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Important Notes

Read This Page!

Read the rest of the pages, too, but ignoring these notes will cause your device and software to not work.

1. At the time this document was written, August 3, 2010, there was no version of Palm® Desktop that works with Windows 64 bit operating systems and syncing via the cradle or cable.
2. Install Palm® Desktop to its default location or the import software will not be able to automatically detect your Palm® databases.
3. To avoid HotSync issues, if you have more than one device, make sure that each device gets a different user name. Follow the steps on page 11 to change the device user name. **LIMIT THE USER NAME TO 5 (five) CHARACTERS** – not 6, not 7, not even 10.
4. You should perform your physical inventory on one location at a time, making sure to count every item within this location. Don't perform a partial physical inventory because this will lead to missed items, double counted items and confusion.
5. DO NOT scan items from different locations at the same time. You must complete one location, import it, then clear the database from the Palm® device following the steps on page 10.

Requirements and Software Installation

If you've had previous versions of the Palm® scanning software, be sure to remove it from the Palm® device, the PC and your Execu/Tech software menu BEFORE INSTALLING THIS VERSION. The current version IS NOT compatible with previous versions.

The Execu/Tech Systems, Inc. ET Scan v2.0 software allows you to perform a physical inventory away from your POS terminals. You can scan the items on using a small PDA type device and enter the quantity for each item. After you've scanned your items, sync the device with a POS terminal and import the database. This saves time and helps to ensure that the data is as accurate as possible.

The Device Requirements:

- Janam or other device running Palm OS® version 5 or higher.
- Symbol® compatible bar code scanner built in.
- Palm® Desktop software.

The ET Scan software:

- ETScan.prc
- NSBSymbolLib.prc
- Either NSBRuntime.prc or NSBRuntimeARM68K.prc (for ARM processors)

The Inventory Import software:

- PalmSync.exe
- PalmBD.dll
- Inimptxt.cob

The first step is to install the Palm® Desktop software on a single POS terminal. This will be the terminal on which you will ALWAYS sync. Never sync on more than one terminal. The software CD should be provided with the devices and you should refer to the installation manual provided by the device, as this is not Execu/Tech software and we cannot support it. Be sure to install Palm® Desktop to the default location of c:\Palm or the import software will not be able to automatically find the Palm® databases.

The next step is to install the ET Scan software on the device. If the devices were purchased from Execu/Tech, the software should be already installed, but in the event of a hardware reset or if the devices were purchased somewhere else, here are the steps.

The ET Scan software should have been included with this manual. If you can't locate the software, contact Execu/Tech and we will email the programs to you. After you've located the software, use whatever software installer was provided by your device manufacturer to install the files listed under **The ET Scan software**.

Requirements and Software Installation

It doesn't matter which order the files are installed, but all are required. If Palm® Desktop has been installed successfully, Windows should recognize the files ending in ".prc" and will queue them to be installed if you double-click them. The actual installation takes place when you sync the Palm®. If your device uses a cradle or cable with no sync button, you may be required to run the sync program on the Palm® by clicking the icon on the device's desktop. NSBSymbolLib.prc is a driver for the bar code scanner and etscan.prc is the Execu/Tech software which records and saves the scanned items. Finally, NSBRuntime.prc or NSBRuntimeARM68K.prc is another driver you need and you should install the driver appropriate for your device. After installing the software on your device, you should have a new icon on the home screen that looks like the image to the right.




Next, copy the three programs, PalmSync.exe, PalmDB.dll and inimptxt.cob, to the Execu/Tech Systems, Inc. software folder. These files should be located on the ET Scan software CD, but can be obtained by contacting Execu/Tech. After these programs have been installed, you will need to make a modification to the menu via the file MENU.FIL. The following lines will need to be added to this file using Notepad:

```
1301Import Palm Inventory (Step 1)                S  IPALMSYNC.EXE
1301Import Palm Inventory (Step 2)                INIMPTXT      I
```

If you're not comfortable editing MENU.FIL, contact Execu/Tech and have us do it for you. If you're going to attempt to add these lines, there are a couple things you need to know. The lines need to be added in the Inventory section which is typically section 13. The first two digits of the line tell you the section. If you've modified your menu from the default menu, you should place these lines in their appropriate place, making sure that the section (first two digits) is correct for the section in which you are placing them.

The final step is to register the control, PalmDB.dll. This can be done through the Execu/Tech software by clicking **File**, then **Special**, then **Register Programs and Controls**. If this step isn't performed, you may receive an activeX error after selecting a database to import. If you can't find **Register Programs and Controls**, contact Execu/Tech support for assistance.

Starting the Software

To begin using the software, touch the icon. 



ET Scan v2.0 is designed so that most functions can be performed without the use of your stylus.

The first time you use ET Scan, you will see the screen to the left. This is the Inventory Scan screen and is where you scan the bar code of the inventory item and type the quantity counted.



If this is not the first time the device has been used, you might see a message similar to the one on the right. This message is telling you that there are 36 items in the database. This means that 36 items were previously scanned, but not deleted.

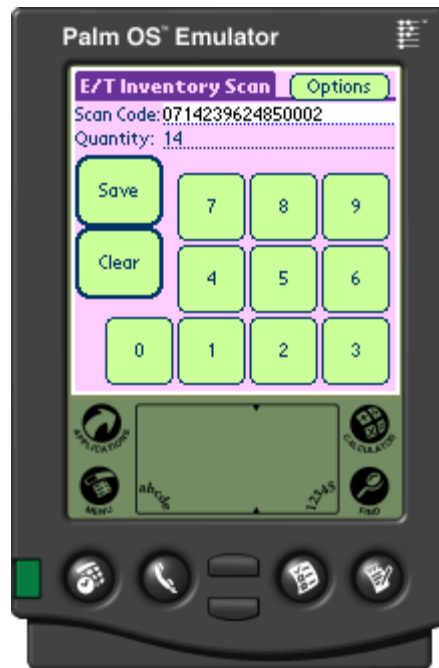
If the database has already been synced, you should delete the database so that items won't be duplicated. If the database has not been synced, and this is a continuation of a physical inventory, do not delete the database.

Scanning Items

Scanning the items into the device and entering the quantity is simple. You will press the SCAN button on your device and point the scanner at the barcode of an inventory item. If the item won't scan, you can use your stylus to enter the code via the Graffiti Writing Area or the popup keyboard, initiated by tapping the letters or numbers in the Graffiti Writing Area.

After scanning the bar code, you use the numeric touchpad to enter the quantity of items you've counted. If the quantity is 0(zero) you must enter 0(zero). After scanning the item and entering the quantity, press the **Save** button. If the **Scan Code** or **Quantity** fields are blank, you will receive an error. If you've made a mistake, press the **Clear** button and the **Scan Code** and **Quantity** fields will be cleared. If you attempt to access the Options menu without first saving or clearing, you will receive an error.

A proper scan with quantity entered will look similar to this:



What about the decimal point? If you need to enter a decimal point, tap your finger once into the Graffiti Writing Area. You might need to use your fingernail or, if that doesn't work, the stylus.

All that's left to do at this point is press **Save** and scan the next item. Now, on to the Options menu.

Options Menu



The Options menu gives you access to three different functions within the software. From any of the following screens, the **Back** button will take you to the previous screen

Save and Exit

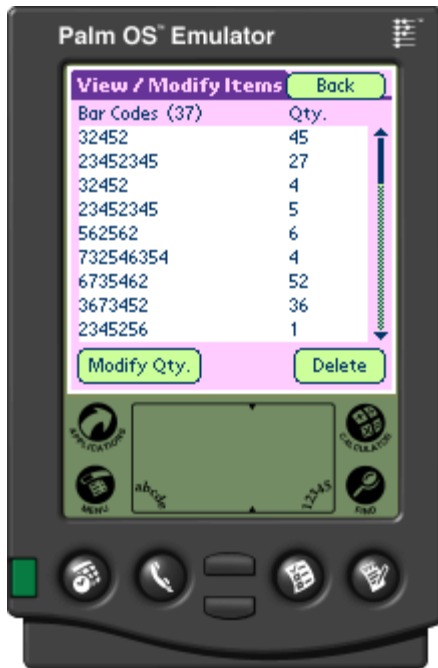


This is the first option, Save and exit. Each item is actually saved into the database each time you save it, but the program should be exited in this manner to ensure a clean closing of the database and to prevent someone's curiosity from causing problems.

When you press Save and exit, you are prompted with the total number of items saved. When you press the Ok button, the program closes. If there are no items in the database, you will be told, also.

You can also use this method to exit the software if you start it but don't scan any items.

View, Modify and Delete



The second option allows you to view, modify or delete any of the scanned items.

The total number of scanned bar codes is shown in parenthesis and you can review the items by using the scrollbar on the right side of the screen. You are shown the bar code, to the left, and the quantity, on the right.

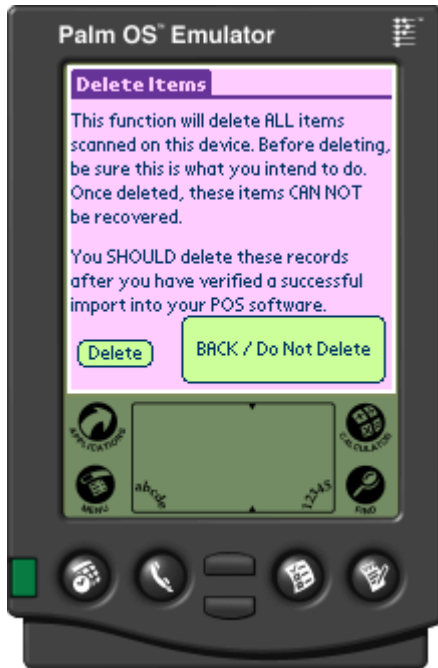
To modify or delete an item, select the item in the list, by touching it and then touch the appropriate button, either **Modify Qty.** or **Delete**.

To delete an item, simply touch the **Delete** button and it will be removed from the database.



To modify the quantity of an item, touch the **Modify Qty.** button and enter the new quantity just like you would on the Inventory Scan screen.

Delete All and Exit – Clearing the Database



The third option will delete ALL items in the database and exit the software. Read the screen!

This step **CAN NOT BE UNDONE**. If you accidentally delete, we **CAN NOT RECOVER THE DATA** for you. After pressing the Delete button, you will be prompted to verify.

Deleting all of the items in the database should be done after you have verified a successful import of the items in the database.

You may also delete all of the items in the database if you are confident that the data is not needed and you wish to start over.

Reset User Name

You might find that your HotSync isn't working. This often happens because your Palm® device has the wrong User Name or the User Name has been corrupted. You can check the name using HotSync. Start HotSync and you should see your User Name in the top right. In your Palm® Desktop software, check the names listed in the drop down list in the upper right labeled **User:** If there is a blank line, or the names displayed aren't the right ones, you can delete them and reset your Palm® device. Click Edit Users from the drop down list and delete the names you don't use as well as any blank names. Leave the names you do use or create new ones if they don't exist.

Once the Palm® Desktop software displays the correct names, it's time to reset your Palm® device and select the correct name for it. These are the steps to reset the User Name in your Palm® device:

1. Start the Memo Pad application.
2. Select New.
3. Using the stylus, draw the shortcut character in the Graffiti Writing Area.

**ShortCut
character** 

4. Enter a period in the Graffiti Writing Area.
5. Enter the number 5 in the Graffiti Writing Area.

The characters should vanish from the screen. Start HotSync and you should see your User Name in the top right. If the reset worked, it will be blank. The next time you sync, Palm® desktop will ask you to select a User Name.

Importing the Database

After you've finished your physical inventory for your store or location, you can move on to the next step, which is importing the database. The import consists of 3 steps:

1. HotSyncing the devices.
2. Copying and converting the database.
3. Import Palm Inventory.

Steps 2 and 3 should be in your Execu/Tech software inventory menu. If these options aren't there, call support and we will make sure it gets there.

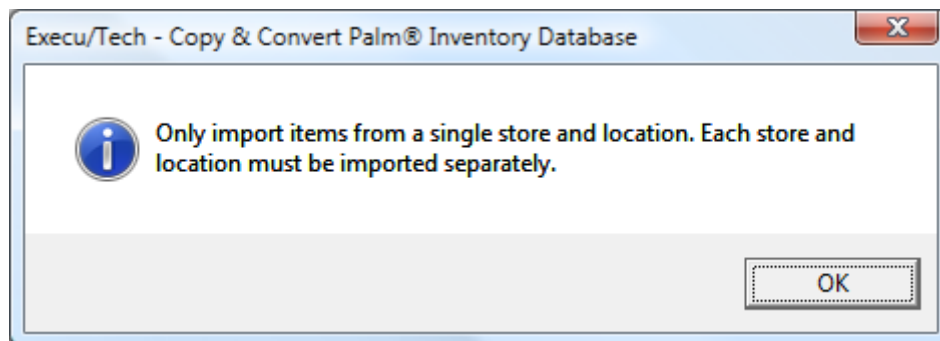
HotSync

First, you should read ALL documentation that came with your device. This will fully explain the HotSync procedure. Here is a brief outline:

- Make sure the HotSync Manager is running on the computer with which you are syncing. Refer to your Palm® Desktop software documentation if you're not sure what to look for.
 - Connect your device to the computer with which you are syncing. Refer to your device documentation if you're not sure what to look for.
 - Turn on the device and press the HotSync icon to start the HotSync procedure. Be sure the correct connection is selected, though it should default to the correct one. Click the large icon in the center of the screen to HotSync. You will be informed if the HotSync was successful.
-

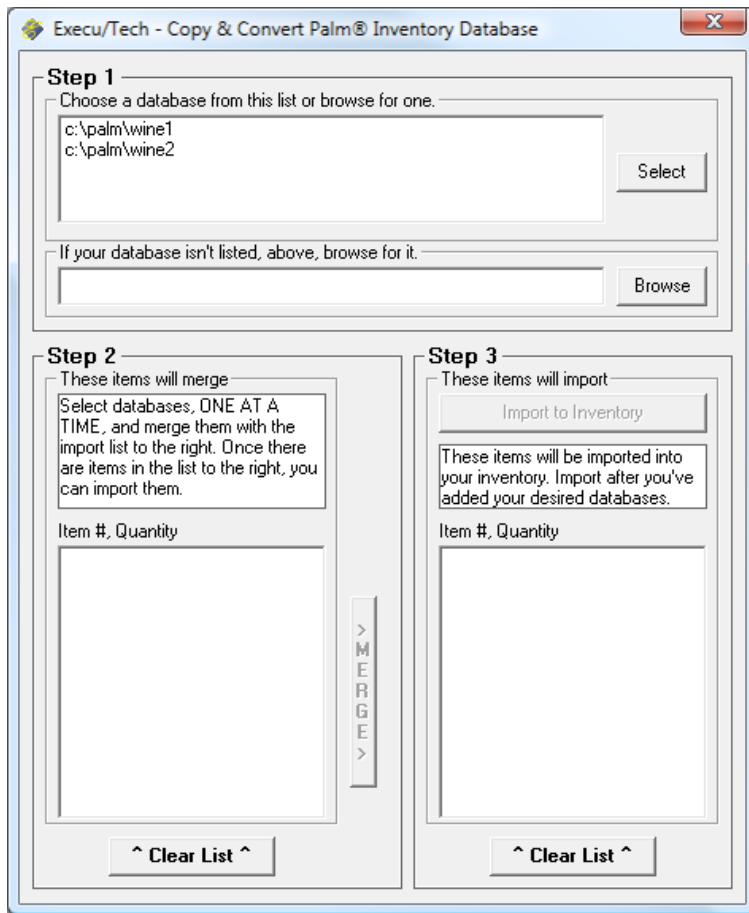
Copy & Convert Palm® Inventory Database

Select **Import Palm Inventory (Step 1)** from your inventory menu. The first thing you'll see is a message box.



Import Palm Inventory (Step 2) will import all of the synced items into a single store and location. If you have more than one store or location you must import them separately and update the inventory batches separately. Click the **OK** button to go on with **Import Palm Inventory (Step 1)**.

Copy & Convert Palm® Inventory Database



This is where you select the database, or multiple databases, to import. Assuming you've installed Palm® Desktop properly, and synced devices with inventory items in their database, you will see these databases listed in the **Step 1** list box. They are identified by the device user name – in this example **wine1** and **wine2**.

If you don't see any databases, then either items 1, 2 or 3 on page 3 (Important Notes) apply, or no items were in the database on the device when it was synced. If Palm® Desktop wasn't installed to the correct location, you may search for the database by using the browse function, though we strongly urge you to reinstall Palm® Desktop to the correct location. This will make everyone's job easier.

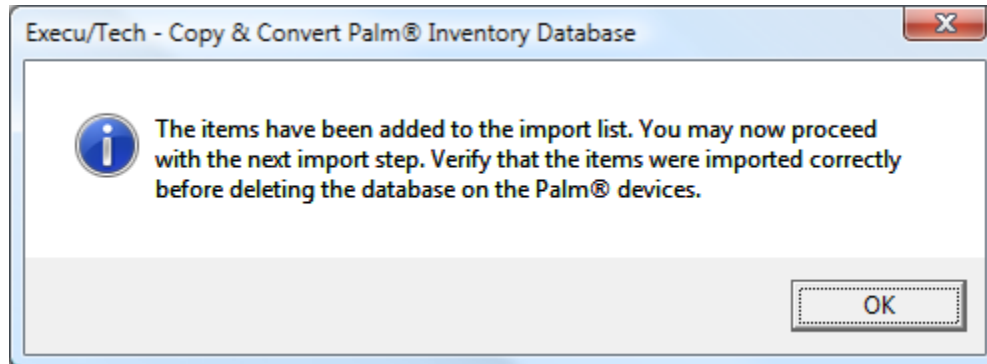
Click on one of the databases and then click Select. The selected database will be removed from the list and the items contained in the database will be displayed in the **Step 2** list box. Review these items to be sure they are what you intend to import. You will only see the bar code and the quantity in the list box.

If you are sure these are the items you want to import, click **MERGE** and the items will move from the list box at the bottom left to the **Step 3** list box. If you want to import additional databases, select another one from the **Step 1** list box and review it in the **Step 2** list box. You can then click **MERGE** and the items will be added to the **Step 3** list box. Repeat these steps as many times as needed.

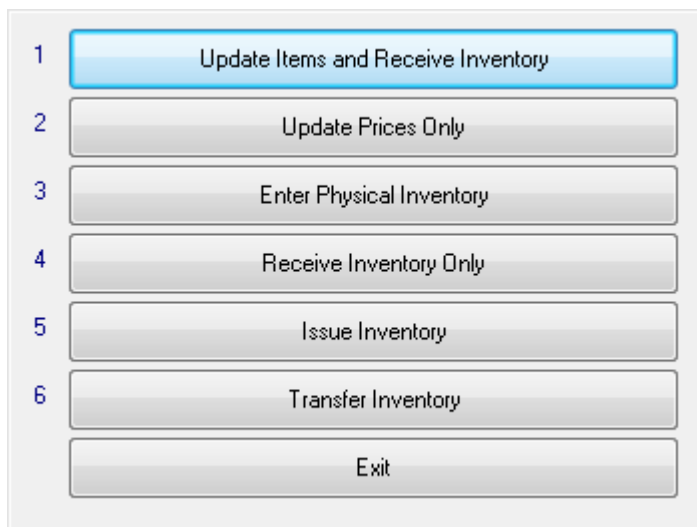
If you select the wrong database, click Clear List under the appropriate list box. Clearing the list box in Step 3 will reset the database list box in **Step 1**

Copy & Convert Palm® Inventory Database

Once you have added the databases to the **Step 3** list box, click **Import to Inventory**. This reads the databases and converts them to a database readable to the Execu/Tech Systems, Inc. software. After the databases are converted you will see another message box.

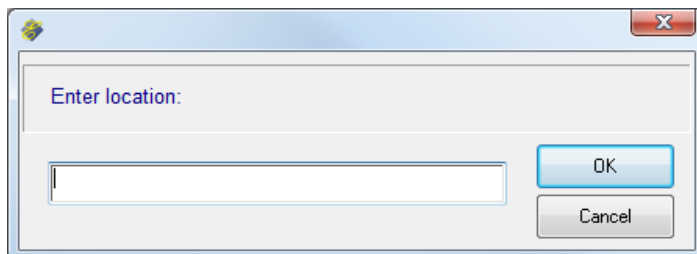


Import Palm® Inventory



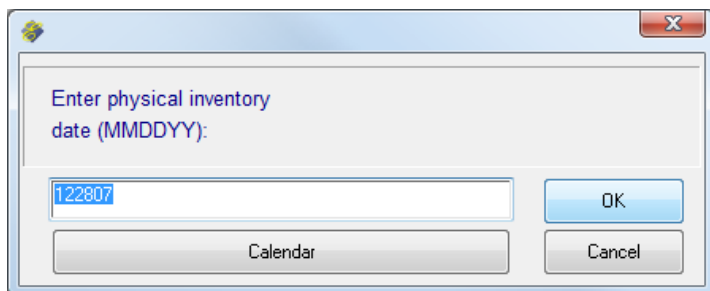
Option 1 and **2** are not used in this feature
Option 3, Enter Physical Inventory - Overwrites the current inventory values with the “scanned” quantities.
Option 4, Receive Inventory Only – Adds to the existing inventory quantities on-hand
Option 5, Issue Inventory – Subtracts from the current on-hand inventory balance
Option 6, includes an additional “location prompt” to allow you to moved the scanned items from the scanned inventory location to a new inventory location.

Below is a description of the steps for using **Option 3**, all options on the screen work in the same way, for that reason only option 3 is described.

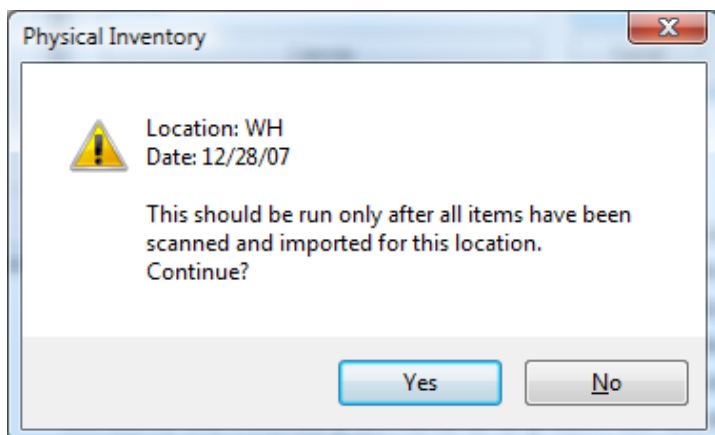


You will be asked to enter the inventory location that you wish to update. This prompt is asking for the inventory location code that is referenced in the system for the item category you just imported.

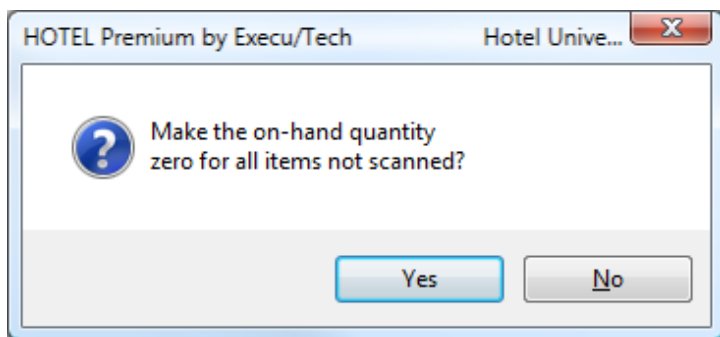
Import Palm® Inventory



The next prompt ask for the DATE on which this inventory is being taken.



After entering the date, you see this prompt. It's warning you that you should be importing all items for a single location at one time. You should scan ALL items in a particular location and merge and import all Palm® devices containing items for this location before importing.



After answering Yes to the previous prompt, you will see this prompt. If you've scanned every item that exists in this location, this will cause the software to set every item that wasn't scanned, in this location, to zero. This is useful when out of stock items aren't available to scan, so you are unable enter a zero quantity for them. In the event that you've performed a partial count, meaning that you did not count all items in a particular location, you should answer No.

After answering the previous prompt, any items that were invalid for the specified location will be printed. Since these items are not set up to exist in the specified location, they will not be updated in inventory. If these items should be in the specified location, please make sure that you list the location in the inventory item setup.

Once all of these steps have been completed, review your inventory batch and update it if no adjustments are needed. You may now proceed with importing additional locations and stores. Make sure you clear the Palm® database, if needed, following the instructions on page 10.

Bug Fixes

v2.1

- Pressing the "Modify Qty." button before selecting an item caused the device to lockup, requiring a hard reset.
- Pressing the "Delete" button before selecting an item caused the device to lockup, requiring a hard reset.

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