

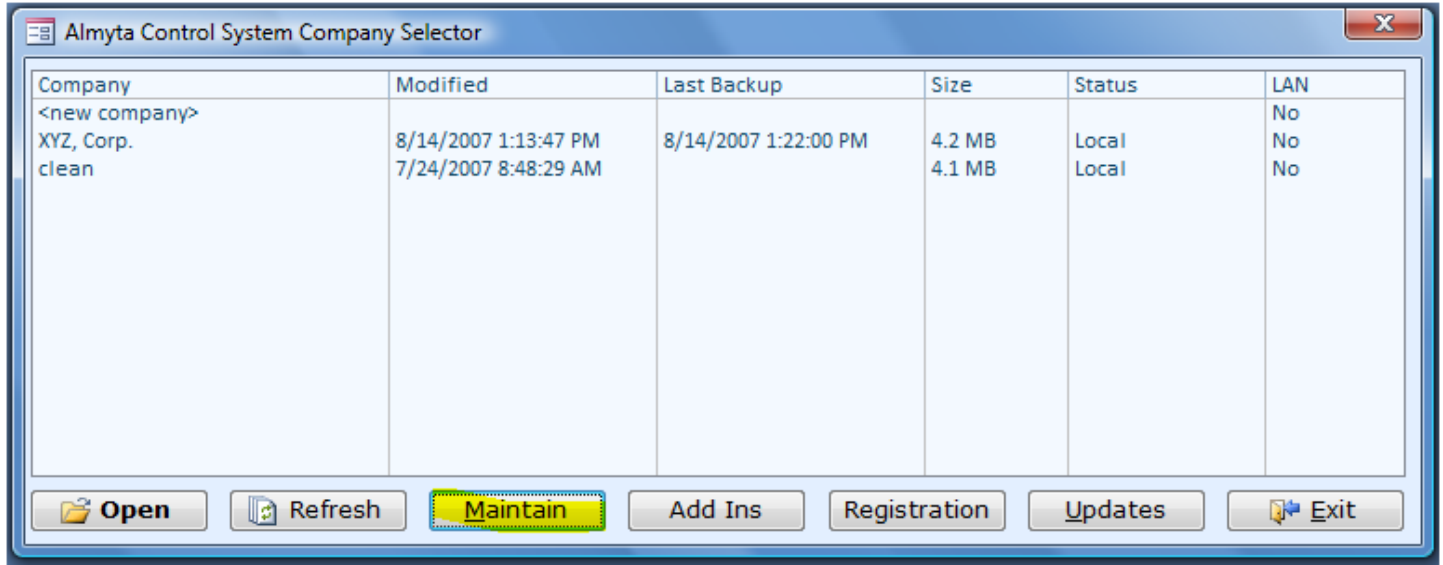
# Almyta Control System Advanced Reference

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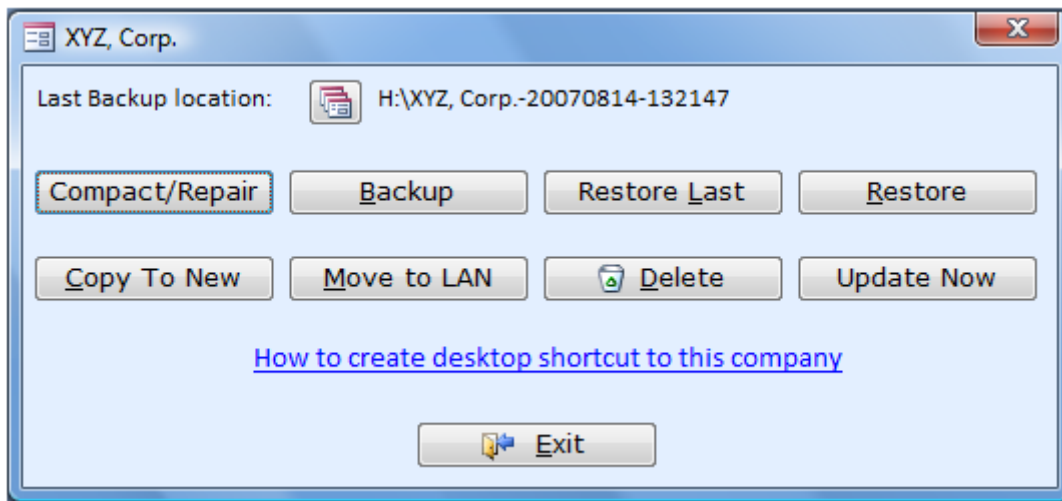
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## Software Maintenance

In Almyta Control Company Selector, highlight a company you wish to maintain and click the Maintain button.



The Maintenance screen pops up.

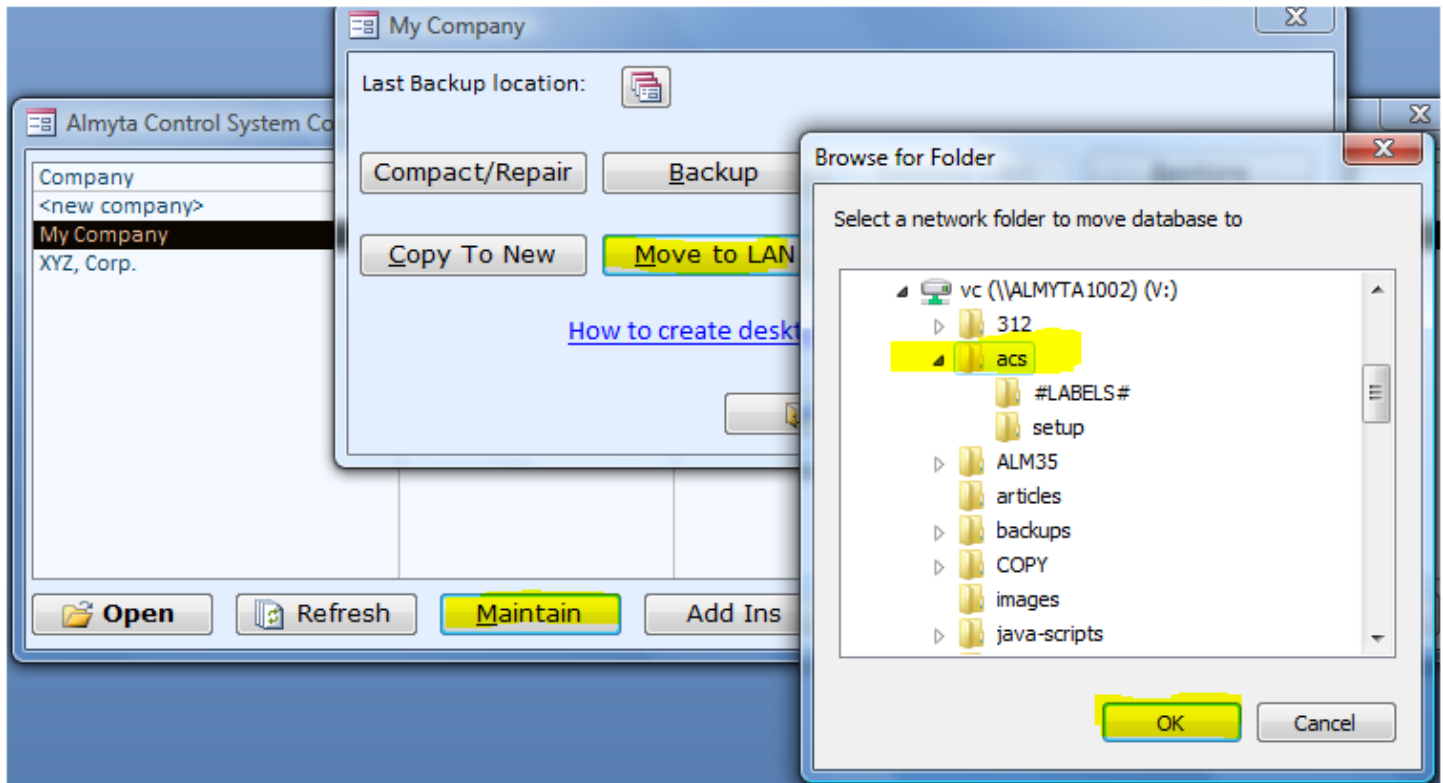


This screen supports the following function:

1. The **Compact/Repair** reorganizes the data in the files in the most efficient way, shrinks files, and makes data fixes if needed. In a multi user environment, all users must close the company. Almyta Systems recommends

running this function on a weekly basis. For SQL server based companies, only application files are affected. The SQL data files are not compacted.

2. The **Backup** creates a copy of the data file. Back up companies as frequent as you can. This function is not available for SQL server based companies. Set up the backups on the SQL server. To back up MS Access data automatically, open a company, go to the menu System tab, Information and Lists group, Files in Use. The second reference (Data) is the file to backup. Add this file to any backup software. Latest Windows come with a standard backup utility if you do not have third party backup software.
3. The **Restore Last** replaces current database with the last backup copy. This function is not available for SQL server based companies.
4. The **Restore** allows a selection of the backup copy. This function is not available for SQL server based companies.
5. The **Copy to New** copies a company into a new one. This function is useful for renaming or making end-of-month, end-of-year snapshots of the companies. This function is not available for SQL server based companies.
6. The **Move to LAN** moves a local company to the network and makes it available for other software users. Click the button, select a network location (V:\ACS in the example), and click the OK. This function is not available for SQL server based companies.

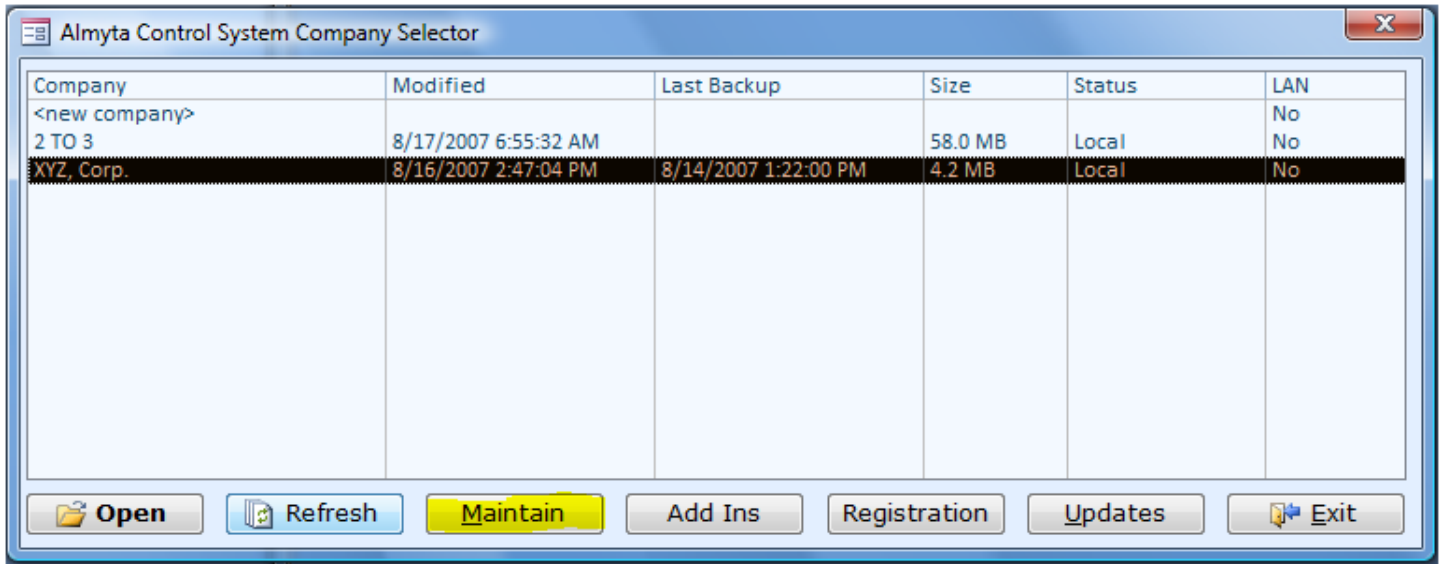


7. The **Delete** removes a local company completely from disk (type YES in all capitals on the next screen). It removes only a link to the networked company leaving the data files in the original location on the network unchanged. This function is not available for SQL server based companies.
8. The **Update** Now replaces the application but leaves the Company data untouched. This function can be used in case when Compact and Repair cannot fix problems. This function can be used with no restrictions for single and multi user installations.

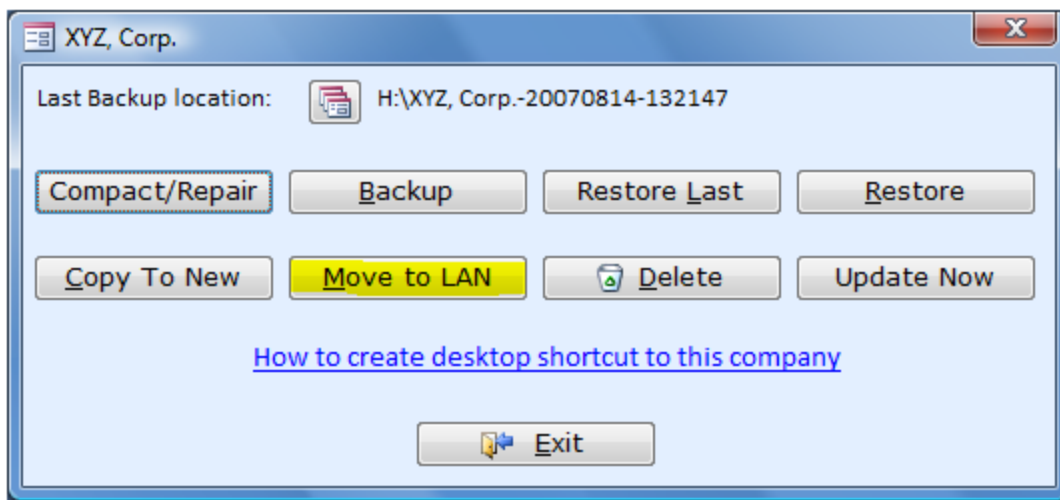
In addition, you can create a desktop shortcut to a company. Click the hyperlink “How to create desktop shortcut to this company”, to find out how to do it.

## Sharing Your Local Company with Other Users. Networked Installation.

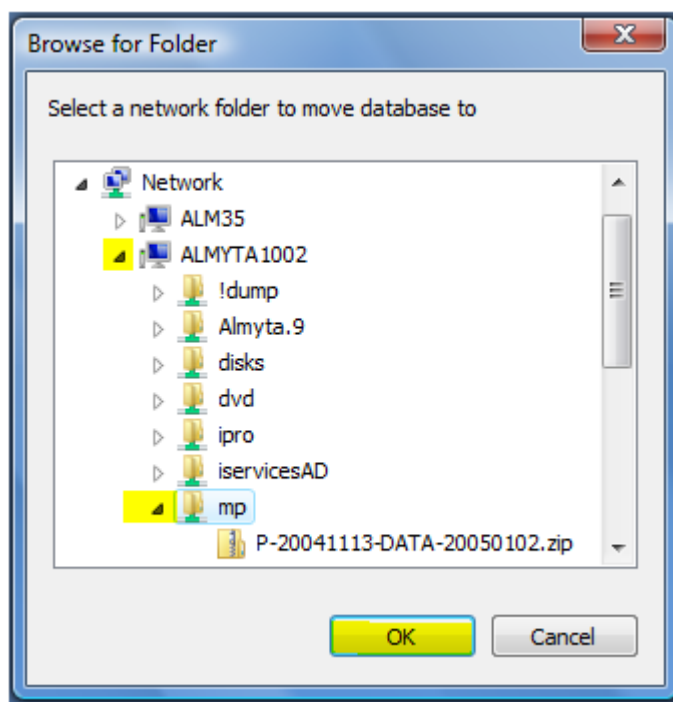
In Almyta Company Selector, choose a local company that you want to share. Click the Maintain button.



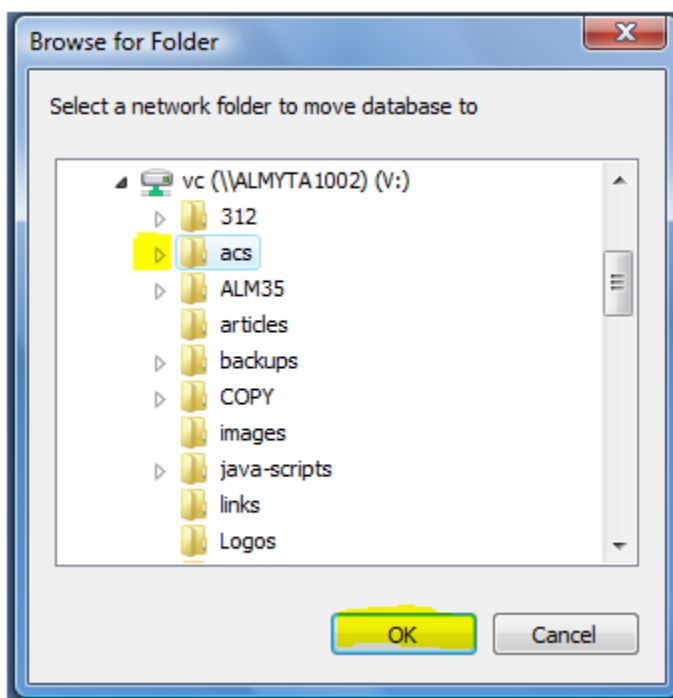
On the next screen, click the Move to LAN button.



On the next screen, find a server /share/folder where you want your company to live. Click the OK button. In this example, we selected server ALMYTA1002, share MP. Therefore, our XYZ, Corp, will be moved to the physical place \\ALMYTA1002\MP\#XYZ. Corp.#\.

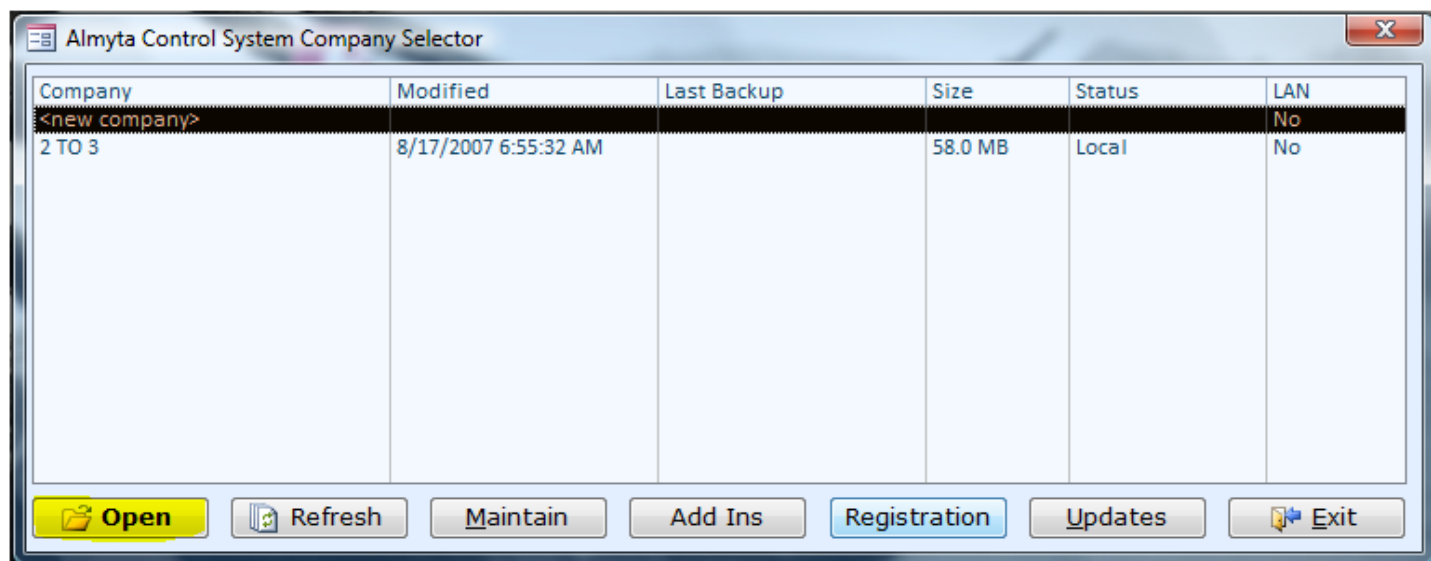


You can also move your company to a mapped networked drive. In the example, we selected V:\ACS. Therefore, our XYZ, Corp, will be moved to the logical place V:\ACS\#XYZ. Corp.#\ . When you use a mapped drive (V:), all users who will access this company must have V: drive mapped on their PCs.

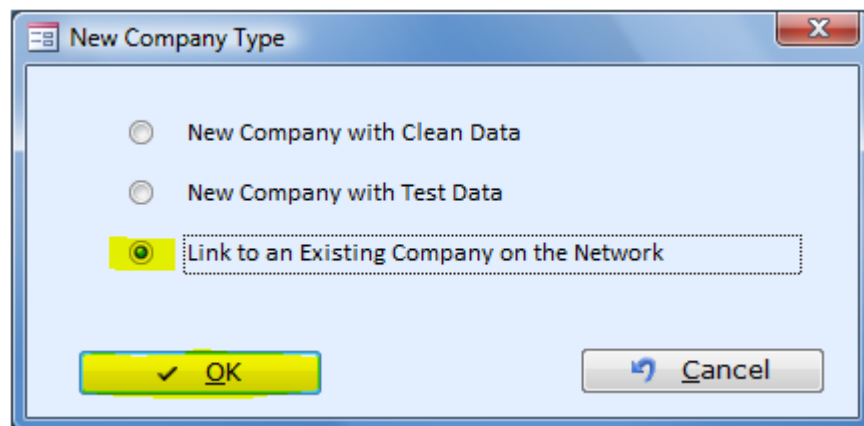


## Connecting to a Shared Company

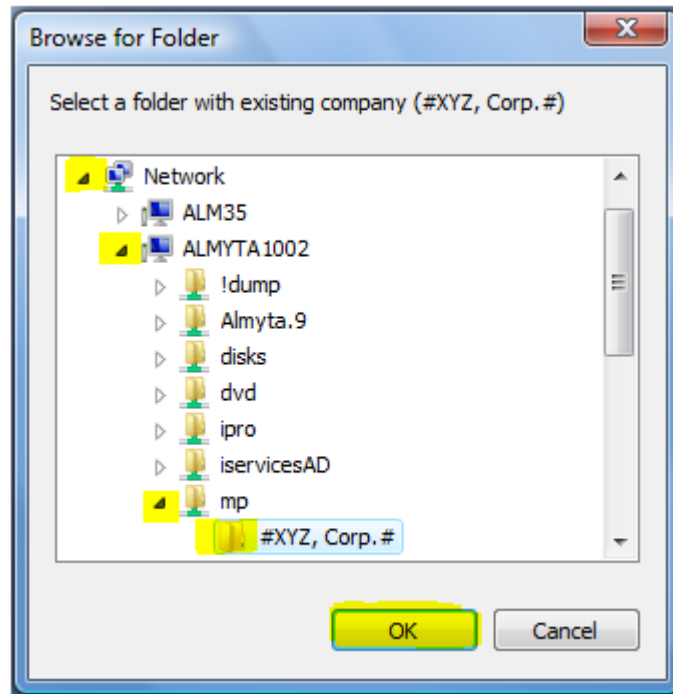
In Almyta Company Selector, choose the <new company> and click the Open button.



On the next screen, choose the Link to an Existing Company on the Network and click the OK button.

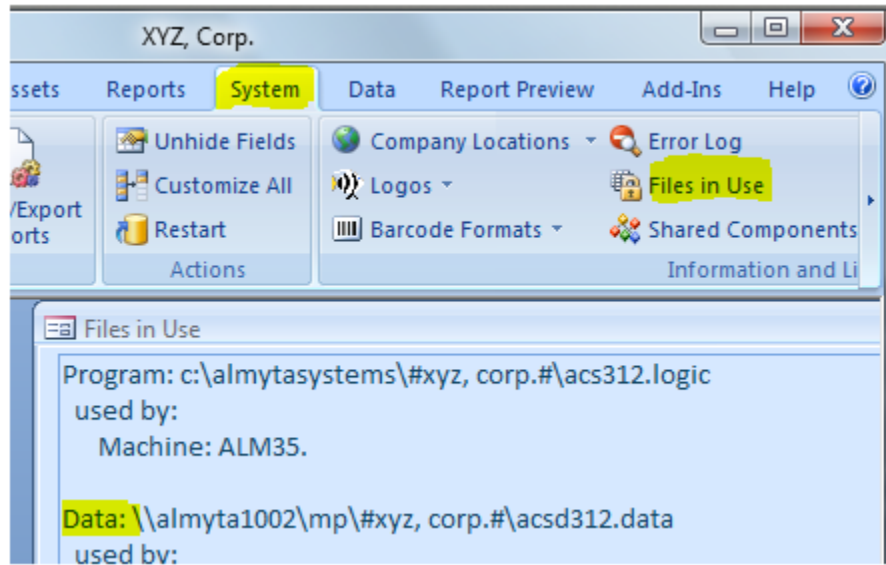


Browse for a network folder where the shared company is. Select the folder #[Company Name]# and click the OK button. In the example, we selected \\ALMYTA1002\\MP\\#XYZ, Corp.#.



## Finding the Data File's Location

Go to the System tab menu, Information and Lists group, Files in Use. The data file is a second reference on the Files in Use screen.



## Using Microsoft OneDrive for the Multi-User Data Access

You can use Microsoft OneDrive cloud storage if you need to access your database from multiple locations or in the multi-user mode. There is a difference between the multi-user LAN data access and the OneDrive data access. The LAN access supports concurrent users in the read/modify mode. The OneDrive cloud access supports multiple users but only one at a time – no concurrent connections. The LAN access requires users to be on the same local network meaning the same office location or access their office computers remotely via such applications as RDP, TeamViewer and alike. The OneDrive access allows data access from any remote location with the internet connection. Although, the connection is necessary only when you open/close the application.

To create or move your current OneDrive data connection, make sure your software version is higher than 51A. Check the System/Software Version screen.

The screenshot shows the Almyta Control System software interface. The top menu bar includes 'Reports', 'System' (highlighted), 'Data', 'Report Preview', 'Add-Ins', and 'Help'. The 'System' menu is open, showing options like 'Unhide Fields', 'Customize All', 'Restart', 'Company Locations', 'Logos', 'Barcode Formats', 'Error Log', 'Software Version' (highlighted), and 'Software Registration'. A 'Users' icon is visible on the right. Below the menu, a data table is displayed with columns: 'Date', 'Supplier ID', 'Item ID', 'Description', 'Units', and 'Amount'. The table contains 12 rows of data. At the bottom, a copyright notice reads 'Copyright © ALMYTA SYSTEMS 2003-2020' and the version is 'Version 4.16.51 A (64-bit)' (with '51 A' highlighted). An 'OK' button is located at the bottom right.

Date	Supplier ID	Item ID	Description	Units	Amount
06/03/03	SAFERWAY	DEAN'S	Overhead storage bin 14.5	152.0	\$4.56
06/03/03	SAFERWAY	BROTHER	Chalkboard 48" x 36" 1/4" thick	24.0	\$3.30
06/03/03	SAFERWAY	CHILDS	Overhead storage bin 14.5	24.0	\$2.16
06/03/03	SAFERWAY	CUMMINS	Overhead storage bin 14.5	3.0	\$3.21
06/03/03	SAFERWAY	ORGANIC	Any Fresh apples	11.0	\$5.24
06/03/03	SAFERWAY	MCC	Messy Fresh cheese	125.0	\$72.40
06/03/03	SAFERWAY	OLIVE	Olives Oil	60.0	\$11.00
06/03/03	SAFERWAY	UNION	Any Fresh apples	6.0	\$3.20
06/03/03	SAFERWAY	CORONA	Overhead storage bin 14.5	3.0	\$3.21
06/03/03	BUTCHER	PORK	Ground Pork	2.0	\$3.01
06/03/03	[null]	CHILDS	Overhead storage bin 14.5	0.0	\$10.34
				462.0	\$317.79

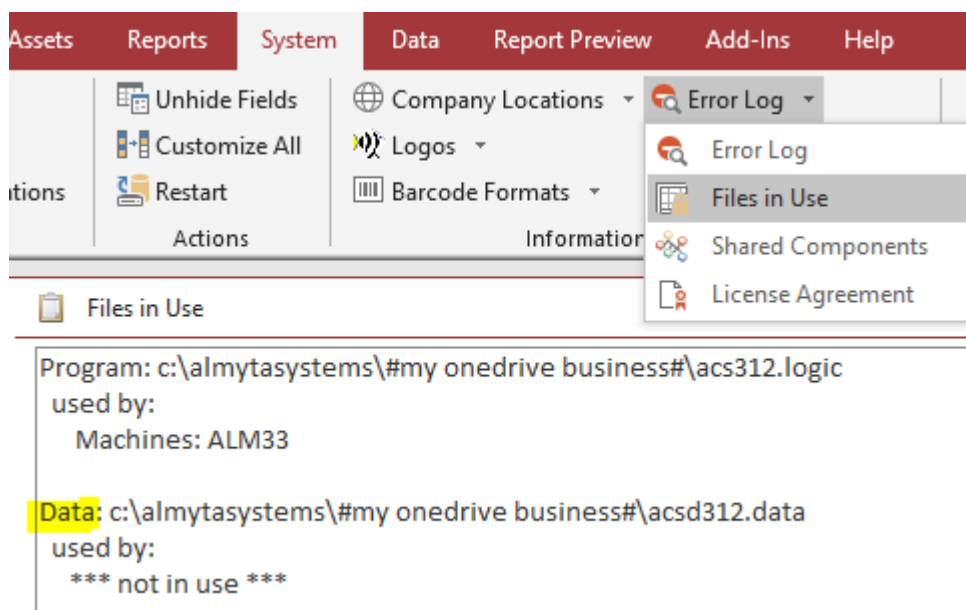
If the version is lower, download the latest update by going to the Help/Download Updates menu.

Create a new database, but if you already have one, skip this step. We will call this company "My OneDrive Business" as an example.

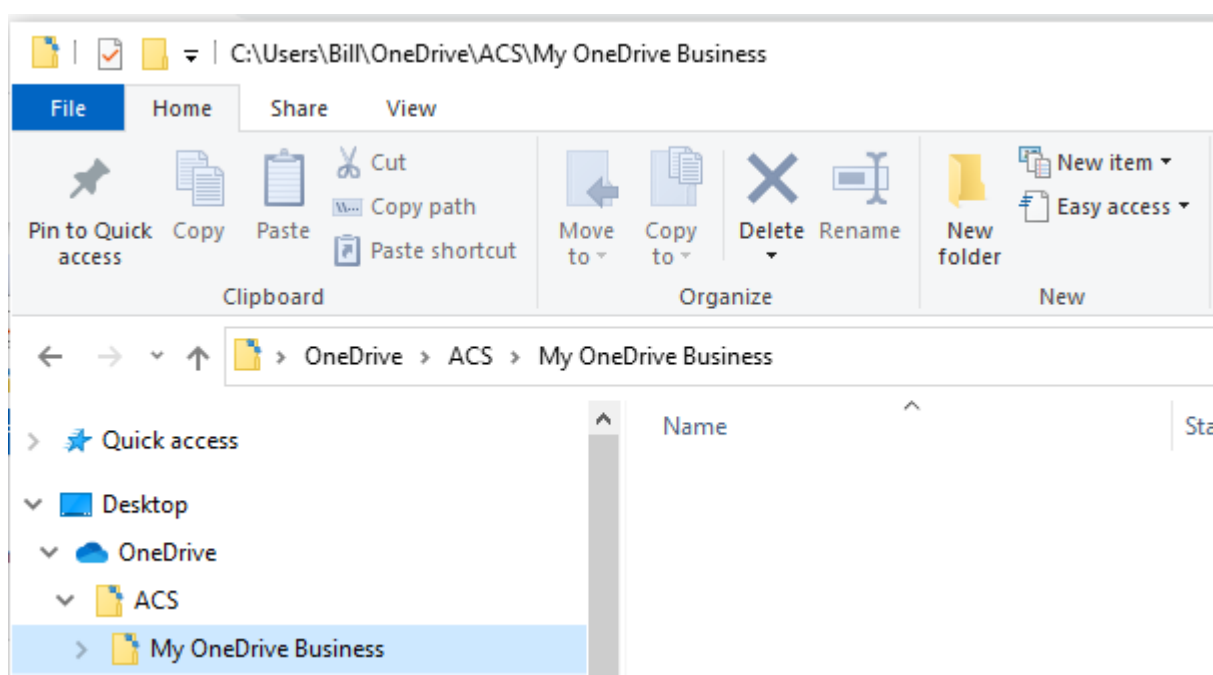
Almyta Company Selector

Company	Modified	Last Backup	Size	Status
<new company>				
My OneDrive Business	11/09/2020 7:13:25 PM		5.1 MB	OK
Almyta Systems	11/06/2020 7:47:20 AM	10-Sep-20 06:16	65.8 MB	Local

Double-click the “My OneDrive Business”. See where your data file is in the System/Error Log/Files in Use menu.

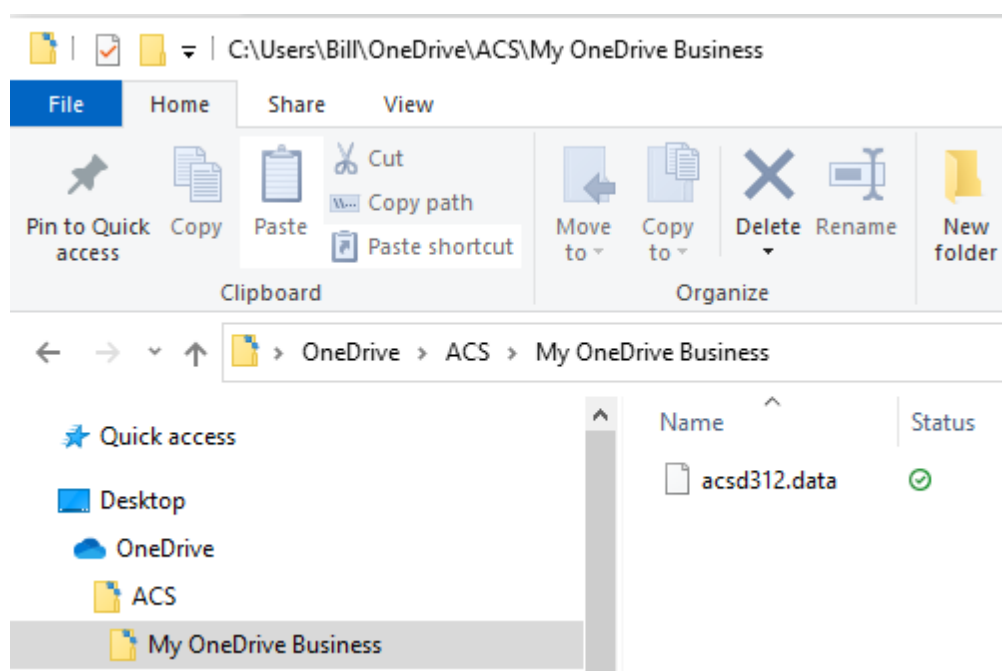


Close the application. Open the File Explorer. Go to OneDrive and create a folder just for the ACS companies. Inside the folder, create a subfolder to keep your “My OneDrive Business” data files. We gave it the same name here.

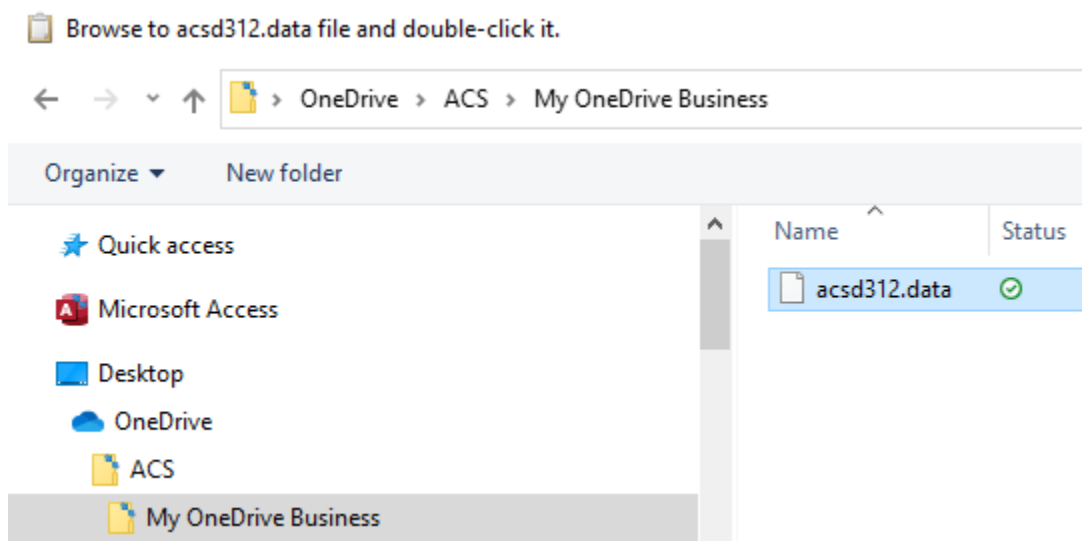


In the File Explorer, copy your data file c:\almytasystems\#my onedrive business#\acsd312.data



To the OneDrive folder “C:\Users\[Your Name]\OneDrive\ACS\My OneDrive Business”



Go back to the Company Selector and open “My OneDrive Business” company. Go to the Data/Relink menu. Say, No to the SQL Data connection. Browse to the “C:\Users\[Your Name]\OneDrive\ACS\My OneDrive Business” folder and pick the acsd312.data file.



This should take a moment to link to your OneDrive Data. When it is done, go to the c:\almytasystems\#my onedrive business# folder in the File Explorer and rename your data file acsd312.data to something else.

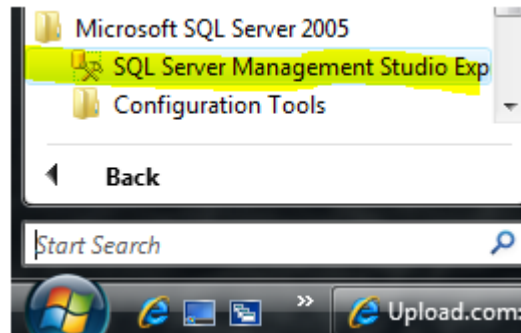
This PC > OS (C:) > AlmytaSystems > #My OneDrive Business#	
Name	Date modified
 OneDriveDataLocation.txt	11/09/2020 8:05 PM
 moved to OneDrive acsd312.data	11/09/2020 7:18 PM

Remember that while you are in the database, no one else can access it. Close the company to save your changes. This will make the company database available to other users and to you on other computers.

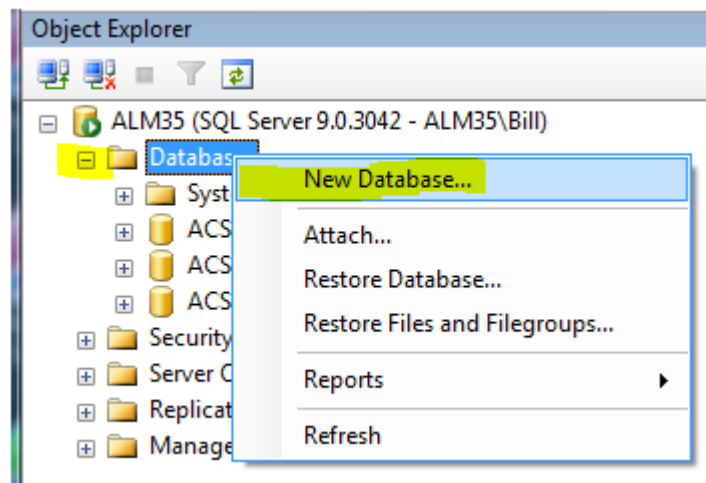
To connect other computers to your OneDrive cloud data, create a new company with the same name (My One Business), open it, go to the Data/Relink and point it to the “\OneDrive\ACS\My OneDrive Business\acsd312.data” file. While doing it, the company must be closed on all computers. Rename the c:\almytasystems\#my onedrive business#\acsd312.data file.

## SQL Server Installation

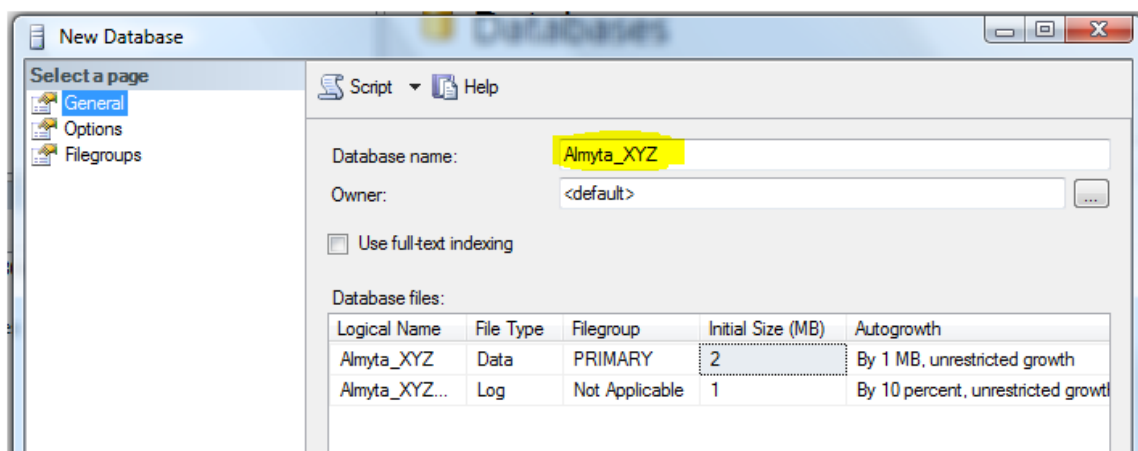
1. Start Microsoft SQL Server 2005



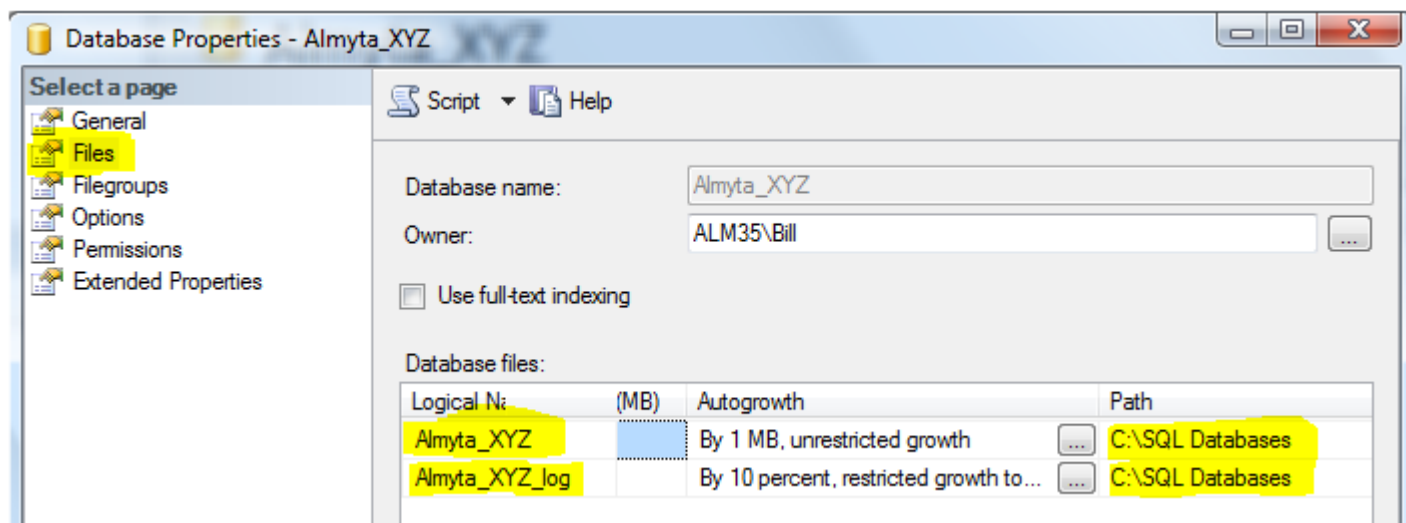
2. Go to the Object Explorer (choose it from the View menu if you don't see it), right-click on the Databases, and select New Database



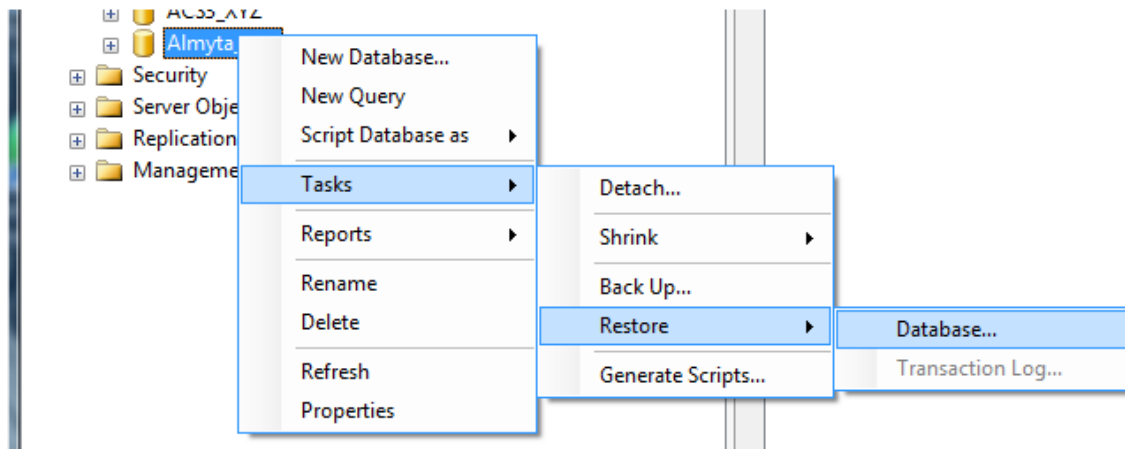
3. Name your database like Almyta-[Your Company Name]. Click the OK button



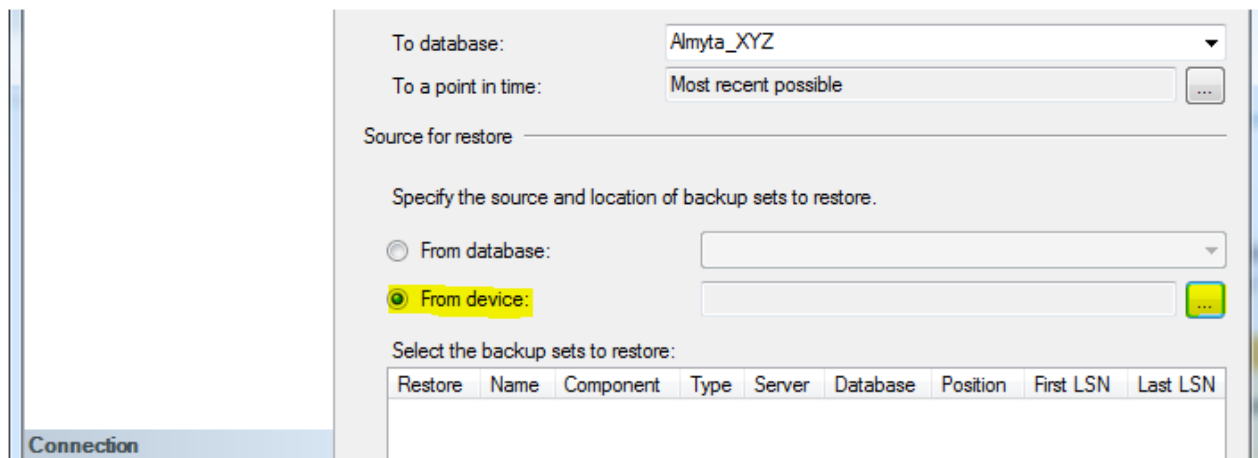
4. After the database is created, right-click it and select Properties from the Popup menu. Switch to the Files page on the left. Make a note of the database file names and their location on disk (path).



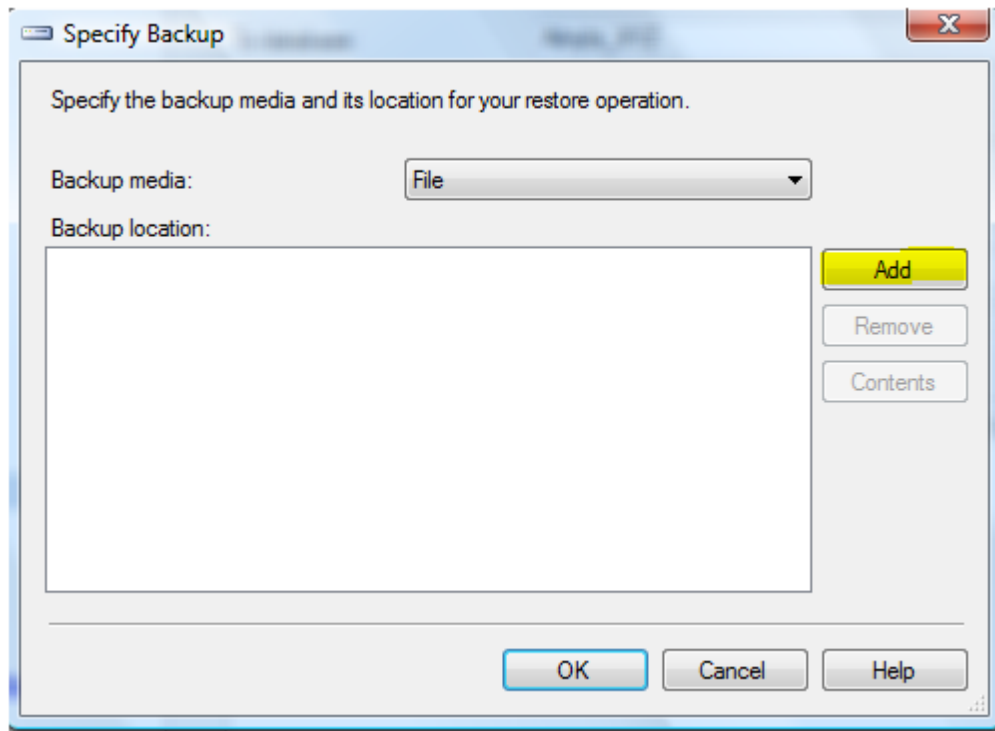
5. Right-click newly created database and select Tasks/Restore/Database.



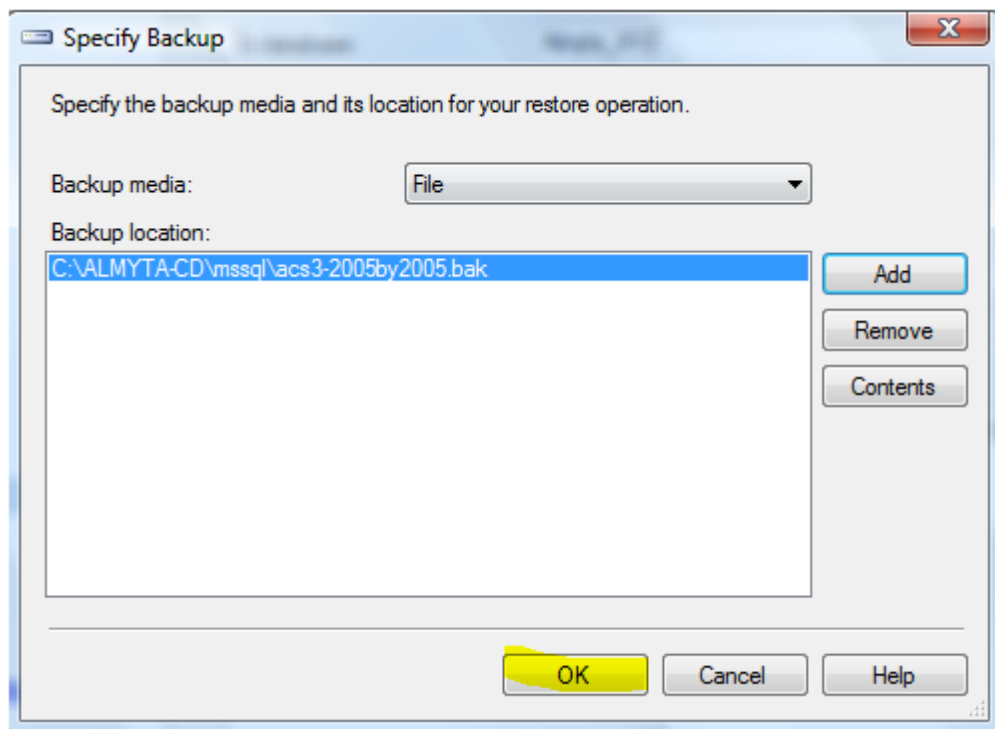
6. Select “From Device” and click the Multi-dot button to the right.



7. On the next screen, click Add.



8. Browse to the Almyta data structure file and double-click it. On Almyta CD the file can be found in MSSQL folder. The file name is acs3-2005by2005.bak



9. When back on the main Restore screen turn on the Restore switch for the dataset.

Specify the source and location of backup sets to restore.

☐ From database:

☒ From device: C:\ALMYTA-CD\mssql\acs3-2005by2005.bak ...

Select the backup sets to restore:

Restore	Name	Component	Type	Server	Database	Position
<input checked="" type="checkbox"/>	ACS3-Full Database Backup	Database	Full	ALM35	ACS3	1

10. Switch to the Options page, and select Overwrite the existing database. Then for each file, click the multi-dot button, scroll and select the file noted in step 4 above.

Restore Database - Almyta\_XYZ

Select a page

General Options

Script Help

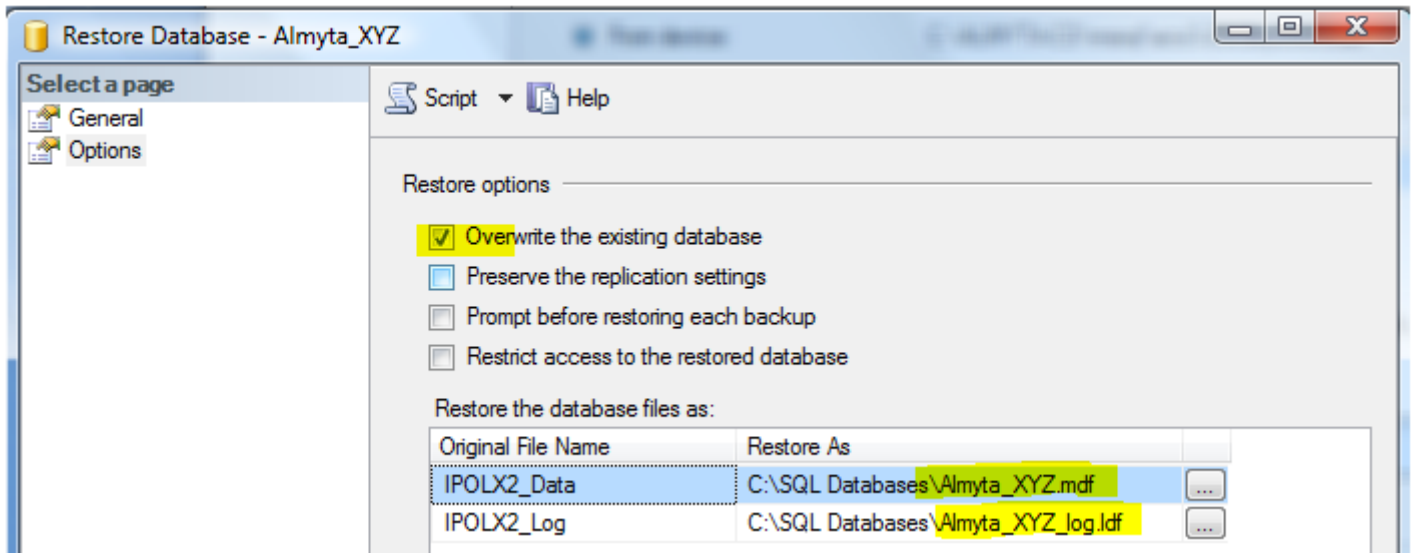
Restore options

☒ Overwrite the existing database
 ☐ Preserve the replication settings
 ☐ Prompt before restoring each backup
 ☐ Restrict access to the restored database

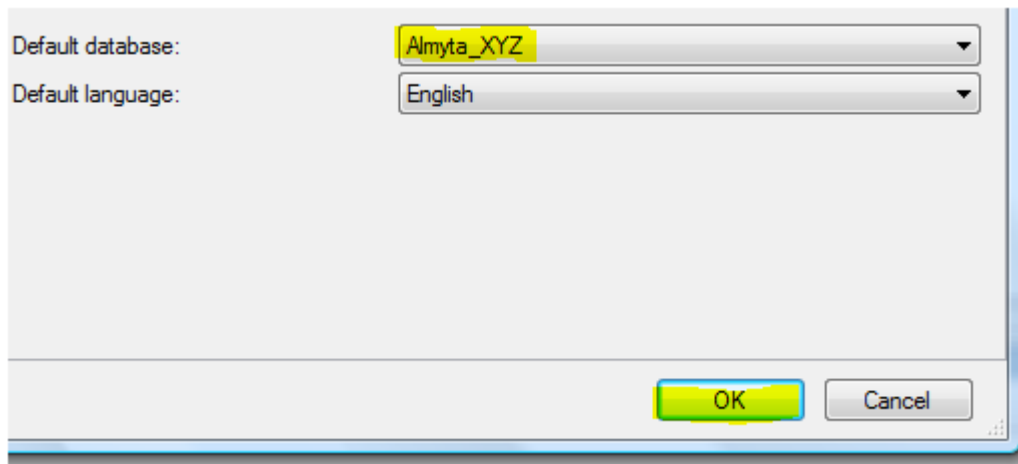
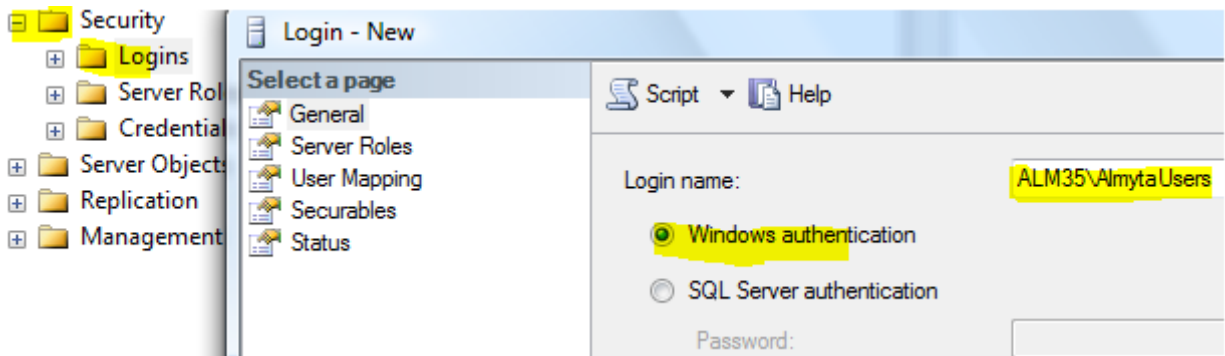
Restore the database files as:

Original File Name	Restore As	
IPOLX2_Data	C:\SQL Databases\ACS3.mdf	...
IPOLX2_Log	C:\SQL Databases\ACS3_log.ldf	...

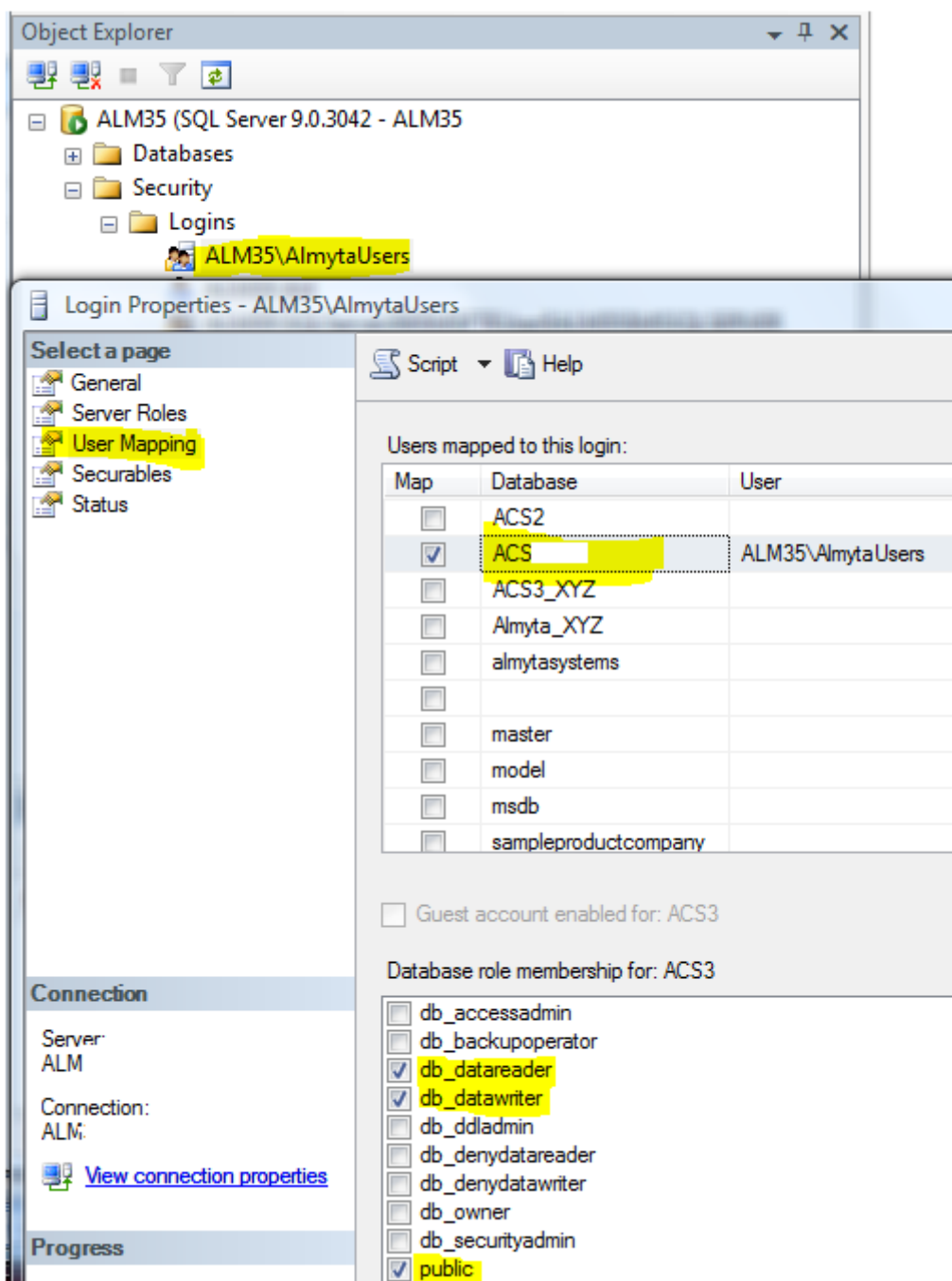
11. Based on the file names in step 4, the resulting screen should look like this



12 If you ever need to add users to the SQL Server, create a user group in Windows Active Directory or workgroup. Call it AlmytaUsers for instance. Add users to it. Add the group to the SQL Server security. Specify the default database to be your newly created Almyta database. You can use any other available way to maintain your security. However, we find this one to be the easiest.



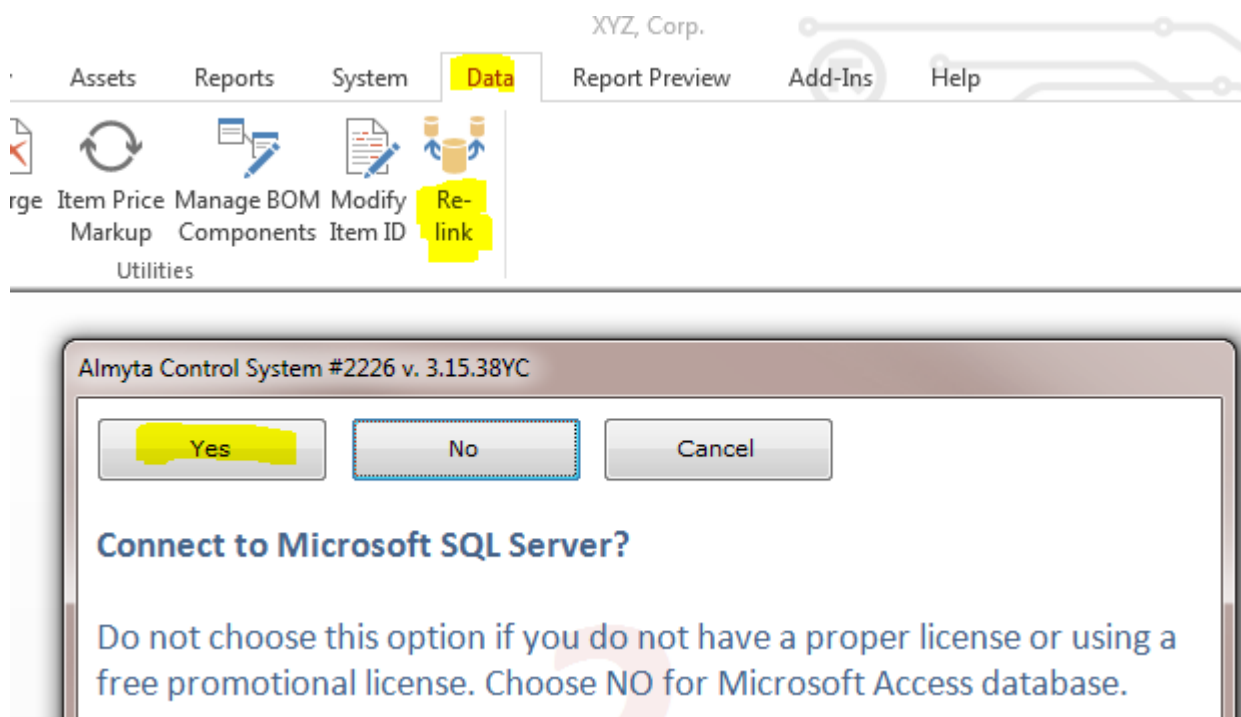
13. You may also need to assign the datareader/datawriter permissions to the group.



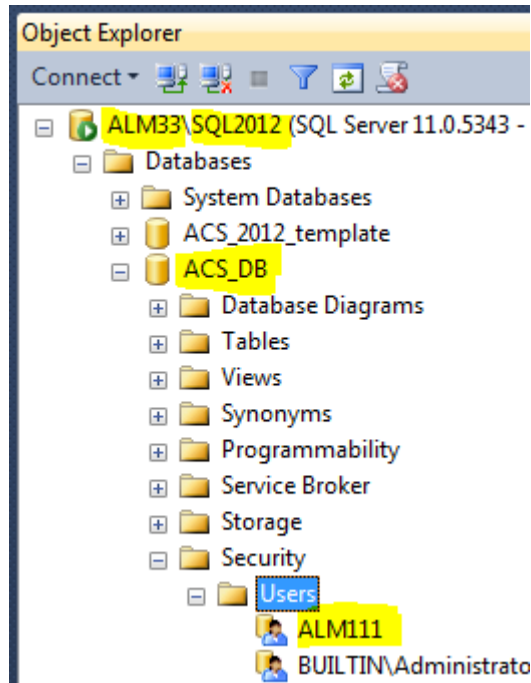
## Client side

1. Install Almyta Control System.
2. Open XYZ Company.
3. Download Updates by using Help/Download Updates menu.
4. Use Home/Return to Company Selector.
5. Create a new company and name after your business, a legal name is preferred.
6. Say No to Configure, say Yes to Open.
7. Install Microsoft SQL Server ODBC driver 17. Download it only from Microsoft.com website.

Go to the Data/Re-Link menu. Choose Yes for the SQL Server connection.



If the SQL Server configured with these names,



then for Windows Integrated Security (using Windows Active Directory), fill out the form like this:

Link to SQL Server

×

If you leave Server field blank, you can browse all ODBC sources on this computer.

SQL Server Type:

MS SQL 2008 or later

Data Access Library Name:

DBMSSOCN

Driver Name:

ODBC Driver 17 for SQL Server

SQL Server Name or IP Address :

ALM33

SQL Server Instance or blank:

SQL2012

TCP Port or blank:

Database Name:

ACS\_DB

Use Windows Security:

☒

User Name:

User Password:

Save Password:

☐

Cancel

Refresh Link

SQL Server Scripts

OK

The Windows Users should be added to the SQL Server ACS\_DB database users or to the AlmytaUsers group in the SQL Server section above.

If you want to use SQL Server authentication, fill out the form like this:

Link to SQL Server

If you leave Server field blank, you can browse all ODBC sources on this computer.

SQL Server Type: MS SQL 2008 or later

Data Access Library Name: DBMSOCON

Driver Name: ODBC Driver 17 for SQL Server

SQL Server Name or IP Address : ALM33

SQL Server Instance or blank: SQL2012

TCP Port or blank:

Database Name: ACS\_DB

Use Windows Security: ☐

User Name: ALM111

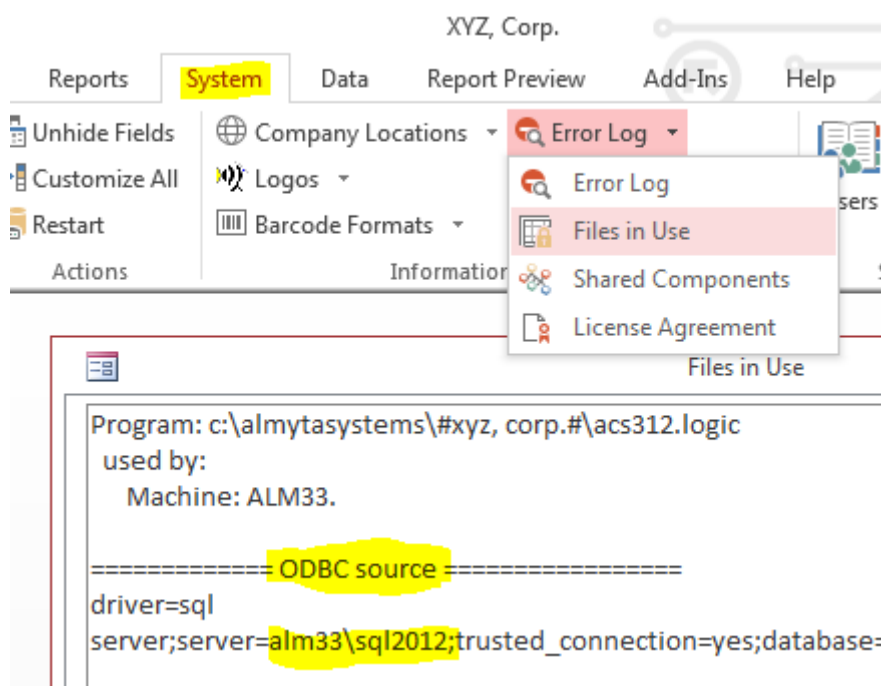
User Password: \*\*\*\*\*

Save Password: ☒

Cancel Refresh Link SQL Server Scripts OK

Turn on the Save Password options to save user password on local machine.

Finally Click the OK button. After software is relinked, you can verify it in System/Error Log/Files in Use menu.

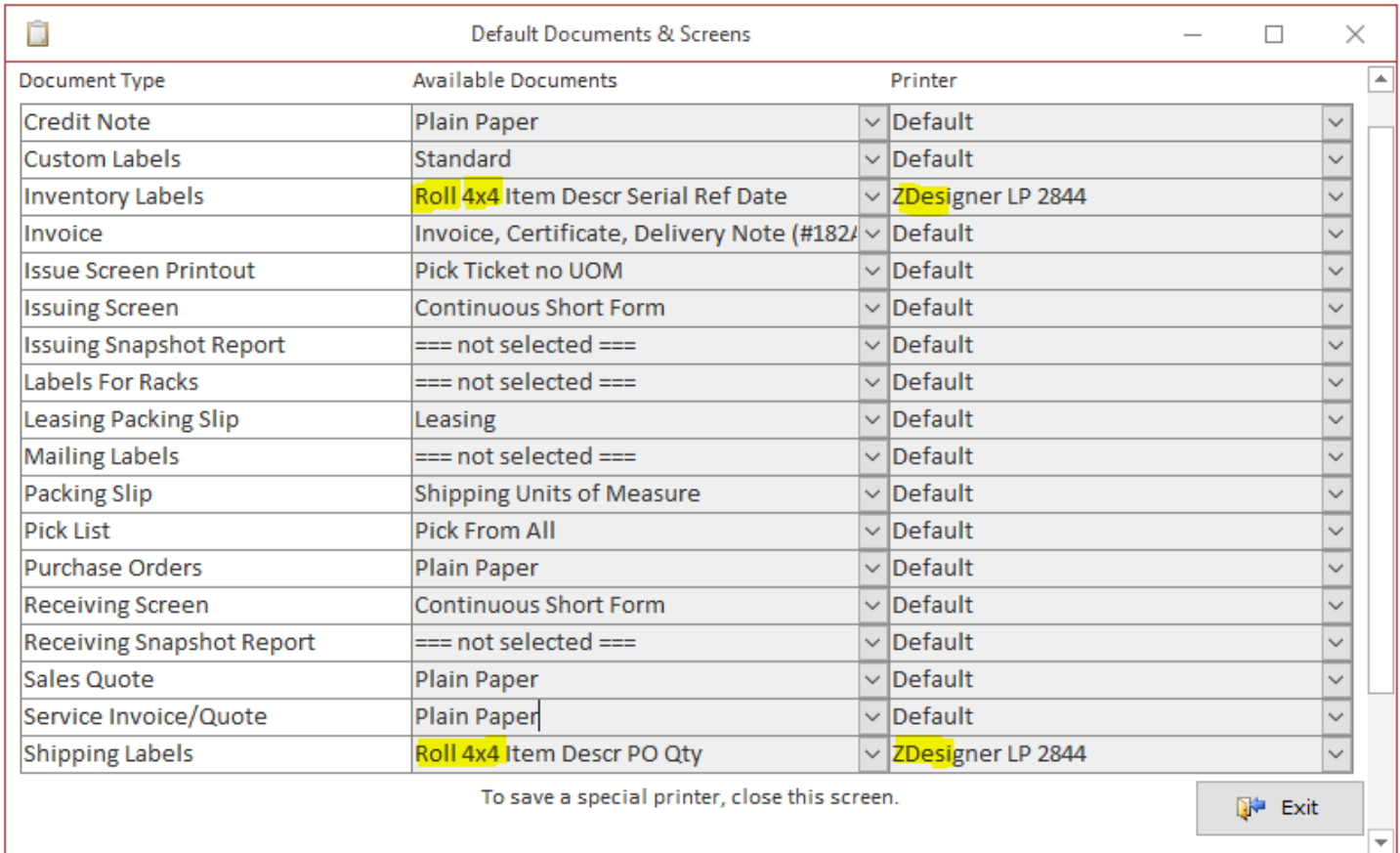


In general for each next PC, you can install Almyta Control System then replace the contents of C:\AlmytaSystems folder with same folder contents from first PC.

## Configuring Labels

### Selecting a label

Go to the System/Default Documents and Screens menu. Select a desired label and assign a label printer. Selecting the printer is important for configuring the labels. The configuration is saved separately for each printer. Leaving the Default in the printer field will force you to reselect a printer each time or sending labels to a current Windows default printer.



The screenshot shows a window titled "Default Documents & Screens" with a table containing the following data:

Document Type	Available Documents	Printer
Credit Note	Plain Paper	Default
Custom Labels	Standard	Default
Inventory Labels	Roll 4x4 Item Descr Serial Ref Date	ZDesigner LP 2844
Invoice	Invoice, Certificate, Delivery Note (#182)	Default
Issue Screen Printout	Pick Ticket no UOM	Default
Issuing Screen	Continuous Short Form	Default
Issuing Snapshot Report	=== not selected ===	Default
Labels For Racks	=== not selected ===	Default
Leasing Packing Slip	Leasing	Default
Mailing Labels	=== not selected ===	Default
Packing Slip	Shipping Units of Measure	Default
Pick List	Pick From All	Default
Purchase Orders	Plain Paper	Default
Receiving Screen	Continuous Short Form	Default
Receiving Snapshot Report	=== not selected ===	Default
Sales Quote	Plain Paper	Default
Service Invoice/Quote	Plain Paper	Default
Shipping Labels	Roll 4x4 Item Descr PO Qty	ZDesigner LP 2844

Below the table, it says: "To save a special printer, close this screen." At the bottom right, there is an "Exit" button with a blue arrow icon.

A selected label has to be configured for your printer once. To configure labels, we need to preview it on screen, make sure it fits to the page and well aligned. All labels are configured exactly the same way. Let us configure the Inventory Label. Go to the Inventory/Locate and Move screen, make sure that you have a few units in stock, use checkbox on the left to select a couple of units, and click the Labels button.

**Configuring Labels**

Selected Inventory Units

☒ ☐ ☐ ☐ Item Master Unit Detail **Labels** Consolidate Disassemble Issue Split Lot Move (0)

N	Item ID	Serial	Units	Rcv Ref	Rcv Date	Unit Cc	Location	Remark	Hold	Exp Date	N
<input checked="" type="checkbox"/>	1004-BK-M	SN13	1	P136-0330 09	10/06/10	0.00	DOCK		<input type="checkbox"/>		
<input checked="" type="checkbox"/>	1004-BK-M	SN12	1	P136-0330 09	10/06/10	0.00	DOCK		<input type="checkbox"/>		
<input checked="" type="checkbox"/>	1004-BK-M	SN11	1	P136-0330 09	10/06/10	0.00	SHELF10-A		<input type="checkbox"/>		

☐ 101 Adjust Number Of Units  
☐ 1005  
☐ PREB

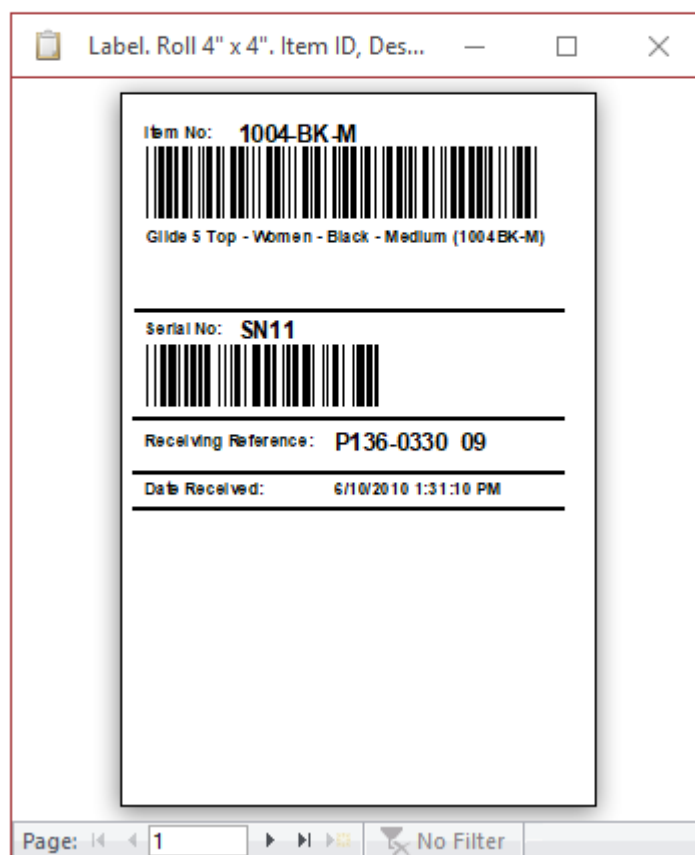
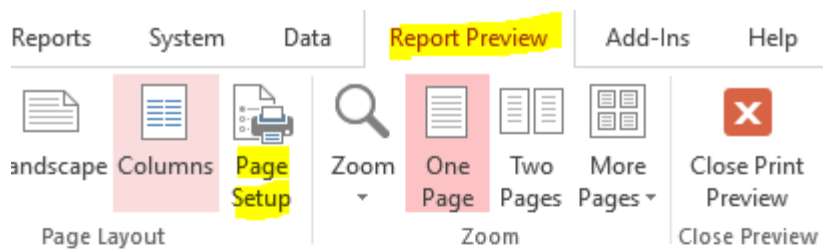
☐ 1004  
☐ 0482  
☐ 0482  
☐ 0482  
☐ 0482  
☐ PREB

One Label Per Row 0 1 Copies Each: ☒ 1 ☐ 2 ☐ 3 ☐ 4

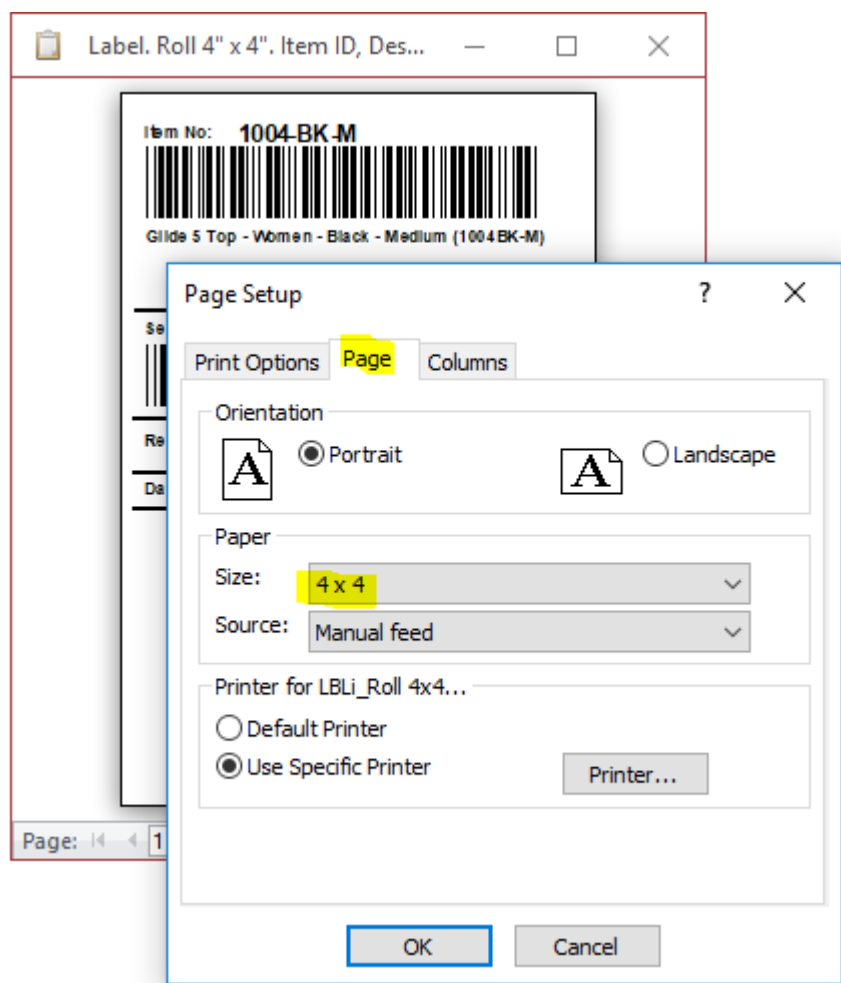
Item ID	Item Description	Number Of Labels	Serial/Lot	Location	Expiring	Production
1004-BK-M	Glide 5 Top - Women - Black - Medium (1004BK	1	SN13	DOCK		
1004-BK-M	Glide 5 Top - Women - Black - Medium (1004BK	1	SN12	DOCK		
1004-BK-M	Glide 5 Top - Women - Black - Medium (1004BK	1	SN11	SHELF10-A		

On the next screen, click the View button.

## Almyta Control System - Advanced Reference



The Report Preview screen appears. Go to the Report Preview menu and click the Page Setup button. On the Page Setup screen, switch to the Page tab and select a proper paper size. You can also change the orientation depending on your paper stock.



If a proper paper size is not available in the Size dropdown, define it in the Windows Control Panel, Devices and Printers or Printers and Scanner depending on the Windows version. Find your printer, go to its properties and define the paper stock. Here is an example for Zebra printers. Your screen will differ depending on the printer manufacturer and printer driver version.

## ZDesigner LP 2844

### Manage your device

Printer status: Paused

Open print queue

Set as default

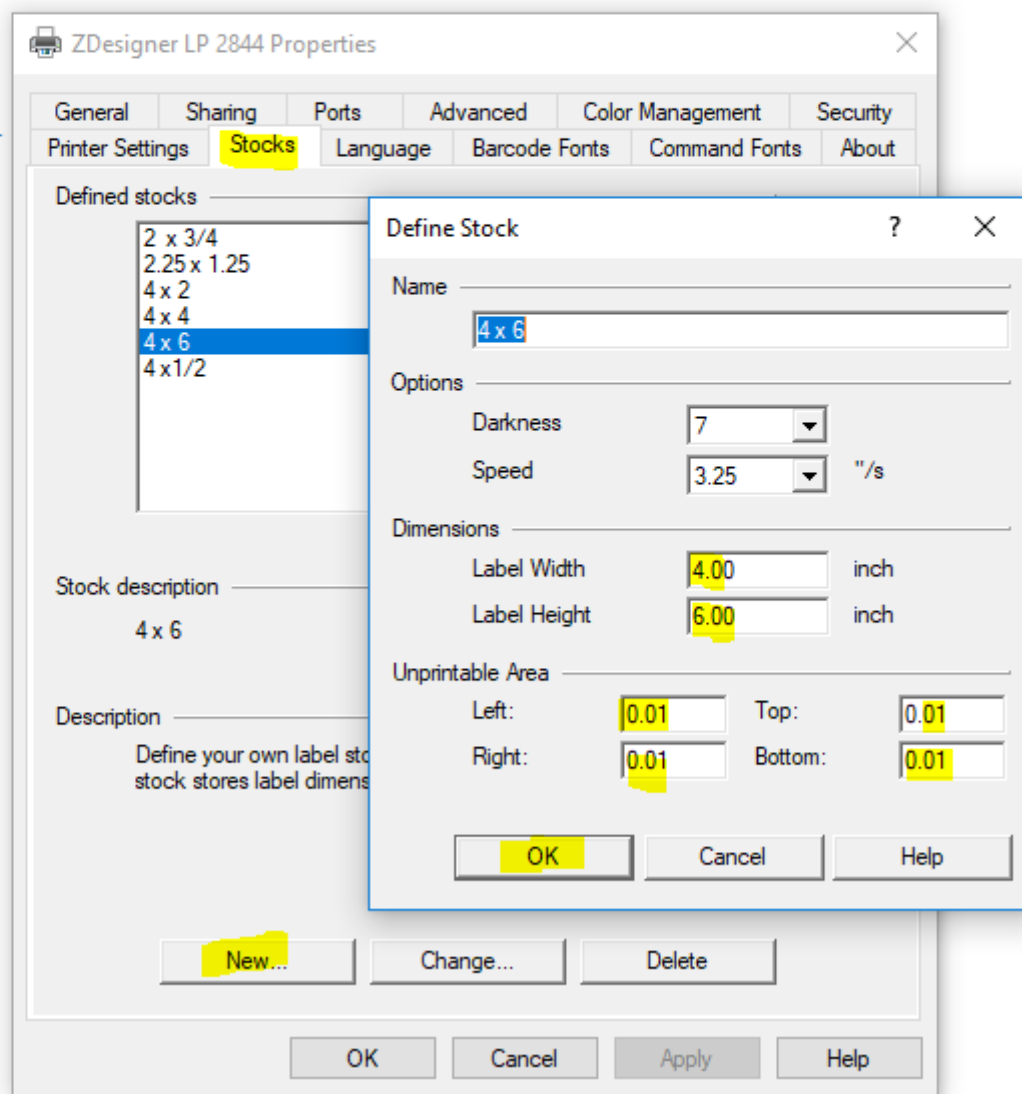
[Print a test page](#)

[Run the troubleshooter](#)

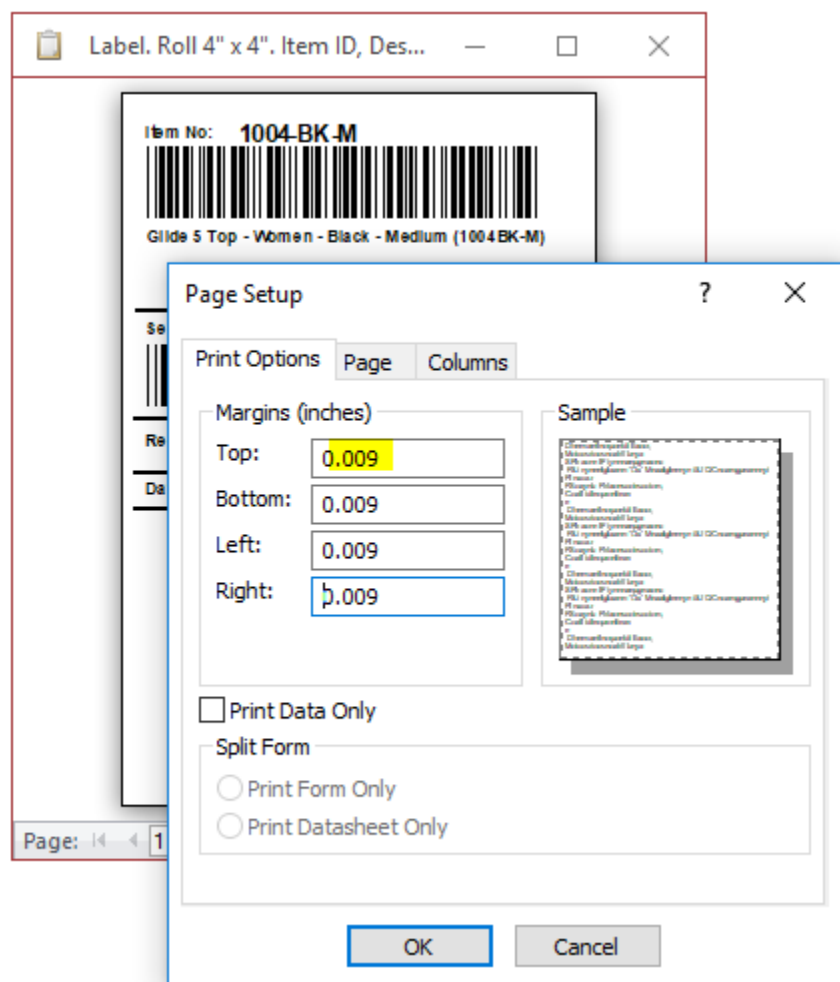
[Printer \*\*properties\*\*](#)

[Printing preferences](#)

[Hardware properties](#)



Back to our label configuration, after selecting the paper size, switch to the Print Options tab and set all margins to zero.



Each margin will be automatically changed to the smallest margin supported by the printer or defined in the paper stocks in the Printer Properties screen above. In our case, typing in zero resulted in 0.009. Finally click the OK button to see how your printer will look on paper. If you are previewing more than one label, use the Report Preview menu to select two or more pages. If the second page is blank, decrease the margins or if you have the smallest margins, change the paper stock or choose a smaller label in the System/Default Documents menu.





## Almyta Control System - Advanced Reference

Inventory Assets **Reports** System Data **Report Preview** Add-Ins Help

Print to Word Export to MS Excel **Portrait** Landscape Columns Page Setup Zoom One Page **Two Pages** More Pages Close Print Preview Close Preview

Page Layout Zoom

Label. Roll 4" x 4". Item ID, Description, Serial, Reference, Receivi...

<b>Item No:</b> 1004-BK-M  Glide 5 Top - Women - Black - Medium (1004BK-M)	<b>Item No:</b> 1004-BK-M  Glide 5 Top - Women - Black - Medium (1004BK-M)
<b>Serial No:</b> SN11 	<b>Serial No:</b> SN12 
<b>Receiving Reference:</b> P136-0330 09	<b>Receiving Reference:</b> P136-0330 09
<b>Date Received:</b> 6/10/2010 1:31:10 PM	<b>Date Received:</b> 6/10/2010 1:31:10 PM

Page: 1 No Filter

Click the Page Setup again to center the printing area on the labels by increasing the top and left margins. Do not change right and bottom margins, keep them as small as your printer can take.

Label. Roll 4" x 4". Item ID, Description, Serial, Reference, Receivi...

Item No: 1004-BK-M

Glide 5 Top - Women - Black - Medium (1004BK-M)

Serial No: SN11

Receiving Reference: P136-0330 09

Date Received: 6/10/2010 1:31:10 PM

Item No: 1004-BK-M

Glide 5 Top - Women - Black - Medium (1004BK-M)

Serial No: SN12

Receiving Reference: P136-0330 09

Date Received: 6/10/2010 1:31:10 PM

Page: 1

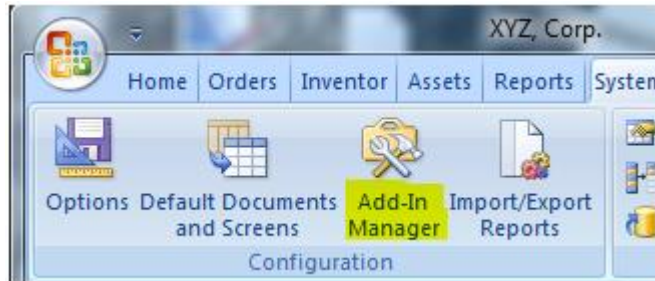
No Filter

The configuration is getting saved each time you close the Preview screen. You can always adjust the labels in the Preview screen if necessary. The configuration file for all labels is located in the [Almyta Installation Folder]\#[Your Company]\#Reports\ PrintingDevices.[Your Windows Login] file. This is a text file that can be edited if needed.

## Installing Add-Ins

### Installing the Add-ins under Windows XP

Open your company and go to the menu: System tab, Configuration group, Add-in Manager.

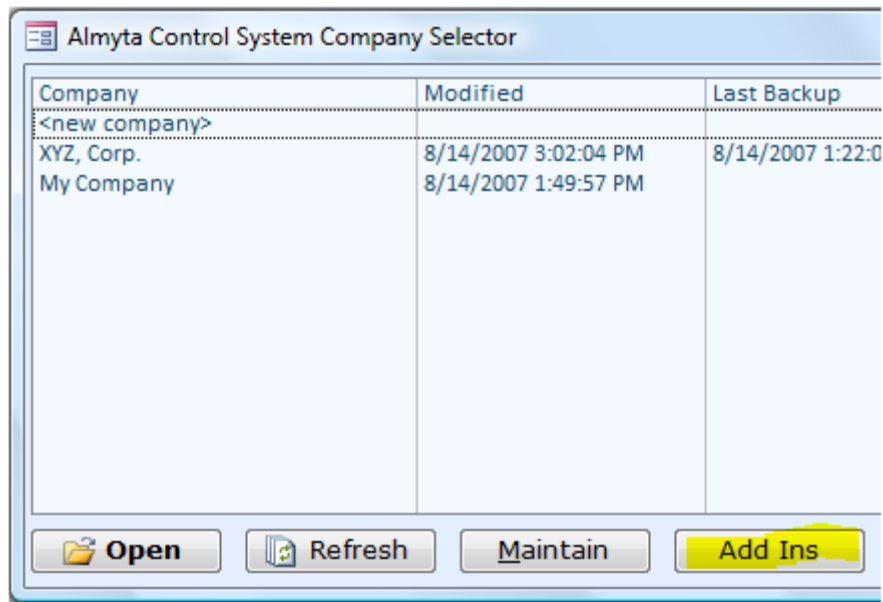


On the Add-In Manager screen, click the Add New button. Browse to a folder where you download the add-in, select the file and click the Open button.

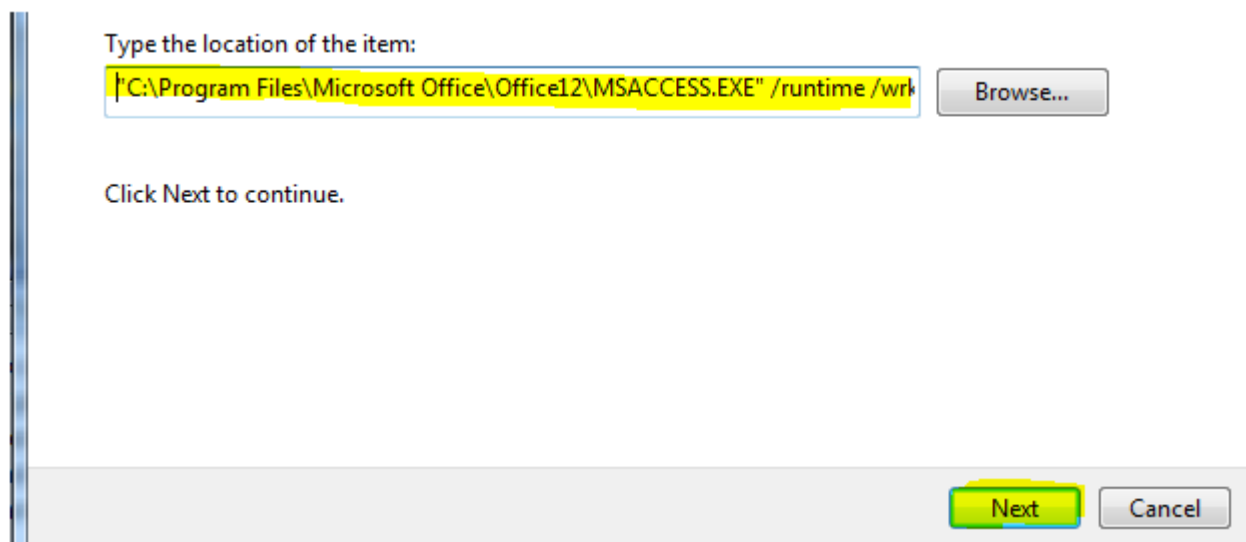
### Installing the Add-ins under Windows Vista

To protect your computer, Windows Vista has a different security policy. Because of the obstacles, you need to create a new shortcut to Almyta Company Selector and start the Company Selector using this new shortcut:

1. In Almyta Company Selector, click the Add-Ins button

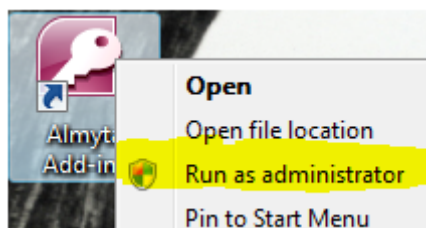


2. Click Yes to the Popup message, and on the next screen, press Ctrl+C to copy the highlighted text into the clipboard
3. Right-click the Windows Desktop and select New/ Shortcut from the popup menu.
- 4 Paste the content of the clipboard into the Location of the Item and click the next button.



5. On the next screen, change MSACCESS.EXE name to the Almyta Add-ins and click the Finish button.

You can move the icon to any place on your computer if you don't want to pollute your desktop. When you need to install or uninstall your add-ins, right-click on the Almyta Add-Ins icon and select Run as Administrator.

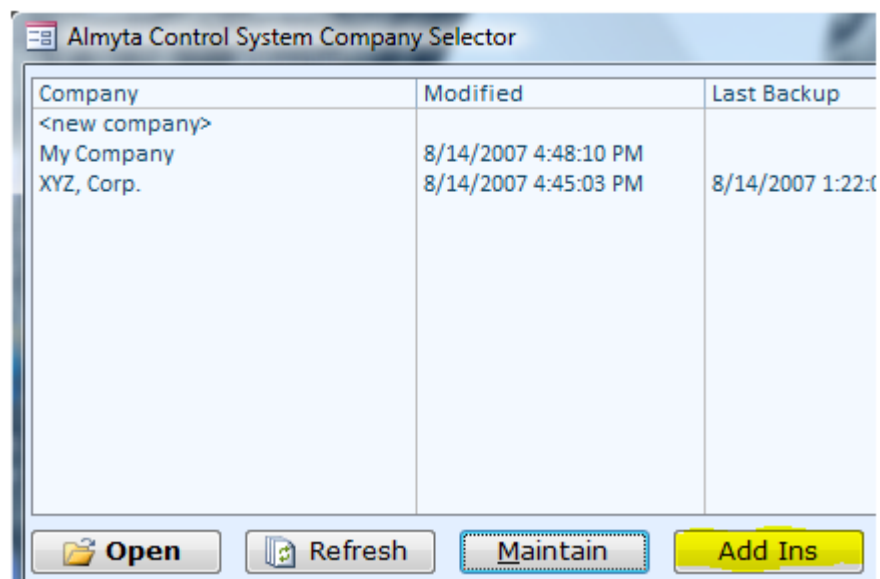


When Almyta Company selector started, click the Add-Ins. Use the Add-In Manager to install the add-ins the same way as you do it in Windows XP.

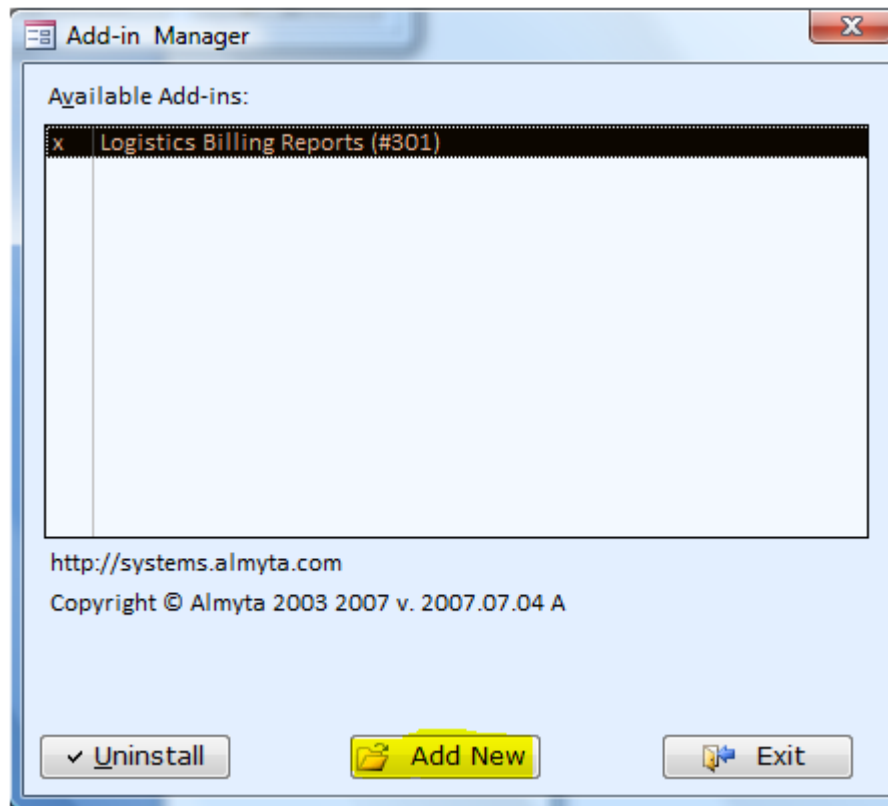
## Substituting Standard Forms with Custom Add-ins

The example below shows how to install and select a custom purchase order print out for My Company.

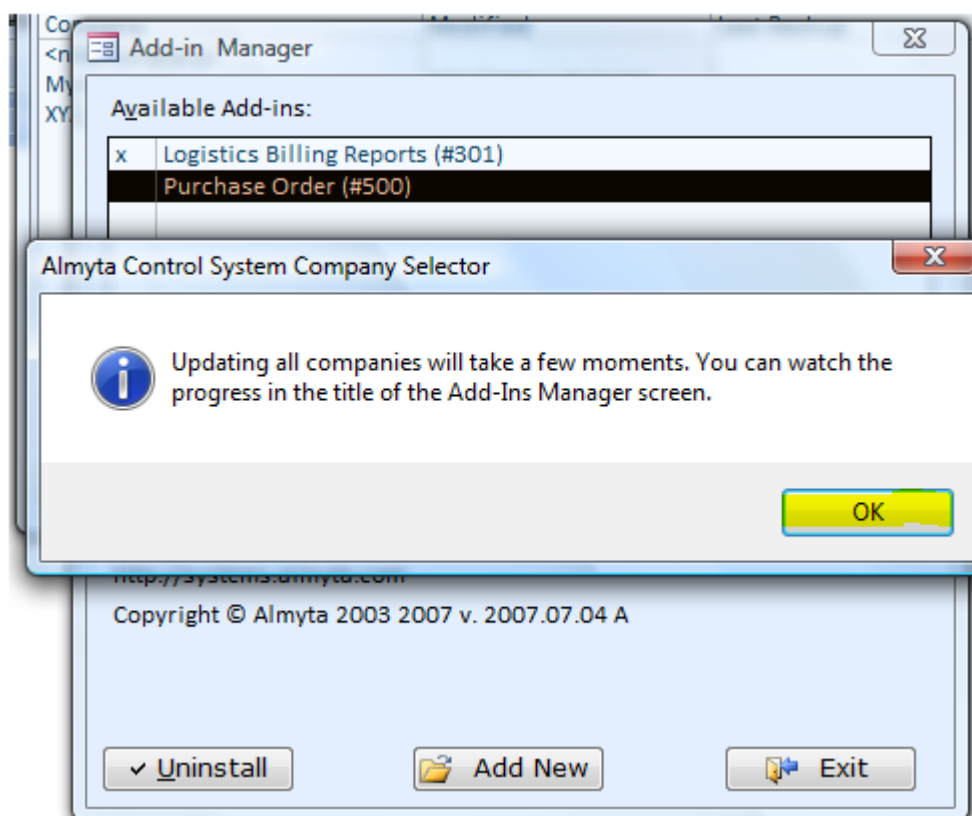
1. Start Almyta as Administrator or start it as is on XP. Click the Add-Ins button.



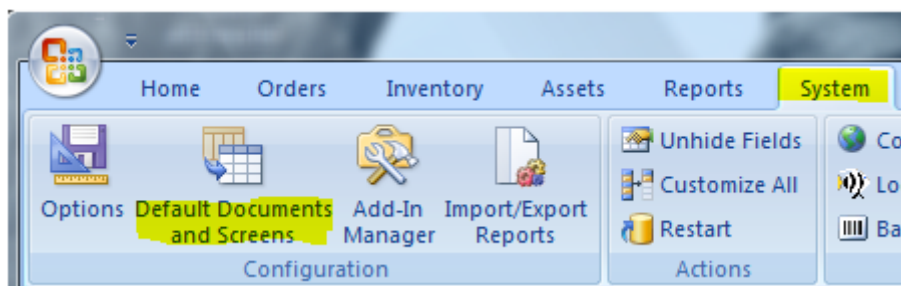
2. Click the Add New button.



3. Browse to the place where you hold the add-in and double-click it. Click OK to the warning.



4. Click Exit to close the Add-In Manager and open My Company. Go to the menu System tab and click on the Default Documents button.

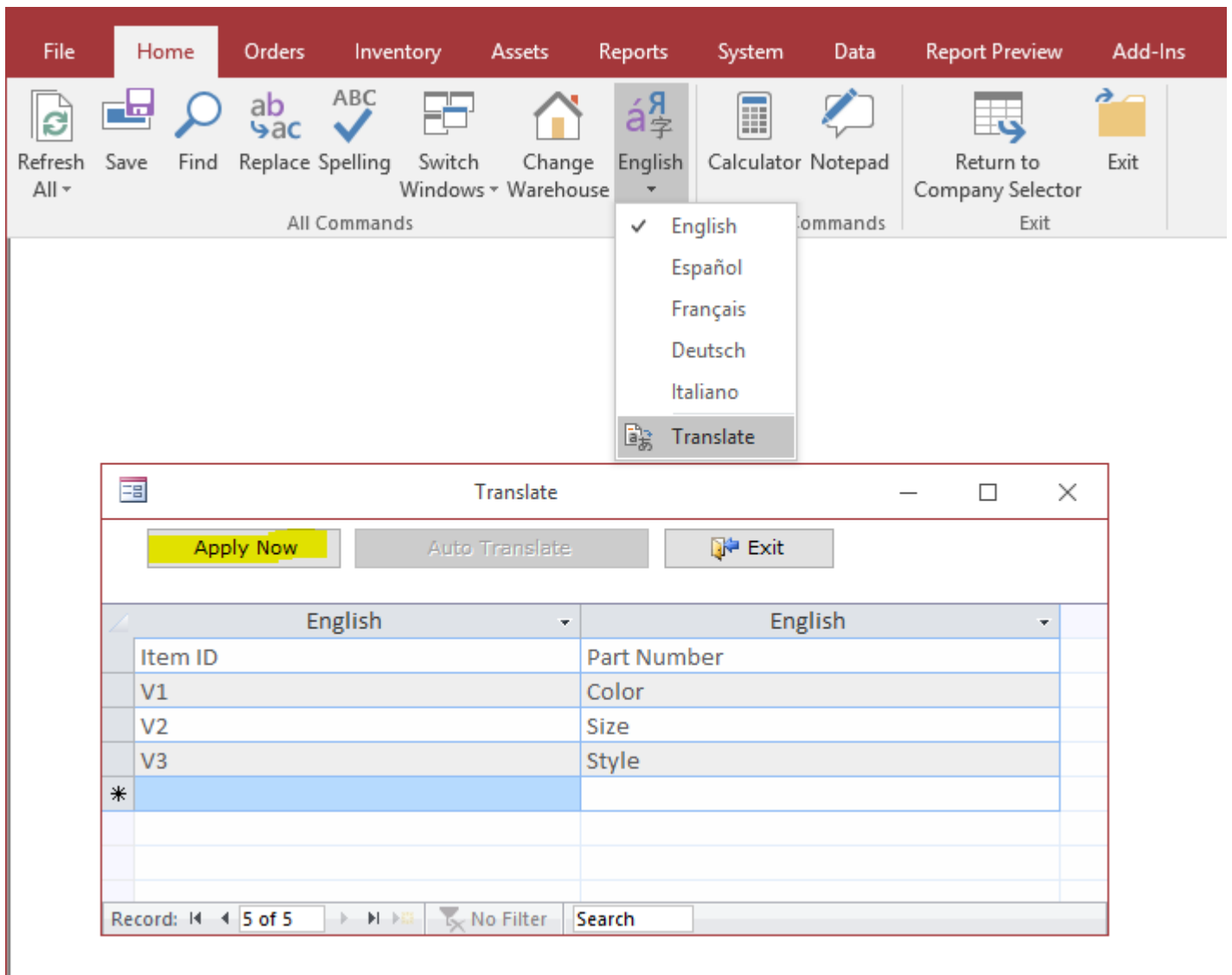


5. Select just installed Purchase Order #500 for the Purchase Orders document type.

Purchase Orders	Purchase Order (#500)
Receiving Screen	=== not selected ===
Receiving Snapshot Report	*** add-in ***
Service Invoice/Quote	Purchase Order (#500)
Shipping Labels	*** standard ***
Stow List	Plain Paper

## Renaming, Hiding, Showing fields on the Form-Like screens

Starting Summer 2016, users of our commercial software ACS, can rename the fields globally in one place. If a field is visible, you do not need to unhide it, but just rename, try to do the following. Go to the Home/English/Translate menu. In the left column, type in a word or phrase and in the right column, type in a new name. Click the Apply Now button. You can preload screens that you expect the changes to take place. The Apply Now action should change the field names right away and you will see if it worked for you or not.



If you need to rename and show hidden columns continue reading. Otherwise, just skip the rest of this chapter.

**Do not use the following technique on the spreadsheet like screens (screens with rows and columns).** See "Changing column names on the spreadsheet like screens" chapter below.

1. Go to the System menu tab, Options screen. Switch to the 3 Workstation tab. Select custom configuration in 5 Workstation Configuration dropdown list. Do not select the original configuration. It is not customizable. You can always switch to the original configuration later to restore screens' and reports' standard state. Save the change.

The screenshot shows the 'Options' window with the 'System' tab selected. The 'Workstation' tab is highlighted in the list of options. The configuration details are as follows:

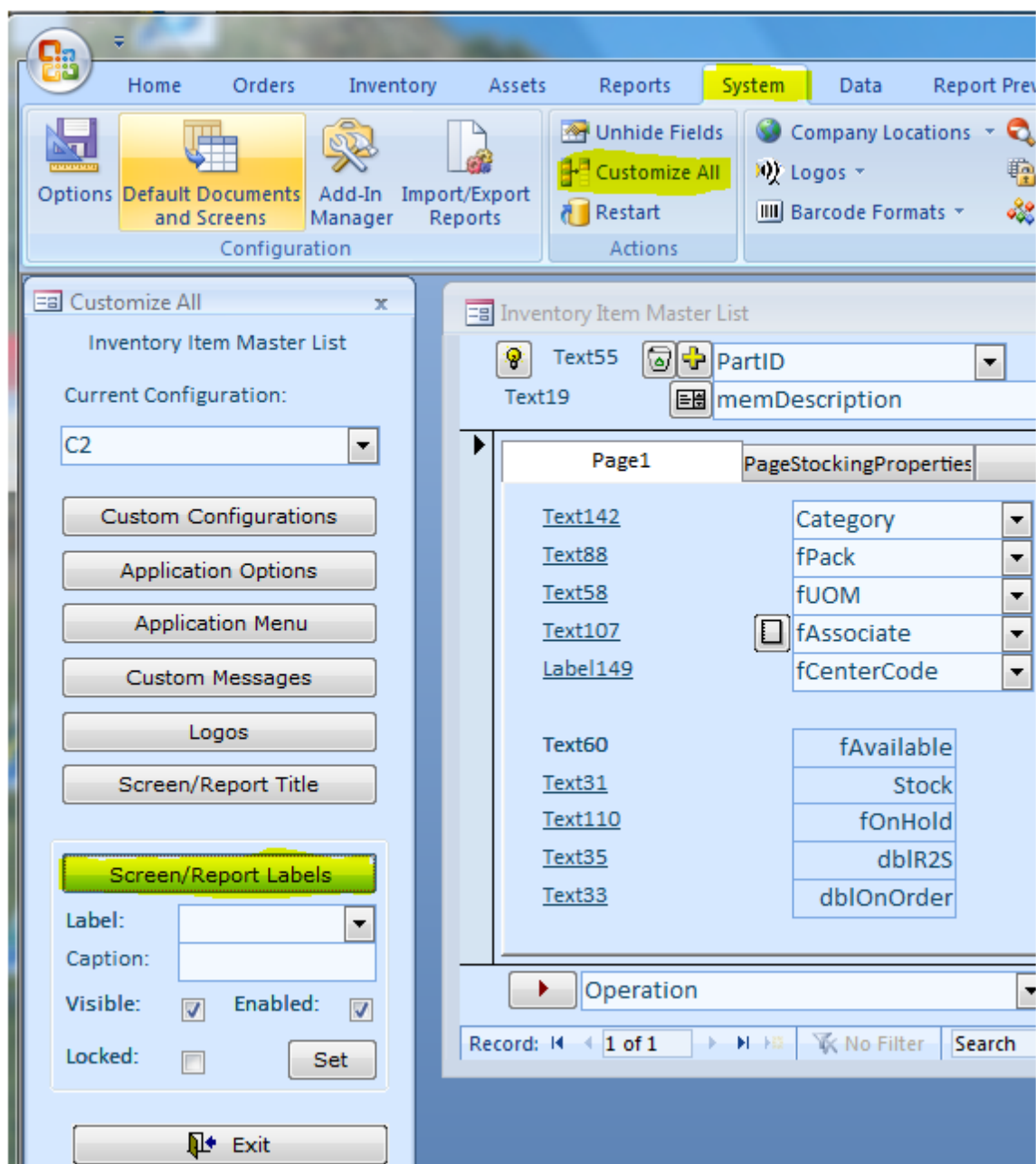
Option Number	Option Name	Value
1	Numbers	
2	Defaults	
3	Workstation	
4	5. System	
5	6. Assets	
6	7. BOM / Work Orders	
7	8. Data Access	
8	9. Receiving	
9	10. Repair Orders	
10	11. Workstation	

Configuration details:

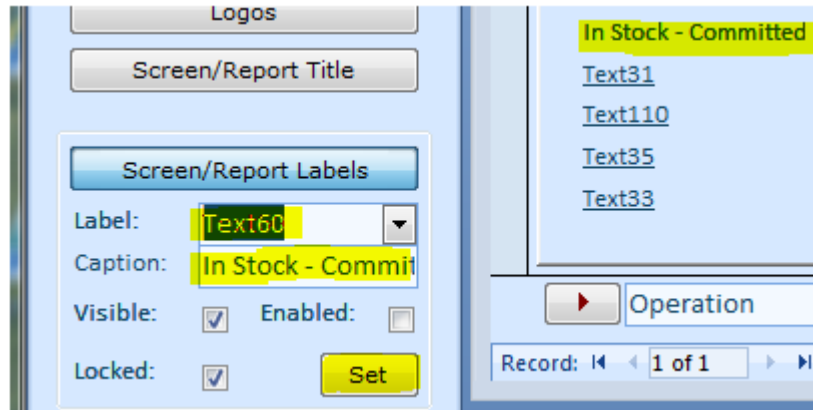
- 1. Workstation Name: ALM35
- 3. Workstation Location: Henderson
- 5. Workstation Configuration: C2
- 6. Show tip buttons on screens: ☒

Buttons at the bottom: Save & Close, Cancel

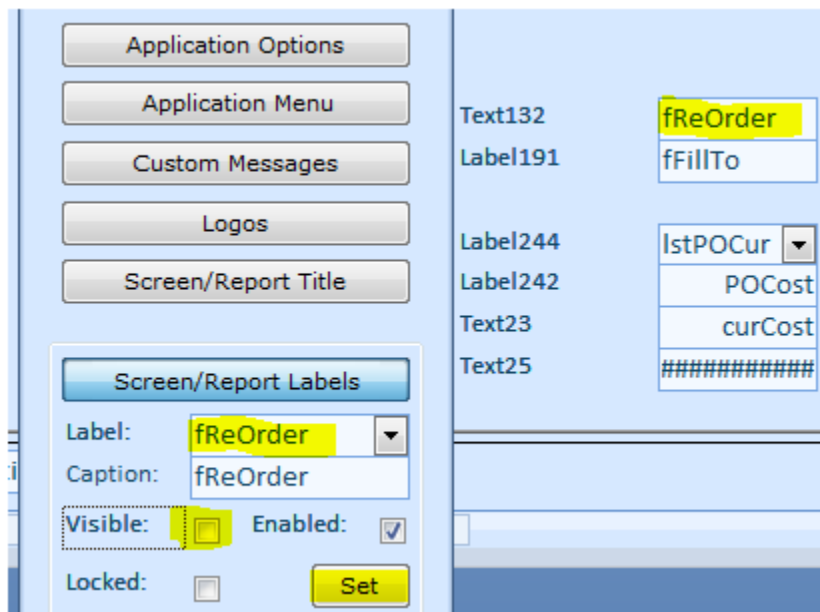
2. Close all opened screens and reports. To quickly do so, select the Restart in the System menu tab. Open a screen or report to be customized. Select Customize All from the System menu tab. Click the Screen/Report Title button.



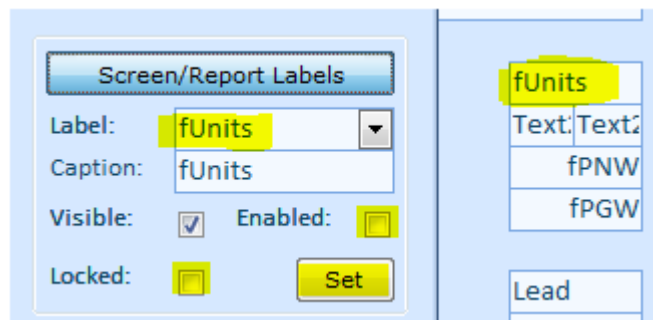
3. To rename a label, select its name in the Label dropdown list, input a new name in the Caption, and click the Set button. In the example below, we have renamed the Available field to explicitly spell out what it stands for.



4. To hide a field, select its name in the Label, check Visible off, and click Set.



5. To lock a field for editing, select its name in the Label, uncheck Enabled, and click Set.



6. To delete a particular customization, select the field name in the Label, type in DELETE in the Caption field, click Set.

Screen/Report Labels

Label: EPN

Caption: DELETE

Visible: ☒ Enabled: ☐

Locked: ☐ Set

7. To quickly see how your customizations look like, click the Screen/Reports Labels button again. This will reload the current screen or report. These are the resulting excerpts of our customization.

Category: Coffee

Package: Bag

Base UOM: Lbs

Main Supplier: XIAMEN

Center Code: Program 2

In Stock - Committed: 27.0

In Stock: 27.0

On Hold: 8.0

Committed: 0.0

On Order: 220.3

Fill to: 0

Unit Cost: \$0.48

Unit Price: \$0.91

Units Per Pack: 22

Pallet Ti/Hi: 12 5

Unit Net Wht: 1.00

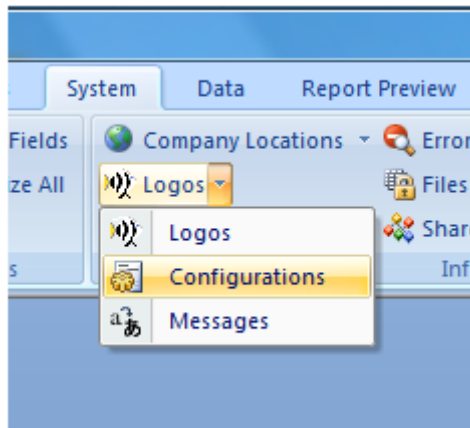
Unit Gross Wht: 1.00

Lead Days: 0

Economic Order: 1

Monthly Demand: 0

8. If you have too many fields like this, consider creating a new configuration and assign it to your workstation.

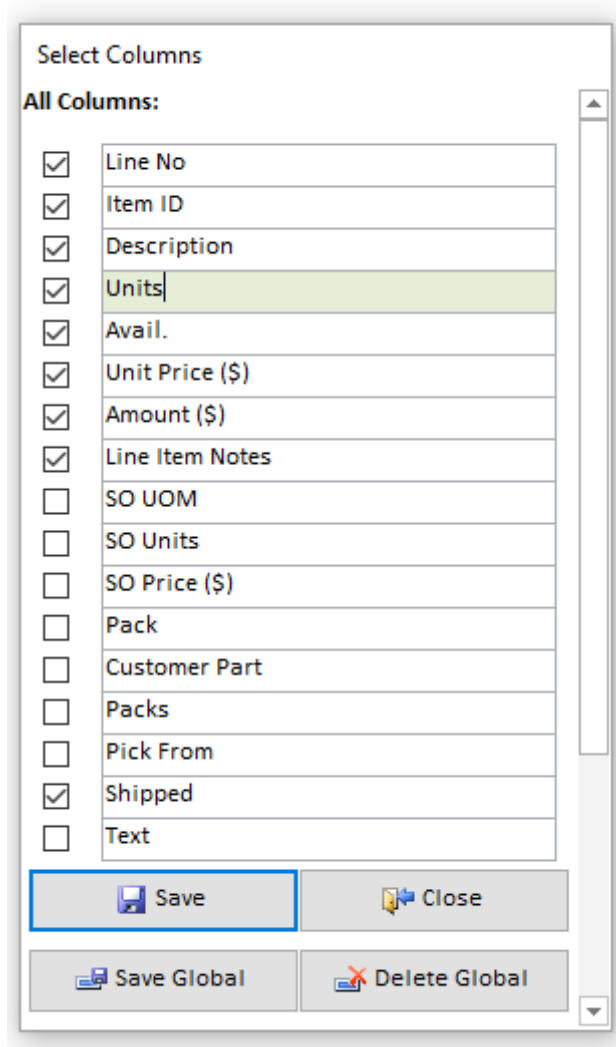


If you need to rename Sales Invoice to something else, create a text file in the

C:\AlmytaSystems\#Your Company Name#\Reports folder. Name it PrintSalesInvoiceAs.txt. In the first line, input your name for the invoice like Proforma Invoice. If you input the word "prompt" for the name, you will be prompted for the invoice name each time you print it.

## Changing column names on the spreadsheet like screens

Starting Summer 2015, the column name can be changed right on the Column Picker screen. Just type any new name for your column.



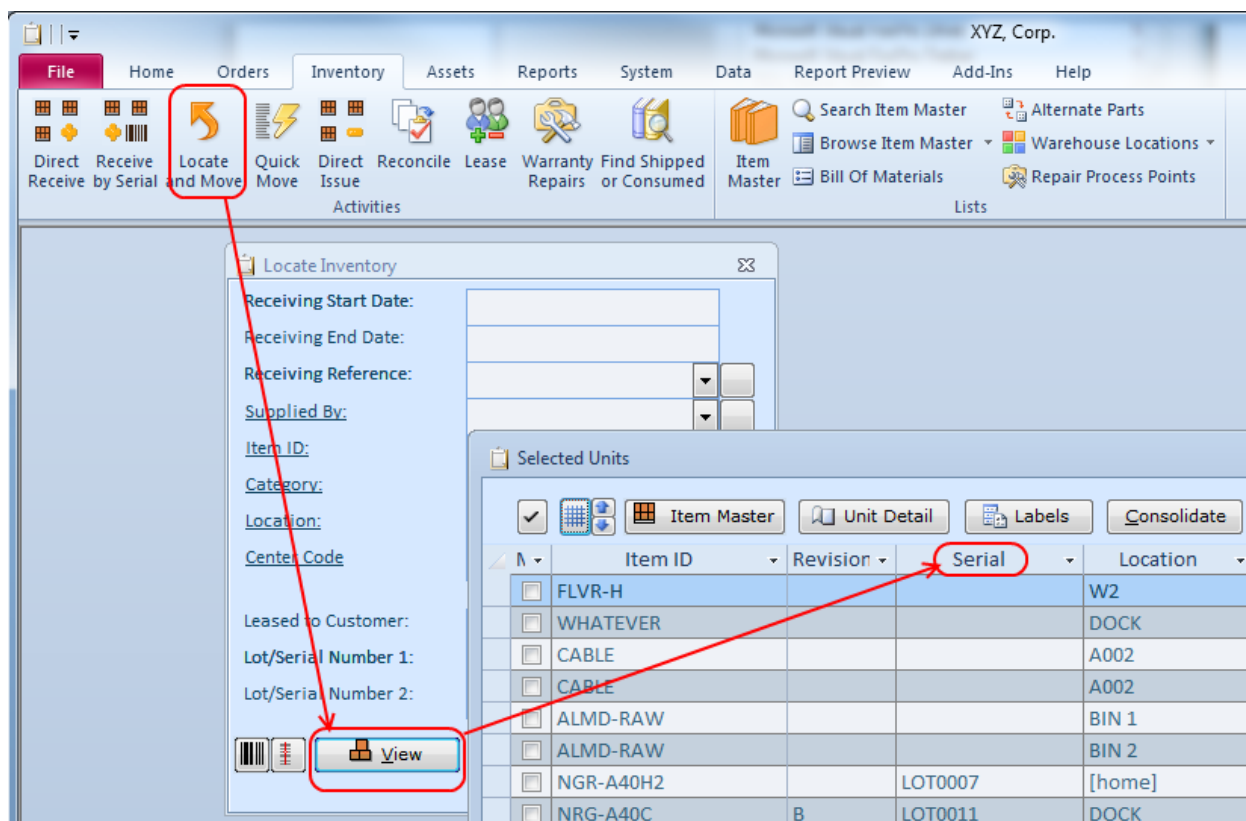
Also, if ACS security is not enabled or you are an administrator in ACS, you will be able to save your changes globally, meaning for all users. You also will be able to delete any global change (per screen). If you save a change globally, other users still will be able to change the columns and the Save button will modify the screen, but only while the screen open. Closing screen will reset it back to the global setting.

If you have our commercial ACS software, skip the rest of this chapter.

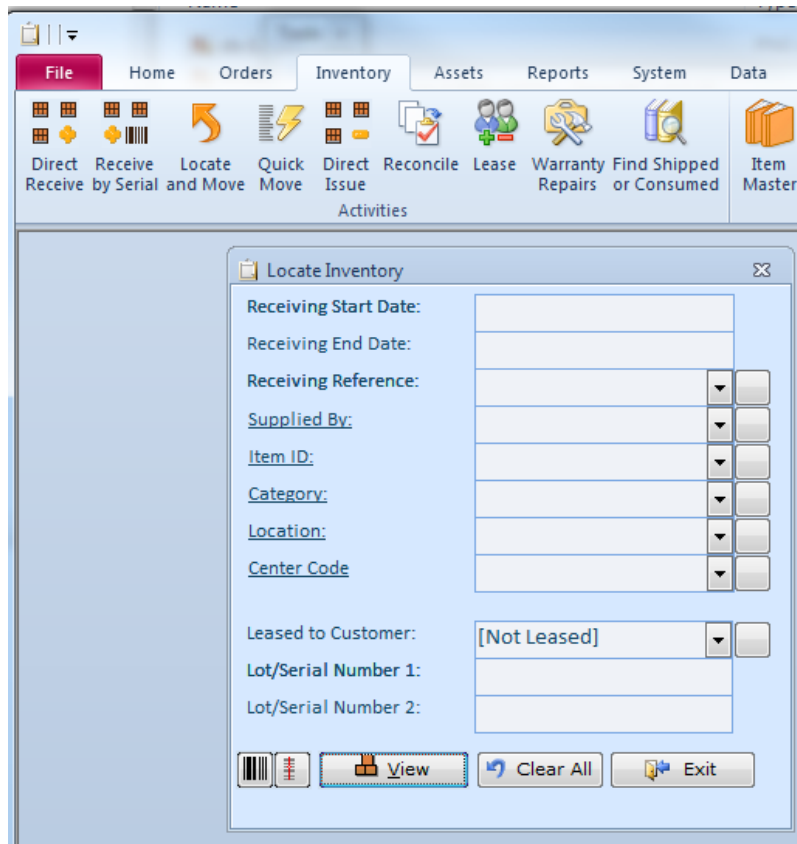
We will show how to rename “Serial” column name to “Batch No” on the Units in Stock screen. Other screens and columns can be changed exactly same way.

We are leaving old renaming method for users of our free ABC Inventory software.

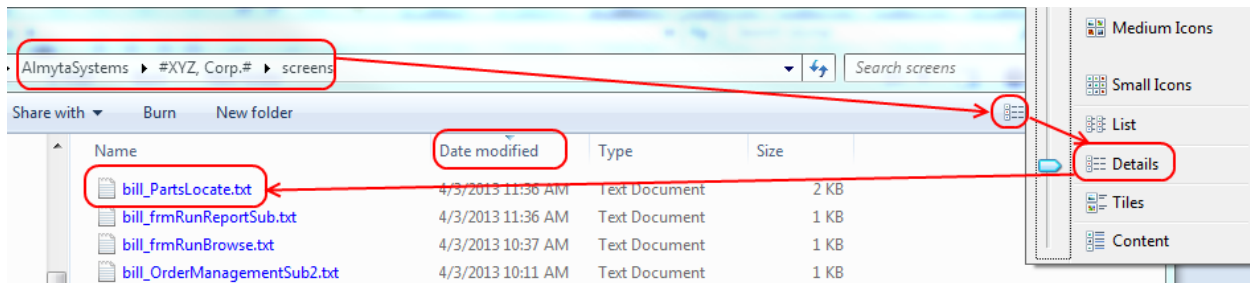
1. Open a desired screen.



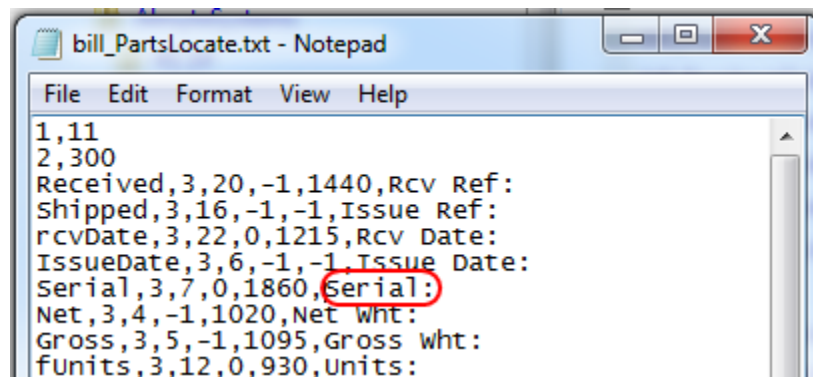
2. Close the screen.



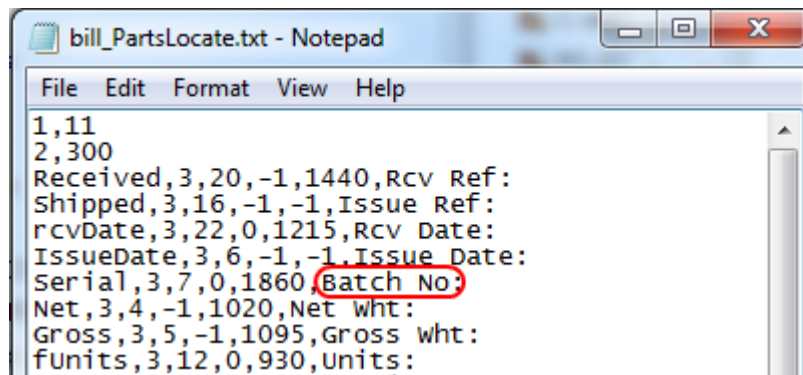
3. Go to the [C:\AlmytaSystems]\#Company Name#\Screens folder in the Windows Explorer. Click the Down Arrow button to the right of the View Type icon and select the Details from the popup menu. Click the Date Modified column title to sort files in descending order. The file that you need to open will be at the top.



4. Double click the file to open it in the Notepad.



5. Find a row corresponding to the column that you are changing and type in a new column name. The column name is on the right. The field name is on the left. Do not change the field name. Press Ctrl+S to save the file or use File/Save menu.



6 Open the screen again. The column name show read "Batch No" now.

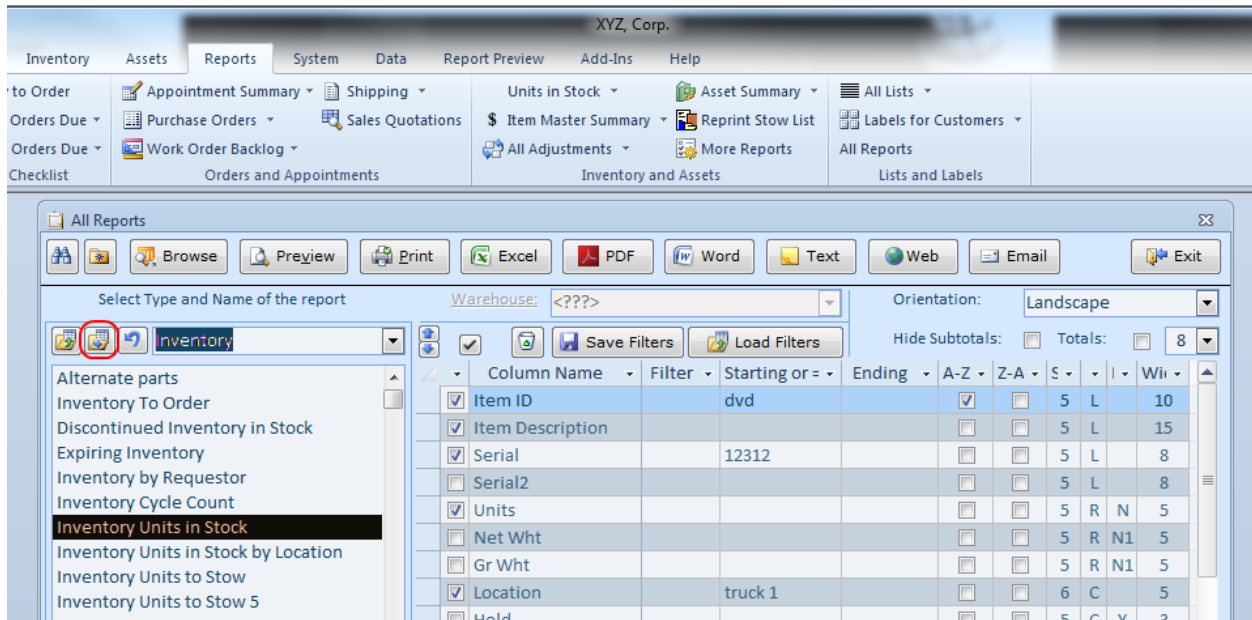
Selected Units						
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Item Master <input type="checkbox"/> Unit Detail <input type="checkbox"/> Labels <input type="button" value="Consolidate"/> <input type="button" value="Disassemble"/> <input type="button" value="Issue"/>						
Item ID	Revision	Batch No	Location	Units	Remark	
<input type="checkbox"/> FLVR-H			W2	1,116.5		
<input type="checkbox"/> WHATEVER			DOCK	1.0	Red Pen 10 pcs	
<input type="checkbox"/> CABLE			A002	1,000.0	keep it for Jim	
<input type="checkbox"/> CABLE			A002	469.0	QA issues	
<input type="checkbox"/> ALMD-RAW			BIN 1	425.0		
<input type="checkbox"/> ALMD-RAW			BIN 2	16.7		
<input type="checkbox"/> NGR-A40H2		LOT0007	[home]	7.0	Location1	
<input type="checkbox"/> NRG-A40C	B	LOT0011	DOCK	1.0	Location2	

Please note, the screen recreates or overwrites the text file when you close it. When modifying the text file, make sure that the screen is closed. If you make a mistake or want to start over, ensure that the screen is closed then delete the text file from disk. Open and close the screen to recreate the text file per the original specifications.

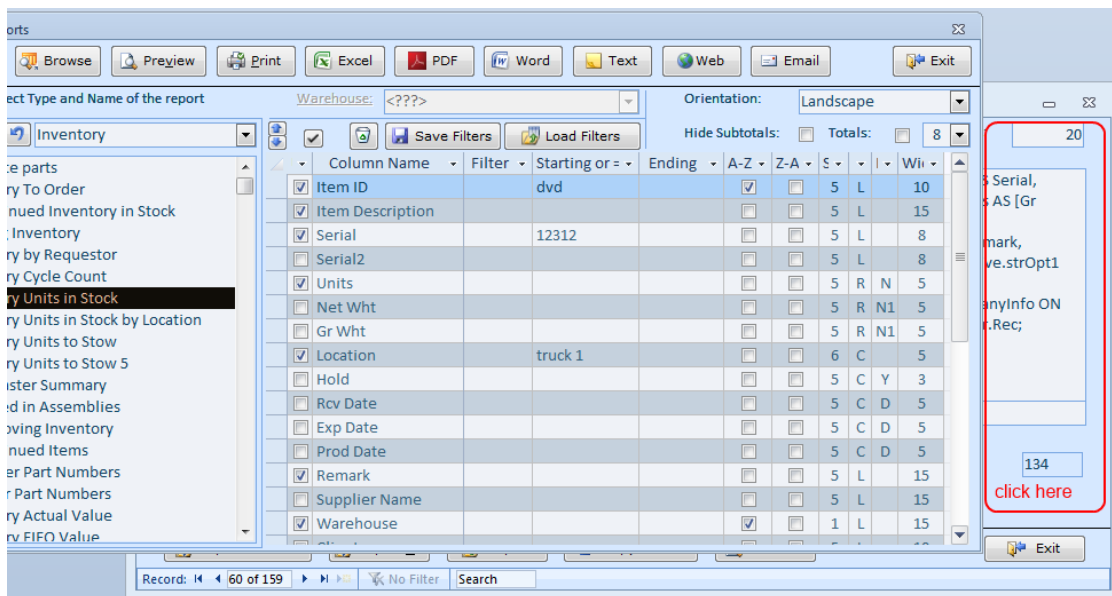
## Changing column names on the browse screens and reports

We will show how to rename “Serial” column name to “Batch No” on the Units in Stock report. Other reports found on the All Reports screen can be changed exactly same way.

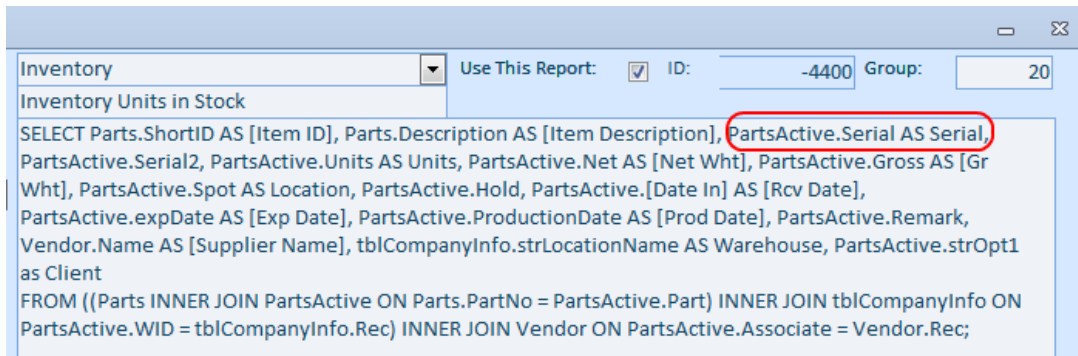
1. Find Units in Stock report on the All Reports screen. Select the report. Press Shift key and, while holding it down, right-click the Export current Report Definition button.



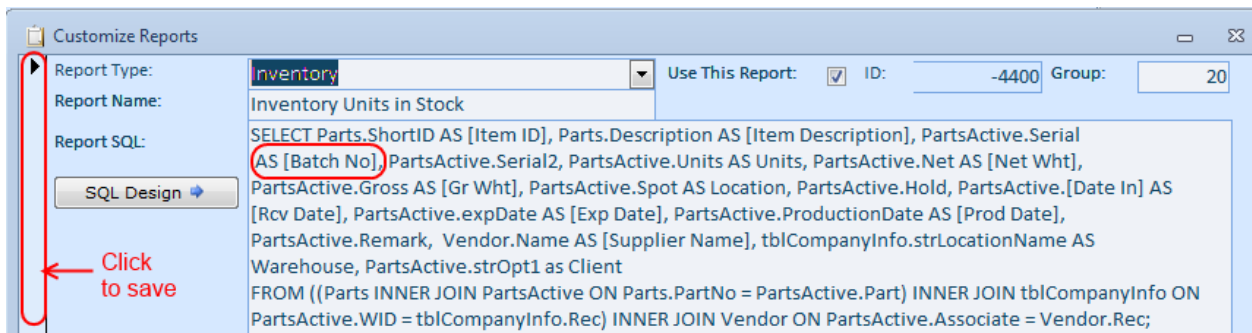
2. The Customize Report screen will appear on the background. Move aside the All Reports screen until you see the Customize Report window and click on it to bring it to the foreground.



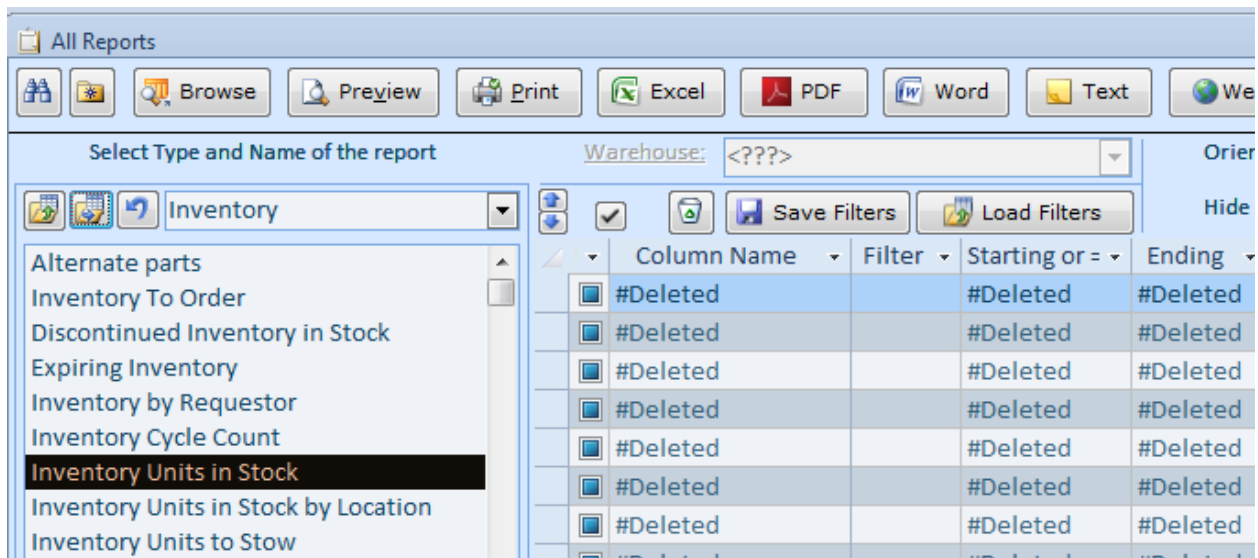
3. Find a field with name Serial.



4. Change it to [Batch No] (in square brackets). The format is [Table Name].[Field Name] AS [Column Name]. Change only {Column Name} portion of it. If you see wording without AS [Column Name] then the column name matches the field name. In example below, you can see PartsActive.Serial2. To change column name from Serial2 to "IMEI number", replace see PartsActive.Serial2 with PartsActive.Serial2 AS [IMEI number]. Click vertical bar on the left to save the changes.



5. Switch back to the All Reports screen. The filters will be deleted.



6. Click on any other report and then click back on the report that you are modifying. The filters will be recreated and you will see the changes right away.

All Reports

Browse Preview Print Excel PDF Word Text Web

Select Type and Name of the report Warehouse: <???

Inventory

Alternate parts  
Inventory To Order  
Discontinued Inventory in Stock  
Expiring Inventory  
Inventory by Requestor  
Inventory Cycle Count  
**Inventory Units in Stock**  
Inventory Units in Stock by Location  
Inventory Units to Stow  
Inventory Units to Stow 5  
Item Master Summary  
Part Used in Assemblies  
Slow Moving Inventory  
Discontinued Items  
Customer Part Numbers  
Supplier Part Numbers  
Inventory Actual Value  
Inventory FIFO Value

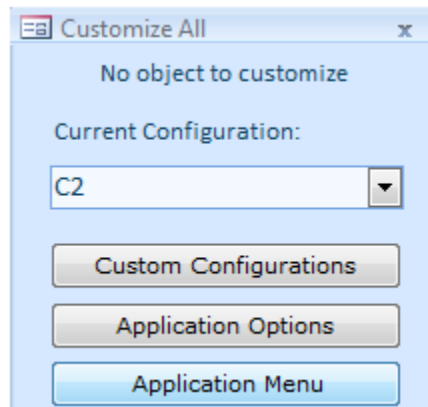
Save Filters Load Filters

Column Name	Filter	Starting or =	Ending	A-Z
<input checked="" type="checkbox"/> Item ID				
<input checked="" type="checkbox"/> Item Description				
<input checked="" type="checkbox"/> Batch No				
<input checked="" type="checkbox"/> Serial2				
<input checked="" type="checkbox"/> Units				
<input checked="" type="checkbox"/> Net Wht				
<input checked="" type="checkbox"/> Gr Wht				
<input checked="" type="checkbox"/> Location				
<input checked="" type="checkbox"/> Hold				
<input checked="" type="checkbox"/> Rcv Date				
<input checked="" type="checkbox"/> Exp Date				
<input checked="" type="checkbox"/> Prod Date				
<input checked="" type="checkbox"/> Remark				
<input checked="" type="checkbox"/> Supplier Name				
<input checked="" type="checkbox"/> Warehouse				

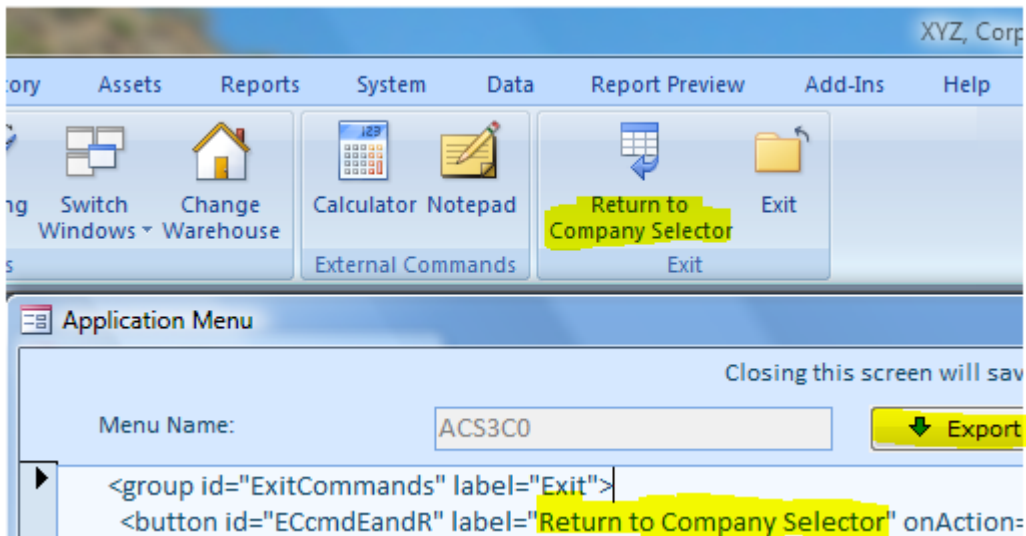
## Translating, hiding, and editing menus

The menus can be modified per a workstation. Any upgrade will reset menu customization. Make sure to save your customization in a separate file. This file can be saved in any place including a network share. It can then be imported into other workstations.

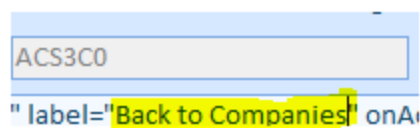
1. Click the Application Menu on the Customize All screen



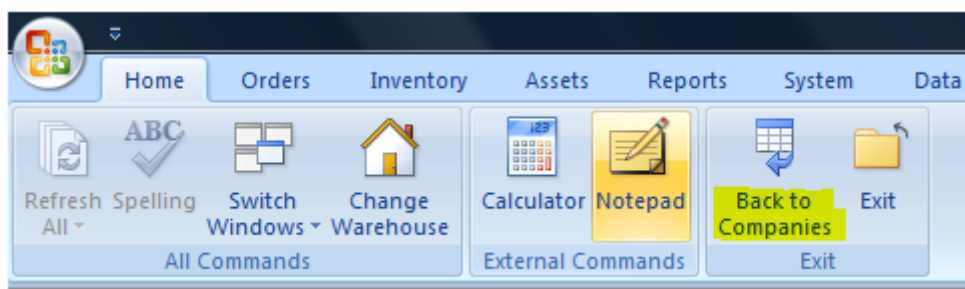
2. Use Export button to save your current menu version to a file.
3. To customize the Return to Company Selector, find the label in the menu definition.



and change it.

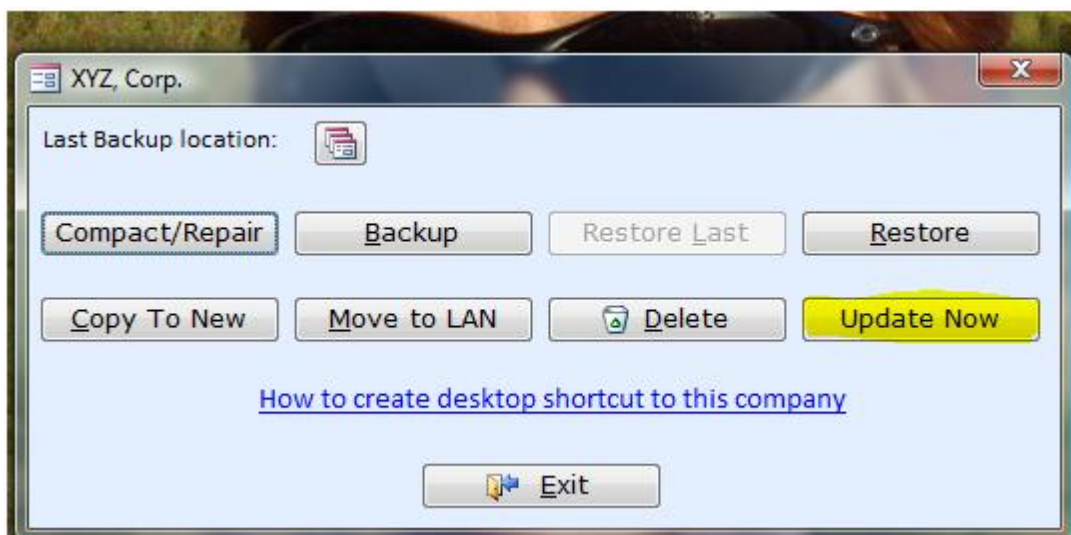


4. Close and reopen Almyta. This is a resulting screen of the action.



If you are satisfied with your change, go back to the Customize All, click Application Menu, click Export and Save.

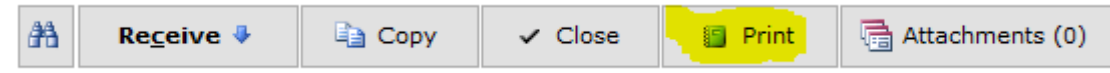
5. If your menu does not load, use the Update Now button in the Company Selector screen. Import your latest good menu back.



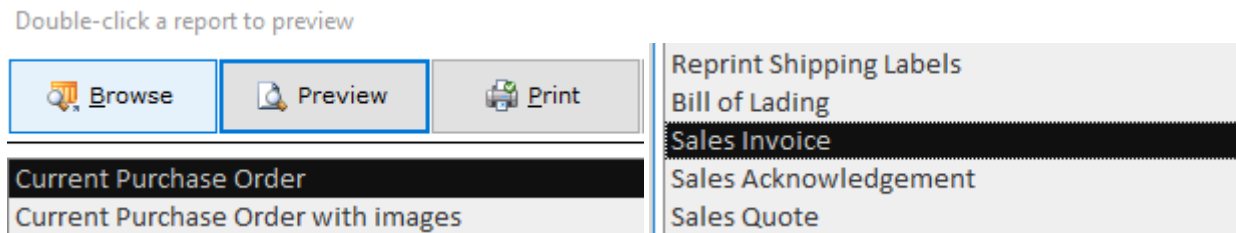
## Exporting and Saving Reports into files in Excel or CSV formats

There are three Excel spreadsheets in the ACS installation folder which is defaulted to C:\AlmytaSystems. The files named: Purchase Order.xlsx, Invoice.xlsx, and AlmytaExcelReportTemplate.xlsx. These files are distributed with the application and overwritten with each update.

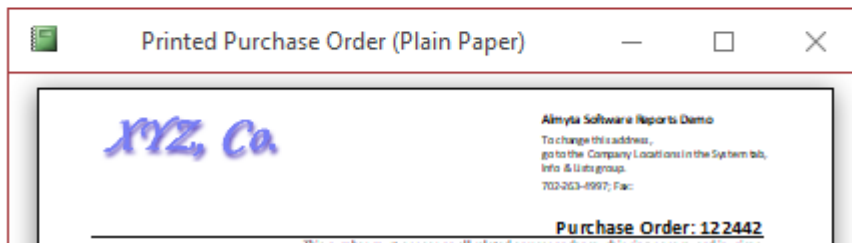
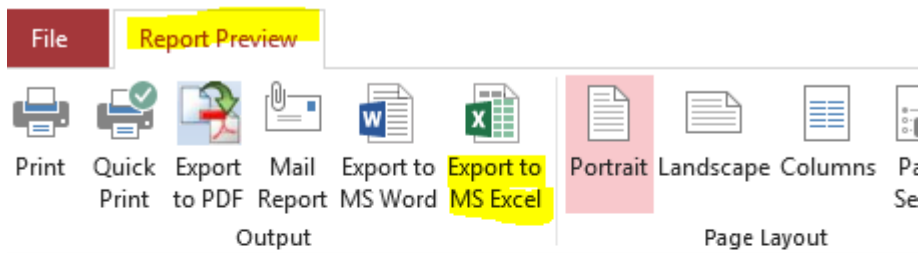
**To output Purchase Order and Invoice to Excel**, open the Purchase Orders or Sale Orders screen, find an order to print, click the Print button:



Select the Current Purchase Order or Sales Invoice, double-click to Preview.



On the Report Preview screen, click the Export to MS Excel button.



On the next screen, specify a folder and a file name for the Excel file as click the Save button. The ACS will search for available templates, pick one and use it to format the Excel file. As noted above, the standard templates are overwritten with each software update, therefore do not customize standard templates. To start customization, make a copy of a standard template and change its name to the Purchase Order\_custom.xlsx or Invoice\_custom.xlsx. Customize the your custom files.

To output any spreadsheet-like report to Excel, one of two methods. First, the Excel button on the All Reports screen.

## Almyta Control System - Advanced Reference

All Reports

Select Type and Name of the report: Inventory Warehouse: <???'> Orientation: <???'>

Column Name	Filter	Starting or =	Ending	A-Z	Z
<input checked="" type="checkbox"/> Item ID				<input type="checkbox"/>	
<input checked="" type="checkbox"/> Item Description				<input type="checkbox"/>	
<input type="checkbox"/> Serial				<input type="checkbox"/>	
<input type="checkbox"/> Serial2				<input type="checkbox"/>	
<input checked="" type="checkbox"/> Units				<input type="checkbox"/>	
<input type="checkbox"/> Net Wht				<input type="checkbox"/>	
<input type="checkbox"/> Gr Wht				<input type="checkbox"/>	
<input checked="" type="checkbox"/> Location				<input type="checkbox"/>	
<input checked="" type="checkbox"/> Hold				<input type="checkbox"/>	
<input checked="" type="checkbox"/> Rcv Date				<input type="checkbox"/>	
<input checked="" type="checkbox"/> Exp Date	< 03/25/2017			<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Prod Date				<input type="checkbox"/>	
<input type="checkbox"/> Remark				<input type="checkbox"/>	
<input type="checkbox"/> Supplier Name				<input type="checkbox"/>	
<input checked="" type="checkbox"/> Warehouse				<input type="checkbox"/>	

Second, click the Preview button and then choose the Export to Excel menu.

Report Preview

Output      Page Layout      Zoom      Actions

All Reports

Select Type and Name of the report: Inventory Warehouse: <???'> Orientation: <???'>

Column Name	Filter	Starting or =	Ending
<input checked="" type="checkbox"/> Item ID			
<input checked="" type="checkbox"/> Item Description			

Expiring Inventory

**XYZ Co**

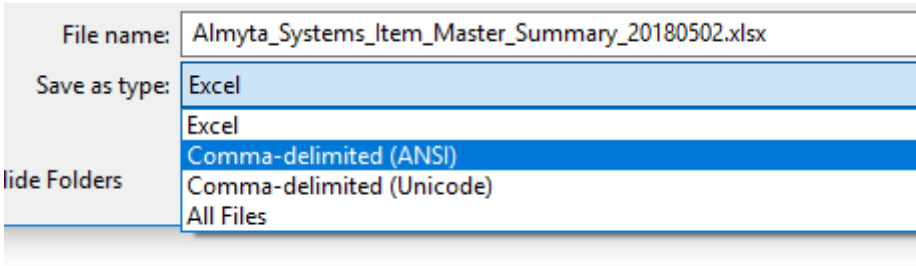
**Expiring Inventory**  
Exp Date: 25 Mar 17

Item ID	Item Description	Units Location	Hold	Exp Date	Prod Date	Warehouse
ACR3205	Silver to gage for radar alarm detection search	0.0 - Rcv	No	22-Jun-11	23-Jun-11	30-Jun-11 Henderson

In the example above, we used the Expiring Inventory report. Searching for a template goes by the following priority: Expiring Inventory\_custom.xlsx, Expiring Inventory.xlsx, AlmytaExcelReportTemplate\_custom.xlsx, AlmytaExcelReportTemplate.xlsx. This logic allows creating specific templates for specific reports, but also using one generic template AlmytaExcelReportTemplate\_custom.xlsx for all other reports.

To turn the template usage off, go to the System/Options menu, tab 9, and turn on switch 10.

To output the data in the CSV format, use the Excel button and change the Save as Type field to the Comma-delimited ANSI or Unicode.

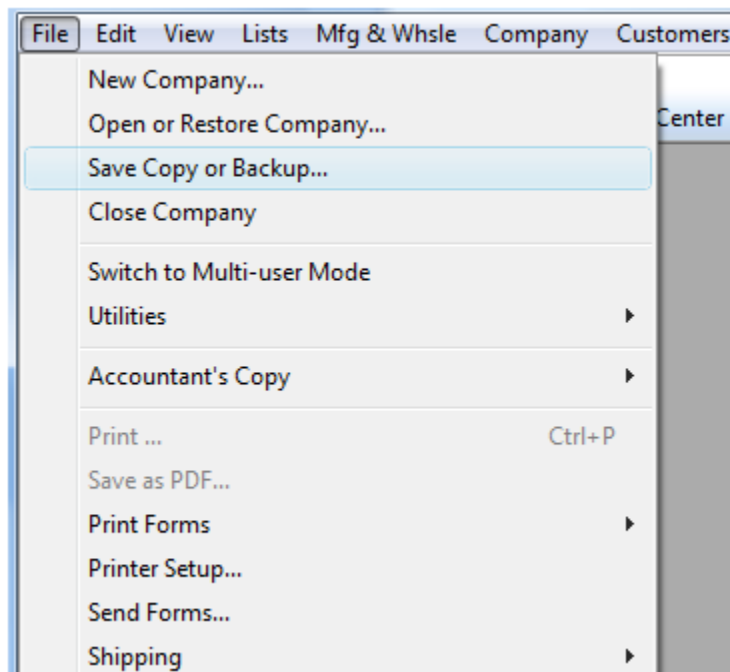


## Quickbooks® Interface

QuickBooks® is a registered trademark of Intuit, Inc.

### Introduction

Always backup your QuickBooks company before importing files created by this interface.



After the import is finished, run a corresponding report(s) in QuickBooks to quickly check the results. Restore your company if dissatisfied, resolve the problem, and retry.

The **QuickBooks Interface for Almyta Control System** (referred to as "the QB interface") allows a transfer of inventory transactions, originally recorded in the Almyta Control System, to the QuickBooks accounting software. It serves the dual role of communicating the transactional changes that took place in Almyta Control System to QuickBooks and synchronizing inventory between two software packages.

The QB interface can export the following Almyta Control System transactions to QuickBooks:

- Positive Inventory Adjustments (Receipts)
- Customer Shipping Orders (Invoices)
- Negative Inventory Adjustments

The first two transactions are specified explicitly on the Export to QB tab of the interface window. The Negative Inventory Adjustments can be generated as a result of the synchronization initiated using the Synchronize Inventory tab.

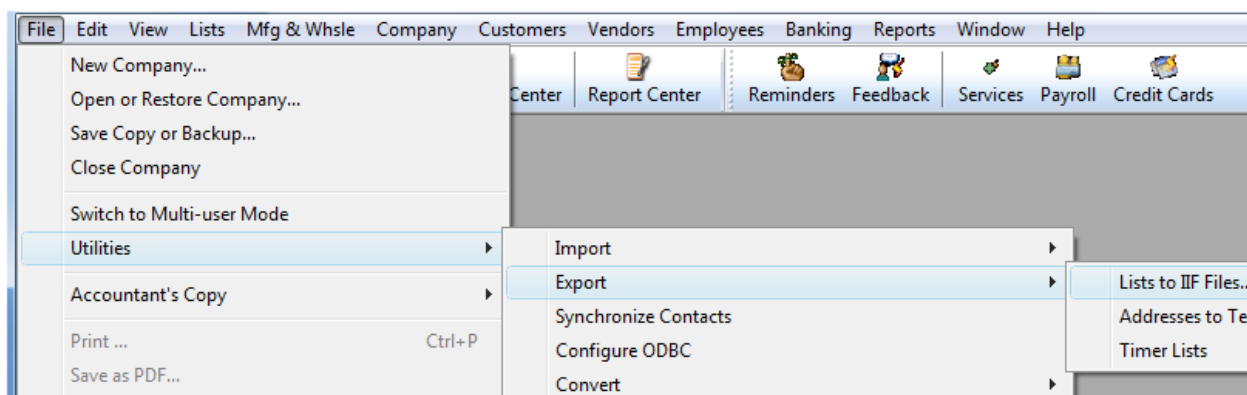
## Configuring the Interface

When you first start the interface, configure it. Go to the Interface Settings. Select accounts and defaults. The Interface Settings tab is saved automatically. This configuration is shared with other users.

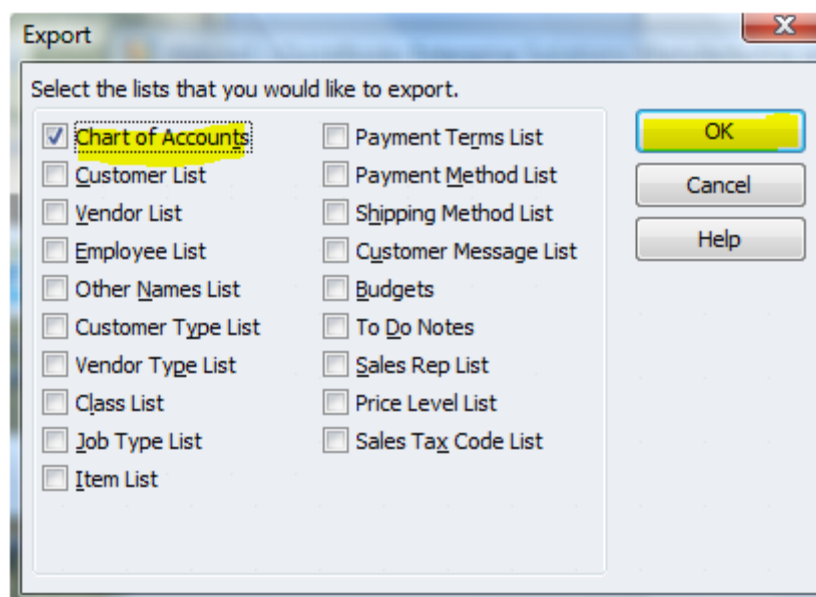
The screenshot shows the Almyta Control System interface. The top menu bar includes File, Home, Orders, Inventory, Assets, Reports, System, **Data**, Report Preview, Add-Ins, and Help. The 'Data' menu is open, showing options like Import, Import Sales, Saved Exports, QuickBooks®, Scanner, Mobile, Fix Data Discrepancies, Purge, Item Price Markup, Manage BOM Components, Modify Item ID, and Re-link. Below the menu bar, the 'QuickBooks Interface' dialog box is open, displaying the 'Interface Settings' tab. This tab contains various configuration options for accounts and defaults, including a list of accounts to select from, checkboxes for invoice settings, and fields for date, currency, and number formats.

Import from QB	Export to QB	Synchronize Inventory	Interface Settings
<b>Accounts Payable Account:</b> <b>Account Receivable Account (invoice):</b> <b>Use this Receipt Account if not specified in Adjustment Codes list:</b> <b>Default Product Sales account:</b> <b>Default Inventory account:</b> <b>Default Cost of Goods Sold account:</b> <b>Negative Adjustment Account for synchronization:</b> <b>Positive Adjustment Account for synchronization:</b> <b>Sales tax account:</b> <b>Shipping item account:</b> <b>Shipping charge item:</b> <b>Special A/P Account:</b> <b>Special A/R Account:</b>			Accounts Payable Accounts Receivable Other Income: Positive Inventory Adjustment Sales Wholesale Inventory Asset Cost of Goods Sold Other Expenses: Negative Inventory Adjustme Other Income: Positive Inventory Adjustment Collected Taxes Shipping Item Shipping Fees Positive Inventory Adjustment Negative Inventory Adjustment
<input type="checkbox"/> Mark Invoices for Print <input type="checkbox"/> Use anticipated (not actual) shipping date for invoices Default Terms: Net 30			Date Format: DD-MMM-YY Currency Format: 0.00 Number Format: 0.0 Assembly Vendor Name: WIP Unassigned Vendor Name: Other
<b>Run</b> <b>Stop</b>			<b>Exit</b>

Export the Chart of Accounts out of QuickBooks and import it into the QB Interface if needed. From the File menu, go to the Utilities/Export.



Choose to export the Chart of Accounts and click OK.



Return back to the QB interface, click the Import from QB tab, turn on the Chart of Accounts switch, click the Run button, and browse for the file that you created in QuickBooks Export. When the import is completed close and reopen the QB Interface screen. Now, your account should appear in the dropdown lists, the Interface Settings tab.

List to Import	Count
<input type="checkbox"/> Item List	
<input type="checkbox"/> Customer List	
<input type="checkbox"/> Vendor List	
<input type="checkbox"/> Payment Terms List	
<input checked="" type="checkbox"/> Chart of Accounts	

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Run Stop Exit

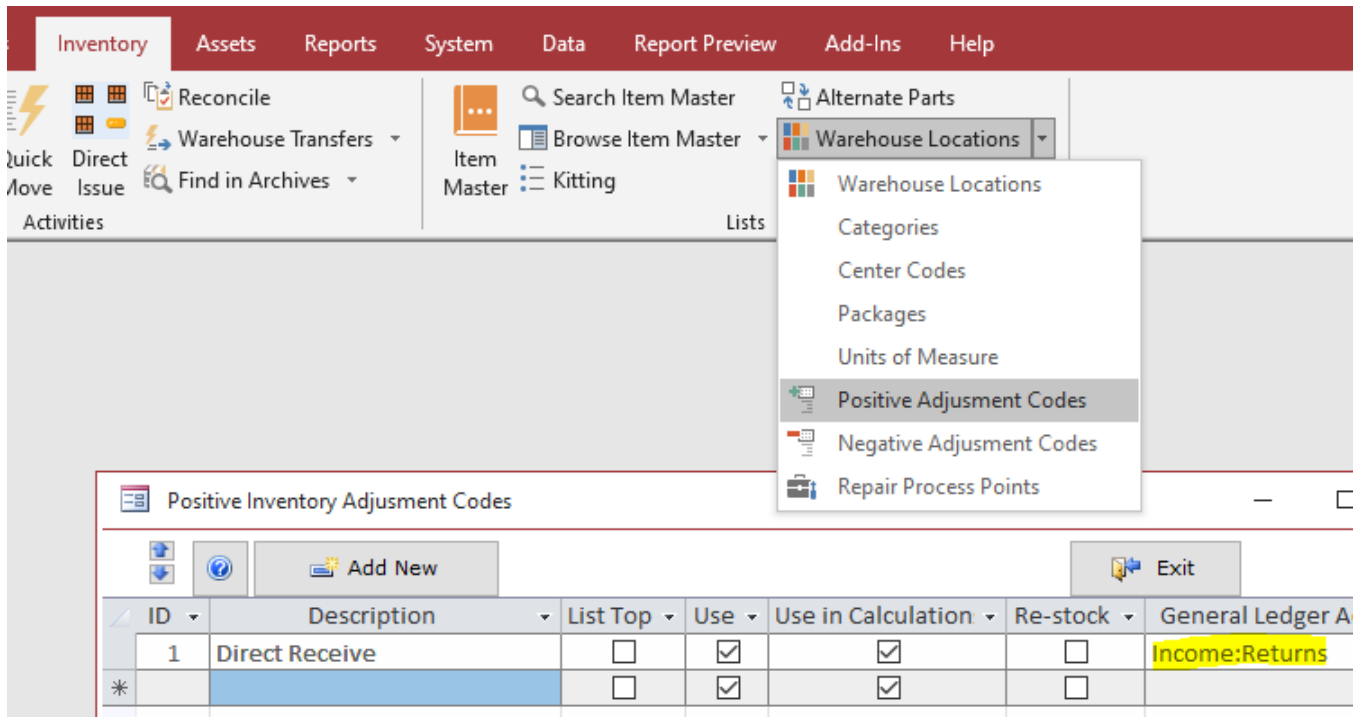
## Account Description

The QB Interface settings provide a flexible way of mapping accounts necessary for proper QuickBooks functionality. Short account description follows:

**Accounts Payable.** This QuickBooks account should have the Accounts Payable type in QuickBooks. This account participates in recording the Receipt Transactions in concert with the Special A/P Account (Vendor) defined below.

**Accounts Receivable.** This QuickBooks account should have the Accounts Receivable type in QuickBooks. This account participates in recording the Invoice Transaction together with the Special A/R Account (Customer) defined below.

**Default Receipt.** This account should have the Income type in QuickBooks. It may participate in recording the Receipt Transaction if the corresponding adjustment reason does not have an account defined for it. The typical receipt account can be a company's Sales Account. We suggest creating a special sub-account called Positive Inventory Adjustment under the Other Income Account. Again, this account will be in use only when a corresponding adjustment code does not have GL an assigned account.



**Default Inventory.** This account should have the Other Current Asset type in QuickBooks (usually called Inventory Asset). This account may participate in recording both the Receipt and Invoice Transactions if the corresponding inventory item does not have an account defined for it.

### ***Export Receipts and Invoices to QuickBooks***

The QB interface allows a direct transfer of receipts and customer invoices to QuickBooks. Switch to the Export to QuickBooks tab. Click on the Item Receipts or/and Invoices checkboxes. Modify the Cutoff Date if needed. Click the Run button.


QuickBooks Interface

Import from QB

Export to QB


Synchronize Inventory

Interface Settings

List or Transaction to Export	Count		
<input type="checkbox"/> Item List	<input type="text"/>		
<input type="checkbox"/> Customer List	<input type="text"/>		
<input type="checkbox"/> Vendor List	<input type="text"/>		
<input type="checkbox"/> Payment Terms List	<input type="text"/>	Transaction Start Date	
<input checked="" type="checkbox"/> Item Receipts	<input type="text"/>	Start Date:	<input type="text" value="02-Feb-21 0:00:00"/>
<input type="checkbox"/> Invoices	<input type="text"/>	Start Date:	<input type="text"/> 
		Cutoff Date:	<input type="text" value="14-Feb-21 14:35:38"/>

Run

Stop

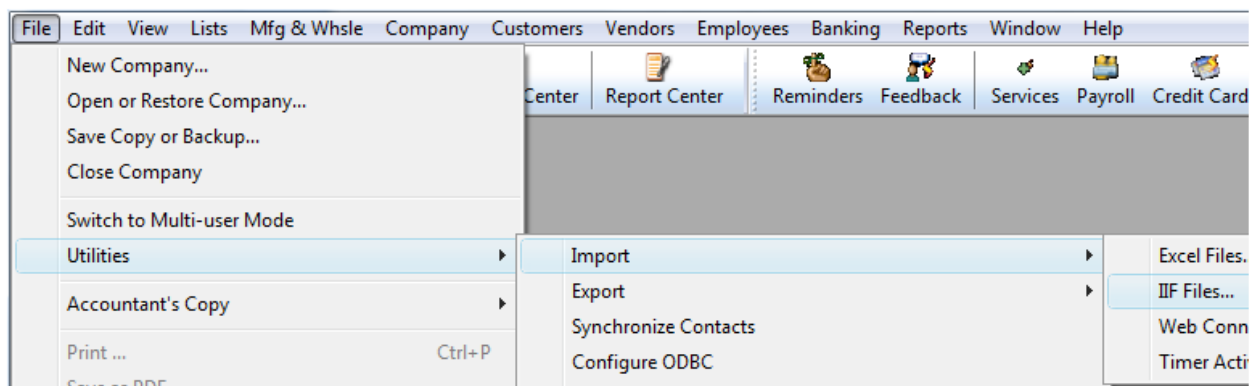
 Exit

**Receipts.** The interface Item Receipt Transaction uses two kinds of QuickBooks transactions Item Receipt and Bill Refund. The Item Receipt credits the QuickBooks Accounts Payable Special A/P account and debits individual items (or default) Inventory Asset account(s). The Bill Refund debits that Accounts Payable Special A/P account and credits the Default Receipt account.

**Invoice Transaction.** The interface Item Invoice Transaction uses the explicit QuickBooks invoice transaction. The Invoice Transaction credits the QuickBooks Accounts Receivable account for the invoiced customer and debits individual item's (or default) Inventory Asset account(s).

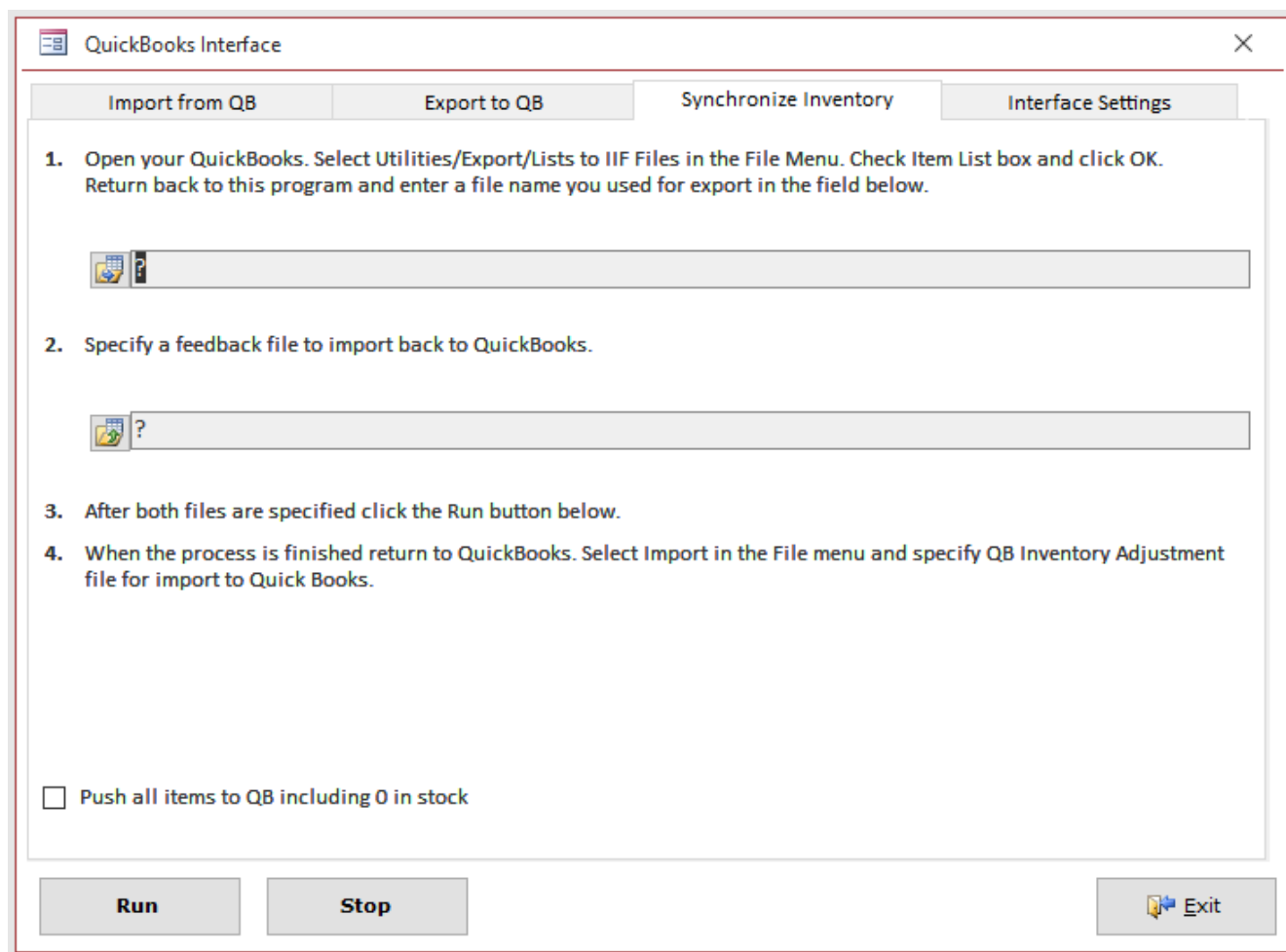
*If you have updates to the Customer, Supplier, and Item records in Almyta, check the corresponding boxes as well. It is a good practice not to changes customer, supplier, and item lists in QuickBooks when this interface is used. Update these lists only in Almyta and check these three boxes to update QuickBooks list with the receipt/invoice transactions. If you choose to update these lists in QuickBooks, use the Import from QB tab to transfer QuickBooks' latest data to Almyta.*

The result of the transactions will be a special text file. You need to specify the file's name when prompted after the Run button is pressed. After the file is created, go to QuickBooks, select File, Import, IIF Files, and browse to the file.



### Synchronize QuickBooks Inventory

There is no need in using this option when Receipts and Invoices are imported from Almyta on a regular basis. However, if the QB interface has started later, export Customers, Suppliers, Items, Terms and then synchronize the inventory once. The steps to synchronization are outlined on the screen.



Export Item List in QuickBooks. Return to the QB interface, specify two file names and click the Run button. When the process is finished, return to QuickBooks. In the QuickBooks File/Utilities menu, select Import/IIF, browse to the feedback file for import to QuickBooks.

During the process, the interface generates both positive and negative adjustment transactions in order to equalize the quantities and values in both systems. Positive adjustment transactions are structurally identical to the Item Receipt transactions. The only difference is for the Bill Refund. Instead of the Default Receipt account, the interface uses the Positive Adjustment account specified on Interface Settings tab. The negative adjustment transaction is a different matter. The interface negative adjustment transaction uses two kinds of QuickBooks transactions Invoice and Cash Refund. The Invoice transaction credits the QuickBooks Accounts Receivable Special A/R account and debits individual item's (or default) Inventory Asset account(s). The Cash Refund transaction debits the Accounts Receivable Special A/R account and credits the Negative Adjustment account. All these QuickBooks accounts must be selected on Interface Settings tab before synchronizing.

The screenshot displays the Almyta Control System interface. At the top, a navigation bar includes tabs for Home, Orders, **Inventory**, Assets, Reports, System, Data, Report Preview, and Add-Ins. Below the navigation bar, there are two main sections: Activities and Lists. The Activities section contains icons for Receive, Locate, Quick Move, Direct Issue, Reconcile, Warehouse Transfers, and Find in Archives. The Lists section contains icons for Search Item Master, Browse Item Master, **Item Master**, Kitting, Alternatives, Warehouse, and Find lot. The main content area shows the 'Inventory Item Master List' for item 782544-10, Brakes. Below this, there are tabs for Item Header, Stocking Properties, Detailed Description, More Details, Pictures, and Custom/Accounts. The 'Journal Accounts' section is visible, showing fields for Product Sales, Inventory Asset, and Cost of Goods Sold.

**Negative Adjustment for Synchronization.** This account should be of the Expense or Other Expense type in QuickBooks. It will be used during item synchronization whenever a negative adjustment to the inventory item quantity is needed. We suggest creating a special sub-account called Negative Inventory Adjustment under the Other Expenses Account.

**Positive Adjustment for Synchronization.** This account should be of the Income or Other Income type in QuickBooks. This account may be used during item synchronization whenever a positive adjustment to the inventory item quantity is needed. We suggest to use the Default Receipt account or create a special sub-account called Positive Inventory Adjustment under the Other Income account.

The special A/P and A/R accounts (Vendor and Customer) also need to be defined in order for the transfer to work:

**Special A/P Account.** This is a special "Vendor" that one has to create in QuickBooks in order to post to the Accounts Payable account. All positive adjustments are recorded for this special vendor. The default name for this vendor is Positive Inventory Adjustment.

**Special A/R Account.** This is a special "Customer" that one has to create in QuickBooks in order to post to the Accounts Receivable account. All negative adjustments are recorded for this special customer. The default name for this customer is Negative Inventory Adjustment.

When transferring invoices, the interface has an option to mark them to be printed. The "Mark Invoices for Print" check box enables this functionality.

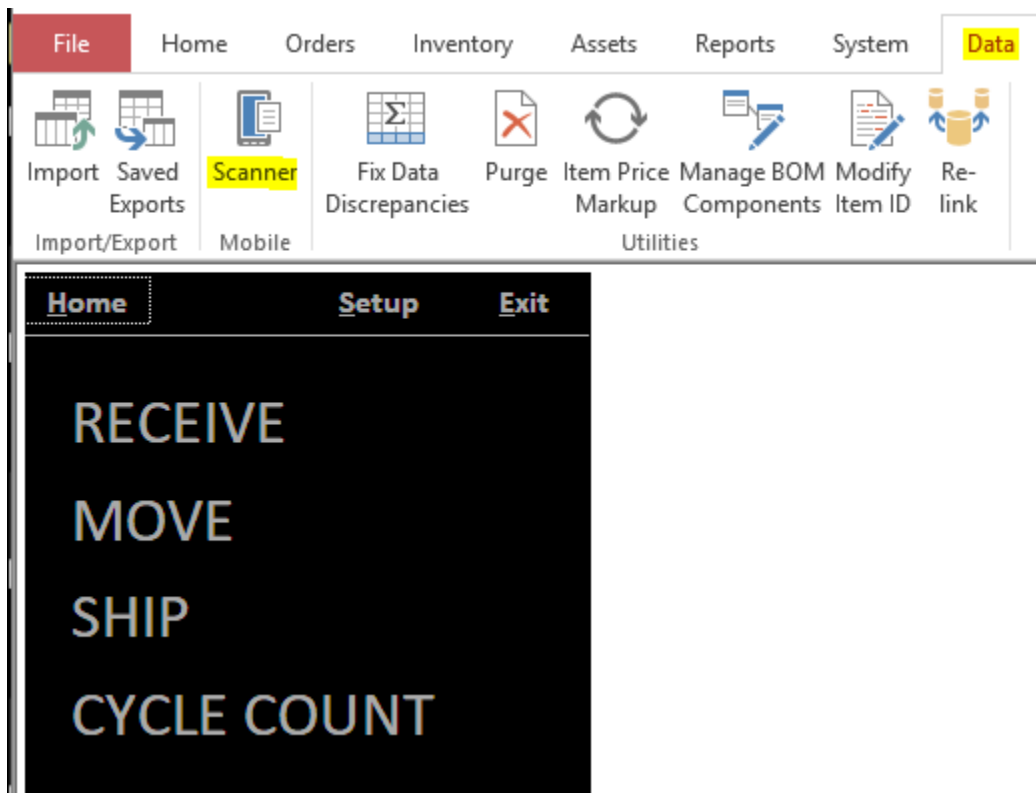
## Mobile Devices

For the networked mobile devices, you need to have Windows Server 2003 or later with RDP (Terminal Server). You will also need to install Almyta Control Software on the server. Open Almyta Company Selector on a server using desktop PC or console, click the Maintain button, click How to create desktop shortcut link. Copy a shortcut target and paste in in a text editor window (Notepad).

To configure a mobile device, create Windows login for each device in your domain or server user list. Make each login an RDP accessible and paste shortcut target from the notepad into user startup application for RDP. This will assure that each device will open ACS company defined in the shortcut. In order for the mobile device to open Mobile screen on startup, create a text file on the server (C:\AlmytaSystems\MobileUserList.txt). Open file with a Notepad and list all mobile users one per row:

```
RDP-User1
RDP-User2
RDP-User3
```

To access the Mobile Scanner screen from your desktop computer, follow to the Data menu tab, Scanner screen. The screen has three main functions: Receive, Move, and Ship.



The Setup menu at the top, allows to adjust the display height and width by using the Arrow keys. You can also change the font size by changing the default size. The font size is specified in points. The point is 1/72 on an inch or 0.353 millimeters.



Press the Save or Cancel button. The configuration is kept in the [Almyta Folder]\ mConfig.txt file. This file can be modified in a text editor when the Scanner screen is closed or deleted to remove custom congiruration or start it from scratch.

Mobile Receive Transaction

Select the RECEIVE menu on the main screen. Select a value in the receiving Reference. The reference can be “Direct Adjustment”, purchase order or warehouse appointment. If reference is a PO or an appointment, the total units and units to receive numbers will appear the screen bottom.

HomeSetupExit

RECEIVING INVENTORY

SaveResetBack

Reference:

Item ID:

Qty:

Serial:

Serial 2:

Location:

Direct Adjustment

1205250000-001-00

1206060000-001

1206060000-002

1206260000-001

1206260000-002

Select a value the Item ID. If reference is a PO or an appointment, the Qty field will be automatically populated with the outstanding units. Change the quantity to an actual value, or to accept the number, press the Enter key or right arrow key.

HomeSetupExit

SaveResetBack

Reference:

Item ID:

Qty:

Serial:

Serial 2:

Location:

1206060000-001

CABLE

CABLE

FLVR-H

JAR40

Total units: 1205. Units to receive: 1205

Scan or input serial number and the location if needed.

Home

Setup

Exit

Save

Reset

Back

Reference:

1206060000-001

Item ID:

CABLE

Qty:

1000

Serial:

MSN51526Q

Serial 2:

Location:

A1B2

Total units: 1205. Units to receive: 1205

Press Save (Enter key) to save transaction. The cursor will jump to the Item ID field ready for the next item.

Home

Setup

Exit

Transaction Saved. Scan/Select Item ID.

Save

Reset

Back

Reference:

1206060000-001

Item ID:

Qty:

1000

Serial:

Serial 2:

Location:

A1B2

Total units: 1205. Units to receive: 205

To close a PO, find it in the PO Order Detail and click close button at the screen bottom.

## Mobile Move Transaction

From the main menu, select the Move function. Scan Serial number. If unit is found, the cursor will jump to the Qty field. Change the quantity if needed or press Enter key/Right Arrow to go to the Location field.

<u>Home</u>	<u>Setup</u>	<u>Exit</u>
Serial: * not found.		
<u>M</u> ove	<u>R</u> eset	<u>B</u> ack
Serial:	MSN51526Q	
Serial 2:		
From:	A1B2	
Item ID:	CABLE ▼	
Qty:	1000	
Location:		

Scan or input the destination Location or serial number.

<u>M</u> ove	<u>R</u> eset	<u>B</u> ack
Serial:	MSN51526Q	
Serial 2:		
From:	A1B2	
Item ID:	CABLE ▼	
Qty:	1000	
Location:	Z10	

The cursor will jump to the Move field if the unit is found. Press Enter key. The unit will be moved. The “Transaction Saved” message will appear at the top. The screen will reset ready for next transaction.

Transaction Saved. Scan/Select unit.

Move

Reset

Back

Serial:

Serial 2:

From:

Item ID:

Qty:

Location:

Mobile Ship Transaction

Select SHIP from the main menu.

HomeSetupExit

Up/Down arrows to select a reference

SaveResetBack

Reference: S010002

Item ID: S010002

Qty: S010004

Serial: S010007

Serial 2: S010008

Location: S010009

S010010:2

Total units: 2. Units to ship: 2

Select a shipping order or Direct Adjustemnt

HomeSetupExit

Scan barcode or \* to browse

SaveResetBack

Reference: S010002

Item ID: BEARING1

Qty: 2

Serial:

Serial 2:

Location: \*

Total units: 2. Units to ship: 2

Scan a serial number or warehouse location. Alternatively, type in \* in the location or serial number field if label is missing or damaged. In this case, select a value from the list.

Item ID	Location
BEARING1	DOCK
BEARING1	SAM

When unit is identified, the cursor jumps to the Save field. Press the Enter key.

**Home** **Setup** **Exit**

ENTER key to save

**Save** **Reset** **Back**

Reference: S010002

Item ID: BEARING1

Qty: 1

Serial:

Serial 2:

Location: SAM

Total units: 2. Units to ship: 2

Continue scanning units until you finished with the shipping order. To ship the orders picked with a scanner, use a regular desktop PC at your shipping office. Go to the Orders, Order Fulfillment menu, select Picked with Mobile Device, and click Ship and Print. To configure how many copies of each document to output, click Tools button on the right.

