

# StockLink

PDT Data Collection System V2.7.1

User Guide



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## Introduction

StockLink is a stocktaking system which uses a barcode scanning Portable Data collection Terminal (PDT) to increase the speed and accuracy of stock counting.

The system has been designed to work with any POS, WMS, accounting or other stock database system that can export and import item data in a text file format (.TXT or .CSV). It may also be used as a basic standalone stock control system.

Each Stock Item should have a barcode, and/or an alternative item code. Ideally a barcode label would be attached to each item.

StockLink uses its own PC based database of stock items which can be created manually or populated from a CSV (Comma Separated Value) or TXT file that has been exported from a host system.

When the item list is loaded into the PDT, barcoded stock can be scanned, the item details displayed and the quantity counted entered.

Optionally, serial numbers can be scanned or entered as well.

At any time, the results can be uploaded back from the PDT and into the database for consolidation, review and export.

Stock variance reports can then be printed showing the differences between the expected stock quantity (Stock on Hand) and the quantity counted.

If Stock on Hand figures are not available, a second count can be performed and compared to the first to improve accuracy.

The system also includes barcode label printing, and Stock In and Stock Out functions to adjust stock on hand quantities if using the system standalone.

Datalogic Memor



Datalogic Skorpio X3



Honeywell 5100



Datalogic Memor X3



## What's New

Ver 2.7.1 17/01/2019

Added the option to print using ZPL (Zebra Printer Language) label format files on Zebra or Zebra compatible label printers.

This allows printing of very small barcodes using the native Zebra commands.

Ver 2.7.0 16/01/2019

1. Added an option on the scanner to search on a secondary field.

If an item barcode is not found on file, it can now search for the same code on the item code field or any of the eight user definable fields.

See [PDT Options](#) > Search for details on how to enable this function.

2. Bug Fix - The export to file routine was causing additional records to be added if an item in the primary count was not counted in the secondary count (and vice versa).

Ver 2.6.1 11/05/2018

1. Added an option to export the secondary count is it is enabled.

2. Added an option to the export by primary/secondary count variance, if the secondary count is enabled.

Ver 2.6.0 20/04/2018

1. A password is now required to access the PDT system menu (see [Main Menu](#)).

2. In 'View Count Data':

the Item Stock Count reports have been improved.

the grid labels are more descriptive.

the 'Variance between' options are disabled unless 'Show Items with Variances only' is checked.

the 'Item Stock Recount Report' can display both Primary and Secondary counts if the option is enabled.

Ver 2.5.1 04/12/2017

Added the 'Enable Lookup Item In User Data Field' special option.

Ver 2.5.0 23/11/2017

1. Added the option to perform a secondary stock count to compare against the first (primary) stock count.

2. Added a Backup Database function.

3. Database is now automatically backed up before it is compacted and repaired using the Compact Database function.

4. A warning is displayed if counted data exists that is more than seven days old. This should help prevent old data being accidentally incorporated in the current stocktake.

Ver 2.4.1 27/03/2017

1. Added the 'Update User Data Field with the Item Location' function (See [System Options](#)).

2. Changed the grid in View Items so that user data fields that are specified in System Options as numeric (Integer, Float or Currency) will sort properly, although they are actually strings in the database.

#### Ver 2.4 18/05/2016

1. Added the PDT Number to the scanner options so we can see later which scanner scanned what and when.  
This number is stored in the files from the scanner and recorded in the Raw Scan Data table (for stocktake only).
2. By right clicking on an item in the main grid in 'View Count Data' you can now view the raw count data for that item.  
i.e. When and where it was scanned and the quantity entered.
3. New reports in 'Counted Items' -  
Item Stock Variance (Recount) Report - a printout for manual recounting of items with variances.  
Item Not Counted Report
4. New Grid and Report to show items that were scanned more than once in the same location.

#### Ver 2.3.4 12/05/2015

1. Added options to disable location and/or serial number functions to simplify operation if these are not used.
2. If locations and serial numbers are disabled, the count quantity can now be changed by double clicking on an item record in 'View Count Data'.
3. Changed the default column order in 'View Count Data' to be more logical.
4. Items not counted in 'View Count Data' are now highlighted in blue.
5. Bug fix to the search function in the item lookup window..

#### Ver 2.3.2 30/10/2014

1. Datalogic Memor X3  
Support was added for the Datalogic Memor X3.

#### Ver 2.3.1 25/03/2014

1. Added an option to not show file open and save dialogs.  
To simplify the import and export of files, options have been added to show the open file dialog or use the default filenames. (See [Import File Options](#) and [Export File Options](#) for details).

#### Ver 2.3 06/03/2014

1. Allowed scanning of serial numbers Goods in and Goods Out functions.  
Serial numbers can now be entered or scanned when using the Goods In and Goods Out functions, this information can be exported to file from the Goods In and Goods Out windows after upload from the scanner but is not saved in the database.

#### Ver 2.2 06/08/2013

1. Improvements to the File Import Function  
The option 'Line Break on CR/LF Pair Only' has been added. (See [Import File Options](#) for details).  
CSV import has been improved as it was not handling double quotes followed by a comma in the middle of a string properly.  
Rather than rejecting records with non-printable characters, they are now replaced with spaces (except in the barcode or item code field).

Ver 2.1 10/05/2013

1. Honeywell 5100

Support was added for the Honeywell 5100 (known as the Dolphin, Optimus or Scanpal).

2. Datalogic Skorpion X3

Support was added for the Datalogic Skorpion X3 and Falcon X3.

3. Auto Boot

Added an option to automatically cold boot a PDT scanner after downloading a new version of the program for Datalogic devices, so the new program will automatically install. This is not supported by the Honeywell.

4. Bug fix - Raw scan data

Raw scan data was being duplicated on re-import of a backup data file.

Version 2.0 19/04/2013

1. Unicode

StockLink can now import files in Unicode format, so is able to display non-ASCII characters such as Chinese.

Unicode descriptions can be displayed and edited in the database and printed on labels, however, currently they will not display correctly on the PDT.

2. Fixed length Fields in Import Files

Text files in fixed length field format can now be imported as well as comma, pipe and tab delimited files.

See [Import Items From File](#) for details.

## Getting Started

Please refer to the CE PDT Installation Guide on the installation CD for information on installing the software and hardware necessary to run this system. Start the program either by clicking on the StockLink icon on the desktop or from the start menu (All Programs / Barcode Logic / StockLink).

When running the software for the first time, you must select the Host System Type and click on OK (See [Tools / Select Host System Type](#)) and set the Environment and System options you require see:

[Environment Options](#)

[System Options](#)

[Import File Options](#)

[Export file Options](#)

If you plan to count your stock only once, follow these instructions:

### To perform a full stocktake from scratch

1. If not already done, import an item list into the database (see [Import Items from .CSV or .TXT File](#))
2. [Delete All Counted Items](#) to remove any old item count data from the database.
3. [Create and download the item list to the PDT](#)
4. Scan the stock and enter the counts in one or more locations (see [PDT Count Stock](#)).
5. Upload the Count Data from the PDT(s) to the PC and commit to the database (see [Upload Count Data From the PDT](#))
6. When all counting is complete, go to [View Count Data](#) and review and/or print the data listed.
7. When you are sure that the figures are correct, [Export to File](#).

If you do not need to consolidate the counted data, review it or print a report of it, you can replace steps 5, 6 and 7 and use the [Quick Upload from PDT and Export](#) function. This will not put the items counted in the temporary database but immediately create an export file of the data imported from the one PDT.

If you plan to count all your stock twice for improved accuracy (please see [Double Counting Explained](#)), follow these instructions:

### To perform a full 'double count' stocktake from scratch

1. Make sure Enable Secondary Count is checked in [System Options](#).
2. If not already done, import an item list into the database (see [Import Items from .CSV or .TXT File](#))
3. [Delete All Counted Items](#) to remove any old item count data from the database.
4. [Create and download the item list to the PDT](#)
5. From the Scanner System Menu, set the scanner to Primary Count (See Prim/Sec Count in [Main Menus](#)).
6. Scan the stock and enter the counts in one or more locations (see [PDT Count Stock](#)).
7. Upload the Count Data from the PDT(s) to the PC and commit to the database (see [Upload Count Data From the PDT](#))



8. From the Scanner System Menu, set the scanner to Secondary Count (See Prim/Sec Count in [Main Menu](#)).
9. Scan the stock again in the same manner.
10. Upload the Count Data from the PDT(s) to the PC and commit to the database (see [Upload Count Data From the PDT](#))
11. When all counting is complete, go to [View Count Data \(with Secondary Count\)](#) and review the count data. If there any variances between the Primary and Secondary counts for an item, find which is correct (recount the item again if necessary) and update the count data so both the Primary and Secondary counts are correct.
12. Now you can compare the Primary Count Qty with the Stock on Hand quantity (what your host system thinks you should have), if the SoH quantity was imported from the host system.
13. When you are sure that the figures are correct, [Export to File](#).

## Item Grouping Explained

Many stock database systems use an item code internally that is different from the barcode number.

This may be referred to as Item ID, Stock code, Stock ID, SKU or other term.

In StockLink it is referred to as Item Code.

Having an Item Code allows one item to have more than one barcode. For example a pen may come in three colours, and each may have its own barcode.

For stock control purposes however, you may only need to know the total number of pens, not the number of each colour.

Let's say all these pens have an item Code of PEN, but the barcode for these pens are PENGREEN, PENRED and PENBLUE.

The file imported from the host system may have one record for each colour of pen, and it will contain the item code, barcode and description for each, e.g.:

```
PEN,PENGREEN,A green pen
PEN,PENRED,A red pen
PEN,PENBLUE,A blue pen
```

Lets say that when scanning these items, we counted 2 green pens, 3 red and 4 blue.

If the system is configured to Group Items By Item Code, then when any of the three pen barcodes are scanned, the quantities for each will be added together, a total of 9.

When the counted item data is exported from the system, only the item code and total quantity will be exported e.g.:

```
PEN,9.000
```

If the system is configured to Group Items By Both (Item Code and Barcode), then the counted quantities are kept separate and the export file would also contain the item code:

```
PEN,PENBLUE,2.000
PEN,PENGREEN,3.000
PEN,PENRED,4.000
```

If the host system uses the barcode as the unique stock keeping code (or has no Item Code field) then the system can be configured to Group Items By Barcode, and the export file would be by barcode (Some host systems may also allow more than one item to have the same barcode):

```
PENBLUE,2.000
PENGREEN,3.000
PENRED,4.000
```

In general, If the host system allows:

- a) more than one Barcode for each Item, the StockLink Export File should be configured to group by Item Code or Both.
- b) more than one Item for each Barcode, or there is no Item code, the StockLink Export File should be configured to group by Barcode or Both.
- c) more than one Barcode for each Item and more than one Item for each Barcode, the StockLink Export File must be configured to group by Both.

Note:

- i. When importing an item list from file, if the Item Code field is missing, it will be set to be the same as the Barcode and vice versa. If both are missing, the item record will be rejected.
- ii. StockLink stores the item list and counted item data ungrouped, i.e. by Item Code and Barcode (Both). It is only grouped for display, reporting and export but it may be viewed in any of the three grouping options.

We recommend that in the View Count Data function the Group By is set to 'Both' when adding or editing data for this reason -

When grouped on Item Code, using the example above, it will only display the details of one colour pen, but the total quantity for all three colour pens.

If you want increase the counted quantity for green pens you cannot select it and the system will add the quantity to the first pen it finds, but if you change the grouping to 'Both' you will be able to.

## Double Counting Explained

Simply put, double counting means counting everything twice to improve accuracy. If you count an item twice and the two counts don't match, one of them must be wrong.

In most cases, the reason for stocktaking is to compare the amount of stock you have, with what your stock control system\* says you should have (the SoH or Stock on Hand). You can then investigate the variances (discrepancies) between the two and try to find an explanation for example: stock was lost, written off, stolen or perhaps not recorded correctly when it was received or delivered.

If you do not have an SoH value then you cannot be sure, after performing a stocktake, whether you have counted everything correctly as you have nothing to compare it against. In this case you may want to count everything twice so you can compare the results of the two counts for each item.

If they do not match, then either the first (or primary) count or second (secondary) count, was incorrect.

You can then investigate the variances between the two and try to find an explanation, in this case items must have been either missed or counted twice.

When double counting like this, after correcting the variances you can be fairly sure of the quantity of stock you have, but unless you have a record of what you should have, you cannot know if any is missing.

To enable double counting, in StockLink on the PC, go to Tools > Options > [System Options](#) and check Enable Secondary Count.

Now, on the PDT go to the [System Menu](#), select Prim/Sec Count and select whether you are doing a primary or secondary count.

**Important Note:** It is the Primary Count quantity that is compared to the SoH quantity to provide the final variance values.

Also, it is the Primary Count quantity that is exported to file when a stocktake is completed.

The Secondary Count is only used for comparison to the Primary Count to see that everything was counted correctly.

**Note:** You can of course enable the secondary count even if you have a stock on hand figure. You could then count everything twice, correct any variances between the first and second counts, make sure the primary count value is correct, then investigate the variances between that and the SoH value.

\* usually a PoS (point of sale), WMS (warehouse management system) or other accounting system.

## FR3 vs ZPL Label Formats

This program gives you the option to use two different methods of label printing depending on your requirements.

These are: FastReports (.fr3 label format files) and Zebra ZPL (.zpl label format files).

We recommend using the .fr3 format files unless you need really small barcodes on your labels (for example jewellery labels), in which case you may need to use a Zebra label printer and .zpl label format files.

Here are the pros and cons for each:

### .fr3 FastReport format files

#### PROS:

- Can be used with any Windows printer.
- Allows previewing of labels before printing.
- Easier WYSIWYG editing of label formats.
- Can be used to print labels on A4 sheets of Avery Type labels.

#### CONS:

- Cannot print very small barcodes.

### .zpl Zebra Printer Language format files

#### PROS:

- Can print very small barcodes.
- May print faster in some circumstances.

#### CONS:

- Requires a Zebra label printer (or possibly Zebra compatible printer).
- No preview of labels before printing.
- Label format editing is difficult.
- You are limited to using only Zebra's own fonts.

To use .zpl format files with this program your driver must Passthrough Mode enabled. See [Zebra Driver Passthrough mode](#)

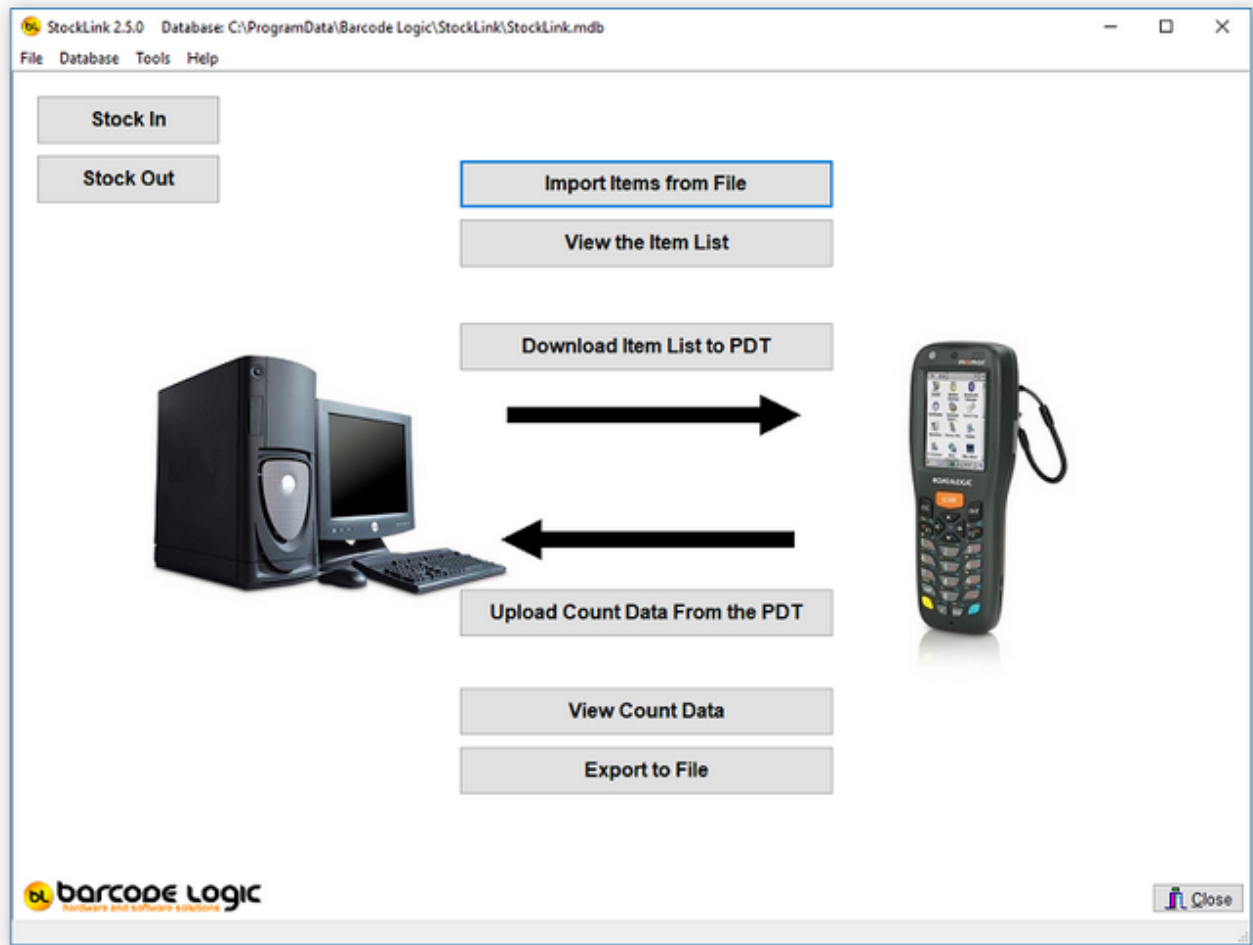
For how to create .zpl label format files see [How to create ZPL Label Format Files](#)

You may want to contact your supplier or Barcode Logic for help with this.

## Using the PC Program

### The Main Menu

There are buttons on the main window for the most frequently used functions. These, and other functions are available on the menu at the top of the window. The path and name of the current database file is displayed in the title bar.



The functions available from the main menu are:

File

[Import Items from File](#)

[Create and download the item list to the PDT](#)

[Download the last created list again](#)

[Upload Count Data from the PDT](#)

[Upload Stock In Data from the PDT](#)

[Upload Stock Out Data from the PDT](#)

[Export to File](#)

[Quick Upload From PDT and Export \(Stocktake files only\)](#)

[Quick Re-Import and Export](#)

#### Database

[View the Item List](#)

[View Count Data](#)

[View Count Data by Location](#)

[View Raw Scan Data - All Raw Scan Data](#)

[View Raw Scan Data - Items Scanned More than Once in the Same Location](#)

[Set all SOH Quantities to the Counted Quantity](#)

[Update User Data field with the Location](#)

[Delete the Item List](#)

[Delete All Count Data](#)

[Backup Database](#)

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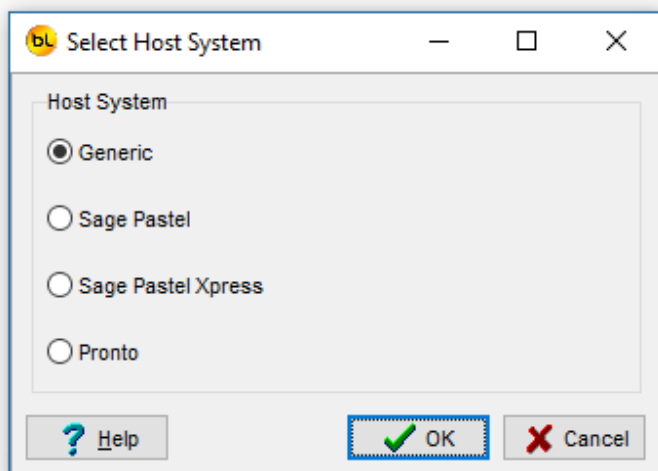
[Deactivate Software](#)

About..

## Tools

### Select Host System Type

The StockLink configuration can be simplified if you are interfacing to one of the host systems in the list provided:



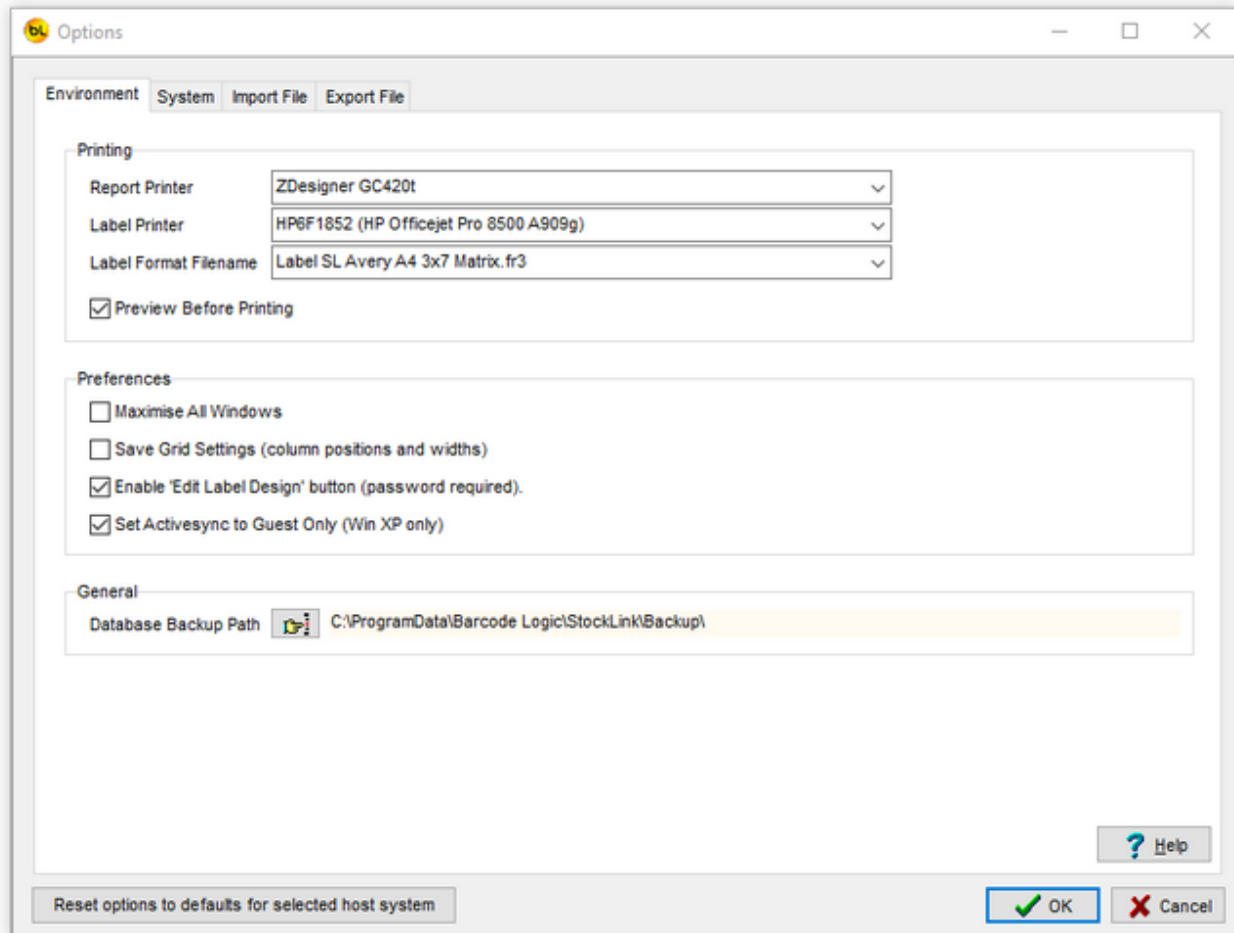
After selecting an option and clicking on OK, the system will be configured to the default settings for the Host system selected. The changed settings mainly relate to the format of the import and export files.

If your host system is not in the list, select Generic and click on OK. The format options for the import and export files, if they differ from the defaults, can then be change in [Options](#).



## Environment Options

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



### Printing

Use the drop-down boxes to select the default report printer and label printer from the list of available printers installed on the PC.

The label format filename allows you to select the type and size of label required from the list of those available. See [Print Labels](#) for details.

Preview Before Printing shows reports and labels on screen before sending to the printer. This is best left on. The print preview screen also allows you to save reports as PDF files, send by email etc.

### Preferences

Maximise All Windows makes the program fill the screen to automatically display more data.

Save Grid Settings allows you to save the layout of the 'View the Item List' and 'View Count Data' Grids how you like to see it. see Column Order in [Using the Grid](#).

Enable 'Edit Label Design' button. This enables a button in the 'Print Labels' window that allows you to edit the design or size of the barcode labels. The instructions for doing this are outside the scope of this document as it is quite involved. If you want to give it a go, the password is 'barcode', but if you need a different size, want fields added or removed from the

label or perhaps want a logo printed on it you may be better off contacting your supplier.

Set ActiveSync to Guest Only (XP only). This stops the ActiveSync 'Do you want to create a partnership' window popping up each time a PDT is connect to the PC. If you use ActiveSync with another device like a PDA, do not check this box, otherwise do.

#### General

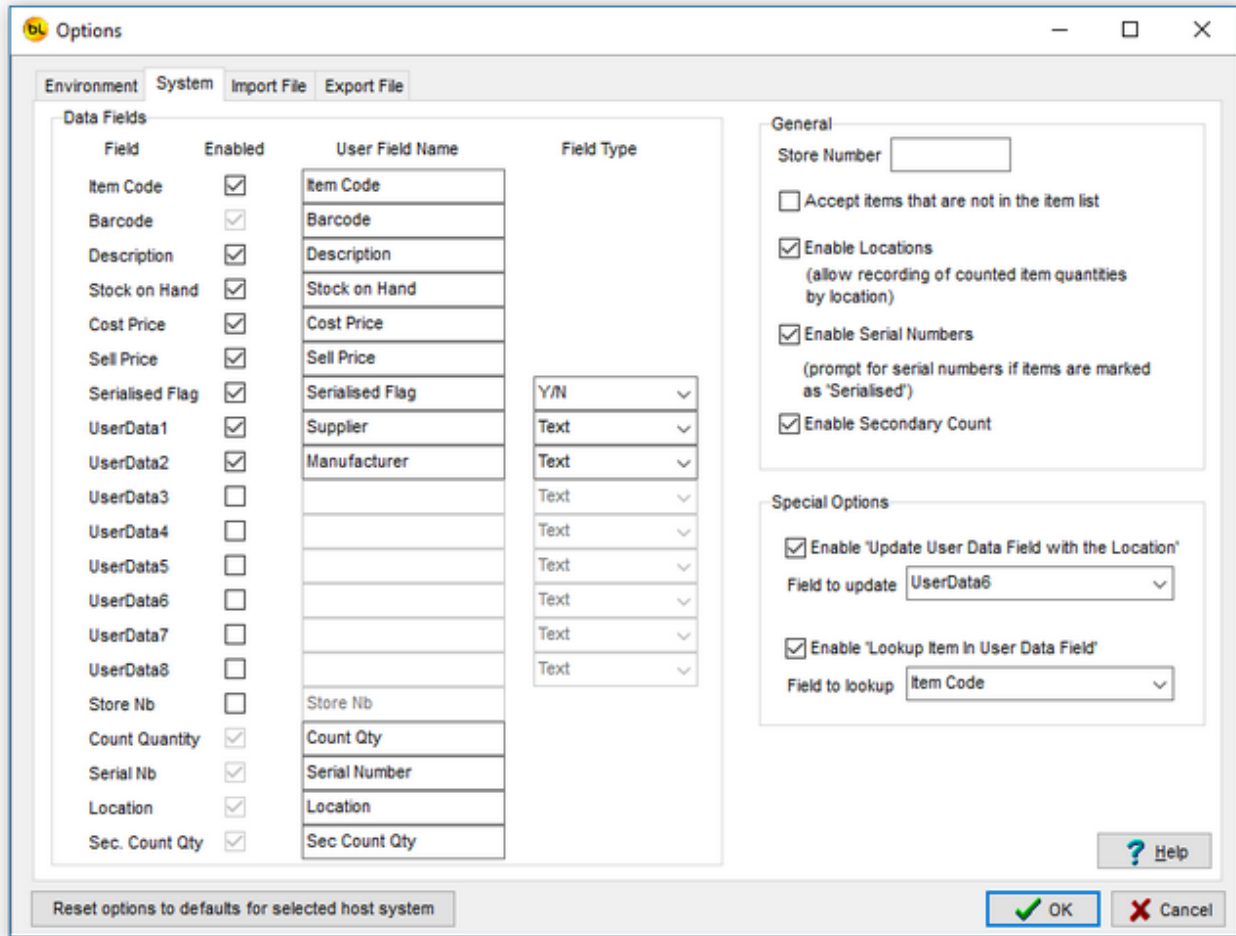
Database Backup Path. Use this to select a folder where backups of the database will be stored. See [Backup Database](#) for details.

#### Reset to defaults for selected host system

When this button is pressed, the system, import and export options will be reset to the defaults for the host system type selected. You will be asked to confirm that this is what you want to do.

## System Options

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



### Data Fields

This lists all the fields that can be used within the system. You can choose which you want to use by checking the Enabled boxes.

The system will work with only the Barcode field enabled, so this is the minimum requirement.

The User Field Name edit boxes allow you to change the description of the field that will display in grids and on reports.

The Item Database has 7 fixed fields. These are:

- Item Code
- Barcode
- Description
- Stock on Hand (quantity)
- Cost Price
- Sell Price
- Serialised Flag (does the item have serial numbers).

The database also has 8 text fields of 30 characters each that you can use for other

information (UserData1 to UserData8).

The data in these fields is for display on the PDT, reports and in the data grids.

You do not have to use these fields but it may be that when scanning an item you want to see the supplier name, manufacturer, supplier part number or other information relating to the item.

If you are not using some or all of these fields, leave the 'Enabled' checkbox unchecked and they will not appear in grids and on reports.

These fields can be populated when importing an Item CSV from another system (see [Import Items from File](#)).

In the example above, the first two user data fields are used for the supplier and manufacturer names.

The final 3 (or 4) fields (Quantity, Serial Number, Location and Secondary Count Quantity) are populated during stocktaking and cannot be imported from an item file.

These fields cannot be disabled.

Note that the Sec. Count Qty field is only available and visible if Enable Secondary Count is checked (see below).

Note that the barcode field cannot be disabled either, as it is a barcode based system, it would make no sense not to have one.

The Field Type drop down list allows you to say what type of data is in the field e.g. text, integer number, fractional number (float), money value (currency) or a boolean (Yes/No) value.

This is only used to validate the data during import and export.

#### Store Number

The store number can be checked during items file import and exported if required. Generally this is not used but some central stock control systems contain data for several locations and this can be used to distinguish between them.

#### Accept items that are not in the item list

If this option is not checked, then any items counted on the PDT that are not in the Imported Item List on the PC will be rejected when data is uploaded from the PDT.

Note that there is also an option on the PDT to allow scanning of items that are not on the file. See Allow save even if not on file in [PDT Options](#).

#### Enable Locations

If you are not recording item stock counts by location, uncheck this box.

All stock counts will then be recorded against the Default location.

The locations grid in [View Count Data](#) will be hidden.

#### Enable Serial Numbers

If you are not recording item serial numbers, uncheck this box.

The serial numbers grid in [View Count Data](#) will be hidden.

#### Enable Secondary Count

If you want to count all the stock twice, so you can compare the first and second counts for increased accuracy, check this box.

See [Double Counting Explained](#) for more information.

#### Reset to defaults for selected host system

When this button is pressed, the system, import and export options will be reset to the defaults for the host system type selected. You will be asked to confirm that this is what you want to do.

#### Enable 'Update User Data field with the Location'

This function was a special request and would not normally be used, so if in doubt, leave it unchecked.

If this is checked, then this option is enabled from the main menu under Database.

#### Enable 'Lookup Item In User Data Field'

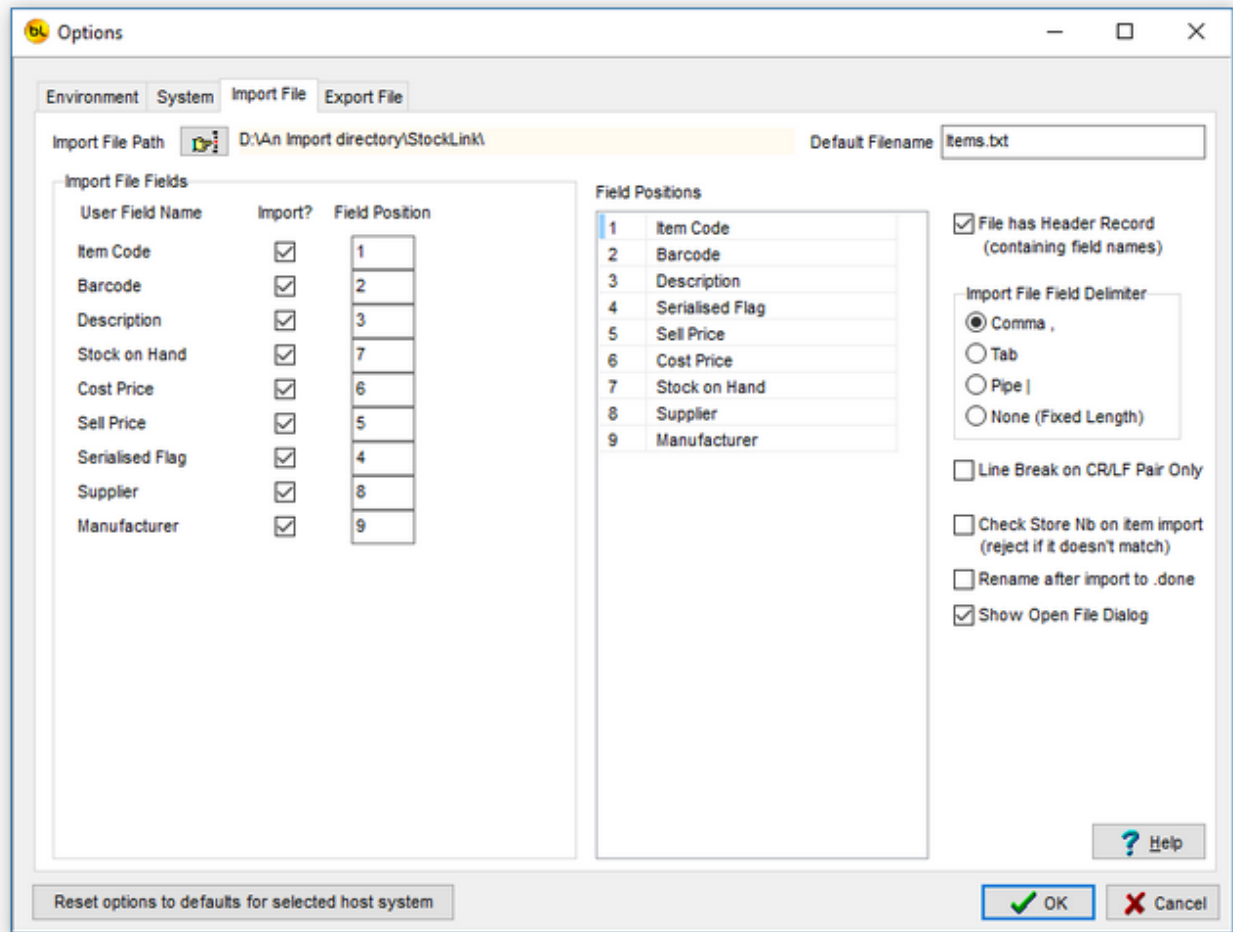
When viewing items in [View the Item List](#), if this option is checked, and you have an item code or barcode number in a user defined field, you can right click on it to display the details of that item.

Select either Item Code or Barcode in the drop down list to indicate whether the data in the user data field is the barcode or item code.

This may be useful if one item has another associated with it and you need to check the stock levels of both.

## Import File Options

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



This tab is used to tell the [Import Items From File](#) function which fields to extract from the .CSV or .TXT import file and where they are in the item record.

The example here shows a fairly standard .CSV file with nine data fields.

An example of a record from this file looks like this:

```
11119,2920,Electric Shaver,Y,395.99,300,0,Easy Electrical,Philips
```

Only those fields that are enabled in [System Options](#) can be imported.

Note that you do not have to import all the fields from a file, only the ones you need.

Check the **Import?** box if the field is to be imported.

Type the number of the **Field Position** in the item record (the first field is 1).

The **Field Positions** list is just to show which fields have been selected and which order they are in the file, based on what you have entered.

In this example, we set the name of the **UserData1** field in [System Options](#) to be 'Supplier', and **UserData2** to 'Manufacturer', so these are now displayed here.

In the item file we are importing, the 'Supplier' is the 8th field, so we check the **Import?** box, and enter 8 in the **Field Position** edit box.

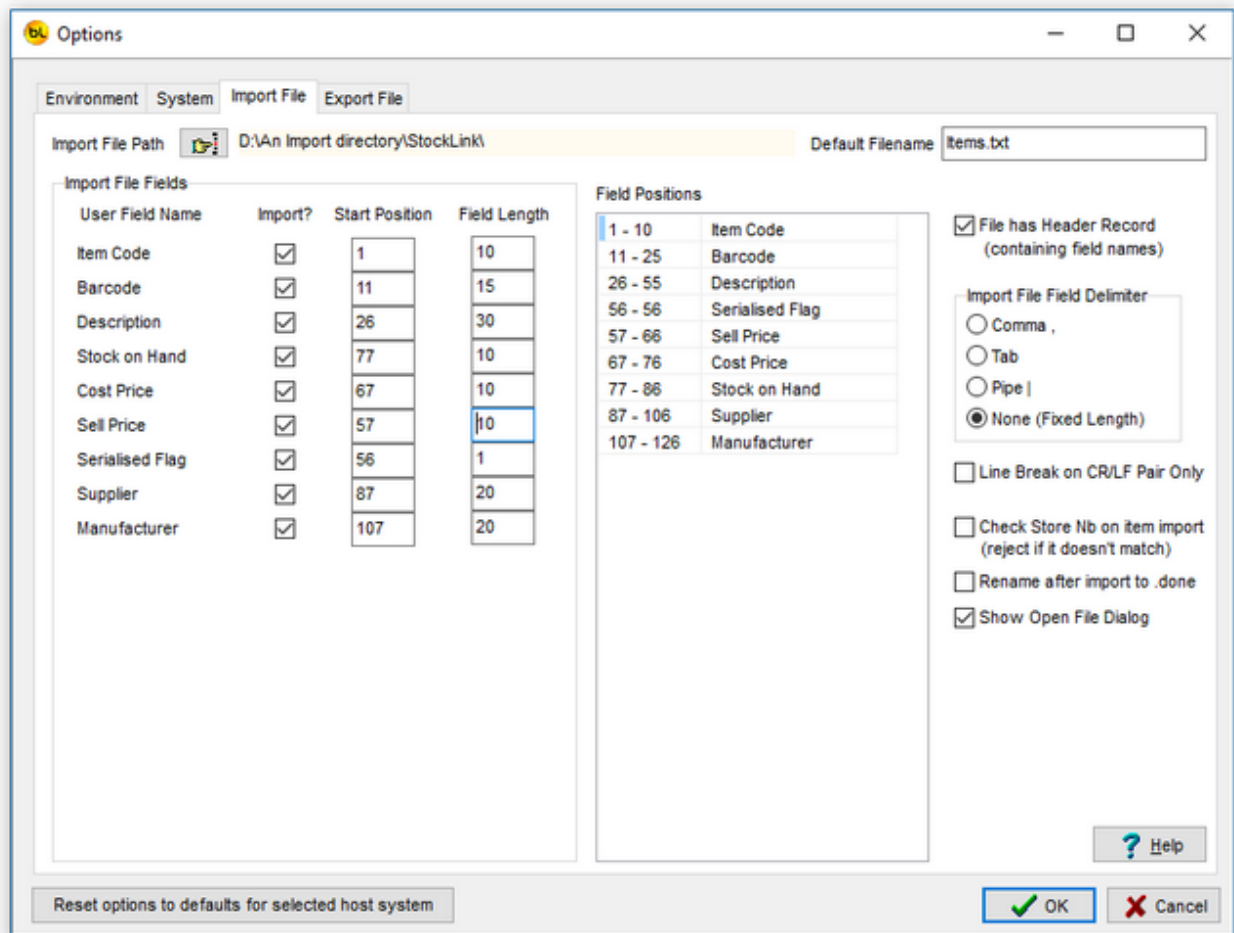
The minimum requirement for an import file is that it contains only a Barcode field. If this is the case, the only I mport? box checked would be for Barcode, and the field number for Barcode would be set to 1.

All other I mport? boxes would be unchecked.

This way, a simple list of barcodes generated in notepad or similar program can be used for import.

### Files with Fixed Length Fields

If the file to be imported has fixed length fields, rather than using delimiters, the options available are slightly different:



Each field to be imported now requires a Start Position and Field Length to be entered.

The position is the character position of the start of the field in the item record.

An example of a record with fixed length fields that would be importing using the settings above, looks like this line (with explanation underneath):

```
11119      2920      Electric Shaver      Y      395.99      300
^      0Easy Electrical      Philips      ^
Posn 1      Posn 11      Posn 26      Posn 56      etc ...
```

The Field Positions list shows which fields have been selected and which character positions they occupy in the file, based on what you have entered.

### Import File Path

These options allow you to change the default folder where files are imported from (see

#### Import Items from File)

Click on the button with the hand to change the setting.

#### Default Import Filename

If the item file you import always has the same name, entering it here will save you having to select the file, or type its name, each time you import it.

#### File has Header Record

Sometimes a CSV or TXT file will contain the field names in the first record of the file. If it does, check this box and it will be excluded during the import process.

#### Import File Field Delimiter

A CSV file has a Comma delimiter.

Other text files may have Tab or Pipe | delimiters.

Files with fixed length fields have no delimiter, but will present you with different options (see above).

#### Line Break on CR/LF Pair Only

By default this option is off and would normally be left that way.

If this option is not checked, StockLink will import files with lines breaks of CR/LF (Carriage Return / Line Feed) which is the normal Windows standard, but also files with line breaks of LF (Line Feed) only (UNIX standard used by OS X, Linux etc.).

You should only need to check this option if you have a Windows import file that has LF (Hex 0A) characters in the data.

#### Check Store Nb on Import

The store number field is not generally used, but this option may be useful for multi-store environments.

If 'Check Store Nb on Import' is checked, and the Item List import file contains a store number field, item records where the store number does not match what is entered here will be rejected.

This is useful when an item export file contains record for the same item for more than one store.

#### Rename After Import to .done

If this option is checked, after an item file has been imported, the filename extension will be renamed to .done.

e.g. Items.csv will become Items.done

#### Show Open File Dialog

If this option is checked, when running the [Import Items from File](#) function a file open dialog will open, allowing you to select any file from any folder.

If not checked, the Import function will use the Import File Path and Default Import Filename specified (see above).

If you import a file of the same name from the same location frequently, check this to save time.

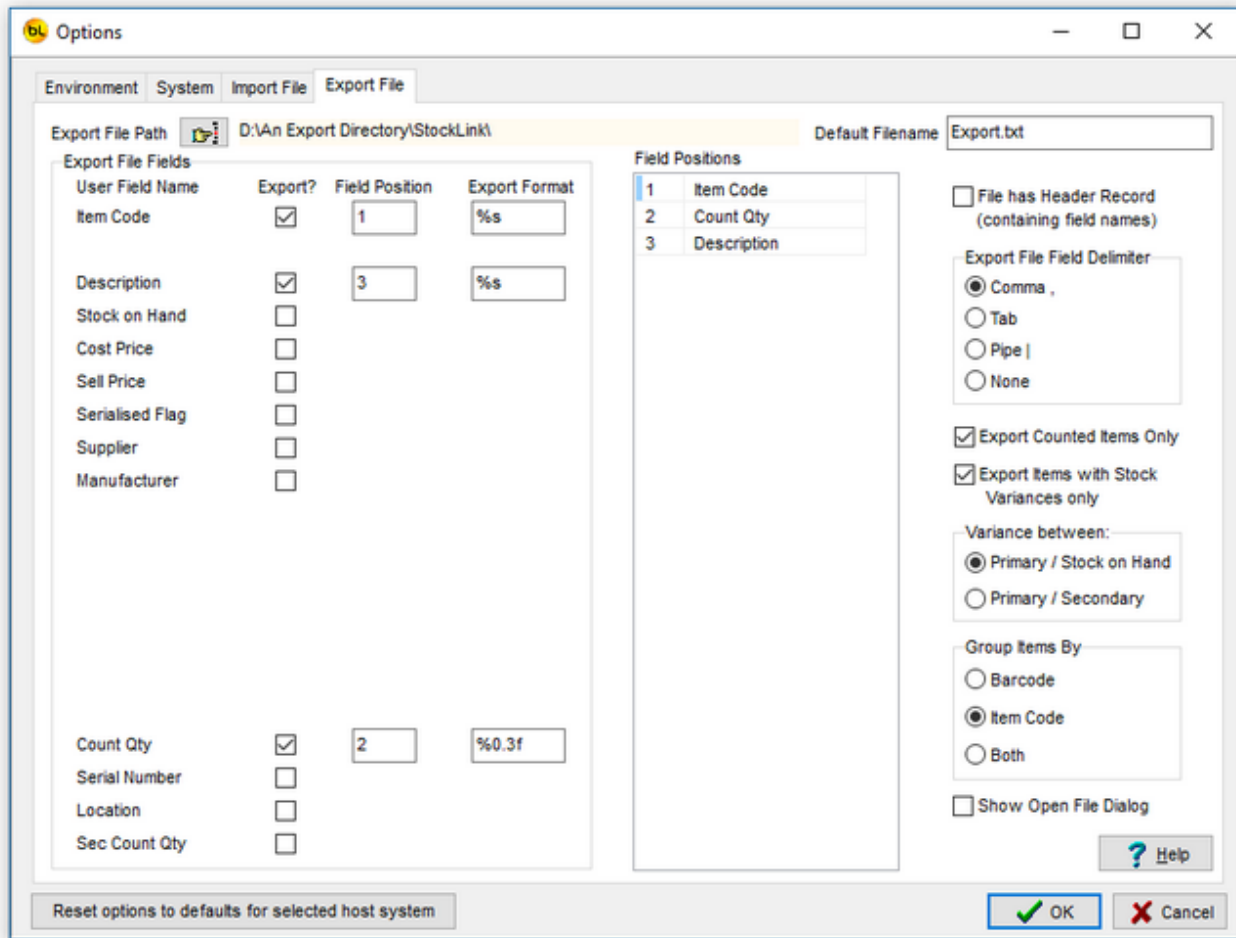
#### Reset to defaults for selected host system

When this button is pressed, the system, import and export options will be reset to the defaults for the host system type selected. You will be asked to confirm that this is what you want to do.



## Export File Options

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



This tab defines the format of the Export (output) file i.e. which fields are to be exported, and in which order.

Only the fields that are enabled in [System Options](#) can be exported.

In this example, only the Item code, Count Quantity and description fields are to be exported.

Note that in this example, as Group Items By is set to 'Item Code', the Barcode field cannot be exported as there may be more than one barcode for the item.

Similarly, if Group Items By is set to 'Barcode', the Item Code field cannot be exported. See [Item Grouping Explained](#) for an explanation.

Check the Export? box by a field to include it in the export file.

Enter a number in the Field Position box (the first field is 1).

Note that you can export empty fields. For example, if you entered 5 as the Field Position of the Serial Number field, fields 3 and 4 will be exported with no data.

The Field Positions list is just to show which fields have been selected and where they are.

The Export Format edit box allows you change the look of the data in the export file.

These are set to their defaults and *would not normally need be changed*.

You can edit the format in the box, or right-click on the box for some suggested format based

on the field type.

For example, the Count Qty in the system is a floating point number, it can have fractions if counting items by weight for example.

If the format is set to %0.3f it will export the number with 3 decimal places e.g. 12345.678

If set to %0.0f it will round it to a whole number (integer) i.e. 12346

Money values, such as cost price can be exported with the currency symbol by setting the Export Format to %0.2m

In this case 12345.678 will be exported as \$12,345.68

Text (String) Fields should normally be formatted using %s, which will leave them unchanged, but can be set to a minimum length and padded with spaces e.g. %25s will produce a string which is a minimum of 25 characters long.

This feature can be used to create an export file with fixed length fields. For example:

%25.25s will create a string of exactly 25 characters.

%-25.25s will left justify the text within a string of exactly 25 characters.

If you want more detail on this, Google 'Delphi Format Strings' for more examples.

Note that the Sec. Count Qty field is only available and visible if Enable Secondary Count is checked in [System Options](#).

#### Export File Path

These options allow you to change the default folder where files are exported to (see [Export to File](#))

Click on the button with the hand to change the setting.

#### Default Import Filename

If the file you export always has the same name, entering it here will save you having type its name each time you export it.

If this is left blank the system will suggest a filename which will include the date and time.

The advantage of this is that it will not overwrite an existing file.

See [Export To File](#) for details.

#### File has Header Record

If you want your CSV or TXT export file to contain the field names in the first record of the file, check this box.

The field names used will be the User Field Names specified in [System Options](#).

#### Export File Field Delimiter

A CSV file has a Comma delimiter and is the standard. Other text files may have Tab or Pipe | delimiters.

If correctly used, it is possible to create files with fixed length fields by setting the Delimiter to 'None' and setting all the Export formats to created fixed lengths.

#### Export Counted Items Only

When this is checked, only the items that have been counted will be exported (to see which these are, go to [View Count Data](#) and check the Show Counted Items Only box).

If this is not checked, all the items in [View the Item List](#) will be exported, and those not counted will have a count quantity of zero.

#### Export Items with Stock Variances Only

When this is checked, only the items that have a difference between the count quantity and the Stock on Hand quantity will be exported.

If Enable Secondary Count is checked in [System Options](#) you can also choose to export only items that have a difference between the primary and secondary count quantities.

#### Group Items By

This option is set when the host system type is selected and it is best to leave it at the default setting. For a detailed explanation see [Item Grouping Explained](#).

#### Show Open File Dialog

If this option is checked, when running any export function (e.g. [Export To File](#)) a file open dialog will open, allowing you to select any folder to save the file in and change the file name if required.

If not checked, the export functions function will use the Export File Path and Default Filename specified (see above).

If you export a file with the same name to the same location frequently, check this to save time.

#### Reset to defaults for selected host system

When this button is pressed, the system, import and export options will be reset to the defaults for the host system type selected. You will be asked to confirm that this is what you want to do.

## Download Program to PDT

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

Connect the PDT to the PC, and make sure it is turned on.

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

StockLink will try to detect which model of PDT is attached, display its name, when you click OK, copy the appropriate program installation file to the PDT. If the type PDT is unknown or not supported by StockLink, it will ask you to contact technical support.

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.

For Datalogic PDT's it will ask you if you want to Cold Boot the PDT to install the program now. click on Yes.

Honeywell PDT's must be cold booted manually ..

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

*Note:* You can only program a PDT that has had StockLink installed on it previously by Barcode Logic.

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

## **Set PDT Clock**

The time is displayed on the PDT in the title bar on the main menu.

The program uses the PDT clock to record the date and time of each scan.

Be sure that the PDT is connected to the PC.

When Set PDT Clock is selected from the Tools menu, the PDT clock will be set to the system time of the PC.

The PDT clock is also set each time the Item List is downloaded to the PDT.

## Import Custom Label Format File

If new label formats or sizes are added, this function can be used to add the label format files to those available to the system.

Once added, the new format will be available from the drop-down box in [Environment Options](#) and in the [Print Labels](#) function.

When this option is selected a dialog will open allowing you to browse to the location of the new label format file.

Select the file and click on Open.

The file will be copied to the data folder where all the label format files are stored.

The name of StockLink label format files must be in this format: Label SL\*.fr3 or Label SL\*.zpl

i.e. it must begin with Label SL and end with .fr3 or .zpl

We suggest you include the size of the label in the filename so it is easy to match with the labels you are using, and perhaps a brief description

e.g.

Label SL 100mm x 19mm with sell price.fr3

## Print Labels

Barcode labels may be printed for any items in the imported item list (that have either been imported or subsequently added).

The labels can be printed on a dedicated label printer using continuous media, or on a standard laser or ink jet printer using Avery type A4 labels available from your office supply shop.

The label will show the Item Barcode and description.

Select the label printer and label format in [Environment Options](#)

The sizes currently available are:

### Continuous Media:

40 x 28 mm

40 x 39 mm

50 x 25 mm

60 x 20 mm

60 x 39 mm

80 x 48 mm

100 x 19 mm

101 x 73 mm

### A4 Sheets:

38.1 x 21.2 mm (5 columns x 13 rows = 65 per page)

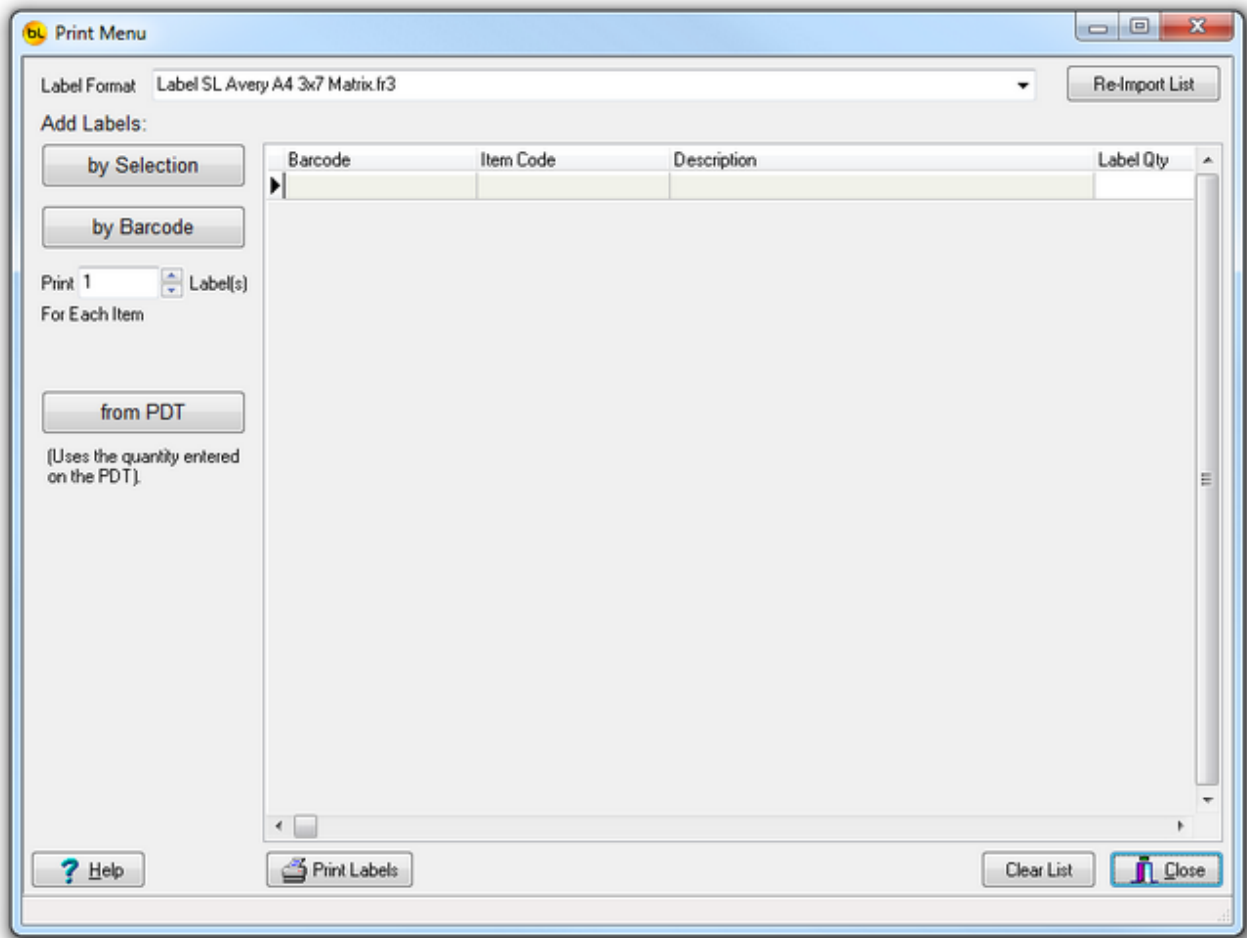
63.5 x 38.1 mm (3 columns x 7 rows = 21 per page)

99.1 x 34.0 mm (2 columns x 8 rows = 16 per page)

Custom label formats (different sizes, showing other information or company logos for example) can be supplied for a fee by contacting Barcode Logic.

Any of the fields shown in the grid may be printed on a label.

The Print Menu screen contains a grid where you can add items for which you want to print labels.

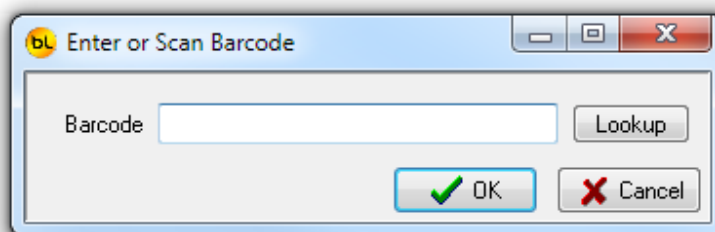


The Label Format drop down list defaults to the label format selected in [Options](#), but can be changed here temporarily if required.

### Adding Items to the Label List

Before adding any items to the list, you can use the Print x Label(s) for Each Item box to set the quantity of labels required.

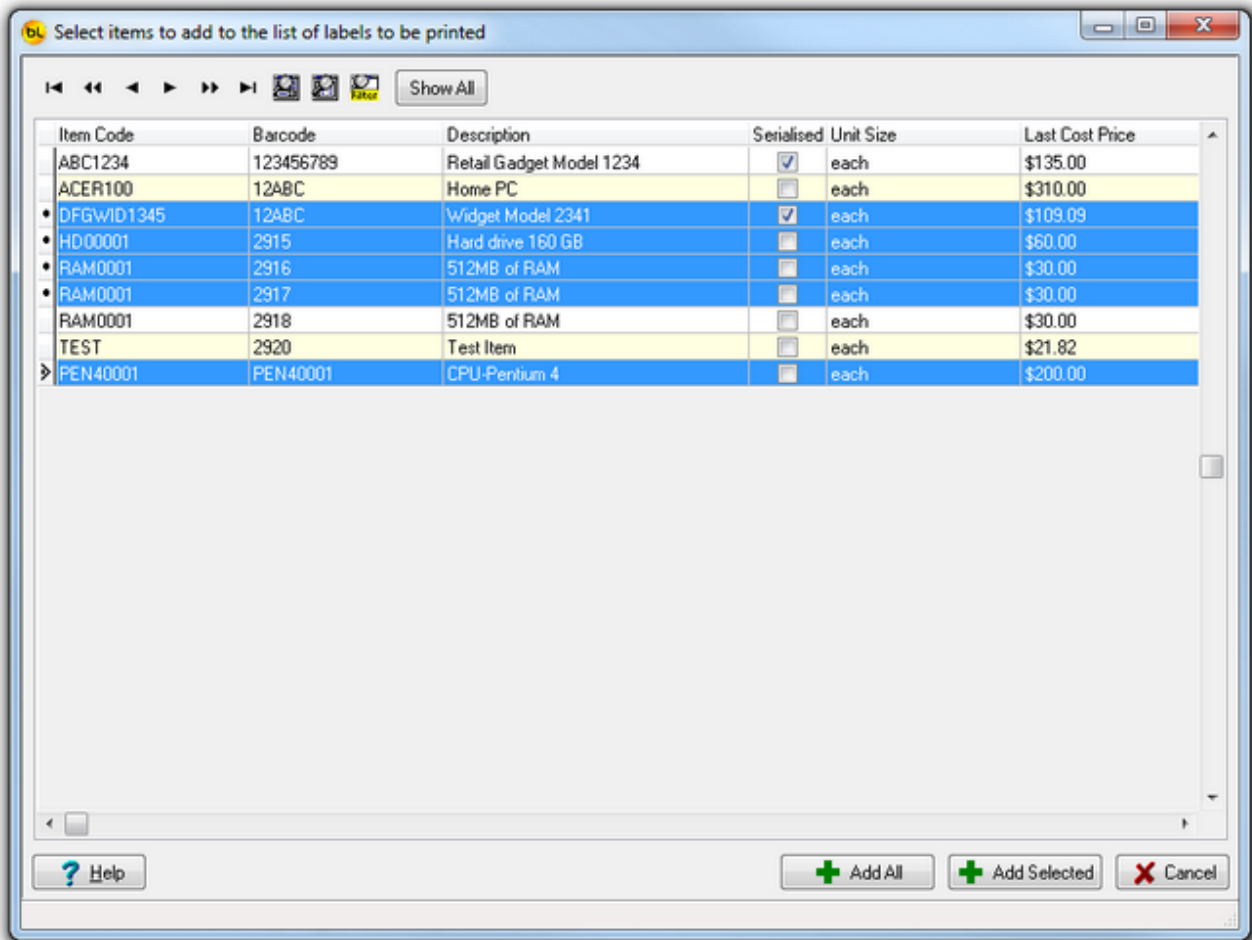
Click on by Individual Item to add one item. You will be prompted to enter the barcode number.



Click on Lookup to browse or search for the item.

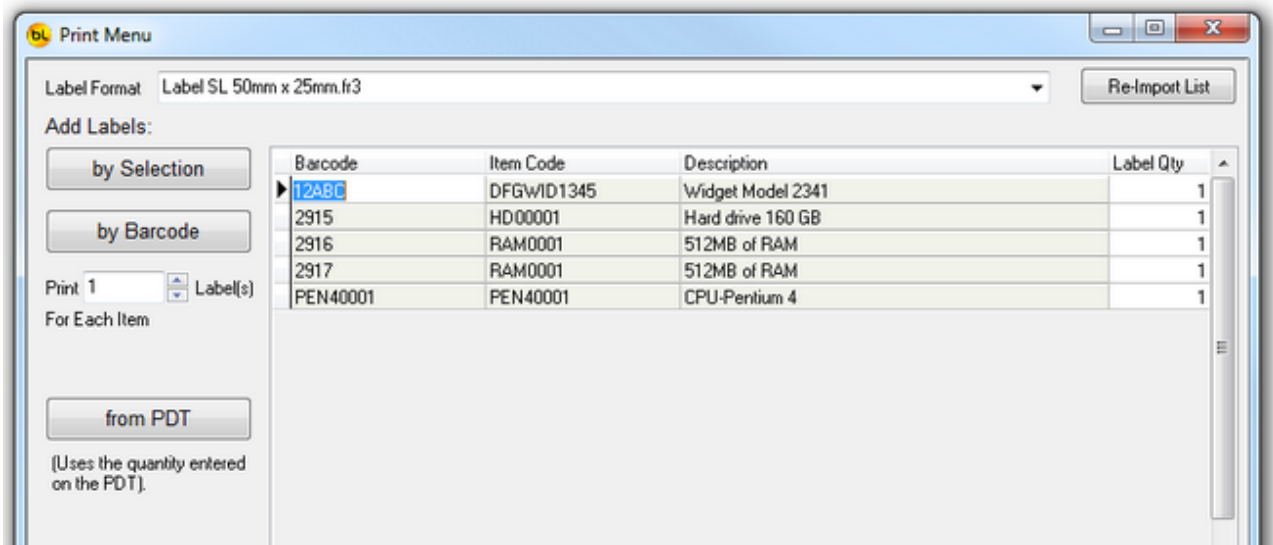
Click on by Selection to select a range of items from a grid of all the available items.





To find the items you want to add, you can sort this grid using the column headings, use the filter dialog and also select multiple records using the shift and ctrl keys. See [Using the Grid](#) for details.

When you have the items you want, either click on Add All which will add all the items showing in the grid to the label list, or click on Add Selected which will add only the records highlighted in blue.



You can upload a list of items scanned on the PDT using the Labels function by clicking on the from PDT button.

After adding the items to the list, you can change the number of labels to be printed if required by editing the Label Qty column in the grid itself.

You can also add labels to the list by importing a list that has previously been uploaded from a PDT by clicking on the Re-Import List button and selecting the appropriate file. See [Reprocess a File Previously Uploaded From a PDT](#) for more information.

You can continue to add labels to this list as necessary. Click on Clear List to empty the grid and start again.

### Printing Labels

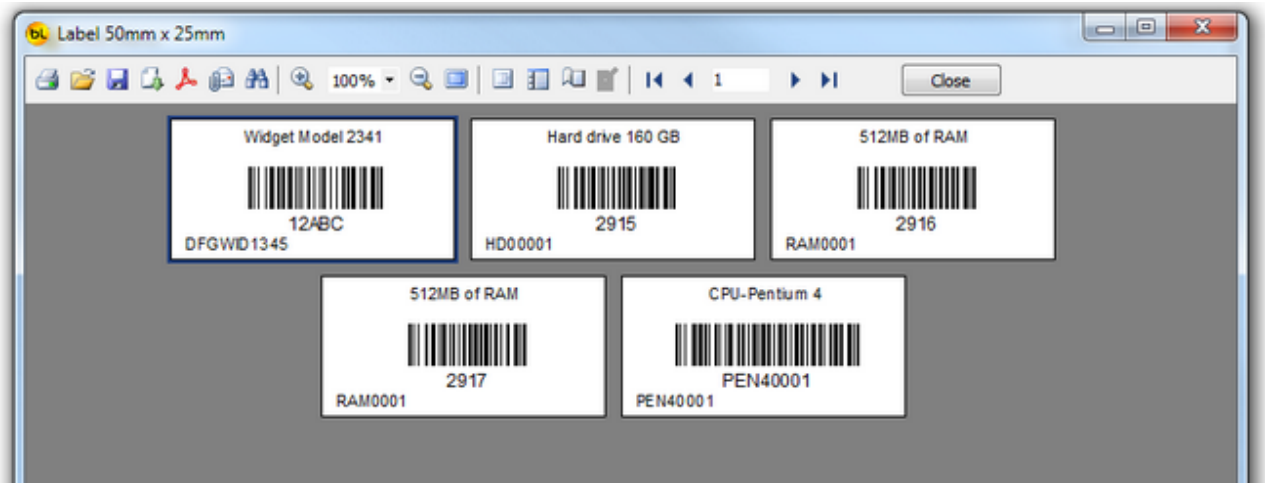
Click on the Print Labels button.

Note: Preview is not available for .zpl format files. See [FR3 vs ZPL Label Formats](#).

If the Preview Before Printing option is checked in Tools / Options then the labels will be displayed on screen before giving you the option to print. By default, the preview option is on. This allows you to see exactly how your labels will look as well as print multiple copies or selected labels as required.

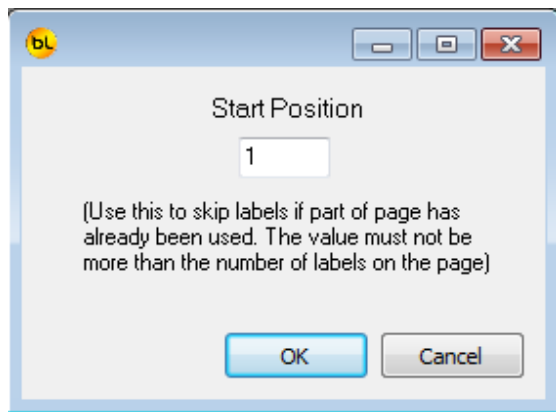
Note: It is very important that you use labels large enough to fit the barcode, with some white space either side of it, so it will scan properly. Using the preview function, you can test this before buying any labels.

Here is an example of 50 x 25 mm continuous labels displayed in the preview screen:

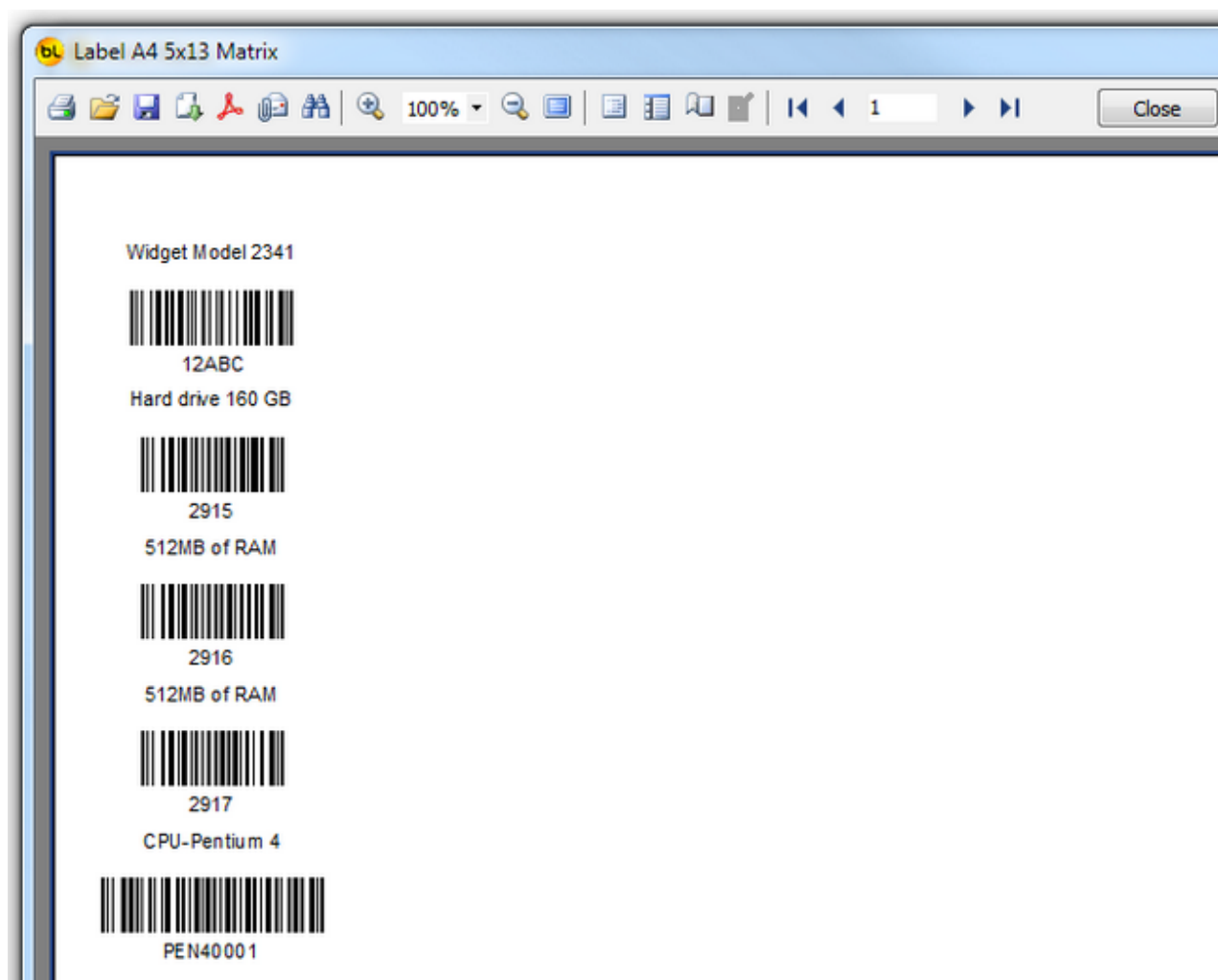


Click on the printer icon at top left to print.

When printing on A4 sheets, you will be prompted to enter the start position of the label on the page. This is so you can use partially used sheets. If you have used 5 labels from a sheet, the start position would be 6.



Here is an example of Avery type A4 labels (5 x 13 Matrix) labels displayed in the preview screen:



Click on the printer icon at top left to print.

## Select Database

By default, the database file used by the StockLink system is called StockLink.mdb and lives in the Windows Common Application Data directory + \Barcode Logic\StockLink.

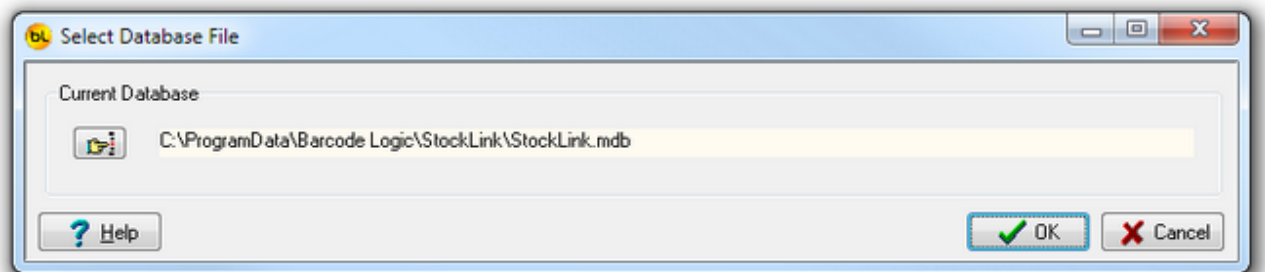
On Windows XP this is C:\Documents and Settings\All Users\Application Data\Barcode Logic\StockLink

On Windows 7 this is C:\ProgramData\Barcode Logic\StockLink

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

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

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



## Copy the Current Database

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

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

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

If you want to clear all the data out of a database after selecting it, run the [Delete All Count Data](#) and [Delete the Item List](#) functions. You may also want to run the [Compact the Current Database](#) function.

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

## Compact the Current Database

This function will reduce the size of the current database file if it has held a large amount of data that has subsequently been deleted.

It can also repair most errors in the unlikely even that the database file has been corrupted.

A backup of the database will be made automatically before compacting as it has been known to fail.

See [Backup Database](#) for details.

## File

### **Import Items from File**

This function allows you to import a .CSV or .TXT file containing your Stock Items. This file may be created by exporting the data from another system. Many ERP and accounting systems have a CSV export facility and Excel spreadsheets may be saved in CSV format.

#### Import File Name

The import file can be called anything, however to identify the version the file, you can include a Control Code in the filename. The Control Code is displayed at the top of the [View the Item List](#) Window, and is returned at the end of the filename when the counted item data is exported.

The Control Code in the filename is all the text up to the first underscore \_ in the filename (except for Pronto - see below). e.g. if the file is called 1234\_Import.csv then the control code is 1234

If there is no underscore in the filename, the complete filename is the control code (minus the path and extension). e.g. if the file is called 1234Import.csv then the control code is 1234Import

If the host system type is Pronto then the control code is the first 4 characters of the import filename.

#### Import File Format

Each record in the file must at least have a barcode field but ideally would have at least seven fields:

Item Code, Barcode, Description, serialised flag (to indicate if the item has serial numbers), SOH (stock on hand quantity - what the host system thinks is the correct stock quantity for the item), cost price and sell price.

The fields can be in any order and the format of the file is specified in [Tools / Options](#) (see the Import File section for details).

The file must be in CSV (Comma Separated Value), Tab or Pipe Delimited format.

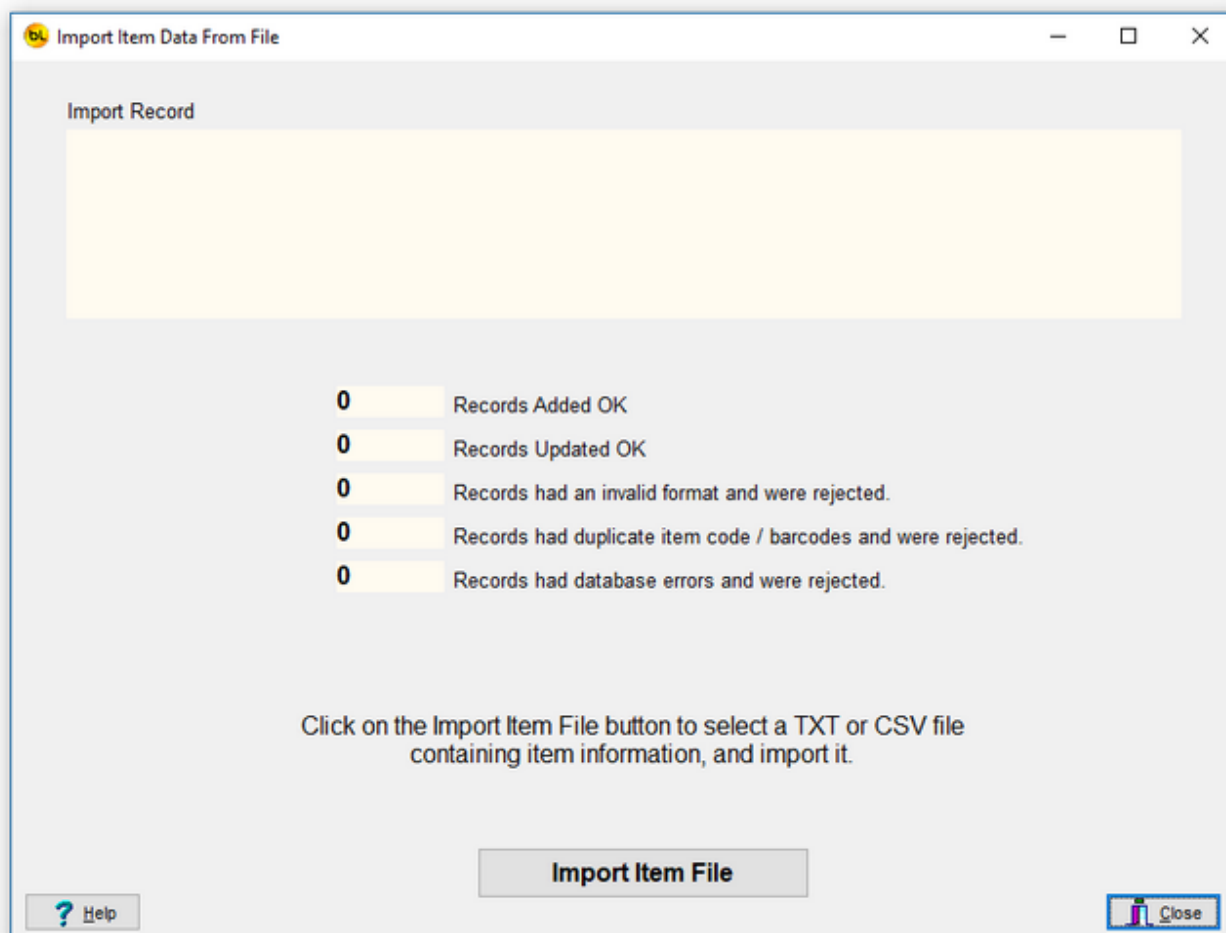
Here is what an example CSV file looks like (when opened in a text editor such as Notepad or Wordpad) with a variety of acceptable record formats:

```
11110,4007817524305
11111,"123456789","Left Hand widget","N"
11112,"987654321","Right Hand Widget","N"
11113,"12ABC","Unbreakable Plate","N",2.99,1.99,56,"Easy
Electrical"
11114,"abcd654","Long Weight","N",23.99,15,10
11115,"456789","Rivet Holes, Bag of 100","N",5,3,1000
11116,2915,"42" Plasma TV","Y",1999,1600,25,ACSE,Sony
11118,2917,DVD Player,"Y",399,299,3,Easy Electrical,Panasonic
11117,2918,MP3 Player,"Y",99.99,60,10,Easy Electrical,Orange
11119,2920,Electric Shaver,"Y",395.99,300,0,Easy
Electrical,Philips
11120,TEST-OK-123
11121,TEST-OK-456
```

```
11120,8012345000012
11125,64509723
11124,4006381333627
11123,9310370001158,Pura cream,2.50,1.5
11122,9310003002002,Flora Original
```

Note that in a CSV file, text fields which contain commas must be enclosed in double quotes.

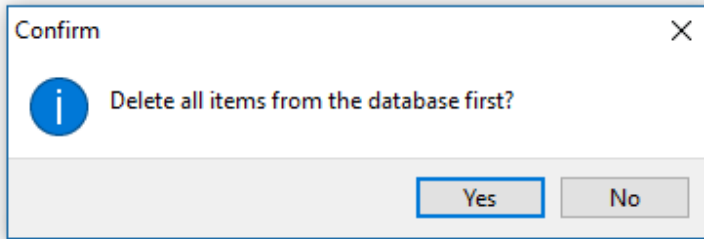
Optionally, up to 8 extra text fields can be included (see User Data Fields in [System Options](#)).



### Import Procedure

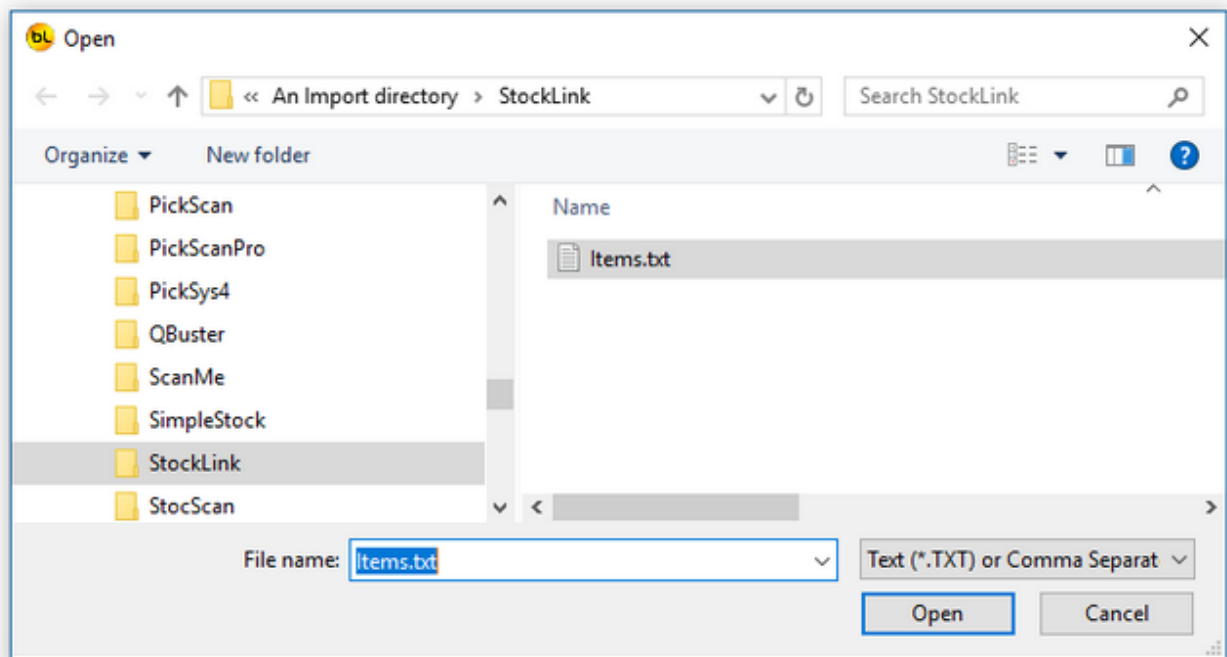
Click on the 'Import Item File' button to select a file for import. You will be asked if you want to delete all the items already in the database before importing the file.





If you say No, the items you are importing will be added to the item database unless they already exist, in which case their information will be updated.

You will be prompted to select the file to import:

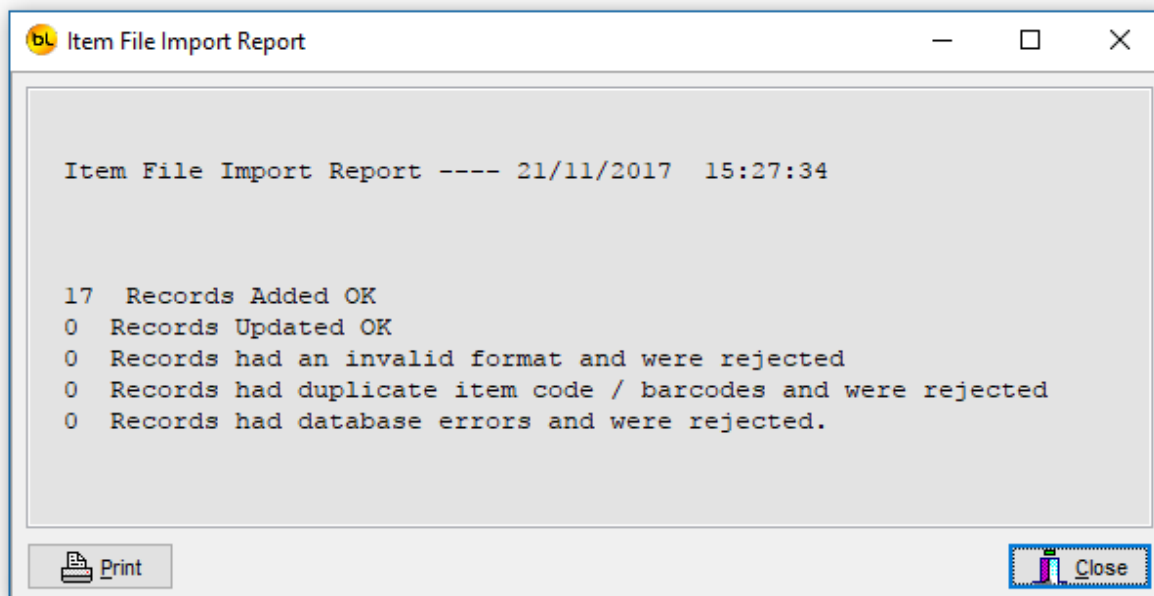


The dialog will start with the initial folder (the Look In Folder) set to value of the Import Files default path in [System Options](#)  
The filename will be set to the Default Import Filename if one was set in [System Options](#)

Select the file to import and click on Open.  
The file will be imported.

Items already on file will have their details updated.  
Items not on file will be added.

A report, which can be printed, will be displayed showing the results of the import process and details of any errors.  
If records are rejected then these records should be located on the import file and formatted correctly. The file can then be imported again.



Close this report window and the Import Item file window to return to the main menu.

The imported items will now be visible in the [View the Item List](#) function.

## Create and download the item list to the PDT

This function downloads the item list to the PDT and is the same as the Download Item List to PDT button on the main window.

*Important:* The PDT program must be at the main menu for the data files to upload successfully.

Make sure the PDT is turned on.

Connect the PDT to the PC using the USB cable (or place the PDT in its cradle if you are using one).

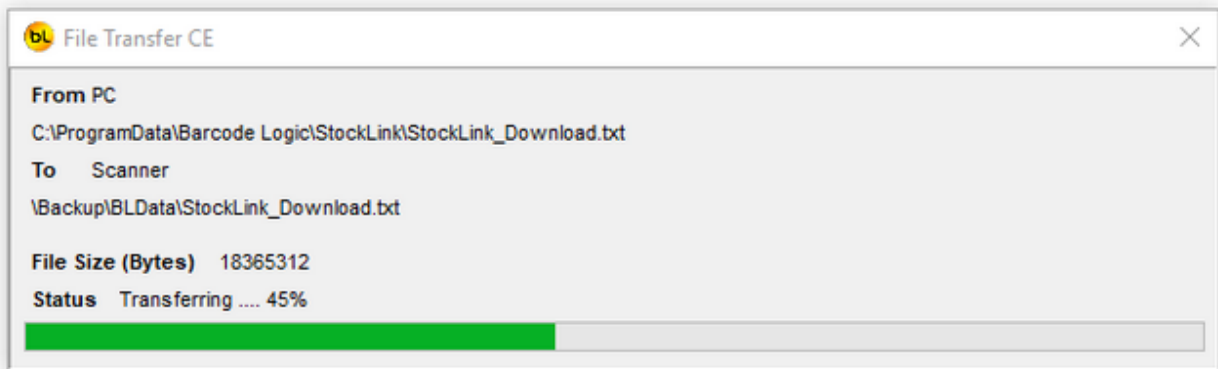
The PDT should connect to the PC, and the ActiveSync (XP) or Mobile Device Center (Vista / Windows 7) icon on the task tray of the PC will go green.

The PDT will make a distinctive noise to indicate it has connected ok.

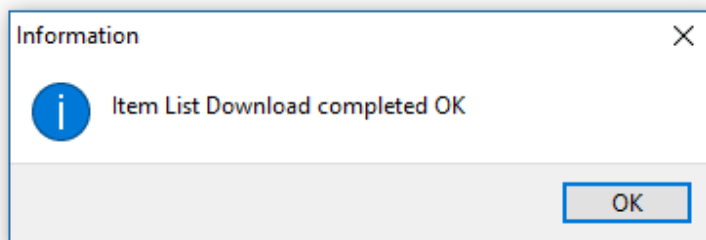
If it fails to connect, disconnect and reconnect it. If it still fails, please refer to the CE PDT Installation Guide for possible solutions.

When connected, click on the Download Item List to PDT button on the main screen of the PC.

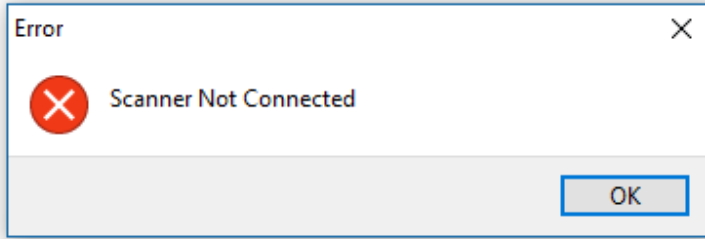
Two files will be created and then transferred.



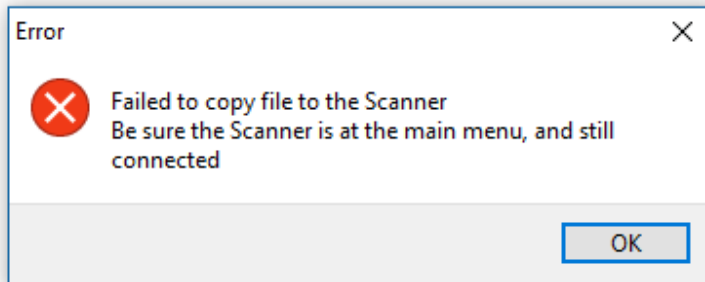
When completed Ok, a dialog will indicate this:



This message usually indicates that the PDT is not properly connected:



This message usually indicates that a file is open on the PDT because it is not at the main menu, so press ESC on the PDT until the main menu is displayed:



## Download the last created item list again

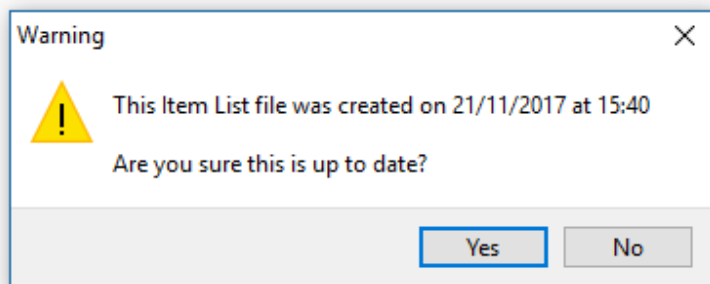
If there are a lot of items in the database, it may take a long time to build the file to transfer to the PDT.

If you have several PDT's you may want to transmit the same file to each without having to wait for it to build each time.

This function will do this.

Note: If you use this function, be sure that you have used the [Create and download item list](#) function recently or the file you are downloading may be out of date.

To reduce the chance of this happening, a warning will be displayed showing the date and time the file was last built:



If you select Yes, the file will be transferred to the PDT.

## Upload Count Data From the PDT

At any point after scanning items into the Count Stock function on the PDT you can return it to the PC, connect it with the USB cable, and upload the data.

We recommend that you do not stocktake your entire store in one go in case you drop the PDT and break it after three days of counting, it is better to upload frequently so the data is transferred to the relative safety of the PC.

To upload the data, click on the Upload Count Data From the PDT button on the main menu of the PC program. A window will open.

The window contains a grid which temporarily holds Stock Count data uploaded from a PDT so it can be reviewed, and adjusted if necessary, before committing it the to the database. When first opening the window, the grid will be empty.

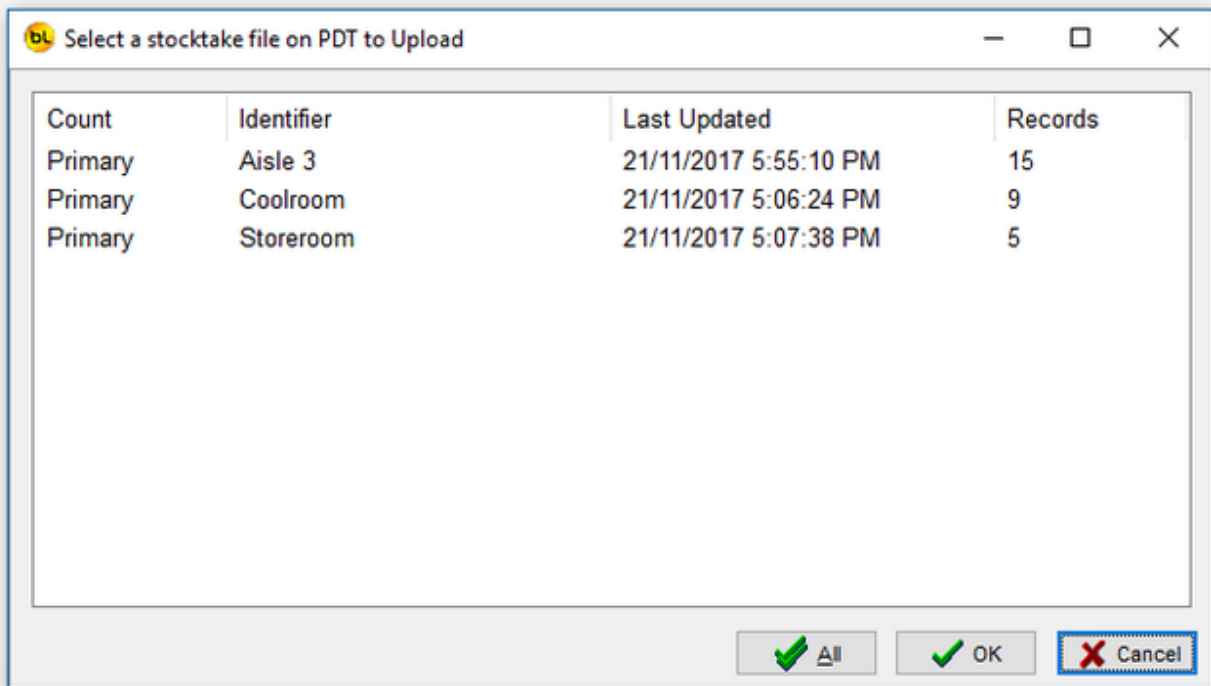
Click on the Upload Counted Items From the PDT button at the bottom.

If the PDT is connected correctly, it will attempt to transfer a Stock Count file to the PC.

If there is only one, it will do it automatically, if more than one, it will ask which one you want to transfer.

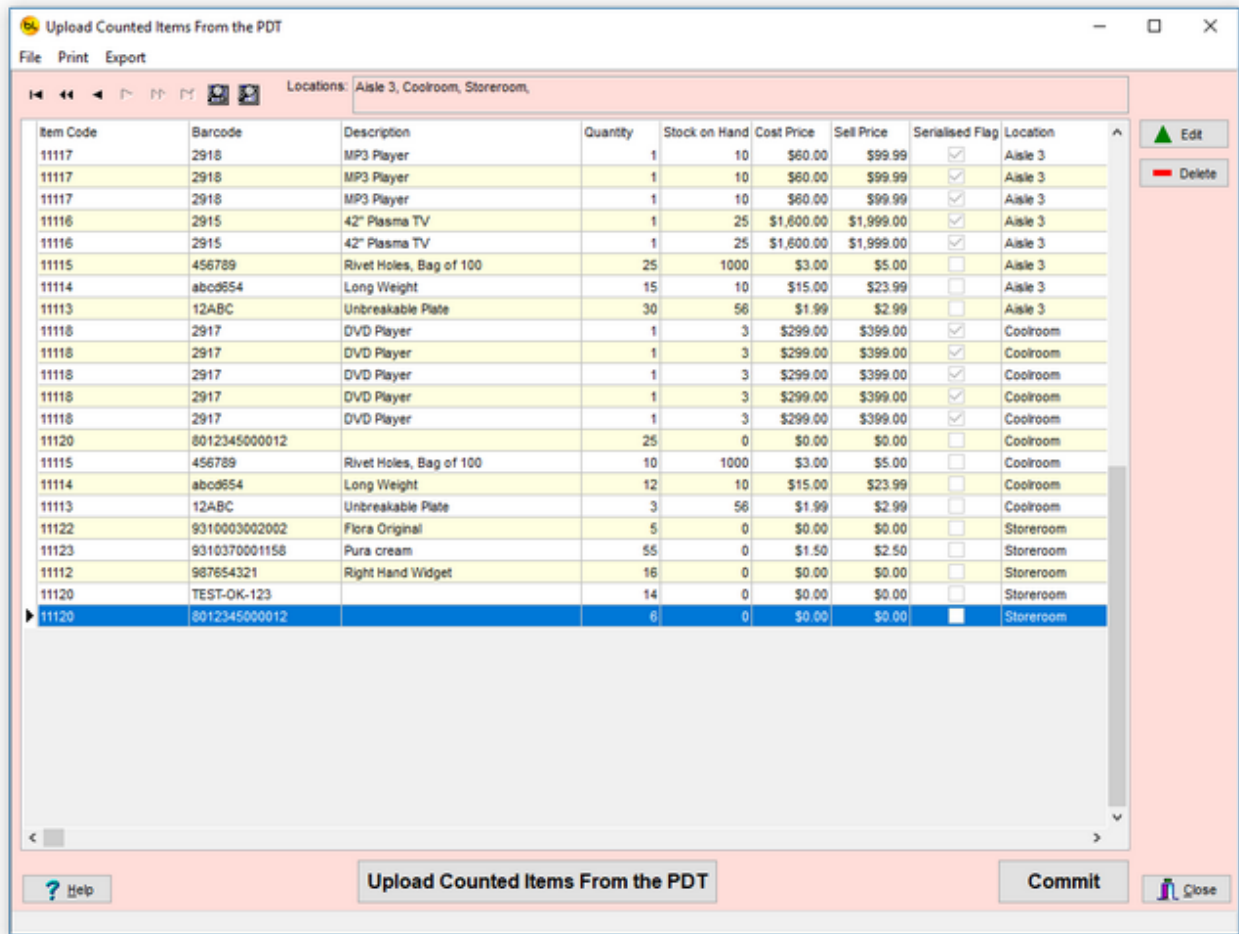
You can either click on one to select it from the list and hit OK or click on All to upload them all.

In this example the PDT holds three files:



The file(s) will transfer to the PC and the counted items will appear in the grid.

You can repeat the process for the other locations as well if you like, in this case we have uploaded all three, one after the other:



The grid shows the item details, the location where they were counted the quantity entered, the serial numbers if applicable and whether it was a primary (1) or secondary (2) count. You will see here that the item with barcode 2915 appears twice as it was counted in two different locations.

Note that items with a serial number always have a quantity of one. The total quantity for the item can be seen after the data has been committed.

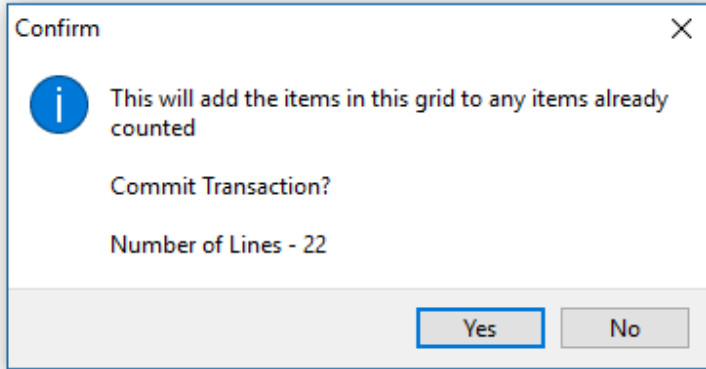
This example data also shows an Item Code that has more than one barcode (11120) and is also possible to have a Barcode with more than one Item code.

The 'Locations' panel at the top of the window shows the identifiers (locations) of the files that were uploaded from the scanner.

The buttons to the right allow you to edit or delete items from this grid.

Committing Stock Count Data

When ready, you can Commit this data to the database by clicking on the Commit button. You will be prompted to confirm.

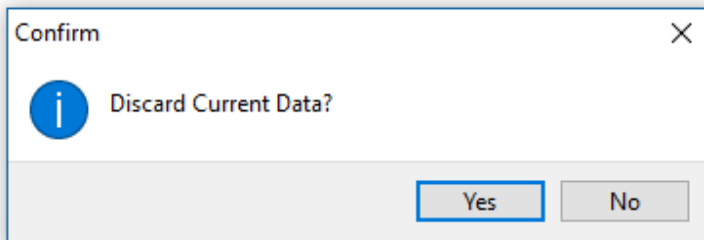


The item counts by location will be added to any count quantities in the database, and the window will close.

*Note:* If an item has previously been counted in the same location, this quantity will be added to it. It will not replace it.

If you look at [View Count Data](#) you will see the example data above transferred to the counted item grid showing the total quantity counted, and the breakdown by location and serial numbers at the bottom.

If you close the window before committing the data you will be warned:



If you say no, nothing will happen. If you say yes, the data will be lost. If you do this, all is not lost however as a backup of all files uploaded from the PDT is stored on the PC and can be re-imported using the File / Re-Import List function from the menu at the top.

See [Re-Import List](#) for details.

Other Functions

File

[Re-Import List](#)

Print

[Print List of all Items shown in grid](#)

Export

[Export items shown in grid as CSV file](#)



## Print Item List

This function will produce a report of all the items displayed in the grid.

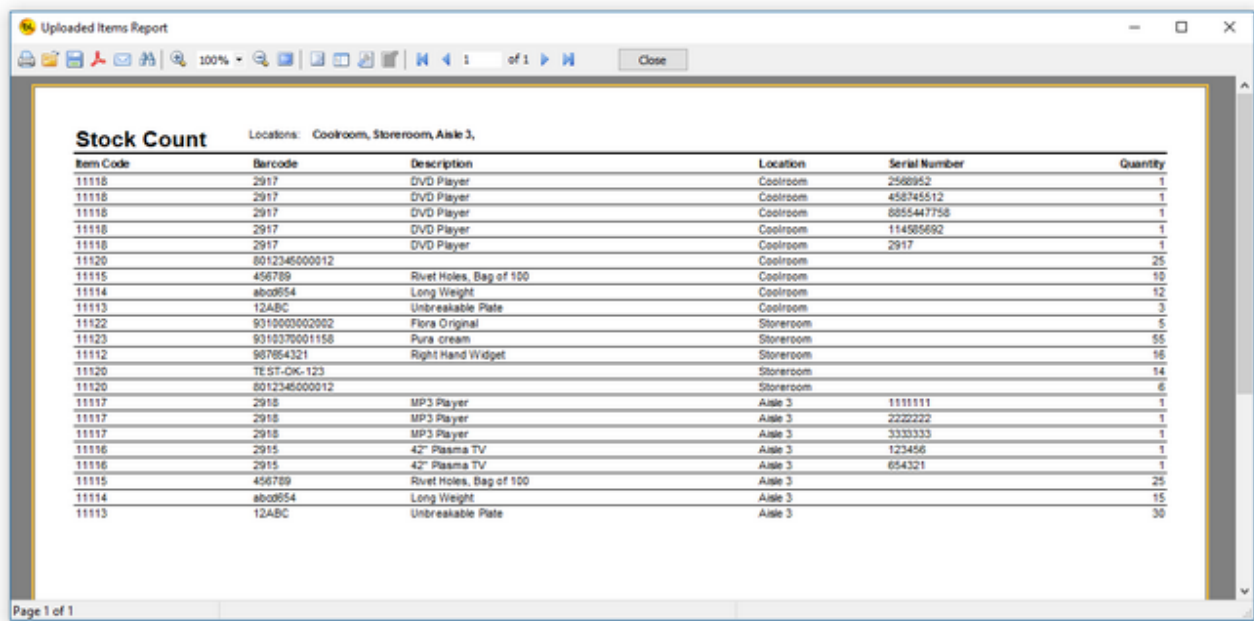
Note that if a filter has been applied (see [Using the Grid](#)) then this may not be all the items in the database.

The file locations (the identifiers of the imported files) are printed at the top.

The simple report will show one item per line with just the important information.

The detailed report will also show the user data fields, but only the user defined fields that are enabled.

If the Preview Before Printing option is checked in [Environment Options](#) then it will be displayed on screen before giving you the option to print it:



By default, the preview option is on. This also allows you save the report to PDF format and even email the saved PDF file by selecting the appropriate icon in the top left corner. Also, individual pages of the report may be printed as necessary.

Click on the printer icon at top left to print.

## Export items shown in grid as CSV file

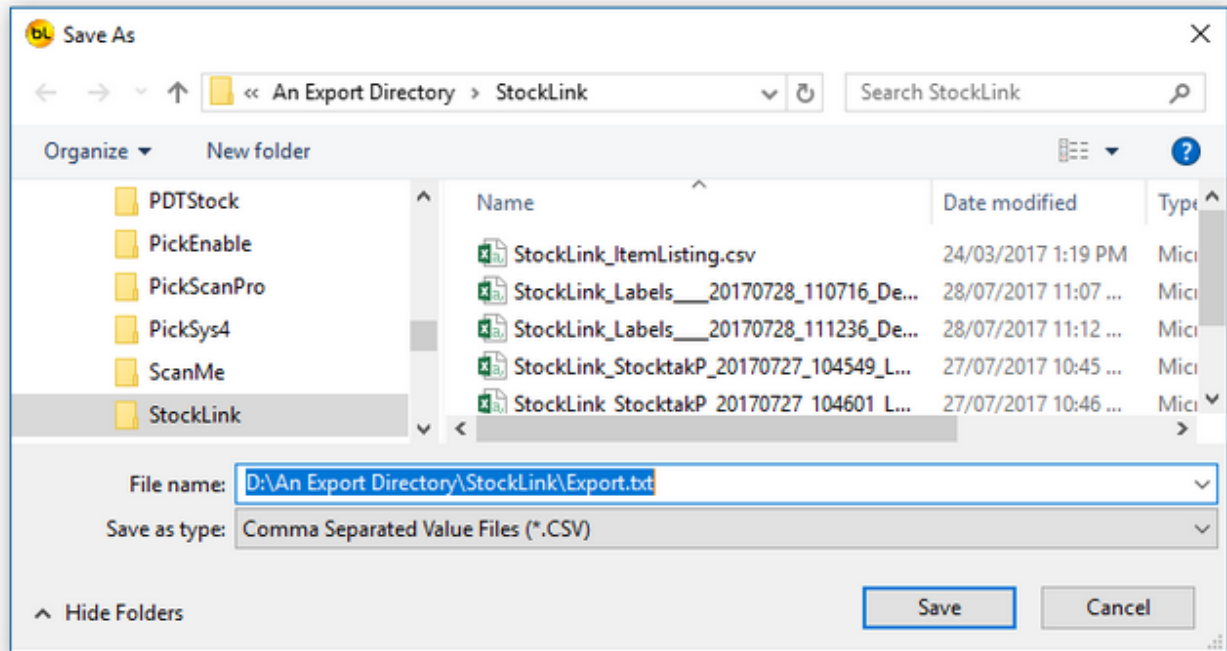
This function allows you to export the data from the grid so it can be imported into another system or spreadsheet etc.

Note that this only exports the data in this grid, not all counted items in the database.

The export file will be in the format specified in [Export File Options](#).

Also see [Export to File](#) for more detail.

You will be prompted to enter a filename to save it as:



By default the Save As dialog will open in the Export Files default path in [Export File Options](#)

By default the filename will be set to the Default Export Filename in [Export File Options](#).

If the Default Export Filename is blank then the export filename is set to StockLink\_StockTake\_yyyymmdd\_hhmmss.csv, but any of this can be changed. yyyymmdd\_hhmmss is the date and time now (when the file is exported).

## Upload Stock In Data From the PDT

Note that this This is the same as the Stock In function button on the window.

This function would normally only be used when StockLink is being used a stand-alone inventory control system, and plays no part in stocktaking.

The Stock In Function provides a way to increase the Stock on Hand quantity on the items in the item list using data entered on the PDT.

For example, when a delivery arrives, the goods can be scanned and the quantity received entered on the PDT.

At any point after scanning items into the Stock In function on the PDT you can return it to the PC, connect it with the USB cable, and upload the data.

To upload the data, click on the Stock In button on the main menu of the PC program. The Stock In window will open.

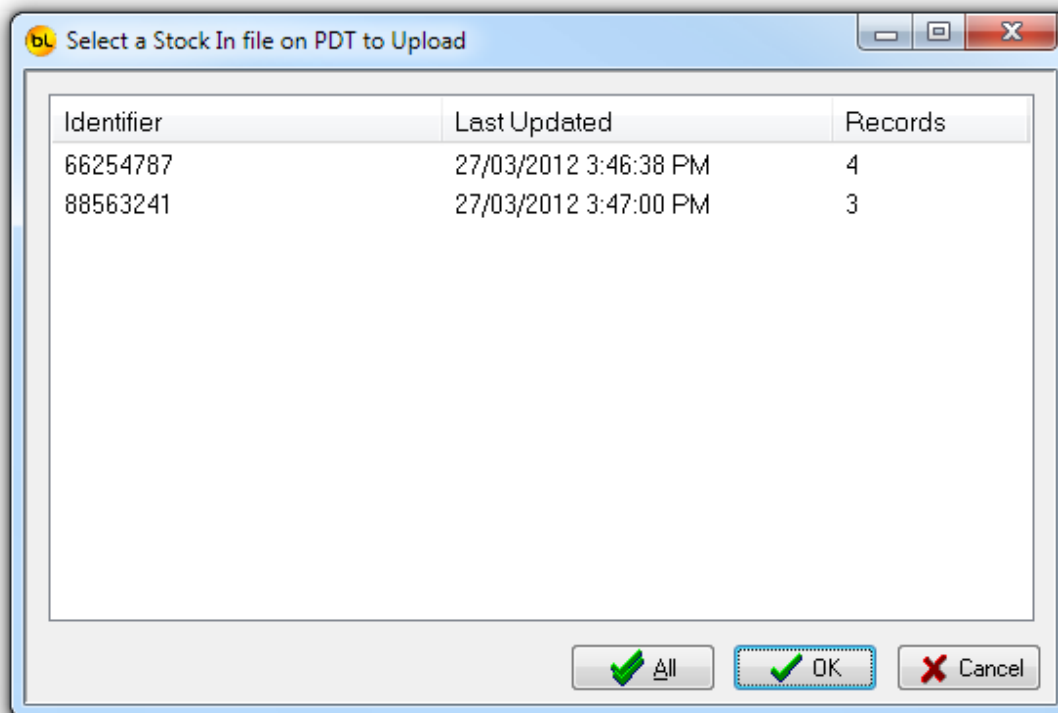
The window contains a grid which temporarily holds data uploaded from a PDT so it can be reviewed, and adjusted if necessary, before committing it the to the database.

When first opening the window, the grid will be empty.

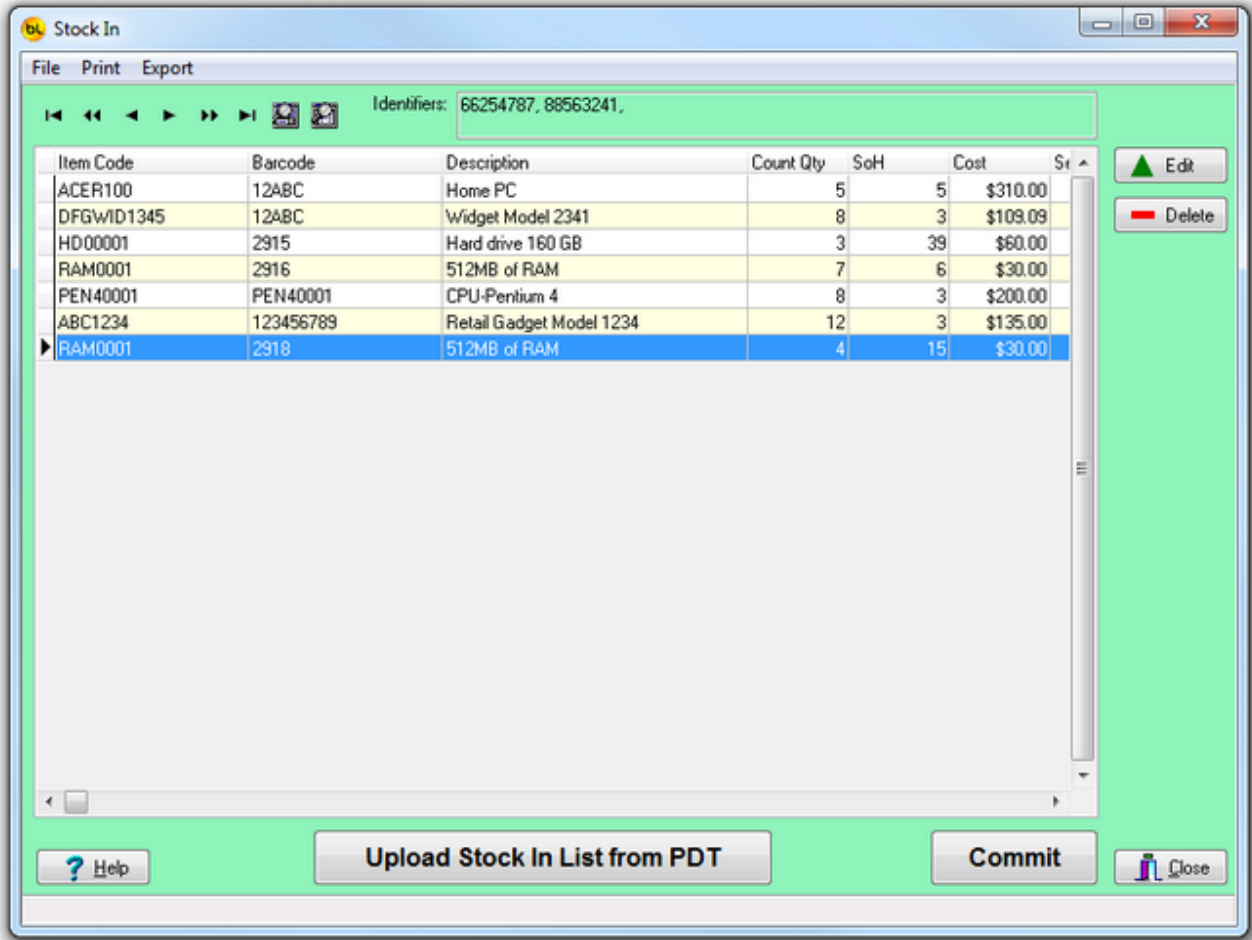
Click on the Upload Stock In List from PDT button at the bottom.

If the PDT is connected correctly, it will attempt to transfer a Stock In file to the PC.

If there is only one, it will do it automatically, if more than one, it will ask which one you want to transfer. In this example the PDT holds two files:



Select the one you want to upload and click on OK or click on All to transfer both. The file(s) will transfer to the PC and the counted items will appear in the grid.



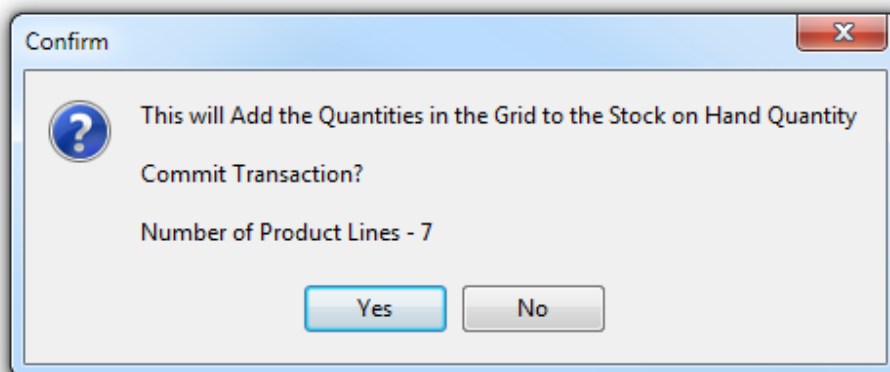
The grid shows the item details, the quantity entered the current Stock on Hand and other item data.

The 'Identifiers' panel at the top of the window shows the identifiers of the files that were uploaded from the scanner.

The buttons to the right of the grid allow you to edit or delete items from this grid.

#### Committing Stock In Data

When ready, you can Commit this data to the database by clicking on the Commit button. You will be prompted to confirm.

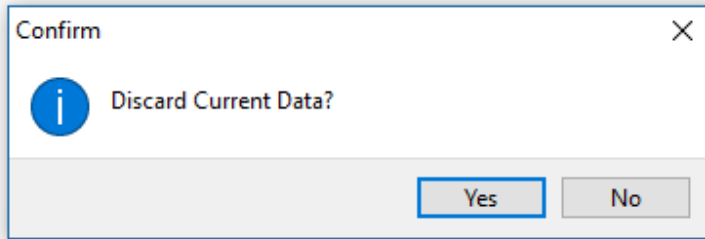


The item quantity will be added to the SOH (Stock on Hand) Quantity in the database, and the window will close.

Note: Committing this data does not effect the the count quantities, also it will not store any scanner serial numbers or identifier information in the database this function only affects the Stock on Hand Quantity.

However you can export serial numbers from this grid before committing, see [Export items shown in grid as CSV file](#)

If you close the window before committing the data you will be warned:



If you say no, nothing will happen. If you say yes, the data will be lost. If you do this, all is not lost however as a backup of all files uploaded from the PDT is stored on the PC and can be re-imported using the File / Re-Import List function from the menu at the top.

See [Re-Import List](#) for details.

#### Other Functions

File

[Re-Import List](#)

Print

[Print Item List](#)

Export

[Export items shown in grid as CSV file](#)

## Print Item List

This function will produce a report of all the items displayed in the grid.

Note that if a filter has been applied (see [Using the Grid](#)) then this may not be all the items in the database.

The identifiers of the imported files are printed at the top.

The simple report will show one item per line with just the important information.

The detailed report will also show the user data fields, but only the user defined fields that are enabled.

If the Preview Before Printing option is checked in [Environment Options](#) then it will be displayed on screen before giving you the option to print it:

Identifiers: 66254787, 88563241,

Item Code	Barcode	Description	Identifier	Cost	Count Qty
ACER100	12ABC	Home PC	66254787	\$310.00	5
	Unit Size each	Preferred Supplier Acer	Bin Number		
DFGWD1345	12ABC	Widget Model 2341	66254787	\$109.09	6
	Unit Size each	Preferred Supplier	Bin Number		
HDD0001	2915	Hard drive 160 GB	66254787	\$60.00	3
	Unit Size each	Preferred Supplier Seagate	Bin Number		
RAM0001	2916	512MB of RAM	66254787	\$30.00	7
	Unit Size each	Preferred Supplier	Bin Number B7		
PEN40001	PEN40001	CPU-Pentium 4	88563241	\$200.00	6
	Unit Size each	Preferred Supplier Intel	Bin Number A6		
ABC1234	123456789	Retail Gadget Model 1234	88563241	\$135.00	12
	Unit Size each	Preferred Supplier	Bin Number		
RAM0001	2916	512MB of RAM	88563241	\$30.00	4
	Unit Size each	Preferred Supplier	Bin Number B7		

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By default, the preview option is on. This also allows you save the report to PDF format and even email the saved PDF file by selecting the appropriate icon in the top left corner. Also, individual pages of the report may be printed as necessary.

Click on the printer icon at top left to print.

## Export items shown in grid as CSV file

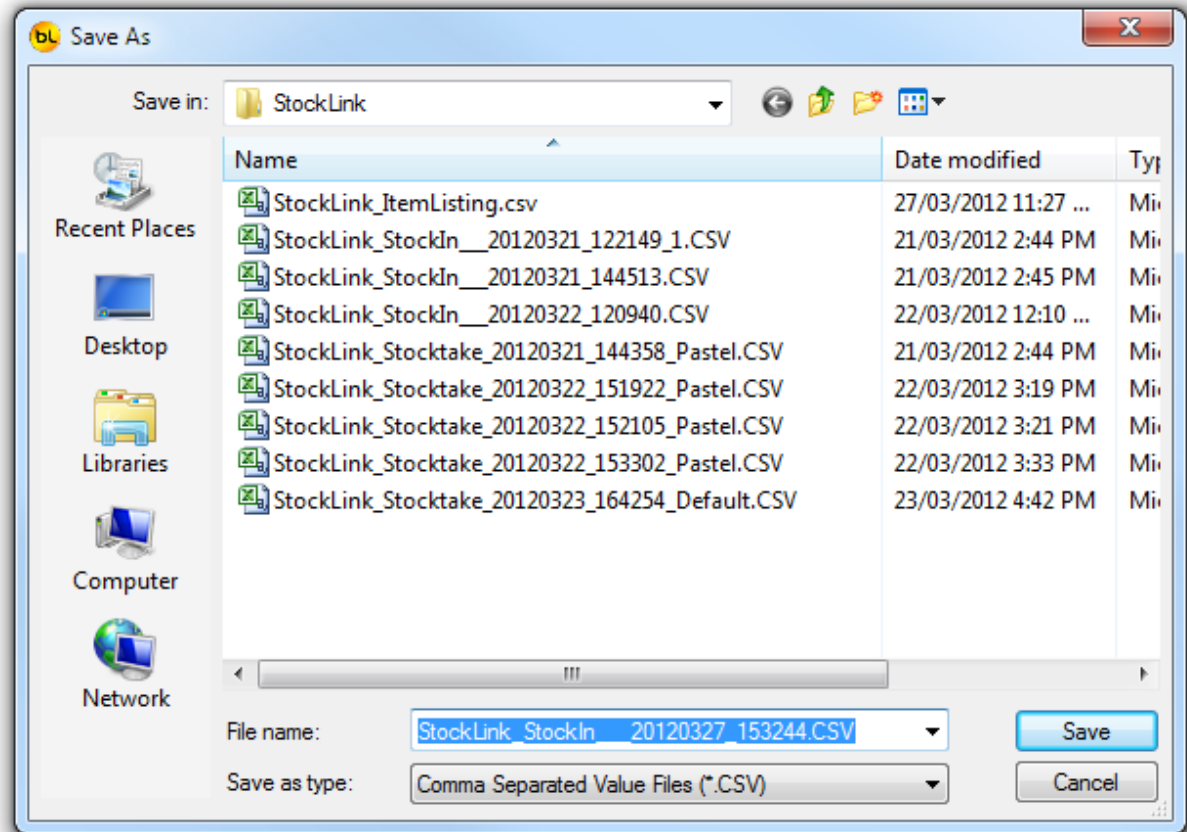
This function allows you to export the data from the grid so it can be imported into another system or spreadsheet etc.

Note that this only exports the data in this stock In grid.

The export file will be in the format specified in [Export File Options](#).

Also see [Export to File](#) for more detail.

You will be prompted to enter a filename to save it as:



By default the Save As dialog will open in the Export Files default path in [Export File Options](#)

By default the filename will be set to the Default Export Filename in [Export File Options](#).

If the Default Export Filename is blank then the export filename is set to StockLink\_StockIn\_\_\_\_yyymmdd\_hhmmss.csv, but any of this can be changed. yyymmdd\_hhmmss is the date and time now (when the file is exported).

## Upload Stock Out Data From the PDT

Note that this This is the same as the Stock Out function button on the window.

This function would normally only be used when StockLink is being used a stand-alone inventory control system, and plays no part in stocktaking.

The Stock Out function is almost identical to [Stock In](#).

The main difference being when the data is Committed, the Item Quantities are Subtracted from the Stock on Hand Quantities rather than added.



## Export to File

The item count data may be exported to CSV file for import into a host system or spreadsheet.

Which items (all or counted items only, all or items with stock variances only) and which fields are exported depends on the settings in [Export File Options](#).

If grouping by Item code, and exporting only the item code and quantity counted, there will be one record for each Item Code and the total quantity for this item. The file will look similar this:

```
ABC1234,3.000
ACER100,5.000
DFGWID1345,3.000
HD00001,39.000
PEN40001,3.000
RAM0001,61.000
TEST,25.000
```

If we we grouping by both Item Code and Barcode, we will see in our example that we have three records for Item Code RAM0001 as the item has more than one barcode, and the total count of 61 is broken down by barcode.

```
ABC1234,123456789,3.000
ACER100,12ABC,5.000
DFGWID1345,12ABC,3.000
HD00001,2915,39.000
RAM0001,2916,6.000
RAM0001,2917,40.000
RAM0001,2918,15.000
TEST,2920,25.000
PEN40001,PEN40001,3.000
```

If grouping by Item code, and exporting serial numbers as well as the item code and quantity counted, we will see that we have one record for each item with a serial number with a quantity of one.

Because the serial number field is also exported, it cannot group by Item Code alone.

```
ABC1234,1.000,3524774152
ABC1234,1.000,3548526985
ABC1234,1.000,9855474522
ACER100,5.000,
DFGWID1345,1.000,666543
DFGWID1345,1.000,666544
DFGWID1345,1.000,666545
HD00001,39.000,
PEN40001,3.000,
RAM0001,61.000,
TEST,25.000,
```

In this example, we are exporting the location field as well as the item code and quantity counted. As item RAM0001 was counted in two locations, it has two records (as does HD00001).

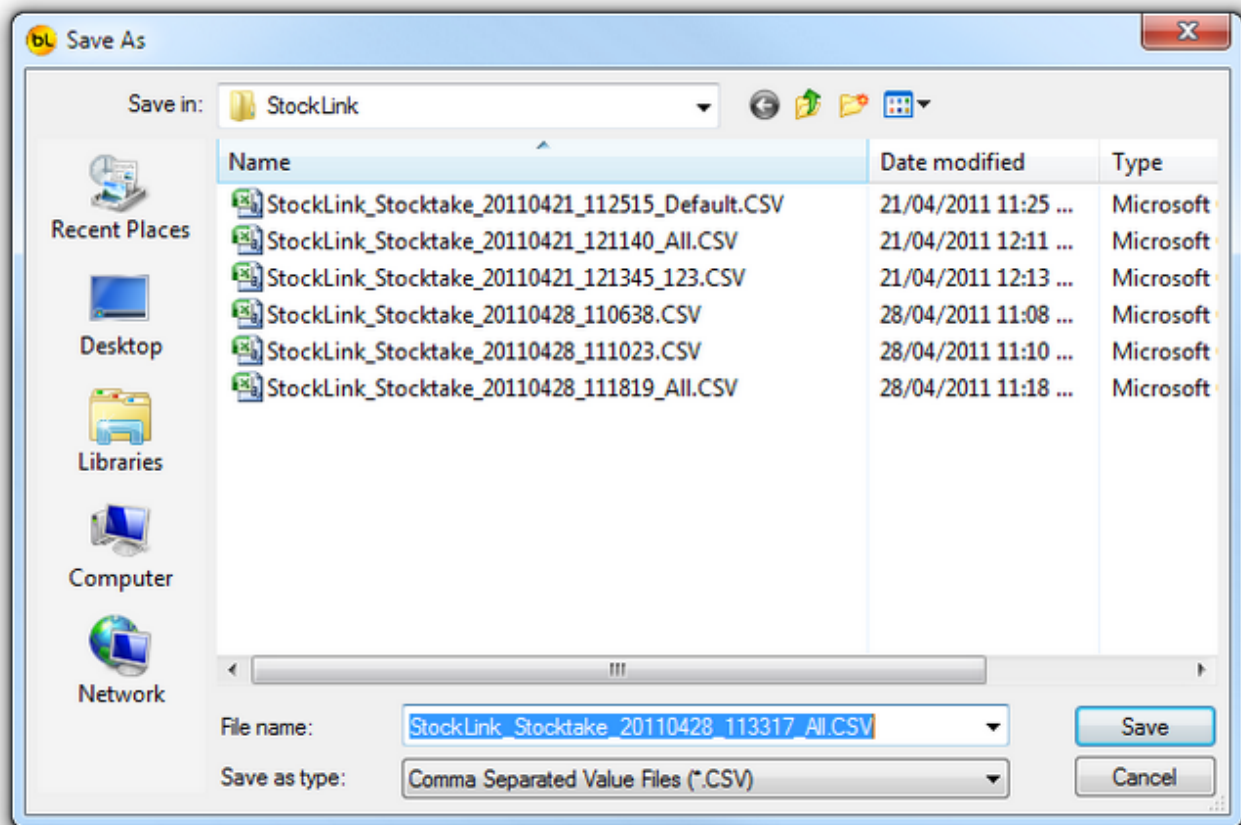
```
ABC1234,3.000,Aisle 3
```

ACER100,5.000,Aisle 3  
 DFGWID1345,3.000,Coolroom  
 HD00001,21.000,Aisle 3  
 HD00001,18.000,Storeroom  
 PEN40001,3.000,Storeroom  
 RAM0001,21.000,Aisle 3  
 RAM0001,40.000,Storeroom  
 TEST,25.000,Storeroom

Fields that can affect the grouping are the Item Code, Barcode, Location and Serial Number, although the other available fields may be exported as well:

ABC1234,3.000,Retail Gadget Model 1234,each,\$135.00,\$200.00,  
 ACER100,5.000,Home PC,each,\$310.00,\$0.00,  
 DFGWID1345,3.000,Widget Model 2341,each,\$109.09,\$350.00,  
 HD00001,39.000,Hard drive 160 GB,each,\$60.00,\$118.18,  
 PEN40001,3.000,CPU-Pentium 4,each,\$200.00,\$318.18,  
 RAM0001,61.000,512MB of RAM,each,\$30.00,\$62.73,  
 TEST,25.000,Test Item,each,\$21.82,\$120.00,

You will be prompted to enter a filename to save it as:



By default the Save As dialog will open in the Export Files default path in [Export File Options](#)

By default the filename will be set to the Default Export Filename in [Export File Options](#).

If the Default Export Filename is blank then the export filename is set to StockLink\_Stocktake\_yyyymmdd\_hhmmss\_ControlCode.csv, but any of this can be changed.

yyyymmdd\_hhmmss is the date and time now (when the file is exported).

Note the \_ControlCode in the filename is the control code from the filename of the last item file imported. See [Import Items from File](#) for details.

Note that the control code is not used in files exported from the [Upload Count Data](#) window or [Quick Upload from PDT and Export](#) functions.

**Important Note:** If grouping by Item Code, and there is more than one item with the same Item Code (because it has more than one barcode) but they have different descriptions or other user data, the first description found in the item list for the Item Code will be exported.

## Quick Upload from PDT and Export

You may want to upload the data from the PDT and immediately save it to a CSV file in the specified Export file format.

This function will do this.

Note that the data is not stored in the database, so cannot be viewed using the View Count Data function.

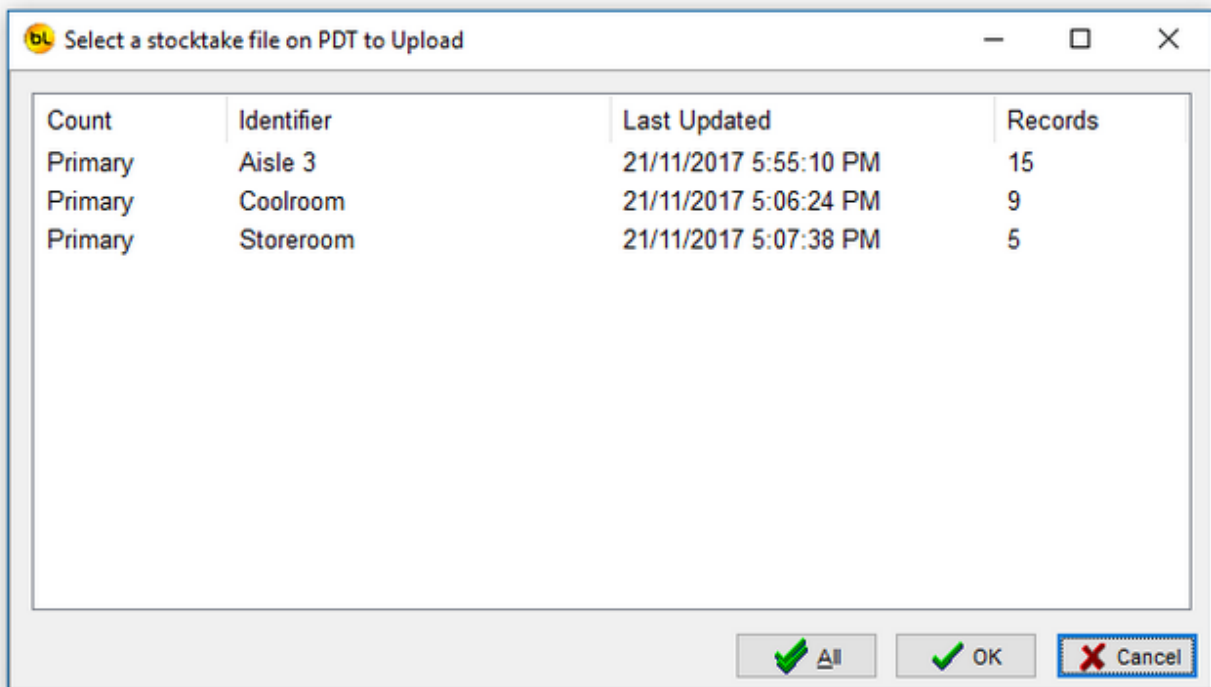
Click on the File / Quick Upload From PDT and Export option from the main menu.

If the PDT is connected correctly, it will attempt to transfer a Stock Count file to the PC.

If there is only one, it will do it automatically, if more than one, it will ask which one you want to transfer.

You can either click on one to select it from the list and hit OK or click on All to upload them all.

In this example the PDT holds three files:



One CSV file for each file uploaded will be created in the folder specified as the Export Files default path in [Environment Options](#).

The filename will be StockLink\_Stocktake\_yyyymmdd\_hhmmss\_*Identifier*.csv, where *Identifier* is the identifier (location) of the file uploaded and yyyymmdd\_hhmmss is the date and time now (when the file is created).

The export file will be in the format specified in [Export File Options](#).

See [Export to File](#) for more detail.

## Quick Re-Import and Export

This function allows you to create an export file from a file that has previously been upload from a PDT.

This should only need to be used if the export file was lost the first time it was created, or the format of the export file has been changed.

See [Re-Import List](#) and [Export to File](#) for more information.

# Database

## View The Item List

This window displays the details of the items imported into the database using the [Import Items from File](#) function, and those added later.

This item information will be transferred to the PDT and displayed when an item barcode is scanned.

Note that this is the full item list and independent of the counted item information.

The item descriptions and other user data in this grid are used by the view count data and file export functions, and counted item reports.

The items in the grid are not grouped by Item Code or Barcode, so you may see more than one record for the same item if it has more than one barcode (and vice versa).

The grid shows the list of items with all the available information for the item, including any user defined fields.

The grid can be sorted, searched, edited, printed and exported. See [Using the Grid](#) for details.

The Control Code displayed at the top identifies the version of the last imported item file (See [Import Items from File](#) for details).

Item Code	Barcode	Description	Stock on Hand	Cost Price	Sell Price	Serialised Flag	Supplier
11110	4007817524305		0	\$0.00	\$0.00	<input type="checkbox"/>	
11111	123456789	Left Hand widget	0	\$0.00	\$0.00	<input type="checkbox"/>	
11112	987654321	Right Hand Widget	0	\$0.00	\$0.00	<input type="checkbox"/>	
11113	12ABC	Unbreakable Plate	56	\$1.99	\$2.99	<input type="checkbox"/>	Easy Electrical
11114	abcd854	Long Weight	10	\$15.00	\$23.99	<input type="checkbox"/>	
11115	456789	Rivet Holes, Bag of 100	1000	\$3.00	\$5.00	<input type="checkbox"/>	
11116	2915	42" Plasma TV	25	\$1,600.00	\$1,999.00	<input checked="" type="checkbox"/>	ACSE
11117	2918	MP3 Player	10	\$60.00	\$99.99	<input checked="" type="checkbox"/>	Easy Electrical
11118	2917	DVD Player	3	\$299.00	\$399.00	<input checked="" type="checkbox"/>	Easy Electrical
11119	2917	Electric Shaver	0	\$300.00	\$395.99	<input checked="" type="checkbox"/>	Easy Electrical
11120	8012345000012		0	\$0.00	\$0.00	<input type="checkbox"/>	
11120	TEST-OK-123		0	\$0.00	\$0.00	<input type="checkbox"/>	
11121	TEST-OK-456		0	\$0.00	\$0.00	<input type="checkbox"/>	
11122	9310003002002	Flora Original	0	\$0.00	\$0.00	<input type="checkbox"/>	
11123	9310370001158	Pura cream	0	\$1.50	\$2.50	<input type="checkbox"/>	
11124	4006381333627		0	\$0.00	\$0.00	<input type="checkbox"/>	
11125	64509723		0	\$0.00	\$0.00	<input type="checkbox"/>	

The buttons to the right of the main grid allow you to add an item to the database, edit an existing item or delete an item.

The screenshot shows a window titled "Add/Edit Item" with the following fields and values:

- Item Code: 11118
- Barcode: 2917
- Description: DVD Player
- Stock on Hand: 3
- Cost Price: \$299.00
- Sell Price: \$399.00
- Serialised Flag
- Supplier: Easy Electrical
- Manufacturer: Panasonic

Buttons: OK (with a green checkmark icon) and Cancel (with a red X icon).

*Note* You cannot add two items with the same Barcode and Item Code.

The fields available in this window are the ones enabled in [System Options](#).

Other Functions

The functions available from the menu of this window are:

View

- Show All Items

Edit

- Add an Item
- Edit the Selected Item
- Delete the Selected Item

Print

- [Print List of all Items shown in grid](#)

Export

- [Export items shown in grid as CSV file](#)

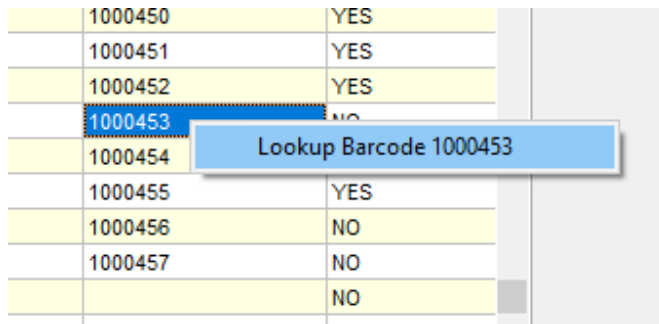
Lookup Item In User Data Field

You may use one or more of the user data fields to store another item number (item code or barcode), perhaps to link items if the items are related.

If this is the case, you can enable Lookup Item In User Data Field in [System Options](#).

When this is enabled, you can right click on the user data cell in the grid containing the item code or barcode and a pop up menu will appear:

1000450	YES
1000451	YES
1000452	YES
1000453	NO
1000454	NO
1000455	YES
1000456	NO
1000457	NO
	NO



Click on the menu option to display the details of the item.

#### Show All Items

This will refresh the grid to show all the items in barcode order.

If a filter has been used to restrict the number of items displayed, it will be turned off.



## Print List of all Items

This function will produce a report of all the items displayed in the grid.

Note that if a filter has been applied (see [Using the Grid](#)) then this may not be all the items in the database.

The simple report will show one item per line with just the important information.

The detailed report will also show the user data fields, but only the user defined fields that are enabled.

If the Preview Before Printing option is checked in [Environment Options](#) then it will be displayed on screen before giving you the option to print it:

Item Code	Barcode	Description	SoH
9999	9876543210001	A New Widget	0
ABC1234	123456789	Retail Gadget Model 1234	27
ACER100	12ABC	Home PC	5
DFGWID1345	12ABC	Widget Model 2341	0
HD00001	2915	Hard drive 160 GB	15
PEN40001	PEN40001	CPU-Pentium 4	11
RAM0001	2916	512MB of RAM	0
RAM0001	2917	512MB of RAM	2
RAM0001	2918	512MB of RAM	0
TEST	2920	Test Item	0

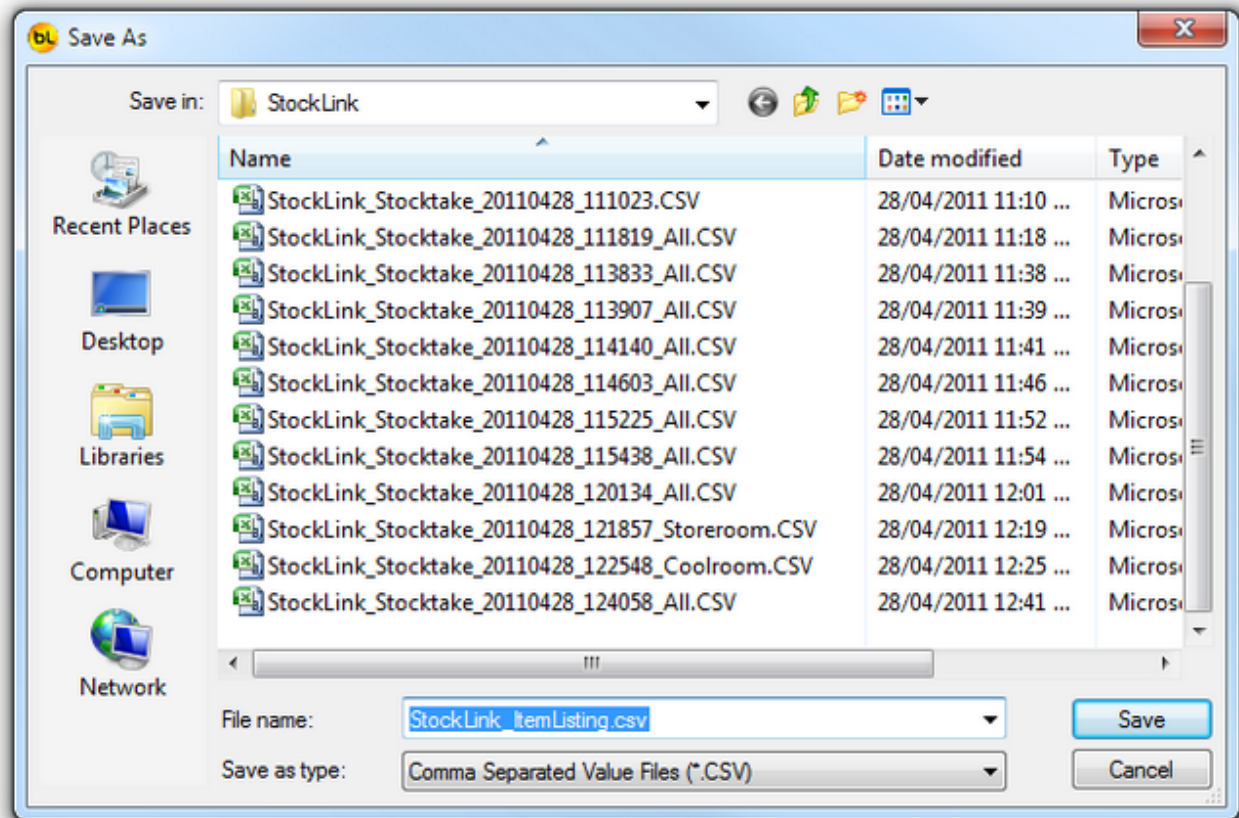
By default, the preview option is on. This also allows you save the report to PDF format and even email the saved PDF file by selecting the appropriate icon in the top left corner. Also, individual pages of the report may be printed as necessary.

Click on the printer icon at top left to print.

## Export items shown in grid as CSV file

This function allows you to export the data from the grid, so it can be imported into another system, opened in MS Excel etc.

You will be prompted to enter a filename to save it as:



By default the Save As dialog will open in the Export Files default path in [Tools / Options](#) and the default filename is set to StockLink\_ItemListing.csv, but any of these can be changed.

If you do not want to export all the items, you can use the filter function (see [Using the Grid](#)) to restrict the rows exported.

If you require the fields to be exported in a different order, you can drag the column headings in the grid before selecting the Export function.

Note that the exported file is NOT in the format specified in Export File Options.

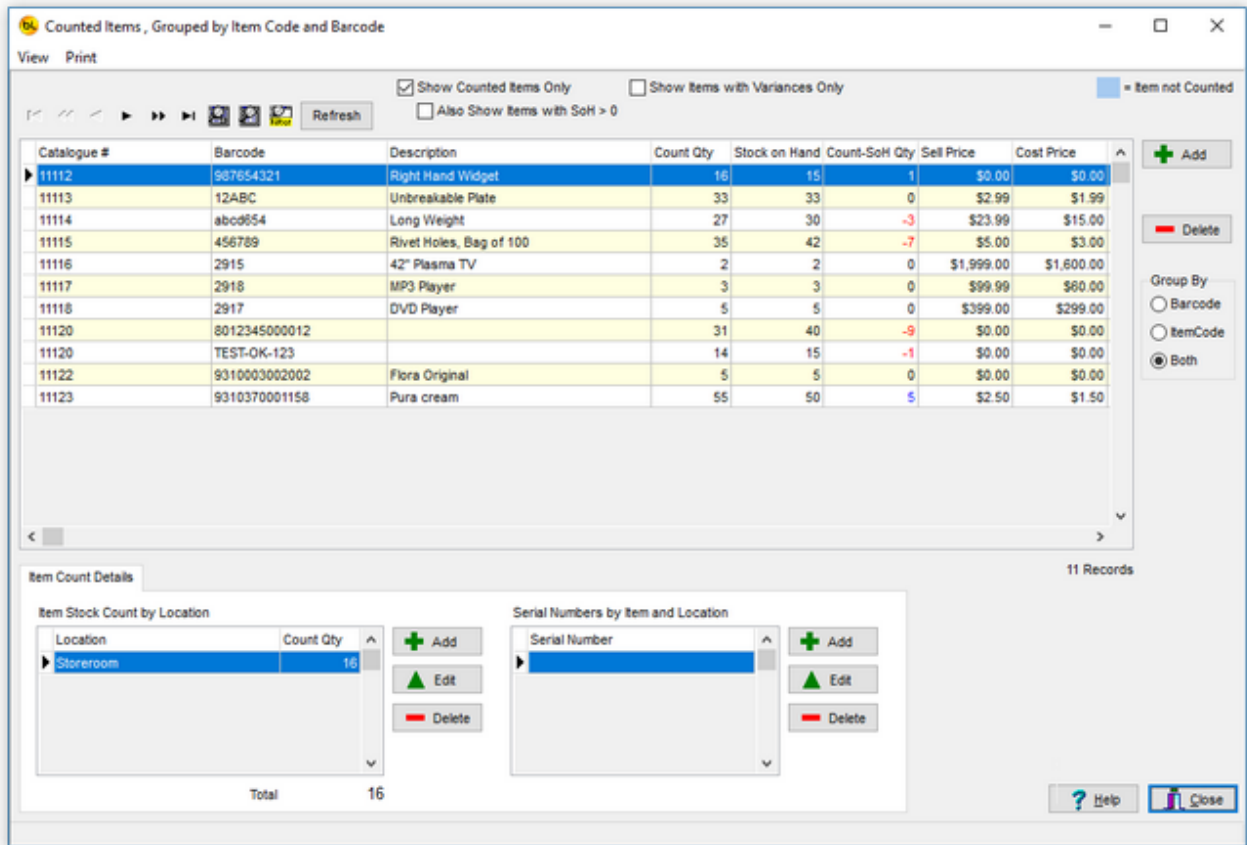
## View Count Data

NB If you have enabled the Secondary Count in [System Options](#), please see [View Count Data \(with Secondary Count\)](#).

This window displays all the counted item information uploaded from one or more PDT's, and any adjustments made afterwards.

The grid is very useful for analysing the counted item data and locating the items with high stock variances or variance values.

It can be sorted on any column, searched and filtered to show items by a particular criteria. See [Using the Grid](#) for more details.



The main grid displays the items counted with the total quantity, the stock on hand (SOH) quantity (if it was imported from the host system), the variance (the difference between the two) and the monetary value of each of these (if cost price has been provided).

If you right-click your mouse on an item in the grid, and click on Show Raw Scan Data the detailed [Raw Scan Data](#) for the item will be displayed showing who scanned it and where and when..

The Item Stock Count By Location grid shows a breakdown of the quantity counted by location for the item selected in the main grid. In this example, the items ABC1234 has only been counted in one location - Aisle 3.

If the item has serial numbers, they are listed in the grid at bottom right, for the location selected.

NB If either the Enable Locations or Enable Serial Numbers options in [System Options](#) are not checked, then these small grids will not be displayed.

See [View Count Data Without Locations](#) if locations are not enabled.

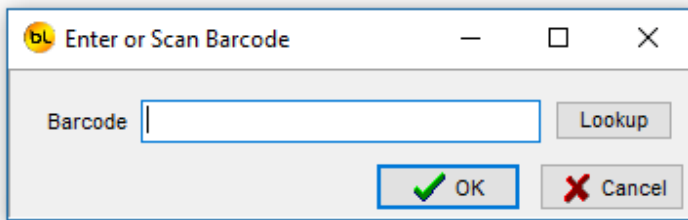
By default, the items in the main grid are grouped on both Barcode and Item Code. This is the required setting when editing any of this data as all the data is displayed.

The Add, Edit and Delete buttons will be disabled if Group By is not set to both.

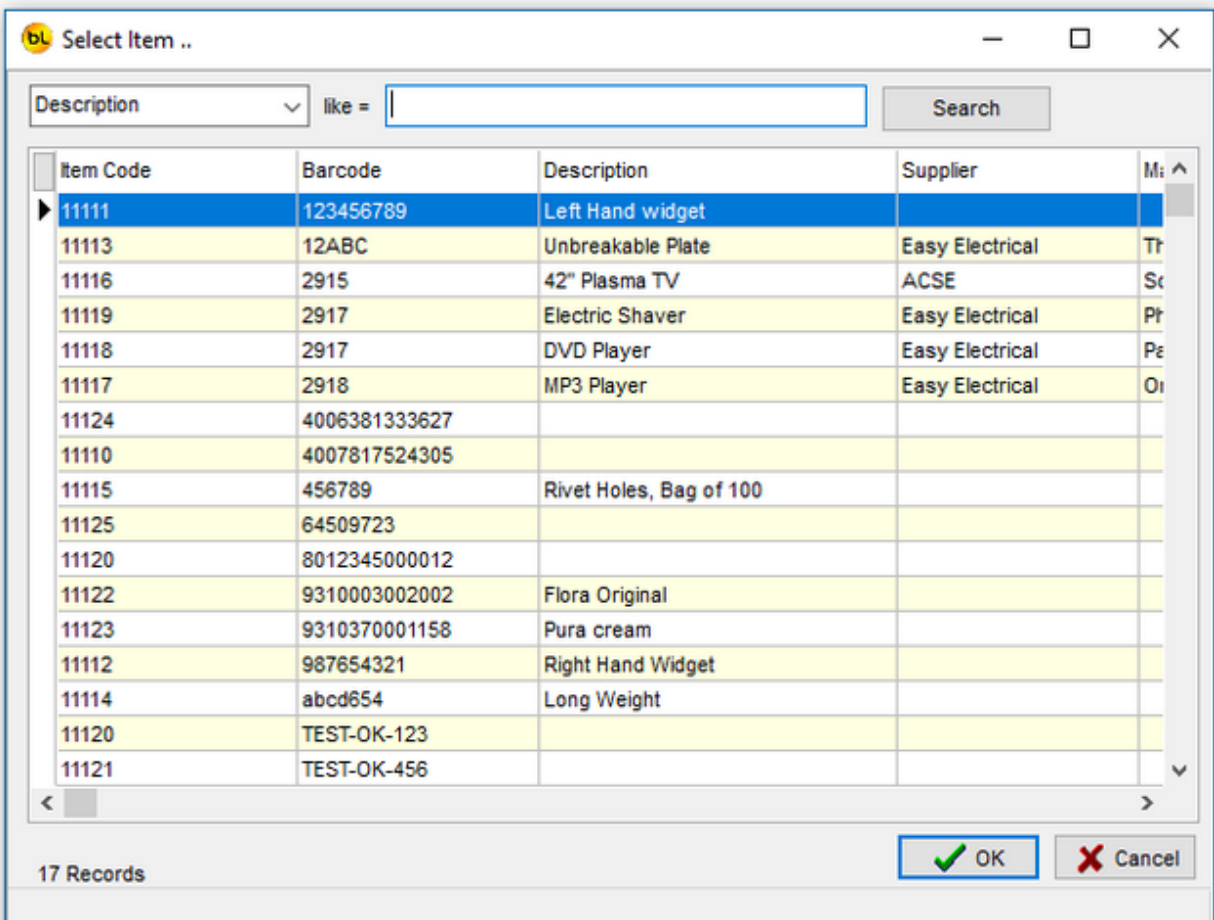
The Group By setting can be temporarily changed to view or print a report showing total quantities by item code or barcode by using the Group By radio group on the right. See [Item Grouping Explained](#) for more detail.

The items counted, locations, quantities and serial numbers can be added, edited or deleted, using the buttons to the right of each grid, before exporting to file when counting is complete.

When adding an item, you will be prompted to Enter or Scan the barcode:



If you click on the Lookup button, you can select from the item list:



If you enter the barcode of an item that has already been scanned, it will tell you and jump to that item in the list. Note that if the grid is grouped on Item code, it does not display the barcode field in the grid, but it will jump to the item code that relates to the barcode entered. If the item has not been scanned, it will prompt you for the location and quantity. If the item is serialised, a dialog will appear allowing you to continually enter (or scan if you have a hand held barcode scanner) serial numbers until Cancel is pressed.

Note that if an item is serialised (has serial numbers), you must add or delete serial numbers from the serial number grid to change the quantity counted.

### Other Functions

The functions available from the menu of this window are:

#### Refresh

This will refresh the grid so if a filter has been used to restrict the number of items displayed, it will be turned off.

#### Show Counted Items Only

If this is checked (the default setting), only the items that have been counted will be displayed in the grid. If not, all the items from the item list will be shown and those not counted will be displayed with a count quantity of zero and highlighted in blue.

#### Also Show Items with SoH > 0

If Show Counted Items Only is checked, you now have an option to also show items that have not been counted, but are on file with a Stock on Hand quantity greater than zero.

This will give you a list of items that you know you have (because you have counted them) and the items your system thinks you should have but you have not counted, so either they are missing or you have not found them yet.

If Show Counted Items Only is not checked, this option is disabled and has no effect.

#### Show Items with Variances only

If not checked (the default setting), all items will be shown. If checked, only those items where the counted quantity differs from the Stock on Hand quantity will be shown.

#### View

##### Raw Scan Count Data

This allows you to view and print the item count data as it was when uploaded from the PDT, before the item quantities are accumulated, and any adjustments are made. It shows each item as it was scanned, the date and time it was scanned and the quantity that was entered. See [View Raw Scan Count Data](#) for details.

#### Print

##### Item Stock Count Report

There are three options for this report showing varying amounts of detail such as quantity by location and serial numbers.

These reports show only the data currently displayed in the grid, which depends on the Show Counted Items Only, Show Variances Only and Group by options.

Also, it is printed in the order the items are displayed in the grid, and if a filter has been applied (see [using the grid](#)) it may not show all the items.

Here is a sample Item Stock Count Report showing all the details including a breakdown of quantity counted by location and serial numbers:

**Item Stock Count Report**      Counted Items      Grouped by Item Code and Barcode

Catalogue #	Barcode	Description	Location	Count Qty	Cost Price	Soft Qty	Soft Value	Count Qty	Count Value	Var Qty	Var Value
11112	987654321	Right Hand Widget	Storeroom	16	\$0.00	15	\$0.00	16	\$0.00	1	\$0.00
11113	12ABC	Unbreakable Plate	Storeroom	33	\$1.99	33	\$65.67	33	\$65.67	0	\$0.00
11114	abcd954	Long Weight	Aisle 3 Coolroom	30 3	\$15.00	30	\$450.00	27	\$405.00	-3	-\$45.00
11115	456789	Rivet Holes, Bag of 100	Aisle 3 Coolroom	42 12	\$3.00	42	\$126.00	35	\$105.00	-7	-\$21.00
11116	2915	42" Plasma TV	Aisle 3 Coolroom	2 10	\$1,600.00	2	\$3,200.00	2	\$3,200.00	0	\$0.00
11117	2918	MP3 Player	Aisle 3	3	\$60.00	3	\$180.00	3	\$180.00	0	\$0.00
11118	2917	DVD Player	Coolroom	5	\$299.00	5	\$1,495.00	5	\$1,495.00	0	\$0.00
11120	801234500012		Coolroom Storeroom	25 6	\$0.00	40	\$0.00	31	\$0.00	-9	\$0.00
11120	TEST-OK-123		Storeroom	14	\$0.00	15	\$0.00	14	\$0.00	-1	\$0.00
11122	9310003002002	Flora Original	Storeroom	5	\$0.00	5	\$0.00	5	\$0.00	0	\$0.00

Here is an example with just the total count information:

**Item Stock Count Report**      Counted Items      Grouped by Item Code and Barcode

Catalogue #	Barcode	Description	Cost Price	Soft Qty	Soft Value	Count Qty	Count Value	Var Qty	Var Value
11112	987654321	Right Hand Widget	\$0.00	15	\$0.00	16	\$0.00	1	\$0.00
11113	12ABC	Unbreakable Plate	\$1.99	33	\$65.67	33	\$65.67	0	\$0.00
11114	abcd954	Long Weight	\$15.00	30	\$450.00	27	\$405.00	-3	-\$45.00
11115	456789	Rivet Holes, Bag of 100	\$3.00	42	\$126.00	35	\$105.00	-7	-\$21.00
11116	2915	42" Plasma TV	\$1,600.00	2	\$3,200.00	2	\$3,200.00	0	\$0.00
11117	2918	MP3 Player	\$60.00	3	\$180.00	3	\$180.00	0	\$0.00
11118	2917	DVD Player	\$299.00	5	\$1,495.00	5	\$1,495.00	0	\$0.00
11120	801234500012		\$0.00	40	\$0.00	31	\$0.00	-9	\$0.00
11120	TEST-OK-123		\$0.00	15	\$0.00	14	\$0.00	-1	\$0.00
11122	9310003002002	Flora Original	\$0.00	5	\$0.00	5	\$0.00	0	\$0.00
11123	9310379001158	Pura cream	\$1.50	50	\$75.00	55	\$82.50	5	\$7.50
<b>Nb Lines</b>	11			240	\$5,591.67	226	\$5,533.17	-14	-\$58.50

The item 456789 shows that the host system expected 42 of the item to be in stock, but only 35 were counted, giving a variance quantity of -7. The cost price of the item was \$3.00 giving a variance value for the item of -\$21.00

**Item Stock Recount Report**

This report shows a list of the items currently shown in the grid with only the count quantity, and is used for manual recounting.

It does not display the stock on hand figure (it is a 'blind' count) but provides a box where the recount quantity may be manually entered.

It is usually used to recount items where the count quantity does not match the Stock on Hand quantity, i.e. Variances. So to print only items with variances, check the Show Items with Variances Only box before printing. The items will be grouped according to the Group By option.

**Item Stock Recount Report**      Counted Items      Grouped by Item Code and Barcode

Catalogue #	Barcode	Description	Cost Price	Count Qty	Count Value	Recount Qty	Recount Diff.
11112	987654321	Right Hand Widget	\$0.00	16	\$0.00		
11113	12ABC	Unbreakable Plate	\$1.99	33	\$65.67		
11114	abcd954	Long Weight	\$15.00	27	\$405.00		
11115	456789	Rivet Holes, Bag of 100	\$3.00	35	\$105.00		
11116	2915	42" Plasma TV	\$1,600.00	2	\$3,200.00		
11117	2918	MP3 Player	\$60.00	3	\$180.00		
11118	2917	DVD Player	\$299.00	5	\$1,495.00		
11120	8012345000012		\$0.00	31	\$0.00		
11120	TEST-OK-123		\$0.00	14	\$0.00		
11122	9310003002002	Flora Original	\$0.00	5	\$0.00		
11123	9310370001158	Pura cream	\$1.50	55	\$82.50		
<b>No Lines</b>	<b>11</b>			<b>226</b>	<b>\$5,533.17</b>		

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**Items Not Counted Report**

This is a simple list of all the items (in [View The Item List](#)) that have not been counted. It could be useful to check if they were missed during the stocktake or are actually missing.

The detailed version of this report just show more information about the item.

**Items Not Counted**

Item Code	Barcode	Description	Stock on Hand	Cost Price	Sell Price
11110	4007817524305		0	0	0
11111	123456789	Left Hand widget	0	0	0
11119	2917	Electric Shaver	0	300	395.99
11121	TEST-OK-456		0	0	0
11124	4006381333627		0	0	0
11125	64509723		0	0	0

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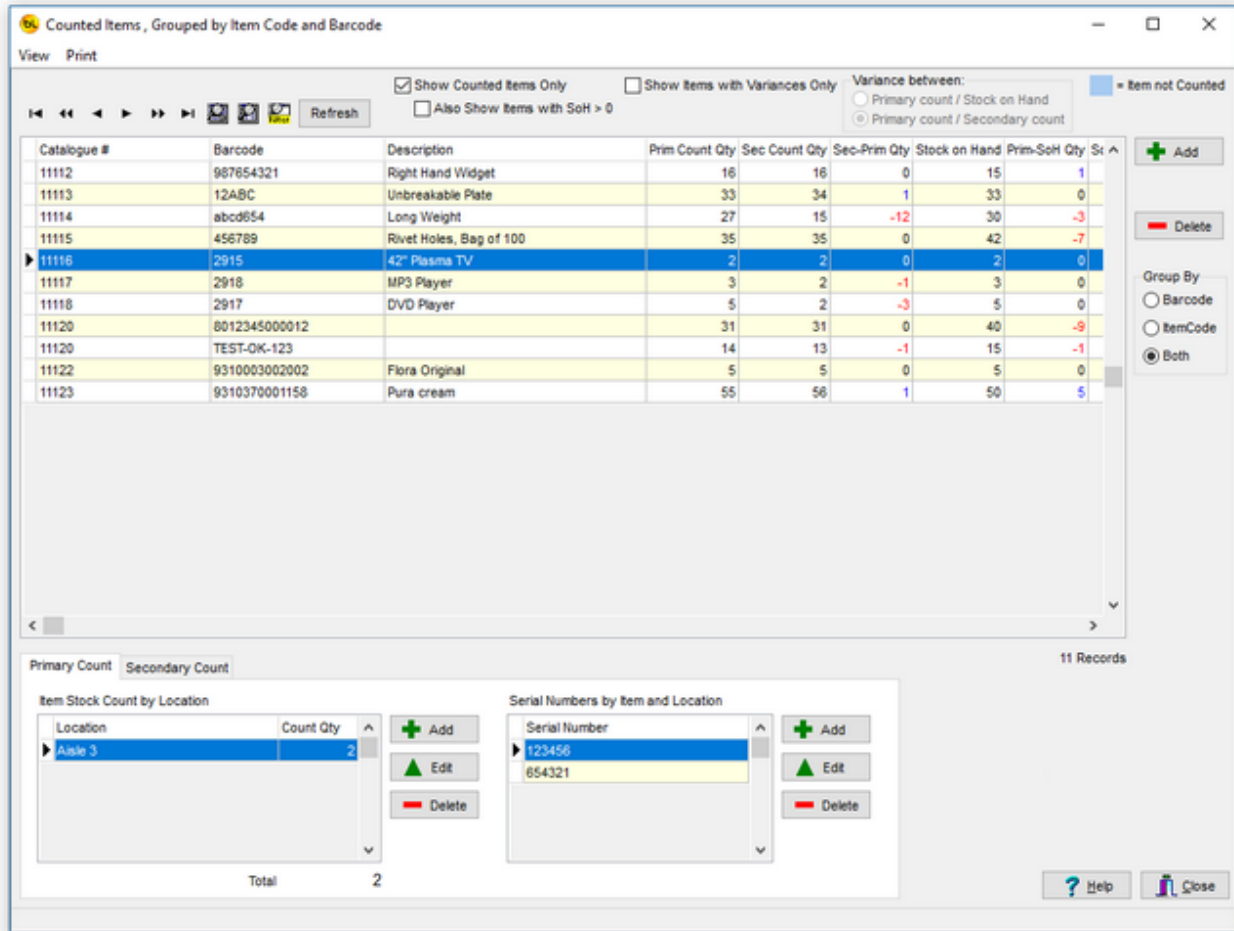
## View Count Data (with Secondary Count)

NB If you have NOT enabled the Secondary Count in [System Options](#), please see [View Count Data](#).

This window displays all the counted item information uploaded from one or more PDT's (both Primary and Secondary), and any adjustments made afterwards.

The grid is very useful for analysing the counted item data and locating the items with high stock variances or variance values.

It can be sorted on any column, searched and filtered to show items by a particular criteria. See [Using the Grid](#) for more details.



The main grid displays the items counted including:

Prim Count Qty - The Primary Count Quantity (the results of the first count)

Sec Count Qty - The Secondary Count Quantity (the results of the second count)

Sec-Prim Qty - The Secondary Count Quantity minus the Primary Count Quantity (if this is not zero, either the first, second, or both counts were incorrect).

Stock on Hand - The Stock on Hand Quantity (if it was imported from the host system).

Prim-SoH Qty = The Primary Count Quantity minus The Stock on Hand Quantity.

The section at the bottom of the window has two tabs, Primary Count and Secondary Count. These show the detailed data for each of the two counts so they can be compared.

If you right-click your mouse on an item in the top grid, and click on Show Raw Scan Data



the detailed [Raw Scan Data](#) for the item will be displayed showing who scanned it and where and when.

Note that the Raw Scan Data grid also has Primary Count and Secondary Count tabs.

The Item Stock Count By Location grid shows a breakdown of the quantity counted by location for the item selected in the main grid. In this example, the item 11116 has only been counted in one location - Aisle 3.

If the item has serial numbers, they are listed in the grid at bottom right, for the location selected.

NB If either the Enable Locations or Enable Serial Numbers options in [System Options](#) are not checked, then these small grids will not be displayed.

See [View Count Data Without Locations](#) if locations are not enabled.

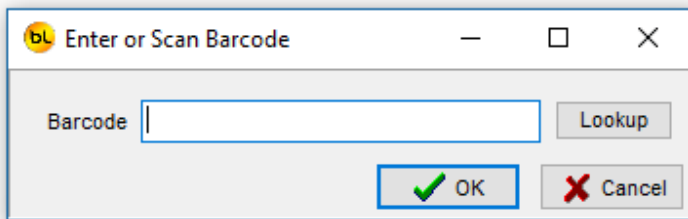
By default, the items in the main grid are grouped on both Barcode and Item Code. This is the required setting when editing any of this data as all the data is displayed.

The Add, Edit and Delete buttons will be disabled if Group By is not set to both.

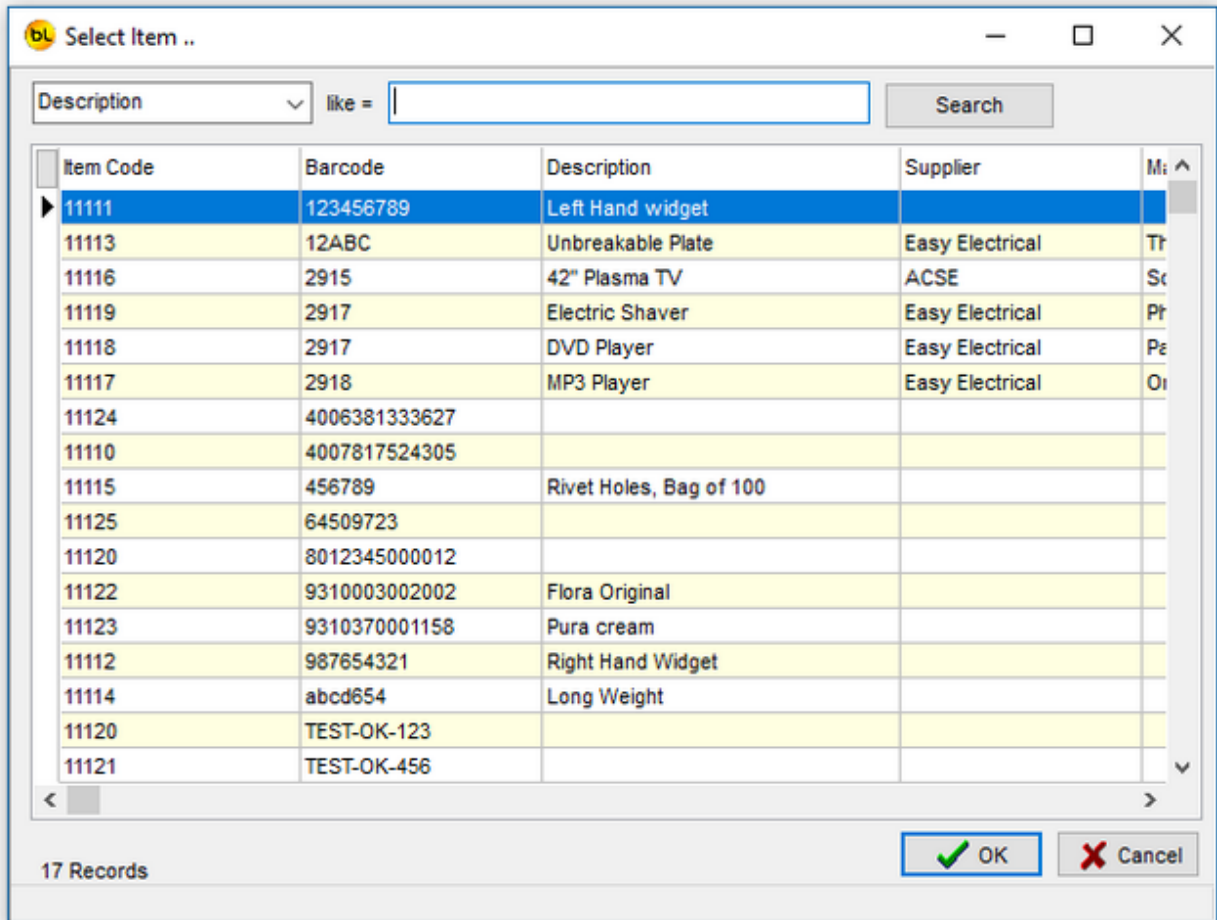
The Group By setting can be temporarily changed to view or print a report showing total quantities by item code or barcode by using the Group By radio group on the right. See [Item Grouping Explained](#) for more detail.

The items counted, locations, quantities and serial numbers can be added, edited or deleted, using the buttons to the right of each grid, before exporting to file when counting is complete.

When adding an item, you will be prompted to Enter or Scan the barcode:



If you click on the Lookup button, you can select from the item list:



If you enter the barcode of an item that has already been scanned, it will tell you and jump to that item in the list. Note that if the grid is grouped on Item code, it does not display the barcode field in the grid, but it will jump to the item code that relates to the barcode entered. If the item has not been scanned, it will prompt you for the location and quantity. If the item is serialised, a dialog will appear allowing you to continually enter (or scan if you have a hand held barcode scanner) serial numbers until Cancel is pressed.

Note that if an item is serialised (has serial numbers), you must add or delete serial numbers from the serial number grid to change the quantity counted.

Other Functions

The functions available from the menu of this window are:

Refresh

This will refresh the grid so if a filter has been used to restrict the number of items displayed, it will be turned off.

Show Counted Items Only

If this is checked (the default setting), only the items that have been counted will be displayed in the grid. If not, all the items from the item list will be shown and those not counted will be displayed with a count quantity of zero and highlighted in blue.

Also Show Items with SoH > 0

If Show Counted Items Only is checked, you now have an option to also show items

that have not been counted, but are on file with a Stock on Hand quantity greater than zero.

This will give you a list of items that you know you have (because you have counted them) and the items your system thinks you should have but you have not counted, so either they are missing or you have not found them yet.

If Show Counted Items Only is not checked, this option is disabled and has no effect.

#### Show Items with Variances only

If not checked (the default setting), all items will be shown.

If checked, only those items where the Primary Count quantity differs from the Stock on Hand quantity or Secondary count quantity will be shown (depending on which Variance between option is selected).

#### View

##### Raw Scan Count Data

This allows you to view and print the item count data as it was when uploaded from the PDT, before the item quantities are accumulated, and any adjustments are made. It shows each item as it was scanned, the date and time it was scanned and the quantity that was entered. See [View Raw Scan Count Data](#) for details.

#### Print

##### Item Stock Count Report (Showing Primary and SoH) and Item Stock Count Report (Showing Primary and Secondary Counts)

There are three options for these reports showing varying amounts of detail such as quantity by location and serial numbers.

These reports show only the data currently displayed in the grid, which depends on the Show Counted Items Only, Show Items with Variances Only, Variance Between and Group by options.

Also, it is printed in the order the items are displayed in the grid, and if a filter has been applied (see [using the grid](#)) it may not show all the items.

Here is a sample Item Stock Count Report (Showing Primary and SoH) showing all the details including a breakdown of quantity counted by location and serial numbers:

This shows all counted items and shows the variance between the Primary Count Qty and Stock on Hand Qty.

**Item Stock Count Report**      Counted Items      Grouped by Item Code and Barcode

Catalogue #	Barcode	Description	Location	Count Qty	Cost Price	Soft Qty	Soft Value	Count Qty	Count Value	Var Qty	Var Value
11112	987654321	Right Hand Widget	Storeroom	16	\$0.00	15	\$0.00	16	\$0.00	1	\$0.00
11113	12ABC	Unbreakable Plate	Aisle 3 Coolroom	30 3	\$1.99	33	\$65.67	33	\$65.67	0	\$0.00
11114	abc0854	Long Weight	Aisle 3 Coolroom	15 12	\$15.00	30	\$450.00	27	\$405.00	-3	-\$45.00
11115	456789	Rivet Holes, Bag of 100	Aisle 3 Coolroom	25 10	\$3.00	42	\$126.00	35	\$105.00	-7	-\$21.00
11116	2915	42" Plasma TV	Aisle 3	2	\$1,600.00	2	\$3,200.00	2	\$3,200.00	0	\$0.00
				<b>Serial Numbers</b> 123456 654321							
11117	2918	MP3 Player	Aisle 3	3	\$60.00	3	\$180.00	3	\$180.00	0	\$0.00
				<b>Serial Numbers</b> 1111111 2222222 3333333							
11118	2917	DVD Player	Coolroom	5	\$299.00	5	\$1,495.00	5	\$1,495.00	0	\$0.00
				<b>Serial Numbers</b> 114505092 2500952 2917 458745512 885547758							
11120	801234500012		Coolroom Storeroom	25 6	\$0.00	40	\$0.00	31	\$0.00	-9	\$0.00
11120	TEST-OK-123		Storeroom	14	\$0.00	15	\$0.00	14	\$0.00	-1	\$0.00
11122	9310003002002	Flora Original	Storeroom	5	\$0.00	5	\$0.00	5	\$0.00	0	\$0.00

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The item 456789 shows that the host system expected 42 of the item to be in stock, but only 35 were counted, giving a variance quantity of -7. The cost price of the item was \$3.00 giving a variance value for the item of -\$21.00 This is just sample data. Hopefully your stock count will be closer than this!

This example Item Stock Count Report (Showing Primary and Secondary Counts) shows counted items with variance only and shows the variance between the Primary Count Qty and Secondary Count Qty (Variance between was set to Primary count / Secondary count).

Item Stock Count Report									
Counted Items with Stock Variances only (Secondary - Primary)									
Grouped by Item Code and Barcode									
Catalogue #	Barcode	Description	Cost Price	Prim. Count	Prim. Value	Sec. Count	Sec. Value	Var. Qty	Var. Value
11113	12ABC	Unbreakable Plate	\$1.99	33	\$65.67	34	\$67.66	1	\$1.99
		Aisle 3		30		Aisle 3	31		
		Coolroom		3		Coolroom	3		
11114	abcd954	Long Weight	\$15.00	27	\$405.00	15	\$225.00	-12	-\$180.00
		Aisle 3		15		Aisle 3	15		
		Coolroom		12					
11117	2918	MP3 Player	\$60.00	3	\$180.00	2	\$120.00	-1	-\$60.00
		Aisle 3		3		Aisle 3	2		
		11111111				11111111			
		22222222				22222222			
		33333333							
11118	2917	DVD Player	\$299.00	5	\$1,495.00	2	\$598.00	-3	-\$897.00
		Coolroom		5		Coolroom	2		
		114585692				114585692			
		2560952				2917			
		2917							
		458745512							
		8855447758							
11120	TEST-OK-123		\$0.00	14	\$0.00	13	\$0.00	-1	\$0.00
		Storerroom		14		Storerroom	13		
11123	9310370001158	Pura cream	\$1.50	55	\$82.50	56	\$84.00	1	\$1.50
		Storerroom		55		Storerroom	56		
<b>Nb Lines</b>	<b>6</b>			<b>137</b>	<b>\$2,228.17</b>	<b>122</b>	<b>\$1,094.66</b>	<b>-15</b>	<b>-\$1,133.51</b>

Here is an example with just the total count information:

Item Stock Variance Report									
Counted Items									
Grouped by Item Code and Barcode									
Catalogue #	Barcode	Description	Cost Price	Soft Qty	Soft Value	Count Qty	Count Value	Var Qty	Var Value
11112	987654321	Right Hand Widget	\$0.00	15	\$0.00	16	\$0.00	1	\$0.00
11113	12ABC	Unbreakable Plate	\$1.99	33	\$65.67	33	\$65.67	0	\$0.00
11114	abcd954	Long Weight	\$15.00	30	\$450.00	27	\$405.00	-3	-\$45.00
11115	456789	Rivet Holes, Bag of 100	\$3.00	42	\$126.00	35	\$105.00	-7	-\$21.00
11116	2915	42" Plasma TV	\$1,600.00	2	\$3,200.00	2	\$3,200.00	0	\$0.00
11117	2918	MP3 Player	\$60.00	3	\$180.00	3	\$180.00	0	\$0.00
11118	2917	DVD Player	\$299.00	5	\$1,495.00	5	\$1,495.00	0	\$0.00
11120	8012345000012		\$0.00	40	\$0.00	31	\$0.00	-9	\$0.00
11120	TEST-OK-123		\$0.00	15	\$0.00	14	\$0.00	-1	\$0.00
11122	9310003002002	Flora Original	\$0.00	5	\$0.00	5	\$0.00	0	\$0.00
11123	9310370001158	Pura cream	\$1.50	50	\$75.00	55	\$82.50	5	\$7.50
<b>Nb Lines</b>	<b>11</b>			<b>240</b>	<b>\$5,591.67</b>	<b>226</b>	<b>\$5,533.17</b>	<b>-14</b>	<b>-\$58.50</b>

Item Stock Recount Report (Showing Primary Count only) and Item Stock Recount Report (Showing Primary and Secondary Counts)  
 These reports show a list of the items currently shown in the grid with only the primary count quantity or primary and secondary count quantities. They are used for manual recounting.  
 They do not display the stock on hand figure (it is a 'blind' count) but provides a box where the recount quantity may be manually entered.  
 It is usually used to recount items where the primary count quantity does not match the Stock on Hand quantity or secondary count quantity, i.e. Variances. So to print only items with variances, check the Show Items with Variances Only box, and select the appropriate Variance between option before printing.

Sample reports:

Item Stock Recount Report

Counted Items

Grouped by Item Code and Barcode

Catalogue #	Barcode	Description	Cost Price	Count Qty	Count Value	Recount Qty	Recount Diff.
11112	987654321	Right Hand Widget	\$0.00	16	\$0.00		
11113	12ABC	Unbreakable Plate	\$1.99	33	\$65.67		
11114	abc9854	Long Weight	\$15.00	27	\$405.00		
11115	456789	Rivet Holes, Bag of 100	\$3.00	35	\$105.00		
11116	2915	42" Plasma TV	\$1,600.00	2	\$3,200.00		
11117	2918	MP3 Player	\$60.00	3	\$180.00		
11118	2917	DVD Player	\$299.00	5	\$1,495.00		
11120	8012345000012		\$0.00	31	\$0.00		
11120	TEST-OK-123		\$0.00	14	\$0.00		
11122	9310003002002	Flora Original	\$0.00	5	\$0.00		
11123	9310370001158	Pura cream	\$1.50	55	\$82.50		
<b>Nb Lines</b>	11			226	\$5,533.17		

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Item Stock Recount Report

Counted Items with Stock Variances only (Secondary - Primary)

Grouped by Item Code and Barcode

Catalogue #	Barcode	Description	Cost Price	Primary Count		Secondary Count		Recount Qty	Recount Diff.
				Count Qty	Count Value	Count Qty	Count Value		
11113	12ABC	Unbreakable Plate	\$1.99	33	\$65.67	34	\$67.66		
11114	abc9854	Long Weight	\$15.00	27	\$405.00	15	\$225.00		
11117	2918	MP3 Player	\$60.00	3	\$180.00	2	\$120.00		
11118	2917	DVD Player	\$299.00	5	\$1,495.00	2	\$598.00		
11120	TEST-OK-123		\$0.00	14	\$0.00	13	\$0.00		
11123	9310370001158	Pura cream	\$1.50	55	\$82.50	56	\$84.00		
<b>Nb Lines</b>	6			137	\$2,228.17	122	\$1,094.66		

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Items Not Counted Report

This is a simple list of all the items (in [View The Item List](#)) that have not been counted. It could be useful to check if they were missed during the stocktake or are actually missing.

The detailed version of this report just show more information about the item.

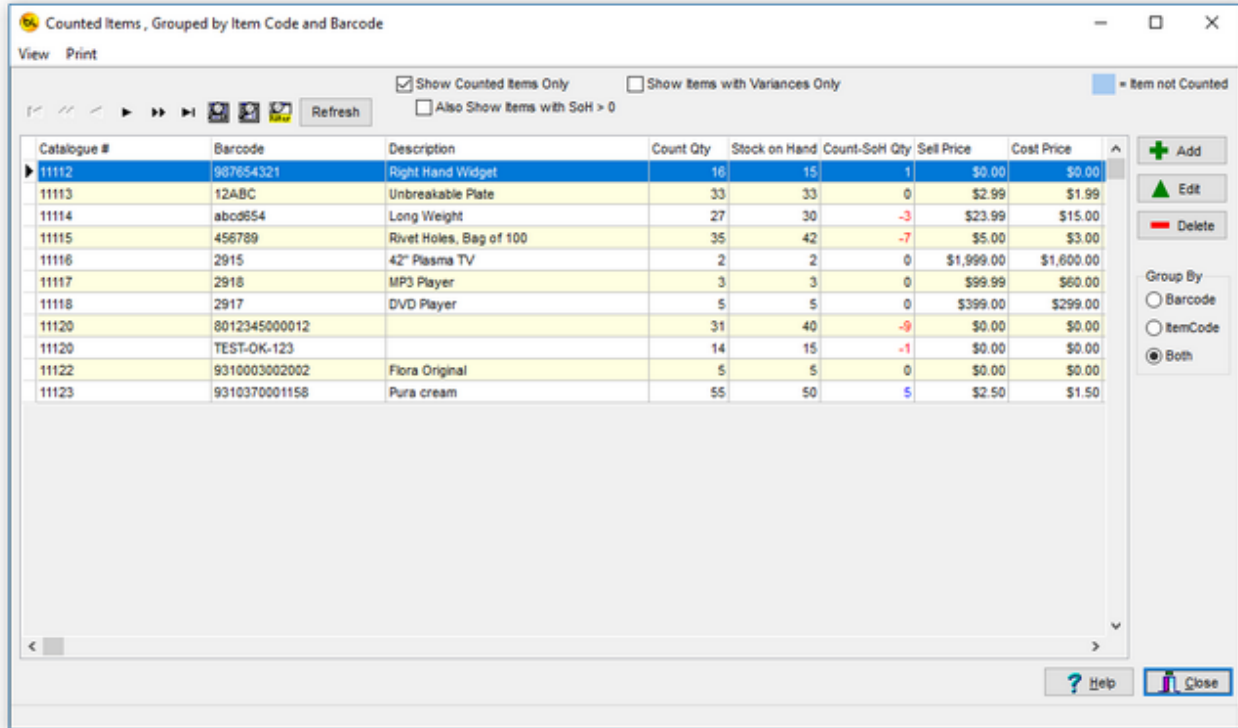
Items Not Counted

Item Code	Barcode	Description	Stock on Hand	Cost Price	Sell Price
11110	4007817524305		0	0	0
11111	123456789	Left Hand widget	0	0	0
11119	2917	Electric Shaver	0	300	395.99
11121	TE ST-OK-456		0	0	0
11124	4006381333627		0	0	0
11125	64599723		0	0	0

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## View Count Data Without Locations

If the Enable Locations option in [System Options](#) is not checked, the View Count Data window will look like this:



Click on Add to add an item from the item list that has not already been counted. If you select an item that has already been counted, then you will be asked if you want to add to the quantity already counted.

Click on Edit or double click on an item to change the quantity counted.

Click on Delete to remove the item from the list of items counted.

## View Count Data by Location

This window shows the items counted in a particular location and can be accessed from the Database menu on the main window.

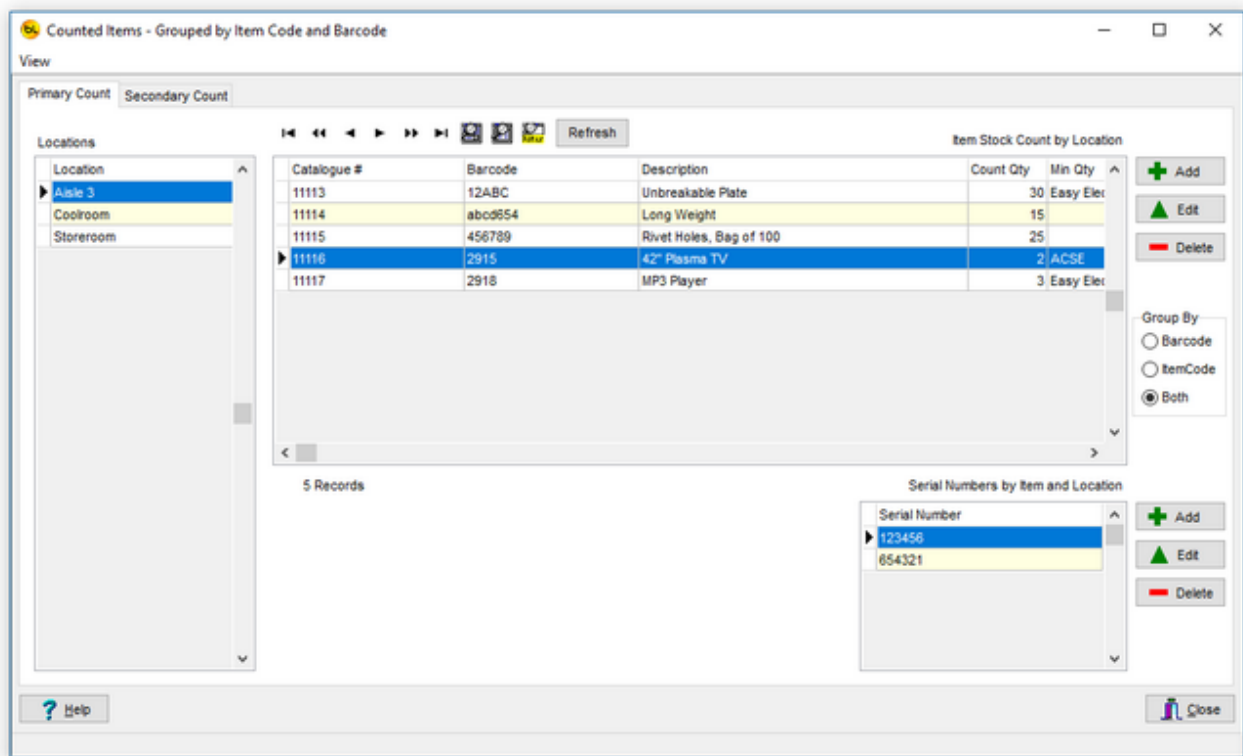
If you need to review the items counted in a particular location, this window may be useful.

The grid on the left shows all the locations where items have been counted.

The grid on the right shows all the items that have been counted in the location selected in the left hand grid.

The grid at bottom right shows the serial numbers for the selected item in the selected location (if applicable).

If Enable Secondary Count is enabled in Options, then a second tab will appear to allow you to compare both counts.



By default, the items in the main grid are grouped on both Barcode and Item Code. This is the required setting when editing any of this data as all the data is displayed.

The Add, Edit and Delete buttons will be disabled if Group By is not set to both.

The Group By setting can be temporarily changed to view the data to show total quantities by item code or barcode by using the Group By radio group on the right. See [Item Grouping Explained](#) for more detail.

The buttons on the right allow you to add items to the selected location, edit the quantity counted or delete the item entirely from the location.

To change the quantity for a serialised item, you will need to add or delete serial numbers from the serial number grid at bottom right.

The functions available from the menu of this window are:



## View

### Raw Scan Count Data

This allows you to view and print the item count data as it was when uploaded from the PDT, before the item quantities are accumulated, and any adjustments are made.

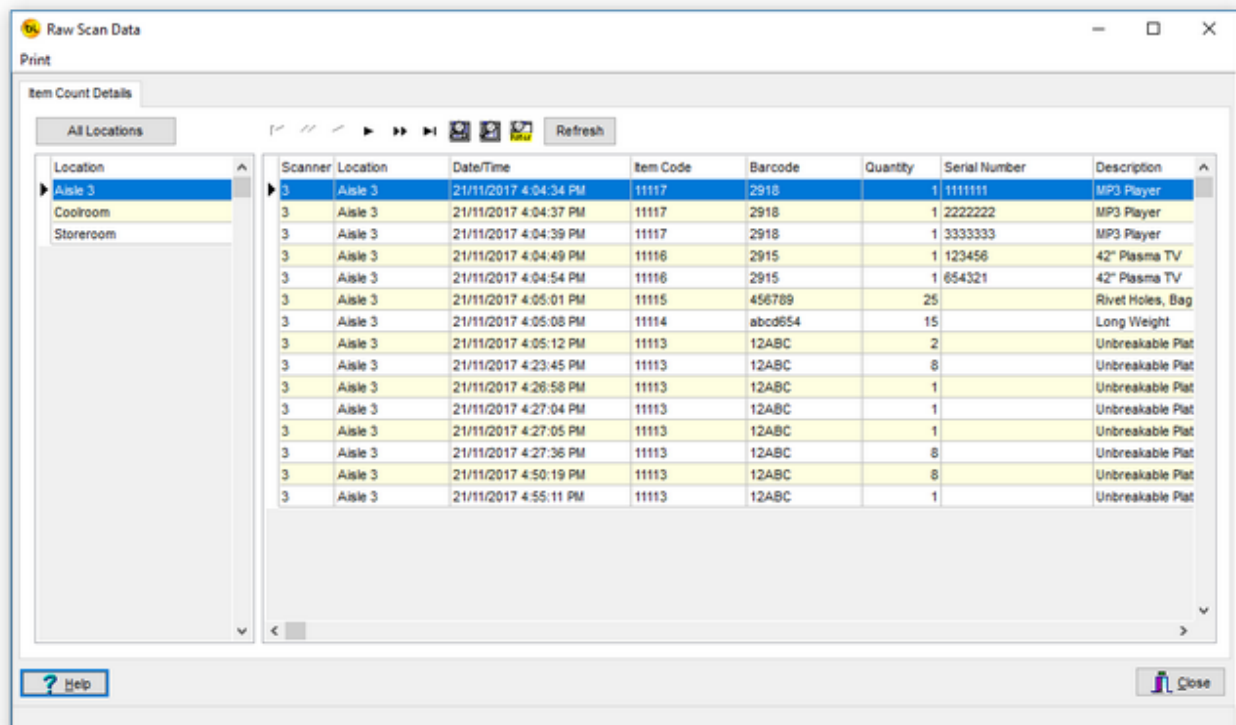
It shows each item as it was scanned, the date and time it was scanned and the quantity that was entered. See [View Raw Scan Count Data](#) for details.

## View Raw Scan Data - All Raw Scan Data

This window allows you to view and print the item count data as it was when uploaded from the PDT, i.e. before the item quantities are accumulated, and any adjustments are made. It shows each item as it was scanned, the date and time it was scanned and the quantity that was entered.

This data cannot be edited, and does not show any adjustments made to the counted data using StockLink on the PC.

This information may be useful when trying to explain stock variances, items missed or counted twice or finding items that were not on file. It shows in which order the items were scanned, so it may help when returning to a particular location to double check items and quantities.



The data can be displayed for one particular location, by selecting the location in the table on the left, or all locations by clicking on the All Locations button.

Select Print / Raw Scan Data Report from the menu to print a report of the one, or all locations selected.

The report is sorted by location and the order the items were scanned.

Each location starts on a new page.

An example report looks like this:

**Raw Scan Data Report**

Location: 1

Scanner	Date/Time	Item Code	Barcode	Description	Serial Number	Count Qty
1	12/05/2016 12:18:06 PM	11110	4007817524305			1
1	12/05/2016 12:18:09 PM	11111	123456789	Left Hand Widget		2
1	12/05/2016 12:18:13 PM	11112	987654321	Right Hand Widget		3
1	12/05/2016 12:18:17 PM	11113	12ABC	Unbreakable Plate		4
27	12/05/2016 12:23:34 PM	11110	4007817524305			11
27	12/05/2016 12:23:37 PM	11111	123456789	Left Hand widget		22
27	12/05/2016 12:23:39 PM	11112	987654321	Right Hand Widget		33
27	12/05/2016 12:23:44 PM	11117	2918	MP3 Player		44
27	12/05/2016 12:23:46 PM	11118	2917	DVD Player		55
<b>No Lines</b> 9						<b>Total:</b> 175

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Note that this 'raw scan data' is recorded after upload from the PDT (see [Upload Count Data From the PDT](#)) whether the data is subsequently committed or not.

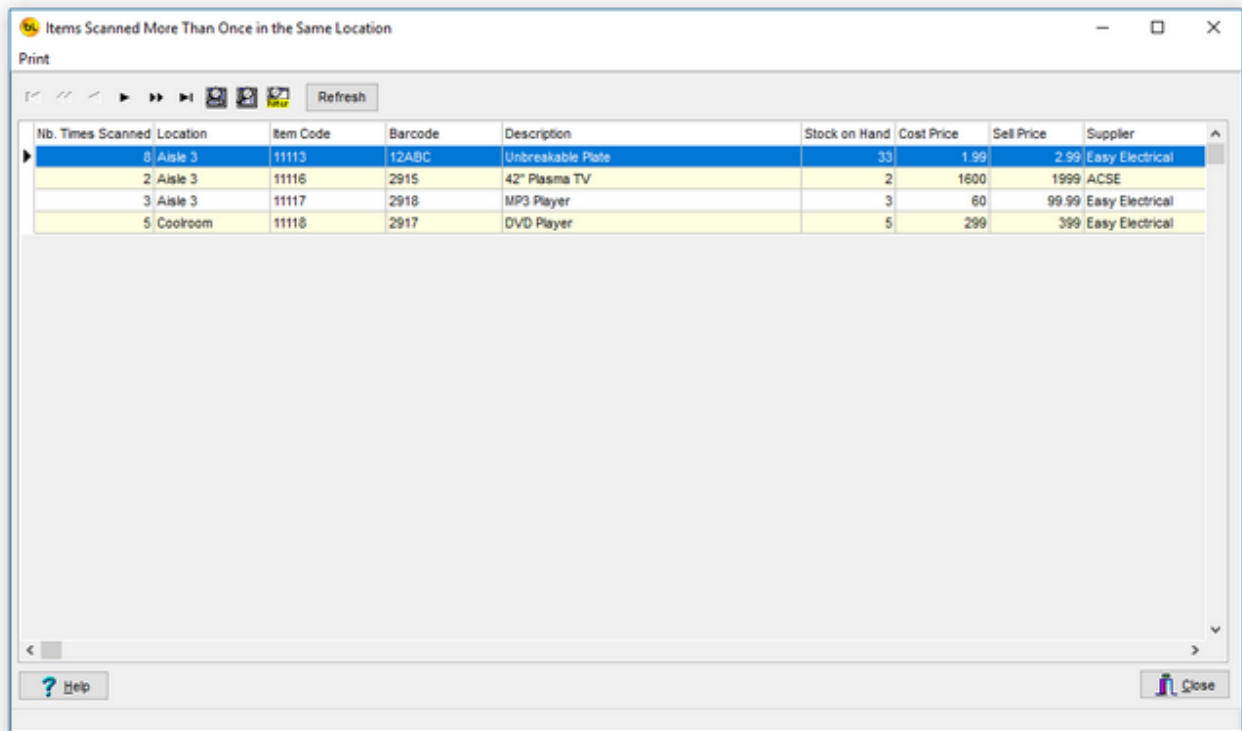
This information cannot be edited.

It is recorded in a separate database table from the Count Data, but is deleted together with the count data when [Delete All Count Data](#) is selected.

## View Raw Scan Data - Items Scanned More than Once in the Same Location

If each of your items should only be in one position in each location, then this function could be useful to you.

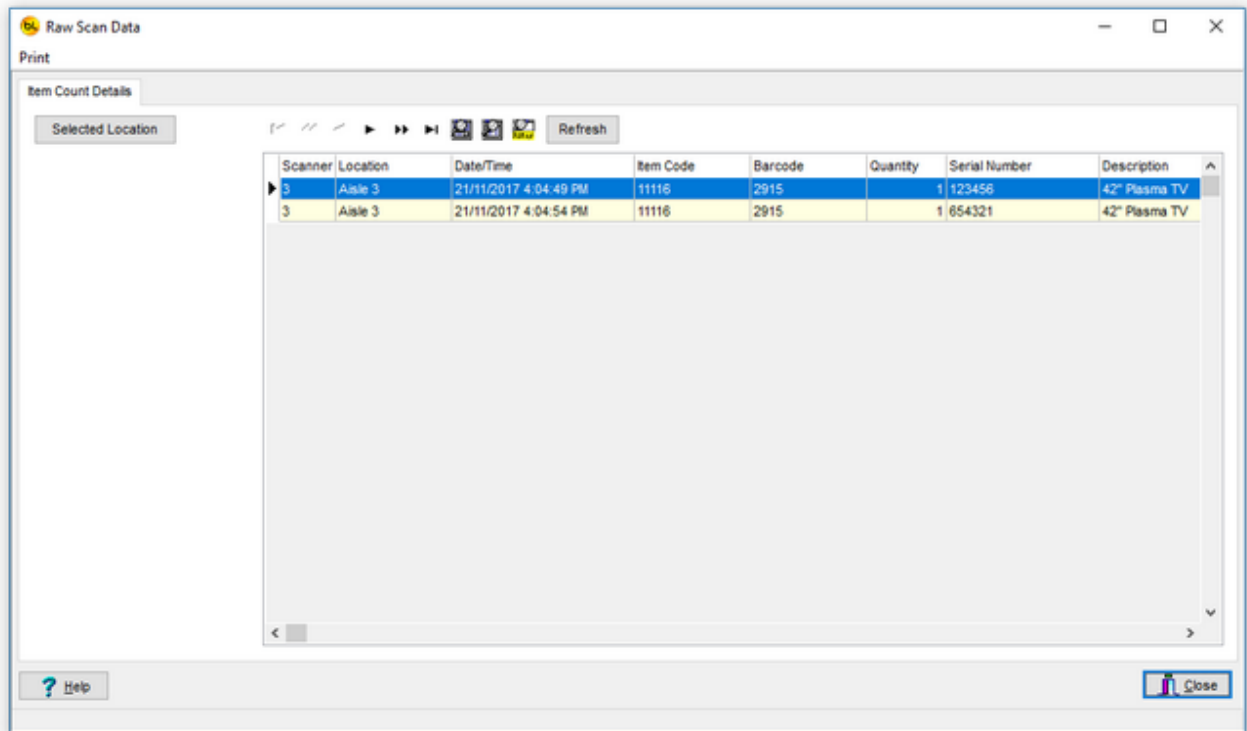
It shows a list of items that were scanned more than once in the same location, and how many times they were scanned.



Nb. Times Scanned	Location	Item Code	Barcode	Description	Stock on Hand	Cost Price	Sell Price	Supplier
8	Aisle 3	11113	12ABC	Unbreakable Plate	33	1.99	2.99	Easy Electrical
2	Aisle 3	11116	2915	42" Plasma TV	2	1600	1999	ACSE
3	Aisle 3	11117	2918	MP3 Player	3	60	99.99	Easy Electrical
5	Coolroom	11118	2917	DVD Player	5	299	399	Easy Electrical

This grid displays data from the Raw Scan Data table in the database. i.e. This is data that has been uploaded from the PDT's and does not include any adjustments made on the PC after upload.

If you right-click your mouse on an item in the grid, and click on Show Raw Scan Data the detailed [Raw Scan Data](#) for the item will be displayed.

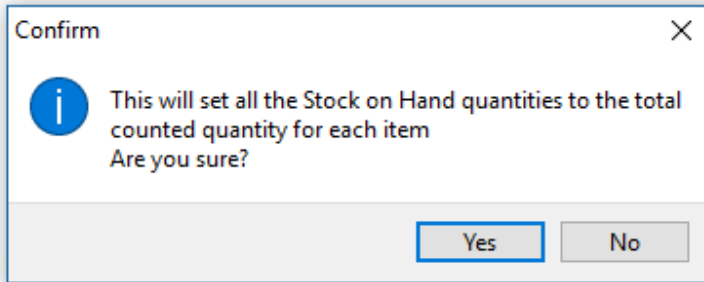


## Set all SOH Quantities to the Counted Quantity

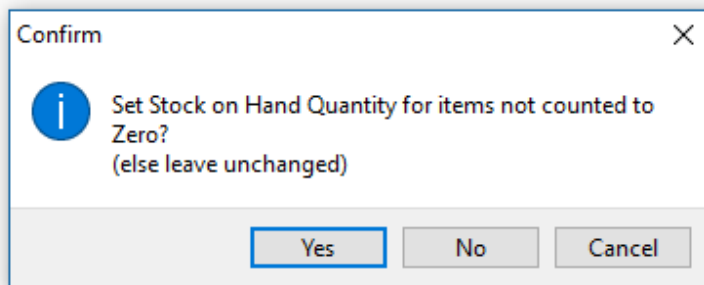
When a stocktake has been completed, all variances checked and variances reports printed, you may want to set the Stock on Hand quantity to be equal to the quantity counted for all items.

This is particularly useful if you are using StockLink as a standalone stock control system.

You will be asked to confirm that this is what you want to do:



You will then be asked if you want to set the SoH quantity for items not counted to zero:



If you have done a full stocktake then it is likely that items not counted are not there and therefore should have a quantity of zero.


If you were doing a partial stocktake (counting some, but not all of the items in the item list) then you will probably want to leave the SoH quantity of the items not counted unchanged.

## Update User Data field with the Location

This function was a special request and would not normally be used.

It is also only available if it is enabled in [System Options](#).

You will also need to select the required UserData field from the drop-down list:



Special Options

Enable 'Update User Data Field with the Location'

Field to update:

When this function is run, it will copy the code of the location where the item was counted to the user data field chosen to be updated (the 'Field to Update' in System Options). See the grid at bottom left in [View Count Data](#).

If an item has not been counted, then the details for that item will not be changed. If an item was counted in more than one location, the first location code will be used (the location where the item was first counted).

N.B. 1. If you run [Import Items from File](#) and choose to delete all the items first, then the data in the user data field (the 'Field to Update' in System Options) will be lost.

N.B. 2. If you run [Import Items from File](#) and user data field that is selected for this function (the 'Field to Update' in System Options) is set to be imported (the 'Import?' box is checked in [Import File Options](#)), then the data in the field will be overwritten by the data in the import file.

## Delete the Item List

This function will delete all the items from item list in the database.

After deleting the item list, you will be asked if you also want to delete all the item count data.

If you say yes to this, the entire database will effectively be empty.

Note that if you delete the item list, but do not delete the count data, you will not be able to see the item description, pricing, stock on hand or user defined field information in the [View Counted Items](#) window or export them to file.



## **Delete All Count Data**

As it suggests, this will delete all the counted item information from the database. This includes all quantity, location and serial number information.

You will be prompted twice for confirmation before it actually happens.

The main item list will be unaffected.

Before a complete stocktake is started, we recommend you run this function.

## Backup Database

The name of the current database file being used by StockLink is displayed in the title bar on [the main menu](#).

By default it is C:\ProgramData\Barcode Logic\StockLink\StockLink.mdb but can be renamed or moved if necessary.

This function copies the current StockLink database file to the location specified in Tools > Options > [Environment Options](#).

By default the database backup path is C:\ProgramData\Barcode Logic\StockLink\Backup

The date and time (in yyyyymmdd\_hhmmss format) is added to the filename so it can be easily identified.

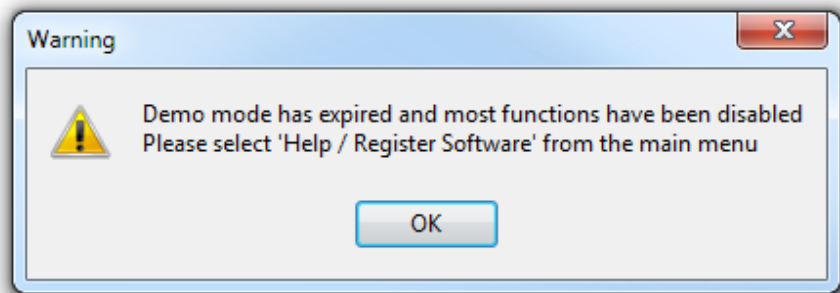
e.g. StockLink.mdb becomes StockLink\_20170728\_113713.mdb

## Help

### Register Software

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

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



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

**Registration**

Application Name **StockLink**      Status **Application is unlocked!**  
 Version: **1.0**

Site Code **67EF35CE**      MID Code **FA80-641A-A4BA-4E79**

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

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

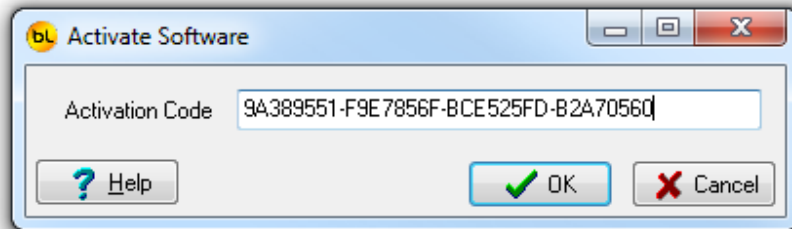
Help      Email Registration Info      Print Registration Info      Close

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

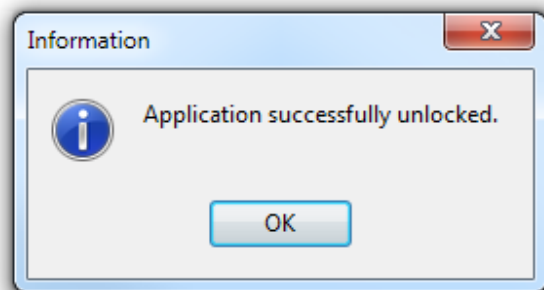
The software licence is 'tied' to the PC it is installed on. If you need to move the license to another PC, please select [Deactivate Software](#) and contact Barcode Logic with the 'remove code'.

## Activate Software

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



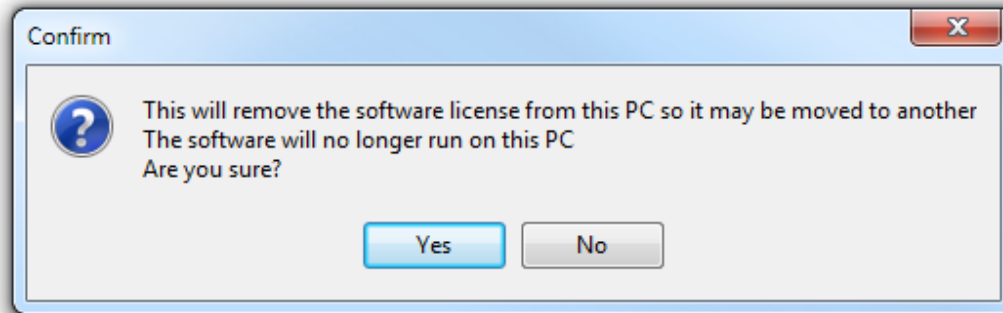
Press OK. If entered correctly, and the code is valid it will display:



## Deactivate Software

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

You will be asked (twice) to confirm that this is what 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.

## Re-Import List

This function should only really need to be used in an emergency if data has been discarded before it was committed for example.  
Used incorrectly, it can do more harm than good.

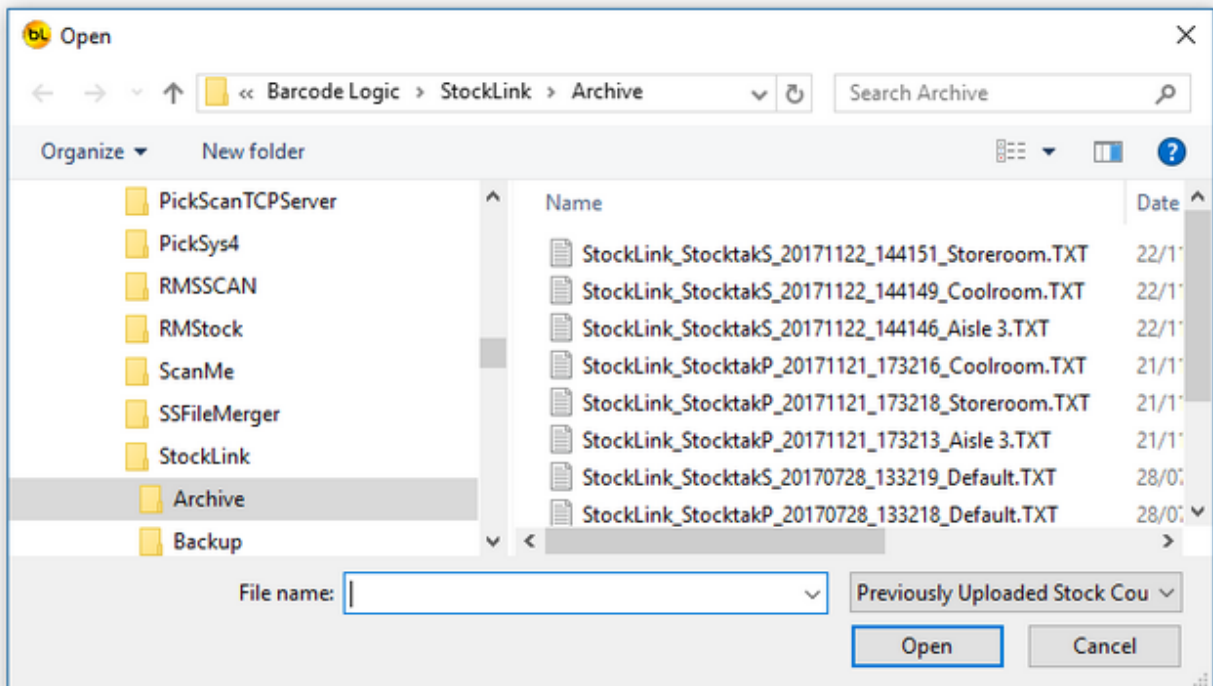
After any list of item codes and quantities has been uploaded from a PDT, the list is deleted from the PDT but is saved to a file on the PC.

The files are called StockLink\_StocktakP\_yyyymmdd\_hhmmss\_I identifier.TXT format, where yyyymmdd is the date, hhmmss is the time and I identifier is the identifier (location) entered on the PDT to identify the count file (see [Transaction Identifiers](#)).

N.B: Files beginning StockLink\_StocktakP are Primary Count files. Files beginning StockLink\_StocktakS are Secondary Count files.  
For other functions (Stock In, Stock Out and Labels), the word Stocktake in the filename is substituted with the relevant function name.  
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 imported again. This may be useful if a mistake was made after uploading, the wrong database was used or a system error occurred.

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



You can also import a file from another function by using the Files of type drop down list. When a file is selected, it is processed in the same way as if the Upload List from PDT button was pressed.





## Using the Grid

### Sorting

By default the items in the grid are sorted on the item code or barcode fields. By clicking on the column headers you can sort on any field, and clicking on the same header twice will reverse the order.

For example, this grid is sorted in ascending order of Barcode. By clicking on the Barcode column header, the grid will display in descending order of Barcode.

Item Code	Description	Count Qty	Unit Size	Last Price
9999	A New Widget.		Large	25.
ABC1234	Retail Gadget Model 1234	4	each	\$13
ACER100	Home PC	13	each	\$31
DFGWID1345	Widget Model 2341	3	each	\$10
HD00001	Hard drive 160 GB	39	each	\$60
PEN40001	CPU-Pentium 4	3	each	\$20
RAM0001	512MB of RAM	61	each	\$30
TEST	Test Item	25	each	\$21

If you click on the Description column header, the grid will display in alphabetical order of Product Description.

Item Code	Description	Count Qty	Unit Size	Last Price
RAM0001	512MB of RAM	61	each	\$30
9999	A New Widget.		Large	25.
PEN40001	CPU-Pentium 4	3	each	\$20
HD00001	Hard drive 160 GB	39	each	\$60
ACER100	Home PC	13	each	\$31
ABC1234	Retail Gadget Model 1234	4	each	\$13
TEST	Test Item	25	each	\$21
DFGWID1345	Widget Model 2341	3	each	\$10

### Column Order

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 [Tools / Options](#) you save your settings so each time the grid is displayed the way you want it (main item grids only).

### Navigator

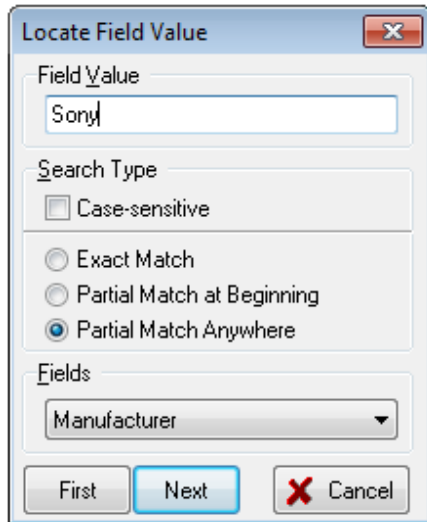
There are many ways to navigate around a grid such as using the arrow keys, page up / down and home and end keys.

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.

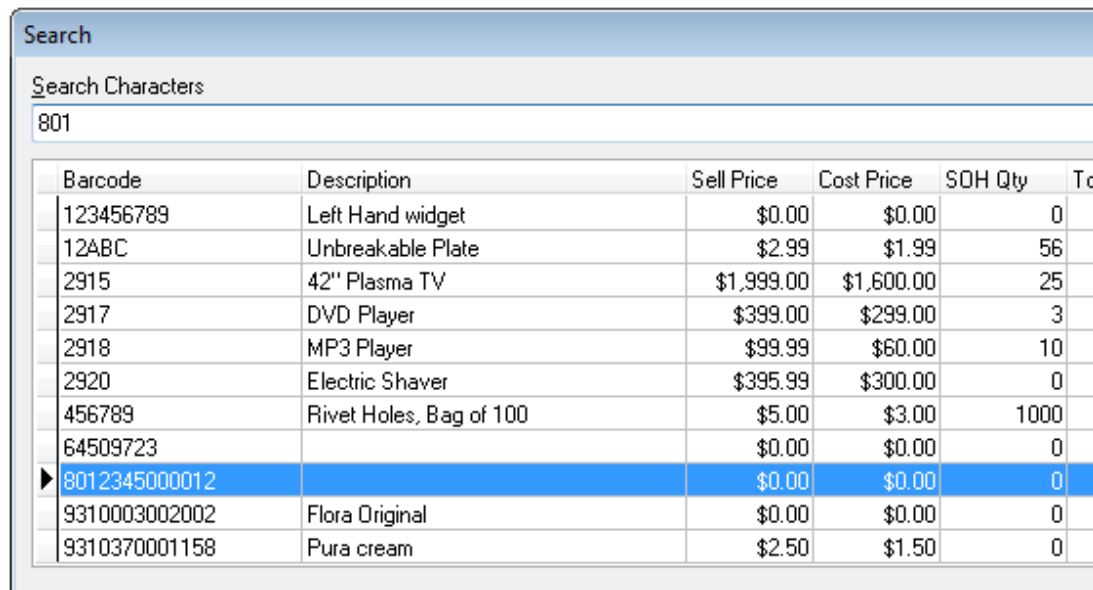


First select the field name you want to search on from the drop down list at the bottom, select the search type then enter the value you are searching for. Then click on First or next to find records that match the criteria entered.

The Search dialog brings up all the records in the grid and allows you to do an incremental search on the left-hand column.

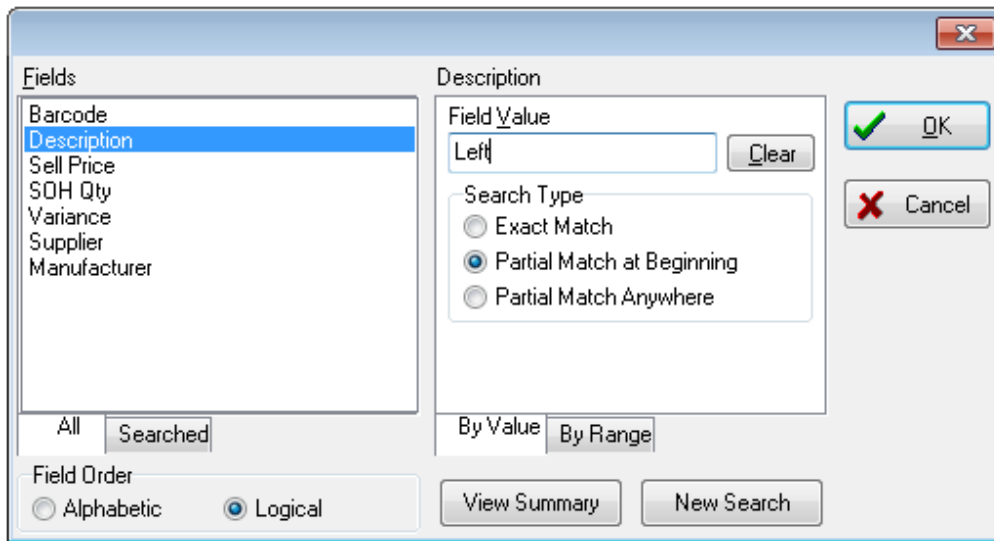
You can change the column order to search on a different column by dragging the column heading to the left.

In this example, the Barcode field has been dragged to the left and an incremental search done for the value '801'.



The Filter dialog is the most powerful and is used to limit the number of rows displayed in the grid.

In this example, all the items are displayed in the grid. When the filter button is clicked, the dialog appears.



The operator wants to display all items with the word 'Left' in the description, so they select Description 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 'Left' in the description are displayed.

Note that you can also enter a range of values.

Now if you click on Print or Export All Items shown in the grid, only those items currently displayed in the grid will be printed.

To redisplay all the records in the grid, click on Show All.

### Selecting Multiple Records

Adding items for the label printing function can be done by selecting multiple records in the grid.

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.

Barcode	Description	Sell Price	Cost Price	Stock On Hand	Supplier	Mar
123456789	Left Hand widget	0	0	0		
12ABC	Unbreakable Plate	2.99	1.99	56	Easy Electrical	
• 2915	42" Plasma TV	1999	1600	25	ACSE	Sor
• 2917	DVD Player	399	299	3	Easy Electrical	Par
• 2918	MP3 Player	99.99	60	10	Easy Electrical	Ora
• 2920	Electric Shaver	395.99	300	0	Easy Electrical	Phil
➤ 456789	Rivet Holes, Bag of 100	5	3	1000		
64509723		0	0	0		
8012345000012		0	0	0		
9310003002002	Flora Original	0	0	0		
9310370001158	Pura cream	2.5	1.5	0		

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:

Barcode	Description	Sell Price	Cost Price	Stock On Hand	Supplier	Mar
123456789	Left Hand widget	0	0	0		
12ABC	Unbreakable Plate	2.99	1.99	56	Easy Electrical	
• 2915	42" Plasma TV	1999	1600	25	ACSE	Sor
2917	DVD Player	399	299	3	Easy Electrical	Par
2918	MP3 Player	99.99	60	10	Easy Electrical	Ora
• 2920	Electric Shaver	395.99	300	0	Easy Electrical	Phil
• 456789	Rivet Holes, Bag of 100	5	3	1000		
64509723		0	0	0		
➤ 8012345000012		0	0	0		
9310003002002	Flora Original	0	0	0		
9310370001158	Pura cream	2.5	1.5	0		
987654321	Right Hand Widget	0	0	0		
abcd654	Long Weight	23.99	15	10		

## User Assigned Field Names

The Item Database has 7 fixed fields. These are:

Item Code  
Barcode  
Description  
Stock on Hand quantity  
Cost Price  
Sell Price  
Serialised Flag (does the item have serial numbers).

The database also has 8 text fields of 30 characters each that you can use for other information.

The data in these fields is only for display on the PDT, reports and in the data grids (although they can be edited if required).

You do not have to use these fields but it may be that when scanning an item you want to see the supplier name, manufacturer, supplier part number or other information relating to the item.

These fields can be populated when importing an Item CSV from another system (see [Import Items from .CSV or .TXT File](#)).

So you know what data these fields hold, you can set the names of these fields in [Tools / Options](#) on the System tab.

The field names you supply here will then be displayed wherever they are relevant throughout the system, including on the PDT when scanning items.

## How to create ZPL Label Format Files

We recommend that if you want to create a .zpl label format file for use with this program that you contact your supplier or Barcode Logic to do it for you, but here are basic instructions if you would like to try it yourself.

ZPL stands for Zebra Printer Language and is the native language of Zebra printers. Amongst other things, it tells the Zebra printer what size of label you are printing, which text and barcodes to print, what size and where.

ZPL is just text, and we store this in a file with a .zpl extension.

Here is a simple example:

```
 ${
 ^MMT
 ^PW799
 ^LL0152
 ^LS0
 ^BY2,3,39^FT46,84^BCN,,Y,N
 ^FD>:1234567890^FS
 ^FT47,36^A0N,23,24^FH\^FDItem Description^FS
 ^FT258,131^A0N,23,24^FH\^FD$123.99^FS
 ^PQ1,0,1,Y^XZ
 }$
```

Using the ZPL programming guide (available for download from Zebra.com) you could create this manually but it is easier to use the ZebraDesigner program from Zebra. ZebraDesigner label files are saved with a .lbl extension.

When printing a label from ZebraDesigner it gives you the option to Print to File which will create a file with a .prn extension containing the ZPL code.

Steps to create a ZPL label format file for use with StockLink:

1. Install the ZebraDesigner driver for your Zebra label printer.
2. Download and install the demo version of ZebraDesigner from Zebra.com

At time of writing, this was available here:

<https://www.zebra.com/ap/en/support-downloads/printer-software/zebra-designer-downloads.html>

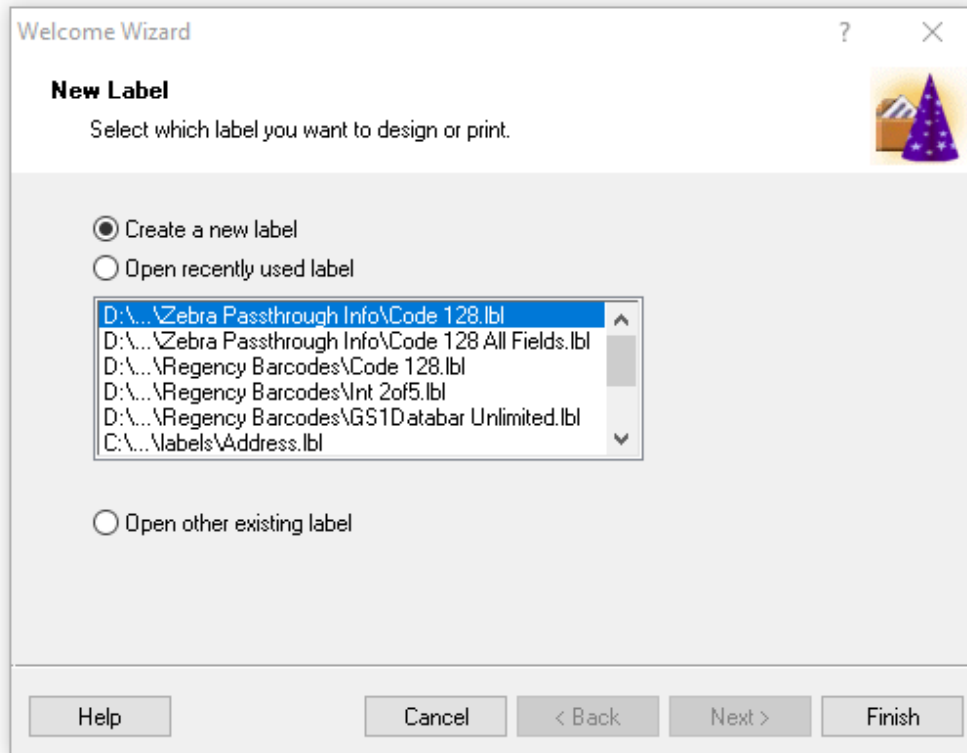
3. Run ZebraDesigner

Note: ZebraDesigner has it's own Help file (see Help from it's main menu) which could be useful when designing the label.

You will be asked if you want to open an existing .lbl file to modify the layout or create a new label.

Note: You cannot open a .prn or .zpl file to edit them in the ZebraDesigner WYSIWYG editor.

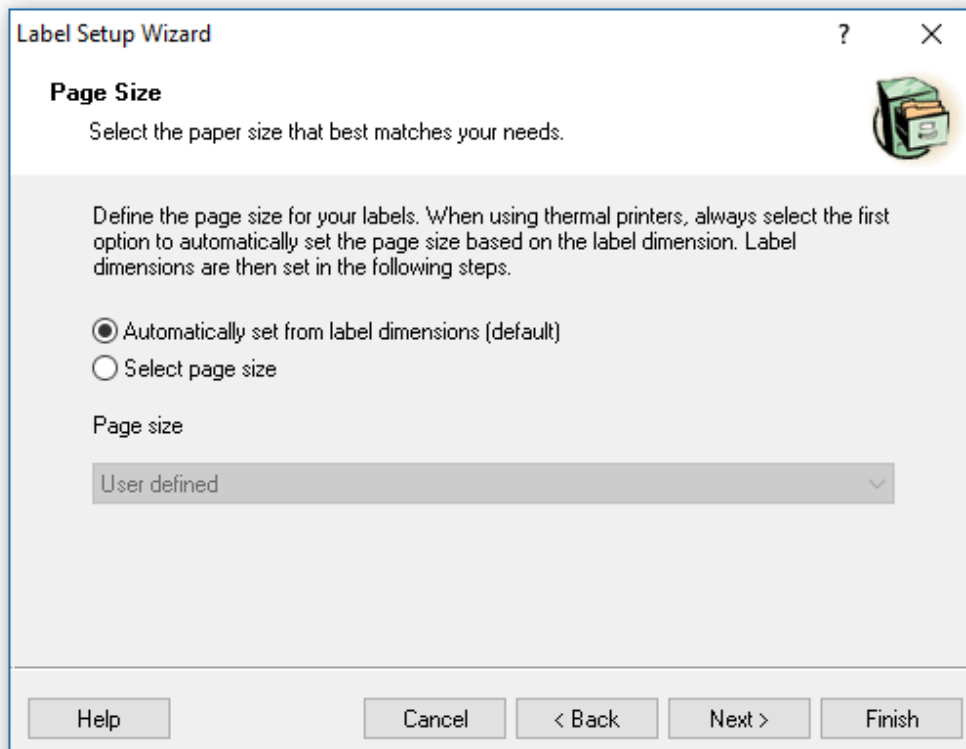
We will create a new label, so select Create a new label and hit Finish



4. Design your label by following the prompts

Select the printer

Leave the Stock Type as NONE, automatically set from label dimensions and hit Next.



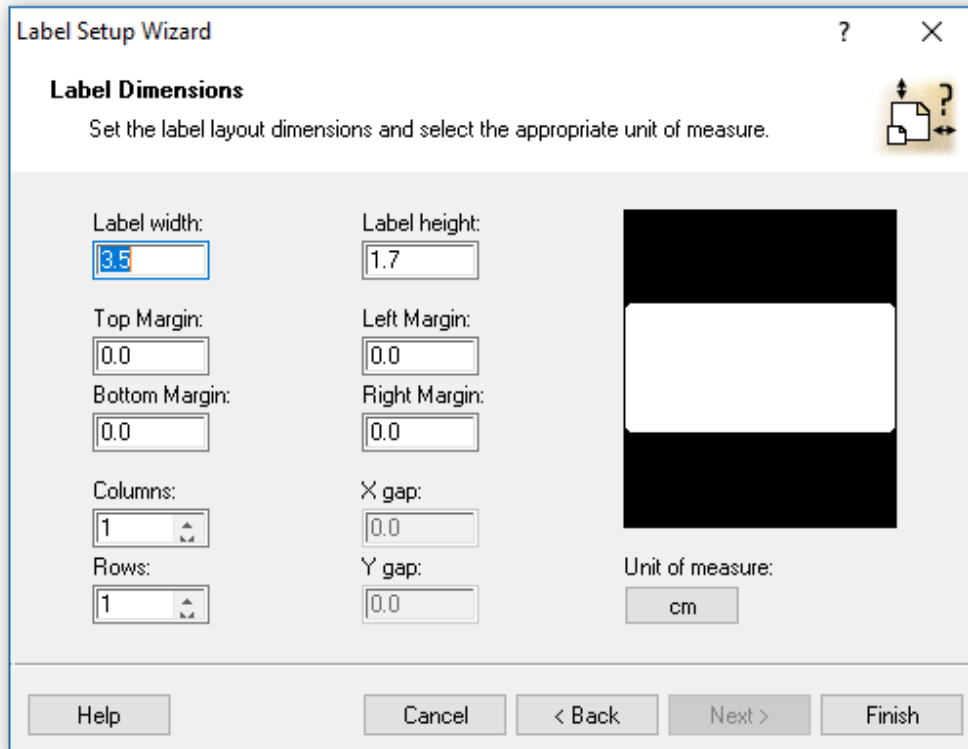
Click Next.

Set the Orientation and Print direction. The defaults are usually ok.

Set the label width and height.

By default the unit of measure is in CM. In this case we are creating a 35mm by 17mm label so we set the width to 3.5 and height to 1.7.

Leave the margins at 0.



Click on Finish.

You can now design the label by dropping text and barcodes on it and resizing them.

Double click on each object to change the data, font and other parameters.

In this example we have added a barcode (Code 128 type), item description and sell price.

For speed of printing, we recommend you select only ZEBRA fonts for text fields.

Note: The fields are all left justified so if the data is likely to be longer than the temporary markers we have here, you should leave space to the right.

In the example below, if the item description may be 'This is an item with a long description', it will start where 'ZDescription' starts and extend to the right.

This is particularly important with the barcode as all of it must be on the label.

Also, remember to allow some 'white space' to the left of the barcode as without it, it may not read.

Now this part is important:

StockLink will replace the data provided in the label format with your real data when the label is printed.

When it sees the text ZDescription in the label format, it will replace it with the item description from the database.

Likewise, it will replace ZBarcode with the item barcode number, and ZSellPrice with the sell price from your database.

So in our example, the label format looks like this:





To print the other fields in the database, use these placeholders:

ZItemCode

ZBarcode

ZDescription

ZStockOnHand

ZCostPrice

ZSellPrice

ZUserData1, ZUserData2, ZUserData3, ZUserData4, ZUserData5, ZUserData6, ZUserData7,

ZUserData8,

ZUserFieldName1, ZUserFieldName2, ZUserFieldName3, ZUserFieldName4, ZUserFieldName5,

ZUserFieldName6, ZUserFieldName7, ZUserFieldName8

You can print this label from ZebraDesigner to check how it is likely to look on as real label (but without the real data).

#### 5. Save the label

When you are happy with the design, save it to your PC (somewhere you can easily find it again). It will be save with a .lbl extension.

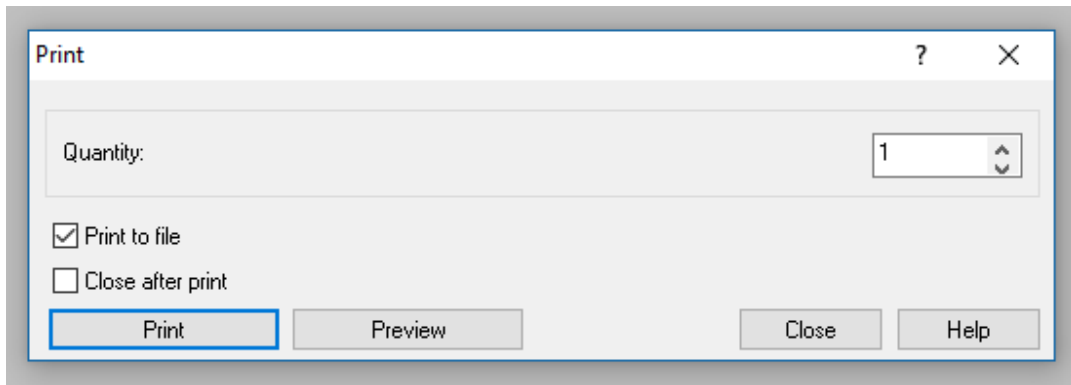
For these labels to work with StockLink they must eventually be called Label SL\*.zpl where \* can be anything.

For ease of identification we will call this Label SL 35mm x 17mm BarDescPrice.lbl so it shows the size and contents of the label.

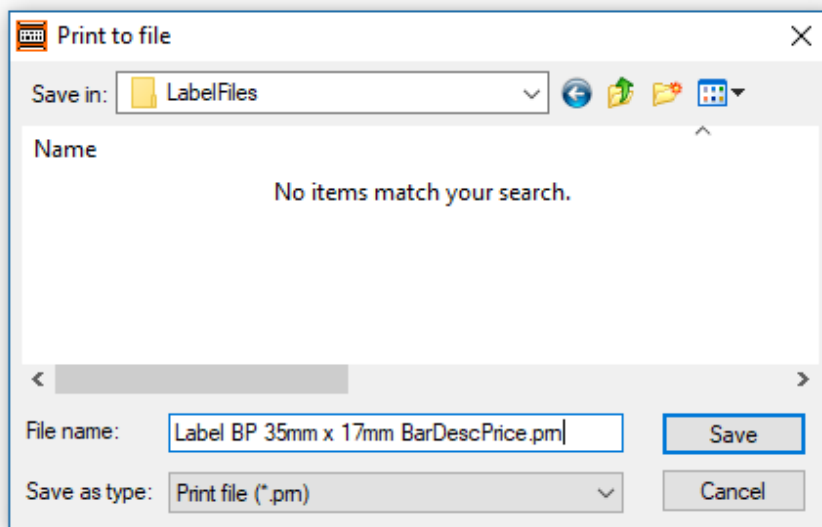
#### 6. Save to a .prn file

Now to get the ZPL code for this label we need to print it to file.

From ZebraDesigner, select Print and check the Print to file checkbox



Select the folder to save the file (we suggest the same one where the .lbl file is):



7. Copy the .prn file to .zpl and edit it.

Ok, we now have a .prn file. For it to be usable by StockLink, we need to make some minor modifications.

Firstly we will copy the file and change the extension to .zpl.

In this case we will then have a file called Label SL 35mm x 17mm BarDescPrice.zpl

If you open it in windows Notepad (or any other text editor), it will look something like this:

```
CT~ ~CD,~CC^~CT~
^XA~TA000~JSN^LTO^MNW^MTT^PON^PMN^LH0,0^JMA^PR3,3~SD15^JUS^LRN^CIO^X
Z
^XA
^MMT
^PW280
^LL0136
^LS0
^BY1,3,44^FT18,80^BCN,,Y,N
^FD>:ZBarcode^FS
^FT18,29^A0N,17,16^FH\^FDZDescription^FS
^FT18,120^A0N,28,28^FH\^FDZSellPrice^FS
```

```
^PQ1,0,1,Y^XZ
```

Now we need to add a line at the beginning and end to indicate the start and end of Passthrough mode (see [Zebra Driver Passthrough mode](#) for an explanation):

Add `${` at the start and `}$` at the end (or whatever is set in the driver for Passthrough mode).

The zpl should now look like this:

```
${  
CT~ ~CD,~CC^ ~CT~  
^XA~TA000~JSN^LTO^MNW^MTT^PON^PMN^LH0,0^JMA^PR3,3~SD15^JUS^LRN^CIO^X  
Z  
^XA  
^MMT  
^PW280  
^LL0136  
^LS0  
^BY1,3,44^FT18,80^BCN,,Y,N  
^FD>:ZBarcode^FS  
^FT18,29^A0N,17,16^FH\^FDZDescription^FS  
^FT18,120^A0N,28,28^FH\^FDZSellPrice^FS  
^PQ1,0,1,Y^XZ  
}$
```

8. Save the file.

9. Import the file into StockLink.

From the StockLink main menu, select Tools > Import Custom Label Format file and select the .zpl file you just created.

The label format should now appear in the drop down list of available files in Environment Options.

You can now select it and try printing some labels with real data.

*Check that the barcodes scan ok with your barcode scanner!*

If you need to make adjustments to the label, open the .lbl file again in ZebraDesigner, adjust it, then repeat steps 5 to 9.

## Zebra Driver Passthrough mode

If you are using .zpl label format files, your Zebra label printer driver must have Passthrough mode enabled.

Passthrough mode tells the printer that rather than print the data it is receiving, it should interpret it as commands.

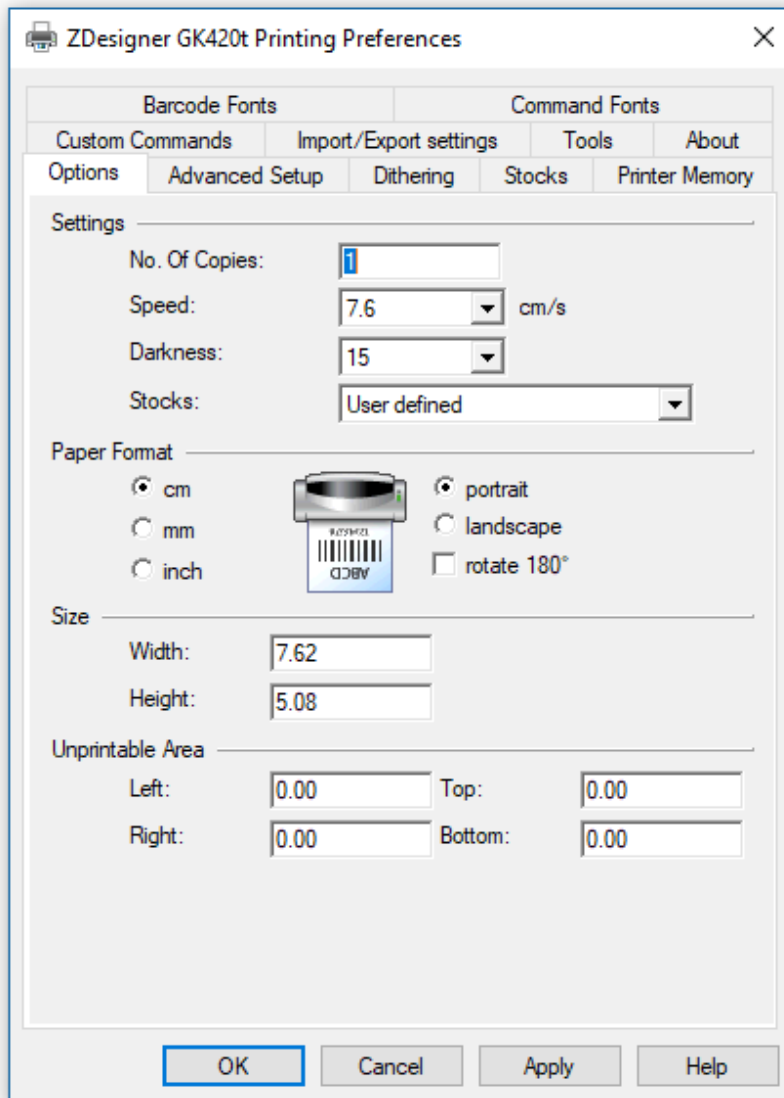
By default, Passthrough mode is disabled.

You should have a ZebraDesigner printer driver installed in Windows.

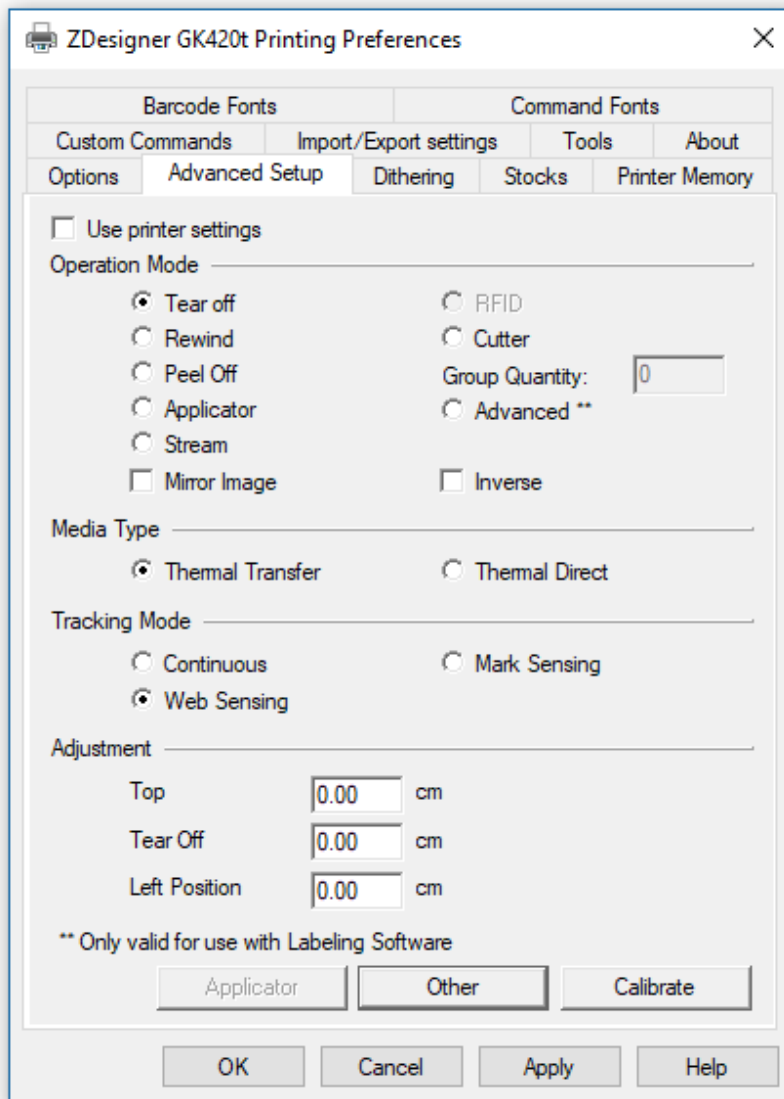
In Windows (these instructions are for Windows 10 but other versions are similar), go to Settings > Devices > Printers and scanners

Find your ZebraDesigner driver, click on it and select Manage

Selected Printing Preferences and a window similar to this should appear:



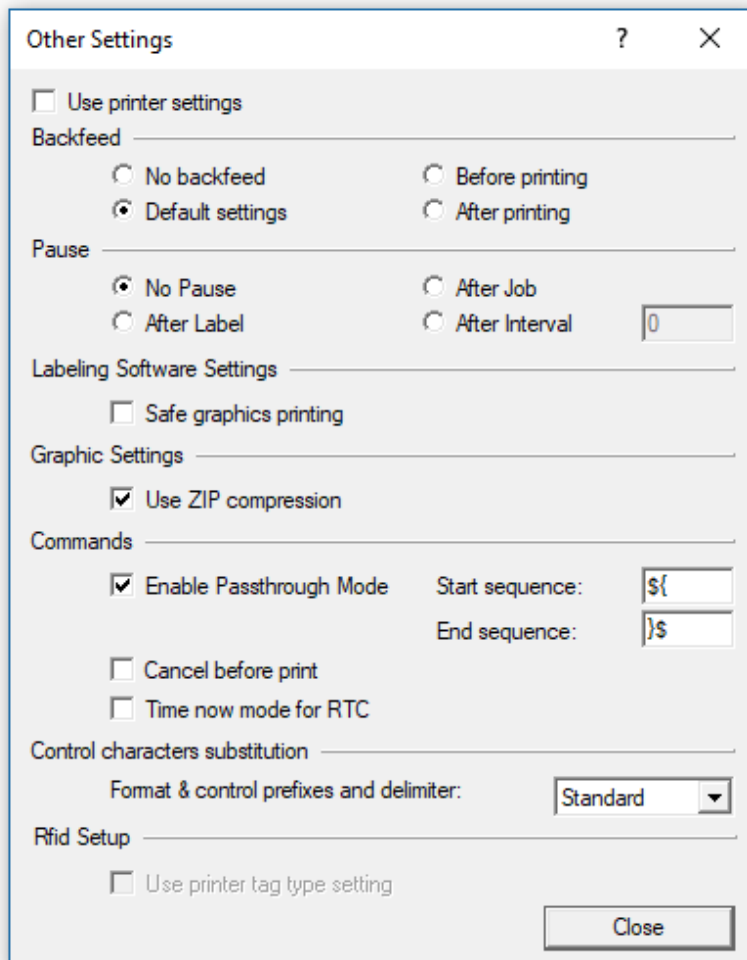
You can change the speed and darkness of the printing here if you need to (this is particularly useful to improve the quality of the barcode printing in particular) but I digress .. Go to the Advanced Setup tab



A useful function on this page is Calibrate which you should click if you change the size of the labels in your printer, but I digress again ...

Click on Other

Here you should check Enable Passthrough Mode



Note the Start and End sequence characters (but do not change them). These must match the characters you add to your .zpl label format files if creating them yourself. See [How to create ZPL Label Format Files](#)

## Using The PDT

### **General Operation**

The operation of all the PDTs is very similar though they do vary slightly from model to model.

Some of the differences are listed below.

The currently support devices are:

Datalogic Memor X3

Datalogic Skorpion X3

Honeywell 5100

#### 1. Power

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

The PDT will have a main power button (The Memor and Skorpion at the top left above the display and the 5100 at bottom right).

Press it for a short time to turn it on.

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.

#### 2. The Keypad

The Windows CE based PDTs generally have a touch screen (the 5100 may not) 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 on the Memor and 5100.

On the Skorpion, press the yellow button to switch to Alpha mode and press it again to switch back.

If you need the yellow characters or functions printed on the PDT next to the keys, press the yellow key once, then press the key next to the character or function you want.

If you need the blue characters or functions printed on the PDT next to the keys, press the blue key once, then press the key next to the character or function you want.



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.

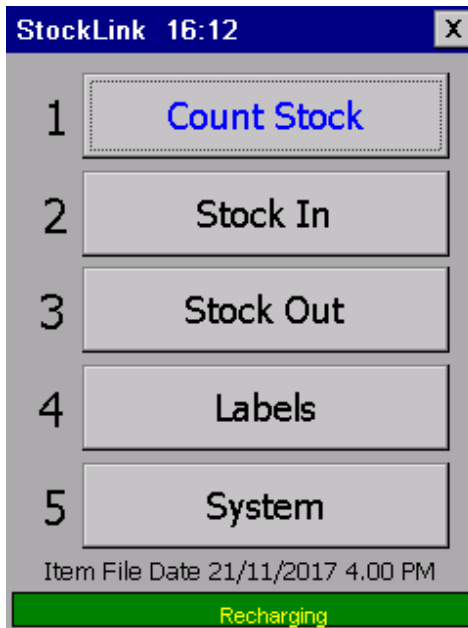
To select a menu item, either use the Arrow Keys to scroll through the menus then press Enter when the required item is highlighted, or just press the number key corresponding to the require item.

### 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



The PDT program has a main menu with four functions and one sub-menu.

The easiest way to select an option is to press the numeric key corresponding to the required option (i.e. press 1 for Count Stock).

You may also use the arrow keys (joystick) to select the required option and press ENTER, or touch the button on the screen with finger or stylus (please not a ballpoint pen!).

To exit from any function or to get back to this main menu, press ESC.

The main menu also shows when the item list was last downloaded to the PDT. This is just for information so you can see if it has been recently loaded and is therefore not out of date.

For details of the functions, see here:

[Count Stock](#)

Stock In

Stock Out

[Labels](#)

### The System Menu

The password to access the system menu is bl (lower case BL for Barcode Logic).



### Options

See [PDT Options](#) for details of how to change the behaviour of the PDT program.

### Set Clock

This function is provided to manually set the system date and time of the PDT but should really not be needed. The clock in the PDT is set to the date and time of the system clock of the PC it is connected to, each time an item list is downloaded.

### About

This function will display the software, firmware and hardware versions of the PDT.



### Prim/Sec Count

If you have checked Enable Secondary Count in Tools > [System Options](#) in the PC program, then you use this option to tell the PDT whether you are doing a Primary or Secondary Count. See [Double Counting Explained](#) for more information.



## Transaction Identifiers

You may create any number of files containing lists of items and quantities for each of the available functions.

For Count Stock you may want to create one file for each location or fixture being counted. The stock count for each location will then be stored in the database after the data has been uploaded to the PC.

So you can distinguish between the individual lists of items, you will be prompted to enter an Identifier when starting each one.

For stocktaking, the identifier should be a location, for labels it could be anything to identify the batch such as an order number, supplier code etc.

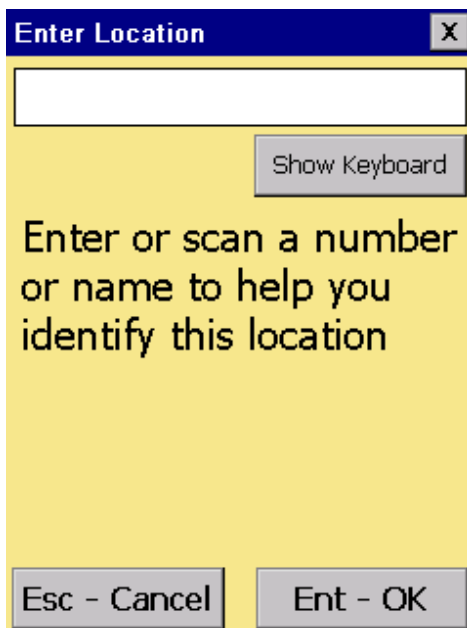
For Stock In and Out it could be a purchase order number or invoice number.

Exactly how this works depends on whether a transaction file or files have already been started for the selected function.

In this example we will use the Count Stock function and create a new transaction file for each location to be counted.

Lets say that initially there are no stock count location files on the PDT.

When you select Count Stock from the Main Menu, the PDT will prompt for an Identifier (location):



Type in some text (in this case perhaps the fixture or bin location) so you can identify this item list later.

Press ENTER to accept or ESC to cancel.

The Identifier can be up to 20 characters long.

You can optionally scan a barcode at this point if there is one representing the location you are counting stock in.

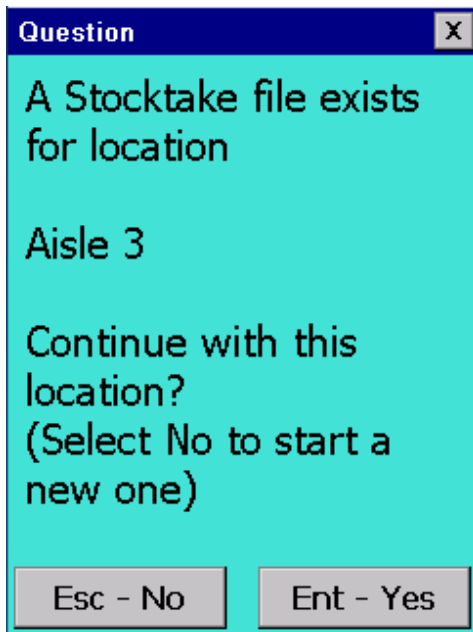
A small on-screen keyboard can be displayed by touching the 'Show Keyboard' button, if you prefer to use the stylus.

*N.B. You can press ENTER without entering an identifier - an identifier of Default will be automatically allocated.*

When an Identifier has been entered (in this example 'Aisle 3' was entered), you can start Scanning Items and entering quantities.

When you have scanned all the items in the location, press ESC to return to the Main Menu.

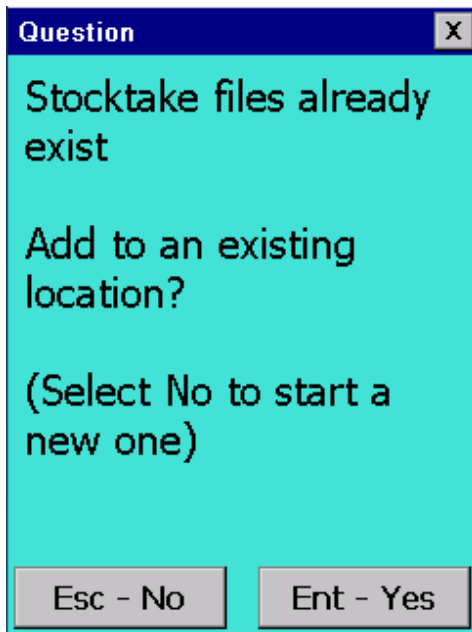
Now if you select Count Stock from the Menu again, you will be presented with this question:



You can now either continue adding items to the first file by pressing ENTER (the same identifier), or create a new one (which we will do for this example) by pressing ESC. When ESC is pressed, we will be prompted for an Identifier (location) for the second file, and in this case we will enter 'Storeroom'. Then we can start scanning again.

Again, when finished scanning, press ESC to return to the menu.

Now if you select Count Stock from the Menu again to count a third location this question will be displayed, as two files already exist:



If you press ESC, again you will be prompted to enter an Identifier (location) for the third file, and you can continue scanning.

If you press ENTER to add to an existing file, you will be asked which one you want to add to as there is now more than one:



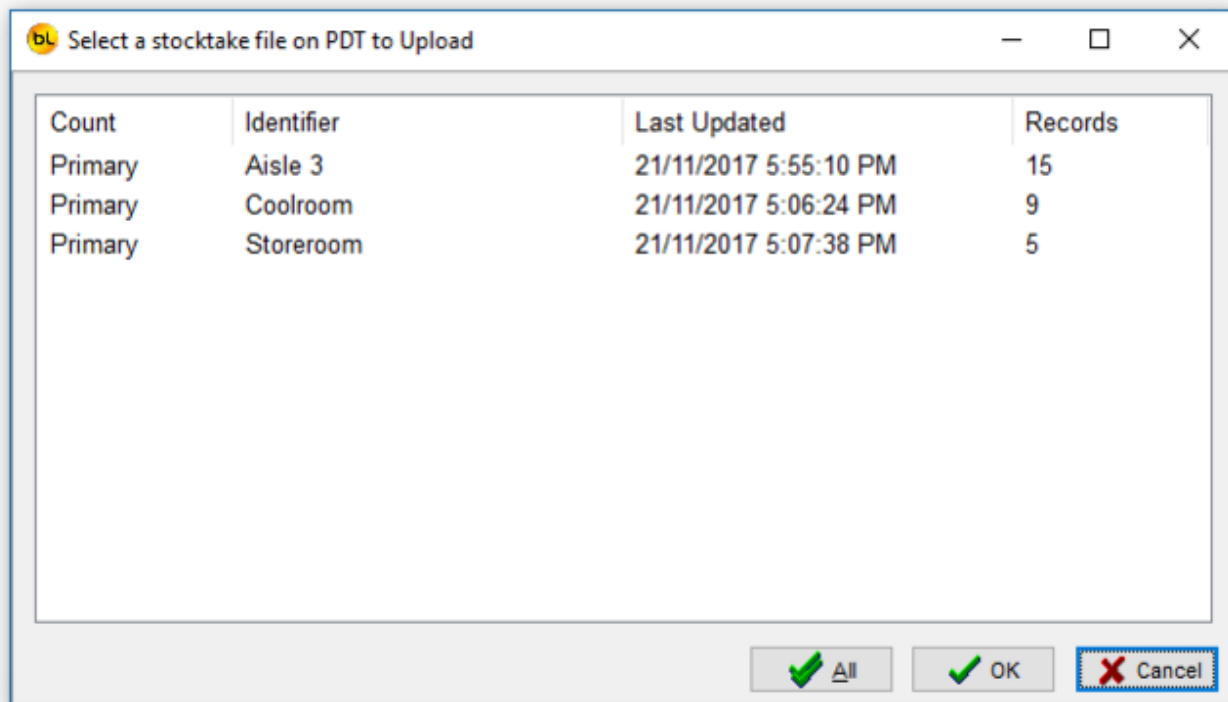
The previously entered identifiers are displayed in a list.

Use the joystick or up and down arrows to select the required file and press ENTER (or ESC to cancel).

For this example, we will create a third file with the identifier Coolroom and you will see the other reason for these identifiers when uploading to the PC.

When you have connected the PDT to the PC to upload the data and click on Upload Counted Items from the PDT, if there is only one file in the PDT for the selected function, it will be uploaded automatically.

If there is more than one file, you will be prompted to select the one to upload:



Select the require file from the list and click on OK or to upload them all, click on All. The file(s) will be uploaded and deleted from the PDT. If you click on Upload Counted I tems from the PDT again and you will be asked to select from any files remaining on the scanner.



## PDT Count Stock

This is the main function, commonly used for Stocktaking.

Note the **Prim**  or **Sec**  indicator at the top of the window. This shows whether you are performing a Primary or Secondary stock count. If not using double counting, this must be set to Prim. See [Double Counting Explained](#) for details.

You will first be prompted to enter a location identifier (see [Transaction Identifiers](#)). If you are not counting stock by location, you can just use the Default location by pressing ENTER when prompted, otherwise enter some text to describe the location.

You are then ready to start counting stock. The current location is displayed in the title bar.

Either SCAN an item barcode or key it in and press ENTER.

If the item is found on file, and the item is not serialised (see below), the details will be displayed and (if the [Prompt for quantity](#) option is on) it will prompt for the quantity:

Note: The scanner will always search for the barcode in the barcode field of the Item List. There is an option that allows the scanner to search on another field in the item list if it fails to find the item on the barcode field. See [PDT Options](#) > Search for details.

Aisle 3		Prim	<input type="checkbox"/>
12ABC			
Quantity		<input type="text" value="1"/>	
12ABC			
11113			
Unbreakable Plate			
Ser	N	Qty Entered	<input type="text"/>
F5 Delete Last		F6 Delete All	
F1 Enquiry		F2 Tot Item Qty	

Type in the quantity and press Enter (or just press Enter to accept the default quantity of one). It is now ready to scan the next item.

<b>Aisle 3</b>		<b>Prim</b>	<b>X</b>
<input type="text"/>			
Quantity		<input type="text"/>	
12ABC			
11113			
Unbreakable Plate			
Ser N	Qty Entered	8.000	
F5 Delete Last	F6 Delete All		
F1 Enquiry	F2 Tot Item Qty		

The quantity entered is displayed.

*Note:* Each time an item is scanned and quantity entered, a new record is added to the file. If an item has previously been scanned in the current location, the quantity is not updated, a separate record is kept for each scan.

To see the total quantity scanned for this item in this location, press F2. This will calculate and display the total. This can be set to display automatically (see [PDT Options](#)) but will slow down the scanning process if there a large number of items in a location. In this example, the total number of Unbreakable Plates counted in this location is 29.

*Note:* The total displayed is only for the current location. The PDT will not indicate if the same item has been scanned in another location (transaction file).

<b>Aisle 3</b>		<b>Prim</b>	<b>X</b>
<input type="text"/>			
Quantity		<input type="text"/>	
12ABC			
11113			
Unbreakable Plate			
Ser N	Qty Entered	8.000	
Total Item Qty		29.000	
F5 Delete Last	F6 Delete All		
F1 Enquiry	F2 Tot Item Qty		

To see more information relating to the item (the eight user defined fields), use the Joystick left and right to scroll through the 4 pages of information available, for example:

<b>Aisle 3</b>		<b>Prim</b>	<b>X</b>
[Empty Field]			
Quantity		[Input Field]	
Supplier			
<b>Easy Electrical</b>			
Manufacturer			
<b>The Unbreakable Plate Company</b>			
[Empty Field]			
F5 Delete Last		F6 Delete All	
F1 Enquiry		F2 Tot Item Qty	

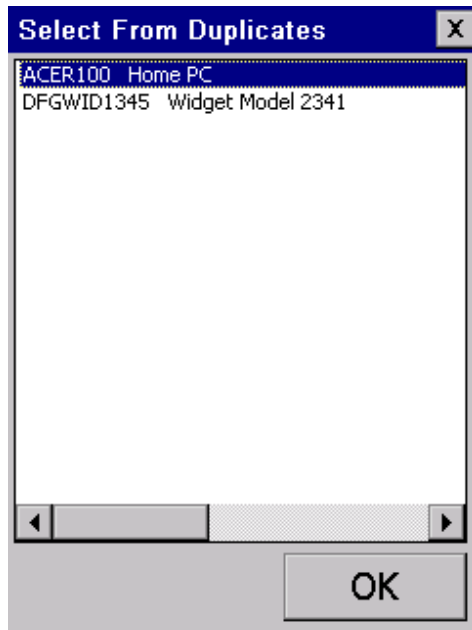
If the item scanned is serialised (i.e. it has serial numbers), we must scan or enter it. The PDT will make an odd noise and display a red window:

<b>Aisle 3</b>		<b>Prim</b>	<b>X</b>
2917			
Ser Nb	[Input Field]		
2917			
11119			
<b>Electric Shaver</b>			
[Empty Field]			
Ser Y	Qty Entered	[Input Field]	
F5 Delete Last		F6 Delete All	
F1 Enquiry		F2 Tot Item Qty	

Now scan the serial number(s). The counted quantity will increase for each serial number scanned.

When finished, press ESC to return to the normal scan item prompt.

If there is more than one item on file with the same barcode, and you scan this barcode, a window will open displaying the item code and description of the possible items:



Use the up and down arrows to select the item you want, and press ENTER.

If the item is not found on file and the Allow save even if not on file option is not checked (see [PDT Options](#)), the PDT will display an Item not on file error. Press ENTER to clear it. The item is not saved to file.

If the item is not found on file and the Allow save even if not on file option is checked, the PDT will display 'Item not on file' in the item description field, but still prompt for a quantity and save the data to file.

In this case, whether it will prompt for serial numbers depends on the Prompt for serial numbers if item is not on file option - see [PDT Options](#).

### F1 Enquiry

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

### F5 Delete Last

Press F5 to delete the last item scanned. This is useful if you accidentally scanned the wrong item. You will be prompted to confirm that this is really what you want to do. Note that this does not actually delete the item record but marks it as deleted.

### F6 Delete All

Press F6 to delete the file containing the items and quantities you have scanned for the current location. You will be prompted to confirm that this is really what you want to do. Note that this does not delete the item list downloaded to the PDT from the PC.

Press ESC to return to the main menu.

## 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.

By default it starts by displaying the last item in the file.

The information displayed is the record number and the total number of records on file (7 of 7 in this example), the Barcode, the Item Code, the serial number, item description, Serialised Flag (Y or N), the quantity that was entered when the item was scanned, and (optionally) the total quantity for that item.

11/11		F1 Change Qty
123456789		
ABC1234		
12345678		
Retail Gadget Model 1234		
Ser	Y	Qty 1.000
Total Item Qty		1.000
Page 1/4	F5 Del Item	F2 Tot Qty

Use the arrow keys to scroll through the items scanned:

Up Arrow - displays the previous record.

Down Arrow - displays the next record.

Left and Right Arrows - display the 8 user defined fields for the item.

F1 to change the quantity for the current record.

Change the quantity to zero to effectively delete the record.

*Note:* As an item may be scanned more than once in the same location, this changes the quantity only for the record displayed which may not be the total for the item in the location.

F2 To see the total quantity scanned for this item in this location, press F2. This will calculate and display the total. This can be set to display automatically (see [PDT Options](#)) but will slow down the process if there a large number of items in a location.

F5 To delete the currently displayed item. You will be asked to confirm that this is what you want to do. The item record is not actually deleted, just marked as deleted.

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 to display the next record for the particular item.  
Touch the Prev button to display the previous record for the particular item.

The screenshot shows a window titled "Scanned Item Enquiry" with a close button (X) in the top right corner. The window contains the following information:

- A search bar at the top.
- Item number: 7/11 with a button "F1 Change Qty" to its right.
- Item code: 2917
- Item description: RAM0001
- Item description: 512MB of RAM
- Navigation buttons: "Prev" and "Next" located below the item description.
- Quantity information: "Ser N Qty" with "1.000" and "Total Item Qty" with "16.000".
- Page information: "Page 1/4" and buttons "F5 Del Item" and "F2 Tot Qty".

## PDT Stock In

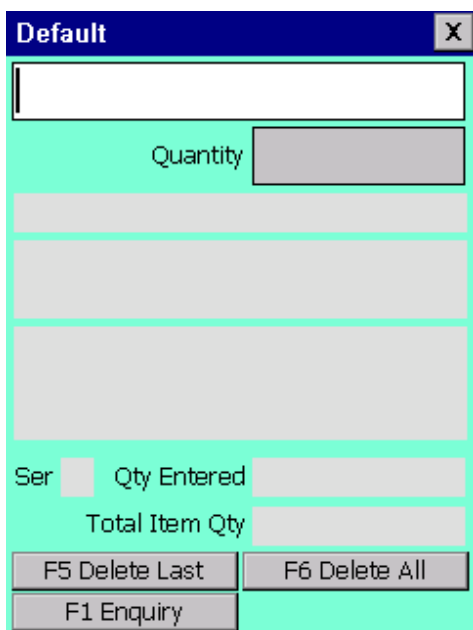
This function works in the same way as the Count Stock function but is used to increase the Stock on Hand quantity in the database for example when receiving a delivery.

See [Upload Stock In Data From the PDT](#).

You will first be prompted to enter an identifier (see [Transaction Identifiers](#)). You can just use the Default identifier by pressing ENTER when prompted, otherwise enter some text to describe the transaction such as the invoice or purchase order number.

After the identifier has been entered, you can scan items and enter quantities.

The window is a different colour to distinguish it from the other functions.



Press ESC to return to the main menu when finished.

## PDT Stock Out

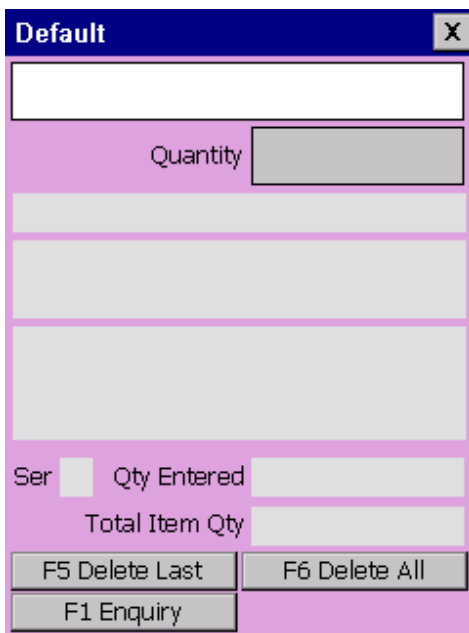
This function works in the same way as the Count Stock function but is used to decrease the Stock on Hand quantity in the database for example when receiving a delivery.

See [Upload Stock Out Data From the PDT](#).

You will first be prompted to enter an identifier (see Transaction Identifiers). You can just use the Default identifier by pressing ENTER when prompted, otherwise enter some text to describe the transaction such as an invoice or delivery number.

After the identifier has been entered, you can scan items and enter quantities.

The window is a different colour to distinguish it from the other functions.

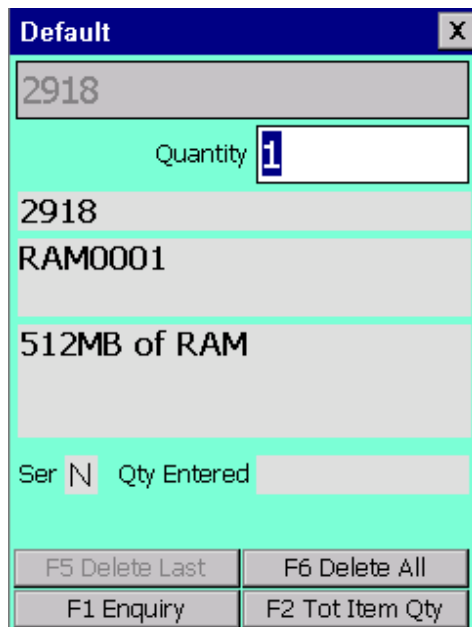


Press ESC to return to the main menu when finished.



## PDT Labels

This function allows you to scan the barcodes of items that you would like to print labels for. This works in the same way as the [Count Stock](#) function, but never prompts for serial numbers.



The screenshot shows a software window titled "Default" with a close button (X). The window contains the following elements:

- A text field at the top containing the number "2918".
- A label "Quantity" followed by a text input field containing the number "1".
- A section with a grey background containing the text "2918" and "RAM0001".
- A section with a grey background containing the text "512MB of RAM".
- A section with a grey background containing the text "Ser N Qty Entered".
- A grid of four function keys at the bottom:
  - F5 Delete Last
  - F6 Delete All
  - F1 Enquiry
  - F2 Tot Item Qty

The quantity entered is the number of labels required. When finished, press ESC to return to the main menu. Take the PDT to the PC and connect it.

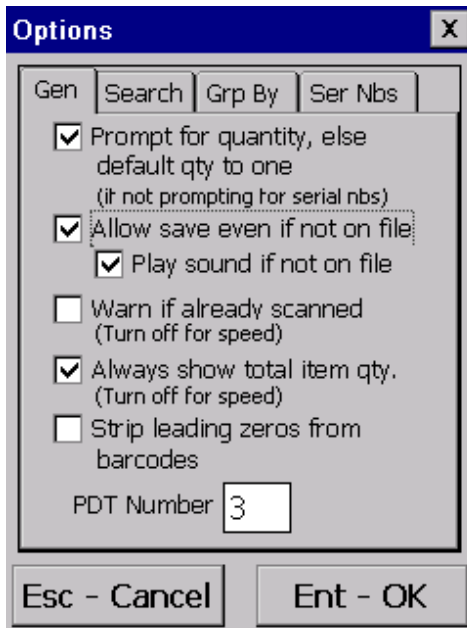
From Tools / Print labels on the PC menu, click on the from PDT button to upload the data from the PDT into the grid, and print the labels. See [Print Labels](#) for details.

## PDT Options

There are several options that affect the way the PDT operates. Use the stylus to change these check box options, and press ENTER to save them.

There are four tabs of options.

### General



#### 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.

If an item is serialised, and you are prompting for serial numbers, the quantity will automatically default to one for each serial number scanned.

#### Allow save even if not on file

If this option is not checked, and an item scanned is not found in the item file downloaded to the PDT from the StockLink item list, it cannot be added to the item count file.

Check this option if:

1. You want to use the PDT to add items to the StockLink database that are not already there (the Add Scanned Items not already in the Item Database option must also be checked in [Tools / Options](#) on the PC) or
2. You have not downloaded an Item List from the StockLink database (so no items will be on file).

#### Play sound if not on file

Check this if you want to be warned when you scan an item that is not in the item file.

#### Warn if already scanned

When scanning if you want to know if you have already scanned a particular item in the current file (location), then check this option.

This will slow the scanning process a little (see The Speed Issue below).

#### Always show total item quantity

When scanning if you want to automatically display the total quantity scanned for a particular item in the current file (location), then check this option.

This will slow the scanning process a little (see The Speed Issue below) and you can always press F2 to calculate the total at any time if necessary.

#### Strip leading zeros from barcodes

It is unlikely you will need this function but some legacy label printing systems would pad out item numbers with leading zeros to a fixed length. If this is the case, when a label is scanned, the item may not be found on file.

#### PDT Number

If you are using more than one PDT, you can give each a different number. This number will be recorded in the database against each item scanned.

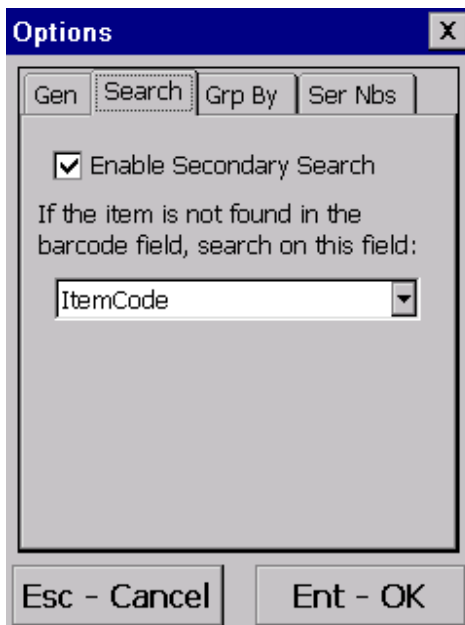
If you need to know who scanned what and when during a stocktake, you can find out by viewing the [Raw Scan Data](#) after uploading from the PDT.

#### The Speed Issue

The Show Total Item Quantity and Warn if already scanned options both require the PDT to search through the list of scanned items. The more items are scanned, the longer this search takes.

If neither of these options are important to you, turn them both off and there will be no speed degradation over time.

#### Search



When you scan an item barcode, the scanner will always search for the barcode in the barcode field of the Item List.

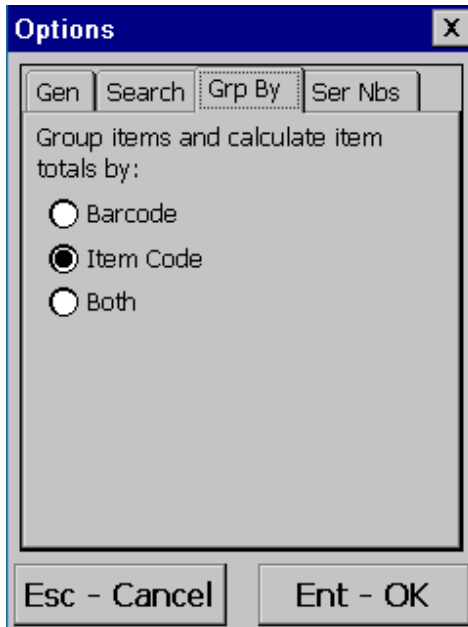
If the item is not found, it will display an error.

This option allows the scanner to search on another field in the item list if it fails to find the item in the barcode field.

If you would like it to do this, check the Enable Secondary Search checkbox, and select a field from the drop down list.

The available fields are Item Code and the 8 user data fields specified in [System Options](#), if you are using them.

### Group By



All the data in the PDT is stored with item code and barcode.

This option affects how the Total Item Qty is calculated, and the Warn if already Scanned function.

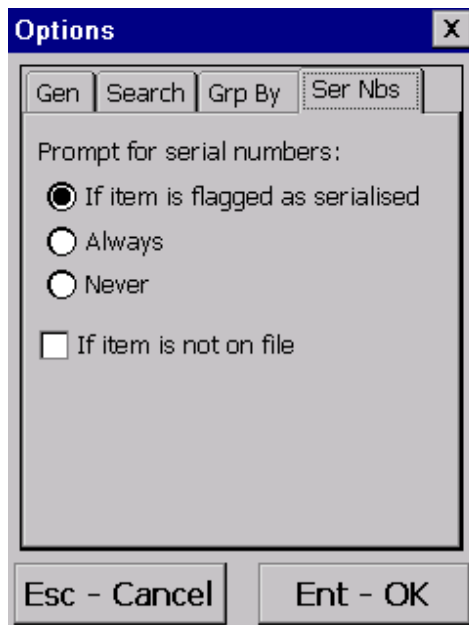
If you have one item with several different barcodes, you can show the total for each barcode by setting the Group Buy to Both, or show the total for all the barcodes for the item by setting it to Item Code.

This option should be set the same as the Group Items By option in the PC program. See the [Tools / Options](#) System tab.

See [Item Grouping Explained](#) for more information.

If in doubt, set it to Both.

### Serial Nbs



The Item List in StockLink has a Serialised Flag for each item, indicating whether the item has serial numbers or not.

You can use this option to:

- a) Prompt for serial numbers for items marked as serialised.
- b) Prompt for serial numbers for all items.
- c) Never prompt for serial numbers.

If the imported item list did not have a field indicating if an item is serialised or not, it will be set to false for all items.

You can use this option to:

- a) Always prompt for serial numbers.
- b) Never prompt for serial numbers.

If the Allow save even if not on file flag is set (see above), then as the item is not on file, we will not know if it is serialised or not.

Check the If item is not on file box to prompt for serial numbers for items not found on file.

## 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.

### Datalogic Memor X3

To perform a cold boot, press and hold the following keys simultaneously:  
ESC + ENT + Power

After pressing these keys, the screen will go blank.

Release the keys and wait.

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 (Old model)

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 PDT to return to the main menu. Be patient and do not press any other keys until the main menu is displayed.

### Honeywell O5100

Hold down the power button (bottom right), and use a pen to push in and release the reset button (between, and slightly above, the 1 and 2 keys).

The screen will go blank.

Release the power button and wait. The PDT eventually return to the main menu.

### Datalogic Skorpion X3

1. Turn off the Skorpion 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.

## **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:

[info@barcodelogic.com.au](mailto:info@barcodelogic.com.au)

or phone us on: 02 43 910 148 during business hours (9-5 Mon-Fri)



## Contact Barcode Logic



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

Barcode Logic Pty Ltd

Tel: 02 43 910 148

Email: [info@barcodelogic.com.au](mailto:info@barcodelogic.com.au)

Web: [www.barcodelogic.com.au](http://www.barcodelogic.com.au)

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