



STOCKTAKE USING TOUCHRETAIL SOFTWARE AND WI-FI HHT

Introduction

Touchretail Module S software provides the opportunity to process instant stocktakes, using a wireless HHT (hand held terminal) communicating to the back office system from the store or warehouse.

Firstly the up-to-date product barcodes file is uploaded to the server from Rapidstock, then downloaded from the server to the HHT. Then the stocktake is done and uploaded to the server and processed in Rapidstock. Stock discrepancies may be reported and re-checked while still on site.

NOTES ON THE NORDIC MORPHIC HHT DEVICE

Main key functions:

Green dot – Enter or Accept

Red dot – Back or Cancel

Yellow button with barcode symbol – press to scan a barcode

White outer ring around the Scan button – cursor directions

F mode key – scrolls between alpha lower case, numeric and alpha upper case for the numeric keypad

Backspace (bottom left)

Power key (bottom right)

SET UP THE WI-FI CONNECTION BETWEEN THE HHT AND THE ROUTER

This is done from the unit's desktop. If the StockscanCE menu is on the unit, cursor down to the 'Utilities' menu option and press the backspace key (bottom left of the keypad) to exit StockscanCE. Next you will need to bring up the Start menu – touch the stylus at the extreme bottom left of the screen to display the Windows Taskbar and click on the Windows icon at the bottom left to display the Start menu. Select 'Settings' then 'Control Panel' . Scroll down the icons until you see the transmitter icon for 'NID WLAN' and double-click this.

You should see your Wireless Network name displayed – double-click the Network name with the stylus then touch the Network key box. Enter the network key using the HHT keypad, then click the OK box. You should see the following messages in quick succession:

Scanning....

Associating with <network name>

Associated with <network name> when it has found the network

Authenticating to <network name>

Authenticated to <network name> when the Network Key has been validated

Connected to <network name>

At the bottom of the screen, there is a status bar for Network signal strength (Blocks on the left hand side) and battery charge status (solid bar on the right hand side). Ensure the signal strength is Very Good or Excellent (4 or 5 BLUE bars on the display). If the network status bar is yellow then you are not successfully connected to the network.

When connection has been made to the network, click the 'X' at the top right of the screen to return to the Desktop.

PROBLEMS CONNECTING?

You may need to re-start the connection process if not successful. The best way to do this is to delete the existing Network Connection, and start the Connection process again.

To Delete a Connection:

Highlight the Network Name then click the Advanced button. Highlight the Network Name again and click the 'Del' box, then click 'OK'.

HHT STOCKTAKE MENU

To access the HHT stocktake menu, double-click the StockscanCE icon on the desktop. This will have three options:

Step 1 – check HHT software

Make sure that the HHT displays the Touchretail Main Menu. This will read vertically:

Data Entry
Entry Type
Utilities

If this Menu is not visible the software may have been lost from the HHT RAM, which can happen when the terminal has not been used for some time. To reload the software, at the desktop screen double-click on My Device -> Flash -> Install. A window will be shown with the message 'Already Installed' (this refers to the MS .NET software) – click OK. A further window will be shown with the message 'Install Software' – click OK.

Step 2 – Export the latest stock file

To make sure that a recent product barcodes HHT file has been generated: in Rapidstock, go to Utilities -> Advanced -> Tools -> 005 Update HHT database.

Step 3 – download Product file

At the StockscanCE menu select 'Utilities' then 'Receive'. Click 'Yes' to the prompt 'Refresh Stock data?' The message 'refreshing data – please wait' will be displayed while the product barcodes file downloads. A successful download will display the message 'Handheld Data Files Updated OK – the Scanner will restart'. Click 'OK' to re-index the scanner – this will refresh the product file barcodes, and also any new HHT software program updates.

Step 4 – commence stocktake

For a new stocktake, make sure that any previous stocktake data is deleted: Utilities -> Delete. If no stocktake file exists this will be ignored.

First of all, set up the Data Entry type: 'Entry Type' -> select 'Stocktake' then press Green button, select branch number then press Green button.

To commence stocktake, select 'Data Entry'.

Step 5 – upload stocktake to server

When the stocktake has been completed, upload the data to the server: 'Utilities' -> 'Send'. The message 'sending data – please wait' will be displayed while the data is being sent. On completion you will see the message 'Data Sent OK' -> click the 'OK'.

Step 6 – Process the stocktake data in Rapidstock

In Rapidstock: 'Utilities' -> 'Stock Checking' -> 'Upload BHT Scanner' will populate the HHT Clipboard with the stocktake file that has been uploaded to the server. Select the 'HHT IN' tab to show the latest data files received. You should recognise the date and time that the current stocktake file was uploaded – double-click this file.

If you are running a complete stock check select "Complete Stock Check" (selected as default) otherwise select "Specify/Groups Department" If specifying groups and departments another list will show. Select the Groups/Departments that you have scanned by placing a tick in the boxes next to the names.

The Branches available will be displayed in a list on the left, click the branch you wish to Stock Check

Once a branch has been selected click the bottom which will be saying "Stock Check for ??"
??= the branch that you have selected in the list.

Wait for the progress bar to finish.

You will be shown a list of what you scanned, called "Actual Scan Results". You may wish to Print the Actual Scan Results report. Then click "Next". This will run the Comparison Report. Wait for the progress bar to finish.

A message will explain what you will see in the comparison report. Click "OK".

You can view the comparison report on screen and also print the report with the "Print Report" button. Click "Next" to continue.

Choose your losses branch from the branches listed then click "Move Losses in ??"
?? = the branch that you have selected in the list.

Wait for the progress bar to finish.

Your stock check for the selected Branch/Groups & Departments is now complete.

TO INSTALL STOCKSCAN-CE SOFTWARE ONTO THE UNIT

From time to time (for instance if the battery in the unit has gone flat) the HHT may lose the StockscanCE software from its memory. Pressing and holding the Power button will also delete the StockscanCE program from the HHT memory. It can easily be re-installed to the memory by the following process:

- at the HHT desktop, double-click 'My Device'
- double-click 'Flash'
- double-click 'install'

A message will be displayed in a box entitled 'Already Installed' – this message should be ignored by clicking on the 'OK' symbol.

Next a Windows screen will be displayed on the 'Install Microsoft...' page – click on the 'OK' symbol.

A window entitled 'Installing Microsoft .NET CF3.5' will appear, and a progress bar will indicate the progress of the software installation. When this is finished the HHT will revert to the 'Flash' menu – click the 'X' symbol to close this screen and return to the desktop. You should see the StockscanCE icon displayed on the desktop.