



Workabout User Manual

For use with BEST Software's® MAS90/MAS200
Barcode Master Module



The Premier Sage Software Business Partner

Corporate Offices

Orange County, California
23161 Mill Creek Drive
Laguna Hills, California 92653
Phone: (949) 583.9500
Toll Free: (800) 425.9843
Fax: (949) 583.0649
www.blytheco.com

Atlanta, Georgia
1100 Johnson Ferry Road, Ste. 450
Atlanta, Georgia 30342
Phone: (404) 841.6240
Toll Free: (800) 455.1368
Fax: (404) 841.6243
solutions@blytheco.com

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Introduction

The MAS90/MAS200™ Barcode Master module contains several components which, when used together, enable you to integrate bar coding and remote data collection into your MAS90/MAS200 Accounting System.

Note: The MAS90/MAS200 Barcode Master Module provides simple barcode printing capabilities that enable you to barcode inventory items and their lot/serial numbers. Scanco's Ultraprint Printing solution allows you to print barcodes through MAS90/MAS200 using a thermal printer.

First, determine whether or not you need to print bar code labels. Some industries, such as the grocery industry, already receive their entire inventory bar-coded. If your inventory does not arrive bar-coded, you will need to generate barcode labels for the items.

After labeling your products your next step is to begin scanning in your Sales Orders, Purchase Orders, and Inventory Transactions. Once the handheld files are uploaded to the PC, you can import them into MAS90/MAS200 using the Barcode Master Import Program. After the items are validated and imported, you can print standard reports out of MAS90/MAS200 for your review prior to updating.

About this manual

This manual was written to support Scanco's implementation of BEST Software's® MAS90/MAS200 Barcode Master Module, using a *Workabout* handheld computer. Every effort has been made to provide accurate and concise information to you, our customer.

Contacting Scanco customer support

Contact Scanco's Customer Support organization to obtain help in resolving any *Workabout* Barcode Master-related problems you may encounter.

You can contact the Center via any of the following methods.

- Telephone (330) 645-9959 EXT 128
- Fax (330) 645-9969
- E-mail Support@Scanco.com
- World Wide Web www.scanco.com

You'll find helpful hints and other information on our web page.

The Scanco *Workabout* Barcode Master team

These are the Scanco team members who made this software solution possible:

- Paul Heim
- Greg Reznik
- Rex Lowe

Manual conventions

Caution! Text

Caution notices indicate potentially disruptive or damaging errors. They are set in bold print and are preceded and followed by a pair of thick and thin red lines.

Note: Text

Notes provide supplementary comments or explanations. They are in italics and are preceded and followed by a pair of thin red lines.

Hint: Text

Hints provide suggestions to help you work more effectively. They are in shaded italics and are preceded and followed by a pair of thin red lines.

Related Documents

1. **Best documentation for your product**
2. *Workabout User Guide*

Scanco Workabout hardware solution

This addendum to the original Barcode Master Reference guide is for use only with the *Workabout* Model handheld. If you are currently using a different handheld computer, you will need to request import and uploading instructions from the hardware vendor.

The *Workabout* Handheld Computer ships with a program CD-ROM for use with all versions of the MAS90/MAS200 Barcode Module 4.0 and higher.

Your hardware kit should include:

Note: You can also order these items:

- *Charger/Docking Station with rechargeable battery pack*
 - *Additional Psion-specific cables*
 - *Additional rechargeable battery packs*
-

- Workabout handheld computer (HHC) with two AA Alkaline Batteries and one 3-v Lithium backup battery
- *Workabout User Guide*
- Barcode Master Installation CD-ROM (includes registration forms that you can return electronically or print out and fax back to Scanco)
- Scanco *Workabout User Manual* (Barcode Master)
- Psion-specific 9-pin Serial Cable
- Registration Form

If any pieces of the kit are missing, contact Scanco at (330) 645-9959 for replacement parts.

Using the Workabout from Psion

Note: For additional user information on the Workabout, please reference the User Guide included in the hardware kit.

The Workabout from Psion, market leaders in the development of handheld computer technology, is the latest addition to the MAS90/MAS200 Barcode Master Hardware Solution.

The Workabout is a rugged, low cost handheld that brings desktop technology to your warehouse applications.

Workabout features

Keypad

The keypad has positive action, hard rubber alpha and numeric keys. The keypad is user friendly; its main keys (On/Esc, Enter, ↑, ↓, ←, →) are bright yellow for ease in locating.

Display

The high-resolution LCD screen can display up to 39 characters and 12 lines. The screen has a black and gray scale to produce easy to understand graphic and text displays. The Workabout has a backlight that you can use to illuminate the screen in poor lighting conditions.

Power

Two AA alkaline batteries or a NiCad rechargeable battery pack provide power on the move. AC Power and recharging can take place via the optional battery charger made especially for the Workabout. A 3-V Lithium backup battery keeps data safely stored when you replace the main batteries.

Memory

The Workabout contains two memory features: ROM (Read Only Memory) and RAM (Random Access Memory). The unit comes with 2 MB of internal RAM, but can be expanded with the addition of up to two Solid State Disks (SSD) for plenty of data storage space. SSDs provide the functionality of a standard floppy disk or hard disk drive – without all the moving parts.

The handheld programs for MAS90/MAS200's Barcode Master are stored in the unit's RAM.

Scanner

Laser - The Workabout Laser has a built in laser scanner that allows single-handed scanning. Also, the scanner has a unique swiveling scanner head that adjusts the scanning angle through a 90° arc.

Handheld filenames

Filenames originating on the handheld computer are coded for ease in reference.

- The first letter indicates the module: (I) for Inventory, (P) for Purchase Order, (S) for Sales Order, and (B) for Bill of Materials.
- The next two characters are the handheld computer ID.
- The two numbers following the handheld ID represent the number of the file created on a given date (i.e., 00, 01, 02, etc.).
- The next three digits are the month and day the file was created (October, November, December, are coded, O, N, and D, respectively).
- The file extension is always ODB until it is uploaded. Once the file is uploaded, the file extension changes to OLD.

Example: The file IAA00223.ODB translates to an Inventory file (I) created on the handheld computer with the ID of AA (AA). This is the first file created (00) on February 23 (223).

The ASCII Editor program included on the installation CD allows you to open .ODB files, check for errors, and make any necessary changes before uploading the files. You can also rename .OLD files to .ODB, which allows you to open and edit them.

Installing handheld software

Before you can run the Barcode Master software on your handheld, you will need to complete these steps:

1. Install Barcode Master on your *Workabout*.
 - a. Set up a communications link between the HHC and your PC.
 - b. Install Barcode Master.
 - c. Set up time, date, caps lock, and side bar.
 - d. Install the Barcode Master icon.
 - e. Turn off the communications link.
2. Set up your *Workabout*
 - a. Register your software.
 - b. Run Enabler on the handheld.
3. Configure your *Workabout*.

This section explains the first step, how to install Barcode Master on your handheld. See the following two sections to set up (page 12) and to configure (page 14) your HHC.

Setting up a communications link

Follow these steps to establish a communications link between your *Workabout* and your PC.

Step	Procedure	Description
❑ Step 1	Connect the cable supplied by Scanco to one of the serial ports on your PC (COM1 or COM2).	<i>No other serial cable will work correctly.</i>
❑ Step 2	<p><i>If you have no charger/docking station:</i> Plug the other end of the cable into the bottom of the <i>Workabout</i> Laser.</p> <p><i>If you do have a charger/docking station:</i> Plug the other end of the cable into the docking station.</p>	<p><i>The connector is labeled RS 232.</i></p> <p>Note: <i>On a Workabout with a tethered scanner, the cable plugs into the top of the unit.</i></p>
❑ Step 3	<p><i>If you have no charger/docking station:</i> Turn on the <i>Workabout</i>.</p> <p><i>If you do have a charger/docking station:</i> Plug in the docking station using the AC adapter provided. Insert the battery pack into the <i>Workabout</i> and place it in the docking station.</p>	<p><i>Press the ON/Esc key.</i></p> <p><i>When you place the HHC in the docking station, the docking station starts to charge the HHC's battery pack.</i></p>
❑ Step 4	Press the Menu key and go to the Spec tab.	<i>Use the right arrow key (→).</i>
❑ Step 5	Move the selection bar down to Remote Link and press Enter.	<i>Use the down arrow key (↓).</i>
❑ Step 6	Toggle the choices until the Remote Link displays ON.	<i>Use the right arrow key (→).</i>
❑ Step 7	Go to baud rate and select 19200 as the baud rate.	<i>Use the down arrow key (↓) and then the right arrow key (→).</i>

Step	Procedure	Description
❑ Step 8	Set the port selection to port A if you are using a Workabout Laser or to port C if you are using a Cradle or Docking Station.	<i>You should not make any changes to the parameters field.</i>
❑ Step 9	Press Enter to accept and exit.	

Installing Barcode Master

Follow these steps to install the Barcode Master software on your PC and Workabout.

Step	Procedure	Description
❑ Step 1	Insert the Scanco Barcode Master Installation CD-ROM into your PC's CD drive.	<i>This is the installation CD-ROM that you received from Scanco.</i>
❑ Step 2	The CD-ROM should launch automatically. If it does not, click on Start and then Run from the Windows Desktop. Enter x:\ Slcdmenu.exe.	<i>Replace x:\ with the correct CD drive designation, which is usually D. The Barcode Master Installation menu displays.</i>

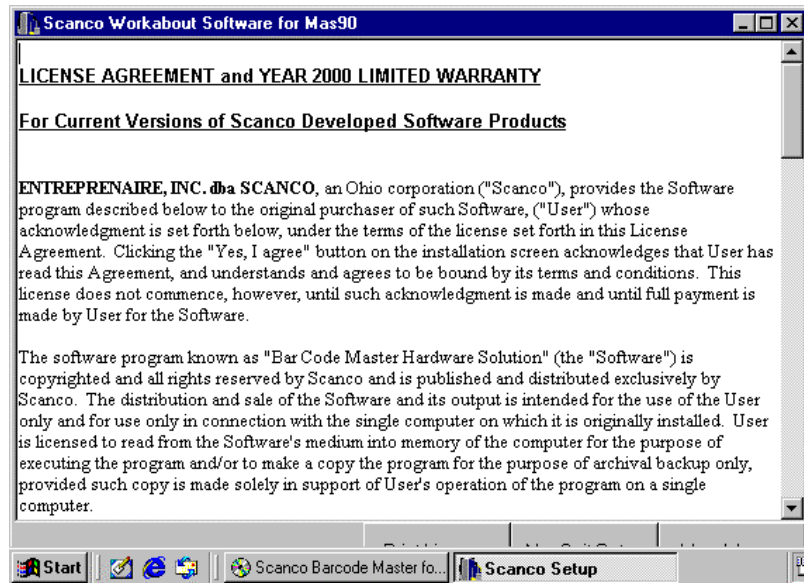
Figure 1 – Barcode Master main menu

Note: The Barcode Master Installation menu allows you to install the Barcode Master software on your handheld. You can also install PC Communicator and MAS90/MAS200 ASCII Editor on your PC. Other options let you view the User manual, print the Registration form, register online, and exit.



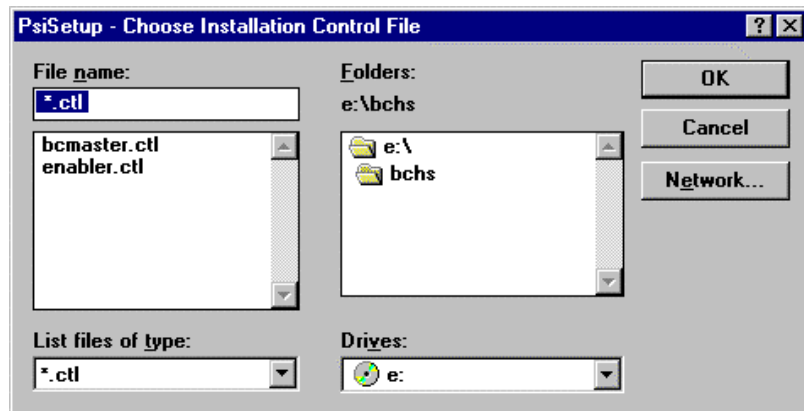
Step	Procedure	Description
❑ Step 3	Select Install Barcode Master.	<i>The installer launches and displays the Scanco License Agreement and warranty.</i>

Figure 2 – Scanco License Agreement



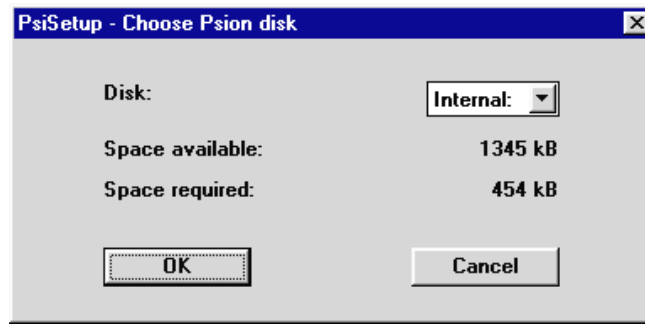
Step	Procedure	Description
❑ Step 4	After reading the license agreement, press Yes, I Agree to continue with the installation.	<p><i>If you click Yes, I agree, the installation proceeds and launches a program called Psisetup.</i></p> <p><i>You can also print the license or click No, Quit setup to terminate the installation.</i></p>

Figure 3 – PsiSetup



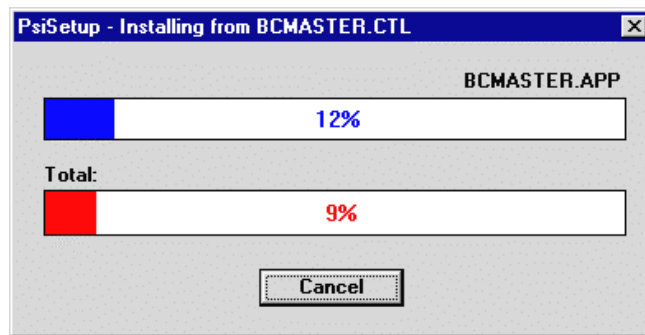
Step	Procedure	Description
❑ Step 5	Choose bcmaster.ctl and click on OK.	<p><i>If the connection is successful, the Choose Psion disk prompt displays. See the following Figure.</i></p> <p>Note: <i>If a PsiSetup screen informs you that it “Could not connect to the Psion”, see page 9 for help in making the connection.</i></p>

Figure 4 – Choose Psion disk prompt



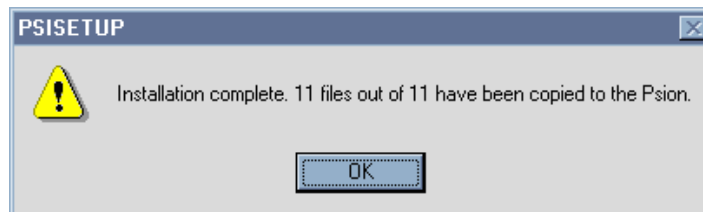
Step	Procedure	Description
❑ Step 6	Make sure the disk setting is on Internal and then click OK.	<i>The PC displays a progression of each file being installed and the total files being installed.</i>

Figure 5 – PseSetup installing banner



Step	Procedure	Description
❑ Step 7	When the installation is complete, you should see the screen below. Click on OK to finish the installation.	

Figure 6 – PsiSetup installation complete prompt

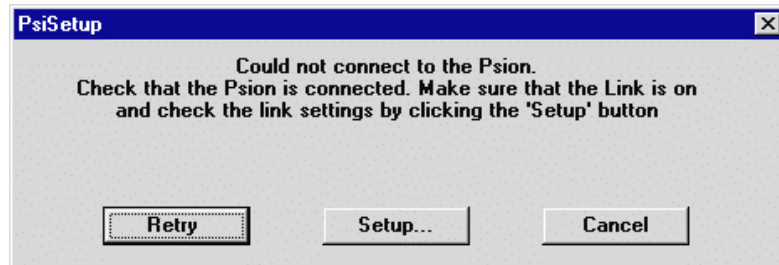


Troubleshooting the communication link

If you have problems connecting to the handheld, it is probably due to one of three things:

- Communication link is not turned on – make sure that you have turned on the link by following the instructions on page 5.
- Incorrect baud rate – click on setup and make sure the baud rate is set to 19200 and then click Retry.
- Wrong COM port number – try selecting a different COM port.

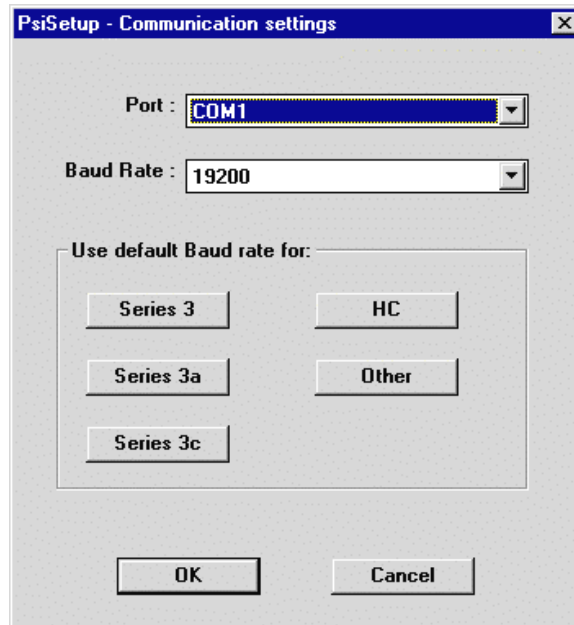
Figure 7 – PsiSetup failure to connect prompt



Click Setup to change the communication parameters on the PsiSetup Communications settings screen shown below. Click OK to accept the new settings, and then Retry to attempt to establish the connection.

Figure 8 – PsiSetup Communications settings prompt

Note: Be sure not to change both the Baud Rate and COM settings at the same time. Try first one and then the other.



Setting up time, date, caps lock, side bar, and contrast

Now you'll want to make sure that these settings are configured correctly for the HHC.

Step	Procedure	Description
❑ Step 1	Press the Ctrl and Menu keys.	<i>This adds a side bar to the Main Icon screen.</i>
❑ Step 2	Press the Psion (<u>U</u>) Shift, and F keys on the Workabout. Toggle to MONTH/DATE/YEAR and press Enter.	<i>The sets the correct date format. Be sure to select MONTH/DAY/YEAR so that the files that you import match MAS90/MAS200's setup.</i>
❑ Step 3	Press the Psion (<u>U</u>) and T keys on the Workabout. Toggle to the correct time and date settings and press Enter.	<i>The sets the correct time and date. Leave the other settings at default.</i>
❑ Step 4	Press the Psion (<u>U</u>) and Space keys on the Workabout.	<i>This turns on caps lock.</i>
❑ Step 5	Check the contrast. If necessary, use the Contrast key to find the best level.	<i>The Contrast key is the second key from right in the top row.</i>

Installing the Barcode Master and Enabler icons

Your next step is to install the ICON for the BC Master application.

Step	Procedure	Description
❑ Step 1	Press the Menu key on the Workabout and go to the Apps tab.	<i>You can also press the Psion (<u>U</u>) and I keys, toggle to the correct icon, and then press Enter.</i>
❑ Step 2	Use the arrow key to select Install, then press Enter.	<i>The file name Bcmaster.app should display. If not, use the left/right arrow keys to cycle through the choices until it does display.</i>
❑ Step 3	Make sure that the disk selection is Internal and that the position is Current, then press Enter.	
❑ Step 4	Press the Menu key on the Workabout and go to the Apps tab.	<i>You can also press the Psion (<u>U</u>) and I keys, toggle to the correct icon, and then press Enter.</i>
❑ Step 5	Use the arrow key to select Install, then press Enter.	<i>The file name enabler.opa should display. If not, use the left/right arrow keys to cycle through the choices until it does display.</i>
❑ Step 6	Make sure that the disk selection is Internal and that the position is Current, then press Enter.	

Turning off the communications link

Finally, you will want to turn the off the communications link between the handheld and your PC to avoid unnecessarily draining your HHC's battery power.

Step	Procedure	Description
❑ Step 1	Turn the Link off, press the Menu key and go to the Spec tab.	<i>Leaving the link on unnecessarily drains battery power.</i>
❑ Step 2	Move the selection bar down to Remote Link and press Enter.	
❑ Step 3	Use the right arrow key to cycle the choices until the Remote Link displays OFF.	

Setting up your Workabout

There are two steps involved in setting up your Workabout before you can configure it to run the Barcode Master program.

1. Register your software to get the unlocking key(s).
2. Run Enabler on each handheld.

This section discusses registering your software and running Enabler on your handheld. See the following section (page 14) for information on configuring your handheld.

Registering your software

Note: You can print out the registration form from the installation CD. Click on the Registration Form button on the Barcode Master main menu (see page 6). You can also register by clicking on the Register Online button and following the prompts.

Scanco included a registration form with your shipment. You need to fax this form to Scanco at 330-645-9969 (9 a.m. – 6 p.m. Eastern Standard) in order to get an unlocking key for each of your handhelds. As soon as Scanco receives your registration form, we will fax back your unlocking key(s). The unlocking key allows you to use the Enabler application on your handheld.

You must enable each HHC using the unlocking key that matches its serial number before you can run Barcode Master on that Workabout.

Running Enabler

Follow these steps to run Enabler on your Workabout(s). You must enable each handheld before it can run Barcode Master.

Step	Procedure	Description
□ Step 1	Turn on the handheld.	<i>The Handheld Main Icon screen displays.</i>

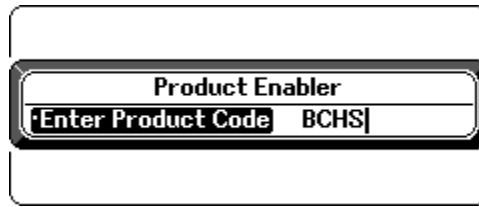
Figure 9 – Handheld Main Icon screen



Step	Procedure	Description
□ Step 2	Use your arrow keys to highlight the Enabler Application Icon on the Main Icon screen and press Enter.	<i>The Enabler screen displays.</i>

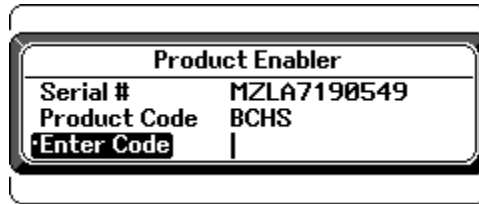
Figure 10 – Handheld Product Enabler screen

Note: Once you enable your handheld, you are ready to configure Barcode Master.



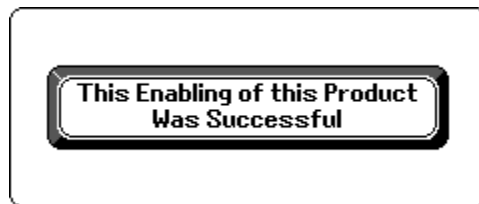
Step	Procedure	Description
<p>❑ Step 3</p>	<p>Enter the Product code information for each handheld exactly as sent by Scanco:</p> <p>Press Enter.</p> <p><i>Note: See the last page for a chart where you can record your Workabout serial number(s), Product code(s), and Unlocking code(s). Print it out and keep this information in a safe place.</i></p>	<p><i>This is a list of the product codes, each of which requires a separate unlocking code:</i></p> <ul style="list-style-type: none"> > BCHS – Barcode Master > BSHP – Shipping Data Entry > BBOM – Bill of Materials <p><i>Note that the Enabler is case sensitive, which means that you have to pay attention to upper vs. lower case letters.</i></p> <p><i>Shipping and Bill of Materials are custom modules that need to be purchased separately.</i></p>

Figure 11 – Handheld Code Enabler screen



Step	Procedure	Description
<p>❑ Step 4</p>	<p>Enter the Unlocking code for each handheld exactly as sent by Scanco:</p> <p>Press Enter.</p>	<p><i>This unlocking code must match the one Scanco sent you for the serial number displayed.</i></p> <p><i>Because this code is serial number activated, it is good for the life of the HHC. Store this number in a safe place.</i></p>

Figure 12 – Handheld Enabler Confirmation screen



Step	Procedure	Description
<p>❑ Step 5</p>	<p>Press Enter at the Confirmation screen.</p>	<p><i>The HHC returns to the Main Icon screen.</i></p>

Configuring your Workabout

Note: You may want to review the Workabout manual to determine how to set up Date-Time, Switch-Off preferences, Backlight preferences, etc.

Note: See the next-to-last page for a single-sheet version of the Configuration record. Print it out and record your responses to maintain a record of your setup.

The next step is to configure the Barcode Master (Bcmaster) software on your Workabout for your specific preferences. Before you can configure your handheld, you must first install Bcmaster and then set up your handheld. For installation information, see page 5. For setup information, see page 12.

This section helps you to set up your handheld for your specific data collection needs. The following pages introduce you to the Workabout and how to best use it in conjunction with your MAS90/MAS200 system.

Be sure to record your answers in the Configuration record as you go through the set-up process. This record will be very important to you in case you want to change your setup. It will also be helpful to technical support personnel should you need their services. A single-page version of the Configuration record is on the next-to-last page. It contains no explanations, only the prompts with spaces for your responses.

Configuration process

Figure 13 – Handheld Main Icon screen



Step	Procedure	Description
❑ Step 1	Launch BCmaster on the handheld. When the HHC prompts you with the message that this hand-held has not been Setup, press the Menu key.	Use the arrow keys to highlight the Bcmaster program Icon and press Enter.
❑ Step 2	At the File menu for Barcode Master, select Setup. Press Enter to continue.	Use the ↓ arrow key to highlight Setup under the File menu.
❑ Step 3	You can change the default data or use the ↓ arrow to move to the next prompt.	
❑ Step 4	At the end of each screen, press the Space key to move to the next screen and series of options.	There are six screens in total.
❑ Step 5	When you complete the configuration process, press the On/Esc key to exit.	Press the “Y” key to save your changes when you exit the setup process.

Note: If the HHC displays the screen below, contact Scanco Technical Support at 330-645-9959, ext. 128.



Setting options on the Configuration record

Use the Configuration record to mark your responses to the prompts.

Prompt	Procedure	Description
HHC ID <hr/>	To accept the default AA ID, press Enter. If you want to change the ID, enter the new ID and then press the Enter key.	<i>Each handheld computer you use at each location MUST have a unique ID. AA is the default identification response. You can use any combination of alpha characters (letters), such as AA, BB, AB, etc. If you have more than one unit, you may want to name the first one AA, and the second one AB, and so forth.</i>
Using w/Inv? <input type="checkbox"/> Yes <input type="checkbox"/> No	To enable the Inventory programs, accept the default “yes” and press Enter. Otherwise, press “N” to close the Barcode Master Inventory programs.	<i>This begins the configuration process. The handheld computer customizes itself to your specific MAS90/MAS200 installation. Some questions are only relevant if you initialize Inventory, Purchase Orders, and/or Shipping.</i>
Using w/PO Rcpt? <input type="checkbox"/> Yes <input type="checkbox"/> No	To enable the Purchase Order Receipt program, press the “Y” key. If you do not want to use the handheld computer for Purchase Order receipts, press “N”.	<i>This prompt is related to Purchase Order receipts.</i>
Enter PO Inv#? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you do not want to allow entry of invoice numbers during a Purchase Order receipt of goods transaction, press “N”. If you answer “Y”, the handheld will prompt for an invoice number when doing PO Receipts.	<i>You have the option to enter an invoice number when items are received in the MAS90/MAS200 Purchase Order Processing module. If you enter an invoice number, your Inventory account will be debited and your Accounts Payable account will be credited. If you do not enter an invoice number, your Inventory account will be debited and your Purchases Clearing account will be credited.</i> <hr/> <i>Note: Information that you enter on the handheld computer has direct accounting implications.</i>
Enter PO Line#? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you want to allow an item to appear several times on one Purchase Order, and the quantity to accumulate, press “Y”. <hr/> <i>Note: If you answer “Y”, make sure that the PO Line Index # is set to yes and that PO forms print the Line Index # for each item.</i> <hr/> Otherwise, answer “N”.	<i>If you answer yes to this prompt and the PO Line Index # in MAS90/MAS200 is set to yes, each occurrence of the same Item Number will have a different Line Index number; new occurrences will not overwrite older ones. If the Line Index is set to no, each new occurrence of the same Item Number will overwrite the previous one. If you answer no, each new occurrence of an Item Number overwrites the preceding one.</i>

Prompt	Procedure	Description
Allow Sales? <input type="checkbox"/> Yes <input type="checkbox"/> No	Answer "Y" to allow sales-type transactions from within the Inventory program. Answer "N" to prevent Inventory sales transactions.	<i>If you are using the MAS90/MAS200 Sales Order Processing module, you probably do not want to process sales from within the Inventory program.</i>
Allow Sales Price Entry in Sales? <input type="checkbox"/> Yes <input type="checkbox"/> No	Answer "Y" to allow entry of price in sales-type transactions from within the Inventory program. Answer "N" to prevent price entries from the handheld.	<i>If you answered "Y" to the Allow Sales prompt, this sub prompt displays.</i>
Use w/Job Cost? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you are using the MAS90/MAS200 Job Cost module, answer "Y". Otherwise, answer "N".	<i>Continue with the next two prompts, which only display if you answer "Y". Skip the next two prompts and go to the "Enter Item Cost" prompt.</i>
Maximum Digits in Job Number? _____	Enter the number of digits in your Job Numbers. If the number of digits varies, you can enter a maximum of seven digits.	<i>If you answered "Y" to the "Use w/Job Cost?" prompt, this sub prompt displays. During data entry, the handheld validates that the maximum number of digits in your Job Number is not exceeded.</i>
Digits in Cost Code? _____	Enter the number of digits in your Cost Codes. Note: If the number of digits varies, you can enter a maximum of nine digits.	<i>If you answered "Y" to the "Use w/Job Cost?" prompt, this sub prompt displays. During data entry, the handheld validates that the number of digits in your Cost Code is correct.</i>
Enter Item Cost? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you answer "Y" to this prompt, the handheld computer will prompt for the cost of an item during receipt transactions. You can skip this prompt by pressing Enter. If you answer "N", the handheld computer will not prompt for item cost during receipt transactions.	<i>During Inventory receipt transactions, the MAS90/MAS200 system allows you to enter the cost of a received item. If the cost is not entered during a handheld computer transaction, the item will be received based on the costing method set up in MAS90/MAS200 for that item.</i>
Enter G/L Acct#? <input type="checkbox"/> Yes <input type="checkbox"/> No	Answer "Y" to allow entry of General Ledger account numbers on the handheld computer. Otherwise, answer "N".	<i>This prompt relates to MAS90/MAS200 Inventory transactions that require a G/L account number, such as Issues and Sales. If you answer "N", the transaction will be posted to the Cost of Goods Sold account for Issues or to the Revenue account for Sales set up for that item.</i>
Number of G/L Acct Digits? _____	Enter the exact number of digits (up to nine) in your General Ledger account number, not including dashes.	<i>If you answered "Y" to the "G/L ACCT #" prompt, this sub prompt displays.</i>

Prompt	Procedure	Description
	If you do not want to enter a G/L account number for an individual transaction, you can skip this prompt by pressing Enter.	<i>The handheld validates the exact number of digits specified. i.e., if there are eight digits not including dashes in your G/L account numbers, the handheld only accepts entries with eight characters.</i>
Using Lot/Serial? <input type="checkbox"/> Yes <input type="checkbox"/> No	If any of your inventory items are tracked by lot number or serial number, answer "Y" to this prompt. Otherwise, press "N".	<i>The handheld will prompt for a lot/serial number each time a transaction occurs.</i>
Check Item# Length? <input type="checkbox"/> Yes <input type="checkbox"/> No	Answer "Y" to this question if you want the handheld computer to perform validation on the maximum number of digits in your inventory item numbers. If you answer "N", the handheld computer will accept <i>any</i> length item number up to the maximum of 15 as defined by the MAS90/MAS200 system.	<i>This feature is very useful if you have a fixed number of digits in all of your Inventory items.</i>
Maximum Digits in Item Number? _____	Press Enter to accept 15 (the default value) as the maximum number of digits in an item number. For a different maximum digit value, enter the desired number and press Enter.	<i>If you answered "Y" to the "Check Item # Length?" prompt, this sub prompt displays.</i> <i>The absolute maximum is 15.</i>
Multi Warehouse? <input type="checkbox"/> Yes <input type="checkbox"/> No	Enter "Y" if you have multiple warehouses Otherwise, press "N".	
Default Warehouse? _____	If the warehouse that you primarily operate is 000, press Enter to accept this entry. For a default warehouse other than 000, enter the identification of your default warehouse (maximum of three characters) and press Enter.	<i>If you answered "Y" to the "Multi Warehouse?" prompt, this sub prompt displays. Use the Del key to erase the text. You can then enter the desired value.</i> Note: <i>This entry must match an existing warehouse number set up in your MAS90/MAS200 system. Any alpha characters must be capitalized.</i>
Using w/Shipping? <input type="checkbox"/> Yes <input type="checkbox"/> No	Enter "Y" to allow Shipping while using the Sales Order Invoicing program. Answer "N" if you do not want to use the Workabout for Sales Order.	<i>Sales Order Shipping is a separate module that must be ordered and enabled separately. Purchase this module if you need more detailed shipping information.</i> <i>If you answer "N", the HHC will not display the following Shipping-related questions.</i>
Validate Item Num? <input type="checkbox"/> Yes <input type="checkbox"/> No	Press the "Y" key to activate the validation option for a Shipping item number.	<i>If you answer "Y" to this prompt, the handheld computer will prompt you to scan (or key in) an item ordered from the Bar-coded Picking Sheet. It will then prompt you to scan the barcode label on the actual product picked for shipment.</i>

Prompt	Procedure	Description
	Otherwise, press the “N” key.	<p>If the item numbers do not match, it will advise you that you picked the wrong item.</p> <p>If you answer “N”, you only need to enter the item number once.</p>
<p>Validate Item Qty?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Press the “Y” key to activate the validation option for a Shipping item quantity.</p> <p>Otherwise, press the “N” key.</p> <p>Note: As with the item number barcodes, the quantity barcodes on the Picking Sheet contain special codes that identify what they are (Item number, Sales Order number, etc.). Also, you cannot scan the Picking Sheet twice to override this validation.</p>	<p>If you answer “Y” to this prompt, the handheld computer will prompt you to scan the quantity that has been ordered from the barcode Picking Sheet and to key the quantity being shipped.</p> <p>If the quantity ordered and the quantity being shipped do not match, the handheld computer advises you of a backorder/over shipment situation (depending on the answer to the two following configurations questions).</p> <p>If backorder/over shipments are allowed, the handheld computer will permit the quantities to not match. Otherwise, the handheld computer will require the quantities to match before it will accept the transaction.</p>
<p>Allow Over Shipments?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Answer “Y” to allow the quantity shipped to exceed the quantity ordered.</p> <p>Note: If you occasionally ship more of an item than is ordered on the Sales Order, you will want to use this feature.</p> <p>If you answer “N” to this prompt, the handheld computer will <i>require</i> that the quantity shipped be equal to or less than the quantity ordered (backorder).</p>	<p>If you answered “Y” to the “Validate Item Qty?” prompt, the HHC prompts you to confirm the over shipment if these quantities differ.</p> <p>If you answered “N” to the “Validate Item Qty?” prompt, the HHC displays the message, “Quantity shipped does not match quantity ordered”.</p>
<p>Allow Back Orders?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Answer “Y” to allow the quantity shipped to be less than the quantity ordered.</p> <p>If you answer “N” to this prompt, the handheld computer will <i>require</i> that the quantity shipped be equal to or greater than the quantity ordered (overshipment).</p>	<p>If you answered “Y” to the “Validate Item Qty?” prompt, this sub prompt will display if these quantities differ.</p> <p>Note: If you occasionally ship less of an item than is ordered on the Sales Order, you will want to use this feature.</p>
<p>Force Scan Each Item?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you enter “Y”, the handheld computer will <i>require</i> the handheld user to scan the barcode label on each item being shipped.</p> <p>If you answer “N” to this question, the handheld computer will allow you to either key in or to scan in the quantity.</p>	<p>For example, if the shipping quantity of an item is 15, the user will be required to scan the barcode item number 15 times.</p>
<p>Allow Freight Entry?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you enter “Y” to this prompt, the handheld computer will prompt you to enter the dollar amount of freight that should be included on the invoice and the</p>	

Prompt	Procedure	Description
	<p>weight of the shipment.</p> <p>If you enter “N” to this prompt, the HHC will not display a prompt for freight entry.</p>	
<p>Enter S/O Line Num’s?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you answer “Y”, the handheld computer will prompt you to scan the Sales Order Line number on the barcode Picking Sheet (in addition to the other prompts).</p> <p>If you answer “N”, you will not be prompted to scan the Sales Order Line index number.</p> <hr/> <p>Caution! If you do not select this feature and you ship the same item twice on a MAS90/MAS200 Sales order, the invoice will not be correct. The invoice will reflect the quantity that was last scanned for a particular item.</p>	<p><i>Some users may need to ship the same item twice on the same Sales Order. Barcode Master adds the ability to barcode the line index number of each line of the sales order on the barcode Picking Sheet.</i></p> <hr/> <p>Note: <i>In order for this feature to function correctly, you must answer “N” in the Sales Order Processing setup option “Use Shipping Code to Calculate Freight Charges?”.</i></p>
<p>Using Integrated Scanner?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you are working with the Workabout one-piece Laser Scanner, enter “Y” to enable the scanner.</p> <p>If you are using a separate Scanner, enter “N”.</p>	<p><i>If you enter the wrong value and go back in and correct it, you must exit the program on the handheld and launch it again for the change to take effect.</i></p>
<p>Number of UPC Digits?</p> <p>_____</p>	<p>Valid entries are 5, 10, 11, and 12.</p>	<p><i>Use the right arrow key and then the Del key to clear the entry.</i></p> <p><i>Choose 5 to store the 7th – 11th digits.</i> <i>Choose 10 to store the 2nd – 11th digits.</i> <i>Choose 11 to store the first 11 digits (no check digit).</i> <i>Choose 12 to store all 12 digits.</i></p>
<p>Comm Port?</p> <p><input type="checkbox"/> A <input type="checkbox"/> C</p>	<p>Select A-serial if you transfer scanned information using an upload cable.</p> <p>Select C-cradle if you use a Psion Cradle/ Charging unit to transfer information.</p>	<p><i>Use the left and right arrow keys to toggle between A- Serial and C- Cradle.</i></p>
<p>Use Data Identifiers?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you enter “Y” to this prompt, the Shipping transaction will require data identifiers on the Picking Sheet or Sales Order that the user scans.</p> <hr/> <p>Note: <i>The barcodes on the Picking Sheet contain special codes that identify what they are (Item number, Sales Order number, etc.). Be sure to set up your Picking sheet to include identifiers if you select “Y”.</i></p>	<p><i>If you answer “Y” and your picking sheet is missing data identifiers or has the incorrect data identifier, the HHC prompts you with the Invalid Code Scanned error message.</i></p>

Prompt	Procedure	Description
	If you enter "N", no data identifiers will be required.	<i>If you answer "N" and data identifiers are present on the picking sheet, the HHC will also prompt you with the Invalid Code Scanned error message.</i>
Accumulate Qty? <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If you enter "Y" to this prompt, the HHC will prompt for the total quantity being shipped and then accumulate the quantities of items with the same Item Number.</p> <p>If you enter "N", the HHC does not accumulate the quantities of items with the same Item Number, but instead overwrites the quantity each time you enter items with the same Item Number.</p>	<i>Accumulate quantity is used in the Sales Order Invoicing and Sales Order Shipping. After you enter the total quantity, the HHC will indicate how many of that total has been shipped so far (2 of 10, 3 of 10, etc.).</i>
Communication? <input type="checkbox"/> 16 <input type="checkbox"/> 32	<p>Select either the 16- or 32-bit communication mode.</p> <p>Note: <i>Communication should be set to 16-bit unless you have a specific reason to set it to 32-bit, such as to use the Build Alias option. Note also that PC Communicator will not connect if the HHC is set to 32-bit.</i></p>	<i>Use the right and left arrow key to toggle between the choices of 16 and 32 bits.</i>

Using Barcode Master

When you start up Barcode Master on the *Workabout*, the handheld prompts you to press the Menu key to continue. The Main Menu displays options in a drop down graphical listing as follows:

Note: Press the right and left arrow keys to change from one drop down menu selection to the next.

- File
- Inven
- SO
- PO
- BOM
- Util
- Alias

Use the File menu to set up your Bcmaster configuration and Bill of Material (BOM) and Alias operations.

Use the Inven, SO, PO, and BOM menus to add, edit, delete or upload Inventory, Sales Order, Purchase Order, and Bill of Material records, respectively.

Use the Utility menu to determine the installed version of Bar Code Master, to read a bar code, and to reinitialize the handheld, BOM, and the Alias databases.

Use the Alias menu to build and upload an Alias.

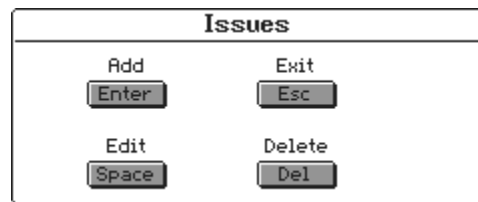
Initial transaction screens

Note: If you have difficulty in reading the buttons on this screen, adjust your screen display by pressing the Contrast button (second from the right on top row) until you get the desired contrast level.

The first screen for each transaction type offers you the same four choices:

- Add a record (press Enter)
- Edit a record (press Space)
- Delete a record (press Del)
- Exit (press Esc)

Figure 14 – Bcmaster Inventory Issues prompt



Note: The initial transaction screen allows you to add, edit, or delete a record. This is true for all types of transactions. This screen is the initial Inventory Issues prompt.

Select Add to create a new transaction record. The handheld prompts you for the necessary information for that transaction, depending on your setup configuration.

Select Edit or Delete to change or erase transaction records. In SO and PO transactions, the handheld prompts you for an SO/PO number. In all transactions types, it then prompts you for an item number.

Hint: If you are unsure of the SO, PO, or Item number, just key in "0" and press Enter. The handheld will display the first record. You can then scan through the records using the Space key.

If you select Exit, the handheld prompts you to press Menu to continue or Psion + X to exit Bcmaster.

Using the File menu (Setup)

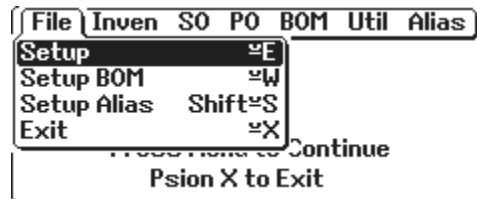
This section documents setup options in the File menu.

To perform Setup procedures, select File from the Barcode Master main menu on the Workabout. The following options display:

Note: The BOM database must be empty before you can run Setup BOM. Use the Utility menu, Reinitialize BOM option to clear the BOM database.

- Setup
- Setup BOM
- Setup Alias
- Exit

Figure 15 – Bcmaster File menu



Choose the Setup option to set or change the Bcmaster configuration for your handheld. See Configuring your Workabout on page 14 for detailed instructions.

Choose the Setup BOM option to set up a Bill of Materials configuration for the Workabout.

Note: You can only run Setup Alias with Communication set to 32.

Choose the Setup Alias option to set up an Alias build configuration for the Workabout.

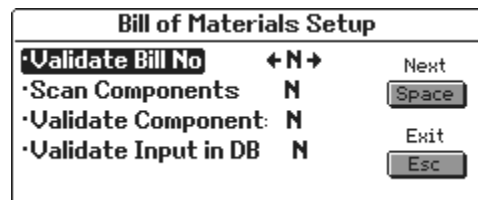
Setting up a BOM database

Note: BOM is a separate module that must be purchased and enabled separately. Contact Scanco for more information on purchasing this module.

Use the ↓ arrow to highlight Setup BOM and press Enter. You can also select Setup BOM by pressing the Psion key + W. There are three setup screens.

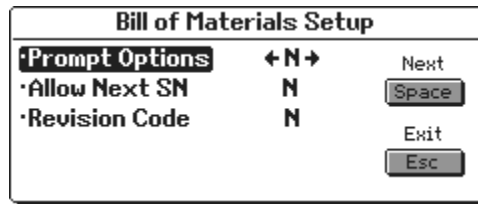
- Use the right and left arrow keys to toggle the configuration choices.
- Use the up and down arrow keys to move to the next configuration item.
- Press Space to move to the next screen.
- Press Esc to exit.
- The handheld prompts you to save the changes by pressing Enter or to cancel them by pressing Esc.
- Press Menu to continue.

Figure 16 – BOM Setup screen 1



Prompt	Procedure	Description
Validate Bill No <input type="checkbox"/> Yes <input type="checkbox"/> No	Press the “Y” key to activate the validation option for the Bill number. If you answer “Y”, the HHC will prompt you to scan the Bill number. Otherwise, press the “N” key to disable Bill number validation.	<i>If you answer “Y”, the scanner validates that the data identifier from a bar-coded picking sheet is correct for that Bill number barcode.</i> <i>If you answer “N”, you can either scan a Bill Number off a picking sheet with a data identifier or scan or key in any item number less than 15 characters long.</i>
Scan Components <input type="checkbox"/> Yes <input type="checkbox"/> No	Answer “Y” to scan or key in both components and parent items. Answer “N” to scan or key in only parent items.	<i>If you answer “Y”, the scanner will accept entry of parent items and their components.</i> <i>If you answer “N”, the handheld will accept entry of only parent items.</i>
Validate Component: <input type="checkbox"/> Yes <input type="checkbox"/> No	Press the “Y” key to activate the validation option for Components. If you answer “Y”, you’ll be prompted to scan the actual component after scanning a component from the bar-coded picking sheet. If you answer “N”, then you can type in or scan an item number either from a picking sheet with a data identifier or any item number less than 15 characters long.	<i>This option is available only if Scan Components is set to “Y”.</i>
Validate Input in DB <input type="checkbox"/> Yes <input type="checkbox"/> No	To validate data being entered against existing records in your handheld BOM database, set this feature to “Y”. If you prefer not to upload the files from the Workabout as frequently, answer “N”.	<i>The more records you have in the database, the longer it will take to validate them. If you use this setup option, perform frequent uploads to shorten validation time.</i>

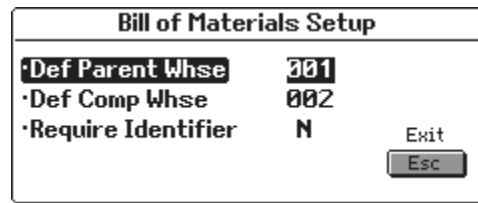
Figure 17 – BOM Setup screen 2



Prompt	Procedure	Description
Prompt Options <input type="checkbox"/> Yes <input type="checkbox"/> No	If you have some bills with options and some without, then answer “Y” to be able to enter Options in the “Enter Options:” popup screen or leave this field blank If you have no bills with Options, answer “N” to skip this prompt.	<i>Because a Bill in MAS90 may or may not have options, you can also set up this option in the BOM module on the Workabout.</i>

Prompt	Procedure	Description
<p>Allow Next SN</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Enter “Y” to have MAS90/MAS200 assign serial numbers to parent items. You will not be prompted for parent serial numbers.</p> <p>Answer “N” to be prompted to enter a serial number for both parent items and components.</p>	<p><i>MAS90/MAS200 has a feature that automatically assigns serial numbers to parent items based on a number that is stored for each parent item.</i></p>
<p>Revision code</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you have setup to use this feature in MAS90, answer “Y” and the handheld will prompt you for a Revision Code.</p> <p>If you turned this feature off in MAS90, answer “N” and you won’t be prompted for a Revision Code.</p>	<p><i>In MAS90 you can opt to use multiple revision codes for a Bill.</i></p>

Figure 18 – BOM Setup screen 3



Prompt	Procedure	Description
<p>Def Parent Whse</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Enter the identification number of your default warehouse for parent items.</p>	<p><i>This value allows a maximum of 3 characters and must match an existing warehouse number set up in MAS90 system. Any alpha characters must be capitalized.</i></p>
<p>Def Comp Whse</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Enter the identification number of your default warehouse for component items.</p>	<p><i>This value allows a maximum of 3 characters and must match an existing warehouse number set up in MAS90 system. Any alpha characters must be capitalized.</i></p>
<p>Require Identifier</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Set this option to “Y” to require data identifiers on your MAS90 picking sheet.</p> <p>Note: <i>The barcodes on the Picking Sheet contain special codes that identify what they are (Item number, Sales Order number, etc.).</i></p> <p>Answer “N” if your MAS90 picking sheet will not have data identifiers.</p>	<p><i>If you answer “Y” and your picking sheet is missing data identifiers or has the wrong identifier, the HHC prompts you with the Invalid Code Scanned error message.</i></p> <p><i>If you answer “N” and data identifiers are present on the picking sheet, the HHC will again prompt you with the Invalid Code Scanned error message.</i></p>

Setting up an Alias build database

Note: For additional information on Alias databases, contact Scanco Technical Support at (330) 645-9959 EXT 128.

Note: You might use this option if you were setting up a barcode solution for the first time and needed to incorporate a large number of alias item numbers into your Inventory maintenance records.

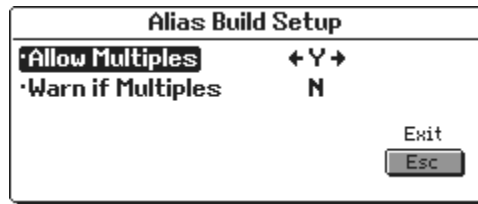
You can use the Alias Build option to easily input the Alias Item Number that corresponds to an Item Number in MAS90/200. Alias Build files cannot be imported into MAS90/MAS200. However, you can view these files by importing them into Notepad. From there, you can convert them into Excel files.

You will need to manually input Alias Items into the Alias Item Number Maintenance or import them with Visual Integrator. An Alias database file starts with a prefix of “A” just as an Inventory file starts with a prefix of “I” or a Sales Order with a prefix of “S”.

Use the ↓ arrow to highlight Setup Alias and press Enter. You can also select Setup Alias by pressing the Shift key + Psion key + S.

There is one setup screen. Use the right and left arrow keys to toggle the configuration choice, which is whether or not to allow multiples. Press Esc to exit. Press Y to accept the changes or N to abandon them. Press Menu to continue.

Figure 19 – Alias Build Setup screen 1



Prompt	Procedure	Description
<p>Allow Multiples</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Select “Y” to allow multiple aliases for the same item.</p> <p>Otherwise, press “N”.</p>	<p>Selecting “Y” enables the HHC to recognize more than one alias for the same item.</p>
<p>Warn if Multiples</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you press “Y”, the handheld warns you if an alias already exists for a particular Item.</p> <p>If you press “N”, no warning is given.</p>	<p>This prompt becomes active if Allow Multiples is set to Yes. Otherwise, it is grayed out.</p> <p>If you answer “Y”, the HHC warns you that an alias already exists for this item and asks if you want to add a new alias for it.</p>

Running Inventory transactions

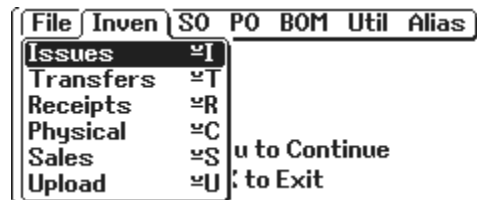
This section documents Inventory transactions.

The prompts that display on the handheld computer during the Inventory transactions will vary, depending on your answers to the questions in the configuration program.

To conduct Inventory transactions, select Inven from the Barcode Master main menu on the *Workabout*. The following options display:

- Issues
- Transfers
- Receipts
- Physical
- Sales
- Upload

Figure 20 – Bcmaster Inventory menu



The first five Inventory menu choices allow you to perform a type of inventory transaction that corresponds to a MAS90/MAS200 Inventory Module transaction.

Upload prepares an Inventory record file for uploading. See *Uploading Handheld Files to the PC* on page 50 for details.

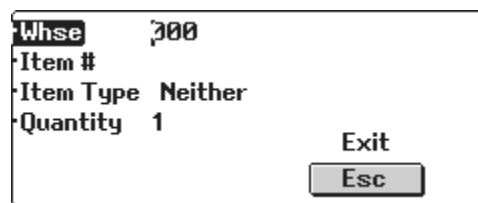
Issues

Use the ↓ arrow to highlight Issues on the Inven menu and then press Enter. You can also select Issues by pressing the Psion key + I.

The handheld prompts you to add, delete, or edit a record or to exit the Issues application. If you select Edit or Delete, the handheld prompts you for the Item number. If you select Exit, the handheld prompts you to press Menu to continue or Psion + X to exit Bcmaster.

If you select Add, some or all of the following prompts appear:

Figure 21 – Issues menu



Warehouse This prompt displays only if you have multiple warehouses. To choose your default warehouse, press the Enter key.

To choose a different warehouse, key in the desired warehouse number and then press Enter.

Note: Make sure that any alpha characters you use to designate a warehouse are capitalized. Otherwise, MAS90/MAS200 won't recognize them. To set CAPS Lock on, press the Psion + Space keys. This combination works both in the program and at the system screen.

Item Number You can either scan the item number barcode or manually key in the item number.

Item Type If you select “Y” for the Using Lot/Serial option and any of your items are lot/serial, this prompt displays. Use the → arrow to scroll through the options of Neither, Serial, and Lot.

If the item has a Lot Valuation, scan the quantity to issue and then scan or key the Lot number.

If the item has a Serial Valuation, enter the number of serialized items to Issue. The handheld prompts you to scan each of the serial numbers and keeps track of the number that you have entered so far.

If the item is neither Lot nor Serial Valuation, (LIFO, FIFO, Standard or Average) press Enter and continue with Quantity.

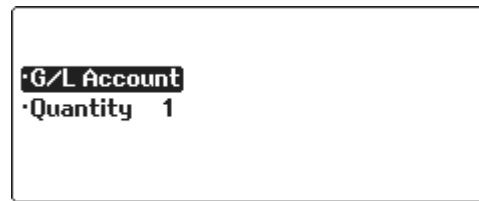
Figure 22 – Issues serial number prompt



GL Account This prompt displays only if you answered “Y” to the “Enter G/L Acct #” configuration option.

Enter the General Ledger account that will reflect the cost of the materials issued. If you do not enter a G/L account number, or if you turned this prompt off during setup, the issue will be posted to the Cost of Goods Sold Account as defined in your MAS90/MAS200 system.

Figure 23 – Issues G/L Acct # prompt



Quantity Enter the quantity of the material being issued.

After you complete the last Issue transaction, the handheld computer returns to the first prompt and is ready for another entry.

When you finish with all of the Issues you want to process, press the On/ESC key to exit the application. The handheld returns you to the Issues Add, Delete, Edit or Exit submenu, where you can continue with your transactions or exit to the Press Menu to Continue/Psion X to Exit screen.

Transfers

Note: If you have only one warehouse, the handheld will flash the message: "handheld not setup for inventory transfers" and return to the Barcode Master Main Menu.

Use the ↓ arrow to highlight Transfers on the Inven menu and then press Enter. You can also select Transfers by pressing the Psion key + T.

The handheld computer will only allow you to transfer material from one warehouse to another if you answered "Y" to the "Multiple Warehouses?" option in the configuration program.

The handheld prompts you to add, delete, or edit a record or to exit the Transfers application. If you select Edit or Delete, the handheld prompts you for the Item number. If you select Exit, the handheld prompts you to press Menu to continue or Psion + X to exit Bcmaster.

If you select Add, some or all of the following prompts appear:

Figure 24 – Transfers menu

- From Warehouse** Enter the warehouse *from* which you are transferring the material. To select your default warehouse, press the Enter key. To choose a different a warehouse, key in the warehouse number.
- To Warehouse #** Enter the warehouse *to* which you are transferring the material.
- Item Number** Scan or key the item number to be transferred.
- Item Type** This prompt displays only if you answered "Y" to the "Using Lot/Serial?" option in the configuration program. Use the → arrow to scroll through the options of Neither, Serial and Lot.
- If the item has a Lot Valuation, scan the quantity to Transfer and then scan or key the Lot number.
- If the item has a Serial Valuation, enter the number of serialized items to transfer. The handheld prompts you to scan each of the serial numbers and keeps track of the number you have entered so far.
- If the item is neither Lot nor Serial Valuation, (LIFO, FIFO, Standard or Average) press Enter; continue with Quantity.
- Quantity** Enter the quantity of the material being transferred.
- After you enter the quantity, the handheld computer returns to the "Item #" prompt, ready to continue with transfers to and from the warehouses you defined. You can continue your transactions or exit the application.
- To exit the application, press the On/Esc key at the "Item #" prompt. The handheld returns to the Transfers Add, Delete, Edit or Exit sub menu, where you can continue with your transactions or exit to the Press Menu to Continue/Psion X to Exit screen.

Receipts

Use the ↓ arrow to highlight Receipts on the Inven menu and press Enter. You can also select Receipts by pressing the Psion key + R.

The handheld prompts you to add, delete, or edit a record or to exit the Receipts application. If you select Edit or Delete, the handheld prompts you for the Item number. If you select Exit, the handheld prompts you to press Menu to continue or Psion + X to exit Bcmaster.

If you select Add, some or all of the following prompts appear:

Figure 25 – Inventory Receipts prompt

```

Whse 000
Item #
Item Type Neither
Quantity 1
Exit
Esc
  
```

Warehouse This prompt displays only if you have multiple warehouses. To choose your default warehouse, press the Enter key.

To choose a different warehouse, key in the desired warehouse number and then press Enter.

Item Number Scan or key the item number to be received.

Item Cost This sub prompt displays only if “Enter Item Cost?” is set to “Yes”. Enter the cost in dollars and cents using a period (.) as a separator.

Item Type Use the → arrow key to scroll through the options of Neither, Serial, and Lot. If the item has a Lot Valuation, scan the quantity to receive and then scan or key the lot number.

If the item has a Serial Valuation, enter the number of serialized items to transfer. The handheld prompts you to scan each of the serial numbers and keeps track of the number you have entered so far.

If the item is neither Lot nor Serial Valuation, (LIFO, FIFO, Standard or Average) press Enter; continue with Quantity.

Quantity Enter the quantity of the material being received.

After you enter the quantity received and press Enter, the program returns you to the “Item #” prompt.

If you have additional items to receive, repeat the procedure. If you are finished processing Receipts, press the On/Esc key to return to the Receipts’ add, delete, edit or exit submenu. You can continue with your transactions or exit to the Press Menu to Continue/Psion X to Exit screen.

Physical Counts

Caution! Remember to upload your Physical Counts often, at least once a day; two or three times a day if you are scanning large numbers of records. If a scanner contains an excessive amount of files, it will produce a Bcmaster Disk full or Root Directory is full error message when you attempt to upload. If this happens, you will need to use PC Communicator to delete files. Contact Technical Support for assistance at (330) 645-9959 EXT 128.

In order to use the handheld computer for the Physical Count process, you must first perform some of the normal procedures from within the MAS90/MAS200 system. Before you can import Physical Count records from the handheld computer, you must first “freeze” the inventory items in the MAS90/MAS200 Inventory System.

1. In the MAS90/MAS200 Inventory Management Module, access the Physical Count Process Menu.
2. Select option 1, Physical Count Worksheet.
3. Choose the desired sort options from the sort options screen. The various reporting options display.
4. Select the desired report options.
5. Select Option 2, Print Worksheet and Freeze Items, or Option 3, Freeze Items Only. Executing either one of these choices sets up the proper MAS90/MAS200 file for importing from the handheld computer.

When you are ready to perform a physical count using the handheld computer, select Physical from the Inven menu on the *Workabout*. Use the ↓ arrow to highlight Physical and press Enter. You can also select Physical Count by pressing the Psion key + C.

The handheld prompts you to add, delete, or edit a record or to exit the Physical Inventory application. If you select Edit or Delete, the handheld prompts you for the Item number. If you select Exit, the handheld prompts you to press Menu to continue or Psion + X to exit Bcmaster.

If you select Add, some or all of the following prompts appear:

Figure 26 – Inventory Physical Counts prompt

```

Whse 300
Item #
Item Type Neither
Quantity 1
Exit
Esc
  
```

Warehouse This prompt displays only if you have multiple warehouses. To choose your default warehouse, press the Enter key.

To choose a different warehouse, key in the desired warehouse number and then press Enter.

Item Number Scan or enter the item number.

Item Type Use the → arrow key to scroll through the options of Neither, Serial or Lot. If the item has a Lot Valuation, scan the quantity to receive and then scan or key the lot number.

If the item has a Serial Valuation, enter the number of serialized items being counted. The handheld prompts you to scan each of the serial numbers and keeps track of the number of items that you have entered so far.

If the item is neither Lot nor Serial Valuation, (LIFO, FIFO, Standard or Average) press Enter and continue with Quantity.

Quantity Enter the quantity of the material counted.

After you enter the quantity counted and press Enter, the program returns you to the “Item #” prompt.

If you have additional items to count, repeat the same procedure. If you are finished with all of the Physical Counts that you want to process at this time, press the On/Esc key to return to the Physical Inventory Add, Delete, Edit or Exit submenu, where you can continue with your transactions or exit to the Press Menu to Continue/Psion X to Exit screen.

After you have finished importing the Physical Count on the handheld computer, access the MAS90/MAS200 Inventory Management module, Inventory Management Physical Count Process Menu, and select Option 3, Physical Count Variance Register. Review the register and make any necessary adjustments. You then have the option to update your Inventory files.

For more details on the Physical Count process, refer to your *MAS90 Inventory Management* manual.

Sales

If you answered “Y” to the “Allow Sales?” option in the configuration program, you can perform Inventory Sales Transactions.

Use the ↓ arrow key to highlight Sales under the Inven menu and press Enter. You can also select Sales by pressing the Psion key + S.

The handheld prompts you to add, delete, or edit a record or to exit the Sales application. If you select Edit or Delete, the handheld prompts you for the Item number. If you select Exit, the handheld prompts you to press Menu to continue or Psion + X to exit Bcmaster.

If you select Add, some or all of the following prompts appear:

Figure 27 – Inventory Sales prompt

```

Whse 300
Item #
Item Type Neither
Quantity 1
Exit
Esc
  
```

Warehouse This prompt displays only if you have multiple warehouses. To choose your default warehouse, press the Enter key.

To choose a different warehouse, key in the desired warehouse number and then press Enter.

Item Number Scan or type in the item number.

Sales Price If you answered “Y” to the “Allow Sale Price Entry In Sales?” option in the configuration program, enter the price for which the item is to be sold.

Note: When entering prices, enter the number and use the period key (.) for the decimal point.

If you answered “N” to the option in the configuration program, this prompt will not appear, and the item will be sold at the standard price as defined in your MAS90/MAS200 Inventory Master file.

- Item Type** Use the → arrow key to scroll through the options of Neither, Serial and Lot. If the item has a Lot Valuation, scan the quantity to receive and then scan or key the lot number.
- If the item has a Serial Valuation, enter the number of serialized items to transfer. The handheld prompts you to scan each of the serial numbers and keeps track of the number of items that you have entered so far.
- If the item is neither Lot nor Serial Valuation, (LIFO, FIFO, Standard or Average), press Enter and continue with GL Account or Quantity.
- GL Account** This prompt displays if you answered “Y” to the “ENTER G/L ACCT #” configuration option.
- Enter the General Ledger account that will reflect the cost of the materials issued. If you do not enter a G/L account number, or turned this prompt off during setup, the issue will be posted to the Cost of Goods Sold Account as defined in your MAS90/MAS200 system.
- Quantity** Enter the quantity of the material being sold.
- After you enter the quantity sold, the handheld returns to the “Item #” prompt. You can add a new item to be sold, or press the On/Esc key to exit to the Add, Delete, Edit, Exit submenu, where you can continue with your transactions or exit to the Press Menu to Continue/Psion X to Exit screen.

Making Sales Order transactions (Shipping)

Note: If you use the MAS90/MAS200 Sales Order Processing module, you can also use the handheld computer Shipping software to further integrate bar-coding and remote data collection into your accounting system.

This section documents Sales Order transactions only.

When you are ready to ship, your first step is to print out a Barcode Picking Sheet. The default form prints barcodes for the following:

- Sales Order number
- Each Inventory item on the Sales Order
- Quantity ordered
- Whether the item is a Lot, Serial, or Neither cost type item
- Sales Order line number (optional)

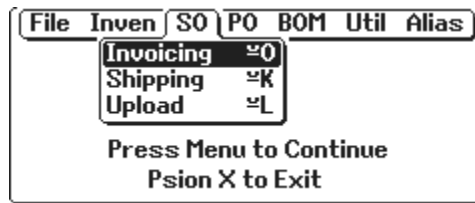
Note: The barcodes on the Picking Sheet contain data identifiers, which are special identification codes that indicate what they are (Item number, Sales Order number, etc.).

Scan in the Sales Order number, each item to ship, and scan or key the quantity being shipped. You can optionally configure Shipping to scan both the Picking Sheet and the label on the item to be shipped. Using this procedure, the handheld computer confirms that the correct item is being shipped. A similar feature is available to insure that the correct quantity ships.

If you select SO, the handheld computer displays a menu that includes Invoicing, Shipping, and Upload. The Invoicing and Shipping transactions match those of the MAS90/MAS200 Sales Order Module.

Upload prepares a Sales Order record file for uploading. See Uploading Handheld Files to the PC on page 50 for details.

Figure 28 – SO prompt



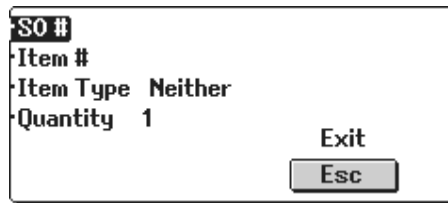
Invoicing

Use the ↓ arrow key to highlight the Invoicing option under the SO menu and press Enter. You can also select Invoicing by pressing the Psion key + O.

The handheld prompts you to add, delete, or edit a record or to exit the Invoicing application. If you select Edit or Delete, the handheld prompts you for the Sales Order number and the Item number. If you select Exit, the handheld prompts you to press Menu to continue or Psion + X to exit Bcmaster.

If you select Add, some or all of the following prompts appear:

Figure 29 – SO Invoicing prompt



SO# You can manually enter the Sales Order number or scan it from the Barcode Picking Sheet.

Line No. The Index Line number prompt only displays if you answered “Y” to the “Enter S/O Line Num’s?” prompt in the configuration program. Scan the Sales Order line number from the Barcode Picking Sheet for the item being shipped.

Notes: In order to ship kit type items, you must first scan the Line Index number of the parent or finished good item, and then enter the quantity that is being shipped. Scan the first component’s Line Index number and enter the quantity of that component that is to be used in the finished good. Repeat the same procedure for each of the component items.

Also, be sure to set up MAS90/MAS200 to print the line index and the parent with all components on the Picking Sheet.

Item # Scan the item ordered from the Barcode Picking Sheet.

Item # (Shipped) This sub prompt displays only if your answered “Y” to the “Validate Item Qty?” option in the configuration program.

Scan the barcode label on the item being picked for shipment.

Item Type This prompt displays only if you answered “Y” to the “Using Lot/Serial” option in the configuration program.

If the item has a Lot valuation (and Quantity validation is on), use the → arrow key to scan through the options until the Lot item type appears.

When the Lot item type appears, press Enter to accept this validation. Scan the quantity ordered from the Barcode Picking Sheet and manually enter the quantity being shipped when prompted. Scan or enter the lot number and then the quantity.

If the item has a Serial valuation, (and quantity validation is on), use the arrow keys until the serial item type appears and then press Enter. Scan the quantity of serialized items ordered from the Barcode Picking Sheet and manually enter the number being shipped when prompted.

The handheld computer prompts you to scan each of the serial numbers and keeps track of the number you have entered by prompting one of three, two of three, and so on until the entire quantity ordered has been accounted for.

If the item is neither Lot nor Serial Valuation, (LIFO, FIFO, Standard, Average), choose the Neither item type.

Quantity Scan from the Picking Sheet or enter the quantity of the ordered material that is being shipped and press Enter.

When you finish entering all of the items that you want to ship, press the On/Esc key to exit. The freight prompts may display, depending on the configuration options.

Qty Shipped If configured for Quantity validation, the handheld prompts you to manually enter the quantity being shipped. The handheld informs you if this quantity differs from the value in the Quantity prompt. Depending on whether back orders/over shipments are allowed per the configuration options, the handheld either asks you for confirmation of the back order/over shipment or returns you to the Qty Shipped sub prompt for re-entry until the quantities match.

Accumulate Qty? This prompt displays only if you answered “Y” to the “Accumulate Quantity?” option in the configuration program.

If you answer “Y”, the HHC prompts you for the total quantity and then displays the portion of that quantity invoiced so far, such as 2 of 10. If you answer “N”, no total quantity displays and a duplicate Item number will overwrite the quantity of its predecessor unless they are differentiated by Index Line numbers.

Total Weight Enter the weight in whole pounds (no decimals).

To skip this prompt, press the Enter key. The record will be updated automatically.

Freight This prompt displays only if you entered “Y” to “Allow Freight Entry?” in the configuration program. Enter a dollar and cent amount of freight for this invoice. To skip this prompt, press Enter.

Note: This prompt appears after the S/O data has been input and you press the ESC key. You must make an entry at this prompt. The Workabout continues to prompt for an entry until you either enter a freight amount or press the Enter key.

Caution! In order for the Total Freight feature to function correctly, you must answer “N” to the MAS90/MAS200 Sales Order Processing Module setup option “Use Shipping Code to Calculate Freight Charges?”.

When you exit the Invoicing Transaction program, the handheld once again prompts you to add, delete, edit or exit the program record. To completely exit Invoicing, press the On/Esc key once again followed by the Menu key.

Shipping

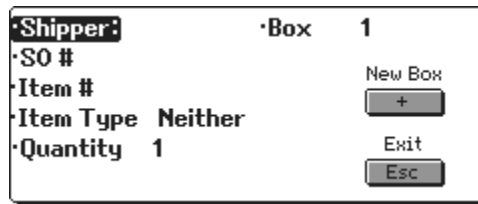
Note: Shipping is an additional enhancement that must be purchased separately. Contact Scanco for more information on purchasing this module.

Press the ↓ arrow key to highlight the Shipping option from the SO menu and then press Enter.

The handheld prompts you to add, delete, or edit a record or to exit the Shipping application. If you select Edit or Delete, the handheld prompts you for the Sales Order number and the Item number. If you select Exit, the handheld prompts you to press Menu to continue or Psion + X to exit Bcmaster.

If you select Add, some or all of the following prompts appear

Figure 30 – SO Shipping prompt



- Shipper:** Enter the desired shipper code. This must correspond to a MAS90/MAS200 shipper code.
- SO#** You can manually enter the Sales Order number or scan it from the Barcode Picking Sheet.
- Box** Indicates which box contains the item. Press the “Shift” and “+” keys to add a new box and increment the box number.
- Line No.** If you answered “Y” to the “Enter SO Line Number?” prompt in the configuration program, the *Workabout* prompts for the Index Line number. Scan the Sales Order line number from the Barcode Picking Sheet for the item being shipped.

Note: In order to ship kit type items, you must first scan the Line Index number of the parent or finished good item, and then enter the quantity that is being shipped. Scan the first component’s Line Index number and enter the quantity of that component that is to be used in the finished good. Repeat this procedure for each component items.

- Item #** Scan the item ordered from the Barcode Picking Sheet.
- Item # (Shipped)** This sub prompt displays only if your answered “Y” to the “Validation of Items Shipped” in the configuration process.
Scan the barcode label on the item being picked for shipment.
- Item Type** This prompt displays only if you answered “Y” to the “Using Lot/Serial” option in the configuration program.
If the item has a Lot valuation (and Quantity validation is on), use the → arrow key to scan through the options until the Lot item type appears. When it appears, press Enter to accept this validation.

Scan the quantity ordered from the Barcode Picking Sheet and manually enter the quantity being shipped when prompted. Scan or enter the lot number and then the quantity.

If the item has a Serial valuation, (and quantity validation is on), use the arrow keys until the serial item type appears and then press Enter. Scan the quantity of serialized items ordered from the Barcode Picking Sheet and manually enter the number being shipped when prompted. The handheld computer prompts you to scan each of the serial numbers and keeps track of the number you have entered by prompting one of three, two of three, and so on until the entire quantity ordered has been accounted for.

If the item is neither Lot nor Serial Valuation, (LIFO, FIFO, Standard, Average), choose the Neither item type.

Quantity Scan from the Picking Sheet or enter the quantity of the ordered material that is being shipped and press Enter.

When you finish entering all of the items that you want to ship, press the On/Esc key to exit. The following prompts may display, depending on the configuration options:

Qty Shipped If configured for Quantity validation, the handheld prompts you to manually enter the quantity being shipped. The handheld informs you if this quantity differs from the value in the Quantity prompt. Depending on whether back orders/over shipments are allowed per the configuration options, the handheld either asks you for confirmation of the back order/over shipment or returns you to the Qty Shipped sup prompt for re-entry until the quantities match.

Accumulate Qty? This prompt displays only if you answered “Y” to the “Accumulate Quantity?” option in the configuration program.

If you answer “Y”, the HHC prompts you for the total quantity and then displays the portion of that quantity shipped so far, such as 2 of 10. If you answer “N”, no total quantity displays and a duplicate Item number will overwrite the quantity of its predecessor unless they are differentiated by Index Line numbers.

Total Weight Enter the weight in whole pounds (no decimals).

To skip this prompt, press the Enter key. The record will be updated automatically.

Freight This prompt displays only if you entered “Y” to “Allow Entry of Freight?” in the configuration program. Enter a dollar and cent amount of freight for this invoice. To skip this prompt, press Enter.

Note: You must make an entry at this prompt. The Workabout continues to prompt for an entry until you either enter a freight amount or press the Enter key.

Caution! In order for the Total Freight feature to function correctly, you must answer “N” to the MAS90/MAS200 Sales Order Processing Module setup option “Use Shipping Code to Calculate Freight Charges?”.

When you exit the Shipping Transaction program, the handheld once again prompts you to add, delete, edit or exit the program record. To completely exit Shipping, press the On/Esc key once again followed by the Menu key.

Import Transactions Error Log warnings

Note: If you backorder or over ship a parent item, Shipping recalculates the required number of each component and only issues a warning if you ship the incorrect quantity of components required for the number of parent items actually being shipped.

There are two conditions that will generate warnings on the HHC during an Import transaction:

- Quantity of parent items is less than or greater than the quantity ordered.
This warning insures that you actually have a backorder or over shipment. You can still ship the desired amount.
- Incorrect quantity of components to build the parent item. Shipping will still import these records; however, you need to edit the component quantities shipped on the invoice as required.

Running Purchase Order (PO) transactions

Note: Barcodes will not print if all the items have previously been received on the Purchase Order.

If you use the MAS90/MAS200 Purchase Order Processing module, then you can use Purchase Order Receipts to further integrate bar coding and remote data collection into your accounting system.

When goods arrive on site to be received, your first step is to print out a Barcode Receiver Form from the Barcode Master Reports Menu. The default form prints barcodes for the following:

- Purchase Order number
- Inventory item on that Purchase Order
- Item's Lot/Serial/Neither cost type
- Quantity ordered

After you upload the files to the PC, you can import them using the Import Purchase Order Transactions option found in the MAS90/MAS200 Barcode Master Main Menu. After the items are validated and imported, you can print standard MAS90/MAS200 receipt/invoice registers and barcode labels for received items for your review prior to updating.

The prompts that display on the handheld computer during a Receipt of Goods transaction will vary, depending on your answers to the questions in the configuration program.

If you select Purchase Order, the handheld computer displays a menu that includes Receipts and Upload. The Receipt transactions feed into the MAS90/MAS200 Purchase Order Module.

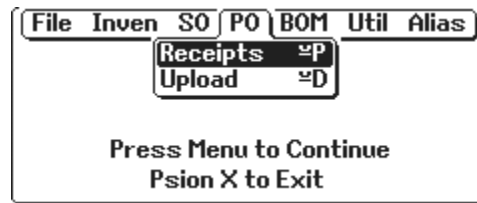
The prompts that display on the handheld computer during a Receipt of Goods transaction will vary, depending on your answers to the questions in the configuration program.

To conduct Receipt transactions, select PO from the Barcode Master main menu on the *Workabout*. The following options display:

- Receipts
- Upload

Upload prepares a Purchase Order record file for uploading. See Uploading Handheld Files to the PC on page 50 for details.

Figure 31 – Bcmaster PO menu



Making Purchase Order Receipt transactions

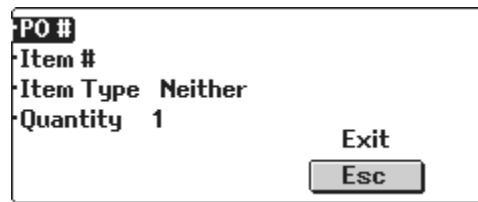
This section documents Purchase Order transactions only.

To conduct Purchase Order Receipt of Goods/Invoice transactions, select PO from the Barcode Master main menu on the *Workabout* by using the arrow keys to choose the menu heading. Press the ↓ arrow key to highlight the Receipts option under the PO menu option. You can also select Receipts by pressing the Psion key + P.

The handheld prompts you to add, delete, or edit a record or to exit the Invoicing application. If you select Edit or Delete, the handheld prompts you for the Purchase Order number and the Item number. If you select Exit, the handheld prompts you to press Menu to continue or Psion + X to exit Bcmaster.

If you select Add, some or all of the following prompts appear:

Figure 32 – PO add receipt record prompt



- PO#** Enter the Purchase Order number or scan it from the Barcode Receiver. Then handheld leads you through the receiving prompts you defined in the setup procedure.
- Line No.** If you answered “Y” to the “Enter PO Line#?” prompt in the configuration program, the *Workabout* prompts for the Index Line number. Scan the Purchase Order line number from the Barcode Receiver form for the item being shipped.
- Invoice Number** If you answered “Y” to the “Enter P/O Inv#?” option in the configuration program, this prompt displays.
- If an invoice has arrived with the shipment, enter the invoice number at this time.
- If you do not want to enter an invoice number, press the On/Esc key and the Item Number prompt displays.
- Invoice Date** The current date is automatically entered for you. Press On/Esc to accept. To change the date, press Enter or the down arrow key to highlight the date. Invoice dates require eight characters. Type the month (two digits), the day of the month (two digits), and the year (four digits). When finished, press Enter.

- Item Number** Scan the item number barcode from the Bar-coded Receiver form or key in the item number.
- Item Type** Use the → arrow key to scroll through the options of Neither, Serial, and Lot. If the item has a Lot Valuation, scan the quantity to receive and then scan or key the lot number. If the item has a Serial Valuation, enter the number of serialized items to transfer. The handheld prompts you to scan each of the serial numbers and keeps track of the number of items that you have entered so far. If the item is neither Lot nor Serial Valuation (LIFO, FIFO, Standard or Average), press Enter and continue with Quantity.
- Quantity** Enter the quantity of the material being received and press Enter.
- If you have additional items to Receive, follow the same procedures as listed above. If you have finished with all of the receipts that you want to process at this time, press the On/Esc key to return to the PO Receipts Add, Edit, Delete, or Exit submenu. To completely exit Receiving, press the On/Esc key once again followed by the Menu key.

Working with Bills of Materials (BOM)

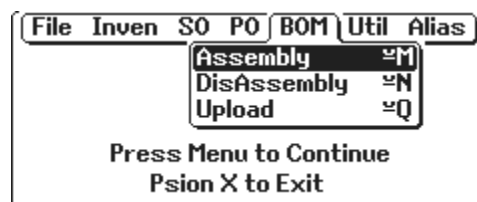
Note: The Bill of Materials module must be ordered and enabled separately from BC Master.

The BOM menu options include:

- Assembly – lets you create an assembly BOM to list all the parts necessary to assembly a product
- DisAssembly – lets you create a disassembly BOM to disassemble a product and put the parts back in Inventory
- Upload – prepares BOM files for transfer to a PC

Upload prepares a BOM record file for uploading. See Uploading Handheld Files to the PC on page 50 for details.

Figure 33 – BOM Setup screen 1



Creating a BOM Assembly/Disassembly record

Use the ↓ arrow to highlight Assembly or DisAssembly on the BOM menu and press Enter. You can also select Assembly by pressing the Psion key + M or DisAssembly by pressing the Psion key + N.

Press Enter to continue.

The handheld prompts you to add, delete, or view a record or to exit the BOM application. If you select View or Delete, the handheld prompts you for the Sales Order number and the Item number. If you select Exit, the handheld prompts you to press Menu to continue or Psion + X to exit Bcmaster.

If you select Add, some or all of the following prompts appear:

Figure 34 – BOM Add New prompt

Note: If you answered “Y” to the “Validate Component” or “Validate Bill” option in the configuration program, the Workabout will prompt you to enter that field from the barcode picking sheet.

The screenshot shows a terminal window titled "Bill of Materials - Add New". The prompt lists several fields: "Item # |" with a cursor, "Whse", "Quantity 0", and "Item Type N". At the bottom right, there are two buttons labeled "Exit" and "Esc".

Item # Scan or enter the item number.

Revision If you answered “Y” to the “Revision Code” option in the configuration program, the Revision sub prompt appears. Enter the Revision number. The default is 000.

Figure 35 – BOM Enter Revision prompt

The screenshot shows a terminal window with a sub-prompt titled "Enter Revision:". The prompt lists fields: "Item", "Whse", "Quar", and "Item". The "Revision" field is highlighted and contains the value "000". At the bottom, there are two buttons labeled "Exit" and "Esc".

Whse This prompt displays only if you have multiple warehouses. To choose the default warehouse (per the BOM setup), press the Enter key. To choose a different warehouse, key or scan in the desired warehouse number and then press Enter.

Quantity Enter the quantity of the Item to be used in the BOM.

Note: If “Prompt Options” in the BOM setup is set to “Y”, the Option prompt displays prior to the Item Type (Lot # or Serial #) prompt.

Options Enter the number of options for the Item to be used in the BOM and press Enter. Press Space for zero options.

Figure 36 – BOM Enter Options prompt

The screenshot shows a terminal window with a sub-prompt titled "Enter Options:". The prompt lists fields: "Item", "Whse", "Quan", and "Item". The "Options" field is highlighted. Below it, the text "Space for None" is displayed. At the bottom, there are two buttons labeled "Space" and "Esc".

Item Type This prompt is only active if the “Using Lot/Serial” configuration option is set to “Yes”. Otherwise, it is grayed out.

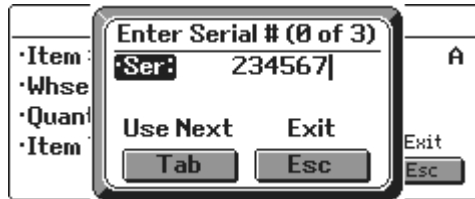
Use the → arrow key to scroll through the options of Neither (N), Serial (S) or Lot (L). Press Enter to select.

Figure 37 – BOM Lot prompt



Enter the Lot number and press Enter. Enter the Quantity of the Item for that Lot number. Press Enter.

Figure 38 – BOM Serial Number prompt



Enter the Serial number. Press Enter to close the sub prompt or press Tab to use the next serial number in sequence.

When you are finished adding assembly records, press the On/Esc key to return to the main assembly screen.

For more details on the BOM process, refer to your *Scanco Workabout Bill of Materials for MAS90/MAS200* manual.

Viewing BOM database records

Use the ↓ arrow to highlight Assembly or DisAssembly on the BOM menu and press Enter. You can also select Assembly by pressing the Psion key + M or DisAssembly by pressing the Psion key + N.

Press Enter to continue.

The handheld prompts you to add, delete, or view a record or to exit the BOM application. If you select View, some or all of the following prompts appear:

Figure 39 – BOM Record screen

Press Menu for more options			
Record	Revision	RT	+
3	001	A	
4	000	A	
5	000	D	
6	000	D	

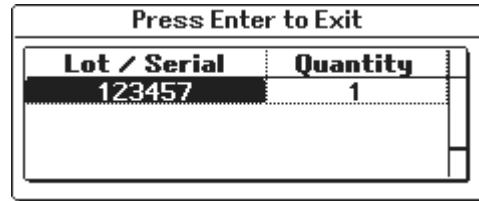
Record Displays the Record ID#, Revision level, and RT (indicates Assembly [A] or Disassembly [D]) for a particular Item number.

Press the Menu key for more options. A drop down menu with the following choices displays. Highlight and press Enter to select.

- Refresh – Updates your database with any changes you have made.

- Details – Displays lot/serial number information for the highlighted record. Press Enter to exit.
- Exit – Return to Add, View, Delete, Exit screen

Figure 40 – BOM Details screen



Deleting BOM database records

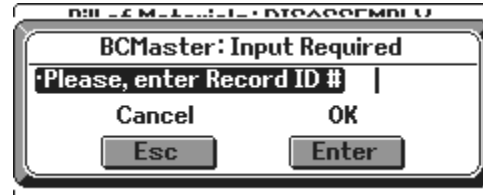
Use the ↓ arrow to highlight Assembly or DisAssembly on the BOM menu and press Enter. You can also select Assembly by pressing the Psion key + M or DisAssembly by pressing the Psion key + N.

Press Enter to continue.

The handheld prompts you to add, delete, or view a record or to exit the BOM application. If you select Delete, the handheld prompts you for the Record ID number.

If you select Delete, some or all of the following prompts appear:

Figure 41 – BOM enter Record ID # prompt



Record ID # Enter the Record ID number. The handheld warns you that you are deleting a Bill record and asks if you are absolutely sure you want to delete it. Press Enter to delete the record or On/Esc to exit without deleting the record. Press OK to return to the Add, View, Delete, Exit screen.

Running Utilities (Util)

The utilities menu options include:

- About
- Readbar
- Reinitialize
- Reinitialize BOM DB
- Reinitialize Alias

Figure 42 – BOM Setup screen 1



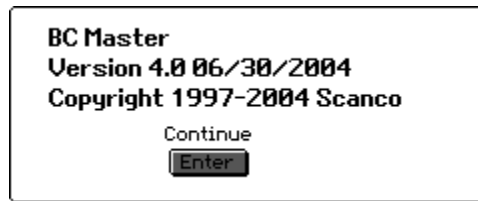
- About lists the current version of the handheld programs for your records.
- Readbar gives you the ability to scan and test barcodes without collecting the information into a file.
- Reinitialize removes the database and the setup file from the handheld. The database will be created the next time you run the application and you will need to setup Barcode Master again.
- Reinitialize BOM DB removes the database from the handheld.
- Reinitialize BOM Alias removes the database from the handheld.

Determining Barcode Master version

Use the ↓ arrow to highlight About on the Util menu and press Enter. You can also select About by pressing the Psion key + A.

Press Enter to continue.

Figure 43 – About Utility screen

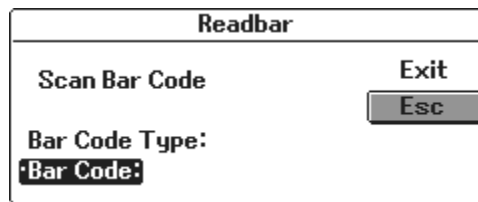


Reading a bar code

Use the ↓ arrow to highlight Readbar on the Util menu and press Enter. You can also select Readbar by pressing the Psion key + B.

Point the Walkabout at a bar code and press the green SCAN button. The handheld beeps and displays the type of bar code (such as UPC) and the barcode information (such as 00920020204). Press On/Esc to return to the main menu.

Figure 44 – Readbar Utility screen



Reinitializing the Workabout database and setup file

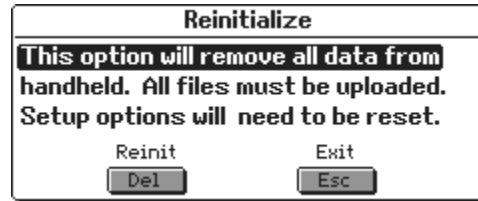
Caution! Reinitializing deletes all existing transaction records, all databases, and all configuration information. Contact Technical Support before you reinitialize or remove any inventory databases.

Use the ↓ arrow to highlight Reinitialize and press Enter. You can also select Reinitialize by pressing the Psion key + Z.

This process deletes all databases and removes the setup file. Be sure to upload all files and make sure the Configuration record is recorded before running this utility.

Press On/Esc to return to the Main menu without initializing.
Press Del to reinitialize the Workabout and exit Bcmaster.

Figure 45 – Reinitialize Utility screen



Reinitializing the BOM database

Caution! Reinitializing destroys the BOM database. Be sure this is what you intend to do before you press Enter.

Use the ↓ arrow to highlight Reinitialize BOM DB and press Enter. You can also select Reinitialize BOM DB by pressing the Psion key + J.

This process deletes the Bill Of Materials database and then creates a new, empty BOM database. Be sure to upload your BOMs before running this utility.

Press Esc to cancel the reinitialization.
Press Enter to reinitialize the BOM database.

Figure 46 – Reinitialize BOM Utility screen



Reinitializing the Alias database

Caution! Reinitializing destroys the Alias database. Be sure this is what you intend to do before you press Enter.

Use the ↓ arrow to highlight Reinitialize Alias and press Enter. You can also select Alias by pressing the Shift key + Psion key + R.

This process deletes the Alias database and then creates a new, empty Alias database. Be sure to upload your Alias file before running this utility.

Press Esc to cancel the reinitialization.
Press Enter to reinitialize the Alias database.

Figure 47 – Reinitialize Alias Utility screen



Building an Alias record


Note: Building an Alias record is completely unrelated to the Alias Item number you can set up in MAS90/MAS200. The Alias record discussed here is used only on the handheld to allow it to make a connection between an Item number and an Alias number for the same item.

This feature is rarely used. Most people either have aliases assigned to their items or do this manually. To use this feature, you would build an Alias database when you first set up your HHC for imports and then import it into MAS90/MAS200 Inventory Management database using Visual Integrator.

Use the ↓ arrow to highlight Build on the Alias menu and press Enter. You can also select Alias by pressing the Psion key + B.

Press Enter to continue.

Figure 48 – Reinitialize Alias Utility screen



The screenshot shows a handheld device screen titled "Alias Build". The screen contains two input prompts: "Item:" and "Alias:". At the bottom right, there are two buttons labeled "Exit" and "Esc".

The following prompts display.

Item: Enter the Item number.

Alias: Enter the Alias number for that item.

Installing and using PC Communicator

PC Communicator needs to be installed on the local workstation where you will be uploading your files. If you are currently a networked facility, this station does not need to be the server; any PC on the network will suffice. Multiple workstations can even have PC Communicator running simultaneously if you are using multiple handhelds. It is essential to map the drive from PC Communicator to the root of your MAS90/MAS200 server.

Installing PC Communicator

Follow these steps to install PC Communicator.

Step	Procedure	Description
❑ Step 1	Place the Scanco Barcode Master installation CD-ROM in your CD drive.	<i>This is the installation CD-ROM Scanco shipped in your hardware pack. PC Communicator is included on this CD.</i>
❑ Step 2	The installation program should launch automatically. If it doesn't, click on the Start button and choose "Run" from the menu options. Browse to the CD-ROM or type in x:\slcdmenu.exe. Press Enter.	<i>The Scanco Barcode Installation Menu screen displays. Replace x with your CD drive designation. The Scanco Barcode Installation Menu screen displays.</i>
❑ Step 3	Read the license agreement and click Yes, I agree to continue.	<i>You can also print out a copy of the agreement or click No, quit setup to halt the installation..</i>
❑ Step 4	Press OK at the Welcome prompt.	<i>This prompt tells you that you are about to install PC Communicator onto your computer.</i>
❑ Step 5	Choose the directory where you want PC Communicator to reside.	<i>We suggest you place it in c:\Program Files, which is the default.</i>
❑ Step 6	Select whether or not to make backups.	<i>During any software installation, it is advisable to make a backup of the copied files.</i>
❑ Step 7	Select a backup directory.	<i>This prompt displays if you answered yes to the preceding prompt. We suggest c:\Program Files\PC Communicator\BACKUP, which is the default.</i>
❑ Step 8	At the PC Communicator Installation prompt, map your PC Communicator files to the same directory as your accounting package.	<i>The Barcoding Import Program will pull all ASCII files from this directory.</i>
<p>Caution! All of the directories in the path that you select <i>must</i> have eight or less characters in their names.</p>		

Step	Procedure	Description
❑ Step 9	At the PC Communicator Install prompt, designate the COM port to which you will connect this Workabout for uploading.	<i>PC Communicator is a serial program working with a COM port on your PC. At any time during the use of PC Communicator, you can change this port by selecting "Options" from PC Communicator's View Menu.</i>
❑ Step 10	At the Add to Start Menu? Add to Desktop prompt, select Add to Start Menu.	<i>In many applications, when installing a new program, you are asked to create a shortcut for the program. Instead of placing an icon on your desktop, we suggest putting the shortcut icon directly on your MAS90/MAS200 Taskbar for quick launching during the upload process.</i>

Once you have completed the installation process, reboot the workstation and you are all set to begin scanning!

Using PC Communicator

Note: A true GUI application, PC Communicator is easy to use and resembles any standard desktop application.

PC Communicator is the handheld/PC File Manager. It enables you to upload your handheld files directly to your PC and prepares them for import into your MAS90/MAS200 Accounting Package.

PC Communicator is a simple interface to use. It only offers you the ability to upload or delete current and previous handheld files. You can edit files as necessary either on the handheld before uploading or after the files importing the files into MAS90/MAS200.

Using the main menu

Figure 49 – PC Communicator main menu



When you first open PC Communicator, the main menu appears while the connection between your PC and the Workabout is established. The main menu contains the following features:

Handheld/PC Connection - allows you to establish a stable connection before attempting any file transfers. At any time, you can click on the Stop Sign to abort the attempt to connect between the handheld and PC. We recommend that you stop all connections before exiting PC Communicator.

Upload Key - enables you to upload not only the current file you are working with, but also any previous data file that still resides on your handheld.

Note: When a file is uploaded, it is not deleted from the handheld. You should do this using the Delete key in PC Communicator on a regular basis. If you have too many files in the HHC, you will get the Root Directory Full error message and may have problems uploading.

Delete Key - When choosing a file to upload, you also have the ability to delete any single file or range of files directly from the handheld by simply pressing the X button to delete. This is useful for clearing out files you may have already uploaded.

Figure 50 – Upload Previous Files prompt

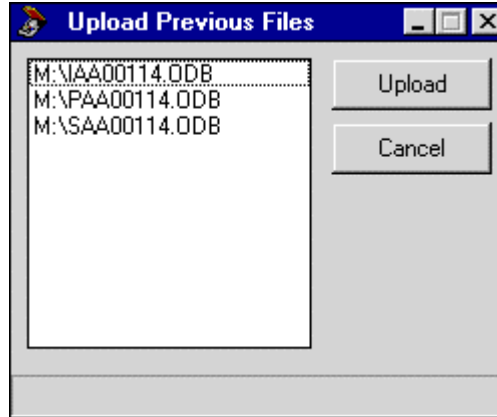
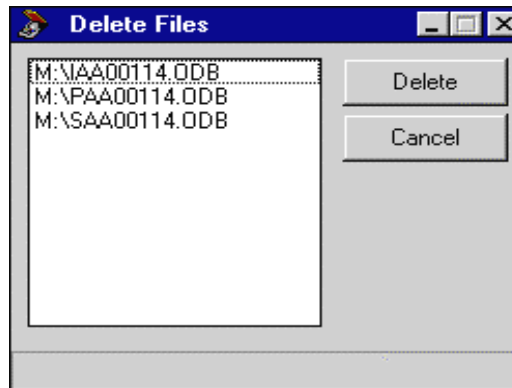


Figure 51 – Delete Files Prompt



Exit Door - allows you to quickly leave PC Communicator and proceed with your import, all with the click of a mouse button.

Setting up PC Communicator

Note: PC Communicator remembers your settings from one session to the next, so if you connect the same Workabout to the same PC port, you shouldn't need to change the settings.

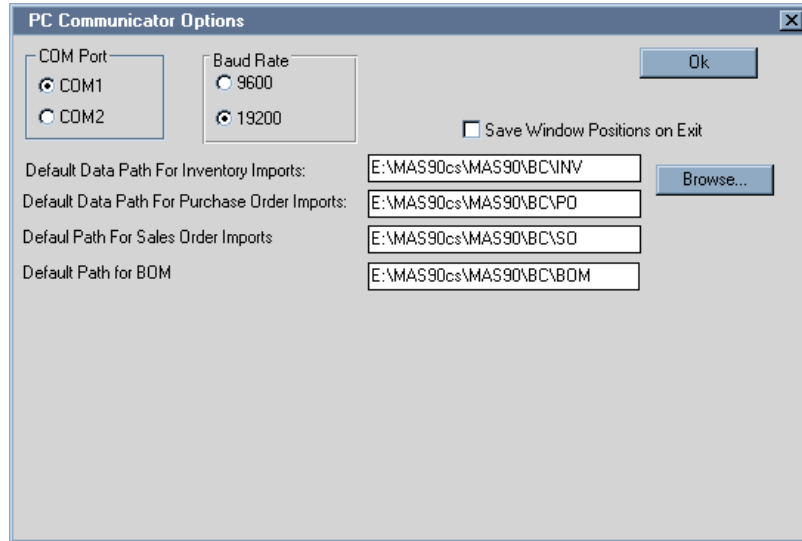
You need to set up the upload path(s) in PC Communicator before you can use it to upload your files. You can change the setup of the communications settings at any time for the link upload.

To set or to change this setup, complete the following steps:

Step	Procedure	Description
□ Step 1	Highlight "view" on the taskbar and click open the Options submenu.	The PC Communicator Options screen displays.

Figure 52 – PC Communicator Options screen

Caution! The path must include the root directory where MAS90/MAS200 is installed.



Step	Procedure	Description
❑ Step 2	Choose the COM port for uploading.	<i>COM 1 is the default port for uploading, but you can use either port. Simply click on either to select. Make sure a black dot appears in the circle corresponding to the port you need.</i>
❑ Step 3	Select the default data paths for the type of upload you will be using: <ul style="list-style-type: none"> ➤ Inventory ➤ Purchase Order ➤ Sales Order ➤ BOMs. 	<p><i>Enter the default data paths. Use the browse button if necessary.</i></p> <p>Note: <i>The default paths must match the data paths you have established under the MAS90/MAS200 Barcode Master Module Setup.</i></p>
❑ Step 4	Optional: Check the “Save Window Positions on Exit” box.	<i>If you check this box, PC Communicator appears in the same space on your workstation screen each time it launches.</i>

Connecting the Workabout and PC

Follow these steps to connect your Workabout and your PC.

Note: Steps 1 and 2 must be performed before you open PC Communicator.

Step	Procedure	Description
❑ Step 1	<p><i>No cradle:</i> Plug one end of the serial cable into the Workabout’s serial (expansion) port and the other end into the appropriate PC serial port.</p> <p><i>With cradle:</i> Place your handheld in the cradle.</p>	<i>Serial ports on PCs are normally marked COM1, COM2, etc.</i>

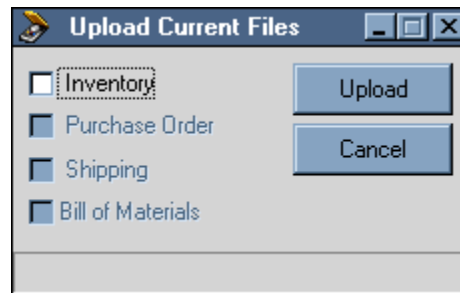
Step	Procedure	Description
❑ Step 2	On the <i>Workabout</i> , go into the Barcode Master application (Inventory, PO, SO, BOM, or Alias) in which you created a file and choose the Upload option.	<i>The Workabout prepares the file and alerts you when it is ready to proceed. Be sure to wait for the Ready for Upload message before opening PC Communicator.</i>
❑ Step 3	Double click the PC Communicator icon on your MAS90/MAS200 Taskbar.	<i>You can now access your Workabout from the PC.</i>
<p>Caution! Do not press Enter on the handheld until the upload is finished.</p> <p><i>Note: Once these files are uploaded, you can open and edit them with the ASCII Editor program included on the Installation CD.</i></p>		<i>The bottom of your PC Communicator screen should read, "Your Psion computer is now connected". If this message fails to appear, refer to the troubleshooting guide at the back of this manual.</i>

Uploading Handheld Files to the PC

After you establish a link between the *Workabout* and the PC, you will need to upload your files. For a more detailed explanation of the import process, please refer to the Barcode Master manual provided by BEST.

Step	Procedure	Description
❑ Step 1	From PC Communicator's main menu, click on the "Curr" button to proceed.	<i>The "Upload Current Files" dialog box displays. This refers only to files that have not yet been uploaded.</i> <i>Only the boxes that correspond to the files you prepared from the Workabout are highlighted.</i>
❑ Step 2	Click on the box(es) you want to upload.	<i>You can upload them one at a time or in any combination of the four.</i> <i>Make sure a ✓ appears in the box(es) you choose.</i>

Figure 53 – Upload Current Files dialog box



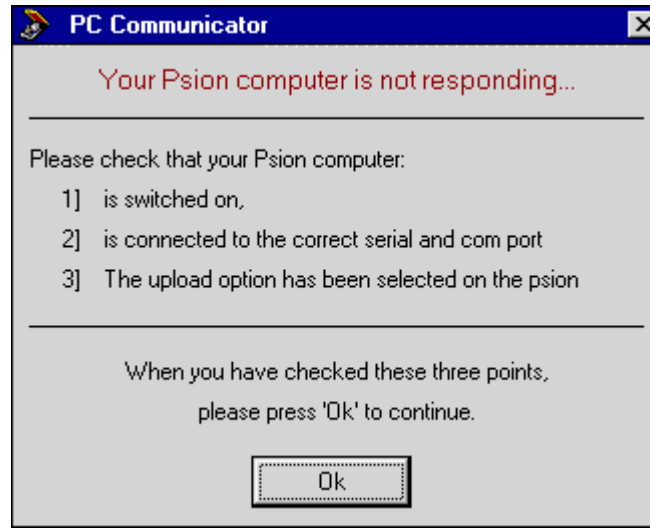
Step	Procedure	Description
❑ Step 3	Click on the "Upload" button.	
❑ Step 4	When the "Upload Current Files" dialog box disappears, your files have been successfully uploaded and you can proceed with the import into MAS90/MAS200.	<i>On the handheld, press Enter key and the Menu key to go back to Barcode Master.</i>

Troubleshooting

Connection to the Workabout

The “Computer is not responding” dialog displays when the PC and *Workabout* have failed to link. (See below)

Figure 54 – Computer not responding dialog box



If you have problems with connecting to the *Workabout*, check the following:

Upload option Have you picked the upload option on the *Workabout* in either the Inventory, PO or Shipping applications? Choosing this option prepares the file for upload and turns on the link program on the handheld.

Communications port Make sure that the serial cable is plugged into the correct COM port on the PC. Make sure the plug is securely seated in the PC and handheld or cradle. In the options of PC Communicator, make sure that the Baud rate is 19200 and is the same on the handheld. You may need to restart your PC.

If the COM ports are not labeled, experiment in PC Communicator's Options menu. Select View - Options to change the COM port.

“Communications Port in Use by Another Application.” Another application on your PC may be using PC Communicator's COM port. Close any other application, or set PC Communicator to use another COM port. If you are using a Laptop PC, you may need to disable the modem. Modems on Laptops have been known to “claim” full rights/use of COM ports.

Other software on the PC If you are unable to find a reason for the communications failure, another piece of software running on the PC may have caused a fault. Close down any other Windows applications, including alternative desktop programs and utilities that run in the background, e.g. Norton Trashcan. If this does not solve the problem, disconnect the cable, switch off the *Workabout* and restart (reboot) the Windows operating system on the PC before trying again.

Device not available prompt

Figure 55 – Device not available prompt



Incorrect Scanner Picked If you have a Laser scanner and you answered no “Use Integrated Laser” in the BcMaster Setup Options screen 5, you will see the screen above. Go back into setup and answer yes that you have an integrated scanner, exit, and then come back into the application.

Scanner not in docking station This prompt can also display if you are using a Docking Station or Docking Holster (i.e. Cradle). The scanner must be in the Docking Holster/Station before turning on the link (if loading BcMaster onto the scanner) or pressing Enter to begin the UPLOAD (if Uploading IM, PO or Shipping/SO items scanned).

Note: The handheld must be in the Docking Station/Cradle before turning on the Remote Link to install the Barcode Master software onto the handheld or before choosing the UPLOAD option when uploading a file from IM, PO, or SO.

Upload errors

Error 74 If you receive an error “74”, an error “75 - Path Not Found”, an error “68 - Drive not mapped to network”, or a FNB file exists error when trying to upload files using PC Communicator, check the default paths in MAS90/MAS200 and PCCommunicator. These errors occur when the default import paths to MAS90/MAS200 have not been set up or do not exist, when the folder is missing, or when the connection to the PC that hosts MAS90/MAS200 has been cut off for some reason. Make sure that the drive is mapped correctly on that computer.

Error 75 – Path not found
Error 68 – Drive not mapped to network
FNB File Error

- In MAS90/MAS200 in Barcode Module, Setup/Barcode Options.
- In PCCommunicator, View Menu/Options.

Note: Please go to Scanco.com for more comprehensive and up-to-date Tips and Troubleshooting information.

Error 75 occurs when you are trying to upload through PC Communicator to a folder whose name contains more than eight (8) characters. Rename the actual destination folder with eight characters (or less) and reset/rename the default data path in PC Communicator to match the path and name of that folder.

Check in PC Communicator to be sure the correct COM Port is selected and that the baud rate is 192000. Check the BCMaster/Setup, screen 5 in the Workabout to be sure that the correct port is selected – “A” for Serial Cable, “C” for Cradle. Also, check to make sure that the Baud rate is 19200.

Workabout and Barcode Master quick keys

You can access these Quick Keys from the Main Menu/Icon Screen.

Workabout quick keys

Quick-key combinations allow you to jump to frequently used functions on the Workabout.

Function	Hold Down
Caps Lock	Psion key {u} + Space
Set Time and Date	Psion key {u} + T
Set Time and Date <i>Formats</i>	Psion key {u} + Shift + F
Exit current screen	Psion key {u} + X
Reboot the Workabout with a Soft Reboot	Psion key {u} + Ctrl + Del
Reboot the Workabout with a Hard Reboot	Psion key {u} + Ctrl + Del + Shift
Add Side Bar with Data & Time to Main Icon screen	Ctrl + Menu
Install Icons	Psion key {u} + I
Toggle between programs	Psion key {u} + Tab
Checks RAM on Workabout (disk info, file space available)	Psion key {u} + K
Battery check (good/bad)	Shift + Ctrl + B
Serial Number/Version	Psion key {u} + V
Save As	Psion key {u} + A
Set Battery Info RESET	Psion key {u} + B
Change Font size larger or smaller	Psion key {u} + Z

Barcode Master quick keys

Quick-key combinations allow you to jump to often-used functions in the Barcode Master program on the *Workabout* scanner.

Menu Item	Function	Hold Down
FILE	Setup	Psion key {u} + E
	Setup BOM	Psion key {u} + W
	Setup Alias	Shift + S
	Exit	Psion key {u} + X
INVEN	Issues	Psion key {u} + I
	Transfers	Psion key {u} + T
	Receipts	Psion key {u} + R
	Physical	Psion key {u} + C
	Sales	Psion key {u} + S
	Upload	Psion key {u} + U
SO	Invoicing	Psion key {u} + O
	Shipping	Psion key {u} + K
	Upload	Psion key {u} + L
PO	Receipts	Psion key {u} + P
	Upload	Psion key {u} + D
BOM	Assembly	Psion key {u} + M
	DisAssembly	Psion key {u} + N
	Upload	Psion key {u} + Q
UTIL	About	Psion key {u} + A
	Readbar	Psion key {u} + B
	Reinitialize	Psion key {u} + Z
	Reinitialize BOM DB	Psion key {u} + J
	Reinitialize Alias	Shift + R

Configuration record

Use this chart to record your setup options for future reference.

Prompt	Prompt
HHC ID _____	Multi Warehouse? <input type="checkbox"/> Yes <input type="checkbox"/> No
Using w/Inv? <input type="checkbox"/> Yes <input type="checkbox"/> No	Default Warehouse? _____
Using w/PO Rept? <input type="checkbox"/> Yes <input type="checkbox"/> No	Using w/Shipping? <input type="checkbox"/> Yes <input type="checkbox"/> No
Enter PO Inv#? <input type="checkbox"/> Yes <input type="checkbox"/> No	Validate Item Num? <input type="checkbox"/> Yes <input type="checkbox"/> No
Enter PO Line#? <input type="checkbox"/> Yes <input type="checkbox"/> No	Validate Item Qty? <input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Sales? <input type="checkbox"/> Yes <input type="checkbox"/> No	Allow Over Shipments? <input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Sales Price Entry in Sales? <input type="checkbox"/> Yes <input type="checkbox"/> No	Allow Back Orders? <input type="checkbox"/> Yes <input type="checkbox"/> No
Use w/Job Cost? <input type="checkbox"/> Yes <input type="checkbox"/> No	Force Scan Each Item? <input type="checkbox"/> Yes <input type="checkbox"/> No
Maximum Digits In Job Number? _____	Allow Freight Entry? <input type="checkbox"/> Yes <input type="checkbox"/> No
Digits in Cost Code? _____	Enter S/O Line Num's? <input type="checkbox"/> Yes <input type="checkbox"/> No
Enter Item Cost? <input type="checkbox"/> Yes <input type="checkbox"/> No	Using Integrated Scanner? <input type="checkbox"/> Yes <input type="checkbox"/> No
Enter G/L Acct# <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of UPC Digits? _____
Number Of G/L Acct Digits _____	Comm Port? <input type="checkbox"/> A <input type="checkbox"/> C
Using Lot/Serial? <input type="checkbox"/> Yes <input type="checkbox"/> No	Use Data Identifiers? <input type="checkbox"/> Yes <input type="checkbox"/> No
Check Item# Length? <input type="checkbox"/> Yes <input type="checkbox"/> No	Accumulate Qty? <input type="checkbox"/> Yes <input type="checkbox"/> No
Maximum Digits in Item Number? _____	Communication? <input type="checkbox"/> 16 <input type="checkbox"/> 32

Unlocking code

Use this chart to record your unlocking code(s) for future reference.

Keep this chart with your Configuration record in a handy place near where you use your handheld.

Workabout Serial Number	Product Code	Unlocking Code



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