Step-by-Step:

Converting Finished Goods to Sharp Shooter Bar-Coded Tag Numbers

| May-20 |

**Document Overview**

**Documentation Goals**

This documentation is intended to provide instruction for ***Sharp Shooter Conversion****.*

**Documentation Disclaimers**

* Teach a user how to convert their current Finished Good system to using Sharp Shooter bar-coded tag numbers.

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# **Overview of Advantzware Specific Keys and Icons**

## Function Keys

|  |  |
| --- | --- |
| BRWS | The browser, which is a list of records in this file. This is functionally equivalent to the Find option of our standard package. |
| VIEW | View record provides the ability to ADD, CHANGE, DELETE, and UPDATE an individual record. |
| SORT BY | The selections at the bottom of the browser, which will sort the list alphabetic order. |
|  |  |
| Update | Update the current record. |
| Reset | Reset the current record. |
| Add | Add a record. |
| Copy | This will copy the existing record. |
| Delete | Delete the current record displayed on the screen. |
| Cancel | Cancel the information that was entered. |
| Save | Save the record. |
|  |  |
|  | Takes the user to the first current record. |
|  | Moves backward one record. |
|  | Moves forward one record. |
|  | Takes the user to the last current record. |
|  |  |
| F1 | Miscellaneous Fields |
| F3 | Search |
| F3 | List |
| F4 | Notes |
| F6 | Browse |
| F7 | Viewer |
| F12 | Exit |

## Advanced Software Standard Function Keys

|  |  |
| --- | --- |
| Next | Shows the next sequential record. |
| Prev | Shows the previous record. |
| Add | Add a record. |
| Change | Change the current record displayed on the screen. |
| Delete | Delete the current record displayed on the screen. |
| Find | Find a record by searching by description. |
| “1”, “2” | Number 1 or 2 to go the first or second page of this record. |
| Esc | Escape from the current transaction without updating. |
| Q | Quit from the current transaction without updating. |
| F1 | Save |
| F3 | Help information is available on every data field. Simply place the cursor on a field and press F3 to display documentation regarding this particular field. |
| F3 | To insert additional data in a data field without erasing the information currently displayed. |
| F4 | Notes – General |
| F1 | Field Lookup is available on every data field which is maintained in a separate file. Place the cursor on a field and press ***“F1”*** to search for the code by description or to advance a screen of records by pressing the next key. Place the cursor next to the desired record and press enter to transfer the record to the data entry screen. See ***“Page Up”*** / ***“Page Down”*** keys below as an alternative |
| F7 | Delete |
| F8 | Notes – File Specific |
| Enter | Advances the cursor to the next field |
| Page Up | Will skim forward through each record in a data file in sequential order |
| Page Down | Will skim backward through each record in a data file in sequential order |
|  |  |

## Program Icons

|  |  |  |
| --- | --- | --- |
|  | Job Notes |  |
|  | Customer Attachments | Attach files (such as Word/Excel/Images) for this specific customer order. |
|  | Change Move/Set Column Mode |  |
|  | Print Acknowledgement |  |
|  | Export to Excel |  |
|  | Add |  |
|  | Attachments | Attachments for this Estimate. Will transfer to all future repeat orders for this estimate. |
|  | Notes |  |
|  | Spec Notes | Notes for specific finished goods items. |
|  | Utility Application |  |
|  | Help |  |
|  | UDF Viewer |  |
|  | Commissions |  |
|  | Exit |  |
|  |  |  |
|  |  |  |

# **Converting Finished Goods to Bar-Coded Tag Numbers**

### Step One: Purchase Software

Purchase Sharp Shooter Software and Label Matrix Software.

### Step Two: Install Radio Frequency Antennae

Install Radio Frequency Antennae throughout the building with wireless networking.

Also, purchase touch sensitive rugged table PC’s with bar code scanners. Most likely, this wireless connection will be via Microsoft terminal services over an 802.11B connection.

Test all hardware for reliability.

### Step Three: Convert Labels

Convert Case Labels and Load Tags to SSLABEL formats. This will require new labels and changing ***“N”-“K”-“1”*** LOADTAG to SSLABEL.

### Step Four: Print New Labels

Begin printing New Labels with the Bar-Coded Tag numbers. When all pallets have bar coded tag numbers then you are ready to begin the conversion to Sharp Shooter warehouse transactions.

Please Note: Many load tag options are available via the ***“N”-“K”-“1”*** LOADTAG and ***“N”-“K”-“1”*** CASELABEL options. Read the on-line documentation via the “***F3”*** key on each parameter.

### Step Five: Print Warehouse/Bin Location Labels

Print warehouse / bin location bar code labels for each warehouse location and stick to rack or hand from plant ceiling for Sharp Shooter scanning.

Please Note: This is a combined field and the first 5 characters refer to the warehouse only. Hence any warehouse such as MAIN must include a ***SPACE KEY*** as the fifth character.

### Step Six: Modify Existing Release/Pick Tickets

Modify existing Release / Pick Ticket to Summarize by Finished Goods item code. If the user prefers printing all the tag numbers on the release ticket, then no changes will be required to the business form.

### Step Seven: Modify Existing Bill of Lading Forms

Modify existing Bill of Lading Form to Summarize by Finished Goods item code. If the user prefers printing all the tag numbers on the release ticket, then no changes will be required to the business form.

### Step Eight: Set Finished Good Ship Method

The Finished Goods Ship Method must be set as either ship by the pallet load or ship by the case (bundle).

When selecting case, the scanning process will prompt how many cases / bundles are shipping off a pallet. This is used for shipping partial pallets. Ship by pallet method will relieve the entire pallet.

### Step Nine: Sharp Shooter Physical Count Program

Run the special Sharp Shooter Setup Physical Count program.

This will convert the existing Finished Good inventory which does not have tag number to match the tag numbers that have been adhered to the pallets in the warehouse. This process will require running the program from the table PC and scanning each bar code then posting the transactions.

Please Note: It is recommended to post every screen load of transactions to be safe not to lose the data by accident. This process will reduce the existing number of cases or units for each load tag that is scanned.

### Step Ten: Using Sharp Shooter

Start using Sharp Shooter for finished goods receipts, physical counts and creating bill of ladings.

### Step Eleven: Sharp Shooter Finished Good Receipts

Sharp Shooter Finished Goods receipts requires scanning a load tag that was created via the order processing load tag creation program. This program may be accessed via order processing, Sharp Shooter, or a special icon that may be setup on any workstation to simply creating load tags without accessing the entire Advantzware or Sharp Shooter menu system.

To scan receipts, simply enter the release number and scan the tag numbers. The load tag file in Sharp Shooter houses the number of units, unit count, units per pallet and partial unit, however the user must scan the warehouse / bin location or accept the default location by pressing the ***“Enter”*** key.

Transactions must be Posted to update the quantity on hand.

### Step Twelve: Sharp Shooter Move Logic

Sharp Shooter MOVE logic is an alternative to scanning receipts. This option requires the finished goods receipts is automatically created when the pallet load tags are created. Therefore, the “***MOVE”*** button in Sharp Shooter simply allows the warehouse clerk the option to change the warehouse and bin location by scanning the bar coded warehouse / bin location created and adhered to the warehouse rack.

### Step Thirteen:

Sharp Shooter Bill of Lading creation requires a printed release ticket. Once the release is printed, the bill of lading may be created directly on the warehouse floor or shipping dock via the wireless table PC or computer assigned to the shipping and receiving area. Simply enter the release number then scan the load tags as the pallets are loaded onto the truck.

### Step Fourteen:

Once bill of ladings are printed, all additional steps for invoicing are done in the Advantzware software.