How to Guide
Full Stock Take with PDT Scanners

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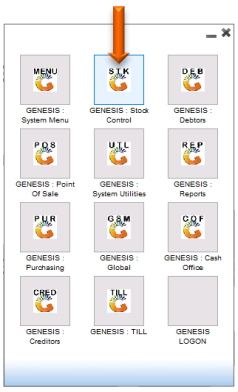
How to Complete a Stock Take with a PDT (Personal Data Terminal) **Scanner**

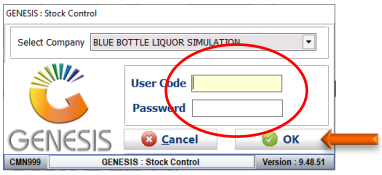
A. Stock Take Upload Preparation

1. Before doing a stock take, please contact the support team at BBL Head Office
   - The Support Team will ensure that:
     - PDT Software correctly Installed on the Back Office PC/Laptop
     - The correct Stock File is loaded on your PDT
     - Settings on the Store Back Office are correct

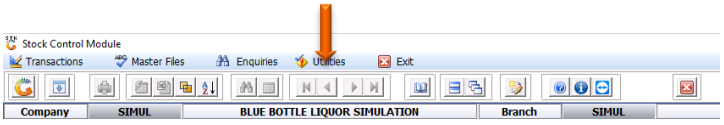
2. Log into Genesis
3. Open **Stock Control** by clicking on the **Genesis: Stock Control** icon



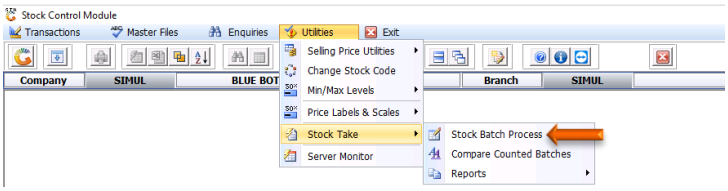
4. Capture your **User Name** and **Password** and click on the **OK** button



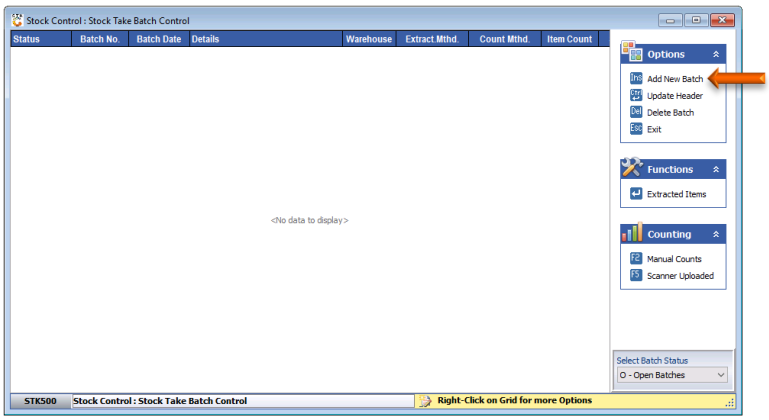
5. Open **Utilities**



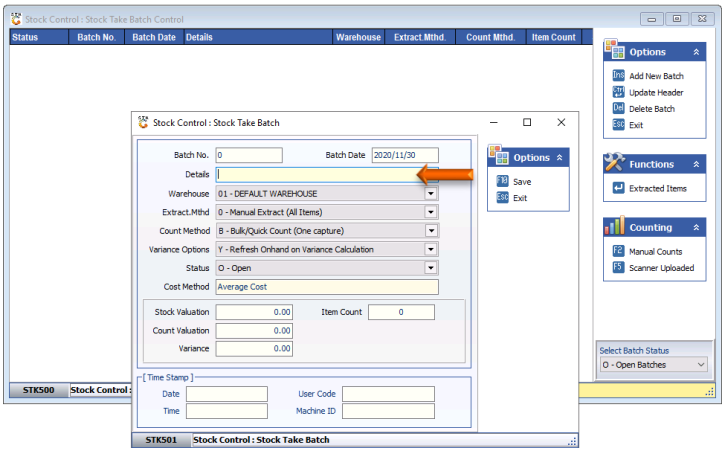
6. Select **Stock Take** from the drop-down menu and **Stock Batch Process** from the side menu.



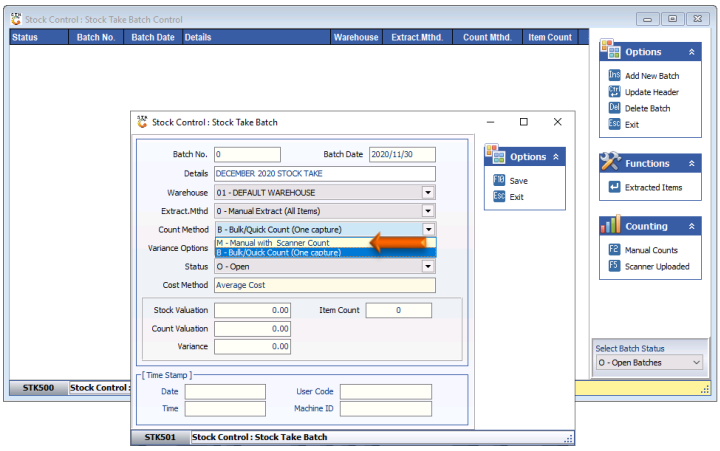
7. Press **Insert** on your keyboard or click on **Add New Batch** under the Options menu.



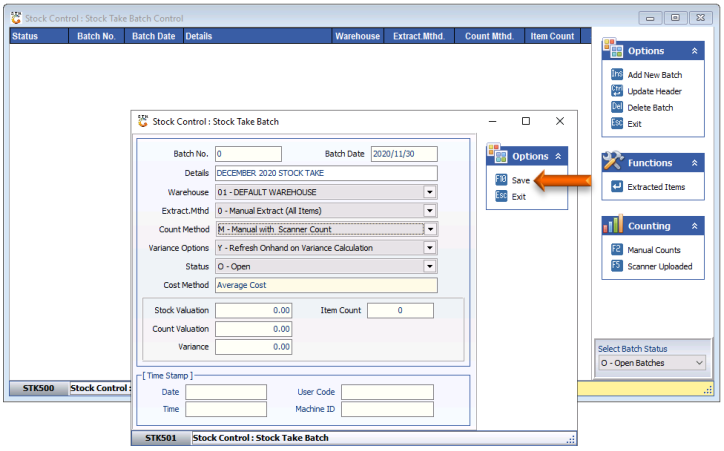
8. Capture a reference number for the stock take in the **Details** field, for example **DECEMBER 2020 STOCK TAKE**



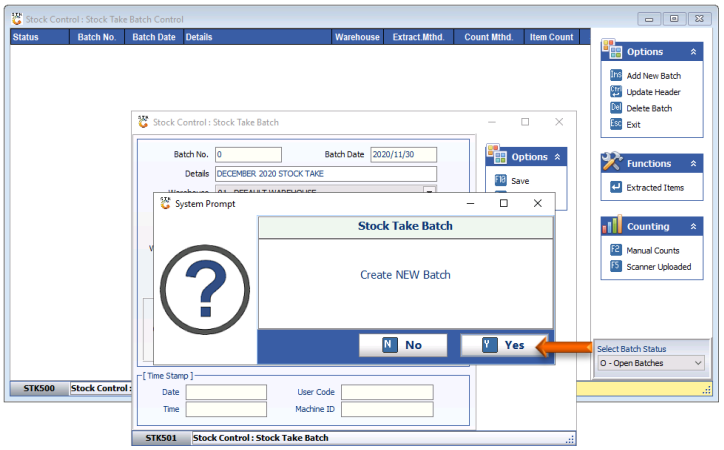
9. **Extract.Mthd** will default to **0 – Manual Extract (All Items)** which is correct
10. Select **M – Manual with Scanner Count** under the drop-down menu of **Count Method**



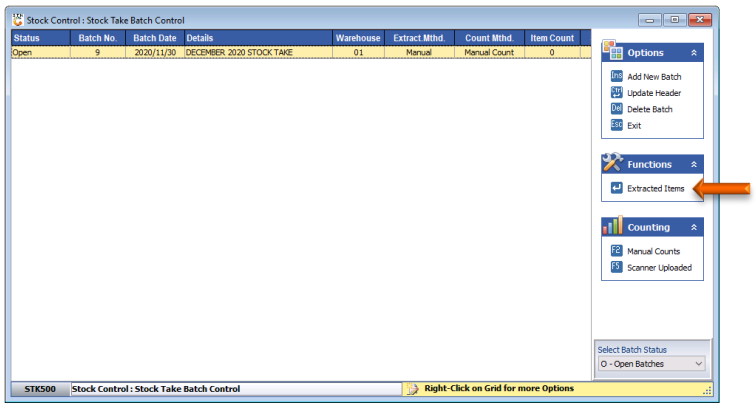
11. Press **F10** on your keyboard or click on **Save** under the Options menu.



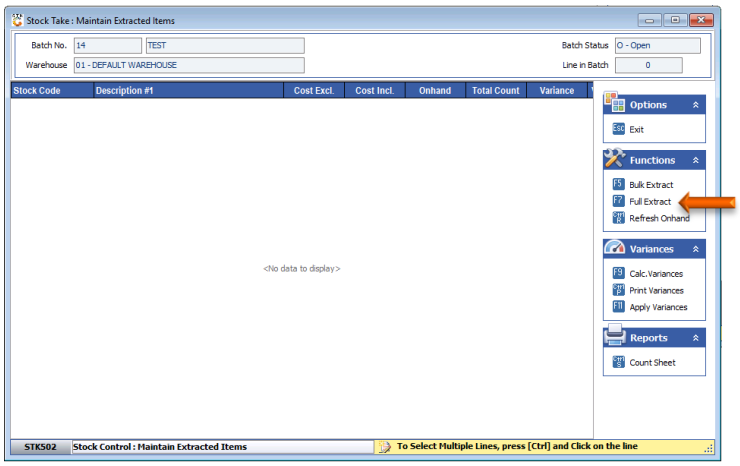
12. Press **Y** on your keyboard or click on the **Yes** button



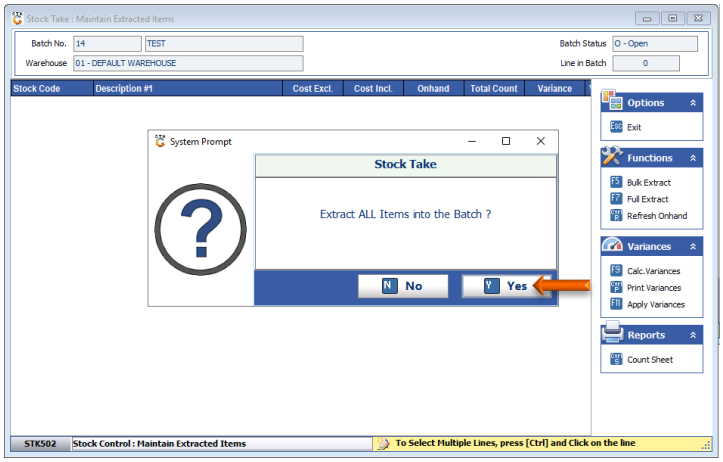
13. Press **Enter** on your keyboard or click on **Extracted Items** under the Functions menu.



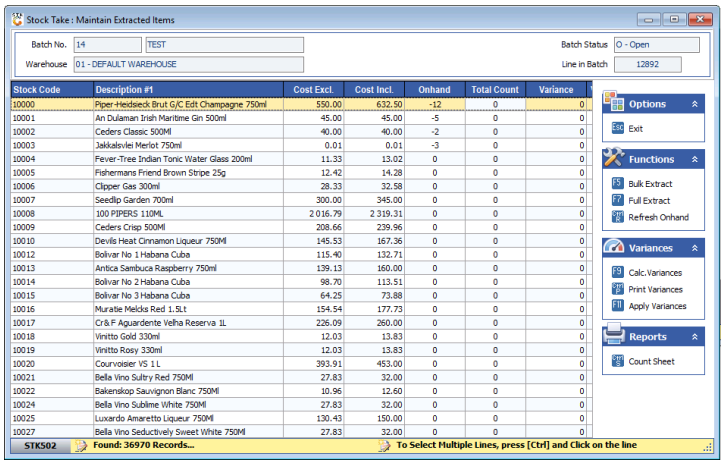
14. Press **F7** on your keyboard or click on **Full Extract** under the Functions menu.



15. Press **Y** on the keyboard or click on the **Yes** button.



16. **The full extract of the stock items can take +/- 10 minutes. Please be patient until the stock items appear on the screen**.



17. The following Section will guide you through the process of using the PDT Scanner to count the actual stock in the store.

B. Counting Stock with the PDT

1. Ensure that the PDT Scanner/s are fully charged.
2. If the menu below does not show on the PDT, press the **ESC** button until the options are available

3. Select the **Collect** function by using the up and down arrow keys

4. Point the front of the scanner towards the barcode and press the **Yellow** button

5. Enter the **Qty** counted of the stock Item scanned and press the **Blue** key

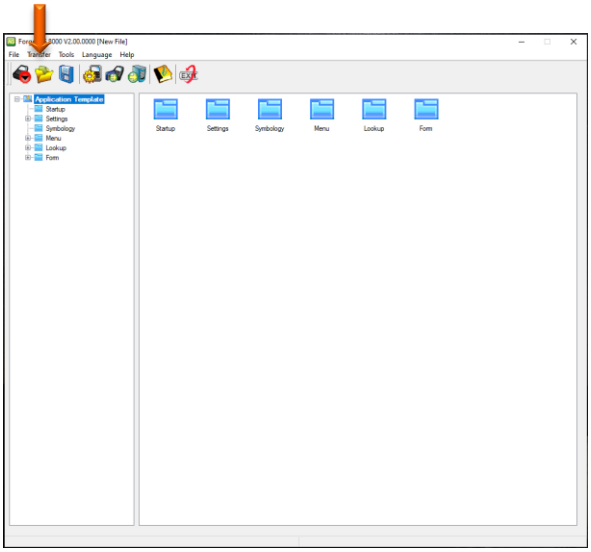
6. Continue scanning the other products in the same manner.

7. Once the counting with the PDT Scanner has been completed, the items must be uploaded.

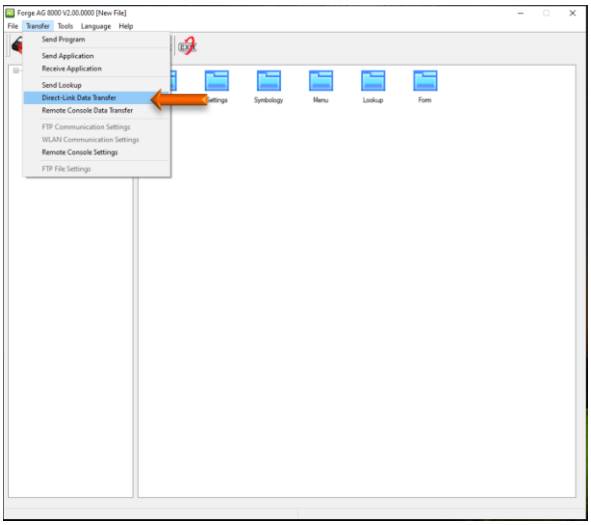
C. Uploading of Datafiles from the PDT

1. Open the Scanner menu on your Back Office PC/Laptop by double clicking on the shortcut. If the shortcut is pinned to your taskbar, click on the AG icon on the Taskbar.

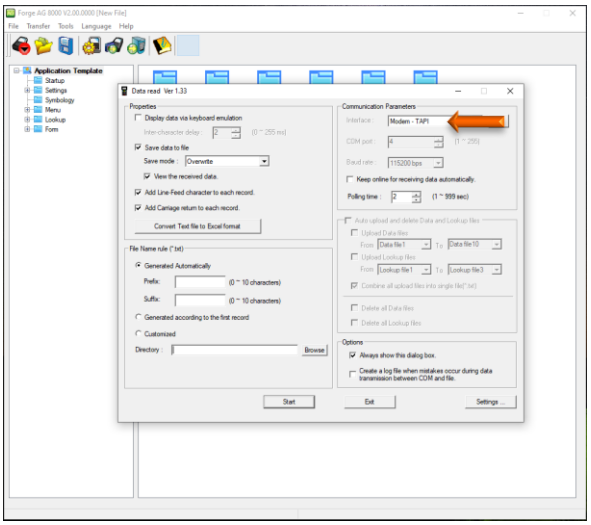
2. Click on **Transfer**



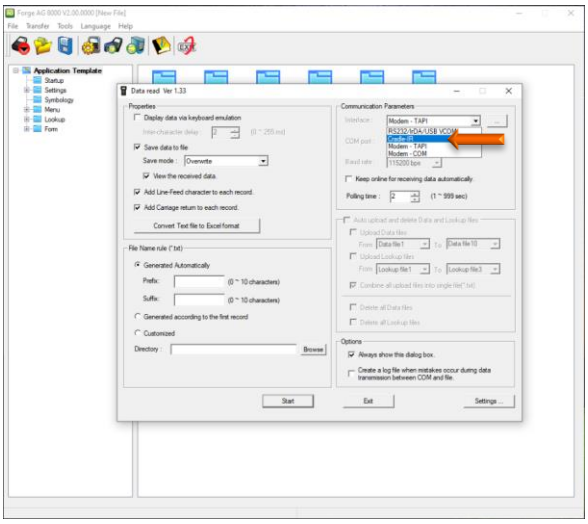
3. Click on **Direct Link Data Transfer** under the drop-down menu.



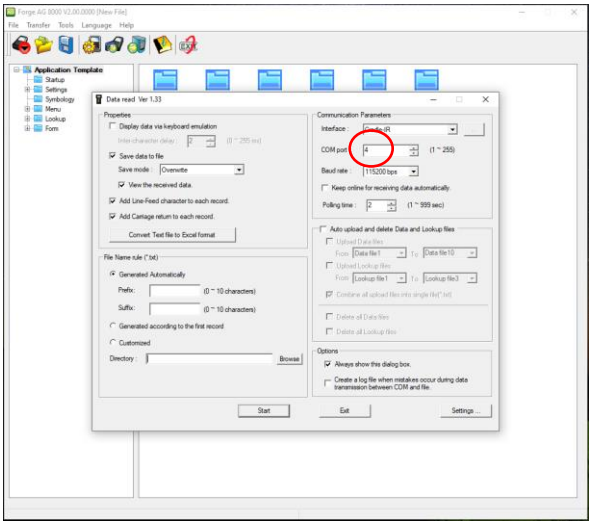
4. Click on the drop-down menu of the **Interface** field on the right-hand side of the screen.



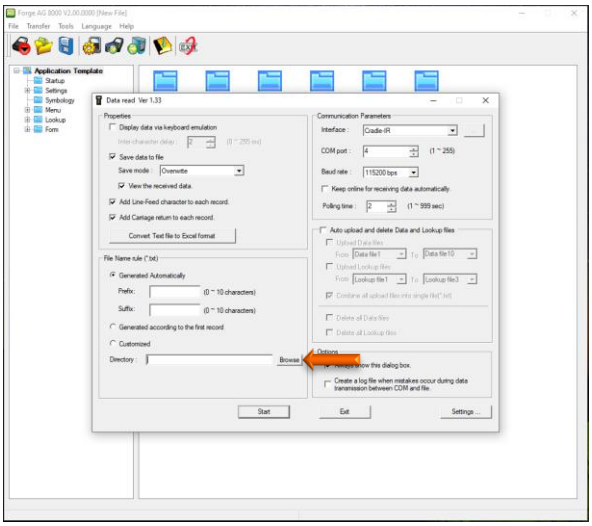
5. Click on **Cradle-IR** under the drop-down menu.



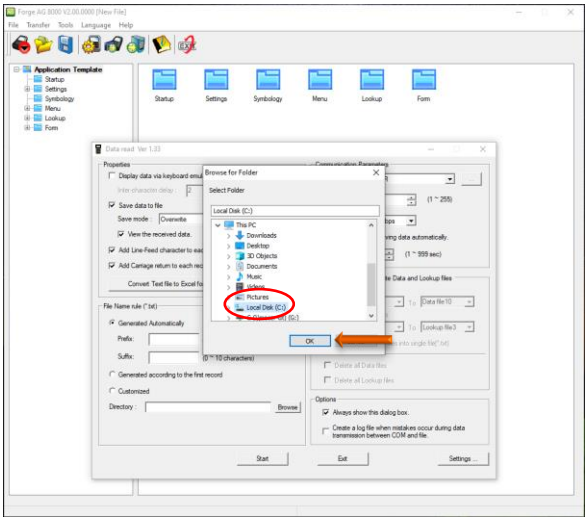
6. Ensure that a number is displayed in the **Com port** field. Please contact BBL Head Office if not displayed or if you are unsure.

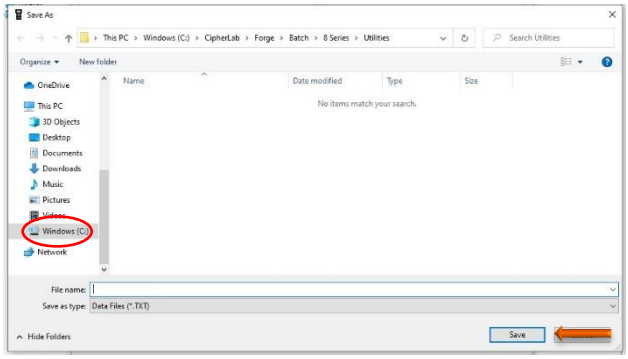


7. If this is your first stock take, the **Directory** field will be blank.
8. Click on the **Browse** button next to the **Directory** field.

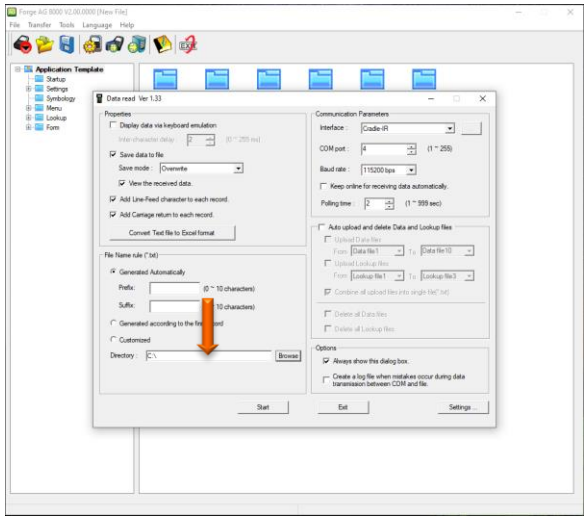


9. This screen may vary depending on the Settings or the Windows version installed on you PC/Laptop.
10. Ensure that the local **C** drive is selected and click on the **OK** or **Save** button

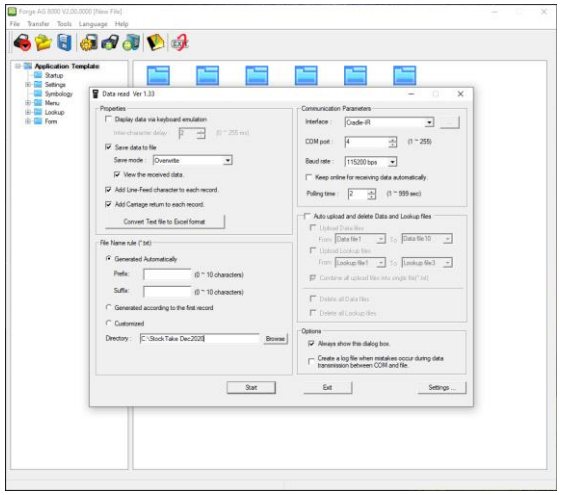




11. Click in the field at the end of the populated data after the ****



12. Type the name of the folder you would like to save the scanner files to. E.g. **StockTake Dec2020**



13. **Do not close the screen**

14. Ensure that the **USB** cable of the PDT Scanner Cradle is plugged into the Back Office PC/Laptop
15. If the menu below does not show on the PDT, press the **ESC** button until the options are available.

16. Select the **Upload** function by using the up and down arrow keys

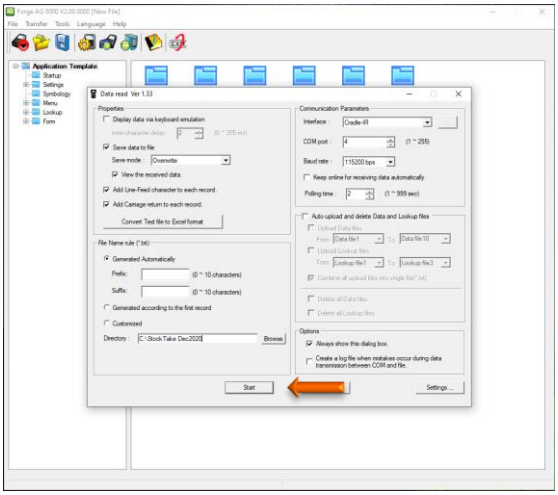
17. Press any one of the **Blue** keys

18. Ensure that **Data File** is selected and press the **Blue** keys

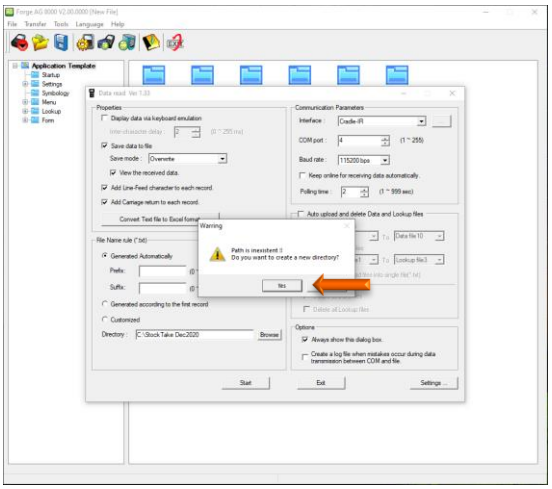
Data file
All(1 by 1)
All(append)
CIPHERLAB
ESC
BS

19. Place the PDT back into the cradle.

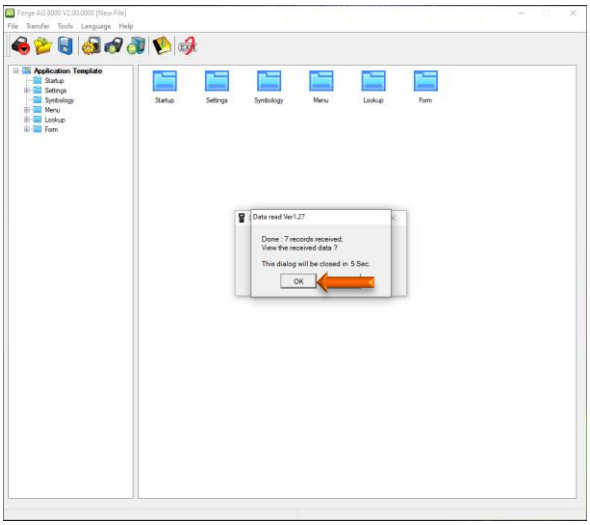
20. Go the open AG screen on your Back Office PC/Laptop and press the **Start** button.



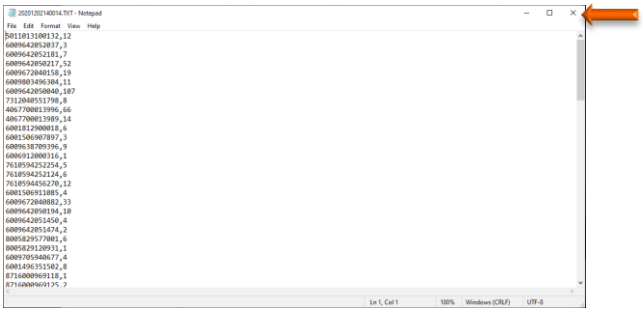
21. Click on **Yes**



22. This may take a few minutes depending on the size of the file to be uploaded
23. Once the file upload was completed, click on **OK** button.

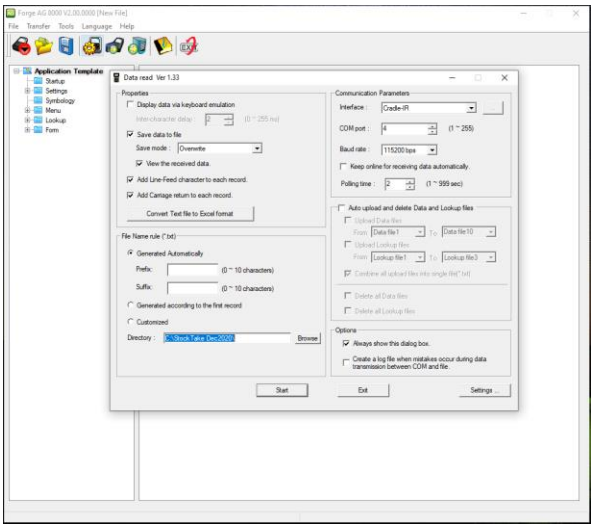


24. The uploaded stock file will now open. To close the screen, click the **X** in the top right-hand corner of the screen.



25. Should the same PDT scanner be used again to scan stock, you need to clear the data from the PDT first. Select **All Data** and press the **Blue Key.**

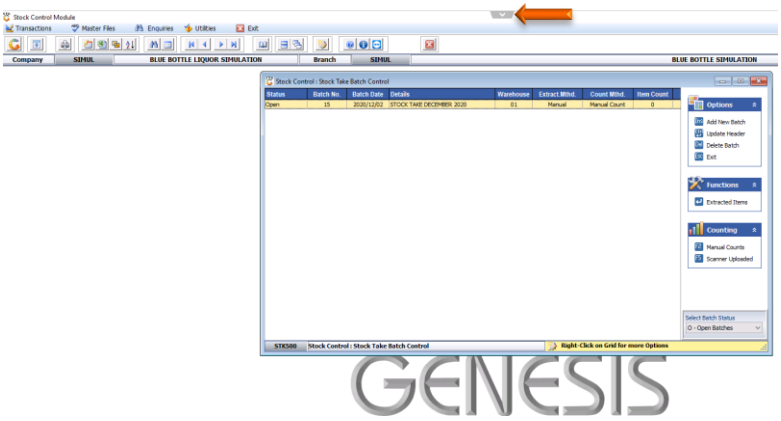
26. If there is more than one file to be uploaded, repeat steps **15 to 24** for each upload.



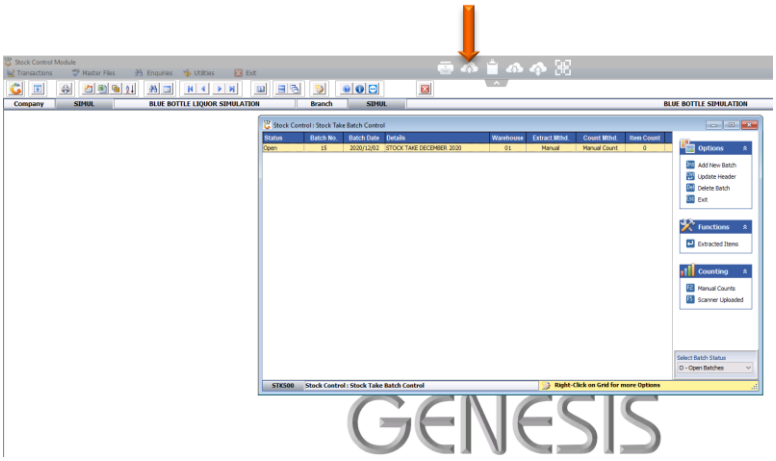
27. Once all the files have been uploaded, you may exit from the AG software.

D. Import Stock Take data to Genesis

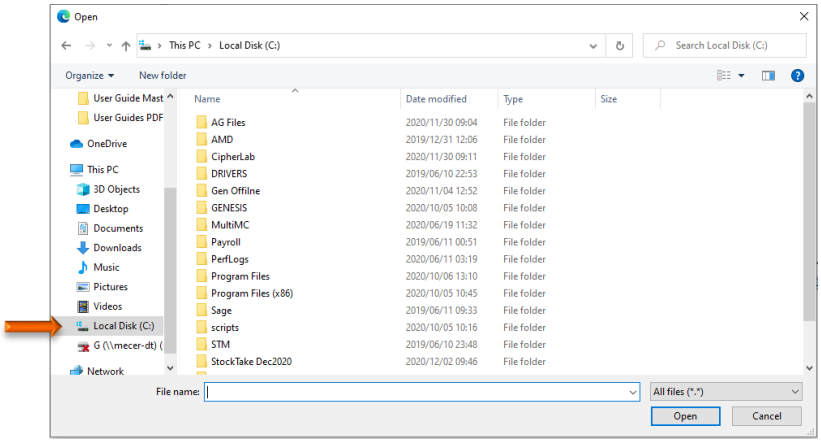
1. Return to the Genesis Stock Take Batch you created on the Back Office.
2. Click on the **Down-Arrow** at the top of the screen



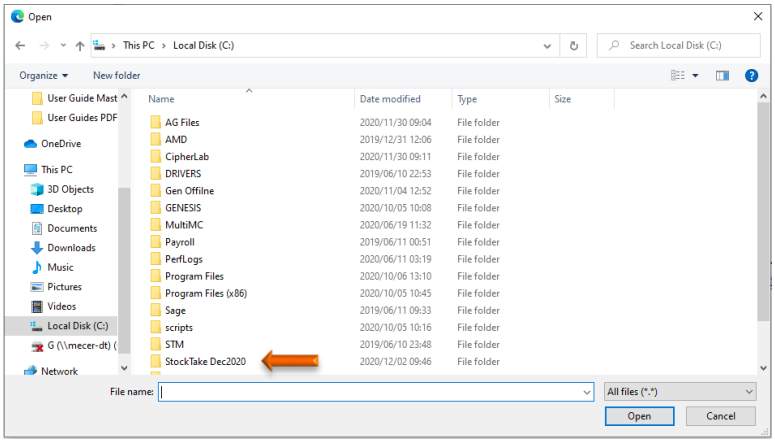
3. Click on the icon (**From PC to Server**)



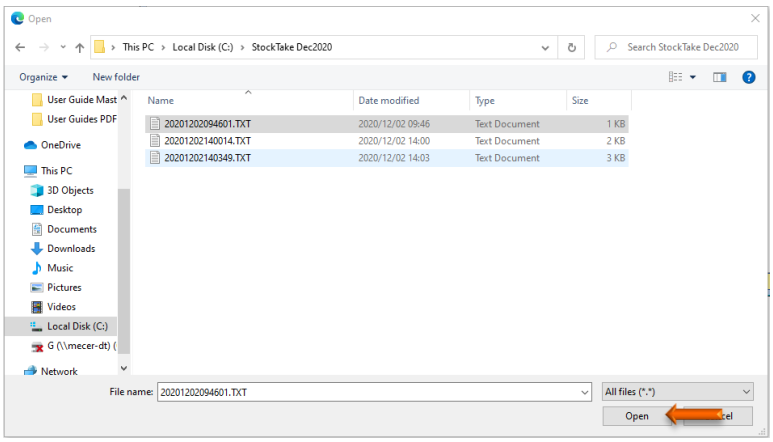
4. This screen may vary depending on the Windows version installed on you PC/Laptop
5. Click on **Local Disk (C:)**



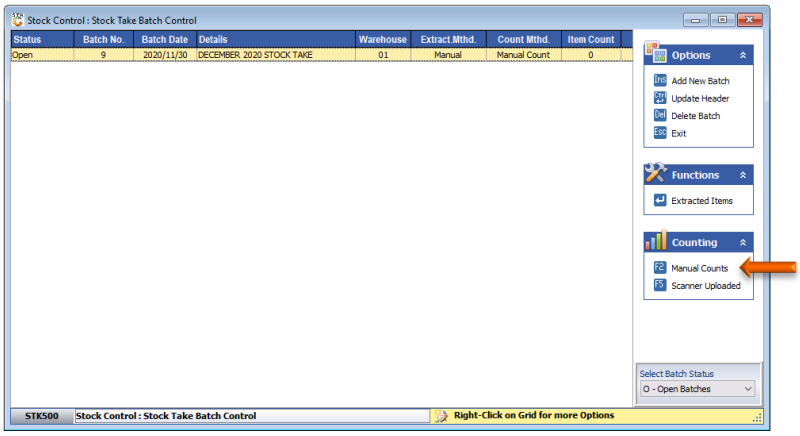
6. Double click on the Stock Take Folder that was created



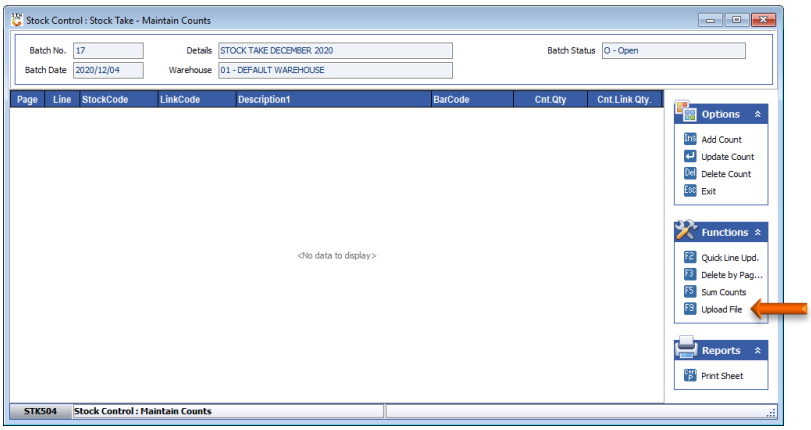
7. Click on the text file you wish to upload and click on the **Open** button.
8. You can also select multiple files to upload at once.
9. Continue the process until all files has been uploaded.



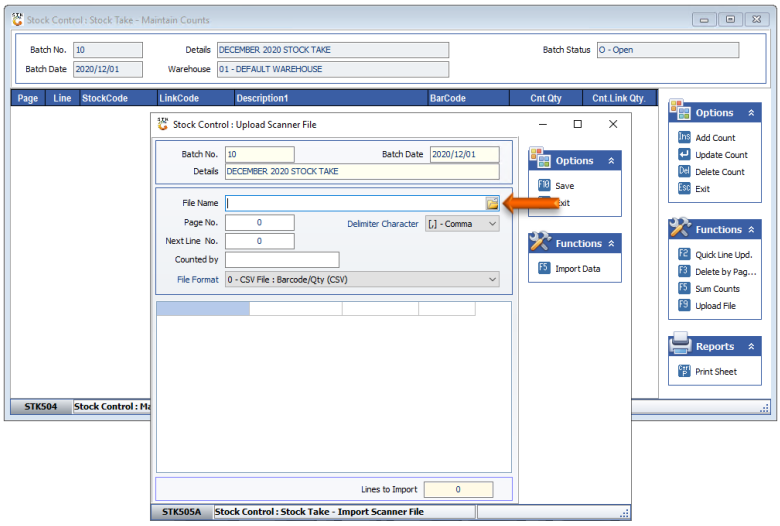
10. Press **F2** on your keyboard or click on **Manual Count** under the Counting Menu


Stock Control : Stock Take Batch Control
Status
Batch No.
Batch Date
Details
Warehouse
Extract Mthd.
Count Mthd.
Item Count
Open
9
2020/11/30
DECEMBER 2020 STOCK TAKE
01
Manual
Manual Count
0
Options
Ins Add New Batch
Alt Update Header
Del Delete Batch
Esc Exit
Functions
Extracted Items
Counting
F2 Manual Counts
F5 Scanner Uploaded
Select Batch Status
O - Open Batches
STK500
Stock Control : Stock Take Batch Control
Right-Click on Grid for more Options

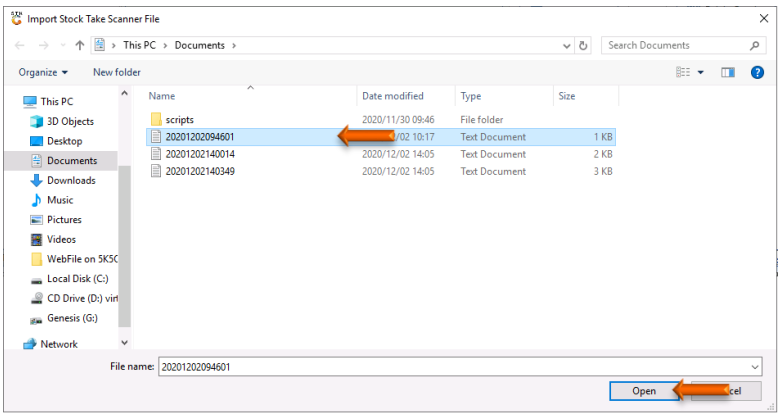
11. Press **F9** on your keyboard or click **Upload File** under the Function Menu



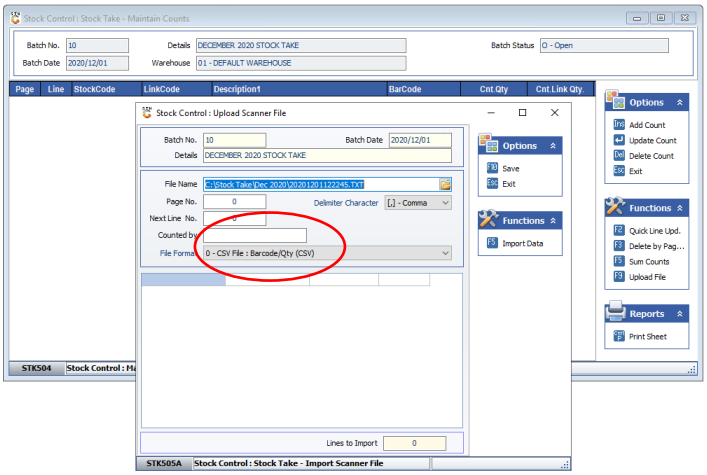
12. Click on the icon next to the **File Name** field.



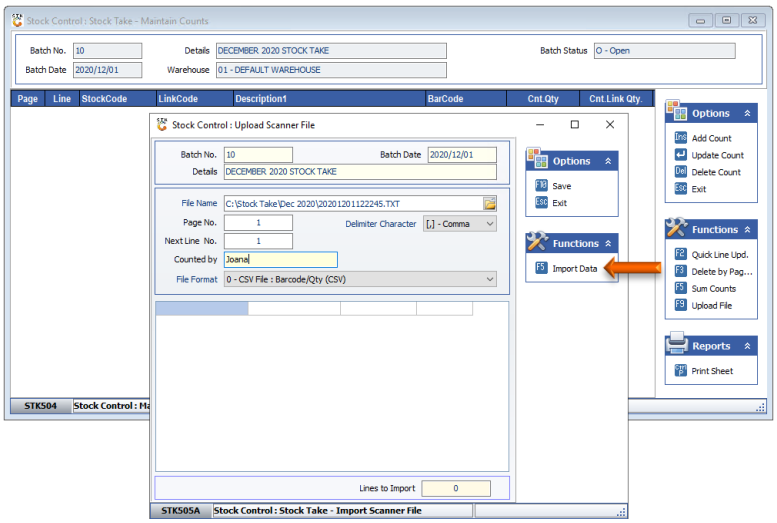
13. Click on the text document and click on the **Open** button



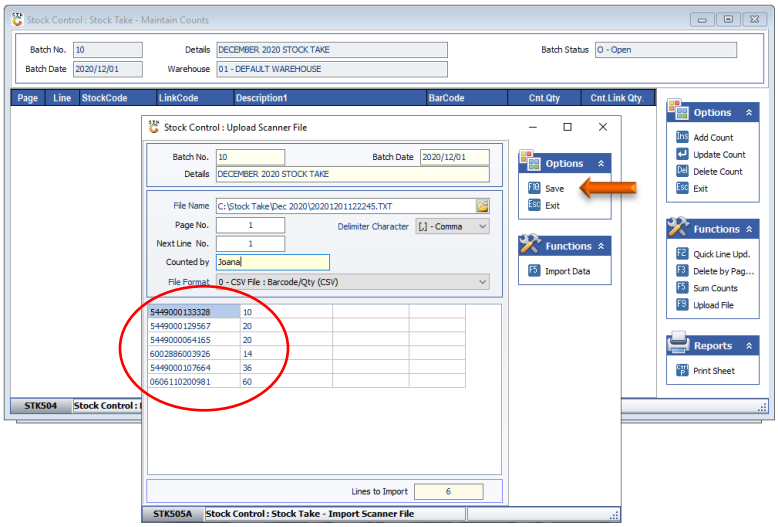
14. The **Page No.** field must be unique for each upload. Use sequential numbering from **1** onwards.
15. Enter **1** in the **Next Line No.** field as the upload file have no headers.
16. Enter the person who counted the stock's name in **Counted By** field.



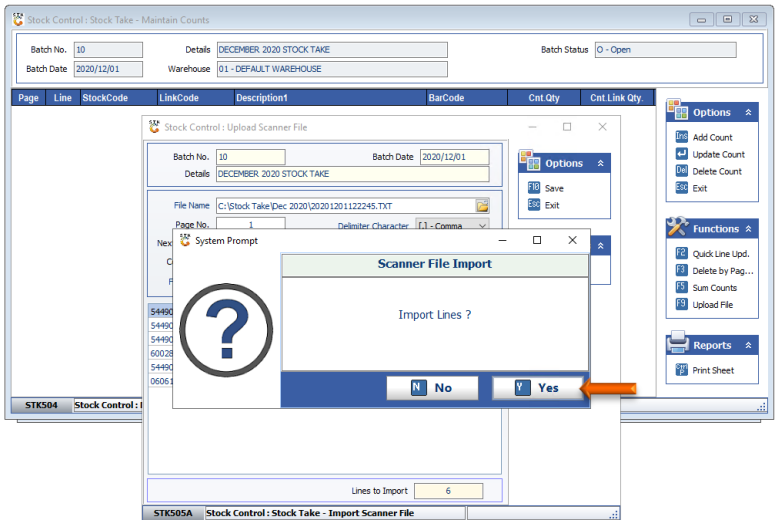
17. Press **F5** on your keyboard or click on **Import Data** under the Functions menu



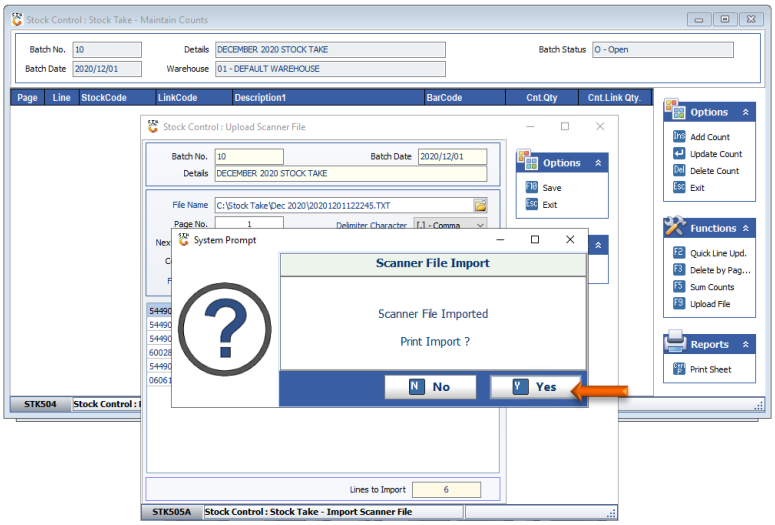
18. The content of the uploaded file will be displayed. Press **F10** on your keyboard or click on **Save** under the Options menu.



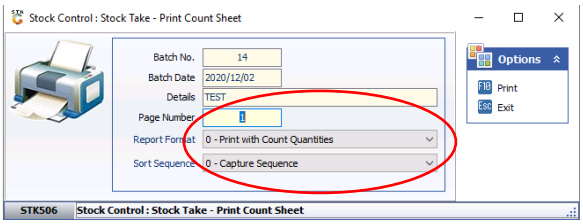
19. Press **Y** on your keyboard or click on the **Yes** button.



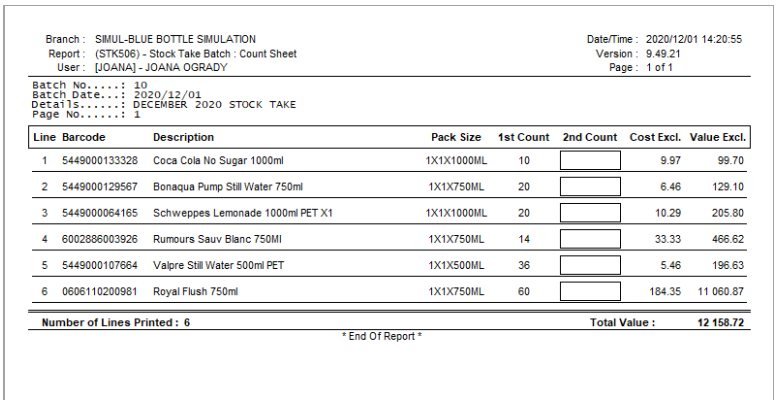
20. Press **Y** on your keyboard or click on the **Yes** button.



21. Amend the details as required and press **F10** or click on **Print** under the Option menu



22. The printed document must now be used to verify the stock count.



Branch : SIMUL-BLUE BOTTLE SIMULATION
Report : (STK506) - Stock Take Batch : Count Sheet
User : [JOANA] - JOANA OGRADY

Date/Time : 2020/12/01 14:20:55
Version : 9.49.21
Page : 1 of 1

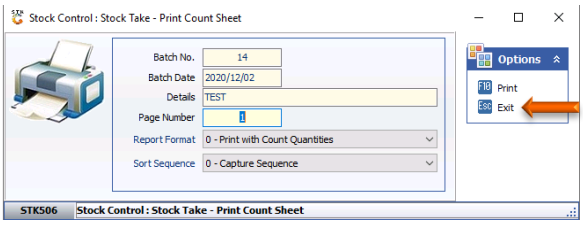
Batch No.....: 10
Batch Date...: 2020/12/01
Details.....: DECEMBER 2020 STOCK TAKE
Page No.....: 1

Line	Barcode	Description	Pack Size	1st Count	2nd Count	Cost Excl.	Value Excl.
1	5449000133328	Coca Cola No Sugar 1000ml	1X1X1000ML	10		9.97	99.70
2	5449000129567	Bonaqua Pump Still Water 750ml	1X1X750ML	20		6.46	129.10
3	5449000064165	Schweppes Lemonade 1000ml PET X1	1X1X1000ML	20		10.29	205.80
4	6002886003926	Rumours Sauv Blanc 750Ml	1X1X750ML	14		33.33	466.62
5	5449000107664	Valpre Still Water 500ml PET	1X1X500ML	36		5.46	196.63
6	0606110200981	Royal Flush 750ml	1X1X750ML	60		184.35	11 060.87

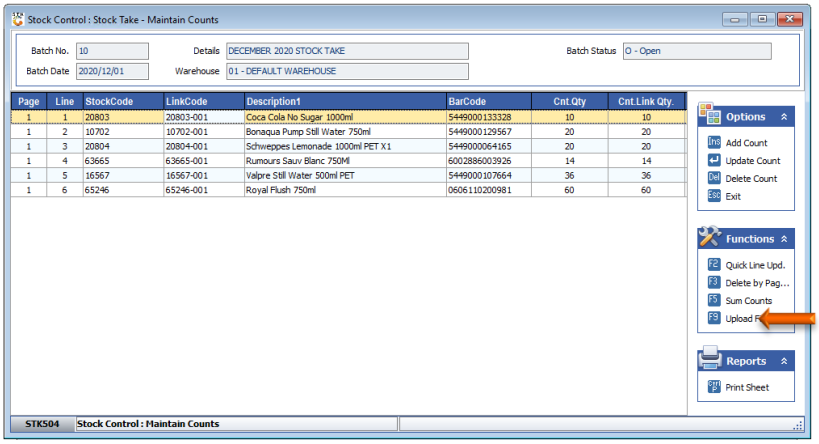
Number of Lines Printed : 6 **Total Value : 12 158.72**

* End Of Report *

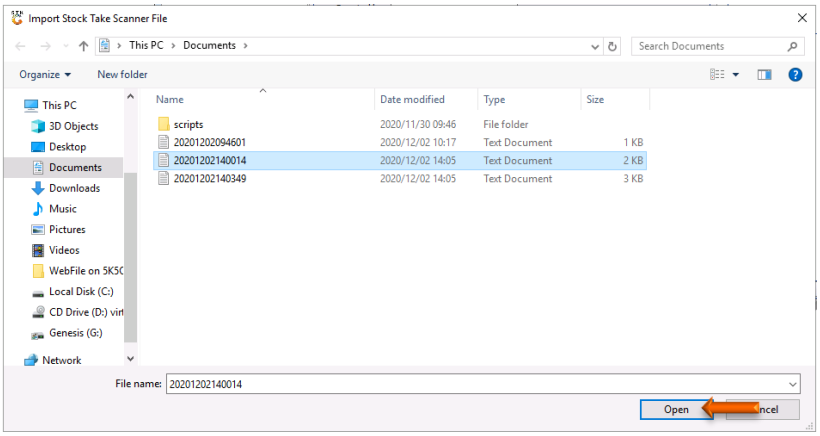
23. Once document has been printed, press **Esc** on your keyboard or click on **Exit** under the options menu.



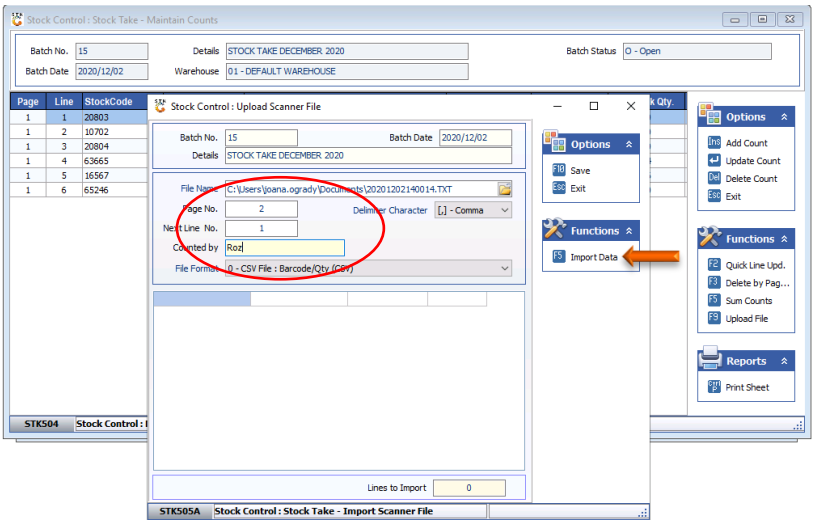
24. To upload the next file, press **F9** on your keyboard or click on **Upload File** again.



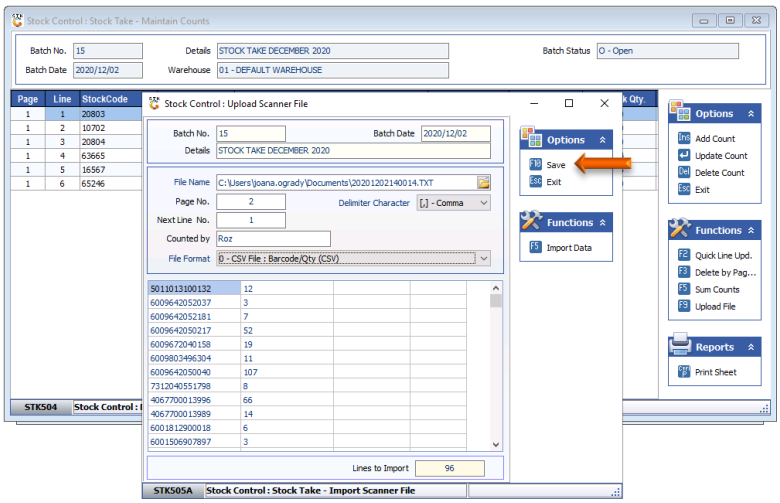
25. Click on the next file to be uploaded and click on the **Open** button



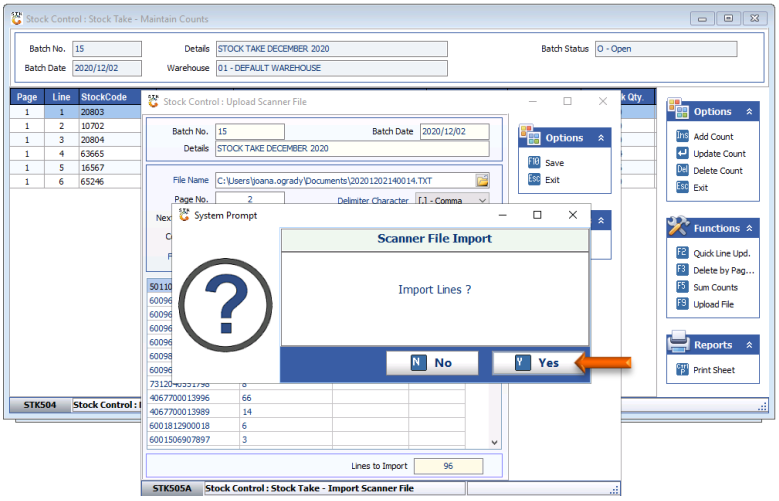
26. The **Page No.** field must be now be the next sequential number. In the example, **2** will be the next number.
27. Enter **1** in the **Next Line No.** field as the upload file have no headers.
28. Enter the person who counted the stock's name in **Counted By** field.
29. Press **F5** on your keyboard or click on **Import Data** under the Function menu



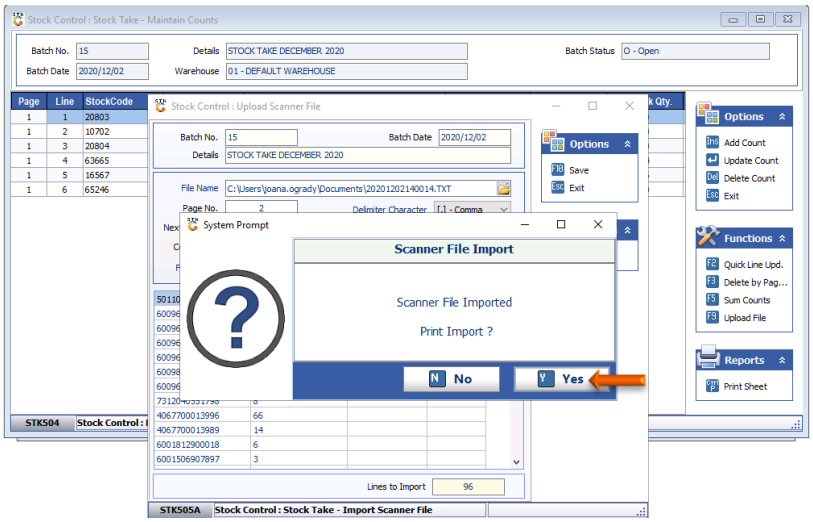
30. Press **F10** on the keyboard or click on **Save** under the Options menu.



31. Press **Y** on your keyboard or click the **Yes** button

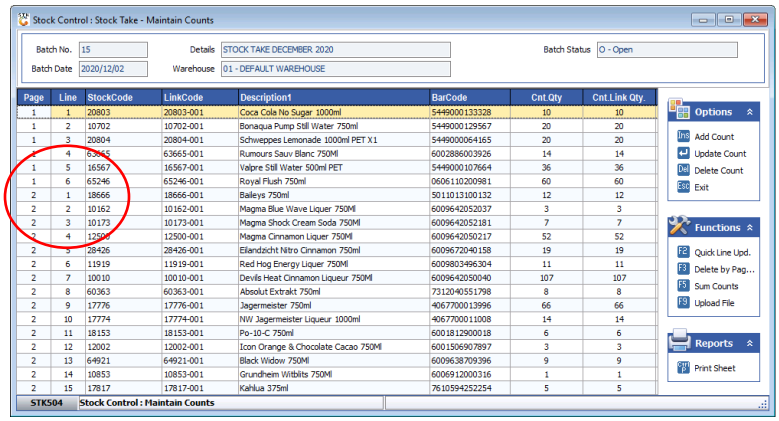


32. Press **Y** on your keyboard or click the **Yes** button to print the uploaded file



33. As before, use the document to verify the stock count

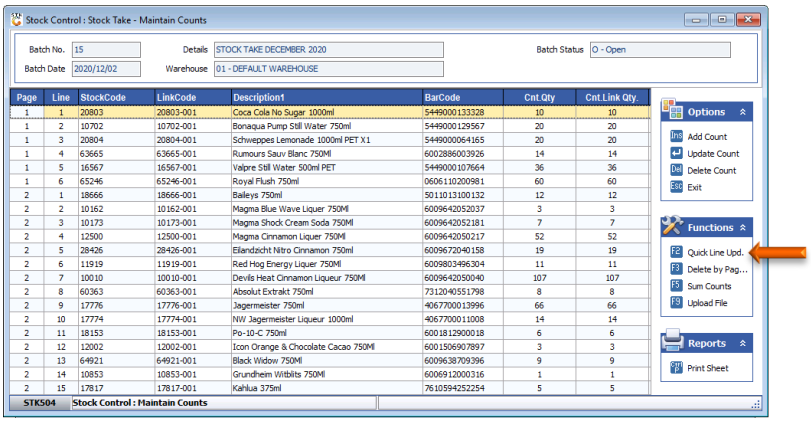
34. The stock information has now been added to the grid.



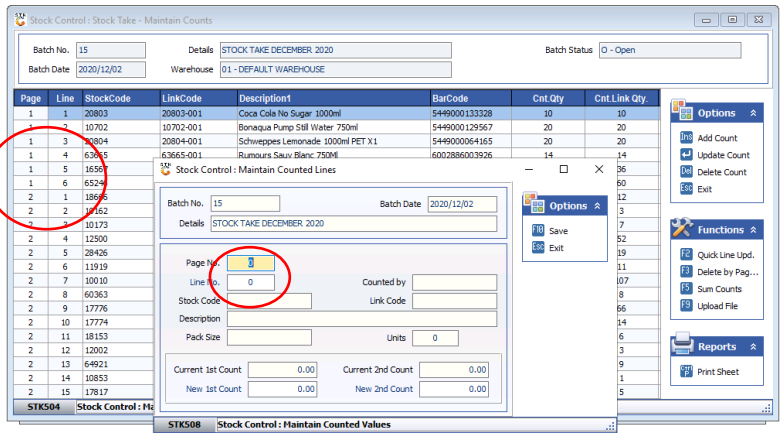
35. Continue the process until **all files** have been uploaded and printed.

E. Amend Counted Quantities

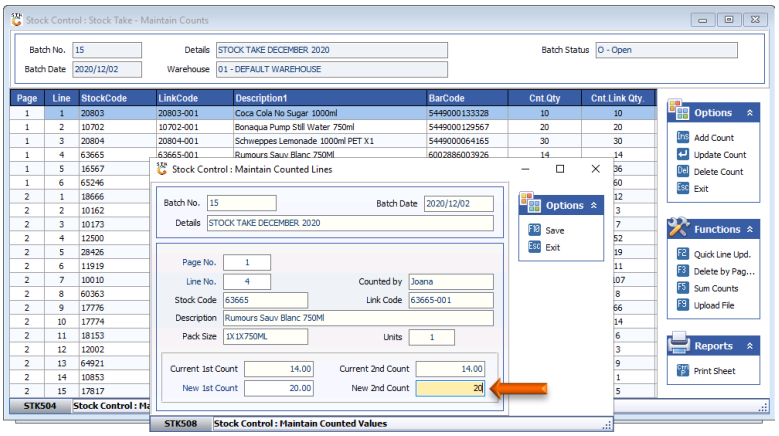
1. To amend an item that may have been scanned incorrectly, select the item on the grid and press **F2** on your keyboard or click on **Quick Line Upd.**



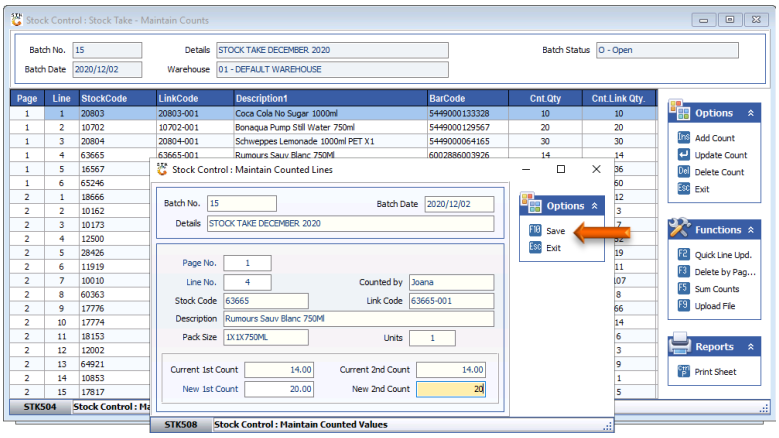
2. Enter the **Page No**. and **Line No**. that correspond with the item on the grid that you wish to amend and press **Enter** on your keyboard



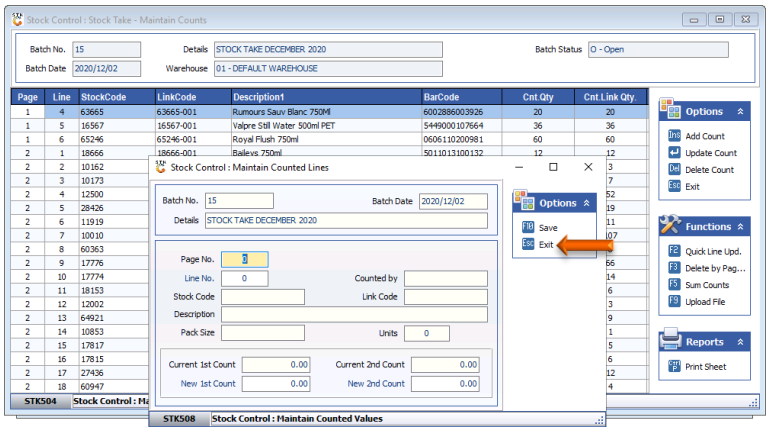
3. Enter the new value in the **New 1st Count** field. Press **Tab** on your keyboard and enter the new value in the **New 2nd Count** field.



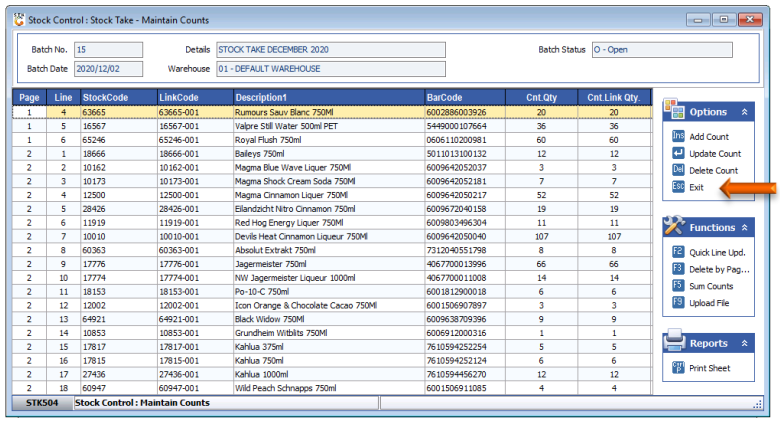
4. Press **F10** on your keyboard or click on **Save** under the Options Menu



5. Continue to change other lines if necessary.
6. Once all amendments completed, press **Esc** on your keyboard or click on **Exit** under the Options Menu.

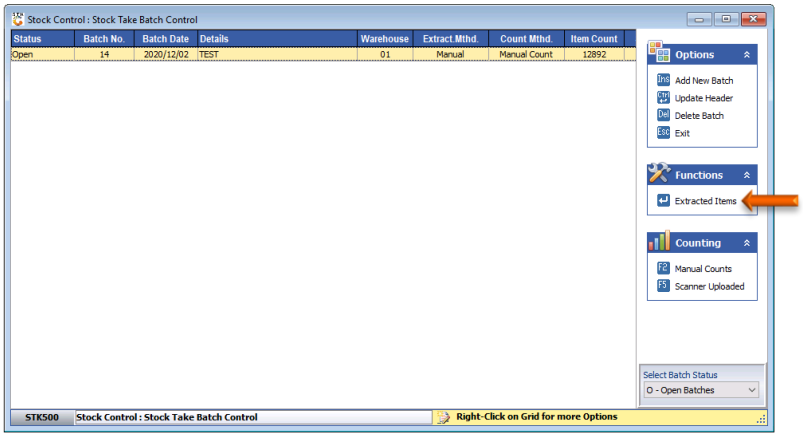


7. Press **Esc** on your keyboard or click on **Exit** under the Function menu

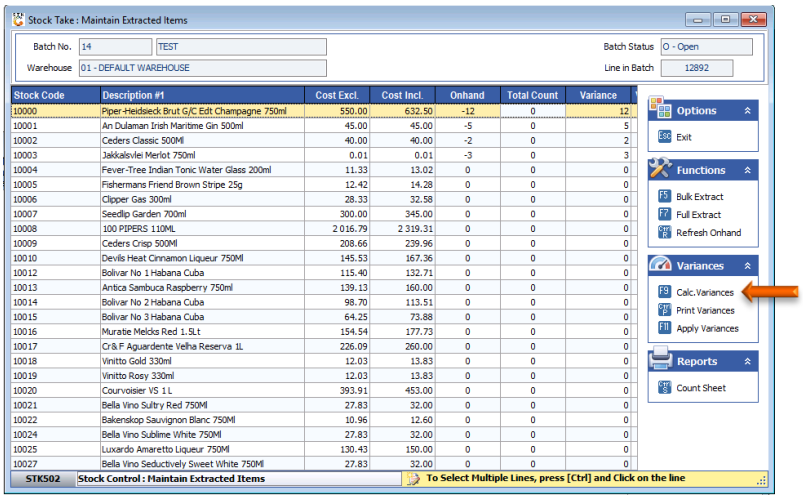


F. Apply Stock Variances to the Stock Master

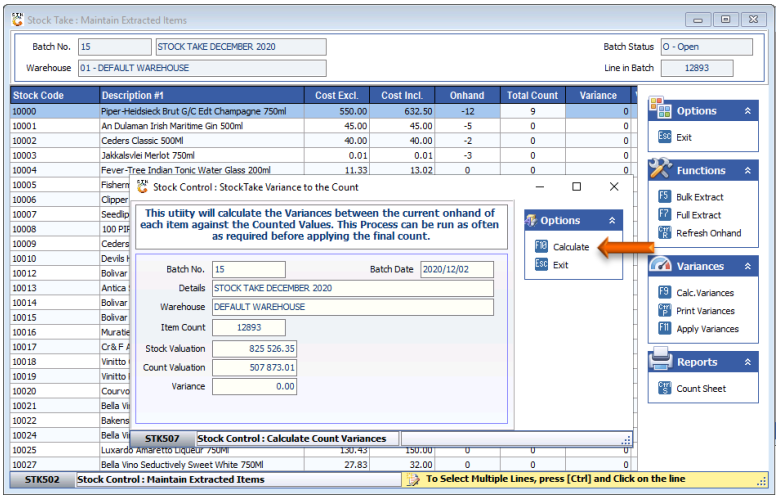
1. To be able to apply the new stock on hand figures to the Stock Master, you need to Calculate the variances between your current Stock on Hand and the counted figures.
2. Press **Enter** on your keyboard or click on **Extracted Items** under the Function Menu.



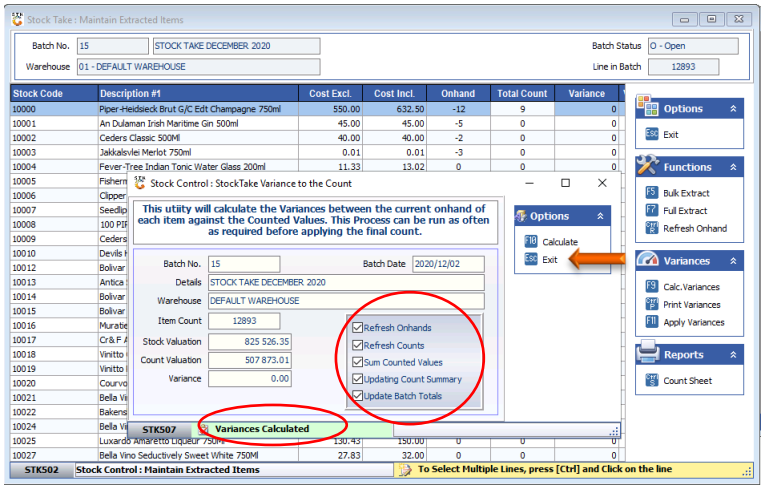
3. Press **F9** on your keyboard or click on **Calc. Variances** under the Variances Option menu.



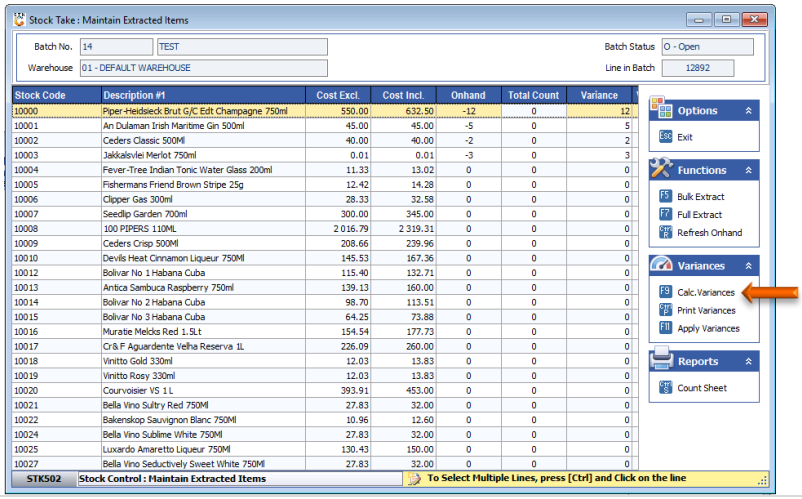
4. Press **F10** on your keyboard or click on **Calculate** under the Options menu.



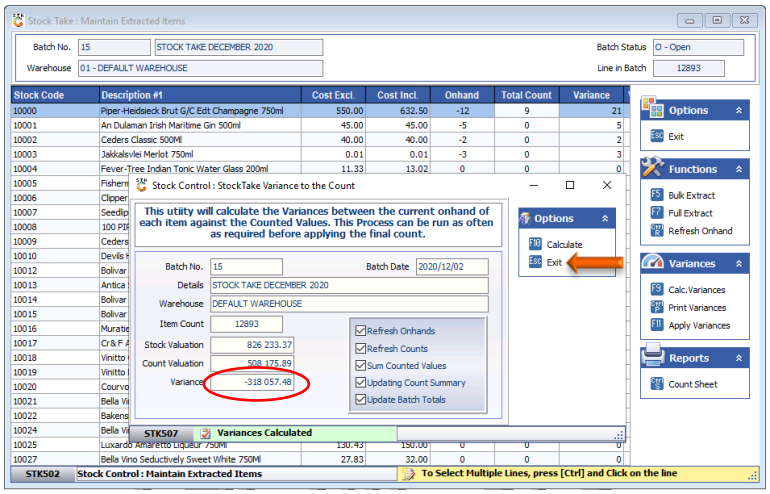
5. **This process will take +/- 10 minutes complete all the functions indicated below. Please do not Press any keys**
6. Once the system performed all the task and the **Variance Calculated** appears at the bottom the screen, you may exit the screen by pressing **Esc** on your keyboard or click on **Exit** under the Options Menu.



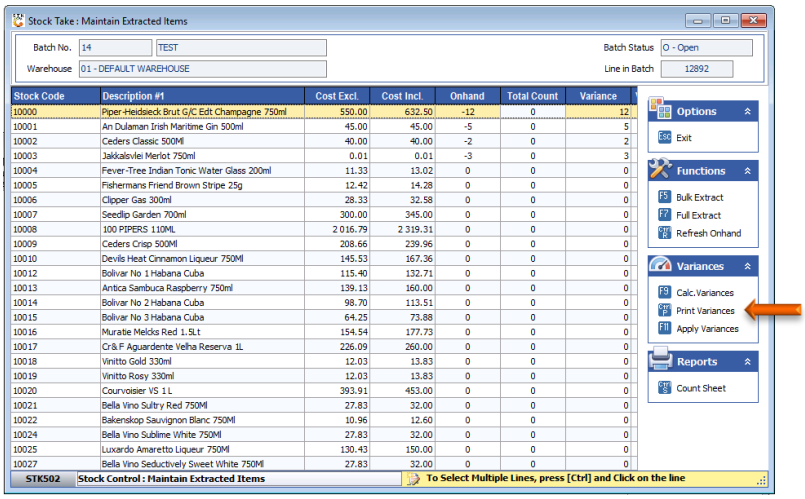
7. Should the **Variance Calculated** not be displayed on the above screen, press **F9** on your keyboard or click on **Calc. Variances** under the Variances Option menu again.



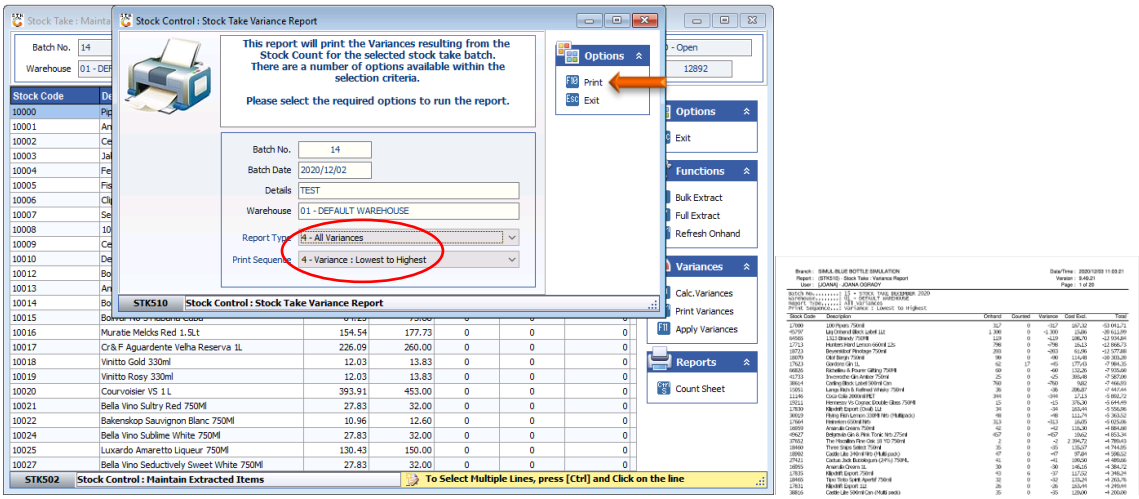
8. To exit the screen press **Esc** on your keyboard or click on **Exit** under the Options Menu.



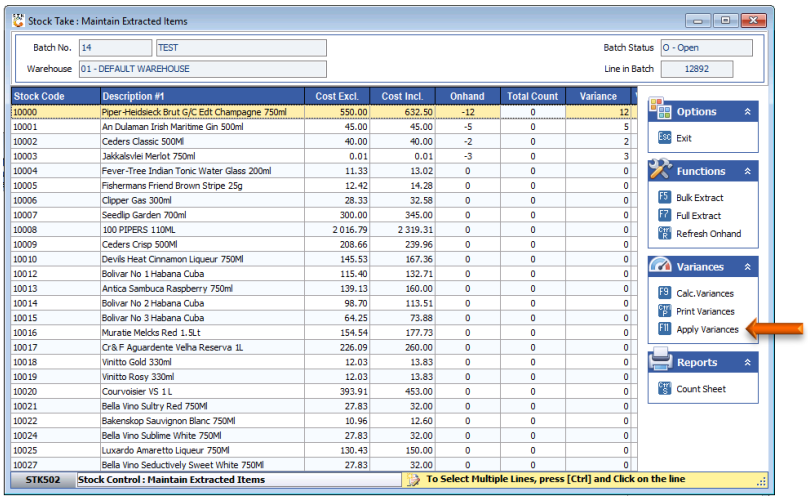
9. It is advisable to **Print** and **Peruse** the Variance Report prior to applying the variances to the stock master in order to verify stock counts and make the necessary amendments.
10. Press **Ctrl** and **P** together on your keyboard or click on **Print Variances** under the Variances menu.



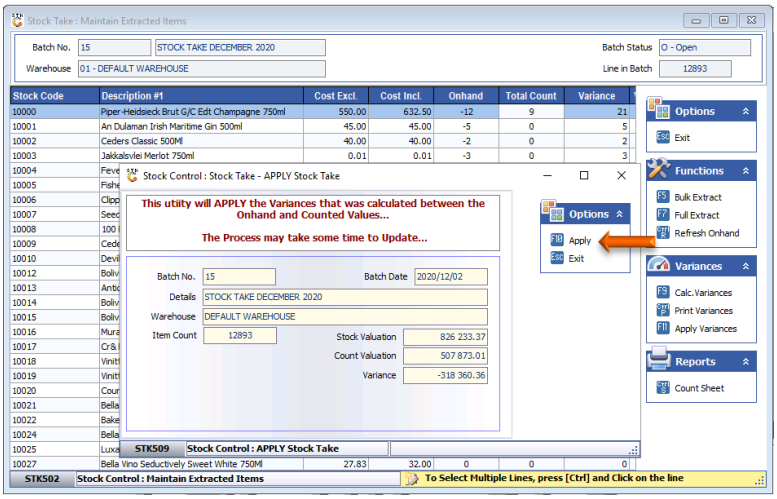
11. Amend the **Report Type** and **Print Sequence** if required
12. Press **F10** on your keyboard or click on **Print** under the Options Menu



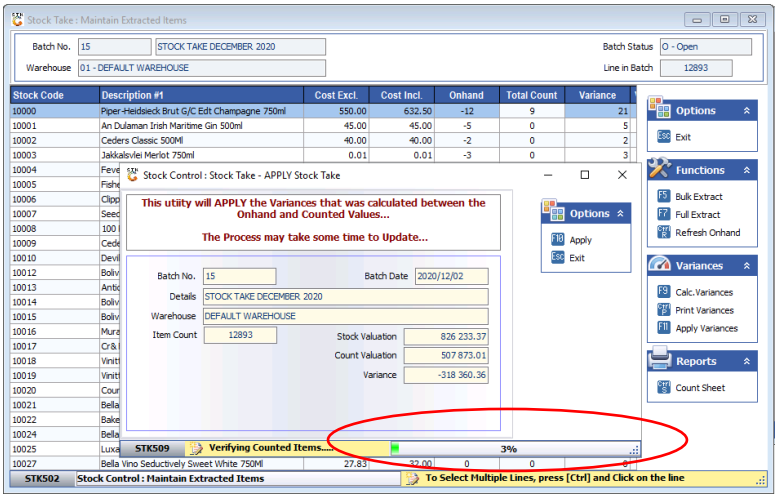
13. Once the process has been completed you can apply the variances to the Stock file.
14. Press **F11** on your keyboard or click on **Apply Variances**



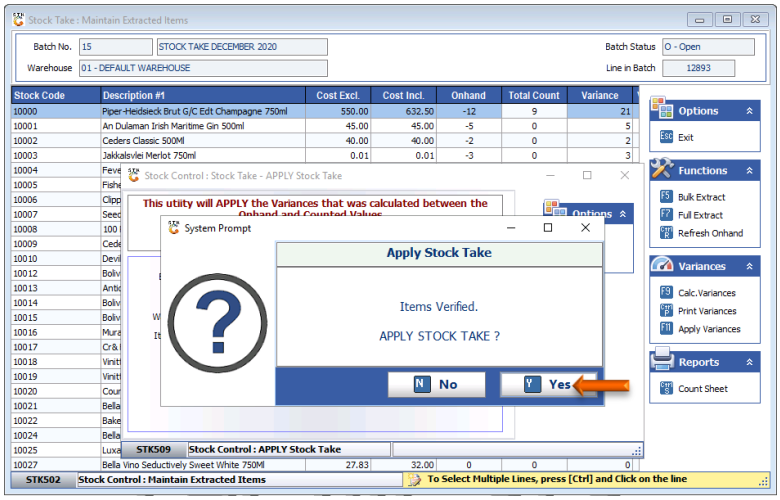
15. Press **F10** on your keyboard or click on **Apply** under the Options menu



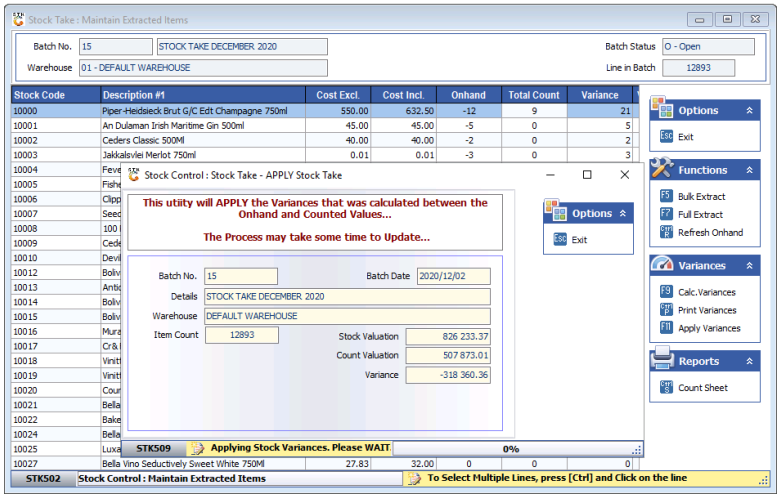
16. Please wait until the process has been completed 100%.



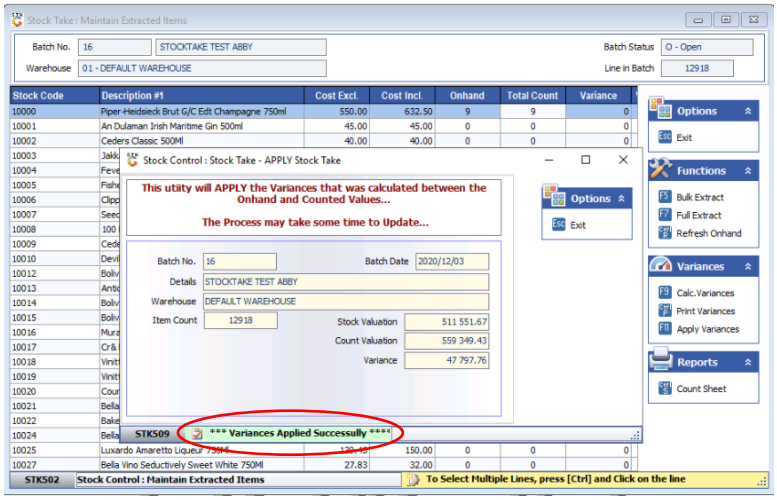
17. Press **Y** on your keyboard or click on the **Yes** button



18. **This process can take up to +/- 30 minutes to complete depending on your Internet connection and the size of your stock the file**.
19. **Please do not press or click on any keys or menu items until completed.**



20. The message at the bottom of the screen will say **Variances Applied Successfully** when the process has been completed. You may now exit the screens.



And that concludes the User Guide