



# RedBeam Inventory Tracking™

## User Manual

## Table of Contents

Table of Contents.....	2
Overview.....	4
RedBeam Inventory Tracking™.....	4
PC Prerequisites.....	4
Mobile Computer Prerequisites.....	4
Section 1: Installation.....	5
Installing the PC Software.....	5
<i>Limited Access Windows Logins</i> .....	5
Section 2: PC Application.....	7
Accessing the Application.....	7
<i>Opening the Application for the First Time</i> .....	7
<i>Opening the Application with User Security Activated</i> .....	13
<i>Opening the Application without User Security Activated</i> .....	13
<i>Registration</i> .....	14
Menu Overview.....	17
Master Data.....	18
<i>Master Data Function Bar</i> .....	19
<i>Location</i> .....	20
<i>Item Type</i> .....	23
<i>Purchasing</i> .....	25
<i>Items</i> .....	29
<i>Reorder Information</i> .....	30
Transactions.....	31
<i>Receive</i> .....	32
<i>Issue</i> .....	33
<i>Adjust</i> .....	34
<i>Move</i> .....	35
<i>Mass Move</i> .....	37
Physical Inventory.....	38
<i>Manage</i> .....	39
<i>Count Sheets</i> .....	40
Reporting.....	41
<i>General Reporting Information</i> .....	42
<i>Master Data Reports</i> .....	43
<i>Inventory Reports</i> .....	45
<i>Physical Inventory Reports</i> .....	47
<i>Transaction Reports</i> .....	48
<i>Label Printing</i> .....	50
Sync Handheld.....	54
Admin.....	55
<i>Network</i> .....	56
<i>Label Setup</i> .....	62
<i>Backup</i> .....	63
<i>Import Data</i> .....	64
<i>Purge Database</i> .....	67
<i>Caption Override</i> .....	68
<i>Security</i> .....	69
Registration.....	72

<b>About</b> .....	74
<b>Section 3: Using the Mobile Computers</b> .....	<b>75</b>
<b>Login</b> .....	75
<b>Main Menu</b> .....	76
<b>Receive</b> .....	77
<b>Move</b> .....	78
<b>Issue</b> .....	79
<b>Adjust</b> .....	80
<b>Physical Inventory</b> .....	81
<b>Search</b> .....	82
<b>History</b> .....	84

# Overview

## RedBeam Inventory Tracking™

RedBeam Inventory Tracking™ was designed to make the collection of inventory information faster and more reliable.

This document is divided into several sections which explain the functions of RedBeam Inventory Tracking™.

The “*Installation*” section explains how to install RedBeam Inventory Tracking™ software on your PC.

The “*PC Application*” section describes the main system functions: master data, transactions, physical inventory, reporting, sync handheld (*Mobile Edition* only) and admin.

The “*Mobile Computer Application*” section explains the main functions to be used on the mobile computer: receiving, inventory movements, inventory goods issue and adjustments. These functions are only available if you are using the *Mobile Edition* of the software.

Before beginning with RedBeam Inventory Tracking™, please make sure that the following system requirements are met.

## PC Prerequisites

In order for the PC software to perform properly, the PC must have the following:

- Windows® XP, 2003, Vista or Windows® 7
- Pentium® IV or Greater Processor
- 512 MB RAM, 1 Gig Free Hard Disk Space
- Microsoft® ActiveSync (for XP) or Windows® Mobile Device Center (for Vista and Windows® 7) if using *Mobile Edition*
- Microsoft® SQL Server 2000, 2005, 2008 or 2008R2 (if more than 10 concurrent users)

## Mobile Computer Prerequisites

If you are using the *Mobile Edition* please go to the [www.redbeam.com](http://www.redbeam.com) website under Products->Barcode/RFID Readers for a list of compatible devices.

You may also contact RedBeam or your local RedBeam reseller for questions about hardware compatibility.

All trademarks in this manual are the property of their respective owners.

## Section 1: Installation

The RedBeam Inventory Tracking™ PC software is the main database for all of your inventory information. The software is found on the CD that came with this system. This software allows you to enter locations and items, update inventory transactions and run inventory reports.

### Installing the PC Software

**IMPORTANT: If you have purchased licenses for a multi-user version of the system and want to network all of your PCs together, install the RedBeam Inventory Tracking™ software on the computer or server where you want the database to reside. Once installed there, you can install on your other PCs.**

Before installing please note the following recommendations to insure a successful install:

1. You must be logged in as a Local Windows Administrator to install.
2. If you are running a Windows Vista or Windows 7 machine, you must first disable the User Account Control (UAC). UAC settings can be found under Control Panel->User Accounts.
3. Temporarily disable all firewalls and anti-virus applications. (If you click your Start button and type **services.msc** into your run bar (Windows XP) or start search bar (Windows Vista/7), you can see what firewalls and anti-virus applications are running and can stop and disable them.)

To install the PC portion of RedBeam Inventory Tracking™, place the CD in the CD ROM drive. Using Windows Explorer, browse to the CD ROM drive. Open the Inventory Tracking PC Installation folder and double click the “*setup*” installation icon.



An installation wizard will take you through the installation steps. The installation may take several minutes. You may need to restart your computer once the installation is finished.

*Note: If you are using the Mobile Edition of the software, the mobile computer portion of RedBeam Inventory Tracking™ is loaded during the initial sync with the handheld which is described under the Sync Handheld section of this manual.*

### **Limited Access Windows Logins**

If users with limited security rights will be using the application, a user with administrative rights must give “full control” access to the HKEY\_LOCAL\_MACHINE\SOFTWARE\RIT registry node for the “users” group just after installation occurs on the workstation.

To make this change:

- Click **Start**, and then click **Run**.
- In the **Open** box, type **regedit** and then click **OK**.

In **regedit**,

- Find the appropriate node and right click
- Select “Permissions”
- Select the “Users” group
- Check the “Allow” box for “Full Control”
- Click “Ok”

The admin user that installs the application on the workstations will also need to register the application on the workstations before logging off. This must be done before limited access users attempt to use the workstation because they will not be able to update the registry with the activation key. The activation key resides in a different location than the regular registry information.

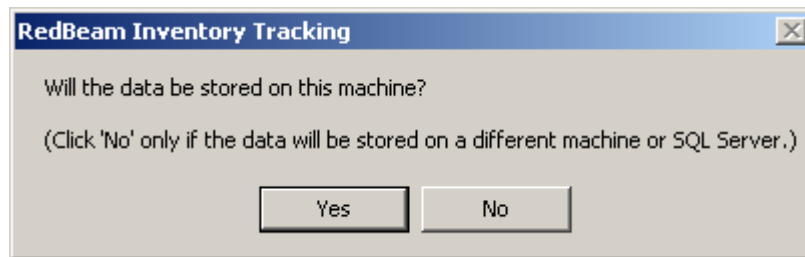
## Section 2: PC Application

### Accessing the Application

To access the program on the computer, double click the icon on the desktop labeled *Inventory Tracking* or go to *Start->Programs->RedBeam->Inventory Tracking->RedBeam Inventory Tracking*.

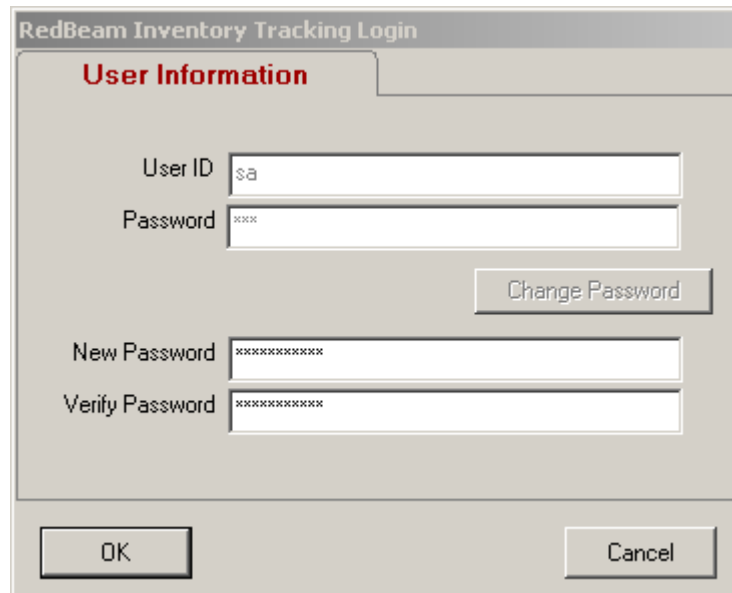
### *Opening the Application for the First Time*

When the application is launched for the first time you will be asked, “**Will the data be stored on this machine?**”



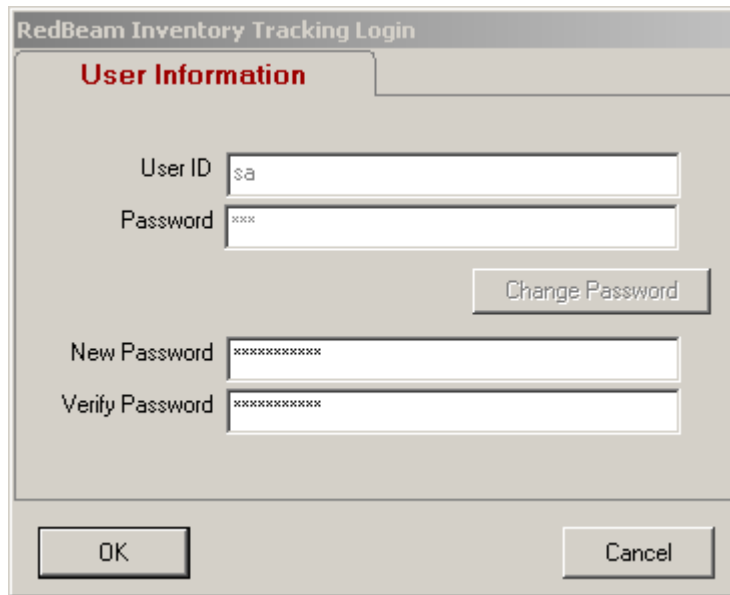
### Single User Licenses

**If you have a single user license, click “Yes”.** You will be given a default user ID and password. Please enter a new password. Enter it a second time for verification. **IMPORTANT: Please write down or remember both your default user ID and your new password and keep them in a safe place. You may need them again later.**



### Multi-user Licenses

If you have a multi-user license that you would like to have networked, you will first need to install the software on the computer or server (referred to as “server” for the rest of this section) where you want the database to reside. Open the application on the server. You then will be asked, “Will the data be stored on this machine?” Click “Yes”. This will create an instance of the Express version of Microsoft’s SQL database that comes with and is used by this software. You do not need a full version of Microsoft® SQL to use this software.



The image shows a dialog box titled "RedBeam Inventory Tracking Login". It has a tabbed interface with the "User Information" tab selected. The dialog contains the following fields and buttons:

- User ID:** A text box containing "sa".
- Password:** A password box containing "\*\*\*\*".
- Change Password:** A button located to the right of the Password field.
- New Password:** A password box containing "\*\*\*\*\*".
- Verify Password:** A password box containing "\*\*\*\*\*".
- OK:** A button at the bottom left.
- Cancel:** A button at the bottom right.

You will be given a default user ID and password. Please enter a new password. Enter it a second time for verification. **IMPORTANT: Please write down or remember both your default user ID and your new password and keep them in a safe place. You will need this information to network your other PCs to this database.**

Once this is done, go back to the first PC that you would like to network to this “server”. **When you open the application you will be asked, “Will the data be stored on this machine?” Click “No”.** You will be asked to enter the user ID and password for the server. This is the user ID and password you wrote down or remembered from the server installation. Enter the information in the *User Information* tab.



The image shows a dialog box titled "RedBeam Inventory Tracking Login" with two tabs: "User Information" (selected) and "Server". Under "User Information", there are two text input fields: "User ID" containing "sa" and "Password" containing a series of asterisks. To the right of the password field is a "Change Password" button. At the bottom of the dialog are "OK" and "Cancel" buttons.

Next click the *Server* tab.

The image shows the same dialog box with the "Server" tab selected. The "User Information" tab is now disabled. The "Server" tab contains the text "Enter a Server name or IP address" above a text input field. Below this is the text "Or" followed by a "Search for Available Servers" button and the text "and select one from the list" above a larger empty text area. At the bottom, there is a checkbox labeled "Use a SQL Server not installed by this application" which is currently unchecked. "OK" and "Cancel" buttons are at the bottom.

Enter the server where your data is stored. Do this by clicking the *Search for Available Servers* button. When clicked, the system will look for other *RedBeam Inventory Tracking™* databases on your network. The server you just installed on should display in the box. Click to select it. (Alternatively, you may enter the server name or IP address if known.)

When done, click *OK*. The application will launch and you will be connected to your main server database.

## ***Advanced***

If you are using your own full version of Microsoft ® SQL Server 2000, 2005 or 2008, you will need to install the database to the SQL Server you would like to host the database. The database installation file may be found on the installation CD in the directory `\Utilities\Seed.exe`. Copy the file to a directory of your choice on the machine hosting SQL Server. Once in the directory, double click to execute the file and you will be presented with the following screen:

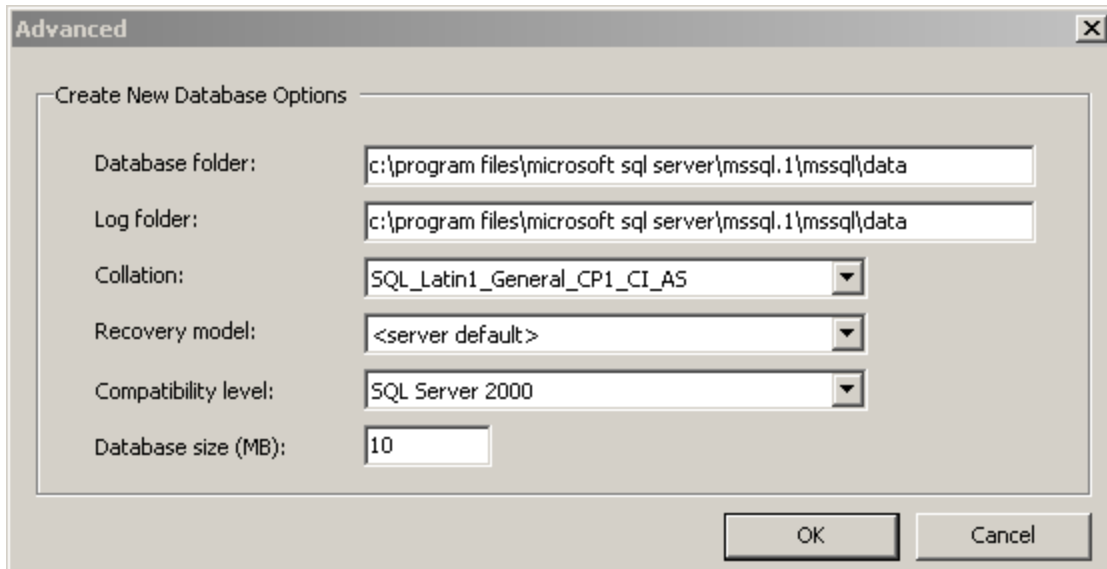


If you aren't using the "(local)" default instance, you may type the name or IP address of the SQL Server in the "Server" drop down box or you may click the down arrow to allow the application to search for eligible servers. If you are using a non-default instance of SQL Server be sure to include the instance name in your selection (i.e. *MachineName\InstanceName*).

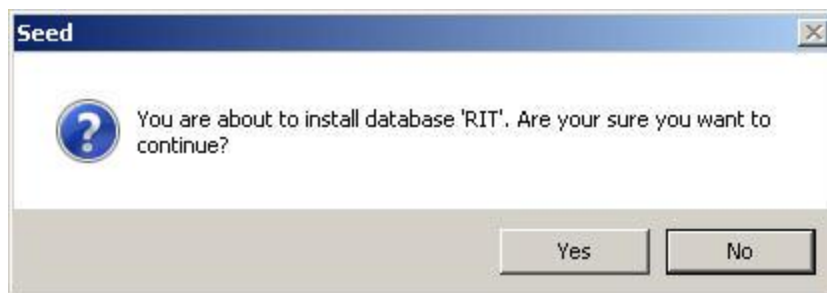
Leave the "Make a database" option selected and leave the database name as "RIT".

If you wish, you may specify an SQL Server security user name and password (with authority to create new databases) instead of the default windows authentication. If you do not have admin access to the SQL Server machine, this may be easiest.

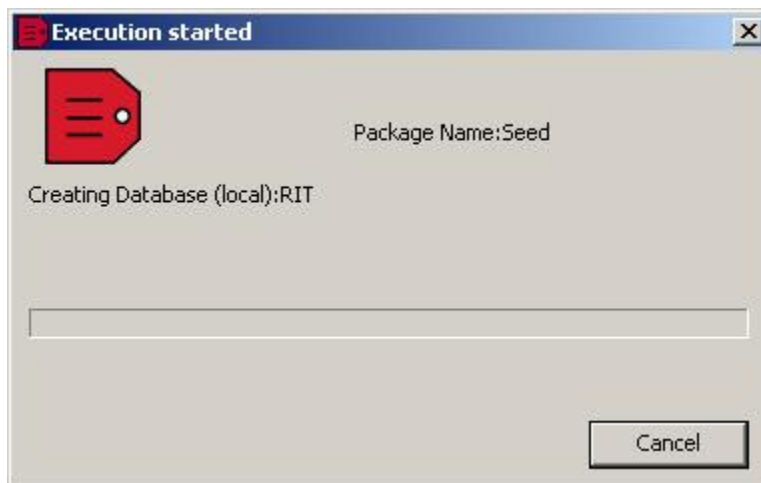
If you would like to store the database files in directory locations other than the defaults, you can change the file locations in the "Advanced" tab. **Do not** change the Collation on this screen.



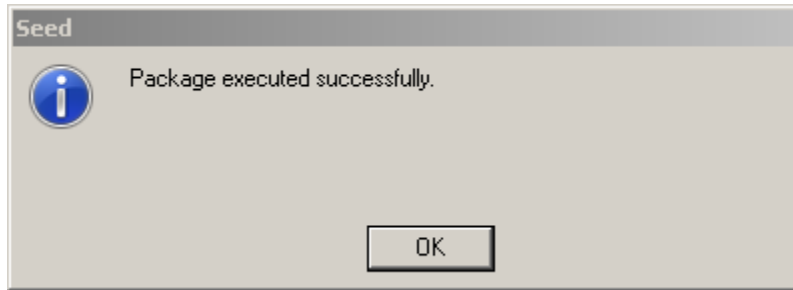
Click "Run."



Click "Yes."



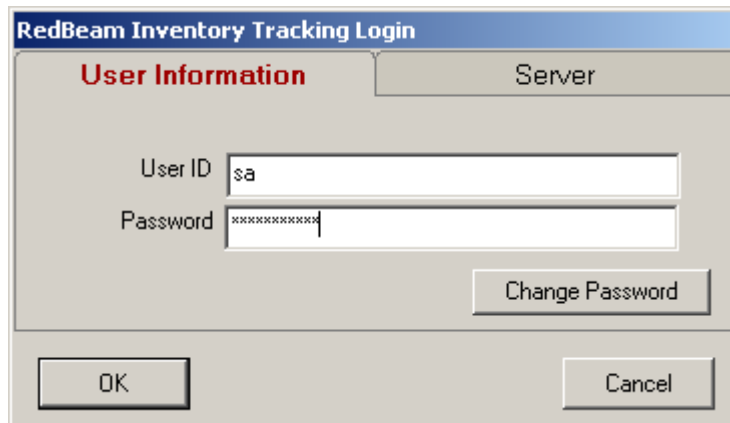
After the database had been created you will see the following:



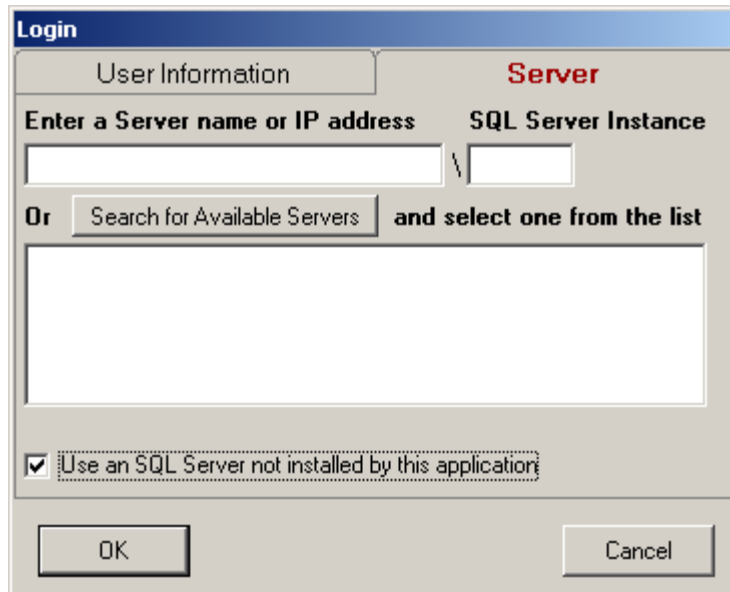
Click "Ok".

For each client machine, open the application. When you open the application you will be asked, **"Will the data be stored on this machine?"** Click **"No"**. You will be asked to enter the user ID and password for the server. This will be an SQL Server authentication user and password. The login for this user must be in the SQL Server "securityadmin" and "dbcreator" roles to administer security and backups inside the application. Granting "db\_owner" access for the database itself is sufficient to use the other features of the application. RedBeam highly recommends the initial login be performed with a User ID having "securityadmin" and "dbcreator" roles. Other users with fewer rights may be created using the administrative features of the application.

Enter the login information in the *User Information* tab.



Next click the *Server* tab.

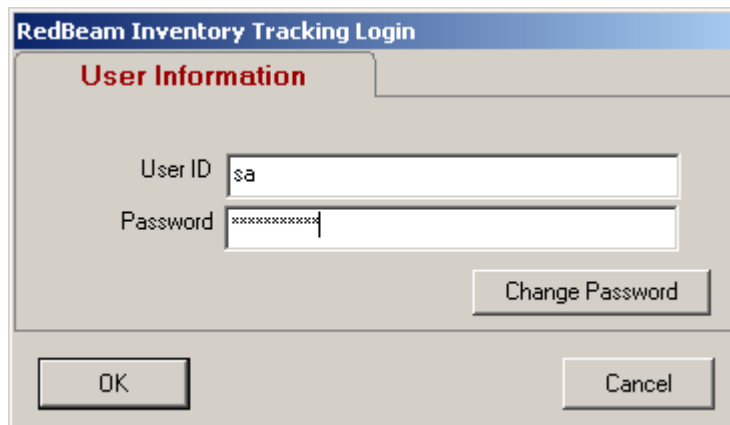


Click the “Use an SQL Server not installed by this application” checkbox. If you have not already done so, click *Search for Available Servers*. Choose the server from the list box or type the server name or IP address into the *New Server* field.

When done, click *OK*. The application will launch and you will be connected to your main server database.

### ***Opening the Application with User Security Activated***

If this is not the first time you have launched the application and you have activated user security (under *Admin->Security*), when you open the application you will be asked to enter one of the user ID’s and passwords you have set up. To change your password, click *Change Password*.



### ***Opening the Application without User Security Activated***

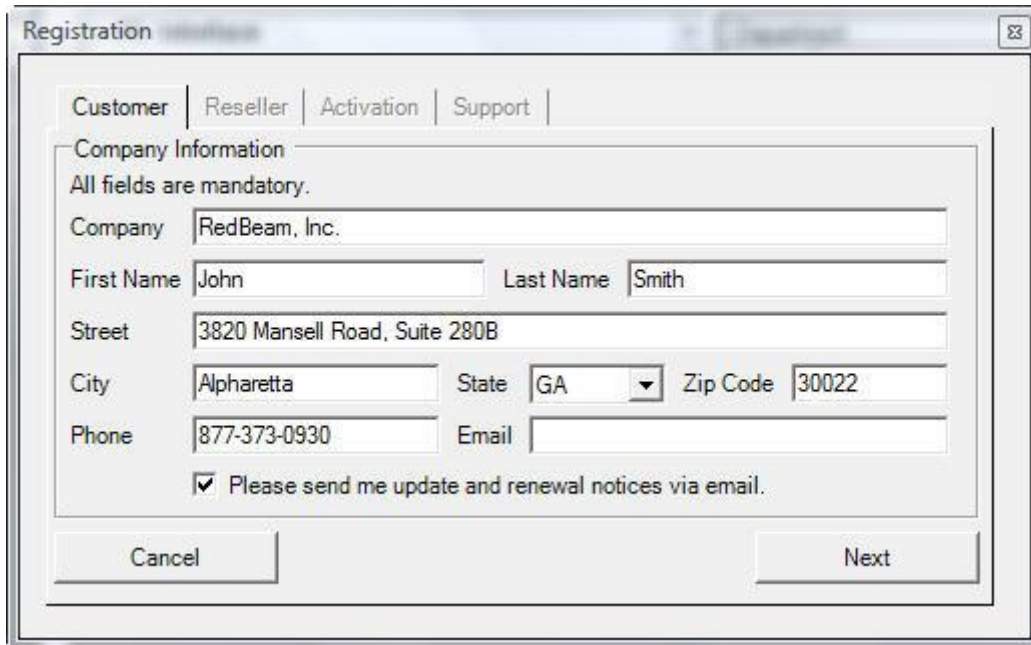
If this is not the first time you have launched the application and you do not have user security activated, you will be taken directly into the application.

## Registration

When the application is launched for the first time you will be asked to register the software. You may register electronically over the internet, or you can contact RedBeam, Inc. at 877-373-0390. If you choose not to register, the application will run in demo mode.

The *Registration* screens include four tabs including *Customer*, *Reseller*, *Activation* and *Support*.

Under the *Customer* tab, enter information about your company including company name, your name, address, phone and email.



The screenshot shows a Windows-style dialog box titled "Registration" with a close button in the top right corner. It features four tabs: "Customer", "Reseller", "Activation", and "Support", with "Customer" selected. Below the tabs is a section titled "Company Information" with the instruction "All fields are mandatory." The form contains the following fields: "Company" (text box with "RedBeam, Inc."), "First Name" (text box with "John") and "Last Name" (text box with "Smith"), "Street" (text box with "3820 Mansell Road, Suite 280B"), "City" (text box with "Alpharetta"), "State" (dropdown menu with "GA" selected), "Zip Code" (text box with "30022"), "Phone" (text box with "877-373-0930"), and "Email" (empty text box). At the bottom of the form is a checked checkbox labeled "Please send me update and renewal notices via email." Below the form are two buttons: "Cancel" on the left and "Next" on the right.

Under the *Reseller* tab, enter information about the company you purchased the RedBeam system from including company name, your contact's name, address, phone and email. This information can be accessed later if you need to order additional licenses, upgrades, support or supplies.

Registration

Customer | **Reseller** | Activation | Support

Reseller Information

\*\* Reseller

First Name  Last Name

Street

City  State  Zip Code

Phone  Email

\*\* fields are mandatory.

Under the *Activation* tab, enter your product serial number and click *Activate*. If you have internet connectivity, the *Activation Key* will automatically be populated by the system. If you do not have internet connectivity, please call 877-373-0390 and provide one of our support specialists the *PC Unique ID* displayed on the screen and your product serial number. They will then verbally provide the activation key for your machine.

Registration

Customer | Reseller | **Activation** | Support

Serial Number Activation

Please enter the serial number found on the software CD jacket, and click the "Get Activation Key". This will transmit your registration to Redbeam via the internet. If you do not have internet connectivity or would like to buy more licenses, please call 877-373-0390.

PC Unique ID

Activation Key

Serial Number

Under the *Support* tab, enter your support contract serial number and click *Activate*. If you have internet connectivity, the *Activation Key* will automatically be populated by the system. If you do not have internet connectivity, please call 877-373-0390 and provide one of our support specialists the *PC Unique ID* displayed on the screen and your support contract serial number.

They will then verbally provide the activation key for your machine. You may enter multiple support contracts to extend support for multiple years.

Registration

Customer | Reseller | Activation | **Support**

Support Activation

To purchase support please contact your reseller (.) or call 984-555-2038

SupportNumber	SupportEndDate
72F47B	3/4/2009
885436	3/4/2010

Activation Key: 176EDCAA530E26CE4

Support Number: 72F47B

Back | Activate | Finish



## Menu Overview

When the application is launched, there will be several tabs along the top of the screen that indicate the main system functions. These include:

*Master Data* – enter basic data used by the rest of the system

*Transactions* – perform transactions like receiving, inventory movements, issues and adjustments

*Physical Inventory* – take a physical inventory and update total quantities

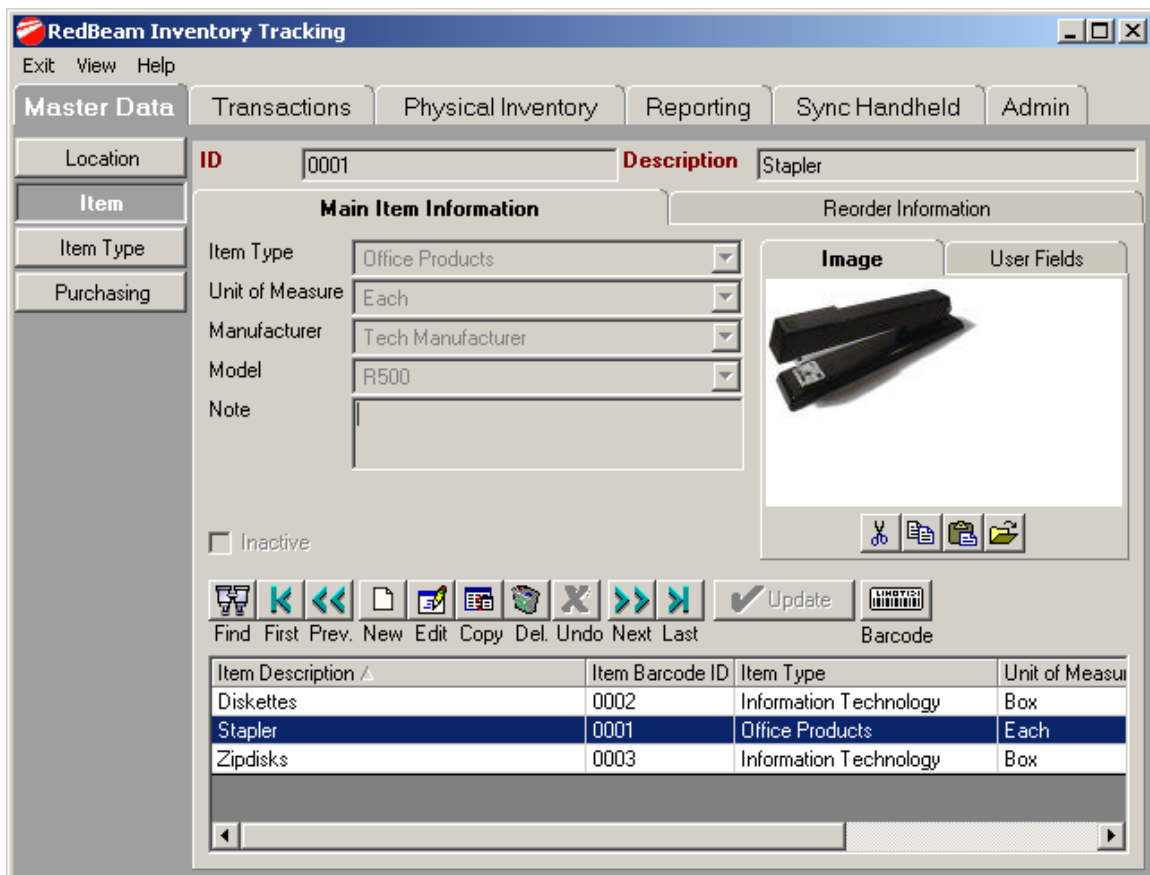
*Reporting* – generate master data, inventory and transaction reports and print barcode labels

*Sync Handheld* – sync the mobile computer with PC database (*Mobile Edition* only)

*Admin* – network, back up data, import data, purge, over-ride captions and implement user security

Under several of the main function tabs, sub-function buttons will be listed on the left side of the screen.

To update the application with the most recent data entered, click the *Refresh* button located under *View*.



## Master Data

The *Master Data* tab is where data used by the rest of the system is entered. As indicated by the small tabs listed along the top of the screen, the following data is entered under *Master Data*:

*Location* – where organization, warehouse and location information is entered

*Item* – where item information is entered

*Item Type* – where item categories are entered

*Purchasing* – where units of measure, vendors, manufacturers and models are entered

The screenshot shows the RedBeam Inventory Tracking application window. The title bar reads "RedBeam Inventory Tracking". The menu bar includes "Exit", "View", and "Help". The main window has several tabs: "Master Data", "Transactions", "Physical Inventory", "Reporting", "Sync Handheld", and "Admin". The "Master Data" tab is active and contains sub-tabs for "Location", "Item", "Item Type", and "Purchasing". The "Item" sub-tab is selected, showing the "Main Item Information" section for a "Stapler" (ID: 0001). The "Main Item Information" section includes fields for "Item Type" (Office Products), "Unit of Measure" (Each), "Manufacturer" (Tech Manufacturer), "Model" (R500), and "Note". There is also an "Image" field showing a photograph of a stapler and a "User Fields" section. Below the "Main Item Information" section is an "Inactive" checkbox. At the bottom of the window is a toolbar with icons for "Find", "First", "Prev.", "New", "Edit", "Copy", "Del.", "Undo", "Next", "Last", "Update", and "Barcode". A table at the bottom of the window displays a list of items:

Item Description	Item Barcode ID	Item Type	Unit of Measure
Diskettes	0002	Information Technology	Box
Stapler	0001	Office Products	Each
Zipdisks	0003	Information Technology	Box

## ***Master Data Function Bar***

Each of the *Master Data* screens uses a similar function bar that looks like this:



The buttons perform the following functions:



*Find* – Search for a specific record.



*First* – Scroll to the first record.



*Prev.* – Scroll to the previous record.



*New* – Create a new record.



*Edit* – Edit an existing record.



*Copy* – Create a new record by copying existing record.



*Del.* – Delete a record.



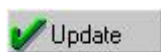
*Undo* – Undo the changes made to a record.



*Next* – Scroll to the next record.



*Last* – Scroll to the last record.



*Update* – Commit record entries to the database.



*Barcode* – Print a barcode label.

## Location

The three organizational levels in the system are set up under the *Location* function. The highest level is the organization itself. Once the organization is set up, warehouses can be added. Once a warehouse is added, all of the locations in the warehouse can be added. **Note: Items can only be stored at the location level, so it is important to set up locations within your warehouses.**

### Organization

To set up your organization information, click on the *Location* button and select the *Organization* tab. The organization is the highest level in the system. Only one organization can be entered.

To edit your organization information, click the *Edit* button. When finished, click the *Update* button.

The side panel is a tree structure that allows you to view the warehouses and locations in the organization. You can expand or close the tree by clicking on the plus and minus icons next to the information you want to view. Clicking on the warehouse or location description displays more detailed information.

The screenshot displays the RedBeam Inventory Tracking application window. The title bar reads "RedBeam Inventory Tracking". The menu bar includes "Exit", "View", and "Help". The main menu consists of "Master Data", "Transactions", "Physical Inventory", "Reporting", "Sync Handheld", and "Admin". The "Master Data" menu is expanded to show "Location", "Item", "Item Type", and "Purchasing". The "Location" menu is further expanded to show "Organization", "Warehouse", and "Location". The "Organization" tab is selected, showing a form for editing organization information. The form includes a "Description" field with the value "RedBeam, Inc.", a "Street" field with "1075 Zonolite Road" and "Suite 1B", a "City" field with "Atlanta", a "State" dropdown menu set to "GA", a "Zip Code" field with "30306", and a "Phone" field with "404-249-1625". At the bottom of the form are buttons for "Edit", "Del.", "Undo", and "Update". A side panel on the left shows a tree structure with "RedBeam, Inc." expanded to show "Warehouse 1", which is further expanded to show "Location 1", "Location 2", "Location 3", and "Location 4".

## Warehouse

To set up your warehouses, click on the *Warehouse* tab. An organization can have any number of warehouses.

To create a new warehouse, click on the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing warehouse, select the warehouse you want to edit from the tree structure, click on the *Edit* button and update the information. When finished, click the *Update* button.

To delete a warehouse, first be sure to move or delete all rooms and items assigned to the warehouse. Select the warehouse you want to delete from the tree structure. Then click on the *Delete* button and confirm the deletion when prompted.

To make a warehouse inactive, click the *Inactive* check box. This will remove the warehouse from drop-down lists in the system, but will keep the entry in warehouse master data and reporting.

The screenshot displays the RedBeam Inventory Tracking application window. The title bar reads "RedBeam Inventory Tracking" and includes standard window controls. The menu bar contains "Exit", "View", and "Help". Below the menu bar is a tabbed interface with tabs for "Master Data", "Transactions", "Physical Inventory", "Reporting", "Sync Handheld", and "Admin". The "Master Data" tab is active, and within it, the "Warehouse" sub-tab is selected. On the left side, there is a tree view under the heading "Select a Location to View or Edit:". The tree shows a hierarchy: "RedBeam, Inc." containing "Warehouse 1", which in turn contains "Location 1", "Location 2", "Location 3", and "Location 4". Below the tree is a vertical sidebar with buttons for "Location", "Item", "Item Type", and "Purchasing". The main area of the window is a form for editing the selected warehouse. It has tabs for "Organization", "Warehouse", and "Location", with "Warehouse" being the active tab. The form fields include: "Description" (Warehouse 1), "Street" (1075 Zonolite Road, Suite 1B), "City" (Atlanta), "State" (GA), "Zip Code" (30306), and "Phone" (404-249-1625). At the bottom right of the form is an "Inactive" checkbox, which is currently unchecked. Below the form is a toolbar with icons for "New", "Edit", "Copy", "Del.", and "Undo", followed by a button labeled "Update".

## Location

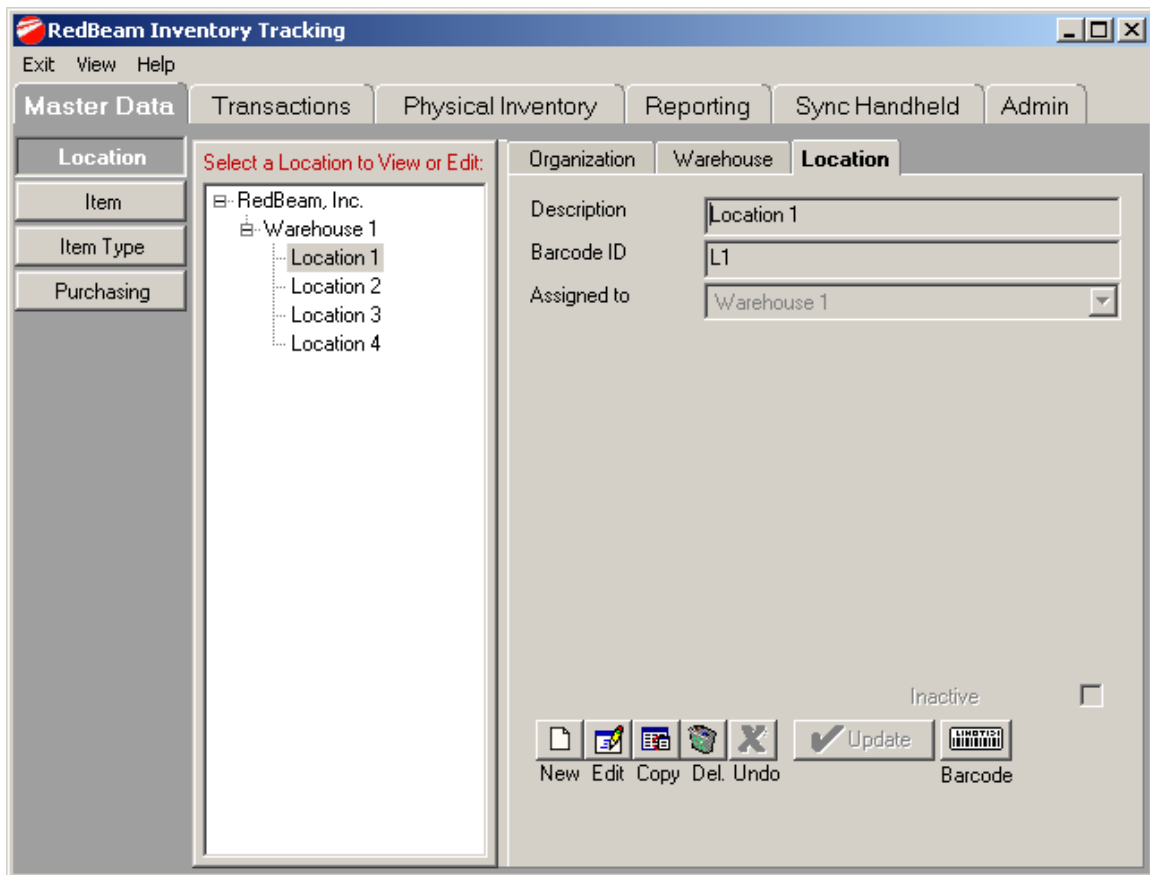
To set up locations for a warehouse, click on the *Locations* tab. The location is the lowest organizational level in the system. A warehouse can have any number of locations.

To create a new location, click on the *New* button and enter the information. Enter the barcode ID. You can print this barcode by clicking on the *Barcode* icon in the tool bar. Be sure to enter the warehouse in which the location is located. RedBeam recommends defining the barcode ID's for the *Location* level in a way that is easy for the user to understand. For example W1R1B1 would work well for warehouse 1, row 1, bin 1. The barcode ID, not the description, is the value that displays on the mobile computer. When finished, click the *Add* button.

To edit an existing location, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a location, first be sure to move or delete all items assigned to the location. Then click on the *Delete* button and confirm the deletion when prompted.

To make a location inactive, click the *Inactive* check box. This will remove the location from drop-down lists in the system, but will keep the entry in location master data and reporting.



## Item Type

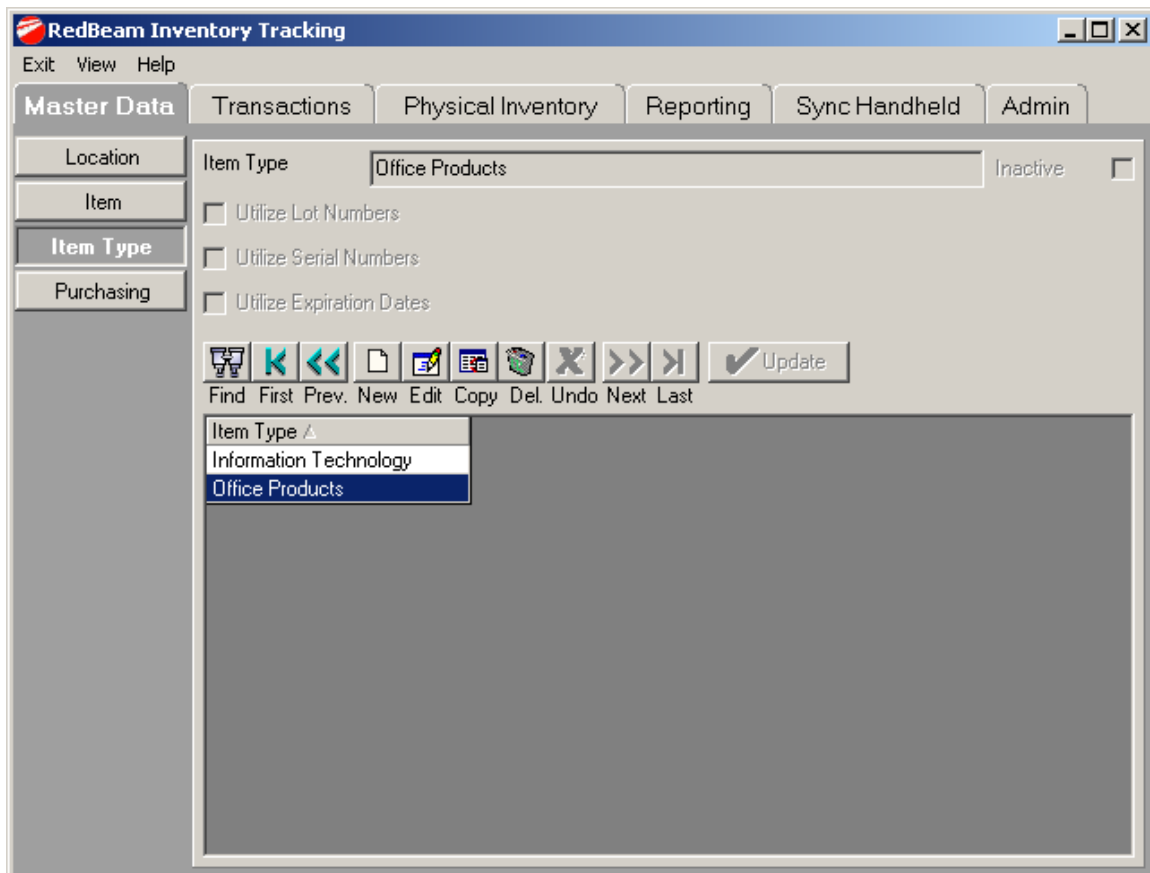
When the *Item Type* button is clicked, you can view and edit the item types in the system.

To create a new item type, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing item type, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete an item type, click on the *Delete* button and confirm the deletion when prompted.

To make an item type inactive, click the *Inactive* check box. This will remove the item type from drop-down lists in the system, but will keep the entry in item type master data and reporting.



You can specify the characteristics of item types by clicking in the desired check box. Item type characteristics include:

1. Serial Numbers
2. Lot Numbers
3. Expiration Dates

If an item type is assigned a characteristic and is later edited to remove that characteristic, all items with that item type will lose the associated characteristic records. For example, an item type has serial numbers as a characteristic. Items are assigned that item type and transactions are processed with serial numbers. If the item type is edited and the serial number characteristic is removed, all items with that item type will lose their serial number records.

### Serial Numbers

Items that utilize serial numbers will be tracked both by the item barcode ID and by a specific serial number associated with each individual item. When performing transactions, items with item types that utilize serial numbers will require the entry of a unique serial number for each individual item. This is a “one-to-one” relationship. If 10 items are received, for example, the system will require that 10 different serial numbers be entered before allowing the transaction to be processed.

If an item is assigned an item type that requires serial numbers and is then re-assigned an item type without serial numbers, all serial number records for that item will be lost.

Item types that utilize serial numbers may not also utilize lot numbers or expiration dates.

### Lot Numbers

Items that utilize lot numbers will be tracked both by the item barcode ID number and by a lot number associated with one or more of that item. When performing transactions, items with item types that utilize lot numbers will require entry of a lot number and the quantity of units with that lot number. This is a “one-to-many” relationship. As many lot numbers as desired can be entered, but all items in the transaction must have a lot number associated with them before the transaction can be processed.

If an item is assigned an item type that requires lot numbers and is then re-assigned an item type without lot numbers, all lot number records for that item will be lost.

Item types that utilize lot numbers may also use expiration dates, but may not utilize serial numbers.

### Expiration Dates

Items that utilize expiration dates will be tracked both by the item barcode ID number and by an expiration date associated with one or more of that item. When performing transactions, items with item types that utilize expiration dates will require entry of an expiration date and the quantity of units with that expiration date. This is a “one-to-many” relationship. As many expiration dates as desired can be entered, but all items in the transaction must have expiration dates associated with them before the transaction can be processed.

If an item is assigned an item type that requires expiration dates and is then re-assigned an item type without expiration dates, all expiration date records for that item will be lost.

Item types that utilize expiration dates may also use lot numbers, but may not utilize serial numbers.



## ***Purchasing***

When the *Purchasing* button is clicked, sub-tabs that allow you to set up units of measure, vendors, manufacturers, and models are displayed.

### *Unit of Measure*

When the *Unit of Measure* tab on the top of the screen is clicked, you can view and edit the units of measure in the system.

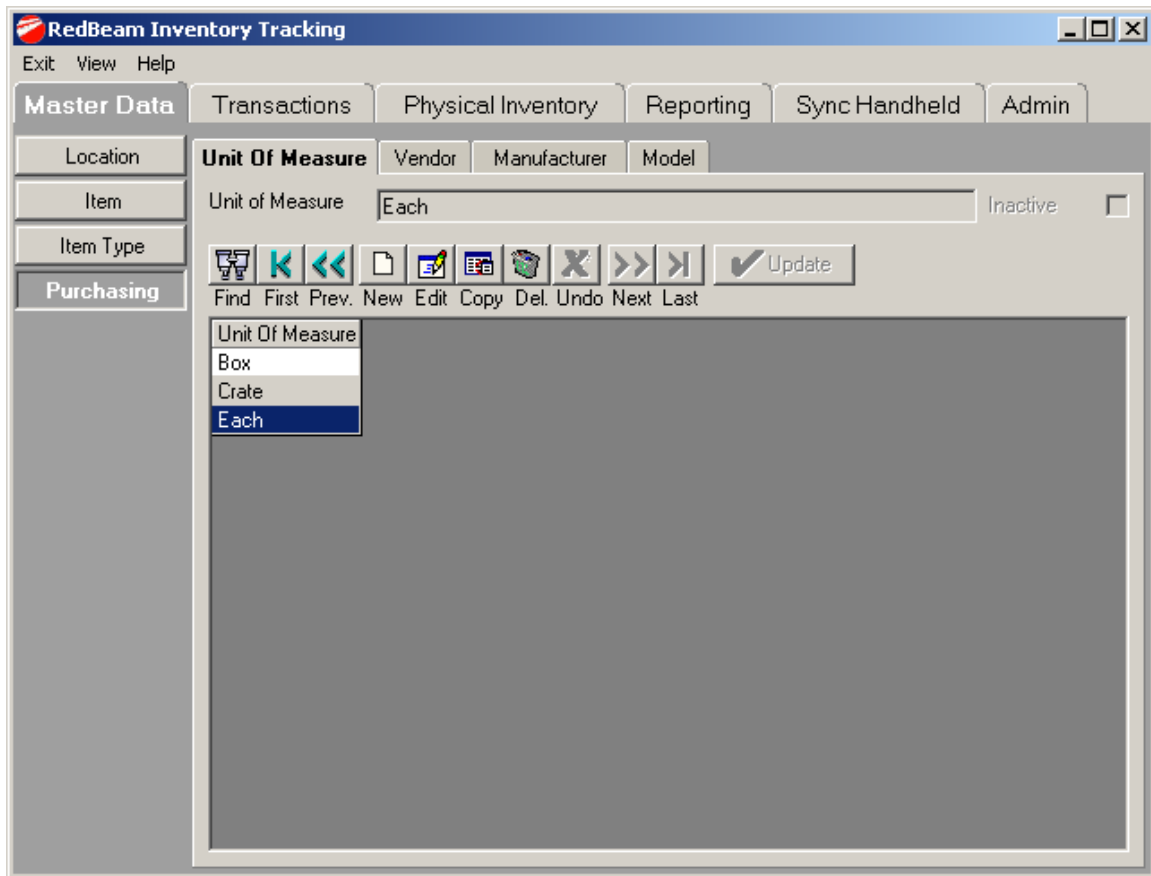
To create a new unit of measure, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing unit of measure, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a unit of measure, click on the *Delete* button and confirm the deletion when prompted.

To make a unit of measure inactive, click the *Inactive* check box. This will remove the unit of measure from drop-down lists in the system, but will keep the entry in unit of measure master data and reporting.

You can view all of the units of measure by scrolling through the list on the bottom panel.



## Vendor

When the *Vendor* tab on the top of the screen is clicked, you can view and edit the vendors in the system.

To create a new vendor, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing vendor, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a vendor, click on the *Delete* button and confirm the deletion when prompted.

To make a vendor inactive, click the *Inactive* check box. This will remove the vendor from drop-down lists in the system, but will keep the entry in vendor master data and reporting.

You can view all of the vendors by scrolling through the list on the bottom panel.

The screenshot displays the RedBeam Inventory Tracking application window. The title bar reads "RedBeam Inventory Tracking". The menu bar includes "Exit", "View", and "Help". The main interface has a tabbed structure with "Master Data" selected. Under "Master Data", there are sub-tabs for "Location", "Item", "Item Type", and "Purchasing". The "Vendor" sub-tab is active, showing a form with the following fields:

Unit Of Measure	Vendor	Tech Vendor	Phone	404-555-3093
	Vendor No	179	Alt. Phone	404-555-3038
	Contact	Tech Support	City	Atlanta
	Street	597 Technology Drive	State	GA
		Suite 10	Zip Code	30306
	Email	support@techvendor.com		Inactive <input type="checkbox"/>

Below the form is a toolbar with icons for Find, First, Prev., New, Edit, Copy, Del., Undo, Next, Last, and an "Update" button. At the bottom, a table lists the vendor data:

Vendor	Vendor No	Contact	Phone	Alt Phone	Address	Addr
Tech Vendor	179	Tech Support	404-555-3093	404-555-3038	597 Technology Drive	Suite

## Manufacturer

When the *Manufacturer* tab on the top of the screen is clicked, you can view and edit the manufacturers in the system.

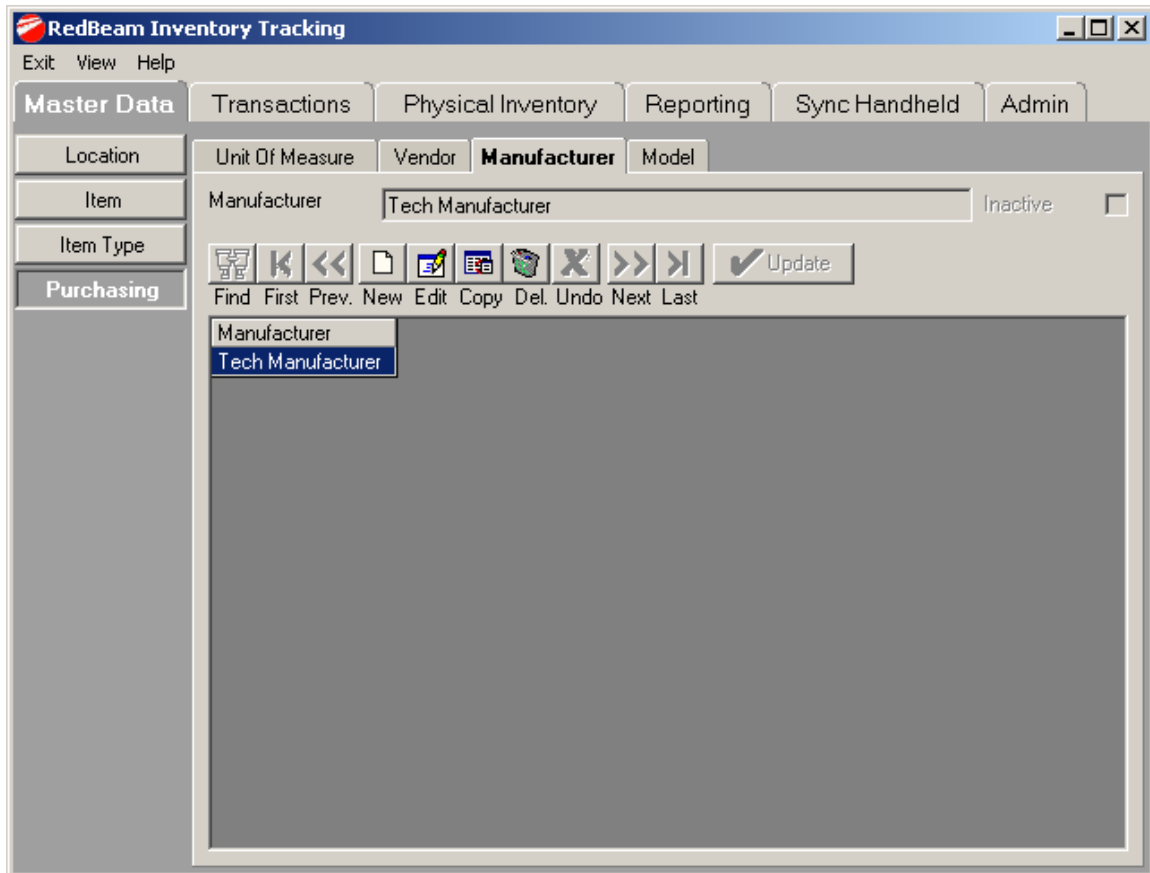
To create a new manufacturer, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing manufacturer, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a manufacturer, click on the *Delete* button and confirm the deletion when prompted.

To make a manufacturer inactive, click the *Inactive* check box. This will remove the manufacturer from drop-down lists in the system, but will keep the entry in manufacturer master data and reporting.

You can view all of the manufacturers by scrolling through the list on the bottom panel.



## Model

To set up models, click on the *Model* tab. A model is a specific kind of product made by a manufacturer. If you assign a manufacturer to a model number, you will be able to limit the list of model numbers to select from in your item record to those for the desired manufacturer.

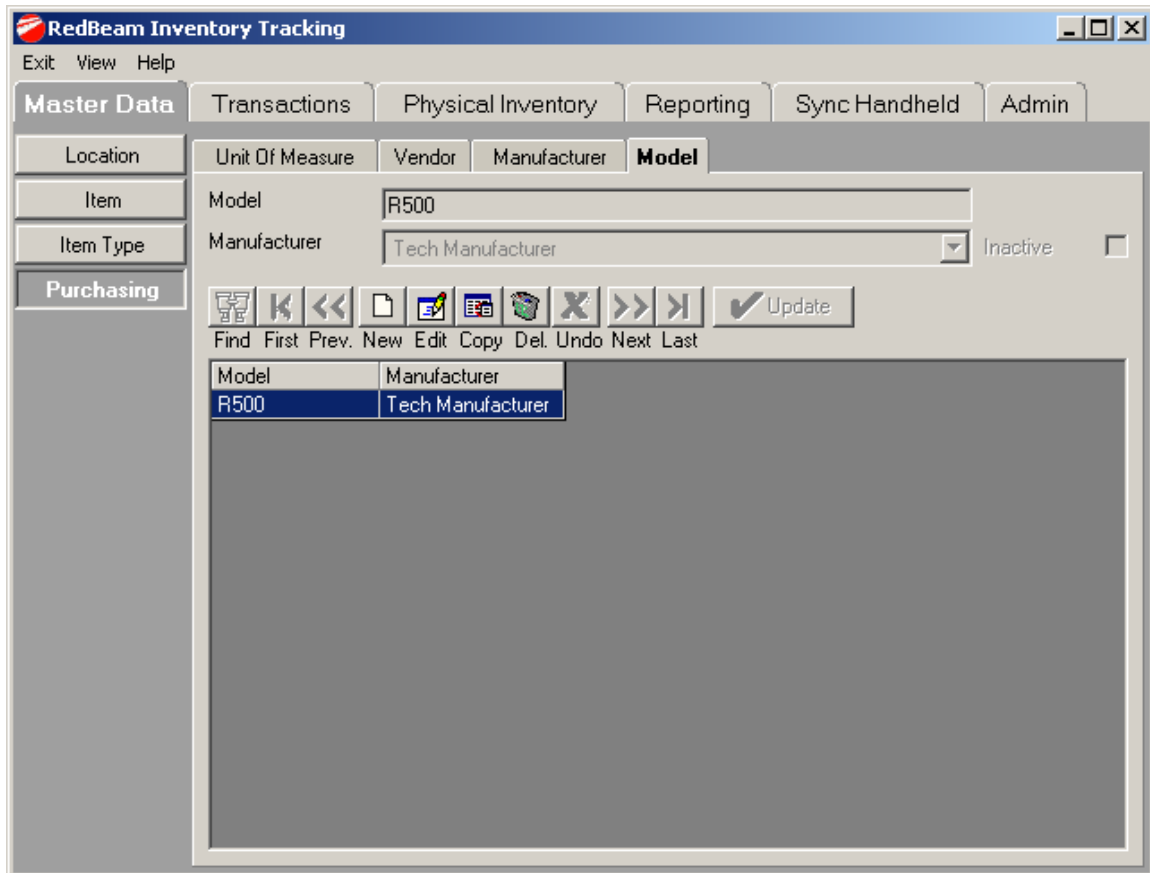
To create a new model, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing model, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a model, click on the *Delete* button and confirm the deletion when prompted.

To make a model inactive, click the *Inactive* check box. This will remove the model from drop-down lists in the system, but will keep the entry in model master data and reporting.

You can view all of the models by scrolling through the list on the bottom panel.



## Items

Click the *Items* button to set up your items. The *Main Item Information* tab is the first tab to display.

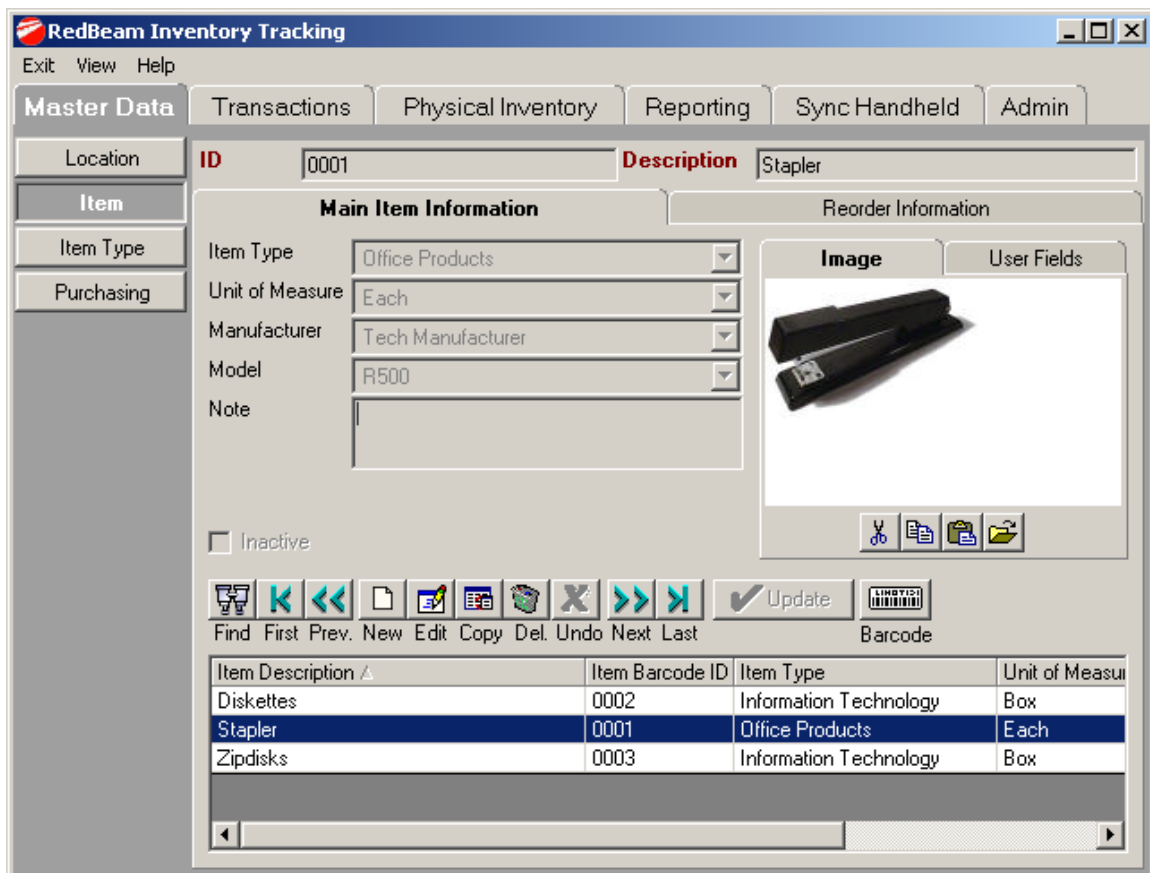
If you click the *New* button, you can enter a new item. Enter the *Item ID*, *Description*, *Item Type*, *Unit of Measure*, *Manufacturer*, *Model* or *Notes*.

*Note: When entering the unit of measure, it is best to choose the smallest unit that you will receive or issue in the system. For example, you buy tissues by the case and each case has ten boxes. If you issue boxes out of the system, you will want to use box as your unit of measure rather than case. When receiving a case, you should receive ten boxes.*

You can enter an image of the item by cutting and pasting it into the image field or by clicking the “*Open*” folder icon and choosing an image file from a directory.

You can enter up to five user fields by clicking on the *User Fields* tab. You can rename the user fields by double clicking on the description of the user field you want to change. Descriptions for the user fields are universal for all items in the system.

To set up ordering information for each item by location, click the *Reorder Information* tab.



## Reorder Information

To enter ordering information for an item, click the *Reorder Information* tab.

If the reorder information data is set up properly, you will be able to easily generate reports by location and vendor detailing the quantity and price of items you need to order from that vendor.

Click the new button to create a location-specific ordering record for an item. Enter a location at the level in the hierarchy at which you will be ordering. In the example below, if you are ordering for the organization, select the organization as the location. If you order at the warehouse level, select the warehouse. **This is very important.** If you set up ordering records for your organization and then try to run a report for your warehouse or vice versa, you will not get any values in the report.

Enter the vendor, the minimum in stock quantity, the maximum in stock quantity, the order increment and the cost. When items fall below the minimum in stock quantity, they will appear on the reorder report. If an order increment is entered, the number of items to order will be in increments of that number. For example, if the minimum in stock quantity is 5 and the reorder quantity is 10, when the inventory value falls to 4, the suggested reorder quantity will be 10.

If the *Reorder Notification* flag is checked and inventory is below the minimum in stock quantity, a pop up message will be presented when the user logs on to the system.

Vendor Name	Location	Maximum In Stock	Minimum In Stock	Order Increment	Cost
Tech Vendor	RedBeam, Inc.	100	5	5	\$5.35

## Transactions

The *Transactions* tab is where inventory transactions including receiving, inventory movements, issues and adjustments occur. As indicated by the buttons on the left side of the screen, *Transactions* include:

*Receive* – receive items into inventory

*Issue* – issue items out of inventory

*Adjust* – adjust total quantities for a given location

*Move* – move items from one location to another location

*Mass Move* – move all items in one location to another location

The screenshot displays the RedBeam Inventory Tracking application window. The title bar reads "RedBeam Inventory Tracking" and includes standard window controls. Below the title bar is a menu bar with "Exit", "View", and "Help". A tabbed interface is present, with "Transactions" selected. Other tabs include "Master Data", "Physical Inventory", "Reporting", "Sync Handheld", and "Admin".

On the left side, a vertical toolbar contains buttons for "Receiving", "Issue", "Adjust", "Move", and "Mass Move". The "Receiving" button is currently active.

The main area is divided into several sections:

- Location:** Includes a "Barcode" dropdown menu with "L1" selected and a "Description" dropdown menu with "Location 1" selected.
- Select a Location:** A tree view showing a hierarchy: "RedBeam, Inc." > "Warehouse 1" > "Location 1" (selected), "Location 2", "Location 3", and "Location 4".
- Item:** Includes a "Barcode" dropdown menu with "0001" selected and a "Description" dropdown menu with "Stapler" selected. Below this, it states "Current inventory is 15."
- Quantity Received:** A text input field containing the number "5".
- Reference No.:** A text input field containing "P.O. 3923".
- Note:** A large empty text area for adding notes.
- Update:** A button with a green checkmark icon and the text "Update".
- Print Item Labels:** A section with two checkboxes:
  - Print  for each transaction
  - Print "Quantity Received"

## Receive

1. To receive items into inventory, select the barcode ID or description of the location you would like to receive into from the location drop down menus. The barcode ID can be scanned if you have a cabled scanner. Alternatively, you can select the location from the hierarchy on the bottom left window. Click the + and – buttons to expand or close that level.

2. Select the barcode ID or description of the item you would like to receive from the item drop down menus. The barcode ID can be scanned if you have a cabled scanner.

3. Enter the quantity to be received.

4. Optionally, you can enter a reference number, such as a purchase order number, and notes.

5. To receive the items into the selected location, click the *Update* button. If the item type of the item you are entering requires serial numbers, lot numbers or expiration dates, you will be prompted to enter them.

To print item barcode labels for this transaction, select one of the *Print Item Labels* check boxes at the bottom of the screen. Choose how many labels to print by entering the amount in the *Print X for each transaction* option, where *X* is the number of labels you want to print. Alternatively, print a label for each item entered in the *Quantity Received* field. Uncheck the boxes if you do not want to print labels. Label settings will be taken from the *Reporting->Label Printing* screen.

The screenshot displays the RedBeam Inventory Tracking application window. The title bar reads "RedBeam Inventory Tracking". The menu bar includes "Exit", "View", and "Help". The main interface is divided into several sections:

- Navigation Tabs:** Master Data, Transactions (selected), Physical Inventory, Reporting, Sync Handheld, Admin.
- Receiving Section:** Contains buttons for "Issue", "Adjust", "Move", and "Mass Move".
- Location Selection:**
  - Barcode: L1
  - Description: Location 1
  - Text: "Select a Location:"
  - Tree view: RedBeam, Inc. > Warehouse 1 > Location 1 (selected), Location 2, Location 3, Location 4.
- Item Selection:**
  - Barcode: 0001
  - Description: Stapler
  - Text: "Current inventory is 15."
- Transaction Details:**
  - Quantity Received: 5
  - Reference No.: P.O. 3923
  - Note: A large empty text area.
  - Update button: A button with a green checkmark and the text "Update".
- Print Item Labels:**
  - Print  Print 1 for each transaction
  - Print  Print "Quantity Received"



## Issue

1. To issue items out of inventory, select the barcode ID or description of the location you would like to issue out of from the location drop down menus. The barcode ID can be scanned if you have a cabled scanner. Alternatively, you can select the location from the hierarchy on the bottom left window. Click the + and – buttons to expand or close that level.

2. Select the barcode ID or description of the item you would like to issue from the item drop down menus. The barcode ID can be scanned if you have a cabled scanner.

3. Enter the quantity to be issued.

4. Optionally, you can enter a reference number, such as a sales order number, and notes.

5. To issue the items from the selected location, click the *Update* button. If the item type of the item you are entering requires serial numbers, lot numbers or expiration dates, you will be prompted to enter them.

To print item barcode labels for this transaction, select one of the *Print Item Labels* check boxes at the bottom of the screen. Choose how many labels to print by entering the amount in the *Print X for each transaction* option, where *X* is the number of labels you want to print. Alternatively, print a label for each item entered in the *Quantity Issued* field. Uncheck the boxes if you do not want to print labels. Label settings will be taken from the *Reporting->Label Printing* screen.

The screenshot displays the RedBeam Inventory Tracking application window. The title bar reads "RedBeam Inventory Tracking". The menu bar includes "Exit", "View", and "Help". The main interface is divided into several sections:

- Navigation Tabs:** Master Data, Transactions (selected), Physical Inventory, Reporting, Sync Handheld, Admin.
- Transaction Type:** Receiving, Issue (selected), Adjust, Move, Mass Move.
- Location Selection:**
  - Barcode: L1
  - Description: Location 1
  - Tree view: RedBeam, Inc. > Warehouse 1 > Location 1 (selected), Location 2, Location 3, Location 4.
- Item Selection:**
  - Barcode: 0001
  - Description: Stapler
  - Current inventory is 15.
- Transaction Details:**
  - Quantity Issued: 5
  - Reference No.: Order 3874
  - Note: (Empty text area)
- Action Buttons:** Update (with a green checkmark icon).
- Print Options:**
  - Print Item Labels:  Print 1 for each transaction
  - Print "Quantity Issued"

## Adjust

1. To adjust inventory, select the barcode ID or description of the location you would like to adjust items for from the drop down menus. The barcode ID can be scanned if you have a cabled scanner. Alternatively, you can select the location from the hierarchy on the bottom left window. Click the + and – buttons to expand or close that level.

2. Select the barcode ID or description of the item you would like to adjust from the item drop down menus. The barcode ID can be scanned if you have a cabled scanner.

3. Enter the quantity that the item should be adjusted to.

4. Optionally, you can enter a reference number and notes.

5. To adjust the item quantity in the selected location, click the *Update* button. If the item type of the item you are entering requires serial numbers, lot numbers or expiration dates, you will be prompted to enter them.

To print item barcode labels for this transaction, select one of the *Print Item Labels* check boxes at the bottom of the screen. Choose how many labels to print by entering the amount in the *Print X for each transaction* option, where *X* is the number of labels you want to print. Alternatively, print a label for each item entered in the *Adjust Quantity To* field. Uncheck the boxes if you do not want to print labels. Label settings will be taken from the *Reporting->Label Printing* screen.

The screenshot displays the RedBeam Inventory Tracking application window. The title bar reads "RedBeam Inventory Tracking" and includes standard window controls. Below the title bar is a menu bar with "Exit", "View", and "Help". A tabbed interface is present with tabs for "Master Data", "Transactions" (which is active), "Physical Inventory", "Reporting", "Sync Handheld", and "Admin".

On the left side, there is a vertical navigation pane with buttons for "Receiving", "Issue", "Adjust" (highlighted), "Move", and "Mass Move".

The main area is divided into two columns. The left column is titled "Location" and contains a "Barcode" dropdown menu with "L1" selected and a "Description" dropdown menu with "Location 1" selected. Below this is a tree view titled "Select a Location:" showing a hierarchy: "RedBeam, Inc." > "Warehouse 1" > "Location 1" (selected), "Location 2", "Location 3", and "Location 4".

The right column is titled "Item" and contains a "Barcode" dropdown menu with "0001" selected and a "Description" dropdown menu with "Stapler" selected. Below this, it states "Current inventory is 15." and an "Adjust Quantity To" field with the value "5". There is also a "Reference No." field with "Cycle Count" entered.

At the bottom right, there is a "Note" text area and a green "Update" button with a checkmark icon.

At the very bottom, there is a section titled "Print Item Labels" with two checkboxes: "Print 1 for each transaction" (unchecked) and "Print 'Adjust Quantity To' value" (unchecked).

## Move

1. To move items from one location to another, first select the barcode ID or description of the location you would like to move the items from. The barcode ID can be scanned if you have a cabled scanner. Alternatively, you can select the location from the hierarchy on the bottom left window if the *Select "From" Location Below* radio button is selected. Click the + and – buttons to expand or close that level.

2. Select the barcode ID or description of the location you would like to move the items to. The barcode ID can be scanned if you have a cabled scanner. Alternatively, you can select the location from the hierarchy on the bottom left window if the *Select "To" Location Below* radio button is selected. Click the + and – buttons to expand or close that level.

3. Select the barcode ID or description of the item you would like to move from the item drop down menus. The barcode ID can be scanned if you have a cabled scanner.

4. Enter the quantity to be moved.

5. Optionally, you can enter a reference number and notes.

6. To move the items into the selected location, click the *Update* button. If the item type of the item you are entering requires serial numbers, lot numbers or expiration dates, you will be prompted to enter them.

The screenshot displays the RedBeam Inventory Tracking application window. The title bar reads "RedBeam Inventory Tracking" and includes standard window controls. Below the title bar is a menu bar with "Exit", "View", and "Help". A tabbed interface is present with tabs for "Master Data", "Transactions", "Physical Inventory", "Reporting", "Sync Handheld", and "Admin". The "Transactions" tab is active, and within it, the "Move" button is highlighted in the left-hand navigation pane. The main window area is divided into several sections: "From Location:" with fields for Barcode (L1) and Description (Location 1); "To Location:" with fields for Barcode (L2) and Description (Location 2); "Item" section with Barcode (0001) and Description (Stapler); "Quantity" field set to 5; "Reference No." field with "Transfer 204"; and a "Note" text area. Below the note area is a green "Update" button. At the bottom, there are checkboxes for "Print Item Labels", with options to "Print 1 for each transaction" and "Print 'Quantity' moved". A tree view on the left shows the location hierarchy: RedBeam, Inc. > Warehouse 1 > Location 1 > Location 2 (highlighted) > Location 3 > Location 4. Radio buttons allow selecting "From" or "To" location below.

To print item barcode labels for this transaction, select one of the *Print Item Labels* check boxes at the bottom of the screen. Choose how many labels to print by entering the amount in the *Print X for each transaction* option, where *X* is the number of labels you want to print. Alternatively, print a label for each item entered in the *Quantity* field. Uncheck the boxes if you do not want to print labels. Label settings will be taken from the *Reporting->Label Printing* screen.

## Mass Move

1. To move all items in one location to another location, first select the barcode ID or description of the location you would like to move the items from. The barcode ID can be scanned if you have a cabled scanner. Alternatively, you can select the location from the hierarchy on the bottom left window. Click the + and – buttons to expand or close that level.

2. Select the barcode ID or description of the location you would like to move all of the items to. The barcode ID can be scanned if you have a cabled scanner. Alternatively, you can select the location from the hierarchy on the bottom right window. Click the + and – buttons to expand or close that level.

3. Optionally, you can enter a reference number and notes.

4. To move all of the items, click the *Update* button.

The screenshot displays the 'RedBeam Inventory Tracking' application window. The 'Mass Move' button is selected in the left-hand navigation menu. The main interface is divided into several sections:

- Reference No.:** A text input field containing 'Warehouse Re-organization'.
- Note:** An empty text area for entering additional information.
- From Location:** A section with two dropdown menus: 'Barcode' (set to 'L1') and 'Description' (set to 'Location 1').
- To Location:** A section with two dropdown menus: 'Barcode' (set to 'L2') and 'Description' (set to 'Location 2').
- Location Hierarchies:** Two tree views showing the location structure. Both start with 'RedBeam, Inc.' and 'Warehouse 1'. The left tree has 'Location 1' selected, while the right tree has 'Location 2' selected.
- Update Button:** A button with a green checkmark icon and the text 'Update', located in the top right corner of the main form area.
- Help Text:** A message that reads 'This function will move all items from one location to another.'

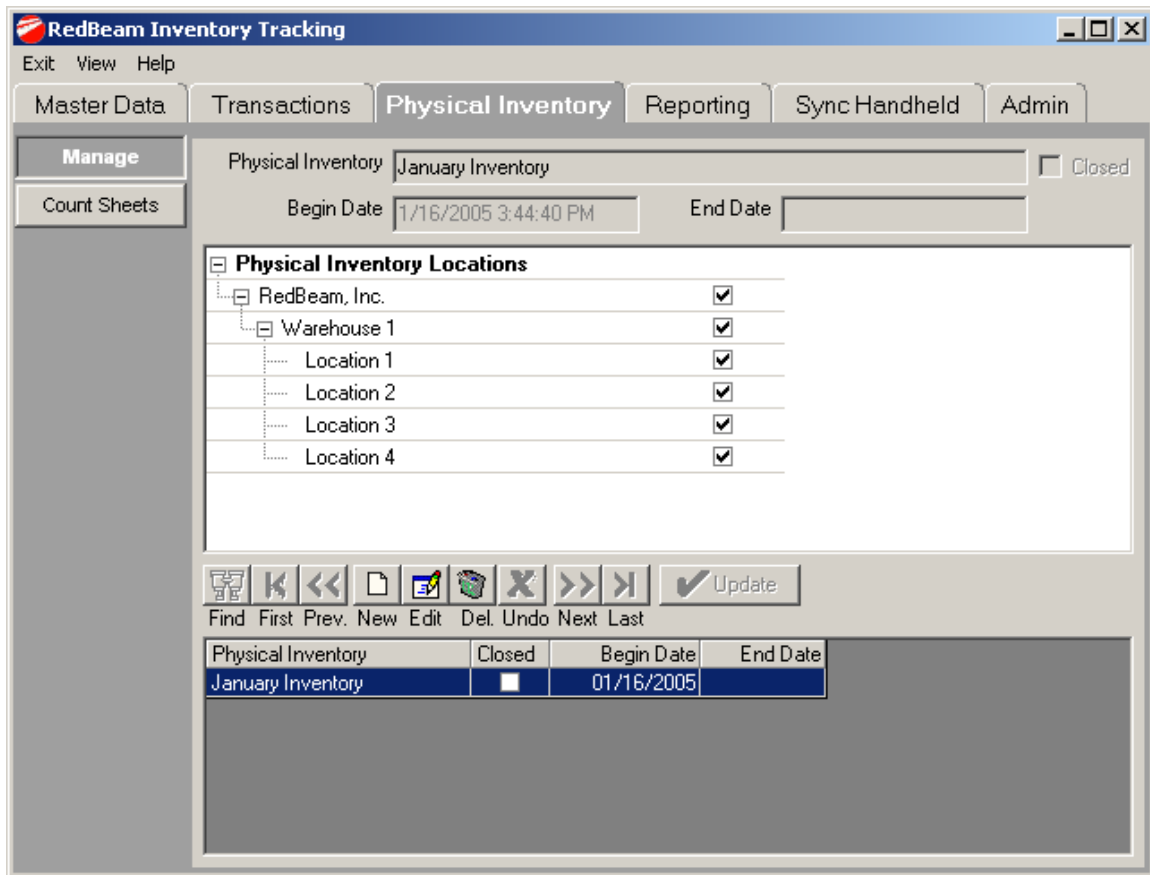
## Physical Inventory

The *Physical Inventory* tab is where you will periodically take a physical inventory to update total quantities in your locations. Physical inventory reports including counts and variances are based on information collected in this section. Taking a physical inventory will overwrite the quantities currently in your locations with the physical counts entered. Items with no counts entered will have their quantities set back to 0.

As indicated by the buttons on the left side of the screen, *Physical Inventory* functions include:

*Manage* – create and close physical inventories

*Count Sheets* – print count sheets and update inventory quantities



## Manage

To create a physical inventory, click *New*.

Enter the name of the *Physical Inventory* and select the locations you would like to take an inventory of from the location tree structure. Click *Update*. Your physical inventory is now open. *Note: No transactions can be processed for locations included in an open inventory.*

If using the *Mobile Edition* of this software, sync with your mobile computer under the *Sync Handheld* tab and use the mobile physical inventory functions described in the *Using the Mobile Computers* section of this manual.

If using the *Standard Edition* of this software, go to the count sheets function, print your count sheets and manually update your count quantities.

For both software editions, run count or variance reports found under *Reporting->Physical Inventory*. When satisfied with the results of the reports, come back the manage screen. To close your inventory, click *Edit*. Then put a check mark in the *Closed* field and click *Update*. This will close your inventory and update all of item quantities in the locations you selected.

**IMPORTANT: Closing an inventory is not reversible. Once an inventory is closed, you cannot roll it back. Inventory quantities will reflect the final counts you entered under Count Sheets.**

The screenshot shows the RedBeam Inventory Tracking software interface. The title bar reads "RedBeam Inventory Tracking". The menu bar includes "Exit", "View", and "Help". The main menu has tabs for "Master Data", "Transactions", "Physical Inventory" (which is selected), "Reporting", "Sync Handheld", and "Admin".

Under the "Physical Inventory" tab, there is a "Manage" button and a "Count Sheets" button. The "Physical Inventory" section contains a text field for the inventory name, currently set to "January Inventory", and a "Closed" checkbox. Below this are fields for "Begin Date" (1/16/2005 3:44:40 PM) and "End Date".

A tree view titled "Physical Inventory Locations" shows a hierarchy: "RedBeam, Inc." (checked), "Warehouse 1" (checked), "Location 1" (checked), "Location 2" (checked), "Location 3" (checked), and "Location 4" (checked).

At the bottom, there is a toolbar with icons for Find, First, Prev., New, Edit, Del., Undo, Next, Last, and an "Update" button. Below the toolbar is a table with the following data:

Physical Inventory	Closed	Begin Date	End Date
January Inventory	<input type="checkbox"/>	01/16/2005	

## Count Sheets

To print count sheets and update inventory quantities, click the *Count Sheets* button on the left menu. *Note: Mobile Edition users may rather use the mobile computer functions described in the Using the Mobile Computers section of this manual.*

Select the physical inventory you would like to work with from the drop down menu.

The grid on the bottom of the screen will display the locations you included in the physical inventory and the *Original Quantity* of each item in those locations at the time the inventory was opened.

Leaving the *Include only locations and items with original or new inventory* box unchecked will give you a view of all Item/Location combinations. Depending on the number of items or location you have, this can be cumbersome. You can limit the items in the grid by placing a check in this box. Item/Location combinations with an inventory quantity of 0 will not display. If while counting, you find an Item/Location combination that is not on the list, add it by clicking *Add New Inventory Item*.

To print count sheets that can be used to record current quantities, click *Print Count Sheets*. After taking your counts, enter the new inventory quantities in the *New Quantity* field in the grid. Periodically run count or variance reports found under *Reporting->Physical Inventory*. When satisfied with the results of the reports, go back to the *Manage* screen and close your inventory.

RedBeam Inventory Tracking

Exit Help

Master Data Transactions **Physical Inventory** Reporting Sync Handheld Admin

Manage

Count Sheets

Select a Physical Inventory January Inventory

**Physical Inventory Locations**

- Your Company Name
  - Warehouse 1
    - Location 1
    - Location 2
    - Location 3
    - Location 4

Warehouse	Location	Item Barcode	Item Description	Original Quantity	New Quantity
Warehouse 1	Location 1	0001	Stapler	15	16
Warehouse 1	Location 2	0002	Diskettes	5	0
Warehouse 1	Location 3	0002	Diskettes	5	0

Stapler quantity was updated to 16 for location Location 1.

Include only locations and items with original or new inventory

Add New Inventory Item Print Count Sheets



## Reporting

The *Reporting* tab is where master data, inventory, physical inventory and transaction reports are generated and where location and item barcodes are printed. As indicated by the buttons on the left side menu, the following reports can be run under *Reporting*:

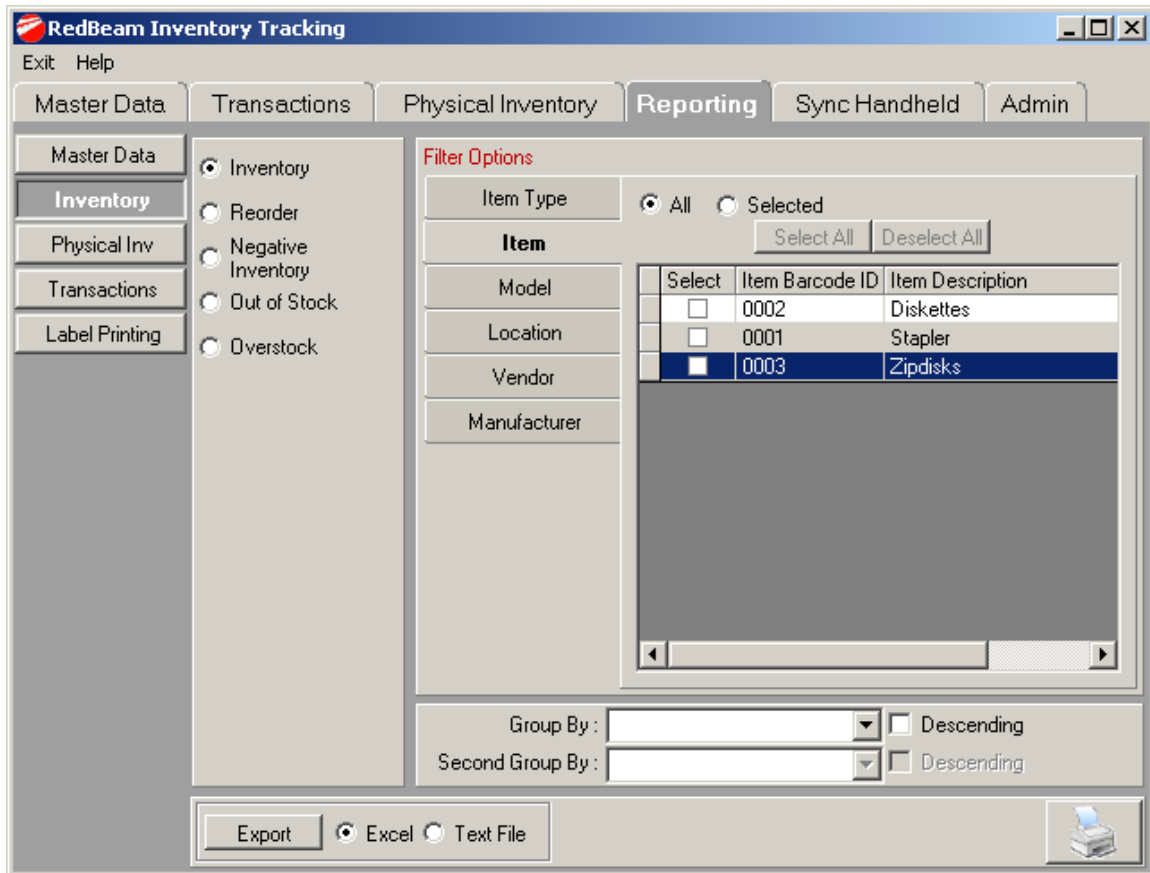
*Master Data* – reports on basic data used by the rest of the system

*Inventory* – reports on inventory levels, reordering, negative inventory, out of stock and overstock

*Physical Inv* – reports on physical inventory counts and quantity and cost variances

*Transactions* – reports on system transactions

*Label Printing* – location and item barcode label printing



## General Reporting Information

Although the data for each report will be different, the format of the reports will be similar.

To print, click the printer icon in the top left of the screen.

To export to a different file format, click the envelope icon on the top left of the screen and select the type of file to create.

The tree structure on the top of the screen provides for additional navigation in the reports.

The right and left arrows at the top of the screen allow you to scroll through the various pages in the reports.

The binoculars at the top right of the screen allow you to look for specific data in the report.

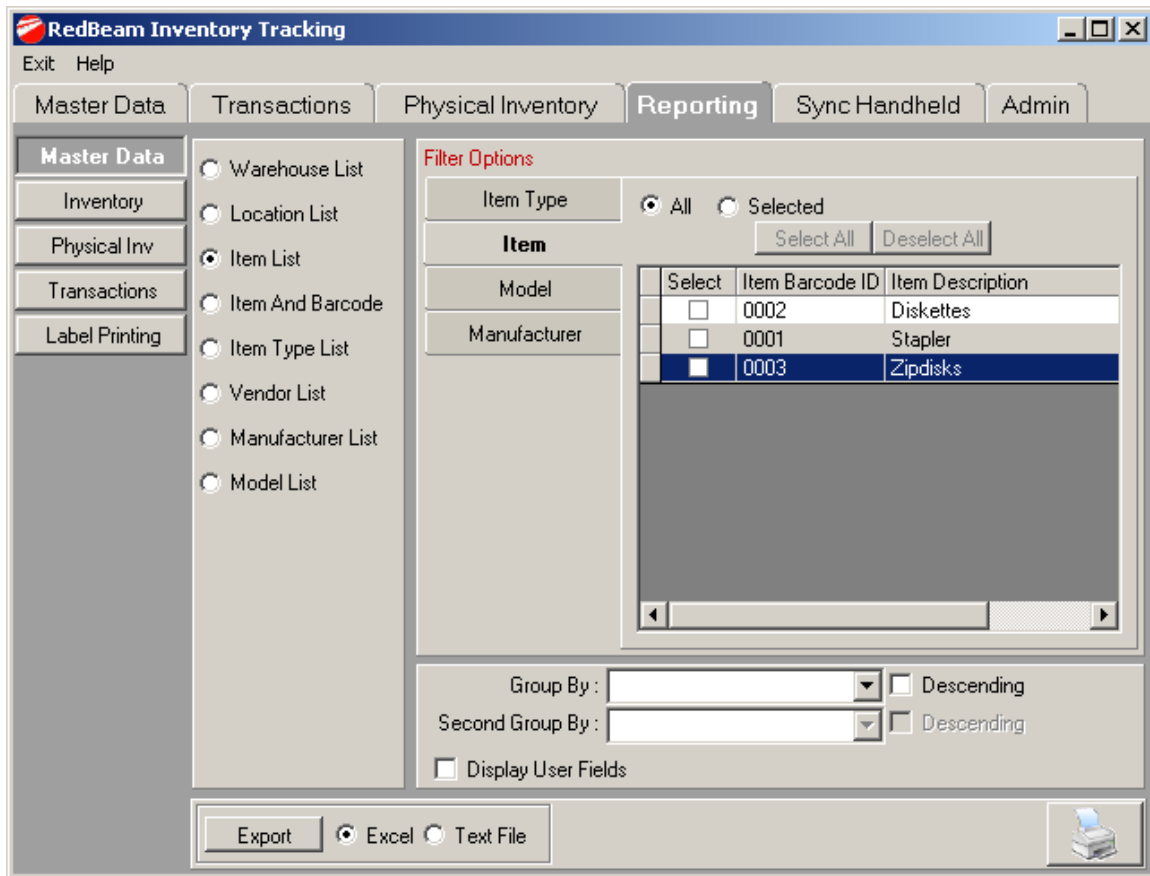
To exit the report, click on the *Exit* button on the top left of the screen or click the X in the top right corner.

Item Barcode ID	Warehouse	Item Location	Item Type	Unit Cost	Model	Total Quantity	Manufacturer	Total Cost
0002	Warehouse 1	Location 2	Information Technology	\$5.23		5	Tech Manufacturer	\$31.15
0002	Warehouse 1	Location 3	Information Technology	\$5.23		5	Tech Manufacturer	\$31.15
0001	Warehouse 1	Location 1	Office Product	\$5.35	P500	15	Tech Manufacturer	\$80.25
<b>Grand Total</b>								<b>\$142.55</b>

## Master Data Reports

Master data reports provide a detailed list of data entered under the master data tab of the system. To access the master data reports, click on the *Master Data* button on the left side of the screen. Select from the listed report types by clicking the radio button next to your selection. Master data report types include:

- Warehouse List* – a list of all warehouses
- Location List* – a list of all locations
- Item List* – a list of all items
- Item and Barcode* – a barcoded catalog of items
- Item Type List* – a list of all item types
- Vendor List* – a list of all vendors
- Manufacturer List* – a list of all manufacturers
- Model List* – a list of all models



Once the report type is selected, you can narrow the scope of the report by selecting one or more *Filter Options*. Within each filter option, you can choose either “*All*” or “*Selected*” records. To choose specific records, click “*Selected*” and put a check mark next to the desired records by clicking in the appropriate check boxes. Use the *Select All* and *Deselect All* functions to make selecting the specific records easier.

To group the data in the reports, you may select values from the drop-down lists at the bottom of the screen. You may also decide to display the data in descending order. If desired, click the *Display User Fields* check box.

When finished, click *Display Report*. To export to *Excel* or a *Text* file, select the appropriate radio button at the bottom of the screen and click *Export*.

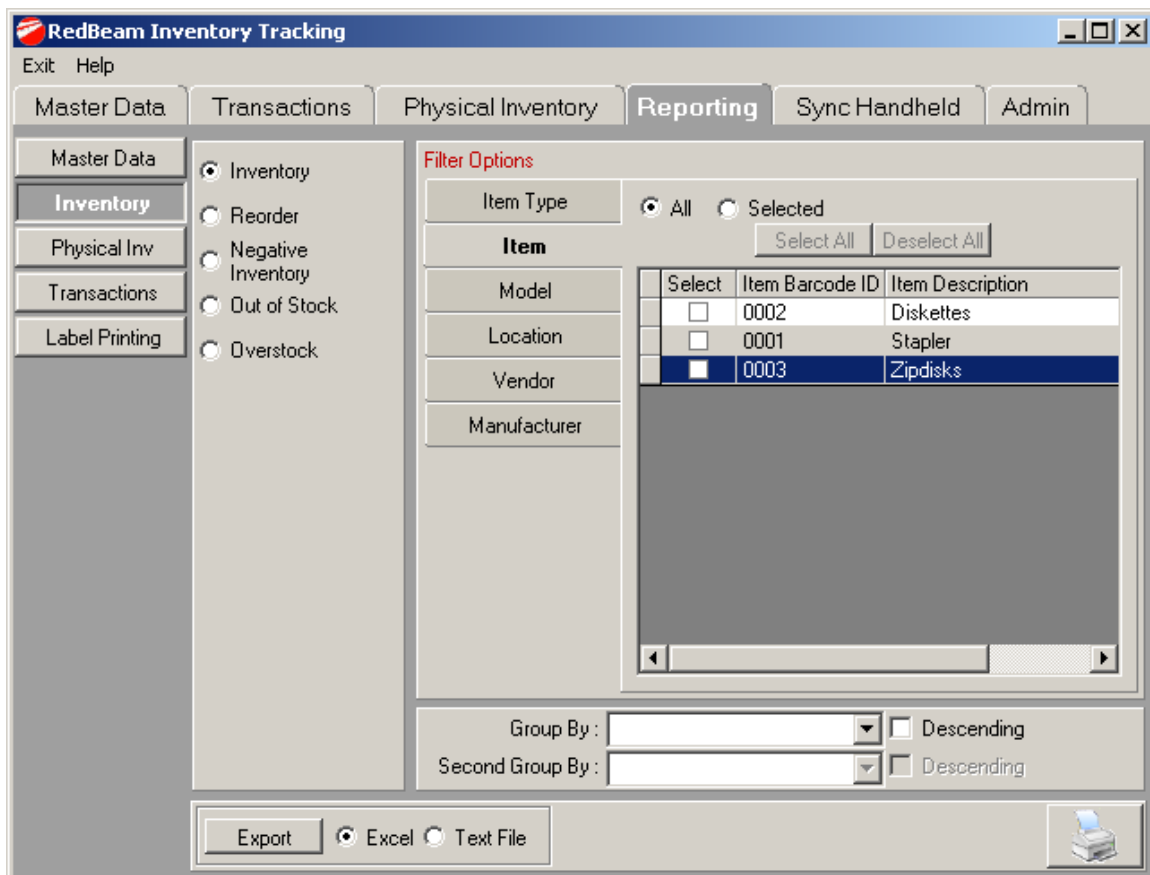
## Inventory Reports

Inventory reports provide detailed information about inventory and reorder levels. To access the inventory reports, click on the *Inventory* button to the left of the screen. Select from the listed report types by clicking the radio button next to your selection. Inventory report types include:

- Inventory* – a list of items and quantities in stock
- Reorder* – a list of items that need to be reordered
- Negative Inventory* – a list of items with negative quantities in stock
- Out of Stock* – a list of items with no inventory
- Overstock* – a list of overstocked items

The data for the reorder and overstock reports comes from the *Reorder information* settings for each item. To set the appropriate settings for your items, edit the *Item* record in the *Master Data* section of the system. Only items that have *Reorder information* records will display on these reports.

Only items that have *Reorder information* records will display on the negative inventory and out of stock reports.



Once the report type is selected, you can narrow the scope of the report by selecting one or more *Filter Options*. Within each filter option, you can choose either "All" or "Selected" records. To choose specific records, click "Selected" and put a check mark next to the desired records by

clicking in the appropriate check boxes. Use the *Select All* and *Deselect All* functions to make selecting the specific records easier.

To group the data in the reports, you may select values from the drop-down lists at the bottom of the screen. You may also decide to display the data in descending order.

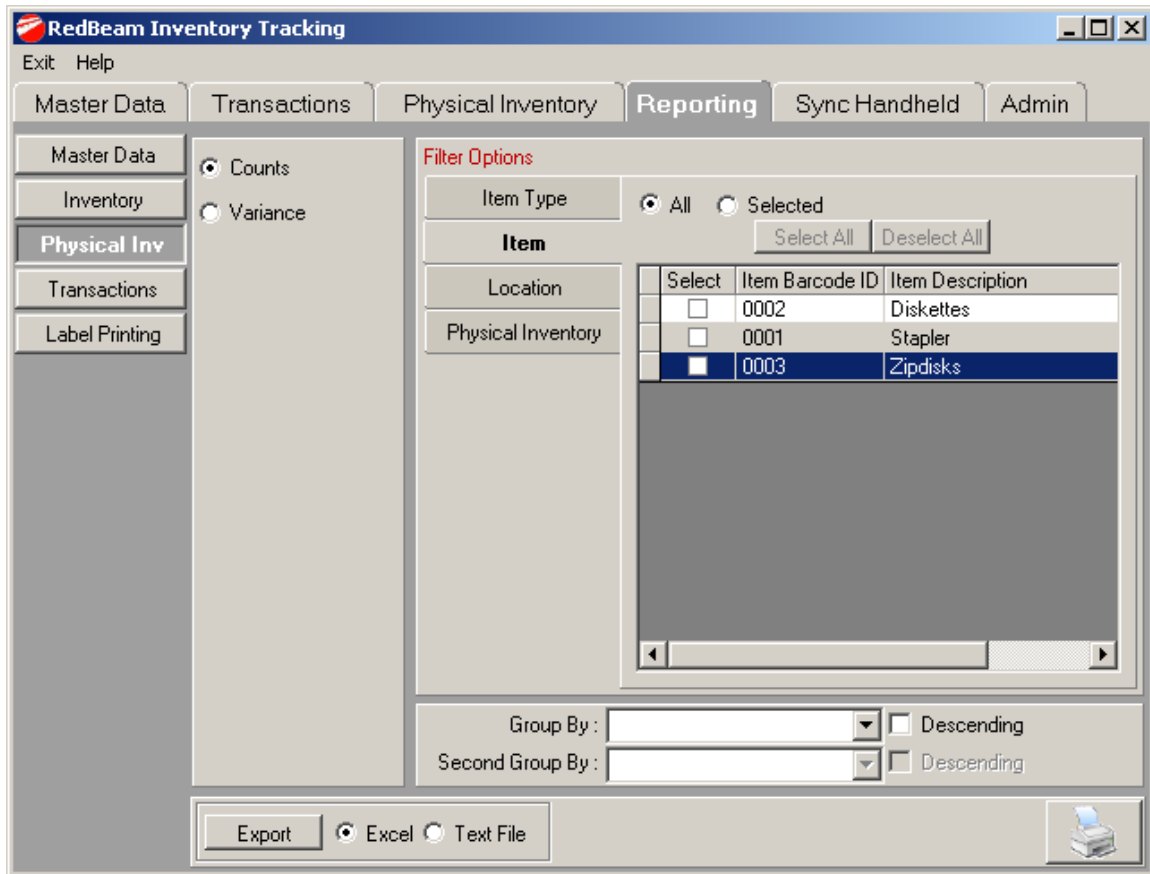
When finished, click *Display Report*. To export to *Excel* or a *Text* file, select the appropriate radio button at the bottom of the screen and click *Export*.

## Physical Inventory Reports

Physical inventory reports provide detailed information on physical inventory counts and quantity and cost variances. To access the physical inventory reports, click on the *Physical Inv* button to the left of the screen. Select from the listed report types by clicking the radio button next to your selection. Physical inventory report types include:

*Counts* – detailed report of item quantities counted during a physical inventory

*Variance* – report of quantity and cost variances between original system quantities and physical inventory count



Once the report type is selected, you can narrow the scope of the report by selecting one or more *Filter Options*. Within each filter option, you can choose either “*All*” or “*Selected*” records. To choose specific records, click “*Selected*” and put a check mark next to the desired records by clicking in the appropriate check boxes. Use the *Select All* and *Deselect All* functions to make selecting the specific records easier.

To group the data in the reports, you may select values from the drop-down lists at the bottom of the screen. You may also decide to display the data in descending order.

When finished, click *Display Report*. To export to *Excel* or a *Text* file, select the appropriate radio button at the bottom of the screen and click *Export*.

## Transaction Reports

The transaction reports list date and time stamped records of inventory transactions. To access the transaction reports, click on the *Transactions* button on the left side of the screen. Select from the listed report types by clicking the radio button next to your selection. Transaction report types include:

*Receipts (R)* – inventory receipt detail including location, item, and quantity

*Issues (I)* – inventory issue detail including location, item, and quantity

*Adjustments (A)* – inventory adjustment detail including location, item and adjusted quantity

*Movements (M)* – inventory movement detail including to and from location, item, and quantity

*Mass Movements (V)* – mass movements including to and from location, items and quantities

*Physical Inventory (PI)* – physical inventory detail including location, items and quantities

*All Transactions* – a list of all transactions in date and time stamp order

The screenshot shows the 'Reporting' tab in the RedBeam Inventory Tracking software. On the left, a sidebar contains navigation buttons for Master Data, Inventory, Physical Inv, Transactions, and Label Printing. The 'Transactions' section is active, showing radio buttons for Receipts, Issues, Adjustments, Movements, Mass Move, Physical Inventory, and All Transactions. The 'Receipts' option is selected. The main area is titled 'Filter Options' and includes a 'Dates' section with a red prompt 'Select a Date Range'. Below this, there are 'From' and 'To' date and time pickers. The 'From' date is 1/16/2005 at 12:00 AM, and the 'To' date is 1/16/2005 at 11:59 PM. A list of filter options includes Item Type, Item, Model, Location, Manufacturer, and Reference No. At the bottom, there are 'Group By' and 'Second Group By' dropdowns, each with a 'Descending' checkbox. A 'Display User Fields' checkbox is also present. An 'Export' button is located at the bottom left, with radio buttons for 'Excel' (selected) and 'Text File'. A printer icon is at the bottom right.

Once the report type is selected, select the data range of the report. You can narrow the scope of the report by selecting one or more other *Filter Options*. Within each filter option, you can choose either “All” or “Selected” records. To choose specific records, click “Selected” and put a check mark next to the desired records by clicking in the appropriate check boxes. Use the *Select All* and *Deselect All* functions to make selecting the specific records easier.



To group the data in the reports, you may select values from the drop-down lists at the bottom of the screen. You may also decide to display the data in descending order. If desired, click the *Display User Fields* check box.

When finished, click *Display Report*. To export to *Excel* or a *Text* file, select the appropriate radio button at the bottom of the screen and click *Export*.

## Label Printing

To access the label printing functions, click on the *Label Printing* button on the left side of the menu.

The screenshot shows the 'RedBeam Inventory Tracking' application window. The 'Reporting' menu is selected, and the 'Label Printing' option is highlighted in the left-hand menu. The main window is titled 'What to Print' and is divided into three tabs: 'Single Label', 'From Master Data', and 'Sequential Printing'. The 'Single Label' tab is active, showing options for 'In the Barcode Print' (Item ID or Location ID), 'Above the Barcode Print' (First and Second Lines with Fixed Text or From Field), and 'Media' (Label Type, Starting Column, and Starting Row). A 'Barcode Preview' section is also visible, with options to 'Display' or 'Hide' the preview. A printer icon is located at the bottom right of the window.


### What to Print

When printing labels, you can choose to either enter the value of the barcode you want to print (*Single Label*), print from data you have already entered in the system (*From Master Data*) or print a series of sequentially numbered labels (*Sequential Printing*). Select one of these options by clicking on the appropriate tab.

If you select *Single Label*, enter the value of the barcode you want to print and the total number of labels to be printed.

This close-up shows the 'Single Label' tab configuration. It includes a 'Barcode to Print' text field containing the value '002' and a '# of Labels to Print' text field containing the value '1'. The 'From Master Data' and 'Sequential Printing' tabs are also visible in the background.

If you select *From Master Data*, first choose the radio button to print either item or location ID's. Then select the printing scope by clicking the list icon under *Scope to Print*. The total number of labels to be printed will display.

Single Label	From Master Data	Sequential Printing
<p>In the Barcode Print:</p> <p><input checked="" type="radio"/> Item ID</p> <p><input type="radio"/> Location ID</p>	<p>Scope to Print:</p> <p> Select IDs to Print</p> <p><input checked="" type="checkbox"/> or Print All</p>	<p># of Labels to Print:</p> <p>3</p>

If you select *Sequential Printing*, enter barcode value with which you would like to start and end. You can enter a prefix that will be printed on all labels. You can also determine the number of digits after the prefix by checking the *Leading Zeros* check mark and entering the total number of digits desired. The number of labels to be printed will calculate automatically. If you would like to increment the barcodes more than one at a time, enter the increment in the *Increment* field. If the start value was 10 and the incremental was 2, the next several labels to print would be 10, 12, 14 and so on.

Single Label	From Master Data	Sequential Printing
Prefix AN	Start 1	End 10
	Increment 1	
Leading Zeros <input checked="" type="checkbox"/>	# of Digits 4	# of Labels to Print 10

### Above the Barcode Print

For all printing, you can choose to print *Fixed Text* above your barcode. You may enter this text in the *First Line* and *Second Line* fields. Delete the sample text if you do not want to print anything above the barcode or uncheck the check mark to the right of the field.

If you are printing *From Master Data*, you can choose to either print *Fixed Text* or *From Field* by selecting the appropriate radio button. If you print *From Field*, you can choose to print the item barcode ID, item description, item type, manufacturer, model, note, unit of measure or any of the five user fields rather than fixed text above the barcode.

Above the Barcode Print

First Line  Fixed Text  From Field

This is the first line.

Second Line  Fixed Text  From Field

This is the second line.

## Media

Print barcodes to a standard laser printer by selecting one of the RedBeam forms from the Select Label Type drop down list, or if using a barcode label printer, choose the size desired. If using a RedBeam form, select the starting column and row where printing will begin on the sheet.

Change the height (H) and width (W) of the barcode by selecting from the dropdowns under *Barcode Size* section.

Select the font for the label by clicking on the *Select Font* button.



The screenshot shows a configuration panel titled "Media". It contains the following elements:

- Select Label Type:** A dropdown menu with "RedBeam Form #RB-L480 (1.)" selected.
- Starting Column #:** A text input field containing "1".
- Starting Row #:** A text input field containing "1".
- Barcode Size:** Two dropdown menus. The first is labeled "H" and has "100%" selected. The second is labeled "W" and has "100%" selected.
- Select Font:** A button with a document icon containing the letter "A".

Select the font for the label by clicking on the *Select Font* button. Change the height (H) and width (W) of the barcode by selecting from the dropdowns under *Barcode Size* section.

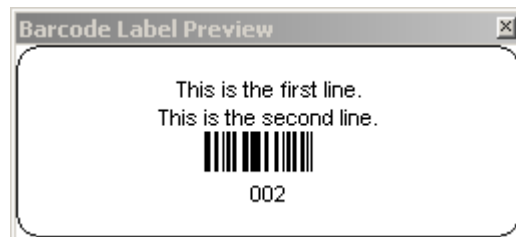
## Preview

To preview the label, select the *Display* radio button under the *Barcode Preview* section.



The screenshot shows a section titled "Barcode Preview" with two radio buttons:

- Display
- Hide



## Other Options

Select the font for the label by clicking on the *Select a Label Font* button.

When finished, click printer icon. You will preview the label sheet before printing. On the preview sheet, click the printer icon to print.

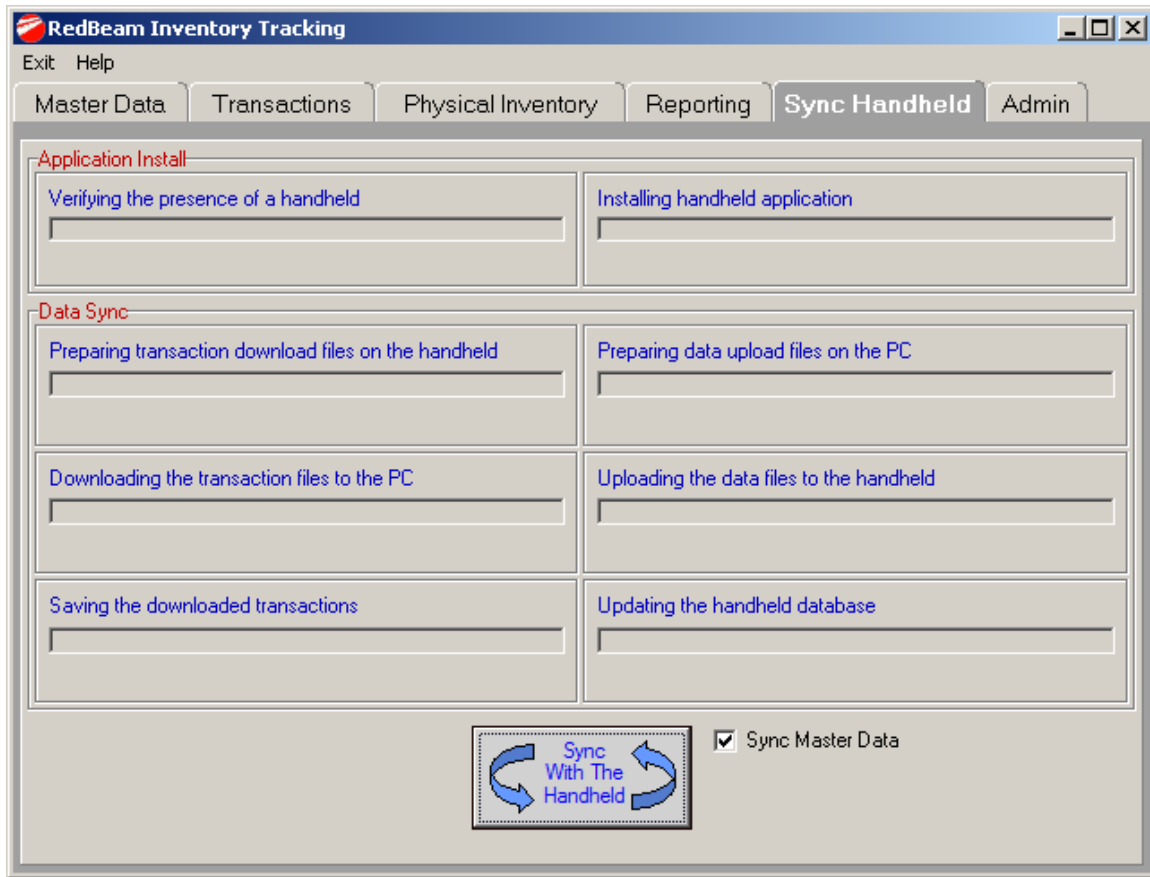


## Sync Handheld

If you are using the *Mobile Edition* of this software, periodically sync your mobile computer with the PC database. Put the mobile computer in the cradle and wait for *Microsoft® ActiveSync* or *Mobile Device Center* to connect. Then click on the *Sync With The Handheld* button on the bottom of the screen. It is important to perform this action frequently to prevent loss of transaction data on the mobile computer. If the mobile computer runs out of battery or if the unit is damaged, data will be lost.

The program will first check to see if there are transactions on the mobile computer to be downloaded to the PC. The blue bars moving on the left side of the screen will indicate the download of these files. If there are no files on the mobile computer, a message will pop up to notify you of this. If there are files on the mobile computer, they will be downloaded and then erased from the mobile computer to prevent duplicate entry of the same transactions.

The program will then send all of the master data on the PC to the mobile computer to insure that the location and item records are up to date on the mobile computer. The blue bars moving on the right side of the screen will indicate the upload of these files. If you have made no changes to the master data and do not want to upload each time you sync, uncheck the *Sync Master Data* button. If incompatible records are synced, they will be recorded in the transaction error log located at the file path on the bottom of the screen. For example, if an item is scanned on the mobile computer, but the item is deleted from the PC database before syncing, an error will be generated.



## Admin

To access the administrative features of the system, click on the *Admin* tab.

The administrative features include:

*Network* – networks database for use on multiple computers

*Label Setup* – allows for creation of new label sizes

*Backup* – backs up and restores database

*Import Data* – imports item and master data into the database

*Purge Database* – purges the database of item and master data records

*Caption Override* – changes master data titles throughout the system

*Security* – allows creation of users and roles that limit access in the system

The screenshot shows the 'RedBeam Inventory Tracking' application window with the 'Admin' tab selected. The left sidebar contains a menu with options: Network, Label Setup, Backup, Import Data, Purge Database, Caption Override, and Security. The main content area is titled 'To network this machine to another SQL Server:' and contains the following elements:

- A text input field for 'Enter a server name or IP address' containing '127.0.0.1'.
- A button labeled 'Or Search for Available Servers'.
- A section titled 'and select one from the list:' with a large empty rectangular area below it.
- Fields for 'User ID' (containing 'sa') and 'Password' (containing '\*\*\*\*\*').
- Summary information: 'Current Server: 127.0.0.1\RIT' and 'Current User: sa'.
- A link labeled 'Where is my server?'.
- A checkbox labeled 'Use an SQL Server not installed by this application'.
- An 'Update' button with a green checkmark icon.
- A section for 'Windows Firewall Ports' with a checked checkbox and the text: 'Open local windows firewall ports for SQL communication with client machines. Ports will only be opened for the local network (subnet).'.

## Network

If you are using a multi-user version of the software and would like to network PCs together, click on the *Network* tab. The network function allows you to network your system by pointing the application on your desktop to a database on another PC or server.

If you have not already installed the software on the PC or server that will house the central database (referred to as “server” in the rest of this section), please do so before continuing. Open the application on the server. You will be asked, “Will the data be stored on this machine?” Click “Yes”. This will create an instance of the Express version of Microsoft’s SQL database that comes with and is used by this software. You do not need a full version of Microsoft® SQL to use this software. Once this is done, go back to the PC that you would like to network to this “server” database.

On the PC that you want to network, enter the server where your data is stored. Do this by clicking the *Search for Available Servers* button. When clicked, the system will look for other *RedBeam Inventory Tracking™* databases on your network. The server you just installed on should display in the box. Click to select it. (Alternatively, you may enter the server name or IP address.)

When finished, click the *Update* button. The data in the application will instantly be updated with the data in the newly selected database.

The screenshot shows the 'RedBeam Inventory Tracking' application window. The 'Admin' tab is selected, and the 'Network' sub-tab is active. The main area is titled 'To network this machine to another SQL Server:'. It contains a text input field for 'Enter a server name or IP address' with '127.0.0.1' entered. Below this is a button labeled 'Search for Available Servers'. To the right, there are fields for 'User ID' (containing 'sa') and 'Password' (containing '\*\*\*\*\*'). A large empty box is labeled 'and select one from the list:'. At the bottom right, it displays 'Current Server: 127.0.0.1\RIT' and 'Current User: sa'. A blue link 'Where is my server?' is present. At the bottom left, there is a checkbox 'Use an SQL Server not installed by this application' which is unchecked. At the bottom right, there is a green 'Update' button. At the very bottom, there is a section for 'Windows Firewall Ports' with a checked checkbox 'Open local windows firewall ports for SQL communication with client machines. Ports will only be opened for the local network (subnet).'



## Advanced

If you are using your own full version of Microsoft ® SQL Server 2000, 2005 or 2008, you will need to install the database to the SQL Server you would like to host the database. The database installation file may be found on the installation CD in the directory `\Utilities\Seed.exe`. Copy the file to a directory of your choice on the machine hosting SQL Server. Once in the directory, double click to execute the file and you will be presented with the following screen:

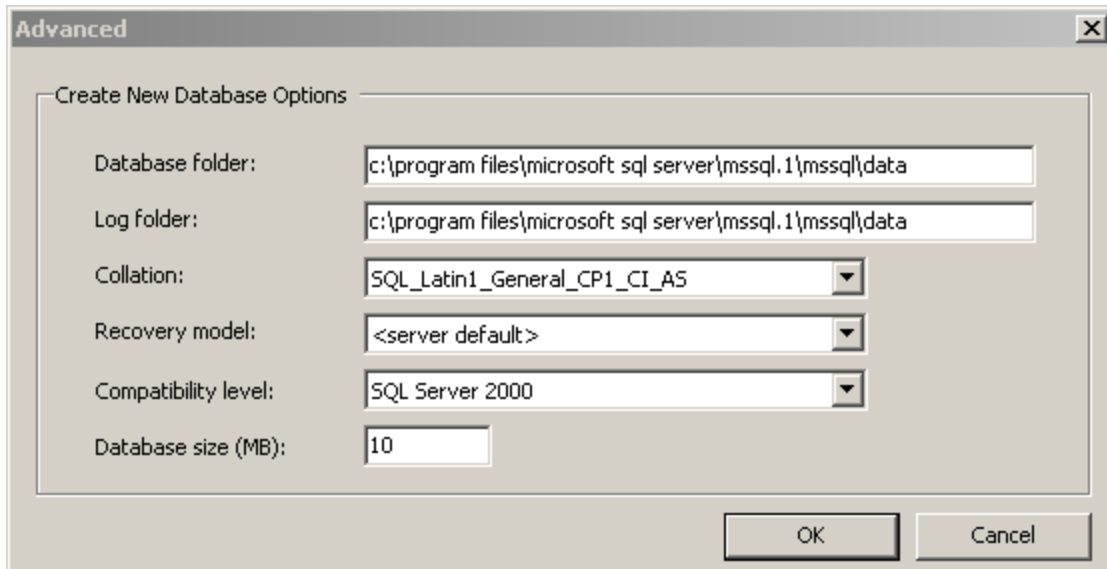


If you aren't using the "(local)" default instance, you may type the name or IP address of the SQL Server in the "Server" drop down box or you may click the down arrow to allow the application to search for eligible servers. If you are using a non-default instance of SQL Server be sure to include the instance name in your selection (i.e. *MachineName\InstanceName*).

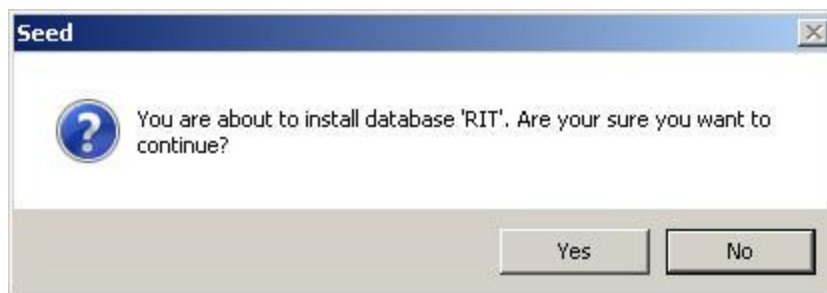
Leave the "Make a database" option selected and leave the database name as "RIT".

If you wish, you may specify an SQL Server security user name and password (with authority to create new databases) instead of the default windows authentication. If you do not have admin access to the SQL Server machine, this may be easiest.

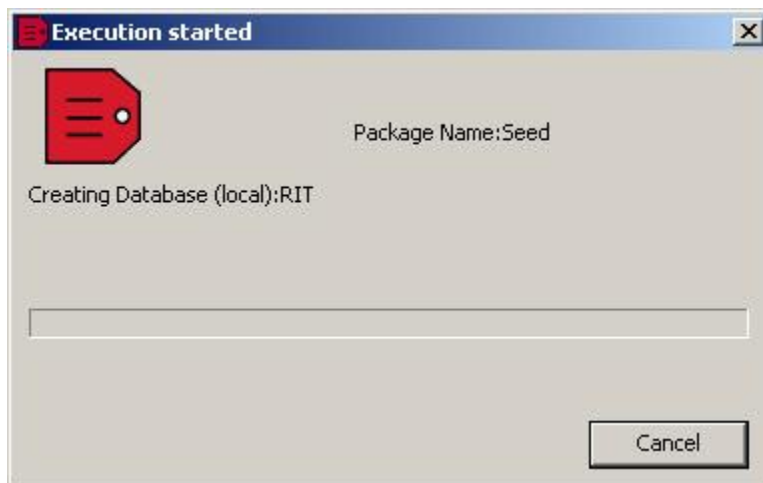
If you would like to store the database files in directory locations other than the defaults, you can change the file locations in the "Advanced" tab. **Do not** change the Collation on this screen.



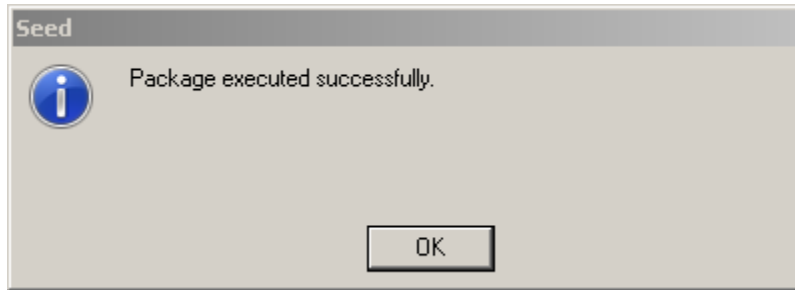
Click "Run."



Click "Yes."

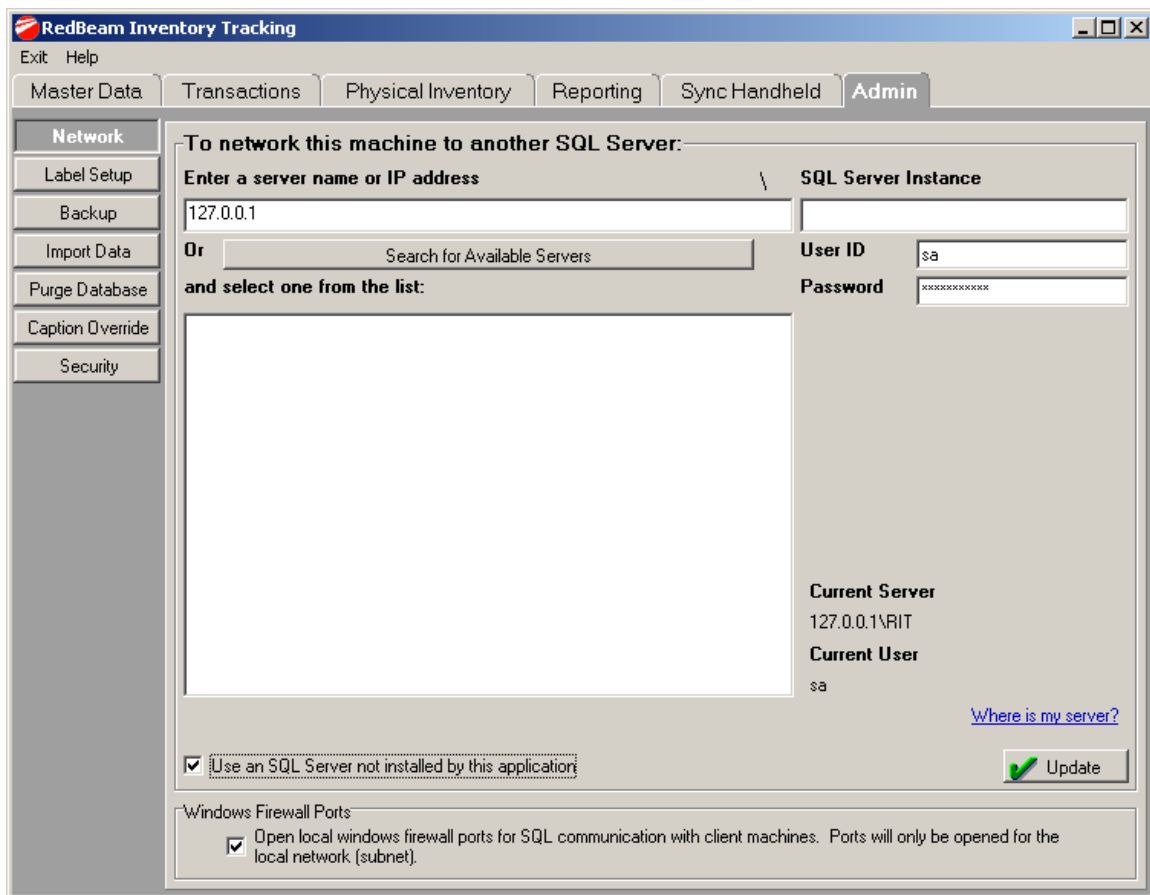


After the database had been created you will see the following:



Click "Ok".

Once the file is attached, check the *Use an SQL Server not installed by this application* check box at the bottom of the screen.



If you have not already done so, click *Search for Available Servers*. Choose the server from the list box or type the server name or IP address into the *New Server* field. When finished, click *Update*.

## ***Why isn't my server found?***

**There are several reasons why you may not see your server when clicking the “Search for Available Servers” button:**

### **You haven't installed or opened the application on the server yet:**

The application must be installed and initiated on the server machine before your workstation can connect to it. If you have installed on the server, but you haven't opened the application on the server, the workstations will not be able to connect.

### **Your server is not on the same subnet as the workstation:**

If your server is connected through a router, is in a different domain, is in a different workgroup, etc., it may not appear. You must manually enter the IP address or computer name of the server to connect. The computer name of the server can be found in the “System” application which is found in the windows Control Panel classic view of your server machine.

### **Your server is obstructed by a firewall:**

This application is not designed for traffic through an unsecured network and should not be used in that context. The application is designed to automatically open ports (on the local subnet only) in the Windows operating system firewall (which ships with Windows XP). This firewall should not be your problem. If (for some reason) you have another internal firewall within a secure network, you will need to open two ports to allow the application to communicate. SQL Server uses UDP port 1434 to establish connections from SQL Server 2000 clients. (This socket number is also reserved for SQL Server by Internet Assigned Number Authority (IANA).) SQL also listens on a TCP port. The default number for a default instance is 1433, the official IANA socket number for SQL Server. In our case, we are using a "named instance" of SQL Server, and this port number may have been dynamically assigned when the instance was first started. To determine the port that our instance of SQL Server is listening on, you can use a Network Setup utility that was created by the SQL Server installation (wrapped in our installation).

For SQL Server 2000, this can be found on the server machine at "`Program Files\Microsoft SQL Server\80\Tools\Binn\SVRNETCN.exe`". When you open the SVRNETCN application:

1. On the "General" tab, select the "Instance(s) on this server" = `<name of computer>\RIT`
2. Under "Enabled protocols:", click TCP/IP and then click properties.
3. The "Default port:" will be displayed.

Both this TCP port and the UDP port 1434 will need to be opened within your firewall.

For SQL Server 2005, open the SQL Configuration Manager utility from Start Menu>All Programs>Microsoft SQL Server 2005.

1. In the left hand pane, select “SQL Server 2005 Network Configuration” and then select “Protocols for RIT.”

2. In the right hand pane, right click “TCP/IP” and then click Properties.
3. For “IP Addresses” read the “TCP Dynamic Ports” value.

Both the “Dynamic Ports” value and the UDP port 1434 will need to be opened within your firewall.

For SQL Server 2008, open the SQL Configuration Manager utility from Start Menu>All Programs>Microsoft SQL Server 2008.

1. In the left hand pane, select “SQL Server 2008 Network Configuration” and then select “Protocols for RIT.”
2. In the right hand pane, right click “TCP/IP” and then click Properties.
3. For “IP Addresses” read the “TCP Dynamic Ports” value.

Both the “Dynamic Ports” value and the UDP port 1434 will need to be opened within your firewall.

## Label Setup

*Label Setup* allows you to create new label types that are added to the drop down list of available label types under *Reporting->Label Printing*.

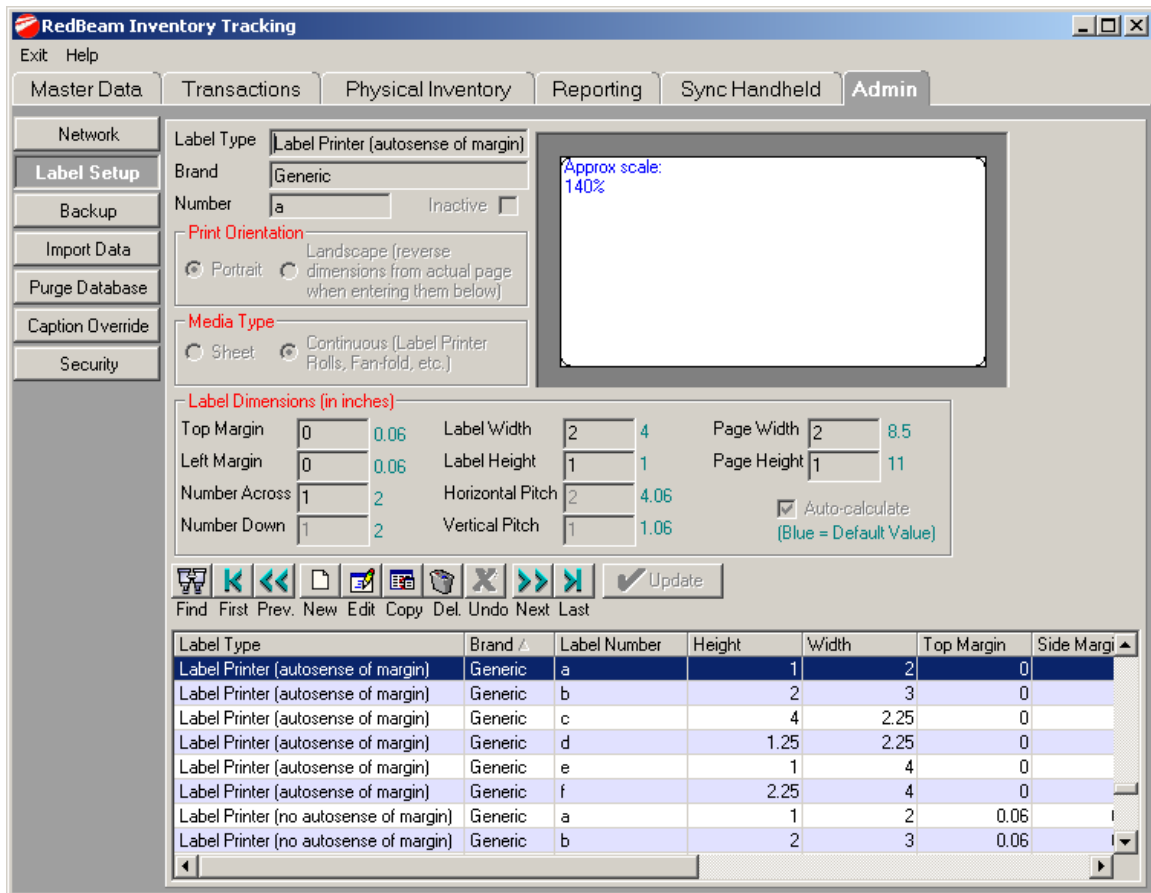
The system comes with many standard label sizes which are listed in the grid at the bottom of the screen. If you see the size you want, select it, click *Edit* and uncheck the *Inactive* check box.

To create a new label type, click *New*. Enter the name you would like to give the label type, the brand of the label and the label or form number if applicable.

Select the print orientation and the media type.

Enter the dimensions and other characteristics of the label. A preview of the label will display on the top right side of the screen. Red indicator lines will help you to understand which dimension you are changing.

When finished, click *Update*. The label type will now be available in the *Label Type* drop down list on the *Reporting->Label Printing* screen.



## Backup

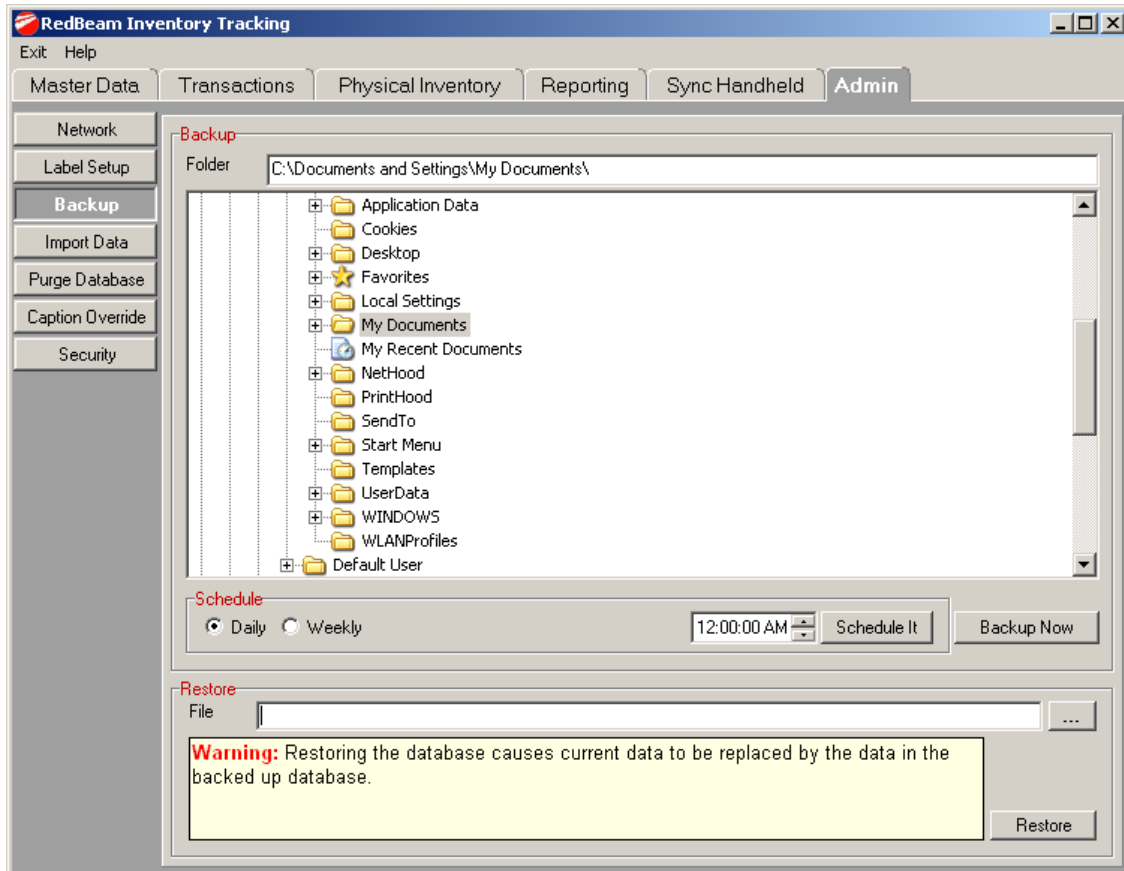
Because this software uses a Microsoft ® SQL database, you cannot simply copy the database file to create a backup. RedBeam has added this *Backup* feature to automatically handle the additional processes required to make a backup copy of the database. If you use a tape drive backup, you will likely want schedule a backup that will place a copy of the database in one of the folders backed up by your tape drive.

To create or schedule a back up of the database, click on the *Backup* tab. Be sure to access this application from the computer where the database is located. If the database is located on a server, please access this application on the server.

From the tree structure in the *Backup* section, select the folder where you would like the database backed up. If you use a tape drive backup, select a folder that is included in the tape backup.

To perform an immediate backup, click the *Backup Now* button. To schedule a backup, select the *Daily* or *Weekly* radio button in the *Schedule* section, choose the time each day or week you would like the backup to occur and click the *Schedule It* button. This will set up the SQL backup job.

To restore a backup database, click the ellipse (...) button in the *Restore* section and select the appropriate file. **WARNING: Restoring the database causes all current data to be replaced by the data in the backed up database. If you would like to replace the data, click *Restore*.**



## Import Data

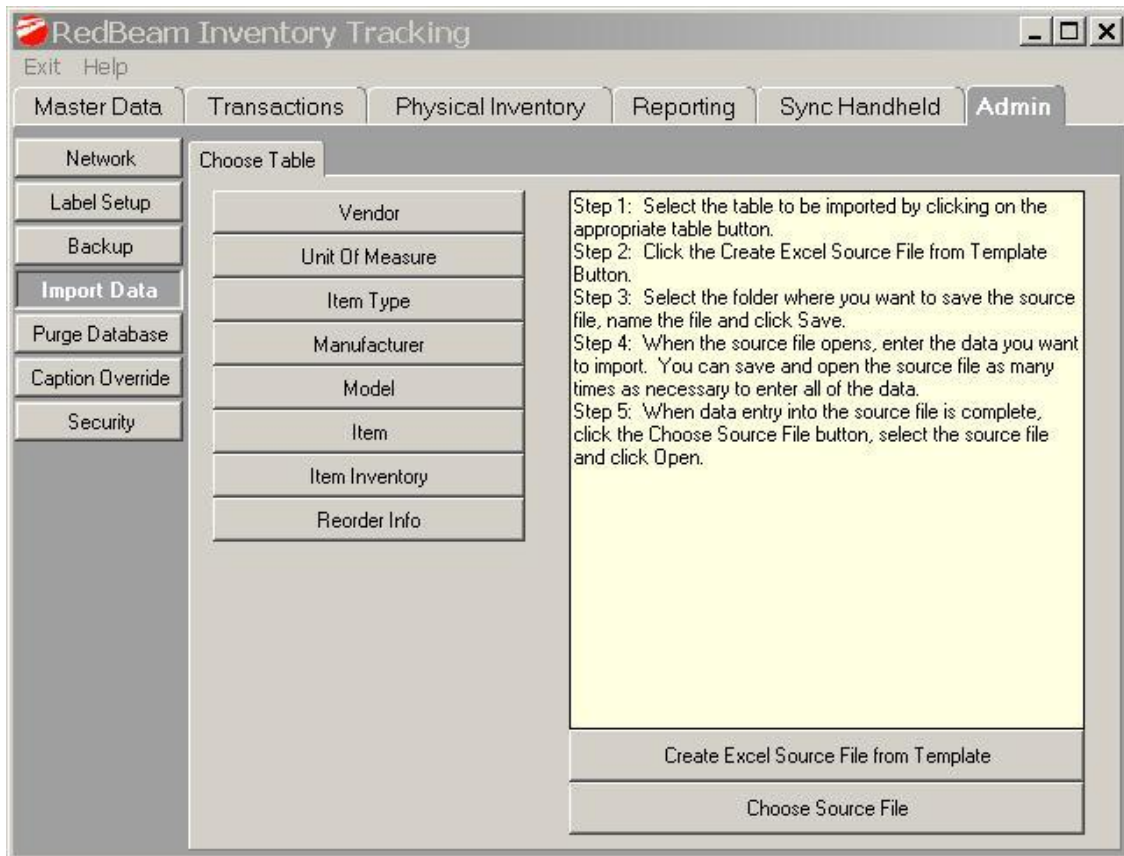
To import data into the system, click on the *Import Data* tab.

Data is imported into the system using Microsoft ® Excel spreadsheet templates. To download a template, select the table desired under the *Choose Table* section by clicking on it. Then click the *Create Excel Source File from Template* button. Select the folder you want to save the file in and remember where it is being saved. Name the file and click save.

When the source file opens, enter the data you want to import. You can save and open the source file as many times as necessary to enter all of the data.

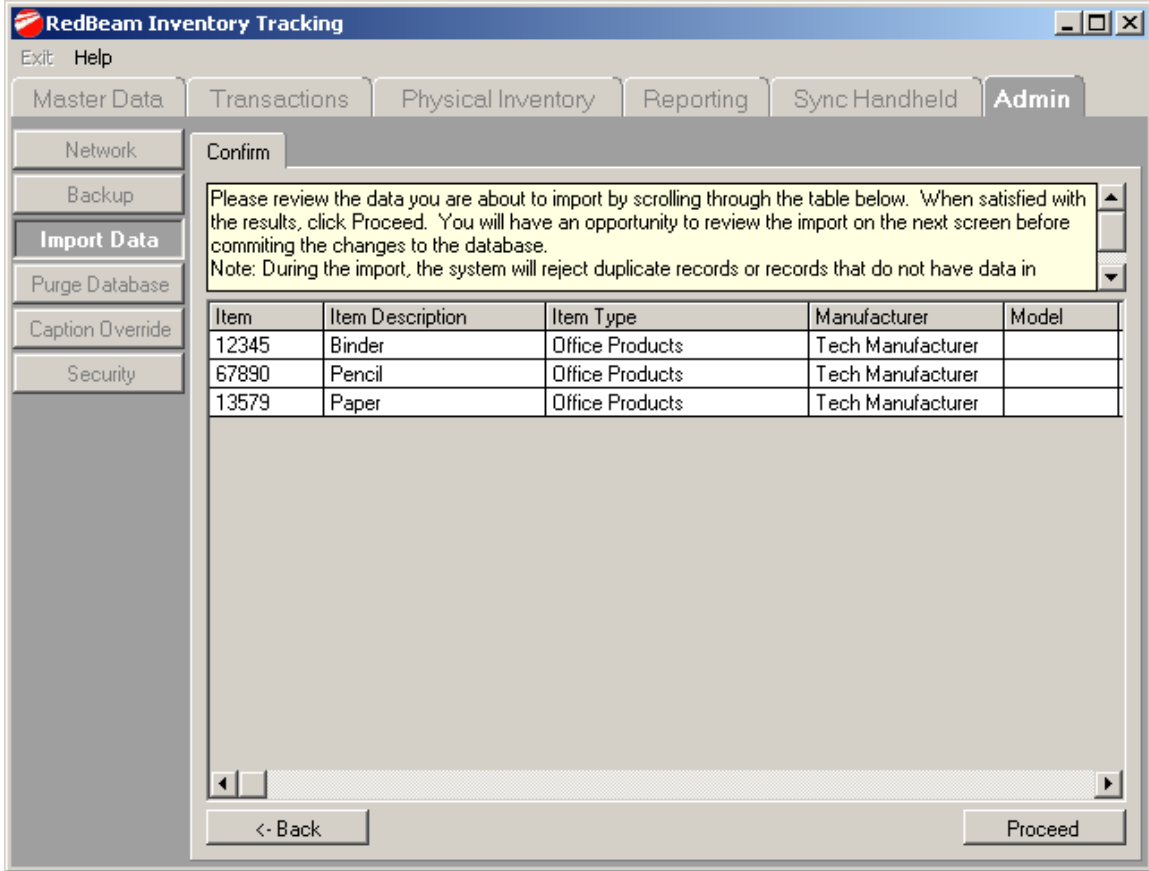
When data entry into the source file is complete, close the spreadsheet. Click the *Choose Source File* button, select the source file and click *Open*.

*Note: It is recommended that all other master data be imported before importing items, since data in the item records is dependent on the other master data.*



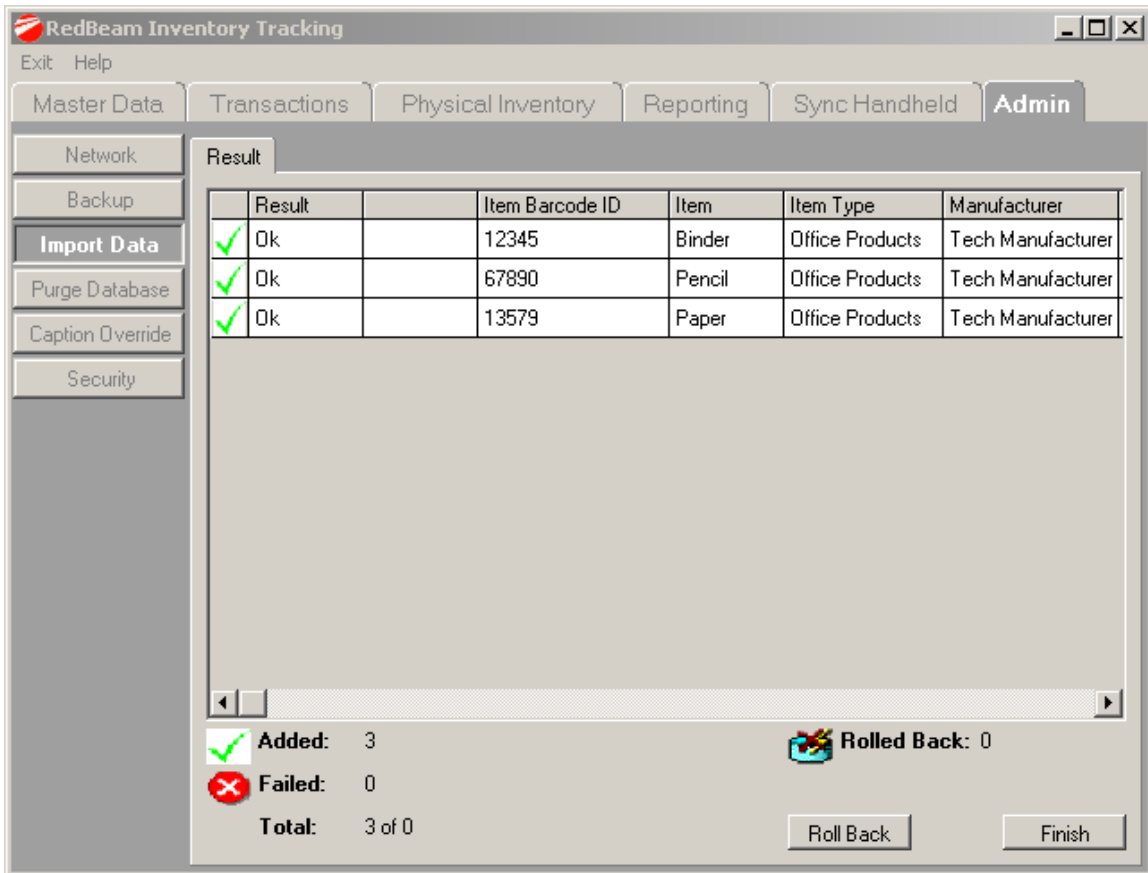


Review the data you are about to import by scrolling through the preview table. When satisfied with the results, click *Proceed*. You will have an opportunity to review the import on the next screen before committing the changes to the database.



*Note: During the import, the system will reject duplicate records or records that do not have data in required fields, such as the ID fields. It will also reject records that include master data entries that do not match the master data already in the database. For example, if manufacturers that are not already entered in the manufacturer master data are imported in an item import, items with the invalid manufacturers will be rejected. Errors on invalid records will not impact the import of valid records.*

The *Result* screen will list the records that were added and those that failed. If you are satisfied with the results that were added, click *Finish* to commit the data to the database. If you are not satisfied with the results that were added, click *Roll Back* to remove the data from the database.



*Note: Data will fail to be imported for a number of reasons. The reason for failure will be listed next to the ID of the failed record. Failure normally occurs if required fields, such as ID fields are left blank, or if data the record to be imported depends on are is incorrect, such as entering an invalid manufacturer when importing an item. Entries too long for a given field will be truncated. Entries in the wrong format, like a date field or a state postal abbreviation will be set to a system default.*

## Purge Database

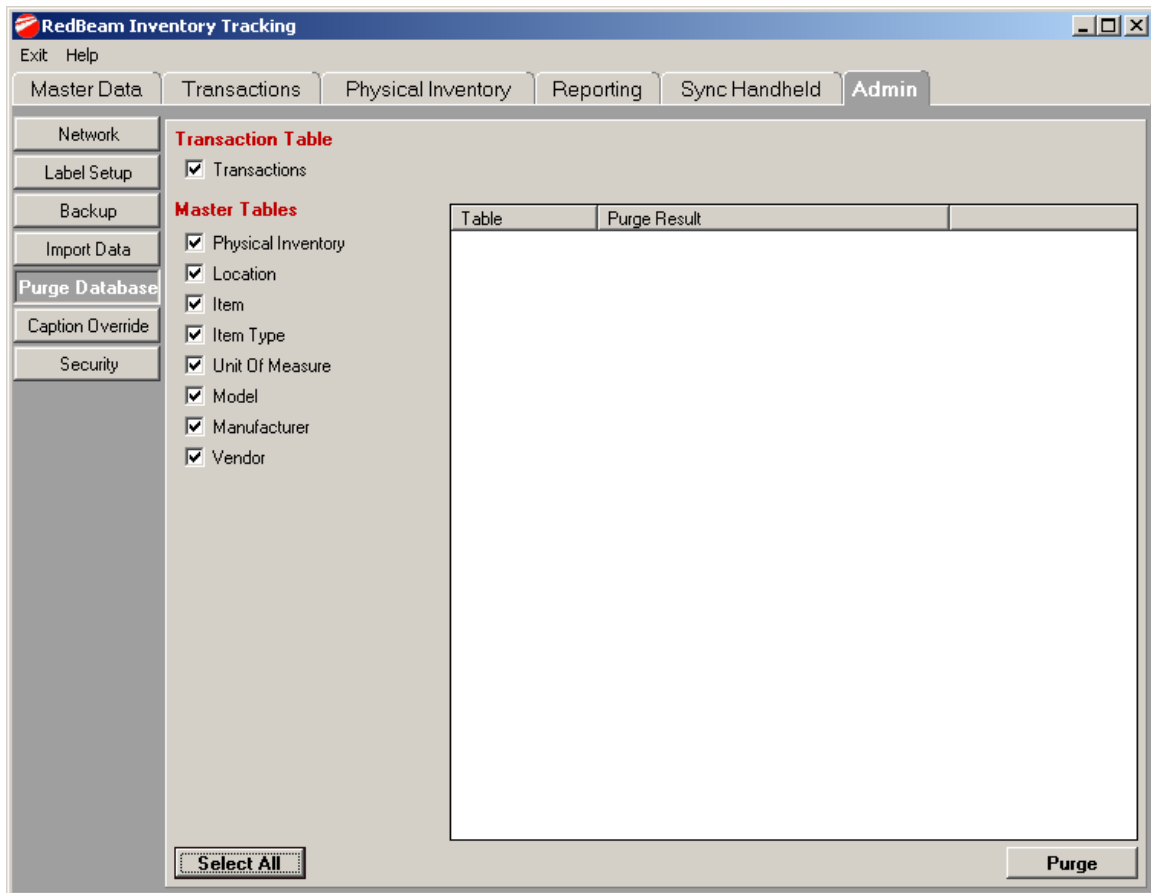
To access the purge database functions, click on the *Purge Database* tab. Under certain circumstances it is convenient to purge the database of all or selected data.

**IMPORTANT: Once data is purged from the system, it cannot be recovered. Use this function carefully.**

To purge data in the system and start fresh with a clean database, click *Select All*. To select specific tables, please a check mark next to the desired table to be deleted.

*Note: Because some tables are dependent on others, if you select certain tables, tables dependent on those selected will also be purged as indicated by the check boxes.*

When finished selecting, click *Purge*.

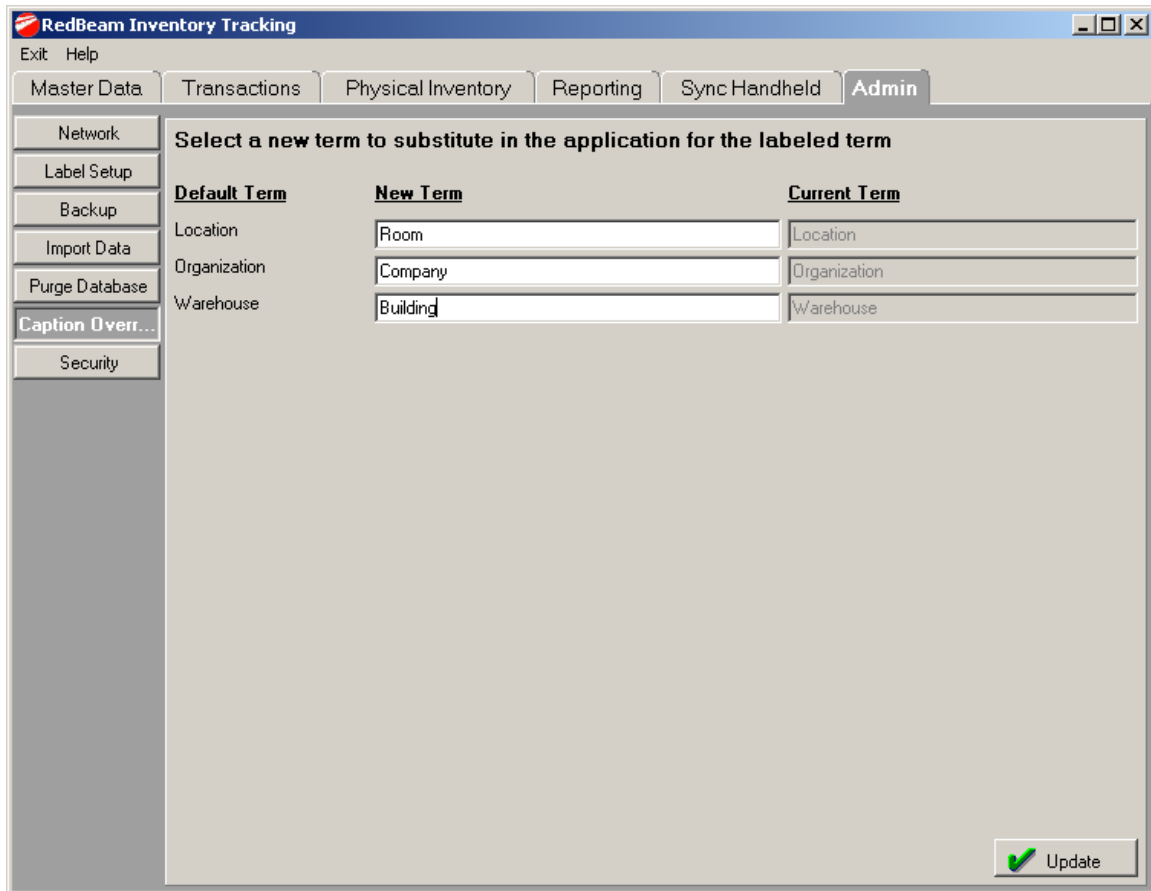


## Caption Override

To access the caption override functions, click on the *Caption Override* button on the left side of the menu.

Caption override allows you to change master data to better match the needs of your organization.

To change the term, enter your desired term in the *New Term* field and click *Update*. Exit and reopen the application for the changes to take effect. The new term will be updated in all areas of the system including master data, transaction, reporting and admin.



The screenshot shows the RedBeam Inventory Tracking application window. The title bar reads "RedBeam Inventory Tracking" and includes standard window controls. The menu bar contains "Exit" and "Help". The main menu has tabs for "Master Data", "Transactions", "Physical Inventory", "Reporting", "Sync Handheld", and "Admin". The "Admin" tab is active, and the "Caption Overr..." option is selected in the left-hand menu.

The main content area displays the following text: "Select a new term to substitute in the application for the labeled term". Below this, there is a table with three columns: "Default Term", "New Term", and "Current Term".

Default Term	New Term	Current Term
Location	Room	Location
Organization	Company	Organization
Warehouse	Building	Warehouse

At the bottom right of the window, there is a green checkmark icon and a button labeled "Update".

## Security

To access the security functions, click on the *Security* button on the left side of the menu. User security is not automatically active in the system. By default, it is disabled. To enable user security, click the *Enable Security for the Application* check box. The user ID and password that were created when the software was installed is the administrative user and password.

## User

To create additional users for the system, click the *User* tab. Click the *New* button and enter the user ID, first name, last name, password, phone, and email. You can give this user the ability to update user security for other users by clicking on the *User Security And Database Restore Access* check box. You must also assign a user a role. The system default is *Administrator*. You may set up other roles under the *Roles* tab. When finished, click the *Update* button.

To edit a user, click the *Edit* button and update the record. When finished, click *Update*.

To delete a user, click on the *Delete* button and confirm the deletion when prompted. The user will be erased from any related records. A user may not update or delete their own user ID.

To make a user inactive, click the *Inactive* check box.

You can view all of the users by scrolling through the list on the bottom panel.

The screenshot shows the RedBeam Inventory Tracking application window. The title bar reads "RedBeam Inventory Tracking". The menu bar includes "Exit" and "Help". The main menu has tabs for "Master Data", "Transactions", "Physical Inventory", "Reporting", "Sync Handheld", and "Admin". The "Admin" tab is selected, and within it, the "Security" sub-tab is active. On the left side, there is a vertical menu with buttons for "Network", "Label Setup", "Backup", "Import Data", "Purge Database", "Caption Override", and "Security". The "Security" section is expanded, showing a checked box for "Enable Security for the Application". Below this, there are two tabs: "Users" (selected) and "Roles". The "Users" tab contains a form for creating or editing a user. The fields are: "User ID" (SJ), "First Name" (Sarah), "Last Name" (Johnson), "Phone" (404-249-1625), "Email" (sarah.johnson@redbeam.com), "Password" (masked with asterisks), "Verify Password" (masked with asterisks), "Role" (Manager), and "User Security And Database Restore Access" (checked). There is also an "Inactive" checkbox which is unchecked. At the bottom of the form, there is a toolbar with icons for "Find", "First", "Prev.", "New", "Edit", "Copy", "Del.", "Undo", "Next", "Last", and an "Update" button with a green checkmark.

## Role

To create other roles, click the *Role* tab. Click the *New* button and enter the name of the new role.

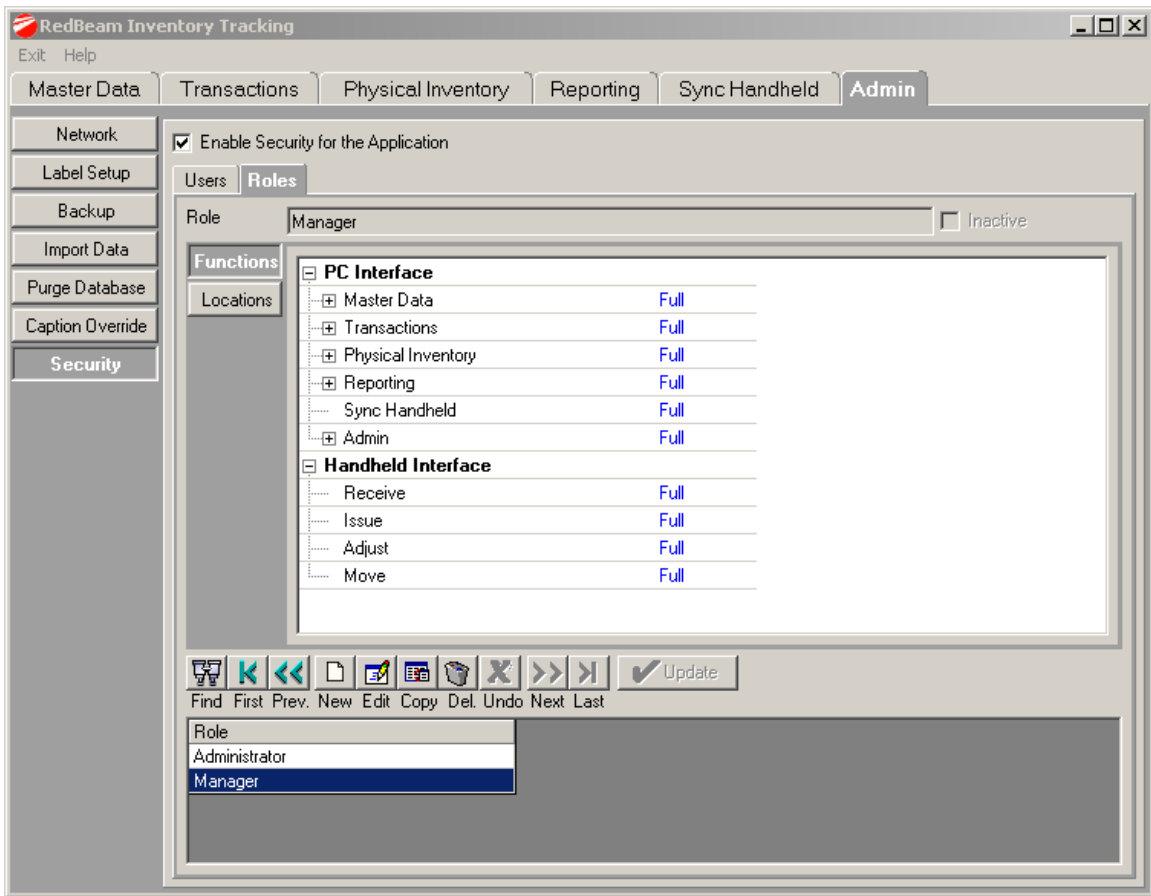
To limit user functions click the *Functions* button. From the tree structure, select the areas of the application that you would like users with this role to access. You may choose the type of access by selecting from the drop-down list to the right of the function. Although options may be limited for some functions, you may choose from:

*None* – hides the function from the user to prevent access

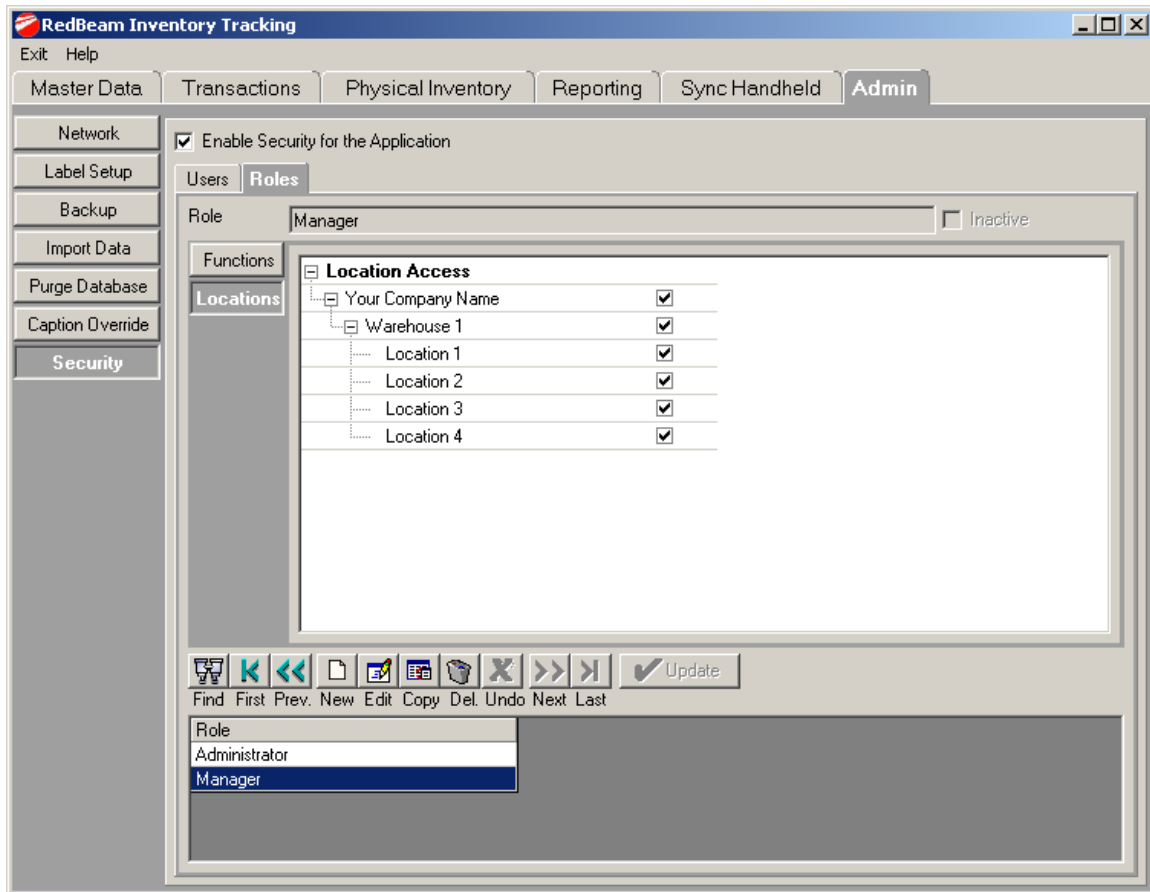
*View* – gives the user the ability to only view data

*Edit* – gives the user the ability to edit, but not the ability to add or delete records

*Full* – gives the user full access



To limit access to locations click the *Locations* button. From the tree structure, uncheck the locations that you do not want a user with this role to access.



When finished, click the *Update* button.

To edit a role, click the *Edit* button and update the record. When finished, click *Update*.

To delete a role, click on the *Delete* button and confirm the deletion when prompted. A role may not be deleted if it is assigned to a user.

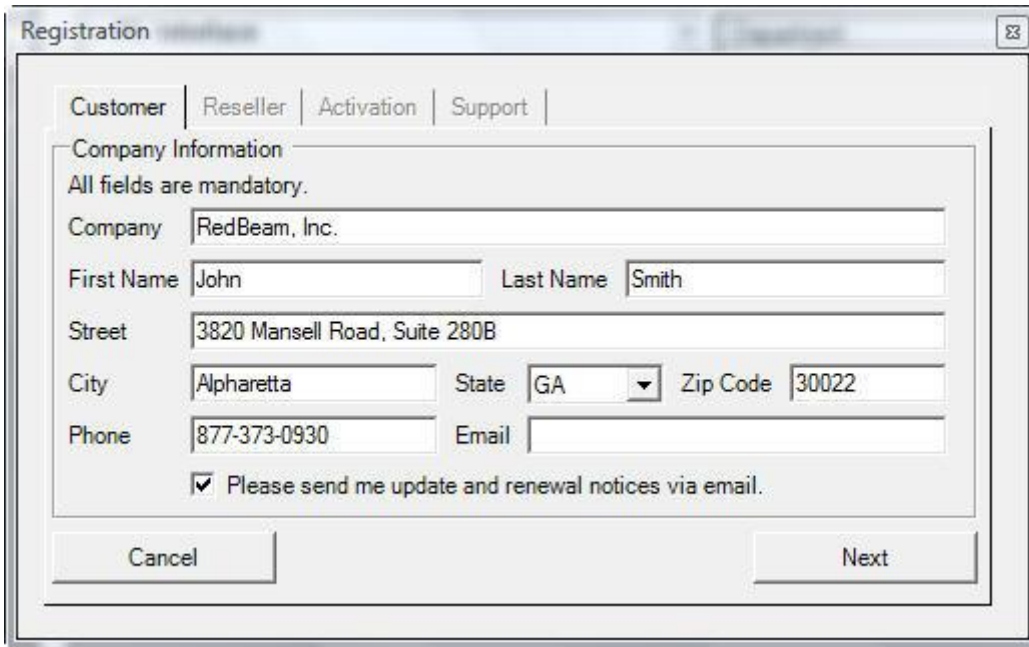
To make a role inactive, click the *Inactive* check box. This will remove the role from the drop-down lists in the system, but will not alter existing users assigned to the role.

You can view all of the roles by scrolling through the list on the bottom panel.

## Registration

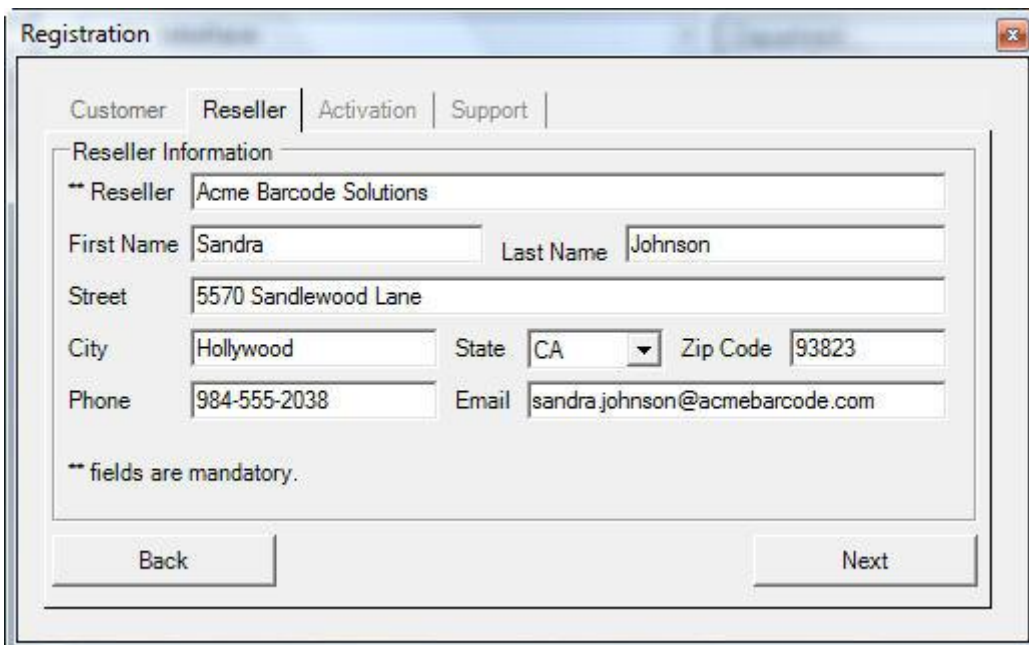
The *Registration* screens include four tabs including *Customer*, *Reseller*, *Activation* and *Support*.

Under the *Customer* tab, enter information about your company including company name, your name, address, phone and email.



The screenshot shows a 'Registration' window with four tabs: 'Customer', 'Reseller', 'Activation', and 'Support'. The 'Customer' tab is selected. The form is titled 'Company Information' and includes the instruction 'All fields are mandatory.' The fields are: 'Company' (RedBeam, Inc.), 'First Name' (John), 'Last Name' (Smith), 'Street' (3820 Mansell Road, Suite 280B), 'City' (Alpharetta), 'State' (GA), 'Zip Code' (30022), 'Phone' (877-373-0930), and 'Email' (empty). A checkbox labeled 'Please send me update and renewal notices via email.' is checked. At the bottom are 'Cancel' and 'Next' buttons.

Under the *Reseller* tab, enter information about the company you purchased the RedBeam system from including company name, your contact's name, address, phone and email. This information can be accessed later if you need to order additional licenses, upgrades, support or supplies.



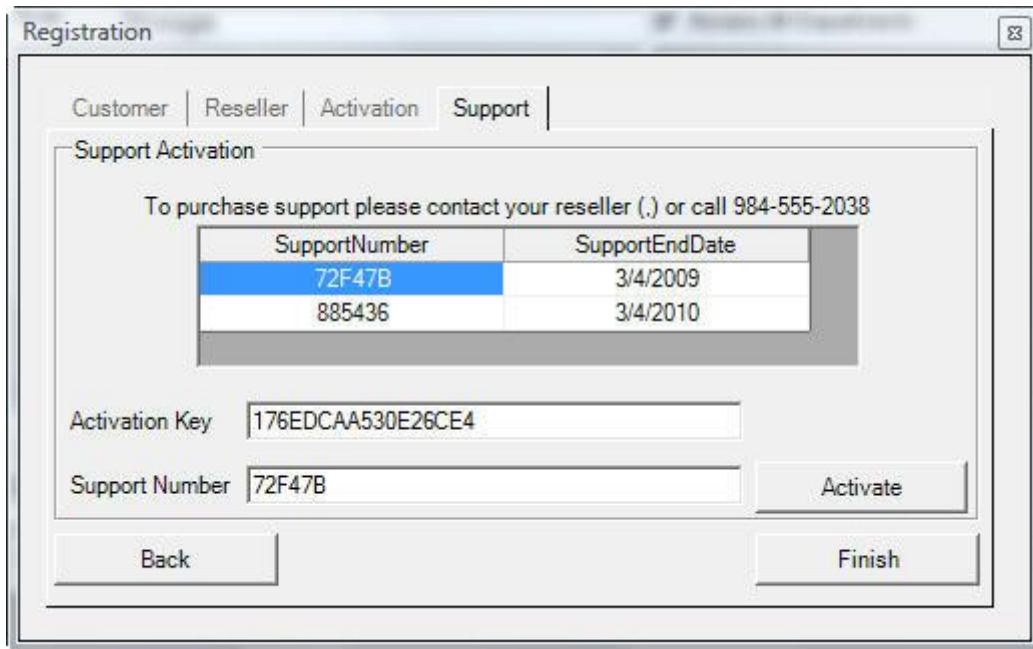
The screenshot shows the same 'Registration' window, but with the 'Reseller' tab selected. The form is titled 'Reseller Information' and includes the instruction '\*\* fields are mandatory.' The fields are: '\*\* Reseller' (Acme Barcode Solutions), 'First Name' (Sandra), 'Last Name' (Johnson), 'Street' (5570 Sandlewood Lane), 'City' (Hollywood), 'State' (CA), 'Zip Code' (93823), 'Phone' (984-555-2038), and 'Email' (sandra.johnson@acmebarcode.com). At the bottom are 'Back' and 'Next' buttons.



Under the *Activation* tab, enter your product serial number and click *Activate*. If you have internet connectivity, the *Activation Key* will automatically be populated by the system. If you do not have internet connectivity, please call 877-373-0390 and provide one of our support specialists the *PC Unique ID* displayed on the screen and your product serial number. They will then verbally provide the activation key for your machine.

The screenshot shows a 'Registration' window with four tabs: 'Customer', 'Reseller', 'Activation', and 'Support'. The 'Activation' tab is selected. The window contains a text box with instructions: 'Please enter the serial number found on the software CD jacket, and click the "Get Activation Key". This will transmit your registration to Redbeam via the internet. If you do not have internet connectivity or would like to buy more licenses, please call 877-373-0390.' Below the text are three input fields: 'PC Unique ID' with the value 'D7338D2DFB8E73CC', 'Activation Key' with the value 'F4-13-A7-23-43-72-82-80', and 'Serial Number' with the value '9CAF60026C6E'. To the right of the 'Serial Number' field is an 'Activate' button. At the bottom of the window are 'Back' and 'Next' buttons.

Under the *Support* tab, enter your support contract serial number and click *Activate*. If you have internet connectivity, the *Activation Key* will automatically be populated by the system. If you do not have internet connectivity, please call 877-373-0390 and provide one of our support specialists the *PC Unique ID* displayed on the screen and your support contract serial number. They will then verbally provide the activation key for your machine. You may enter multiple support contracts to extend support for multiple years.



## About

The *About* menu shows information regarding RedBeam Inventory Tracking™ including the version number.



## Section 3: Using the Mobile Computers

If you are using the *Mobile Edition* of the software, the mobile computer portion of RedBeam Inventory Tracking™ is loaded during the initial sync with the handheld which is described under the Sync Handheld section of this manual. Once the installation is finished, re-sync to complete the upload of master data.

To use the program on the mobile computer, go to *Start->Programs* and click the *Inventory Tracking* icon.

### Login

If user security is active, you will be presented with the *Login* screen. Select your user ID, enter your password and click *OK*.



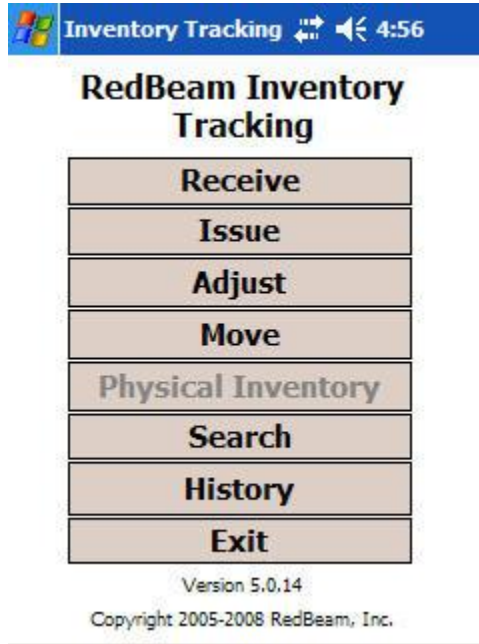
The image shows a login screen for RedBeam Inventory Tracking. At the top, the title "RedBeam Inventory Tracking" is centered. Below the title, the word "Login:" is displayed. There are two input fields: "User ID" with a dropdown menu showing "User1" and "Password" with a text box and a "Clr" button. Below the input fields is a numeric keypad with letters and symbols. At the bottom, there are two buttons: "Exit" and "Login".

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	←
↑	Z	X	C	V	B	N	M	Sp	f <sub>x</sub>

## Main Menu

Functions on the main menu include *Receive*, *Move*, *Issue*, *Adjust*, *Physical Inventory*, *Search* and *History*.

To access a function, click the button with that function name.



## Receive

1.To receive items into inventory, scan the barcode of the location you would like to receive into.

*Note: You can also select a location from the location tree structure, which is accessed by clicking the drop down menu.*

2.Enter the quantity to be received using the keypad or by clicking the + key until the desired quantity is reached. Click the > 1! icon to enable or disable a warning indicating that a quantity of more than 1 has been entered.

3.Optionally, you can enter a reference number, such as a purchase order number using the keypad.

4.Scan the barcode ID of the item you would like to receive or key in the barcode ID and click *Update*. Enter serial numbers, lot numbers or expiration dates if applicable.

The specified quantity of that item will be automatically received when scanned.

You can clear any field on this screen by clicking the *Clr* button.

**Receive Inventory**

Location	<input type="text" value="L1"/>	▼	Clr
Quantity	<input type="text" value="1"/>	+	> 1!
			Clr
Ref No	<input type="text" value="12345"/>		Clr
Item	<input type="text" value="0001"/>		Clr

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	←
↑	Z	X	C	V	B	N	M	Sp	f*

Exit

Update

## Move

1.To move items from one location to another, scan the barcode of the location you would like to move the items from and the location you would like to move the items to.

*Note: You can also select a location from the location tree structure, which is accessed by clicking the drop down menu.*

2.Enter the quantity to be moved using the keypad or by clicking the + key until the desired quantity is reached.

3.Optionally, you can enter a reference number using the keypad.

4.Scan the barcode ID of the item you would like to move or key in the barcode ID and click *Update*. Enter serial numbers, lot numbers or expiration dates if applicable.

The specified quantity of that item will be automatically moved when scanned.

To manually key in any data on this screen, click the *Show Keyboard* button at the bottom of the screen.

You can clear any field on this screen by clicking the *Clr* button.

Move Inventory										
From Loc	L1								▼	Clr
To Loc	L2								▼	Clr
Quantity	1		+	⇒⇄						Clr
Ref No	12345								Clr	
Item	0001								Clr	

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	←
↑	Z	X	C	V	B	N	M	Sp	f <sub>x</sub>

Exit	Update
------	--------

## Issue

1.To issue items from inventory, scan the barcode of the location you would like to issue the items from.

*Note: You can also select a location from the location tree structure, which is accessed by clicking the drop down menu.*

2.Enter the quantity to be issued using the keypad or by clicking the + key until the desired quantity is reached. Click the > 1! icon to enable or disable a warning indicating that a quantity of more than 1 has been entered.

3.Optionally, you can enter a reference number, such as a sales order number using the keypad.

4.Scan the barcode ID of the item you would like to issue or key in the barcode ID and click *Update*. Enter serial numbers, lot numbers or expiration dates if applicable.

The specified quantity of that item will be automatically issued when scanned.

You can clear any field on this screen by clicking the *Clr* button.

**Issue Inventory**

Location	<input type="text" value="L1"/>	▼	Clr
Quantity	<input type="text" value="1"/>	+	> 1!
			Clr
Ref No	<input type="text" value="12345"/>		Clr
Item	<input type="text" value="0001"/>		Clr

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	←
↑	Z	X	C	V	B	N	M	Sp	f*

Exit

Update

## Adjust

1.To adjust inventory, scan the barcode of the location where you would like to adjust the inventory.

*Note: You can also select a location from the location tree structure, which is accessed by clicking the drop down menu. .*

2.Enter the quantity that you would like to adjust to using the keypad or by clicking the + key until the desired quantity is reached. Click the > 1! icon to enable or disable a warning indicating that a quantity of more than 1 has been entered.

3.Optionally, you can enter a reference number using the keypad.

4.Scan the barcode ID of the item you would like to adjust or key in the barcode ID and click *Update*. Enter serial numbers, lot numbers or expiration dates if applicable.

The specified quantity of that item will be automatically adjusted when scanned.

You can clear any field on this screen by clicking the *Clr* button.

**Adjust Inventory**

Location	<input type="text" value="L1"/>	▼	Clr
Quantity	<input type="text" value="1"/>	+	> 1!
			Clr
Ref No	<input type="text" value="12345"/>		Clr
Item	<input type="text" value="0001"/>		Clr

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	←
↑	Z	X	C	V	B	N	M	Sp	f*

Exit

Update



## Physical Inventory

1.To take a physical inventory, you must first have an open a physical inventory on the PC and have synced with the handheld. Select the *Physical Inventory* function on the handheld main menu. Select an open physical inventory from the drop down.

2.To update the current inventory quantity, scan the barcode of the location where you will be taking your count.

*Note: You can also select a location from the location tree structure, which is accessed by clicking the drop down menu. .*

3.Enter the count quantity using the keypad or by clicking the + key until the desired quantity is reached. Click the > !! icon to enable or disable a warning indicating that a quantity of more than 1 has been entered.

4.Optionally, you can enter a reference number using the keypad.

5.Scan the barcode ID of the item you are counting or key in the barcode ID and click *Update*. Enter serial numbers, lot numbers or expiration dates if applicable.

The specified quantity of that item will be automatically adjusted when scanned.

You can clear any field on this screen by clicking the *Clr* button.

The screenshot shows a screen titled "Physical Inventory" with a blue header. Below the header are four input fields, each with a "Clr" button to its right:

- Location: L1
- Quantity: 1, with a "+" button and a ">!!" button.
- Ref No: 12345
- Item: 0001

The screenshot shows a numeric keypad with the following layout:

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	←
↑	Z	X	C	V	B	N	M	Sp	f*

Below the keypad are two buttons: "Exit" and "Update".

## Search

- 1.To find out where a given item is located and how many of the item are at a given location, scan the barcode of the item or manually enter it and click *Go*.
- 2.Each location that contains the item and the quantity in that location will be displayed and a total of all of the items is shown at the bottom of the screen.

**Search - Inventory Tracking**

Enter Item      Display By Barcode ▾

0001      Go      Clr

	Qty
L1	1

Exit      Total Qty: 1

3.The default search option is to enter the Item Barcode and display quantities next to the Location Barcode in the grid. You can change this by selecting the Display by Barcode drop down and selecting one of the other three options including: Enter Item Barcode/Display Location Description, Enter Location Barcode/Display Item Barcode and Enter Location Barcode/Display Item Description. In this way, you can either find out where an item is located or see all of the items in a given location.

**Search - Inventory Tracking**

Enter Item      Display By Barcode ▾

Enter      Item Barcode

Display By      Location Barcode

Enter      Item Barcode

Display By      Location Description

Enter      Location Barcode

Display By      Item Barcode

Enter      Location Barcode

Display By      Item Description

Exit      Total Qty: 1

4.If you display by item or location barcode and want to see the item or location description (or vice versa) you can click the line in the grid you want to view and more detail will display. You can click the X to get out of the detail.

	Qty
L1	1

Barcode: L1  
Description: Location 1

Exit Total Qty: 1

You can clear any field on this screen by clicking the *Clr* button.

## History

The transaction history allows you to review and amend your mobile computer data file before uploading to the PC.

You can scroll up and down the record list using the scroll bar on the right side of the screen. The most recent record will be on the top.

You can scroll left and right to view additional information about the transaction including the reference number.

If you have made an error in scanning, you can select the record and delete it by clicking on the *Delete* button on the bottom of the screen. If you want to delete all records, click the *Delete All* button.

To exit the transaction history, click *Exit*.

*Note: When you sync with the PC, all transactions will be removed from the mobile computer.*

	Type	Quantity	Item Barcode
▶	R	1	0001
	M	-1	0001
	M	1	0001
	I	-1	0001
	A	1	0001

◀ ||| ▶

Delete Row Delete All Exit