



Assyst POS
Using PT630 & HT630
Handhelds
User Guide
Version 4.14

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Introduction to Handhelds in Assyst POS

In Assyst Point of Sale, it is possible to use a handheld scanner to perform certain processes more efficiently.

Assyst POS supports various models of handheld scanner. This guide specifically covers the use of Unitech PT630 and HT630 handheld models which operate in much the same fashion.

How do the PT630 and HT630 differ?

The PT630 and HT630 units are virtually identical. The main difference between the two models is in the function of battery.

The PT630 has a main battery for operation and an internal backup battery responsible for retaining the programming when the handheld is not charged for use. The battery responsible for program retention is not rechargeable and requires periodic replacement.

The HT630 has a main battery for operation and a rechargeable internal backup battery responsible for retaining the programming when the handheld is not charged for use. When the handheld is connected to the data/power cable, both the main battery and the backup battery are recharged.

If both the main battery and the internal backup battery are discharged, the handheld must be reprogrammed for use with Assyst Point of Sale.

Connecting the PT/HT630 Handheld

The PT/HT630 handheld unit must be connected to either a suitable RS-232 compliant serial port or a USB port. USB connectivity is only supported on Windows servers and/or Windows Thin Client workstations. Only cables provided by TELUS Health can be affirmed as compatible.

Upon receipt of your new handheld, contact the TELUS Health support team for guidance in connecting, installing and configuring the PT/HT630 handheld for use with your system.

Charging the Handheld

The handhelds charge when connected to the data cable if the data cable is connected to the power adapter.

It is possible to determine whether a PT/HT630 handheld unit is charging or if it has reached full charge by looking at the LED on the data cable. If the light is red, the handheld is charging. If the light is green, the handheld battery has achieved full charge.

If the handheld cable does not have a LED lit while a handheld is connected to it, it is unlikely that the power cable is connected to the data cable.



NOTE: If your handheld is inconsistently used, ensure that the handheld is tested at least a week before it is intended to be used for a critical function such as an inventory count to ensure that it will perform as expected when needed.



Using the PT/HT630 Handheld with Assyst POS

Within Assyst Point of Sale, it is possible to use the PT630 or HT630 handheld to perform certain routine activities such as:

- Ordering
- Printing shelf labels
- Printing price tickets
- Printing signage
- Updating pricing
- Updating items' minimum and maximum quantities on hand to facilitate automatic ordering
- Adding items to a promotion
- Counting inventory
- Transfer stock to a vendor or another affiliated store

In order to effectively use a PT/HT630 handheld unit with Assyst Point of Sale, it must be programmed with a utility developed by TELUS Health to facilitate effective data entry.



NOTE: The programs used for the PT630 and HT630 handhelds are not interchangeable, though they will perform in an identical manner.



Basic Usage

To turn on/off the handheld, press the recessed red button (located on the left side of the keypad, 2nd button from the bottom).

As well, there are some important things to note when using all functions of the PT/HT630 handhelds:

- Data will be retained on the handheld until the backup battery is drained or the data is cleared from the handheld.
- A previous scanning session may be resumed by selecting option **1** to **Input Data** from the handheld menu and selecting the same number of fields as used in a previous scanning session.
- It is recommended that when powering off the handheld the menu screen showing the options of Input Data, Dump Data and Erase Data be displayed when pressing the recessed red power button. If powered off while in another mode, the handheld may not boot to the menu properly.
- It is possible to delete the last complete record (ie. values in all fields) scanned by pressing **F3** on the handheld. The handheld will display the details of the last item scanned and request confirmation before deleting the record. Press **C** to delete the item or any other key to abandon the deletion from the handheld.
- If an item does NOT scan, it is possible to enter the full barcode (including leading and trailing digits) manually on the handheld unit. Press the **ENT** button after entering a barcode to simulate scanning the item via manual entry.
- When entering dollar values, do not use a decimal point. Entering the value "50" on the handheld will read as 50 cents if read as a price or cost.



NOTE: In Assyst Point of Sale, unless stated otherwise, functions for Handheld Download may be found in the Handheld Downloads section of the Utilities menu. The Utilities menu may be found on the Miscellaneous tab of the POS Functions ribbon group.



NOTE: If the handheld has already been configured, all functions should be set to use Hand Held Model **Version 3.0 or Higher**. So long as the handheld cable is not connected to a different port on the computer, the settings for COM Port, Baud rate, Parity and Databits need not be changed at any time.



Ordering

To use the PT/HT630 handheld unit for the purpose of generating orders, it is necessary to indicate on the handheld what function is to be used.

On the handheld, select option **1** to **Input Data**. The handheld will then prompt to indicate how many fields are to be used for the data. Select option **2** as 2 fields of information are required to enter a product order.

Start by scanning a single item. To scan, point the handheld at the UPC barcode of the item and press the large **yellow** button on the handheld.

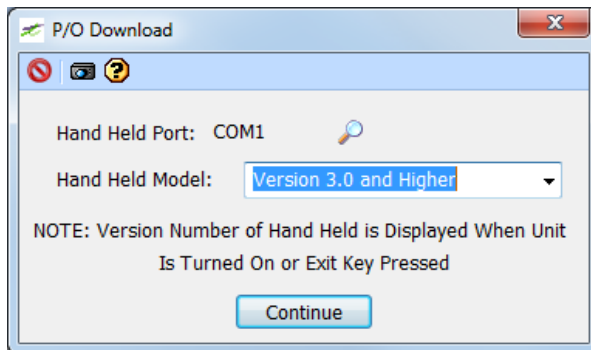
Next use the keypad on the handheld and enter the quantity of units to be ordered. Press **ENT** after keying in the quantity.

Repeat the steps of scanning product and entering order quantities until all items have been entered. Press **ESC** to return to the main menu on the handheld.

Download Order from Handheld

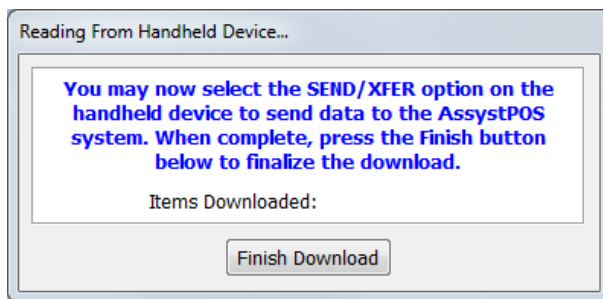
In the **Order Processing** tab, within the **Create/Maintain** function, either set up a new purchase order or select an existing order to which the scanned information is to be added.

From the **Details** tab, click on the Download button.



Click on the **Continue** button to show the proceed to the download.

The system displays a prompt indicating that it is waiting for information to be received from the handheld.



Connect the handheld to the computer and press **ESC** to return to the handheld menu if not already displayed.

On the handheld, select option **2** to **Dump Data**. The handheld will require input before attempting to transmit information to the computer. Press **C** to abandon the send or any other key to send the information to the P.O.

On both the handheld and the onscreen prompt, you will see the Items Downloaded number increase. If the handheld is properly configured, these will display identical numbers on successful completion of the dump.

When the transfer is complete, click on the **Finish Download** button on the computer. The system will show the updated purchase order onscreen including newly added items and order quantities.



The order may now be reviewed onscreen, transmitted to the vendor, or printed and faxed to the vendor.

On the handheld, once the download is complete, press any key to proceed and then press **C** if the information on the handheld is to be cleared. If the information on the handheld is to be retained, press any key other than C on the handheld.



Transfer Stock

The PT/HT630 handhelds may be used to transfer items into or out of stock.

On the handheld, select option **1 to Input Data**. The handheld will then prompt to indicate how many fields are to be used for the data. Select option **2** as the 2nd field used will be used to indicate the number of units to be transferred.

Start by scanning a single item. To scan, point the handheld at the UPC barcode of the item and press the large **yellow** button on the handheld.

Next use the keypad on the handheld and enter the quantity of the scanned item to be transferred to another store. Press **ENT** after keying in the quantity.

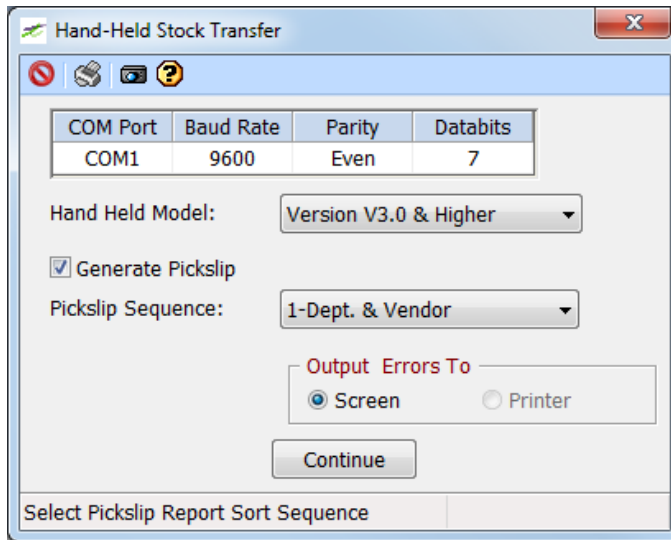
Repeat the steps of scanning product and entering quantities until all items to be transferred have been entered. Press **ESC** to return to the main menu on the handheld.

Download Stock Transfers from Handheld

It is possible to download stock transfers to Assyst POS as entered on the handheld by selecting **Transfer Stock** from the **Handheld Downloads** menu.

If a pickslip is to be printed, select the **Generate Pickslip** option.

At the **Pickslip Sequence** option, select the option that reflects the order in which scanned items are to appear on the pickslip.



When all options have been set, click on the **Continue** button to proceed to the download.



The system displays a prompt indicating that it is waiting for information to be received from the handheld.

Connect the handheld to the computer and press **ESC** to return to the handheld menu if not already displayed.



On the handheld, select option **2 to Dump Data**. The handheld will require input before attempting to transmit information to the computer. Press **C** to abandon the send or any other key to send the order numbers to Assyst POS.

On both the handheld and the onscreen prompt, you will see the Items Downloaded number increase. If the handheld is properly configured, these will display identical numbers on successful completion of the dump.

When the transfer is complete, click on the **Finish Download** button on the computer.

The system will display errors in the scanned input such as items not on file, improper number of fields, etc. Items with errors will not be transferred. Review and note any errors requiring attention and close the window.

The system will then create a file that can be transferred in or out using the Transfers function.

On the handheld, once the download is complete, press any key to proceed and then press **C** if the information on the handheld is to be cleared. If the information on the handheld is to be retained, press any key other than C on the handheld.



NOTE: Only one handheld transfer session may be processed at a time. The next time the Transfer Stock function is used from the Utility Functions menu, the download file will overwrite any previously downloaded transfer session.

Process Stock Transfers

Stock transfers loaded into Assyst POS via handheld may be processed using the Transfers function, located on the POS Functions ribbon group.

Upon entering Transfers, indicate the method by which item transfers are to be expected in the **Input From** option. From this list, highlight **Download** and press **Enter**.

Next indicate what type of transfer is being processed. Indicate whether the **Transfer Type** is a:

Transfer Out – Transfers items out of stock, reducing onhands.

Transfer In – Transfers items into stock, increasing onhands.

Return – Transfers items out and records in the audit history that the product transferred is returned to a vendor.

Adjustment - Indicates a miscellaneous adjustment where stock may be increased or decreased. Positive quantities entered as adjustments cause onhands to increase while negative quantities decrease onhands.



To maximize the information available on file regarding the transfer session, it is advisable to set the following additional options:

Reference – Enter the reference number for the transfer session. A reference number in this context refers to a string of letters and/or numbers used to uniquely identify a transfer session. For example, a common reference number used for Return transfer types is a return authorization number provided by a vendor. This option may be left blank.

Vendor – If applicable, select the Vendor ID to/from which the stock is being transferred.



NOTE: It is possible to configure non-vendors in the vendor file such as Multistore locations.

Print Audit Report – Select this option to print a report listing the details of the transfer.



NOTE: If a report is not printed at this time, the details be printed later from the **Item Audit** report in the **Inventory Reporting** menu. Leaving vendor and/or reference options blank when performing transfers may make it more difficult to identify the details of a specific session in the future.

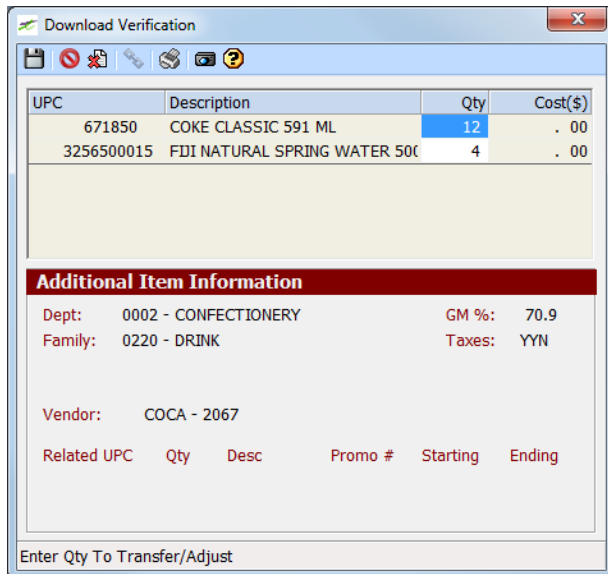
Transaction Type – Set the transaction type to be used for this session.



NOTE: For more information about Transfers and/or Transfer Types, see the Transfers User Guide.

Print UPCs – If selected, the printed Transfer report will show the UPCs of items transferred during the transfer session

Once all options are set properly, click on the **Continue** button to proceed to the download.



The system will display a list of all transferred items including UPCs, descriptions and quantities. In the sample below, the transfer contains two items where a total of 16 units are to be transferred for the two SKUs. Depending on the transfer type selected, the onhand will be adjusted upward or downward by the quantity indicated.

It is possible to adjust the quantities for any items being transferred. If a transfer quantity was entered incorrectly at the time of the download, highlight the quantity of units indicated for the item in the download and adjust the amount.

Though cost is displayed as .00, it may not be adjusted. The cost to be used for transfers and adjustments within this function will use whatever standard setting is used in your system settings.

For assistance in identifying which cost is used for this function, contact the TELUS Health support team.

Upon confirming that all items and quantities required for transfer are correct, click **Save** to complete the transfer and return to the menu. Click **Cancel** to abandon the transfer session.



Set Items on Promotion

The PT/HT630 handhelds may be used to set items on promotion.

On the handheld, select option **1** to **Input Data**. The handheld will then prompt to indicate how many fields are to be used for the data. Select option **2** as 2 fields of information are required to enter an item to be on sale.

Start by scanning a single item. To scan, point the handheld at the UPC barcode of the item and press the large **yellow** button on the handheld.

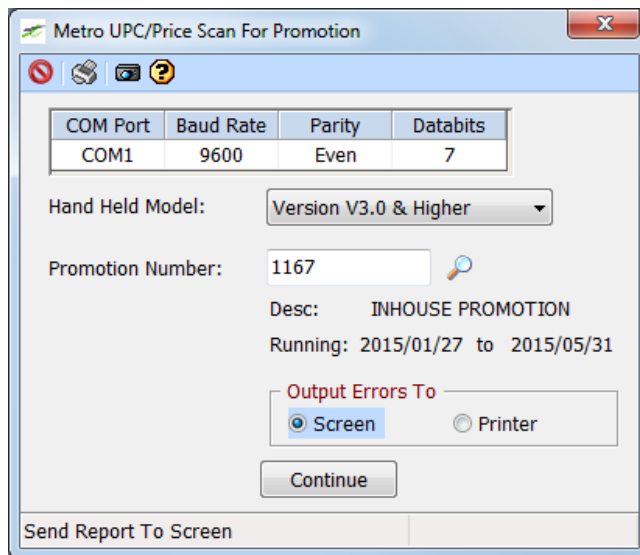
Next use the keypad on the handheld and enter the promotional sale price for the scanned item. Press **ENT** after keying in the promotional price.

Repeat the steps of scanning product and entering promotional pricing until all items have been entered. Press **ESC** to return to the main menu on the handheld.

Download UPCs from Handheld

In Assyst POS, set up the promotion to which the items will be added. This must be performed before downloading the information from the handheld.

Once a promotion is set up, it is possible to add the scanned items to the promo by selecting **Promotions** from the **Handheld Downloads** section of the **Utilities** menu. This function may also be accessed within a promotion by clicking on the Download button.

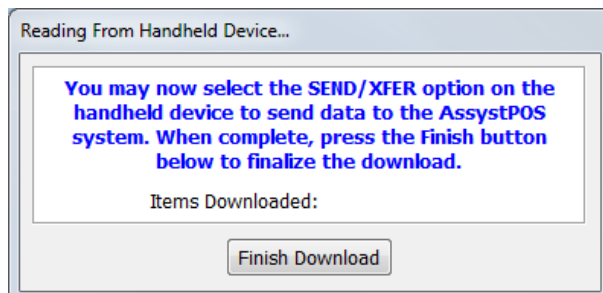


At the **Promotion Number** option, select the desired promotion number. If this function is accessed from within a promotion, the Promotion number will already be set. Once a valid promotion number has been set, the system will display the promotion description and date range for verification.

After setting the handheld model and promotion number, click on the Continue button to proceed to the download.



NOTE: Click on Printer in the **Output Errors To** box to have the system print any errors in the download to the printer set in Assyst Point of Sale.



The system displays a prompt indicating that it is waiting for information to be received from the handheld.

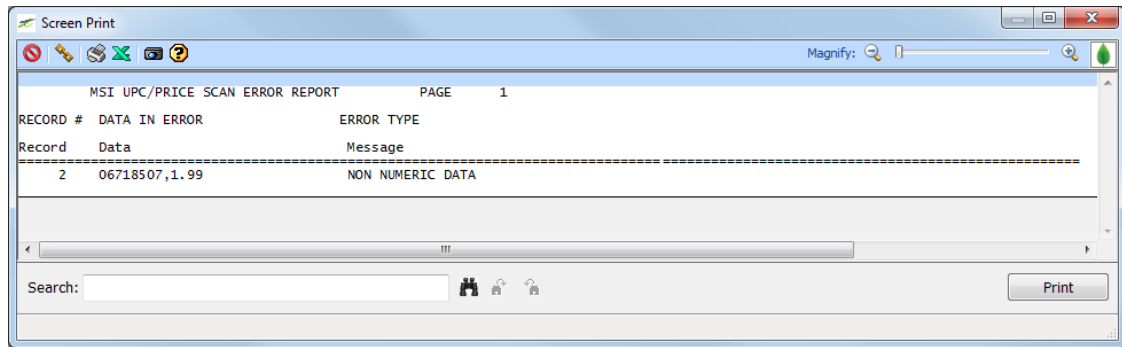
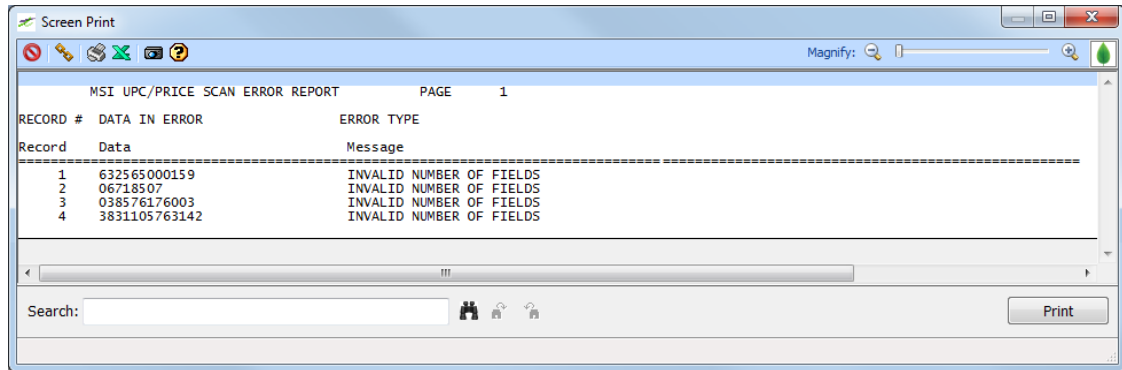
Connect the handheld to the computer and press **ESC** to return to the handheld menu if not already displayed.



On the handheld, select option **2** to **Dump Data**. The handheld will require input before attempting to transmit information to the computer. Press **C** to abandon the send or any other key to send the information to the promotion.

On both the handheld and the onscreen prompt, you will see the Items Downloaded number increase. If the handheld is properly configured, these will display identical numbers on successful completion of the dump.

When the transfer is complete, click on the **Finish Download** button on the computer. The system will display errors in the scanned input such as items not on file, improper number of fields, etc..



The system will display errors in the scanned input such as items not on file, improper number of fields, etc.. Items with errors will not generate to the promotion. Review and note any errors requiring attention and close the window.

The scanned items without errors have now been added to the specified promotion in Assyst POS.

On the handheld, once the download is complete, press any key to proceed and then press **C** if the information on the handheld is to be cleared. If the information on the handheld is to be retained, press any key other than C on the handheld.



Generate Shelf Labels, Price Tickets & Signs

The PT/HT630 handhelds may be used to scan items for the purpose of generating shelf labels, price tickets, and/or signage.

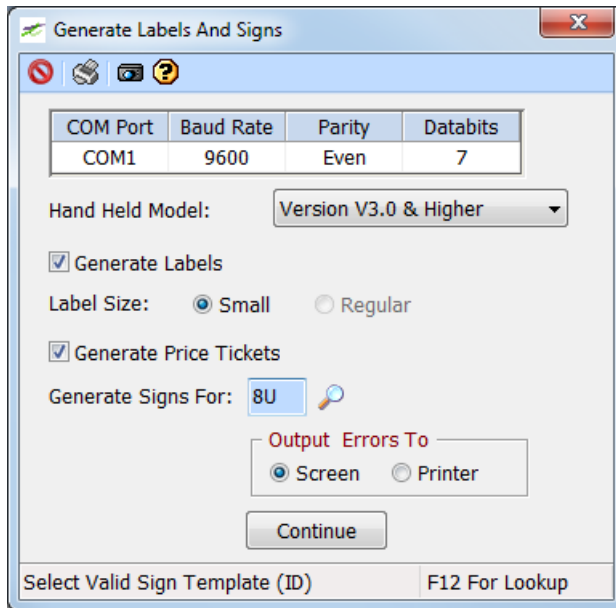
On the handheld, select option **1 to Input Data**. The handheld will then prompt to indicate how many fields are to be used for the data. Select option 1 as only 1 field of information is required for this function.

Scan a single item. To scan, point the handheld at the UPC barcode of the item and press the large **yellow** button on the handheld.

Scan additional products until all items for which shelf labels, price tickets, or signs have been entered. Press **ESC** to return to the main menu on the handheld.

Download UPCs from Handheld

Shelf labels, price tickets, and signage may be generated in Assyst POS via handheld download by selecting **Labels/Signs** from the Handheld Downloads menu.



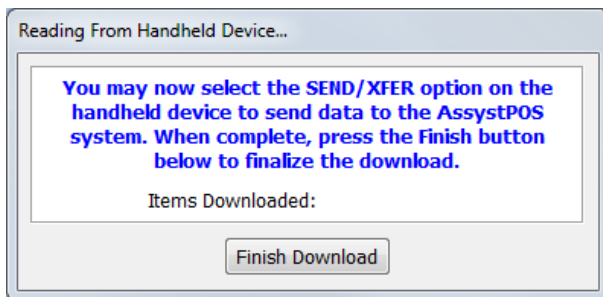
Select the **Generate Labels** checkbox if shelf tags are required.

Select the **Generate Price Tickets** checkbox if price tickets are required.

At the **Generate Signs For** option, enter the sign ID for which signs are to be printed, or select the desired sign template from the available lookup.

After indicating whether Shelf Tags/Shelf Labels, Price Tickets and/or Signs are to be printed, click on the **Continue** button.

The system displays a prompt indicating that it is waiting for information to be received from the handheld.



Connect the handheld to the computer and press **ESC** to return to the handheld menu if not already displayed.

On the handheld, select option **2 to Dump Data**. The handheld will require input before attempting to transmit information to the computer. Press **C** to abandon the send or any other key to send the information to the label/ticket/sign queue(s) as applicable.

On both the handheld and the onscreen prompt, you will see the Items Downloaded number increase. If the handheld is properly configured, these will display identical numbers on successful completion of the dump.

When the transfer is complete, click on the **Finish Download** button on the computer.



The system will display errors – such as those on Page 14 of this guide – in the scanned input such as items not on file, improper number of fields, etc. Items showing errors or which are not known will not have a label and/or sign printed for it. Review and note any errors requiring attention and close the window.

Shelf tags will be printed immediately. The quantity of shelf tags to be printed will be determined by the Shelf Tags option for each item in Item Maintenance.

If price tickets are requested, the scanned products will be added to the price ticket queue. These labels may be printed by selecting **Price Tickets** from the **POS Functions** ribbon group.

If signage is requested, the scanned products will be added to the signage queue for the specified sign ID. Signs may be printed by selecting **Print/Maintain** from the **Signs** dropdown menu on the **POS Functions** ribbon group.

On the handheld, once the download is complete, press any key to proceed and then press **C** if the information on the handheld is to be cleared. If the information on the handheld is to be retained, press any key other than C on the handheld.



Download Order Numbers

The PT/HT630 handhelds may be used to set up ordering information for items stocked by the store including the vendor and the vendor's reorder number for the item.

On the handheld, select option **1** to **Input Data**. The handheld will then prompt to indicate how many fields are to be used for the data. Select option **2** as 2 fields of information are required to add order numbers to product files.

Start by scanning a single item. To scan, point the handheld at the UPC barcode of the item and press the large **yellow** button on the handheld.

Next use the keypad on the handheld and enter the vendor's order number for the scanned item. Press **ENT** after keying in the order number.

Repeat the steps of scanning product and entering vendor order numbers until all items have been entered. Press **ESC** to return to the main menu on the handheld.

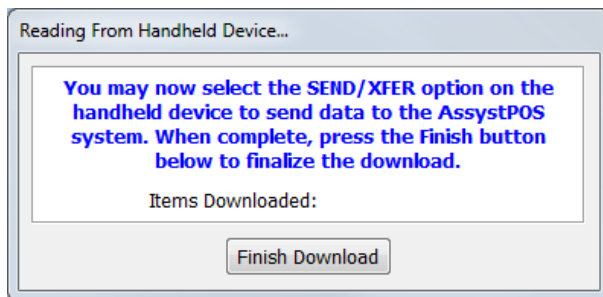
Download Order Numbers from Handheld

It is possible to download order numbers to Assyst POS as entered on the handheld by selecting **Order Numbers** from the Handheld Downloads menu.

Specify the **Vendor** code applicable to the download.

Also, specify the **Rank** to be used for the vendor. Typically, a standard rank is reserved for the primary vendor, though occasionally secondary vendors may have a rank used solely for their order numbers. Enter a rank between 1 and 9 or A through Z to set the rank to be used for the order numbers uploaded.

Click on the **Continue** button to proceed to the download.



The system displays a prompt indicating that it is waiting for information to be received from the handheld.

Connect the handheld to the computer and press **ESC** to return to the handheld menu if not already displayed.

On the handheld, select option **2** to **Dump Data**. The handheld will require input before attempting to transmit information to the computer. Press **C** to abandon the send or any other key to send the order numbers to Assyst POS.

On both the handheld and the onscreen prompt, you will see the Items Downloaded number increase. If the handheld is properly configured, these will display identical numbers on successful completion of the dump.

When the transfer is complete, click on the **Finish Download** button on the computer.

The system will display errors – such as those on Page 14 of this guide – in the scanned input such as items not on file, improper number of fields, etc. Items which result in an error will not be updated. Review and note any errors requiring attention and close the window.



COM Port	Baud Rate	Parity	Databits
COM1	9600	Even	7

Hand Held Model: Version V3.0 & Higher

Label Size: Small Regular

Vendor: MCK
MCKESSON

Rank: 1

Output Errors To
 Screen Printer

Continue

Send Report To Screen

The system will then update the items and prompt for the printing of new shelf tags. Follow the prompts to print shelf tags if desired or click **Cancel** to close the window without printing shelf labels.

On the handheld, once the download is complete, press any key to proceed and then press **C** if the information on the handheld is to be cleared. If the information on the handheld is to be retained, press any key other than C on the handheld.



Miscellaneous Download

The Miscellaneous Download routine exists to perform a variety of tasks including item updates using various item options. This versatile function may also be used to simultaneously generate new shelf tags for any updated items or as an alternative method of printing shelf tags from the handheld.

On the handheld, select option **1** to **Input Data**. The handheld will then prompt to indicate how many fields are to be used for the data. Depending on the specific desired usage of this function, it could be that multiple fields are required to enter the data. Typically this option will use either **2** or **3** fields.

Start by scanning a single item. To scan, point the handheld at the UPC barcode of the item and press the large **yellow** button on the handheld.

Then enter the next piece of information to be added to the item file. Options for this may include:

- | | |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Prices | <input type="checkbox"/> Shelf Face |
| <input type="checkbox"/> Item Costs | <input type="checkbox"/> Location |
| <input type="checkbox"/> Min Onhand | <input type="checkbox"/> Onhand |
| <input type="checkbox"/> Max Onhand | |



NOTE: You can enter alphabetic characters on the handheld by pressing the **Alpha** key, located just above the power button. The handheld remains in Alpha mode until the Alpha key is pressed again. The letters appear on the handheld in dark purple on many handheld buttons.

Press **ENT** on the handheld when the information entered is complete and proceed to enter information into the third field if applicable.

Repeat the above steps for scanning and entering data in a consistent manner until all desired items are scanned. Press **ESC** to return to the main menu on the handheld.

Download from Handheld

To use the Misc Download Routine in Assyst POS, updating and generating shelf tags for items as desired, select **Miscellaneous** from the Handheld Downloads menu.

Next indicate the additional fields to be used for the upload. Assyst POS uses field 1 on PT/HT630s exclusively for UPC codes so it is not necessary to specify this. Set **Download Fields #1 and #2** to contain the information relevant to fields #2 and #3 on the handheld using the following codes:

1	Price	6	Location
2	Costs	7	Onhand
3	Min Onhand	99	Blank Field (ie. field not used on the handheld)
4	Max Onhand		
5	Shelf Face		

Once set, proceed to additional options as applicable to your usage of the Miscellaneous Download.

Additional options may be selected within the Misc. Download function to determine how it processes the data from the handheld.

Update Current/Average/Regular Cost – Only used if one of the selected fields for download is Costs, specify for each cost type if the new cost is meant to replace an existing cost on file.

Target – Only used if one of the selected fields for download is Costs. Specify whether the Target margin is to be updated with a specified percentage in lieu of a cost change.



COM Port	Baud Rate	Parity	Databits
COM1	9600	Even	7

Hand Held Model: Version V3.0 & Higher

Download Field #1: Price

Field #2: Blank Field

Field #3: Blank Field

Print Audit: No

Update Current Cost Print Not Found

Update Average Cost Update Changes

Update Regular Cost Generate Labels

Update Target Small Regular

Cost Code Flag:
1234567890

Output Errors To:
 Screen Printer

Continue

Version # Displayed When Unit Turned On

Print Audit – Set this option to **Yes** to print an audit of all items scanned and recognized by the system. Set the option to **Changes Only** to restrict the printed audit to items updated per the handheld download. Set the option to **No** to skip printing an audit.

Print Not Found – Select this option to print an audit of items not found. If a general audit is turned off and this option is turned on, the audit will be restricted to UPCs not recognized by the system. If a general audit is turned on and this option is turned off, UPCs not recognized will not be printed on the report.

Update Changes – Set this option to **Y** to update all items scanned with the new information as entered on the handheld. This option may be set to **N** if no update of items is required in conjunction with the handheld download.



NOTE: Take care with this option, as there is no automatic undo!

Generate Labels – Select this option if shelf tags are to be printed for all items scanned. If labels are to be printed, specify the **Label Type** as **Small**.

Cost Code Flag – If a special alphabetic cost code is used to enter costs on the handheld (ie. the letters for PHARMOCIST in lieu of numbers between 0 and 9), the can identify the cost even if not entered numerically. For example, if a cost of HSS is entered and the cost code PHARMOCIST is specified, the system will identify the cost entered as \$1.88. The numbers to which the codes are keyed appears in the line above the cost code option. The yellow icon to the right of the Cost Code Flag allows the selection of common codes in use by some banners.

When all options have been set, click **Continue** to proceed to the download.

Reading From Handheld Device...

You may now select the SEND/XFER option on the handheld device to send data to the AssystPOS system. When complete, press the Finish button below to finalize the download.

Items Downloaded:

Finish Download

The system displays a prompt indicating that it is waiting for information to be received from the handheld.

Connect the handheld to the computer and press **ESC** to return to the handheld menu if not already displayed.

On the handheld, select option **2 to Dump Data**. The handheld will require input before attempting to transmit information to the computer. Press **C** to abandon the send or any other key to send the order numbers to Assyst POS.

On both the handheld and the onscreen prompt, you will see the Items Downloaded number increase. If the handheld is properly configured, these will display identical numbers on successful completion of the dump.

When the transfer is complete, click on the **Finish Download** button on the computer.

The system will display errors – such as those on Page 14 of this guide – in the scanned input such as items not on file, improper number of fields, etc. Items with errors will not be updated. Review and note any errors requiring attention and close the window.



The system will then update the items and/or prompt for the printing of new shelf tags if applicable. Follow the prompts to print shelf tags if desired, or click **Cancel** to quit without printing.

On the handheld, once the download is complete, press any key to proceed and then press **C** if the information on the handheld is to be cleared. If the information on the handheld is to be retained, press any key other than **C** on the handheld.



Perform an Inventory Count

The PT/HT630 handheld may also be used as an aid to performing either cycle inventory counts or full inventory counts.

Cycle counting refers to a process utilized by larger retailers to perform periodic inventory counts on sections of the store throughout the year such that each product is counted at least once annually. A full inventory count refers to a count of all stock which is typically performed at least once annually at a time close to the fiscal year end.

On the handheld, select option **1** to **Input Data**. The handheld will then prompt to indicate how many fields are to be used for the data. Select option **2** as the 2nd field used will be used to indicate the quantity of units found on the shelf.

Start by scanning a single item. To scan, point the handheld at the UPC barcode of the item and press the large **yellow** button on the handheld.

Next use the keypad on the handheld and enter the quantity of the scanned item found on the shelf. Press **ENT** after keying in the quantity.

Repeat the steps of scanning product and entering onhand quantities until all items have been entered. Press **ESC** to return to the main menu on the handheld.

Prepare Item File for New Inventory Count

It is necessary, when performing inventory with a Handheld unit, to prepare the items to be counted.

This preparation uses the **Before Count Initialization** function, which is located in the **Utilities** menu under **Stock Count**.

The purpose of the Before Count Initialization is to indicate to the system that a new count is being started. The Before Count Initialization need only be performed once per inventory count – whether a single count requires multiple downloads, days or weeks to complete.

By default, the Before Count Initialization will initialize all items for count. It is possible to press the **Up Arrow** or **Page Up** key to access specific item category settings such as department, family, and location to specify items to be initialized.

When the options are set as desired, click on the **OK** button at the bottom of the window.



NOTE: The system will NOT permit you to select the Clear Last Count Date option. If you feel that this option should be set to Y for your upcoming count, contact TELUS Health support immediately for assistance.



Importance of the Before Count Initialization

The Before Count Initialization DOES NOT clear onhands, nor will anything obvious on the item file change. Each item file has a hidden flag indicating if it has been counted yet during the current inventory cycle. The purpose of the flag is to ensure that onhands are replaced or added to as appropriate to the inventory cycle underway.

When an item is counted the first time during an inventory count the onhand is replaced if different from the expected onhand. At the same time, the hidden flag is changed to indicate that the item has already been counted during this cycle.

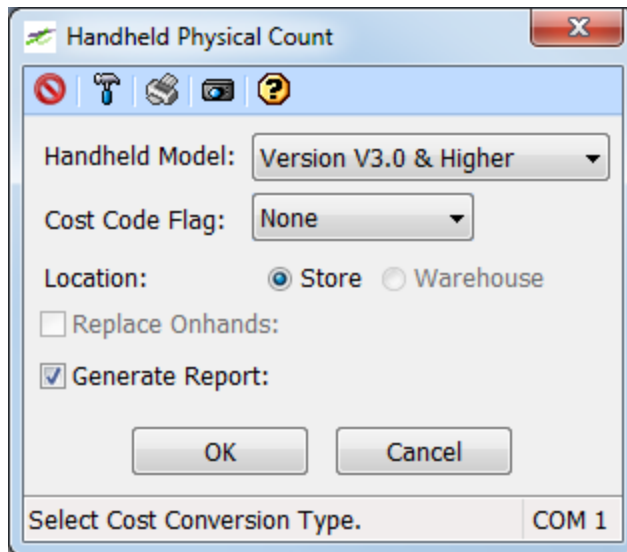
If the same item is then found again in another location in the store before another initialization is run, the system will add the quantity scanned to the quantity showing onhand after prior counts of the item.

Whenever the system performs a change to an item file relating to an inventory count performed with the PT/HT630 handheld, an audit entry is created in the item History. This may be accessed from the item maintenance screen for the specific product by clicking on **History** and selecting the **Item Audit** tab.

It is imperative that a Before Count Initialization be performed once per separate inventory count to ensure the proper updating of onhands on items counted.

Download Inventory Count Information from Handheld

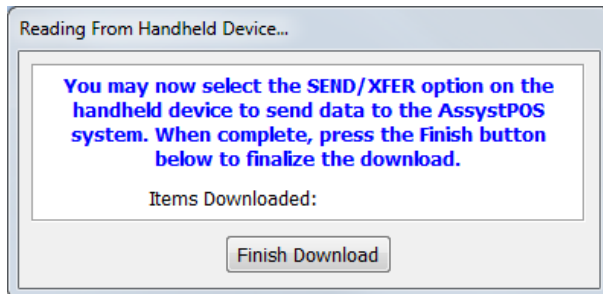
It is possible to download stock count information to Assyst POS as entered on the handheld by selecting **Receive New Onhands** from the **Handheld Downloads** menu.



If costing is entered non-numerically during the inventory count (ie. using a similar cost code flag to that used for the Miscellaneous Download), specify the numeric cross references for each number in the **Cost Code Flag** option.

If an audit report is required for all items counted, select the **Generate Report** option.

Click on the **OK** button to proceed to the download.



The system displays a prompt indicating that it is waiting for information to be received from the handheld.

Connect the handheld to the computer and press **ESC** to return to the handheld menu if not already displayed.



On the handheld, select option **2** to **Dump Data**. The handheld will require input before attempting to transmit information to the computer. Press **C** to abandon the send or any other key to send the order numbers to Assyst POS.

On both the handheld and the onscreen prompt, you will see the Items Downloaded number increase. If the handheld is properly configured, these will display identical numbers on successful completion of the dump.

When the transfer is complete, click on the **Finish Download** button on the computer.

The system will display errors – such as those on Page 14 of this guide – in the scanned input such as items not on file, improper number of fields, etc. Items with errors will not be updated. Review and note any errors requiring attention and close the window.

The system will then update all item files downloaded from the handheld with the revised onhands and new last counted dates.

On the handheld, once the download is complete, press any key to proceed and then press **C** if the information on the handheld is to be cleared. If the information on the handheld is to be retained, press any key other than C on the handheld.

Clear the Handheld

On the computer screen, note that an additional prompt will appear after closing the error reporting screen.

The prompt is meant to act as a reminder to clear information downloaded from the handheld. Failure to clear the information from the handheld before the handheld is reused to count another section may result in the inflation of onhands and inventory levels in Assyst POS.

If you forget to clear the information from a previous scanning session, select option **3** from the menu on the handheld to **Erase Data** and thus clear the memory on the handheld before it is reused.

After the Count - Identifying Items Not Counted

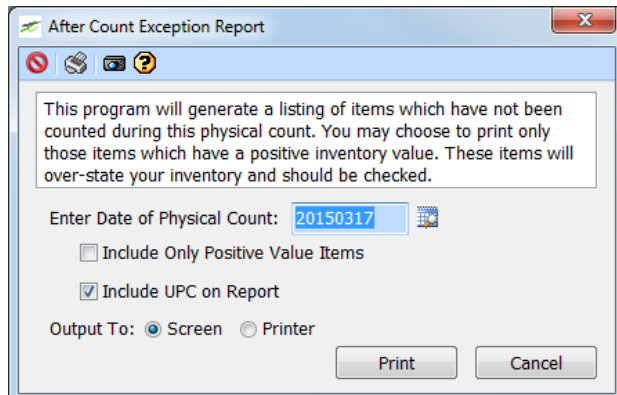
After a count is complete, it may be desirable to identify items not counted.

Two methods exist for this: **After Count Exception Report** and **Item Quick Maintenance**.

After Count Exception Report

The **After Count Exception** report may be found in the Stock Count section of the **Utilites** menu.

This report searches for all UPCs not counted during the inventory count by looking for any items with a last count date prior to the first day of the count. This date is to be specified in the **Enter Date Physical Count Started** field.



It is possible to restrict the report to items with positive inventory values (ie. greater than 0) or to extend the report to include items with negative onhands using the **Include Only Items With a Positive Value** option.

The report may also be generated in such a way that UPC codes are printed along with item descriptions if **Include UPC on Report** is selected.



Item Quick Maintenance

Item Quick Maintenance may be found on the **POS Functions** ribbon group.

Typically when this manner of report is used for identifying items not counted, the report is restricted to items with a **Last Counted** date between 00/00/00 and the day **BEFORE** the most recent inventory count started.

The report may also be restricted to items by the categories to which the item is linked and/or the onhands. Typically the **Total Onhand** is selected to be one of the fields displayed onscreen.

The benefit of using Item Quick Maintenance is that the onhands may be manually adjusted immediately from the onscreen output from the report with audit entries created for the adjusted items.

However, if changes are made from Item Quick Maintenance, they will not bear an audit flag indicating that the onhand changes resulted from an inventory count. Instead, the audit history on the items will show a Manual Onhand change for any item onhands modified directly from Item Quick Maintenance.

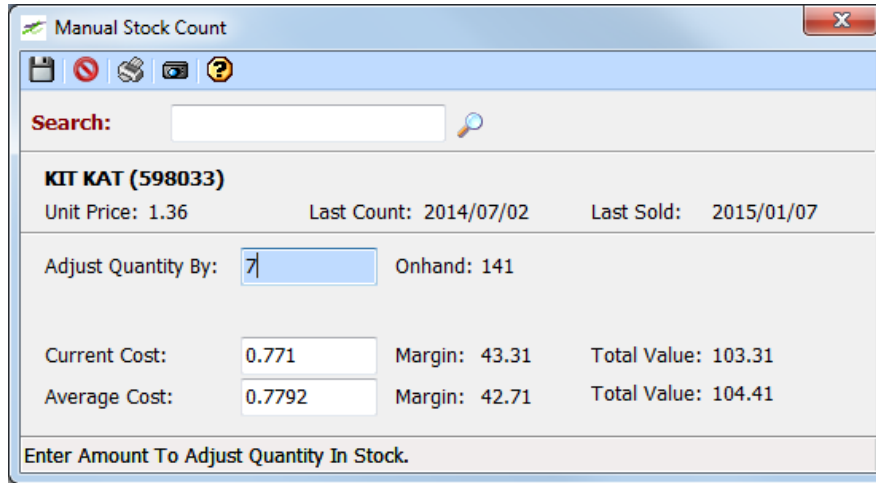
Accordingly, changes made will not result in an update to the Last Counted date on the item file where Item Quick Maintenance was used to update the onhand.



Manual Onhand Adjustments

At the Utility Functions Menu is an option labelled **Manual Onhand Adjustments**. This function exists to allow for the manual adjustment of item onhands if errors or omissions are found in an inventory count.

Enter the UPC, wholesaler number, or description of the item to be modified may be queried in the Search bar.



Manual Stock Count

Search:

KIT KAT (598033)
 Unit Price: 1.36 Last Count: 2014/07/02 Last Sold: 2015/01/07

Adjust Quantity By: Onhand: 141

Current Cost: Margin: 43.31 Total Value: 103.31
 Average Cost: Margin: 42.71 Total Value: 104.41

Enter Amount To Adjust Quantity In Stock.

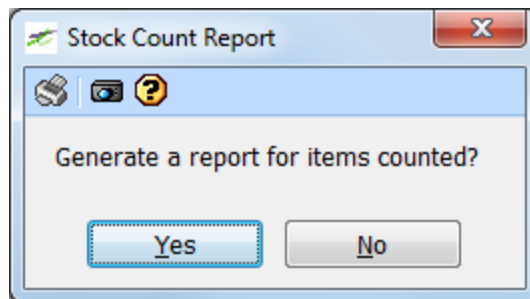
Upon selecting the item to be modified, the system will prompt for either the new onhand (in the case of items not counted) or the amount by which to adjust the onhand (items counted during the cycle).

If the item was counted this cycle and requires an adjustment, where the onhand is to be decreased, enter a negative number. If the number is to be increased, enter a positive number to correct the onhand. Click **Save** after entering the desired quantity if this reflects the situation.

If the item was not counted this cycle, enter instead the updated onhand to be recognized by the system. Click **Save** after entering the desired quantity if this reflects the situation.

Costs may be adjusted while adjusting the new onhands, if desired.

Repeat these functions as needed to correct item onhands.



Stock Count Report

Generate a report for items counted?

After closing the Manual Onhand Adjustments function, you may print a report detailing the session if desired.

Click **Yes** to print this report.

Similar details may be available later via the Item Audit report, though this specific report may only be generated at this time.



Inventory Reporting

After completing an inventory count, it is customary to generate an updated inventory valuation report. To obtain an up-to-the-moment inventory report, select **Valuation** from the **Inventory** menu, located within **Reporting** on the **POS Functions** ribbon group.

Above the Report Filters option, are the following settings:

Report Format – Set this option to **Both Costs & Retail** to include valuation based on both retail prices and costs, or set this option to **Avg Cost Only (1 per)** to report inventory value based on average costs only.

Sort By – Select the desired sequence for items and/or categories to appear. In each option, the primary sort sequence is listed first. Sorting within a category is done based on the sequences to follow. The following options are available:

- Dept, Family + Desc – Department, Family & Description (default)
- Dept + Desc – Department & Description
- Dept + Upc – Department & UPC
- Dept, Family + Upc – Department, Family and UPC
- Location



Under Report Filters, some basic settings may be used to limit the items considered when creating the valuation report.

Item Stock Flag – Set this option to **Only Stock Items** to restrict the report to items where the Stock Flag is set to Stocked. Alternatively, the option may be set to **Only Not Stocked** to include only items for which the Stock Flag is set to Not Stocked. By default, the selection of **Both** will consider all items regardless of their individual Stock Flag setting.

Item Type – Indicate the desired item type(s) to be included from the following options. Most items are set as Regular.

About Item Types

Stores using integrated debit/credit pinpads from Chase Paymentech may also use item types specific to supported Gift Cards or Card Reloads.

This does not include vendor-specific gift cards activated through machines not integrated with Assyst Till.

Stores using Assyst HME may also have options to select items with Serial Numbers, Serial & Reference numbers, and/or Tracked item inventory. This report may also be used by qualified stores to find item records where available serial numbers do not match current onhand totals.

Summary Totals By – Set this option to indicate what type(s) of category summaries are to print on the report.

Description Inc – If only products containing a certain partial description are to be included in the report, key in the search term to look for when determining whether an item is considered.

Shelf Date Before – If only items on the shelf since a certain date are to be included, key in the most recent shelf date to include.

In the lower part of the Report Filters box is another box labeled **Ranges**. The Ranges options allow the selection of more limited products based on generalized item settings, current inventory levels, whether items are on specific promotions. By default, all items are to be considered, subject to qualification using other report filters.

The final options, just below the Ranges box, may be used to provide Assyst POS with additional information about how the qualifying items are to be displayed on the report:

Include Negative Onhands – If selected, the report will consider items with negative onhands for inclusion in the report. If this option is not selected, only products with a total Onhand greater than 0 will be considered for inclusion in detail and/or summaries.



NOTE: All summaries show the net results of the included detail. If items with negative onhands are included, the totals will be lower than if they were excluded. For most Assyst POS users, it is advisable to correct negative onhands and/or set items consistently resulting in negative onhands as Not Stocked so that they could be excluded from the report.

Print Item Detail – If selected, the report will show the details of each and every item in the report. If this option is not selected, the report will only show summaries by categories as per the Summary Totals By option.

Loans/Rentals – This option is only available to sites using the Assyst HME, and may be used to determine whether outstanding inventory on Loan or Rental agreements is to be included in the report detail and/or summaries.



About Including Loans/Rentals

Users of Assyst HME may track whether products are outstanding as a result of Loan and/or Rental agreements.

If **Included** in this report, Loaned and Rented products will be included along with other items.

If **Not Included** in this report, only products not out on Loan or Rental agreements will be included.

If **Only** is selected, the report will be limited to products out on Loan or Rental agreements.

Display Margins – Select this option if margins are to be included in the valuation report. If not selected, projected margin percentages based on available pricing/costing will not be reported.

Title – If a specific title is to be printed at the top of the report, key in the desired report title.

When all options are set as desired, click on the **Continue** button at the bottom right of the window.



NOTE: This report can be set up as an Additional End of Day report to generate at each end of day, month end, or year end using standard parameters for item inclusion and detail level. For details, contact the TELUS Health Support team.



PT/HT630 Frequently Asked Questions

This section of the guide lists several common issues with the usage of PT630 and HT630 handheld units used with Assyst POS.

My inventory is two or three times what was I counted for many items.

Ensure that the handheld unit is cleared of all data after scanning a section. Failure to do so may lead to the inflation of inventory onhands and the resulting values.

If this happens, it may be necessary to repeat the count or identify items uploaded multiple times and make manual adjustments of those items.

My handheld starts up with a BIOS screen saying PT630 BIOS or HT630 BIOS. How do I fix it?

If this screen appears, the BIOS has either not been shut down from the proper spot or the handheld requires reprogramming.

To attempt to get the handheld back in operating mode, press and hold the **CMD** key (on the right side of the keypad, 2nd from the bottom). The handheld will display the menu illustrated at the right.



Press the **1** button on the handheld and then press the **ENT** button.

The handheld will return to the program mode.

If the handheld displays a message **No Program** after performing these steps, call the TELUS Health Support team to have the handheld reprogrammed for use with Assyst POS.

How do you recommend scanning the store?

TELUS Health recommends scanning sections of the store in 4 foot or 8 foot sections. The idea is to scan smaller, more manageable sections of information where the whole store potentially is to be scanned.

As long as the method is consistent, any method may be employed to scan the store. The key is to determine an approach which is both logical and easy to manage insofar as knowing where the scan left off.

This is particularly important when performing inventory counts.

Can I rent PT/HT630 handhelds?

No. Current pricing for handheld units has made purchasing these units more cost-effective than paying rent annually for year end inventory counts.

What do the error messages mean?

Errors displayed in the Set Items on Promotion section of this guide tell us what's wrong with the download.

In the case of the NON NUMERIC DATA error, Assyst POS is telling us that information is not in the expected format. In that example, a decimal point appears in the price. The INVALID NUMBER OF FIELDS error tells us that the data was entered into the handheld using the wrong number of fields for the applicable function.

