

Barscan Mobile

Instruction Manual



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Scanner Layout

Introduction

Barscan 50 Mobile is designed to run on Windows CE enabled mobile computers. The system provides a mobile system to use in a Wi-Fi environment to process stock movement wirelessly for Sage 50.

Device Guide



Login Screen

Once a user PIN has been set, this can be used to access the mobile system.

Simply enter the PIN to view the menu options. There are also 2 extra PINs.

By Default the system sets 0000 as the Admin PIN.

There is also a setup PIN of 999.

Admin PIN 0000

Settings PIN 999



Settings

To access the settings menu enter 999 as the PIN in the Login Screen.

This will display 3 tabs for

1. Database
2. Operations
3. Device ID



Settings

Database Operations Device ID

Server
sql.esstech.ie

Database
BS50Demo

User
sa

Password

Back Test Save

Database Settings

Enter a Server Name. This can also be an IP to the SQL Server.

Enter the Database Name and a user/password that has Read/Write access to the selected Database.

Press Test to Verify.

Operations

Operations Controls settings such as Wi-Fi enabled and the Beeper Volume.

Adjust the Beeper Volume to suit and press Play Beep to test.

Settings

Database Operations Device ID

WiFi System

Beeper Volume

Play Beep

Back Test Save

Settings

Database Operations Device ID

00195B2FF60701080004-A3FFFD
037B6

Back Test Save

Device ID

The Device ID confirms the ID of the Mobile Device.

This is used when licensing the system.

Main Menu

After logging in the system displays the main menu. At the top is the user name. The device is touch screen and pressing any of the buttons opens the sub menu.

Exit returns to the [Login Screen](#)

[Enquiries Menu](#)

[Count/Edit](#)

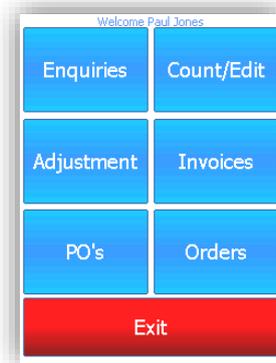
[Adjustments](#)

[Invoices](#)

[PO's](#)

[Orders](#)

[Exit](#)



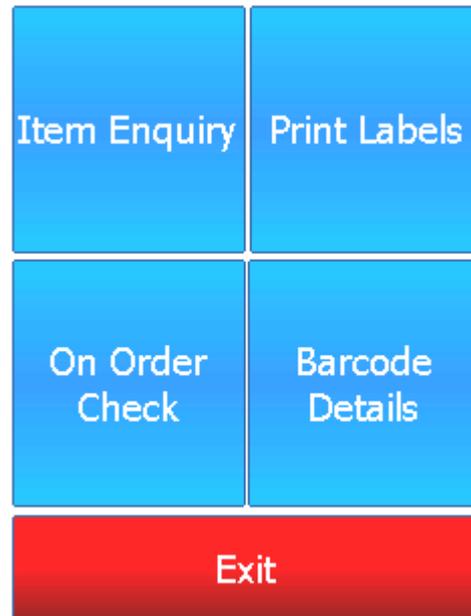
Enquiries Menu

[Item Enquiry](#)

[Print Labels](#)

[On Order Check](#)

[Barcode Details](#)



Item Enquiry

The Item Enquiry allows quick checking of stock items in the system.

To find an item there are a number of methods.

[Stock Code Search](#)

Barcode Search

Description Search

Bin/Location Search

Supplier Code Search

The screenshot shows the 'Items Enquiry' screen with a blue header. Below the header are two empty text input boxes. The form contains the following fields:

Supplier Code	<input type="text"/>				
Location	<input type="text"/>				
In Stock	<input type="text"/>	On Order	<input type="text"/>	Allocated	<input type="text"/>
Selling Price	<input type="text"/>	Avg Cost	<input type="text"/>	Unit of Sale	<input type="text"/>

At the bottom of the screen is a red button labeled 'Exit'.

The screenshot shows the 'Items Enquiry' screen with a blue header. The fields are populated with the following information:

<input type="text" value="CALC003"/>					
<input type="text" value="Calculator - Desktop (Printing)"/>					
Supplier Code	<input type="text" value="WAL001"/>				
Location	<input type="text" value="Supplied Direct"/>				
In Stock	<input type="text" value="0"/>	On Order	<input type="text" value="0"/>	Allocated	<input type="text" value="0"/>
Selling Price	<input type="text" value="17"/>	Avg Cost	<input type="text" value="11"/>	Unit of Sale	<input type="text" value="Each"/>

At the bottom of the screen is a red button labeled 'Exit'.

After finding a stock item the details are displayed.

In this screen there are two options.

Map a Barcode

Alter Location

Print a Label

The screen details also,

In Stock – Current Stock Level in Sage

On Order – Current PO Qty on Order

Allocated – Sales Order Allocation

Selling Price

Avg Cost – Average Cost Price as Per Sage

Unit of Sale – Sage unit of Sale

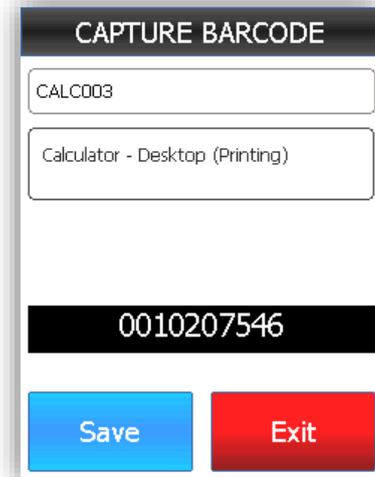
Barcode Capture

When a stock item is displayed on Screen, at any point the barcode can be captured. To do this press the F1 button. A new Screen will appear. To capture the barcode, scan the barcode and press save.

If the barcode is mapped to another product, the software will prompt to over write this.

Note, Barscan 50 has no limit on the number of barcodes per item.

After pressing save, the screen returns to the calling form.



Quick Print a Label

When a stock item is displayed on screen, pressing [F2](#) will open the print Label option.

If the item has no barcode, the system will issue a barcode against the product.

Note, the barcode can be captured in this screen also.

The number of labels to print will default to 1 but can be changed.

Pressing print will send the item to the print Queue in Barscan Desktop.

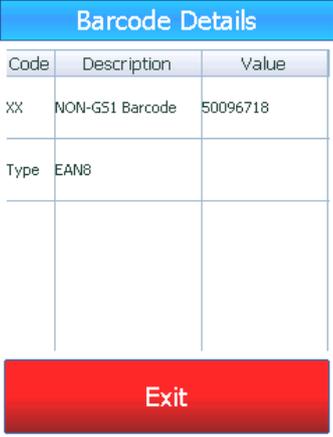


Barcode Details

This screen provides visibility to the type of barcode being scanned.

This is useful information in defining what the barcode data contains.

This is very useful if investigating what a GS1 barcode contains.



Code	Description	Value
XX	NON-GS1 Barcode	50096718
Type	EAN8	

Stock Code Search

As a rule, every screen has a stock code search system. Pressing the field for code on screen opens the Keyboard screen.

The number pad and on-screen keypad can be used to search the stock file.

In the screen opposite, the code calc is entered. Pressing Return runs the search for items with calc in the code.



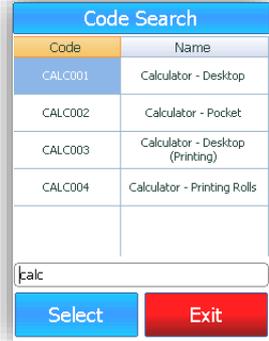
Stock Code Search

The code search screen shows the results. The grid can be scrolled and using touch an item can be selected.

To search for a different code, tap the search box at the end of the screen.

To select the item press the Select button.

To make no selection press Exit



Code	Name
CALC001	Calculator - Desktop
CALC002	Calculator - Pocket
CALC003	Calculator - Desktop (Printing)
CALC004	Calculator - Printing Rolls

Stock Take

Stock Taking can be done via scanning the item, Scanning the location or simply doing a stock description/code search.

Once the item is found simply type in the counted quantity.

The counted batch is committed once Finish is pressed on the screen.

To review what has been counted with the scanner press the top Stock Take Button.

The screenshot shows the 'Stock Take' screen with an orange header. Below the header is a large empty text box. Underneath are three input fields: 'Location' (containing 'A101'), 'Stock' (containing '388'), and 'Picked' (containing '9'). To the right of these is an 'Allocated' label. Below these is a 'Count' field containing '500'. At the bottom is an orange button labeled 'Finish 1 Lines'.

The screenshot shows the 'Stock Take' screen with an orange header. Below the header is a text box containing 'DISK002'. Underneath is another text box containing 'Disk - CDR (640MB)'. Below that are three input fields: 'Location' (containing 'A101'), 'Stock' (containing '388'), and 'Picked' (containing '9'). To the right of these is an 'Allocated' label. Below these is a 'Count' field containing '500'. At the bottom is an orange button labeled 'Cancel Item'.

The screenshot shows the 'Stock Take List' screen with a red header. Below the header is a table with three columns: 'Code', 'Description', and 'Qty'. The table contains one row of data: 'DISK002', 'Disk - CDR (640MB)', and '500'. Below the table are two buttons: 'Select' (blue) and 'Exit' (red).

Code	Description	Qty
DISK002	Disk - CDR (640MB)	500

Scanning an item that has been counted already will prompt to add to this count or edit the figure.

Note, depending on the settings the stock count will post at once or simply hold in the stock count screen in Barscan 50 Desktop.

The stock taking system allows multiple scanners to be used when counting. If an item has been counted already the system will warn the user and allow to add or edit.

The screenshot shows the 'Stock Take' screen with an orange header. Below the header is a dialog box titled 'Save Batch?' with a blue header. The dialog box contains the text: 'Confirm Batch? There are 1 items in this Batch.' Below the text are two buttons: 'Yes' (green) and 'No' (red). At the bottom of the screen is an orange button labeled 'Finish 1 Lines'.

Location Assign

Location Assign allows the operator quickly assign locations to products.

The steps are as follows.

Scan/Enter the new location code.

Scan the item(s) that are to be assigned to this new location.

Press Add.

When finished Press Finish (no of Items)

When completed the Sage will committed update the location codes for this item(s)

New Bin: A1

F1 - Barcode Capture | F2 Location Search

New Location: A1

DISK002

Disk - CDR (640MB)

Old Location: A101

Add Clear

Location Scanning

All screens in the system that can scan a product code can also scan a Location Barcode.

A location Barcode can be produced in the Barscan desktop and applied to the location.

On scanning the location code, the scanner system will display all products currently assigned including the Quantity in stock.

Code	Qty In Stock
CALC002	0
DISK001	200
DISK002	388

Select Exit

Price Edit

Price Edit allows the operator to change the selling price for an item. Scan the item or input the new selling price.

Price Edit

DISK002

Disk - CDR (640MB)

Current Price: 8

New Price: 0

Delete Item

Barcode Assign

Refer to [Barcode Capture](#)

Adjustments Menu

Stock In

Stock in allows the operator to post a stock adjustment in for a selected product.

On entering the screen the system will request the date, reference and the project/cost code is projects is switched on.

Once the details are set, scanning the item(s) to make an adjustment will allow the stock in quantity to be entered.

Enter the quantity and press Enter on the keypad.

When complete press the Finish (no of items) button at the end of the screen.

The screenshot shows a mobile application interface for 'Stock In'. At the top is a blue header with the text 'Stock In'. Below the header are four input fields: 'Date' with the value '12/09/2018', 'Reference' (empty), 'Project' (empty), and 'Cost Code' (empty). At the bottom of the screen are two buttons: a blue 'Next' button and a red 'Exit' button.

The screenshot shows a mobile application interface for 'StockIn'. At the top is a red header with the text 'StockIn'. Below the header are several input fields: 'DISK002' (item code), 'Disk - CDR (640MB)' (description), 'Location' with the value 'A101', and a table with three columns: 'On Order' (value 30), 'Allocated' (value 9), and 'Stock' (value 388). Below the table is a 'Qty' field with the value '50'. At the bottom of the screen is a red button with the text 'Cancel Item'.

Stock Out

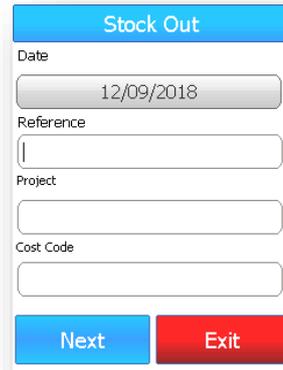
Stock in allows the operator to post a stock adjustment Out for a selected product.

On entering the screen the system will request the date, reference and the project/cost code is projects is switched on.

Once the details are set, scanning the item(s) to make an adjustment will allow the stock in quantity to be entered.

Enter the quantity and press Enter on the keypad.

When complete press the Finish (no of items) button at the end of the screen.



Stock Out

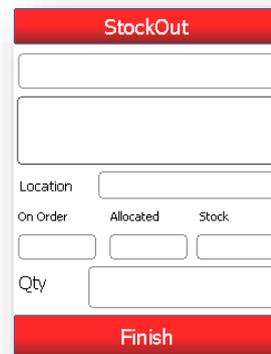
Date
12/09/2018

Reference
|

Project
|

Cost Code
|

Next Exit



StockOut

|

|

Location |

On Order Allocated Stock

| | |

Qty |

Finish

Build

Build allows the operator run a build or reverse build on a finished good.

On entering the build menu the system displays 2 options.

Return – Performs a reverse build returning component stock.

Build – Performs a Build consuming component stock.



Return

Build

Exit

Build - Build

To run a build select the date and reference for the build.

Scan the finished good code that is to be built.

Enter the quantity to build.

Pressing enter will check there is sufficient components stock to carry out the build.

If the setting to confirm component stock by scanning is enabled, the system prompt the user to confirm the components by scanning their barcode.

On completion, the system will post a build for the finished good and reduce the component stock.

Potential	Allocated	Stock
5	0	39

Invoices Menu

Create Invoice/Credit Note

To create an invoice or Credit Note to Sage, scan or selected the Customer. Note creating a credit note is the same process. Tapping the Customer Box opens the Search Function.

Select the Date, and delivery address if applicable.

Location	On Order	Stock
Warehouse	0	73

Location	On Order	Stock
Warehouse	0	73

Scan or find a product using the scanner or tapping the Code Box.

Press the Enter Button to accept the item and Quantity.

Press Finish to Complete the Invoice.

Location	On Order	Stock

PO's Menu

New PO

New PO

Date
14/07/2021

Supplier
Newtown Builders Ltd

Reference
222

Next Exit

Select New PO. Scan/Select the Supplier

Enter a Reference if needed, press Next

On the Item Screen, Scan the product or search.

Enter the Quantity required on the Keypad

Press Enter on the Keypad.

PO: Superior Technologies Ltd

BOOKS001

A4 Ledger Book - 5 Column

Location Warehouse

Stock 73

On Order 0

Order 1

PO: Superior Technologies Ltd

Location

Stock

On Order

Order

Finish (1) Line(s)

To place the PO

Press Finish (no of Item) at the bottom of the screen.

Cancel Item

PO Goods In

PO Goods in allows for 3 methods of searching.

Scanning the PO Number from the Barscan Desktop

Typing in the PO Number on the keypad.

Pressing the PO Delivery Title

PO Delivery

Received: 14/07/2021

Scan/Enter PO Number:

Delivery Reference:

Search By Supplier:

Select Exit

PO Delivery

<<<<< ? >>>>>

Order Ref	Order Date	Items
38	15/05/2019	1

Select Exit

After pressing the PO Delivery Button at the top of the screen the system will list the outstanding orders.

To select one, tap it on the screen and press select.

Once an order is selected the screen will display the PO number, supplier and received date. The received date can be changed by pressing it.

PO Delivery

Received: 14/07/2021

Scan/Enter PO Number: 38

Delivery Reference:

Search By Supplier: McNally Computer Supplies

Select Exit

The Delivery Reference can be used to type in the delivery note reference from the supplier. If left blank it will default to Del – Todays Date

PO #: 38 (Expected)

Code	Expected	Received
PC005	1	0

All Finish

Once entered to the PO, the screen will list all the outstanding products and quantities.

To receive an individual item, tap the code on the screen. Enter the Quantity on the keyboard, press enter

PO #: 38 (Expected)

Code	Expected	Received
PC005	1	0

PC005
PC Combo Pack 5

Expected: 1

Delivered: 0

All Back

The screen listing the expected products will update to show the quantity received

Pressing All will be receiving in all non-traceable products.

PO #: 38 (Received)

Code	Expected	Received
PC005	1	1

All Finish 1

Press Finish to complete the Goods IN.

Goods In Traceable Items

Performing a goods in on traceable items follows the same procedure as the standard goods in.

PO #: 44 (Expected)		
Code	Expected	Received
BOARD001	3	0
BOARD002	2	0

All	Finish
-----	--------

Traceable Goods will be highlighted using a yellow background.

The All button will not receive in these products.

Tapping the code will open the Quantity Received Panel.

Enter the quantity and press enter.

Over receipts are not permitted on the goods in.

PO #: 44 (Expected)		
Code	Expected	Received
BOARD001	3	0
BOARD002	2	0

BOARD001

Whiteboard - Drywipe (900 x 1200)

Expected: 3

Delivered

All	Back
-----	------

Tracked Items 0 of 3		
BOARD001 Whiteboard - Drywipe (900 x 1200)		
Req/Entered	3	0
Expiry	<input style="width: 100%;" type="text"/>	
Lot #	<input style="width: 100%;" type="text"/>	
Quantity	<input style="width: 100%;" type="text"/>	
Confirm	Cancel	

When a traced item is delivered, the system will make a noise notification and request the Lot Details of the product.

If the product has a GS1 barcode, scanning this will get the Lot/Exp date.

The user can scan all GS1 Barcodes as well as simply scanning one, checking if they are all the same and typing the qty and pressing enter.

From this once, once all items have their deliveries, pressing finish will complete the activity.

Orders Menu

New Order

As with [New Invoice](#), New Orders allows the user scan/select a customer,

Scan select products and place the order.

Press Finish to complete the activity.

Create Sales Order

Customer

Order Date 14/07/2021

Order Ref

Delivery Address
- Select One - ▼

Create
Exit

Pick Order

Sales Order Search

Order

A/C

Customer

Order Date

Taken By

No of Lines

Pick
Exit

Entering Pick Order will open a screen where the user can

- Scan the Order Number Barcode
- Enter the Order Number on the Keypad
- Press the top button to get an order search

The Order listing will only show order to be picked.

To select one tap the order number and press select.

<<<<<
?
>>>>>

#	A/C	Lines
31	AB5001	2

Select
Back

#: 31

Location	In Stock	Free Stock
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Ordered	Remaining	Pick
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Pick

Finish

After select and order to pick the screen will display the item scan/select screen.

The features of this screen are

- Scan/Search for a product.
- Finish Button
- Top Button.
- Pressing the top button will list the products requiring picking.

SO #: 31 (UnPicked)			
<<<<< ? >>>>>			
Location	Code	Alloc	Pick
Warehouse	BOARD001	1	0
Warehouse	BOARD002	3	0

Select
Exit

Item Listing

The default listing is to show the unpicked items.

Pressing the Top Button in this screen will rotate around

Unpicked -> Picked - > All

To pick one of the items in the list tap the code and press select.

Once the item is in the screen, by scanning or selection, the system will

Detail the quantity to pick in yellow. There is additional information on the screen should the user need it. Current stock level, product name.

Note if the product was not able to scan, once in this screen the user can press the F1 button to [capture the barcode](#) if needed.

#: 31

BOARD002

Whiteboard - Drywipe (1000 x 1500)

Location	In Stock	Free Stock
Warehouse	178	175
Ordered	3	3
Remaining	3	3

Pick

Cancel Item

Traceable Item Pick

If the item is a traceable, a notification will sound and a lot screen will display requiring the lot/serial data.

To capture the Lot serial data the user can

- Scan a GS1 barcode
- Enter the lot information manually

Once completed the system now has the lot/serial information for the pick.

Tracked Items 0 of 3

BOARD002
Whiteboard - Drywipe (1000 x 1500)

Req/Entered	3	0
--------------------	----------	----------

Lot #

Quantity

Confirm
Cancel

When completed, press finish to complete the Pick Process.

Despatch Order

To despatch an order, simply scan, enter or search for the order using the despatch order search screen.

Press the despatch button to confirm the despatch.

Despatch Order Search

Order	31
A/C	ABS001
Customer	ABS Garages Ltd
Despatch Lines	1

Despatch
Clear

SO #: 31 (To Despatch)		
Code	Picked	Despatch
BOARD002	3	3

Confirm
Exit

The system will display the items that are being despatched.

Yellow items indicate the item is a traceable item.

If the item is not traceable, pressing confirm will despatch the entire order.

Traceable despatches will require the user to confirm the lot details.

Tracked Items 0 of 3

BOARD002
Whiteboard - Drywipe (1000 x 1500)

Req/Entered	3	0
--------------------	----------	----------

Lot #

Quantity

Confirm
Cancel

As with picking the operator will need to scan/enter the lot details of the despatch.

SO #: 31 (To Despatch)

Code	Picked	Despatch
BOARD002	3	3

BOARD002

Whiteboard - Drywipe (1000 x 1500)

Req: 3

Confirm
Clear

NOTE: Tracking on picking can be switched to despatch only. Refer to Barscan Desktop Manual.