entrée.UPC

System Guide

.UPC Version 3

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Covers System features of entrée.UPC and support in the main entrée system.

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Chapter 1

Contact NECS

1 Contact NECS

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Chapter 2

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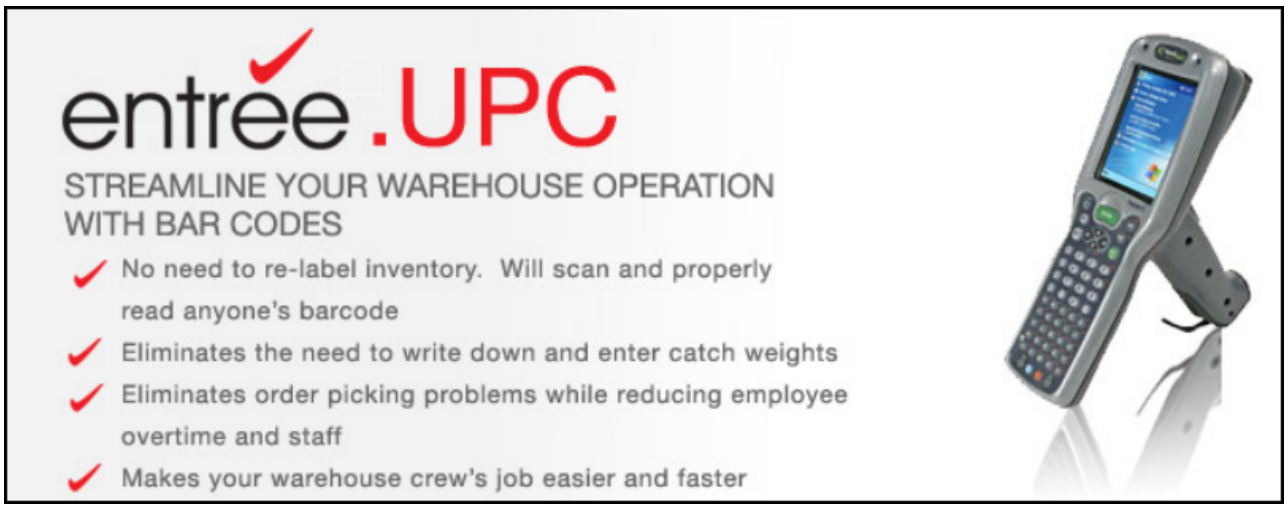
entrée.UPC V3

Chapter 3

Welcome to entrée.UPC

3 Welcome to entrée.UPC

Welcome to **entrée.UPC**, an add-on module for the **entrée** food distribution system. The **entrée.UPC** system allows distributors to automate their warehouse and shipping procedures by using bar code scanning. This guide will help you get up and running with the **entrée.UPC** system.



Bar codes are being used everywhere. Most of us encounter bar codes as part of everyday life: at the grocery store, the department store and other retailers. Many large corporations are also putting bar codes on the products that they sell at the wholesale level. Why? Because bar codes provide a quick and consistent means for identifying any product to which a label can be affixed, which is really just about anything. For instance, at the check-out lines in the grocery store, the cashiers no longer have to key in the price of each item. They simply pass the UPC label over the scanner. Immediately the item is identified and the price is added to your bill. UPC labels are a highly simplified example of how bar codes can be used.

Being able to read and interpret several different bar code systems has great potential to save time and, especially, improve accuracy.

As a food service distributor you have probably noticed the increased presence of bar codes on the products that you buy and sell. But you are probably aware that, unlike the retailers who are using UPC labels, there is no industry-standard bar code currently in use at the wholesale level. Each of your vendors has their own particular variation of bar code label. The sad thing is that everyone really has the same goal: provide a simple, consistent mechanism to record and report information about a unit of product. The information included in many bar code labels is not only item identification (as in UPC) but also various combinations of unit weight, lot number, packaging date, expiration date and other information.

Being able to make use of existing bar code labels has great potential to save time and, especially, improve accuracy. This is particularly true when dealing with catch weight items. But those of your vendors who use bar codes have usually developed a system centered on their own needs without much concern for "the greater good". As a result, developing a system capable of reading and interpreting several different bar code systems presents quite a challenge. At NECS we feel that the system you have just purchased is equal to that challenge.

This manual will provide the instructions and additional information you need to successfully perform the invoicing and receiving functions, and take physical inventories using the various bar codes that your vendors use.

In order for you to get the most benefit from the **entrée.UPC** system you will need to perform a certain amount of preparatory work. One of the most critical tasks is creating and maintaining bar code definitions. A bar code definition can be viewed as a "fingerprint" that describes a particular vendor's bar code label. This fingerprint tells us where various individual data items may be found in the string of data that is encoded on the label, such as item numbers and weight values. As a rule, a bar code definition will need to be created for each of your vendors and, in order to function correctly, each of these definitions must be unique. Creating bar code definitions is covered in **Chapter 2**.

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Chapter 4

entrée.UPC Product Features

4 entrée.UPC Product Features

NECS designed our **entrée.UPC** add-on software module to bring the power of bar codes to your food service operation. The cost savings that **entrée.UPC** will bring you in the form of a reduced warehouse and office staff, speed and accuracy, will pay for itself in a very short time. NECS customers who have upgraded their warehouse operations to bar code scanning, would never think of running their warehouse any other way.

The **entrée.UPC** system will organize and streamline three key areas of your warehouse management:

1. Receiving of Inventory
2. Picking and Loading Customer Invoices
3. Physical Inventory

entrée.UPC operates with WIFI based, wireless hand held computers running Windows Mobile 5 or later.

Benefits for Your Business

Once installed, the following are a few of the benefits you'll experience right away:

- Will scan any bar code label and works with non-bar coded product. It will even print bar code labels for you.
- Catch weights, shortages and other adjustments are made on the scanners, without the need of your office staff to edit the invoice.
- Orders are picked and on the way to the customer with accurate invoices in a fraction of the time it takes you now.
- Serve your customers faster through improved productivity in the warehouse and front office.
- Eliminate order picking errors, including over/under ships, wrong item ships, etc.
- Improve employee morale with a user friendly tool that helps them do their job easier and faster.
- Improve your reputation for reliability by having accurate orders that go out correctly the first time.
- Eliminates customer undercharges.
- Reduces customer order shortage claims.
- Reduces customer "special runs" to correct critical order errors.
- Reduces excessive employee overtime and even warehouse staff.
- Catch weights are scanned, making it unnecessary for office to manually enter.
- Makes theft visible and risky.

Bar Code Definitions

As a food service distributor you have probably noticed the increased presence of bar code labels on the products that you buy and sell.

But you are probably aware that, unlike the retailers who are using UPC labels, there is no industry-standard bar code currently in use at the wholesale level. Each of your vendors has their own

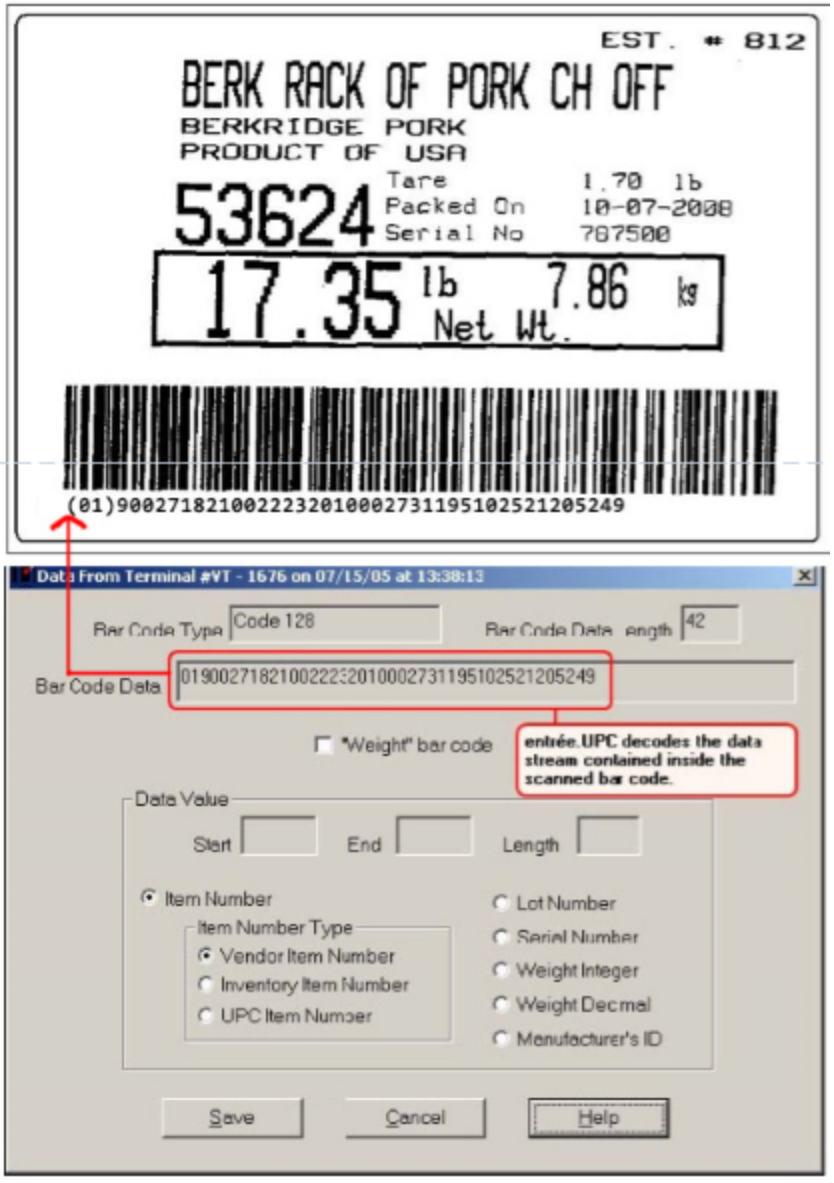
particular variation of a bar code label.

As a result, NECS developed the 'Bar Code Definitions' utility, so that you can easily deal with the many variants' of label styles between your vendors.

The 'Bar Code Definition' can be viewed as a 'fingerprint' that describes a particular vendor's bar code label. This fingerprint tells **entrée.UPC** where various individual data items may be found in the string of data that is encoded on the label, such as item numbers and weight values.

When defining a 'Bar Code Definition' for your vendors, you can specify the:

- Item Number (UPC, Vendor's Item Number or your Item Number)
- Lot Number
- Serial Number
- Unit Weight
- Manufacturers ID
- Production Date



Receiving Features

Your flow of inventory starts with the Receiving process into your warehouse and this is where you'll see the first benefits of using entrée.UPC.

As inventory is accurately received and your purchase orders are updated, what used to take multiple steps, now quickly takes you only one.

- Stops receiving errors on purchase orders.
- Print a copy of weights / qty scanned and compare to suppliers invoice.
- Stops supplier overcharges.
- Cuts employee overtime and labor.
- Makes theft visible and risky.

Invoicing, Picking & Loading Features

Automating the process of picking and loading product for customer invoices is where you'll see the most immediate and outstanding benefits when you start using **entrée.UPC**.

It saves time in the warehouse and even the office, as catch weights, shortages, and other adjustments are made on the scanner, without the need for your office staff to edit the invoice.

Orders are picked and on the way to the customer with accurate invoices in a fraction of the time it takes you now.

- Serve your customers faster through improved productivity in the warehouse and front office.
- Eliminate order picking errors, including over/under ships, wrong item ships, etc.
- Improve employee morale with a user friendly tool that helps them do their job easier and faster.
- Improve your reputation for reliability by having accurate orders that go out correctly the first time.
- Eliminates customer undercharges.
- Reduces customer order shortage claims.
- Reduces customer 'special runs' to correct critical order errors.
- Reduces excessive employee overtime.
- Catch weights are scanned, making it unnecessary for office to manually enter.
- Makes theft visible and risky.

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Chapter 5

entrée.UPC Adminstrator Features

5 entrée.UPC Adminstrator Features

The **entrée.UPC Administrator** application is used to maintain **entrée.UPC** and is run on the host computer via this desktop icon.

- The **entrée.UPC Administrator Utilities** menu displayed here is where you access the features for maintaining the data files.
- The **entrée.UPC Administrator Edit** menu.
- The **entrée.UPC Administrator View** menu.
- **Updated "Purge entrée.UPC data files" Utility:**

The **Purge Options** dialog has been updated to include a design similar to what is used in the main **entrée** system with "current" and "history" file purge options. During the purge operation you can choose when to permanently purge information from your system. This final purge defaults to a cutoff of two years. Since the data retention period for some products is as short as six months, the purge value can be changed to retain more or less data as required for your business.

Purges & the Bioterrorism Act of 2002

The Bioterrorism Act of 2002* authorizes the Secretary of HHS, acting through the FDA, to issue regulations to protect the Nation's food and drug supplies against bioterrorism and food-borne illness. The data retention requirements of the Bioterrorism Act specify that product-tracing data must be retained for as long as two years for certain types of products. Keeping two years of scan data in your active data file would degrade the performance of the scanning process so in version 3 we created a new design that pushes the older data into a "history" file. This designs keeps the size of the data files used for day-to-day activities to a manageable size while meeting the data retention requirements in a readily available historical data file.

*Source **www.fda.gov - Bioterrorism Act**

Utility to Edit Bar Code Definitions

The Edit bar code definition utility opens the **Create/Edit Bar Code Definitions** dialog box. Your options are:

1. **New** - To add a new bar code definition.
2. **Edit** - To modify an existing bar code definition.
3. **Delete** - To remove an existing bar code definition.

The Bar Code Definition Properties dialog will be used to edit or create new definitions. You will enter or edit information in 3 tabs: Description, Data Locations - Page 1 and Data Locations - Page 2.

Once you click **Edit** the Description tab with the new **List Definitions** button will be displayed (see page 8 for more information about List Definitions).

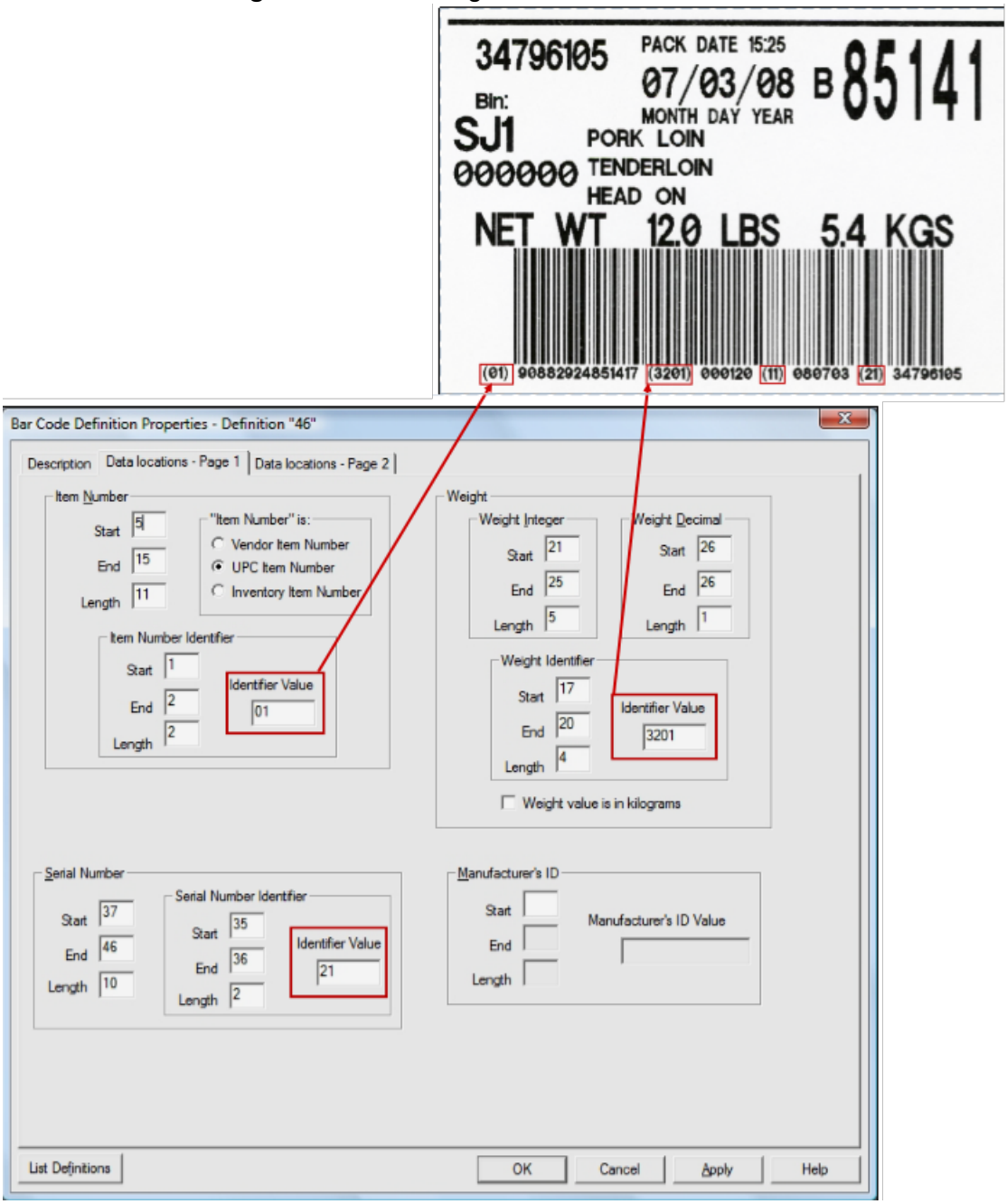
You have these fields from the GS1 Bar Code standard to enter in the **Description** tab:
Bar Code Identifier, Bar Code Type, Bar Code Value, Bar Code Description, Data Length, Associated Weight Bar Code and Associated Lot Number Bar Code.

Edit Bar Code Definition Utility

The “Edit bar code definitions” utility **Data Locations - Page 1** tab contains the following information: Item Number, Serial Number, Weight and Manufacturer ID locations which are identified and defined on this tab.

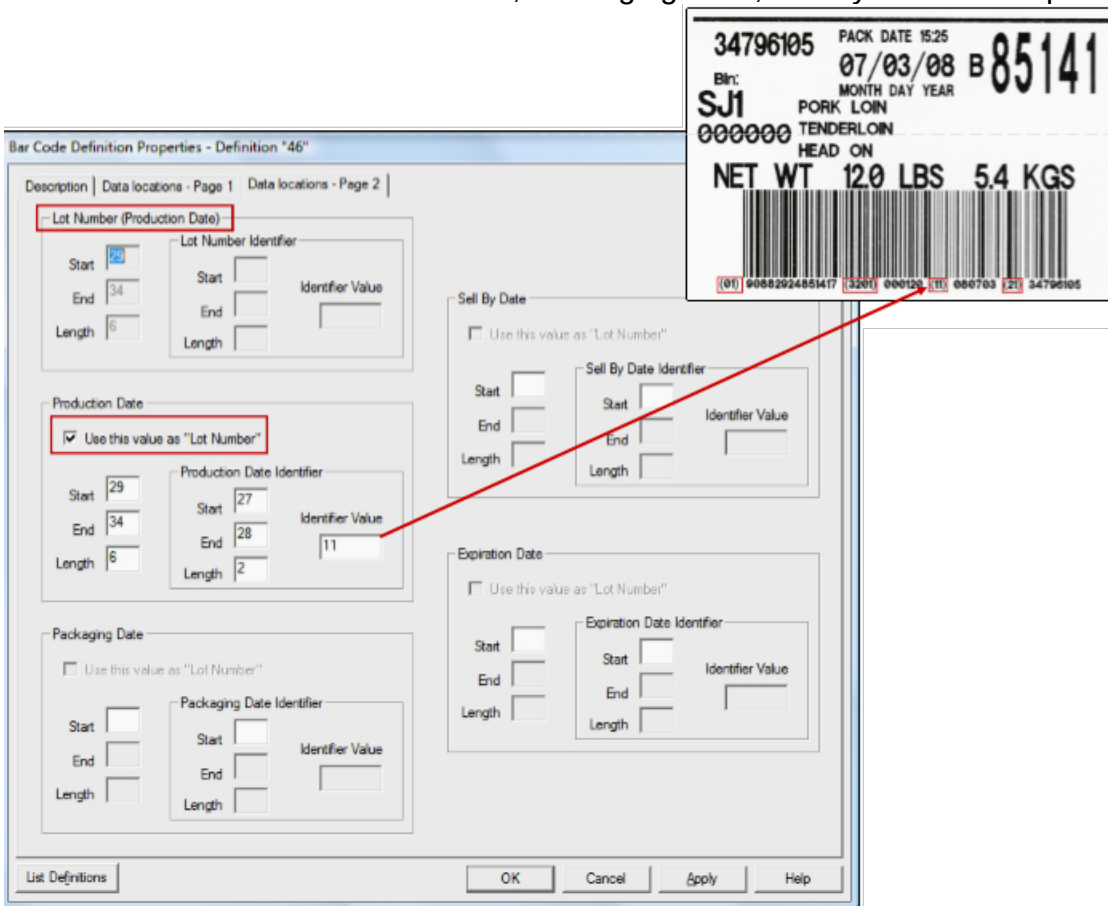
The label on the right uses the GS1 Bar Code standard. The Application Identifier fields, which are always enclosed in parenthesis, have been outlined in red.

You can see three of the Application Identifier field values in the GS1 bar code label defined in the **Data Locations - Page 1** tab in the image below.



For more information about the GS1 Bar Code standard and Application Identifiers in this **Creating Bar Code Definitions**.

Below is the **Data Locations - Page 2** tab which supports four new date values in the GS1 Bar Code standard: Production Date, Packaging Date, Sell By Date and Expiration Date.



Lot Numbers

Since one of these dates can either officially or unofficially be used as the item's "Lot Number", the field definitions for these date values include a check box which allows you to designate one of them to be recorded as the "Lot Number" value for the scan (the images show the relationship between the GS1 bar code label Application Identifier field and the Production Date definition).

The system will record the “Lot Number” and “Serial Number” information in the bar code data when scanned if the fields exist ***and*** if the fields are specified in the bar code definition.

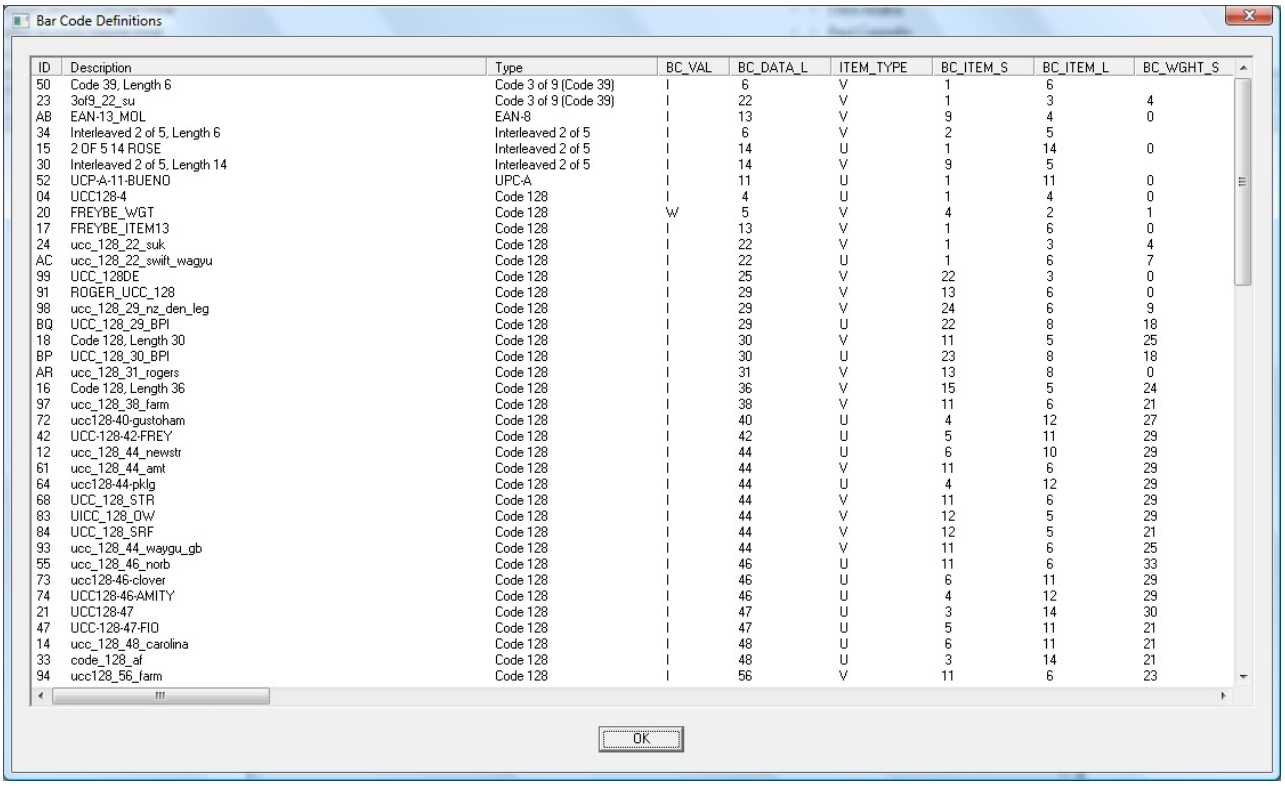
Product Recalls & Bar Code Definitions

A product recall can be issued against any of the data values present in a bar code, so it would be beneficial to define the “Lot Number” field in the bar codes that provide one, along with any of the four date fields listed above. Defining and scanning for this bar code data will enhance your businesses ability to trace all activity on a given product using a report. This enables you to respond quickly in the event of a product recall.

New List Definitions Feature

Below is the “Bar Code Definitions” screen which displays a list of all defined bar codes in your system when you click the **List Definitions** button from the **Edit Bar Code Definition** utility.

The **List Definitions** button allows you to review the properties of all your existing bar code definitions in one screen. You can easily examine bar code definitions for errors or compare bar code definitions to help you resolve conflicts.



ID	Description	Type	BC_VAL	BC_DATA_L	ITEM_TYPE	BC_ITEM_S	BC_ITEM_L	BC_WGHT_S
50	Code 39, Length 6	Code 3 of 9 (Code 39)	I	6	V	1	6	
23	3of9_22_su	Code 3 of 9 (Code 39)	I	22	V	1	3	4
AB	EAN-13_MOL	EAN-8	I	13	V	9	4	0
34	Interleaved 2 of 5, Length 6	Interleaved 2 of 5	I	6	V	2	5	
15	2 OF 5 14 ROSE	Interleaved 2 of 5	I	14	U	1	14	0
30	Interleaved 2 of 5, Length 14	Interleaved 2 of 5	I	14	V	9	5	
52	UCP-A-11-BUENO	UPC-A	I	11	U	1	11	0
04	UCC128-4	Code 128	I	4	U	1	4	0
20	FREYBE_WGT	Code 128	W	5	V	4	2	1
17	FREYBE_ITEM13	Code 128	I	13	V	1	6	0
24	ucc_128_22_suk	Code 128	I	22	V	1	3	4
AC	ucc_128_22_swift_wagyu	Code 128	I	22	U	1	6	7
99	UCC_128DE	Code 128	I	25	V	22	3	0
91	ROGER_UCC_128	Code 128	I	29	V	13	6	0
98	ucc_128_29_nz_den_leg	Code 128	I	29	V	24	6	9
BQ	UCC_128_29_BPI	Code 128	I	29	U	22	8	18
18	Code 128, Length 30	Code 128	I	30	V	11	5	25
BP	UCC_128_30_BPI	Code 128	I	30	U	23	8	18
AR	ucc_128_31_rogers	Code 128	I	31	V	13	8	0
16	Code 128, Length 36	Code 128	I	36	V	15	5	24
97	ucc_128_38_farm	Code 128	I	38	V	11	6	21
72	ucc128-40-gustoham	Code 128	I	40	U	4	12	27
42	UCC-128-42-FREY	Code 128	I	42	U	5	11	29
12	ucc_128_44_newstr	Code 128	I	44	U	6	10	29
61	ucc_128_44_amt	Code 128	I	44	V	11	6	29
64	ucc128-44-pklg	Code 128	I	44	U	4	12	29
68	UCC_128_STR	Code 128	I	44	V	11	6	29
83	UICC_128_OW	Code 128	I	44	V	12	5	29
84	UCC_128_SRF	Code 128	I	44	V	12	5	21
93	ucc_128_44_waygu_gb	Code 128	I	44	V	11	6	25
55	ucc_128_46_norb	Code 128	I	46	U	11	6	33
73	ucc128-46-clover	Code 128	I	46	U	6	11	29
74	UCC128-46-AMITY	Code 128	I	46	U	4	12	29
21	UCC128-47	Code 128	I	47	U	3	14	30
47	UCC-128-47-FIO	Code 128	I	47	U	5	11	21
14	ucc_128_48_carolina	Code 128	I	48	U	6	11	21
33	code_128_af	Code 128	I	48	U	3	14	21
94	ucc128_56_farm	Code 128	I	56	V	11	6	23

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Chapter 6

Technical Requirements

6 Technical Requirements

A dedicated workstation which communicates with your entrée server and the wireless mobile computer / scanners via 802.11 WiFi is required.Workstation is normally placed in your loading dock area.

Software: The latest version of **entrée version 3** or **entrée V4 SQL**.

Workstation Requirements:

- Windows 7 / Windows 8
- Intel 15 or greater
- 4GB RAM
- 1360 x 768 minimum monitor resolution
- 320 GB hard drive
- 802.11 WiFi Router
- Depending on the layout of your warehouse, additional 802.11 Access Points may be required to boost the wireless signal for all areas of your warehouse, including freezers, coolers, etc.

Mobile Computer / Scanner Requirements:

- Full wireless connectivity via 802.11 WiFi
- Windows Mobile 5 or later
- IP54 / IP64 rated for durability in wet/hot/freezing environments
- 56 key (or more) keyboard
- Extended range scanner

entrée.UPC V3

Chapter 7

Printing the System Guide

7 Printing the System Guide

The **entrée.UPC Version 3 System Guide** is distributed in electronic format and is installed by default along with the application.

- Users may view the entire contents of the guide from within the program by using the **F1** key to access the help system.

Browse or Download the entrée.UPC Version 3 System Guide

An Adobe PDF is provided for your convenience in our website. The PDF format will allow you to pick and choose appropriate topics to print locally and distribute to various employees.

1. In your browser go to the **necs.com** website and click the **Support** drop down menu.
2. Click and use the **Customer Login** to enter the secure area of the website. In this area release upgrades are posted along with links to other support services and documentation.
3. In the menu on the left click the **System Guides** option. On this web page you can access to the documentation and system guides that support our software products.
4. Click the **entrée.UPC** option under the "Please select a product to view documents and system guide PDFs" header.
5. Look for the **entrée.UPC Version 3 System Guide** link in the list displayed on the right. Click the link and a new window will open in the browser for the guide. From here you can choose to browse or download the guide to your computer.

Adobe Reader (included) is required to open and read the PDF file and may be obtained for free via the internet using the link below.

Please download and update your Adobe Reader software before you proceed by using this link.

Due to the poor formatting results printing from within the help system of the program is not recommended. NECS suggests printing from within Adobe Acrobat Reader for optimal results.

The entrée.UPC PDF:

The PDF formatted system guide can be found on the entrée.UPC installation CD-Rom.

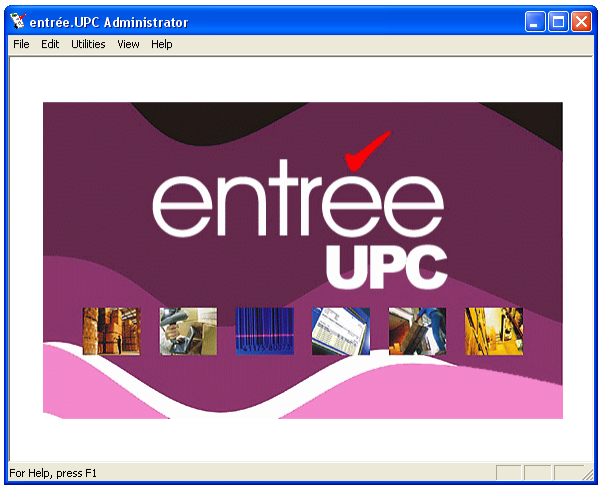
1. Double-click the **eUPC.pdf** file to open the manual.
2. From within Adobe Acrobat Reader, click on the printer icon. 

entrée.UPC V3

Chapter 8

Installing entrée.UPC

8 Installing entrée.UPC



The installation of a complete **entrée.UPC** system consists of several separate components and professional installation is *strongly* recommended.

For assistance in scheduling a professional installation please contact the NECS Sales Department by calling 800.766.6327 or email **sales@necs.com**.

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Chapter 9

Running the Application

9 Running the Application

For the most part **entrée.UPC** requires no interaction from the end users. There is an administrator application,which provides various offline utilities for editing bar code definitions as well as purging and re-indexing the **entrée.UPC** specific data files. Users of the administrator application will also be able to specify system preferences, such as the path for the working entrée data. More information on the Administrator application can be found in the **entrée.UPC Host / Administrator** chapter.

entrée User Accounts

The process of logging into the Wavelink system and **entrée.UPC** has been changed to use the **entrée** password file. It is recommended that before you begin scanning operations that you create individual user accounts for each of your **entrée.UPC** terminal operators in the main **entrée** system. You will use the Security Management System (SMS) found in the main **entrée** system. See the **Creating User Accounts** topic in this guide for details.

Accessing the Administrator Application

From your Windows desktop:

1. Double-click the entrée.UPC Administrator icon. 

From the Windows Start Menu

1. Click the **Start** button.
2. Select **All Programs**.
3. Select the **NECS** program group.
4. Select the **entrée.UPC** program group.
5. Select the **entrée.UPC Administrator** application.

If you chose a different Program Manager group during installation, you can find the icon in that group instead.

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Chapter 10

Wavelink Studios

10 Wavelink Studios

entrée.UPC was designed to work with Wavelink Studio. The "Host Computer" is the computer running the WaveLink software. This will normally be a dedicated machine, separate from your main file server, which exists only to service the **entrée.UPC** system.

Since the execution of the **entrée.UPC** application for each and every terminal is entirely dependent upon whichever machine is running WaveLink, the fewer distractions that this computer has to deal with the better the performance of the entire **entrée.UPC** system will be.

The Wavelink Studio software application allows **entrée.UPC** to be device independent for your RF (radio frequency) scanners. These are some of the scanning devices that Wavelink Studios supports:

- Symbol Technologies
- Telxon
- Intermec
- PSC
- LXE
- Palm
- Unitech
- Handheld Products
- Compaq
- Fujitsu

- A current list of all supported devices can be found at: **http://www.wavelink.com/p/mobile-device-application-development_supported-devices**

entrée.UPC V3

Chapter 11

Creating Bar Code Definitions

11 Creating Bar Code Definitions

Bar code definitions are critical to the proper operation of entrée.UPC. If your bar code definitions are not precise enough, you may end up receiving an "**Unable to positively identify bar code**" error message when certain items are scanned.

This chapter will explain two methods to create bar code definitions. Though the operation of both methods is nearly the same, there are advantages and/or restrictions to using one or the other depending on circumstances. Choose the one that best fits your needs.

Scan Bar Code Samples (RF method)

- New bar code definitions can be created even if you have no "official" information from your vendor regarding the correct interpretation of their labels. However you will need a sample bar code to scan.
- Data Length and Bar Code Type values are automatically determined.
- Immediate feedback is received on how the bar code data will be interpreted when this definition is used.
- This method may only be used to create new definitions or completely replace an existing definition. You cannot edit existing definitions.

Key in Bar Code Values (non-RF method)

- Creating new bar code definitions with this method requires that you have specific information from your vendor about their bar code.
- This method can be used if you need to edit an existing definition.
  - Bar code definitions are generally created on a "per-vendor" basis, not "per item". So, even though you might use a specific item as a "Guinea pig" in creating a bar code definition, the resulting definition will normally work for all of that vendor's items.
  - For the bar code definitions to function, you must enter the supporting information into the entrée Inventory File before using entrée.UPC. For instance, if you're defining a bar code that works off the Vendor's Item Number, it won't do you any good unless you have entered that Item Number in the Vendor tab of Inventory File Maintenance. The same is also true if you are going to use a UPC-based label. The UPC Number has to be entered into the Inventory File in order for the definition to work.
  - Typically the person that does the professional installation will assist you in setting up the bar code definitions. The steps outlined in this manual provide a general "how-to" for future reference.

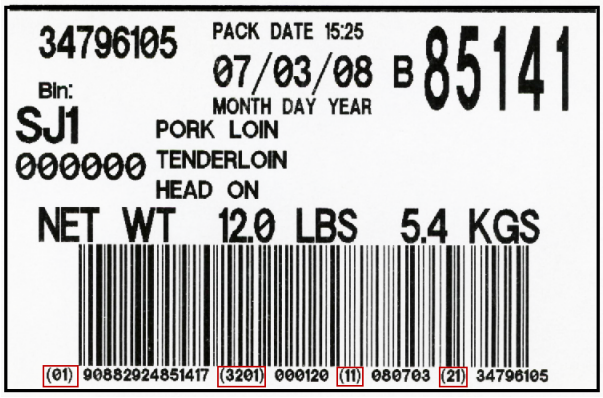
GS1 Bar Code Standard

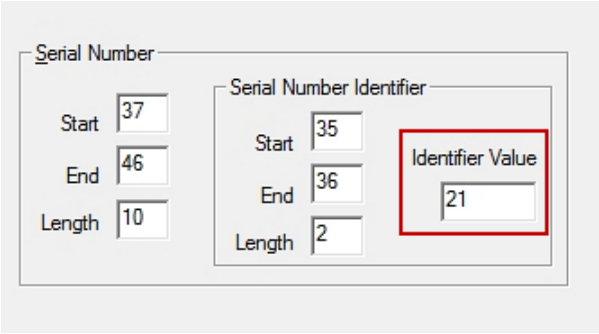
In version 3 support was added for the GS1 bar code standard. This bar code uses a special variation of the "Code 128" bar code Symbology which most scanners currently recognize as "UCC-128" or "EAN-128".

- **Application Identifiers:**

The GS1 standard also defines a series of "Application Identifier" values which are used to identify the purpose of different data fields like Item Number or Serial Number. In the man-readable portion of the bar code you will often see these values set off by parentheses. Unfortunately, there is nothing in the bar code data which identifies these values. Even so, they are still useful to us and we have implemented some new features to take advantage of them.

These "Application Identifiers" (outlined in red in the bar code label below left) are static data values which will typically appear in the same location in all of that vendor's bar codes. We say "typically" because the standard *does* allow for variable-length data fields. In all the cases of which we are aware of the vendor had the good sense to put the variable-length data at the end of the bar code (usually the Serial Number as shown in the image below right from the Edit bar code definitions utility Data Locations Page 1 screen). Since the identifiers are fixed values they can serve the same purpose as the Manufacturer's ID value in separating two bar code designs which would otherwise be identical. So each of the existing data field definitions now has an auxiliary set of definition values which allow you to associate the "Application Identifier" with the data value. Like the Manufacturer's ID, you define both the location of the value *and* the content.





- **Error Checking:**

The second thing we are able to do with the GS1 data is to perform some basic error-checking when you are creating a new bar code definition. Some of the GS1 "Application Identifiers" specify not only what a particular value represents but, in some cases, how it should be interpreted. By having the bar code definition editing process interpret an identifier according to the GS1 specification we can perform some simple checks to make sure that the way you have defined the data field is consistent with what the vendor says is the actual content of the field. We'll get into this feature in more detail shortly.

- **Defined Date Values:**

The GS1 standard defines four different date values which may be associated with an item:

1. Production Date
2. Packaging Date
3. Sell-By Date

4. Expiration Date

Typically you will only see one of these values, maybe two, in a single bar code. The bar code definition system has been expanded to add support for specifying all four of these date values. Also, since one of these dates may serve, either officially or unofficially, as the item's "Lot Number", the field definitions for these date values include a check box which allows you to designate one of them to be recorded as the "Lot Number" value for the scan.

- **GS1 Data Values & entrée.UPC:**

The “Lot Number” and “Serial Number” fields have been expanded to 20 characters per the allowable maximum length specifications of the GS1 standard for these values. We are already seeing labels in the
field with “Serial Number” values that are 18 digits long.

Although there is a wide variety of data values which can be identified under the GS1 standard, there are really just a few which affect the entrée.UPC system. They are as follows:

entrée.UPC Value	GS1 Identifier(s)	Data Length
Lot Number	10, 23	up to 20 alphanumeric characters
Production Date	11	exactly 6 digits (YYMMDD see *)
Packaging Date	13	exactly 6 digits (YYMMDD)
Sell By Date	15	exactly 6 digits (YYMMDD)
Expiration Date	17	exactly 6 digits (YYMMDD)
Net Weight, Kilograms	310x (see +)	exactly 6 digits
Gross Weight, Kilograms	330x (see +)	exactly 6 digits
Net Weight, Pounds	320x (see +)	exactly 6 digits
Gross Weight, Pounds	340x (see +)	exactly 6 digits

* The date identifier values are each two digits long then the following six digits represent the date value. The "YYMMDD" notation indicates that the format of the date is a two-digit year ("YY"), a two-digit month ("MM") and a two-digit day ("DD"). So a bar code containing "(11)081016" in the man-readable portion of the label then the value is a "Production Date" ("11") and so then "081016" represents October 16, 2008. No, the "2000" part is not explicitly specified anywhere but the standard specifies that, much like the way entrée itself handles two-digit years, years from 00-50 should be interpreted as 2000's and years from 51-99 should be interpreted as 1900's.

+ The weight identifier values are each four digits long and then the following six digits represent the weight value. The "x" in the identifier represents the number of decimal places in the weight. So if you see "(3201)000450" in the man-readable portion of the label then you know that the "000450" value represents the weight of the item. The "320" portion means that it is a Net Weight value which is expressed in pounds. The "1" (in "3201") indicates that the weight is expressed to one decimal place which makes the weight value in this bar code 45.0 pounds. If the label read "(3202)000450" then the weight value is still "000450" but now the final "2" (in "3202") means that there are *two* decimal places in the value making the weight 4.50 pounds.

Tips on Scanning the GS1 Bar Code

In the **entrée.UPC** “Edit bar code definition” process uses these identifiers to help you extract the information correctly when scanning a bar code.


Example If you associate the "3201" identifier with the weight value for this bar code but you have defined the "Weight Decimal Length" value as "2" then a warning will be raised since the specified ID value indicates there is only one decimal place.

Or if you had a "3101" identifier but had not checked the "kilograms" option, again, a warning would be raised. In either case, it will be up to you to evaluate the situation and make any necessary corrections since the program has no way of knowing if you just typed "3101" by accident when you meant to type "32" or if the item weight really is in kilos.

- All of the data from the fields you have specified in the bar code definition are recorded in the scan queue files including the four possible date values.
- All scan data is now recorded with the ID value of the user who performed the scan as well as a time stamp for when the scan was recorded.

- **About the GS1 Bar Code Standard**

Some manufacturers produce bar codes which generally follow the GS1 Standard guidelines but which are encoded with "Code 128" symbology rather than "UCC-128".

While the bar code may *look* like a GS1 bar code, the scanner, and the entrée.UPC bar code identification process, will most definitely make a distinction between the "Code 128" symbology and the "UCC-128" symbology.

This is the major reason why we *highly recommend* that you always use the **Scan bar code** procedure and the "**Define Bar Code**" utility in the **entrée.UPC** application to create your bar code definitions. It will be easier and more accurate to scan the bar code sample rather than **keying in the definition by hand** in the **entrée.UPC Administrator**.

11.1 Starting Up the RF terminal

entrée User Accounts & Signing On to RF Terminals

In **entrée.UPC** version 3 the process of logging into the Wavelink environment has been changed so that the user's credentials are validated against the main entrée system's password file rather than against the Wavelink's user database.

Your Wavelink user accounts still play a role in the log-in process so you *must* make sure that Wavelink is correctly configured to support **entrée.UPC** version 3. The "Log-in configuration.txt" document installed alongside the entrée.UPC Administrator application describes what is required here.

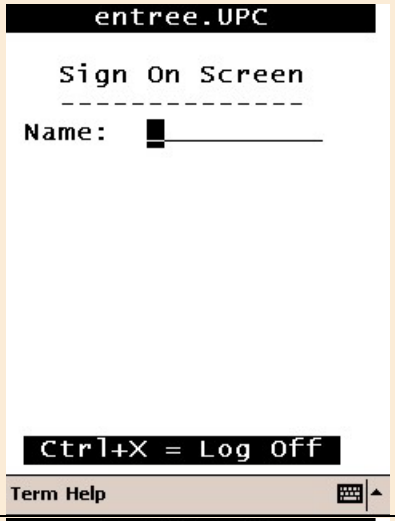
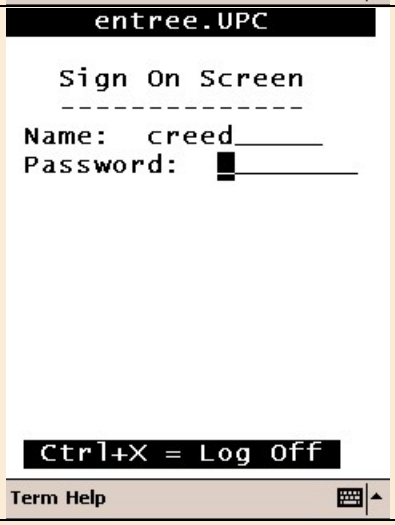
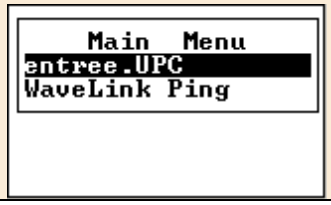
Note It is our recommendation that you create *individual* user accounts for each of your **entrée.UPC** terminal operators in the main **entrée** system Security Management System (SMS). See the **Creating User Accounts** section of this guide for instructions and information about setting up the user accounts before proceeding.

The version 3 changes to the sign on process provides these benefits:

- Menu-item-level access controls similar to **entrée** and new miscellaneous options feature.
- Use of the **entrée Security Management System** - This familiar interface will be used to create and change individual user accounts and assign permissions.
- System Activity Saved to a Central Log File - With individual user accounts in **entrée.UPC** the basic activity in the system, including: all scan data, people sign into and out of the system, opening and closing documents for scanning, will now be tagged with the identity of the person who performed the action and saved in a central log file for use in reports.
- Easily Monitor System Activity - You can generate reports which will combine the data in the activity log with the data in the scan detail files to monitor system activity.

The Advanced RF Terminal Start Up Process

The advanced start up process assumes that all your terminal operators have been assigned individual user accounts with passwords in the main **entrée Security Management System**.

1. Power on the RF Terminal. You should see the WaveLink **Sign On Screen**. 2. Key in your assigned **sign on name** (the **entrée Username**) press the **Enter** key on the RF Terminal.	
3. Key in your **Password** (the **entrée Password**) and press the **Enter** key on the RF Terminal.	
4. This brings up the **Main Menu** of the RF Terminal. Select the **entrée.UPC** option and press the **Enter** key.	
5. You will see the entrée.UPC **Main Menu**.	

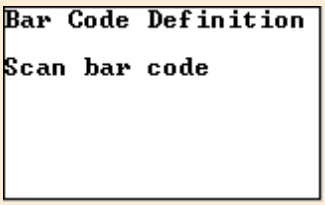
The Simple RF Terminal Start Up Process

The simple start up process is used when your terminal operators do not have individual user accounts with passwords in the main **entrée Security Management System**.

Caution The use of this simple sign on process will **not** allow collection of the activity in the system to be tagged with the identity of the person who performed the action in the central log file. This will making identifying and resolving problems difficult.

1. Power on the RF Terminal. You should see the WaveLink **Sign On Screen**.
2. Key in the **Password** and press the **Enter** key on the RF Terminal.
3. This brings up the **Main Menu** of the RF Terminal. Select the **entrée.UPC** option and press the **Enter** key.
4. You will see the **entrée.UPC Main Menu**.

11.2 Scan the Bar Code (RF method)

1. On the RF Terminal that will be used to scan the new bar code definition, select the **Utilities** option from the **entrée.UPC** main menu and press the **<Enter>** key on the RF terminal.	
2. Select the **Define Bar Code** option and press the **<Enter>** key on the RF Terminal.	
3. The **Scan bar code** prompt will now appear on the RF Terminal.	

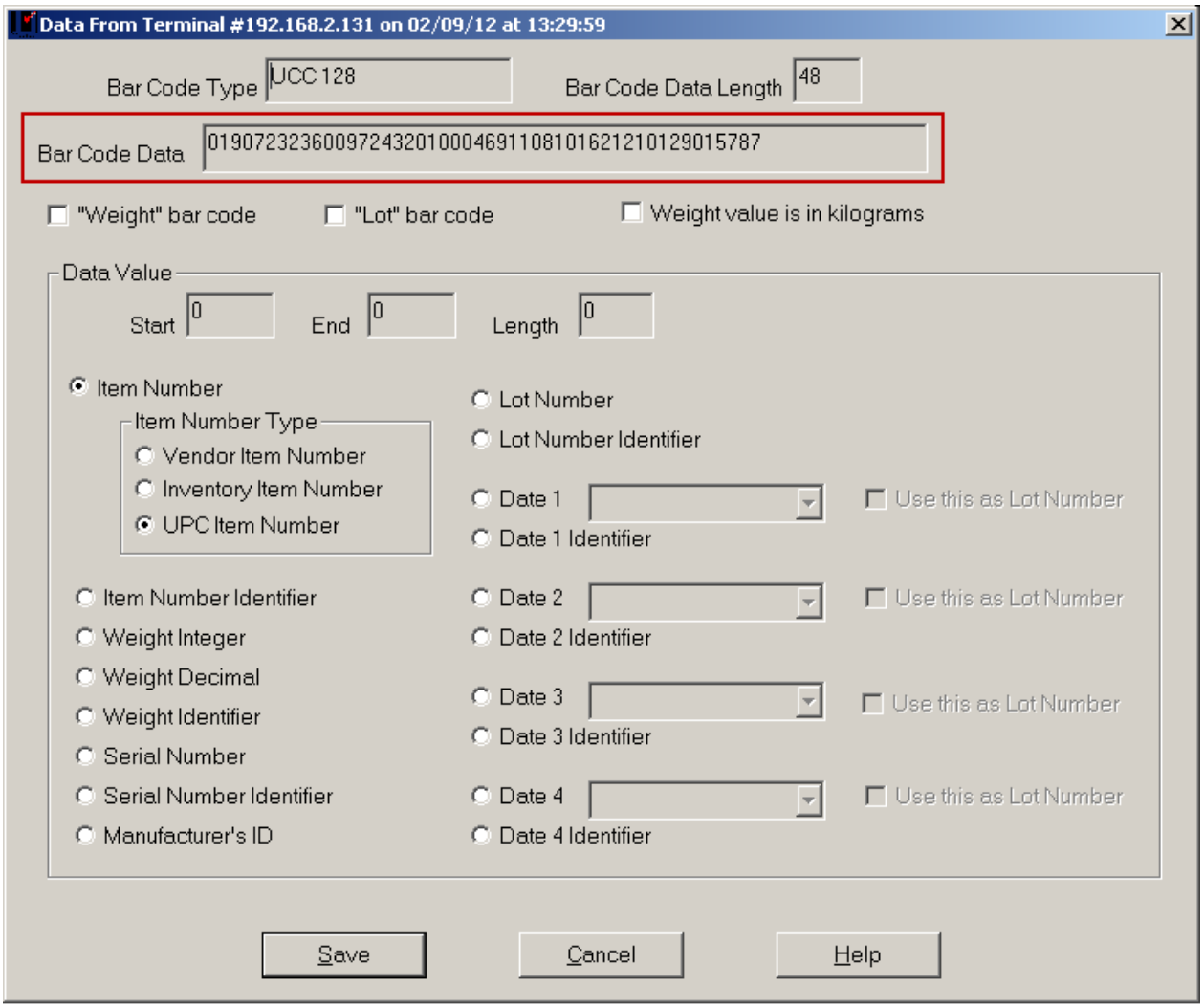
4. Scan the bar code label. This will cause a dialog to be created on the computer running the Host application, containing the data stream contained within the bar code that was just scanned.

5. **entrée.UPC Host** will be able to determine the bar code type, data length and data values from the information received from the RF Terminal.

Caution **Typically all of the data required is contained in a single bar code, however some vendors place a separate weight label on the case. In these circumstances scan the bar code containing the item information first, followed by the "weight" bar code.**

Note The display on the RF Terminal will now appear as it did in step 4. Steps 3 - 5 may be repeated for each new bar code definition, since a new dialog will be created for each scanned bar code. The actual definition process for each scanned bar code can be done after multiple codes have been scanned into the system.

The **entrée.UPC Host** decodes the scanned bar code data stream which is contained inside the **Bar Code Data** field (outlined in red below).



6. After the bar codes have been scanned into the system, return to the Host machine, to begin the bar code definition process. There will be a dialog for each bar code that was scanned using the RF Terminal.

The next steps involve decoding the information contained in the bar code. Decoding the information contained in the bar code is simply a matter of selecting "what" data you are decoding and "where" it is located in the data stream. The later is simply done using the mouse to select or highlight the specific data block that is being defined.

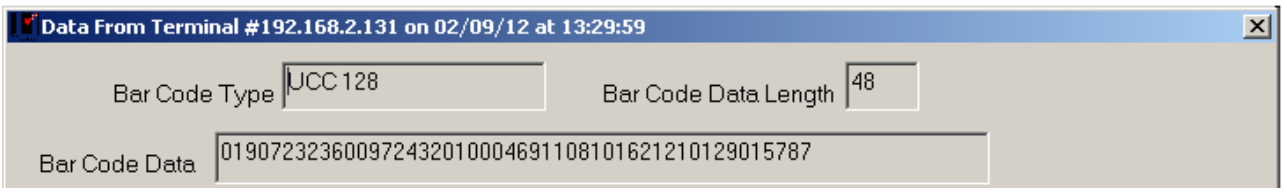
Decoding the Bar Code Data Stream

1. Every scanned bar code containing item information must be linked to the **entrée** inventory system using a vendor item number, an **entrée** item number, or a UPC code.

    a. Select the **Item Number Type** option.

    b. Then use your mouse to highlight and select the vendor's item number information from the bar code data stream. (Refer to the information provided by the vendor detailing their bar code definition.)

Note The "UCC-128" Bar Code Type in the image below indicates use of the GS1 bar code standard which most scanners currently recognize.



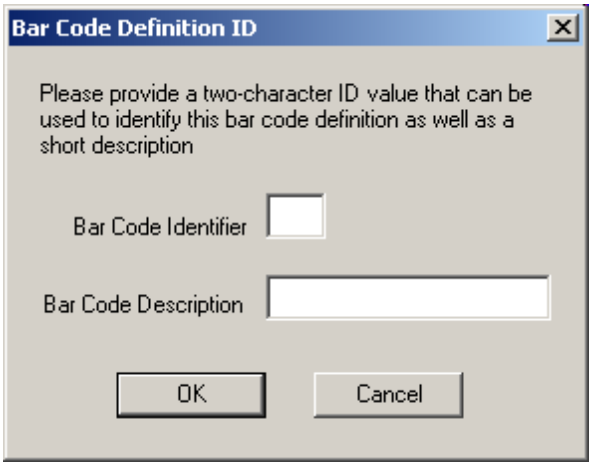
2. Optionally define where in the data stream the lot, weight, manufacturer's ID, or serial number is located in the data stream. It may take looking at a couple of different bar codes from the vendor to determine exactly where these values exist within the data stream.

Note Weight information is defined as two separate values inside the data stream when using **entrée.UPC**.

The **Weight Integer** value is the "whole number" portion of the weight.
The **Weight Decimal** is the fraction portion or the digits to the right of the decimal point.

3. If the bar code you are defining is a separate label containing only weight information, check the "Weight" label option instead of one of the Item Number Type options.

4. Click the **Save** button to save the bar code definition. The **Bar Code Definition ID** dialog will be displayed.

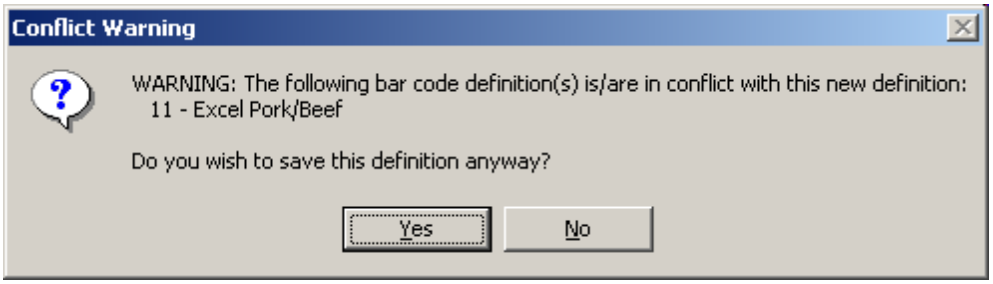


5. Enter a **unique, 2 digit identifier** for the definition in the **Bar Code Identifier** field

6. Enter up to **30 characters** to describe the definition in the **Bar Code Description** field.

7. Click the **OK** button to save the information.

Note Should entrée.UPC detect another bar code definition with the same Bar Code Identifier, a conflict a warning dialog will be presented. You may save the definition if you wish, but all conflicts must be resolved before using the entrée.UPC system.



Hot Tip! **Test your newly created bar code definition as soon as possible!**

To test a new bar code refer to **RF Terminal Operations** chapter for information on using the "Identify" mode of "Physical Inventory".

If a problem occurs, use the "Bar Code Diagnostic" Utility of the RF Terminal to diagnose the issue. (described in the **Correct Problem Bar Codes** section of this chapter)

11.3 Key in the Bar Code (non RF method)

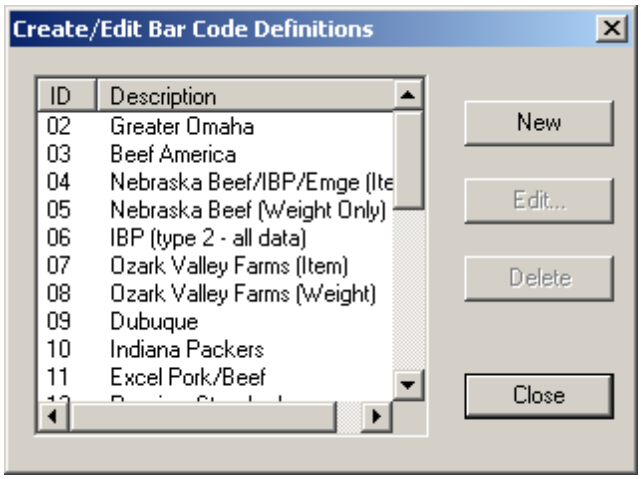
This section will illustrate how to setup a bar code definition **without** using the RF Terminal Scanner. While it is perfectly acceptable to create bar code definitions using this method, typically the steps outlined in this section are used for maintenance of an existing definition that was created using the Scan Bar code method. In this process you will enter information into 3 tabs: Description, Data Locations - Page 1 and Data Locations - Page 2.

1. Start the **entrée.UPC Administrator** application.

2. Select the **Utilities** option from the main menu.

3. Select the **Edit bar code definitions** option.

   This will open the **Create/Edit Bar Code Definitions** dialog.

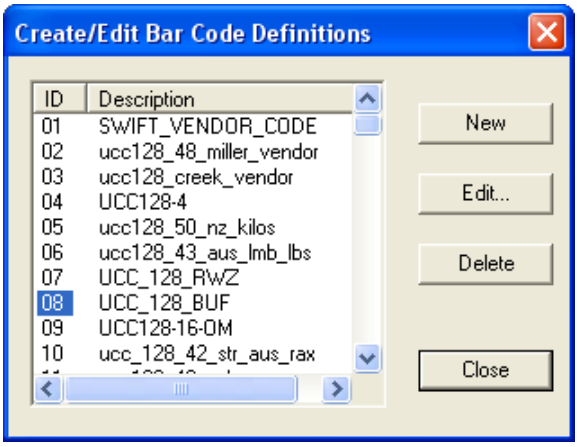


4a. To **Edit** an existing bar code definition:

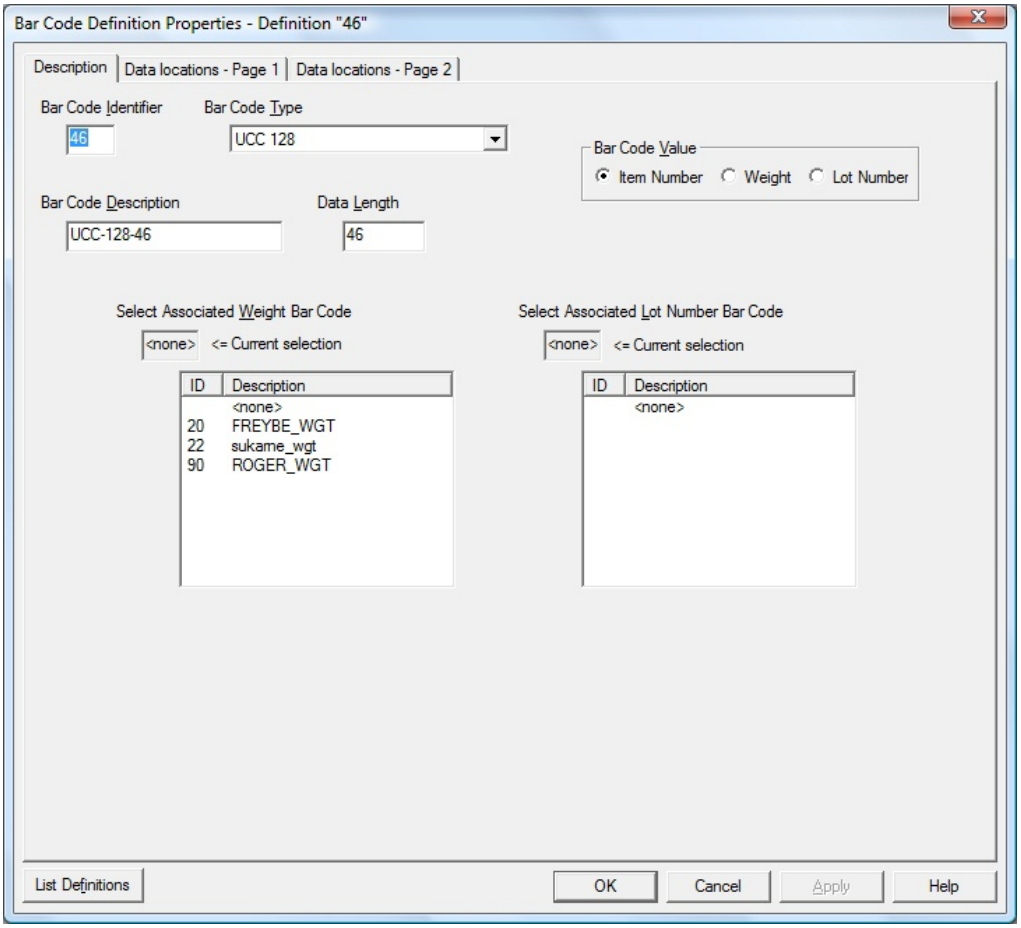
   a. Click on the **ID** number to select it.
   b. Click the **Edit** button.
   c. This will open the **Bar Code Definitions Properties** dialog used to make changes to the bar code definition.
   d. Make the required changes in the **Bar Code Definition Properties** dialog using the following steps.

4b. To add a new bar code definition:

   a. Click the **New** button.
   b. This will open the **Bar Code Definition Properties** dialog which is used to build the bar code definition using the following steps.



5. Enter Values / Update the **Bar Code Definitions Properties Description** tab**:**
Begin by entering your information into the **Description** tab. Bar Code Identifier, Bar Code Type, Bar Code Value, Bar Code Description, Data Length, Associated Weight Bar Code and Associated Lot Number Bar Code fields are entered here.



6. Enter the **Bar Code Identifier**. This identifier must be **unique** amongst all bar code definitions and is how **entrée.UPC** will communicate which definition to use when the product is scanned.

7. Select the **Bar Code Type** from the drop down list. The bar code type will have to be obtained from the vendor of the product.

   - If you didn't receive this information from the vendor you will need to use the RF method (the scanner will determine the coding method that was used).

   - This value must be specified correctly. The "Bar Code Type" is one of the first things the system looks at when processing a scanned label.

8. Enter a short description for the bar code definition in the **Bar Code Description** field. This value will assist you in locating the bar code definition in the future.

9. Enter the length of the data stream in the **Data Length** field. This is the number of digits / characters that will be returned when the product is scanned.

10. Check a **Bar Code Value:** Choose from Item Number, Weight or Lot Number.

11. Make a selection for the **Associated Weight Bar Code** information if it applies to the bar code.

12. Make a selection for the **Associated Lot Number Bar Code** information if it applies to the bar code.

Hot Tip!

Certain bar code types (UPC for instance) include check-digits or other numbers in the bar code that are not necessarily part of the data. Other bar code types (Code 39 and Code 128) are self-checking and do not include any extra check-digits.

If you're not sure about the correct value for this parameter you might want to consider using the RF method to create this definition since the correct value will be determined automatically from the sample data. When the RF Terminal is shipped to you, it is configured to include all of these optional values in the data stream.

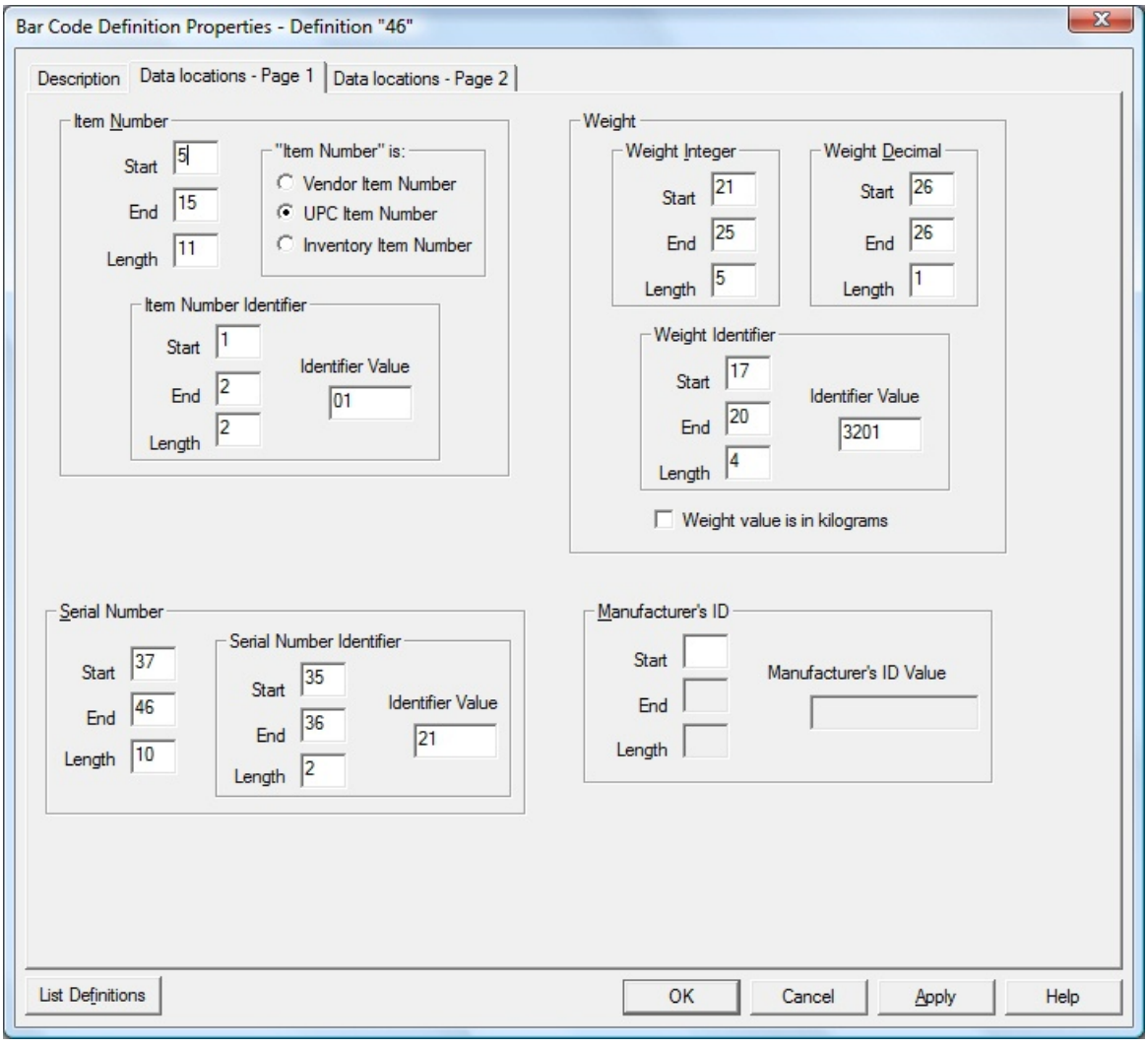
- Next you will enter the information on the **Data Locations Page 1 Tab**.

Data Locations Page 1 Tab

Once the **Description** tab information is entered you need to define the location (starting and ending points within the data stream) of "Item" data values recognized by **entrée.UPC**. Item Number, Serial Number, Weight and Manufacturer ID locations are identified and defined on this tab.

Each data value definition contains a **Start**, **End**, and **Length** field within the group. The "start" value is the character position in which the data value starts at (with the first character of the data stream being in the "1" position. The "end" value represents the position of the last character for the data value. The "Length" value will be automatically derived once the start and end values have been entered.

Users may optionally choose to enter the "Length" value instead of the "End" value. Under these circumstances, the "End" value will be automatically derived.



Hot Tip!

If you wish to omit a particular value, say the Lot Number, leave the start field blank and press the Tab key to move immediately to the next data item.

You are free to move around the edit screen using the mouse or Tab / Shift-Tab when using the keyboard.

There are built-in checks to make sure that different data areas don't overlap one another. This is normally an undesirable condition. If you accidentally create an overlap condition while trying to correct a mistake, warning messages will appear. The program will *not* prevent you from saving a definition in which overlaps exist. It will be up to you to redefine any data values that overlap one another.

1. Enter the location of the **Item Number** in the Item Number section of the dialog.
    - This is a required value on an "Item" label. If you are defining a "Weight" bar code, Item Number is unavailable.
    - Specify if the Item Number data is a "Vendor", "entrée Inventory" or "UPC" Item Number.
2. Optionally specify the location of the **Serial Number**.
    - Some vendors include a Serial Number in their bar code. If so, it will uniquely identify one particular unit of a product (generally a case). **entrée.UPC** will use a Serial Number to warn you if the same unit of product is scanned twice during an operation (i. e. , Receiving). The system will record the “Serial Number” information in the bar code data when scanned if the fields exist ***and*** if the fields are specified in the bar code definition.
3. If the bar code label contains weight information and is sold by the pound, specify the location of the **Weight Integer** and the **Weight Decimal** values.

Note Weight information is defined as two separate values inside the data stream when using **entrée.UPC**.

The **Weight Integer** value is the "whole number" portion of the weight.
The **Weight Decimal** is the fraction portion or the digits to the right of the decimal point.

4. Optionally specify the location of the **Manufacturer's ID**. This value is helpful in creating unique bar code definitions where vendors use similar labeling systems or matching item numbers. This information can be important when locating items during a product recall situation.

Note For Details About: The importance of the Manufacturer's ID field see Appendix B - Under The Topic: **Manufacturer's ID**.

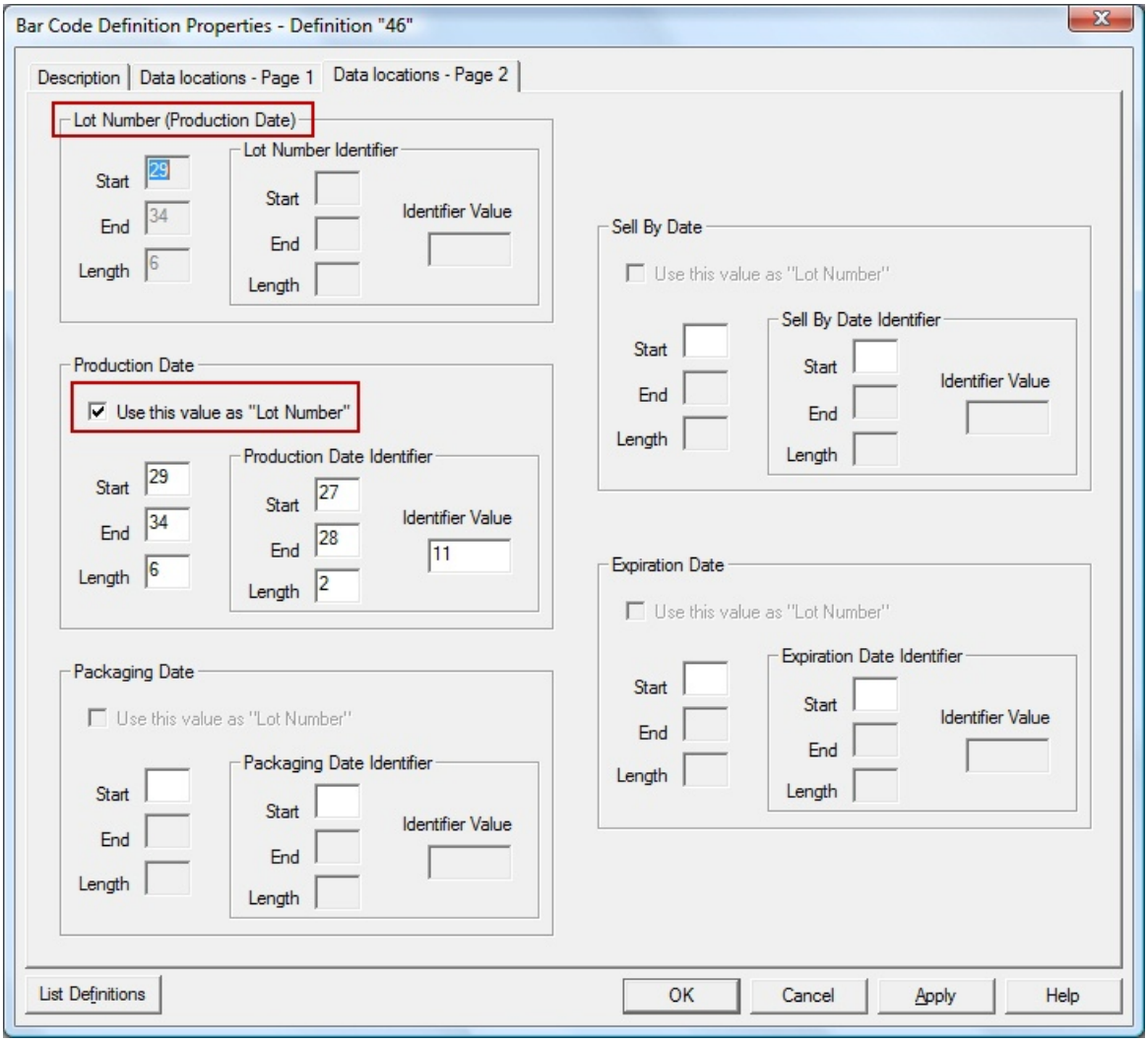
- Next you will enter the information on **Data Locations Page 2 Tab**.

Data Locations Page 2 Tab

The **Data Locations - Page 2** tab supports four date values in the GS1 Bar Code standard: Production Date, Packaging Date, Sell-By Date, Expiration Date and the Lot Number field.

About the "Use this value as a Lot Number" check box:
The field definitions for the 4 date values include a check box which allows you to designate one of them to be recorded as the "Lot Number" value for the scan. Any one of the 4 dates can either officially or unofficially be used as the item's "Lot Number". **entrée.UPC** automatically identifies the lot number value as the "Production Date" field encoded in the bar code label when the **Scan the Bar Code** method is used to define your bar codes.

Note The system will record the "Lot Number" information in the bar code data when scanned if the fields exist ***and*** if the fields are specified in the bar code definition.



1. Enter the **Start**, **End**, and **Length** information for the date fields that apply to the bar code definition you are creating.

2. Optionally check the "**Use this value as a Lot Number"** box and specify the location of the **Lot Information** for a date.

- Some vendors will include a Lot Number in their bar code data. If you wish to automatically use that same Lot Number in your own record-keeping, define this value.
- If Lot Number is left blank it will be *ignored*.

3. Click **OK** to save the new bar code definition.

> Hot Tip! **Test your newly created bar code definition as soon as possible!**
>
> To test a new bar code refer to **RF Terminal Operations** for information on using the "Identify" mode of "Physical Inventory".
>
> If a problem occurs, use the "Bar Code Diagnostic" Utility of the RF terminal to diagnose the issue described in the **Correct Problem Bar Codes** section of this chapter.

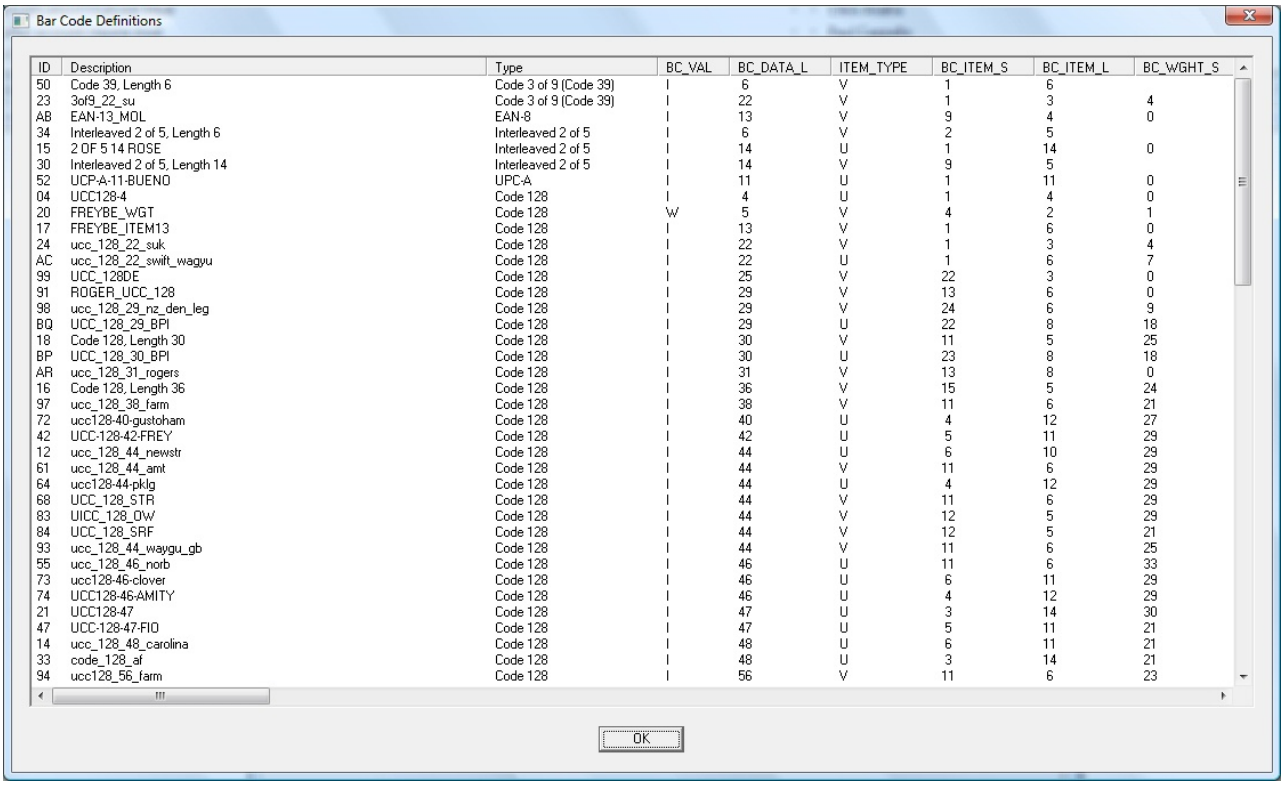
Product Recalls & Lot Numbers in Bar Code Definitions

A product recall can be issued against any of the data values present in a bar code, so it would be beneficial to define the “Lot Number” field in the bar codes that provide one, along with any of the four date fields listed above. Defining and scanning for this bar code data will enhance your businesses ability to trace all activity on a given product using the **Product Recall report**. This enables you to respond quickly in the event of a product recall and stay in compliance with the Food Safety Modernization Act (FSMA).

- Next the **List Definitions** Feature will be covered.

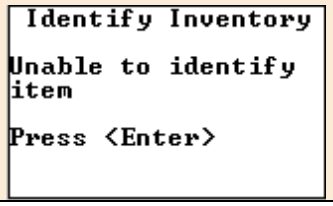
List Definitions Feature

Click the **List Definitions** button from the **Edit Bar Code Definition** utility to display the "Bar Code Definitions" screen which displays lists all defined bar codes in your system. You can use this tool to easily compare or examine bar code definitions for errors in this central location.



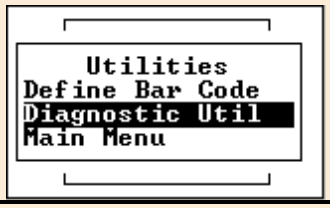
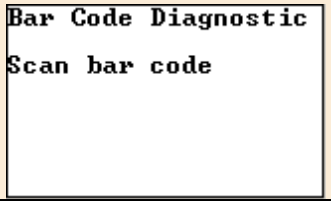
ID	Description	Type	BC_VAL	BC_DATA_L	ITEM_TYPE	BC_ITEM_S	BC_ITEM_L	BC_WGHT_S
50	Code 39, Length 6	Code 3 of 9 (Code 39)	I	6	V	1	6	
23	3of9_22_su	Code 3 of 9 (Code 39)	I	22	V	1	3	4
AB	EAN-13_MOL	EAN-8	I	13	V	9	4	0
34	Interleaved 2 of 5, Length 6	Interleaved 2 of 5	I	6	V	2	5	
15	2 OF 5 14 ROSE	Interleaved 2 of 5	I	14	U	1	14	0
30	Interleaved 2 of 5, Length 14	Interleaved 2 of 5	I	14	V	9	5	
52	UCP-A-11-BUENO	UPC-A	I	11	U	1	11	0
04	UCC128-4	Code 128	I	4	U	1	4	0
20	FREYBE_WGT	Code 128	W	5	V	4	2	1
17	FREYBE_ITEM13	Code 128	I	13	V	1	6	0
24	ucc_128_22_suk	Code 128	I	22	V	1	3	4
AC	ucc_128_22_swift_wagyu	Code 128	I	22	U	1	6	7
99	UCC_128DE	Code 128	I	25	V	22	3	0
91	ROGER_UCC_128	Code 128	I	29	V	13	6	0
98	ucc_128_29_nz_den_leg	Code 128	I	29	V	24	6	9
BQ	UCC_128_29_BPI	Code 128	I	29	U	22	8	18
18	Code 128, Length 30	Code 128	I	30	V	11	5	25
BP	UCC_128_30_BPI	Code 128	I	30	U	23	8	18
AR	ucc_128_31_rogers	Code 128	I	31	V	13	8	0
16	Code 128, Length 36	Code 128	I	36	V	15	5	24
97	ucc_128_38_farm	Code 128	I	38	V	11	6	21
72	ucc128-40-gustoham	Code 128	I	40	U	4	12	27
42	UCC-128-42-FREY	Code 128	I	42	U	5	11	29
12	ucc_128_44_newstr	Code 128	I	44	U	6	10	29
61	ucc_128_44_amt	Code 128	I	44	V	11	6	29
64	ucc128-44-pklg	Code 128	I	44	U	4	12	29
68	UCC_128_STR	Code 128	I	44	V	11	6	29
83	UICC_128_OW	Code 128	I	44	V	12	5	29
84	UCC_128_SRF	Code 128	I	44	V	12	5	21
93	ucc_128_44_waygu_gb	Code 128	I	44	V	11	6	25
55	ucc_128_46_norb	Code 128	I	46	U	11	6	33
73	ucc128-46-clover	Code 128	I	46	U	6	11	29
74	UCC128-46-AMITY	Code 128	I	46	U	4	12	29
21	UCC128-47	Code 128	I	47	U	3	14	30
47	UCC-128-47-FIO	Code 128	I	47	U	5	11	21
14	ucc_128_48_carolina	Code 128	I	48	U	6	11	21
33	code_128_af	Code 128	I	48	U	3	14	21
94	ucc128_56_farm	Code 128	I	56	V	11	6	23

11.4 Correcting Bar Code Definition Problems

The error message on the right usually appears when one of the problems listed below are encountered:	

Problem	Solution
The bar code label was not scanned correctly.	Scan the same label again.
There is no definition available for the label that was just scanned.	Create a bar code definition.
More than one definition is returning a valid Item Number.	Run the Diagnostic Utility using the RF Terminal and the Host machine (described below).

Running the Bar Code Diagnostic Utility

1. On the RF terminal that will be used to diagnose the bar code definition, select the **Utilities** option from the **entrée.UPC** main menu and press the **<Enter>** key on the RF terminal.	
2. Select the **Diagnostic Util** option and press the **<Enter>** key on the RF terminal.	
3. The **Scan bar code** prompt will now appear on the RF terminal. 4. Scan each bar code label you wish to run the diagnostic test on.	

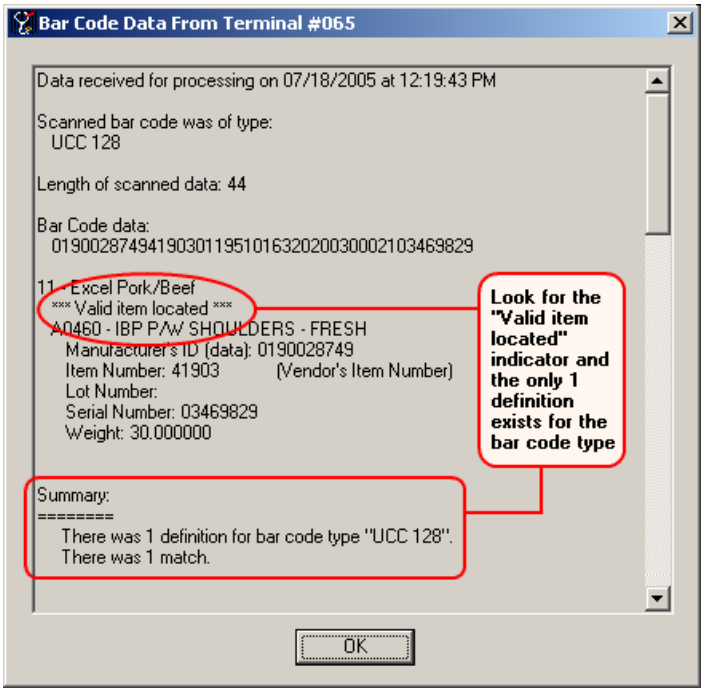
5. Return to the host computer to review the results. A dialog will be displayed for each bar code that was scanned using the Diagnostic Utility of the RF Terminal.

Examples of Bar Code Definitions

Example A correct bar code definition.

Note A **valid entrée item** was located.

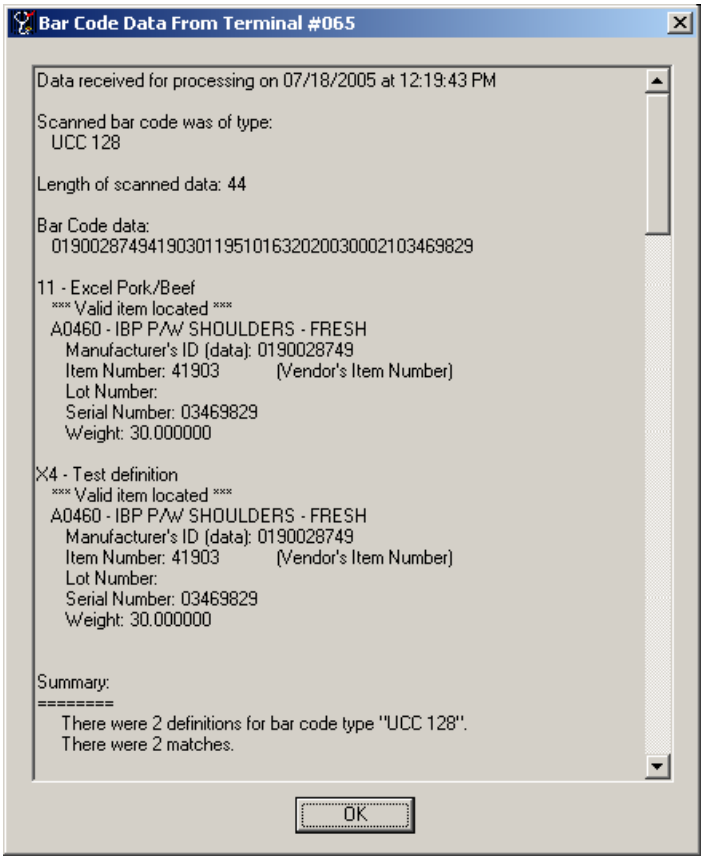
Also there is only **1** matching bar code definition.



Example An incorrect bar code definition.

Note There are **2 matching bar code definitions**.

In this scenario, **entrée.UPC** would not know which definition to use.



entrée.UPC V3

Chapter 12

Support in the entrée System

12 Support in the entrée System

entrée.UPC provides a means to quickly and accurately acquire data to:

- Perform the invoicing and receiving functions.
- Take physical inventory for the **entrée** system.

entrée.UPC interacts directly with the **entrée** system's data files by means of your local-area network (LAN). This interactivity provides the following benefits:

- The ability to Post Physical Adjustments from **entrée.UPC** in the Inventory menu. The **entrée.UPC** application will no longer handle the posting of the data to **entrée**.
- The ability to Post Cycle Counts from **entrée.UPC** in the Inventory menu.
- Invoice information used by **entrée** is the most up-to-date available.
- Other data, such as inventory and weight information recorded in the **entrée Inventory File**, are immediately available to **entrée.UPC** without requiring any intermediate update process.
- Use of the **entrée Security Management** utility - This familiar interface will be used to create and change individual user accounts and permissions .
- System Activity is Saved to a Central Log File - With operators assigned entrée user accounts, the basic activity in the **entrée.UPC** system will be tracked, tagged with the user id and recorded in a central log file. This activity includes: all scan data, signing into and out of the **entrée.UPC** system, opening and closing documents for scanning. The scan detail information has also been tagged with the user id of the person who performed the scan and a time-stamp.
- Easily Monitor System Activity - You can generate reports which will combine the data in the activity log with the data in the scan detail files to monitor system activity.


Example

Assume an invoice is created that includes a line entry for two cases of sliced mushrooms. You enter the invoice, print the Loading Sheet and one of the warehouse crew takes the stack of Loading Sheets out to be picked.

Five minutes later the customer calls and asks you to make that three cases of mushrooms which you are more than happy to do. At the moment, your warehouse crew has a Loading Sheet that calls for only two cases of sliced mushrooms. But, because entrée.UPC dynamically reads the Invoice Detail file when scanning of this invoice begins, it will pick up on the fact that the quantity has been changed from two to three by reporting a shorted line item. By reviewing the individual line items, the warehouse crew will be able to see that the order quantity has been changed.


As long as changes to the invoice are recorded on the main system while scanning for that invoice is not being done, all changes are guaranteed to be automatically picked up.

12.1 Creating User Accounts

Creating User Accounts for Terminal Operators

Since the process of logging into the Wavelink system and **entrée.UPC** has been changed to use the **entrée** password file. It is recommended that you create individual user accounts for each of

your entrée.UPC terminal operators in the main **entrée** system. You will use the Security Management System (SMS) found in the main **entrée** system. If the terminal operator is also a picker you can enter a "Picker code" on the account.

The benefits of using individual **entrée** user accounts for **entrée.UPC** include:

- Provides you with the same kind of menu-item-level access control that you have in the main **entrée** system along with new miscellaneous option settings.
- **entrée.UPC** will tag the activity in the system, along with all scan data, with the identity of the person who performed the activity using the **entrée** user account. So as people log into and out of the system and open and close individual documents for scanning these actions will be saved in an activity log file.
- You can monitor system activity by generating **Activity Log** reports which will combine the data in the activity log file with the data in the scan detail files.

User Account Overview

A user account is created to control an employee's access privileges in the **entrée** system. It will contain a user name and password that the user must enter to access the **entrée** system and a list of which features of the **entrée** system the user is allowed to access. The user account may also contain the user's full name, account description, order taker code. User accounts may be disabled if an employee takes an extended leave or to preserve the account without actually deleting it.

- Next we will cover how to create user accounts in the **entrée** system.

How to Create a New User Account in entrée:

1. Select from the main menu of In the entrée application use menu path: **System** > **Security Manager**.

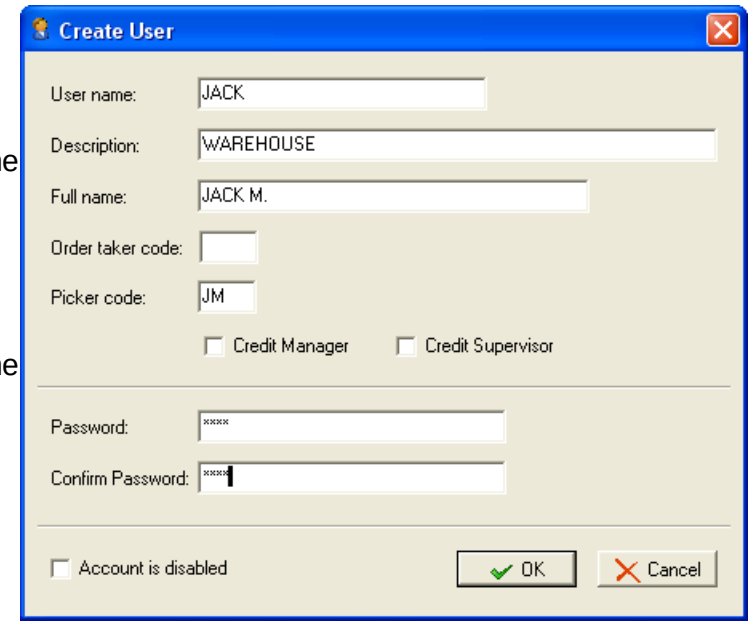
2. Click the **Add** button.

3. In the **Create User** dialog enter a unique name for the user in the **User name** field.

4. Optionally enter a description of the user account in the **Description** field. In this example the employees work location of "Warehouse" was used.

5. Optionally enter the full name of the employee that will be using this account in the **Full name** field.

6. Optionally enter the initials of the employee (or other 2 - character identifying code) in the **Order taker code** field.



7. Optionally enter the initials of the employee (or other 2 - character identifying code) in the **Picker code** field.

8. Enter the password, the employee will use to access the entrée system with, in the **Password** field.

9. Enter the password from step 7 in the **Confirm Password** field. This duplicate entry is required to ensure the password has been keyed in correctly.

10. Click the **OK** button to save the user account.

11. Repeat this process for all your Terminal Operators that will be using the Wavelink system and **entrée.UPC**.

12. After the user accounts are created and validated security settings and permissions must be edited for each account.

- Next you must perform the update process in the **User Account Security Settings** section of this chapter.

Validation of the User Account

After the **OK** button is clicked, the SMS performs a series of checks on the account to ensure the account is valid. If any of the validation checks fail, the user account will not be saved and the Create User dialog will not be closed. An error message is displayed if the check fails. Resolve the error and click **OK**.

Note The Security Manager utility may not be run while other areas of the **entrée** system are open. If a user attempts to access the security manager while other windows are open they will be presented with a process unavailable message. If this happens click the **OK** button to return to the main window of the entrée application, close all windows and try again later.

Hot Tip! For more detailed information about the **entrée system Security Management System** visit the online **entrée Knowledgebase** or consult a copy of the entrée System Guide.

12.1.1 User Account Security Settings

entrée Security Manager Settings for entrée.UPC

1. **Receiving -** Check this box to give the user access to scan for receiving.

2. **Inventory:**
   - **Count -** Check this box to give the user access to scan, post and process for the count function.
   - **Cycle Count -** Check this box to give the user to scan, post and process the cycle count
   - **Identity -** Check this box to give the user the ability to scan with the identity function.

3. **Invoicing -** Check this box to give the user scan access for invoicing.

4. **Utilities:**
   - **Bar code diagnostic -** Check this box to give the user access to scan and run the bar code diagnostic function.
   - **Bar code definition -** Check this box to give the user access to scan, edit, create and delete bar code definitions.

5. **Miscellaneous Options:**
   - **Authorize Duplicate Serial Numbers**
     - When this option is **ON**, (default value), if you scan a duplicate Serial Number value the terminal operator will be offered the option of keeping the scan.
     - Turning this option **OFF** will convert the prompt to a notification message and the duplicate scan will be discarded.
   - **Accept Out-of-bounds Weights**
     - When this option is **ON**, (default value), if a scan (or manual weight entry) returns a weight value which is outside of the established Min/Max limits for the item the operator is given the option to keep the scanned weight, manually enter a correct weight or discard the scan.

Note Since there can be legitimate reasons for the weight to be outside of the established bounds, a "supervisor override" feature similar to what you might sometimes see in entrée was added.

- When this option is **OFF**, the terminal operator will see a notification message about the rejected weight. Then the next prompt gives them the option to discard the entry or to enter the username and password of an "Administrator" user to keep the entry.

- **Authorize Receiving Overshipment**
  - When this option is **ON**, (default value), if the quantity received against a Purchase Order item exceeds the Quantity Ordered the **entrée.UPC** application would normally ask the operator whether or not to keep the extra item.
  - Turning this option **OFF** changes the prompt to a notification message and discards the entry.

- **Authorize Invoicing Overshipment**
  - When this option is **ON**, (default value), if the quantity shipped against an Invoice item exceeds the Quantity Ordered the **entrée.UPC** application would normally ask the operator whether or not to keep the extra item.
  - Turning this option **OFF** changes the prompt to a notification message and discards the entry.

- **Administrator Account -** Check this box to provide access to these two features:
  1. First, if the standard setup recommendations for Wavelink are followed, a user account with this option enabled will have access to the Wavelink network diagnostic utility ("Wavelink Ping") which can be used to help identify issues with your wireless network.
  2. It gives this user the ability to override certain restrictions imposed on other user accounts.

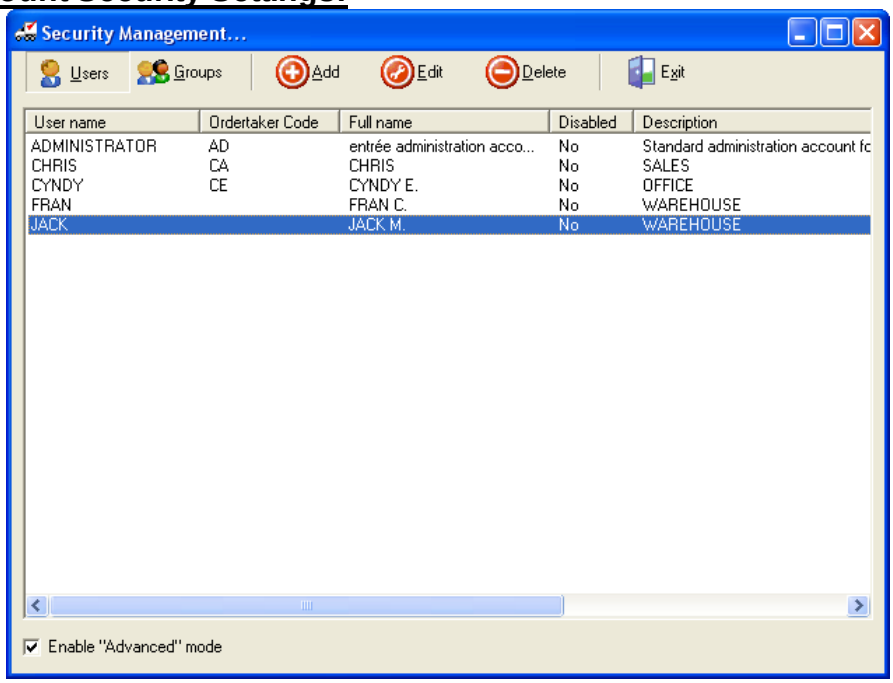
- Next we will cover how to editing user accounts in the **entrée** system.

Editing entrée User Account Security Settings:

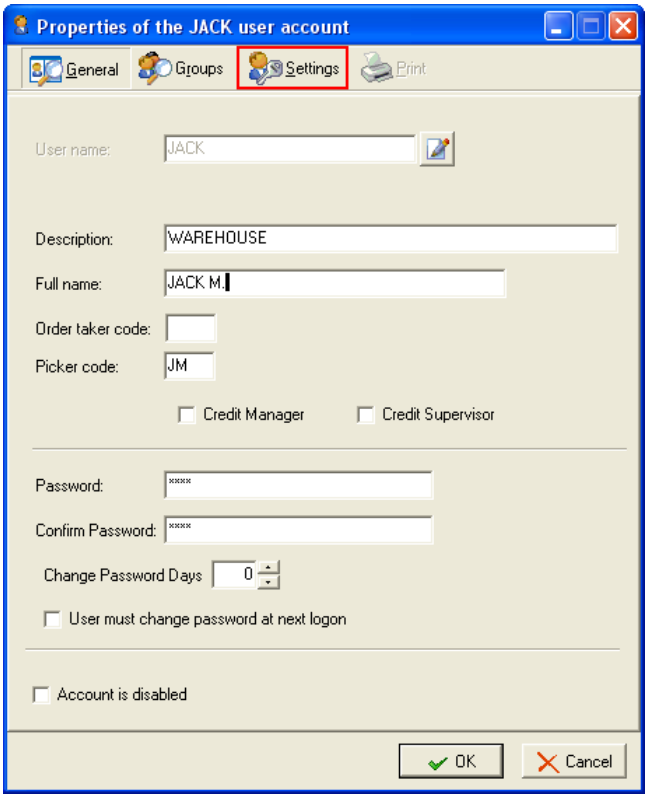
1. From the entrée application main menu use menu path: **System** > **Security Manager**.

2. Select the **User name** to be edited.

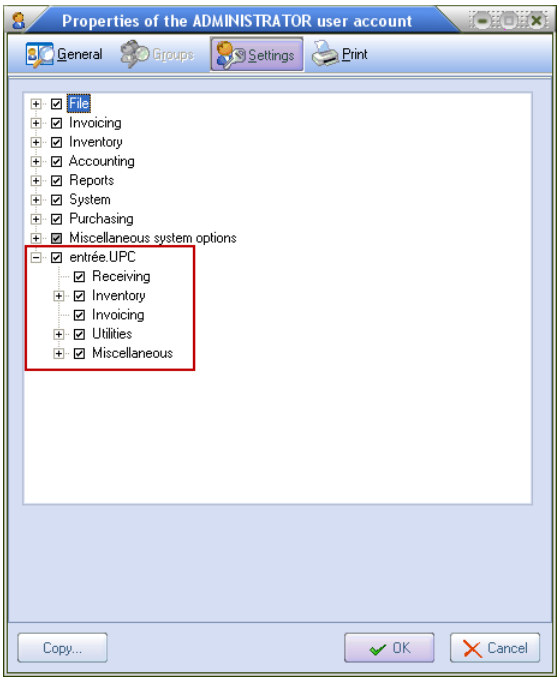
3. Click the **Edit** button.

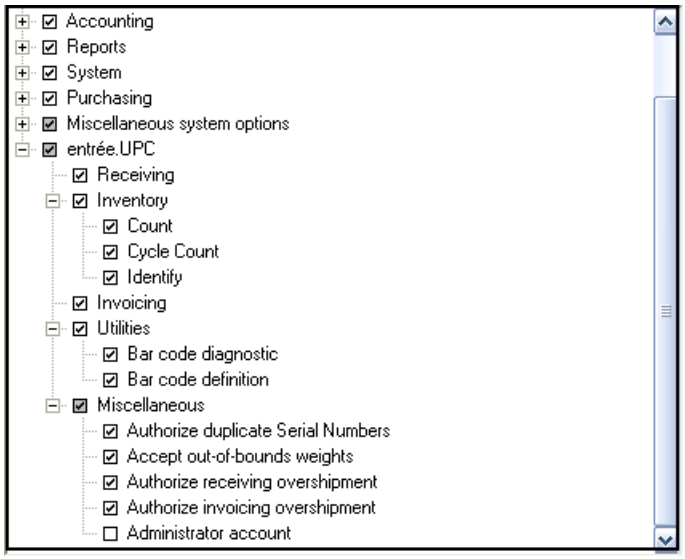


4. The **Properties** dialog box will display. Click the **Settings** tab.



5. Click the **+** on **entrée.UPC** to expand the lists and view all the security options. The fully expanded list is displayed on the right.





6. Check the box for the options in the list you would like turned on and assigned to the specific **User name**.

Note If you would like to assign a user as the **Administrator account** check the box for that option.

7. Click **OK** when done to save the settings for the user and return to the Security Management screen in step 3.

8. Now that you have your UPC settings in a user account you can use the **Copy** button to quickly assign the settings to other user accounts.
   a. Select another **User name** from the main list.
   b. Click the **Copy** button. The **Copy** dialog box will display. (See Caution message below before using this feature.)
   c. Select the User name with the desired settings from the list. It will copy ***all*** of the selected user's settings into the current **User name**.
   d. Repeat this process of other users needing similar security settings.

Caution When using the **Copy** feature make sure you really want ***all*** the security settings copied to the new user. This utility will copy the **entrée.UPC** settings along with the entire settings list.

12.2 Shipping Using Bar Coded Loading Sheets

To increase the effectiveness of the **entrée.UPC** system during the shipping process, bar codes may be printed directly on the loading sheets.

- An Invoice Number bar code is printed in the upper right corner of the loading sheet. This feature is controlled by enabling **system option # 35** in the main **entrée** system.

- If the above system option is enabled, line item identification bar codes are printed directly below each line item, alternating left to right, permitting scanning. These line item identification bar codes can be removed from the loading sheet by enabling **system option # 118** in the main **entrée** system.

Example This is a loading sheet with bar codes printed for both the invoice number and each of the line items.

FOOD DISTRIBUTION COMPANY
123 Main Street Plainville NY, 12345 (800) 555-1200

LOADING SHEET

SOLD TO:
BILLY'S CAFE
426 KILROY ST
NEWBURYPORT, MA 01922
WILLIAM OR DOROTHY
(978) 555-1310

SHIPPED TO:
BILLY'S CAFE
426 KILROY ST
NEWBURYPORT, MA 01922

Customer No.	Salesperson	Route/Stop	Order Date	Delivery Date	Terms	Invoice No.
BIL10	JJ	N0501	06/08/05	06/10/05	NET 7 DAYS	136288

LINE	ITEM NUMBER	QTY. ORDER	QTY. SHIP	UOM	DESCRIPTION	BILLING UNITS	UNIT PRICE
1	20122	25.00		LB.	STEAK STRIPLOIN 1ST CUT 8oz US CHO		3.70
2	40533	5		CASE	HAM SQUARE DELI	195.00	2.75
3	10117	4		CASE	CHICKEN STRIPS BREADED	4	31.00
4	30005	4		CASE	4/1 GAL SALAD MUSTARD	4	21.00
5	30207	4		EACH	COLE SLAW DRESSING	4	39.10
6	30207B	2		PC.	loose gallons coleslaw dressing	2	10.10

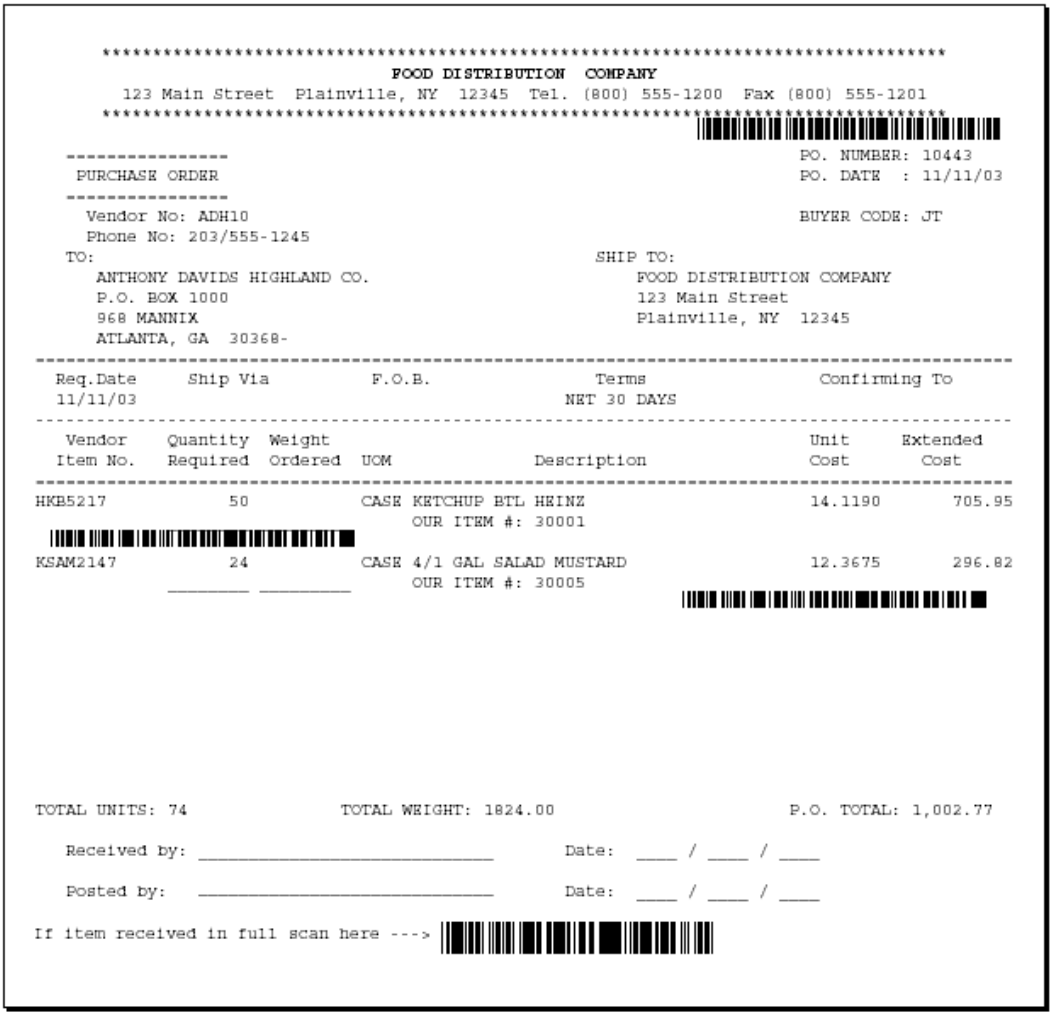
If item is filled in full scan here --->

12.3 Receiving Using Bar Coded Purchase Orders

To increase the effectiveness of the **entrée.UPC** system during the receiving process, bar codes may be printed directly on the purchase orders.

- A Purchase Order Number bar code is printed in the upper right corner of the purchase order. This feature is controlled by enabling **system option # 61 in the main entrée system**.
- If the above system option is enabled, line item identification bar codes are printed directly below each line item, alternating left to right, permitting scanning. These line item identification bar codes can be removed from the purchase order by enabling **system option # 119 in the main entrée system**.
- The Receiving process posts its acquired data back to entrée as soon as you close the document on the terminal.

Example This is a purchase order with bar codes printed for both the PO number and each of the line items.



FOOD DISTRIBUTION COMPANY
123 Main Street Plainville, NY 12345 Tel. (800) 555-1200 Fax (800) 555-1201

PURCHASE ORDER

PO. NUMBER: 10443
PO. DATE : 11/11/03
BUYER CODE: JT

Vendor No: ADH10
Phone No: 203/555-1245

TO:
ANTHONY DAVIDS HIGHLAND CO.
P.O. BOX 1000
968 MANNIX
ATLANTA, GA 30368-

SHIP TO:
FOOD DISTRIBUTION COMPANY
123 Main Street
Plainville, NY 12345

Req.Date	Ship Via	F.O.B.	Terms	Confirming To
11/11/03			NET 30 DAYS	

Vendor Item No.	Quantity Required	Weight Ordered	UOM	Description	Unit Cost	Extended Cost
HKB5217	50		CASE	KETCHUP BTL HEINZ OUR ITEM #: 30001	14.1190	705.95
KSAM2147	24		CASE	4/1 GAL SALAD MUSTARD OUR ITEM #: 30005	12.3675	296.82

TOTAL UNITS: 74 TOTAL WEIGHT: 1824.00 P.O. TOTAL: 1,002.77

Received by: _____ Date: ____ / ____ / ____

Posted by: _____ Date: ____ / ____ / ____

If item received in full scan here --->

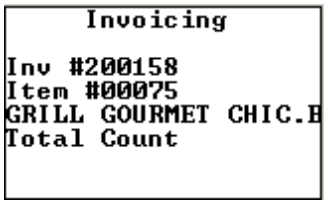
12.4 Important Uses of Line Item Bar Codes

1. Line item bar codes provide an alternate means for identifying items.

Example If a bar code label has been damaged during storage or handling, it may no longer be possible to scan it. In the case of a constant weight item this is not really a problem, since all that you're interested in is the unit count. On the other hand, in the case of a catch weight item, a damaged label is more of a problem due to the need to also acquire the weight. Most of the time, though, you can figure out or take a good guess at what the label is supposed to say.

2. If the current line item is a **constant weight item**, there is really no need to scan each and every box. It may be argued that scanning each box is valuable because it helps assure that the shipped quantity is correct. While this is probably true, **entrée.UPC** provides an option that allows you to process constant weight items without scanning each and every box.

   Whether the Inventory Item Number is entered manually or scanned from the line item bar code, the system will respond by asking:



   As an added bonus, there is a separate bar code that is printed at the bottom of each page with the legend, "**If item is filled in full, scan here**". When the "***Total Count***" prompt appears, you may scan the bottom bar code to indicate that the quantity shipped is the same as the quantity ordered. So if the customer ordered five cases of potato chips and we were going to ship five, we would scan the line item bar code for the potato chips and the "**complete**" bar code and we're all done with the chips.

   Otherwise you may manually key in the number of units that are being shipped. If we're only going to ship four cases, then when the "***Total Count***" prompt appeared we would hit <**4**> and then hit <**Enter**>.

> Note This procedure works *only* if the item is a **constant weight item** and *only* if the Item Number is either keyed-in manually or scanned *from the line item bar code*. This approach is **not allowed for catch weight items**, due to the need to acquire the weight of each individual container.
>
> If you *scan the container label* at the "Item?" prompt, the system will assume that you intend to scan each container separately and just adds a single item to the invoice.

3. Besides accepting information from the laser scanner entrée.UPC also allows you to key information directly on the RF Terminal's keyboard. In a situation where a label cannot be scanned, it would be necessary to key in the Inventory Item Number by hand (not the Vendor's Item Number) and the weight of the container (if required).

   The problem with manual entry of an Item Number is that many entrée system users have item numbers which include both numbers and letters (alphanumeric). If you'll notice the keyboard on the RF Terminal, the letters are shown in little blue triangles in the upper-right corner of many of the keys. In order to access the letters you have to press the <Shift> key which "turns on" the letters. The keyboard remains "shifted", allowing only letters, until you hit the <Shift>

key again which then allows you to type numbers. It's easy to see that this can become a "pain in the neck" very quickly if you have alphanumeric Item Numbers.

To avoid this complication altogether, the bar codes printed on the Loading Sheet carry the Inventory Item Number for each line item. So, if a container label cannot be scanned, instead of keying in the Item Number by hand just scan the appropriate bar code on the Loading Sheet. If a weight is required, it will be a strictly numeric entry which is quick and easy to make.

12.5 Taking Physical Inventory Using Bar Coded "Shelf Labels"

entrée.UPC allows you to take physical inventory using the scanner. However, there may be times when it is not convenient, or even possible, to access the bar code label on certain items. Therefore, a system has been developed that allows you to print bar coded "shelf labels" which serve as substitutes for the container labels.

Advantages to using bar coded shelf labels:

- Shelf labels may be placed anywhere that makes it more convenient to scan them.
- The "man readable" item information can be helpful, especially when "picking" product for shipment.
- It is not necessary for you to physically be able to access each and every item in your inventory in order to scan it. This can save time.


Example This is particularly true in the case of constant weight items. When a shelf label for this kind of item is scanned, you will be prompted in enter a *total* quantity value. This means that if you have a pallet with 48 cases, you can scan the shelf label, type in the count of "48" and move on.

When dealing with catch weight items the need to acquire the individual container weights prevents us from providing a similar shortcut. In that case it would be necessary to perform 48 separate scans.

Guidelines for Effectively Utilizing Bar Coded Shelf Labels:

- Bar coded shelf labels must match their associated product in order for counts to be accurate.

Since we're not using the manufacturer's bar code label to identify this item, we're bypassing entrée.UPC's ability to verify the identity of the product. (Remember, entrée.UPC is written on the assumption that the label on the container correctly identifies the product, and it usually does.) As long as the shelf labels are changed in synch with any product changes, this is not necessarily a problem, just a maintenance issue.

- Shelf labels do not contain any item-specific information such as a serial number or a weight.

If you scan the shelf label of a catch weight item the program will, of course, prompt you to enter the weight by hand. If the weight information for each individual container is readily available, entering the weights in this manner may still be more efficient than trying to scan each individual container. You'll have to determine for yourself which method works better in your situation.

- Shelf labels may be printed using the Inventory Label report. The actual layout of the label is up to you, so long as the **entrée.UPC Item Number** field is placed on the label using the **Code 39 bar code Symbology**.

Placing the entrée.UPC item number bar code on a label.

The **Inventory Label report** in the main **entrée** system is a very powerful label generator. It has the ability to print any data field in any bar code format. However, in order for **entrée.UPC** to properly recognize the item data from the shelf label, a special code is embedded within the actual item number. That code is only present in the **entrée.UPC Item Number** field. Also entrée.UPC expects a shelf label bar code to be printed using **Code 39** bar code Symbology.

1. Open the **Inventory Labels** report.
2. On the Appearance tab, click the **Options** button. This will open the label designer.
3. Click the **Add Data Field as Bar code**  button.
4. Select the **entrée.UPC Item Number** field in the Available fields list and **drag** it onto the label.
5. Below the label, on the **Contents tab**, select **Code 39** in the **Symbology** field .
6. Adjust the size of the label as needed.
7. Add any additional informational fields to the label.

Caution **Failure to add the entrée.UPC Item Number bar code in the Code 39 Symbology will result in entrée.UPC not being able to recognize the item number from the shelf label.**

Shelf labels in this image will typically show the Item Number, Location, Brand, Pack Size and Description values for the item plus the identifying entrée.UPC item number bar code.

Hot Tip! For more information about designing labels see the Label Printing section of Reporting chapter in the online **entrée Knowledgebase** or consult a copy of the **entrée System Guide**.

12.6 Posting Physical Adjustments from entrée.UPC

As of version 3 the Physical Inventory process has been modified so that **entrée.UPC** will ***only collect the data***. The **entrée.UPC** application will no longer handle the posting of the data to **entrée**. A new "**Post Physical Adjustments from entrée.UPC**" utility in the main **entrée** system Inventory menu will now post the data stored in "RFPWght" and update the inventory file.

The Physical Adjustments Posting Process in a Nutshell

1. In the **entrée.UPC Administrator** Set Physical Inventory Mode "ON".

2. In the main **entrée** system use **Post Physical Inventory from entrée.UPC** to make any manual adjustments and post the adjustments to the **entrée** inventory file.

3. Then in the **entrée.UPC Administrator** Set Physical Inventory Mode "OFF".

Uses for the Post Physical Adjustments from entrée.UPC Utility

1. Allows you to review the data collected from scanning, make adjustments and then post an update to the **entrée** inventory file.

2. Allows you to make manual corrections quickly if the scanning was done incorrectly (maybe the manger realizes that the terminal operator has missed a pallet).

3. It provides a one step integrated manual way to adjust items which have ***not*** been or ***cannot*** be scanned. Previously you would have been required to perform a 2 step process; post the scan-based changes here and then jump over to the "regular" Physical Adjustments utility to post the non-scan adjustments.

- Next follow the step by step instructions for Posting Physical Adjustments in entrée.

First - Set Physical Inventory Mode "ON" in entrée.UPC

Before you can use the "Post Physical Adjustments from entrée.UPC" utility in **entrée** you must update the "Physical Inventory Mode" in entrée.UPC to "**Set Physical Inventory Mode ON**" in the Utilities menu.

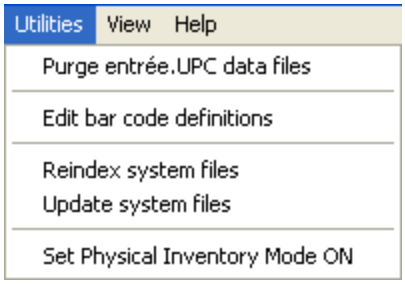
Note When the **entrée.UPC** system is in Physical Inventory Mode *no Receiving or Invoicing operations may be performed* because this could alter inventory. "Identify" and the "Diagnostic Utility", which are not document related, will still be available on the RF terminal when Physical Inventory Mode is "ON".

1. Start the **entrée.UPC Administrator** application on the host computer.

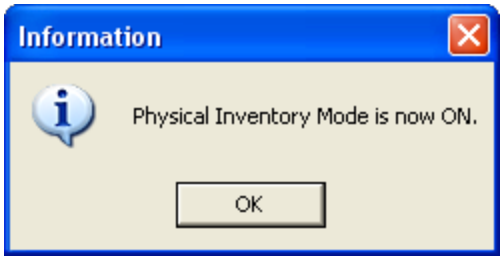
2. In the **Utilities** menu click the **Set Physical Inventory Mode ON** option.

   The option will be displayed in the menu so you can turn the option "ON" or "OFF" depending on the current state of **entrée.UPC**.

   To be able to post physical adjustments in the main **entrée** system this option must be set to "**ON**".



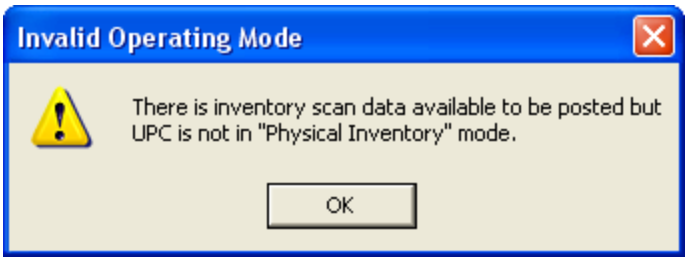
3. Click **OK** to confirm the change to Physical Inventory Mode of "ON".



Second - Post Physical Adjustments from entrée.UPC in entrée

1. Once the "**Set Physical Inventory Mode ON**" option is turned on in **entrée.UPC** you can go to entrée to post the data.

2. In **entrée** use menu path: **Inventory > Post Physical Adjustments from entrée.UPC**.

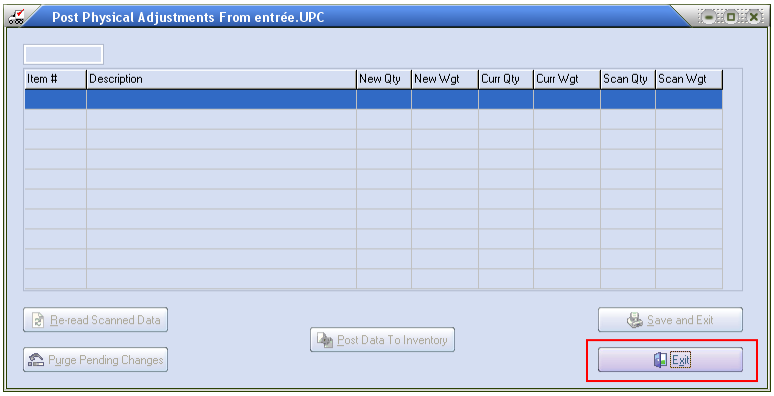


a. If the Invalid Operating Mode message is displayed, click **OK.**

This means you must update the "Physical Inventory Mode" in **entrée.UPC**.

b. The Post Physical Adjustments from **entrée.UPC** will be blank.

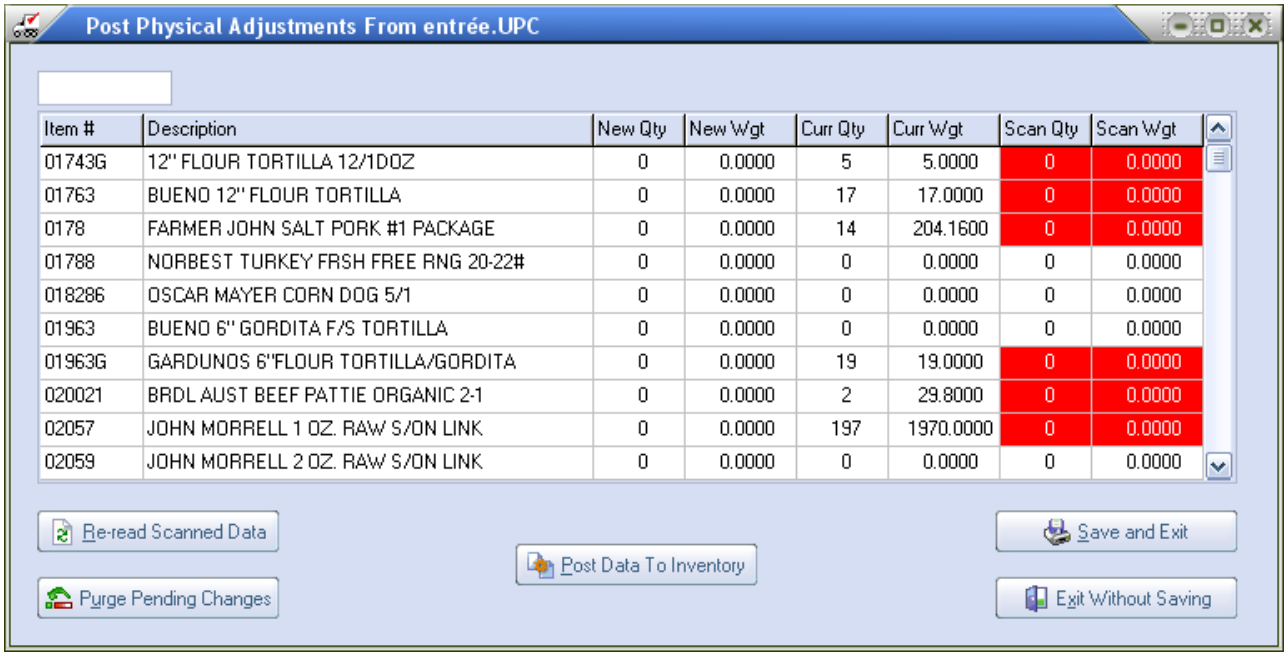
Click the **Exit** button.



c. Perform steps 1 - 3 in the **First - Set Physical Inventory Mode** section earlier in this chapter to set the mode to "ON".

d. Then restart the posting process in the main **entrée** system.

3. When the **Post Physical Adjustments from entrée.UPC** screen displays it will list the physical inventory data by item number.



Columns:

- **Item # - entrée** inventory file item number value.
- **Description - entrée** inventory file item description.
- **New Qty -** Adjusted quantity value entered in the Physical Adjustment Item Detail screen in **entrée**.
- **New Wgt -** Adjusted weight value entered in the Physical Adjustment Item Detail screen in **entrée**.
- **Curr Qty - entrée** inventory file quantity value.
- **Curr Wgt - entrée** inventory file weight value.
- **Scan Qty - entrée.UPC** scanned quantity value.
- **Scan Wgt - entrée.UPC** scanned weight value.

Buttons:

- **Re-read Scanned Data -** Reads and reloads the data collected from scanning and discards pending adjustments.
- **Purge Pending Changes -** Removes all entered adjustments that have not been saved.
- **Post Data to Inventory -** Updates the inventory file with all entered adjustments.
- **Save and Exit -** Saves the entered adjustments and exits the dialog. Inventory is not updated.
- **Exit Without Saving -** Exits the dialog and does not save entered adjustments.

Note In the Post Physical Adjustments from entrée.UPC screen the red highlight on the "Scan" fields indicates that those items were not scanned and provides a warning about the existing on hand quantity.

When using the "Post Physical Adjustments" utility the inventory for any and all items which were ***not*** scanned (or manually adjusted after scanning) will be adjusted to ***zero***.

4. **To Adjust an Item:** Type an **Item #** value in the Search box in the upper left corner and hit the **Enter** key
   or Select and double click the **Item #** in the list.

5. The **Physical Adjustment Item Detail** dialog box will open. This is where you will enter any adjustments for weight or quantity. Items not scanned will have the "Item not scanned" warning message as seen here.

Physical Adjustment Item Detail buttons:

- **Apply -** Functions as a "save and continue" which locks the entered values into the adjustment edit process. This does *not* post the changes to the inventory file.
- **Cancel -**
  - Will keep "applied" changes and close the "Physical Adjustment Item Detail" dialog.
  - If there are no "applied" changes it will discard any entered values.
- **OK -** Performs an "Apply and Close" operation.

  Note The "Apply" operation in this dialog only confirms your edits, it does *NOT* do anything to save the edits anywhere other than in the workstation's memory. entrée is not updated here.

  - If there are no "applied" changes the New Quantity and New Weight values will be passed to the "Post Physical Adjustments from entrée.UPC" screen.
  - If the adjustments were not "applied" the "Post Physical Adjustments from entrée.UPC" screen buttons will govern the fate of these entered values.

5a. The "New Qty" and "New Wgt" values will default to the "Scan Qty" and "Scan Wgt" values.

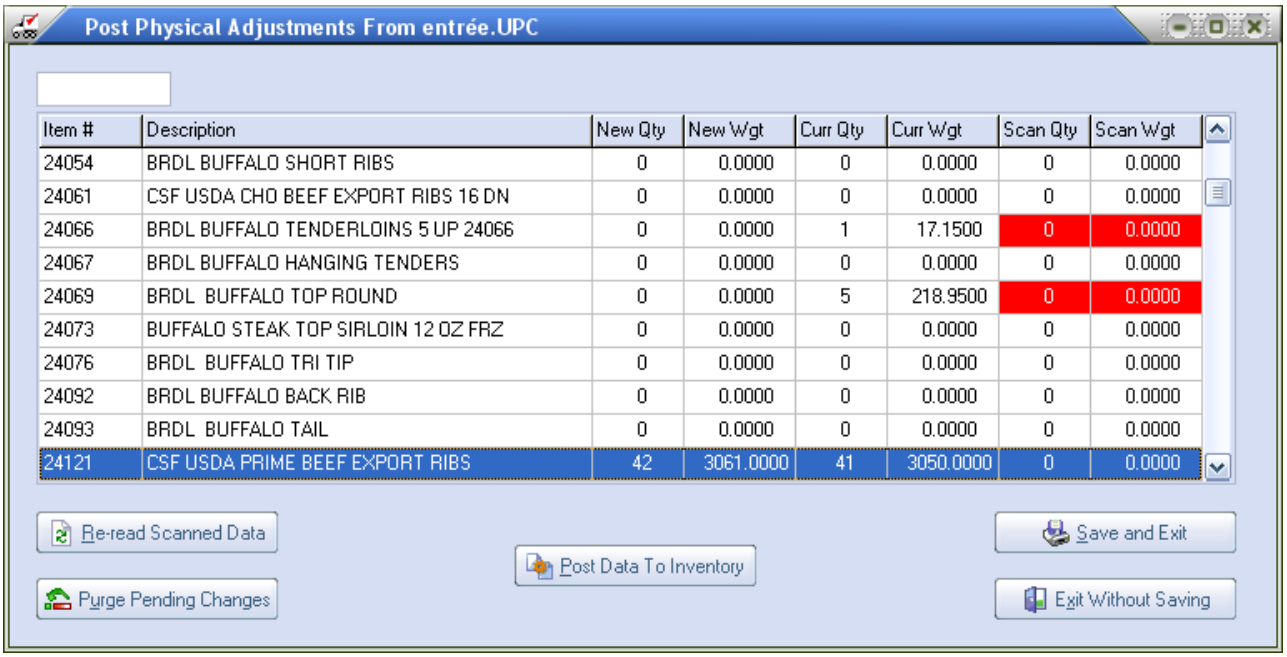
5b. For items that *cannot* be scanned or if you need to adjust the numbers acquired from scanning enter the correct data for those items so that the inventory on those items will not be set to ***zero***.

- Click in the **New Quantity field** and enter the value then hit the **Enter** key.
- Enter the value in the **New Weight** field and hit the **Enter** key.

5c. The **Apply** button will be activated. Click the **Apply** button.

5d. Then click **OK** to exit the dialog and return to the **Post Physical Adjustments from entrée.UPC** screen.

6. The item will display your adjustments in the **Post Physical Adjustments from entrée.UPC** screen in the **New Qty** and **New Wgt** columns.



7. Continue making adjustments to other items as required following the instructions in steps 4 and 5.

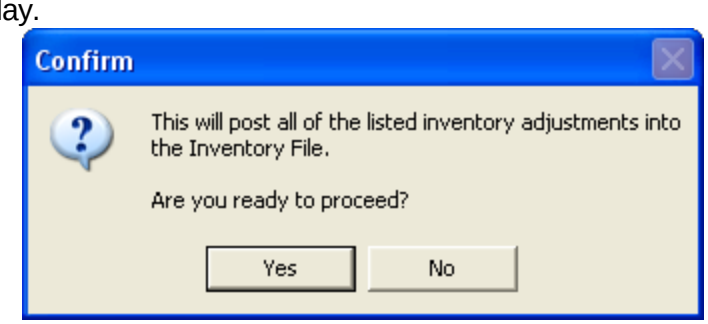
8. Once all your adjustments have been completed you are ready to post updates to the inventory file. There are 5 buttons to use with explanations that follow.

Post Data To Inventory button:

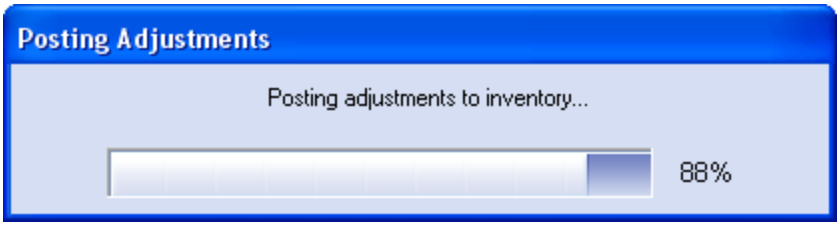
a. Click the **Post Data To Inventory** button.
b. The **Confirm** dialog box will display.

Click **Yes** to post the changes to the inventory file.

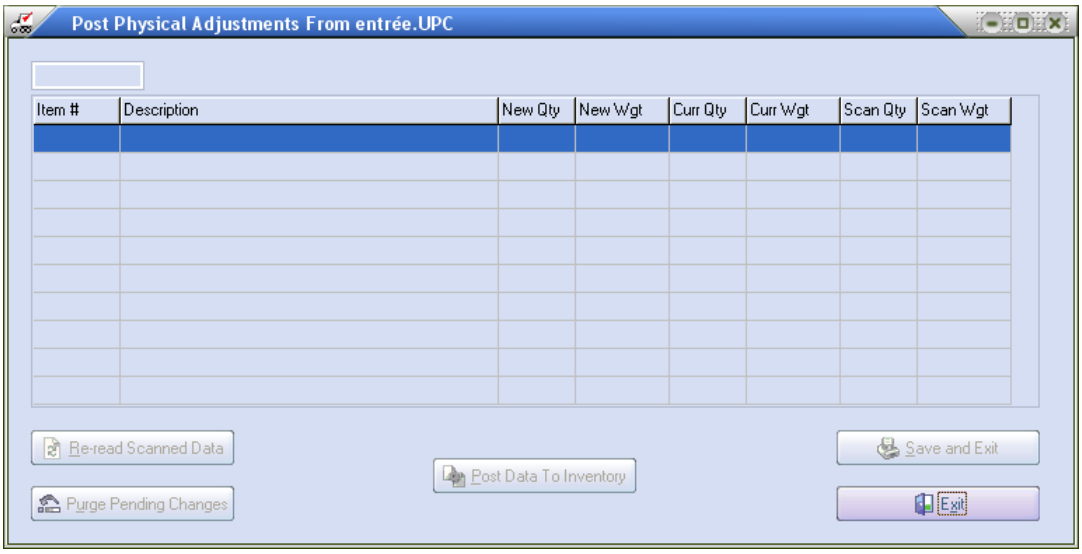
Click **No** to go back to the **Post Physical Adjustments from entrée.UPC** screen.



c. The **Posting Adjustments** progress box will open and display.



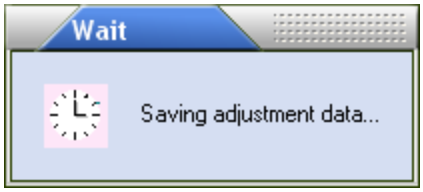
d. When the update is complete you will be returned to a blank **Post Physical Adjustments from entrée.UPC** screen.



Save and Exit button:

- Allows you to go back in at a later time and make additional adjustments and post your update.

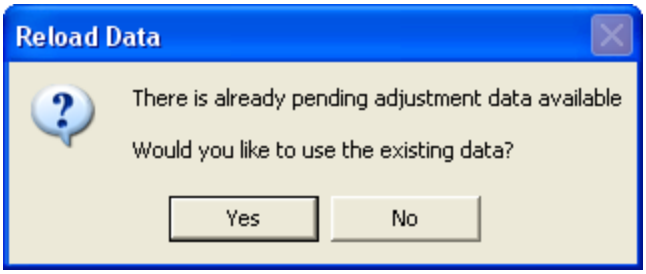
Displays the **Wait** message while the adjustment data save is performed.



- Later when you go back into the **Post Physical Adjustments from entrée.UPC** screen the "Reload Data" dialog box will ask you "Would you like to use the existing data?".

Click **Yes** to load the saved adjustments file.

Click **No** to reload the original scanned data file.



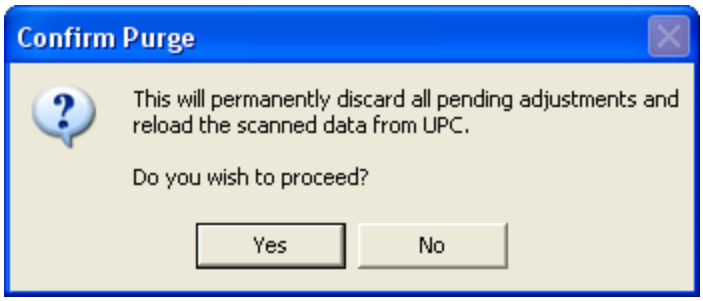
Purge Pending Changes button:

- Allows you to removed pending adjustments and reload the scanned data file.

Displays the **Confirm Purge** dialog box.

Click **Yes** to purge your changes to the pending adjustments.

Click **No** to go back to the **Post Physical Adjustments from entrée.UPC** screen.



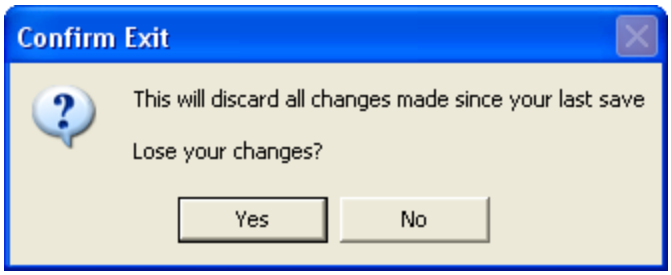
Exit Without Saving button:

- Allows you to exit the dialog and abandon unsaved adjustments.

Displays the **Confirm Exit** dialog box.

Click **Yes** to exit the dialog without saving any pending adjustments.

Click **No** to go back to the **Post Physical Adjustments from entrée.UPC** screen.

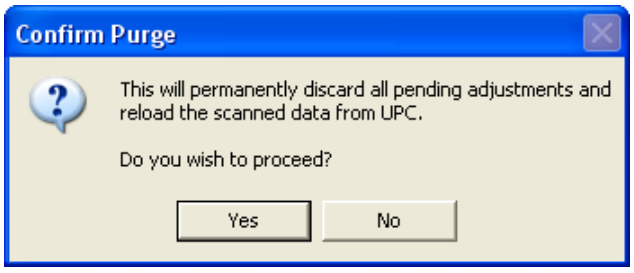


Re-read Scanned Data button:

- Displays a **Confirm Purge** dialog box.

Click **Yes** to discard pending adjustments and reload the UPC scanned data.

Click **No** to go back to the **Post Physical Adjustments from entrée.UPC** screen.



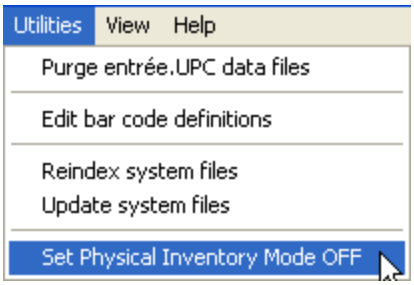
9. Once the Post Physical Adjustments from entrée.UPC has been completed posting updates you must proceed to the Third step and "Set Physical Inventory Mode OFF" so normal scanning operations can resume.

- Next you will go to the Third step to Set Physical Inventory Mode to "OFF" on the next page.

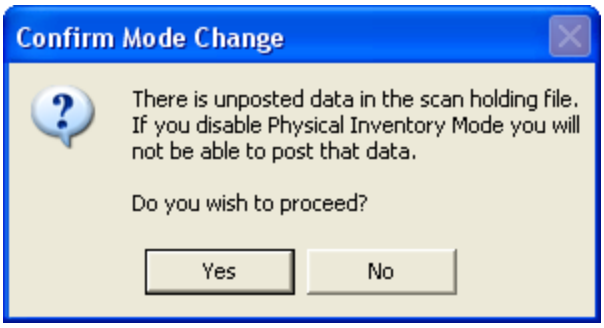
Third - Set the entrée.UPC Physical Inventory Mode "OFF"

1. Once your posting work in the main **entrée** system has been completed, you must change the mode to "OFF".

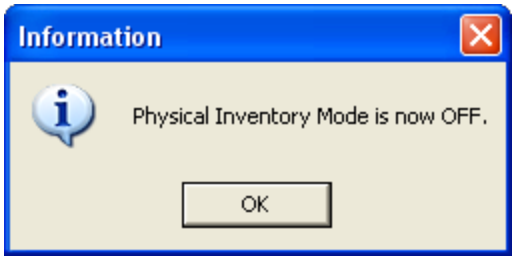
   In the **Utilities** menu click the **Set Physical Inventory Mode OFF** option.



2. The Confirm Mode Change dialog box will display if there is data that has not been posted in the scan holding file.



3. Click **OK** to confirm the mode change to "OFF".



Note This mode change to "OFF" **must** be done to allow normal RF terminal scanning operations to resume.

12.7 Posting Cycle Counts from entrée.UPC

Cycle Count Feature

The new Cycle Count feature will allow you to scan and count an item and then adjust the inventory for the specific items in **entrée**. A cycle count only targets one or more specific items and will only adjust the inventory of items that were *actually* scanned. The data is stored in "RFPCWght".

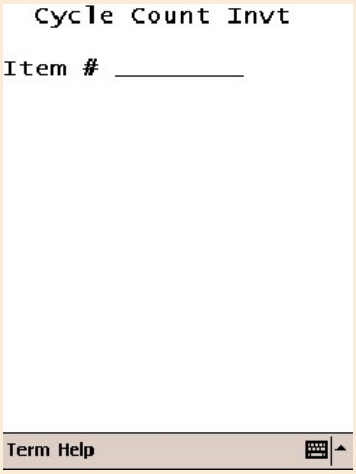
Example If you are processing fish fillets your inventory on certain products (the whole fish) may tend to vary based on the actual yields of your processing operation. Doing cycle counts on a regular basis will prevent your reported on hand inventory from drifting too far away from reality.

Note There is a minor issue with the cycle count process when any item which you intended to count was not actually found. If this happens you would have to zero out the inventory on that item by hand.

Similar to the Physical Inventory process, the **entrée.UPC** system only does the data collection.

The review and posting of the collected data is handled in the main entrée system.

Another major difference from the regular Physical Inventory system is that adjustments will only be made to those items which have been scanned. Items that are ***not*** scanned will ***not*** be changed.



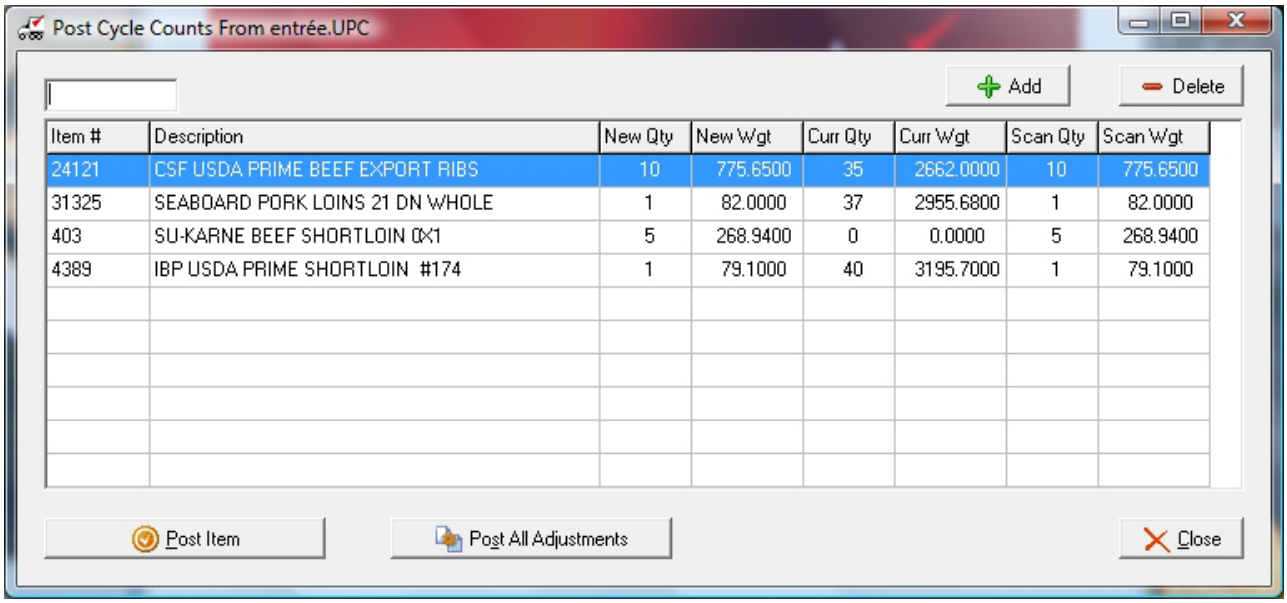
Note The Cycle Count feature does ***not*** require the system to be in Physical Inventory Mode to count an item.

Posting Cycle Counts from entrée.UPC in entrée

1. In **entrée** use menu path:

   Inventory > **Post Cycle Counts from entrée.UPC**.

2. The **Post Cycle Counts from entrée.UPC** screen in the main **entrée** system will display.



Columns:

- **Item # -** entrée inventory file item number value.
- **Description -** entrée inventory file item description.
- **New Qty -** Adjusted quantity value entered in the Physical Adjustment Item Detail screen in entrée.
- **New Wgt -** Adjusted weight value entered in the Physical Adjustment Item Detail screen in entrée.
- **Curr Qty -** entrée inventory file quantity value.
- **Curr Wgt -** entrée inventory file weight value.
- **Scan Qty -** entrée.UPC scanned quantity value.
- **Scan Wgt -** entrée.UPC scanned weight value.

- **Buttons:**
  - **+ Add -** Used to manually add a new item to the list.

- **- Delete -** Used to remove an item from the list.
- **Post Item -** Update the inventory file for the item highlighted in blue.
- **Post All Adjustments -** Updates the inventory file with all entered cycle count adjustments.
- **Close** - Exits the dialog without posting.

3. Select and double click an item to open it in the "Physical Adjustment Item Details" dialog will open.

Physical Adjustment Item Detail buttons:

- **Apply -** Functions as a "save and continue" which locks the entered values into the adjustment edit process. This does *not* post the changes to the inventory file.

- **Cancel -**
  - Will keep "applied" changes and close the "Physical Adjustment Item Detail" dialog.
  - If there are no "applied" changes it will discard any entered values.

- **OK -**
  - Will save any "applied" changes for the item.
  - If there are no "applied" changes the New Quantity and New Weight values will be passed to the "Post Physical Adjustments from entrée.UPC" screen.
  - If the adjustments were not "applied" the "Post Physical Adjustments from entrée.UPC" screen buttons will govern the fate of these entered values.

4. Click in the **New Quantity field** and enter the value then hit the **Enter** key.

5. Enter the value in the **New Weight** field (if required) and hit the **Enter** key.

6. The **Apply** button will be activated. Click the **Apply** button.

7. Then click **OK** to exit the dialog and return to the **Post Cycle Counts from entrée.UPC** screen.

8. Now click the **Post Item** or **Post All Adjustments** button to update the inventory file, use whichever button applies to your situation.

Using Post Cycle Counts to Make Manual Adjustments

- **Lots:** For lot based items use the **Add** button opens the "Physical Adjustment Item Detail" dialog.

This allows you to make adjustments to a given lot and lock in those changes with the **Apply** button before adjusting another lot.

- **Errors:** When scanning is done incorrectly you can quickly make manual adjustments using this dialog. Say the manger realizes that the terminal operator has missed a pallet, you can use this dialog to manually enter the missing item information using the **Add** button's Physical Adjustment Item Detail dialog.

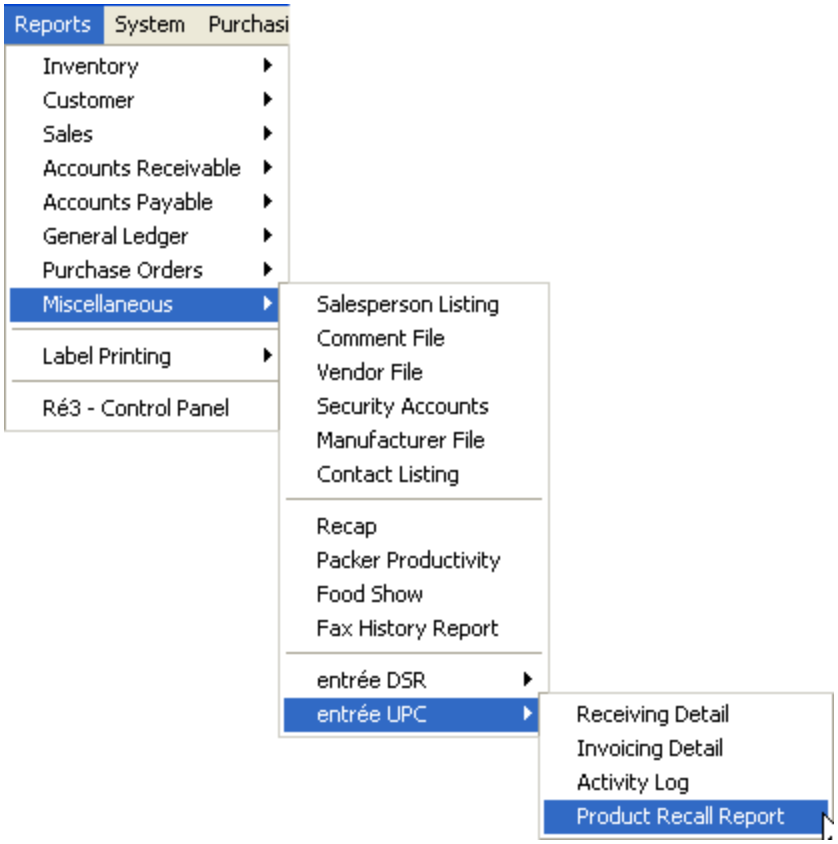
- This dialog can also be used to manually adjust items which have not been or cannot be scanned. This provides an alternative method to posting the scan-based changes here and then jumping over to the Physical Adjustments utility to post the adjustments for the items not scanned.

12.8 Reports

Accessing entrée.UPC Reports in the entrée System

From the main **entrée** menu use menu path: **Reports** > **Miscellaneous** > **entrée.UPC.**

- Select from these reports in the menu:
  - **Receiving Detail**
  - **Invoicing Detail**
  - **Activity Log**
  - **Product Recall**



- These are the report system features that allow you to customize and generate reports in entrée.

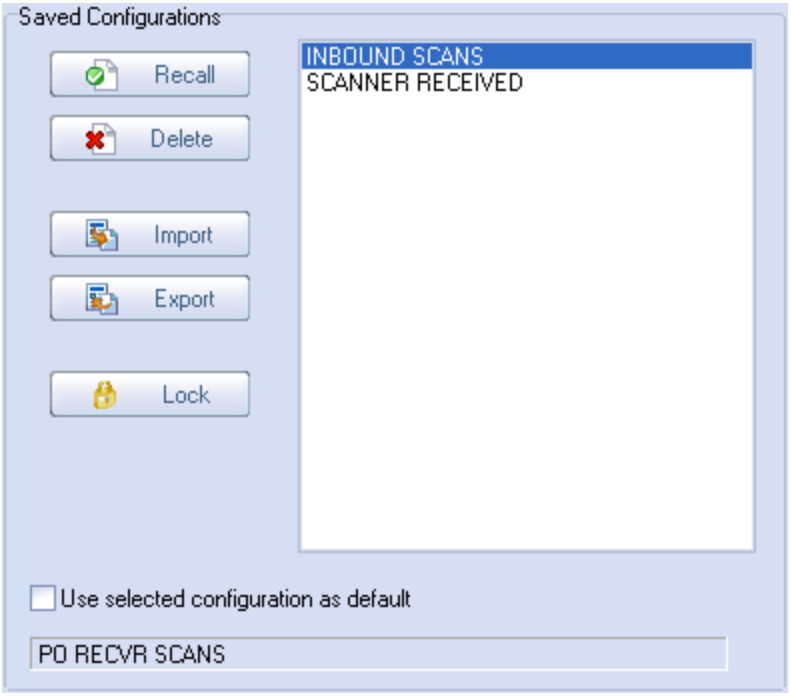
Hot Tip! For more detailed information about entrée system report generation visit the online **entrée Knowledgebase** or consult a copy of the entrée System Guide.

12.8.1 Receiving Detail Report

This report has two saved configurations in the reporting system of the main entrée system **Inbound Scans** and **Scanner Received**.

Selecting a report configuration:

1. Select the report Receiving Detail Report from the menu.
2. The report dialog will open.
3. Click the **Configure** button and select the desired report from the Saved Configurations.
4. Then click the **Recall** button to load the report layout.

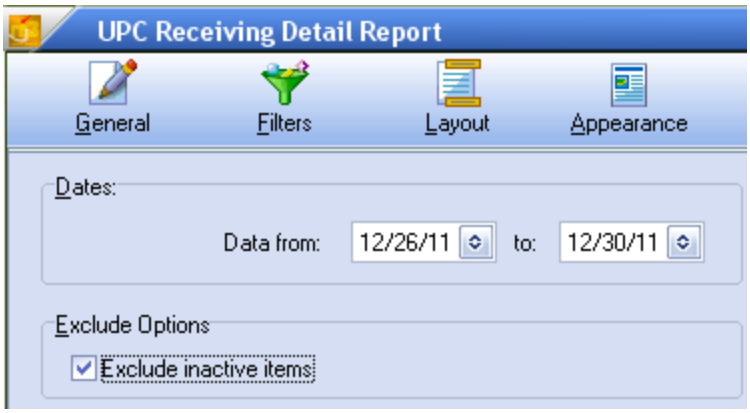


Running the Report:

1. Check the desired report **Exclude Options** (see Options below).
2. Enter **Dates** information by setting the "Data from;" and "to:" date values.

Options:

- The **Dates** section provides a date range value.
- The **Exclude Options** section allows you to exclude inactive items.



- **See the next 2 pages for report configuration examples.**

- **Inbound Scans Receiving Detail report configuration.**

Date: 12/27/11
Time: 3:13 PM

Madison Distributors, Inc.

UPC Receiving Detail Report

Covers Period: Feb 27 2008 - May 17 2008

Page: 1

Received Date (PO)	P.O. Number	UPC Code	Item Number	Description Line 1	Scanned Count	Scanned Weight	Scanned Serial
Item Number: 217361 - P.B.WAGYU WHOLE TENDERLOIN 5-6 5 pc							
05/08/08	105677	217361	217361	P.B.WAGYU WHOLE TENDERLOIN 5-6 5 pc	1	24.48	005148
05/08/08	105677	217361	217361	P.B.WAGYU WHOLE TENDERLOIN 5-6 5 pc	1	25.36	005125
05/08/08	105677	217361	217361	P.B.WAGYU WHOLE TENDERLOIN 5-6 5 pc	1	26.68	004629
05/08/08	105677	217361	217361	P.B.WAGYU WHOLE TENDERLOIN 5-6 5 pc	1	26.24	004959
05/08/08	105677	217361	217361	P.B.WAGYU WHOLE TENDERLOIN 5-6 5 pc	1	25.80	004617
217361 - P.B.WAGYU WHOLE TENDERLOIN 5-6 5 pc Sub-Totals:							
					5	128.56	
Item Number: 217372 - P.B.WAGYU BEEF STRIPLOIN 0X1 #5-6							
05/08/08	105677	217372	217372	P.B.WAGYU BEEF STRIPLOIN 0X1 #5-6	1	28.00	008359
05/08/08	105677	217372	217372	P.B.WAGYU BEEF STRIPLOIN 0X1 #5-6	1	31.75	008206
217372 - P.B.WAGYU BEEF STRIPLOIN 0X1 #5-6 Sub-Totals:							
					2	59.75	
Item Number: 217377 - P.B.WAGYU WHOLE TENDERLOIN 5-6 4 pc							
05/08/08	105677	217377	217377	P.B.WAGYU WHOLE TENDERLOIN 5-6 4 pc	1	20.95	008506
05/08/08	105677	217377	217377	P.B.WAGYU WHOLE TENDERLOIN 5-6 4 pc	1	20.73	008357
05/08/08	105677	217377	217377	P.B.WAGYU WHOLE TENDERLOIN 5-6 4 pc	1	20.29	008549
05/08/08	105677	217377	217377	P.B.WAGYU WHOLE TENDERLOIN 5-6 4 pc	1	19.85	008545
05/08/08	105677	217377	217377	P.B.WAGYU WHOLE TENDERLOIN 5-6 4 pc	1	17.86	008725
217377 - P.B.WAGYU WHOLE TENDERLOIN 5-6 4 pc Sub-Totals:							
					5	99.68	
Item Number: 225535 - P.B. WAGYU BEEF RIBEYE #5-6							
05/08/08	105677	225535	225535	P.B. WAGYU BEEF RIBEYE #5-6	1	31.09	007886
05/08/08	105677	225535	225535	P.B. WAGYU BEEF RIBEYE #5-6	1	30.43	007963
225535 - P.B. WAGYU BEEF RIBEYE #5-6 Sub-Totals:							
					2	61.52	
Item Number: 225552 - P.B. WAGYU BEEF RIBEYE #7-8							
05/08/08	105677	225552	225552	P.B. WAGYU BEEF RIBEYE #7-8	1	21.39	008624
225552 - P.B. WAGYU BEEF RIBEYE #7-8 Sub-Totals:							
					1	21.39	

- **Scanner Received Receiving Detail report configuration.**

Date: 12/27/11
Time: 3:15 PM

Madison Distributors, Inc.
UPC Receiving Detail Report
Covers Period: Feb 27 2008 - May 17 2008

Page: 4

P.O. Number	Item Number	Received Amount	Scanned Count	Scanned Weight	Scanned Serial	Scan Posted	UPC Code
103964	U80412	36,423.68	1	63.60	020880232112		9072323601
103964	U80412	36,423.68	1	70.90	020880231822		9072323601
103964	U80412	36,423.68	1	58.90	020880135041		9072323601
103964	U80412	36,423.68	1	66.20	020860243172		9072323601
103964	U80412	36,423.68	1	66.20	020870230722		9072323601
103964	U80412	36,423.68	1	64.10	020860243082		9072323601
103964	U80412	36,423.68	1	61.40	020870136131		9072323601
103964	U80412	36,423.68	1	64.20	020860244412		9072323601
103964	U80412	36,423.68	1	58.10	020880232152		9072323601
105677	217361	5,430.89	1	24.48	005148		217361
105677	217361	5,430.89	1	25.36	005125		217361
105677	217361	5,430.89	1	26.68	004629		217361
105677	217361	5,430.89	1	26.24	004959		217361
105677	217361	5,430.89	1	25.80	004617		217361
105677	217372	5,430.89	1	28.00	008359		217372
105677	217372	5,430.89	1	31.75	008206		217372
105677	217377	5,430.89	1	20.95	008506		217377
105677	217377	5,430.89	1	20.73	008357		217377
105677	217377	5,430.89	1	20.29	008549		217377
105677	217377	5,430.89	1	19.85	008545		217377
105677	217377	5,430.89	1	17.86	008725		217377
105677	225535	5,430.89	1	31.09	007886		225535
105677	225535	5,430.89	1	30.43	007963		225535
105677	225552	5,430.89	1	21.39	008624		225552

Report Totals:

		6,637,725.	195	10,554.60			

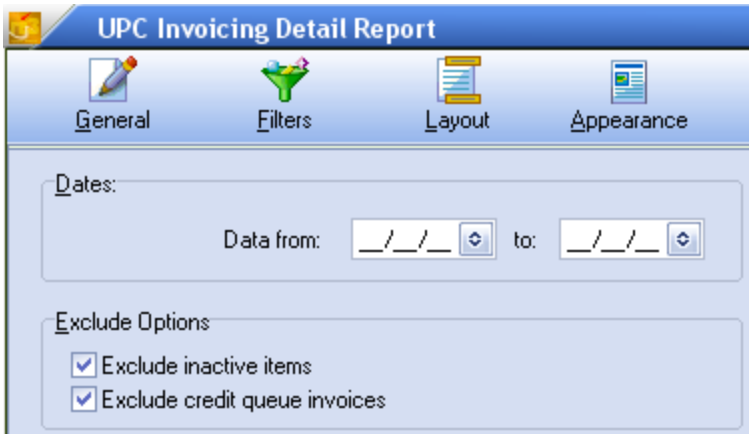
12.8.2 Invoicing Detail Report

Running the Report:

1. Check the desired report **Exclude Options** (see Options below).
2. Enter **Dates** information by setting the "Data from;" and "to:" date values.

Options:

- The **Dates** section provides a date range value.
- The **Exclude Options** section allows you to exclude inactive items and invoices in the credit queue.



Invoicing Detail Report Example:

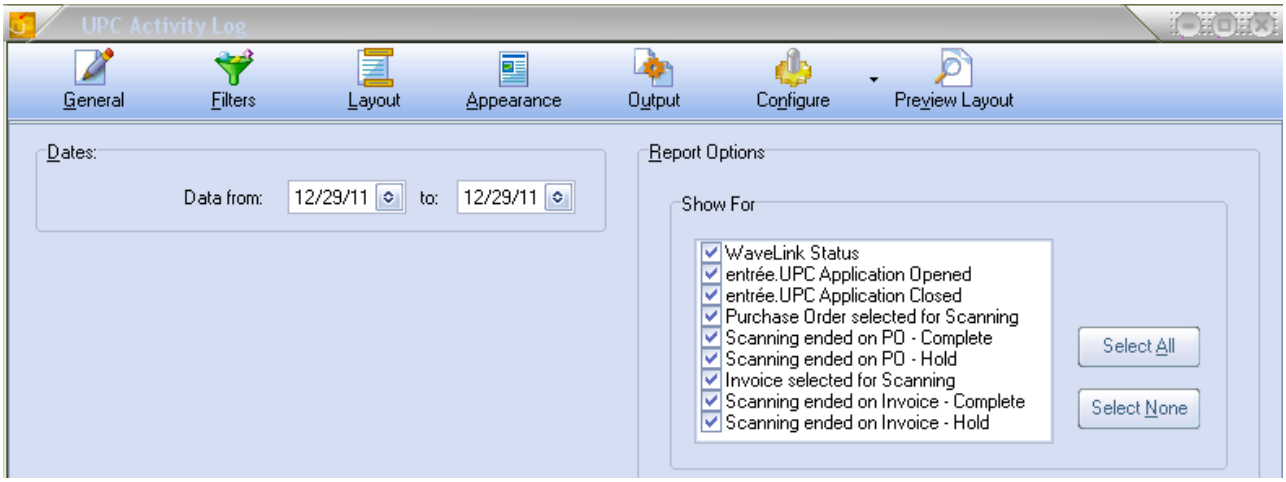
Date: 12/27/11
Time: 3:28 PM

Madison Distributors, Inc.
UPC Invoicing Detail Report
Covers Period: Mar 03 2008 - Mar 04 2008

Item Number	Bill To Company	Invoice Date	Invoice Number	UPC Number	Scanned Count	Scanned Weight	Scanned Lot Number	Scanned Serial
90723236	ANY COMPANY	03/03/08	651079	N23052	1	77.40	080225	210105622452
90723236	ANY COMPANY	03/03/08	651079	N23052	1	67.30	080301	210106121189
90723236	ANY COMPANY	03/03/08	651079	N23052	1	77.30	080301	210106121068
	ANY COMPANY	03/03/08	651079	S24022	1	42.50	080228	0105921778
	ANY COMPANY	03/03/08	651079	S24022	1	40.40	080228	0105922130
	ANY COMPANY	03/03/08	651079	S24022	1	44.00	080228	0105922028
	ANY COMPANY	03/03/08	651079	S24022	1	43.20	080228	0105922056
	ANY COMPANY	03/03/08	651079	S24022	1	42.10	080228	0105922086
	ANY COMPANY	03/03/08	651079	S24022	1	45.80	080228	0105921717
	ANY COMPANY	03/03/08	651079	S24022	1	49.10	080228	0105921965
	ANY COMPANY	03/03/08	651079	S24022	1	38.10	080228	0105922167
	ANY COMPANY	03/03/08	651079	S24022	1	39.80	080228	0105922030
	ANY COMPANY	03/03/08	651079	S24022	1	42.50	080228	0105922153
	ANY COMPANY	03/03/08	651081	929914	1	53.27	8059	
	ANY COMPANY	03/03/08	651081	929914	1	52.82	8059	
	ANY COMPANY	03/03/08	651081	929914	1	54.35	8059	
	ANY COMPANY	03/03/08	651081	929914	1	52.88	8059	
	ANY COMPANY	03/03/08	651081	929914	1	50.48	8059	
9312300	ANY COMPANY	03/03/08	651081	931230	1	22.10	080213	0002177903
9312300	ANY COMPANY	03/03/08	651081	931230	1	17.10	080213	0002177255
9312300	ANY COMPANY	03/03/08	651081	931230	1	20.20	080213	0002177256
	ANY COMPANY	03/03/08	651081	96666	4	40.00		
02444057	ANY COMPANY	03/03/08	651082	5738	1	10.00	080218	08884033
02444080	ANY COMPANY	03/03/08	651082	8080	4	200.00		
07605293	ANY COMPANY	03/03/08	651083	31043	1	36.64	04309	0288
	ANY COMPANY	03/03/08	651083	34124	1	80.80	080226	0100009163
9317420	ANY COMPANY	03/03/08	651083	931742	1	12.20	080229	0002192303
9317420	ANY COMPANY	03/03/08	651083	931742	1	12.20	080229	0002192304
942075	ANY HOTEL	03/03/08	651083	942075	6	108.00		
02444055	CAFE	03/03/08	651084	5545	1	9.80		
02444055	CAFE	03/03/08	651084	5545	1	10.40		
9312340	CAFE	03/03/08	651084	931234	1	22.40	080204	0002169548
942075	CAFE	03/03/08	651084	942075	3	54.00		
6339020	CAFE	03/03/08	651084	P33902	1	5.90	080303	0001944180
6339020	CAFE	03/03/08	651084	P33902	1	6.50	080303	0001944181
6339020	CAFE	03/03/08	651084	P33902	1	6.50	080303	0001944182
6339020	CAFE	03/03/08	651084	P33902	1	6.40	080303	0001944183
6339020	CAFE	03/03/08	651084	P33902	1	6.30	080303	0001944184
6339020	CAFE	03/03/08	651084	P33902	1	6.30	080303	0001944185
6339020	CAFE	03/03/08	651084	P33902	1	6.70	080303	0001944186

12.8.3 Activity Log Report

This report will provide you with a record of the scan activity for a specific user name for the selected time period. The report shows the productivity of the scan operator and can be used as an audit trail to find and resolve problems.



Running the Report:

1. Check the desired report **Show For Options** (see Options below).
2. Enter **Dates** information by setting the "Data from;" and "to:" date values.

Options:

- The **Dates** section provides a date range value to be used to focus your report.
- The **Report Options** section allows you to check the “Show For“ activity you would like to view in the report.
- Use the **Select All** or **Select None** buttons and check only the options you would like in the report.

“Show For” options:

- Wavelink Status - The status of the RF terminal Wavelink application.
- entree.UPC Application Opened
- entree.UPC Application Closed
- Purchase Order selected for Scanning
- Scanning ended on PO - Complete
- Scanning ended on PO - Hold
- Invoice selected for Scanning
- Scanning ended on Invoice - Complete
- Scanning ended on Invoice - Hold

- **See the next page for report example.**

Activity Log Report Example:

Date: 12/12/11
Time: 1:45 PM

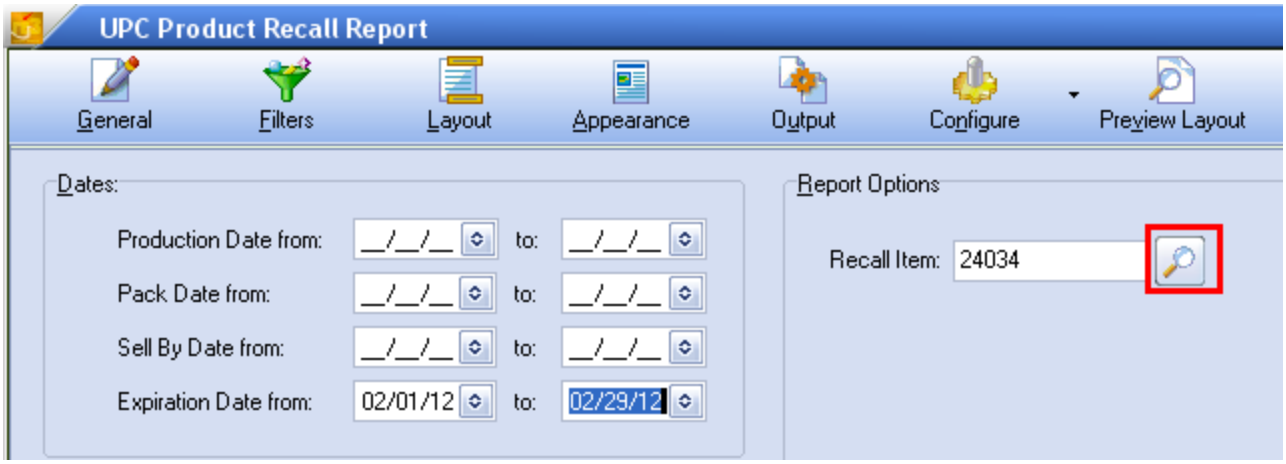
Madison Distributors, Inc.
UPC Activity Log
Covers Period: through Dec 12 2011

Page: 1

Time	Process Description	Document Type	Document Number	Company Name
Security User Name: CREED				
Date: 11/21/11				
18:17:18	Invoice selected for Scanning	INVOICE	700527	HOTEL ANYWHERE
18:17:27	Scanning ended on Invoice - Complete	INVOICE	700527	HOTEL ANYWHERE
18:17:31	Invoice selected for Scanning	INVOICE	700527	HOTEL ANYWHERE
18:18:46	Scanning ended on Invoice - Hold	INVOICE	700527	HOTEL ANYWHERE

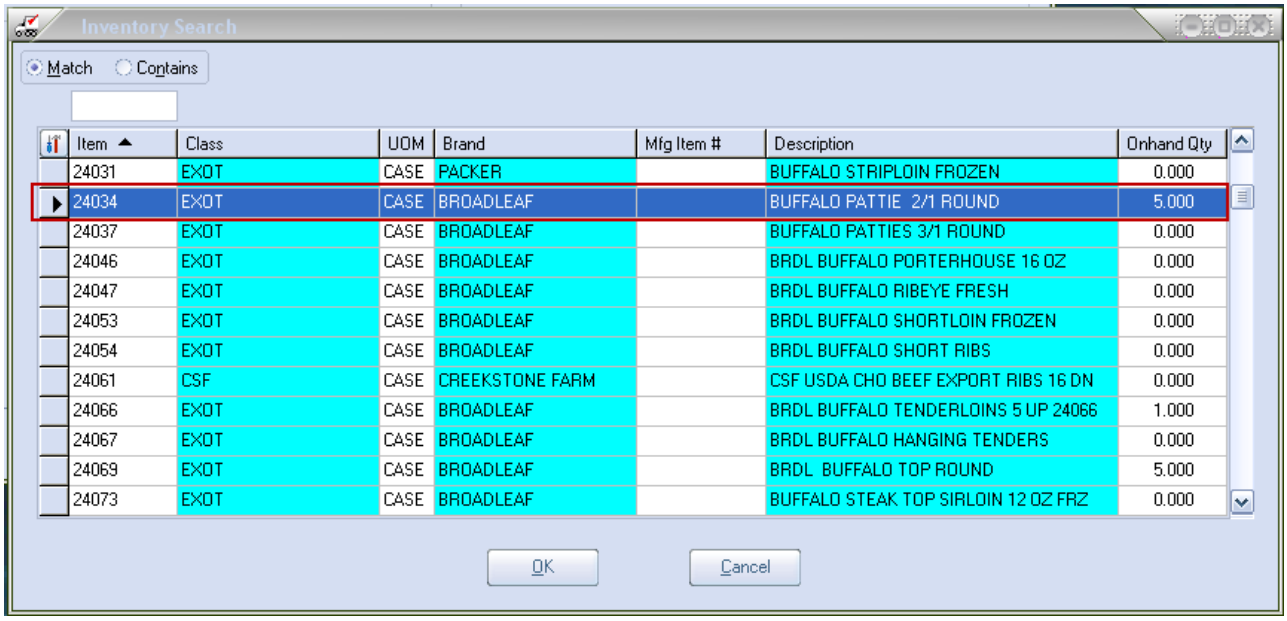
12.8.4 Product Recall Report

In the event of a product recall this report will allow you to quickly identify those products and take the proper actions to protect the public and be in compliance with the Food Safety Modernization Act (FSMA).



Running the Report:

1. Select the desired **Dates** option (see Options below) and enter the "Data from;" and "to:" date values.
2. For **Report Options** enter the item # in the **Recall Item** text box or use the magnifying glass to open the inventory search dialog and find the item number value (see image below).



Options:

- The **Dates** section provides four date values to be used to target the specific items being recalled. Dates include:

    1. Production Date
    2. Pack Date
    3. Sell By Date
    4. Expiration Date

- The **Report Options** section lets you enter an item number if you know it or search for and select the Recall item value from your inventory file.

Product Recall Report Example:

Date: 12/12/11
Time: 1:47 PM

Madison Distributors, Inc.

UPC Product Recall Report

Item: U80412 - UTILITY BEEF STRIPLOIN 100% PL

Page: 1

Document Number	Document Date	Lot Number	Serial Number	Count	Weight	Prod. Date	Pack Date	Sell By Date	Exp. Date	Is Match
Document Type: RECEIPTS										
Account: PACKP - PACKERLAND-PLAINWELL (AKA MURCO)										
103964	04/03/08	080326	020860241812	1	57.80	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080326	020860242572	1	56.40	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080326	020860243082	1	64.10	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080326	020860243172	1	66.20	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080326	020860243842	1	65.90	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080326	020860244412	1	64.20	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080326	020860244472	1	58.60	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080327	020870136131	1	61.40	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080327	020870136611	1	63.70	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080327	020870138321	1	67.30	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080327	020870230392	1	72.90	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080327	020870230722	1	66.20	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080327	020870241022	1	54.80	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080328	020880134001	1	63.00	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080328	020880134331	1	65.00	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080328	020880134461	1	66.30	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080328	020880134541	1	69.10	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080328	020880134631	1	72.80	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080328	020880135041	1	58.90	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080328	020880229892	1	61.80	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080328	020880229922	1	59.40	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080328	020880230232	1	63.60	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080328	020880231022	1	60.50	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080328	020880231042	1	65.40	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080328	020880231532	1	75.80	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080328	020880231822	1	70.90	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080328	020880232112	1	63.60	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080328	020880232152	1	58.10	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080328	020880232682	1	59.30	/ /	/ /	/ /	/ /	Y
103964	04/03/08	080329	020890142981	1	66.70	/ /	/ /	/ /	/ /	Y
PACKP - PACKERLAND-PLAINWELL (AKA MURCO) Sub-Totals:										
				30	1,919.70					
RECEIPTS Sub-Totals:										
				30	1,919.70					

entrée.UPC V3

Chapter 13

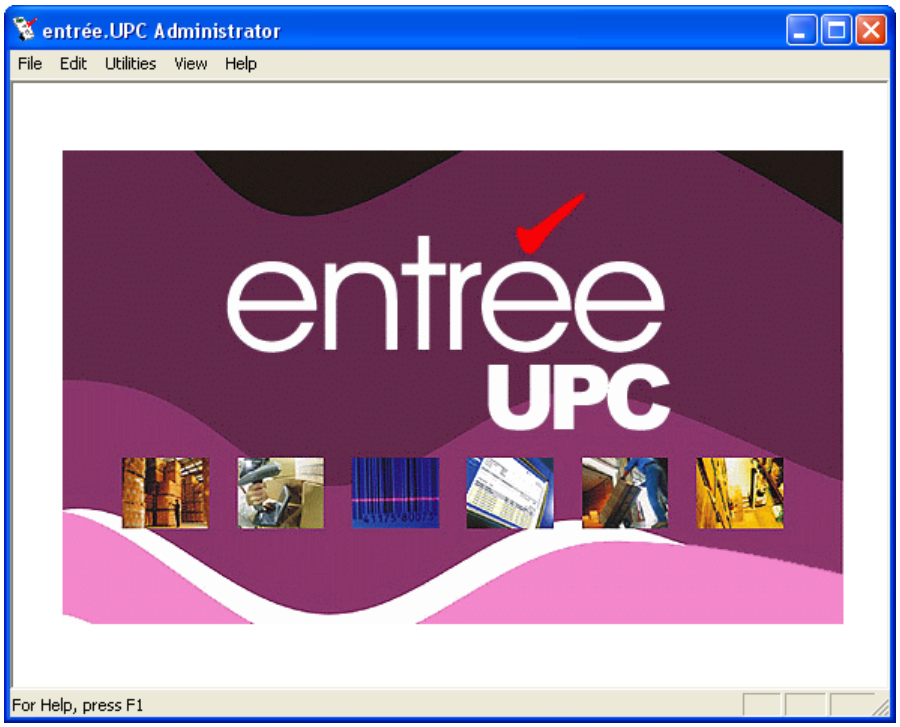
The entrée.UPC Host/Administrator program

13 The entrée.UPC Host/Administrator program

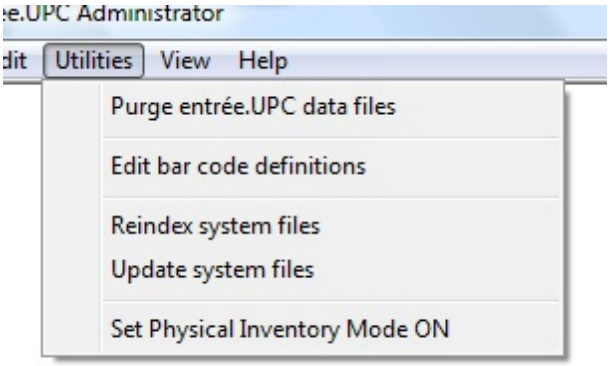
The **entrée.UPC Host** is a *Windows NT service* that runs on the host computer. It is this service that actually processes the information acquired by the RF Terminals.

> On Windows NT, a service is a special kind of executable program that runs in the background. Services are used for programs that are constantly working, such as network protocols or database servers. Most WWW servers on Windows NT are implemented as services.

The **entrée.UPC Administrator** application is provided as a means for maintaining **entrée.UPC**. This section will cover the utility features of the **entrée.UPC Administrator** application that maintain the **entrée.UPC** data files.



The **entrée.UPC Administrator Utilities** menu displayed here is where you access the features for maintaining the data files and access the switch to turn **Physical Inventory Mode** on and off.

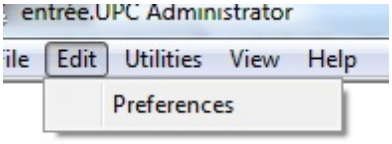


13.1 Preferences

The Edit Preferences utility is used to specify where the main entrée system's data files reside.

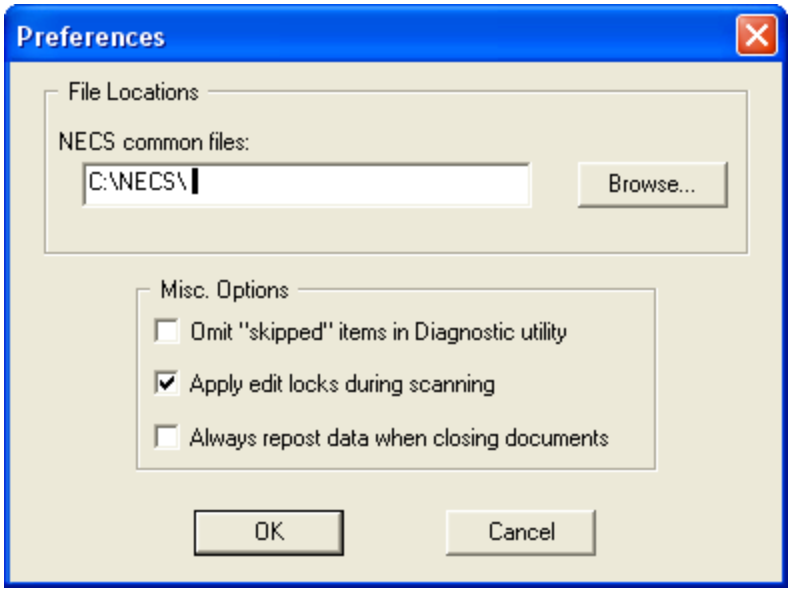
Accessing the Preferences Utility

1. Start the **Administrator** application on the host computer.



2. Select the **Edit** option from the main menu.

3. Select the **Preferences** menu option. The Preferences dialog box will open.



- Next you will continue with this process and set the location of the NECS common files.

Setting the location of the NECS Common Files

This is the directory where the **entrée** data files are stored.

- The specific file that the **entrée** system needs to locate is the **ARVERIFY.DAT** file. If this file is not located in the same directory where the remaining data files are located, it should be moved there now. For more information on moving files consult the Windows documentation or the network administrator.

1. Enter the drive letter and path of the directory in which the entrée data files are located.

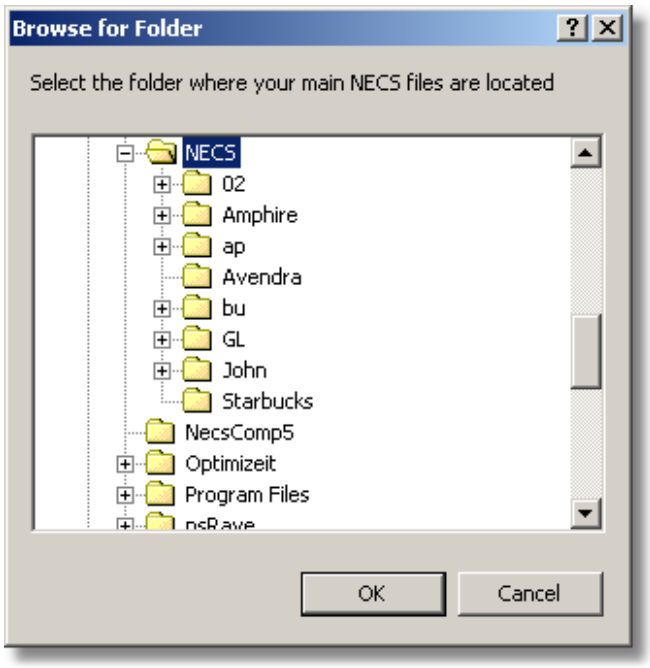
- OR -

1. Click the **Browse** button to open the "Browse for Folder" dialog.

2. Navigate to the folder that contains the NECS common files.

   - Clicking the **+** button next to the drive letter will expand the directory tree allowing the folders stored within to be seen.

   - Clicking the **-** button next to the drive letter will collapse the directory tree hiding the folders contained within.



3. Once the desired folder containing the required files is selected, click **OK**. The drive letter and path will be automatically inserted into the NECS common files field in the Preferences dialog.

Preferences Misc. Options

- **Omit "Skipped" Items in Diagnostic Utility:**

After the diagnostic utility is run on the RF terminal results can be reviewed on the host computer. The dialog will display results for each bar code that was scanned using the diagnostic utility. When the Diagnostic Utility is run on the RF terminal by the operator with this option checked any items skipped during the scanning process will be bypassed when viewing utility results.

Hot Tip! See the **Correcting Bar Codes Definition Problems** section of this guide for information about the diagnostic utility.

- **Apply Edit Locks During Scanning:**

entrée.UPC version 3 implemented support for the **entrée** "edit interlock" feature. Accessed via the Administrator application **Edit** menu, checking this option which will prevent multi-terminal access to the same document during scanning.

If the "Apply Edit Locks During Scanning" option is disabled (not checked) then the handling of the interlocks be changed so that **entrée.UPC** will respect the locks placed by **entrée,** but **entrée.UPC** itself will *not* place any locks.

Although not supported by the **entrée.UPC** system, some distributors will assign multiple terminal operators to the same document at the same time. (We do *not* recommend this as standard practice, it can work if done *very* carefully.) Having this capability creates a situation where an **entrée** user would also be able to open the document and make changes to it while it is in the process of being scanned.

If you normally use the "Edit Interlock" feature in the **entrée > Preferences > System Options > Additional Features** section, but then choose to bypass locks in the **entrée.UPC** system, you will need to have manual procedures in place which will control when an **entrée** user is allowed to make changes to a document and when they should avoid opening it.

Hot Tip! For more detailed information about the Edit Interlocks feature in the main **entrée** system visit the online **entrée Knowledgebase** or consult a copy of the entrée System Guide.

- **Always Re-post Data When Closing Documents:**

In previous versions of **entrée.UPC** any time a document was opened and then closed, all the available scan data (if any) would be posted back to **entrée**.

The problem that could occur is that someone would accidentally open the wrong document which could result in all the "Ship" quantities being prematurely set to ***zero*** if nothing had been scanned on that document yet.

Since the zero quantities could sometimes create problems for other parts of the **entrée** system a change was made in version 3 so that nothing would be re-posted to **entrée** unless at least one item was entered or scanned while the document was open.

Since some distributors found the old behavior useful, so activating the "Always re-post" option will restore the behavior of always re-posting any and all available data back to **entrée** any time a document is closed regardless of whether or not any other work is done while the document is open.

13.2 Updating the entrée.UPC System Files

When the **entrée.UPC** system is first installed, additional database files must be created to support the interaction between **entrée.UPC** and the main **entrée** system.

- The following is the list of files required by entrée.UPC

Table Name	Table Description
ARBARCD	Stores bar code definitions
RFIWGHT	Stores temporary weight information for Invoicing
RFPWGHT	Stores temporary weight information for Physical Inventory
RFRWGHT	Stores temporary weight information for Receiving

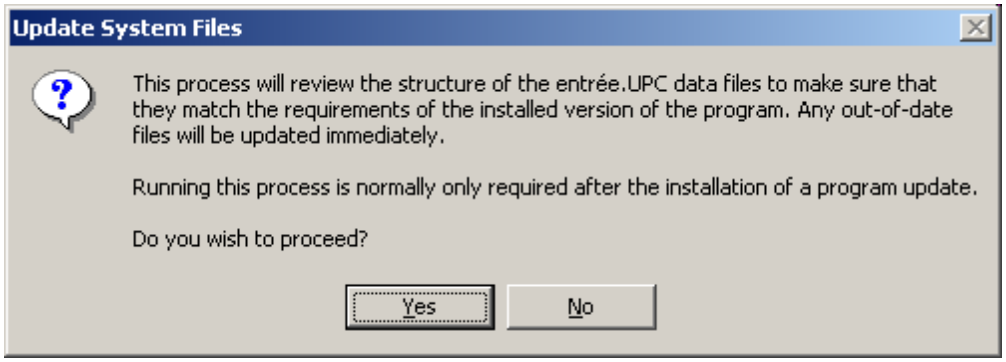
Note The Update System Files utility should only needs to be run when entrée.UPC is first installed or when instructed to do so by a member of the NECS technical support staff.

Running the Update System Files utility

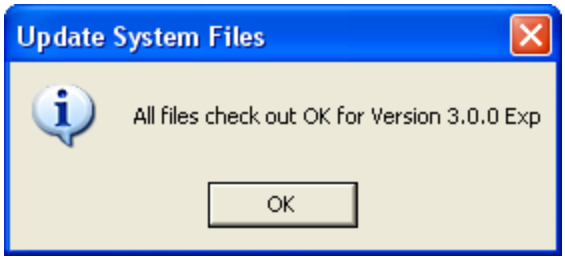
1. Start the **Administrator application** on the host machine.

2. Select the **Utilities** option from the main menu of the Administrator application

3. Select the **Update system files** menu option. The Update system files dialog (below) should now be open.



4. Click the **Yes** button. **entrée.UPC** will then install/update the database files required by **entrée.UPC**. When the process is completed the following status dialog will be displayed informing you that the update is complete.



5. Click **OK** to close the Update System Files status dialog.

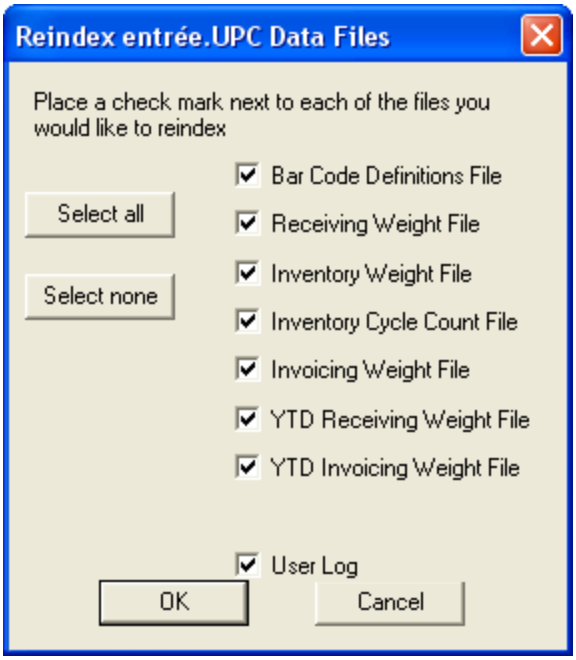
13.3 Reindexing the entrée.UPC System Files

entrée.UPC uses DBF type files to store information and Foxpro® compatible CDX index files just like the main **entrée** system. If you suspect that there is a problem with your **entrée.UPC** index files, you may regenerate any or all of them using this option.

> It is possible that situations may arise where the synchronization between the data file and indexes may be lost. Usually this is due either to an abnormal program termination or manual edits being performed with a database program that is not compatible with the CDX format.

Running the Update System Files utility

1. Start the **Administrator** application on the host machine.
2. Select the **Utilities** option from the main menu of the Administrator application
3. Select the **Reindex system files** menu option. The Reindex entrée.UPC data files dialog (below) should now be open.



4. By default all files are selected for re-indexing.

   To select individual files: Click **Select none** then check the files you wish to re-index.

5. Click the **OK** button. When the process is complete you will be returned to the main menu of the **entrée.UPC Administrator**.

13.4 Purging the entrée.UPC System Files

The data that you enter using the RF Terminal unit is being recorded in one of three files, depending on whether you are invoicing, receiving, or taking a physical inventory. The primary purpose of doing this is to keep a record of the data entered via the RF Terminal between operating sessions.


Example If you begin scanning items for an invoice, but have to stop to take a telephone call, chances are that the RF Terminal is going to time out and shut itself off before you are able to begin scanning again. It's also just as possible that the RF Terminal's batteries might go dead halfway through an invoice. In either case, **entrée.UPC** keeps a record of everything that was successfully scanned. If it didn't do this you would have to start over from the beginning any time you were interrupted. Obviously doing everything over again is not really an option here, so we have created three weight-accumulation files.

Unless deleted manually, the data in these files would just continue to accumulate until the computer's hard disk was full. Since it's not a good idea to fill up your hard disk like that, this routine was written to allow you to periodically purge unnecessary data from these files.

How the Bioterrorism Act of 2002 Impacts Data Retention

The Bioterrorism Act of 2002 authorizes the Secretary of HHS, acting through the FDA, to issue regulations to protect the Nation's food and drug supplies against bioterrorism and food-borne illness. The data retention requirements of the Bioterrorism Act specify that product-tracing data be retained for as long as two years for certain types of products. Since keeping two years worth of scan data in your active data file would severely degrade the performance of the scanning process in version 3 we have adopted a new design that pushes older data into a "history" file. This keeps the size of the files used for day-to-day activities down to a manageable size while still keeping the required amount of historical data readily available to comply with the Bioterrorism Act of 2002.

***Source** **www.fda.gov - Bioterrorism Act**

When you run the **entrée.UPC** purge you can choose when to permanently purge information from your system. This final purge defaults to a cutoff of **two years**. The cutoff value may be changed to retain more or less data based on your specific circumstances since the data retention period for some products is as short as six months.


The "Purge" operation should be carried out **after** "Month-End Close" has been run on the main **entrée** system.

Running the Update System Files utility

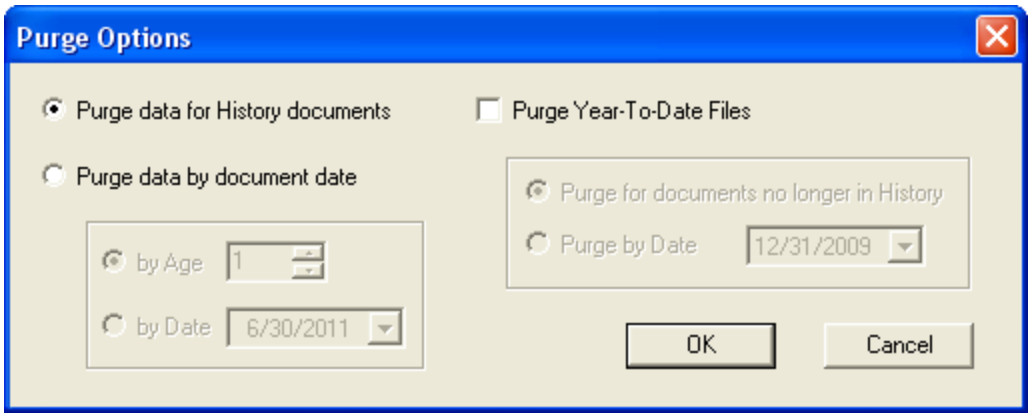
1. Start the **Administrator application** on the host machine.

2. Select the **Utilities** option from the main menu of the Administrator application

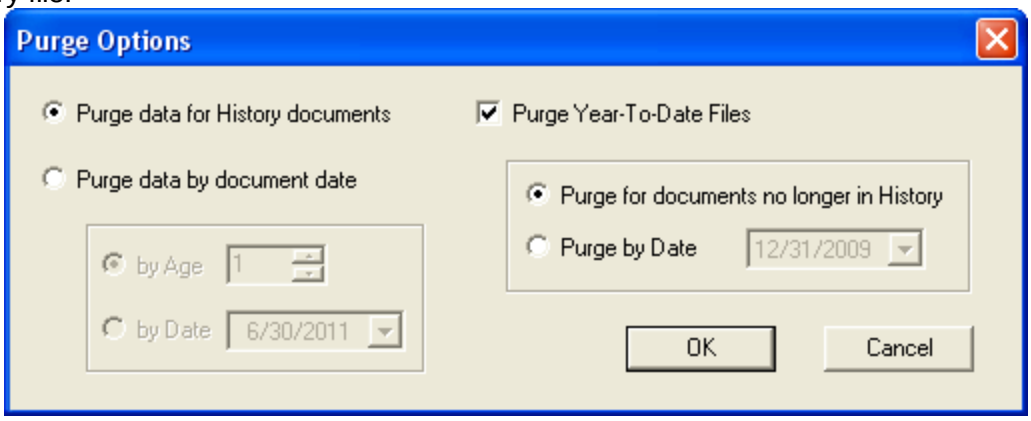
3. Select the **Purge entrée.UPC data files** menu option.

4. The **Purge Options** dialog box will open. The **Purge Options** dialog includes a design similar to what is used in the main **entrée** system with "Current" and “History" file purge options. These are the variations available for this purge utility:

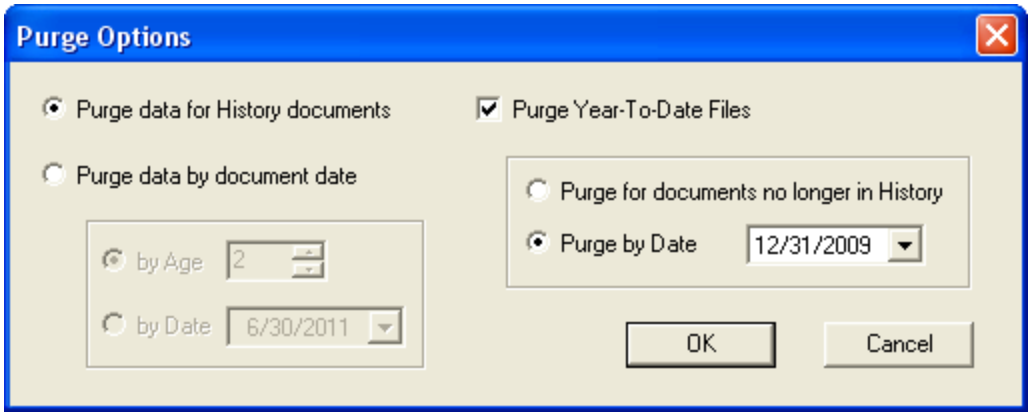
   a. Purge data for History documents only.



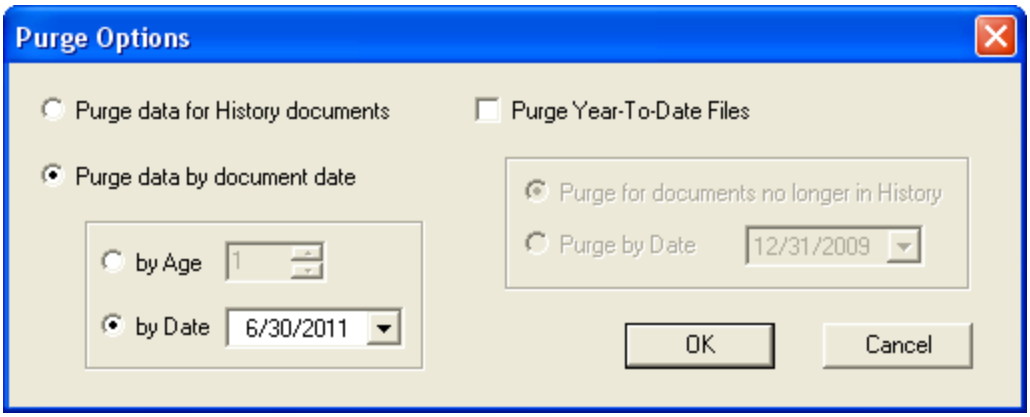
b. Purge data for History documents and Purge YTD files only for documents no longer in the History file.



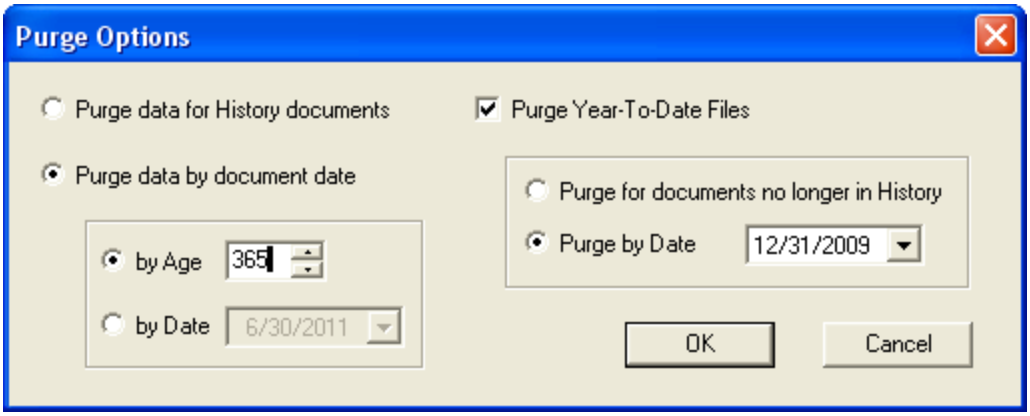
c. Purge data for History documents and Purge YTD files using selected purge by date (default is 2 years).



d. Purge data by document date **by Date** (cut off date).

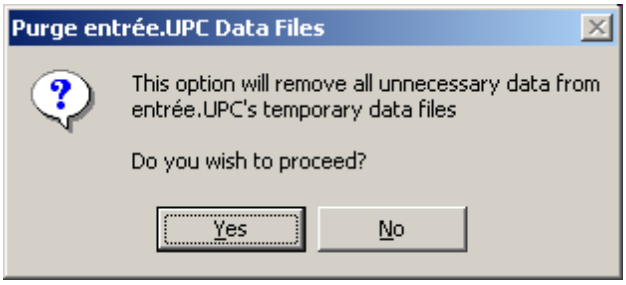


e. Purge data by document date **by Age** (number of days old) and Purge YTD files by Date **or** Purge YTD files for documents no longer in the History file.



Note You will not be allowed to ***only*** Purge the YTD files, History or Document Date must be paired with this option.

5. Click the **Yes** button to begin the purge process. When the process is complete you will be returned to the main menu of the Administrator application.



entrée.UPC V3

Chapter 14

RF Terminal Operations

14 RF Terminal Operations

The key element in the **entrée.UPC** system is the RF Terminal. By using the RF link you are not limited to performing your scanning operations in only one physical area defined by the length of your scanner's cord. Conditions permitting, you are free to scan most any item anywhere in your building without dragging a "tail" around with you. That means no hassles with the cord being too short (or too long), no worrying about it getting run over or otherwise damaged and no worrying about you (or someone else) tripping over it.

The RF link also provides a way for us to identify and interpret any number of different bar code labels through the use of the host computer's processing power, allowing for a lighter, more compact terminal unit.

Every effort has been made to keep the operation of the RF Terminal itself as simple as possible. While certain features of the system rely on the knowledge your warehouse staff already has about the products you carry, they are not expected to know a great deal about the workings of the system in general.

In order for the RF Terminals to function, the host computer must be running and the **entrée.UPC** "Host" service must be active before any terminals attempt to sign on. This should happen automatically when the host computer is started.

This chapter will review the various operations that can be performed through the RF Terminal and will also explain the various prompts and error messages that might be encountered. The operations outlined in this chapter assume the RF Terminal is already logged into the Wavelink Host service and the entrée.UPC mode has been selected from the Main Menu of the RF Terminal.

- For more information on powering up the RF Terminal see Chapter 2 in the **Starting Up the RF Terminal** section.

14.1 Taking a Physical Inventory

entrée.UPC allows for you to take a physical inventory using the RF Terminal. This provides the following key advantages:

- All properly labeled items are correctly identified.
- Bar coded shelf labels can be used as substitutes for container labels to make taking a physical inventory easier and less time consuming.
- Information scanned at different times and different locations is assembled into a single, correct total inventory figure for that item.
- Weight information acquired through the bar code is:

  a. Consistent with the value used to bring the product into inventory (When Receiving is done with the RF Terminal).

  b. Consistent with the value that is used to take it out of inventory (When Invoicing is done with the RF Terminal).

- In version 3 the operation of the Physical Inventory process has been modified so the **entrée.UPC** system will ***only*** be responsible for **collecting the data**. The **entrée.UPC** application does not post the data to the main **entrée** system.

How is the Inventory File Updated?

The "Post Physical Adjustments from entrée.UPC" option in the main **entrée** system "Inventory" menu (Version 3.6.5 or later) allows you to review the data collected from scanning, make any necessary adjustments and update the inventory file.

- To avoid confusion or potential conflicts the **entrée.UPC** system must be put into a special "Physical Inventory Mode" using the "Set Physical Inventory Mode ON" option on the Utilities menu of the **entrée.UPC Administrator**. See **Post Physical Ajustments from entrée.UPC** for detailed information about this process.
- While the **entrée.UPC** system is in Physical Inventory Mode no Receiving or Invoicing which could alter inventory may be performed.
- Non-document features like "Identify" and the "Diagnostic Utility" are still available.
- Note that the review and posting process in **entrée** requires the **entrée.UPC** system stay in Physical Inventory Mode so that scanning operations won't alter the inventory before you have posted the scanned data.
- Once the inventory process is complete can go back to the "Utilities" menu of the **entrée.UPC Administrator** and turn "Inventory Mode" off to allow normal RF terminal scanning operations to resume.

Note When using the "Post Physical Adjustments" utility, the inventory for any and all items which were **not** scanned (or manually adjusted after scanning) will be adjusted to ***zero***.

Physical Inventory can be operated in two different modes Count or Identify

- **Count Mode** allows you to collect data to update the current "on hand" quantity of inventory in the **entrée** system for any single item or group of items you choose.

  By using the "Count" mode to update inventory you will know the "true on hand" quantity (a term used in entrée) of an item at any time. The term "true on hand quantity" is defined as how much product should be physically in the warehouse even if some of it was sold but not yet shipped out of the warehouse.

- **Identify mode** serves two purposes:
  1. It provides a quick and easy way to verify the operation of your bar code definitions.

     By placing the system into "Identify" mode and randomly scanning samples of various vendors' bar codes, you can quickly identify any conflicts between bar code definitions. Because "Inventory" has no document to cross-check against like Invoicing (the invoice) and Receiving (the P. O.), using "Identify" mode will quickly show up any weaknesses in your bar code definitions. You may then have the opportunity to analyze and correct the situation before it becomes a problem.

  2. It allows you to quickly check the inventory status of a particular item without accessing the main **entrée** system.

     The "Identify" mode is useful if you need the status of just the current "on hand" as opposed to "true on hand" inventory. No data files are changed or updated in either **entrée.UPC** or the main **entrée** system.

14.1.1 Using Count Mode

The "Count" mode of Physical Inventory offers a quick and easy way to perform a Physical Inventory. You may choose to scan the inventory for one item, two items, a dozen items or everything in your entire facility.

When you exit from "Count" mode the system totals up every entry in the RFPWGHT file (going item-by-item) it ***saves*** the scanned inventory data for that item with the newly-calculated value.

Caution **Be aware of this unique property of the "Count" mode of physical inventory:** The system correctly assembles inventory scanned at different times and different locations into a single, correct total inventory figure for that item. In order to insure the integrity of the data collected, the system requires that you scan **all** occurrences of the item **without leaving "Count" mode.**

Hot Tip! **Power is everything!** Be sure to put fresh batteries in the RF Terminals so the batteries don't die before you're finished with scanning. If you lose power your inventory on the item may be under reported, especially when your the only terminal working in "Count" mode.

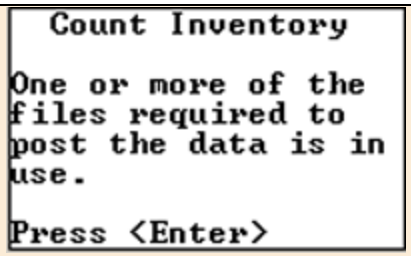
Remember this about "Physical Inventory":
Only what is scanned is collected in the scanned data file.

If you scan one case of "regular cut" green beans, your inventory on "regular cut" green beans will be adjusted to one, regardless of the current inventory. However, if you don't scan any "French cut" green beans, the inventory on that item will not be affected.

For more details about why you must scan all occurrences of a particular item without leaving the "Count" mode of Physical Inventory see Appendix B - Under the topic: **Count Mode.**

14.1.1.1 - Using Multiple RF Terminals

What if there is more than one RF Terminal?

Because of the exclusive nature of the "Count" mode of "Physical Inventory", when an RF Terminal is granted access to "Count" mode, any other terminals that "sign on" will be expected to also be working in "Count" mode. If one of the other Terminals attempts to select another working mode (Invoicing or Receiving), they will receive a warning message.	

What if someone else has already "signed on" and has selected "Count" mode?

Any other Terminal that selects "Physical Inventory" will see a message.

The "xx" on the first line of that message will indicate the Terminal ID of the RF Terminal that initiated "Count" mode.

If you would also like to enter "Count" mode using another RF Terminal, simply press <**Enter**> as a "Yes" answer to the question.

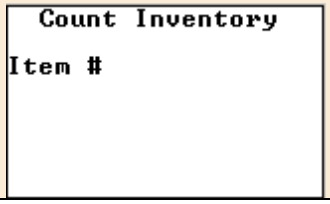
If you choose <**0**> (zero) to not enter "Count" mode, you will be presented with a modified "Physical Inventory" menu which only provides access to the "**Identify Item**" feature.

14.1.1.2 - Step 1. Accessing the Count mode

When you first "sign on" with an RF Terminal you will see the entrée.UPC menu on the RF Terminal's screen.

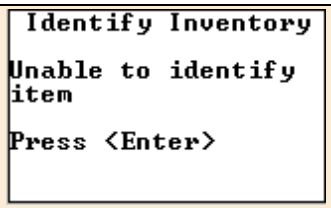
Select the **Utilities** option and press the <**Enter**> key. This will place the terminal into a "working mode". Once you have completed your work in the "working mode"you will return to this menu.	
You should now see the **Inventory** menu (right). Select the "**Count Inventory**" option and press the <**Enter**> key.	

14.1.1.3 - Step 2. Enter the Inventory Item Number

The system now displays a prompt to enter the Inventory Item Number to count.	

The item number may be entered using one of the following methods:

A. **Scanning the Container:** Scan the bar code label on the container being counted.

If the container bar code label is unfamiliar to the system or for any other reason cannot be identified, you will receive the message to the right. This is probably the most common error condition you encounter, especially when initially starting the system. This is discussed in **Chapter 2** under the sub topic "**Correcting Bar Code Definition Problems**".	

B. **Manual Entry:** Key the item number into the RF Terminal and press the <**Enter**> key.

Note As with "Invoicing", an item can be identified by scanning the container label or by manually entering the Inventory Item Number from the keyboard. Note that there presently is no equivalent to the Loading Sheet's line item bar code available for use in "Physical Inventory", so *only* those two methods of item identification are available.

The Total Count Shortcut Feature

You can also use the "Total Count" shortcut feature written specifically for *constant weight items*. This feature allows you to directly enter the number of units instead of scanning each unit individually for the item. Any counts entered in this way are summed into a total rather than replacing the previous total.

How the Total Count Shortcut Feature Works:

Prior to scanning the item at the Item Number prompt hit Shift-6. This produces the **^** symbol. This action tells **entrée.UPC** that you wish to use the "Total Count" shortcut feature for constant weight items.

1. Press <Enter> and the prompt will change to read "**Cnst Item #**".
2. After that you may scan a unit of the item, scan the item number bar code on a document or manually key the Item Number.
3. The system will verify that that the item is actually a constant weight item and, if the item is accepted, you will be prompted for the Total Count value.
4. Enter the number of units for the Total Count value and press <**Enter**>.

Note Previously the use of the Total Count feature required either manually entering the Item Number value on the keyboard or scanning the item bar code from a Purchase Order or a Loading Sheet.

14.1.1.4 - Step 3. Enter the Lot number.

If the item being scanned is not tracked by Lot go to Step 4.

If the product being counted is tracked by lot, and the scanned bar code does not contain a lot number, (or if the item number was entered manually) the system will ask you to provide a lot number manually.

If the bar code of the scanned item contained a lot number, this prompt **will not be displayed**, and you may proceed to the next step.

The lot number may be entered manually into the RF Terminal followed by pressing the <**Enter**> key.

Note If you are ***not able*** to provide a Lot Number, simply press <**Enter**>. The warning to the right will then be displayed. Pressing <**Enter**> again will discard this entry and take you back to the "Item?" prompt from step 2.

- If you *are able* to provide the Lot Number, the system will validate the existence of the specified Lot.
- If the lot you just specified cannot be found, the warning message to the right will be displayed.

14.1.1.5 - Step 4. Enter the Item Weight

This step is required only if: The item scanned is a catchweight item and the weight of the container is not contained in the "Item" bar code.

-or- The item number was manually entered for a constant weight item.

Providing Weight Information for Catchweight Items

If you had scanned the item information from a container label that does not contain weight information, you would now be able to scan a "Weight" label to acquire the Weight and any other missing information (Serial Number or Lot Number). If the Serial Number and Lot Number are provided by the "Weight" label instead of the "Item" label, the usual validation checks will now be performed on these values.

If, for any reason, you are unable to provide the weight information, press <**Enter**> at the "Weight?" prompt. The current entry will immediately be *discarded* and you will move on to the next "Item?" prompt from step 2.

Providing Quantity Information for Constant Weight Items

If this is a constant weight item that was **entered manually**, the system will ask for the on hand quantity.

Key in the appropriate value and press <**Enter**>. The item data will be written to the RFPWGHT file and the system will move on to the next "Item?" prompt from step 2.

If you have any questions about the value that should be entered here, your best option is to simply cancel this entry until you determine the appropriate response

Note If you just hit <**Enter**> at the "Qty.. . " prompt, the system will display the warning to the right.

In this case, when you hit <**Enter**> the data for current item entry is discarded and the system moves on to the next "Item?" prompt from step 2.

- That on hand quantity may be everything that you're looking at or it may only be a small portion of it. You may have product from one Lot stored in several physical locations. In that circumstance you would enter the quantity that you've got in front of you now. You could wait and catch up with the other locations when you actually reach them or you may want to track down any additional quantities immediately.

14.1.1.6 - Step 5. Completing the Count process

Repeat steps 2 - 4 for each item that is going to be counted.

1. When you are finished scanning all the items to be counted, press the <**Enter**> key at the "Item?" prompt from step 2.

   If more than one terminal is in "Count" mode at this time, the current terminal will simply exit back to the "**Physical Inventory**" menu from step 1. Then when the ***last*** RF Terminal exits "Count" mode all the data has been acquired.

2. In **entrée.UPC** version 3 the posting to the Inventory File is no longer performed by the **entrée.UPC** Application. The **entrée.UPC** host computer will summarize the data in the RFPWGHT file. You will now go to the main entrée system Inventory menu and click the "**Post** Physical Adjustments from entrée.UPC" option. Here you can review the data collected from scanning, make any necessary adjustments and then post the updates to your inventory file.

3. After the inventory data has been posted in **entrée** you must go to the **entrée.UPC Administrator** and Set Physical Inventory Mode to "OFF". This mode change to "OFF" ***must*** be done to allow normal RF terminal scanning operations to resume.

Note When using the "Post Physical Adjustments from entrée.UPC" utility in the main **entrée** system, the inventory for any and all items which were ***not*** scanned (or manually adjusted after scanning) will be adjusted to **zero**.

- See the **Posting Physical Adjustments from entrée.UPC** chapter for detailed information about this process.

14.1.2 Using Identify Mode

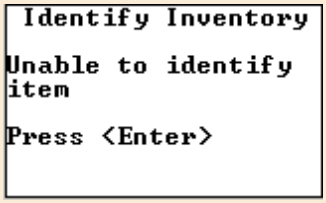
Physical Inventory "Identify" mode allows you to:

- Randomly scan items in your inventory to verify that the bar code identification system is working properly.
- Verifies the current inventory for specific items.

Note The value reported is the "on hand" quantity as opposed to "true on hand" quantity.

When you first "sign on" with an RF Terminal you will see the entrée.UPC menu on the RF Terminal's screen. Select the **Utilities** option and press the <**Enter**> key. This will place the terminal into a "working mode". Once you have completed your work in the "working mode"you will return to this menu.	
You should now see the **Inventory** menu. Select the "**Identify**" option and press the <**Enter**> key.	

You should now see the "**Identify Inventory Item?**" prompt. Scan the bar code label on the container being identified.

Note If the container bar code label is unfamiliar to the system or for any other reason cannot be identified, you will receive the message to the right. This is probably the most common error condition you encounter, especially when initially starting the system. This is discussed in **Chapter 2** under the sub topic "**Correct Problem Bar Codes**".	
A message is displayed if the system ***can*** **identify the item**. The first line will contain the Inventory Item Number in the entrée Inventory File (typically *not* the Item Number contained in the bar code). The second line is the first 20 characters of item description. The third line will contain the quantity currently on hand -"16" items followed by the weight on hand ("0. 0000" in this case).	

14.2 Receiving

Receiving inventory by means of **entrée.UPC** is very much like “Invoicing”. The operations are similar, so many of the same options are available in both modes. If you have read over the section on “Invoicing”, you already have a pretty good understanding of what to expect from “Receiving”.

The process of scanning items for a Purchase Order (P.O.) automatically generates a “Quantity Shipped” value based on the number of items that are scanned. At the same time, it is also recording weight information (where required).

The “Receiving” mode of RF Terminal operations involves several different procedures with many of them taking place in the short time between scans. If enough information is provided in the bar code, most all of these procedures are totally invisible to a RF Terminal operator.

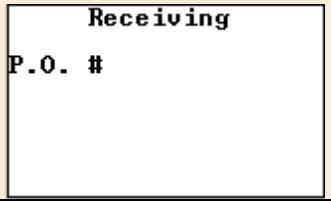
As a backup, the terminal operator has the ability to enter any information manually using the keyboard should that be necessary for any reason. For instance, if a key piece of data is missing (say the weight for a catch weight item), the system will ask you to provide the missing data. If you are unable to provide the missing value, the entry is usually discarded.

14.2.1 Step 1. Accessing the Receiving Mode

When you first "sign on" with an RF Terminal you will see the entrée.UPC menu on the RF Terminal's screen.

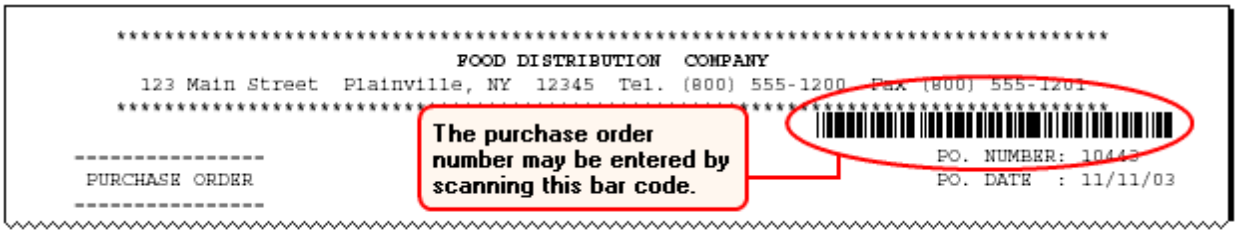
Select the **Receiving** option and press the <**Enter**> key. This will place the terminal into a "working mode". Once you have completed your work in the "working mode"you will return to this menu.	

14.2.2 Step 2. Enter the PO Number

The RF Terminal should now prompt you for the PO number.	

Enter the PO number using <u>one</u> of the following methods:

A. **Scanning the PO:** The purchase order should have a bar code in the upper right corner. This bar code contains the **PO Number** and should be scanned at this prompt.



B. **Manual Entry:** Key the purchase order number into the RF Terminal and press the <**Enter**> key.

If the purchase order number is not valid for any reason (maybe it was canceled shortly after you picked up the PO), you will receive the error message to the right.	Receiving P.O. #2468 P.O. not found Press <Enter>

14.2.3 Step 3. Enter the Item Number

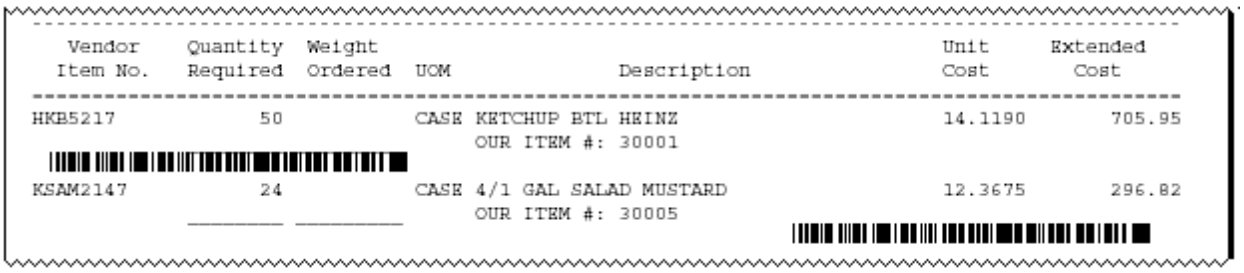
The system retrieves and displays the PO Number as well as the Vendor Name (as much as will fit in twenty spaces). It is now requesting an Inventory Item Number.	Receiving P.O. #10421 BEST EXPRESS FOODS Item # <Shf>-<4>, <Enter> for Status Mode

Enter the item number using one of the following 3 methods:

A. **Scanning the Container:** Scan the bar code label on the container being received.

If the container bar code label is unfamiliar to the system or for any other reason cannot be identified, you will receive the message to the right. This is probably the most common error you will see when initially starting the system. This is discussed in Chapter 2 under "**Correcting Bar Code Definition Problems**".	Identify Inventory Unable to identify item Press <Enter>
If the "item" *can* be identified, the system next checks to see if it is listed on the current purchase order. If not, the error message to the right will be displayed.	Receiving P.O. #10421 Item #TB100 COOKED TURKEY BREAST Item not on P.O. Press <Enter>

B. **Scanning the Purchase Order:** The purchase order should also have a bar code below each line item. The printed bar codes alternate between the right and left side of the page to make it easier to scan the correct item (see image below). This bar code contains the **Item Number** and **Order Quantity**. This bar code should be scanned at this prompt.



C. **Manual Entry:** Key the item number into the RF Terminal and press the <**Enter**> key.

Note The choice between scanning the container label and scanning the line item bar code is a RF Terminal operator decision. No doubt you will know as well as the computer which items are constant weight and which are catch weight. Based on that knowledge, you will look at those twenty cases of green beans and say to yourself "constant weight item". From the standpoint of entering the data into the RF Terminal you can now make a choice: scan from the container label or scan from the purchase order.

Whether a constant weight item is scanned from the purchase order or entered manually, they are both treated as being entered manually by **entrée.UPC**.

At the "Item?" prompt you may view the current receiving status of any item on the current purchase order by placing the unit into "Status" mode.

See **Status Mode for Receiving** in Appendix B for more information.

The Total Count Shortcut Feature

You can also use the "Total Count" shortcut feature written specifically for *constant weight items*. This feature allows you to directly enter the number of units instead of scanning each unit individually for the item.

How the Total Count Shortcut Feature Works:

Prior to scanning the item at the Item Number prompt hit **Shift+6**. This produces the **^** symbol. This action tells **entrée.UPC** that you wish to use the "Total Count" shortcut feature for constant weight items.

1. Press <**Enter**> and the prompt will change to read "**Cnst Item #**".
2. After that you may scan a unit of the item, scan the item number bar code on a document or manually key the Item Number.
3. The system will verify that that the item is actually a constant weight item and, if the item is accepted, you will be prompted for the Total Count value.
4. Enter the number of units for the Total Count value and press <**Enter**>.

Note Previously the use of the Total Count feature required either manually entering the Item Number value on the keyboard or scanning the item bar code from a Purchase Order or a Loading Sheet.

Item Serial Numbers

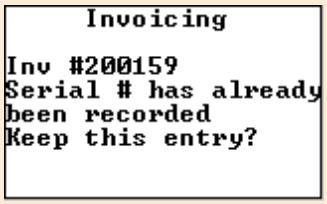
If a serial number is required, the system will automatically check to see if the serial number (contained in the item bar code) has already been scanned. For the sake of speed this check is only performed within the context of the current purchase order.

If a duplication has occurred, you will receive the message to the right.

This particular warning, however, allows you to make a judgment call. To prevent a "lock out" condition when you know the duplication is allowable, you have the option to override the warning and allow the scan to be processed as normal.

Press <**Enter**> as a "Yes" response to override the warning.

Press <**0**> (zero) to enter a "No" response if you know that the warning is correct, or if you're just not sure. The entry will be discarded. If, after checking the situation you decide that you need to override the warning, simply re-scan the item and answer "Yes" when the error message reappears.



- For a serial number to be considered a duplicate, both the identified item as well as the serial number must match. If the serial numbers on two labels match but they are different items as far as your inventory is concerned, no warning will be generated.

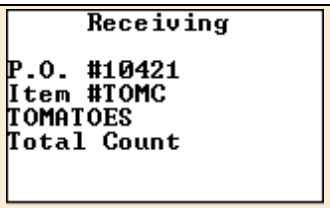
- It is also possible that product which has been around for a while could have serial numbers that duplicate those of newer product. The likelihood is small, but it is possible.

- In situations where there are separate "Item" and "Weight" labels, the serial number will most likely be encoded into the "Weight" label. In this situation, of course, the check for serial number duplication would not be performed until after the "Weight" label had been scanned.

14.2.4 Step 4. Enter the Quantity Received

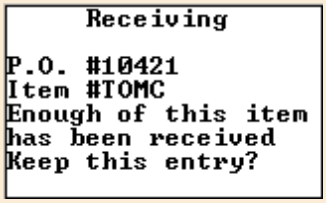
> Note **Steps 4 through 6** may not all necessarily be needed to successfully complete processing for the Receiving function. It will depend on how much information is required and available for the bar code being scanned.

The next piece of information **entrée.UPC** requires is the total number of units that are being received of the current item. If the items are catchweight items this will be done by repeating step 2. For constant weight items, however you may opt to enter just the total quantity instead of scanning each box.

entrée.UPC will prompt you to enter the total number of units to be received.	

Enter the total item count using <u>one</u> of the following 3 methods:

A. **Scanning the Container:** As each unit is scanned, **entrée.UPC** will track the running total of the units that have already been scanned.

If the purchase order calls for twenty units and this entry is your twenty-first unit, the system will warn you that you are over receiving this item with the message displayed to the right. As with Serial Numbers, this warning allows for your intervention in deciding whether or not to discard this entry. If it is your intention to **over receive this item**, you may answer "**Yes**" and processing will continue. If you do not wish to over ship this item, answer "**No**" and the entry will be discarded. You will probably want to re-verify the physical unit count if the label for this item does not include a serial number since you may have double-scanned a container. If there are serial numbers in the bar codes for this item, the count should be correct.	

B. **Scanning the Loading Sheet:** Scan the item filled in full bar code from the purchase order.

If the quantity being received matches the quantity ordered, you may scan the "Item filled in full" bar code that appears at the bottom of each page of the purchase order. Doing so will automatically fill in "Quantity Received" for this line item with the recorded "Quantity Ordered" value. There is no reason to spend the time physically scanning twenty cases of canned green beans one at a time when we're sure that all twenty are there. However, if the quantity being shipped is different from the order quantity, you must enter it by hand.

C. **Manual Entry:** Key the total number of units to be received into the RF Terminal and press the <**Enter**> key.

Note Identifying the item by scanning from the purchase order or by manually entering the Item Number eliminates the system's opportunity to **verify the correct identity of the product being shipped**. If the PO specifies "regular cut" green beans but you have accidentally picked "French cut", the system will not be able to detect the error because you have not scanned the container label. As an alternative, you could scan one unit of product normally so that the system has the opportunity to verify its identity and then use the direct-entry method at the next "Item?" prompt. That way you'll get the best of both worlds.

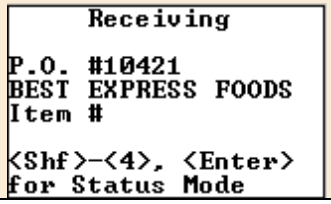
Inventory Count Adjustments

If you have begun scanning entries for a constant weight item and then decide to use the direct entry method, the system will automatically adjust for the items that were already scanned. So if the order called for twenty cases and you had scanned five, making a direct entry of twenty cases shipped would register only the additional fifteen required to match the entered quantity.

14.2.5 Step 5. Enter the Lot Number

Note **Steps 4 through 6** may not all necessarily be needed to successfully complete processing for the Receiving function. It will depend on how much information is required and available for the bar code being scanned.

The system determines whether or not a Lot Number is required for this entry based on the setting of the "Track by lot?" option in Inventory Maintenance of entrée. If this option has been enabled, a Lot Number will be required.

As you scan the bar code, the system automatically looks to see if the bar code carries a Lot Number. If none has been provided where it is required, the system will prompt you to enter it.	

Key in the appropriate Lot Number for this unit. When the data for this purchase order is transferred to the main **entrée** files, a new entry will be created in the Lot File using the number specified here (unless, of course, it already exists).

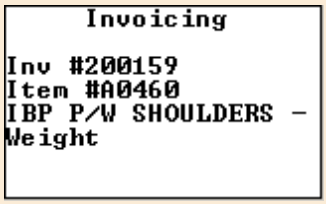
If you are unable to provide a Lot Number, simply press <**Enter**>. You will receive the warning displayed to the right.

Press <**Enter**> again to discard this entry. This takes you back to the "Item?" prompt from step 3.

14.2.6 Step 6. Enter the Item Weight

Note **Steps 4 through 6** may not all necessarily be needed to successfully complete processing for the Receiving function. It will depend on how much information is required and available for the bar code being scanned.

Some vendors apply a generic "Item" label whose only purpose is to identify the item itself. The information on this label never changes from one container to the next. However, during packing, a second label is applied to each container that carries variable information such as Weight, Serial Number, etc.. In this case, then, you may simply scan the "Weight" label when the "Weight?" prompt is presented.

As you scan the bar code, the system automatically picks off a weight if it is on an "Item" label. However, in a case where there is a **separate weight label** you will be prompted for the item weight. Note **This step is not required unless there is a separate label containing the weight information.**	

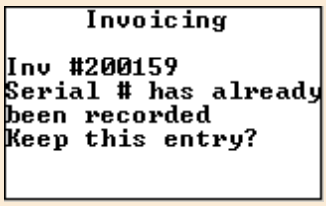
Caution *If you press <**Enter**> at the "Weight?" prompt without entering any data, the item entry will immediately be discarded.*

Enter the item weight using <u>one</u> of the following methods:

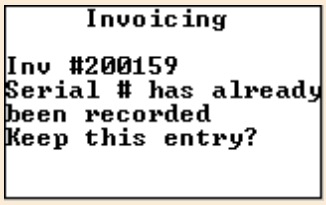
A. **Scanning the Container:** Scan the bar code label on the container being received.

If the Weight is entered by scanning a "Weight" label, there are a couple of possible errors that could occur.

First, if a definition for this "Weight" label has not been attached to the corresponding "Item" label an error could occur. Because "Weight" labels do not carry any item information, the only way that we can know how to properly interpret a "Weight" label is by associating it with a particular type of "Item" label. That way, once the system has identified the item, it will automatically know what to expect from the "Weight" label. If the link between the two labels has not been established, you will receive the warning to the right.



Second, If there is an error in the definition for the "Weight" bar code, the system may be unable to retrieve the weight information correctly. In this case you would see the error message to the right.



If either of these errors occurs you will be sent back to the "Weight?" prompt. As a result of the error the system will only accept keyboard input in response to the "Weight?" prompt.

B. **Manual Entry:** Key the item weight into the RF Terminal and press the <**Enter**> key.

The ability to enter the weight manually leads us to one of the main reasons that we added line item bar codes to the purchase order. If the label on a unit of a catch weight item has become damaged to the point where it is unreadable, you still need a way to record the sale of this unit in spite of the damaged bar code.

Your best alternative is to scan the Item Number from the purchase order which identifies the product. Because this is a catch weight item, the system will present you with the "Weight?" prompt. If you are still able to determine the correct weight from the "man readable" part of the damaged bar code, you may simply enter that value. Otherwise you will need to weigh this container before it can be properly recorded.

- **Next you will check weight values.**

Checking the Min/Max Weight Values

Each incoming weight value is compared against the defined "Min/Max" values from the **entrée Inventory File**.

If a weight exceeds either limit, the program will display a warning showing the defined limits as well as the weight value that was extracted from the bar code.

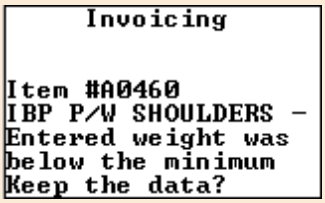
The terminal operator will be given three options for handling the invalid scan:
1) Keep the weight that was scanned.
2) Simply discard the scan.
3) Manually enter a correct weight.

Please be aware that, since any weight which falls between the "Min" and "Max" values will be accepted "as is", you should be sure to set reasonable boundaries in the **entrée Inventory File** for each item.

If you accidentally enter 2.73 instead of 27.3, having a minimum weight value set (say at 30) would allow the system to detect this error and bring it to your attention with the warning message displayed to the right.

Press <**Enter**> to enter a "**Yes**" response if you want to override the warning and allow the data to be recorded "as is". This may be required if you are receiving a partial case.

Press <**0**> (zero) to enter a "**No**" response if you know that the warning is correct, or if you're just not sure. The entry will be discarded and you will be able to re-enter the correct value.



14.2.7 Step 7. Completing the Purchase Order

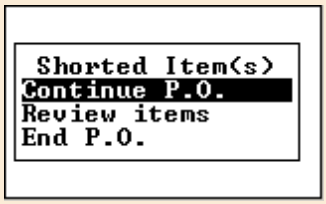
Once you have scanned all of the items for a purchase order, press <**Enter**> at the "Item?" prompt to complete the purchase order. Do not enter or scanning any data at this time.

This begins an "end of purchase order" procedure that involves:

A. **Transferring all of the scanned weight data into the main entrée system.**
This includes not only updating the PO Detail entry, but may also involve updating all of the individual weights as well. If there are many items on the purchase order and/or the receive quantities were fairly high, this process may take a few seconds due to processing limitations on the host computer or network delays.

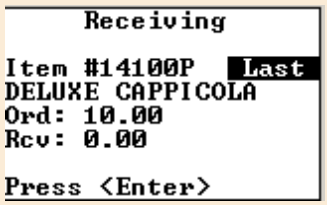
B. **Reviewing the entire purchase order for shorted items.**
If one or more items are short received, the system will warn you of the problem and give you the opportunity to review all of the shorted purchase order items right there on the RF Terminal's screen.

Once the **entrée** system has been updated, **entrée.UPC** now reviews all of the line items on the PO to make sure that they have been received in full. If any item is being received short (overages would have been detected during scanning), the warning to the right will be displayed.



Select the "**Continue P.O.**" option to return to scanning.

Select the "**End P.O.**" option to end this purchase order regardless of its status.



Selecting the "**Review items**" option will begin an interactive process that lets you view the current status of each purchase order line item that is currently received as short. For each item on the purchase order you will see the prompt displayed to the right.

Hit the <**Enter**> key to move to the next shorted item.

Hit the <**0**> (zero) key to end the review process at any time. This will return you to the "Shorted Item(s)" menu from which you may make your next selection.

- If many items on the purchase order are being short received for some reason, using the RF Terminal to perform the review may not be advisable because of the limitations of the RF Terminal's display. The RF Terminal can only display four lines of twenty characters each, so only one line item at a time can be shown. Keep that in mind when you consider initiating a review.

Once you have ended your work on the current purchase order, you will be returned to the "P.O. #?" prompt (step 2).

- If you have another purchase order to process, enter the purchase order number and begin entering data for it.
- If you are finished, simply press <**Enter**> at the "P.O. #?" prompt without entering any data. You will then be returned to the **entrée.UPC** main menu of the RF Terminal.

entrée.UPC V3

Chapter 15

Appendix A: Bar Code Definition Data

15 Appendix A: Bar Code Definition Data

During the development and field testing of **entrée.UPC** we acquired the details of several companies' bar code labels. Our original intention was to simply supply them as part of a "pre-loaded" Bar Code Definition File. This list contains about eighteen different definition entries which may not be what these vendors use today for their live bar codes. Treat these definitions as examples for your edification. Please contact your vendors to get their current bar code definitions.

You can use these definitions in the Bar Code Definition utility (the non-RF version) to set up test only definitions in your Definition File. This will give you some practice using this utility until you need to create your live vendor bar code definitions.

Please note that when you enter your live vendor definitions, you will probably want to assign your own "Definition ID" value to each entry. There is really no deep meaning associated with the Definition ID so you can use any numbering scheme. There are a couple of definitions included in this list that are Item / Weight combinations. In order to be able to show the relationship between the two bar codes we will list the definitions using the ID values assigned by us. You are not required to use these ID values.

- For instructions on using the "Bar Code Definition" utility refer back to Chapter 2 **Creating Bar Code Definitions**.

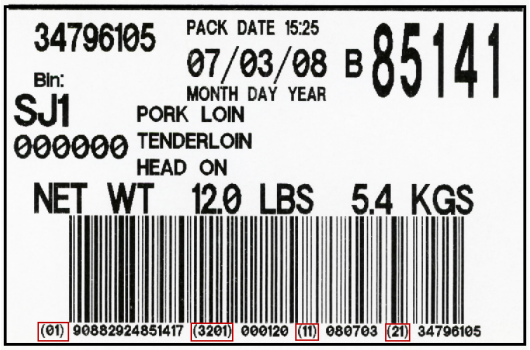
15.1 GS1 Bar Code Standard

In **entrée.UPC** version 3 support was added for the new GS1 bar code standard. This bar code uses a special variation of the "Code 128" bar code symbology which most scanners currently recognize as "UCC-128" or "EAN-128". See the **Creating Bar Code Definitions** chapter for more detailed information.

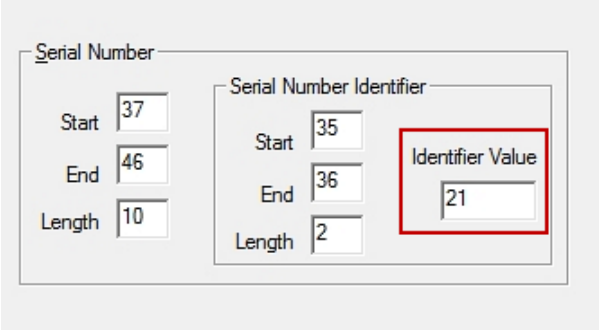
entrée.UPC Value	GS1 Identifier(s)	Data Length
Lot Number	10, 23	up to 20 alphanumeric characters
Production Date	11	exactly 6 digits (YYMMDD see *)
Packaging Date	13	exactly 6 digits (YYMMDD)
Sell By Date	15	exactly 6 digits (YYMMDD)
Expiration Date	17	exactly 6 digits (YYMMDD)
Net Weight, Kilograms	310x (see +)	exactly 6 digits
Gross Weight, Kilograms	330x (see +)	exactly 6 digits
Net Weight, Pounds	320x (see +)	exactly 6 digits
Gross Weight, Pounds	340x (see +)	exactly 6 digits

* The date identifier values are each two digits long then the following six digits represent the date value. The "YYMMDD" notation indicates that the format of the date is a two-digit year ("YY"), a two-digit month ("MM") and a two-digit day ("DD"). So a bar code containing "(11)081016" in the man-readable portion of the label then the value is a "Production Date" ("11") and so then "081016" represents October 16, 2008. No, the "2000" part is not explicitly specified anywhere but the standard specifies that, much like the way entrée itself handles two-digit years, years from 00-50 should be interpreted as 2000's and years from 51-99 should be interpreted as 1900's.

+ The weight identifier values are each four digits long and then the following six digits represent the weight value. The "x" in the identifier represents the number of decimal places in the weight. So if you see "(3201)000450" in the man-readable portion of the label then you know that the "000450" value represents the weight of the item. The "320" portion means that it is a Net Weight value which is expressed in pounds. The "1" (in "3201") indicates that the weight is expressed to one decimal place which makes the weight value in this bar code 45.0 pounds. If the label read "(3202)000450" then the weight value is still "000450" but now the final "2" (in "3202") means that there are *two* decimal places in the value making the weight 4.50 pounds.



Outlined in red are bar code Identifiers.



Variable-length data, like Serial Number, is usually at the end of the bar code.

GS1 Bar Code Glossary of Terms

Associated Weight Bar Code - A bar code label only for Weight data.

Associated Lot Number Bar Code - A bar code label only for Lot Number data.

Bar Code Label Types:

- **Item Label** is used for item identification data and may contain weight data.
- **Weight Label** is used for weight data only and is paired with an item label.
- **Lot Label** is used for lot data only and is paired with an item label.

Expiration Date - The Expiration Date is a 6 digit numeric value with the format YYMMDD.

Expiration Date Identifier - The Expiration Date Identifier in the GS1 Bar Code is enclosed in parenthesis with the value (17) preceding the Expiration Date data.

Item Number - The Item Number is a unique alphanumeric field up to 8 digits long assigned to an item in the entrée inventory file.

Item Number Identifier - The Item Number Identifier in the GS1 Bar Code is enclosed in parenthesis with the value (01) preceding the Item Number data.

Lot Number - The Lot Number field is a unique alphanumeric field up to 20 digits long assigned to items tracked by lot when they are received. entrée.UPC identifies the Lot Number for the item as the Production Date

Lot Number Identifier - The Lot Number Identifier in the GS1 Bar Code is enclosed in parenthesis with the value (10) or (23) preceding the Lot Number data.

Manufacturer ID - The Manufacturer ID number is a unique alphanumeric field up to six digits long assigned to a Manufacturer in the entrée manufacturer file. One simple format of a Manufacturer ID number that can be used has the 3 letters from the manufacturer's name, followed by a 3 digit numeric code.

Packaging Date - The Packaging Date has a 6 digit numeric value with the format YYMMDD.

Packaging Date Identifier - The Production Date Identifier in the GS1 Bar Code is enclosed in parenthesis with the value (13) preceding the Packaging Date data.

Production Date - The Production Date has a 6 digit numeric value with the format YYMMDD. entrée.UPC identifies the Lot Number for the item as the Production Date

Production Date Identifier - The Production Date Identifier in the GS1 Bar Code is enclosed in parenthesis with the value (11) preceding the Production Date data.

Sell-By Date - The Sell-By date is a 6 digit numeric value with the format YYMMDD.

Sell-By Date Identifier - The Sell-By Date Identifier in the GS1 Bar Code is enclosed in parenthesis with the value (15) preceding the Sell-By Date data.

Serial Number - The Serial Number is a unique alphanumeric field up to 20 digits long assigned for identification.

Serial Number Identifier - The Serial Number Identifier in the GS1 Bar Code is enclosed in parenthesis with the value (21) preceding the Serial Number data.

Weight Decimal - The numeric values to the right of the decimal point in the weight field indicating the partial pound or kilogram for the weight data.

Weight Integer - The numeric values to the left of the decimal point indicating the number of whole pounds or kilograms for the weight data.

Weight Identifiers - The identifiers used for weight data in the GS1 Bar Code are:

- **Net Weight Kilograms** is enclosed in parenthesis with the value (310x), where x is the number of decimal places in the weight, preceding the weight data.
- **Gross Weight Kilograms** is enclosed in parenthesis with the value (330x), where x is the number of decimal places in the weight, preceding the weight data.
- **Net Weight Pounds** is enclosed in parenthesis with the value (320x), where x is the number of decimal places in the weight, preceding the weight data.
- **Gross Weight Pounds** is enclosed in parenthesis with the value (340x), where x is the number of decimal places in the weight, preceding the weight data.

15.2 20 - Standard UPC Code

Label Type:	Item
Bar Code Type:	UPC
Item Number Type:	UPC Number
Data Length:	12

Item Number Start:	1	**Weight Integer Start:**	0
Item Number End:	12	**Weight Integer End:**	0
Lot Number Start:	0	**Weight Decimal Start:**	0
Lot Number End:	0	**Weight Decimal End:**	0
Manufacturer's ID Start:	0	**Serial Number Start:**	0
Manufacturer's ID End:	0	**Serial Number End:**	0
Manufacturer's ID Value:	*n/a*		

15.3 21 - Dan's Prize

Label Type:	Item
Bar Code Type:	Code 128
Item Number Type:	Vendor's Item Number
Data Length:	44

Item Number Start:	11	**Weight Integer Start:**	22
Item Number End:	15	**Weight Integer End:**	24
Lot Number Start:	0	**Weight Decimal Start:**	25
Lot Number End:	0	**Weight Decimal End:**	26
Manufacturer's ID Start:	1	**Serial Number Start:**	37
Manufacturer's ID End:	10	**Serial Number End:**	44
Manufacturer's ID Value:	0190037600		

15.4 14 - Deutsch Kase Haus

Label Type:	Item
Bar Code Type:	Code 128
Item Number Type:	Vendor's Item Number
Data Length:	42

Item Number Start:	11	**Weight Integer Start:**	30
Item Number End:	15	**Weight Integer End:**	32
Lot Number Start:	0	**Weight Decimal Start:**	33
Lot Number End:	0	**Weight Decimal End:**	34
Manufacturer's ID Start:	1	**Serial Number Start:**	37
Manufacturer's ID End:	10	**Serial Number End:**	42

Manufacturer's ID Value:	0190000000		

15.5 16 - EMGE Braunschweiger

Label Type:	Item
Bar Code Type:	Code 128
Item Number Type:	Vendor's Item Number
Data Length:	42

Item Number Start:	11	**Weight Integer Start:**	31
Item Number End:	15	**Weight Integer End:**	33
Lot Number Start:	0	**Weight Decimal Start:**	34
Lot Number End:	0	**Weight Decimal End:**	34
Manufacturer's ID Start:	1	**Serial Number Start:**	37
Manufacturer's ID End:	10	**Serial Number End:**	42
Manufacturer's ID Value:	0190200000		

15.6 11 - Excel Pork/Beef

Label Type:	Item
Bar Code Type:	Code 128
Item Number Type:	Vendor's Item Number
Data Length:	44

Item Number Start:	11	**Weight Integer Start:**	30
Item Number End:	15	**Weight Integer End:**	32
Lot Number Start:	0	**Weight Decimal Start:**	33
Lot Number End:	0	**Weight Decimal End:**	33
Manufacturer's ID Start:	1	**Serial Number Start:**	37
Manufacturer's ID End:	10	**Serial Number End:**	44
Manufacturer's ID Value:	0190028749		

15.7 02 - Greater Omaha

Label Type:	Item
Bar Code Type:	Interleaved 2 of 5
Item Number Type:	Vendor's Item Number
Data Length:	10

Item Number Start:	2	**Weight Integer Start:**	7
Item Number End:	6	**Weight Integer End:**	9
Lot Number Start:	0	**Weight Decimal Start:**	10
Lot Number End:	0	**Weight Decimal End:**	10

Manufacturer's ID Start:	0	**Serial Number Start:**	0
Manufacturer's ID End:	0	**Serial Number End:**	0
Manufacturer's ID Value:	*n/a*		

15.8 10 - Indiana Packers

Label Type:	Item
Bar Code Type:	Interleaved 2 of 5
Item Number Type:	Vendor's Item Number
Data Length:	22

Item Number Start:	3	**Weight Integer Start:**	17
Item Number End:	7	**Weight Integer End:**	18
Lot Number Start:	0	**Weight Decimal Start:**	19
Lot Number End:	0	**Weight Decimal End:**	20
Manufacturer's ID Start:	0	**Serial Number Start:**	0
Manufacturer's ID End:	0	**Serial Number End:**	0
Manufacturer's ID Value:	*n/a*		

15.9 04 - Nebraska Beef / IBP / Emge (Item)

Label Type:	Item - Associated with Weight label "05"
Bar Code Type:	Interleaved 2 of 5
Item Number Type:	Vendor's Item Number
Data Length:	14

Item Number Start:	9	**Weight Integer Start:**	0
Item Number End:	13	**Weight Integer End:**	0
Lot Number Start:	0	**Weight Decimal Start:**	0
Lot Number End:	0	**Weight Decimal End:**	0
Manufacturer's ID Start:	0	**Serial Number Start:**	0
Manufacturer's ID End:	0	**Serial Number End:**	0
Manufacturer's ID Value:	*n/a*		

15.10 05 - Nebraska Beef (Weight only)

Label Type:	Weight - Associated with Item label "04"
Bar Code Type:	Interleaved 2 of 5
Item Number Type:	***n/a***
Data Length:	6

Item Number Start:	*n/a*	**Weight Integer Start:**	2
Item Number End:	*n/a*	**Weight Integer End:**	3
Lot Number Start:	0	**Weight Decimal Start:**	4

Lot Number End:	0	**Weight Decimal End:**	4
Manufacturer's ID Start:	0	**Serial Number Start:**	0
Manufacturer's ID End:	0	**Serial Number End:**	0
Manufacturer's ID Value:	*n/a*		

15.11 07 - Ozark Valley Farms (Item)

Label Type:	Item - Associated with Weight label "08"
Bar Code Type:	Interleaved 2 of 5
Item Number Type:	Vendor's Item Number
Data Length:	10

Item Number Start:	6	**Weight Integer Start:**	0
Item Number End:	10	**Weight Integer End:**	0
Lot Number Start:	0	**Weight Decimal Start:**	0
Lot Number End:	0	**Weight Decimal End:**	0
Manufacturer's ID Start:	0	**Serial Number Start:**	0
Manufacturer's ID End:	0	**Serial Number End:**	0
Manufacturer's ID Value:	n/a		

15.12 08 - Ozark Valley Farms (Weight)

Label Type:	Weight - Associated with Item label "05"
Bar Code Type:	Interleaved 2 of 5
Item Number Type:	***n/a***
Data Length:	10

Item Number Start:	*n/a*	**Weight Integer Start:**	6
Item Number End:	*n/a*	**Weight Integer End:**	8
Lot Number Start:	0	**Weight Decimal Start:**	9
Lot Number End:	0	**Weight Decimal End:**	9
Manufacturer's ID Start:	0	**Serial Number Start:**	0
Manufacturer's ID End:	0	**Serial Number End:**	0
Manufacturer's ID Value:	*n/a*		

15.13 17 - Packerland

Label Type:	Item
Bar Code Type:	Interleaved 2 of 5
Item Number Type:	Vendor's Item Number
Data Length:	20

Item Number Start:	11	**Weight Integer Start:**	17
Item Number End:	16	**Weight Integer End:**	19

Lot Number Start:	0	**Weight Decimal Start:**	20
Lot Number End:	0	**Weight Decimal End:**	20
Manufacturer's ID Start:	0	**Serial Number Start:**	0
Manufacturer's ID End:	0	**Serial Number End:**	0
Manufacturer's ID Value:	*n/a*		

15.14 13 - Premium Standard

Label Type:	Item
Bar Code Type:	Code 128
Item Number Type:	Vendor's Item Number
Data Length:	42

Item Number Start:	11	**Weight Integer Start:**	23
Item Number End:	15	**Weight Integer End:**	25
Lot Number Start:	0	**Weight Decimal Start:**	26
Lot Number End:	0	**Weight Decimal End:**	26
Manufacturer's ID Start:	1	**Serial Number Start:**	37
Manufacturer's ID End:	10	**Serial Number End:**	42
Manufacturer's ID Value:	0190795811		

15.15 15 - Riverside

Label Type:	Item
Bar Code Type:	Code 128
Item Number Type:	Vendor's Item Number
Data Length:	26

Item Number Start:	2	**Weight Integer Start:**	18
Item Number End:	5	**Weight Integer End:**	20
Lot Number Start:	0	**Weight Decimal Start:**	21
Lot Number End:	0	**Weight Decimal End:**	22
Manufacturer's ID Start:	0	**Serial Number Start:**	0
Manufacturer's ID End:	0	**Serial Number End:**	0
Manufacturer's ID Value:	*n/a*		

entrée.UPC V3

Chapter 16

Appendix B: Q & A

16 Appendix B: Q & A

This appendix has been provided to answer common questions about bar code scanning related topics.It will also explain in more detail some of the terminologies and operations used in entrée.UPC.

16.1 Count Mode

Why must I scan all occurrences of a particular item without leaving the "Count" mode of Physical Inventory?

******** VERY IMPORTANT INFORMATION *******

The "Count" mode of Physical Inventory has one rather unique property you need to be aware of. It is possible for the system to correctly assemble inventory scanned at different times and different locations into a single, correct total inventory figure for that item. However, in order to insure the integrity of the data recorded, the system requires that you scan **all** occurrences of a particular item **without leaving "Count" mode.**

In other words, if you have green beans stored in three different areas in your warehouse, you will need to scan all three locations in the same "Count" mode session for the inventory to be correct. The reason is that unlike Invoicing and Receiving, there is no way to know when the data in the RFPWGHT weight-accumulation file should be purged. (RFPWGHT is an intermediate storage point for the data that has been scanned.)

To better protect the integrity of your inventory data, we decided that RFPWGHT would be purged **every** time a Physical Inventory "Count" operation was ended. The alternative method available to us would allow you to combine data from multiple sessions, but it would require more supervision of the inventory process, since RFPWGHT would have to be purged manually once the inventory was completed. But if someone forgets to perform the purge operation, old inventory data would be combined with new data, resulting in the possibility of inventory being over reported.

Since the warehouse staff often knows when an item has been stored in multiple locations, we felt the more simple approach was better. The worst case is that you would need to re-scan the inventory for a particular item because you discover a location had been overlooked. With the other method, the system would just quietly increase your inventory without any real way for you to check it (unless an obviously high on hand quantity catches your attention). We will continue to examine this process and will incorporate any improvements in future releases.

16.2 Data Acquisition

Why does entrée.UPC use a radio-frequency terminal?

entrée.UPC is designed to handle a wide variety of different bar code label "types" or "systems". Because of this design, a data-acquisition unit (a fancy name for what entrée.UPC does) that is able to read and interpret a ***variety*** of bar code labeling systems is needed.

What are bar code "types" or "systems"?

Bar code "types" or "Systems" are different data arrangements within the bar code itself. The content and arrangement of data in a bar code changes from one company to another.

Exceptions to the above are "universal" bar code types like URMIS or UPC.

- URMIS (Uniform Retail Meat Identity Standards) bar code labels are becoming popular in the fresh-meat industry.
- UPC labels appear on retail products for years as well as a whole variety of other systems in between.

Without entrée.UPC, what alternatives would a food distributor have?

- Re-label all incoming product with your own bar codes. Who wants to go to the time and expense of re-labeling everything that comes through the door, never mind the fact that you are adding a brand new opportunity for human error?
- Adopt the bar code system of your primary vendor. You could just pick one of your biggest vendors and use their bar code system. But, for many distributors, this means that a substantial percentage of your product line would not benefit from the use of bar codes.

16.3 Defining Bar Codes

When would I need more than one bar code definition per vendor?

- If you are purchasing items that are supplied from different locations (different plants run by the same company may each have their own labeling system).

A more sophisticated labeling system (one that includes additional information like a Manufacturer's ID) gives you more options in trying to distinguish different items. When less information is available your options are quickly reduced.

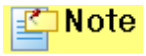
- When vendors use a very simple bar code which contains only basic item information (for instance only an Item Number and the Weight) and it's not possible to distinguish between two items.

- If two vendors are using the same labeling system and an Item Number is duplicated between them.

Special Situation:
More than once we have encountered situations where the Item Number that is encoded on the label is different from the one used for ordering or other paperwork. This might occur in a situation where a vendor's products are supplied by a third party. In most cases like this, the label that is affixed to the product will carry the Item Number of the company that supplies that product rather than that of the vendor from whom you purchased it. There are only two possible solutions here.

1. Change the recorded Vendor's Item Number from the vendor's number to the supplier's number (the one that actually appears on the product). In many circumstances this is not a desirable solution, especially if you are using Purchase Orders.

2. Create an additional entry in the Vendor Window, using the same Vendor Number, but entering the *supplier's* Item Number instead. This may not be desirable because there will be two entries for the same vendor on the same item.



The solution that is chosen for your situation will depend on your specific circumstances.

16.4 Data Length

How is Data Length used in entrée.UPC?

Data Length is simply the number of characters that will be returned when a label is scanned.

When the encoded data is always a certain length, this value, combined with the Bar Code Type, can go a long way in filtering out possible conflicts between bar codes. Once this value has been set, any label definition whose Data Length does not match the length of the scanned data will automatically be rejected.

- Non-RF method to create a bar code definition: This value should normally *include* any check-digits that may be part of the label. If left at zero this value will be ignored.

For instance, the standard UPC label encodes a fixed-length 10-digit data value. But there are additional starting and ending digits included in the actual printed label. This means that a UPC bar code actually contains 12 digits of information. So, if you wanted to set a Data Length value for a UPC label, you would specify a value of "12".

- RF method to create a bar code definition: The "Data Length" value will be set automatically.

16.5 Item Count Adjustments

Why can only constant weight items be adjusted downward using the direct entry method?

The ability to adjust an item count **downward** is only available for constant weight items.

Catch weight items present a particular problem in that reducing the item count also requires removing a specific Weight value and, perhaps, a Serial Number from the invoice or P. O.. Due to the fact that offering this feature for catch weight items would require creating a "Delete" scanning mode (similar to "Status" mode), this version of **entrée.UPC** does not support adjusting unit counts downward on catch weight items. The manual editing features of the entrée system should be used to perform this correction.

16.6 Item Number Type

How is the Item Number Type used in entrée.UPC?

This value defines where the system looks when attempting to validate an Item Number that has been extracted from a scanned bar code. This is a required value on an "Item" label but it is omitted on a "Weight" label .

Presently there are three options:

1. **Vendor's Item Number**.
   Bar code data will be cross-referenced against the values in the "Vendor Item Number" column of the Vendor Window in Inventory File Maintenance. In most cases the "Item Number" will be a Vendor Item Number.

2. **UPC Number**.
   Bar code data will be cross-referenced against the "UPC Code" field in Inventory File Maintenance.

3. **In-house Item Number**.
   Bar code data will be cross-referenced against your Item Number as assigned in the Inventory File. This option was created to allow for items that might need to be re-labeled for some reason or to allow processed items to be labeled in-house for later tracking (particularly at Invoicing).

16.7 Manufacturer's ID

How important are the Manufacturer's IDs?

This value is helpful in creating unique bar code definitions where vendors use similar labeling systems or matching item numbers.

When a bar code definition is brought up for comparison to a scanned bar code, the Manufacturer's ID must match ***exactly*** or the definition is rejected immediately without any further processing. If left blank, this value will be ignored.

You will likely receive an "Unable to positively identify bar code" message whenever an item is scanned if the same item number is in use by more than one vendor, and the data length parameter is in use and the length of the bar code is the same. Assuring that there is a Manufacturer's ID will lessen this type of problem.

> In the meat industry the URMIS label is becoming more and more popular. The industry-wide URMIS label includes a unique Manufacturer's ID which can be used to guarantee that all URMIS bar code definitions will return the correct vendor's item. As of this writing, however, we do not know if the URMIS specification includes any controls on Item Number assignments (as UPC does).

There may be circumstances where you simply will not be able to resolve all identity conflicts, but it will only affect items which have common Item Numbers. Unless there is some kind of wholesale duplication of item numbers between two different vendors, this problem should only affect a few of your items.

> Manufacturer's ID field is treated a little differently than the other values.
>
> Not only do we need to define its location in the data stream as with other data values, but we also need to enter the actual value that should appear in that location for this particular bar code.
>
> For instance, in the case of the URMIS label we've mentioned before, the first ten characters of data are the Manufacturer's ID. This means that the starting position would be 1, the ending position would be 10 giving us a length of 10. However, we must also *supply* the correct ID value for the vendor for whom we are defining this bar code.
>
> Taking IBP as an example, the ID value for them is "0190027182". This means that *every* IBP label of this type is expected to begin with "0190027182". When the system compares a scanned bar code against the IBP definition, the definition will immediately be rejected if the ID value is not "0190027182".

16.8 System Performance

What is the performance like for the entrée.UPC application?

We have occasionally heard that our system is "slower" than some other systems, usually those used by their vendors. Our system may "seem" a little slower, but that's because it has much more work to do than a dedicated single-vendor custom-designed system.

> Vendors have usually set up *their own* bar code system. This means that when they scan a bar code, *their terminal already knows what to do with that bar code*. They are probably using an "off-line" unit (discussed in Appendix B under the topic "RF Terminals"). That being the case, all this unit has to do is read the bar code and stuff the result into its memory.

Some of the benefits that **entrée.UPC** provides:

- Direct posting of weight information, eliminating the need to key in catch weights manually.
- Accuracy and consistency in reporting of weights - no mistaking a '7' for a '3' because someone was writing too fast.
- Immediate verification that the items received or shipped were the ones that were *supposed* to be received or shipped.
- Immediate verification of counts - if you ship too few or too many, the system will let you know.
- No reprogramming or reconfiguring necessary to scan labels that use completely different coding methods. If the bar code has been defined in the system, then *every* terminal will recognize that bar code.

16.9 Scanning Bar Codes

What happens when you scan a bar code?

When you physically scan a bar code label with your little RF Terminal, the scanner and the terminal work together in figuring out which coding method was used. Once the coding method (also called bar code type) has been determined, the system is then able to decode the stored data and send it back to the host computer.

This section outlines the steps required to make a match between the bar code label on the container you scanned and the bar code definition that you created.

There are no design limitations on the number of different bar code types for which this system can be configured. That gives you the ability to handle bar coded products from as many vendors as you wish. But that freedom, like any freedom, comes with a price. In this case, the price you pay is the time it takes the system to sort through all of the possibilities and come up with a clear response.

Several operations performed by the system require accessing data over your network. Network operations, by their nature, are slower than operations on the local machine, especially when general network traffic is high. This is an unavoidable delay as these operations are required to provide the proper interaction with the main **entrée** system data files.

16.9.1 Step 1.

The bar code label on the container is scanned. Assume that bar code type Code 128 was detected.

> The "scan" message contains an identifier that tells us which of the six coding methods was detected (determined by the way the bar code has been physically printed on the bar code label) and the decoded data itself. All that the host computer usually sees from your scan is a stream of numbers.
>
> The computer has no way of knowing that the box you just scanned has "IBP" written on the side in twelve-inch high letters. It can't read the nicely printed label that says "Center Cut Pork Loins". All it sees is that stream of numbers. From that alone it must choose one item from among the hundreds (or thousands) that your company carries.

16.9.2 Step 2.

The host computer looks at all the definitions in file that have bar code type Code 128, one at a time. If in the first definition a "Data Length" value has been defined, it is compared to the length of the data that was just scanned.

- If the lengths do not match precisely, then this definition is ignored and the system moves on to the next Code 128 definition.
- If the data lengths match then we continue to step 3.

16.9.3 Step 3.

The "Item Number" is extracted from the scanned data as specified in that first definition.

If an Excel definition (mentioned in Appendix B under the topic "Data Acquisition") happens to be the first one we encounter, it would tell us to go to position 11 and extract the next five characters.

> The wide scope of this system's operation means that you may occasionally have a problem in positively identifying certain items. As of this writing, no one has yet encountered a situation in which they were unable to resolve an item identification problem.

16.9.4 Step 4.

We then take that "Item Number" and look it up in the Inventory File.

- If no match is found then the definition is just ignored.
- If a match is found then we go to step 5.

16.9.5 Step 5.

The system makes a note of this bar code definition.

> The extraction / look up process is repeated for each and every Code 128-based bar code definition on file.

16.9.6 Step 6.

Once that process is completed the computer looks at the number of definitions that were able to locate a valid inventory item.

- If there is only one, then we have our "match" and the bar code data is then interpreted according to that definition.
- If more than one definition was located then go to step 7.

Due to many factors beyond anyone's control, it is very possible that more than one definition will retrieve a valid item. This is mainly due to the fact that different bar code definitions are looking at the same data in different ways.

 The Excel definition takes its Item Number starting at position 11 while IBP's is at position 14. The situation using a sample label would be as follows:

A sample label is encoded with the data:
0190027182103841320100045111951212210010 45
^ ^
11 14

Given this data, the following values would be extracted as the "Item Number":
- Using the Excel label definition - 10384 (5 characters starting at position 11)
- Using the IBP label definition - 8413201 (7 characters starting at position 14)

It is randomly possible that the values returned by both of these definitions will actually be valid Item Numbers. We know in advance that our sample label is from IBP so we also know that "8413201" would be the correct Item Number. But don't forget that entrée.UPC *does not yet know* this is an IBP label. So the "10384" returned by the Excel label definition *is* a valid item number.

16.9.7 Step 7.

In the case of Invoicing and Receiving, we have another step that we can take to try and resolve the problem of having more than one definition.

In both cases, there is a document that tells us what items *should* be here (the Invoice or the Purchase Order). The system then takes the list of definitions that have yielded valid item numbers and cross-checks that list against the appropriate document.

- If the system can then narrow the choices down to just one definition, the system will consider the surviving bar code definition to be the appropriate one and the bar code is considered "identified".
- If not, we go to step 8.

Unfortunately the Physical Inventory options have no such way to cross-check item identification. By its very nature, Physical Inventory can theoretically encounter *any* item in your inventory. Of course, we could tell the system to match only against items that have an on hand quantity greater than zero. But if your inventory data was that accurate to begin with, then

there would really be no need to do a physical inventory in the first place, would there? Because we have no cross-checking options here, you may encounter the "Unable to positively identify bar code" message more frequently in the Physical Inventory functions than elsewhere in the system.

As you improve your understanding of how to work with bar code definitions, you may be able to find ways to clear up any similarities between competing bar codes and eliminate the identification problem at its source. For this purpose we have created the **Diagnostic Utility** that is discussed in Chapter 2.

16.9.8 Step 8.

The system will return the "Unable to positively identify bar code" message if:

- More than one definition can be linked to the document (after all of the definitions have been reviewed), or
- No definition can be linked to the document.

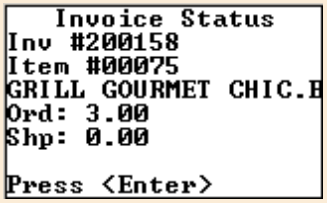
The system has been designed so that *no* identification will be returned instead of a *wrong* one.

Thus we have written it to ask questions or simply do nothing if the action it should take is not clear.

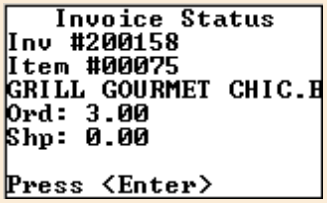
16.10 Status Mode for Invoicing

How to use the "Status" mode to check the shipping status of any item on the current invoice.

Another option that you have at the "**Item?**" prompt is to place the unit into "Status" mode. "Status" mode allows you to view the current shipping status of any item on the current invoice. To enter "Status" mode, hit <**Shf**><**4**> and press <**Enter**>. The display will change like the image to the right.

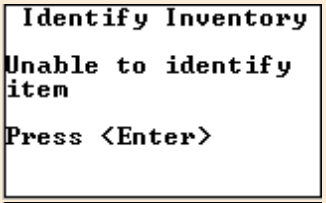


You may use any of the usual item-identification procedures to select the item in which you are interested: scan the container label, scan the Loading Sheet line item bar code or key in the Item Number manually. If the chosen item is verified as being a valid inventory item and is present on this Invoice, the display will change like the image to the right.

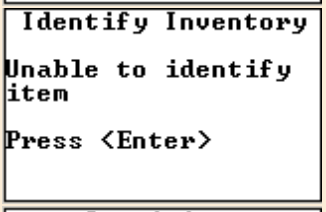


This display will show you the Inventory Item Number associated with your entry as well as its description. On the third line you will see the Ordered quantity from the Invoice and the Shipped quantity currently recorded. The "Shipped" value includes everything that has been entered up to the present moment, so it's a good way of figuring out where you're at if a scanning session gets interrupted.

If the item had been scanned from a container label and the system has been unable to locate a valid bar code definition or inventory item, you would receive the error message displayed to the right.

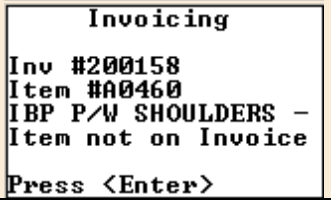


If the Item Number was entered by scanning the Loading Sheet or it had been keyed-in by hand and is invalid, the system will respond this way instead.



However, if the Item Number itself is valid but it is not present on the Invoice, this is the response you'll receive

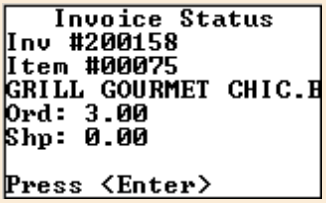
Regardless of the response you receive, pressing <**Enter**> will take you back to the "Item?" prompt. You may repeat the status-checking procedure for as many line items as you wish.



16.11 Status Mode for Receiving

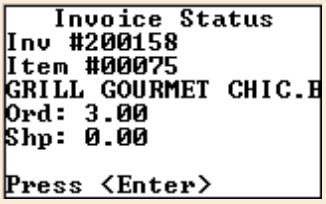
How to use the "Status" mode to check the shipping status of any item on the current purchase order.

Another option that you have at the "**Item?**" prompt is to place the unit into "Status" mode. "Status" mode allows you to view the current shipping status of any item on the current invoice. To enter "Status" mode, hit <**Shf**><**4**> and press <**Enter**>. The display will change like the image to the right.



You may use any of the usual item-identification procedures to select the item in which you are interested: scan the container label, scan the purchase order line item bar code or key in the Item Number manually. If the chosen item is verified as being a valid inventory item and is present on this purchase order, the display will change like the image on the right.

This display will show you the Inventory Item Number associated with your entry as well as its description. On the third line you will see the Ordered quantity from the purchase order and the received quantity currently recorded. The "Received" value includes everything that has been entered up to the present moment, so it's a good way of figuring out where you're at if a scanning session gets interrupted.

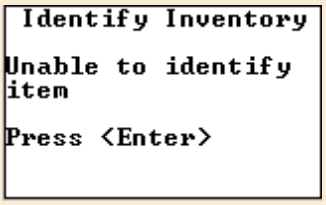


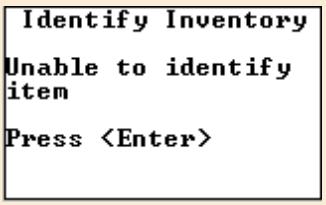
If the item had been scanned from a container label and the system has been unable to locate a valid bar code definition or inventory item, you would receive the error message displayed to the right.

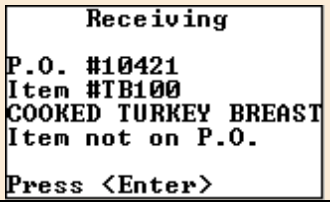
If the Item Number was entered by scanning the purchase order or it had been keyed-in by hand and is invalid, the system will respond this way instead.

However, if the Item Number itself is valid but it is not present on the purchase order, this is the response you'll receive

Regardless of the response you receive, pressing <**Enter**> will take you back to the "Item?" prompt. You may repeat the status-checking procedure for as many line items as you wish.







16.12 Weight Value

What is the importance of Weight Value in the system?

Weight value is a key to the system's operation on catch weight items. The system ignores this value on constant weight items.

By defining the Weight value, the system is able to automatically acquire weight information for all operations. If you use **entrée.UPC** for both Receiving and Invoicing, then you are assured that a consistent weight value will be used for this unit in both instances.

The position of the decimal point is determined by breaking the Weight into two parts:

- The integer or whole-number part that appears before the decimal point.
- The decimal or fractional part that appears after the decimal point.

None of the bar codes that we have seen so far have included the decimal point as part of the bar code. However, we *have* seen labels where the weight's decimal point and other characters have been included in the "man readable" portion of the label. Don't let yourself be fooled when you're creating a definition for a label like this.

If you have any doubts, use the **RF Method** to create the definition. That way you'll know *exactly* what is, and is not, included in the bar code data.

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