i-Inventory for TurningPoint

by Total BusinessWare, Inc

i-Inventory for TurningPoint

Introduction

This program is designed to work *with* and *like* the TurningPoint Physical Inventory process. The difference is that with i-Inventory the item counts are gathered (scanned in) using a portable data collection device with built in bar code scanner. With the standard TurningPoint process the counts are gathered on paper.

Will i-Inventory work for my company?

To use this product you need to have bar coded inventory. It does not ALL have to be bar coded. The items that are not bar coded can be inventoried using TurningPoints standard process in conjunction with i-Inventory.

The inventory bar codes can be stored in TurningPoint as Item Codes and or UPC's (on the UOM tab). If your inventory is not bar coded you could consider bar coding it. TurningPoint comes with the ability to print 8.5x11 sheets of bar coded labels for inventory items and there are other commercial packages available.

If you have serialized inventory, you should be aware of how i-Inventory handles serial numbers. When serialized items are counted using i-Inventory only the serial number is scanned. If a single serial number is associated with more than one inventory item in TurningPoint than those items are handled using TurningPoints standard Physical Inventory process.

There is currently no support for LOTTED items. If only part of your inventory is lotted, you could use i-Inventory on your non-lotted items and use TurningPoints standard Physical Inventory process for the lotted items.

i-Inventory can be used for annual inventory as well as spot checking or "cycle counting" parts of your inventory on a regular basis.

The TurningPoint Physical Inventory routine.

This section provides some background on the way TurningPoint handles physical inventory "out of the box". After a brief discussion on this, we will cover some terminology and then move into how i-Inventory streamlines the process.

1. Create Physical Inventory File (the freeze file)
2. Print Count Sheets for desired area
3. Count items on hand an enter that data onto count sheets.
4. Enter data from count sheets into TurningPoint.
5. Calculate Cost Variance
6. Print Variance Report
7. Update Physical Inventory Count -The difference between the on hand level in the freeze file (step 1) and what you entered (step 3) is posted against inventory as an adjustment.

   You could do steps 1-7 once, for the entire business. In affect using only one "area" or you could split the inventory into Areas and complete 1-7 for each Area (preferred). For more information see **Counting Methods** and **Areas** below.

   The Physical Inventory File keeps track of the inventory that was on hand when the file was created. This frozen on-hand quantity is later compared to the counted quantity. The difference between the two numbers is used by the Update Physical Inventory Count routine to make an inventory adjustment. Any quantities of the item issues or received in the time between the creation of the Physical Inventory File and the physical count will

result in an on hand discrepancy. Any inventory issued or received after the count will be handled appropriately.

The following any inventory activity that occurs between step 1 and 7 can adversely affect the accuracy of your count. This includes:

- Sales (Invoice)
- Returns (Credit Memo)
- Receiving Purchase Orders (PO's).
- Missed items.

Missed items are items you forgot or couldn't count. Perhaps they were in staging areas waiting to ship, or shopping carts waiting to be sold.

To minimize the impact of these things avoid the following during steps 1-7

- Recording invoices. Sales and returns only affect on hand counts after you record them.
- Delay receiving of PO's.
- Don't count inventory that is on hand unless its PO has been received.
- Missing items. Keep counting areas small and complete them quickly if you have people pulling orders or filling shopping carts.

Counting methods:

There are basically three different counting methods that you can choose from:

A. Close the doors, and count everything. Then open back up for business.
B. Close certain areas during counting. (see area types below).
C. Keep selling while you count. Count small enough areas, in a fast enough manner, under the premise that the sales that occur in between the creation of the physical inventory and the count will be in-consequential or the inaccuracies are tolerable as they would fall within an acceptable margin of error.

Area Types

The areas you work with can be easily based on <u>one or more</u> of the following:

- Range of Items
- Range of Product Lines
- Range of Locations
- Range of Bin Numbers

If you cannot close your doors and stop selling during physical inventory or if you wish to "cycle count" parts of your business on different schedules then break your business down into Areas and create a Physical Inventory File for each Area. See the Tutorial for more information.

As you can see, Counting Methods A and B help you to do a perfect inventory. Method C can get you close, but you will be off by any sales, returns, or PO receipts that happened between creation of the Physical Inventory (freeze) File and the time the item was counted.

With i-Inventory and your Data Collection Terminal you can count faster and more accurately. Using method A or B, the Areas need to be closed for shorter periods of time, if using method C the Area is vulnerable to discrepancy for a shorter period of time.

Streamline the process with i-Inventory

1. Create Physical Inventory File (the freeze file)
2. Use your Data Collection Terminal and count the first Area.
3. Upload data to Computer. Then Add New Counts to TurningPoint.
4. Calculate Cost Variance
5. Print Variance Report (filter it to show only the Area you just inventoried)
6. Update Physical Inventory Counts -The difference between the on hand level in the freeze file and what you scanned is posted against inventory as a receipt or issuance.

   This completes one *Area*. Repeat steps 1-6 for each area.

Best Practices

1. Start by planning what areas will be used to manage your inventory.
   a. Make a list or map of your Areas.
      Check each one off as it is inventory is completed.
   b. Areas cannot include inventory from more than one TurningPoint Location. When data is sent from the Data Collection Terminal into TurningPoint the user assigns a TurningPoint Inventory Location to that data. You must inventory one Location at a time.
      See Tutorial for details.
   c. Make sure that each item is only in one Area at each location. Or if an item is in more than one Area make sure that any time that item is counted you count ALL of it, in all Areas, at the location you are working prior to running the Update Physical Inventory Count routine.
      See *FOOTNOTE: Items found in more than one area* below.

2. Always print the Variance Report and review missed items and exceptions. You can easily do this by changing the level of detail on the report format.

3. When working by Area, make sure you run the Variance Report for ALL Items, Product Lines, Locations and Bins with the Level of Detail set to “Exceptions Only” prior to doing the Update Physical Inventory Count routine. *This way you can review every change that would be made before it is made and while you still have time to make easy corrections.*

4. The on hand counts in the Imported Data Collection Terminal data always get added to whatever is in the Counted Qty field in the Physical Inventory File.

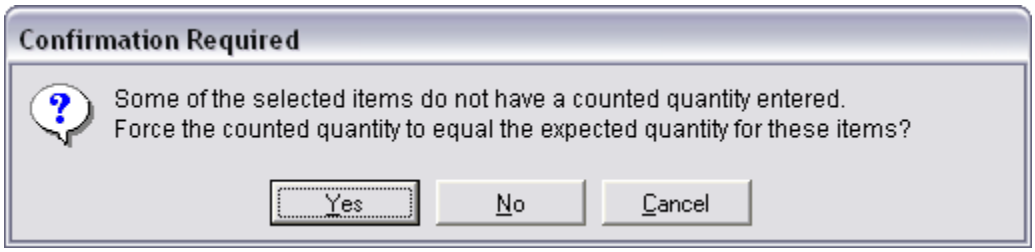
5. Check the log file after each Import of Data Collection Terminal Data.
   Each time you import Data Collection Terminal data into the TurningPoint Physical Inventory File an import log will be created. It MAY contain items that need your attention. New log files are created with each import. *See Log Files & Backups* below.

6. More than one Data Collection Terminal unit can be used at a time, on a single computer.

Items found in more than one area:
If you have items that are found in more than one Area, and they are in the TurningPoint database under ONE LOCATION you need to inventory all of that item at the same time. For example, you have a retail store and you have Widgets on their normal shelf as well as some on a temporary end cap display. Make sure to inventory (scan) both places before running the TurningPoint Update Physical Inventory Count routine. This can be done as multiple scans into the Data Collection Terminal. –If the same item is scanned more than once Add New Counts program adds the counts together. Running the TurningPoint Variance Report for *Exceptions Only* and then for *Missed Items Only* will often help you find items of this nature.

Force Counted Quantity
The Physical Inventory file is always created for all items at all locations. Since it would be rare for any business to be able to actually count all items at all locations at one time the “Enter

Physical Counts" routine offers help. Each time you exit the routine you will receive a prompt like this if you haven't entered counts for everything:



Answer No if you are going to return to this process later to enter more counts.

Zero Counted Items
If you have a large number of items that have on hand quantities in the system but you no longer have in stock you may be interested in our "Zero Counted' routine. It looks into your TurningPoint Physical Inventory file and mark all items that have not been counted as having been counted, and as having a count of zero. Zero Counted utility is free if you purchase i-Inventory and sold for a nominal otherwise.

Serial Numbers & Lot Numbers

i-Inventory handles serial numbers but it does not currently handle LOT numbers.
If you need support for LOTS please contact Total BusinessWare.

When serialized items are inventoried, only the serial number is scanned into the Data Collection Terminal. You do not need to scan in the item number or quantity. If a serial number is not unique the user is alerted and manual action can be taken. For example, if you have two different items each with the serial number 123 the Add Counts program would not know which item was actually inventoried. A log file is created for your review so these exceptions can be dealt with using the TurningPoint Enter Physical Count routine.

Tutorial

Prerequisites.

1. You should have already installed the software. Instructions for installation of the Data Collection Terminal, the programs on its CD and Add New Counts programs are in the document. See the table of contents.
2. The Tutorial assumes you have read this document, from the "Introduction" to the "Best Practices".

Your Data Collection Terminal comes with two i-Inventory programs loaded on it. If for any reason you need to re-install these programs see "Re-Installing i-Inventory on the Data Collection Terminal". The program files are included on the i-Inventory CD.

This tutorial is based on our own TurningPoint the sample company called Acme Enterprises. Restore this data from the i-Inventory CD into your TurningPoint accounting system. The file is called: TPAcmeEnterprisesData.zip
See TurningPoint F1 help if you require assistance restoring the company.

Since it is impossible for you to travel to our virtual office supply store to do inventory, we have provided a Tutorial Cheat Sheet on the i-Inventory CD. Print this sheet and you will have bar codes that match our sample company. You will scan the use these codes as if they were on inventory items during the tutorial.

The Tutorial Cheat Sheet intentionally includes some troublesome codes.
Scanning these codes will cause the Add New Counts routine to discard them, and the reasons, while apparent, can be viewed in the log files.

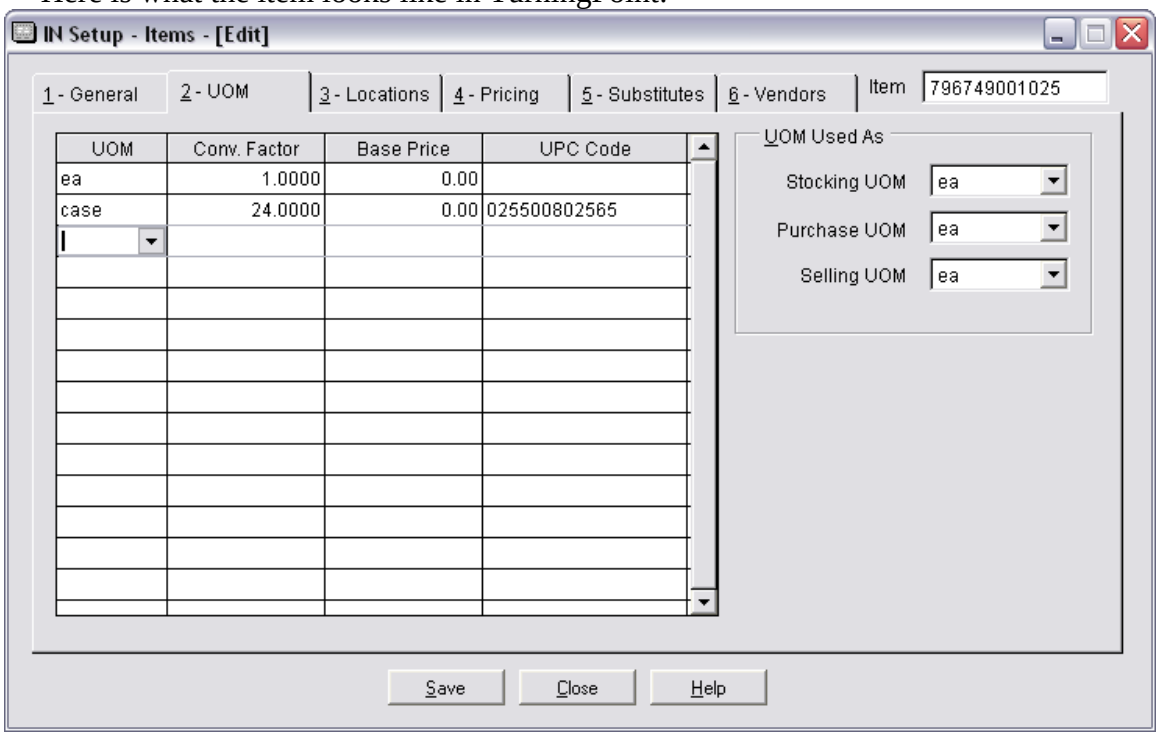
notatMAIN	*00002*
notatMAIN	00002
Item not at MAIN location	Orphan Code Item Not Anywhere

“badcode” (shown below) is an illegible code. No bar code scanner can read it. When you encounter a code like this you could type the text part into the Data Collection Terminal. Use the red SH button to shift from number to letter input. If you would rather not put alpha type codes into the Data Collection Terminal, then just set the “item” aside and later use the TurningPoint Enter Physical Counts routine.

StaplerMINI	*025500802565*
badcode	025500802565 upc (24) Coffee 13oz Auto Drip

“025500802565” shown above is a code that is related to a unit of measure. Use of this code will add **796749001025 Columbian Coffee 13oz Auto Drp** into inventory in groups of 24. So if you key Qty = 2 you would be saying that 48 of these are in stock. This makes sense since the code 025500802565 would be for an entire case of 24.

Here is what the item looks like in TurningPoint:



Acme Enterprises has three physical inventory locations. MAIN, Store 1, and Store 2. The inventory for our office supply store and is broken down into several TurningPoint Product Lines. For the sake of this exercise we are going to assume the Product Lines are stored in separate physical areas at each TurningPoint Location, similar to the way a department store would split its item into different physical areas in the store. Each Product Line at each Location will be an *Area* to inventory.

In TurningPoint click >Inventory >Physical Inventory >Create Physical Inventory File. If prompted that one exists click YES to replace it with a new one. This process creates a file that contains all of the current on hand values "frozen" in time. If anyone sells an item in TurningPoint this freeze file (and the resulting inventory adjustments) will not reflect the change so it is important to get the counting done before any sales are done.

Let's start by inventorying all Binders and Folders at the MAIN Location.
It could be said that our first *Area* is "Binders and Folders at MAIN".

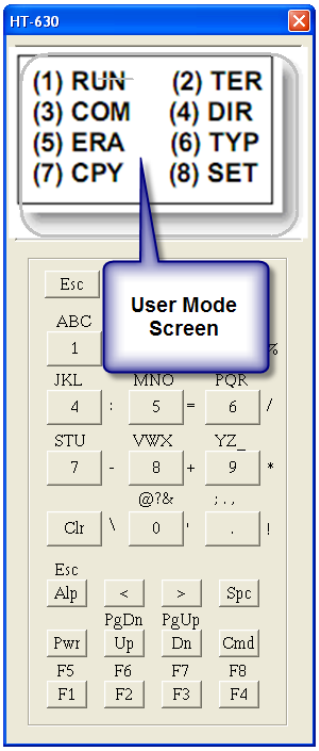
During a real inventory it may be helpful to draw a map of each Area. The map could show all shelves that hold inventory, and the order you would like them done. It could also serve as a checklist to help insure no Area goes uncounted.

Gathering Data

i-Inventory includes two different programs that are loaded onto your Data Collection Terminal.

>**F3 Serials Only** (gathers serial numbers only)
>**F4 Item, Qty** (gathers Item or UPC Codes and Quantities)

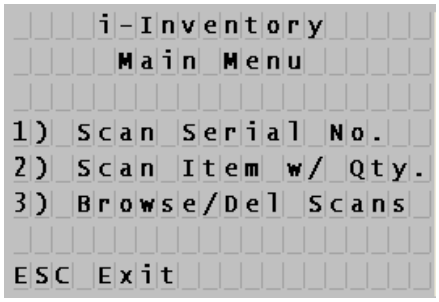
Turn on the data collection terminal. You should see the User Mode screen:



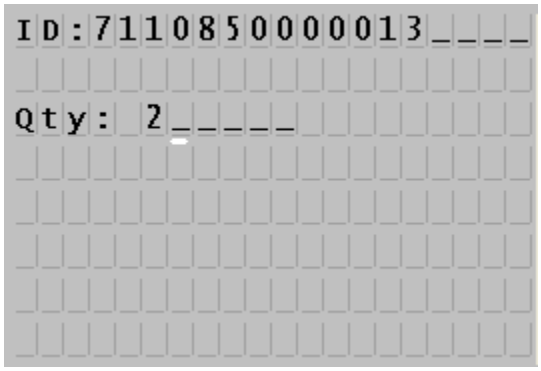
If you don't see the User Mode screen displayed on your device you are probably in the BIOS screen. Press and hold the CMD button until and the User Mode screen appears. If it does not please see the User guide on your Unitech CD.

Select (1) RUN. If necessary scroll through available programs using the arrow keys, select HT630IIN.exe, press ENT button.

You should now see the i-Inventory Main Menu:



Press 2 to scan items and enter quantities.



On the Tutorial Cheat Sheet find the codes that represent Binders and Folders at MAIN. Scan each code with the Data Collection Terminal and record the quantity on hand. For tutorial, make up any on hand number you wish…

After you scan an item, the scan button is disabled until you key in the QTY for that item.

If you scan an item and press the <ENT> enter key prior to keying in a quantity the Data Collection Terminal responds with a beep and waits for a quantity.

Once you have entered a quantity the Data Collection Terminal is ready for you to scan another item.

At any time you may also ESC and press F3 to revue previous scans. During the revue process you can see how many items have been scanned since the last time the data file was erased. You may also delete any data that was entered incorrectly, so that it may be re-entered.

There is an opportunity to edit the records after they have been uploaded to the computer.

At the time you scan an item (assuming they are not in more than one Area) it is "safe" to start selling the item again, because it is the difference between the scanned quantity and the frozen quantity that is used for the inventory adjustment, not the number that was scanned.

When you are done inventorying the Binders and Folders at MAIN upload the data from the Data Collection Terminal into your computer, and then add the counts from the uploaded data into the TurningPoint Physical Inventory file. We will see how in the next section.

Upload Data from Data Collection Terminal to Computer

You may upload data from the Data Collection Terminal(s) to the computer as often as you wish. If the same item is scanned more than once the Add New Counts routine will add the counts together in the Physical Inventory File. If this happened inadvertently, the counts can be edited using TurningPoints own Enter Physical Counts routine.

To upload the data from the Data Collection Terminal to the computer launch:

C:\JGPlus5\iInventory\IIuploadScannerToPC.FXP

Make sure scanner is turned on and connected to your computer via cable or cradle.

The inventory count file is moved from the portable device to your computer hard drive.

When the process completes the Data Collection Terminal will display

UPLOADING
OK
Press any key…

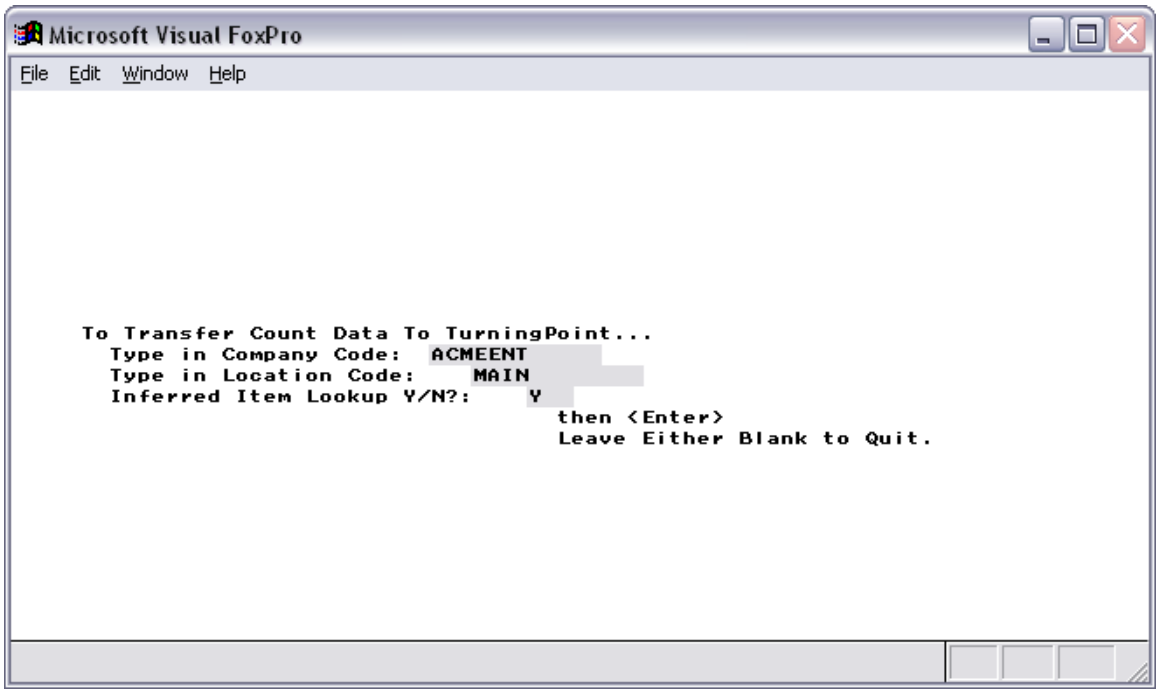
At this point if you wish to edit or view the data on the computer you could open C:\JGPlus5\iInventory\IInvUpld.txt with WordPad, NotePad, etc. –

Use caution to not change the file format. It must retain the file name and format in order for the "Add New Counts" program to be able to read it.

Run the Add New Counts Program

Run the "Add New Counts" program to add the counts to the TurningPoint Physical Inventory File.

Fill in the Add New Counts form like this:



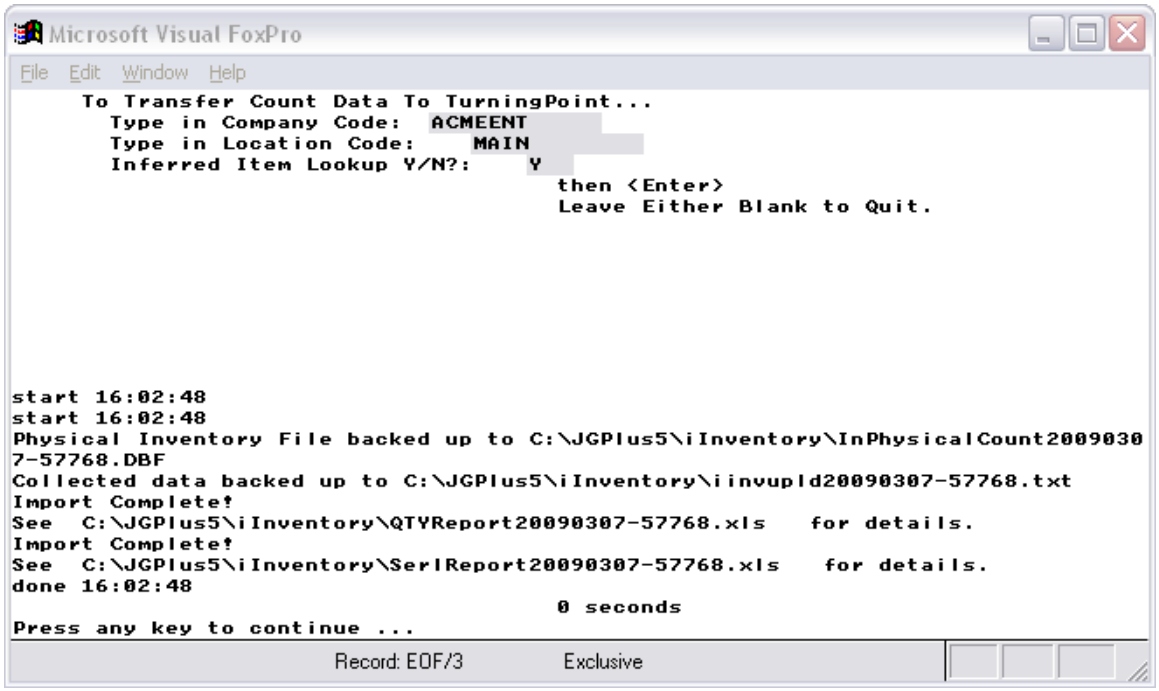
If "Inferred Item Lookup Y/N?" is Y:

The program will strip leading digits off scans that were 11 digits long that did not exist in the TP data and see if there is a 10 digit code to use.

Example:
You scanned an item on the Data Collection Terminal and as 01234567891 but in TP that item is actually stored as 1234567891, if Retry is set to Y the program will find the item.

Press <Enter> to run the Add New Counts program.

When the program finishes running it will display some additional data, as well as "Press Any key to continue". You need not make note of the additional data, it is explained in detail in this manual in the Log Files & Backups section.



The Add New Counts program does several things:

1. Backs up the IInvUpld.txt file. (the data that last came from the scanner).
2. Backs up the TurningPoint Physical Inventory File prior to making changes to it.
3. Adds the Data Collection Terminal counts to any existing counts in the Physical Inventory file.
4. Creates several log or report files on your hard drive.
   See **Log Files & Backups** for details.

This process consisted of three steps.

1. Gather the data on the Data Collection Terminal
2. Use XFER32 to upload data to computer
3. Use "Add New Counts to add uploaded data into TurningPoint.

Repeat this process for all of the remaining Product Lines at location MAIN.
Do not do the last page of bar codes, these represent serialized items at MAIN and we will deal with them in the next section.

You do not have to upload the data once for each product line. You could scan all the items in all the remaining product lines at MAIN and then upload once.

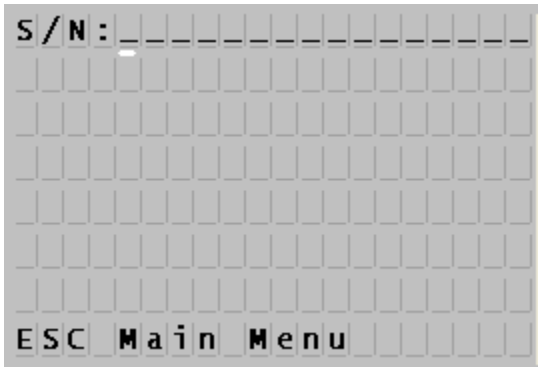
At this point you should have

- ✓ Scanned all the remaining non-serialized inventory at Location MAIN
- ✓ Uploaded it all into the computer.
- ✓ Run Add New Counts.

Now we can move on to count the serialized data at MAIN.

Count the serialized inventory at MAIN.

On the Data Collection Terminal i-inventory Main Menu select 1) Scan Serial Number



Begin scanning serial numbers found at MAIN on the Cheat Sheet.

When you are done scanning serial numbers, dock the Data Collection Terminal, upload the data to the computer and then add the counts into TurningPoint just like we did previously.

The Add New Counts program does several things:

1. Backs up the IIncUpld.txt file.
2. Backs up the TurningPoint Physical Inventory File prior to making changes to it.
3. Adds the Data Collection Terminal counts to any existing counts in the Physical Inventory file
4. Creates several log or report files on your hard drive.
   See **Log Files & Backups** for details.
5. Since serial numbers are involved it checks TurningPoint for duplicates. If the scanned serial number is found more than once in TurningPoint at the Location being worked the count is discarded since the routine would not know which item was scanned. These items should be handled by using TurningPoints own Enter Physical Counts routine. You can see the discarded counts when you review the Log files or TurningPoint Variance Report.

Since the Add New Counts program ran without error, you should erase the data that is on the Data Collection Terminal because you do not want that data added into the counts a second time.

When you think you have all the items (serial and otherwise) at Location MAIN counted go into TurningPoint and Calculate Cost Variances and then print the Variance Report. This report shows the results of the inventory.

When you print the Variance Report you should limit its output to Location = Main and check the box to Print Serial Numbers.

- ✓ Run the report for "Missed Items Only" to see the inventory in this Location that still needs to be counted.

- ✓ Run the report for "Exceptions Only" to see just the items that have been counted where the counts would result in inventory adjustments.

- ✓ Run the report for "All Entries" to see every item in the Physical Inventory File.

You can re-Calculate Cost Variances and re-run the Variance Report as needed.

To edit any of the Counts reflected on the Variance Report use the TurningPoint "Enter Physical Counts" routine.

When you run the Variance Report for items at MAIN in all three different levels of detail and the output looks acceptable you are done with Location MAIN.

Now repeat the process for Store 1 and Store 2.

For Review:
This process consisted of three main steps steps.

1. Gather the data on the Data Collection Terminal
2. Upload data to computer
3. Use "Add New Counts" to add uploaded data into TurningPoint.

Eventually you would be able to run the Variance Report for:

- All Items
- All Product Lines
- All Locations
- All Bins
- Level of Detail = All Entries…

…and all the lines on the report will look acceptable. At this point all counting is done.

Now you may Update Physical Inventory Counts in TurningPoint.
This step creates the inventory adjustments in the accounting system.

Update Physical Inventory Counts in TurningPoint only updates the items that were counted. This is true regardless of whether the item was counted with the Data Collection Terminal or by hand and later keyed into TurningPoints Enter Physical Counts routine.

Tip:
If your inventory takes a long time consider creating multiple Physical Inventory Files, one for each Area. Each time you create a Physical Inventory File it has one record in it for each item at each location. If the items are serialized there is one record for each serial number for each item at each location.

Even though the file always contains all items, only the items counted will be updated when you run the Update Physical Inventory Count routine.

The Variance Reports will still be used, but you can filter them to reflect only the Area being worked. The key to making this work is keeping track of the Areas inventoried on a map or worksheet. The work flow would break out like this:

1. Create a Physical Inventory File.
2. Scan one area of the business. Transfer the data to the computer, and add the counts into TurningPoint.
3. Calculate Cost Variances.
4. Update Physical Inventory Count (only the counted items are updated).
5. Repeat steps 1-4 for next area.

This makes it easier to have a perfect inventory. You only need to stop using inventory in the Area being counted, because when each Area is done you are going to create a new Physical Inventory (freeze) file.

Even if your goal is not perfection, because you don't (or cannot) close down the Area being counted, this method is still beneficial because it will minimized the time between the freeze and the count.

Installation of Hardware & Software

i-Inventory Installation Prerequisites.

1. TurningPoint should already be installed on this computer.
2. Your computer must have a free serial port to connect the dock to.
3. To install some of the programs you need to know how to copy files from the supplied i-Inventory CD to specific places on your computer or network hard drive. If you do not understand how to do this find someone that does.

Picture of Data Collection Terminal data collection device.

Installation of Data Collection Terminal

Excerpts from the user manual, for full text see the PDF file on the Unitech CD.

Install Main Battery

1. Remove the battery door from the HT630 by moving the screw from battery cover.
2. Insert the battery into the main battery chamber by putting the head (2 point sticking out) into the locking position first.
3. Reinstalled the battery door and tighten the screw on the battery door again.

Charging

Before using HT630, main battery and backup battery must be fully charged. The HT630 is equipped with 3.7V 900m.A.H Lithium-Ion battery. When you first time to use the HT630 for the operation, please ensure to fully charge the backup battery and main battery for at least 12 hours.

There are 2 ways to charge the main battery and backup battery:

1. Mount the unit on the cradle; connect power adaptor from the back of the cradle to any power outlet. During charging, LED above power icon will be displayed red. Once it is fully charged, LED will be turned to green.
2. Or, use the standard charging cable, which is packed with one of unitech HT630 packages or you can order them separately, together with the power adaptor. Connect the power plug of the adaptor to the charging cable, then, connect the charging cable to the main unit. Plug the power adaptor to power outlet, the unit should be in charge. The charging is completed when LED light is shown on green.

Important Note to be followed step by step for backup battery charging

Steps to be followed while you start to charge the backup battery

1. Please use any coin or suitable tool to open the main battery door.
   Before you put the main battery inside, please be sure to switch **on** the backup battery.

2. Once you switch on the backup battery, then you can put the main battery to start to charge.

Cradle

There are two ways to charge the main battery via the HT630 charging/communication cradle or a quick charging /communication cable.

Cradle LED Icons

The icon indicates communication. When HT630 is transmitting data with the host computer, LED will flash, showing that the data is transmitting.

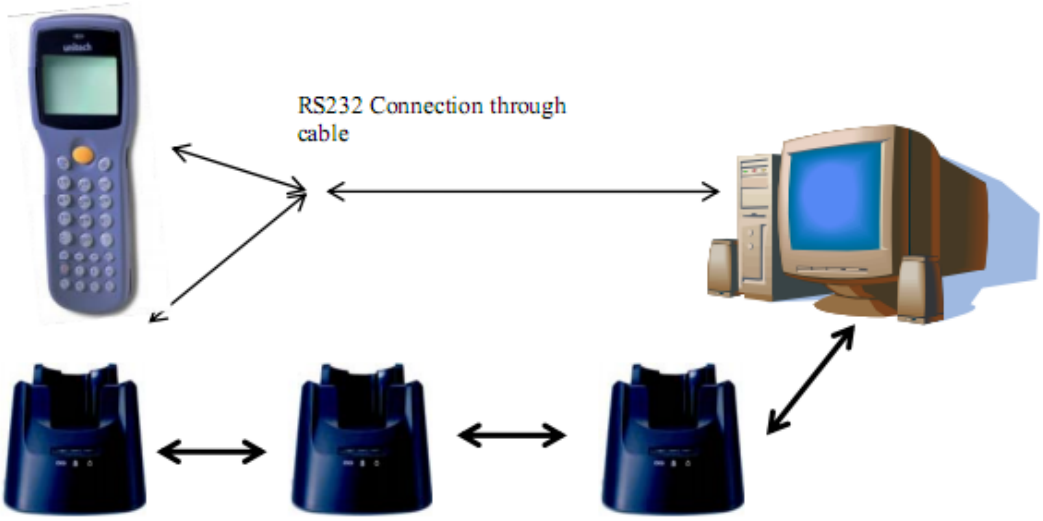
The icon indicates the charging of the main unit. When the main battery is in charge on the cradle, LED will be shown red; when fully charged, the light will turn to green.

This LED light shows the power status of the cradle itself. When the light is on, it is indicated the cradle is powered on.

Power On

After charging completely, LED is turned to green and then, you are now ready to turn on the unit. Press (⊙) on the keypad to turn on the HT630!

Communication with the Host



1. 6 Interface Ports

The HT630 does its' communication via RS232 communication port located in the back of the unit. You can connect the unit via the communication cable to PC RS232 jack for data transfer or connect through cradle for communication.

Effects of Overcharging Batteries

Overcharging may occur when a Li-Ion rechargeable battery is charged in regular or quick charging rate after it has been fully charged, but there is no risk of overcharging while charged in trickle charging rate.
A battery left to charge for several weeks may appear to have minimal capacity. This type of failure can be remedied by temporarily depleting the battery of its power and recharging it to rejuvenate it. This condition can be prevented by avoiding overcharging for a long period of time or always using the cradle to charge the batteries of terminal. The cradle starts the charge process in the quick charge rate and switches to trickle charging rate when it detects the battery is fully charged.

Installing Software

Copy iInventory folder and sub folders from the CD to your C: drive.

Run C:\iInventory\Programs\10_ptcommins-v4.8.71023.exe and install PTComm to the default folder, c:\PTComm

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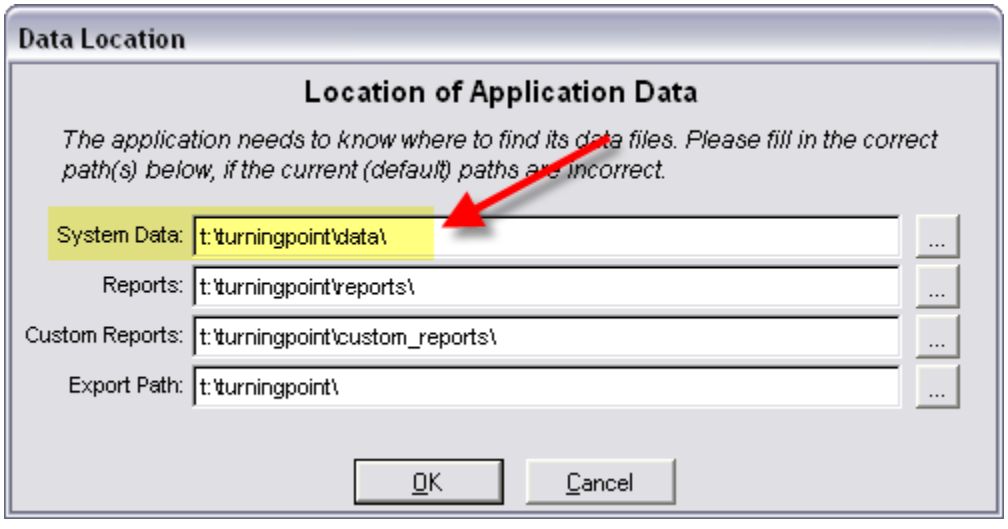
Installing the "Add New Counts" Program into TurningPoint

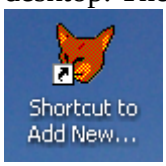
In TurningPoint on the main menu, Click >Administration >Change Data Locations. Note the location of your TurningPoint System Data Folder. Then Click Cancel.



Copy "Add New Counts.exe" from C:\iInventory\Programs into your TurningPoint data folder.

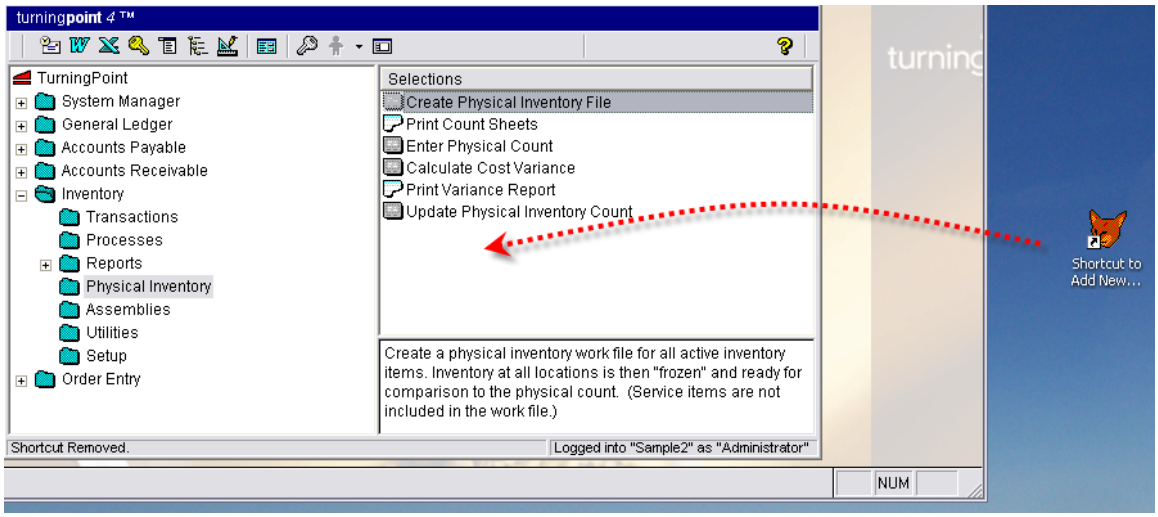
To copy files, click your Windows "My Computer" icon and use Windows Explorer.
If you are not familiar with Window Explorer find someone that is, search Windows help for "copy files" or call for support.

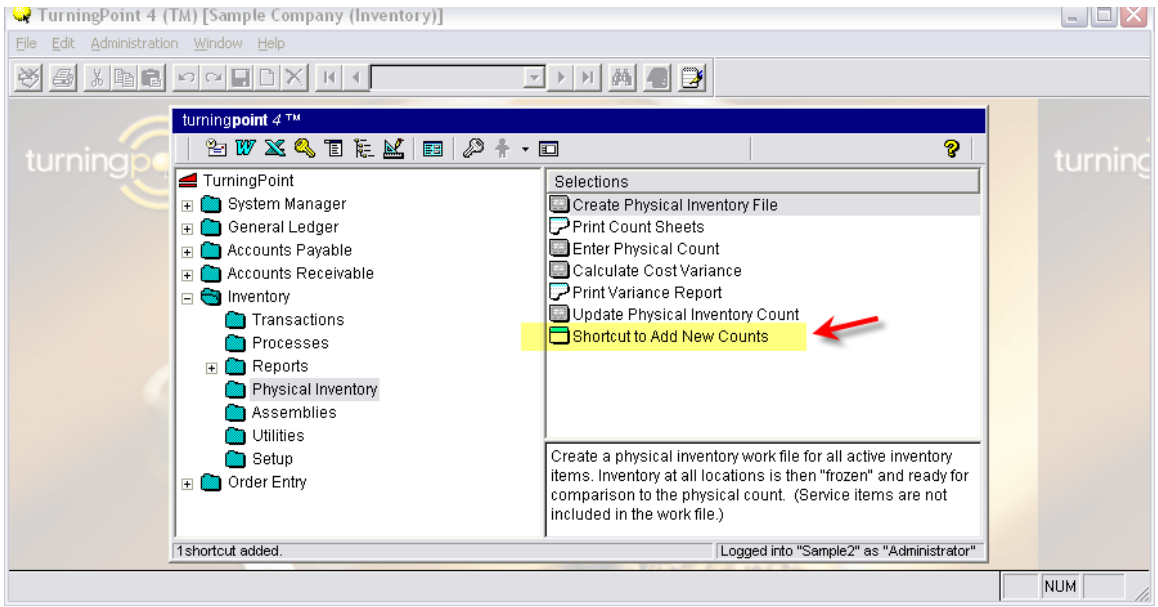
Once the file is located in the TurningPoint System Data folder, RIGHT (not left) click on the file and click >Send To >Desktop. This will create a shortcut on your computer desktop. The shortcut will look something like this:



Optional:

If you want the shortcut to appear in TurningPoint drag it with your mouse from the Desktop and drop it into the >Inventory >Physical Inventory >Selections area.





Shortcuts added to TP this way are user specific, you must log on as each user and repeat the process if you want the shortcut available to others. Do not drag the file itself into the Turningpoint Selections Area. You must drag in a shortcut to the file.

Re-installing i-Inventory on the Data Collection Terminal

Data Collection Terminals typically ship with custom application(s) pre-loaded.
If you ever need to re-install the programs follow these steps.

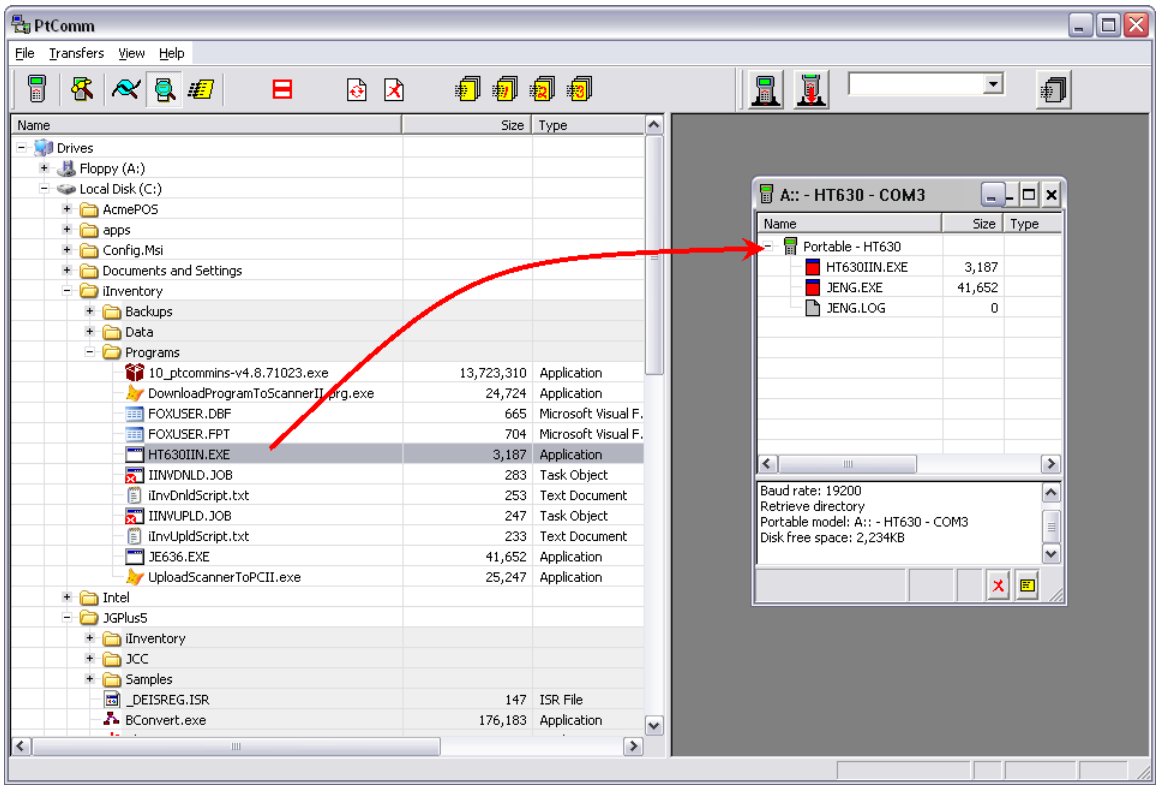
Copy iInventory folder and sub folders from the CD to your C: drive.

Run C:\iInventory\Programs\10_ptcommins-v4.8.71023.exe
Install PTComm to the default folder, c:\PTComm

Make sure your scanner is connected to your computer, and powered up. Also make sure PTComm application is NOT already running.

Run
C:\iInventory\Programs\ DownloadProgramToScannerIICOM1.exe
or
C:\iInventory\Programs\ DownloadProgramToScannerIICOM3.exe
Depending on which COM port your scanner is on.

Optionally, you can drag and drop files to the scanner via PTComm
Launch PTComm and click >Transfers >Connect portable.
Choose Model and appropriate COM port, check "Auto Detect…" and click OK. The software should detect your device and display information about it and an interface for drag and drop.



If your scanner is not recognized by PTComm follow these steps:

1. Make sure device is plugged into serial port and AC power
2. Turn device on.
3. Reboot computer while device is turned on

Log Files & Backups

Each time you run "Add New Counts" a log number is generated and log files are created. The log number is added onto each files name so that they are related, unique and do not get overwritten the next time you run the program. The log number is sequential, and is *date – seconds since midnight*. 20051201-3068 is 3068 seconds past midnight on December 1, 2005.

When running "Add New Counts":

In the c:\iInventory\Backups folder
InvUpld.txt is backed up to InvUpld{lognumber}.txt
TurningPoint Physical Inventory File is backed up to inPhysicalCount{lognumber}.dbf

In the c:\iInventory\Data folder
If Item & Qty data was used a log file called QTYReport{lognumber}.xls is created.
If Serial data was used SerlReport{lognumber}.xls is created.

The files that end in XLS are Microsoft Excel format.
If you do not have Excel and you wish to view these files you may download a free viewer on Microsoft.com

You can and should manually delete or archive the log and backup files as you see fit.

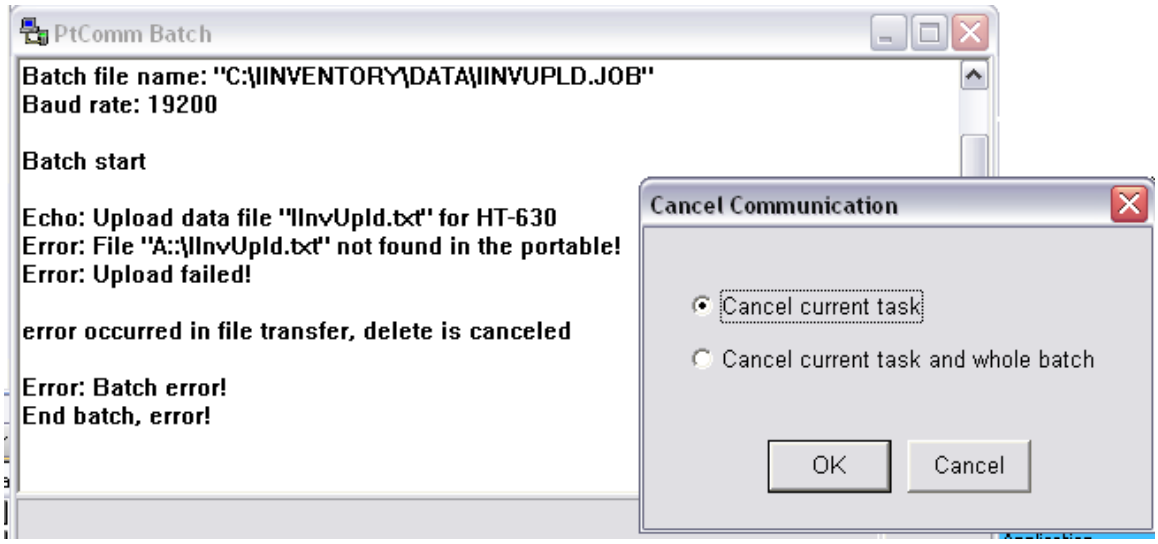
Sample log files:

	A	B	C	D	E
1	itemcode	counted	description	flag	upc_uom
2	notatMAIN	12	Item not at MAIN location	Scan Not Found at: Main	
3	076711003531	48	Binder Econ 3 Ring 1/2"black		
4	796749000790	12	Mr coffee dlx drip filters		
5	abc004	1		Scan Not Found at: Main	
6	796749001025	48	Columbian Coffee 13oz Auto Drp		2 case(s) of 24

Rules and Error Handling

If multi-locations turned on, we make sure you they have no inventory at the ALL location. -If you do we dump a list out to a text file.
Check for multi-location flag, and set filt to locid = 1 (this is always the ALL record)

If someone accidentally inventories serialized product using the F4 program the data will be automatically discarded by the “Add New Counts” program. Those items will later be re-inventoried using the F3 program. The discarded items are listed in the import XXX log file, and they will also show up on the Variance Report until they are properly inventoried.
The following dialog will display if you try to upload data from portable terminal and there is no data file to upload.



Click Cancel Button and close the dialog (using red X).
(other choices are harmless, but not helpful either)

Support and contact information

For support contact your Red Wing TurningPoint dealer or
Total BusinessWare, Inc 952-447-6624 or www.totalbusinessware.com
Savage, MN 55378