

InStock

InStock App and Admin User Guide

V2.1.4.0

1. Table of Contents

Table of Contents

1. Table of Contents	2
2. Copyright / Disclaimer	4
3. InStock Admin Console	5
3.1 Description of InStock Admin Console interface	6
3.1.1 Devices Panel	6
3.1.2 Services Panel	7
3.1.3 Reference Files	8
3.1.4 Server Logs	8
3.1.5 Sync History	9
3.1.6 Device Files	9
4. Settings	10
4.1.1 Settings Tab	10
4.1.2 Device App Settings Tab	11
4.1.3 App Store Tab	12
4.1.4 Update Centre Tab	13
4.1.5 Task Scheduler Tab	14
4.1.6 Reference File Settings Tab	15
5. Licence/Register Application	16
6. InStock App	18
6.1 InStock Menu	19
6.1.1 Home	19
6.1.2 DataSync	20
6.1.3 Settings	23
6.1.4 Utilities	25
6.1.5 About	26
6.1.6 Login/Logout	28
6.1.7 Exit	28
7. Transactions	29
7.1 Orders	29
7.2 Imprest	31
7.3 Stocktake	33
7.4 Requisition	35

7.5	Returns.....	37
7.5.1	Free Return	37
7.5.2	Distribution Credit.....	39
7.6	Goods Receipt	41
7.7	Compare Barcodes	43
7.8	Data sync.....	44
8.	Using the Search List.....	44
9.	Configure Server Settings.....	45
10.	Reference Data	46
10.1	Valid Reference Data files - available for download to the scanner device.	46
10.1.1	Imprest Locations table.....	46
10.1.2	Imprest List table	46
10.1.3	Imprest Item table	46
10.1.4	Store Location Table	47
10.1.5	Cost Centres	47
10.1.6	Product file.....	47
10.1.7	Product UOM + EAN code file	48
11.	Transaction Data Exported by Device	49
12.	Device Files (logs, database, screenshots)	49
13.	Troubleshooting.....	50

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3. InStock Admin Console

InStock Admin console is a desktop application that installs on the PC that runs as the backend server. Admin console is used to manage and control backend services, MC3300 devices, files such as reference data files, transaction data files, logs etc.

The default home screen for InStock admin is pictured in *figure 1*.

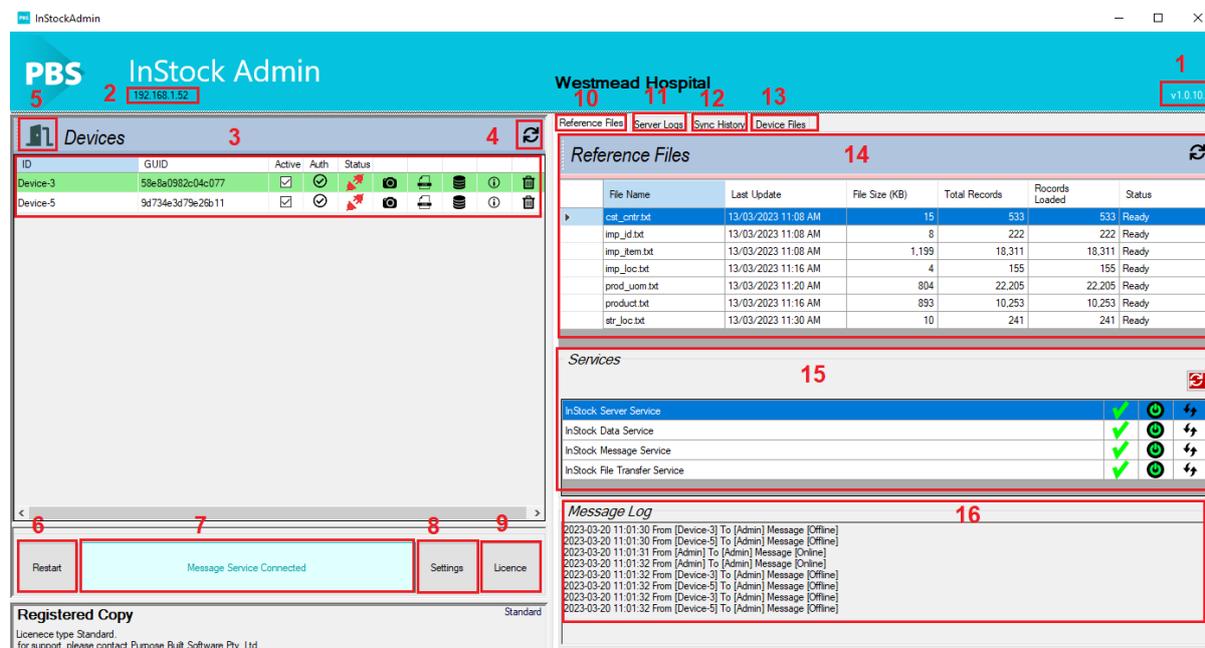


Figure 1

- | | |
|--------------------------------------|--------------------------------|
| 1. InStock Admin Console Version | 9. Licence/Registration Button |
| 2. Server Ip Address | 10. Reference Files Tab |
| 3. Registered Devices | 11. Server Log Tab |
| 4. Refresh Device Table | 12. Sync History Tab |
| 5. Exit | 13. Device Files Tab |
| 6. Restart Admin Console | 14. Reference Files |
| 7. Message Service Connection Status | 15. Background Services |
| 8. Settings Button | 16. Messages Log |

3.1 Description of InStock Admin Console interface

3.1.1 Devices Panel

ID	GUID	Active	Auth	Status					
Device-3	58e8a0982c04c077	<input checked="" type="checkbox"/>							
Device-5	9d734e3d79e26b11	<input checked="" type="checkbox"/>							

Figure 2

1. Device ID
2. Device GUID
3. Activation Status
4. Authentication Status
5. Device Connection Status
6. Device Screen Capture Request
7. Device Log File Request
8. Device Database Request
9. Device Information (see figure 3)
10. Delete Device

Refresh Devices Panel

Device ID	Device Id is an individual device Identification Name or Id. Device files i.e. exported data, log file, database and screen shots will be in the same name folder. The device Id can be changed at anytime by accessing the Device Settings on the device and entering a new ID.
GUID	GUID is a unique identifier of the device and cannot be changed.
Authentication status	Authentication status shows whether the device is authenticated or not.
Device Connection Status	Device Connection Status shows the connectivity status of the device with the Admin Console.
Device Screen Capture Request	This option captures current screen shot of the device. This option is only available if the device is connected to the Admin console.
Device Log File Request	Send request to the device to upload log files. This option is only available if the device is connected to the Admin console.
Device Database Request	Send request to the device to upload database. This option is only available if the device is connected to the Admin console.
Device Information	Device Information option will show information about the device, i.e. Ip Address, App version, Battery status. This option is only available if the device is connected to the Admin console. See Figure 3.

Delete Device	Delete a registered device from the Admin Console. Deleted device will no longer be working until registered again and authenticated. This option is only available if the device is NOT connected to the Admin console.
---------------	--

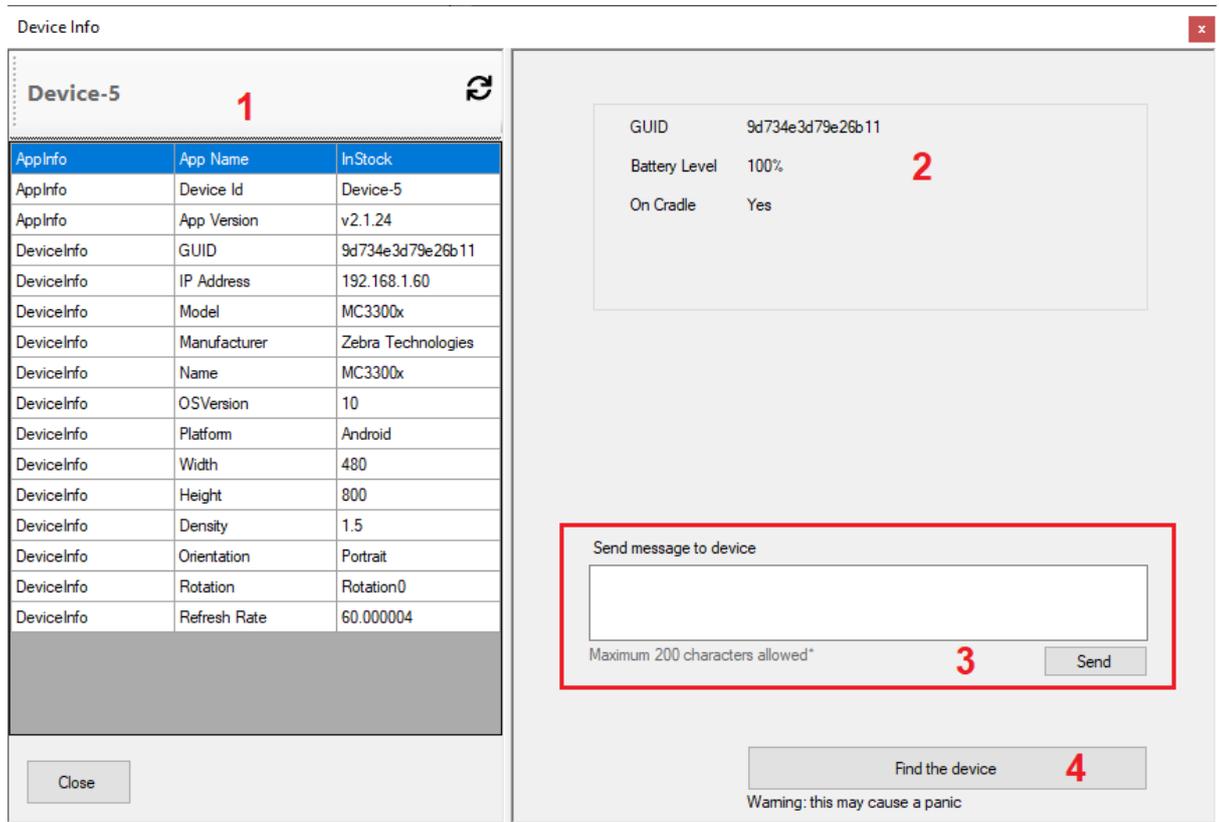


Figure 3

Device Information Tab

Note: These options will only work with the connected devices.

1. Device Information
2. Device Battery Status
3. Send text message to the device
4. Find device by starting alarm on the device

3.1.2 Services Panel

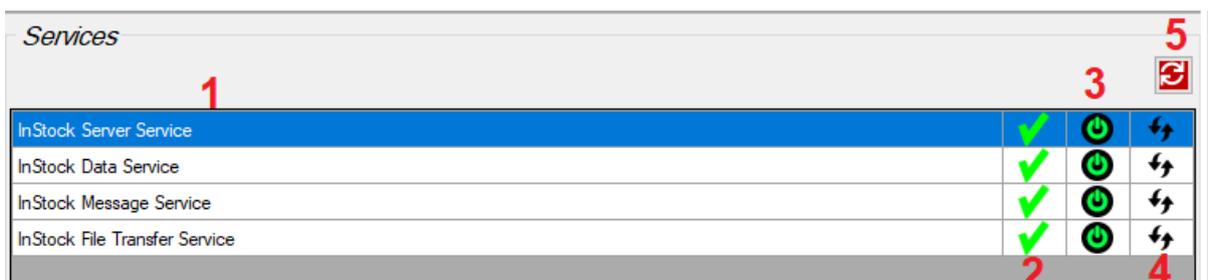


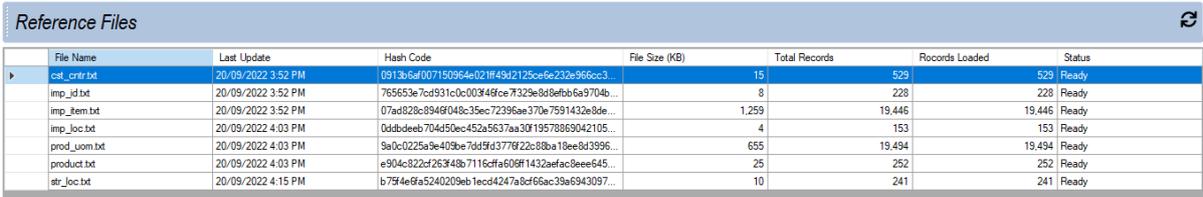
Figure 4

1. Service Name
2. Service Installation Status
3. Service Status (On/Off)
4. Refresh Services Panel
5. Restart all services

InStock Services	This table shows the list of the Services required to run the InStock application.
Service Installation Status	Service Installation Status shows whether the service is installed on the computer or not.
Service Status (On)	This icon show that the service is running. Toggle service start/stop, admin user is required
Service Status (Off)	This icon show that the service is not running. Toggle service start/stop, admin user is required
Refresh Service Panel	Refresh icon will refresh the status of the service table list.
Restart All Services	Restart all services, admin user is required

3.1.3 Reference Files

Reference files for the device will appear here;



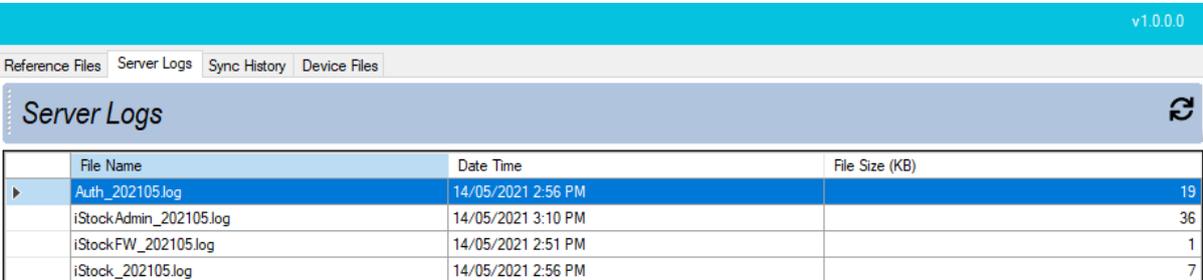
File Name	Last Update	Hash Code	File Size (KB)	Total Records	Records Loaded	Status
cst_cntr.txt	20/09/2022 3:52 PM	0913b6af007150964e021f49d2125ce6e232e966cc3...		15	529	529 Ready
imp_id.txt	20/09/2022 3:52 PM	765653e7cd931c0c003f46fce7329e8d8efbb6a9704b...		8	228	228 Ready
imp_item.txt	20/09/2022 3:52 PM	07ad828c8946f048c35ec72396ae370e7591432e8de...		1,259	19,446	19,446 Ready
imp_loc.txt	20/09/2022 4:03 PM	0ddbddeb704d450ec452a5637aa3019578869042105...		4	153	153 Ready
prod_uom.txt	20/09/2022 4:03 PM	9a0c0225a9e408be7dd9fd377f922c88ba18ee8d3996...		655	19,494	19,494 Ready
product.txt	20/09/2022 4:03 PM	e904c822cf263f48b7116cfa606f1432aefac8ee645...		25	252	252 Ready
str_loc.txt	20/09/2022 4:15 PM	b75f4e6fa5240209eb1ecd4247a8cf66ac39e6943097...		10	241	241 Ready

Figure 5

To manually import reference files, paste the relevant files into the configured **Download** folder, found on the server where the inStock program was installed. New files will be processed and ready to be synced with devices.

3.1.4 Server Logs

The Server logs appear in the Server Log tab;



File Name	Date Time	File Size (KB)
Auth_202105.log	14/05/2021 2:56 PM	19
iStockAdmin_202105.log	14/05/2021 3:10 PM	36
iStockFW_202105.log	14/05/2021 2:51 PM	1
iStock_202105.log	14/05/2021 2:56 PM	7

Figure 6

3.1.5 Sync History

Sync history will appear in the sync history tab, searching for individual device history is possible via the drop-down menu.

Device Id	Sync Type	Sync Time	File Name	Rows	File Size
Device-0004	Upload	14/05/2021 2:56 PM	Capture.png	0	40
Device-0004	Upload	14/05/2021 2:56 PM	Capture.png	0	68
Device-0004	Upload	14/05/2021 2:56 PM	Capture.png	0	68
Device-0004	Upload	14/05/2021 2:55 PM	Capture.png	0	68
Device-0004	Upload	14/05/2021 2:55 PM	iStockClient.log	0	1,200
Device-0004	Upload	14/05/2021 2:54 PM	iStockClientDB.db3	0	3,544
Device-0004	Upload	14/05/2021 2:54 PM	iStockClientDB.db3	0	3,544
Device-0005	Upload	14/05/2021 11:40 AM	iStockClientDB.db3	0	3,544
Device-0005	Upload	14/05/2021 11:39 AM	iStockClient.log	0	1,176
Device-0005	Upload	14/05/2021 11:38 AM	Capture.png	0	68
Device-0005	Upload	14/05/2021 11:38 AM	Capture.png	0	40
Device-0005	Upload	14/05/2021 11:37 AM	iStockClient.log	0	1,176
Device-0004	Upload	14/05/2021 11:19 AM	iStockClient.log	0	1,164

Figure 7

3.1.6 Device Files

Individual device files can be accessed via this tab, choose a device from the dropdown menu to see all uploaded files from the device such as log files, database files and screen shots.

File Name	Date Time	File Size (KB)
Capture_20221005150955.png	5/10/2022 3:09 PM	21
iStockClientSettingsDB_20221004145402.db3	4/10/2022 2:54 PM	32
iStockClientDB_20221004145359.db3	4/10/2022 2:54 PM	1040
iStockClient_20221004145347.log	4/10/2022 2:53 PM	298
Fatal_20221004145347.log	4/10/2022 2:53 PM	3
Capture_20221004145337.png	4/10/2022 2:53 PM	36
Capture_20221004144315.png	4/10/2022 2:43 PM	36
Capture_20221004143013.png	4/10/2022 2:30 PM	10
Capture_20221004141038.png	4/10/2022 2:10 PM	24
Capture_20221004141003.png	4/10/2022 2:10 PM	41
Capture_20221004140903.png	4/10/2022 2:09 PM	36
iStockClientDB_20221004121055.db3	4/10/2022 12:10 PM	1040
iStockClient_20221004121001.log	4/10/2022 12:10 PM	271
Fatal_20221004121000.log	4/10/2022 12:10 PM	2
Capture_20220905102234.png	5/09/2022 10:22 AM	31
iStockClientSettingsDB_20220829105154.db3	29/08/2022 10:51 AM	32
iStockClientDB_20220829105150.db3	29/08/2022 10:51 AM	964
iStockClient_20220829105132.log	29/08/2022 10:51 AM	53
Capture_20220829105036.png	29/08/2022 10:50 AM	5
Capture_20220829105012.png	29/08/2022 10:50 AM	31
iStockClient_20220829102402.log	29/08/2022 10:24 AM	47
iStockClient.log	25/08/2022 2:31 PM	8
Fatal.log	25/08/2022 2:31 PM	3

Figure 8

4. Settings

Application Settings is required after admin console installation.

4.1.1 Settings Tab

Settings tab contains device connection settings and data sync settings.

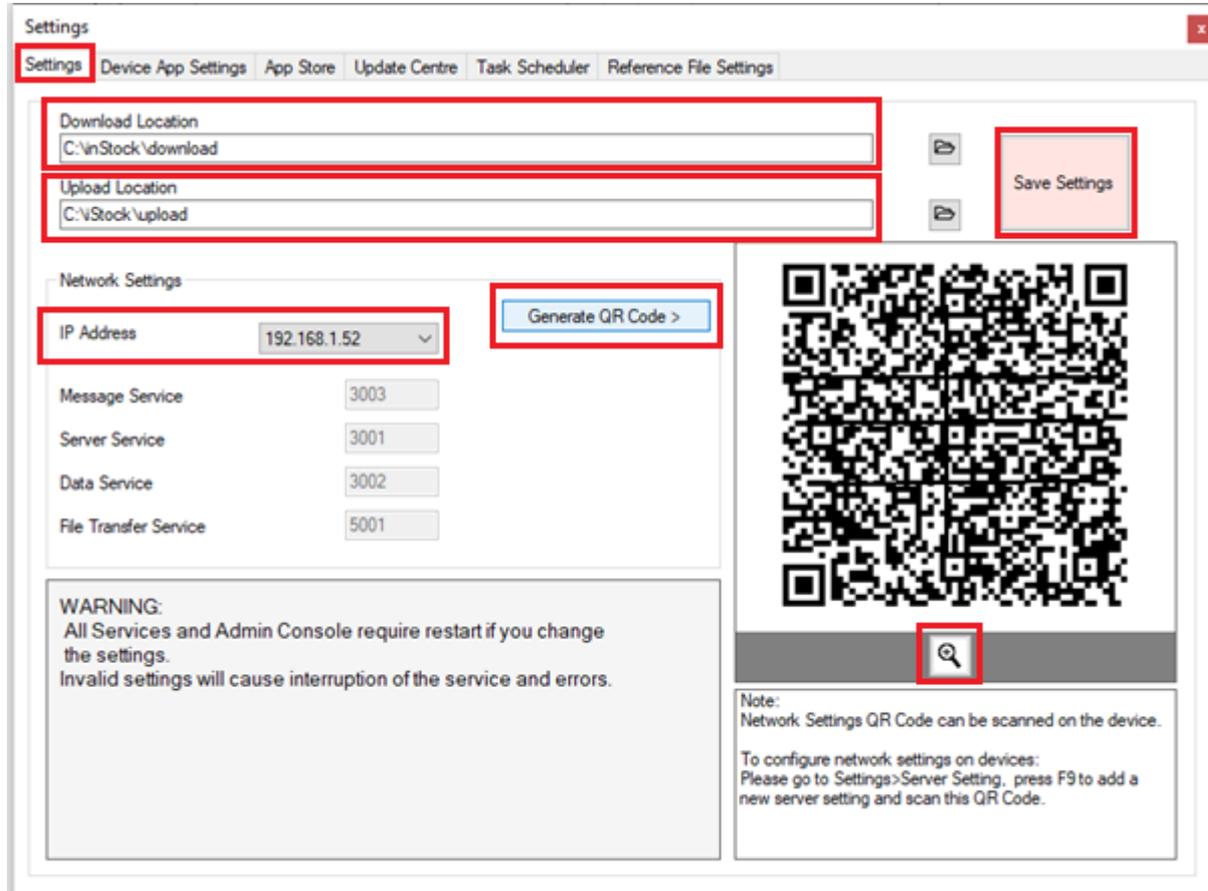


Figure 9

- Settings Tab (current)
- **Download Location** is the location of the reference files. Reference files reads automatically by the backend service and send to devices on request.
- **Upload Location** is the location where transaction files are uploaded from the devices.
- Server IP Address.
- Save settings button.
- Generate Network settings QR code.
 - .1 Network settings QR code can be scanned by devices to add, update or switch server settings. This QR Code can also be scanned from the 'Send Transaction Data' screen to upload transactions.
- Zoom QR Code or save QR code to a file.

4.1.2 Device App Settings Tab

Device App Settings tab is used to set behaviour of the InStock app running on devices. **This feature is implemented for InStock App version V2.1.29 and above.**

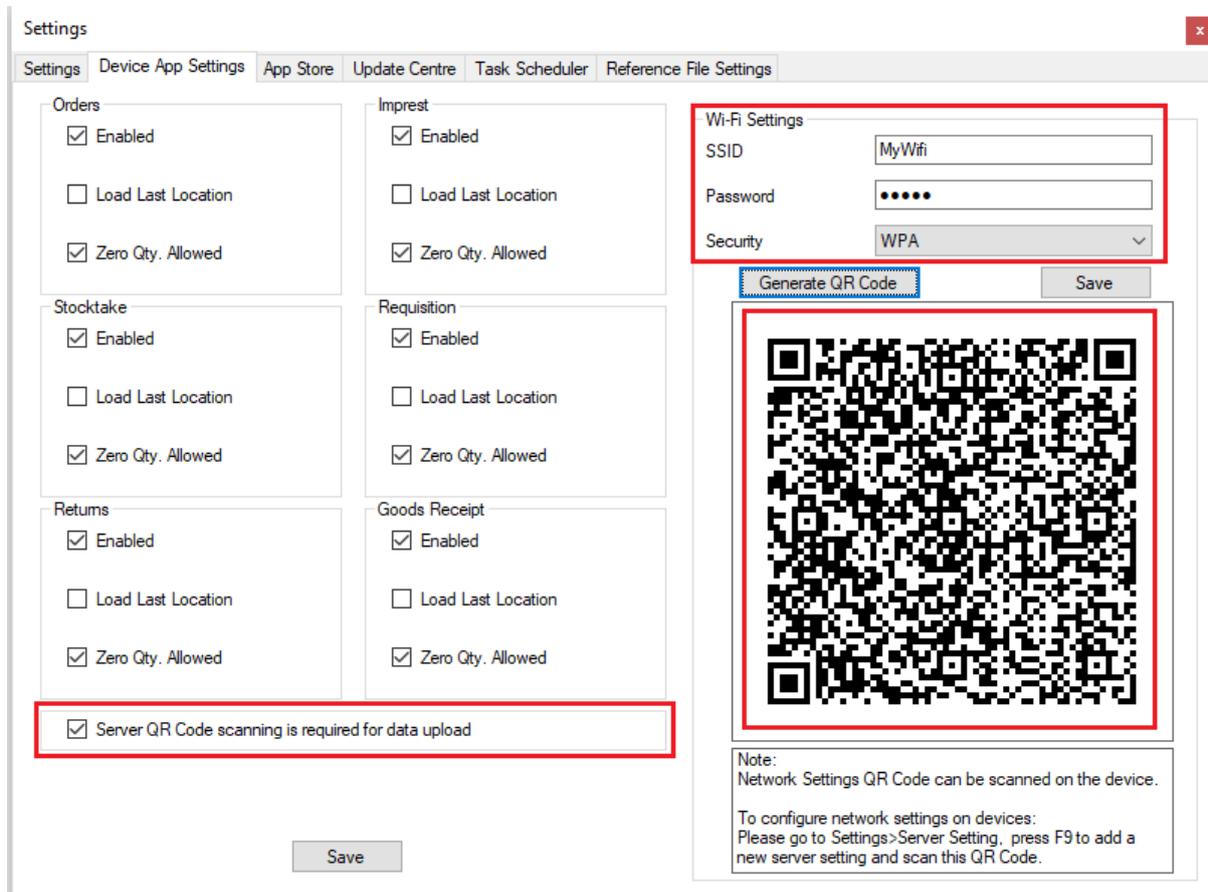


Figure 10

- Device App Settings
- Set the behaviour of the InStock app running on the device.*
- Wi-fi settings to generate Wi-fi settings QR code.**
- Generate Wi-fi settings QR code.
- Wi-fi settings QR code. Can be scanned by devices to add Wi-fi network on the device.

*Server QR Code scanning is required for data upload is best for multi-PC environment. Setting will force user to scan server barcode before each “Send Transaction Data”.

**Wi-fi settings must be saved to generate QR code. The settings stores and transfers in encrypted format.

4.1.3 App Store Tab

App Store is used to load the latest InStock app. InStock app running on the devices gets updated app from the app store.

Figure 11 shows AppStore version v1.0.18 or prior

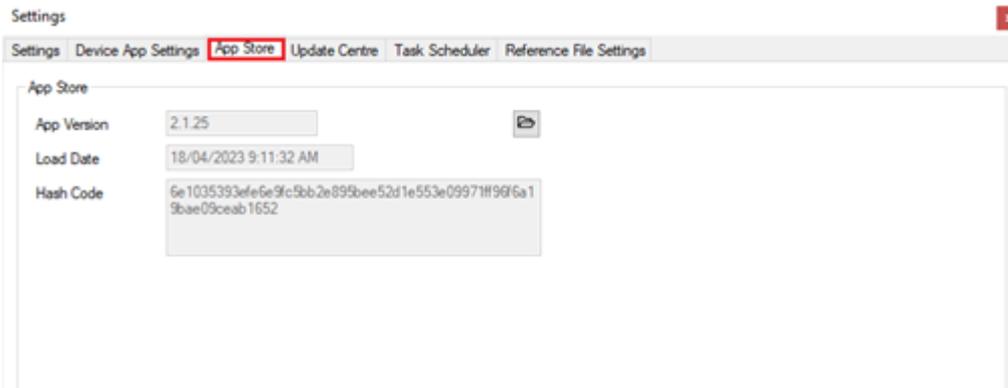


Figure 11

Figure 11a shows version AppStore v1.0.19 or higher. Functionally advanced to allow PBS Launcher updates.

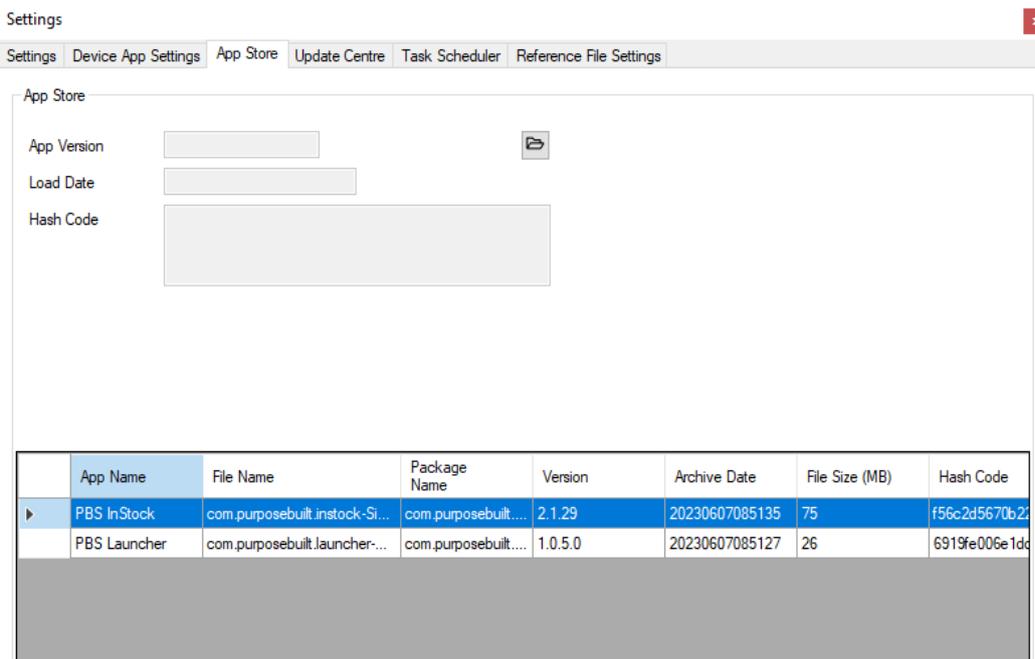


Figure 11a

4.1.4 Update Centre Tab

Zebra releases patches and updates for the devices and it is crucial to keep update device OS and firmware.

Update Centre is a solution to keep update offline Zebra device.

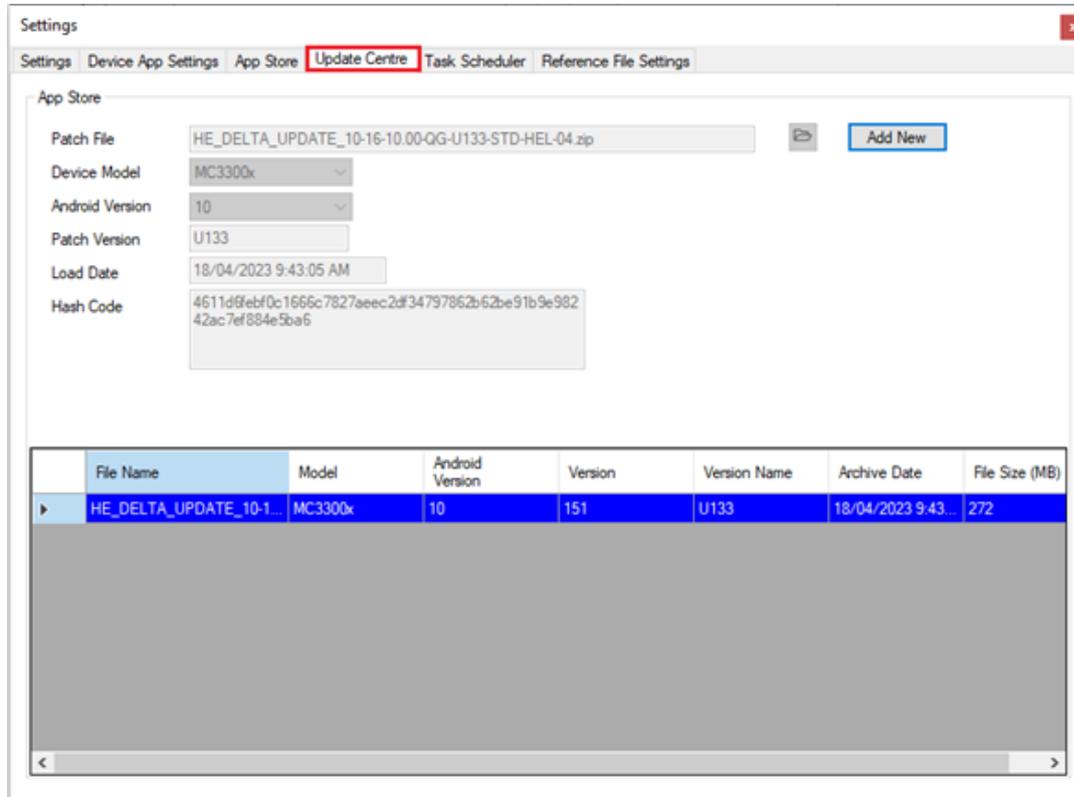
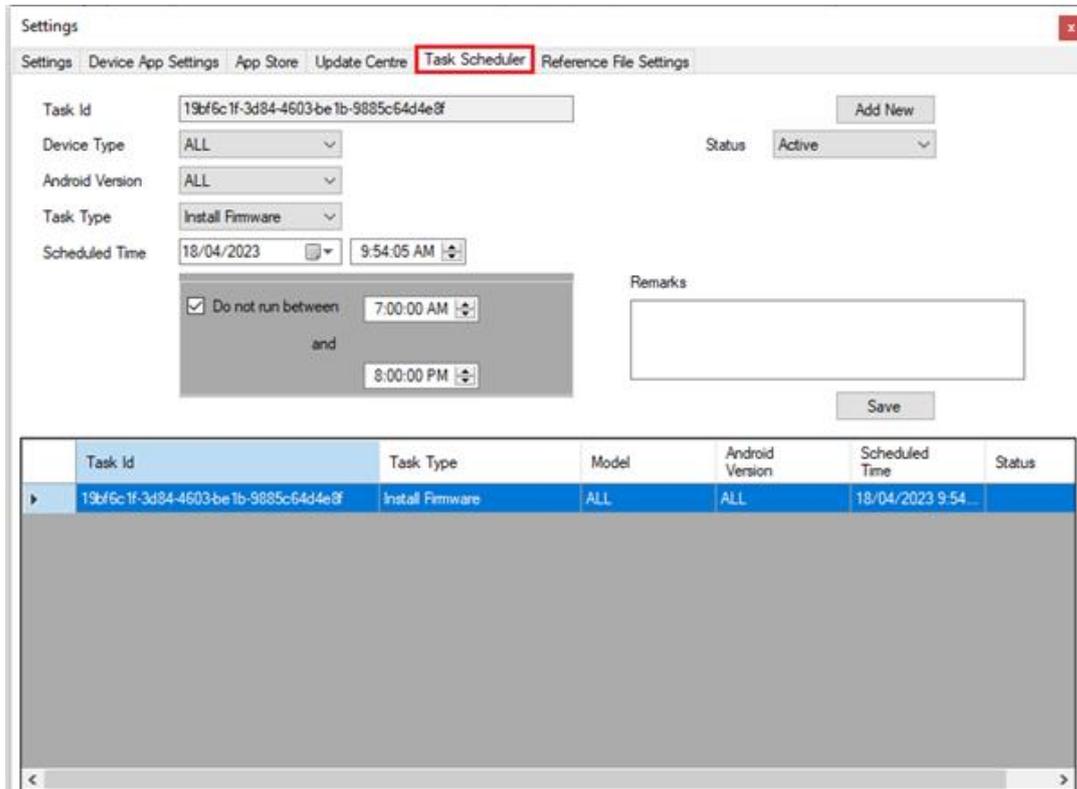


Figure 12

4.1.5 Task Scheduler Tab

Task scheduler allows administrators to schedule tasks to be run on a specific time on the devices. For example, a firmware update task can be scheduled to update device firmware at 2am.



The screenshot shows the 'Task Scheduler' tab in a settings application. The 'Task Scheduler' tab is highlighted with a red box. The interface includes the following elements:

- Task Id:** 19bf6c1f-3d84-4603-be1b-9885c64d4e8f
- Device Type:** ALL
- Android Version:** ALL
- Task Type:** Install Firmware
- Scheduled Time:** 18/04/2023 9:54:05 AM
- Do not run between:** 7:00:00 AM and 8:00:00 PM
- Status:** Active
- Remarks:** (Empty text box)
- Buttons:** Add New, Save

Task Id	Task Type	Model	Android Version	Scheduled Time	Status
19bf6c1f-3d84-4603-be1b-9885c64d4e8f	Install Firmware	ALL	ALL	18/04/2023 9:54...	

Figure 13

4.1.6 Reference File Settings Tab

If any feature of the InStock app is not being used then this setting can be used to make that reference file as 'Optional'. By default, all reference files are required to be loaded into the device.

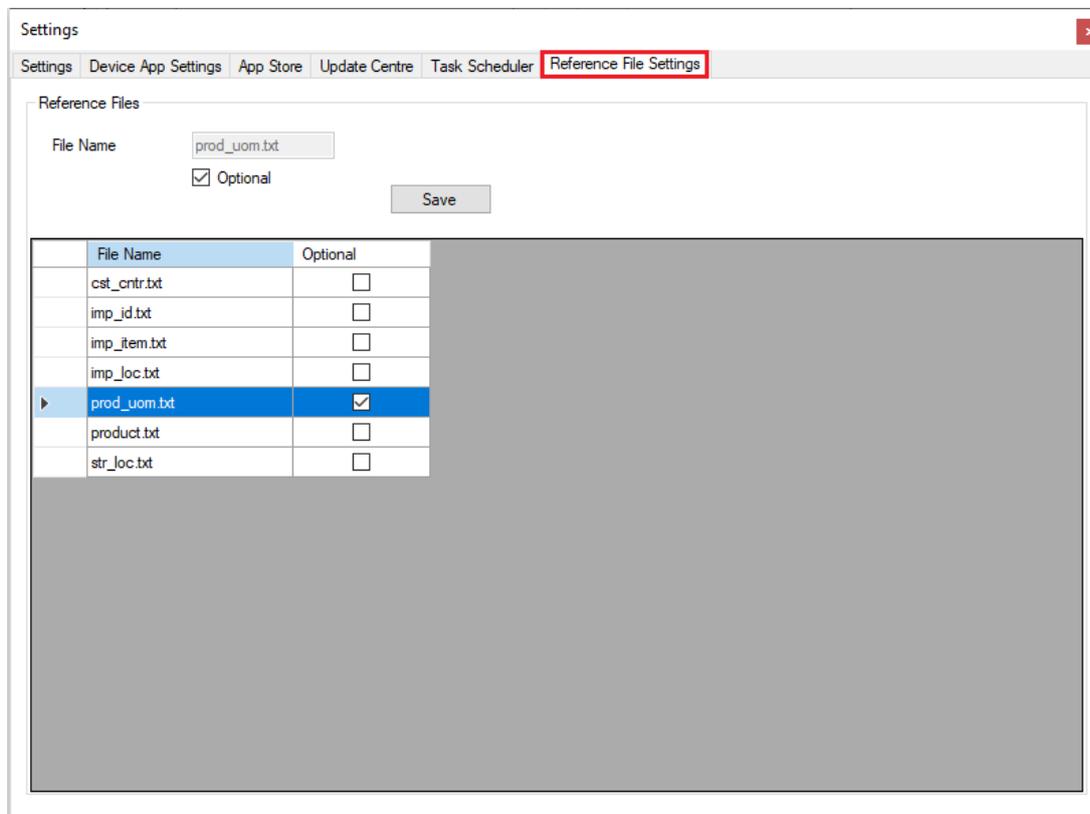


Figure 14

5. Licence/Register Application

To register InStock Application, click on the Licence button

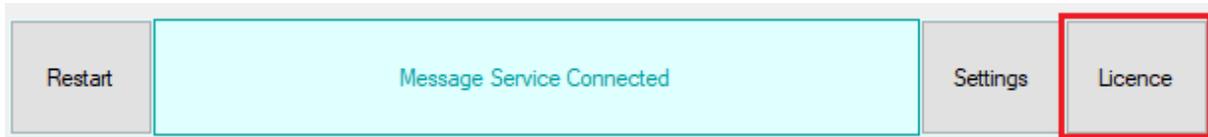


Figure 15

Licence Registration windows will appear showing the current licence status.

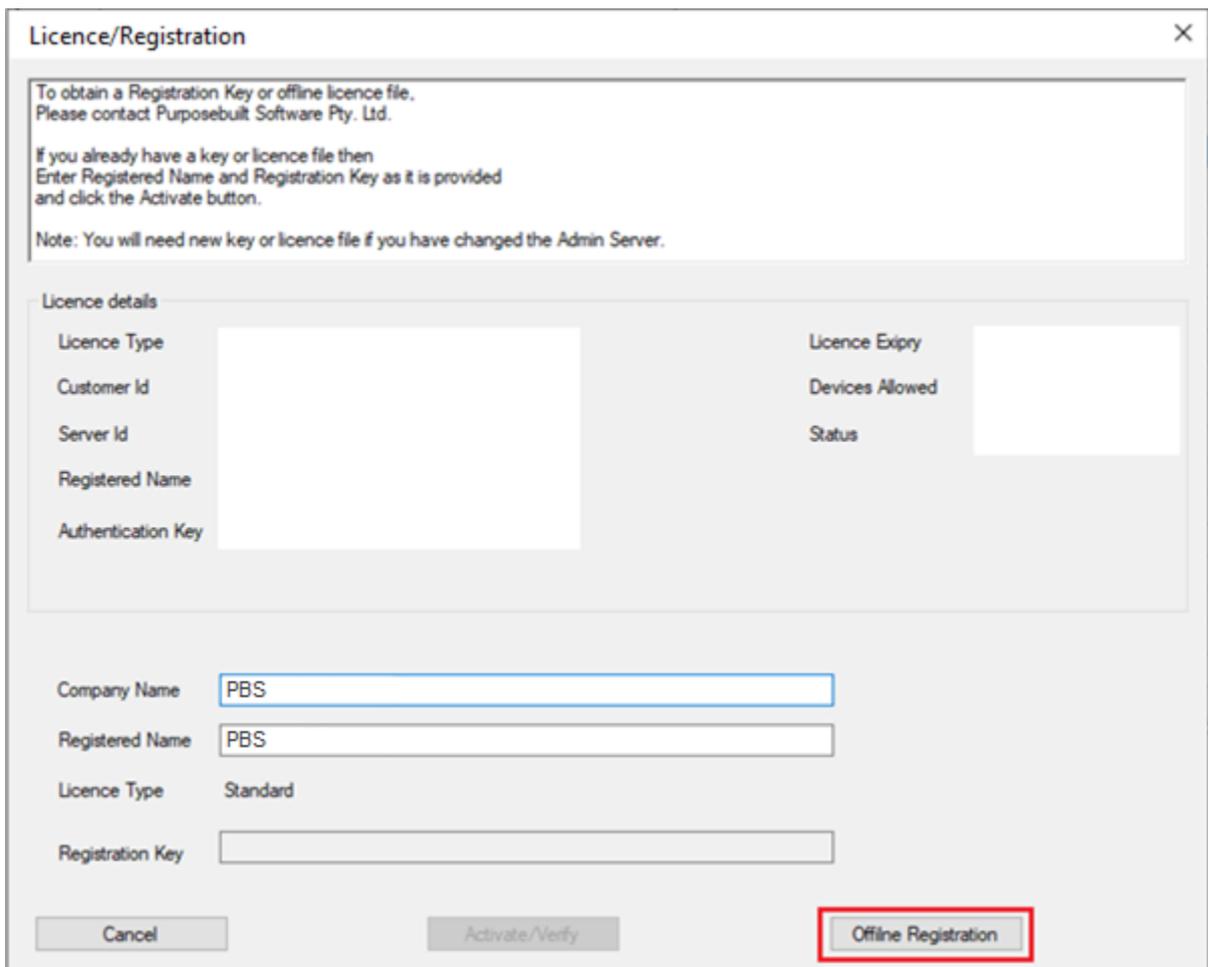


Figure 16

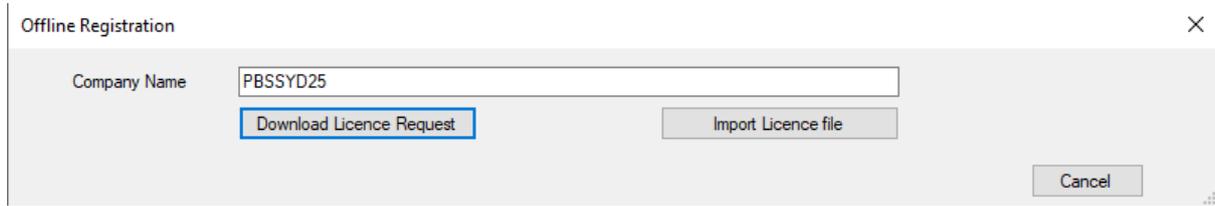
Click on the Offline Registration button. Offline registration option popup will appear.



Figure 17

Click on the Download Licence Request and save the request file.

Provide the file to Purpose Built Software. You will get the licence file in the return.
Once you receive the licence file, import it using the same popup window.



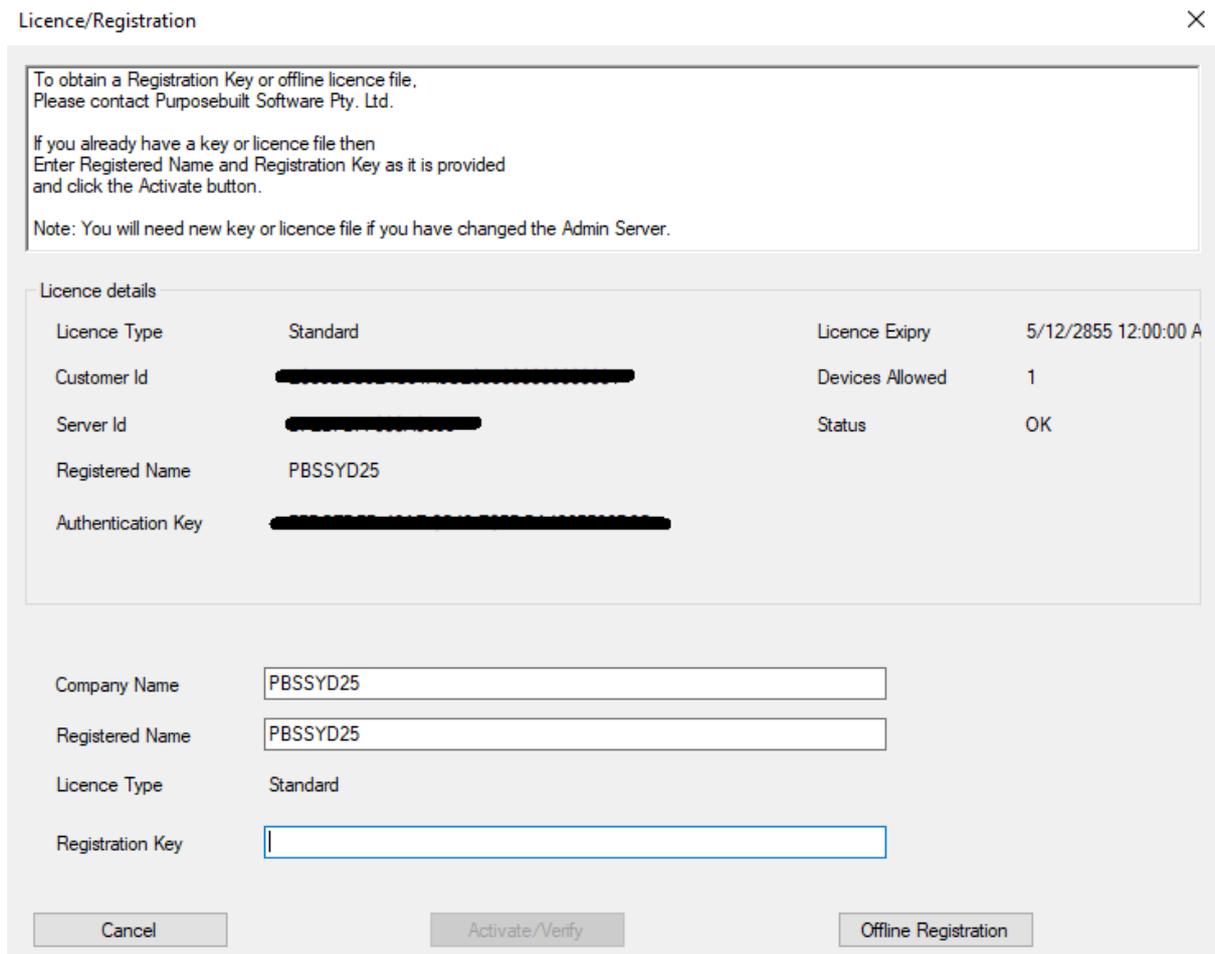
Offline Registration

Company Name: PBSSYD25

Buttons: Download Licence Request, Import Licence file, Cancel

Figure 18

When registration successfully done, your licence details will be appeared on the activation window.



Licence/Registration

To obtain a Registration Key or offline licence file, Please contact Purposebuilt Software Pty. Ltd.

If you already have a key or licence file then Enter Registered Name and Registration Key as it is provided and click the Activate button.

Note: You will need new key or licence file if you have changed the Admin Server.

Licence details			
Licence Type	Standard	Licence Expiry	5/12/2855 12:00:00 A
Customer Id	[REDACTED]	Devices Allowed	1
Server Id	[REDACTED]	Status	OK
Registered Name	PBSSYD25		
Authentication Key	[REDACTED]		

Company Name: PBSSYD25

Registered Name: PBSSYD25

Licence Type: Standard

Registration Key: [Empty field]

Buttons: Cancel, Activate/Verify, Offline Registration

Figure 19

6. InStock App

The InStock app comes pre-installed and configured to your location. To launch the app, simply find the InStock icon on the home screen and tap it to open or press **P1** key on the hardware keyboard of your MC3300x device.

The InStock home screen is pictured below:

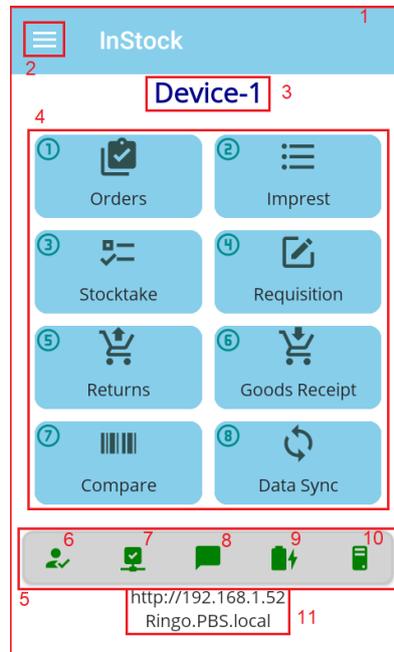


Figure 20

1. InStock Home Screen
2. Flyout Menu
3. Device Name
4. Main Menu †
5. Status Bar
6. Device Authorization Status *
7. Server Connectivity Status *
8. Message Service Connectivity Status *
9. Battery Status
10. Application Mode (Desktop)
11. Connected server

* Tap on the icon to see help and try to reconnect if disconnected

† Numeric pad on the device can be used to select the menu option.

6.1 InStock Menu

The InStock Menu is pictured below;

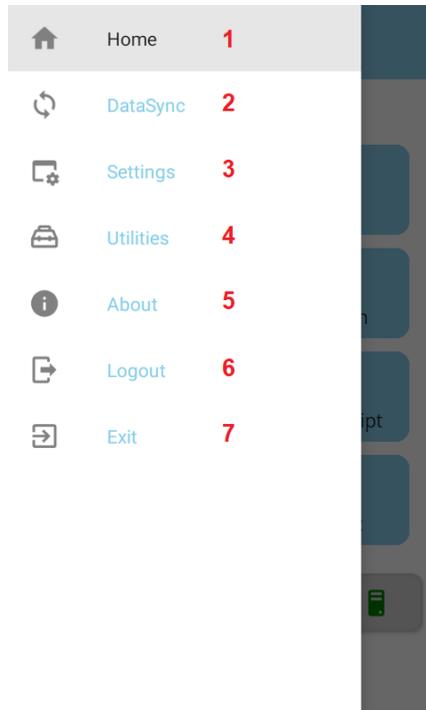


Figure 21

- | | |
|--------------|-----------------|
| 1. Home | 5. About |
| 2. DataSync | 6. Logout |
| 3. Settings | 7. Exit InStock |
| 4. Utilities | |

6.1.1 Home

Home will show the Main Screen.



Figure 22

6.1.2 DataSync

DataSync offers the option to request reference data from the server, or send transactional data to the server. This can be done at any time while the device is connected. This option can also be used from the home screen.

While data sync process is running, most of the operational buttons will be disabled.

Data Sync has 3 options:

1. Receive Reference Data

To receive reference data from the server. This option is available only when no transaction data is pending. See figure 14.

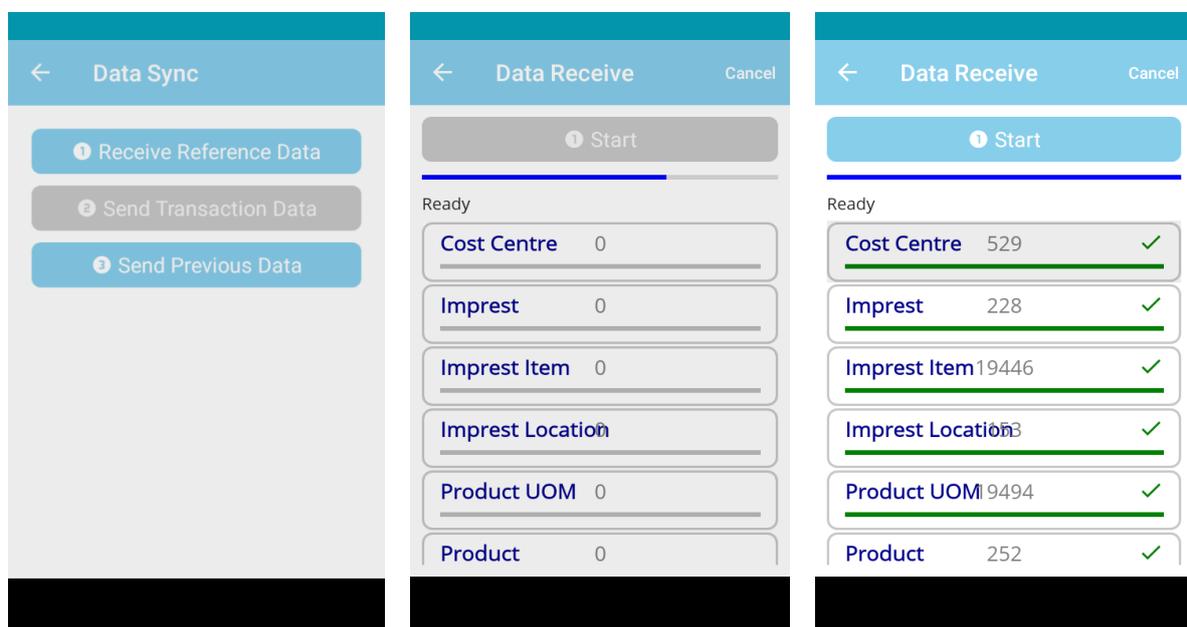


Figure 23

2. Send Transactional Data

To send transaction data to the server. This option is available only when transaction data is pending.

If the app setting is set to **Server QR Code Scanning Required**, then the Start button will be disabled and the status message under the button will be **Scan QR Code from server** (see [here](#)). The current active server IP and name will be shown above the button.

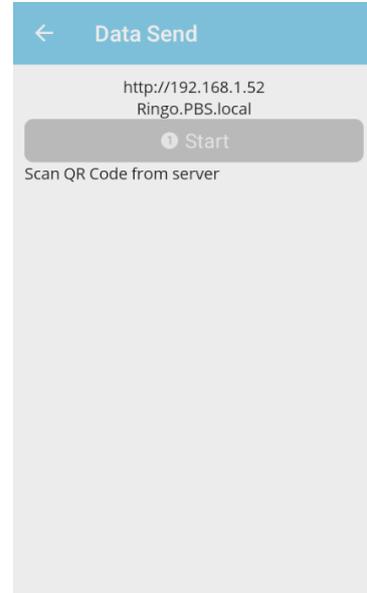


Figure 24

Scanning the QR code will enable the button and will also update the server IP and name, if different. Scanning will also add the server into the server settings and make it active if it was not before.

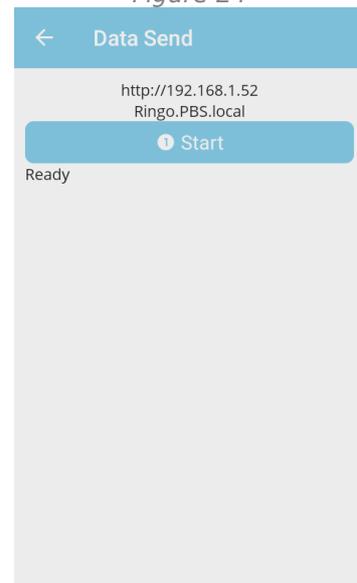


Figure 25

When sending data to the server, the transaction data will be deleted from the device after successful transfer. The reference data will be remained on the device.

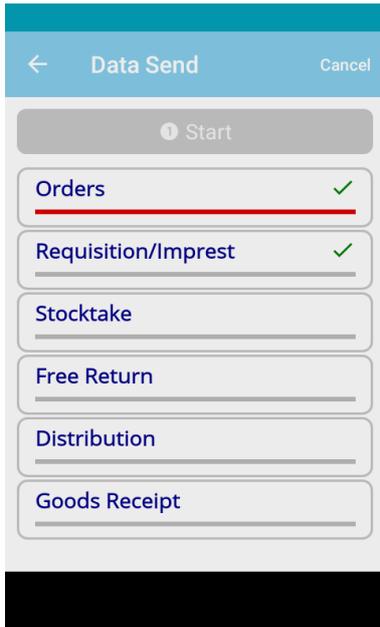
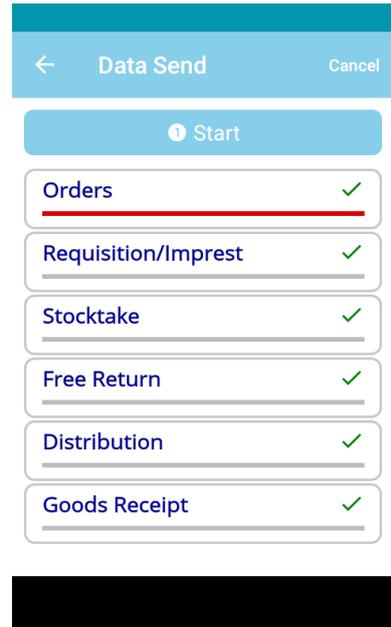


Figure 26



3. Send Previous Data

To re-send the last sent transaction data. This option will only be available when no transaction data is pending.

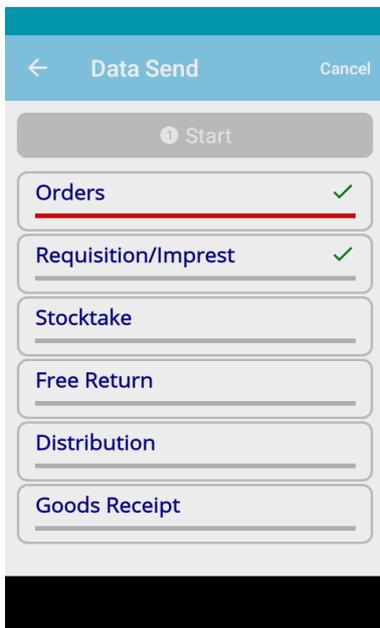
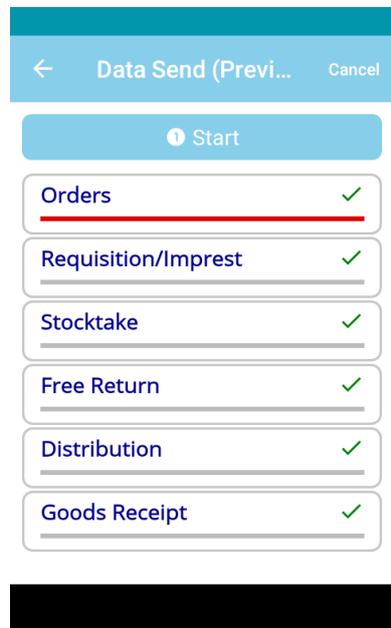


Figure 27



6.1.3 Settings

Settings offers the option to change the device and server settings.

Shortcut keys:

1 Device Setting

2 Server Setting

3 Config Options

Escape Exit to the previous screen

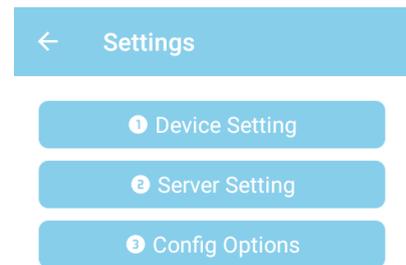


Figure 28

6.1.3.1 Device Settings

Device settings allows for the changing of a Device ID, changing this on the device also changes it on the server for InStock Admin. No two devices can have the same Device ID when connected to the same server.

Shortcut keys:

Enter Save record

Tab To Move cursor between fields

Escape Exit to the previous screen

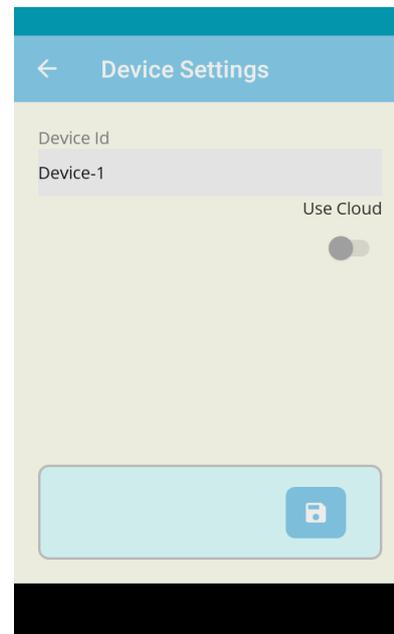


Figure 29

6.1.3.2 Server Settings

Server settings is used for add, switch or delete server setting. If there is no server setting on the app then the app will request server settings. You can add it manually by pressing F9 on the server settings list screen (or tap on the round fly button) or scan a Settings QR code from the Admin console application.

Note: It is possible for a device to be used across multiple servers, however, only one may be active at any time.

Also see [3.2 Connecting a New Device](#)

Shortcut keys:

Escape Exit to the previous screen

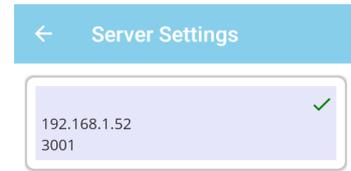


Figure 30



Shortcut keys:

Enter Save record

Tab To Move cursor between fields

Escape Exit to previous screen



Figure 31

6.1.3.3 Config Options

Config Options has the settings that specific to the device.

Use Default Quantity will set the quantity to '1' on each new record.

Save On Product Scan will save record on scanning product barcode. This option is only available if the default quantity option is enabled.

Note: Default Quantity and Save On Product options are only available for Orders, Imprest and Stocktake screens.

Shortcut keys:

Enter Save record

Tab To Move cursor between fields

Escape Exit to the previous screen

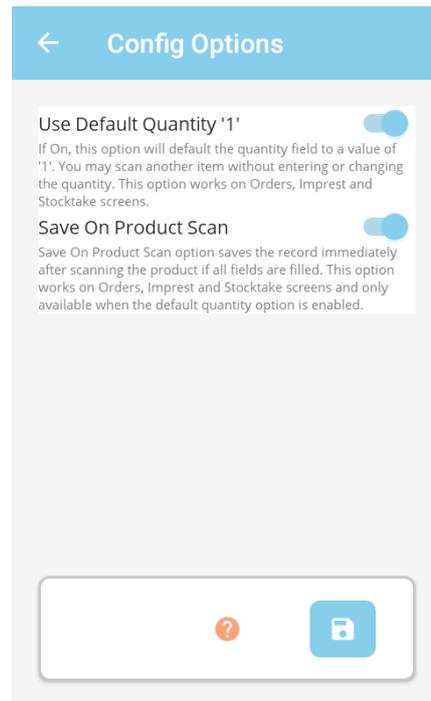


Figure 32

6.1.4 Utilities

Utilities allows the user to upload log files and database to the server manually. As well as remove the currently installed reference data from the device.

Shortcut keys:

1 Upload log File

2 Upload Database

3 Remove Reference Data

4 Network diagnosing tools

5 Manually Sync App settings from the Admin Console

6 Scan Wi-fi setting QR code

Escape Exit to the previous screen

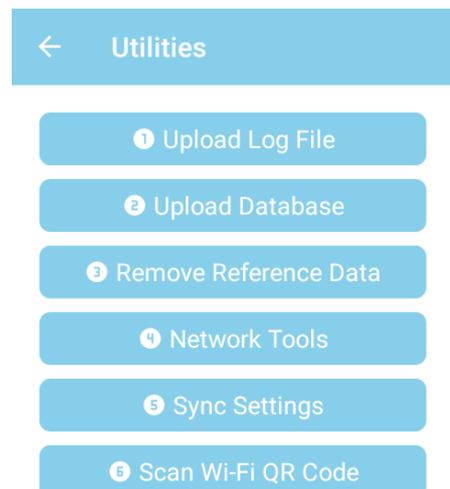


Figure 33

6.1.5 About

About is the location of all the device information, including installed App Version and device GUID.

Check update button is used to check, download and install updates from the App Store.

Shortcut keys:

Escape Exit to the previous screen

6.1.5.1 Device Information

This screen shows the version and environment of the device.



Figure 34

Device Info	
App Name	InStock
Device Id	Device-4
App Version	v2.1.9
GUID	d7cce548a585a01e
Model	MC3300x
Manufacturer	Zebra Technologies
Name	MC3300x
OSVersion	10
Platform	Android
Width	480
Height	800
Density	1.5
Orientation	Portrait
Rotation	Rotation0
Refresh Rate	60.000004

Figure 35

6.1.5.2 Check and Update InStock App

This screen shows the latest InStock App stored in the App store.

Tapping on the download button will start downloading the update and will prompt for installation action after download finishes. The app will close and prompt for open again when update successfully completed.

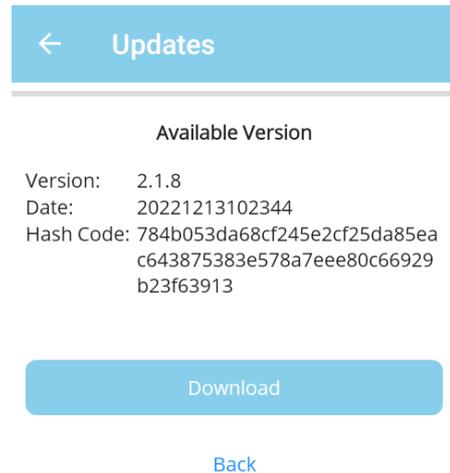


Figure 36

6.1.5.3 Check and Update Device Firmware

This screen shows the latest Firmware update available for the device.

Tapping on the download button will start downloading the update and will prompt for installation action after download finishes. You can defer the installation for later.

If the Install update button is enabled then the file is already downloaded and ready to install.

Note: This screen is for download and install updates manually, firmware update tasks can be scheduled from the Admin Console and it will install without any user interference.

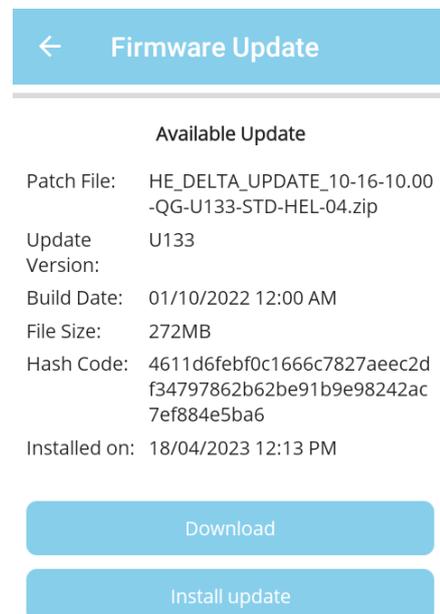
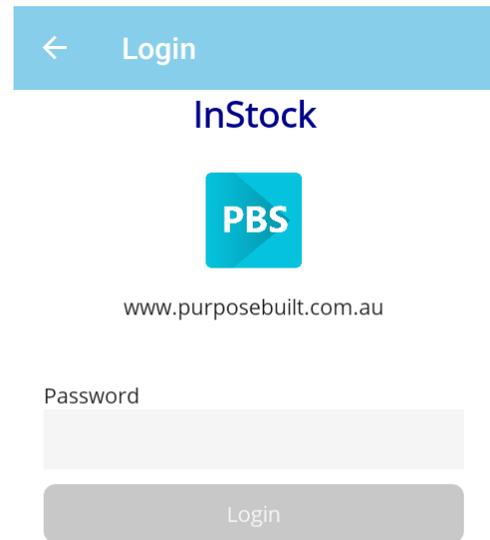


Figure 37

6.1.6 Login/Logout

By default, app does not prompt for login, it takes user automatically logged-in. This option takes user to be logged-off and requires a password to be logged-in again.



The screenshot shows the login interface of the InStock app. At the top, there is a blue header bar with a white back arrow and the text "Login". Below the header, the text "InStock" is displayed in a dark blue font. Underneath is the PBS logo, which consists of a blue square with a white play button icon and the letters "PBS" in white. Below the logo is the website address "www.purposebuilt.com.au". A "Password" label is positioned above a light gray rectangular input field. Below the input field is a gray button with the text "Login" in white.

Figure 38

6.1.7 Exit

Exit option closes the InStock app and take users to the PBS Launcher's home screen.

7. Transactions

Transaction can only be added when reference data successfully downloaded on the device.

7.1 Orders

To create or view order entries, tap on the Orders button on the main screen or press 1 from the keypad.

The Orders screen will show the list of orders that are already added. The list will be empty if no data is added or uploaded to the server.

To add a new entry, tap on the floating  icon or press **F9** key.

To edit or view entered record, tap on the record from the list.

Taping on the menu icon  will show **Transfer** and **Delete All** options, *Transfer* will take you to the DataSync screen and *Delete All* will delete all the orders entries from the device.

Note: Transaction entries automatically delete from the device when successfully uploaded, if you delete entries using the Delete All option, entries will be permanently deleted from the device and will no longer be available to sync on server.

Shortcut keys:

F9 Add a new record

Escape Exit to the previous screen

Record Entry:

Scanning:

Scanning Location:

Scan location barcode. If the scanned location is found, it will be displayed immediately.

Scanning Product:

Scan product barcode. If the scanned product is found, it will be displayed immediately.

Note: If location is empty, then the scanned item will be considered as location, otherwise it will be considered as product and will replace the product if already scanned or selected.

Tip: If Default Quantity and Save On Product Scan options are active, then on scanning a new product will save the current entry if all required fields are entered. You

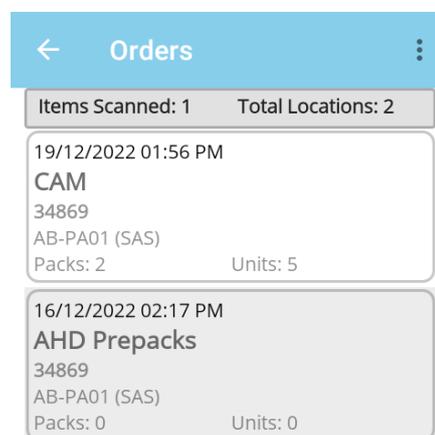


Figure 39

can press *Enter* key from the keypad or tap on the save button to save record. Saving record will clear the product, Packs and Units fields and the screen will be ready to scan the next product. All other fields can be changed when needed.

Manual Entry:

Location:

Tap on the Location area or press **F2** from the key pad to show location list.

Product:

Tap on the Product area or press **F3** from the key pad to show product list.

For selection from the list option, please check the section [Using the search list](#)

Quantity Entry:

Press **tab** key from the key pad to position cursor on the Quantity field, use decimal point for Packs.Units where appropriate.

Delete Entry:

To delete, entry must be selected from the *Order Entries List*. The delete button will only enable when entry is in edit state.

Shortcut keys:

F2 Show Location List

F3 Show Product List

F8 Show/Hide On-Screen Keyboard

F10 Clear all entries and change the state to new record

Enter Save record

Tab To Move cursor between fields

Escape Exit to the previous screen

Tap on the  icon to see the shortcut keys on each page.

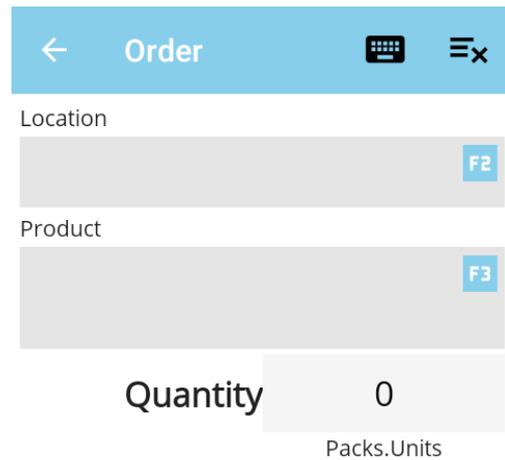


Figure 40



Figure 41

7.2 Imprest

To create or view Imprest entries, tap on the Imprest button on the main screen or press 2 from the keypad.

The Imprest screen will show the list of Imprest that are already added. The list will be empty if no data is added or uploaded to the server.

To add a new entry, tap on the  icon or press **F9** key.

To edit or view entered record, tap on the record from the list.

Taping on the menu icon  will show **Transfer** and **Delete All** options, *Transfer* will take you to the DataSync screen and *Delete All* will delete all the impost entries from the device.

Note: Transaction entries automatically delete from the device when successfully uploaded, if you delete entries using the Delete All option, entries will be permanently deleted from the device and will no longer be available to sync on server.

Record Entry:

Scanning:

Scanning Imprest List:

Scan impost list barcode. If the scanned barcode is found, impost list will be displayed immediately.

Scanning Imprest Location:

Scan impost location barcode. If the scanned barcode is found, location will be displayed immediately.

Note: Imprest location records will be filtered for the selected Imprest List. Imprest location cannot be selected if Imprest List is not selected or no impost location exists for the selected Imprest List.

Scanning Product:

Scan product barcode. If the scanned product is found, it will be displayed immediately.

Note: Product records will be filtered for the selected Imprest List and Imprest location. Product cannot be selected if Imprest List and Imprest location are not selected or no product exists for the selected Imprest List and Imprest location.

Note: If Imprest list is empty, then the scanned item will be considered as Imprest list, same as if Imprest location is selected then the scanned item will be considered as product, otherwise it will be

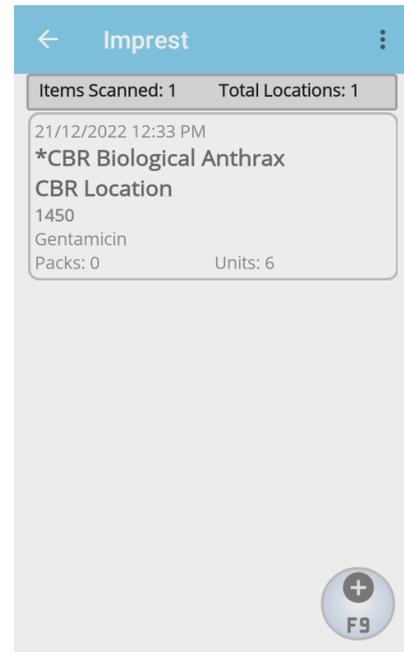


Figure 42

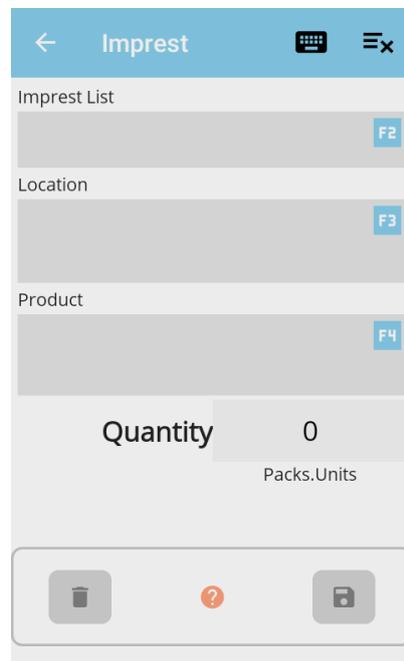


Figure 43

considered as product and will replace the product if already scanned or selected.

Tip: If Default Quantity and Save On Product Scan options are active, then on scanning a new product will save the current entry if all required fields are entered. You can press *Enter* key from the keypad or tap on the save button to save record. Saving record will clear the product, Packs and Units fields and the screen will be ready to scan the next product. All other fields can be changed when needed.

Manual Entry:

Imprest List:

Tap on the Imprest List area or press **F2** from the key pad to show imprest list's list.

Imprest Location:

Tap on the Imprest Location area or press **F3** from the key pad to show imprest location list.

Product:

Tap on the Product area or press **F4** from the key pad to show product list.

For selection from the list option, please check the section [Using the search list](#)

Quantity Entry:

Press **tab** key from the key pad to position cursor on the Quantity field, use decimal point for Packs.Units where appropriate.

Delete Entry:

To delete, entry must be selected from the *Imprest Entries List*.

The delete button will only enable when entry is in edit state.

Shortcut keys:

F2 Show Imprest List's List

F3 Show Imprest Location List

F4 Show Product List

F8 Show/Hide On-Screen Keyboard

F10 Clear all entries and change the state to new record

Enter Save record

Tab To Move cursor between fields

Escape Exit to the previous screen

7.3 Stocktake

To create or view Stocktake entries, tap on the Stocktake button on the main screen or press 3 from the keypad.

The Stocktake screen will show the list of stocktake entries that are already added. The list will be empty if no data is added or uploaded to the server.

To add a new entry, tap on the  icon or press **F9** key.

To edit or view entered record, tap on the record from the list.

Taping on the menu icon  will show **Transfer** and **Delete All** options, *Transfer* will take you to the DataSync screen and *Delete All* will delete all the stocktake entries from the device.

Note: Transaction entries automatically delete from the device when successfully uploaded, if you delete entries using the Delete All option, entries will be permanently deleted from the device and will no longer be available to sync on server.

Record Entry:

Scanning:

Scanning Location:

Scan location barcode. If the scanned location is found, it will be displayed immediately.

Scanning Product:

Scan product barcode. If the scanned product is found, it will be displayed immediately.

Note: If location is empty, then the scanned item will be considered as location, otherwise it will be considered as product and will replace the product if already scanned or selected.

Tip: If Default Quantity and Save On Product Scan options are active, then on scanning a new product will save the current entry if all required fields are entered. You can press *Enter* key from the keypad or tap on the save button to save record. Saving record will clear the product, Packs and Units fields and the screen will be ready to scan the next product. All other fields can be changed when needed.

Manual Entry:

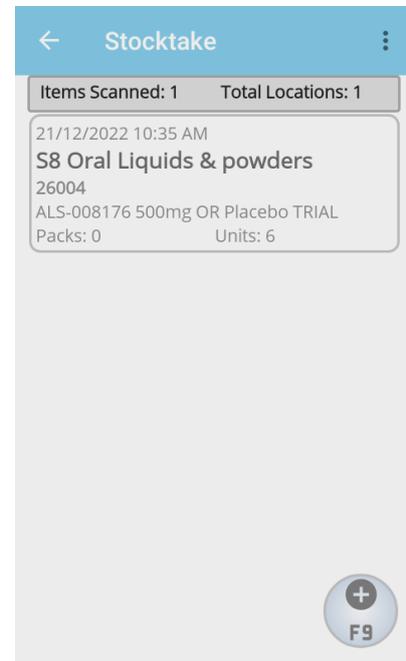


Figure 44

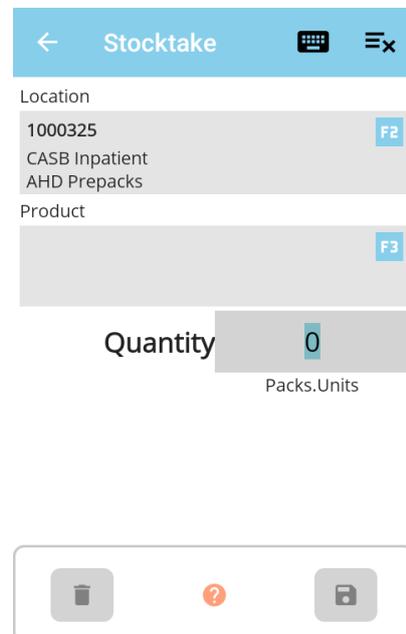


Figure 45

Location:

Tap on the Location area or press **F2** from the key pad to show location list.

Product:

Tap on the Product area or press **F3** from the key pad to show product list.

For selection from the list option, please check the section [Using the search list](#)

Quantity Entry:

Press **tab** key from the key pad to position cursor on the Quantity field, use decimal point for Packs.Units where appropriate.

Delete Entry:

To delete, entry must be selected from the *Stocktake Entries List*.

The delete button will only enable when entry is in edit state.

Shortcut keys:

F2 Show Location List

F3 Show Product List

F8 Show/Hide On-Screen Keyboard

F10 Clear all entries and change the state to new record

Enter Save record

Tab To Move cursor between fields

Escape Exit to the previous screen

7.4 Requisition

To create or view Requisition entries, tap on the Requisition button on the main screen or press 4 from the keypad.

The Requisition screen will show the list of requisition entries that are already added. The list will be empty if no data is added or uploaded to the server.

To add a new entry, tap on the  icon or press **F9** key.

To edit or view entered record, tap on the record from the list.

Taping on the menu icon  will show **Transfer** and **Delete All** options, *Transfer* will take you to the DataSync screen and *Delete All* will delete all the requisition entries from the device.

Note: Transaction entries automatically delete from the device when successfully uploaded, if you delete entries using the Delete All option, entries will be permanently deleted from the device and will no longer be available to sync on server.

Record Entry:

Scanning:

Scanning Cost Centre:

Scan cost centre barcode. If the scanned cost centre is found, it will be displayed immediately.

Scanning Product:

Scan product barcode. If the scanned product is found, it will be displayed immediately.

Note: If cost centre is empty, then the scanned item will be considered as cost centre, otherwise it will be considered as product and will replace the product if already scanned or selected.

Tip: Scanning a new product will save the current entry if all required fields are entered. You can press *Enter* key from the keypad or tap on the save button to save record. Saving record will clear the product, Packs and Units fields and the screen will be ready to scan the next product. All other fields can be changed when needed.

Manual Entry:

Location:

Tap on the Location area or press **F2** from the keypad to show location list.

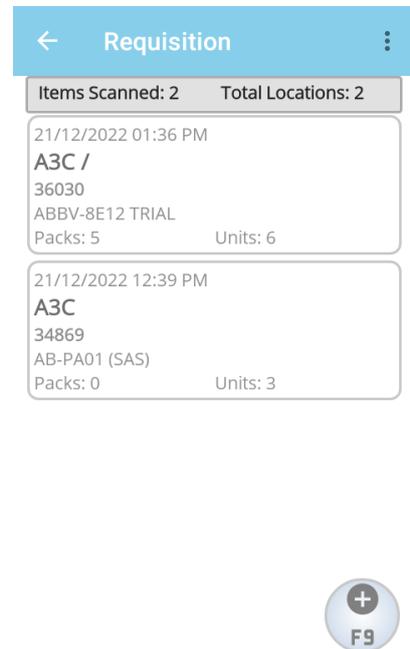


Figure 46

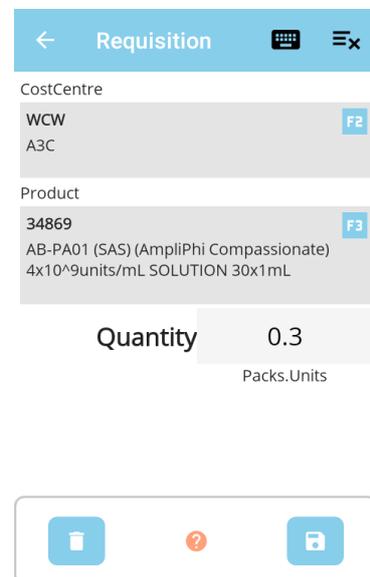


Figure 47

Product:

Tap on the Product area or press **F3** from the key pad to show product list.

For selection from the list option, please check the section [Using the search list](#)

Quantity Entry:

Press **tab** key from the key pad to position cursor on the Quantity field, use decimal point for Packs.Units where appropriate.

Delete Entry:

To delete, entry must be selected from the *Requisition Entries List*.

The delete button will only enable when entry is in edit state.

Shortcut keys:

F2 Show Location List

F3 Show Product List

F8 Show/Hide On-Screen Keyboard

F10 Clear all entries and change the state to new record

Enter Save record

Tab To Move cursor between fields

Escape Exit to the previous screen

7.5 Returns

Returns has two options.

Free Return

Distribution Credit

7.5.1 Free Return

From the main screen, select Returns or press 5 from the keypad.

Returns screen offers Free Return and Distribution Credit Options.

To create or view Free Returns entries, tap on the Free Return button on the Returns screen or press 1 from the keypad.

The Free Returns screen will show the list of requisition entries that are already added. The list will be empty if no data is added or uploaded to the server.

To add a new entry, tap on the  icon or press **F9** key.

To edit or view entered record, tap on the record from the list.

Taping on the menu icon  will show **Transfer** and **Delete All** options, *Transfer* will take you to the DataSync screen and *Delete All* will delete all the Free Returns entries from the device.

Note: Transaction entries automatically delete from the device when successfully uploaded, if you delete entries using the Delete All option, entries will be permanently deleted from the device and will no longer be available to sync on server.

Record Entry:

Select Return Type from the list, a valid Return Type must be selected to save the entry.

Scanning:

Scanning Location:

Scan location barcode. If the scanned location is found, it will be displayed immediately.

Scanning Product:

Scan product barcode. If the scanned product is found, it will be displayed immediately.

Note: If location is empty, then the scanned item will be considered as location, otherwise it will be considered as product and will replace the product if already scanned or selected.

Tip: Scanning a new product will save the current entry if all required fields are entered. You can press *Enter* key from the keypad or tap on the save button to save record. Saving record will clear the

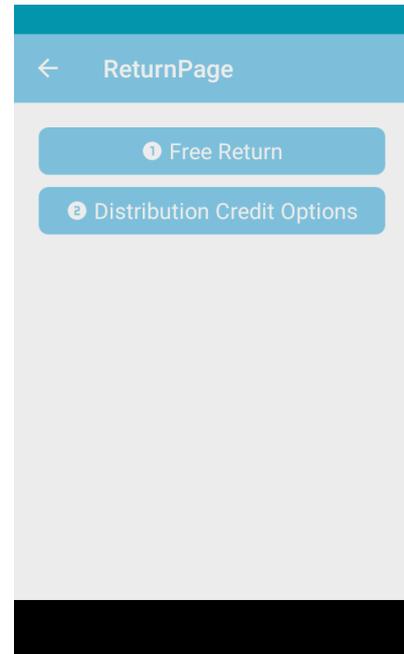


Figure 48

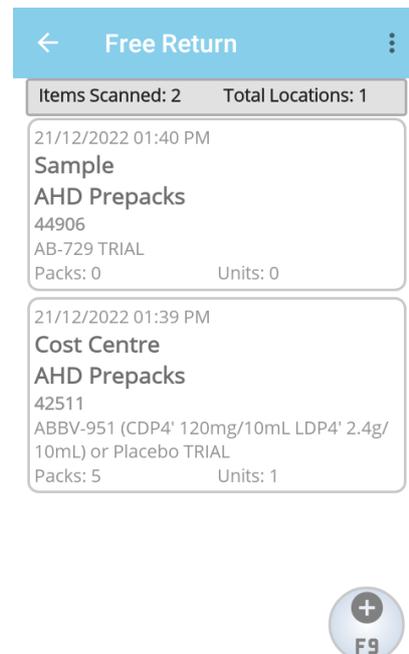


Figure 49

product, Packs and Units fields and the screen will be ready to scan the next product. All other fields can be changed when needed.

Manual Entry:

Location:

Tap on the Location area or press **F2** from the key pad to show location list.

Product:

Tap on the Product area or press **F3** from the key pad to show product list.

For selection from the list option, please check the section [Using the search list](#)

Quantity Entry:

Press **tab** key from the key pad to position cursor on the Quantity field, use decimal point for Packs.Units where appropriate.

Delete Entry:

To delete, entry must be selected from the *Free Return Entries List*.

The delete button will only enable when entry is in edit state.

Shortcut keys:

F2 Show Location List

F3 Show Product List

F8 Show/Hide On-Screen Keyboard

F10 Clear all entries and change the state to new record

Enter Save record

Tab To Move cursor between fields

Escape Exit to the previous screen

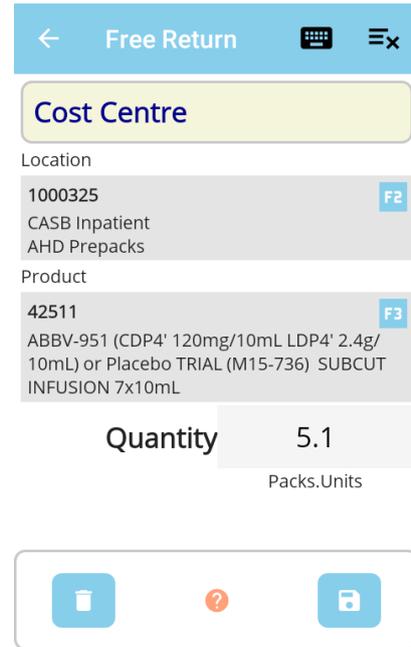


Figure 50

7.5.2 Distribution Credit

From the main screen, select Returns or press 5 from the keypad.

Returns screen offers Free Return and Distribution Credit Options.

To create or view Distribution Credit entries, tap on the Distribution Credit button on the Returns screen or press 2 from the keypad.

The Distribution Credit screen will show the list of requisition entries that are already added. The list will be empty if no data is added or uploaded to the server.

To add a new entry, tap on the  icon or press **F9** key.

To edit or view entered record, tap on the record from the list.

Tapping on the menu icon  will show **Transfer** and **Delete All** options, *Transfer* will take you to the DataSync screen and *Delete All* will delete all the Free Returns entries from the device.

Note: Transaction entries automatically delete from the device when successfully uploaded, if you delete entries using the Delete All option, entries will be permanently deleted from the device and will no longer be available to sync on server.

Record Entry:

Scanning:

Scanning Cost Centre:

Scan Cost Centre barcode. If the scanned cost centre is found, it will be displayed immediately.

Scanning Location:

Scan location barcode. If the scanned location is found, it will be displayed immediately.

Scanning Product:

Scan product barcode. If the scanned product is found, it will be displayed immediately.

Note: If cost centre is empty, then the scanned item will be considered as cost centre, same as if the location is empty, the scanned item will be considered as location, otherwise it will be considered as product and will replace the product if already scanned or selected.

Tip: Scanning a new product will save the current entry if all required fields are entered. You can press *Enter* key from the keypad or tap on the save button to save record. Saving record will clear the product, Packs and Units fields and the screen will be ready to scan the next product. All other fields can be changed when needed.

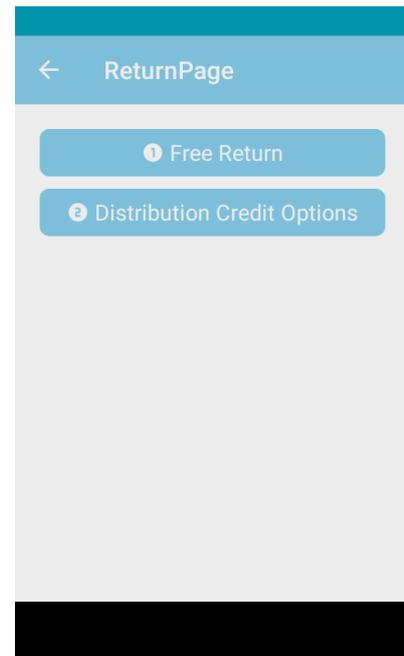


Figure 51

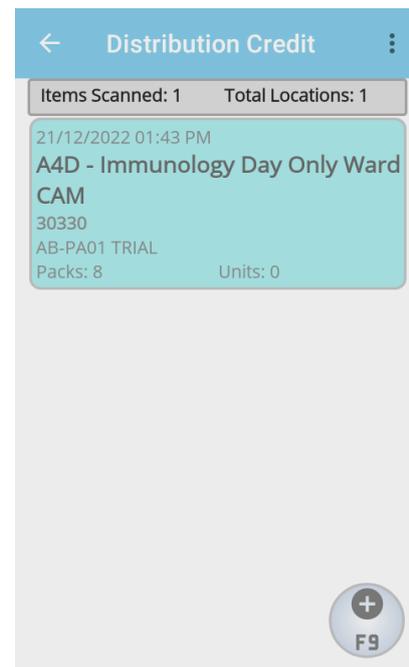


Figure 52

Manual Entry:

Cost Centre:

Tap on the Cost Centre area or press **F2** from the key pad to show cost centre list.

Location:

Tap on the Location area or press **F3** from the key pad to show location list.

Product:

Tap on the Product area or press **F4** from the key pad to show product list.

For selection from the list option, please check the section [Using the search list](#)

Quantity Entry:

Press **tab** key from the key pad to position cursor on the Quantity field, use decimal point for Packs.Units where appropriate.

Delete Entry:

To delete, entry must be selected from the *Free Return Entries List*.

The delete button will only enable when entry is in edit state.

Shortcut keys:

F2 Show Cost Centre List

F3 Show Location List

F4 Show Product List

F8 Show/Hide On-Screen Keyboard

F10 Clear all entries and change the state to new record

Enter Save record

Tab To Move cursor between fields

Escape Exit to the previous screen

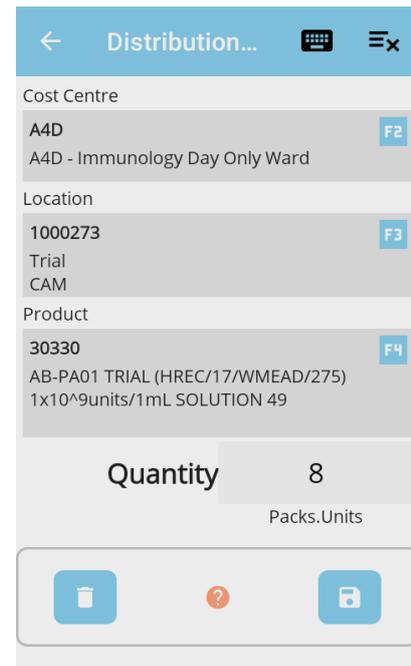


Figure 53

7.6 Goods Receipt

To create or view Goods Receipt entries, tap on the Goods Receipt button on the main screen or press 6 from the keypad.

The Goods Receipt screen will show the list of goods receipt entries that are already added. The list will be empty if no data is added or uploaded to the server.

To add a new entry, tap on the  icon or press **F9** key.

To edit or view entered record, tap on the record from the list.

Taping on the menu icon  will show **Transfer** and **Delete All** options, *Transfer* will take you to the DataSync screen and *Delete All* will delete all the stocktake entries from the device.

Note: Transaction entries automatically delete from the device when successfully uploaded, if you delete entries using the Delete All option, entries will be permanently deleted from the device and will no longer be available to sync on server.

Record Entry:

Enter Order Number. Order number must be provided to save the entry.

Scanning:

Scanning Location:

Scan location barcode. If the scanned location is found, it will be displayed immediately.

Scanning Product:

Scan product barcode. If the scanned product is found, it will be displayed immediately.

Note: If location is empty, then the scanned item will be considered as location, otherwise it will be considered as product and will replace the product if already scanned or selected.

Tip: Scanning a new product will save the current entry if all required fields are entered. You can press *Enter* key from the keypad or tap on the save button to save record. Saving record will clear the product, Packs and Units fields and the screen will be ready to scan the next product. All other fields can be changed when needed.

Manual Entry:

Location:

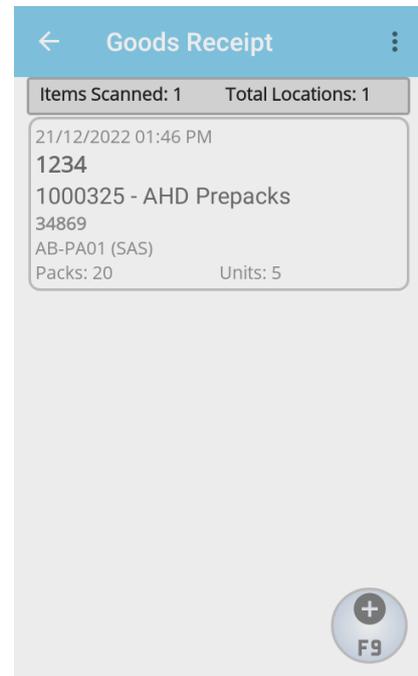


Figure 54

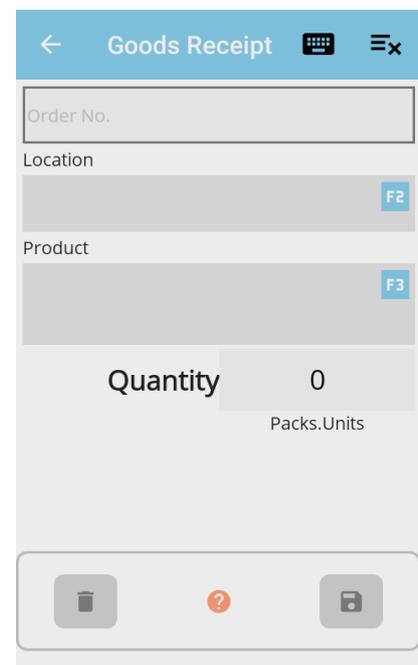


Figure 55

Tap on the Location area or press **F2** from the key pad to show location list.

Product:

Tap on the Product area or press **F3** from the key pad to show product list.

For selection from the list option, please check the section [Using the search list](#)

Quantity Entry:

Press **tab** key from the key pad to position cursor on the Quantity field, use decimal point for Packs.Units where appropriate.

Delete Entry:

To delete, entry must be selected from the *Goods Receipt Entries List*.

The delete button will only enable when entry is in edit state.

Shortcut keys:

F2 Show Location List

F3 Show Product List

F8 Show/Hide On-Screen Keyboard

F10 Clear all entries and change the state to new record

Enter Save record

Tab To Move cursor between fields

Escape Exit to the previous screen

7.7 Compare Barcodes

Compare Barcodes is a utility that make it easy to find similar barcodes be scanning.

Scan the first barcode and then keep scan barcodes to compare with the first scan.

To clear the first barcode, press F10 or tap on the cross icon at the top.

Shortcut keys:

F10 Clear all scanned barcodes

Escape Exit to the previous screen

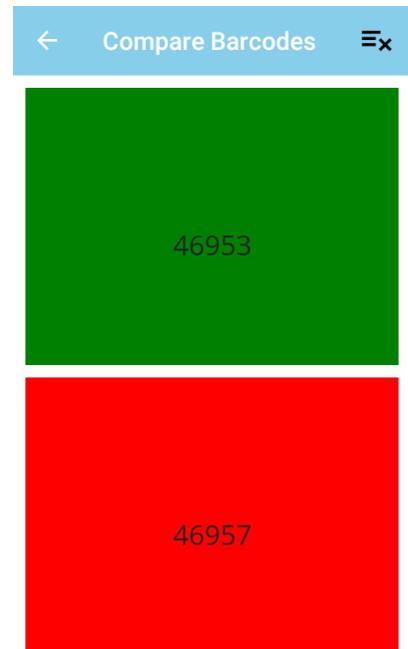


Figure 56

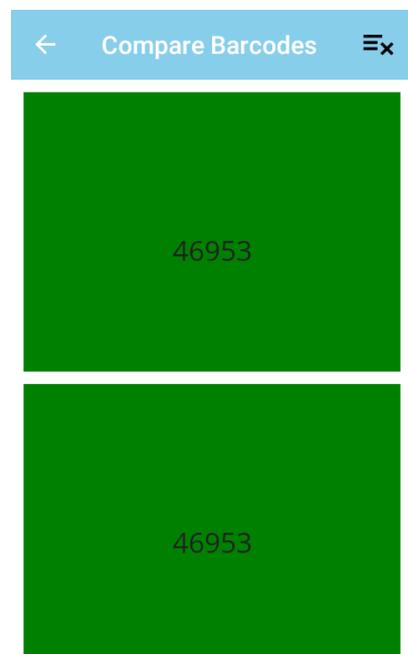


Figure 57

7.8 Data sync

Please refer to the section [DataSync](#)

8. Using the Search List

To manually search and select location, product, cost centre, imprest list, imprest location and imprest product from the list, use the function key that allocated on the entry screens or tap on the field. When list appears, you can search or filter the list by typing text in the provided search field.

Swapping the list downwards will refresh the list. Initially 50 items show, press **Load More** button to load more items.

Tap on the desired item on the list, it will be selected and displayed on the entry screen where the list was called.

To clear the filtered list, tap on the X icon that appears when you start typing. Minimum 3 characters are required to beginning search in the list.

Scanning is also available on each list screen to filter the list. If a single item found after scanning, it will be selected automatically and will return to the previous screen.

Shortcut keys:

F8 Show/Hide On-Screen Keyboard

Escape Exit to the previous screen without selection

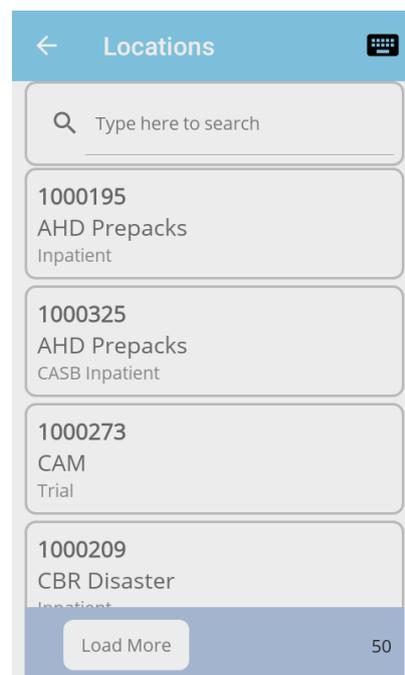


Figure 58



9. Configure Server Settings

To connect a new device to the InStock Admin server, use the menu from the top left corner of the main screen, select the menu → settings → server settings. Here you can add settings manually or scan QR Code from the Admin Console.

To add manually, tap the plus icon or press F9 from the MC3300x keyboard then enter the new server details make the setting as active and save it.

To scan QR Code, scan Network Settings QR code from the admin console app and select Yes when it prompts. The device will then appear in the Devices Panel on InStock Admin Console.

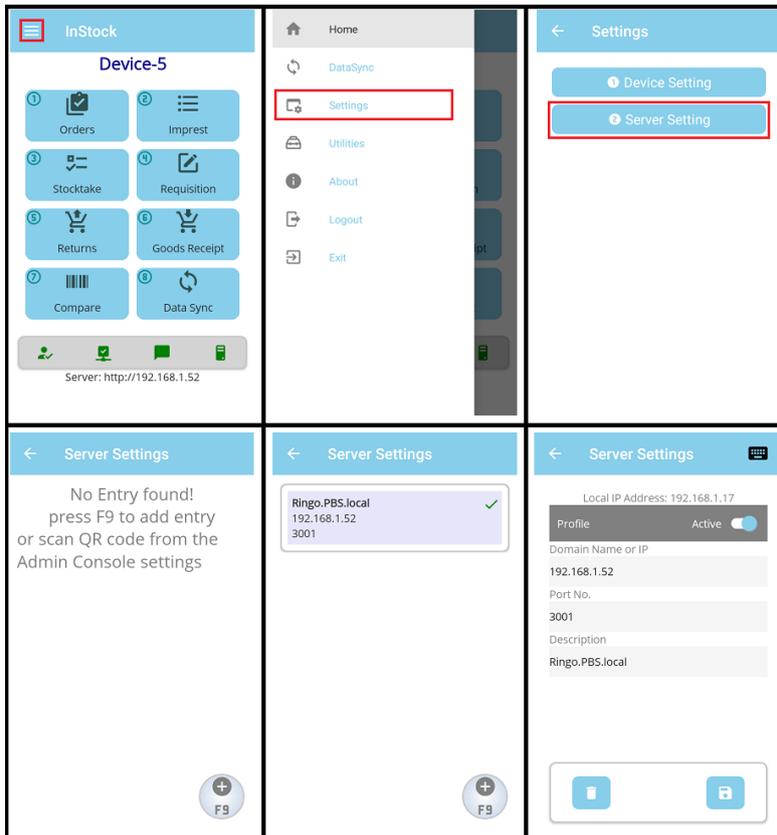


Figure 60

It is possible to use the same device across multiple servers, however only one server can be connected at any one time. If the active toggle is set to on, that will be the default server for that device.

10. Reference Data

Reference data files needs to be copied on the configured **Download** folder, the valid reference files will be loaded by the server and then will be available for devices.

10.1 Valid Reference Data files - available for download to the scanner device.

The following text files are made available for transferring to the scanner device. These are created by the i.Pharmacy application. Some of the columns may not require by the device, and may be omitted. Any columns of this type have been prefixed with an asterisk, and greyed out.

10.1.1 Imprest Locations table

Filename: **imp_loc.txt**

Imprest Location lookup table used to display the imprest location description. Some sites may have the same value in both columns. The ImprLocn_ID is the unique identifier for the row.

Field Name	Type	Length	Contents
ImprLocn_ID	Alpha/Num	10	Imprest Location identifier
ImprDesc	Alpha/Num	20	Imprest Location description

10.1.2 Imprest List table

Filename: **imp_id.txt**

Imprest List identifier lookup table used to display the imprest list description.

Field Name	Type	Length	Contents
ImpList_ID	Alpha/Num	10	Imprest List identifier
CostCent_ID	Alpha/Num	20	Cost Centre identifier
ImpListDesc	Alpha/Num	20	Imprest List description
*Current_ind	Alpha	1	Current identifier. This will be either a 'Y' or 'N' (Only current rows should be downloaded)

10.1.3 Imprest Item table

Filename: **imp_item.txt**

Imprest item lookup table used to validate the product exists within an imprest location.

Field Name	Type	Length	Contents
*CostCent_ID	Alpha/Num	20	Cost Centre identifier
ImprLocn	Alpha/Num	20	Imprest Location identifier
*Prod iT	Character	1	Always 'P'
Prod_ID	Character	13	Barcode of product
*Quantity	Alpha/Num	13	Number of UOM's identified as the resupply amount

*UOM	Character	13	Product Unit of Measure on imprest (e.g. 'Box')
*Shelf_level	Alpha/Num	20	Optional, additional identifier to help locate the product
*ImprestListDesc	Alpha/Num	40	Imprest list description.
Implist_ID	Alpha/Num	10	Imprest List ID

10.1.4 Store Location Table

Filename: **str_loc.txt**

This is the Store Location lookup table, downloaded to the PDE and used to validate/display store location data.

Field Name	Type	Length	Contents
StoreLoc_ID	Alpha/Num	8	Store Location identifier Format 99999999
StoreLoc_desc	Alpha/Num	20	Store Location description
Store_name	Alpha/Num	40	Name of the store holding that location

10.1.5 Cost Centres

Filename: **cst_cntr.txt**

Cost Centre lookup table

This is used to validate/display cost centre description.

Field Name	Type	Length	Contents
CostCent_ID	Alpha/Num	10	Cost Centre identifier
CostDesc	Alpha/Num	40	Cost centre description

10.1.6 Product file

Filename: **product.txt**

This holds the full product list detail required for the application.

Field Name	Type	Length	Contents
Prod_ID	Alpha/Num	10	Internal, sequential code used by i.Pharmacy to uniquely identify the product.
Prod_qid	Alpha/Num	10	Quick code
Prod_shrt	Alpha/Num	10	Short code
Generic	Alpha/Num	255	Chemical name of product
Strength	Alpha/Num	15	Drug strength
Form	Alpha/Num	10	Product form (eg TABLETS)
PackDesc	Alpha/Num	13	Pack description
Brand	Alpha/Num	30	Trade name
*Inv_Uom_ID	Alpha/Num	10	Inventory UOM identifier
*Inv_UOM_desc	Alpha/Num	10	Inventory UOM description
*Pk_Uom_ID	Alpha/Num	10	Pack UOM identifier
*Pk_UOM_desc	Alpha/Num	10	Pack UOM description
*Site_sid	Numeric	10	Site identifier

10.1.7 Product UOM + EAN code file

Filename: **prod_uom.txt**

File for finding Unit Of Measure cod and description, as well as the EAN code associated with the product.

It should be noted that the EAN code is associated with the unique combination of Prod_ID and Uom_ID values. Product can have several UOM's, each of which can have a different EAN code. i.e. Panadol 100Mg capsules could come in boxes of 24 or 100, each box having a different EAN and Uom_ID, but the same Prod_ID.

Field Name	Type	Length	Contents
Prod_ID	Alpha/Num	10	Internal, sequential code used by i.Pharmacy to uniquely identify the product.
Uom_ID	Alpha/Num	10	Unique code for Unit Of Measure
Uom_Desc	Alpha/Num	40	Unit of measure description
EAN_code	Numeric	13	EAN code for the product
*Unit_in_Pack	Numeric	13	Number of units in a pack
*Site_sid	Numeric	10	Site identifier

11. Transaction Data Exported by Device

Transaction data files exported from the devices will be available on the configured **Upload** folder (here the {deviceName} is the name of the device who uploaded the file). All other files i.e. log file, database and screen shots from the device will be copied here.

12. Device Files (logs, database, screenshots)

Files other than transaction uploaded by devices, will be stored in the C:\InStock\Upload\{deviceName} folder (here the {deviceName} is the name of the device who uploaded the file).

13. Troubleshooting
