



## **ERSSTOCK DEMO**

### **INSTALLING & GETTING STARTED**

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## 1.0 INTRODUCTION

The software will normally be supplied as a downloadable zip file containing the following 5 files:

- Setup.exe Installer for ERSStock
- ERSStoock.msi Optional installer
- CRRedist2005\_x86.msi Installs Reporting components
- ERSStock Demo - Installing and Getting Started.pdf This document
- ERSStock User guide Full User Guide for ERSStock

In addition the zip file will normally include a folder containing the DOTNET2.0 framework. ERSStock uses this framework which will automatically be installed if required by the Setup.exe installer.

In demonstration mode ERSStock will run as a single user application with a Compact SQL database; the number of products in the database will be limited.

This guide introduces some of the main features of the software however please refer to the main ERSStock User Guide for a full description of all features and options.

## 2.0 INSTALLING THE SOFTWARE

To install ERSStock Demo:

- 1) Run **Setup.exe** to install the main ERSStock Application
- 2) Run **CRRedist2005\_x86.msi** to install the components needed by the reports module

**NOTE:** We recommend installing the software from a logon profile with full administrative rights.

## 3.0 CREATING THE DATABASE

The first time ERSStock is run it will be necessary to create the system database. To create the database click **Tools > Options** from the program tools bar and proceed as follows:

1) From the Database tab Click **Create Database**

2) Specify the location and name for the database and click **Save**

3) The database is automatically created. Click **OK** to proceed

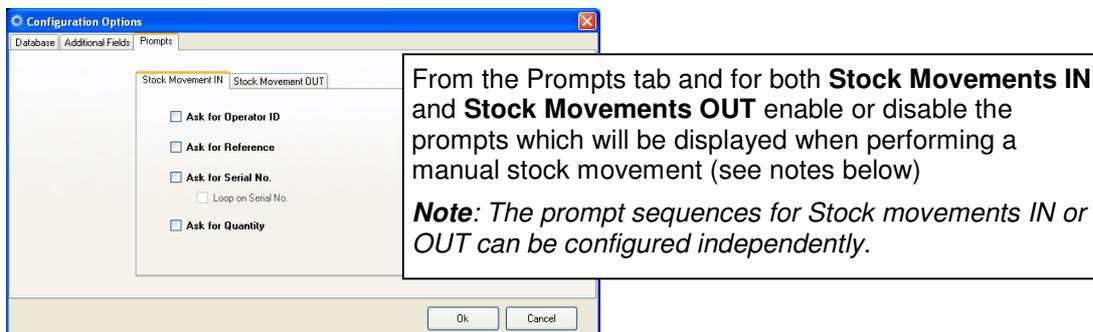
4) Click **Yes** to use this database.

The default location for the database is the application data area for all users. For XP & Win7 this is: C:\Documents and Settings\All Users\Application Data\Electronic Reading Systems Ltd\ERSStock

## 4.0 CONFIGURING THE SOFTWARE

### 4.1 CONFIGURING THE STOCK IN/OUT PROMPTS

To configure the 'manual' stock movement functions (Stock IN / OUT) for your requirements click **Tools > Options** from the program menu bar and proceed as follows

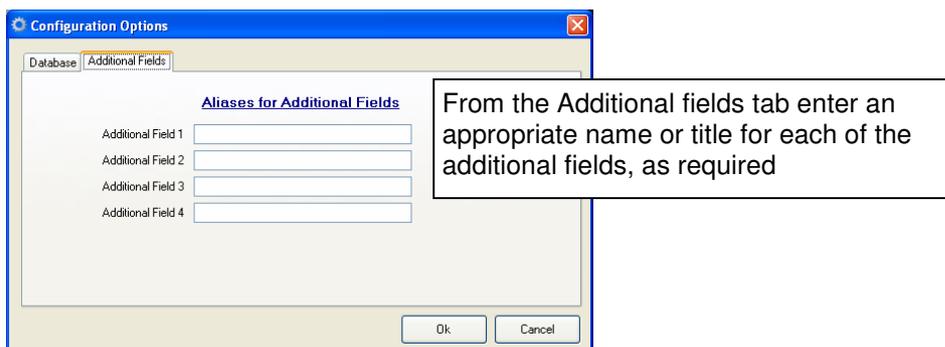


- **Operator ID & Reference:** An Operator ID and a booking Reference may be attached to the Stock IN and Stock OUT transactions if required. This allows the operator performing the booking to be tracked and allows for example goods being booked out to be associated with a Customer Account Code, Despatch Note No. or Project ID, or goods being received to be tagged with the relevant PO No. or GRN No. Reports may then be run to show stock despatched to specific customers over specified periods, or stock received from given suppliers etc.
- Enabling **Ask for Quantity** will prompt the operator to enter a Product Code and Quantity when making a stock movement. This is the normal setting if tracking of product serial nos. is not required.
- Enabling **Ask for Serial No.** will prompt the operator to enter a Product code and product Serial No. when making a stock movement. In this way ERSStock will both update the overall stock level of products being booked, and log the individual Serial nos. of those items for warranty purposes. By default when **Ask for Serial No.** is enabled ERSStock will loop on the prompts for Product Code and Serial No. Alternatively, enable **Loop on Serial No.** to set ERSStock to prompt once for the Product Code and then loop on the prompt for Serial no. To allow both serial numbered and non-serial numbered products to be booked enable both **Ask for Serial No.** and **Ask for Quantity**. In this case ERSStock will prompt by default for the product Serial No., however if a blank Serial no. is entered the software will prompt for the quantity being booked IN or OUT.

### 4.2 CONFIGURING THE ADDITIONAL DATABASE FIELDS

The Products database includes 4 unspecified data fields for each item in the database. These are simple text fields which may be used to hold additional data relating to the product and can be used as a selection criteria when searching for products or when running stock reports.

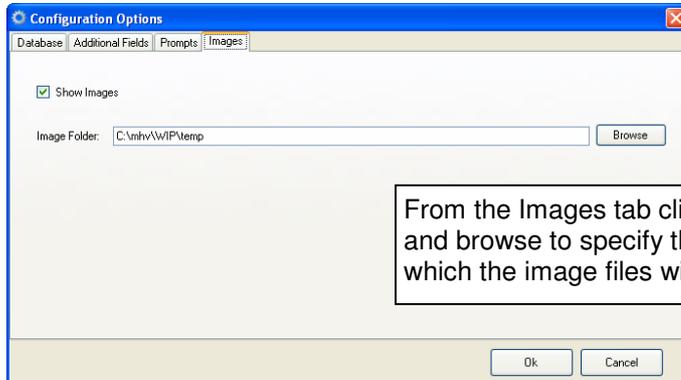
To configure the titles for the Additional data fields click **Tools > Options** from the program menu bar and proceed as follows:



### 4.3 ENABLING DISPLAY OF PRODUCT IMAGES

Product images may be displayed on the product details screen from suitable image files placed into a user specified folder.

To enable image display and specify the image folder click **Tools > Options** from the program menu bar and proceed as follows:

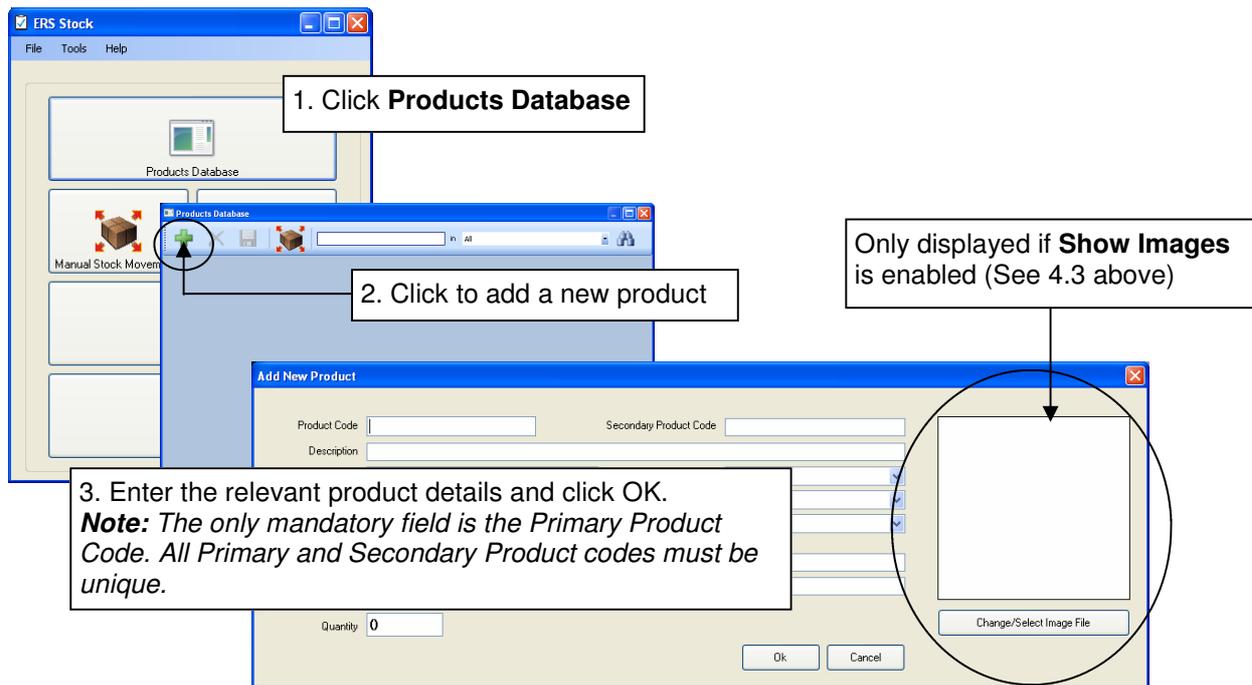


From the Images tab click to enable **Show Images** and browse to specify the relevant folder into which the image files will be placed.

### 5.0 ADDING PRODUCTS INTO THE DATABASE

Products may be imported into the database from a simple text file or from an Excel spreadsheet (see Main User Guide for details/ instructions).

To manually add products however proceed as follows:



For further details see the main ERSStock User Guide

## 6.0 SEARCHING FOR AND EDITING PRODUCTS

To find products in the database and/or edit product records proceed as follows:

1) Click **Products Database**

2) Enter a suitable search string (including the \* wild card if needed) and click the binoculars icon or press ENTER to search.  
**Note:** If required use the drop down list to search for the string in a specified database field only.

3) If more than one product matches the search string the matching products will be presented in a table. Select the required product and click **OK**.  
To order the table alphanumerically click on the relevant column header.

4) The selected product record will be displayed. The record may be viewed, edited or deleted as required. After editing click the diskette icon to save the changes. To delete the record click the red **x** icon

*This section of the screen shows a scrolling list of all Stock transactions relating to this product*

Type	Reference	Operator	Quantity	SerialNo	Date
FILE SET QTY			115		05/05/2011 13:01
OUT	3333333	0000002	1	14	05/05/2011 12:52
IN	1111111	000001	1	5	05/05/2011 12:52
SET QTY					05/05/2011 12:51
IN	121212				05/05/2011 12:51
IN	121211				05/05/2011 12:50
OUT	232323				05/05/2011 12:47
IN	121212	00001	1		05/05/2011 12:46
IN	121212	00001	5		05/05/2011 12:46

For further details see the main ERSStock User Guide

## 7.0 BOOKING PRODUCT IN AND OUT

Product may be booked IN or OUT of stock using a portable scanning terminal or may be booked directly at the PC using the Manual Stock movements facility.

Full details of the portable terminal options may be found in the relevant documentation.

The Manual Stock Movements facility emulates the equivalent Stock IN and Stock OUT transactions at the portable terminal, and allows stock movements to be made via the PC keyboard and/or using a barcode scanner attached to the PC.

To perform a manual stock movement proceed as follows:

1) Click **Manual Stock Movements** from the Main Menu screen, or by clicking the Shortcut icon from the Product Details screen.

2) Click **IN** or **OUT** as appropriate to perform a Stock IN or Stock OUT movement

3) The operator will be guided through the data entry process to complete the stock movement.

*The specific prompts displayed will depend on the prompt configuration (see section 4.1 above)*

### Notes:

- 1) The relevant product code will automatically be entered if the Manual Stock Movement is initiated from the icon on the Product Details screen.
- 2) The Reference No. and Serial No. (if enabled) are optional fields. Click **Next** to ignore

For full details and information regarding using the CPT8001 portable terminal or OPN2001 data collector for stock bookings see the Main ERSSStock User Guide and the User Guide for the relevant terminal.

## 8.0 STOCK TAKING

Stock taking is supported via the optional CPT8001 portable scanning terminal, however a stock take may also be performed at the PC using the Manual Stock Take facility as follows:

Ensure that ERSStock has been cleared of data from all previous stocktakes by clicking **Tools > Data > Clear Stocktake Data**. (If the database contains previous Stocktake data this will be merged with the current stocktake data giving erroneous results).

2) Click **Manual Stock Take** from the Main Menu screen

3) Enter the product codes and quantities of all stock included in the Stock Take. A barcode scanner connected to the PC may be used to enter barcoded product codes if required.

4. Click **Back** when needed to Exit Manual Stocktake

4) On completion of the Stocktake click **Reports** from the Main Menu screen to generate stocktake reports, as required. 3 types of Stocktake reports are available as follows:

- **Stocktake Results Reports:** These reports detail the current 'expected' stock level and the Stocktake 'count' for all products in the report, highlighting those products for which the expected and counted quantities differ.  
The Results report may be run to include only those products which were counted (**Counted products only**), or to include all products from the database (**Entire Database**).
- **Stocktake Variances Reports:** The **Variances** report is identical in format with the Results reports above but includes only those products where the Stocktake 'count' differs from the expected stock quantity.
- **Stocktake Exceptions Report:** The Stocktake Exceptions report details those products for which a stocktake transaction has been received but for which no 'master' product record exists in the products database.  
This might simply represent a spuriously entered data record, however may also represent a valid product which has not yet been added to the products database, or may result from an incorrect barcode label fixed to a product. We therefore recommend routinely including this report when performing a Stocktake to identify any such issues.

For full details and information regarding using the CPT8001 portable terminal for stock taking see the Main ERSStock User Guide and the CPT8001 User Guide.

## 9.0 RUNNING REPORTS

A range of stock level and stock transaction reports are available from the Reports option from the Main Menu screen.

To generate reports proceed as follows:

The image shows two screenshots from the ERS Stock software. The first screenshot shows the main menu with a 'Reports' icon highlighted. A callout box points to it with the instruction: '1) click Reports from ERSStock Main Menu'. The second screenshot shows the 'Select Report' dialog box with a list of report options. A callout box points to the list with the instruction: '2) Select the required report from the drop down list'. Below the dialog box, a callout box says: '3) Specify any required selection criteria for the data to be included in the report. Leave a criteria blank to choose 'ALL' data relevant to that criteria'. At the bottom of the dialog box, a callout box points to the 'Run Report' button with the instruction: '4) Click Run Report to generate the report'. A separate box at the bottom of the image contains the text: 'For further details see the main ERSStock User Guide'.

## 10.0 OTHER FUNCTIONALITY

ERSStock also supports the following functions details of which may be found in the relevant User Guides:

### 10.1 USING THE PORTABLE TERMINALS FOR STOCK BOOKINGS

2 portable scanning devices are supported by ERSStock: the CPT8001 compact scanning terminal, and the OPN2001 data collector. For details of how to use these devices see the ERSStock User Guide for the CPT8001 or OPN2001

### 10.2 IMPORTING STOCK DATA INTO THE DATABASE

The ERSStock database may be initialised by importing stock details from a simple excel spreadsheet or csv text file. For further details of this function see the main ERSStock User Guide

### 10.3 EXPORTING DATA FROM ERSSTOCK

The stock database and/or stock transactions data may be exported from ERSStock in xls or csv format. For further details of this function see the main ERSStock User Guide

### 10.4 PRINTING OF BARCODE LABELS

An optional module allows barcoded product labels to be printed direct from the ERSStock database using the Toshiba B-EV4T label printer. For full details see the main ERSStock User Guide.

### 10.5 MULTI-USER OPERATION

In demonstration mode ERSStock installs as a single user system using a 'Compact SQL' database. ERSStock may also be installed as a multi-user system using a central SQL Server (or SQL Express Server database). For full details of installing ERSStock as a multi-user system see the main ERSStock Installation Guide