

Barcode Scanner

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Getting Started

Technical Support

Welcome to the instructional manual for the IT3875 Wireless Barcode Scanner module within the Eagle Business Management System (EBMS). In the sections following, explanations and examples of the available features within the Barcode Scanner will be explained. If you need to reach our staff for further help, contact us using the information below:



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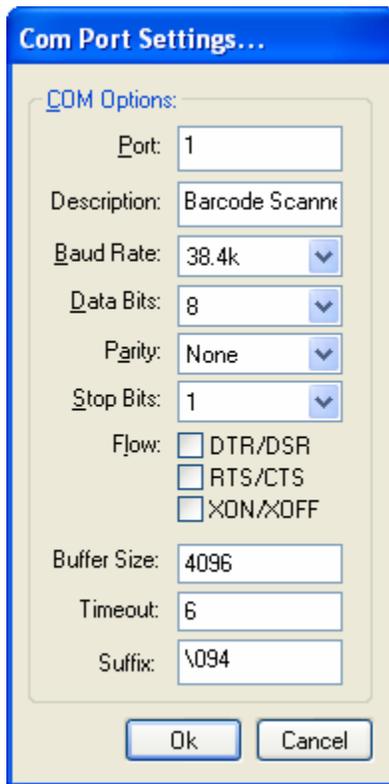
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Scanner Configuration

Take the following steps to setup a barcode scanner within EBMS:

1. Start EBMS
2. Go to **File>System Options**
3. Select the **Scanners** Tab
4. Click the **Add** button

To change the settings on a scanner that already exists select the Scanner and click **Properties**. To remove a scanner entry click on the **Delete** button.



5. In the **Properties** dialog box enter the following settings for your Scanner as shown above:

- **Port:** <Com port that the Scanner is plugged into>
- **Description:** Barcode Scanner
- **Baud Rate:** 38.4k
- **Data Bits:** 8
- **Parity:** None
- **Stop Bits:** 1

- **Flow:** <None checked>
- **Buffer Size:** 4096
- **Timeout:** 6
- **Suffix:** \094

6. Restart EBMS and the Scanner connection will be made when EBMS first starts up.

The Scanner has not connected properly if the following error appears: **Port – <port number> Communications Error: Access is denied.**

Login and Select a Mode

After the scanner is configured plug in the battery pack and the scanner will connect to the remote station with which it is associated. The scanner will give the user various prompts which will be covered in the following sections. For a list of possible error messages review the Scanner Messages section.

Login:

Prompt: **Scan Employee ID**



Scan or type in an employee ID. The employee ID's are found by going to **EBMS>Payroll>Employees**. If the ID is valid the scanner will beep once and the prompt will change. If the employee ID is invalid, the scanner will make an error sound. If the EBMS Timecard module is used by the company, the timecard login can be used as well.

Select a Mode

Prompt: **SELECT A MODE**



This is the menu which allows the user to select the mode to work in. The modes are as follows:

- **Shipping**
- **Receiving**
- **Point of Sale**
- **Inventory**
- **Whse Transfer** (Warehouse Transfer)

Select a mode to continue by scrolling with the up and down arrows, and pressing Enter to select. The other option is to select the mode by pressing the corresponding number (1 for the first item in the list, 2 for the second, etc).

Using the Scanner

Basic Functionality

Command Index:

- **Up Arrow** Scroll Up
- **Down Arrow** Scroll Down
- ***** Log Out/Reset
- **BK** Backspace (to erase a character that you typed)

Note – the function **FN** key does not work like a shift key, but more like a Caps Lock key. Press the **FN** key and an image will appear in the lower left hand corner of the scanner display. This means the next key that is pressed will have an alternate function as shown below:

- **FN + 7** Send the saved data (requires connection)
- **FN + 6** Process the current order
- **FN + 5** Go to the **SELECT A MODE** Menu
- **FN + 2** Print the current Order
- **FN + Up Arrow** Switch Types – between History and Counts (Inventory Mode)
- **FN + Down Arrow** Switch Prompt
- **FN + Enter** Change Contrast (use the arrows, any key to exit)
- **FN + BK** Turn on the Scanner's backlight

Input letters or characters into the scanner

To type letters or characters (other than numbers) using the Scanner follows these steps.

1. Press and hold the button that contains the letter/character to be entered.
2. Press the scanner trigger until you see the character you wish to type.

To type numbers, simply press the button with the corresponding number on it.

3. Press the **Enter** button on the Scanner to input the typed data.

Shipping or Receiving Mode

In either Shipping or Receiving Mode, the user is able to scan/enter a PO, SO, or Task.

Scanning a Task

- If the Task is associated with an SO, the scanner will switch to Shipping Mode and open the SO.
- If the Task is associated with a Job, it will create a new Job Transfer and open it.

Note: this only works if the company has the Job Costing module and is running EBMS version 7.0 or newer.

- If the Task is not associated with an SO or a Job, the scanner will create a new SO and open it. After the Scanner has opened the order the user will receive the next prompt.

The user is also able to scan a vendor or customer barcode at this prompt. If a customer barcode is scanned in the **Shipping Mode**, a new order will be created for that customer. The same applies for a vendor in **Receiving Mode**.

A new invoice can also be created from the scanner if you enter a 1 in the **Shipping Mode**. In order for this feature to work, a Default Customer must be set. Go to **Sales Options > Barcode Scanner** tab to set a default customer. The new invoice will have that default customer associated to it.

Take the following steps to enter a sales order:

1. Prompt: **Scan/Enter Order**
2. Scan a barcode or type in the Invoice/Order number. If the input is valid, the scanner will beep once. If it is invalid the scanner will give an error sound.
3. The next prompt including the order number and Customer/Vendor will appear on the screen
4. Prompt: **Scan/Enter Item or Quantity**
5. Scan a barcode to enter an item. When the prompt contains **Q**, the value that is typed in will be interpreted as a quantity.
6. A default Quantity of 1 appears on the left side of the bottom of the prompt: **Q:1**. Type a quantity and press **Enter**. The number will adjust to correspond to your amount, so that you are always aware of the quantity that will be applied to the next item that you scan.
7. When all the items are entered and the sales order is complete press **FN + 6** to process, **FN + 5** to go to the menu, or scan the next order.

Negative Quantity

The user is able to enter a negative quantity, but after each item added or changed, the quantity will return to 1.

In order to change the default quantity to -1, the user must type a minus and press the **Enter** key. Review the [Basic Functionality](#) section for more details on how to type a minus sign. This takes you to the Return Mode. All of the quantities entered in the Return Mode will be

changed to negative. This will be reflected by the prompt: **Q:-1**. Type a plus and press the **Enter** key to switch out of the Return Mode.

Note: The scanner always assumes the **default** unit of measure for the inventory item on the invoice. A new line will be created if the unit of measure barcode is scanned and there is no detail line that matches that item and unit on the invoice. In order for this feature to work go to **Sales>Options> Invoices and S.O.s** tab and set the **...combine lines when duplicate items are entered** option to **Never**. To combine all the lines with matching inventory, regardless of unit of measure, go to **Sales>Options> Barcode Scanner**, and check the **Combine lines with the same item on Orders** option.

Entering Inventory ID's manually

To type in an Inventory ID manually, press the **FN** button and then press the down arrow. The prompt will switch showing **ID** instead of the previously shown **Q**. This indicates that the typed data needs to contain an inventory ID instead of a quantity. If the inventory item is valid, the scanner will beep once and the item will appear on the screen. If the inventory item is invalid, an error message will flash on the screen. For more information about specific error messages, review the **Scanner Messages** section.

Scan a warehouse to change a current order to that warehouse. This can only be done if the Warehousing module is included in the company's EBMS. Note that this will work only with Sales Orders and Job Transfers. The user can also scan an employee ID to log out, or an Invoice/Task to switch to it.

Point Of Sale Mode

Prompt: **Scan/Enter Data**



The POS Mode sends all scanned values to the computer as if they were entered through the keyboard. The **POS Mode** simply "types" the value on the keyboard. For example: if Notepad is open, whatever values are scanned will be typed into Notepad. Make sure the user is near the terminal to which the scanner base is connected before scanning in the **POS Mode**.

To scan orders directly into EBMS, EBMS should have the current focus (indicated by a colored title bar) and an unprocessed order should be open. This mode is designed for ease of item entry, into orders, in a point of sale situation.

To validate the items before they are sent to the invoice, go to **Sales>Options>Barcode Scanner** within EBMS and check the **Validate items before entering them in the current record** box under **POS Mode**. On the other hand to not do any precursory validation make sure this box is unchecked.

Inventory Mode

1. Prompt: **Scan/Enter a Warehouse**



2. Type in the Warehouse name, or scan a barcode. A single beep and a green light mean that the entry is valid. An error sound (4 beeps) and a red light indicate that the warehouse was not entered properly.

This prompt will only appear if the company has the Multiple Warehousing module and more than one Warehouse. If the Multiple Warehousing module is included in your EBMS software and this prompt does not appear, it is because there is only a single Warehouse and the scanner has already selected it.

3. Prompt: **-INVENTORY MODE-**



This is the menu which allows the user to select the type of Inventory editing that will be done. This list contains the following:

- **Adjustments** - Make immediate adjustments to the **On Hand** amount. These adjustments are relative (adds to the current **On Hand**).
 - **History** – View the History of an item.
 - **Ordering** – Set the quantity ordered for an item.
 - **UPC Association** – Associate UPC's with inventory ID's.
 - **Print Labels** – Print labels for an item.
 - **Counts** – Make absolute **On Hand** changes. The user can count inventory that is spread out in a warehouse.
4. Select a type to continue by scrolling with the up and down arrows
 5. Press **Enter** to select.
 6. Prompt: **Scan/Enter Data**

ID> or **Item>**

Barcode Scanner



7. Scan or type an Inventory ID If the prompt contains **ID** or **Item**.

Counts or History mode



To switch the prompt within **Counts** or **History Mode** to **Q Ord** or **Adj Q** press **FN** and then the down arrow.

- **Q Ord** (Quantity Ordered) - the input value will change the **Quantity Ordered**.
- **Adj Q** (Adjustment Quantity) - the input value will adjust the **Quantity**

Note: This adjustment is the amount added to the current On Hand –to decrease the current value, enter a negative number

After making the change, the screen will refresh to show the new values (the Quantity Ordered change data is not displayed).

Whenever an adjustment is made, the date and user are recorded on the Inventory item. Go to **Inventory > Inventory Items**, and double-click an item to view it. Go to the **Last Check Date** tab.

If the EBMS Warehousing module is included in the company's EBMS, the user will see a list of warehouses, with the user and last checked date. If the company does not have the Warehousing module, the user and the last date that this item was checked, will be displayed. To set these fields without changing the item's count, use the scanner to make an adjustment of 0 (zero).

Create Items

This mode is used to create new inventory items directly from the scanner.

1. Prompt: **Scan/Enter ID**. The scanner will ask for an inventory ID. This can be anything that can be typed or scanned, but it must be unique – the scanner will display an error if it is not. **Note: the item is created once it accepts your ID!**
2. The scanner will prompt you to enter a Description of the inventory item you are creating. Enter 0 (zero) if you do not wish to enter a description.

3. The scanner will prompt you to enter the cost, which should be entered by using the keypad – the decimal point is on the 9 key.
4. The scanner will display the results on the screen and another inventory item can be created.

UPC Association

If you are in **UPC Association**, the prompt will initially say **Item**. Enter an **Inventory ID** and the scanner will beep and switch the prompt to **UPC**. Scan the UPC that will be associated with the Inventory item that you just entered. After you scan the UPC, the associated item ID and UPC will appear on the screen.



PRINT LABELS

To print labels enter the quantity of labels to be printed first, and then scan the item. For more details on the quantity prompt, review the Shipping or Receiving Mode section.

Inventory Counts



This mode is designed for scattered inventory. **Adjustments** mode allows the user to count the total quantity of an item and make a relative adjustment to the on hand amount. **Counts** mode, however, allows the user to make cumulative adjustments, which determine the absolute count of the inventory item. This is ideal for inventory that is in multiple locations around the warehouse.

Like **Invoice Item Entry** and **Print Labels** mode, the quantity that was counted is entered first, and the item is scanned afterwards. Unlike **Adjustments** mode, these changes in count are not immediately made. They are kept in a separate table, which can be viewed by going to **Inventory > Adjust Counts Received from Scanner**. A dialog box will appear which shows the current counts on any specific item. This table can be used to change any counts that are incorrect.

The detail of the item can be shown – including the individual scans by double-clicking on a line's record selector. Click the **Adjust All Items** button and the adjustments will be made.

Note: the count for the item will be adjusted to match the quantity on the screen.

Scanner Messages

The following are messages that the user may encounter while using the barcode scanner:

- **Amount Change Not Permitted**

The option **Inventory ordered amount can be changed** is not turned on. See Item Not Found On Order.

- **Adjustment Not Permitted**

The option **Inventory counts can be adjusted** is not turned on. See the Item Not Found On Order.

- **Association Not Permitted**

The option **Inventory items can be associated with UPCs** is not turned on. See Item Not Found On Order.

- **Customer Not Found: <Customer ID>**

The scanned customer was not found in the EBMS system.

- **!DISCONNECTED! -Item Saved-**

The Scanner is equipped with the ability to save up to 30 item inputs while it is disconnected. The scanner becomes disconnected when the base is not powered or the Scanner moves out of range of the base. If an item is scanned while disconnected the scanner will beep three times and the light will flash red or orange. The Scanner will send the saved items once the connection can be made again.

Since there is no validation while the Scanner is disconnected, it will validate each of the items once the Scanner regains connection. It will display each item, and the message the user would have received (valid or invalid, or updated data). At this point, the only option is to press **1** to continue. The Scanner will inform the user of any incorrectly entered data. It is advised that the user make note of these incorrect items as they are displayed, so that the errors can be corrected when the scanner finishes displaying the sent data.

After the scanner has regained connection, move to the menu or send the saved data. Review the Basic Functionality section for more details. Reset * will also cause the saved data to be sent. This must be done BEFORE the barcode of another base is scanned. The items are stored on the scanner itself, and scanning the base barcode will reset the scanner

- **Entry Is An Invalid Number!**

The system attempted to make an adjustment to an Inventory item using an invalid number. Contact Eagle Business Software.

- **Error Creating Inventory Item**

There may be problems with the folder defaults for the **Default New Inventory Item** folder. Try creating a new inventory item in this folder (do not specify any information except inventory ID). If this does not work, resolve any issues that came up when creating the inventory item. The system should now be ready to create items from the scanner

- **Invalid Input: <Data>**
The data entered is not valid.
- **Invalid Whse: <Warehouse ID>**
The scanned warehouse is not valid.
- **Item Exists: <Inventory ID>**
A new inventory item cannot be created because the inventory ID is already being used.
- **Item Must Be Track Count: <Inventory ID>**
All items added to warehouse transfers must be track count items
- **Item Not Found: <Inventory ID>**
The inventory item ID entered is invalid.
- **Item Not Found On Order: <Order Number>**

If the user is in the Shipping mode: the option **Items can be added to Sales Orders**, within EBMS, is not checked. To turn this option on go to **Payroll>Employees**. Select an Employee and go to the **Barcode Scanner** tab. Check the option; **Items can be added to Sales Orders** to add items. Only items which are included on a Sales Order can be updated but not new items.

If the user is in the Receiving mode: the option **Items can be added to Purchase Orders** is not checked.
- **Items Exceed Ordered Amount!**

The option **Shipped (scanned) quantity can exceed ordered quantity**, within EBMS, is not turned on. See **Item Not Found On Order** above for more details.
- **Job Linked To Order: <Order Number>**

This action cannot be completed because there is a job associated with this order.
- **New Transfer Not Permitted**

With a warehouse transfer, the option **New warehouse transfers can be created from the scanner** is not turned on.

With a job transfer (only in Job Costing EBMS module), the option **New job transfers can be created from the scanner** is not turned on. See **Item Not Found On Order** message.
- **No Default Cust Specified In Sales Options**

There is no Default Customer set in EBMS. To set a default customer go to **Sales>Options>Barcode Scanner**.
- **No Default From Warehouse In Sales Options**

There is no **Default 'From' Warehouse** set in **Sales>Options>Barcode Scanner**.

- **No Default Inventory Folder Set In Sales Options**

A new inventory item cannot be created because there is no **Default New Inventory Item Folder** set in sales options.

- **(No Reply)**

The scanner did not understand what to do with your last scan. Contact Eagle Business Software.

- **Order Could Not Be Created.**

This error occurs if the user scans a customer or vendor barcode (in Shipping or Receiving Mode, respectively), but an error occurred and the order could not be created.

- **Order Is Closed: <Order Number>**

The order has been processed. If the order was unprocessed before, then someone in the system has processed the invoice since.

- **Order Not Found: <Order Number>**

The order number is invalid. If the order number was valid when the item was scanned in before, then the invoice has been deleted.

- **Quantity Exceeds Min/Max Limit: -99999 to 99999**

The range of valid quantities is -99999 to 99999 when using the scanner. The number you entered was either lower than -99999 or higher than 99999.

- **(Print Failed)**

There was an error when the system attempted to print/process the order. Contact Eagle Business Software.

- **-SO Completed-**

Process the Sales Order?

The system has determined that the order has been filled. Press 1 if you would like the order to be processed, or 2 to cancel.

- **-SO Incomplete-**

Create a Back Order?

The command for **Process** has been pressed, see the Command Index, but the order is not yet complete. Press 1 to process and create a back order, or 2 to cancel.

- **Trans Is Closed: <Transfer ID>**

The scanned/entered warehouse or job transfer is already closed.

- **Trans Not Found: <Transfer ID>**

The scanned/entered warehouse or job transfer was not found.

- **Vendor Not Found: <Vendor ID>**

The scanned vendor was not found in the EBMS system.

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