



**ERS STOCKCOUNT
INSTALLATION & USER GUIDE**

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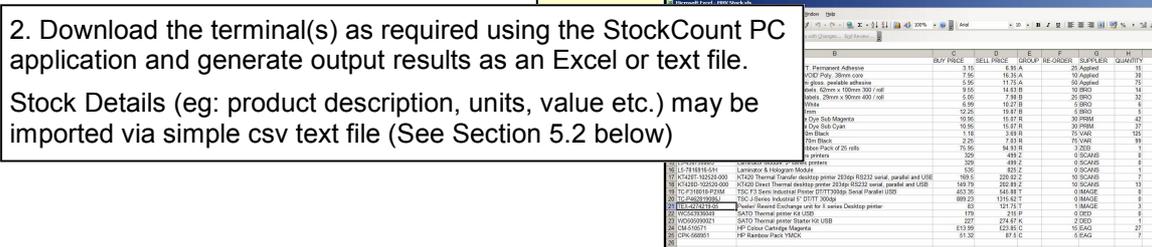
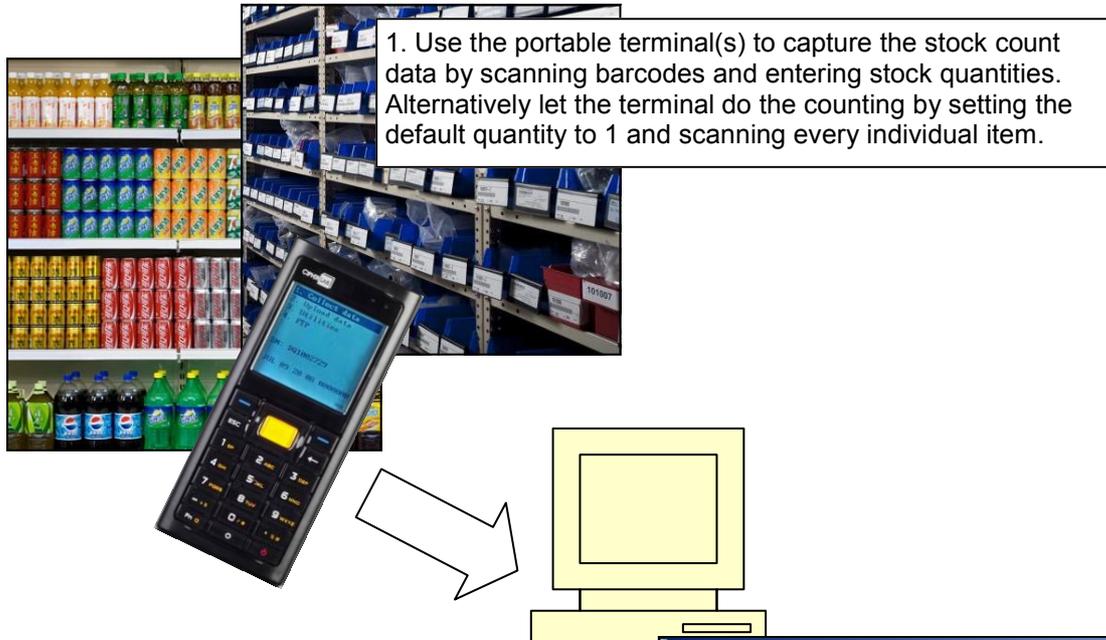
CONTENTS

1.0	INTRODUCTION - HOW STOCKCOUNT WORKS
2.0	INSTALLATION
3.0	CONFIGURING STOCKCOUNT
3.1	Configuration Options
3.2	Configuring the Terminal Prompts
4.0	USING THE TERMINAL
4.1	Performing the Stock Count
4.2	Reviewing Stored Data
4.3	Downloading Stored Data
5.0	STOCKCOUNT SOFTWARE FOR PC
5.1	Using the StockCount PC Software
5.2	Importing Stock Details
5.3	Downloading Data from Terminals
5.4	Generating the Output Data File
5.4.1	Data File Format
5.5	Clearing Data from the Database
APPENDIX A	THE TERMINAL KEYPAD
APPENDIX B	CHARGING THE TERMINAL BATTERIES
APPENDIX C	SYNCHRONISING THE TERMINAL CLOCK
APPENDIX D	CHANGING THE TERMINAL SPEAKER VOLUME
APPENDIX E	TERMINAL SETTINGS MENU
APPENDIX F	USING OUTPUT FILE TO DETERMINE TOTAL STOCK VALUE/ STOCK DISCREPENCIES

1.0 INTRODUCTION - HOW STOCKCOUNT WORKS

StockCount is a simple-to-use stand-alone system which uses barcodes to allow stock counts and stock takes to be performed quickly and accurately.

The system comprises one or more portable scanning terminals pre-loaded with the ERS StockCount software application, and a software application for Windows to download the stock count data from the terminals and generate the output stock count in Excel (xlsx) format, or as a simple CSV text file, as preferred



2.0 INSTALLATION

Stock Count software may be supplied on CD, Memory Stick or sent as an electronic download.

The Stock count terminals will normally be supplied pre-loaded with software, leaving only the PC application to be installed as summarised below.

Note: We recommend the StockCount system software be installed from an Administrative logon

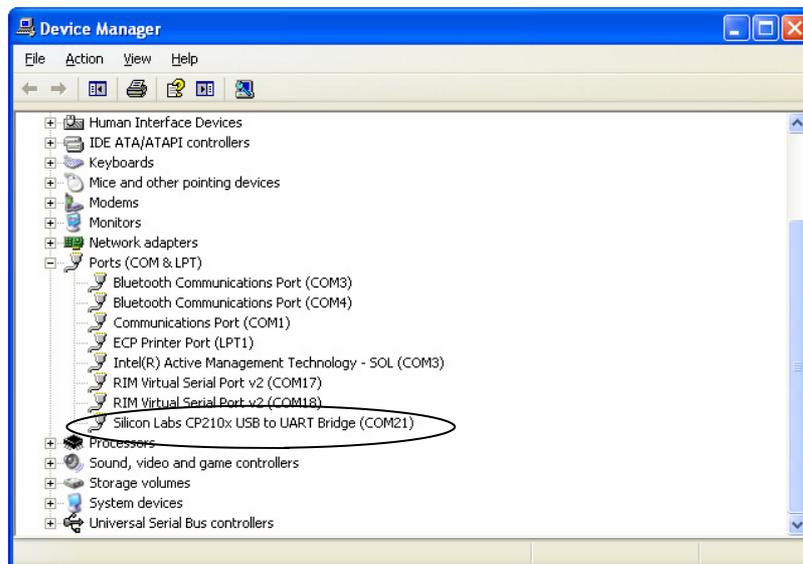
1. INSTALL THE TERMINAL USB DRIVERS

To install the USB drivers proceed as summarised below:

Note: Do not connect the terminal to the PC until step 2 below

- Step 1 - Run the Cipherlab Driver Installer (**CP210x_VCP_WIN7.exe** or **CP210x_VCP_WIN2K_XP_S2K3.exe**) from the **USB Drivers** folder in your System Installation kit, and follow the prompts. This will install the basic USB Drivers onto the PC and a VCP Port driver application which makes the terminal look like a standard COM port on the PC
- Step 2 - Select **Menu Option 3 (Send Data)** on the terminal and connect the terminal to the PC. The Windows Found New Hardware wizard will see the terminal and complete the installation. This can take around 30 seconds.

Note: To 'watch' the installation process ensure that the Windows Device Manager is open and the '**Ports**' section expanded during the driver installation. The terminal will initially appear under 'other Devices' as **8200 USB VCOM**, however once the drivers have been fully installed the terminal will appear under '**Ports**' as **Silicon Labs CP210x USB to UART Bridge (COMxx)**:



- Step 3 - Press any key on the terminal to exit from **Send Data** mode and return to Main Menu

2. INSTALL THE PC STOCKCOUNT SOFTWARE

To install the system software proceed as follows:

- Run the Windows application installer **Setup.exe** from the **PCInstall** folder in the Installation kit, and follow the prompts.
- The installer will normally add an icon to the desktop of the PC.

3.0 CONFIGURING STOCKCOUNT

3.1 CONFIGURATION OPTIONS

The StockCount PC software requires no configuration, however the prompt sequence for the terminal itself may be configured to capture up to 4 data fields as follows:

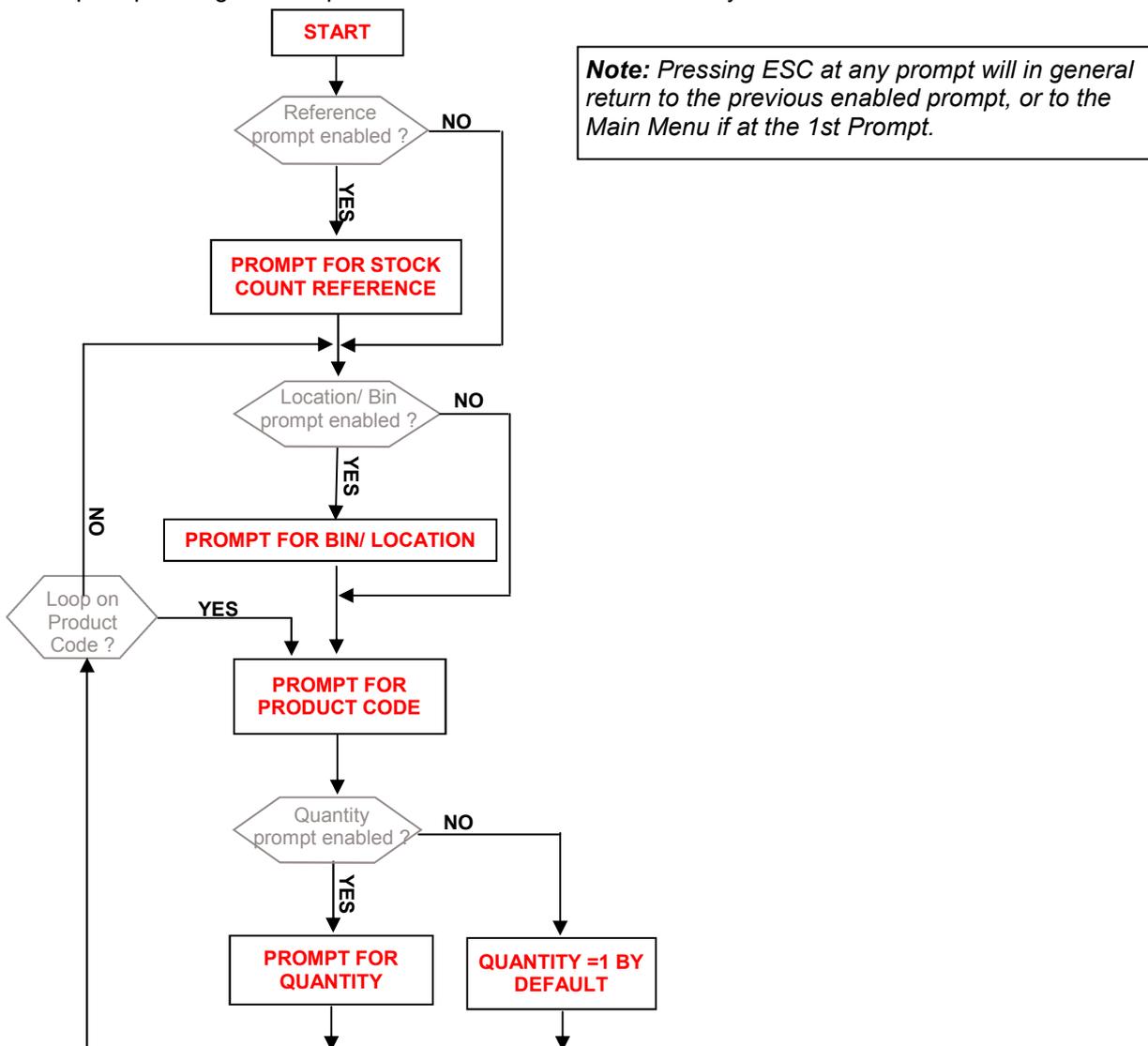
- **Stock Count Reference** (Optional). This is used to identify the stock count and will be entered once at the start of the count.
- **Storage Bin/ Location** (Optional). The storage Location for each item may be logged if required.
- **Product Code** (Mandatory). The product code of the item being counted must be entered. This may be scanned from a barcode or entered via the terminal keypad.
- **Quantity** (Optional). The product count/ quantity can be entered via the terminal keypad. Alternatively this may be defaulted to 1.

The prompt 'loop' for the count may also be specified, as summarised below:

- **Product Loop = ON**. In this mode the terminal will cycle on the prompts for Product Code and Quantity after entry of the Storage Bin/ Location (eg: allowing multiple items to be stored at the same Location).
- **Product Loop = OFF**. In this mode the terminal will cycle on the 3 prompts for: Storage Bin/Location - Product Code - Quantity

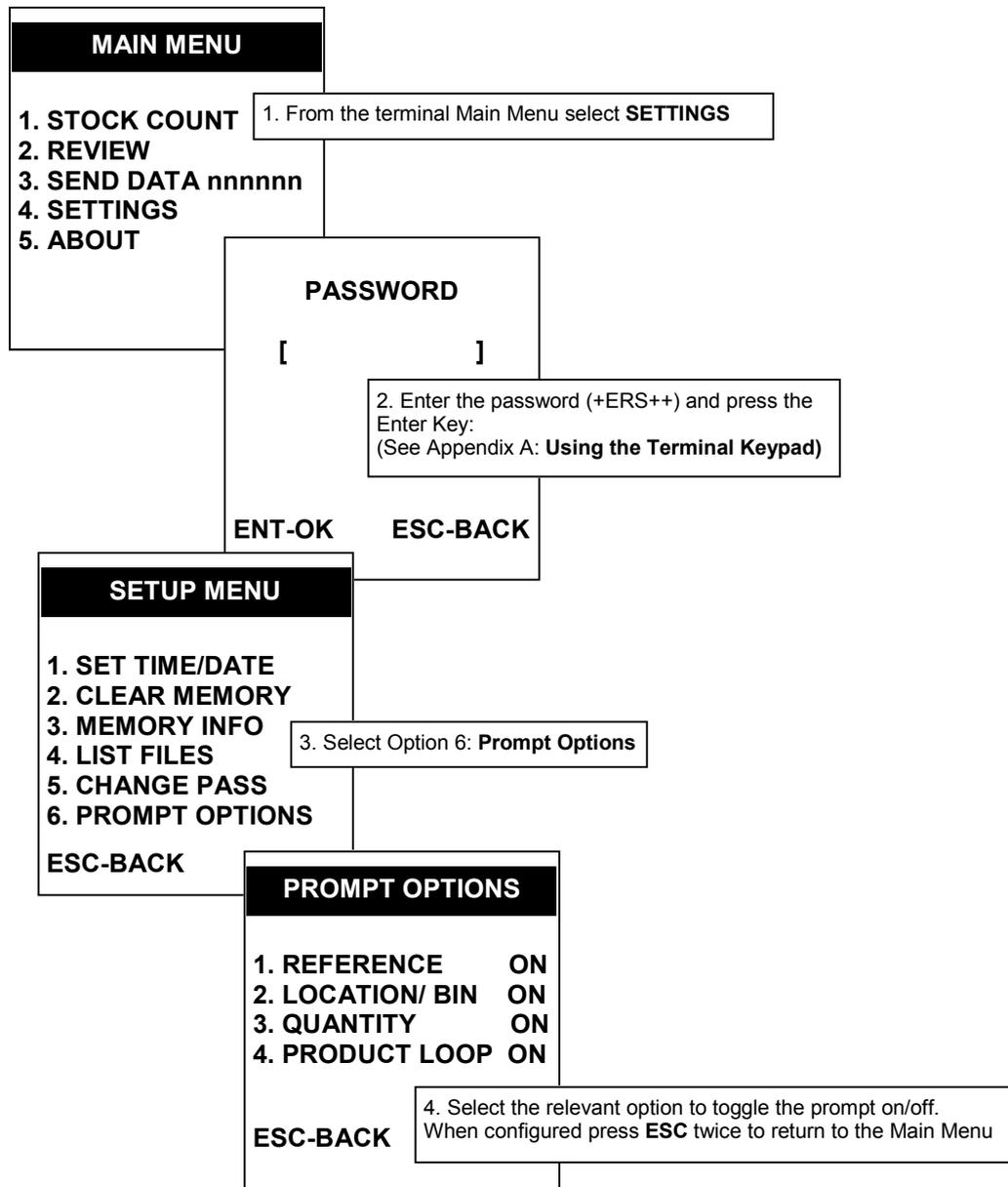
Note: Both the 'Product Loop' settings above are equivalent if prompting for Storage Bin/ Location is turned OFF.

The prompt configuration options are summarised schematically below:



3.2 CONFIGURING THE TERMINAL PROMPTS

The prompt sequence for the terminal may be configured from the terminal 'SETTINGS' menu as shown below:

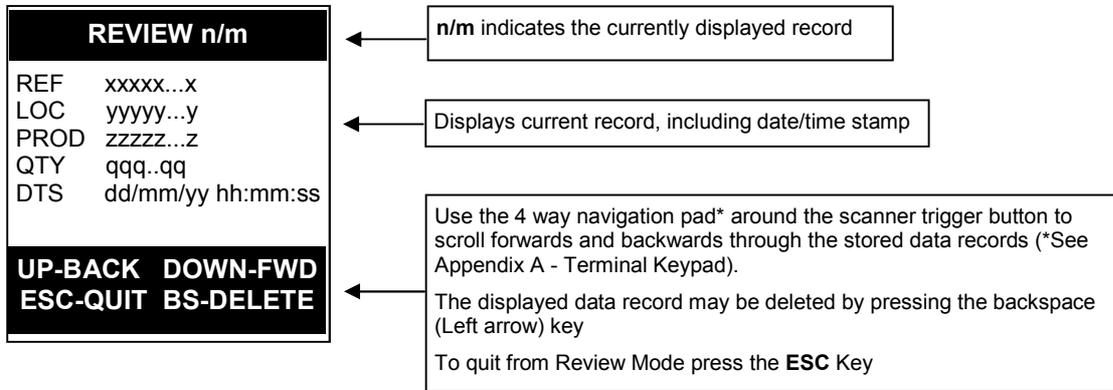


4.2 REVIEWING STORED DATA

Stored Data may be reviewed and individual records deleted if required.

The review mode may be accessed from the Main Menu (Option 2) or by pressing the Fn and 9 keys whenever F9-REVIEW is displayed on-screen.

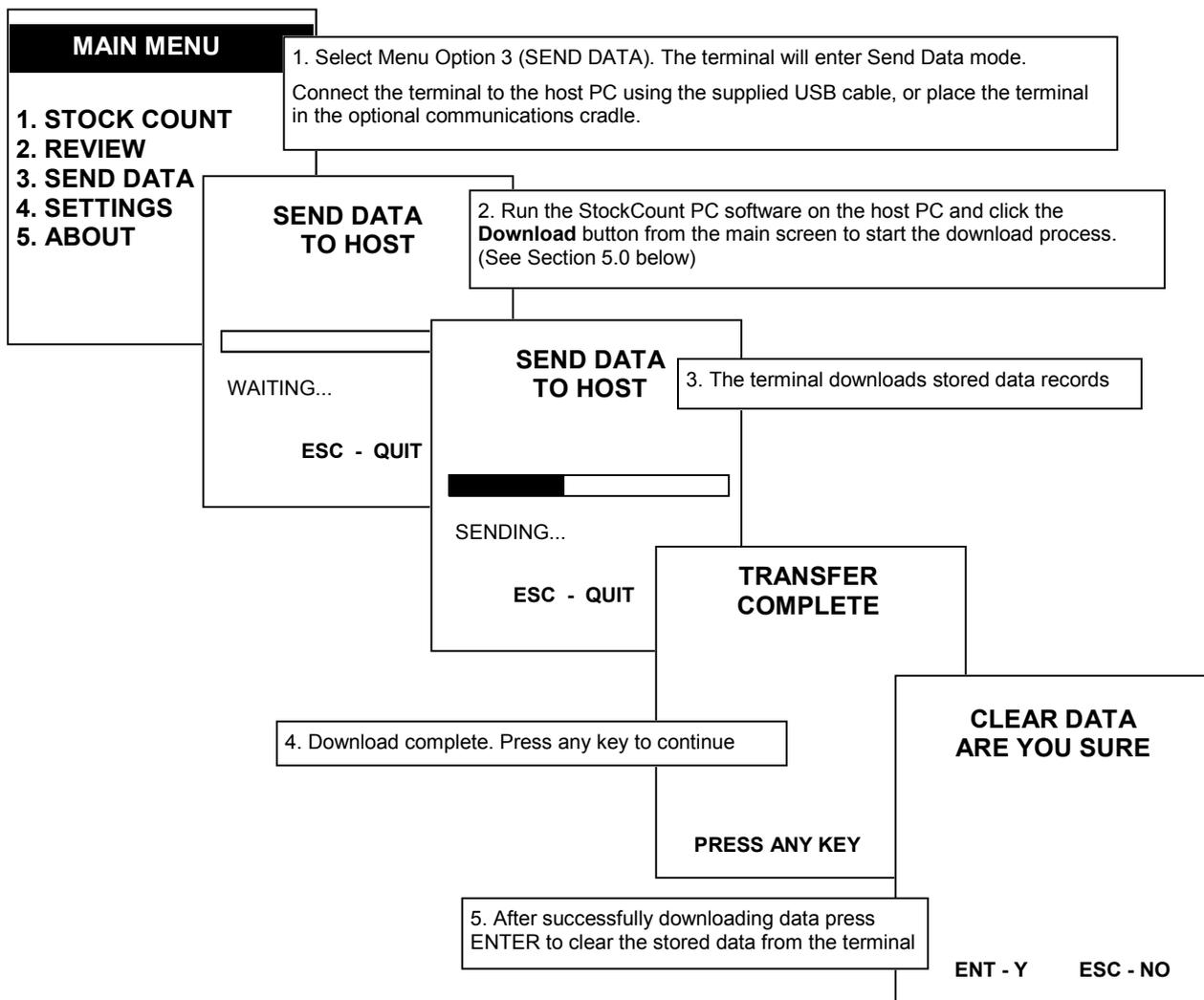
The general format of the Review mode screen is shown below:



4.3 DOWNLOADING STORED DATA

From time-to-time the stored stock count data may be downloaded from the terminal to the StockCount PC software.

To download stored data return to the Main Menu, select Menu Option 3 (SEND DATA) and proceed as follows:



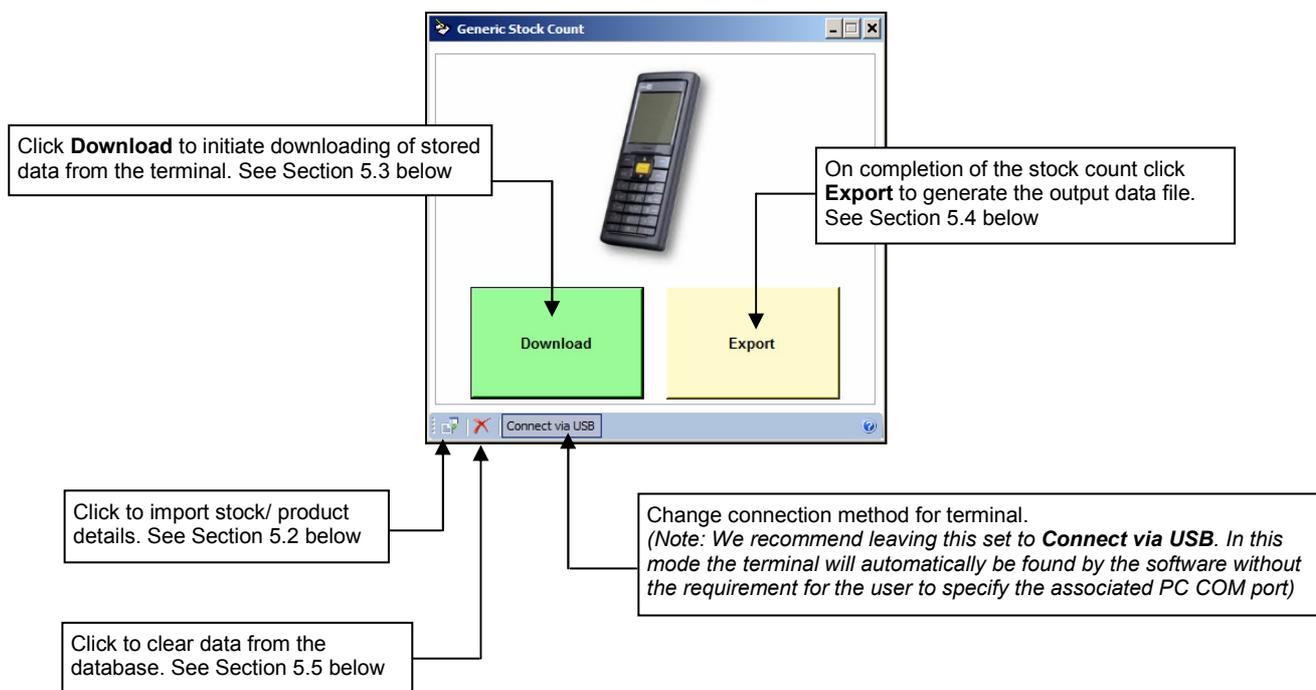
5.0 STOCKCOUNT SOFTWARE FOR PC

A software application for Windows is provided to allow the stored Stock Count data records to be downloaded from the terminal(s) and to allow the stock count data to be output as an Excel compatible data file.

Stock count data downloaded from the terminals will be written to a database on the PC to await subsequent exporting of the output file. Thus the terminals may be downloaded from time-to-time as convenient during the course of the stock count if desired (ie: the entire stock count does not have to be completed before downloading).

5.1 USING THE STOCKCOUNT PC SOFTWARE

When initially executed the software will display the following main screen:



5.2 IMPORTING STOCK DETAILS

The details of stock items being counted may be imported into the PC download software. These details may include for example Description, Supplier, Units, Colour, Weight, Size, Value etc. and will be included in the output data file.

Up to 20 data fields may be imported from a simple csv text file. Each data record in the file **must** start with the Stock code of the item, however the subsequent data fields may be freely chosen as required.

The file must contain an initial header record followed by individual stock records containing the required stock details.

An example format is shown below:

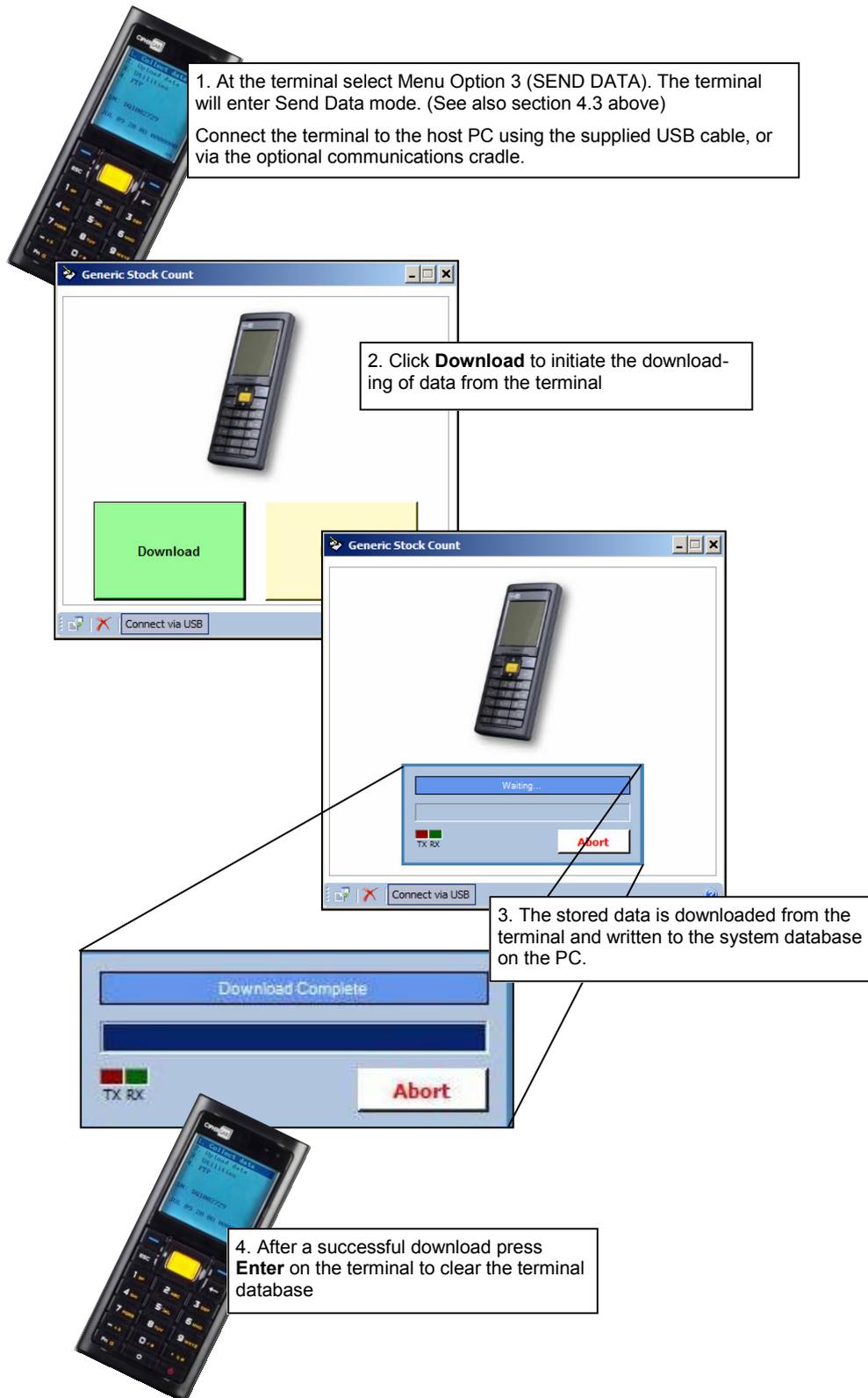
```
Stock Code,Description,Supplier,Units,Unit Value
11586,OPN2001 Barcode Memory Scanner,Opticon,each,£97.00
11789,OPR3201 Barcode laser Scanner (USB),Opticon,each,£69.36
QW2120-BKK1,QuickScan Lite Barcode imager,Datalogic,each,£56.02
ABC123-L,Large Widget,ACME Widget Supply,each,£1.55
```

Note: The Stock code will be the code which will be entered at the terminal in response to the Scan product prompt.

The relevant product details will be matched with the downloaded stock count data from the terminals and will be included the output data file for each stock item counted. If no Stock details are found for any downloaded item then the stock details for this stock code will be blank in the output data file. The stock details will be included in the same order in which they were included in the import file. (see section 5.4.1 below).

5.3 DOWNLOADING DATA FROM THE TERMINALS

To download stored stock count data from the terminals proceed as follows:



5.4 GENERATING THE OUTPUT DATA FILE

On completion of the stock count an Excel compatible data file may be generated containing all the counted items.

In generating the output data the quantity shown for each item will in general be the totalised quantity (ie: if the item was counted multiple times the output file will contain a single line for this item with the total counted quantity). Note however that in the case where the terminal is configured to capture the Storage Location/ Bin then in this case the system will provide a totalised count for each storage Location/ Bin.

Where stock details have been imported (see section 5.2 above) the output data file will also contain these details.

The format of the output file is summarised in section 5.4.1 below.

To generate the output data file click **Export** from the main program screen and proceed as below:

1. Click **Export** to output the stock count data file

2. From the drop down list select the Stock Count Reference for which output results are required, or **ALL** to output results for all stock count references.
Note: If a Stock count is performed without entry of a Stock count Reference this will appear in the list as **No Reference**

3. Browse to the required location for the output data file and specify a filename (or leave the default Export.csv). Click **Save** to write the file.

4. The file has been successfully created. Click **OK** to continue

5.4.1 DATA FILE FORMAT

The output data file may be written as a simple CSV text file or may be created in Excel2007 (xlsx) format.

The output file will include a single record showing the total count for each distinct Product Code/ Location/ StockCount Reference, and will include any imported Product details for the item. (See Section 5.2 **Importing Stock Details**)

If the output file is created in XLSX format, and contains data for multiple Stock Count References then data for each Reference will be grouped into separate sheets with the relevant reference used as the sheet name.

The output file will contain data in the following order:

[Scan Date] [StockCount Reference] [Location] [Product Code] [Imported Stock Details] [Total Count]

Note:

- 1) If Stock Count Reference or Location are disabled at the terminal these fields will still be included in the output file but will be blank.
- 2) The individual data fields from the Imported Stock details will be included in the output file in the same order in which they appear in the import file.

Example of an output file generated in XLSX format, and including imported Description and Value:

	A	B	C	D	E	F	G
1	DTS	Reference	Location	Product Code	Description	Value	Total Qty
2	08/01/2014	COUNT01	B01-02	1070-USB	1070 low cost CCD	28.50	59
3	08/01/2014	COUNT01	B01-03	11586	OPN2001 barcode data collector	97.00	127
4	08/01/2014	COUNT01	B02-07	11789	OPR3201 Laser Scanner with stand	69.36	28
5	08/01/2014	COUNT01	B03-11	MK9520-37A38	MS9520 Voyager laser scanner	87.75	34
6	08/01/2014	COUNT01	B05-32	OPR-3301-KIT	OPR3301 Bluetooth Scanner Kit	275.89	10
7							
8							
9							
10							

Count Date, Reference, Location and Product Code from data entered at terminal
Note: In this example the Excel sheet name for this data will be COUNT01 (ie: same as the Stock Count Reference)

Imported data fields inserted here

Total count for this Product/ location/ Reference

5.5 CLEARING THE DATABASE

To clear stock count data from the PC database proceed as shown below:

1. Click to clear data

2. Select 1 or more Stock Count References from the list (or select ALL) to be cleared from the database and click **OK**

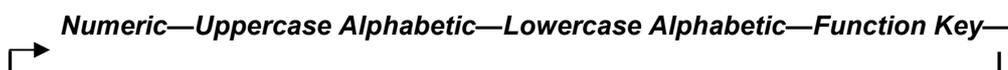
3. Click **Yes** or **No** as required to confirm clearing of data

4. The selected data has been cleared. Click **OK**

APPENDIX A THE TERMINAL KEYPAD



Note: The Fn/Alpha key will cycle the keypad between the following 4 data entry modes:



APPENDIX B. CHARGING THE TERMINAL BATTERY

The CPT8200 batteries will be charged whenever the unit is plugged onto a PC USB port or connected to the terminal charger.

We recommend fully charging the CPT8200 in the following circumstances:

- On initial delivery
- Prior to performing a stock count
- After an extended period of no use

APPENDIX C. SYNCHRONISING THE TERMINAL CLOCK

The terminal real-time clock will be synchronised to the current PC clock whenever the terminal is connected to the PC StockCount software.

We recommend synchronising the terminal real-time clock in the following circumstances:

- On initial delivery
- After an adhoc local time change (eg: BST), or moving to a new time zone
- If the terminal batteries become fully drained, or if for any reason the terminal time drifts significantly from the correct time

APPENDIX D. CHANGING THE TERMINAL SPEAKER VOLUME

The speaker volume may be changed from the CPT8200 System menu as follows:

1. Power the terminal ON while pressing and holding the 7 and 9 keys.
The terminal should boot into the System Menu.
2. Select Menu Option 2 (Settings)
3. Select Menu Option 7 (Speaker Volume)
4. Now use the keypad 4 way navigation pad (Up/Down) to increase/decrease the volume

APPENDIX E. TERMINAL SETTINGS MENU

Option 4 (SETTINGS) from the terminal Main Menu provides access to various configuration and engineering functions. The SETTINGS option is not required during normal operation however is summarised here for reference.

To access SETTINGS select Menu Option 4 from the terminal Main Menu and enter the SETTINGS password (Default password = +ERS++). The following menu options are available:

- | | |
|--------------------------|---|
| 1. SET TIME/ DATE | The terminal clock will automatically be synchronised to the StockCount PC when downloading data, however a facility to manually update the clock is available under Menu Option 1 |
| 2. CLEAR MEMORY | Stored stock count data will automatically be cleared from the terminal after successful downloading. Menu Option 2 provides a manual facility to clear the database, allowing ad-hoc clearing of the terminal database, if required. |
| 3. MEMORY INFO | Displays used/ free memory |
| 4. LIST FILES | Lists data files currently stored on Timer |
| 5. CHANGE PASS | Allows the SETTINGS Password to be changed |
| 6. PROMPT OPTIONS | Allows configuration of the Stock Count prompt sequence (See Section 3.0 above) |

APPENDIX F. USING IMPORTED DATA TO DETERMINE TOTAL STOCK VALUE/ STOCK DISCREPENCIES

If required Excel formulae can be used to quickly determine stock variances or stock total values from unit stock values or expected stock levels included in the imported stock details.