

Telxon PTC-960L

TELXON

– BASIC INSTRUCTIONS

The Telxon has two main screens: -

Purchase Orders – numbered 1 to 9 plus A

Stock Take – numbered 1 to 6 plus 9

To change screens Press 9 – enter

To create a purchase order:

Make sure you are on the Purchase Order screen.

Press 1 – enter

Enter a Store number – enter (This number is only relevant if you are intending to send your purchase order direct to CPS via the modem supplied with the Telxon)

Password (I normally use store number again) – enter (Again this is only used on the direct connection to CPS.)

Now you can proceed through the store Scanning all the items that need reordering.

You scan the item by aiming the top of the Telxon at the barcode of the item you wish to reorder, and pressing the large black button above the keyboard on the front of the Telxon. The Telxon unit will emit a “beep” when it has read the barcode.

Enter the quantity of items that you wish to reorder. – enter

Continue until all items that are required have been scanned. – Press enter a second time – this will end the purchase order (if ended accidentally just enter 1 again and it will return you to purchase order.)

You will find that some items will not scan with the Telxon items. Some examples of these are grinding and cut off wheels. These items can be entered manually by using the keyboard on the Telxon.

If you find items that do not have a barcode, the supply code can be entered if it is known.

Items required that you haven't got a barcode or a supply code for can be added manually once the order has been downloaded to Retaileze.

Be aware that the Telxon will make errors when it scans. Various packaging surfaces can give incorrect results.

To load the purchase order into Retaileze, open the Purchase menu, move down to “Inventory reorder tools” and across and down to “Purchase order by Telxon”

The “Create Purchase order by Telxon” window will open.

On the Telxon press “function” button then “A” (cable) then enter. The Telxon will begin its process of sending the data out. Press the “start download” button on the “Create purchase order by Telxon” window. A small window will appear to indicate the data transfer is happening. Take note of the Header Bar (the Blue bar at the top of the window). When the data is transferring it will show where and what name the file containing the data is being saved as.

When the data transfer has been completed the transfer window will disappear and the data will load in the “Create purchase order by Telxon” window. The items are listed in the order that they were scanned. Any items, that have a barcode that is not recognized by Retaileze, will have “Barcode not found” in the description.

At this time the purchase order has not been created. This is purely a list of items that have been scanned. This list can be printed out by clicking on the “Print List” button. Selecting the “Options” button allows you to enable a facility to print the list of barcodes that did not find items in the database.

Pending purchase orders can now be created by clicking on the “Save purchase order” button. Retaileze then creates purchase orders for all the items listed in accordance with the default suppliers for each item. I.e. if in inventory modify, the item has “CPS” as the supplier, a purchase order will be created for CPS and that item added. Any other items with CPS as the default supplier will then be added to that purchase order.

This system enables you to do one scan of the shop for ordering and Retaileze will create the purchase orders for all the suppliers of items listed.

Once the purchase orders have been saved, each purchase order is to be handled as a normal purchase order already saved to pending.

After you have finished loading the Purchase order into Retaileze, make sure you delete the purchase order from the Telxon. (3 – Enter, then “function” button “Y” – enter). If you do not do this, the next time you make up a purchase order by Telxon, all the items will be on that purchase order also.

To change from this screen to Stock Take screen press 9 – enter.

To Stock take with Telxon:

Make sure you are on the Stock take screen.

Press 1 – enter

Store number – enter (This is only used if you are using the stock take facility at CPS.

Password (I normally use store number again) – enter (Again this is only used on the direct connection to CPS.)

Now you can proceed around the store scanning all the items barcode that are being stocktake.

You scan the item by aiming the top of the Telxon at the barcode of the item you wish to reorder, and pressing the large black button above the keyboard on the front of the Telxon. The Telxon unit will emit a “beep” when it has read the barcode.

Enter the number of items in stock – enter

Continue until all items to be counted have been scanned. – Press enter a second time – this will end the stocktake (if ended accidentally just enter 1 again and it will return you to present stocktake count.)

You will find that some items will not scan with the Telxon. Some examples of these are grinding and cut off wheels. These items can be entered manually by using the keyboard on the Telxon.

If you find items that do not have a barcode, the supply code can be entered if it is known.

Items required that you haven't got a barcode or a supply code for can be adjusted manually within Retaileze.

We suggest you do your store by areas keeping them to a hundred items or so at a time. Using this system makes it easy to find any items where the barcode scanned is not recognized by Retaileze.

Be aware that the Telxon will make errors when it scans. Various packaging surfaces can give incorrect results.

To load to retaileze go to “Inventory” menu, down to “stock adjustment” and across and down to “stocktake with Telxon”.

A stock adjustment window will open.

On Telxon press 6 then enter. This will start the Telxon process to transfer data to Retaileze. Press “start download” on the “Stock Adjustment” window.

A small window will appear to indicate the data transfer is happening. Take note of the Header Bar (the Blue bar at the top of the window). When the data is transferring it will show where and what name the file containing the data is being saved as.

When the data transfer has been completed the transfer window will disappear.

At the beginning of the stocktake, click on the “New Stocktake” button. This will put a setting into the database that will enable you to list all items that are not counted during the stocktake.

By selecting the “Option” button, you are given a set of options for the stocktake file that is to be loaded.

By clicking on the options you will allow a number of actions to be carried out on the stocktake files that you load off the Telxon.

Item 1 – by selecting this item you will be able to list the items that have been scanned but Retaileze cannot find.

Item 2 – when this item is selected, any barcodes that are not found, a new item will be created with that barcode, with a description of “Barcode not found”. Use this option very carefully, as barcodes that are scanned with errors in them, will have an item created. This could add lots of items into the database that are not actual items.

Item 3 & 4 – by selecting these items you will have the opportunity to set the groups and locations for all the items in the file you are about to load. This is a very useful tool but make sure you select the correct locations and product groups for each file loaded.

When you are ready, click on the “load stocktake” button. A new window will open and all the stocktake files will be shown. As each file is downloaded from the Telxon. The files are saved as “stktke” with a number. The first file downloaded would be saved as “stktke01”. Each file is then save with increasing consecutive numbers. Select the file you want to load, by clicking on the file name and then clicking on “open”. Retaileze will then load up the items in that file.

As each item is loaded, if the barcode is recognized the information will be loaded on the screen. Any barcodes that are not recognized will have the notation “barcode not found” in the description.

The stock information is updated as it is loaded.

Once the file is loaded, you are able to alter any field except the barcode #, and supplier # fields.

At this point you can also print the complete list, or just the missing barcode list. Using either of these lists you can find the missing item and adjust the item by using “stock Adjustment – Single item” from the inventory menu or on the “stock Status” form on Inventory Modify.

Any changes you make will be saved immediately.

When you have completed any changes to the items on the screen, press “Exit”. You will be asked whether you wish to delete the stocktake file. It is up to you whether you delete the file or not but from our experience, we prefer to leave it on the computer until the completion of the stocktake. This allows you to rerun the file again if needed, or it is possible to list the items that have been stocktaked.

When you have loaded the stocktake file to retaileze from the Telxon, delete the order from the Telxon (5 – enter, then “function” button “Y” – enter). This is very important or the items will be added to next stocktake.

To change from this screen to the “Purchase Orders” screen press 9 – enter.

At the end of the Stocktake, a report can be printed of items that have stock on hand but have not been used in the stocktake.