the data to be transferred successfully, the PDT must be at the main menu.

An item file must have been exported from Shortcuts in the correct format (see below), and placed in the folder specified as the 'Import File Path' in [Options](#).

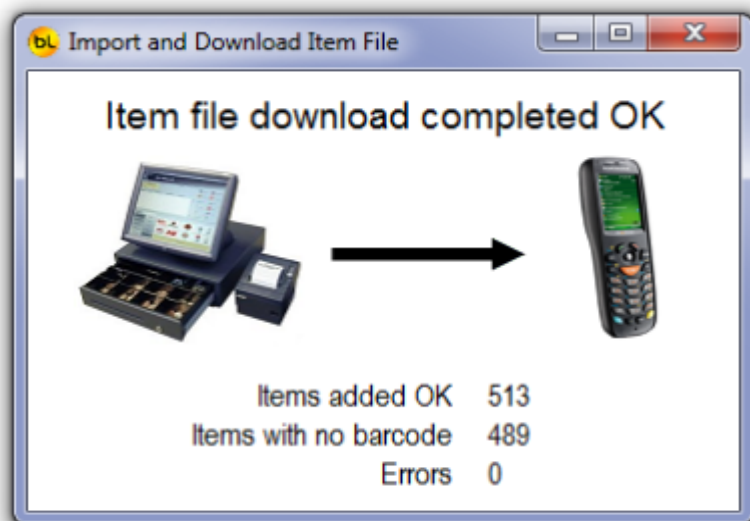
The PDT must be connected to the PC with the USB cable.

The file will not be downloaded each time the PDT is connected, only if a new file has been created.

When the PDT is connected a window will automatically appear showing the progress of the import of the file and the transfer to the PDT:



If there are problems with any of the data, error messages will be displayed. When complete, a status window will be shown:



Click on close when finished.

Note that items with invalid data or no barcode will not be downloaded to the PDT.

The Item File Format

The file exported from Shortcuts must be in CSV (Comma Separated Value) format with one item record per line.

The location and name of the file must be the same as is specified in Tools / [Options](#).

The file must contain at least the Primary Barcode field, but preferably also the Item Description and Current (Stock on Hand) fields.

An example of a valid file looks like this (when opened in notepad):

```
"Product",0,1,2,"Buy","Sell","Current","Required","Warning","Primary Barcode"  
Business,L'Oreal Professional,Diacolor,"DIA ACTIVATEUR 15 VOL 1L","25.00","0.00","0","0","0","3474630402164"  
Business,L'Oreal Professional,Diacolor,"DIA ACTIVATEUR 6 VOL 1L","25.00","0.00","0","0","0","3474630402102"  
Business,L'Oreal Professional,Diacolor,"DIA ACTIVATEUR 9 VOL 1L","25.00","0.00","0","0","0","3474630402133"  
Business,L'Oreal Professional,Diacolor,"DIA LIGHT 4 50ML","19.00","0.00","0","0","0","3474630399891"  
Business,L'Oreal Professional,Diacolor,"DIA LIGHT 4.15 50ML","19.00","0.00","0","0","0","3474630401402"  
Business,L'Oreal Professional,Diacolor,"DIA LIGHT 4.65 50ML","19.00","0.00","0","0","0","3474630401808"  
Business,L'Oreal Professional,Diacolor,"DIA LIGHT 5.31 50ML","19.00","0.00","0","0","0","3474630401105"
```

Note that the first record contains the field names.

The system will look for "Primary Barcode", 2 (which is the item description) and "Current" (the stock on hand) in any position, and use these fields if they exist.

Troubleshooting

If the data fails to transfer successfully to or from the PC, please check the following:

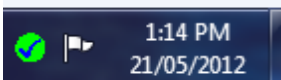
1. That the PDT is turned on.
2. That the PDT is at the main menu (not in the 'Count Stock' function).
3. That the PDT is physically connected to the PC with the USB cable.
4. That the PDT is connected correctly with Windows Mobile Device Center (for Windows 7, 8 or 10 or later).

This window should open and display 'Connected' in the bottom left corner.



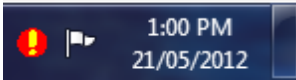
If the PDT fails to connect, disconnect the PDT from the PC and reconnect it. If it fails again, try turning the PDT off and on again. As a last resort, perform a [Cold Boot](#) on the PDT.

5. If it is connected ok with Mobile Device Center, check that ScanME is running correctly. The icon on the Windows taskbar should be a blue tick in a green disk:



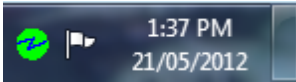
If there is no icon, the program is not running (or even not installed). The program can be restarted from the Windows Start Menu (Start / All Programs / Barcode Logic / ScanME PDT Communications) or by restarting the PC.

If the icon shows an exclamation mark in a red disk, the communications is disabled.

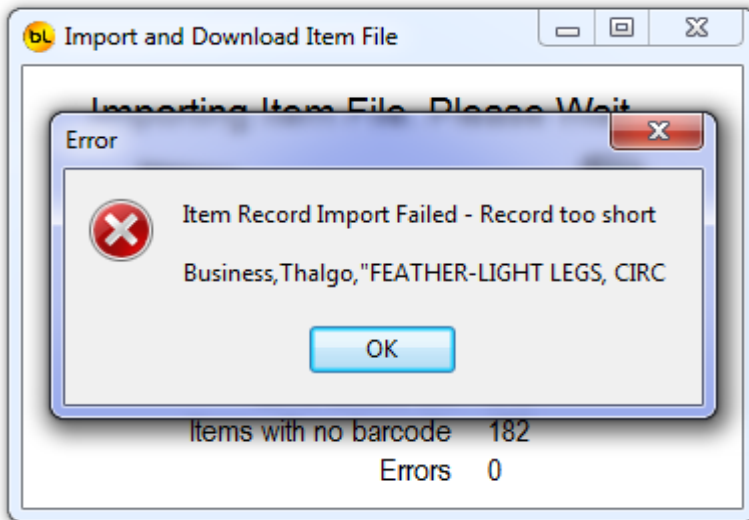


Either the ScanME program is open (so close it) or the Comms. has been stopped (right click on the icon and click on 'Start').

If the icon has a blue flash on it like this, data is being sent, received or processed:



If it stays that way, an error is probably being displayed like this one:



If you cannot see it, minimise all other programs as it may be hidden behind other windows. Click on OK and the icon should return to a blue tick.

In this case the data in the item import file for this item is invalid. It should be corrected and exported from ShortCuts again.

If all else fails, contact technical support.

Support

Your first line of support will be the organisation you purchased this system from.

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

support@barcodelogic.com.au

or phone us on: 02 43 225225 during business hours

or fax us on: 02 43 225226

Contact Barcode Logic



If you have any problems or queries with this software or would like to request changes or additions, please contact us.

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