Barscan 50 Desktop Administrator

Instruction Manual

Contents

Overview

Barscan 50 Desktop Administrator is software system used with the Barscan 50 suite. Its purpose is provide admin features to the Barscan 50 system.

Typically this system is installed on a user PC who has the rights to setup users, review audit logs and provide admin functions to the system.

Installation

1. Log on to your computer as an administrator.
2. Run the setup file supplied for Barscan 50 Desktop Admin
3. To accept the terms and conditions, select the check box then click **Next**.
4. Click **Standard (recommended)** then click **Yes, begin installation**.
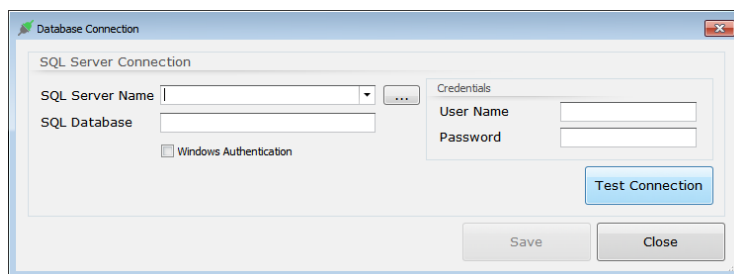
Setting Up

Launch the Desktop Admin installed on the PC. The splash screen to the right will take a few seconds to complete the load.
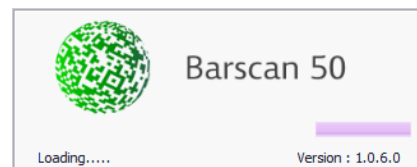
First Run

When running the system for the first time, the system will need the details for the SQL Server.

Input these details in the SQL Server Name and specify the database.

Note the Data Sync must be installed first to allow the database to create.

Select either Windows Authentication or specify a User Name and Password if not selected.

Press Test Connection to verify the connection and Save to complete the process.

First Log In

The desktop will request a PIN Login. The default for new installs is 0000. This can be changed at any time.
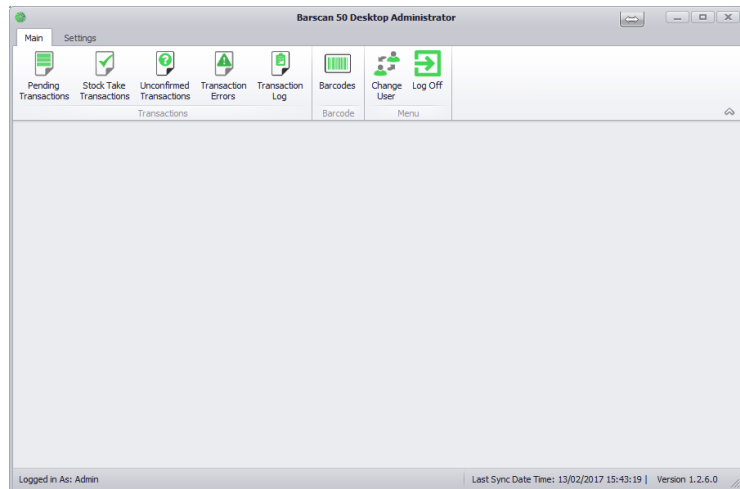
Main Menu

The desktop system provides admin function and audit review of the transactions posted by Barscan.
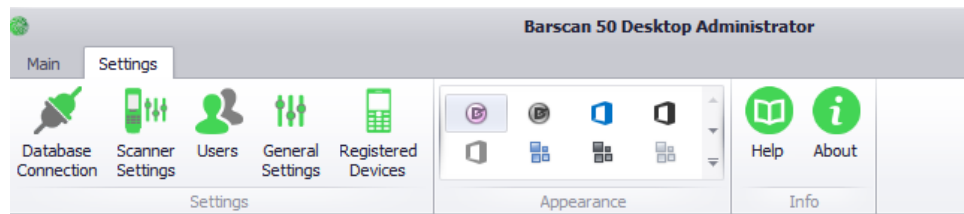
The top menu details main and settings

Along the end of the window is the current login user, date and time of the last data sync with Barscan and the current version number of the desktop software.

Settings Menu

The settings menu provides.

Database Connection

The database connection specifies the link to the SQL Server running Barscan.
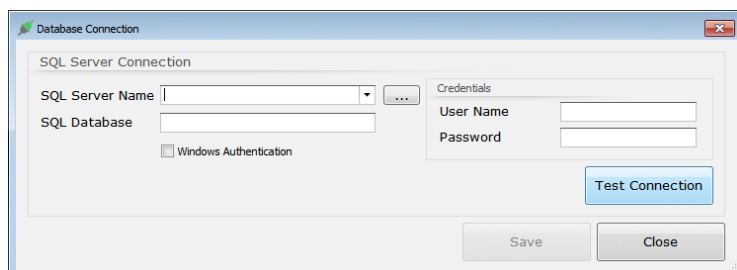
SQL Server Name – Input the network available SQL Server Instance.

SQL Database – This should be the same as the Date Sync database.

Windows Authentication – By Default switch this on and press test. If the connection fails, switch off and input the User Name and Password needed to gain access to the SQL Database.

User Name – This is a SQL User setup to access the SQL Database. Note this user should have read write access to the database.

Password – The password required to access the database.

Scanner Settings

Scanner Settings details the several options for the scanner, including installing a scanner, setting the scanner connection to the database and updating the scanner in the event of a system reset or upgrade to the system.
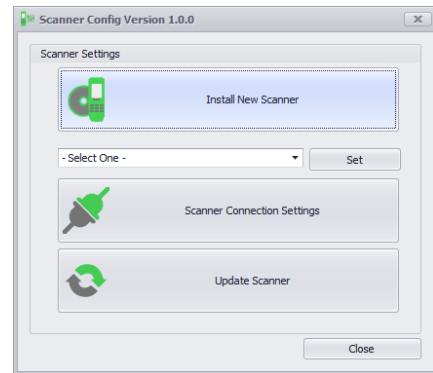
Install New Scanner – This process installs the software required to run Barscan Mobile. Ensure the scanner is docked in the cradle and the connection is established in Windows Mobile Device Centre

During this process the system will install the scanner to the device.

Step 1 – Launch Install

Confirm the setup by pressing Next on the screens that display. To the right is an example.
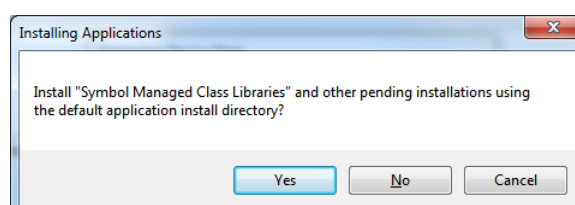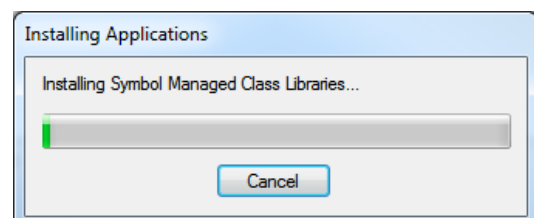
Step 2 – Installing

During the install process the system will detail the files being installed.

Step 3 – Complete the Install on the Device

After the main application has been loading a smaller window will appear. Select Yes for all prompts

Pressing this will open the final part of the install – Installing to the device.
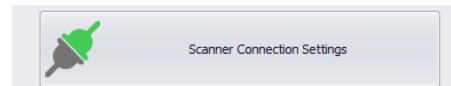
Step 4 – Verify Barscan 50 is on the desktop.

Barscan 50 should now be installed on the Device
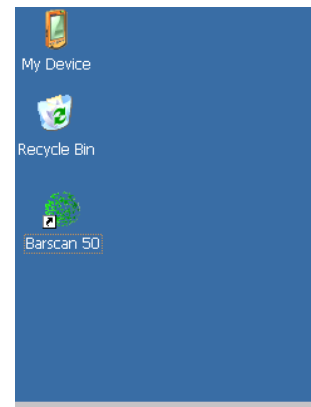
Step 5 – Set the Connection for the Scanner

Server Connection Settings is the setting that will download to the scanner so as it can access the database.

Pressing this button opens the connection details.

Barscan Mobile requires the Server, Database, User and Password to access the system. Note, you should create a user specifically for the Barscan system in the SQL Admin security.

Pressing Test confirms the connection. Pressing Save stores the details for transmission to the scanner.

Step 6 – Update Scanner

Update Scanner copies required files from the desktop system to the scanners hard drive. It is important to ensure you have the scanner docked and waiting at the desktop to receive the files.
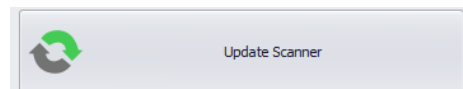
After pressing, the system shows the screen to the right. This is a confirmation screen that the device is ready to receive the update.

During the update server key files are transferred to the device such as connection settings and latest software updates. This process can take a few minutes per device.
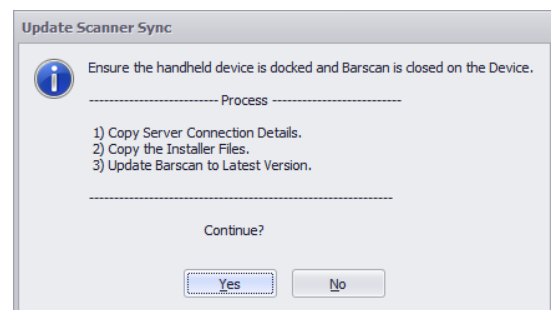
Users

In this screen, existing and new users can be configured for both Desktop and Device usage.
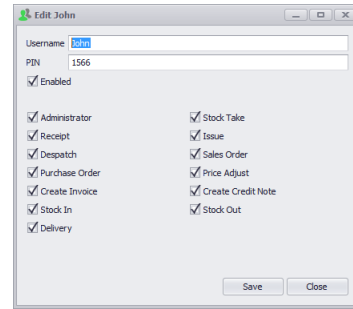
Double clicking a user opens the user config screen.

Each user can be issued a user name and PIN.

Each user can be assigned rights on the scanner system. This will either allow or prevent access depending on the selection.
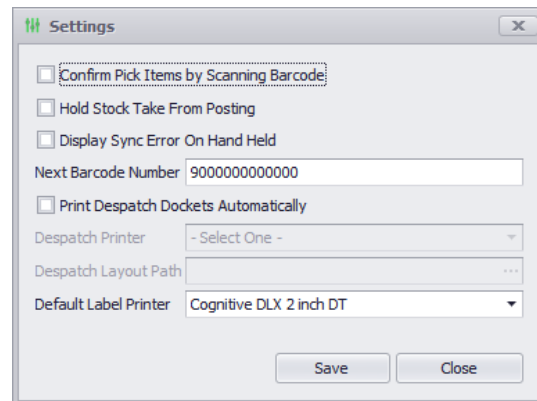
General Settings

The general settings details how the scanner and posting system are setup.

Confirm Pick Items by Scanning Barcode

When set, the operator of the scanner must scan confirm the product when performing a pick for a sales order. This only applies when a barcode exist for the product in the database.

Only Show Allocated Orders for Picking

Held for future release.

Hold Stock Take from Posting

When set to true, stock count transactions are held for review before posting to the Sage system. This allows for variance reporting as well as providing a record of the count.

Display Sync Errors on Hand Held

When set to true, any issues when posting Barscan transactions to Sage will be notified to the hand held user. This prevents unknown issues going un-noticed on the system.

Next Barcode

If a Barcode is required for a product using the label production system, Barscan Manager, the number displayed in this field will be used.

Print Despatch Docket Atomically

This ties back to the Sage delivery docket. When an order is marked as despatched, the system will automatically send the selected delivery layout to the selected printer. Note, the printer must be visible from the Data Sync Service as well as the selected layout file. In both cases a network address is required.

Despatch Printer

The printer to which the despatch docket will print when set.

Despatch Layout Path

The location of the Sage Despatch docket layout file.

Default Label Printer

This defines the printer to use when printed item labels.

Registered Devices

This screen details the handhelds being used and actively registered on the system.

Appearance

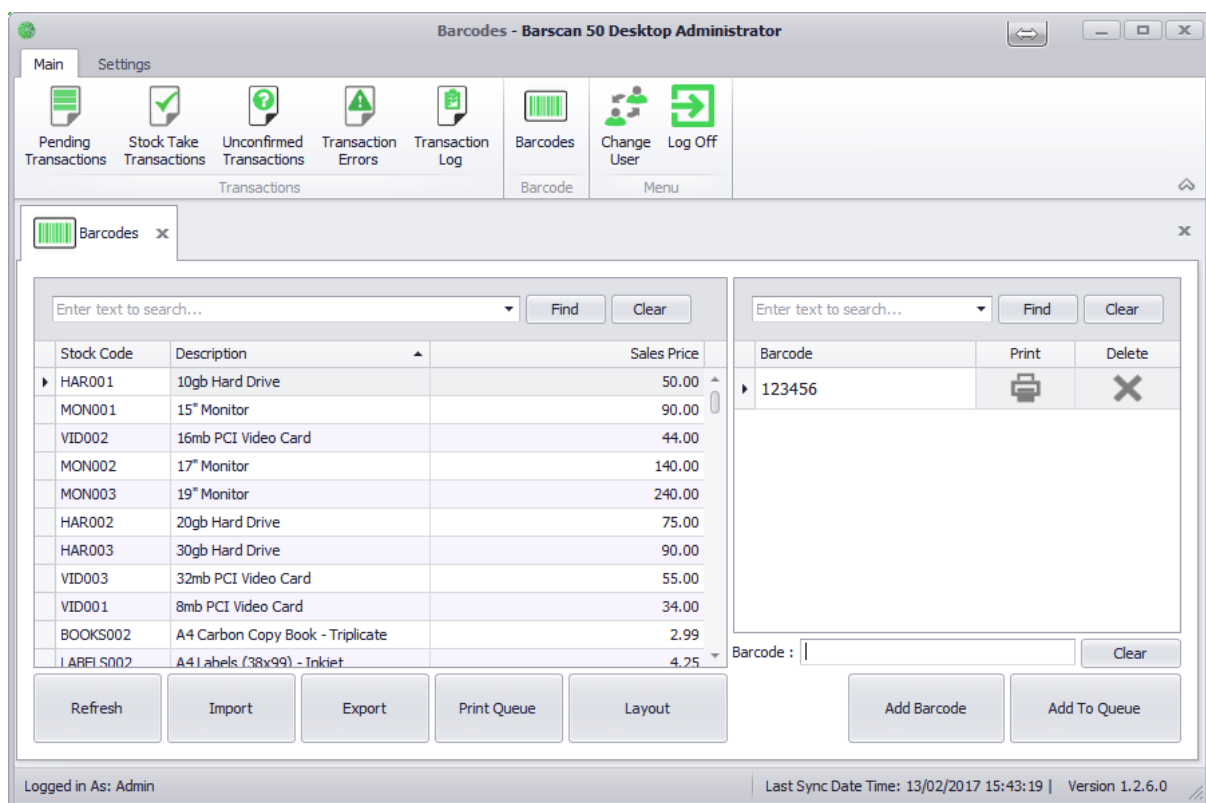This alters the look and feel of the software system.

Help

The help section provides details for the sync, desktop and scanner systems.

About

Software Provider and license system.

Barcodes

The Barcodes screen allows the user edit, add, print and delete barcodes assigned to products.

The screen has several features.

Find Boxes – Search by keyword the stock file.

Grid of stock data – Sortable list of the stock.

Barcodes for the selected item – Unlimited barcodes.

Import – Import from excel product barcodes.
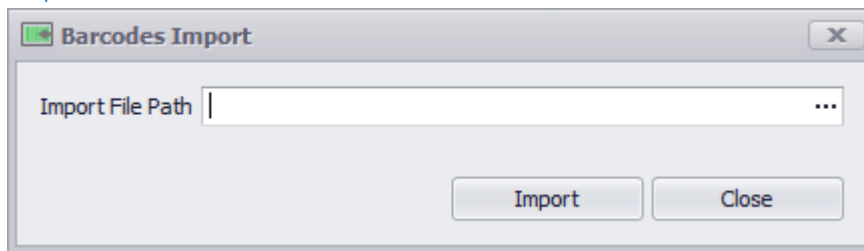
Export – Export the stock list to excel.

Print Queue – Add stock items to the queue to print.

Layout – Adjust the label layout.

Add Barcode – Add a new barcode to the selected stock item.

Add to Queue - Add the selected barcode to the print queue.

Import Barcodes

To import barcodes, simply create an excel file with Stock Code, Barcode in column A & B.

Browsing to the file will attempt to import the data. Should any errors occur the import system will prompt the user to open the file detailing the errors?
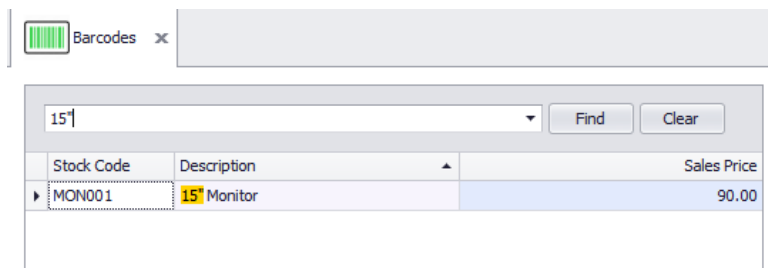
	A	B	C	D	E
1	HAR001	456789465			
2	MON001X	987654321	Stock Code Does not Exist		
3	VID002	7913456			
4	MON002	796541236			
5					
6					

Note, the system will not validate the barcode is in use already and will remove the barcode from the second item if the imported barcode is being transferred to another item.

Also note, that the barcode field in Sage is being transferred during the sync of the data. If importing a barcode it is advised to check the barcode field in Sage 50 to ensure it is not being used by another code.

Searching

To search for a product simply type in the find box. Any text matching the entered text will be filtered in the grid.
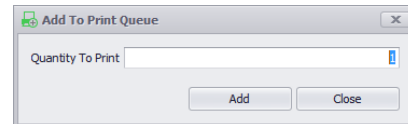
Print Queue

The print queue is a list of item and quantities to print to the label printer. Adding items to the print queue can be done via the Desktop or Mobile systems.

To add an item to the queue press Add To Queue on the Barcodes screen. In the Mobile software, simply press F2 when an item is selected or open the print item screen in the enquiries menu.
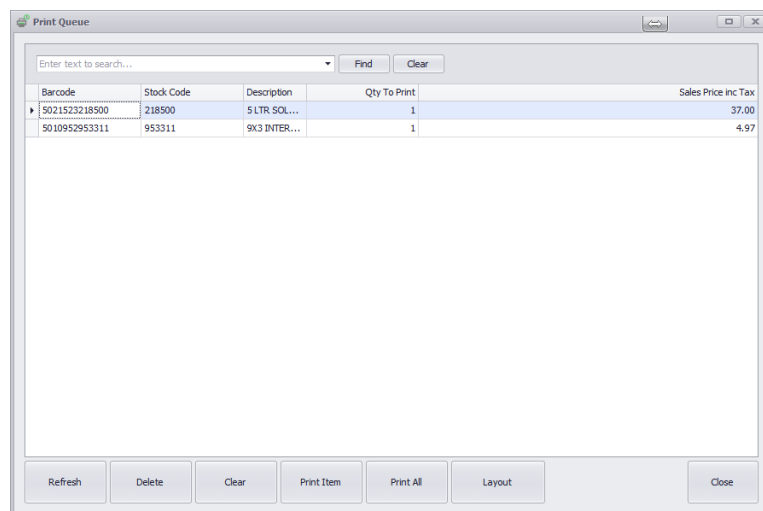

When adding to the print queue the system will request the number of labels to print.

In the print queue screen the labels to print are displayed.

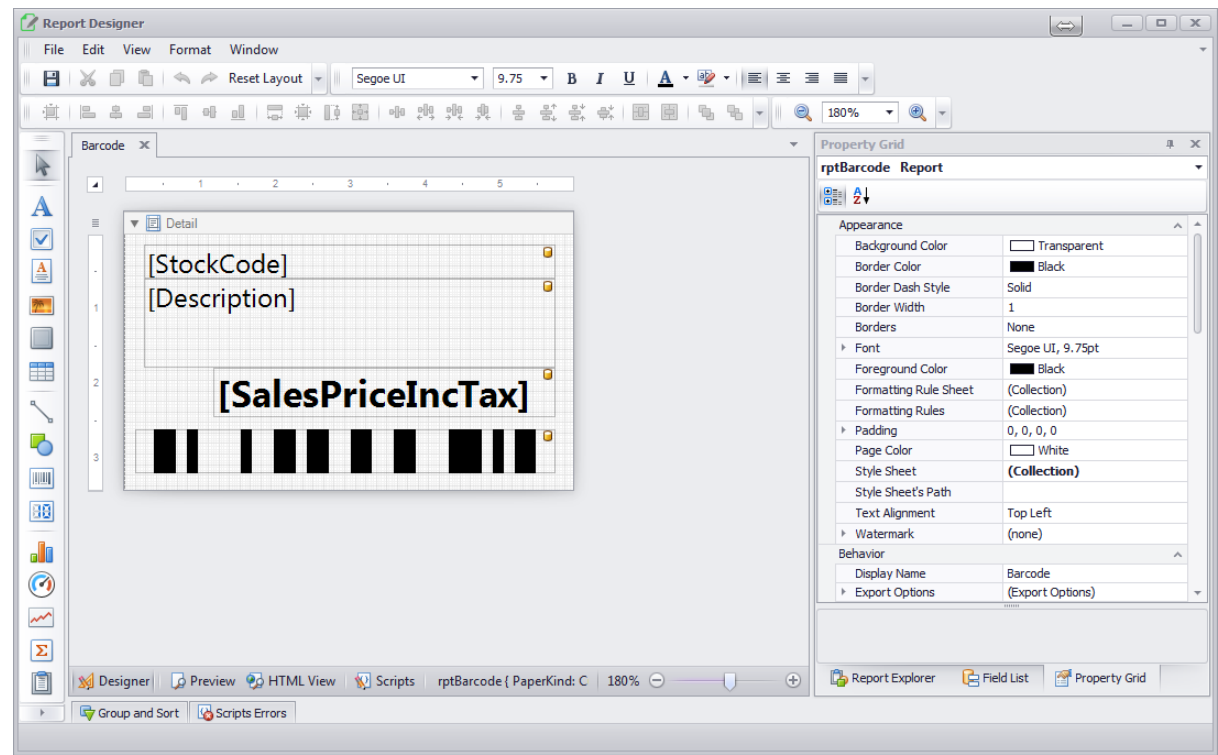Pressing print item or Print all will send the label to the printer.

Once done the system will prompt to clear the print queue. This is to ensure a good print.

Label Layout

Barscan 50 comes with 1 standard label layout. To edit the layout press the layout button in the Print Queue. This will open the report designer.

The key elements to designing the label is size, margins and data content.

On the right side of the screen is the properties for the selected element of the report. In the screen above the report (rptBarcode) is selected.

In the properties section is the units of measure for the

label. In the default this is set to Tenths of a Millimetre.

Scrolling down details the paper size.

In the example, the margins are set to 0, the

page Height is 350 and Width is 600.

This equates to 3.5cm x 6 cm.

To add a field to the label select the field list.

The desired field can be dragged to the label designer.

Once the layout has been designed, press save and this will be used as the layout for all barcode labels.
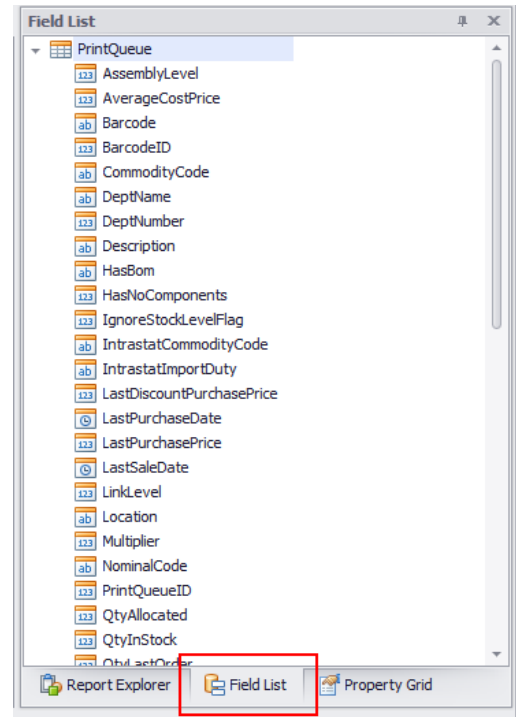
Add Barcode

To add a new barcode to a product, enter the barcode value in the text box and press Add Barcode.

The print and delete icon in the grid, allow single print of the item and deletion of the selected barcode.

Note, when adding a barcode to the print queue and no barcode exists for this item, the system will automatically assign a barcode based on the next number in the settings screen.