

DAC Quick Reference

CipherLab Portable Data Terminals For Use By Salesmen

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Refer to the Physical Inventory document of the DAC User Guide for information about using CipherLab units for physical inventory.

CipherLab Portable Data Terminals For Use By Salesmen

The instructions below pertain to using the CipherLab portable data terminal (models CPT-8020 and CPT-8021). Note that the:

- BS (backspace) key can be pressed to correct typing errors.
- FN Alpha key can be pressed to enter capital and lowercase letters.

To setup units for use by salesmen:

1. At the MAIN MENU screen, press the %/o key twice.
2. At the ENTERING SETUP MODE PASSWORD screen, press the 7 key three times.
3. Press a blue key (to continue).
4. At the ENTER COMPUTER TEL NUMBER screen, enter the telephone number that will be used for sending remote orders.
5. Press a blue key. The USER TYPE screen appears.
6. Press 1 to select SALES. The ENTER SALES # screen appears.
7. Type the salesman's number, and press a blue key. The ENTER ROUTE # screen appears.
8. If desired, type a route number.
9. Press a blue key. The COMMUNICATIONS screen appears.
10. Press 2 (NO STX/ETX).
11. When the DUPL ITEM ALERT screen appears, either type:
 - 1 (DUPL ALERT ON) to warn users when duplicate items are added to an order, or
 - 2 (DUPL ALERT OFF) to disable the alerts.

If DUPL ALERT ON is selected, the current order quantity of a duplicated item is displayed when adding the item.

12. When the DISPLAY ROUTE # screen appears, either type:
 - 1 (RT DISPLAY ON) to display the ENTER ROUTE # screen when entering orders, or
 - 2 (RT DISPLAY OFF) to disable the screen.

If RT DISPLAY ON is selected, users can override the route number entered above when entering an order.

Note: RT DISPLAY ON must be selected when using the CipherLab units for physical inventory and printing retail shelf labels. Refer to the *To enter customer orders* section below for additional information.

13. When the DISPLAY PRICE screen appears, either type:
 - 1 (PR DISPLAY ON) to allow the salesman to enter a price for items, or
 - 2 (PR DISPLAY OFF).

If PR DISPLAY OFF is selected, the salesman is prohibited from entering prices.

14. The MAIN MENU screen appears.

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- BS (backspace) key can be pressed to correct typing errors.
- FN Alpha key can be pressed to enter capital and lowercase letters.

Warning: Do not hesitate to replace the unit's batteries when the *Low Battery* message first appears; otherwise, all unsent orders will be erased when the batteries expire.

To enter customer orders:

1. At the MAIN MENU screen, press 1 (ORDER). The ORDER LIST screen appears.
2. Press 1, 2 or 3 to select a page for storing the order.
3. Press a blue key when the *This will start a new order. OK?* message appears (or the OPEN screen appears).
4. Type the customer number, and press a blue key.
Users must enter *000000* for the customer number when using the CipherLab unit for physical inventory. Refer to the Physical Inventory document of the DAC User Guide for additional information.

5. If the ENTER ROUTE # screen appears:
 - Type a route number, and press a blue key, or
 - Press a blue key without entering a new route number.

Users must enter *INVTRY* for the route number when using the CipherLab unit for physical inventory. Refer to the Physical Inventory document of the DAC User Guide for additional information.

Users must enter *LABEL* for the route number when using the CipherLab unit to create a batch of retail shelf labels for printing.

6. To add items to the order:
 - Type an item number, and press a blue key, or
 - Scan the item's barcode while pressing the yellow key.
7. Type the order quantity. If scanning items, the order quantity will increase with repeated scans. If the item was previously entered, the new order quantity will be added to the current order quantity.
8. To enter eaches for the selling unit of the ordered item, press the %# key twice while the cursor is at QTY, press a blue key when EACH appears, and press a blue key if the \$____.____ field appears.
9. To enter a price for the item, press the %# key twice while the cursor is at QTY, type 1, 2, 3 or 4 to select the selling unit, press a blue key, and type the price when \$____.____ appears. If \$____.____ does not appear, the user is prohibited from entering prices.

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To enter customer orders (continued):

10. Press a blue key.
11. Press the ESC key when the order is complete.
12. Press a blue key when the *Finished with order?* message appears.
13. When the ENTER MESSAGE screen appears either press a blue key to add a message to the order, or press the ESC key to close the ENTER MESSAGE screen.
14. Press a blue key when the TOTAL COUNT screen appears.

To send a page of orders:

1. At the MAIN MENU screen, press 3 (SEND DATA). The ORDER LIST screen appears.
2. Press 1, 2 or 3 to select the page where the orders are stored.
3. Attach the unit's microphone to the telephone's mouthpiece and dial the telephone number before pressing a blue key.
4. When the *Was transmission good?* message appears, press a blue key (for yes) or the ESC key (for no).
5. If the *Retry?* message appears, press a blue key (for yes) or the ESC key (for no).

To erase a page of orders:

1. At the MAIN MENU screen, press 4 (ERASE DATA). The ORDER LIST screen appears.
2. Press 1, 2 or 3 to select the page where the orders are stored.
3. Press a blue key (for yes) or the ESC key (to cancel) when the *Data will be erased Are you sure?* message appears.
4. If the *Warning Data files not sent!* message appears, press a blue key to delete the unsent files, or press the ESC key (to cancel).

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To add items to an existing order:

1. At the MAIN MENU screen, press 1 (ORDER). The ORDER LIST screen appears.
2. Press 1, 2 or 3 to select the page where the order is stored.
3. Press 2 (EXISTING ORDER) when the OPEN screen appears.
4. Press the up and down arrows to locate the order, and press a blue key.
5. To add items to the order:
 - Type an item number, and press a blue key, or
 - Scan the item's barcode while pressing the yellow key.
6. Type the order quantity. If scanning items, the order quantity will increase with repeated scans. If the item was previously entered, the new order quantity will be added to the current order quantity.
7. To enter eaches for the selling unit of the ordered item, press the %# key twice while the cursor is at QTY, press a blue key when EACH appears, and press a blue key if the \$____.____ field appears.
8. To enter a new price for the item, press the %# key twice while the cursor is at QTY, type 1, 2, 3 or 4 to select the selling unit, press a blue key, and type a new price when \$____.____ appears. If \$____.____ does not appear, the user is prohibited from entering prices.
9. Press a blue key.
10. Press the ESC key when the order is complete.
11. Press a blue key when the *Finished with order?* message appears.
12. When the ENTER MESSAGE screen appears either press a blue key to add a message to the order, or press the ESC key to close the ENTER MESSAGE screen.
13. Press a blue key when the TOTAL COUNT screen appears.

To change the order quantity of an item:

1. At the MAIN MENU screen, press 2 (REVIEW/EDIT). The ORDER LIST screen appears.
2. Press 1, 2 or 3 to select the page where the order is stored.
3. Press the up and down arrows to locate the order, and press a blue key. The REVIEW/EDIT screen appears.
4. Press 1 (FIRST ITEM) or 2 (LAST ITEM) to open the order at the first or last item.
5. To locate the desired item, press the up and down arrows, or press 3 (Src), type the item's number and press a blue key.
6. Press 1 (Ed), type the order quantity, and press a blue key.
7. If no other changes are needed, press the ESC key.
8. Press a blue key when the TOTAL COUNT screen appears.

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To delete an item from an order:

1. At the MAIN MENU screen, press 2 (REVIEW/EDIT). The ORDER LIST screen appears.
2. Press 1, 2 or 3 to select the page where the order is stored.
3. Press the up and down arrows to locate the order, and press a blue key. The REVIEW/EDIT screen appears.
4. Press 1 (FIRST ITEM) or 2 (LAST ITEM) to open the order at the first or last item.
5. To locate the desired item, press the up and down arrows, or press 3 (Src), type the item's number and press a blue key.
6. Press 2 (Del) and press a blue key when the *Item will be deleted Are you sure?* message appears. If the REVIEW HEADER screen appears, press the ESC key and a blue key to return to the MAIN MENU screen.
7. Press the ESC key to close the REVIEW screen.
8. Press a blue key when the TOTAL COUNT screen appears.

To change the message of an order:

1. At the MAIN MENU screen, press 2 (REVIEW/EDIT). The ORDER LIST screen appears.
2. Press 1, 2 or 3 to select the page where the order is stored.
3. Press the up and down arrows to locate the order, and press a blue key. The REVIEW/EDIT screen appears.
4. Press 4 (EDIT MESSAGE). The MESSAGE screen appears.
5. Type the new message, and press a blue key.
6. Press a blue key when the TOTAL COUNT screen appears.

To change the customer number or route number of an order:

1. At the MAIN MENU screen, press 2 (REVIEW/EDIT). The ORDER LIST screen appears.
2. Press 1, 2 or 3 to select the page where the order is stored.
3. Press the up and down arrows to locate the order, and press a blue key. The REVIEW/EDIT screen appears.
4. Press 3 (ORDER HEADER). The REVIEW HEADER screen appears.
5. Press 1 (Ed). The MODIFY HEADER screen appears.
6. If desired, type a new customer number.
7. Press a blue key.
8. If desired, type a new route number.
9. Press a blue key. The REVIEW HEADER screen appears.
10. Press the ESC key to close the REVIEW HEADER screen.
11. Press a blue key when the TOTAL COUNT screen appears.