

Aralco CipherLab Hand Held User Guide

**** Please be sure the data collectors and docking cradles are setup per the *CipherLab Installation Instructions*.**

Now that your docking cradle and hand held data collector(s) are ready to go, it's time to start collecting data!

The CipherLab hand held devices can be used to collect data for loading into Physical Counts, Transfers, Goods Received, and even Point of Sale transactions. This document discusses how to collect the data and upload it to your computer. For details on importing the uploaded files, you'll want to refer to documents or videos specific to that subject.

A few tips on using the data collectors:

- The blue keys are used to complete entry in a field, similar to the ENTER key on your keyboard. From here on they will be referred to as **ENTER**.
- The yellow button is for scanning;
- **ESC** is used to exit a screen or cancel an entry;
- **BS** is the backspace button and erases the prior key entry;
- Use the ▲ ▼ keys to navigate up and down between fields or menu items;
- To enter text characters, press the **FN ALPHA** on the bottom left and an **A** will appear on the screen on the screen for upper case, press it again for lower case, again for function, and again to return back to standard entry. While in upper or lower case mode, press the numeric key which shows the letter or character you want multiple times until the letter or character you desire is displayed. For example press the number **8** three times to display a **V**. Use the **1** key while in alpha mode for a space. Press the **FN ALPHA** key again to exit that mode;
- The entries you make by scanning are permanently stored in the unit's memory until you delete them. They are in no way affected by running out of battery, or turning the unit off.

Physical Counts

We recommend doing your counts in small batches. It is easier to identify errors, and reduce massive catastrophes when working this way.

This section should be used in conjunction with our Physical Count handout or the online videos. Here we will show you how to use the hand held to gather the counts, and then save them on your computer. Refer to the handout or videos for instructions on importing into the Aralco Back Office Physical Count function.

1. Turn the hand held unit on by holding down the power button;



2. Make sure the unit is properly charged, and is displaying the correct date and time. To change the data and time, refer to the **Aralco CIPHERLAB Workstation Setup Instructions**;
3. From the menu displayed press **1** to **Collect Data**;
4. Use the **▲ ▼** keys to select Physical Count and press **ENTER**;
5. The next three fields are optional and only apply if you want to have information inside the download file identifying the store, the bin location and/or the staff member who entered the count. This information does not get imported into Aralco. You can press **ENTER** to bypass entering that data;
6. **Optional:** Use the numeric keypad to enter the **Store..** the count is for, and press **ENTER** to complete;
7. **Optional:** Use the numeric keypad to enter the **Bin #..** the count is for, and press **ENTER** to complete;
8. **Optional:** Use the numeric keypad to enter the **Staff..** member who is taking the count, and press **ENTER** to complete;
9. On the next screen you will be entering your counts. You can scan a product's barcode by aiming the top of the hand held a few inches away from the barcode and pressing the yellow button. The hand held will beep and ask for a quantity. Enter in the quantity, or scan another item. If there is only one of any given item, or you wish to scan everything individually, there is no need to enter a count of scan. Simply scan the item, and then scan the next item. The unit will automatically determine that the count is **1**;
10. If the barcode does not scan (perhaps it is damaged but the number is readable), you can also manually enter in the barcode number using the numeric keypad, press **ENTER** to confirm, enter the quantity counted, and press **ENTER** to start the next entry;

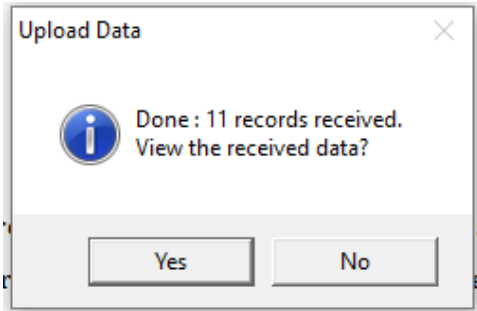
11. If the product doesn't have a barcode, you can manually enter the product code into the **Scan/Enter** field, press **ENTER** to confirm, enter the quantity counted, and press **ENTER** to start the next entry;
12. When you are finished with your count, start the **AG8000N.exe** utility from your Window's desktop;



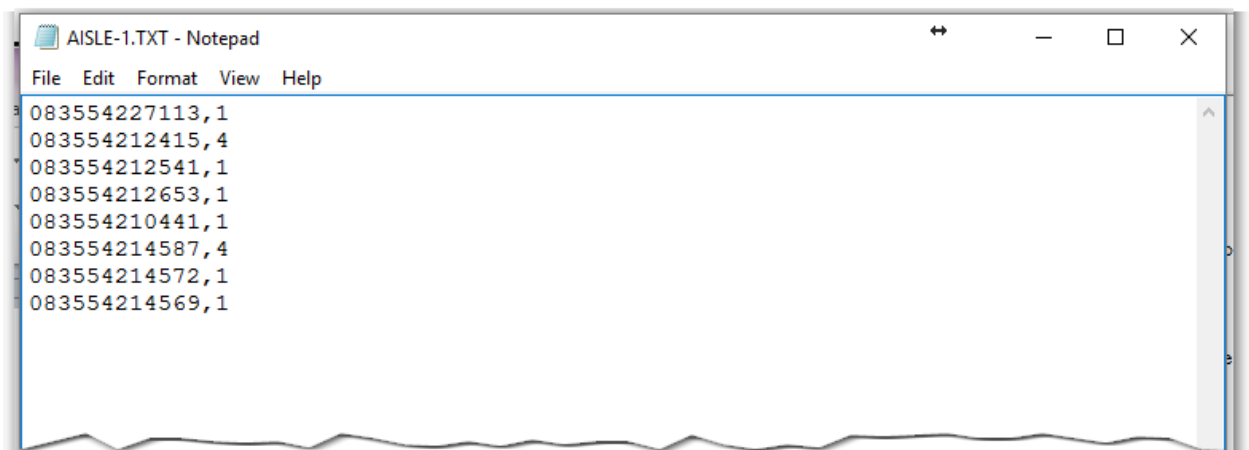
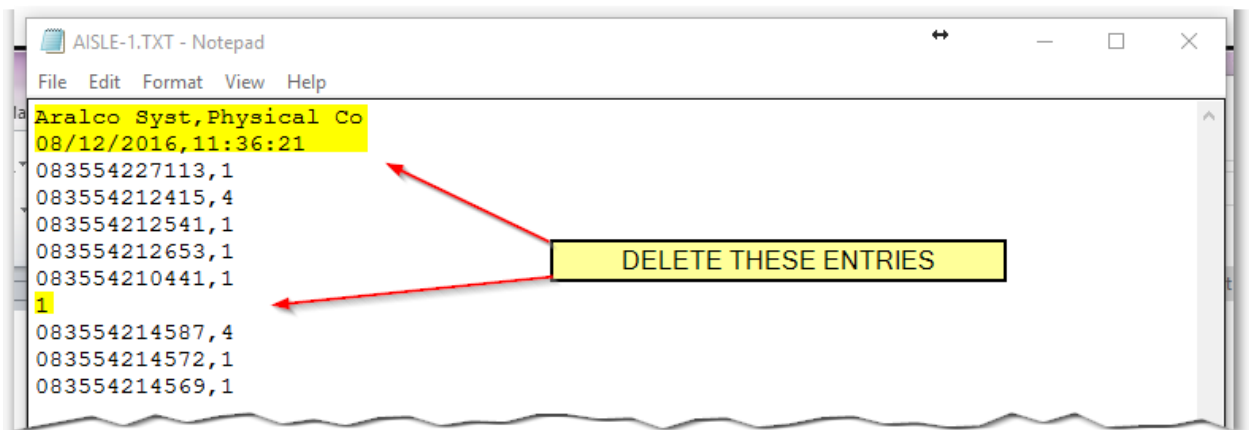
13. Right-click anywhere on the image of the hand held, and select **Receive Data**;
14. From the File Explorer window, select the location where you want to store the count data, and give the file a name. We suggest something meaningful and recognizable; i.e. KIDSWEAR-BOYS-JEANS, HOCKEYSTICKS, SHOES-DISPLAY, etc. What you call it is really up to you, but it will show up inside of Aralco, and make it easier to identify. Once you have entered the name, press **Save**;
15. From the main menu on the hand held select **2** to **Upload** and place the hand held in the cradle;
16. When completed the hand held will beep twice asking what to do with the data on the unit. Press **1** if you are completed with this portion of the count and it's okay to delete all data (this will delete all count, transfer, receiving, or POS data), **2** to delete just the last item counted (not a common function), or **3** to keep the data if you need to go back and count more products. If you choose 3, and go back to count more data, when you restart the upload be sure to overwrite the file so you don't end up importing the same counts twice;

17. A small window will appear showing a count of the scan records it is uploading.

When done another window will appear:



18. Answer **Yes** to bring up a Notepad with the list of counts. We recommend you do this in order to clean out some of the unwanted text created during the count. Here is a before and after example of what the file looks like:



19. Save and close the Notepad file;

20. Now you can go count more products!

Transferring Products

This function works in conjunction with the Back Office Transfer function. It provides a simple means to scan all of the items being sent from one store to another, and then import it right into the transfer - reducing errors, and time consuming data entry.

1. Turn the hand held unit on by holding down the power button;



2. Make sure the unit is properly charged, and is displaying the correct date and time. To change the data and time, refer to the **Aralco Cipherlab Workstation Setup Instructions**;
3. From the menu displayed press **1** to **Collect Data**;
4. Use the **▲ ▼** keys to select **Transfer** and press **ENTER**;
5. The next three fields are optional and only apply if you want to have information inside the download file identifying the store, the bin location and/or the staff member who entered the count. This information does not get imported into Aralco. You can press **ENTER** to bypass entering that data;
6. **Optional:** Use the numeric keypad to enter the **Fr Store..** (the store where the products are coming from) and press **ENTER** to complete;
7. **Optional:** Use the numeric keypad to enter the **To Store..** (the store where the products are going to), and press **ENTER** to complete;
8. **Optional:** Use the numeric keypad to enter the **Staff..** member who is entering the transfer, and press **ENTER** to complete;
9. On the next screen you will be entering your transfers. You can scan a product's barcode by aiming the top of the hand held a few inches away from the barcode and pressing the yellow button. The hand held will beep and ask for a quantity. Enter in the quantity, or scan another item. If there is only one of any given item, or you wish to scan everything individually, there is no need to enter a count of scan. Simply scan the item, and then scan the next item. The unit will automatically determine that the count is **1**;
10. If the barcode does not scan (perhaps it is damaged but the number is readable), you can also manually enter in the barcode number using the numeric keypad,

press **ENTER** to confirm, enter the quantity counted, and press **ENTER** to start the next entry.;

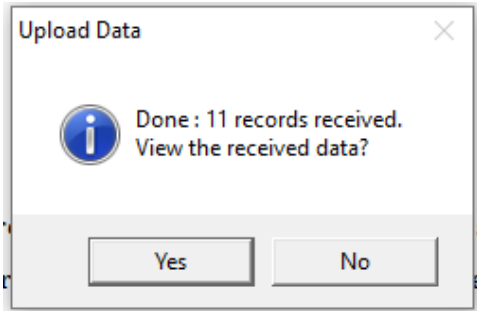
11. If the product doesn't have a barcode, you can enter the product code into the **Scan/Enter** field, press **ENTER** to confirm, enter the quantity counted, and press **ENTER** to start the next entry;
12. When you are finished with your transfer, start the **AG8000N.exe** utility from your Window's desktop;



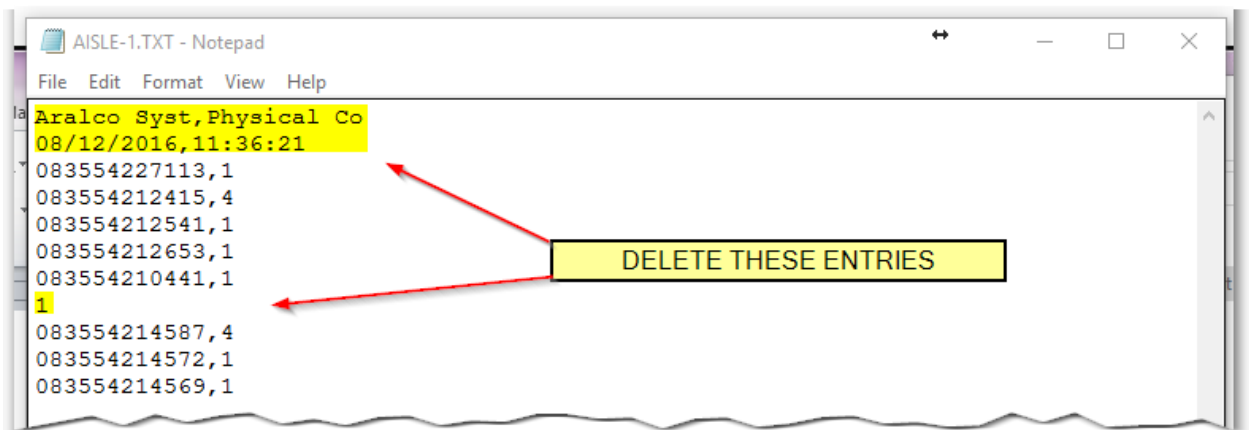
13. Right-click anywhere on the image of the hand held, and select **Receive Data**;
14. From the File Explorer window, select the location where you want to store the count data, and give the file a name. We suggest something meaningful and recognizable; i.e. FALL2015-999-001, BALANCE002-005, etc. What you call it is really up to you, but it will show up inside of Aralco, and make it easier to identify. Once you have entered the name, press **Save**;
15. From the main menu on the hand held select **2** to **Upload** and place the hand held in the cradle;
16. When completed the hand held will beep twice asking what to do with the data on the unit. Press **1** if you are completed with this portion of the count and it's okay to delete all data (this will delete all count, transfer, receiving, or POS data), **2** to delete just the last item counted (not a common function), or **3** to keep the data if you need to go back and count more products. If you choose 3, and go back to count more data, when you restart the upload be sure to overwrite the file so you don't end up importing the same counts twice;

17. A small window will appear showing a count of the scan records it is uploading.

When done another window will appear:



18. Answer **Yes** to bring up a Notepad with the list of counts. We recommend you do this in order to clean out some of the unwanted text created during the count. Here is a before and after example of what the file looks like:



19. Save and close the Notepad file;

20. Now you can go transfer more products!

Goods Received

This application works in conjunction with the Back Office Goods Received function. It provides a simple means to scan all of the items being received on Purchase Order, or to build a receiving where no prior PO was created - reducing errors, and time consuming data entry.

1. Turn the hand held unit on by holding down the power button;



2. Make sure the unit is properly charged, and is displaying the correct date and time. To change the data and time, refer to the **Aralco Cipherlab Workstation Setup Instructions**;
3. From the menu displayed press **1** to **Collect Data**;
4. Use the **▲ ▼** keys to select **Receiving** and press **ENTER**;
5. The next three fields are optional and only apply if you want to have information inside the download file identifying the store, PO #, and/or the staff member who entered the receiving. This information does not get imported into Aralco but does appear in the uploaded file. You can press **ENTER** to bypass entering that data;
6. **Optional:** Use the numeric keypad to enter the **Store..** the receiving is for, and press **ENTER** to complete;
7. **Optional:** Use the numeric keypad to enter the **P.O. #..** the receiving applies to, and press **ENTER** to complete;
8. **Optional:** Use the numeric keypad to enter the **Staff..** member who is entering the receiving, and press **ENTER** to complete;
9. On the next screen you will be entering the counts for the products received. You can scan a product's barcode by aiming the top of the hand held a few inches away from the barcode and pressing the yellow button. The hand held will beep and ask for a quantity. Enter in the quantity, or scan another item. If there is only one of any given item, or you wish to scan everything individually, there is no need to enter a count of scan. Simply scan the item, and then scan the next item. The unit will automatically determine that the count is **1**;
10. If the barcode does not scan (perhaps it is damaged but the number is readable), you can also manually enter in the barcode number using the numeric keypad,

press **ENTER** to confirm, enter the quantity counted, and press **ENTER** to start the next entry.;

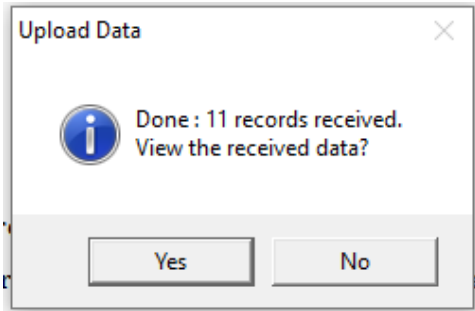
11. If the product doesn't have a barcode, you can enter the product code into the **Scan/Enter** field, press **ENTER** to confirm, enter the quantity counted, and press **ENTER** to start the next entry;
12. When you are finished with your receiving, start the **AG8000N.exe** utility from your Window's desktop;



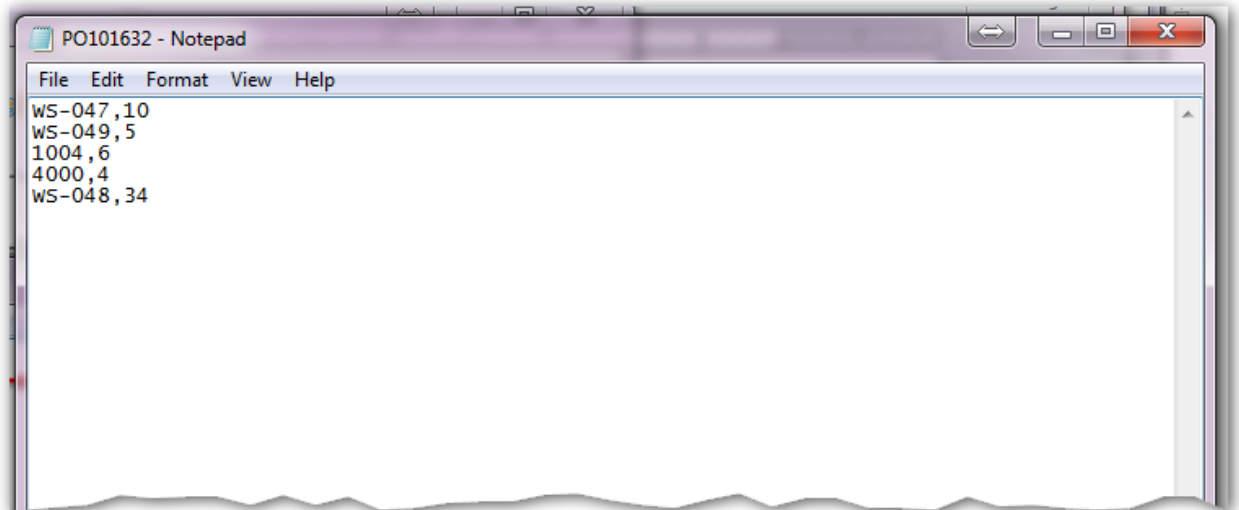
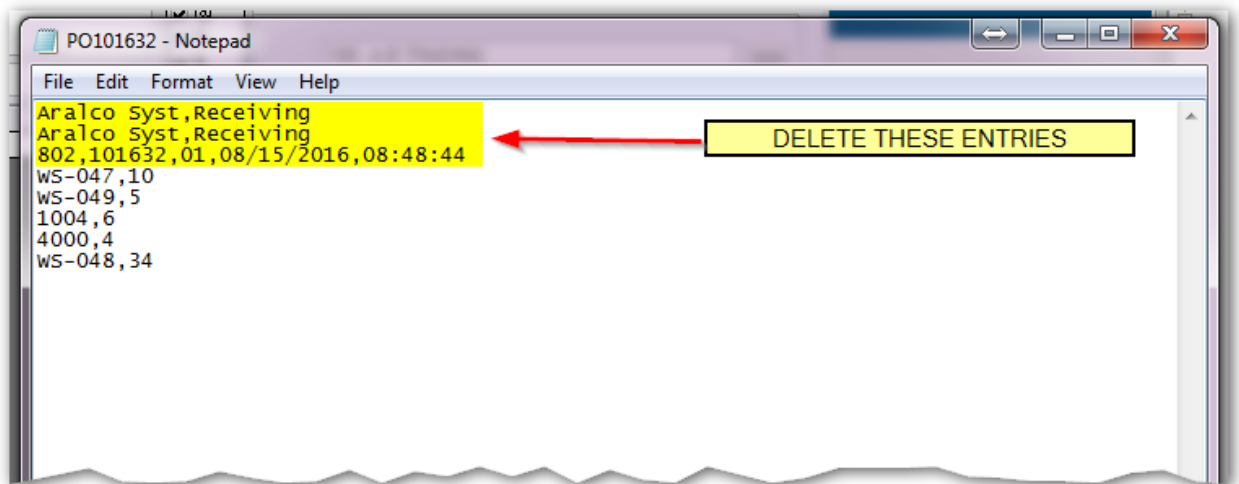
13. Right-click anywhere on the image of the hand held, and select **Receive Data**;
14. From the File Explorer window, select the location where you want to store the count data, and give the file a name. We suggest something meaningful and recognizable; i.e. PO10252-102-10F3, PO3298, etc. What you call it is really up to you, but it will show up inside of Aralco, and make it easier to identify. Once you have entered the name, press **Save**;
15. From the main menu on the hand held select **2** to **Upload** and place the hand held in the cradle;
16. When completed the hand held will beep twice asking what to do with the data on the unit. Press **1** if you are completed with this portion of the count and it's okay to delete all data (this will delete all count, transfer, receiving, or POS data), **2** to delete just the last item counted (not a common function), or **3** to keep the data if you need to go back and count more products. If you choose 3, and go back to count more data, when you restart the upload be sure to overwrite the file so you don't end up importing the same counts twice;

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18. Answer **Yes** to bring up a Notepad with the list of counts. We recommend you do this in order to clean out some of the unwanted text created during the count. Here is a before and after example of what the file looks like:



19. Save and close the Notepad file;

20. Now you can go transfer more products!

POS Transactions

Use this feature to import products into Point of Sale for sales, quotes, orders, layaways, gift registries, repairs, or a rental. Ideal for situations where the products are being handled away from a POS register.

1. Turn the hand held unit on by holding down the power button;



2. Make sure the unit is properly charged, and is displaying the correct date and time.
To change the data and time, refer to the **Aralco Cipherlab Workstation Setup Instructions**;
3. From the menu displayed press **1** to **Collect Data**;
4. Use the **▲ ▼** keys to select **POS** and press **ENTER**;
5. On this next screen you will be entering the counts for the products for the POS transaction. You can scan a product's barcode by aiming the top of the hand held a few inches away from the barcode and pressing the yellow button. The hand held will beep and ask for a quantity. Enter in the quantity, or scan another item. If there is only one of any given item, or you wish to scan everything individually, there is no need to enter a count of scan. Simply scan the item, and then scan the next item. The unit will automatically determine that the count is **1**;
6. If the barcode does not scan (perhaps it is damaged but the number is readable), you can also manually enter in the barcode number using the numeric keypad, press **ENTER** to confirm, enter the quantity counted, and press **ENTER** to start the next entry.;
7. If the product doesn't have a barcode, you can enter the product code into the **Scan/Enter** field, press **ENTER** to confirm, enter the quantity counted, and press **ENTER** to start the next entry;

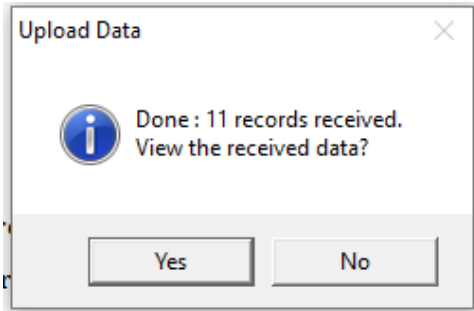
- When you are finished collecting the items for your transactions, start the **AG8000N.exe** utility from your Window's desktop;



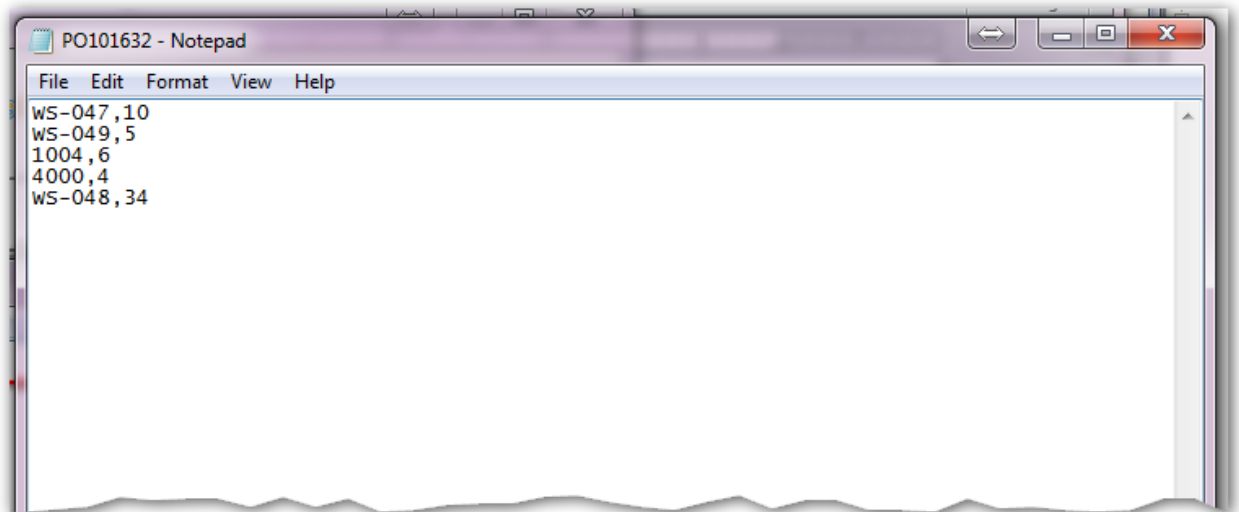
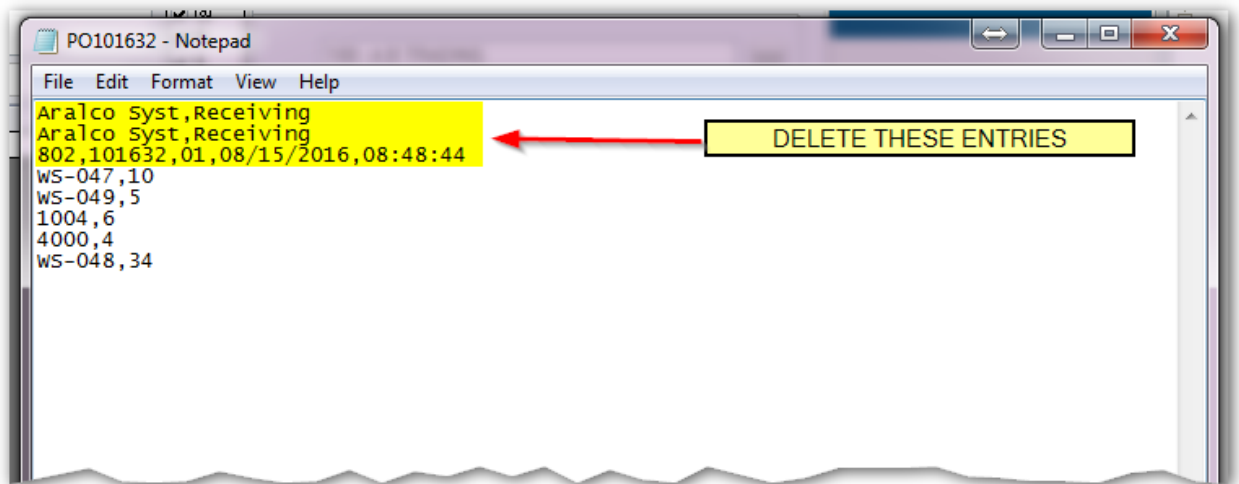
- Right-click anywhere on the image of the hand held, and select **Receive Data**;
- From the File Explorer window, select the location where you want to store the count data, and give the file a name. We suggest something meaningful and recognizable; i.e. RSMITH, WESTON-GIFT, etc. What you call it is really up to you, but it will show up inside of Aralco, and make it easier to identify. Once you have entered the name, press **Save**;
- From the main menu on the hand held select **2** to **Upload** and place the hand held in the cradle;
- When completed the hand held will beep twice asking what to do with the data on the unit. Press **1** if you are completed with this portion of the POS transaction and it's okay to delete all data (this will delete all count, transfer, receiving, or POS data), **2** to delete just the last item counted (not a common function), or **3** to keep the data if you need to go back and count more products. If you choose 3, and go back to collect more data, when you restart the upload be sure to overwrite the file so you don't end up importing the same counts twice;

13. A small window will appear showing a count of the scan records it is uploading.

When done another window will appear:



14. Answer **Yes** to bring up a Notepad with the list of counts. We recommend you do this in order to clean out some of the unwanted text created during the count. Here is a before and after example of what the file looks like:



15. Save and close the Notepad file;

16. Now you can go collect data!

Utilities

Over and above the collection of data, the hand held units have a few useful utilities available from the **Utilities** option on the main screen of the data collector.

- **Browse Data...** This function allows you to review, edit or delete data collected in the hand held. Beginning with the last item scanned you can use the ▲ ▼ keys to navigate through the list. With an item displayed, hold down the **FN ALPHA** and the number **8** keys at the same time to change the data. To delete an entry hold down the **FN ALPHA** and the number 9 keys.
- **Delete Data...** Use this feature to clear out the data collected in the handheld. Select **1** to clear out all data, or **2** for only the last scanned entry.
- **Set Date/Time...** If you notice the date and / or time are off, you can use this feature to manually update them. Note that this only affects the data/time that will show up in the uploaded file and does not affect the data imported into Aralco.

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